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1. WELCOME

1.1. About GuardPoint Pro

Sensors’ GuardPoint Pro, the sophisticated yet user-friendly access control and alarm management software, centralises security requirements within all types of installation irrespective of their complexity.

GuardPoint Pro offers intelligent and flexible access control that manages cardholders’ information, time zones, access levels and relays activation. Controllers and badge holders are automatically created with a click of a mouse. The set-up process is therefore reduced to minutes instead of hours.

GuardPoint Pro alarm management module monitors all alarm events and movements in real time. All the information needed to react immediately with full knowledge of the facts is provided on the screen. Security is reinforced as alarm conditions and events automatically trigger predefined reactions: flashing icons on relevant displayed maps, written and vocal instructions, alarms, CCTV or any programmed relay activation, zone on/off alarm, card invalidation, etc.

GuardPoint Pro transforms your facility into a smart building. The passage of a badge at the exit automatically switches off the lights and heating in any designated area, thus allowing for energy savings. Switching on the heating in the office of the person who has passed its badge at the car park entrance.

1.2. Monitoring Tool

1.2.1. Access Control

Access Control tool allow you to define "who is going where and when". Smart multi-technology controllers, linked to advance identification systems, allow to equip each person with a personalised card or another ID that controls access.

Your organization can prevent material or information robbery, by limiting / supervising the access to all or part of your facility (lab, computer room, or storage areas) to authorized persons, during specific time periods.

When a badge holder requests permission to access a particular area, the information is relayed from the reader to the controller. The controller either grants or denies access according to the parameters defined (access authorization, time zones, etc.) All these parameters are down-loaded from the central station (through GuardPoint Pro) to the controllers into authorization tables and therefore, controllers decide by themselves to grant or deny access, without involving the central station. The transactions are then sent to the central station and listed in the log and the journal.

Access control parameters are mainly defined in the “ Parameter” section of the application.

1.2.2. Alarm Management

Your organization can prevent catastrophes or limit damage by being informed of abnormal events and reacting to them in real time. Alarm Monitoring usually functions in coordination with Access Control.

Alarm management consists in supervising alarm inputs. Different sensors, such as magnetic contacts, motion detectors, broken window sensors and temperature indicators are connected to intelligent controllers that centralize the information. As soon as an alarm is activated the system reacts: CCTV cameras, alarms, heating switched on or off, display of pre-defined maps and instructions on the screen, etc.

Alarm management parameters are mainly defined in the “Parameter” and “Event Handling” sections of the application.

1.2.3. Lift Management

GuardPoint Pro provides a solution for supervising access in lifts. The user passes his badge into a lift reader: If access is granted within the time zone, only the floor buttons corresponding to his authorization may be used.

In case of buildings shared by several firms, each person will only be able to select the floor(s) attributed to the company he/she belongs.

Lift management parameters are mainly defined in the “Lift Program” menus in the “Modules” section of the application.

1.2.4. Parking Management

GuardPoint Pro enables to monitor access to designate parking spaces. The software monitors the filling up of parking zones with respect to groups of users and pre-defined number of places in the cardholder zone, and allows establishing attendance sheets.

The necessary parameters are mainly defined in the “Parking” menus of the “Modules” section of the software.

1.2.5. Time & Attendance Management

Time & attendance management facilitates the computation of employee attendance, overtime, absences and lateness. It allows calculating pay slips more efficiently.

Time & attendance parameters are mainly defined in the “Roll call” menu of the “Modules” section of the software.

1.3. Types of Installations

GuardPoint Pro centralizes security within any type of on-line installation:

- Big or small installation
- TCP/IP, RS485 or modem networks
- Single or remote sites
- Single or multiple company sites

1.4. Modules

1.4.1. Database

The database module allows creating and modifying databases (reader, systems, badge holders, time zones, etc.)

As soon as a data is created or modified, it is recorded in a file, which is then sent to the controller via the communication module.

Database parameters are defined in the “Create”, “Save” and “Restore Database” screens in the “Tools” section of the application. Similar options exist for the journal.

1.4.2. Communication

The communication module coordinates the data transfer between the main computer and the controllers that detect the events. The information collected is recorded in the journal and displayed in the log.

1.4.3. Operation

The operational module interprets information collected by the communication module. Its role is to activate predefined tasks such as alarms, reflexes, etc.

The events to consider, and the resulting actions, are specified in the different screens of the “Event Handling” section.

1.5. Basic Configuration

1.5.1. Operating System and Computer

Operating system:
Windows 2000 Pro or Windows XPRO or Windows 2003 Server

The manufacturer recommends these operating systems and is not responsible for errors occurring while using other operating systems.

Computer:
Pentium IV minimum
256 MB RAM (or 1 GB RAM for installations with more than 100 controllers or with SQL Server)
500 MB free hard disk space
CDROM Drive
1 free serial COM port and 1 parallel port or USB port

Recommended enhancement:
Sound Card , Speakers , SVGA definition (800*600)

1.5.2. Controllers

All SENSOR controllers for on-line networks are compatible with GuardPoint Pro.

1.5.3. Readers

The vast majority of readers available on the market are compatible with the GuardPoint Pro system: magnetic, proximity, bar code, smart card, biometry, Wiegand, contact, infrared, keypad, etc.

Consult with your GuardPoint Pro reseller for further information.

1.5.4. Other Materials

In order to successfully install and run the GuardPoint Pro system, other materials are required. These vary according to each installation: computer network, devices to open doors, alarm detectors, etc. Consult with your GuardPoint Pro provider for further details.

Note: This product uses software developed by Spread Concepts LLC for use in the Spread toolkit. For more information about Spread see http://www.spread.org.

1.6. General Use of GuardPoint Pro

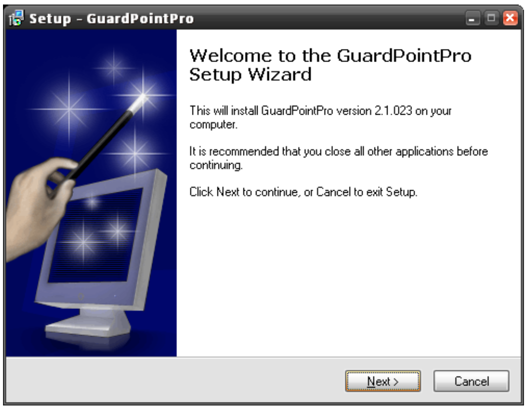
1.6.1. First Installation

Insert the GuardPoint Pro Installation CD: the Installation Wizard is automatically launched. If not, run the 'autorun.exe' file in the 'autorun' folder of the GuardPoint Pro Installation CD.

Follow then the step by step instructions.

Note: Do not install the application using the 'setup.exe' file of the CD; should you do so, the following warning message will be displayed:

"Setup will not start. Contact your vendor".



Welcome to the GuardPointPro Setup Wizard

This will install GuardPointPro version 2.1.023 on your computer.

It is recommended that you close all other applications before continuing.

Click Next to continue, or Cancel to exit Setup.

GuardPoint Pro on Server/Workstation architecture:

During the installation, the user is asked to select if the application must run as a Server or as a Workstation. If GuardPoint Pro runs on one computer only, select 'Server'. If on several computers (for a Server/Workstations architecture), do as follows:

1- Install GuardPoint Pro on the computer that will be the Server and specify 'Server' during the installation process.

2- Share the GuardPoint Pro folder to the required Workstation(s).

3- Once installed, run the application and define all the computers, Server and Workstation(s), through the 'Parameter - Computer' screen.

4- Install GuardPoint Pro on each workstation and specify 'workstation' during the installation process. It will ask the user to select the Server network path.

Database type:

During the installation, the user is asked to select the database format: 'Access' or 'SQL'. If 'SQL' has to be requested, ensure first that the Microsoft SQL server or MSDE (the SQL server engine) is already running on the computer or on the network and the GuardPoint Pro plug has the SQL license.

1.6.2. Demonstration Version

A demo version of the GuardPoint Pro software is available. It includes all functions referring to alarms, graphics, lift management and time management. Nevertheless the capability of the demo version is restricted to two controllers, four readers and ten cardholders. In order to exceed these capabilities and to use the software in a real situation, a plug is requested.

1.6.3. Plug (Dongle)

Different plugs are available. The combination of plugs purchased is described in the 'Help – About GuardPoint Pro' screen and defines the system capability.

➢ nC:	Maximum No. ('n') of Controllers allowed	➢ T:	Time & attendance Module
➢ nR:	Maximum No. ('n') of Readers allowed	➢ M:	Multi-company Module
➢ nB:	Maximum No. ('n') of Badgeholders allowed	➢ U:	Guard patrol Module
➢ nW:	Maximum No. ('n') of Workstations allowed	➢ O:	OPC Server Module
➢ A:	Alarm Module	➢ SQL:	MS-SQL database support
➢ G:	Graphic Module	➢ BP:	Badge Printing Module
➢ P:	Parking Module	➢ V :	Video Module
➢ L:	Lift Module		

Tips & Notes

NetHasp support for Terminal Server application compatibility

GuardPoint Pro can work either from a Terminal Server PC or from a Terminal Client. However, this requires the use of a special plug (NetHasp) that is a type of plug being able to work with the Terminal application. With a regular plug, the Terminal Client workstation looks for the installed plug on the PC. Using the NetHasp plug, the plug can be physically installed on the Server or on any other PC on the LAN, and to be read by GuardPoint Pro through the network.

Operating Mode :

- Order the special NetHasp plug (looks the same, though it is colored red),
- Install it on the machine where GuardPoint Pro is installed, or on any other PC on the LAN.
- Install the "Aladdin License Manager" application on the PC where the plug is physically located. (It is better to install it as a 'Service'. This way doesn't need to log on to Windows in order to make it run after a PC start).
- Exit GuardPoint Pro and look for the GuardPointPro.ini file in the GuardPoint Pro folder.
- Open this file with Notepad and check that the following command exists:

```
NetHasp = 1
```

If this line does not exist, run the application, go to "Tools - Options" and click "OK". This operation rebuilds the ini file and inserts all the possible entries according to the latest application version.

- Set the value to 1
- Save and close this file, then restart GuardPoint Pro.

1.6.4. Running GuardPoint Pro

Start the GuardPoint Pro application by double-clicking on its shortcut or by clicking on Start/Programs/GuardPoint Pro/GuardPoint Pro from Windows Desktop. Type the User name and the Password and click OK. The application main menu appears on the screen.

Tips & Notes

Significance of lower case and capital letters

The "User name" and "Password" fields notice the difference between lower case and capital letters. For example: the computer will interpret AFI, afi, and aFi differently.

Three attempts

If the user name and the password are not correctly entered after three attempts, the start window will disappear from the screen.

Using the software for the first time

It is recommended to change the user name and the password at the first use of GuardPoint Pro and to store this information in a secure place.

Skip the user name and password request

Start your application without being prompted for a user name and a password every time the application is started, by setting them in the initialisation parameters, as follow:

- Point the mouse to the shortcut of the application
- Press on the right click of the mouse
- Select "Properties"
- Add the user name and password at the end of the "Target" field (after "GuardPointPro.exe") as follow: [space]/us:user name [space]/pw:password
- Click OK

1.6.5. Modifying Data Entry

To modify an existing entry:

- Select the desired screen
- Choose a data entry
- Modify the fields (Choose self-explanatory names)
- Click on the "Save" icon from the navigation bar to confirm the modification of the data captures
- Click on the "Close" icon to terminate the data entry operations and to return to the general screen or click on the "F12" function key.

1.6.6. New Data Entry

To create a new data entry:

- Select the required screen
- Click on the "New" icon from the navigation bar, to create a new data entry
- Give a name to the new data entry in the field entitled "Name" (Choose self-explanatory names)
- Define the new data entry in the field entitled "Description"
- Fill in the other fields
- Click on the "Save" icon from the navigation bar to confirm the creation of the data or press the "F3" function key
- Click on the "Close" icon to terminate entry operations and to come back to the general screen or press the ''F12'' function key

Tips & Notes

Emptying fields

By clicking on the “New” icon all the fields are cleared away or set to their default value to allow new data entry.

1.6.7. Exiting the Application

In order to terminate a work session and exit the application, choose one of the following steps:

- Click on the “Exit” icon represented by a door, at the far right of the navigation bar
- Double-click on the icon represented by a magical wand, in the upper left corner of the screen
- Click on the cross X, in the upper right corner of the screen
- Click on the “F4” function key and, at the same time, on the “Alt” key
- Open the “Parameter” menu and choose the “Exit” option (at the bottom of the list)

The system offers the possibility to log off unauthorized users, without closing the application.

1.6.8. Update an GuardPoint Pro version

To update an application already installed, do one of the two following procedures:

1- Using an ‘Update’ file:

Exit the application and run the ‘Update’ file (for example: ‘update_v1.3.023.exe’). Run it on the Server and on each Workstation.

2- Using a full new version of GuardPoint Pro setup:

2.1 From GuardPoint Pro, save the database and the journal from the ‘Tools – Save database’ and ‘Tools – Save journal’ menus.

2.2 Save the ‘GuardPointPro.ini’ file from the GuardPoint Pro folder.

2.3 Uninstall GuardPoint Pro from the computer.

2.4 Install the new version in the same folder where the previous version was installed.

2.5 Copy the saved ‘GuardPointPro.ini’ file in the GuardPoint Pro folder, overwritting the existing file.

2.6 Enter the application. If the database and the journal have not been automatically restored by the process, restore them from the ‘Tools – Restore database’ and ‘Tools – Restore journal’ menus.

1.6.9. GuardPoint Pro Database Protection

In the application folder there is a utility that allows password protection to the main database (GuardPointPro.mdb). This protection prevents opening the database using Microsoft Access or any other application. To protect the database, follow the next steps:

Operating Mode :

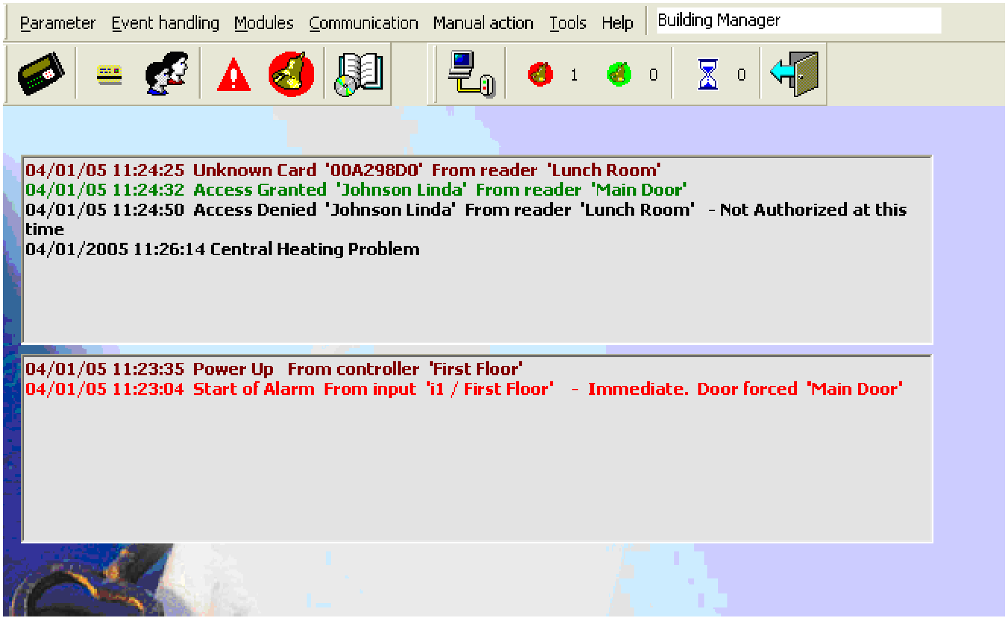
- Exit GuardPoint Pro,
- Run ‘LockDB.exe’ from the main application folder,
- Click on ‘Select Database’ to select the main db (GuardPointPro.mdb),
- Click on ‘Lock Database’.

2. GENERAL SCREENS

2.1. Main Screen

The main screen of GuardPoint Pro allows an access to all system options through the use of:

- Scrolling menus, leading to all capture screens, information tables and system options
- Toolbar, providing shortcuts towards some important screens
- Log display, presenting the list of events in real time
- Progress bar, at the bottom of the screen, showing the current status of the commands.



```
04/01/05 11:24:25  Unknown Card  '00A298D0'  From reader  'Lunch Room'
04/01/05 11:24:32  Access Granted  'Johnson Linda'  From reader  'Main Door'
04/01/05 11:24:50  Access Denied  'Johnson Linda'  From reader  'Lunch Room'  - Not Authorized at this
time
04/01/2005 11:26:14 Central Heating Problem
```

```
04/01/05 11:23:35  Power Up  From controller  'First Floor'
04/01/05 11:23:04  Start of Alarm  From input  'i1 / First Floor'  -  Immediate.  Door forced  'Main Door'
```

Tips & Notes

Tutorial

The help screen is available from any screen by pressing the “F1” function key and displays explanations of the current screen.

Reminding of consulted screens

The fields of the scrolling menus in the main screen appear in **black** before use. However after consultation, they appear in **blue**.

Multi-Windows

Several windows can be opened simultaneously.

Authorization Level

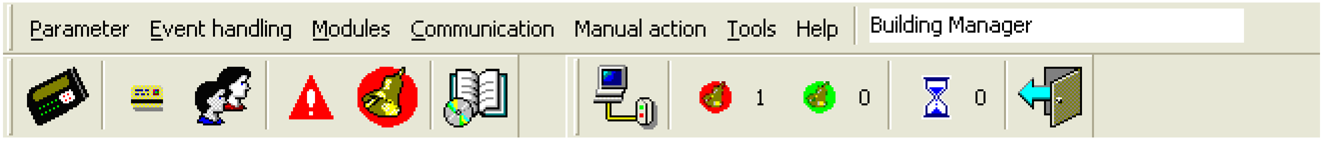
The options displayed depend on the authorization level of the user. Certain options are not suitable for certain users and therefore do not appear on the screen.

Dissociating the alarm log from the access log

By default, a single log shows access, alarms and system messages. It is possible to dissociate the alarm log from the access log, in the “Options – Tools – Journal / Log screen” screen.

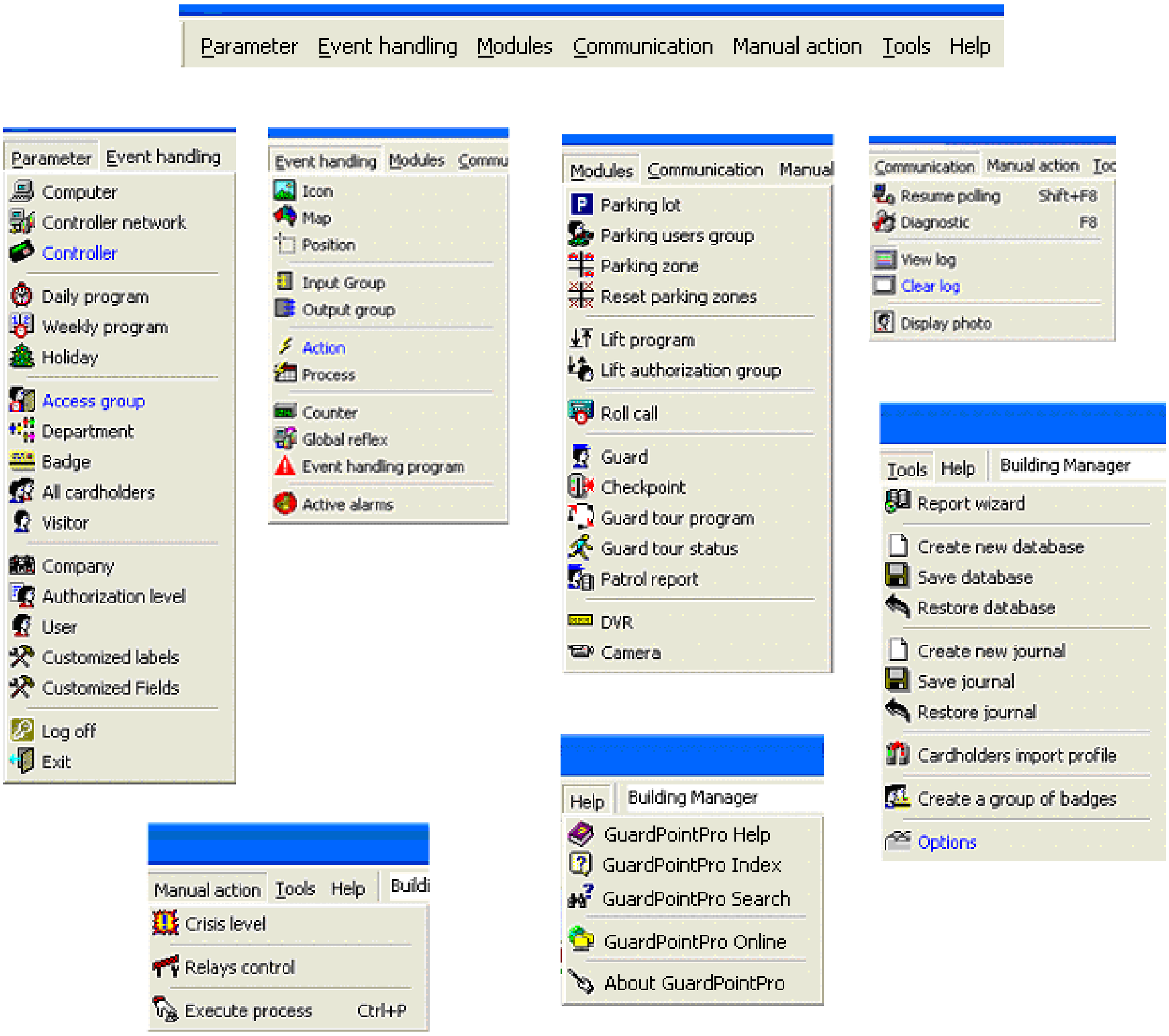
2.2. Tool Bar

The icons of the toolbar provide shortcuts to some important screens: Controller, Badge, All cardholders, Event handling program, Active alarms, Report wizard, Polling, Number of active alarms, Number of acknowledged alarms, Number of pending commands to be sent, Exit.



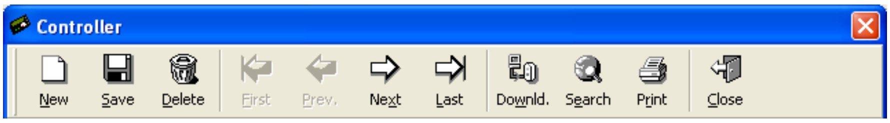
2.3. Scrolling Menus

Capture screens and menus are organized as follow:



These menus are those of the Version 1.5.002. New ones may be added on further versions.

2.4. Navigation Bar



The function keys correspond to the icons on the navigation bar are discribed here after. They are available from each capture screen.

F2	New	Define a new data entry
F3	Save	Save the current data information
F4	Delete	Delete the data selected
F5	First	Select the first data entry of the list
F6	Previous	Select the previous data entry
F7	Next	Select the next data entry
F8	Last	Select the last data entry of the list
F9	Download	Transfer all the parameters to the corresponding controllers even if the information has not been modified
F10	Search	Look for the desired data in the list
F11	Print	Generate automatically the report corresponding to the current data
F12	Close	Close the screen and return to the previous screen

Tips & Notes

Tutorial

F1	Help	Display the help screen of the current screen

New Data

By clicking on the F2 key, the fields of the newly created item are empty to allow entry of new data. If existing information has not yet been saved, a message appears requesting the user to save or cancel the changes. Saving (F3 key) transfers automatically the modified parameters to corresponding controllers.

2.5. Personalized Navigation Bar

A customized toolbar gives added flexibility to the system.

Creating a customized toolbar

- Place the mouse on the original toolbar
- Click on the mouse right button
- Select “Customize” in the menu that appears on the screen for opening the tools screen
- Click on the "New" button and give a name to the new toolbar
- In the “Tools” tab, select the desired group of icons
- Select the tools in the list and drag and drop them on the new toolbar

Saving a customized toolbar

Check the box “Save user customized toolbar” in the “Tools – Options – General” screen for restoring the customized toolbar at each work session.

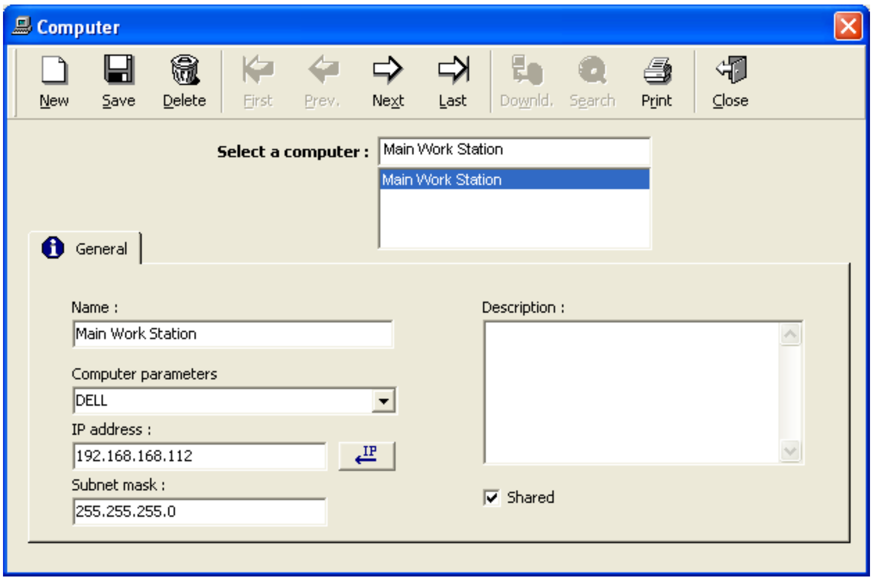
Toolbar initialisation

To execute this command, click on the “Reset toolbar to original state” button in the ‘’Tool - Options - General’’ screen.

3. “Parameter” MENU

3.1. Computer

If GuardPoint Pro is installed on a single computer, ignore this screen. For Server/Workstation(s) architecture, use this screen to define all computers parameters, Server and Workstations (PC name as defined in the network with its IP address). A separate record must be created for the Server and for each Workstation.



Select a computer : Main Work Station

Main Work Station

Name : Main Work Station

Computer parameters DELL

IP address : 192.168.168.112

Subnet mask : 255.255.255.0

Description :

☑ Shared

Fields

Name: Name the computer (any name: for information only)

Computer Parameters: Select from the list the name of the computer (within the network).

IP address: Enter the IP address of the computer or click on the **[IP] button** for an automatic detection.

Subnet mask: Type the subnet mask. This allows to create workstations located on a different network segment, i.e., over routers.

Description: Describe the new item (for information only).

Shared: Check the box for sharing the information between different companies (for use with multi-company application ONLY).

3.2. Controller Network

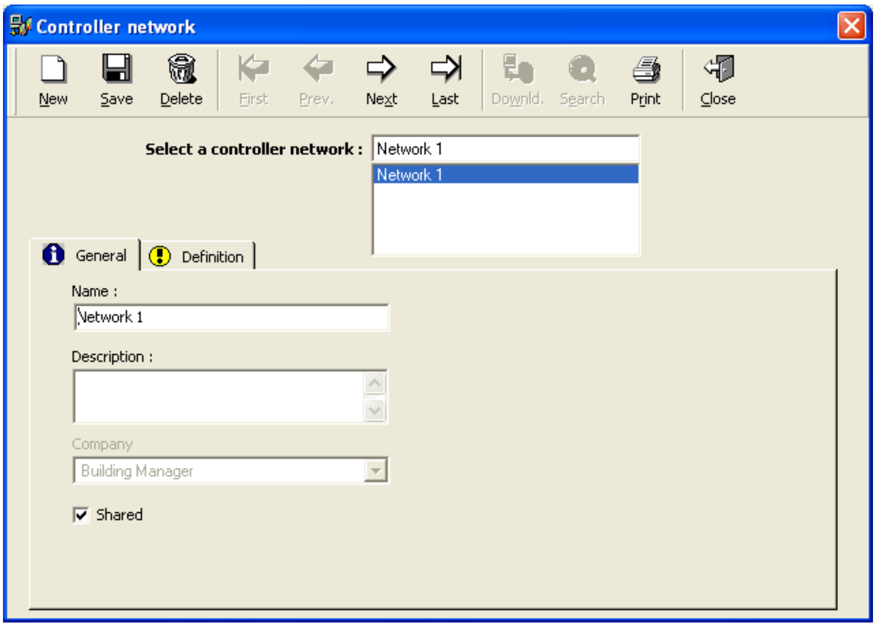
A network is an electrical physical support - or bus - to which controllers are connected and which can be connected to a PC. The different networks, to which groups of controllers are connected, are defined in this screen.

The PC can be connected to the networks by its communication ports (one by network), by its Ethernet TCP/IP board (for LAN or WAN network) or by Modem.

The controller network parameters are divided into two tabs:

- General, for name and description
- Definition, for selection of the different parameters

3.2.1. Controller Network - General



Select a controller network : Network 1

Name : Network 1

Description :

Company: Building Manager

☑ Shared

Fields

Name: Name the new network

Description: Describe the new data entry

Company: Company the item refers to (for use with multi-company application ONLY).

Shared: Check the box for sharing the information between different companies (for use with multi-company application ONLY).

3.2.2. Controller Network - Definition

Three network types are recognised by the system: Port COM, Port TCP and Port MODEM.

For each kind of network the following fields may be defined:

Password: This password allows to secure the data traffic between the PC and the controllers by encoding the information that passes over the communication bus (whether serial or TCP/IP). Each controller network may have a user defined 32-bit password, written in hexadecimal characters. When the PC and the controllers communicate, each data packet is encrypted using this password, preventing a hacker that has a copy of GuardPoint Pro application from accessing the controllers. The password can be defined after checking the 'Password' box in this screen. The user can use decimal digits or a combination of decimal and hexadecimal characters.

Example: 1A E3 5F 7B (Min. value: 01 00 00 00 / Max value: 7F FF FF FF)

Time out delay: The maximum delay, measured in milliseconds, beyond which a controller must answer to a command sent by GuardPoint Pro. If the controller does not answer within this delay, GuardPoint Pro will try two more times (value adjustable in the 'Tools – Options – Communication' menu) to send the command. If still no answer from the controller, the command will be put in the pending commands. The default value is 1000 msec. (keep this value unless specified otherwise)

Time out polling: Polling a controller means asking it if some events just occurred, i.e. either a card transaction (granted or denied) or an alarm. In the polling mode, GuardPoint Pro continuously polls all the controllers which must answer either by an empty message, if nothing happened, or by the last event(s) occurred. The 'Time out polling' is the maximum delay, measured in milliseconds, beyond which a controller must answer to a polling. If the controller does not answer within this delay, GuardPoint Pro will try two more times to poll it. If still no answer from the controller, it will jump to the next controller. The default value is 1000 msec. (keep this value unless specified otherwise)

GuardPoint Pro will declare a Communication problem if a same controller does not answer to polling during a pre-defined 'communication error time-out' delay.

The number of trials (3 by default) GuardPoint Pro will poll a controller which does not answer and the 'communication error time-out' delay (30 seconds by default) is adjustable in the 'Tools – Options – Communication' menu.

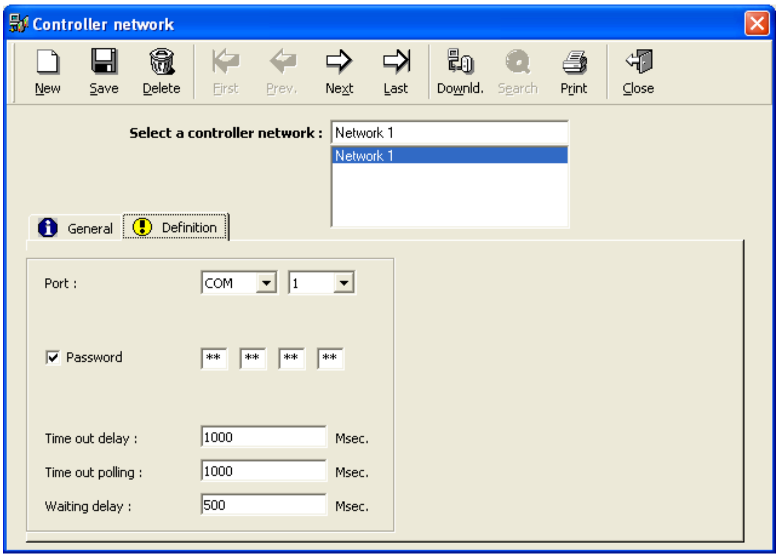
Waiting delay: Specify the delay between two communication operations between the computer and the controllers (polling or commands) - measured in milliseconds. This function will help slow down the system so as to free up the PC. The default value is 50 msec. (keep this value unless specified otherwise)

Note: The communication baud rate between controllers and GuardPoint Pro is defined in the 'Tools – Options – Communication' screen.

3.2.2.1. COM Network

Fields

Port: Choose “COM” and specify the port address; by default the serial port COM 1 is created.



Select a controller network : Network 1

Network 1

Port : COM 1

☑ Password ** ** ** **

Time out delay : 1000 Msec.

Time out polling : 1000 Msec.

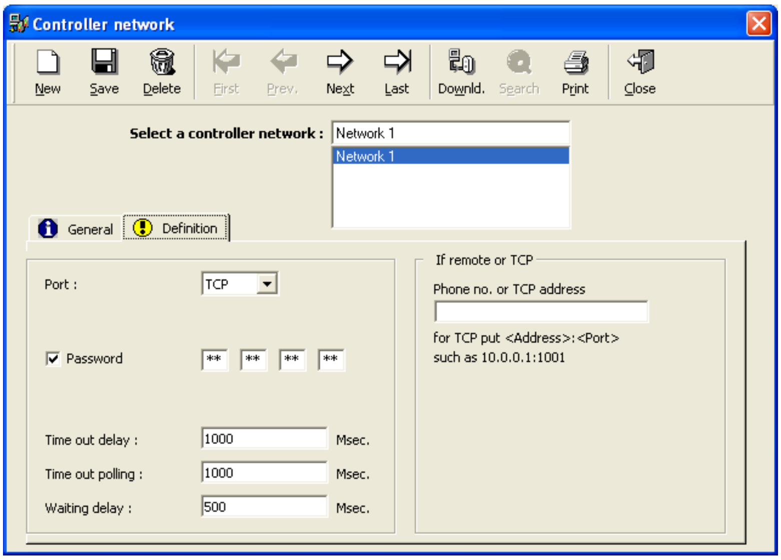
Waiting delay : 500 Msec.

3.2.2.2. TCP Network

Fields

Port: Select “TCP” to establish a link to remote controllers via TCP/IP

Phone No. or TCP address: Specify the TCP address requested in the format <Address>**:**<Port>, for example: 10.0.0.1:10001



Select a controller network : Network 1

Network 1

Port : TCP

☑ Password ** ** ** **

Time out delay : 1000 Msec.

Time out polling : 1000 Msec.

Waiting delay : 500 Msec.

If remote or TCP

Phone no. or TCP address

for TCP put <Address>:<Port>
such as 10.0.0.1:1001

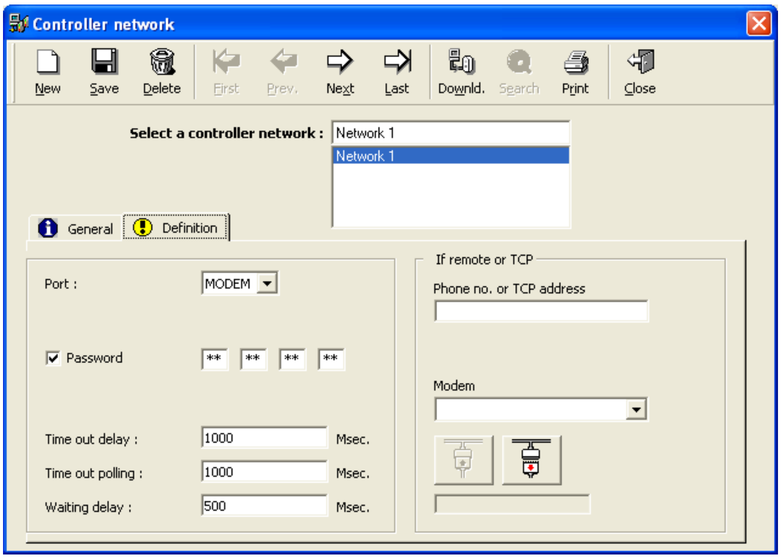
3.2.2.3. Modem Network

Fields

Port: Select “Modem” to establish a link to remote controllers via modem

Phone No. or TCP address: Specify the phone number of the modem requested

Modem: Select the required modem among the drop-down list showing the current Windows pre-defined connections.



Select a controller network : Network 1

Network 1

Port : MODEM

☑ Password ** ** ** **

Time out delay : 1000 Msec.

Time out polling : 1000 Msec.

Waiting delay : 500 Msec.

If remote or TCP

Phone no. or TCP address

Modem

Note:

- Set the remote modem in auto answer mode
- Fit the specific wiring and settings to installation instructions of controllers
- Establish modem port selection at the server

Connect: Click on the connect button to start the connection procedure; this button is enable after saving the network definition only.

The server application will show messages such as "Proceeding", "Line Busy" or "Connected".

The connect button is available on any workstation of the system, nevertheless the status messages are only sent to the server computer.

Disconnect: Click to stop the connection procedure; this button is only enabled while the controller network is connected.

Note: In case of off-line network, all the controllers are considered as inactive by the system. Database modifications are saved and automatically transferred during the next successful connection.

Tips & Notes

Updating dial up controllers

When a remote controller network is connected via dial up modem, and the user makes changes in the database while these networks are not connected, there are 3 ways of updating controllers with the new definitions:

1. Manually: Open Controller Network screen and connect to the relevant network. Once connected, all pending commands are sent to the controller, and in addition, the events buffer is uploaded to the PC.

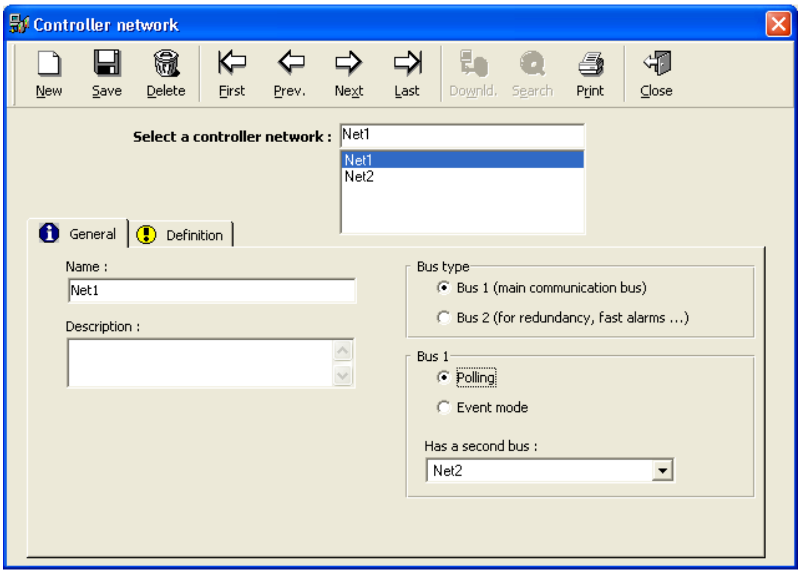
2. By user defined schedule: Modem dial-up may be automatically performed within pre-defined schedules. Define a new action and select the type: "Connect distant network and read transactions". Select the relevant remote controller network. Save. Click "Make it a process". Define a new global reflex. Select the type "Scheduler" and select the relevant time and dates. For example: Any day, any month, at 23:00. Select the newly created process. Save. This will make the program dial up that modem every night at 23:00, update the pending commands, read the events, and disconnect.

3. Automatic dial up every time there pending are to be sent: When a local controller does not answer to controller commands, (usually due to a communication problem), these commands are left as pendings and sent, by default, every half an hour minutes. (That 30 minutes period may be changed, down to a minimum of 1 minute, though Tools - Options - Communication - Resend pending every…). In order to set the application to update pendings, (at the same method and at the same delay), also remote dial up networks, it is required to choose the "Distant connect on pending" option in the "Tools - Options - Communication" screen.

Note: When this option is activated, the GPP would not dial up every pending updates period to all remote controllers, but only to those who have to be updated with database changes. Therefore, if a certain controller does not have to be updated, GPP will not connect to it and would not empty its buffer. (See the paragraph which explains what happens when buffer is full on remote controller).

3.2.3. Controller Network, advanced settings.

Pressing Shift+F12 at the “Controller Network” screen reveals on the “General” tab some advanced features about communication bus:



Select a controller network : Net1

Net1
Net2

Name : Net1

Description :

Bus type
● Bus 1 (main communication bus)
○ Bus 2 (for redundancy, fast alarms …)

Bus 1
● Polling
○ Event mode

Has a second bus : Net2

Fields

Bus type: Select the network type:

- **Bus 1 (main communication bus)** (default)
- **Bus 2 (for redundancy, fast alarms …)**: Network connecting the controller secondary communication ports.

Bus 1: When the Controller Network is defined as Bus 1, this bus must be connected to serial port 1 of all the controllers. This bus may be set to one of the 2 communication types:

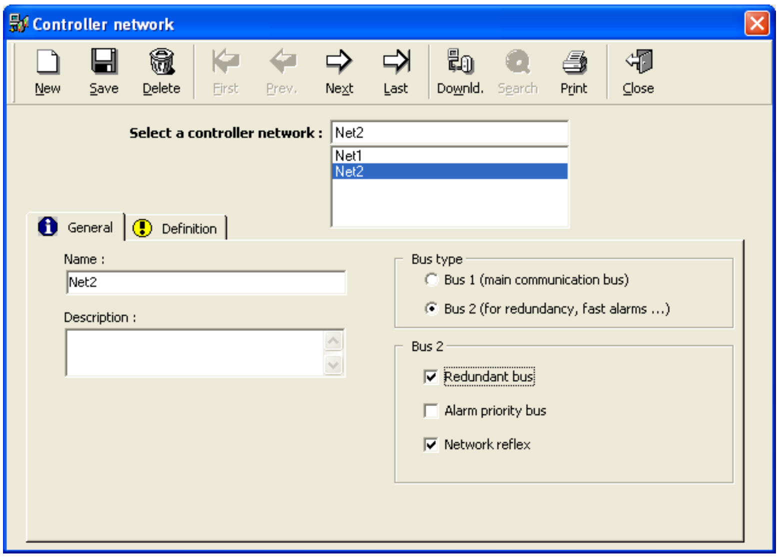
- **Polling**: In this type of communication (selected by default), the PC continuously polls the controllers, in order to check if there are any new events to be reported.

- **Event mode**: In this type communication, the PC listens quietly to the port, waiting for the controller(s) messages. There is no polling, the events are being sent at the controller’s initiative. As soon as access or alarm event happens, the controller reports it to the PC. Obviously, the communication lines are much less busy.

  Notes for technicians*:* Unlike polling mode, where the 2 onboard controller communication LEDS work continuously, in event mode they would just blink briefly after an event has occurred.

Has a second bus: Select the second bus, if needed. This bus must have been defined as Bus 2 preliminarily.

By pressing on the ‘Bus 2’ button, other fields are displayed. For the *IC Controller* Rev.D, Rev.D1, and the IC1604 Rev.C it is optional to support a secondary RS485 communication port called ‘Bus2’. This additional port can be connected to a bus that may be used as redundant bus, alarm priority bus or network reflex bus:



Select a controller network : Net2

Net1
Net2

Name : Net2

Description :

Bus type
○ Bus 1 (main communication bus)
● Bus 2 (for redundancy, fast alarms ...)

Bus 2
☑ Redundant bus
□ Alarm priority bus
☑ Network reflex

Fields

Bus 2: When the Controller Network is defined as ‘Bus 2’, this bus must be connected to the secondary serial port (Connector J10) of all the controllers equipped with a second RS485 communication port. ((U29) and (U30) components must be present on the controller board).

This bus may have three different uses. Check the option box for which this bus must be used:

- **Redundant bus**: Backup communication bus for acting as an alternative communication bus for the controller in case of main communication port failure (connected to a TCP/IP network, for example). If this option is set, then when the GuardPoint Pro detects a communication error with one or more controllers of the network, it swaps the communication of all the controllers of that network to ‘Bus 2’. This change is done after the ‘Communication error time out’ delay (30 sec. by default, changeable in the “Tools - Options - Communication” screen). At that point the communication will continue on the secondary bus. However, maximum 5 minutes later, GuardPoint Pro will test the main bus: if all the controllers answer, the main bus is automatically restored; otherwise, communication will continue on the ‘Bus 2’ for another 5 minutes. ***This feature is required the use of EPROM IC Controller from 03/09/2002 or later.***

- **Alarm priority bus**: Bus dedicated to alarms. During this mode, the controller ACTIVELY sends all the alarm events immediately as they occur, without waiting to be 'polled' by the PC. Therefore, the user can receive the alarm messages as soon as they happen, EVEN when the controller buffer is still load with thousands of access, and other, events. This bus runs in Event mode only (mode previously defined). Controller may be connected simultaneously to the same PC via its two communication ports: cardholder transactions are transferred to the PC through Bus 1 (either serial or TCP) connected to the main controller communication port while alarm events are transferred to the PC through Bus 2 (either serial or TCP) connected to the second controller communication port. ***This feature is required the use of EPROM IC Controller from 01/03/2003 or later.*** A simple test can be applied by disconnecting the main controller port and see that alarms event are still received. You may notice that the GuardPoint Pro aSensor 2 asterisks (**) before each event sent in event mode.

  Example: **21/08/05 17:53:47 ** Start of Alarm From input 'Input1 / Controller 1'**

  Note 1: What is "Alarms Priority Bus" good for?

  During polling mode, transactions are sent to the computer only after an answer to a polling interrogation. Without polling (due to power cut, PC or LAN failure, etc.), transactions are not sent and are recorded in the FIFO events buffer. When communication and polling are back, transactions are sent in the order they were recorded ('FIFO'=First In, First Out) and therefore, newly arrived alarms are sent only after all the transactions previously recorded have been sent, and this might take few precious minutes if the controller events buffer is loaded with few thousands of events.

  Another case, in the installations with numerous controllers, the regular FIFO system forces new alarm messages to wait until their turn arrives. This may take time when the controller event buffer is loaded with events.

  The "Alarms Priority Bus" comes to help exactly at this point. With the "Alarms Priority Bus" alarms do not have to wait till the PC finish reading the events previous in the queue – but rather reach the PC as soon as they are created, using the 2nd bus as a shortcut route to bypass all the old events.

  Note 2: In case the alarm priority bus goes over TCP/IP it is required to remove the time connection timeout (in Tibbo DS-Manager application set "Connection timeout = 0") otherwise the TCP socket will be automatically closed after 5 minutes without an alarm message.

- **Network reflex**: Communication bus that allows controllers to perform global reflexes between themselves, without a PC. These reflexes are defined in the "Global Reflex - General" screen. The controller will execute the network reflexes through this second bus, even at times when the PC is not running. ***This feature is required the use of EPROM IC Controller from 01/03/2003 or later.***

Note: Check list : Before setting/testing the Bus 2, make sure that:

- The needed hardware components and the corresponding firmware date are installed.
- There is a RS485 wiring on Bus 2.
- Bus 2 is defined to perform Redundant bus, Alarm priority bus or Network Reflexes
- Bus 1 is linked in the software to Bus 2 (i.e., on Bus 1 definition, Bus 2 appears at the 'Has a second bus' field).
- At the "Controller - General" screen, the network of all the corresponding controllers is Bus 1.

3.3. Controller

A controller is an electronic card that has a huge memory capacity for storing the parameters monitored, such as cardholders, time zones, reflexes, etc. It supervises the following components of the security system:

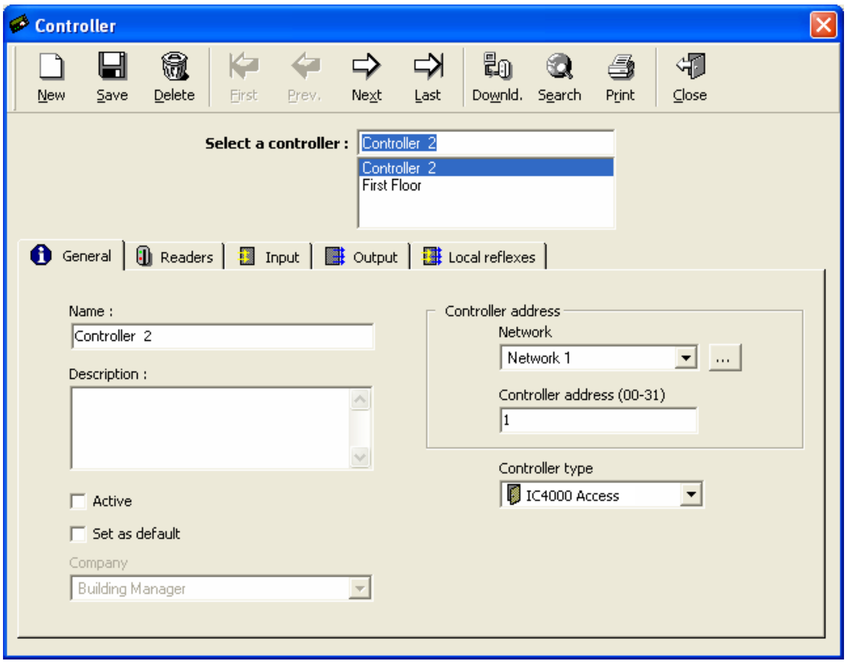
- Readers, and consequently the corresponding doors
- Inputs (Alarm, RTX buttons, etc.)
- Outputs relays

Information regarding controllers is organized into 5 tabs:

- General tab
- Readers tab
- Input tab
- Output tab
- Local reflexes tab

3.3.1. Controller - General

The “Parameter - Controller - General” menu allows to define the controller parameters in the system.



Select a controller : Controller 2

Controller 2
First Floor

Name : Controller 2

Description :

□ Active

□ Set as default

Company
Building Manager

Controller address
Network
Network 1 ...

Controller address (00-31)
1

Controller type
IC4000 Access

Fields

Name: The following names appear by default: Controller 1, Controller 2, etc. Modify the default name by a name linked to the geographical position of the controller or to the department it monitors. In case the controller monitors many readers at a time, the name chosen must be logical. Examples: main entrance, stairs –1, parking 2, R&D

Description: Describe the new data entry

Active: ☑: to activate communication (parameters download and polling) with the controller.

☐: to disengage communication between the PC and the controller. Polling is not done in this case; the controller is not polled and is not downloaded by the system.

Set as default: Check the box if the current controller should serve as a reference. Its parameters are automatically copied as default parameters for newly created controllers, thus preventing to have to parameter newly created future controllers.

Company: Company the item refers to (for use with multi-company application ONLY).

Controller address:

Network: Select an existing network from a list of previously defined networks or create a new network by clicking on the **[…] button**.

Controller address (00-31): Mention the physical address of the controller in the selected network. The address is contained between 00 and 31; it is defined on the controller itself by the position of the address selection dip switches.

Controller type: Select the type of controller in the displayed list. This will enable GuardPoint Pro to set all the parameters (readers, inputs and outputs) with their default values, according to the type selected.

Tips & Notes

Saving and downloading

Saving the data entered will automatically result in downloading initialisation data, updating date and hour and transfering group parameters, daily and weekly programs for access, reader parameters, card format and access authorizations.

Parameters by default

When entering information with respect to name, network, address and controller type, the system will define all the other controller parameters (readers, inputs and outputs) by default which therefore do not need to be entered if these default values are convenient.

IC4000 parking controllers

In the case of IC400016-relay parking controllers, select the requested parking in the field that appears at the bottom of the screen.

IC4000 lift

A single controller can pilot several lifts independently.

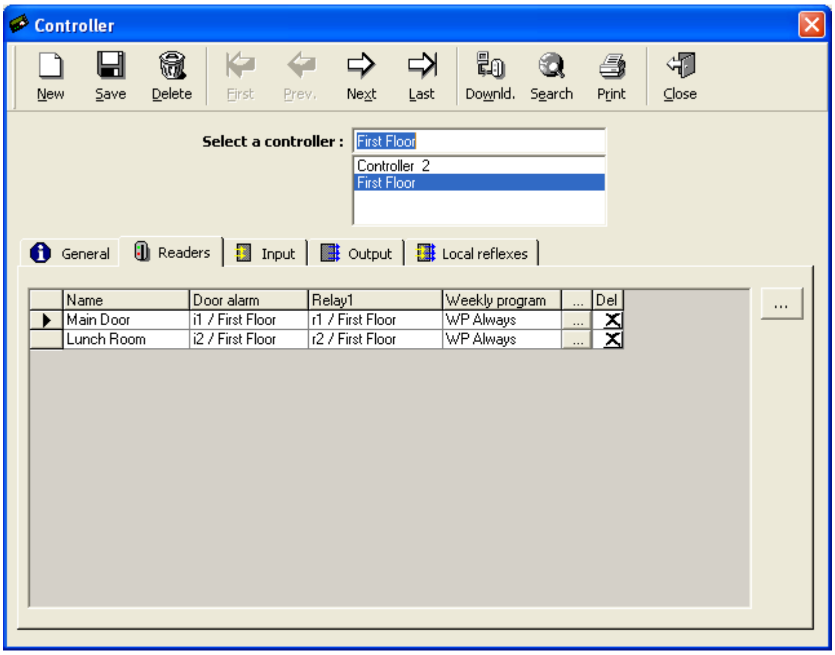
Types of controllers and associated readers, inputs and outputs

Type of controller	Doors	Readers	Inputs	Outputs	Notes
IC2000 Access	2	2	8	4	Access control
IC2000 parking	2	2	8	4	Access control in parking
IC2000 parking 16 relays	2	2	8	16	Access control in parking
IC2000 lift	2	2	8	64	Lift monitoring
IC4000 Access	4	4	16	8	Access control
IC4000 parking	4	4	16	8	Access control in parking
IC4000 parking 16 relays	4	4	8	16	Access control in parking
IC4000 lift	4	4	8	64	Lift monitoring
IC1000	2	2	4	3	Access control
IC1604	-	-	16	4	Alarm control

3.3.2. Controller - Readers

The informative table synthesizes reader parameters that are associated to a controller. Default parameters are defined according to the type of controller. To obtain full information and modify the reader data, click on the **[…] button** situated to the right of the table of the corresponding tab.

Table analysis



Select a controller : First Floor

Controller 2
First Floor

	Name	Door alarm	Relay1	Weekly program	...	Del
▶	Main Door	i1 / First Floor	r1 / First Floor	WP Always	...	☒
	Lunch Room	i2 / First Floor	r2 / First Floor	WP Always	...	☒

Name: Reader name

Door alarm: Name of the input signalling the closure of a door

Relay 1: Name of the first output in the system

Weekly program: Weekly program that automatically flip-flops the way the reader operates between the two security levels

Button […] (on the line of the reader): Click on the button to display the "Reader" screen for creating, consulting or modifying data

Button [×] (on the line of the reader): Click on this button to remove a reader from the line

Button […] (outside the table): Click on the button to display the "Reader" screen even if no record is selected

Tips & Notes

Modifying default parameters

Suppress readers that automatically appear in the table and are not physically connected. If the default parameters of a reader are not suitable, eliminate the reader from the list and manually create a new data entry. In case of an empty list, click on the **[…] button** to create a reader.

Saving current information

As soon as a new tab is selected all the current information is saved.

Table of default connections for inputs, relays and RTX:

	Reader 1	Reader 2	Reader 3	Reader 4
Door alarm	i1	i2	i5	i6
Door relay	r1	r2	r3	r4
RTX	i3	i4	i7	i8

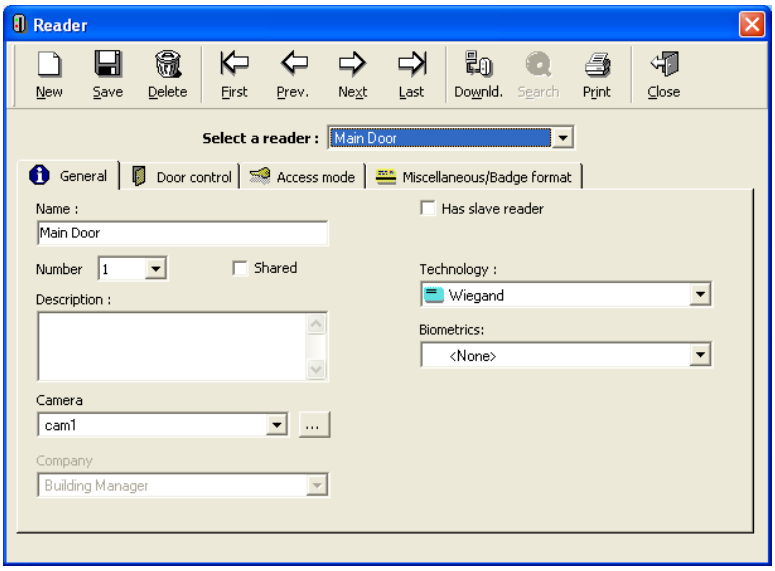
3.3.2.1. Controller - Readers - General

The “Reader” screen enables the reader parameters specification. It is accessible from the corresponding tab in the “Controller” screen, by pressing on the **[…] button** situated to the right of the table.

Reader parameters are divided into five categories:

- General tab
- Door control tab
- Access mode tab
- Miscellaneous / Badge format tab
- Finger Print tab (if a biometric reader is selected)

Fields



Select a reader : Main Door

Name : Main Door

□ Has slave reader

Number 1

□ Shared

Technology : Wiegand

Description :

Biometrics: <None>

Camera cam1 ...

Company Building Manager

Name: Name the reader

Number: Indicate the number of the reader (choose from 1 to 2 for a two doors controller, and from 1 to 4 for a four doors controller).

Shared: Check the box for sharing the information between different companies (for use with multi-company application ONLY).

Description: Describe the new data entry

Camera: Select the camera video to associate with this reader, if needed (for use with the Video Module ONLY).

Company: Company the item refers to (for use with multi-company application ONLY).

Has a slave reader: Check the box; if checked, specify the name of the slave reader.

Note: When a reader is deleted its slave reader is also deleted.

Technology: Select the reading technology from the displayed list (Magnetic, Wiegand, etc.)

The information downloaded to the readers is limited to the badges which have the same technology as specified above. The badge technology is specified in the “Type” field in the “Parameter - Badge” screen.

Note on Badge Technology: A badge, or card, is a physical support that has a unique code enabling its identification. Generally, this code is randomly attributed and unknown to the user. Badges identification requires the registration of their code in the system memory. When a badge is being read the system checks if the badge is known and if yes, to whom it is attributed, for checking the access authorization of the cardholder.

Numerous card technologies are available: magnetic, bar code, Wiegand, proximity, smart cards, etc. GuardPoint Pro, as well as SENSOR controllers, is compatible with the majority of reader technologies on the market today.

The reading technology is defined in the “Controller – Reader - General” screen and badges technology is defined in the “Parameter - Badge" screen. The technology must be the same as the one selected on the controller electronic board through its technology selection jumpers.

Biometrics: If the reader is a biometric reader, select its type from the displayed list (BioPass, etc.).

Tips & Notes

Motorized Reader

It is possible to use the SENSOR magnetic motorized readers by selecting the 'Motorized Reader' technology in this screen. Two additional fields are displayed: in the first, select the controller input connected to the badge detection signal (S1). In the second, select the controller relay to which the Common is connected to the signal (MFC/MRC) that controls the sense of the reader motor.

'Wiegand', 'Wiegand 2' and 'Wiegand Keypad' Technologies

When several readers are defined with a same technology, they must have the same badge format. If some readers need a different format from the current badge format (i.e. a different Wiegand format), their technology must be different and they must be connected on a different controller.

The Wiegand reader technologies ('Wiegand', 'Wiegand 2' and 'Wiegand Keypad') allow to choose up to three different Wiegand format type. This helps for instance on sites where one or more controllers support biometric readers and other controllers support other Wiegand readers.

Example:

A site has 2 readers; each one is connected on a different controller:

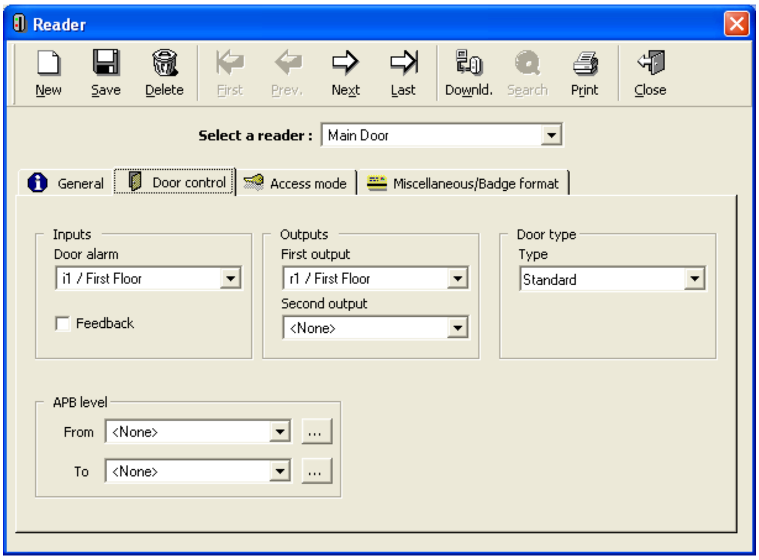
- Reader 1 / Controller 1 is a Bio-pass,
- Reader 1 / Controller 2 is a simple Wiegand reader.

	Defined Technology	Biometrics	Badge Format
Reader 1 / Controller 1	Wiegand	BioPass	Decimal
Reader 1 / Controller 2	Wiegand2	-	Decimal

In this case, if a cardholder needs to pass on **both readers**, he may have **two badges**: one 'Wiegand' badge (to be used on the BioPass reader defined as "Wiegand") and one 'Wiegand2' badge (for the other reader defined accordingly). The PC will download cards of a defined technology only to readers of the same technology. Wiegand cards to Wiegand readers, Wiegand2 cards to Wiegand2 readers, etc.

3.3.2.2. Controller - Readers - Door Control

This screen defines the way the door is wired



Select a reader : Main Door

Inputs
Door alarm: i1 / First Floor
☐ Feedback

Outputs
First output: r1 / First Floor
Second output: <None>

Door type
Type: Standard

APB level
From: <None>
To: <None>

Fields

Inputs:

Door alarm: Select the controller input to which the door opening control device is wired; an alarm is set off when a door is forced or stays open beyond a predefined delay

Feedback: Check the box in order to verify the physical entry or exit of a badge holder that has been granted access

Operation mode: A badge holder swipes his badge through a reader. The controller authorizes access to the badge holder by activating a door relay. During the predefined door alarm delay, during which the door can be opened, the controller goes into a waiting mode. If the door has been opened and closed - as will attest the door opening control device activation - the badge holder is supposed to have passed and the controller records the access transaction in memory. If the door has not been opened, the door opening control device is not activated and the controller records the transaction “access refused” in memory.

APB level (for Global Anti-Passback function):

From: Select a reader APB level to be the ‘Previous level’ of the reader from the list or click on the **[…] button** to define a new APB level

To: select a reader APB level to be the ‘Actual level’ of the reader from the list or click on the **[…] button** to define a new APB level

Operation mode: See the Global Anti-Passback function in the next paragraph.

Outputs:

First and Second Outputs: Select the relays to be activated upon a granted access.

Door type: Select from the list:

- **Standard**: Access is granted if badge is authorized
- **Controlled by Input**: A door is controlled by the status of an input. Specify the input in question in the ‘Controlled by’ field. the door opens if the input is inactive but remains closed if the input is active. (If, for example, the input selected is a second door alarm input, the door will be opened only if this second door is closed)
- **Man Trap 1, 3, 4**: Select if the doors operate in the man trap mode, which means that the passage through two consecutive doors is a requisite in order to access a site.
- **Manually Controlled**: Access is manually regulated

Note on the Mantrap mode:

The man trap mode supervises the activation process of a double door entrance. The first door opening and the possible activation of an input are the conditions for the opening of a second door.

GuardPoint Pro supervises three types of man traps:

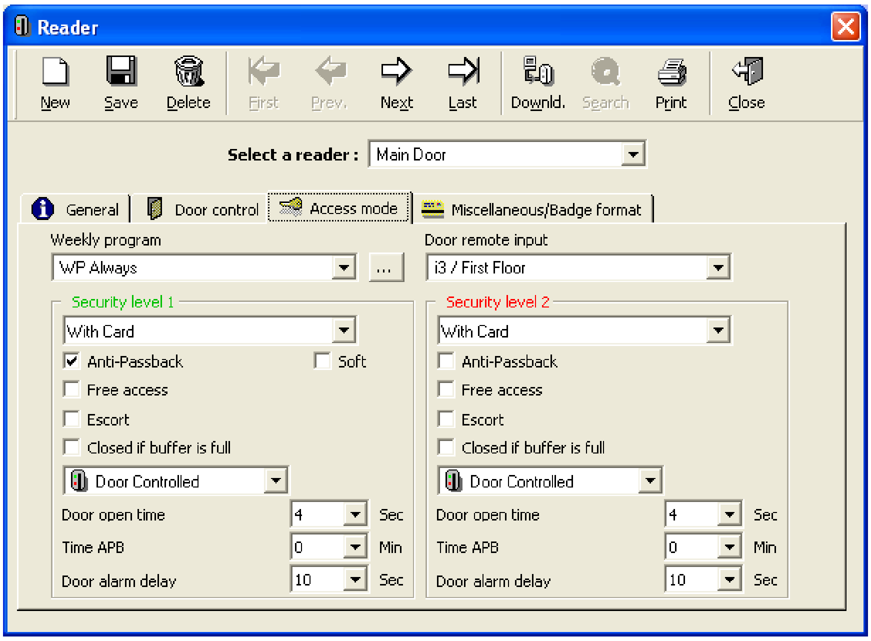
- **Man trap 1**: The first door will open only if the second door is closed. Both readers of a same controller monitor two doors (reader 1 with reader 2 or reader 3 with reader 4). The door of each reader must be defined as ‘Man trap 1’. When access is granted at a reader, this reader is locked untill the personn passes through the second door. The door opening control device status attests to the opening or closure of doors.
- **Man trap 3:** The second door opens automatically following the opening and closure of the first door. Both readers of a same controller monitor two doors (reader 1 with reader 2 or reader 3 with reader 4). The door of each reader must be defined as ‘Man trap 3’. When the first door opens and closes the second door automatically opens. The door opening control device status attests to the opening or closure of doors.
- **Man trap 4:** The second door automatically opens consecutively to the following two conditions:

  Opening and closure of the first door and
  Receipt of a signal - activation of an input

  Both readers of a same controller monitor two doors (reader 1 with reader 2 or reader 3 with reader 4). The door of each reader must be defined as ‘Man trap 4’. When the first door opens and closes, and a predefined input is activated, the second door opens automatically. The required input must be defined in the ‘Controleld by’ field. The door opening control device status attests to the opening or closure of doors.

3.3.2.3. Controller - Readers - Access Mode

The reader can operate differently according to predetermined time zones. The parameters of these two operation modes - or security levels - are defined in this screen.



Select a reader : Main Door

Weekly program: WP Always

Door remote input: i3 / First Floor

Security level 1

With Card

☑ Anti-Passback ☐ Soft

☐ Free access

☐ Escort

☐ Closed if buffer is full

Door Controlled

Door open time 4 Sec

Time APB 0 Min

Door alarm delay 10 Sec

Security level 2

With Card

☐ Anti-Passback

☐ Free access

☐ Escort

☐ Closed if buffer is full

Door Controlled

Door open time 4 Sec

Time APB 0 Min

Door alarm delay 10 Sec

Example

During office hours, access is freely granted (no need to swipe a badge). After office hours, badges need to be swiped (controlled door).

Fields

Weekly program: Choose the weekly program that automatically flip-flops the reader functioning mode between the two security levels. The default weekly program is always associated with security level Number 1. Click on the **[…] button** to create or modify the weekly program

Door remote input: Select the controller input to which the Request to Exit device (RTX) is wired (see in this chapter the Table of default connections for inputs, relays and RTX)

Security level 1 and 2: (must be filled out separately for both access modes)

Access authorization: Define the way in which the authorization access must be required:

- **With Card**, through the reader
- **With Keypad**, for the entry of a PIN code (Personal identification number)
- **With Card OR Keypad**
- **With Card AND Keypad**

Anti-Passback & Time APB: (use with the “Feedback” option)

- *Local Anti-Passback*: The Local Anti-Passback feature provides a mean of stopping a card from being used for successive entries without a valid exit, or vice-versa.

For example, when two readers are connected to control the same door, entrance/exit (Reader 1/3 control entrance/exit of door 1 and reader 2/4 control entrance/exit of door 2), the same card will not be accepted twice successively at the same reader. It has to be passed once at one reader (i.e. entrance) and once at the second reader (i.e. exit). This prevents a person, who has been granted access, to give his card to somebody else that will try to access immediately after the first person.

To activate the Local Anti-Passback, check the Anti-Passback box and leave empty the fields ‘From’ and ‘To’ of the ‘APB level’ in the ‘Reader – Door Control’ screen.

- *Time Anti-Passback*: also called “lock out delay”, this feature prevents a card to be granted access twice at a same reader in a pre-defined delay of time. A second access will only be authorized after the lockout delay.

To activate the Time Anti-Passback, fill the ‘Time APB’ field with the lockout delay (between 1 and 15 minutes) as required. For activating in the same time the Local Anti-Passback feature, check the Anti-Passback box.

- *Global Anti-Passback*: defines a path that cardholders must follow to access specific locations. The facilities is divided into levels and each reader allows to pass from a level (“previous level”) to the next one (“actual level”). When the feature is active, the controller will grant access only to cardholders who are coming from the zone classified “previous level”. Once access is given, the cardholder will be located in the “actual level” zone. ***Because the new cardholder level is updated in all controllers by GuardPoint Pro as soon as it receives the access transaction, the PC must be on-line when this feature is used.***

Examples:

- Enforce discipline by having cardholders passing through a main entrance checkpoint before they go to their respective offices.
- Prevent a second person (or car) from entering with an authorized one: it will be stopped at the next checkpoint because not registered at the previous level.

To activate the Global Anti-Passback, check the Anti-Passback box and fill the fields ‘From’ and ‘To’ with the previous level and the next level as required, in the ‘APB level’ section of the ‘Reader – Door control’ screen.

- Soft Anti-Passback (requires special controller firmware): When a cardholder requests to access a second time from a same reader which is defined in Anti-Passback mode, the controller denies the access AND reports the event as “Access Denied - Anti-Passback”. With the Soft Anti-Passback mode, the controller *grants* the access and only reports the event.

Before setting the Soft Anti-PassBack:
1. Verifying with your vendor that the controller firmware supports this feature.
2. Check the Soft Anti-PassBack box on the “Tools – Options – Server” screen.

To activate the Soft Anti-PassBack, checking the “Anti-Passback” box will reveal the “Soft” option. Checking that box would apply the Soft Anti-PassBack to that reader. When Soft Anti-PassBack is selected – it applies at ALL times when the Anti-Pass back works, i.e., it is not possible to have full Anti-PassBack on green periods and soft on red periods or vice versa.

Note: The Anti-Passback feature may however be cancelled for specific cardholders by selecting the ‘No APB, No timed Anti-Passback’ box in the ‘All cardholders – Personal’ screen. It can be also re-initialized in the ‘All cardholders – Location’ screen.

Free access: Select to grant unlimited access to all badge holders registered in the system without checking of their validation date or their access group

Escort: Select this function to require a double valid card reading - the cardholder who needs escort and his escort - to authorize access at the reader. The escort has 10 sec. to present his badge. The second escort may be any cardholder or a Supervisor only (see the ‘All cardholders – Personal’ chapter).

Close if buffer is full: Select this function to refuse access when the corresponding transaction cannot be registered in the system memory, because it is full. If this option is not selected, access is granted even if the buffer is full and, as a consequence, transactions are not recorded.

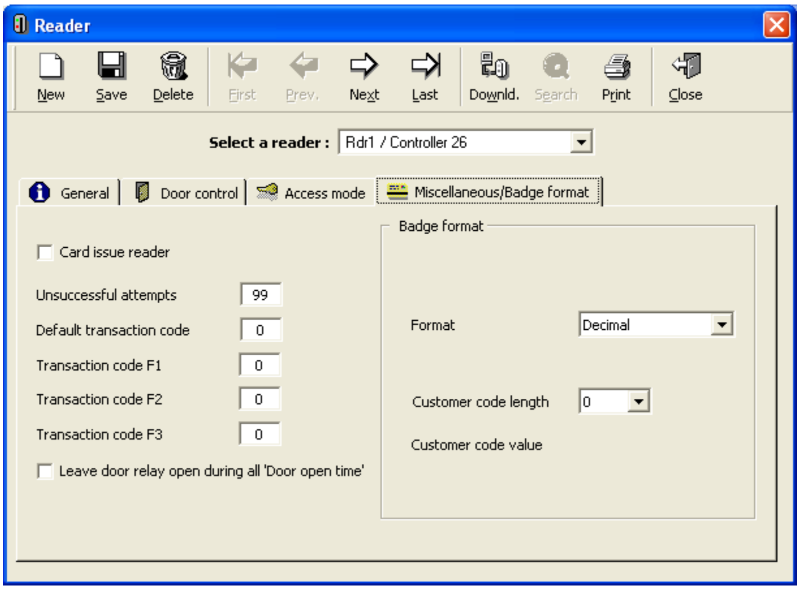
Door mode:
- **Door Open**: Access mode in which the door is permanently open
- **Door Closed**: Access mode in which the door is permanently closed; access is always refused even with valid badges
- **Door Controlled**: Standard access control mode, in which access depends on the badge and its authorizations

Door open time (from 0 to 120 seconds): Delay during which the badge holder has to pass through the door after receiving access authorization; it corresponds to the activation delay of the relay(s) which control the door.

Note: Alternated mode (Door open time set to 122): The door relay opens after the first valid swipe and stays open; the door relay closes only after a valid second badge reading and stays closed, and so on.

Door alarm delay (from 0 to 75 seconds, by multiples of 5): Delay during which the door must be closed; if the door is still open after this delay, a ‘Door left open Alarm’ is raised.

3.3.2.4. Controller - Readers - Miscellaneous/Badge Format



Select a reader : Rdr1 / Controller 26

□ Card issue reader

Unsuccessful attempts: 99

Default transaction code: 0

Transaction code F1: 0

Transaction code F2: 0

Transaction code F3: 0

□ Leave door relay open during all 'Door open time'

Format: Decimal

Customer code length: 0

Customer code value

Fields

Card issue reader: Select this option to create new badges using a reader. ***If the reader is in the card issue reader mode, it cannot be used for access control purposes.***

The card issue reader is generally situated close to the computer. When a badge is read, its code is directly transmit to the PC for recording purpose, without any authorization checks, and this to prevent the small waiting delay this check may take.

Unsuccessful attempts: specify the number of successive unsuccessful attempts tolerated by the system before an alarm is raised; choose a number from 00 to 99

Default Transaction code: specify the transaction code sent by the controller to the PC when an access is granted; the user via the reader keypad can modify this code

Transaction code F1, F2, F3: attribute a specific transaction code to the keypad function keys (if exist). This code is sent when access is granted and the function key was used.

Note: Pre-defined action(s) may be triggered by GuardPoint Pro upon reception of specific transaction codes. (Refer to 'Global Reflex' Chapter)

Leave door relay open during all "Door Open Time": If not selected (by default), the controller deactivates the door relay as soon as it detects (through the door contact device) that the door has been opened. Selecting this option will leave the relay activated during the door open time.

Badge Format Fields: There are various formats of magnetic, bar code and Wiegand technologies. By default the system reads the first 8 encoded numbers on magnetic or bar code badges or the 8 hexadecimal digits of a Wiegand badge but this way of reading can be modified. These fields allow to change this badge format.

Controllers may recognize many kind of badge technologies (Magnetic, Barcodes, Wiegand, etc…). The reading technology used must be specified in the 'Controller – Reader – General' screen.

Within a same technology, different formats may be defined through this 'Miscellaneous-Badge format' screen as described hereunder.

Magnetic and Barcode technologies:

When one of these technologies is selected in the 'Controller – Reader – General' screen, the following fields of the 'Controller - Readers - Miscellaneous/Badge Format' screen may be used to parameter the badge format (Card code position and Customer code, if needed).

Fields

System card: Card on which a four-digit number between 0001 and 9999 has been inscribed; since the card number is already on the badge, it enables immediate recognition of the badge holder and therefore, a system badge need not be recorded up in the system.

Card code position: The 'card code' is a unique code, which identifies the card. The system records card code of 8 digits only. A bar code or magnetic code may contain many numbers or characters; by default, the first 8 characters of the code are recorded as the 'card code'. It is possible however to read another 8-digit by specifying the position of the first one in the "Card Code Position" field (Value between 0 and 37, the default value 0 corresponds to the first encoded character).

Customer (or site) code: It is a same code, which appears on all the cards of a same company, besides the badge code; the use of a customer code value is optional and strengthens system security by identifying the company.

By the default this option is not used. To use it, fill out the following three fields:

- **Customer code position**: Specify the position of the first character of the code; choose a value between 0 and 37 (0 corresponds to the position of the first number encoded in the badge).
- **Customer code length**: Specify the size of the code to be read; choose a value between 1 and 7. Note that 0 is the default value, which means that the customer code value is not checked.
- **Customer code value**: Enter the customer code value into the squares that appear on the screen.

Wiegand technology:

When Wiegand technology is selected in the 'Controller – Reader – General' screen, different formats may be selected in the 'Controller - Readers - Miscellaneous/Badge Format' screen.

Fields

- **Hexadecimal**: 'Hexadecimal' format is selected by default. Many standards exist on the market. SENSOR controllers may read up to 50 bits Wiegand badges (Wiegand codes are read in a binary format), within 48 bits of data (12 hexadecimal digits) and 2 parity bits, as follows:

  $$\mathbf{E\ b_{47}\ \ldots\ldots\ b\ b\ b\ b_0\ O}$$

  Where: $\mathbf{b_{47} \ldots b_0}$ = 48 bits of data maximum (may be less) and **E,O** = 2 parity bits

  In this hexadecimal format, the system keeps as the 'card code' the 32 least significant bits of the data string ($b_{31}\ldots b_0$), in other words the last 8 digits of the code, which may be hexadecimal.

Two parity bits are added to the card besides the badge code for confirmation of a proper reading. Most Wiegand standards use a similar algorithm to calculate these parity bits and this algorithm has been integrated into the SENSOR controllers. It is thus preferable to use it by selecting the corresponding jumpers on the controllers' electronic card.
However, certain card standards have original algorithm for the calculation of the parity bits. In order to enable these controllers to read these badges, the jumper position "no parity bits" must be selected. (See the controller installation manual for further details).

- **Wiegand 44**: 'Wiegand 44' format is a particular format of 44 bits, which includes 40 bits of data (10 hexadecimal digits) and 4 parity bits, as follows:

  $\mathbf{b_{43} \ldots\ldots b_4\, b_3\, b_2\, b_1\, b_0}$

  Where: $\mathbf{b_{43} \ldots b_4}$ = 40 bits of data and $\mathbf{b_3 \ldots b_0}$ = 4 parity bits.

  In this format, the system keeps as the 'card code' the 32 least significant bits of the data string ($b_{35}\ldots b_4$), in other words the last 8 digits of the code, which may be hexadecimal.

- **Decimal**: This format is a particular format, where badge code consists on a 5 digits decimal number (generally printed on the badge) sometimes associated with a 3 digits decimal code site. SENSOR controllers may read a 50 bits Wiegand string as in the hexadecimal format but convert the information in decimal as follows:

  $\mathbf{E\ b_{47} \ldots\ldots b\ b\ b\ b_0\ O}$

  Where: $\mathbf{b_{15} \ldots b_0}$ = 16 bits for 'card code', $\mathbf{b_{23} \ldots b_{16}}$ = 8 bits for 'site code' and **E,O** = 2 parity bits.

  In this format, the system keeps as the 'card code' the 16 least significant bits of the data string ($b_{15}\ldots b_0$), in other words the last 4 hexadecimal digits of the code, and converts them into a 5 digits decimal number, the unique code which identifies the card. In addition, the system converts the 8 previous bits of the data string ($b_{23}\ldots b_{16}$), in other words the 2 previous hexadecimal digits of the code, into a 3 digits decimal number which may be used as a 'site code', an identical code for all the cards of the site.

  If this site code has not to be checked, leave '0' in the **'Customer code length'** field. If this code has to be checked (and therefore is present in all the cards of the site), select the value '3' in this field and type the 3-digit code in the **'Customer code value'** field.

  For example: If the Wiegand hexadecimal code is **12AB08**, the site code is **018** (the decimal value of h12) and the Card code is **00043784** (the decimal value of hAB08).

- **Decimal 24 bits**: In this format, SENSOR controllers may read up to 50 bits Wiegand string and convert it in two decimal numbers as per the 'Decimal' format but the 3 digit site code is add to the first 5 digits code. The 3 digit Site code may or may not be checked as per the 'Decimal' format.

  For example: If the Wiegand hexadecimal code is **12AB08**, the site code is **018** (the decimal value of h12) and the Card code is **01843784** (43784 is the decimal value of hAB08).

3.3.2.5. Controller - Readers - Finger Print

This screen configurates the biometric readers. ***This tab will NOT be displayed if the reader has NOT been defined as a biometric reader,*** in the 'Controller - Reader - General' tab.

Note: Biometric readers received from SENSOR (from Bioscrypt technology) are pre-configured so they can be directly installed in a system managed by the GuardPoint Pro application. This configuration is written on the back of each reader and is as follows:

- Type (BioFlex, BioProx, BioPass),
- Address (each manufactured reader has a unique address),
- Default baud rate is set to 38400bps,
- Port mode is set to "2". (I.e., the reader may communicate with the PC either through its Host port RS485, or via its Aux port in RS232).

If the biometric reader is not provided by SENSOR, the reader must be configured according to the mentioned configuration, through VeriAdmin (Bioscrypt software utility). In this case, once the unit is properly configured, it is important to check that the communication between this software and the reader is correct before using it with GuardPoint Pro.

Operating Mode

Each biometric reader is connected to the system via 2 links simultaneously:

- One from its Wiegand OUT to the controller Wiegand IN (in order to send the cardholder code),
- One from its communication port (Host or Aux) to the PC (to receive configuration and templates).

➢ In the “Controller Network” screen, define the network on which the biometric reader is connected. Controllers and readers can communicate on the same bus, so this network can be an existing controller network. For TCP network, port **10001** must be used; this means that the TCP/RS485 interface must be configured with the port 10001.

  Note: With a **BioPass** reader type, the “Waiting Delay” parameter of the network must be at least **500** msec.

➢ In the “Tools - Options - Communication” screen, select the Bioscrypt readers Baudrate. This baud rate can be different from the controllers baud rate. By default, the baud rate of the SENSOR biometric readers is **38400 bauds**. This is the default value indicated in the Options screen too.

  Note: If the biometric readers network is a TCP type network, the controllers baud rate must be **identical** to the biometric readers baud rate (required to 38400).

➢ In the 'Controller - General' screen, select the controller on which the biometric reader is connected, click on the ‘Reader’ tab and open the “Reader” screen of the corresponding reader. In the ‘Technology’ field, choose ‘**Wiegand**’ and in the ‘Biometrics’ field, select the required biometric reader type (the reader type is written at the back of the reader). For **BioFlex** readers with keypad, select the ‘**Wiegand Keypad**’ Technology.

  Note: It is recommended to give a reader name that includes the word ‘bio’ (like ‘Bio Rdr1’) to make the identification and future searches easy.

- Click on the ‘Miscellaneous / Badge format’ tab and select the badge format according to the cards in use. For BioPass readers (not using badges) and BioFlex readers with keypad, select the ‘**Decimal**’ Format.

  Note: When several readers are defined with the same technology, they must have the same badge format. If some readers need a different format, their technology must be different (i.e. ‘Wiegand 2’) and they must be connected on a different controller.

- Click the ‘Finger Print’ tab and configure the current biometric reader by specifying the Reader communication network and the reader address (written on the back of the reader). Specify if the reader also serves for enrollment and set the Bio Wiegand format. For BioPass readers and BioFlex readers with keypad, select the ‘**Standard 26 bits**’.

  Note: On any given controller, all readers **must** be identical regarding the three following points: Technology, Badge format, Bio Wiegand format.

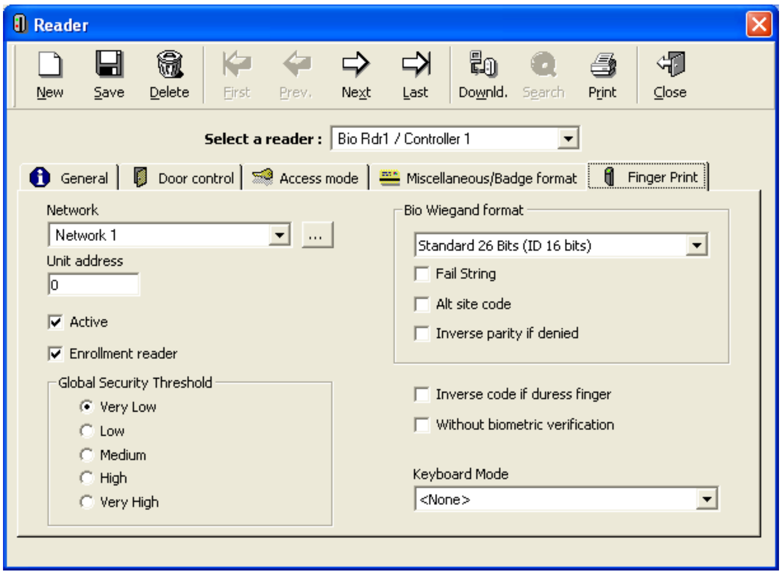
- Test the communication by opening the “Diagnose” screen (‘F8’ function key): click on the ‘Biometric readers’ button, on the right top of the screen, then on the ⊞ symbol located a the left of the network name and highlight the biometric reader created previously. The communication is established if a **V** is displayed next to the reader name. Then, on the right window, you can see the memory usage and the reader name with its address.

- In the “Parameter - All Cardholders - General” screen, create a cardholder and define his access authorization. Click on the ‘Create new’ button for creating a badge. Save.

  Note: To each cardholder, the system attributes two codes: the card code and the Bio ID code (or Bio template ID).

- From the “Parameter - All Cardholders - General” screen of this cardholder, press the ‘Biometrics data’ button. Select from the list the required enrollment reader and press the ‘Enroll’ button for a fingerprint enrollment. Follow the instructions displayed at the screen. Once the enrollment is finished, an image of the fingerprint template is displayed on the screen. To save it and to download it to the biometric readers, press ‘Save’. After the template data is well received by the readers, the "Save" button is greyed out.

Fields



Select a reader : Bio Rdr1 / Controller 1

Network: Network 1

Unit address: 0

☑ Active

☑ Enrollment reader

Global Security Threshold
● Very Low
○ Low
○ Medium
○ High
○ Very High

Bio Wiegand format: Standard 26 Bits (ID 16 bits)

□ Fail String

□ Alt site code

□ Inverse parity if denied

□ Inverse code if duress finger

□ Without biometric verification

Keyboard Mode: <None>

Network: Select the reader communication network or create a new network by clicking on the **[…] button**.

Unit address: Enter the biometric reader address (written on the back of the reader).

Active: Check this box if the reader is physically connected with the network. GuardPoint Pro communicates only with the active readers.

Enrollment reader: Check this box if the reader also serves for enrollment.

Note: A biometric reader can act as an enrolment reader in addition to its normal function as a regular access reader.

Global security threshold: This parameter determines the reader security strictness (this option is not visible for BioPass readers).
Note: Since the verification process always uses the lower of the two security levels (the global one and the personal template one), a global setting of ‘Very High’ means that the verification threshold used will always be the one stored on the template. If the global threshold is set to ‘Medium’, the threshold used will never exceed medium.

Bio Wiegand Format: Select the Wiegand format in which the biometric reader sends the user code to the controller following a successful identification had been achieved. This format must be defined according to the badge format in use (26 bits, etc.). The default format is ‘Standard 26 bit’. The three following options apply ***only to the standard Bio Wiegand format (not with Custom formats):***

- **Fail string Code**: Checking this box displays a text box through which the user can define a code that will be sent to the controller following a failed verification (i.e. wrong finger). This code should be a number from 1 to 65535. If this option is not checked then no code will be sent in case of biometric failures.
- **Alt Site code**: This option, when enabled, will cause the unit to replace the real Site Code (normally sent, in addition to the user code, as a part of the Wiegand string upon a successful verification) with the alternate Site Code specified in the edit box.
- **Invert Parity if denied**: Checking this option causes the biometric readers to send to the controllers a special code (card code with inverted parity bits) upon a fingerprint failed verification (i.e. the right badge with the wrong finger): GuardPoint Pro will therefore be able to display the cardholder name of the rejected transaction. This option (not visible for BioPass readers) is ***only available on controllers where the ‘Wiegand WITH parity check’ option is enable (through the technology dip switches controller selection) with EPROM from 20/07//2004 or later.***

Inverse code if Duress Finger: The duress finger mode offers users a way to indicate a duress situation (such as when an employee cardholder is being forced to open a door). In this case the employee should identify himself to the system using a finger predesignated as a "duress finger". Each template can be specified as such by checking the ‘Make Duress Finger’ checkbox within the “Biometrics data” screen of a cardholder. When a successful verification occurs with such a template, the unit will perform the special action specified, such as reversing the Wiegand output to alert the door controller of the duress situation. The controller will grant the access and send to GuardPoint Pro the event ‘Access Granted (Duress Code)’. This option is available ***only if the Technology/Badge Format/Bio Wiegand Format is ‘Wiegand/Hexadecimal/Standard 26 bits’ and when the controllers are set to ‘Wiegand WITHOUT parity check’ option (through the technology dip switches controller selection) and EPROM from 20/07//2004 or later.***

Without Biometric Verification: ***This option is visible after pressing Shift and F12 keys.*** This option apply with BioFlex or BioProx readers. It allows the user to turn biometric verification off (i.e. no finger required for access) and send the badge code directly to the controller. Turning fingerprint authentication off will result in a less secure system and is not recommended!

USING THIS OPTION DISABLES THE FINGER VERIFICATION AND IS A SECURITY RISK!

Keyboard Mode: This option is only visible for BioFlex readers. Select the way to send the user Keypad PIN to the BioFlex reader:

- **Buffered keys in string 26 Bits**: The code as a whole is sent in one string.
- **Key by key**: Each time a key is pressed, its code is sent.

Tips & Notes

‘Custom’ Bio Wiegand Format

Each template needs to be downloaded to the biometric readers with an identification number (Called "Bio ID" or "Bio template ID"), which identifies the person. This Bio ID depends on the Bio Wiegand format defined (as the card code depends on the Badge format defined). Normally, the Bio ID is calculated by the system from the last numbers of the card code. For example, the ‘Standard 26 bits’ Bio Wiegand format calculates the Bio ID from the 4 last digits of the card code.

Nevertheless, the length of this number could be not sufficient in some cases. For example, when 2 badges have the same 4 last digits (561234 and 781234), they will have the same Bio ID. To prevent this risk of duplicates, there are ‘Custom’ formats which allow to customize the Bio ID computation.

Examples of Bio Wiegand formats:

- **‘Standard 26 bits’ format**: The Bio ID is the decimal conversion of the last 4 hexadecimal digits of the card code. This format allows also the ‘Inverse parity’ and ‘Duress code’ features.

- **‘Standard 37 bits’ format**: The Bio ID is the decimal conversion of the last 6 hexadecimal digits of the card code. This format allows also the ‘Inverse parity’ and ‘Duress code’ features.

- **‘Custom Pass-Thru’ format**: A customized Bio format which allows the user to define which bits to use in the Wiegand bits string to define the Bio ID. This format get three parameters:
  Total bits: Bits total number of the Wiegand card code read by the reader.
  ID Start bit: First bit position of the Bio ID among the card code.
  ID Length bits: Bits total number which compose the Bio ID.

- **‘Custom 6 digits’ format**: The Bio ID is the decimal conversion of all the 6 hexadecimal digits which compose the 26 bits card code.
  Total bits = **26**
  ID Start bit = **1**
  ID Length bits = **24**

Note: The calculation method used by the application to compute the Bio ID from the card code depends on: (1) the Badge Format and (2) the Bio Wiegand Format.

If the Badge format and the Bio Wiegand format are the same for all the controllers and all the biometric readers, the algorithm which links the card code and the Bio ID is the same for all the system and therefore the cardholders Bio ID are similar on all the biometric readers. The templates and their Bio ID numbers may be broadcasted to all the biometric readers.

Therefore, in a normal situation, it is recommended to have the same format definitions throughout the whole system.

3.3.3. Controller - Input

The informative table summarizes the input parameters connected to the controllers. Default parameters are defined according to the controller type. To obtain more detailed information and modify input data click on the **[…] button** situated to the right of the table of the corresponding tab.

Inputs are used for access control or for alarm monitoring purposes:

- **Access control**:

  - Door control: A door contact device is connected to an input: the two input states open or closed correspond to the two door status: open or close. An alarm is activated in case a door is forced or left open beyond the specified 'door alarm delay' period

  - Exit request: A RTX button ('Request to Exit') is connected to the input: pushing this button will lead to the activation of the corresponding door relay

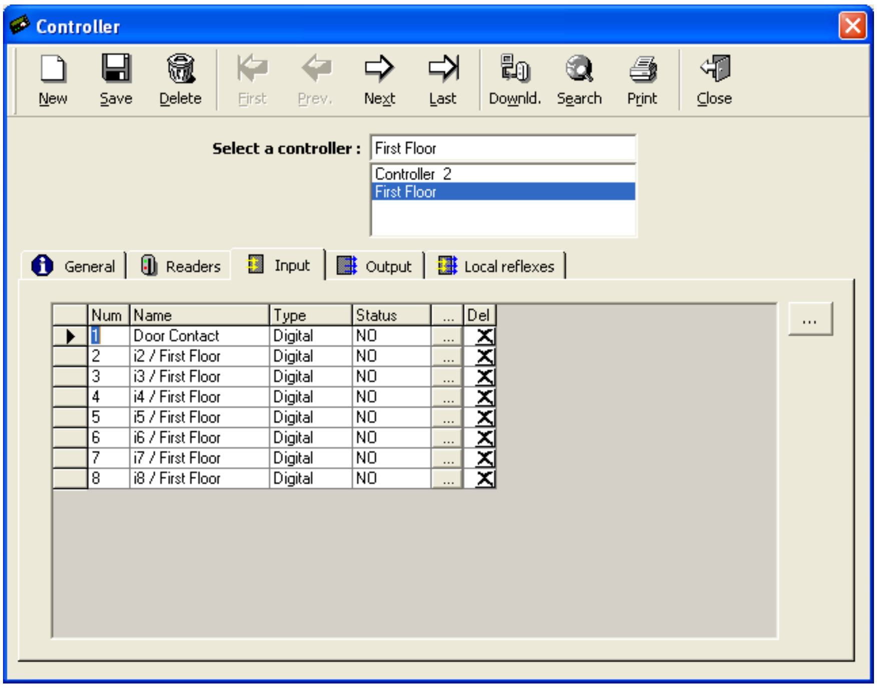
- **Alarm monitoring**:

  - General alarm input: A sensor/detector (magnetic contacts, movement detectors, etc.) is connected to an input: the two input states open or closed correspond to the two possible status of the detector: normal or under alarm.

  The 'normally' state (either 'normally open' or 'normally closed') of an input is the status, open or closed, into which the input is not under alarm.

  When an armed input goes under its alarm status, it triggers:
  An alarm at the central station
  Predefined relays or local reflexes
  Automatic processes or predefined global reflexes

Table analysis



Select a controller : First Floor

Controller 2
First Floor

	Num	Name	Type	Status	...	Del
▶	1	Door Contact	Digital	NO	...	☒
	2	i2 / First Floor	Digital	NO	...	☒
	3	i3 / First Floor	Digital	NO	...	☒
	4	i4 / First Floor	Digital	NO	...	☒
	5	i5 / First Floor	Digital	NO	...	☒
	6	i6 / First Floor	Digital	NO	...	☒
	7	i7 / First Floor	Digital	NO	...	☒
	8	i8 / First Floor	Digital	NO	...	☒

Num: Number of the selected input

Name: Name of the input

Type: Mention if the input type is Digital, Digital 4 states or Analog.

Status: Input normal status, i.e. normally open (NO), normally closed (NC) or State 1 to 4.

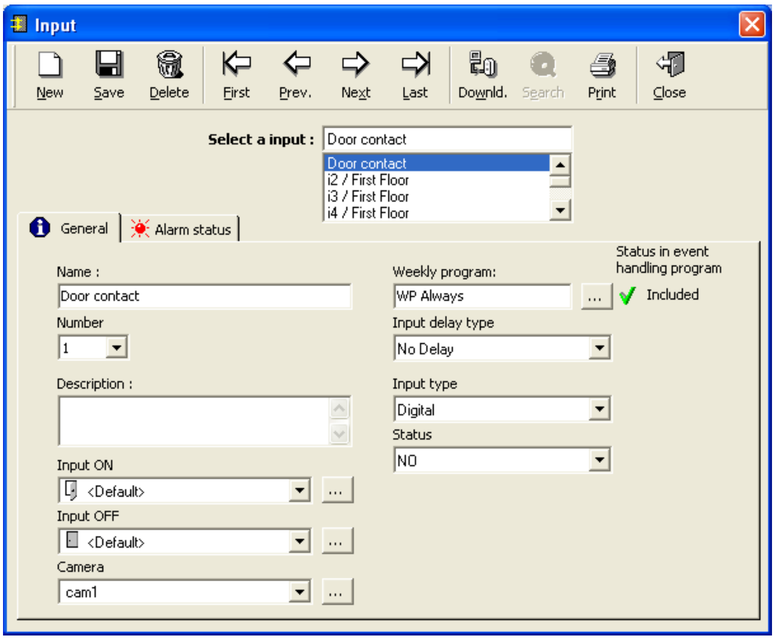
Button […] (on the input line): Click on this button to display the "Input" screen for creating, consulting or modifying data

Button [×] (on the input line): Click on this button to remove the input from the list displayed

Button […] (outside the table): Click on this button to display the "Input" screen even if no input is selected

3.3.3.1. Controller - Input - General Screen

The “Input” screen enables the input parameter definition. It can be reached from to the corresponding tab of the “Parameter - Controller” screen, by clicking on the **[…] button** situated to the right of the table.



Select a input : Door contact

Door contact
i2 / First Floor
i3 / First Floor
i4 / First Floor

Name : Door contact

Number 1

Description :

Input ON <Default>

Input OFF <Default>

Camera cam1

Weekly program: WP Always

Status in event handling program ✓ Included

Input delay type No Delay

Input type Digital

Status NO

Fields

Name: Name the input

Number: Choose the input number; the maximum input number connectable depends on the type of controller used (See ‘Types of controllers and associated readers, inputs and outputs’ in the “Controller – General” Chapter)

Description: Describe the new data entry

Input ON: Select the icon that graphically represents the input in its physically ‘ON’ position in the maps or click on the **[…] button** for creating a new one.

Input OFF: Select the icon that graphically represents the input in its physically ‘OFF’ position in the maps or click on the **[…] button** for creating a new one.

Camera: Select the camera video to associate with this input, if needed (for use with the Video Module ONLY).

Weekly program: Assign a program to the input to define alarm arming or disarming periods; to create or modify the program, called also Event handling program, click on the **[…] button** (see also the “Event Handling Program” Chapter)

Input delay type:

- **No delay**: An alarm is raised as soon as the input is activated
- **After… (if on alarm)**: Specify the number of seconds beyond which an alarm is raised if the input is still activated
- **After… (even if no more on alarm)**: Specify the number of seconds beyond which an alarm is raised, even if the input is not activated

Input type:

- **Digital** (2 states): The input may have two states only: open or closed, which correspond to the two possible states of the sensor/detector connected to the input.
- **Digital 4 states**: In addition to the two basic states of the sensor/detector (open or closed), the input may detect two supplementary states which correspond to the status of the line used to connect the sensor/detector to the input: line cut or line short.
- **Analog**: The input can take different decimal values according to the sensor connected to it (temperature, etc.) and triggers alarms or specific action when it reaches pre-defined values (by default, three limit values are defined: 2 / 2.88 / 4).

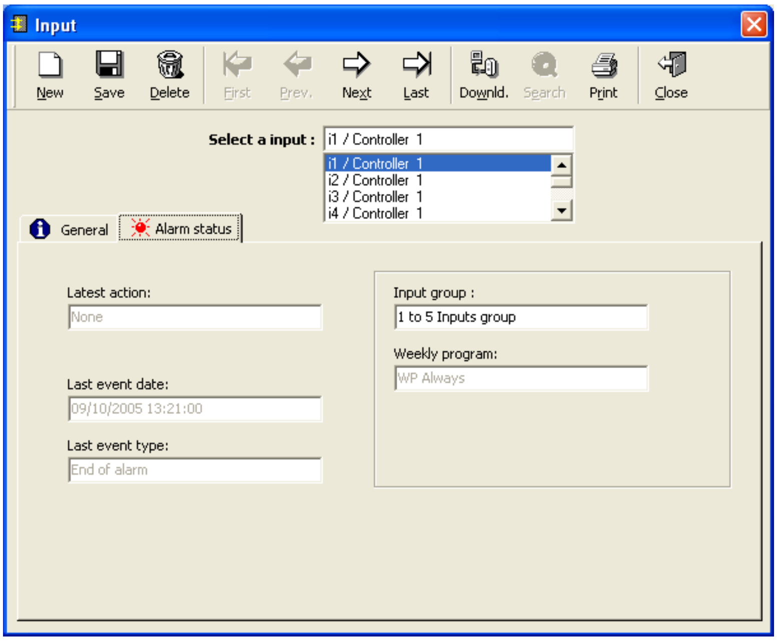
Consult the controller documentation to check which type of inputs is available in the controller.

Status: Choose the status among: NO, normally open or NC, normally closed or State 1 to 4, in which the input is NOT under alarm.

3.3.3.2. Controller - Input - Alarm status

This tab gives information related to the alarmes. The system displays this information automatically, without possibility of modification.

Data displayed



Select a input : i1 / Controller 1

i1 / Controller 1
i2 / Controller 1
i3 / Controller 1
i4 / Controller 1

Latest action: None

Last event date: 09/10/2005 13:21:00

Last event type: End of alarm

Input group : 1 to 5 Inputs group

Weekly program: WP Always

Latest action: Latest PC action sent to this input (PC actions always overwrite the input status as defined by its weekly program).

Note: Such action may be sent manually, through the "Event-Handling – Active alarms" screen or automatically through a pre-defined input group deactivation global reflex.

Last event date: Exact time of the last physical event on this input. This refers to a real event, (i.e., not a PC action).

Last event type: Type (start/end of alarm, line cut/short) of the last physical event on this input. This refers to a real event, (i.e., not a PC action).

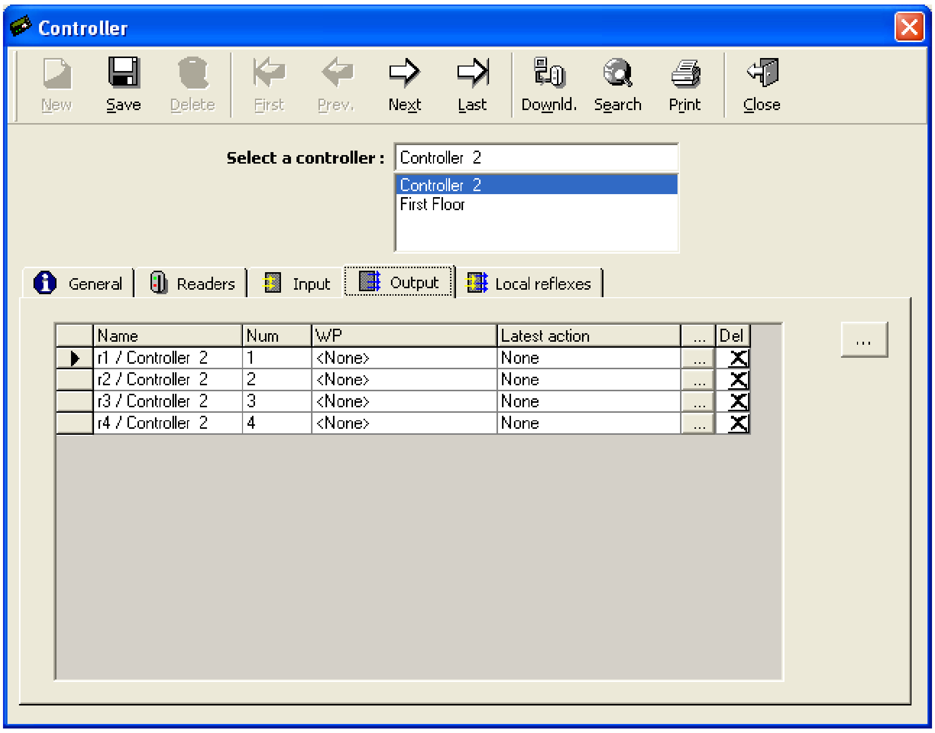
Input group: Input group to which the selected input belongs. This field is visible after selecting 'Alarm definition for group of input' option in the "Tools - Options - General" screen.

Note: Allocating an input to an input group is done at the "Event Handling - Input group" screen.

Weekly program: The weekly program of the input group (the weekly program of the individual input can be seen at the General tab of the input screen. In a case of a conflict between the two, the individual weekly program has the higher priority). This field is visible after selecting 'Alarm definition for group of input' option in the "Tools - Options - General" screen.

3.3.4. Controller - Output

The informative table summarizes the parameters of the controllers outputs. An output is materialized by a relay located on the controller board (or on its extension board) to which an external device may be connected and therefore activated by the controller. (Door opener, siren, etc.) Default relays numbers are defined according to controller definition. To obtain more detailed information and modify input data, click on the **[…] button** situated to the right of the table of the corresponding tab.



Select a controller : Controller 2

Controller 2
First Floor

	Name	Num	WP	Latest action	...	Del
▶	r1 / Controller 2	1	<None>	None	...	☒
	r2 / Controller 2	2	<None>	None	...	☒
	r3 / Controller 2	3	<None>	None	...	☒
	r4 / Controller 2	4	<None>	None	...	☒

Table analysis

Name: Name of the output

Num: Number of the output selected

WP: Name of the weekly program associated to the output, defining the activation and non-activation periods

Lastest action: Mention of the last action that could have affected the output; for instance, the action that closed a “normally open” output by a global reflex

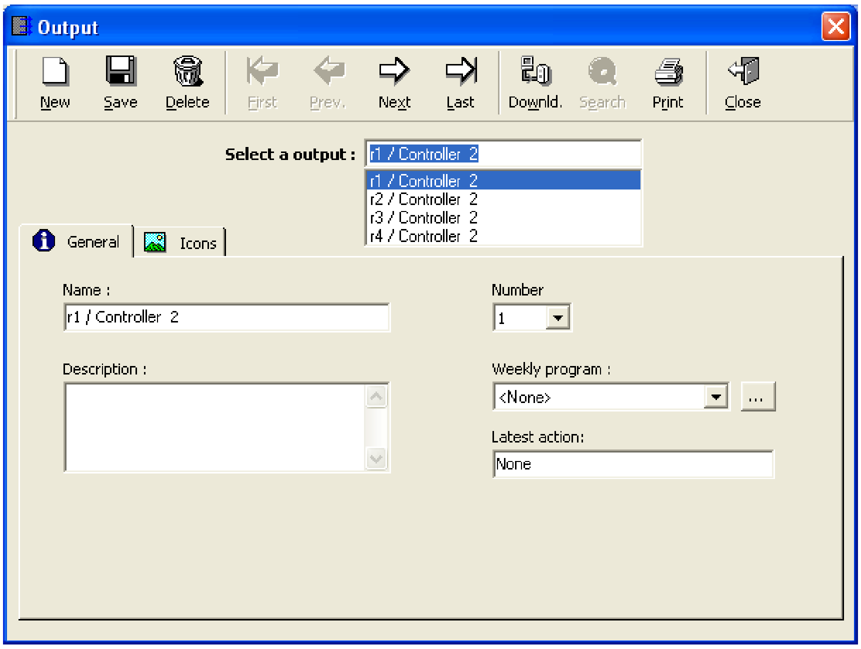
Button […] (on the relay line): Click on this button to display the “Output” screen for creating, consulting or modifying data

Button [×] (on the relay line): Click on this button to delete the output from the list displayed

Button […] (outside the table): Click on this button to display the “Output” screen even if no item is selected

3.3.4.1. Controller - Output - General Screen

The “Output” screen allows output parameter definition. It is accessible by going to the corresponding tab of the “Parameter - Controller” screen and clicking on the **[…] button** located to the right of the table.



Select a output : r1 / Controller 2

r1 / Controller 2
r2 / Controller 2
r3 / Controller 2
r4 / Controller 2

Name : r1 / Controller 2

Description :

Number 1

Weekly program : <None>

Latest action: None

Fields

Name: Name the output

Description: Describe the new data entry

Number: Choose the output number; the maximum number depends on the type of controller used (See ‘Types of controllers and associated readers, inputs and outputs’ in the “Controller – General” Chapter)

Weekly program: When a Weekly program is selected, the relays will be automatically activated during the ‘green periods’ defined by this program (and deactivated during the ‘red periods’ of the program). Click on the **[…] button** to create or modify the weekly program.

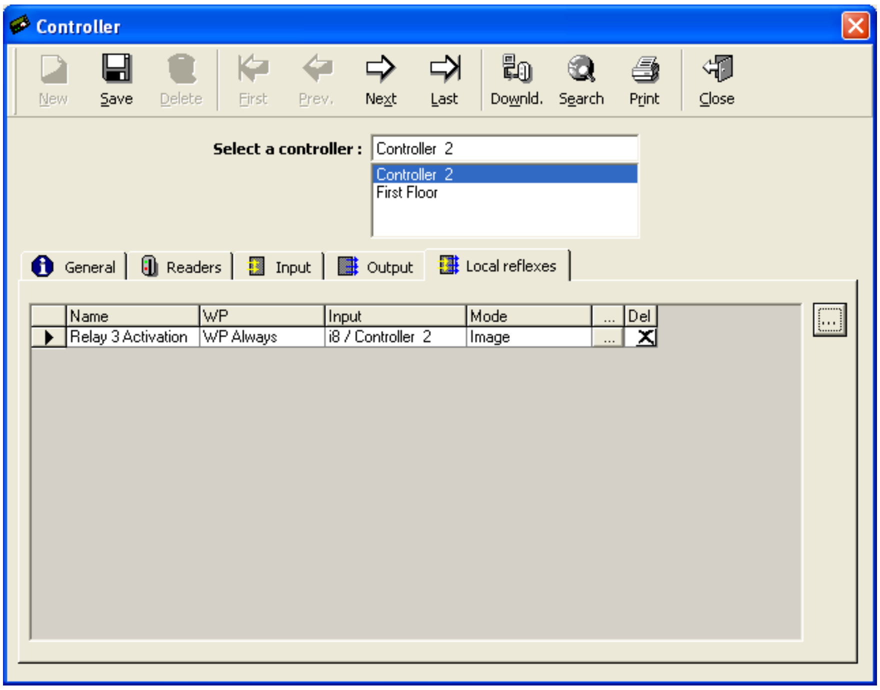
Note: Do not allocate weekly program to door relays. Time activation of door relays has to be set from the ‘Controller – Reader – Door control’ screen. Allocating weekly program through this ‘Output’ screen may result in a definition conflict.

Latest action: Mention the last action that could have affected the output; for instance, the action that closed a “normally open” output by a global reflex.

3.3.5. Controller - Local Reflexes

A local reflex defines the outputs activation following the trigger of an input of this same controller. The reflex occurs even if communication with the controller is interrupted. The “Local reflex” screen defines the link between the inputs and the outputs.

The informative table summarizes the parameters of the local reflexes associated to the controller. To obtain more detailed information and modify the data, click on the **[…] button** situated to the right of the table of the corresponding tab.



Select a controller : Controller 2

Controller 2
First Floor

	Name	WP	Input	Mode	...	Del
▶	Relay 3 Activation	WP Always	i8 / Controller 2	Image	...	☒

Table analysis

Name: Name of the reflex

WP: The local reflex weekly program defines the reflex activation and non-activation periods

Input: Name of the input that sets off the local reflex

Mode: Type of action set off by the local reflex (Image, Constant ON, During)

Button […] (on the line of the reflex): Click on this button to display the “Local reflex” screen, in order to consult or modify data

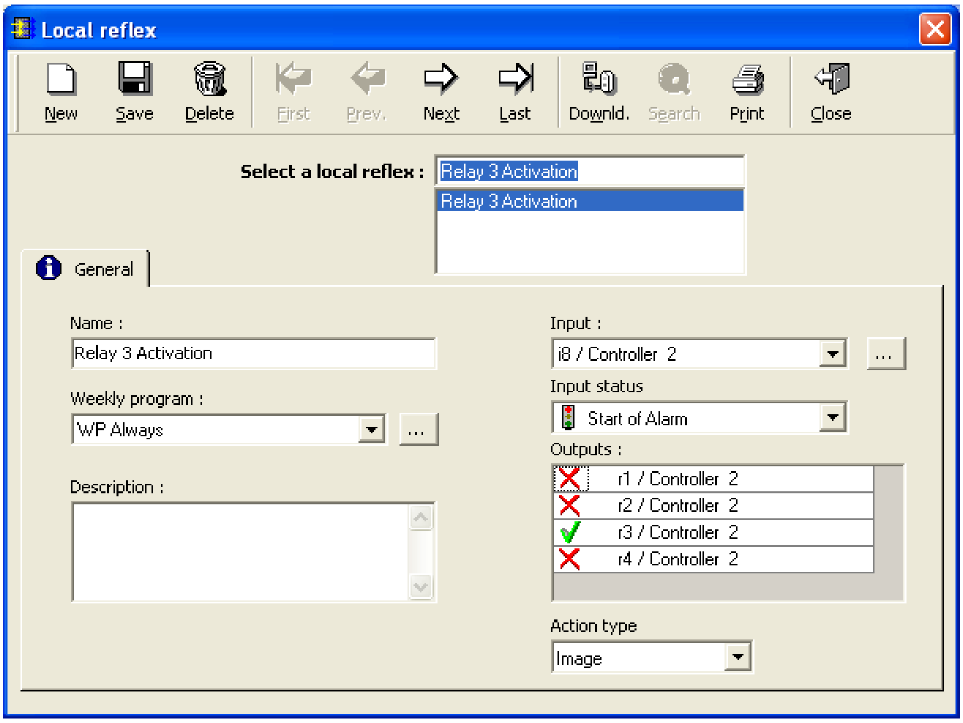
Button [×] (on the line of the reflex): Click on this button to delete the reflex from the list displayed

Button […] (outside the table): Click on this button to display the “Local reflex” screen, even if no item is selected

3.3.5.1. Controller - Local reflex - General Screen

A local reflex defines the outputs activation following the trigger of an input of this same controller.

The “Local reflex” screen allows the definition of the reflex parameters. It is accessible by going to the corresponding tab of the “Parameter - Controller” screen and clicking on the **[…] button** located to the right of the table.



Select a local reflex : Relay 3 Activation

Name : Relay 3 Activation

Weekly program : WP Always

Description :

Input : i8 / Controller 2

Input status : Start of Alarm

Outputs :

✗	r1 / Controller 2
✗	r2 / Controller 2
✓	r3 / Controller 2
✗	r4 / Controller 2

Action type : Image

Fields

Name: Name the reflex

Weekly program: Choose from the list the weekly program which defines the reflex activation and non-activation periods or click on the **[…] button** to create or modify the weekly program

Description: Describe the new data entry

Input: From the list, choose the input setting off the local reflex or click on the **[…] button** to create a new input

Input status: Select the status of the input which sets off the local reflex: Start of alarm, End of alarm, Line short, Line cut, Open, Close, <Any Status>.

Outputs: Click on the V or X buttons, to declare which relays to activate or to deactivate

Action type: Choose the type of action set off by the local reflex:

- **Image**: When the input is activated, the reflex is activated and when the input is deactivated, the reflex is deactivated at the same time
- **Constant ON**: When the input is activated, the reflex is activated and stays activated, even if the input is deactivated
- **During**: When the input is activated, the reflex is activated during a predefined delay (to define from 1 – 120 sec.).
  Note: Alternated mode (During = 122 Sec): The reflex is activated after the input is activated and stays activated; the reflex is only deactivated after a second input activation and stays deactivated, and so on.

3.4. Time Zone

3.4.1. Basic Concepts

Time zones consist of calendar divisions into daily, weekly and holiday time segments associated to predetermined system functions.

The system recognizes:

- **Daily program**: division of a 24-hour day into access zones (‘green’ time periods) and non-access zones (‘red’ time periods)
- **Weekly program**: made up of a daily program for each day of the week and a supplementary daily program for holidays
- **Holiday**: dates specified as holidays

During the ‘green’ periods of a Daily Program, the system behaves as follows:

- **Cardholders** may access different areas of a site according to their access group
- **Readers** operate in predefined the access mode recorded as ‘Security Level 1’
- **Alarms** are armed
- **Relays** are automatically activated

Time zone application table

	Within the limits of the Time Zones (‘Green’ periods)	Beyond the limits of the Time Zones (‘Red’ periods)
Access control	Access granted according to access group	Access denied
Readers	Access mode Security Level 1	Access mode Security Level 2
Alarm zones	Armed	Not armed
Relays	Activated	Non activated

Tips & Notes

Arming alarms

Refer to the “Event Handling Program - Alarm” paragraph for more information regarding how to arm an alarm.

Importance of a proper definition

Properly defining time zones is essential for the system to work optimally. It is highly recommended to successively specify the daily, weekly and holiday programs prior to defining the other parameters of the system.

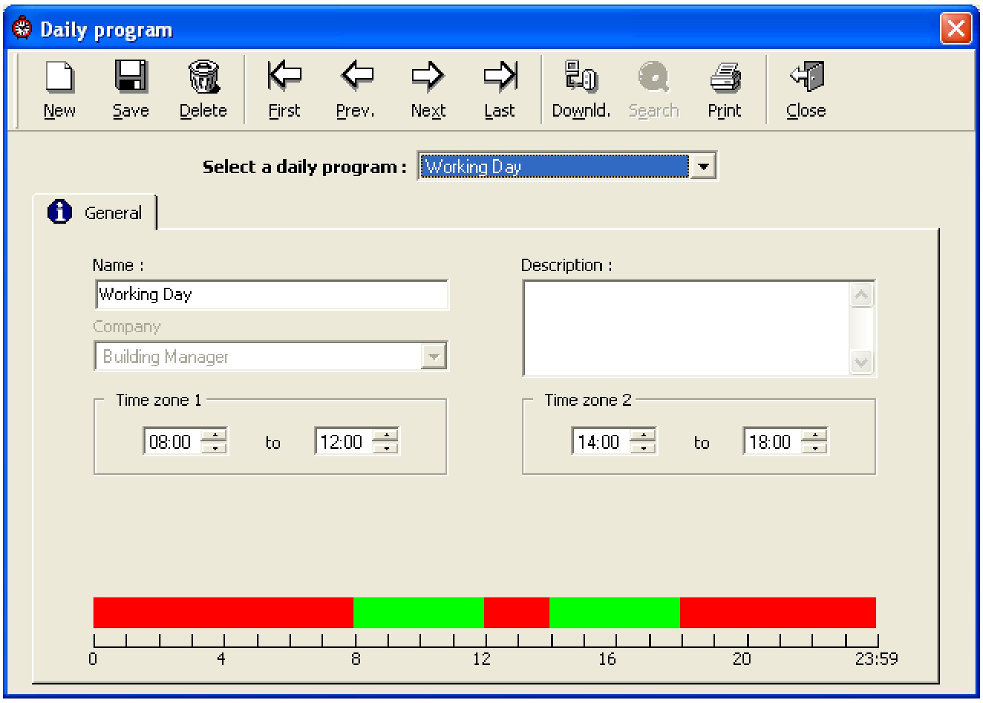
Maximum number of usable programs

Many daily, weekly and holiday programs can be created in the whole the system but each controller may include a restricted number of usable programs (99 Daily Programs, 32 Access Weekly Programs, 80 Event Weekly Programs and 60 holidays). An error message appears if the limit of usable programs has been exceeded for a specific controller.

3.4.2. Daily Program

The division of days (24H) into time zones, to which are associated the system predetermined functions, is defined in this screen. A Daily Program divides a 24H day in 2 time zones which therefore defines 5 time periods, 3 ‘Red’ and 2 ‘Green’.

Note that it is possible to divide each day into 4 times zones and therefore create 5 ‘red’ and 4 ‘green’ periods. (by changing the option ‘2 times zones’ to ‘4 time zones’ in the field ‘Daily Program Time zones’ on the ‘Tools – Options – Communication’ screen)



Select a daily program : Working Day

Name : Working Day

Company: Building Manager

Description :

Time zone 1: 08:00 to 12:00

Time zone 2: 14:00 to 18:00

Fields

Name: Name the new daily program; examples: part-time AM, night team

Company: Company the item refers to (for use with multi-company application ONLY).

Description: Describe the new data entry

Time zones 1 - 2 (or 1 - 4): Define the limits of the 2 (or 4) time zones using the format XX:YY, where X = hour and Y = minute

The ruler at the bottom of the screen gives the time frames in a visual manner.

- The **green** frames represent the ‘Green periods’ (4 maximum)
- The **red** frames represent the ‘Red periods’ (5 maximum)

Tips & Notes

Programs by default

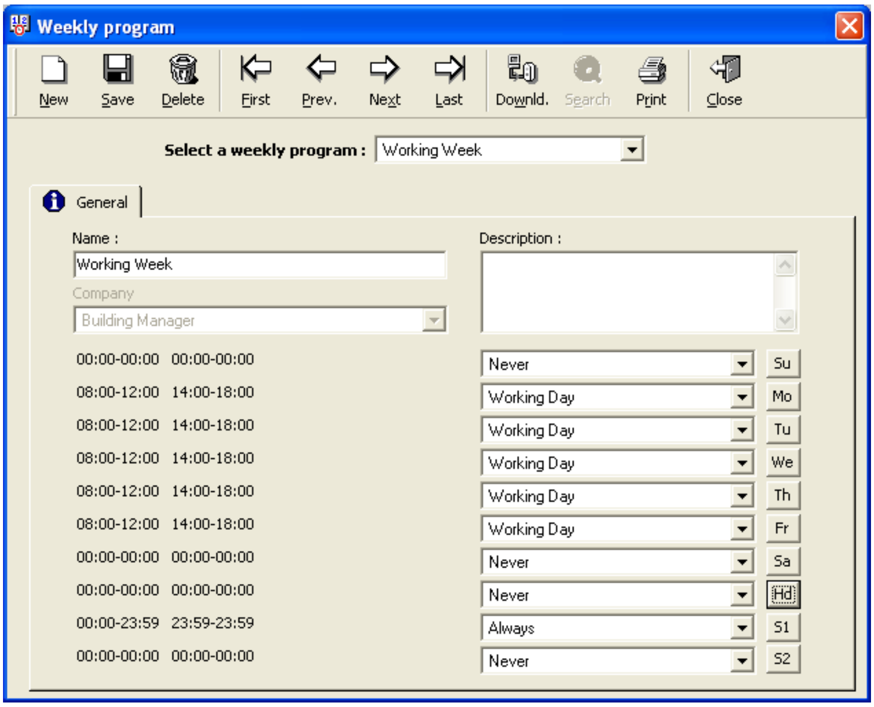
The two daily programs “Always” and “Never” are defined by default. Their denomination can be modified but the two programs can neither be erased or their contents modified.

New daily program

By default, the time frames for a new daily program are from 8 AM to12 AM and from 2 PM to 6 PM.

3.4.3. Weekly Program

A weekly program is made up of 8 daily programs, one for each day of the week and an extra program for holidays. Two more daily programs can be added (in the "Tools - Options - General" screen) for having other access control in some days in the year (i.e. the day before a National day, annually closure or exceptional opening, etc.). This last feature requires the use of controllers equipped with an EPROM from 01/06/2004 or later.



Select a weekly program : Working Week

Name : Working Week

Company: Building Manager

Description :

00:00-00:00	00:00-00:00	Never	Su
08:00-12:00	14:00-18:00	Working Day	Mo
08:00-12:00	14:00-18:00	Working Day	Tu
08:00-12:00	14:00-18:00	Working Day	We
08:00-12:00	14:00-18:00	Working Day	Th
08:00-12:00	14:00-18:00	Working Day	Fr
00:00-00:00	00:00-00:00	Never	Sa
00:00-00:00	00:00-00:00	Never	Hd
00:00-23:59	23:59-23:59	Always	S1
00:00-00:00	00:00-00:00	Never	S2

Fields

Name: Name the new weekly program

Company: Company the item refers to (for use with multi-company application ONLY).

Description: Describe the new data entry

Daily programs: One for each day of the week (Su - Sa), one for holidays (Hd) and if needed, one for each special day (S1 – S2); select the adequate program from the list or create a new daily program by clicking on the corresponding button associated to the day

Time frames corresponding to the program selected are displayed on a grey background.

Tips & Notes

Programs by default

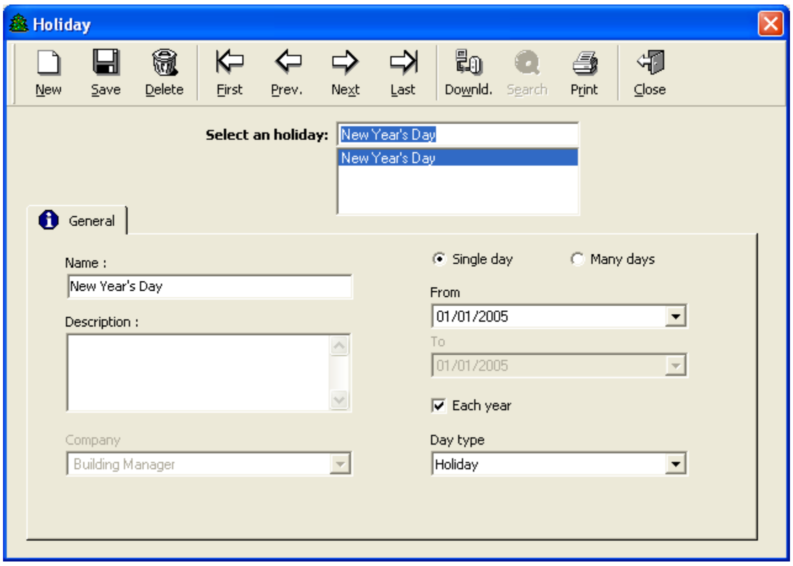
The two weekly programs "WP Always" and "WP Never" are defined by default. Their denomination can be modified but both programs can neither be deleted nor modified.

Deactivating Holiday and Special Days

Holiday and special days daily programs can be defined as <usual daily program of the day> in order to deactivate the rule of these specific days, for some employees if needed.

3.4.4. Holiday

Days considered holidays by the system are defined in this screen. During these holidays, Daily Program in use (and therefore system behaviour) is the 8th program defined in the Weekly Program (or the 9th or the 10th program in case of using special days; see the previous paragraph).



Select an holiday: New Year's Day

New Year's Day

Name : New Year's Day

Description :

Company: Building Manager

● Single day ○ Many days

From: 01/01/2005

To: 01/01/2005

☑ Each year

Day type: Holiday

Fields

Name: Name the new holiday

Description: Describe the new data entry

Company: Company the item refers to (for use with multi-company application ONLY).

Single Day & Many Days: Select if the new data concerns one single day or a several days period.

From: The current date is listed by default. In the calendar, it will appear circled in red. To call up the calendar, click on the arrow situated to the right of the current date. Select the day, month and year in the calendar that appears on the screen or enter directly the date.

On the calendar, by clicking on “Today” the actual date is selected.

To select a given month

- Produce the list of months by pressing on the name of the month displayed
- Skip from one month to the next by pressing on one of the double arrow keys ends (next to the month)
- Scroll the calendar from month to month by pressing and maintaining depressed on one of the double arrow keys ends (next to the month)

To select the desired year

- By clicking on the displayed year appear double arrow keys (next to the year). Skip from one year to the next by pressing on one of the double arrow keys
- Scroll the calendar from year to year by pressing and maintaining depressed on one of the double arrow keys ends (next to the year)

To: If the holidays last several days, select the ‘Many days’ option and enter here the last day.

Each year: Select to repeat the definition of a holiday for coming years; for example, Christmas always falls on the 25th of December.

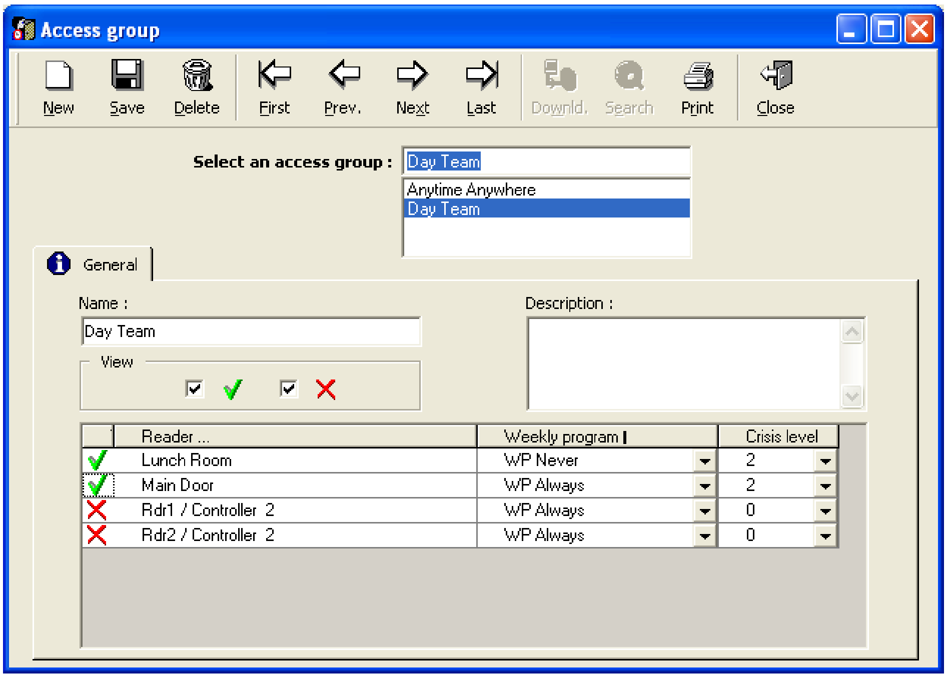
Day type: Select the holiday type (Holiday, Special Day 1 or Special Day 2).

3.5. Access Group

This function determines “who can go where and when”. The access group attributed to employees determines the doors accessible, the weekly programs associated to the doors and the door crisis level.

To use this function:

- Select the authorized doors for the individuals of a group
- Associate the corresponding weekly programs
- Attribute a crisis level to each access group, door by door
- Attribute an access group to each employee, in the “Parameter - All Cardholders - General” screen



Select an access group : Day Team

Anytime Anywhere
Day Team

Name : Day Team

View ☑ ✓ ☑ ✗

Description :

	Reader ...	Weekly program	Crisis level
✓	Lunch Room	WP Never	2
✓	Main Door	WP Always	2
✗	Rdr1 / Controller 2	WP Always	0
✗	Rdr2 / Controller 2	WP Always	0

Fields

Name: Enter a name for the access group

Description: Describe the new data entry

View:

- Check **V** button to display readers list for which access is granted for the selected group
- Check **X** button to display readers list for which access is refused for the selected group

First column of the table: **V** or **X**

- Select **V** to include the reader in the access group
- Select **X** to exclude the reader from the access group

Reader: List of readers and doors associated

Weekly program: Select the weekly programs associated to the reader from the list

Crisis level: Select the crisis level (Refer to the “Manual Action - Crisis Level” chapter for more information).

Tips & Notes

Access group by default

An access group “Anytime Anywhere” is defined by default. It guarantees permanent free access to all doors. Its denomination can be modified but this group can neither be deleted nor modified.

Minimal authorization by default

When a new data is created, status for all doors is checked. By default, minimal authorization is granted.

Many access groups

The system does not limit the number of access groups. However if a large number of access groups are required due to the variability of the badge holders’ work hours, it is recommended:

- To create an access group that guarantees permanent free access at authorized doors, with the weekly program: <Use Personal WP> and the crisis level: <Use personal crisis level>
- To restrict access by using personal weekly programs and individual crisis levels, in the personalized data of the badge holder.

Different error message

Please note the difference in the error message associated to an access refusal in the following two cases:

	Reader …	Weekly Program …	Error message if access denied:
V	Rdr1 / Controller 1	WP Never	“Not authorized at this time”
X	Rdr1 / Controller 1	WP Always	“Reader not allowed”

3.6. Department

A department is a functional notion, which allows site division into various work areas. This function is mostly informative. A department can be chosen as a selection criterion to display and print reports.

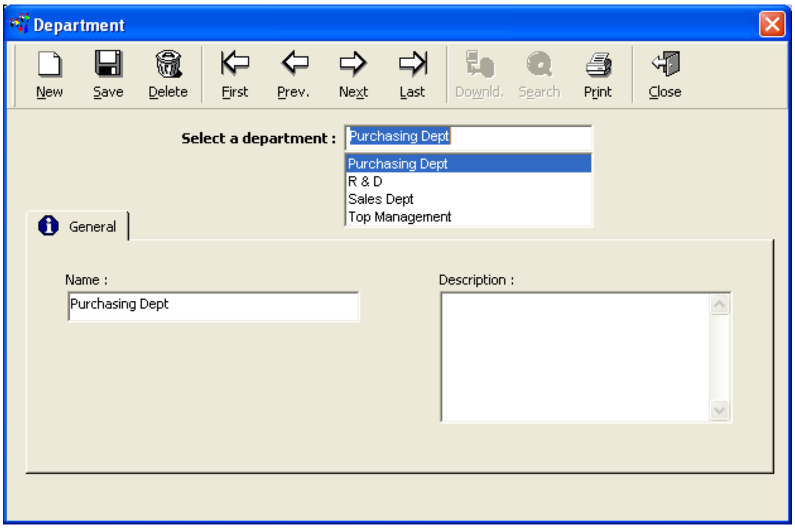
Examples

Administration, Top Management

Fields

Name: Name the new department

Description: Describe the new data entry



Select a department : Purchasing Dept

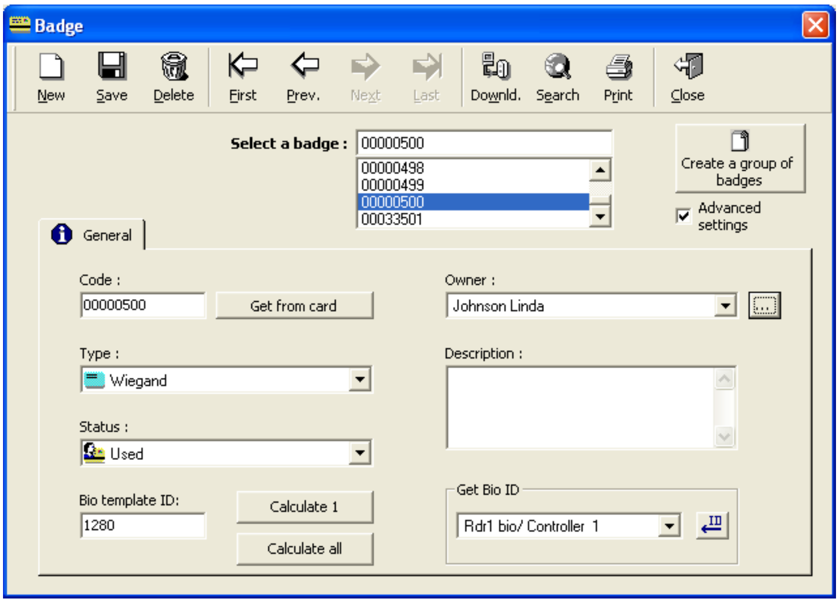
Purchasing Dept
R & D
Sales Dept
Top Management

Name : Purchasing Dept

Description :

3.7. Badge

This screen defines the badges used and displays their owners.



Select a badge : 00000500

00000498
00000499
00000500
00033501

☑ Advanced settings

Code : 00000500

Owner : Johnson Linda

Type : Wiegand

Description :

Status : Used

Bio template ID: 1280

Get Bio ID: Rdr1 bio/ Controller 1

Fields

Create a group of badges: Click for creating a series of badges (in another new window, see Group of Badges paragraph).

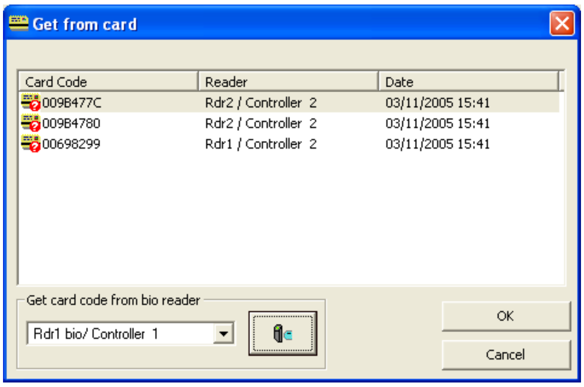
Advanced settings: Displays advanced features related to biometric readers.

Code: Enter directly the card code. Generally, this code is written on the badge as a sequence of 8 characters using numbers from “0” to “9” and letters from “A” to “F”. If the length of the code is shorter than 8 characters the system will complement it by adding zeros at the beginning of the code. A default badge code can be automatically inserted at the beginning of all badge codes with the “Tools -Options - General” screen.

Note: This code is downloaded to the controllers and saved in the application database. The code may be read differently according to the reading technology defined in the “Reader - General” tab and the Badge format defined through the ‘Reader - Miscellaneous/Badge format’ tab.

Get from card: Click for opening the following screen in order to get the code by reading the card:

- ➢ To get the card code from a regular reader, pass the card on one of these readers: when the card code appears on the window, select it and press OK.
- ➢ To get the card code from a biometric reader, select the relevant reader in the lower ‘get card code from bio reader’ window, press the button right to this list and pass the card to the selected reader: when the card code appears on the window, select it and press OK.



Card Code	Reader	Date
009B477C	Rdr2 / Controller 2	03/11/2005 15:41
009B4780	Rdr2 / Controller 2	03/11/2005 15:41
00698299	Rdr1 / Controller 2	03/11/2005 15:41

Get card code from bio reader: Rdr1 bio/ Controller 1

Type: Select the badge technology from the displayed list (Magnetic, Wiegand, etc.).

Note: Reading technology is defined in the ‘Technology’ field in the “Parameter - Controller - Reader - General” screen. Only badges data compatible with the selected technology will be downloaded to the readers.

Status: Specify the badge status: **Used**, **Cancelled**, **Free** (default), **Lost**, **Stolen**. A badge cancelled, lost or stolen is automatically invalidated by the system.

Bio template ID: Each template needs to be downloaded to the biometric readers with an identification number (Bio ID or Bio template ID), which identifies the person. This number, displayed and editable in this field, is automatically computed by the system from the card code (see the "'Custom' Bio Wiegand Format" paragraph), based on the Badge format (defined through the "Reader - Miscellaneous/Badge format" tab) and the Bio Wiegand format (defined in the "Reader - Finger Print" tab).

Note: Make sure that the system has calculated the Bio ID and that is not 0. Cards that were defined prior to the creation of the first biometric reader, will have Bio ID = 0. For these cards, calculation of the corresponding Bio Template ID will be done automatically only when the card owners will enroll the finger. After a biometric reader definition, each new badge will receive automatically a Bio ID code, which is displayed in the 'Bio template ID' field after saving. A manual calculating is also possible by selecting the "**Advance settings**" box and pressing '**Calculate 1**' (to re-calculate the selected badge) or '**Calculate all**' (for all badges in the database, including those that are not 0). If the field remains empty or null it means that the system cannot calculate the Bio ID and it has to be entered manually or be read directly from the biometric reader. To obtain the code from the card itself, use the 'Get Bio ID' window field. There you need to select the reader from the list, click on the 'ID' button, and pass the badge at the biometric reader.

Owner: Select to assign a badge to an employee; when an attributed code is selected, the name and surname of the badge holder appear in this field. The field remains empty if the code entered is not attributed. Click on the **[…] button** to display the employee's screen.

Description: Describe the new data entry

Get Bio ID: ***Visible by checking the 'Advanced settings' box.*** To enroll directly the Bio ID from a biometric reader (BioProx or BioFlex), select the relevant enrollment reader from the list, click on the **'ID' button** and then pass the badge at the selected biometric reader. The Bio ID should appear on the 'Bio template ID' field.

Tips & Notes

Recording Bio ID with BioPass and BioFlex + Keypad

When only BioPass or BioFlex with keypad readers are used in the system, cards are not requested. However, a badge (even if it does not physically exist) must be attributed to each person. Therefore, the 'Technology/Badge format' of these readers must be 'Wiegand/Decimal' (even if no cards are used) and the Bio Wiegand format must be 'Standard 26 bits'. Card codes may be manually entered through the 'Code' field or using the 'Create a group of badges' function. The system then may calculate the Bio ID which is, in this case, equal to the card code. The PIN code to use at the keypad connected to the BioFlex will be this Bio ID, which is a **maximum 5 digits code (max. 65535)**.

Card code or badge format change

After changing a card code, a re-calculation of the Bio ID is needed for that card only ('Calculate 1' button). However, in a case of modification of the 'Badge format' or the 'Bio Wiegand Format', a re-calculation of the Bio ID for all card ('Calculate ALL' button) is needed plus initialization of all the Biometric readers (from the "Diagnose" screen).

3.7.1. Badge Search

Displaying the list of all the attributed badges

Double click on the “Search” icon of the icon bar.

Performing a search on a specific type, status or owner

To find a badge from its type, status or owner:

- Click on the “Search” icon of the icon bar (or type “F10” key)
- Select the desired type, status or owner
- Click on the “Search” icon a second time

  If the badge is attributed, details of the badge will be displayed on the screen

  If no badge has been found, the fields remain empty and the screen has a grey shade
- Click on the “Search” icon to display the list of all the attributed badges

Searching a badge from all or part of its code

When pressing on the “Search” icon, if the first characters of the code have been entered, the system will display all the badges that start with the desired sequence, after pressing on the “Search” icon a second time.

Examples:

In the “Code” field type	The system displays all the card codes attributed
32	Beginning with “32”
32%45	Beginning with “32”, which contain the characters “45”
_ _ _ _32_ _	Which contain the characters "32" at the 5th and 6th position

Note:

% will replace several characters

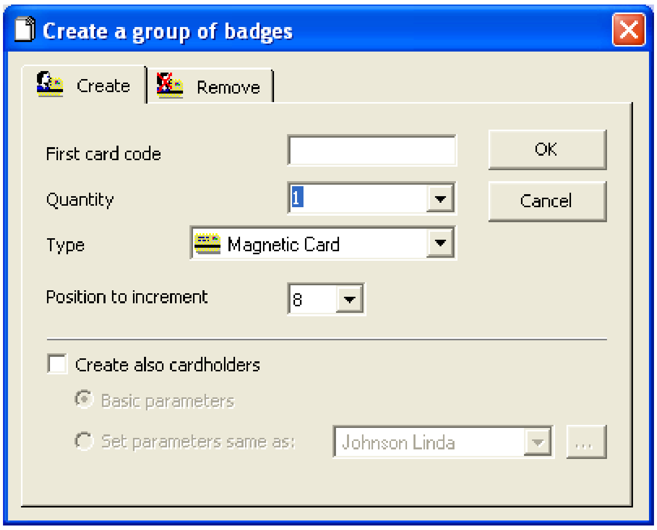
_ (underscore) will replace one single character

3.7.2. Group of Badges

This screen allows the creation and deletion of a group of badges in a single command. It is accessible via the “Parameter - Badge” or “Tools - Create a group of badges” menu.

3.7.2.1. Group of Badges - Create

Create a group of badges in a single command using this tab.



First card code

Quantity: 1

Type: Magnetic Card

Position to increment: 8

□ Create also cardholders

● Basic parameters

○ Set parameters same as: Johnson Linda

Fields

First card code: Type the 8-character code assigned to the first badge

Note: A beginning card code common to all badges can be set in the “Tools - Options - General” screen.

Quantity: Type or select the number of badges to create; the list has been provided for information. The maximum number of badges depends on the plug limitation.

Type: Choose the badge technology from the displayed list (Magnetic, Wiegand, etc.).

Note: The choice of reading technology will enable selective data download to the readers. Only data compatible with the selected technology will be downloaded to the readers.

Position to increment (between 0 and 8): Define the position of the character to increment in the 8-character sequence making up the code. This allows keeping a constant group of characters as code endings. ***To use this function, it is necessary that only decimal numbers compose the beginning of the code, till the position to increment*.**

Example

First card code	Position to increment
12345ABC	5

The next code:

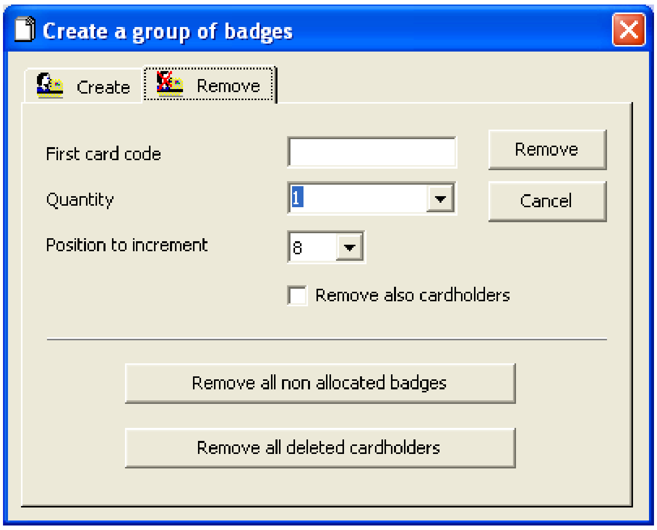
12346ABC

Create also cardholders: Create simultaneously a group of badges and their associated badge holders, which will have:

- **Basic parameters**: Valid employee parameters to whom the “Anytime Anywhere” access group is attributed
- **Set parameters same as**: Specify the name of the badge holder whose parameters will serve as reference for the new badges

3.7.2.2. Group of Badges - Remove

Remove a group of badges in a single command using this tab.



Create a group of badges

Create | Remove

First card code:

Quantity: 1

Position to increment: 8

☐ Remove also cardholders

Remove
Cancel
Remove all non allocated badges
Remove all deleted cardholders

Fields

First card code: Type the 8-character code assigned to the first badge

Quantity: Type or select the number of badges to delete; the list has been provided for information. The maximum number of badges depends on the controller and plug limitation.

Position to increment (between 0 and 8): Define the position of the character to increment in the 8-character sequence making up the code. This allows keeping a constant group of characters as code endings. ***To use this function, it is necessary that only decimal numbers compose the beginning of the code, till the position to increment*.**

Example

First card code	Position to increment
12345ABC	5

The next code:

12346ABC

Remove also cardholders: Delete simultaneously a group of badges and their corresponding badge holders

Remove all non allocated badges: Delete all cards that are not allocated anymore, i.e. temporary cards

Remove all deleted cardholders: Select to remove all deleted cardholders from the database

3.8. All cardholders

3.8.1. All cardholders - Basic Concepts

Each badge holder, employee, visitor or guard, that requires access authorization to the site must be recorded beforehand in the database. To access or modify information related only to visitor or guard, consult the screens "Parameters - Visitor" or "Guard Module".

The "Parameter - All cardholders" screen defines the details of all the users, employee and visitor alike. The menu is divided into six tabs:

- General information
- Personal information
- Location data
- Customized fields
- Exceptions
- Schedule AG

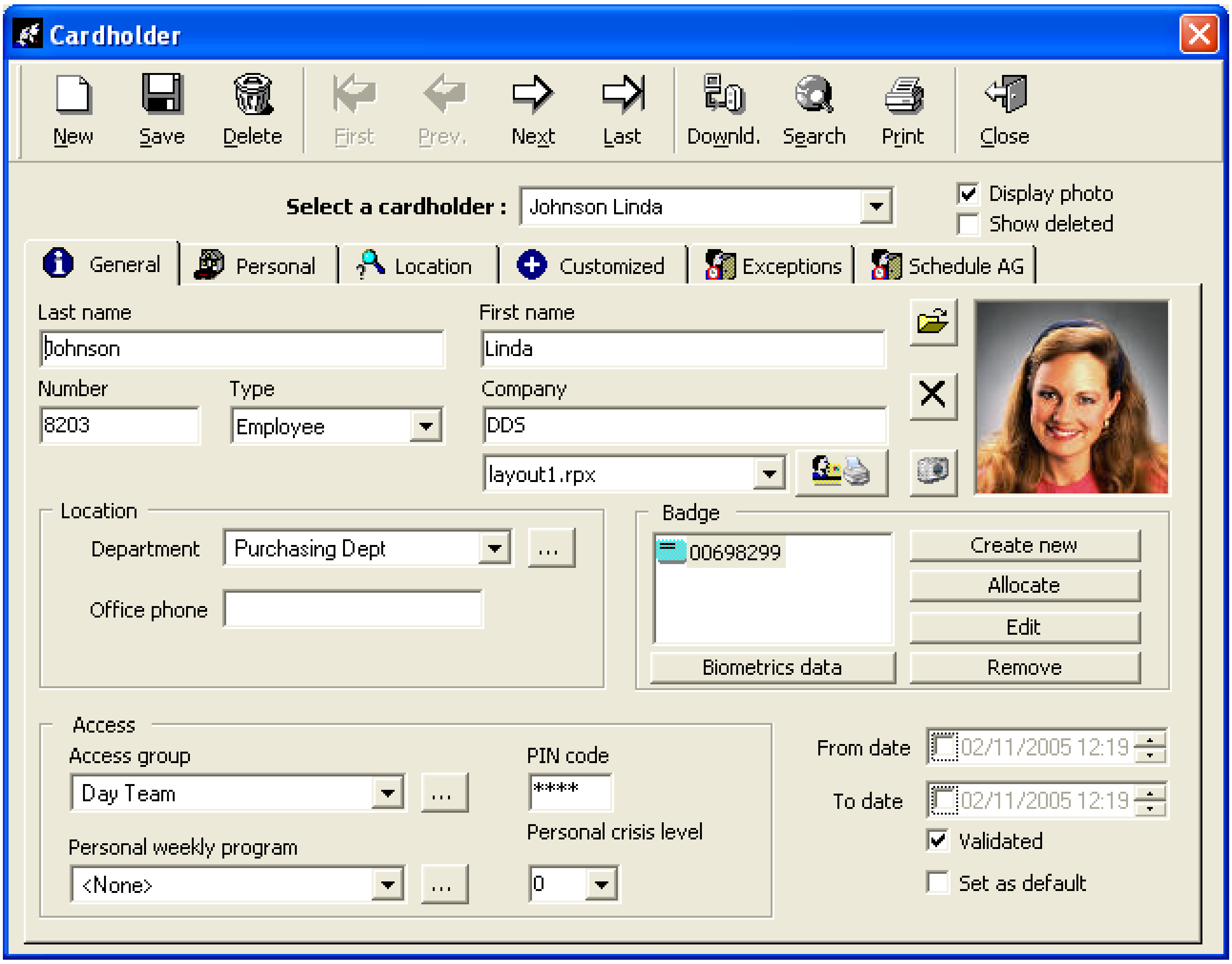
Tips & Notes

Quick definition

The family name is the only obligatory field for creating a new badge. Nevertheless, in order to grant access, the field "Badge" is necessary. The "Anytime Anywhere" access group is associated by default to the new cardholder.

3.8.2. All cardholders - General

This screen records general information about the badge holder.



Select a cardholder : Johnson Linda

☑ Display photo

□ Show deleted

Last name: Johnson

First name: Linda

Number: 8203

Type: Employee

Company: DDS

layout1.rpx

Location

Department: Purchasing Dept

Office phone:

Badge: 00698299

Access

Access group: Day Team

PIN code: ****

Personal weekly program: <None>

Personal crisis level: 0

From date: 02/11/2005 12:19

To date: 02/11/2005 12:19

☑ Validated

□ Set as default

Fields

Display photo: Check this box to display the employee's picture

Show deleted: Check this box to display the deleted badge holders; by default, this box is unchecked

Click on the **Delete button** (in the tool bar) to delete the badge holder from the database. Deleted badge holders are not erased from the database but saved under the type "Deleted". They are not displayed by default.

Actions following the badge holder deletion:

- The badge holder is classified as "Deleted"
- The corresponding badge allocation is removed
- The badge is added to the non-allocated badges list
- The validation case is unchecked
- The record disappears from the badge holder screen, unless the "Show deleted" box is checked

Note: Only allocated cards are taken into account into the computation of the plug limitation.

Last name & First name: Type the last name and the first name of the cardholder. It is possible to create cardholders with the same last and first name. In this case, it is necessary to enter a unique number per person in the "Number" field and to check the "Allow duplicate name of cardholders" option in the "Tools – Options - General".

Number: Enter an identification number

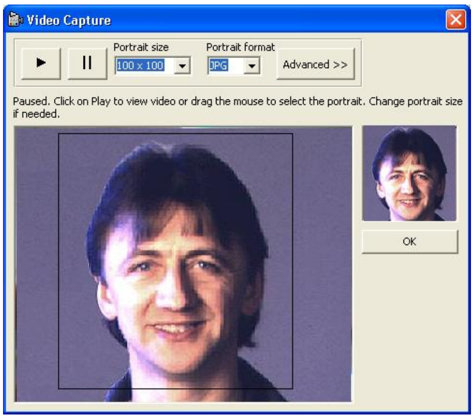
Type: Choose the cardholder type (Employee, Visitor or Guard); the "Type" field does not appear in the "Parameters - Visitor" or "Guard Module" screens

Company: Mention the name of the company the badge holder works for

Employee's picture: Click on the following button

- **Select a picture**: To select the name of the file beholding the employee's picture (jpeg or bmp format)
- **Remove picture**: To remove the employee's picture
- **Take a snapshot**: To open the following "Video Capture" screen:

  Users which have a camera video or a web cam can play and pause the live video stream, select the required image size, and then move the mouse over the paused image to select the part of the image they wish to keep as the cardholder image.
- **Print a badge or define badge printing layouts**: To open the screen of badge printing layouts (Refer to the "All cardholders - Badge Printing Module" paragraph for more information).



Portrait size 100 x 100

Portrait format JPG

Paused. Click on Play to view video or drag the mouse to select the portrait. Change portrait size if needed.

Location:

Department: Select the department the employee works for from the list provided or create a new department by clicking on the **[…] button**

Office phone: Mention the office phone number, the cell phone number, etc.

Badge:

- **Create new**: Create a new badge and associate it to an employee (in "Badge" screen)
- **Allocate**: Allocate an existing badge
- **Edit**: Display details of the badge in use (i.e. for modification)
- **Remove**: Remove the badge allocation

Note: A cardholder cannot have several badges of the same technology.

- **Biometrics data**: Create, modify or delete the employee's fingerprint templates (Refer to the "All cardholders - Biometrics data" paragraph for more information).

Access:

Access group: Select an access group from the list or click on the **[…] button**

Personal weekly program: Select the personal weekly program from the list or create a new program by clicking on the **[…] button**; this program is only used if the access group of the selected cardholder has been predefined with the <Use Personal WP> weekly program

PIN code: Mention the badge holder personal identification code to enter on the reader keypad; this code is common to all the reading technologies used

Personal crisis level: Select the individual crisis level, between 0 and 7; this crisis level is only used if the access group of the selected cardholder has been predefined with the <Use personal crisis level> crisis level

From date: Specify the beginning date of the validation period of the badge holder. Type data in directly or select a date by using the direction arrows.

To date: Specify the date and hour when the badge validity will end. Type data in directly or select a date by using the direction arrows.

Validated: Check this box to validate badge use; a non-validated badge exists in the database but its use will be forbidden

To define a validation period

- Uncheck (clear) the "Validation" box
- Check the "From Date" box and / or check the "To Date" box
- Set the validation period in date in the "From Date" and / or "To Date" fields
- Save

Note: If the validation date chosen belongs to the past, the "Validation" box will be checked automatically. Beyond the specified validity date, the badge will automatically become invalid. Every 30 minutes, at xx:15 and xx:45, the program checks if new cardholders need validating or invalidating, in which case the corresponding cardholders definitions are sent to the controllers. The frequency of this checking may be modified through the 'Tools - Options - Communication' screen (default: 30 minutes).

Set as default: By checking this box, the badge holder selected serves as a reference. His parameters are automatically copied as default parameters for newly created badge holders. This function saves the trouble of having to define the same parameters for each cardholder that will be created in the future.

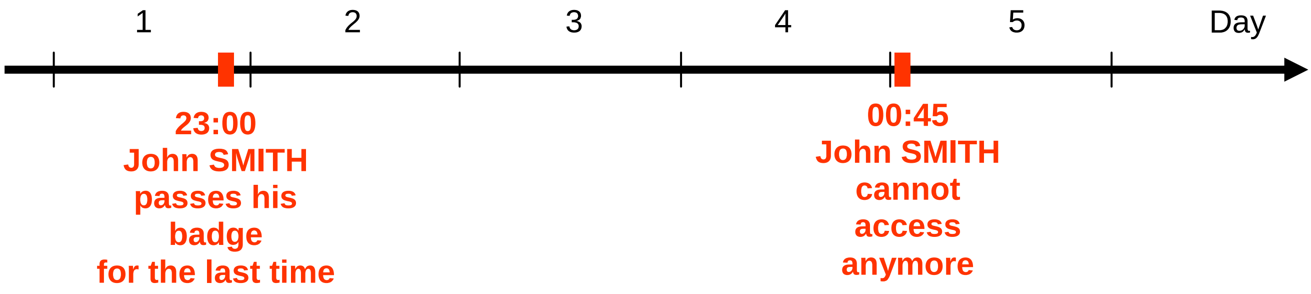
Tips & Notes

Automatic card inhibition if a card not used after X days

It is possible to inhibit automatically cardholders who have not used their card during X days. The checking is done each night at 00:45.

Example:

Let us take a system configured to inhibit all the cardholders that did not pass their badge during 3 days.


1
2
3
4
5
Day
23:00 John SMITH passes his badge for the last time
00:45 John SMITH cannot access anymore

A cardholder that passed his badge the day ‘1' (at any hour!) will have access on days ‘2', ‘3' and ‘4'. If he did not pass his badge at a reader of the system during these 3 days, the system will invalidate automatically his badge on day ‘5' at 00:45 a.m.

Operating Mode :

- Exit the application and look for the ini file at the main application folder.
- Open it with Notepad and look for the following entry:

```
AutomaticInhibition = 0
```

If this line does not exist, run the application, go to “Tools - Options” and click “OK”. This operation rebuilds the ini file and inserts all the possible entries according to the latest application version.

- Set the value according to the required days number before inhibition.

  Example, to inhibit all the cardholders that did not pass their badge during 3 days, set:

```
AutomaticInhibition = 3
```

- Save and close this file, and restart GuardPoint Pro.

Note :

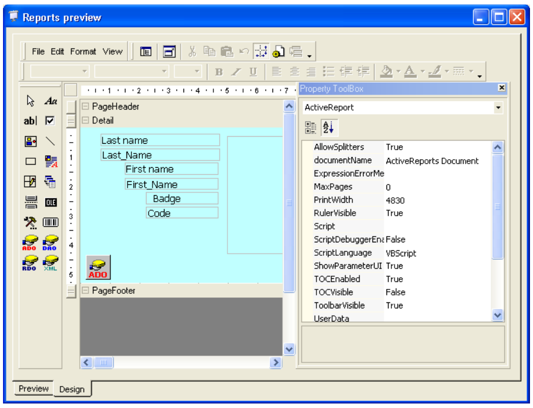
If the PC is turned off all the nights, the inhibition command will not be able to be sent to the readers at 00:45 a.m. This function works only if ***the application is runing at that time.***

3.8.3. All cardholders - Badge Printing Module

This module allows creating and printing cardholder badges to a designated card printer directly from the “All cardholders - General” screen of GuardPoint Pro. This module is opened through the “Print a badge or define badge printing layouts” button of the “All cardholders - General” screen, at the lower left side of the photo.

Clicking this button opens a two-tab screen:

- Preview tab: Show a preview of the edited layout. The first editing shows a default layout.
- Design tab: Allows editing the layout.



ActiveReport

AllowSplitters	True
documentName	ActiveReports Document
ExpressionErrorMe	
MaxPages	0
PrintWidth	4830
RulerVisible	True
Script	
ScriptDebuggerEn	False
ScriptLanguage	VBScript
ShowParameterUI	True
TOCEnabled	True
TOCVisible	False
ToolbarVisible	True
UserData	

EMPLOYEE
Johnson Sheryl
Company: PTD
Badge : 12347735

Operating Mode

The design tab is based on a professional tool of Active Report ®. In this manual we will not cover the large variety of options but we only give some basic instruction and tips:

- **Moving selected fields**: Select an existing field from the ‘Detail’ window and drag and drop to the required position of the layout.
- **Add a new field**: Select the field type from the toolbar on the left and drop it in the layout.
- **Add a field from the cardholder database:** Click the View - Explorer menu. Two windows will appear on the left. On the lower one, click the “refresh” icon. All the fields of the cardholder screen will appear. Drag any field and drop it in the layout area.
- **Change the background**: Select the current background. On the ‘Property ToolBox’, go to the “Picture” field, click on the **[…] button** and browse your PC for any graphic file.
- **Change the text in a label/text box:** Select the field and edit the text on the ‘Property ToolBox’ window, in ‘Caption’ (for a label) or ‘Text’ (for a text box). Don’t change ‘Name’.
- **Save changes to the current layout:** Click on the “Preview” tab.

All editing changes are saved into the default layout when the “Preview” tab is displayed. The default layout is called “_bp.rpx” and is located on the application folder.

Different customized badge layouts can be saved on the \Reports\BP folder under the application folder with RPX format. Saved layouts will appear in a combo box in the “All cardholders - General” screen, left to the badge printing button (the former layout is automatically saved as « layout1 »). This leads to create and print different format badges into a same database. It is possible to save many layouts as required and for printing a specific badge layout to a cardholder, it just needs to select it on the layout list.

! Warnings:

- Do not delete the default photo (cardholder image) field from any layout.
- Do not delete the icon ADO from any layout.
- Do not move, close or resize the ‘Property ToolBox’ window.
- If by mistake you have done any of the above action, you may need to go back to the default layout: Exit the “All cardholders” screen, go to the application folder and delete the “_bp.rpx” file.

3.8.4. All cardholders - Biometrics data

This screen allows creating, modifying and deleting cardholder fingerprint templates directly from the “All cardholders - General” screen, through the ‘Biometrics data’ button.

Operating Mode

Once a biometric reader is configured for use as an ‘Enrollment reader’, it is possible to enroll fingerprints for existing users. The information created during the enrollment process is stored as a ‘Template’. Template contains one fingerprint, its associated card code and other related data. Each template is save twice: in the GuardPoint Pro database, as well as in all the active biometric readers.

- In the current screen, select the relevant biometric reader from the combo list (This list displays only readers defined as ‘Enrollment readers’).
- Press the ‘Enroll’ button for fingerprint enrollment, then follow the instructions on the screen. The message “PLACE your finger on the sensor” should appear.
- Put the finger on the reader until the graphical image of the fingerprint appears on the screen and the message changes to “Remove finger. Ready to save”.
- Press the ‘Save’ button for saving this fingerprint and for downloading it to all the active biometric readers.

Fields

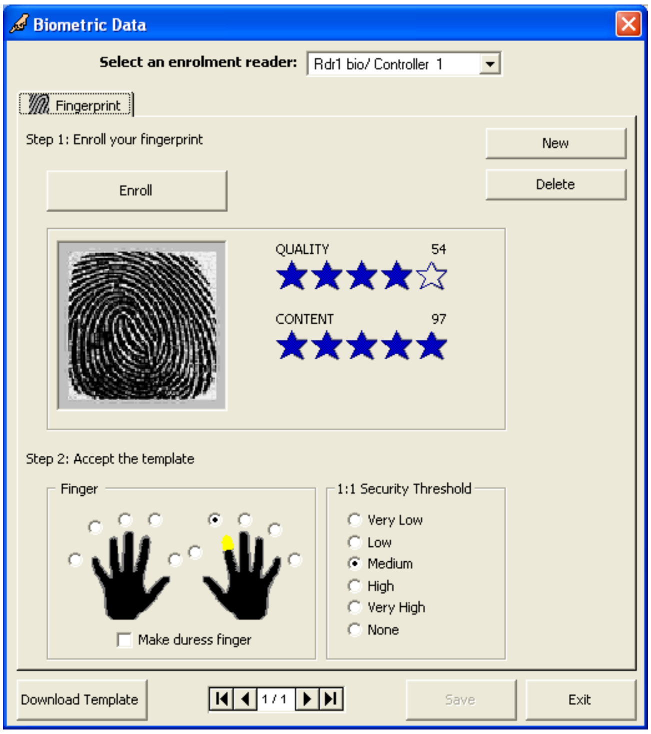
Select an enrollment reader: from the active enrollment biometric readers drop-down list.

Step 1: Enroll your fingerprint:

Enroll: Click to enroll a fingerprint or to re-enroll an existing fingerprint.

New: Add supplementary templates for same cardholder. In each new template a different finger can be enrolled or a previous existing finger. Enrolling an existing finger twice, enhances the chance that fingerprint will be recognized by the biometric unit.

Delete: Delete the template from the database and remove it from the biometric readers. A progress bar in the bottom of the screen will give an indication of the delete process.



Biometric Data

Select an enrolment reader: Rdr1 bio/ Controller 1

Step 1: Enroll your fingerprint

QUALITY 54

CONTENT 97

Step 2: Accept the template

1:1 Security Threshold

○ Very Low
○ Low
● Medium
○ High
○ Very High
○ None

□ Make duress finger

Fingerprint picture:

- **Quality**: Template quality score. The minimum satisfying score is **50** (3 blue stars).
- **Content**: Template content score. The minimum satisfying score is **70** (4 blue stars).

Step 2: Accept the template:

Finger: Indicate which hand finger has been enrolled.

- **Make duress finger**: Check this box if this finger is only use in duress situation.

Security Threshold: Threshold related to the quality and content of the fingerprint information.
Note: The ‘None’ threshold may be selected, enabling, for instance, the director’s fingerprint to be accepted even with a failed verification. (Note however, that such setting creates a security risk in case the director's card was stolen).

Download Template: Click to download the current template to all the biometric readers of the system. A progress bar in the bottom of the screen will indicate the status of the download.

Buttons [|◄][◄] [►][►|]: Browse between the different templates of the cardholder.

Save: Click for saving the current template and for downloading it to all the biometric readers.

Exit: Click for close this screen.

Tips & Notes

Suggested Fingers type

It is recommended to use index, middle or ring fingers. Avoid using thumb and pinky fingers since they are typically awkward to consistently position on the sensor.

Finger Placement

By putting the finger on the reader, cover completely the entire area of the sensor with the fingerprint for providing the best performance. Touching the sensor as if pressing a button creates an image that lacks information-rich fingerprint data.

Deleting Cardholder Templates

When a cardholder is deleted, all his templates regardless of the card serial number are removed from the biometric readers and deleted from the database.

Managing Badges

If a cardholder loses his badge and wishes to receive a new badge without the need to re-enroll his entire fingerprints, follow these steps:

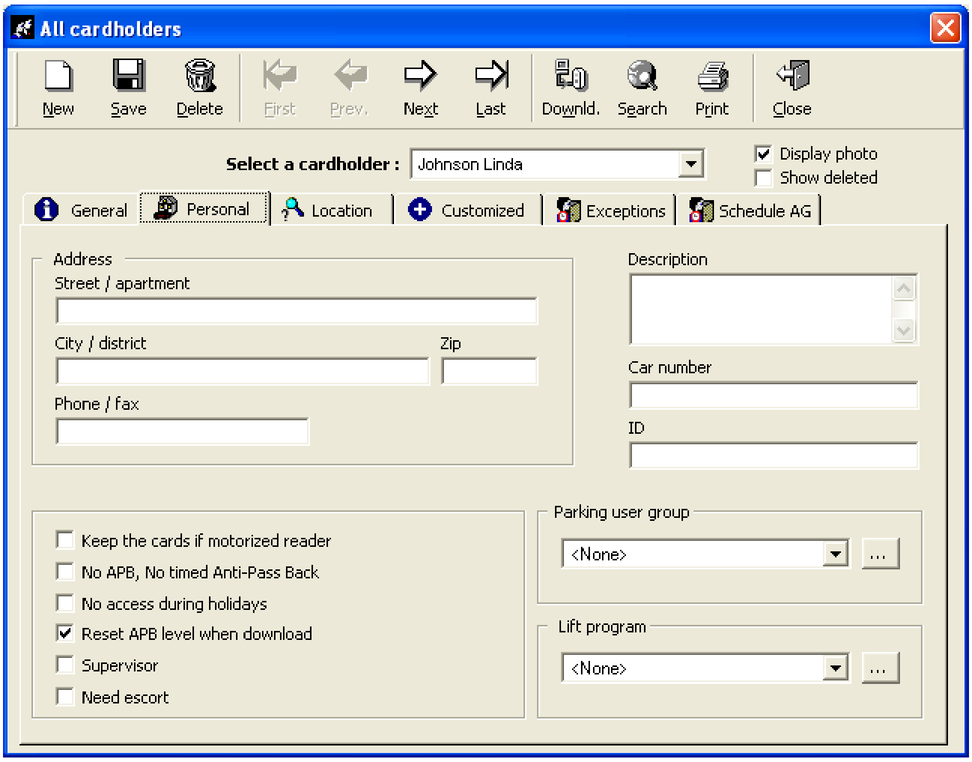
- In the “All cardholders” screen, select the relevant cardholder from the combo list.
- Press the ‘Edit’ button to open the “Badge” screen.
- In the ‘Code’ field enter the code of the new badge, and save the record.
- Select the ‘Advanced setting’ checkbox and press the ‘Calculate 1’ button. This will re-calculate the Bio ID according to the new card code.
- Save and exit this screen and return to the “All cardholders” screen.
- Click ‘Biometric data’ and press ‘Download template’: the application will then remove the old templates and download the same templates but with the new Bio template ID.

Downloading Interruption

In case of temporary communication failure during the templates download process, the action will be stored as a pending command. Later, when communication is regained, the pending commands will be executed.

3.8.5. All cardholders - Personal

This screen records personal information about the badge holder.



Select a cardholder : Johnson Linda

☑ Display photo

□ Show deleted

Address

Street / apartment

City / district

Zip

Phone / fax

Description

Car number

ID

□ Keep the cards if motorized reader

□ No APB, No timed Anti-Pass Back

□ No access during holidays

☑ Reset APB level when download

□ Supervisor

□ Need escort

Parking user group

<None>

Lift program

<None>

Fields

Address: Enter the badge holder's address, including phone and fax numbers

Description: Describe the new data entry

Car number: Enter the employee's car licence number; the parking lot module of the application will use this data.

ID: Give an employee identification number such as a social security number, employee number, etc.

Privileges: Certain privileges can be granted or restricted to badge holders

- **Keep the cards if motorized reader**
- **No APB, No timed Anti-Passback**
- **No access during holidays**
- **Reset APB level when downloaded,** (selected by default)
- **Supervisor**: Check the box to define a cardholder as supervisor.

  Note: The supervisor is an employee who can escort other cardholders and/or initiate automatically a global reflex, which sends the code 99 to the PC, by presenting his card twice consecutively – within 15 second - to a single reader.
- **Need escort**: Check the box to request an escort for this cardholder.

  Note: The escort function requires a double valid card reading within a 10 seconds delay - the employee who needs escort and his escort - to authorize access at certain readers. To set this feature at a specific reader, first select 'Escort' at this reader in the "Parameter – Controller – Reader – Access Mode" screen.

  Simple escort: Neither "Need Escort", nor "Supervisor" options have been selected. All cardholder can be escorted by any other (authorized) cardholder.

  Escort with supervisor: The "Need Escort" option has been selected. This cardholder can be escorted only by a Supervisor, i.e. another cardholder for which the "Supervisor" option is selected.

  Note: If the "Need Escort" and "Supervisor" options are selected, the cardholder will not need any escort to access, even on a reader where the 'Escort' option is selected.

Parking user group: Select a parking users group from the list or create a new group by clicking on the **[…] button**; this information is for use in the parking module

Lift program: Select the lift authorization group from the list or create a new group by clicking on the **[…] button**; this information is for use in the lift module

3.8.6. All cardholders - Location

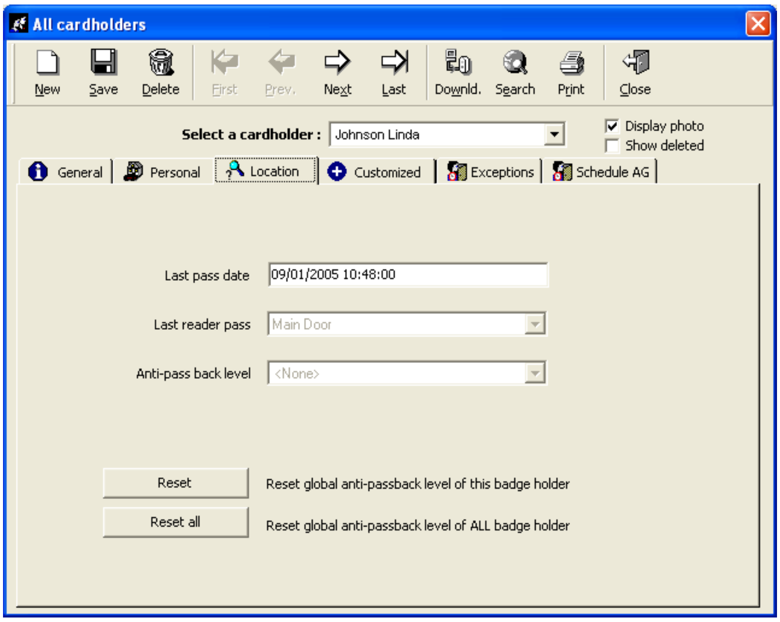
Locating employees enables to check attendance and to evacuate designated areas in case of emergency. The information regarding the where abouts of a badge holder is supplied by his last passage through a reader.

Fields

Data of the last badge swipe through a reader is automatically updated by the system.

- **Last pass date** of the selected cardholder's last swipe
- **Last reader pass** of the selected cardholder
- **Anti-passback level** after the selected cardholder's passage

Reset button: Click on this button to reset the global Anti-Passback level for this badge holder



Select a cardholder : Johnson Linda

☑ Display photo
□ Show deleted

Last pass date 09/01/2005 10:48:00

Last reader pass Main Door

Anti-pass back level <None>

Reset — Reset global anti-passback level of this badge holder

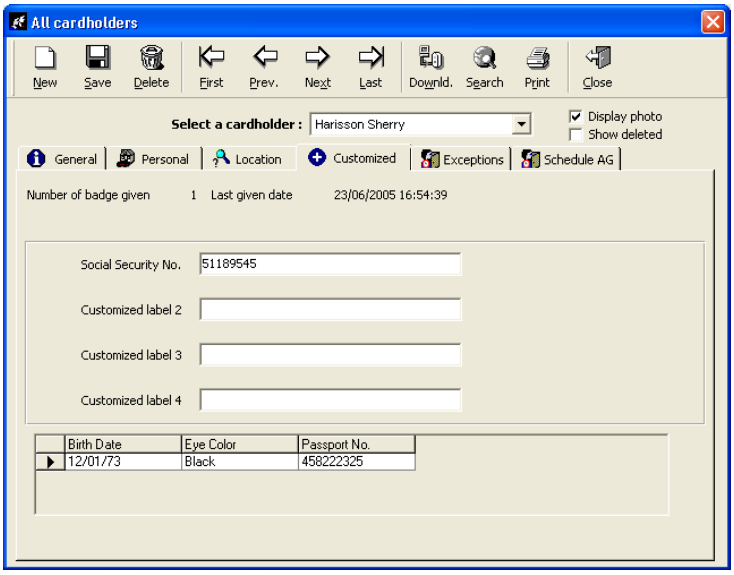
Reset all — Reset global anti-passback level of ALL badge holder

Reset all button: Click on this button to reset the global Anti-Passback level for all badge holders

3.8.7. All cardholders - Customized

The number of given badges and the date when the last badge was given is displayed on cardholders screen. These fields are also available in all of the cardholders reports: All cardholders, Visitors, Guards, Door pass, Patrol details).

Moreover, on the present screen there are some fields to fill. Four of them can be filled with free text. The titles of these fields, called "customized labels", may be set at the "Parameter - Customized labels" screen.



Select a cardholder : Harisson Sherry

☑ Display photo
□ Show deleted

Number of badge given 1 Last given date 23/06/2005 16:54:39

Social Security No. 51189545

Customized label 2

Customized label 3

Customized label 4

	Birth Date	Eye Color	Passport No.
▶	12/01/73	Black	458222325

In addition to these four labels, users can add an unlimited number of new fields through the "Parameter - Customized fields" screen. The fields types can be defined as Text, Date, Boolean or Number. Text and Number type fields can have a combo box for selecting customized options. The list values should be typed, separated by <;> in the appropriate field of the "Customized fields" screen.

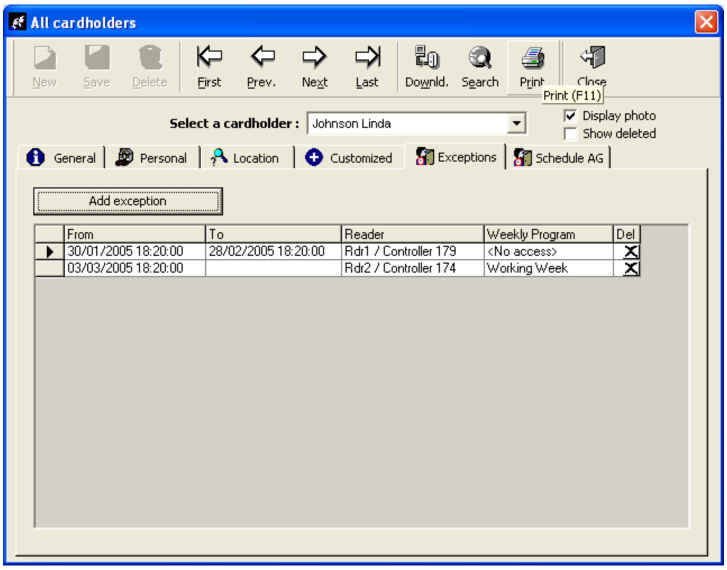
Note: Once saved, the relevant field can be seen at the 'All cardholders - Customized' screen. After saving a new field, it is NOT possible to rename it or change its type. However, it is possible to delete it.

3.8.8. All cardholders - Exceptions

This screen permits to allow or cancel one (or more) door access to someone temporarily.

Select the relevant cardholder in the cardholders' list and click on **Add exception** button. GuardPoint Pro checks all exceptions with the same frequency as cardholder validation frequency (30 min by default. Can be changed in the '[Tools - Options - Communication]' screen).

For each cardholder this screen summarizes its exceptions. One row corresponds to one reader. To delete an exception, just click on the **[×] Button** at the end of the exception line.



Select a cardholder : Johnson Linda

☑ Display photo
☐ Show deleted

From	To	Reader	Weekly Program	Del
30/01/2005 18:20:00	28/02/2005 18:20:00	Rdr1 / Controller 179	<No access>	☒
03/03/2005 18:20:00		Rdr2 / Controller 174	Working Week	☒

After clicking on **Add exception** button, a new screen is opened for typing the dates and hours of the access modification and for selecting the relevant reader with the relevant weekly program. By clicking on the **Save** button, the new exception is entered in the system and displayed in the previous screen.

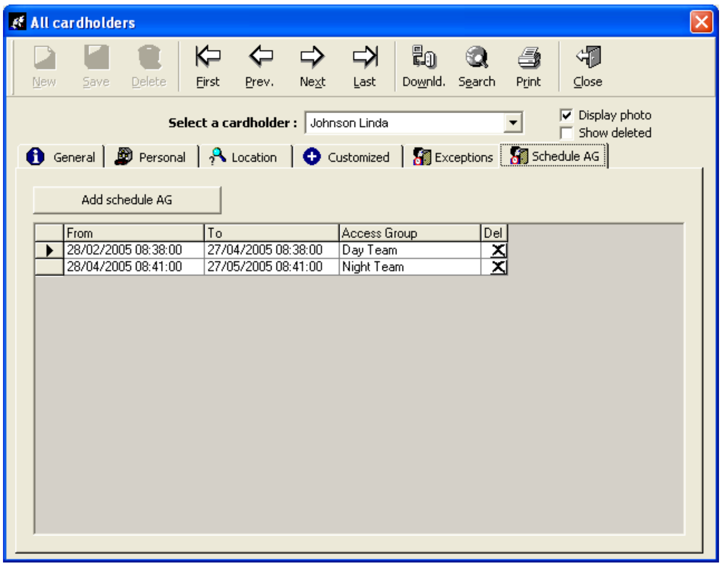
Note: Exception bypasses the access group definition for the selected reader(s) and comes as a complement of the current access group. However, if a cardholder access is not validated it will not be granted access on the reader even if an exception has been defined.

3.8.9. All cardholders - Schedule AG

This screen permits to swap the access group (AG) of someone to another AG temporarily.

Select the relevant cardholder in the cardholders' list and click on **Add schedule AG** button. GuardPoint Pro checks all AG schedules with the same frequency as cardholder validation frequency (30 min by default. Can be changed in the '[Tools - Options - Communication]' screen).

For each cardholder this screen summarizes its AG schedules. One row corresponds to one AG schedule. To delete an AG schedule, just click on the **[×] Button** at the end of the line.



Select a cardholder : Johnson Linda

☑ Display photo
☐ Show deleted

From	To	Access Group	Del
28/02/2005 08:38:00	27/04/2005 08:38:00	Day Team	☒
28/04/2005 08:41:00	27/05/2005 08:41:00	Night Team	☒

After clicking on **Add schedule AG** button, a new screen is opened for typing the dates and hours of the AG modification and for selecting the new temporary AG. If the modification is immediate, there is no need to define a starting date. If the end date is omitted, the modification is considered as definitive. For saving, just click on the **Save** button.

Note: The new temporary AG is not added to the current AG but it replaces it.

3.9. Visitor

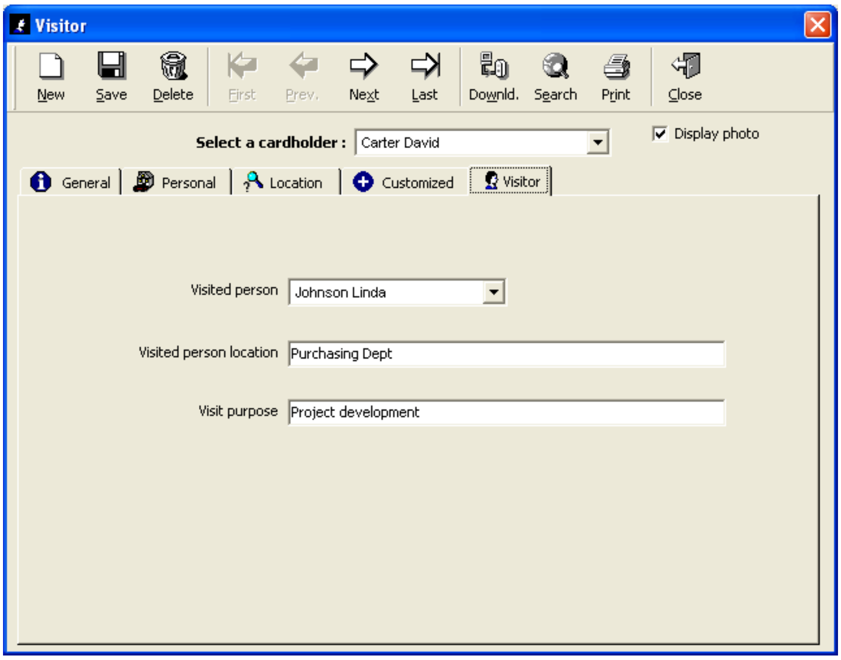
The system distinguishes occasional visitors from employees. The “Parameter - Visitor” screen allows consulting and modifying information with respect to visitors only.

Example

This enables the secretary at the entrance of the building, or the guard, to create a temporary badge for visitors without having the need to access the main employees database.

Note: This screen is identical to the “Parameter - All Cardholders” screen except that the “Type” field is set to visitor and does not appear on the screen.

When a cardholder is defined as “Visitor”, the new tab “Visitor” is added, to specify visit information.



Select a cardholder : Carter David

☑ Display photo

Visited person: Johnson Linda

Visited person location: Purchasing Dept

Visit purpose: Project development

Fields

Visited person: Select in the list of cardholders

Visited person location: Specify the requested information

Visit purpose: Specify the requested information

3.10. Multi Company Module

3.10.1. Multi Company Module - Basic Concepts

The "Company" screen is used in multi-company applications, in which several independent entities are sharing the GuardPoint Pro software. In practice, each company works virtually independently from the others.

When a user logs into the system, he will only be able to consult the portion of the database (cardholder, controller, etc.) related to his company. A single user cannot consult records from all the different companies unless he gets a username and a password for each entity and logs in and off accordingly.

All the controllers are linked to the main workstation, which executes the actual polling job for the all system.

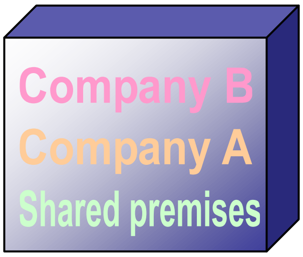
Usually, the installer will log in as the default user of the default company (Building Management) and has the capacity of a super-user. One entity will be created for each company. An extra-entity will be created to manage shared premises (readers).

What to do:

- Check that the plug allows the multi-company application: Open the 'Help - About GuardPoint Pro' screen and check in the plug definition that the pug contains the letter "M".
- Activate the multi-company capability and display the fields related to the multi-company application: Select the "Multi-company" function in the "Tools - Options -Server" screen.
- Create the different companies sharing the application: A user should create the companies in the "Parameter - Company" screen.
- Allocate a user within each company: Create in the "Parameter - User" screen each user who will be responsible for system set up definitions for his own company.
- Modify the default name, password and company of the default user: Change it in the "Parameter - User" and "Parameter - Company" screens and remember it.
- Each user sets up the system parameters for his own company.

Example

A building beholding two companies: Company A and Company B; each company occupies its own floor and is totally independent from the other. The installer enters in the system as the default user and activate the "Multi-company" function in the "Tools - Options - Server" screen. Then, he creates the following companies: "Company A", "Company B" and "Shared Premises" and modifies the name of the default company; the common entrance is managed by a separate entity created for this purpose.



Then, he creates the following users: Irvin from Company A, Alan from Company B and Patrick from Shared Premises, allocate each of them his own company and modifies the default user name and his default password. Irvin can enter in the system and sets all Company A parameters, such as controllers, cardholders... Alan can enter in the system and sets all Company B parameters and Patrick can enter in the system and sets all "Shared Premises" parameters.

Tips & Notes

Default User

By default, the system defines a user (name: Sensor, password: Sensor) for the default company called "Building Management".

Displaying the current user name

The name and the company of the current user are always displayed in a white box at the far right of the tool bar.

Multi-site application

The multi-company application can be used for multi-site installations. The central database encompasses the information about all the companies. The multi-site manager will receive a user name and password for each site. He will be able to enter the different sites and control the events within each entity.

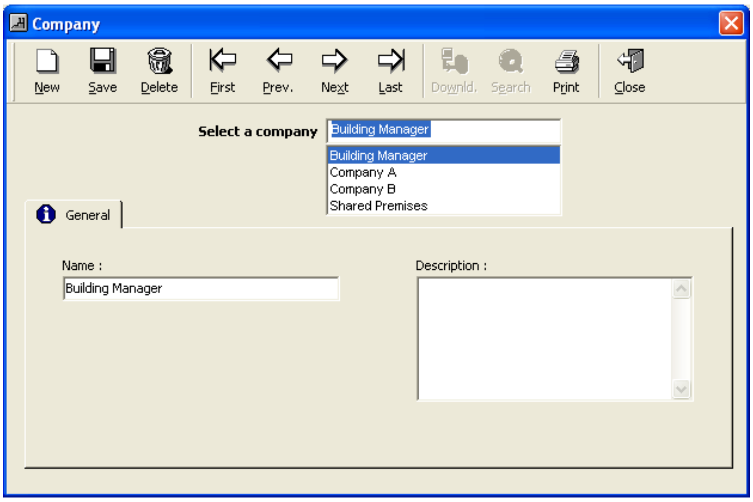
3.10.2. Company

The "Company" screen is used to create new companies in a multi-company application.

Fields

Name: Name the new company

Description: Describe the new item



Select a company: Building Manager

Building Manager
Company A
Company B
Shared Premises

Name : Building Manager

Description :

3.10.3. Super-User

The super-user is a special user whose functions are:

- Creation and deletion of new companies sharing the application
- Allocation of a first user for each new each entity
- Decision on who the other super-user(s) will be
- Creation and restoration of database and journal

One super-user is required for the default company and optional for the other entities. The default user is defined as default super-user by the system. The default super-user cannot be erased; nevertheless his name can be modified. All further super-users created can be modified and erased.

Only a super-user can delete companies, all entities but his company or the default one. The possibility to create and delete a company database will not even appear on the screen of a user.

A user is defined as a super-user by selecting the option in the "Parameter - User" screen.

3.10.4. Shared Information

3.10.4.1. Ownership of records: General Rule

Each company creates its own records and can only display, modify or erase their own data. Log and displays are related to a specific company. Two companies cannot choose the same record name.

3.10.4.2. Exceptions

Cross companies

If an employee from Company A presents his badge to a reader from Company B, the access denial message will be notified to both companies.

Shared Items

The shared items and its definition are available to all in a read only mode. Only the company that owns the item can modify it.

A. Shared controller networks

By default, the default network (Network 1 on COM 1) is shared. The sharing possibility can be manually removed.

B. Shared readers

Example: Company A owns the main entrance reader. It lets Company B use that reader.

A company that owns a reader can share it, by checking the corresponding box in the "Parameter - Reader - General" screen. By doing so, the ground is set to allow all employees all companies to use the reader. The system will automatically insert this reader into the "Anytime - Anywhere" default access group of all companies and update the controllers correspondingly. From now on, all companies will be able to select the shared reader for any access group manually created.

The weekly program associated should either be:

- "Always", or whatever modified name it has, in which case the company it originates from is of no significance - recommended to keep full control of the access.
- Any other weekly program of the company that has shared the reader.

C. Shared computer

A computer can be shared between different companies. The "Log Off" function can be useful in this case.

D. Shared icons

By default, icons created by a company can be seen and used by all companies. Only the company that has created the icons can modify them.

3.11. Authorization Levels

An authorization level is a group of options and screens which can be viewed and/or modified by users who belong to the level.

Examples

- The site manager has access to all the information
- The parking lot attendant can only modify information regarding parking and view user details
- The secretary at the entrance of the building can only create visitors' badges

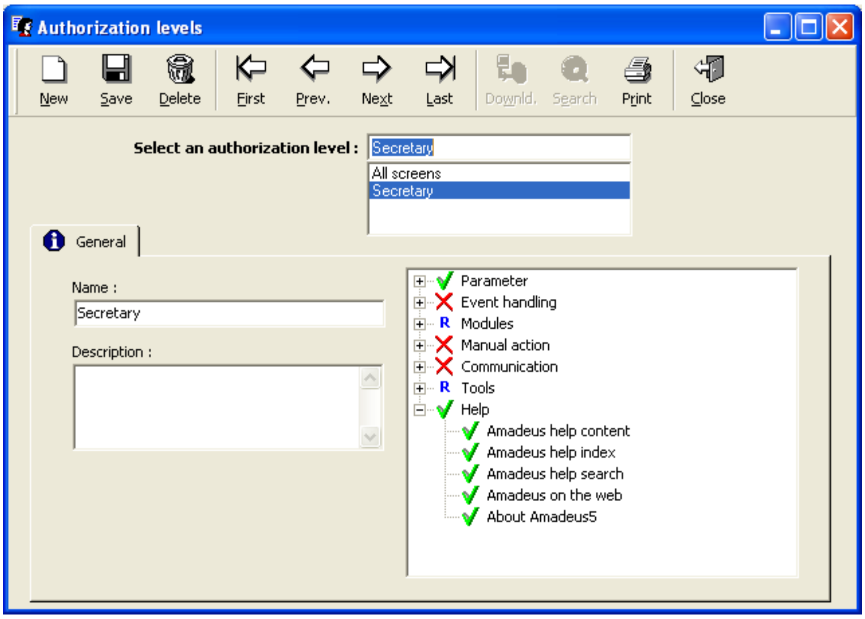
Once authorization levels have been created (through the following screen), they must be attributed to users in the "Parameter - User" screen.

Fields

Name: Name the new authorization level

Description: Describe the new data entry

View: Determine the authorization level for each option and menu. The ⊞ symbol indicates a head of chapter. In order to produce the sub-menus click on the symbol ⊞ located to the left of the name of the menu.



Select an authorization level : Secretary

All screens
Secretary

Name : Secretary

Description :

- ✓ Parameter
- ✗ Event handling
- R Modules
- ✗ Manual action
- ✗ Communication
- R Tools
- ✓ Help
  - ✓ Amadeus help content
  - ✓ Amadeus help index
  - ✓ Amadeus help search
  - ✓ Amadeus on the web
  - ✓ About Amadeus5

Screen status: **V** or **X** or **R**

The application allows differentiating within a head chapter, the screens that are accessible, restricted and forbidden. Viewing status can be modified by clicking successively on the sign to the left of the screen definition:

- Select **V**, to define accessible screen (read, write and delete)
- Select **X**, to define forbidden screen
- Select **R**, to define restricted screen (read only, without modification)

By changing the status of the head chapter, it applies automatically the same status to all sub-menus that it contains. For example, if access to a head chapter is **X** to a group of users, access to all sub-menus will automatically be **X**. But, the status of sub-menus can be changed individually.

Tips & Notes

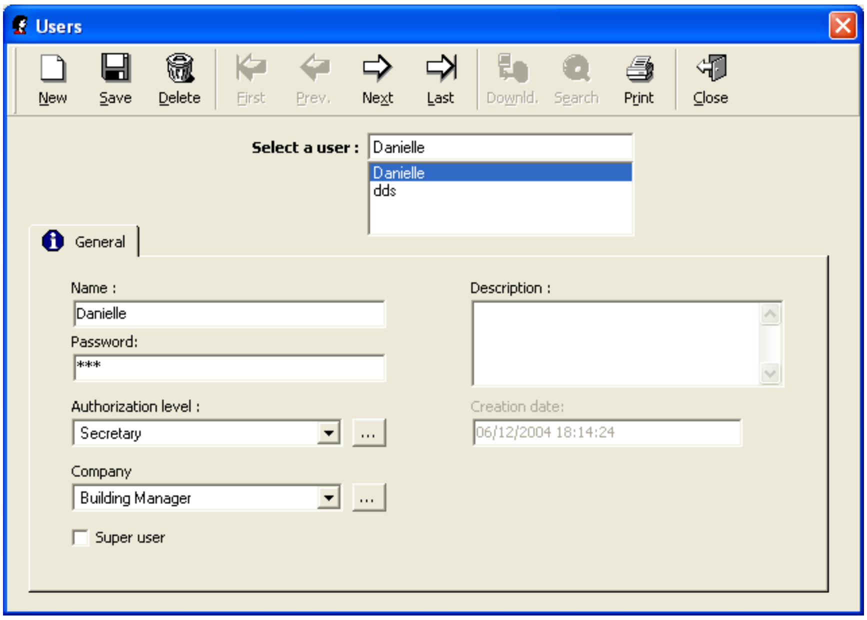
Authorization level by default

By default, an authorization level – "All screens" – is defined. It corresponds to a maximum accessibility (all options and screens are accessible). Its denomination can be modified but this level can neither be deleted nor modified.

3.12. User

An User is a person who can access the GuardPoint Pro application. Creation of users with attribution of authorization level and password are allowed in this screen.

In order to limit authorization levels within the system, it is advised to define the authorization levels before creating user data.



Select a user : Danielle
Danielle
dds

Name : Danielle

Password: ***

Authorization level : Secretary

Company: Building Manager

□ Super user

Description :

Creation date: 06/12/2004 18:14:24

Fields

Name: Name the new user

Password: Type the password that the user will use to enter the system

Authorization level: Select an authorization level from the existing list or click on the **[…] button** to create another authorization level

Company (only visible by Super user): Mentions the company the item refers to or click on the **[…] button** to create another company (for use with multi-company application ONLY).

Super user (only visible by Super user): Special user whose functions are the creation of new companies, the allocation of first users within each entities and the decision of who the other super-users will be (for use with multi-company application ONLY).

Description: Describe the new data entry

Creation date: Displayed automatically by the system without possibility of modification

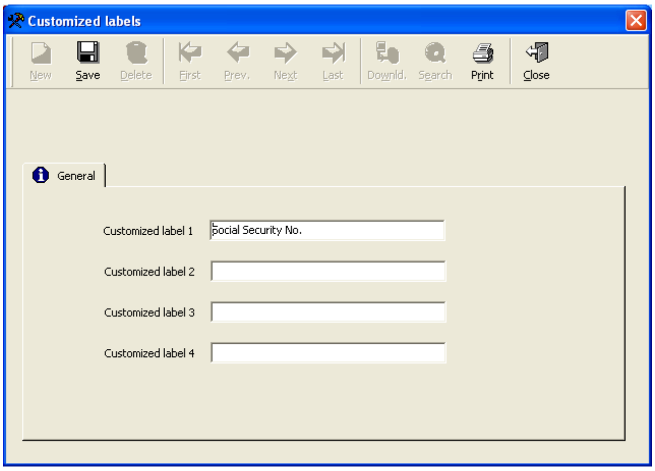
Tips & Notes

See the password

Double click on the password to make it appear on the screen.

3.13. Customised Labels and Fields

These screens allow to define the four labels of the four additional free fields and to create an unlimited number of supplementary fields available in the "Parameter - All Cardholders - Customized" screen. (See details on the 'Parameter - All Cardholders - Customized' paragraph)

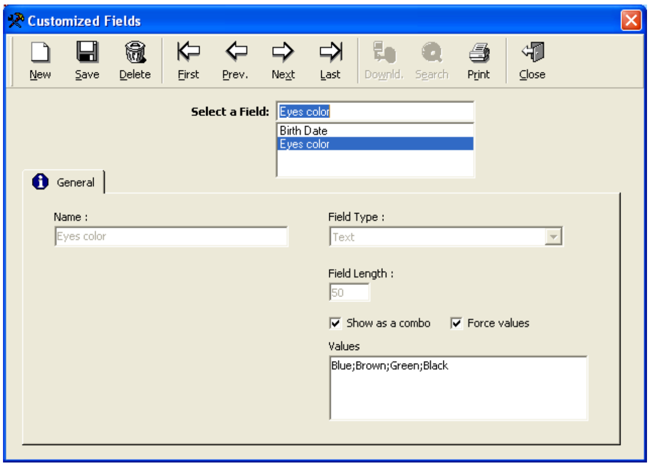


Customized label 1: Social Security No.

Customized label 2:

Customized label 3:

Customized label 4:



Select a Field: Eyes color

Birth Date
Eyes color

Name: Eyes color

Field Type: Text

Field Length: 50

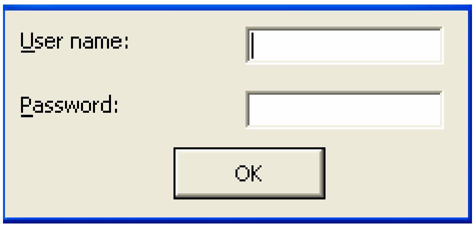
☑ Show as a combo ☑ Force values

Values: Blue;Brown;Green;Black

3.14. Log Off

The "Log Off" function allows different users to log in and off the system. After log off, the "Login" screen is displayed. Only authorized user, with adequate user name and password, can access the GuardPoint Pro system.

This can be used to prevent system access to unauthorized users, while the program is running.

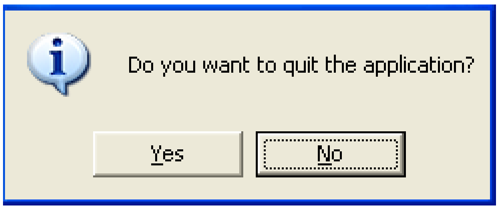


An automatic log off can be set in the system. The log off delay can be modified or cancelled in the "Tools - Options - General" screen. If selected, it is set by default to 10 minutes.

3.15. Exiting the Application

In order to terminate a work session and exit the application, choose one of the following steps:

- Click on the "Exit" icon represented by a door, at the far right of the navigation bar
- Double-click on the icon represented by a magical wand, in the upper left corner of the screen
- Click on the cross X, in the upper right corner of the screen
- Click on the "F4" function key and, at the same time, on the "Alt" key
- Open the "Parameter" menu and choose the "Exit" option (at the bottom of the list)



Do you want to quit the application?

4. “Event handling” MENU

The “Event Handling” section of the application manages alarms, presents them graphically on maps, creates actions and processes and combines them in global reflexes following certain events.

Icons, maps and position

The graphical functions of the GuardPoint Pro software integrate the dynamic display of inputs on installation maps.

- Define icons (“Event-Handling - Icon” screen), certain icons are defined by default
- Link the icons to the inputs (“Parameter - Controller - Input” screen)
- Define site maps (“Event-Handling - Maps” screen)
- Position the inputs on the maps (“Event-Handling - Position” screen)
- Display the final status in the “Event-Handling – Active alarms” screen

Operating Mode of the “Event Handling” menu

- Define the inputs
- Gather the inputs into an input group (if necessary)
- Define the outputs
- Gather the outputs in an output group (if necessary)
- Define the action to set off, following an input or group of inputs activation
- Define the process, in other words, the sequence of actions
- Define the global reflex, in other words, the events that generates the reflex and the actions to trigger

4.1. Icon

Icons are graphical symbols, attributed to input, output, map, process or action. They will positioned on maps and will be used dynamically in the “Event-handling – Active Alarms” screen.

Icons of controllers’ inputs and outputs are created by default.

Basic graphical symbols are supplied in the directory:

“C:\Program Files\GuardPointPro\Media\Icons”

Other icons can be added by specifying their name, description and location on the disc. They are automatically stored with all the icons in the directory mentioned above.

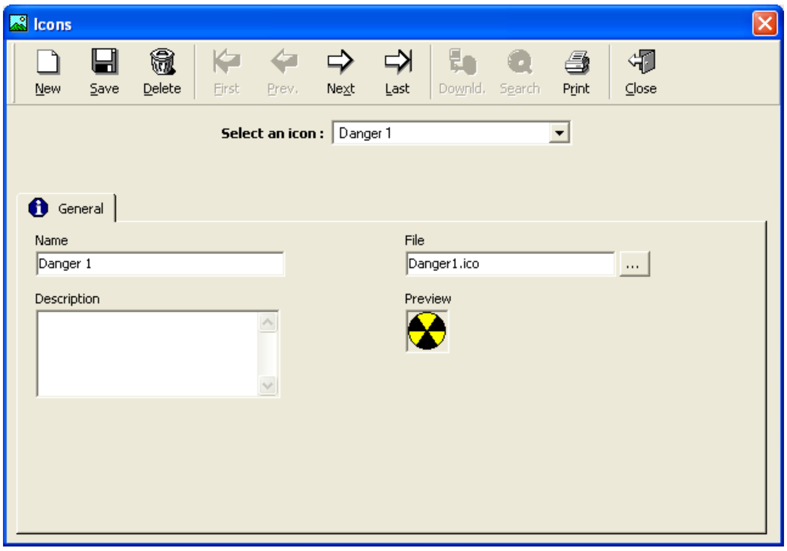
Fields

Name: Type the icon name

Description: Describe the new data entry

File: Select the name of the file beholding the associated graphical symbol; click on the **[…] button** to chose another file and specify its address.

Preview: Display the image of the selected icon



Select an icon : Danger 1

Name: Danger 1

File: Danger1.ico

Description

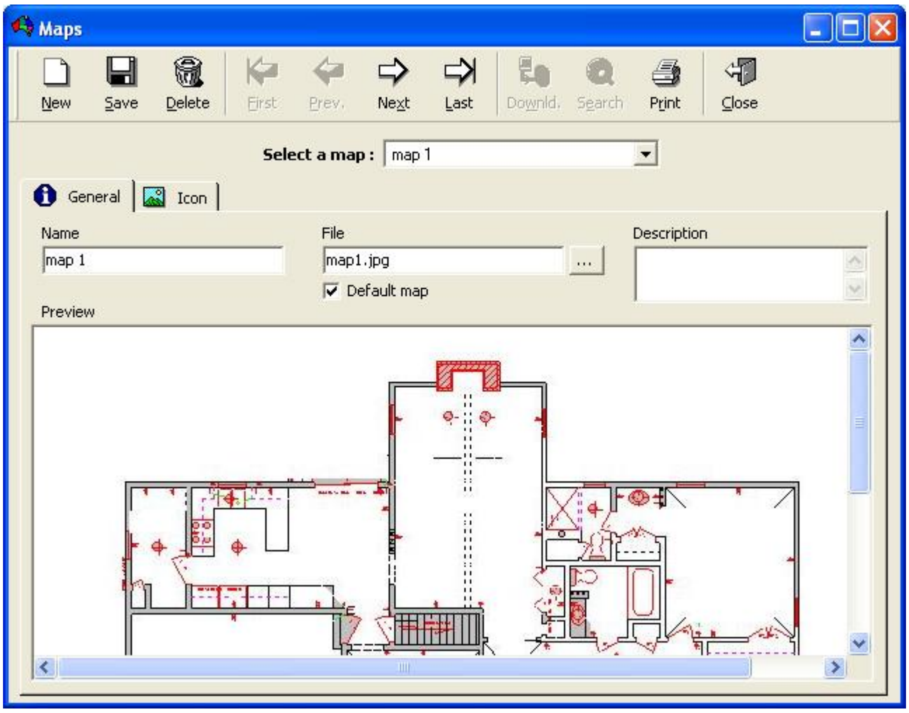
Preview

4.2. Map

The “Maps” screen allows the integration of maps into the software. In order to use the “Active Alarms” function, inputs must be positioned on maps.
It is advised to store all maps in the following directory:
“C:\Program Files\GuardPointPro\Media\Maps”

4.2.1. Map - General

A cascade of maps can be defined. For instance, the maps representing the different floors can be linked to the map of a multi-floor building.



Select a map : map 1

Name: map 1

File: map1.jpg ...

☑ Default map

Description

Preview

Fields

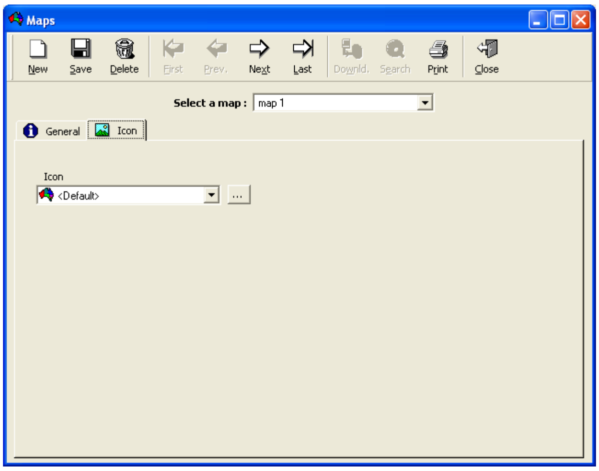
Name: Type the name of the map

File: Display the name of the file beholding the map; click on the **[…] button** to choose another file and to specify its address.

Description: Describe the new data entry

Default map: Check the box for setting the selected map as default map; it will be displayed automatically on opening the “Active Alarms” screen.

Preview: Display the map selected



Select a map : map 1

Icon: <Default> ...

4.2.2. Map - Icon

This screen enables the association of icons to maps.

Field

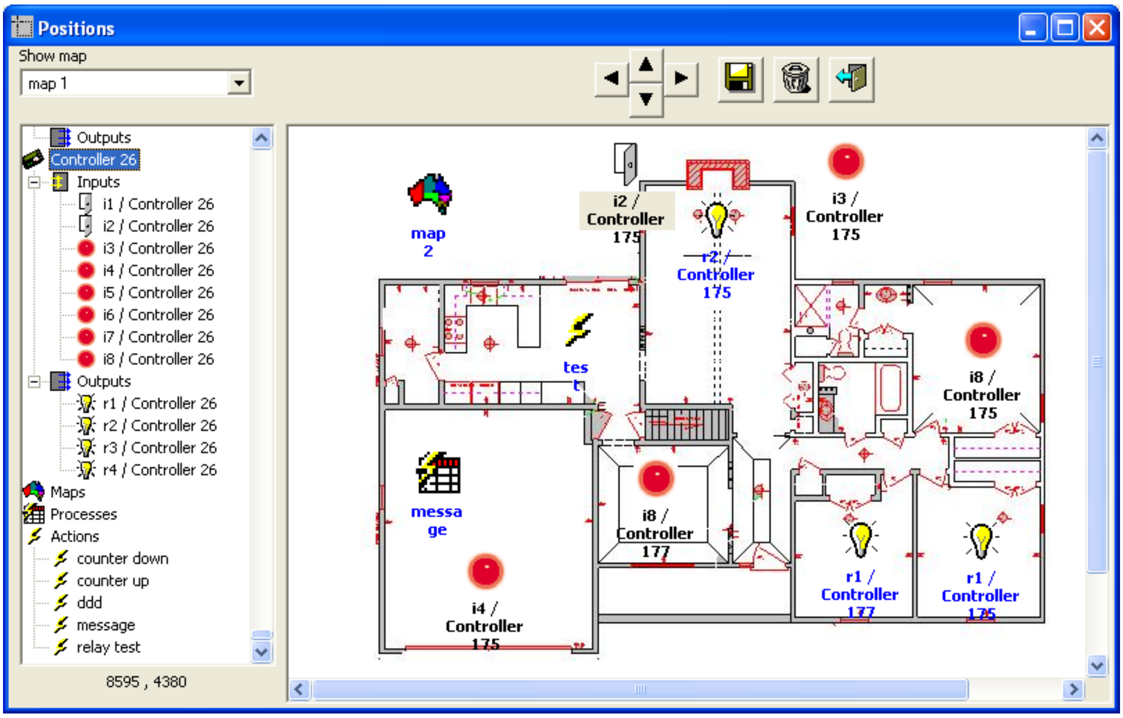
Icon: Select the icon to associate to the map from the list, or select the **[…] button** to create a new one.

4.3. Position

The “Position” option allows the positioning of inputs, outputs, maps, processes and actions on the maps.

In the left window are listed active controllers, inputs, outputs, maps, process and actions.

Drag the icon form the left column and drop it into the map, then save the positioning. Fine-tune the placing with the arrows. Once positioned, the item will disappear from the list, indeed each icon can only be positioned once on one map. The icons will be used in the “Event-Handling - Active Alarms” screen.



Fields

Show map: Choose the map to be displayed from the list

Left Window:

- Controllers list with inputs and relays
- Maps list
- Processes list
- Actions list

Buttons [◄], [▲], [▼] & [►]: Click on the four direction arrows to refine the selected icon positioning on the map with accuracy.

Button [💾] : Click to save the selected icon positioning

Button [🗑] : Click to remove the selected icon from the map and place it in the list again

“Exit” Button (at the far right): Click to exit from the “Position” screen.

Tips & Notes

Positioning

Modifying the input position on the map can be done using a mouse: select the object, maintain the left mouse button depressed and move the mouse towards the new position.

4.4. Input Group

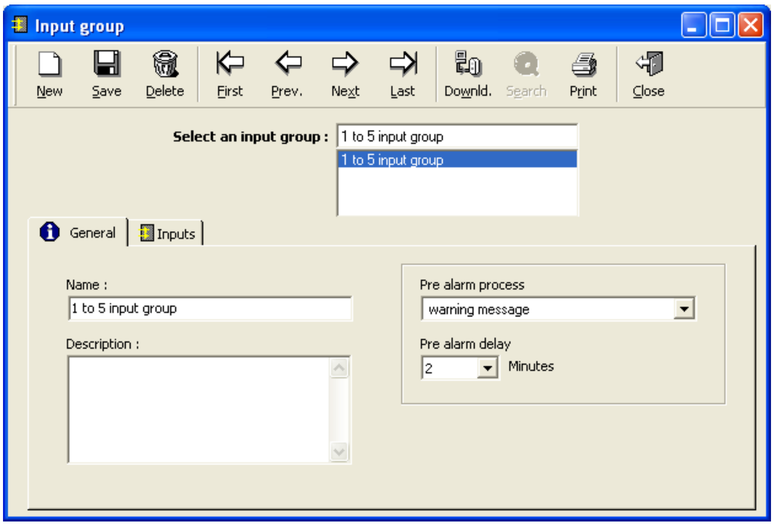
Inputs can be logically associated into group of inputs. The inputs can belong to one controller or to a series of controllers. The group is activated or deactivated in a single command. If a group of inputs has been activated, then all the components of that group are activated.

This screen enables the definition of the group and its components. A group of inputs is used to define global reflexes.

Example

Grouping all the protection system inputs of a room, such as movement detectors or windows and doors opening devices. A single command will allow render the group status from active by night to normal mode by day.

4.4.1. Input Group - General



Select an input group : 1 to 5 input group

Name : 1 to 5 input group

Description :

Pre alarm process: warning message

Pre alarm delay: 2 Minutes

Fields

Name: Name the input group

Description: Describe the new data entry

Pre alarm process: If needed, select the process that must be triggered before the input group activation.

Pre alarm delay: Delay between the pre alarm notification process and the input group activation. Each alarm zone may have a pre alarm notification delay from 1 to 120 minutes prior to the input group activation.

Tips & Notes

Intrusion pre-alarm notification

This function allows the application to notify the occupants of a site about a soon coming activation of the intrusion alarm system in their current area. To activate this function, select in this screen the warning process and the delay that the users have either to leave the zone or to postpone the activation of that zone for X minutes by a pre-defined action (such as pass a card, push a button, etc.).

Operating Mode :

- Exit the application and look for the ini file at the main application folder.
- Open it and look for the following entry:

  ```
  ControllerInputGroup = 0
  ```

  If this line does not exist, run the application, go to "Tools - Options" and click "OK". This operation rebuilds the ini file and inserts all the possible entries according to the latest application version.
- Set the value to 1
- Save and close this file, then restart the application.
- Make sure the 'Alarm definition for group of input' option from the "Tools - Options - General" screen is selected,
- Create an input group that defines the alarm zone.
- In the "Event-Handling Program – Alarms" screen, choose the "View groups of inputs" option and select a weekly program for the input group,
- Create a process that will serve to notify the occupants about a soon coming activation of the intrusion alarm system (for example, by activating a relay connected to a buzzer during 20 sec., lighting a red light, etc.),
- In the input group screen, select this warning process and a pre alarm delay from 1 and 120 minutes.
- Initialize all the controllers.
- To set a postponing of the input group activation, create a global reflex that triggers an action from the type: "Input Group Deactivation During...", by setting the input group to postpone and the number of seconds/minutes for which the input group activation should be postponed.

Example :

The alarm inputs of the 3rd floor are set, as an input group, to be activated at 20:00.

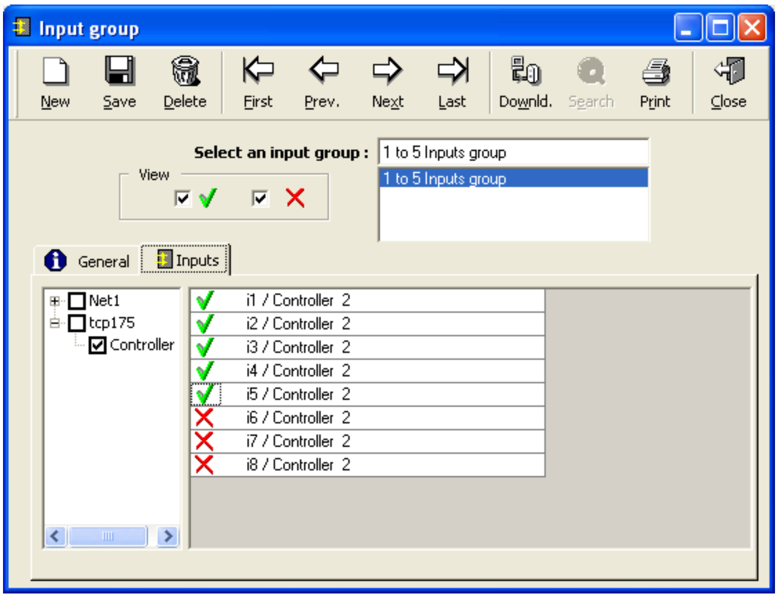
- The pre-alarm delay is set to 15 minutes, with a warning process that activates a buzzer for 20 sec.
- A global reflex postpones the intrusion system activation for 60 minutes in case a valid card is passed at the kitchen reader.

At 19:45 the PC activates the buzzer, reminding the employees of the 3rd floor that they have 15 minutes to leave the building or to postpone the intrusion system activation.

At 19:55 one of the employees passes a card and by that moves the activation one hour forward to 20:55. (I.e., the PC sends a command to the controller to postpone the inputs activation.)

The PC will activate the next buzzer warning 20:40, 15 minutes before the new activation time.

4.4.2. Input Group - Inputs



Select an input group : 1 to 5 Inputs group

1 to 5 Inputs group

View
☑ ✓ ☑ ✗

☐ Net1
☐ tcp175
☑ Controller

✓	i1 / Controller 2
✓	i2 / Controller 2
✓	i3 / Controller 2
✓	i4 / Controller 2
✓	i5 / Controller 2
✗	i6 / Controller 2
✗	i7 / Controller 2
✗	i8 / Controller 2

Fields

View:

- Check **V** button to display the inputs list included in the input group
- Check **X** button to display the inputs list excluded from the input group

Controllers list: Select the required controllers. Inactive controllers are represented in grey.

First column of the table: **V** or **X**

- Select **V** to include the input in the input group
- Select **X** to exclude the input in the input group

By default, all the inputs from the list are excluded from the input group.

Input: List of all inputs of the selected controllers

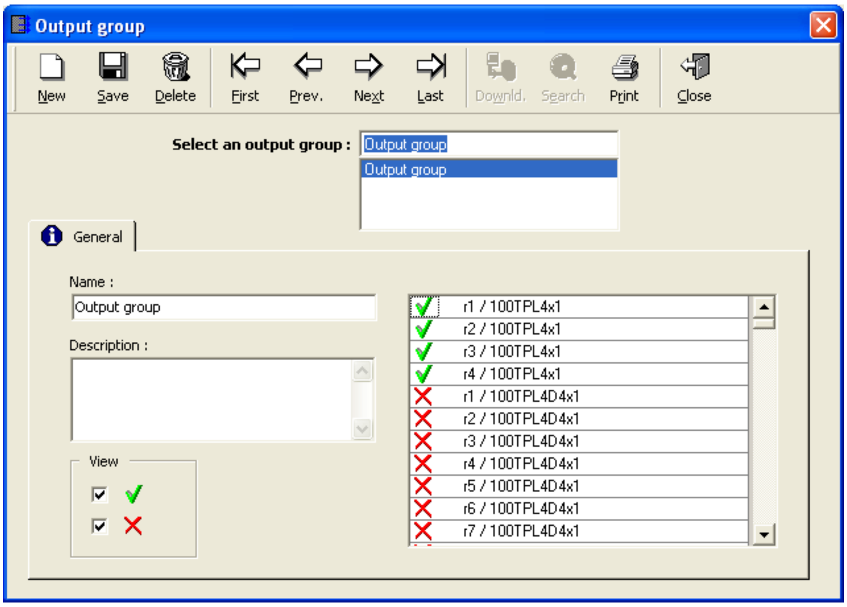
4.5. Output Group

Outputs can be logically associated into group of outputs. In a group, the outputs can belong to one controller or to several controllers. The group is activated or deactivated in a single command. If a group of outputs has been activated then activation of all the components of that group is set off.

This screen enables the definition of the group and its components. A group of outputs may be used in actions (through the ‘Action’ screen), which can be triggered by global reflexes.

Example

Activating of an output group (for example all the door relays) upon a fire alarm.



Select an output group : Output group

Output group

Name : Output group

Description :

View
☑ ✓
☑ ✗

✓	r1 / 100TPL4x1
✓	r2 / 100TPL4x1
✓	r3 / 100TPL4x1
✓	r4 / 100TPL4x1
✗	r1 / 100TPL4D4x1
✗	r2 / 100TPL4D4x1
✗	r3 / 100TPL4D4x1
✗	r4 / 100TPL4D4x1
✗	r5 / 100TPL4D4x1
✗	r6 / 100TPL4D4x1
✗	r7 / 100TPL4D4x1

Fields

Name: Name the output group

Description: Describe the new data entry

View:
- Check **V** button to display the outputs list included in the output group
- Check **X** button to display the outputs list excluded from the output group

First column of the table: **V** or **X**
- Select **V** to include the output in the output group
- Select **X** to exclude the output in the output group

By default, all the outputs from the list are excluded from the output group.

Output: List of all outputs of the database

4.6. Action

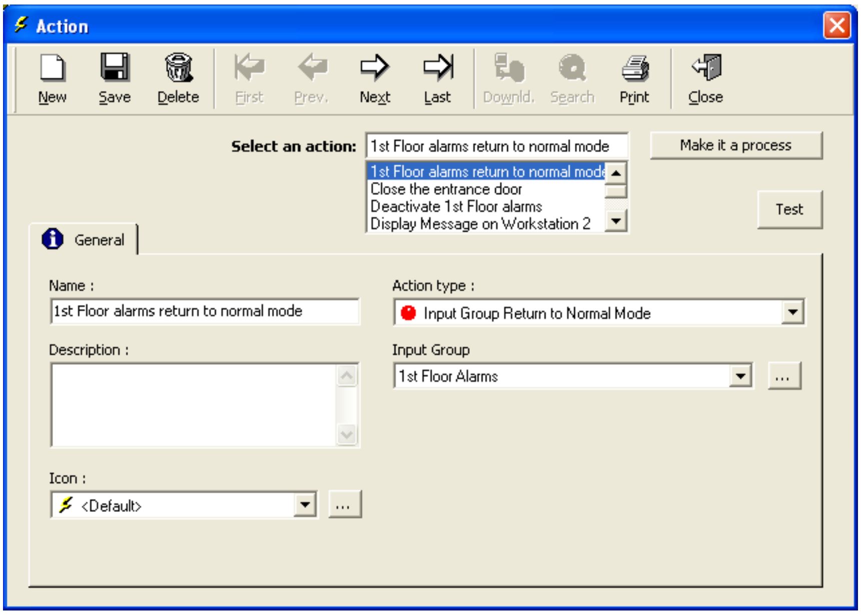
All actions available in the application are listed in the “Event handling - Action” screen. They can be sequenced within a process and incorporated into global reflexes. The actions are created in this screen; they can be activated via:

- Icons positioned on maps
- Processes encompassing these actions
- Global reflexes encompassing these processes

New and personalized graphical interfaces can be created using the actions by linking several menus and sub-menus through actions icons. When specific users log in, the new interface will appear while the software application stays hidden in the background. This is achieved by opening the “Event Handling - Active Alarm” screen on the login of a specific user with a selected default map.

Operating Mode

- Select a new background / new map (“Event Handling – Map” screen)
- Create new actions (“Event Handling – Action” screen)
- Place the actions icons on the new interface (“Event Handling – Position” screen)
- Visualise the new interface (“Event Handling – Active Alarms” screen)



Select an action: 1st Floor alarms return to normal mode

1st Floor alarms return to normal mode
Close the entrance door
Deactivate 1st Floor alarms
Display Message on Workstation 2

Name : 1st Floor alarms return to normal mode

Action type : Input Group Return to Normal Mode

Description :

Input Group 1st Floor Alarms

Icon : <Default>

Fields

Make it a process: Click on this button to create directly a process beholding this single action. The action needs to be saved prior to the process creation.

Test: Click on this button to test the selected action.

Name: Name the new action

Description: Describe the new data entry

Icon: Choose the icon representing the action in the list, or click on the **[…] button** to create a new one.

Action type: Select the action type from the list

Other Parameters: Complete the supplementary fields depending on the type of action selected (see the “Types of actions with parameters” table).

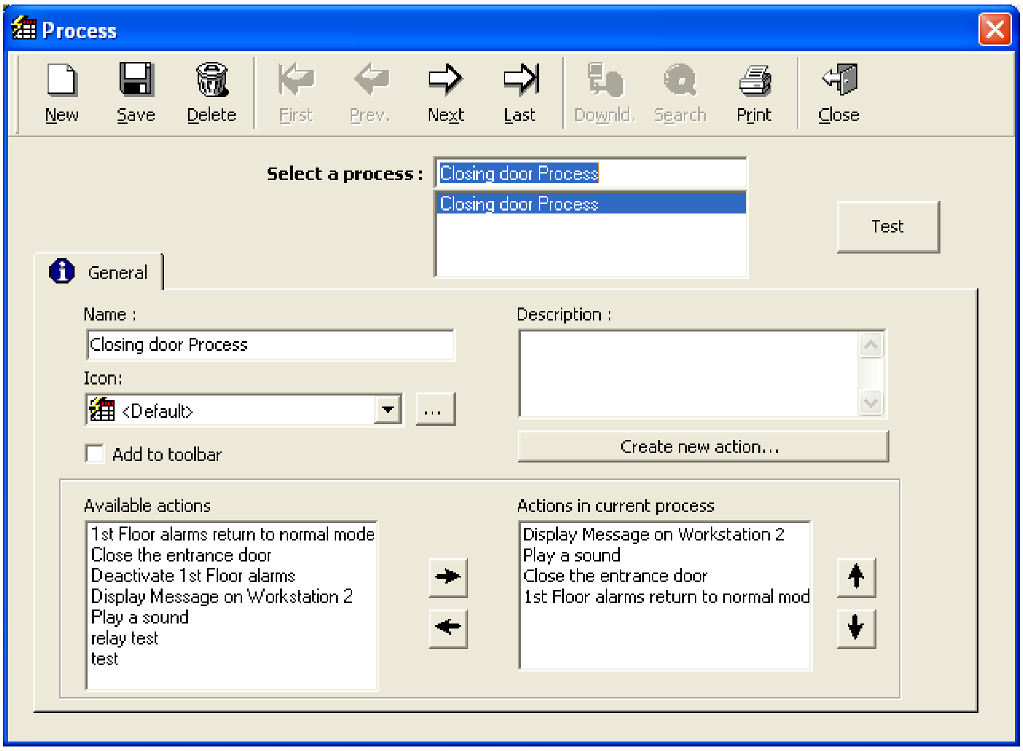
Types of actions with parameters

Action type	First parameter	Second parameter
Relay Activation	Output	- Return to Automatic Mode - NORMAL - Activated during: Delay (sec) - Always activated - constant ON - Never activated - constant OFF
Relay Group Activation	Output group	- Return to Automatic Mode - NORMAL - Activated during: Delay (sec) - Always activated - constant ON - Never activated - constant OFF
Activate group of inputs	Input Group	
Input Group Deactivation	Input Group	
Input Group Deactivation During …	Input Group	- Deactivated during X (Sec) - Deactivated during X (Min) - Constantly deactivated - Cancel previous delay
Input Group Return to Normal Mode	Input Group	
Display a Message on PC	Message (3)	Computer
Play a sound	Choose a sound file	Computer
Open a screen	Select a screen	Computer
Execute external application	Command line (3)	
Print existing report	Report (.rpx)	
Preview existing report	Report (.rpx)	Computer
Export existing report	Report (.rpx)	Filename / Export format
Invalidate cardholder	Cardholder	
Validate cardholder	Cardholder	
Import cardholders	Select a profile	
Save database	Save as… (1)	
Save journal (2)	Save as… (1)	
Create new journal (clean) (2)	Save as…	
Resume polling		
Stop polling		
Send message to communication port	Communication settings	Command line (3)
Connect distant network and read transactions	Controller network	
Reset parking zones	Parking zone	
Start a guard tour	Guard tour program	Guard
Increment Counter	Counter	
Decrement Counter	Counter	
Set a counter value	Counter	Value
Display a Message on Controller	Controller	Message (3)
Send a crisis level	Crisis level	
Insert Comment in Journal	Message (3)	
Display live video	Camera	Computer
Record video	Camera	Message (3)

(1) The name of the saved file can contain the saving time and date by adding to the name **<DT>** (time and date) or **<D>** (date only).
(2) Exist only with database in 'Access' format.
(3) When using it in a global reflex, the following symbols permit to display the corresponding dynamic text: Cardholder Name (**%c**) Reader Name (**%r**) Input Name (**%i**) Log Date (**%d**) Log transaction type (**%t**) Full description like in log (**%f**).

4.7. Process

A process is a set of actions used to define global reflexes. In this screen the different actions are selected and organized; their activation depends on the activation of the global reflexes they are part of.



Select a process : Closing door Process

Closing door Process

Name : Closing door Process

Icon: <Default>

□ Add to toolbar

Description :

Available actions:
1st Floor alarms return to normal mode
Close the entrance door
Deactivate 1st Floor alarms
Display Message on Workstation 2
Play a sound
relay test
test

Actions in current process:
Display Message on Workstation 2
Play a sound
Close the entrance door
1st Floor alarms return to normal mod

Fields

Test: Click on this button to test the selected process.

Name: Name the new process

Icon: Select the icon associated to the process in the list or create a new icon by clicking on the **[…] button**.

Add to toolbar: Any user-defined process may be simply added to the main toolbar of the application just by checking the “add to toolbar” box on the process screen. The icon would appear on the tool bar on the next login. It is recommended to select an icon for the process that reflects its actions, such as open-door icon for a process that opens one or more doors.

Description: Describe the new data entry

Create new action…: Click on this button to create a new action.

Available actions: Predefined actions list for the process creation.

Buttons [🡐] & [🡒]: Use the horizontal arrows for inserting or extracting the predefined actions into the current process; an action can be repeated several times in the process.

Actions in current process: Sequence of the current process actions.

Buttons [🡑] & [🡓]: Use the vertical arrows for organizing the different actions into the current process.

4.8. Counter

A counter is a tool that measures things and activate a process according to the value of the counter.

The "Event Handling - Counter" screen defines a particular global reflex type, whose main object is the increment of a counter.

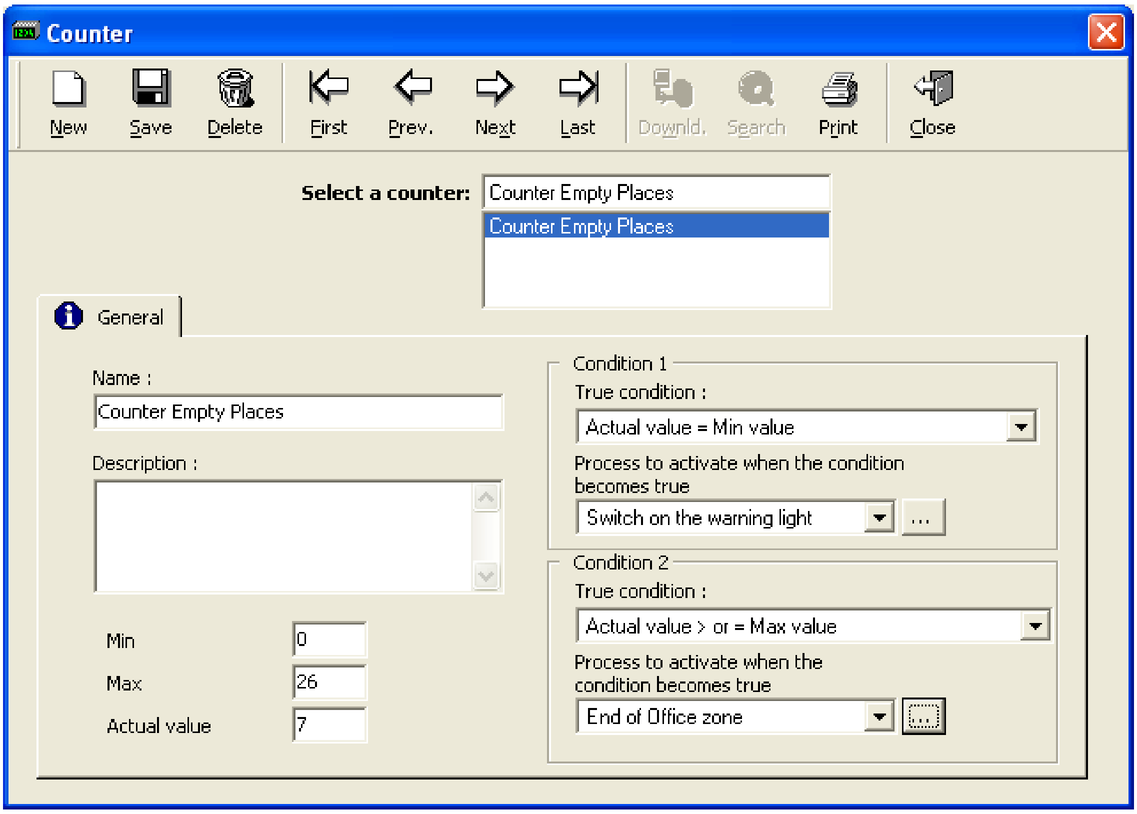
Examples

- Count the number of persons in a room (so as not to leave a room empty, to signal excess of maximum capacity, to switch office lights off when all the occupants have left, to activate an alarm system when all the employees have left the building, etc.).
- Decrement the number of entries of a membership club card after each passage and refuse access if credit is null.
- Check the filling up of a parking zone or cinema and refuse access to a full zone.

Operating Mode

- Create a counter
- Create an action/process incrementing the counter
- Create an action/process decrementing the counter
- Create a global reflex determining which event increments the counter
- Create a global reflex determining which event decrements the counter

Warning: Conditions linked to a counter may also trigger some processes: be aware not to create a logical loop: a process which trigger a counter which trigger under certain conditions the same process.



Select a counter: Counter Empty Places

Counter Empty Places

Name : Counter Empty Places

Description :

Min 0

Max 26

Actual value 7

Condition 1

True condition : Actual value = Min value

Process to activate when the condition becomes true: Switch on the warning light

Condition 2

True condition : Actual value > or = Max value

Process to activate when the condition becomes true: End of Office zone

Fields

Name: Name the new counter

Description: Describe the new data entry

Min: Enter the minimum value of the counter

Max: Enter the maximum value of the counter

Actual value: Enter the actual value of the counter; this value is automatically modified by the system, when the counter is incremented or decremented.

Condition 1 & Condition 2: Define the processes to trigger following the actual counter value

True condition: Select the condition to apply from the displayed list:

- Actual value <, >, =, or not equal Min value
- Actual value <, >, =, or not equal Max value
- Min value < Actual value < Max value
- Actual value = Min value +1
- Actual value = Max value -1

Process to activate when the condition becomes true: Choose a process from the list or create a new process using the **[…] button**.

Note: The both conditions are independent.

Tips & Notes

Multiple condition counters

If more than two conditions are required, create a second counter, named as the first one, using two further conditions. Repeat this procedure as many times as necessary.

4.9. Global Reflex

4.9.1. Global Reflex - Basic Concepts

A global reflex defines the events to take into consideration and the process to activate.

The “Event Handling - Global Reflex” screen is made up of two tabs:

- General tab, used to define global reflexes
- Properties tab, used to define the event and process making up the global reflex

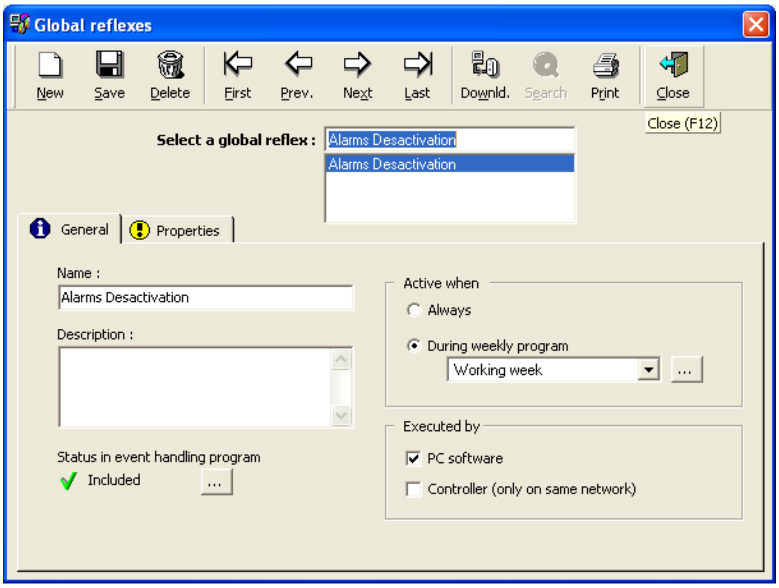
Note: A global reflex can be deactivated/activated in the “Event handling program - Global Reflexes” screen.

Examples

- Print instructions
- Sound a vocal file
- Display the activation of a camera in the area concerned
- Being informed of the arrival of a specific person
- Send a message to an employee when he badges
- Activation or deactivation of alarms
- Switching on the air conditioning in the office of the employee that badges at the entrance
- Light a red light if a parking is full

4.9.2. Global Reflex - General

The name, description and activation status of the global reflex are defined in this screen.



Select a global reflex : Alarms Desactivation

Alarms Desactivation

Name : Alarms Desactivation

Description :

Status in event handling program
✓ Included ...

Active when
○ Always
● During weekly program
Working week ...

Executed by
☑ PC software
□ Controller (only on same network)

Fields

Name: Name the new reflex

Description: Describe the new data entry

Status in event handling program: The current global reflex is either included or excluded from the event-handling program; by default the global reflex is included.
In order to be activated, the reflex must be included in the event-handling program. A global reflex, which is not included, will not be activated by the system when the defined events of the program arise.
Modify the status by selecting the **[…] button**, which will lead to the display of the "Event handling program - Global Reflexes" screen.

Active when:

- **Always**: Select if the global reflex is constantly activated
- **During weekly program**: Select if the activation of the global reflex is dependent of a weekly program. The activation will occur only during the green zones of the program. Click on the **[…] button** to create or modify the weekly program.

Executed by:

- **PC software**: Check this box if the global reflex must be executed by the PC. That needs PC and controllers communication during the reflex activation.
- **Controller (only on same network)**: Check this box if the global reflex must be executed directly by the controller on which the triggering event has been defined. With the supporting controller firmware (IC Controller from 01/03/03 and later), CERTAIN global reflexes (Network Reflex) can be performed between the controllers themselves even at times when the PC is not running (see in the next table for type of events which can be Network Reflex). Only processes with ONE action are supported. The only supported action type is "Relay Activation" (except 'Never activated - constant OFF', not supported yet). Obviously the controller that transmits the command and the one that receives it, both need to be on the same network, either via their main communication port, or via their secondary communication port. So, there are two different modes of operation:

  Mode 1: Network Reflexes via the main communication port

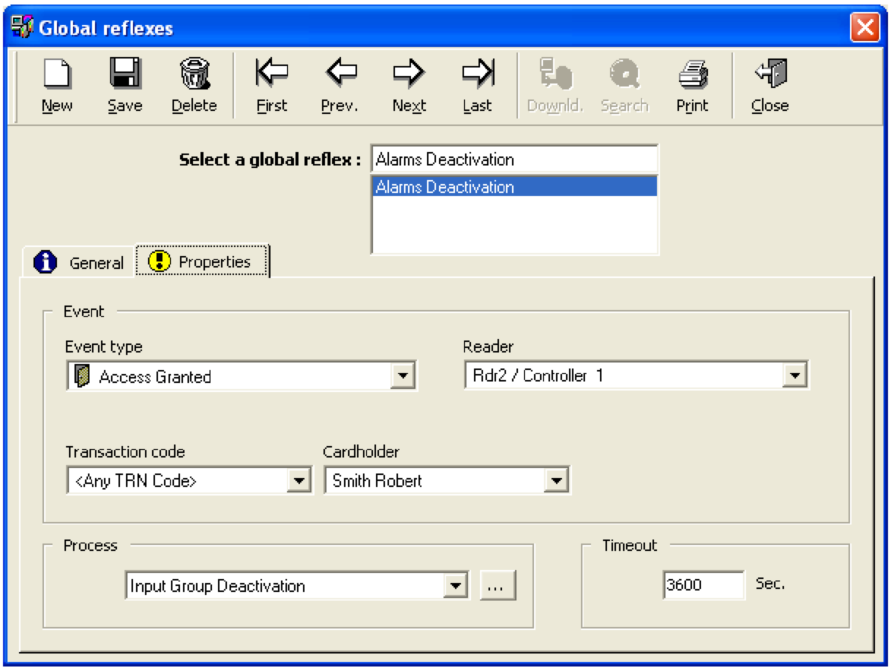
  In this mode the controller will perform network reflexes via the main communication bus, but only after 50 seconds of not receiving any polling or other commands from the PC. To activate this mode set the controllers either without secondary bus (default), or with it, but when 'Bus 2' is not set to do network reflexes (see the "Network Reflex" paragraph).

  Mode 2: Network Reflexes via the secondary communication port

  In this mode the controller will perform network reflexes via the secondary communication bus, whether or not the PC communication keeps on communicating on the main bus. To activate this mode set the controllers with secondary bus, and make sure that this bus is set to do network reflexes (see the "Network Reflex" paragraph).

4.9.3. Global Reflex - Properties

This screen defines the specific events that are going to set off the actions and their parameters.



Select a global reflex : Alarms Deactivation

Event type: Access Granted

Reader: Rdr2 / Controller 1

Transaction code: <Any TRN Code>

Cardholder: Smith Robert

Process: Input Group Deactivation

Timeout: 3600 Sec.

Fields

Event: The screen is modified according to the type of event selected, displaying the appropriate number of parameters in each case.

Event type: Select the suitable event from the list (Access granted or denied at specific reader for a specific cardholder, Start or end of alarm for digital inputs, Unknown or non-allocated badge at specific reader, Scheduler, etc.). The table hereafter sums up all the event types of with the parameters.

Other Parameters: Complete the supplementary fields depending on the type of event selected (see the “Types of events with parameters” table).

Note: For each parameter, the “<Any>” item is used for selecting all the elements of the list.

Process: From the list, select the process to activate following the occurrence of an event, or create a new process using the **[…] button**.

Time out: Maximum delay, between the time of the event (date and hour registered in the controller) and the time of the PC when it receives the event, beyond which the process is not carried out and the global reflex associated will not be performed (Expressed in second, maximum of 9 hours, default value = 3600 sec).

A global reflex is performed only if the delay between the recording of an event by the controller and the processing of the data by the PC is inferior or equal to this time out delay.

Example

A global reflex has been defined as follows: An input under alarm triggers the activation of a group of relays. At 10:00 AM, the input detects an alarm but the controller is ‘off-line’ (no communication with the computer). At 12:00 AM, the communication is back, and the computer receives the alarm event. Should the global reflex be triggered two hours after the event has occurred? Therefore, if the time out is 3600 sec (1 hour) the global reflex will not be triggered.

Types of events with parameters

Event type	From	1st parameter	2nd parameter
Access granted[6]	Reader[1]	Transaction code[2]	Cardholder
Access granted + duress code[6]	Reader[1]	Transaction code[2]	Cardholder
Access denied [6]	Reader[1]	Transaction code[2]	Cardholder / Denied reason[4]
Access denied + unsuccessful trials[6]	Reader[1]	Transaction code[2]	
Start of alarm[6]	Input[3]	Input status[5]	
End of alarm[6]	Input[3]		
Line short[6]	Input[3]		
Line cut[6]	Input[3]		
Status 1 to 4	Input (analog) [3]		
Table error	Controller	Table	
Low battery	Controller		
Power down	Controller		
Power up[6]	Controller		
Communication OK	Controller		
Communication error	Controller		
User acknowledgement	User	Input	
User confirmation	User	Input	
Unknown card	Reader[1]		
Non allocated badge	Reader[1]		
New record	User		
Save record	User		
Delete record	User		
Application login	User		
Application logout	User		
Arrival	Guard Tour Program	Checkpoint	Guard
Early arrival	Guard Tour Program	Checkpoint	Guard
No arrival on time	Guard Tour Program	Checkpoint	Guard
Late arrival	Guard Tour Program	Checkpoint	Guard
Scheduler	Day	Month	Hour / Minute

[1] An access group can be selected as a trigger for global reflexes associated with access. The group is signalled by a “>” sign before the access group name.

[2] When a transaction code is selected, the event is only set off if the badge holder types the transaction code on the reader’s keypad prior to swiping his badge. The transaction code is a sequence of two numbers between “00” and “99”.
In case of supervisor cards, a second badge reading within 10 seconds will send the transaction code 99 to the system, without need of a keypad.

[3] An input group can be selected as a trigger for global reflexes associated with inputs. The group is signalled by a “>” sign before the input name. Note: there is no input group by default.

[4] A specific denial can be chosen to trigger a global reflex. The different reasons of access denial are : Any denied reasons, Wrong keypad code, Full / Lock / No answer from door, Time not OK, Anti-passback not OK, Reader not allocated, Site code not OK, Inhibited cardholder, Access group.

[5] Input status are: Immediate or delayed, Immediate, Delayed.

[6] Potential Network Reflexes. Caution, for Access Granted only "any reader" or "one reader only" (Group of readers not supported yet), for Access Denied only "without denied reason", for Alarms only "one input" (Group of inputs not supported yet) and without a specific status, for Power Up only "from a specific controller" (“Any controller” not supported yet).

4.10. Event-Handling Program

4.10.1. Event-Handling Program - Basic Concepts

The “Event-Handling Program” allows the attribution of activation time zones (weekly programs) to alarm inputs and the inhibition of Global Reflexes.

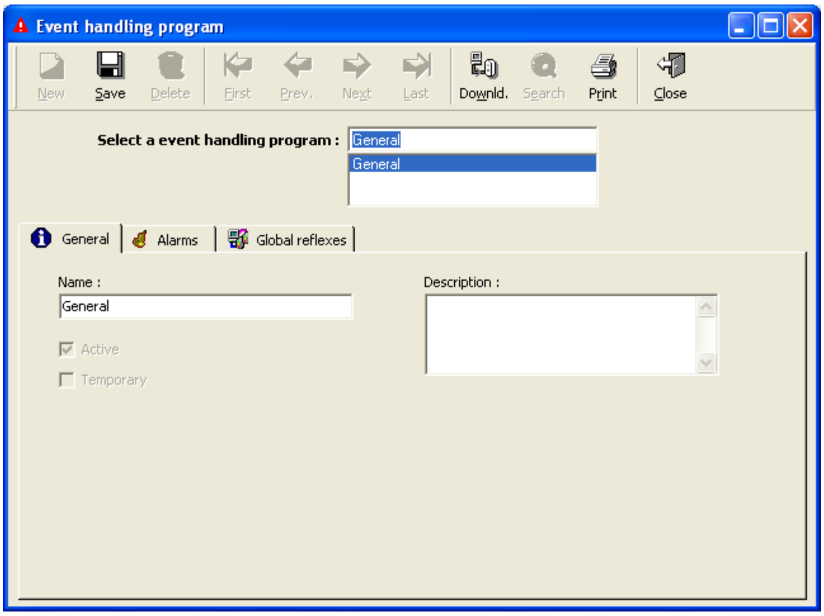
It is accessible either from the Main menu tool bar or from the **[…] button** near the Weekly Program of the ‘Controller - Input - General’ screen.

The “Event-Handling Program” screen is divided into three tabs:

- General tab: allows to describe the event program
- Alarm tab: allows to display the defined inputs, include/exclude them in the program and to change their alarm behaviour.
- Global reflexes tab: allows displaying the defined reflexes, include/exclude them in the program and, eventually, modify or create new reflexes.

4.10.2. Event-Handling Program - General

This screen allows the visualization of the active event handling program; it does not allow the creation of a new event-handling program.



Select a event handling program : General

Name : General

☑ Active

☐ Temporary

Description :

Fields

Name: Name the new event handling program

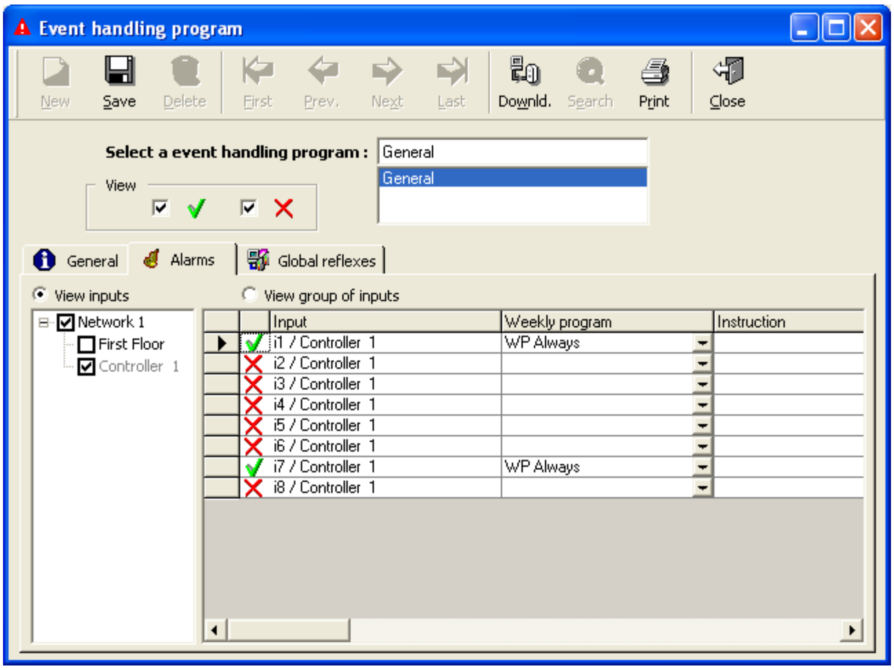
Active: Check the box to activate the selected event handling program. If a program is not “active”, it will not be taken into consideration by the system

Temporary: Check the box if the selected event handling program is temporary only

Description: Describe the new data entry

4.10.3. Event-Handling Program - Alarms

This screen allows the attribution of activation time zones to alarm inputs and to input groups.



Select a event handling program : General

View ☑ ✓ ☑ ✗

● View inputs ○ View group of inputs

- ☑ Network 1
  - □ First Floor
  - ☑ Controller 1

	Input	Weekly program	Instruction
✓	i1 / Controller 1	WP Always	
✗	i2 / Controller 1		
✗	i3 / Controller 1		
✗	i4 / Controller 1		
✗	i5 / Controller 1		
✗	i6 / Controller 1		
✓	i7 / Controller 1	WP Always	
✗	i8 / Controller 1		

Fields

View:

- Check **V** button to display the inputs list included in the event handling program
- Check **X** button to display the inputs list excluded from the event handling program

Option selection: View inputs / View group of inputs: This selection is visible after selecting ‘Alarm definition for group of input’ option in the “Tools - Options - General” screen.

- **View inputs:** Click on this button to display a list of the individual inputs
- **View group of inputs**: Click on this button for displaying the input group list with their weekly program and setting a weekly program for each input group. This saves allocating a weekly program to each individual input. ***In case of a conflict, the definition of the individual input always gets the higher priority.***

Controllers list: Select the required controllers. Inactive controllers are represented in grey

First column of the table: **V** or **X**

- Select **V** to include the input in the event handling program
- Select **X** to exclude the input from the event handling program

By default, all the inputs from the list are excluded from the event handling program.

Input: List of all inputs of the selected controllers

Weekly program: Select the weekly program associated to the input.

Note: An alarm input is only armed during allowed periods (‘Green’ periods) of the Daily Programs defined by the selected weekly program.

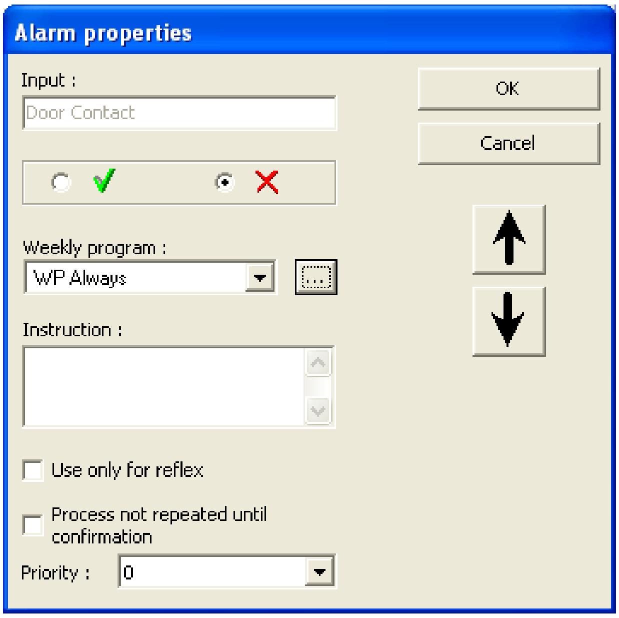
Instructions: Enter the instruction to display in the “Active Alarms” screen when the corresponding alarm is raised.

Button […] (on the input line): Click on this button to display the properties screen of the selected alarm.

4.10.4. Event-Handling Program - Alarm Properties

The screen summarizing the alarm properties is accessible by clicking on the **[…] button** on the line right end of the input in the "Event handling program - Alarms" screen.

Fields



Input: Input name

Inclusion status in event handling program:

- Select **V** to include the input in the event handling program
- Select **X** to exclude the input in the event handling program

Weekly program: Select the weekly program from the list or click on the **[…] button** to create a new program

Instruction: Enter the instruction to display in the "Active Alarms" screen when the alarm is raised

Use only for reflex: Selecting this box indicates that the alarm is only to execute the process triggered by the input (defined in a global reflex) without raising or recording the alarm event in the journal history.

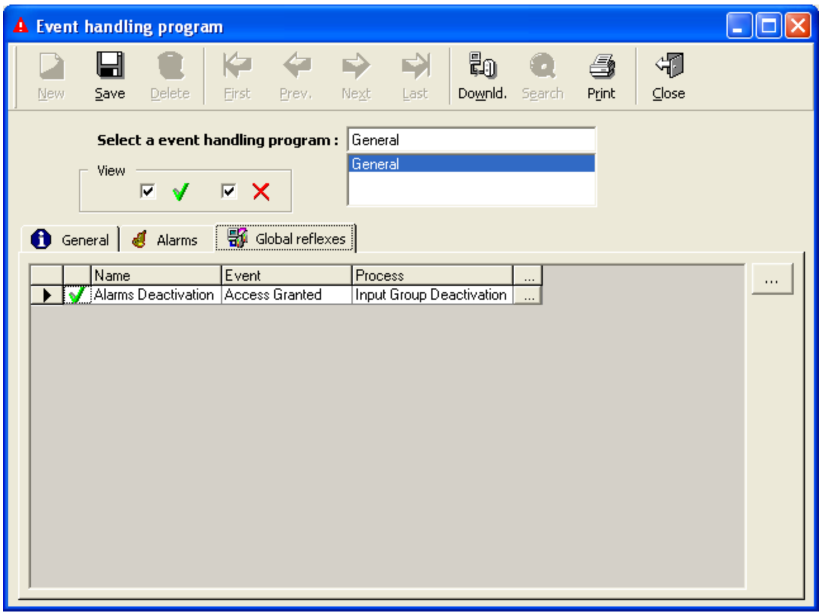
Process not repeated until confirmation: If a process must be triggered by the input and if this box is selected, the process will be activated only the first time the input goes under alarm and not on next repeated alarms (as it is the case for a movement detector, for instance). To 'rearm' the process, the alarm must be confirmed.

Priority: Select from 0 to 9, the importance order of the selected alarm

Direction arrows: Click to review the properties of the previous / next alarm

4.10.5. Event-Handling Program - Global Reflexes

This screen lists all the global reflexes defined in the database.



Select a event handling program : General

View ☑ ✓ ☑ ✗

	Name	Event	Process	
▶ ✓	Alarms Deactivation	Access Granted	Input Group Deactivation	...

Table analysis

View:

- ➢ Check **V** button to display the global reflexes list included in the event handling program
- ➢ Check **X** button to display the global reflexes list excluded from the event handling program

First column of the table: **V** or **X**

- ➢ Select **V** to include the global reflex in the event handling program
- ➢ Select **X** to exclude the global reflex from the event handling program

By default, all the global reflexes are included in the event handling program.

Name: Name of the global reflex

Event: Event associated with the global reflex, i.e. the event that will trigger the process defined in the reflex.

Process: Process associated with the reflex, i.e. the process to be executed when the event is occurred.

Button […] (on the line of the reflex): Click on this button to display the general screen of the selected global reflex for creating, consulting or modifying data.

Button […] (outside the table): Click on this button to display the general screen of the global reflexes, even if no item is selected.

4.11. Active Alarms

The Active alarms screen graphically presents inputs, relays and alarms status on a site map. Actions and processes can be triggered by clicking on icons and it is possible to skip from one map to the next.

4.11.1. Active Alarms - Basic Concepts

Hereunder some concepts used in this manual:

- **Inputs concepts**:

Digital Input or Alarm input: a controller input point to which a sensor/detector (magnetic contacts, movement detectors, door contact device to reflect the door position, etc…) is connected. In general, controllers have by default 4 or 8 inputs and may be extended to 16 or more. The two input status open or closed correspond to the two possible physical status of such sensor/detector: open or close.

4 states or supervised input: in addition to the two basic states of the sensor/detector (open or closed), the input may detect two supplementary states which correspond to the status of the line used to connect the sensor/detector to the input: line cut or line short. Note that the alarm linked to this two supplementary status, line cut or short, is always armed, i.e. it is not possible to attribute to them a weekly program. The input type ('digital' or 'digital 4 states') must be indicated in the input definition screen.
Consult the controller documentation to check which type of inputs is available in the controller and how to connect a 4 states input.

Input status or input physical status: the physical status of the sensor/detector connected to the input: either open or close.

Input normal status: The 'normally' status of an input, either 'NO' for 'Normally Open' or 'NC' for 'Normally Closed', is the status, open or close, into which the sensor/detector connected to this input is *not* under alarm. This normal status must be indicated in the input definition screen (see 'Controller - Input' paragraph).

Input off/on or input logical status: An input is 'off' when it is in its normal status and 'on' when it is not in its normal status. It represents the logical status of the input. From the Input definition screen, two icons may be defined (and positioned on a map, as described in the 'Position' paragraph) to represent the logical status of the input, either 'on' or 'off'.

Armed/disarmed input: To each input may be attributed a Weekly Program (from the Input definition screen): the input is 'armed' during the green periods defined in the Weekly Program and 'disarmed' during the red periods (See 'Time zone' chapter for details).

Activated input: an input is activated when the following conditions are true: it is armed and its status is 'on', i.e. it is under alarm during green periods of its Weekly program.

Table of the different Digital Input Status

Input	Physical status	Normal status	Logical status	WP Activation	Alarme status
i1	Open	NO	Off	Armed	
i2	Close	NO	On	Armed	Activated
i3	Close	NC	Off	Disarmed	
i4	Open	NC	On	Disarmed	

- **Outputs concepts**:

Output: a controller output point which is in fact the output contact of a controller relay. In general, controllers have by default 4 relays and may be extended to 16 or more. Such relay gives a dry contact, and may be represented by an electrical switch which can be either open or close. When the relay is closed, the device (door, siren, etc.) which is connected to the relay is activated.

Output status: the status of the relay, i.e. open (or activated or 'on') or close (or deactivated or 'off'). As for an input, two icons may be defined to represent the output status. (in the Output definition screen)

The Active alarms screen is accessible from the Main menu tool bar. It is divided into three tabs:

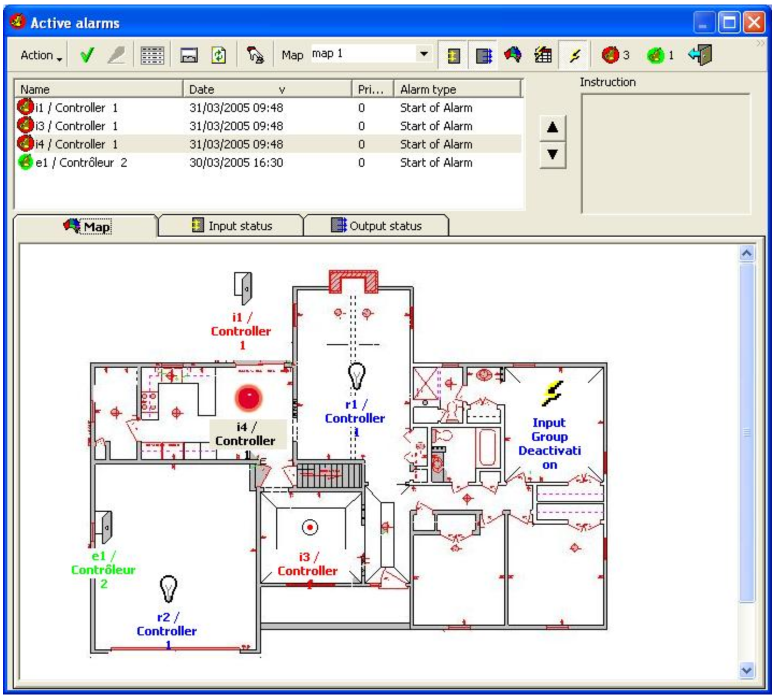
- Map tab: allows to display the site maps,
- Input status tab: allows to display the different status of the inputs,
- Output status tab: allows to display the different status of the outputs.

4.11.2. Active Alarms - Map

This screen graphically presents the Input/Output status and alarms on a site map.

The upper table shows the alarm name, date, priority and alarm type.

Only items (inputs, outputs, maps, actions or processes), which have an icon, positioned on the map may be displayed. How to set the icons in the map is described in the chapter "Position". Actions and processes can be triggered from the same screen by a right click on an icon. It is possible to skip from map to map.



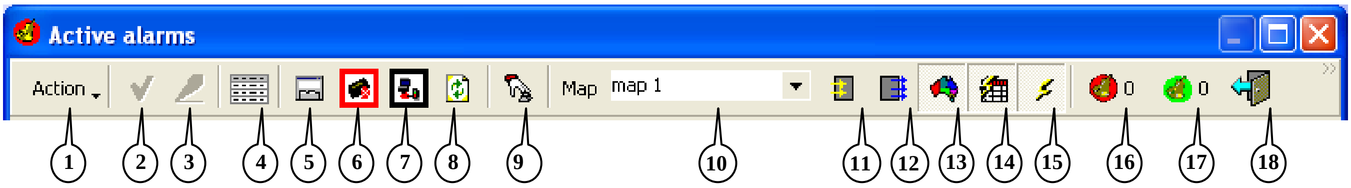
Active alarms

Map: map 1

Name	Date	Pri...	Alarm type
i1 / Controller 1	31/03/2005 09:48	0	Start of Alarm
i3 / Controller 1	31/03/2005 09:48	0	Start of Alarm
i4 / Controller 1	31/03/2005 09:48	0	Start of Alarm
e1 / Contrôleur 2	30/03/2005 16:30	0	Start of Alarm

Instruction

Toolbar



The functions available from the toolbar are as follows:

1: Action menu: allows more useful actions like Execute a process, Confirm all alarms, etc.

2: Acknowledge the alarm: Select an alarm from the table and acknowledge it; this allows the differentiation between new and already acknowledged alarms. It is advisable to use this function to facilitate alarm management. When an alarm is acknowledged, the following events take place in the table of the "Event Handling - Active Alarms" screen as well as on the navigation bar:

- The alarm icon goes from red to green
- The count of acknowledged and non-acknowledged alarms are updated

3: Confirm the alarm: confirm a specific alarm, already acknowledged; a new screen appears displaying the following information:

- Name
- Event date and hour
- Alarm type: start of alarm, line cut or line short.
- Comment: type in an optional comment, such as importance, user name, etc. the comment will appear in the journal "data" column

Confirm all (from the 'Action' menu only): confirm *all* the displayed alarms using a single command. This option is useful in case of prolonged communication failure. The computer will ask for confirmation. Individual alarm acknowledgement and confirmation are not required.

4: Auto select last alarm / remain on selected alarm: to conserve or not the focus on the last occurred alarm.

5: Show / hide the active alarm table: to maximize the map on the screen

6: Communication error indication: appears when GuardPoint Pro does not succeed to communicate with one controller.

7: Polling off indication: appears when the polling has been manually stopped (from the 'communication' menu)

8: Refresh: manual refresh when there is no polling or when the polling exists but the "Auto-refresh of Input/Output status" is not requested in the "Tools - Options - Server" screen

9: Open the "Execute Process" screen

10: Map selection list: Choose the map to display in the list

11: Show all inputs: Press to show all inputs / only active alarms.

12: Show outputs: Press to show / to hide relays.

13: Show maps: Press to show / to hide maps.

14: Show processes: Press to show / to hide processes.

15: Show actions: Press to show / to hide actions

16: Number of active alarms: as well as in the tool bar of the main screen

17: Number of acknowledged alarms: as well as in the tool bar of the main screen

18: Exit

Data displayed

Alarm Table: The window below the toolbar shows the actual alarms status (active, acknowledged or confirmed):

Name: Name of the alarm input. The icon before the name shows the alarm status:

- Active (red icon)
- Acknowledged (green icon)
- Confirmed (the alarm disappear)

Date: Date and time of the alarm

Priority: Alarm priority (defined in the "Event-Handling Program - Alarm Properties" screen)

Alarm type: Start of alarm, line cut or line short

Buttons [▲] & [▼]: Click on the direction arrows to select the requested alarm

Instruction: Instruction which appears when the alarm is raised (defined in the "Event-Handling Program - Alarm Properties" screen).

On the site map: Point the mouse on an icon in the map, click on the right button and choose among the following functions:

Input icons

- Acknowledge (when under alarm)
- Confirm (when under alarm)
- Open input properties
- Return to normal mode
- Input deactivation

Relay icons

- Open relays properties
- Return to normal mode
- Deactivate relay continuously (constant off)
- Activate relay continuously (constant on)
- Activate relay during, specify the number of seconds

Process icons

- Execute process
- Open process properties

Action icons

- Execute action
- Open action properties

Note: Only the actions allowed for the user will appear.

Tips & Notes

Automatic refresh

The icons status can be automatically updated by selecting the "Auto-refresh Input/Output status" option in the "Tools - Options - Server" screen. Alternatively, when the Auto Refresh is off, a manual refresh button can be used on the top bar.

Dynamic map management

In case of several maps, the displayed map is the one encompassing the activated inputs. If no alarm is signalled, the default map is displayed. If several alarms are activated, the map containing the most recent alarm raised will be displayed. If the "Event Handling - Active Alarms" screen is already open and a new alarm belonging to the displayed map is triggered, this map is dynamically updated. Actions and process can be directly executed by right clicking on their icons. It is possible to swap from map to map by selecting the required map either using the map selection drop down menu or by clicking on the appropriate icons, if such icon has been previously positioned.

How Alarms are shown

- If the 'show all inputs' button is not selected, the screen shows only the logical status of activated inputs, i.e. the armed inputs actually 'on' (active alarms). The icon appears immediately when the alarm is detected, without the need of using the 'refresh' button. The icon of an activated input stays in the map until the operator acknowledges and confirms it.
- If the 'show all inputs' button is selected, the screen shows the logical status of all the inputs defined in the "Position" screen.

The dynamic swap of icons allows for visual follow-up of input and output status: activation or deactivation of alarm points, door open or close and relays supervision.

Example: If a door alarm is detected, an icon will show an open door. If the door is closed, the icon will be updated to a closed door.

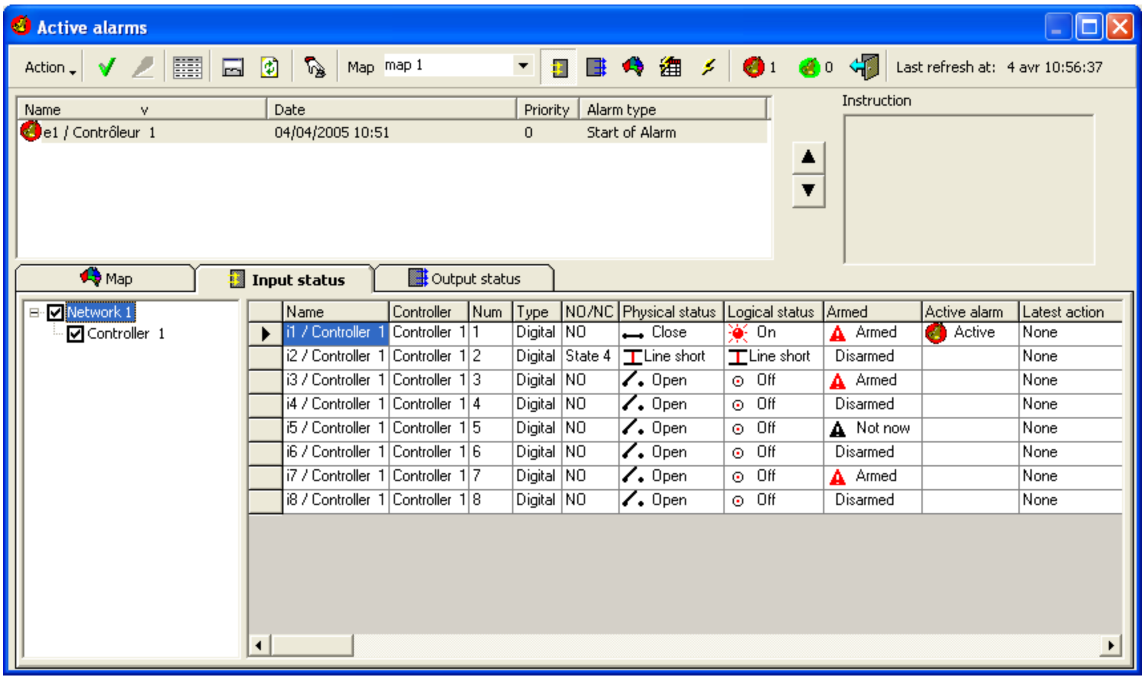
When an alarm is raised the system reacts

- Log display: alarm displayed in red
- Journal: event is recorded
- Navigation bar: increase in the number of alarms raised
- "Active Alarms" screen: the icon connected to the alarm appears on the site map displayed
- "Active Alarms" screen: mention of the name of the input activated and the date of the event in the top table
- "Active Alarms" screen: instructions related to the alarm input are displayed in the "Instruction" window.

When several alarms are detected, the last alarm is displayed in the table at the top of the "Active Alarms" screen. By clicking on an alarm icon, the cursor automatically moves towards the corresponding row. The instructions displayed correspond to the alarm selected. Note that the order of the active alarm table can be manually sorted, by clicking on the column header. Such a sort cancel the default sort (by date), and therefore the last alarm may appear in the middle of the list.

4.11.3. Active Alarms - Input Status

This screen displays a dynamic activation status of the input. Before displaying the data, it may take about 15 seconds for checking all input status.



Map: map 1

Last refresh at: 4 avr 10:56:37

Name	Date	Priority	Alarm type
e1 / Contrôleur 1	04/04/2005 10:51	0	Start of Alarm

☑ Network 1
☑ Controller 1

Name	Controller	Num	Type	NO/NC	Physical status	Logical status	Armed	Active alarm	Latest action
i1 / Controller 1	Controller 1	1	Digital	NO	Close	On	Armed	Active	None
i2 / Controller 1	Controller 1	2	Digital	State 4	Line short	Line short	Disarmed		None
i3 / Controller 1	Controller 1	3	Digital	NO	Open	Off	Armed		None
i4 / Controller 1	Controller 1	4	Digital	NO	Open	Off	Disarmed		None
i5 / Controller 1	Controller 1	5	Digital	NO	Open	Off	Not now		None
i6 / Controller 1	Controller 1	6	Digital	NO	Open	Off	Disarmed		None
i7 / Controller 1	Controller 1	7	Digital	NO	Open	Off	Armed		None
i8 / Controller 1	Controller 1	8	Digital	NO	Open	Off	Disarmed		None

Table analysis

Controllers list: Select the required controllers. Inactive controllers are represented in grey

Name: Input name

Controller: Controller name that the input belongs to

Num: Input number in the controller.

Type: Mention if the input type is Digital, Digital 4 states or Analog.

NO/NC: Input normal status, i.e. normally open (NO), normally closed (NC) or State 1 to 4.

Physical status: Open, Close, Line short or Line cut. During reading time or communication problems with the controller, a '?' mark is displayed to show that the status is unknown.

Logical status: On, Off, Line short or Line cut (or '?' if the status is unknown).

Armed: The arm status switches between:

- **(Red icon) Armed**: The current time falls within the activation boundaries of the input weekly program ('green' periods').
- **(Black icon) Not now**: The current time falls outside the activation boundaries of the input weekly program ('red' periods).
- **Disarmed**: The input is not included within the Event Handling Program.

The system automatically goes from "Not now" to "Armed", and vice versa, according to time zones.

Active alarm: Coloured icons signal the alarm status (active, acknowledge and confirmed) in the table as well as in the tool bar

- **(Red icon) Active**: Active alarm
- **(Green icon) Acknowledge**: Acknowledge alarm
- **No icon**: Not in alarm or alarm confirmed

Latest action: Shows if the normal situation has not temporarily been affected manually or by the activation of an action, a process or a global reflex.

Tips & Notes

Manual action

Point the mouse on an input name, click on the right button and choose among the following functions:

- Acknowledge (when under alarm)
- Confirm (when under alarm)
- Open input properties
- Return to normal mode
- Input deactivation

Sorting out information

The information in the table can be sorted out. Each column can serve as a sorting criterion. To organize information in an increasing order, click on the column header. To sort the information in a decreasing order, click again on the column header.

Alarm prevention

To prevent the alarm apparition, resulting from input activation, choose one of the following methods:

- Delete the input from the input list (in "Controller - Input" screen).
- In the "Event-Handling Program - Alarms" screen, select **X** to exclude the input from the event-handling program.
- In the "Event-Handling Program - Alarms" screen, attribute the "WP Never" weekly program to the input.
- From the "Active Alarms - Map" screen or from the "Active Alarms - Input Status" screen, right click on the input and select 'Input deactivation'.

Example

How to set an alarm that would be active only at night:

The opening of a door must raise an alarm during the night (arming period) but not during the day (disarming period).

Perform as follows:

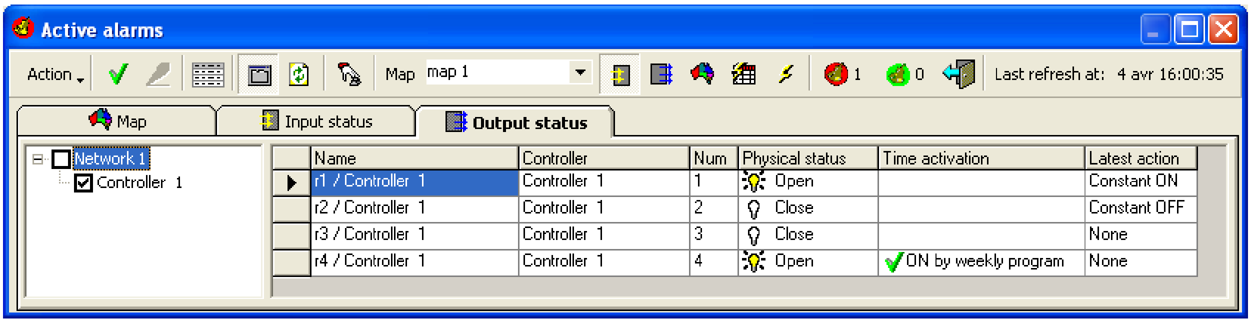
- In the "Controller - Input" screen, define the input to which the sensor that checks the door opening is connected.
- Define the arming period, in other words, the daily and weekly programs, which are activated at night and inactivated during the day (in the "Parameter - Daily Program" and "Parameter - Weekly Program" screen)
- In the "Event-Handling - Alarms" screen, select **V** to include the input in the event-handling program, and select the required Weekly program.
- If necessary, position the corresponding icon in a map.

During the night, the alarm will be activated if the door is opened. During the day, the input is disarmed by its weekly program and will not trigger an alarm.

Note: The "WP Always" weekly program permits to arm incessantly an input; the "WP Never" weekly program never arms an input. An input must be armed for its activation triggers an alarm in the "Active Alarms" screen.

4.11.4. Active Alarms - Output Status

This table displays the output status, in real time. It is also accessible from the “Manual Action - Relays control” screen.



	Name	Controller	Num	Physical status	Time activation	Latest action
▶	r1 / Controller 1	Controller 1	1	Open		Constant ON
	r2 / Controller 1	Controller 1	2	Close		Constant OFF
	r3 / Controller 1	Controller 1	3	Close		None
	r4 / Controller 1	Controller 1	4	Open	✓ ON by weekly program	None

Table analysis

Controllers list: Select the required controllers. Inactive controllers are represented in grey

Name: Relay name

Controller: Controller name that the relay belongs to

Num: Output number in the controller.

Physical status: Open or Close. During reading time or communication problems with the controller, a ‘**?**’ mark is displayed to show that the status is unknown.

Time activation: This column shows if a Weekly Program has been attributed to the relay:

- **V ON by weekly program**: The relay is activated because a weekly program has been attributed and the current time falls within the activation boundaries of the weekly program (‘green’ periods’). The relay is automatically activated according to time zones.
- **X OFF by weekly program**: The relay is deactivated because a weekly program has been attributed and the current time falls outside the activation boundaries of the weekly program (‘red periods’). The relay is automatically released according to time zones.
- **No text**: No weekly program has been attributed to the relay.

Note: The “WP Always” weekly program permits to trigger incessantly a relay while the “WP Never” weekly program ensues in a constant deactivation.

Latest action: Shows if the normal situation has not temporarily been affected manually or by the activation of an action, a process or a global reflex.

Tips & Notes

Manual action

Point the mouse on an output name, click on the right button and choose among the following functions:

- Open relays properties
- Return to normal mode: To cancel all actions described below.
- Deactivate relay continuously (Constant OFF): To close a door permanently for example
- Activate relay continuously (Constant ON): To open a door permanently for example
- Activate relay during: To switch on / off an indication light, during a defined delay for example. Specify the number of seconds (between 1 to 120 sec.).

Sorting out information

The information in the table can be sorted out. Each column can serve as a sorting criterion. To organize information in an increasing order, click on the column header. To sort the information in a decreasing order, click again on the column header.

5. “Modules” MENU

GuardPoint Pro, according to the plug used, may contain several modules which are described in this chapter (the plug description, and therefore the installed modules, can be displayed in the “Help - About GuardPoint Pro” screen).

5.1. Parking Module

5.1.1. Parking Module - Basic Concepts

The parking module allows for access control to parking lots and for management of parking zone fill-up, according to user groups.

The system ability to manage the parking activity is based on three concepts:

- **Parking lot**: Physical area where cars are parked, controlled by one or several access points (card readers). GuardPoint Pro may manage one or more parking lots.
- **Parking users group**: Any company or entity that rents or owns parking spaces. Each cardholder of this company may belong to a parking users group.
- **Parking zone**: A certain number of spaces allocated to a parking user group in a specific parking lot. A defined parking zone will be only accessible by the corresponding parking users group.

For each parking zone, two types of information are available:

- A counter displaying the amount of available spaces at any time in the zone,
- A list of access points used to enter in the parking zone. For each access point, the counter may increment (+1), decrement (-1) or remain unchanged after a badge has been swiped.

A cardholder may access a parking lot only if his parking users group has a parking zone in this requested parking lot, and this parking zone is not full.

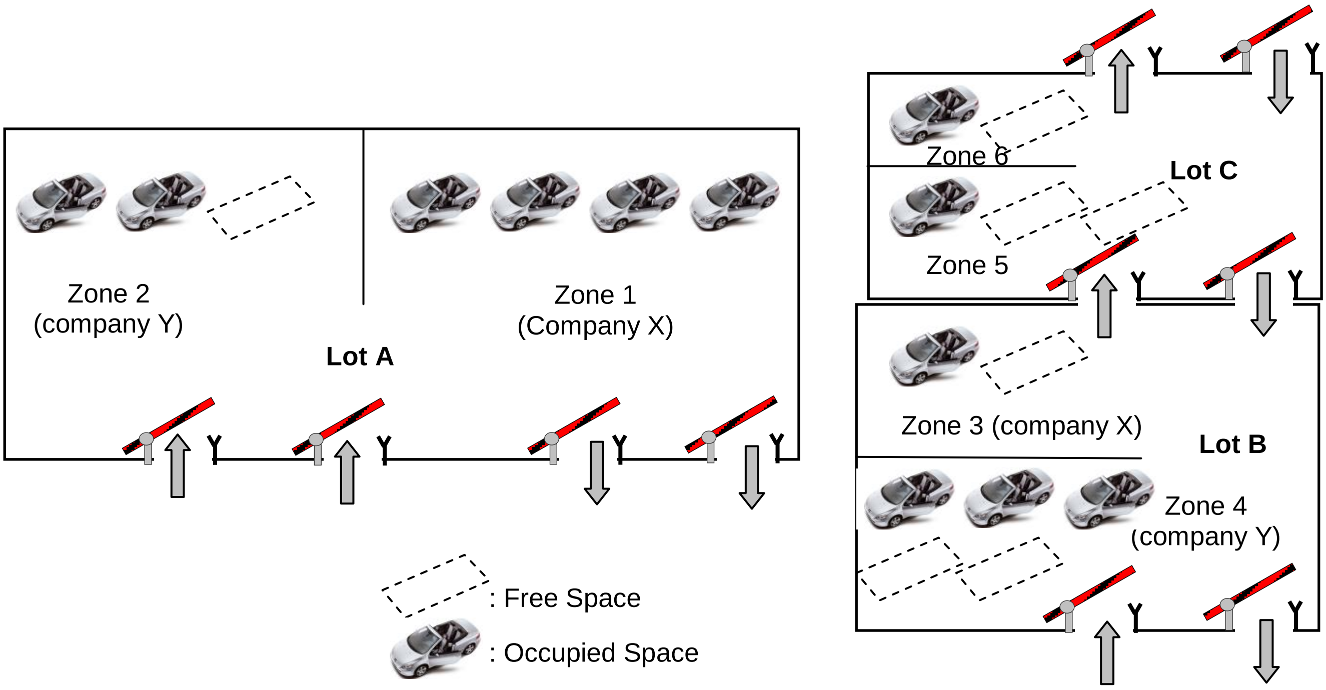


Fig. 5.1 : Example of parking architecture.

Example

The previous diagram (Fig. 5.1) illustrates the map of a building car park. The Company X and the Company Y rent parking spaces in this building:

-The **Company X** rents **4** parking spaces in the **Lot A** and **2** parking spaces in the **Lot B**.

-The **Company Y** rents **3** parking spaces in the **Lot A** and **5** parking spaces in the **Lot B**.

To implement this requirement, it is necessary to create the following items:

- Two parking lots: **Lot A** and **Lot B**
- Two parking users groups: **Company X** and **Company Y**
- Four parking zones:
    - Zone 1 (**4** spaces): **Company X** in **Lot A**
    - Zone 2 (**3** spaces): **Company Y** in **Lot A**
    - Zone 3 (**2** spaces): **Company X** in **Lot B**
    - Zone 4 (**5** spaces): **Company Y** in **Lot B**

All the cardholders of a user group are interdependent. Access to members of a user group is contingent to the space available in the zone allocated to the group. If five employees of Company X arrive at the same time in parking lot A, access will be granted to the first four cars and denied to the other cars of the group.

Access permissions to a parking lot are independent of authorizations to other parking lots. An access denial in Lot A does not prevent access in Lot B.

If all the parking spaces of a company are occupied, other cars of this company will be denied access. Nevertheless other cars from other companies could still reach their respective zones in the same parking lot according to their own occupancy rate.

Operating Mode

- In the “Modules - Parking Lot - General” screen, create parking **Lot A** and **Lot B**.
- In the “Controller - General” screen, create two controllers as ‘parking’ and allocate to one the parking **Lot A** and to the other, the parking **Lot B**.
- In the “Modules - Parking Users Group - General” screen, create two user groups, **Company X** and **Company Y**.
- Allocate each member to his user group, by selecting from the “Parking user group” list from the “All Cardholders - Personal” screen.
- In the “Modules - Parking Zone - General” screen, create the 4 parking zones, by defining the parking user group, the parking lot and the maximal number of places.
- The “Modules - Parking Zone - Access” screen gives a list of the relevant readers. For each parking zone, indicate which reader is used for entrance in the zone, for exit the zone or is ‘neutral’, i.e. not used for this zone (it not modifies the places number). Specify whether it should allow/deny access when the zone is full (for example, if it is used for exit, exit must be granted when the zone is full).

Managing space availability

A free space counter is linked to each parking zone. The movement of vehicles affects the counter level. For each car that enters, the amount of space is reduced. Each time a car goes out, the counter is incremented by one unit.

The number of space available can be computed at any time with respect to maximal parking capacity and counter status. A zone is full when the free spaces counter indicates zero.

5.1.2. Parking Lot

The parking lot is an area where cars are parked. Many parking lots can be supervised simultaneously.

This menu is divided into two tabs:

- General tab: Define parking lots
- Presence list tab: Follow up on all vehicle movements, within each parking lot, according to user groups

5.1.2.1. Parking Lot - General

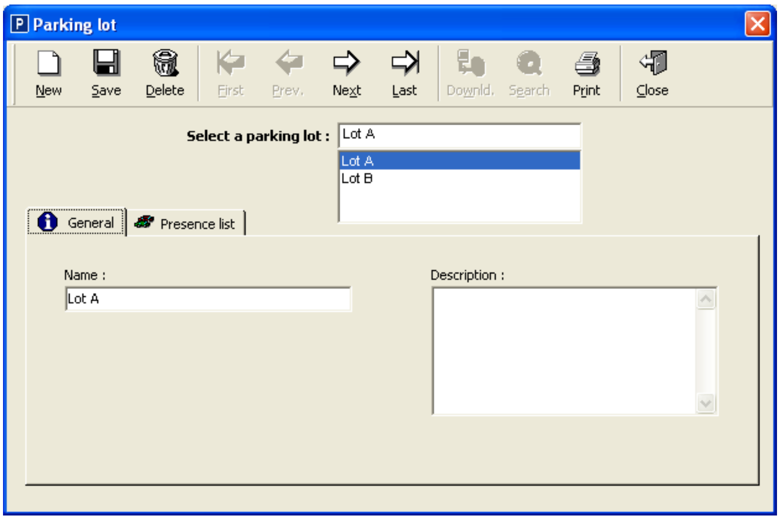
This screen defines the different parking lots supervised by the system.

Fields

Name: Name the different lots

Description: Describe the new data entry

Note: After creating the different parking lots, it is necessary to define controllers as ‘parking’, in the “Controller - General” screen, and allocate the new parking lots to them.



Select a parking lot : Lot A

Lot A
Lot B

Name : Lot A

Description :

5.1.2.2. Parking Lot - Presence List

This screen allows the monitoring of vehicle movements within each parking lot. This information, which is displayed automatically, can be manually modified in the “Modules - Parking Zone - Presence update” screen.

Data displayed

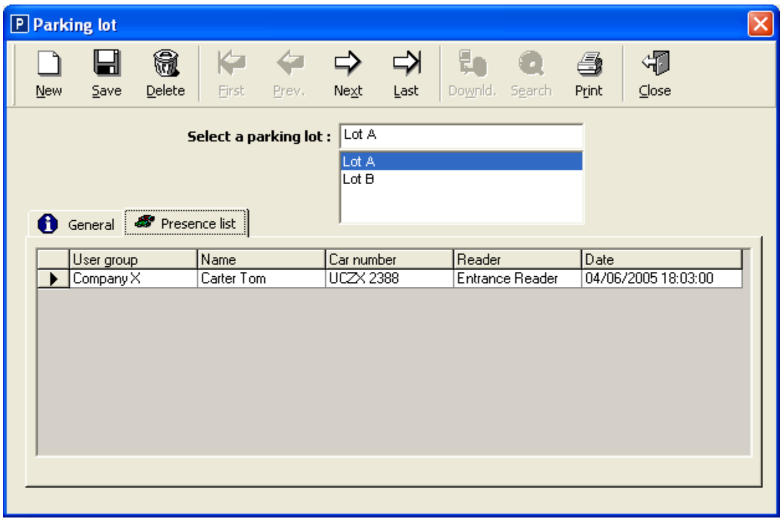
User group: Company or group to whom the vehicle belongs

Name: Name of the cardholder requesting access

Car number: Car license number

Reader: Reader recording access to parking

Date: Transaction date



Select a parking lot : Lot A

Lot A
Lot B

User group	Name	Car number	Reader	Date
Company X	Carter Tom	UCZX 2388	Entrance Reader	04/06/2005 18:03:00

5.1.3. Parking Users Group

A parking user groups is any company, or other body, leasing or owning parking spaces. Each group is allocated a specific parking zone, which can be identified by an identity number.

All group members are interdependent. Each group member has access to all the lots allocated to his company. If the lot allocated to his group is full, access will be refused to all the members of that group.

This menu is divided into two tabs:

- General tab: Define user groups
- Presence list tab: Monitor car movements within each parking lot

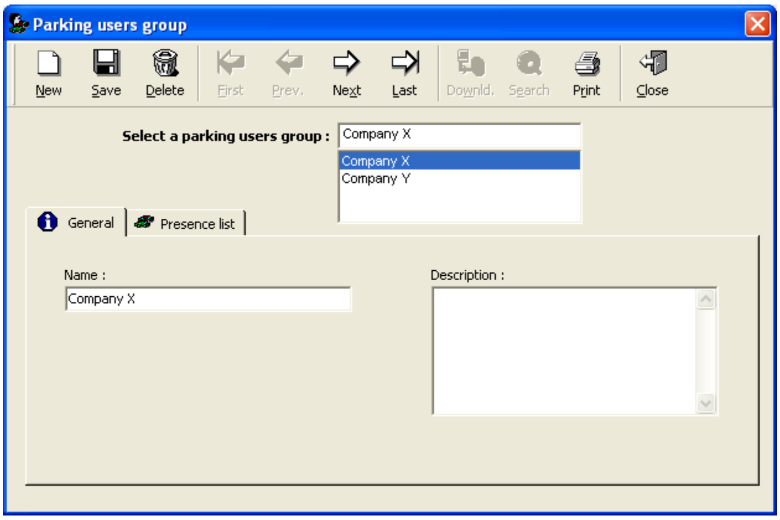
5.1.3.1. Parking Users Group - General

This screen defines the different user groups supervised by the system.

Fields

Name: Name the different user groups

Description: Describe the new data entry



Select a parking users group : Company X

Company X
Company Y

Name : Company X

Description :

5.1.3.2. Parking Users Group - Presence List

This screen displays details about the cars parked and their movements, according to user groups. This information, which is displayed automatically, can be manually modified in the "Modules - Parking Zone - Presence update" screen.

Data displayed

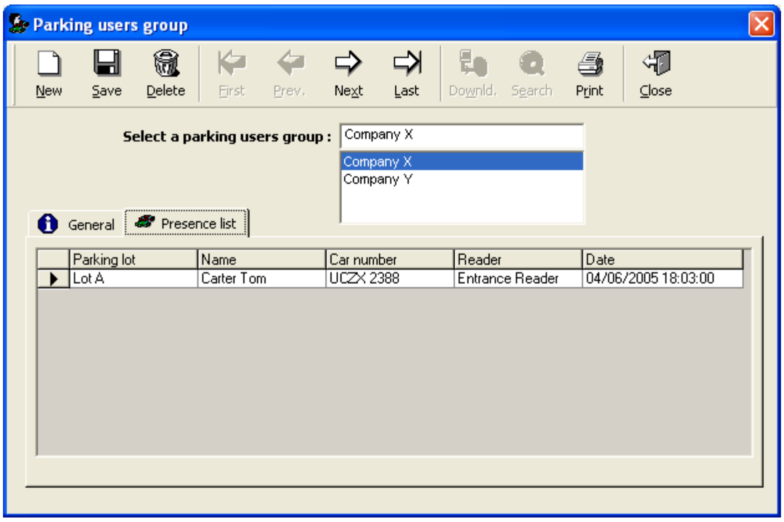
Parking lot: Lot name

Name: Name of the cardholder requesting access

Car number: Car license number

Reader: Reader recording access to parking

Date: Transaction date



Select a parking users group : Company X

Company X
Company Y

	Parking lot	Name	Car number	Reader	Date
▶	Lot A	Carter Tom	UCZX 2388	Entrance Reader	04/06/2005 18:03:00

PARKING
Module (P)

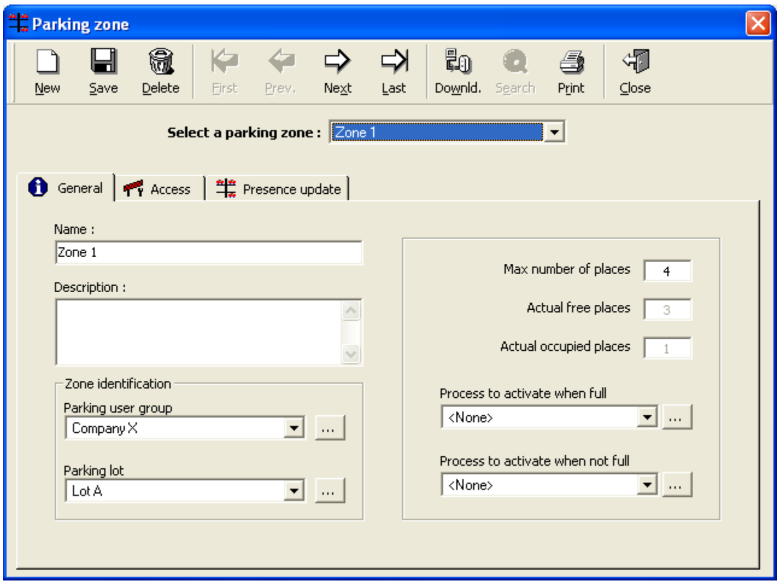
5.1.4. Parking Zone

The members of a user group can only access the parking spaces allocated to their group. Access to the parking lot is granted insofar as there are spaces available in the zone allocated to a group of users to which the driver belongs.

This menu is divided into three tabs:

- General tab: for parking zone definition
- Access tab: for access management
- Presence update tab: for modification of database information

5.1.4.1. Parking Zone - General



Select a parking zone : Zone 1

Name : Zone 1

Description :

Zone identification

Parking user group: Company X

Parking lot: Lot A

Max number of places: 4

Actual free places: 3

Actual occupied places: 1

Process to activate when full: <None>

Process to activate when not full: <None>

Fields

Name: Name the parking zone

Description: Describe the new data entry

Zone identification:

Parking user group: Select the group that rents or owns parking spaces or press on the **[…] button** to create a new group.

Parking lot: Select the parking lot for which a filling up list has been established, or press on the **[…] button** to create a new parking lot.

Max number of places: Enter the parking zone maximal capacity

Actual free places: Automatically displayed

Actual occupied places: Automatically displayed

Process to activate when full: Define the process to trigger if the parking lot is full (example: lighting of a red light); choose from the list or press the **[…] button** to create a new process.

Process to activate when not full: Define the process to trigger if the parking lot is not full (example: lighting of a green light and opening of a gate); choose from the list or press on the **[…] button** to create a new process.

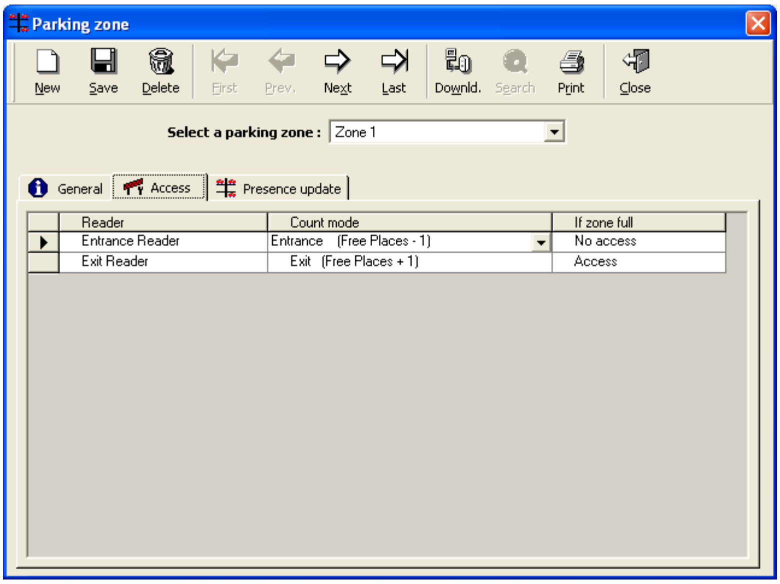
5.1.4.2. Parking Zone - Access

Fields

Reader: List of the relevant readers

Count mode: For the parking zone, indicate which reader is used for entrance in the zone, for exit the zone or is ‘neutral’, i.e. not used for this zone (it not modifies the places number).

If zone full: Specify whether the reader should allow/deny access when the zone is full (for example, if it is used for exit, exit must be granted when the zone is full).



Select a parking zone : Zone 1

Reader	Count mode	If zone full
Entrance Reader	Entrance (Free Places - 1)	No access
Exit Reader	Exit (Free Places + 1)	Access

5.1.4.3. Parking Zone - Presence update

In this screen, the system displays automatically for each parking zone, driver names and car license numbers of cars, which are currently in the parking zone and all members of the current user group. This screen is particularly useful when cars movements are not registered by the system (i.e. because of a power supply failure or a communication failure between readers and controllers). Then, it is possible to modify manually the list of cars, which are currently in the parking zone. This presence list is viewable from the “Parking Lot - Presence List” screen or from the “Parking Users Group - Presence List” screen.

Fields

Currently IN: Cars currently in the parking zone

Name: Driver name

Car number: License plate number of the car

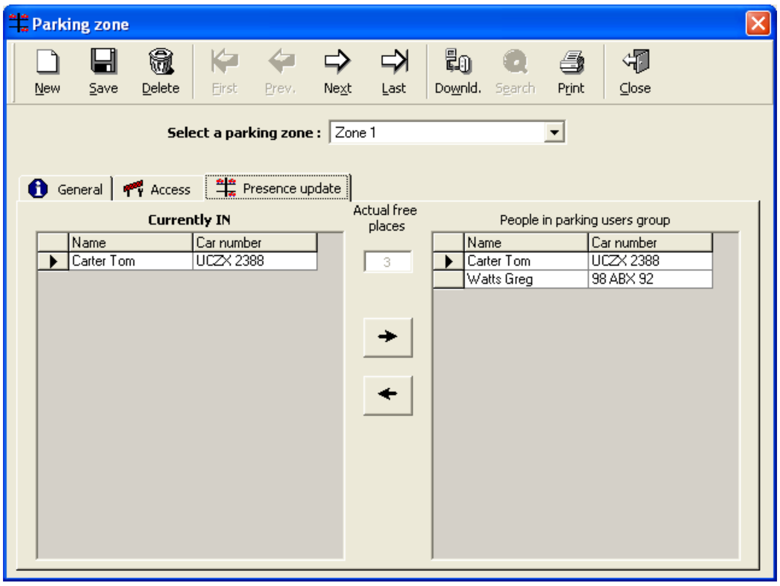
Actual free places: The counter displays the unused capacity of the parking zone, in real time.

Buttons [←] & [→]: Use the horizontal arrows for inserting or deleting a car from the parking zone.

People in parking users group:

Name: Driver name

Car number: License plate number of the car



Select a parking zone : Zone 1

Currently IN

Name	Car number
Carter Tom	UCZX 2388

Actual free places: 3

People in parking users group

Name	Car number
Carter Tom	UCZX 2388
Watts Greg	98 ABX 92

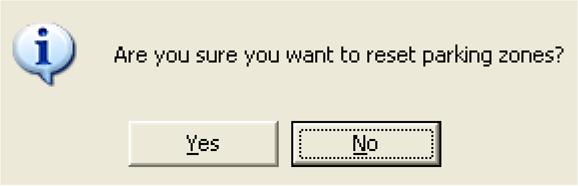
Tips & Notes

Duplicated items

In the list of cars currently in the parking zone, duplicated items can be exist in case of the badge has been swiped twice at the entrance or if the same badge has been used for two cars. To avoid such a situation, the solution consists to define the readers with the (Global, Time or Local) Anti-Passback function.

5.1.5. Reset Parking Zones

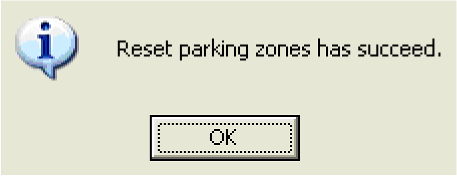
This function allows resetting all parking zone counters, i.e. after this action, all parking places will be free. Confirmation of the request is displayed on the screen.



Are you sure you want to reset parking zones?

The application provides three ways to reset the parking zone counters:

- Punctually, by choosing the “Reset Parking Zones” menu and by answering “Yes“ to the question,
- Daily, in automatic way, by selecting this option in the “Tools - Options - Server” screen and by specifying the requested time for this operation,
- Automatically, by global reflex, by creating an action with the “Reset parking zones” type and by selecting which parking zone to update. Then, a global reflex may reset a specific parking zone counter by any trigger of the system (by swiping or by changing input status). It may reset the counter at a specific time, by choosing the “Scheduler” as global reflex event type and specifying the date and hour when the parking zone needs resetting (For more details, see the “Event handling - Actions” and “Event handling - Global Reflex” screens).



Reset parking zones has succeed.

5.2. Lift Module

5.2.1. Lift Module - Basic Concepts

This function manages access to the floors served by one or several lifts. The floor buttons of a lift are controlled by controller relays. The badge holder swipes his card through a lift reader: according to its authorizations, one or several relays are activated which unlock the corresponding floor buttons so that the badge holder may then press the button of the floor requested.

A lift program defines the floors combination accessible by a group of users. This function does not control access to the lifts, nor to the areas served by these lifts. Lift programs can be identical for all lift readers belonging to the same controller or specific for each reader. The later is especially useful in big installations (a controller may have up to 64 relays). In a building shared by many companies, the lift program allows each person to select only the floors allocated to his company.

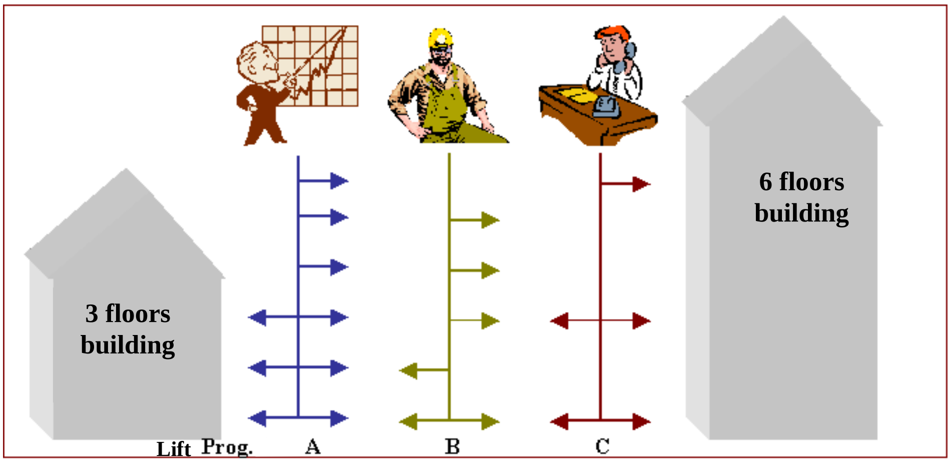
Note: If the badge holder has not selected a floor within a specified delay, access will be denied to all floors. This prevents unauthorized persons from using the lifts.

Example

A site consists on two buildings. The first is made up of three floors and the second is made up of six floors. Each building has its own lift.

Three user groups are defined:

- Top management can access all floors in both buildings
- Technical staff can access floors 1 and 2 of the first building and floors 1, 3, 4 and 5 of the second building
- Administrative people can access floors 1 and 3 of the first building and floors 1, 3 and 6 of the second building



To fill the needs of this site, three lift programs must be created with the following authorizations:

Lift program	User group	Accessible floors Building 1	Accessible floors Building 2
A: Top management	Top management	1, 2, 3	1, 2, 3, 4, 5, 6
B: Technical Division	Technical personnel	1, 2	1, 3, 4, 5
C: Administration	Administrative personnel	1, 3	1, 3, 6

Operating Mode

- In the "Controller - General" screen, create two controllers as 'Lift', one by building.
- In the "Modules - Lift Program - General" screen, create three lift program groups, **Top management**, **Technical Division** and **Administration**, and for each group, allocate outputs to the lifts floor buttons,
- Allocate each member to his lift program group, by selecting from the "Lift program" list from the "All Cardholders - Personal" screen.

Tips & Notes

Maximum Controllers capacity: 64 floors

A basic controller has 4 relays. With a 12-relay extension card plugged in and three 16 relays satellite cards connected to its port 2, the controller may have 64 relays and therefore control 64 floors. Several controllers can supervise different lifts in parallel.

Many lifts

A controller can manage several lifts with identical authorizations (in "Modules - Lift program" screen) or with specific authorizations for each reader (in "Modules - Lift authorization group" screen, when the 'Different lift program for each reader' option is selected in the "Tools - Options - Server" screen that only appears in the server computer).
This feature is required the use of EPROM IC Controller from 01/03/2003 or later.

Example: a controller has 64 relays available

Reader 1 - Lift 1:	10 relays – 10 floors
Reader 2 - Lift 2:	20 relays – 20 floors
Reader 3 - Lift 3:	30 relays – 30 floors
Reader 4 - Lift 4:	4 relays – 4 floors

Information with respect to the lift program is divided in two screens:

- **Lift program**, where the same relays / lift buttons applies for all readers of a same controller.
- **Lift authorization group**, where specific relays / lift buttons applies per reader. This case is particularly useful for significant sites.

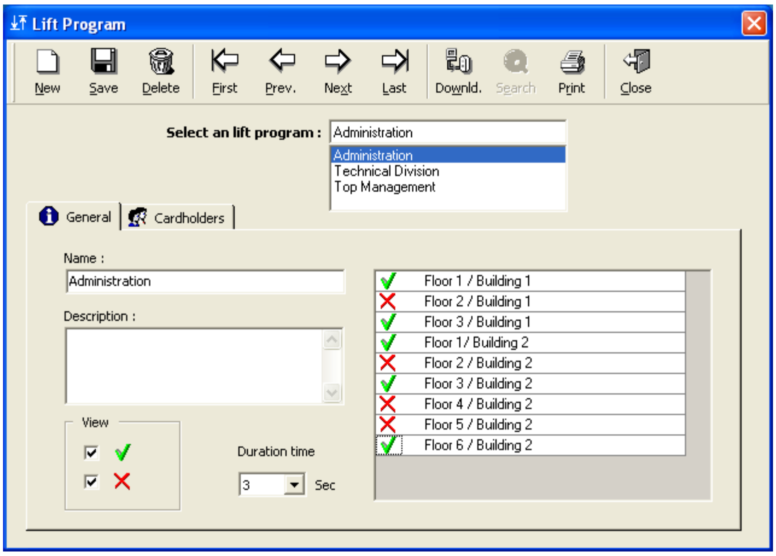
5.2.2. Lift Program

The screen "Modules - Lift Program" is used in the majority of lift applications, where the same relays / lift buttons applies for all readers. It is divided into two tabs:

- General tab: Define lift programs
- Cardholders tab: Refer to the persons belonging to the lift groups

5.2.2.1. Lift Program - General

Lift programs are defined in this screen.



Select an lift program : Administration

- Administration
- Technical Division
- Top Management

Name : Administration

Description :

View
☑ ✓
☑ ✗

Duration time 3 Sec

✓	Floor 1 / Building 1
✗	Floor 2 / Building 1
✓	Floor 3 / Building 1
✓	Floor 1/ Building 2
✗	Floor 2 / Building 2
✓	Floor 3 / Building 2
✗	Floor 4 / Building 2
✗	Floor 5 / Building 2
✓	Floor 6 / Building 2

Fields

Name: Name the new lift program

Description: Describe the new data entry

View:

- ➢ Check **V** button to display the relays included in the lift program
- ➢ Check **X** button to display the relays excluded from the lift program

Duration time (from 0 to 120 seconds): Delay during which the cardholder has to press the floor button after receiving access authorization; it corresponds to the activation delay of the relay which control the floor button selection. By default, a delay of 3 seconds is set.

Note: Alternated mode (Duration time set to 122 Sec): The relay is activated (i.e. the floor button is available) after the first valid swipe and stays activated; the relay is only deactivated after a valid second badge reading and stays deactivated, and so on.

Table: Relays list of the defined lift type controllers

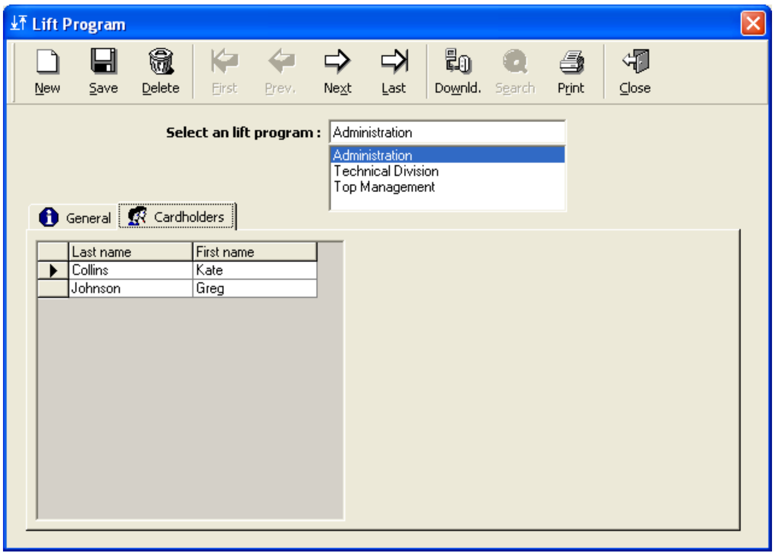
- ➢ Select **V** to include the relay in the lift program
- ➢ Select **X** to exclude the relay from the lift program

By default, the relays - and thus the corresponding floors - are excluded from the program.

5.2.2.2. Lift Program - Cardholders

The informative table displays the names and surnames of the member the user group to which the lift program is related. This is not a presence list.

This tab disappears when the ‘Different lift program for each reader’ option is selected in the “Tools - Options - Server” screen.



Select an lift program : Administration

- Administration
- Technical Division
- Top Management

Last name	First name
Collins	Kate
Johnson	Greg

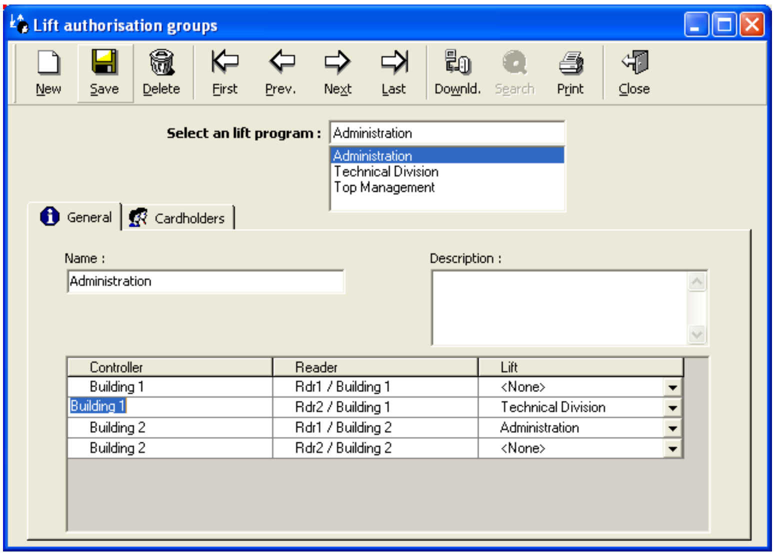
5.2.3. Lift Authorization Group

This screen appears when the ‘Different lift program for each reader’ option is selected in the “Tools - Options - Server” screen. It is used in the lift applications, where specific relays / lift buttons applies per reader. It is divided into two tabs:

- General tab: Define lift authorization groups
- Cardholders tab: Refer to the member the user group to which the lift authorization group is related

5.2.3.1. Lift Authorization Group - General

Lift authorization groups are defined in this screen.



Select an lift program : Administration

Administration
Technical Division
Top Management

Name : Administration

Description :

Controller	Reader	Lift
Building 1	Rdr1 / Building 1	<None>
Building 1	Rdr2 / Building 1	Technical Division
Building 2	Rdr1 / Building 2	Administration
Building 2	Rdr2 / Building 2	<None>

Fields

Name: Name the new lift authorization group

Description: Describe the new item

Table:

Controller: The list of the controllers associated to the lift

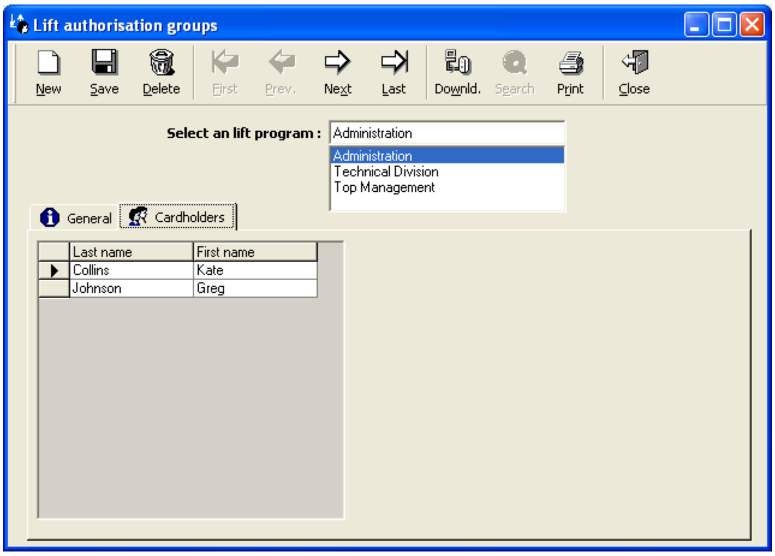
Reader: The list of the readers associated to the lift

Lift: Select a Lift Program from the list.

5.2.3.2. Lift Authorization Group - Cardholders

The informative table displays the names and surnames of the member the user group to which the lift authorization group is related. This is not a presence list.

This tab appears when the ‘Different lift program for each reader’ option is selected in the “Tools - Options - Server” screen.



Select an lift program : Administration

Administration
Technical Division
Top Management

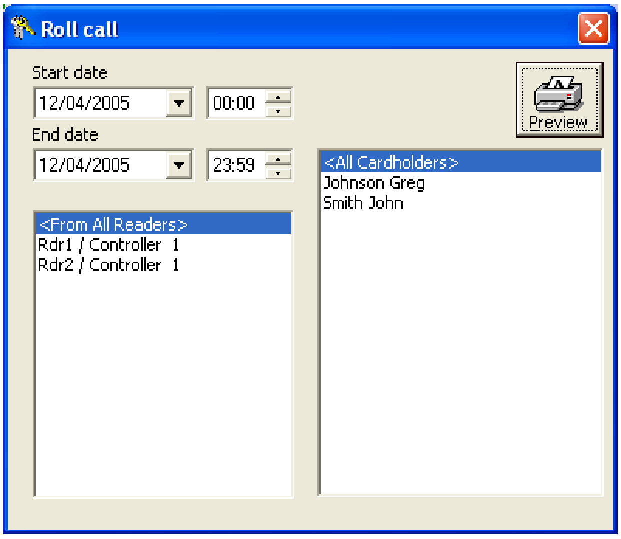
Last name	First name
Collins	Kate
Johnson	Greg

5.3. Time & Attendance Management Module

5.3.1. Roll Call

This screen allows the time & attendance management. It facilitates the computation of employees' attendance, to provide the number of hours worked by employees.

It is a very basic calculation, which only takes into account the first and last access of a cardholder at pre-defined readers. The calculation can be restricted to specific periods.



Roll call

Start date: 12/04/2005 00:00

End date: 12/04/2005 23:59

<From All Readers>
Rdr1 / Controller 1
Rdr2 / Controller 1

<All Cardholders>
Johnson Greg
Smith John

Fields

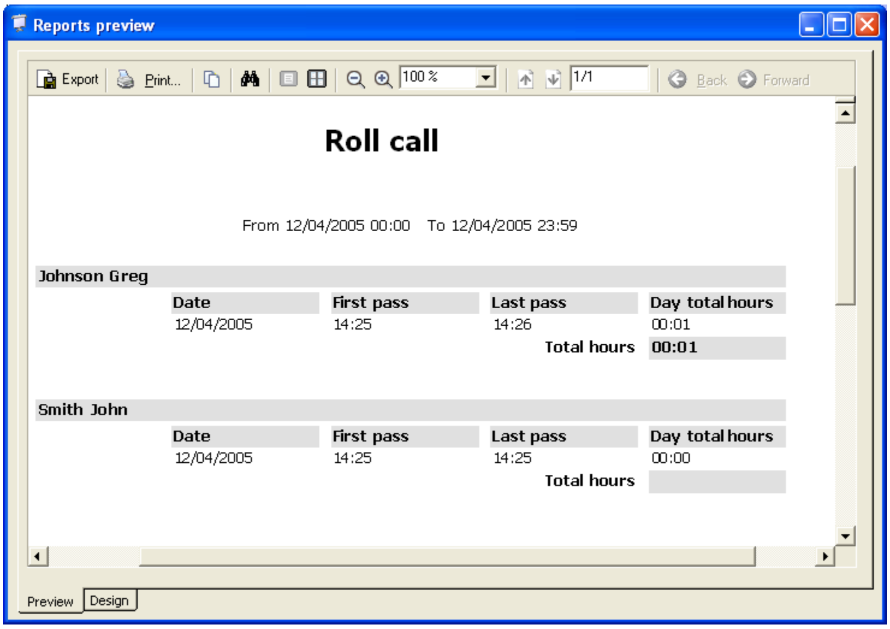
Start date: Specify the date and hour of the beginning of the period

End date: Specify the date and hour of the end of the period

Left window: Select the reader(s) to take into account

Right window: Select the cardholders(s) to take into account

Preview: Preview the roll call report



Roll call

From 12/04/2005 00:00 To 12/04/2005 23:59

Johnson Greg

Date	First pass	Last pass	Day total hours
12/04/2005	14:25	14:26	00:01
		Total hours	00:01

Smith John

Date	First pass	Last pass	Day total hours
12/04/2005	14:25	14:25	00:00
		Total hours	

5.4. Guard Patrol Module

5.4.1. Guard Patrol Module - Basic Concepts

A guard patrol consists of a path of checkpoints reached by an authorized employee - the guard - within predefined deadlines. Arrival at a checkpoint is signalled via input activation or reading of a badge and results in a message sent to the PC. Each expected time allows for tolerance deadlines. Several tours can be defined and run in parallel. The log and the reports will show them.

Example

8:00 Guard tour beginning

8:06 - 8:15 Predefined authorized arrival period at the first checkpoint, the guard should activate an input to signal his passage
(expected time: 8:10, tolerance (-):04 min, (+): 05 min)

5.4.2. Guard

A guard is an employee habilitated to perform guard tours. An employee is defined as a guard in one of the two following screens:

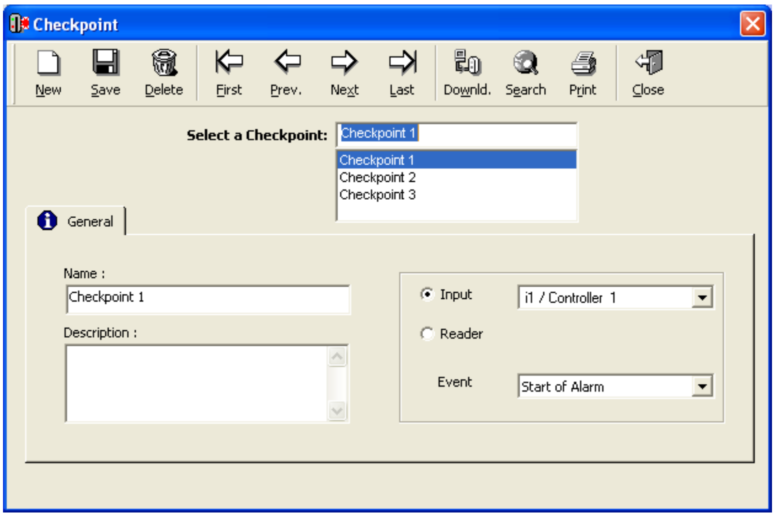
- "All cardholders - General" screen, by manually setting his type to "Guard"
- "Guard", in which the type is automatically set to "Guard".

5.4.3. Checkpoint - General

Checkpoints, as well as the inputs or readers that are used to confirm the arrival, are defined in this screen.

Note: The identity of the person changing the input status is not known by the system. If the security level requests the guard identity verification, readers should be installed at each checkpoint.

Fields



Select a Checkpoint: Checkpoint 1

Checkpoint 1
Checkpoint 2
Checkpoint 3

Name : Checkpoint 1

Description :

● Input i1 / Controller 1

○ Reader

Event Start of Alarm

Name: Name the checkpoint

Description: Describe the new data entry

Input: Select the input that signals the arrival of the guard among the list of system inputs; it must be armed (through its Weekly Program) before the start of the tour.

Reader: Select the reader that will signal the arrival of the guard among the list of system readers.

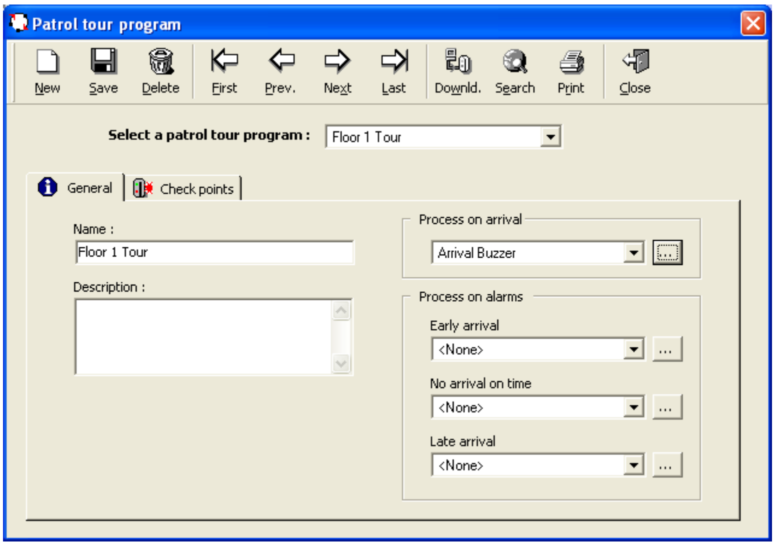
Event: Choose event in the list

- Start of alarm (if input)
- Access granted (if reader)
- Access granted (duress code) (if reader)
- Access denied (if reader)
- Access denied (unsuccessful attempts) (if reader)
  Example of access denied: The guard must pass in front of the computer room but is not allowed entering it.

5.4.4. Guard Tour Program

5.4.4.1. Guard Tour Program - General

This screen allows the guard tours definition. Select the processes to activate following the arrival of the guard at the checkpoint. Processes on alarms can be activated according to early or late arrival or the lack of it.



Select a patrol tour program : Floor 1 Tour

Name : Floor 1 Tour

Description :

Process on arrival Arrival Buzzer

Process on alarms

Early arrival <None>

No arrival on time <None>

Late arrival <None>

Fields

Name: Name the new tour

Description: Describe the new item

Process on arrival: Select the process to trigger on arrival in the list or press on the **[…] button** to define a new one.
Examples: Voice alarm on PC, relay activation triggering a buzzer, etc.

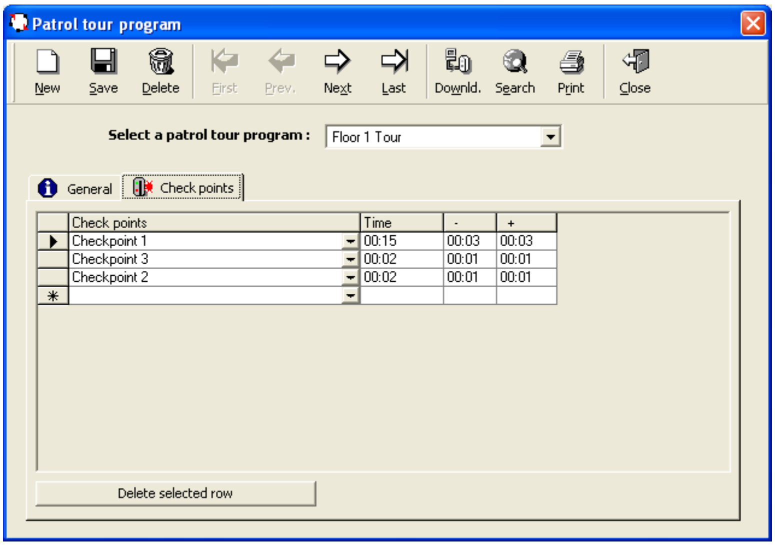
Process on alarms: In the lists, select the process to trigger or press on the **[…] button** to define a new one, in case of:

- **Early arrival**: Arrival before the expected time minus its allowance.
- **Not arrival**: Automatic message displayed at the end of the expected arrival deadline (including the allowance and a further 60 seconds) if arrival has not been signalled.
- **Late arrival**: Arrival after the expected arrival time (including the allowance and a further 60 seconds).

5.4.4.2. Guard Tour Program - Checkpoints

To complete the definition of the guard tour, this screen defines for each checkpoint the arrival time, including allowance for early (-) and late (+) arrival. The arrival times are computed from the beginning of the tour. They are independent of the actual time the tour begins - unknown at this state - and of previous checkpoints time.

Note: Some computers will display the time as "0::00" instead of "00:00". This does not affect the operation.



Select a patrol tour program : Floor 1 Tour

Check points	Time	-	+
Checkpoint 1	00:15	00:03	00:03
Checkpoint 3	00:02	00:01	00:01
Checkpoint 2	00:02	00:01	00:01

Fields

Checkpoints: Select the checkpoints of the tour path.

Time: Specify the arrival time, in relation to the beginning of the tour and expressed in a "hh : mm" format

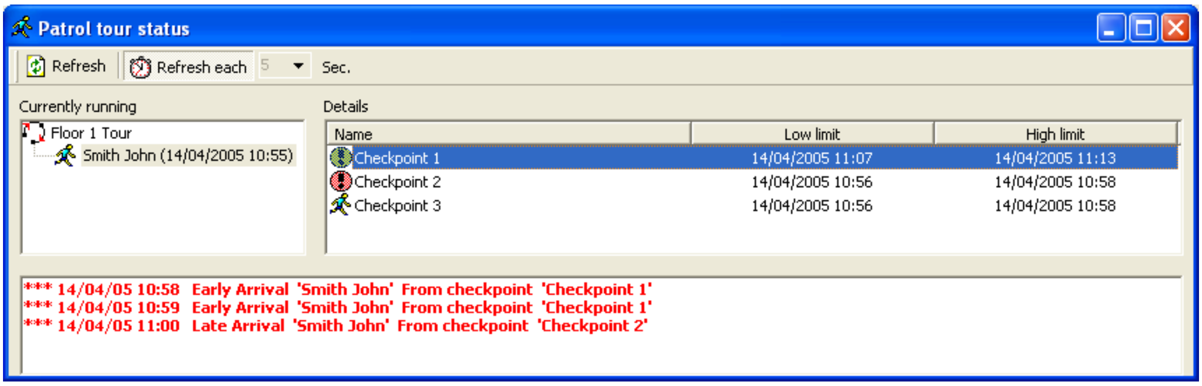
[–]: Tolerance for early arrival

[+]: Tolerance for late arrival

Delete selected row: Point on one of the checkpoint rows and press this button to delete it.

5.4.5. Guard Tour Status

This screen displays the current guard tours, with their details (checkpoints list, expected times of arrival with tolerance limits and arrival status) in real time.



Currently running

- Floor 1 Tour
  - Smith John (14/04/2005 10:55)

Details

Name	Low limit	High limit
✓ Checkpoint 1	14/04/2005 11:07	14/04/2005 11:13
❗ Checkpoint 2	14/04/2005 10:56	14/04/2005 10:58
🏃 Checkpoint 3	14/04/2005 10:56	14/04/2005 10:58

```
*** 14/04/05 10:58  Early Arrival  'Smith John'  From checkpoint  'Checkpoint 1'
*** 14/04/05 10:59  Early Arrival  'Smith John'  From checkpoint  'Checkpoint 1'
*** 14/04/05 11:00  Late Arrival  'Smith John'  From checkpoint  'Checkpoint 2'
```

Data displayed

Refresh: Click on this button to update manually the guard tour information.

Refresh each: Click on this button to update automatically the guard tour information. Define the refresh delay in **Sec.** before.

Currently running: List of the current guard tours with mention of the guard, which patrols and with the date and time of the beginning of the tour. By selecting a guard, the right window displays the selected guard tour details.

Details: Information concerning the guard tour selected in the left window, including checkpoints name with its upper and lower time limit of arrival time. Different icons are showing the type of arrival at each checkpoint:

- 🏃 : Not arrived yet
- ✓ : Arrival (on time)
- ❕ : Early arrival
- ❗ : Late arrival
- ✖ : No arrival on time (inside the limit of time)

Bottom window: Log restricted to the selected guard tour.

Note: In addition to this screen, when a guard arrives at a checkpoint (by activating an input or by presenting a card to a checkpoint reader) two messages are displayed in the main log:

- Message of activated input or badge reading event,
- Message of guard tour events (arrival on time, late arrival, etc.)

Example

A guard tour has the following check point: **Time**: 00:10 **[–]**: 00:04 **[+]**: 00:05

8:00 **Guard Tour start-up**: The guard starts the tour
Arrival time: 8h10 (–4 min / +5 min)

8:00 - 8:06 **Early arrival**: Arrival before the lower limit of the expected arrival period

8:06 - 8:15 **Arrival on time**: Arrival within expected arrival period

8:16 **No arrival on time**: If the guard has not shown up at the checkpoint at the upper limit of the expected arrival period

8:16 - 8:31 **Late arrival**: Arrival at the checkpoint after the expected time (+60 sec. for system synchronization)

8:31 **End of tour**: 15 min after the last checkpoint expected time, plus the tolerance for late arrival (plus 60 sec. for system synchronization).

5.4.5.1. Beginning a Guard Tour

The application provides two ways to launch a guard tour:

- ➢ Punctually, by executing a launching process:

  In the "Event handling - Actions" screen, create an action with the type "Start a guard tour", by specifying the corresponding guard tour program and the guard name.

  In the "Event handling - Process" screen, create a process including this action.

  Launch the process via the "Manual action - Execute Process" screen.

- ➢ Automatically, by global reflex, after defining a tour process as explained above. Then create in the "Event handling - Global Reflex" screen, a global reflex, which will launch the tour process by any trigger of the system (by swiping or by changing input status). The guard tour may be launched at a specific time and date, by choosing the "Scheduler" as global reflex event type.

Tips & Notes

Scheduler weekly program

A specific weekly program may be allocated to each global reflex. Therefore the guard tour will not be launched at the 'red periods' of the selected weekly program.

Restarting a tour

Restarting a running tour will stop this tour and replace it by a new instance.

5.4.5.2. Ending a Guard Tour

The guard tour ends 15 minutes after the expected arrival time at the last checkpoint. After this delay, the guard tour is removed from the "Guard Tour Status" screen.

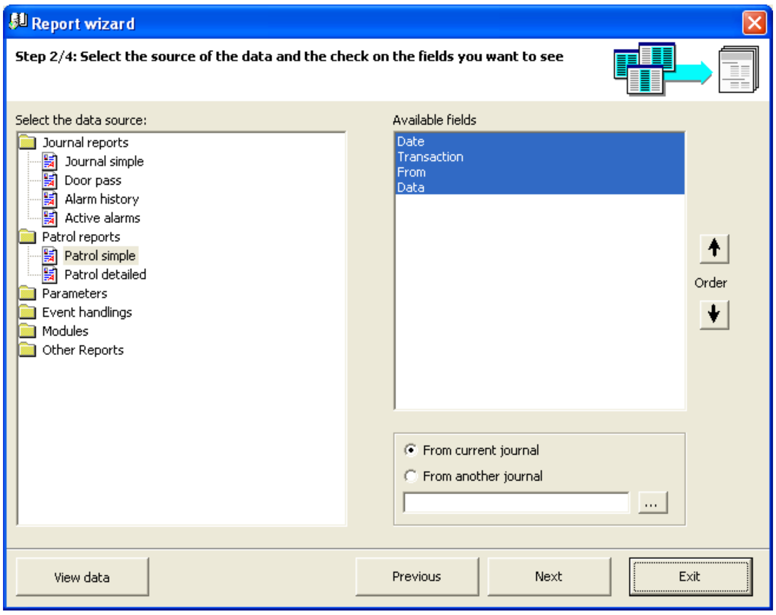
5.4.6. Patrol Report

By opening this screen, the system links directly to the simple patrol report of the report generator.

Two types of patrol reports are available:

- ➢ Simple, with the date, transaction, from and data fields.
- ➢ Detailed, with the date, transaction, reader, name in journal, denied reason, full name, type, badge, number, department, access group and ID fields.

Consult the "Report wizard" section for further explanations.



Report wizard

Step 2/4: Select the source of the data and the check on the fields you want to see

Select the data source: Patrol reports – Patrol simple

Available fields: Date, Transaction, From, Data

● From current journal
○ From another journal

5.5. Video Module

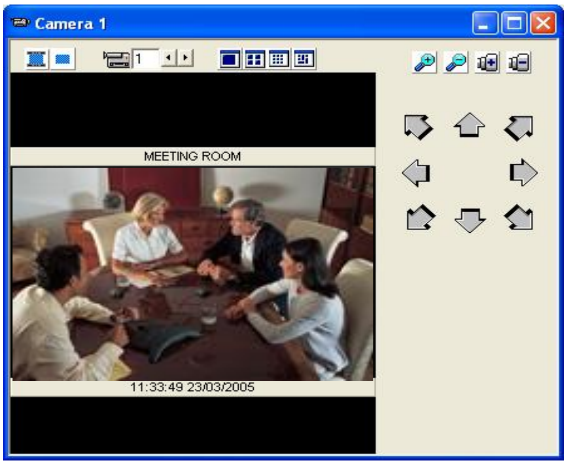
5.5.1. Video Module - Basic Concepts

This module opens the application abilities to the video supervision camera management. It is needed to define the Digital Video Recorder (DVR) with its associated cameras and it is then possible to view live or recorded video from any linked cameras, at any time and on any workstation.

On site maps, clicking on cameras icons displays live image from each camera or records video from each camera. In addition, live video display and video recording may be defined as actions, and as such, may be triggered by a global reflex.

Moreover, a camera can be linked to an event (start of alarm, badge presentation, etc.) and then it is possible to analyze the video records corresponding to this event. These records are accessible at any time in the log display and in the reports.

Note: It is required to use DVR manufactured by Dedicated Micros (Digital Sprite 2 – DS2 and Eco 4). For more information about its products, see www.dedicatedmicros.com.



Examples

- The access of a room is forbidden; it is possible to display automatically live image of the room, as soon as someone tries to enter.
- An object was stolen; the software will allow viewing all video recordings from the relevant camera.

Operating Mode

- In the "DVR" screen, create the different DVR, by defining their IP address, their user name and their password.
- In the "Camera" screen, create all the video cameras, by defining on which DVR they are linked and what is their no. on that DVR. In case of PTZ (Pan/Tilt/Zoom) cameras, select one of the pre-defined positions.

Available functions:

- To display live image from any linked cameras: Create a ‘Display live video’ action, add it to a process. Activate this process either by:
  - global reflex (after start of alarm, badge presentation, etc.)
  - adding this process in the toolbar
  - adding the action/process icon to the active alarm map, (to enable opening the camera view directly from the “Event-Handling - Active Alarms” screen).

- To record video from any linked cameras: Create a ‘Record video’ action, add it to a process. It is possible to activate this process in the same way as the previous process.
- To view a history video record from the log: Select a video camera from the camera list of the “Reader” or the “Input” screen in order to link this camera with all events of that reader/input. In the “Tools - Options - Journal / log screen” screen, change the log type into ‘Rich log’. Then, in the log display, a ‘camera’ icon will be displayed near each transaction associated with this reader/input (see also the “Rich Log” paragraph). Each transaction on that reader/input is automatically associated to the corresponding video recording. By right clicking on the events with a camera icon, users can see the corresponding video record.
- To view a history video record using the report wizard: Select a video camera from the camera list of the “Reader” or the “Input” screen in order to link this camera with all events of this reader/input. Then, through the report wizard, click Next, select "Journal Simple" from the list of available reports and click on the “View data". Events from these readers/inputs linked are shown with a camera icon. Right clicking on these events gives an option to view the corresponding video records.

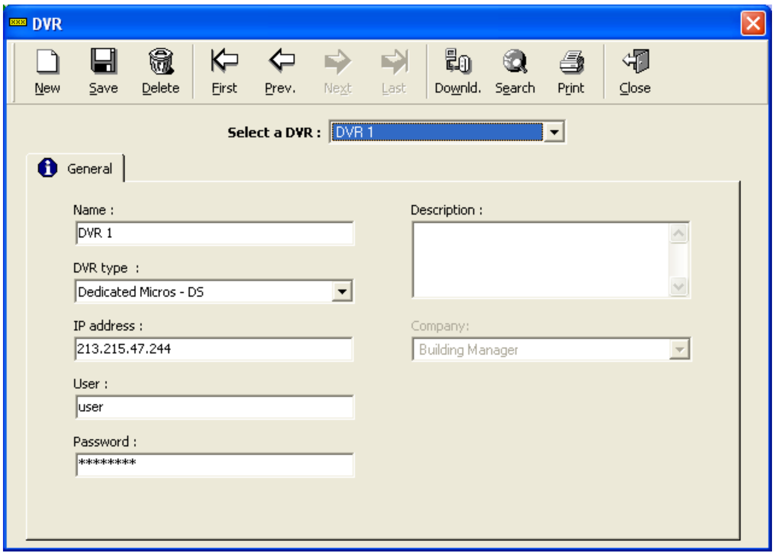
Tips & Notes

Video recording synchronization

Every hour, the application sends the PC time and date to the DVR to allow correct synchronization between video and access components.

5.5.2. Video Module - DVR

This screen allows the different digital video recorders definition.



Select a DVR : DVR 1

Name : DVR 1

DVR type : Dedicated Micros - DS

IP address : 213.215.47.244

User : user

Password : ********

Description :

Company: Building Manager

Fields

Name: Name the new DVR

DVR type: Select the DVR type

IP address: Specify the IP address of the DVR

User: Specify the user name of the DVR

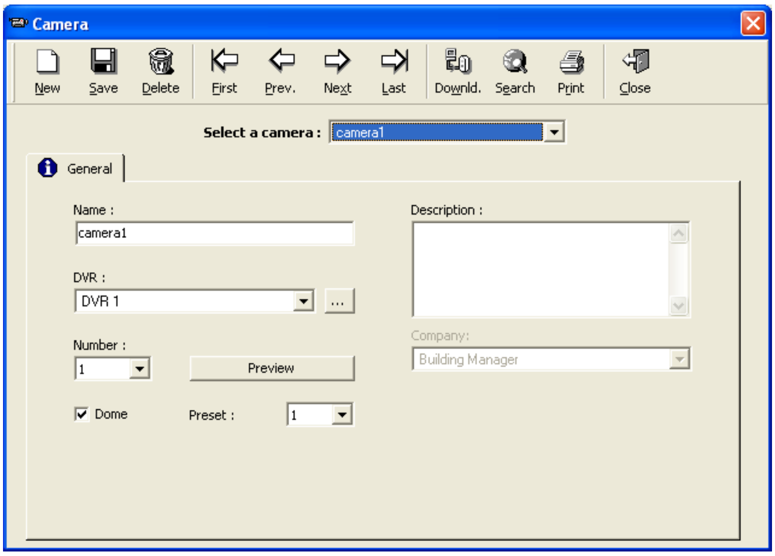
Password: Specify the password of the DVR

Description: Describe the new item

Company: Company the item refers to (for use with multi-company application ONLY).

5.5.3. Video Module - Camera

This screen allows the different video cameras definition.



Select a camera : camera1

Name : camera1

DVR : DVR 1

Number : 1

☑ Dome

Preset : 1

Description :

Company: Building Manager

Fields

Name: Name the new video camera

DVR: Select from the list the DVR on which the video camera is linked or create a new DVR by clicking on the **[…] button**.

Number: Select the camera number on the DVR.

Preview: Click on this button to display the live image from the selected video camera.

Dome: This field enables selecting a preset for PTZ cameras.

Preset: Select the preset for PTZ cameras.

Description: Describe the new item.

Company: Company the item refers to (for use with multi-company application ONLY).

6. “Communication” MENU

6.1. Stop / Resume Polling

Polling allows the transfer to the PC of events (card transactions and alarms) processed by the controllers. Polling consists in interrogating controllers at regular intervals. Detection of events in real time allows for rapid information update and decision making with full knowledge of the facts.

The time interval between two polling transactions is defined in the “Waiting Delay” function in the “Parameter - Controller Network - Definition” screen.

Commands

Resume polling: Select this option to activate the polling

Stop polling: Select this function to stop polling

Tips & Notes

Polling at start-up

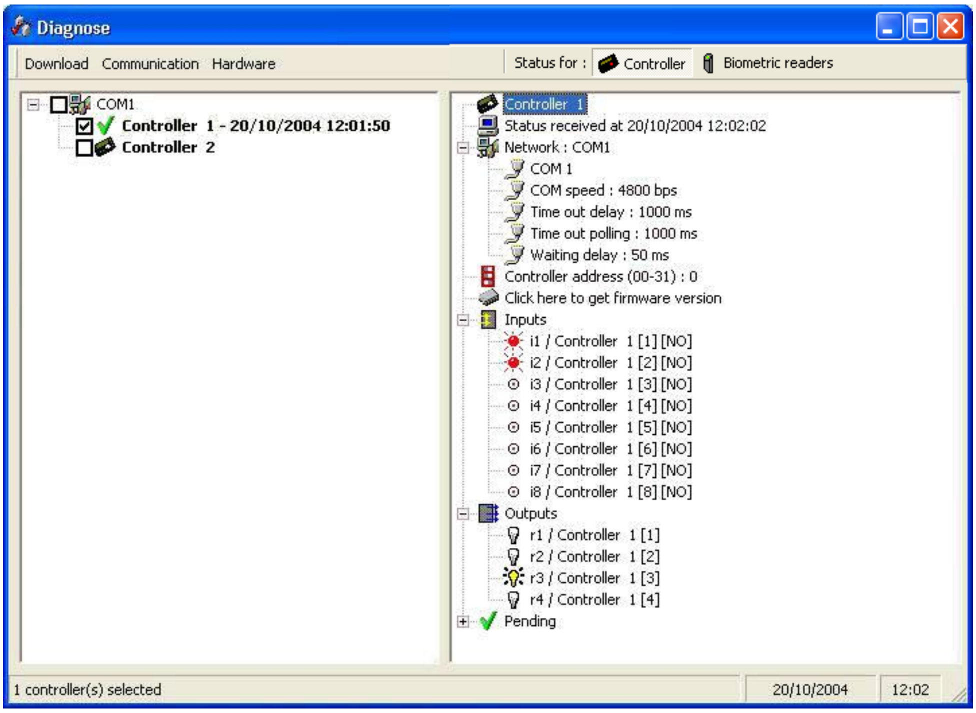
By default, the system carries out a polling activity at the start of the application. This option can be modified in the “Tools - Options - Communication” screen by changing the status of the “Do polling at start-up” function.

6.2. Diagnose

The diagnose screen allows the visualization of the controllers status and the biometric readers status. This screen is made up of two windows:

- **Left window:** Controllers list / biometric readers list
- **Right window:** Information regarding the selected controller or biometric reader

Selecting a controller or biometric reader from the left window activates the right window where the details of the selected controller or biometric reader are displayed.



```
⊟ □ COM1
    ☑ ✓ Controller  1 - 20/10/2004 12:01:50
    □   Controller  2
```

```
   Controller  1
   Status received at 20/10/2004 12:02:02
⊟  Network : COM1
      COM 1
      COM speed : 4800 bps
      Time out delay : 1000 ms
      Time out polling : 1000 ms
      Waiting delay : 50 ms
   Controller address (00-31) : 0
   Click here to get firmware version
⊟  Inputs
      i1 / Controller  1 [1] [NO]
      i2 / Controller  1 [2] [NO]
      i3 / Controller  1 [3] [NO]
      i4 / Controller  1 [4] [NO]
      i5 / Controller  1 [5] [NO]
      i6 / Controller  1 [6] [NO]
      i7 / Controller  1 [7] [NO]
      i8 / Controller  1 [8] [NO]
⊟  Outputs
      r1 / Controller  1 [1]
      r2 / Controller  1 [2]
      r3 / Controller  1 [3]
      r4 / Controller  1 [4]
⊞ ✓ Pending
```

1 controller(s) selected | 20/10/2004 | 12:02

Menu

Download: Menu of the available downloads for the selected controller or biometric reader

Communication: allows to check the communication with controllers:

- **Check communication (All)**
- **Check communication (selected)**: Select the controller(s) to check (by clicking on the □ button next to the controller name)
- **Refresh every**: For automatic checking. Select the controller(s) to check and define the refresh delay in **Sec.**

Hardware: allows to check the inputs/outputs status of the controller displayed in the right window:

- **Refresh status**: Display before the selected controller details in the right window
- **Refresh every**: For automatic checking. Select the controller(s) to check and define the refresh delay in **Sec.**

Status for: Choose the information to display:

- **Controller**: Press this button to display the controllers status
- **Biometric readers**: Press this button to display the biometric readers status:
  From the 'Download' menu it may be possible to initialize one or several biometric readers by re-sending all the database templates after deleting all the fingerprint templates from the reader memory.

Data displayed

Left Window: The controllers / biometric readers list, is sorted by their controller network.

Controller or biometric reader communication status is graphically represented as follows:

- Grey: if the controller or the biometric reader is not active, (the communication is not monitored by the system)
- **Bold**: if the controller or the biometric reader is active, (the communication is controlled by the system) in which case, by clicking on the controller or biometric reader name, **V** or **X** icon is displayed next to the name:
  X: absence of communication
  V (with date and hour): communication established; the controller or the biometric reader details are displayed in the right window

Right window: Details of the controller or the biometric reader selected in the left window

Controller or Biometric reader name

Status received at: Date and hour of the event (the controller time when request was put in can differ from time of request if internal controller clock is late)

Network type: Network name, which the selected controller or biometric reader belongs to:

- Port and address of the network: COM, TCP or Modem
- Communication speed (in bauds)
- Time out delay (in milliseconds)
- Time out polling (in milliseconds)
- Waiting delay (in milliseconds)

Controller address (from 00 to 31) **or Biometric reader address**

Controllers specific data:

Click here to get firmware version: The date and the checksum of the firmware (Eprom or Flash) is displayed on the screen; this operation avoids checking physically, if needed.

Inputs: Inputs list with [input number] and [NO or NC definition]. An icon next to the input name specifies the input status (normal status, activated or undetermined) in real time.

Outputs: Outputs list with [relay number]. An icon next to the output name specifies the relay status (activated, deactivated or undetermined) in real time.

Pending: Selected controller commands list and their status. When downloading a non-connected controller, for instance, the information downloaded is signalled by the **V** symbol and the information pending by the **X** symbol.

Biometric readers specific data:

Unit type: Biometric reader type (**1:N** means BioPass, **1:1** means BioProx or BioFlex).

Memory Usage: Appears in X / Y format where:

- X = Used templates
- Y = Maximum templates capacity.

Pending: Some actions related to the biometric readers may be not executed i.e. following to a temporary communication failure. These actions are stored in a buffer as pending commands and are executed later when communication is regained. These are the following actions:

- Delete the entire template of a cardholder
- Delete all templates of a given badge
- Delete all template of a biometric reader
- Delete a specific template
- Download all templates to a specific biometric reader
- Download cardholder templates to all the biometric readers
- Download a single template to all the biometric readers
- Replace an old badge with a new badge

When the **V** symbol is displayed near the title ‘Pending’, it means that all the fingerprint templates have been received well by the biometric reader.

Tips & Notes

Keyboard Shortcut

Use the “F8” function key at any time, to display the diagnose screen from the software main screen.

6.3. View / Clear Log

The log display is a temporary linear colour display that indicates events as they occur. Information to display in the log (and in the journal) can be customized in the “Tools - Options - Messages” screen. Through that screen an audit of records modifications can be recorded.

Note: Similar information can be recorded in the journal for later reference and printing. Although they appear similar, the contents of the log display and those of the journal are not 100% identical. For example, the user login appears in the journal but not in the log display, by default.

Messages

By default different colours indicate the type of information available:

Burgundy: For signalling unknown badges (not recognized by the system), non-allocated badge (recognized by the system but not allocated) or system alarms, such as weak battery, power up after failure, memory deleted, etc.

Red: For signalling the start and end of input activation

Green: For signalling an access authorization and a normal communication status (OK)

Black: For signalling an access denied and its denied reason

Grey: For signalling system commands, provided for informational purposes. They are not displayed by default.

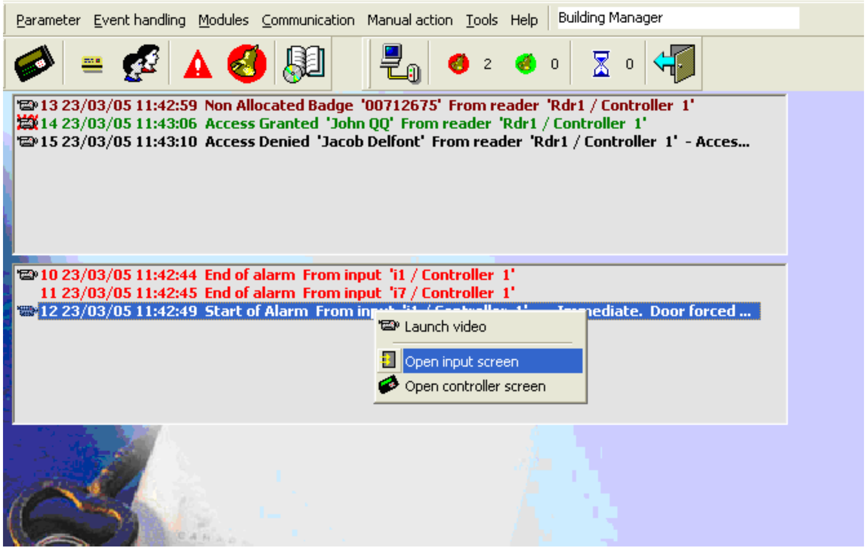
Tips & Notes

Customization of the Log Display

The “Tools - Options - Journal / log screen” screen displays different customization: view/hide log windows at start-up, separate log windows for alarms and access, define a personal log windows size, show system commands for information.

Rich Log

Rich log allows seeing icons linked to events and a context menu. It is available by choosing the ‘Rich log’ option on the “Tools - Options - Journal / log screen” screen. Its main use is for viewing historical video records directly from the event log.



```
13 23/03/05 11:42:59  Non Allocated Badge  '00712675'  From reader  'Rdr1 / Controller  1'
14 23/03/05 11:43:06  Access Granted  'John QQ'  From reader  'Rdr1 / Controller  1'
15 23/03/05 11:43:10  Access Denied  'Jacob Delfont'  From reader  'Rdr1 / Controller  1'  - Acces...
```

```
10 23/03/05 11:42:44  End of alarm  From input  'i1 / Controller  1'
11 23/03/05 11:42:45  End of alarm  From input  'i7 / Controller  1'
12 23/03/05 11:42:49  Start of Alarm  From input  'i1 / Controller  1'  - Immediate.  Door forced ...
```

- **Icons**: They are displayed at the left of the log event row

: A video camera is linked to this event (see the ‘Reader’ and ‘Input’ screens).
: An action « Record video » is linked to this event (see the “Types of actions with parameters” table).

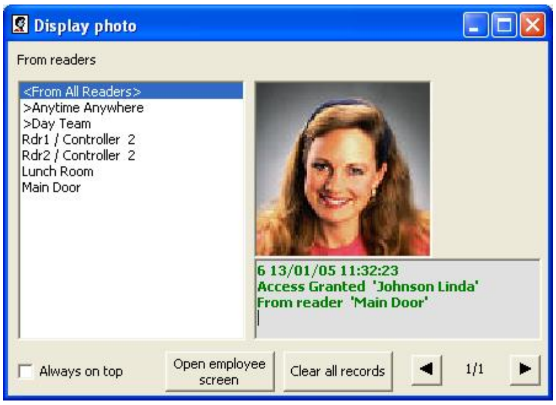
- **Context menu**: By clicking right on some log events, here are the available commands:
  Launch video: Open the history video record linked to the associated event (i.e., event that has one of the above icons). See the “Video Module” chapter.
  Open cardholder screen: Open the associated cardholder screen.
  Open reader screen: Open the associated reader screen.
  Open input screen: Open the associated input screen.
  Open controller screen: Open the associated controller screen.

6.4. Display Photo

This screen displays the cardholder’s picture which asks for access at a specific reader. It allows to compare the appearance of the person presenting his badge at a reader to the photograph associated to the badge and stored in the system.

Note: The screen size can be adjusted.

Fields



<From All Readers>
>Anytime Anywhere
>Day Team
Rdr1 / Controller 2
Rdr2 / Controller 2
Lunch Room
Main Door

6 13/01/05 11:32:23
Access Granted 'Johnson Linda'
From reader 'Main Door'

From readers: Select the reader(s) or the access group(s) for which the identification check is requested

Always on top: Check this box to show this screen even if other screens are opened

Open employee screen: Click on this button to open the current employee screen

Clear all records: Clear the displayed employees list

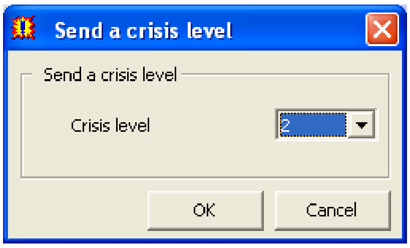
Buttons [◄] & [►]: Click on these buttons to skip from one record to the next

Number/Number: Number of the current employee on the total number of displayed employees

7. “Manual action” MENU

7.1. Crisis Level

The crisis level function enables simple and quick modification of access authorizations for a group of employees. Access denial for all doors could have been achieved through a specific action. However, since this action is connected to an individual, it would have been necessary to repeat this procedure for each employee separately. Downloading access authorization modifications, for a group of 1000 employees at 30 controllers, could have taken up to thirty minutes. The “Crisis Level” function solves this problem. ***This feature is required the use of EPROM dated beyond the year 2000.***



Crisis level: 2

In order for a door to open, the following conditions must be met:

- Badge recognition
- Employee validity
- Access validation through the door
- Employee access time zone compatibility
- Door open time zone compatibility
- Absence of global reflex closing the door relay

When using the ‘Crisis level’ function a further question need asking:
What is the relative value of the door crisis level regarding the general crisis level?

Each access group has on each door, a crisis level to compare with the general crisis level. Following to the general crisis level, defined in the previous screen, access will be granted or denied.

- If the door crisis level is **>** or **=** to the general crisis level:

  ➔ Access is granted

- If the door crisis level is **<** to the general crisis level:

  ➔ Access is denied

- If the door crisis level is on **<Use personal crisis level>**:

  If the **Personal crisis level** of the cardholder is **>** or **=** to the general crisis level:
  ➔ Access is granted

  If the **Personal crisis level** of the cardholder is **<** to the general crisis level:
  ➔ Access is denied

The Personal crisis level is defined in the “All cardholders - General" screen.

By default, the general crisis level is equal to zero and the one for doors depends on the access group, which means that everybody can go through any door. When creating a new access group, by default the crisis level of all doors from the group is null. In order for the system to run optimally all the readers connected to a controller must have an identical crisis level.

Example

A site is composed of three doors: **Entrance Door**, **Office Door** and **R&D Door**.

In a normal situation, all authorized employees can enter at the **Entrance Door**, the engineers are denied access to the **Office Door** and some secretaries can enter at the **R&D Door**.

In case of emergency, even the engineers are denied access to the **R&D Door**.

To do so, create three access groups as follows:

- **Top Management** access group, with the door crisis level **6** (then, with all general crisis level, the members of this group will always have access):

	Reader …	Weekly Program …	Crisis level
V	Entrance Door	WP Always	6
V	Office Door	WP Always	6
V	R&D Door	WP Always	6

- **Administration** access group, with the door crisis level **4** for the **Office Door** and the door crisis level on **<Use personal crisis level>** for the **R&D Door**:

	Reader …	Weekly Program …	Crisis level
V	Entrance Door	WP Always	6
V	Office Door	WP Always	4
V	R&D Door	WP Always	<Use personal crisis level>

- **Engineering** access group, with the door crisis level **3** for the **R&D Door**:

	Reader …	Weekly Program …	Crisis level
V	Entrance Door	WP Always	6
X	Office Door	WP Always	3
V	R&D Door	WP Always	3

In a normal situation, the general crisis level is **1**:

- For the **Office Door**:

- The door crisis level of the **Administration** access group is **4** (> 1) ➔ Access is granted

- For the **R&D Door**:

- The door crisis level of the **Engineering** access group is **3** (> 1) ➔ Access is granted
- For secretaries which have a **Personal crisis level** > or = **1** ➔ Access is granted
- For secretaries which have a **Personal crisis level** = **0** (< 1) ➔ Access is denied

In case of emergency, the general crisis level is changed and increased to **4**:

- For the **Office Door**:

- The door crisis level of the **Administration** access group is **4** (= 4) ➔ Access is granted

- For the **R&D Door**:

- The door crisis level of the **Engineering** access group is **3** (< 4) ➔ Access is denied
- For secretaries which have a **Personal crisis level** > or = **4** ➔ Access is granted
- For secretaries which have a **Personal crisis level** < **4** ➔ Access is denied

Tips & Notes

Last defined crisis level

The last crisis level specified to the system is shown in the “Manual action - Crisis Level“ screen.

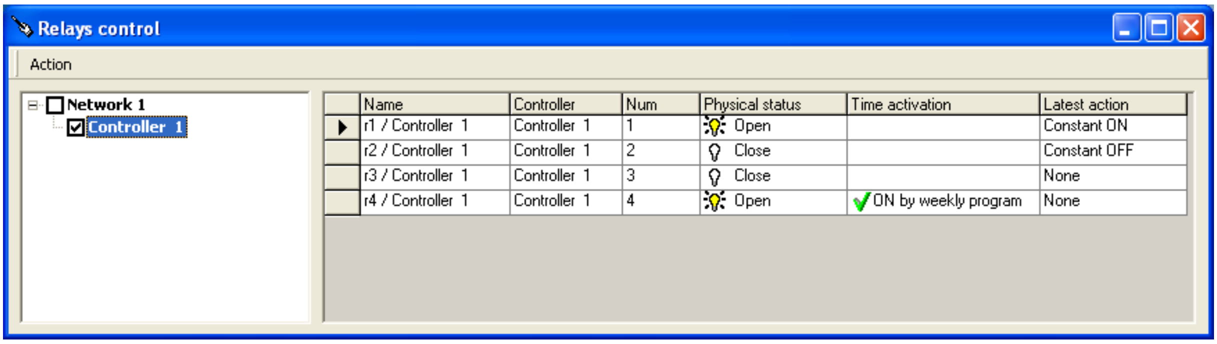
Back to a normal situation

When the crisis is over, allocate a normal value (0 or 1) to the crisis level to regularize the situation.

7.2. Relays Control

This screen displays in real time the dynamic status of relay activation. It is accessible from the “Active Alarms - Output Status” screen too. This screen is made up of two windows:

- **Left window:** System controllers list
- **Right window:** Relays regarding the controllers selected



□ Network 1
☑ Controller 1

Name	Controller	Num	Physical status	Time activation	Latest action
r1 / Controller 1	Controller 1	1	Open		Constant ON
r2 / Controller 1	Controller 1	2	Close		Constant OFF
r3 / Controller 1	Controller 1	3	Close		None
r4 / Controller 1	Controller 1	4	Open	✓ ON by weekly program	None

Menu

Action:

- **Refresh**: Click on this button to update manually the relays information.
- **Return to normal mode**: To cancel all actions described below.
- **Activate relay continuously (Constant ON)**: Constant relay activation, for a permanent door opening for example.
- **Deactivate relay continuously (Constant OFF)**: Constant relay deactivation, for a permanent door closing for example.
- **Activate relay during**: Temporary relay activation, for switching on / off an indication light, during a defined delay for example. Specify the number of seconds (from 1 to 120 sec.).

Table analysis

Left Window: System controllers list sorted by controller network. Select the required controllers. Inactive controllers are represented in grey.

Name: Relay name

Controller: Controller name that the relay belongs to

Num: Output number in the controller.

Physical status: Open or Close. During reading time or communication problems with the controller, a ‘**?**’ mark is displayed to show that the status is unknown.

Time activation: This column shows if a Weekly Program has been attributed to the relay:

- **V ON by weekly program**: The relay is activated because a weekly program has been attributed and the current time falls within the activation boundaries of the weekly program (‘green’ periods’). The relay is automatically activated according to time zones.
- **X OFF by weekly program**: The relay is deactivated because a weekly program has been attributed and the current time falls outside the activation boundaries of the weekly program (‘red periods’). The relay is automatically released according to time zones.
- **No text**: No weekly program has been attributed to the relay.

Note: The “WP Always” weekly program permits to trigger incessantly a relay while the “WP Never” weekly program ensues in a constant deactivation.

Latest action: Shows if the normal situation has not temporarily been affected manually or by the activation of an action, a process or a global reflex.

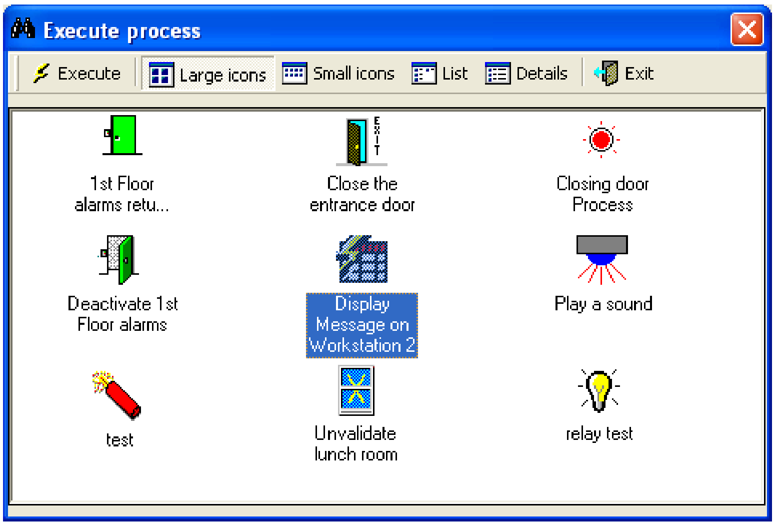
Tips & Notes

Sorting out information

The information in the table can be sorted out. Each column can serve as a sorting criterion. To organize information in an increasing order, click on the column header. To sort the information in a decreasing order, click again on the column header.

7.3. Execute Process

The following screen reassembles all processes of the database with their associated icons.



Command Buttons

Execute: Click for executing the selected process.

Large icons, Small icons, List & Details: Click on these buttons to display the existing processes with large icons, small icons, simple list or detailed list.

Exit: Click to close the “Execute Process” screen and go back to the main screen.

Note: Double-Clicking on one of the icon of the screen launches the associated process automatically.

8. “Tools” MENU

8.1. Report wizard

8.1.1. Report wizard - Basic Concepts

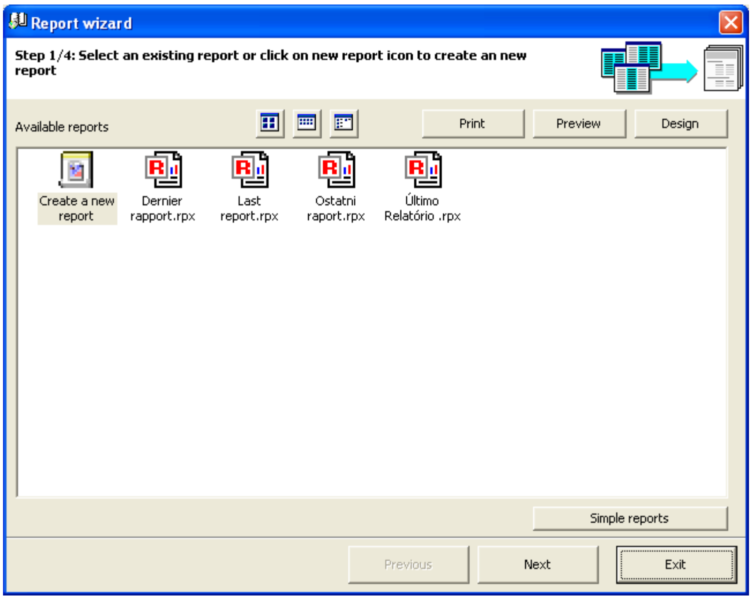
GuardPoint Pro system incorporates a powerful report wizard for generation, modification and update of personalized reports. Reports are compiled from the journal or from any other information of the database (parameters, events or modules). They are generated in the language of the application. They can be displayed, printed or exported.

Four user-friendly screens lead, step by step, the user to the widespread functions. They fit the need of the layman as well as those of the confirmed user.

8.1.2. Report wizard - Step 1 / 4: Report Selection

The first screen of the report wizard allows for consultation of existing report and creation of new ones. It is accessible via the icon of the navigation bar or via the ‘’Tools‘’ menu.

Note: The last report is automatically saved.



Step 1/4: Select an existing report or click on new report icon to create an new report

Command Buttons

Large icons, Small icons & List: The three blue icons allow the organization of the list of the existing reports into the screen.

Print: Click to print the selected report

Preview: Click preview on the screen the selected report, as it will be printed

Design: Click to re-design the report printing (for confirmed users only)

Simple reports: Click to create quickly a standard journal report or to display a journal query

Next: Click to go to the next step of the report wizard

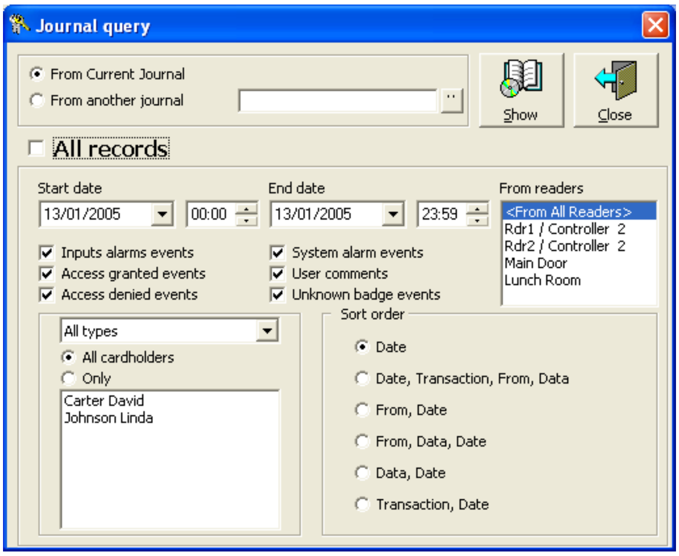
Exit: Click to close the report wizard and go back to the main screen

What to do:

- To create a pre-defined standard journal report: press the “Simple reports” button.
- To create a new report: select the ‘Create a new report’ icon from the list and press the “Next” button.
- To print an existing report: select it from the list and click on “Print” button
- To edit or export an existing report: select it from the list and click on “Preview” button
- To modify an existing report: select it from the list and click on “Next” button

8.1.2.1. Report wizard - Step 1 / 4 - Simple reports

This screen allows the creation of a standard journal report based on customized queries.



● From Current Journal
○ From another journal

☐ All records

Start date 13/01/2005 00:00 — End date 13/01/2005 23:59

From readers: <From All Readers>, Rdr1 / Controller 2, Rdr2 / Controller 2, Main Door, Lunch Room

☑ Inputs alarms events
☑ Access granted events
☑ Access denied events
☑ System alarm events
☑ User comments
☑ Unknown badge events

All types
● All cardholders
○ Only
Carter David
Johnson Linda

Sort order
● Date
○ Date, Transaction, From, Data
○ From, Date
○ From, Data, Date
○ Data, Date
○ Transaction, Date

Fields

Select the report data to display:

- **From Current Journal** (by default)
- **From another journal**: Select the journal by using the **[…] button** (with "Access" database ONLY)

All records: Check this box to display all the information available in the system; the bottom part of the screen is shaded grey. If this option is not checked, the bottom part of the screen is activated to allow the selection of the data filtering criteria.

Filtering and Sorting out data: Select the data filtering criteria from the journal

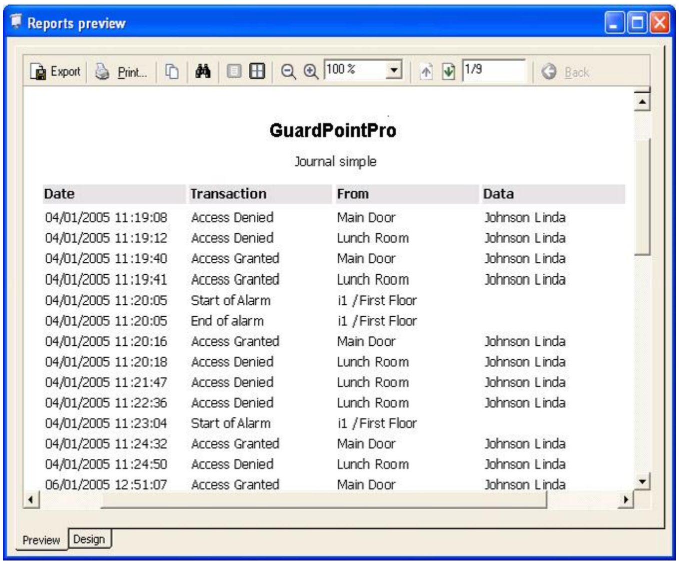
- **According to date**: Select the date and hour of the start and the date and hour of the end.
- **According to reader**: Select the required reader(s).
- **According to events**: Choose the events to keep: Inputs alarms, Access granted, Access denied, System alarm, User comments, Unknown badge.
- **According to cardholders**: Select the required cardholder(s).
- **Sort order**: Select the desired display order of the data.

Show: Click to display the report data.

Close: Click to close the report wizard and go back to the main screen.

8.1.2.2. Report wizard - Step 1 / 4 - Preview

This screen allows the preview of an existing report before printing and/or exporting.



GuardPointPro

Journal simple

Date	Transaction	From	Data
04/01/2005 11:19:08	Access Denied	Main Door	Johnson Linda
04/01/2005 11:19:12	Access Denied	Lunch Room	Johnson Linda
04/01/2005 11:19:40	Access Granted	Main Door	Johnson Linda
04/01/2005 11:19:41	Access Granted	Lunch Room	Johnson Linda
04/01/2005 11:20:05	Start of Alarm	i1 / First Floor	
04/01/2005 11:20:05	End of alarm	i1 / First Floor	
04/01/2005 11:20:16	Access Granted	Main Door	Johnson Linda
04/01/2005 11:20:18	Access Denied	Lunch Room	Johnson Linda
04/01/2005 11:21:47	Access Denied	Lunch Room	Johnson Linda
04/01/2005 11:22:36	Access Denied	Lunch Room	Johnson Linda
04/01/2005 11:23:04	Start of Alarm	i1 / First Floor	
04/01/2005 11:24:32	Access Granted	Main Door	Johnson Linda
04/01/2005 11:24:50	Access Denied	Lunch Room	Johnson Linda
06/01/2005 12:51:07	Access Granted	Main Door	Johnson Linda

Toolbar Buttons

Export: Click to export the selected report in the following formats:

- RTF - Rich Text Format
- PDF - Portable Document Format
- HTML - Hyper Text Markup Language
- XLS - Microsoft Excel
- TIF - Tagged Image Format
- TEXT

Print: Click to print after having specified printing parameters.

Copy this page in the clipboard: Click to copy the current page only

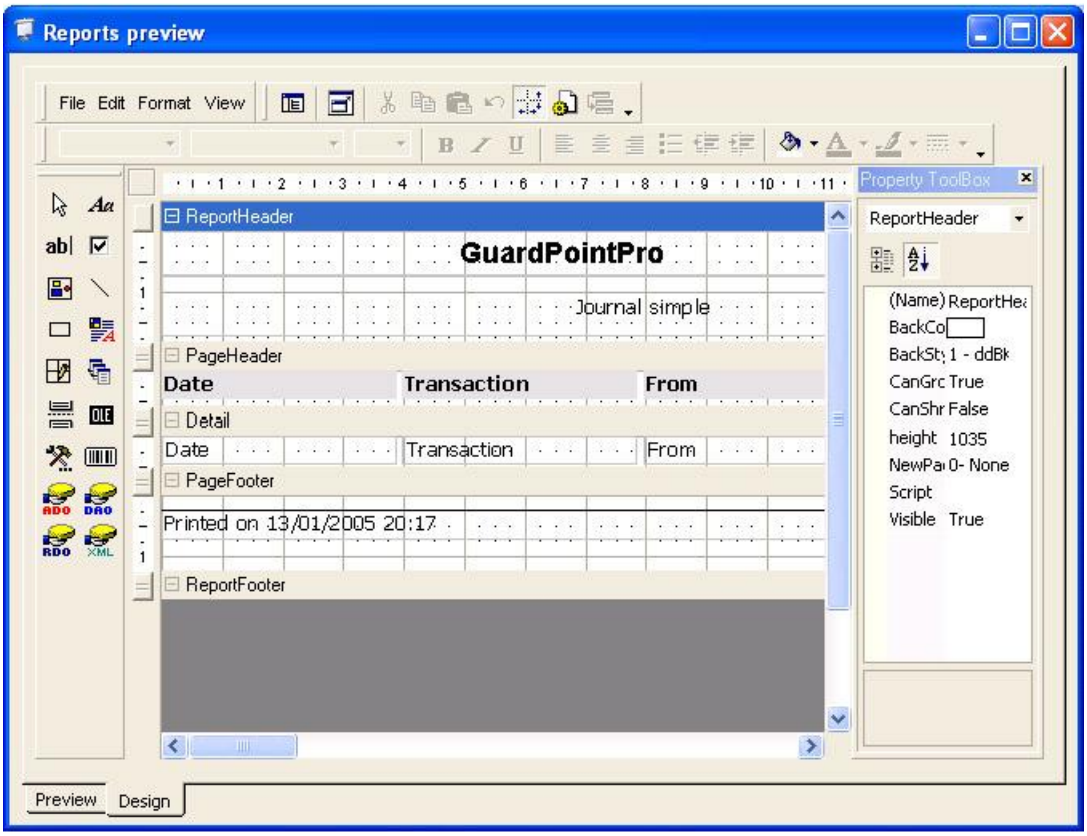
Find: Click to search for a specific word in the selected report.

Single Page, Multiple Page, Zoom Out, Zoom In, Zoom: Click to adjust the report preview.

Previous Page, Next Page, Page: Click to navigate in the report.

8.1.2.3. Report wizard - Step 1 / 4 - Design

This screen is reserved for confirmed users only. It allows the design of an existing report. Clicking on the 'Preview' tab displays the preview of the report; it is useful to check the new modifications in real time.



ReportHeader

(Name)	ReportHe:
BackCo	
BackSt	1 - ddBk
CanGrc	True
CanShr	False
height	1035
NewPa	0- None
Script	
Visible	True

Operating Mode

The Design tab is based on a professional tool of Active Report ®. In this manual we will not cover the large variety of options but we only give some basic instruction and tips:

- **Moving selected fields**: Select an existing field and drag and drop to the required position in the window.
- **Lengthen or shorten the space allocated to a field**: Select an existing field and drag the blue squares around the field to resize it.
- **Delete a field**: Select an existing field and delete it.
- **Change the text in a label/text box:** Select the field and edit the text on the 'Property ToolBox' window, in 'Caption' (for a label) or 'Text' (for a text box). Don't change 'Name'.
- **Change the font**: Select an existing field and change the font on the 'Property ToolBox' window, in the 'Font' field.
- **Add a new field or a picture**: Select the field type from the toolbar on the left and drop it in the layout. If it is a picture field, go to the "Picture" field of the 'Property ToolBox', click on the **[…] button** and browse your PC for any graphic file.
- **Change the Report Header background**: Select the Report Header window and change in the 'Property ToolBox' window, the "BackColor" field and set the "BackStyle" field to **1**.
- **Save all changes**: Select the 'File/Save' menu and save the report on the 'Reports' folder under the application folder with RPX format.

8.1.3. Report wizard - Step 2 / 4: Data Selection

This step of the report wizard and the next steps allow creating a new report or modifying the structure of an existing report. This second step enables the selection of the data source and the choice of the columns that appear in the report. By default, certain columns are automatically selected by the system. This choice and their order are easily modified.

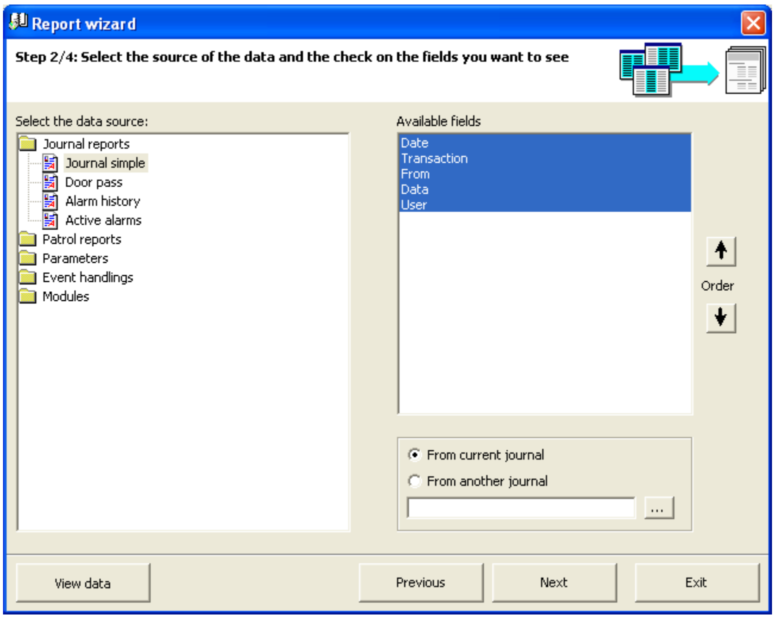
Note: This screen is also displayed at any time from any screen, by clicking on the “Print” button (“F11” function key), to display the report of the corresponding parameters.

Data displayed

Left Window: Data sources list sorted by report type. Select the required data source

Right Window: The list of available fields to display in the report. The wordings on blue background appear by default in the report; the others will not be displayed in further stages. Click on a field to include or exclude it from the selection.

Buttons [↑] & [↓]: Click on these buttons to move a selected field in order to re-order the columns in the report as required.



Step 2/4: Select the source of the data and the check on the fields you want to see

● From current journal

○ From another journal

Select the report data to display: GuardPoint Pro allow the choice of the journal (period) of the report:

- **From current journal** (by default)
- **From another journal** (with “Access” database ONLY): Select any other journal of the system by using the **[…] button**, and specify its name and its directory.

View data: Click on this button to preview the content of the data; click again on the “View data” button to quit this mode.

Previous: Click on this button to return at the previous step of the report wizard.

Next: Click on this button to go to the next step of the report wizard.

Exit: Click on this button to close the report wizard and go back to the main screen.

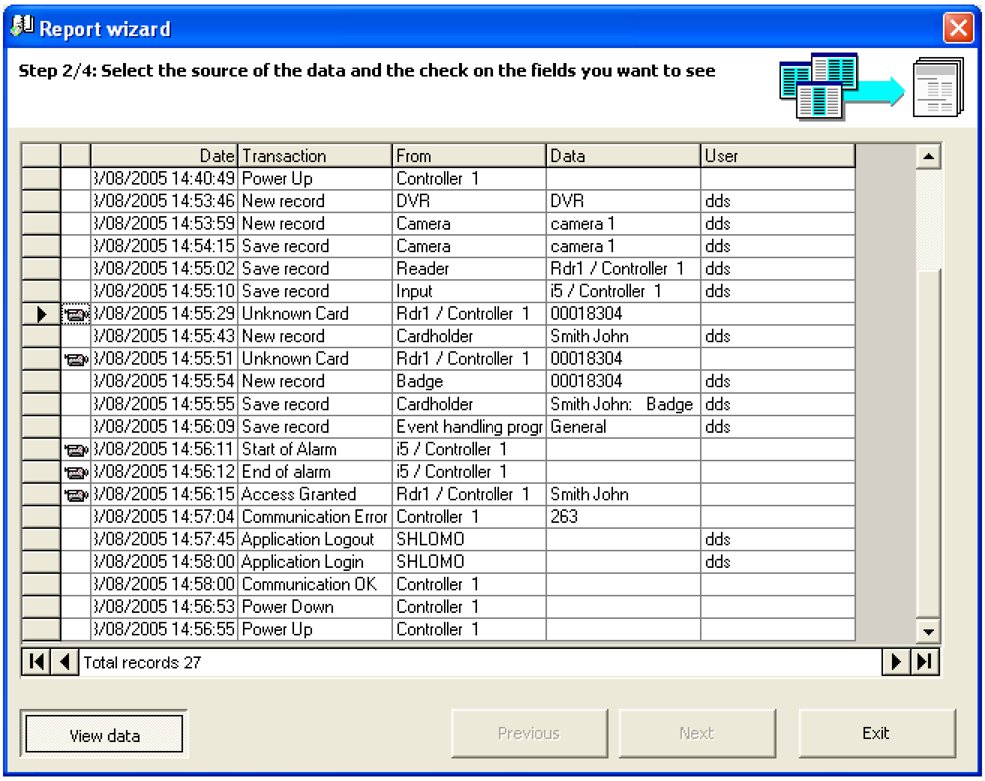
What to do:

- To display the available data sources of a report type: double-click on the required report type from the left window
- To display the available fields of a data source: click on the required data source from the left window; the list of available fields appear in the right window, some of them already selected (in blue).
- To select the required fields: click on the available fields from the right window for changing the default selection according to your requirement
- To re-order the fields as required: use the arrows button to move the fields. The “View data” button may be used to preview the data of the report.
- To continue the creation or the modification of a report: press the “Next” button to go to the next step of the report wizard

8.1.4. Report wizard - Data Viewing

Open the “Report Wizard”, click ‘Next’, select "Journal Simple" from the list of available reports and click on the “View data".

This screen allows previewing the content of the current report data at the different steps of the report wizard. Clicking on the “View data” button opens it.



Step 2/4: Select the source of the data and the check on the fields you want to see

		Date	Transaction	From	Data	User
		3/08/2005 14:40:49	Power Up	Controller 1		
		3/08/2005 14:53:46	New record	DVR	DVR	dds
		3/08/2005 14:53:59	New record	Camera	camera 1	dds
		3/08/2005 14:54:15	Save record	Camera	camera 1	dds
		3/08/2005 14:55:02	Save record	Reader	Rdr1 / Controller 1	dds
		3/08/2005 14:55:10	Save record	Input	i5 / Controller 1	dds
▶	📹	3/08/2005 14:55:29	Unknown Card	Rdr1 / Controller 1	00018304	
		3/08/2005 14:55:43	New record	Cardholder	Smith John	dds
	📹	3/08/2005 14:55:51	Unknown Card	Rdr1 / Controller 1	00018304	
		3/08/2005 14:55:54	New record	Badge	00018304	dds
		3/08/2005 14:55:55	Save record	Cardholder	Smith John: Badge	dds
		3/08/2005 14:56:09	Save record	Event handling progr	General	dds
	📹	3/08/2005 14:56:11	Start of Alarm	i5 / Controller 1		
	📹	3/08/2005 14:56:12	End of alarm	i5 / Controller 1		
	📹	3/08/2005 14:56:15	Access Granted	Rdr1 / Controller 1	Smith John	
		3/08/2005 14:57:04	Communication Error	Controller 1	263	
		3/08/2005 14:57:45	Application Logout	SHLOMO		dds
		3/08/2005 14:58:00	Application Login	SHLOMO		dds
		3/08/2005 14:58:00	Communication OK	Controller 1		
		3/08/2005 14:56:53	Power Down	Controller 1		
		3/08/2005 14:56:55	Power Up	Controller 1		

Total records 27

Data displayed

Date, Transaction, etc.: Data fields that will be printed in the final report. The report data are discribed below, row by row.

Icon 📹: A video recording is linked to this event. A context menu is displayed by clicking right on it, proposing to launch the video record linked to the corrsponding event (for use with the Video Module ONLY).

Command Buttons

Buttons [◄] & [►]: Click on these buttons to skip from one record to the next.

Buttons [|◄] & [►|]: Click on these buttons to select the first or the last record.

View data: Click on this button to exit the screen and return to the report wizard.

Exit: Click on this button to close the report wizard and go back to the main screen.

8.1.5. Report wizard - Step 3 / 4: Data Filtering

The third screen of the report wizard allows to fine tune the report by filtering the data. The fields selected in the previous screen are displayed at the top of the list. Fields non-withheld appear below the separation lines. When appropriate, fill the filtering criteria in the right window. It is possible to specify filtering criteria for fields not mentioned in the report.

Data displayed

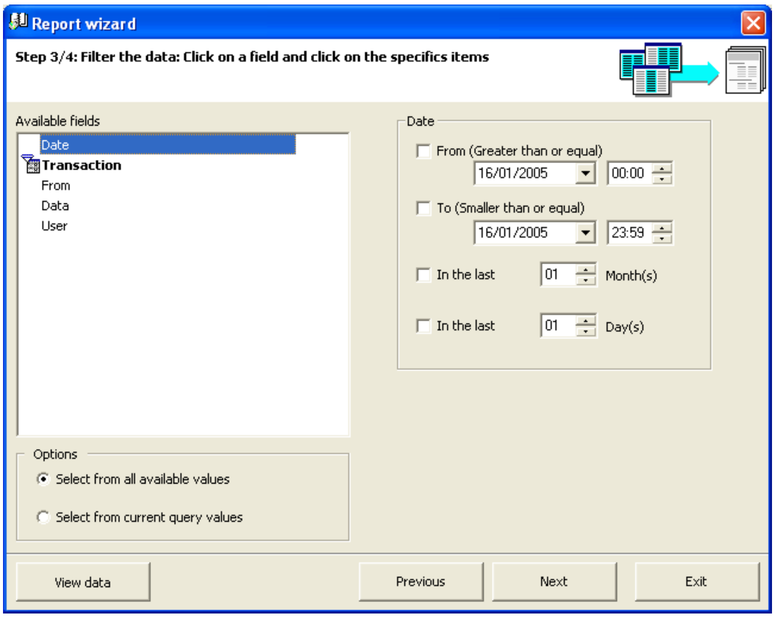
Left Window: The list of the fields. Select the fields to filter

Right Window: The filtering criteria of the selected field. Fill the criteria, if needed

Options:

- **Select from all available values**: All the data of the selected field appear on the right window
- **Select from current query values**: For restricting the criterion choice to current query.

View Data, Previous, Next, Exit: Same functions as described in the previous step.



Report wizard

Step 3/4: Filter the data: Click on a field and click on the specifics items

Available fields

Date
Transaction
From
Data
User

Date

□ From (Greater than or equal) 16/01/2005 00:00

□ To (Smaller than or equal) 16/01/2005 23:59

□ In the last 01 Month(s)

□ In the last 01 Day(s)

Options

● Select from all available values

○ Select from current query values

What to do:

- If filter is not required, press the “Next” button to go to the next step of the report wizard.
- To keep into the report only specific data: select from the left window the fields to which the data belong in order to display in the right window the associated filters:

  If the selected field has a date format, use the filters: ‘From’, ‘To’, ‘In the last X Months’, ‘In the last X Days’ for limiting the report to a specific period.

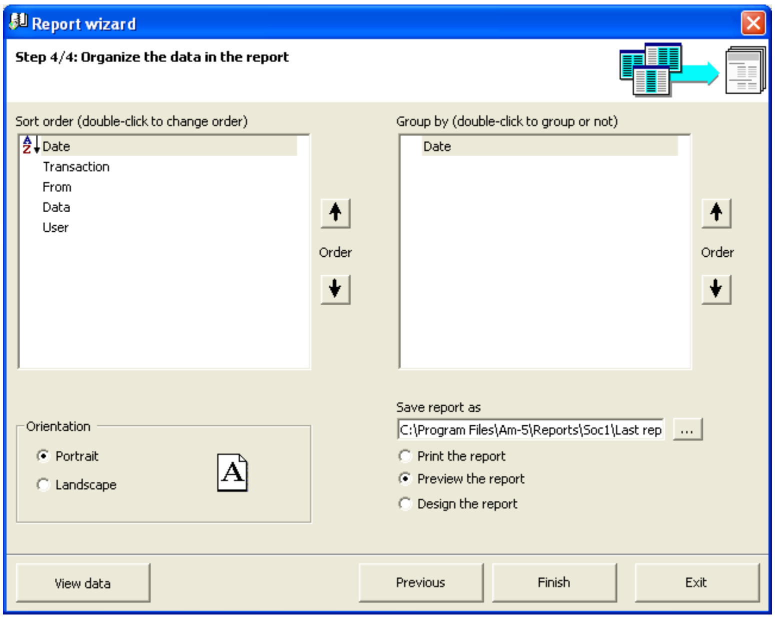
  If the selected field has a number format (i.e. Personal crisis level), use the filters: ‘Greater than’, ‘Smaller than’, ‘Equal to’ for limiting the report to one or several specific values.

  If the selected field has a Boolean format (i.e. No access during holidays), use the filters: ‘Yes / true’, ‘No / False’ for limiting the report to a specific answer.

  If the selected field has a text format (i.e. Full name), unselect the ’All’ option and then, select the data which must remain in the rapport. The ‘Select all’, ‘Select none’ and ‘Invert’ buttons may help the selection. The ‘<NULL>’ selection of the selected field allows to leave in the report only the records for which this field is empty.
- To preview the data of the report: press the “View data” button (see the “Report wizard - Data Viewing” paragraph).
- When only the data requested are filtered: press the “Next” button to go to the next step of the report wizard.

8.1.6. Report wizard - Step 4 / 4: Data Organization

This last step allows data organization before preview for printing or exporting.



Sort order (double-click to change order)

- Date
- Transaction
- From
- Data
- User

Group by (double-click to group or not)

- Date

Orientation

● Portrait

○ Landscape

Save report as: C:\Program Files\Am-5\Reports\Soc1\Last rep

○ Print the report

● Preview the report

○ Design the report

Data displayed

Left Window: Double-click on the fields for sorting it by alphabetical order or by reverse order (Z to A) or for cancelling the sorting; by default, the data are sorted alphabetically on the first field from the list.

Right Window: Double-click on the fields for grouping the sorted data by the selected criterion; by default, no field grouping is selected.

Buttons [🡡] & [🡣]: Click on these buttons to classify the sorted fields or the grouped fields by importance order.

Orientation: Specify the report orientation (Portrait or Landscape)

Save report as: Specify the name and the saving directory of the file. Accept the system choice or modify it with the **[…] button**.

What to do with the report: Print the report, Preview the report, Design the report

Finish: Click to save the report and to execute the selected option (Print the report, Preview the report or Design the report).

View Data, Previous, Exit: Same functions as described in the previous step.

What to do:

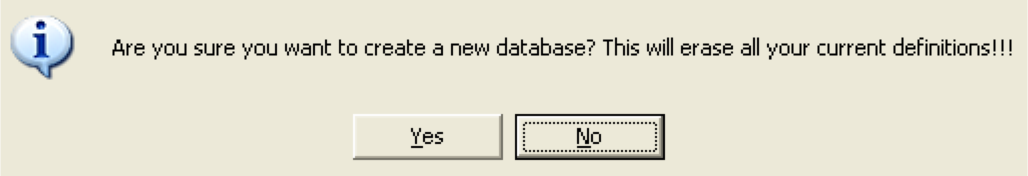
- To name the report: type the name in the “Save report as” field. This name will appear in the available reports list, in the “Report wizard - Step 1 / 4: Report Selection” screen and then, it could be opened easily.
- If sorting the report is not required: press the “Finish” button to save and preview the report, as it will be printed (see the “Report wizard - Step 1 / 4 - Preview” paragraph).
- To sort or group the data into the report: double-click on fields from the left window for data sorting or from the right window for data grouping.
- To preview the data of the report: press the “View data” button (see the “Report wizard - Data Viewing” paragraph).
- When the data are sorted or/and grouped: press the “Finish” button to save and preview the report, as it will be printed (see the “Report wizard - Step 1 / 4 - Preview” paragraph).
- To print directly the report: select the “Print the report” option and press the “Finish” button.
- To modify the structure of the report: select the “Design the report” option and press the “Finish” button (see the “Report wizard - Step 1 / 4 – Design” paragraph).

8.2. Create New Database

The GuardPoint Pro application allows the storage of several databases. The application installer has thus a constant access to all sites databases. This command permits to create a new clean database, which becomes the active database. ***This command is NOT available with SQL database***.

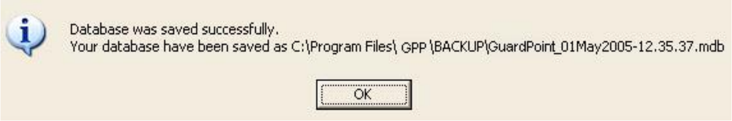
If using the Multi-company Module, this option will be available for super-users only (See the "Multi Company Module" chapter for further reference).

A warning message is displayed before applying the request in case of wrong action.



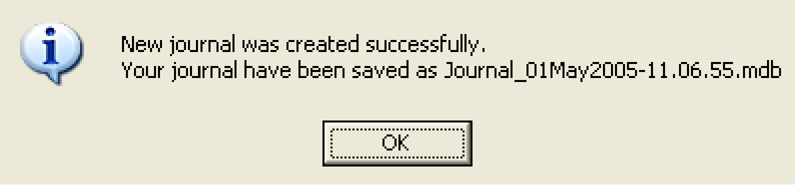
Are you sure you want to create a new database? This will erase all your current definitions!!!

Information from the current database is saved. The system displays in a message (see opposite) the name of the saved file.



Database was saved successfully.
Your database have been saved as C:\Program Files\ GPP \BACKUP\GuardPoint_01May2005-12.35.37.mdb

A database creation leads to create a new journal. The system displays in a message (see opposite) the filename, which contains the former journal.



New journal was created successfully.
Your journal have been saved as Journal_01May2005-11.06.55.mdb

The extension of the file is 'mdb' (Access database only). By default, the files are saved in the directory: "C\ProgramFiles\GuardPointPro\Backup".

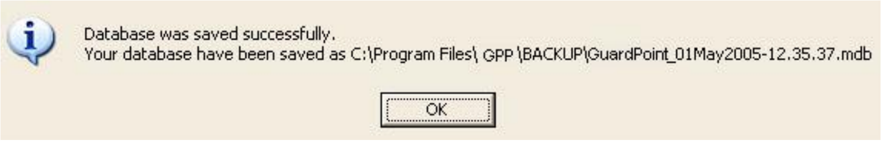
The default destination can be modified in the "Tools - Options - Files Location" screen.

8.3. Save Database

This command permits to save the database. The size of the GuardPoint Pro database cannot exceed 70Mb for good operating condition. Once a month, it is therefore advisable to clean the system of unnecessary data.

By selecting this command, the system opens a saving window with the Windows functions. By default, the system names the saving file with the current time and date automatically, but the name can be modified. To overwrite a database, select it from the displayed list and confirm or cancel the operation.

The system displays in a message (see opposite) the name of the saved file.



Database was saved successfully.
Your database have been saved as C:\Program Files\ GPP \BACKUP\GuardPoint_01May2005-12.35.37.mdb

By default, the files are saved in the directory:

"C:\ProgramFiles\GuardPointPro\Backup".

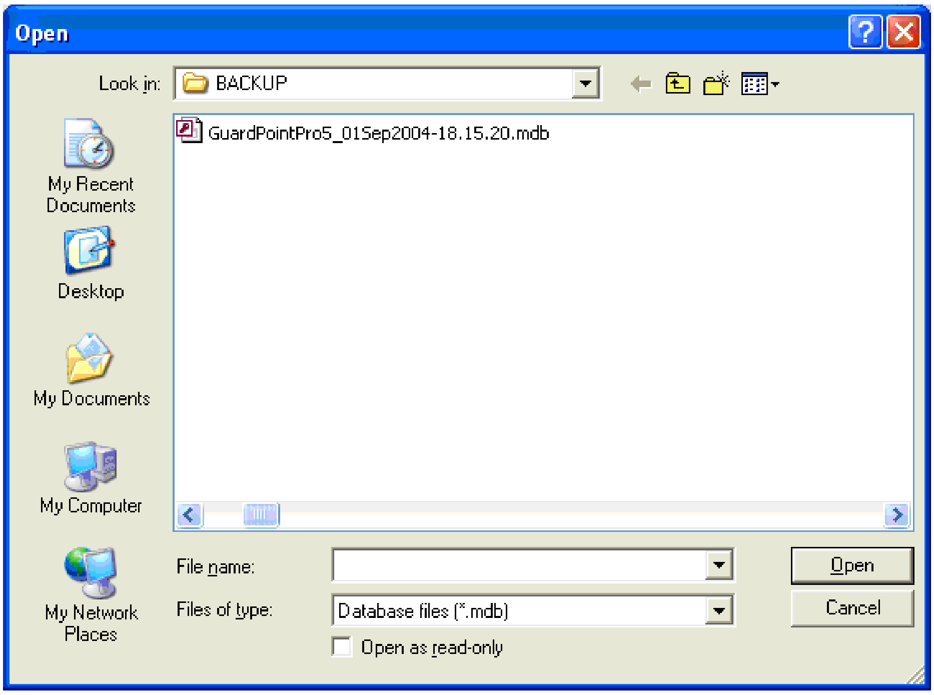
The default destination can be modified in the "Tools - Options - Files Location" screen.

8.4. Restore Database

This command permits to restore a saved database. By selecting this command, the system opens a loading window with the Windows functions.

If using the Multi-company Module, this option will be available for super-users only (See the “Multi Company Module” chapter for further reference).

To restore a database, select it from the list displayed and confirm or cancel the operation. If the operation is confirmed (and if the chosen file contains a valid GuardPointPro database), then the system saves the current database and replaces it with the new one.



Open

Look in: BACKUP

GuardPointPro5_01Sep2004-18.15.20.mdb

File name:

Files of type: Database files (*.mdb)

☐ Open as read-only

Fields

Look in: Select the folder where is located the required database. By default, the selected folder is: “C:\ProgramFiles\GuardPointPro\Backup”. This default destination can be changed in the “Tools - Options - Files Location” screen

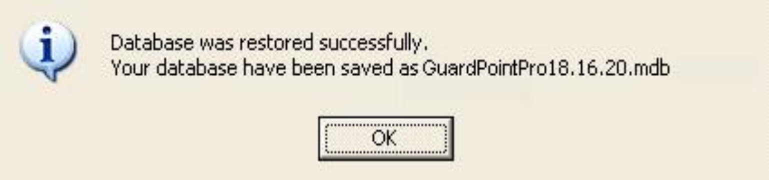
File name: Enter the filename containing the database

Files of type: Select the file type

- Database files (*.mdb): Default extension for Access database
- Database files (*.bak): Default extension for SQL database
- All files (*.*): Ability to open a database created by other applications

Open as read-only: Check this box if the database is loaded for consultation only.

Once the restoring is done, the system displays a message (see opposite), with the filename of the former database.



Database was restored successfully.
Your database have been saved as GuardPointPro18.16.20.mdb

8.5. Switch Database

This menu is automatically displayed when a secondary database (redundant connection string) is indicated in the "Tools - Options - SQL Server" screen. ***This menu is ONLY available with SQL database***. It allows switching from a database to another one (from the main database to the secondary database, and vice versa).

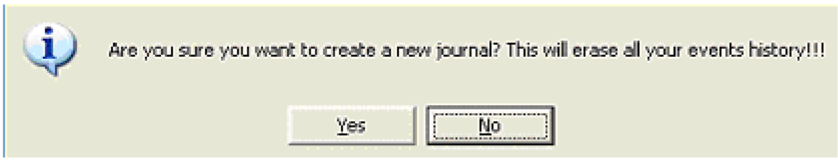
8.6. Create New Journal

A journal is a database of all the events that have occurred in the system. The GuardPoint Pro application allows the storage of several event journals and permits to consult them easily.

For good operating condition, it is recommended not to let the journal grow more than 150Mb. When the journal reaches this size, it is time to use this command for creating a new journal. This command automatically saves the current journal in a back-up file and creates a new clean one. Then, this clean journal becomes the current journal. ***This command is NOT available with SQL database***.

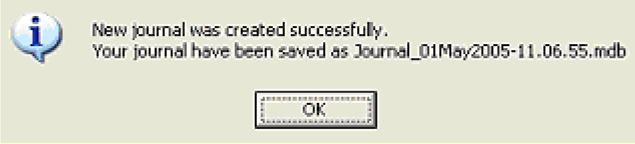
If using the Multi-company Module, this option will be available for super-users only (See the "Multi Company Module" chapter for further reference).

A warning message is displayed before applying the request in case of wrong action.



Are you sure you want to create a new journal? This will erase all your events history!!!

The system displays in a message (see below) the filename, which contains the former journal. The system automatically names the saving files with the current time and date.



New journal was created successfully.
Your journal have been saved as Journal_01May2005-11.06.55.mdb

The extension of the file is 'mdb' (Access database only). By default, the files are saved in the directory: "C\ProgramFiles\GuardPointPro\Backup".

The default destination can be modified in the "Tools - Options - Files Location" screen.

Tips & Notes

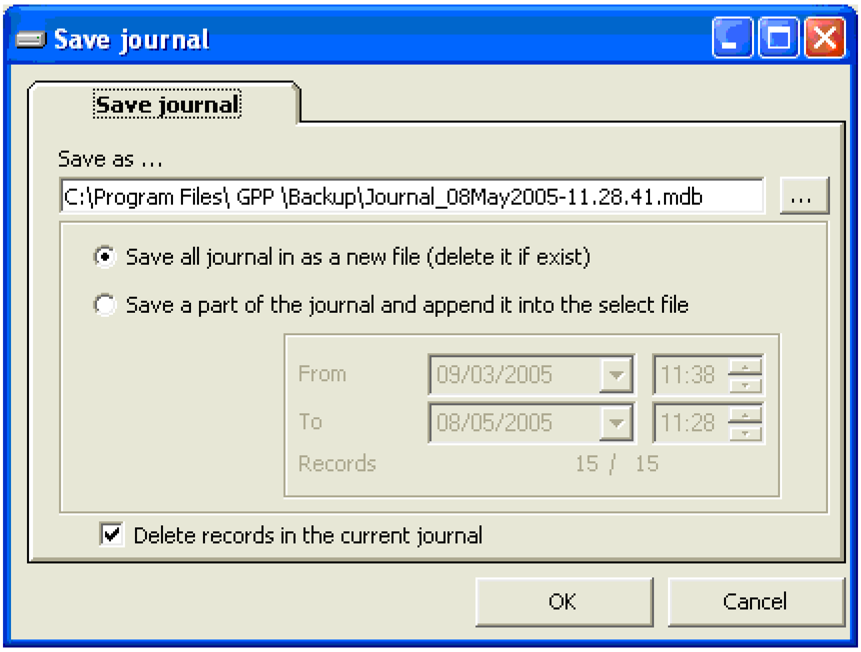
Automatic Journal creation

It can be useful to create a global reflex that will renew the journal on an automatic and a regular basis, each 2 months for example (For more details, see the "Event handling - Action" and "Event handling - Global Reflex" screens).

8.7. Save Journal

This command permits to save regularly the entire or a part of the journal. For good operating condition, it is recommended not to let the journal grow more than 150Mb.

By selecting this command, the system opens the following screen. By default, the system names the saving file with the current time and date automatically, but the name can be modified.



Save as ...

C:\Program Files\ GPP \Backup\Journal_08May2005-11.28.41.mdb

● Save all journal in as a new file (delete it if exist)

○ Save a part of the journal and append it into the select file

From 09/03/2005 11:38

To 08/05/2005 11:28

Records 15 / 15

☑ Delete records in the current journal

Fields

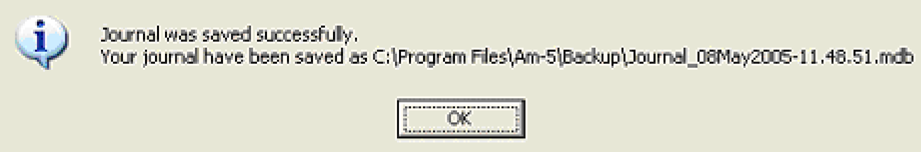
Save as: Accept or modify the name suggested or select an existing filename using the **[…] button**.

Choose one of the following options:

- **Save all journal in as a new file (delete if exists)** (default option)
- **Save a part of the journal and append it into the selected file**
  From: Specify start date and hour of journal
  To: Specify end date and hour of journal
  Records: Number of selected records and total records number

Delete records in the current journal: Default option

Once the saving is done, the system displays in a message (see below) the name of the saved file.



Journal was saved successfully.
Your journal have been saved as C:\Program Files\Am-5\Backup\Journal_08May2005-11.48.51.mdb

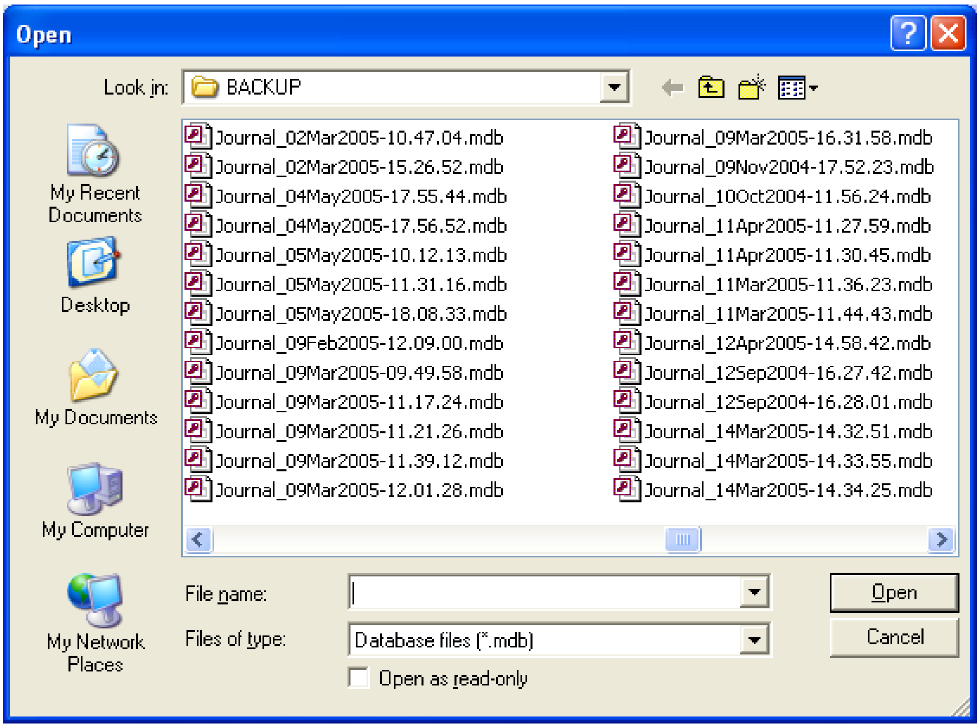
By default, the files are saved in the following directory: “C:\ProgramFiles\GuardPointPro\Backup”. The default destination can be modified in the “Tools - Options - Files Location” screen.

8.8. Restore Journal

This command permits to restore the data of a saved journal. By selecting this command, the system opens a loading window with the Windows functions.

If using the Multi-company Module, this option will be available for super-users only (See the "Multi Company Module" chapter for further reference).

To restore a journal, select it from the list displayed and confirm or cancel the operation. If the operation is confirmed (and if the chosen file contains a valid GuardPointPro journal), then the system saves the current journal and replaces it with the new one.



Look in: BACKUP

Journal_02Mar2005-10.47.04.mdb
Journal_02Mar2005-15.26.52.mdb
Journal_04May2005-17.55.44.mdb
Journal_04May2005-17.56.52.mdb
Journal_05May2005-10.12.13.mdb
Journal_05May2005-11.31.16.mdb
Journal_05May2005-18.08.33.mdb
Journal_09Feb2005-12.09.00.mdb
Journal_09Mar2005-09.49.58.mdb
Journal_09Mar2005-11.17.24.mdb
Journal_09Mar2005-11.21.26.mdb
Journal_09Mar2005-11.39.12.mdb
Journal_09Mar2005-12.01.28.mdb
Journal_09Mar2005-16.31.58.mdb
Journal_09Nov2004-17.52.23.mdb
Journal_10Oct2004-11.56.24.mdb
Journal_11Apr2005-11.27.59.mdb
Journal_11Apr2005-11.30.45.mdb
Journal_11Mar2005-11.36.23.mdb
Journal_11Mar2005-11.44.43.mdb
Journal_12Apr2005-14.58.42.mdb
Journal_12Sep2004-16.27.42.mdb
Journal_12Sep2004-16.28.01.mdb
Journal_14Mar2005-14.32.51.mdb
Journal_14Mar2005-14.33.55.mdb
Journal_14Mar2005-14.34.25.mdb

File name:

Files of type: Database files (*.mdb)

□ Open as read-only

Fields

Look in: Select the folder where is located the required journal. By default, the selected folder is: "C:\ProgramFiles\GuardPointPro\Backup". This default destination can be changed in the "Tools - Options - Files Location" screen

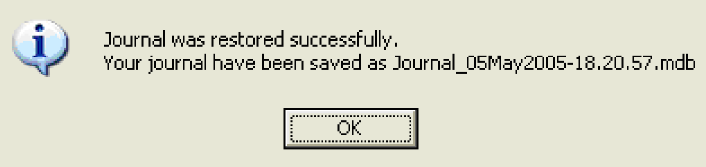
File name: Enter the filename of the journal

Files of type: Select the file type

- Database files (*.mdb): Default extension for Access database
- Database files (*.jrn): Default extension for SQL database
- All files (*.*): Ability to open a journal created by other applications

Open as read-only: Check this box if the journal is loaded for consultation only.

Once the restoring is done, the system displays a message (see below), with the filename of the former journal.



Journal was restored successfully.
Your journal have been saved as Journal_05May2005-18.20.57.mdb

8.9. Cardholders Import Profile

Usually the employees' database is created and kept up-to-date in the human resource department. All databases compatible with ODBC (Open DataBase Connectivity like SQL server, Oracle, MS Access, etc.) can easily be transferred to the GuardPoint Pro application. The cardholder database information can include cardholder, badge, access group and department records.

By default the system provides two Data Sources (DSN): Microsoft Access and Microsoft Excel.

Operating mode

- Create a DSN from the ODBC DS Wizard (consult ODBC help for further information) or used one of the DSN created by default (HRAccess and HRExcel).
- Check that the table format is compatible with GuardPoint Pro or write a request to modify it.
- Define an import database profile, as described hereafter, and import the table.
- In the "Event Handling – Action" screen, create and execute the action "Import Cardholders" with the selected profile.

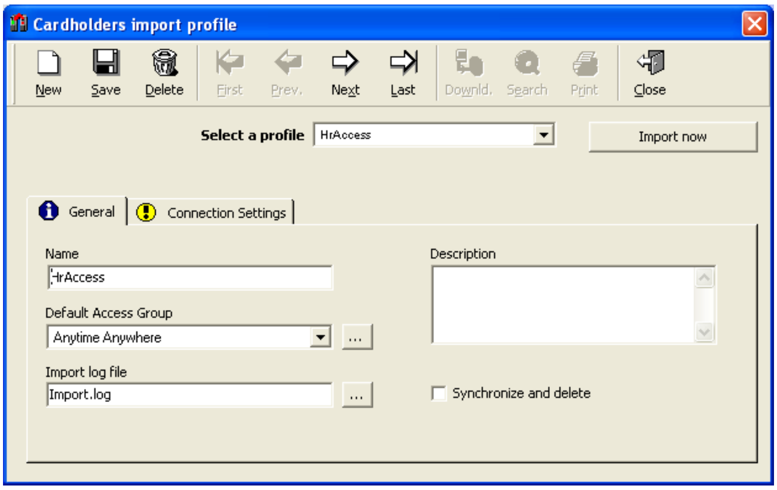
Tips & Notes

Export the employees' database

To export an employees' database, create an action with the "Export Existing Report" type, in the "Event Handling - Action" screen.

8.9.1. Cardholders Import Profile - General

This screen allows the import profiles creation.



Select a profile: HrAccess

Name: HrAccess

Description:

Default Access Group: Anytime Anywhere

Import log file: Import.log

□ Synchronize and delete

Fields

Select a profile: Choose a profile; two profiles have been provided by default (HrAccess and HrExcel).

Import now: Press on this button to launch the import operation.

Name: Name the new import profile.

Default Access Group: Specify the default access group defining the profile or create a new one with the **[…] button**.

Import log file: Specify the filename of the import log file that records information about the import process. The beginning and end of import messages will be displayed in the log screen. By default the name of this log file is "Import.log" and is located in the GuardPointPro running directory. To modify this location, click on the **[…] button**. See also the "Import Database Log only errors" option in the "Tools - Options - Server" screen.

Description: Describe the new import profile

Synchronize and delete: Check this box for deleting existing cardholders if they do not appear in the employees' database.

Note: It is not recommended to use this function when the database is a combination of different databases from different sources. Cardholders that do not belong to the remote database will be removed from the GuardPointPro database.

8.9.2. Cardholders Import Profile - Connection Settings

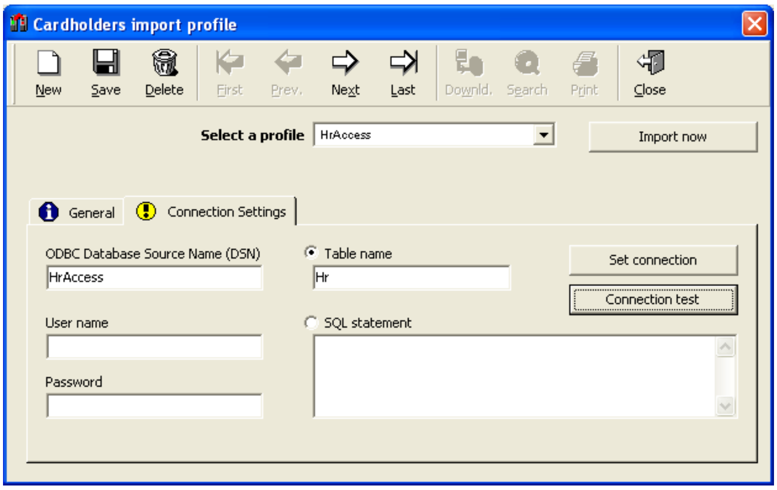
ODBC (Open DataBase Connectivity) is a standard database access method for accessing any data from any application, regardless of which DBMS (DataBase Management System) is handling the data. DBMS is a collection of programs that enables you to store, modify, and extract information from a database.

ODBC manages this by inserting a middle layer, called a database driver, between an application and the DBMS. The purpose of this layer is to translate the application's data queries into commands that the DBMS understands. For this to work, both the application and the DBMS must be ODBC ‘compliant’, that is, the application must be capable of issuing ODBC commands and the DBMS must be capable of responding to them.

ODBC used SQL as a data access standard. SQL (Structured Query Language) is a standardized query language for requesting information from a database. SQL is being supported by PC database systems because it supports distributed databases (databases that are spread out over several computer systems). This enables several users on a local-area network to access the same database simultaneously.

The ODBC standard allows a link between GuardPoint Pro and the client database.

The following screen allows the import profiles definition. It is possible to import a table or to execute an SQL query.



Select a profile: HrAccess

ODBC Database Source Name (DSN): HrAccess

User name:

Password:

● Table name: Hr

○ SQL statement:

Fields

Select a profile: Choose a profile.

Import now: Press on this button to launch the import operation.

ODBC Database Source Name (DSN): Name the database connection.

User name: Enter a user name.

Password: Enter a password.

Choose one of the following options:

- **Table name**: Enter the name of the table containing the data information.
- **SQL statement**: Type in the request that selects the records to import and defines a new table format compatible with GuardPoint Pro.

Set connection: This button is a shortcut to ODBC user data source, which stores information about how to connect the indicated data provider (refer to ODBC help for further information).

Connection test: Select to check that the database has been successfully opened.

8.9.3. Default profiles

By default, two profiles with identical fields are supplied: HrAccess and HrExcel. These profiles use respectively the ‘Hr.mdb’ and ‘Hr.xls’ files located in the GuardPoint Pro folder. The user may fill the first or the former file uncaringly by using Microsoft Access or Microsoft Excel, with the cardholders’ details to import. Once the file filled, the file can be imported by launching the import operation under GuardPoint Pro.

Example

The fields of the ‘Hr.xls’ file are built as follows :

Number	Last Name	First Name	Type	Badge	Technology	Company	Etc…
201	Smith	John	1	12345678	1		
202	Johnson	Linda	0	22334455	1		

Note: In these two files, the name of the fields cannot be modified. The two first fields are MANDATORY.

Fields

Number: Mandatory field. Use unique values (no duplications). Modifying this number after the first import will create a new cardholder in the access control database.

Last Name: Mandatory field.

First Name: Optional field. First or last name may be recurring, but not both jointly. For example, two John Smith cannot be created.

Type: Optional numerical field (0-Visitor, 1-Employee, 2-Guard, 3-Deleted).

Badge: Optional alphanumerical field. Up to 8-digit code, authorized digits: 0 to 9 and A to F.

Technology: Optional numerical field (1-Magnetic, 2-Bar code, 3-Wiegand, 4-Smart card 1, 5-Smart card 2, 6-Smart card 3, 7-Touch, 8-Radio).

Company: Optional free text.

Department: Optional free text.

Office Phone: Optional free text.

Access Group: Optional free text. Use the same name as in the access control application; if not a new access group will be created.

PIN code: Optional numerical field. Up to 4-digit number, authorized digits are 0 to 9.

To Date: Optional date field; set the same format as your Windows regional settings.

Validated: Optional numerical field (0-Not validated, 1-Validated)

Street: Optional free text.

City: Optional free text.

ZIP: Optional free text.

Personal Phone: Optional free text.

Description: Optional free text.

Car Number: Optional free text.

ID: Optional free text.

Supervisor: Optional numerical field (0-Supervisor, 1-Not supervisor).

Label 1 to 4: Optional free text.

Tips & Notes

Existing Cardholders Database Update

The cardholders import procedure allows updating existing cardholders by using source databases (HR.xls, HR.mdb, etc.), even when this database does not contain a 'Last Name' column.

However, the following cases are considered errors:

- A new cardholder without a Last Name.
- An existing cardholder without last name, i.e., when the 'Last Name' column is present at the source database but the field has been deleted.

Importing of 'Lift program' and 'Parking Users Group'

Importing cardholders with their Lift program name or their Parking Users Group name is possible by adding two columns in the source database file (HR.xls, HR.mdb, etc.). The column headers in the source HR file must bear exactly the following names:

- **Lift program**
- **Parking Users Group**

When using a Microsoft Excel file, make sure that the two columns are included in the "HR" range.

Note: The range of the included cells can be edited with Excel through 'Insert - Name - Define'. In that screen, select the HR and edit the range details at the bottom field of that window.

Updating the deleted employees

GuardPoint Pro supports the import of type 'Deleted'. The value 3 in the column "Type" means cardholder deleted. This way cardholders can be deleted even when the 'Synchronize and Delete' option is not checked.

8.9.4. More on SQL statement

The SQL statement is a request that selects the records to import and defines a new table format compatible with GuardPoint Pro.

The field "Number" is a primary key field which corresponds to the "Number" field of the "Cardholder" screen in GuardPoint Pro. The "Last Name" field is also mandatory.

The following rules needs to be respected:

- Each cardholder receives a unique cardholder number.
- Names are case sensitive.
- The first and last names combination has to be different for each cardholder; first or last name may be repeat, but not both.
- Cardholders that do not belong to the remote database are removed from the GuardPoint Pro database, when the option "Synchronize and delete" is selected.
- New access group names are automatically created in the GuardPointPro database
- If an imported badge number is already allocated to an existing cardholder in the GuardPointPro database, the old badge is removed from the existing cardholder and the ID number is associated to the imported cardholder.
- If an imported cardholder has already a badge in the GuardPointPro database, the system is deleting the other badge.

Example

This example explains how to import cardholders from a database that has a different structure (different fields name, etc.):

1. Create a simple database:

- Create an empty database under MS Access and save it under “db1.mdb”
- Create a table with 4 columns and name each column (ex. Index, First, Last, Badge)
- Save the table with a significant name as “users”
- Enter at least 2 data lines for 2 cardholders (for card codes keep 8 digits)
- Save and close this database

2. Create the import profile:

- Start GuardPoint Pro and create a new cardholders import profile
- Name this profile and select the second tab “Connection Settings” and click the “Set connection” button
- On the “User DSN” tab, click the “Add” button and select “Microsoft Access” from the displayed list
- In the “Data Source Name” field type a logical name (ex. MyHRimport) and click on the “Select” button for selecting the previous Access database (db1.mdb)
- Click twice on the “OK” button to go back to the import profile screen.
- In the “ODBC” field, type the name that corresponds to the data source (MyHRimport)
- Select the “SQL Statement” option for entering the following SQL query:

  SELECT [Index] AS [Number], [Last] AS [Last Name], [First] AS [First Name], Badge FROM users

- Save and click on the “Connection test” button; the “Database connection successful” message must be displayed. By doing this the application confirms both the connection to the external DB and also the query syntax.

3. Automatic import:

Now, the external database is connected. It just needs to create an “Import Cardholders” action with the selected profile and create the associated process and global reflex and then the import can be done automatically, triggered either by an event (input alarm, card pass, etc.) or at a predefined schedule.

8.10. Create a group of badges

This menu allows creating or removing a group of badges in a single command.

It is accessible via the “Parameter - Badge” or “Tools - Create a group of badges” menu.

Refer to the “Group of Badges” paragraph for further information.

8.11. Options

This screen defines the different using parameters of GuardPoint Pro. It is divided into eight tabs:

- Files location
- Language
- Communication
- Journal / log screen
- Messages
- General
- Server
- SQL Server

At the botton of each tab, three buttons are always displayed:

- **Restore default values**: Click for recovering the original configuration.
- **OK**: Click for saving the new changes and back to the main screen.
- **Cancel**: Click for cancelling the new changes and back to the main screen.

8.11.1. Files Location

This tab defines the folder location of the database files and the background picture of the main screen.

Fields

Databases folder: Choose the database files location:

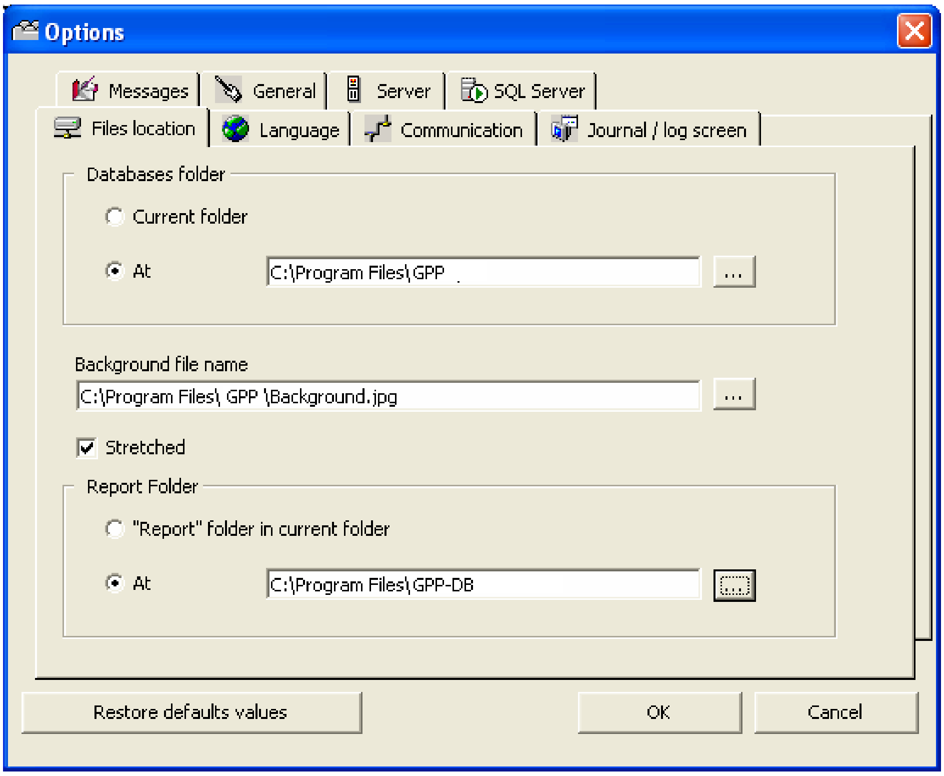
- **Current folder**: The software folder, by default.
- **At**: Indicate the desired databases directory by using the **[…] button**.

Background filename: Select the desired file by using the **[…] button**.

Stretched: Check this box to stretch the selected background picture on the entire screen.

Report folder: Choose the reports files location:

- **“Report” folder in current folder**: The software folder, by default.
- **At**: Indicate the desired directory by using the **[…] button**.



Databases folder

○ Current folder

● At C:\Program Files\GPP

Background file name C:\Program Files\ GPP \Background.jpg

☑ Stretched

Report Folder

○ "Report" folder in current folder

● At C:\Program Files\GPP-DB

8.11.2. Language

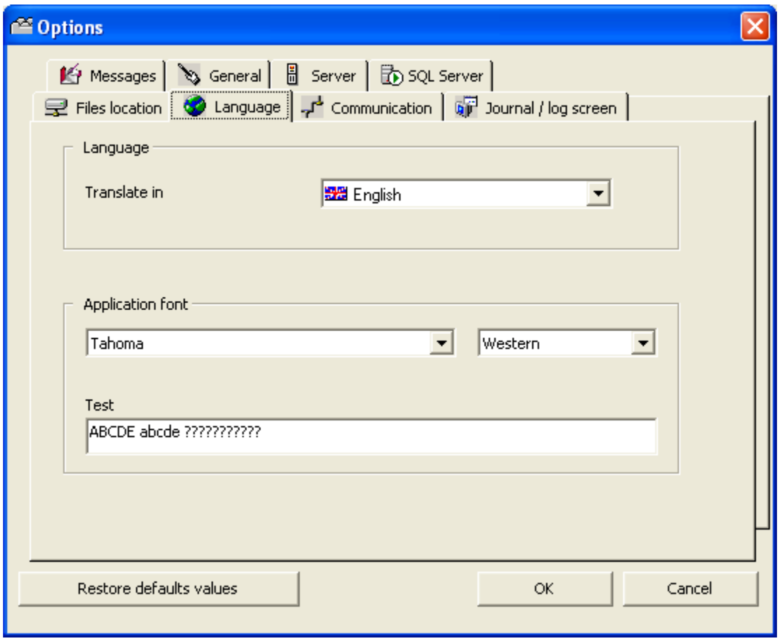
GuardPoint Pro supports many languages. Specify the requested language and confirm your choice. Screens and functions are translated instantaneously, with no need to reboot the application.

Fields

Translate in: Select from the list the required language. All screens and menus will be translated.

Application font: Select the desired font. It concerns all menus and screens.

> **Font according to the language**: Select the font type according to the alphabet used (Chinese, Western, etc.)
>
> **Test**: Example that serves for checking how the selected font is displayed.



Language

Translate in: English

Application font

Tahoma | Western

Test

ABCDE abcde ???????????

8.11.3. Communication

Default communication parameters are defined in this tab. ***This tab will NOT be displayed if the application runs as a Workstation***.

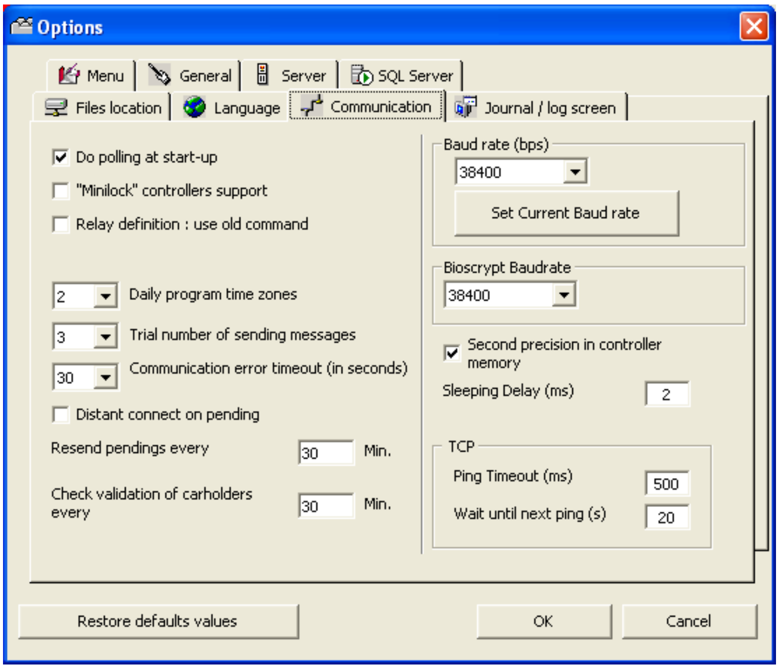
Fields

Do polling at start-up: Check this box to execute polling when loading the application. By default, this option is selected. The polling can be manually stopped by choosing the "Communication - Stop Polling" menu.

"Minilock" controllers support: Check if this specific controller is used.

Relay definition: use old command: Check if IC Controller revision B controller is used.

Daily program time zones: Choose among 2 (by default) or 4 for modifying the number of daily programs (consult also the "Daily Program" chapter).



☑ Do polling at start-up

☐ "Minilock" controllers support

☐ Relay definition : use old command

2 Daily program time zones

3 Trial number of sending messages

30 Communication error timeout (in seconds)

☐ Distant connect on pending

Resend pendings every 30 Min.

Check validation of carholders every 30 Min.

Baud rate (bps): 38400

Bioscrypt Baudrate: 38400

☑ Second precision in controller memory

Sleeping Delay (ms): 2

TCP

Ping Timeout (ms): 500

Wait until next ping (s): 20

Trial number of sending messages: Choose between 1 to 10 (3 by default) for modifying the number of times a command will be sent to the controller in case of absence of communication between PC and controller (see the "Time out delay" paragraph in the "Controller Network" chapter). If the command is still not received, this command joins the "Pending" commands and the PC will try to send it with the other pending commands once the communication established (see the "Resend pending" option below).

Communication error time out (in seconds): Choose between 1 to 300 (30 by default) for modifying the delay beyond which the computer will signal a communication problem, in case of absence of communication between PC and controller (see the "Time out polling" paragraph in the "Controller Network" chapter).

Distant connect on pending: Check this box for performing modem dial-up when pending commands are sent (see the 'Updating dial up controllers' section).

Resend pending every X Min.: Enter a value (30 by default). Pending commands are commands that a controller has not received (usually in case of a communication problem) and will be sent again, by default, every 30 minutes (default value) till the communication recovering.

Check validation of cardholders every X Min.: Enter a value (30 by default). Every 30 minutes (default value), the program checks if new cardholders need validating or invalidating, in which case the corresponding cardholders definitions are sent to the controllers. The default frequency of this checking (30 minutes) may be modified here.

Baud rate (bps): Select from the list the controller baud rate. This rate is the same for all the controllers.

> **Set current Baud rate**: Click on this button for sending immediately the selected baud rate to all the controllers.

Bioscrypt Baud rate: Select from the list the biometric reader baud rate. This rate is the same for all the biometric readers.

Second precision in controller memory: Check this box for setting the controllers to send the exact seconds value of an event. A one-time init of all controllers is required after this setting is being changed.

Sleeping Delay (ms): Waiting delay between two consecutive commands that PC sends to the controllers.

TCP:

> **Ping Timeout (ms)**: Maximum delay that PC gives to the TCP/RS485 converter to answer after a Ping (question from the PC to the converter).
>
> **Wait until next ping (s)**: When the TCP/RS485 converter does not answer after the first ping, the PC awaits this delay before pinging it again.

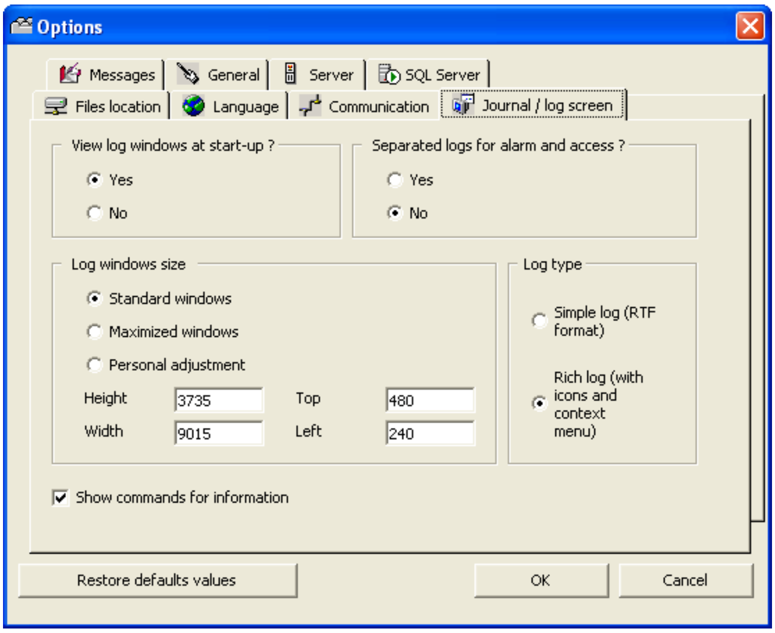
8.11.4. Journal / Log Screen

This tab allows the log window customizing.

The log display is a temporary linear colour display that indicates events as they occur in the system. The events are displayed as they take place (consult also the “View / Clear Log” chapter).

Changes take effect instantaneously, no need to reboot the application.

Fields



Options

View log windows at start-up ?
● Yes
○ No

Separated logs for alarm and access ?
○ Yes
● No

Log windows size
● Standard windows
○ Maximized windows
○ Personal adjustment

Height	3735	Top	480
Width	9015	Left	240

Log type
○ Simple log (RTF format)
● Rich log (with icons and context menu)

☑ Show commands for information

View log window at start-up: Select ‘Yes’ or ‘No’ as required.

Separated logs for alarm and access: Select ‘Yes’ in order to divide the log window in two parts: one with the access and system messages, and the other with the alarm messages. By default, a single log shows access, alarms and system messages.

Log window size: To modify the size of the log window, choose among the following options:

Standard window: By default (Height: 3735, Width: 9015, Top: 480, Left: 240).
Maximized window: Depends on the screen definition.
Personal adjustment: Specify the required values for height, width and the window positioning at the top and at the left.

Log type:
Simple log: By default
Rich log (with icons and context menu): Enables using a right-click menu with some shortcut option at the main log. Such as getting historical video records from the events rows of the log (see details at the “Rich Log” paragraph).

Show commands for information: Check this box for showing the system commands in the log display. This option is purposed for application developers mostly; this is the reason why it is not selected by default.

8.11.5. Messages

This tab gives the possibility to choose which are event types to save in the journal and which are event types to display on the log. In this last case, it is possible to modify the messages colour of the log (see also the “View / Clear Log” chapter).

Changes take effect instantaneously, no need to reboot the application.

By default, all event types are saved in the journal and most of them are viewable on the log window.

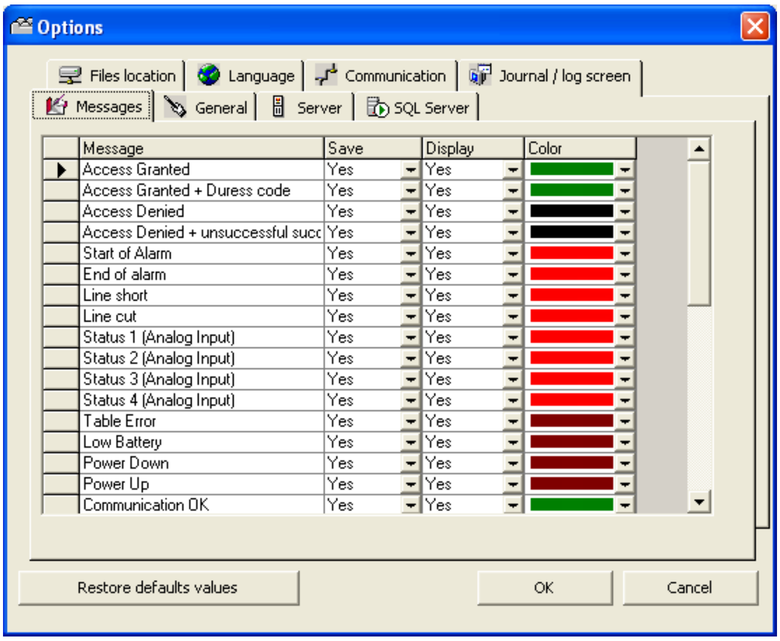
Fields

Message: Name of the event type.

Save: Select ‘Yes’ for saving this event type in the journal.

Display: Select ‘Yes’ for displaying this event type on the log.

Colour: Select the message colour for log display; consult the “View / Clear Log” chapter for the default colours of the messages.



Message	Save	Display	Color
Access Granted	Yes	Yes	🟩
Access Granted + Duress code	Yes	Yes	🟩
Access Denied	Yes	Yes	⬛
Access Denied + unsuccessful succ	Yes	Yes	⬛
Start of Alarm	Yes	Yes	🟥
End of alarm	Yes	Yes	🟥
Line short	Yes	Yes	🟥
Line cut	Yes	Yes	🟥
Status 1 (Analog Input)	Yes	Yes	🟥
Status 2 (Analog Input)	Yes	Yes	🟥
Status 3 (Analog Input)	Yes	Yes	🟥
Status 4 (Analog Input)	Yes	Yes	🟥
Table Error	Yes	Yes	🟫
Low Battery	Yes	Yes	🟫
Power Down	Yes	Yes	🟫
Power Up	Yes	Yes	🟫
Communication OK	Yes	Yes	🟩

Tips & Notes

Audit of the Database changes

To perform an audit of the database modifications entered by different users, save (and eventually display) the following event types:

- New Record,
- Save Record,
- Delete Record.

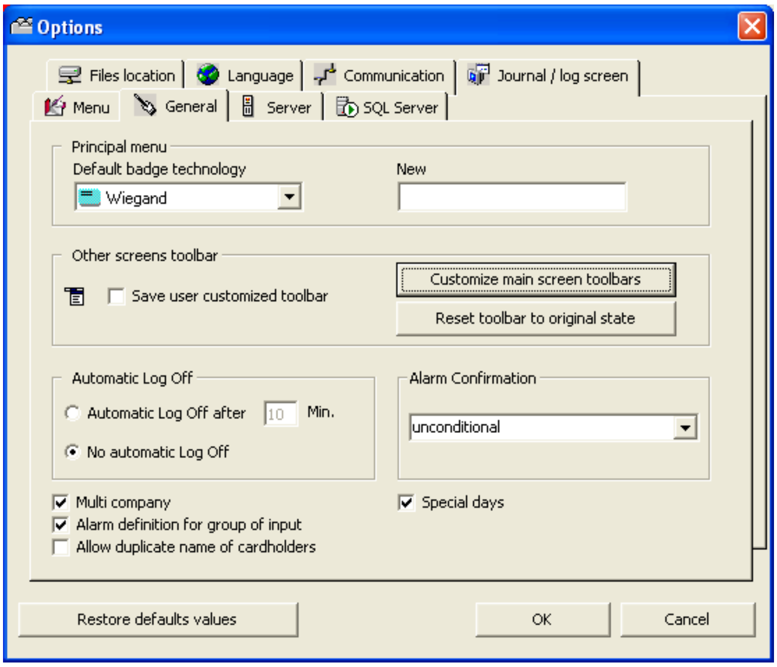
Then, for each record modification, the following information is accessible:

- What: Record creating, changing or deleting
- Which Screen: Name of the screen in which the database modification has been done
- Which Record: Name of the record on which the modification has been done
- Details of the modification (for badges and cardholders): Old value => New value
- Who: Name of the user which has modified the record

8.11.6. General

This screen defines default values for some parameters like badge technology, badge code, main screen toolbar and automatic log off.

Fields



Options

Principal menu

Default badge technology: Wiegand

New:

Other screens toolbar

□ Save user customized toolbar

Customize main screen toolbars
Reset toolbar to original state

Automatic Log Off

○ Automatic Log Off after 10 Min.

● No automatic Log Off

Alarm Confirmation: unconditional

☑ Multi company

☑ Alarm definition for group of input

□ Allow duplicate name of cardholders

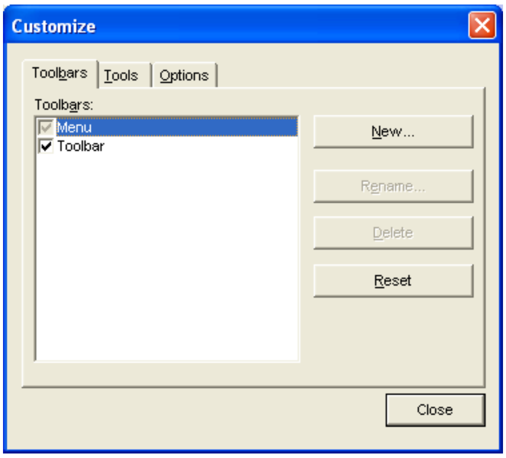
☑ Special days

Badge:

Default badge technology: Each site works generally with a main badge technology; the system creates new badges using the technology, which is selected here, without having to specify the technology used at each badge creating.

Default Badge Code: Type a beginning card code common to all badges, if needed; this is useful when the site code is not written on the badges.

Main screen toolbar: A customized toolbar gives added flexibility to the system:



Customize

Toolbars:

☑ Menu

☑ Toolbar

Save user customized toolbar: Check this box for keeping the customized toolbars after restarting the application; if this box is unchecked, all customized toolbars will be lost after closing the application.

Customize main screen toolbars: Click on this button to display the customize screen here opposite in order to create or modify toolbars. For more details, see the "Personalized Navigation Bar" paragraph.

Reset toolbar to original state: Click on this button to recover the toolbars at their original state. This leads to delete all customized toolbars.

Automatic Log Off:

Automatic Log Off after X Min: Check this box for locking automatically the session after X minutes of inactivity. The login will be performed after typing the username and its password.

No automatic Log Off: Option (by default) for cancelling the Automatic Log Off of the session.

Alarm Confirmation: Select the active alarm confirmation mode for the "Active Alarms" screen:

> **Unconditional**: At any moment the user can confirm the acknowledge of an alarm, no matter if this alarm is currently active or not. This action allows the alarm to disappear from the active alarm list.
>
> **While input is ON: do not enable**: The user is not allowed to confirm the acknowledge of an alarm, if this alarm is currently active or if there is a communication failure with the relevant controller.
>
> **While input is ON: warn user**: At any moment the user can confirm the acknowledge of an alarm, but when this alarm is active a warning message appears before confirming with the alternative to confirm this alarm or not.

Multi company: Check this box to display the multi-company fields where appropriate (see "Multi Company Module" section). This option requires that the plug has the Multi Company Module (the letter "M" is included in the plug definition).

Alarm definition for group of input: Check this box for displaying the fields related to input groups in the "Input - Alarm status" screen and defining an input group weekly program in the "Event-Handling Program – Alarms" screen.

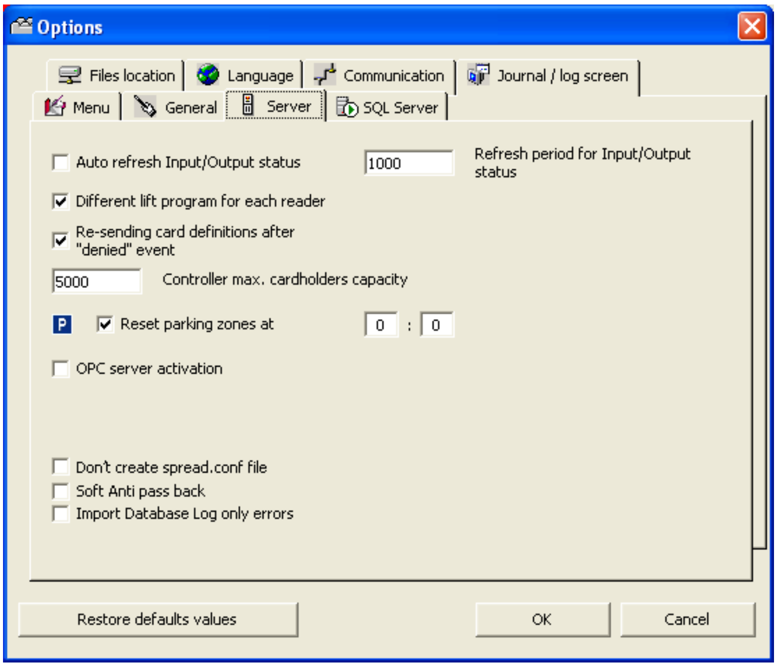
Allow duplicate name of cardholders: Check this box for creating cardholders with the same last and first name. In this case, it is necessary to enter a unique number per person in the "Number" field of the "All cardholders" screen.

Special days: Check this box for adding two supplementary daily programs (S1-S2). See more details at the "Weekly Program" chapter.
Note: This feature requires a supporting firmware, please check with your vendor.

8.11.7. Server

This tab customizes options, which are only available from the PC server. ***This tab will NOT be displayed if the application runs as a Workstation***.

Fields



☐ Auto refresh Input/Output status

1000 Refresh period for Input/Output status

☑ Different lift program for each reader

☑ Re-sending card definitions after "denied" event

5000 Controller max. cardholders capacity

P ☑ Reset parking zones at 0 : 0

☐ OPC server activation

☐ Don't create spread.conf file

☐ Soft Anti pass back

☐ Import Database Log only errors

Auto refresh input/Output status: Check this box for the automatic refresh of the I/O physical status in the "Active Alarms" screen.

Refresh period for Input/Output status: Type the refresh delay in milliseconds (1000 by default).

Different lift program for each reader: Check the box for using a different lift program per reader (see "Lift Module" section). *This feature is required the use of EPROM IC Controller from 01/03/2003 or later.*

Re-sending card definitions after "Denied" event: Check this box for downloading instantaneously card information in case of access denial; when the cardholder will instinctively present his badge for a second reading, access authorization will be based on up-to-date card information.

Controller max. cardholders capacity: When creating a new badge, a unique identification number is associated to the badge, filling an allocation table in the controller. Generally, the systems can create badges till the maximum capacity limit (defined by the plug). But deleting badges causes in the badge allocation table suspends, which can slow down the allocation process if the table has an important size. Type here the cardholders maximum capacity limit (5000 by default) in order to reduce this risk of slowing down. The limit must be lower than the plug and controller (RAM and ROM) capacities.

Reset parking zones at X:X: Check this box for daily resetting all parking zone counters; each day at the fixed time specified in the 2 boxes (hh:mm), all parking spaces will be free (see "Parking Module" section).

OPC server activation: Check this box to enable the integration of GuardPoint Pro with build-in OPC client applications, in order to control and execute GuardPoint Pro commands from a SCADA application. This option requires that the plug has the OPC Module (the letter "O" is included in the plug definition). Consult the Appendix A about OPC server for further explanations.

Don't create spread.conf file: Check this box in order to set the application not to create automatically the file spread.conf each start-up. This feature is only needed in the rare cases when it is needed to create the Spread configuration file manually. (Advanced users only).

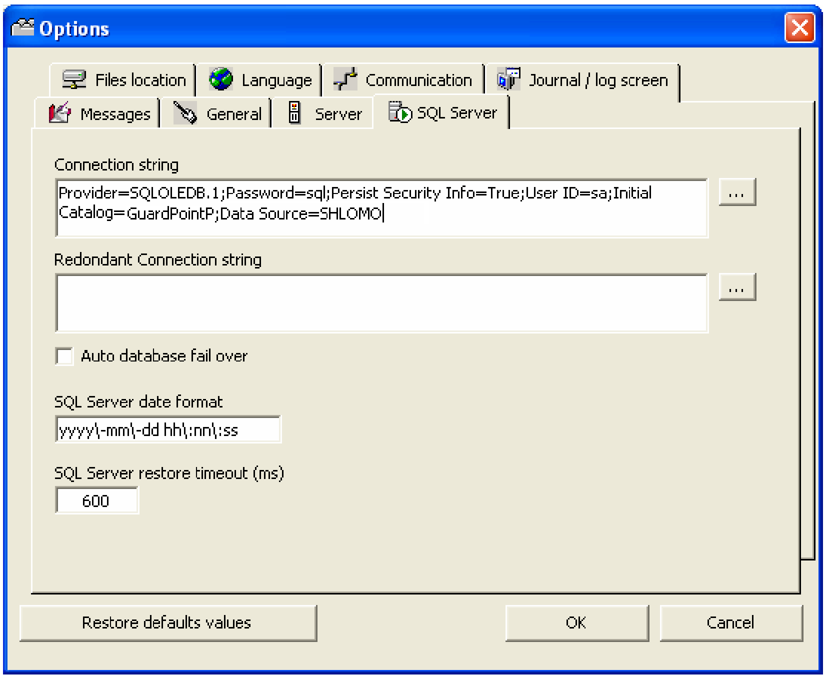
Soft Anti-Pass back: Check this box to activate this function (see 'Soft Anti-Passback').

Import Database Log only errors: Check this box to not fill the 'Import.log' file with the detailed information during import process and then conserve space on hard disk. Import errors, if there are some, will be saved on this file (see also the "Cardholders Import Profile - General" paragraph).

8.11.8. SQL Server

This tab defines the SQL database parameters. It is only usable with a MS-SQL format type database. It requires the SQL module in the plug (dongle) license.

Fields



Connection string
Provider=SQLOLEDB.1;Password=sql;Persist Security Info=True;User ID=sa;Initial Catalog=GuardPointP;Data Source=SHLOMO

Redondant Connection string

□ Auto database fail over

SQL Server date format
yyyy\-mm\-dd hh\:nn\:ss

SQL Server restore timeout (ms)
600

Connection string: Connection parameters related to the main database. Clicking the **[…] button** allows modifying these parameters.

Redundant Connection string: Enter the connection parameters related to a secondary database, if needed. Clicking the **[…] button** allows accessing these parameters directly.

Auto database fail over: Select this box when it is needed to automatically switch to the backup database in case of main database failure and vice versa.

SQL Server date format: Modify the date format as defined in MS-SQL Server application, if needed.

SQL Server restore timeout (s): Indicate the maximum required time of a database restoration, if needed. After the end of this time, if the restoration is not done the application will stop the restore operation.

Tips & Notes

Switching from a database to another one

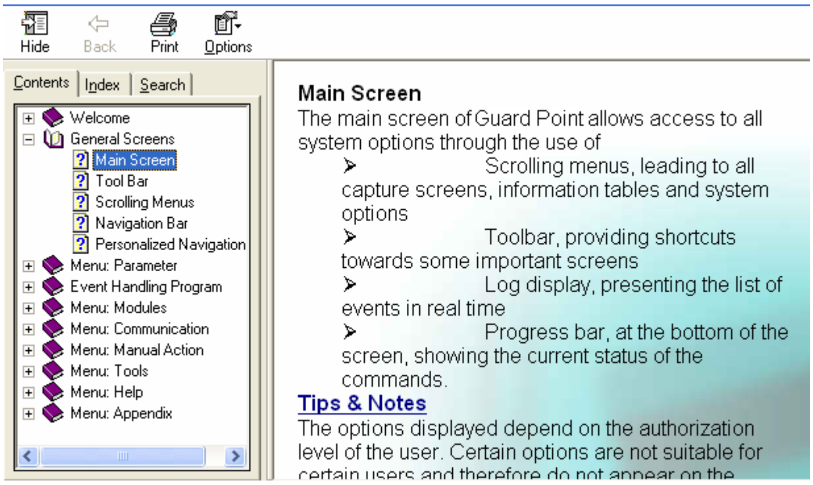
A secondary database can be added here. This database can be identical to the main database (but located on another PC) to allow the data source redundancy and guarantee the stability of the system in case the main SQL database, or the connection to it, fails. In this case, the server, as well as the workstations, may be preset to automatically switch to a backup SQL database, by checking the ‘Auto database fail over’ box.

But this database can be different from the main database too, and then, it is possible to switch from a database to another one using the « Tools - Switch Database » menu.

9. “Help” MENU

9.1. GuardPointPro help content

The explanation of the current screen can be obtained by pressing on “F1” function key at any time or via the “Help - GuardPointPro help content”.



Welcome
General Screens
Main Screen
Tool Bar
Scrolling Menus
Navigation Bar
Personalized Navigation
Menu: Parameter
Event Handling Program
Menu: Modules
Menu: Communication
Menu: Manual Action
Menu: Tools
Menu: Help
Menu: Appendix

Main Screen

The main screen of Guard Point allows access to all system options through the use of

- Scrolling menus, leading to all capture screens, information tables and system options
- Toolbar, providing shortcuts towards some important screens
- Log display, presenting the list of events in real time
- Progress bar, at the bottom of the screen, showing the current status of the commands.

Tips & Notes

The options displayed depend on the authorization level of the user. Certain options are not suitable for certain users and therefore do not appear on the

Data displayed

Left Window: The list of the available topics. Click on a book or on any topic.

Right Window: The help content about the selected topic is automatically displayed.

Note: The help content can be displayed on the screen or printed.

9.2. GuardPointPro help index

The “Index” tab of the previous screen contains all help topics sorted by alphabetical order.

- To display quickly all available topics: enter the first letters of the requested topic in the text box from the left window
- To display the requested topic: click on the requested topic from the list of the left window and then on the “Display” button

9.3. GuardPointPro help search

The “Search” tab of the previous screen enables the search of words or specific expressions in the help of the software instead of looking for information by category.

- To display all available topics which contain the request: enter the requested words in the text box from the left window and confirm with the “List Topics” button
- To display the requested topic: click on the requested topic from the list of the left window and then on the “Display” button

9.4. GuardPointPro on the web

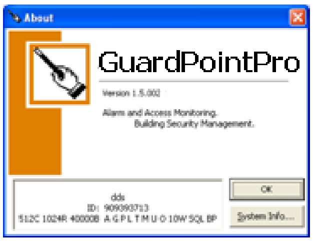
Update from latest version is available through our Web site:

Total Integrated Access Control Solutions

Sensor Access Technology specializes in the manufacture of integrated access control systems. Solutions offered provide organizations with a complete secure control of premises and protection for staff, starting from single door to hundreds of doors across multiple sites. Integration with CCTV, Biometric Systems, Alarm Systems, Parking Control, BMS, Mobile Verification systems are some of the great options that we can offer. All products are sold through a network of trained and approved partners worldwide.

Product Familes

+44 (0) 1273 242355
Email: UK Sales
Email: Export Sales
Skype:Sensor Support



Version 1.5.002

Alarm and Access Monitoring.
Building Security Management.

dds
ID: 909090713
512C 1024R 40000B A G P L T M U O 10W SQL BP

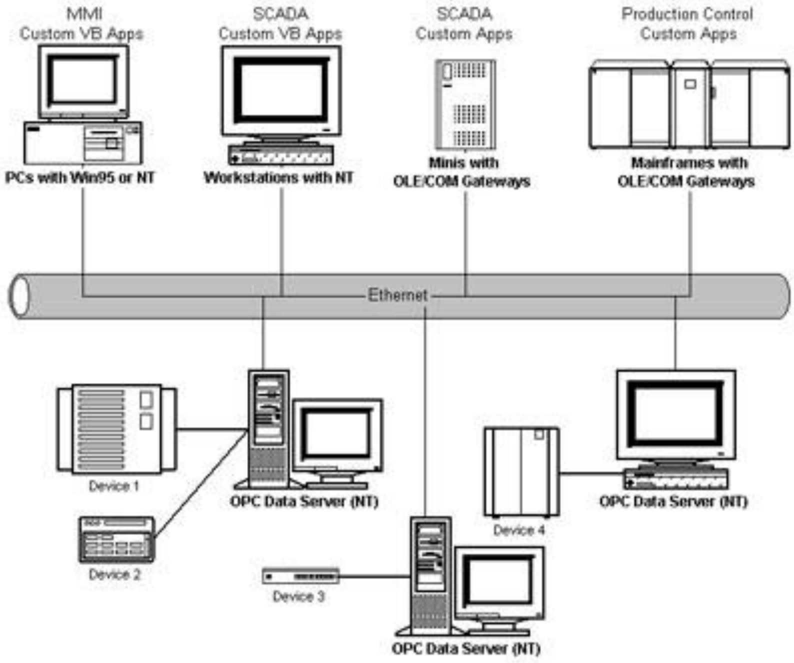
9.5. About GuardPoint Pro

This screen provides the software version, the plug definition and system information.

Appendix A: GuardPoint Pro and OPC server

Our access control solution based on GuardPoint Pro can be integrated into any SCADA supervision application through software module, via proprietary or OPC protocol. Tags allow on-line bi-directional communication between the installation inputs, relays, doors, all communication transactions, on one hand, and the SCADA relays, processes activation and screens opening, on the other hand.

OPC defines an open industry-standard interface for the data exchange between devices, PLC's and Windows applications. It is based on OLE and ActiveX technology that provides interoperability between different field devices, automation/control and business systems.



The “GuardPoint Pro: an OPC Server” document is at your disposal on the GuardPoint Pro Installation CD.

Consult your reseller to integrate access control into your SCADA application.

GuardPoint Pro provides the following information to OPC Client:

- **Communication status of controller**: Com OK or Com Error
- **Logical status of all inputs**: Open/Close depending on NO/NC, manually deactivated or normal status, etc.
- **Physical status of all relays**: Open/Close, open by global reflex, etc.
- **All GuardPoint Pro events**, such as:
  Access: granted, denied, granted with duress code, denied too much trials
  Alarm: start of immediate alarm or delayed alarm, end of alarm
  Technical alarms, such as: power off, table error, etc.
  Unknown badge

An OPC Client can perform the following operations in GuardPoint Pro:

- **Relay control**:
  Activate continuously - Constant ON
  Deactivate continuously - Constant OFF
  Activate during x sec
  Return to normal mode
- **Inputs**:
  Input deactivation
  Return to normal mode
- **Execute GuardPoint Pro actions**
- **Execute GuardPoint Pro processes**
- **Open GuardPoint Pro screens**

Operating mode

- Check that the OPC module has been purchased; the letter “O” should appear in the plug definition.
- Select “OPC Server Activation” in the "Tools - Options - Server” screen.
- Restart the application.
- Read the “GuardPoint Pro: an OPC Server” document available on the GuardPoint Pro Installation CD.

Appendix B: Release Notes of version 1.5.012

New Card code formats

Support for Card code with 8, 9, 10, 11, 12 digits for magnetic (clock and data) card, and 8, 10, 12 digits for Wiegand card

New default baudrate

Default Baudrate for new installation is now 9600

Restore Journal improvement

Added support for restoring more than 1 saved journals into the live journal

Cardholder screen corrections

- In cardholder screen, when in Search mode, clicking "new" cancels the search.
- In cardholder screen, on defining a new cardholder, the photo button is greyed out until the new cardholder is saved

Appendix C: Release Notes of version 1.6.004

DVR support

Video module. In addition to the existing support for Dedicated Micros DVRs, now the GuardPointPro supports also Hikvision DVRs. http://www.hikvision.com/en/Info/index.asp

Bio-Smart

Finger Print. Added integration for Bio-Smart readers. The Bio-Smart reader is fully compatible with the Bioscrypt V-Smart reader. Unlike other finger prints readers, the Bio-Smart stores the fingerprint templates only the smart card rather than on the reader or on the PC. This is to enhance individual privacy and to answer the requirement of human rights laws in some contries.

Mix Bio-Pass with Bio-Prox / Bio-Flex readers

Finger Print. It is now possible to have, on the same site, a mix installation of Bio-Pass readers (1:N) together with Bio-Prox or Bio-Flex readers (1:1).
Note that in such a case, the enrollement reader must be a Bio-Pass.

Area

Users can create unlimited number of "Areas" throughout the building/site. For each reader it is possible to specify its location on site by defining the FROM_area and TO_area between which it is installed. These definitions enable the GuardPointPro to track in real time the exact location of each cardholder on site. Through a new screen (View-Locations) users can see an updated list of cardholders within each area by simply clicking on the site name. The list may be refreshed, manually or automatically, every few seconds.

Display Photo

New look and options in the "View-Display Photo" screen.

a. Employee details are seen following a card pass. Advanced users may modify the items in this list by editing the external file "displayphoto.xml".

b. The event details field at the bottom is now shown with a thick frame given the chosen color of the event. By default: "Grant" with green frame, "denied" - black, etc.

c. Now not only events of known cardholders are shown but also "Unknown card" & "None allocated badge".

d. A new ini option, DisplayPhotoDuring, allows controlling the minimum time, in seconds, of each photo display. Setting it to 0 (default) means that a new event will bring up the relevant photo immediately.

e. In "Authorization Level" there are several new entries to support the new possibilities in Display Photo screen:

- Always on top
- Reader list
- Cardholder details

f. Through an enhancement of the action "open a screen", it is possible for administrators to limit other users so that they would only be able to view photos from a specific reader(s). To achieve this it is also necessary to set the "Display Photo" option in the Authorization level to "Read Only". As a result the operator would be able to open the Display Photo screen only through the action and not from the menu.

Alarm Icons

Active Alarm screen. Through ini settings it is now possible to set the size of the displayed icons, and to control whether the text label with the input name is to be shown or not:

```
[ActiveAlarm]
ActiveAlarm_IconWithoutLabel = 0 or 1
ActiveAlarm_IconSize = 16 or 32
```

Multi Access Groups

In order to simplify the procedure of giving cardholders access rights, it is now possible to define more than one Access Group per person. It reduces the number of required Access Groups in a site.
This is done by using the new option <Multiple> in Cardholder screen, at the Access Group field. By selecting <Multiple>, and clicking the [...] button it is possible to allocate several different Access Groups to a cardholder.

Balloon tooltips

Large tooltips with enhanced info in the following screens:
a. Cardholders. When the mouse is over the Access Group field, in a case the "Multiple AG" is used.
b. Position and Active Alarms. Over the icons on the map.

Enhancements in Multi Company

Add two check boxes to "company" screen
- Show events from all companies: allows the selected company to view events of all the others.
- Configure access for cardholder of other companies: This allows the selected company (say, company A) to see cardholders of other companies in a read-only mode, but with a possibility to add/delete exceptions (via exception tab) to its own doors (i.e., company A doors). This way they can allow other company employees to enter some, or all, of its doors.

Redundancy Support (for external 3rd party applications)

In integrated systems the GuardPointPro functions as the Access Control component. When the external supervising application detects a failure in one of the component, it may decide to swap all components to a redundant server. In order to support a smooth swap, starting GPP on a redundant PC supports the following:

- Automatically closes the GPP/Server on the main PC
- All the workstations swap automatically to the new GPP/Server
- On a duplicate data source configuration, automatic swap to the secondary data source.

How it is technically done?

1. Two or more PCs should be defined in "Computer" screen.
2. Those two computers that should act as redundant servers, should have their ini set to "Server" (isWS = 0), and have different value of the ServerRedundancy entry:

ServerRedundancy = 1 (on PC#1)
and
ServerRedundancy = 2 (on PC#2)

Cluster server support

A cluster server is an array of two or more servers, backing up each other. This is a transparent redundancy, so that from the out side world, this array looks like a single server with a virtual name and a virtual IP address.

How to set?
1. In computer screen, the 2 redundant PCs as well as the virtual server should all be defined as computers. (It requires a WS license for each one in GPP dongle).

2. In the ini files of both servers, an extra line should be added, as follows:
SpreadGroup = <Virtual_Server_Name>

Example: If the PC name is ADMIN, set:
SpreadGroup = ADMIN

Close application without a message

A new ini entry enabling to avoid the "Are you sure" message when exiting the application. Set by:
CloseWithoutMessage = 1

Exe app on other PC

In previous versions, the action to execute external application could work on the PC where GPP server was running. Now by adding the ini entry, both in the Server and in all WS:

ExecAppOtherPC = 1

Then, the action screen will show a new field to enable PC selection.
However, since this is a potential security risk, this entry would NOT be shown in the ini on new installations, and if it is set to 0 then it would disappear from the ini after clicking OK at the Tools-Option screen.

DB connection error

When the connection to the db is lost, the application will try to re-connect every 1 minute. There will be a message box notifying the user of the lost connection. During the period of no connection, a message is displayed on the PC telling the time left to the next connection test. The message is refreshed every 10 seconds and it is automatically closed following a successful connection.

Pass everywhere

A new ini entry (PassPass = 1) enabling to allocate the option "Pass Everywhere" to a cardholder. This option appears under the "Validate" box in cardholder screen. Once allocated to a person, he can pass ANY door, no matter what is his access group or Exception, and even when the reader belongs to another company (in Multi Company installations).

Note that there are still some cases when even this card cannot pass:
- The door relay is set to "door closed" through the reader weekly program
- The door relay is set to close via either action, process or a weekly program allocated directly to the relay.

Remarks:
1. The "pass everywhere" check box is visible only for Super Users.
2. When a cardholder has the "pass everywhere" set, his access group field will be grayed out (in order to hint the operator that the access group is not relevant.

Simulate an Input

A new action, "Simulate an input" enables sending a command to the controller to imitate a brief change in the status of a selected input, from its normal state to its not normal. Using this action an administrator or a technician can check the behavior of the system upon an alarm without having to actually go and change the input state. Another use is to open the door remotely through the PC by imitating a push on the RTE (Request To Exit) button. Of course it is still possible to open any relay via relay action, but, unlike direct command, with the RTE simulation the door DOES consider the regular conditions such as interlock and the reader weekly program.

Appendix D: Release Notes of version 1.6.036

Multi Access Group (MultiAG)

Bug fixed.
Editing the MultiAG definitions of a cardholder, or changing his/her AG from MultiAG to a single AG, was not updating the controllers correctly in some cases.

"Stop/start polling"

Shortcut key removed.
In past versions Shift+F8 was used as a shortcut key for the "Stop/start Polling" options. Pressing it for more then a few seconds resulted in a program loop and therefore this shortcut key is no longer supported. The Stop/start Polling is still available through the communication menu.
In addition, the "Stop/start polling" option was removed from the Diagnostics screen.

Motorized reader

Bug fixed.
A cardholder having 2 badges, one and the other magnetic, (to be used for Motorized Readers), the magnetic badge was left unknown because since the wiegand card was overwriting the magnetic one.
In addition, motorized reader was only usable with magnetic cards. Now there is a new check box in reader screen, making it can be usable for all the card technologies.

Save big journal on the SQL version

Bug fixed.
When on the SQL version the user was trying to save a journal with a high number of events (around 300k events) + deleting the saved events from the db, the delete was not working and the old events were still kept in the journal. Now the save/restore journal of the SQL version are done through the external exe file "BCP.exe".

Roll call

Bug fixed.
Previewing a roll call with cardholders names including an apostrophe <'> resulted an error.

Area

Bug fixed.
When area path was created or modified the slave readers were not updated accordingly.

Capture Photo

Support for defining the default size and the format. Two new options in the ini:

```
PhotoSize = 100
PhotoFormat = JPG
```

Optional values for PhotoSize are: 100, 150, 200, 250, 300, 350, 400
Optional values for PhotoFormat are: JPG, BMP (case sensitive)

Simple Report

Reports from another journal. Bug fixed.
When the user selects to view an external journal, the "View Data" shows the correct records, but the "Preview" was giving the events from the current journal.

Reports

Missing folder. Bug fixed.
The setup process of version 1.6.004 was not creating the "Reports" folder under the application folder. Hence, when the user was using the report folder, and clicked "Finish" at the last wizard screen, the report file ("Last report.rpx" by default) was not created. The new setup now creates this folder, and even if just updating from 1.6.004 to this version the problem is solved on the next run of the application looks for the Reports folder and auto creates it in case it is missing.

TCP/IP

Enhanced support for big sites with many comm erros on TCP/IP.
A site where there is a large number of controllers connected via TCP/IP may suffer from significant slowdown in the application performance during communication errors with some or all the controllers. This was due to the synchronize manner of the PING tests that are made to the IP address prior to sending the commands to the controllers. In this version we have added a new ini option that sets the PING to be asynchronous, and by that the main application lets the program run freely even during TCP communication errors. This async mode is set as follows:

- Go to Tools-Options, do not change any value and just click OK. (Clicking 'ok' in this screen writes all the possible entries to the ini file)
- Look for the entry PingAsync and set it to 1 (the default value is 0).

Appendix E: Release Notes of version 1.7.000

1. NEW SUPPORT:

1.1 Modbus TCP integration

GuardPoint Pro provides a support for integration of Modbus TCP. This support enables external SCADA (Supervisory Control and Data Acquisition) applications to communicate with the GuardPoint Pro using Modbus IP in order to receive real time status such as input/outputs status as well as sending commands to activate relays, predefined actions/processes and even opening GuardPoint Pro screens.
For more details, please contact us.

1.2 DVR integration

GuardPoint Pro supports 3 more DVR manufacturers:
Baxall Vivid, the new generation of digital recorder products, combines the very best of traditional CCTV design and functionality with the latest hardware and software technology. (http://www.baxall.com)
DVS (Digitale Video Sicherheit), from DIVI-SysTech, is a leader in high end digital video systems in Europe today. (http://www.divi-systech.com)
OnSSI, the video over IP, definitely the next hottest item in the world of video. OnSSI is the market leader in nonproprietary, open architecture IP-Based Video Surveillance technology. OnSSI platforms support more than 150 IP cameras and encoders from leading manufacturers as well as all popular video formats. Indeed OnSSI has integrated the Agent Vi software (previously Aspectus). This content analytic application provides an entirely new set of tools that enables extracting critical information from vast amounts of live and recorded content, such as advanced identification of objects and movement patterns. (http://www.onssi.com)

1.3 Support for Citrix environment

Several GuardPoint Pro workstations can be run now from different Citrix client. For more details, please contact us.

1.4 Sending weekly program for Input Groups

As part of the GuardPoint Pro support for the new product RP128K (=LCD/Kpd for alarms), which is supported from firmware 18/06/06, it is needed to send weekly programs for **input groups** (in addition to the individual inputs weekly programs). Sending weekly program for input groups is also important for some future developments.
This new GuardPoint Pro version sends the relevant commands, after adding in the ini:

```
ControllerInputGroup = 1
AlarmZones = 1
```

2. NEW IMPROVEMENTS:

2.1 Automatic switching to Redundant Bus

When the main bus is busy, GuardPoint Pro automatically switches to the second bus. Then, the following indication is given on main toolbar following an GuardPoint Pro decision to work on the second bus: a button "SECONDARY BUS" will appear and stay on until the system returns to the first bus.
Clicking on this icon give the list of networks that work on their second bus.

Writing in alarm log, and in AME, the event of swapping to the secondary bus and/or returning to the primary.
When communication problems are detected on the main bus, the GuardPoint Pro performs communication tests on both buses to see on which one it can communicate with more controllers. Swapping is done only if the test proved it 'pays' to do it, namely if working via the second bus other bus would achieve communication with more controllers than the current one.
Similar tests are done before swapping back to the main bus.
New ini Option:

```
SwapBackDelay =
```

The value of this entry should be the required frequency (in minutes) in which to check whether or not is possible to go back to the main bus.

2.2 Enhanced T&A support

This version has an enhanced support for Time & Attendance reports. This consists of two aspects:
Each reader may be defined as: entrance, exit or neutral reader in reader screen
Roll Call report has a new option of "Check entry/exit readers only".
You can select as before all cardholders or a specific cardholder
When pressing Preview, the report will sort all the access transactions that went through the T&A readers and try to match an entry with an exit. It allows multiple entry and exits in one day.
If the report fails to match an entry with an exit, three question marks will appear, and at the top of the report a button will appear "Add Missed Transactions". If you press this button a new screen will appear highlighting in red which access is missing (either an entry or an exit). The user selects the record missing and enters the required missing data.
The reports is automatically updated reflecting the changes done
If a person last pass on a specific day is an entry whilst the nearest exit to follow is on the next day - this version enables matching these two events. To enable this, and to enable a gap of 24 hours between the entry and the following exit, set the following entry in the ini file:

```
NightShiftHours = 24
```

2.3 Global Anti-PassBack without PC

When GuardPoint Pro runs in intermittent way, two new ini entries enable sending the global APB messages through the second communication bus instead of the PC:

```
GlobalAPBwoPC = 1
DontUpdateAPBLevel = 1
```

NOTE 1: After setting these entries it is required to restart GuardPoint Pro and then to initialize all controllers.
NOTE 2: The option ‘Resend definition on deny’ might be also deactivate
NOTE 3: This feature requires controller Eprom from the version 03/12/2006 or later and the Kit Com 2 on each controller.

2.4 Updating the Anti-PassBack level of the escort cardholder

New option allows to choose if the APB level of the escort cardholder might be updated at each card passing or not. New ini entry:

```
UpdateEscortAPB = 0/1.
```

0 (default) – Only the APB level of the escorted (=1st person to pass) is updated.
1 – The APB level of the escort person (=2nd person) is also updated.

3. NEW OPTIMIZATIONS:

3.1 Cardholders download optimization per controller

Each cardholder with an assigned card has an index number <'address'> on the controller, (that we call **NumBadge**). The highest available **NumBadge** is logically limited by the ROM and physically limited by the controller RAM. The physical limitation is as follows:
32K: ~2000 max.
128K: ~8000 max.
512K: ~44000 max.
It may happen that the total number of cardholders on site exceeds the above numbers, though each individual controller, (as per the distribution of persons to Access Groups), is not supposed to accept cardholders over quota.
With GuardPoint Pro it is possible to optimize the cardholders download so that the NumBadge array will be different for each controller, occupying only the cardholders that indeed must to be sent to the specific controller. For example, in a site with max 5000 cardholder per controller, it is possible to optimize the card number per controller in order to accept more than 5000 cardholders in the database. For instance you may have 50k cardholders in the GuardPoint Pro database, with 10 ICControllers installed controllers, each one for 5k users.
Therefore, in order to support optimization in allocating **NumBadge** to cardholders, this version supports a new ini entry:

```
DynamicNumBadge = 0/1
```

0 (default) – Each cardholder is sent to all controllers with the same NumBadge
1 – Each cardholder may be sent to each controller with a different NumBadge. Each cardholder is sent only to the controllers according to his Access Group. Numbadge allocation is optimized. On the controller screen the user should define the max number of cardholders for that specific controller. (after setting to 1 it requires restart and initialize all the controllers).
NOTE 1: If user receives the message that he reached the maximum, he should initialize to compact memory. Initialization gives new numbers to cardholders and compacts the memory.
NOTE 2: No Global APB (with and without PC) supported if this option is set.

3.2 Biometric readers Optimization

Added support for optimization when working with Bio-Pass readers which, as for today, cannot hold more than 500 templates in their memory. Using the new optimization users have the ability to build a site with a total number of templates exceeds 500 as long as the distribution to access groups does not attempt to load a single Bio-Pass reader with more than 500. The Bio-Pass readers receive only the templates of the users that are allowed on them.
The new ini entry:

```
BiometricOptimize = 0/1
```

0 (default) – No optimization.
1 – Optimization on as explained above. (after setting to 1 it requires restart + init all Bio-Pass readers)

4. REPORT ENHANCEMENT:

4.1 Dynamic report name

In the action 'Export Existing Report', reports names may include dynamic date as <D> or Date&Time as <DT>. This is already supported for the actions save database/journal.

4.2 Report Wizard: Add search function in names list

The Simple report and the Step 3/4 of the Report Wizard now include new search field.

4.3 Door Permission Report

New report allowing showing a list of doors and for each one – who is allowed to access it and on what times. (i.e., on which weekly program). This report takes into account only the access groups (either standard or multiple) but not the Exception and/or Schedule AG.

4.4 Added audit information in reports

The first report in the Report Wizard now includes the following audit tracking details:
- When and what has been changed in a Multiple Access Group
- What exactly has been changed in case of Access group editing
- Saving (automatic, by action) of journal/database
- Controller initialization

5. PLUS:

5.1 ‘Use Input WP’ in Reflexes

In previous versions, the local/global reflexes triggered by input had their own WP – independent of that of the input. Now there is a new option in Local Reflex / Global Reflex screen: "Use Input WP".
When selected – the reflex will work only when the input is active.
NOTE: In Global Reflex screen (General tab) the option is visible only when the Event Type (Properties tab) is Start of Alarm, End of Alarm, Line Short or Line Cut

5.2 Search function

In addition to the new search fields on the reports, new search options have been added in the following places:
- in the Access Group screen, the Search button (F10) is enabled
- in the Access Group screen, new search field serves the Reader list
- in the Input Group/Inputs screen, new search field serves the Input list
- in the Output Group screen, new search field serves the Output list
- in the Display photo screen, new search field serves the Reader list

5.3 Clone Access Group

In the Access Group screen, the new button ‘Clone Access Group’ allows access group cloning easily.

5.4 OPC tag names

The OPC tag names may be set to be based only the ID (instead of the DESCR). For setting, new ini entry enables the user to select the method on which to base the tag names in the OPC server supported by GuardPoint Pro OPC module:

```
OPCServerTagUseIdOnly = 0/1
```

0 (default) – OPC tag names are based on the record name (input, output, etc.) *when the DESCR (=Description) is empty*, or on the value of the DESCR *when the it is not empty.*
1 – OPC tag names are always based on the ID of the relevant record (input, output, etc.) regardless if it has a description or not.

5.5 Many "Display Photo" screens simultaneously

A new ini entry allows to show several Display Photo screens in the same time:

```
MultipleViewPhoto = 0/1
```

0 (default) – Only one instance of "Display Photo" is allowed.
1 – Each user request to open the screen (either via menu or by an action/process) will open a new instance.

5.6 New Log option

When the user scrolls up the real time log to view previous events and a new event is received at this time – the cursor jumps to the end of the log, and it could be difficult to read correctly the log. A new ini entry allows to block the cursor when reading the log:

```
ScrollLogs = 0/1
```

0 – In the above mentioned case, the cursor will not jump to the end of the log
1 (default) – In the above mentioned case, the cursor will go to the end of the log, (as in previous versions).

5.7 Pause Action

New action allows to define a delay within processes. The aim of this action is to make a pause before other actions.
Example: An input group should be activated 10sec after triggering the process. It can be applied by creating a process with the two following actions:

- ‘Pause’ of 10 seconds
- ‘Input group Activation During…/ Constantly activated’

5.8 New Authorization levels

3 new authorization levels have been added under the ‘All cardholders’ level:

- Badge Printing
- Add Exception
- Add Schedule AG

5.9 Restricted Access Group in the Visitor screen

In the Access Group screen, the new option ‘Also for Visitor screen’ allows to hide/display the selected access group for the users who only use the Visitor screen.

6.1 Diagnostic improvement

a. On the right side of Diagnostic screen, new support allows to open screen by right-clicking on a component (Controller/Network/Reader/Input/Output).
b. On the Pending list at the bottom of that screen, if there are still pending commands to be sent (and in that case there is a red X on the relevant pending line), the right click will show a list of the unsent commands. In case that all commands were successfully sent (green V) the list that will open will show the sent records.
c. The new line ‘Cardholders in memory’ under the firmware details shows how many cardholders are stored in the controller memory. This data is directly read from the controller.

6.2 Stop Polling button

In order to restrict this command to the technicians only, the Stop Polling button is no longer shown by default. The new ini entry to disable/enable the Stop Polling button is:

```
EnableStopPolling = 0/1
```

0 (default) – The button does not appear on the Communication menu
1 – The button appears (in the Communication menu, like previous versions).

6.3 Reason for stop polling

The AME files contain log of errors and other user actions (e.g., open/close screen). From this version it will log the reason for stop polling to make it clear whether it was a user click (Menu: Communication-Stop Polling) or not.

6.4 Keep Alive messages on workstations

The AME files of the workstations will now also include KeepAlive messages once every two minutes, as it is already being done for the AME files of the server.

6.5 No download during Cardholder import

When running the Cardholders Import– an immediate download is performed for each imported cardholder. Some sites need to save time during the Cardholders Import. This could be done by not sending anything to the controllers during this operation and initializing the relevant controllers later in order to achieve the import. New ini entry has been added:

```
ImportWoDownload = 0/1
```

0 (default) – Download during the import (as in previous versions).
1 –No download during the import, the user should later initialize the relevant controllers.

6.6 Customized format of the backup file names

A new option allows to customize the default format of the names of saved database and journal and the AME filename. The default format is ddmmmyyyy (dd=day, mmm=month, yyyy=year, i.e. 01Jan2007). This format is now specified at the new ini entry:

```
FileSavingFormat = ddmmmyyyy
```

For example, if wanting ‘0109’ instead of ‘09Jan2007’, replace ddmmmyyyy by mmdd.

6.7 Enhanced options for debug communication

In previous versions when the ini file included the entry DebugCom=2 GuardPoint Pro created .log files in the AME folder. One file per hour per controller network. GuardPoint Pro wrote in these files all the information to analyze the communication with the controllers (sent & receive commands, including polling, even when there no events and the polling answers contained no data). That resulted in .log files that might have grown to be few MB. In this version there are more options:

a. To write in .log files received events only, type DebugCom=4
b. To write in .log files only sent definitions/parameters except for polling, type DebugCom=8
c. To write in .log files both data types (DebugCom=4 + DebugCom=8), type DebugCom=12

NOTE: To activate the Debugcom from GuardPoint Pro, create an action “Display a Message on PC” with the message ‘options.debugcom=12’. Save and press on Test.

7. NEW LANGUAGES:

7.1 Greek and German

Added translations for Greek and for German.
16 different languages are available on GuardPoint Pro.

8. IMPORTANT NOTES:

8.1 Dongle installation

According to Aladdin, the dongle manufacturer, it is recommended for new installations not to insert the dongle to the parallel or USB port of the PC until the installation of the software is completed.
In case you have failed to do so, and the GuardPoint Pro fails to read the dongle, follow these steps:

1. Remove the dongle from the PC
2. Run the 'haspdinst.exe' (in the GuardPointPro folder) with a command line, as follows:

```
haspdinst.exe -i -av
```

3. Insert the dongle plug and wait about one minute
4. Run the GuardPoint Pro

If the problem is persistent, download the last version of the 'haspdinst.exe' file at:
ftp://ftp.aladdin.com/pub/hasp/hl/windows/installed/redistribute/drivers/HASP_HL_driver_cmdline.zip
Extract it to the hard disk and retry the 4 above steps.

8.2 Baudrate via Diagnose screen

Please note that the following controllers can only support communication baud of starting from 9600 and higher (9600, 19200, 38400):

- All IC1000 controllers
- All other controllers (IC2000/4000..) with firmware later than 1.1.2006

The practical meaning of this change is that whenever one of these new controllers needs to be added to an existing system running on 4800bps it is needed to change the communication speed of the whole system to 9600 (or higher) prior to adding the new controller.

Special note re old controllers (IC Controller Rev.B or MiniLock):
This modification from 4800bps to 9600bps is not possible on systems containing one or more IC Controller Rev.B and/or MiniLock. These controllers were designed with unchangeable baud of 4800bps. Therefore, in any case where it is needed to add a new controller (supporting 9600 and higher) to a site having IC Controller Rev.B or MiniLock – there is a nonstandard way to set the new controllers to 4800bps especially for such cases.
For systems using GuardPoint Pro, execute the following steps. For other systems, please contact us.

1. Create the new controller under GuardPoint Pro
2. Change the system baudrate to 9600bps
3. In the Diagnose screen, check that the new controller communicates (**V** green)
4. Select this controller by checking the box near its name
5. Double-click on the separator between the 2 windows of the Diagnose screen
6. Then the Actions menu is appeared
7. In this menu, at the line **Cmd**, type: **7F 06 00**
8. Click on '**Send Free Cmd**'
9. Check that the controller does not answer anymore (**X** red)
10. Change the system baudrate to 4800bps
11. In the Diagnose screen, check that all the controllers communicate (**V** vert).

8.3 Automatic Windows Update

Please note that on computers connected to the Internet where the Automatic Windows Update is turned on, the machine is subject to automatic updates followed by a restarts after which the GuardPoint Pro is not being restarted.
These situations might look like a software crash from user point of view.

To prevent this either turn off the Automatic Windows Update or alternatively add a shortcut to GuardPoint Pro to the Windows start up folder. To avoid having the need to type-in the user name and password on the GuardPoint Pro log-on screen, add the following parameters to the target command line at the shortcut properties:

```
 [space] /us=<user> /pw=<password>
```

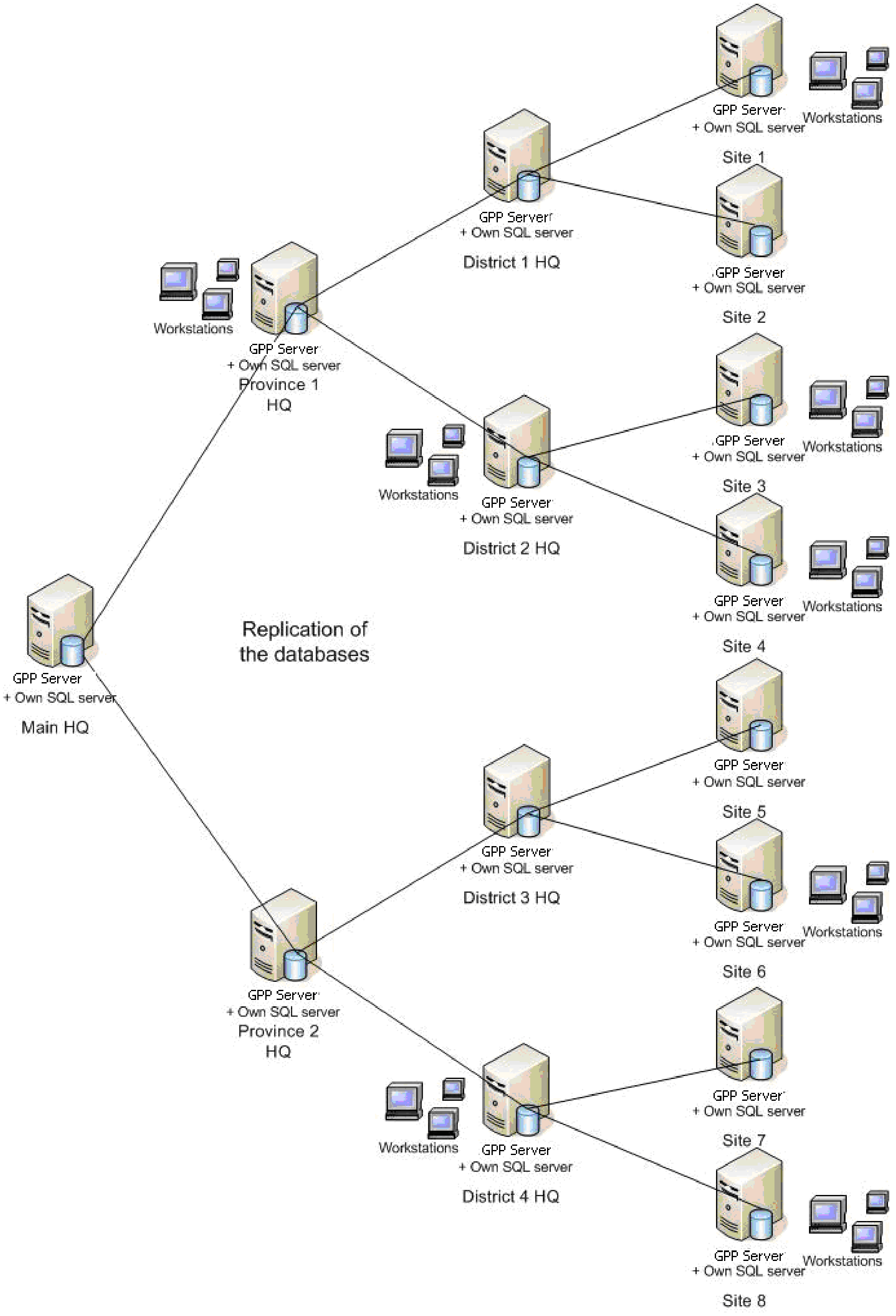
Example:

```
  /us=david    /pw=trx123
```

Appendix F: Multi Site GuardPointPro Architecture and Specifications

This document presents the Multi site version of GuardPointPro.

The Multi site version of GuardPointPro is a way to answer to large companies need. It allows each site its individual management while allowing a centralized management of the access control system.



Architecture

To allow the autonomy of each site, it will be necessary that each site has :

- Local access control server
- Database server
- Workstations (optional)
- Local Area Network (LAN)
- Access to the Company Main Network.

We recommend to install a PC server which will contain the database server equipped with SQL Server 2005 and the Local access control GuardPoint Pro server

- Hardware: it is suitable to buy a PC server adapted to the database management in distributed environment
  - Solo or Dual-Core Intel Xeon or Dual-Core AMD Opteron processors
  - Min 3 GB of fast RAM (DDR II with 667 MHz)
  - An adequate storage capacity
  - Fans, power supply and redundant and replaceable hard disks for a maximum availability
  - Chassis in Rack or Tour
  - USB port for the protection key (inside the PC recommended)
- OS : Windows 2003 Server
- SQL : SQL Server 2005 (with a licence allowing replication between the sites)

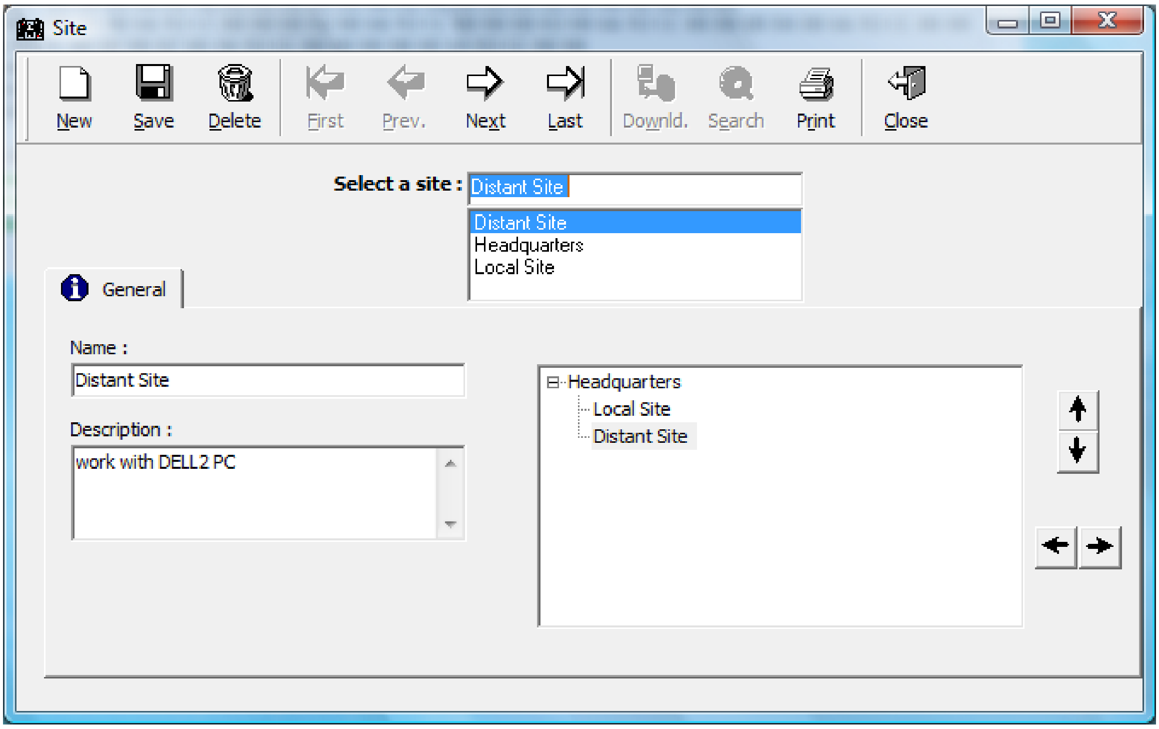
The bandwidth between the sites depends on the sites size, the number of updates and the number of daily transactions on each site. It is probable it is necessites a minimum of 1MB from point-to-point between the sites.
The Customer's Computer Department will be able to measure more accurately the local needs once the site runs and to adjust the bandwidth.

It is necessary to install a MERGE type replication between the SQL Server 2005 databases of the different sites relating only to the tables (and not on Stored procedures or Views which are brought to be updated by the new versions).

It will be necessary to install Microsoft SQL Server Native Client on the workstations.

Specifications

The Site screen allows to define hierarchy between the sites.



Select a site : Distant Site

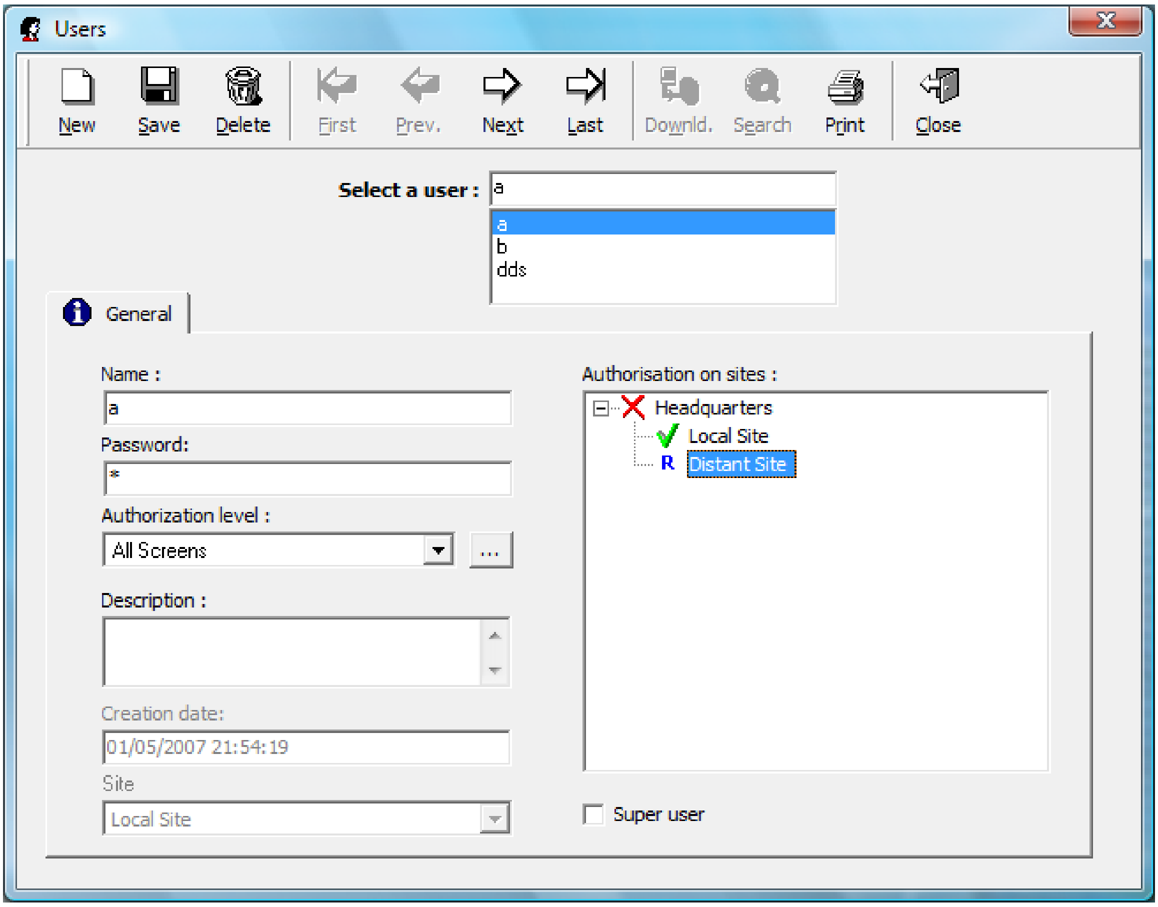
Distant Site
Headquarters
Local Site

Name : Distant Site

Description : work with DELL2 PC

⊟ Headquarters
- Local Site
- Distant Site

The GuardPointPro user can henceforth see one or more sites. The Authorization levels (i.e. access rights) can be in Read/Write mode (✓) or in Read-only mode (R) by site.



Select a user : a

a
b
dds

Name : a

Password: *

Authorization level : All Screens

Description :

Creation date: 01/05/2007 21:54:19

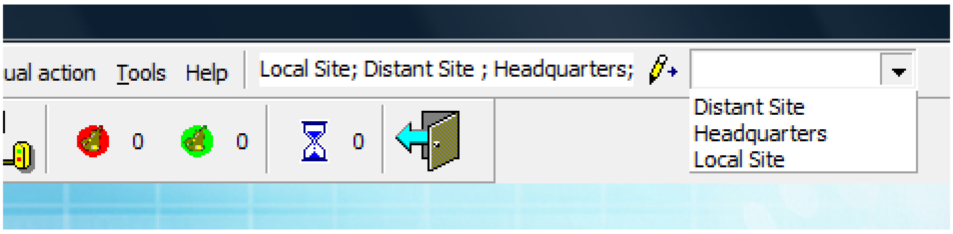
Site: Local Site

Authorisation on sites :

- ✗ Headquarters
  - ✓ Local Site
  - R Distant Site

□ Super user

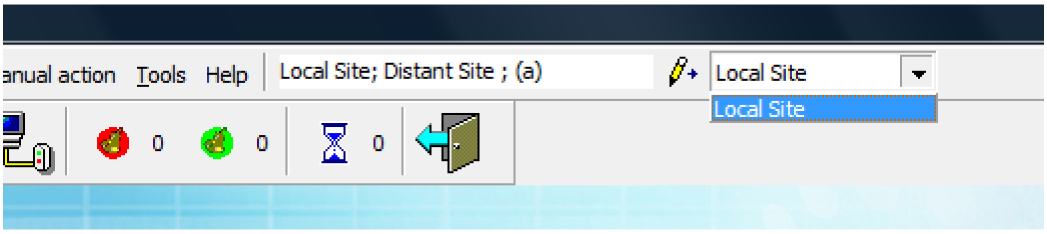
In menu of the main screen, all the sites authorized in reading are listed on the left field with the user name between brackets. Then, the right combolist ✎ allows to define the current site among the sites authorized in writing. Thus by default, when creating new records, they will be automatically allocated to the current site.



Local Site; Distant Site ; Headquarters;

Distant Site
Headquarters
Local Site

Here below, user ‘a’ is allowed to consult sites “Local Site” and “Distant Site”, but he is only able to modify the data concerning the “Local Site”.

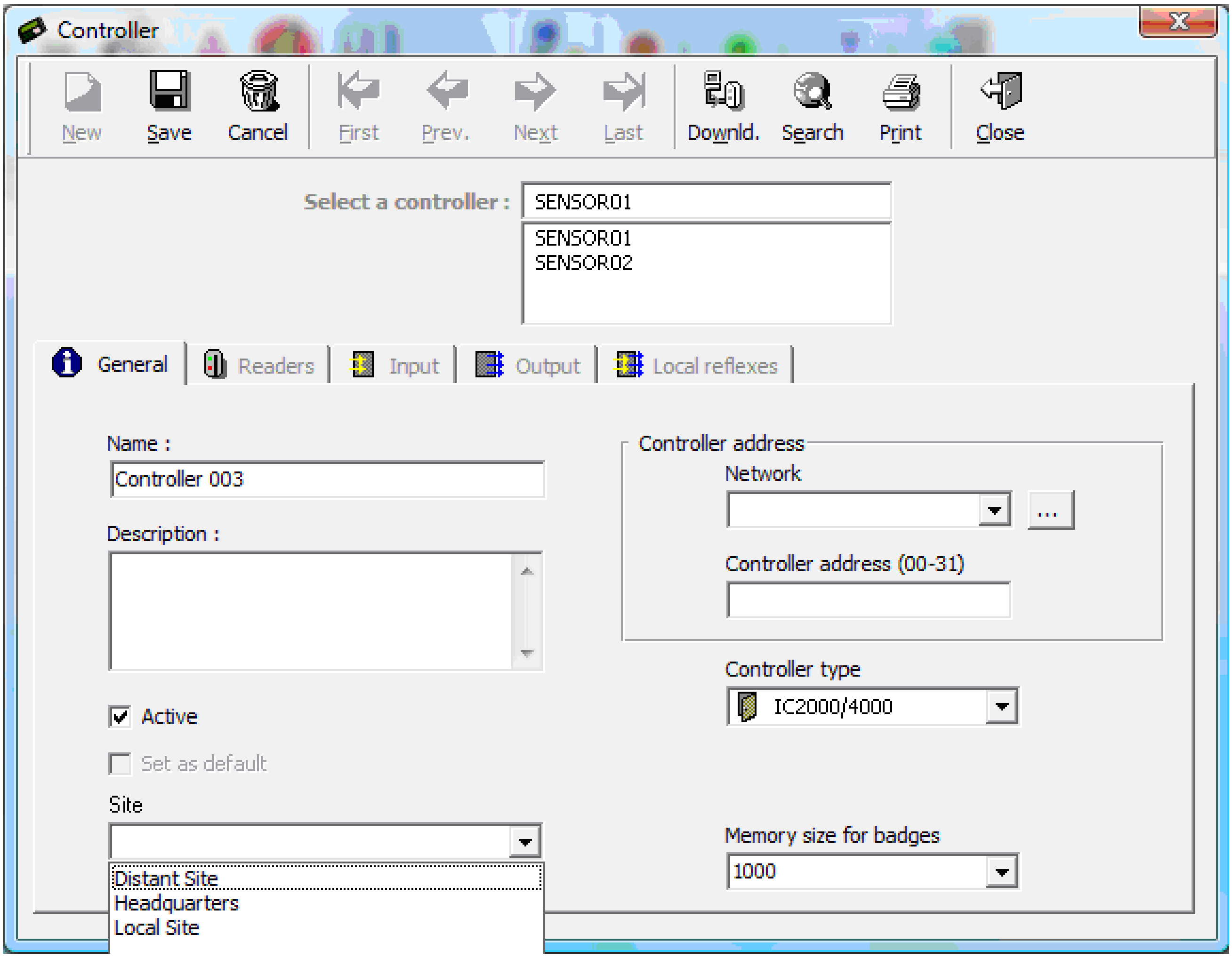


Local Site; Distant Site ; (a)

Local Site

Local Site

The main user has the Authorization level in Read/Write mode on all the sites. When he creates a controller he is able to define to which site this controller belongs.



Select a controller : SENSOR01

SENSOR01
SENSOR02

Name : Controller 003

Description :

☑ Active

□ Set as default

Site

Distant Site
Headquarters
Local Site

Controller address

Network

Controller address (00-31)

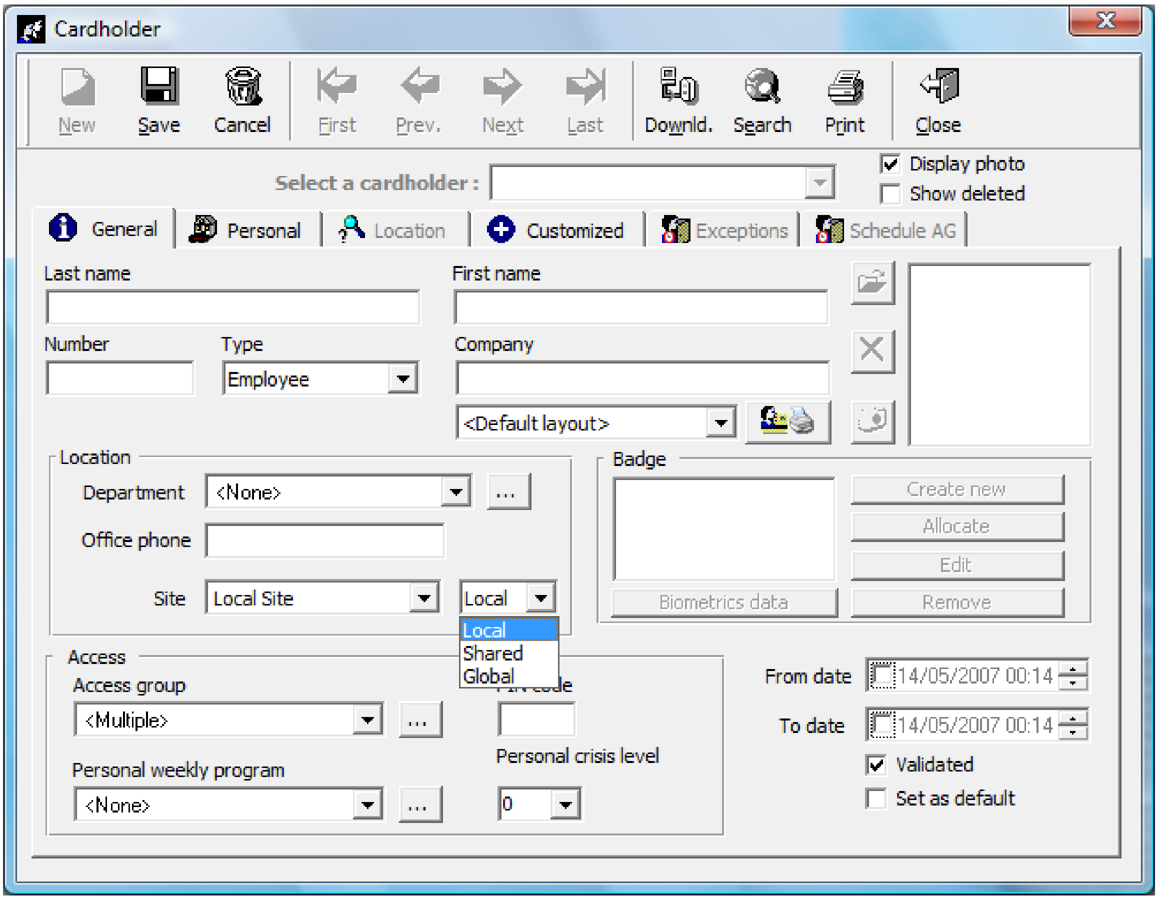
Controller type: IC2000/4000

Memory size for badges: 1000

Once the record is created, the site field **cannot be modified**.

You will note also the possibility of defining the controller memory size, in order to allow the creation of 40,000 cardholders max. per controller. This option is called DynamicNumBadge.

Cardholders



☑ Display photo
□ Show deleted

Type: Employee

<Default layout>

Department: <None>

Office phone:

Site: Local Site — Local

Access group: <Multiple>

Personal weekly program: <None>

Personal crisis level: 0

From date: 14/05/2007 00:14

To date: 14/05/2007 00:14

☑ Validated
□ Set as default

Like all the other screens, this screen allows to allocate new records to their respective site.

Moreover, there is an additional combolist for defining if the current cardholder is:

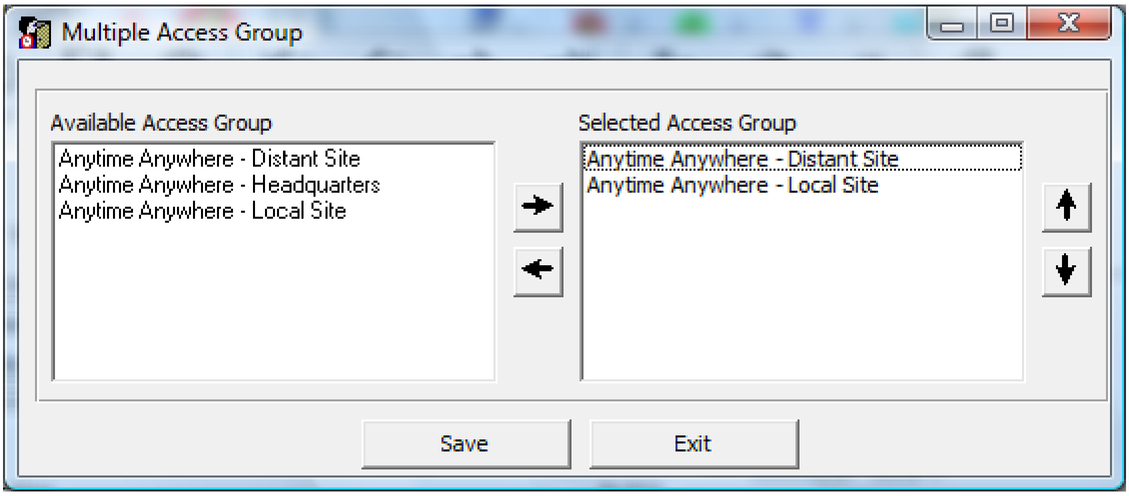
- **Local** - this person works only at the selected site

- **Shared** - this person belongs mainly to the selected site but sometimes can move from one site to another. In our example, this record will be managed by the user of the “Local Site”, but the users of the other sites will be able to add an access group or exceptions on readers of their site. Nevertheless, they will not be able to change other details of this profile or to remove it.

- **Global** – this person will be managed by any site.

In this Multi site version, the cardholders can receive multiple access groups only.
Each user only sees the settings which relate to him.

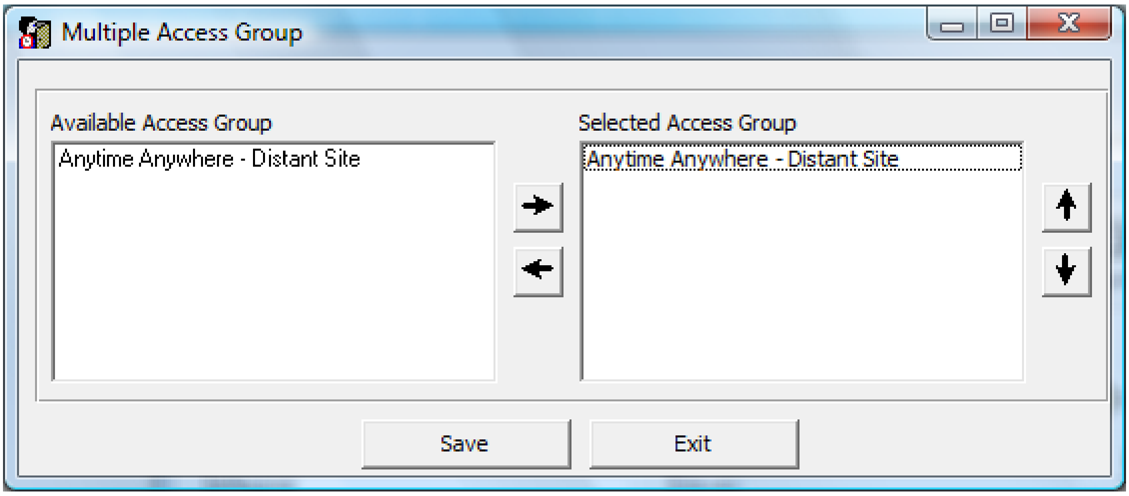
For example, the main user who has all the rights can see :



Available Access Group:
Anytime Anywhere - Distant Site
Anytime Anywhere - Headquarters
Anytime Anywhere - Local Site

Selected Access Group:
Anytime Anywhere - Distant Site
Anytime Anywhere - Local Site

Whereas the user of the “Distant Site” can see:



Available Access Group:
Anytime Anywhere - Distant Site

Selected Access Group:
Anytime Anywhere - Distant Site

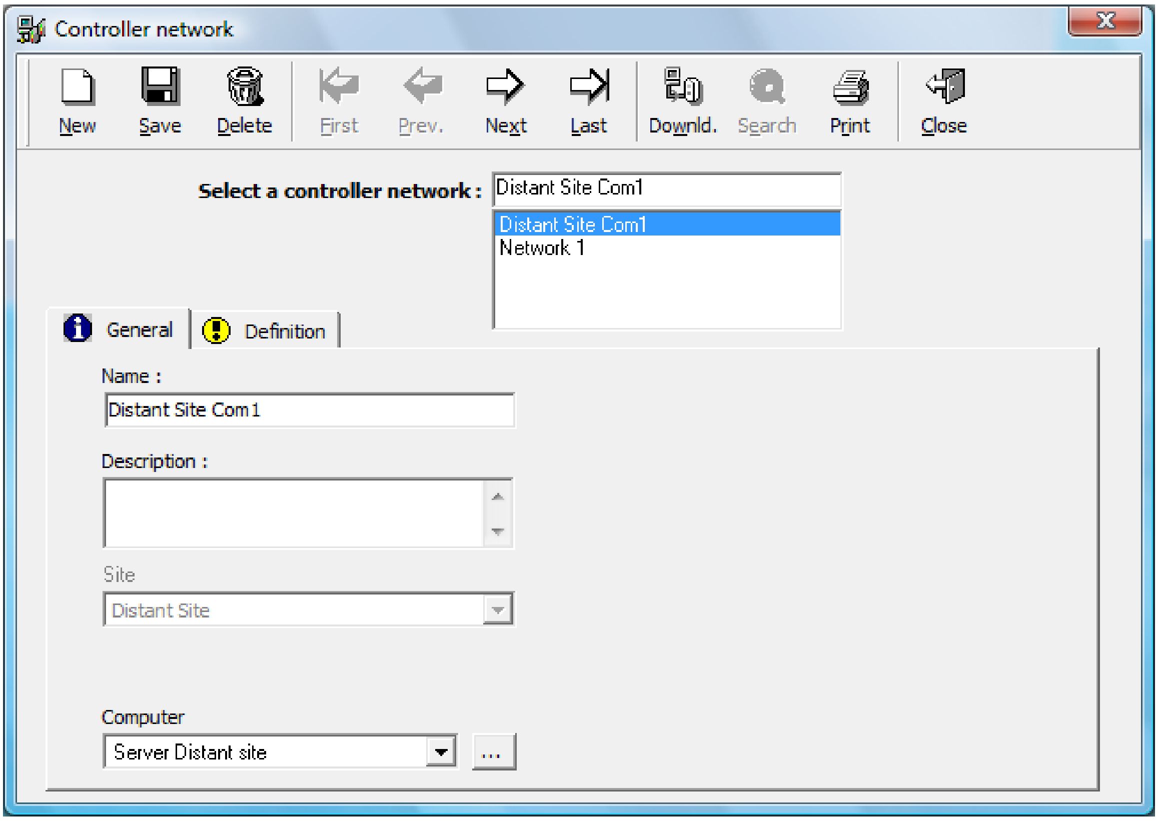
A cardholder can have several access groups on the same site.

The access groups are created by site in order to allow modifications by the local users. On a same site, the local user has the same priority as the main user. There is no difference between them. Also the local user is able to deny all the accesses on his site for any cardholder, even if the cardholder was defined by the main user.
In our example above, the user of the “Distant Site” can remove the access group “Anytime Anywhere - Distant Site” from someone. But he is not able to modify parameters relating to the “Local Site”.

Note that if the cardholder has the parameter ‘global’ or belongs to the “Distant Site”, the user of the “Distant Site” is able to invalidate this cardholder completely or remove or modify his card.

Communication

The Controller network screen displays a link between the controller networks and the GuardPoint Pro workstations.



Select a controller network : Distant Site Com1

Distant Site Com1
Network 1

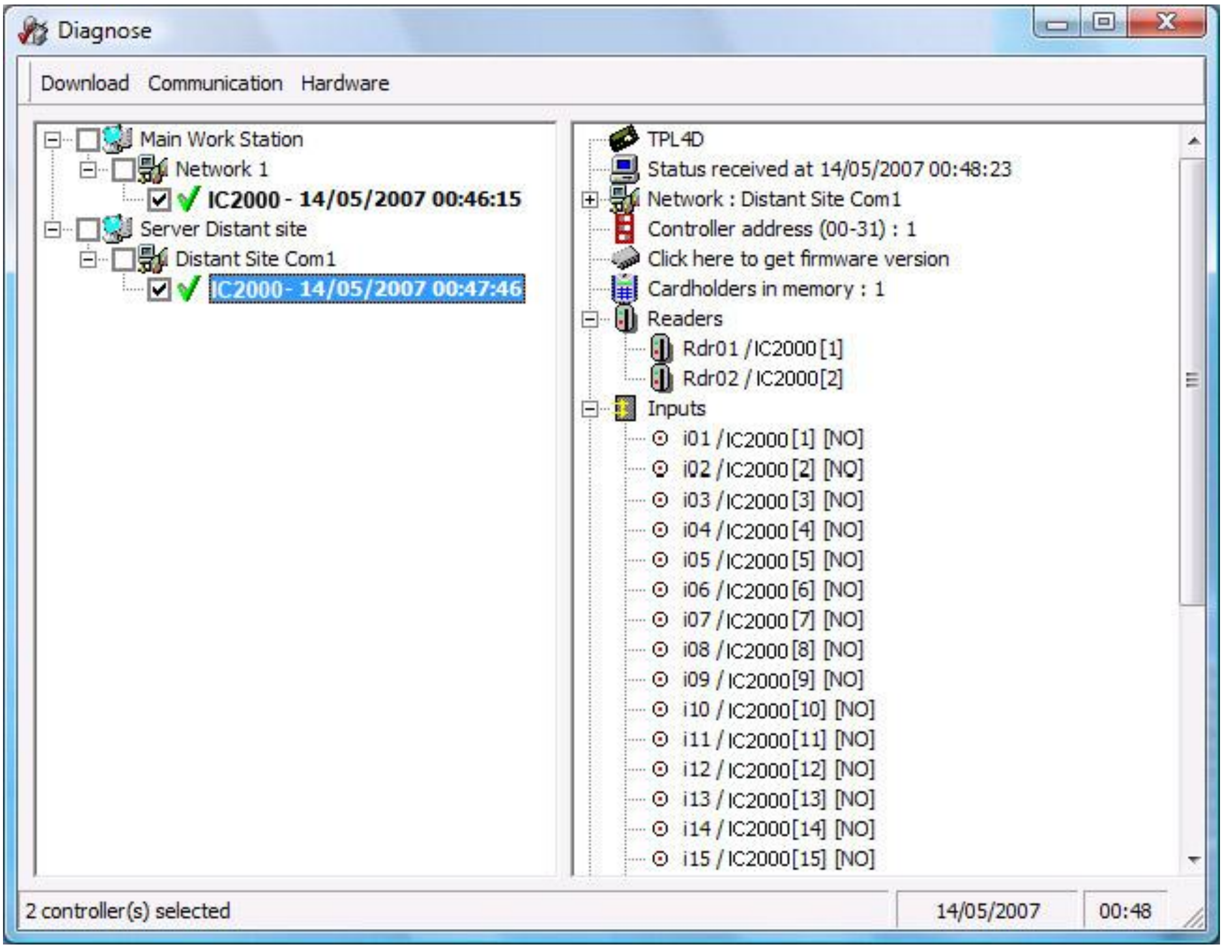
Name : Distant Site Com 1

Description :

Site: Distant Site

Computer: Server Distant site

Only GuardPointPro servers are able to communicate with the controllers.



- □ Main Work Station
  - □ Network 1
    - ☑ ✓ **IC2000 - 14/05/2007 00:46:15**
- □ Server Distant site
  - □ Distant Site Com1
    - ☑ ✓ **IC2000- 14/05/2007 00:47:46**

- TPL4D
- Status received at 14/05/2007 00:48:23
- Network : Distant Site Com1
- Controller address (00-31) : 1
- Click here to get firmware version
- Cardholders in memory : 1
- Readers
  - Rdr01 / IC2000 [1]
  - Rdr02 / IC2000 [2]
- Inputs
  - i01 / IC2000 [1] [NO]
  - i02 / IC2000 [2] [NO]
  - i03 / IC2000 [3] [NO]
  - i04 / IC2000 [4] [NO]
  - i05 / IC2000 [5] [NO]
  - i06 / IC2000 [6] [NO]
  - i07 / IC2000 [7] [NO]
  - i08 / IC2000 [8] [NO]
  - i09 / IC2000 [9] [NO]
  - i10 / IC2000 [10] [NO]
  - i11 / IC2000 [11] [NO]
  - i12 / IC2000 [12] [NO]
  - i13 / IC2000 [13] [NO]
  - i14 / IC2000 [14] [NO]
  - i15 / IC2000 [15] [NO]

2 controller(s) selected | 14/05/2007 | 00:48

The Diagnose screen henceforth lists the controller networks by workstation. From any workstation, according to the authorization levels of the user, a user can see and modify the database. He can access from this screen to all the possibilities of controller initialization,…

Remote controller downloading

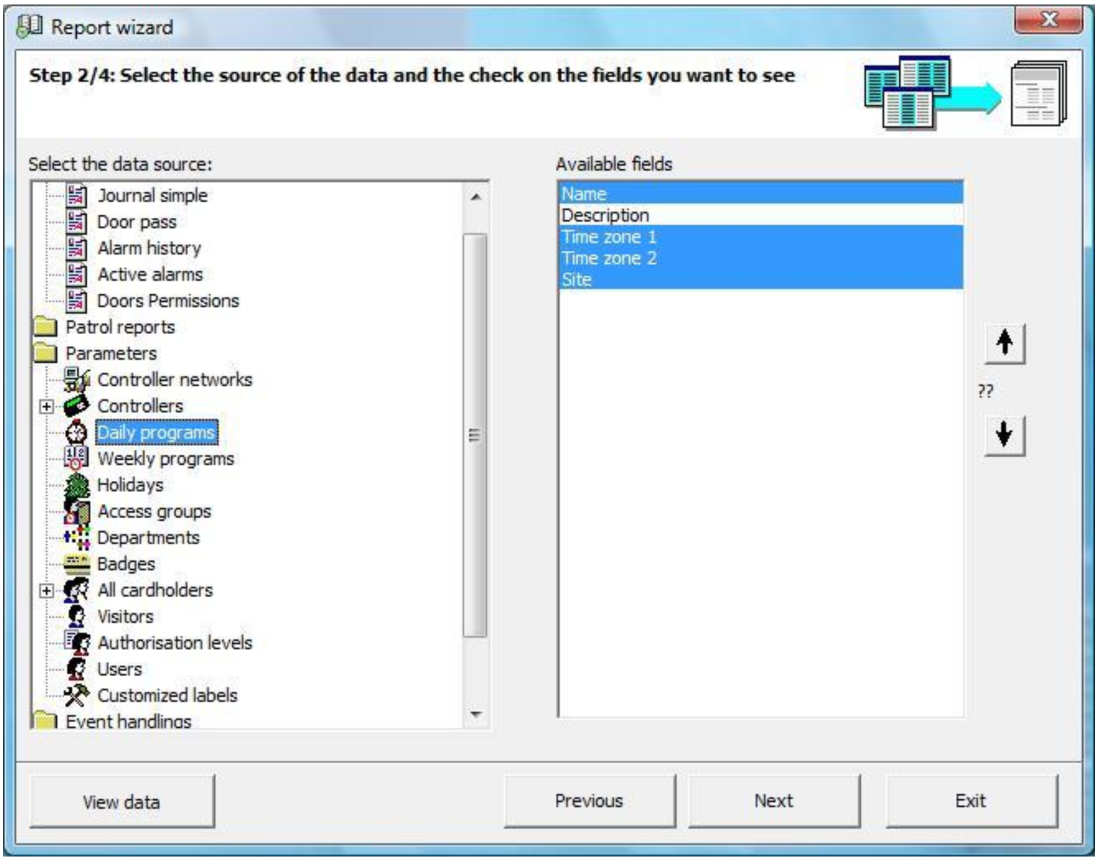
Each update from any workstation updates the concerned controllers. Each server downloads information on its controllers locally and can communicate with the distant servers for downloading information on their controllers.

Naturally, if the communication with a distant site is temporarily not available, the commands are stored and will be sent when the communication is restored.

Since each server works on its own database, the update of the distant sites has a latency. This latency is due to the replication between the databases and other checking. It takes about a few minutes.

Reports

In the reports/, it is possible to print the whole parameter settings of the site (according to the authorization level of the user). Each record has a Site field.



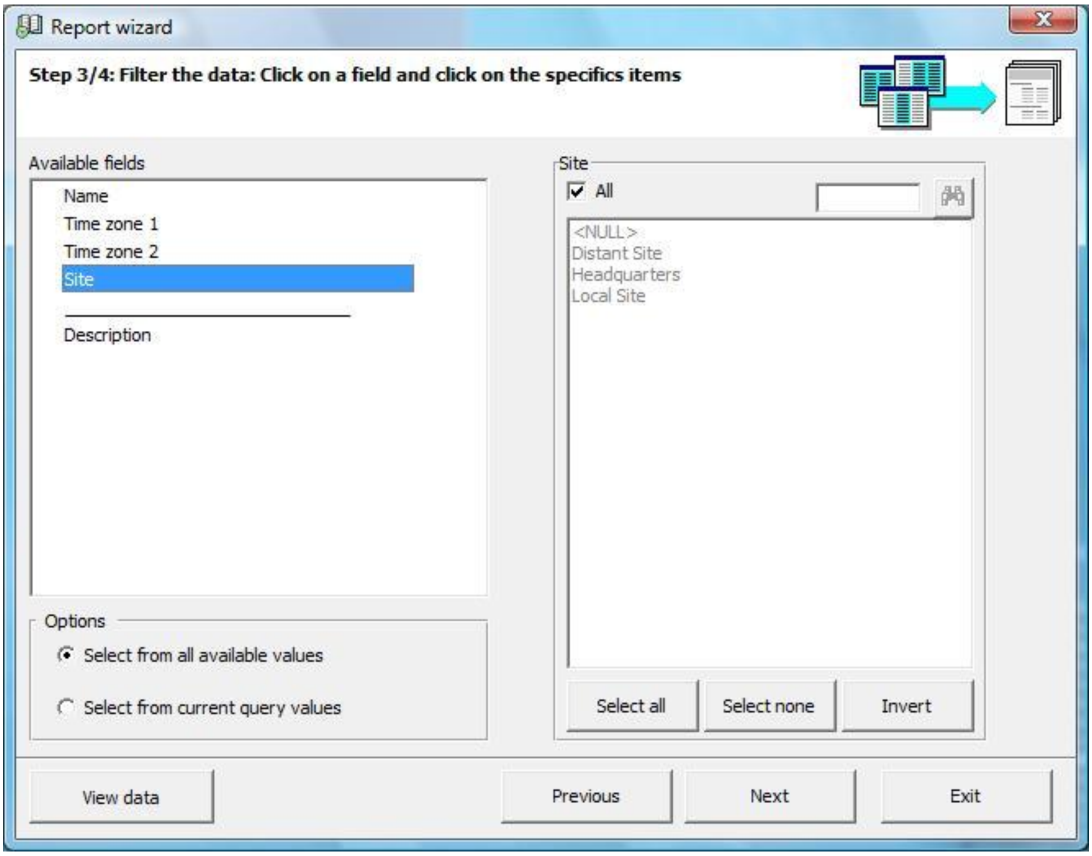
Report wizard

Step 2/4: Select the source of the data and the check on the fields you want to see

Select the data source: Daily programs

Available fields: Name, Description, Time zone 1, Time zone 2, Site (selected: Name, Time zone 1, Time zone 2, Site)

Filtering can be done on one or more sites



Report wizard

Step 3/4: Filter the data: Click on a field and click on the specifics items

Available fields: Name, Time zone 1, Time zone 2, Site (selected), Description

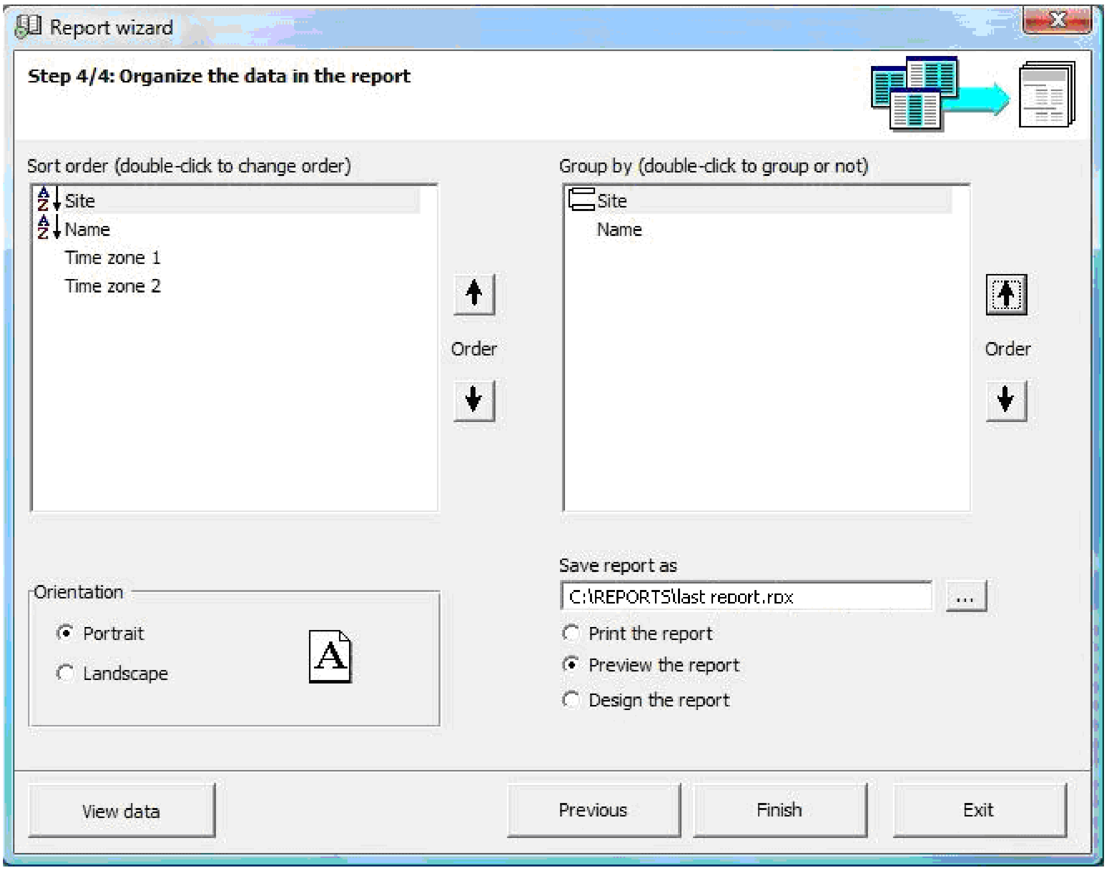
Site: ☑ All

<NULL>
Distant Site
Headquarters
Local Site

Options
● Select from all available values
○ Select from current query values

It is possible to organize the report by Site.

It is also possible to group the information by site as in the example below.



Report wizard

Step 4/4: Organize the data in the report

Sort order (double-click to change order)

- Site
- Name
- Time zone 1
- Time zone 2

Group by (double-click to group or not)

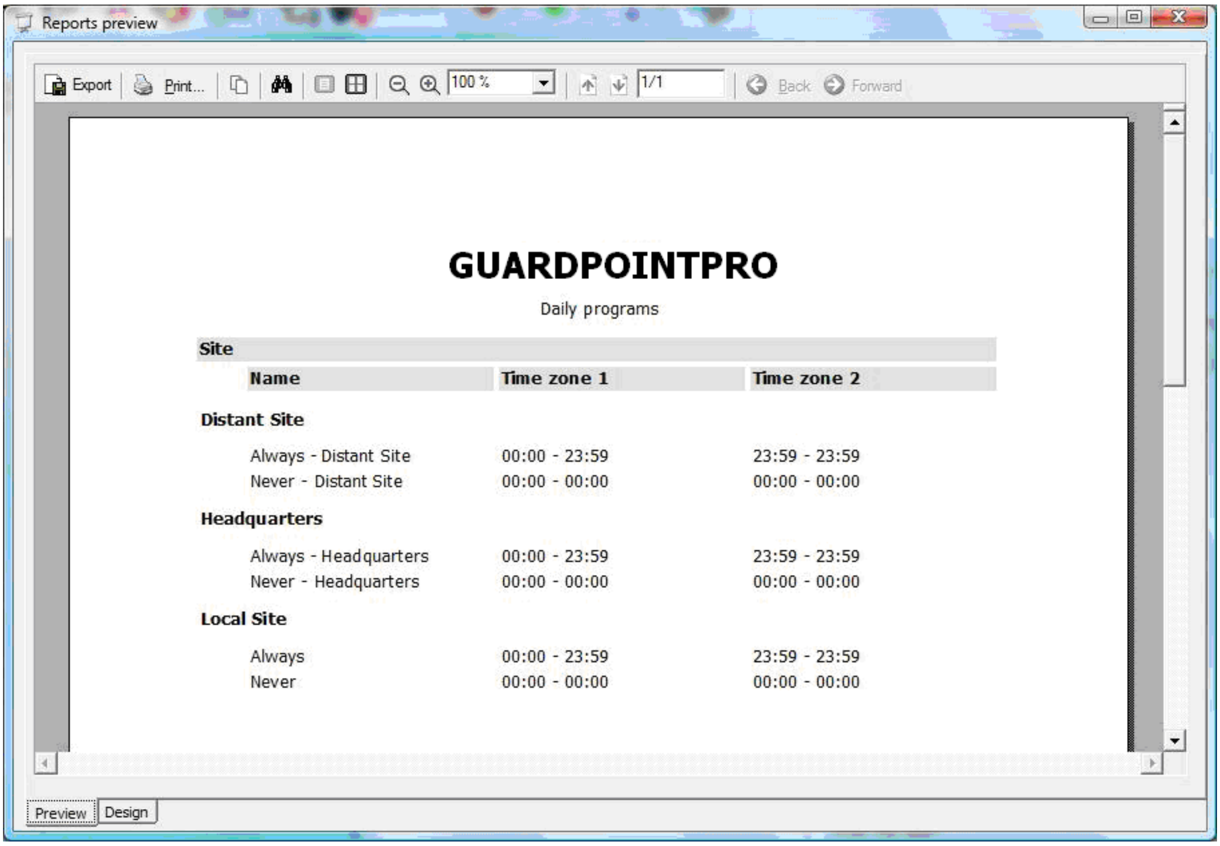
- Site
- Name

Save report as: C:\REPORTS\last report.rpx

Orientation: ● Portrait ○ Landscape

○ Print the report
● Preview the report
○ Design the report

Finally, the report can be sorted by site with the list of all the daily programs (in our example) and their definitions.



Reports preview

GUARDPOINTPRO

Daily programs

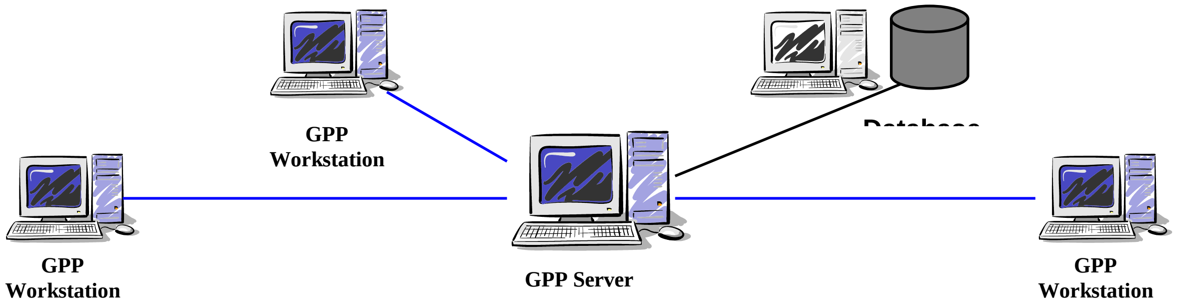
Site			
	Name	Time zone 1	Time zone 2
Distant Site			
	Always - Distant Site	00:00 - 23:59	23:59 - 23:59
	Never - Distant Site	00:00 - 00:00	00:00 - 00:00
Headquarters			
	Always - Headquarters	00:00 - 23:59	23:59 - 23:59
	Never - Headquarters	00:00 - 00:00	00:00 - 00:00
Local Site			
	Always	00:00 - 23:59	23:59 - 23:59
	Never	00:00 - 00:00	00:00 - 00:00

Appendix G: GuardPoint Pro server Redundancy

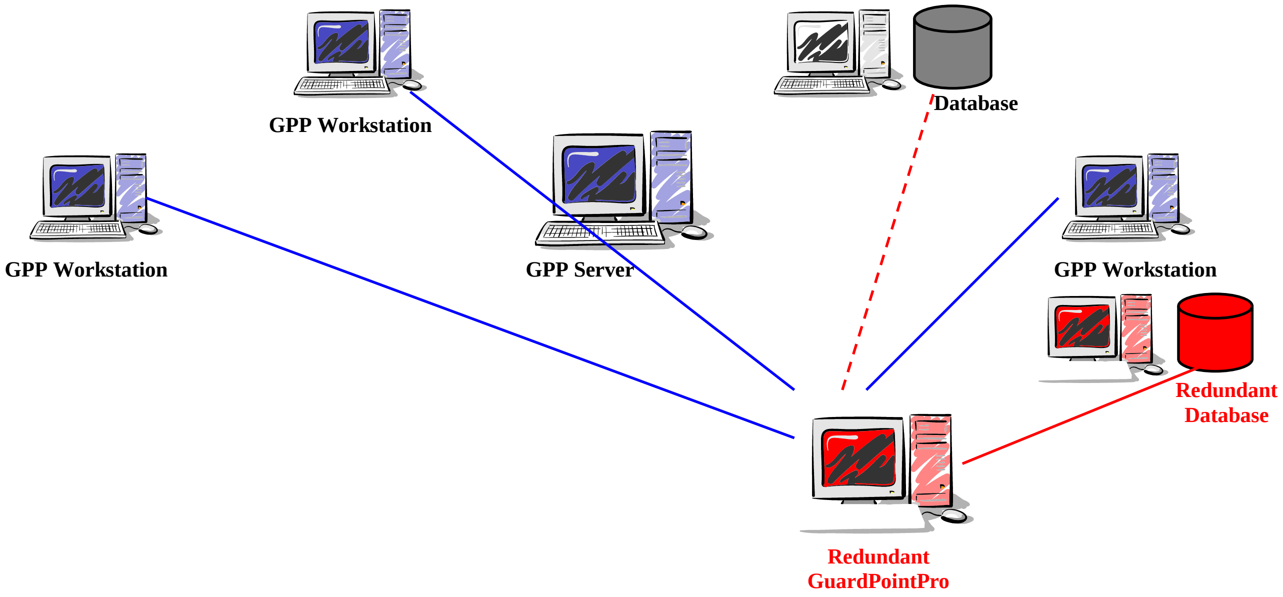
1. Preliminary:

The redundancy of GuardPoint Pro servers is employed by high security systems requiring a quasi-total availability of the access control system. In case of failure of the GuardPoint Pro server, it is possible to guarantee the permanence of the service by switching towards a redundant server.

GuardPoint Pro works thanks to a server, linked to a database. Some workstations can be linked to the server, if necessary. The database can be installed on the PC server or on another PC.



The GuardPoint Pro server redundancy principle is to provide the server function in case of failure of the main server. The database can have also a redundant database by replicating the main database.



2. Cold Redundancy (by external third party application):

Principle

In integrated systems the GuardPoint Pro functions as the Access Control component. When the external supervising application detects a failure in one of the component, it may decide to swap all components to a redundant server, simply by starting GuardPoint Pro on a redundant PC.

Launching GuardPoint Pro on a redundant PC:

- Automatically closes GuardPoint Pro Server on the main PC.
- All the workstations swap automatically to the new GuardPoint Pro Server.
- On a duplicate data source configuration, automatic swap to the secondary data source.

Settings (already supported since version 1.6.004)

1. Those two computers that should act as redundant servers, should have each one an GuardPoint Pro dongle.

2. Both PC should be defined in "**Computer**" screen of GuardPoint Pro.

3. These two computers should have their ini file set with the following lines:
- **isWS = 0**
- **ServerRedundancy = 1** (on PC#1) And **ServerRedundancy = 2** (on PC#2)

3. On a duplicate data source configuration, workstations should have two connection link allowing to point towards the two existing databases. So, their ini file should have:
- **SQL_Connect** that points towards the main database
- **SQL_Connect_Backup** that points towards the redundant database.

4. In order to allow the workstations to switch automatically to the right database when starting, the ini file of the workstations should have:
- **AutoFailover = 1**

When the redundant server starts, both servers are informed by the spread tool that the server with the option ServerRedundancy = 2 starts. At once, any server receiving this message and having the ServerRedundancy option different from 2 stops immediately.

When the main server is closed in this way, the AME file writes the following line:

02/12/2004 10:26:37 Get order from 2nd server to shutdown

Then, the redundant server indicates to the running workstations that the server with the option ServerRedundancy = 2 starts. Also, the workstations understand this message by switching towards the database defined in SQL_Connect_Backup.

The workstations that start thereafter were not informed of the change and are defined to point towards the main database by default. Also, when starting, they will not succeed to join the main database and will point automatically towards the secondary database.

Lastly, to return to the normal mode, it just needs to start the main server again. This one will make the same operations by indicating that the server with the option ServerRedundancy = 1 starts. Thus, the redundant server will be closed, and the workstations will point again towards the main database.

Workstations

A workstation which runs during the switch will pass from a data source to the other as explained previously.

On the other hand, if the workstation does not run or if it starts again, it is not conscious of the change and points towards the bad data source. For that, it is necessary to set in the ini file the option AutoFailover = 1 in order to find which data source runs.

When starting, the workstation receives from the server its option "ServerRedundancy" and will point towards the right data source.

Note:

On a duplicate data source configuration, for remaining identical databases at any moment, the replication of the databases should be carried out by the database software itself (MS SQL). GuardPoint Pro does not manage this replication.

3. Hot Redundancy:

Principle

Since version 1.7.001, GuardPoint Pro is able to manage by itself the failure detection of the main server and switch automatically all the components of the system to a redundant server, by launching GuardPoint Pro on the redundant PC.

When GuardPoint Pro starts on the redundant PC, the operation is the same as described in the cold redundancy chapter.

Settings

1. On the redundant PC, open with Notepad the RedundancyChecker.ini file located in the GuardPointPro folder, then define the following options:

- **NumRetry = 3** ………………… Attempts number before pinging the server IP address
- **Interval = 5** …………..…….. Delay in seconds between the verifications
- **TimeOut = 1000** ………..Timeout for GuardPoint Pro to reply in milliseconds
- **PingTimeOut = 1000** ………..Timeout for the server to reply in milliseconds
- **ServerName =** …...…………… Name of the main server
- **ServerIP =** ………………… Main server IP address
- **ThirdPartyIP =** ………..Third PC IP address
- **PathExe =** ………………… Command Line of GuardPoint Pro

2. On the redundant PC, start the RedundancyChecker.exe utility located in the GuardPointPro folder.

This utility runs like a watchdog with the GuardPoint Pro of the main server. It applies a constant handshake with GuardPoint Pro on the main server each **X** seconds. This X is defined in RedundancyChecker.ini as **Interval**

The timeout for waiting to an answer from GuardPoint Pro is defined in milliseconds in this file as **TimeOut**.

When no answer is received after **Y** tries (**NumRetry** option in RedundancyChecker.ini) the RedundancyChecker.exe will try to ping the IP address of the main server, defined in the **ServerIP** option.

The timeout in milliseconds for pinging the main server (named in the **ServerName** option) is set as **PingTimeOut** option in RedundancyChecker.ini.

If the ping to the main server succeeds, it means that the computer is ok and GuardPoint Pro is closed. So, GuardPoint Pro is launched on the redundant PC, thanks to the **PathExe** option which should contain the full path of the local GuardPointPro.exe to run.

If the ping fails, we suspect one of two scenarios:

a. the main server is either closed, out of order or just lost network connection

b. the redundant PC lost network connection or the network has failed

In order to test which one of these scenarios has happened, the RedundancyChecker.exe utility pings the IP address of a third PC, defined in RedundancyChecker.ini as **ThirdPartyIP**. It is necessary to indicate an IP address of the network which always replies (such as router or network printer).

If this ping works it means that the suspected scenario a) is true and the redundant PC network connection is ok. Therefore GuardPoint Pro is then launched on the redundant PC.

But if the third party ping fails, it means that the suspected scenario b) is true: the redundant PC network connection is in failure whilst the main server may be still working. Therefore in this case no action is initiated.

Obviously you can set in the same way RedundancyChecker on the main server that will check whether the redundant server is alive.

Note: After RedundancyChecker.exe detects a problem on the remote PC and hence starts GuardPoint Pro server on its own machine – it also closes itself and needs to be restarted manually.