



ORC-AC-S1

User Manual

Rev. A

Please follow this user manual for the correct installation and testing, if there is any doubt please call our tech-support and customer centre.

The illustrations shown here are only used for reference, if there is any difference please take the actual product as standard product.

This manual and guide is designed for the product and technology stated on the front. And requires that the installation of the equipment follows the instructions given by the manufacturer and in compliance with the standards in force.

All the equipment must only be used for the purpose it was designed for.

All the products comply with the requirements of Directive 2006/95/EC as certified by the CE mark they carry.

Source To Site declines any responsibility for improper use of the apparatus, for any alterations made by others for any reason or for the use of non-original accessories or materials.

Do not route the riser wires in proximity to power supply cables (230/400V).

Cut off the power supply before carrying out any maintenance work.

For any Electrical devices Installation, mounting and assistance procedures must only be performed by specialised electricians.

Please ensure that you seek advice and correct IP settings before connecting any equipment to an IP network to ensure there is conflicts or incompatibilities.

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Launching the Application

The access control software can be launched via the desktop or start menu.

Desktop

Locate the Orcomm Access Control icon from the desktop and double click to run.



Fig. 1 - Desktop Icon

Start Menu

To launch the appliance from the start menu, click start and then scroll down to the Orcomm Folder. Inside this folder you will find Orcomm Access Control, click to launch.

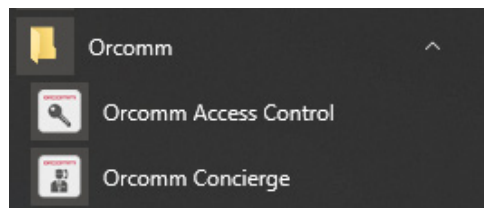


Fig. 2 - Start Menu Folder

On software launch, a loading splash screen is displayed with the following banner and the resulting software version:



Fig. 3 - Loading Screen

Software License & Activation

If the software is being launched for the first time, the user will be prompted for a license key.

The software provided comes unlicensed and requires an individual valid license key, which is provided via Orcomm technical sales.

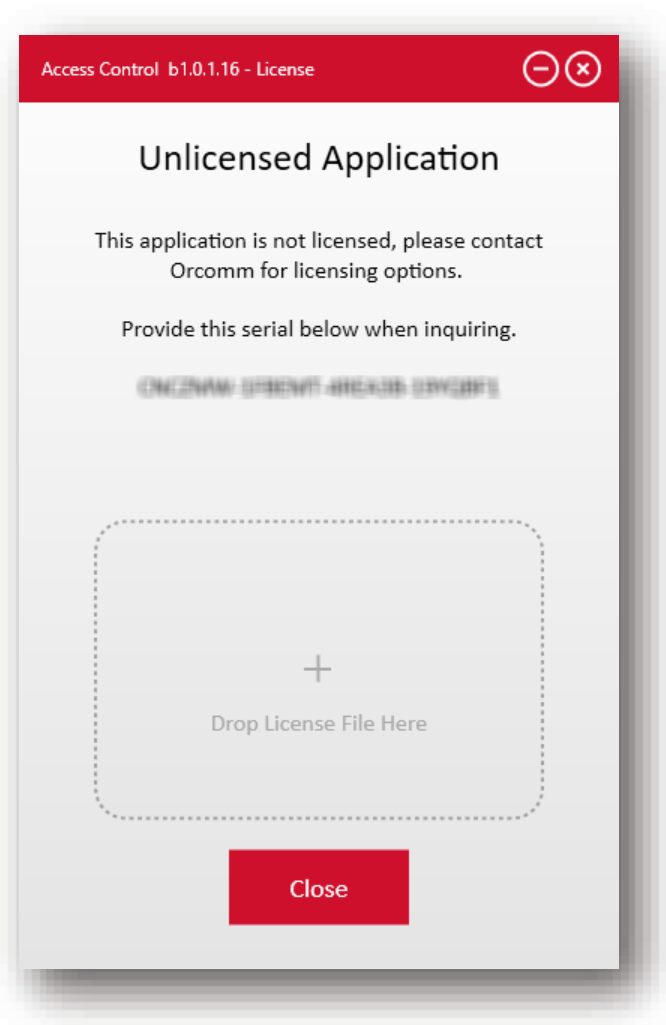
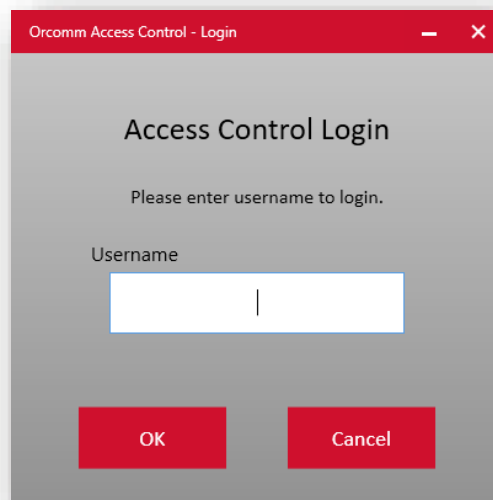


Fig. 4 - Activation Window

Login Credentials

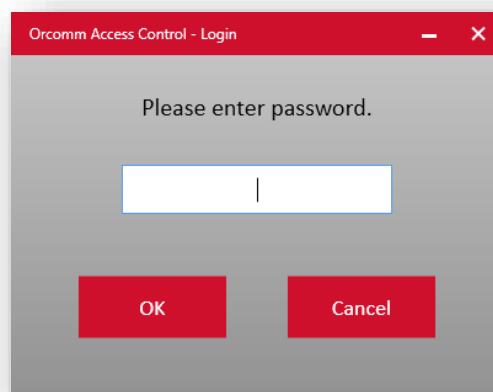
This software is protected by a user account authentication, providing tiered security for three users. The users are predefined and cannot be changed, for more information on changing user passwords please see (Securing Access to Software Suite).

NOTE: Orcomm recommends that the passwords for the system are changed from the default passwords to prevent unauthorised access and changes being made to the software.



The screenshot shows a dialog box titled "Orcomm Access Control - Login". The main heading is "Access Control Login". Below the heading, it says "Please enter username to login." There is a text input field labeled "Username" with a vertical cursor. At the bottom, there are two red buttons: "OK" and "Cancel".

Fig. 5 - Login (Username)



The screenshot shows a dialog box titled "Orcomm Access Control - Login". The main heading is "Please enter password." Below the heading, there is a text input field with a vertical cursor. At the bottom, there are two red buttons: "OK" and "Cancel".

Fig. 6 - Login (Password)

Administrator Access

Username: administrator

Password:

Installer Access

Username: installer

Password:

General Access

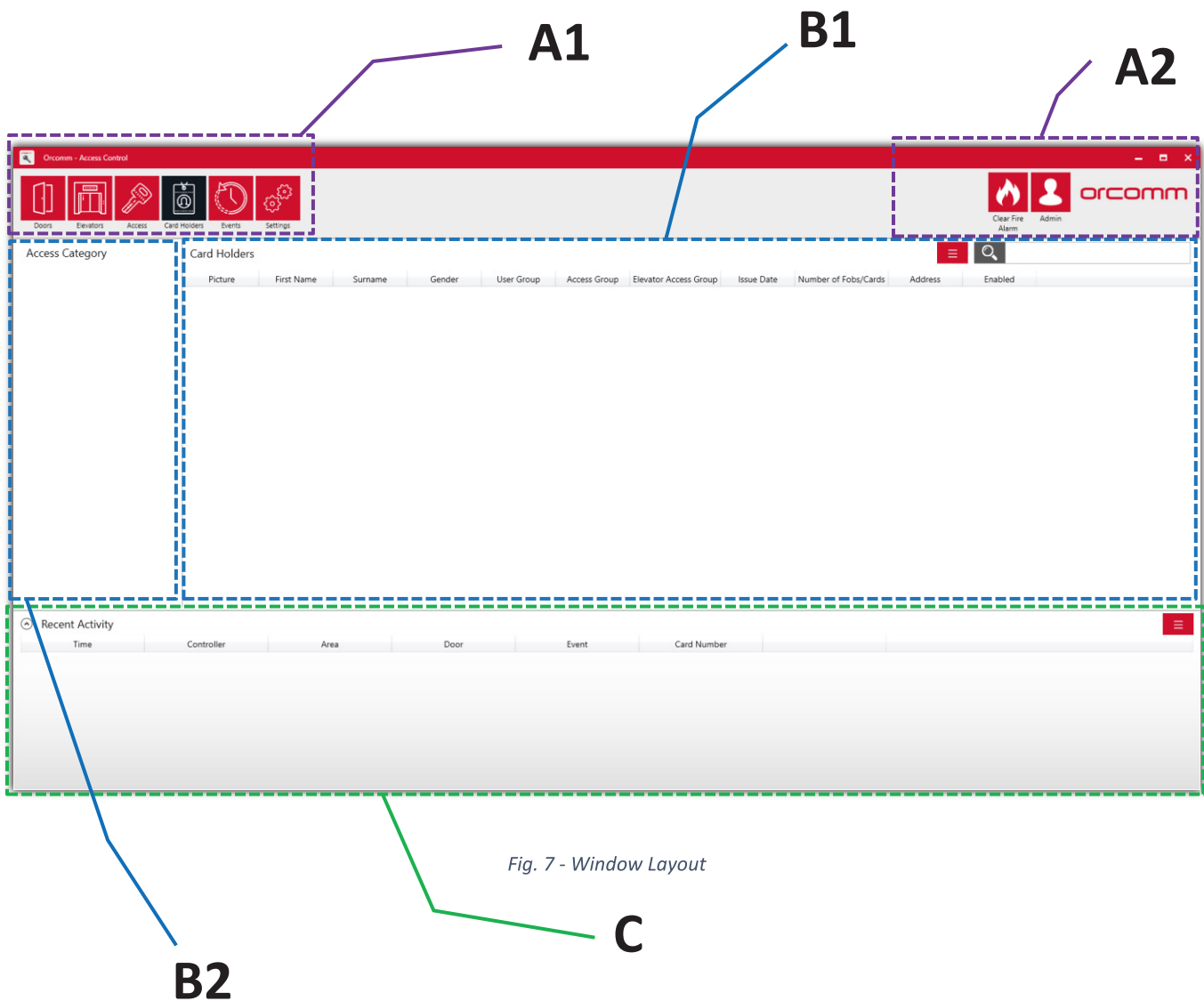
Username: user

Password:

Interface Layout

A1	Tool Strip Navigation Bar	B1	Main Content Window
A2	Quick Access Buttons	B2	Sidebar Window *
C	Recent Event Activity Window		

* Not visible on all pages



Door Controllers

From the toolstrip, click on the doors tab to navigate to the door controllers' page. Here you will find the viewing and managing of controllers, areas and doors.

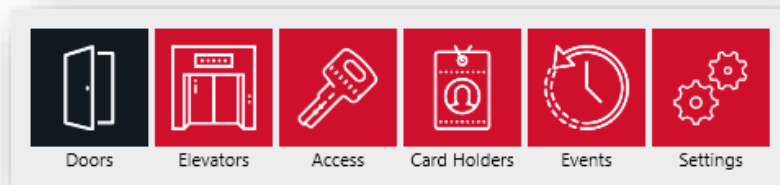


Fig. 8 - Toolstrip (Door Controllers)

Configuring Controllers

A list of access door controllers is displayed at the top of the main content window. This panel can be expanded or collapsed depending on the user's preference.

NOTE: The configuration of controllers is only available to installers and administrators. Any changes to these configurations could cause the access controllers to stop working and/or remove access to doors for the entire site/building. Controllers will not be visible to general users.

Adding an Access Controller

From the main content window, right click (Fig. 9) and select the Add Controller menu item. A new window will open (Fig. 10).

If this is the first time a controller is being added, some menu items will be disabled.

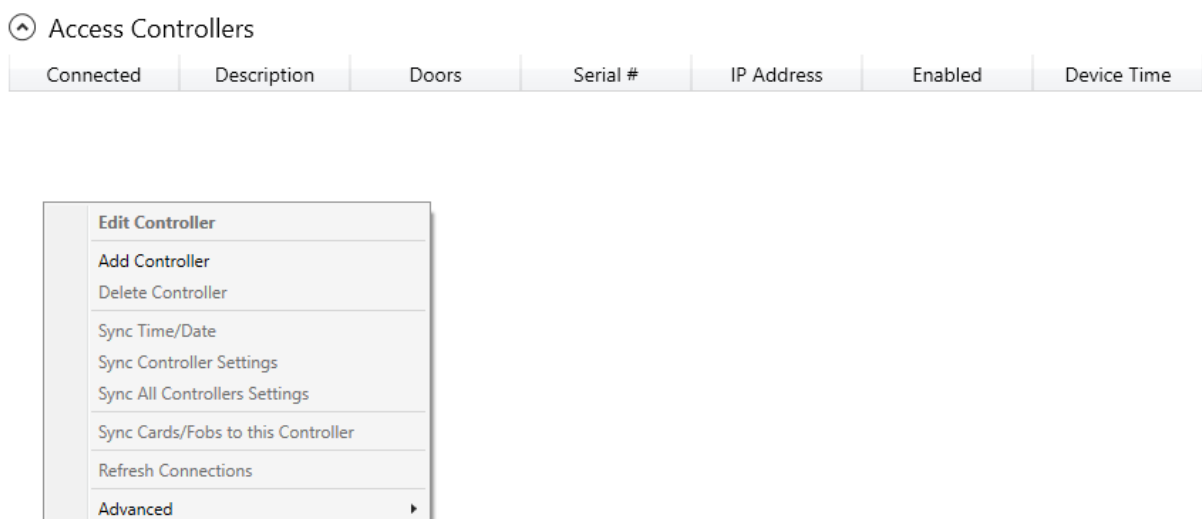


Fig. 9 - Door Controllers Right Click Menu

From this window you will need to provide a:

- Description
- Serial number of the controller
- Controller type (2 or 4 door)
- IP address (default is labelled on the controller)
- TCP Port (default is 8000)

Fig. 10 - Add Controller Window

Fig. 11 - Controller Parameters Window

Click OK to save your changes.

The controller will be added to the list and enabled by default. If the IP address for the controller is correct and on the same network, the controller will automatically connect.

Connected	Description	Doors	Serial #	IP Address	Enabled	Device Time
✓	Test Controller	4	123456	192.168.0.69	✓	Tuesday, November 26, 2019 11:25:04 AM

Fig. 12 - Successful Door Controller

Editing an Access Controller

From the main content window, right click (Fig. 9) on the controller to be managed and select the Edit Controller menu item. The window in (Fig. 10) will open with populated settings.

You can change these settings or continue to the controllers advanced settings (Fig. 11) by clicking the Parameters button (*the parameter button is only enabled after a controller has been added*).

Deleting an Access Controller

From the main content window, right click (Fig. 9) on the controller to be removed and select the Delete Controller menu item. A confirmation box will appear to confirm the deletion of this controller, click Yes to delete and No to cancel.

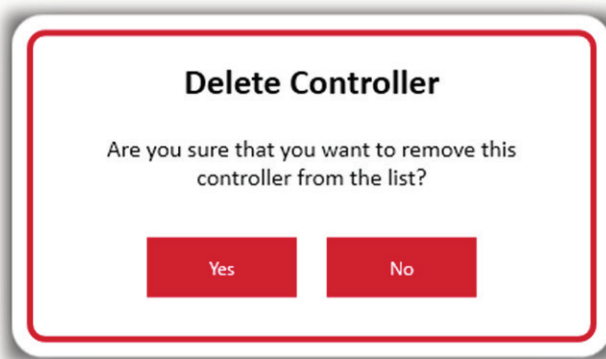


Fig. 13 - Delete Controller Prompt

Syncing Parameters to Controllers

Any settings made to a controller will be uploaded automatically if the selected controller is online and the PC/laptop is connected the same network.

If any changes were made offline, the installer or administrator can sync the changes made on the software to a single or all controllers. To perform this action, right click on a controller and from the list of access controllers (Fig. 9) and choose the desired action to either Sync Controller Settings for the selected controller or Sync All Controller Settings to update all controllers.

A dialog window will be displayed showing the controllers state while a sync is in progress.

Manually Refreshing Connections to Controllers

The software automatically connects to controllers if they have been enabled from the controller window (Fig. 10). If a controller becomes disconnected, a manual refresh can be issued to try and reconnect to all controllers.

To perform a manual refresh, right click on the main content window (Fig. 9) and select the Refresh Connections option. This will force a disconnect for all controllers and then attempt a reconnection.

Updating the Date & Time

Each access controller stores a log of events, these events are stored in order of date/time. If the date and/or time are incorrect, the events will not be stored correctly and may not be displayed in the recent events window.

To update the time and date, right click on the main content window (Fig. 9) and select the Sync Time/Date option. This will update all controllers connected to the software to the current system date and time.

A dialog window will be displayed showing the controllers state while a sync is in progress.

Managing Areas

Areas are used to group selected doors together for ease of management and viewing. An area can contain doors from any door controller. To select an area, click on the area from a list of areas from the area side window. The doors assigned for that area will be displayed in the collapsible door panel in main content window.

NOTE: Areas cannot be modified by a general user.

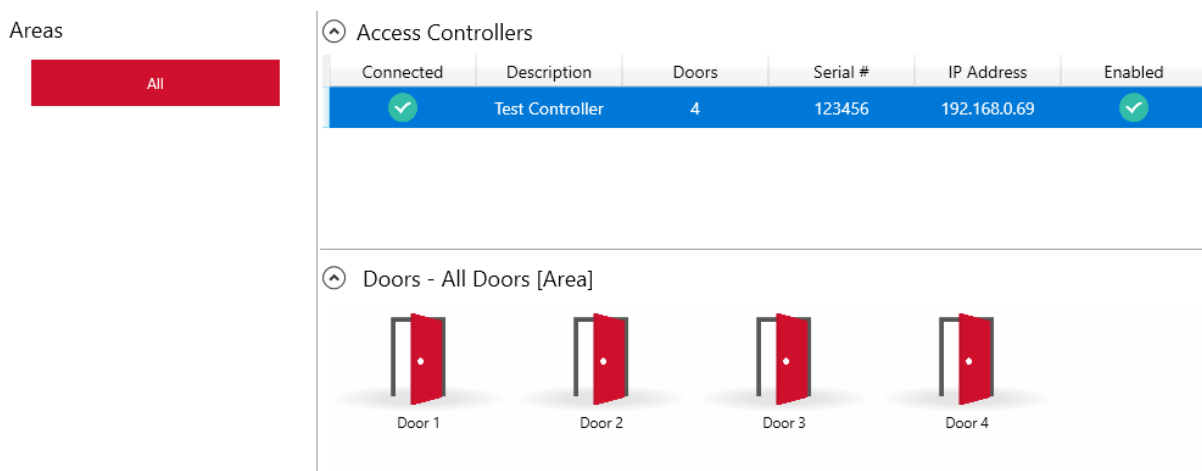


Fig. 14 - Area and Doors Window

Areas

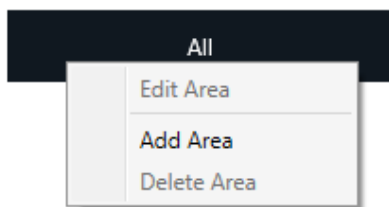


Fig. 15 - Areas Menu

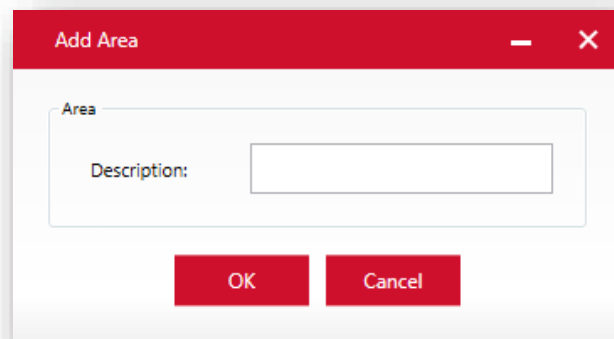


Fig. 16 - Area Dialog Window

Adding an Area

To add an area, right click on the side panel to the left of the main content window. A menu will open (Fig. 15), select the Add Area option.

A dialog window will open (Fig. 16), enter a description for the area in the description field.

Click OK to save.

Renaming an Area

To rename an area, right click on the selected area that you wish to rename (Fig. 15). A dialog window will open (Fig. 16), populated with the selected description. Enter the new description for this area in the description field.

Click OK to save.

Deleting an Area

To delete an area, right click on the selected area that you wish to delete (Fig. 15). A confirmation box will appear to confirm the deletion of this area, click Yes to delete and No to cancel.

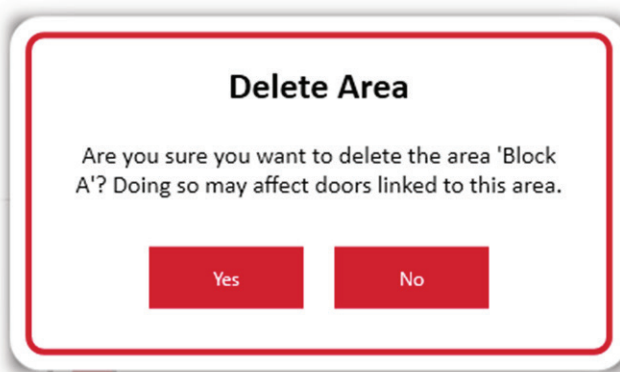


Fig. 17 - Delete Area Prompt

Doors

Doors are displayed in the main content window below the list of controllers. This panel can be expanded or collapsed depending on the user's preference.

NOTE: An area must be setup before a door can be assigned.

NOTE: Doors cannot be modified by a general user.

Configuring Door Parameters

In this section the following configuration can be made to:

[Enable or Disable the use of a Door](#)

[Rename a Door](#)

[Add a Door to an Area](#)

[Change the Unlock Time for a Door](#)

[Set the Alarm Time if a Door is Kept Open](#)

[Enable Alarm Outputs](#)

To configure a door, right click on the desired door that you would like the setup. A menu will open (Fig. 18), select the Door Parameters option.

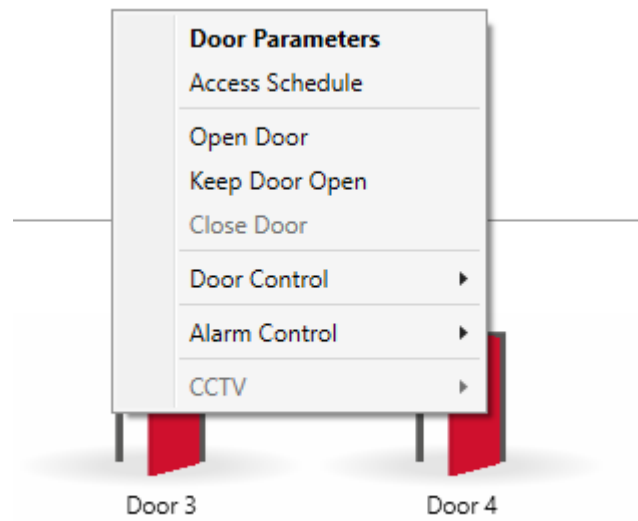


Fig. 18 - Door Menu

A dialog window will open (Fig. 19 Fig. 16), here you will be able to modify the functions and the assignments of each door for the building/site.

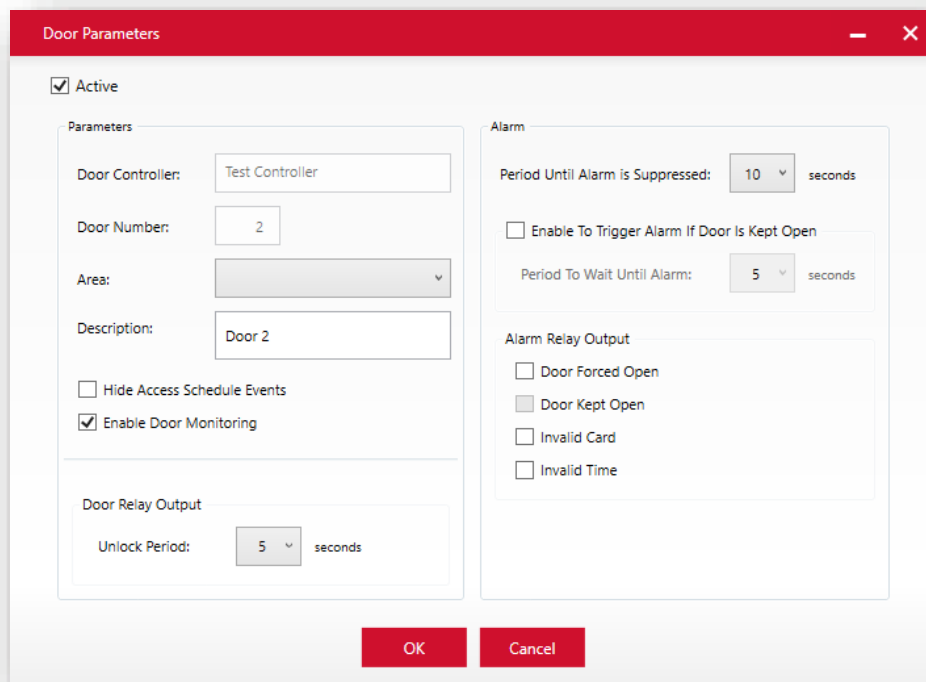


Fig. 19 - Door Parameter Window

Managing Access Schedules for Doors

In this section the following configuration can be made to:

Enable or Disable an Access Schedule

Rename an Access Schedule

Change the Verification Mode

Set the Working Hours of a Door

Set the Days a Door can be Accessed

To manage how and when a door can be accessed, an access schedule will need to be configured (*a 24 hour a day, 7 days a week schedule is enabled by default*). To configure this, right click on the desired door that you would like the setup. A menu will open (Fig. 18), select the Access Schedule option. A dialog window will open (Fig. 20Fig. 16).

Access Schedule	Enabled	Description	Start Time	End Time	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Holiday	Verification Type	Anti-Pass Back	Expiry Date
1	<input checked="" type="checkbox"/>	24/7 Access	00:00:00	23:59:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Card	<input type="checkbox"/>	1/1/2099 12:00:00 AM
2	<input type="checkbox"/>	Time Zone 2	12:00:00	23:59:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Card	<input type="checkbox"/>	1/1/2099 12:00:00 AM
3	<input type="checkbox"/>	Time Zone 3	12:00:00	23:59:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Card	<input type="checkbox"/>	1/1/2099 12:00:00 AM
4	<input type="checkbox"/>	Time Zone 4	12:00:00	23:59:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Card	<input type="checkbox"/>	1/1/2099 12:00:00 AM
5	<input type="checkbox"/>	Time Zone 5	12:00:00	23:59:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Card	<input type="checkbox"/>	1/1/2099 12:00:00 AM
6	<input type="checkbox"/>	Time Zone 6	12:00:00	23:59:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Card	<input type="checkbox"/>	1/1/2099 12:00:00 AM
7	<input type="checkbox"/>	Time Zone 7	12:00:00	23:59:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Card	<input type="checkbox"/>	1/1/2099 12:00:00 AM
8	<input type="checkbox"/>	Time Zone 8	12:00:00	23:59:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Card	<input type="checkbox"/>	1/1/2099 12:00:00 AM

Fig. 20 - Access Schedule Window

The window in (Fig. 20Fig. 16) displays all the current access schedules for the selected door. To modify one, double click on the row that you would like to setup. This will open a new window (Fig. 21) where you can modify your selection.

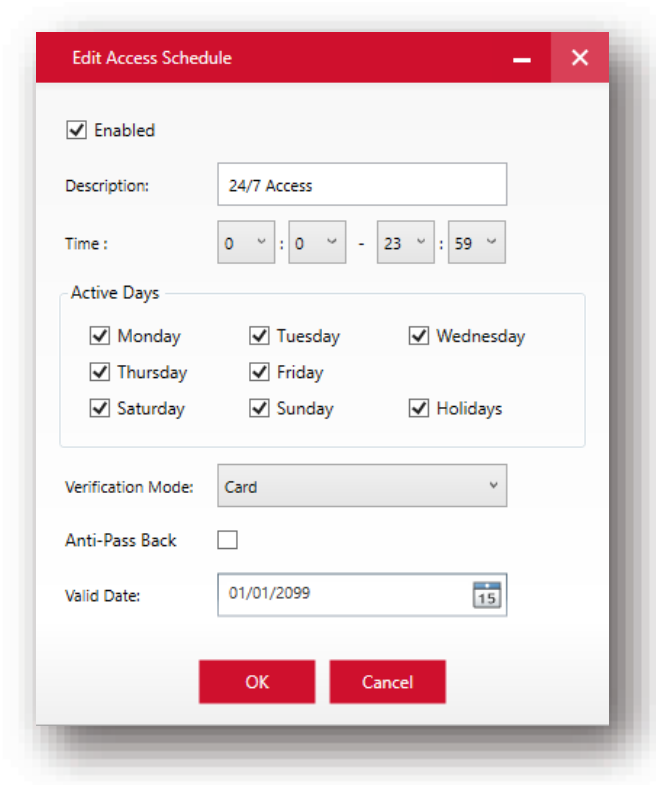


Fig. 21 - Edit Access Schedule

Manual Door Control

In this section the following configuration can be made to:








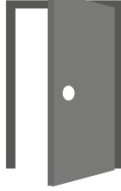
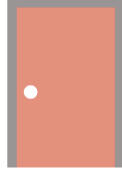
- Open or Close a Door*
- Lock or Unlock a Door*
- Keep a Door Open*
- Turn Off an Alarm*

To perform an action, right click on the desired door that you would like the control. A menu will open (Fig. 18), select the desired action.


Door Status


The access control software utilises visual representation with the use of colour to differentiate a door's status. Below is a description of each door state when opened and closed.


NOTE: The door open image will only be shown if door monitoring is enabled and the controller MSG input has been wired to a door contact output.


	Closed	Open
Default		
A card/fob/PIN has been presented and the door is now unlocked		
A card/fob/PIN has been presented but the holder does not have access to this door		
The door has been locked		
If a door appears to look transparent, the access controller has lost connection to the software		

If a symbol is overlaid on the door's status, this is a warning to the operator that a door may require inspection. The description for these warning is as follows.

<p>The system has received a fire alarm that has put the doors into fire mode.</p>	
<p>The doors will remain open until the all clear has been given and the clear fire button pressed.</p>	

<p>An unauthorised card/fob/PIN has been presented that is not part of the system.</p>	
---	---

<p>A door has been left open for longer than the allowed limit</p>	
---	---

<p>A door alarm has been triggered</p>	
---	---

Elevator Controllers

From the toolstrip, click on the elevators tab to navigate to the elevator controllers' page. Here you will find the viewing and managing of controllers and floors.

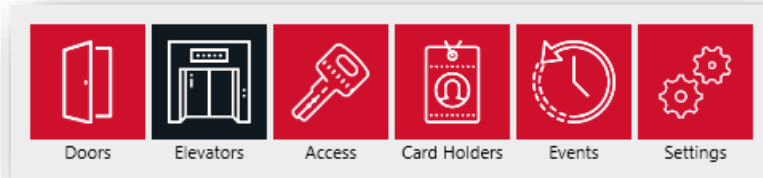


Fig. 22 - Toolstrip (Elevator Controllers)

Configuring Controllers

A list of elevator controllers is displayed at the top of the main content window. This panel can be expanded or collapsed depending on the user's preference.

NOTE: The configuration of controllers is only available to installers and administrators. Any changes to these configurations could cause the access controllers to stop working and/or remove access to doors for the entire site/building. Controllers will not be visible to general users.

Adding an Elevator Controller

From the main content window, right click (Fig. 23) and select the Add Controller menu item. A new window will open (Fig. 24).

If this is the first time a controller is being added, some menu items will be disabled.

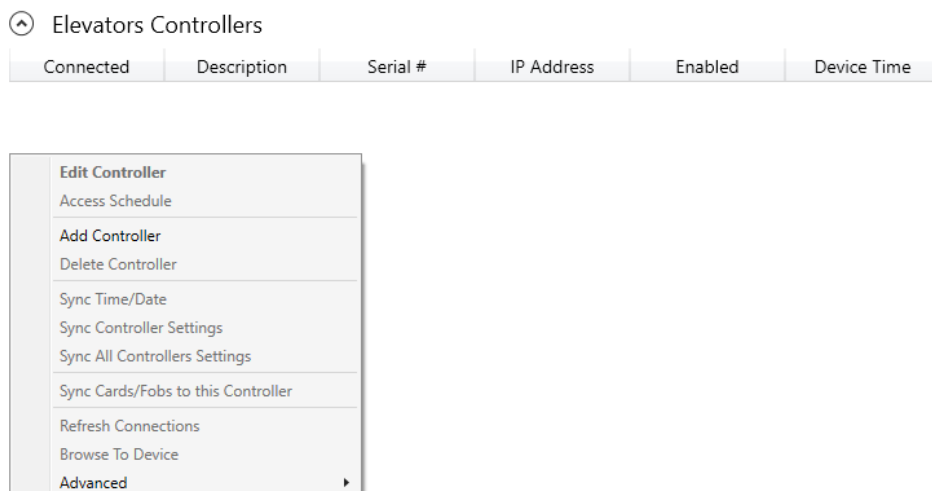


Fig. 23 - Elevator Controller Right Click Menu

From this window you will need to provide a:

- Description
- Serial number of the controller
- IP address (default is labelled on the controller)
- TCP Port (default is 8000)

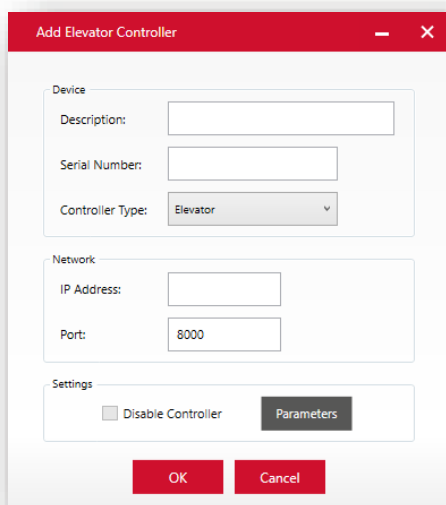


Fig. 24 - Add Controller Window

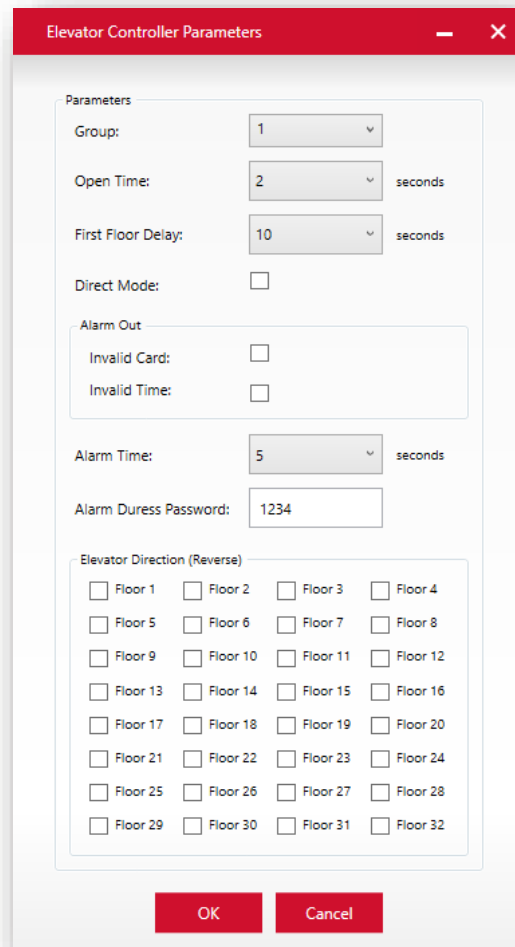


Fig. 25 - Controller Parameter Window

Click OK to save your changes.

The controller will be added to the list and enabled by default. If the IP address for the controller is correct and on the same network, the controller will automatically connect.

Connected	Description	Serial #	IP Address	Enabled	Device Time
<input checked="" type="checkbox"/>	Test Controller	123456	192.168.0.225	<input checked="" type="checkbox"/>	Wednesday, November 20, 2019 5:23:14 AM

Fig. 26 - Successful Elevator Controller

Editing an Elevator Controller

From the main content window, right click (Fig. 9) on the controller to be managed and select the Edit Controller menu item. The window in (Fig. 24) will open with populated settings.

You can change these settings or continue to the controllers advanced settings (Fig. 25) by clicking the Parameters button (*the parameter button is only enabled after a controller has been added*).

Deleting an Elevator Controller

From the main content window, right click (Fig. 9) on the controller to be removed and select the Delete Controller menu item. A confirmation box will appear to confirm the deletion of this controller, click Yes to delete and No to cancel.



Fig. 27 - Delete Controller Prompt

Setting the Access Schedule

In this section the following configuration can be made to:

[Enable or Disable an Access Schedule](#)

[Rename an Access Schedule](#)

[Change the Verification Mode](#)

[Set the Working Hours of an Elevator](#)

[Set the Days an Elevator can be Accessed](#)

To manage how and when an elevator can be accessed, an access schedule will need to be *configured (a 24 hour a day, 7 days a week schedule is enabled by default)*. To configure this, right click (Fig. 9) on the elevator to be setup and select the Access Schedule menu option. A dialog window will open (Fig. 28Fig. 16).

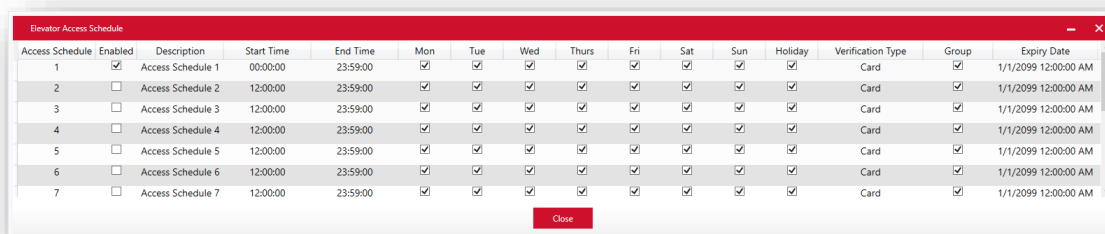


Fig. 28 - Elevator Access Schedule Window

The window in (Fig. 28 Fig. 16) displays all the current access schedules for the selected elevator. To modify one, double click on the row that you would like to setup. This will open a new window (Fig. 29) where you can modify your selection.

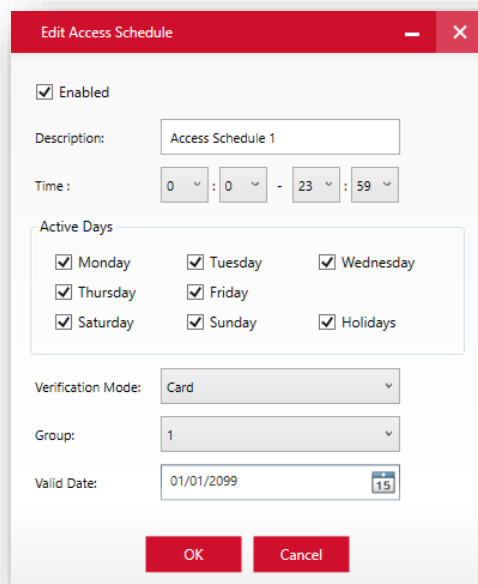


Fig. 29 - Edit Access Schedule

Syncing Parameters to Controllers

Any settings made to a controller will be uploaded automatically if the selected controller is online and the PC/laptop is connected the same network.

If any changes were made offline, the installer or administrator can sync the changes made on the software to a single or all controllers. To perform this action, right click on a controller and from the list of elevator controllers (Fig. 23 Fig. 9) and choose the desired action to either Sync Controller Settings for the selected controller or Sync All Controller Settings to update all controllers.

A dialog window will be displayed showing the controllers state while a sync is in progress.

Manually Refreshing Connections to Controllers

The software automatically connects to controllers if they have been enabled from the controller window (Fig. 24). If a controller becomes disconnected, a manual refresh can be issued to try and reconnect to all controllers.

To perform a manual refresh, right click on the main content window (Fig. 23) and select the Refresh Connections option. This will force a disconnect for all controllers and then attempt a reconnection.

Updating the Date & Time

Each elevator controller stores a log of events, these events are stored in order of date/time. If the date and/or time are incorrect, the events will not be stored correctly and may not be displayed in the recent events window.

To update the time and date, right click on the main content window (Fig. 23) and select the Sync Time/Date option. This will update all controllers connected to the software to the current system date and time.

A dialog window will be displayed showing the controllers state while a sync is in progress.

Floors

Floors are displayed in the main content window below the list of controllers. This panel can be expanded or collapsed depending on the user's preference (Fig. 30).

NOTE: Floors cannot be modified by a general user.

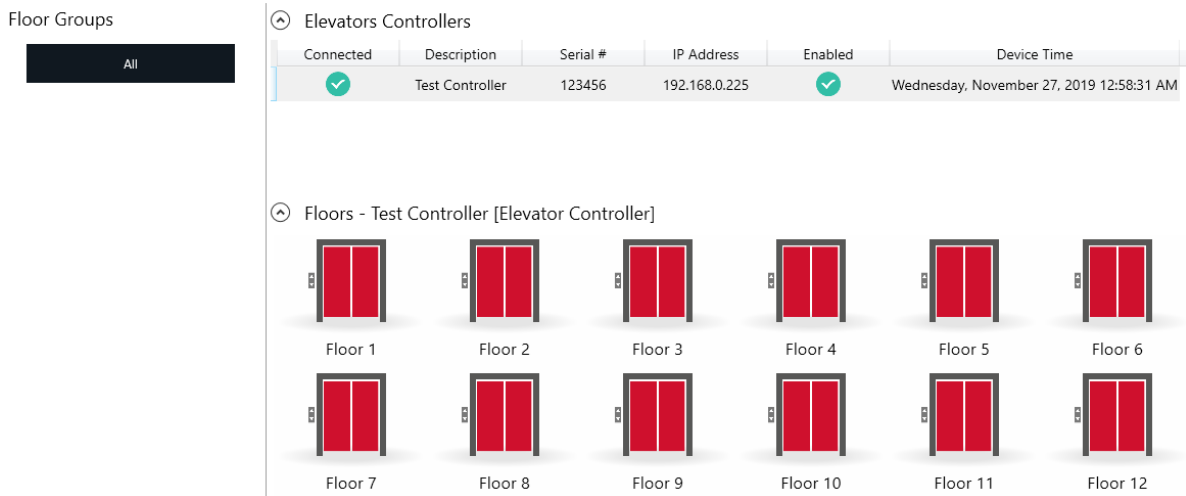


Fig. 30 - Elevator and Floors Window

Configuring Floor Parameters

In this section the following configuration can be made to:

[Enable or Disable the use of a Floor](#)

[Rename a Floor](#)

To configure a floor, right click on the desired floor that you would like the setup. A menu will open (Fig. 31), select the Floor Parameters option.

A dialog window will open (Fig. 32), here you will be able to modify of each floor for the building/site.

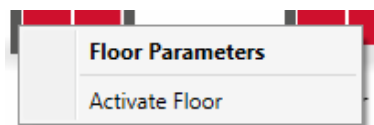


Fig. 31 - Floor Menu

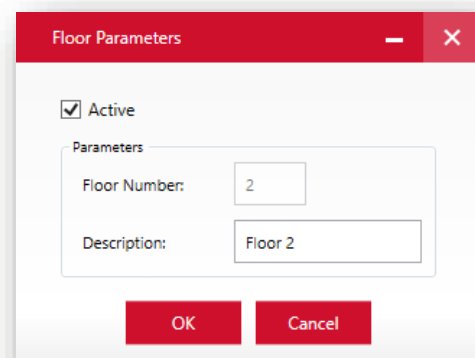


Fig. 32 - Floor Parameter Window

Manual Floor Control

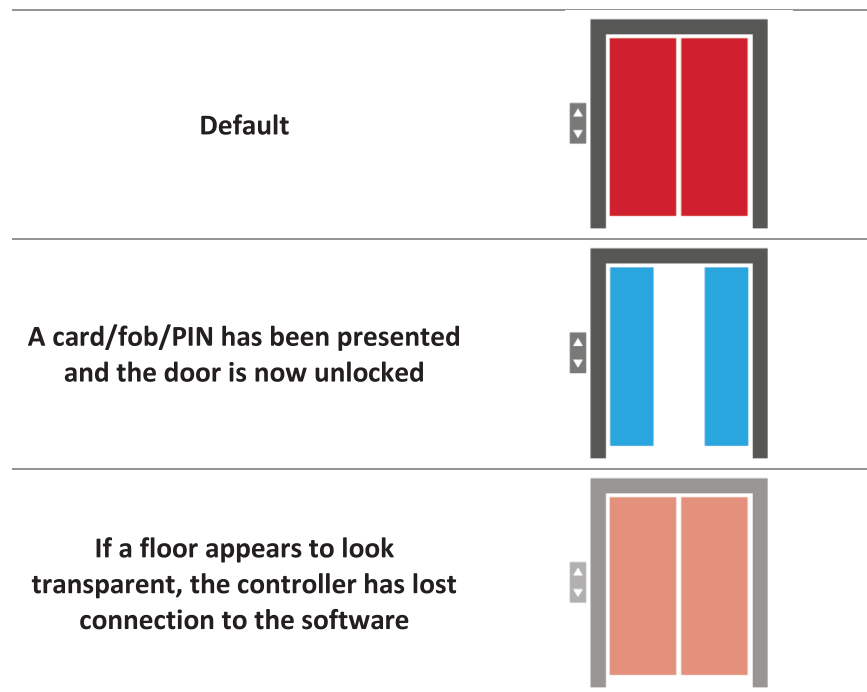
In this section the following configuration can be made to:

Activate a Floor

To perform an action, right click on the desired floor that you would like the control. A menu will open (Fig. 31), select the desired action.

Elevator Status

The access control software utilises visual representation with the use colour to differentiate an elevator's status. Below is a description of each floor state.



Managing Access Groups

From the toolstrip, click on the access tab to navigate to the access groups page. Here you will find the viewing and managing of user groups to areas/doors.

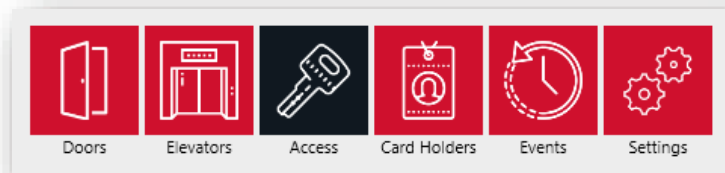


Fig. 33 - Toolstrip (Access Groups)

NOTE: The configuration of access groups is only available to installers and administrators. Any changes to these configurations could cause the controllers to stop working and/or remove access for the entire site/building. General users can only view access groups.

NOTE: Groups can only be created if:

1. Areas have been created
2. Doors have been assigned to areas
3. Access categories have been created for users

Managing Doors Groups

To manage the doors group access, click on the door tabs from within the access page.



Fig. 34 - Access Groups (Door Groups)

Adding an Access Group

To create an access group, right click on a user access category in the side panel that has been setup (Fig. 35) and click the Add Access Group option. A new dialog window will open (Fig. 36), choose the category that you would like to add the new group to and complete the group description and click OK.

Door Access Group

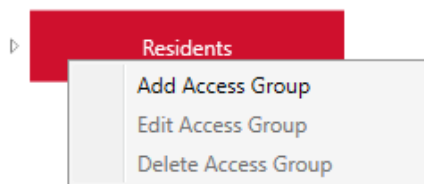


Fig. 35 - Door Access Group Menu

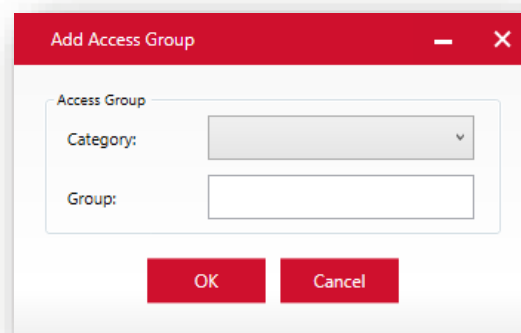


Fig. 36 - Add Door Access Group Window

Renaming an Access Group

To rename an access group, right click on the access group that you would like to rename in the side panel (Fig. 35) and click the Edit Access Group option. A new dialog window will open (Fig. 36), choose a new description for the group (*you will not be able to change the user category*) and click OK.

Deleting an Access Group

To delete an access group, right click on the access group that you would like to delete in the side panel (Fig. 35) and click the Delete Access Group option. A new dialog window will open to confirm your action.

Managing an Access Group

To manage an access group and allow access to areas and doors, click on the group that you would like to manage. A list of areas and doors will be displayed in the main content area which have been setup. Check/uncheck the doors and areas that you would like that group to have access to.

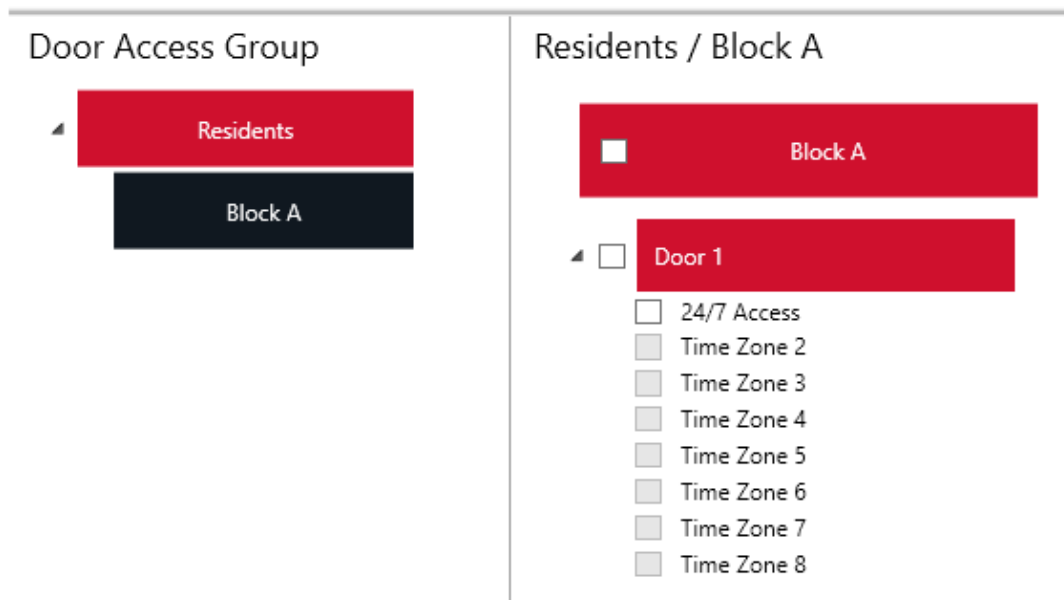


Fig. 37 - Manage Door Access

Managing Communal Areas

To manage the communal doors group access, click on the communal doors tabs from within the access page.



Fig. 38 - Access Groups (Communal Areas)

Adding an Access Group

To create a communal access group, right click on the communal access group side panel (Fig. 39) and click the Add Access Group option. A new dialog window will open (Fig. 40), complete the group description and click OK.

Communal Access Group

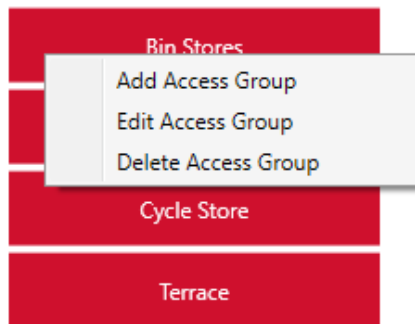


Fig. 39 - Communal Access Group Menu

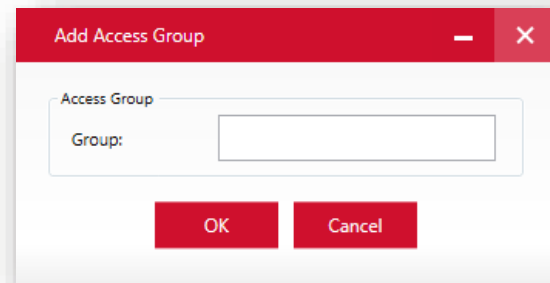


Fig. 40 - Communal Access Group Window

Renaming an Access Group

To rename an access group, right click on the access group that you would like to rename in the side panel (Fig. 39) and click the Edit Access Group option. A new dialog window will open (Fig. 40), choose a new description for the group and click OK.

Deleting an Access Group

To delete an access group, right click on the access group that you would like to delete in the side panel (Fig. 39) and click the Delete Access Group option. A new dialog window will open to confirm your action.

Managing an Access Group

To manage a communal access group and allow access to areas and doors, click on the group that you would like to manage. A list of areas and doors will be displayed in the main content area which have been setup. Check/uncheck the doors and areas that you would like that group to have access to.

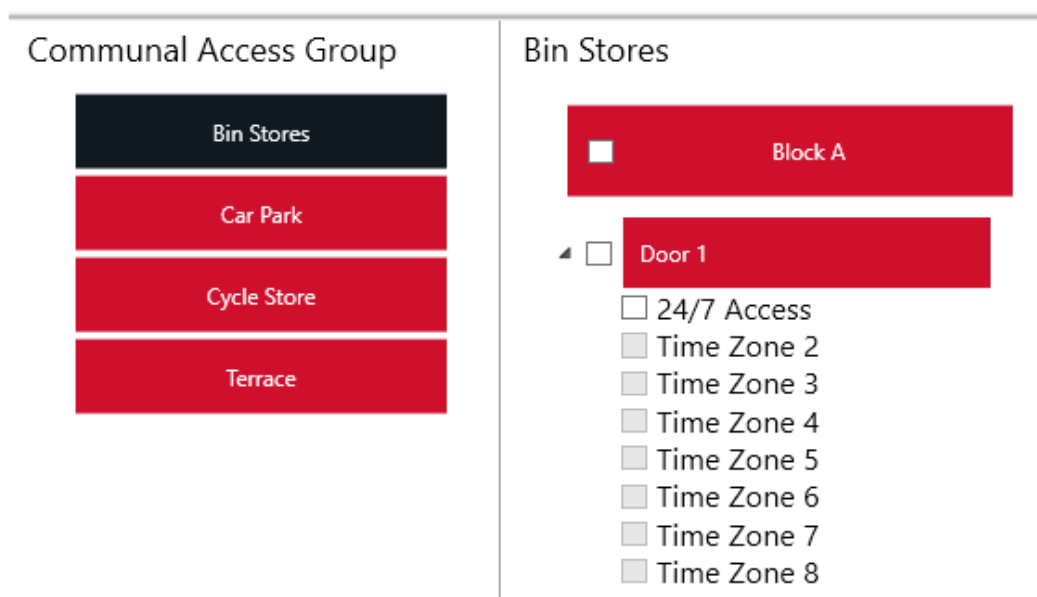


Fig. 41 - Manage Communal Access

Managing Elevator Groups

To manage the elevator group access, click on the elevators tab from within the access page.



Fig. 42 - Access Groups (Elevator Groups)

Adding an Access Group

To create an elevator access group, right click on a user access category in the side panel that has been setup (Fig. 43) and click the Add Access Group option. A new dialog window will open (Fig. 44), choose the category that you would like to add the new group to and complete the group description and click OK.

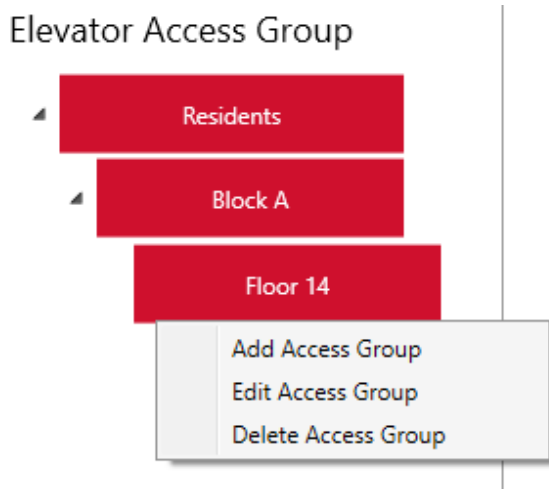


Fig. 43 - Elevator Access Group Menu

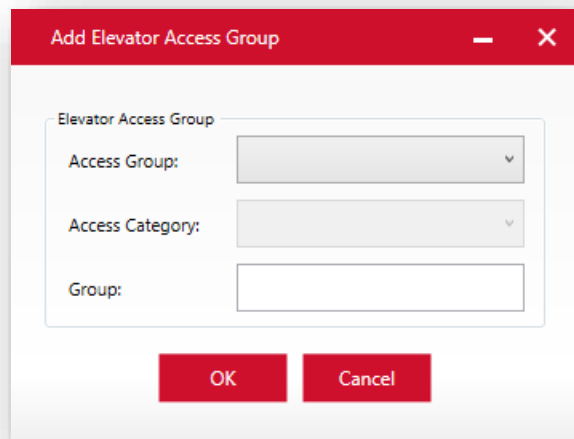


Fig. 44 - Elevator Access Group Window

Renaming an Access Group

To rename an elevator access group, right click on the elevator access group that you would like to rename in the side panel (Fig. 43) and click the Edit Access Group option. A new dialog window will open (Fig. 44), choose a new description for the group (*you will not be able to change the categories*) and click OK.

Deleting an Access Group

To delete an elevator access group, right click on the elevator access group that you would like to delete in the side panel (Fig. 43) and click the Delete Access Group option. A new dialog window will open to confirm your action.

Managing an Access Group

To manage an elevator access group and allow access to floors, click on the group that you would like to manage. A list of elevators and floors will be displayed in the main content area which have been setup. Check/uncheck the floors that you would like that group to have access to.

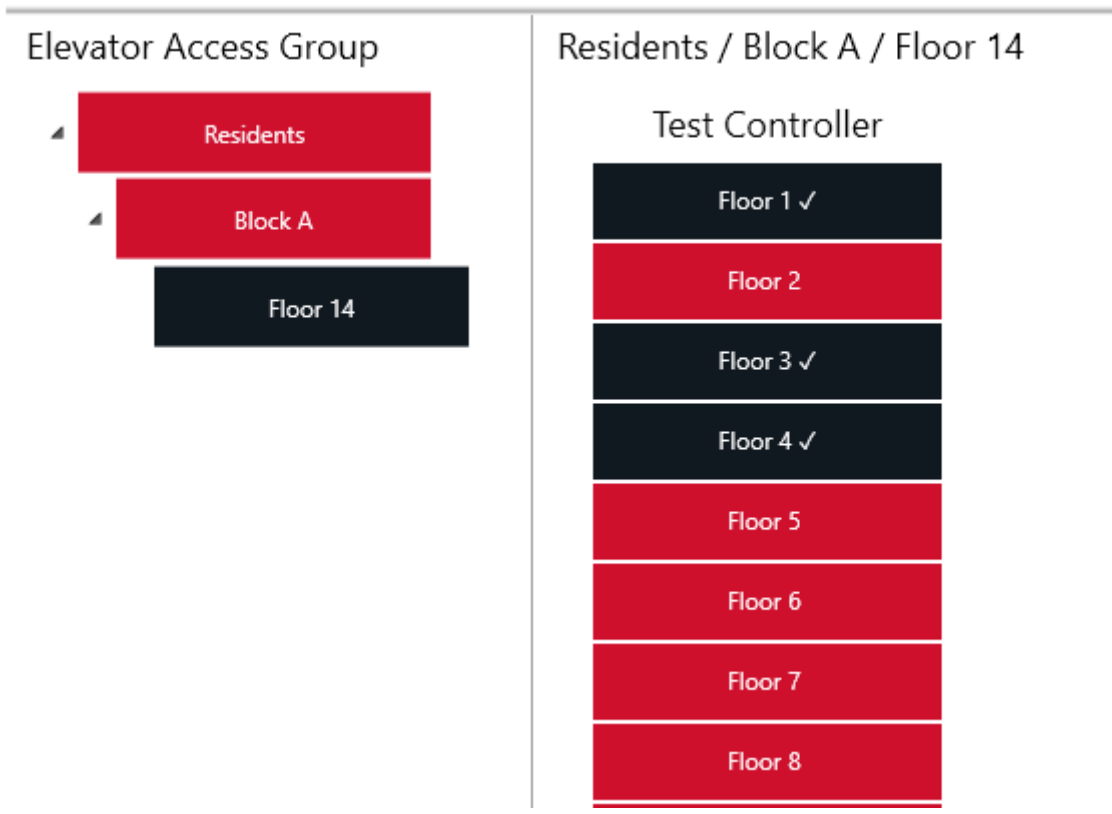


Fig. 45 - Manage Elevator Access

Managing User Profiles & Access

From the toolbar, click on the card holders tab to navigate to the card holders page. Here you will find the viewing and managing of user allowed to access to areas/doors.

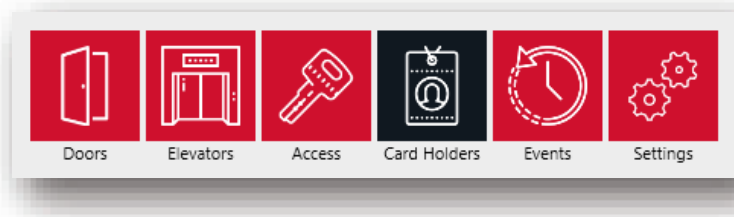


Fig. 46 - Toolbar (Card Holders)

Managing Access Categories

Access categories are used to organise users into separate groups. This helps allocate access to different groups.

To select an access category, click on an access category from the list in the side window. The users assigned for that access category will be displayed in the main content window.

Access Category

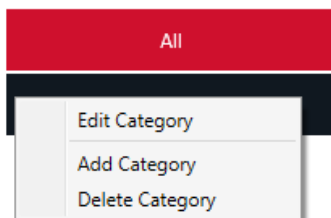


Fig. 47 - Access Category Menu

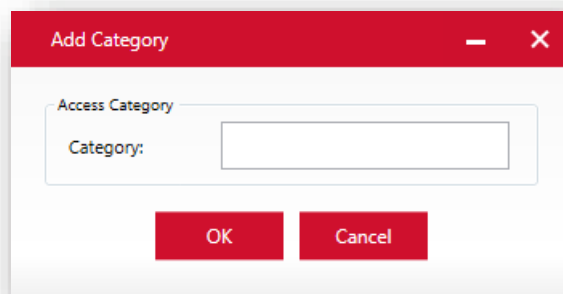


Fig. 48 - Add Access Category

Adding an Access Category

To add an access category, right click on the side panel to the left of the main content window. A menu will open (Fig. 47), select the Add Category option.

A dialog window will open (Fig. 48), enter a description for the access category in the category field.

Click OK to save.

Renaming an Access Category

To rename an access category, right click on the selected access category that you wish to rename (Fig. 47). A dialog window will open (Fig. 48), populated with the selected category. Enter the new category for this access category in the field provided.

Click OK to save.

Deleting an Access Category

To delete an access category, right click on the selected access category that you wish to delete (Fig. 49). A confirmation box will appear to confirm the deletion of this access category, click Yes to delete and No to cancel.

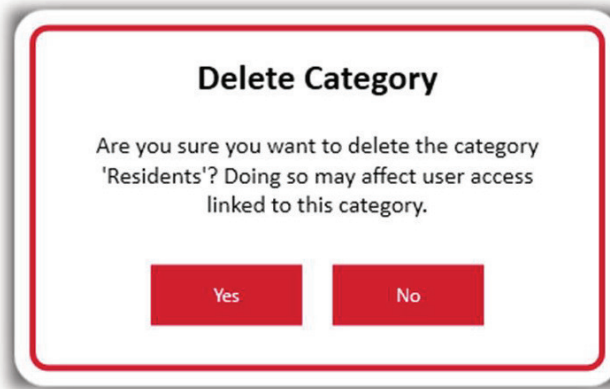


Fig. 49 - Delete Category Dialog

Managing Users

Users can be viewed and managed via the card holder page; a list of users are displayed in the main content area and can be organised by an access category.

Adding a User

To add a new user, right click on the main content area and select the Add Card Holder option (Fig. 50). A dialog window will open (Fig. 51).

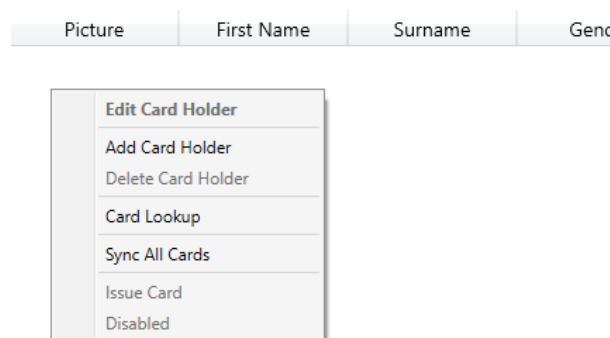


Fig. 50 - Card Holders Menu

The minimum fields required to add a new user are denoted with a red asterisk, these are:

- Category
- First-name
- Surname
- Gender

A card/fob cannot be assigned whilst a user is being added for the first time. Save the user first by clicking the OK button, then proceed to *Editing a User* for more information about inputting additional information.

Card Holder

Enable Access

Personal Details

Category: *

First-name: *

Surname: *

Gender: *

Birthday: 15

Email:

Phone Number:

Vehicle Number Plate:

Date Created: 15

Contact Details

Address Line 1:

Address Line 2:

Address Line 3:

City/Town:

County:

Postcode:

Photograph

Capture Upload Remove

Add Cancel

* Mandatory Fields

Fig. 51 - Add User Window

Editing a User

In this section the following properties can be made to:

Enable or Disable a User

Assign a User to an Access Category

Input User Details

Input User Address

Add or Change a Photo for a User

Set an Access Level

Set an Elevator Access Level

Set Access to Communal Areas

Set a PIN

Program Cards/Fobs

NOTE: An access category and access level must be setup first before a user can be allocated a card/fob.

NOTE: Any changes made to a user will be followed by a prompt to sync the new details.

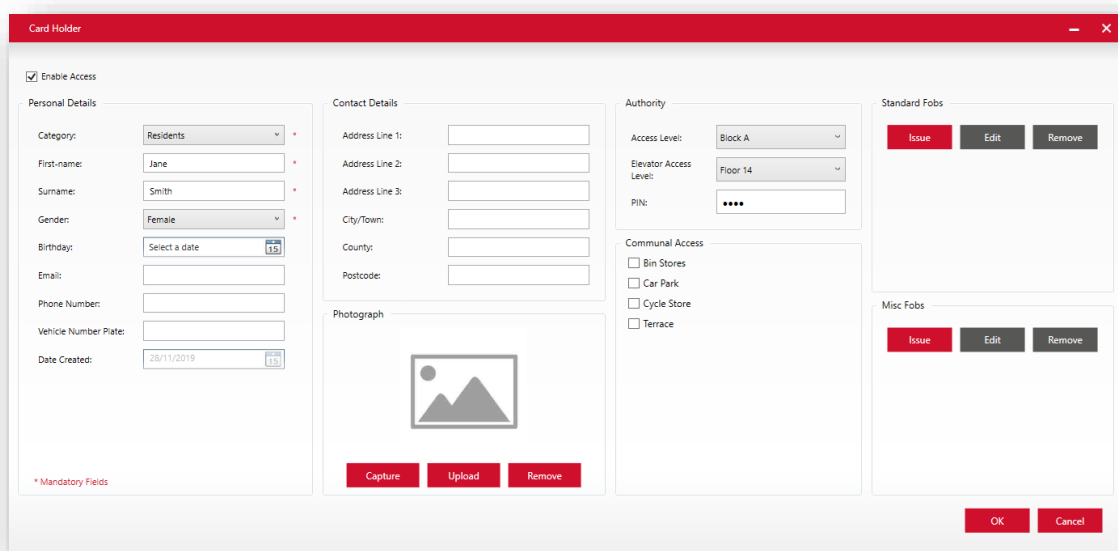


Fig. 52 - Edit User Window

To modify a user's information, authority level and/or cards/fobs; right click on the desired user that you would like to change and select the Edit Card Holder option (Fig. 50). A dialog window will open (Fig. 52). There are 3 main sections which group the user's personal details, authority and assigned cards/fobs.

Amend the personal details, contact details and photograph as required.

Set an Access Level

To assign an authority level for a user to access doors, click the access level dropdown box from the authority group (Fig. 53) and choose which access you would like to give (access levels are setup by the installer or administrator prior the handover).

Set an Elevator Access Level

To assign an authority level for a user to access an elevator floor, click the elevator access level dropdown box from the authority group (Fig. 53) and choose which access you would like to give (access levels are setup by the installer or administrator prior the handover).

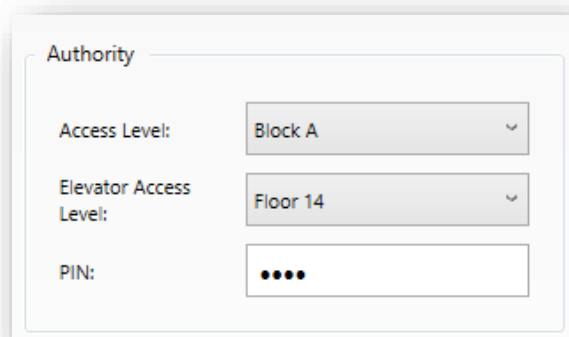


Fig. 53 - Authority Group

Set a PIN

If card/fob readers with built-in keypads have been installed to access doors or elevators, a PIN can be entered to gain access to these areas. To enter a PIN which can be used by the user, enter a number into the PIN text field from the authority group (Fig. 53). (The PIN can only contain digits 0-9 and must be a minimum of 4 characters in length).

Set Access to Communal Areas

If communal access has been setup, you will see a list of checkable areas which can be ticked to provide access to pre-determined areas (communal areas are setup by the installer or administrator prior the handover). Communal areas should be used to provide access to areas which are shared between other users and not selected by default.

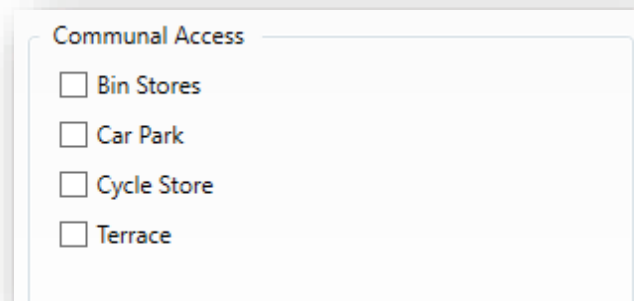


Fig. 54 - Communal Access

Adding a Card/Fob

To allocate a card/fob to a user, click the issue button from the standard fobs group (Fig. 55). A dialog window will open (Fig. 56), enter the card/fob number in the text field provided by typing the number or placing the card/fob onto a compatible desktop card reader and click OK to save.

The saved number will be displayed in the standard fobs group.

NOTE: A maximum of 3 allocations is allowed per user.

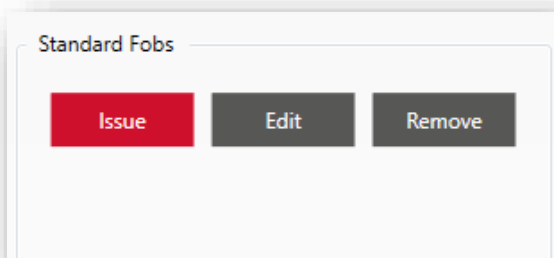


Fig. 55 - Issuing a Card/Fob

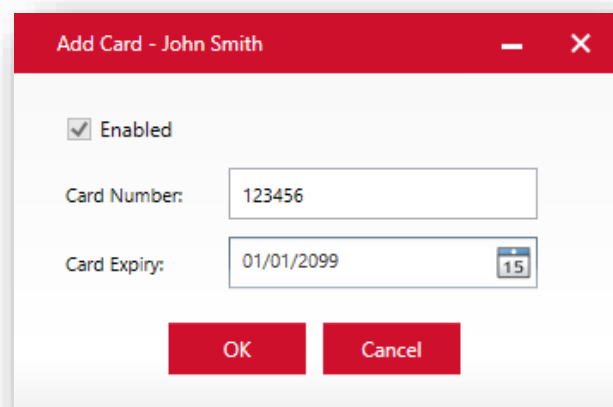


Fig. 56 - Adding Card/Fob Window

Removing a Card/Fob

To Remove a card/fob, select the card/fob number which you would like to remove and click the remove button. A dialog will appear to confirm the number to remove.

Deleting a User

To delete a user's information and associated cards/fobs, right click on the desired user that you would like to delete and select the Delete Card Holder option (Fig. 50). A dialog window will open to confirm that you would like to delete the selected user.

Sync Card/Fobs

To manually sync cards/fobs to the system, right click on the main content window and select the Sync All Cards. A progress bar will be displayed in the quick access area at the top of the toolbar.

Events

Events are received automatically while the system is open and connected to the configured door and elevator controllers. The recent events panel is displayed at the bottom of the window for all menus and stores a view of all events for a 24-hour period.

Recent Events

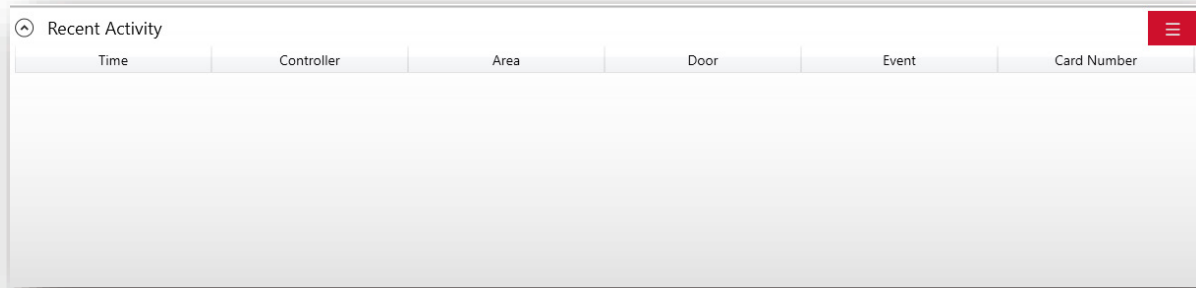



Fig. 57 - Recent Events Panel

Hiding Selected Events

If the operator would like to customise which events are displayed, click the menu  button from the recent events panel. A selectable list will open (Fig. 58), here you can tailor the events to be hidden or shown.

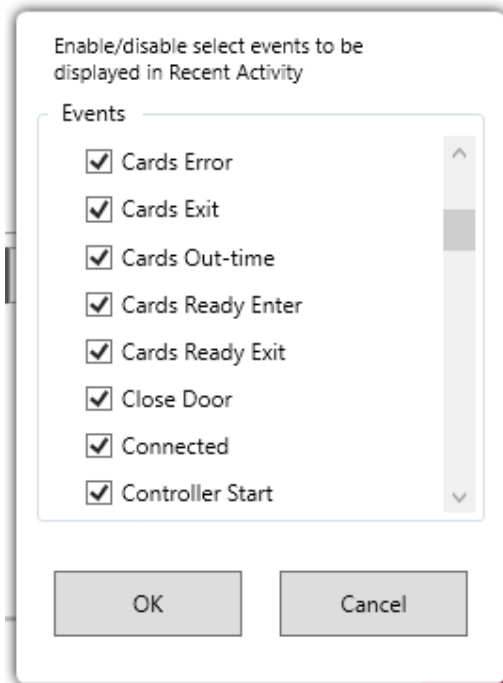


Fig. 58 - Recent Events Customizer

Retrieving Events

From the toolstrip, click on the events tab to navigate to the events page. Here you will find the retrieval of past events to view or export. The events are grouped by swipe, alarm and elevator events.

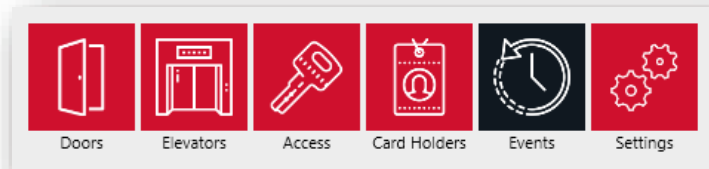


Fig. 59 - Toolstrip (Events)

Card Swipe Events

In this menu you find events stored when a card/fob is presented to a door reader.

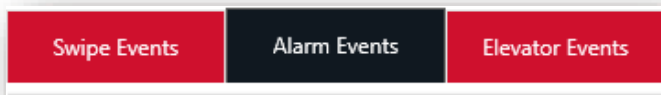


The search side panel (Fig. 60) allows the operator to filter by event type, areas, doors, a user's name, card number and by date range. Once the filters have been chosen, click the search button to search all events based on the filtered criteria. The events are shown in the main content window.

Fig. 60 - Swipe Events Search Panel

Alarm Events

In this menu you find events stored when an alarm is triggered by a door.

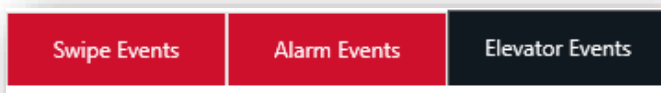


The search side panel (Fig. 61) allows the operator to filter by event type, areas, doors and by date range. Once the filters have been chosen, click the search button to search all events based on the filtered criteria. The events are shown in the main content window.

Fig. 61 - Alarm Events Search Panel

Elevator Events

In this menu you find events stored relating to elevator events.



The search side panel (Fig. 62) allows the operator to filter by event type, , a user's name, card number and by date range. Once the filters have been chosen, click the search button to search all events based on the filtered criteria. The events are shown in the main content window.

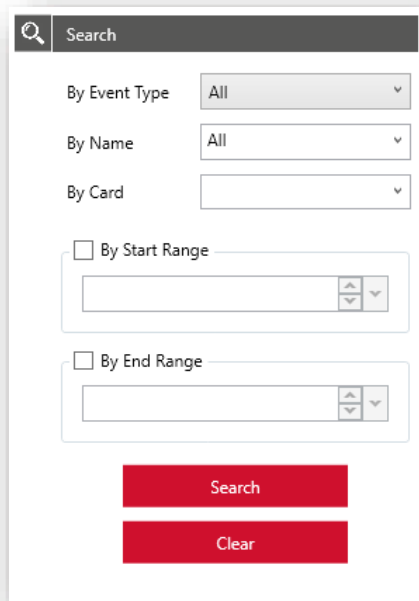


Fig. 62 - Elevator Events Search Panel

Exporting Events

Once a search has finished and contains 1 or more events, the export events button can be used to export the event found to a .csv file which can be open in any spreadsheet application.

Export Events

Click on the Export Events button, a dialog window (Fig. 63) will open. Choose the filename and location where you would like the file to be saved and click OK.

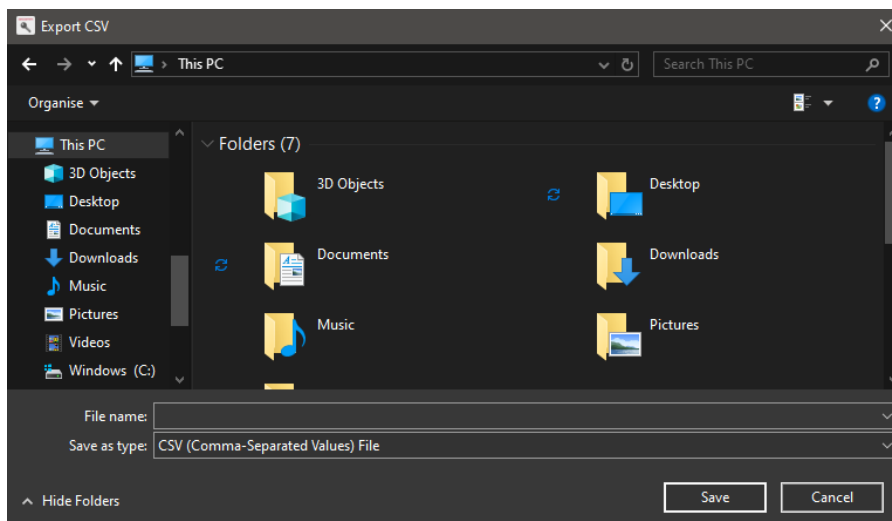


Fig. 63 - Export Events Dialog Window

Settings

From the toolbar, click on the settings tab to navigate to the settings page. Here you will find advanced settings for controller, sync database and security options.

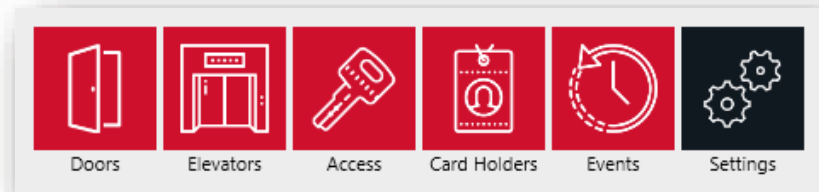


Fig. 64 - Toolbar (Settings)

NOTE: The following options are for advanced controls of the software. Modifying these settings could cause loss of data, cards/fobs, login access or connection to the controllers. This should be changed by installers or administrators only, unless otherwise instructed.

Sync Options

Card/Fob Sync Options

Remove Fobs/Cards Before Syncing:

Enable this option to delete fobs/cards before syncing. This is recommended for added security.

Sync Fobs/Cards To All Controllers:

Enable this option to sync fobs/cards to controllers even if there is no authority level.

Prevent Modifications While Fobs/Cards Are Syncing:

Keep this option enable to prevents users from modifying fobs/cards and controller parameters while syncing to controllers.

Controllers To Upload To:

Select an option to specify if parameters and fobs/ cards are uploaded to Door & Elevator Controllers, Door Controllers or Elevator Controllers only.

Remind To Sync:

Disable this option to stop being reminded to sync cards/fobs after a modification or access level has been changed for a user.

Controller Options

Controller Options

Next Refresh in 27 Minutes 19 Seconds

Reconnect To Controllers: Periodically ▾

Interval To Reconnect: 60 ▾ minutes

This options ensures that software attempts to reconnect to the controllers in the case that one controller is refusing a connection. Select from a set time everyday or periodic intervals.

Keep Controller Time & Date Updated:

Enable this option to periodically force controllers to sync time & to this PC every 30 minutes.

Sync To Multiple Controllers Simultaneously:

Enable to sync multiples controllers at the same time, over a fast/stable network.
NOT recommended on shared, unstable or networks under commission.

Database Options

Database Tools

Compress Images: Compress

This selection is used to reduce the database size if images have been uploaded which are larger then necessary.

Database Connection String: Modify

Database BACKUP: Backup

Database RESTORE: Restore

Database DELETE: Delete

Securing Access to Software Suite

Security

⬆️ User Credentials

Username:

Password:

Password Confirm:

⬇️ Installer Credentials

⬇️ Administrator Credentials