

SRS SMART.net for Windows Access Control Software

USER GUIDE

SOFTWARE VERSION 2.0

INSMUSER v2.0 20020503

Contents



Getting Started

The Splash Screen	2
Copy Protection	2
Navigating through SMART for Windows	2
Using SMART for Windows	2
The Tool Bar	3



System Setup

User Defined Fields	4
Create New Database (Data Archive)	4
Test Smart Network	4
Transaction Display Preferences	5
User Defined Fields	5



Administration Privileges

Password Protecting the Windows	6
Primary Administrator	6
Add new Administrator	6



Card Holders

Getting Started	6
Additional Card Holder Information	6
Adding a Card Holder	7
Modifying a Card Holder	7
Delete a Card Holder	7
Adding a Temporary Card Holder	8
Disable a Card Holder	8
Block Validate Card Holders	8
User Defined Fields	8



Departments

Getting Started	9
Default Department (Keyholders)	9
Add a New Department	9
Adding Doors to a Department	10
Adding Time Zones to Department Doors	10



Doors Setup

Grant Access	11
Open Door	11
Close Door	11
Add New Door	11
Change Door parameters	11
Set Port	11
Refresh Doors	11
Doors in Free Access	11



Time Zones

Modifying a Time Zone	12
Holidays	12
Intruder Alarm	12



Reports & Printing

Build Transactions List	13
Roll Call	13
Find a Card Holder.	13
Time-on-Site Report.	14
Alarm Report.	14
Print to File	14



Getting Started

THE SPLASH SCREEN

After the software has been launched the opening window will be displayed. Information will be visible of your installation and your installation company. This information is useful for contacting your installer if any questions arise. Also contained in the information is the Omnis version number, serial number and Smart version number.



FIG. 22

COPY PROTECTION

The serial number is the licensing number for your copy of SMART for Windows. It is unique and belongs to you. You may not however copy the software or reproduce it in any way for any other purpose. It may only reside on one PC at any one time. If more copies are required then secondary user licenses must be purchased.

NAVIGATING THROUGH SMART FOR WINDOWS

SMART for Windows software like many other windows driven software packages utilises Windows (screens) and Command Buttons (small graphical button shaped devices to invoke operations) to allow progress through the system. If the mouse pointer dwells over a button then a tool tip will appear. This tool tip will give details of the buttons use.

In addition to tool tips, SMART for Windows contains a comprehensive active help system. An active help system has one main advantage over this instruction manual in that it gives only information pertaining to the current topic of interest, in this case which window you are in or part of a window you are in. The active help screens can be printed to your printer at any time if so desired, or simply displayed on the screen in part or totality.

USING SMART FOR WINDOWS

From the Splash screen (FIG. 22) click on the log-in button (open door symbol, top left) or anywhere on the picture, this will open the Main Event Window.

TIP To quit from SMART for Windows click on the closed door symbol (top left of the Splash screen). DO NOT USE EXIT FROM THE FILE MENU

The Main Event Window (FIG.23) is the central point for all functions of SMART.net access control software.

Along the top of the window is a row of buttons, the Tool Bar. These buttons are used to open windows which perform programming and reporting functions. Below the Tool Bar are a number of fields horizontally across the window. The remainder of the window lists the most recent events .

TIP Every time new events arrive at the PC they are displayed in the Main Window, most recent at the top. If you have stored a picture of the Card Holder(see page 7), it will be displayed in a picture field to the right of the screen. The picture is not visible on 800 x 600 screens.

Operations of the mouse button anywhere other than on the buttons will cause no effect other than to highlight any text immediately below that point.

A user name and password maybe required when selecting buttons, these are set by the administrator and this function is detailed in the section 'Advanced Smart for Windows Programming'. The following programming procedures and explanations assume that no passwords are required.

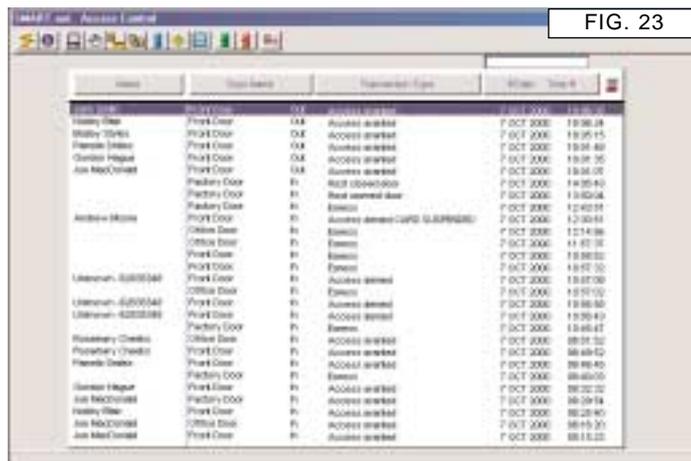


FIG. 23

TIP SMART.net ONLY receives data when the Main Event Window (FIG. 23) is open

THE TOOL BAR

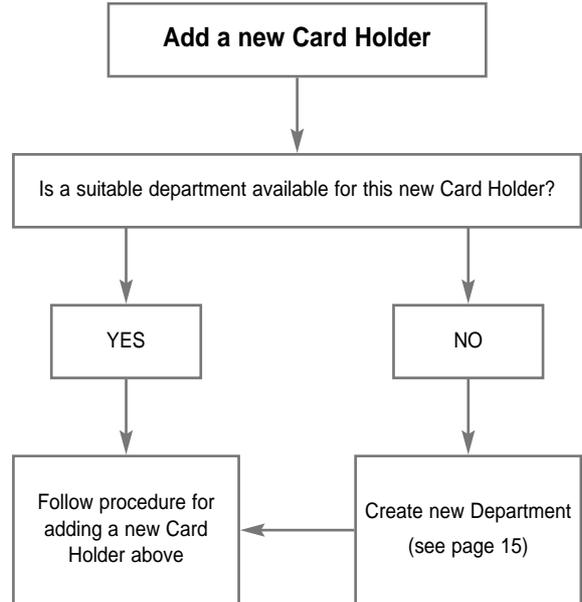
FIG 24 shows a row of buttons (The Tool Bar) that appear in all primary windows including the Main Event Window.

Each button on the Tool Bar will take us to another window or perform a function, these functions in brief are from left to right as follows,



	Quit to Splash screen	Returns you to the Splash Screen for the installation information and ultimately closing the application. (appears on Main Event Window only)
	General Help	The help button displays help information for the currently open window.
	System Setup	This window displays information on archiving data, communication, User Defined Fields and specific system settings. It will rarely be used after commissioning.
	PC Privileges	This window is used to establish a Card Holder as a system administrator and define his/her administration rights.
	Card Holder Setup	This window is used to add, modify & delete Card Holder information.
	Department Setup	This window is for defining the access rights for all departments in the system. Here we can add, modify & delete Time Zones links applied to doors in any given department group or create an entirely new group.
	Doors Setup	This window enables us to change door parameters such as lock time, door ajar time and apply a Time Zone to a door for the purpose of Free Access.
	Time Zone Setup	Used to modify 20 pre-programmed Time Zones.
	Reports & Printing	This is the window where all reports are defined and generated from historical data. Reports can be generated to screen, manipulated and then printed if required. You can also export them in a popular file format. This window in essence is the output of the system.
	Open All Doors	When this button is pressed all the doors connected to the system will unlock regardless of their normal operation.
	Close All Doors	This button restores the doors to normal there conditions.
	Roll Call	Roll call is used to generate a report of people who are actively in the building (on-site). This function requires the addition of exit cardreaders, please check with your installer before using this function.
	Comms Analysis	This useful button allows the user to watch the communications in real time. It will become immediately obvious is a problem exists with the network.

TIP *The Open All Doors function should not be relied upon for Fire Evacuation because the fire itself may cause system failure.*



System Setup

The System Setup window (FIG. 43) and is the point where most system wide settings are adjusted. Information about SMART for Windows setting will be found here.

The Fields on the window

Date System commissioned

Password Security Level A field displays the current level of password security. The level of security is set from the USERS window.

Last Door Number This field displays the number of door controllers controlled by SMART for Windows

Last Dept. Number This field displays the number of departments set up in SMART (see departments)

Last Card Number This field displays the last card number issued. It enables the system anticipate the next card number for faster adding of Card Holder details.

Create New Database at As transactions (ie cards being swiped at readers) occur the record of the event is stored in a file (transactions file). This transactions file gets larger as time goes on. The larger the file gets the slower SMART for Windows will be when you wish to run reports and the more space Smart.df1 will take on the computers hard drive. It is necessary therefore to purge the old data from the Smart.df1 data file. When more records are stored in the transactions file than the number displayed here SMART will remind you to run the data purge routine.

Path to SMART folder SMART needs to know where on the computers hard drive the various files it requires are stored.

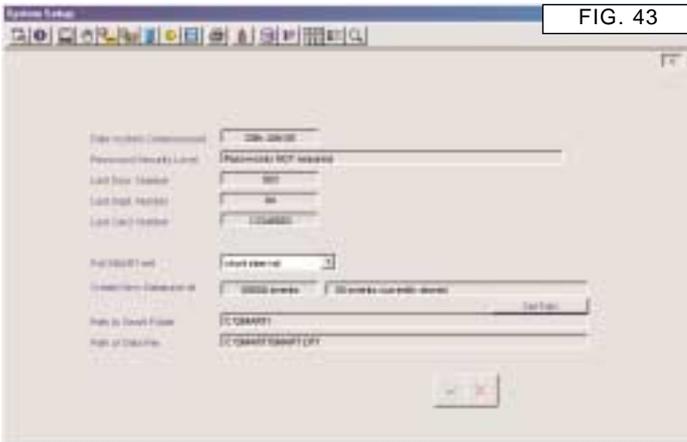


FIG. 43

EDIT

The edit button allows you to change the value stored in the 'Create New Database at' field. If you don't want to be reminded for 1,000,000 transactions then:

- 1 Click the edit button
- 2 Enter the new value
- 3 Click the green tick button to accept or click the red cross button to cancel.

CREATE NEW DATABASE (DATA ARCHIVE)

It may be desirable to archive off old events as they can take up valuable space on the hard disk drive and it is a good idea to make regular backups. Smart for Windows has a built in archiving utility for this purpose.

TIP Never interrupt the computer when doing this archive as irreparable damage may occur to the database file. Make a backup of the file, C:\SMART\SMART.df1 before performing the archive function.

The backup routine creates a "New Database" with all the information stored with the exception of some of the older transactions.

You will select a date from which you wish to store transactions and SMART for Windows will save ALL current data to a file called "today's date.df1" (eg. 251299.df1 if you run the routine on Christmas day 1999). This OLD data will be put into a directory called "Old" which can be found in the SMART directory. The path is C:\SMART\Old\251299.df1

- 1 Click the button "Create New Database"
- 2 Enter the date for transactions to be kept in new database
- 3 Click OK

SMART for Windows will now create a new database in the SMART directory (called Smart.df1) and store the old one (in the directory named "Old"). This file contains all the specific data for your installation and all events.



FIG. 45

TEST SMART NETWORK

A button on the menu bar allows you to test the communications between the PC and the door controllers.

If, for some reason, you believe that a door or number of doors are not reporting events back to SMART for Windows it is good practice to run a network test (make sure the Transmit Buffer is empty - Main Window).

This is done by selecting the System Setup button from the Main Window and selecting the, Test Smart Network button. When the test is complete Smart for Windows will ask you to acknowledge and then a diagnostic list will appear.

TIP See Communications Test in the Setup Wizard for more information

TIP See Network Test Utility in the Appendix for more information



TRANSACTION DISPLAY PREFERENCES

The Transaction Display Preferences window is available from a Tool Bar button in the Printing & Reports window. This is a list of transactions which can appear on the transactions screen and reports. Transactions where Display = Y will appear in reports and on the Main Event window, if Display = N (or blank) they will not appear (but they will still be saved to the computers hard disk drive).

Any of the transactions can be set up as an alarm (Alarm = Y). This is done by selecting (by mouse clicking on it) the transaction in the list and clicking the 'Alarm' button. These events will cause a message to appear on the Main Event window when they are received from the Door Controller. The alarm message will require the user to acknowledge each event as it is received.

Door forced and door held are set up as alarm transactions by default. You can switch these off by selecting (by mouse clicking on it) the transaction in the list and clicking the 'Alarm' button

The available transaction types and default settings are shown in FIG. 47



FIG. 47



USER DEFINED FIELDS

Clicking the User Defined Fields button (at the bottom of the window) opens a window which allows you to change the user defined fields. These are headings which can be applied to data stored about Card Holders. There are 4 user defined fields and they would typically be used for such things as : Personnel Number, Car Registration, Home Phone Number etc.

User Definable Fields can also be accessed from the Card Holders window - see page 14

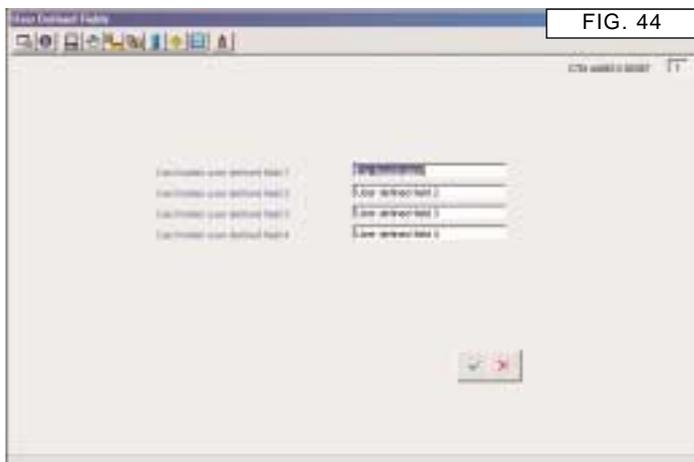


FIG. 44



Advanced

A number of features are available by clicking on the Advanced Window button. These are not documented and can only be accessed by calling Technical Support. However the following information will enable you to gain a better understanding of the internal workings of SMART.net.

RECEIVING NEW EVENTS FROM THE NETWORK

When an event occurs at a door it is automatically gathered by Smart for Windows and displayed on the screen. The rate at which it gathers the events is termed the polling frequency.

To alter the polling frequency, from the main event window select the System Set Up button. Select the field 'Poll SMART.net every....', and choose the most suitable frequency. A normal frequency would be about every 10 or 20 seconds.

When new events are gathered a message box will be displayed on the screen showing how many are entering. If there is only one event to collect then this message box will not appear.

If the PC is off-line from the network of door controllers, the events will be stored at the doors as they occur. Up to 457 events will be stored at each door before the oldest event will be lost. It is recommended that the PC is left running along with Smart for Windows to capture all events shortly after they occur.

The main event window should be left displayed to allow this to happen. If you are concerned about security of the software then password protect the screens in the PC privileges window.

On software versions less than version 175, if the PC collects a large amount of data it displays it all at the main event window. This can cause some machines to slow down greatly as internal PC RAM (memory) is nearing full. To resolve this, exit the software and re-launch Smart for Windows. In this case only the events in the current day will be available at the main event window. Of course, if you require any transactions from a previous date you may obtain these from the reports & printing window.

On versions 175 or greater the above problem does not occur as only the last 31 events are stored at the main event window.

TRANSMITTING NEW INFORMATION TO THE NETWORK

When information is changed at the Smart for Windows program it is sent for transmission to the network. It is not always sent immediately, depending on the poll time and the length of data.

A meter known as the Smart Meter exists (horizontal bar graph) on the Main Window to show how much data is in the Transmit Buffer waiting to be sent to the SMART network.

This manual is designed to fully explain the operation of the SMART for Windows access control software. Remember the on-line context sensitive help will give you guidance relevant to the step you are taking, just select the information button whenever you see it.

Administration Privileges

PASSWORD PROTECTING THE WINDOWS

The default condition of SMART for Windows allows anyone to gain access to all areas of the program. In reality this may not be desired. Smart for Windows has 3 levels of password protection:

- 1) No Password required (the default setting)
- 2) A user name and password are required to get past the Splash Screen of SMART for Windows.
- 2) A user name and a password are required every time a new window is selected.

SMART for Windows can have as many different administrators of the system as you wish, the only limitation is that they must be a Card Holder.

PRIMARY ADMINISTRATOR

The most important user is the Primary Administrator who was designated as such during the initial commissioning procedure. The Primary Administrator has access to every user window. The access rights of the administrator cannot be altered in any way.

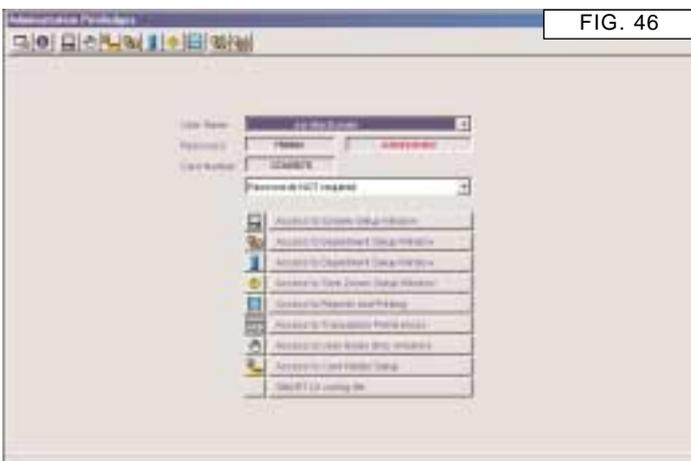
TIP Restrict who can have access to the Password (PC Privileges) window. You could find yourself locked out of the entire system if someone changes the Primary Administrators password..

ADD NEW ADMINISTRATOR

- 1 Click the button, Add User
- 2 A new window opens
- 3 From the drop down list, select a Card Holder
- 4 Enter a password, then click the green tick button (the window closes)
- 5 Select the new administrator from the drop down list (User Name - on the original window).
- 6 By clicking on the text boxes next to the buttons which represent the various areas of the software select which windows this new user may access (click once to switch On, again to switch Off).
- 7 Make sure the Primary Administrator knows their Name as it appears in the PC Privileges list and password. If you are not sure leave password protection OFF until you are sure.

Password protection will slow you down from window to window as you have to enter the user name and password, but it increases your system security.

TIP Take care when entering user names and passwords as they are case sensitive.



Card Holders

GETTING STARTED

Each card holder should be issued with one access control card (or token). When they use a reader at a door they will be allowed or denied access dependant upon the access rights of the 'Department' they are in. If they are not in a department - THEY WILL NOT GAIN ACCESS

If you are adding card holders you should already have set up:

Doors

Time Zones see page 17

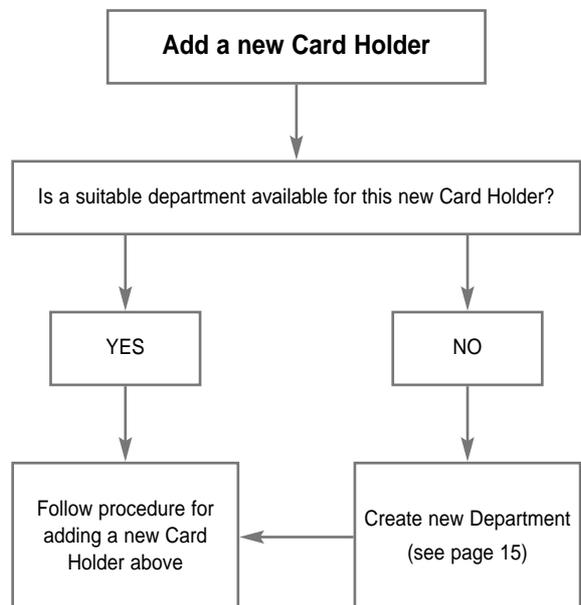
Departments see page 14

TIP Doors are already setup during the Commissioning of the software

Some default Time Zones and Departments are pre defined to simplify the setting up process. Doors of course cannot be pre defined because they are unique to each installation, but should have been set up by the installer. The default setup consist of 20 standard Time Zones and a Department called Keyholders. Keyholders are assumed to require 24 hours access every day of the year. They are therefore allowed access according to Time Zone '01' for every door.

ADDITIONAL CARD HOLDER INFORMATION

In addition a notes field allows 300 characters of information to be stored and address fields allow the administrator to store home address information. Access to these fields is available when adding and / or editing Card Holders.





ADDING A CARD HOLDER

- 1 From the Card Holder window (FIG. 32) list select a Card Holder (by clicking on a line in the list)
- 2 Click the button Add a Card Holder from the Tool Bar
- 3 The Card Holders (Add/Modify) window opens (FIG. 33) where you can enter all details as required

TIP Issue the cards, lowest number 1st. This allows the software to present you with the next card number automatically

- 4 Remember to apply the eight digit card number correctly and allocate a department for that person by selecting the down arrow next to the department field. You must enter at least:

Last Name

Card Number

Department

TIP If the individual is to have 24 hour 7 day access (including holidays and when the intruder alarm, if fitted is set) then select the default group of 'Keyholders'.

- 5 When happy with the appearance of the data, click the green tick icon. The Door Controllers will automatically be sent the new Card Holder information and the card can be used.
- 6 You should click the close window button (top left) to exit the Card Holders window and return to the Main Event window in order to continue to receive events from the SMART network.

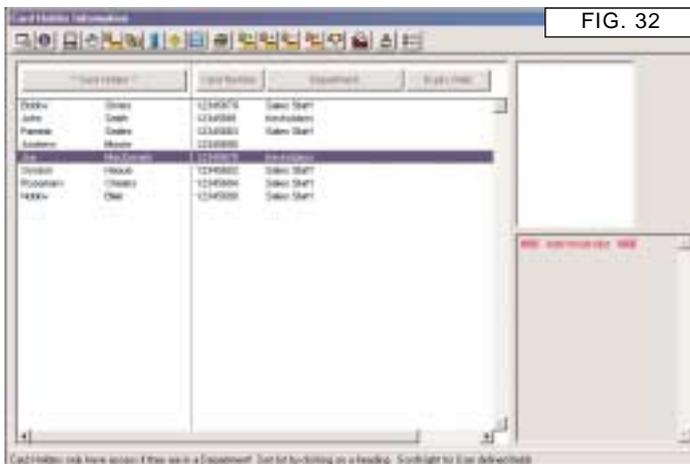


FIG. 32

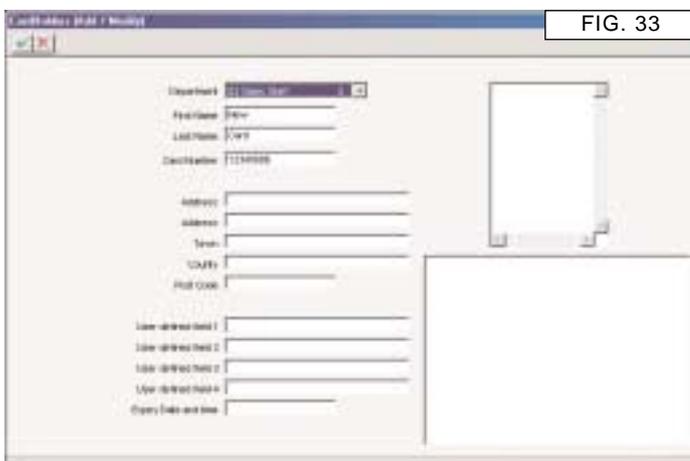


FIG. 33



MODIFYING A CARD HOLDER

- 1 From the Card Holder window FIG. 32 click the Card Holder Set Up button.
- 2 Select the Card Holder you wish to modify in the list by clicking on the correct line.
- 3 Click the 'Change Card Holder Information' icon (or double click line in list)
- 4 A new window opens which allows you to edit the card holder name, card number, department and some other information if you require. You must enter at least:

Last Name

Card Number

Department

TIP You may copy (Edit>>Copy) a Windows Metafile picture (Open the file using Paint), and paste (Edit>>Paste) it into the picture field. Click on the field to select it, whilst in the CardHolder Add/Modify window.

- 5 When you have entered the required information, click the green tick icon and the window will close. The new card holder will be added to the list in the Card Holder set up window.
- 6 You should click the close window button (top left) to exit the Card Holders window and return to the Main Event window in order to continue to receive events from the SMART network.

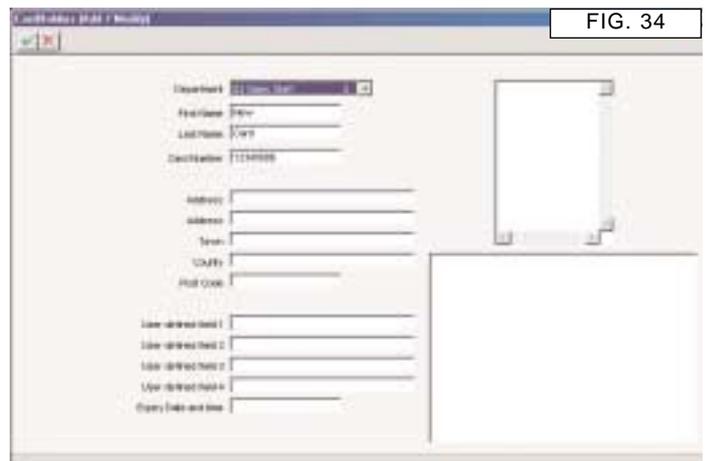


FIG. 34

TIP If you experience any problems relating to a single card holder, first check that it is permitted at the door and at that time. If this is correct then refresh that card.



DELETE CARD HOLDER

This button should only be used in extreme circumstances. It will delete the card holder from the list and from the door controller. If the card is used at a later date it will be presented on screen as an unknown card. A better alternative is usually to disable the card holder (see Disable Card Holder).



ADDING A TEMPORARY CARD HOLDER

To add a Card Holder which expires at a certain date / time

- 1 From the Card Holder window, click the button Add a Temporary Card from the Tool Bar
- 2 A new window opens where you can enter the Expiry Date and Expiry Time.

TIP *The date will default to today's date and 6:00pm if you don't change them. You may select any date and time, even years ahead.*

- 3 Click the green tick icon if the data is correct (red cross to cancel)
- 4 The Card Holder (Add/Modify) window opens where you can enter further details as required
- 5 Remember to apply the eight digit card number correctly and allocate a department for that person by selecting the down arrow next to the department field. You must enter at least:

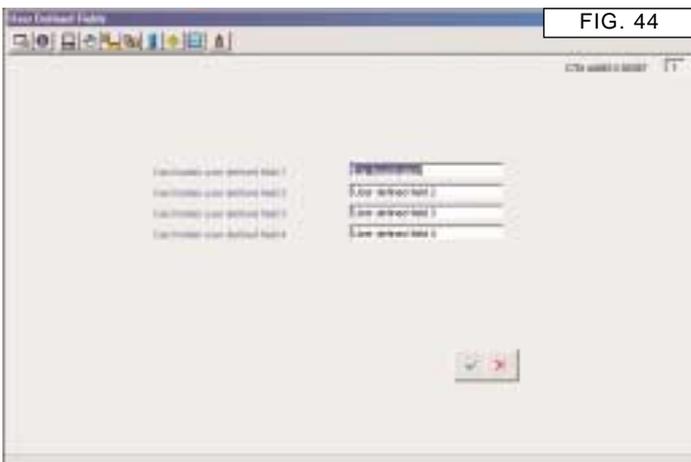
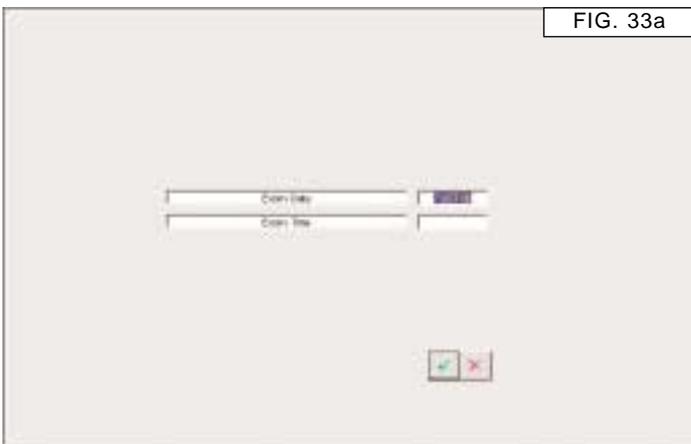
Last Name

Card Number

Department

TIP *If the individual is to have 24 hour 7 day access (including holidays and when the intruder alarm, if fitted is set) then select the default group of 'Keyholders'.*

- 6 When happy with the appearance of the data, click the green tick icon (the window will close). The Door Controllers will automatically be sent the new Card Holder information and the card can be used.
- 7 You should click the close window button (top left) to exit the Card Holders window and return to the Main Event window in order to continue to receive events from the SMART network.



DISABLE CARD HOLDER

Disabling a Card Holder is the preferred way to 'delete' or remove access right from a card holder. The card will still exist on the system, but will be denied access through all doors. However if the card is used, this action will be reported.

- 1 Select the Card Holder you wish to disable in the list by clicking on the correct line. FIG. 32
- 2 Click the Disable Card Holder button.



BLOCK VALIDATE CARD HOLDERS

- 1 From the Card Holder window FIG. 32 click the Block Validate button.
- 2 You will be presented with a window where you should enter

First card number (8 digits)

Last card number (8 digits)

Department

TIP *It is very important that the card numbers are 8 digits long and that you select a Department from the list.*

- 3 Click the green tick button to proceed (or the red cross to cancel)
- 4 You will now be presented with a dialogue box to confirm your selection. Click Yes to proceed (click No to cancel)
- 5 The block validated cards will be added to the Card Holder list. You may select any card and modify the Card Holder name etc - see 'Change Card Holder info'



REFRESH CARD HOLDER

Occasionally a Card Holder may have trouble using their access control token (or card) at a reader. It is possible, although rare, that the door controller memory has become out of sync. with the PC. A quick remedy is to refresh the Card Holder details to the door controllers.

- 1 From the Card Holder window, select a Card Holder in the list, see FIG. 32.
- 2 Click the button Refresh Card Holder from the Tool Bar
- 3 A dialogue will confirm your selection. Click Yes to proceed (click No to cancel)
- 4 All door controllers will be updated with the correct information.



USER DEFINED FIELDS

Four fields are available for storing additional Card Holder information. They allow 25 characters of information and can be given custom headings. The heading are editable.

- 1 Click on the User Defined Fields button
- 2 The User Defined Fields window opens (FIG. 44)
- 3 To edit the name of any of the 4 fields click on the 'Edit User Definable Fields' button
- 4 Edit the text in the desired fields
- 5 Click the green tick button to accept your changes (red cross to cancel)
- 6 Click the Close Window button to return to the Card Holders window.

Departments

GETTING STARTED

Departments are the mechanism used to link DOORS & TIME ZONES. By grouping time zones (up to 4) to a door, you can create a versatile structure for card holder access.

Each card holder belongs to a Department, they therefore automatically have all the access privileges associated with that Department.

You may have up to 99 departments with 500 card holders in each.

The key to understanding how people are given access through doors is by understanding the department structure. When an individual is given an access control token it is not the case that the access rights are applied directly to him or her, people are stored in departments which in turn hold the access rights.

TIP A department is a collection of people with identical access privileges

It is the department that specifies access in two broad parameters,

- 1) Which doors can department members go through, and,
- 2) what times can they go through these doors.

Before assigning individuals to departments we must first consider how many different departments (groups of Card Holders) are required.

TIP For easy management try and keep the quantity of departments to a minimum.

An example could be a company with 30 employees of which 10 are office staff, 10 are production staff and the remaining are sales people. It may be the case that you decide that these three work types require defined different access rights and therefore need departmentalising giving you three departments.

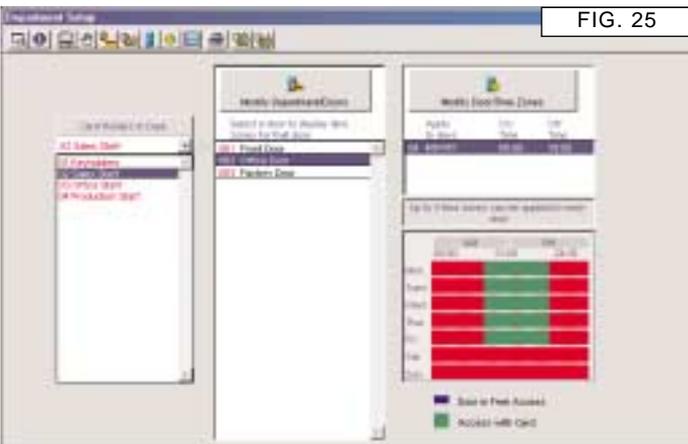
Office Staff

Production Staff

Sales Staff

All Card Holders will then be assigned to one of these three categories.

We have just seen how to consider people with identical access requirements as a single department, we will now look at how to assign rights to that department.



Looking at the department window (FIG. 25) we can see three areas from left to right. These are the three parameters required for any department,

List 1 - The Departments List displays the Department name (drop down list)

List 2 - The Doors List displays the Doors applied to the selected department..

List 3 - The Time Zones List displays the Time Zone(s) applied to that door in that department.

The first parameter is simply a list of doors, it may be all the doors on a site, a selection or even a single door. The second parameter uses a Time Zone or a collection of Time Zones (to a maximum of 4) for each door in the list. A Time Zone is a 7 day software time clock with the following attributes,

Start time - Stop time - Days of the week
e.g. 08:00-17:30 MTWTF

The above example is a Time Zone that is valid from 08:00 hours in the morning to 17:30 in the afternoon on days Monday to Friday. There is an eighth day option called holiday (H), if this is included then the Time Zone will also be valid on a holiday.

A holiday is date orientated rather than part of a repeating 7 day cycle, if a pre-programmed date occurs such as Christmas Day it is the holiday specifier that will be required to validate the Time Zone regardless of the day of the week this date falls on. Imagine for a moment Christmas Day falls on a Tuesday you may not want the Time Zone to be valid as the security requirement may be that of a Saturday or a Sunday. The holiday specifier allows you to pre-define forthcoming holidays and thus change the normal 7 day cycle when the dates occur.

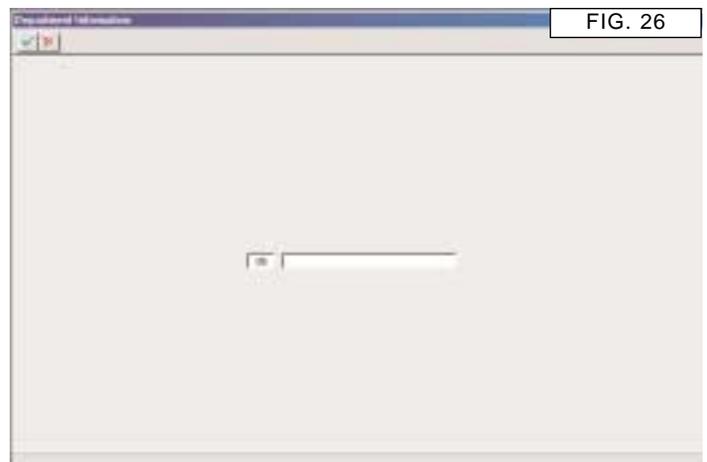
DEFAULT DEPARTMENT (KEYHOLDERS)

The department '01 Keyholder' is already set up to allow 24 hour access through all doors. This means that it is associated with every door and each door is associated with Time Zone '01' (see Time Zones). Therefore any card holder who is in the 'Keyholder' department will have 24 hour access through all doors.



ADD A NEW DEPARTMENT

- 1 From the Departments Window click on the Add a New dept.. button from the Tool Bar (up to 99 may be set up)
- 2 A new window opens (FIG. 26). Enter the new department name, e.g. Sales Staff.
- 3 Click the green tick button. The window closes. This has created a new department title.
- 4 Select 'Sales Staff' from List 1 - The Departments List.
- 5 You are now ready to add doors to this department (following section)





Modify Department/Doors

ADDING DOORS TO A DEPARTMENT

- Using the down arrow on List 1 - The Departments List, select the department title, e.g. Sales Staff.
- Click the Modify Department / Doors button above List 2 - The Doors List. A new window opens - FIG. 27.
- A list of available doors will appear on the left, with the doors in the Department (currently none) on the right.
- Highlight the door you wish to include in the department in the left hand list.
- Click on the ADD button (the door appears in the right hand list)
- Repeat steps 4 & 5 until all doors you desire are included in the list on the right.
- When finished, click the green tick button. The window will close

TIP On returning to the department window you will notice that the recently selected doors have appeared in List 2.

- You are now ready to apply time zones to the doors in the new Department.

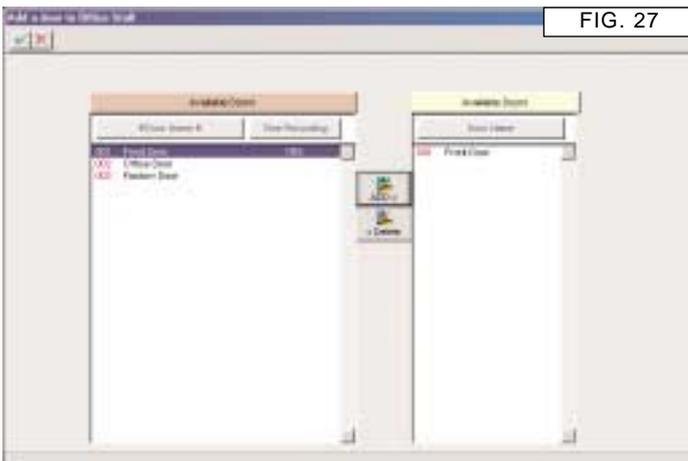


FIG. 27



Modify Door/Time Zones

ADDING TIMES ZONES TO DEPARTMENT DOORS

We now then must add some Time Zones to each of these doors to complete the department set up.

- Using the down arrow on List 1 - The Departments List, select the department title, e.g. Sales Staff.
- Select (by clicking on it) a door in List 2 - the Doors List
- Click on the large button 'Modify Door/Time Zones' button on List 3 - the Time Zones List.
- A new window opens, FIG.28.
- Highlight a Time Zone (in the left hand list) you wish to include, then click add button.
- You will notice the the graphical display confirms your selections
- Repeat step 4 & 5 to add up to 4 Time Zones.
- When done click the green tick button. The window will close.
- Repeat steps 2 - 7 for all doors in List 2 - The Doors List

Once the above has been completed the Department is ready for use. Any card holder can become a member of this new (Sales Staff) Department. See Add Card holder page 13

TIP Card Holders in the department Sales Staff will gain access to the selected doors during the times specified.

TIP If a door in a department does not have at least one Time Zone attached then no access will be given to that door for Card Holders in that department.

TIP If a department requires access to a door at all times, use Time Zone 01.

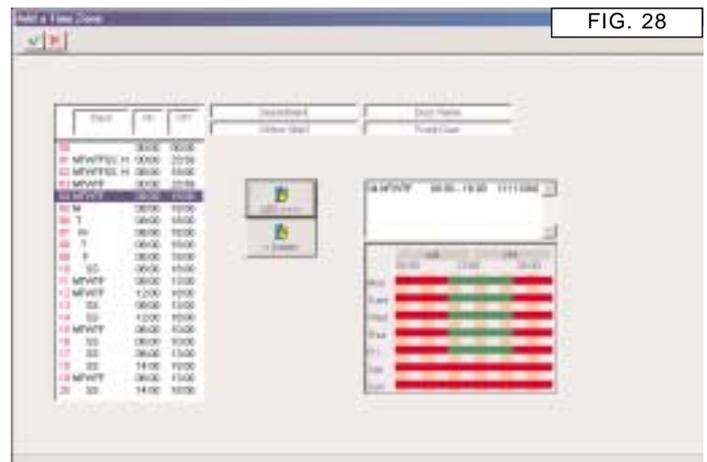


FIG. 28

Doors Setup

Each door controlled by SMART for Windows is identified in the Doors window. From the Doors Setup window you can adjust the settings for any door.

Lock Release Time	Default is 7 seconds
Door Ajar Time	Default is 7 seconds
Time recording	Time recording (when switched on) detects which cards holders are ON SITE. This is required for Roll Call & Time On Site reports.
Door In Free Access	Doors can be directly linked to Time Zones to allow a door to be left open at certain times.
Door Port Number	Your computer may have many COM (RS232) ports. In order to communicate with the SMART Door Controllers the software needs to know which port the controller is connected to (usually COM: 1)

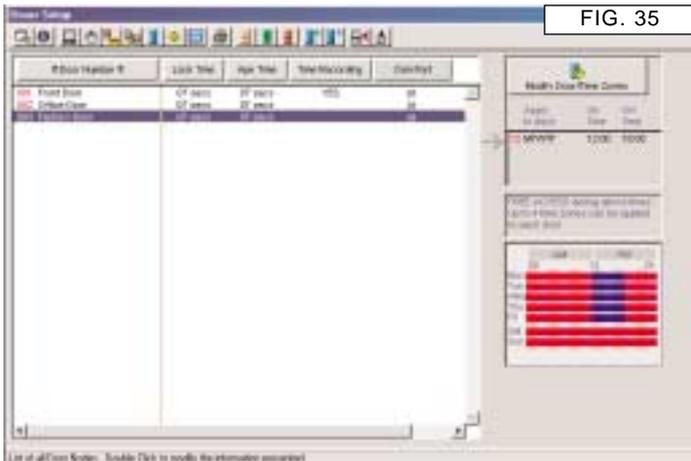


FIG. 35

GRANT ACCESS

Energises the lock at the selected door for the time specified by lock release time. The default is 7 seconds

OPEN DOOR

Energises the lock at the selected door until a close door is clicked. This is a temporary function.

CLOSE DOOR

De-energises the lock at the selected door. ie. normal state. If the door is set to open with a Time Zone when this button is clicked, the door will NOT lock.

ADD NEW DOOR

This button should only be used when a new door controller has been fitted and tested. See the Door Controller installation manual.

- 1 Make sure that the DIP switch settings are set to the next number. eg. if you currently have 3 doors on the system and wish to add a 4th, make sure the door controller DIP switch settings are set to binary 4.
- 2 Click the button 'Add New Door'. A dialogue will confirm that you really want to add a new door.
- 3 The Add / Modify Door window opens FIG. 36. Here you can name the door, set the lock time etc.
- 4 Click the green tick button to apply the information entered.

TIP *The network must be completely powered down when adding new doors (physical) to the system, and be carried out by trained security installers.*

CHANGE DOOR PARAMETERS

From the Doors Setup window we can add new doors and modify existing ones. To modify the set up of an existing door:

- 1 Click the button Change Door Parameters.
- 2 A new window opens where you can edit the door set up information
- 3 If you require to generate 'Time-on-Site' or 'Roll Call' reports and you have an exit reader at this door then enter a 'Y' in the time recording field.
- 4 The lock time field is the time in seconds that the lock will be un-locked after a valid card transaction, it has a default value of 7 seconds.
- 5 The ajar time field is a period in seconds after the lock time has expired. If the door is physically still open after the door ajar time then an alarm message (door held open) will be displayed on the screen if the software is running. A local alarm at the door may sound if this option is installed. The default value for this field is 7 seconds.
- 6 The next field is an information field pertaining to which communication port of the computer the door is connected (it is edited in the Doors window).
- 7 The serial number field stores the serial number of the Door Controller.
- 8 Click the green tick icon when the data is correct.

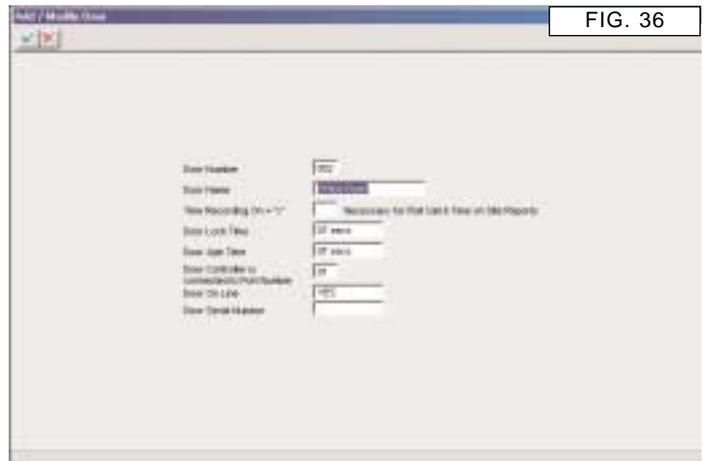


FIG. 36

SET PORT

The set Port button tell SMART.net which COM port to communicate through. By default it is set to COM: 1 and should not be changed except in exceptional circumstances.

REFRESH DOORS

Clicking the refresh Doors button will update the door controller selected with lock time, ajar time, door in free access time tones and the COM port.



DOORS IN FREE ACCESS

In some cases a door may be required to automatically unlock and re-lock to allow free access of people at certain times. To do this we can apply up to 4 free access Time Zones to any door.

- 1 Select the door from the list that you require to apply a Time Zone for free access purposes.
- 2 Click the large button 'Modify Doors / Time Zones' for free access Time Zones.
- 3 A new windows opens where you can select Times Zones (from the left hand list) to add to the free access list (right hand list).

When doors are in free access the green light on the reader will remain on. Please Note: If doors are required to be open for long periods of time on a regular basis this function should be used.



Time Zones

Time Zones allow the administrator to allow or deny access to any door on the SMART.net system based on the day of the week and time of day.

Two of the Time Zones are special because they cannot be edited, but they can be applied to doors directly (for Free Access through doors - see page 17) and/or doors in Departments (to effect department rights - see page 15). Time Zone '00' is no access and '01' is 24 hour, 7 day access. The remainder can be edited to suit your requirements.

Each Time Zone is set for the same hours every day, then applied to the days of the week.

TIP

You should avoid trying to be too accurate with times, instead allowing a spread either side of the times you require. This prevents card holders standing at the door, waiting for a time zone to start.

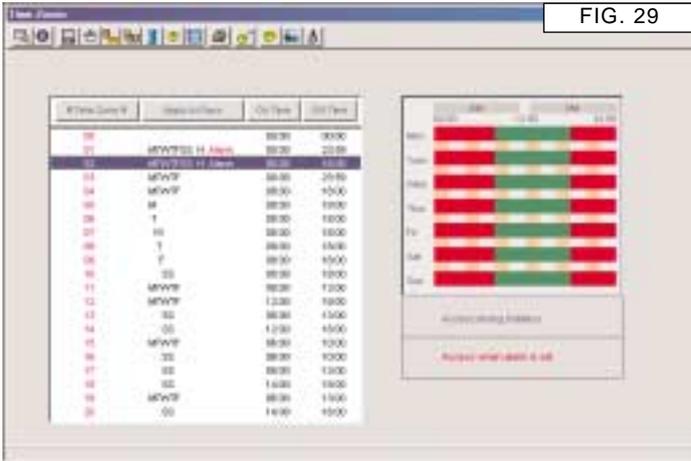


FIG. 29



MODIFYING A TIME ZONE

TIP

If a Time Zone is altered, all Departments that use it will change.

- 1 From the Time Zone window highlight the Time Zone to be modified by clicking on the line in the list (eg. FIG. 29, Time Zone '02' is selected)
- 2 Select the modify Time Zone button (you can also double mouse click on the correct line in the list).
- 3 A new window opens (FIG. 30).
- 4 Edit the start / stop times. Any change will be applied to ALL selected days.

TIP

There are two rules for the start and stop time in the Time Zone, data must be confined to the same day and the start time must be earlier than stop time.

- 5 Now select the days of the week the Time Zone will be active (green tick icon to add a day or Red cross to remove). You will notice the graphical display change to reflect your actions.
- 6 If you require this Time Zone to be valid on a pre-programmed holidays then include this with the green tick icon.
- 7 When happy with the appearance of the data click the green tick button (top left corner of the screen).



FIG. 30



HOLIDAYS

Holiday schedules allow you to pre define National and Bank holidays for the purpose of denying access during public holidays to the protected site.

All time zones contain a parameter (H) for holiday access. Card Holders who are in Departments which do not allow access during holidays will be prevented from gaining access, even if the time and date is normally covered by the time zone.

To add or edit the holiday schedule

- 1 Click the Holiday button. The Holiday Setup window opens FIG. 31.
- 2 Click the Add Holiday button. Another window opens
- 3 Enter the day and month eg for 1st May enter '0105'
- 4 Click the green tick button to accept
- 5 The new day will appear in the holiday list (in date order). See FIG. 31.
- 6 Close the Holiday Setup window when finished by clicking on the close window button (top left).

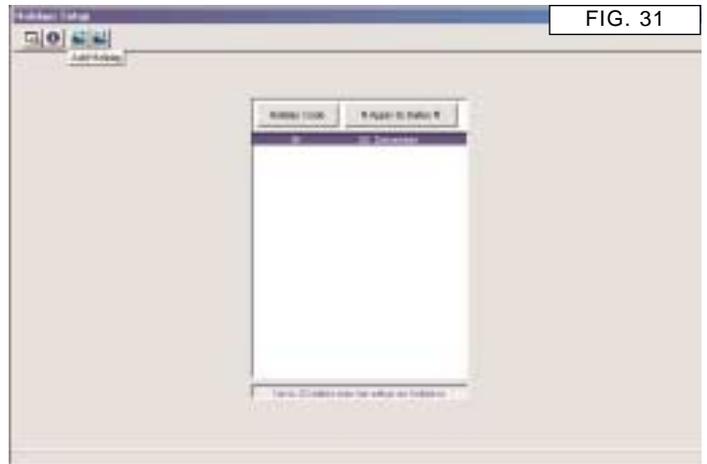


FIG. 31

INTRUDER ALARM

You may have noticed that Time Zones 1 and 2 have **Alarm** next to the days of the week. If these Time Zones are used, card holders in Departments which use these Time Zones may gain access when the intruder alarm is set. The obvious conclusion of this is that ALL other card holders will NOT gain access if the intruder alarm is set, thus preventing one cause of false alarms and unauthorised access.

TIP

The intruder alarm must be connected into the relevant door controller



TIME ON SITE REPORT.

This type of report will give you a summary of individuals time in and out of the building, it will also give a total time on-site. This report is useful when you want to find out on a daily basis how much time individuals actually spend in the building and their movement habits. The data is also invaluable if you want to calculate time related pay for staff or contractors.

Please note that in/out logging does not operate around midnight, if an individual logs in at 23:50 hours and logs out at 00:15 hours on the next day this pair of transactions will not appear in the report.

Select the button 'Time on Site' and enter a start and stop date. The total times for individuals are not displayed until a printout is requested. Printing is done in the usual way.

The Time on Site report lists card holders in LAST NAME, DATE, TIME order.

TIP

The report ONLY lists card holders who have come in through a door designated "Time Recording On" as set up in the Doors Setup Window.

Time Recording should be set to "Y"

Name	Date	Time	Total Time
John Macdonald	1 OCT 2000 08:28	7 OCT 2000 18:01	872
John Smith	1 OCT 2000 08:31	7 OCT 2000 18:08	875
Hedley Blair	1 OCT 2000 08:28	7 OCT 2000 18:06	880
Patrick Hager	1 OCT 2000 08:23	7 OCT 2000 18:01	888
Patrick Styles	1 OCT 2000 08:46	7 OCT 2000 18:01	889

FIG. 40

As you can see Smart for Windows has a very powerful report feature that allows you to gain information about the movement of personal and can also give data output for the calculation of time related pay. In order to perform some of the report features you will need specific exit readers at some or all of the doors. Please contact your installer to discuss your requirements if they change.



ALARM REPORT.

The Alarm report lists all events designated as alarm events between dates you specify. As with the other reports you can elect to print to screen or file.

This report differs from an event report because it only assembles events that have alarm status, the default case being 'door forced' and 'door held open' type events. You designate any event to be an alarm event by changing its properties in the Display Preferences window (icon found in the Reports and Printing window).

Click Alarm Report button in the Reports & Printing window and apply a start and stop date. You can manipulate and print the report in the usual way.

Card Number	Door	Time
14 999 2000 10:04 10	Door 1	14 999 2000 10:04 10
14 999 2000 10:06 11	Door 1	14 999 2000 10:06 11
14 999 2000 10:09 12	Door 1	14 999 2000 10:09 12

FIG. 41



PRINT TO FILE

Instead of selecting the Printer Icon above select the Disk Icon (your selection will be printed to File). The TAB delimited file (suitable for opening in any spread sheet, word processor etc) will be created. Look in the Smart directory for a file named "Trans". It can be opened in Microsoft Excell. see FIG. 42

TIP

Why not use this file a data input to other applications. Here we can see a Microsoft Excel Worksheet performing some extra calculations on data output from Smart for Windows.

	Name	Date	Time	Total Time	Calculation
4	John Macdonald	07-Oct-00	08:28 27-Oct-00	18:01	872 1234567
5	John Smith	07-Oct-00	08:31 27-Oct-00	18:08	875 1234568
6	Hedley Blair	07-Oct-00	08:28 27-Oct-00	18:06	880 1234569
7	Patrick Hager	07-Oct-00	08:23 27-Oct-00	18:01	888 1234570
8	Patrick Styles	07-Oct-00	08:46 27-Oct-00	18:01	889 1234571
9	Patrick Styles	07-Oct-00	08:46 27-Oct-00	18:08	889 1234572

FIG. 42

Reports & Printing

One purpose of the system is to issue a card to a user to gain / restrict access through doors. The second purpose is to create reports of historical events to screen or a printer. Smart for Windows has a powerful built in database that allows for fast, accurate report production.

- Build Transactions List
- Roll Call.
- Find a Card Holder.
- Time-on-Site Report.
- Alarm Report.

BUILD TRANSACTIONS LIST

- 1 Click the button Build Transaction List
- 2 A new window opens
- 3 Enter a start and stop date to generate a report.
- 4 Click the green tick button to proceed
- 5 The report will start assembling.
- 6 When complete the report will sort the data in date and time order, it can be quickly sorted into name, transaction type or door order to find the information you need. This is done by simply selecting the large heading buttons immediately above the transactions list (eg click "card holder" to sort list in card holder order. • Card Holder • will be displayed).
- 7 If you want to print the report in its entirety then click 'Send to Printer'. Alternatively, if you want to print only a section of the report, then highlight with the mouse all consecutive lines as in FIG. 37 (you may re sort the list after making a selection without losing your selection) and click the 'Printer' button.
- 8 Select the final destination for the report from the options offered
- 9 If you chose 'Screen' you can preview the report. Then, to send it to the printer you should select the small 'P' button up the right vertical margin and choose the option Print Report.



FIG. 37

ROLL CALL

This report will detail who is left on site (those who have not logged out on an exit reader). This function is reset at midnight and so no data will be displayed after this time. This function requires at least one exit reader on the system with the time recording field in the doors set up menu set to Time Recording On = 'Y'. The Roll Call report is also available from the Main Window.

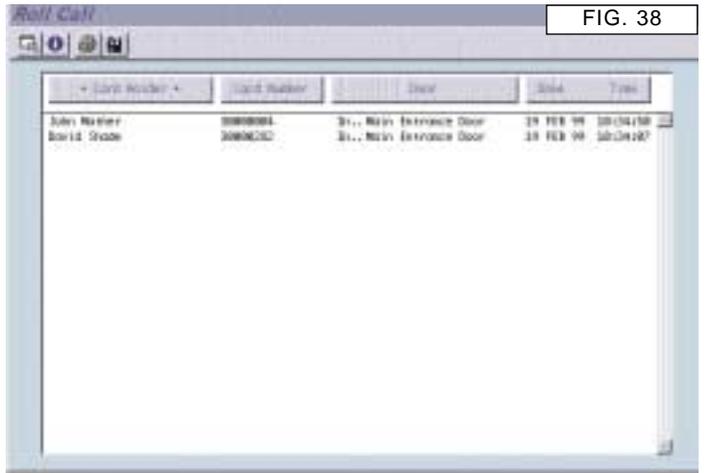


FIG. 38

FIND A CARD HOLDER.

This report displays the last event reported (ie. which door they last used today) for all Card Holders in LAST NAME order. It can be sorted as before by selecting the large buttons above the events.

TIP To make it effective you should have exit readers fitted, otherwise someone could leave by pressing an egress button and this would not be reported.

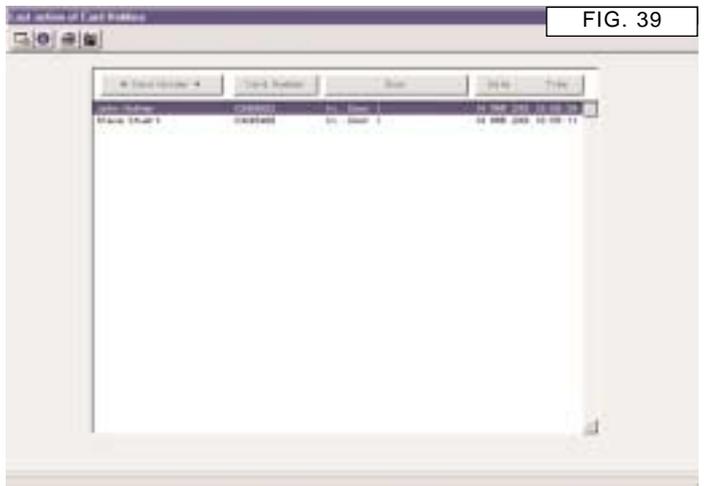


FIG. 39