

# U-Prox IP

ACCESS CONTROL SYSTEM SOFTWARE

Installation and programming manual

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## ABOUT THE MANUAL

This manual covers installation, adjustment and utilization of “U-Prox IP” access control system software.

The document contains information for both installers and system users. Refer to the appropriate manual sections to resolve your goal.

It is recommended to study all sections describing system construction and functioning principle.

## IMPORTANT NOTES FOR SYSTEM INSTALLERS

Read this manual carefully prior to installing the system. “U-Prox IP” security system has lot of features different to those in other systems; knowing of the specificities helps in accurate system design, installation and use.

If the manual does not solve the problems you face during system installation refer to the local distributor or vendor for further explanations.

This document is subject of changes and additions due to the continuous system evolution. The latest version is available at the WEB-site <http://www.u-prox.com>.

## TECHNICAL SUPPORT

To get warranty and technical support you can apply to authorized service centers, situated on the territory of countries, enlisted in the warranty card.

Warranty and technical support are performed on the territory of the country, where the customer applied for warranty or free service.

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## SYSTEM CHARACTERISTIC

### PREFACE

“U-Prox IP” is an access control system that provides access control for premises of various scale - small offices as well as large enterprises with lot of users and access points.

### SYSTEM COMPOSITION

The system is an integration of hardware and software components. “U-Prox IP” software is to be installed on IBM-compatible PC. Ethernet (LAN, WLAN) interfaces are used for communication between hardware and software components of a system.

Access control panels NDC F18 IP, U-Prox IP100, U-Prox IP300, U-Prox IP400, U-Prox IC A (global antipassback control panel), U-Prox IC E (elevator control panel) and wireless lock system with U-Prox IC L main control panel, U-Prox HE and U-Prox HW hubs, and door control panel U-Prox IP500 provide a basis for system hardware.

For backward compatibility, supports the classic control panels. NDC B052 (command and transport controller for work with classical RS485 networked control panels over IP), NDC F18/F16, DLK642Full/Lite supported as well.

All necessary optional equipment is connected to the control panels.

*The list of control panels supported by the software may change. Software version you possess may not support new versions of control panels. Refer to technical assistance service for system updating.*

Video surveillance allows to associate any ACS event with a video sequence recorded by DVR video server:

- Retrieves video associated with events
- Displays window, containing information about current event, including video from a camera and photo of a card user.
- Archives and synchronizes video sequences from DVR with access event log.
- Simple adjustment of PTZ position and film resolution based on events
- Up to 64 videos on workstations of access control system, online tag lockout
- Video and still picture export
- Supports Dahua, Hikvision, Tecsar, Pinetron and Partizan DVRs.
- Works with video surveillance system “Line” with IP cameras support

«U-Prox IP» allows system event messaging over E-mail.

E-mail messages are sent with SMTP protocol both encrypted (TLS) and not. It is possible to adjust system for sending E-mails via enterprise mail server or via public mail service like Gmail.com or Outlook.com etc.

### FEATURES

“U-Prox IP” software is installed on one PC.

The system manages a large number of doors, controlled by access control panels working with one or two access points.

Sensors with normally open or normally closed contact may be connected to the loop terminals of control panels.

More detailed characteristics and functions of control panels are described in the panels' user manuals.

“U-Prox IP” software runs under Windows XP or Windows 7 operating system, and supports both standard and additional functions, provided with add-on software modules.

## TERMS AND CONCEPTS

### PROXIMITY IDENTIFICATOR (RF ID)

Every user of access control system has a RF ID with unique code. RF ID may be in shape of plastic card, key fob, etc.

### ACCESS CARD

RF ID in the shape of plastic card.

### READER

Readers are devices assigned for reading information from IDs and transmitting it to a control panel.

There are several types of IDs and readers for them. It is essential that reader and control panel should use the same interface.

### PIN (PERSONAL IDENTIFICATION NUMBER)

Some readers have built-in keypad. Keypads may be used for PIN entering. It can be both self-dependent or used as an additional code to user ID. When PIN is programmed as additional code, reader waits for PIN entering after ID is read-out.

### RTE (REQUEST TO EXIT)

To exit from the premises with a single-sided door, a button wired to control panel is used. This button is called RTE (request to exit) button. If someone opens a door otherwise than pressing RTE button – by re-energizing locking device, opening lock with a key etc., "Door Forced Open" event arises. RTE button may be used for remote door opening as well.

### ACCESS POINT

Access point is a logical concept of the access control system implying control of passing through a door in one direction. It consists of reader, access control panel (or its part), door supervision devices (like magnetic sensor, RTE etc.) and door locking device. For instance, the turnstile with two-way passes has two Access points – one for entrance and the other one for exit, door of this type is called double-sided door. A door with a reader on one side has only one Access point – Entry point, and it is called single-sided door.

## DOOR CONTACT

In access control systems various sensors are used to supervise door status (opened or closed), such as magnetic door sensor, sensor of the turnstile rotor position, inductive sensor of car passing through the road barrier, etc. This ensured that the system prevents situations when several users access the door with one ID or door left open after user's access and so on.

Door Contact terminals of control panels are intended for connection of magnetic door sensor, sensor of the turnstile rotor position, inductive sensor etc.

## ANTIPASSBACK

Antipassback function is implemented in access control panels to prevent the situation when user gives his RF ID to another person after passing into the premises. If this function is on, control panel tracks an ID position – inside or outside the premises. On any attempt to pass in the same direction twice the panel denies access and stores "Access Denied, Antipassback" event into the Log.

Antipassback function can be set only in case of the double-sided door control.

## GLOBAL ANTIPASSBACK

Prevents user door pass from the areas where he must not appear. The facility splitted into the closed areas connected with double-sided access points, in which system supervises the personnel appearance for this purpose. System detects the global antipassback violation when somebody tries to re-enter such area without exit or tries to enter somewhere from the area he have not enter. System generates message "GLOBAL ANTIPASSBACK: Access Denied" in case of global antipassback violation.

## DOOR TIME

If door sensor is open, corresponding access point goes into alarm. Alarm is not invoked, if contact is opened during Door Time interval. This interval starts when access is granted and lasts for the programmed time or terminates on opening and subsequent closing of door contact.

## CODE MATCHING ATTEMPT

Control panels can activate alarm on attempt of a code (or ID) matching. Code matching is considered when invalid code (or ID) is entered several times successively. Valid code entering clears the counter. Enabling of this function as well as number of code entries are programmable.

## SCHEDULES

Date and time of valid access are indicated when setting user access rights. Control panel stores up to 250 time zones. 250 week schedules can be combined from these time zones.

Moreover, control panel can store up to 250 holidays, which happen once a year.

## SYNCHRONIZATION

Control panel is to be synchronized after all parameters are set – modes of loops, outputs, access rights and others. During synchronization parameters are rewritten into access control panel.

## CARD COLLECTOR

Collection device for proximity cards. Special device that works in conjunction with the access control panel. Designed to collect not valid proximity cards of employees, proximity cards of visitors when they leave, and to provide access to employees with valid IDs (the ID is returned to employee).

## INSTALLING “U-PROX IP”

This part is mostly intended for installers and system administrators. System operators may get to know system operation characteristics as well.

## ENVIRONMENT CHARACTERISTICS

“U-Prox IP” is intended for operation under “Windows” operating systems not less than Windows XP SP3. Any other operating system is unsuitable for the software.

## HARDWARE AND SOFTWARE MINIMAL CONFIGURATION

For “U-Prox IP” proper operation is needed one PC, Ethernet (lan, wlan – wi-fi) local network with TCP/IP protocol.

Hardware and software requirements (same or better) are shown in the table below:

Processor	RAM	Hard drive (free space)	Monitor	Network	Operating system
Intel Celeron Core Duo 2 GHz or similar AMD	2048 MB	4 GB and up	1280x1024, high 16bit	100Mbit Fast Ethernet, TCP/IP	Windows XP Professional, Windows Vista, Windows 2003, Windows 7, Windows 2008

## FEATURES COMPARISON OF FULL (PAID) AND A FREE VERSION OF THE SOFTWARE

	U-Prox IP Free	U-Prox IP Full
<b>Protection and Licensing</b>	No	Hasp-key
<b>The number of identifiers</b>	Up to 2000	Not limited (65535)
<b>Client-server</b>	Yes	Yes
<b>Workplaces</b>	Up to 4	Up to 10
<b>The number of doors</b>	Not limited	Not limited
<b>The number of control panels</b>	Not limited	Not limited
<b>Works with:</b>		
NDC F18 IP	Yes	Yes
U-Prox IP100/IP300	Yes	Yes
U-Prox IP400	Yes	Yes
U-Prox IC A (global antipassback)	Yes	Yes
U-Prox IC L (wireless locks)	Yes	Yes
U-Prox HE	Yes	Yes

<b>U-Prox HW</b>	Yes	Yes
<b>U-Prox IP500</b>	Yes	Yes
<b>U-Prox IC E (elevator control panel)</b>	Yes	Yes
<b>U-Prox RM</b>	Yes	Yes
<b>U-Prox mini 485</b>	Yes	Yes
<b>U-Prox WRS485</b>	Yes	Yes
<b>Legacy control panels:</b>		
<b>NDC B052A,</b>	Yes	Yes
<b>NDC F18/F16,</b>	Yes	Yes
<b>DLK642Full/Lite</b>	Yes	Yes
<b>Classical control panels</b>	No	Yes
<b>IP control panels</b>	Yes	Yes
<b>Global antipassback</b>	Yes	Yes
<b>Wireless locks system</b>	Yes	Yes
<b>Elevator control panel</b>	Yes	Yes
<b>Floor plans</b>	Yes	Yes
<b>Design and printing of badges</b>	Yes	Yes
<b>Photo and video verification: Pinetron, Dahua, Hikvision, Tecsar, Partizan, DevLine</b>	Yes	Yes
<b>E-mail notofocation</b>	Yes	Yes
<b>Simple time attendance</b>	Coming-leaving report with the transition via midnight	Coming-leaving report with the transition via midnight
<b>Simplistic time attendance</b>	Report based on simplified work schedules	Report based on simplified work schedules
<b>Complex calculation of working time</b>	No	Worktime reports based on complex work schedules
<b>Web and mobile application module</b>	Yes	Yes

## INSTALLING “U-PROX IP” ON PC

The software comes in two versions:

### ❖ Free version

“U-Prox IP Free” is supplied with:

- Software and PDF manual on one CD

### ❖ Full (paid) version:

“U-Prox IP” is supplied with:

- Software and PDF manual on one CD
- HASP-key with licenses

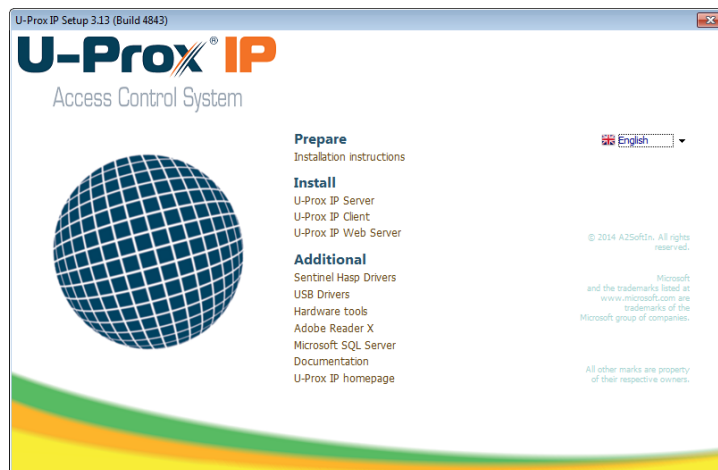
*Before installing full (paid) version of software connect HASP key to PC.*

## SETTING UP SERVER

*Setup and first launching of «U-Prox IP» must be made by operator with administrative rights.*

*Plug the HASP-key into the USB port of your computer before installing the server part of U-Prox IP Full.*

- Insert “U-Prox IP” CD into CD ROM
- If automatic installation doesn’t start, run Setup.exe
- Description of installation sequence described in the "Installation instructions"



## SYSTEM PLANNING

## GENERAL NOTES

This part is intended for system administrators, who determine operation strategy and tactics.

It is recommended to observe the following rules, which facilitate system operation:

1. Before system programming, or going to change system configuration, draw accurate plan of actions, assign sequence of necessary operations. Hasty actions may lead to system full or partial restoration necessity. “U-Prox IP” system is sufficiently easy in operation, but due to the wide variety of capabilities, even experienced user may loose himself in te variety of system functions and settings.
2. In case of failure restore system status out of archive file or contact installers for assistance.
3. Devices disconnected one from another without need may cause information, stored in system components, inconsistency. In this case you will have to reboot the system that may lead to unplanned effects. The operation is simple, but before clarification of inconsistency, some unexpected effects may arise. Besides, access control panels contain only strictly limited number of events that central control panel and PC constantly read out and save in database. In case of long deactivating of control panels the oldest events may be lost irreversibly.
4. Create backup copies of system database at least once a week. That will help you in system restoration in case of system fail or PC troubles. Manual database restore can take several weeks.



5. Assign minimal access rights to operators, otherwise an operator ignorant of some system peculiarities can break down the system

## PLANNING SYSTEM FUNCTIONS

Determine functions of the whole system and every control panel before programming, determine also panels operation modes, number and types of access groups and appropriate time schedules.

Now you can proceed to system programming. Recommended sequence of programming operations is described below.

## ADJUSTING HARDWARE

It is necessary to specify which doors shall be supervised by certain panels, access points types (single-sided door, double-sided door or turnstile), and access points settings (type of locking device and its time of engagement).

It is also necessary to determine control panels settings, determine access points' connection modes, loops and outputs operation modes.

Define cards enrolment device after panels' parameters setting. Any reader, connected of control panel or reader connected by USB, can serve as cards enrolment device.

Then you can define rooms with access control, draw premises' plan indicating rooms, access points and control panels.

## SETTING PERSONNEL GENERAL PARAMETERS

If you are interested in special employee data display, create additional fields in cardholder data. Add fields prior to personnel database filing. (See "Filling personnel database" section).

## BADGES

You can create badges, containing graphic and text, and print them on RF ID card.

First, work out badge template. Every sample contains text and graphic, e.g. company name and logotype, employee name and photo frames.

## SCHEDULES

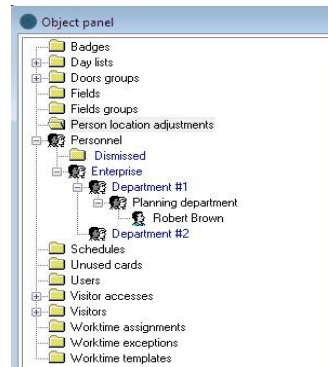
Using schedules determine time and days when access is granted to employees and how to calculate their working time. Think over what schedule comprises timetable of the entire personnel and only then fill it in. Schedules are to cover time intervals corresponding to beginning and end of working hours, otherwise an employee will not be able to get to his working place in time.

Most enterprises have already determined their working timetables, e.g. "Day timetable" 9:00 - 17:00 and "Night timetable" 16:00 - 24:00. Take into account that employees may come to work a bit earlier and leave some minutes later and set schedules accordingly, e.g. "Day schedule" 8:45 - 17:15 and "Night schedule" 15:45 - 24:00 and 00:00 - 00:15 (time slots are to begin and end within 24-hours).

Keep in mind that control panels can support limited number of schedules with certain structure. Refer to control panel user manual in order to determine number of schedules it supports

## PERSONNEL

“U-Prox IP” supports hierarchy personnel structure very similar to most enterprises and organizations strycture. Every employee belongs to one group. Several groups may be a part of another group of higher hierarchy. Hierarchy nesting is unlimited.



For example: You can create “Enterprise” group, “Department #1” group is a part of “Enterprise” group. “Planning department” is a sub-group of “Department #1” and it contains a list of employees. You can create a list of employees in each group

Each employee and group can be assigned individual access scheme in future. If a group has access scheme, then its members without access schedule set individually inherit this scheme. Members of sub-groups without individual access scheme inherit the scheme of a parent-group as well.

If we set access schedule to “Enterprise” group as follows:

*Central entrance passageway - 8:00-19:00*

and to “Department #1”:

*Central entrance passageway – 8:00-19:00,*

*Department #1 main entrance passage – 9:00-18:00*

then John Smith (member of “Enterprise” group) gains access through central entrance passageway from 8:00 till 19:00 and Robert Brown (member of “Department #1” group) gains access through central entrance passageway as well as to department #1 from 9:00 till 18:00.

It is necessary to type employee name and issue one or several cards to him for his authentication. It is also possible to set photo and additional text fields. Cards are enrolled from reader to database; photos are loaded from PC file, scanner or digital photo camera.

It is necessary to set labor hours’ scheme for working time calculation. This scheme consists of access rooms for certain employee, working schedule and allowable deviations, e.g. “5 minutes overdue”.

It is possible to set and print an employee badge as well if database contains necessary information.

## VISITORS

Sometimes it is necessary to provide short-term access of visitors to the territory of enterprise. For this purpose appoint routes with access to those departments in which there come visitors, and load all control panels in advance, that allows fast

uploading of the information about temporary cards to all control panels providing access to these cards into the premises, included in a route.

## REPORTS

"U-Prox IP" gives many opportunities for creation and printing of different kinds of reports, such as events report or attendance reports. Usually, such reports are made concerning certain employees' group or devices' group. It is easy to make report based on one template if a number of such groups is small. That will be necessary to point out certain personnel' group for reporting before printing. But if there many groups in database, create individual report template for each of them, e.g. "department #1 report", "department #2 report" and so on. Any report creation on basis of a sample takes no more than one minute.

## VIDEOVERIFICATION

"U-Prox IP" may be integrated with video surveillance system "Devline", DVRs and NVRs Dahua, Hikvision, Tecsar, Pinetron and Partizan. This allows to watch real time video from CCTV cameras, display window with video associated to the exact panel or panel element and view archived video associated to the events in system.

To activate this function create and adjust DVR object (video surveillance interface) and it's video inputs (CCTV cameras) in "Hardware" tab. It is possible to set response to control panels' or their elements' (inputs, access points etc.) events to each camera. To integrate "U-Prox IP" software with "Devline" VSS, "Devline" software, version 6.6.2 or higher, must be installed on the same computer. "Devline" software may be downloaded from the <http://www.devline.ru> website.

## E-MAIL MESSAGING

"U-Prox IP" allows to send messages about the events in system via e-mail. E-mails are sent in SMTP protocol both none encrypted or encrypted with TLS. It is possible to adjust program to send e-mail messages as well through the corporate post server as through the public post service.

## SYSTEM OPERATION

«U-Prox IP» access control system is an association of hardware and software.

The basis for the software part of the system is «U-Prox IP», which is used to configure control panels, personnel, acquisition and display of events, and MS SQL Server Express 2008 R2, which is used to store personnel data, settings access and access events received from the control panels.

The basis of the hardware systems are network control panels series NDC F18 IP and U-Prox IP100.

Loop terminals of control panels can be connected to, sensors with normally closed and normally open contacts, and output terminals - to actuators - locks, turnstiles, etc.

RF ID readers are connected to special ports.

Ethernet used to connect software with the hardware part of the system (either LAN - wired computer network, or WLAN - wireless computer network).

In this case the control panels require minimal pre-configuration - just configure the device control panel with software "Configurator" using a standard cable, USB.

The appropriate configuration provides for:

- Work with a static or dynamic (DHCP) IP address;
- Work with the two (primary and secondary) IP or DNS (Domain Name Service) server addresses access control;
- Work through the Internet (service remote offices) with the possibility of backup paths to the Internet via a second router (the router);
- Working with multiple Wi-Fi access points through the reservation (the primary and three backup)

After the control panel establishes communication with «U-Prox IP» access control server, the software used to configure each control panel: the configuration of loops, outputs, access points connected to the data control panel, set the access rights of personnel (staff groups) for the access points' data, etc.

To transfer data about loops and outputs of the control panel, available personnel, schedules and identifiers, you must perform full load control panels. Full load can be configured to run automatically on a predetermined schedule.

To change only the configuration of loops and outputs of control panels use part-load.

For fast identifiers load or removal use activation and deactivation of the visitors and / or staff cards procedure.

Control panels work in automatic mode after load. Control panel processes its inputs, analyses passed identifiers and pins, makes decision about access basing on loaded access rights, operates its outputs. Control panel accepts commands from the server (for example, the "Block Door" command from operator) or performs the scheduled actions (free pass during attendant hours for example). All events on these actions sent to the server.

Communicator of the control panel operates in the notification, that is, when the event (pass zone violation) is initiated its data transferred to the access control server.

When working in a computer network control panel provides protection from unauthorized intervention by cryptographic (encrypted data packet using 256-bit key) and at substitution (control panel unique serial number supervision), and supervising the communication channel through periodic test signals from the control panel.

If connection is broken (if the control panel doesn't generate a test signal in set time, such as 10-15 seconds) «U-Prox IP» states the loss of communication, changes graphical representation of the control panel icon and access points connected to it.

After connection restore (the control panel has sent test signal and received response from the server), the control panel begins to send its event log, accumulated during the connection loss period.

It is impossible to download new access table to the control panel in the connection loss mode. Restart downloading of access table at restoration of communication.

## WORKING WITH THE SOFTWARE

This part covers information concerning work with the software. Description follows items' sequence offered in the section above.

### SYSTEM LOGON

Start "U-Prox IP.EXE" file from the directory where "U-Prox IP" software is installed to launch «U-Prox IP».

*First logon should make an operator with the rights of system administration.*

System logon window appears on display:



Enter login, password, and press "OK".

*It is not necessary to enter login and password if you have not registered any user yet. In this case, press "OK" at once. Every system function will be available to you.*

If there is at least one user registered in database, logon will be possible only for registered users. Every registered user gets permissions granted to him by system administrator.

*After the first launching create U-Prox IP user with administrator rights.*

### LOCKING AND UNLOCKING OF WORKPLACE

To prevent unauthorized access to the system in case of operator absence use blocking function.

Locking is performed by the operator by pressing the key combination Ctrl-Alt-L or via the main menu - "Action", "Block Application".

During the blocking all "U-Prox IP" windows are shown, but on top of the window logon screen is displayed.

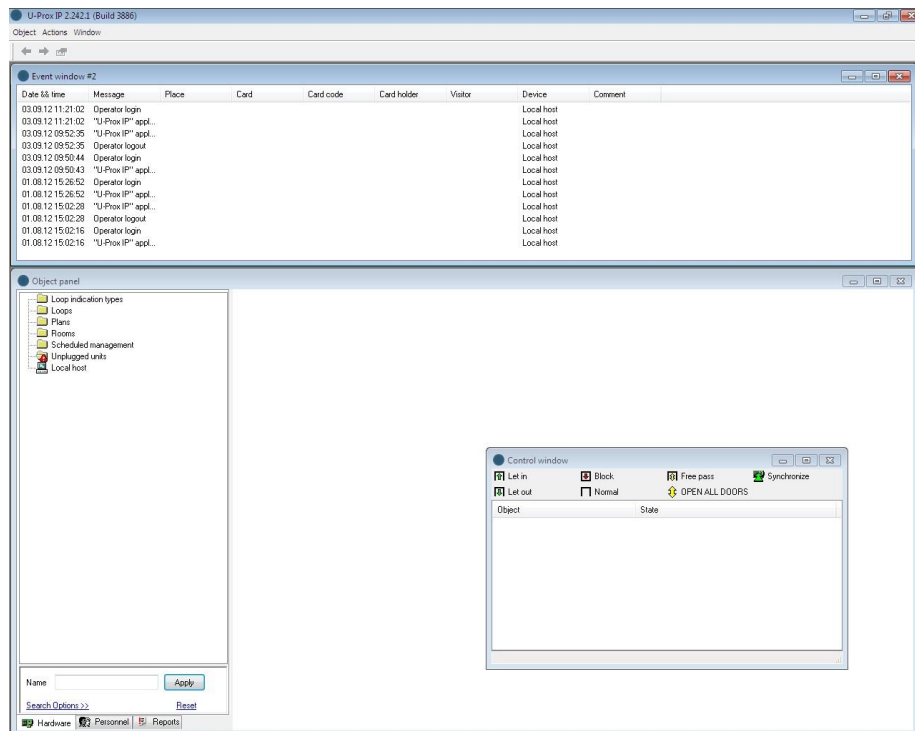
*NO alarm signals are issued during the blocking.*

The same operator that has locked or another operator may unlock "U-Prox IP. If the access rights of the operator that unlocked the application are narrower than those of the operator that locked, some windows are closed. If, on the contrary, after unlocking the access rights are wider, the invisible windows do not open automatically, but they can be opened manually.

Locking and unlocking events are displayed as the beginning and the end of operator work. This option can be used when operators shift changes.

## SYSTEM MAIN WINDOW

After program loading the main window of the software will be displayed (see picture below).



There is *main menu* on top of the window. It contains references to basic actions that are to be carried out while system use. The *toolbar* is below the main menu. It contains shortcut buttons to menu-items. Configuration of widgets depends on operator access rights.

There is a *real time event window* at the top, which displays all events received by PC. Several event windows may exist.

An *object panel* is at the left part of the window. It displays all system objects such as plans, rooms, access points, control panels, employees and others.

## MAIN MENU

Main menu has a hierarchical structure represented below:

- **Object** - submenu of creating/deleting of different system objects (see below «Creating, deleting and editing of objects»)

- **New**

- ❖ **Hardware**

- Device:
  - Autodiscovery
  - U-Prox IP100/IP300
  - U-Prox IP400
  - NDC F18 IP
  - U-Prox IP500
  - U-Prox IC L
  - U-Prox HE
  - U-Prox HW
  - U-Prox IC E
  - U-Prox IC A
  - NDC F-18
  - NDC F-16
  - DLK642
  - DLK62Lite
  - NDC-B052
- Door
- Plan
- Room
- Room group
- Loop
- Loop indication type.
- Scheduled management
- Elevator

- ❖ **Personnel**

- Doors group
- Employees group
- Employee
- Card
- Visitor
- Schedule
- Work schedule
- Visitor access
- Worktime assignment
- Worktime exception
- Worktime exception type
- Person location adjustment
- Badge
- Worktime template
- Additional field
- Fields group
- User
- Notification template
- Notification recipient

- ❖ **Reports**

- Access events report
- Time registration report
- Time registration total report

- Worktime detail report
- Personnel time sheet report
- Personnel coming-leaving report
- Not coming personnel report
- Report for security service
- Working territory report
- Person placement report
- Door report
- Control panel report
- Control panel's loop report
- Control panel's output report
- Control panel's reader report
- General personnel report
- Visitors report
- Cards report
- Cards issue history report
- Modification history report
- Personnel access report
- Detailed access report
- Personnel worktime regulations report
- Personnel worktime deviation report
- Copy selected report
- Report group
- Quick request

➤ **Delete**

▪ **Action**

- **Print badges**
- **Delete events**
- **Settings**
- **Lock application**
- -----
- **Search card...**
- **Visitor card deactivation**
- **Stop using card**
- **Enable access for today**
- **Disable Access**
- -----
- **Quick request...**
- **Select worktime assignment**
- **Select worktime exceptions**
- **Edit door and rooms incidence**
- **Check access**
- **Quick change of personnel parameters**
- **Send notification**

▪ **Window** - arrangement of windows on desktop

- **Close**
- **Cascade**
- **Tile Horizontally**
- **Tile Vertically**
- **Minimize all**
- **Arrange**
- -----
- **Photo and video verification**
- **New events window**
- **New personel location window**



- Control window
- Object panel
- Card statistics
- Database connections
- Live video view
- About
- -----

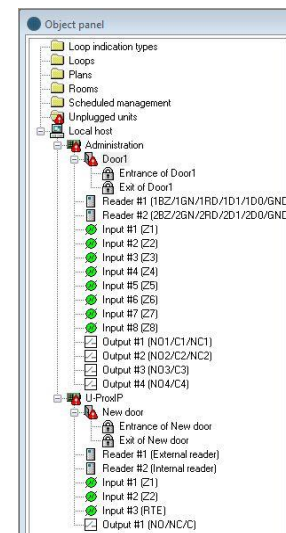
List of open windows

## INFORMATIONAL OBJECTS AND OBJECT TREE

All system data is kept in informational blocks, called *objects*. Every system object corresponds to a real person, device, premises or event. System displays all objects on object panel as several hierarchical lists, called *trees*. You will familiarize yourself with hardware tree, personnel tree and report tree in the text bellow.

A tree consists of variety of tree elements (nodes) arranged into different hierarchy levels. The most general (grouping) objects are at the very top. Subordinate or child objects are objects, dependant on higher-level nodes.

E.g., “Plans” node of hardware tree keeps all plans. “Workstation” node keeps control panels connected to it as child-nodes.

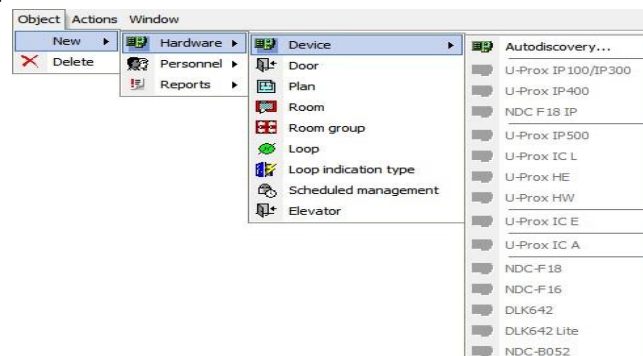


## CREATING, DELETING AND EDITING OBJECTS

This section deals with objects addition, deletion and editing mechanism common for all situations occurring during program operation. Use of different system objects is described in other sections in the subsequent text.

The system is supposed to know about real objects for correct functions fulfillment. E.g. the system is to know about all connected access points and control panels, about enterprise employees and so on. You can add all desired objects and fill in all necessary information about them.

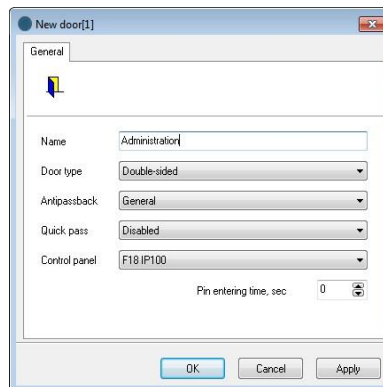
To create an object click “Object” item in main menu and then “New”. List of objects’ types will be displayed. Choose “Hardware” item and then type of object created, e.g. “Door”:



New door appears in “Unplugged units” folder on object panel. Make right-click on this object to set its parameters. Context menu partially duplicating main system menu is displayed. Choose “Properties” item with one left click.



A window where you can type information about the object will be displayed:



Different types of objects require different information that is why property windows will differ. (See detailed information in subsequent sections.)

If an object comes out of use, it is to be deleted. E.g. If a door is bricked up it is supposed to be deleted from system objects' list. To delete the door first highlight it on object panel with left click on the door name. Then choose “Object” and then “Delete” items in main menu. The selected door is deleted.

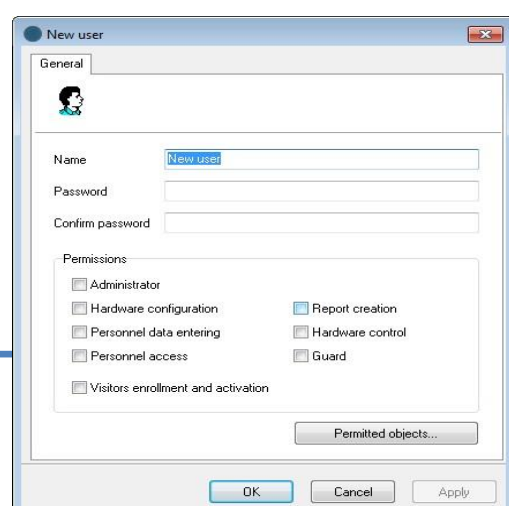
*When object is deleted all connected to it data, e.g. access events or additional properties, is deleted as well. There are exist additional possibility to save data. For example, in Hardware tree use “Disconnected devices” folder, in personnel properties use “Dismissed” folder for employees and “Visitors without cards” for one time visitors.*

It is also possible to move one or several objects using standard keys combination, that is “Ctrl+X” – cut, and “Ctrl+V” – paste. First highlight necessary door or doors, using Shift key for contiguous selection and Ctrl key to select several doors allocated separately on tree. Then press Ctrl+X, go to a new rooms group and press Ctrl+V.

## HOW TO ADD USERS

To protect the system from unauthorized intervention use special mechanism of user registration at system start. This procedure, called *System Logon*, requires login and password entering to gain access to system data and functions.

If a user with login and password entered is present in database, “U-Prox



IP " main window opens and user will be able to work with the system.

If login or password does not correspond to any system user or if invalid password is entered, main window will not be open and unknown user will not be able to operate the system.

If there are no users in system data base, logon will be possible for any login and password. System data base is empty after installation, that's why it is necessary to protect it first of all, that is to add legal users and assign necessary functions to them.

Unfold personnel tree. Make right click on "Users" folder. Choose "New" and then "User" items in context menu. New user properties editing window will be opened.

In "Name" row type user code that will be used for system login. Enter user password in "Password" row. Confirm the password to avoid mistake. Group of "Permissions" fields contains items corresponding to each possible function. Mark the fields according to user allowed functions

All possible permissions are shown in table below:

Permission	Comment
Administrator	Users' addition, deletion and editing
Hardware configuration	Panels and doors setting, premises and plans editing, events and hardware status review
Personnel data entering	Additional personnel columns editing, personnel hierarchy entry, employees data setting (except access and labor hours), badges editing
Personnel access	Personnel schedules and access rights editing, personnel hierarchy operation
Report creation	Schedules setting and report creation
Hardware control	Events, devices state, plans and photo-verification window review, hardware control
Guard	Events, devices status, plans, photo-verification window review without hardware control opportunity

*When new operator is created he is automatically assigned administrator permissions. When adjusting permissions of the only administrator, it is impossible to switch off his management permissions.*

To confirm the settings press "OK" button, to cancel them press "Cancel".

To edit user properties, change his password or permissions double-click on the user name.

If a user is not supposed to work with the system, any more it is necessary to delete him. To do that, make right click on the user name and choose "Delete" item in context menu.

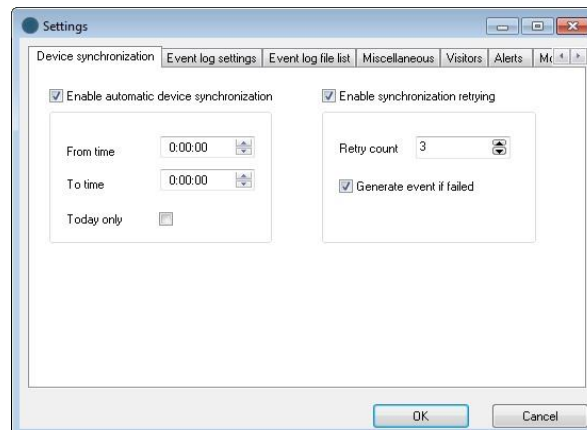
*When there is only one administrator in the system and operators do not have management permissions, it is impossible to delete this administrator from database*

## SYSTEM ADJUSTMENT

### SYNCHRONIZATION CONTROL PANELS

For system proper operation is necessary that control panels' data conformed to information entered by operator, so that failures do not occur during control panels

synchronization. Select “Actions” and “Setting” items of main menu. Window for adjustment will be displayed. Select “Device synchronization” tab:



Sometimes it may be necessary to load control panels for hardware data updating without operator. Use “Automatic loading of control panels” for this purpose.

Select “Actions” and “Setting” items of main menu. Window for setting will be displayed. Select “Device synchronization” tab. Choose “Enable automatic device synchronization” item.

*«U-Prox IP» must be launched permanently.*

Then choose time interval “From” and “To” – that is the period of control panels’ synchronizing. It is recommended to specify long period as loading of large control panels’ system may last rather long.

“Today only” item allows only single automatic loading. In this case when control panels are synchronized and automatic synchronization is switched off, “Enable automatic device synchronization” item will be disabled. The item allows only single automatic synchronization.

30 seconds delay is introduced before automatic loading of control panels. Window for cancellation of automatic loading appears during this delay.

If control panel downloading failed it is repeated several times. If after repeated loadings control panel is not downloaded, “Control panel synchronization error” is registered in event log.

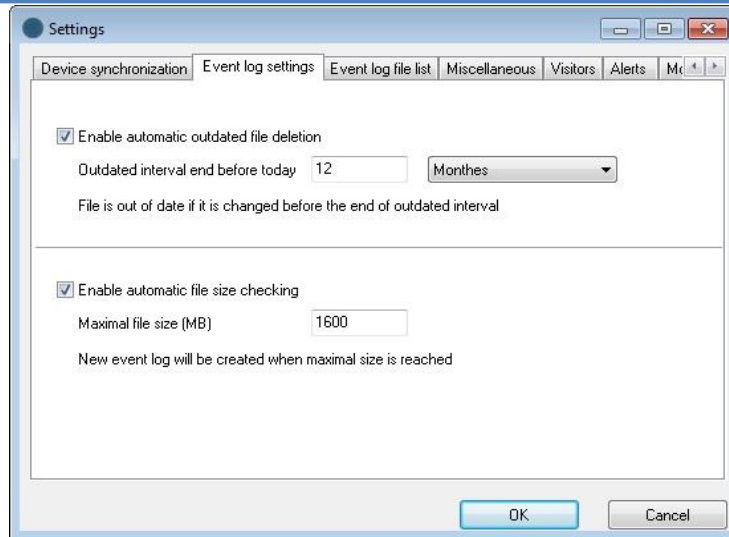
To switch this mode on select “Enable synchronization retrying” item. Then specify number of repeated loadings. Choose “Generate event if failed” for recording of unsuccessful loading attempts in event log.

Loading error message is also generated in case of failure on preparatory stage of control panels loading.

#### EVENT LOG SETTINGS

For system quick and easy use there exist several event logs. This function allows creating of log files within set size, use automatic deletion of outdated files.

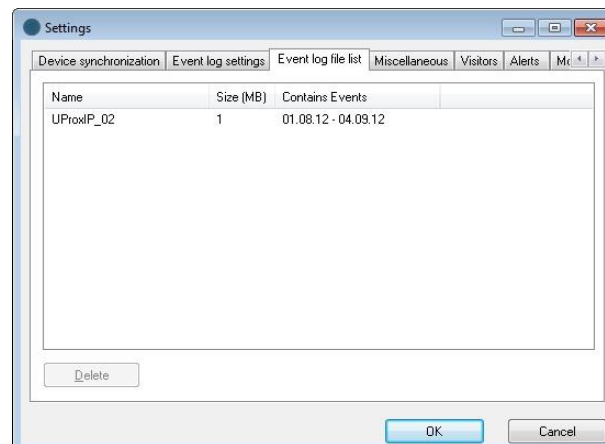
Choose “Actions”, “Settings” items of main menu. Window for settings will be displayed. Choose “Event log settings” tab



Fields for control of outdated logs deletion are at the top. Choose “Enable automatic outdated file deletion” to activate the time limitation fields. Specify period after which logs will be deleted. For example 2 months. Outdated logs are automatically deleted by the system only after new events addition.

Fields for control of log size are at the bottom. Choose “Enable automatic file size checking” item to activate “Maximal file size” field. Indicate file size (in megabytes). After exceeding of set size new log will be created

“Event log file list” tab contains list of files indicating event logs, their size and time period of events in a log. Use “Delete” button to delete outdated files manually.

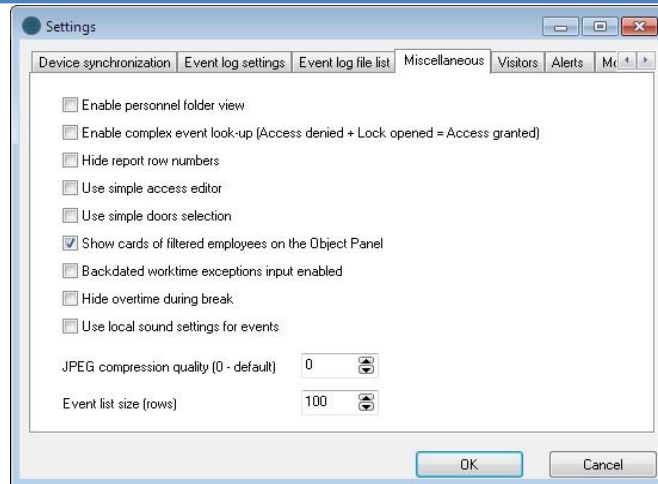


By default automatic deletion of outdated logs is switched off and size of log file is limited to 1600Mb.

## GENERAL SETTINGS OF SYSTEM OPERATION

For system quick and easy use there exists adjustment of system options.

Choose “Actions”, “Settings” items of main menu. Window for settings will be displayed. Choose “Miscellaneous” tab.



For quick operation of personnel data there exists support of additional parameters:

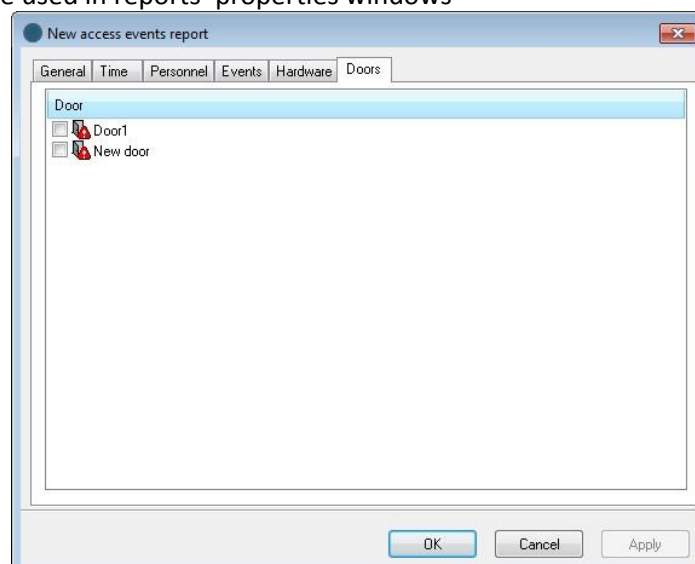
When “Enable personnel folder view” option enabled, list of all employees will be displayed on highlighting of “Personnel” folder. If the option is disabled, list of employees will not be displayed, which is appropriate at large quantity of employees.

If “Enable complex event look-up (Access denied + Lock open = Access granted)” option is enabled, then successive events “Access denied” and “Access granted on operator command” will be considered as access granted and taken into account at work time calculation. Otherwise, the pair events are ignored, “Access granted” event is considered and work time calculation quickens.

If “Hide report row numbers” option is enabled, then reports will not display numbers of lines.

When “Use simple access editor” option enabled, simple form of access assignment is used in access editing window (refer to “Adding new group” chapter of this manual).

When “Use simple doors selection” option enabled, simplified form of door selection will be used in reports’ properties windows



If you enable the option "Show cards of filtered employees on the Object Panel" then in the personnel tree of the staff panel all cards of employees, past the filter, are displayed. That is, filter to the cards name of these employees will not be applied.

If you enable the option "Backdated worktime exceptions input enabled" operator can create the exception of worktime, including the elapsed time (test worktime exception period is not performed, and may be used any period), otherwise the operator will receive an error message.

If you enable the option "Hide overtime during break" then worktime tracking function hides employee stay on workplace during time set as "break" schedule. This mode should be used, for example, in cases where the dining room is located on the premises and is not equipped with control panels, so that there is no way to control whether or not the employee is at work during lunch, or went to the dining room.

If the option "Use local sound settings for events" is switched off, the sound settings of events will be stored in a database. When displaying the events in the windows event plays a sound file, whose name is stored in the database. If this option is enabled, the audio settings of events will be stored in the registry, in the following location:

```
[HKEY_LOCAL_MACHINE \ SOFTWARE \ A2SOFTIN \ U-Prox IP \ 2.00 \ Sounds]
```

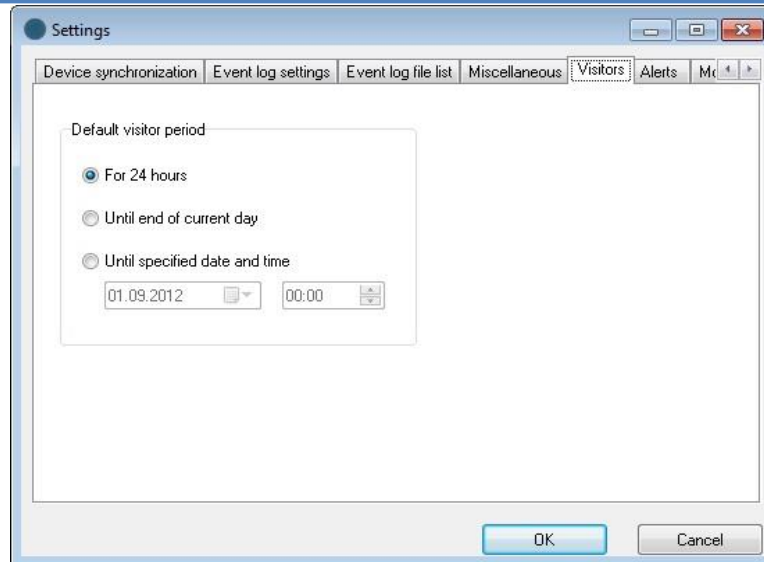
The "JPEG compression quality" is used to record images of staff and other images in the database. During recording they will be compressed by JPEG-algorithm with preset values, from 0 to 100. The value "100" corresponds to the maximum quality and maximum amount of images, "1" - the minimum quality and minimum size. The value of "0" corresponds to the setting of the original image when reading it from a file or received from the scanner.

"Event list size (rows)" field allows adjustment of lines number in event window. Default size is 100 lines.

#### VISITORS CARDS PROPERTIES

When you create a valid visitor card defaults can be set by setting the global parameter "Default visitor period"

Select main menu "Actions", "Settings". The window for setting is displayed. Select the "Visitors" tab:

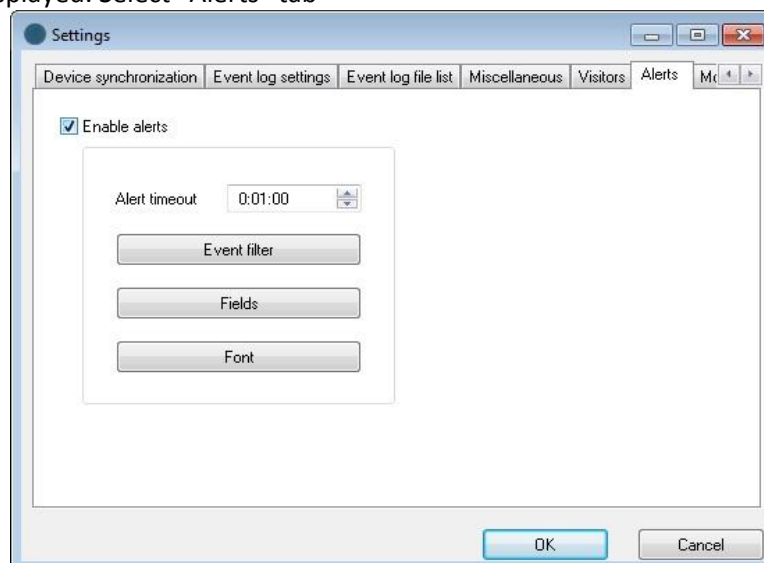


Set the desired card validity period, which can be set to "For 24-hours" "Untill the end of current day" and "Untill specified date and time" (in which case you must specify the date and time).

## ALERTS

When alarm events appear operator should pay attention to them, for that adjust alarm signals display.

Choose "Actions", "Settings" items of main menu. Adjustment window will be displayed. Select "Alerts" tab



To switch the option ON, select "Enable alerts" item.

Specify time in "Alert timeout" field. After alarm event appears, the same subsequent events will not be displayed in alarm window during the time specified.

"Event filter" button pressing opens event filter adjustment window, where it is necessary to specify necessary properties of alarm event appearance (refer to "Events filter" paragraph).

To select fields, which will be displayed in alarm event window, press "Fields" button and adjust fields in window displayed (refer to "Table properties" paragraph).

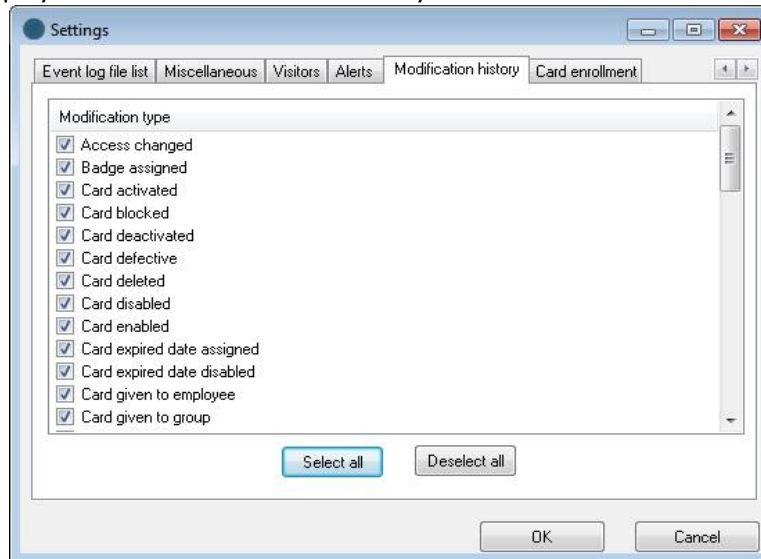


To specify font type of displayed events, press “Font” button. Standard window of font adjustment will be displayed. Specify there font style, type, size and color of necessary font

#### HISTORY OF DATABASE CHANGES

For registration of database change, which is tracing of operator mis-actions during database information changes, it is necessary to specify events of interest.

Select “Actions”, “Settings” items of main menu. Adjustment window will be displayed. Select “Modification history” tab



On “Modification history” tab specify changes, which should be taken into account during system operation. For saving database space, use only the most important changes. History of changes is saved in master database.

To choose all types of changes press “Select all”.

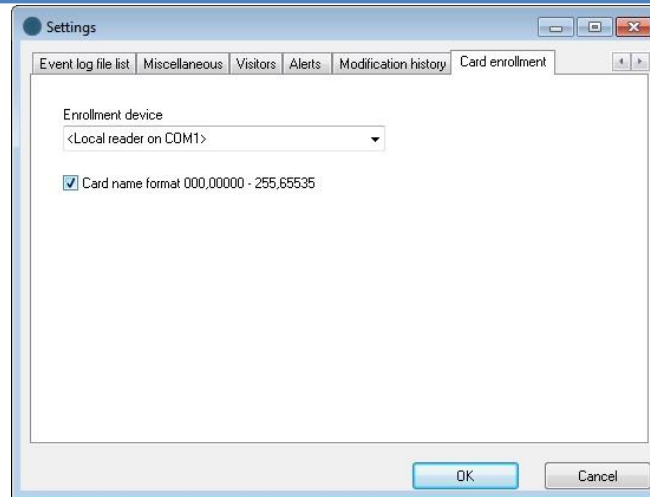
To cancel all selected types of changes press “Deselect all”.

After creating “Modification history report” all specified database changes will be displayed.

#### CARD ENROLLMENT ADJUSTMENTS

Use “Card enrollment” tab for card name presentation adjustment during enrollment and for default enrollment devise assignment.

Select “Actions”, “Adjustment” item of the main menu. Adjustment window will display. Select “Card enrollment” tab.



Select default enrollment device from drop down list. This may be desktop reader as well as nearest access control Panel.

If “Card names in 000,00000 – 255,65535 format” option checked, switches the card name display from full format (hexadecimal card code, ten digits, five bytes) to shortened one (decimal card code, digits before comma – facility code, then card code).

Shortened card code contains information only about the last three bytes of the code. That’s why in case of enrollment cards with different values in higher two bytes (facility code) and same shortened card codes, the digital suffix added. For example: “177,11345”, “177,11345[1]”, “177,11345[10]”.

#### E-MAIL NOTIFICATION ADJUSTING

‘E-mail notification’ tab is available when ‘E-mail notification’ module installed. This tab is used for adjustment of “U-Prox IP” software options for interaction with E-mail server.

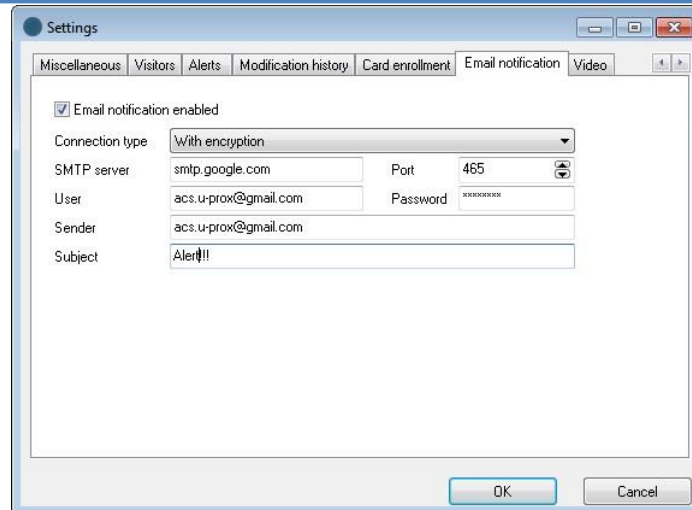
Select “Actions” and “Setting” items of main menu. Window for setting will be displayed. Select “E-mail notification” tab.

At adjustment you have to:

- Switch on ‘E-mail notification enabled’ option
- Select connection mode – encrypted on not encrypted
- Mark the SMTP server address and port
- Mark the SMTP server user name and password

*The short form of user name is used in the local network and full form – with domain name in Internet usually. (For example, short name - **acs.u-prox.ip** , Full name **acs.u-prox.ip@gmail.com**)*

- Enter the E-mail Sender name ( **NAME <E.Mail@mailservice.domain>** form allowed)
- Mark the subject for the E-mails to be send



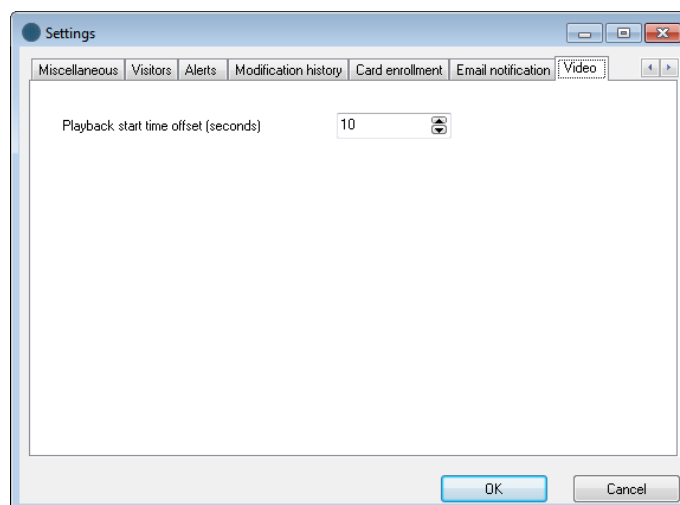
*Further E-mail notification adjustment:*

*add the notification templates and adjust their content*

*add notification recipients and adjust object and events lists (filter) for them. The notification will be send for filtered objects and events only.*

#### **VIDEO ARCHIVE PLAYBACK TIME SHIFT**

This option allows set the shift of the start time for video playback relatively to the time of event recorded in log.



#### **DATABASE ARCHIVING AND RECOVERY**

It is necessary to replace spoiled data storage media, reinstall U-Prox IP software and recover database to restore system operation after data storage crash.

To avoid manual data input, periodical (daily) database archiving adjusted at software installation. Database stored in the folder specified in files named UProxIPDB\_yy\_mm\_dd\_hh\_nn\_ss (main database) and UProxIPDB\_yy\_mm\_dd\_hh\_nn\_ss\_add\_N (additional event logs, see "Event logs options"), yy,mm,dd,hh,nn,ss are year, month, day, hour, minute and second

respectively and add\_N is additional event log number. It is necessary to copy files above mentioned on an external data storage; CD/DVD or USB flash for instance.

To recover database, stop U-Prox IP program and copy archived database into the folder on the HDD. Run AcsMaintenance program and perform database recovery. Changes, absent in archive is to be added manually only. Database compressed during archiving and recovery. Files UProxIP\_\*\_log.ldf truncated, outdated MS SQL service data erased from the database during archiving and recovery.

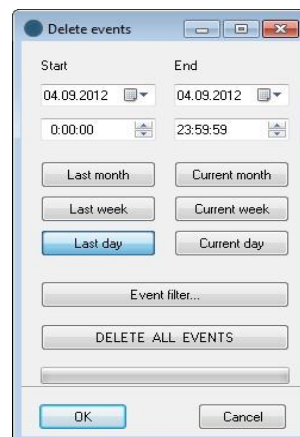
AcsMaintenance utility program should be run on the server. Utility will stop work with warning when started on the client workstation.

## DELETING EVENTS

During system service a plenty of events accumulate in a database. Some of these events become unnecessary, for example, events of year prescription. For economy of disk space, such events can be deleted.

*BEFORE DELETING EVENTS NECESSARILY MAKE DATABASES ARCHIVING*

Choose “Actions” item of the main menu, then “Delete events”. Window for events deleting is displayed



In the top part of a window, there are fields in which the range of date and time of events is indicated. Six buttons under fields of a range serve for the fast setting of standard ranges – last or current month, week or day.

If it is necessary to delete not all the events for the specified period but only events of some employees and devices, press the button “Event filter” and specify parameters of deleting events. Refer for detailed description of operation of the events filter window to section “Event filter”.

If it is necessary to delete all the events regardless of the period press button “Delete all events”.

Sometimes, owing to program or hardware failures, some events contain the incorrect information and become unsuitable to use. To check up all events and delete incorrect, the button “Check up all events” is intended.

*Above-mentioned procedure of event log deletion functions only with the entire log and does not allow handling of random events, but it is executed much faster.*

## DATABASE CONNECTION WINDOW

The window "Database connections" is designed to track the connections to the database and view the load on the system.

To open a window to select the main menu item "Window" item "Database Connections" and press the key combination Ctrl-Alt-B. The following screen:



Application	Host	Address	Type	User	Connections	I/O operations	CPU	Login time	Last query time
U-Prox IP	MASTER-PC	080027897...	Na...	master-PC\master	1	714	4144	2/4/2013 12:54:52 ...	2/4/2013 1:38:22 PM
Service	MASTER-PC	080027897...	Na...	NT AUTHORITY...	1	675	3253	2/4/2013 11:45:32 ...	2/4/2013 1:38:21 PM

2 applications connected

*This window is available only to users with administrator rights*

## FILTERS AND SEARCH

If a system has a small number of devices, then it is not difficult to find the necessary one. But as system grows this process will take more and more time. To solve this problem, you can use a filter. The filter specifies how the device should be called to be displayed in the tree of the equipment, what types of objects to display (control panels, premises, etc.) as well as some of the parameters of objects.

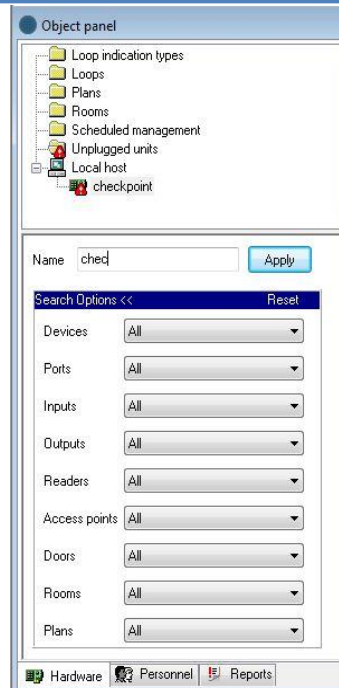
Filters can be used not only for the tree of equipment, but for personnel and report trees. Filter window is displayed on the objects under the equipment tree. Initially, the screen has only a field to filter by name:



## ELEMENTARY FILTER

Enter part of necessary object's name (e.g. department) in "Name" field and press "Apply". Objects names with "department" included are left in hardware tree. Tree nodes are displayed together with the filtered objects.

To change filter window dimensions shift upper and left window borders. Click on "Search options" button and filter window changes as shown below:



List of all object types: devices, ports, loops, outputs, readers, access points, doors, rooms and plans, appears in the screen window. You can select one of three filter modes for each type. These modes are – *display, custom and none*. In the first mode, all objects of the type are displayed. In ‘custom’ mode, it is necessary to set object properties for it to be displayed.

E.g. you want to check all U-Prox IP100 panels’ settings. Click on “Search options”, then choose “custom” mode in “Devices” field. Device parameters are displayed. Mark “Type” field and choose necessary object in field that appears below. E.g. “U-Prox IP100”.

Since rest of the objects is to be hidden choose “None” filter mode for them.

Press “Apply” button in the upper filter window part. Only necessary control panels and devices connected to them remain in hardware tree.

## EVENT WINDOW

Different events, such as employee going in/out, door opening/closing etc, take place during system operational process. All events are recorded in control panels’ logs. If PC is connected to the panels then any event is displayed in event log window in a second. Detector of window filling progress is displayed, at event window settings’ change and at “U-Prox IP” starting.

Event window #2								
Date & time	Message	Place	Card	Card code	Card holder	Visitor	Device	Comment
15.11.05 12:30:13	Entry granted	Entrance of Adm. door	7E0003D19B	7E0003D19B	John Smith		Administration	
15.11.05 12:29:05	Exit granted	Exit of Office door	01001C40B4	01001C40B4	Mickle Stowin		Office	
15.11.05 12:28:56	Exit granted	Exit of Adm. door	01001C40B4	01001C40B4	Mickle Stowin		Administration	
15.11.05 12:28:45	Main mode	Entrance of Adm. door					Administration	
15.11.05 12:28:19	ALARM state start	Entrance of Adm. door					Administration	
15.11.05 12:28:19	Door forced open	Entrance of Adm. door					Administration	
15.11.05 12:28:17	Entry granted	Entrance of Adm. door	01001C40B4	01001C40B4	Mickle Stowin		Administration	
15.11.05 12:28:10	Entry granted	Entrance of Adm. door	01001C40B4	01001C40B4	Mickle Stowin		Administration	
15.11.05 12:27:58	Entry granted	Entrance of Office door	01001C40B4	01001C40B4	Mickle Stowin		Office	
15.11.05 12:27:11	Door remained closed	Entrance of Adm. door					Administration	
15.11.05 12:27:02	Exit granted	Exit of Office door	01001C40B4	01001C40B4	Mickle Stowin		Office	
15.11.05 12:27:04	Entry granted	Entrance of Adm. door	01001C40B4	01001C40B4	Mickle Stowin		Administration	
15.11.05 12:26:57	Exit granted	Exit of Office door	0100E79FB1	0100E79FB1	Joe Davit		Office	
15.11.05 12:26:52	Exit granted	Exit of Office door	0100E7A25D	0100E7A25D	Amanda Dalo		Office	
15.11.05 12:23:53	Exit granted	Exit of Office door	1900AC7148	1900AC7148	Peter Lee		Office	
15.11.05 12:23:08	Exit granted	Exit of Adm. door	1900AC7148	1900AC7148	Peter Lee		Administration	
15.11.05 12:22:29	Exit granted	Exit of Office door	7E0003D19B	7E0003D19B	John Smith		Office	

The window consists of events table and contains the following information:

- Event date and time,
- Message, that is textual event representation,
- Place, that is access point where the event took place,
- Card,
- Code of card that caused the event,
- Card holder name,
- Name of visitor,
- Device name that recorded event,
- Comment.

If you make double click on a cell with reference to a card, employee, access point or control panel, then this card or other object will be selected on object panel, and its parameters will be reflected on the right.

Events are added at the beginning of a table so that the latest event is on the top. Number of events displayed is limited; operator may adjust it.

To open several event windows choose main menu "Windows" item and then "New event window" item.

To change window parameters make right-click on events list. Context menu will be displayed:

The screenshot shows a window titled "Event window #2" containing a table of events. A right-click context menu is open over the table, showing options: "Photoverification", "Event filter...", and "Table...".

Date & time	Message	Place	Card	Card code	Card holder	Visitor	Device	Comment
15.11.05 12:30:13	Entry granted	Entrance of Adm. door	7E0003D19B	7E0003D19B	John Smith		Administration	
15.11.05 12:28:05	Exit granted	Exit of Office door	01001C40B4	01001C40B4	Mickie Stown		Office	
15.11.05 12:28:56	Exit granted	Exit of Adm. door	01001C40B4	01001C40B4	Mickie Stown		Administration	
15.11.05 12:28:45	Main mode	Entrance of Adm. door					Administration	
15.11.05 12:28:19	ALARM state start	Entrance of Adm. door					Administration	
15.11.05 12:28:19	Door forced open	Entrance of Adm. door					Administration	
15.11.05 12:28:17	Entry granted	Entrance of Adm. door		11C40B4	Mickie Stown		Administration	
15.11.05 12:28:10	Entry granted	Entrance of Adm. door		11C40B4	Mickie Stown		Administration	
15.11.05 12:27:58	Entry granted	Entrance of Office door	01001C40B4	01001C40B4	Mickie Stown		Office	
15.11.05 12:27:11	Door remained closed	Entrance of Adm. door					Administration	
15.11.05 12:27:02	Exit granted	Exit of Office door	01001C40B4	01001C40B4	Mickie Stown		Office	
15.11.05 12:27:04	Entry granted	Entrance of Adm. door	01001C40B4	01001C40B4	Mickie Stown		Administration	
15.11.05 12:26:57	Exit granted	Exit of Office door	0100E79FB1	0100E79FB1	Joe Davit		Office	
15.11.05 12:26:52	Exit granted	Exit of Office door	0100E7A25D	0100E7A25D	Amanda Dato		Office	
15.11.05 12:23:53	Exit granted	Exit of Office door	1900AC7148	1900AC7148	Peter Lee		Office	
15.11.05 12:23:08	Exit granted	Exit of Adm. door	1900AC7148	1900AC7148	Peter Lee		Administration	
15.11.05 12:22:29	Exit granted	Exit of Office door	7E0003D19B	7E0003D19B	John Smith		Office	

Context menu consists of the items:

- Photoverification** - Turn on or off photoverification mode.
- Event filter** - Event filter editing window selection.
- Table** - table parameters window selection.

Each window is coupled with separate event filter that is auxiliary object shifting out unnecessary events. For example there are two checkpoints on an enterprise. You may create two event windows for displaying checkpoint #1 and checkpoint #2 events separately (see "Event filter" section below).

**Table** - table parameters window selection.

In table parameters' window you can add or remove columns and switch on text filtration of rows (see "Table parameters" below)

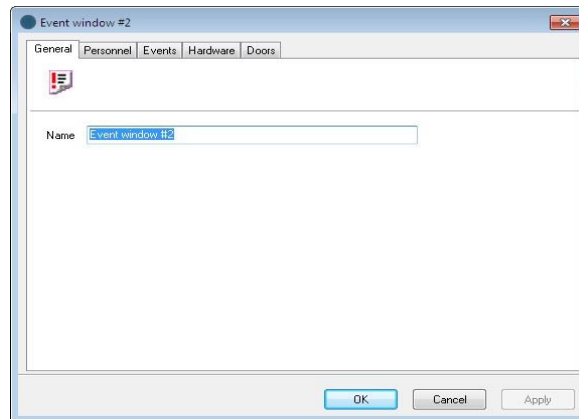
To display access rules instead of group name enter "AccessDescriptionEnabled":

[HKEY\_LOCAL\_MACHINE\SOFTWARE\A2SOFTIN\U-Prox IP\2.00]

"AccessDescriptionEnabled"=dword:00000001

## EVENT FILTER

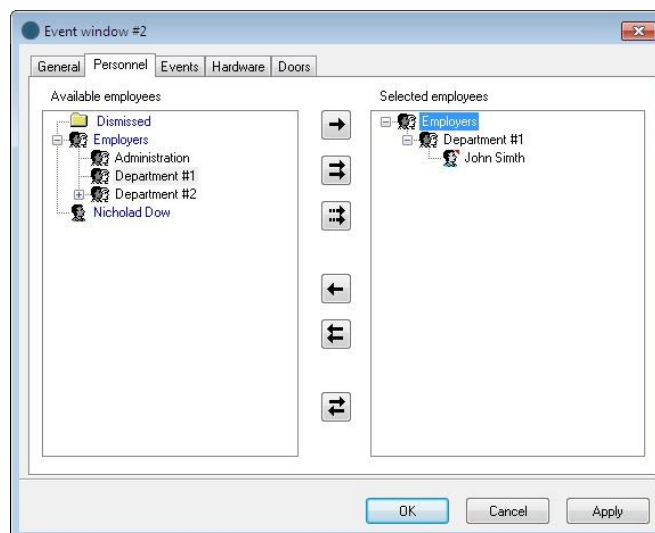
Event filter adjustment window is selected in event window context menu (see picture below).



There are five tabs in this window: General, Personnel, Events, Hardware and Doors.

You may change filter name in "General" tab, the name will be displayed on top of the window.

Click on "Personnel" tab



There are personnel hierarchy trees at the left and at the right of the window. List to the left displays employees, which will not be included in event log, but list to the right displays employees which will be reported to event log.

Buttons between two hierarchies are meant for employees' selection or deselecting



– Select an employee marked in the left list. Employee name disappears at the left and appears to the right.



For example, if you want to see events related to an employee in the left tree click on his name and press «->» button



– select all employees.



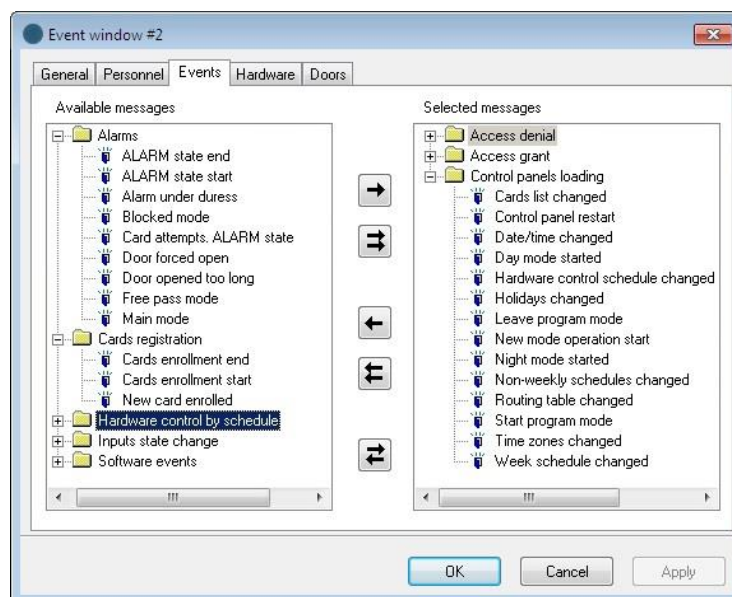
– Deselect employee marked in the right list. Employee name disappears in the right tree and appears to the left.



– Deselect all employees. Tree to the right will be vacant – none of employees is selected.

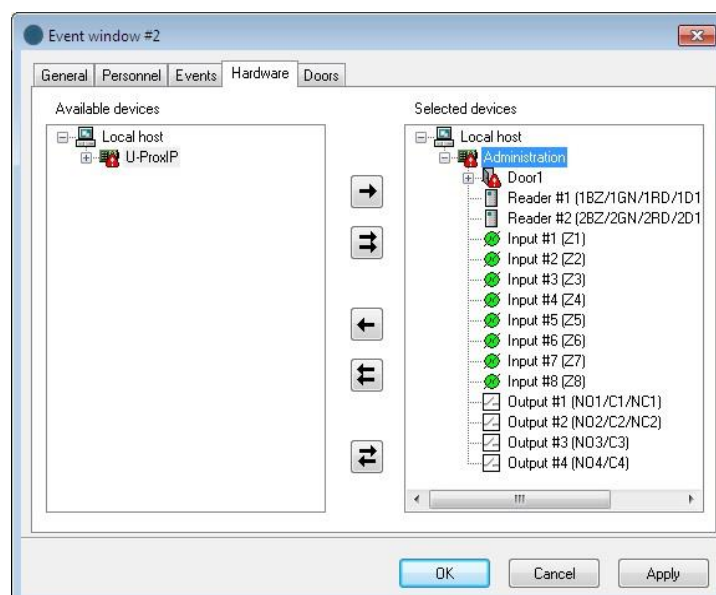


– Selection inversion. Employees not selected earlier are selected and earlier selected employees get to the list at the left and will not be reported on.



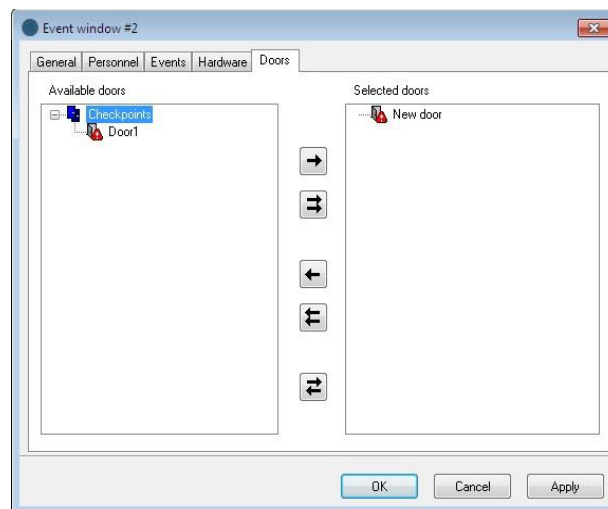
Events selection is executed the same way as personnel selection is (see above).

Activate “Hardware” tab



In “Hardware” tab, you can choose devices and doors appearing in the necessary events. Hardware selection is executed in the same way as personnel selection is (see above).

Activate “Doors” tab.



Doors are selected similarly to employees selection process.

Press “OK” button after you have chosen necessary employees, events, hardware and doors

## LOADING CONFIGURATION TO CONTROL PANEL

“U-Prox IP” hardware components include computers, control panels and communication devices. Periodic data synchronization is required for their coordinated operation: an operator modifies PC database, computer downloads modified information to control panels of door type.

In addition to central control panels downloading, PC can download the information directly to door panels, which are connected to its serial ports.

The information about panels configuration, cards and access rights is downloaded from PC to control panels and the information about event log, panels, doors, loops and outputs current state is uploaded from door panels to PC.

Choose “Windows” main menu item and then “Control window”. Hardware control window will be displayed.

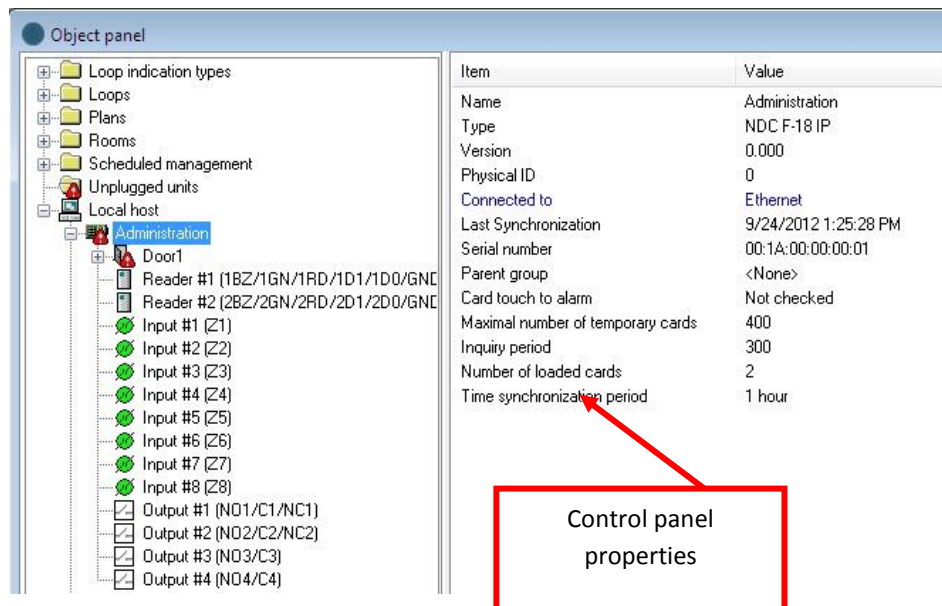
To load data about changed settings of loops and outputs of control panel, and its readers right-click on control panel and in context menu select “Load configuration without access” item.

Check all checkboxes to the left of control panels. Then press “Synchronize” button. After a time (from 10 seconds to 2 minutes) new configuration will be loaded to control panels.

*Control panels are loaded in series. The loaded control panel is blocked during loading. The rest of control panels operate in preset mode.*

*If the number of cards to be downloaded into the control panel currently exceeds the capacity of the control panel, the message about exceeding the limits of the control panel on the cards, and information on load size cards. If this is enough to reduce the reserve for temporary cards (ie the total number of regular cards and really loaded cards less than the total time limit for the card), then an error message is added the line "Try to decrease the value of" Maximum number of temporary cards "for this control panel*

Last panel loading statistic is displayed in the control panel properties window. There will be stated date and time of last loading, and number of loaded cards



## HARDWARE CONTROL WINDOW

Hardware operation window is displayed at "U-Prox IP" system loading:



There is a command bar in the upper part of the window. Hardware or doors table is in the middle.

At the bottom, there are two tabs - "Controllers" and "Doors".

There are two columns in the table; they are object name and its state. The state column is updated automatically.

Command bar contains five buttons. Each button corresponds to certain command that is send to a marked object. For example to send a command "Let in" to administration door is necessary to mark this door and press "Let in" button.

### "Control panel" tab:

Synchronize - The command engages data synchronization between PC and control panels.

On "Synchronize" command event logs are uploaded from control panels. Then doors, loops and outputs configuration as well as changed information about employees' access rights, visitors' routs and temporary cards of visitors is loaded to control panels. As a result different system levels information interfacing occurs.

Open all doors - The command engages all access poits and sends 'Free pass' command

### **"Doors" tab:**

Let in/Let out - These commands invoke door opening (for entrance or exit). After command receiving "Door opened on operator demand" event is registered by control panel, it unlocks the door and turns into access grant mode.

Normal - This command turns a door into standby mode. The command is send to turn a door out of free pass or block mode switched on from PC. The button has no effect if the panel switches to free pass or blocking mode due to loop loop violation (shortage or break).

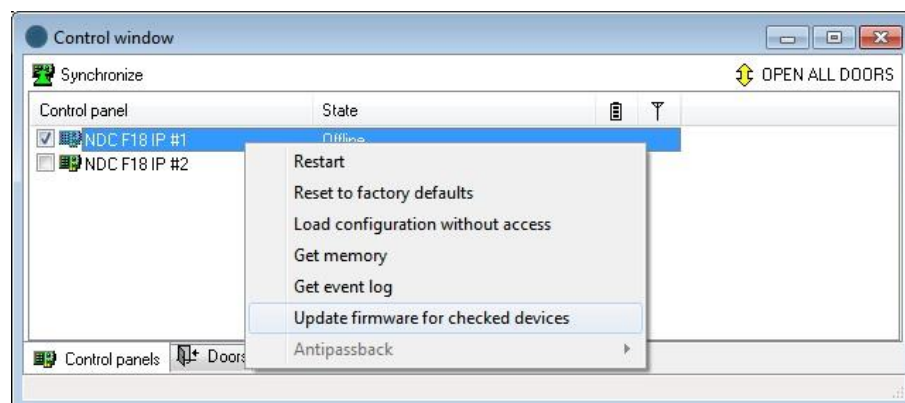
Free pass - This command is equivalent to "Free pass" loop loop violation (shortage or break). To turn a door into standby mode is necessary to send "Normal" command.

Block - This command is equivalent to "Block" loop violation (shortage or break). To turn a door into standby mode is necessary to send "Normal" command.

Open all doors - The command engages all access poits and sends 'Free pass' command

### **CONTROL PANEL CONTEXT MENU**

Right-click on control panel enables context-menu, which helps to carry out additional actions on control panel management. Only system administrator may fulfill this operation.



**Reset** – program restart of control panel. When restarted control panel does not lose its configuration. The command is equivalent to reset button function on control panel.

**Reset to factory defaults** – control panel is reset to primary settings.

**Load configuration without access** – the option is intended for quick loading of properties of loops, outputs and readers, as well as loading of date and time. Speeding-up is achieved owing to absence of configuration of cards, schedules and control according to schedule. Only system administrator may execute the function.

**Get memory** – the function is intended for control panels' diagnostics. Administrator may execute the function. When EEPROM is read out, "U-Prox IPs" will contain "Debug Information" subdirectory with the following file type:

**IDii-ccc-yyyy-mm-dd-hh-nn-ss-EEPROM.bin**

ii - ID of loaded control panel,

ccc - control panel name,

yyyy – year,

mm - month,

dd - day,

hh - hours,

nn - minutes,

ss - seconds,

(e.g. ID01-Checkpoint-2005-06-10-15-44-43-EEPROM.bin)

**Get memory** – the function is intended for control panels' diagnostics. Administrator may execute the function. After executing this command, the control panel re-sends to the server all events.

#### U-PROX IC A PANEL CONTEXT MENU COMMAND

Additional context menu items available for U-Prox IC A panel:

**Start** - employees' position and movement around the facility tracking procedure start. U-Prox IC A panel will confirm each employee pass at condition that communication with door panels established.

**Stop** - employees' position and movement around the facility tracking procedure stop. U-Prox IC A panel will not confirm each employee pass and door panels will perform access according to the locally programmed access rules.

**Initialise** - Resets all employees' position to the undefined state and starts the tracking procedure. U-Prox IC A panel will confirm each employee pass at condition that communication with door panels established.

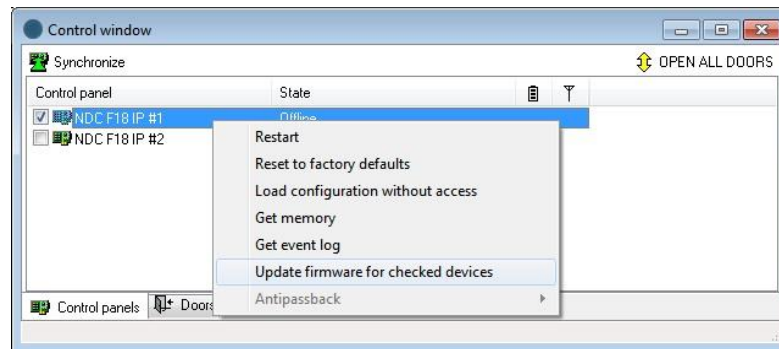
#### FLASHING NEW FIRMWARE TO CONTROL PANELS

Sometime it is necessary to update control panel's firmware.

*Only administrators may fulfill this operation.*

Choose “Windows” main menu item and then “Control window”. Hardware control window will be displayed.

Select targets for firmware update - check all checkboxes to the left of control panels same type.



Right-click on control panels enables context-menu. Clicking item “Update firmware for checked devices” opens a standard dialogue of firmware files selection. Select one of them – firmware update will start.



After a few minutes events “Firmware update completed” and “Firmware updated” (with new version number) will displayed in event log window on succeed, or event “Firmware update failed” on error.

*Flashing new firmware for legacy control panels is only available for NDC B052.*

## ADJUSTING HARDWARE

First of all mount control panels and executive devices. See installation manuals to your devices.

Keep in mind that doors and other executive devices are connected to control panels’ loops and outputs. Control panels are connected to PC through Ethernet or Wi-Fi.

## WORKING WITH HARDWARE

Network settings defining «U-Prox IP» server are set to every control panel after mounting (refer for details to control panel installation manual). It is possible to add manually or find it automatically.

*Important: It is easier to add U-Prox IP500 to the system finding it automatically and U-Prox IC E expansion modules added automatically ONLY.*

## TO ADD CONTROL PANELS TO THE SOFTWARE MANUALLY

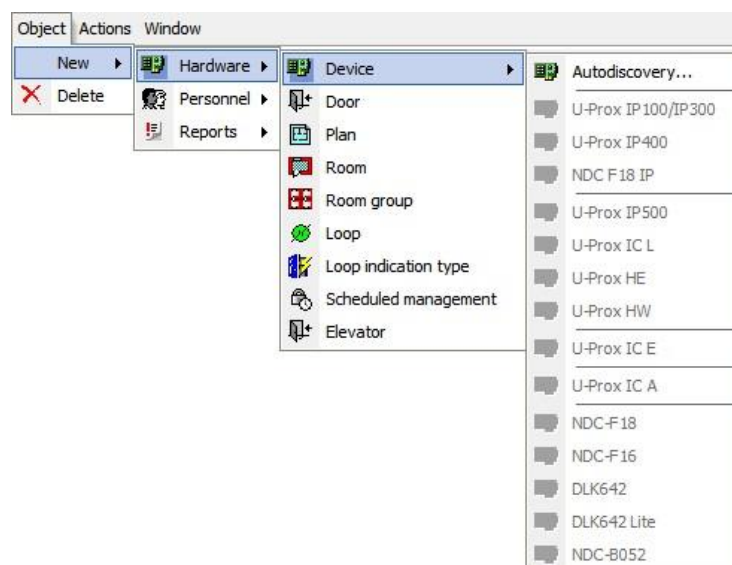
## 1. To add control panels to the software

Select the item in the objects' tree to which the control panel will be connected at first:

Device	Can be connected to server (Local host) via
NDC F18-IP	• Ethernet or Wi-Fi
U-Prox IP100	• Ethernet or Wi-Fi
U-Prox IP300	• Ethernet or Wi-Fi
U-Prox IP400	• Ethernet
U-Prox IC-A	• Ethernet
U-Prox IC E	• Ethernet
U-Prox IC-L	• Ethernet
U-Prox IP500	• U-Prox IC L
U-Prox HB	• U-Prox IC L
U-Prox HW	• U-Prox IC L

Then right-click on it (or left-click on "Object" main menu item). In the context menu choose "New" item.

Possible types of objects will be displayed in the new window. Select "Hardware", "Device" then the corresponding type of control panel, e.g. «U-Prox IP100»:



2. Specify unique serial number for each device. Refer to **Setting control panel parameters** section.
3. When the control panel is added U-Prox IP automatically recommends to specify it door (refer to Adding door object section):



4. Launch the control panels one by one to control their connection.

*Communicator of the IP control panels operates in notification mode that means when event arises (access, zone break) data is transmitted to access control system server.*

#### TO ADD CONTROL PANELS TO THE SOFTWARE WITH AUTO DISCOVER

The use of the existing computer network infrastructure, standard network protocols (DHCP for instance) allowed to provide the “plug-and-play” principle. The mode of the automatic server address configuration in the panels eases the wireless lock system deployment significantly.

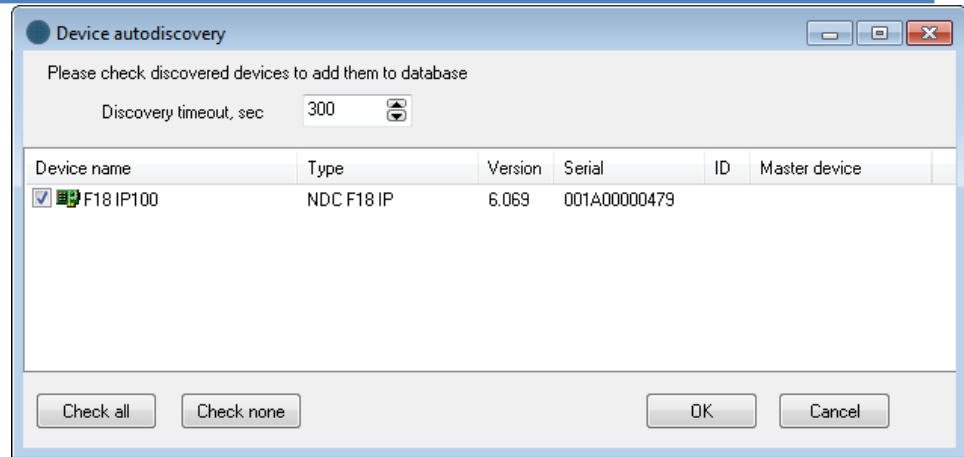
*Auto discovery is limited single local area network without active network equipment. Therefore, for networks with complex topology configuration of access control panels performed manually.*

*Auto discovery works when the device is not in the database (even in "unplugged units" folder)*

Control panels and their expansion modules can be added to database using the auto discovery.

1. Select the "Local host" item in the objects' tree, then right-click on it. In the context menu. Choose "New" -> "Hardware" -> "Device" -> "Autodiscovery". Auto discovery window appears:





Select devices to add and press "Ok". Serial numbers for selected devices will be added automatically.

2. Synchronize devices and initiate the automatic device find procedure again to add modules to the system

*Move (drag with mouse) modules to the desired panel if they already exist in the general device tree.*

#### TO ADD LEGACY CONTROL PANELS TO THE SOFTWARE

First mount control panels and executive devices. See installation manuals for your devices.

Keep in mind that doors and other executive devices are connected to control panels' loops and outputs.

In addition, you must assign a unique identifier to each classic control panel on the RS485 bus (ID - a number from 0 to 31, refer to the instructions for the control panels). Set up IP settings for NDC B052A control panels.

After performing these steps, you need to add to the database controller PC.

Select the item in the objects' tree to which the control panel will be connected at first:

Device	Can be connected to
<b>NDC B052</b>	Ethernet
<b>NDC F-18/F-16</b>	NDC B052 (over RS485 bus)
<b>DLK642 (Full)</b>	
<b>DLK642Lite</b>	

Then right-click on it (or left-click on "Object" main menu item). In the context menu choose "New" item. Possible types of objects will be displayed in the new window. Select "Hardware", "Device", then the corresponding type of control panel, e.g. «NDC F-18»:

Adjust devices, add doors etc. after devices added to the system U-Prox IP.

Specify unique serial number for NDC B052. Specify unique ID number on the RS485 bus for NDC F-18/F-16 and DLK642/Lite.

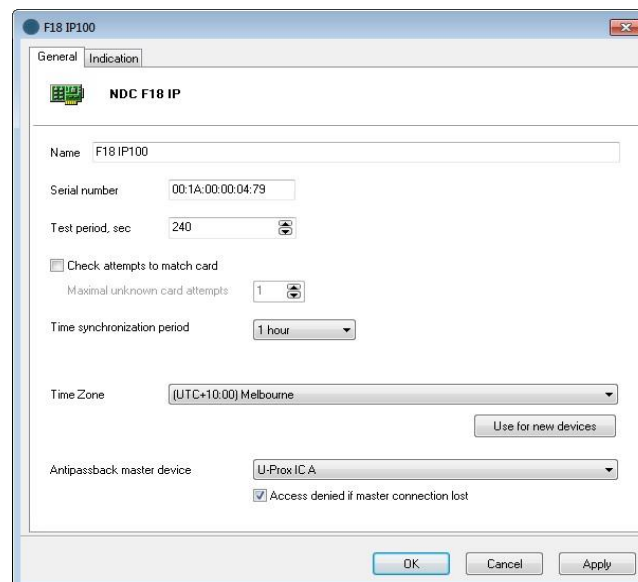
When the control panel is added U-Prox IP automatically recommends specifying it door.

*NDC B052 serial number is the MAC address (Physical of network interfaces) and can be obtained with standard Windows command arp after device pinging.*

## SETTING CONTROL PANEL PARAMETERS

When all control panels are found it is necessary to set their parameters. To do that hover a mouse arrow over a control panel in hardware tree and make right click. Choose "Properties..." item in context menu. Window, reflecting control panel parameters, is displayed. Control panel properties window contains two tabs: 'General' and 'Indication'.

## GENERAL SETTINGS FOR IP CONTROL PANELS



In 'General' tab specify the following parameters:

**Name** – name of the control panel

**Serial number** – unique ID of control panel identifying the device. If the field contains invalid data, the software cannot interchange data with the control panel

*Serial number of control panel must be received during primary configuration of control panel by means of "Configurator" software.*

**Check attempts to match card** – number of invalid codes (cards) entered during a short period of time, beyond which the control panel switches to the "Alarm"

**Maximal temporary card count** – adjusting memory limit for dynamic activated/deactivated IDs (e.g. visitor cards, or cards of temporary employees).

*Time synchronization period* – Control panel clock adjustment is synchronization of its' time with access control system server. Adjustment is necessary for control panels since their clock yield to sharpness of PC clock. When enabling the option, set adjustment period -- never, 1 minute, 5 minutes, 10 minutes, 30 minutes, 1 hour, 2 hours, 5 hours, 10 hours, once per 24hours. Default period is set to 1 hour.

*Time zone* - the appointment of a time zone, as well as the rules of the transition to daylight saving time for the control panel.

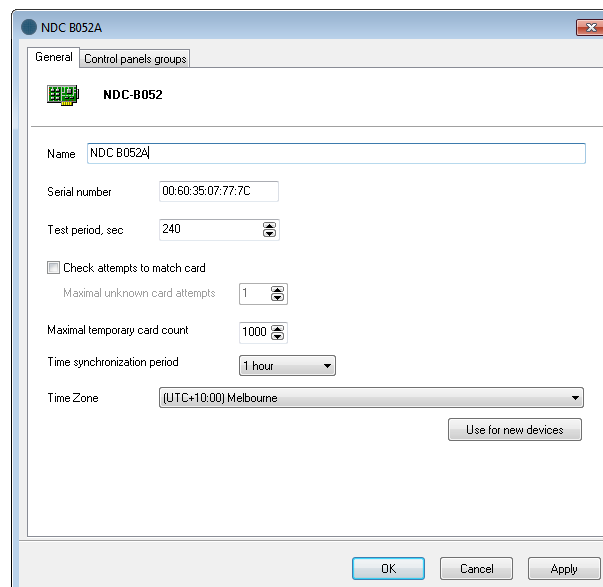
The "Use for new devices" button save the selected time zone as default for new devices.

*Antipassback master device* – set up the master control panel for global antipassback mode.

Option "Access denied if master connection lost" – adjust this control panel behavior if the connection with master device will be lost - let in by local antipassback or block access.

#### NDC B052A LEGACY CONTROL PANEL ADJUSTMENT

NDC B052A is used to connect classical RS485-bus control panels (NDC F18/F16, DLK642Full/Lite) over IP.



In 'General' tab specify the following parameters:

*Name* – name of the control panel

*Serial number* – unique ID of control panel identifying the device. If the field contains invalid data, the software cannot interchange data with the control panel

*NDC B052 serial number is the MAC address (Physical of network interfaces) and can be obtained with standard Windows command arp after device pinging.*

*Check attempts to match card* – number of invalid codes (cards) entered during a short period of time, beyond which the control panel switches to the "Alarm"

*Maximal temporary card count* – adjusting memory limit for dynamic activated/deactivated IDs (e.g. visitor cards, or cards of temporary employers).

*Time synchronization period* – Control panel clock adjustment is synchronization of it's time with access control system server. Adjustment is necessary for control panels since their clock yield to sharpness of PC clock. When enabling the option, set adjustment period -- never, 1 minute, 5 minutes, 10 minutes, 30 minutes, 1 hour, 2 hours, 5 hours, 10 hours, once per 24hours. Default period is set to 1 hour.

*Time zone* - the appointment of a time zone, as well as the rules of the transition to daylight saving time for the control panel.

The "Use for new devices" button save the selected time zone as default for new devices.

#### JOINING LEGACY CONTROL PANELS INTO VIRTUAL GROUPS

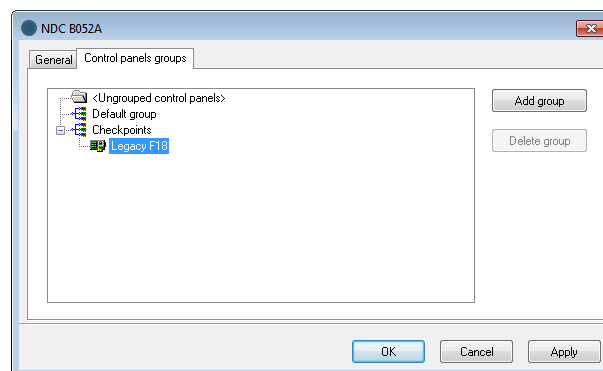
NDC B052 control panel can control subordinate control panels' virtual groups.

Control panels groups allow creating of checkpoints for a large quantity of people with low memory cost. Employees can pass to any door or through any turnstile, which belong to one group, since panels of one group use the same schedule. Central control panel provides AntiPassBack function. (Refer to access point parameters description, "AntiPassBack" function.)

DLK642Lite control panel can be programmed only using central panel (in slave mode). At card passing to the DLK642Lite panel's reader, central control panel receives event notification and grants or prohibits access keeping information about all cards (up to 20 000) and using schedules with several time intervals.

Other panels are "Full" panels. They are downloaded from PC (in off-line mode) or programmed with central control panel (in slave mode). Central control panel makes decisions in slave mode.

Double click on B052 central control panel. Control panel settings window will be displayed:



Central control panel settings window contains two tabs: “General” and “Control panels groups”. “Control panels groups” tap is intended for joining of control panels into virtual groups.

Assign control panel to one of the groups in order to turn it into slave mode. “Full” panels may not be included in any group as they can work in off-line mode. “Full” panels are stored in “Ungrouped control panels” folder. “Lite” panels can work only in slave mode that is why they should be included in one of the groups.

Press “**Add group**” button to add a new group. Its name that can be changed by request appears in a tree. In order to delete a group select it at first and then press “**Delete group**” button.

To rename a group left click on it, wait for two seconds, then click again and wait for couple of seconds. Then type new name and click out of editing area. Group is renamed.

You can Drag-and-Drop a panel from one group to another. To do that shift a cursor to the name of a necessary panel, press left mouse button and move the cursor to target group holding mouse button. Name of the panel moves together with the cursor. Now release mouse button and the panel gets into a new group.

Press “OK”. If you do not want the settings to be saved, press “Cancel”.

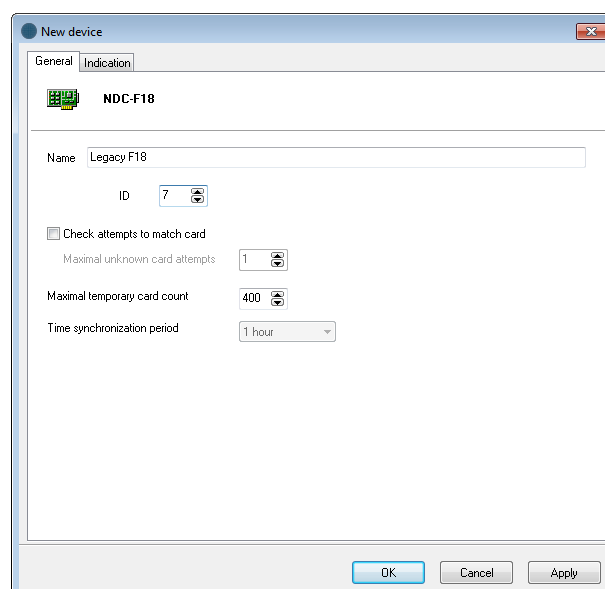
A new door group with doors of this virtual group will be created after "OK" button is pressed.

#### LEGACY CONTROL PANELS ADJUSTMENT

In ‘General’ tab specify the following parameters:

*Name* – name of the control panel

*ID* – unique ID number of control panel on the RS485 bus.



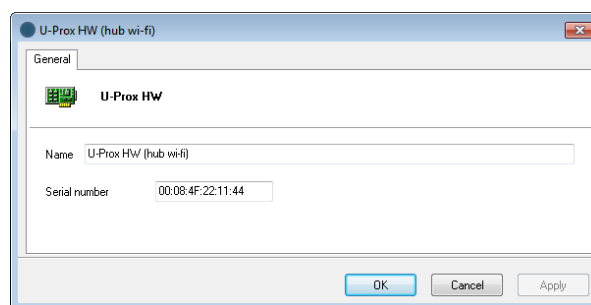
*Check attempts to match card* – number of invalid codes (cards) entered during a short period of time, beyond which the control panel switches to the "Alarm"

*Maximal temporary card count* – adjusting memory limit for dynamic activated/deactivated IDs (e.g. visitor cards, or cards of temporary employers).

*Time synchronization period* – Control panel clock adjustment is synchronization of it's time with access control system server. If classic control panel connected over RS485 to NDC B052 this field will be disabled, and time synchronization will be processed by NDC B052 according to its settings.

#### SYSTEM RETRANSMITTERS ADJUSTMENT

Retransmitters provide transport interface to wireless (ISM band) door panels to the U-Prox IC L panel through local area net.



In 'General' tab specify the following parameters:

*Name* – name of the control panel

*Serial number* – unique ID of control panel identifying the device. If the field contains invalid data, the software cannot interchange data with the control panel

*The serial number of retransmitter obtained with "Configurator" software to add it to system manually.*

#### ELEVATOR PANEL EXPANSION MODULES' ADJUSTMENT

U-Prox RM and U-Prox WRS485 expansion modules are actuators for U-Prox IC E panel and connected to it via RS-485

*Expansion modules receive all options at automatic detection procedure. Options change necessary at expansion module replacement or readjustment only*

In 'General' tab specify the following parameters:

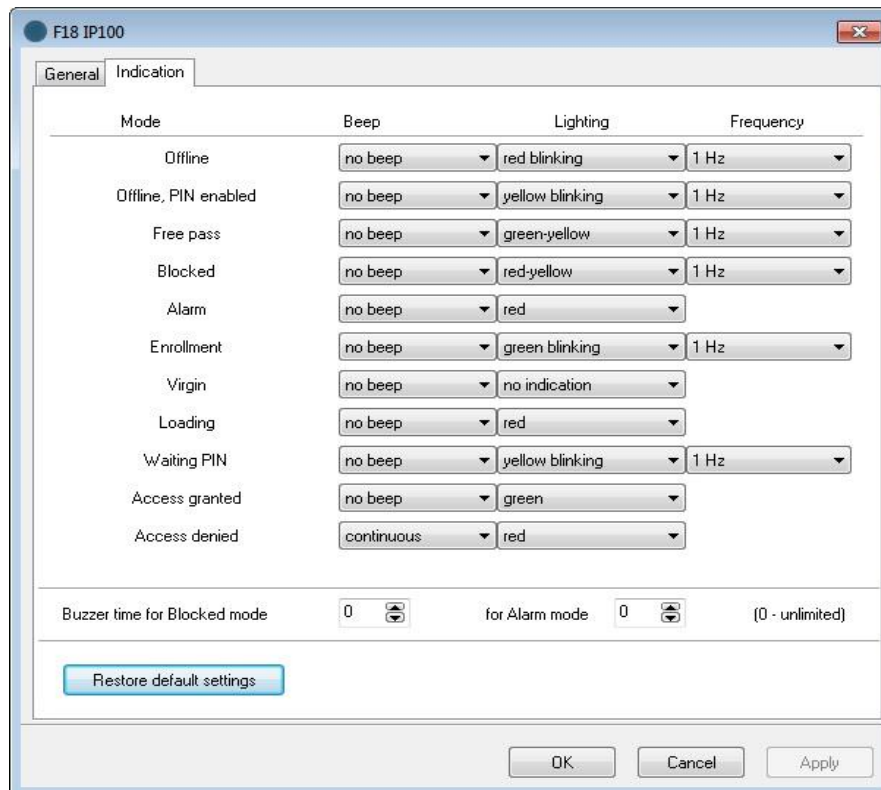
*Name* – name of the module

*ID* – expansion module unique number on the RS-485 bus. This is device identifier. System will be unable to connect to module correctly if this field filled incorrectly.

*Serial number* – unique ID of module identifying the device. If the field contains invalid data, the software cannot interchange data with the device

## CONTROL PANEL READER'S INDICATION ADJUSTMENT

"Indication" tab of the control panel parameters is used to configure the indication of readers connected to it. The setting can be performed for all operational modes of the control panel. If necessary, it is possible to set the indication settings back to factory defaults by pressing the "Restore default settings":



Indication of the reader is determined by a combination of settings of sound and light indication. In this case both settings (sound and light) depend on the frequency of indication setting.

**Sound** – settings of sound indication of readers. In the drop-down list of the settings the following meanings are available:

- No beep*– sound indication is turned off, *Frequency* setting does not affect it.
- Continuous*– sound indication is enabled, *Frequency* setting does not affect it.
- Intermitted*– sound indication is in the interrupted mode, *Frequency* parameter influences: a signal once per second (1 Hz), or 5 times per second (5 Hz).

**LED indication** - Configuration of light indication readers. In the drop-down list of the settings you have the following meanings:

- No indication* – LED indication is turned off, *Frequency* setting does not affect it.

<i>Red-light –</i>	LED indication is enabled, indicator is constantly red, <i>Frequency</i> setting does not affect it.
<i>Green-light –</i>	LED indication is enabled, indicator is constantly green, <i>Frequency</i> setting does not affect it.
<i>Yellow–</i>	LED indication is enabled, indicator is constantly yellow, <i>Frequency</i> setting does not affect it.
<i>Red blinking–</i>	red-light display is enabled, the indicator blinks red, <i>Frequency</i> parameter affects it.
<i>Green blinking–</i>	green-light display is enabled, the indicator blinks green, <i>Frequency</i> parameter affects it
<i>Yellow blinking–</i>	yellow-light display is enabled, the indicator blinks yellow, <i>Frequency</i> parameter affects it
<i>Red -Green–</i>	Red - green-light display is enabled, the display switches between red and green, the <i>Frequency</i> parameter affects it
<i>Red - Yellow–</i>	Red - yellow-light display is enabled, the display switches between red and yellow, the <i>Frequency</i> parameter affects it
<i>Green - Yellow–</i>	Green - Yellow-light display is enabled, the display switches between red and green, the <i>Frequency</i> parameter affects it

*Frequency* - the frequency tuning component of indication. In the drop-down list of the settings the following meanings are available:

<i>1 Hz –</i>	color and sound indication change with a frequency of once per second
<i>5 Hz –</i>	color and sound indication varies with the frequency of 5 times per second

For example, if you set the lock mode settings "Interrupted," "Red - Yellow", "5 times per second," then the reader is blocking the access point control panel emitting an intermittent beeping with a frequency of 5 times per second, and a LED switches from red to yellow with a frequency of 5 times per second.

*Buzzer time for –* settings of sound indication of readers in Blocked and Alarm modes.

*To apply the new indication settings download the control panel (see Loading the configuration to control panel).*

The newly created control panels are assigned the following indication (by default):

Mode	Sound	LED	Frequency
<b>Standby</b>	No sound	Red blinking	1 time per second
<b>Standby, PIN-control</b>	No sound	Red-green	1 time per second



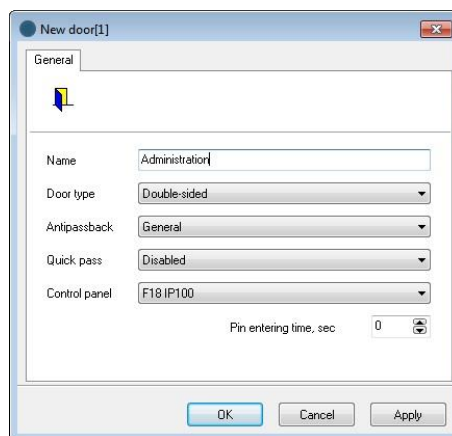
<b>Free access</b>	No sound	Green-yellow	1 time per second
<b>Blocked</b>	No sound	Red-yellow	1 time per second
<b>Alarm</b>	No sound	Red	-
<b>Enrolling cards</b>	No sound	Green blinking	1 time per second
<b>Initialization</b>	No sound	No indication	-
<b>Downloading</b>	No sound	Red	-
<b>Waiting for PIN-code</b>	No sound	Blinking yellow	1 time per second
<b>Access enabled</b>	No sound	Green	-
<b>Access forbidden</b>	<i>Intermitted</i>	Blinking green	5 time per second

#### ADDING DOOR OBJECT

It is necessary to add all doors supervised by control panels to database. To add a door choose control panel on a tree and right-click on it. Choose "New" item and then "Door" in context menu. Door parameters window will be displayed.

If you have not already done so using the form to create access points, which appears automatically when you add a control panel, you must do it manually.

To do this, look for equipment in the tree the name of the control panel, hover the mouse pointer over it and press the right mouse button. In the context menu, select "Add", then the item "Door". A window with parameters of the new access point is displayed:



Enter door name and type, antipassback mode, PIN entering duration and control panel supervising this door in parameters window.

**Name** - It is better to give short self-explanatory names. E.g. If you have entrance door to administration building name it just "Administration".

**Door type** - A door can be single-sided or double-sided. Single-sided door is door with one reader; double-sided door has two readers (on the inside and outside). One door sensor, one locking device and one request-to-exit (RTE) button can be connected to one-sided door. One sensor and one locking device is connected to double-sided door. Double-sided turnstile has two sensors, two locks and two RTE buttons.

**Antipassback** - Antipassback is a program module of a control panel; it prevents passing of two people in one direction with the same card (RF ID). Antipassback function can work in one of three modes: "Switched off", "General" or "Soft".

In general antipassback mode, panel grants access to a cardholder inside and outside the premises in turn. E.g. If somebody has entered he can exit only, but cannot enter again. This mode prevents access to the same premises of two people with the same card.

A panel grants access in any direction in soft antipassback mode, but every repeated entry or exit is recorded in data base for further investigations

**PIN entering duration** - Any door can be supplied with a keypad for PIN entering. A user will have to enter PIN in addition to card passing. Time for PIN entering is set in seconds. If time is set to '0' it is impossible to open this door with PIN.

**Control panel** - Control panel that supervises the door.

**Quick pass** - is meant for speeding-up of employees' group passing. To enable the option specify its value in "Enabled" field

First employee passes a card to reader, "Access granted" annunciation engages, door opens, the employee passes through the door but does not close it. Second and all following employees pass their valid cards to the reader and pass through the open door after "Access granted" annunciation. The last employee must close the door after passing through it.

If the second or one of the following employees passes invalid card, "Access denied" annunciation enables and the employee should not pass through the door. System will count that the employee has not passed. If the employee is not the last in the group, he should go aside and let the others pass through the door. If he is the last to pass, he should close the door from the outside without passing through it.

If the last employee does not close the door (either from outside or from inside), control panels generates "Door open too long" event and switches to alarm mode (if "NO Alarm if door open too long" option is not enabled).

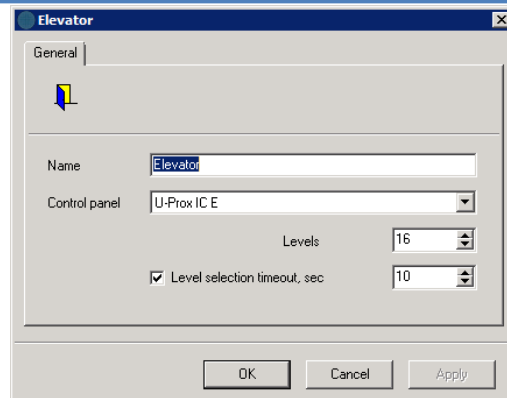
*Application of this function is NOT recommended.*

For example, enter name "Turnstile", set door type – "Double-sided", antipassback – "Switched off", PIN entering duration – 0 seconds (if no keypad is connected to a door, PIN entering should be blocked). In the described example control panel named "Turnstile" is supposed to supervise administrative premises. Any other supervising control panel may be chosen for "Control panel" field from drop-down list.

Press "OK" button after all settings are complete to save them.

#### ADDING ELEVATOR OBJECT

To add a elevator choose control panel on a tree and right-click on it. Choose "New" item and then "Elevator" in context menu. Elevator parameters window will be displayed.

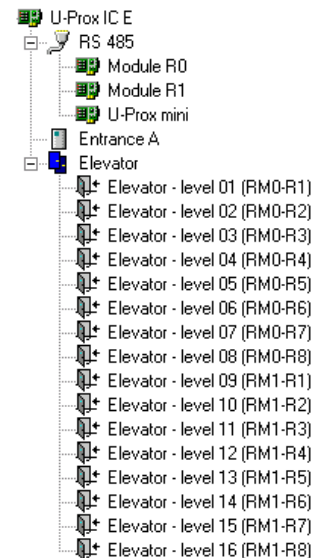


Enter elevator name and type, floor count and floors' selection duration and select control panel supervising this object in parameters window.

For each floor will be set up its own point of passage - level.

Each level corresponds to relay output's number on the expansion module.

For example, level 1 corresponds to relay #1 of expansion module ID=0; Level 10 – Relay #2 of expansion module ID=1, etc.



## ADJUSTING ACCESS POINTS

Every door can be supplied with door sensor, electromechanical lock, RTE button and cards reader. Control panel determines door status, open or closed by means of door sensor and RTE button depressing or valid card passing unlocks a door granting access.

A door can have no sensor/lock/RTE button, one or two sensors/locks/RTE buttons, but reader presence is required. If there is only one reader connected to a door, the door is called single-sided. If there are two readers present a door is called double-sided

Any door has one or two access points. Access point is a door side where reader is mounted. When you bind door and panel objects it is necessary to select readers' connection variant firstly. To do that unfold panel node, choose necessary door folder and open it as well. Door has two child nodes corresponding to its access points – “entrance” and “exit”. For example, a door name is “Administration”, then its first access point is named “Entrance of Administration door” and the second one “Exit of Adm. door”. Right-click on the first access point. Choose “General” item of context menu. Access point parameters window will be displayed:



In this window you can change access point name, set its reader and door time and indicate control panel conduct when the door is opened too long or at door break attempt.

**Reader** – Each access point has a reader connected. It is recommended to connect first reader to door outer side and second one to door inside in case of double-sided door use. In that case, set “Reader 1” in entrance point parameters and “Reader 2” – in exit point parameters. If “Reader 1” is mounted inside set it for exit and “Reader 2” mounted outside for entrance

*Recommended – Reader №1 – for entrance, Reader №2 – for exit.*

**Door time** – At non-zero value of door time, a control panel controls door loop and switches into Alarm mode at its unexpected or prolonged break. To switch on the supervision mark white square left to door open time and set the necessary value in seconds. Valid values are 1-255.

**Disable alarm when door is opened too long** - control panel does not switch to Alarm state or block the door if the door is opened too long

**Disable alarm when door is forced open** - control panel does not switch to Alarm state if door sensor loop brakes suddenly

*ATTENTION! It is NOT recommended to switch OFF the control of prolonged door opening.*

Door lock is closed and reader LED blinks red in panel standby mode. On card passing panel notifies server with “Card 0123456789. Access granted.” event, unlocks the door and turns to *Access control mode*. Reader indication changes to access enabled.

Control panel waits for a door to open during set time interval. If door remains closed the panel notifies server with “Door remained closed” event and turns into standby mode

If door is opened and closed during door time the panel turns to main mode. If door remains open at the end of door time, the panel notifies server with “Door opened too long” event and turns into alarm state.

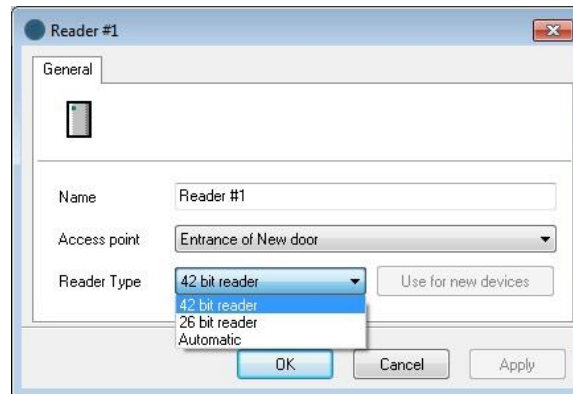
If the panel is in the main mode and door is opened without card passing “Door forced open” event message will be send to server and panel will turn into alarm state.

Press “OK” after access points settings are filled out.

Now proceed with loops and outputs settings

#### PROPERTIES OF CONTROL PANEL READERS

To adjust properties of control panel reader click twice on the necessary reader and specify its parameters in window displayed



**Name** – specify name of the reader.

**Access point** – select access point, the reader belongs to. When modifying this field, access point properties are changed automatically.

**ReaderType** – specify type of the reader, 26-bit or 42-bit. Only the types of readers, which joint use does not cause coincidence of shortened codes of different cards. Only cards with codes length corresponding to available types of readers are enrolled to control panel. If different types of readers are connected to control panel, card code with higher digit capacity is loaded to control panel.

When reader is highlighted on hardware tree, its type is displayed in properties preview frame

**Use for new devices** – this button is intended to specify type of reader (26 or 42-bit) for all control panels added in future.

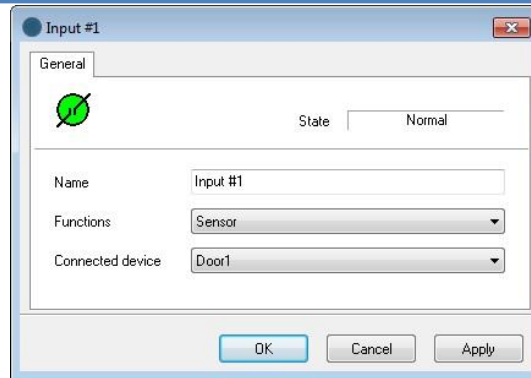
*It is possible to enroll only cards with different shortened codes for all available types of readers*

When reader is highlighted on hardware tree, its type is displayed in properties preview frame

*For mixed systems where use 26, 37 and 42-bit IDs it is recommended to set the automatic reader mode.*

#### SETTING CONTROL PANEL LOOP PARAMETERS

Double-click on “Loop #1” item. Loop properties window will be displayed



Set loop name and function in this window.

**Name** - type any reasonable name for loop. It is recommended to give name, describing loop function.

**Functions** - The loop may be used for door sensor connection, RTE button, Free Pass or Blocking buttons connection; it may be used for battery status or mains power failure supervision as well as for loop loop state monitoring or not used at all.

It is also possible to use the same loop for simultaneous door sensor and RTE button connection. RTE button pressing should short loop loop and door sensor actuation should break loop loop

#### *1) Loop for door sensor connection*

Door sensor loop supervises door status (open/closed) and responds to door sensor loop shortage and break (see access point settings in "Open door control" section ).

Control panel capable to work without door switch assigned. The "Access granted" event is generated after the ID passed and access granted immediately, panel opens the lock for the time, adjusted in the "Door time" option.

#### *2) Loop for RTE button connection*

If RTE button is connected to an loop then at RTE button pressing the panel indicates "RTE access granted", unlocks the door and turns into *access control mode*. Door state supervision is realized by request. (See access point settings in "Door time" section.)

#### *3) Loop for door sensor and RTE button connection*

One loop may be used for simultaneous connection of door sensor and RTE button. When this loop is broken, door is regarded to be open. When this loop is shorted, the RTE button is regarded to be pressed. Door sensor Connect Door sensor in series with load resistance to the loop and RTE button across. Refer to control panel manual for wiring diagram.

#### *4) Loop for "Free Pass" button connection*

If Free Pass loop is violated (broken or shorted), the panel turns to Free Pass mode. "Free Pass" event is registered; panel unlocks the door and changes one or both access points' indication: reader LED blinks green and yellow alternately. Free pass mode allows employee access without restriction and without card passing. Free pass

mode is to be switched on during urgent evacuation in case of fire or other emergency. Restore broken loop to turn the panel into main mode.

5) Loop for "Blocking" button connection

If 'Blocking' loop is violated the panel turns to the Blocked mode. "Blocking" event arises and reader LED starts to blink red and yellow alternately. Only cardholder with "Security" attribute can pass through a blocked door. Any other card or RTE button pressing are not accepted by the panel. Restore broken loop to turn the panel into main mode

6) Loop for power unit outputs' wiring

This loop designated for power units have two outputs, which indicate power status. One output's state changes on battery charge or discharge, another output's state changes at mains power loss and restoration. If you want "Battery charged", "Battery discharged", "Mains power lost", "Mains power restored" events been registered, connect power units' outputs to control panel loops and program them in proper way.

7) Loop used for alarm sensor loop monitoring

If some loops are not used for door supervision, spare loops can be used for different purposes, e.g. home or office automatic machinery supervision. The panel will constantly supervise loop's status. If loop resistance decreases below the mark, then "Loop short circuit" event is registered; if resistance increases above the mark "Loop break" event arises, if resistance reverts to the mark - "Loop normal state return" event is registered.

8) Using loop "USPK - container is filled to 75%"

*Occupancy sensor container of reader card collector by 75%. See Setting up a joint operation of the control panel and the access card reader (USPK).*

9) Using loop 'USPK - container filled per 100% "

*Occupancy sensor container of reader card collector at 100%. See Setting up a joint operation of the control panel and the access card reader (USPK).*

10) Use login "USPK - tamper contact"

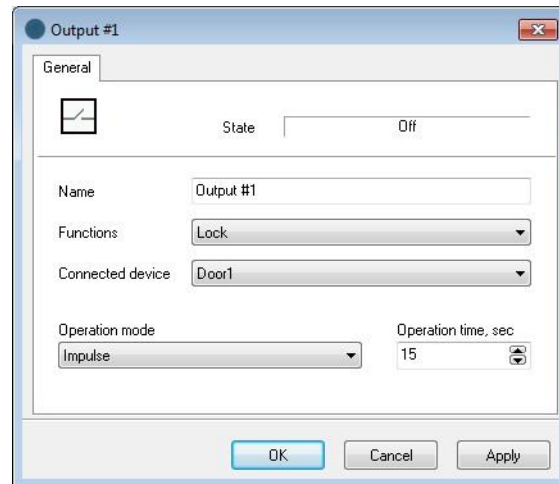
*Door open sensor reader card collector. See Setting up a joint operation of the control panel and the access card reader (USPK).*

**Device** - an access point or door, which is served by the corresponding loop of the control panel. This may be a presence sensor, the button on the query output, power button mode and blocking free pass.

If the control panel controls two doors, each of them will have single access point. If the control panel is connected to double-sided door, the loop can handle "Enter" access point, or the "Exit" access point, or two-way access point (i.e. turnstile).

## SETTING CONTROL PANEL OUTPUT PARAMETERS

Having programmed all loops proceed with outputs programming. Double-click on output node and output parameters window is displayed:



Type output name, choose function, operation mode and connected device in drop-down lists.

*Door control panels are supplied with transistor and relay outputs (refer for detailed information to your control panel's user manual).*

Locking devices and bells with high current drain are usually connected to relay outputs. Low-power strikes and bells are connected to transistor outputs. One of transistor outputs is often used as alarm output (refer for the detailed information to control panel manual).

**Functions** - An output may be used for door lock or strike control, bell, alarm signal or turnstile special control.

Some turnstiles require power cut off in addition to unlocking in order to turn to Free Pass mode. Moreover, it is necessary to switch on the power to turn into the main mode. The above-mentioned conduct may be realized if output power is supervised by turnstile special control output. This output will be active in main mode and inactive in free pass mode.

**Operation mode** - An output can operate in one of the following modes: start-stop, impulse, trigger and continuous.

**Operation time** - is time of output activation. This time interval is used for an output in impulse mode.

**Start-stop mode** is usually used for strike control. Voltage is applied to a strike and is hold until door is closed or until door time is expired, depending on what event arises first.

*Be careful at door time setting and start-stop mode use. Power applied to a strike for a long period may cause strike's overheating, damage, and even fire rise.*



*Impulse mode* is used for electromechanical locks' unlocking and bells' engaging. An output activates during time necessary for door unlocking or bell sound. Power is cut off after that. If a lock is connected to output, a door may be opened after unlocking impulse rendering and will be locked automatically after user passes to a door. It is necessary to specify unlocking or sounding impulse duration.

An output turns its state to opposite one at activation moment in *trigger mode*; that is if an output is active, it becomes inactive and vice versa. This mode may be used to arm/disarm alarm system.

*Continuous mode* corresponds to start-stop mode, but it is used for different type of devices.

*Device* - Door or access point with the lock connected to an output.

Select one of the following:

- «access point name» (only one lock can be set as relay)
- «access point name - entrance» (entrance direction, two relays can be set as a lock)
- «access point name - exit» (entrance direction, two relays can be set as a lock)

#### CONFIGURATION OF JOINT OPERATION OF CONTROL PANEL AND CARD COLLECTOR

To implement access control functions together with the reader with card collector in the control panels set the following loops and outputs

Control panel loops	card collector Outputs	Description
Container filled to 75%	sensor of card reader is full to 75%	Triggered by a given loop the access control panel sends a definite message to access control system server
Container filled to 100%"	sensor of card reader is full to 100%	Triggered by a given loop the access control panel sends a definite message to access control system server
Tamper contact	Sensor of card-reader door	Indicates the status of the door of card reader: open or closed. Triggered by a given loop the access control panel sends a definite message to access control system server

Control panel outputs	Card Collector inputs	Description
Granted	Enable the indication of access	Enables the indication of allowed access
Put the card in a container	Accept card	When loop is triggered the system selects an access card to the container
Return card	Return card	When loop is triggered the system returns an access card to the container

Granting the access right through the access point is performed according to a schedule loaded into the control panel for the given id.

#### OPERATION OF CONTROL PANEL

If the reader of control panel is presented:

**Temporary card (card of visitor)** – RF ID is withdrawn. Access is granted according to schedule and visitors route.

**Valid permanent card (employee card)** – If the ID is not lost or expired, its returned to the employee. Access is provided according to the schedule.

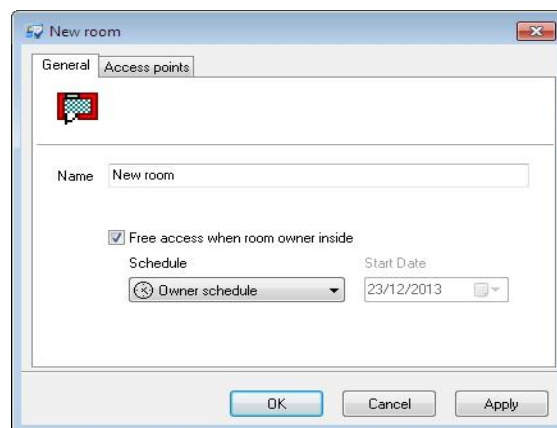
**Invalid permanent card (employee card)** – If the ID is lost or expired its is withdrawn, access is prohibited.

#### ADDING ROOMS

Room is a territory walled in around. Access to a room is possible only through a door controlled by a panel. There are may be several doors in one room. Territory division into rooms is necessary for global antipassback function, working time calculation and reports about employees' location provision.

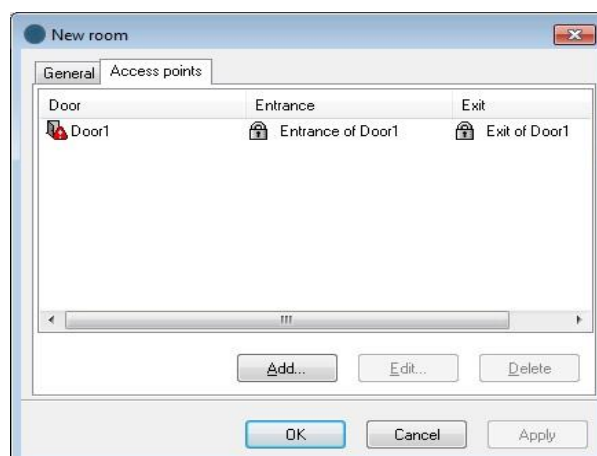
To add a new room right-click on hardware tree and choose "New" then "Room" context menu items. New room appears in "Rooms" folder.

To open room parameters window, right-click on new room name and choose "Properties" item. Room properties window will be displayed

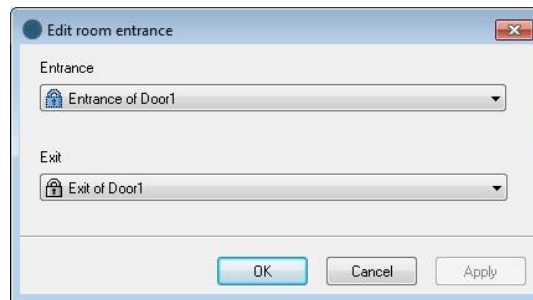


"Free access when room owner inside" ("Waiting room" mode) mode and its schedule may be switched on in this window.

Type room name in "General" tab and add access points joined to the room in "Access points" tab



Press “New” button to add new access point. Adjacent access points’ window will be displayed. Choose adjacent access points in drop-down lists for “Entrance” and “Exit” columns and press “OK”.



If an access point is not joined to a room any more it is necessary to delete it. To do that click on access point row and press “Delete” button.

Click “OK” after all room parameters are set

## GROUPING ROOMS

Many enterprises assign several rooms for employees of one department. An employee of this department is to be in one of the assigned rooms (does not matter what room exactly) during working day. In order to set working time rules for this department it is reasonable to group all rooms assigned for it

Several rooms are included in one group. Each of groups may be included in a group of higher level. Groups’ hierarchy is seen in “Rooms” folder of hardware tree.

To create new rooms’ group, right-click on “Rooms” folder, then choose «New” and “Rooms group” items. New rooms’ group appears. You may set its name in room properties window. Entrance and exit points are set automatically based on settings of rooms included in a group

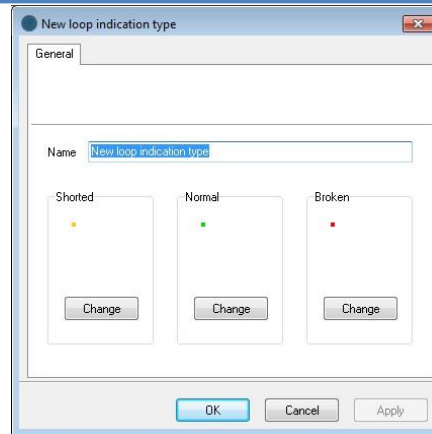
Access point may serve as group entrance point, if it is entrance point of one room of a group and it is not an exit of another room of group. Exit point is determined similarly. The rest of access points either are not related to this group or serve as internal access points: exit of one room is entrance of another one.

Use drag-and-drop method to add a room or a rooms group to another group

## LOOP INDICATION TYPE

“U-Prox IP” lets you supervise loop state. An loop is displayed on premises plan as an icon encircled by definite color. Any loop state (short circuit, norm, and break) can be assigned unique icon and color.

Invoke context menu in hardware tree, choose «New” and “Loop indication type” items. New identification type parameters window will be displayed:



Indication parameters', of selected loop, window will be displayed. On top of the window, selected state is displayed (shorted circuit, normal, and broken). Below, goes "Color" field, where you can select color of a circle around security loop icon. If you mark "Blinking" field, to the right of "Color" field, then a circle will blink one time per second, attracting operator's attention. If you check "Polyline" the circuit can be drawn as polyline on plan.

If no circle is required around an icon, choose "None" color

To change an icon, press "Import" button. Window for icon loading from graphics file appears. Specify the necessary file and press "OK".

An icon can be exported to text file using "Export" button. If you press this button, window for saving an icon to a disk file appears. Enter file name and press "OK".

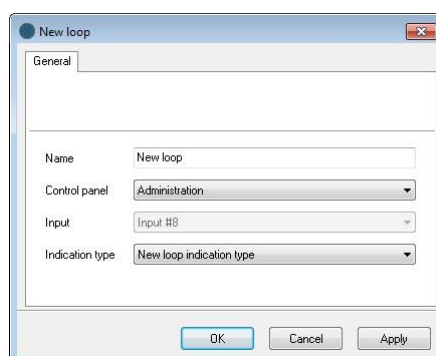
If no icon is needed, press "Clear" button.

Preview field of state indication is at the bottom part of a window.

Press "OK" when all necessary changes are complete

## SECURITY LOOPS

Some control panel loops can be used for alarm system loops state supervision. To add a loop, choose «New» and "Loop" items in hardware tree's context menu. New loop parameters' window will be displayed:



You can set four loop parameters: name, control panel, panel loop and indication type.

### **Control panel and Loop**

- control panel and its loop with loop connected. Panel loop must be used in *loop state monitoring* mode.

**Indication type**

- loop loop indication type. A type determines way of representation of a loop in different states (short circuit, norm, and break) on a plan.

**CREATING PLANS**

Plans purpose for visual events' and hardware' status displaying as well as for devices search and premises monitoring







To create a plan right-click on hardware tree, choose "Add" and "Plan" items. New plan appears in "Plans" folder; right-click on it, choose "All tasks" and "Edit plan" items. Window with the plan shall display.

To view the next plan right-click on it, choose "All tasks", "Plan viewing" items of context menu. Window with the selected plan will be displayed. If "Plan viewing" window is displayed at "U-Prox IP" closing, it will be restored during the next session










**EDITING PLANS**


"(Edit mode)" line that appears in window title indicates permission of plan editing.

Plan parameters can be changed in properties bar directly under toolbar. You may set name of a plan, its measurement (in pixels), and grid pitch distance, switch on/off grid display and snapping to the grid

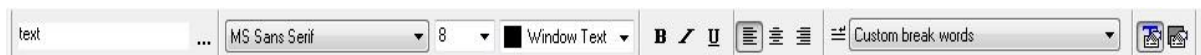
Property	Description
<b>Width</b> 	This field sets plan across dimension. It is indicated in pixels; one pixel is one monitor dot. Monitor resolution is 1024x768 dots. If a plan does not fit the monitor then a part of it is displayed. Use scroll bars to the right and at the bottom to choose necessary plan part.
<b>Height</b> 	This field sets plan vertical dimension (see "Width" description)
<b>Horizontal grid pitch</b> 	Horizontal distance between the points of grid. Grid is for plan editing convenience. It is possible to calculate approximate distances on plan and align plan components horizontally and vertically
<b>Vertical grid pitch</b> 	Vertical distance between grid points
<b>Snap to grid</b> 	Switch snap-to-grid mode on/off. If this mode is off then left upper element coordinate may be arbitrary. If the mode is switched on then left upper coordinate is to coincide with one of the grid points. It is much easier to create several objects aligned horizontally and vertically with snap mode switched on. It is also useful at drawing walls..
<b>Show grid</b> 	Show and hide grid. Grid points are displayed as dots equally spaced one from another that helps in approximate measuring of premises' plan, and quick aligning of plan elements according to the grid

New plan contains no objects. It is necessary to place different devices on the plan, show walls, add explicative notes and so on. All operations can be done with toolbar buttons. Tools descriptions are listed in table below .

Tool	Description
<b>Select arrow</b> 	<p>Object properties window. Selected element will be framed around. You can change object dimensions by handles dragging or change object disposition.</p> <p>Click on “Select Arrow” tool and on plan item then. Item will be marked out and its properties will be displayed on properties bar.</p> <p>If you click on free space with no items contained and outline several items with a frame appeared then all outlined items will be selected. To deselect an item click on selected item with “Ctrl” button pressed.</p> <p>Selected elements can be placed to a different position, deleted (“Delete” button), copied (“Ctrl”+“C”) or cut to clipboard (“Ctrl”+“X”) and pasted from clipboard (“Ctrl”+“V”).</p>
<b>Text</b> 	<p>Add text caption to a plan. Click on “Text” button and then outline desired text position with left mouse button pressed.</p> <p>New text parameters will be displayed on properties bar where you can change its font, text and color of a frame</p>
<b>Picture</b> 	<p>Add picture to the plan. Picture creation is carried out the same way as text creation.</p> <p>You can change picture settings in properties window</p>
<b>Line</b> 	<p>Draw a line. Choose “Line” tool then press left mouse button and move pointer to line end, release button.</p> <p>Line ends’ coordinates; lines thickness and color are line parameters.</p>
<b>Rectangle</b> 	<p>Draw a rectangle. You can change its placement, frame and background color</p>
<b>Wall</b> 	<p>Walls creation is carried out the same way as line creation.</p> <p>Adjoining walls are to be created with axis lines been contiguous or covered. Otherwise it will be impossible to determine room borders because of space between walls.</p>
<b>Wall opening</b> 	<p>Specifying of wall openings position. The start and the end of opening are to be specified.</p> <p>There may be three types of openings on a plan – hollow opening, window opening and door way. You may set name for door way.</p>
<b>Device</b> 	<p>Control panels or loop location indication. Click on the tool button and on a plan where device should be displayed. Now you can choose necessary panel and loop</p>
<b>Room</b> 	<p>Room disposition indication. After all walls are drawn, window, door and hallow openings are specified it is necessary to make room</p>

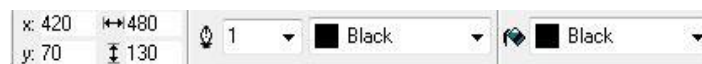
Tool	Description
	<p>assignment.</p> <p>Choose “Room” tool and click on a plan inside a room. System automatically determines area containing the pointed spot and bordered with walls. This area is assigned to a room.</p> <p>It is necessary to select room name. You can also set room filling color</p>
<p><b>Polyline</b></p> 	<p>Draw a security circuit associated with security loop.</p> <p>Choose “Polyline” tool, then on the plan, one by one by clicking the left mouse button, draw a polyline.</p>

If you choose “Select Arrow” tool and click on text then there will be text parameters seen in properties bar:



You can do the following editing operations in properties window: edit text, choose font, size and color. Text may be bold, italic or underlined. Use one of three align types: align left, center or align right.

There is frame parameters button on text properties bar. Click the button and properties bar will change



Four fields in the left part of the bar are intended to change coordinates of left upper corner of a frame, frame width and height.

Then go frame line's parameters: thickness and color. To make a frame invisible select “None” color.

You may select frame's filling color. If filling is not required select “None” color.

To return to text parameters editing click the second button to the right. Tool bar turns to its previous state.

If you click on “picture” tool button the properties panel will look as shown below:



There are picture frame parameters to the left. Then goes picture displaying way: *stretch*, *proportional* or *mosaic*.

Picture completely fills in the frame when *stretch* displaying used. As a result, proportion distortion arises, since horizontal and vertical scales do not coincide.

*Proportional* displaying determines maximum possible scale so that picture does not exceed frame bounds. Initial picture proportions are saved since one scale is used for horizontal and vertical scaling.

*Mosaic* displaying does not scale the picture. If a picture exceeds frame bounds then only a part within bounds is displayed. If frame bounds are wider, then a picture will be drawn several times till they are filled in completely. This displaying type may be used for background pattern at badge creation; it is enough to create a small pattern part and fill in the whole badge space in mosaic.

Import and export buttons in the right part of properties bar. Click on import button and standard system window for picture-file selection appears. Choose file that is to be loaded and press "OK". Export button is intended for picture saving in a disk file.

Its ends, thickness and color determine line. Line properties bar is shown below



Rectangle properties are the same as those of text frame or picture. Rectangle properties bar is shown below.



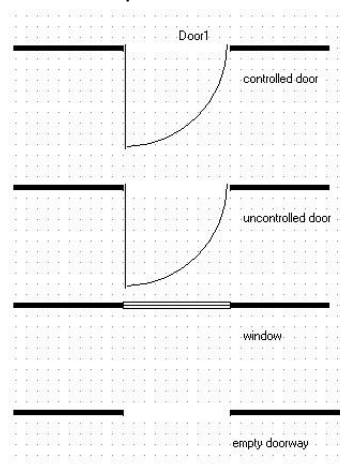
Wall is determined by its ends position, border thickness and color, filling color; wall has definite thickness. Border and wall thickness are different values. Border line indicates thickness of outline on a plan. And wall thickness indicates thickness of the wall itself.



Wall opening has the same parameters as wall does, but for its thickness. Opening thickness is determined automatically. You may also select type of opening: hollow opening, window opening or door way.



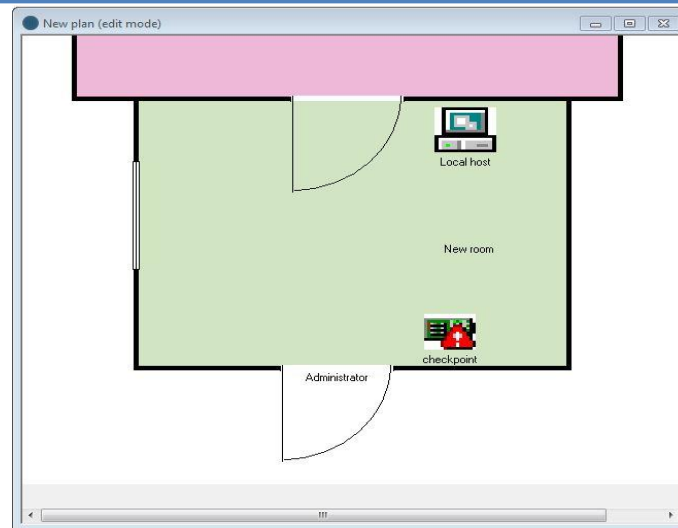
Wall opening examples are on picture below



Hollow opening and door way perform semantic load. Hollow opening joins space on one side of the wall and space on another wall side. That is why space on both wall sides is assigned to one room. Door way without door indication is interpreted just as hollow opening. If a door is assigned to a doorway, it joins two different spaces on both sides.

Control panel is displayed as an icon on a plan. At loop reflecting an icon is encircled by color corresponding to loop state. Loop icon and circle color are determined by indication type.





Parameters of plan element, reflecting device, are its position, frame parameters (thickness, color and filling color). It is also necessary to specify which exactly device or loop will be connected with the element.

Room is represented as a polygon on a plan. It has the following parameters: border thickness and color, and filling color. Choose "Room" tool and click on a plan inside a room. System automatically determines area containing the pointed spot and bordered with walls. This area is assigned to a room. New room color is selected at random. It is enough to set room name.



When plan editing is complete close plan editing window. Choose "Yes" to save the plan, "No" to cancel all changes or "Cancel" to proceed with editing.

## HARDWARE SCHEDULED MANAGEMENT

To specify operation of control panels in definite period of time use "Scheduled management" option.

To create a new regulation right-click on hardware tree, select «New», "Scheduled management" context-menu items. Properties window of schedule control appears on display:

The screenshot shows a Windows-style dialog box titled "New scheduled management". It has a "General" tab. Inside the tab, there is a "Name" text box containing "New scheduled management". Below it are two dropdown menus: "Control Panel" set to "Administration" and "Control Panel Element" set to "Entrance of Door1". Further down is a "Schedule" dropdown set to "Contr" and a "Start Date" text box with "9/ 6/2012". At the bottom of the main area are two more dropdowns: "State" set to "Free pass" and "Outside Intervals" set to "Normal". At the very bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

**Name** – create new regulation name.

**Control panel** – select control panel that conforms to new control regulation.

**Control panel element** – select element of control panel that changes its state on specified intervals. These can be loops, outputs, readers or access points.

**Schedule** – choose time-table for application of new regulation.

**Start date** – specify date for new regulation start.

**State** – this fields' group allows specifying of selected control panel element on the interval and out of it.

There exist the following types of states fro control panel elements

**Loop:**

**Masking** – Events from this element are masked, no operations occur.

**Norm** - Control panel loop switches to normal operational mode.

**Output:**

**Activation** – mode of output activation,

**Deactivation** – output switches to normal operational mode.

**Reader:**

**Masking** – Events from this element are masked. For example, at card passing no operations occur,

**Norm** – reader switches to normal operational mode

**Access point:**

**Free Pass** – access point switches to free pass mode,

**Blocked** – access point switches to blocked mode,

**Norm** – access point switches to normal operational mode

## PRINTING HARDWARE CONFIGURATION

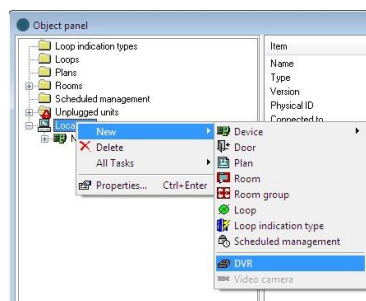
Some enterprises require detailed documentation for installed equipment. Except for performance specifications, the documentation should contain all control panels configurations. To print hardware configuration generate and print the following reports (refer to "Reports" section):

- control panels report,
- doors report,
- control panels loops report,
- control panels outputs reports,
- readers reports

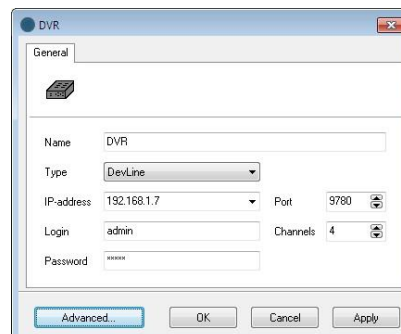
## SETTING VIDEO VERIFICATION EQUIPMENT

### ADDING DVR OR VIDEO SERVER

To add a DVR or video server select in the device tree "Local host" item and right-click the mouse button. From the context menu choose "New", and then "DVR ":



Once the DVR is added, you need to specify its parameters. To do this, move the mouse pointer to the DVR icon in the tree and right-click. Then select "Properties..." from the context menu. Window will appear with DVRs parameters:

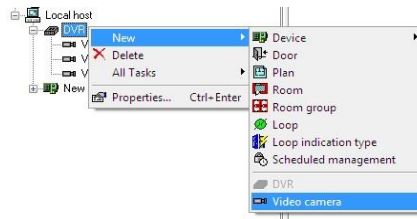


- Name** – the name of the DVR / Video Server
- Type** – DVR/NVR or video server (for example, DevLine it's surveillance system "Line")
- IP-address and port** – the address and port of the DVR / video server in the local network
- Channels** – number of cameras (video channels) connected to the DVR / video server
- Username, Password** – authorization settings required to connect to the DVR / video server
- Serial number** Pinetron DVR or NVR devices serial number

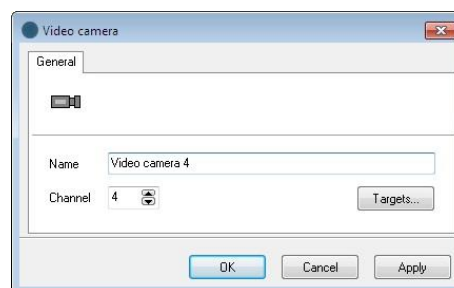
## ADJUSTING VIDEO CHANNELS (CAMERAS)

Once the DVR was added, you have create camera objects and setup its reactions according to access control panel elements.

To add a camera select in the device tree current DVR item and do right-click the mouse button. From the context menu choose "New", and then "Video Camera ":



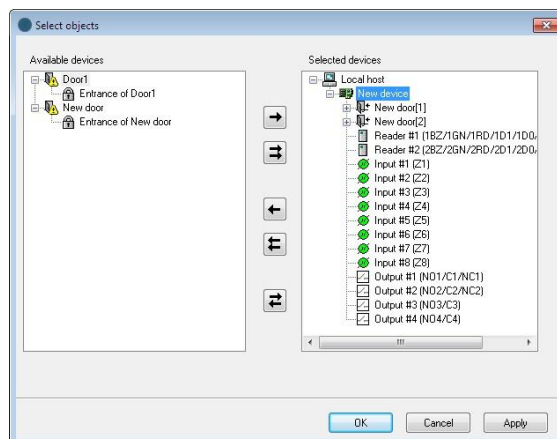
Window will appear with it parameters:



**Name** – the name of the video channel (camera)

**Channel (Channel)** – the video channel number

After clicking the "Targets" it will opened filter window for binding video channel to access control equipment:



There are hardware hierarchy trees at the left and at the right of the window. List to the left displays hardware, event on which will not be used to show videoverification window with this camera.

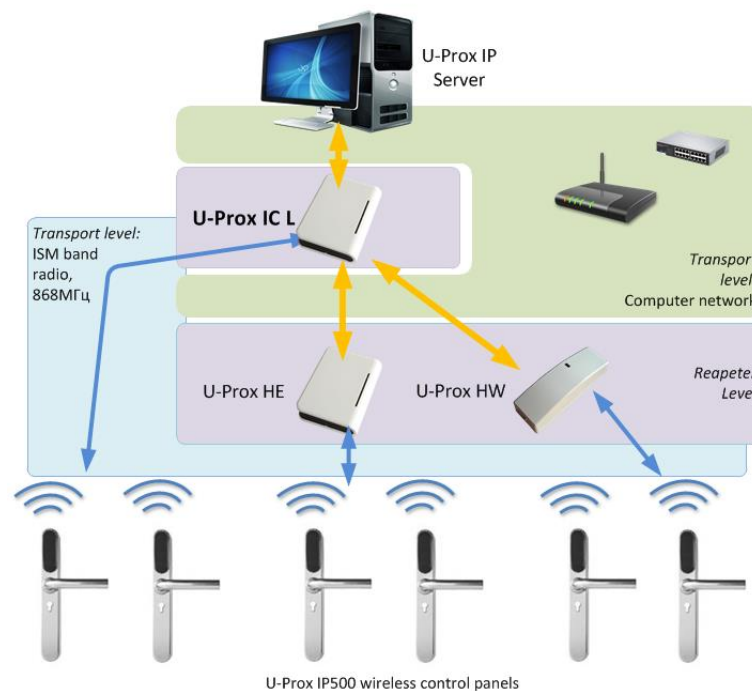
List to the right displays hardware, event on which will be used to show videoverification window with this camera.

*For proper operation of the video archive browsing, do not forget to enable video recording for all video channels in DVR settings.*

## WIRELESS LOCK SYSTEM ARCHITECTURE

The architecture of the wireless locks system has definitely hierarchic structure. All U-Prox IP500 control panels operate in the automatic mode, i.e. make decision about the access using data uploaded beforehand.

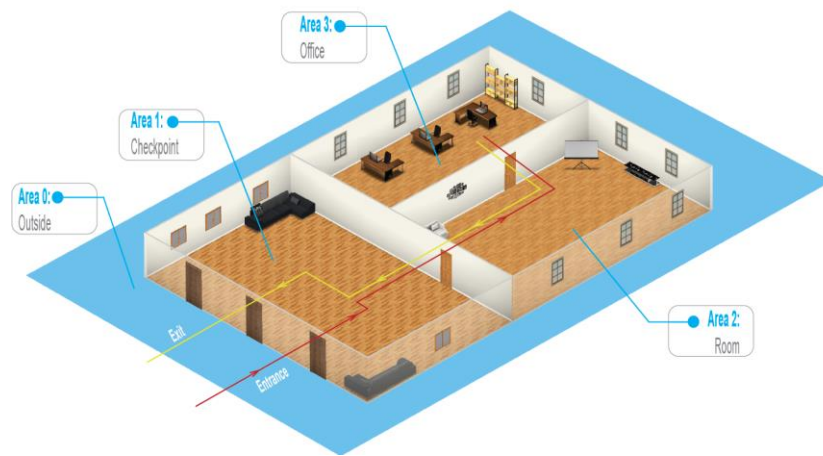
U-Prox IP control panel routes data from the allowed U-Prox IP500 wireless panels via U-Prox HE and U-Prox HW repeaters. The U-Prox access control system server, U-Prox IC L, U-Prox HE and U-Prox HW communicate each other via the computer network. The U-Prox IC L, U-Prox HE and U-Prox HW communicate to the U-Prox IP500 wireless panels via the ISM band radio.



## GLOBAL ANTIPASSBACK

The basis of the global antipassback is the zoned antipassback. The facility is divided into rooms - zones of access or areas. With this division the entrance to another area is exit from the previous one, and the passage in the area is possible through various access points.

Antipassback control panel receives data from the access control panels and tracks the movement of personnel from area to area. Also can be tracked the location of the person who has multiple IDs

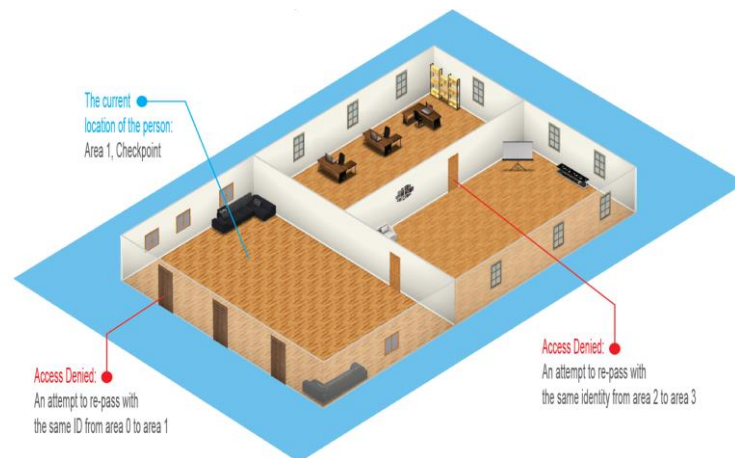


U-Prox IC A receives data about the passages from control panels U-Prox IP400, NDC F18 IP, U-Prox IP100, U-Prox IP300.

Initially an employee has the location "unspecified". After the first presentation ID to a reader's location

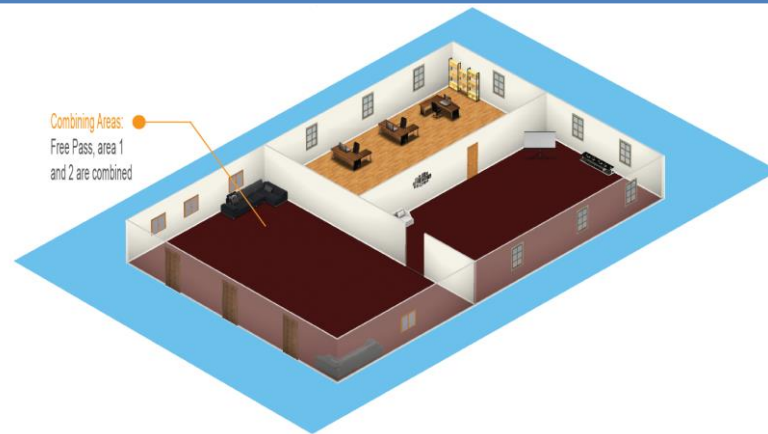
The location "unspecified" is assigned when registering a new employee, or after the system operator command "location reset" of person is fixed by U-Prox IC A.

With the use of global antipassback it is possible to suppress passback, using duplicate card for infiltration (sudden appearance inside), transferring the ID to another person.



In case of lost communication with the access control panels, forced entry, free pass, etc. U-Prox IC A merges access areas together, considering that the personnel may be both there and there.

After restoring the normal state of access point or communication with the control panels, areas will be unmerged.



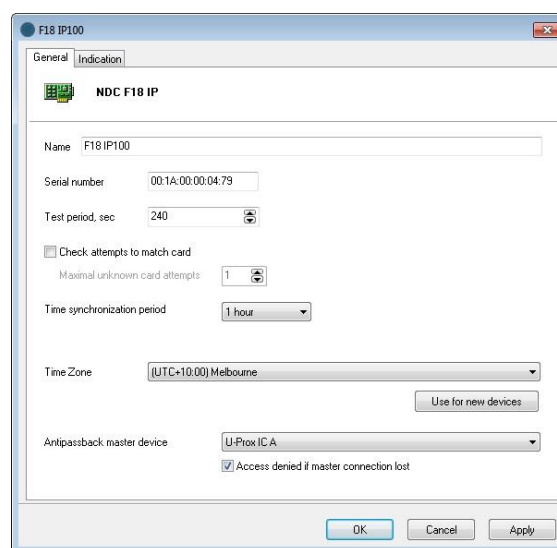
U-Prox IP400, U-Prox IP100, U-Prox IP300, NDC F18 IP access control dialog boxes can be configured to two variants of behavior in case communication lost with U-Prox IC A:

- Not just anyone has permission to pass;
- Pass all, according to the rules of the local antipassback

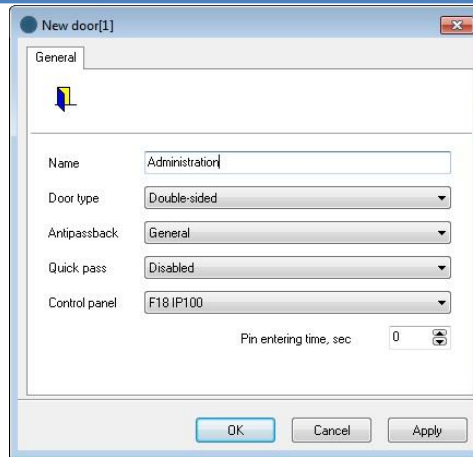
#### GLOBAL ANTIPASSBACK ADJUSTING

*Only control panels with double-sided doors (entrance and way out on presentation of ID) can be involved in global antipassback*

1. U-Prox IC A control panel must have a static address (IP or DNS)
2. In configuring server address # 1 has to be the ACS server address
3. In configuring server address #2 has to be the address of the U-Prox IC A
4. In the U-Prox IP software for each access control must be specified master antipassback control panel and reaction to the deprivation of communication with him



5. In the U-Prox IP software must be enabled antipassback mode "General" for the door



6. Add rooms

7. Adjust mutual arrangement of doors and rooms

8. Add employees add adjust their access rules

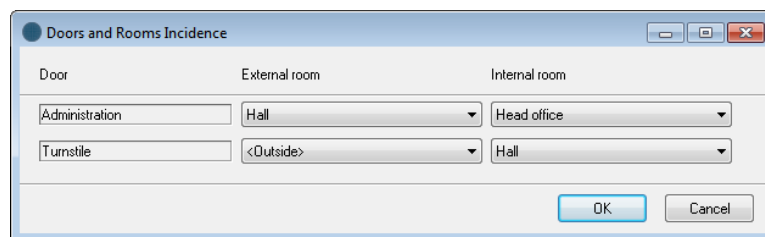
9. Synchronize all control panels (include U-Prox IC A)

10. Start antipassback operation for U-Prox IC A. Open control window, do right click on U-Prox IC A and then select item "Antipassback" -> "Start" in context menu.

#### THE MUTUAL ARRANGEMENT OF DOORS AND ROOMS

Adjust facility movement rules for global antipassback adjustment. Split facility on zones, called rooms, first of all. Then adjust relative position of this rooms and assign doors separating them.

Start from main menu item "Action", "Doors and Rooms Incidence" sub item. Dialog window will display:



Adjust relative rooms' position in it. For example depicted, door "Turnstile" separates the outer area and inner area - room 'Hall'. For door "Administration" area "Hall" is outer and inner area is "Head office".

After doors and rooms relative position adjustment press "OK". Access points necessary for exit and entrance assigned automatically.

#### “FREE ACCESS WHEN ROOM OWNER INSIDE” FUNCTION (“WAITING ROOM” MODE)

The room door is switched into the free pas mode on the room owner presence according to the mode schedule.



If the room owner leaves the room or schedule expires, door is switched to the normal mode back.

To switch on room owner free access mode proceed as follows:

1. Add the owner's room in the "Room owner" tab of the employee options window.
2. Set schedule in the room options window. The room doors will switch into the free pass mode according to this schedule and on presence of at least one room owner. Free pass mode will be switched off on room owners' absence.
3. Synchronize the panel

"Free access enabled by schedule" and "Free access disabled by schedule" events generated on the start and end of the time zone, defined in the free pass schedule.

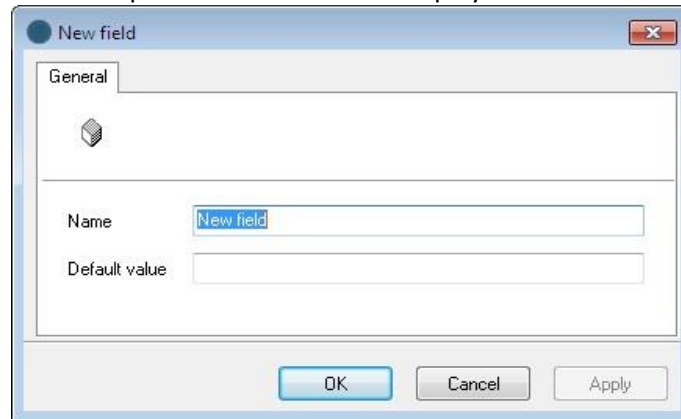
Door is switched on into the free pass mode after the "Free access enabled by schedule" event only within defined in the schedule time zone AND room owner presence in the room. If room owner is absent door switches into the free pass mode after the room owner entrance only. Door exits free pass mode after the "Free access disabled by schedule" event regardless room owner's presence.

## PERSONNEL SETTINGS ("PERSONNEL" TAB)

### PERSONNEL ADDITIONAL FIELDS

To store some additional data about personnel, such as car number or date of birth, you can use personnel additional fields. Some additional fields may be assigned to enterprise departments, e.g. chief name.

To add new field invoke context menu of personnel tree. Choose «New» and «Field» items. New field parameters window is displayed:



You can change name and its value by default. Default value is used when employee field is empty.

When additional field editing is finished press «OK» button.

Any field may be deleted if it is not used any more. Choose a field, click «Cancel» button in context menu to delete unnecessary field. Think carefully before deleting additional fields, since it has been useful it may be useful in future.

Press «OK» after all changes are made.

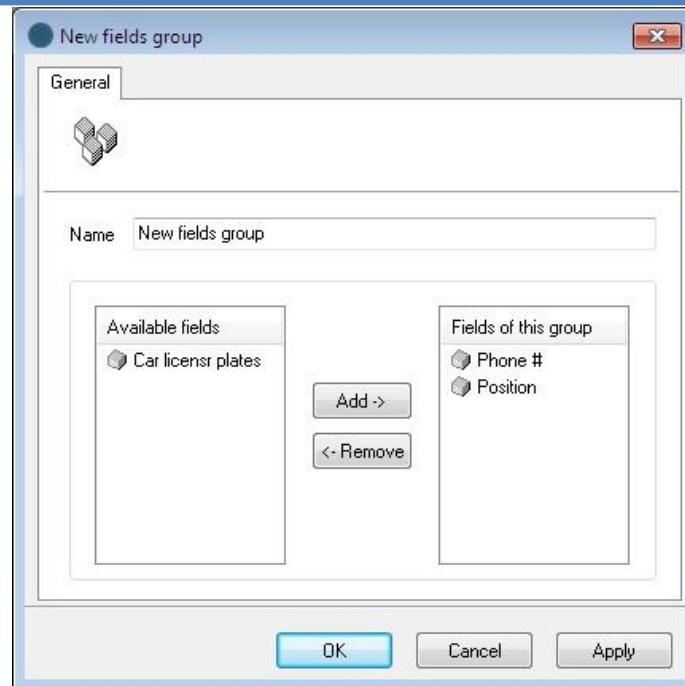
### GROUPS OF PERSONNEL ADDITIONAL FIELDS

If a company employs large quantity of people, its administrators will need to set certain fields for each personnel category.

For example, except for car number, driving license number may be taken into account. If an employee has no car, car number parameter is not necessary for him, so it is not necessary to display them.

With "U-Prox IP" you can define personnel fields' groups. E.g. you may combine "Date of birth" and "Car number" fields into "Additional employee fields" group and "Department head" and "Department head deputy" – into "Additional department fields".

There is an "Fields groups" folder in personnel tree. Activate personnel tree, choose "Add" and "Fields group" items in context menu. Additional fields' group parameters window will be displayed:



It is necessary to type group name and add fields to the group.

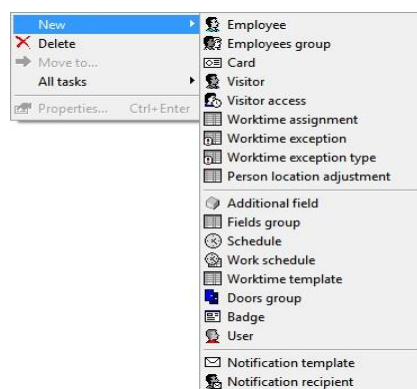
All available fields are displayed in “Available fields” list on the left of a window. All added fields are displayed in “Fields of this group” list on the right of a window.

To add a field to a group click its name in the left list and press «New». To delete a field of a group click on its name in the right list and press “Remove”. Warning should be made before deleting a field.

Press “OK” after editing completion

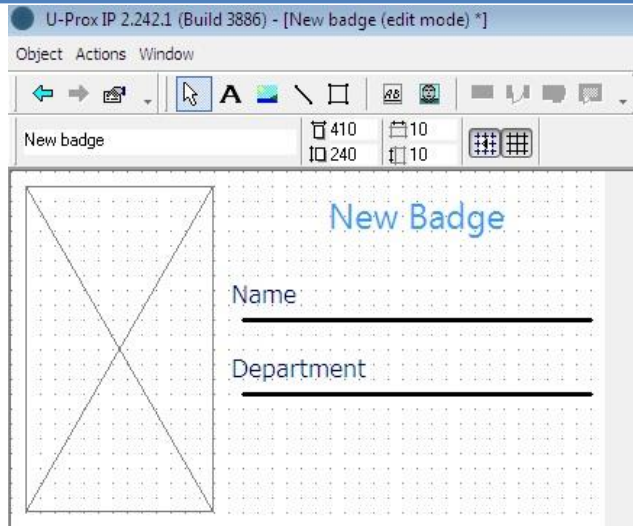
## EDITING BADGES

“U-Prox IP” gives possibility of creating and printing of badges that can be printed on standard paper or on plastic cards. If it is planned to issue badges, create several typical templates first. Select a template for each user while registering him





To create new badge template right-click on tree, choose “New” and “Badge” items. New badge appears in “Badges” folder. Right-click on it, choose “All tasks” and “Design badge” items.

Badge window will be displayed:



Badges editing is similar to plan editing therefore refer to “Creating plans” part above for detailed information.

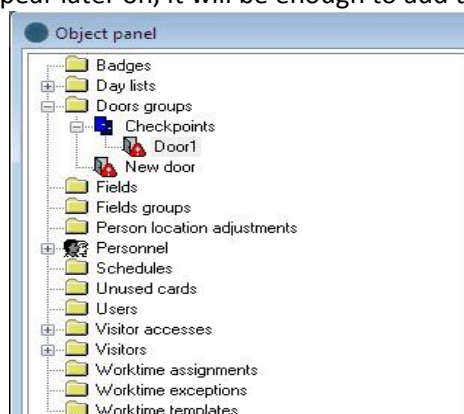
There are only two additional tools in badges editing, they are  “Employee field” and  “Photo”. “Employee field” is intended to place text on a badge, “Photo” – to place employee photo. These two fields are filled automatically from database for each employee.

Close badge window after template editing. Way of assigning a badge to an employee is described in “Adding Employee” part

## DOORS GROUPS

To set personnel access rights is necessary to enumerate entrances and exits for every employee and define schedules. It is recommended to create doors’ groups for compact access scheme formulating.

E.g. all enterprise employees are allowed to pass through several checkpoints. We create “Checkpoints” group. Thus the rule “Checkpoints: 9:00-18:00” means access through any door belonging to “Checkpoints” group from 9:00 to 18:00. If new checkpoints appear later on, it will be enough to add them to “Checkpoints” group.

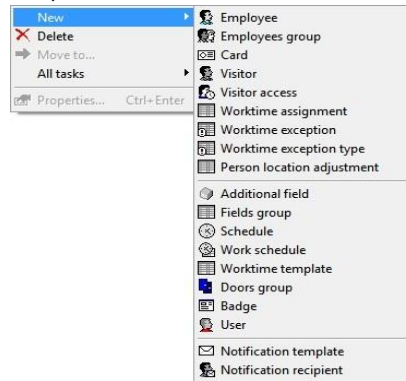


To create doors’ group right-click on personnel tree and choose “Properties” context menu item, then “Doors’ group” items in the menu. New doors group will be displayed. Use Drag-and-Drop method to add a door or doors group to another group.

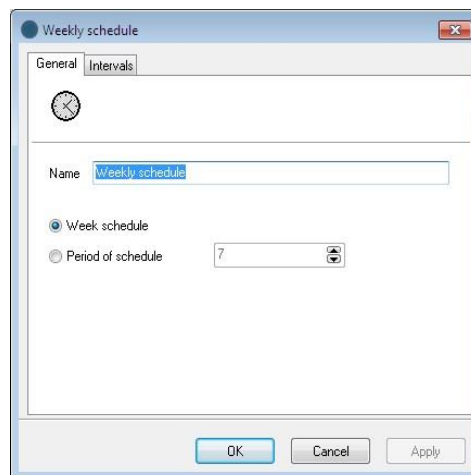
## SCHEDULES

Add personnel access schedules prior to personnel database filling. “U-Prox IP” supports schedules with arbitrary period length. E.g. it can be either seven-day week schedules or four-day schedules.

Click on “Personnel” tab in objects panel to the left of main window. Then right-click on “Schedules” folder, choose “New” and “Schedule” in context menu



Schedule properties window appears:

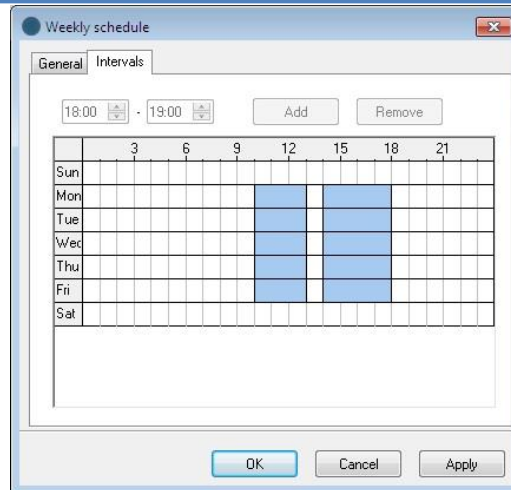


In “General” tab you may set schedule name and period that is number of days after which schedule time intervals are repeated. Mostly week schedules are used, but sometimes necessity in other period schedules arises.

Mark “Week schedule” field if you need to specify seven-day schedule. Schedule period will be automatically set to seven days. This schedule time intervals will repeat every seven days.

If you set four-day schedule then intervals will repeat every four days.

Time intervals are edited on “Intervals” tab.



To add time intervals to a schedule select them in timetable and press «Add». To remove time intervals out of schedule select them in time table and choose «Remove».

When an interval is selected, it appears in «Start» and «End» fields.

By default intervals are selected accurate within an hour. To select them accurate within a minute keep pressing «Shift» button while selecting.

You can adjust selection borders in «Start» and «End» fields.

Example: We create ordinary schedule «9:00-18:00» with hour break «13:00-14:00» and two days off – Saturday and Sunday.

1. Place pointer to «Monday, 9:00» position, press mouse button and drag pointer to «Friday, 18:00» position.
2. Now release mouse button. Intervals from Monday till Friday from 9:00 to 18:00 are selected.
3. Press «New» button, and selected intervals are added into schedule.

Now it is necessary to make break from 13:00 till 14:00. We should strike off this hour break from Monday to Friday:

4. Bring pointer to Monday, 13:00 position press mouse button and place it to Friday, 14:00 position.
5. Now, release the button. Break interval is chosen.
6. Press «Remove» button and intervals will be stricken off.

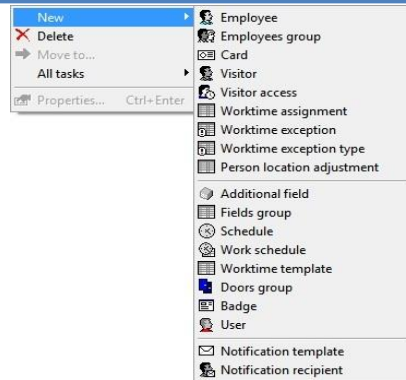
Do not forget to name schedule, e.g. «9:00-18:00»

Press «OK» when all intervals are added

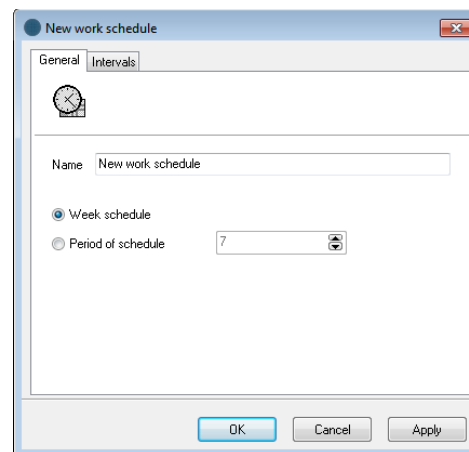
## WORK SCHEDULES

To adjust simple time attendances add personnel working schedules. «U-Prox IP» supports working schedules with arbitrary period length. E.g. it can be either seven-day week schedules or four-day schedules.

Click on «Personnel» tab in objects panel to the left of main window. Then right-click on «Schedules» folder, choose «New» and «Work schedule» in context menu



Work schedule properties window appears:

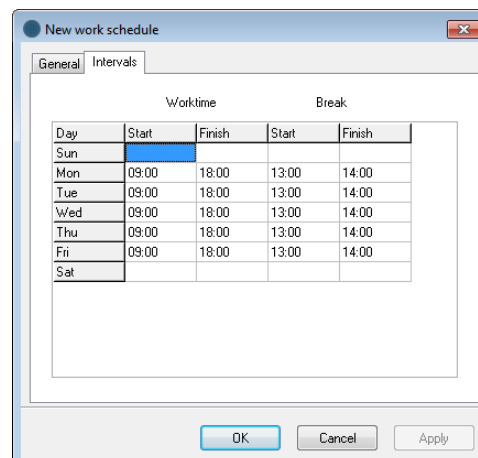


In “General” tab you may set schedule name and period that is number of days after which schedule time intervals are repeated. Mostly week schedules are used, but sometimes necessity in other period schedules arises.

Mark “Week schedule” field if you need to specify seven-day schedule. Schedule period will be automatically set to seven days. This schedule time intervals will repeat every seven days.

If you set four-day schedule then intervals will repeat every four days.

Time intervals are edited on “Intervals” tab. The interval of each day includes the start and end of working hours, as well as the start and end of the break.



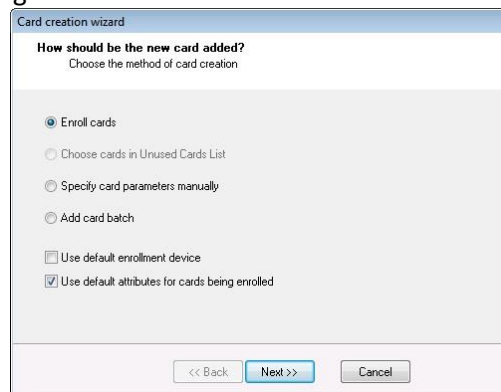
Press “OK” when all intervals are added.

## PRE-ENROLLMENT

You may create list of all cards prior to employees registering. One control panel stops access control while enrolling cards. To avoid panel stop access control when operating the system enter all cards to database from the outset. You will choose cards out of the list when issuing them to employees.

Activate “Personnel” tab on objects panel, right-click and choose “Add”, then “Card” items.

Cards creation window appears. Any time you may stop creating cards with “Cancel” button pressing.



You may choose one of three methods:

- 1) Enroll cards, passing them to a reader of registering control panel.
- 2) Choose cards from the list of vacant cards (used when cards are issued to employees)
- 3) Specify card parameters manually (the method is not recommended; a card will not be identified by the system if you make mistake while card code typing).
- 4) Perform batch enrolment. To do this you have to know facility code (usually marked on the cards package), first card code and number of the cards. This data is used for full Wiegand-26 card code.

Click on the first point “Enroll cards”, and press “Next”.

If you have not yet specified a device for cards enrollment or switched off the option ‘Use default enrollment device’, the field where is necessary to choose the device in the drop-down list will appear in the window.

In the list of enrollment devises different presentation may appear for desktop USB reader like “Local reader on COM8” or “USB-Z2 Reader” and so on, as USB reader considered as virtual COM port in OS. Specify correct COM port number for card enrollment with the desktop reader.

*Using USB desktop reader is recommended to disable ‘Use default enrollment device’ option and select the device in the drop-down list.*



## ENROLLING CARDS

Choose registering device and press “Next” button.

**Card creation wizard**

**What device do you use for enrollment?**  
Choose the device for card enrollment

Enrollment device  
U-ProxIP

<< Back   Next >>   Cancel

List of registered cards appears on display:

**Card creation wizard**

**Enrolled cards**  
Pass card(s) to reader. Enrolled cards appear in the window

Name	Card code	Description
01012584D9	01012584D9	
0102894862	0102894862	

<< Back   Finish   Cancel

Control panel turns to enrollment state. Reader’s LEDs slowly blink green.

Cards’ codes are displayed in a window at their passing to a reader. If already enrolled card is passed to the reader then error report appears in “Description” column. Operator may change name of enrolled card with one click on its name.

Card names will display in shortened format (decimal card code, digits before comma – facility code, then card code) when “Card names in 000,00000 – 255,65535 format” option checked in “Card enrollment” tab of “Actions”, “Adjustment” item of the main menu.

**Card creation wizard**

**Enrolled cards**  
Pass card(s) to reader. Enrolled cards appear in the window

Name	Card code	Description
117,08552	0101752168	

<< Back   Finish   Cancel

Shortened card code contains information only about the last three bytes of the code. That's why in case of enrollment cards with different values in higher two bytes (facility code) and same shortened card codes, the digital suffix added. For example: "177,11345", "177,11345[1]", "177,11345[10]".

After all cards have been enrolled press "Next" button.

If option 'Use standard attributes of enrolled cards' is switched off, fields for additional cards parameters entering appear (refer to "Cards parameters" below).

Assigned parameters set in this window are applied to all enrolled cards.

Press "Finish" button. Cards' enrollment is complete.

Enrolled cards are displayed in personnel tree in "Unused cards" folder. (See also "Employee group addition" and "Card parameters" parts below).

The screenshot shows a window titled "Card creation wizard" with a subtitle "Set additional card parameters." Below the subtitle is a note: "Enter additional parameters for added card(s). They will be applied to all cards." The form contains the following fields and controls:

- PIN:** A text box containing "63321".
- Expired:** A checkbox labeled "Expired" which is unchecked, followed by a date field showing "9/ 6/2012" and a calendar icon.
- Attributes:** A section containing several checkboxes:
  - Status:** A dropdown menu currently set to "Enabled".
  - Disalarm:** An unchecked checkbox.
  - Security:** An unchecked checkbox.
  - VIP:** An unchecked checkbox.
  - Antipassback disabled:** An unchecked checkbox.

At the bottom of the window are three buttons: "<< Back", "Finish" (highlighted in blue), and "Cancel".

## ENROLLING CARDS MANUALLY

When you specify manual cards enrollment the field for cards' name and ID are displayed

The screenshot shows a window titled "Card creation wizard" with a subtitle "What name and code do you choose for added card?" Below the subtitle is a note: "Enter name and code of added card". The form contains the following fields and controls:

- Specify card name:** A text box containing "Code 1".
- Specify card code:** A text box containing "1234567890".

At the bottom of the window are three buttons: "<< Back", "Finish" (highlighted in blue), and "Cancel".

Card name is used for its displaying and its ID is used for control panel identification.

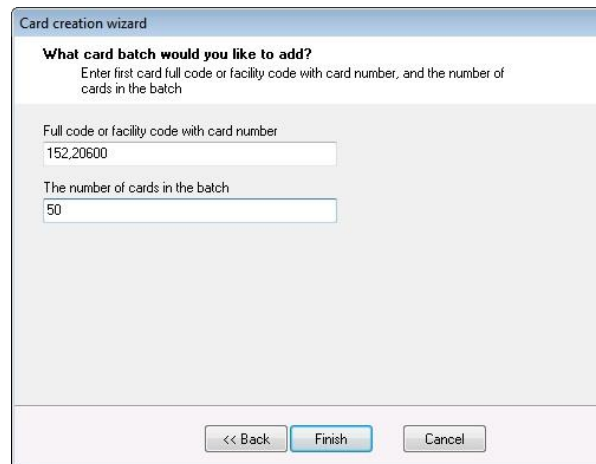
Press NEXT when name and ID are set. Card properties form is displayed. For further actions refer to the previous action 'Enrolling cards'.

## BATCH CARD ENROLLMENT

Specify in card creation wizard window that you want to create the batch of cards (see Pre-enrollment above). Fields for start card code and card number entry will appear in card creation wizard window.

Following card name formats for batch enrollment are supported:

1. **Card name format FFF, XXXXX.** Type facility code and first card number separated with comma or slash '/' in first field. Type the number of cards in second field:



Card creation wizard

**What card batch would you like to add?**  
Enter first card full code or facility code with card number, and the number of cards in the batch

Full code or facility code with card number  
152,20600

The number of cards in the batch  
50

<< Back Finish Cancel

2. **Card name format NNNNNNNN.** Type decimal code of the first card of set in first field (printed on card, usually it consist of 8 digits, 01980602 for example). Type the number of cards in set in second window.



Card creation wizard

**What card batch would you like to add?**  
Enter first card full code or facility code with card number, and the number of cards in the batch

Full code or facility code with card number  
1980602

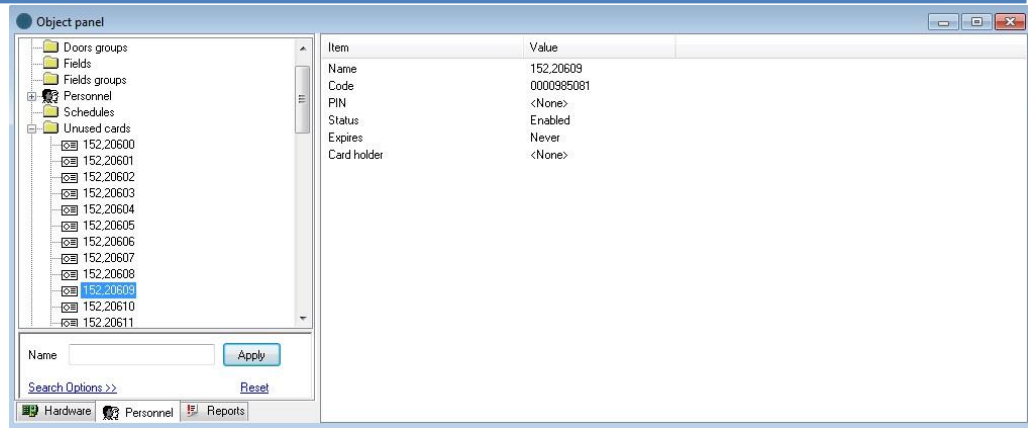
The number of cards in the batch  
50

<< Back Finish Cancel

This data together used to form the full card codes in Wiegand-26 format for all cards of the set.

Press 'Finish' button after all mentioned data filled. If 'Use default attributes for cards being enrolled' unchecked, 'Next' button will appear instead of 'Finish'. Press it.

New card set with card names equal to the codes printed on cards will appear on the 'Personnel' tab in the 'Unused cards' folder after the card creation wizard work.



## HOLIDAYS

As a rule, employees have limited access to workrooms on holidays. Before setting access on holidays, it is necessary to specify list of holidays.

There is a "Day lists" folder in personnel tree. Current version contains only one "Holidays" list here. But it will be possible to define several day lists and set exceptional access during these days in the next program versions.

Make double click on "Holidays" item. Holidays' list editing window appears:

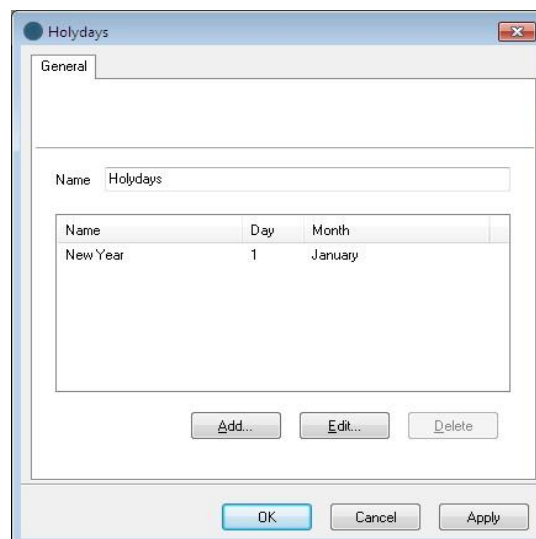
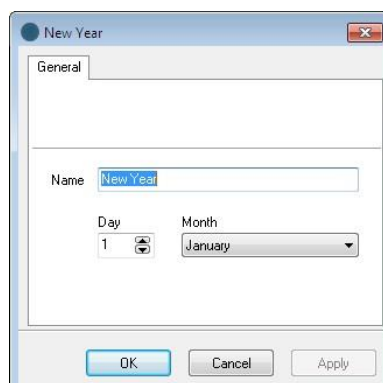


Table containing holidays is in the central window part. Buttons for holiday adding, editing and deleting are under the table.

To add new holiday, press «Add» button. Window for selecting days of year appears:



## CREATING PERSONNEL HIERARCHY

Any enterprise employee belongs to some group, department, workspace and so on. Every such group executes certain functions and has certain access rights. E.g. Security department employees as a rule have limited access rights on day and unlimited in the night, while workspace #1 employees are supposed to have access only to their workspace.

The above considered examples illustrate the fact that personnel hierarchy corresponds to access rights necessary for the employees to fulfill their duties.

Of course there may be exceptions. E.g. Shop #1 superintendent access rights may differ from those of employees, and so he is to be given more access rights.

It is much easier and faster to set and supervise group access than individual one. "U-Prox IP" makes it possible to edit an employee access in one minute, but if there are 1200 employees at an enterprise it will take you 20 hours to set access to all of them.

Therefore set group access to most of the employees. And set individual access to few of them, heads of departments for example.

You can change both group and individual access any time.

To create the hierarchy of personnel in data base, make up a list of departments, workrooms and other groups with indication to what department or workroom each group belongs. Start hierarchy constructing from the highest level and add all groups.

The following example illustrates all the above-stated:

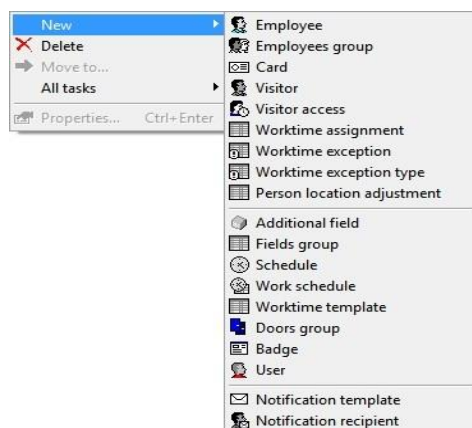
We should introduce small factory personnel in database. The staff consists of administration, workroom #1 and workroom#2. Shop #1 contains small planning department.

The highest hierarchy level is "Factory". Then follow "Administration", "Workroom #1" and "Workroom #2". There is "Planning department" of shop #1 on the lowest hierarchy level.

Start adding groups to database from "Factory" group.

## ADDING NEW GROUP

Right-click on personnel tree window under "Personnel" folder name. Choose "New" and "Employees group" items in context menu.



Window for group parameters' editing is displayed:

The screenshot shows the 'New employee group' window with the 'General' tab selected. The 'Name' field is filled with 'New employee group'. The 'Fields group' dropdown is set to 'New fields group'. Below these are two empty rows in a table with columns 'Phone #' and 'Position'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

The window contains the following tabs: General, Access, Cards, Worktime, Working territory, Room owner and Web access.

“General” tab contains “Name” field, then “Fields group” below and additional fields table.

Type the group name in “Name” field; we type “Employees” in the above example.

In “Fields group” row choose field group name in the drop-down list. Additional rows appear in table below for the rest of properties entering.

Press “Apply” after general parameters editing is finished.

Click on “Access” tab, the window changes as shown below:

The screenshot shows the 'New employee group' window with the 'Access' tab selected. The 'Inherit access of' checkbox is unchecked. Below it is a table with three columns: 'Access point', 'Schedule', and 'Start date'. The table contains two rows: 'Entrance of Checkpoints' and 'Exit of Checkpoints', both with 'Weekly' in the 'Schedule' column and 'Weekly' in the 'Start date' column. Below the table are 'Add...', 'Edit...', and 'Delete' buttons. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Access table consists of three columns: Access point, Schedule and Start date. Exceptions table, where you can set special access on holidays, is under Access table.

**Access point** – is a point through which access is granted according to schedule selected. You may set access points for one door or group of doors.

**Schedule** – is a time-table according to which control panel grants or denies access to an employee.

Different schedules can be set for different access points of the same door. This function may for example grant access into the premises during the whole day and out of the enterprise territory - only after the end of working day.

**Start date** – is date when a schedule starts to take effect. First day of schedule coincides with starting date.

It is convenient to use start date at multi shift schedule setting.

For example: First shift works on March, 1; second – on March, 2; third – on March, 3; fourth on March, 4; and first on March, 5 and so on. It is enough to set only four-day schedule with the following time intervals:

First day – 0:00-24:00

Second day – none

Third day – none

Fourth – none

First shift workers starting date is "March, 1"; second shift starting date is "March, 2" etc. We receive the following scheme:

Date	First shift	Second shift	Third shift	Fourth shift
March,1	0:00-24:00	-	-	-
March,2	-	0:00-24:00	-	-
March,3	-	-	0:00-24:00	-
March,4	-	-	-	0:00-24:00
March,5	0:00-24:00	-	-	-
March,6	-	0:00-24:00	-	-
...				

Since we use week schedule it is necessary to set Sunday as start date, e.g. April, 14, 2002.

All employees of a factory should be granted access any time from 9.00 till 18.00. Add two rows in access table:

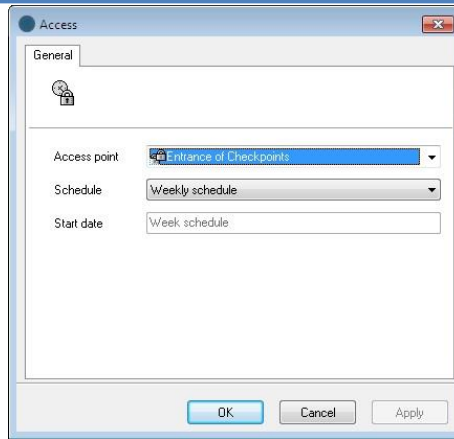
Central checkpoint entrance	9:00-18:00	14.04.2002
Central checkpoint exit	9:00-18:00	14.04.2002

Pay attention to a checkbox «Inherit access of INC». If you mark this field, the edited subgroup will have the same access, as a group of higher level of hierarchy containing it. If you do not mark the field «Inherit access of INC», it is necessary to set own access for edited group as it will not receive access of parental group.

At the moment you edit group "Enterprise" which should have its own access. Therefore, do not mark the field «Use access of a department».

All enterprise employees should have opportunity to go in and out any time according to earlier set schedule, from 9:00 till 18:00.

Press «Add» button to add new row to a table. New access rights editing window appears:



Choose access point and schedule in the drop-down list, and then set start date. If you choose week schedule, it is not necessary to set start date.

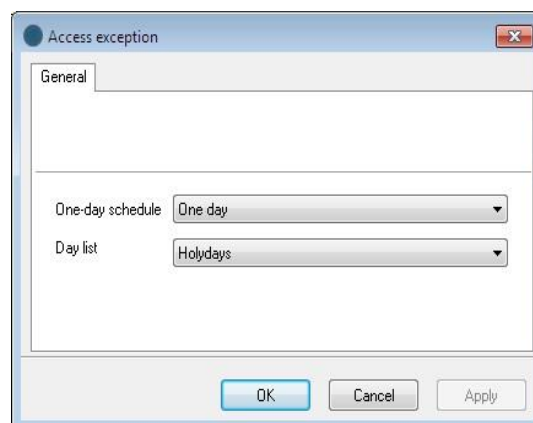
Press "OK" and new row, containing properties you just set, appears in "Enterprise" group access table.

To delete a row, click on it and press "Cancel" button.

If you want to amend a row click on it and press "Edit" button.

Access table contains schedules of access on workdays. Any access point of the table can be assigned an additional holiday schedule, describing access on holidays.

To set holiday schedule for access point, click on Access table row containing the access point. Then press «New» button for Exceptions table, positioned below. Access exception properties window will be displayed:



You can choose one-day holiday schedule and define holiday's list in this window. Current system version supports only one holiday's list. After all properties are set press "OK".

If "Simplified access editor" is enabled in "U-Prox IPs" settings, "Access" tab will look as follows:



In this window, select access points marking them in a list, choose timetable, start date and specify exceptions.

*The system verifies correctness of employees' access: It is not allowed to specify access regulations neither for group of access points nor for separate access points compounding this group. If simplified access editor is used, it is impossible to specify to different schedules for independent access points*

*To verify access regulations, prepared in previous versions of "U-Prox IPs", select "Actions", "Access verification" items of main menu..*

When access regulations and exceptions editing is finished, press "Apply" button.

Activate "Cards" tab now:

You may assign several cards to a department, for example to switch off the alarm. Press «New» button. Cards creation window, described above, appears. (See "Preliminary cards creation"). In this window, you can enroll cards, enter them manually or choose from the list. After cards' creation is finished, registered cards appear in cards' table.

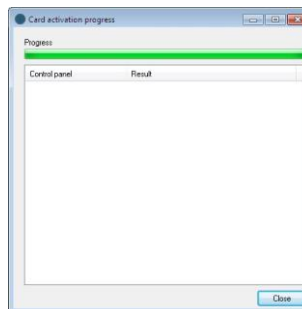
To change card parameters click on the necessary card and press “Edit” button. “Card parameters” section below describes all card attributes.

If a card is returned by an employee it is necessary to delete it from cards’ table. Find the returned card in the list, click on it and press “Cancel”. The row will be deleted. The returned and deleted card gets to “Unused cards” folder. It may be issued to another employee in future.

For quick loading of employee data, for example in case of new card issue, it is necessary to highlight necessary card and press “Activate” button. Card information will be loaded to all necessary control panels.

For quick stop of employee’ access highlight the necessary card and press “Deactivate” button. After successful deactivation, the card is transmitted to unused cards’ list.

Activation and deactivation processes and possible mistakes are displayed in the window.



*It must be considered that when activated, card of employee is placed in temporary cards’ (cards of visitors) memory space and only after full loading of control panel the card gets to valid cards’ memory space.*

Activation is also executed for employees, whose access has never been loaded since changes, but coincides with loaded access of other employees.

*When cards are activated, they are automatically deactivated in control panels prohibited now, but allowed earlier.*

Press “Apply” after cards are assigned to a department.

If you want to specify complex working time scheme for the group you edit, click on “Worktime” tab. The window changes as follows:

**New employee group**

General Access Cards **Worktime** Working territory Room owner WEB access

☐ Inherit worktime of

Room	Schedule	Start date	Tax	Subject
Office	Weekly	Weekly	0.00	Obligatory presence

Copy... Add... Edit... Delete

Acceptable deviations

Early coming 20 Early leaving 3 Absence 15  
Late coming 5 Late leaving 10

OK Cancel Apply

There is a working time regulations table in the upper part of a window. Allowable deviations fields are shown below. “Inherit work time” field determines whether a group inherits parental group work time regulations. This field is not available for “Enterprise” group since it is on the highest hierarchy level and has no parental group above, and so should have its own working time regulations.

Besides, you may set acceptable deviations (see below “Work time exceptions”). Regulations determine periodic time intervals, when exceptions determine one non-recurrent interval.

Working time regulations’ table contains rows for entering information about where, when and which work time category is functioning for the group you edit and its employees.

- Room** - is a room or group of rooms that determine workroom.
- Schedule** - is a timetable. Time intervals are determined by two columns: “Schedule” and “Start date”. (See access editing explanations).
- Start date** - a date when schedules begin to take effect. (See access editing explanations above).
- Tax** - work time payment (per hour). This field is used for work time calculation in generalized units, monetary unit for example.
- Subject** - is a work time category: obligatory presence, legal presence or absence and break.

If several regulations act in one time interval then an employee should be present in one of working rooms according to at least one of such regulations. If the condition is not hold, illegal absence will be stated for an employee. If an employee is present in time corresponding to none of the regulations then illegal work time exceed is attributed to an employee.

“Legal absence” regulation excuse an employee from “Obligatory presence” regulation discharge.

“Legal presence” regulation gives grounds to an employee to stay in workroom overtime. “Legal presence” regulation does not release an employee from “Obligatory presence” regulation discharge. Therefore, illegal absence and legal exceeding may be counted at the same time.

The rule "Break" allows to the employee to stay out of the working premises, for example, at lunch break. If missing of working time is recorded to the employee and there is a rule "Break", acting on the missed time interval, this interval will be recorded as legal absence.

Table regulations rows arrangement is very important. If two regulations are applied to one room of the same time interval and subject then lower regulation acts. In other words, the lower regulation has higher priority. Two different subject regulations arrangement does not matter.

Press “Add” button to add new row to work timetable and “Cancel” to delete a row. Working time regulations editing is realized in a separate window:

The 'Worktime regulation' dialog box has a title bar with a close button. It contains the following fields:

- Room: A drop-down menu showing 'Office'.
- Subject: A drop-down menu showing 'Obligatory presence'.
- Tax: A text input field with '0.00'.
- Schedule: A drop-down menu showing 'Weekly'.
- Start date: A text input field with 'Week schedule'.

At the bottom, there are three buttons: 'OK', 'Cancel', and 'Apply'.

Room, subject and schedule are selected in drop-down lists.

Work time regulations may be specified using prepared template (refer to “Work time template” chapter). Press “Copy” button to evoke work time pattern window:

The 'Select Worktime Template' dialog box has a title bar with standard window controls. It contains a list box with one item: 'Worktime template: Office'. At the bottom, there are 'OK' and 'Cancel' buttons.

Select template and press “OK”. Work time regulations of the pattern are added to work-time table.

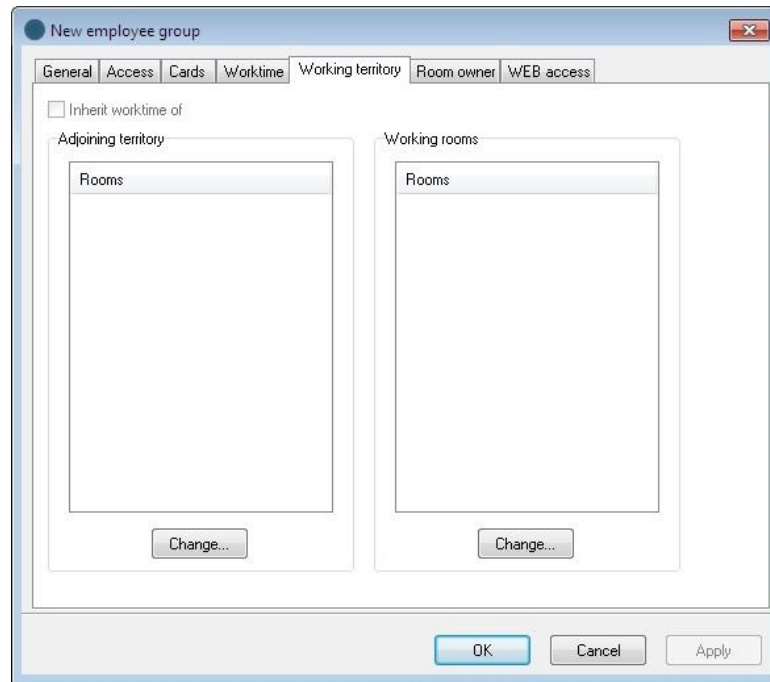
If pattern is changed, work time regulations set to groups or employees do not change.

Legal exceptions are intended for masking of little time-table inaccuracies, related to inevitable factors such as limited turnstile capacity and so on. Incomplete work time will be counted at exact calculation. You may switch on/off allowable variations masking by request.

We define five allowable variations types: coming before and after working shift start, absence during workday and leaving before or after shift ending. During workroom attendance events’ analysis, the system controls whether the variations are allowable (if they do not exceed the bounds set).

Press “OK”, when all working time parameters are accurately set.

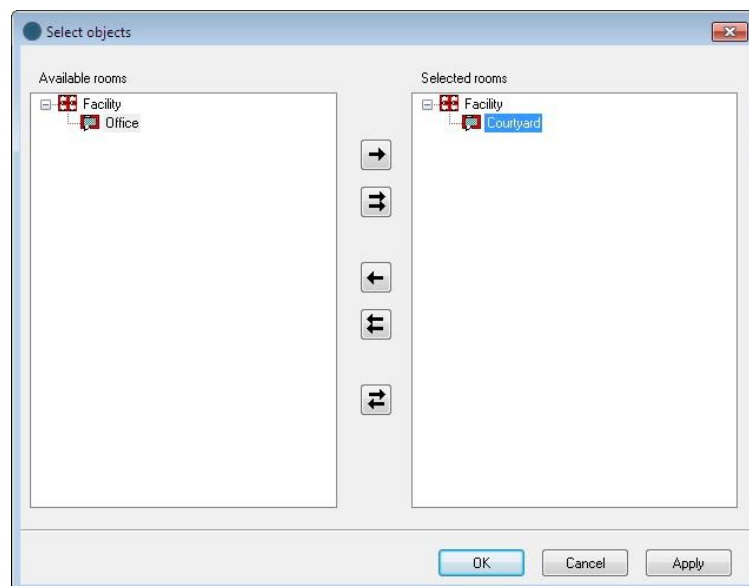
Evoke “Working territory” tab:



“Work territory” report is intended for approximate calculation of work time based on work schedules and work territory. In this scheme, work territory, that is list of inside facilities and workrooms, is specified instead or in addition to work time regulations for separate employees or their groups.

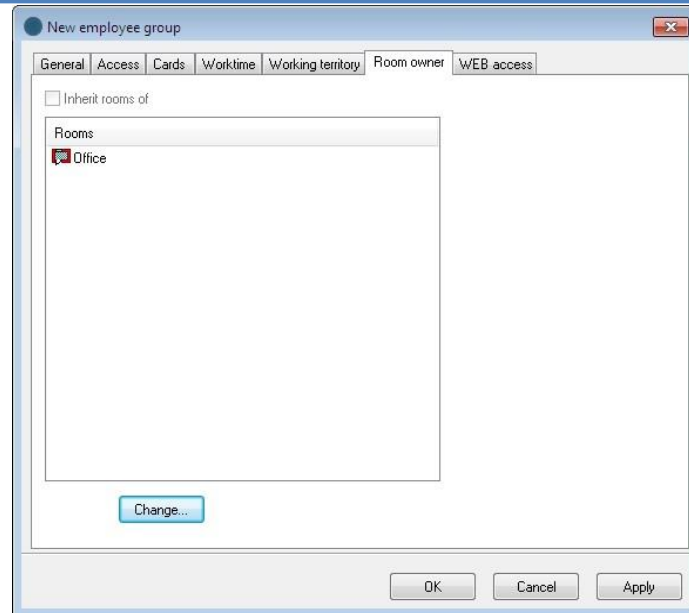
Inside facilities and workrooms are situated on territory of enterprise, but only stay in workrooms is considered to be work time. Employee passes through check point and gets into inside facilities, it can be hall, passage, stairwell and any other inside facility isolated from outside territory by fence or walls, and then the employee gets to his work place, that is office, workroom etc.

To change facilities list press “Change”. The list is verified in a separate window:



When all properties of work territory are set, press “OK” button.

Click on ‘Room owner’ tab. The following window is displayed:

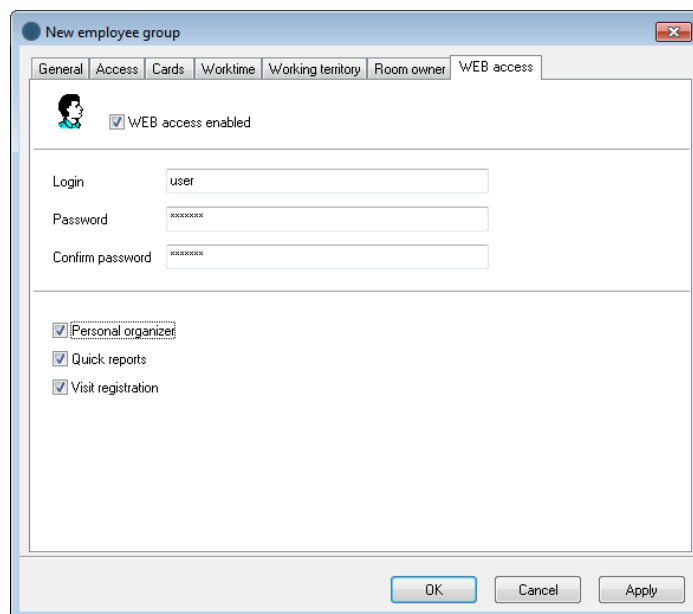


To edit rooms list select 'Change'. The editing is performed in a separate window

*Do not forget to adjust corresponding layout of access points and doors. TO do this select "Actions"/"Corresponding layout of access points and doors".*

When all room properties are specified press OK.

Click on 'Web access' tab. The following window is displayed:

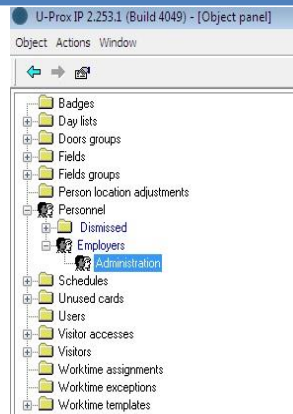


Here you can allow access to the Web and mobile applications for authorized users.

#### ADDING NEW SUBGROUP

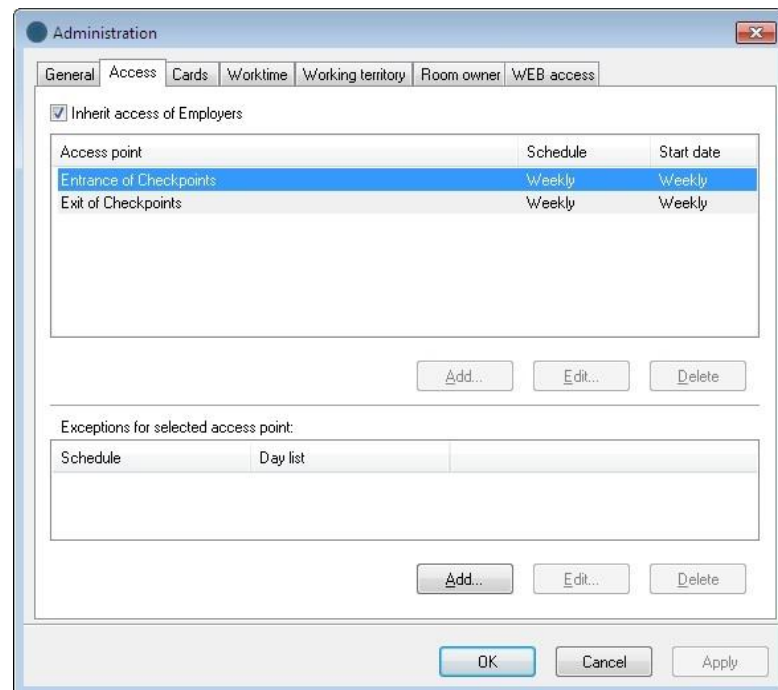
Right-click on personnel tree window under "Personnel" folder name. Choose "New" and "Employees group" items in context menu.

Window for group parameters' editing is displayed:



*Groups and personnel with own access are in blue color. Groups and personnel with inherited access are in black color.*

Open window of properties of a new subgroup. Enter 'Administration' name. Press 'Access tab'. It looks as follows:



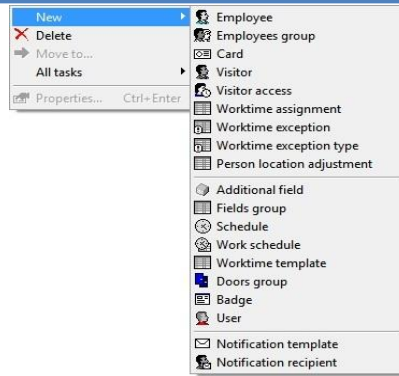
"Inherit access" line is marked; the group has the same access as the "Employees" group of a higher level Employees. It is not sufficient for Administration group. The Administration requires access to administrative building as well. Click on 'Use department access', and verify access table. To save changes click APPLY.

Add all subgroups. The personnel hierarchy is created.

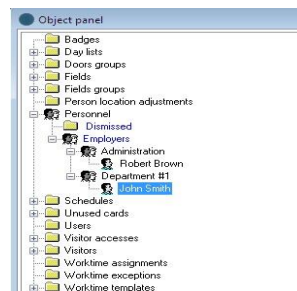
#### ADDING NEW EMPLOYEE

Now when we have personnel hierarchy set, we can add employees.

For example, It is necessary to add John Smith, who is a member of "Workroom #1" group. Right-click on "Workroom #1" folder, choose "New" and then "Employee" items.



“Workroom #1” now has sub node “New employee”:

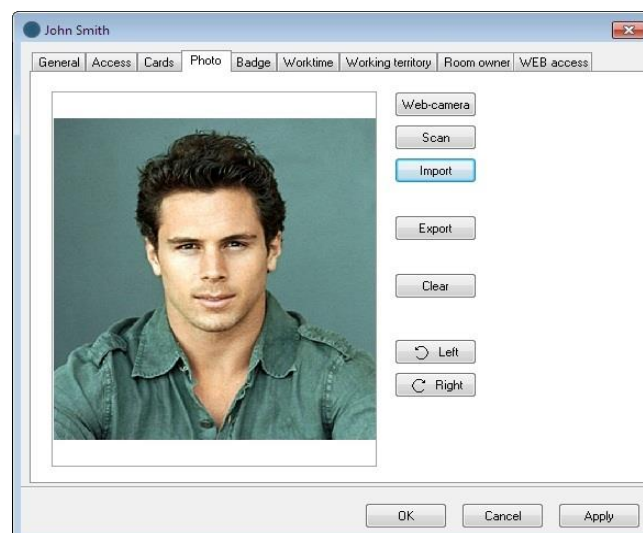


New employee parameters editing window is displayed. “General”, “Access”, “Cards”, “Cards” and “Master of door” tabs are described above in “Adding new group” section.

Set general parameters for an employee – name and additional fields. Then add one or several cards for an employee.

Access and work time regulations may stay unchanged. They will correspond to “Workroom #1” access and work time settings.

Activate “Photo” tab then:



Here you may load employee photo. It may be necessary for badges printing and photo-verification window. It is recommended to use photos with 3x4 proportions, for example, 240x320 dots.



Employee's photo can be scanned, if there is a scanner in system. To do this press "Scan" button. Do everything necessary in displayed window for scanner operation. Scanned image will appear in photo line.

Press "Import" button to load a photo. Choose a file containing the photo in a dialog box displayed. Press "OK" and photo appears in employee editing window.

Photo may be exported from database as well. Press "Export" button, introduce file name where you want to load a photo and click "OK".

Press "Apply" after photo loading.

Now activate "Badge" tab with left click.



Choose badge template in drop-down list of "Badge template" row. The badge will be changed automatically according to new template.

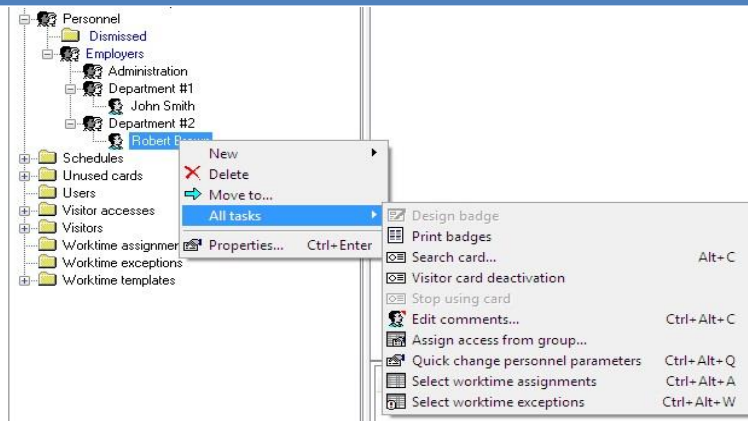
*When new employee is added he is assigned a badge of last employee added to group. If employees have no badges, the new employee gets badge last added to database.*

A badges printing is described below.

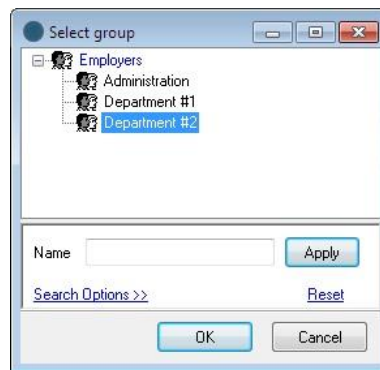
Press "OK", when employee properties are set.

#### COPYING DEPARTMENT ACCESS RIGHTS

When creating database it may be necessary to copy present access of a department. Such way of access assignment is used for employees, groups of employees or departments. To do that highlight them in personnel tree and right-click. Choose "All tasks", "Assign access from group" items of submenu:



In window displayed select department, which access rights will be copied for highlighted employees or departments:



On department selection press "OK".

#### MOVING EMPLOYEES INTO A DIFFERENT GROUP

In case if an employee is transferred from one department or group to another, it is necessary to specify it in personnel hierarchy. To do that find the employee in personnel hierarchy and drag it to different group.

To move an employee highlight its name and right-click on it, choose "Move to..." item of submenu. Use *Ctrl* button to specify several employees from different group places, or use *Shift* button to specify several employees, whose names follow one another.



The following window will be displayed:



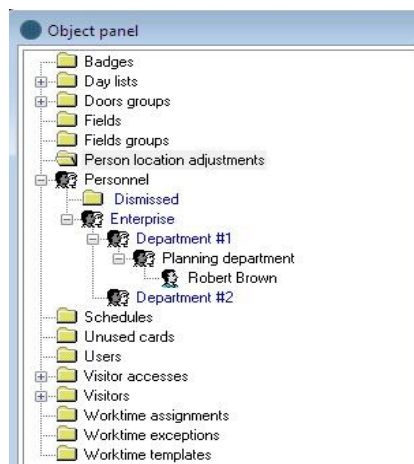
Select necessary folder for employee or several employees shifting and press “Apply” button.

To shift an employee highlight its name and right-click on it, choose “Move to...” item of submenu. Use *Ctrl* button to specify several employees from different group places, or use *Shift* button to specify several employees, whose names follow one another.

If an employee has access of a previous group, then after shifting to a new group access is assigned to him automatically, according to the new group schedule. If an employee has individual access, it is necessary to set his access manually. Work time should be changed accordingly.

#### “DISMISSED” FOLDER

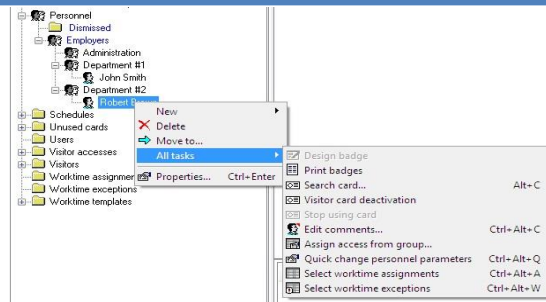
For convenient work with personnel hierarchy, use special “Dismissed” folder for employees shifting:



When placed to this folder, employees’ information, that is access rights, cards, work time regulations, is completely stored, but not loaded to control panels.

#### COMMENTS

For convenient work with personnel’ hierarchy, possibility of creating comments for employees and departments is intended. To add or change a comment highlight necessary employee or department and right-click:







In context-menu choose “All tasks” and “Edit comments” items. Window for comments’ editing will be displayed.



This window will be also displayed on Ctrl-Alt-C buttons pressing. On the top of the window there is a toolbar:



-  “Add comment” button. New comment will be added.
-  “Delete comment” button. Selected comments will be deleted.
-  “Print comment” button. In comments’ list select comments, which should be printed, using Shift and Ctrl keys and press the button.
-  Printer adjustment button, selection type of printing.

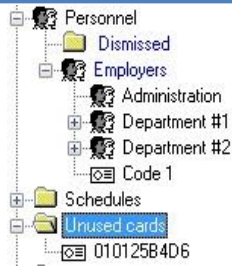
Further goes a field reflecting already added comments. Comment text can be edited in lower entry field.

When comment editing is completed, press OK. Below there is an example of icon of an employee with comment added in personnel tree



## CARD PROPERTIES

Issued card is displayed in personnel tree as a child node of an element corresponding to its owner. If a card is not issued then it is displayed in “Unused cards” folder



To open card parameters window make right-click on tree element corresponding to the card, and choose “Properties” item

The following parameters may be set here: name, card code, PIN, expiration date, status, alarm unsetting and security service rights.

**Card code** – Electronic card code consists of ten hexadecimal digits.

Every card has a unique code set at its production. It is recommended to set card code by presenting it to a reader. Do not set card code manually to avoid mistakes

**PIN** – Personal identification number fixed to a card consists of no more than six decimal digits.

Some readers have built-in keypad. The system allows employee identification not only by card but by using PIN too. In such a case after card presentation reader LED starts frequent, twice per second, blinking green. It is necessary to enter PIN from keypad during time set in control panel parameters. After PIN entering an employee should press «\*» or wait till the end of PIN-entering time. If valid PIN is entered, control panel opens door and grants access. Otherwise, reader produces warning signal, “Invalid PIN” event is registered in event log and door remains closed

**Expiration date** - is period of card validity.

If you mark “Expiration” field and set exact date, then a card will be valid only till that date, not including expiration date. For example, if 1<sup>st</sup> of January is set as expiration date, the last day, when access is granted to that card is 31<sup>st</sup> of December.

If you do not mark “Expiration” field a card will be valid for limitless time

**Status** – is a card status. A card may be valid, invalid, blocked, lost or faulty.

Access is granted only to a valid card not expired yet. A card should be valid if it is issued to employee who is to have access rights.

Invalid card has no access rights, and it is not loaded to control panel. Therefore, if invalid card is passed to control panel, "Invalid card" event is registered in event log.

If blocked card is passed to control panel, reader produces warning signal and "Detected blocked card" event is registered in event log. Blocked status is set for cards of employees, who are e.g. on vacation or on sick leave.

Lost cards have lost status. If lost card is passed to control panel, door turns into alarm state and panel activates alarm output.

Faulty card status is similar to Invalid status, but bears additional sense to operator. Invalid status is recommended to set to cards and access rights, which are designated to new employees, but are not issued to them yet.

If a card is invalid, forbidden, blocked, lost or faulty, its additional attributes, such as alarm unsetting, security, VIP, change day/night in connection loss mode, CANNOT be changed

**Alarm unsetting** – If you mark "Alarm unsetting" field then cardholder has right to unset alarm.

At such card is passed to a door being in alarm state "Alarm state end" event is registered and door turns to normal operation. Any other card passing to alarm door leads to "Access denied. Alarm state" event registration; door remains in alarm state

**Security** – Security mark gives the right of access to a blocked door.

If it is necessary to restrict all employees, except security service, access in/out the territory, switch blocked mode. Blocked mode is switched by loop connected to one of "Blocking" panel loops violation (shortage or break) or with instruction from PC.

Usually card passing to a blocked door warning signal is emitted and "Access denied. Blocked state." event is registered. At card with "Security" sign passing access is granted and corresponding event is registered in event log.

Cards with "Security" mark are to be issued only to security service employees

**VIP** – access right to pass always everywhere, except through blocked door.

VIP card may be assigned any schedule, antipassback and validity period is NOT applied to it. The card may have PIN code.

If VIP card is passed to blocked door, warning signal is produced. "Access denied. Blocked mode" event is registered in event log and control panel does not grant access

«**AntiPassBack switched off**» – access right without AntiPassBack. Access to this card is granted notwithstanding the previous access, but depending on preset schedule and othe card properties.

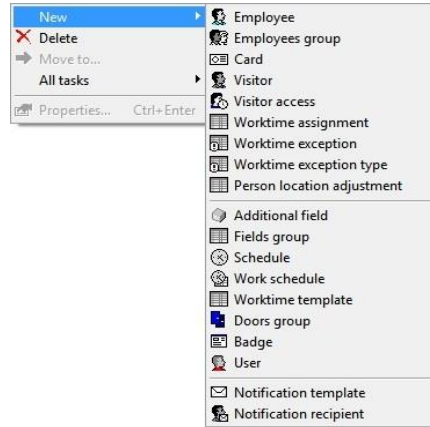
It's possible to use cards with 'Never' schedule. For example the cards for alarm ansetting or security guard.

## WORKTIME WITH COMPLEX SCHEDULES

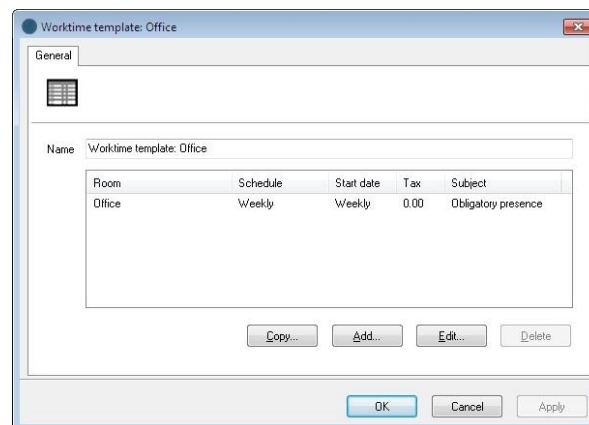
## WORKTIME TEMPLATE

It is possible to create templates for convenient setting of working time of employees.

Right-click on personnel tree node called “Worktime template”. Choose “New” item and then “Worktime template” sub-item of context menu:



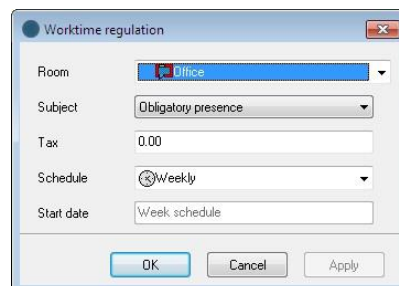
Editing window:



Template name occupies upper part of a tab, below goes table of work time regulations.

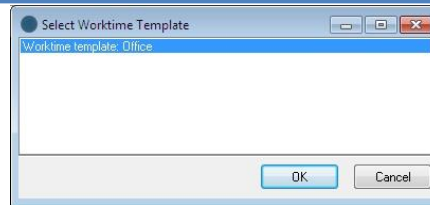
Table of work time regulations indicates where, when and which category of work time is in effect.

To add new line to table of schedules press “Add” button, to delete a line press “Delete”. Editing of work time calculation rule is executed in a separate window:



Room, category and schedule are selected from drop-down lists.

Work time templates can be also specified using prepared earlier templates. To do this press “Copy” button to evoke window of work schedule template selection:



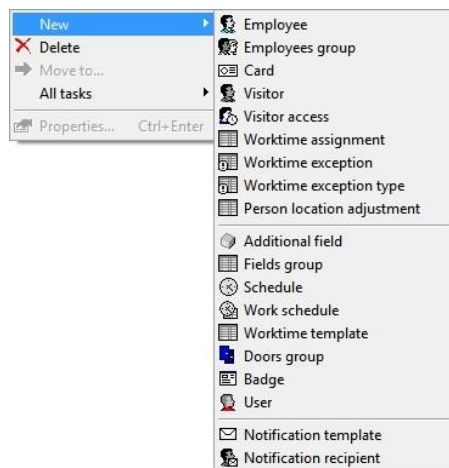
Select a template and press “OK”. Work time rules from template will be copied to table of work time.

*Work time rules settled for groups or users do NOT change at modification of template.*

## SETTING WORK TIME

This function is introduced for the purpose of flexible modification of work time. Specified schedule substitutes the one created earlier for a definite period, which is convenient for setting of schedule of employee on business trip etc.

Right-click on personnel tree node under “Setting work schedule” inscription. Select “New” item and then “Worktime assignment” sub-item of context menu:



Editing window:

Name	Class	Department
Administration	Group	Employers

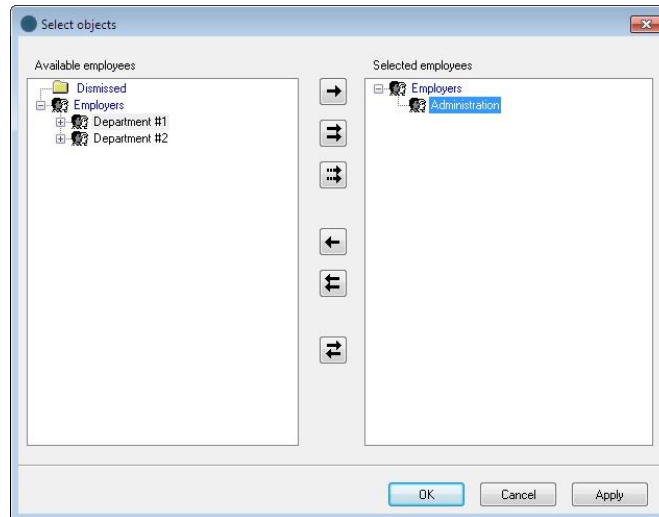
Room	Schedule	Start date	Tax	Subject
Office	Weekly	Weekly	0.00	Obligatory presence



Personnel table occupies upper part of a tab, below goes table of work time regulations.

Editing of work time regulations table is described earlier in “Worktime schedule template” section.

To edit personnel table press “Change” button, situated near the table, to evoke a window:



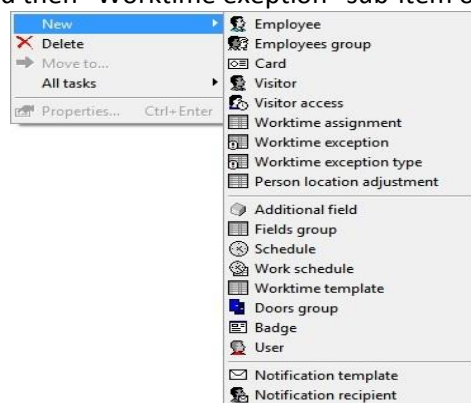
Select necessary employees and/or groups of employees. Selected employees will be set new work schedule.

History of work schedules is taken into account in all reports on work time, but is displayed only in detailed additional report on work time.

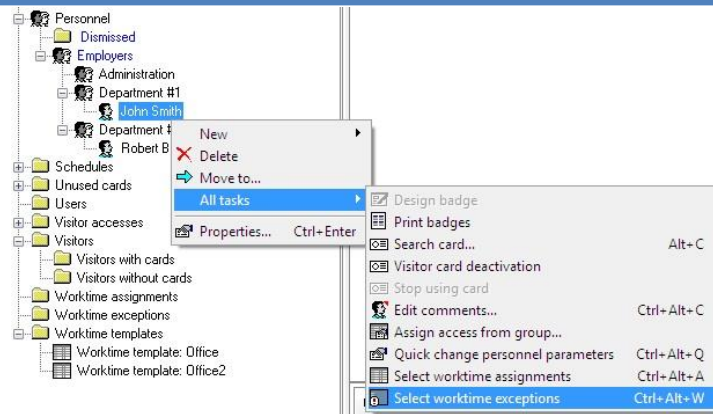
#### SETTING WORKTIME EXEPTIONS

Worktime exeptions is used for temporary changes worktime for some time, for example in the event of employee’s business trip. Unlike the rules that define recurring intervals, exceptions define one nonrecurring interval.

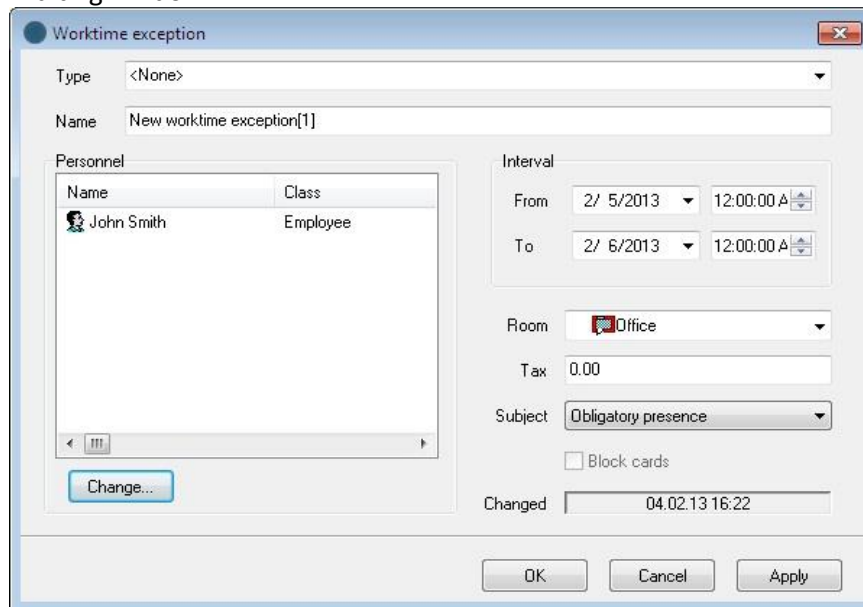
Right-click on personnel tree node under “Worktime exeptions” inscription. Select “New” item and then “Worktime exeption” sub-item of context menu:



Or do Right-click on employee and select “All tasks” item and then “Select worktime exeptions” sub-item of context menu:



### Editing window:



This window shows where, when, and what category of worktime is valid for an edited group and all of its employees.

**Type list** – select predefined worktime exceptions by type

**“Change” button** – select employees and employees group to edit

**Room** – is a room or group of rooms that determine workroom.

**Schedule** – is a timetable. Time intervals are determined by two columns: “Schedule” and Start date”. (See access editing explanations).

**Start date** – a date when schedules begin to take effect. (See access editing explanations above).

**Tax** – work time payment (per hour). This field is used for work time calculation in generalized units, monetary unit for example.

**Subject** – is a work time category: obligatory presence, legal presence or absence and break.

All the rules of the category of "Compulsory attendance" define the mandatory presence in the workplace. If at one time interval are several rules, it is assumed that the employee must be in one of the working space, at least one of these rules. If at any time period is not met, the employee will be credited unjustified omission of work. If the employee is at work at the time, not within the scope of any such rule, such time shall be counted as working time exceeding unfounded.

Rules of "authorized absence" exempts from compliance with the rules of "mandatory presence." If an employee is credited pass time and there is a rule "authorized absence", acting on a missed period of time, this period will be credited as a valid pass-time.

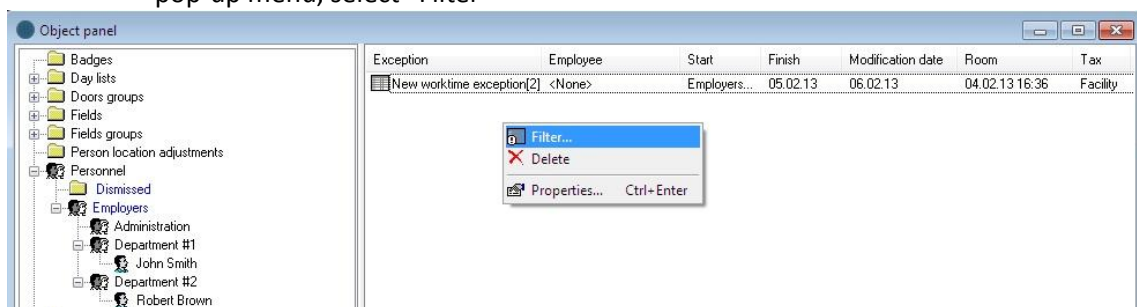
Rules "Permitted presence" warrant officer to be in the workroom overtime. Therefore, if the employee is at work at the time, not falling under any of the rules of "Compulsory attendance", but subject to the rules "Permitted presence", then this time will be counted as a reasonable surplus labor time. Note that the rule of "Permitted presence" does not relieve the employee of the "Mandatory presence." Therefore, one and the same time may be counted as unfounded and pass-time and as a reasonable excess.

The rule of "Break" gives reason for absence of employee at the working area at the time such as lunch. If an employee is credited pass time and is usually "break", acting on a missed period of time, this period will be credited as a valid pass-time.

#### WORKTIME EXEPTIONS FILTER

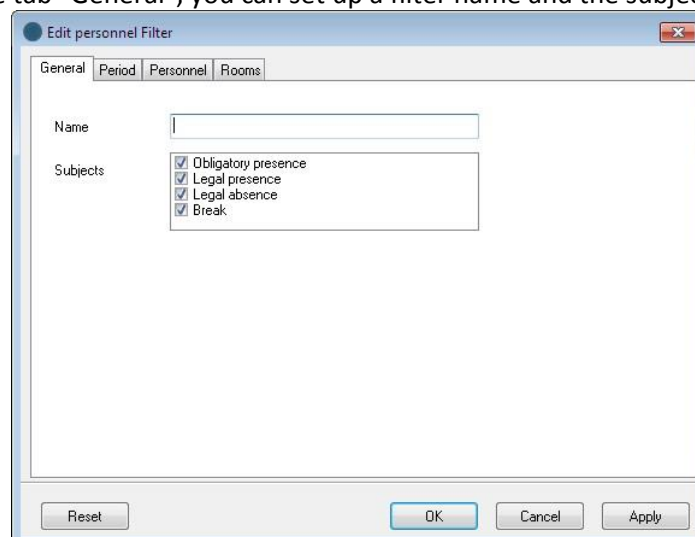
Sometimes you need to filter the existing exceptions to the rules of work.

Left-click on a node of the tree personnel entitled "Worktime exeptions" On the right, on the objects panel a list of existing exceptions. Click there, right-click, and from the pop-up menu, select "Filter"

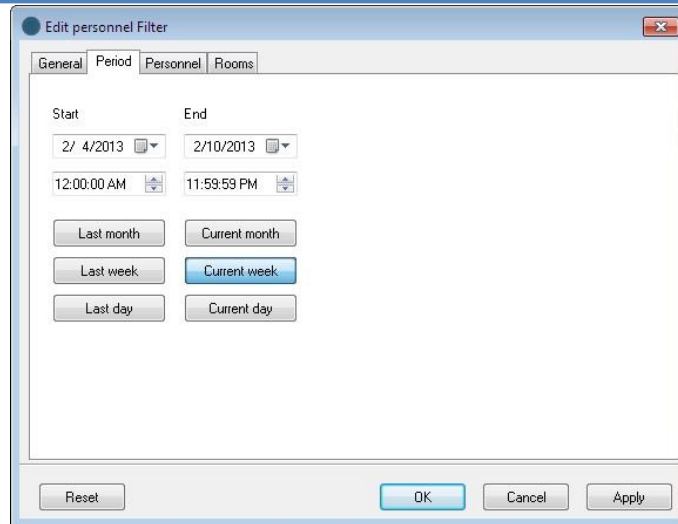


Editing window will appear:

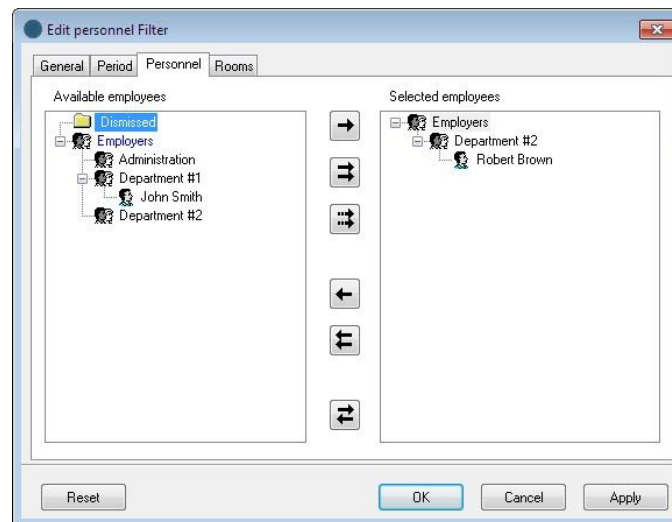
In the tab "General", you can set up a filter name and the subject of accounting.



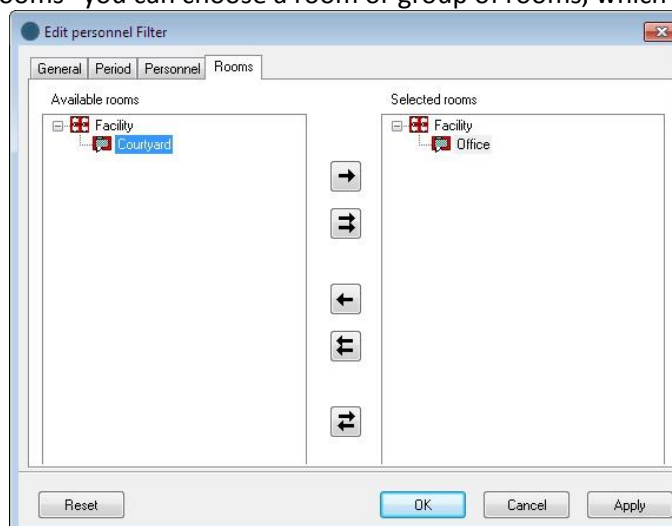
In the tab "Period", you can set up a filter at the specified time interval.



In the tab "Personal" you can select employees or groups of employees, which will be filtered.



In the tab "Rooms" you can choose a room or group of rooms, which will be filtered.



To reset the filter click the "Cancel" button, to confirm your changes, click "Apply" and then "OK".

## CARDS SEARCH

Sometimes you need to determine which card belongs to the employee. To simplify this procedure does the "Search Card".

When you select the main menu "Action" / "Search Card", or when you select the context menu of the tree personnel "All Tasks" / "Search Card", or by pressing the key combination Alt-C, will open a search box cards. In this window, you can select the reader, which is used to read the card code.



When open a card search box and held the known card at the selected reader, the window closes and the presentation to the panel on the card is allocated objects. If the card is not known, the message "unknown card", and the window is still open, awaiting presentation to a certain card.

## DEACTIVATION OF VISITOR CARD

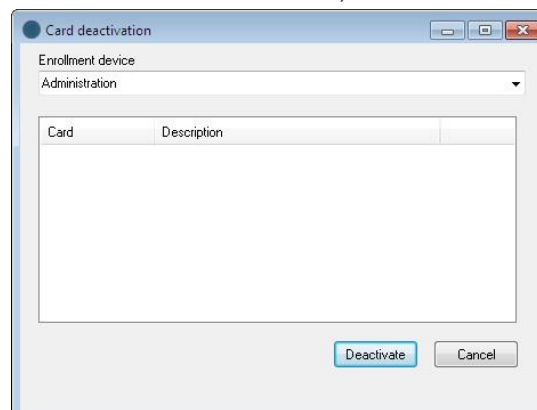
When you select the main menu "Action" / "Deactivate visitor card", or when you select the context menu of the tree personnel "All tasks" / "Deactivate visitor card", will open the search box and deactivate the card. In this window, you can select the reader, which is used to read the card code.

After a presentation to all Deactivatable cards to this reader and clicking "Disable" will be performed their deactivation.

If you select the menu item "Deactivate visitor card" was chosen visitor, all his cards are automatically placed in the window is deactivated (no need to bring them to the reader.)

To deactivate the IDs from a desktop reader, you must specify the correct COM port number to which the reader (desktop USB reader is presented to the operating system as a virtual COM port, and in the list of choices available lines like "Local reader on COM8", etc.)

Last enrollment device used for deactivation, will be maintained.



*To access this feature, you must have the power to "Visitors"*

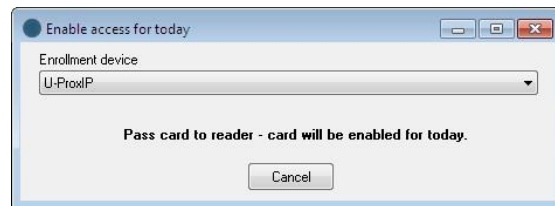
## ACCESS TO THE END OF THE DAY

Function of access can allow access not only for visitors but also for the employees.

The window opens to provide access via the menu item "Actions" / "Access to the end of the day" or key combination Alt + Z.

*To allow visitors a user must have the authority to work with visitors.*

*To allow employees the user must be authorized to work with personnel In the window, you can select a device to read the card code or refuse to proceed by clicking "Cancel"*



For presentation to the visitor's card program sets the duration of the cards of the visitor to the end of the day, starting from the current time. For presentation to the cards of the program sets the current date as the expiration date of the card of the employee. In both cases, the program sets the presented card status "Allowed" and activates the card. If successful, all the operations, all the windows are closed automatically. In case of errors on the screen are the error messages.

For presentation to the unused card system will indicate the failure to provide this access card to the end of the day.

For presentation to the unknown card system reports that the card is unknown and asks bring another

## ACCESS RESTRICTION

Disabled access may deny access not only for visitors but also for the employees.

The window opens to provide access via the menu item "Actions" / "Disable access" or key combination Alt + X

*To deny users access a user must have the authority to work with visitors.*

*To restrict employee access user must be authorized to work with personnel access.*

In the window, you can select a device to read the card code or refuse to proceed by clicking the "Cancel"



For presentation to the visitor or employee card program sets the presented card status "Disabled" and activates the card. If successful, all the operations, all the windows are closed automatically. In case of errors on the screen are the error messages.

For presentation to the unknown card system reports that the card is unknown and asks bring another card

## CARDS STATISTICS

To obtain statistical information on the cards used in the system, open the "Statistics on the cards." When you select the main menu "Window" / "Statistics on the cards", a window with the necessary information:



A screenshot of a 'Cards statistics' window. It displays counts for various card categories. The categories and their values are: Employees cards (2), Visitors cards (0), Unused cards (0), Total (2), VIP (0), Disalarm (0), Security (0), Disabled (0), Blocked (0), Lost (0), and Defective (0). An 'OK' button is at the bottom.

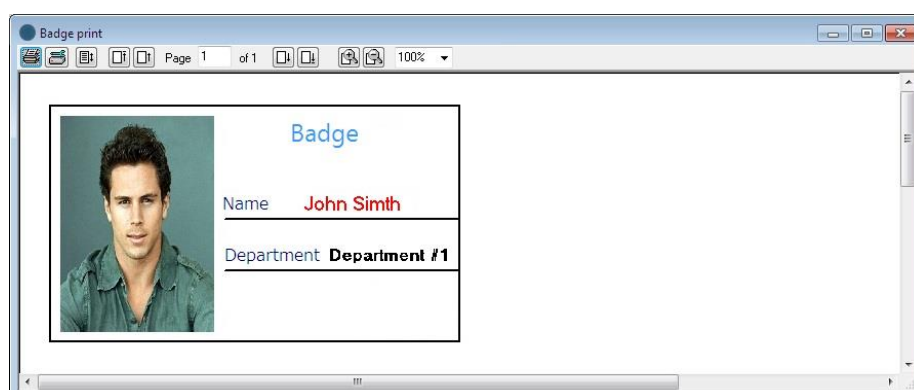
Category	Count
Employees cards	2
Visitors cards	0
Unused cards	0
<b>Total</b>	<b>2</b>
VIP	0
Disalarm	0
Security	0
Disabled	0
Blocked	0
Lost	0
Defective	0

## PRINTING BADGES

It is necessary to print badges to issue them to employees after personnel database is filled. Activate personnel tree; make right-click on employee name whose badge you are going to print. Choose "All tasks", "Badges printing" items. Window for badge preview is displayed.

If you intend to print employees group badges then generate badges printing window with indication to a group.









You may print badges for several members of the group and not for the whole group. To do this highlight employees in personnel tree using Shift and/or Ctrl keys. Right-click on selected users. Choose "All tasks" item and "Print badges" sub-item to evoke window of badge preview




A screenshot of a 'Badge print' window. It shows a preview of a badge. The badge includes a photo of a man, the word 'Badge' in blue, and the following text: Name John Simth, Department Department #1. The window has a toolbar at the top with icons for print, save, and other functions, and a status bar at the bottom showing 'Page 1 of 1' and '100%'.

Badge	
Name	John Simth
Department	Department #1

Printing mode managing buttons are in the upper part of badge printing window. The rest of window space is occupied by printed page preview.

Button	Function
	Print button. System printing window is displayed at this button pressing. Here you choose printer, change its properties; choose pages' range and set number of copies.
	Print properties adjustment
	First page
	Previous page.
Page <input type="text" value="1"/> of 1	Specified page
	Next page
	Last page
	Zoom in
	Zoom out
<input type="text" value="100%"/> ▾	Set specified zoom level

Set the number of badges per row (column numbers) and number of rows per sheet. Specify column width, row height and margins.

To print badge into file press  button and in window enabled choose «Microsoft document office image writer» printer. Then press “Properties” button and adjust printer parameters in window displayed

“Page” tab allows adjusting of page properties, its width, height and orientation – portrait or landscape.

“Advanced” tab allows adjusting of type of file, where badge will be printed. Two types, MDI and TIFF, are available. For TIFF format is possible to set printing quality in DPI. On this tab set path to folder, where document is saved.

Press “Print” button after all parameters are set. After printout you may close the window.

## VISITORS

Many enterprises can organize access of outsiders to enterprise territory. Every visitor is issued a card permitting access to necessary department.

For each visitor or group of visitors definite route - access points where he will have access, is set. Make left-click on the "Personnel" tab, which is on the object panel located in the left part of the main window. Then right-click on a folder «Routes for visitors», in the appeared contextual menu choose item "Add", then «Visitor access».



The 'New visitor access' dialog box has a 'General' tab. It contains a 'Name' field with the value 'New visitor access'. Below it is a table with four columns: 'Access point', 'Schedule', 'Start date', and 'Pass count'.

Access point	Schedule	Start date	Pass count
Entrance of Checkpoints	Weekly schedule	Weekly	Do not control
Exit of Checkpoints	Weekly schedule	Weekly	2

Below the table are 'Add...', 'Edit...', and 'Delete' buttons. Further down is a section for 'Exceptions for selected access point:' with a table for 'Schedule' and 'Day list'.

Schedule	Day list
One day	Holidays

Below this table are 'Add...', 'Edit...', and 'Delete' buttons. At the bottom of the dialog are 'OK', 'Cancel', and 'Apply' buttons.

In the top part of "General" tab, the field "Name" is located. Under table of access is table of exceptions where it is possible to specify special access on holidays. The table of access consists of four columns: "Access point", "Schedule", "Start date" and "Pass count"

Access point, schedule and start date - are set just as for employees and employees group.

Pass count – controlled quantity of access to a premise. After the specified quantity of access is granted, the card is blocked.

When all routes for visitors are created, it is necessary to load all control panels beforehand. That will allow in further fast loading of the information about temporary cards to all control panels providing access to such cards in premises, included in a route

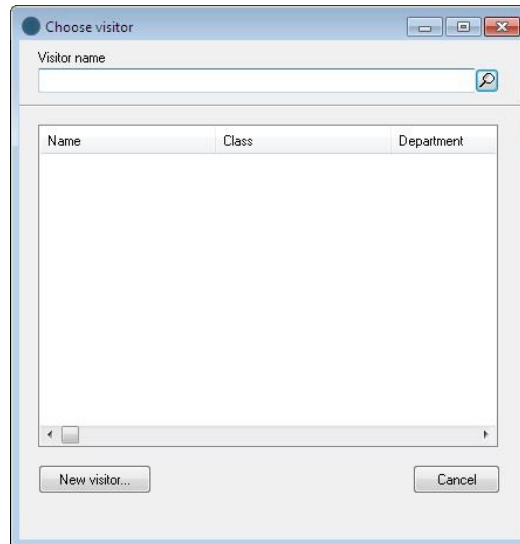
Make left-click on «New» button of the table "Access". In the appeared window set access points, schedule, date started and if it is necessary include parameter "Control pass count" and set quantity of accesses. The window changes as shown on a figure below

The 'Access' dialog box has a 'General' tab. It contains a 'Name' field with a lock icon. Below it are three fields: 'Access point' (dropdown menu showing 'Exit of Checkpoints'), 'Schedule' (dropdown menu showing 'Weekly schedule'), and 'Start date' (text field showing 'Week schedule').

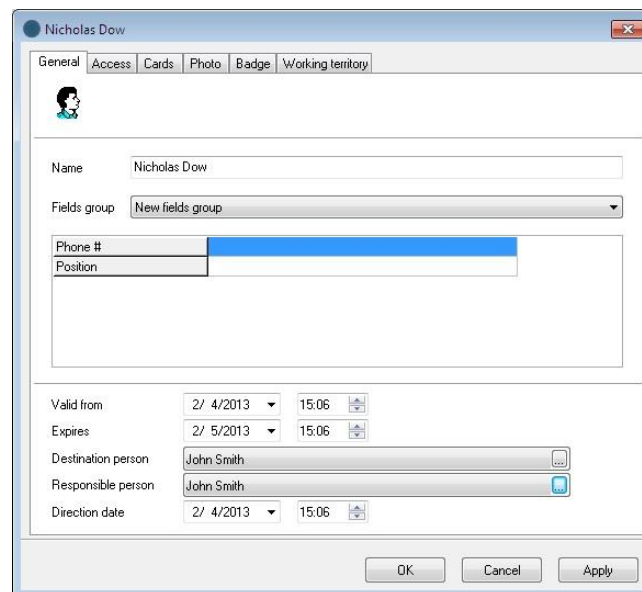
Below these fields is a checkbox labeled 'Control pass count' which is checked. To its right is a numeric field showing '2' and a spinner control.

At the bottom of the dialog are 'OK', 'Cancel', and 'Apply' buttons.

After visitor access is set, make left-click on the bookmark "Personnel" which is on the object panel located in the left part of the main window. Then make left-click on a folder "Visitors", in the appeared tree there are two folders – “Visitors without cards” and “Visitors with cards”. Right-click on a folder “Visitors without cards” and in the contextual menu choose item "Add", then "Visitor". The window shown below will appear



Press “Add visitor” button. Window for visitor parameters’ editing appears:



This window contains six tabs – "General", "Access", "Cards", "Photo", “Badge” and “Working territory”.

In the top part of "General" tab, is “Name” field, below goes – “Fields group”, the part of space is occupied with the table of additional fields, parameters of validity of a card, the purpose of visit and responsible, and also date of the order about the sanction of access to the visitor.

Enter a name of the visitor in the “Name” field, for example, "Smith John".

In "Fields group" line, choose in the drop-down list, name of group of additional fields that will contain other requisites of the group. After choice of group of fields, in the table of additional fields, lines for other requisites of the group will appear.

Fill in the fields "Valid from" and "Expires", which set borders of validity of a card.

To fill "Purpose of visit" field press «...» button. Window with personnel tree is displayed with fields for search. Choose an employee or employees group

To fill "Responsible person" field press «...» button. The window with personnel tree with fields for search appears. Choose employee or employees group.

In "Direction date" field set the necessary date.

In the top part of a bookmark "Access" the field "Route" is located, below go – the table of access and the table of exceptions of access.

Choose in a field "Route" in the drop-down list the name of a route, parameters of access will be displayed in the table of access.

Activate bookmark "Card". In "U-Prox IP" it is possible to fix several cards for a visitor. Register or issue from the list of unused cards a card to the visitor

On a bookmark "Photo" it is possible to enter a photo of the visitor. It is necessary for badges printing and a window of photo-verification.

Activate bookmark "Badge". Here it is possible to choose badge from the list of previously prepared - which is necessary for badges printing.

Activate "Working territory" tab. Set there list of internal premises and workrooms. It's necessary if you want to check time attendance of visitors for billing.

When all data are entered the visitor places to a folder of visitors with cards.

To load visitor data double-click on its name and press "Activate" button – the information will be quickly loaded to all necessary panels, if only visitors rout has been loaded earlier.

If visitor access is not loaded in advance, fast loading of visitor card is impossible. The system produces the message about it and specifies the list of control panels that are to be loaded.

Cards of visitors are temporary cards. The number of these cards is set in control panel properties (by default number of temporary cards is 1000). If the number of cards of visitors at activation or full loading exceeds the set number, error message is displayed. At loading, a message will be as follows "Can't load a panel. Temporary cards number is exceeded.

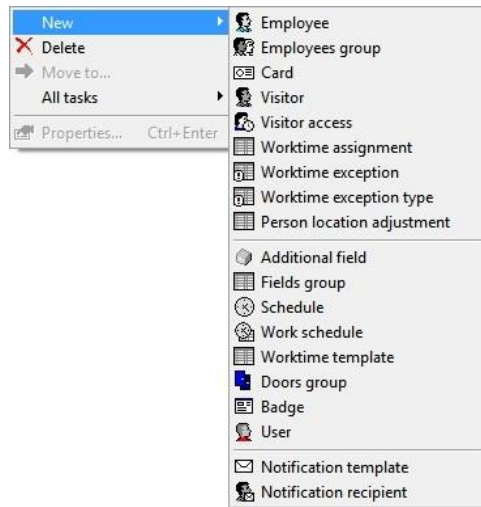
Full loading of control panels includes also loading of visitors with temporary cards.

To delete a card of visitor from control panel, it is necessary to press button "Deactivate" in properties of the visitor. As a result the visitor shifts to a folder "Visitors without cards", and its card returns to the list of unused cards. Only selected user or several enrolled cards may be deactivated.

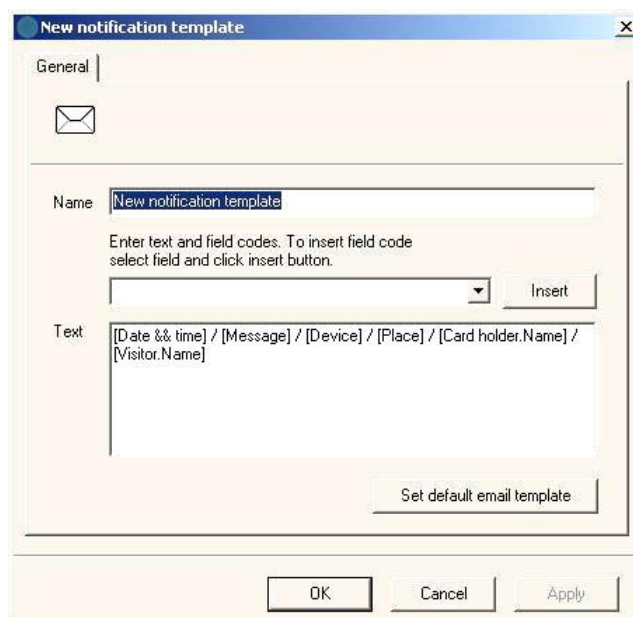
At card passing event log indicates information about card, department, employee (fixed card holder) and about visitor (temporary card holder).

## NOTIFICATION TEMPLATES

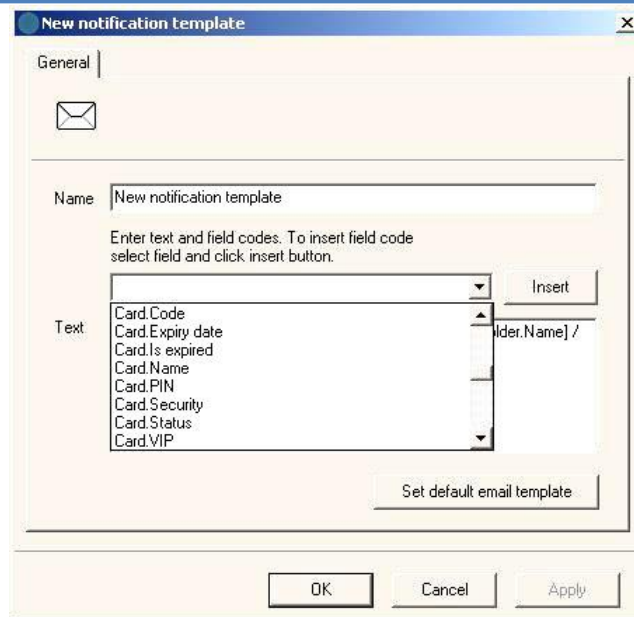
Message template defines the information which will be sending to E-mail recipient. Right click on the "Notification templates" personnel tree node. Select 'Add'-> 'Notification template' menu item:



Template options adjustment window will display:



Edit template name and its text. Use drop-down list and 'Insert' button to select field codes for values to be inserted by software at sending:



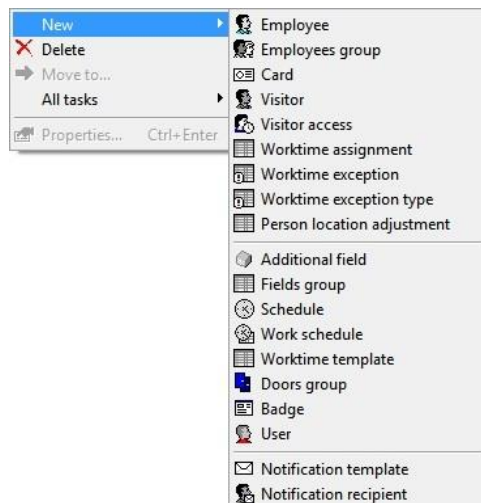
It is possible to assign the current template as default. The default template is assigned to the newly created message recipients.

Press 'OK' button after all template options adjusted.

#### E-MAIL NOTIFICATION RECIPIENTS

'Notification recipient' object defines the recipient of the messages, templates of the messages to be send and event filter for message construction.

Right click on the 'Notification recipient' node of the personnel tree. Select 'Add'-> 'Notification recipient' menu item:



Template options adjustment window will display:

The 'New notification recipient' dialog box is shown with the 'General' tab selected. It contains a user icon, a 'Name' field with the text 'New notification recipient', an 'Email' field with the text 'pay@gmail.com', and an 'Email template' dropdown menu showing 'New notification template'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Enter the recipient name, his e-mail and select the E-mail notification template if it is necessary.

Select 'Event filters' tab. Add and adjust the event filter (see Event filter below):

The 'New notification recipient' dialog box is shown with the 'Event filters' tab selected. It displays a table with two columns: 'Name' and 'Email'. The first row contains 'Event filter' and 'Yes'. Below the table are 'Add...', 'Edit...', and 'Delete' buttons. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Name	Email
Event filter	Yes

The whole history of messages sent to recipient is displayed in the 'History' tab.

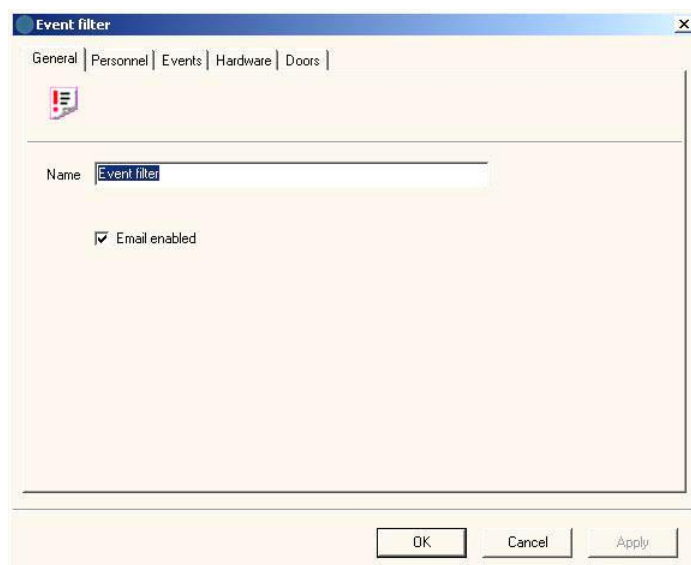
The 'New notification recipient' dialog box is shown with the 'History' tab selected. It displays a table with three columns: 'Date and time', 'Status', and 'Text'. Below the table are two text input fields labeled 'Text' and 'Additional status information'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Date and time	Status	Text

Press 'OK' button after all message recipient options adjusted.

## EVENT FILTER

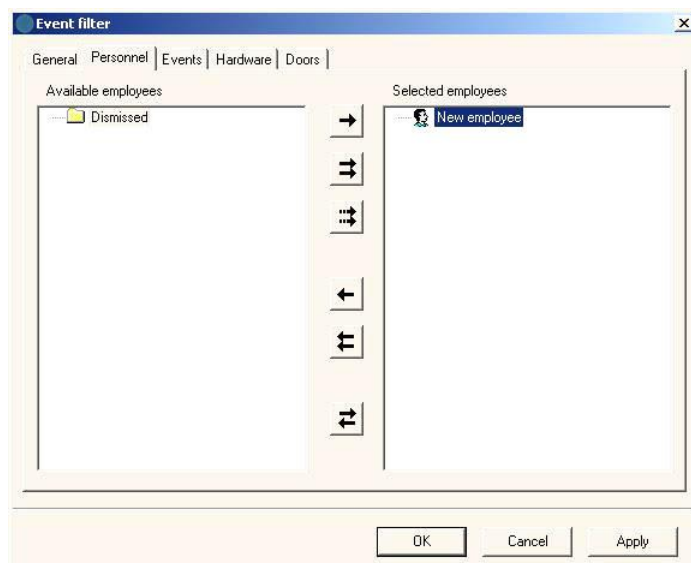
Filter edit window depicted below:



There are five tabs in it: 'General', 'Personnel', 'Events', 'Hardware' and 'Doors'.

Change the event filter name in the 'General' tab.

Select 'Personnel' tab:



The events with employees, listed in the left tree will not evoke the event message sending and vice versa the events with employees, listed in the right tree will evoke the event message sending.




To choose desired employees use buttons situated between trees:



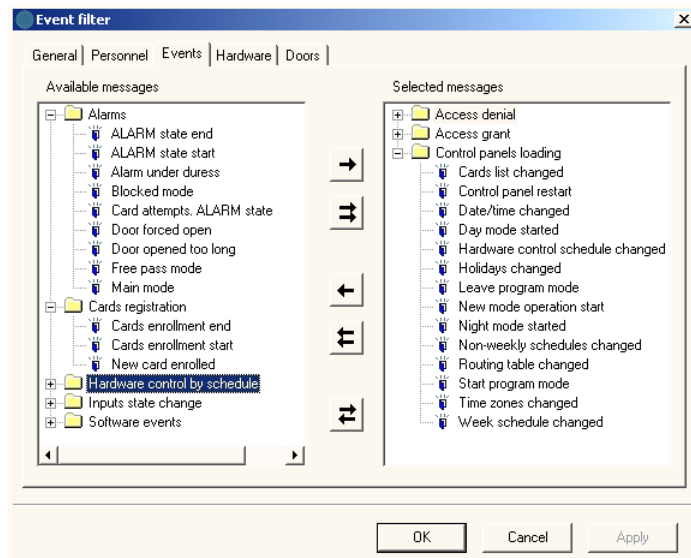
– choose employee, selected in the left tree.



– choose all employees.

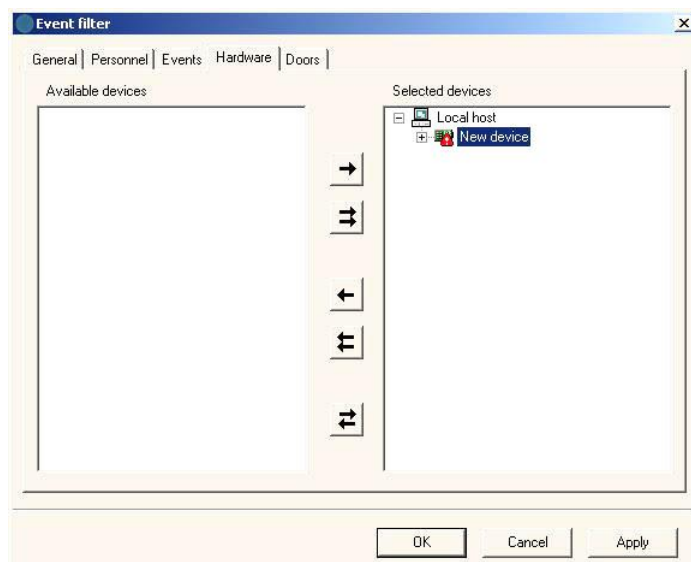
-  – resign the choice of employee, selected in the right tree
-  – resign the choice of all employees
-  – invert choice

Select 'Events' tab:



Event selection is similar to the personnel selection (see above)

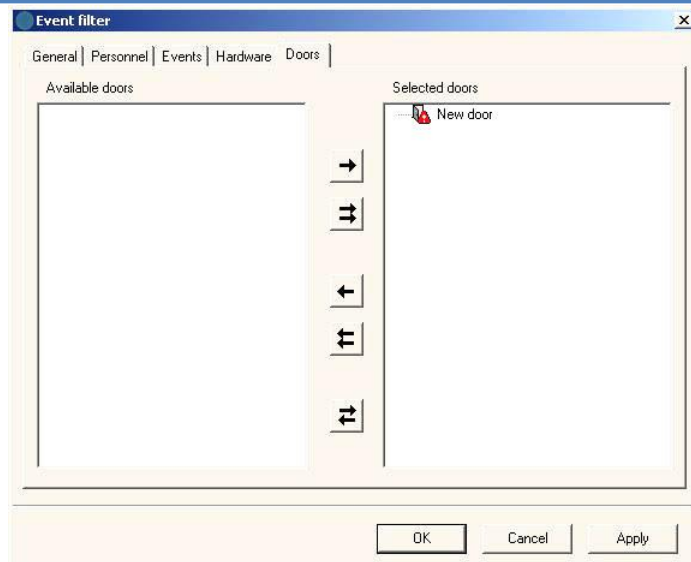
Select 'Hardware' tab.



Devices to be placed in event messages of interest selected here.

Select 'Doors' tab.





Access points are selected in the same way as employees' selection.

Press 'OK' button after employees', events, devices and doors selected.

#### MANUAL MESSAGE SEND

It is possible to create message for sending manually. The message will be send to selected recipients or to the recipients related to employees' selected.

Select message recipients or employees in the personnel tree.

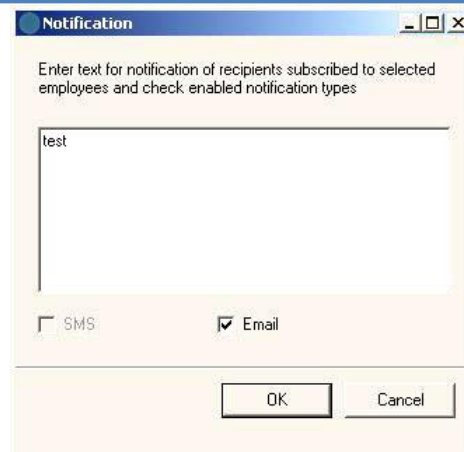
Then:

- select 'Actions'-'>'Send message' menu item or
- Press Alt-N keys or
- Select 'All jobs'-'>'Send message' item in context menu (appears on right click)



*If the employees selected, messages will be send only to the recipients with filters containing employees selected.*

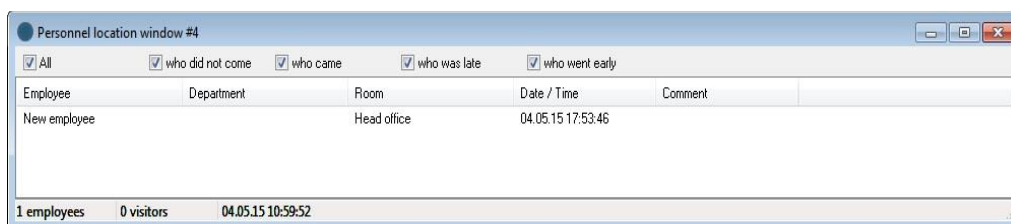
Message send window will appear:



Enter the message text and press OK.

#### PERSONNEL LOCATION WINDOW

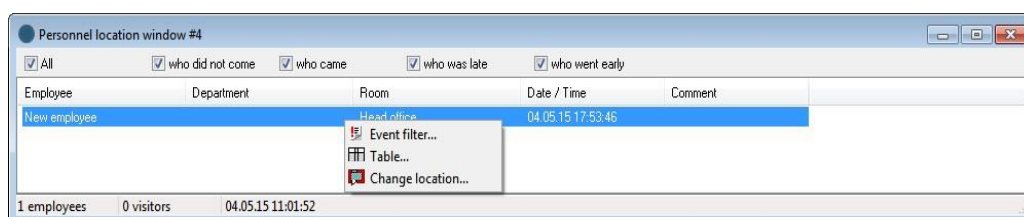
Window of personnel location allows keeping track of location of employee on facility territory at the moment. To open new window choose "Window" item of master menu and then "New personnel location window" sub-item. The following window will be displayed



This window reflects employees' location, department and time of access.

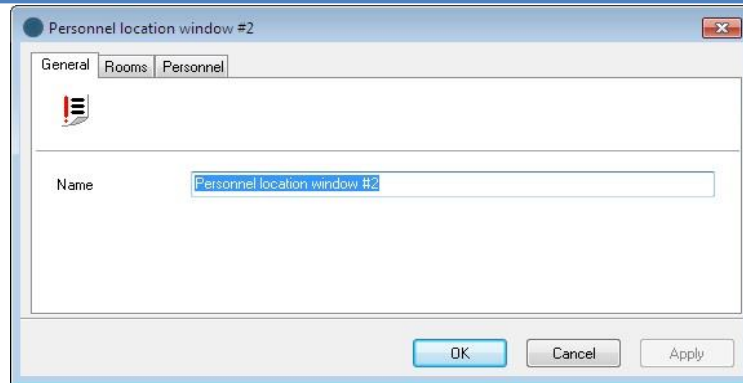
You can filter employees by categories "who have come", "who was late" etc., if were created simple work time rules based on work schedules.

To adjust "Employee location" window right-click on the window and select the necessary item from context menu.



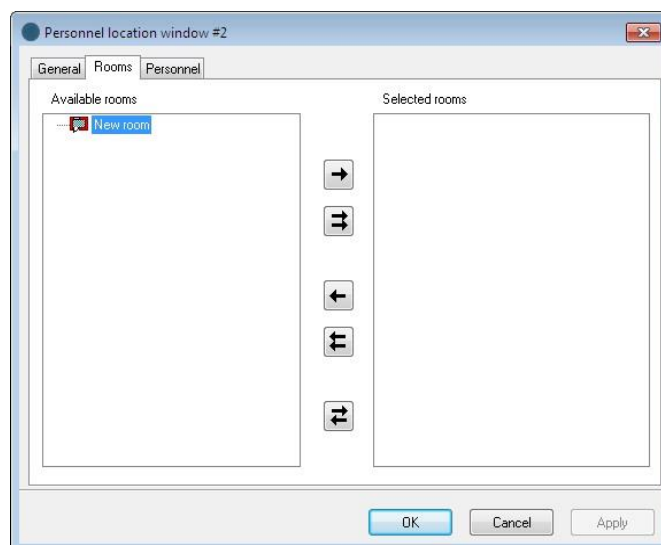
To change employee location select "Change location" item and then select it's position in rooms' list.

When "Event filter" item is selected, window for adjustment of event filtering appears:



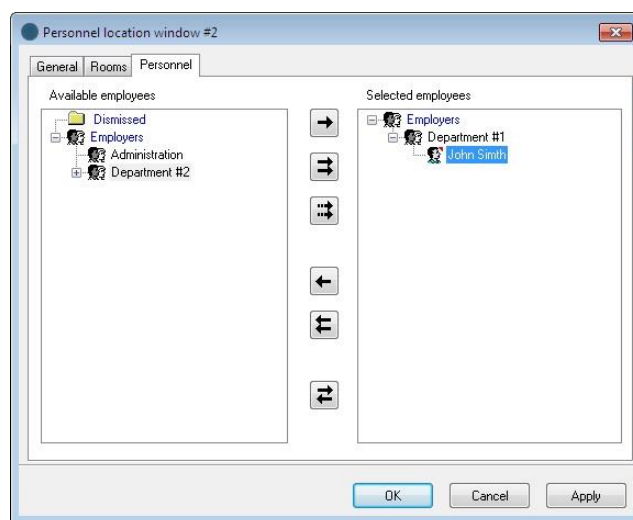
Filter name can be changed on “General” tab

On “Rooms” tab select required rooms. Detailed information on event filter operation is described in “Event filter” section



On “Personnel” tab select required employees.

“Columns” item selection allows adjustment of fields, displayed in location window. (For detailed information, refer to “Table properties” section.)

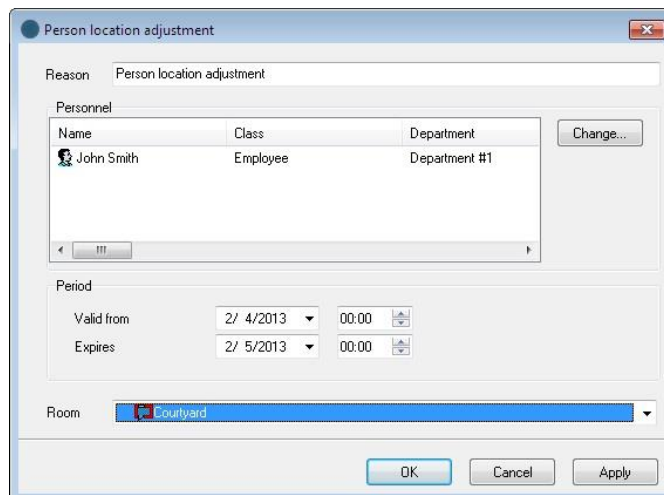


Window displaying employee location and ‘Time of stay’ is updated every minute.

## ADJUSTMENT OF EMPLOYEE LOCATION

Adjustment of employee location is realized in case of variance of information about his location and information disposed by operator. The adjustment is necessary, when, for example, employee went out of facility territory without use of his access card.

Click on “Personnel” tab of object panel, situated in the left part of main window. Then right-click on “Person location adjustment” folder and, in context menu, choose “Add” item and “Person location adjustment” sub-item.



The "Person location adjustment" dialog box contains the following fields and controls:

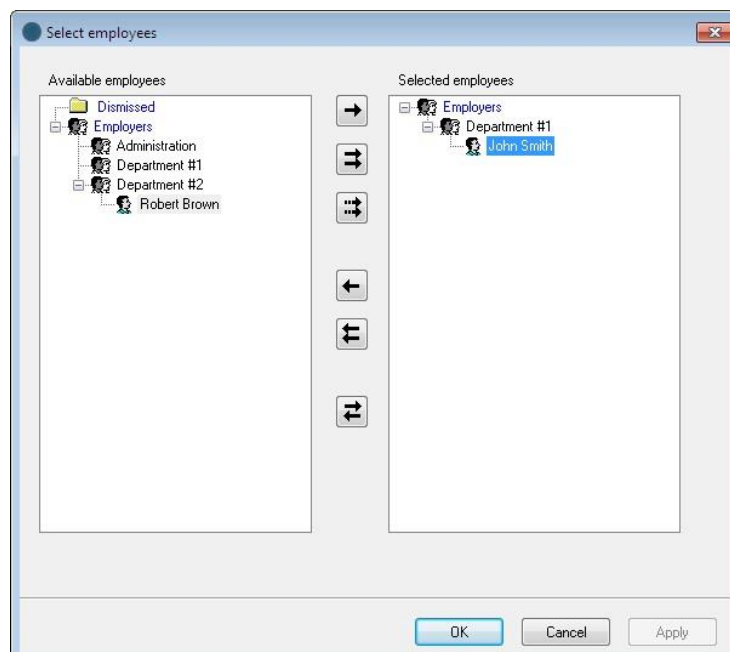
- Reason:** A text field containing "Person location adjustment".
- Personnel:** A table with columns "Name", "Class", and "Department".
 

Name	Class	Department
John Smith	Employee	Department #1

 A "Change..." button is located to the right of the table.
- Period:** Fields for "Valid from" (2/ 4/2013) and "Expires" (2/ 5/2013), each with a time dropdown set to 00:00.
- Room:** A dropdown menu currently showing "Courtyard".
- Buttons:** "OK", "Cancel", and "Apply" at the bottom right.

“Reason” field occupies upper part of the window. Further goes personnel table, fields for setting of adjustment validity period and specified room.

Press “Change” button to edit list of employees, for personal location. The selection window will display:



The "Select employees" dialog box displays two hierarchical lists of personnel:

- Available employees:** A tree view showing a hierarchy: Dismissed, Employers, Administration, Department #1, Department #2, and Robert Brown.
- Selected employees:** A list showing the hierarchy: Employers, Department #1, and John Smith (highlighted).

Between the two lists are several arrow buttons for moving items: a single arrow (→), a double arrow (⇌), and a multi-select arrow (⇄). At the bottom are "OK", "Cancel", and "Apply" buttons.

This window displays two hierarchical lists of personnel. Shift employee to the right list to adjust his/her location. Left list contains employees, who's location will not be adjusted. Select validity period of adjustment and room, where employee is located now. If employee is outside of the premises – select “Absent”.

Press “OK” to activate adjustment.

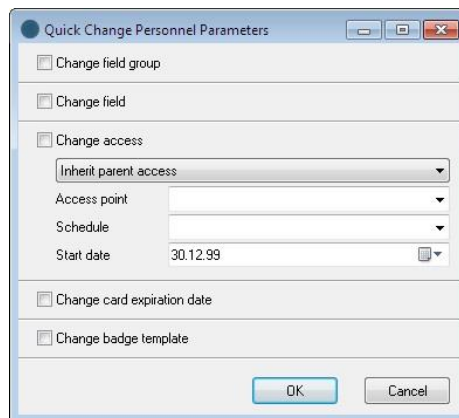
## QUICK CHANGE PERSONNEL PARAMETERS

When personnel settings are changed, it is necessary to perform operations as fast as possible.

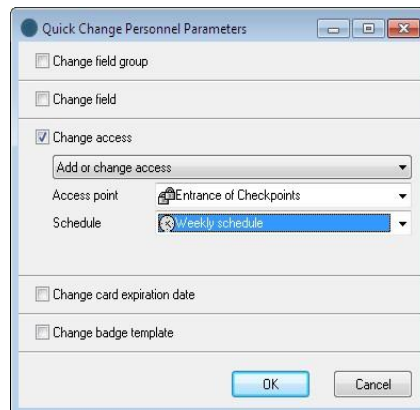
For fast changes of “Use department access”, card expiry date, or badge option intended.

Select employees whose parameters are to be changed and select in the main menu “Actions”-> “Quick change personnel parameters” or click right mouse button and select “All Tasks”-> “Quick change personnel parameters” or press Ctrl-Alt-Q.

Window will display:



Check parameters to be changed. For instance:



Press “OK” to save changes.

## PRINTING PERSONNEL DATA

At some enterprises hard copy of detailed access scheme and work time documentation is required. To print all personnel data generate and print the following reports (see “Reports” section):

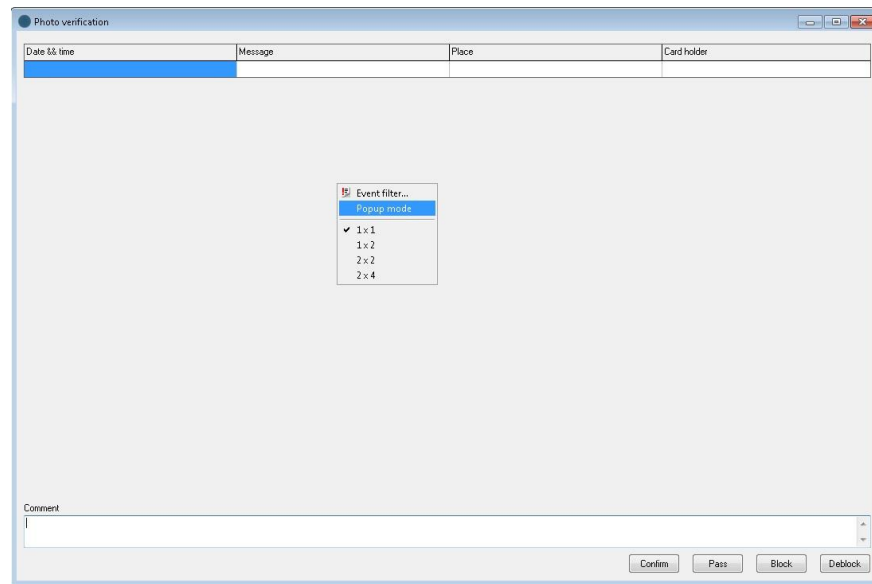
employees report,

cards report,

access report.

## PHOTO VERIFICATION

Photo verification main purpose is to give operator an opportunity to compare employee passing through the door appearance with photo in database.

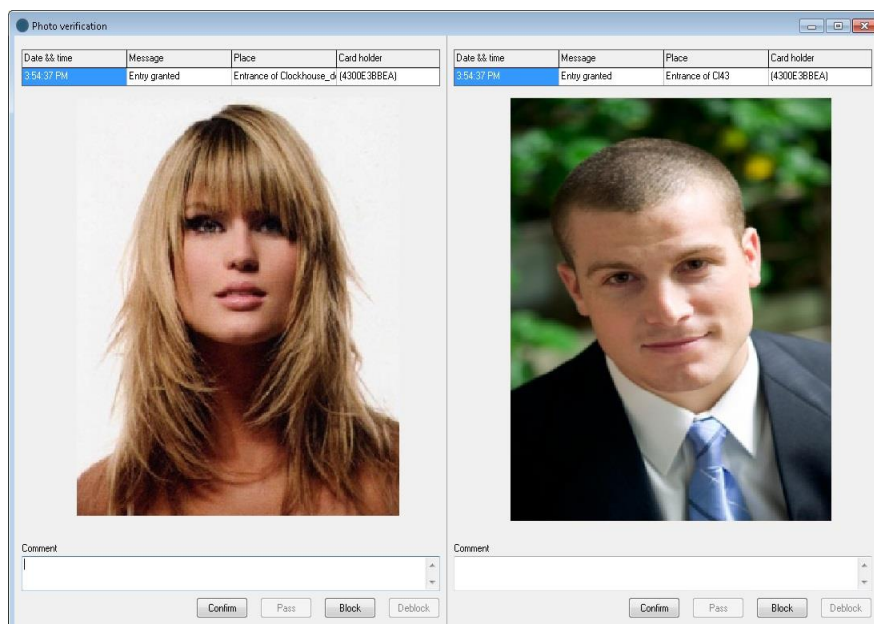


In the photoverification window displays information about the new event and employee' photo associated with the event. The photoverification window will be opened by selecting the main menu item "Window ", " Photo-verification" , or by pressing the key combination Ctrl + Alt-P.

The window can be divided into several parts (up to 8 cells). In each cell will be displayed photos and events that match by specified events filter. Number of cells and event's filter is set via the context menu invoked by right mouse click inside the window.

If you enable "Popup mode" in the context menu, the photo-verification window will be open again on each event, even if the user closed it.

The window 1x2 displays filtered event:



Central part of every cell of verification window is occupied with cardholder photo and on top displays time, message, sender, card holder name and card number. Event comment is under the rest of information. Comment field may be filled automatically or manually. Operator can edit comments. Press "Confirm" button to save edited comment.

If in event parameters the confirmation time is set to nonzero value, then such event will be displayed during this time. If operator is in time to press "Confirm" button, in "Comment" field "Event confirmed by operator" message with time indication is added. If operator is not in time to press "Confirm" button, then "Event is not confirmed by operator" message is added.

Photo verification window has three more buttons: Pass, Block, and Unblock.

**!** *Buttons "Pass", "Block" and "Unblock" in the photo-verification window are available only to operators with the rights of "Guard" or "Hardware Management".*

**Pass** - if you press this button, the control panel sends a command that causes the door opening. When it is received the control panel logs the "The door is open on operator's request" event, unlocks the lock and switches to the access mode.

Most often, this button is used for the access of the employee who can get to the area, but for some reason this information is not in the control panel. For example, the emergency call of staff at night. In that case, an employee brings his card to the reader, but does not get access. The event is displayed in the photo-verification window of a PC. Operator presses the button "Open" on decision to let employee in.

**Block** – transfers the instruction to all control panels to block a card of a just logged employee with immediate deactivation of it in the control panels.

**Unblock** – transfers to all control panels the instruction to unlock the card submitted with its immediate activation.

Sometimes it's necessary to hold back the employee, who accessed too quickly into the room, for example, to carry out more thorough inspection. As an employee has already passed through the point of the passage, it's impossible to stop him immediately. But it's possible to send a command to control panels to block the employee card and follow him. The employee is hold back by the first control panel, since his card is already blocked. In the future, the employee's card is unblocked in the window of card properties, either in the photo-verification window.

**!** *There is a new ability to change the color of photo-verification window in accordance with the color of the displayed event.*

In order to change color of the photo-verification window according to the color of displayed events add the following values to the system registry "PhotoverificationBackgroundAsEvent" and "PhotoverificationBackgroundHighlight":

```
[HKEY_LOCAL_MACHINE\SOFTWARE\A2SOFTIN\UProxIP\2.00]  
"PhotoverificationBackgroundAsEvent"=dword:00000001
```

"PhotoverificationBackgroundHighlight"=dword:00000001

Non-zero value "PhotoverificationBackgroundAsEvent" switches ON changing color of a photo-verification window, and the "PhotoverificationBackgroundHighlight" value sets the level of window highlighting - from 0 to 100. A zero highlighting value corresponds to the events' color. Maximum value corresponds to the white color, the recommended value is 1.

## VIDEO VERIFICATION

Integration ACS «U-Prox IP» and surveillance systems, such as a system "Line", makes both of these systems to be more informative and useful to the user as in the operational control of the facility, and the subsequent investigation of the events recorded in the archives of the data of the two systems. The result of such integration may be prevention and investigation of such incidents as:

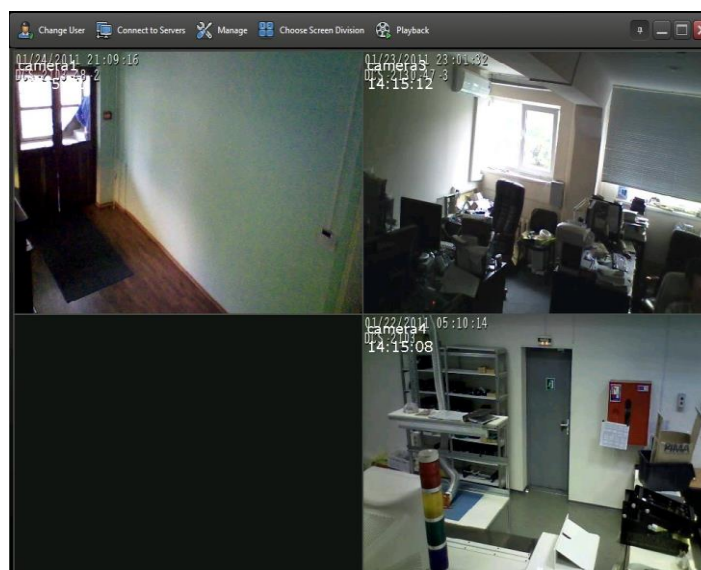
- falsification, cloning, and unauthorized use of RF IDs;
- embezzlement, unauthorized access of unauthorized persons to the territory of the protected object;
- falsification of marks the arrival or departure from work and other disputes in the worktime management

! *Software «U-Prox IP» and software "Line" can be installed on one computer, or on different computers connected over network, and time-synchronized.*

## LIVE VIDEO VIEW WINDOW

Window for real-time video surveillance can be opened by pressing **Ctrl + Alt+ V** key combination or by selecting menu "Window" - "Live video view".

For example, live video window for software "Line" will look like this:





Live video window for other DVRs will look like this:



Control panel for the window:

**Channels count** - the number of cells to play video from the cameras

**OSD** - Turn on/off displaying date and time for each camera

**Camera** - the video channel assigned to the selected cell

**Buttons** ← → ↑ ↓ ↶ ↷ ↸ ↹ + – control PTZ of video camera: pan, tilt, zoom, etc.

*None camera is assigned to cells of live video view window on first launch. Video in the window will not be displayed until you adjust the cameras.*

### Camera adjusting for the DVRs

After changing the number of cells (channels count), or on the first launch you have adjust cameras position in to the cells of live video view window:

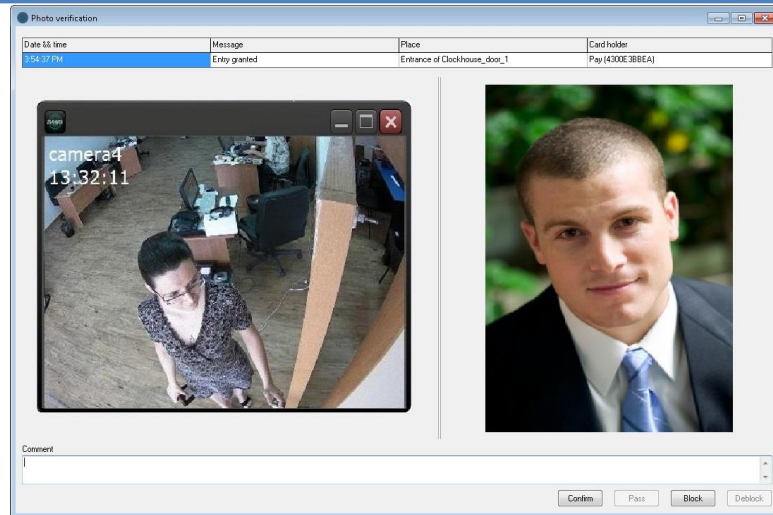
- left mouse click on a cell to select it
- on the right, select from the list of video cameras which will be displayed in the cell.
- Repeat these steps for the remaining cells.

*If multiple cells are assigned to the same camera, video they will not be displayed.*

### VIDEO VERIFICATION ON EVENT

Additional on event reaction settings is intended for opening window with live video from the specified video channel (camera) on the access event.

This operation is in addition for photoverification: in the same window that displays the picture a video from the camera will be displayed.

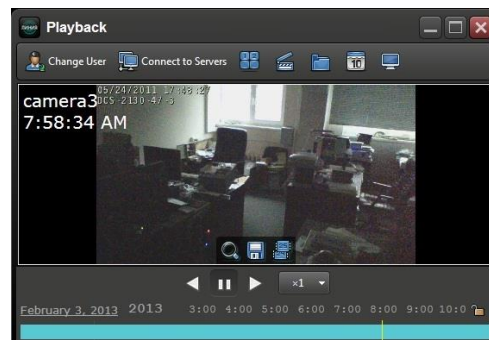


## BROWSE VIDEO ARCHIVES

Thanks to integration between two systems, it is possible to view archived videos from video surveillance cameras (which are logically linked to specific access points) directly from the software «U-Prox IP».

Recording video clips is independent to the access control settings «U-Prox IP». Binding of archival clips to access events is by using the camera number and time of the event, so time synchronization is important for the two systems.

All separate events ACS «U-Prox IP», as well as all events from a variety of reports, in the presence of the associated increased video are clickable links, and double-clicking on it will open a window video archive.



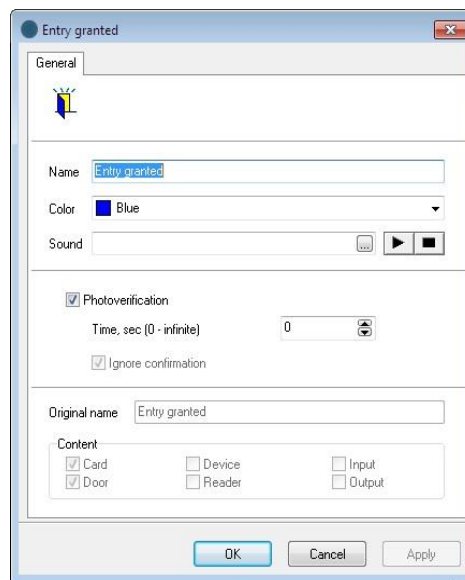
The window for other DVRs will look like this:



## ADJUSTING EVENTS REPRESENTATION

Events, taking place in the system, cause transmission of messages from system components to computer. Messages about events are stored in system database and displayed in events' window/-s. To adjust representation of events on object panel, select "Reports" tab in "Events" tree and click twice on its name in reports tree. Window for event properties' editing appears

Events occurring in the system, sends a message from the system components in the computer. Event messages are stored in the system database and displayed in real time in the window (s) of events. To customize the display of messages to the objects panel, select the tab "Reports" in the tree "Messages", double-click its name in the report tree. Edit window appears event parameters

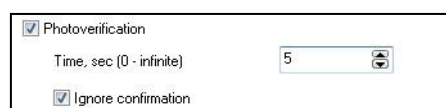


In this window, you may change event name, color, sound, and time for operator confirmation.

In the lower half of the window, original name of event is displayed; as well as types of information it contains: whether event concerns card, door, control panel, reader, or control panels' loops/outputs.

To change the sound of event accompaniment, indicate WAV-file name in "Sound" field. You may type file name completely or by clicking «...» button to invoke system window for file opening. Press «▶» for selected sound playback.

If time for operator confirmation is set to nonzero value, than photo verification window is displayed during the set time



If operator does not press "Confirm" button during this time, "Event is not confirmed by operator" message is recorded in "Comment" field. If "Confirm" button is pressed during the set time, "Event is confirmed by operator" message is recorded in "Comment" field.

If during photo verification interval, one more event, that should be reflected in photo verification window is generated, it will be reflected only when operator presses "Confirm" button or at the end of confirmation time. But event photo verification may be adjusted so that it is reflected in photo verification window immediately, regardless of whether the previous event is confirmed by operator or not. To do that, unmark "Ignore confirmation"

## REPORTS ("REPORTS" TAB)

Information, stored in system database, can be analyzed by means of reports. Report is saved as a table and can be printed or exported into a file. Each report has several parameters, such as name, criteria for filtering and parameters of report appearance.

Reports may be divided into three groups: reports on static information, reports on events and reports on working time.

### REPORTS ON STATIC INFORMATION

For all static objects in the system: the staff, the list of cards, the list of control panels, doors, etc., that is, for the objects, the list and configuration of which are changed by system operator, the reports can be compiled:

- Door report
- Control panel report
- Control panel's loop report
- Control panel's output report
- Control panel's reader report
- General personnel report
- Cards report
- Visitors report
- Cards issue history report
- Personnel access report
- Detailed access report
- Personnel worktime regulation report
- Personnel worktime deviations report

### REPORTS ON EVENTS

- Access events report
- Not coming personnel
- Report for security service
- Personnel placement report
- Modification history report
- Working territory report
- Personnel coming-leaving report

### SIMPLE WORKTIME REPORT

- Personnel time sheet report

## WORKTIME REPORTS BASED ON COMPLEX SCHEDULES

- Time registration report
- Time registration total report
- Worktime detail report

## GROUPS OF REPORTS

Reports may be grouped for operational convenience. Report group has the only property that is its name. Reports' groups may be nested.

## CREATING REPORT GROUP

You may create individual reports and groups of reports or use already existent. To create new report group right-click on report tree and choose "Add" context menu item and then "Report group" sub-item. New report group appears in the tree. Right-click on it and report group parameters' window will be displayed.

Report group has the only property that is its name. Type Group name and press "OK"

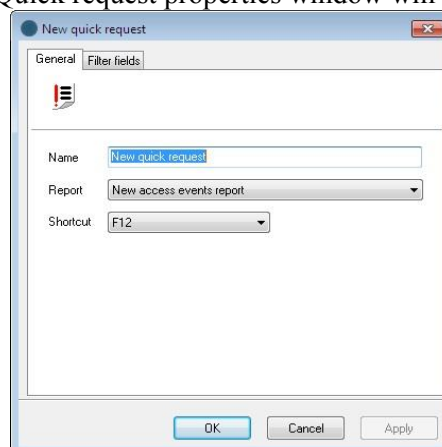
## QUICK REQUESTS

When number of generated reports and groups of reports is big, it may be difficult to find and regenerate the necessary report. Quick requests allow regeneration of the necessary report with one button pressing

## CREATING AND USING QUICK REQUESTS

At first, a report, containing information about all employees, is generated. For example, event log report. Quick request is created based on this report. For this request report columns are selected, which require rows filtering, e.g. employee name. Functional button is assigned to quick request; pressing of this button displays window for request filling out. Operator enters filtering value in this window, e.g. 'John Smith', and receives only rows containing 'John Smith'. Before displaying, report is generated again, so that operator could see the latest information.

Right click on "Quick request" folder of report tree and choose «New» and "Quick request" items. Quick request properties window will be displayed:



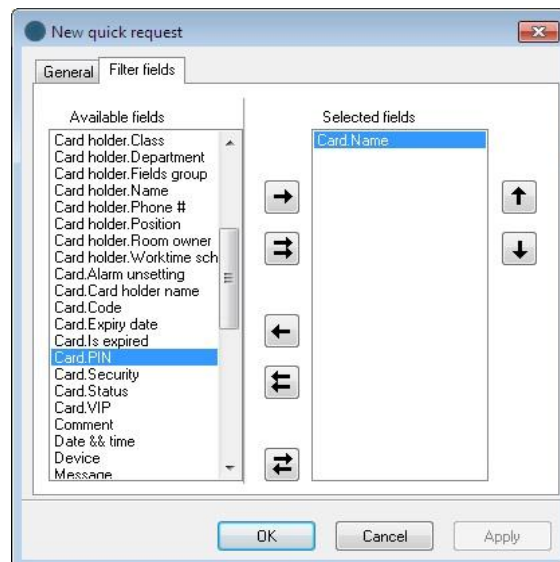
"General" tab contains three fields: Name, Report and Shortcut.

**Name** request name

Report report, according to which request is executed

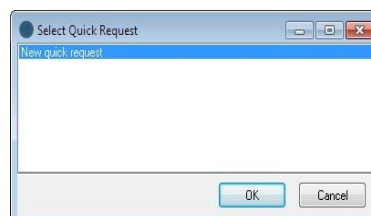
**Shortcut** button for quick request invoking. If button is not assigned, quick request can be invoked from main menu with “Actions” and “Quick request” items

In “Filter fields” tab you can choose fields according to which rows’ filtering may be executed:



Left list contains all available report fields; right one - fields for rows’ textual filtering. Arrow-buttons between the lists allow selecting of a field, all fields, and deselecting a field or all fields. After finishing of request properties’ editing, press “OK”.

Choose “Actions” and “Quick request” items of main menu. Window for request selection will be displayed



Click twice on the newly generated request. Window for request filling appears:












If no filtering field is specified in quick request properties’ window, request-filling window is not displayed. Type name of necessary employee, and press “OK”. Report, containing required information, is displayed.

## DISPLAYING, EXPORTING AND PRINTING REPORTS

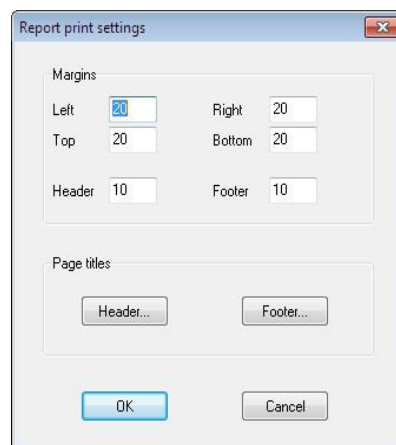
Toolbar changes similarly to picture below at displaying of a report:



-  - Adjusting report parameters
-  - Printing report on selected printer
-  - Selecting printer and setting its properties (properties of feed tray, paper size and so on).
-  - Create report again
-  - Adjusting paragraphs and running heads of a report ("Report printing parameters" window)
-  - Selecting report font
-  - Specifying columns' set and order; specifying lines' sort order and filtering
-  - Exporting report
-  - Printing report on selected printer

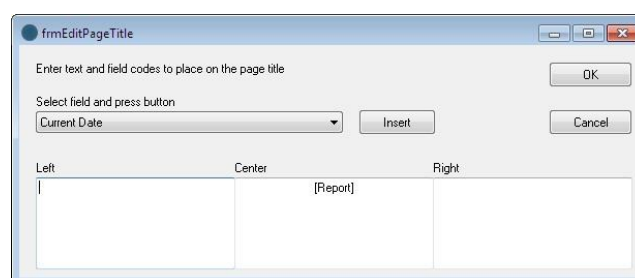
#### REPORT PRINTING PARAMETERS

"Report printing parameters" window is shown on picture below



Upper window part contains fields for setting of paragraphs and running heads, i.e. header and footer.

To set running heads, use "Header" and "Footer" buttons. After that, window for specifying of text of a running head is displayed:

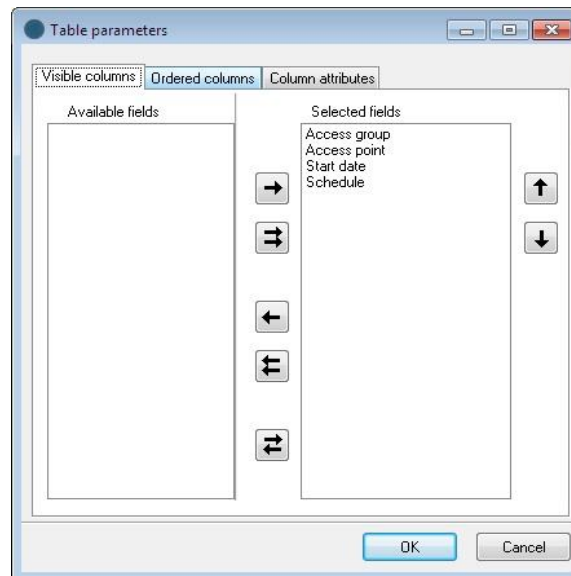


There are three columns in this window: Left, Center, and Right. You may enter random text or use drop-down list with possible text to fill the columns. Columns' text is interpreted by the system and substituted during printing.

Running heads and indents being entered, the running heads set by the user will be displayed in report view window.

#### TABLE PROPERTIES






"Table properties" window is shown below:





The window has three tabs: Visible columns, Ordered columns, Columns attributes. Buttons for confirmation and cancellation of introduced changes are at the bottom part of the window.

Select columns to be displayed and specify their order click on "Visible columns" tab. List to the left reflects all possible columns, list to the right reflects visible columns. To select/deselect column/columns use arrow-buttons. Use rightmost buttons to specify visible columns' order.

Buttons for columns' selection/deselecting

-  – Shift a column from possible columns' list to visible columns
-  – Shift all possible columns to visible columns' list
-  – Shift visible column to possible columns' list
-  – Shift all visible columns to possible columns' list
-  – Inversion of lists. Previously visible columns shift to possible columns' list and vice versa.

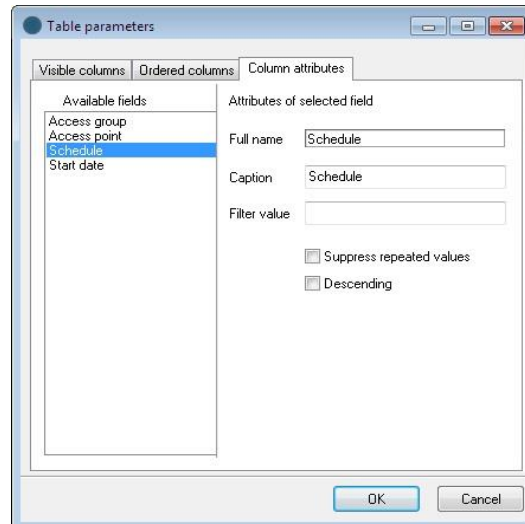
Buttons for specifying of visible columns' order:

-  – Shift one column in visible columns' list one line up.
-  – Shift one column in visible columns' list one line down.



Report's lines may be sorted according to values of some columns. Click on "Ordered columns" tab. View of "Ordered columns" tab is just like the view of "Visible columns" window, but has different purpose. Left field reflects list of possible columns and right field reflects ordered columns. Lines are sorted so that sorting columns' values go in ascending order. Upper column has the highest priority.

To set columns' properties click on "Columns attributes" tab



You can change name of any column, switch on rejection of iterated values, change lines' sorting order and switch on textual filter of lines.

If rejection of iterated values is ON, then iterated value will be reflected only in the column with rejection of iterated value of the first line of successive lines with similar value. All the following lines will reflect a gap. The rejection is convenient at creating of report on work time, as it helps in quick detecting of necessary employee in a report without overloading of report table with iterated information.

By default, lines are sorted in ascending order of columns' values. Mark "Descending order" field to sort lines in descending order

Textual filter of lines is intended for selection of lines with set columns' values. For example, lines, containing Smith employee name are necessary, then indicate "Smith" in "Filter value" field.

Text filter may choose report lines according to range of values. For example, to choose lines displaying in "Name" field employees' names starting with Jones and to Smith, set "Filter values" as Jones...Smith. To choose employees to Jones name set as "...Jones". To choose employees after Smith name set as "Smith...".

Columns, included in filter, are marked by «\*» symbol. To switch Off textual filter, empty "Filter value" field for necessary columns.

Press "OK" button, when table properties editing is complete.

Indicator of report generation progress is displayed after the end of table properties adjustment. Press "Cancel" button to stop report generation

## EXPORTING REPORT

Press  button to invoke dialog box for saving a report as CSV

New general personnel report									
#	Name	Class	Department	Access group	Worktime scheme	Badge	Fields group	Card.Name	Room owner
1	John Simth	Employee	Department #1	Employers access	Employers worktime scheme	New badge		010125B4D6	New room
2	Robert Brown	Employee	Department #2	Employers access	Employers worktime scheme	New badge			New room

Example report will be exported as follows:

#,Name,Class,Department,Access group,Worktime scheme,Badge,Fields group,Card.Name,Room owner,Phone #,Position,Car licensr plates

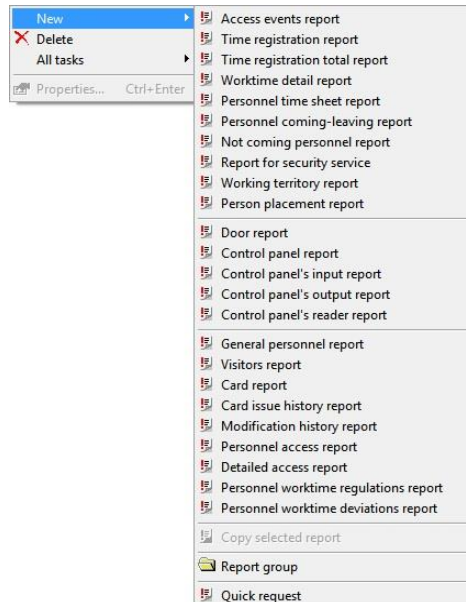
1,John Simth,Employee,Department #1,Employers access,Employers worktime scheme,New badge,,010125B4D6,New room,,,

2,Robert Brown,Employee,Department #2,Employers access,Employers worktime scheme,New badge,,,New room,,,

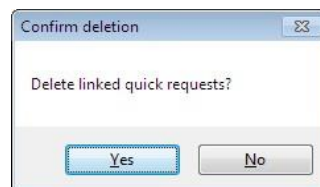
## WORKING WITH REPORTS

### CREATING NEW REPORT AND DELETING REPORT

To create a report, select “Objects” – “New” – “Report” menu items or select “Objects” tab and right-click in reports tree and choose “New” – “Necessary report type”:



Created report is saved and may be printed or exported in case of need. The report may be generated once again if one or several parameters are changed. If necessary, report may be deleted. To delete a report right-click on it in reports tree and select “Delete” item. The report will be deleted after the warning.



Progress bar is displayed during report creation. It contains “Cancel” button that allows to cancel report creation.

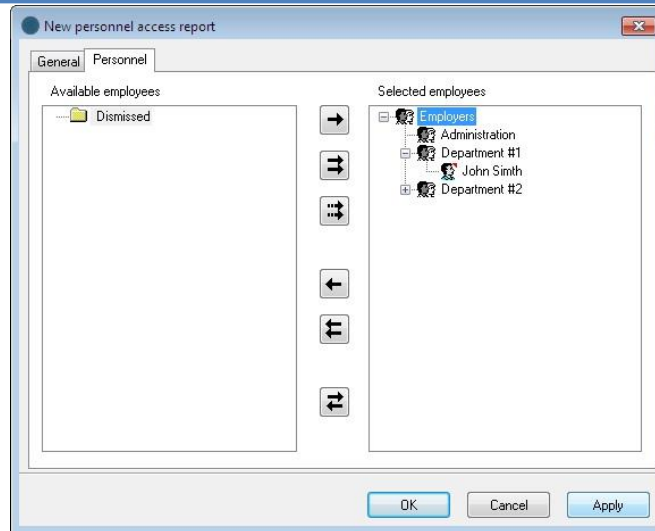
On error in report creation and on the empty report created system will warn operator with message box:









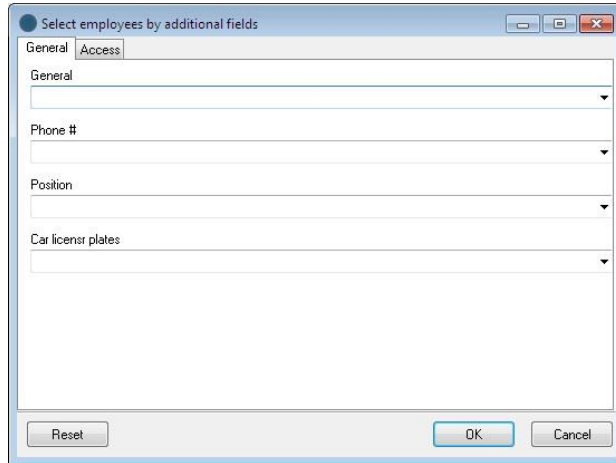
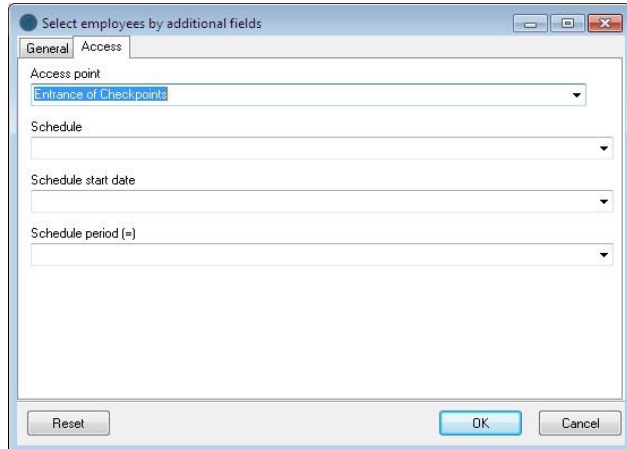
### SETTING REPORT PARAMETERS

Window divided into two halves is used when setting report parameters.

Hierarchical lists (trees) are represented in left and right window halves. Left tree reflects objects not included in report. Right tree reflects objects according to which report will be generated. Use arrow-buttons to select/deselect objects for report.



Selecting/deselecting buttons table:

	–	Selected object shifts from left to right column.
	–	Select all objects
	–	Deselect object from right column.
	–	Deselect all objects
	–	Selection inversion. All objects from the left column shift to the right and all objects from the right column place to the left.
	–	<p>Selecting employee according to additional fields:</p>  <p>Or access properties:</p> 

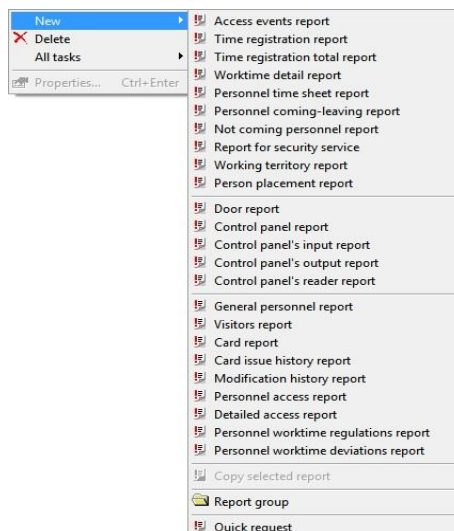
If primary report is highlighted and Ctrl-C is pressed, and then required report is highlighted and Ctrl-V is pressed, the primary report data will be copied to the required report.

“Skip cells size fitting” option is intended for disabling of automatic fitting of report cells to speed up report generating. The option is available for the following report types: final report on work time, report on access rights, report on history of card issue, report on work time deviations, general personel report, visitors report, report on employee entry-exit, report on work time, access events report, report on work time regulations, additional detailed report on work time, report for security service, report on work territory

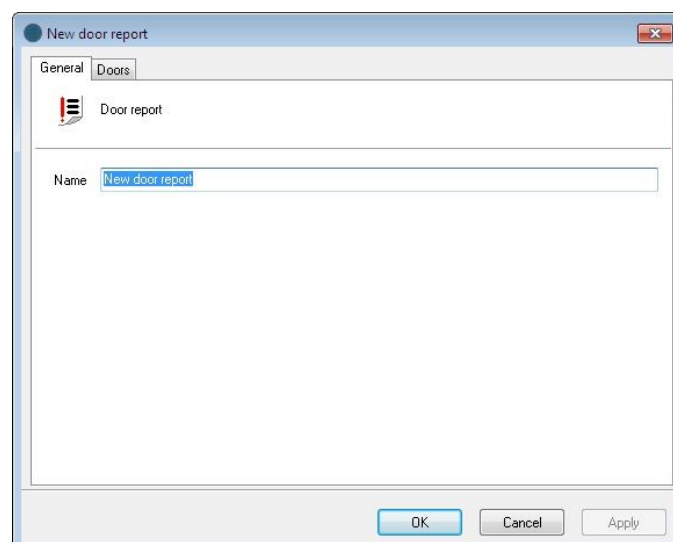
## REPORTS ON STATIC INFORMATION

### REPORT ON DOORS

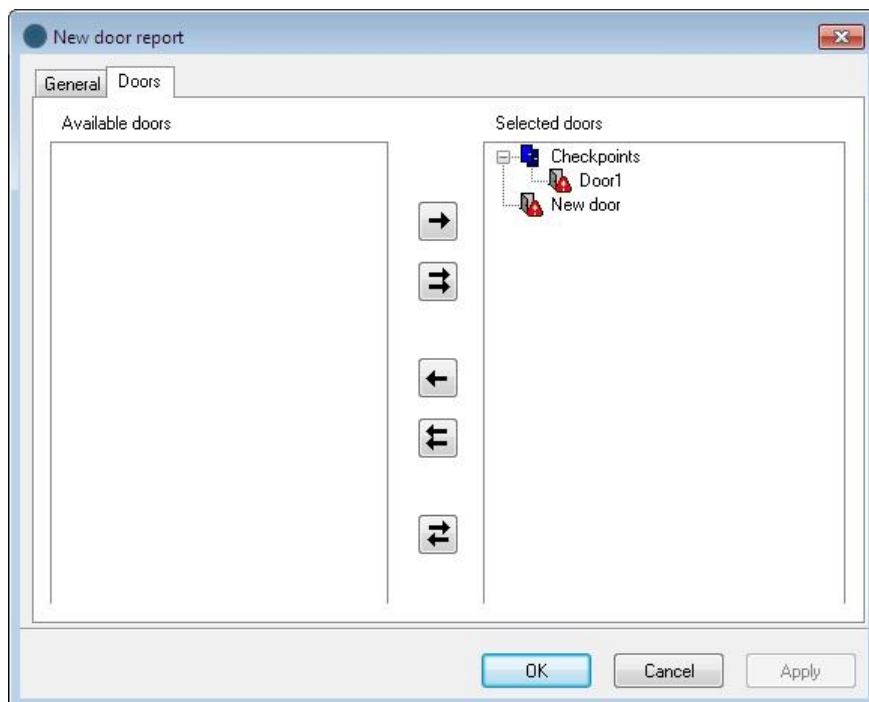
Information about all system doors can be reflected in convenient table form. To do that right-click in “Reports” tree and choose “New” – “Door report” items of context menu



In “General” tab of report parameters’ window state report’s name



In “Doors” tab select doors, on which report is created (refer to “Adjusting report parameters” section)



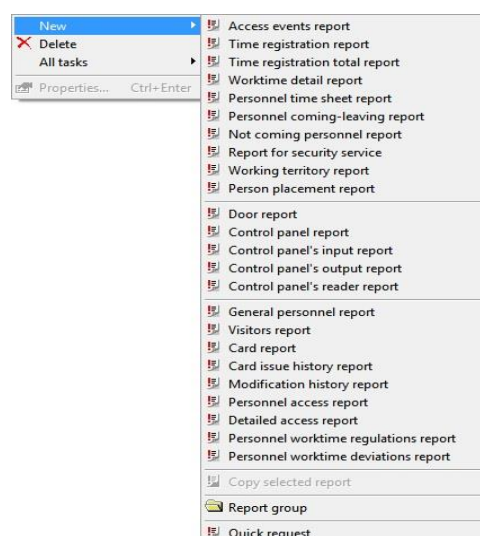
Example of report on doors:

New door report								
#	Door	Class	Door type	Entrance.Access point	Entrance.Door	Entrance.Control panel	Entrance.Reader	Entrance.Sensor
1	Checkpoints	Doors group	Double-sided	Entrance of Checkpoints	Checkpoints			
2	Door1	Door	Double-sided	Entrance of Door1	Door1	Administration	Reader #1	Input #1
3	New door	Door	Double-sided	Entrance of New door	New door	U-ProxIP	Reader #1	

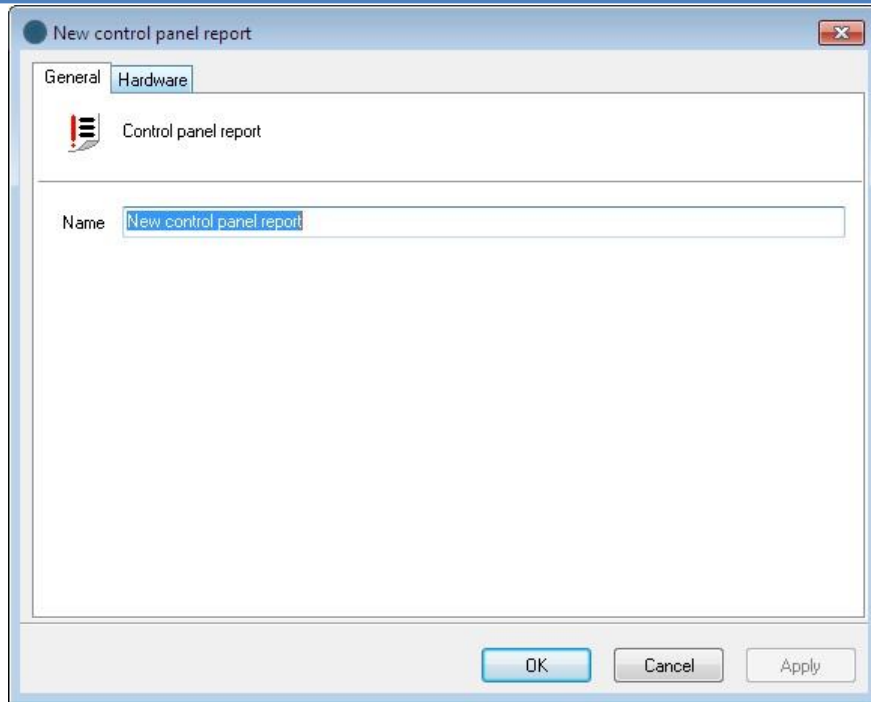
View of generated report may be set (columns' set and order) and lines may be filtered according to different criteria (see “Displaying, exporting and printing reports” section).

#### CONTROL PANEL REPORT

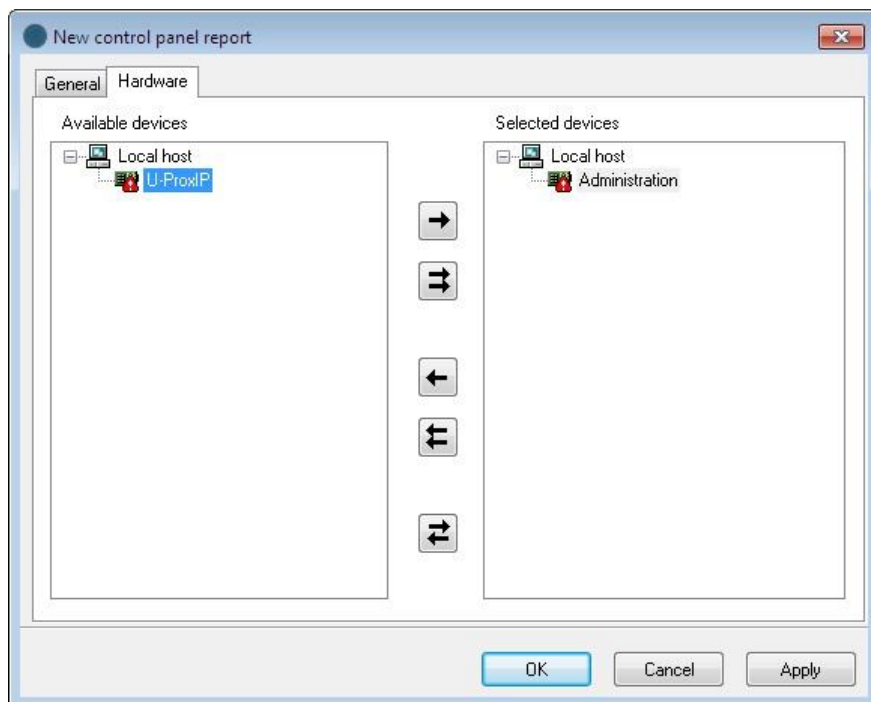
To create a table containing information about all system control panels, right-click on “Report” tree and chose “New” – “Control panel report” items



Specify name of report in “General” tab of displayed window



In "Hardware" tab select the necessary control panels or access points on which the report will be created:



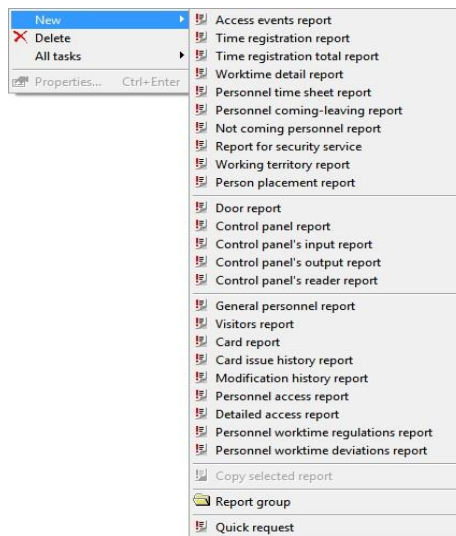
Example of control panel report

New control panel report												
#	Control panel	Control panel type	Version	Physical ID	Connected port	Parent device	Parent group	Default group	State	Timezones	Weekzones	Days per weekzone
1	Administration	NDC F-18 IP	0.000	0	Ethernet	Local host			Virgin	5 / 255	3 / 255	1 / 255

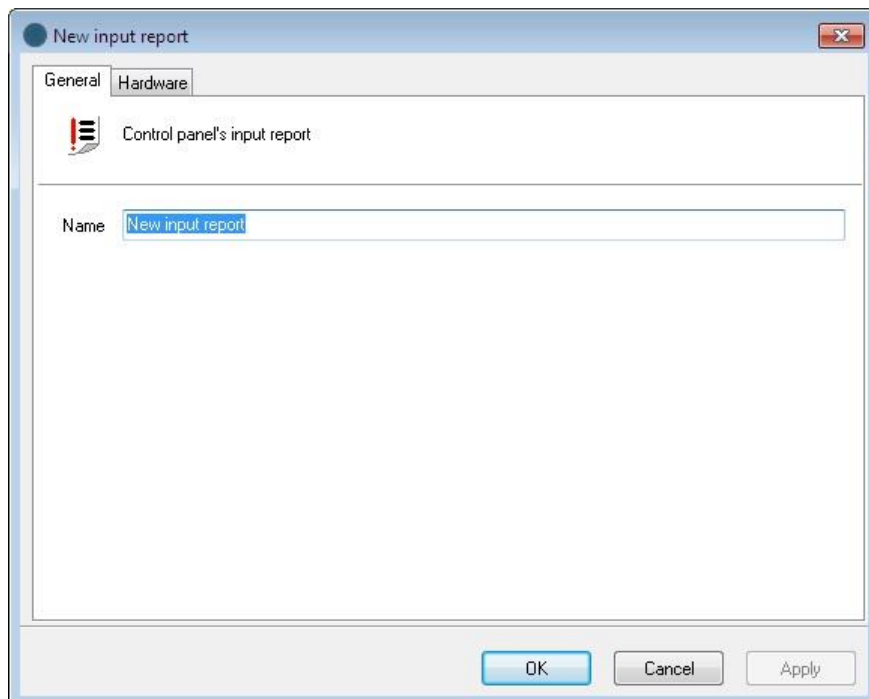
View of generated report may be set (columns' set and order) and lines may be filtered according to different criteria (see "Displaying, exporting and printing reports" section).

## REPORT ON LOOPS OF CONTROL PANELS

To generate a table containing information about all loops of control panels in the system right-click on “Reports” tree and in the context menu select “New” – “Control panel’s loop report” items

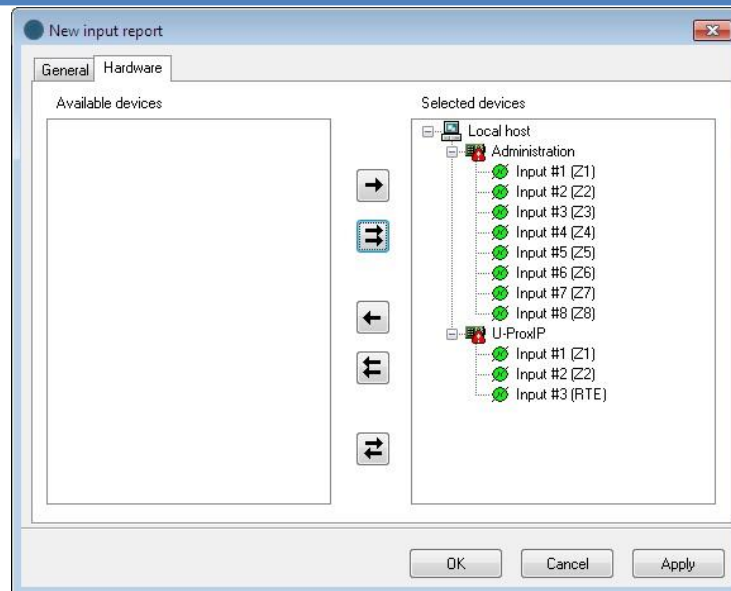


Specify name of report in “General” tab of displayed window:



In “Hardware” tab of the window, select control panels, on which loops report will be created





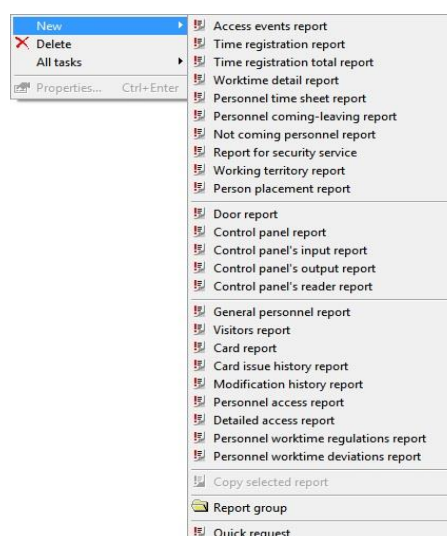
Example of control panel report' loops:

#	Control panel	Input	Caption	Index	Functions	Door	Door side	State
1	U-ProxIP	Input #1	Z1	0	Unused			Normal
2	U-ProxIP	Input #2	Z2	1	Unused			Normal
3	U-ProxIP	Input #3	RTE	2	Unused			Normal
4	Administration	Input #1	Z1	0	Sensor	Door1		Normal
5	Administration	Input #2	Z2	1	Unused			Normal
6	Administration	Input #3	Z3	2	Unused			Normal
7	Administration	Input #4	Z4	3	Unused			Normal
8	Administration	Input #5	Z5	4	Unused			Normal
9	Administration	Input #6	Z6	5	Unused			Normal
10	Administration	Input #7	Z7	6	Unused			Normal
11	Administration	Input #8	Z8	7	Soft monitored			Normal

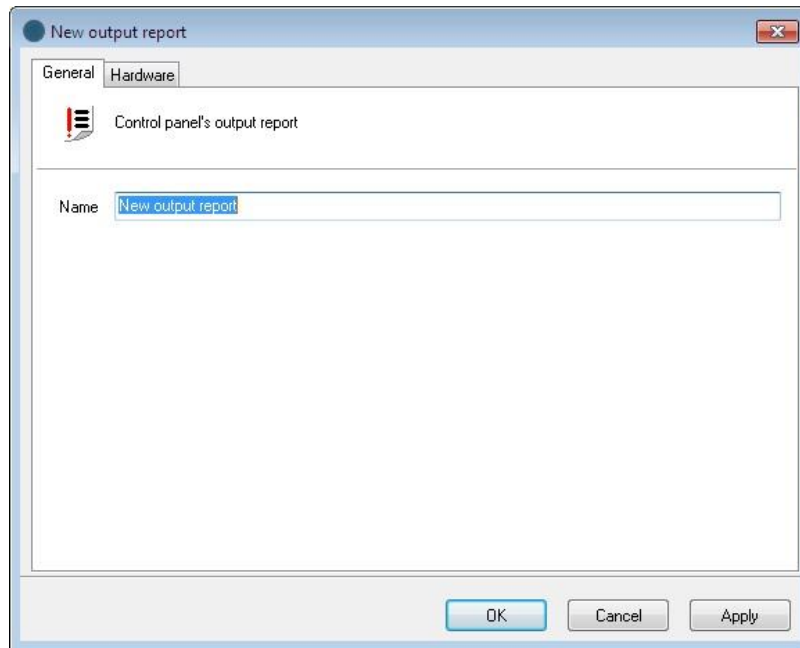
View of generated report may be adjusted (columns' set and order) and lines may be filtered according to different criteria (see "Displaying, exporting and printing reports" section).

## REPORT ON OUTPUTS OF CONTROL PANELS

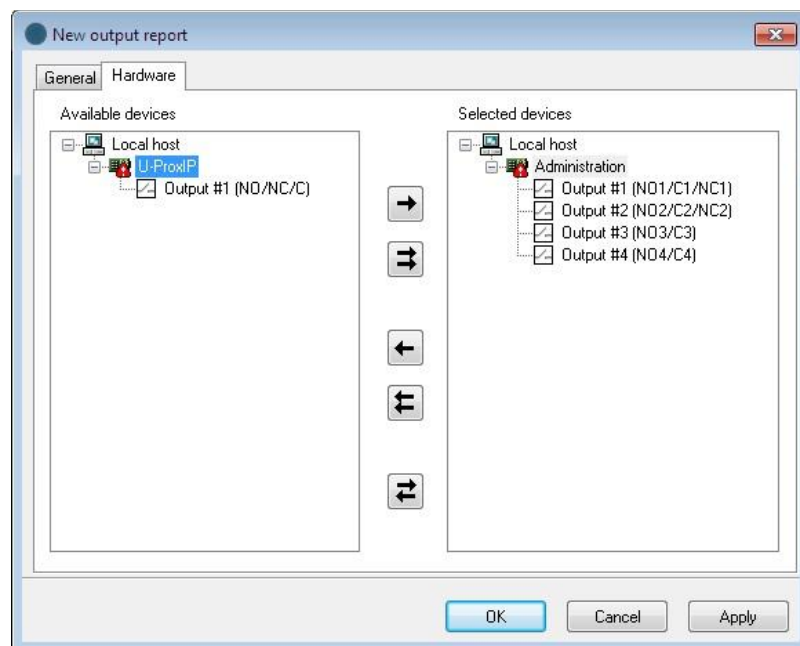
To generate a table containing information about all outputs of control panels in the system right-click on "Reports" tree and in the context menu select "New" – "Control panel's output report" items



Specify name of report in “General” tab of displayed window:



In “Hardware” tab of the window, select those control panels, on which outputs report will be created



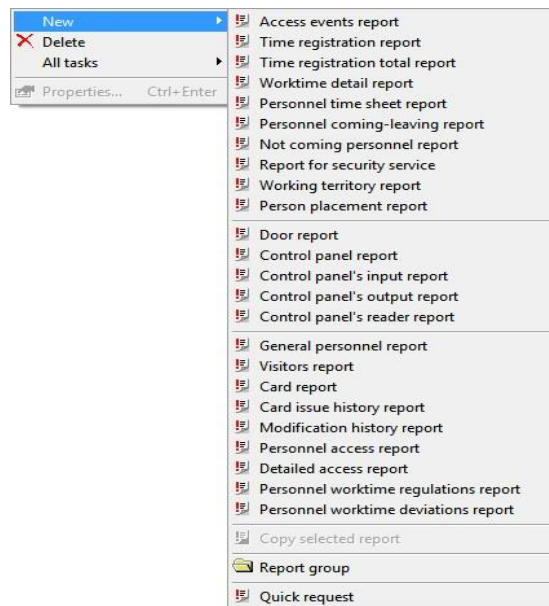
Example of generated control panel report' outputs:

New output report										
#	Control panel	Output	Caption	Index	Output operation mode	Operation time	Functions	Door	Door side	State
1	Administration	Output #1	N01/C1/NC1	0	Impulse	15	Lock	Door1		Off
2	Administration	Output #2	N02/C2/NC2	1	Start-stop	0	Unused			Off
3	Administration	Output #3	N03/C3	2	Start-stop	0	Unused			Off
4	Administration	Output #4	N04/C4	3	Start-stop	0	Unused			Off

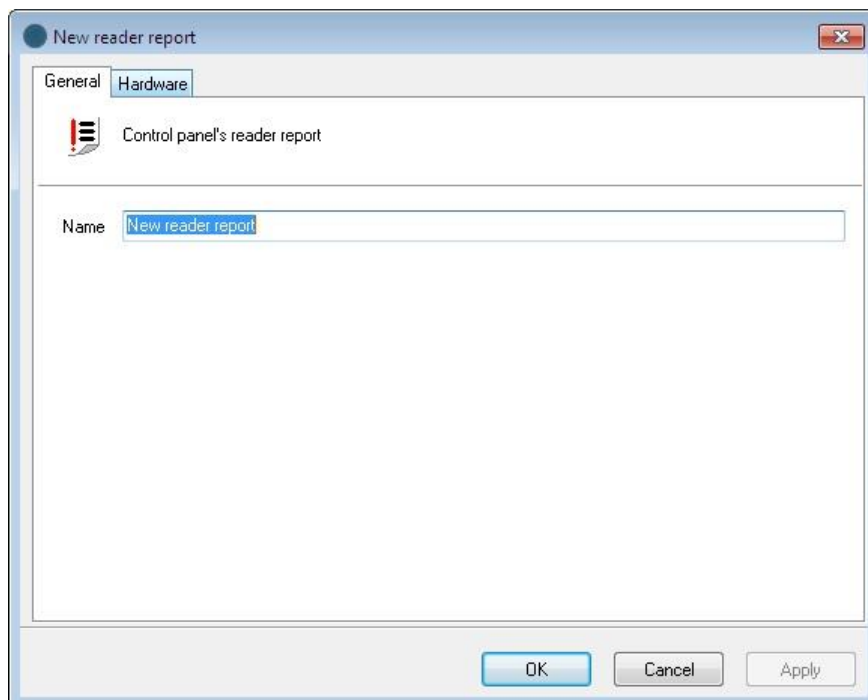
View of generated report may be adjusted (columns' set and order) and lines may be filtered according to different criteria (see “Displaying, exporting and printing reports” section).

## REPORT ON READERS OF CONTROL PANELS

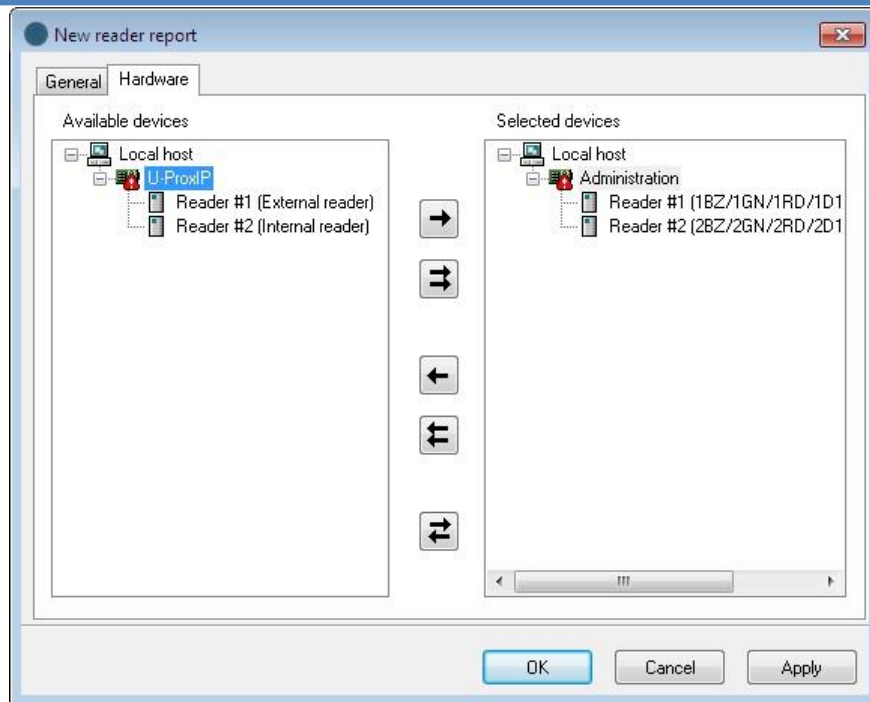
To generate a table containing information about all readers of control panels in the system right-click on “Reports” tree and in the context menu select “New” – “Control panel’s reader report” items



In “General” tab of report properties window, specify name of report:



In “Hardware” tab select all necessary readers



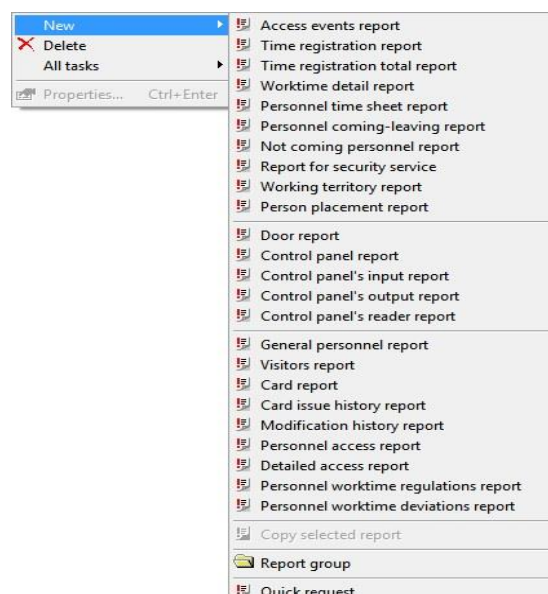
Example of control panel readers report:

New reader report					
#	Control panel	Reader	Caption	Index	Access point index
1	Administration	Reader #1	1BZ/1GN/1RD/1D1/1D0/GND/+12V	0	0
2	Administration	Reader #2	2BZ/2GN/2RD/2D1/2D0/GND/+12V	1	1

View of generated report may be adjusted (columns' set and order) and lines may be filtered according to different criteria (see "Displaying, exporting and printing reports" section).

## GENERAL PERSONEL REPORT

To generate a table containing information about personnel, right-click on "Reports" tree and in the context menu select "New" – "General personnel report" items



Specify report's name in "General" tab of displayed window

New general personnel report

General Personnel

General personnel report

Name:

☐ Skip automatic resizing rows and columns

OK Cancel Apply

In "Personnel" tab, select necessary personnel

New general personnel report

General Personnel

Available employees

- Dismissed
- ☒ Employers

Selected employees

- ☒ Employers
  - Department #1
    - John Smith
  - Department #2
    - Robert Brown

OK Cancel Apply

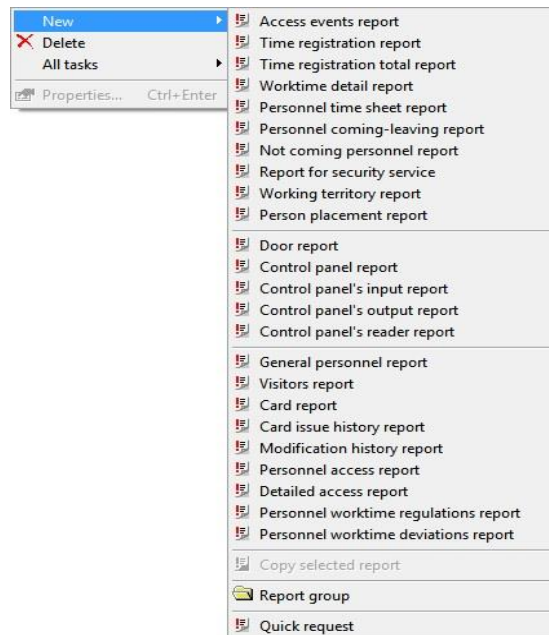
Example of general personnel report:

New general personnel report												
#	Name	Class	Department	Access group	Worktime scheme	Badge	Fields group	Card.Name	Room owner	Phone #	Position	Car licensr plates
1	John Smith	Employee	Department #1	Employers access	Employers worktime scheme	New badge		010125B4D6	New room			
2	Robert Brown	Employee	Department #2	Employers access	Employers worktime scheme	New badge			New room			

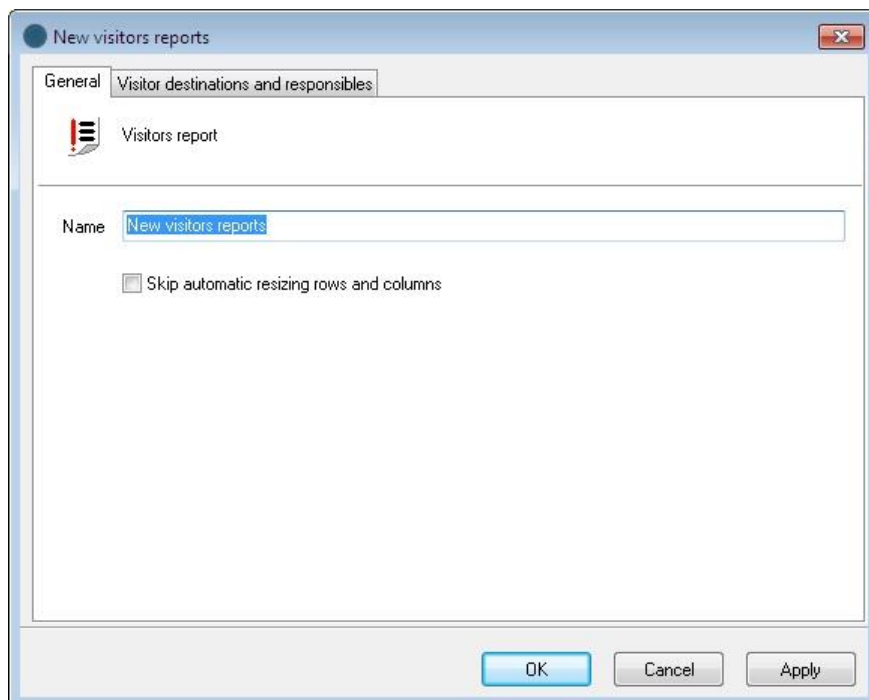
View of generated report may be adjusted (columns' set and order) and lines may be filtered according to different criteria (see "Displaying, exporting and printing reports" section).

## VISITORS REPORT

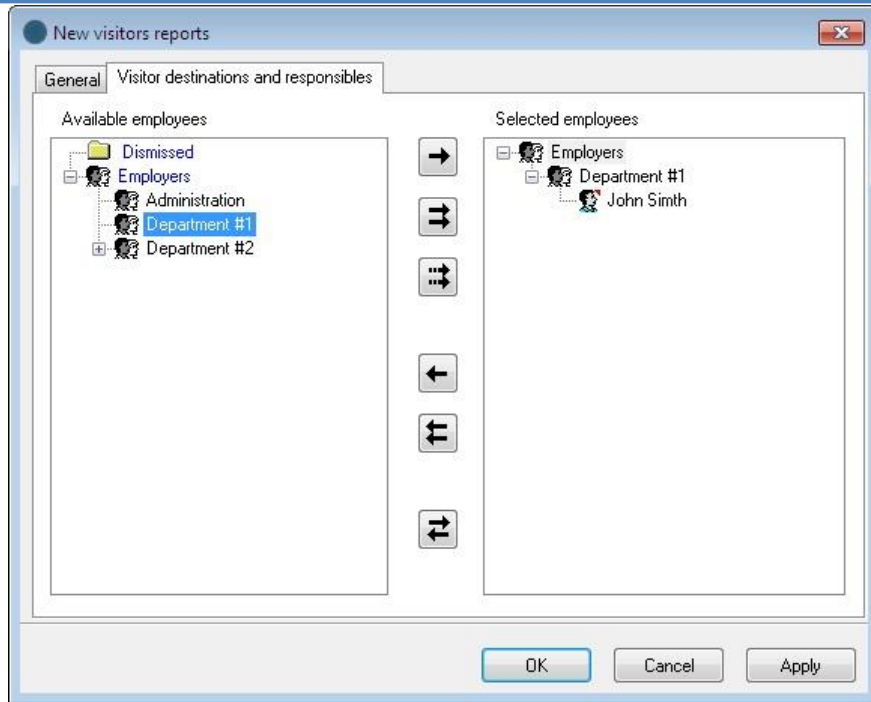
To receive information about visitors in table form, right-click on “Reports” bar and choose “New” item and “Visitors report” sub-item of context



In report properties window on “General” tab specify name of report:



On “Visitor destinations and responsible” tab choose employees purpose of visit or responsible for visitors (detailed operation of the window is described in “Adjustment of report properties” section)



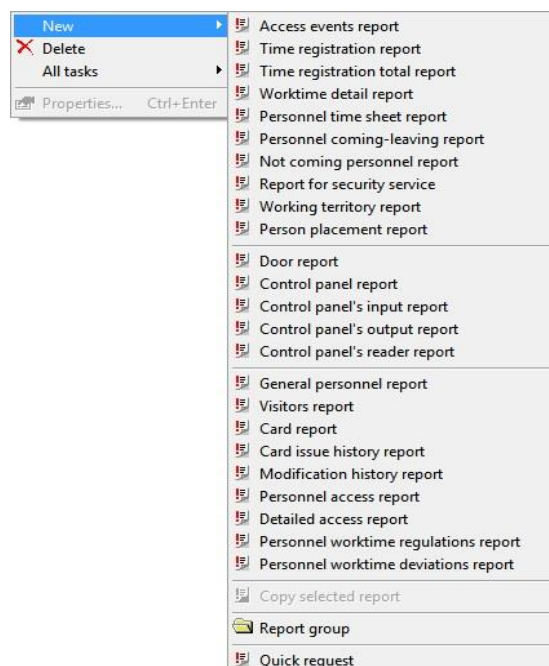
Example of visitors report:

New visitors reports												
#	Name	Class	Department	Access group	Worktime scheme	Badge	Fields group	Card	Room owner	Valid from	Expires	Destination
1	Nicholas Dow	Visitor		Default visitor access	Nicholas Dow worktime scheme		New fields group			17.09.12 18:11:15	18.09.12 18:11:15	John Smith

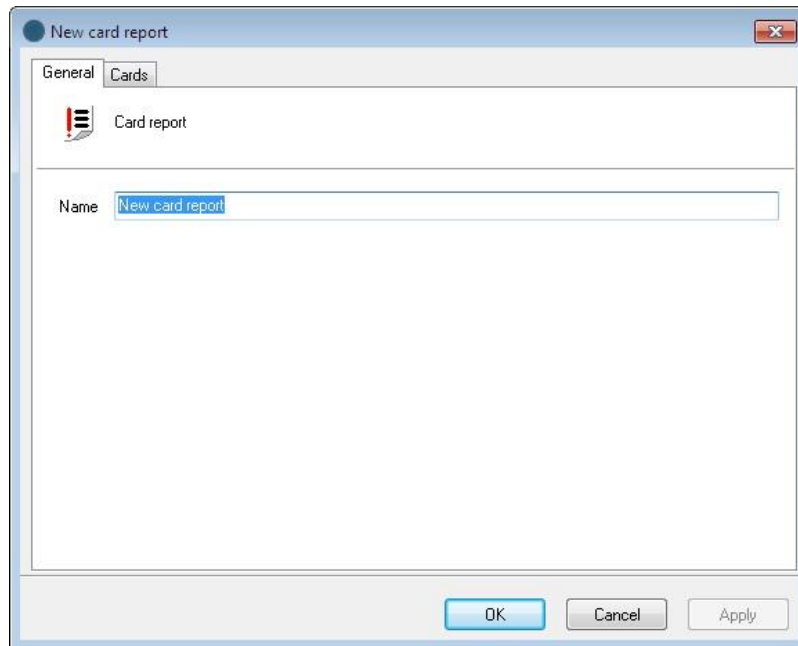
It is possible to change configuration of created report (which columns to show and in what sequence) and filter lines according to wide range of criteria (refer to “Displaying, exporting and printing reports”).

## CARDS REPORT

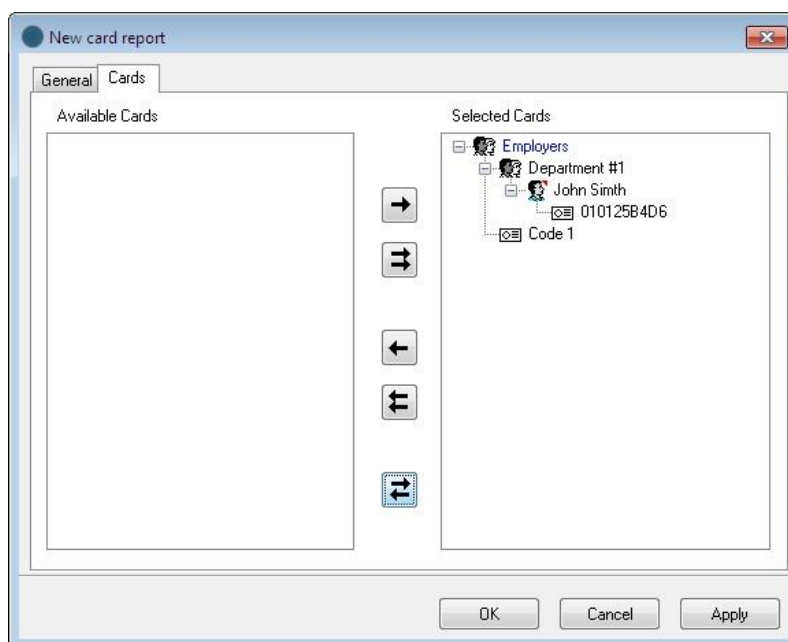
To generate a table containing information about all registered cards, right-click on “Reports” bar and in the context menu select “New” – “Card report” items



Specify report's name in "General" tab of displayed window



On "Cards" tab select the necessary cards (detailed information about window operation is described in "Adjusting report properties" section)



Example of cards report:

New card report										
#	Name	Code	PIN	Status	Alarm unsetting	VIP	Security	Is expired	Expiry date	Card holder name
1	010125B4D6	010125B4D6	63321	Enabled	No	No	No	No		John Smith
2	Code 1	1234567890		Enabled	No	No	No	Yes	05.12.12	Employers

Cards with unlimited validity period have null value.

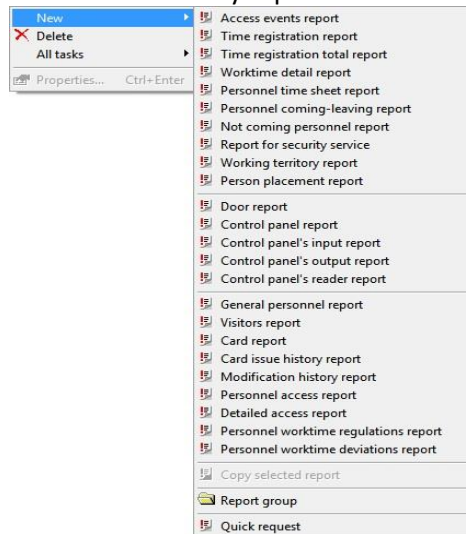
View of generated report may be adjusted (columns' set and order) and lines may be filtered according to different criteria (see "Displaying, exporting and printing reports" section).



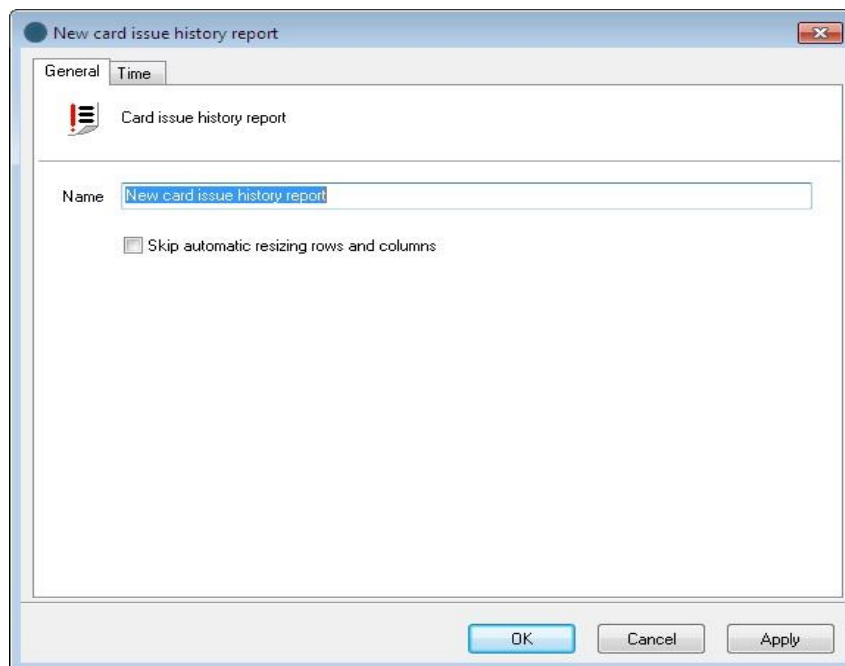
## REPORT ON HISTORY OF CARDS' ISSUE

Cards are issued to different people during system use. History log of cards' issue is kept to define what card belonged to an employee in definite time.

To generate a report on history of cards' issue, right-click on "Reports" tree and choose "New" – "Card issue history report" items of context menu.



Window of report properties is displayed; specify here report name and necessary time interval of cards' issue



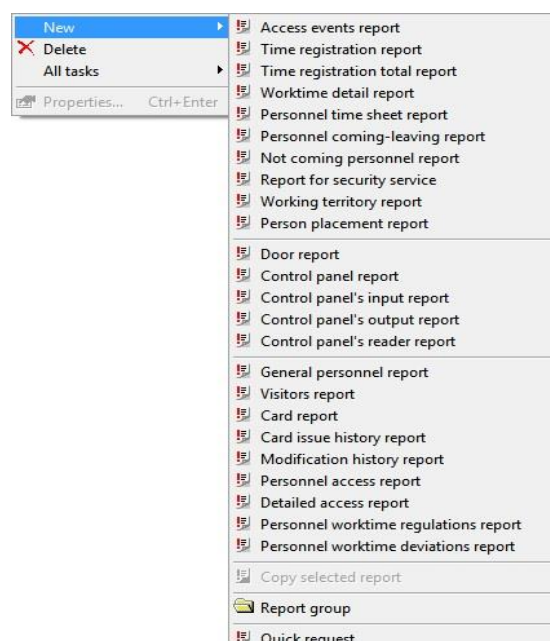
Example of report on history of cards' issue

New card issue history report				
#	Date & time	Card name	Card code	Card holder name
1	07.09.12 15:04:26	01012584D6	01012584D6	John Smith
2	06.09.12 14:08:54	Code 1	1234567890	Employers

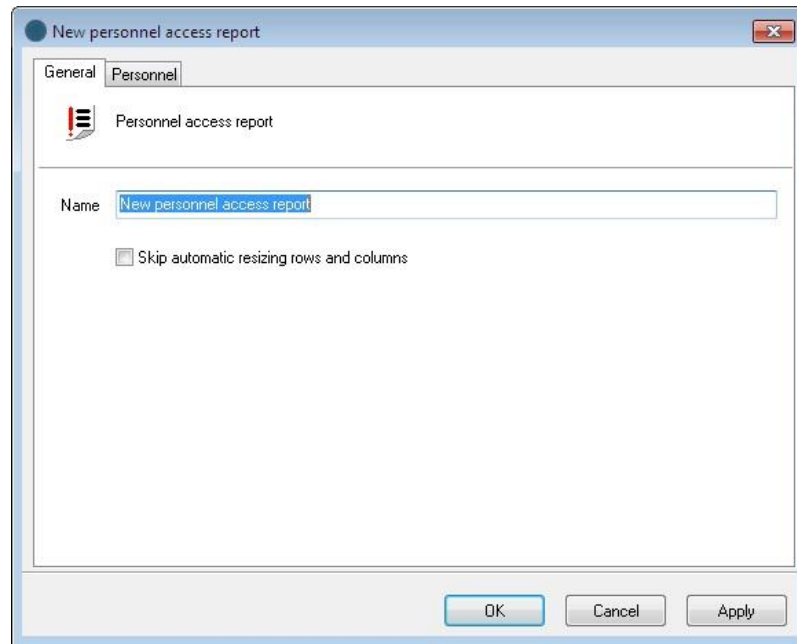
View of generated report may be adjusted, that is column' set and order specified, lines filtered on wide variety of criteria (refer to "Displaying, exporting and printing reports" section).

## PERSONEL ACCESS REPORT

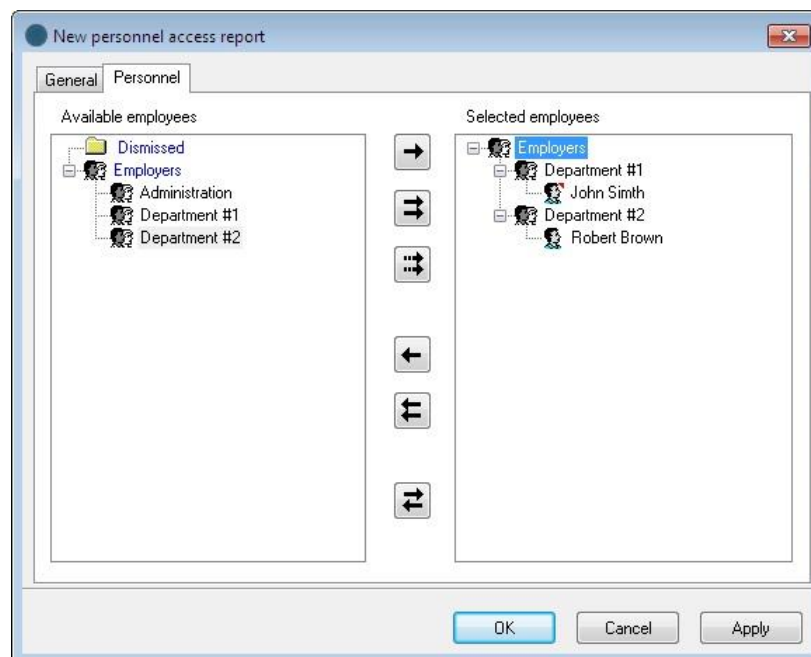
To create a table, containing information about access rights of all system users, right-click on "Reports" bar and chose "New" – "Personnel access report" items



In “General” tab of displayed window, specify report’s name:



In “Personnel” tab of the window select necessary users, on whose access rights report will be generated



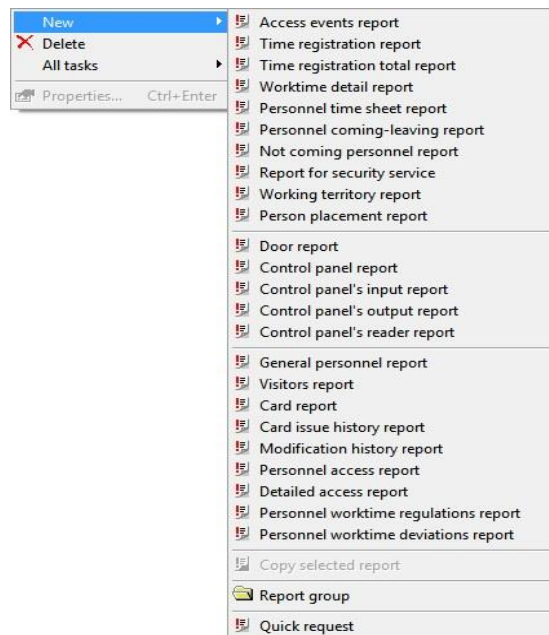
Example of personnel access report of system users

New personnel access report				
#	Access group	Access point	Start date	Schedule
1	Employers access	Entrance of Checkpoints	09.09.12	Weekly schedule
2	Employers access	Exit of Checkpoints	09.09.12	Weekly schedule

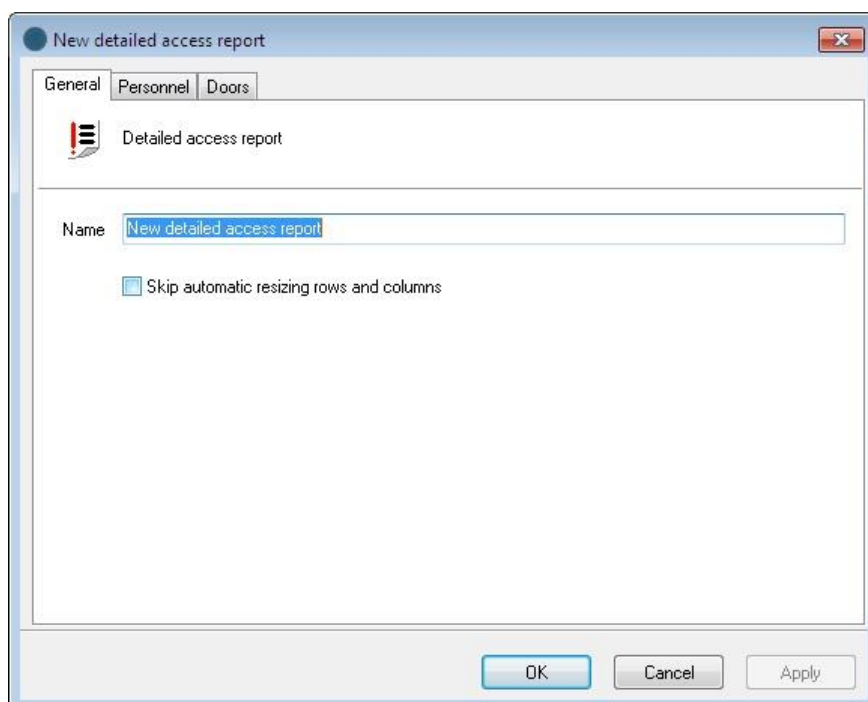
View of generated report may be adjusted, that is column’ set and order specified, lines filtered on wide variety of criteria (refer to “Displaying, exporting and printing reports” section).

## DETAILED PERSONNEL ACCESS REPORT

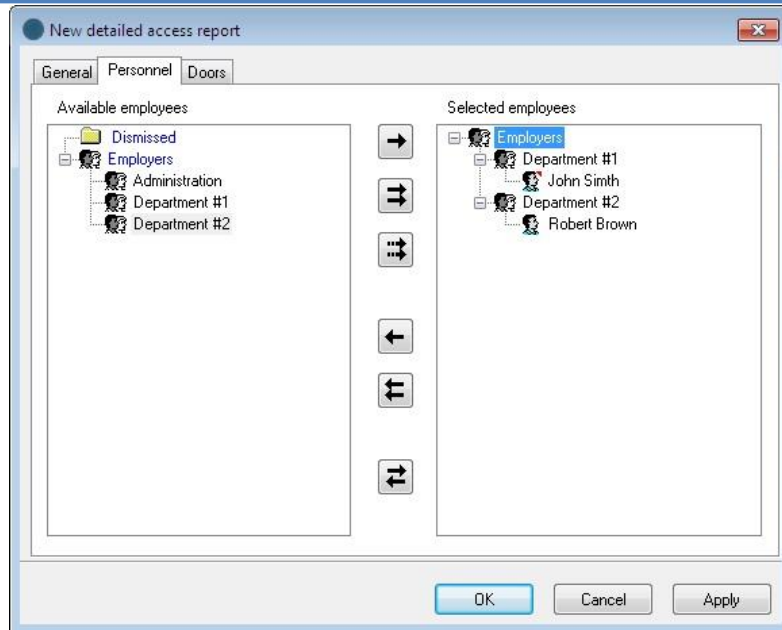
To receive detailed information on access rights of different system users right-click on “Reports” bar and choose “New” item and “Detailed access report” sub-item of context menu



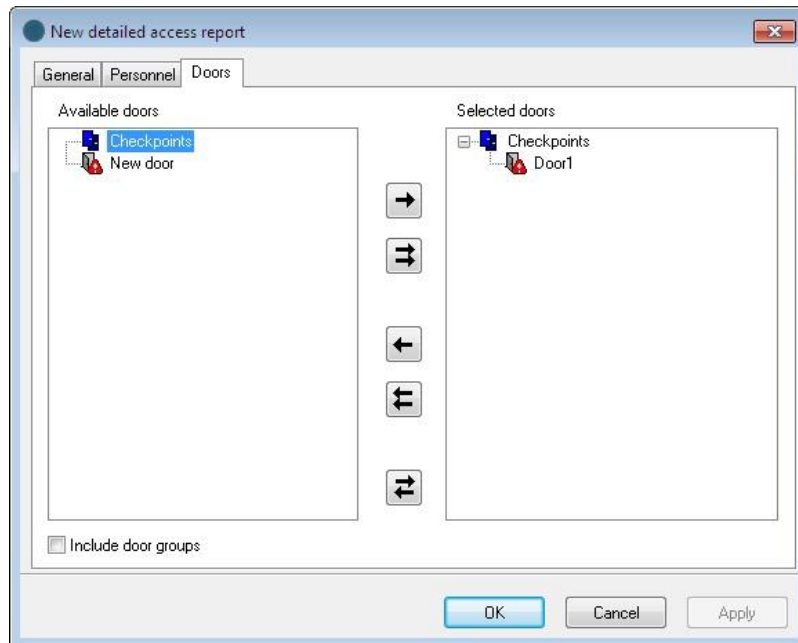
On “General” tab of displayed window, specify name of report:



On “Personnel” tab, select necessary users (details about window operation are described in “Adjusting report properties” section):



On “Doors” tab, select necessary doors



If “Include door groups” option is switched OFF, report displays information only on selected physical doors. If the option is ON, report displays information on both physical doors and door groups.

Example of detailed personnel access report

New detailed access report					
#	Employee.Department	Employee.Name	Access point	Schedule	Start date
1	Department #1	John Smith	Entrance of Door1	Weekly schedule	Weekly
2			Exit of Door1	Weekly schedule	Weekly
3	Department #2	Robert Brown	Entrance of Door1	Weekly schedule	Weekly
4			Exit of Door1	Weekly schedule	Weekly

View of generated report may be adjusted (columns' set and order) and lines may be filtered according to wide range of criteria (refer to “Displaying, exporting and printing reports section”).

## ACCESS EVENTS REPORT

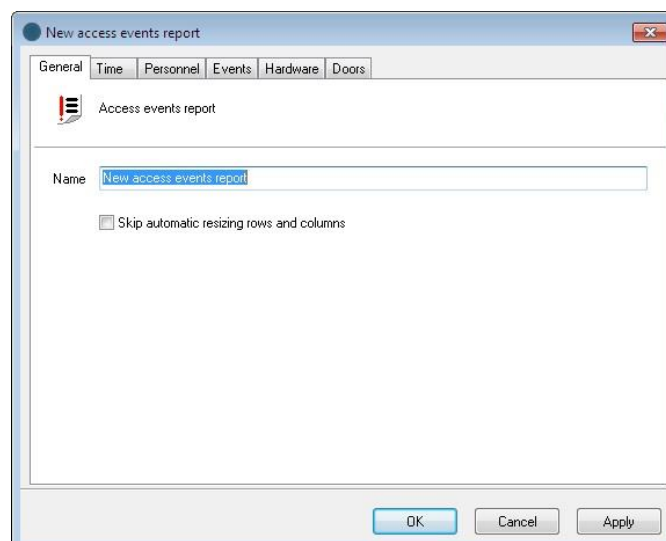
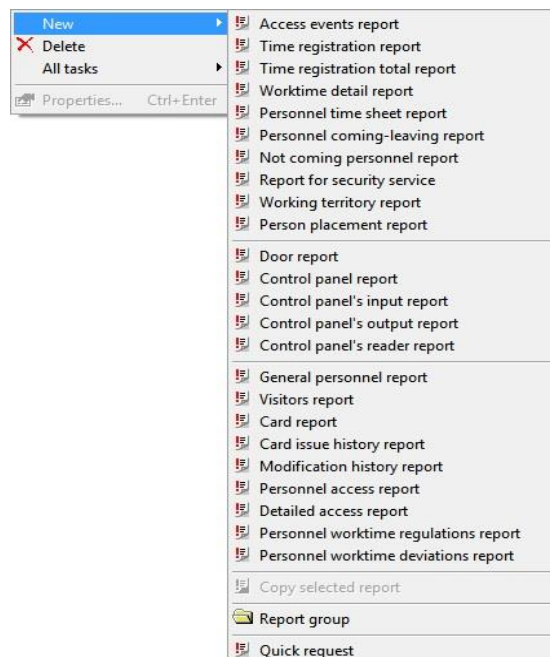
## REPORT ON EVENT LOG

Report on event log is just extracts of event log. When generating report, specify date and time of interval start and end, where events, employees, devices, and necessary types of events will be included.

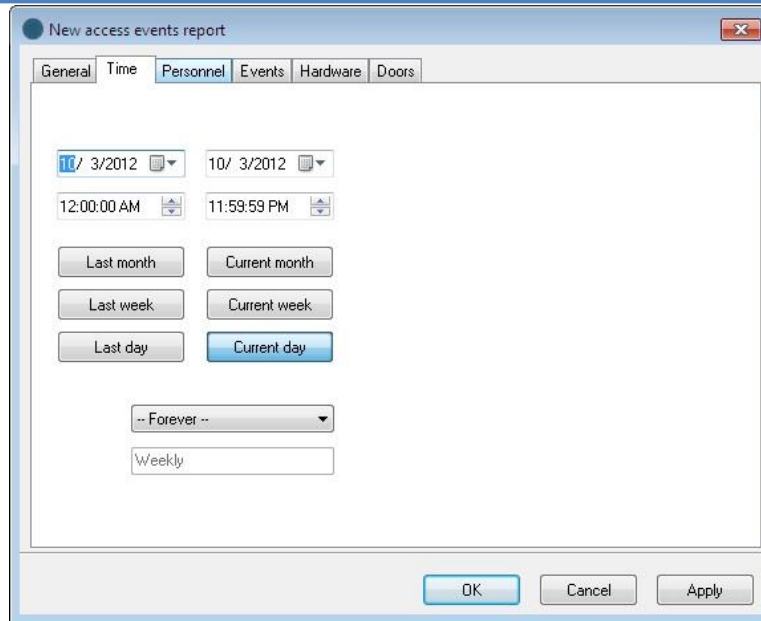
Right-click on “New report on event log” item of “Report” tree. Select “Properties” item of context menu. Window of selected report parameters is opened.

The window has five tabs: General, Time, Personnel, Events, and Hardware.

Specify report’s name in “General” tab. This name of report will be reflected on personnel tree



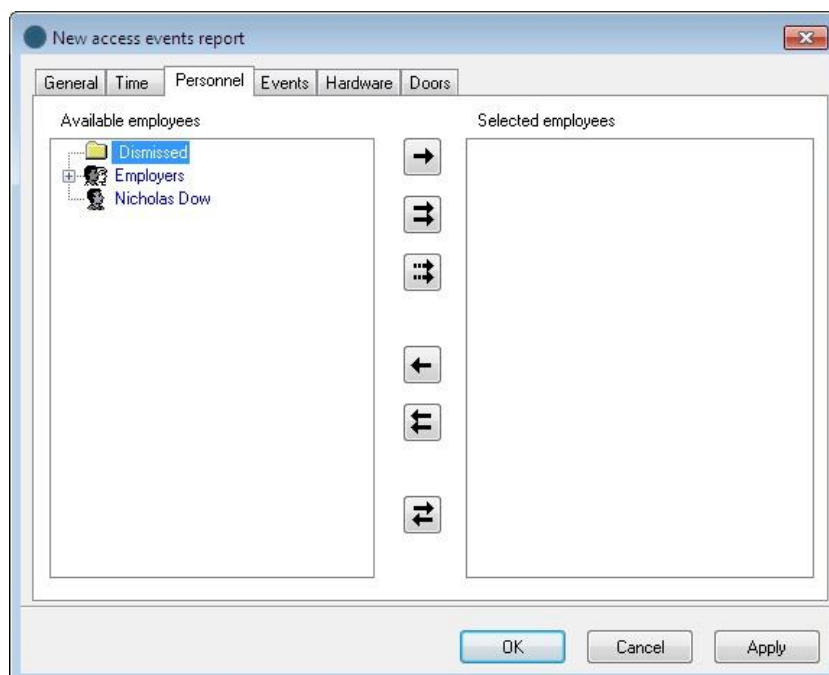
In “Time” tab, specify time interval of events included in report. In “Start” and “End” fields, date and time of time interval start and end are set. If event arises before the start or after the end of time interval, it is not included in report. Further to time interval, you may specify a schedule, restricting selected events in time.



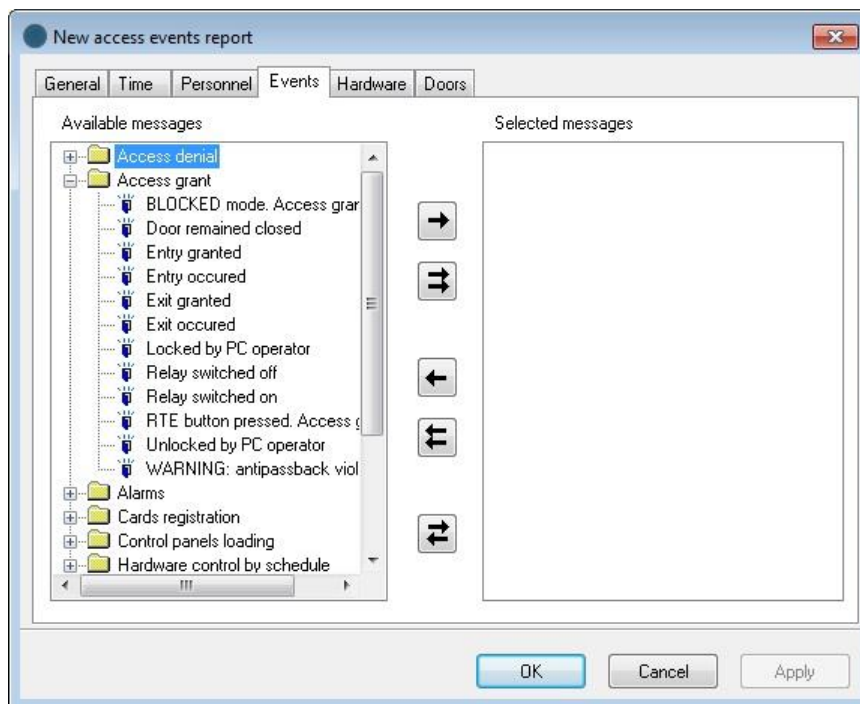
*When generating report on more than 24-hours, mind that the start of time interval relates to first 24-hours and the end of time interval relates to the last 24-hours. For example, start of time interval is set to 10, October 2004 12:00:00 and end of time interval is set to 12, October 2004 16:00:00. Then all events arising on 10, October 2004 from 12:00:00 until 24:00:00, all events on 11, October 2004 from 00:00:00 till 24:00:00 and events on 12, October 2004 from 00:00:00 till 16:00:00 are included in report*

When pressing “Last month”, “Current month”, “Last week”, “Current week”, “Last Day” or “Current Day” buttons, start and end of time interval are set automatically. Start time is set to 00:00:00 and end time is set to 23:59:59

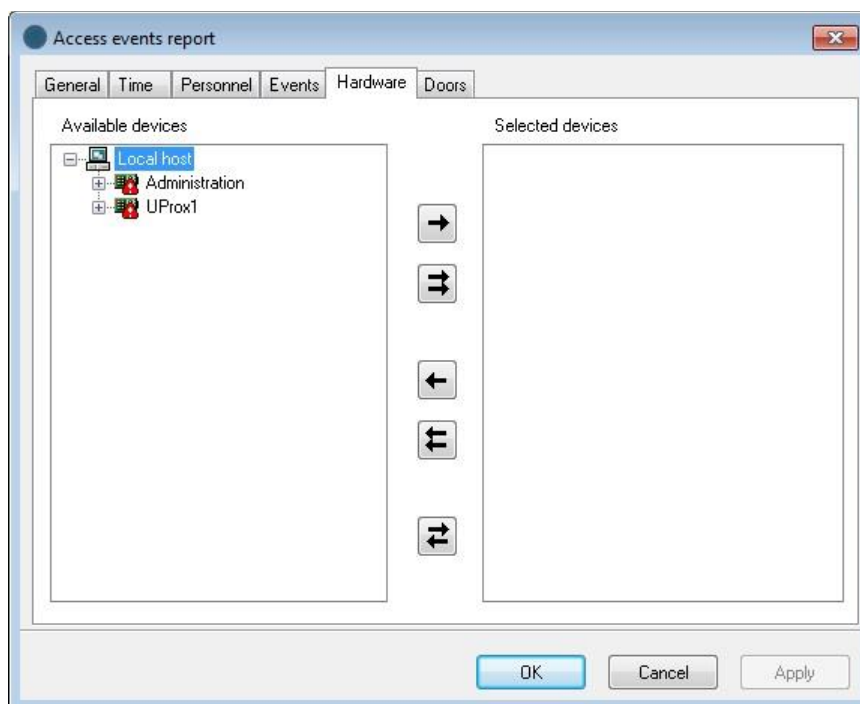
To specify list of employees, arousing reported events, open “Personnel” tab (work with the window is described in “Adjusting parameters of report” section).



To choose, which events' types will be included in report, open "Events" tab (for details of window operation refer to "Adjusting parameters of report" section).

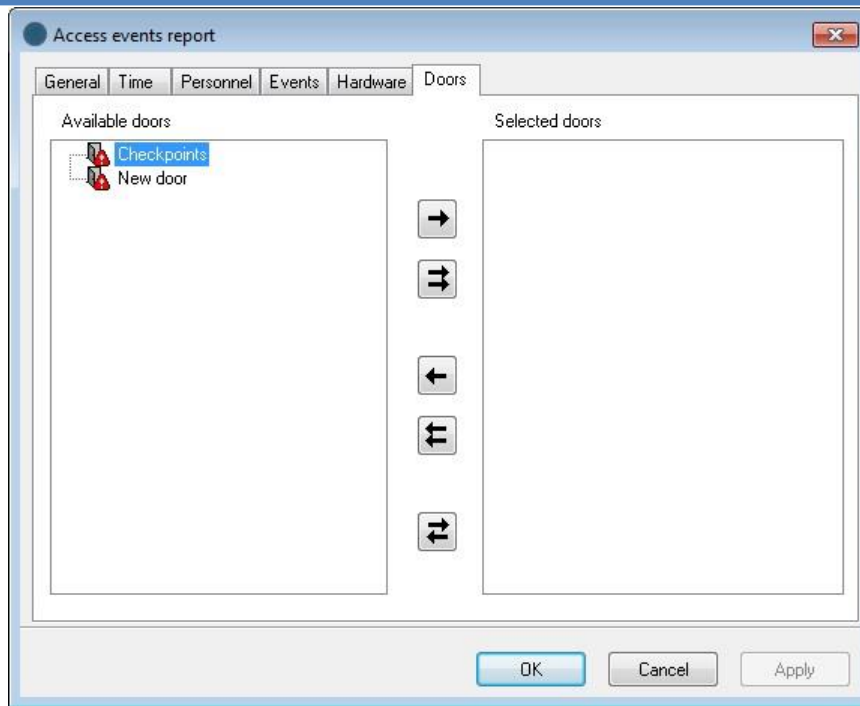


On "Hardware", tab select hardware, concerned with reported events (for details of window operation refer to "Adjusting parameters of report" section)




On "Doors", tab select doors, concerned with reported events (for details of window operation refer to "Adjusting parameters of report" section)





When all parameters of report are set, press “OK”. Dialog window appears with the following warning: “Parameters of report are modified. Repeat generating report?” Press “Yes” to generate report. When “No” is pressed, report parameters are saved, but report is not generated repeatedly.

To generate a report you may press  button on toolbar.

Preview window of newly generated report is displayed

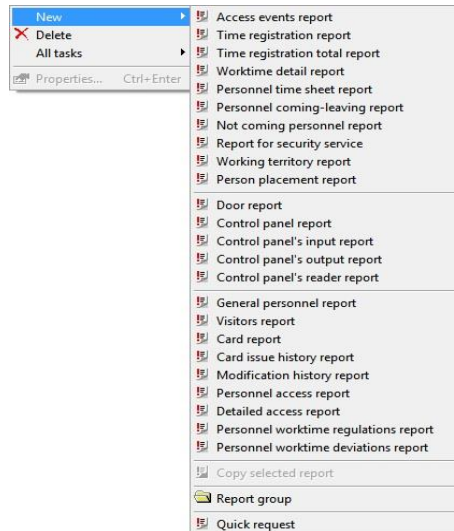
New access events report								
Date & time	Message	Place	Card	Card code	Card holder	Visitor	Device	Comment
03.10.12 12:19:24	Entry granted	Entrance of Adm. door	0100E7B8DD	0100E7B8DD	Alex Brown		Administration	
03.10.12 12:19:28	Entry granted	Entrance of Adm. door	1900AC7148	1900AC7148	Peter Lee		Administration	
03.10.12 12:19:31	Exit granted	Exit of Office door	7E0003D19B	7E0003D19B	John Smith		Office	

View of generated report may be adjusted, i.e. columns’ set and order can be set, and lines can be filtered according to different criteria.

## PERSONNEL COMING LEAVING REPORT

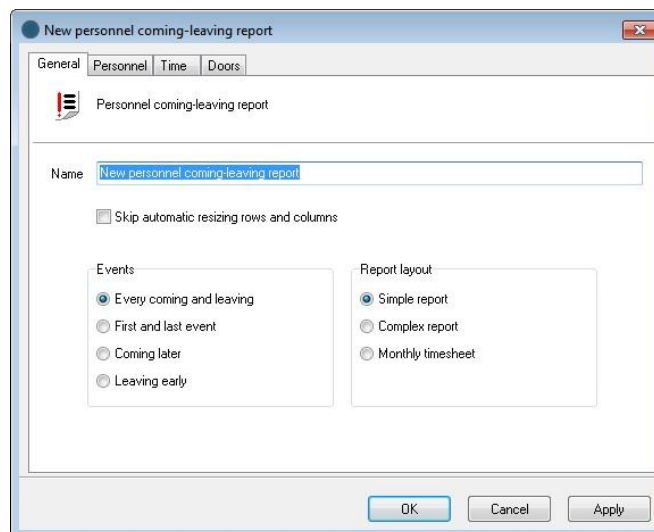
Personnel coming-leaving report reveals time of employee first entry and last exit on enterprise territory. The report indicates whether employee accessed the territory on set time interval or not.

Right-click on "Report" tree and choose "Personnel coming-leaving report" item of context menu. Window with report parameters opens.



The window has four tabs: General, Personnel, Time and Doors.

Specify report's name on "General" tab. The name will be reflected in personnel tree.



Select the type of events to be displayed in report:

1. "Every coming and leaving" – every coming and leaving through the door specified fixed, time for every presence in room for coming-leaving pair and total time of presence in room calculated.
2. "First and last event" – time of presence in room calculated as difference between the time of last leaving from room and first coming to room during the day.
3. "Coming later" – report, depicting the first personnel coming

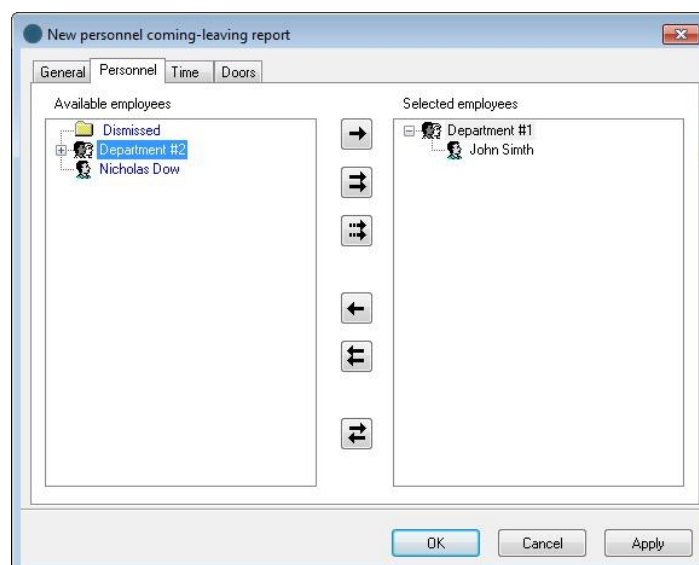
## 4. "Leaving early" - report, depicting the last personnel leaving

Then select one of three report variants:

1. Simple report – contains data in one big table
2. Complex report – consist of several small tables, headed with department and employee name. Unavailable for event types "Coming late" and "Leaving early".
3. Monthly timesheet – is report headed with month and selected department names and number of employees in the selected department. Pay attention that:
  - If not all employees of the department selected, the department name will not appear in report header;
  - If report period is less than month, only columns for dates, corresponding to the selected period, filled in report;
  - If report period is more than month, it will contain several tables with columns for dates, corresponding to the selected period, filled in report;
  - If report for every coming and leaving selected, table will contain exact time of presence determined. Coming without leaving and leaving without coming will be ignored.

Unavailable for event types 'Coming late' and 'Leaving early'.

Click on "Personnel" tab and select necessary employees (for window operation details refer to "Adjusting report parameters" section)



Set time interval of events, included in report, on "Time" tab (for window operation details refer to "Adjusting report parameters" section)

Date and time of interval start and end are set in “Start” and “End” fields of “Time” tab. Report displays first entry and last exit of every twenty-four-hours of the period. In addition, difference between first entry and last exit is displayed.

Door	Entrance			Exit		
	Coming	Leaving	Ignore	Coming	Leaving	Ignore
Checkpoints	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
New door	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

When all report parameters are set, press “OK”. Dialog window appears with the following warning: “Parameters of report are modified. Repeat generating report?”. Press “Yes” to generate report. When “No” is pressed, report parameters are saved, but report is not generated repeatedly.

To generate a report you may press  button on toolbar.

Preview window of newly generated report is displayed

New personnel coming-leaving report							
#	Department	Employee	Date	Coming	Leaving	Difference	Coming count
1		Robert Brown	30.08.12	14:30:37	14:30:31		1
							4

View of generated report may be adjusted, i.e. columns’ set and order can be set, and lines can be filtered according to different criteria

## REPORT ON WORK TERRITORY

The report is intended for approximate calculation of work time, when all other work time reports turn to be erroneous:

- Frequent unpaired entry/exits, which make calculation of exact stay time on work place impossible for many employees;
- Frequent modifications of work schedules of many employees and absence of timely information about the changes;
- Absence of settled work schedules (hourly pay) etc.

For the above and similar cases, simplified scheme of employees' stay on work places calculation is suggested. Instead of work time regulations or in addition to them, separate employees or groups of employees obtain work territory, which is list of inside facilities and workrooms.

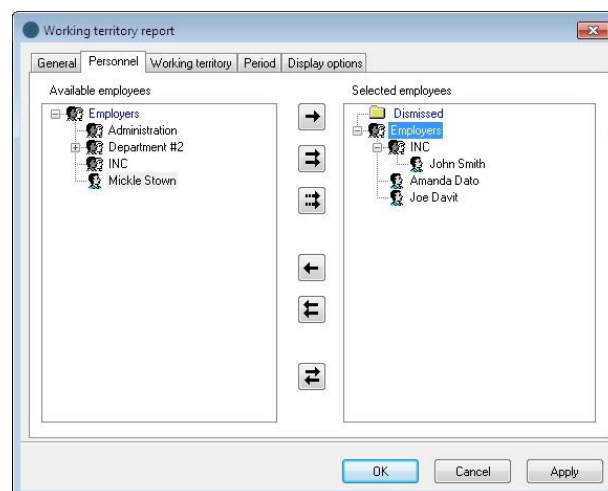
Inside facilities and workrooms are situated within enterprise territory, but only stay in workroom is considered to be work time. Employee passing through checkpoint gets into inside facilities (hall, passage, staircase or any other inside territory isolated by walls or fence from outside territory), and then gets to workroom (office, workroom, etc.)

"U-Prox IP" specify facility as "Room" object. When room added, set its name and all entrances and exits. As a rule, entrances of intermediate inside facilities are entrances through checkpoints and exits out of workrooms (leaving his workplace an employee enters to intermediate inside facility). Exits of intermediate inside facilities are exits through checkpoints and entrances to workrooms (entering workroom an employee leaves/exits intermediate inside facility).

*If entrance to workroom is NOT set as exit out of inside facility, the program will not define the facility as intermediate one. In this case, all further calculations will be incorrect.*

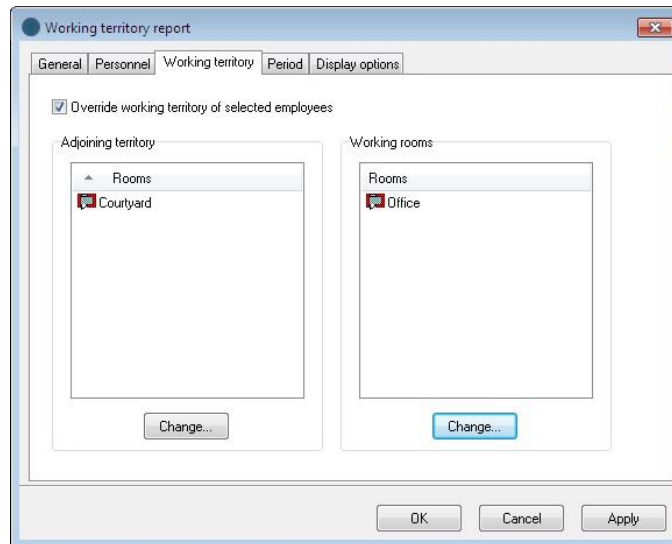
Right-click on reports tree and choose "Add" item and "Report on work territory" sub-item of context menu. Report properties window will be displayed.

## SELECTING EMPLOYEES



The window contains hierarchical lists of users to the left and to the right. The list to the left contains users that will not be reflected in report and the right list contains employees, whose events will be reflected in report. Shift user to the right list from him to get to report.

## SELECTING WORKING TERRITORY

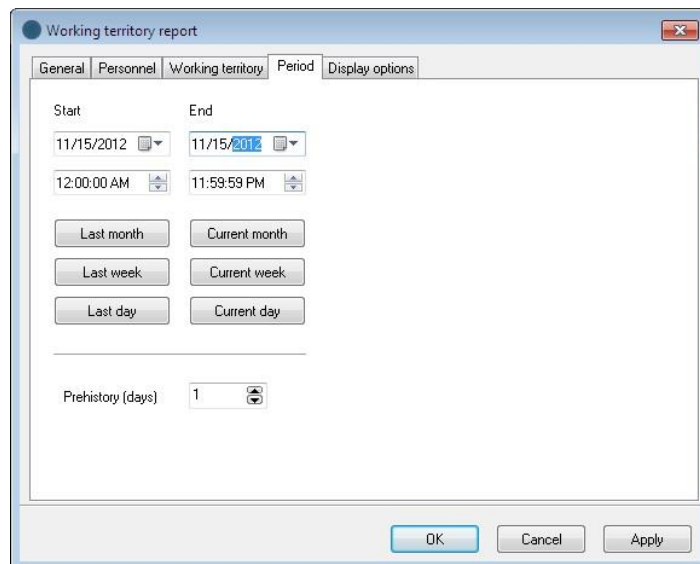


If necessary, working territory may be set straight in report properties window. In this case, working territory, specified in employees' properties window will be ignored. To specify new working territory enable "Override working territory of selected employees" option and assign list of inside and work facilities.

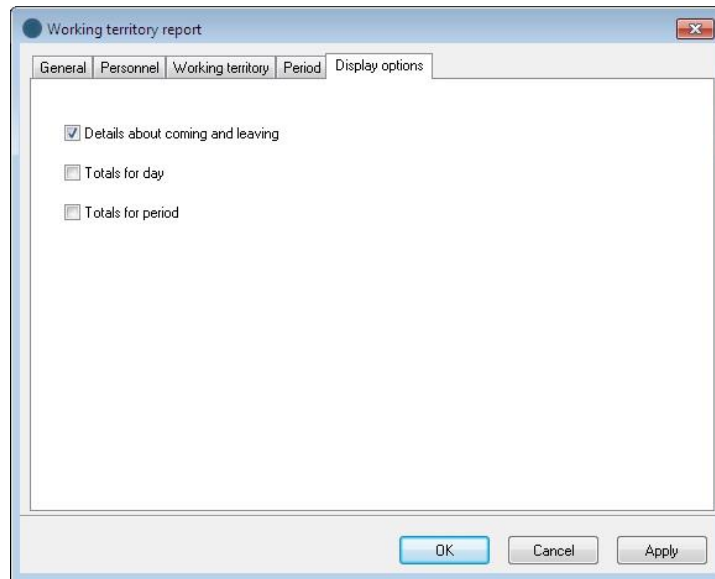
## ADJUSTING TIME INTERVAL

On "Period" tab set necessary range of dates and time interval. Mind, that the time interval should not cross the scope of twenty-four-hours. To calculate work time of employees that came to work before the time interval, set calculation of prehistory of events in "Prehistory" field.

If the interval is set incorrectly, report will contain incorrect data.



## ADJUSTING DISPLAY PROPERTIES



Report may include three types of lines: details about entry and exit, total per day and total per period.

#### Lines containing details about entry and exit

The line displays time of employee's entry to enterprise territory and exit from enterprise territory, time of stay on enterprise territory, and stay on work place without stay in intermediate inside facilities.

If event log displays errors in normal succession of events, report line will contain special note about it:

-**"No start"** – current twenty-four-hours lack event about entry to enterprise territory (employee came during last twenty-four-hours). In this case 0:00:00 time is specified as entry time.

-**"No end"** - current twenty-four-hours lack event about exit from enterprise territory (employee left during next twenty-four-hours). In this case 24:00:00 time is specified as entry time.

-**"No entry"** – there exist events about employee's exit but no events on his entry.

-**"No exit"** – there exist events about employee's entry to workroom and events about his further moving outside workroom, but no event on his exit from workroom.

#### Lines containing total information for 24-hours


The lines display time of first entry and last exit for twenty-four hours, total time of stay on territory and total time of stay on workplace during 24-hours.

#### Lines containing total information for reporting period

The lines display time of entry and exit, total time of stay on territory and time of stay on workplace during reporting period. If unpaired entry/exits to workroom are displayed, "No entry"/"No exit" marks will be noted.

When all report properties are set, press "OK" button. "Report properties changed. Generate new report?" dialog box will emerge. Press "Yes" to generate a report. If

"No" pressed, report properties' changes will be saved but report will not be renewed.

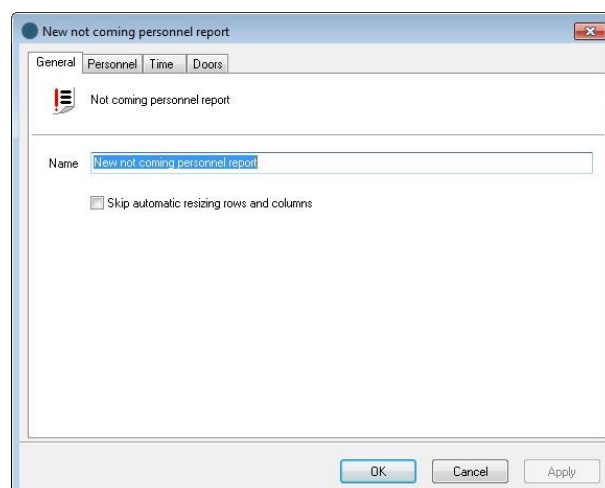
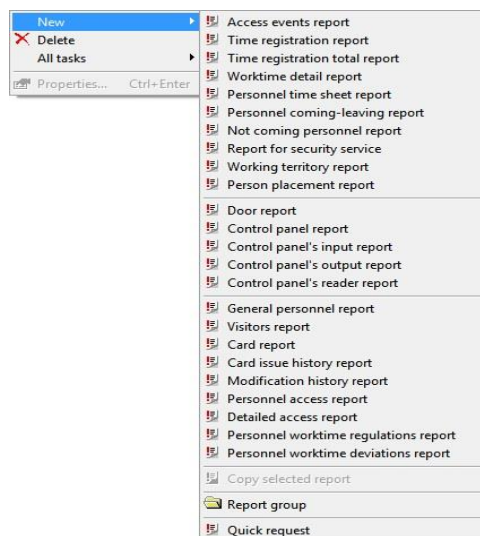
To generate a report press  button on toolbar.

Working territory report						
Start	Employee	Coming	Leaving	Territory	Working Rooms	Marks
15.11.05	Alex Brown	12:16:38	12:47:40	00:31:02	00:31:02	No exit
15.11.05		12:47:40	12:49:19	00:01:39	00:01:39	
15.11.05	John Smith	00:00:00	11:33:04	11:33:04	11:33:04	No start / No exit
15.11.05		11:33:04	11:35:47	00:02:43	00:02:43	
15.11.05		11:36:14	11:36:36	00:00:22	00:00:22	
15.11.05		11:36:36	11:39:02	00:02:26	00:02:26	No entrance
15.11.05		11:39:32	11:39:56	00:00:24	00:00:24	
15.11.05		12:09:28	12:16:21	00:06:53	00:06:53	No exit
15.11.05		12:16:21	12:19:31	00:03:10	00:03:10	
15.11.05		12:19:31	12:22:29	00:02:58	00:02:58	No entrance
15.11.05		12:22:29	12:47:19	00:24:50	00:24:50	No entrance / No exit
15.11.05		12:47:19	12:48:14	00:00:55	00:00:55	
15.11.05		12:48:14	12:49:26	00:01:12	00:01:12	No entrance
15.11.05		12:49:26	23:59:59	11:10:33	11:10:33	No end / No entrance
15.11.05	Peter Lee	12:16:31	12:23:53	00:07:22	00:07:22	
15.11.05		12:47:30	12:48:51	00:01:21	00:01:21	

## REPORT ON MISSING PERSONNEL

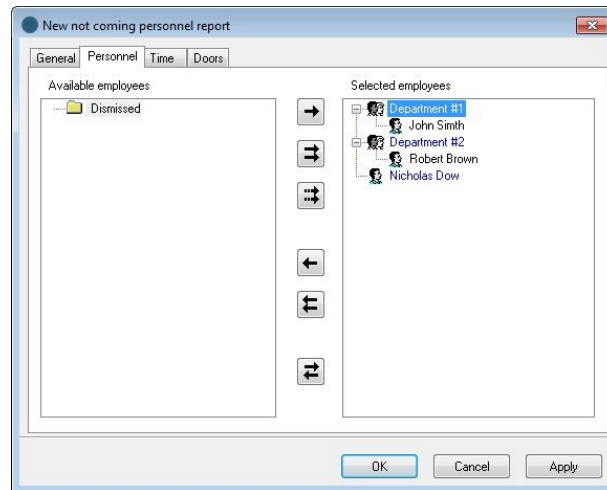
Report on missing personnel is designed to determine the employees and visitors, not once do not hold your card to the reader selected doors during the reporting period.

In the report tree, right-click, select "Add", then the option "Report on missing personnel." The window for the report parameters

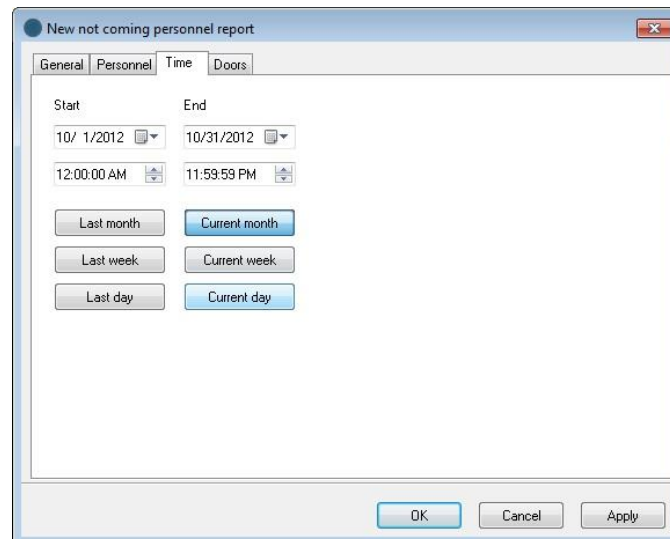




Click on “Personnel” tab

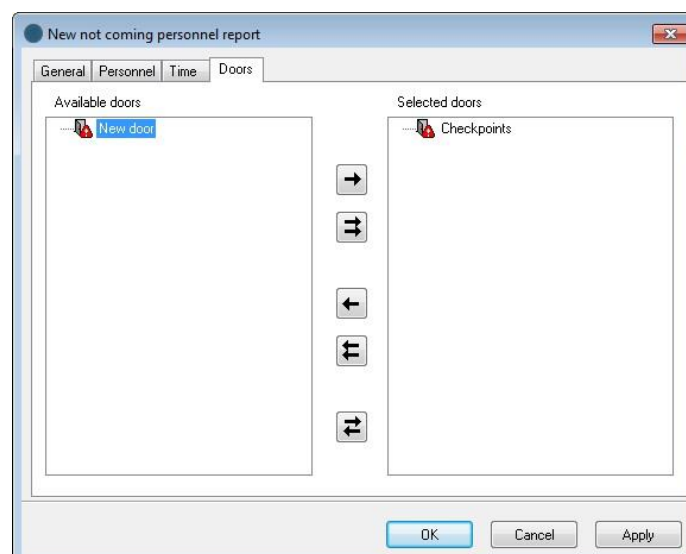


On “Time” tab specify the necessary period of time for report generation




Set «Beginning» and «End» of perion n date and time.

On “Doors” tab specify necessary doors.



When all report parameters are set, press “OK”. Dialog window appears with the following warning: “Parameters of report are modified. Repeat generating report?”. Press “Yes” to generate report. When “No” is pressed, report parameters are saved, but report is not generated repeatedly.

To generate a report you may press  button on toolbar.

Preview window of newly generated report is displayed

New not coming personnel report						
#	Name	Class	Department	Access group	Worktime scheme	Badge
1	Robert Brown	Employee	Department #2	Department #2 access	Department #2 worktime scheme	

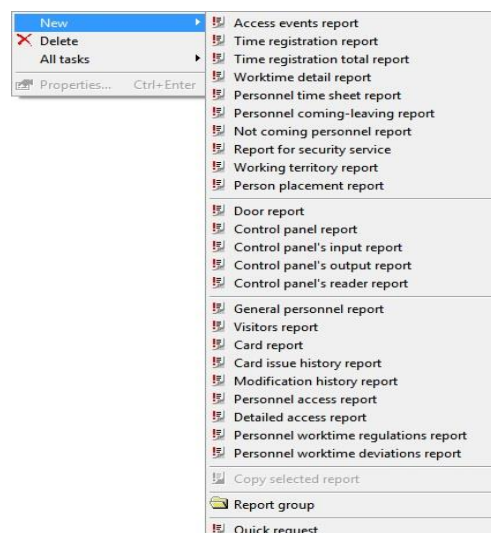
View of generated report may be adjusted, i.e. columns' set and order can be set, and lines can be filtered according to different criteria

## REPORT FOR SECURITY SERVICE

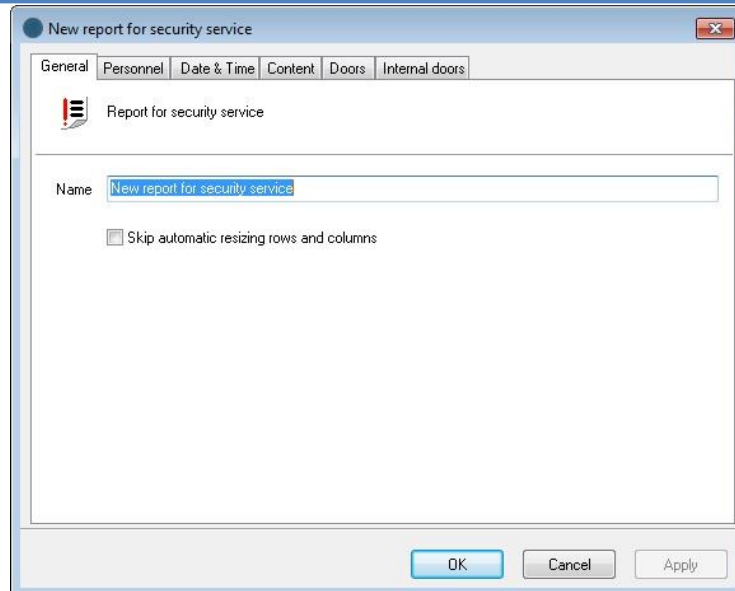
Report for security service is intended for discovering inaccuracy of ordinary timetable for territory visiting. This report reveals such inaccuracies, as entry/exit at the wrong time, time of being late, night stay on enterprise premises, and unexpected appearance on inside premises without registration on outside checkpoint.

*The report reveals inaccuracies of timetable, set as interval NOT crossing 24-hours bounds.*

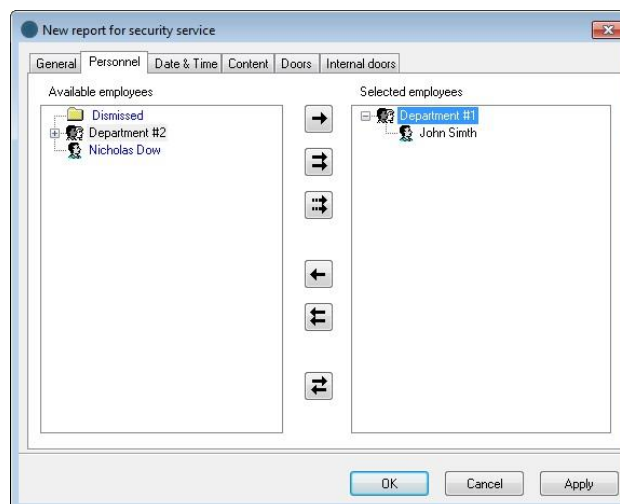
B Right-click on “Reports” tab and choose “New” – “Report for security service” items of context menu



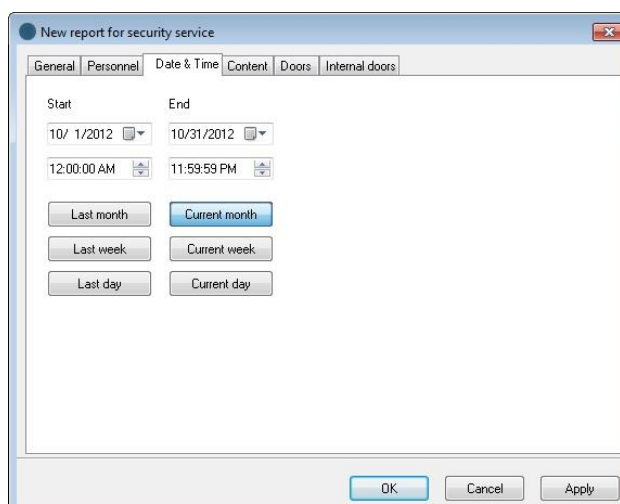
Window for report parameters' setting opens.



On "Personnel" tab, select necessary employees or employees group.



On "Date and time" tab, specify required range of dates. Then, indicate ordinary timetable of enterprise territory attendance by selected employees. Mind, that time interval should not cross 24-hours bounds. For example, time interval from 9:00 till 18:00 is possible, but interval from 22:00 till 6:00 is impossible. If time interval is set incorrectly, then report data will be false.



In “Content” tab specify type of information you are interested in

Specify what deviations of timetable are allowable. For example, if exiting 20 minutes earlier is stated as exit in time, then mark “Coming early” field and set 20 minutes value. Maximal deviation values (in minutes) can be set for coming late, leaving early, and leaving late timetable inaccuracies.

Then, specify which exactly types of deviations you are interested:

**Coming yesterday** – if first event, registered during 24-hours, is exit. Such event may arise if employee spends the night at work. Employee is supposed to enter enterprise premises only after registration on entrance checkpoint.

**Coming early** – if first event, registered during 24-hours, is coming long before allowable timetable deviation

**Coming in time** - first event, registered during 24-hours, is coming at the beginning of work timetable. Maximal allowable early and late coming is set in minutes in “Coming early” and “Coming late” fields correspondingly. For example, timetable is set from 9:00 till 18:00, “Coming early” is set to 20 minutes and “Coming late” – to 5 minutes. Then, coming during time interval 8:40-9:05:59 is stated as coming in time; but coming at 8:39:59 is stated as coming too early, and coming at 9:06 is coming late.

As a rule, coming in time is not stated as timetable inaccuracy. If you mark “Coming in time” option, you will see who comes in time to work

**Coming later** – is coming after timetable beginning. Coming too late exceeds allowable deviation.

**Leaving tomorrow** – last registered event is entry. Then, employee stayed for the night and admittedly will live only tomorrow.

**Leaving early** – last registered event, concerning employee, is exit long before 24-hour timetable ending. Inaccuracy exceeds maximal allowable deviation.

**Leaving in time** - last registered event is exit according to timetable. Timetable deviation is allowable

**Leaving later** – last registered event, concerning employee, is exit after set time interval. Inaccuracy exceeds maximal allowable deviation.

Note, that even, if employee left too late, but then came back, “Leaving tomorrow” event is registered.

**Unexpected appearing inside** – employee is registered first at the inside access points of premises, but not at the outside. To define this kind of inaccuracy, specify groups of inside access points, which can be accesses only after passing through outside checkpoints

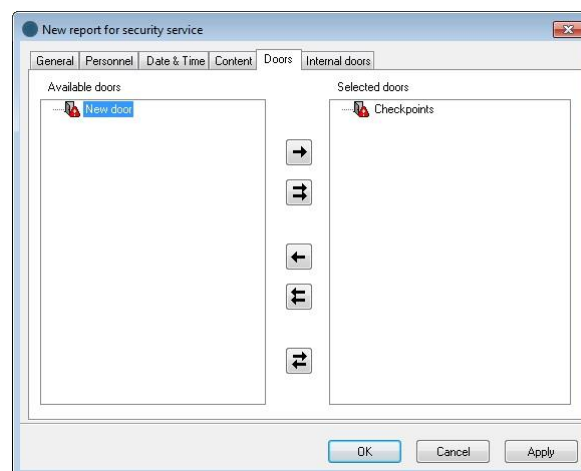
Unexpected appearance may arise in two possible cases. First, employee exits enterprise territory not through outside checkpoints, but by roundabout way, without security notice. Second, card is stolen from another employee.

However, it may also happen, that employee exits premises before reported interval and stayed for the night. For example, report is generated on December 1, but employee comes to work on November 31 and stays at work for the night. On 1st of December, he uses his card to access inside premises. In fact, the employee has no “Unexpected appearance” inaccuracy, but just “Coming yesterday” inaccuracy of timetable. When analyzing following days, function of reports generation, does not state “Coming yesterday” as “Unexpected appearance”.

#### SELECTING DOORS

On “Doors” tab, choose door or doors group that correspond to checkpoint or several checkpoints.

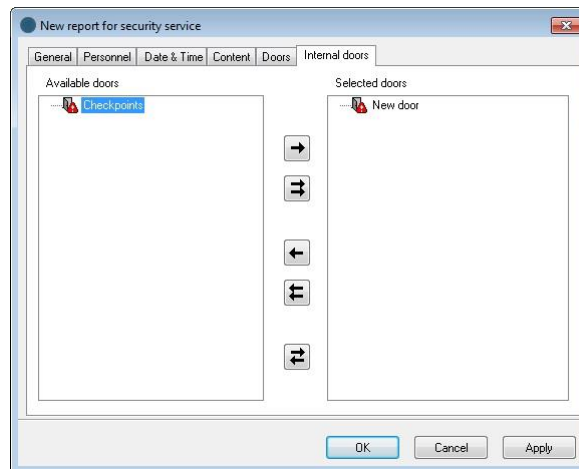
Events on all access points of selected doors are included in report. Event, registered on entry point of door is stated as employee entry, and on exit point as employee exit



Checkpoints, mounted in reverse way, i.e. entrance from the inside and exit on the outside, cannot be included in report.

Only events on selected doors are included in report. Events on other doors are ignored. Exit on RTE button pressing is not taken into account by the system, hence single-sided door with RTE button must be inside. Set double-sided or single-sided doors without RTE button at checkpoints.

On “Internal doors” tab choose door or doors group, corresponding to inside premises without exit to outside. It is necessary for revealing of unexpected appearance on the inside.



Press “OK” button. Confirm creating of report in dialog box.

Example of report for security services

New report for security service						
Date	Place (coming first)	Time (coming first)	Coming later duration	Place (leaving last)	Time (leaving last)	Place (unexpected appearing inside)
03.10.12	Entrance of Office door	12:16	12:16:38	Exit of Office door	12:49	
03.10.12	Entrance of Office door	12:16	12:16:27			
03.10.12	Entrance of Office door	12:09	12:09:30	Exit of Office door	12:48	
03.10.12	Entrance of Adm. door	11:32	11:32:59			Entrance of Adm. door
03.10.12	Entrance of Office door	12:09	12:09:41	Exit of Office door	12:49	Entrance of Adm. door

Depending on selected types of timetable inaccuracies, some columns may be missing. If necessary, they may be added in table properties window, which is displayed by toolbar button pressing.

“Date” column indicates day of timetable inaccuracy.

“Coming first” columns indicate place and time of first entry. If a line corresponds to “Coming yesterday” inaccuracy, “Coming first” columns are not filled

“Leaving last” columns indicate place and time of last exit. For “Leaving tomorrow” inaccuracy, the columns are not filled. If employee violates several regulations, for example, stayed for the night yesterday and today, then “Coming first” and “Leaving last” columns will be empty.

“Unexpected appearing inside” columns indicate place, i.e. inside access point, and time of access, only if inside access is the first event during 24-hours

“Employee” and “Department” columns indicate personal data of employee. In table properties, you may set special information about employee, for example, his duties.

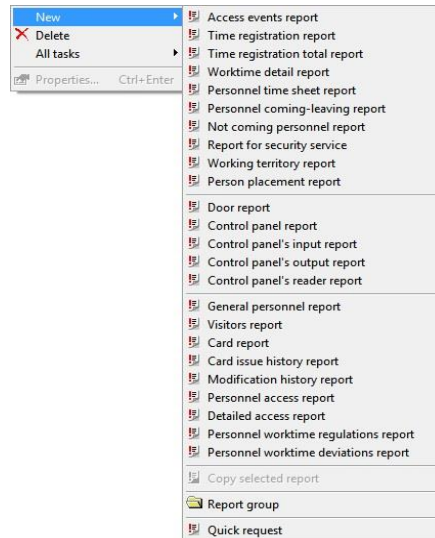
View of generated report may be adjusted, that is column’ set and order specified, lines filtered on wide variety of criteria (refer to “Displaying, exporting and printing reports” section).

#### REPORT ON EMPLOYEES’ LOCATION

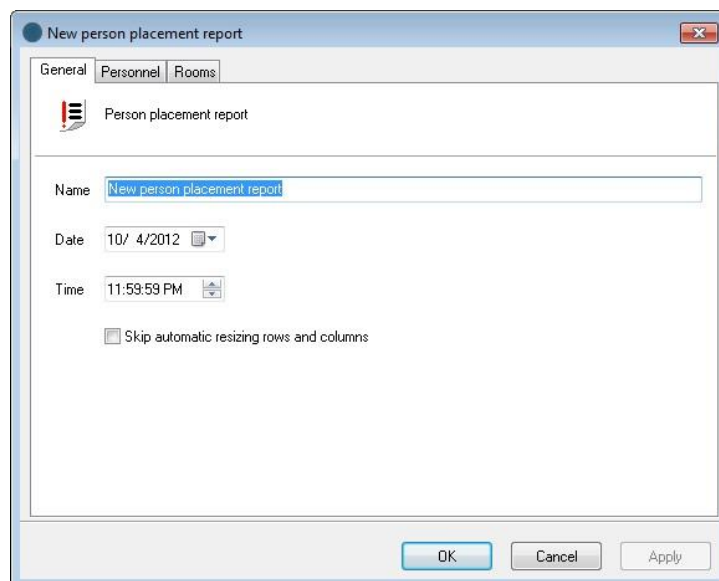
As rooms may be set as double-sided as well as single-sided, using the report, last room, where employee entered may be detected. Operator should take into account,

that some rooms are equipped with RTE buttons, that is why report on employee location may turn to be out of date.

Right-click on “Reports” tree and choose «New” – “Report on employees’ location” items of context menu. Window of report properties opens.



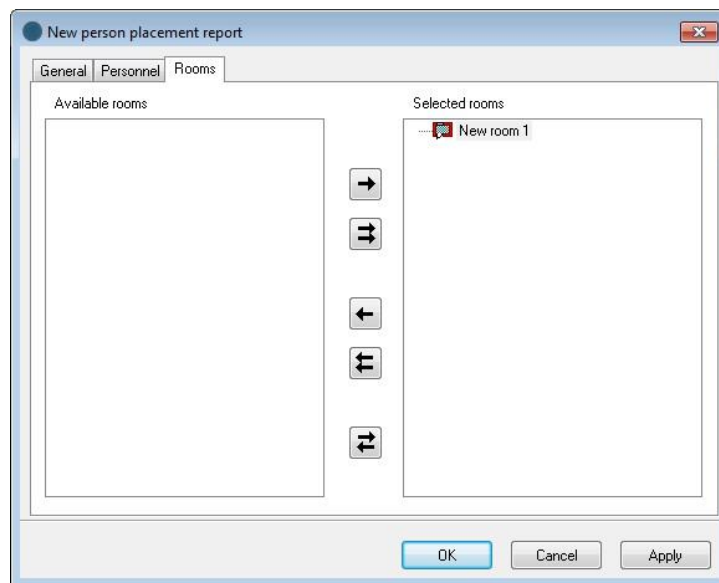
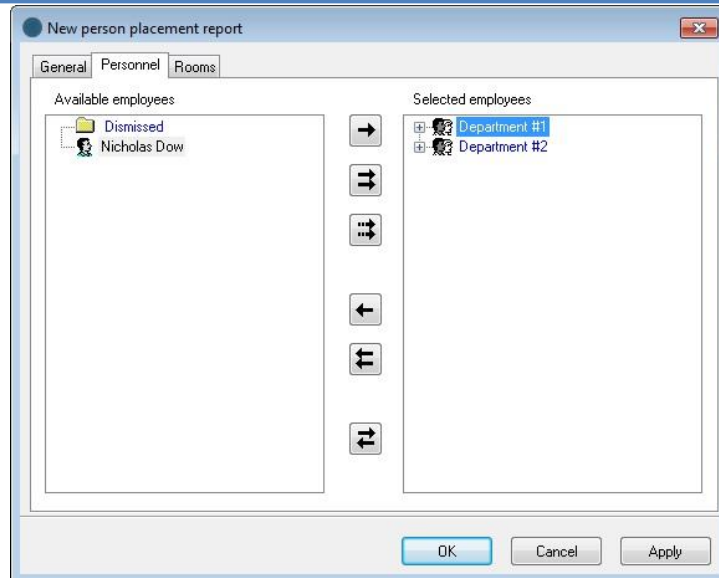
“General” tab contains “Name” field and fields for date and time specifying. Enter report’s name in “Name” field. Select necessary date in “Date” field, and choose necessary time for detecting of employee’s location at the specified moment.



This window contains two hierarchical personnel lists to the left and to the right. Tree to the left reflects list of employees not included in report, list to the left enumerates employees, whose events will be reflected in report. Use arrow-buttons to select/deselect employees for the report.

Press “OK” button, when all report parameters are specified. To generate a report, choose “Yes” in the dialog box displayed. If you choose “No”, report parameters are saved, but the report is not generated.

To generate a report, press  button on the toolbar



View of generated report may be adjusted, that is column' set and order specified, lines filtered on wide variety of criteria (refer to "Displaying, exporting and printing reports" section).

New person placement report			
Time	Place	Employee.Name	Employee.Department
03.10.12 12:19:24	Administration	Alex Brown	INC
03.10.12 12:26:52		Amanda Dato	Employees
03.10.12 12:26:57		Joe Davit	



## REPORT ON HISTORY OF DATABASE CHANGES

The report is intended for tracing of changes made by operator to database.

Changes' tracing must be enabled on "History of database changes" tab of "Adjustment" window. Types of traced events are selected on the same tab.

Right-click on reports tree, choose «New» item and "Report on history of database changes" sub-item of context menu. Report properties window will appear.

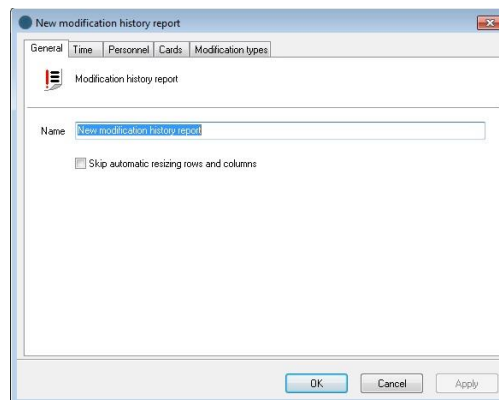
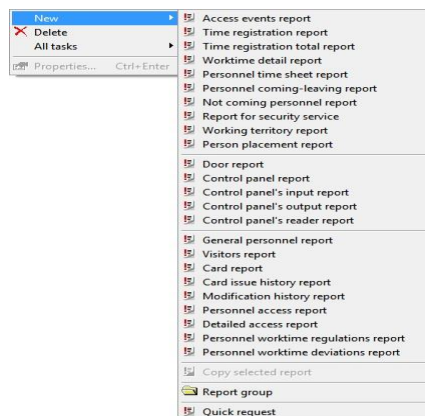
Specify or change report name on "General" tab.

Set reporting period on "Period" tab.

On "Personnel" tab, choose employees, whose data changes will be traced.

On "Cards" tab, choose cards, which data changes will be traced.

On "Modification types" tab, choose changes that will be traced:



Generate new report?" dialog box will appear. Press "Yes" to generate a report. If "No" pressed, report properties' changes will be saved but report will not be renewed.

To generate a report press  button on toolbar.

New modification history report							
#	Date & time	User	Host	Card	Employee	Department	Description
1	31.10.12 14:06:23		master@test-a920e7c178				Card deleted (123456 - FFFF123456)

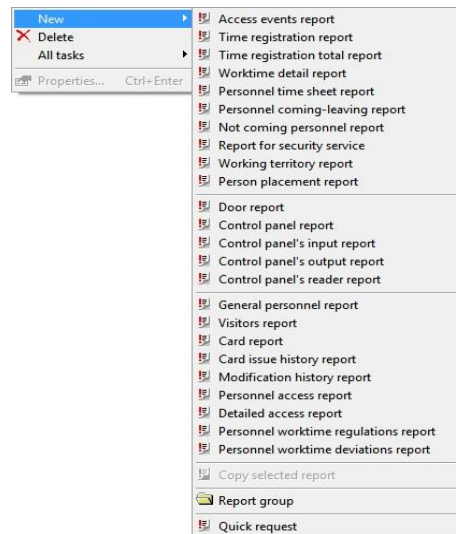
View of generated report may be adjusted, i.e. columns' set and order can be set, and lines can be filtered according to different criteria.

When employee or card is deleted, history of changes is lost: some records are deleted, others contain null employee reference.

## SIMPLE WORKTIME REPORTS

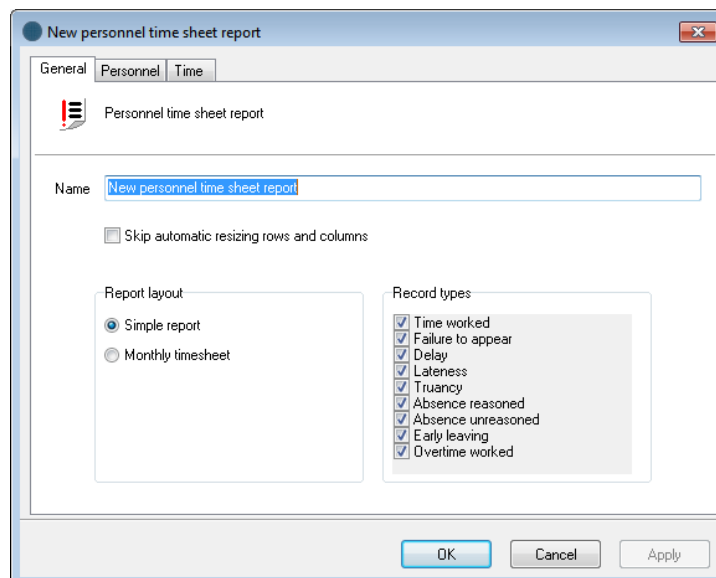
## PERSONNEL TIME SHEET REPORT

Right-click on "Report" tree and choose "Personnel time sheet report" item of context menu. Window with report parameters opens.



The window has three tabs: General, Personnel and Time.

Specify report's name on "General" tab. The name will be reflected in personnel tree.

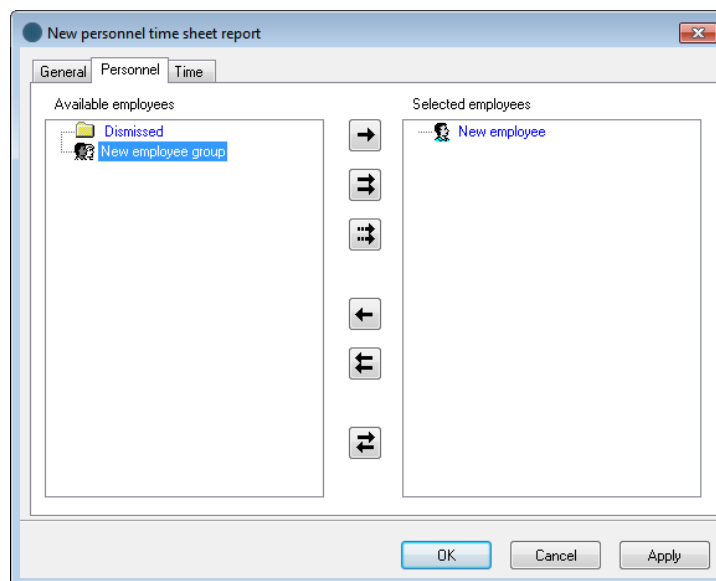


Then select one of three report variants:

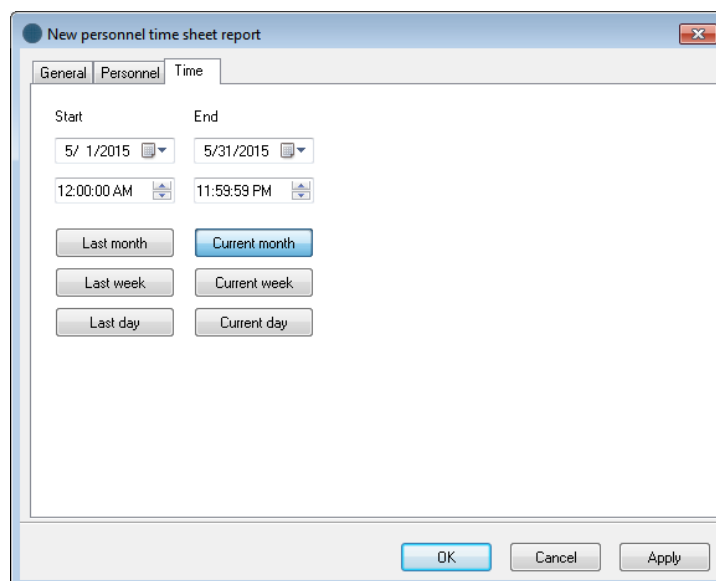
1. Simple report – contains data in one big table
2. Complex report – consist of several small tables, headed with department and employee name. Unavailable for event types "Coming late" and "Leaving early".
3. Monthly timesheet – is report headed with month and selected department names and number of employees in the selected department. Pay attention that:

- Record types are unavailable;
- If not all employees of the department selected, the department name will not appear in report header;
- If report period is less than month, only columns for dates, corresponding to the selected period, filled in report;
- If report period is more than month, it will contain several tables with columns for dates, corresponding to the selected period, filled in report.

Click on “Personnel” tab and select necessary employees (for window operation details refer to “Adjusting report parameters” section)




Set time interval of events, included in report, on “Time” tab (for window operation details refer to “Adjusting report parameters” section)



Date and time of interval start and end are set in “Start” and “End” fields of “Time” tab. Report displays first entry and last exit of every twenty-four-hours of the period. In addition, difference between first entry and last exit is displayed.

When all report parameters are set, press “OK”. Dialog window appears with the following warning: “Parameters of report are modified. Repeat generating report?”. Press “Yes” to generate report. When “No” is pressed, report parameters are saved, but report is not generated repeatedly.

To generate a report you may press  button on toolbar.

Preview window of newly generated report is displayed. For example – monthly timesheet report:

New personnel time sheet report																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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View of generated report may be adjusted, i.e. columns’ set and order can be set, and lines can be filtered according to different criteria

**WORKTIME REPORTS**

In the context of work time calculation, “U-Prox IP” gives the following opportunities:

- Computing of time worked-out by each employee, according to a schedule (day, night, overtime and so on).
- Taking into account and masking of small time-table deviations (coming later for some minutes, leaving some minutes earlier and so on).
- Calculation of work schedule inaccuracies (being too late, prolonged absence, truancy and so on).
- Calculation of reasoned schedule inaccuracies (sick-list, business trip, leave warrant and so on).

Initial data are those about employees, working schedule, workrooms and event log.

Work time calculation function forms different employees’ and their groups’ work time reports.

Work time configuration requires implementation of some steps, described above:

- Workroom definition (refer to “Creating rooms” section).
- Work schedules’ setting (refer to “Adding new group” section).

During time attendance function use, it is necessary to correct work time by means of exceptions (good reasons) and generate reports.

**TIME REGISTRATION REPORT**

Report on work time is intended for calculation of employees’ working time and detecting of timetable inaccuracies. It is generated according to event log and timetable information.

Work time calculation function compares employee’s movements on enterprise territory to work time regulations, and detects, when employee worked according to timetable, when he was absent, and when worked overtime.

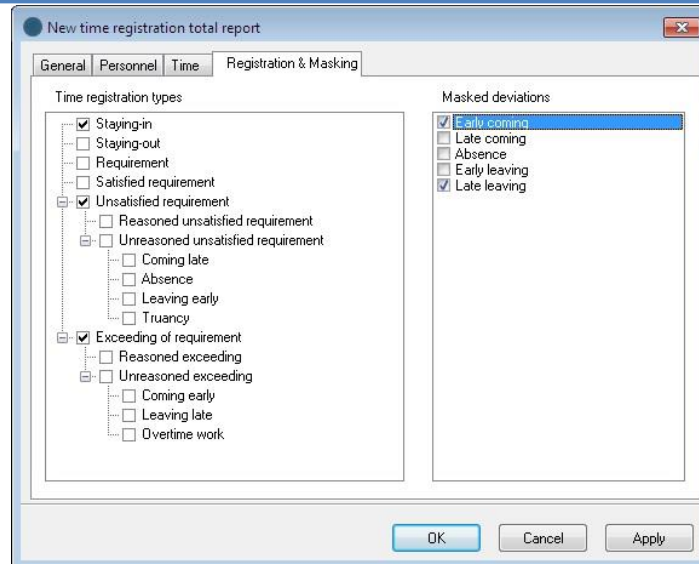
The function ignores unpaired entry/exits into premises. For example, if event log contains entry at 9:00, entry at 14:00 and exit at 18:00, the function ignores entry at 9:00 and calculates only stay on territory from 14:00 till 18:00.

The following time intervals’ categories and subcategories may be included in report:

<b>№</b>	<b>Category or subcategory</b>	<b>Comments</b>
1	Staying in	Time, employee stayed inside workrooms (it is calculated with no dependence on timetable).
2	Staying outside	Time, employee stayed outside workrooms (it is calculated with no dependency on timetable)
3	Required obligatory presence	Time, employee must stay inside workrooms. It is calculated by time intervals’ of “Obligatory presence” type regulations’ union
4	Satisfied requirement of obligatory presence	Time, employee met the requirement of obligatory presence inside definite workroom. If the same time interval embraces several regulations of “Obligatory presence” type, it is necessary for the employee to stay inside any room stated in these regulations.

5	Absence at work time	Time, employee must stay inside workroom but stays outside it.
5.1	Well-founded absence	Absence at work time on the grounds of at least one regulation of "Allowed absence" type.
5.2	Unfounded absence	Absence at work time not regulated by any rule of "Allowed absence" type.
5.2.1	Coming late	Ungrounded absence at the beginning of work time interval. Workday with a break consists of two work intervals, for example, 9:00-13:00 and 14:00-18:00 (break from 13:00 till 14:00). Coming at 9:15 and 14:15 is considered being late.
5.2.2	Being away	Ungrounded leave in the middle of work time interval
5.2.3	Early leaving	Ungrounded leaving before the end of time interval. In case of two time intervals of workday, going early for break is also considered early leaving.
5.2.4	Truancy	Ungrounded absence from work during the whole work time interval. In case of two time intervals' workday, coming after daybreak is also considered truancy.
6	Working overtime	Time, when an employee must not stay inside workroom, but he does.
6.1	Well-grounded overtime working	Overtime work regulated by at least one rule of "Allowed presence" type.
6.2	Ungrounded overtime working	Overtime work not regulated by any of "Allowed presence" rules.
6.2.1	Early coming	Coming to work before work time start, if leaving takes place after work time start. For example, work time interval is 9:00-18:00. If employee comes at 8:30 and leaves at 10:00 then 8:30-9:00 is considered to be early coming. But if an employee comes at 8:30 and leaves at 8:45 (before work time start) then 8:30-8:45 is considered to be overtime work (see 6.2.3)
6.2.2	Late leaving	If an employee stays inside workrooms according to "Obligatory presence" or "Allowed presence" regulations but leaves after regulations' validity time, time from work time end until leaving is considered late leaving.
6.2.3	Work over and above schedule	Time between employee coming and leaving, if coming as well as leaving take place before or after work time.

Small inaccuracies can be masked. If time intervals fall into one of the following categories – "Late coming", "Absence", "Early leaving", "Early coming" or "Overtime work" and their duration in minutes does not exceed employee work time parameters, inaccuracies will not be displayed after masking switching on. For example, even if employee comes to work at 8:59, report will display 9:00.



Specify period, select employees, time categories and mark masked inaccuracies in parameters of report on work time.

As a result, the following report will be generated:

Department	Employee	Date	Start	Finish	Out	Com.lat.	Abs.	Leav.ear.	Com.Ear.	Leav.Lat.
INC	Alex Brown	2012.05.05	09:00	13:00	04:00					
			13:54	14:00					00:06	
			14:00	17:59	03:59					
			17:59	18:00				00:01		
		2012.05.06	09:00	09:02		00:02				
			09:02	13:00	03:58					
			13:00	13:07						00:07
			13:25	14:00					00:35	
			14:00	16:59	02:59					
			16:59	18:00				01:01		
		2012.05.07	09:00	10:00		01:00				
			10:00	11:05	01:05					
			11:05	11:08			00:03			
			11:08	11:30	00:22					
	John Smith	2012.05.05	09:00	13:00	04:00					
			13:54	14:00					00:06	
			14:00	17:59	03:59					
			17:59	18:00				00:01		

Every report line contains description of one time interval for one employee. "Department" and "Name" columns contain names of department and employee accordingly. Day, containing time interval, is indicated in "Date" column. "Start" and "Finish" columns correspond to time interval beginning and end. Further go columns corresponding to various time categories, where interval duration is indicated.

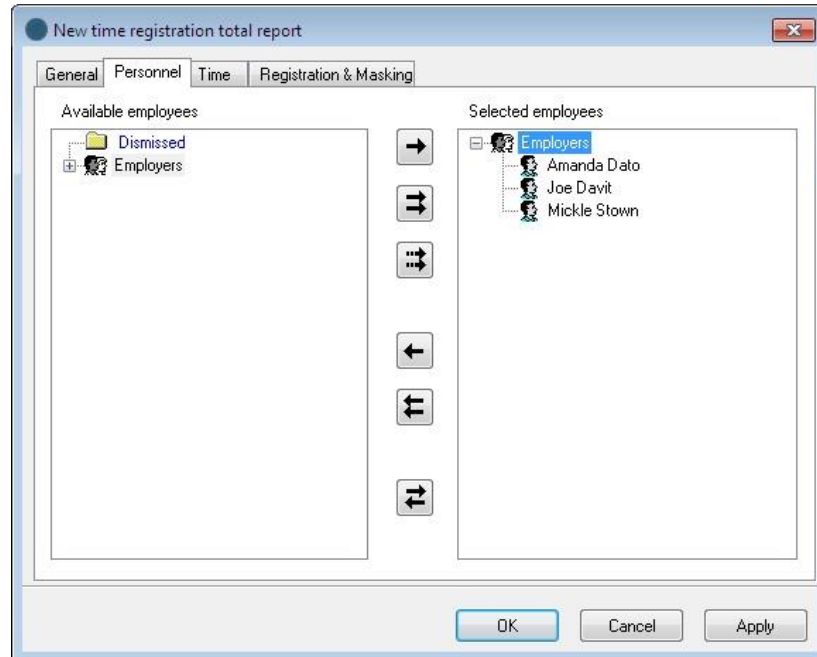
*The report accounts prehistory and post-history of events for employees. For example, if employee entered territory before period specified in report and there are no events about his exit until the beginning of reporting period, his stay is calculated.*

View of generated report may be adjusted, that is column' set and order specified, lines filtered on wide variety of criteria (refer to "Displaying, exporting and printing reports" section).

## TIME REGISTRATION TOTAL REPORT

Use report on work time total, to generate a report, reflecting work time total of employee/employees during some period, e.g. during a week. This report summarizes data of report on work time, so that each line indicates an employee and each field reflects total sum over a set period

Specify list of necessary employees to create a report.



Indicate necessary period for report creation:



Specify timetable regulations and deviations to be reflected in report:



Example of report on work time total:

New time registration total report					
#	Department	Employee	In	Unsat. Req.	Exceed.
1	Employers	Mickle Stown	386:12:29	18:08:00	
2		Amanda Dato	378:34:10	25:46:19	
3		Joe Davit	388:01:03	16:19:26	

View of generated report may be adjusted, that is column' set and order specified, lines filtered on wide variety of criteria (refer to "Displaying, exporting and printing reports" section).

#### DETAILED ADDITIONAL REPORT ON WORK TIME

Use detailed additional report on work time to reflect when employee stayed on his working place, his work time total over each day of a period and over the whole period. This report summarizes data of report on work time so that, in addition to detailed information on work time of employee, it has one additional line on each day of a period and another additional line for total sum of a period. Each field of a line reflects total sum of a set period.

Specify list of necessary employees to create a report:

Indicate time interval for report creation:

**New worktime detail report**

General | Personnel | Time | Display options

Start: 1/2/2012 12:00:00 AM  
End: 5/31/2012 11:59:59 PM

Buttons: Last month, Current month, Last week, Current week, Last day, Current day

OK Cancel Apply

Specify work time regulations:

**New worktime detail report**

General | Personnel | Time | Display options

Time format  
☒ Show seconds in time intervals

Details  
☒ Work time details  
☒ Exceptions details  
☒ Attendance details  
☒ Day coming, leaving and movement counts  
☒ Hours worked  
☒ Deviations  
☒ Absence in the middle of work time

Totals  
☒ Totals for day  
☒ Totals for period  
☒ Before details

Night period  
☐ Hours worked at night  
 Start: 10:00:00 PM End: 6:00:00 AM

OK Cancel Apply

Example of detailed report on work time:

#	Department	Employee	Date	Start	Finish	In	Unsat.Req.	Exceed.	Out	Com.lut.	Abs.	Leav.ear.	Com.Ear.	Leav.Lat.
1	INC	John Smith	01.05.12	00:00	04:00:00				04:00:00					
2				04:00	13:00:00		09:00:00		09:00:00					
3				13:00	14:00:00				01:00:00					
4				14:00	20:00:00		06:00:00		06:00:00					
5				20:00	24:00:00				04:00:00					
6			02.05.12	00:00	04:00:00				04:00:00					
7				04:00	13:00:00		09:00:00		09:00:00					
8				13:00	14:00:00				01:00:00					
9				14:00	20:00:00		06:00:00		06:00:00					
10				20:00	24:00:00				04:00:00					
11			03.05.12	00:00	04:00:00				04:00:00					
12				04:00	13:00:00		09:00:00		09:00:00					
13				13:00	14:00:00				01:00:00					
14				14:00	20:00:00		06:00:00		06:00:00					
15				20:00	24:00:00				04:00:00					
16			04.05.12	00:00	04:00:00				04:00:00					
17				04:00	13:00:00		09:00:00		09:00:00					
18				13:00	14:00:00				01:00:00					
19				14:00	20:00:00		06:00:00		06:00:00					
20				20:00	24:00:00				04:00:00					
21			05.05.12	00:00	04:00:00				04:00:00					
22				04:00	13:00:00		09:00:00		09:00:00					
23				13:00	14:00:00				01:00:00					
1														

View of generated report may be adjusted, that is column' set and order specified, lines filtered on wide variety of criteria (refer to "Displaying, exporting and printing reports" section).

## ANNEX A. TYPES OF EVENTS.

Type of event	Event
<b>Access Denial</b>	Access Denied – room owner is absent
	ALARM state. Access denied
	Antipassback
	Blocked card detected. Access denied
	BLOCKED mode. Access denied
	Card has been placed into container
	Card is not valid
	Card period of validity expires. Access denied
	Entry denied
	Exit denied
	Global antipassback. Access denied
	Global antipassback. Wrong pass
	Group access denied
	Group access for members of same group denied
	Invalid PIN entered
	Lost card detected. Access denied
	Pass count exhausted
	Timed antipassback
	Time-out at PIN entering
	Time-out during group access
	Unknown card. Access denied
<b>Access grant</b>	BLOCKED mode. Access granted
	Door remained closed
	Entry granted
	Entry occurred
	Exit granted
	Exit occurred
	Locked by PC operator
	Relay switched off
	Relay switched on
	RTE button pressed. Access granted
	Unlocked by PC operator
	WARNING: antipassback violation
<b>Alarms</b>	ALARM state end
	ALARM state start
	Alarm under duress
	Blocked mode
	Card attempts. ALARM state
	Door closed in alarm
	Door forced open

	Door opened too long
	Free pass mode
	Main mode
<b>Cards registration</b>	Cards enrollment end
	Cards enrollment start
	New card enrolled
<b>Control panel loading</b>	Cards list changed
	Control panel restart
	Date/time changed
	Day mode started
	Hardware control schedule changed
	Holidays changed
	Leave program mode
	New mode operation start
	Night mode started
	Non-weekly schedules changed
	Routing table changed
	Start program mode
	Time zones changed
	Week schedule changed
<b>Hardware control by schedule</b>	Door blocked mode by schedule
	Door free pass mode by schedule
	Door main mode by schedule
	Loop shunted by schedule
	Loop supervision restored by schedule
	Output activated by schedule
	Output deactivated by schedule
	PIN-code disabled by schedule
	PIN-code enabled by schedule
	Reader masked by schedule
	Reader unmasked by schedule
<b>Loops state change</b>	Loop is in BROKEN state
	Loop is in NORMAL state
	Loop SHORTED
<b>Software events</b>	"U-Prox IP" application started
	"U-Prox IP" application stopped
	Operator login
	Operator logout
<b>Troubles</b>	Battery restored
	Card container is 100% full
	Card container is 75% full
	Card container is empty
	Card container tamper alarm
	Card container tamper restored
	Control panel connection is up

	Control panel connection lost
	Control panel reset
	Control panel tamper alarm
	Control panel tamper restored
	Fuse is broken
	Internal communication lost
	Internal communication restored
	Low battery
	Mains power fail
	Mains power restoral
	Output trouble
	Reader fault
	Reader restored
	Restart after power restoral
	Synchronization failed
<b>General</b>	Detected new control panel
	Firmware updated
	Unknown event

## ANNEX B. DATA IMPORT AND EXPORT. ACSDataExchange UTILITY

AcsDataExchange software is used to perform data export and import in ACS U-Prox IP.

AcsDataExchange allows to perform:

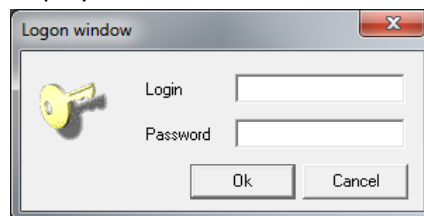
1. Full export and import of database in XML data format
2. Personnel and RF IDs export and import in text with tab separated data format (Personnel TXT)

*Stop U-Prox IP software before export or import procedure executing*

### WORKING WITH THE ACSDataExchange UTILITY

Start AcsDataExchange.EXE file from the “All Programs” menu or from the directory where “U-Prox IP” software is installed to launch utility.

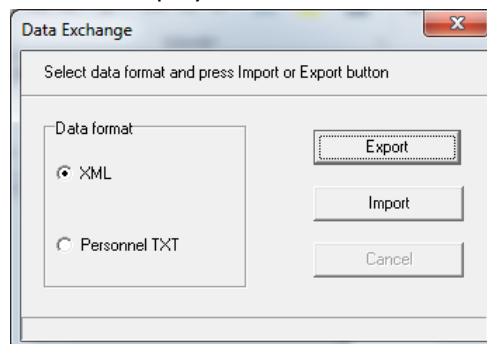
System logon window will display:



Enter administrator's login, password, and press “OK”.

It is not necessary to enter login and password if you have not registered any user yet. In this case, press “OK” at once. Every system function will be available to you.

After program start the window will display:

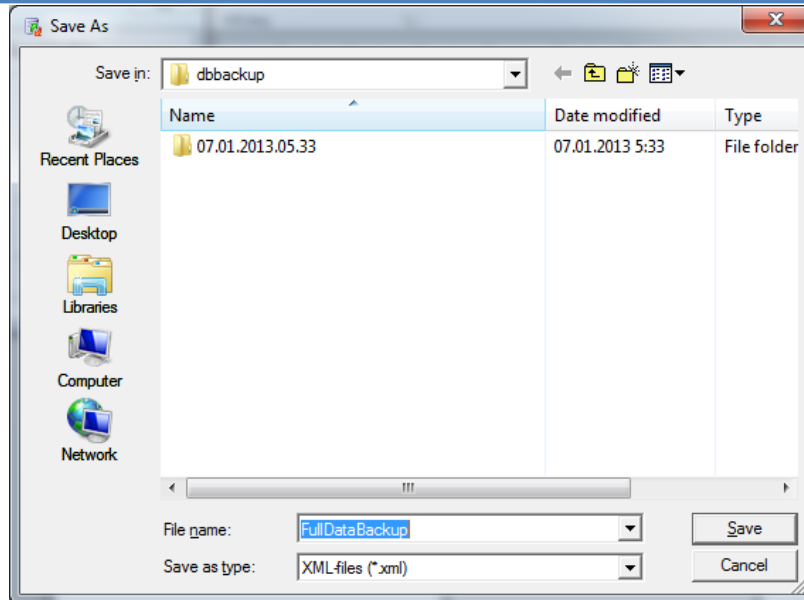


Select program's data operation format – XML or Personnel TXT. Press Import button to import data into database, or Export button for data saving.

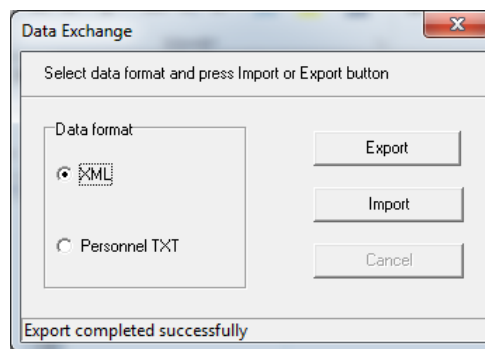
### XML DATA FORMAT

#### EXPORT

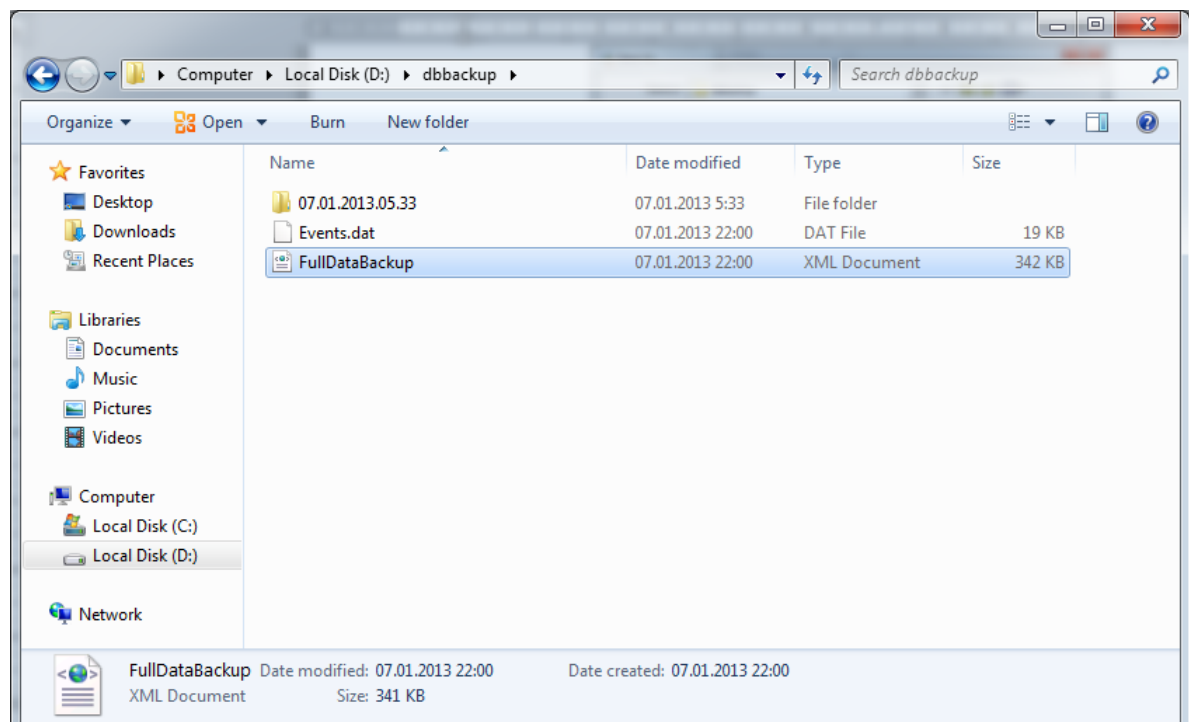
Standard dialog “Save As” will appear after “Export” button press. Select folder to save data to, enter file name and press button “Save”.



The message “Export completed successfully” will appear on bottom of window after process finish.

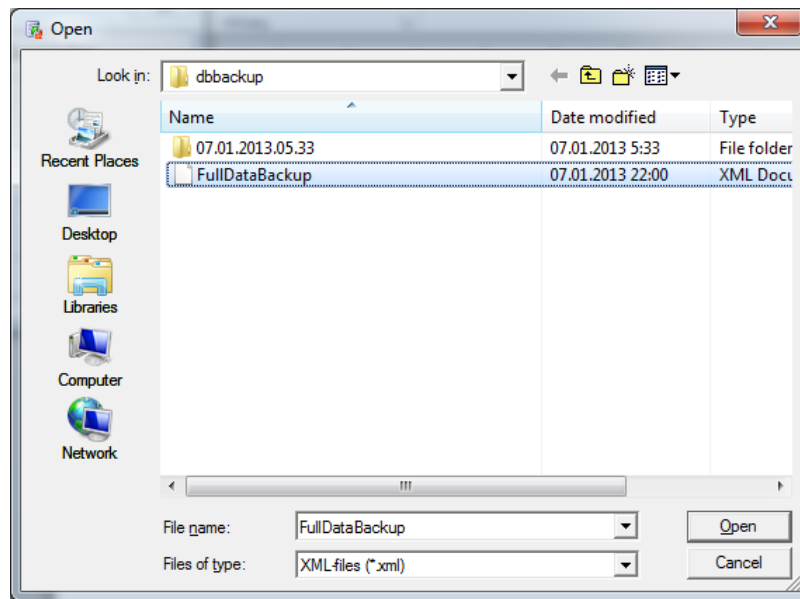


Two files will be created in the folder after export process finish. First file in XML format contains data about all configuration elements, second file – Events.dat contains access events.

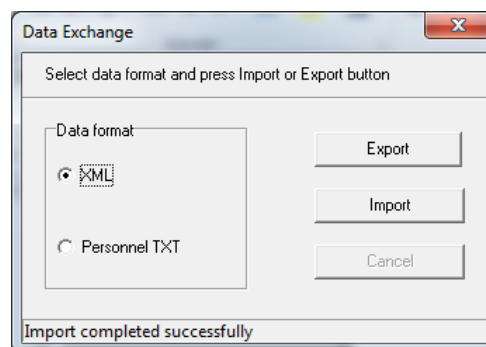


## IMPORT

Standard dialog “Open” will appear after “Import” button press. Select folder where data stored, then select file and press button “Open”.



The message “Import completed successfully” will appear on bottom of window after process finish.



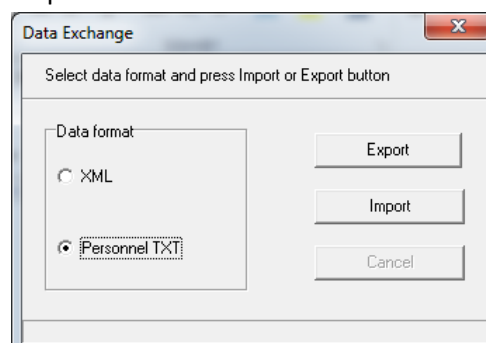
After import

- Data that exist in the database and in the XML file will be overwritten
- Data that not exist in the database and exist in the XML file will be added
- Data that exist in the database and not exist in the XML file will not be changed

## PERSONNEL TXT DATA FORMAT

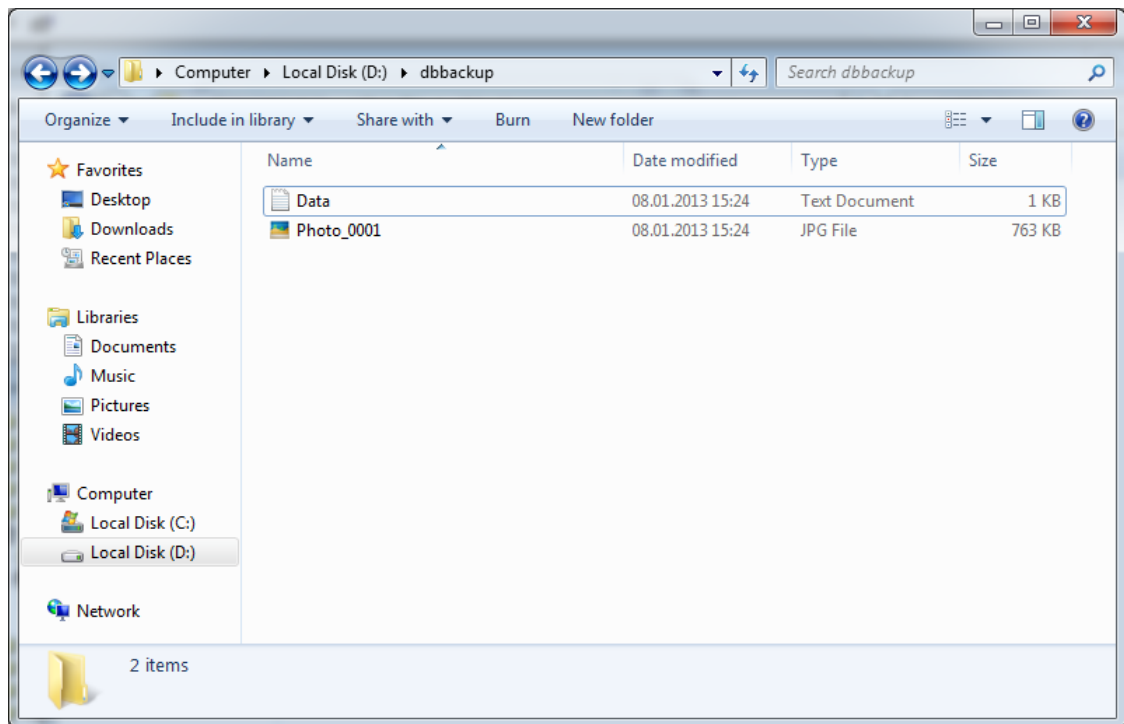
Personnel TXT data format allows to work only with personnel data: employer’s name, department, RF ID and so on.

Work with data import and export is similar to work with XML data format.

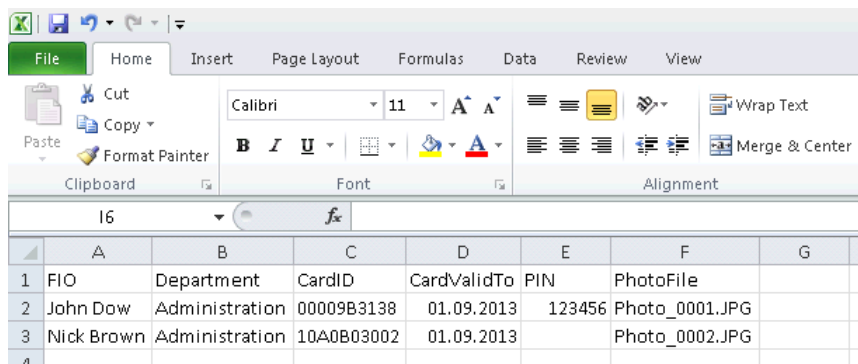




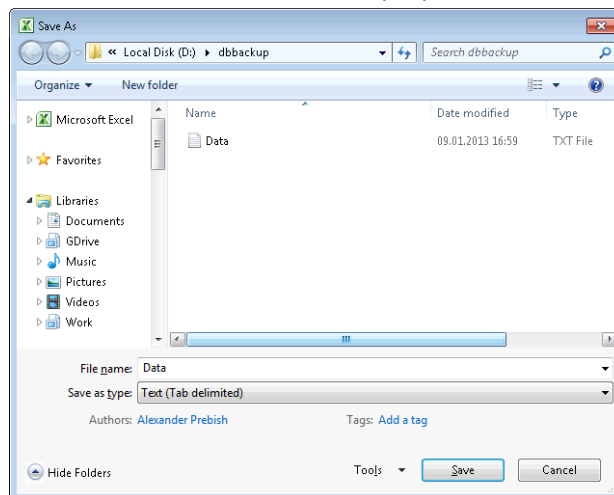
The message “Personnel exported” will appear on bottom of window after process finishing. The text file, and JPG images with employer photos will be created in the selected folder after export process.



File for import can be created manually with Microsoft Excel for example. First row have to contain headers of data columns. It's not necessary to write all headers (see overview below) just some of them.



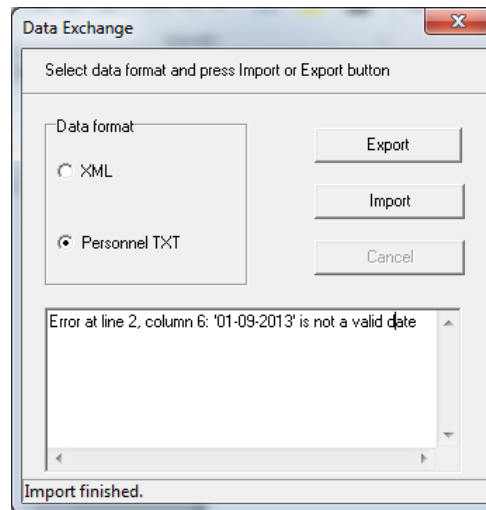
Save data to text file with tab delimited format after preparation.



Employees' photos in JPG image file format must be placed in the same folder with the file in Personnel TXT format.

The message "Personnel imported" will appear on bottom of window after process finish.

If errors appear during export or import messages will be shown in window.



After import

- Data that exist in the database and in the Personnel TXT file will be overwritten
- Data that not exist in the database and exist in the Personnel TXT file will be added
- Data that exist in the database and not exist in the Personnel TXT file will not be changed

#### DATA HEADERS

<b>FIO-</b>	First and Last name
<b>Department -</b>	Employers department. If field is empty employer's record will be placed to the root of Personnel folder.
<b>FieldGroup -</b>	Additional field group name
<b>Badge -</b>	Badge template
<b>CardID -</b>	RF ID card code
<b>CardValidTo -</b>	RF ID expiration date
<b>PIN -</b>	Additional PIN to RF ID code
<b>CardStatus -</b>	Card status: 0 – Disabled, 1 – Enabled, 2 – Blocked, 3 – Lost, 4 – Defective.
<b>Security -</b>	Security service RF ID option: 0 – disabled, 1 – enabled.
<b>Disalarm -</b>	RF ID option: Disalarm. 0 – disabled, 1 – enabled.
<b>VIP -</b>	RF ID option: VIP. 0 – disabled, 1 – enabled.
<b>PhotoFile -</b>	Image file name with employer photo.

## HOW TO SEND REPORTS BY E-MAIL FOR ACS "U-PROX IP"

"U-Prox" software provides reports send over e-mail with AcsDataExchange utility.

*Attention! This option is available if you have U-Prox e-mail module license.*

In your case you must create report template you need ("**WorktimeReport**", for example) and adjust the set of columns necessary. For the report from 11 December night till 12 December morning run AcsDataExchange.exe utility program with command string:

```
AcsDataExchange.exe -l login -p password -report
"Report=worktimeReport;File=c:\temp\report.csv;Personnel=All;Pe
riod=2012-12-11 21:00:00..2012-12-12 08:30:00" -email
test@gmail.com
```

AcsDataExchange.exe utility program will connect to the database in the name of user '**login**' with '**password**' password, create the '**WorktimeReport**' report on all personnel for period from 2012-12-11 21:00:00 till 2012-12-12 08:30:00 and record it into the **report.csv** file (placed in folder **c:\temp\**) on execution of this command. After it **report csv** will be send over e-mail to **test@gmail.com**

*E-mail server setting from notification module will be used (with SSL/TLS encryption support etc)*

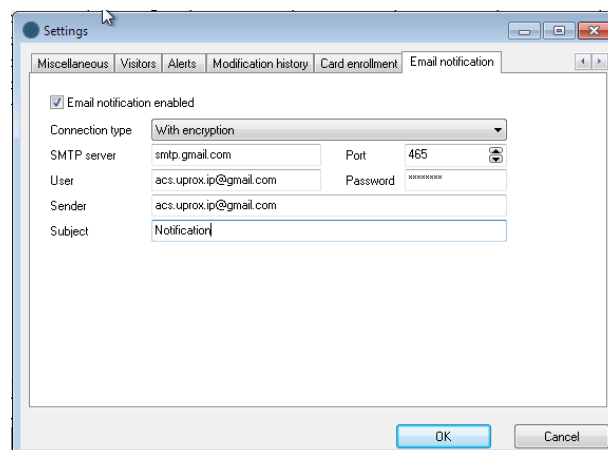
You can automate the start of AcsDataExchange utility program and e-mail the report with the standard Scheduled Task manager of Windows OS (All Programs / Accessories/ System Tools / Task Scheduler).

"How to setting up an automatic scheduled tasks" manual section see below

We recommend to use only English alphabet for login, password and report name to avoid coding mistakes.

### SETTING UP E-MAIL NOTIFICATION

Select "Actions" and "Setting" items of main menu. Window for adjustment will be displayed. Select "Email notification" tab:



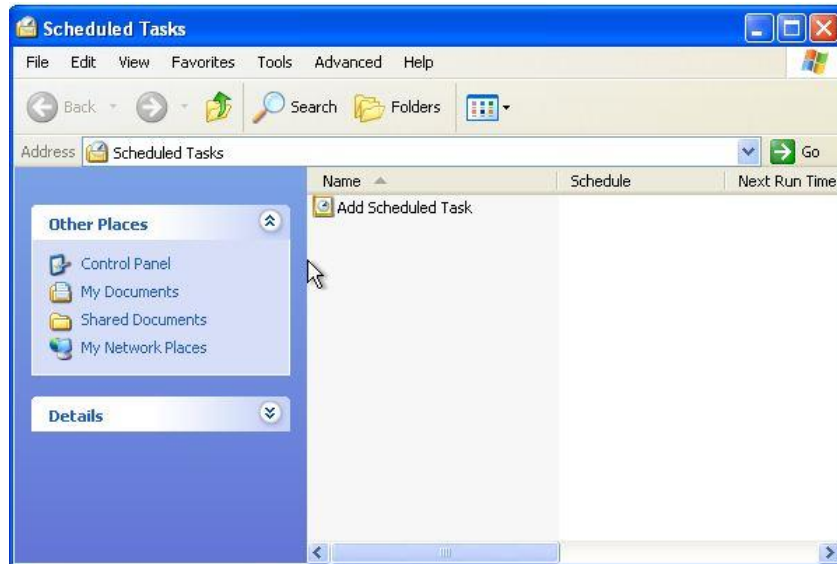
Here you can setup:

- Connection type – regular or with encryption,
- Address of SMTP server and it port
- Authorization settings (user and password)
- Sender e-mail address
- E-mail subject

## SETTING UP AN AUTOMATIC SCHEDULED TASKS

## FOR WINDOWS XP

1. Click "Start", select "All Programs" → "Accessories" → "System Tools" → "Scheduled Task":



2. In the window that appears double-click on the "Add task". The master of planning assignments opens. Click "Next":



3. In the window that appears, click "Browse" and select the file **AcsDataExchange.exe**. Click "Next":



5. In the window that opens specify the frequency of the backup ("daily"). Click "Next":



6. Enter the account on whose behalf the backup will be performed (the user must be a system administrator and has to have access to access control system DB as client ). Enter the password and confirm password for this user and click "Next":

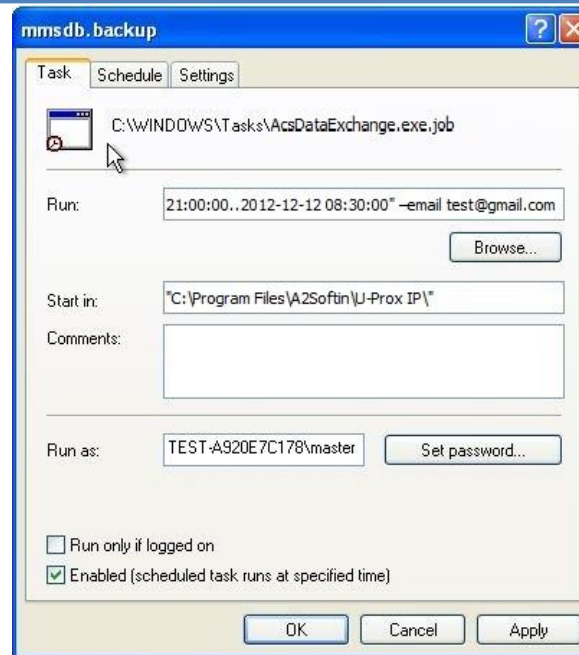


7. In the window that appears, check the box "Set advanced properties when I click Finish" and click "Finish":



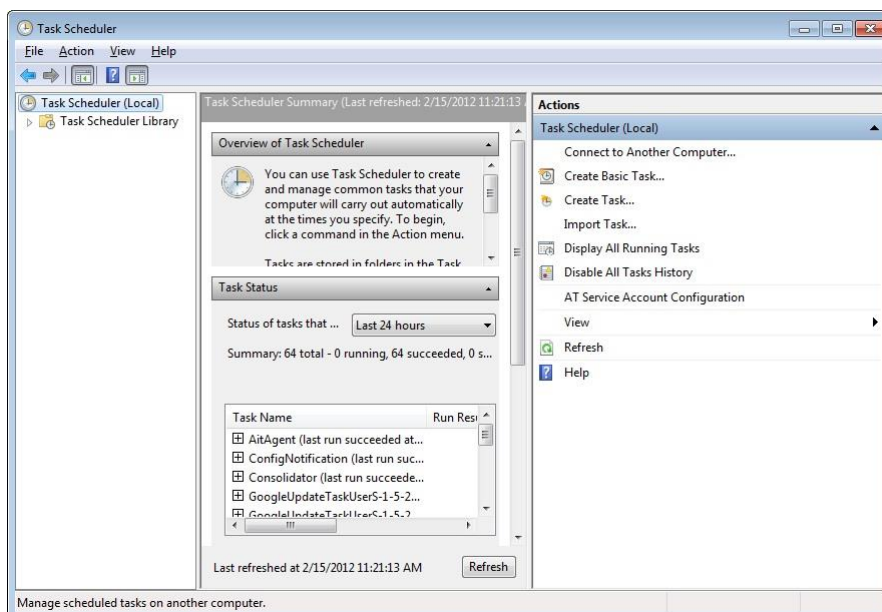
8. In the tab "Tasks" in the "Run" field after the name of the command file specify additional parameters and click apply. For example:

```
"C:\Program Files\A2Softin\U-Prox IP\AcsDataExchange.exe" -l login -p
password
"Report=worktimeReport;File=c:\temp\report.csv;Personnel=All;Period=2012-
12-11 21:00:00..2012-12-12 08:30:00" -email test@gmail.com
```

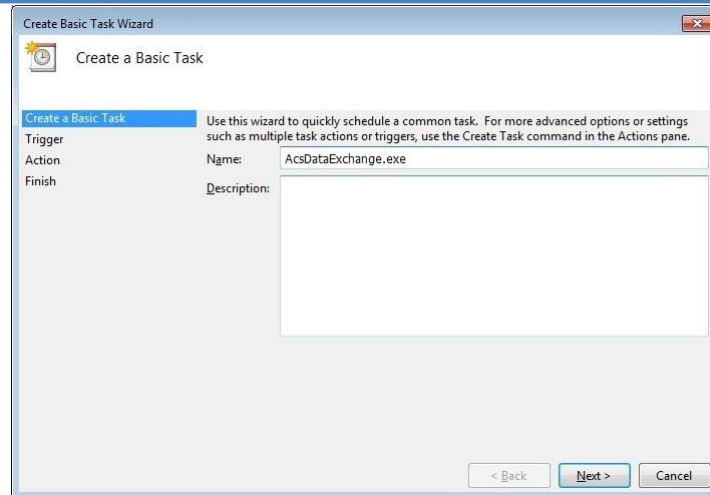


## FOR WINDOWS 7

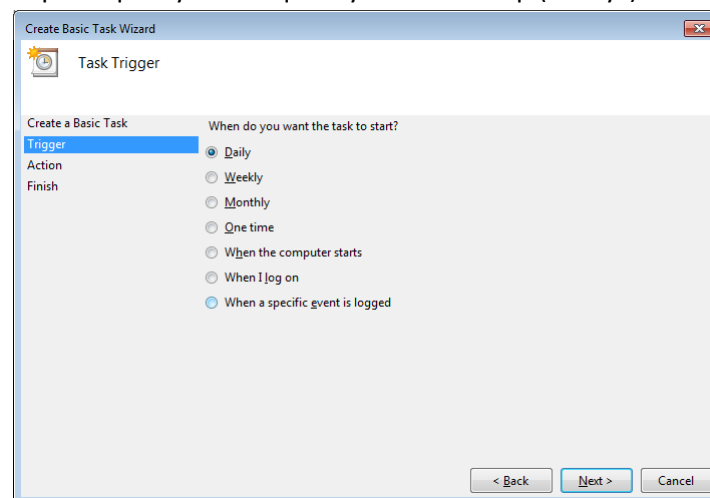
1. Click "Start", select "All Programs" → "Accessories" → "System Tools" → "Task Scheduler":



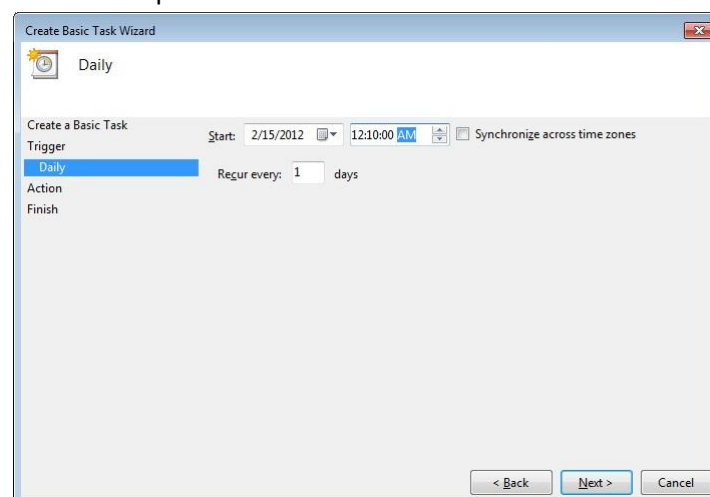
2. In the window that opens click "Create basic task". The master of planning assignments opens. Enter the name of the task (eg, run.bat) and click "Next":



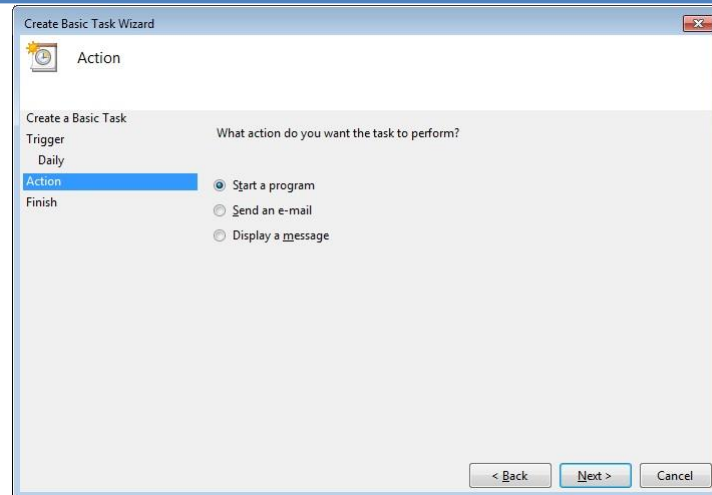
3. In the window that opens specify the frequency of the backup ("Daily"). Click "Next":



4. Set the required time of backup. Click "Next":



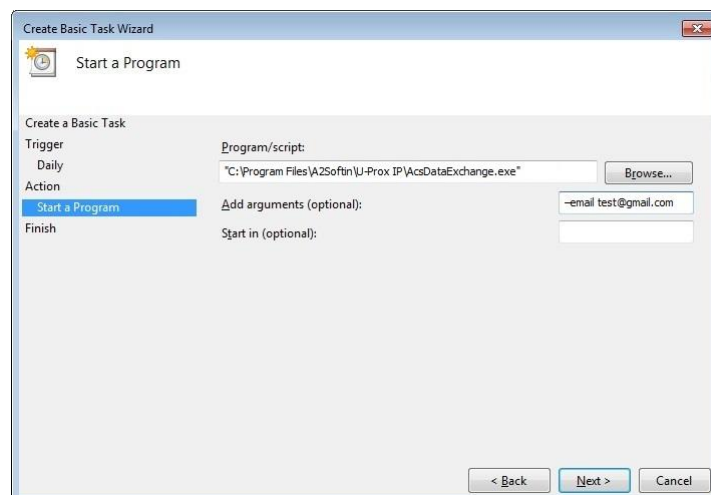
6. Specify the action (Start a program). Click "Next":



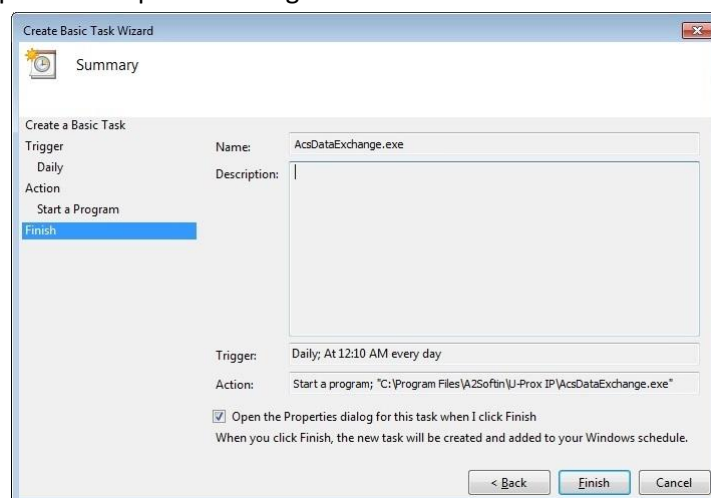
7. Click "Browse" and select the file AcsDataExchange.exe. In the field "Add arguments (optional)" specify additional options. For example:

```
-l login -p password -report
"Report=worktimeReport;File=c:\temp\report.csv;Personnel=All;Period=2012-
12-11 21:00:00..2012-12-12 08:30:00" -email test@gmail.com
```

Click "Next":



8. Check the box "Open the Properties dialog for this task when I click Finish" and click "Finish":





9. In the "General" tab set "Run whether user is logged on or not" and check "Do not store password....". Click "OK":

