PART 6 – GENERAL SOFTWARE MODULES

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Chapter 1: Web-based QuickTag Module

Introduction

General

The web-based QuickTag Module is intended for use for example, by an operator using a PC at a location remote from the System's Access Host PC. This Module requires no extra ImproNet software installation, simply installing Java Runtime Environment V1.60 and above allows any member of your staff access to the Module.

The Module's basic function is enrolling Tags so employee Tagholders and visitor Tagholders may access selected areas at named times. As this is an enrolment Module, each PC running the web-based QuickTag Module must connect to a Registration Reader. The benefit of running this now entirely web-based Module, is less bandwidth usage promoting improved network speed. You may use the web-based QuickTag Module with Windows® Internet Explorer 7 (and above) or alternatively Firefox 2 (and above).

Installing Java Runtime Environment (JRE)

1. Using your Internet browser enter the following URL: **www.java.com**.
2. On the Home Page, click on the **Free Java Download** button.

*Alternatively, open the **JRE** folder on your ImproNet installation CD. Double-click your mouse pointer over the **jre-6u7-windows-i586-p.exe** file starting the installation on the client machine.*

3. At the Internet Explorer – Security Warning dialog, click the **Install** button.
4. At the Java Setup – Welcome dialog, click the **Accept >** button.
5. At the Java Setup – Complete dialog, click the **Finish** button.
6. Close your Internet browser.
7. Restart your PC.

Properties File

The properties file is PC (workstation) specific, meaning that the file location is hard coded. The properties file lets you change the number of records displayed per page. Change this setting as follows:

If you change the property settings, while working in the Web-based QuickTag Module, shut down the Browser for the changed settings to take effect.

The settings referred to in the following paragraph refer to a default installation.

1. From **C:\ImproNet\quicktag** open the **QuickTag.properties** file.
2. Change the **quicktag.loading.records.show=** setting to a number between 1 and 200.
3. Save the properties file.

Starting up the Web-based QuickTag Module

Ensure that you do NOT open more than 1 instance of this Module per PC workstation.

Where your Controllers connect via RS485, do NOT run the Enrollment Client on the same PC as the Engine Module.

*If the Web Server resides on a Port other than Port 80, the URL becomes: http://*localhost**:XX***/quicktag/thin_client.html. The **XX** highlighted in the URL refers to the new Port number, for example 82, 83 or 84 and so on.*

To open **ImproNet Access**, continue as follows:

1. In Windows®, click **Start**>**Programs**>**ImproNet**>**Access**.
2. Enter your **Username** and **Password**.

*The default username is **SYSDBA**. The default password is **masterkey**. The Password is case-sensitive.*

3. From the Menu Bar, select the **Web Clients**>**QuickTag**.

Alternately using a separate PC workstation, with Engine running on the Database Server, start up the Module as follows:

1. *Using your Internet browser in the Address Bar, enter the phrase **Localhost** (and if necessary the Port Number).*
2. *At the landing page, select the (Web Enrollment) icon.*

4. In the Warning – Security dialog, select the **Always Trust Content from this Publisher** checkbox.
5. Click the **Run** button.

Figure 1 – Warning – Security Dialog

Restarting the Module (on that specific client PC) for future use will NOT display the Warning – Security dialog.

6. At the Login dialog, enter your **Username** and **Password**.

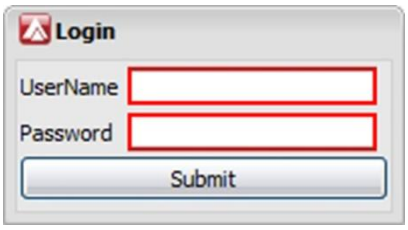


Figure 2 – Logon Dialog

*The default username is **SYSDBA** and the default password is **masterkey**. The Password is case-sensitive.*

7. Click the **OK** button.

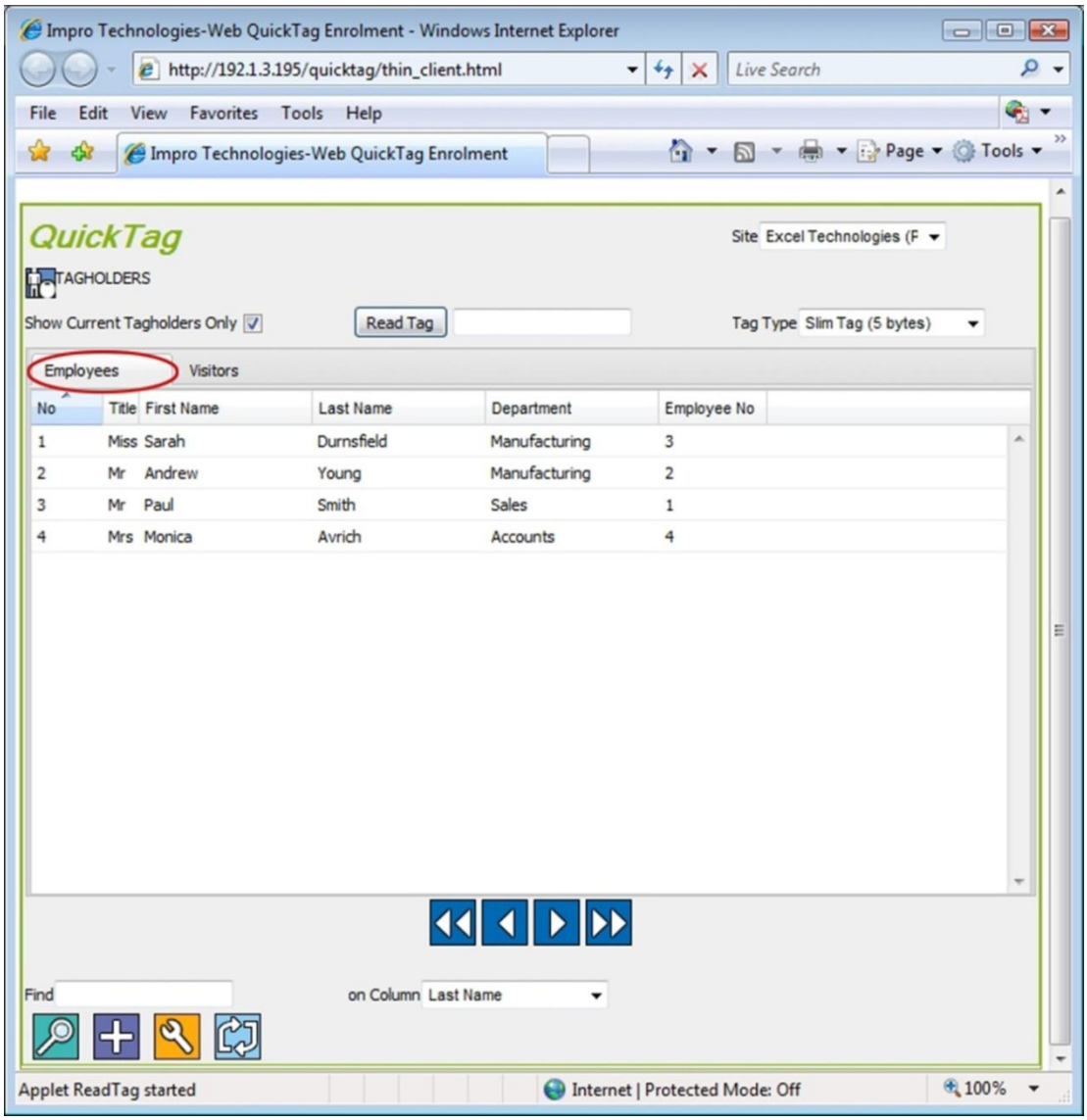


Figure 3 – Web-based QuickTag – Employees Tab

User Interface

below is a brief description of all the fields associated with the web-based QuickTag Module, the information displayed in these fields and button functions:

The standard buttons: **Search**, **Add**, **Edit** and **Refresh** are available at the bottom of the screen. Move between Tagholder records by using the back and forward buttons displayed at the bottom of Figure 3.

Item	Description
Site	Allows the selection of another Site, to enable Site specific Tagholders to be viewed.
Show Current Tagholders Only	When checked, only current Tagholders display; if not checked, all past Tagholders also display.
Read Tag Button	Allows the Tag code of a Tag presented to the Tag Registration Reader to be read and then displayed in the cell adjacent to the button. If the Tagholder exists in the table, the Tagholder's record is selected in the table.
Tag Type	Indicates the type of Tag read.
Employees Tab	
No	System assigns the next logical number.
Title	Tagholder's title that is Mr., Miss or Dr and so on.
First Name	Tagholder first name displays in this field.
Last Name	Tagholder last name displays in this field.
Department	Tagholder's Department name displays in this field.
Employee No	Tagholder's employee number displays in this field.
Find (Field)	Enables search for specific name.
On Column	Allows searching by: No, Title, First, Second Name, Last Name, ID and so on.

Table 1 – Web-based QuickTag – Employees Tab Screen

The Employees' tab displays by default, displaying data about all Tagholders related to the Site (see Figure 3).

- Select another Site by making your selection from the **Site** drop-down list.
- The **Employees'** (and **Visitors')** tab defaults to show all current Tagholders only. To show past and current Tagholders, uncheck the **Show Current Tagholders Only** checkbox.
- Check Tag numbers by clicking the Read Tag button. The Tag code displays in the textbox alongside the button. The grid selection moves to the Tagholder to whom the Tag belongs (if it finds one).
- To find Tagholder information, from the **on Column** drop-down list, select in which column to search.
- In the Find field type-in the required text. The program searches for the closest match to the entered text (incremental search).
- Click the Refresh button to update data changed in the Employees' and Visitors' tabs.
- You may set the sort order of the records by right-clicking your mouse over any column header and selecting either **Sort Ascending** or **Sort Descending**.
- You may show or hide columns, by right-clicking your mouse over any column header and select the **Column** option. Select or deselect the checkboxes to show or hide the columns as you require.

Employee Tagholder Configuration

To configure QuickTag data, continue as follows:

Adding (or Editing) a Tagholder

On the **Employees** tab, click the (or) button.

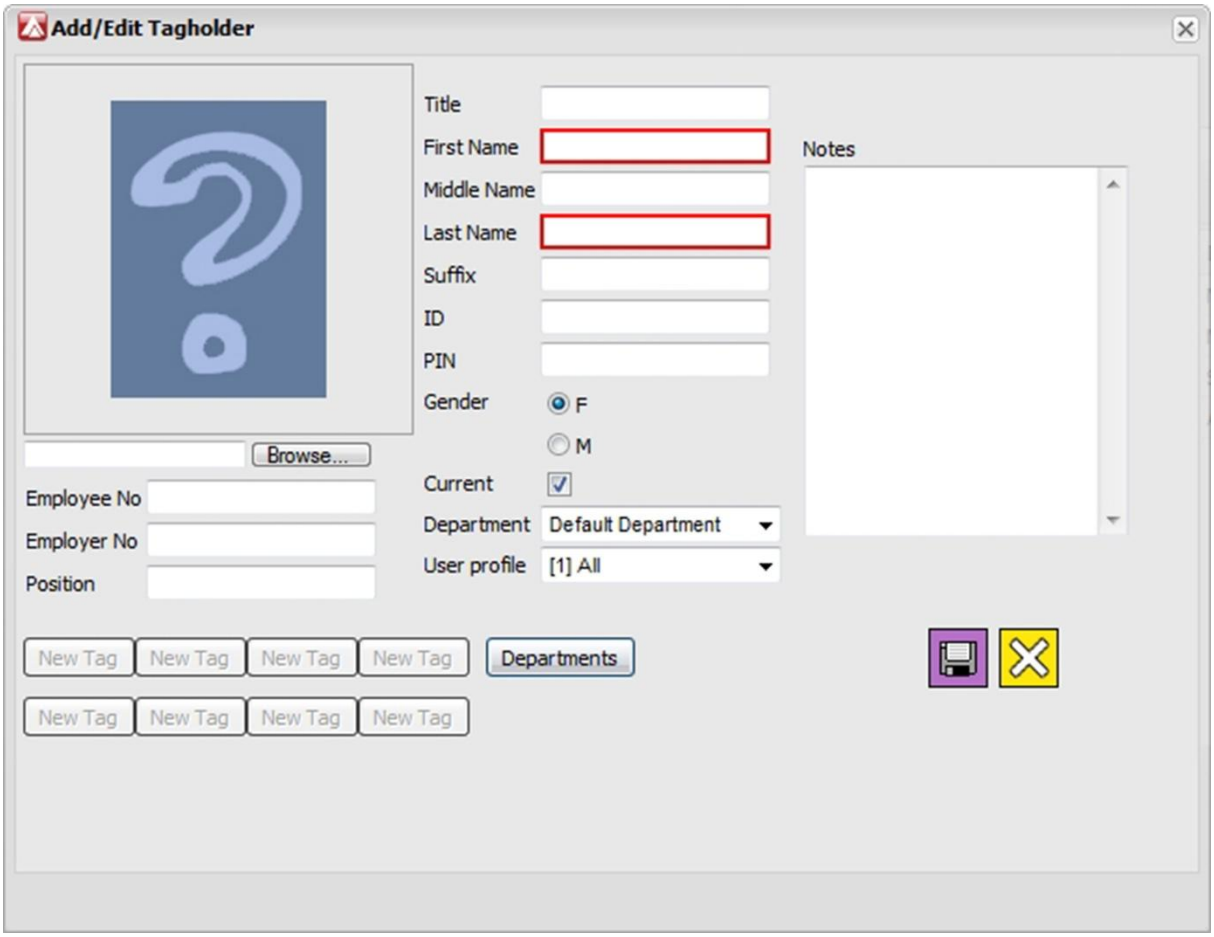


Figure 4 – Add or Edit Tagholder Dialog

Add/Edit Tagholder

*The minimum information needed for the System to accept the data is the **First Name** and **Last Name** fields.*

1. Enter the Tagholder's **First Name** and **Last Name**.
2. Complete other personal information as necessary.
3. Select the **Current** checkbox to enable the Tagholder (selected by default). If this **Current** checkbox is unchecked, the Tagholder is inactive in the system.
4. Use the **Notes** text area to enter other information about the Tagholder.
5. Enter a PIN-code of up to 5 digits, if required.
6. In the **Department** field select the required Department from the drop-down list.

Add Department

1. Click the **Departments** button.

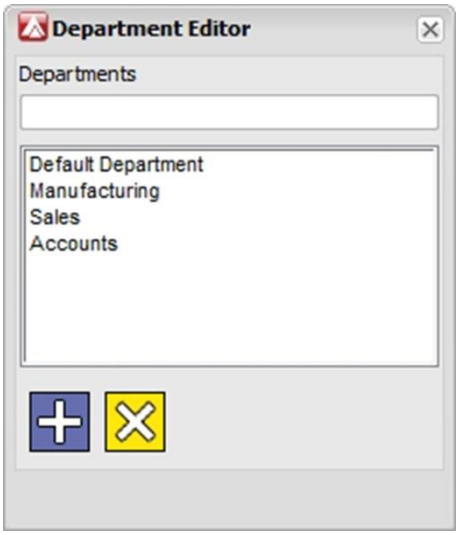


Figure 5 – Add New Department Dialog

2. In the Department Editor, click the button.

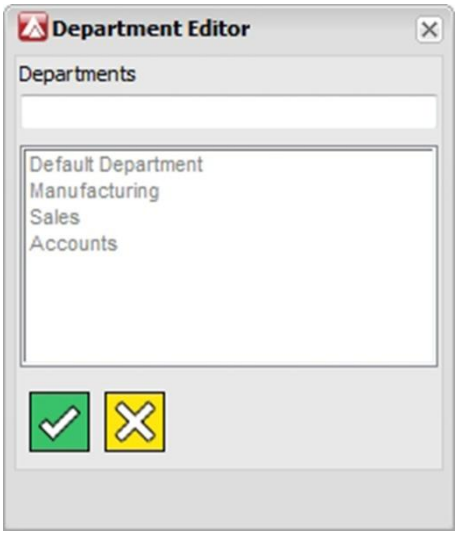


Figure 6 – Department Editor Dialog

3. In the **Departments** field, type-in the new Department Name.
4. Click the button to accept the new Department into the System.
5. Return to the Add/Edit Tagholder dialog by clicking the button.

Adding a Tagholder Image

1. Click on the **Browse** button.
2. From the **Choose File** dialog, navigate to and select your image file.
3. Click the **Open** button.

Where you insert an image smaller than 200 x 170 pixels, the image keeps its dimensions. Where you insert an image larger than 200 x 170 pixels, the image shrinks to 200 x 170 pixels.

Add New Tag

1. To save the Tagholders details, click the button.
2. Click the **New Tag** button.

*In an IXP400 System, 4 **New Tag** buttons activate, allowing allocation of up to 4 Tags to the same person. In an IXP400i System, 8 **New Tag** buttons activate, allowing allocation of up to 8 Tags to the same person.*

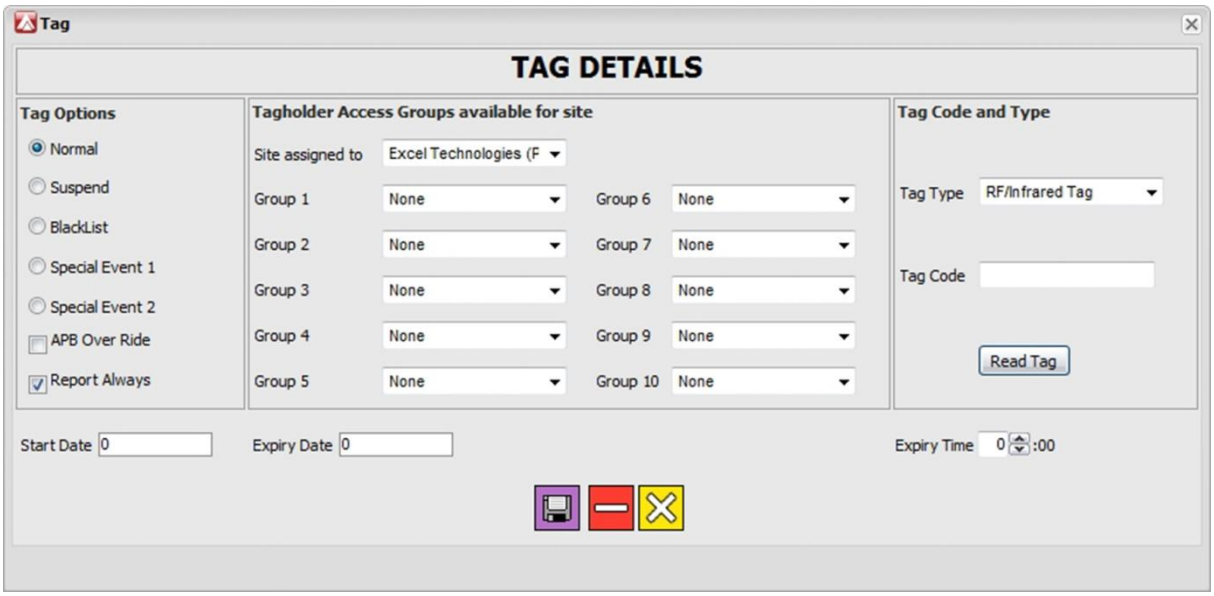


Figure 7 – Tag Details Dialog

3. On the Tag dialog, select one of the following Tag Options:
   - **Normal**—normal employee.
   - **Suspend**—Tag is suspended from all access on the Site.
   - **Blacklist**—Tagholder is blacklisted and denied access to the Site.
   - **Special Event 1**—Tag raises an Event when presented to the Reader.
   - **Special Event 2**—Tag raises an Event when presented to the Reader.
4. Configure the following:
   - **APB Override**—Tags are not subject to APB rules.
   - **Report Always**—all transactions for the Tag are written to the Database.
5. From the **Site Assigned to** drop-down list, assign the Tagholder to a Site.
6. From the **Group1** to **10** drop-down lists, assign the Tagholder to a Tagholder Access Group.

At least one Tagholder Access Group must be assigned for the Tag to have any access rights. In an IXP400 System a Tagholder can have up to 3 different Tagholder Access Groups. In an IXP400i System a Tagholder can have up to 10 different Tagholder Access Groups.

7. Present a Tag to an Enrollment Reader and click the **Read Tag** button.
8. Select the **Tag Type** from the drop-down list.

*To create a Personal Access Code (PAC) only, select the **Personal Access Code** option from the **Tag Type** drop-down list and enter the PAC in the **Tag Code** textbox.*

*The **Start Date** field can remain blank for indefinite validity.*

Start Date Configuration

a. In the Tag dialog, select the **Start Date** textbox.
b. Select the **Year** using the << and >> arrow buttons.
c. Select a **Month** using the < and > arrow buttons.
d. Click on the **Date** required in the grid.

Expiry Date Configuration

a. In the Tag dialog, select the Expiry Date textbox.
b. Select the **Year** using the << and >> arrow buttons.
c. Select a **Month** using the < and > arrow buttons.
d. Click on the **Date** required in the grid.

From the Tag dialog, remove a Tag from the System by selecting the Tag and clicking the button.

9. At the Tag dialog, click the button.
10. Click the button.
11. At the Add/Edit Tagholder dialog, click on the button.
12. Click the button.

Searching for Tagholders

Figure 8 – Tagholder Search Facility

1. In the **on Column** drop-down list, select the Search Category.
2. In the **Find** field, type in the relevant Tagholder data.
3. Click the button.

Deleting a Tagholder

Hide Tagholders from display by making them non-current.

A user cannot delete any Tagholder data because of the Systems reporting requirements. The Tagholders data is maintained in the database for security, Tag history and personnel history reasons. You may however, delete or reassign the Tags themselves to another user.

Visitor Tagholder Configuration

Click the **Visitors'** tab. The QuickTag – Visitors' tab displays all data concerning all visitor Tagholders related to the Site. When you want to select another Site, make your selection from the **Site** drop-down list.

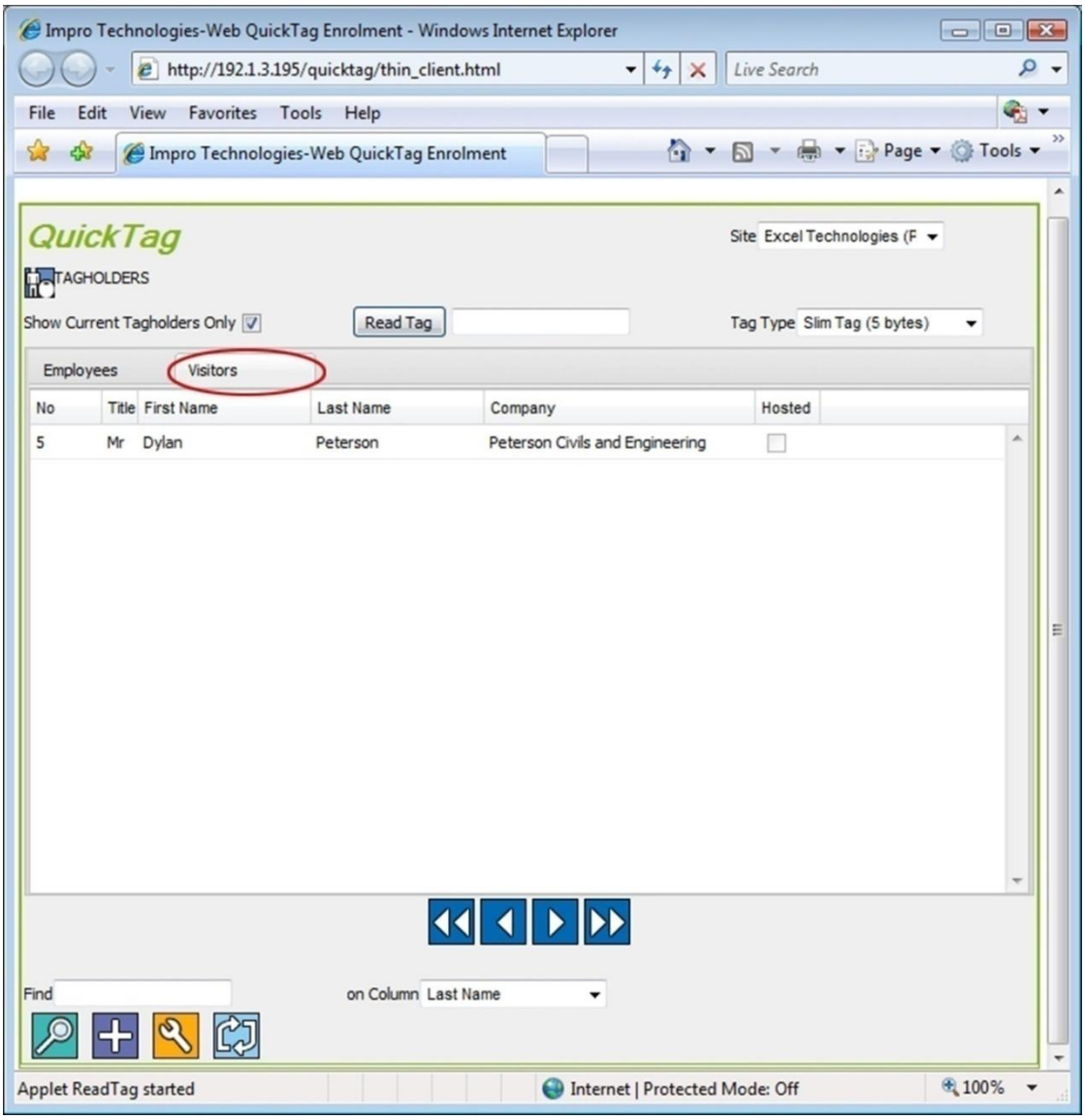


Figure 9 – Web-based QuickTag – Visitors Tab

Visitors Tab Item	Description
No	System allocates the next logical number.
Title	Tagholder's title for example Mr., Miss or Dr and so on.
First Name	Tagholder's first name is displayed in this field.
Last Name	Tagholder's last name is displayed in this field.
Company	Visitor's company name is displayed in this field.
Hosted	Checkbox indicating whether visitor is hosted or not.

Table 2 – Web-based QuickTag – Visitors Tab Screen

Refer to Table 1 for field and button descriptions not listed here (fields are identical).

Adding (or Editing) a Tagholder

The configuration procedures for Visitors Tags are similar to that of the Employees Tags, except that some additional data is required as described below. Refer to the section Adding (or Editing) a Tagholder on page 9 for procedures not found here. To add (or edit) a Visitors Tagholder, continue as follows:

On the **Visitors** tab, click the (or) button.

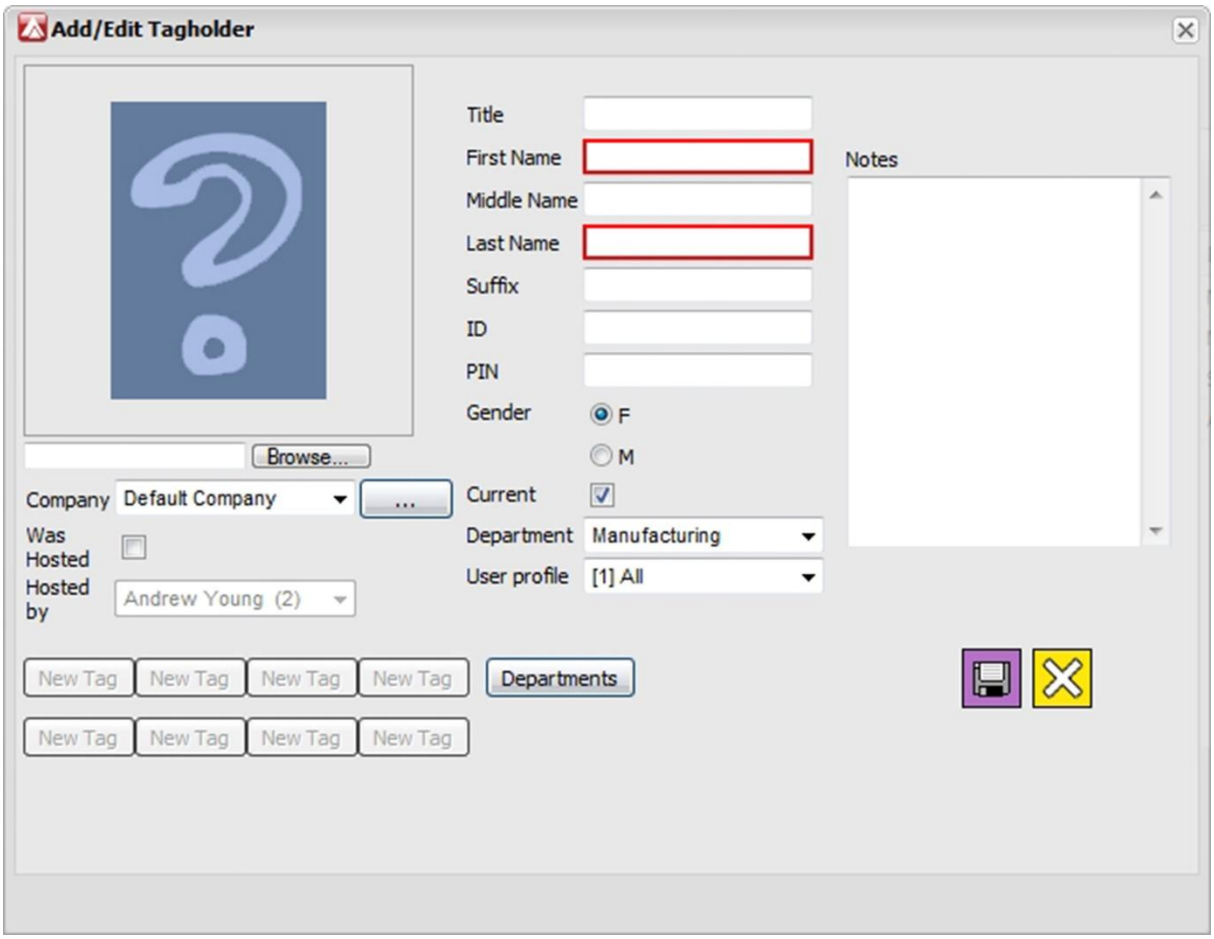


Figure 10 – Add or Edit Tagholder Dialog

Add/Edit Tagholder

*The minimum information needed for the System to accept the data is the **First Name** and **Last Name**.*

1. Enter the Tagholder's **First Name** and **Last Name**.
2. Complete other personal information as necessary.
3. Select the **Current** checkbox to enable the Tagholder (selected by default). If this **Current** checkbox is unchecked, the Tagholder is inactive in the system.
4. Use the **Notes** text area to enter other information about the Tagholder.
5. Enter a PIN-code of up to 5 digits, if required.
6. In the **Department** field select the required Department from the drop-down list.

For details of adding extra departments, refer to the section Add Department on page 10 for more information.

For details of adding an image, refer to the section Adding a Tagholder Image on page 10 for more information.

Adding a Company Name

If the Company name does not exist, continue as follows:

1. Click the ... alongside the Company drop-down list.
2. In the Company dialog, click the button.
3. In the **Company** textbox, enter a company name.
4. Click the button.
5. Select the company name from the display pane.
6. Click the button.

__Delete__ a Company Name by clicking on the ... button, selecting the company name and clicking the button.

Add/Edit Tagholder

1. Select the **Was Hosted** checkbox.
2. From the **Hosted By** drop-down list, select an employee name.

This Host must precede the visitor at each Location, presenting their Tag before the Visitor presents their Tag. About 10 seconds is allowed between presentation of the two Tags.

3. To save the Tagholders details, click the button.
4. Click one of the **New Tag** buttons.
5. On the Tag dialog, select one of the following Tag Options:
   - **Normal**—normal employee.
   - **Suspend**—Tag is suspended from all access on the Site.
   - **Blacklist**—Tagholder is blacklisted and denied access to the Site.
   - **Special Event 1**—Tag raises an Event when presented to the Reader.
   - **Special Event 2**—Tag raises an Event when presented to the Reader.
6. Configure the following:
   - **APB Override**—Tags are not subject to APB rules.
   - **Report Always**—all transactions for the Tag are written to the Database.
7. From the **Site Assigned to** drop-down list, assign the Tagholder to a Site.
8. From the **Group 1** to **10** drop-down lists, assign the Tagholder to a **Tagholder Access Group**.

At least one Tagholder Access Group must be assigned for the Tag to have any access rights. In an IXP400 System a Tagholder can have up to 3 different Tagholder Access Groups. In an IXP400i System a Tagholder can have up to 10 different Tagholder Access Groups.

9. Present a Tag to an Enrollment Reader and click the **Read Tag** button.
10. Select the **Tag Type** from the drop-down list.

For **Start Date** configuration details, refer to the section Start Date Configuration on page 12 for more information.

For **Expiry Date** configuration details, refer to the section Expiry Date Configuration on page 12 for more information.

*Ensure the **Start Date** and **Expiry Date** are not more than 7 years apart.*

11. At the Tag dialog, click the button.
12. Click the button.
13. At the Add/Edit Tagholder dialog, click on the button.
14. Click the button.

For information on searching for visitor Tagholders, refer to the section **Searching for Tagholders** on page 12.

For information on deleting visitor Tagholder information, refer to the section **Deleting a Tagholder** on page 12.

Chapter 2: QuickTag Module

Introduction

The **QuickTag Module** is for use, for example, by an operator using a PC remote from the System's Access Host PC. This Module could typically be installed on a PC in the Reception Area.

The QuickTag Module is a rapid Tagholder/Tag entry Module for enrolling both Employees and Visitors into the Access Control System. This Module's basic function is to add Tags so Employees and persons visiting the company may have access to selected areas at named times.

This Module also allows the Supervisor to disable certain editing features, thus improving the security of this Module. By disabling these features, the operator has limited access and therefore cannot change any sensitive setting in the System. Each button within the application can be disabled.

The QuickTag Software Module has been designed with user-friendliness as a major design criterion. The Application Window has a menu at the top and two Tabs below. The System defaults to Employees Tab, where the relevant Tagholder data is displayed in the panel. The Visitors Tab displays only visitor Tagholder data in its panel.

It is assumed that after installing the QuickTag Utility Software that this application will run continuously 24 hours a day. However, if the application is shutdown or the PC needs rebooting continue as outlined below, Starting up the QuickTag Module.

Starting up the QuickTag Module

To run the Software, proceed as follows:

*In sites with low bandwidth requirements, or where you need to load Tagholders quickly, we recommend using **pagination**.*

*When running QuickTag on a PC separate from the Access PC, edit the **access.properties** file (**tagholders.max.rows=0** setting). By default the setting is **0**, indicating pagination is not activated. Activate pagination, by entering a number in the range of **1** to **99**. The number you select is the maximum number of rows displayed where using pagination.*

For more information on this feature, refer to Part 3 – General Configuration.

1. Click on **Start**>**Programs**>**ImproNet**>**QuickTag**.
2. Enter your **Username** (**SYSDBA**) and **Password**. (**masterkey**). The Password is case-sensitive.

*For the security of the database the software installer may have changed the QuickTag Module's default **Password** (using IBConsole). This may not be a problem on a separate PC.*

3. Click the button.

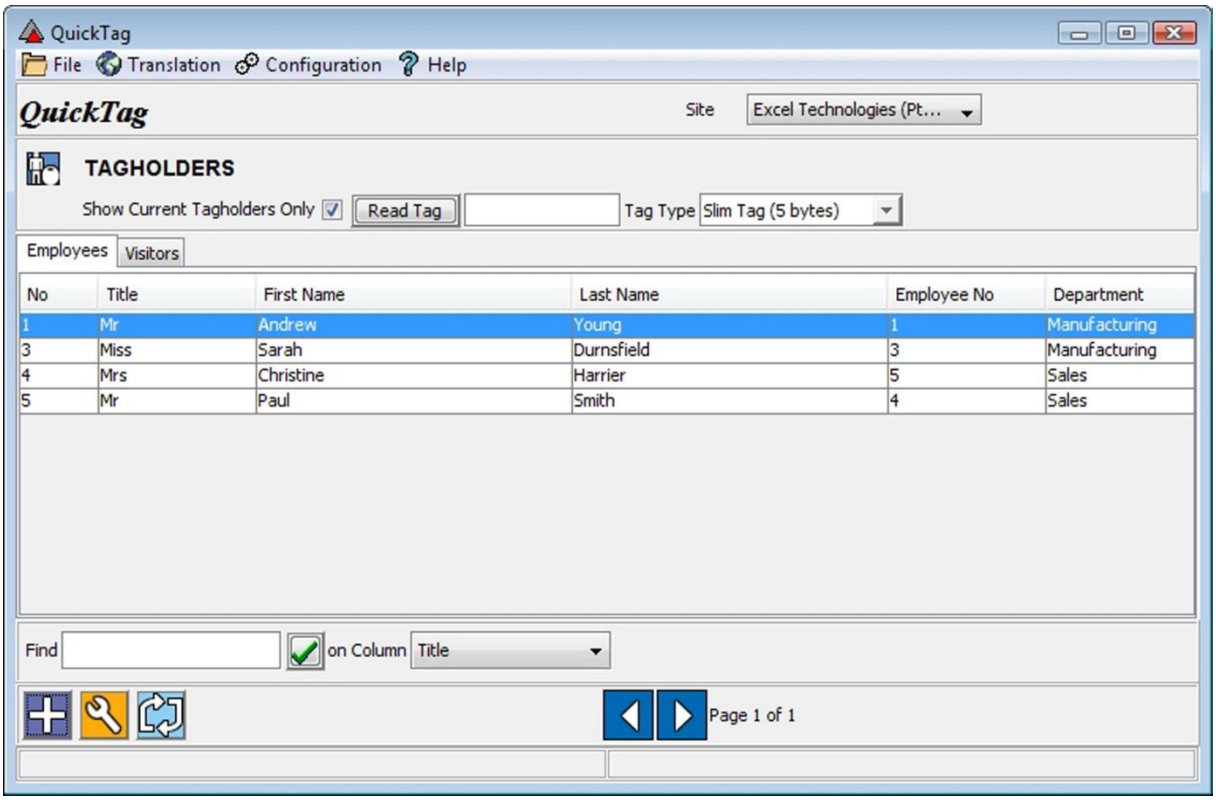


Figure 11 – QuickTag – Employees Tab Screen (with Pagination Enforced)

User Interface

below is a brief description of all the fields associated with the QuickTag Module, the information displayed in these fields, and button functions:

The standard buttons: **Search**, **Add**, **Edit** and **Refresh** are available on the screen.

Item	Description
Site	Allows the selection of another Site, to enable Site specific Tagholders to be viewed.
Show Current Tagholders Only	When checked, only current Tagholders display; if not checked, all past Tagholders also display.
Read Tag Button	Allows the Tag code of a Tag presented to the Tag Registration Reader to be read and then displayed in the cell adjacent to the button. If the Tagholder exists in the table, the Tagholder's record is selected in the table.
Employees Tab	
No	System assigns the next logical number.
Title	Tagholder's title that is Mr., Miss or Dr and so on.
First Name	Tagholder first name is displayed in this field.
Last Name	Tagholder last name is displayed in this field.

Item	Description
Department	Tagholder's Department name is displayed in this field.
Employee No	Tagholder's employee number is displayed in this field.
Find (Field)	Enables search for specific name.
On Column	Allows searching by: No, Title, First, Second Name, Last Name, ID and so on.
Select Button	Allows Tagholders to be chosen in subsets that is Names, Department, Gender and so on.

Table 3 – QuickTag Associated Fields

Employee Tagholder Configuration

To configure QuickTag data, continue as follows:

The Employees' tab is the default. The QuickTag – Employees' tab similar to Figure 11, displays all data about all Tagholders related to the Site. When you want to select another Site, make your selection from the **Site** drop-down list.

- The **Employees** and **Visitors** tabs default to show all current Tagholders only. To show past and current Tagholders, uncheck the **Show Current Tagholders Only** checkbox.
- For Tag numbers to be checked click the Read Tag button. This number will be displayed in the box next to the button. The grid selection moves to the Tagholder to whom the Tag belongs, if it finds one.
- To find Tagholder information in the **on Column** field, click the arrow button to view the drop-down list. From the drop-down list select the column to search.
- In the **Find** field type-in the required text. The program searches for the closest match to the entered text (incremental search). It will only search the subset available on the screen (i.e. the subset selected by the filtering facility).
- Click the **Refresh** button to update data that has been changed in the Employees and Visitors tabs.

Adding a Tagholder

Table 4 details the fields associated with the Add Tagholders dialog:

Item	Description
Picture Frame	Photograph of Tagholder, if available.
Title	Tagholder's title for example Mr., Miss or Dr and so on.
First Name	Tagholder's first name.
Middle Name	Tagholder's middle name.
Last Name	Tagholder's last name.
Suffix	Tagholder's letters that is Jr. PhD, CA.
ID	Tagholder's personal Identity Number.
PIN	Pin code, if required (minimum of four digits and a maximum 5 digits).
Gender	Tagholder's gender.
Current	Makes the Tagholder current or not current.
Department	Department selection for Tagholder.

Item	Description
User Profile	Related to Operator Security, this drop-down lets you assign Tagholders to Operator Groups.
Tagholder Type	This value, once captured in the master table, lets the third-party Time and Attendance Software determine who to calculate and who not to calculate. For Sites using third-party Time and Attendance Software we therefore recommend that you select the **Access and Time** option, for all other installations select the **Access Only** option.
Employee No	Tagholder's employee number.
Employer No	Company employer number.
Position	Tagholder position within the company.
Notes	Comments about the Tagholder.
New Tag Buttons	Allows creation of a new Tag for the Tagholder.
Departments Button	Allows a new Department to be added.
Custom Fields Button	Lets you create any extra fields you may need. For example, there is no field where you may enter the Tagholders home address or telephone number.
User Profile	Allows selection of a User Profile from drop-down list.

Table 4 – Add Tagholder Fields

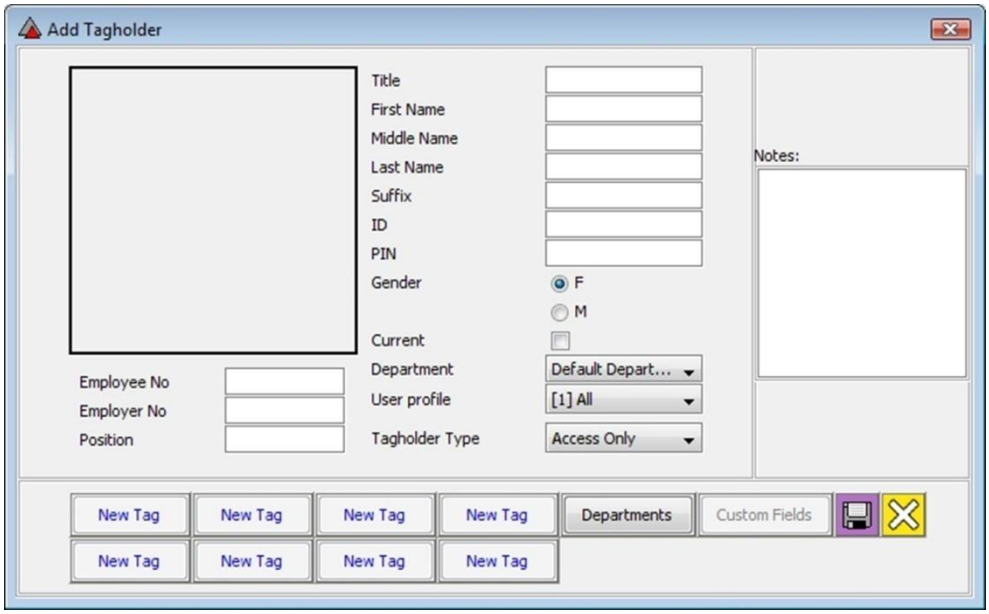


Figure 12 – Add Tagholder for Employees Dialog

To add a new Employee Tagholder, continue as follows:

1. In **QuickTag**, on the **Employees** tab, click the button.
2. Complete as many of the fields shown as are required.

*The minimum information needed for the System to accept the data is the **First Name** and **Last Name** fields and selection of a **Department**.*

3. In the **Department** field select the required Department from the drop-down list. If a Department list exists advance direct to step 8, or if not, continue with step 4.

4. Click the **Departments** button.

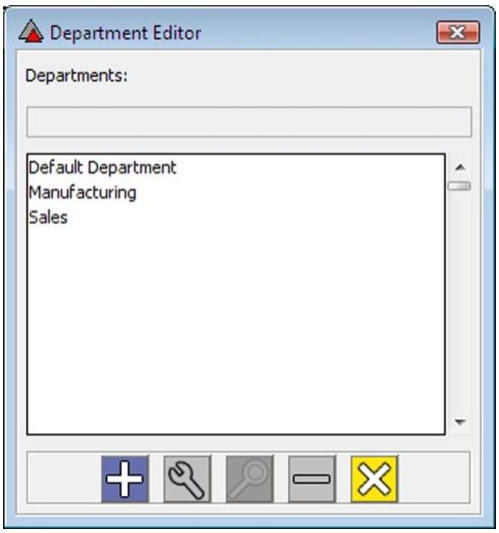


Figure 13 – Add New Department Dialog

5. In the Department Editor, click the button.

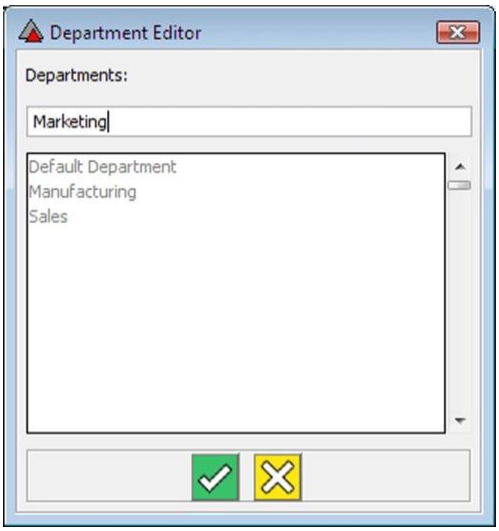


Figure 14 – Department Editor Dialog

6. In the **Departments** field, type-in the new Department Name.
7. Click the button to accept the new Department into the System.

Delete a Department from the list by highlighting the Department concerned in the Department Editor screen, and then clicking the button.

8. Return to the Add Tagholder dialog by clicking the button.
9. To save the Tagholders details, click the button.
10. Click the **New Tag** button.

*In an IXP400 System, 4 **New Tag** buttons activate, allowing allocation of up to 4 Tags to the same person. In an IXP400i System, 8 **New Tag** buttons activate, allowing allocation of up to 8 Tags to the same person.*

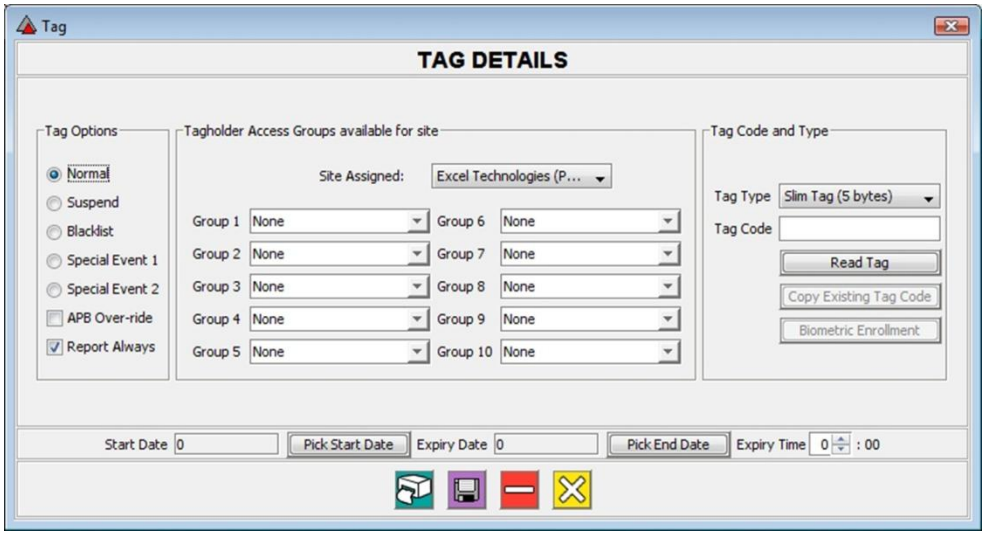


Figure 15 – Tag Details Dialog, New Tag Read

Item	Description
Normal	Normal Employee.
Suspend	Checked – if all access for a particular Tag is suspended.
Blacklist	Checked – if Tagholder is to be denied access to the company.
Special Events, 1 and 2	Used where Tagholders are admitted for specific events, such as a demonstration.
APB Override	APB override enables the Tagholder to override the APB constraint condition on the doors to which he or she has access.
Report Always	Checked – Reports all transactions.
Site Assigned	Allows the selection of the applicable Site.
Tagholder Access Group	
Group 1 to 10	Access Group/s assigned to the Tag.
Tag Type	The type of Tag selected.
Tag Code	Displays the unique Tag code number of the current Tag.
Read Tag Button	Allows the Tag code of a Tag presented to the Tag reader (ProxMate) to be read and then displayed in the Tag Code field.
Copy Existing Tag Code Button	Copies the Tag code for use in sites with Tags and biometric facilities, thus upholding Anti-passback (APB) rules.
Biometric Enrollment Button	Opens the Biometric Enrollment dialog.
Start Date	Displays the date when the Tag will be activated– yyyy mm dd. (0 = Indefinite).
Pick Start Date Button	Allows start date to be set.
Expiry Date	Displays the date when the Tag will expire – yyyy mm dd. (0 = Indefinite).
Pick End Date Button	Allows end date to be set.
Expiry Time	Allows the expiry time to be set (in hours).

Table 5 – Edit Tag Details

11. Click the appropriate checkboxes to select any of the functions as listed
12. In the **Site Assigned** field select the required Site from the drop-down list.
13. In the **Tagholder Access Groups** field. Select the required access group/s from the drop-down list.

In an IXP400 System a Tagholder can have up to 3 different Tagholder Access Groups. In an IXP400i System a Tagholder can have up to 10 different Tagholder Access Groups.

If a Sagem Fingerprint Reader is installed then select Sagem Reader from the Tag Type. Use the ID No to insert into the Tag Code Field, and then click Read Tag. The Sagem Reader will read the Fingerprint and store the coding required. Similar alteration may be required for the Handkey or the Bioscrypt Readers. Refer to the Impro publication 'IXP System-compatible Biometric Readers Installation and User Guidelines'.

14. Place the Tag in the recess of the Tag Enrollment Reader and then click the **Read Tag** button.

*The Tag's code number and type display in the **Tag Type** and **Tag Code** Fields.*

*The **Start Date** field can remain blank for indefinite validity.*

Start Date Configuration

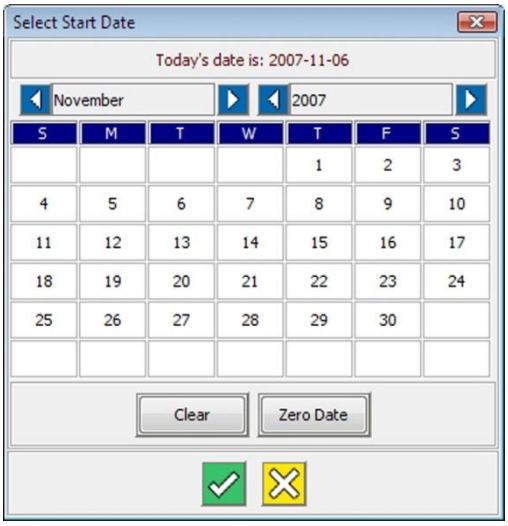


Figure 16 – Calendar Dialog

a. In the Tag Details dialog, click the **Pick Start Date** button.
b. Select a **Month** and a **Year** using the and arrow buttons.
c. Click on the **Date** required in the grid.
   – To clear the selected date in the grid, click the **Clear** button.
   – To specify an indefinite time period, click the **Zero Date** button (not recommended).
d. Click the button.

Expiry Date Configuration

a. In the Tag Details dialog, click the **Pick End Date** button.
b. Select a **Month** and a **Year** using the and arrow buttons.
c. Click on the **Date** required in the grid.
   – To clear the selected date in the grid, click the **Clear** button.
   – To specify an indefinite time period, click the **Zero Date** button (not recommended).
d. Click the button.

In the Tag Details dialog, remove a Tag from the System by first selecting the Tag for deletion and then clicking the button.

15. Click the button to accept the new Tagholder data.
16. Click the button to return to the Add Tagholder for Employees dialog.
17. Click on the button to accept the complete record for the new Tagholder.
18. Click the button to return to the QuickTag – Employees Tab Screen.

Quick Search for Tagholder

To search for a Tagholder, proceed as follows:

1. Select the search criteria from the **on Column** drop-down-list.
2. Enter the search text into the **Find** textbox.
3. If you have pagination enabled, click the button.

Visitor Tagholder Configuration

Click the **Visitors'** tab. The QuickTag – Visitors' tab displays all data concerning all visitor Tagholders related to the Site. When you want to select another Site, make your selection from the **Site** drop-down list.

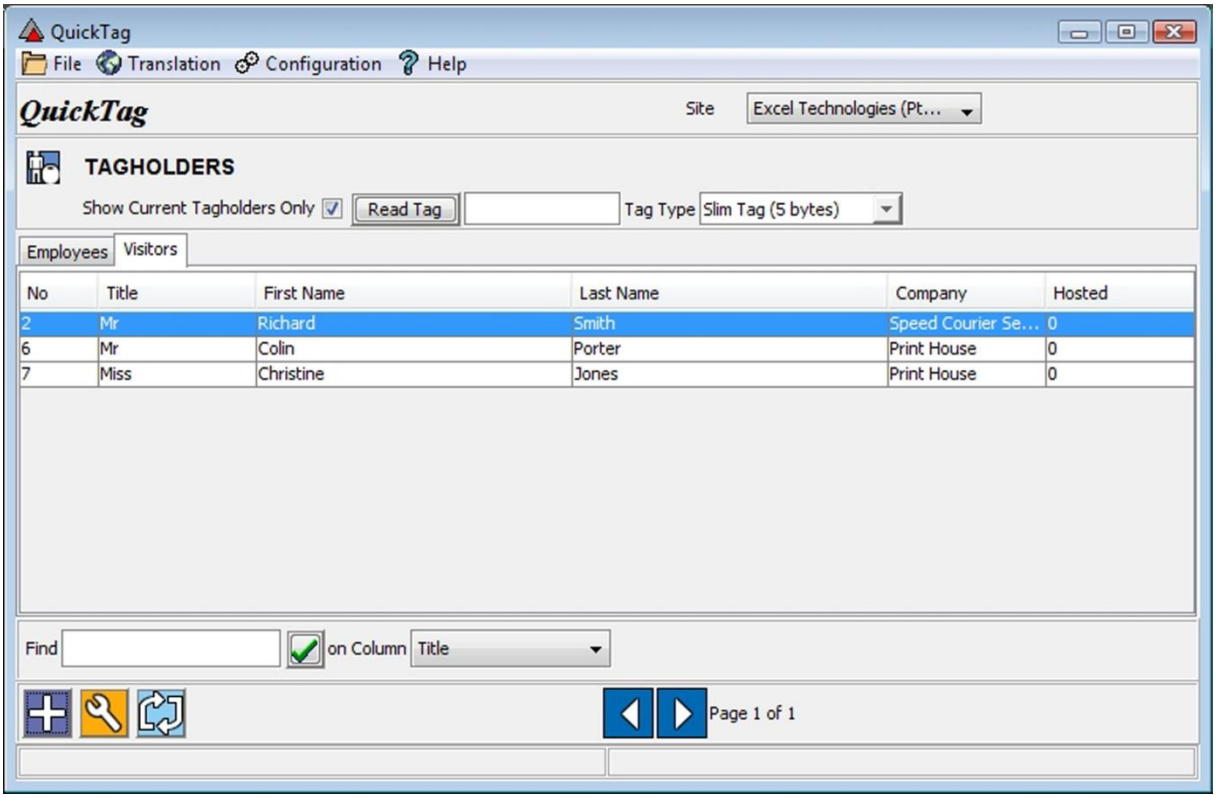


Figure 17 – QuickTag – Visitors' Tab (with Pagination Enforced)

Visitors Tab Item	Description
No	System allocates the next logical number.
Title	Tagholder's title for example Mr., Miss or Dr and so on.

Visitors Tab Item	Description
First Name	Tagholder's first name is displayed in this field.
Surname	Tagholder's last name is displayed in this field.
Company	Visitor's company name is displayed in this field.
Hosted	Employees name is displayed in this field.

Table 6 – Visitors Tab Items

Refer to QuickTag – Employees Tab screen for field and button descriptions not listed here as the fields are identical.

Adding a Tagholder

The configuration procedures for Visitors Tags are similar to that of the Employees Tags, except that some additional data is required as described below. Refer to the section Adding a Tagholder on page 19 for procedures not found here. To add a new Visitors Tagholder, continue as follows:

1. In the Visitors tab click the button.

The Add Tagholder for Visitors dialog similar to that shown below displays. The screen and procedure is similar to that for Employees. The difference is the three items mentioned below:

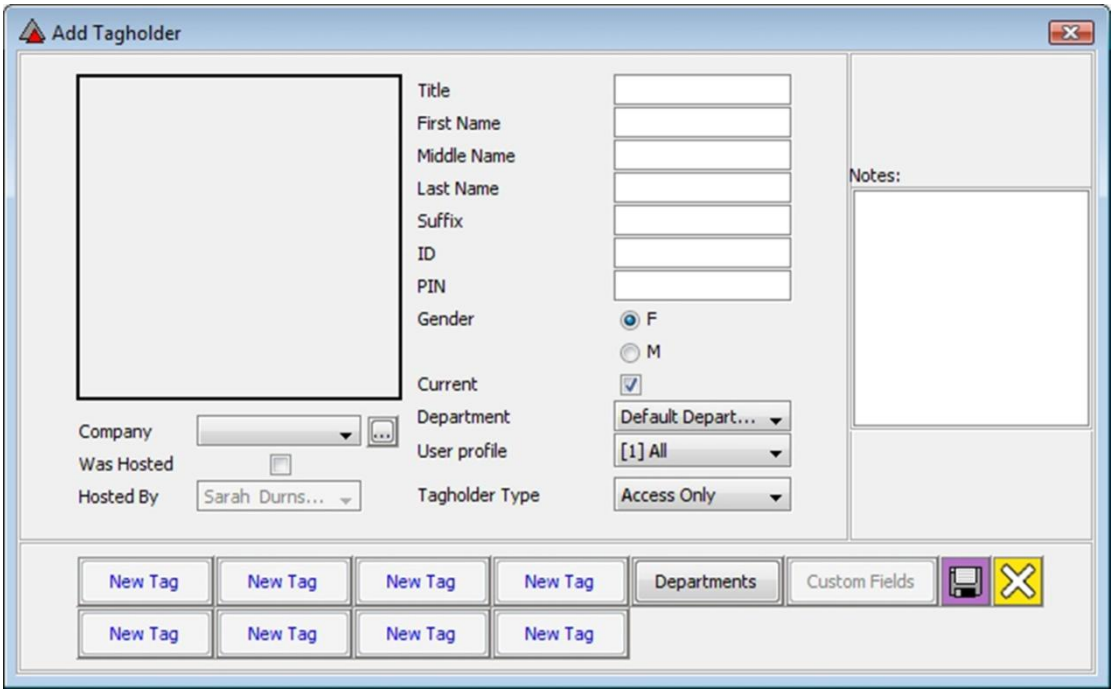


Figure 18 – Add Tagholder for Visitors Dialog

Item	Description
Company	Visitor's company name.
Was Hosted	Checked – if visitor is to be escorted by an employee.
Hosted By	Employees name is displayed in this field.

Table 7 – Add Tagholder Screen

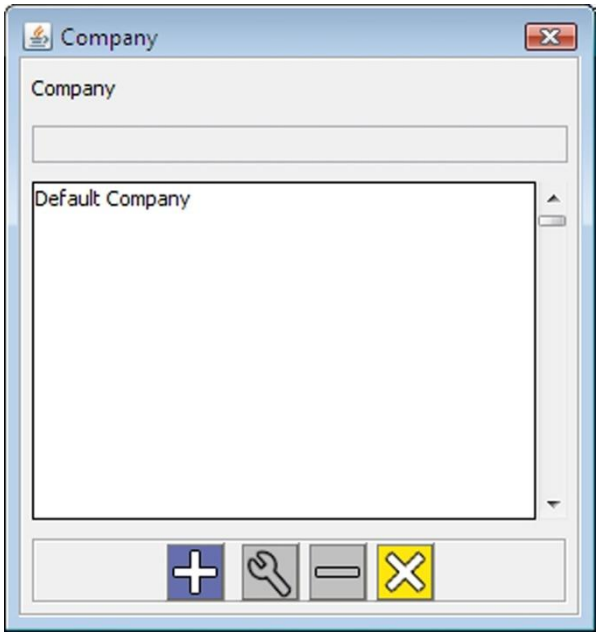


Figure 19 – Company Dialog

2. Click on the button alongside the Company drop-down list.
3. In the Company dialog click the button.
4. In the Company field type in the name of the visitor's company.
5. Click the button.

__Delete__ a Company Name by clicking on the button and highlighting the name (see Figure 19), and then clicking the button.

6. Select the **Was Hosted** checkbox.
7. From the **Hosted By** drop-down list, select an employee name.

This Host must precede the visitor at each Location, presenting their Tag before the Visitor presents their Tag. About 10 seconds is allowed between presentation of the two Tags.

Advanced Search

Where you have not implemented the pagination feature, search for a specific Tagholder as follows:

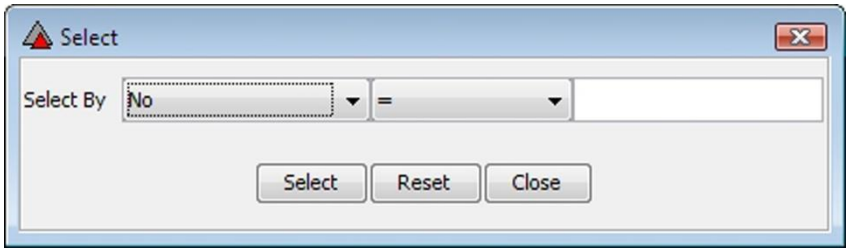


Figure 20 – Select Search Dialog

1. Click on button.

2. In the **Select By** field, select the required field from the drop-down list.
3. From the **Middle** drop-down, select the required option. Refer to the section Search Operators for more information.
4. In the **Right-hand** textbox, capture the search text.
5. Click the **Select** button to begin the search.

Search Operators

- **=** means the **same as**—use **=** to search for exact matches to your keyword
- **!=** means **not equal to**—use **!=** to search for Tagholders that do *not* match your keyword. For example, use **!=** to search for Tagholders that are *not* in a particular Department
- **LIKE** means **same first character**—use **LIKE** to search for Tagholders if you are unsure of a spelling. For example, if you know that a Tagholders Last Name is Johnson, but you are unsure how to spell it, enter the character **J** into the keyword textbox. All Tagholder records that have Last Names beginning with a J are returned

Available Search Fields

The first drop-down list in the **Select Search** window contains the following fields:

Field Name	Description	Search Criteria
No	Tagholder's *unique ID* assigned by ImproNet	Number
Title	Tagholder's title. For example, Mr, Mrs, or Prof.	Text
First Name	Tagholder's first name	Text
Second Name	Tagholder's second or middle name	Text
Last Name	Tagholder's last name	Text
Suffix	Tagholder's name suffix. For example, John Doe *Jr*	Text
ID	Number of Tagholder's ID Document or Passport	Number
Gender	Male or Female	M or F
Pin	PIN-code for use with Keypad Terminals	Number
Type	Tagholder type, 0 (Employee) or 1 (Visitor)	Number
Current Employee	The Tagholder is currently employed, that is 0 (Not Current) or 1 (Current)	Number
Position	Tagholder's status in the company	Text
Department	Tagholder's department	Text
Employee Number	Tagholder's number assigned by their company	Number

Table 8 – Available Search Fields

Editing Tagholders

Employees Tagholder

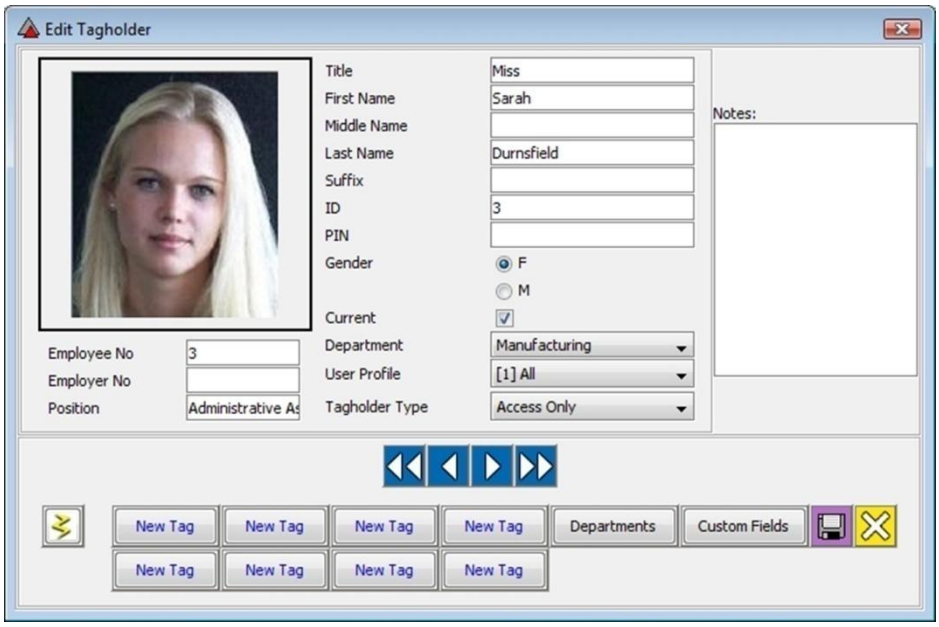


Figure 21 – Edit Tagholders for Employees Dialog

*The descriptions of the fields in the top pane, and bottom row of buttons are the same as for the **Add Tagholder** for Employees dialog. The only difference between the dialogs is the addition of the Third-party Application button to the **Edit Tagholders** for Employees dialog. Clicking on this button runs a third-party application such as WordPad. Holding down the Ctrl button while clicking on the Third-party Application button lets you change the application selection.*

To edit an existing Employee Tagholder, continue as follows:

1. In the Employees tab, click the button.
2. Click on the First, Previous, Next and Last buttons to navigate through the Tagholder's data.
3. To edit the existing Tag in this example, click on the **Tag 1** button.
4. To edit the T**agholder Access Groups**, click on the arrow icon of the appropriate drop-down list.
5. To edit the **Site Assigned** applicable to this Tag, click on the arrow icon of the Site Assigned drop-down list.
6. You may also edit other parameters such as **Suspend, Report Always, Blacklist, APB Override and Start/End Dates**.

To remove a Tag from the System, first select the Tag to be Deleted and then click on the button.

7. Click on the button to accept the changed Tagholder data, and the button to return to the Edit Tagholder for Employees dialog.
8. Click on the button to accept the changes to the record for the updated Tagholder.
9. Click the button.

*When adding another new Tag for this Tagholder, click on the **New Tag** button in the Edit Tagholder for Employees dialog.*

Visitors Tagholder

The edit procedures for Visitors Tags are similar to that of the “Employees Tags”, except for **Company**, **Was Hosted** and **Hosted By** fields.

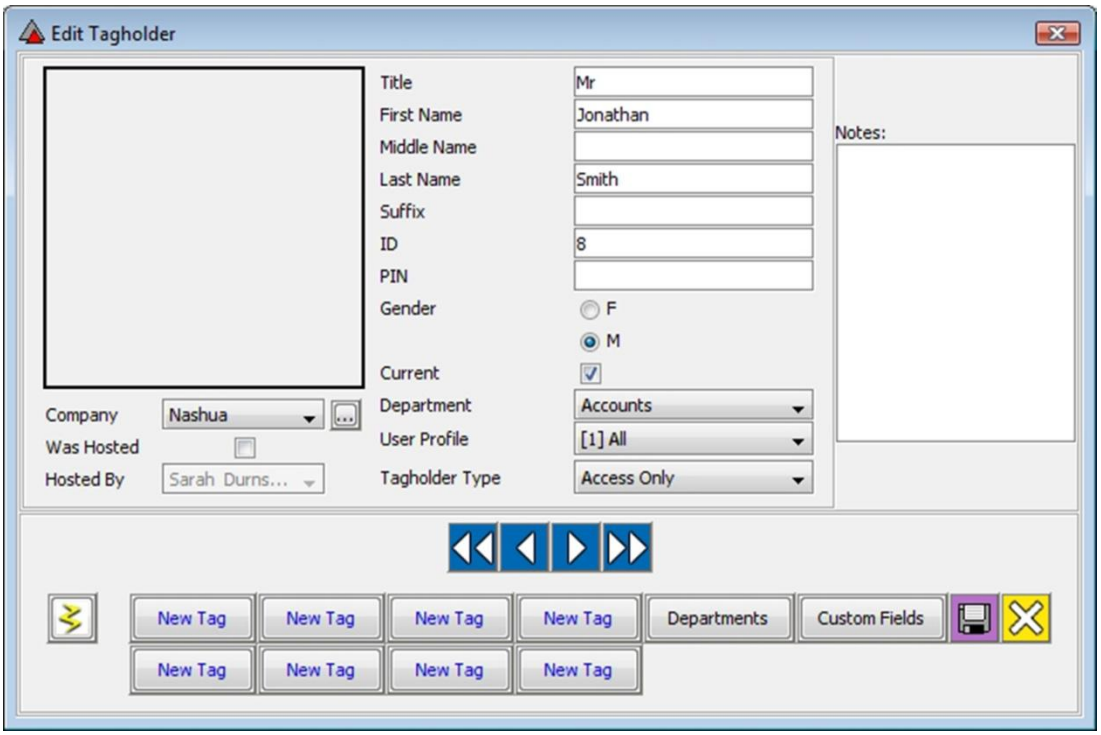


Figure 22 – Edit Tagholders for Visitors Dialog

To edit an existing Visitors Tag, continue as follows:

In the **Visitors** tab, click on the button.

To check descriptions for fields and buttons refer to the section Adding a Tagholder on page 19. For editing procedures, refer to the section Editing Tagholders, Employees Tagholder on page 28.

Editing a Department Name

To edit an existing Department follow the procedure described in the section Adding a Tagholder on page 19.

Deleting a Tagholder

A user cannot delete any Tagholder data because of the reporting requirements of the System. The Tagholders data is maintained in the database for reasons such as security, Tag history and personnel history. However, the Tags themselves can be Deleted and/or reassigned to another user.

To hide Tagholders from the normal grid display they should be made non-current.

Chapter 3: Visitors Module

Introduction

The Visitor Module is designed to be used, for example, by an operator using a PC remote from the Systems Access Host PC. This Module could typically be installed on a PC in the Reception Area.

The Visitor Module is a rapid Tagholder/Tag Entry Module for enrolling visitors into the Access System. It is intended to be a front-desk, Reception area, application. This Module's basic role is to add Tags so persons visiting the company may have access to selected areas at specified times.

This Module also has the facility of setting up Visitor's Tags. Using Visitor Tags prevents visitors from gaining access to a door unless a Host Employee first presents a Tag. After presentation of the Host Employees Tag, the visitor must present their Visitor Tag within ten seconds. This facility improves security by not allowing visitors to walk freely into sensitive non-visitor areas.

The Visitor Software Module has been designed with user-friendliness as a major design criterion. The application window has a Menu at the top and two Tabs below. The module defaults to Panel View Tab, where Tagholders can be added. The Visitors Tab lists all visitors to the Site.

It is assumed that after the installation of the Visitor Utility Software that this application will run continuously 24 hours a day. However, if the application is required to be shutdown or the PC needs to be switched off and restarted continue with the following:

Starting the Visitor Module

To run the Software, continue as follows:

1. Click on **Start**>**Programs**>**ImproNet**>**Visitor**.
2. Enter your **Username** and **Password**.

*The default username is **SYSDBA**. The default password is **masterkey**. The Password is case-sensitive.*

When the Visitor Module installation is complete, the Password should be changed to uphold the security of the database within the System.

Visitors Screen Fields and Buttons

Panel View

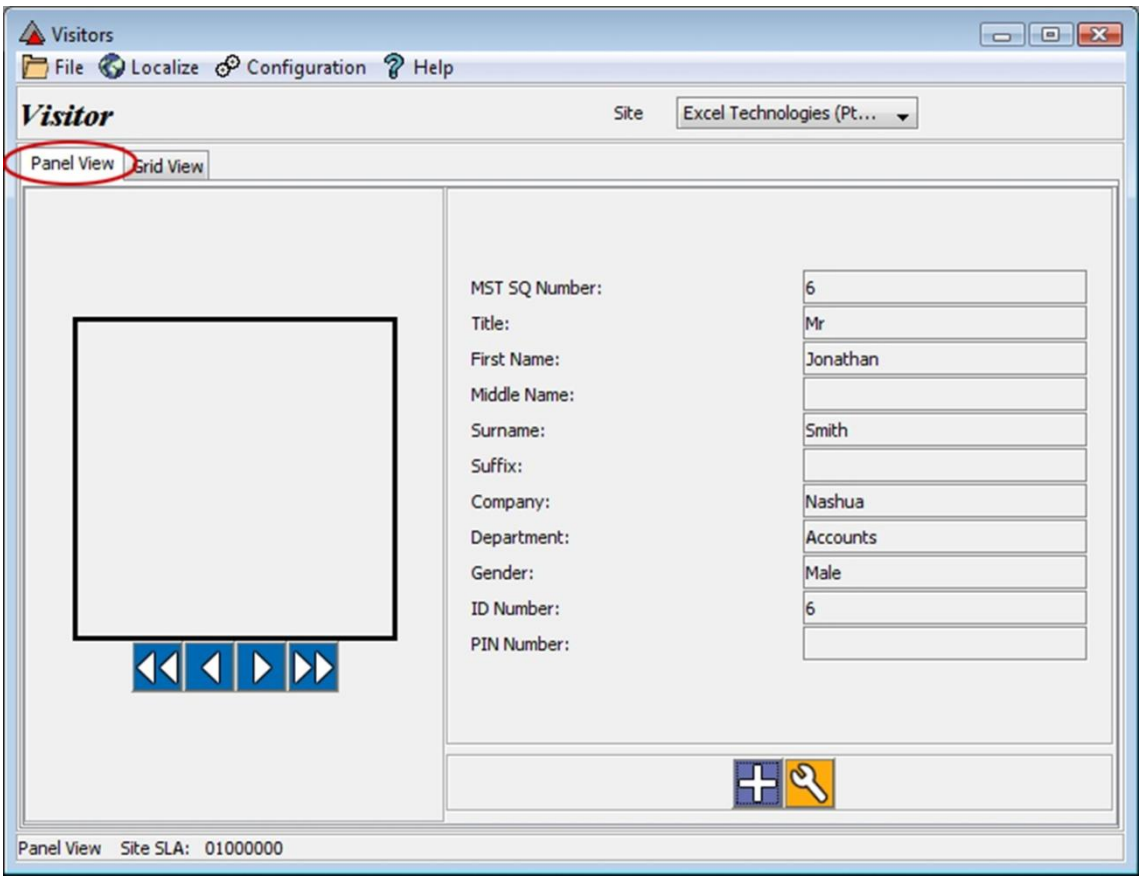


Figure 23 – Visitor Access – Panel View Screen

Table 9 offers a brief description of all the fields associated with the Visitor Access screen, the information displayed in these fields and what are the button's functions. (The standard Movement, Add, Edit, Refresh and Cancel button descriptions are not repeated):

Panel View Tab	Data
Picture Frame	Photograph of the Tagholder (if available).
MST SQ Number	Tagholder number (Master Sequence Number).
Title	Tagholder's title that is Mr., Miss or Dr and so on.
First Name	Tagholder's first name.
Middle Name	Tagholder's middle name.
Surname	Tagholder last name.
Suffix	Visitors Letters that is Jr, PhD and so on.
Company	Visitors company name.
Department	Tagholder's Department name.
Gender	Tagholder's gender.
ID Number	Tagholder's personal identity number.
PIN Number	Pin code number, to be added, if necessary, for security (minimum of 4 digits and a maximum 5 digits).
Panel View Site SLA	Displays the Site on to which visitors are being added or edited.

Table 9 – Panel View Tab

Grid View

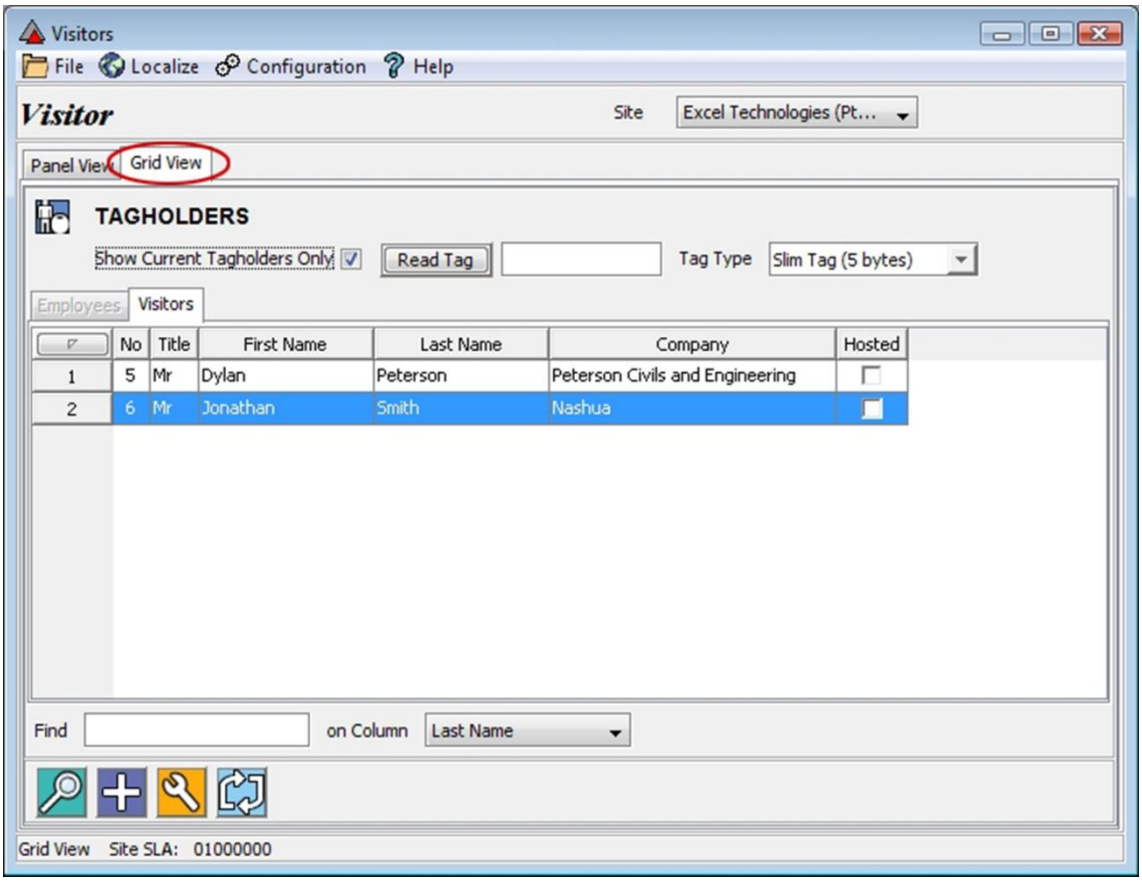


Figure 24 – Grid View Screen – Visitor Tagholders

Grid View Tab	Description
Show Current Tagholders Only	When Checked only current Tagholders are displayed; if unchecked all past Tagholders will also be displayed.
Read Tag	Allows the Tag code of a Tag presented to the Tag reader (ProxMate) to be read and then displayed in the cell alongside the button.
On Column	Allows searching by: first name, surname, title, Department and so on.
Visitors Tab	
No	System gives the next logical number.
Title	Tagholder's title that is Mr., Miss or Dr and so on.
First Name	Tagholder's first name is displayed in this field.
Surname	Tagholder's last name is displayed in this field.
Company	Visitors company name.
Hosted	Employees name is displayed in this field.

Table 10 – Grid View Tab

Visitors Tagholder Configuration

To configure Visitor data, proceed as follows:

The Panel View screen is the default however you may use the Grid View screen if preferred. There is no difference in the final entry details.

1. Visitors tabs, default to show all current Tagholders only. To show past and current Tagholders, uncheck the **Show Current Tagholders Only** box.
2. For Tag numbers to be checked click on the **Read Tag** button. This number will be displayed in the box next to the button.
3. To find Tagholder information in the **on Column** field, select the column in which to search from the drop-down list.
4. In the **Find** field type-in the required text. The program searches for the closest match to the entered text (incremental search). It will only search the subset available on the screen (that is the subset selected by the filtering facility).
5. Click on the button to update data that has been changed in the Employees and Visitors tabs.

Adding a Visitors Tagholder

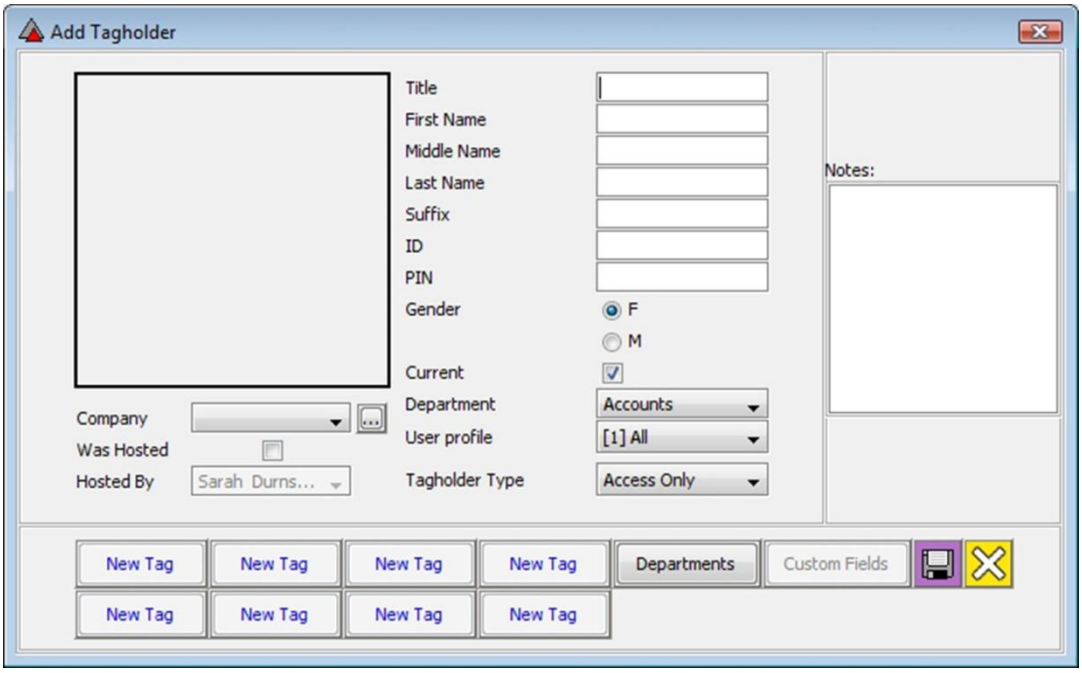


Figure 25 – Add Visitors Tagholder Dialog

Item	Description
Picture Frame	Photograph of Tagholder, if available. (Use Jpeg format).
Title	Tagholder's title for example Mr, Miss or Dr and so on.
First Name	Tagholder's first name.
Middle Name	Tagholder's middle name.
Last Name	Tagholder's last name.
Suffix	Tagholder's Letters that is Jr, PhD.
ID	Tagholder's personal identity number (PIN) when applicable.

Item	Description
PIN	Allocated Access Pin code number (maximum 5 digits).
Gender	Tagholder's gender.
Current	Show past and current Tagholders.
Department	Department selection for Tagholder.
Company	Visitor's company name.
Was Hosted	Checked - If a visitor is to be escorted by an employee.
Hosted By	Allows selection of employee names for Host.
Notes	Comments about the Tagholder.
New Tag Buttons	Allows assigning of new Tags to the Tagholder.
Departments Button	Allows a new Department to be added.
Company Button	Allows a new company to be added.
User Profile	Allows a User Profile to be selected from a drop-down list.

Table 11 – Add Visitor Tagholder Fields

To add a new Visitors Tagholder, continue as follows:

1. In Visitors, in either Grid view or Panel view, click the button.
2. Complete as many of the fields shown as are required.

*The minimum information required for the System to accept the data is the **First Name** and **Last Name** fields.*

3. In the Department field select the required Department from the drop-down list. If a Department list exists advance direct to step 8, or if not, continue with step 4.
4. Click the Departments button.
5. In the Department Editor, click the button.
6. In the Departments field, type-in the new Department Name.
7. Click the button to accept the new Department into the System.

Delete a Department from the list by highlighting the Department concerned in the Department Editor screen, and then clicking the button.

8. Return to the Add Tagholder dialog by clicking the button.
9. To save the Tagholders details, click the button.
10. Click the New Tag button.

*In an IXP400 System, 4 **New Tag** buttons activate, allowing allocation of up to 4 Tags to the same person. In an IXP400i System, 8 **New Tag** buttons activate, allowing allocation of up to 8 Tags to the same person.*

11. In the Tag Details dialog, click the appropriate checkboxes.
12. In the Site Assigned field select the required Site from the drop-down list.
13. In the Tagholder Access Groups field. Select the required access group/s from the drop-down list.

In an IXP400 System a Tagholder can have up to 3 different Tagholder Access Groups. In an IXP400i System a Tagholder can have up to 10 different Tagholder Access Groups.

14. Place the Tag in the recess of the Tag Enrolment Reader and then click the Read Tag Button.

*The Tag's code number and type display in the **Tag Type** and **Tag Code** Fields.*

*The **Start Date** field can remain blank for indefinite validity.*

Start Date Configuration

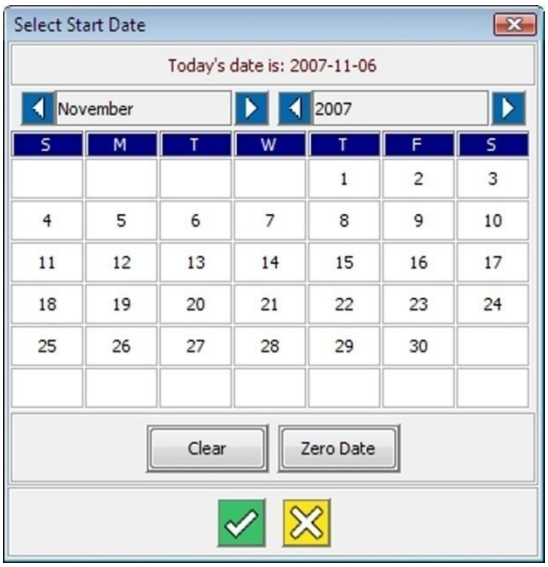


Figure 26 – Calendar Dialog

a. In the Tag Details dialog, click the **Pick Start Date** button.
b. Select a **Month** and a **Year** using the and arrow buttons.
c. Click on the **Date** required in the grid.
   – To clear the selected date in the grid, click the **Clear** button.
   – To specify an indefinite time period, click the **Zero Date** button (not recommended).
d. Click the button.

Expiry Date Configuration

a. In the Tag Details dialog, click the **Pick End Date** button.
b. Select a **Month** and a **Year** using the and arrow buttons.
c. Click on the **Date** required in the grid.
   – To clear the selected date in the grid, click the **Clear** button.
   – To specify an indefinite time period, click the **Zero Date** button (not recommended).
d. Click the button.

In the Tag Details dialog, remove a Tag from the System by first selecting the Tag for deletion and then clicking the button.

15. Click the button to accept the new Tagholder data.
16. Click the button to return to the Add Tagholder for Employees dialog.
17. Click on the button to accept the complete record for the new Tagholder.
18. Click the button to return to the QuickTag – Employees Tab Screen.

Select Function

Reduce the number of Tagholders viewed at one time, to a chosen subset, using the button.

Editing Visitor Tagholders

To edit an existing Visitors Tagholder, select the name from the list, click the button, and then continue as described previously.

Deleting Tagholders

A user cannot Delete any Tagholder data. Tagholder data is maintained in the database due to the reporting requirements. The Tagholders data is stored in the database for reasons such as security, Tag history, personnel history and visitor history. However the Tags can be Deleted and/or reassigned to another user.

To hide Tagholders from the normal grid display they should be made non-current.

Translation - Localisation

This application is provided with English text. If Localisation of the text is required, it may be dynamically translated making use of the locale and translate functions. Translated text is stored in property resource files, which should then be distributed with the application.

*The translation changes only take effect after you close and re-open the **Visitor** Module.*

Chapter 4: Transaction Viewer Module

Introduction

The Transaction Viewer Software Module has been designed with user-friendliness as a major design criterion.

The Transaction Viewer client gives a live real-time view of Access in the System. It displays the names of the access points and details of the person who entered or exited that location. The process can be set to monitor the whole Site, or just a selected zone or access point. It supports imaging functionality as well.

The Transaction Server must be running on the Engine (this is the default setting) to enable the Transaction Viewer Client application. This is set in the properties file on the line engine.Site.Site.startTransactionServer = true (set false to disable the service).

The Transaction Viewer client process may be run on any machine on the network, and more than one client can run simultaneously.

The Transaction Viewer is only a live real-time application. It does not retain and later display any historical transactions should the Transaction Viewer have been switched off for any reason.

We assume that after the installation of the Transaction Viewer Utility Software that this application will run continuously 24 hours a day. However, if the application is shutdown or the PC needs rebooting, proceed as follows:

Starting the Transaction Viewer Module

To run the Software, proceed as follows:

1. Click on **Start**>**Programs**>**ImproNet**>**Transaction Viewer**.
2. Enter your **Username** and **Password**.

*The default username is **SYSDBA**. The default password is **masterkey**. The Password is case-sensitive.*

When the Database installation is complete, the Password should be changed for the security of the Database.

1. From the **Transaction Host Selection** dialog, select the required host.

Figure 27 – Transaction Host Selection Dialog

Item	Description
Host	Name of Host PC.
I.P.	Host PC address.
Site	Site name or number.

Table 12 – Transaction Host Selection

2. Select the Host and click the **OK** button.

If the Engine is not running an error message "Could not locate server" displays and the program closes.

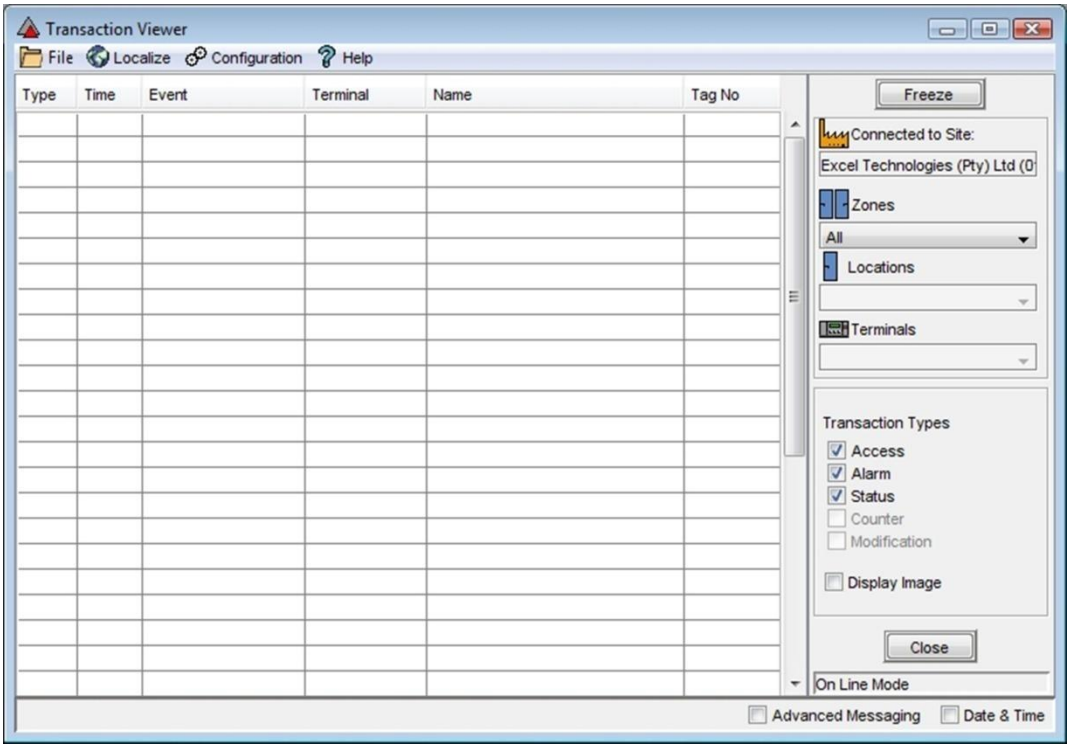


Figure 28 – Transaction Viewer Real-time Screen Example

Colouration:
Alarm Transactions appear in Red.
Denied Transactions appear in a Red/Pink mix.
Status Transactions appear in Blue.

Transaction Viewer Screen Fields and Buttons

Below is a brief description of all the fields associated with the Transaction Viewer Module, the information displayed in these fields and the button's functions:

Fields and Buttons	Description
Type	Type of event.
Time	Time when event occurred.
Event	Name of the event.
Terminal	Name of the Terminal.
First Name	Tagholders first name.
Last Name	Tagholders surname.
Tag No	Permanent number assigned to Tag.
Freeze Button	Stops further transactions from appearing.
Connected to Site	Displays the currently connected Site.
Filters	Show transactions occurring for this Zone, Location or Terminal.
Transaction Types	Show particular transaction types. Filters show or hide transactions types Access, Alarm or Status.
Access	Only Access transactions.
Alarm	Only Alarm transactions.
Status	Only Status transactions.
Display Image	Checked – will display a photograph of Tagholder.
Close Button	This button closes the screen.
On-Line Mode	Toggles between online and freeze modes.
Advanced Messaging	Used to display messages to a third-party display panel.

Table 13 – Transaction Viewer Screen Fields

Configuring Transaction Viewer Procedures

To configure Transaction Viewer data, proceed as follows:

The Transaction Viewer Real-time Screen similar to that shown in Figure 28 is the default screen. This screen displays real-time data concerning all transactions related to the Site selected in the Transaction Host Selection Dialog shown on the previous page.

1. In the **Connected to Site** field, the Site that was selected (Site: 01000000) in the Transaction Host Selection Dialog similar to that shown earlier displays.
2. In the **Zones** field select the required zone from the drop-down list.
3. In the **Locations** field select the required location from the drop-down list.
4. In the **Terminals** field select the required Terminal from the drop-down list.
5. In the Transaction Type field click the appropriate checkboxes to select any of the following types of transactions:
   - **Access**—all access transactions display.
   - **Alarm**—all alarm transactions display.
   - **Status**—all status transactions display.

The two greyed out checkboxes are not available in this release.

6. To display photographs of the Tagholders. Click the **Display Image** checkbox.

To select another Tagholder click the required name from where the real-time transactions are being displayed.

7. Click the **Advanced Messaging** checkbox. If there is no default message refer to Configure Messaging Data on a Display Unit on page 42.
8. The **Freeze** button toggles between Freeze and Online.

To stop more transactions from appearing on the screen click the Freeze button; the button's name changes to Online. No other transactions will display, allowing the user to inspect certain Tagholders data. To enable the real-time viewing click the Online button.

9. To shut down the Transaction Viewer, click the **Close** button.

Configure Messaging Data on a Display Unit

To configure Messaging data on a Display Unit, proceed as follows:

1. From the menu bar select **Configuration**.
2. Click **Message Settings**.

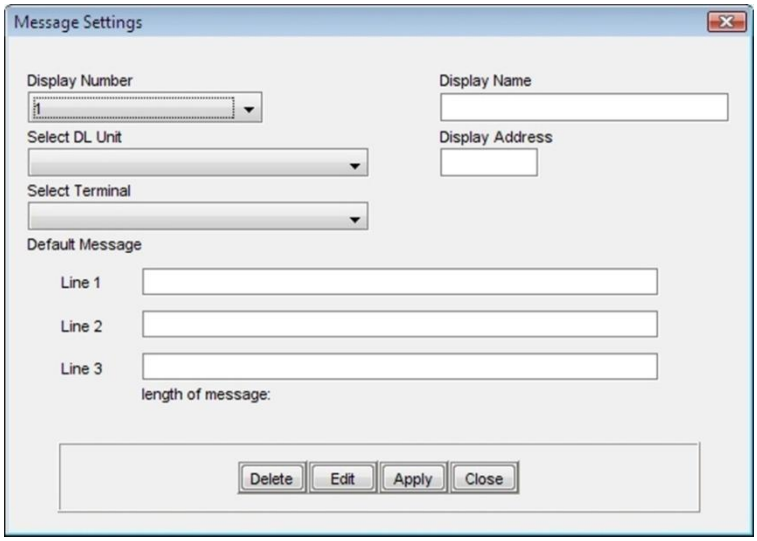


Figure 29 – Display Message Setting Dialog

Fields	Description
Display Number	1 - 15 (The number of units allowed).
Select the DL Unit	Type of unit and its logical address.
Select Terminal	Name of selected terminal.
Display Name	Name given to a display unit.
Display Address	Displays units address (Polycomp Display).
Default Message - Line 1 – 3	A predefined message associated with the display.

Table 14 – Display Message Setting Fields

3. In the **Display Number** field select the Display Number from the drop-down list.
4. Click the **Display Name** field and type in an appropriate name for the display unit.
5. In the **Select DL Unit** field select the unit from the drop-down list.
6. Click the **Display Address** field and type the address of the display unit.
7. In the **Select Terminal** field select the Terminal from the drop-down list.
8. The **Default Message** field represents what the unit (Polycomp) will display when no messages are being sent to it.
9. Click the **Apply** button to accept the changes to the message settings.
10. Click the **Close** button to reject the changes to the message settings and return to the Transaction Viewer real-time display.

Editing a Default Message

1. From the menu bar, select **Configuration**.
2. Click **Message Settings**.
3. In the **Display Number** field select the required number from the drop-down list.
4. Click the **Edit** button, this enables all fields of the selected display number to now be edited.

Only click the Edit button when you want to edit the DL and then select the combo boxes.

5. Click the **Apply** button to accept the changes to the message settings.
6. Click the **Close** button to reject the changes to the message settings and return to the Transaction Viewer Real-time display.

Deleting an Existing Message

1. From the menu bar, select **Configuration**.
2. Click on **Message Settings**.
3. In the **Display Number** field select the required message number of the message for deletion.
4. Click the **Delete** button.
5. Click the **Close** button to return to the Transaction Viewer Real-time Screen.

Chapter 5: Access/QuickTag Options

Introduction

This chapter includes added Modules common to both Access and QuickTag not described elsewhere in the Software Installation Guide.

Live Video Image Capture

Purpose of this Facility

The **Live Video Image Capture** feature enables capture of photographs (recommended resolution 640 x 480 pixels) of Tagholders using live video from a web camera. The camera is connected to the Host PC used for registration or enrollment. Photographs captured in this way are inserted into the stored Tagholders data and displayed in the Add Tagholder or Edit Tagholder screens for that Tagholder. Photographs (in suitable formats, with a recommended resolution of 640 x 480 pixels) can also be loaded from files and inserted in the same way.

Procedure

To add a picture of the employee:

1. Open either the **Add Tagholder** or **Edit Tagholder** dialog.
2. Click anywhere inside the picture frame at the left of the dialog.

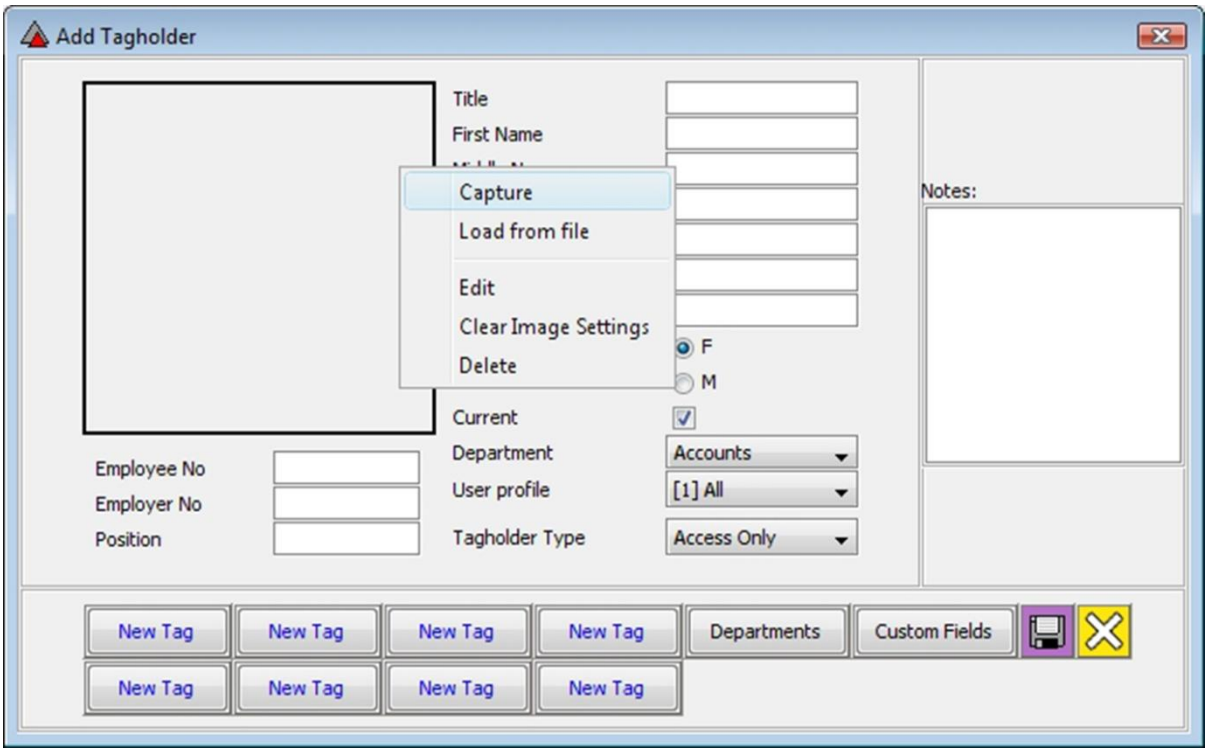


Figure 30 – Photograph Edit Menu

The Photograph Edit Menu offers the following options:

Option	Description
Capture	Allows capture of image from suitable video device.
Load from file	Allows loading of image from file (Jpeg, Gif or Tiff format only).
Edit	Allows editing of the Tagholder image.
Clear Image Settings	Removes any saved edit operations that result from using the Image Editor.
Delete	Deletes the image from the Database.

Table 15 – Photograph Edit Menu Options

Capture an image from video:

3. From the Photograph Edit Menu, select **Capture**.
4. If this is the first time this web camera is being used, the dialog shown below appears:

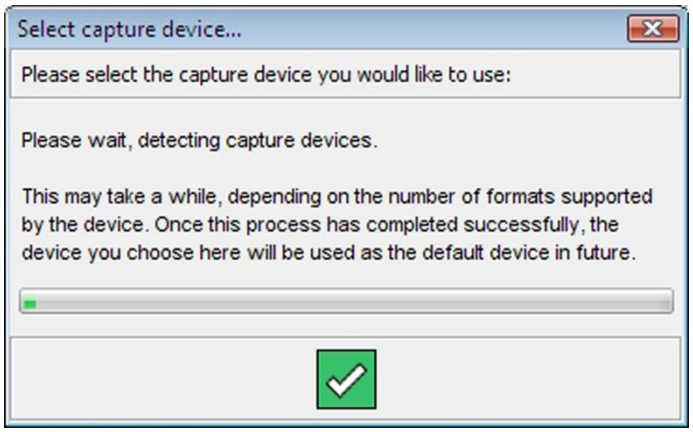


Figure 31 – Detect Capture Device Dialog

5. From the next Select Capture Device dialog, from the **Available Devices** drop-down list, select the required device.
6. From the **Select Format** drop-down list, select the format required.

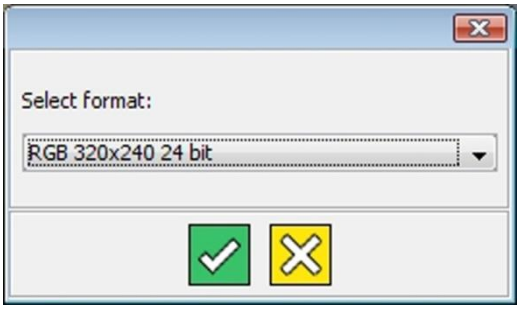


Figure 32 – Select Format

After the camera has been set up as described, the first window that appears when Capture is selected in the Tagholders dialog will be the Capture window.

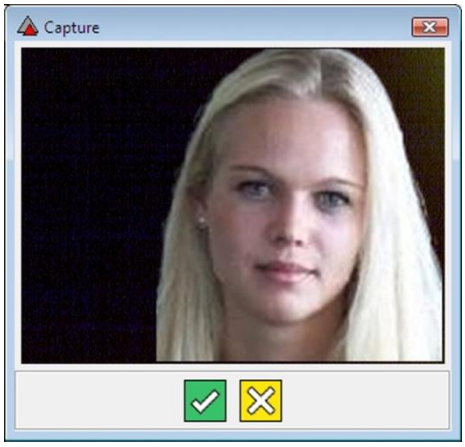


Figure 33 – Capture Window

7. In the Capture window click the button to capture the image.
8. Click the button.
9. Click the button to save the Tagholder's information.

If you select the button in the Capture window, the dialog with the Select Format drop-down list appears.

Adding a Photograph

*By selecting the **Load From File** option, you may also load a suitable digital picture (640 x 480 pixels) from a file. The picture appears in the box in the Add (or Edit) Tagholder dialog, in the same way as a captured video picture.*

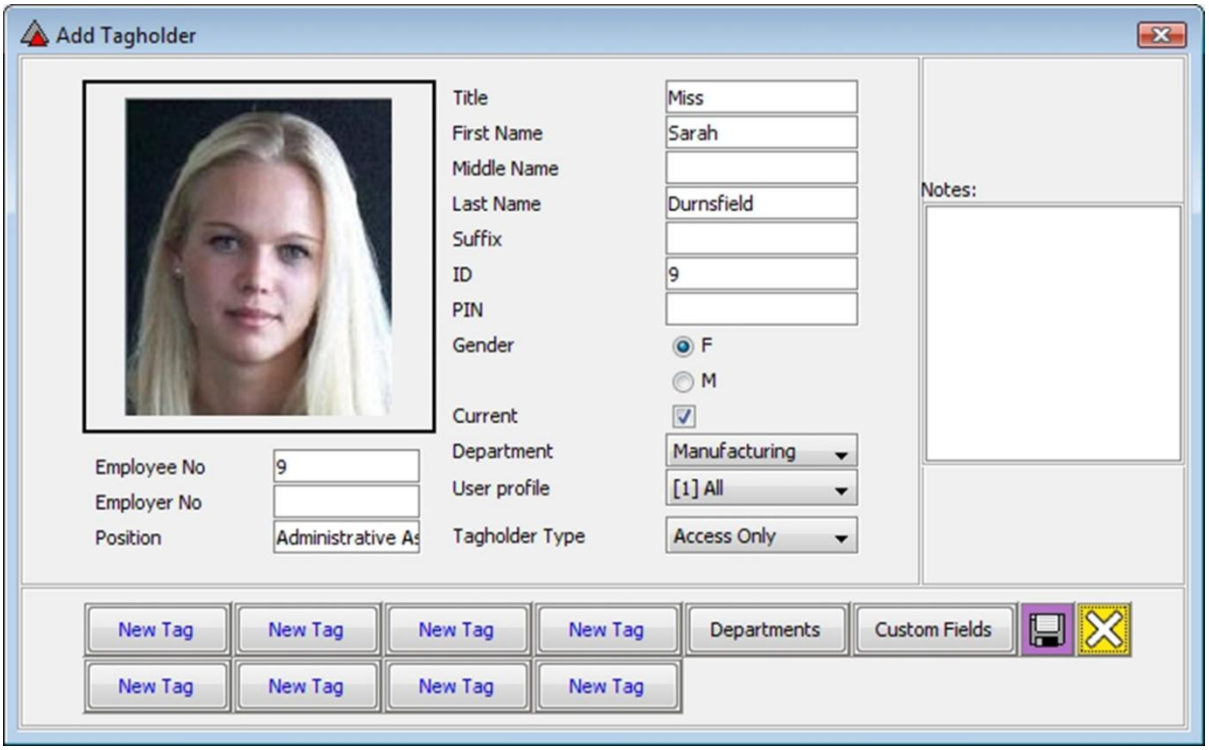


Figure 34 – Photograph Added to Tagholder Data

Tag Expiry Time

Purpose of this Facility

The Tag Expiry Time feature lets you set the expiry time on a given Tag to the nearest hour if an expiry dates selected.

Example

A contractor has been issued with a Tag for access from 07 November 2007 to 31 December 2007. The expiry time for this Tag is to be set to 10 pm on the 31 December 2007.

Procedure

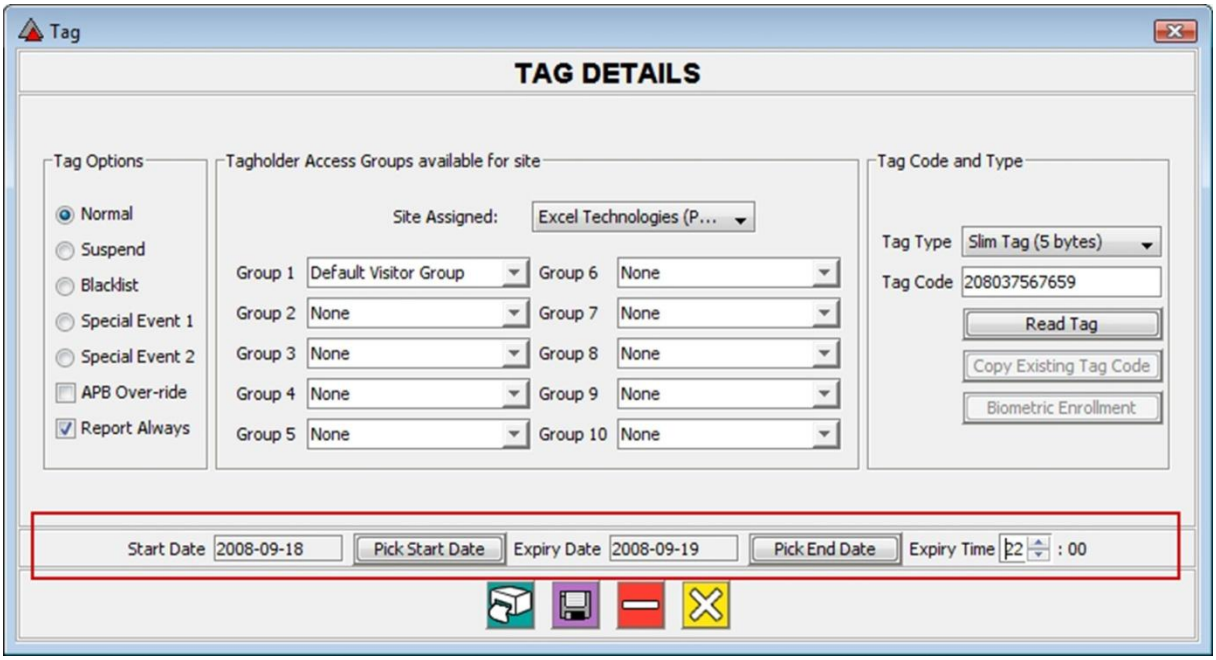


Figure 35 – Tag Expiry time setting

Similar details apply when you edit an existing Tagholder's information.

1. In **Access**, in the Navigator Pane select the icon.
2. For the purpose of the above example, in the Main Pane, select the **Visitors** tab.
3. In the Add Tagholders dialog, complete, at minimum, the **First Name** and **Last Name** details.
4. Click the button.
5. Click the **New Tag** button.
6. In the Tag dialog, complete the **Tag Options**, **Tagholder Access Groups** and **Tag Code** information.
7. Click the **Pick Start Date** button.
8. Select a start date from the Calendar.
9. Click the button.
10. Click the **Pick End Date** button.
11. Select an end date from the Calendar.
12. Click the button.

13. For the purpose of the above example, scroll the **Expiry Time** field to 22.
14. Click the button.
15. Click the button.
16. Click the button.

Inputs support triggering of Emergency and Lockdown Modes

Purpose of this Feature

This feature allows you to set the **Emergency** or **Lockdown Mode** using an input to any selected Terminal.

Example

A storeroom containing archive files is full, and there is no need for regular access, and, because of confidentiality requirements, a need to prevent normal access. Set Input 1 of the Entry Terminal to **Lockdown Mode** to prevent access by all Tagholders.

Procedure

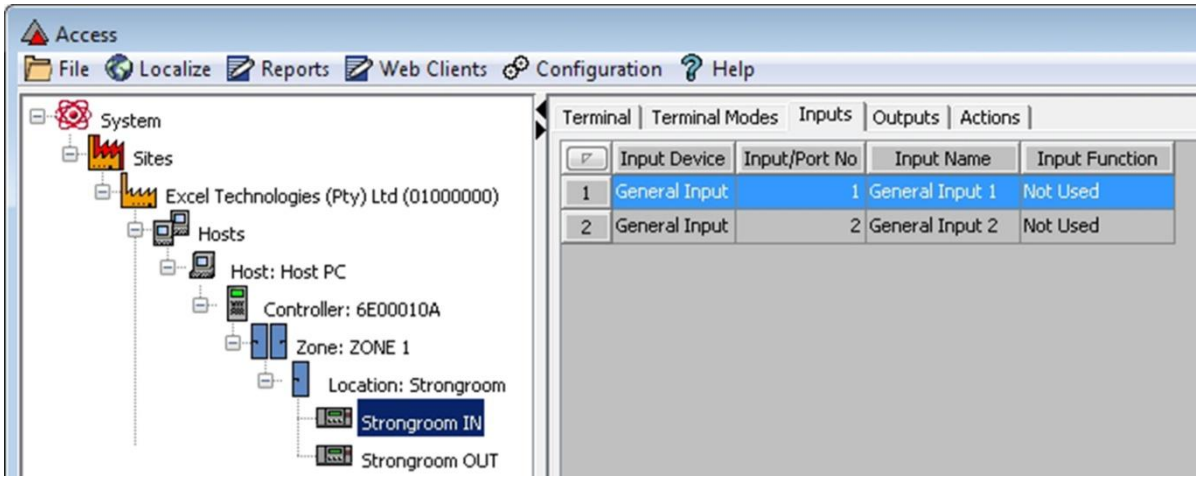


Figure 36 – Input Selection

1. In **Access**, in the Navigator Pane select the required **Terminal**.
2. In the Main Pane select the **Inputs** tab for that Terminal.
3. Select the required input.
4. Click the button.

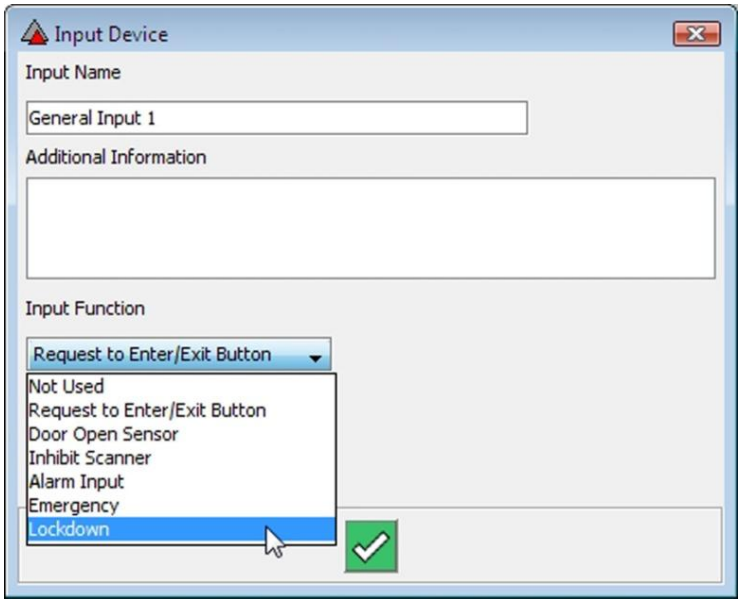


Figure 37 – Input Device Dialog

5. From the **Input Function** drop-down list, select **Lockdown Mode**.
6. Click the button.

The procedure for allocating Emergency Mode to an input is similar.

Chapter 6: Graphics Designer Module

Introduction

The Impro Graphics Designer Software lets you create a graphic representation of the physically installed hardware on your Site.

We suggest that Graphics Designer be installed on a secure PC to limit the possibility of the setup being tampered with.

Requirements

Tagholders (Users)	**0 - 1 000**	**1 000 - 5 000**	**> 5 000**
Doors	0 - 50	50 - 100	> 100
Processors (A high performance model released in the last 3 months)	1 Desktop Processor	1 Desktop Processor	1 Desktop Processor
Free Memory (For use by each Software Module only)	768 MB	1 GB	2 GB
Free Hard Disk Space (For Database storage, backup and archived copies)	160 GB	160 GB	160 GB
Display (Monitor and graphics accelerator)	1 024 x 768 128 MB On-board RAM	1 024 x 768 128 MB On-board RAM	1 024 x 768 128 MB On-board RAM
Validated Operating Systems	Microsoft Windows 7 (Professional, Enterprise or Ultimate) Microsoft Windows Vista (Business or Ultimate) Microsoft Windows XP Professional	Microsoft Windows 7 (Professional, Enterprise or Ultimate) Microsoft Windows Vista (Business or Ultimate) Microsoft Windows XP Professional	Microsoft Windows 7 (Professional, Enterprise or Ultimate) Microsoft Windows Vista (Business or Ultimate) Microsoft Windows XP Professional

Figure 38 – Optional Client Software Modules (Graphics Designer, Graphics Runtime)

Installing on Windows® NT, Windows® 2000, Windows® XP Professional or Windows® Vista (Business or Ultimate) requires that the Installer log-on to the PC with Administrator privileges.

Before installing and implementing the Graphics Designer Software there are some important requirements:

- The Graphics display needs access to the System Database to identify and access the available ImproX units. This implies that you can remotely situate the Graphics PC, as long as it has a LAN connection to the ImproNet Database.
- Before installing and configuring Graphics Designer, ensure that you prepare the Base plan, Ground plan and Building Floor plans.
- The plans needed must be in Jpeg or .gif format. These do not have to be intricate detailed architectural drawings. They can be roughly drawn or scanned images. What is important is the location of the various devices that are to be monitored must be accurately named and located.

- You may install Graphics Designer on any one, or more, computers which are part of an ImproNet access control network. Graphics Designer does not have to be installed on the server that handles the Firebird Database. It does, however, need access to the server via the network to maintain contact with the Database from which the names, numbers and activity of the installed units derive.

Configuration of the Software

To ensure that your ImproNet Database is updated, ensure that Access is started and configuration is complete before starting Graphics Designer.

When upgrading your System, please ensure the Database is updated using the Database Upgrade facility.

Graphics.Properties

There are several files in the ImproNet Installation that have to have a common address. These are the 'properties' files which in the case of the Graphics designer are stored as a text file called 'graphics.properties' in the directory C:\Impronet.

Of these the graphics.database.interbase.url entry, =jdbc\: firebirdsql….. etc, is important. Each of the programs installed as part of the System has a properties file and in each the address **must be the same** in order that the same database is referenced. In addition the graphics.database.interbase.encoding entry must reference the same encoding type. In the above case **UTF8** is the default.

For most installation actions the properties files are automatically installed and will be correct. If, though, for instance, you change the Database PC or you move the Database to another PC, and the Graphics PC is a different computer, then the addressing will need verification and possibly change. Only in exceptional cases will there be any need to corroborate any of the other entries.

*Activate the Custom Application and Message features by changing the **graphics.startCustom Actions** = false entry to **true** in the Graphics.Properties file. See page 62 for more information.*

Database Settings

This information is supplied for reference only; the Access Control System should already be configured for the correct database encoding. You will notice the Software CD references three versions of the Database.

- Western Europe and North America use the ISO 8859_1 encoding.
- Eastern Europe uses Cp1250.
- And the Far East uses Unicode UTF8.

These were originally supplied for different regions of the world, however now all regions default to UTF8. The default database installs to the directory c:\?????\database. The question marks indicate the installation directory (typically and by default, this is called 'Impronet').

If you wish to use a different encoding, copy one of the databases found in the "c:\????\database\empty databases" folder into c:\????\database folder, overwriting the UTF8 database already located there (this is NOT recommended).
Make this alteration before starting up the Software. If the Database is changed for a different encoding, then reset the Software controls to use the encoding of the Database.

Starting Graphics Designer

1. Click on **Start**>**Programs**>**ImproNet**>**Graphics Designer**.
2. Enter your **Username** (**SYSDBA**) and **Password** (**masterkey**). The Password is case-sensitive.

Operation of the Software

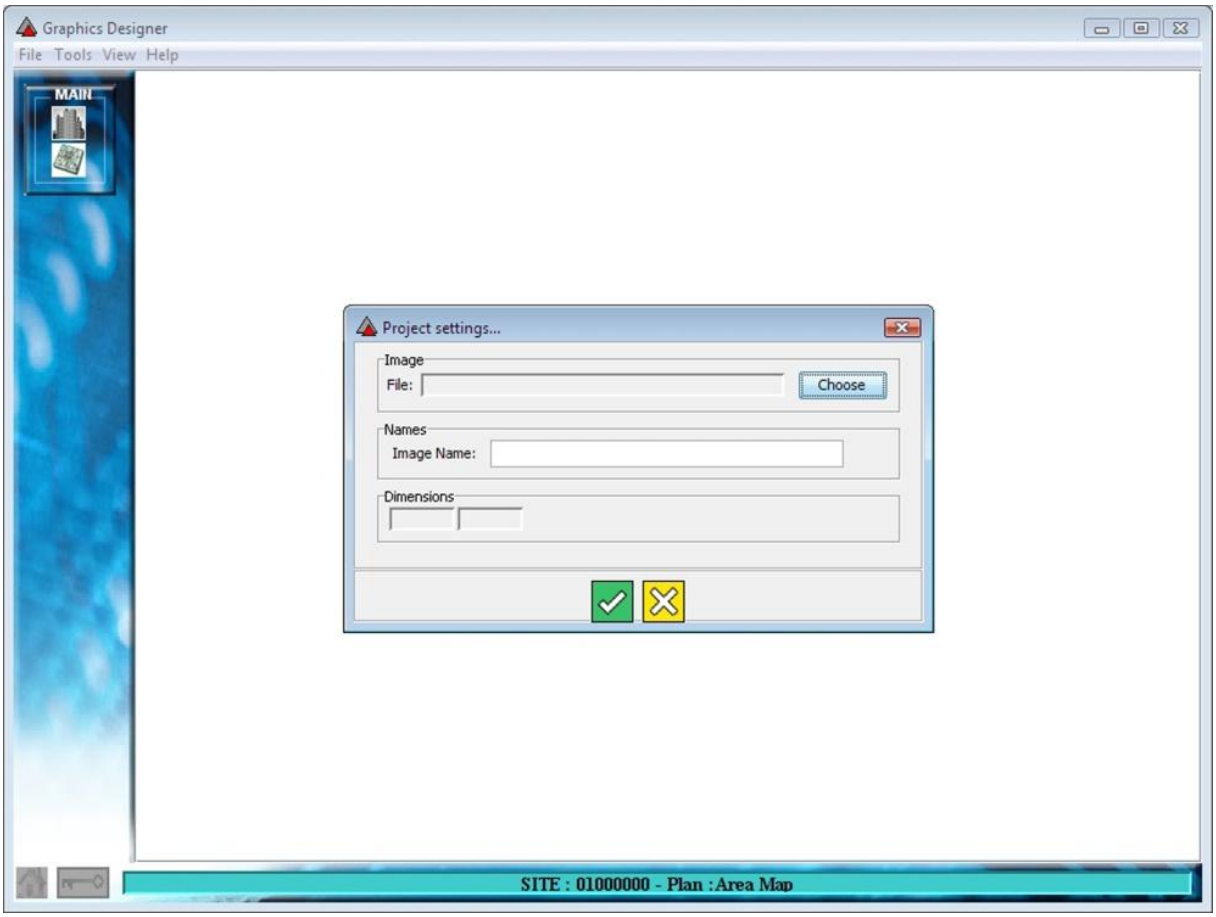


Figure 39 – Startup Screen

Allocation of Plans

Allocate the Plans according to the following sequence:

1. **Base Plan**—the practical purpose of the Base Plan is to locate the physical placing of the Site (Buildings and Ground Plans) in relation to the city, town or industrial area where the Access Control System is sited. Therefore, we would typically use a representation from a street map. Such a map enables the visual integration of Buildings and Ground Plans into a geographic Base Plan.

2. **Ground Plans**—the Ground Plan defines an open area (that is, not inside a building) where Access Control can be monitored by Impro Graphics. This plan could include a parking lot or the access points to a building complex. The Plan is single level, two-dimensional Plan serving to locate equipment positions in the surrounding geography. The point of the Ground Plan is to be more specific than the Base Plan. You may have more than one Ground Plan per Base Plan.
3. **Buildings**—adding a Building onto the Base Plan identifies a particular installation. The Building is the primary location for placing Floor Plans. The Building represents a three-dimensional area and you may add as many floors as are needed. Remember that you may place more than one Building on any Base Plan.
4. **Floor Plans**— the Floor Plan is the working Graphics Display of the Building Access Control System. Using Graphics Designer Software you may place the units that form the Access Control System into the Floor Plan. The preparation of a Floor Plan makes the procedure of installation and configuring much easier.
5. **Site Plan (optional)**—for multiple Sites you have the option of adding a Site Plan. The Site Plan should detail the perimeter area of ALL your Sites.

If there is more than one Floor Plan, then insert these sequentially.

Adding a Base Plan

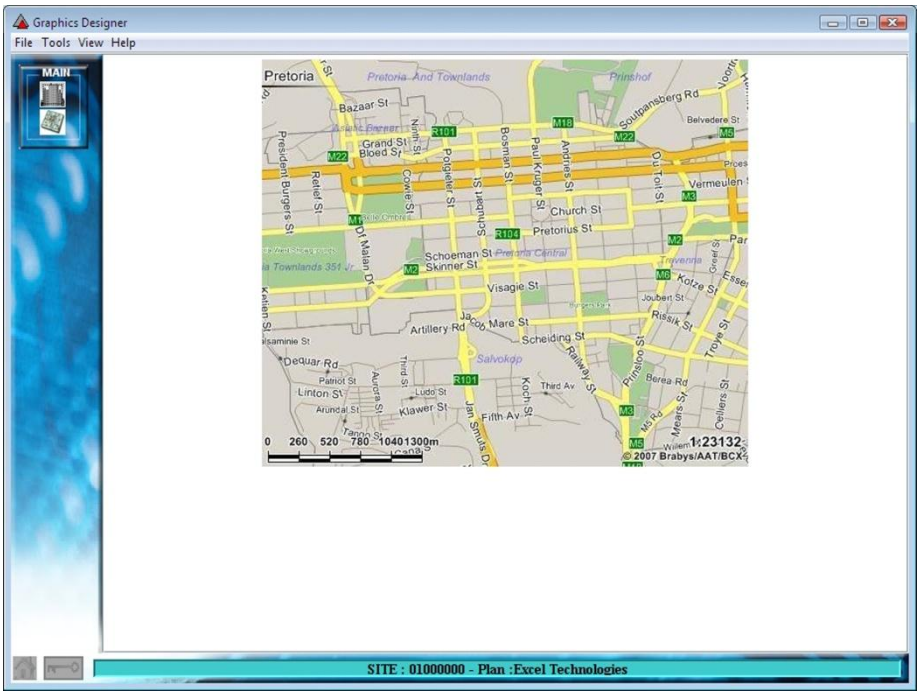


Figure 40 – Base Plan

You may use Any picture as this Base Plan. However, part of a local street map is most practical.

1. In the Project Settings dialog, click the **Choose** button to select your Base Plan image.
2. In the Image Name field, type in a name for the graphic display (for example the companies name).
3. Click on the ☑ button.

Adding a Ground Plan

Now place the Ground Plan Into this Base Plan:

1. From the **Main** icon palette, select the (**Ground Plan**) icon.
2. Click and hold, and then drag the **Ground Plan** icon over to the position where you want to place the Ground Plan.
3. Once in position release the mouse button.

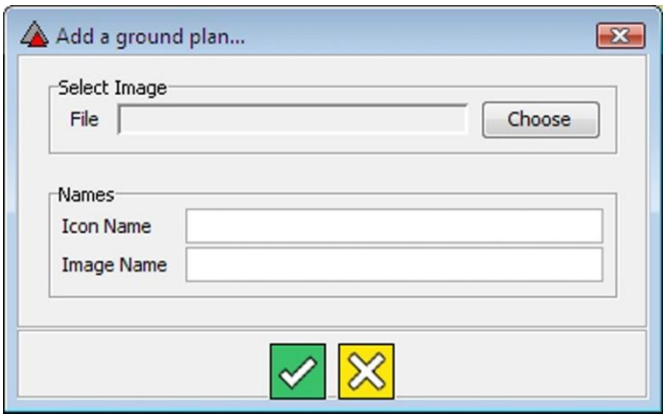


Figure 41 – Add a Ground Plan Dialog

4. In the **Icon Name** field, assign the Icon's name.
5. In the **Image Name** field, assign the Image's name (in this example we used "Impro Ground Plan").
6. Click the **Choose** button.
7. From the Directory, select the image you need.

Adding a Building

Now place the Building on to the Base Plan:

1. From the **Main** icon palette, select the (**Building**) icon.
2. Drag and drop the **Building** icon into position on the Base Plan.
3. In the **Input** dialog, enter a Building name (for this example we used "Impro").
4. Click **OK**.

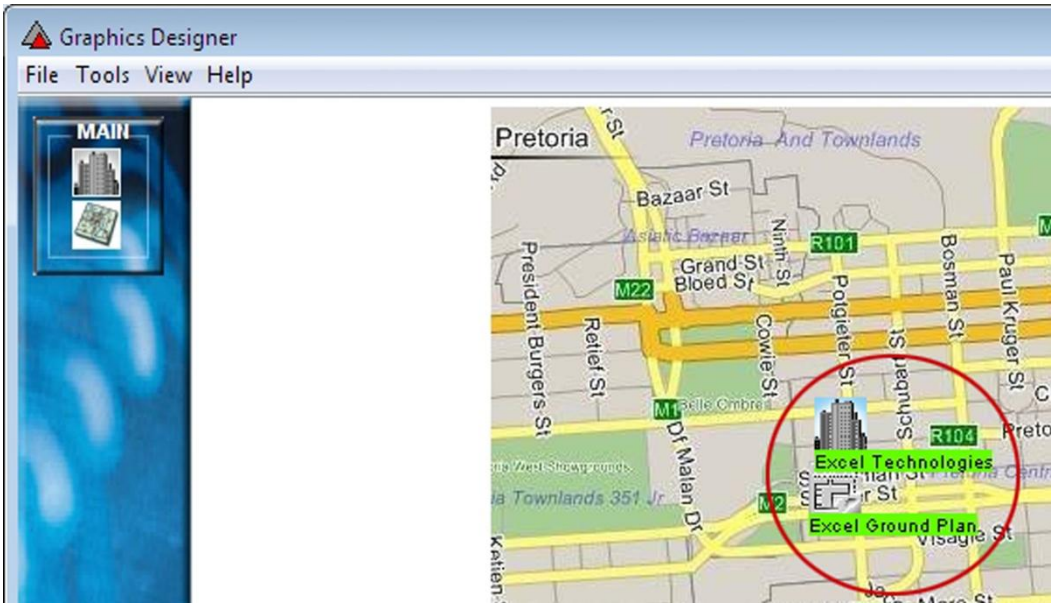


Figure 42 – Ground Plan and Building Assigned

After adding the Ground Plan and the Building, we arrive at the image above.
For the sake of simplicity, what follows concentrates on the Floor Plan. Remember that you can position access control units into both the Ground Plans and the Floor Plans of both buildings. The only limiting factors are the number of units entered into the System Database and their relationship to each other.

Adding a Floor Plan

1. Right-click over the Building icon and select **Add Floor**.
2. In the **Add a Floor Plan to a Building** dialog:
   - In the **Floor Name** field type in a name for the Floor Plan.
   - In the **Level** field, select the level from the drop-down list.
3. Click the button.

In our illustrations we have, for simplicity, inserted only one Building. You could, however, insert multiple Buildings and Ground Plans.

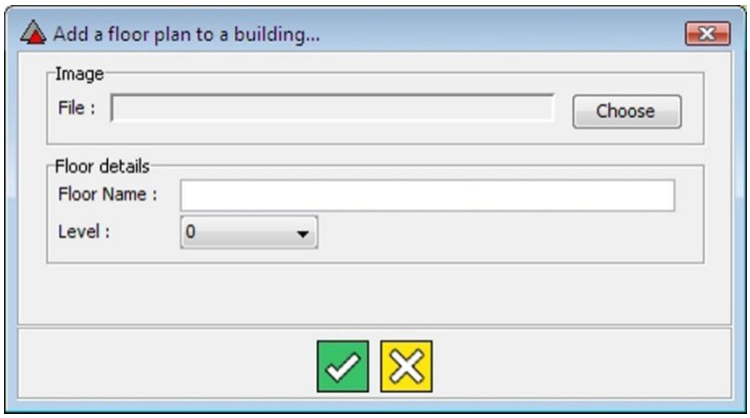


Figure 43 – Add a Floor Plan to a Building

Configuring the Floor Plan

Select the Floor Plan

1. Right-click over the **Building** icon.
2. From the menu, click **Select Floor**.

Figure 44 – Select Floor Plan Dialog

3. Click the button.

Add the Controllers

1. From the **H/W** icon palette, click and drag a **Controller** on to the selected position.
2. From the **Select Controller** dialog, select the required Controller.
3. Click the button.

Graphics Designer places the Controller icon and its name, on the screen in colour. In the same fashion, add any additional Controllers.

Adding Readers and Non-Readers to the Controllers

1. From the **H/W** icon palette, click and drag a **Reader** onto the selected position.
2. From the Reader Terminals dialog, select the required Reader.
3. Click the button.

Graphics Designer places the Reader icon and its name on the screen in colour. In the same fashion, add the other Readers.

After dragging and placing, each unit that has been allocated will be removed from the list of units available.

If all icons have been placed and a change has to be made, then by right-clicking on an icon the following options become available:

Altering an Icon

Right-click on the Icon that needs alteration, and select one of the following options:

- **Details**—displays the Name, Logical Address, Fixed Address, Zone and Location parameters of the unit. These parameters are derived from the Database.

- **Rename**—lets you apply a more meaningful name to the unit, in relation to its operation or location.
- **Delete**—removes the icon from the layout. When the unit is deleted using this method, the unit is restored to the list of the available units and a new unit can be placed.

If you incorrectly place an icon, hold down the Shift Key while dragging the icon to its new location.

Adding Non-Reader Terminals

There are various other units that function within the System assisting in access control applications. These are the *Digital Input* and *Output Units*, *Door Terminals*, *CCTV Cameras*, *Clock*, and *Time and Attendance Terminals*.

Adding Inputs

This option enables linking of the representation of an Input to the associated Digital Input Terminal. What is done here does not affect the Access Control configuration, as it is only a representation of an action in the physical location.

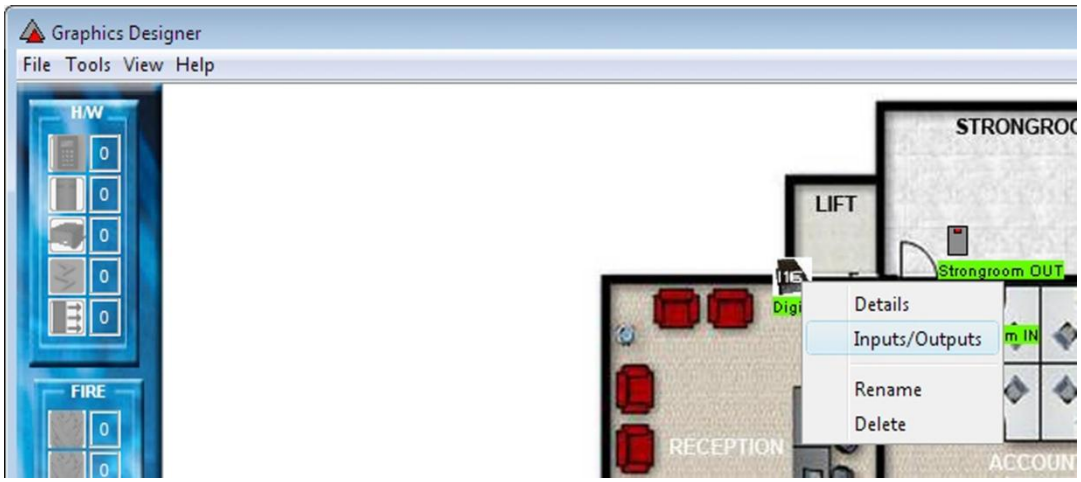


Figure 45 – Adding an Input Unit

1. Right-click over the Digital Input Unit and select the **Inputs/Outputs** option. A Red circle appears around the Input Unit.
2. The icon activates, indicating the number of available inputs.
3. Drag and drop the icon onto the Floor Plan. (The available Inputs display in the Input Editor dialog).

Figure 46 – Input Editor Dialog

4. Select the Input record required, in this case only one is available.
5. Click the button.

The input is placed on the screen as shown below (DOS 1).

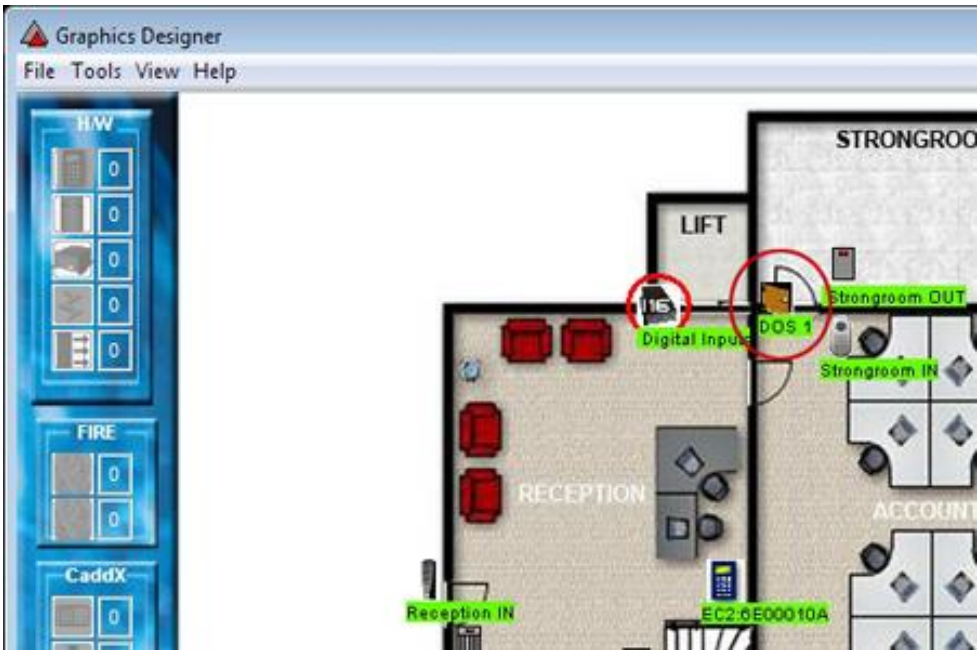


Figure 47 – Input Displayed

*Note, you can only place **Inputs**, configured as **Alarm Inputs** in Access, in Graphics Designer.*

Adding Outputs

In a similar fashion, you can now drag and drop outputs. Again, what happens here does not affect the Access Control configuration; it is only a representation of an action in the physical location.

Adding Cameras

CCTV Cameras, if fitted, enable surveillance of specific areas of access. These can be placed as with other units to represent their position in the Building or Ground Plan. With Cameras there is a restriction of the number of Cameras that can be connected to any PC. Refer to the Camera Documentation. In terms of Graphics Design and Runtime display, the Camera will be configured to run as required via the Camera Setup on the PC and Access Software.

Configuring Alarms

All Alarms detected by the Engine are reported, and can be displayed on the Floor or Ground Plans alongside the associated access control unit. In Graphics Designer you can select the way the Alarm is represented on the screen.

As long as you placed the Alarm icon in Graphics Designer, a default Alarm icon appears in Graphics Runtime. Follow this procedure to change the **default Alarm icon**.

- Change the **Alarm** icon for a particular event:

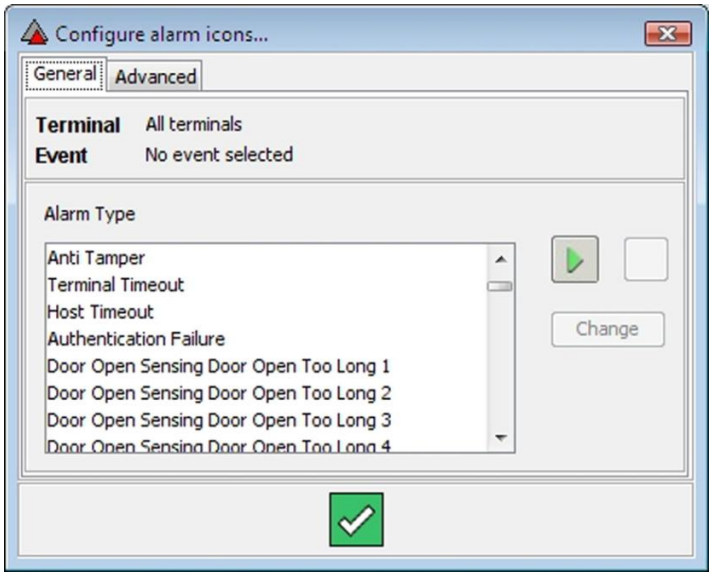


Figure 48 – Configure Alarms: General

Tools>**Configure Alarms**>**General**—from the General tab an alarm, such as Anti-Tamper can be represented by one of the alternatives on the display.

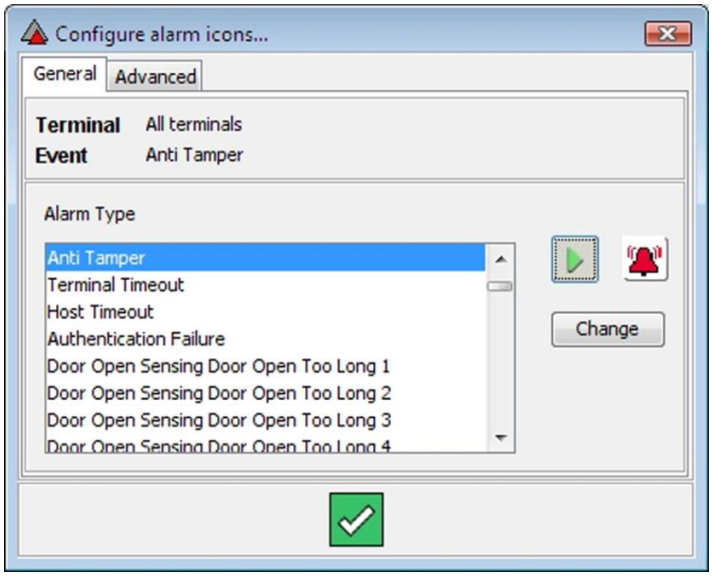


Figure 49 – Alarm Selection

1. Click **Anti-Tamper** for example and then select the Alarm Icon by pressing **Play** ( ).
2. By using the **Change** button, you may select an alternative Alarm icon.
3. Click the button.

- Change the **Alarm** icon for a particular event on a particular Terminal:

Tools>**Configure Alarms**>**Advanced**—click **Choose** to select the Terminal to be configured. The following Screen displays:

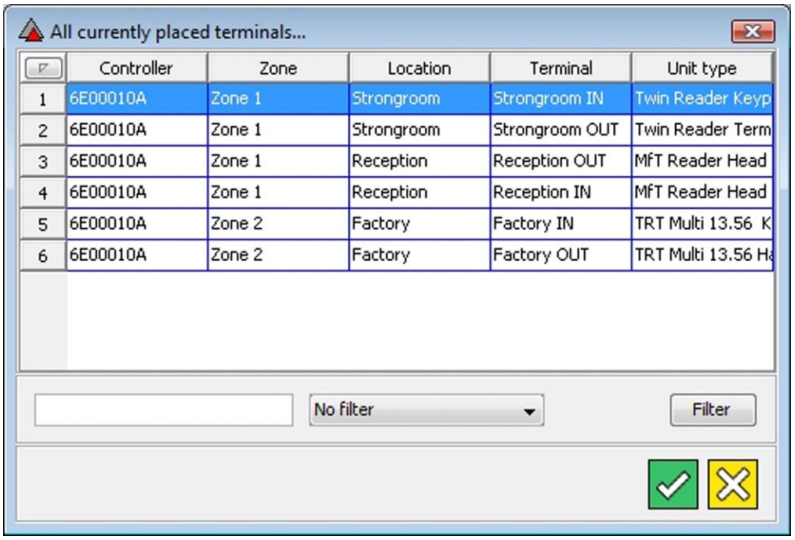


Figure 50 – Alarms, Advanced Selection

In the Advanced setup the Installer can select the various Terminals (Units) needing Advanced configuring and the way the Alarms display for each.

1. From the **All Currently Placed Terminals** dialog select the Terminal.
2. Click the button.

The screen returns to select the Alarm Event and Alarm Icon as illustrated on page 61.

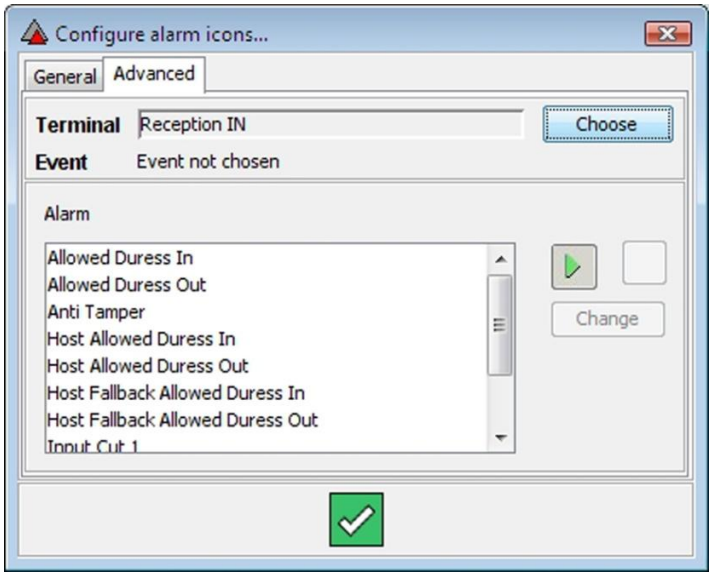


Figure 51 – Advanced Selection, Alarm Event

Select for each of the Terminals, the **Alarm Event** and **Alarm Type** to display via the Play ( ) button and choose an Alarm Icon. See the example below.

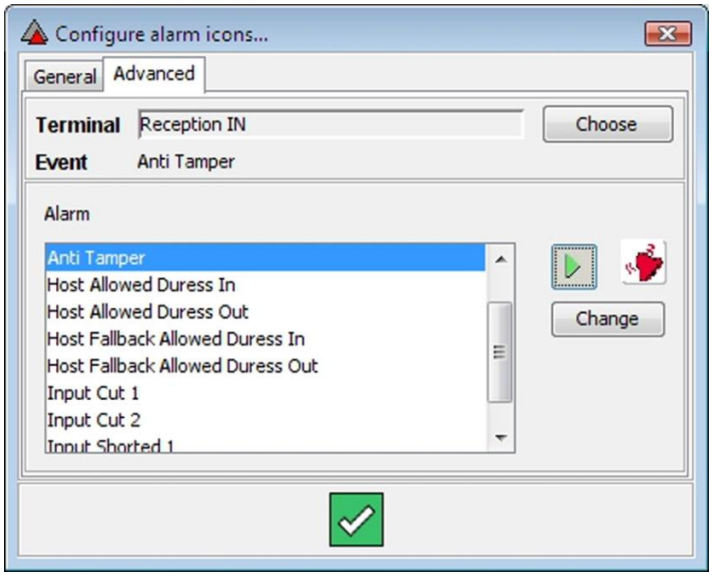


Figure 52 – Advanced Alarm Selection

3. Click the button.

Repeat the process for each Alarm for configuration.

To change the **Alarm** icon used:

1. On the General or Advanced Alarm dialog, click **Change**.
2. Click the radio button corresponding to the icon you want to use.
3. Click the button.

We suggest that you use the Alarm icons as follows:

for Fire Alarms and Tamper Alarms.
for Boom Forced Alarms
for Door Forced Alarms
for Door Open Alarms
for Duress Alarms

Adding Custom Application Integration

This advanced feature lets you (through Graphics Runtime) launch a third-party application on the users PC. That is, during a specified event, instructions could dictate that the user launch the third-party program from the Runtime Application. This third-party software then performs the appropriate action.

1. In the Graphics.properties file, change the **graphics.startCustomActions=false** setting to **true**. Go to page 52 for more information on configuring the Graphics.Properties file.
2. From the **Custom** icon palette, click and drag the **Custom Application** icon to the selected position on your Floor Plan.
3. In the **Custom Application** dialog, click the **Browse** button.
4. Select the application file.
5. Complete the **Application Parameters** and **Icon Name** fields.

*Test that the third-part application opens correctly by clicking the **Test** button.*

6. Click the button.

Select a custom Icon for your Custom Application, as follows:

1. *Right-click over the Custom Application icon and select the **Custom Icon** option.*
2. *Click the **New** button.*
3. *Select a suitable graphic file (maximum file size 5 kb).*
4. *Click the **OK** button.*

Adding Custom Action Integration

This advanced feature lets you (from within Graphics Runtime) run any of the actions created in the ImproVision Integration Server.

Setup Actions within the ImproVision Integration Server prior to using the Custom Action Integration feature. See Part 7 – Advanced Software Modules for more information on the ImproVision Integration Module.

1. In the Graphics.properties file, change the **graphics.startCustomActions=false** setting to **true**. Go to page 52 for more information on configuring the Graphics.Properties file.
2. From the **Custom** icon palette, click and drag the **Custom Action** icon to the selected position on your Floor Plan.
3. In the **Custom Action** dialog, from the displayed list of Actions, make your selection.
4. Click the button.

Select a custom Icon for your Custom Action, as follows:

1. *Right-click over the Custom Action icon and select the **Custom Icon** option.*
2. *Click the **New** button.*
3. *Select a suitable graphic file (maximum file size 5 kb).*
4. *Click the **OK** button.*

Adding CaddX Alarms

General

The Graphics Designer software provides for the positioning of icons for CaddX System alarm sensors by dragging and dropping them on to Floor Plans as shown.

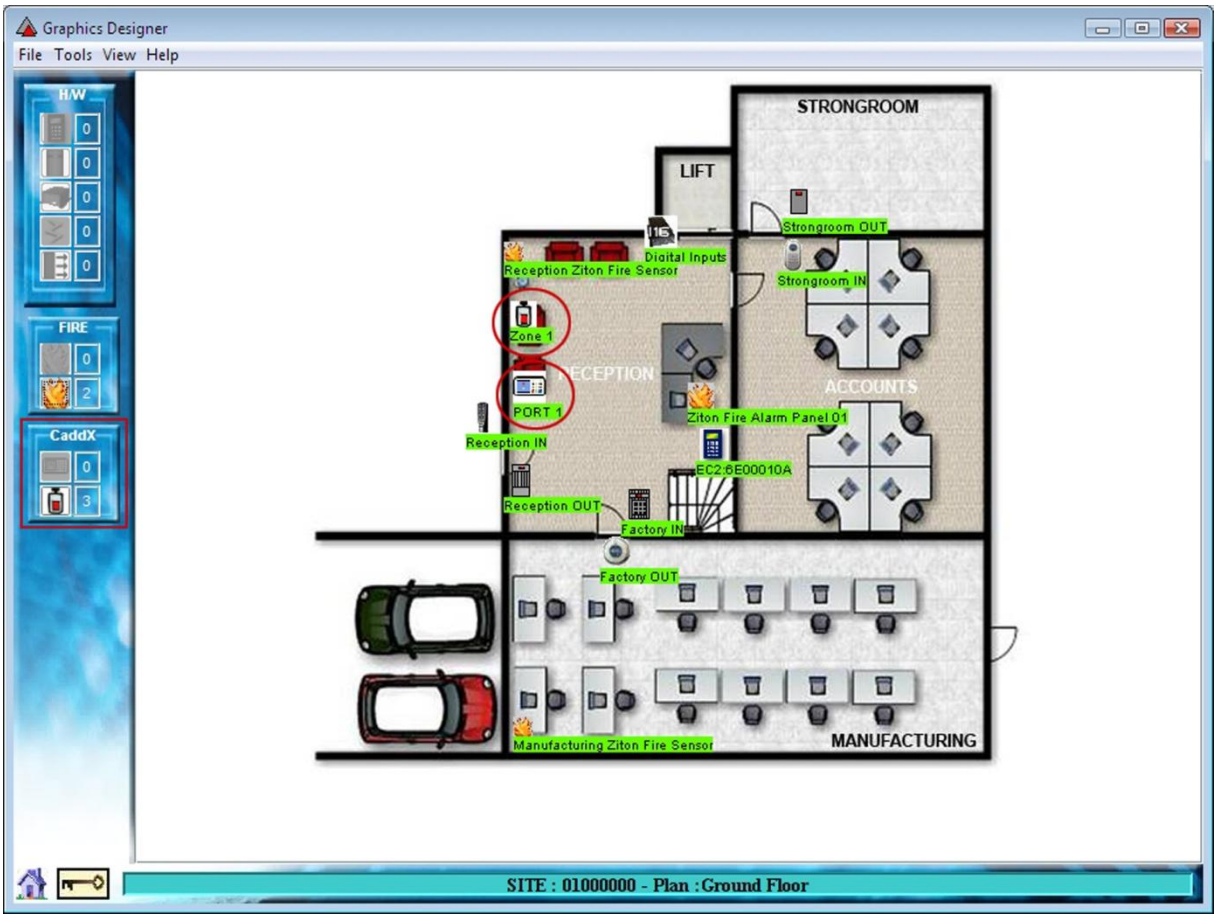


Figure 53 – Floor Plan with CaddX Icons in Position

Only Zones added using the CaddX Server Software will appear on the Floor Plan(s).

CaddX Icons

The icon, labelled **Port 1** in the diagram above, represents the CaddX Panel. The Port number indicates which port is in use for CaddX data. The icon, labelled Zone 1, represents a CaddX System Alarm Sensor.

The CaddX icons are only visible in Graphics Designer. In Graphics Runtime they remain hidden, except when an alarm condition presents. During the alarm condition this animated icon ( ) displays in the Graphics Runtime display in the Zone in which the sensor activated.

Adding Ziton Alarms

General

The Graphics Designer Software provides for the positioning of icons for the Ziton System Fire Alarm Sensors by dragging and dropping them on to Floor Plans.

Before using this facility, ensure that the required Loops, Sensors and Zones are defined in the Ziton Server Software.

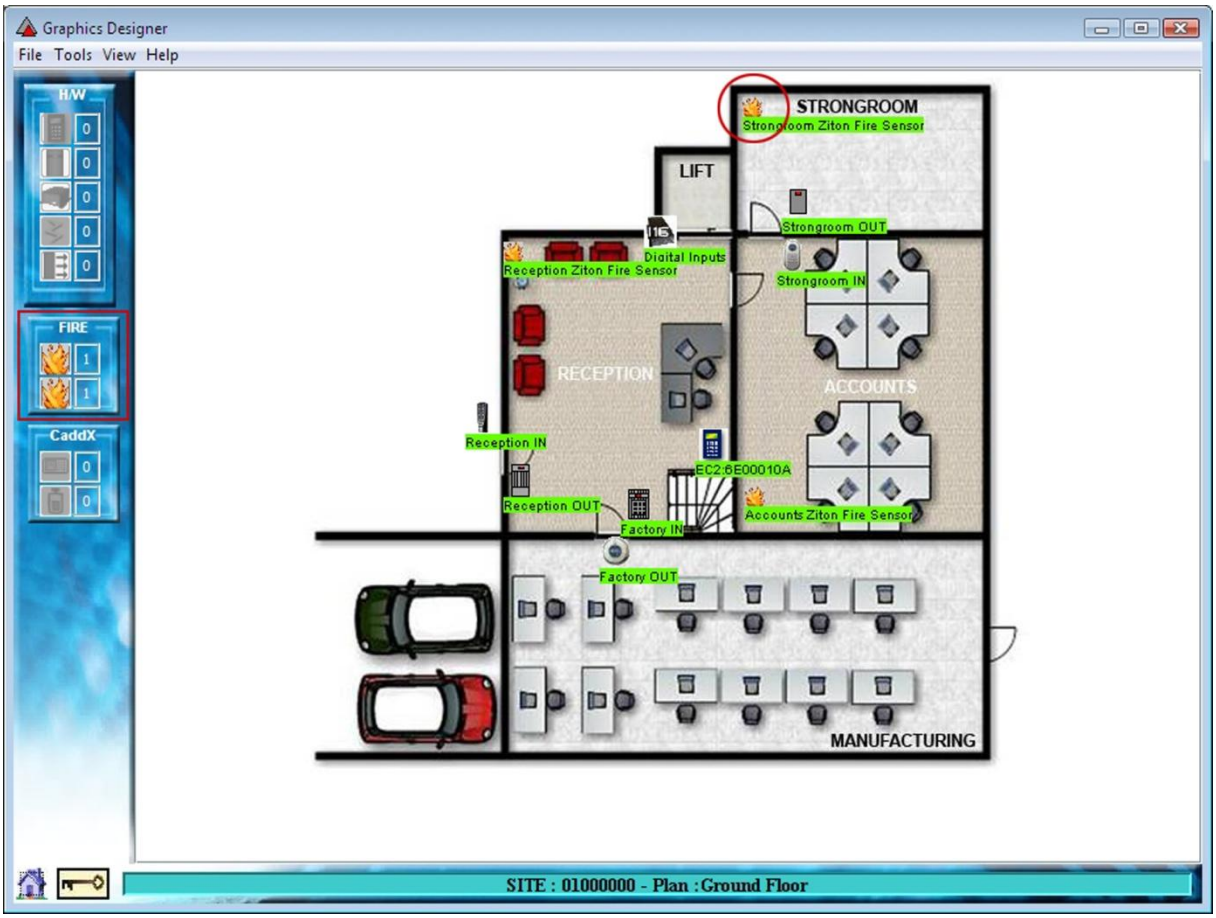


Figure 54 – Location of the Ziton Icons at the Side of the Floor Plan and an Icon Positioned on the Floor Plan

Adding a Ziton Fire Alarm Panel to the Floor Plan

1. From the Fire icon palette, drag the selected **Fire Alarm Panel** icon to the desired position on the Floor Plan.

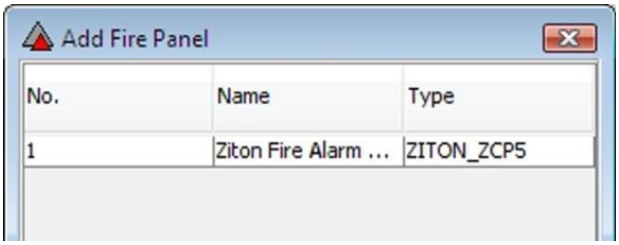


Figure 55 – Add Fire Panel dialog

2. From the **Add Fire Panel** dialog, select the required entry.
3. Click **OK** to accept.

Adding a Ziton Fire Alarm Sensor to the Floor Plan

1. From the Fire icon palette, drag the selected **Fire Alarm Sensor** icon to the desired position on the Floor Plan.

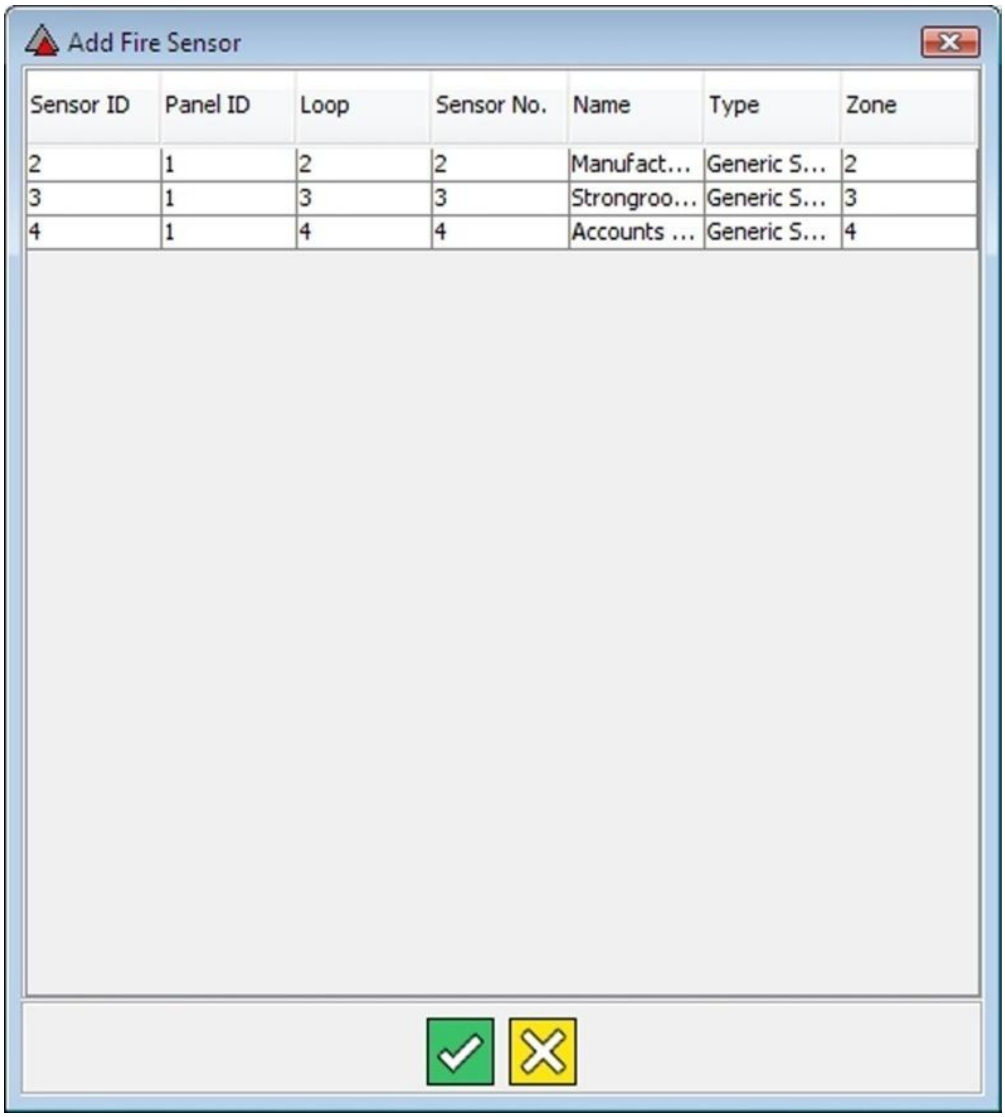


Figure 56 – Add Fire Sensor dialog (Ziton)

2. From the **Add Fire Sensor** dialog, select the required entry.
3. Click **OK** to accept.

Deleting or Renaming a Ziton Fire Alarm Sensor or Panel icon

1. Right-click on the icon.
2. A menu displays providing these options.
   - **Delete**
   - **Rename**—enter the name in the **New Name** field, and click the button.

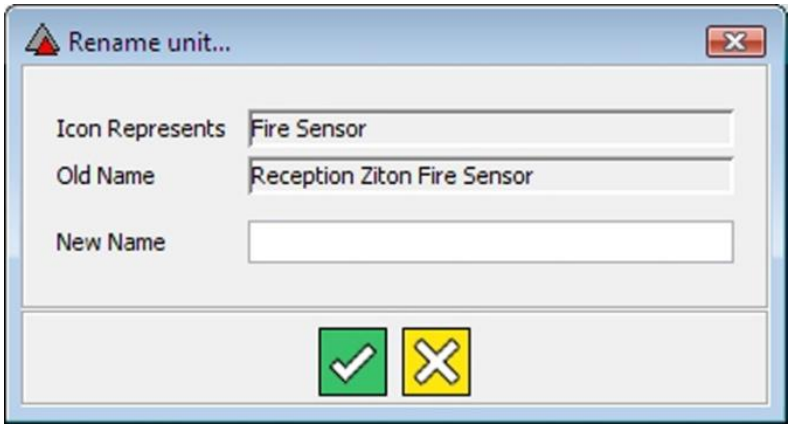


Figure 57 – Rename Unit Dialog

Ziton icons do not appear in the Graphics Runtime display. Only when an alarm occurs will an icon display in the relevant position.

Modifying a Site

At any time in the future the design program can be rerun for modification purposes.
In the case where a unit has failed and has to be replaced, the suggested procedure is as follows.

1. Start the Graphics Designer program and load the project.
2. Delete the unit from the graphics screen.
3. Shut down Graphics Designer.
4. Close the ImproNet Software.
5. Make your unit replacements and complete reconfiguration of the Database.
6. Restart both the ImproNet and Graphics Designer Software Suites. The new unit will now be available and will be displayed in the Icon display.
7. Reconfigure the new unit into Graphics Designer.

Chapter 7: Graphics Runtime Module

Introduction

We designed the Graphics Software Suite with user-friendliness as a major design criterion. Initial set-up is made via the Graphics Design Software. At Runtime the operator chooses which Ground Plan or Floor Plan to display. Thereafter the operating instructions limit to responding to any alarm displays, finding the last known position of a Tagholder, displaying transactions, and others as listed below.

Configuration of the Software

At start-up, the Software locates the System database. The target database URL (Universal Resource Locator) reads from the Graphics Properties file.

Starting Graphics Runtime

Ensure that you start ImproNet Engine before running Graphics Runtime. If Engine is NOT running, the error message" Server Not Found" displays.

1. Click on **Start**>**Programs**>**ImproNet**>**Graphics Runtime**.
2. Enter your **Username** (**SYSDBA**) and **Password** (**masterkey**). The Password is case-sensitive.

Operation of the Software

Host Selection

If only one Host is applicable then the Software automatically loads the available Host.

If more than one Host is available then the Software requests a Host selection:

1. From the Alarm Host Selection dialog, select the **IP Address**.
2. Click **OK**.
3. In the Select Site dialog, select the **Site** to view.
4. Click the button.

The Base Plan appears with the Ground Plan and Building Icons in position (See Figure 58).

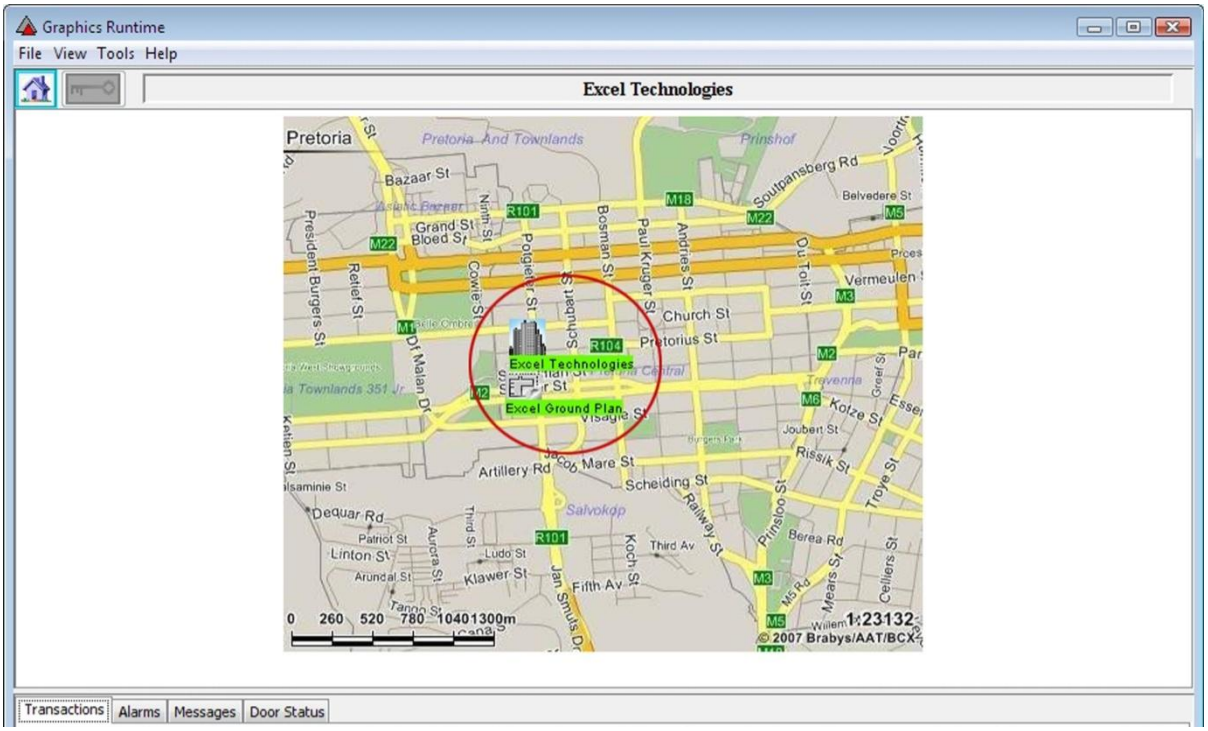


Figure 58 – Base Plan with Icons

Ground Plan, Building and Floor Plan Selection

1. Select a Ground Plan, by double-clicking the Ground Plan Icon.
2. Select a floor to display, by right-clicking on the Building Icon and choosing the **Select Floor** option.
3. In the **Select Floor Plan** dialog, click on the selected floor.
4. Click the ☑ button.

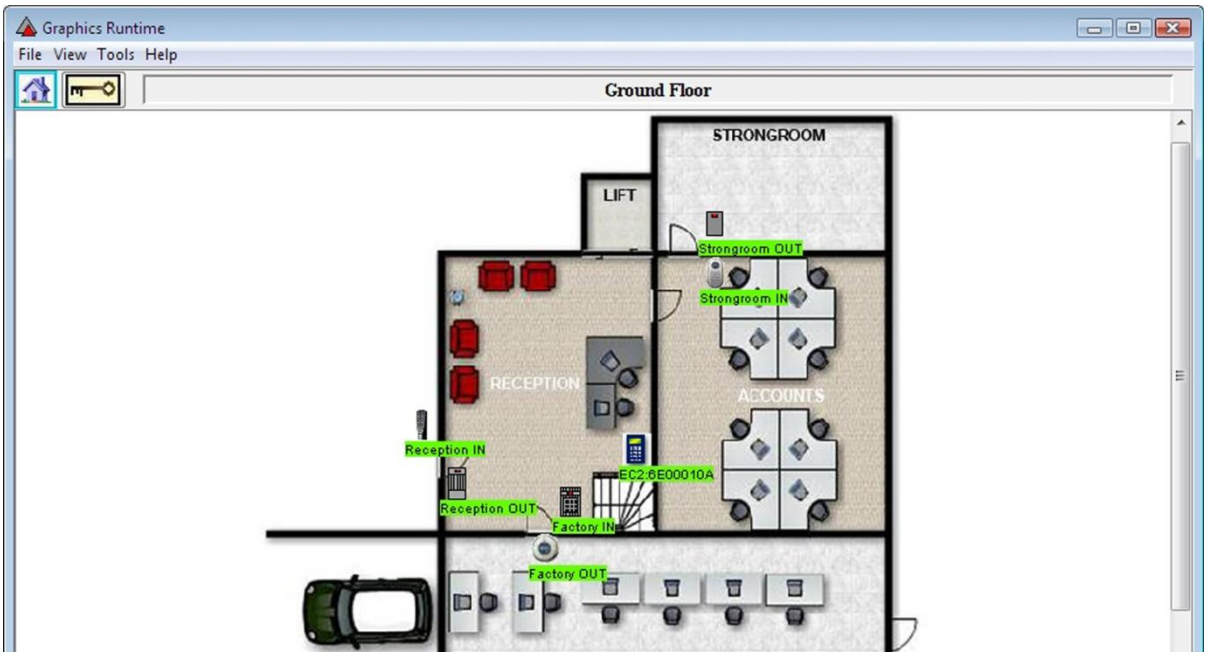


Figure 59 – Floor Plan Display

User Interface

Screen

The screen is divided into two, Top and Bottom. The Top section shows the graphic display of the Floor Plan of the Building. The bottom section displays the runtime messages showing, what's happening in the System.

The Bottom section displays four tabs, namely, **Transactions**, **Alarms**, **Messages** and **Door Status**.

- **Transactions** tab—displays details of any transaction (entry, exit) as well as Status Transactions.
- **Alarms** tab—displays details of the most recent alarm states. Only 20 alarms can display. These list in the order of the last 20 unacknowledged alarms. If there are less than 20 unacknowledged alarms the remaining space is filled up to the maximum of 20 lines with recent acknowledged alarms.
- **Messages** tab—displays a list of running messages.
- **Door Status** tab—displays details of open, locked or unlocked Doors, Terminal, Zone, Location, Status and Duration.

When you use the CaddX Server Software, two extra tabs display (to the right of the Door Status tab) for the setting-up of CaddX Alarms (refer to the User Interface section on page 80 for more information on these tabs).
Similarly, when you use Ziton Server Software, one extra tab displays, namely the Ziton Alarms tab (refer to the User Interface section on page 81 for more information on this tab).

Menu Bar

The Menu Bar choices listed are: File, View, Tools and Help.

- **File**—offers you a selection of four options, namely Locale, Translate, Properties and Exit.
  - **Exit**—stops Graphics Runtime and returns you to the Windows® Desktop.
  - **Locale** and **Translate**—offers the choice of Area and enables the translation of various menu options into another language.
  - **Properties**—takes you to the Project Properties dialog, offering you the options of Alarm Acknowledgement (Requires Tag, Requires Password and Requires Textual Response) and Other (Shutdown Requires Password).

- **View**—offers you the following options: Show Non-readers, Show Inputs, Auto Resize and Icon Text.
  - **Show Non-Readers**—by clicking in the box next to the 'Non-reader' those units which are not readers are shown or hidden (that is Door Control Units, I/O terminals and so on).
  - **Show Inputs**—setting this option displays or hides all Inputs.
  - **Auto Resize**—place all the graphics on to one page. This option is useful for a complete overview but may present too cluttered a screen for some users.
  - **Icon Text**—this option provides the alternatives to show or hide the icon text; to display the text above or below the icon and to change the highlighting colour. The default is to have the text above the icons and highlight these in yellow. You can choose which alternatives you prefer.

- **Tools**—offers you the following options, namely Find Tagholder and Manual Alarm Navigation.
  - **Find Tagholder**—gives you the facility of searching through the building to find out the last Reader to which a person presented their Tag. The response will also state if an Access Denied event occurred.
  - **Manual Alarm Navigation**—use this to select whether Graphics Runtime should automatically switch to the Plan on which an alarm occurs. Or, if the user is going to navigate from Plan to Plan not taking notice of the Plans with alarms on them. This is particularly useful when you have a guard interested in a particular Plan, who is not taking heed of alarms taking place elsewhere.

- **Help**—**About** displays the Version, Operating System Software and Copyright details of the Graphics Runtime Software.

Icons

You may display the Base Plan at any time, by clicking on the icon (in the upper left-hand side of the screen). The Base Plan displays as shown in Figure 60. Remove the Base Plan by clicking the **Close** icon, in the upper right-hand side of the Base map).

Return to the Base Plan level by pressing the icon.

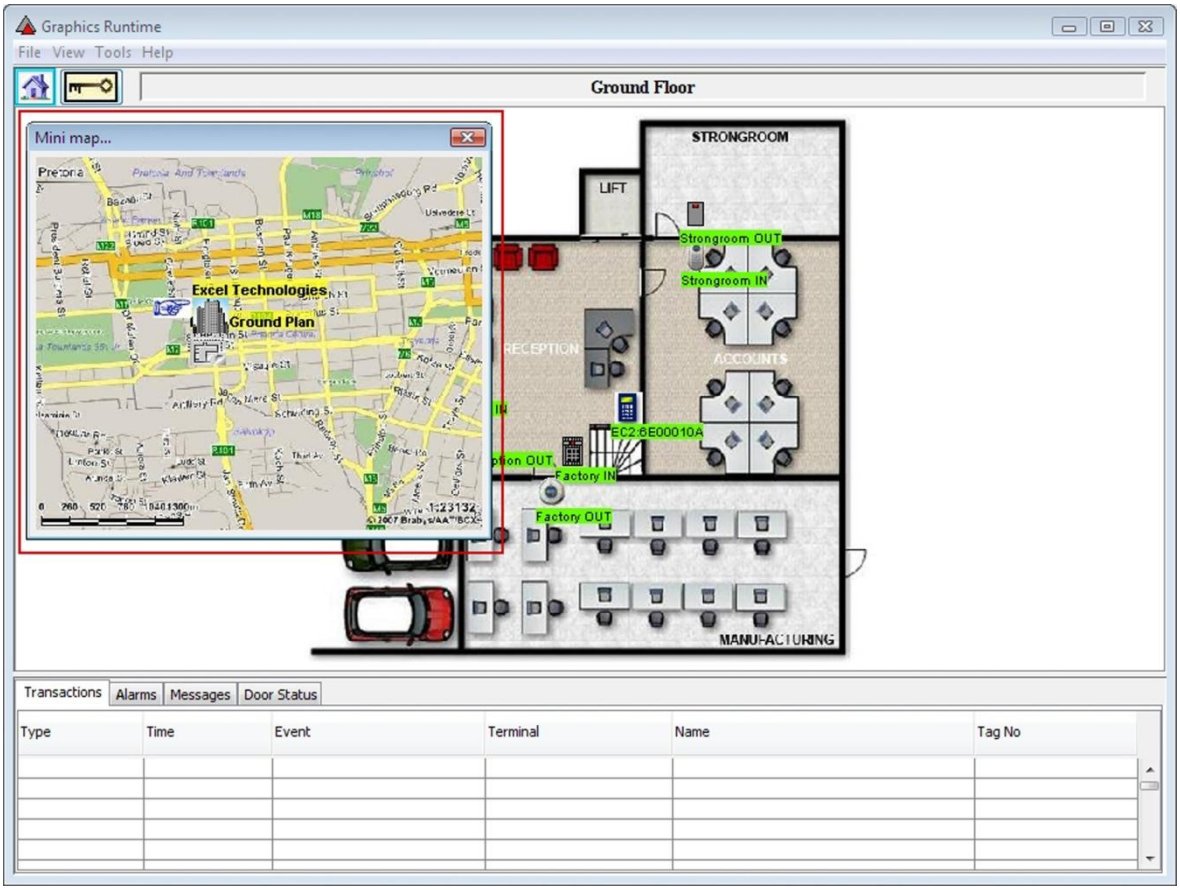


Figure 60 – Display Base Plan

Sub-menu

The menus are slightly different for Reader, Non-reader, Controller, Input and Camera, however, most have a Details tab.

Right-clicking the mouse over any of the Map Icons (Reader, Non-reader, Controller, Input and Camera icons) displays a Sub-menu. The available menu options are: **Details**, **Emergency Mode**, **Reset Zone Count**, **Open Door**, **Monitor Door** and **Monitor Location**.

Details—displays the following unit information: **Type**, **Name**, **Logical Address**, **Fixed Address**, **Zone** and **Location**.

Further information on the menu options; Emergency mode, Reset APB, Open Door and Monitor Door is available in the section on page 73.

Controller Sub-menu—right-clicking on a Controller displays the following available options: Details, Reset Anti-Passback (APB) for Controller and Site, Emergency Mode and Lockdown Mode.

Non-reader Sub-menu—right-clicking on a Non-reader such as the ImproX O16 Output Terminal displays a different set of options, in this case: Details, Emergency Mode and Reset Zone Count.

Special Functions

Emergency Mode

Figure 61 – Emergency Mode Selection

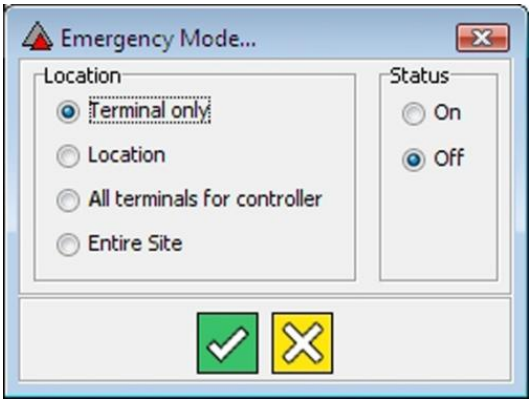


Figure 62 – Emergency Mode on Terminal

1. The example shown above shows the result of selecting a unit, right-clicking and selecting **Emergency Mode**. The display shows that Emergency Mode is active for that Terminal only. The dialog also permits Emergency Mode to be selected for All Terminals for that Controller, or for the Entire Site.
2. Select the **Status**, On or Off radio buttons.
3. Click the button to implement the Access Control predefined Emergency action.
4. Click the button.

Reset Zone Count

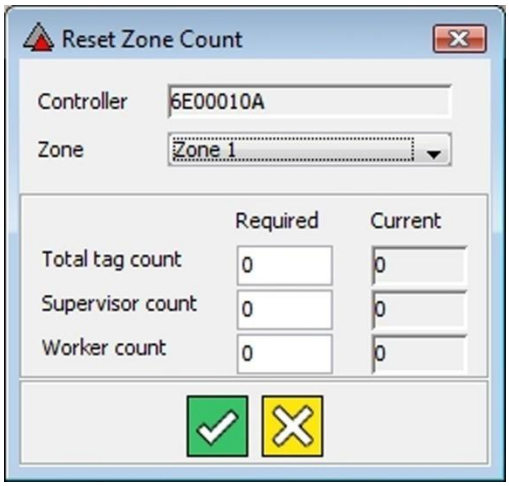


Figure 63 – Reset Zone Count

Reset the Zone Count, by right-clicking over a selected unit and selecting **Reset Zone Count** menu option. This function lets you make necessary corrections to the count of Tagholders in a particular Zone.

Reset Anti-passback (APB)

Selecting and activating Reset APB (reset Anti-passback) resets every Tagholder in the System to the 'normal' state. Anti-passback still applies but the System resets allowing access for all Tagholders on their next transaction. This function can be made for either the Controller or the full site.

Open Door

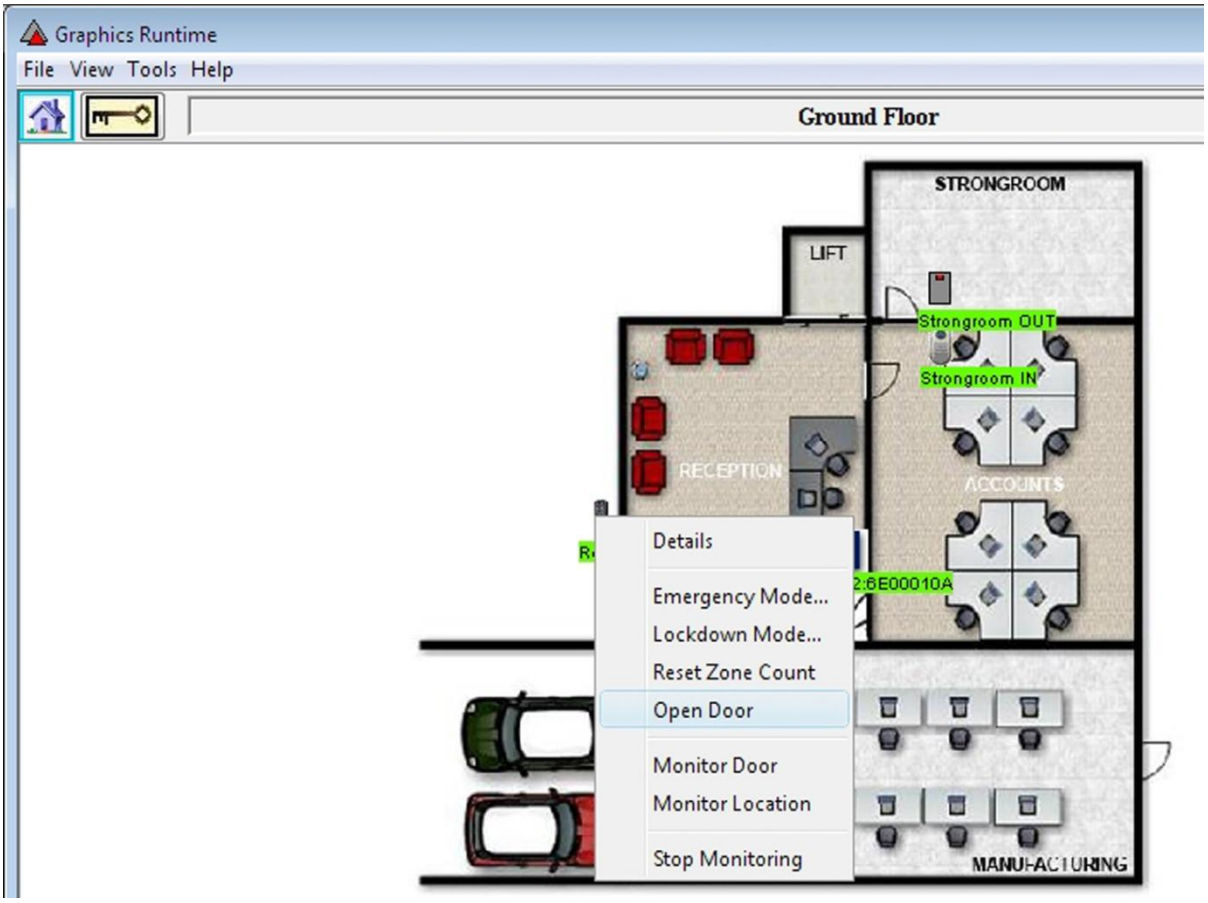


Figure 64 – Open Door Selection

Selecting **Open Door**, as shown above, activates the 'Allowed Actions', if pre-defined in the access control, for the relevant door. The action as setup applies and the door opens.

Monitor Door

Figure 65 – Monitor Door Dialog

When you select **Monitor Door** you will notice a Green ring appears around the Reader controlling the monitored door. As soon as a Tagholder presents a Tag to the Reader, a

message appears on Graphics Runtime giving the name of the person, the department they are attached to, and the time of the occurrence as illustrated above.
If applicable a picture of the Tagholder is displayed. Click the **<< Less** button to display only the picture information. Click the **Stop Monitoring** button to remove the message from the screen.

Monitor Location

The Monitor Location function is similar to that of Monitor Door. The function monitors all the Access points allied to that Location. When any event is detected then a message displays on Graphics Runtime, as illustrated in Figure 65.

Alarms

All Alarms occurring report from the Engine. The way the Alarm displays to the operator is set-up during the design stage.

With ImproNet V7.4 Software you will notice extra **Alarm States**:

- **Red Bell symbol**—this symbol signifies that the unit is still in an alarm state, and that the alarm is not yet acknowledged.
- **Orange Bell symbol**—this symbol applies to input alarms only. It signifies that the unit is no longer in an alarm state, but that the alarm is not yet acknowledged.
- **Orange Tick symbol**—this symbol signifies that the unit is still in an alarm state, but that the alarm is acknowledged.
- **Green Tick symbol**—this symbol signifies that the unit is no longer in an alarm state, the alarm is acknowledged.

*Activation of these extra **Alarm States** requires that you upgrade to Controller Firmware V7.12 or upwards.*

When an Alarm occurs, you can select that any of the following events take place:

- If you installed and set-up a **CCTV camera** the screen displays the camera picture. You must enable the CCTV System and the Engine.properties file entry must be **engine.system.cctv_enabled=true**. (Restart the engine after making this change).
- The Alarm panel comes to the front displaying the Alarm, with an animated icon.
- The background section of the display on the monitor turns Red.
- If the particular application was minimised it restores to view.
- If you fit a sound card and loudspeaker to the computer the alarm sounds (a generalised alarm type beep, beep, beep).

Some of the above is not displayed in Figure 66.

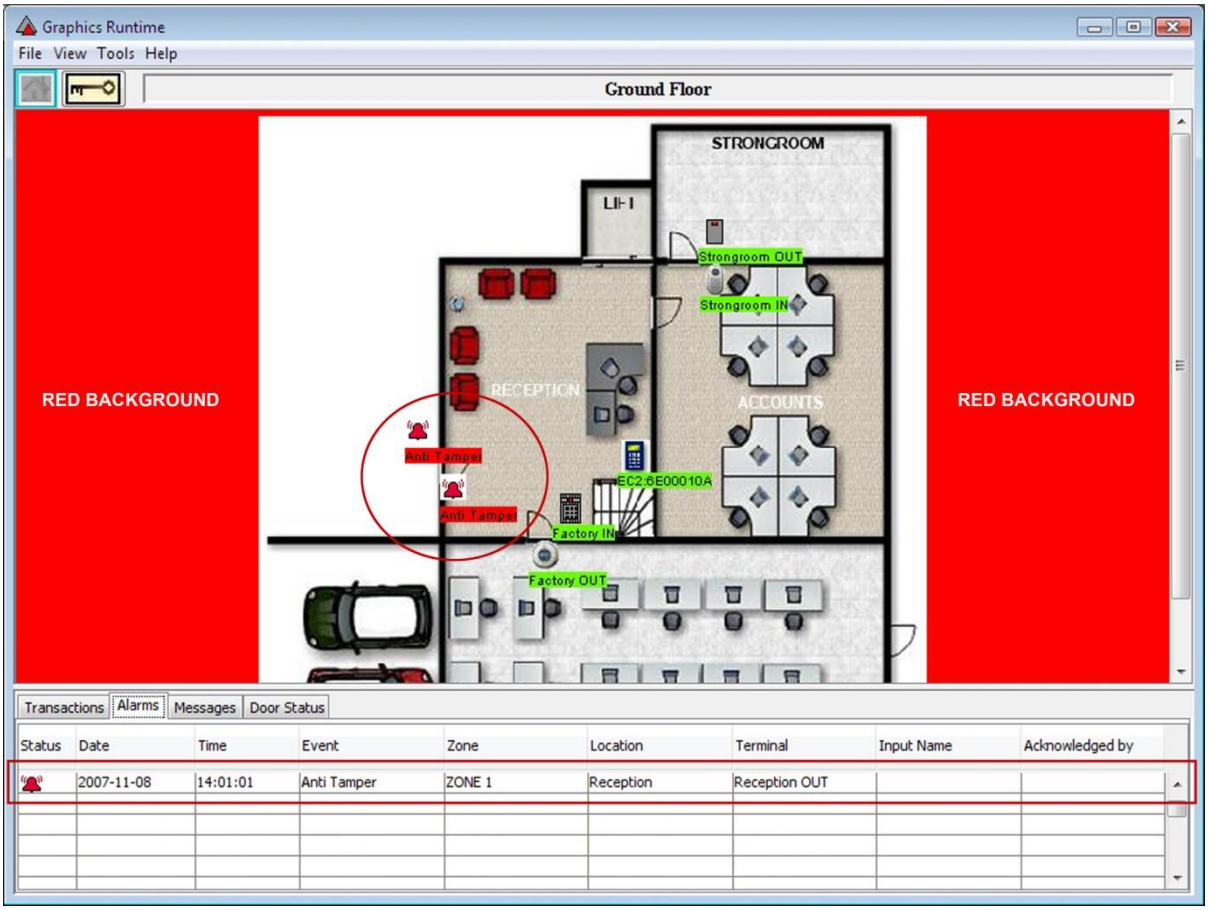


Figure 66 – Alarm Displayed

The Access point affected changes colour and the animated Icon indicates the problem. The Alarm List indicates the Alarm by a red bell and a description of the Alarm (Anti Tamper Alarm).

When the alarm has been cleared, which can only be done by rectifying the problem as discussed below, then the Red Alarm Status is replaced by a Green tick.

Acknowledging Alarms

By Right-clicking on the icon displaying the Alarm the operator can carry out a single Alarm Acknowledgement. After acknowledgement of the Alarm the icon returns to normal and the alarm bell in the Alarm State List changes to a green tick.

By selecting 'Details' and then acknowledging 'All' then all Alarms of the same type for that unit reset. If other type Alarms for the same unit have occurred then you must acknowledge each of these Alarms separately, as also for Alarms on differing units.

By clicking on Properties on the File Menu, the Administrator can define the requirements for Tagholders authorised to acknowledge Alarms. The operator, or designated authority, must then either:

- Present their access Tag to the Tag Verification Reader.
- Type in the valid password.
- Type in the required textual response to be acknowledged.

*The default password for this feature is **masterkey**.*

Figure 67 – Project Properties Dialog

Alarm User Response

The User can respond to an alarm by entering any details noted in the Acknowledge text field. This enables creation of a more coherent alarm log.

The following screen shows an example of the 'Acknowledge' response:

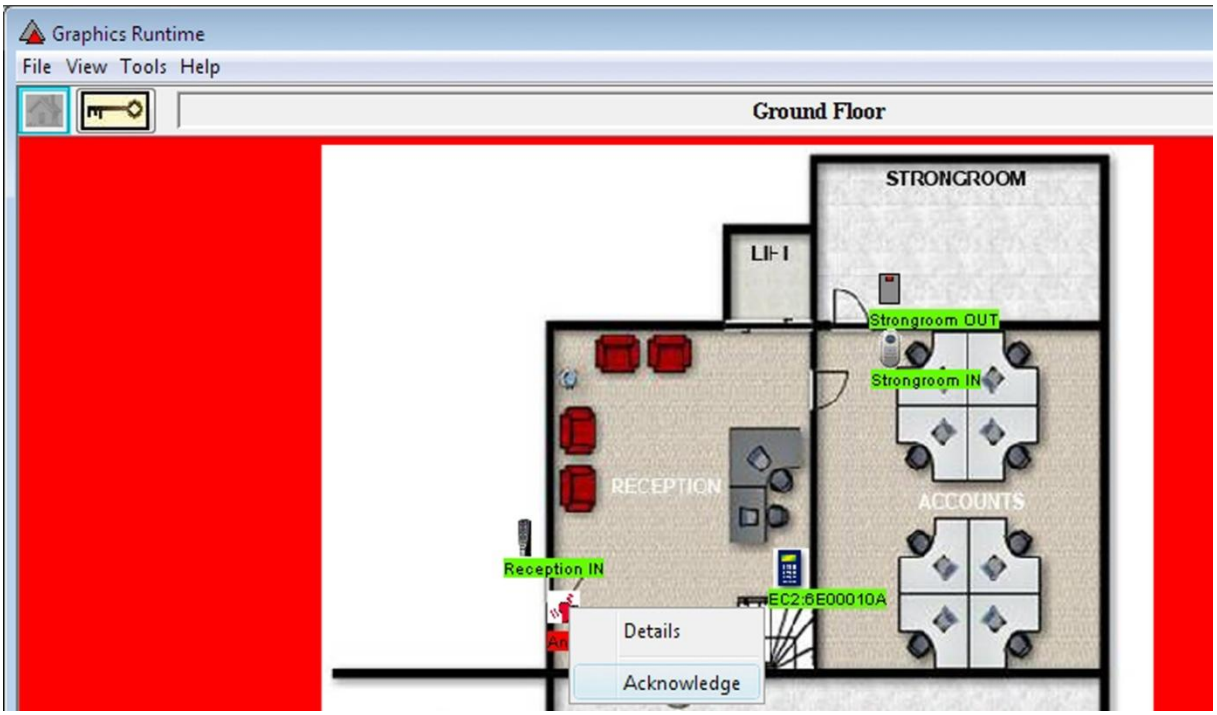


Figure 68 – Alarm Indication Display

Once you corrected the problem, and acknowledged the Alarm, the System restores itself to normal and the Status of the Alarm reverts to 'Clear'.

Alternatively, to acknowledge an alarm, the operator can double click on the row that indicates the alarm and the same acknowledge window displays. This option is useful when an alarm is indicated in the Alarm screen but not shown in the graphics window. (As, for example, if the Alarm was not placed when the graphics were installed in Design Mode, or the case where the Alarm Graphics are on another plan).

Messages

You may use various Messages on the System. These Messages are displayed for information or for verifying that an action occurred. Specific Messages are concerned with Anti-passback (APB), Emergency Mode and Open Door.

Activating the Messages tab, displays any such Messages.

Custom Application Integration

This advanced feature lets you launch a third-party application through Graphics Runtime. That is, during a specified event, instructions could dictate that the user launch the third-party application from Graphics Runtime. This third-party application then performs the appropriate action.

Launch the third-party application by right-clicking on the Custom Application icon and selecting the **Run Application** option.

Custom Action Integration

This advanced feature lets you (from within Graphics Runtime) run any of the actions created in the ImproVision Integration Server.

Launch the custom Action by right-clicking on the Custom Action icon and selecting the **Run Application** option.

CaddX Alarms

The Software only displays CaddX Alarms if the Software is unlocked for the CaddX Panel and Server option.

User Interface

To display information from the CaddX Alarm System via the CaddX Server Software, two extra Tabs appear in the Runtime Window; these are the CaddX Alarms Tab and the CaddX Partitions Tab.

- **CaddX Alarms** tab—provides the following fields: **Date**, **Time**, **Map**, **Panel**, **Partition**, **Zone** and **Event**. When you select a row, and right-click the mouse a sub-menu offers you the following two choices:
  - **Acknowledge**—removes the selected line from the Alarm table, as well as the Alarm icon from the Floor Plan. However, it does not affect the CaddX Panel status.
  - **Go to Map**—the display changes to the Floor Plan for the Alarm concerned.

CaddX icons remain hidden in Graphics Runtime, except when an alarm condition presents. When an Alarm condition presents, this ( ) animated icon displays in the Graphics Runtime display in the Zone in which the sensor activated.

- **CaddX Partitions** tab—provides the following fields: **Port**, **Partition** and **Armed**. When you select a row, and right-click the mouse a sub-menu offers you the following choices:
  - **Arm**—arms the selected Partition.
  - **Disarm**—disarms the selected Partition.
  - **Disarm and acknowledge**—disarms the selected Partition, and acknowledges alarms in the ImproNet Database for that Partition.
  - **Arm All**—arms all Partitions monitored by the CaddX NXE-8 Panel connected to the communications port selected.
  - **Disarm All**—disarms all Partitions for that Port.
  - **Zone Bypass**—permits the bypassing of selected Zones. This means that Zones can, in effect, disconnect from the System.

You cannot bypass a Zone while the Partition(s) that include that Zone is (are) armed.

If an Arming attempt is unsuccessful at first, it may be because the Partition is not 'ready'. Wait a few seconds and then retry.

Ziton Alarms

The Ziton Alarms only display if the Software is unlocked for the Fire panel integration.

Only those Alarms added in the Ziton Server and Graphics Designer software, as part of the configuration, appear in Graphics Runtime.

User Interface

To display information from the Ziton Alarm System via the Ziton Server Software, the **Ziton Alarm** tab has been added to the Runtime window. The Tab provides the following fields: **Date**, **Time**, **Panel**, **Loop**, **Device Address** and **Zone**.

Ziton Alarm Indication

When a Ziton Fire Alarm occurs, the details display in the Ziton Alarms tab. At the same time, the background to the Floor Plan window turns red, and a Fire Alarm icon displays at the location of the sensor concerned.

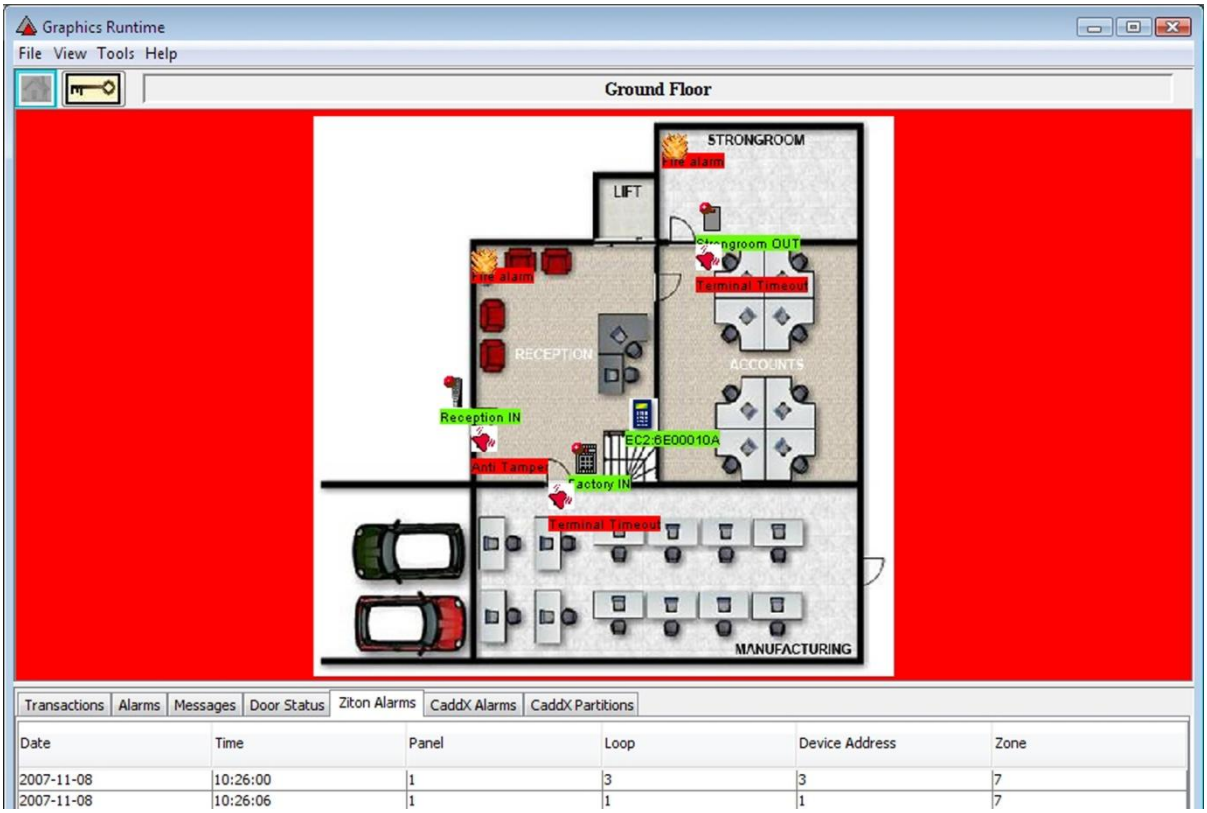


Figure 69 – Ziton Alarm Tab, with Alarm Indications

An important concept for the ImproNet interface with the Ziton System is that of a “double-knock” alarm indication. This occurs when at least two different sensors trigger at the same time (the sensors may be in the same Zone or in different Zones).

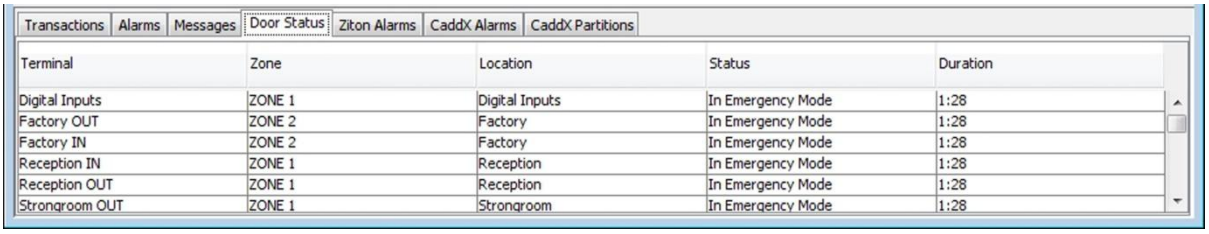
When a “double-knock” Alarm Indication is received, the **Emergency Mode** dialog shown below appears.

Figure 70 – Emergency Mode Dialog

The **Yes** option is timed, allowing the Operator 180 seconds to set the site into Emergency Mode. If **Yes** is not selected within that time, the **Yes** option is automatically enforced, and the Site goes into Emergency Mode.

The **Emergency Mode Timeout** can be changed (from 180 seconds) from the graphics.properties file using parameter **Ziton.emergency.timeout = 180**. Disable this function by setting this parameter to **0**.

When the Site is in Emergency Mode, the Door Status tab displays information of the form shown in Figure 71.



Terminal	Zone	Location	Status	Duration
Digital Inputs	ZONE 1	Digital Inputs	In Emergency Mode	1:28
Factory OUT	ZONE 2	Factory	In Emergency Mode	1:28
Factory IN	ZONE 2	Factory	In Emergency Mode	1:28
Reception IN	ZONE 1	Reception	In Emergency Mode	1:28
Reception OUT	ZONE 1	Reception	In Emergency Mode	1:28
Strongroom OUT	ZONE 1	Strongroom	In Emergency Mode	1:28

Figure 71 – Emergency Mode Indications, Door Status Tab

At this time the **Messages** tab displays the message **Emergency Mode On – Entire Site**.

Acknowledging the Alarm and selecting the alarm in the Ziton Alarms tab results in a sub-menu offering the following two choices:

- **Acknowledge**—removes the selected line from the Ziton Alarms list.
- **Go to Map**—the display changes to the Floor Plan for the Alarm concerned.

Once you have acknowledged all current alarms, the Ziton Panel silences automatically via the Ziton Server Software.

CCTV

CCTV is supported; however, implementation differs slightly for each integration.

iNetDVR System

If the CCTV iNetDVR System has been installed and configured then you can view the various Alarms in Runtime. Certain limits apply as the System has limited bandwidth.

The camera records only according to the motion detection and alarm setup, this limits resources. When viewing playback the default mode is slow motion. You may increase the speed by holding down the ‘Play’ button.

Right-clicking on the camera provides some options for access to searching and/or real-time video. The alarm search facility provides a list box with the entries for that camera. This list is similar to that in the DVR alarm list.

To view recorded material for a particular Alarm, right-click on the Alarm itself.

Communication Failure

In the unlikely event that the Software loses connection to Engine or the Database, the following communication failure messages appear:

Engine

If you lose the connection to the Engine the following massage displays. Once Engine reconnects, press the button.

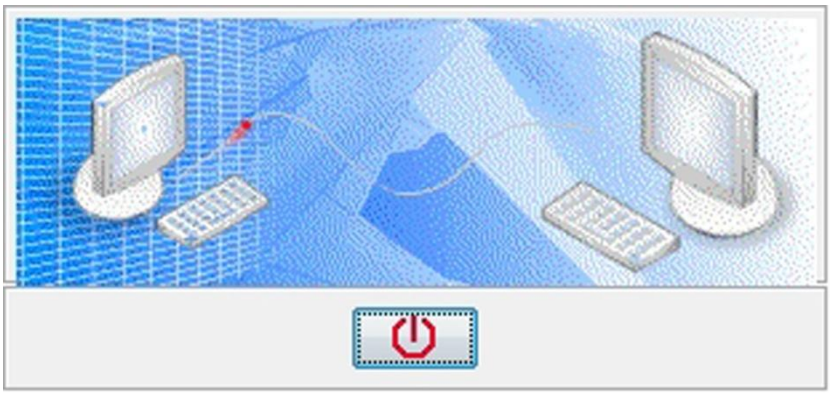


Figure 72 – Socket Connection Lost Message

Database

If you lose the connection to the Database, a message displays, stating **DB Connection Lost**. You may select whether to exit Graphics Runtime, or wait for automatic reconnection to take place.

Advanced Graphics Module Features

General

This chapter describes several extra advanced Graphics Module features.

Manual Alarm Navigation

The default set-up for Alarms in Graphics Runtime is that, when an Alarm occurs, the onscreen display automatically switches to the Floor Plan for the area in which an Alarm is located.

In some situations, this may not be desirable. If you wish to disable this feature, continue as follows:

1. Select the **Tools** option on the Graphics Runtime menu.
2. Select **Manual Alarm Navigation**.
3. If an Alarm occurs anywhere on the Site, the onscreen display will remain as selected by the Operator.
4. To switch to the Floor Plan for the Alarm area, double-click on the Alarm in question on the Alarms tab at the bottom of the Graphics Runtime screen.

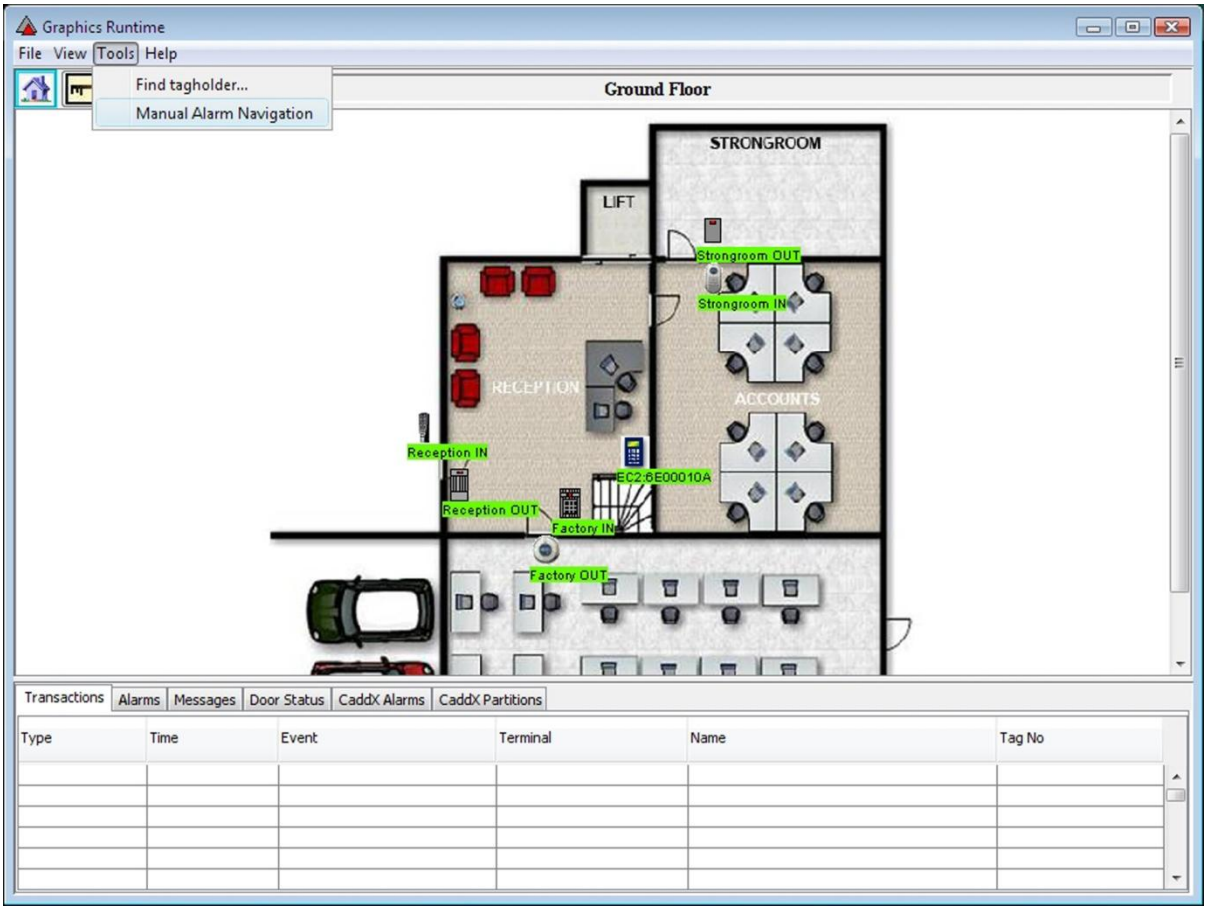


Figure 73 – Tools drop-down menu

Activation or deactivation of Relays from the Floor Plan Icon

Relay outputs on ImproX units can be activated or deactivated from a Floor Plan icon. This is a manual facility, and allows the Operator to switch the selected relay from the Floor Plan when requested to do so. There is no need for any access control transaction to take place.

Example

There is a requirement for the Operator to be able to switch on the internal light in the company Strongroom when required. To achieve this, a relay output on the exit reader for the Strongroom has been connected in-line with the emergency light in the strong room.

When requested to switch on the light for, say, a ten-minute period, the Operator will use the procedure described next.

Procedure

In Access:

1. Select the required **Terminal** (Strongroom OUT in this example).
2. Select the **Outputs** tab for that Terminal in the right-hand pane.
3. Select the required output relay (**Relay 1** in this example).
4. Select **Edit**.

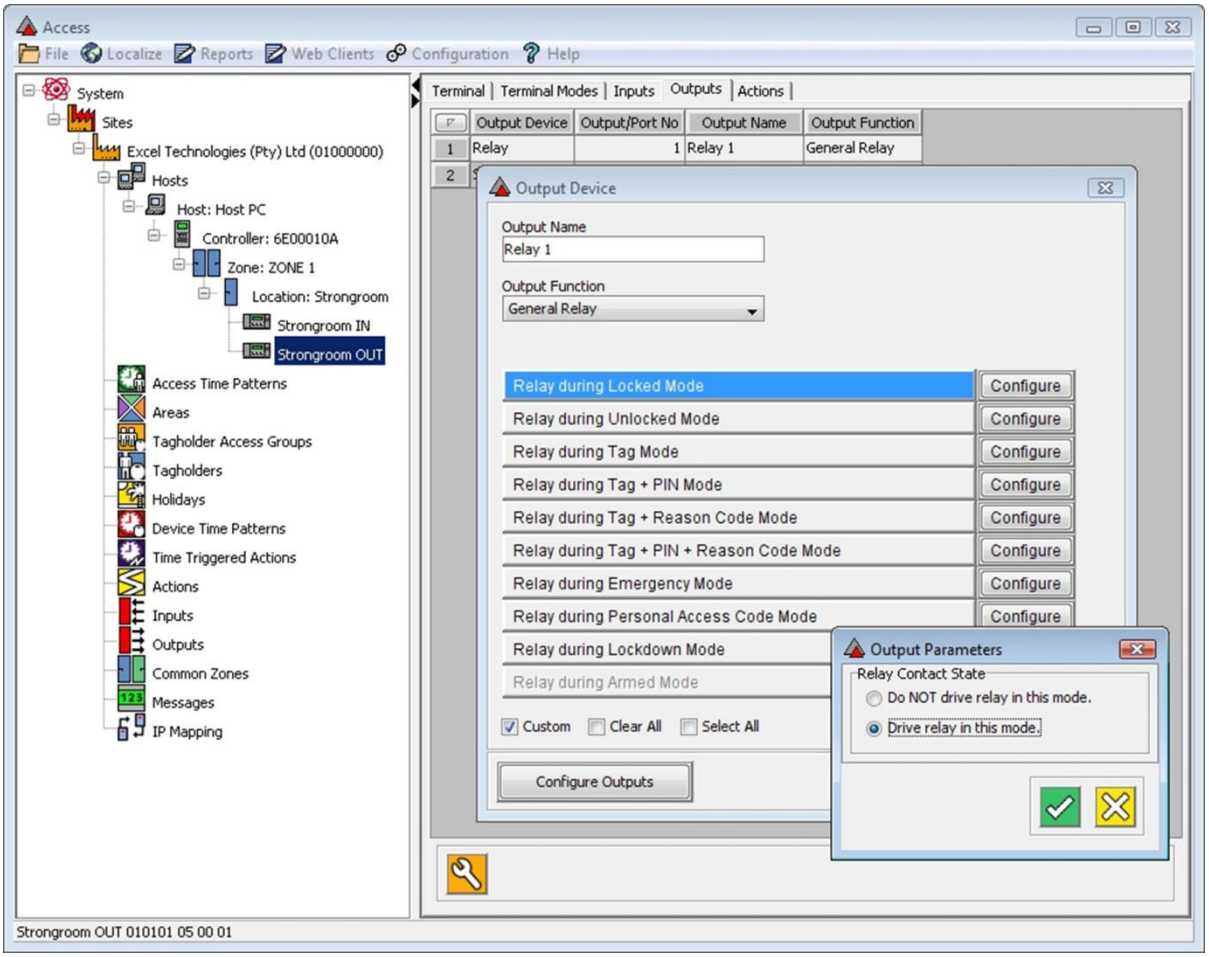


Figure 74 – Access Relay Output Parameter Selection

In Graphics Designer:

1. Right-click on the required Terminal (Strongroom OUT in this example).

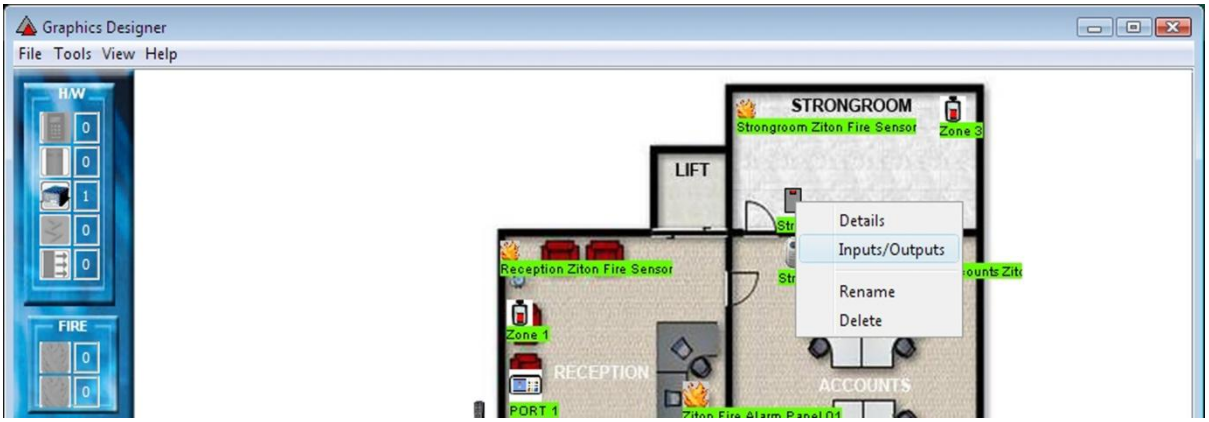


Figure 75 – Pop-up menu

2. Select **Inputs** or **Outputs**.
3. The outputs, as configured in Access for that Terminal, can now be dragged from the toolbar. This will show all outputs enabled in 'Access for that Terminal.

Figure 76 – Terminal selected

4. Select the **Outputs** icon at the left of the screen, and drag-and-drop it to the required location on the Floor Plan. In this example, it is placed in the Accounts Office.
5. Select **Relay 1**.
6. Click the button.

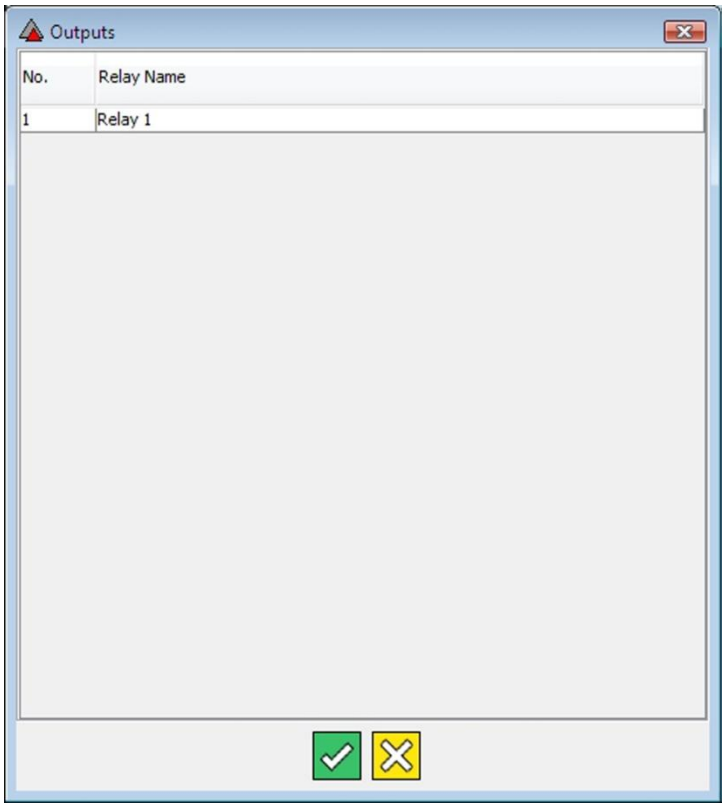


Figure 77 – Outputs Screen

In Graphics Runtime:

1. Restart Graphics Runtime.
2. Right-click on the **Relay** icon. A pop-up menu will appear, with three options:
   - **Activate (2 sec)**—activates the relay for 2 seconds, returns to deactivated state.
   - **De-activate (2 sec)**—deactivates the relay for 2 seconds, returns to activated state.
   - **Configurable……***—permits activation or de-activation configuration for the desired time period.

Configurable from Software V7.4 onwards:

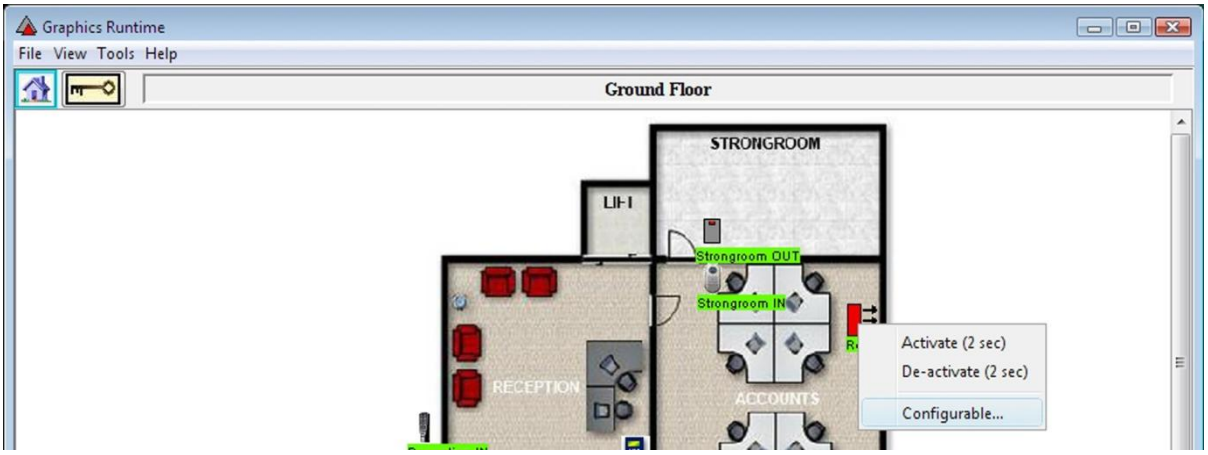


Figure 78 – Pop-up menu

1. According to this example, select the **Configurable...** menu option.

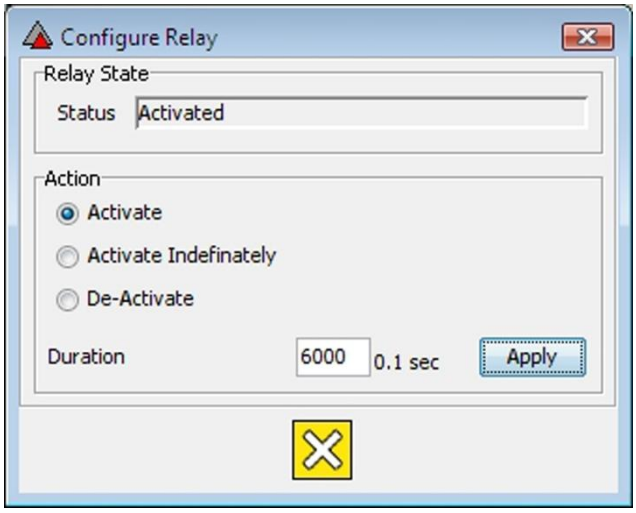


Figure 79 – Configure Relay Dialog

2. Select **Activate**.
3. Set the **Duration** to 10 minutes (6 000 x 0.1 seconds).
4. Select **Apply**.

The light in the strong room switches on, and remains on for 10 minutes. The System then returns to its original state. Any further Relay output settings have to be set up as required. **The Configure Relay** dialog shows the current status of the relay in the Relay State field.

Chapter 8: Card Designer Module

Introduction

The Impro Card Designer Software Module lets you design and store templates for printing information on adhesive labels or directly onto Credit Card Tags. When used with the System Database, a design could typically provide information such as the Tagholders Name, Department, Tag Code, and so on.

Requirements

Tagholders (Users)	**0 - 1 000**	**1 000 - 5 000**	**> 5 000**
Doors	0 - 50	50 - 100	> 100
Processors (A high performance model released in the last 3 months)	1 Desktop Processor	1 Desktop Processor	1 Desktop Processor
Free Memory (For use by each Software Module only)	512 MB	768 MB	1 GB
Free Hard Disk Space (For Database storage, backup and archived copies)	80 GB	80 GB	80 GB
Validated Operating Systems	Microsoft Windows 7 (Professional, Enterprise or Ultimate) Microsoft Windows Vista (Business or Ultimate) Microsoft Windows XP Professional	Microsoft Windows 7 (Professional, Enterprise or Ultimate) Microsoft Windows Vista (Business or Ultimate) Microsoft Windows XP Professional	Microsoft Windows 7 (Professional, Enterprise or Ultimate) Microsoft Windows Vista (Business or Ultimate) Microsoft Windows XP Professional

Figure 80 – Standard Software Modules (Engine, Access (including Card Designer), QuickTag, Visitor, Transaction Viewer, Alarms Client)

Starting the Card Designer Module

To open **ImproNet Access**, continue as follows:

1. In Windows®, click **Start**>**Programs**>**ImproNet**>**Access**.
2. Enter your **Username** (**SYSDBA**) and **Password** (**masterkey**). The Password is case-sensitive.
3. From the Menu Bar, select the **Configuration** drop-down list.
4. From the drop-down list, select **Card Designer**.

*The **New Template** dialog displays the first time a templates designed. The **Select Template** dialog displays after that when the Software's used. For a new installation, continue from point 5 below. For an existing installation select one of the templates shown in the Select Template dialog and click the button.*

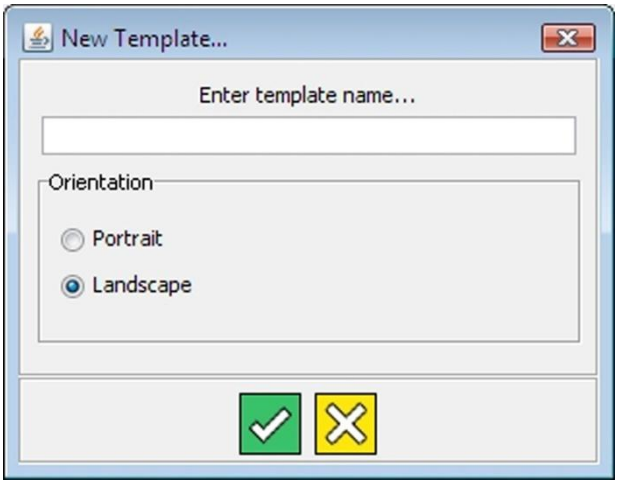
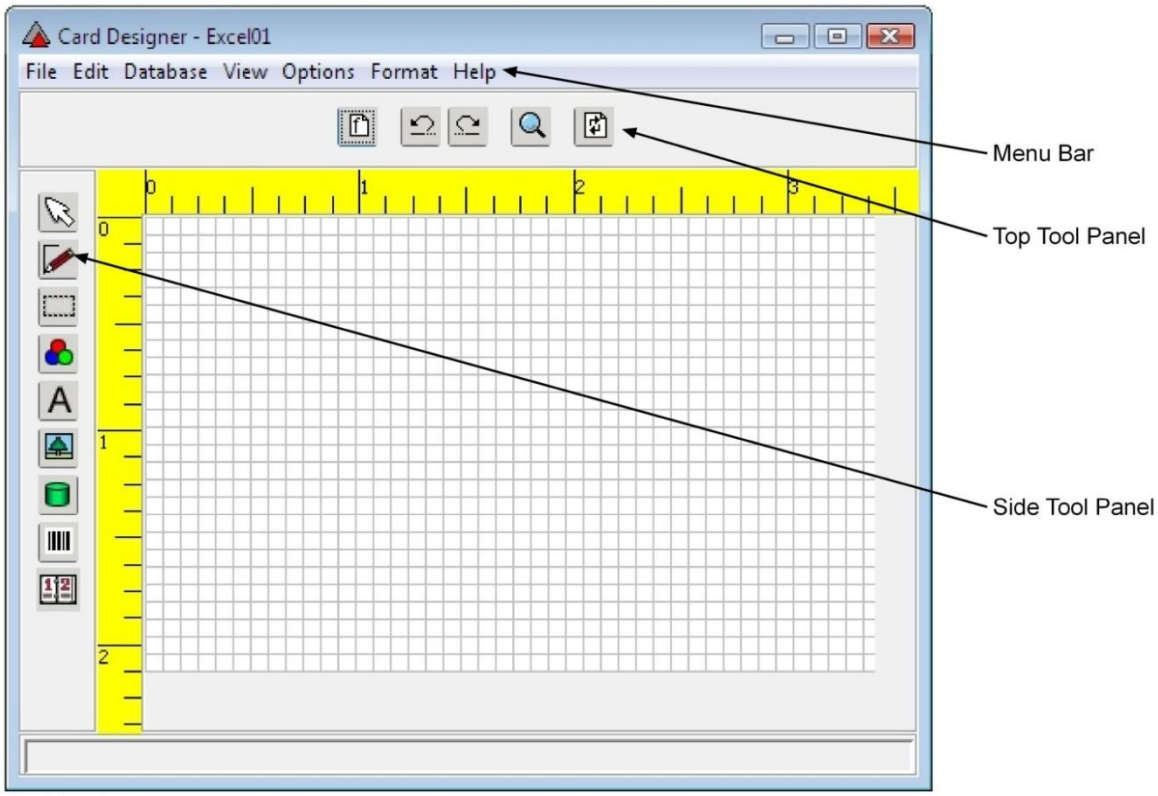


Figure 81 – New Template Dialog

5. In the **Enter template name** dialog, enter a **name** for your template.
6. Using the **Portrait** or **Landscape** radio buttons, select the orientation of your template.
7. Click the button.

Operation of the Software



New Temp.jpg

Figure 82 – New Blank Template

The Card Designer principles of operation are similar to other drawing application packages, and are largely intuitive. If you have experience of these and wish to start designing immediately, skip to the section titled Designing a Typical Template on page 94.

Menu Bar

File

Option	Description
New	Creates a new blank template.
Open	Opens an existing template from a list provided.
Rename	Renames the open template.
Delete	Lets you permanently delete a single template.
Import	Lets you import templates into Card Designer.
Export	Lets you export your templates created in Card Designer.
Choose Locale	Allows the choice of the area and language for translation purposes.
Translate	Displays a list of all terms used in the Card Designer Module for translation.
Print Preview	Lets you preview your print job prior to printing.
Properties	Allows setting of the printer settings (including printer options (card or label layout), print margins, and units of measurement).
Exit	Exits the Card Designer Module.

Table 16 – File Menu Options

Edit

Option	Description
Undo	Undoes the previous action.
Redo	Restores the previously cancelled action.

Table 17 – Edit Menu Options

Database

Option	Description
Base Query	Allows users with experience in SQL Syntax to custom configure fields. You may then drop these custom fields onto the card template.

Table 18 – Database Menu Options

View

Option	Description
Grid	Allows you to display or hide the background grid. Note, however, that elements still align to the gridlines even when the grid's hidden.
Zoom	Allows the selection of three magnification settings: Small, Medium and Large. (Large is the default setting on start-up).

Table 19 – View Menu Options

Options

Option	Description
Snap to Grid	With the menu item checked, drawing elements line up to the nearest grid lines. With the menu item unchecked, place drawing elements freely.
Grid Interval	Allows the selection of grid intervals (in pixels) of 5, 10 or 15. (10 is the default setting on start-up).
Default Text Font	Sets the default font style, colour or size for future placement of text fields.
Card Colour	Allows a choice, from 255 colours, as to the background colour of the printed card.

Table 20 – Options Menu Options

Format

The Format drop-down list activates when you select more than one object.

Option	Description
Align	(Top, Middle, Bottom, Left, Centre, Right) enables alignment of objects.
Same Size	(Vertical, Horizontal) enables matching of object sizes.

Table 21 – Format Menu Options

Help

Option	Description
Help	Activates Card Designers on-line Help.
About	Tells you about the Card Designer version running.

Table 22 – Help Menu Options

Top Tool Panel

At the top of the Card Designer Screen the following icons appear (from left to right):

Symbol	Icon Name	Description
	Reverse Card	Allows the selection of the front or back of a card.
	Undo	Undoes previous action (except delete).
	Redo	Restores previous action (except delete).
	Zoom	Increases or decreases magnification.
	Refresh	Refreshes screen contents.

Table 23 – Top Tool Panel

Side Tool Panel

The **Side Panel Icons** control the generation of Fields. To place a field:

1. Select one of the field types from the Side Tool Panel.
2. Then drag an area on the card representing the area for the field.

Symbol	Icon Name	Description
	Pointer	Allows the selection of any object in the template.
	Line Draw	Allows drawing of horizontal or vertical lines.
	Rectangle	Allows drawing of rectangles.
	Ellipse	Allows drawing of ellipses.
	Text	Allows entry of text.
	Image	Allows importation of an image (such as a logo) in JPEG or GIF format.
	Database	Allows the insertion of database fields.
	Barcode	Allows the display of a barcode in one of several formats.

Symbol	Icon Name	Description
	Date	Provides the date (YYYY-MM-DD) of issue. This field's format is configurable.

Table 24 – Side Tool Panel

Each of the above icons allows the creation of a "field". Each such field is a defined area on the card that contains the data specified by the icon when the card prints from the System Software.

For example, a **Text** field contains text included by you, the designer; a **Database** field contains specified information from the System Database, such as the Tagholder's name.

Database Fields

The standard Database Fields available in the ImproNet System include:

Item	Description
MST_SQ	*Seldom used – for database maintenance only.*
MST_TITLE	The Tagholder's title (Mr, Mrs, etc).
MST_FIRST NAME	The Tagholder's first name.
MST_MIDDLE NAME	The Tagholder's middle name.
MST_LAST NAME	The Tagholder's last name.
MST_SUFFIX	The Tagholder's suffix.
MST_ID	The Tagholder's access ID number.
MST_GENDER	The Tagholder's gender.
MST_PIN	The Tagholder's access PIN number.
MST_TYPE	System data determining whether a Tagholder is an employee or a visitor.
MST_CURRENT	System data which determines whether a Tagholder is still valid.
EMP_EMPLOYEENO	The Tagholder's employee number.
EMP_EMPLOYER	The Tagholder's employer's name.
EMP_POSITION	The Tagholder's position in the employer's organisation.
DEPT_NAME	The name of the Tagholder's Department.
SITE_SLA	Site address.
IMG_IMAGE	The Tagholder's photograph.
MSTNT_MEMO	General information specific to the Tagholder.

Table 25 – Database Fields

Barcode Fields

The **Barcode** icon gives you access to the same database fields as the Database icon. Database items chosen for barcoding depend on your requirements. A typical example could be an ID number, if this is available in the Database for the System concerned. You could use the ID barcode for example, if a barcode reader controls access to a company car park.

Modifying Field Properties

To change the properties of a field:

1. Using the **Pointer** icon, select the field for editing.
2. Right-click the mouse over the field.
3. Select **Properties** from the menu.
4. Edit the settings as necessary.

Designing a Typical Template

General

Card Designer lets you define where on the card data prints. A card template typically contains:

- One Image field.
- One or more Text fields.
- One database Image field (for example the Tagholder's photo).
- Several other Database fields (for example the Tagholder's name, and so on).

Text fields *and* ***Image fields*** *contain information common to all cards for printing using a given template, while* ***Database fields*** *contain information specific to a Tagholder.*

The typical steps in designing a template are:

1. Show or hide the Grid.
2. Select Snap to Grid ON or OFF.
3. Select the Grid spacing.
4. Insert and format Text Fields.
5. Set the card colour.
6. Insert, define and format Database Fields.
7. Insert Image Fields.
8. Insert a Barcode Field.
9. Draw the outlines required (such as the card outline, and frames for images, etc).
10. Print Preview the card.
11. Alter the template elements as required.
12. Test Print the card.
13. Batch Print the cards.

Typical Example Template

The typical example template, used below, is that for the Manufacturing Department for a company called Excel Services.

Card Designer saves templates automatically; therefore Card Designer has no ***Save*** *button.*

The dimensions of the outer edges of the Grid are the same as those of an ISO Credit Card Tag.

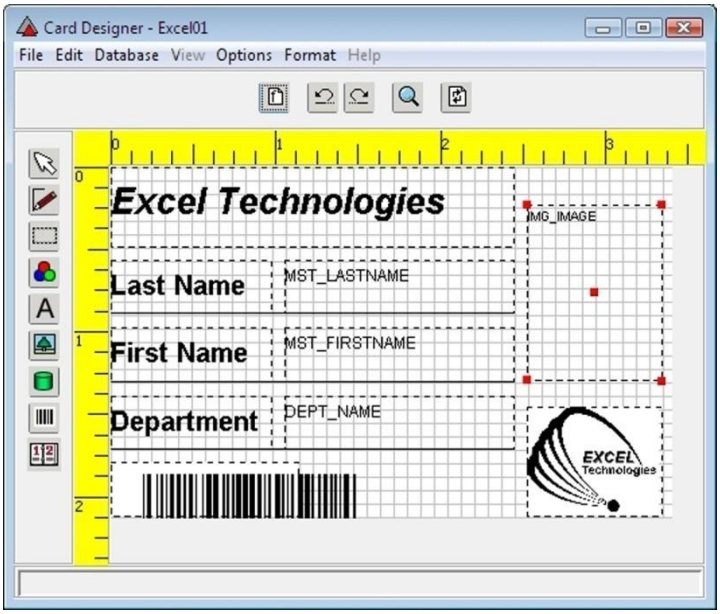


Figure 83 – Typical Example Template

Show or Hide the Grid

1. From the **Menu Bar**, select the **View** drop-down menu.
2. From the **View** drop-down menu, select the **Grid** option.

*A **tick** mark alongside the Grid option shows the Grid options active. No tick mark alongside the Grid option shows the Grid options NOT active.*

Snap to Grid ON or OFF

1. From the **Menu Bar**, select the **Options** drop-down menu.
2. From the **Options** drop-down menu, select the **Snap to Grid** option.

*A **tick** mark alongside the Snap to Grid option shows the options active. No tick mark alongside the Snap to Grid option shows the options NOT active.*

Set the Grid Spacing

1. From the **Menu Bar**, select the **Options** drop-down menu.
2. From the **Options** drop-down menu, select the **Grid Interval** option.
3. From the **Grid Interval** menu, select one of the following options:
   - **5**
   - **10** (default)
   - **15**

Add Text and Set Font Properties

1. From the **Side Tool Panel**, click the A icon.
2. Using the Left mouse button, drag the mouse over the grid to place the text.
3. In the **Default Text Font** dialog, select a font from the list:
   - **Dialog** (default)
   - **SansSerif**
   - **Serif**
   - **MonoSpaced**
   - **DialogInput**
4. For **Bold** or **Italic** text, check the appropriate checkbox.

5. From the **Size** drop-down list select an appropriate size for the font.
6. Click on the **Colour** button.
7. In the **Text Colour** dialog, select the new colour for the font.
8. Click the **OK** button.
9. In the **Write Text Here** text area, type in the text you want to appear on the template.
10. Click the button.

Set the Card Colour

1. From the Menu Bar, select the **Options** drop-down menu.
2. From the Options drop-down menu, select the **Card Colour** option.
3. Select the new colour for the card.
4. Click the **OK** button.

In this example we left the card with the default setting of White.

Add Database Fields

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid to place the Database Field.
3. In the **Select Database Field** dialog, select a Field from the list.
4. Click the button.
5. Using the **Pointer** icon, select the field for editing.
6. Right-click the mouse over the Database Field.
7. Select **Properties** from the menu.
8. In the Query Properties dialog, click on each of the following tabs for editing options:
   - **Border**—allows update of the border position, colour and line width.
   - **Font**—allows selection of a new font, selection of the bold and italic format, selection of the font size and colour.
   - **Query**—allows selection of a new Database Field.
   - **Alignment**—allows selection of the horizontal and vertical alignment and rotation of the text within the Database Field.
9. Click the button.

Insert Image Fields

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid to place the Image Field.
3. In the **Open** dialog, select the required image file.
4. Click the **Open** button.
5. Right-click the mouse over the Database Field.
6. Using the **Pointer** icon, select the field for editing.
7. Select **Properties** from the menu.
8. In the **Image Properties** dialog, click on each of the following tabs for editing options:
   - **Border**—allows update of the border position, colour and line width.
   - **Alignment**—allows selection of the horizontal and vertical alignment and an image only property.
9. Click the button.

*If the Card Printing Module uses third-party tables, then any image fields, **must** contain the word "IMAGE".*

Insert a Barcode Field

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid to place the Barcode Field.
3. In the **Select Database Field** dialog, select a Field from the list.
4. Click the button.
5. Using the **Pointer** icon, select the field for editing.
6. Right-click the mouse over the Barcode Field.
7. Select **Properties** from the menu.
8. In the **Barcode Properties** dialog, click on each of the following tabs for editing options:
   - **Border—**allows update of the border position, colour and line width.
   - **Query—**allows selection of a new Database Field.
   - **Barcode—**allows selection of general and text settings.
9. Click the button.

Drawing Tools

Borders (Rectangle)

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid in the position that you want the Border.
3. Using the **Pointer** icon, select the Border for editing.
4. Right-click the mouse over the Border.
5. Select **Properties** from the menu.
6. In the **Rectangle Properties** dialog, update of the border position, colour and line width as necessary.
7. Click the button.

Lines

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid in the position that you want the Line.
3. Using the **Pointer** icon, select the Line for editing.
4. Right-click the mouse over the Line.
5. Select **Properties** from the menu.
6. In the **Line Properties** dialog, update of the border position, colour and line width as necessary.
7. Click the button.

Print Preview the Card

1. On the **Menu Bar**, select **File**.
2. From the **File** drop-down menu, select **Print Preview**.

Figure 84 – Typical Example – Print Preview Mode

Test Print

You may have to adjust printer driver settings to ensure that printings performed as needed. These settings differ from printer to printer.

Single or double-sided card printing is possible. For details of double-sided printing, please refer to the on-line Help facility.

1. On the **Menu Bar**, select **File**.
2. From the **File** drop-down menu, select **Print Preview**.
3. In the **Print Preview** dialog, click the **Print Test Card** button.
4. In the **Print** dialog, select your printer's settings.
5. Click the **OK** button

Set the Card Properties

1. On the **Menu Bar**, select **File**.
2. From the **File** drop-down menu, select **Properties**.
3. In the **Printer Settings** dialog, select from the following options:
   - **Print Options**—allows selection of **Card Layout** or **Label Layout** and offers a preview of the Label Layout facility. In Preview you may adjust the Page Width and Height, the X and Y Origin and the X and Y Space.
   - **Printing Margin**—allows selection of the printing margins width and height, the **Default** button lets you return the settings to the default (**0**).
   - **Units of Measurement**—allows selection of imperial or metric units of measurement.
4. Click the button.

Close Card Designer

1. On the **Menu Bar**, select **File**.
2. From the **File** drop-down menu, select **Exit**.

Batch Printing

1. From the **ImproNet Access Menu Bar**, select the **Configuration** drop-down list.
2. From the drop-down list, select **Batch Printing**.
3. From the **Select a Range of Tagholders** dialog, select the **Tagholders** you wish to add to the print batch.

*Use the **Shift** key and the mouse pointer or the **Control** key and the mouse pointer when selecting multiple Tagholders.*

4. Click the button.
5. In the **Select Template** dialog, select the template for printing.

*If you selected **Label Layout** in the Card Designer Properties dialog, the Select Print Position dialog appears now. Click on one of the label blocks, this points out where you want the printer to begin printing on the page. This is useful if you have a previously used sheet of labels you wish to continue using.*

6. Click the button.
7. In the **Print** dialog, select your printer's settings.
8. Click the **OK** button.

Hints and Tips

Set the Default Card Template

Purpose

This is a facility provided by Card Designer, but used in Tagholders configuration. The facility allows you to select from a library of Card Templates (when configuring a Tagholder in Access), the template to be used as the default when printing Credit Card Tags for a specific Tagholder.

Procedure

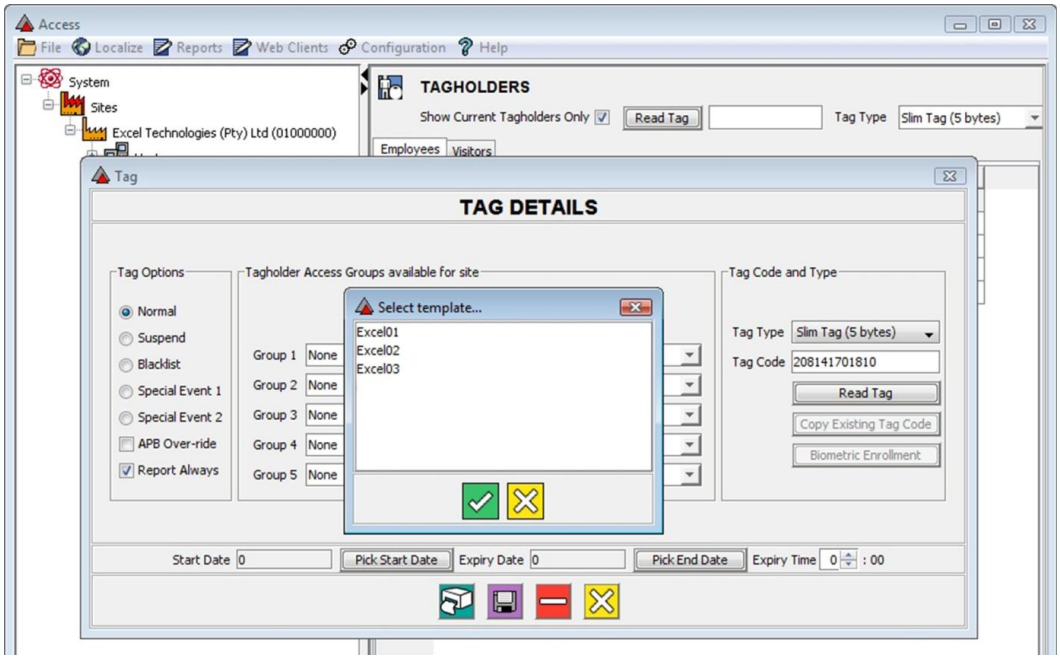


Figure 85 – Default Card Template selection

1. In the **Access Navigator Pane**, select **Tagholders**.
2. In the Tagholders screen, select the required Tagholder.
3. Click **Edit**.
4. Select the **Tag** concerned.
5. In the **Tag Details** dialog hold down the **Ctrl** key, and select **Print**. The Select Template dialog appears (see Figure 85).
6. From the **Select Template** dialog select the required template.
7. Click the button.

All Credit Card Tags printed for this Tagholder will now use the selected Template.

Image Quality

Specifying large images can adversely affect Database performance and size.

As Tagholder images are not automatically resized, the optimum resolution for Tagholder images is 640 x 480 dpi.

When using a Logo Image

- Set the X and Y margins to **0**.
- If the image requires a border, use a rectangle.
- Do not use auto-stretch (right-click the **image**>**properties**).
- Make sure the field dimensions are in proportion, so the image proportions are not changed when imported, this would produce a distorted image.

When using a Database Image

- Set the X and Y margins to **0**.
- If the image requires a border, use a rectangle.

USER NOTES