

Doors.NET End User Guide

This guide is aimed at the end users of Doors.NET and it covers all the main administrative tasks that are performed in the Doors.NET client and URLs to some useful training videos.

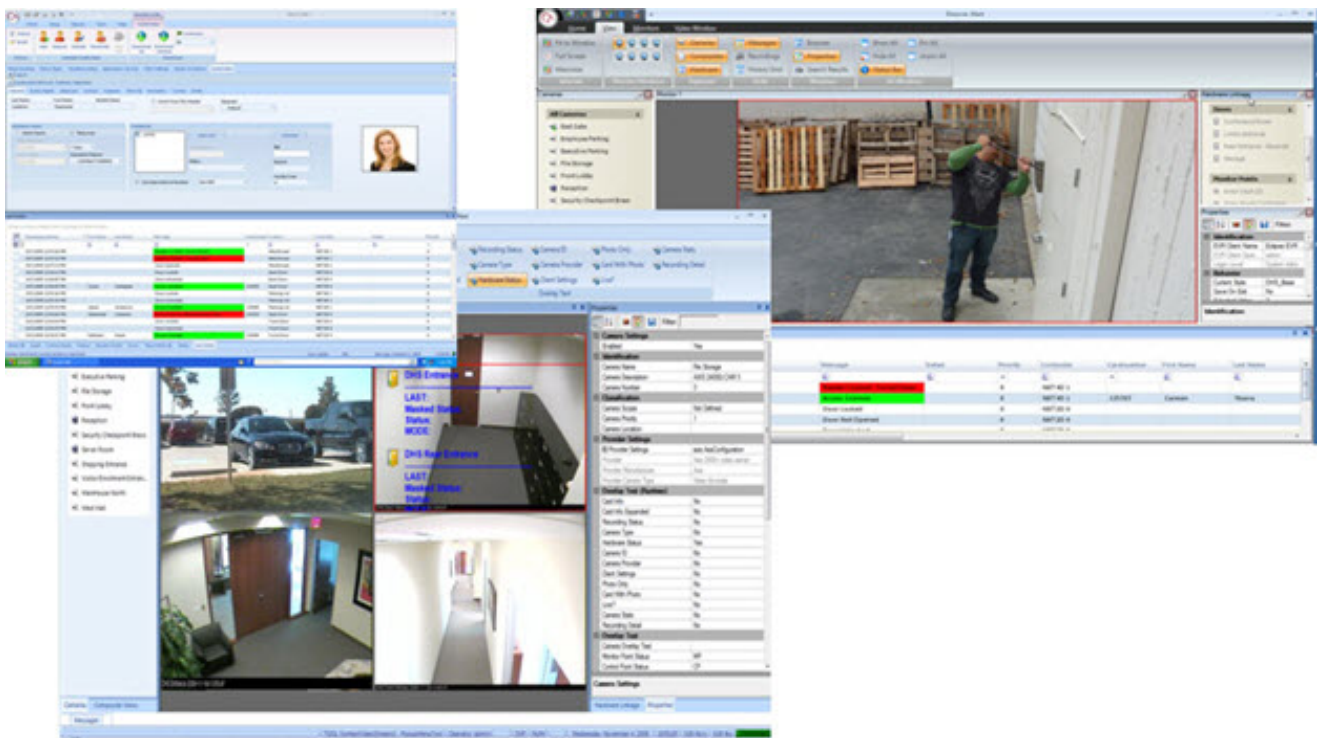


Table of Contents

Doors.NET End User Guide	1
Doors.NET Software Introduction	3
Logging Into the Software	7
Using the Help File	10
1.0 Accessing the Help	10
2.0 Locating Information	12
3.0 Printing Topics	18
Advanced View	19
Cardholders	21
Activate Cardholder	38
Deactivate Cardholders	38
By Date Range	46
By Number of Days from Today	47
Access Groups	52
Time Schedules	63
Holidays	76
Operate Doors	83
Setup Doors	96
Suspending AUL Schedules on All Doors	114
Suspend Auto Unlock/Lock on a Single Door	116
Restoring AUL Schedules	116
Suspending/Restoring AUL Schedules using Local or Global Linkage	117
Event Monitoring	118
Hardware Status	133
Reports	142
Database Administration	177

Doors.NET Software Introduction



What is Doors.NET?

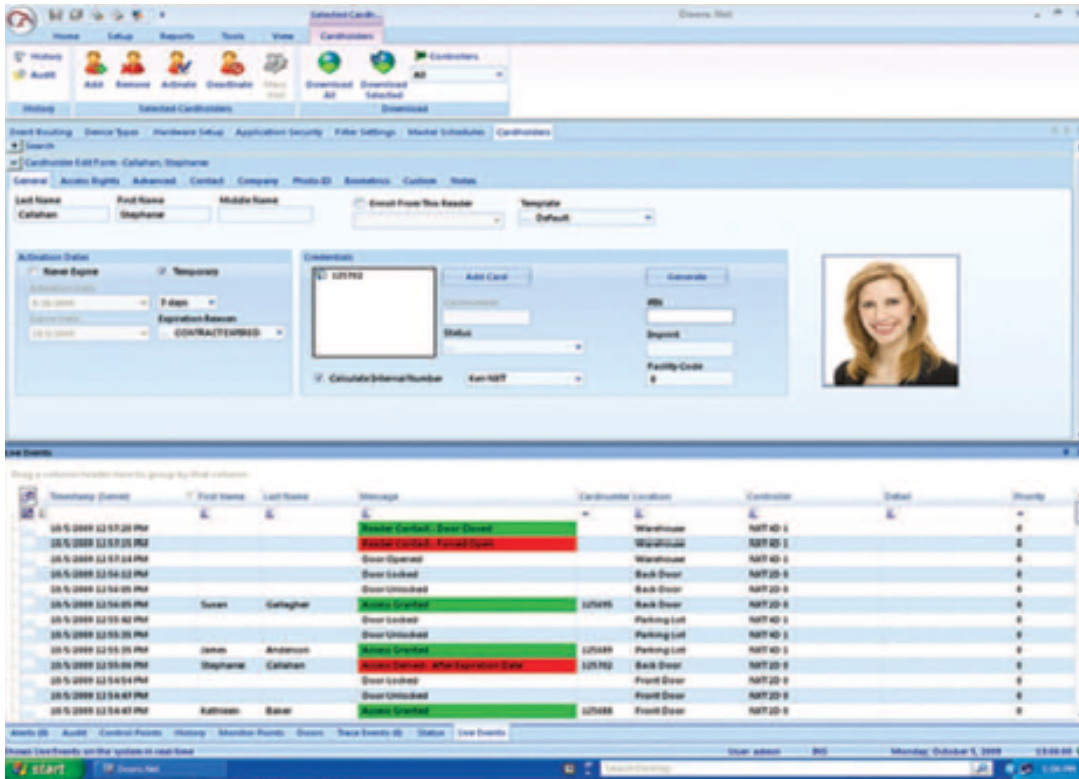
The Doors.NET™ system is a suite of software applications and services that provide configuration and monitoring of physical security, including: access control, intrusion detection and automation. The software is based on Microsoft .NET framework and is written in VB.Net using Visual Studio. This help file provides you with technical details about the design, implementation and extensibility of the Doors.NET™ system.

The core software module is the Application Server. This component communicates with the SQL database, client work stations and hardware gateways (the gateways, in turn communicate with the field hardware). A single Application Server can communicate with up to 32 hardware gateways. The base Application Server includes 1 x client connection and 1 x hardware gateway (either PXL, NXT or SCP/MSC) but can be expanded via a change in your license. At least one Application Server is required for each system. The Application Server includes SQL Express database engine.

Doors.NET is extremely easy to learn and operate, yet powerful and scalable enough to meet the requirements of most applications.

In addition to sophisticated access control functionality, Doors.NET allows multiple operators to administer and monitor an unlimited number of sites concurrently. As well as providing Integrated video, alarm reporting, SMS/E-mail notifications, live events and sophisticated Automation capabilities when using certain hardware types together with the Global or Local Linkage licensed components.

The Administrative Client



Doors.NET has a very intuitive interface, that will perhaps seem familiar if you have used Keri's Doors32 software. It has a similar Doors32-like operation, but with enhanced features and an updated look and feel. The interface can be used 'out of the box' with its default layout settings, or it can be configured to individual preferences for daily use. The GUI supports multiple monitors. All GUI screens, such as transaction information, alarms, configuration data and reports, can be docked or placed wherever the operator prefers to see the information presented.

Upgrading From Doors32



It is a very simple and straight-forward process for Keri Systems to upgrade an entire Doors32 database into Doors.NET, providing all the existing controllers are PXL-500s. All the required information is copied across, including; Cardholder names and card numbers, cardholder photographs, door names, controller names, timezones/time schedules, access groups plus any other settings such as Dual Verification and Automatic Unlock timezones.

Contact Keri Systems inside sales for further information about upgrading an existing Doors32 site.

Windows Compatibility

The software is compatible with most popular business-versions of Windows; Including Windows 10, 8 and 8.1, Windows 7 Professional and Ultimate, Vista Business and Ultimate, Windows Server 2003, 2008 and 2012. The free version of SQL (Express) is automatically installed along with the access control database when you perform a full install of the software. It can be configured to run on a single PC or multiple PCs across a network - depending upon the desired characteristics of the system.

NOTE: Doors.NET is not compatible with any home version of Windows, except for Windows 10.

Software Installation



KERISYSTEMS
INCORPORATED
Integrated Security... Exceptional Service

Keri Systems Corporate
2305 Bering Drive
San Jose, CA 95131
Phone: 408-435-8400

Toll Free: 800-260-5265
Fax: 408-577-1792
Email: sales@kerisys.com
Web: www.kerisys.com

Doors.NET

- [View Release Notes](#)
- [Install Software](#)
- [Software Installation Instructions \(PDF\)](#)
- [Technical Documentation](#)
- [Marketing Documentation](#)
- [View Training Videos](#)
- [Exit AutoRun](#)

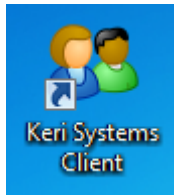
Copyright 2013 Keri Systems, Inc. All rights reserved.
p/n 02600-xxx - v1.1.1.1.1.1

The software can be installed either via the webinstaller - the files can be downloaded via the www.kerisys.com website, or it can be installed via the installation DVD - Which you can obtain from Keri Systems, free-of-charge. The software is compatible with most business versions of Windows and the standard version of the software is free-of-charge and includes SQL Express (the free Microsoft SQL Server package), support for 1 x hardware gateway and 1 x client connection.

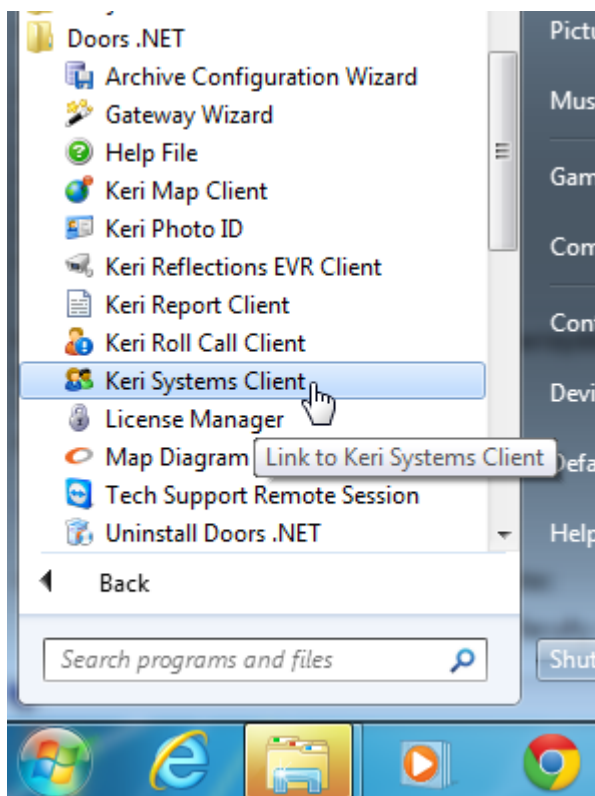
Logging Into the Software

Logging into Doors.NET

1. To log into the Doors.NET software, open the log in window by clicking the admin client icon from the desktop.



2. Or from the Windows Start menu, go to All Programs >> Doors.NET >> Keri Systems Client.



3. The log in window will appear.

Login - Main

Please provide your logon credentials and click Connect to proceed.

User Name Use Default Server

Password

Connect

Use Default Language

Version : 3.5.1.21

4. If the Application Server and the Admin Client are installed on the same PC, you only have to enter the user name and password, then click connect. The default user name and password are both **admin**.

User Name Use Default Server

admin

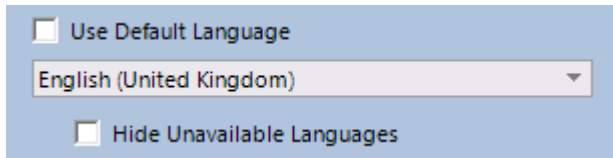
Password

.....

Connect

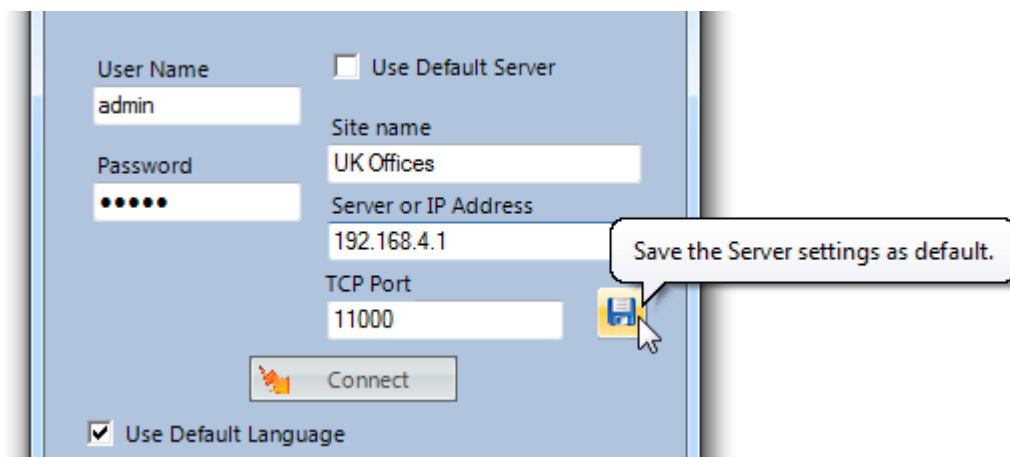
5. If you are logging into the Application Server/Host PC from a remote client you will need to deselect '**Use Default Server**'.

6. Remove the default Localhost IP address (127.0.0.1).
7. Enter the static IP address or the DNS name of the Application Server PC - (Optionally you can enter the Site name).
8. You can also select the required default language for the client.



Use Default Language
English (United Kingdom) ▼
 Hide Unavailable Languages

9. Click the blue save icon once you have entered your settings.
10. After clicking the save icon these will become the default server settings, so unless the Application Server IP address changes, or you need to connect to a different Application Server, you will not need to enter the IP address again (you can just leave 'Use Default Server' option ticked).

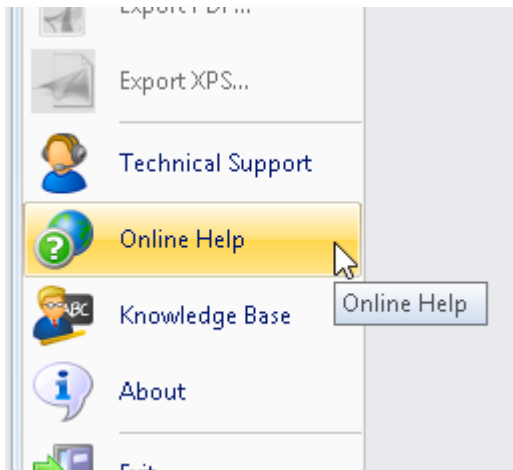


User Name: admin
Password: ●●●●●
Site name: UK Offices
Server or IP Address: 192.168.4.1
TCP Port: 11000
 Use Default Server
 Use Default Language
Connect
Save the Server settings as default.

11. Click the Connect button and the administrative client should open.

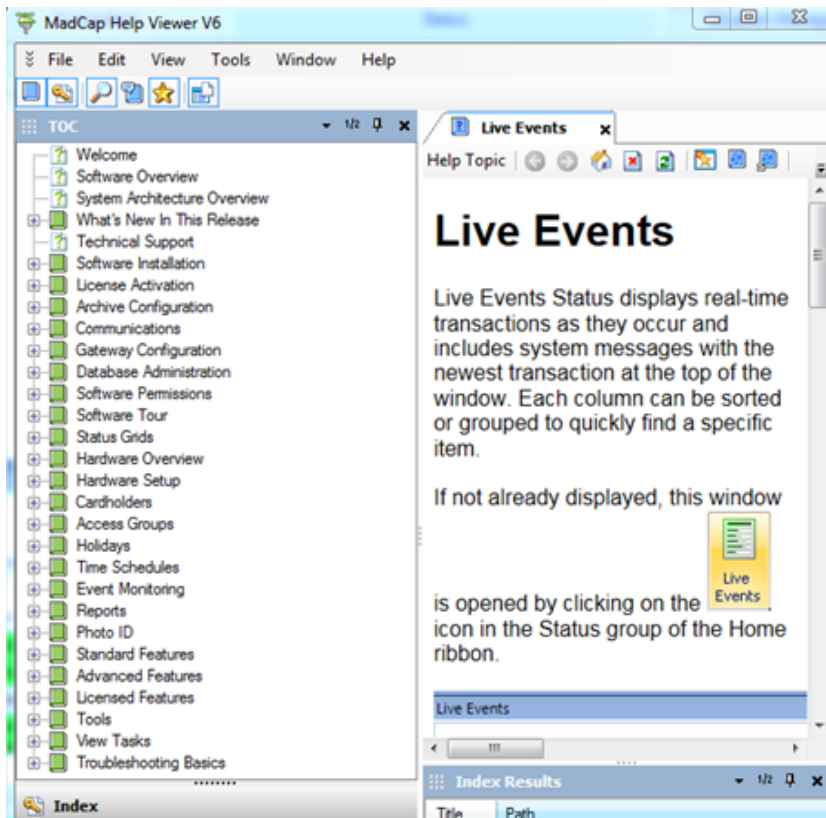
Using the Help File

Doors.NET has a comprehensive and easy-to-use help file included with the software, which you can use to learn more about setting up, maintaining or using a Doors.NET access control system.

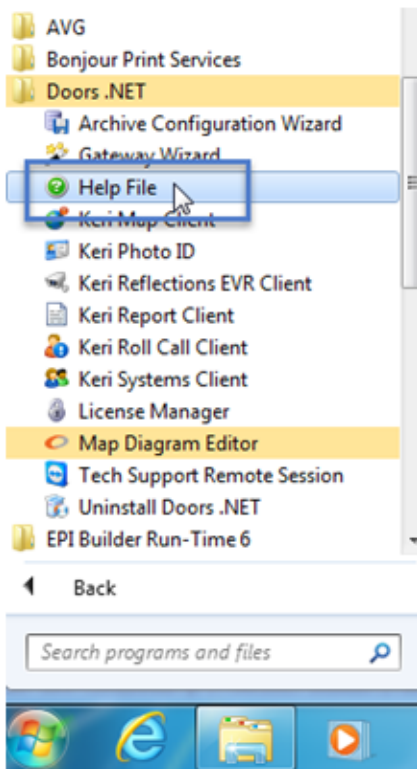


1.0 Accessing the Help

1. You can access the help file by clicking on the icon in the upper-left corner of the user-interface and selecting 'Online Help'. Select English from the language selection dialog box then click OK. The Help Viewer will appear and will automatically display the topic for the active grid or page.



2. You can click the Windows Start Menu >> All Programs >> Doors.NET >> Help File.



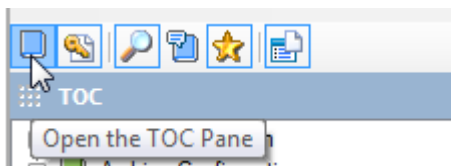
Again, select English as the preferred language, then click the OK button. The help file will open on the Welcome screen.

3. The third option is to press the **F1** key while logged into the software. The help file is context-sensitive, so when you press the F1 key while on the Cardholders page, for example, the help file will open up to the Cardholders section.

Similarly if you are on the Access Groups page, Time Schedules, Holidays, Hardware Setup or on one of the status grids, those are the topics you will automatically be taken to when you press F1.

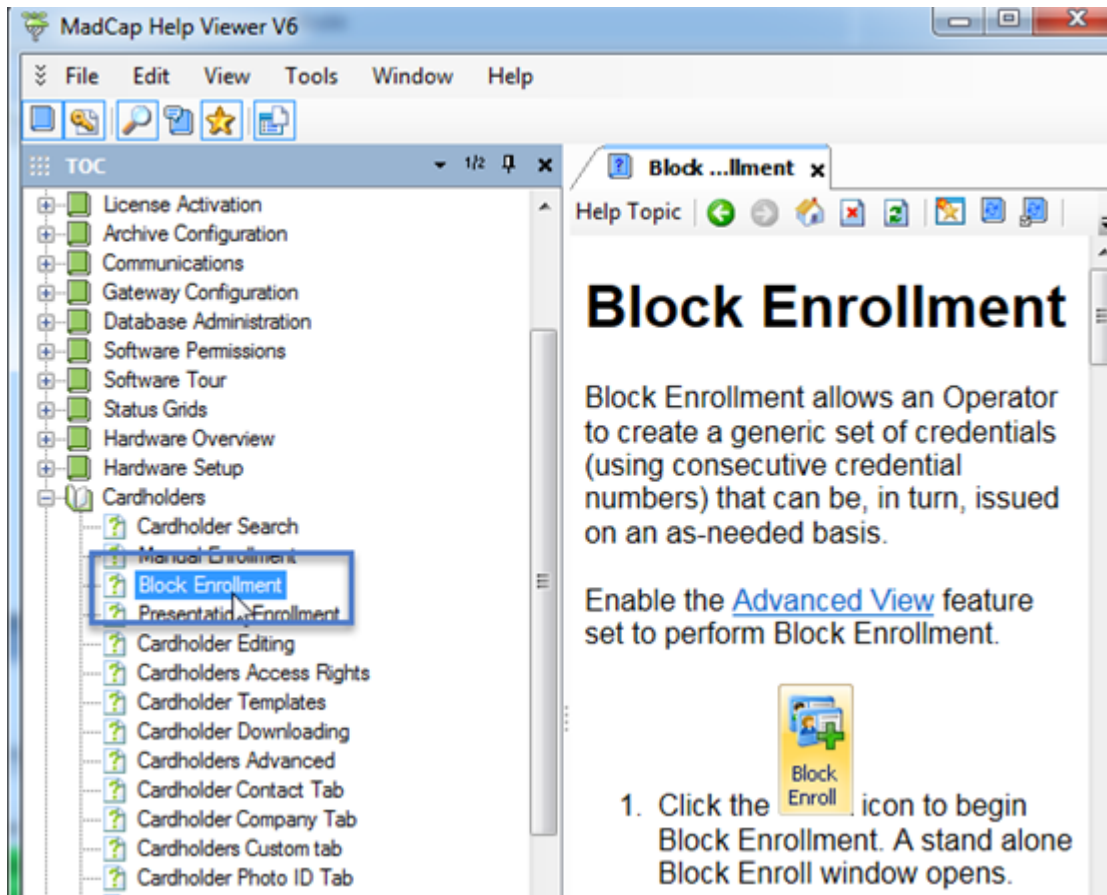
2.0 Locating Information

2.1 Table of Contents



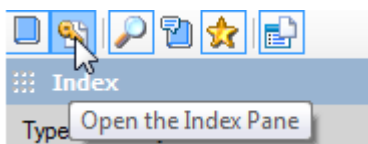
When you open the help file, you will see the Table of Contents listed on the left.

Locating specific information is fairly self-explanatory. For example; if you want to know how to block enroll cards, simply click on **Cardholders** which will expand the cardholders section, then select **Block Enrollment**.

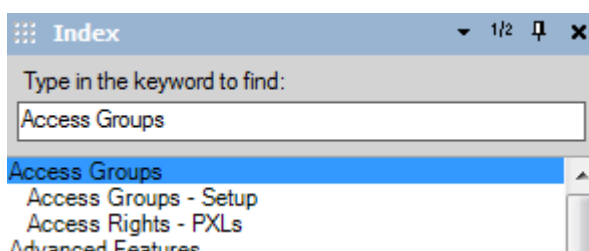


2.2 Using the Index

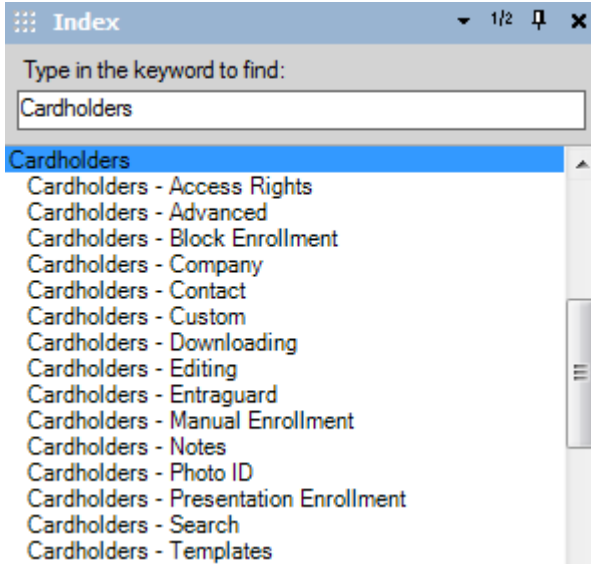
The Index includes a list of common search terms (keywords). Click the Index icon to display the Index pane.



In the Index search text, field type a keyword for the topic you wish to find information about. For example; **'Access Groups'** You will immediately see a list of the help topics which are related to access groups.

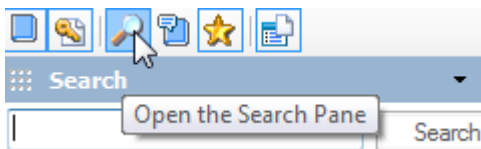


Or type in 'Cardholders' and you will see the list of Cardholder-related topics.

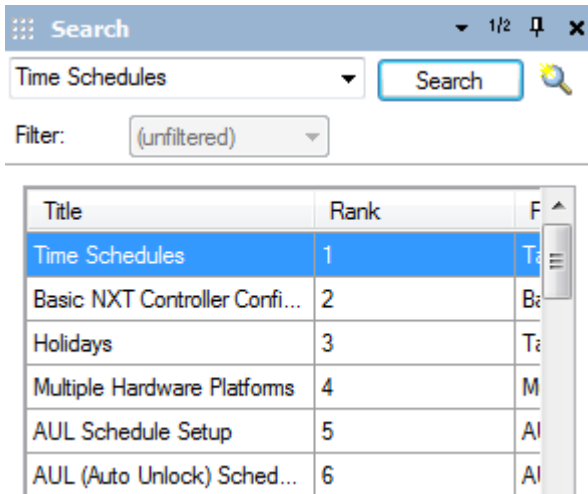


Simply click on one of the listed topics and the appropriate information will display on the right.

2.3 The Search Facility

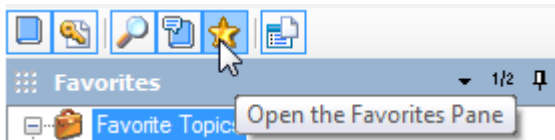


The search facility is similar to the Index but it searches all text-content, not just keywords. When you type in a word or phrase then click **Search**, you will see a list of pages where that word or phrase appears. (It is ranked in order of how often the search-criteria appears).

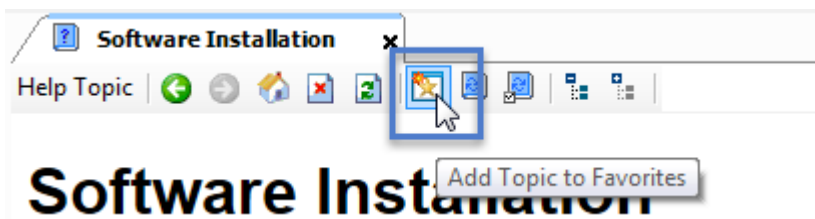


2.4 Favorites

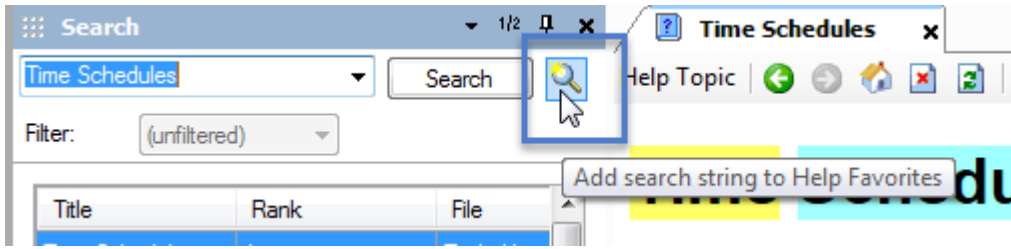
The help viewer also has a Favorites pane where you can add your favorite topics and searches.



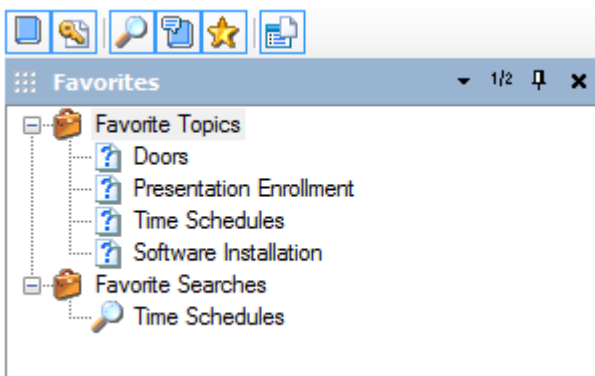
To add a favorite topic, open the topic and then click the 'Add Topic to Favorites' icon, as highlighted here:



To add a favorite search, perform a search on the search pane, then click the 'Add Search to Favorites' icon, highlighted here:

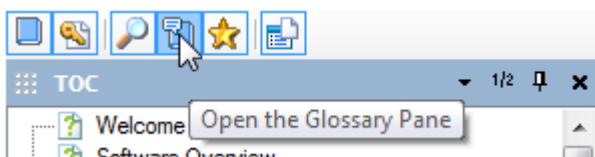


Click on the gold star to display the saved Favorites. These will then be listed every time you open the help viewer.

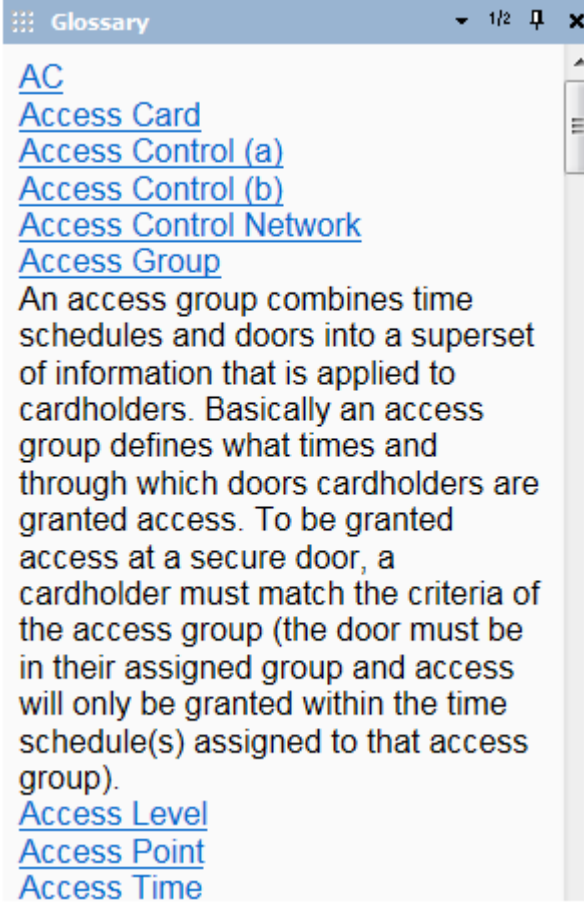


2.5 The Glossary

The glossary contains a list of specific access control terms and their accompanying definitions.



Simply click the term or phrase and the definition will appear directly beneath it.



AC

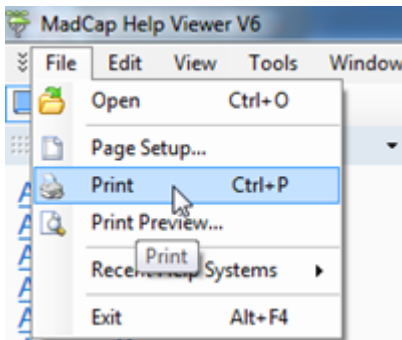
- [Access Card](#)
- [Access Control \(a\)](#)
- [Access Control \(b\)](#)
- [Access Control Network](#)
- [Access Group](#)

An access group combines time schedules and doors into a superset of information that is applied to cardholders. Basically an access group defines what times and through which doors cardholders are granted access. To be granted access at a secure door, a cardholder must match the criteria of the access group (the door must be in their assigned group and access will only be granted within the time schedule(s) assigned to that access group).

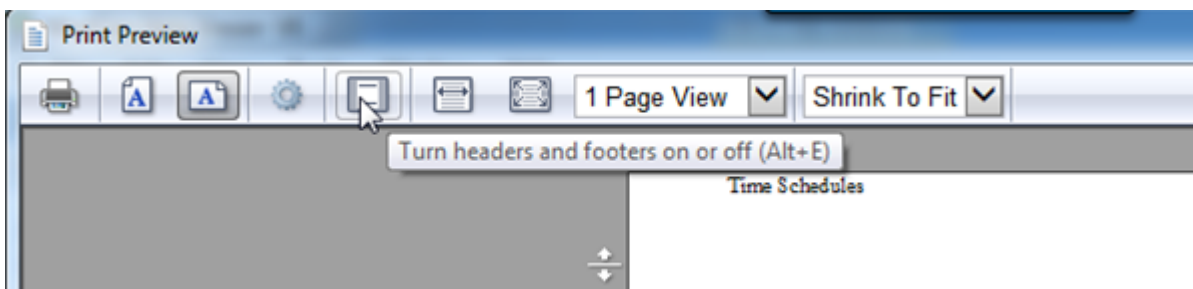
- [Access Level](#)
- [Access Point](#)
- [Access Time](#)

3.0 Printing Topics

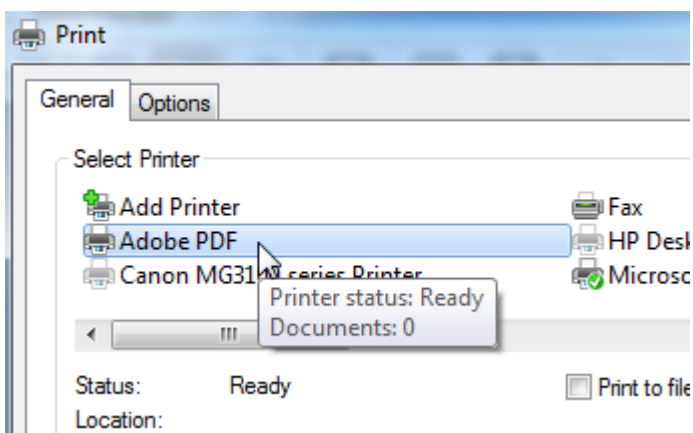
You can print an entire topic by clicking File >> Print and then selecting the printer.



If you click on Print Preview there is also the option of removing headers and footers before printing.



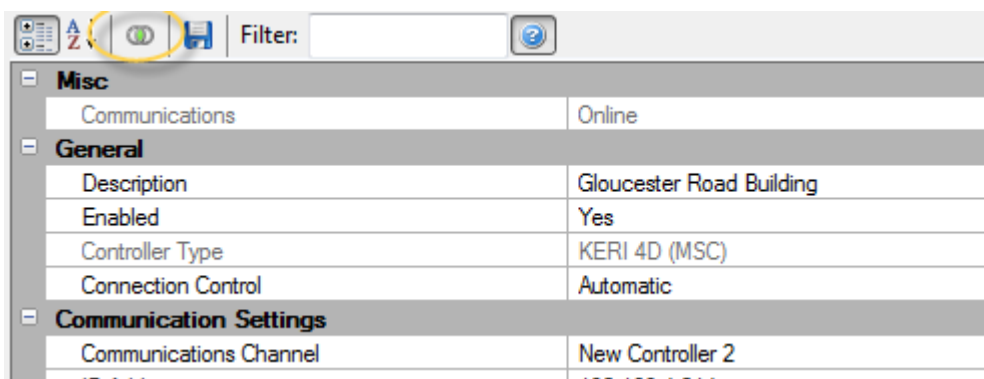
If you have Adobe Acrobat installed you can alternatively select to print to an Adobe PDF (this will create a standalone PDF which you can further edit).



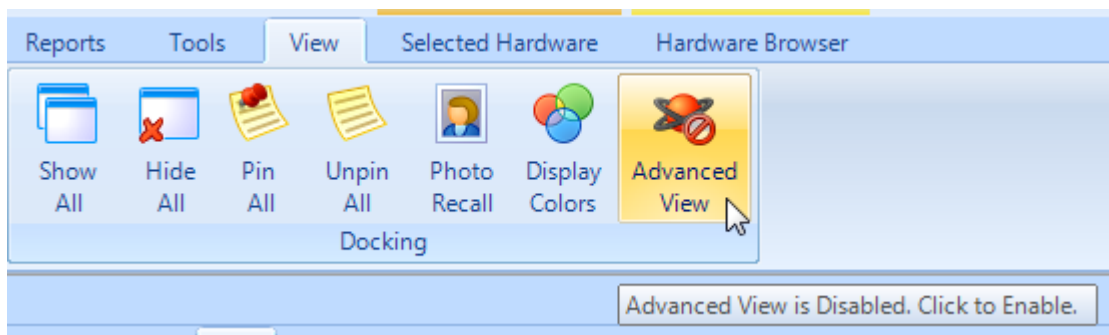
Advanced View

Advanced View is not enabled by default on a standard Doors.NET installation, even for the default System Administrator. If you highlight a controller in the hardware tree and can only see limited properties/settings then you will need to enable Advanced View. System Operators can also be setup so that they will be prevented from enabling it.

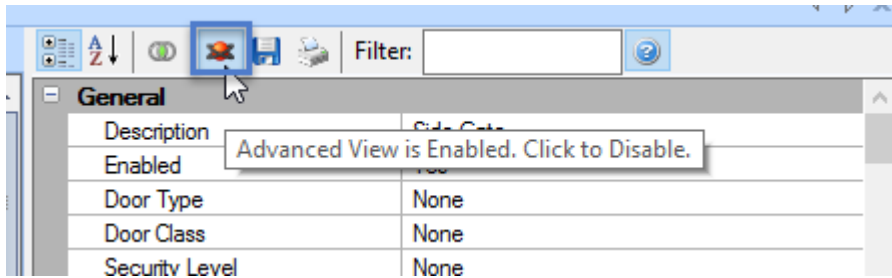
If Advanced View is not enabled then you will not see the Advanced View icon at the top of the hardware properties grid.



1. From the Doors.NET ribbon bar, click the View >> Advanced View.

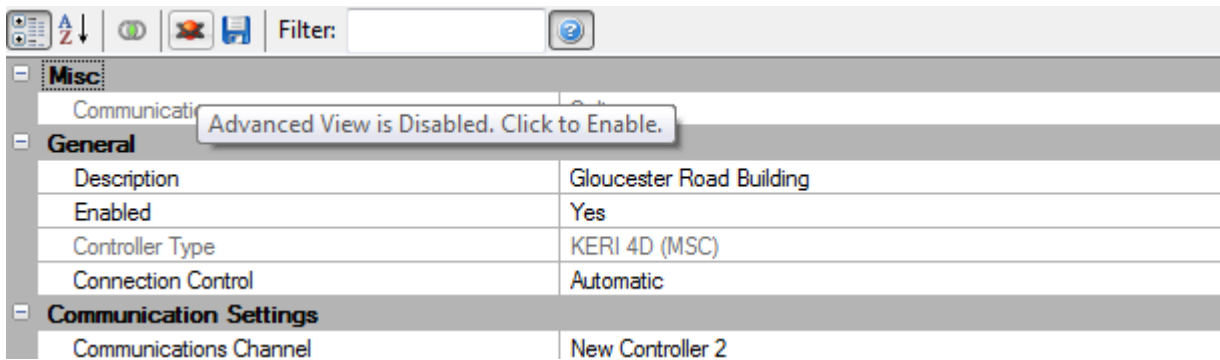


2. In the Password field enter: **Keri10** then click ok.
3. When you return to the hardware properties you will see the additional Advanced View 'atom' icon.

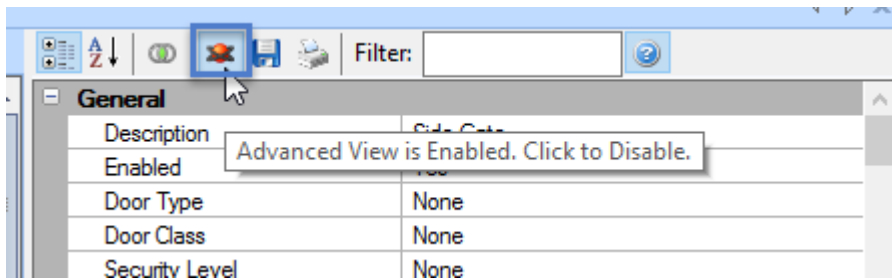


- You can now toggle between Advanced View being Enabled and Disabled (by clicking on the Atom icon). Hover the cursor over the icon to view the current state.

Disabled



Enabled

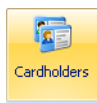


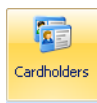
- Refer to Operator Permissions for instructions on how to prevent a software user from being able to view Advanced hardware properties.

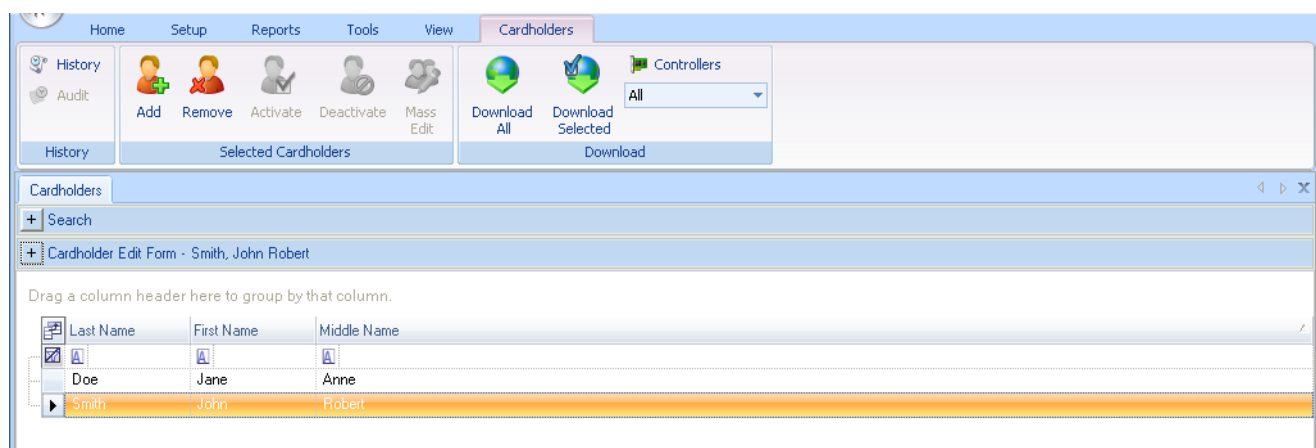
Cardholders

Cardholders are the people that use the security system, for example: employees, visitors, members, patients, guests, etc depending upon the nature of your facility. Doors.NET supports the use of multiple credentials (so each cardholder can have more than 1 card assigned to them).

The Cardholders tab provides access to all cardholder enrollment, management and search tasks.



From the Home tab, click the  icon and the Cardholders window will appear, along with its [ribbon](#) options.



The data display fields list all enrolled credentials. Double-click an individual entry to open the cardholder edit form.

You also access the Search and Cardholder Edit Form tasks from here. Click the tree view boxes to open these fields.

- [Search](#) - perform a basic search based on standard cardholder information or an advanced search based on filtering parameters.
- General Tab - from here you can edit the cardholder record, perform manual enrollment and presentation enrollment. You can quickly activate and de-activate

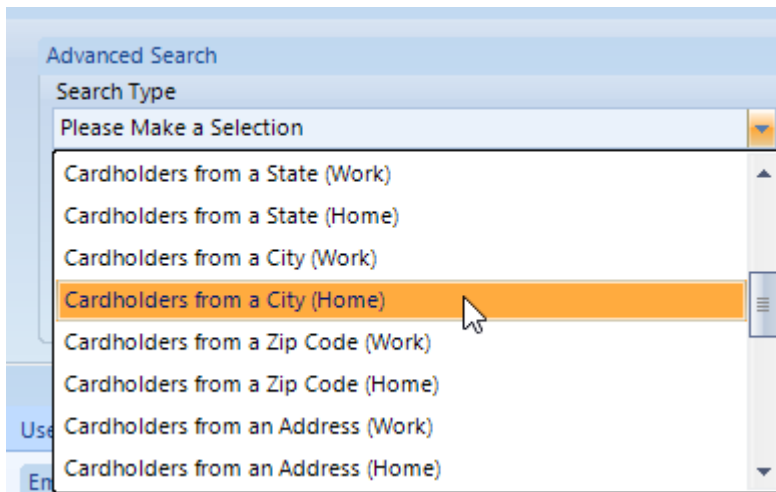
cards, delete cards and delete the entire cardholder record and you can set credentials to being temporary.

- [Block Enrollment](#) - enroll a block of credentials in one go (rather than one-at-a-time). They must be sequentially numbered and you must also have [Advanced View](#) enabled to use this feature.
- [Presentation Enrollment](#) - you use one of the readers on the system as an enrollment reader (any reader can be used for enrollment purposes. This option is most useful if you do not know important card information (such as the programmed facility code).
- [Manual Enrollment](#) - quickly and easily enroll a single card by manually entering the printed card number (imprint) and the programmed facility code. **Note:** NXT credentials do not use a facility code.
- [Live Events Enrollment](#) - use an Access Denied - Not in File Event to automatically enroll cardholders. Note: The detected number will not decode the facility code and imprint so if you require this information you should use one of the other enrollment methods.
- [Advanced Cardholder Settings](#) - Assign advanced options to cardholders, such as: Global Trigger assignment, ADA/DDA cardholder type. Set the cardholder as being exempt from Anti Passback or usage counts to the cardholder.
- History - when you open a cardholder record the history icon becomes available, allowing you to quickly and easily run a history report (system events specific to the cardholder).
- Audit - when you open a cardholder record the audit tab becomes available. The cardholder audit allows you to quickly and easily see what changes have been made to the cardholder since it was enrolled into the system.
- [Cardholder Grid](#) - Contains a list of all the cardholders enrolled in the system. You can use the field chooser to display only the information you need for the cardholders. You can also sort the grid by the column headers (for example; sort by Cardnumber, Imprint, First Name, Last Name, etc - or you can type in a value just below the column header to quickly locate a specific record.

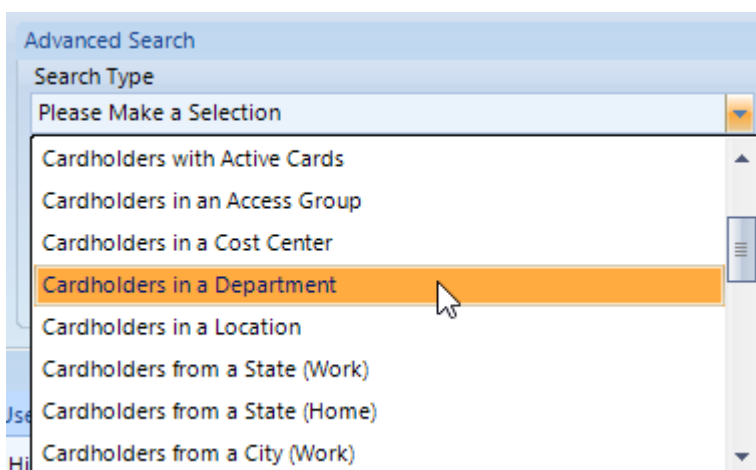
Drag a column header here to group by that column.

Last Name	First Name	Middle Name	Access Group	Cardnumber	Imprint	Card Status	Card
Sanders	David		Total Access	1879347849	1000	Active	Not

- [Contact Information](#) - Add cardholder contact information, such as; street address, social security/national insurance number, home and cell phone numbers, e-mail address and emergency contact information. Much of this information can be used as search criteria when searching for cardholders using the advanced search option.



- [Company Information](#) - Add company-specific contact information. As well as adding the company name, address and phone number you can also add data such as; hire date, department, location and cost center. Again, much of this additional information can be used at a later time to search for cardholders using the advanced search facility.



- [Photo ID](#) - this tab is used to assign a photograph to a cardholder. This photograph is then used for the [Photo Recall](#) feature (the cardholder photo pops-up on screen

when the card is used on the system), or it is used when creating badges with the [Photo ID](#) client.

- [Custom](#) Cardholder Information - The Custom fields allow you to enter information you specifically wish to track for each cardholder. For example three fields can track the type of vehicle driven by the cardholder: maker/make, color, license plate number.
- [Notes](#) - The Notes field allows you to enter/store any kind of text information you deem of value regarding the cardholder. There is an 8,000 character maximum per cardholder record. For example, you may track card replacement incidents - noting every time a card holder loses or damages a card.

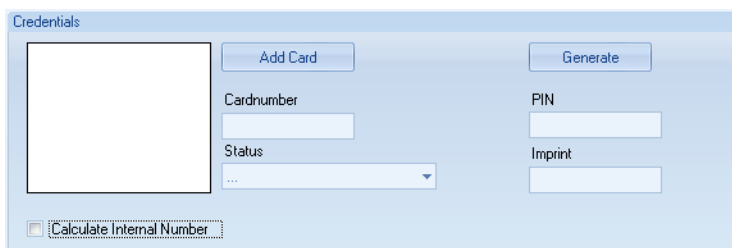
Manual Enrollment

NXT, MS and 26-bit Wiegand credentials can be manually enrolled by entering the card's imprint (the number printed on the outside of the card), MS and Wiegand cards also require a facility code. The manual enrollment method is best used when you have a single card to enroll, such as issuing a cardholder a replacement card.

The following section assumes a cardholder name has already been added and saved.

NXT Manual Enrollment

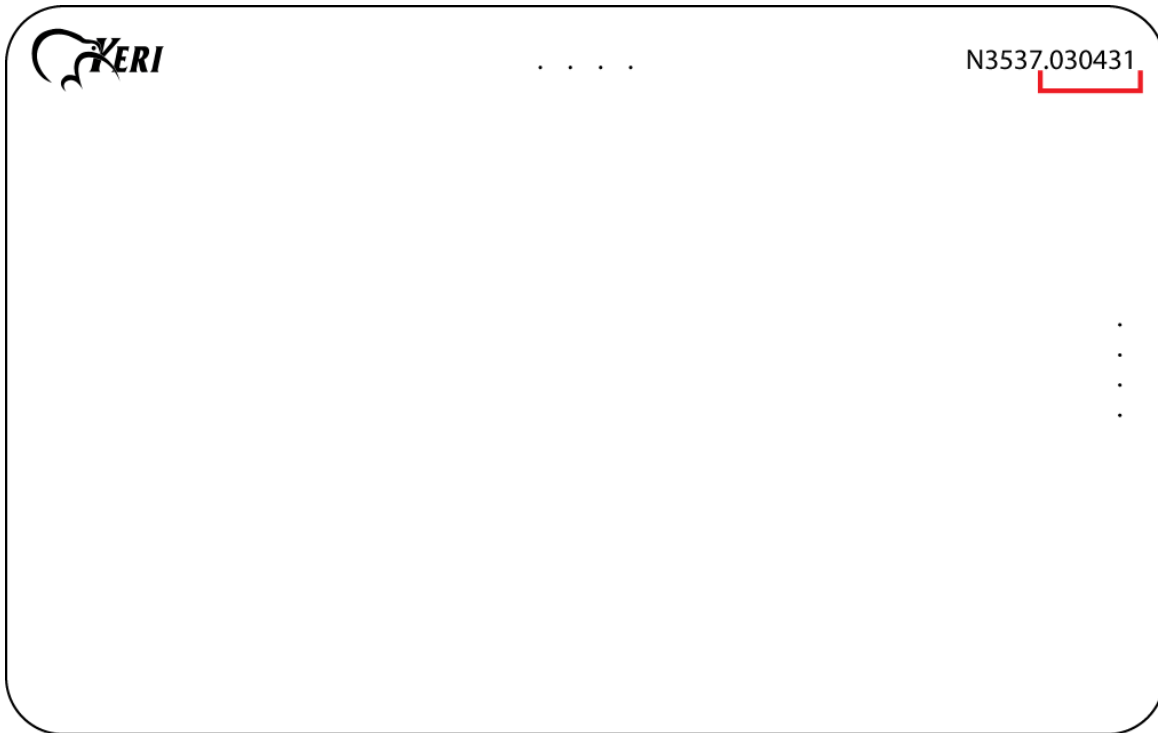
1. Uncheck the Calculate Internal Number tick-box.



The screenshot shows a 'Credentials' form with the following fields and controls:

- Add Card** button
- Generate** button
- Cardnumber** text input field
- Status** dropdown menu
- PIN** text input field
- Imprint** text input field
- Calculate Internal Number** checkbox (unchecked)

2. Enter the Imprint number from the credential into the Imprint field. The Imprint number is the set of digits, underlined in red.



Credentials

Cardnumber: 030431
Status: ...

PIN:
Imprint:

Calculate Internal Number

3. Click the Status pull-down menu and select a status for the credential.

Cardnumber: 030431
Status: ...

- Active
- Inactive
- Lost
- Not Active
- Replacement
- Stolen

4. Click the **Add Card** button. The credential is now entered into the database.


Credentials

30431

Cardnumber:
Status: ... Active

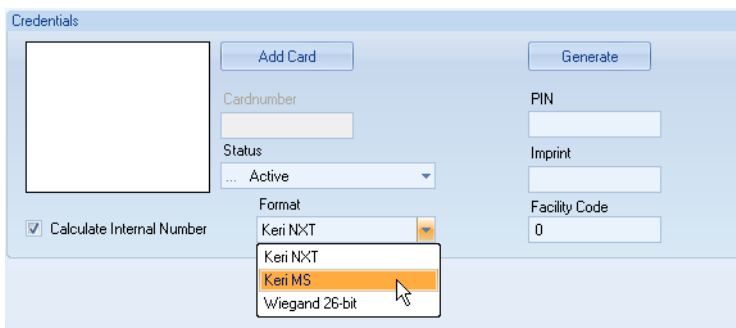
PIN:
Imprint:

Calculate Internal Number

5. Click the  icon in the upper-left corner of the window to save the cardholder enrollment.

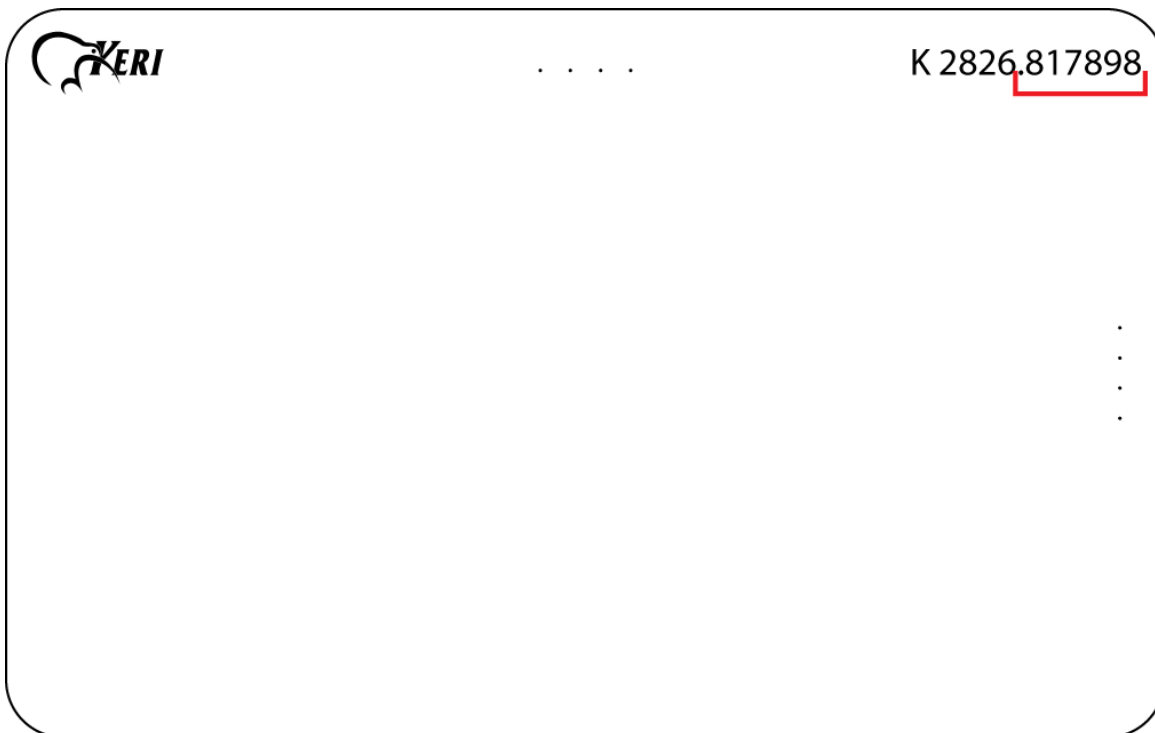
Keri MS and Wiegand 26-bit Card Enrollment

1. Check the Calculate Internal Number tick-box.
2. Select the Keri MS or Wiegand 26-bit credential format in the Format pull-down menu.

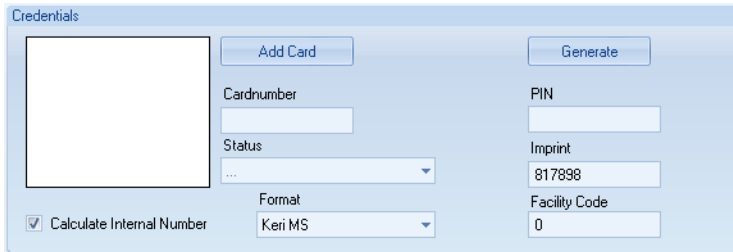


The screenshot shows a software window titled "Credentials". It contains several input fields and buttons. On the left, there is a large empty box. Below it is a checkbox labeled "Calculate Internal Number" which is checked. To the right of this checkbox is a "Format" dropdown menu. The dropdown is open, showing three options: "Keri NXT", "Keri MS", and "Wiegand 26-bit". The "Keri MS" option is highlighted in orange, and a mouse cursor is pointing at it. Other fields include "Cardnumber", "Status" (set to "Active"), "PIN", "Imprint", and "Facility Code" (set to "0"). There are "Add Card" and "Generate" buttons at the top.

3. Enter the Imprint number from the credential into the Imprint field. The Imprint number is the set of digits, underlined in red.



4. For a 26-bit Wiegand credential, enter the credential facility code into the Facility Code field.

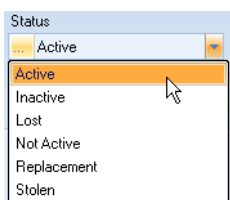


The screenshot shows the 'Credentials' window with the following fields and values:

Cardnumber		PIN	
Status	...	Imprint	817898
Format	Keri MS	Facility Code	0

Buttons: Add Card, Generate. Checkboxes: Calculate Internal Number (checked).

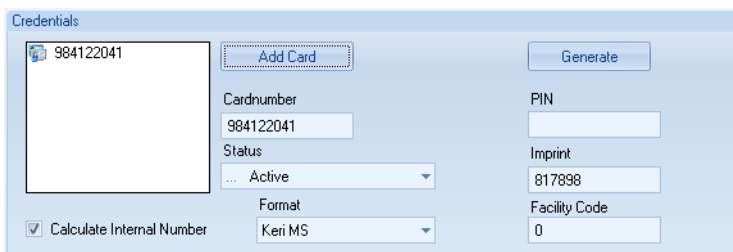
5. Click the Status pull-down menu and select a status for the credential.



The screenshot shows the 'Status' pull-down menu with the following options:

- Active (selected)
- Inactive
- Lost
- Not Active
- Replacement
- Stolen


6. Click the **Add Card** button. The Cardnumber is automatically calculated and the credential is now entered into the database.



The screenshot shows the 'Credentials' window with the following fields and values:

Cardnumber	984122041	PIN	
Status	Active	Imprint	817898
Format	Keri MS	Facility Code	0

Buttons: Add Card, Generate. Checkboxes: Calculate Internal Number (checked).

7. Click the  icon in the upper-left corner of the window to save the cardholder enrollment.

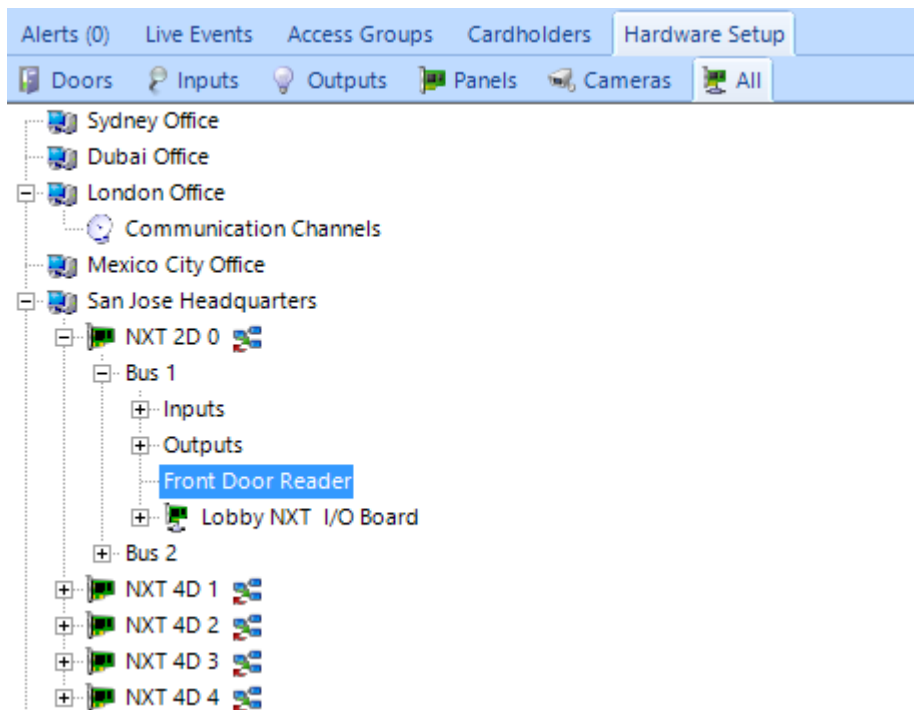
Presentation Enrollment

The Doors.NET software offers presentation enrollment functionality from any reader on the system. Presentation enrollment allows you to enroll a card simply by presenting the card at the reader. The imprint, facility code (where applicable) and the internal card number are detected automatically. This feature is very useful when you have a random, non-sequential block of cards to enroll or where you don't know what the card facility number is.

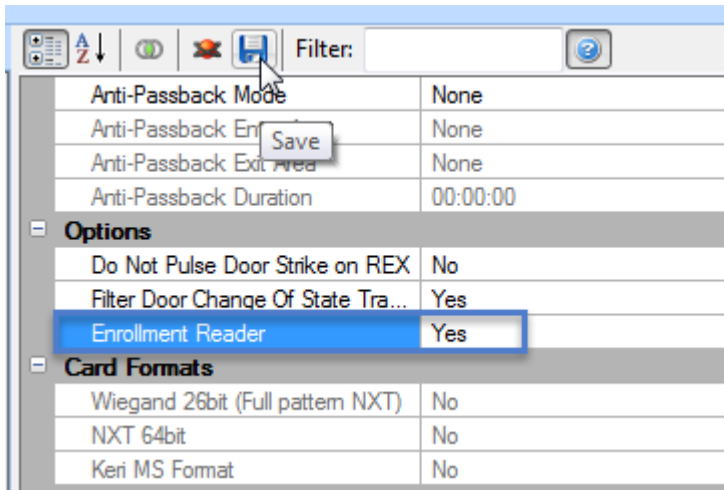
Setup

The first thing to do is to set the desired reader up as an enrollment reader.

1. Log into the client and click on Setup >> Hardware Setup >> All.
2. Double-click the controller in the hardware tree to view the readers.
3. Highlight the reader you wish to setup as an enrollment reader.

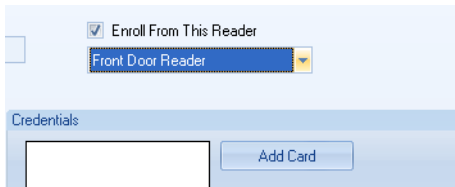


4. In the reader properties on the right, locate options >> Enrollment Reader.
5. Set Enrollment Reader to **Yes**, then save.

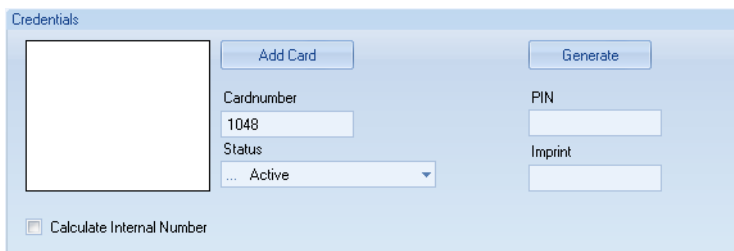


NXT Presentation Enrollment

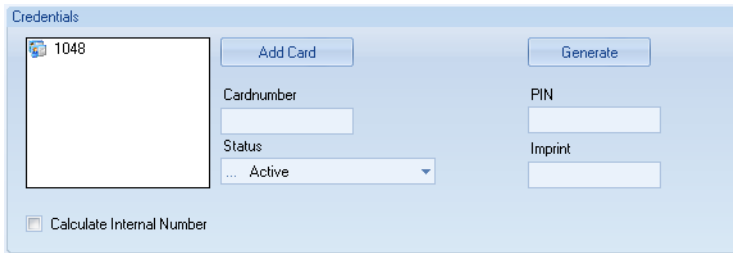
1. Select the Enrollment Reader




2. Present the credential to the Enrollment Reader.
3. The card number is automatically entered and the Status is automatically set to Active.



4. Click the **Add Card** button. The credential is now entered into the database.

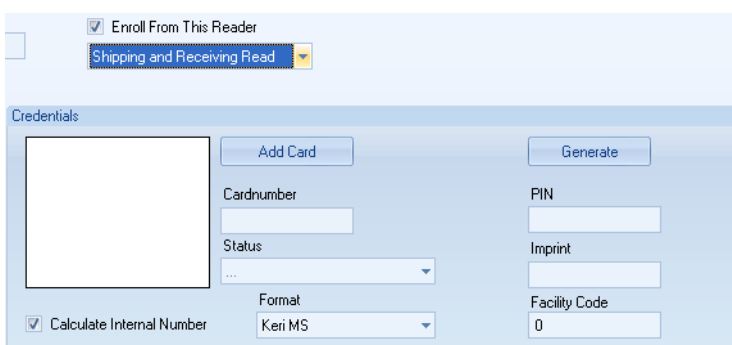


5. Click the  icon in the upper-left corner of the window to save the cardholder record.

Keri MS and Wiegand 26-Bit Presentation Enrollment

- Set the status as Active
- Click on Add Card

1. Select the Enrollment Reader



2. Present the credential to the Enrollment Reader.
3. All credential information is automatically entered.


The screenshot shows the 'Credentials' window with the following fields and values: Cardnumber: 2057863864; Status: (dropdown menu); PIN: (empty field); Imprint: 817898; Facility Code: 2. There are buttons for 'Add Card' and 'Generate'. A checkbox for 'Calculate Internal Number' is checked. The 'Format' dropdown is set to 'Keri MS'.

4. Click the Status pull-down menu and select a status for the credential.

The screenshot shows the 'Status' dropdown menu with the following options: Active, Inactive, Lost, Not Active, Replacement, Stolen. The 'Active' option is highlighted.

5. Click the **Add Card** button. The credential is now entered into the database.

The screenshot shows the 'Credentials' window with the 'Add Card' button highlighted. The cardholder record is now saved, showing a small icon and the card number '2057863864' in the upper-left corner of the window. The 'Status' dropdown is now set to 'Active'.

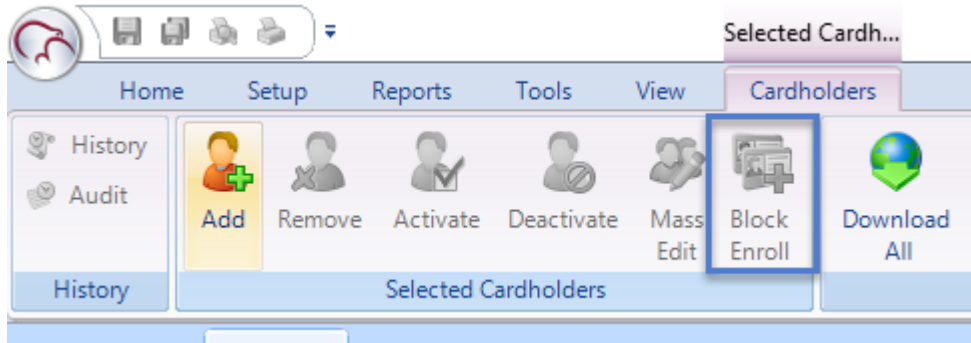
6. Click the  icon in the upper-left corner of the window to save the cardholder record.

Block Enrollment

Block Enrollment allows an Operator to create a generic set of credentials (using consecutive credential numbers) that can be, in turn, issued on an as-needed basis.


Enable the [Advanced View](#) feature set to perform Block Enrollment.

If you are using Doors.NET standard version then the Block Enroll icon will be grayed-out until Advanced View has been enabled.



Block Enrollment Procedure



1. Click the  icon to begin Block Enrollment. A stand alone Block Enroll window opens.

A screenshot of the 'Block Enroll' dialog box. The title bar says 'Block Enroll' with a close button. The main text reads: 'This menu allows you to add cardholders based on the template selection. You must enter the default text for the first and last name. If adding credentials, the cardnumber will be appended to both names.' The form contains several fields: 'Default text for First Name' (text box with 'Unassigned'), 'Default text for Last Name' (text box with 'Card'), 'Template' (dropdown menu with 'Default'), 'Number of Records' (text box with '10'), 'Add credentials' (checkbox checked), 'Calculate Internal Number' (checkbox checked), 'Starting Cardnumber' (text box with '10100'), 'Status' (dropdown menu with 'Active'), 'Wiegand 26-bit' (dropdown menu), and 'Facility Code' (text box with '8'). At the bottom right are 'Start' and 'Close' buttons. A status bar at the bottom left says 'Ready'.

2. Enter Block Enrollment information:

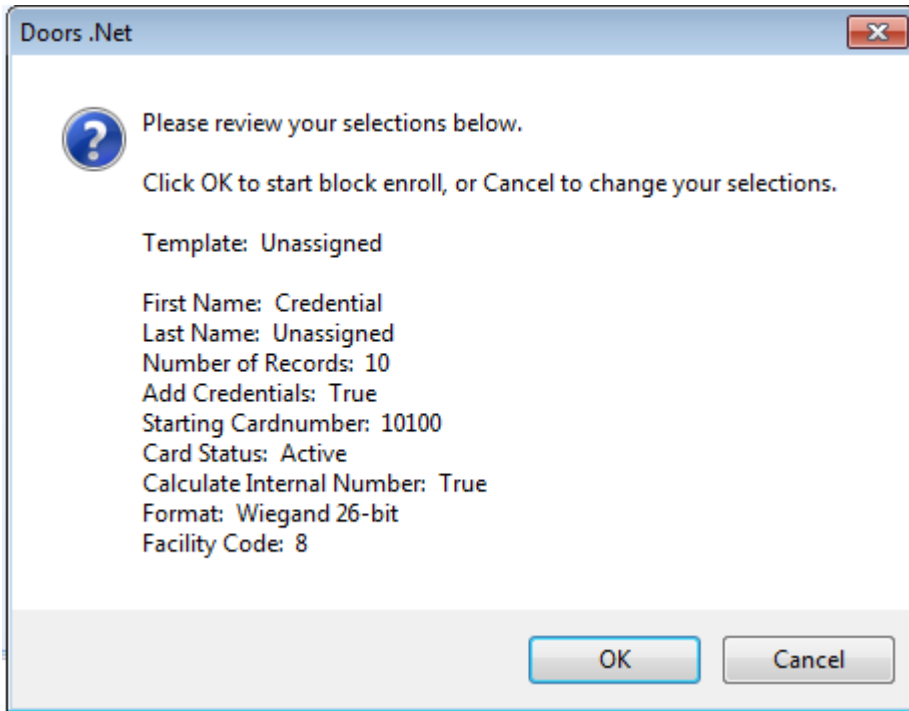
- Default Text for First Name/Last Name - this text will appear in the cardholder database with the card number appended to each text entry. Keri recommends using an obvious place holder name until the individual credentials are issued to a user.
- Template - defines the Activation Date and Expiration Date for the enrolled credentials. Select the Template to use for enrollment. The Default Templates set the Activation Date as the date the enrollment is performed and sets the Expiration Date as 365 days from enrollment. The Total Access template selection automatically sets Total Access access rights to the cardholder(s).
- Number of Records - enter the number of credentials to be enrolled.

3. Enter Credential information:

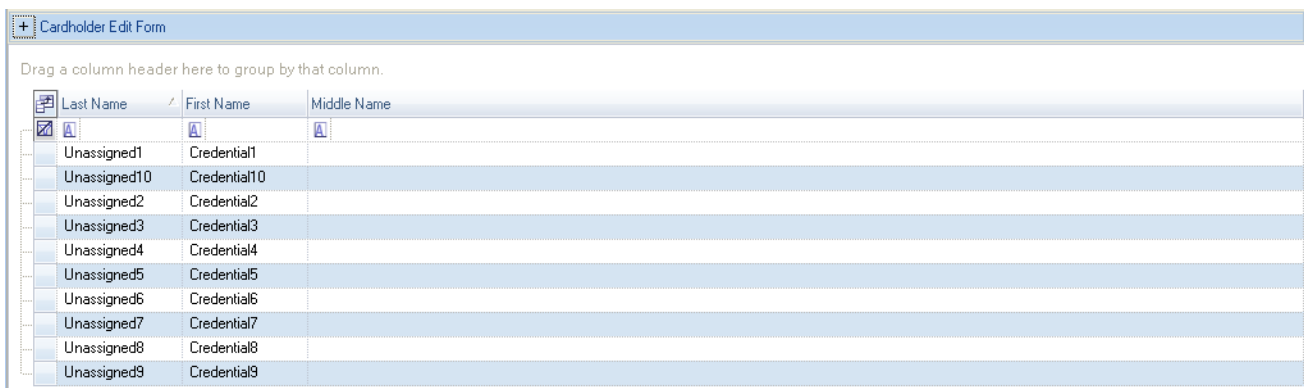
- Add Credentials Check-Box - Click the check-box to assign credentials to each enrollment entry.
 - Starting Cardnumber - enter the starting card number. Block Enrollment credentials are entered in sequential, numeric order.
 - Status - select the Status to apply to all credentials.
- Calculate Internal Number Check-Box - Click the check-box to have Doors.NET automatically calculate the credential's Internal Number as part of the enrollment process.
 - Credential Type - select the credential type: Keri NXT, Keri MS, or 26-bit Wiegand.
 - Facility Code - enter the facility code.

4. Click Start.

5. Verify the entered information is correct.



6. Click OK to perform the Block Enrollment or click Cancel to correct an entry.
7. The bottom of the Block Enrollment window displays a green progress bar.
8. Click the X-box to close window once enrollment is complete. The Block Enrollment entries now appear in the Doors.NET cardholder list.



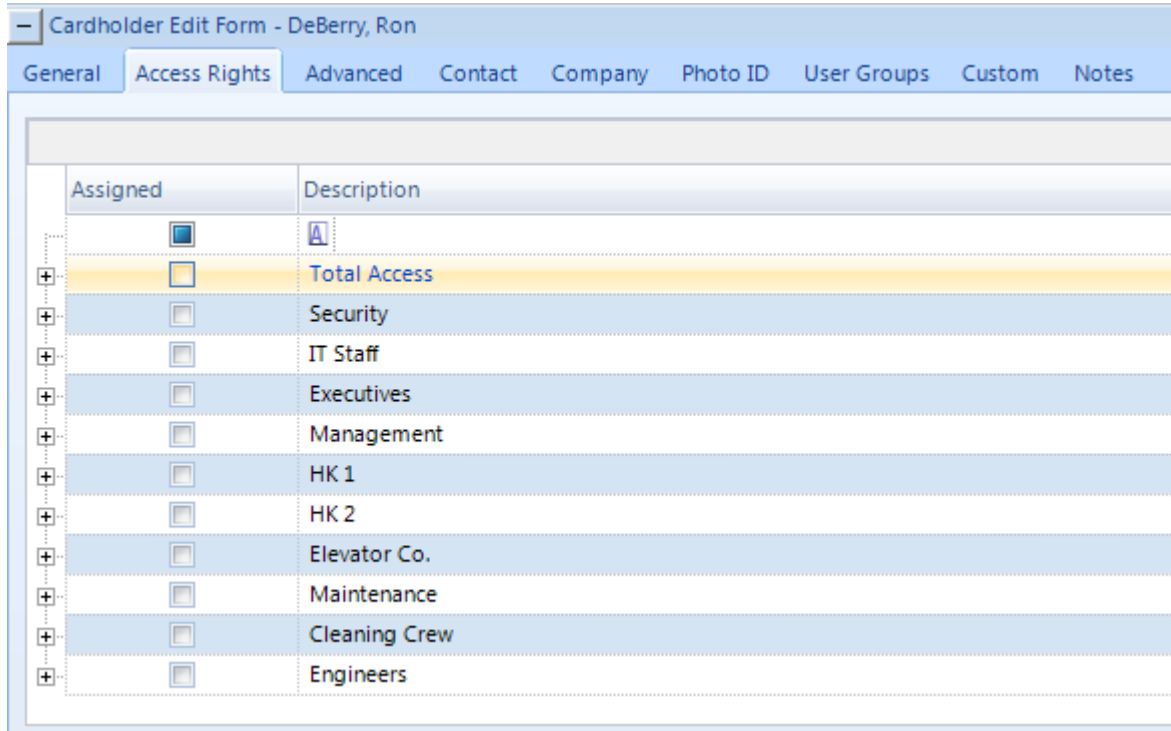
The screenshot shows a "Cardholder Edit Form" window. At the top, it says "Drag a column header here to group by that column." Below this is a table with three columns: "Last Name", "First Name", and "Middle Name". The first row is selected and has a checkmark in the "Last Name" column. The table contains 10 rows of data, each with an "Unassigned" last name and a "Credential" first name.

Last Name	First Name	Middle Name
Unassigned1	Credential1	
Unassigned10	Credential10	
Unassigned2	Credential2	
Unassigned3	Credential3	
Unassigned4	Credential4	
Unassigned5	Credential5	
Unassigned6	Credential6	
Unassigned7	Credential7	
Unassigned8	Credential8	
Unassigned9	Credential9	

Cardholder Block Enroll - A Quick How-To Video

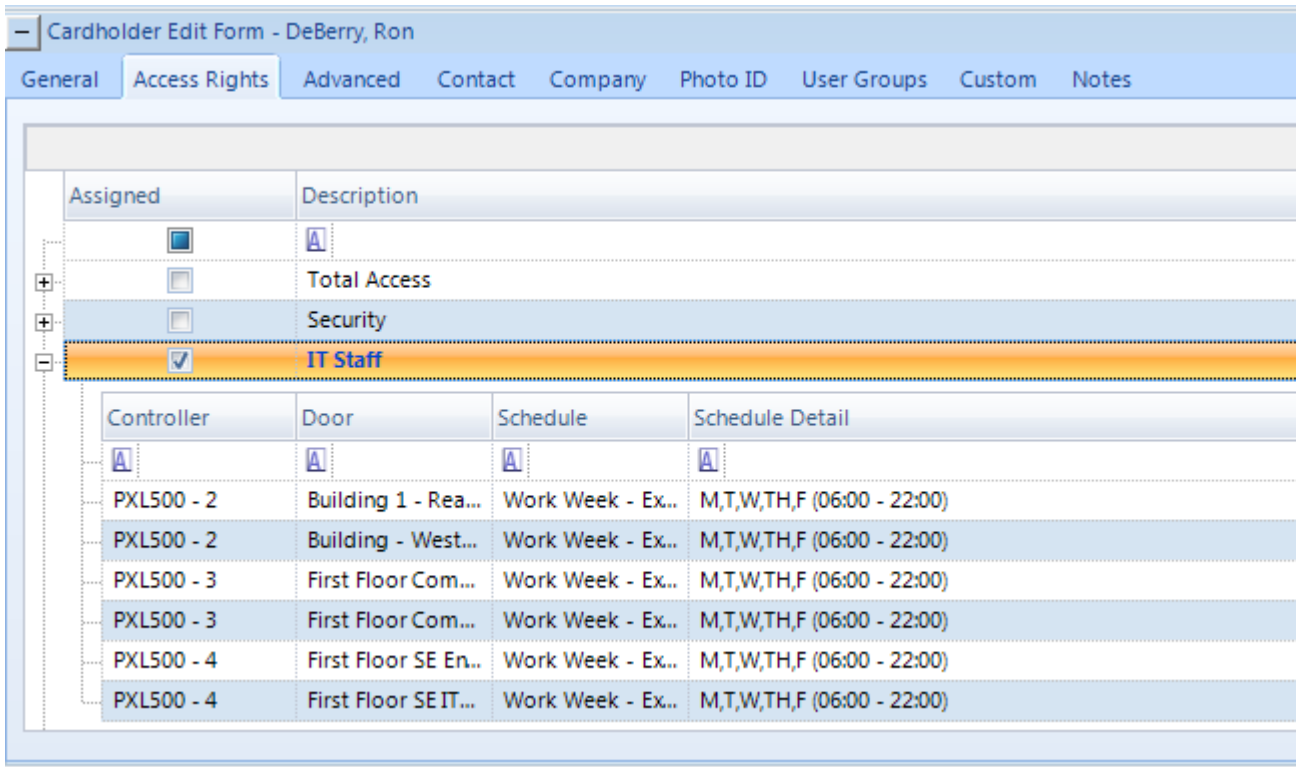
Cardholders Access Rights

The Access Rights page displays a list of all the access groups that have been defined on the system. Access Groups consist of the readers on the system, along with the associated time schedules. Once access groups have been added to the system they are assigned to cardholders via the cardholder Access Rights tab.



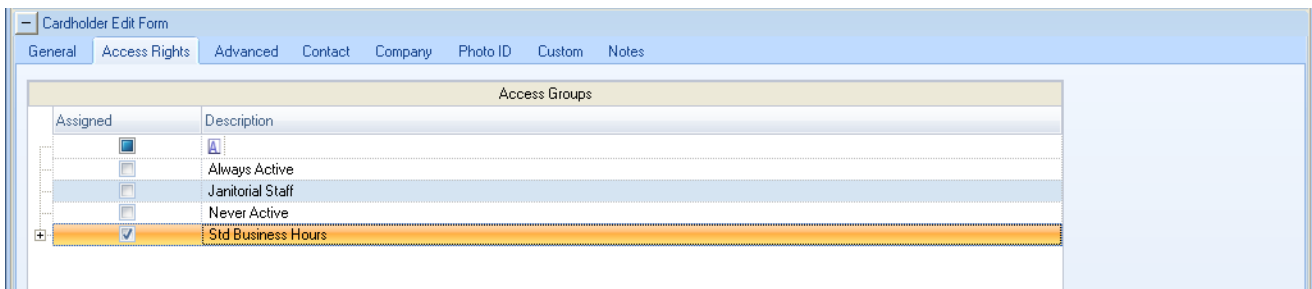
Assigned	Description
<input checked="" type="checkbox"/>	A
<input type="checkbox"/>	Total Access
<input type="checkbox"/>	Security
<input type="checkbox"/>	IT Staff
<input type="checkbox"/>	Executives
<input type="checkbox"/>	Management
<input type="checkbox"/>	HK 1
<input type="checkbox"/>	HK 2
<input type="checkbox"/>	Elevator Co.
<input type="checkbox"/>	Maintenance
<input type="checkbox"/>	Cleaning Crew
<input type="checkbox"/>	Engineers

The access rights defined the where (the reader) and the when (the associated time schedule) for granting access purposes. Click the tree expansion box (plus sign at the left of the access group name), to view which readers and time schedules are part of that group. Each reader in an access group may have a different or same selection of time schedule as the other listed readers. A change to an access group immediately affects any cardholders that are assigned that access group.

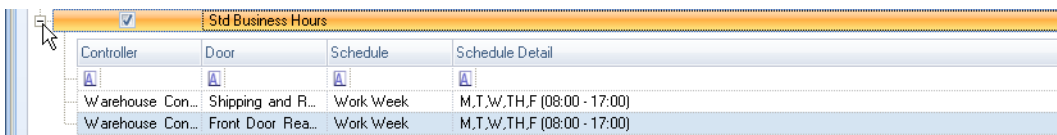


Access Group Assignment

1. Click on the Access Rights tab to view the list of Access Group available for assignment.

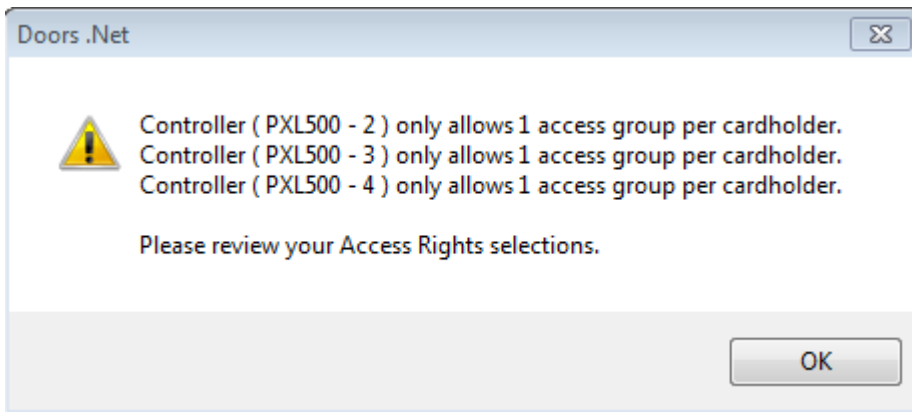


2. Check the tick-boxes corresponding to the Access Groups you wish to assign to the cardholder. You may assign more than one Access Group*.
3. Click the tree expansion box to view the details of an Access Group.



4. Click the save  icon in the upper-left corner of the window to save the access rights to the cardholder.

* When using the PXL family of hardware there are limitations placed upon the access groups that can be assigned to a cardholder. Refer to the '[PXL Access Rights Limitations](#)' section for further information about this.



Cardholder Editing

The Cardholder Edit Form allows you to perform cardholder enrollment and information management. This is a multi-step process:

- Create the Cardholder Record
- Enroll Credentials to the Cardholder
- Enter Activation Dates (if applicable)
- Assign Access Rights
- Enter Advanced Options (if applicable)
- Activate / Deactivate Cardholders
- Download to Controllers

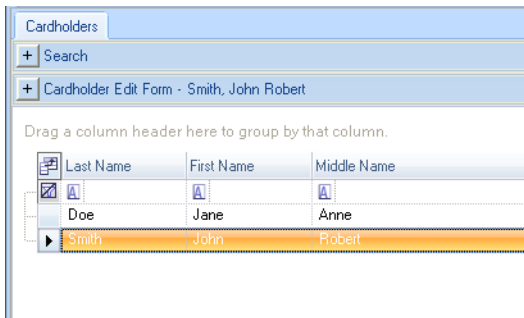
Then you have the option of entering [Extended Cardholder Information](#) (if desired).


Activate / Deactivate Cardholders

Activating a cardholder enables that cardholder/credential in the access control system. Deactivating disables the cardholder/credential without removing the cardholder from the database.

Activate Cardholder

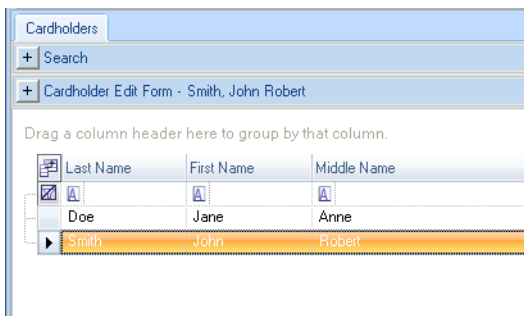
1. Select a cardholder from the list.



2. Click the  icon.
3. You will be asked to confirm activation for all credentials. Click the **Yes Button**.
4. You will be asked to confirm if this is a replacement credential. Click the **Yes/No Button** accordingly.
5. You will be asked to confirm credential activation. Click the **Yes Button**.
6. The credential is now active and will operate per Access Group rules.

Deactivate Cardholders

1. Select a cardholder from the list.



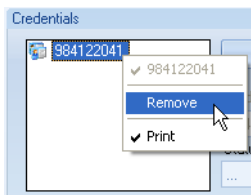



2. Click the **Deactivate** icon.
3. You will be asked to confirm deactivation for all credentials. Click the **Yes Button**.
4. You will be asked to confirm credential deactivation. Click the **Yes Button**.
5. The credential is now inactive.

Remove Cardholder

Remove Cardholder removes that cardholder from the database. No new events can occur with that cardholder. All existing events remain in the event database.

1. For each credential in the list, left-click and remove all credentials assigned to the cardholder.



2. A confirmation window appears for each removal. Click the **Yes Button**.
3. Once all credentials are removed, click the  icon.
4. A confirmation window appears. Click the **Yes Button**.

Cardholder Photo ID Tab

The cardholder Photo ID tab is used to select and then an image to a cardholder's record. This image is then used for the Photo Recall feature for visual cardholder verification purposes (see the [Photo Recall](#) section for additional information). Or the image is used with the Photo ID optional licensed module for inserting cardholder images onto card templates for further printing.

Cardholder Photo ID

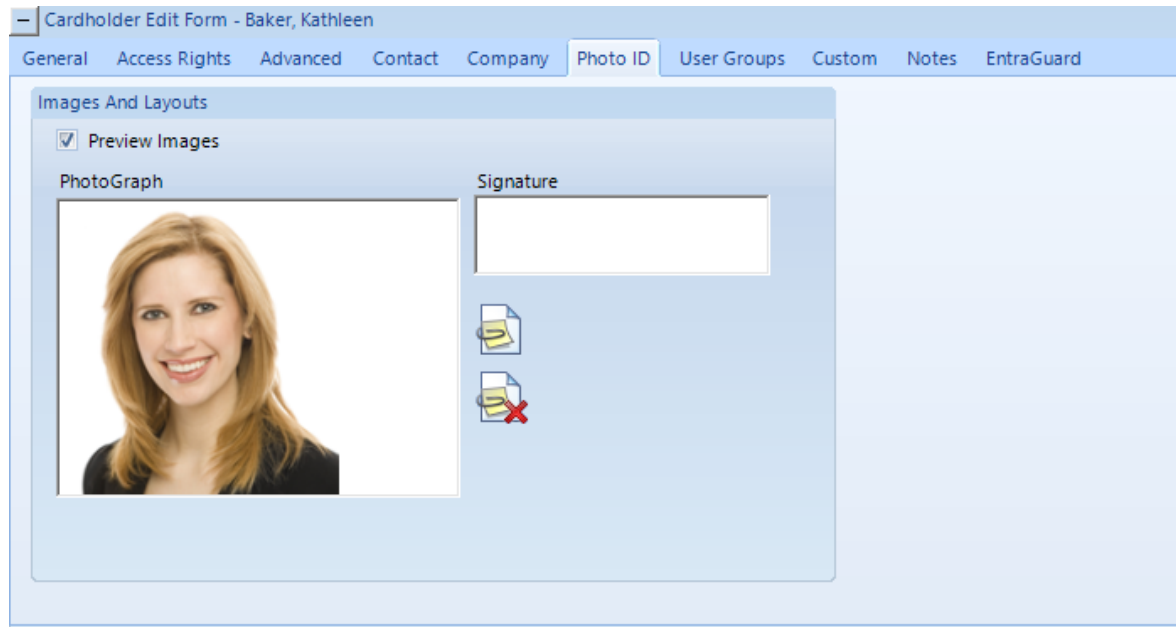
Cardholder Edit Form - Baker, Kathleen

General Access Rights Advanced Contact Company **Photo ID** User Groups Custom Notes EntraGuard

Images And Layouts

Preview Images

PhotoGraph Signature



Drag a column header here to group by that column.

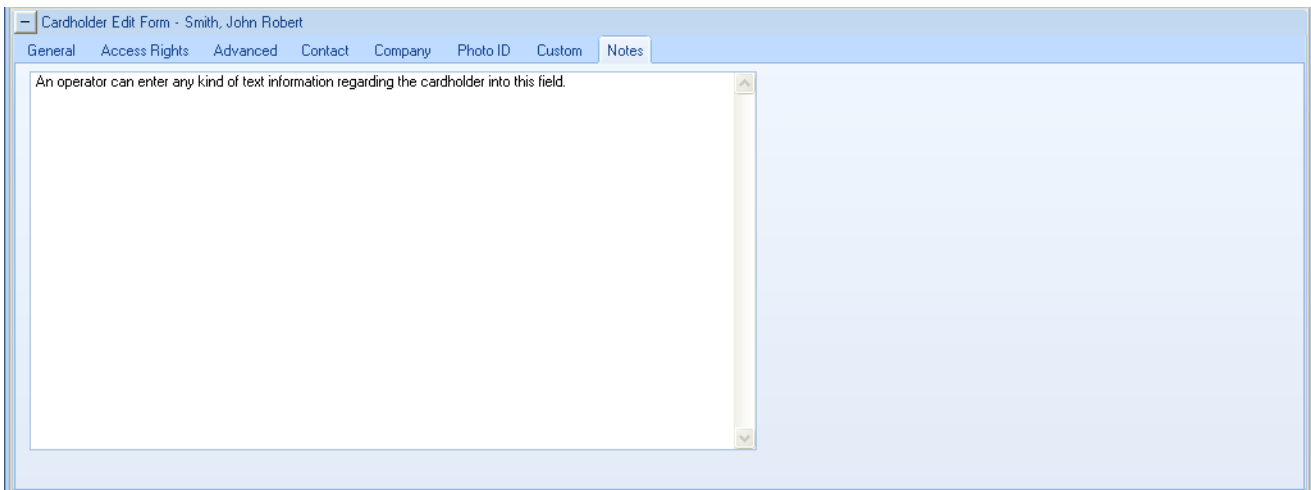
	Last Name	First Name	Middle Name	Access Group	Cardnumber	Imprint	Card Status
	Sanders	David		Total Access	1879347849	1000	Active
	Colman	Gary		Total Access	1846204057	2681829	Active
▶	Baker	Kathleen		Total Access	1814565097	5266214	Active
	Radia	Navina		Total Access	1678627002	16293	Active

- Click the **Paper-Clip** icon to attach an image file. Many popular image formats are supported, including; .PNG, .JPG, and .GIF.
- Click the "X" paperclip icon to remove the image file.
- Check the Preview Images tick-box to enable viewing the photo file in the Photo ID and General information windows.

Cardholder Notes

The Notes field allows you to enter/store any kind of text information you deem of value regarding the cardholder. There is an 8,000 character maximum per cardholder record.

For example, you may track card replacement incidents -- noting every time a card holder loses or damages a card.



Cardholder Edit Form - Smith, John Robert

General Access Rights Advanced Contact Company Photo ID Custom Notes

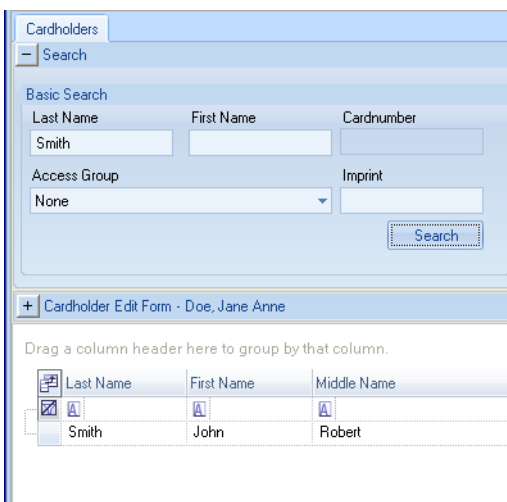
An operator can enter any kind of text information regarding the cardholder into this field.

Cardholder Search

There are two cardholder search types: Basic and Advanced.

Basic Cardholder Search

Basic Searches are done by entering some type of cardholder information into one of the search fields. The search returns a list of cardholders that match that information.



Cardholders

- Search

Basic Search

Last Name First Name Cardnumber

Smith

Access Group Imprint

None

Search

+ Cardholder Edit Form - Doe, Jane Anne

Drag a column header here to group by that column.

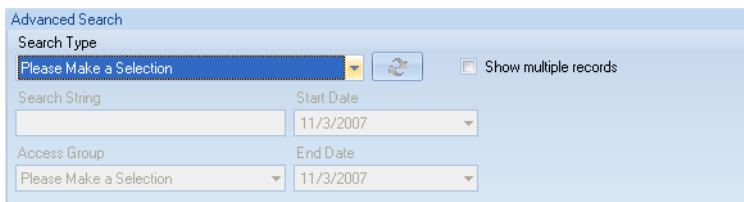
Last Name	First Name	Middle Name
Smith	John	Robert

1. Enter your search criteria into the appropriate field.
2. Click the **Search Button**.
3. The search results appear in the list below the criteria box.


4. Click a cardholders name to open the corresponding cardholder record.

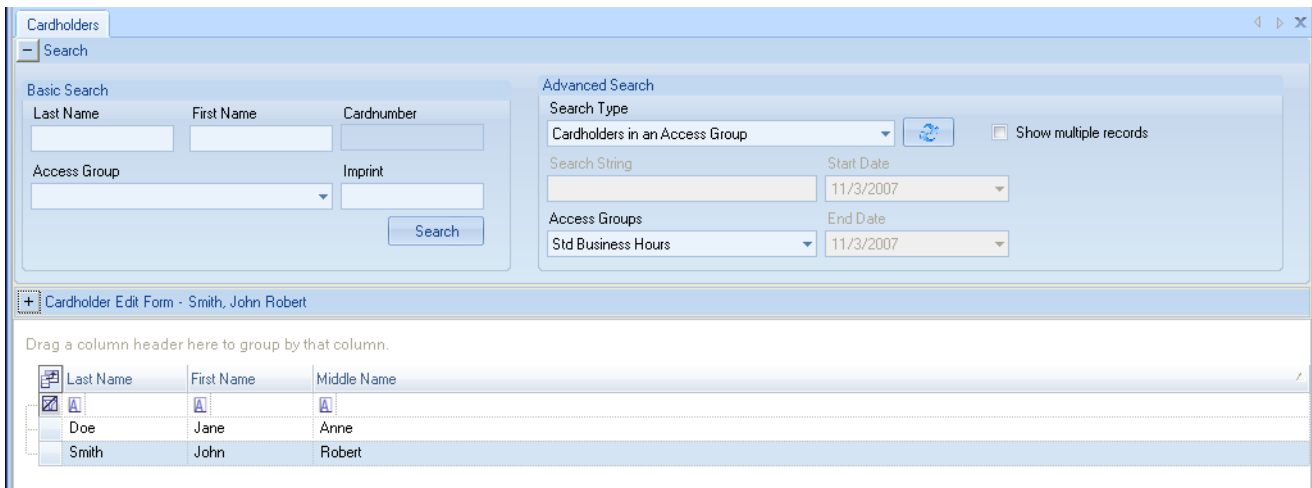
Advanced Cardholder Search

Advanced Searches allow you to locate cardholders based on the body of [extended cardholder information](#).



The screenshot shows the 'Advanced Search' window. It features a 'Search Type' dropdown menu with 'Please Make a Selection' as the current option. To the right of this menu is a 'Show multiple records' checkbox, which is currently unchecked. Below the 'Search Type' menu are three input fields: 'Search String' (empty), 'Start Date' (set to 11/3/2007), and 'End Date' (set to 11/3/2007). There is also an 'Access Group' dropdown menu with 'Please Make a Selection' as the current option.

1. Select your Search Type from the pull-down menu.
2. Enter any additional parameters as needed.
 - Search String - for searches requiring that a text string be matched
 - Access Group - for searches associated with Access Groups
 - Date - for searches to be bracketed within a date range
3. Click the Show Multiple Records tick-box if you wish to see every matching record for a cardholder should that cardholder have multiple records that match the search criteria.
4. Click the . The search results appear in the list below the criteria box.
5. Click a cardholders name to open the corresponding cardholder record.

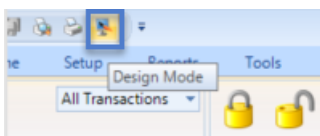


Cardholder Search - Using Custom Fields

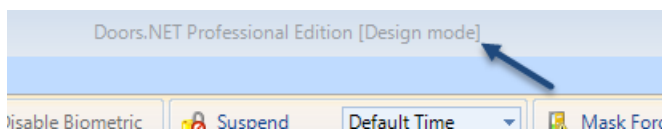
The advanced search option allows you to search for cardholders that have custom field information. For example; you may have a custom field for each cardholder that has their car registration. The following steps explain how to create/name a custom field, add information to custom fields and then how to run reports on that information.

0.1 Create a New Custom Field

1. From within Doors.NET, click on the Design Mode icon in the upper-left corner.

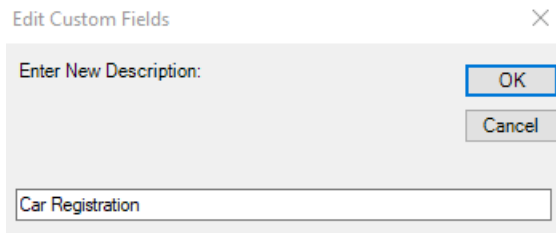


2. Verify in the title bar that it states: 'Design Mode'.



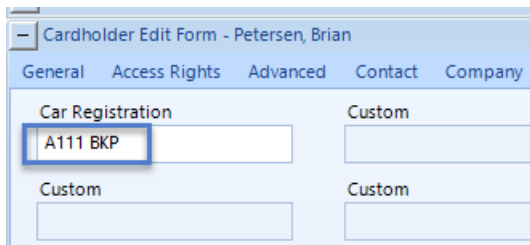
3. Go to Home >> Cardholders.
4. From the list of cardholders, open one of the cardholder records.
5. Go to the Custom tab and you will see 18 available custom fields.
6. Right-click on the first available custom field and select 'Edit Description'.

7. In the description text field, enter a new description. Then click OK.



Enter New Description:

8. Click the Design Mode icon again to disable Design Mode.
9. Finally enter cardholder-specific data into the new custom field, then click the Save/Save All icon in the upper-left corner of the client.



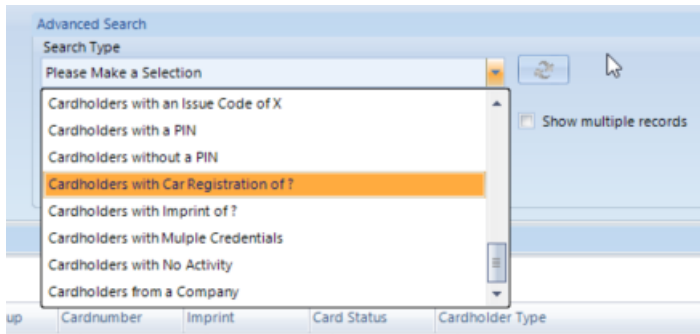
Car Registration	Custom
A111 BKP	
Custom	Custom

10. This new custom field will now appear for every cardholder record.

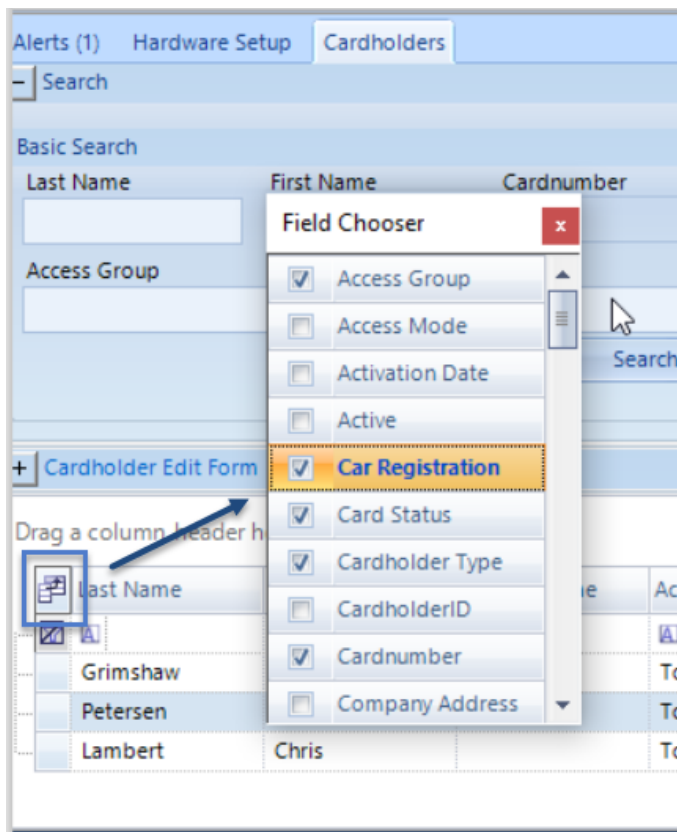
0.2 Run Reports Using a Custom Field

Once a custom field has been named it becomes available as advanced search criteria.

1. Go to Home >> Cardholders.
2. Expand/open the Search section. You will see the basic search on the left and the advanced section on the right.
3. From the advanced search drop-down list locate the custom field that you setup in the previous section.



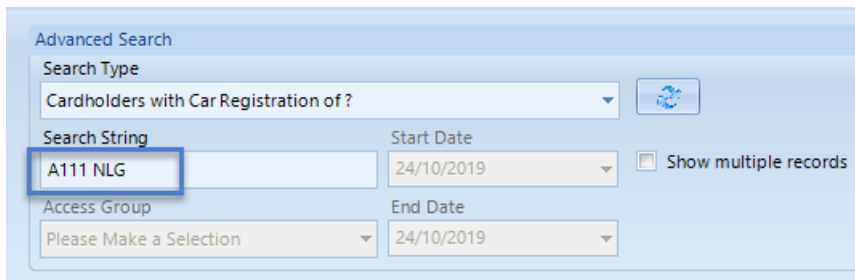
4. Click the Search button to retrieve a list of all cardholders that have data added to this field.
5. From the results list, click on the field chooser and select to enable the custom field in the results.



6. You could then use the search facility to locate a specific record or the results list can be sorted.

Car Registration	Cardholder
A111 NLG	Normal Use
A111 BKP	Normal Use
A111 CPL	Normal Use

- Alternatively, to locate a specific cardholder you can enter a specific value as part of the advanced search criteria, as shown below:



Temporary Cardholders

Enter Activation Dates

The default value for all enrolled cards is to Never Expire, meaning the card is always active per whatever access rights are assigned to it. However, there are two alternate activation options: by Date Range or by Number of Days from Today.

By Date Range

Allows you to set a specific date range during which the card is active. A typical example could be a contractor who is working for a specific range of dates.

- Uncheck the Never Expire tick box. This activates the Activation/Expire pull-down menus.

Activation Dates

Never Expire Temporary

Activation Date: 6/14/2004 12:00:00 AM Days: 1 day

Expire Date: 6/14/2004 12:00:00 AM Expiration Reason: ...

2. Click on the Activation Date pull-down menu to open a calendar. Scroll through the calendar and select an Activation Date.

Activation Date

5/3/2010 12:00:00 AM

May 2010

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

3. Repeat this for the Expire Date.
4. For tracking purposes you can use the Expiration Reason pull-down menu to enter a reason for the Date Range.

Expiration Reason

CONTRACT EXPIRE


CONTRACT EXPIRE

DRUG TEST PENDING

FINGERPRINT PENDING

FIRED

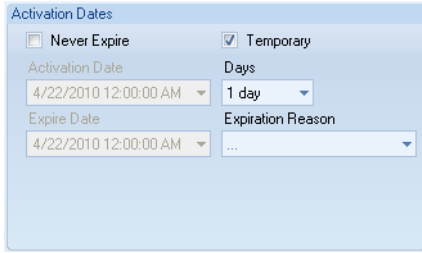
TSA HOTLIST MATCH

5. Click the  icon in the upper-left corner of the window to save the Activation Date Range for the cardholder.

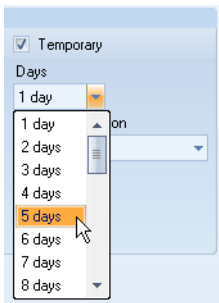
By Number of Days from Today

Allows you to set a number of days starting from today during which the card is active. A typical example could be a visitor who is given access beginning immediately for the duration of a visit. The maximum number of days for this option is 30.

1. Check the Temporary tick-box. This activates the number-of-days pull-down menu.




2. Select the number of days during which the cardholder is granted access.



3. For tracking purposes you can use the Expiration Reason pull-down menu to enter a reason for the Date Range.



4. Click the  icon in the upper-left corner of the window to save the Activation Number of Days for the cardholder.

Note: Temporary cards are not currently supported in Doors.NET with the EntraGuard controllers.

ADA/DDA Settings

Americans With Disabilities Act (ADA) and Disability Discrimination Act (DDA) are legislations that provide disabled people with various rights, including ease of use and easy access to goods, facilities, and services including transport services.

When a cardholder is using ADA/DDA settings this will result in the door opening for an extended period of time. ADA/DDA extended opening times can be setup on all doors or just certain doors.

ADA/DDA Setup

A standard cardholder, after presenting their card, will unlock the door for the amount of time specified for the reader's 'Strike Time'.

When a cardholder has ADA/DDA enabled and a door has ADA/DDA timing set to it, the door will unlock for the ADA/DDA time NOT the standard strike time.

1. Go to Setup >> Hardware Setup >> All.
2. Expand a controller which has a reader connected that you wish to enable ADA/DDA timing.
3. Highlight the reader.
4. In the reader properties set a strike time/unlock time for ADA/DDA.

5. Save your settings.
6. Open an existing cardholder record.
7. Go to the Advanced tab.
8. Place a checkmark against 'Use ADA/DDA timing'.

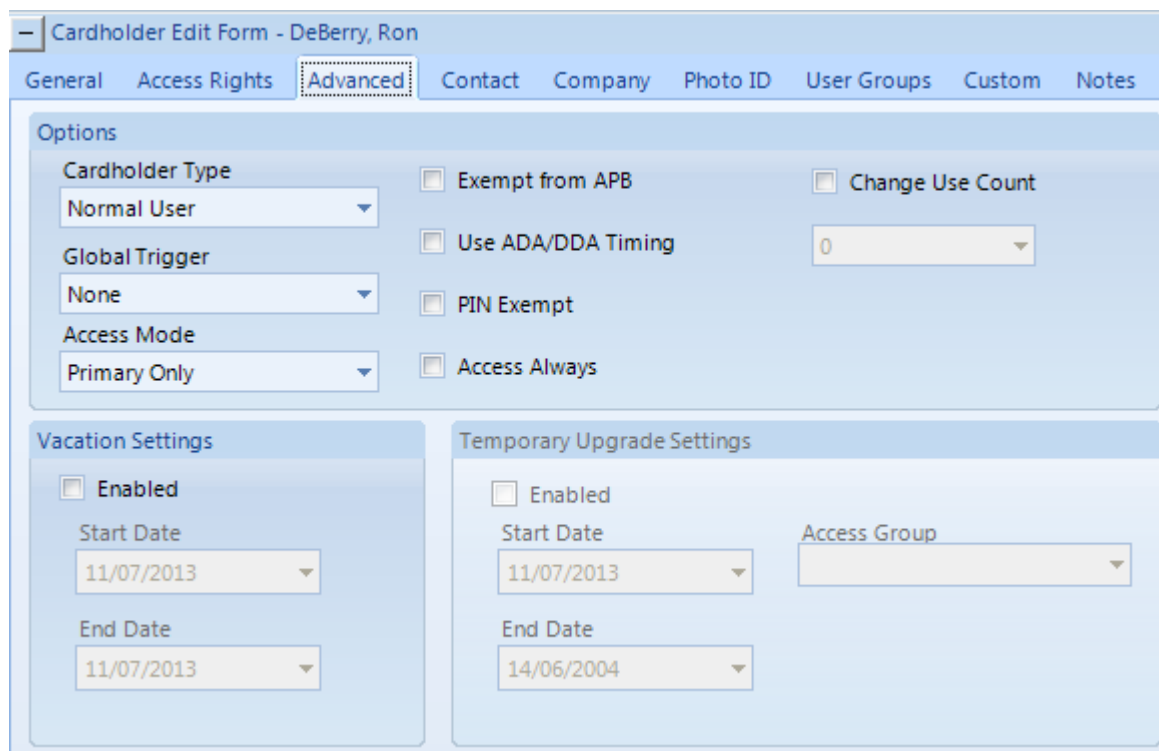
9. (Again, remember to save).

- 10. Once saved, the change gets sent out to the controller network automatically.
- 11. When the cardholder gets access at any ADA/DDA enabled door the door will remain unlocked for the extended time.

Note: If door contacts are being used you will most likely have to specify an extended time for the ADA/DDA Held Open Time.

Cardholders Advanced

The Advanced options tab contains additional options for each cardholder record. These are options are not required for basic operation of the cardholders in the system.



The **Exempt from APB** checkbox instructs the controller(s) to ignore Anti-passback rules for all card numbers assigned to the selected cardholder. Regardless of the Anti-Pass-

back configuration of the readers. Cardholders with this selection checked can use any reader as though Anti-passback were not enabled.

The **Use ADA/DDA Timing** checkbox instructs the controller(s) to give additional time on the door strike and held-open times for this cardholder. Those times are specified per reader and may be different for each reader.

The **PIN Exempt** checkbox, when checked, instructs the controller(s) to disregard the PIN requirement for this cardholder when readers are set to Card and PIN mode.

The **Change Use Count** checkbox, when checked, and when use counts are enabled on the controller(s) instructs the controller to keep a count of the number of times this cardholder has gained access at the controller's readers.

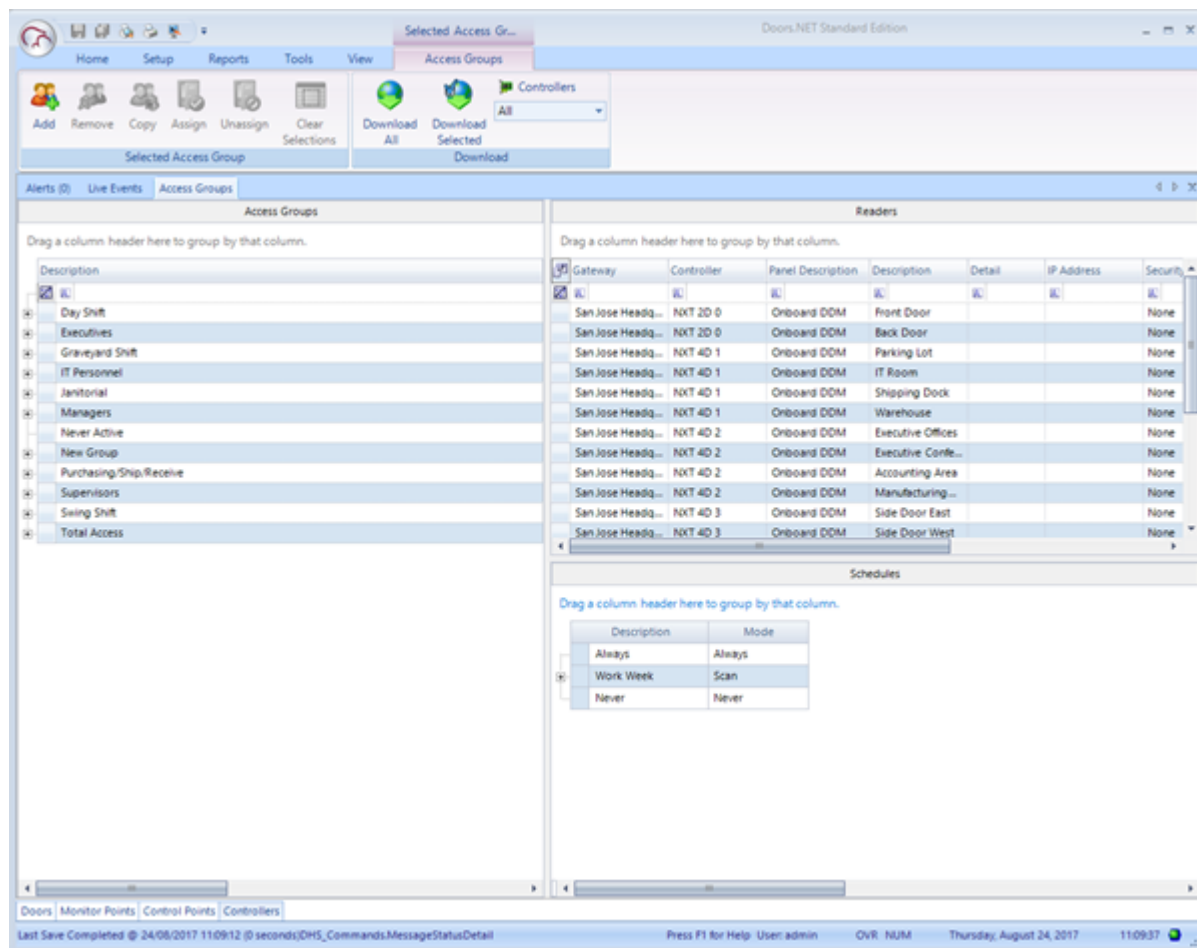
The **Vacation Settings** selections are used to designate a date range for the cardholder to be on vacation. During the specified date range, the cardholder's credential(s) will automatically be disabled. The vacation period begins at 00:00:00 on the Start Date and ends at 23:59:59 on the End Date. This setting is only supported when using Mercury or Mercury-Powered hardware.

Access Groups

Access Groups are combinations of readers and the time schedules at which the readers should be active. These are, in turn, assigned to cardholders as the definition of where and when the cardholders can get access.

By using access groups, modifications to a large number of cardholders can occur from a change to their access group time schedule. A change to the time schedule affects all cardholders who have access groups with that schedule, and also affects any local link-age conditions that have that schedule or auto unlock schedules.

For convenience and ease of use, all access group setup and editing is performed on a single page.

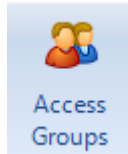


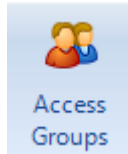
Gateway	Controller	Panel Description	Description	Detail	IP Address	Security
IL	IL	IL	IL	IL	IL	IL
San Jose Headq...	NXT 2D 0	Orboard DDM	Front Door			None
San Jose Headq...	NXT 2D 0	Orboard DDM	Back Door			None
San Jose Headq...	NXT 4D 1	Orboard DDM	Parking Lot			None
San Jose Headq...	NXT 4D 1	Orboard DDM	IT Room			None
San Jose Headq...	NXT 4D 1	Orboard DDM	Shipping Dock			None
San Jose Headq...	NXT 4D 1	Orboard DDM	Warehouse			None
San Jose Headq...	NXT 4D 2	Orboard DDM	Executive Offices			None
San Jose Headq...	NXT 4D 2	Orboard DDM	Executive Confe...			None
San Jose Headq...	NXT 4D 2	Orboard DDM	Accounting Area			None
San Jose Headq...	NXT 4D 2	Orboard DDM	Manufacturing...			None
San Jose Headq...	NXT 4D 3	Orboard DDM	Side Door East			None
San Jose Headq...	NXT 4D 3	Orboard DDM	Side Door West			None

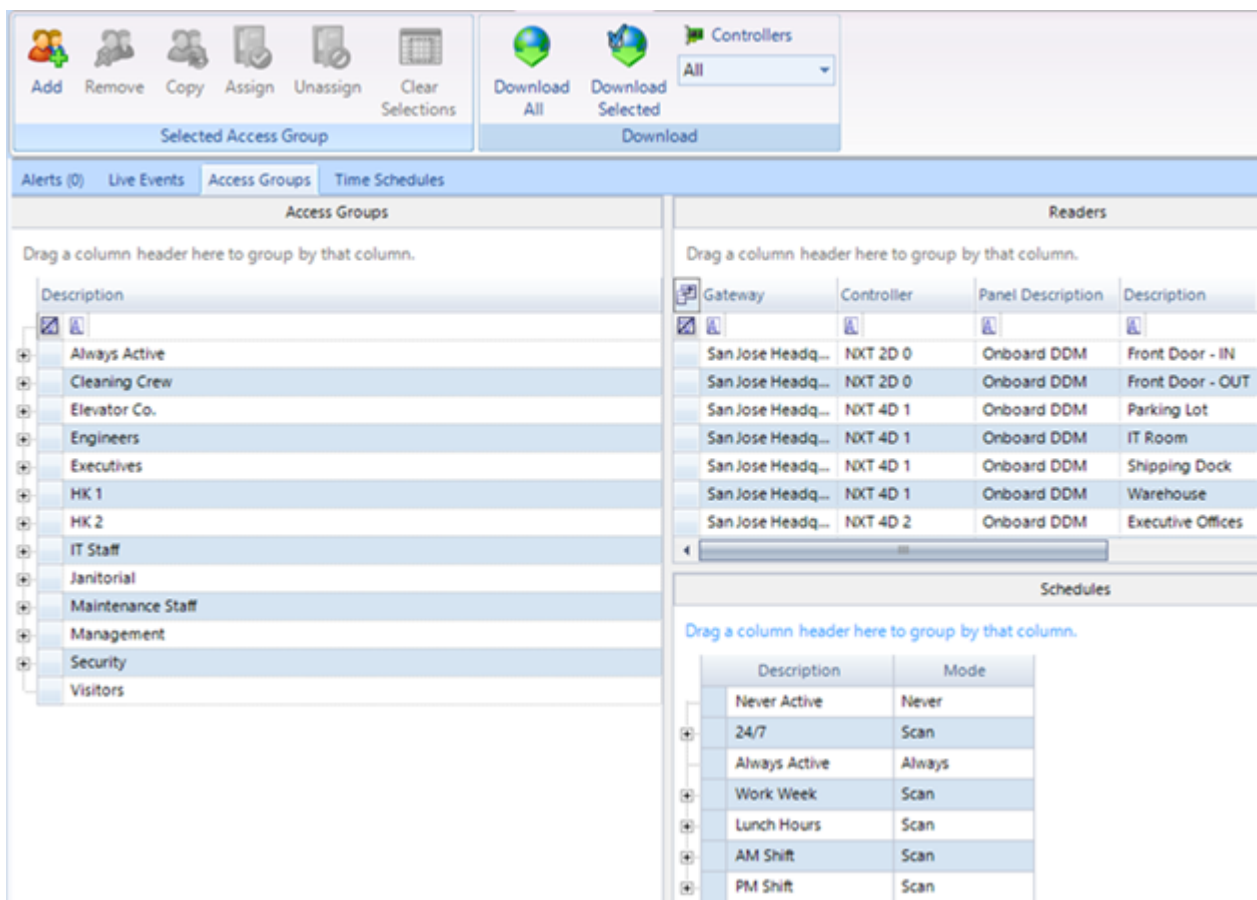
Description	Mode
Always	Always
Work Week	Scan
Never	Never

Add an Access Group

The following steps explain how to setup a new access group in the Doors.NET software:




1. From the Home Tab, click the  icon and the Access Groups window will appear.

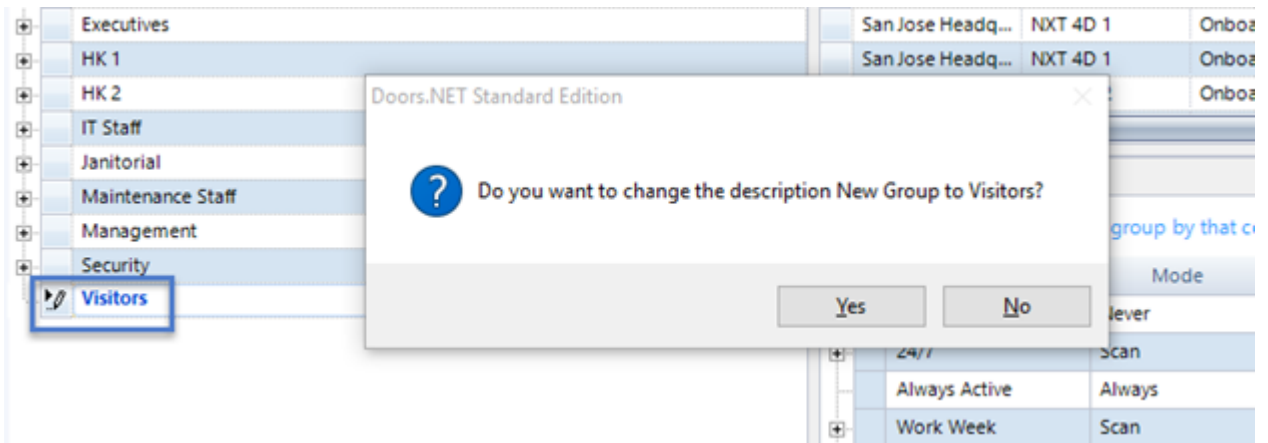


Gateway	Controller	Panel Description	Description
San Jose Headq...	NXT 2D 0	Onboard DDM	Front Door - IN
San Jose Headq...	NXT 2D 0	Onboard DDM	Front Door - OUT
San Jose Headq...	NXT 4D 1	Onboard DDM	Parking Lot
San Jose Headq...	NXT 4D 1	Onboard DDM	IT Room
San Jose Headq...	NXT 4D 1	Onboard DDM	Shipping Dock
San Jose Headq...	NXT 4D 1	Onboard DDM	Warehouse
San Jose Headq...	NXT 4D 2	Onboard DDM	Executive Offices

Description	Mode
Never Active	Never
24/7	Scan
Always Active	Always
Work Week	Scan
Lunch Hours	Scan
AM Shift	Scan
PM Shift	Scan



2. Click on the  icon. A generic "New Group" name is added to the Access Groups list.
3. Double click "New Group" and change this to a descriptive name for this access group.
4. A change confirmation window appears. Click the **Yes Button**.



5. In the Readers field, select the reader(s) to be added to this new access group.

Readers				
Drag a column header here to group by that column.				
Gateway	Controller	Panel Description	Description	Detail
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
San Jose Head...	NXT 2D 0	Onboard DDM	Front Door - IN	
San Jose Head...	NXT 2D 0	Onboard DDM	Front Door - O...	
San Jose Head...	NXT 4D 1	Onboard DDM	Parking Lot	
<input checked="" type="checkbox"/>	San Jose Head...	NXT 4D 1	Onboard DDM	IT Room
	San Jose Headq...	NXT 4D 1	Onboard DDM	Shipping Dock
	San Jose Headq...	NXT 4D 1	Onboard DDM	Warehouse
	San Jose Headq...	NXT 4D 2	Onboard DDM	Executive Offices

6. From the Schedules list, select the time schedule to be applied to this access group. Click on the tree expansion box to see what the selected time schedule contains.

Schedules

Drag a column header here to group by that column.

Description	Mode
Never Active	Never
24/7	Scan
Always Active	Always
Work Week	Scan
Lunch Hours	Scan
AM Shift	Scan
PM Shift	Scan

- When all three components are highlighted (the name, the reader(s) and the time schedule) click the assign icon to create the new access group.



- Once the access group is created you will see the reader and time schedule information beneath the access group name.

Management				
Security				
Visitors				
Gateway	Controller	Door	Schedule	Schedule Detail
<input checked="" type="checkbox"/> A	A	A	A	A
San Jose Headq...	NXT 2D 0	Front Door - IN	Work Week	M,T,W,TH,F (06:00 - 21:00)
San Jose Headq...	NXT 2D 0	Front Door - OUT	Work Week	M,T,W,TH,F (06:00 - 21:00)
San Jose Headq...	NXT 4D 1	IT Room	Work Week	M,T,W,TH,F (06:00 - 21:00)
San Jose Headq...	NXT 4D 1	Parking Lot	Work Week	M,T,W,TH,F (06:00 - 21:00)

- You can now assign this access group to cardholders.

Access Group Editing

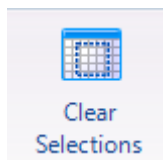
Any alterations to existing access groups can be made very quickly and easily on the access groups page.

Note: It is not possible to adjust an assigned time schedule for a reader. You must remove the reader and the schedule and then re-add the reader with a different schedule.

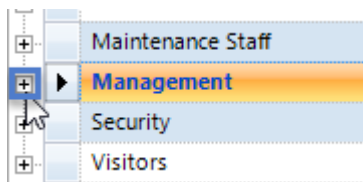
We have already covered the process of adding access groups and so the following procedure explains how to remove access groups or un-assign readers.

Removing Readers from Access Groups

1. When editing access groups the first thing you should initially do is click on the Clear Selections icon. This ensures nothing is selected on the page.



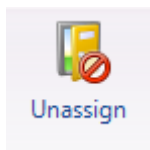
2. Click the expander icon displayed to the left of the access group name.



3. You will see a list of assigned readers.
4. Select the reader you wish to remove.

Management					
Gateway	Controller	Door	Schedule	Schedule Detail	
<input checked="" type="checkbox"/>	A	A	A	A	A
▶ San Jose Head...	NXT 4D 2	Accounting Area	Always Active	Always	
San Jose Headq...	NXT 2D 0	Front Door - OUT	Always Active	Always	
San Jose Headq...	NXT 2D 0	Front Door - IN	Always Active	Always	
San Jose Headq...	NXT 4D 2	Executive Offices	Always Active	Always	

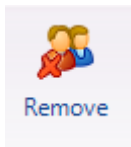
5. Click the Unassign icon.



6. Click yes to confirm the change.

Remove an Access Group

1. Select the Access Group to remove from the list of groups.



2. Click the icon.

3. A removal confirmation window appears. Click the **Yes Button**.

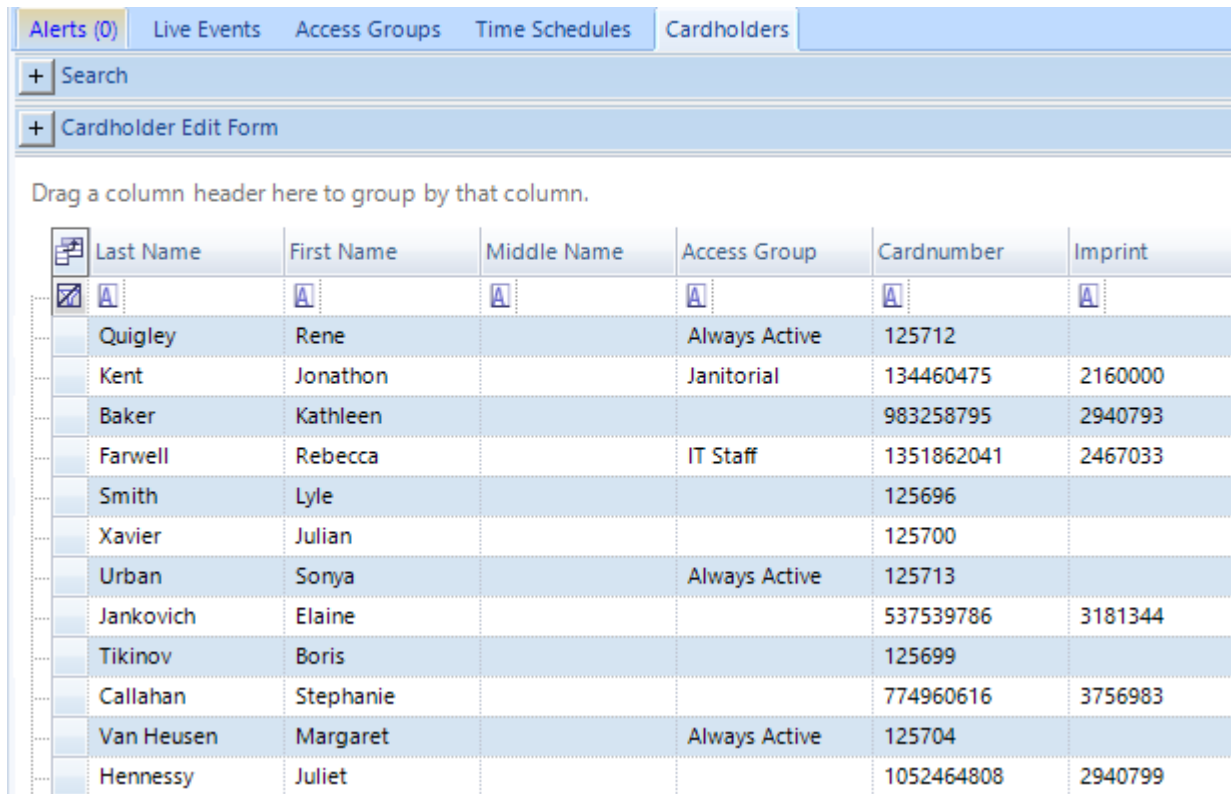
4. The Access Group is removed from the list.

Note: You will not be able to remove an access groups while there are readers assigned, you must first un-assign the readers.

Note: As is typical with Windows based programs, you can select multiple/consecutive items using the standard Windows Ctrl-Click and Shift-Click commands.

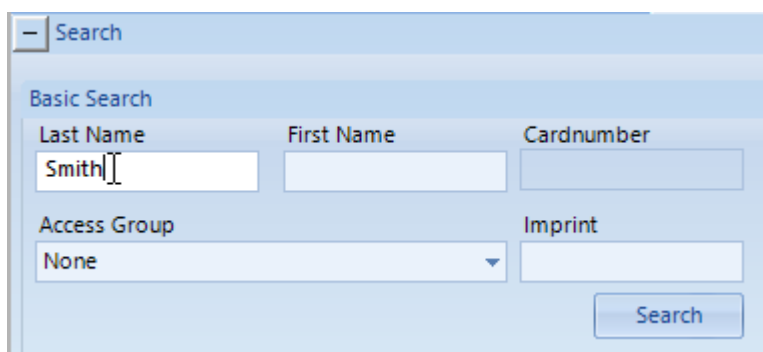
Assigning Access Groups to Cardholders

1. Go to Home >> Cardholders and the cardholder list will appear.



Last Name	First Name	Middle Name	Access Group	Cardnumber	Imprint
Quigley	Rene		Always Active	125712	
Kent	Jonathon		Janitorial	134460475	2160000
Baker	Kathleen			983258795	2940793
Farwell	Rebecca		IT Staff	1351862041	2467033
Smith	Lyle			125696	
Xavier	Julian			125700	
Urban	Sonya		Always Active	125713	
Jankovich	Elaine			537539786	3181344
Tikinov	Boris			125699	
Callahan	Stephanie			774960616	3756983
Van Heusen	Margaret		Always Active	125704	
Hennessy	Juliet			1052464808	2940799

2. Double-click a name or locate a cardholder via the Search facility.



Search

Basic Search

Last Name:

First Name:

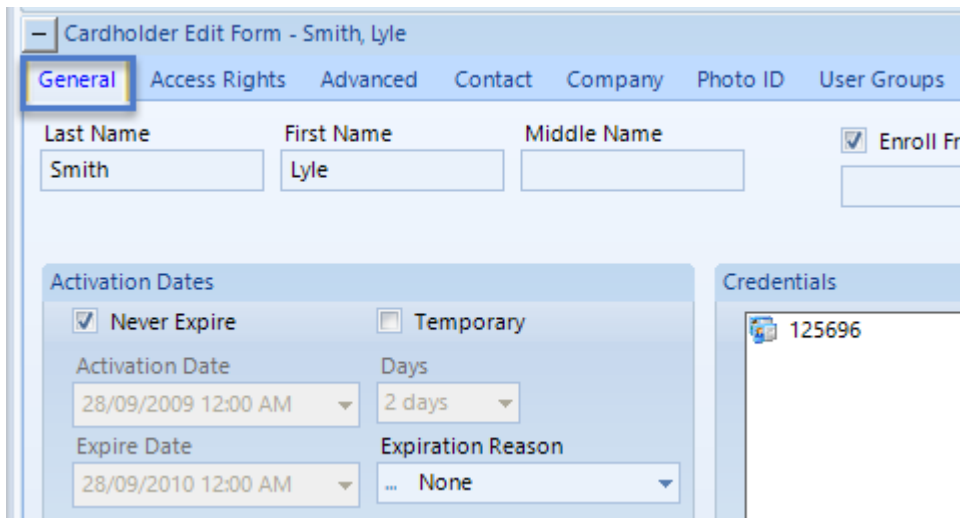
Cardnumber:

Access Group:

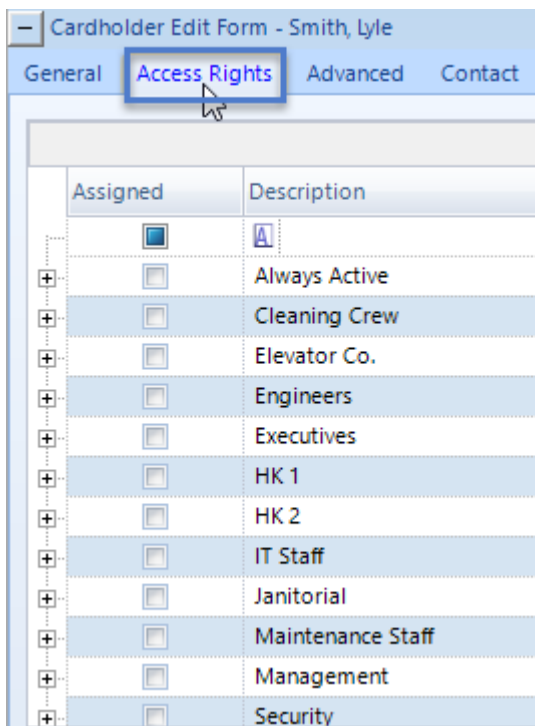
Imprint:

Search

3. The cardholder record will open on the **General** tab.

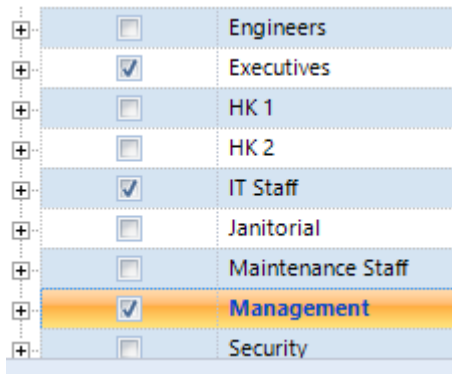


4. To assign an access group you have to go to the **Access Rights** tab.
5. There you will see a list of all the access groups on the system.



Assigned	Description
<input checked="" type="checkbox"/>	A
<input type="checkbox"/>	Always Active
<input type="checkbox"/>	Cleaning Crew
<input type="checkbox"/>	Elevator Co.
<input type="checkbox"/>	Engineers
<input type="checkbox"/>	Executives
<input type="checkbox"/>	HK 1
<input type="checkbox"/>	HK 2
<input type="checkbox"/>	IT Staff
<input type="checkbox"/>	Janitorial
<input type="checkbox"/>	Maintenance Staff
<input type="checkbox"/>	Management
<input type="checkbox"/>	Security

6. Place a check mark against the access group(s) you wish to assign.



7. Save the settings using the save icons in the upper left corner.



8. The settings will be sent out to the controller network immediately. There is no need to perform any kind of manual download or update.

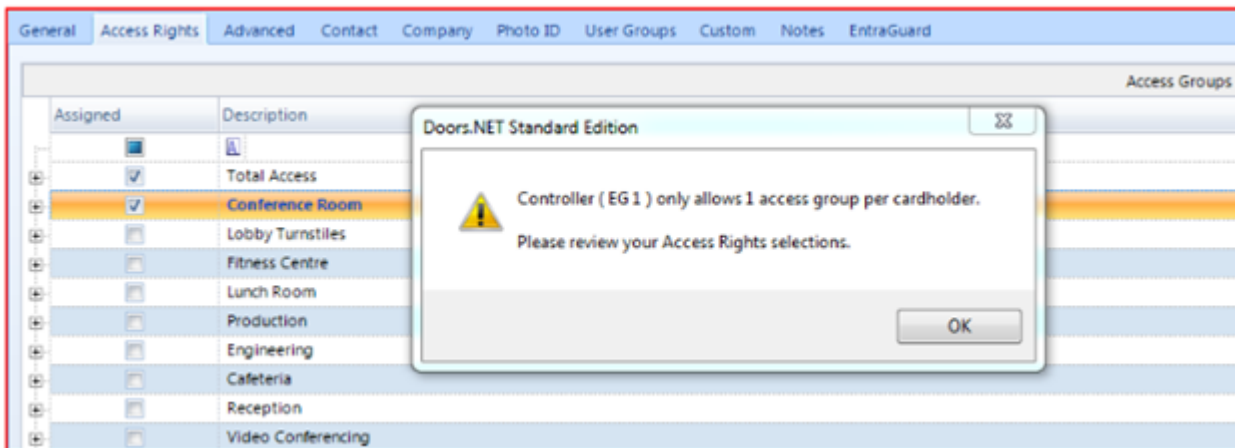
PXL Access Rights Limitations

When using PXL controllers there are certain limitations related to the assignment of access groups. A cardholder can have up to 8 access groups assigned as long as no doors exist in more than one group and providing the doors for a particular controller are added to the same group.

Examples of Assigning PXL Access Rights to Cardholders

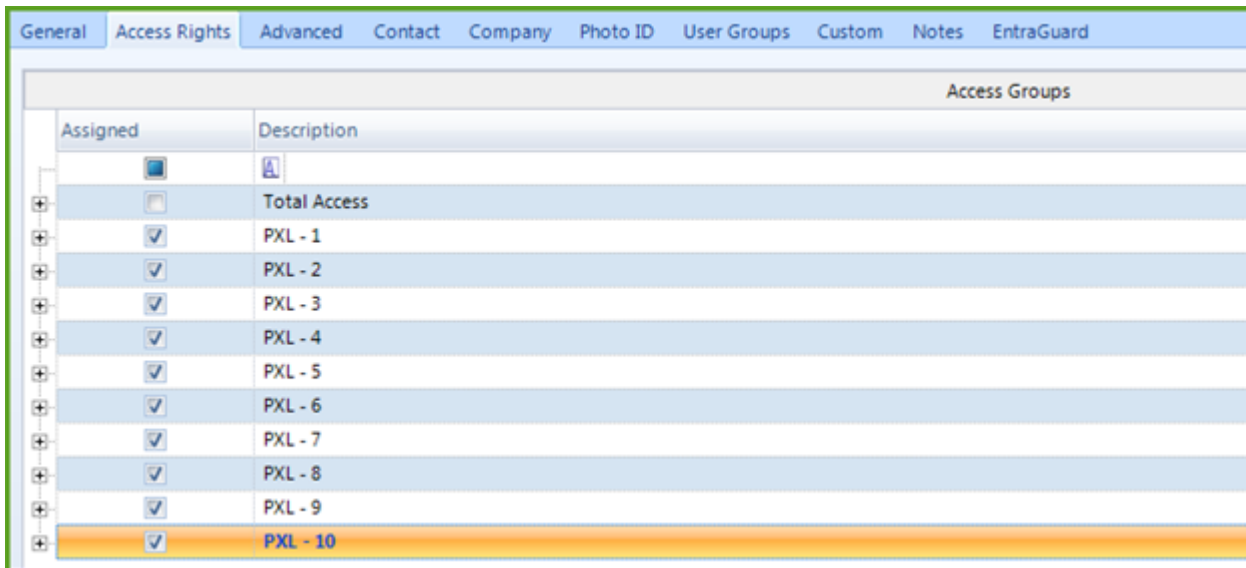
1. PXL Cardholder Assigned Total Access:

No other group can be assigned because all doors for all PXL controllers exists with the Total Access group.



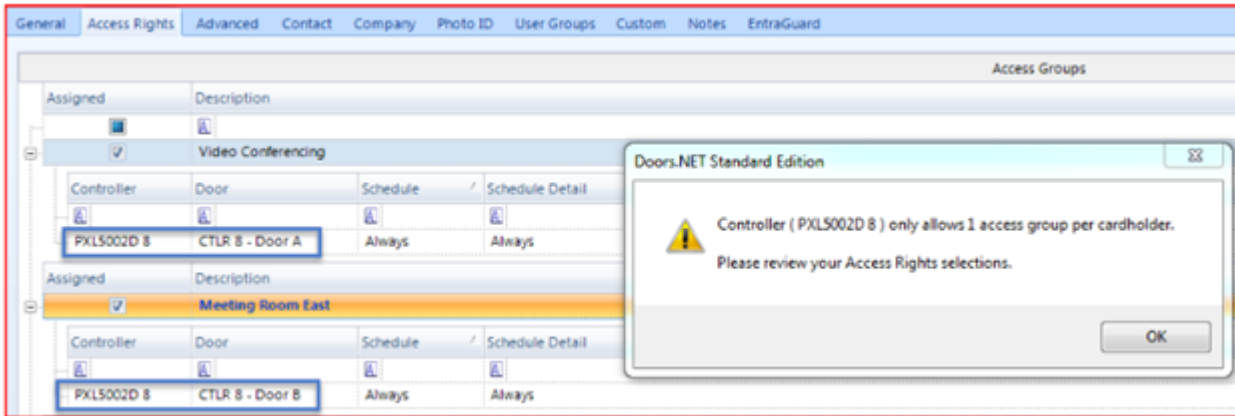
2. PXL Access Group - 1 PXL Controller in each access group

An unlimited number of PXL access groups can be assigned when each group contains a separate PXL controller and as long as a controller does not exist in more than one group.

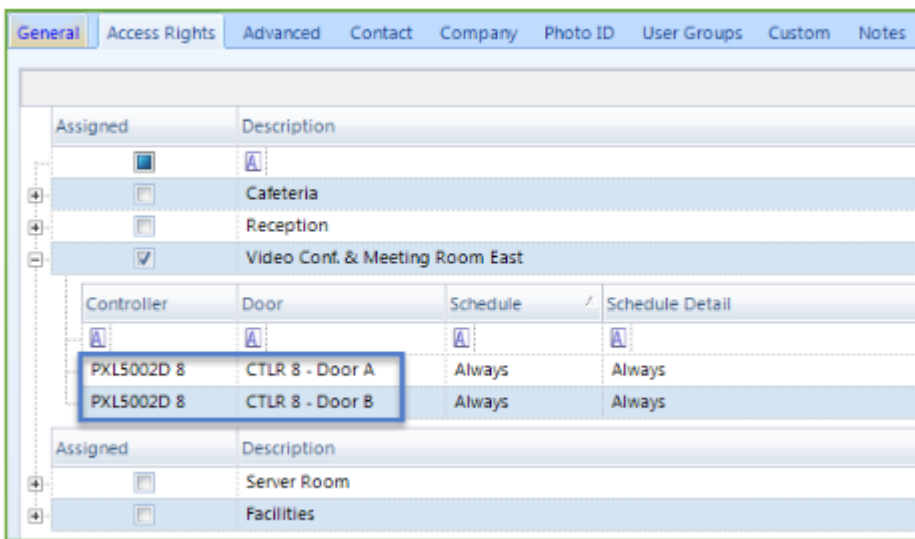


3. PXL doors in different access groups

You cannot select multiple groups if PXL doors exist in two different access groups.



In the image above, controller 8 has its doors in different access groups and so these two access groups cannot both be assigned to the same cardholder. If a cardholder requires access to both these doors they need to be added to the same access group. As shown below:



Time Schedules

The system uses Time Schedules to support access levels, local linkage, and automatic override modes for readers, monitor points and control points. These schedules are used concurrently and a change to a time schedule immediately affects any cardholder (via the access level), control point, reader, monitor point, or other user defined actions in local linkage.

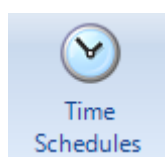
- A Time Schedule is made up of one or more Time Intervals and the intervals have start and end times (usually for defining when a door unlocks then relocks).
- A Time Interval is a block of time associated with days of the week.

The software supports 64 time schedules with 50 intervals for each NXT controller. Typically, different time schedules are defined for various groups of people such as employees, managers, janitorial staff, security, etc. These time schedules are then assigned to corresponding access groups.

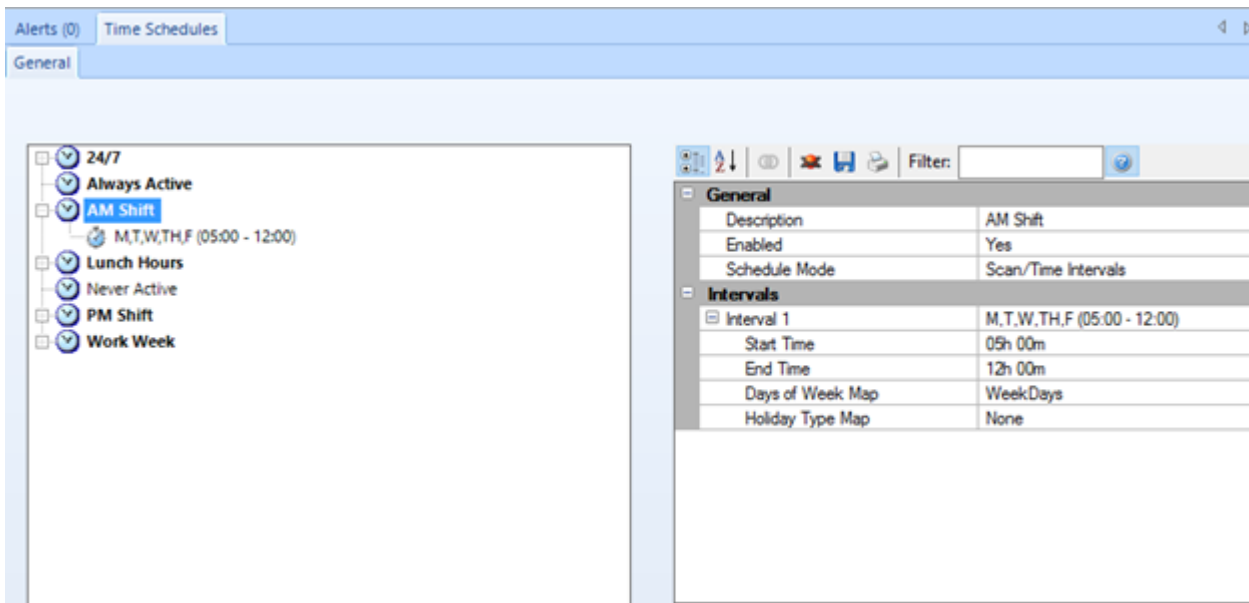
Note:

- When using PXL controllers you are limited to 32 time schedules and 4 intervals per day
- When using MSC and SCP controllers you can utilize as many as 255 time schedules and 12 intervals per day
- If you have a mixed system comprising of multiple hardware types, you are not limited by the lowest common denominator - each hardware type uses its own limitations.

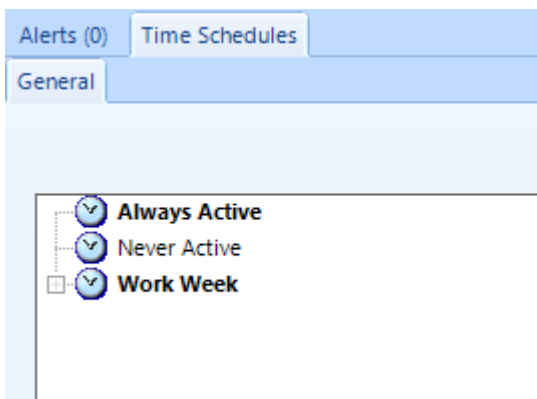
The Time Schedules Window



From the Home Tab, click the  icon and the Time Schedules window appears.



There are three default time schedules.



The first two schedules cannot be deleted from the system.

- Always Active applies no time/date restrictions to access.
- Never Active never allows access.

There is also one time schedule (Work Week) that can be used as is, edited to your specific needs, or can be copied and edited.

Time Schedule Limitations

When using multiple concurrent hardware platforms Doors.NET allows each hardware type to access its total number of available time schedules. Time schedules are not limited to the lowest common denominator.

Gateway Type	PXL	NXT	Mercury Powered NXT	Standard Mercury	ASSA Aperio	ASSA WiFi/POE	Allegion
Time Schedules	32	64	255	255	255	255	255
Intervals per Day	4	12	12	12	12	1 (a)	12
Intervals per Week	28	50	84	84	84	n/a	84

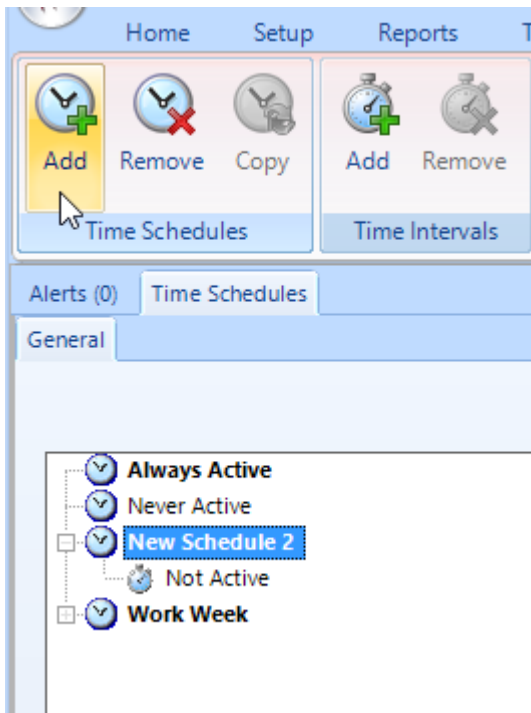
(a) Only 1 interval per schedule is allowed.

Example – A system with both PXL and NXT hardware allows only the first 32 time schedules to be used by PXL controllers and all 64 time schedules to be used by NXT controllers. However, the first 32 schedules must follow the PXL rules.

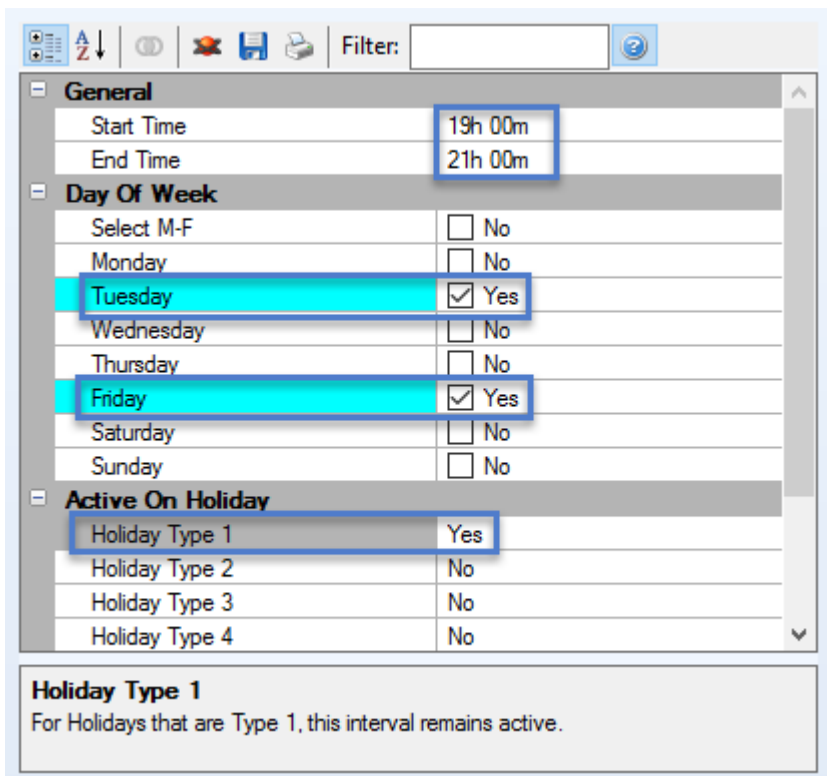
Setup Time Schedules

Creating a new Time Schedule

1. Click the Add icon in the Time Schedules icon group.
2. A new time schedule is added to the list with a generic name and no active time interval.



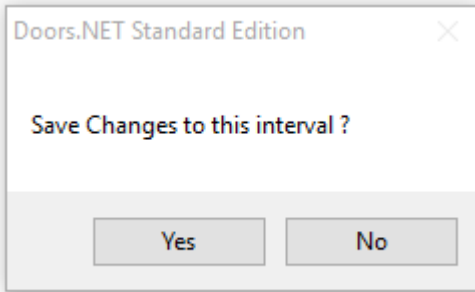
3. In the [grid](#), enter the time interval values for this time schedule.



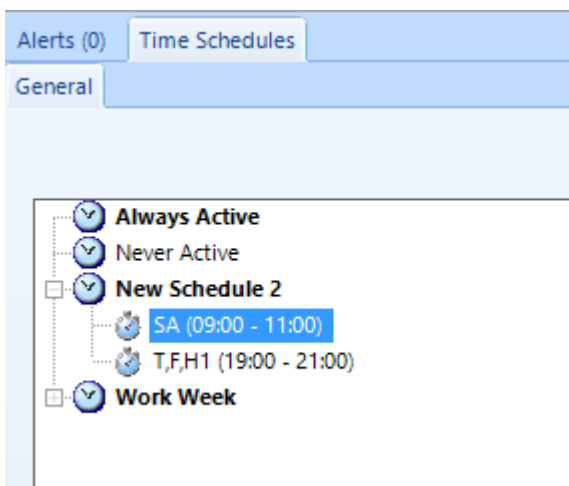
4. In this example the time interval is set for Tuesday and Friday between 19:00 and 21:00 hours (7 to 9 PM). It is also active per the list of dates called out in holiday

type 1.

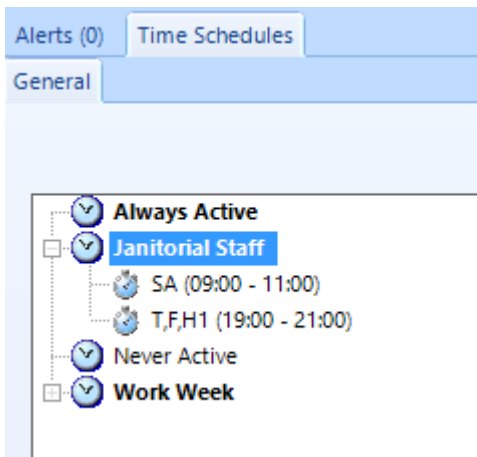
5. Click the save button in the grid - you will be asked to verify the save request.



6. Click the **Yes Button** and the time interval is added to the time schedule.
7. To add another time interval to this time schedule click on the time schedule name and then click the Add icon in the Time Interval group.
8. Repeat the above steps to add another time interval - in this case Saturday between 09:00 and 11:00 hours.



9. Click on the Time Schedule name and the grid changes to support Time Schedule parameters.
10. Enter the descriptive Time Schedule name in the description field of the grid, click the save button in the grid, and verify the save request.



We now have a Janitorial Staff time schedule that allows access on Tuesdays and Thursdays from 7 to 9 PM, on Saturdays from 9 AM to 11 AM, and per the instructions in Holiday Group 1.

The schedule can quickly and easily be enabled by selecting Yes/No from the Enabled section in properties.

Time Schedule Modes

The schedule mode option configures how the schedule should operate. The options are: Off, On, Scan/Time Intervals, Offline Lockset and [Scan - Honor day of Week](#). Only the scan mode uses the Time Intervals to determine when the schedule should activate or deactivate.

Removing Time Intervals and Time Schedules

Removing a Time Interval or Time Schedule is simply a matter of selecting the desired item and clicking the appropriate Remove icon from the Time Interval or Time Schedule icon groups.

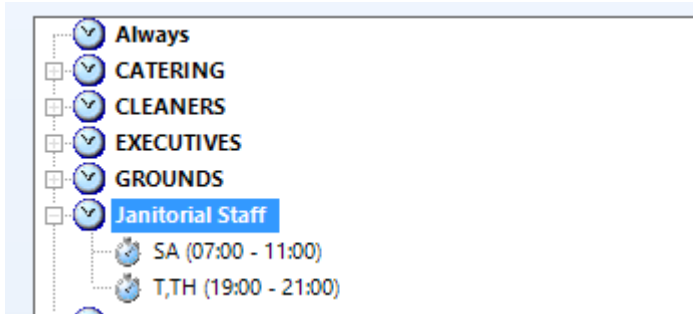
Editing Time Intervals and Time Schedules

Editing a Time Interval or Time Schedule is simply a matter of selecting the desired item, changing the appropriate values in the grid, and saving the grid changes.

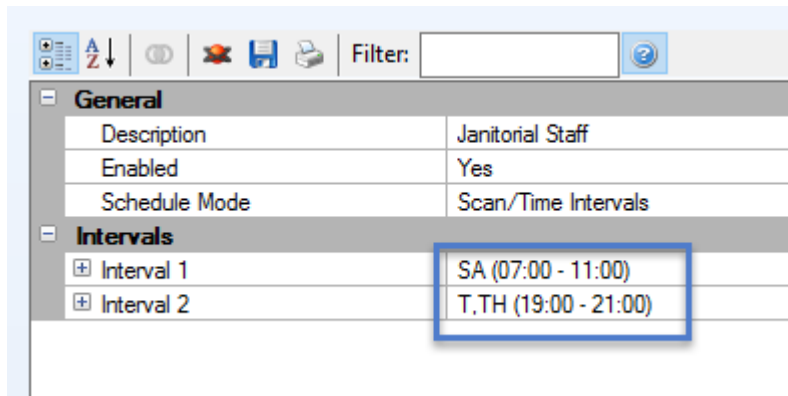
Please keep in mind that changing a Time Interval name if that interval has been assigned to Access Groups will have a drastic effect on the system.

Viewing and Editing Time Interval Settings

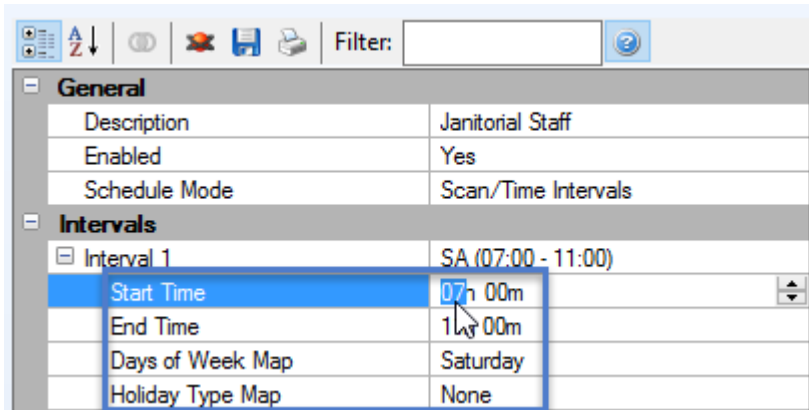
Once you have completed setting up Time Intervals and Schedules you can highlight the schedule and then quickly and easily view the assigned interval information.



- With the time schedule highlighted, refer to the schedule properties on the right.
- Locate the Intervals section in the time schedule properties.
- Listed will be the active intervals that are associated with the Time Schedule.



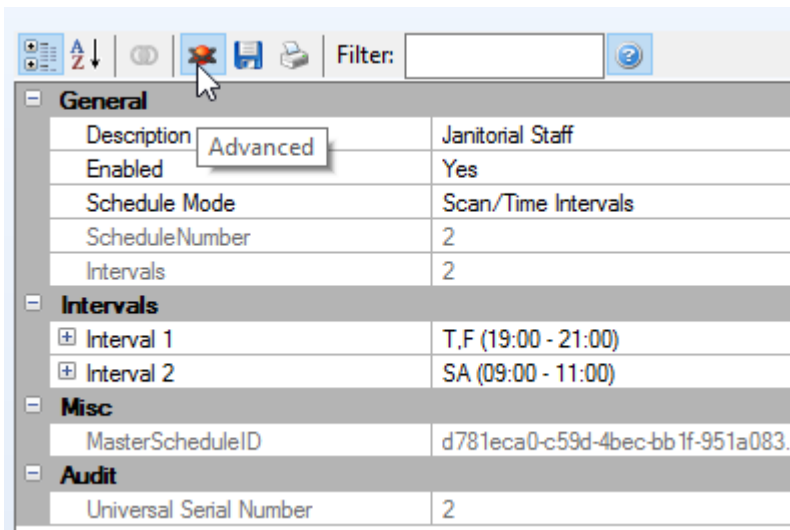
- Expand any of the intervals to view the extended settings.
- Click into any of the fields (Start Time, End Time, Days of Week Map or Holiday Type Map), any of these fields can be altered by typing in a new value then clicking the save icon.



Printing Time Schedules and Intervals

As with the hardware properties grid, you have a print icon allowing you to print off the time schedule or time interval configurations.

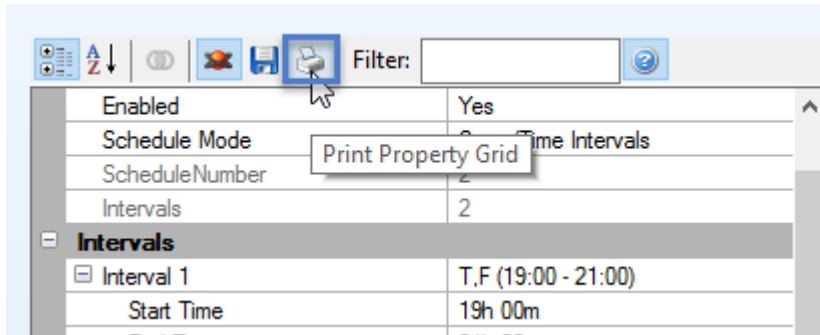
1. Highlight the Time Schedule name.
2. Verify Advanced View is enabled for the properties.



3. Expand the active time intervals to display the interval settings.

Intervals	
Interval 1	T,F (19:00 - 21:00)
Start Time	19h 00m
End Time	21h 00m
Days of Week Map	Tuesday, Friday
Holiday Type Map	Type1
Interval 2	SA (09:00 - 11:00)
Start Time	09h 00m
End Time	11h 00m
Days of Week Map	Saturday
Holiday Type Map	None
Misc	
MasterScheduleID	d781eca0-c59d-4bec-bb1f-951a...

4. Click the print icon.



5. A Print Preview window will appear containing all the information from the properties grid.

Properties Print Form

Properties for Janitorial Staff ADVANCED VIEW

Category^

Category : 1 . General (5 items)

#	Setting Name	Setting Value
1	Description	Janitorial Staff
2	Enabled	Yes
5	Intervals	2
3	Schedule Mode	Scan/Time Intervals
4	ScheduleNumber	2

Category : 2 . Intervals (8 items)

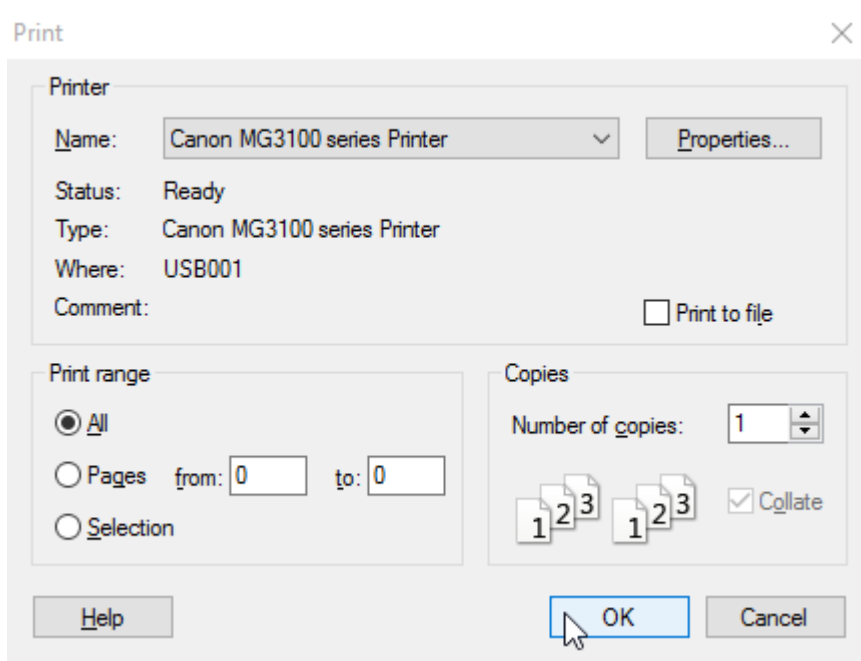
#	Setting Name	Setting Value
6	Interval 1.1, Start Time	19h 00m
7	Interval 1.2, End Time	21h 00m
8	Interval 1.3, Days of Week...	Tuesday, Friday
9	Interval 1.4, Holiday Type...	Type1
10	Interval 2.1, Start Time	09h 00m
11	Interval 2.2, End Time	11h 00m
12	Interval 2.3, Days of Week...	Saturday
13	Interval 2.4, Holiday Type...	None

Category : 3 . Situation Manager (5 items)

#	Setting Name	Setting Value
16	Threat Level - Elevated	None
15	Threat Level - Guarded	None
17	Threat Level - High	None

Close Print Preview Print

6. Review the displayed information then click the Print button.
7. A printer selection dialog box will appear and the default printer will be pre-selected.
8. Select a different printer or click the OK button to print to the default printer.

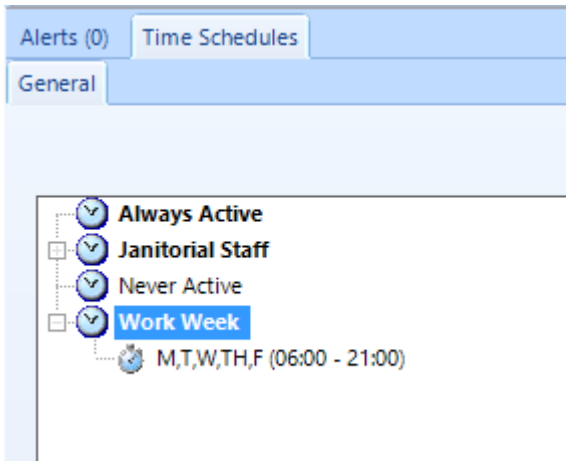


9. From this dialog box you can also access the printer properties.

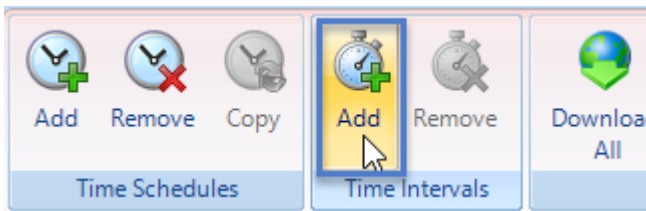
Assigning a Different Time Interval for a Holiday Date

You may have an existing time schedule that opens certain doors automatically at 8am and then automatically closes those doors at 5pm. However, on certain holidays dates you may want those doors to lock earlier as there will only be staff members working during morning hours. For this example we will use a specific date; 24th December/Christmas Eve.

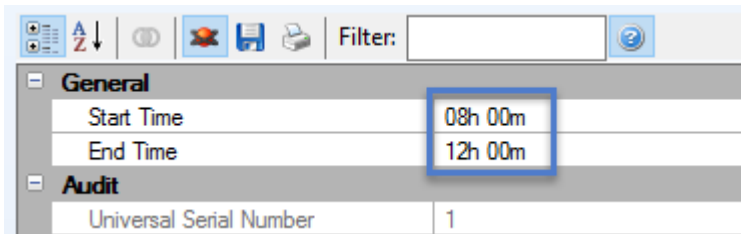
- Define the 24th December as a holiday date, ensure it is enabled and set it to a type, for example, Type 1.
- Go to the Time Schedules page and locate the existing schedule that automatically unlocks and locks the doors during a typical work week.



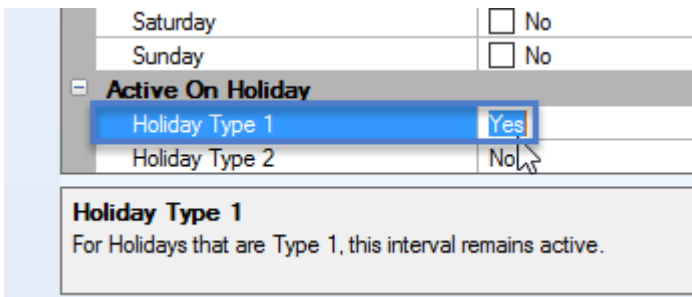
- With the existing schedule highlighted click to add a new Time Interval.



- The new interval will be automatically highlighted.
- Enter a start time and a stop time for when the door(s) will automatically unlock and lock on the holiday date, i.e 8am - 12pm.



- From the Active on Holiday section at the bottom of the properties grid, set Type 1 to Yes, then save.



- You must also ensure that Holiday Type 1 is set to No on the standard time interval - this is what will prevent the door(s) from staying open until 5pm.
- The doors will then relock at 12pm on any day that is defined as a Type 1 holiday.

Time Schedule Limitations

When using multiple concurrent hardware platforms Doors.NET allows each hardware type to access its total number of available time schedules. Time schedules are not limited to the lowest common denominator.

Gateway Type	PXL	NXT	Mercury Powered NXT	Standard Mercury	ASSA Aperio	ASSA WiFi/POE	Allegion
Time Schedules	32	64	255	255	255	255	255
Intervals per Day	4	12	12	12	12	1 (a)	12
Intervals per Week	28	50	84	84	84	n/a	84

(a) Only 1 interval per schedule is allowed.

Example – A system with both PXL and NXT hardware allows only the first 32 time schedules to be used by PXL controllers and all 64 time schedules to be used by NXT controllers. However, the first 32 schedules must follow the PXL rules.

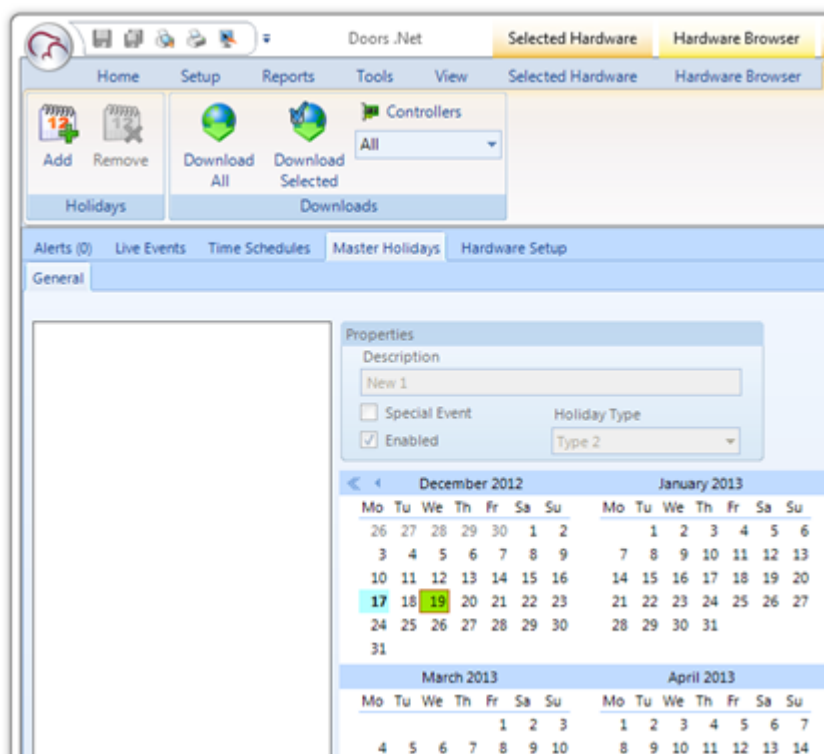
Holidays

Holidays are designated calendar days used to define exceptions to [Time Schedules](#). A holiday overrides the normal, weekly time interval schedule preventing it from activating. If a time schedule does not activate, then access groups using that schedule and cardholders who are assigned that access group are inactive, preventing access. Local linkage conditions are also inactive. The software supports 8 holiday type lists, each holding up to 32 days. Time schedules can, however, be specified to be active on designated holiday types.

The Holidays Window



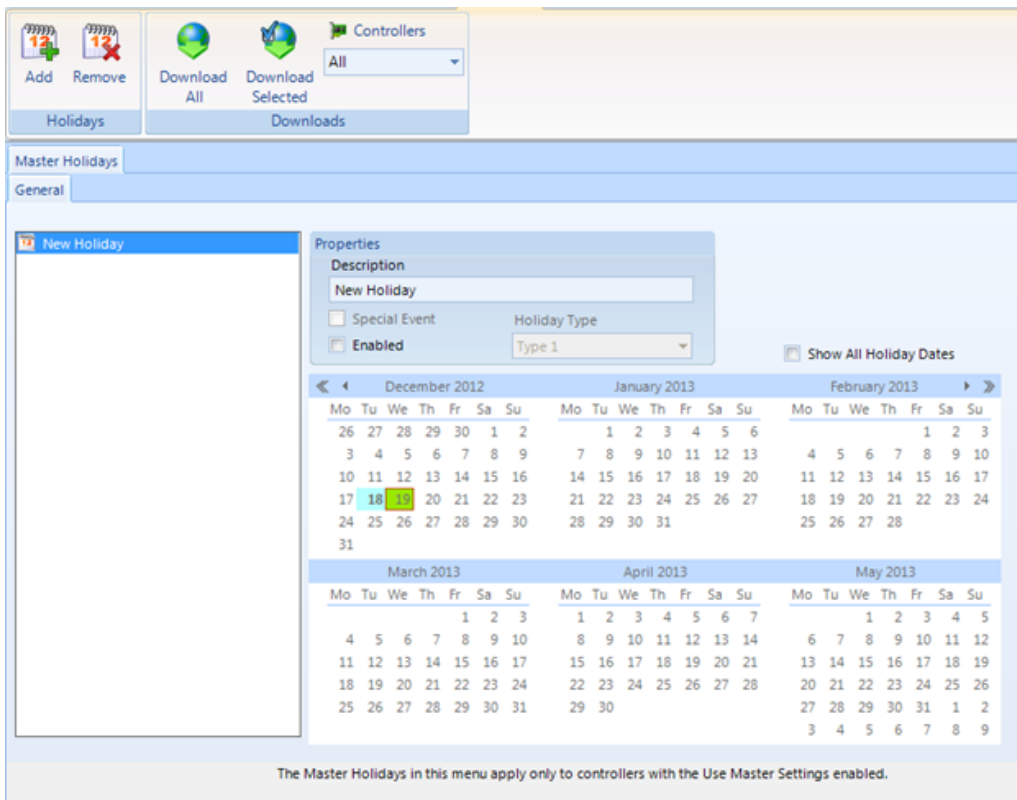
From the Home tab, click the  icon and the Holidays window appears.



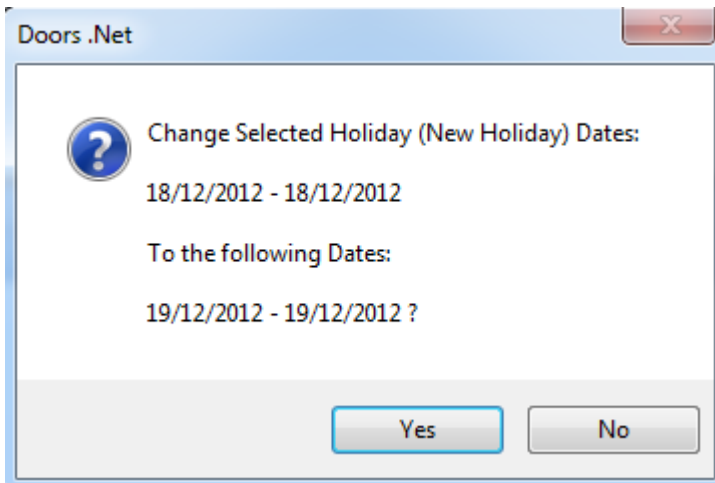
Holiday Setup

Creating a New Holiday

1. Click the Add icon in the Holidays icon group.
2. A new holiday is added to the list with a generic name and no date assigned.
3. Click on the New Holiday list item to configure its properties.



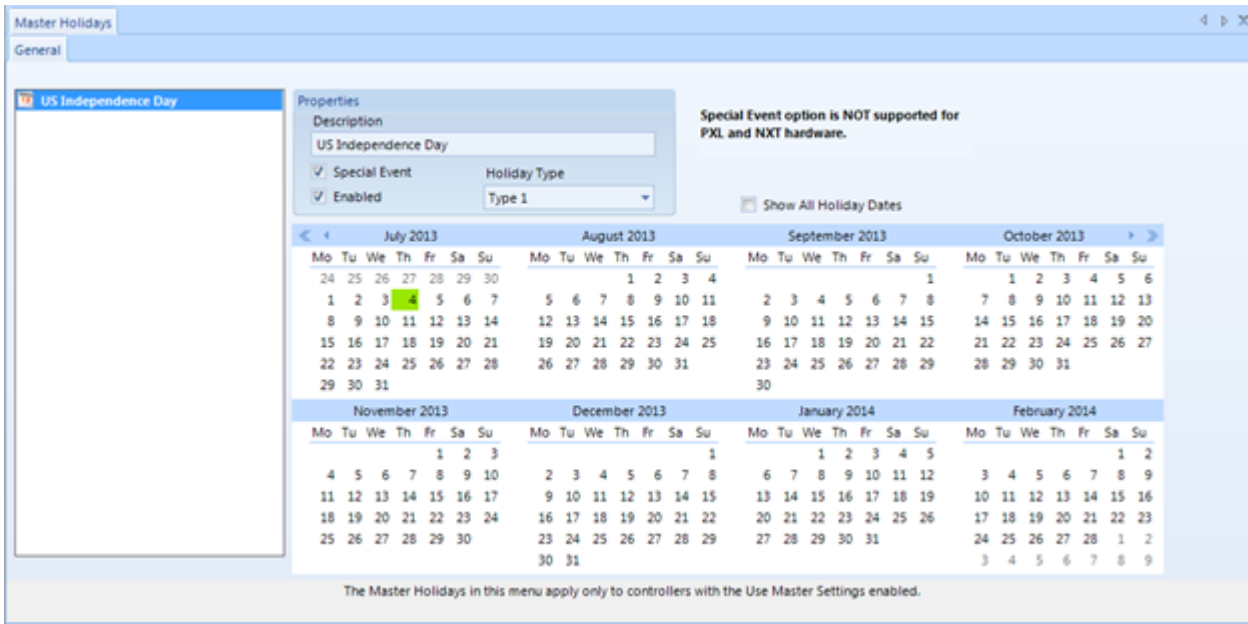
4. Locate and click on the desired date on the calendar. The left/right arrows at the top of the calendar advance the calendar backward/forward by one month. The left/right double-arrows advance the calendar backward/forward by one year. You will be asked to verify the selected date.



Click the **Yes Button**. Once saved, the date is highlighted in bold text on the calendar.

5. Under Properties:

- Enter the description of the holiday, up to 50 characters.
- Select the Holiday Type (1 through 8) from the pull-down list. The Holiday Type drop down selection is a list of eight holiday types. Holiday types are used to categorize holidays into different groups and allow different weekly schedule intervals to be active on those groups. For example, you may define a Holiday Type 1 as a mandatory company holiday and a Holiday Type 2 as an optional company holiday. By combining the holiday types with the weekly schedule intervals, you can automatically deactivate all access groups on any holiday that is type 1 and selectively enable certain cardholder access on any holiday that is a type 2.
- Click in the Enabled tick-box to activate the holiday.
- If desired, you can set the holiday to be a Special Event. This selection means it will not affect other schedules using the same holiday type. For example; If you set the holiday as a Special Event and set it to Type 1 it will not have any effect on time schedules that have Type 1 holidays enabled or disabled. The Special Event option is not supported by PXL and NXT hardware.

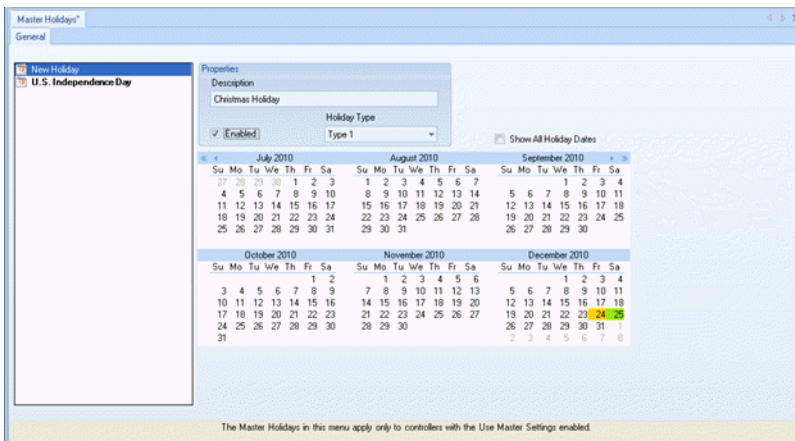


- Click in the Show All Holiday Dates tick-box to have all existing holidays highlighted in bold text on the calendar.

Setting a Holiday Date Range

A Holiday Date Range is a set of continuous dates treated as one holiday. For example, you can define December 24 and 25 as Christmas holiday.

To set a holiday date range, follow the instructions per the Creating a New Holiday section above, but in Step 4 click on the start date and drag the cursor to the end date. The selected range will be highlighted. Complete the steps as listed and the holiday date range will be saved.



Downloading Holidays to Controllers

Holidays can be immediately downloaded to controllers if desired.

1. Under the Downloads icon group, use the Controllers pull-down menu to select either all controllers or a specific controller to which the Holidays should be downloaded.
2. To download all Holidays, click the Download All icon.
3. To download one Holiday, select that Holiday from the list of schedules and click the Download Selected icon.

Removing Holidays

Removing a Holiday is simply a matter of selecting the desired item and clicking the Remove icon from the Holidays icon group.

Editing Holidays

Editing a Holiday is simply a matter of selecting the desired item, changing the appropriate values in the calendar and properties box, and then saving the changes.

Please keep in mind that changing a Holiday name if that interval has been assigned to Access Groups will have a drastic effect on the system.

Holiday Limitations

Depending on the hardware type you are using (or if you are using multiple hardware types) there are limitations related to the maximum amount of holidays that can be used. These limitations are as follows:

Holiday Schedule Limitations

Gateway Type	PXL	NXT	Mercury Powered NXT	Standard Mercury	ASSA Aperio	ASSA WiFi/POE	Allegion
Holiday Schedules	3	8	8	8	8	1	8

Gateway Type	PXL	NXT	Mercury Powered NXT	Standard Mercury	ASSA Aperio	ASSA WiFi/POE	Allegion
Holidays per Schedule	32	32	255	255 (a)	255 (a)	255 (b)	255 (a)
Intervals per Holiday	4	6	8	8	8	1	8

(a) Total number that can be applied across all Holiday Schedules.

(b) Holiday schedules are treated the same as time schedules. Applying a holiday schedule will subtract one time schedule.

Note: When using multiple concurrent hardware platforms the software will limit the number of holiday schedules to the lowest value of the gateways used.

Enabling Holidays in Time Schedules

By default, when you setup a Time Schedule Interval all holiday types are set to No. Therefore if you want a Time Interval to be active on a Holiday Date you have to enable the holiday type within the interval settings.

Monday	<input checked="" type="checkbox"/> Yes
Tuesday	<input checked="" type="checkbox"/> Yes
Wednesday	<input checked="" type="checkbox"/> Yes
Thursday	<input checked="" type="checkbox"/> Yes
Friday	<input checked="" type="checkbox"/> Yes
Saturday	<input type="checkbox"/> No
Sunday	<input type="checkbox"/> No
Active On Holiday	
Holiday Type 1	No
Holiday Type 2	No
Holiday Type 3	No
Holiday Type 4	No
Holiday Type 5	No
Holiday Type 6	No
Holiday Type 7	No

- Determine what type your holiday is set to (Type, 1, 2,3,4, etc).
- Got to Home >> Time Schedules.
- Double-Click a Time Schedule you wish to enable the holiday on.
- Highlight the associated Time Interval.

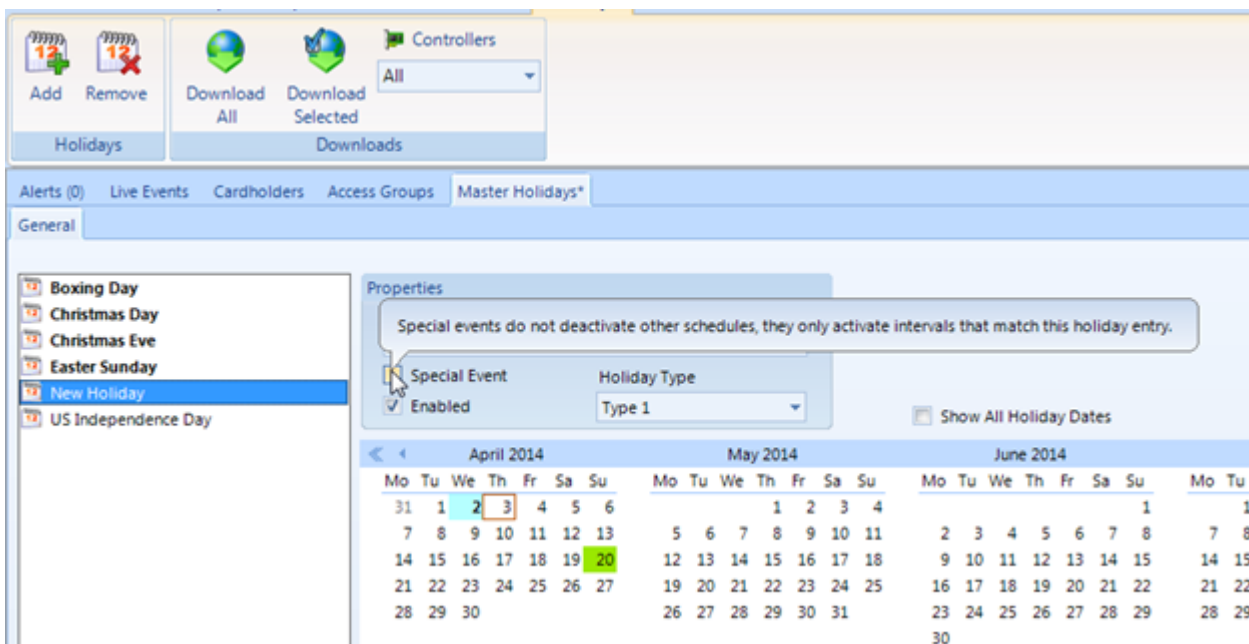
- In the interval properties on the right, scroll down until you find the 'Active on Holiday' setting.
- If the holiday is type one set Holiday Type 1 to Yes.

Active On Holiday	
Holiday Type 1	Yes
Holiday Type 2	No
Holiday Type 3	No
Holiday Type 4	No
Holiday Type 5	No
Holiday Type 6	No
Holiday Type 7	No

- Click save  to commit the change.

Special Event Holiday Type

The Holidays can be setup as 'Special Event' holiday types. These holidays do not affect other schedules. For example a Type 1 holiday set to being a special event will not have any effect on any other time schedules. The schedules will not be overridden as they would be with other holiday types.



The screenshot shows the 'Master Holidays' configuration page. On the left, a list of holidays includes 'Boxing Day', 'Christmas Day', 'Christmas Eve', 'Easter Sunday', 'New Holiday', and 'US Independence Day'. The 'New Holiday' entry is selected. The 'Properties' section on the right contains a message: 'Special events do not deactivate other schedules, they only activate intervals that match this holiday entry.' Below this, the 'Special Event' checkbox is checked, and the 'Holiday Type' dropdown is set to 'Type 1'. There is also a 'Show All Holiday Dates' checkbox. At the bottom, a calendar view displays dates for April, May, and June 2014. In the April calendar, the 2nd and 3rd are highlighted in red, and the 20th is highlighted in green.

Note: The Special Event holiday type option check box will only display if NXT Mercury

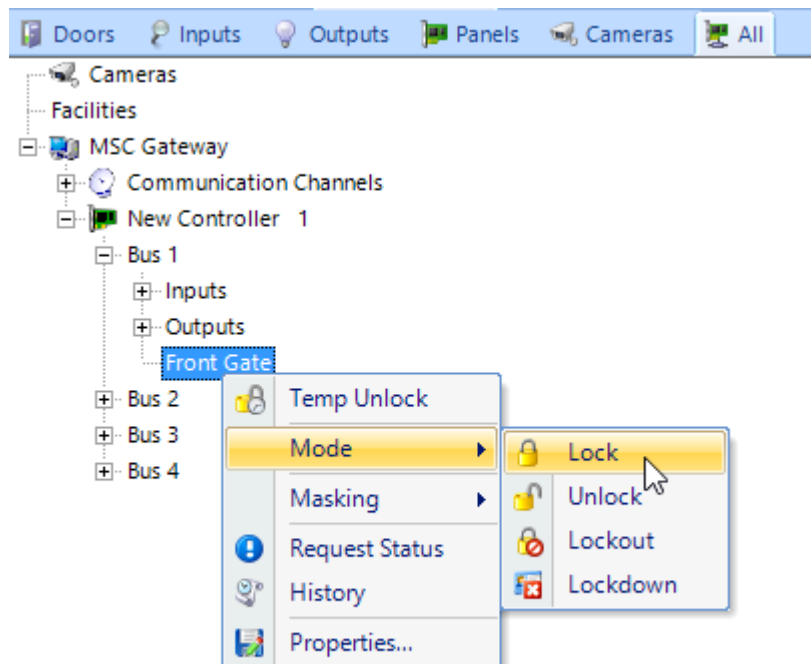
Powered or Mercury hardware is enabled on the license. This option is NOT supported on standard NXT or PXL controller types. When you check the option a bold message appears notifying you of this.

Special Event option is NOT supported for PXL and NXT hardware.

Operate Doors

Doors.NET allows you to unlock or lock the doors directly and immediately from the software. As well as unlock and lock you can also perform a temporary unlock (which will unlock the door for the same amount of time as a valid card read), or the doors can be put into lockout or lockdown (where cards will be prevented from gaining access).

Doors can be controlled from the door status grid, via a right-click on the hardware tree or from the hardware select ribbon bar.



Lock and Unlock Doors

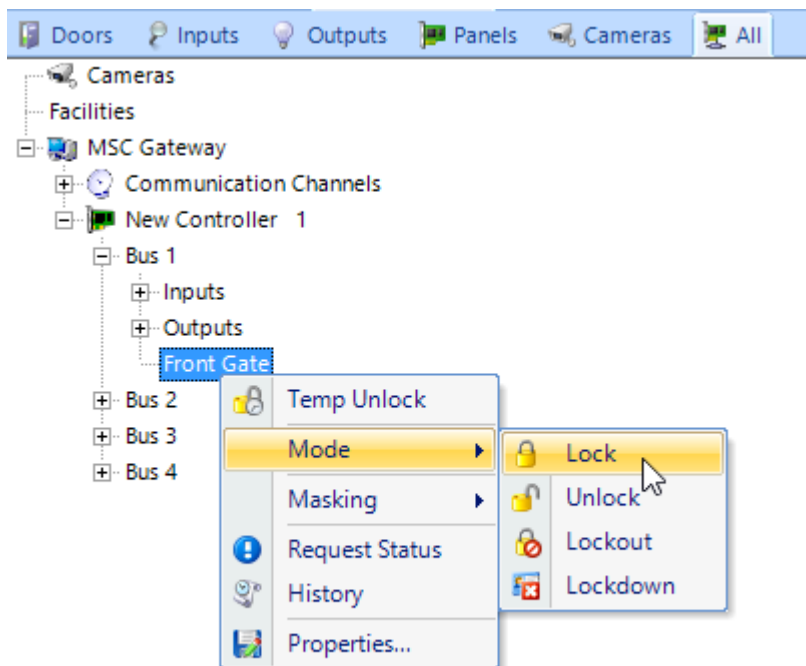
Introduction

Any doors on the system can be manually locked and unlocked from the software via one of three locations: On the hardware tree (via a right-click), the doors status grid (via a right click), or selecting the reader and then clicking the appropriate icon located on the ribbon bar.

Note: If a door is assigned an auto-unlock schedule and is manually locked it will unlock again as per the next schedule activate/de-activation time. Therefore if you do not wish for the door to go back to following the schedule you should 'Suspend' or 'Restore' the schedule.

Lock and Unlock from the Hardware Tree

1. Go to the hardware tree (Setup >> Hardware Setup >> All).
2. Double-click on a controller to expand the controller's connected readers.
3. Right-click on the reader you wish to lock/unlock.
4. Select Mode >> Lock or Unlock.



5. The door will immediately lock or unlock and will remain in the new state.

Lock and Unlock From the Doors Tab

1. Go to Setup >> Hardware Setup >> Doors.
2. Highlight a door or use the SHIFT key on the keyboard to highlight multiple doors.
3. Select Mode >> Lock or Unlock.

Controller	Panel Description	Description	Mode	Door Status	Forced Open	Held Open	Detail
New Controller...	Reader 1	Front Gate	Lock	NA	NA	NA	
New Controller...	Reader 2	Main Gate	Lock	NA	NA	NA	
New Controller...	Reader 3	Car Park Entry	Lock	NA	NA	NA	
New Controller...	Reader 4	Car Park Exit	Lock	NA	NA	NA	
New Controller...	Reader 1	Office 1	Unknown	NA	NA	NA	
New Controller...	Reader 2	Office 2	Unknown	NA	NA	NA	
New Controller...	Reader 3	Server Room	Unknown	NA	NA	NA	
New Controller...	Reader 4	Kitchen Area	Unknown	NA	NA	NA	
New Controller...	Reader 1	Stock Room	Unknown	NA	NA	NA	
New Controller...	Reader 2	Manufacturing...	Unknown	NA	NA	NA	
New Controller...	Reader 3	Training Room	Unknown	NA	NA	NA	
New Controller...	Reader 4	Store Room	Unknown	NA	NA	NA	

4. The door(s) will immediately lock or unlock and will remain in the new state.

Lock or Unlock from Live Events

- From within the Doors.NET software go to Home >> Live Events to open the live events grid.
- Wait for, or generate a reader-related event to appear, such as 'Access Denied - Not in Live'.
- Right-click the door in the live events grid.
- Select

From Live Events

If a reader related event appears in live events, such as door forced or access denied, the system operator can perform a temp unlock on that door. An example might be if the operator has visually verified the identity of someone who has perhaps lost their card or who has accidentally been assigned incorrect access rights.

- Right-click on the reader related event.
- Select the Temp Unlock option.

by that column.

Location	Message	Detail	Controller	Cardnu
New Controller 1	Controller Configuration Saved..		complete	New Controlle..
Warehouse	Access Denied - Not In File	<ul style="list-style-type: none"> Temp Unlock Mode Masking 	Code : -1	New Controll... 628
Warehouse	Reader Tamper Offline		New Controlle..	

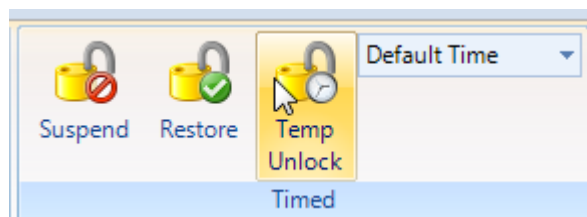
Temp Unlock

The Temp Unlock feature allows you to unlock a door or multiple doors from the client workstation.

Temp Unlock can be performed via one of the following methods:

From the Hardware Tree

- Go to the hardware tree (Setup >> Hardware Setup >> All).
- Highlight a reader from the hardware tree.
- Click the Temp Unlock icon from the Selected Hardware ribbon bar.



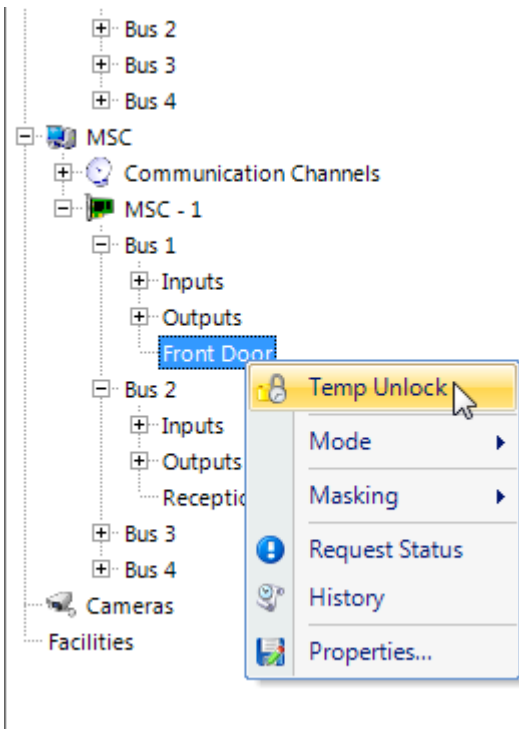
- This will temporarily unlock the door for the strike time that is set for the reader.

Strike Control	
Strike Mode	DeActivate When Door Closes
Strike Timing - Maximum	00h 00m 07s
Strike Timing - ADA/DDA	00h 00m 00s

- You can however perform a Temp Unlock for a duration greater than the default unlock time. For example if a delivery is being made, if a large group of people are entering perhaps for some kind of special event.
- From the drop-down list to the right of the Temp Unlock icon select one of the available options. Then click the Temp Unlock icon again.

NOTE: the available temporary unlock times vary depending on which hardware type you are using.

- You can also right-click the reader in the hardware tree (but this will always be for the unlock/strike time).



From the Doors Tab

- Go to Setup >> Hardware Setup >> Doors.
- Highlight a door or use the SHIFT key on the keyboard to highlight multiple doors.
- Click the Temp Unlock icon in the ribbon bar or use the right-click and Temp Unlock option to unlock the doors for the door's unlock/strike time.
- Or you the time selection drop-down list to unlock or the doors for a greater period of time.

Doors						
Drag a column header here to group by that column.						
Gateway	Controller	Panel Description	Description	Mode	Door Status	
San Jose Headq...	NXT 2D 0	Onboard DDM	Front Door - IN			Temp Unlock
San Jose Headq...	NXT 2D 0	Onboard DDM	Front Door - OUT			Mode
San Jose Headq...	NXT 4D 1	Onboard DDM	Parking Lot			Masking
San Jose Headq...	NXT 4D 1	Onboard DDM	IT Room			Request Status
San Jose Headq...	NXT 4D 1	Onboard DDM	Shipping Dock			History
San Jose Headq...	NXT 4D 1	Onboard DDM	Warehouse			Properties...
San Jose Headq...	NXT 4D 2	Onboard DDM	Executive Offices			
San Jose Headq...	NXT 4D 2	Onboard DDM	Executive Confe...			
San Jose Headq...	NXT 4D 2	Onboard DDM	Accounting Area	NA		Unknown
San Jose Headq...	NXT 4D 2	Onboard DDM	Manufacturing ...	NA		Unknown
San Jose Headq...	NXT 4D 3	Onboard DDM	Side Door East	NA		Unknown
San Jose Headq...	NXT 4D 3	Onboard DDM	Side Door West	NA		Unknown
San Jose Headq...	NXT 4D 3	Onboard DDM	Janitorial Closet	NA		Unknown

From Live Events

If a reader related event appears in live events, such as door forced or access denied, the system operator can perform a temp unlock on that door. An example might be if the operator has visually verified the identity of someone who has perhaps lost their card or who has accidentally been assigned incorrect access rights.

- Right-click on the reader related event.
- Select the Temp Unlock option.

by that column.

Location	Message	Detail	Controller	Cardnu
New Controller 1	Controller Configuration Saved..	Temp Unlock	mplete	New Controlle..
Warehouse	Access Denied - Not In File	Mode	ode : -1	New Control... 628
Warehouse	Reader Tamper Offline	Masking	New Controlle..	

Lockout - Software



The Lockout feature can be set from the software or from the hardware (from an input designated as a Global Lock input).

What is Lockout?

Lockout (or sometimes referred to as Emergency Lockout) is used to instantly lockout all doors or certain doors within a facility. The Lockout setting prevents access using card/credentials but still allows exit using push buttons or Request To Exit Switches. Any doors with are automatically unlocked will also automatically be locked.

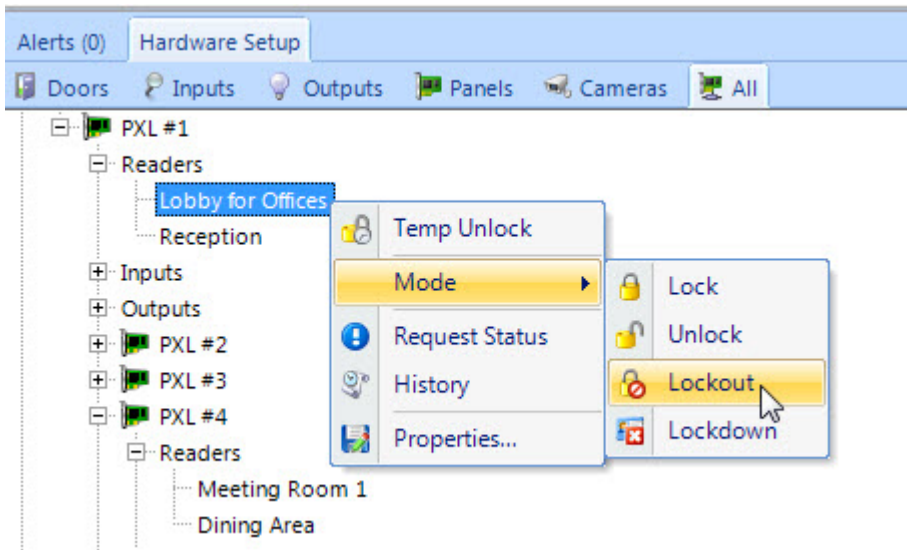
To provide added flexibility, the system can be configured to exclude certain doors from participation, and selected credentials can be designated to override the lockout condition, such as those cards held by law enforcement personnel.

Setting Lockout from the Software

There are several options available to trigger the Lockout setting for a door or selection of doors, any or all of which can be utilized.

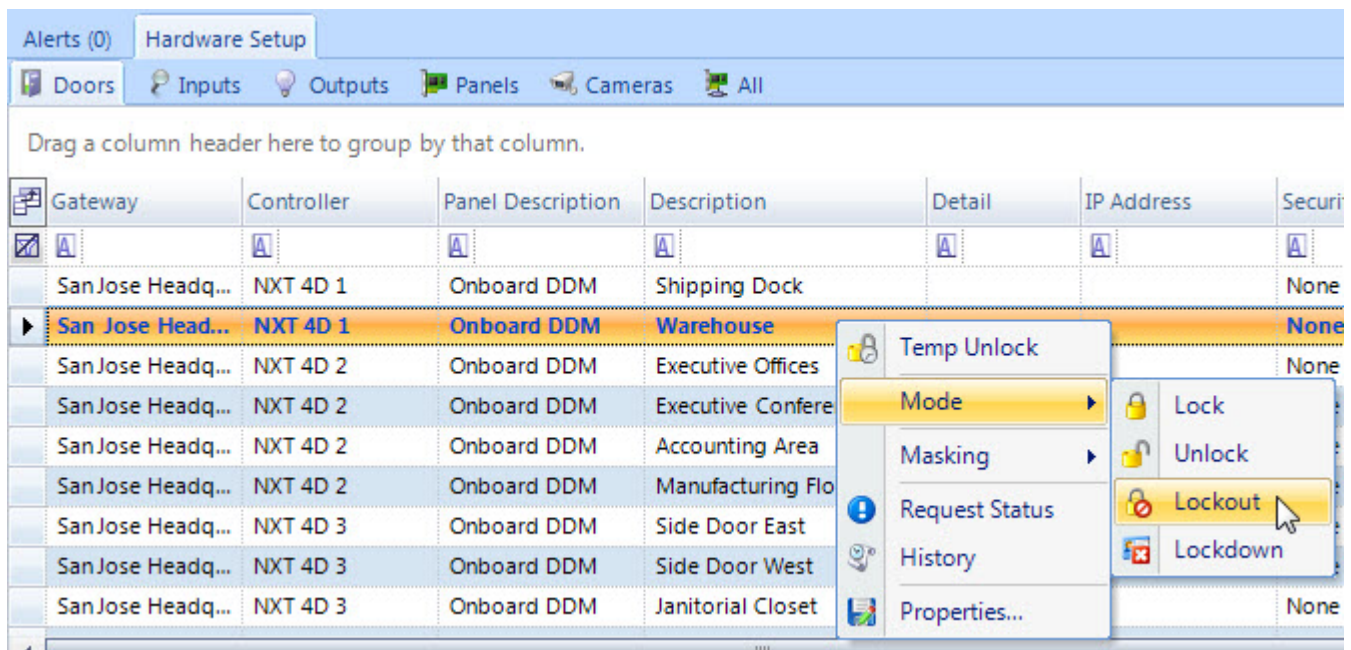
From the Hardware Tree

- Go to Setup >> Hardware Setup >> All to locate the hardware tree.
- Expand a controller to see the readers connected to it.
- Right-click on a reader and select Mode.
- Choose Lockout from the list of available reader modes.

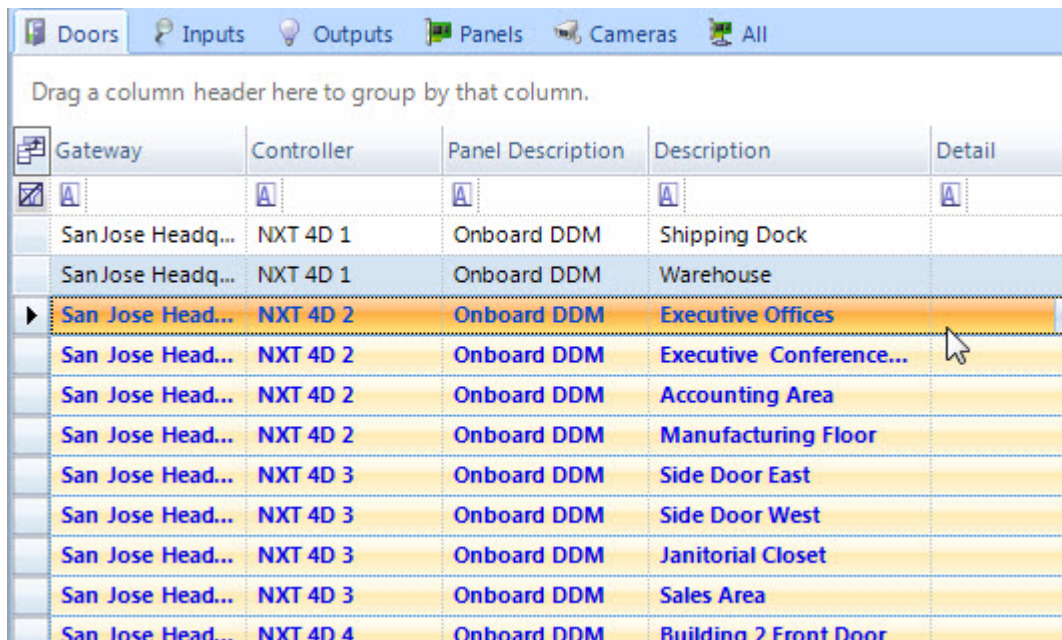


From the Doors Status Grid

- Go to Setup >> Hardware Setup >> Doors to display the doors status grid.
- Right-click one of the doors listed in the grid.
- Go to Mode then Lockout.

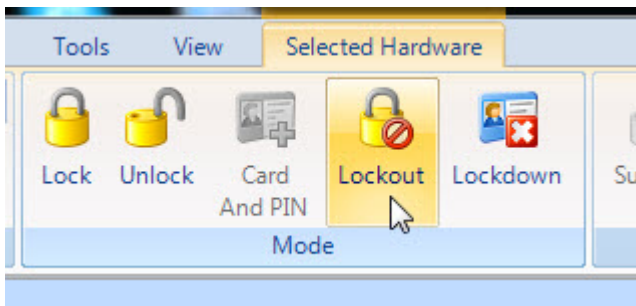


Note: You can select multiple readers from the doors status grid, thereby allowing you to set multiple doors to the Lockdown mode. This is done using the SHIFT or CTRL keys on the keyboard.



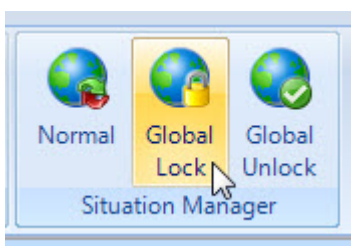
From the Hardware Ribbon

Whenever you highlight a reader in the hardware tree or the doors status grid you will see various icons highlighted in the hardware selection ribbon bar (at the top of the screen). They are divided into three distinct categories; **Mode, Timed and Masking**. You will see the Lockout icon within the Mode section. Click the Lockout icon while a reader is highlighted and that reader will go into Lockout mode.



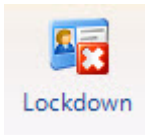
Global Lockout from the Software

You can setup Global Lockout to be activated and deactivated from the software. This feature is normally used when you want all doors in the system to go into the Lockout state, or most of the doors (you can configure certain doors to not respond to Global Lock/Lockout/Lockdown commands. When Global Lock is setup for use with the software you will see additional icons appear in the Situation Manager ribbon located via the Home tab.



[Click here](#) for information about how to set the System Global Lockout (Situation Manager Software Configuration) and other related parameters.

Lockdown - Software



The Lockdown feature can be set from the software or from the hardware (from an input designated as a Global Lock input).

What is Lockdown

What is Lockdown?

Lockdown (or sometimes referred to as Emergency Lockdown) is used to instantly lock-down all doors or certain doors within a facility. The Lockdown setting, when applied instantly locks all open doors, cards no longer can gain access and egress is not allowed except where a mechanical exit device such as a crash bar exists.

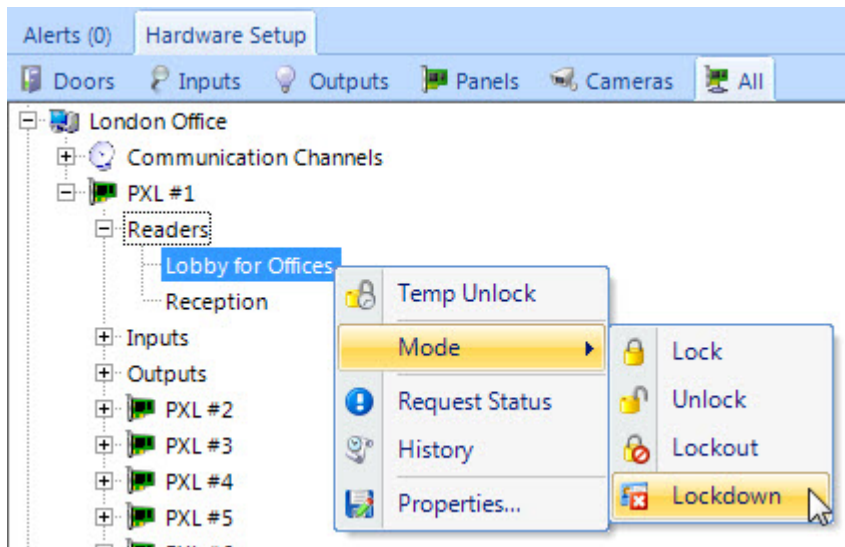
To provide added flexibility, the system can be configured to exclude certain doors from participation, and selected credentials can be designated to override the lockdown condition, such as those cards held by law enforcement personnel.

Setting Lockdown from the Software

There are several options available to trigger the Lockdown setting for a door or selection of doors, any or all of which can be utilized.

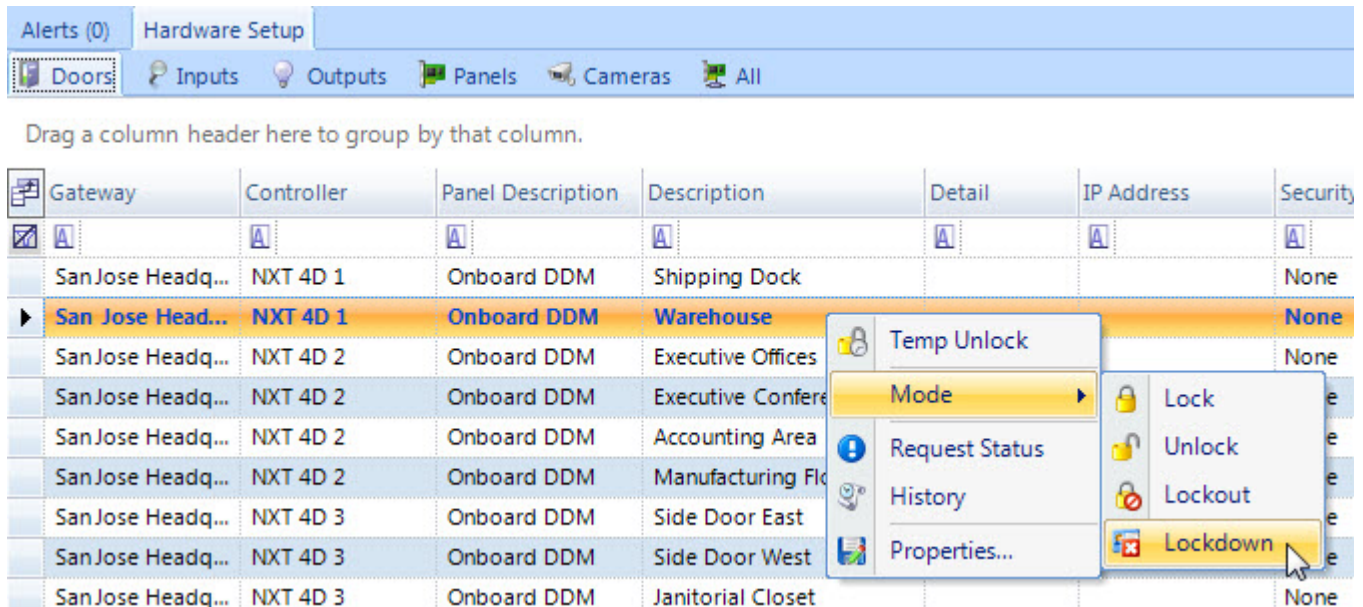
From the Hardware Tree

- Go to Setup >> Hardware Setup >> All to locate the hardware tree.
- Expand a controller to see the readers connected to it.
- Right-click on a reader and select Mode.
- Choose Lockdown from the list of available reader modes.



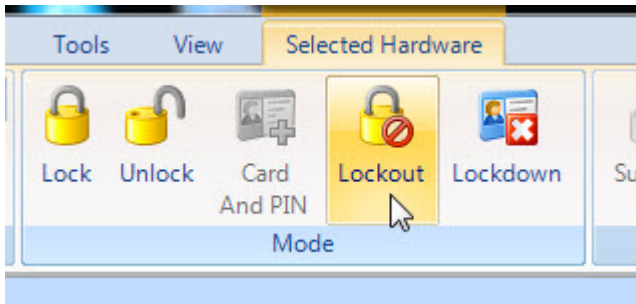
From the Doors Status Grid

- Go to Setup >> Hardware Setup >> Doors to display the doors status grid.
- Right-click one of the doors listed in the grid.
- Go to Mode then Lockdown.

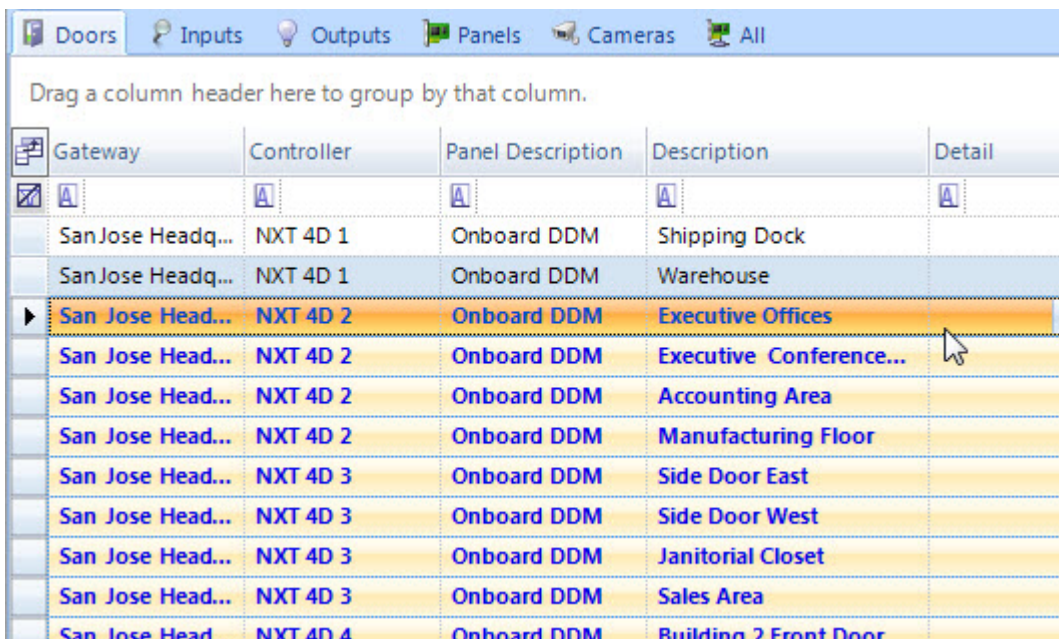


From the Hardware Ribbon

Whenever you highlight a reader in the hardware tree or the doors status grid you will see various icons highlighted in the hardware selection ribbon bar (at the top of the screen). They are divided into three distinct categories; **Mode, Timed and Masking**. You will see the Lockdown icon within the Mode section. Click the Lockdown icon while a reader is highlighted and that reader will go into Lockout mode.



Note: You can select multiple readers from the doors status grid, thereby allowing you to set multiple doors to the Lockdown mode. This is done using the SHIFT or CTRL keys on the keyboard.

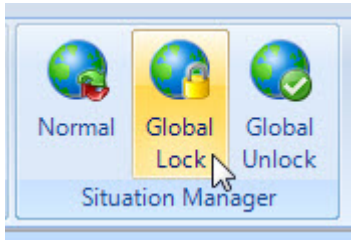


Gateway	Controller	Panel Description	Description	Detail
San Jose Headq...	NXT 4D 1	Onboard DDM	Shipping Dock	
San Jose Headq...	NXT 4D 1	Onboard DDM	Warehouse	
San Jose Head...	NXT 4D 2	Onboard DDM	Executive Offices	
San Jose Head...	NXT 4D 2	Onboard DDM	Executive Conference...	
San Jose Head...	NXT 4D 2	Onboard DDM	Accounting Area	
San Jose Head...	NXT 4D 2	Onboard DDM	Manufacturing Floor	
San Jose Head...	NXT 4D 3	Onboard DDM	Side Door East	
San Jose Head...	NXT 4D 3	Onboard DDM	Side Door West	
San Jose Head...	NXT 4D 3	Onboard DDM	Janitorial Closet	
San Jose Head...	NXT 4D 3	Onboard DDM	Sales Area	
San Jose Head...	NXT 4D 4	Onboard DDM	Building 2 Front Door	

Global Lockdown from the Software

You can setup Global Lockdown to be activated and deactivated from the software. This feature is normally used when you want all doors in the system to go into the Lockdown state, or most of the doors - (you can configure certain doors to not respond to Global

Lock/Lockout/Lockdown commands. When Global Lock is setup for use with the software you will see additional icons appear in the Situation Manager ribbon located via the Home tab.

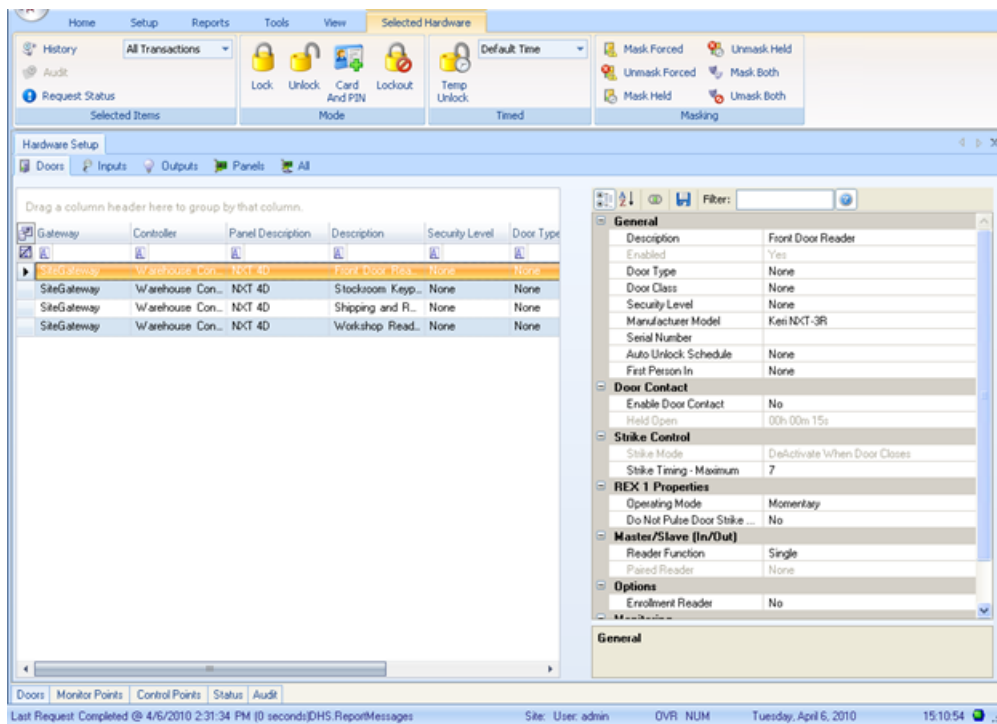


Click [here](#) for information about how to set the System Global Lockdown (Situation Manager Software Configuration) and other related parameters.

Setup Doors

The Setup Doors process allows you to configure door operating parameters, view event history, audit changes, view current status, manually lock/unlock, configure reader type (as applicable), and mask/unmask certain door event types.

Under the Hardware Setup tab, Click the **Doors** tab. The Selected Hardware tab is loaded on the [ribbon](#).



Display Door Information by Column

The left pane of the [grid](#) lists all recognized Doors in alphabetical order, prioritized by column. Drag column headers above the header field to filter and display information per your specific needs and priorities. Select a door listed in the left pane and all its configuration parameters are displayed in the right pane.

Information displayed in sortable columns:

- Gateway - the gateway type/name for the controller to which the door is connected
- Controller - the name assigned to the controller
- Panel Description - the type of controller panel (by manufacturer and physical characteristics)
- Description - the names assigned to the individual doors on that controller
- Security Level - the level of security needed for that door: Low, Medium, High
- Door Type - the physical type of door: i.e., interior, exterior, gate, turnstile, etc.
- Door Class - the classification assigned to the door, typically a department name or area

- Manufacturer Model - the manufacturer and model type of the reader controlling that door
- Auto Unlock Schedule - Allows you to select a [schedule](#) to automatically unlock and re-lock the door at specified times.
- First Person In - Where available, this option allows you to set a 'look up' time for access granted prior to the unlock time. For example; if the FPI settings is 15 minutes then the door will not automatically unlock unless an access granted event has occurred at that reader within 15 minutes of the automatic unlock time. This ensures someone is in the building when the door unlocks.

Review/Edit Door Configuration Parameters

The right pane of the [grid](#) lists all information and configuration parameters for the door selected in the left pane. If an item in the grid is grayed-out it is not changeable.

General

- Description - enter a descriptive name for this door (128 characters max)
- Enabled - enable or disable this door
- Door Type - group this door by its physical type: interior, exterior, gate, turnstile, etc.
- Door Class - assign this door a classification, typically a department name or physical area
- Security Level - assign this door a security level (Low, Medium, High) based on the kind of security needed at that door; typically an exterior access door may have a higher security level than an interior door separating an office area from a manufacturing area
- Manufacturer Model - identify the manufacturer and model type of that reader; certain reader types have special features that are enabled when that reader type is identified in the grid
- Serial Number - enter a reader serial number if desired
- Dual Verification Schedule - set a schedule during which dual verification is required
- Second Credential Timeout - set a timeout value for dual verification such that the second credential must be presented within that timeout period
- Auto Unlock Schedule - set an [Auto Unlock time schedule](#) for the reader; a time schedule that defines when that door should be automatically unlocked and then relocked

- First Person In - set an offset period of time to allow an early arriving credential holder to gain access through a door that is on an Auto Unlock schedule

Door Contact

- Enable Door Contact - enable/disable monitoring of the door's contact switch
- Held Open - set the amount of time a door can be held open before a held open event is generated
- Door Forced Alarm - Where this option is available it allows you to select an available control point that will activate when the door is forced open.
- Door Held Alarm - Where this option is available it allows you to select an available control point that will activate when the door is held open.
- Alarm Shunt - Where available this option allows you to select a control point that will activate following a valid card read.
- Alarm Shunt Delay - This setting delays the activation of the alarm shunt and follows the door held-open event.
- Beeper Control - When using MSC controller, by default there is no beep when the door is forced or held open. Once you have enabled Beeper control you can select for the reader beeper to sound when the door is forced, held or both.

Panel Address	0
Physical Input Point	4
Beeper Control	Door Forced Or Held
Modes	None
Default On-Line Mode	Door Forced
Default LED Mode	Door Held
Strike Control	Door Forced Or Held
Strike Mode	DeActivate When Door Closes
Strike Timing - Minimum	1
Strike Timing - Maximum	7
Strike Timing - ADA	0

Strike Control

- Strike Mode - set the behavior of the strike relay with regards to the type of door strike installed
- Strike Timing, Maximum - set the amount of time a door strike is active - 0 to 255 seconds
- Strike Timing, ADA/DDA - set the amount of time a door strike is active for ADA and DDA standards - 0 to 255 seconds added to the Maximum Strike Timing

REX 1 Properties

- Operating Mode - set the REX operating mode: momentary or continuous
- Do Not Pulse Door Strike - mask the door contact switch and do not energize the door strike; typically applied when an exit door has a crash-bar

Master/Slave (In/Out)

- Reader Function - set if this reader is a solo reader or if it is a master/slave reader used in an In/Out door application
- Paired Reader - set if this reader is the paired reader used in an In/Out door application

Options

- Enrollment Reader - configure this reader to be an enrollment reader; card presentations that generate an "Access Denied - Not In File" error message will cause the presented card number to be entered into the cardholder menu

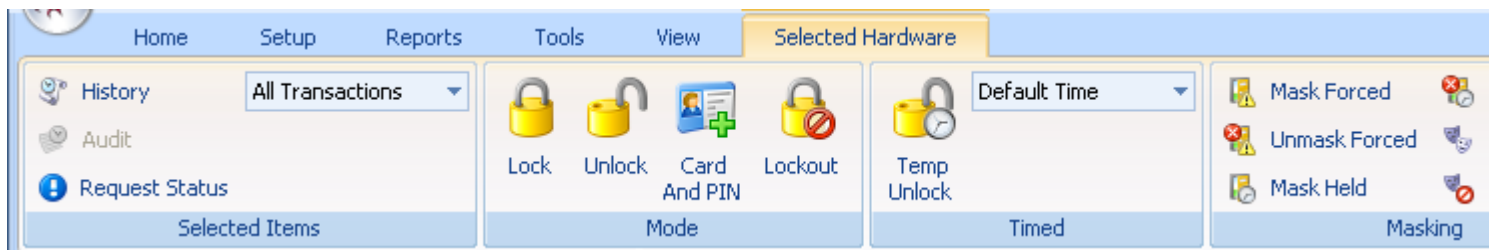
Monitoring

- Use This Filter - select a custom filter which controls which events are displayed, acknowledged, or recorded (in the case of video applications)
- Global Trigger - select an event trigger that will be tested when this reader creates an event - if the event matches the trigger, the trigger will activate.

Selected Hardware Door Operations

The Selected Hardware tab displays four operation groups with manual operation commands that can be applied to selected doors in the grid.

NOTE: As is typical with Windows based programs, you can select multiple, random doors or consecutive sets of doors using the standard Windows Ctrl-Click and Shift-Click commands.



Selected Items

- History - list an event history for selected doors; the pull-down menu beside the History option allows you to select a specific event on which to display door history
- Audit - list the changes made to and operations performed on selected doors
- Request Status - returns operational status for the door and the controller to which it is connected; the status is displayed in the [Quick-Open Status](#) tab at the bottom of the program window

Mode

- Lock - locks the selected door
- Unlock - unlocks the selected door
- Card And PIN - sets a combination key-pad/card reader device to requiring both card presentation and PIN entry, if not enabled then Card Only operation applies
- Lockout - locks the selected door and disallows valid access requests

Timed

- Temp Unlock - unlocks the selected door for a period of time, then re-locks the door; select the unlock time from the pull-down menu
NOTE: Different unlock times will be available depending on the hardware type being used.

Masking

- Mask/Unmask Forced - mask/unmask door forced events from being posted to the event buffer
- Mask/Unmask Held - mask/unmask door held open events from being posted to the event buffer
- Mask/Unmask Both - mask/unmask both door forced and door held open events from being posted to the event buffer

NOTE: A quick way to apply manual door operations is to select your doors in the grid and click the right-button on your mouse. A context menu with pull-down options appears allowing you to quickly and easily perform these operations.

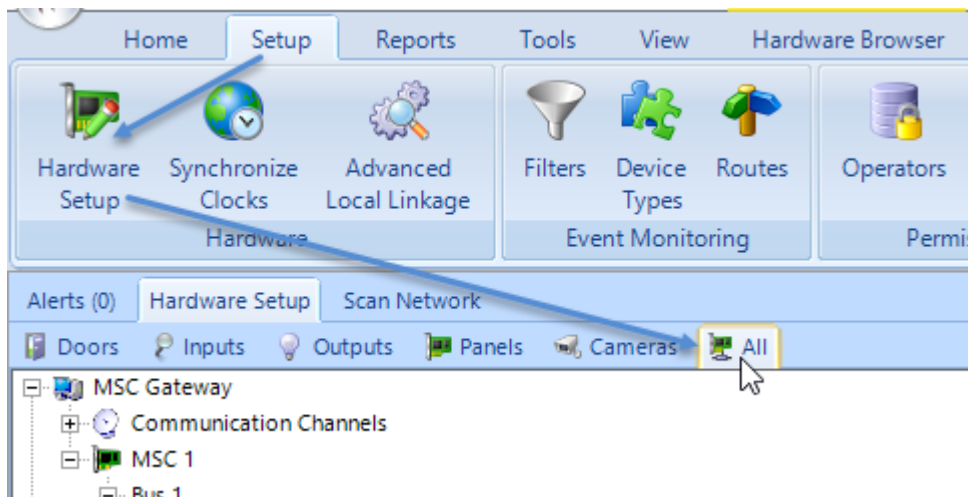
Adjust Strike Time

By default, the doors are set to a strike time of 7 seconds. This is how long the lock relay will activate when the door is unlocked (i.e via a valid card read, request-to-exit button or from a temp unlock from the software).

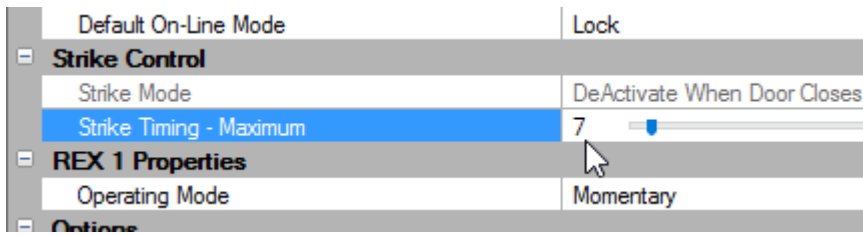
There are various applications, such as turnstiles which require the strike timing to be altered. Often turnstiles use a strike time of 1 second - so as to support a high throughput of cardholders.

Perform the following steps to adjust the strike time:

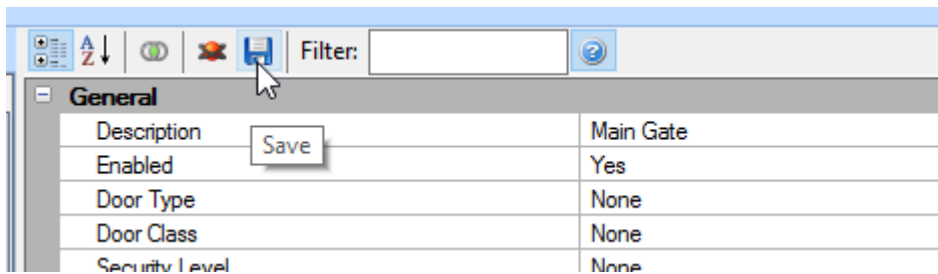
1. Go to Setup >> Hardware Setup >> All.



2. Double-click the controller which has the reader you wish to edit.
3. In the reader properties, locate the **Strike Control** setting.



4. Adjust the **Strike Time - Maximum** value.
5. Save the reader settings.



6. The change will be sent out to the network automatically.

AUL Schedules

Auto Unlock Time Schedules are used to automatically open and then close doors at certain times of day (they are assigned to doors as Auto Unlock Schedules).

An auto unlock schedule may have one interval consisting of a single start (open) time and a single end (close) time. This might be a front door for customers to gain entrance to the premises during normal working hours. The AUL schedule would automatically open the door at the beginning of the day and close it at the end of the day.

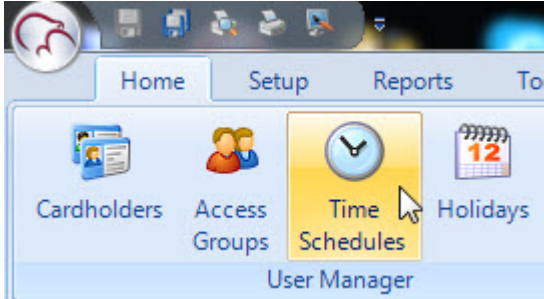
An Auto Unlock/Lock (AUL) schedule may however, have multiple intervals which will program a door to automatically unlock and lock at several different times during the day.

An example might be perimeter doors at a school where the doors are configured to open and close in the morning, at break times, lunchtime and to remain closed at the end of the working day and throughout the weekend.

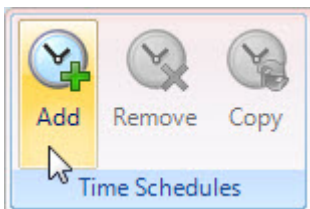
The AUL Time Schedule may be Suspended for a time and then Restored by an operator- this will allow the door to be manually commanded from the software without any interference of the AUL schedule.

Auto Unlock Schedule Setup

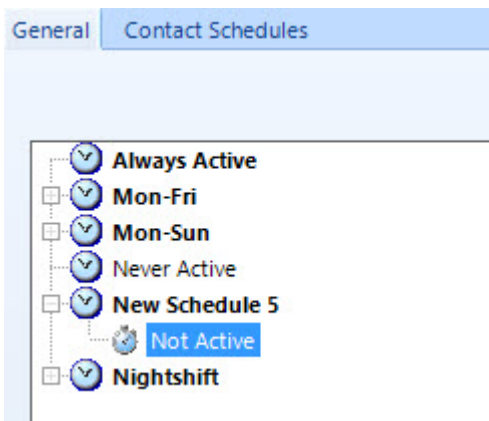
1. To create a new AUL Schedule , click on Home >> Time Schedules.



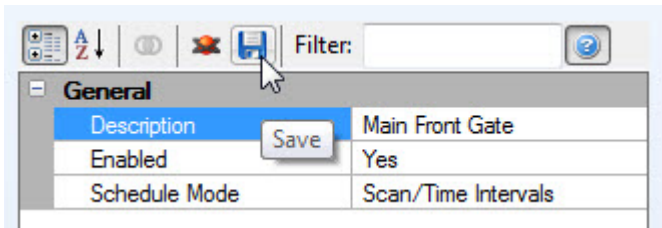
2. Click the **Add** icon to add a new Time Schedule.



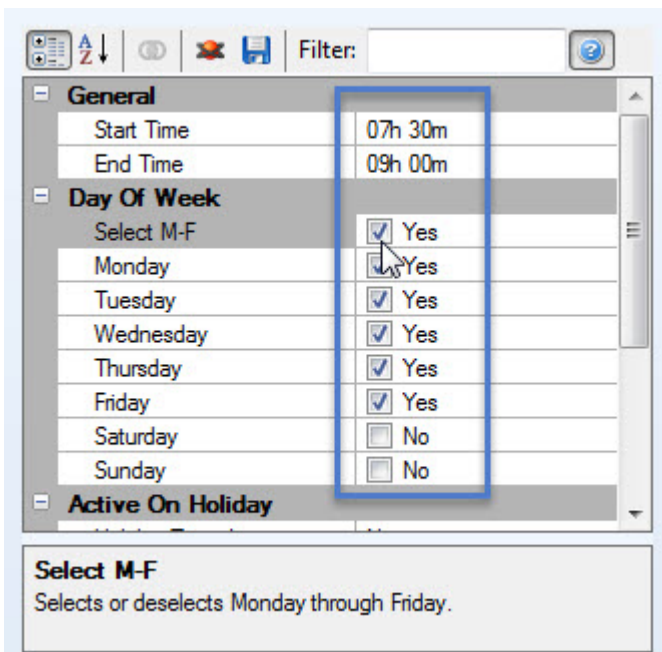
3. A new time schedule will appear in the schedules list along with a default, inactive time interval.



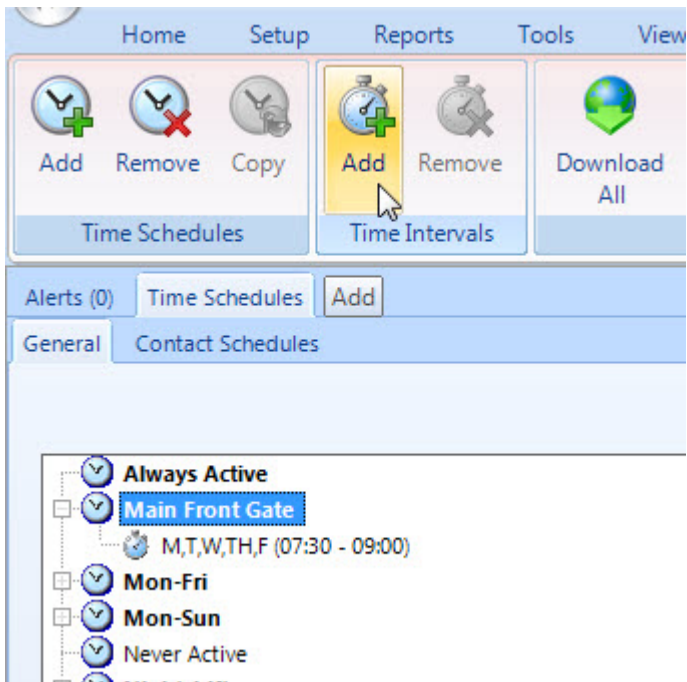
4. Highlight the default name of the new schedule (**New Schedule X**) - The schedule properties will appear on the right.
5. In the description field re-name the schedule (then save) .



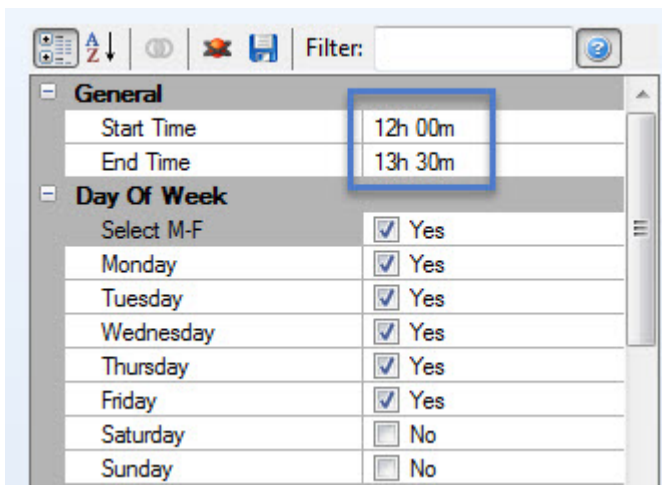
6. Highlight the default interval, this will be the first AUL interval.
7. Set the **Start Time** to determine when you first want the door to automatically unlock.
8. Set the **End Time** to determine when you first want the door to automatically lock.
9. Select the days of the week you wish for this interval to be applied (then save).



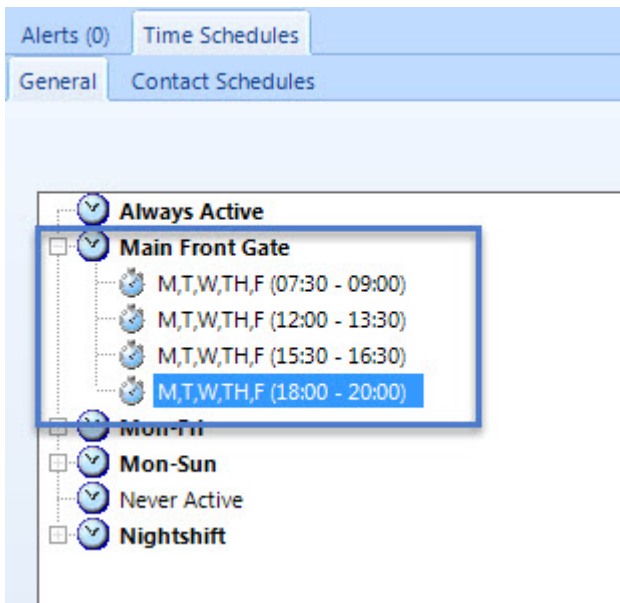
10. Highlight the new schedule name and click the **Add** Time Interval icon again to add a second interval.



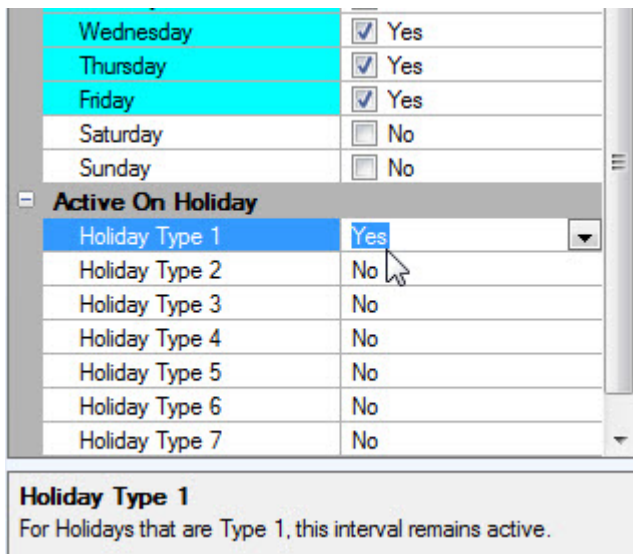
11. The second interval could be the lunchtime interval. Again, define a start and end time and select the days of the week you wish the interval to be active on.



12. Repeat the process for any additional intervals you wish to apply to the time schedule.



13. When you create a schedule you will notice that the 'Activate on Holiday' settings are all set to No. This means if there are any holidays defined on the system the interval will not activate. If you DO wish the interval(s) to activate on certain holiday dates then ensure the associated holiday type is set to yes.



Click [here](#) for further information about how Holidays are used in combination with Time Schedules.

Note: Depending on which hardware/controller type you are using there are different limitations in terms of the maximum number of intervals that can be applied to each interval. The limitations are as follows:

Time Schedule Limitations

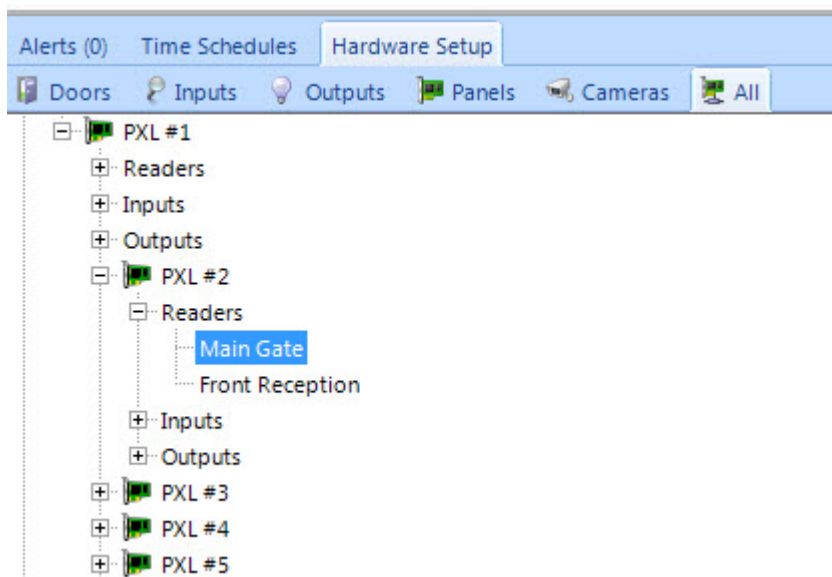
Hardware Type	PXL NXT	Mercury Powered NXT	Standard Mercury	ASSA Aperio	ASSA WiFi/POE	Ingersoll Rand
Time Schedules	32 64	255	255	255	255	255
Intervals per Day	4 12	12	12	12	1 (a)	12
Intervals per Week	28 50	84	84	84	n/a	84

(a) Only one interval is allowed per time schedule.

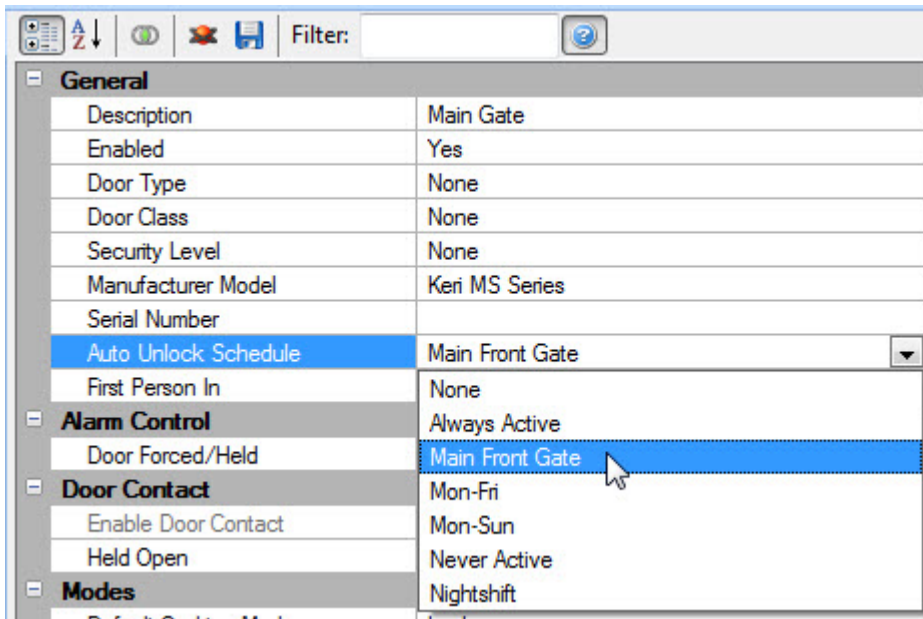
Assigning an AUL Schedule

To assign the AUL schedule to a door:

- Click on Setup >> Hardware Setup >> All to display the hardware tree.
- Locate the reader you wish to assign the AUL schedule and highlight the reader.



- In the reader properties on the right locate the **General** settings.
- Locate **Auto Unlock Schedule** and select the new time schedule from the drop-down list (then save).



- The door will now follow the auto unlock/lock times defined in the intervals that make up the time schedule.
- Events will be generated within Live Events indicating when the door has automatically locked and unlocked.

Live Events

Drag a column header here to group by that column.

Location	Message	Detail
Main Gate	Door Locked By Timezone	
MSC - 1	Schedule DeActivate	Main Front Gate
MSC - 1	Controller Configuration Saved to Flash Memory	AutoSave Configuration Complete
Main Gate	Door Unlocked By Timezone	
MSC - 1	Schedule Activate	Main Front Gate

First Person In

First Person In (FPI) allows you to determine if a door should automatically open at the automatic unlock time, or if it should remain closed until a person has presented a card and entered the facility. The default setting is for FPI to be disabled.

FPI can be used wherever employees may be delayed in arriving at a secured site (perhaps due to inclement weather). FPI ensures that at least one access-granted employee is in the building before the automatic unlock time.

Implementation of First Person In varies depending on the hardware type being used:

- **Mercury and NXT Mercury Powered Controllers** - Allow FPI to be set to any cardholder or a cardholder assigned a certain user group.

Auto Unlock Schedule	Mon-Fri
First Person In	Yes
First Person User Group	Any User Group
Door Contact	Any User Group
Enable Door Contact	Supervisors
Held Open	0d 00h 01m 00s

- **Standard NXT Controllers** have the following 7 options:

Model	KERI NXT 2D
Manufacturer Model	Keri NXT-3R
Serial Number	
Auto Unlock Schedule	Mon-Fri
First Person In	Immediate
Door Contact	None
Enable Door Contact	Immediate
Held Open	15 Minutes
Held Open - DDA	30 Minutes
Line Supervision	45 Minutes
Door Forced Alarm	1 hour
Door Held Alarm	2 hours
	3 hours

- **PXL Controllers** support these 5 FPI options:

Manufacturer Model	Keri MS-3000
Serial Number	
Auto Unlock Schedule	Mon-Fri
First Person In	Immediate
Alarm Control	None
Door Forced/Held	Immediate
Door Contact	15 Minutes
Enable Door Contact	30 Minutes
Held Open	45 Minutes
Panel Address	1 hour

The **Immediate** value simply enables FPI at the beginning of the auto unlock time. The door will not automatically open but will stay open when someone gets access granted at that door. The door will then start to follow its Auto Unlock/Lock schedule.

The **15 minutes, 30 minutes, 45 minutes, 1 hour, 2 hour and 3 hour** values allows the controller to determine if the door should automatically unlock or not.

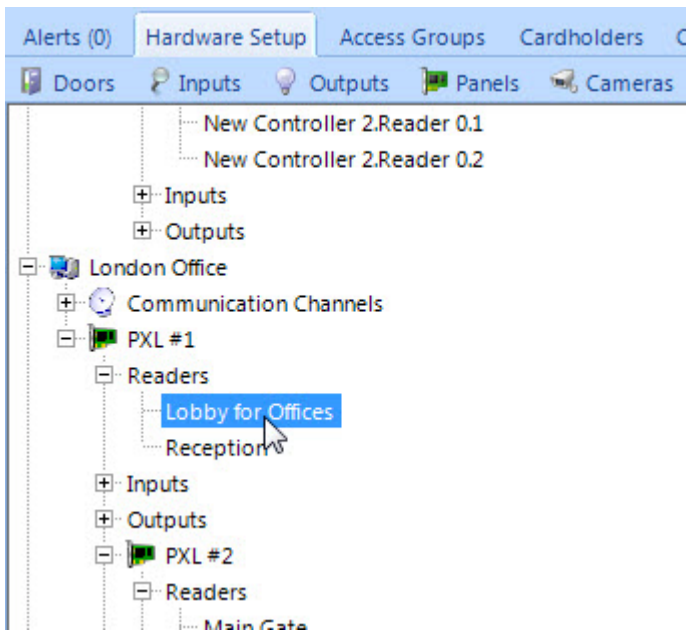
Example: If the FPI value for the door is **15 minutes** and someone gains access **10 minutes** before the door is scheduled to automatically open, the door will unlock and allow that employee access (and will then automatically unlock at the scheduled unlock time). This allows for an employee to arrive to work early. If this feature is used you should select a time that best suits the security needs of the site.

If the FPI value for the door is **15 minutes** and no one gains access within **15 minutes** of the scheduled automatic unlock time the door will not automatically open. It will only start to follow the AUL schedule once someone has gained access.

Note: When considering applying FPI to a door, remember the unlock/lock time schedule associated with the door may have more than one start/end time period (up to a maximum of the limit supported by the hardware type). If FPI is applied to a door, it applies to each start/end time period defined within the time schedule.

Note: If the auto unlock/lock time schedule has been suspended (see "Suspend/Restore Auto Unlock/Lock Schedules) First Person In is disabled.

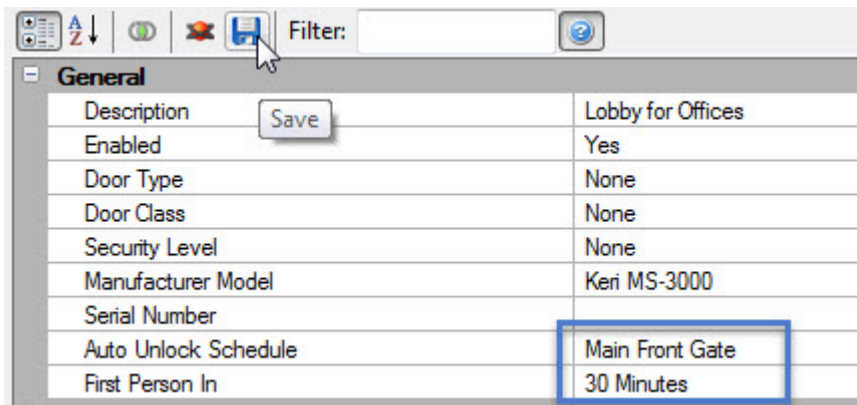
- To set FPI to a door highlight a reader in the door status grid or from the hardware tree (Setup >> Hardware Setup).



- You will see the reader/door properties on the right.

General	
Description	Lobby for Offices
Enabled	Yes
Door Type	None
Door Class	None
Security Level	None
Manufacturer Model	Keri MS-3000
Serial Number	
Auto Unlock Schedule	None
First Person In	None
Alarm Control	
Door Forced/Held	Alarm Out - Forced Or Held
Door Contact	
Enable Door Contact	Yes
Held Open	0m 15s
Modes	
Default On-Line Mode	Lock

- Select an Auto Unlock Schedule (other than Always or Never) then save.
- Select an FPI value, then save.

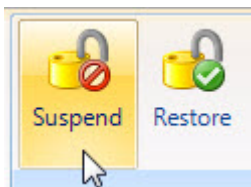


The controllers will automatically be updated if they are online so there will be not need to perform an update.

AUL Suspend/Restore

Note: AUL Suspend/Restore is NOT supported with standard NXT controllers.

The Suspend feature allows you to suspend any Auto Unlock/Lock (AUL) time schedule applied to a door or set of doors.



Suspend affects the AUL time schedule in these ways:

1. When you suspend a door's AUL time schedule, the door is prevented from following the assigned AUL schedule.
2. If a door is within its AUL time schedule (the door is unlocked) and you Suspend AUL, the door is locked and will not follow the AUL time zone until manually Restored.
3. If a door is outside of its AUL time zone (the door is locked) and you Suspend AUL, the door remains locked and will not follow the AUL time zone until manually Restored.

Suspending AUL Schedules on All Doors

- Within Doors.NET click on Setup >> Hardware Setup >> Doors to display the list of all doors on the system.

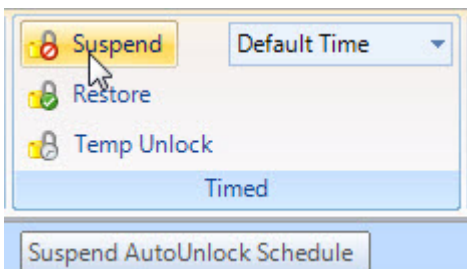
Drag a column header here to group by that column.

Gateway	Panel Description	Description
San Jose Headquarters	Onboard DDM	Shipping Dock
San Jose Headquarters	Onboard DDM	Warehouse
London Office	PXL	Lobby for Offices
London Office	PXL	Reception
London Office	PXL	Main Gate
London Office	PXL	Front Reception
London Office	PXL	Comms Room
London Office	PXL	Store
London Office	PXL	Meeting Room 1
London Office	PXL	Dining Area
London Office	PXL	Meeting Room 2
London Office	PXL	Mens Toilets
London Office	PXL	Ladies Toilets
London Office	PXL	Stairwell #1
London Office	PXL	Stairwell #2
London Office	PXL	Kitchen
London Office	PXL	Studio Space
London Office	PXL	Editorial Suite

- Click the first door at the top of the list.
- Hold down the keyboard SHIFT key.
- Click on the last door at the bottom of the list.
- All doors will now be highlighted.

San Jose Headquarters	Onboard DDM	Shipping Dock
San Jose Headquarters	Onboard DDM	Warehouse
London Office	PXL	Lobby for Offices
London Office	PXL	Reception
London Office	PXL	Main Gate
London Office	PXL	Front Reception
London Office	PXL	Comms Room
London Office	PXL	Store
London Office	PXL	Meeting Room 1
London Office	PXL	Dining Area
London Office	PXL	Meeting Room 2
London Office	PXL	Mens Toilets
London Office	PXL	Ladies Toilets
London Office	PXL	Stairwell #1
London Office	PXL	Stairwell #2
London Office	PXL	Kitchen
London Office	PXL	Studio Space
London Office	PXL	Editorial Suite

- Click the Suspend button from the Selected Hardware Ribbon bar.



- Auto Unlock Suspended Events should appear in Live Events indicating the doors are no longer following their AUL schedules.

Alerts (0) Live Events Hardware Setup Time Schedules

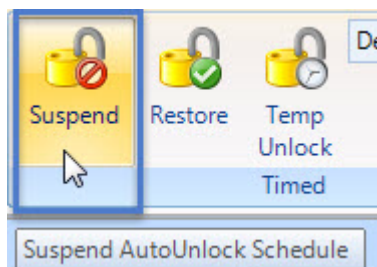
Drag a column header here to group by that column.

Icon	Timestamp (Server)	TimeStamp (Controller)	Location	Message
	03/03/2015 13:23:51	03/03/2015 13:23:44	Editorial Suite	AutoUnlock Suspended
	03/03/2015 13:23:51	03/03/2015 13:23:44	Studio Space	AutoUnlock Suspended
	03/03/2015 13:23:50	03/03/2015 13:23:45	Dining Area	AutoUnlock Suspended
	03/03/2015 13:23:50	03/03/2015 13:23:45	Meeting Room 1	AutoUnlock Suspended
	03/03/2015 13:23:49	03/03/2015 13:23:46	Front Reception	AutoUnlock Suspended
	03/03/2015 13:23:49	03/03/2015 13:23:45	Main Gate	AutoUnlock Suspended
	03/03/2015 13:23:49	03/03/2015 13:23:45	Kitchen	AutoUnlock Suspended
	03/03/2015 13:23:49	03/03/2015 13:23:45	Stairwell #2	AutoUnlock Suspended
	03/03/2015 13:23:48	03/03/2015 13:23:47	Mens Toilets	AutoUnlock Suspended
	03/03/2015 13:23:48	03/03/2015 13:23:47	Meeting Room 2	AutoUnlock Suspended
	03/03/2015 13:23:48	03/03/2015 13:23:46	Store	AutoUnlock Suspended
	03/03/2015 13:23:48	03/03/2015 13:23:46	Comms Room	AutoUnlock Suspended
	03/03/2015 13:23:48	03/03/2015 13:23:45	Reception	AutoUnlock Suspended
	03/03/2015 13:23:47	03/03/2015 13:23:46	Ladies Toilets	AutoUnlock Suspended
	03/03/2015 13:23:47	03/03/2015 13:23:45	Stairwell #1	AutoUnlock Suspended
	03/03/2015 13:23:46	03/03/2015 13:23:44	Lobby for Offices	AutoUnlock Suspended

Suspend Auto Unlock/Lock on a Single Door

You can Suspend AUL on a single door from the door status grid as previously described, or you can:

- Highlight a reader in the hardware tree (Setup >> Hardware Setup >> All).
- Click the Suspend icon from the Selected Hardware ribbon bar.



Restoring AUL Schedules

You can restore an AUL schedule for a door by highlighting the door as you would if you were suspending the AUL.

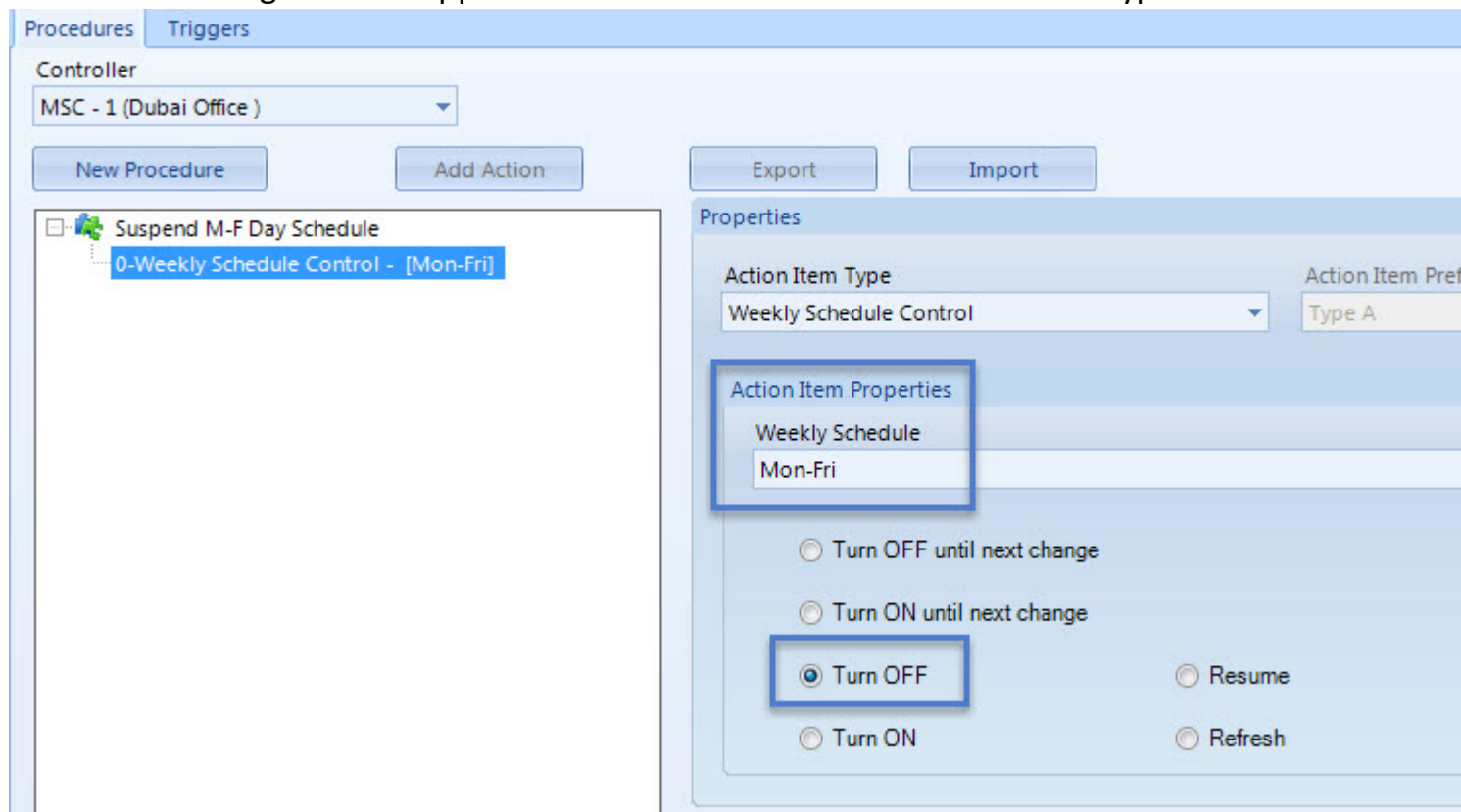
Restoring the AUL affects the door(s) in the following ways:

- Restoring a door's AUL time schedule allows the door to follow its assigned AUL time schedule.
- If a door is within its AUL time schedule (the door is unlocked) and you Restore AUL, the door remains locked and continues to operate per its AUL time schedule.
- If a door is outside of its AUL time schedule (the door is locked) and you restore AUL, the door remains lock, but it will unlock per its AUL time zone and continue operating per its AUL time schedule.

Suspending/Restoring AUL Schedules using Local or Global Linkage

You can create a Local Linkage Procedure or a Global Linkage Macro to suspend or restore an AUL schedule.

Note: Local Linkage is NOT supported with standard NXT or PXL controller types.



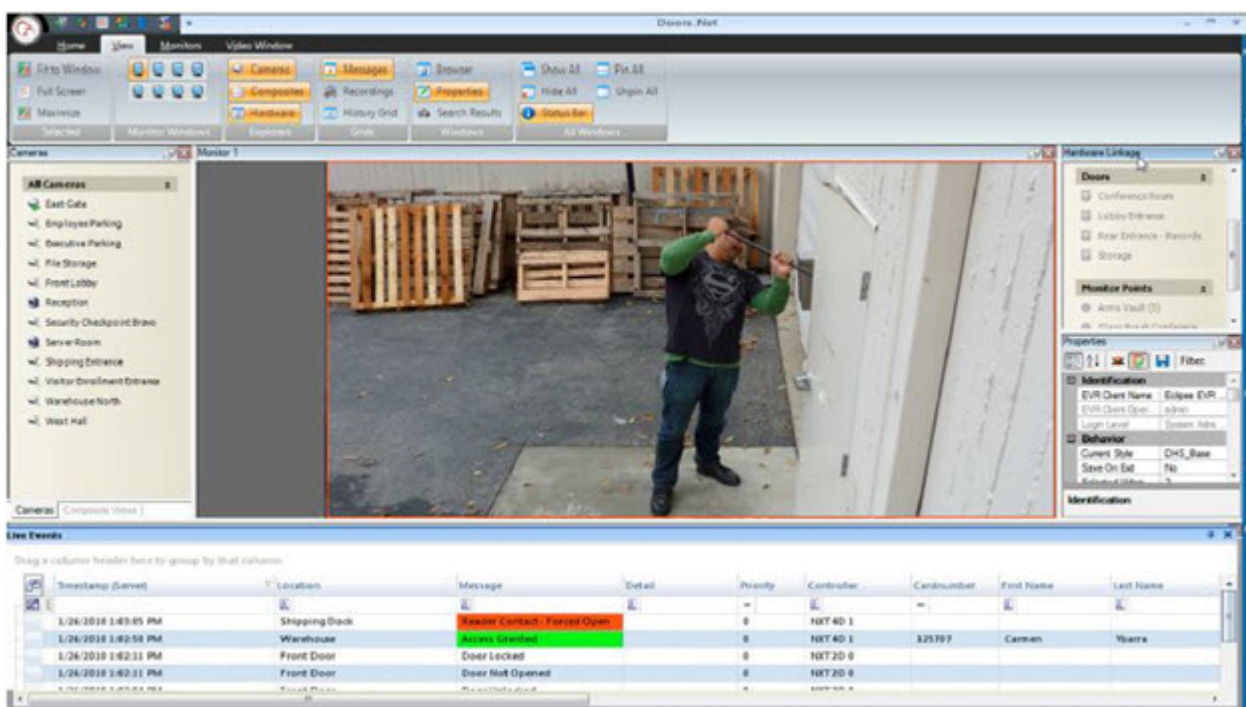
Once configured, the AUL time schedule can be immediately suspended or restored using a trigger action (such as a designated input changing state, a double-card presentation at a certain reader, access granted from a specific cardholder, a combination of

two different triggers plus numerous others) You can set up one trigger to Suspend the AUL time schedule and then another trigger to Restore it again.

Click [here](#) for further information about Local Linkage or [here](#) for additional information about Global Linkage.

Event Monitoring

The Doors.NET software was designed to support both monitored and autonomous configurations. A system is considered to be monitored when there is an operator viewing events in real time - or responding to events as they happen. For example, a [sound alert](#) can be configured to occur if a controller goes offline, if someone tries to access a door that they don't have access rights to, or if a door is detected as being forced, or held open.



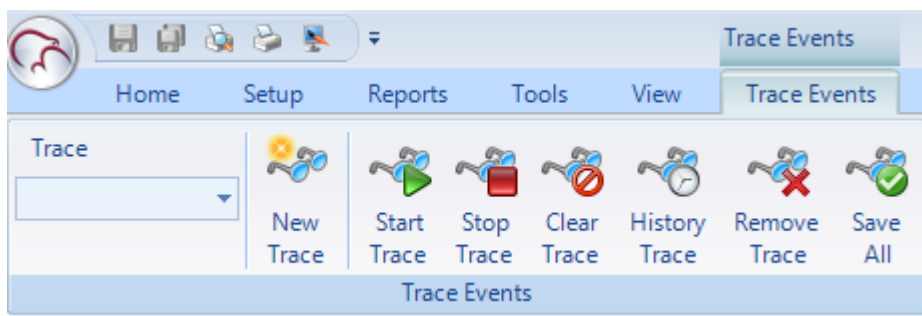
Configuring [sound alerts](#) for the most critical of events means an operator does not have to be watching the screen at all times. Event types can also be configured to generate recorded video clips - an example here might be to create a 20 second video clip when a door forced event happens at a certain reader.

The free version of the Doors.NET software also provides a feature that will automatically email a message notification (or the message can be sent automatically via SMS). See [Email/SMS Automation](#) for setup instructions and details.



The system uses a combination of [Filters](#) and [Device Types](#) to configure how the system manages and displays the various event types.

Trace Events

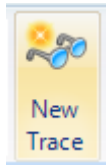


The trace events grid displays specific messages that you are interested in seeing without the distraction of unrelated events. These trace events are grouped by the trace name. The trace name is automatically assigned when you add a new trace event. There are a number of different trace event types. The available trace types are:

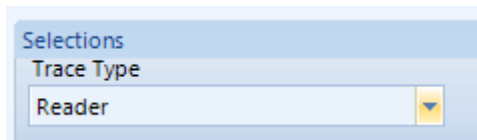
- By Cardholder
- By Cardnumber
- By Control Point
- By Controller
- By Gateway
- By Message Type
- By Monitor Point
- By Panel
- By Reader

Setup a Trace Event

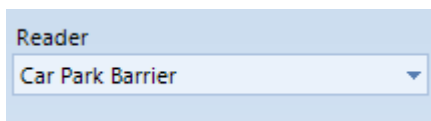
1. To add a new trace click the New Trace icon.



2. Select a Trace Type from the drop-down list, i.e By Reader.



3. Select a reader on the system from the Reader drop-down list.



4. Note that since trace events are grouped by the trace name, it must be unique. For this reason, the Unique Trace Name is automatically created, so at this point you simply have to click the Add Trace button and the trace becomes active immediately.

Unique Trace Name : Car Park Barrier

Add Trace

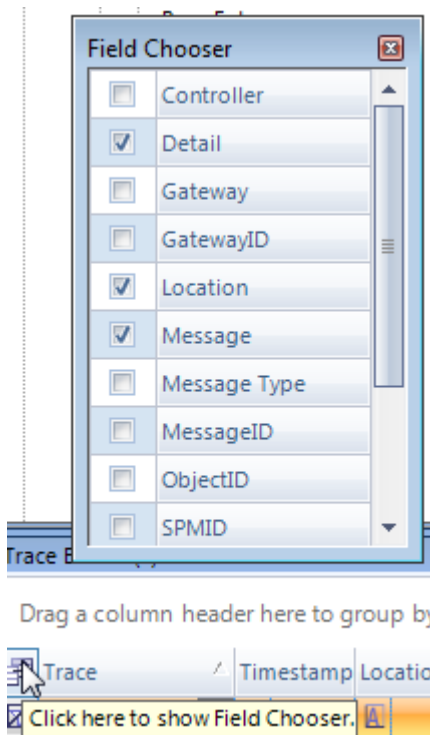
Trace Events (12)

Drag a column header here to group by that column.

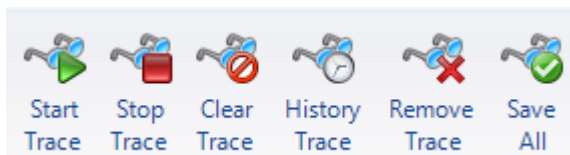
Trace	Gateway	Controller	Timestamp (Server)	Location	Message	Detail
Car Park Barrier	London Office	PXL500 - 3	08/01/2013	Car Park Barrier	Access Granted	(Card: 772500296)
Car Park Barrier	London Office	PXL500 - 3	08/01/2013	Car Park Barrier	Access Granted - No Entry	(Card: 772500296)
Car Park Barrier	London Office	PXL500 - 3	08/01/2013	Car Park Barrier	Access Granted	(Card: 772500296)
Car Park Barrier	London Office	PXL500 - 3	08/01/2013	Car Park Barrier	Access Granted	(Card: 213750697)
Gallagher, Susan	London Office	PXL500 - 3	08/01/2013	Car Park Barrier	Access Granted	(Card: 213750697)
Car Park Barrier	London Office	PXL500 - 3	08/01/2013	Car Park Barrier	Access Granted	(Card: 940814024)
Car Park Barrier	London Office	PXL500 - 3	08/01/2013	Car Park Barrier	Access Granted	(Card: 673397833)
Car Park Barrier	London Office	PXL500 - 3	08/01/2013	Car Park Barrier	Access Granted	(Card: 875181130)
Car Park Barrier	London Office	PXL500 - 3	08/01/2013	Car Park Barrier	Access Granted	(Card: 807065051)
Car Park Barrier	London Office	PXL500 - 3	08/01/2013	Car Park Barrier	Access Granted	(Card: 68214312)

Messages that are generated by this reader are displayed independently on the trace grid similarly to Live Events.

- Also similar to Live Events is the Field Chooser, which allows you to select which columns and information is displayed for the events. Click the icon to the left of the first column and then make your field selections.



6. The context menu from the trace events window allows for the following selections:



Start and Stop Trace - allows you to quickly start or stop current traces.

Clear Trace - Will remove any trace events from the screen. It does not remove or start/stop the trace.

History Trace - Allows you to retrieve the last 50 events that match the trace criteria - even if they are not in the grid.


Remove Trace - You can delete the trace from Doors.NET entirely

Save All - Saves the current trace events to the local hard drive, they will be available when Doors.NET starts.

Live Events

Live Events Status displays real-time transactions as they occur and includes system messages with the newest transaction at the top of the window. Each column can be sorted or grouped to quickly find a specific item.



If not already displayed, this window is opened by clicking on the  icon in the Status group of the Home ribbon.

Live Events				
Drag a column header here to group by that column.				
Icon	Timestamp (Server)	Location	Message	Detail
	1/14/2015 1:29:20 PM	Motion Detector Outside	Monitor Point - Secure	
	1/14/2015 1:29:18 PM	Motion Detector Outside	Monitor Point - Alarm	
	1/14/2015 1:29:13 PM	Motion Detector Outside	Monitor Point - Secure	
	1/14/2015 1:28:24 PM	Motion Detector Inside 2	Monitor Point - Secure	
	1/14/2015 1:26:28 PM	Warehouse	Controller Configuration Saved to Flash Memory	AutoSave Configuration Complete
	1/14/2015 1:26:26 PM	Front Door	Reader Contact - Door Secured (Previously Forced Open)	
	1/14/2015 1:26:16 PM	Front Door	Reader Contact - Forced Open	
	1/14/2015 1:26:15 PM	Front Door	Reader Contact - Door Secured (Previously Forced Open)	
	1/14/2015 1:25:56 PM	Front Door	Reader Contact - Forced Open	
	1/14/2015 1:09:10 PM	MSC #1.Output 8.4	Control Point Deactivated	
	1/14/2015 1:09:10 PM	MSC #1.Output 8.3	Control Point Deactivated	
	1/14/2015 1:09:10 PM	MSC #1.Output 8.2	Control Point Deactivated	
	1/14/2015 1:09:10 PM	MSC #1.Output 8.1	Control Point Deactivated	
	1/14/2015 1:08:55 PM	MSC #1	Controller - Online	
	1/14/2015 1:08:55 PM	MSC #1	Controller - Offline = Timeout	
	1/14/2015 1:08:55 PM	MSC #1	Transaction Log report	Capacity=10000 Oldest=1 Last Rep...

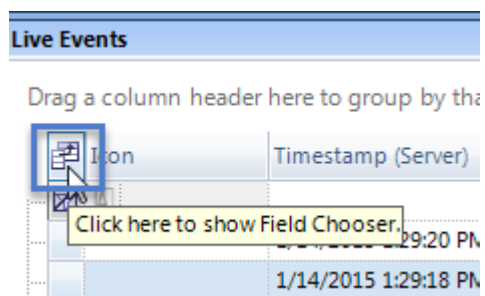
Live Events Default Field Values:

- Icon - Displays a blue paper-clip icon when there is a video clip associated with a displayed event
- Timestamp (Server) - The time the event occurred as noted by the server.
- Location - The name of the device at which the event occurred.
- Message - The event type.
- Detail - Detailed event information.
- Priority - The priority level assigned to this type of event.
- Controller - The name of the controller at which the event occurred.
- Cardnumber - The cardnumber associated with this event (if applicable).
- First Name - The first name of the cardholder associated with this event (if applicable).

- Last Name - The last name of the cardholder associated with this event (if applicable).

Field Chooser

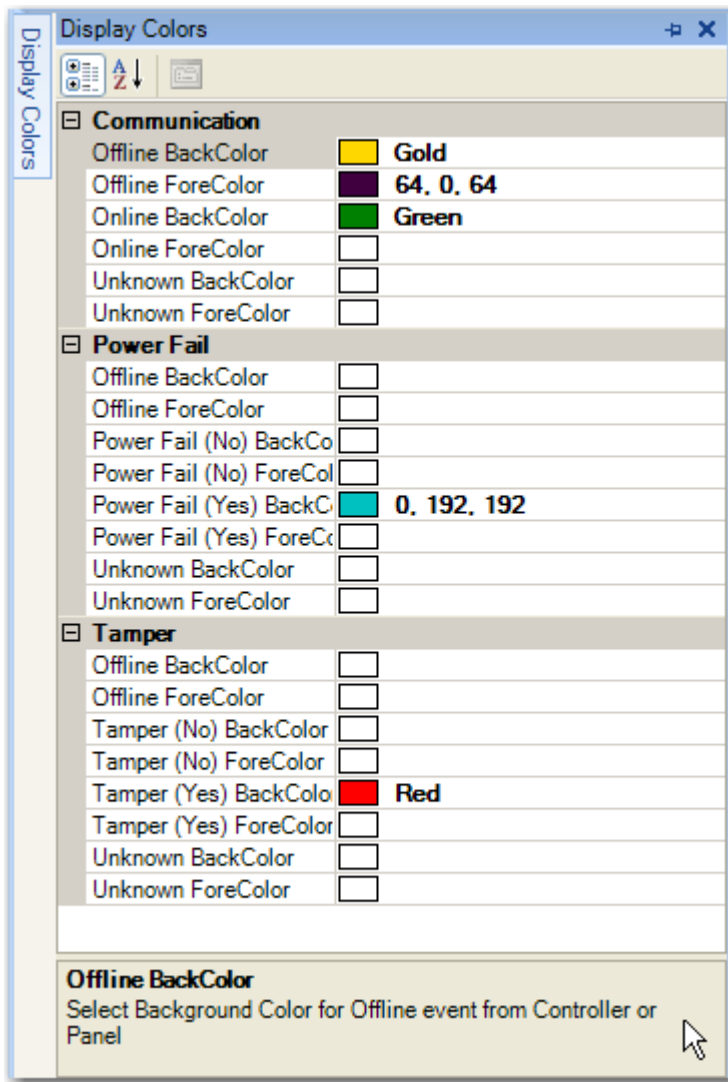
The field chooser can be accessed by clicking the icon located in the upper-left corner of the Live Events grid.



The field chooser lists all the columns that can be selected or deselected for display on the Live Events grid. Place a tick against any column you wish to display and remove the tick from any column you wish to hide.

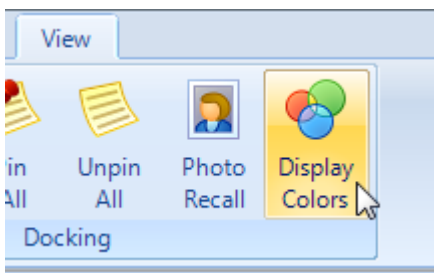
Display Colors

The Display Colors window allows you to set the colors of key event types that are displayed in the live events grid. It is helpful for operators who are color-blind and find it hard to distinguish between certain colors, i.e. red and gray or yellow and green and also to highlight important, critical events, such as; access denied, door forced, controller off-line or motion detection alarms.

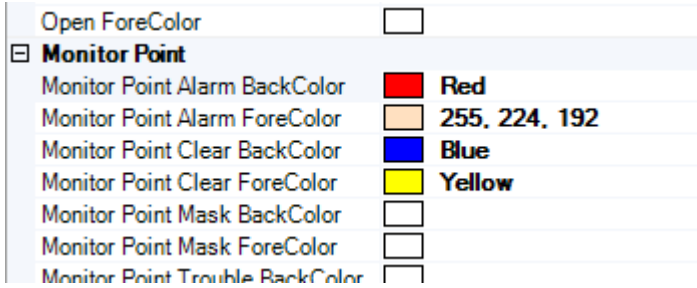


Setup

To set a display color for a certain event type click on View >> Display Colors.



- Locate the event type you wish to set a display color for, for example; Monitor Point Alarm and Secure.
- Set the BackColor and the ForeColor (the ForeColor is the text color)



- Close the display colors pane when you have made your selection.
- When the event types display in Live Events they will be shown with your selected color scheme.

Live Events

Drag a column header here to group by that column.

Ic	Timestamp (Server)	Location	Message
	1/19/2015 2:24:22 PM	Motion Detector - Store Room	Monitor Point - Alarm
	1/19/2015 2:24:20 PM	Motion Detector - Store Room	Monitor Point - Secure
	1/19/2015 2:23:31 PM	NXT #1	Update Network Completed

Field Chooser

The field chooser is used to define which fields/columns will display on the various software grids, for example; status grids, hardware setup grids or report grids. The field chooser icon is located in the upper left-hand corner of any of these grids.

Drag a column header here to group by that column.

Device Type	Gateway	Controller	Description
Panel	MSC	Warehouse	4x4 (MSC)
Controller	NXT	New Controller 1	New Controller 1

Alerts (0) Live Events Hardware Setup

Doors Inputs Outputs Panels Cameras All

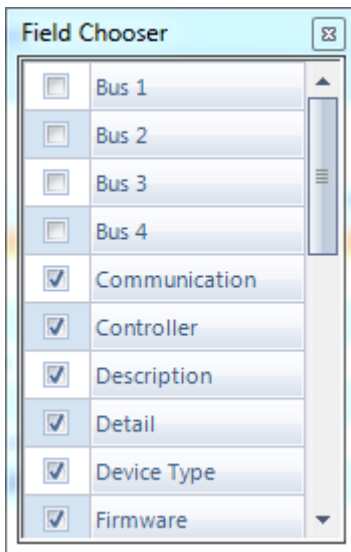
Drag a column header here to group by that column.

Gateway	Controller	Panel Description	Description
MSC	Warehouse	Reader 2	Delivery Door
MSC	Warehouse	Reader 1	Front Door
MSC	Warehouse	Reader 4	Manager's Office
MSC	Warehouse	Reader 3	Fire Exit

Drag a column header here to group by that column.

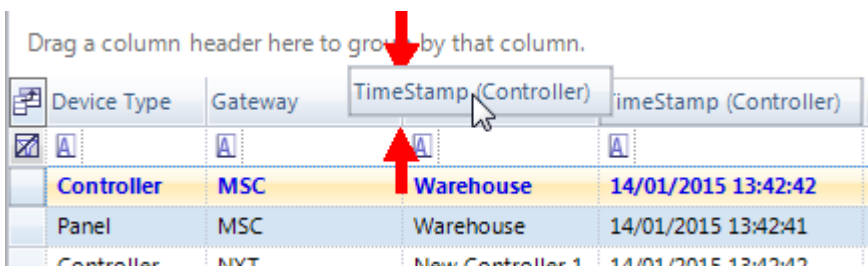
Last Name	First Name	Middle Name	Company Name	Access Group
Gallagher	Susan			
Colman	Gary			Total Access
Callahan	Stephanie			
Scott	Richard			Total Access
Stabik	Bob			Total Access
Farwell	Rebecca			
Smith	John			Total Access

When the field chooser window appears you will see a list of all the possible field-/columns that can be selected for display on the grid.



Place a check-mark against the fields that you do wish to view in the grid and remove the check-mark from any fields you wish to hide.

Once fields/columns have been selected they can be re-sized or you can drag them to a different position on the grid.



Filters

Filters are used by the system to specify which system generated messages are displayed in the software as live event transactions. Any events which are not selected in the filter will not be displayed in the live events grid of the administrative client.

The system has 4 different filter types predefined: Access Denied (the most common access denied messages), Access Granted (the most common access granted messages), Concise setting (defaulted to the minimum display of event transactions, which is basically; alarms, troubles, and access granted messages) and the standard setting is defaulted to a few more events than concise.

All the events assigned to these filters are listed with a check box, all of these filter types can also be changed and altered at any time, or you can of course create your own filters.

None of these filters are assigned to any of the hardware, by default, meaning all the events generated by the system will appear in the user client in Live Events. However note that these filters **ONLY** affect the display of the event only as all events are recorded to the hard disk in the messages table.

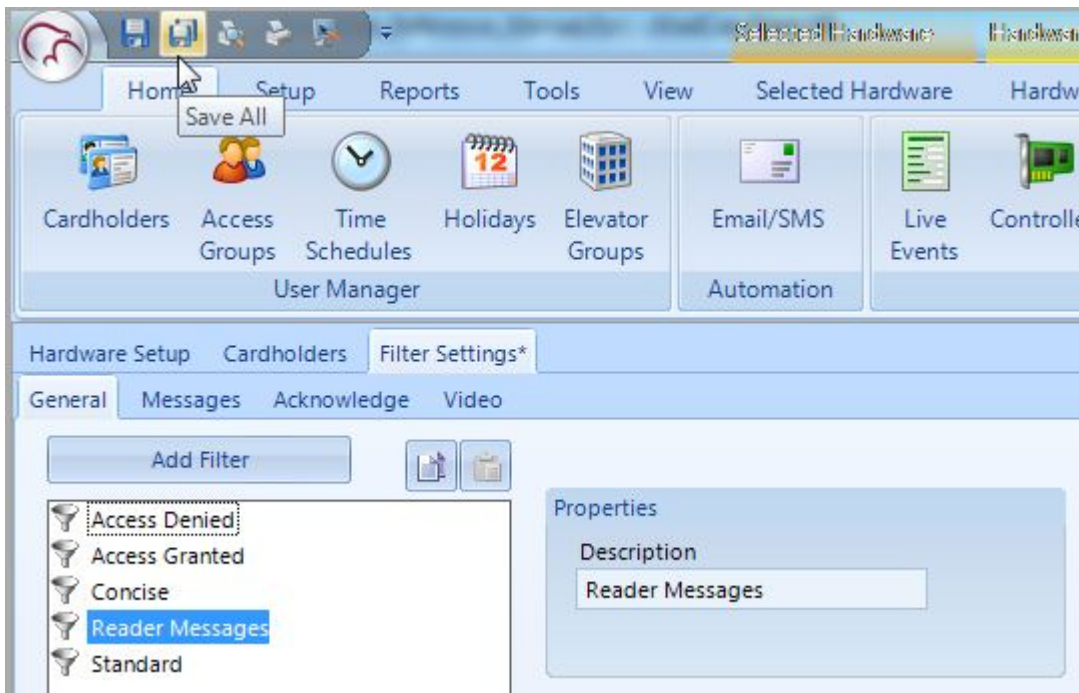
Setup a Filter

This filter example will be setup and assigned to a reader connected to an NXT-MSC controller.

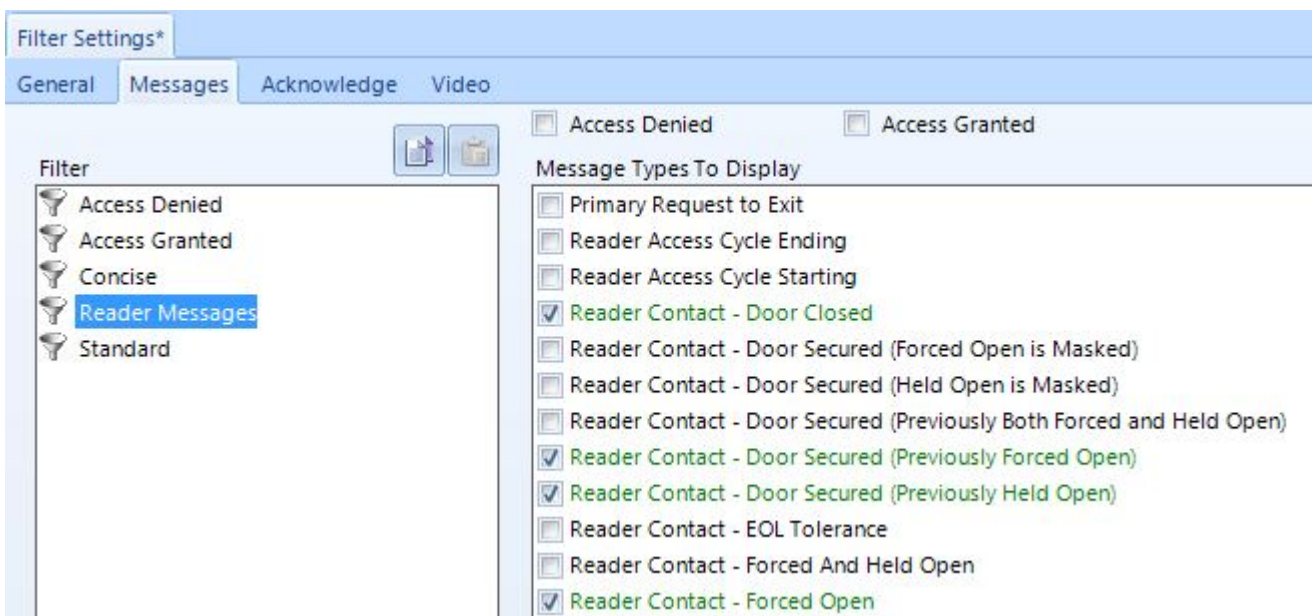
1. Click Setup >> Filters (if the Filter icon is not displayed you will need to enable [Advanced View](#)).



2. With the filter highlighted, type in a new description in the description field then click the blue save/save all icon.

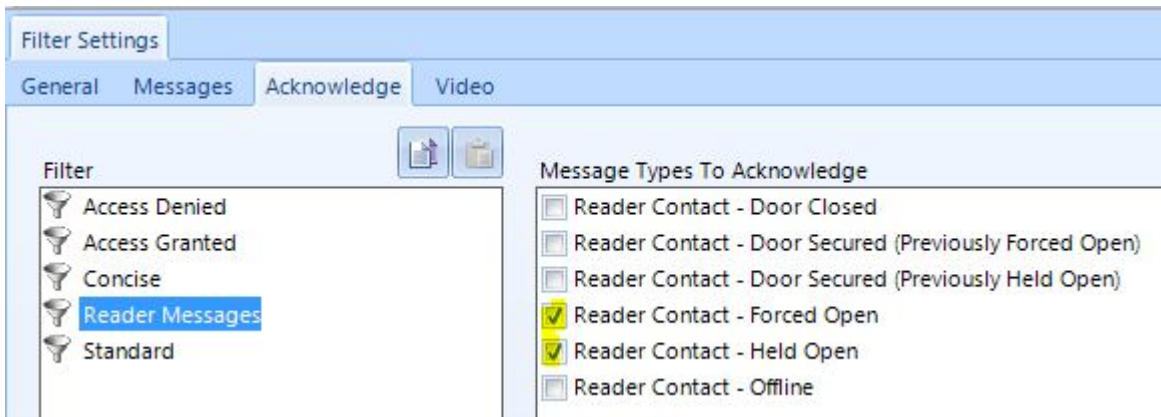


3. Click the messages tab to select the event types to display in Live Events. The event types turn green when selected and will return to black once you have clicked save.

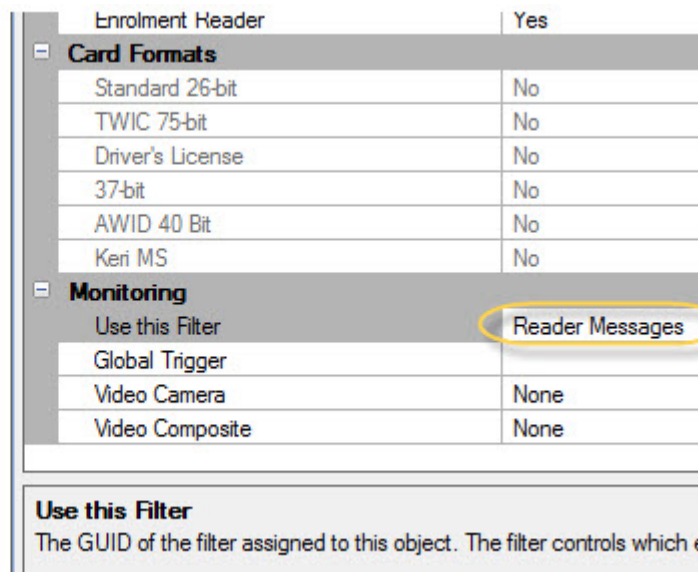
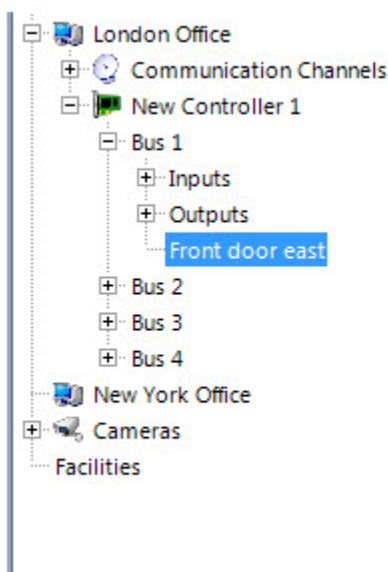


4. In the above image you will see that there is also check boxes for Access Denied and Access Granted. This allows all the most common access denied or access granted messages (or both) to be quickly added when setting up a custom filter.

- For each message that has been selected it is also possible to enable it for acknowledgment. This acknowledgment flag will be placed in an additional queue and will create an 'alert' - which can then be configured (using device types) for an operator to take action on.

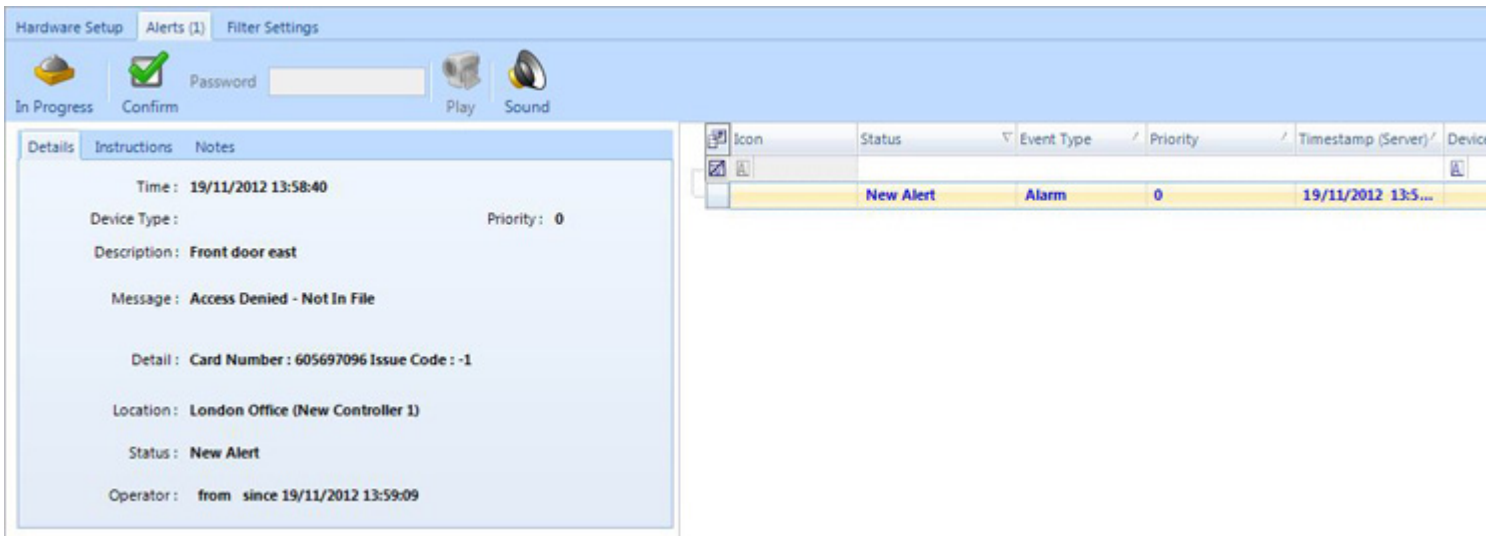


- The last tab in filter setup is the Video tab. This is for event video recording, when a camera is assigned to a hardware object, such as a reader or an input.
- Events are selected and when those events occur (such as a door forced events happens at a certain reader). You can chose to either create a short video clip (10-60 seconds) or have a live video window popup on screen.
- To assign the filter to a reader, locate and highlight a reader in the hardware tree. In properties scroll down to Monitoring, then select the new filter from the 'Use This Filter' drop-down list.



9. When this filter is assigned to a reader only the messages specified will display in Live Events.
10. The messages selected for acknowledgment will appear in the alerts grid once you have set 'Require Acknowledgement' to Yes. It may seem like you are making the same setting twice, but this is because multiple readers may be using the same filter and the allows certain readers to have acknowledgment disabled without affecting other readers.

Monitoring	
Device Type	None
Primary Priority	0
Use this Filter	Reader Messages
Require Acknowledgement	Yes
Enable Sounds	No
Global Trigger	
Video Camera	None



The screenshot shows the 'Alerts (1)' tab in the software. On the left, the 'Details' pane shows the following information for a new alert:

- Time: 19/11/2012 13:58:40
- Device Type: Priority: 0
- Description: Front door east
- Message: Access Denied - Not In File
- Detail: Card Number : 605697096 Issue Code : -1
- Location: London Office (New Controller 1)
- Status: New Alert
- Operator: from since 19/11/2012 13:59:09

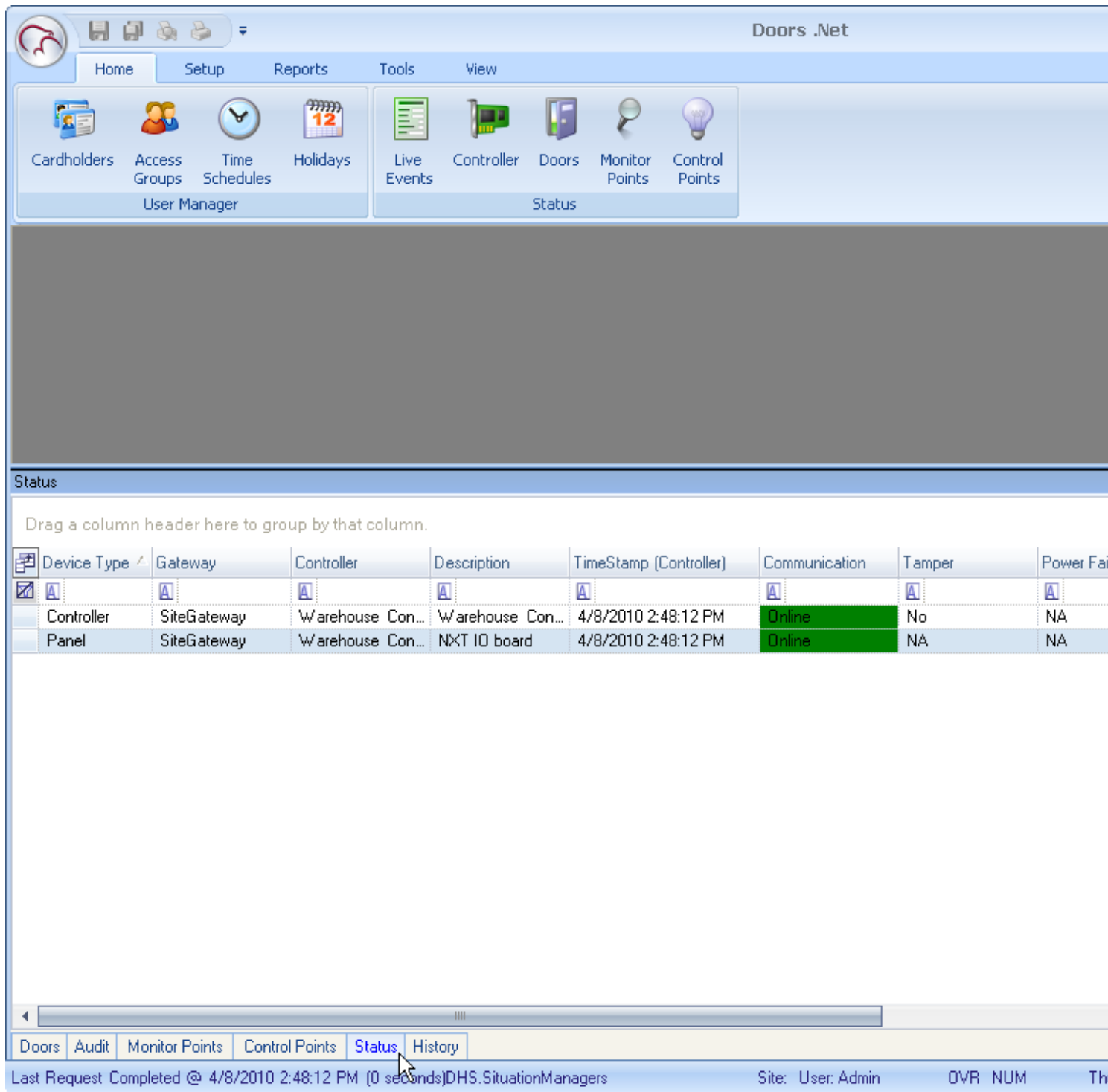
On the right, an alert grid displays the following data:

Icon	Status	Event Type	Priority	Timestamp (Server)	Device
	New Alert	Alarm	0	19/11/2012 13:5...	

Hardware Status

Status tabs are found at the bottom of the work space/data display field.

- Certain status tabs only appear when its corresponding feature is accessed or enabled.
- Mouse over a tab to have that tab's window open in the work space/data display field.
- Mouse onto the window and you can review the information within.
- Mouse off the window and the window closes.
- Click on the push-pin icon in the upper right of the window to "pin" that window and have it stay open when you mouse off. Click on the push-pin icon again to "un-pin" the window.



The screenshot shows the 'Doors .Net' application window. The top menu bar includes 'Home', 'Setup', 'Reports', 'Tools', and 'View'. Below the menu is a toolbar with icons for 'Cardholders', 'Access Groups', 'Time Schedules', 'Holidays', 'Live Events', 'Controller', 'Doors', 'Monitor Points', and 'Control Points'. The main content area is titled 'Status' and contains a table with the following data:

Device Type	Gateway	Controller	Description	TimeStamp (Controller)	Communication	Tamper	Power Fail
Controller	SiteGateway	Warehouse Con...	Warehouse Con...	4/8/2010 2:48:12 PM	Online	No	NA
Panel	SiteGateway	Warehouse Con...	NXT IO board	4/8/2010 2:48:12 PM	Online	NA	NA

At the bottom of the window, there is a status bar with the text: 'Last Request Completed @ 4/8/2010 2:48:12 PM (0 seconds)DHS.SituationManagers Site: User: Admin OVR NUM Th'. The 'Status' tab is currently selected in the bottom navigation bar.

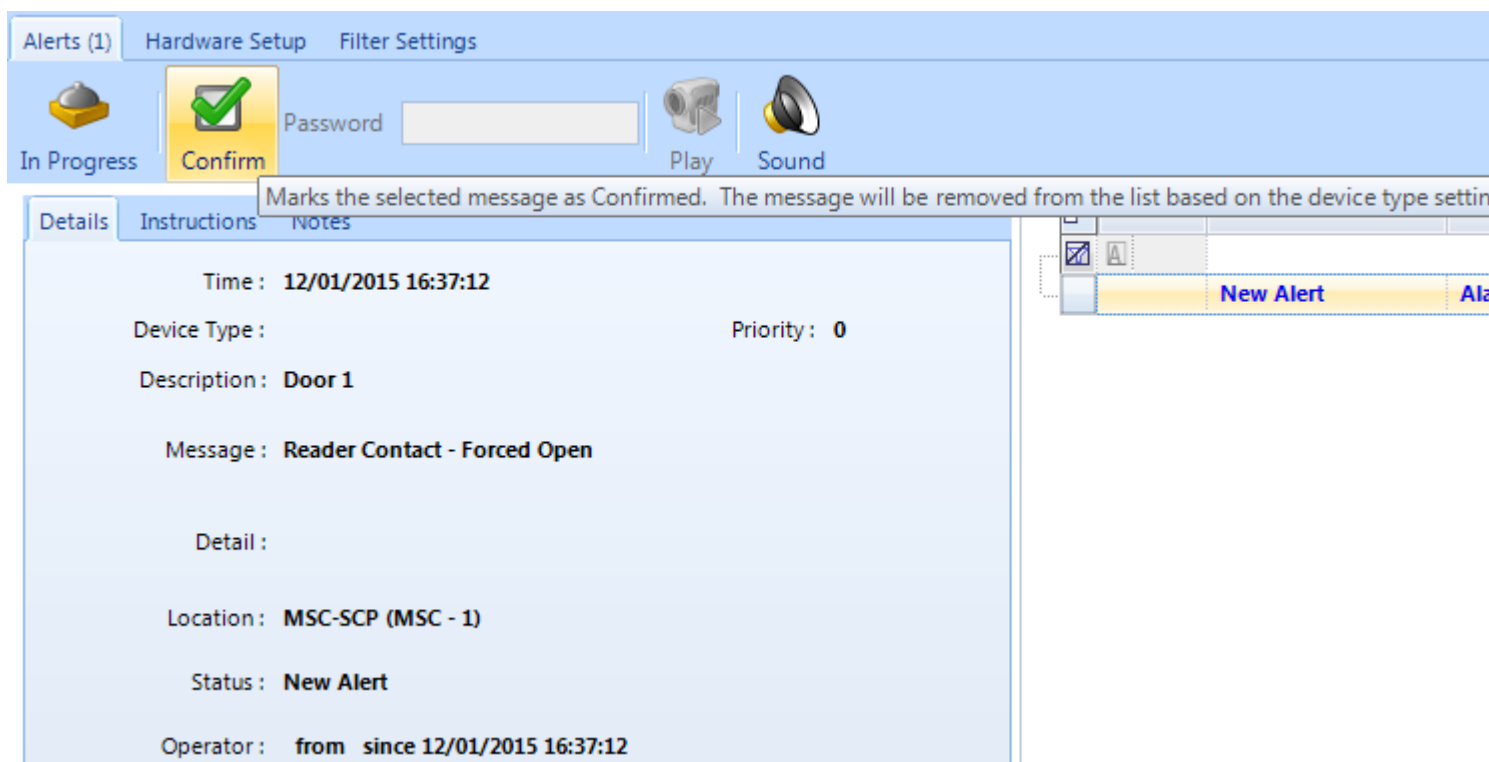
The example above displays the Status tab. Each tab has unique data sets.

- [Alerts](#) - lists events that require acknowledgment by an operator
- [Control Points](#) - lists information on all control points (outputs)
- [Doors](#) - lists information on doors

- [Live Events](#) - lists transactions in real-time
- [Monitor Points](#) - lists information on all monitor points (inputs)
- [Status](#) - lists controller status
- [Trace Events](#) - lists events specifically designated for display by the operator

Alerts

The Alerts Status Tab is used for event processing and acknowledgment.



The alerts screen lists any event types that have been configured for acknowledgment by an system operator. Alerts are created using a combination of [filters](#) and [device types](#). The filter defines which event types will create alerts and the device type settings determine how the alerts should be dealt with.

Selecting an item within an information window and then right-clicking opens a task context menu that allows you to perform basic, appropriate functions on that item.

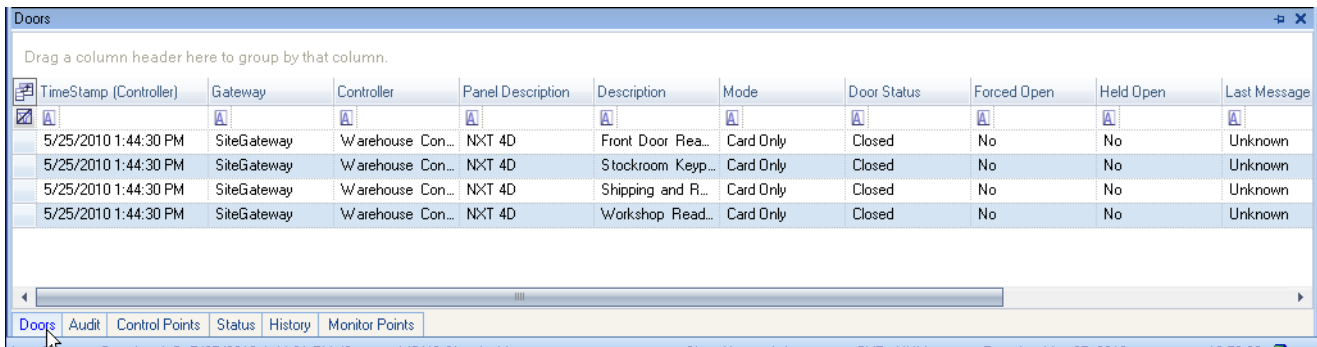
Setting up Alerts

When creating alerts the basic procedure is as follows:

1. Create a [filter](#) defining which events should be [acknowledged](#). You can also set the event to show video if the hardware object creating the event has a camera assigned to it.
2. Setup a device type and configure how you want the device type to operate and how it should be processed (for example; require notes or set a password that is needed before the event can be confirmed. You also use device types to setup and define [sound alerts](#).
3. Assign the [filter](#) to a selected hardware object (ensure you are in [Advanced View](#)).
4. Assign the [device type](#) to the same hardware object.
5. Set **Require Acknowledgment** to Yes and optionally set **Enable Sounds** to Yes.
6. Generate the event at the hardware object that you wish to use as an alert; this might be a Monitor Point going into alarm state or perhaps a door forced open alarm from a reader.
7. You should see the alert appear in the alerts grid ready for acknowledgment.
8. Highlight the alert so it can be confirmed.

Doors

The Doors status window displays the status of all configured doors. Click on the Doors tab at the bottom of the program window to display this information. Each column can be sorted or grouped to quickly find a specific item.



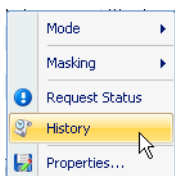
TimeStamp (Controller)	Gateway	Controller	Panel Description	Description	Mode	Door Status	Forced Open	Held Open	Last Message
5/25/2010 1:44:30 PM	SiteGateway	Warehouse Con...	NXT 4D	Front Door Rea...	Card Only	Closed	No	No	Unknown
5/25/2010 1:44:30 PM	SiteGateway	Warehouse Con...	NXT 4D	Stockroom Key...	Card Only	Closed	No	No	Unknown
5/25/2010 1:44:30 PM	SiteGateway	Warehouse Con...	NXT 4D	Shipping and R...	Card Only	Closed	No	No	Unknown
5/25/2010 1:44:30 PM	SiteGateway	Warehouse Con...	NXT 4D	Workshop Read...	Card Only	Closed	No	No	Unknown

Door Status Field Values:

- Timestamp (Controller) - The time this information was retrieved from the controller.
- Gateway - The gateway to which this door is connected.
- Controller - The name of the controller to which this door is connected.
- Panel Description - The type of panel to which this door is connected.
- Mode - The type of access allowed by this door.
- Door Status - The current state of the door.
- Forced Open - Highlights if the door is in the forced open state.
- Held Open - Highlights if the door is in the held open state.
- Last Message - The last message associated with the door.
- Security Level - The security level assigned to the door.
- Door Type - The door type assigned to the door.
- Door Class - The door class assigned to the door.

Door Status Context Menu:

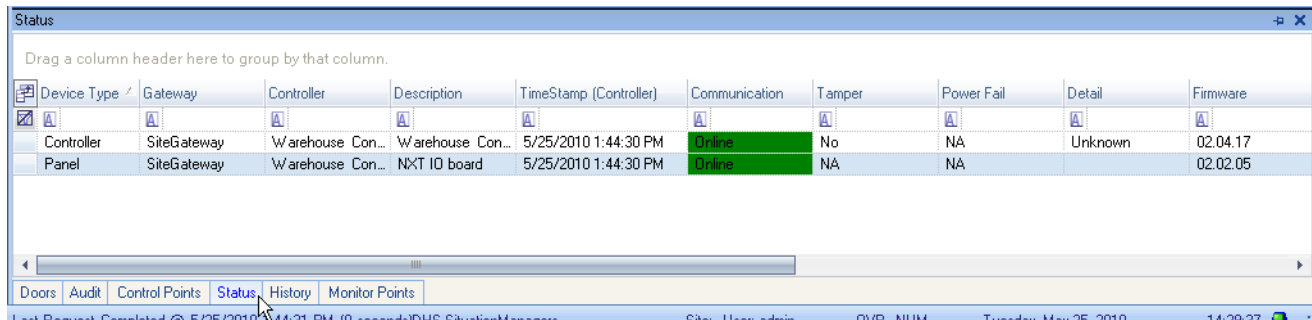
Right-click on a door listing and a context menu of options appears.



- Mode - Allows you to change the type of access allowed by this door.
- Masking - Allows you to set door masks.
- Request Status - Performs an immediate status update of the door.
- History - Opens the History Status window for that door.
- Properties - Opens the [Hardware Setup](#) window for that door.

Controller

The Controller Status window displays the status of all recognized controllers. Click on the Status tab at the bottom of the program window to display this information. Each column can be sorted or grouped to quickly find a specific item.



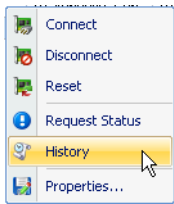
Device Type	Gateway	Controller	Description	TimeStamp (Controller)	Communication	Tamper	Power Fail	Detail	Firmware
Controller	SiteGateway	Warehouse Con...	Warehouse Con...	5/25/2010 1:44:30 PM	Online	No	NA	Unknown	02.04.17
Panel	SiteGateway	Warehouse Con...	NXT IO board	5/25/2010 1:44:30 PM	Online	NA	NA		02.02.05

Controller Status Field Values:

- Device Type - Lists all controllers and any peripheral panels connected to those controllers.
- Gateway - The gateway to which this controller is connected.
- Controller - The name of the controller.
- Description - The name assigned to this controller or peripheral.
- Timestamp (Controller) - The time this information was retrieved from the controller.
- Communication - The current communication state of the controller: online/off-line.
- Tamper - Lists either tamper state or that tamper is not applicable.
- Power Fail - Lists if power has failed.
- Detail - Lists detailed information for the controller or peripheral if applicable.
- Firmware - The firmware revision installed in the controller or peripheral.
- Model - The product name of the controller or peripheral.
- IP Address - The IP address assigned to the controller.
- Bus 1 to 4 - The type of reader attached to the controller's busses.

Controller Status Context Menu:

Right-click on a controller or peripheral listing and a context menu of options appears.



Connect - Immediately connect to this controller.

Disconnect - Immediately disconnect from this controller.

Reset - Immediately reset this controller or peripheral.

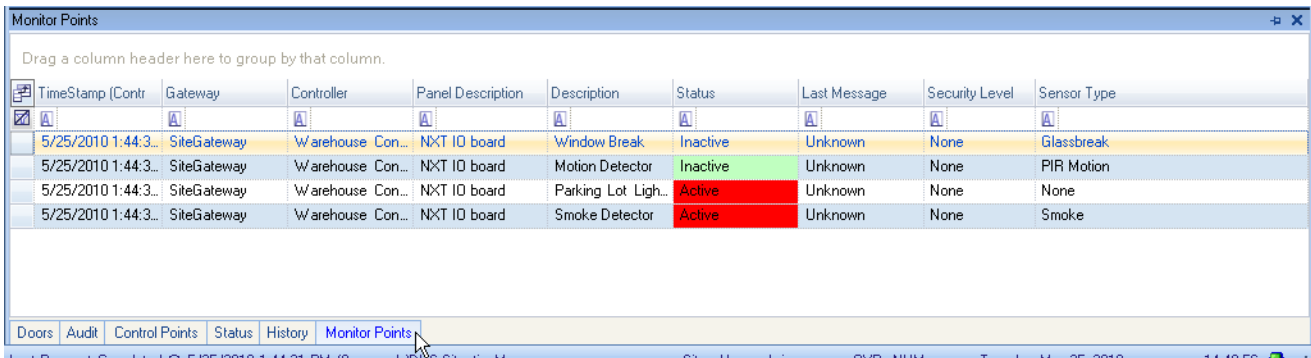
Request Status - Performs an immediate status update of the controller or peripheral.

History - Opens the History Status window for that controller or peripheral.

Properties - Opens the [Hardware Setup](#) window for that controller or peripheral.

Monitor Points

The Monitor Points status window displays the status of all configured monitor points. Click on the Monitor Points tab at the bottom of the program window to display this information. Each column can be sorted or grouped to quickly find a specific item.



TimeStamp (Contr)	Gateway	Controller	Panel Description	Description	Status	Last Message	Security Level	Sensor Type
5/25/2010 1:44:3...	SiteGateway	Warehouse Con...	NXT IO board	Window Break	Inactive	Unknown	None	Glassbreak
5/25/2010 1:44:3...	SiteGateway	Warehouse Con...	NXT IO board	Motion Detector	Inactive	Unknown	None	PIR Motion
5/25/2010 1:44:3...	SiteGateway	Warehouse Con...	NXT IO board	Parking Lot Ligh...	Active	Unknown	None	None
5/25/2010 1:44:3...	SiteGateway	Warehouse Con...	NXT IO board	Smoke Detector	Active	Unknown	None	Smoke

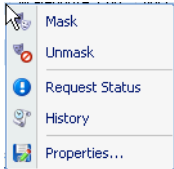
Monitor Point Status Field Values:

- Timestamp (Controller) - The time this information was retrieved from the controller.
- Gateway - The gateway to which this monitor point is connected.
- Controller - The name of the controller to which this monitor point is connected.
- Panel Description - The type of panel to which this monitor point is connected.
- Description - The descriptive name assigned to this monitor point.
- Status - The current state of the monitor point.
- Last Message - The last message associated with this control point.

- Security Level - The security level assigned to this control point.
- Sensor Type - The type of sensor attached to this monitor point.

Monitor Point Status Context Menu:

Right-click on a control point listing and a context menu of options appears.



Mask - Allows you to mask certain monitor point information.

Unmask - Removes mask restrictions from this monitor point.

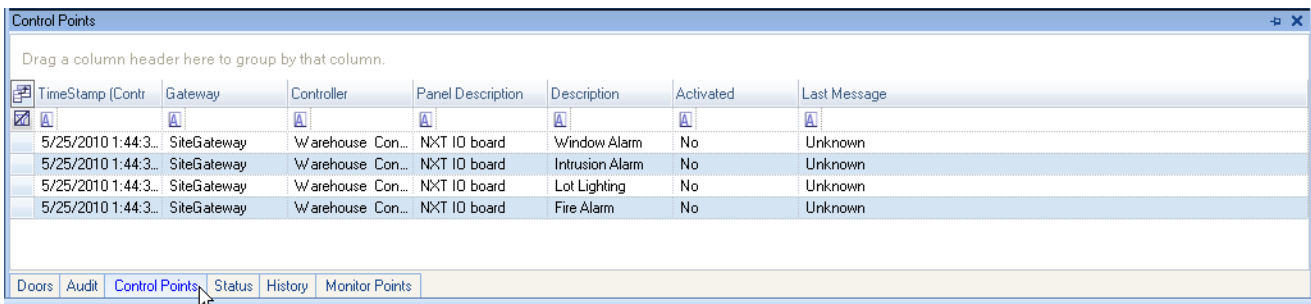
Request Status - Performs an immediate status update of the monitor point.

History - Opens the History Status window for that monitor point.

Properties - Opens the [Hardware Setup](#) window for that monitor point.

Control Points

The Control Points status window displays the status of all configured control points. Click on the Control Points tab at the bottom of the program window to display this information. Each column can be sorted or grouped to quickly find a specific item.



TimeStamp (Contr)	Gateway	Controller	Panel Description	Description	Activated	Last Message
5/25/2010 1:44:3...	SiteGateway	Warehouse Con...	NXT IO board	Window Alarm	No	Unknown
5/25/2010 1:44:3...	SiteGateway	Warehouse Con...	NXT IO board	Intrusion Alarm	No	Unknown
5/25/2010 1:44:3...	SiteGateway	Warehouse Con...	NXT IO board	Lot Lighting	No	Unknown
5/25/2010 1:44:3...	SiteGateway	Warehouse Con...	NXT IO board	Fire Alarm	No	Unknown

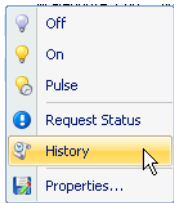
Control Point Status Field Values:

- Timestamp (Controller) - The time this information was retrieved from the controller.
- Gateway - The gateway to which this control point is connected.
- Controller - The name of the controller to which this control point is connected.
- Panel Description - The type of panel to which this control point is connected.
- Description - The descriptive name assigned to this control point.

- Activated - The current state of the control point.
- Last Message - The last message associated with this control point.

Control Point Status Context Menu:

Right-click on a control point listing and a context menu of options appears.



Off - Immediately turn this control point off.

On - Immediately turn this control point on.

Pulse - Immediately pulse this control point.

Request Status - Performs an immediate status update of the control point.

History - Opens the History Status window for that control point.

Properties - Opens the [Hardware Setup](#) window for that control point.

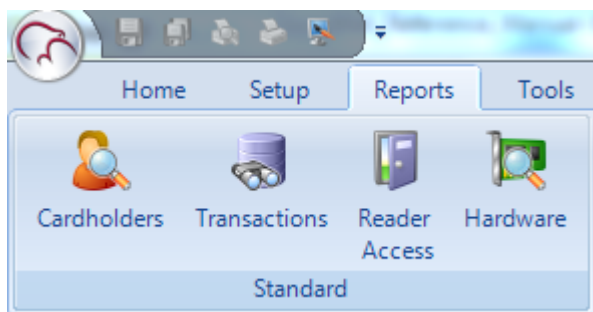
Reports

Doors.NET software includes many different default report types which are included in the standard version of the software. Reports can be run at any time on [Cardholders](#), [Transactions](#), [Reader Access](#) and [Hardware](#) properties.

When the controllers are online, all the events, by default, are detected and appear in the Live Events grid as they happen. However, running reports allows you to retrieve event information specific to a certain reader, a specific cardholder, cardholders in a certain access group, certain controllers or doors.

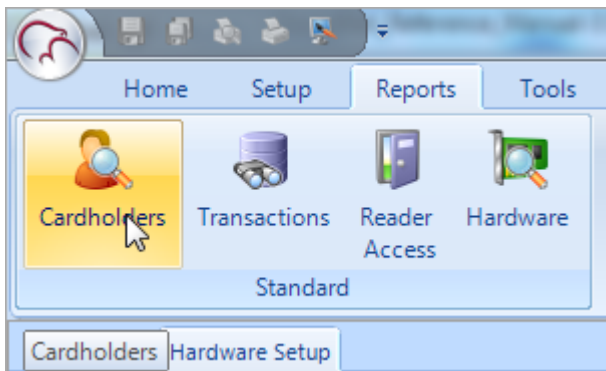
The report information is very quickly extracted from the SQL database and displayed in an easy to understand format, together with a variety of display options, such as different views and the ability to search by column headers such as by timestamp, numerically by cardnumber or alphabetically by card name or door name.

Reports can be accessed via the Reports link in the software and the report groups are defined with an icon.

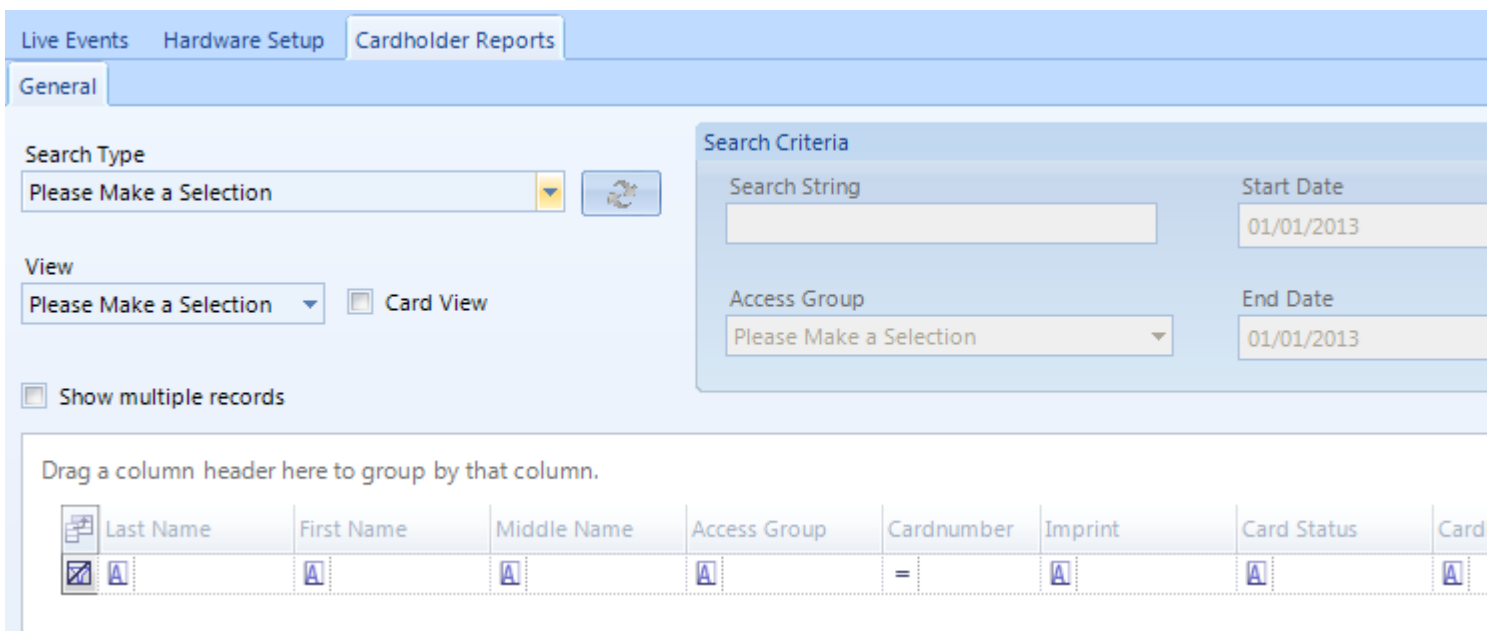


Reports - Cardholders

1. To run reports on Cardholders in the Doors.NET system click on the reports tab >> Cardholders.



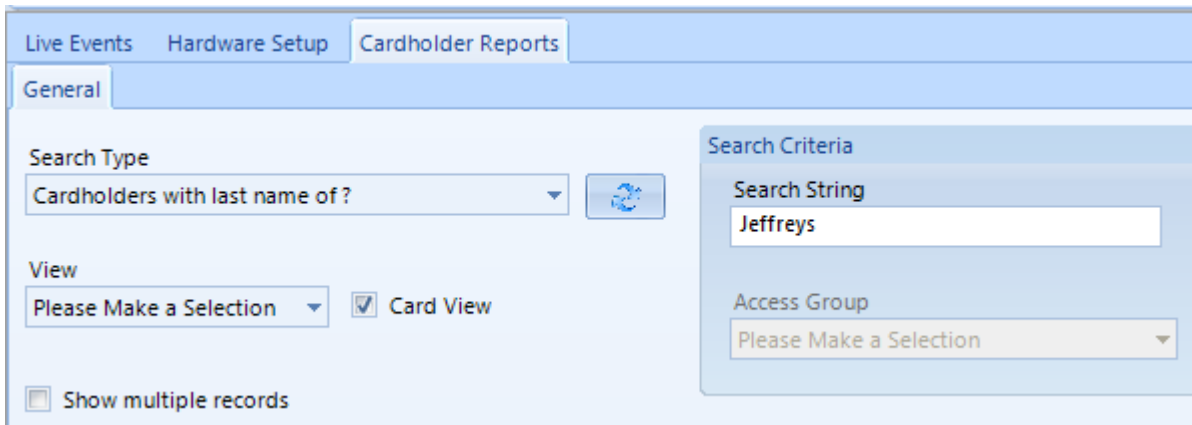
2. When the Cardholder reports page opens you will see the following window.



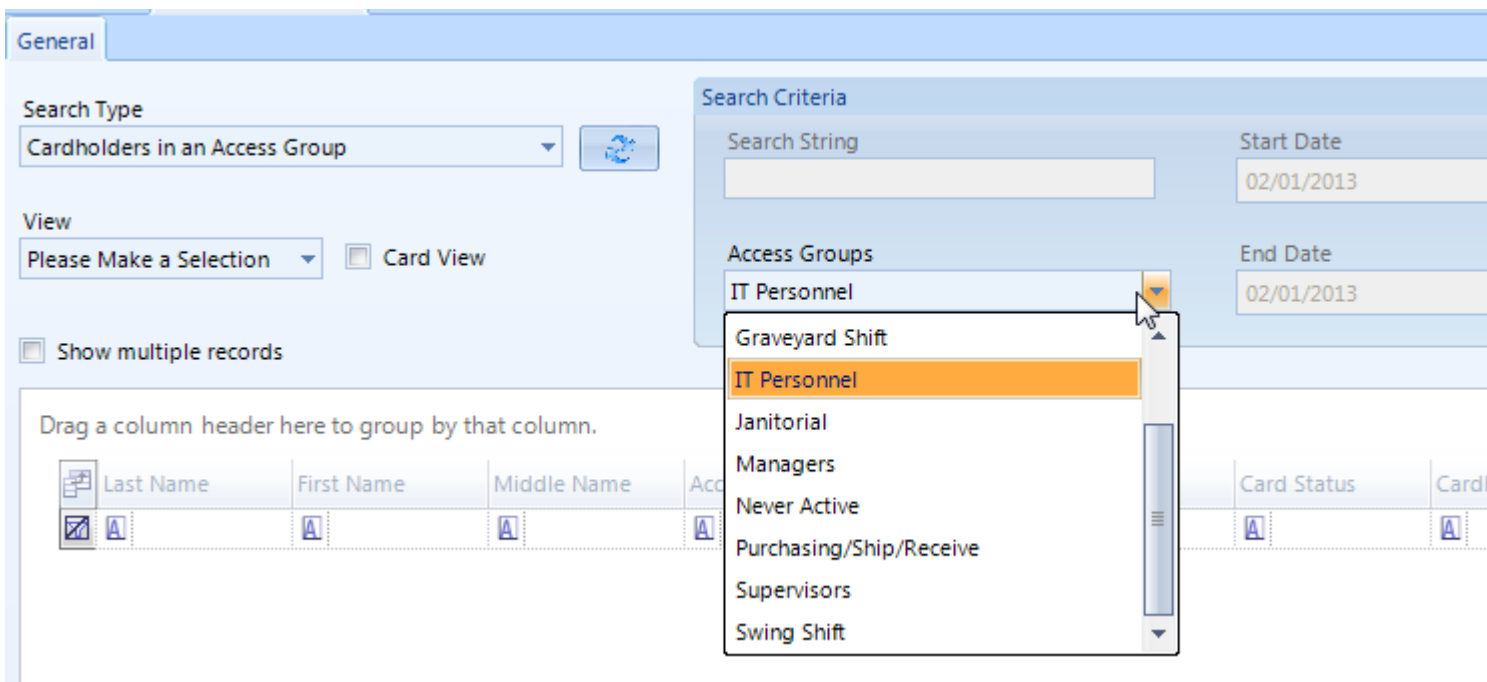
3. You can retrieve cardholder-specific event information using a variety of search types. The Search Type drop-down list is where you select which Cardholder report you wish to run. Click the down arrow to expand the following list:

- Cardholders (All)
- Cardholders with last name of ?
- Cardholders with first name of ?
- Cardholders with at least 1 credential
- Cardholders with Deactivated cards

-
- Cardholders with Active Cards
 - Cardholders in an Access Group
 - Cardholders in a Cost Centre
 - Cardholders in a Department
 - Cardholders in a Location
 - Cardholders from a County (Work)
 - Cardholders from a County (Home)
 - Cardholders from a City (Work)
 - Cardholders from a City (Home)
 - Cardholders from a Postal Code (Work)
 - Cardholders from a Postal Code (Home)
 - Cardholders from an Address (Work)
 - Cardholders from an Address (Home)
 - Cardholders with an Expiration Reason of ?
 - Cardholders with an Activation date between X and Y
 - Cardholders with a Deactivation date between X and Y
 - Cardholders with Hire date between X and Y
 - Cardholders with enabled Vacation date between X and Y
 - Cardholders with Never Expire = True
 - Cardholders with Temporary = True
 - Cardholders in a CardStatus
 - Cardholders with an Issue Code of X
 - Cardholders with a PIN
 - Cardholders without a PIN
 - Cardholders with No Activity
4. The Search Criteria fields become available for input depending on the Search Type selected. For example, the report 'Cardholders with a last name of...' will require you to input the last name into the Search String Field.



5. If you select the Search Type Cardholders in an Access Group you will need to select the Access Group from the Access Groups drop-down list.



6. There are several different Views that can be selected from the drop-down list. For example, here is how the Corporate selection will appear.

Cardholders | Cardholder Reports | Cardholders

General

Search Type: Cardholders with Active Cards

View: Corporate Card View

Show multiple records

Search Criteria

Search String:

Start Date: 02/01/2013


Access Groups: IT Personnel

End Date: 02/01/2013

Drag a column header here to group by that column.

	Last Name	First Name	Middle Name	Access Group	Cardnumber	Imprint	Card Status
<input checked="" type="checkbox"/>	Petersen	Brian		Always Active	125705		Active
<input checked="" type="checkbox"/>	Ibrahim	Josef		Day Shift	125690		Active
<input checked="" type="checkbox"/>	Baker	Kathleen		IT Personnel	772500296	1822277	Active
<input checked="" type="checkbox"/>	Urban	Sonya		Always Active	125713		Active
<input checked="" type="checkbox"/>	Callahan	Stephanie		Always Active	125702		Active
<input checked="" type="checkbox"/>	Hennessy	Juliet		Always Active	125709		Active
<input checked="" type="checkbox"/>	Hennessy	Juliet		Swing Shift	125709		Active
<input checked="" type="checkbox"/>	Gallagher	Susan		Always Active	125695		Active
<input checked="" type="checkbox"/>	Easton	Ronald		Janitorial	125708		Active

- The 'Show multiple records selection' will display an individual record for each cardholder, access group and credential combination. For example, two cardholder records will appear with the same name if you run the Cardholders (All) report and a cardholder has more than one credential or more than one access group assigned to them.

Search Type: CardHolders(All) 

View: Traditional Card View

Show multiple records

Search Criteria

Search String:

Start Date: 02/01/2013

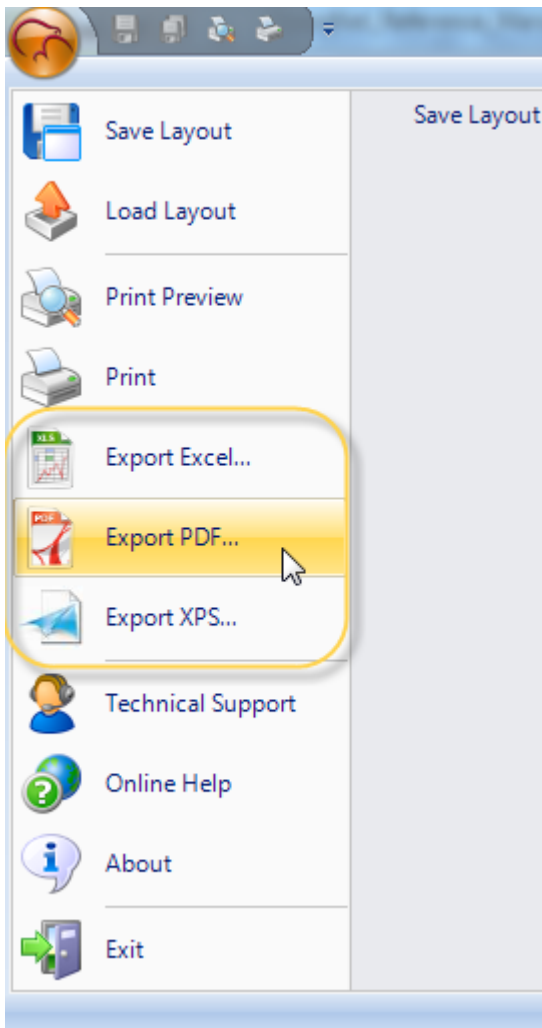
Access Groups: IT Personnel

End Date: 02/01/2013

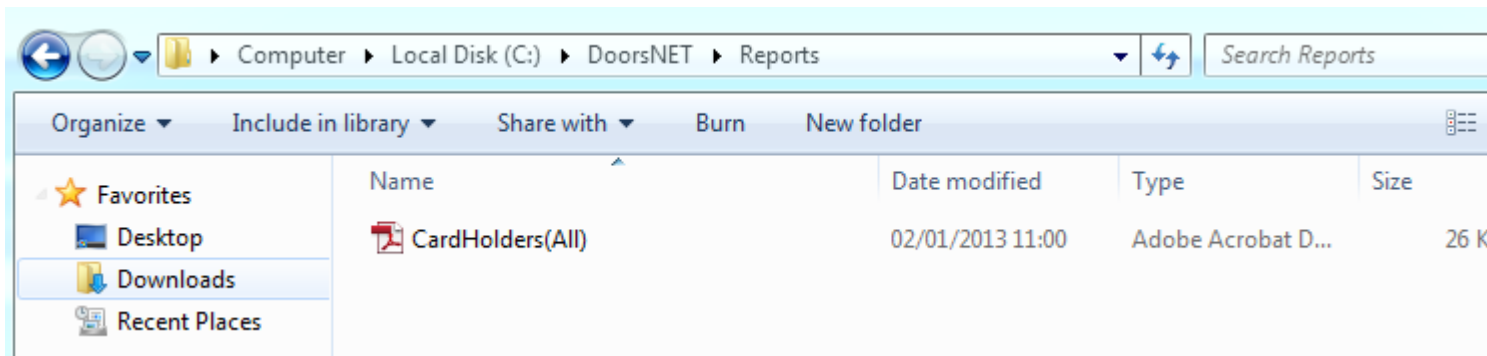
Drag a column header here to group by that column.

	Last Name	First Name	Middle Name	Access Group	Cardnumber	Imprint	Card Status	CardH
<input checked="" type="checkbox"/>	A	A	A	A	=	A	A	A
	Muhammad	Samir		Always Active	125703		Active	Norm
	Muhammad	Samir		Swing Shift	125703		Active	Norm
	Anderson	James		IT Personnel	673397833	3327746	Active	Norm
	Rasmussen	Ernie			125706		Active	Norm
	Petersen	Brian		Always Active	125705		Active	Norm
	Zalewski	Herman		Always Active	125701		Active	Norm
	Easton	Ronald		Janitorial	125708		Active	Norm
	Easton	Ronald		Executives	125708		Active	Norm
	Easton	Ronald		Always Active	125708		Active	Norm
	Quigley	Rene		Always Active	125712		Active	Norm
	Kent	Jonathon		Purchasing/Ship...	125692		Active	Norm
	Kent	Jonathon		Always Active	125692		Active	Norm

- It is also easy to export the information as a PDF, Excel or XPS document. After you have generated the report, click the circular icon in the top left and from the drop-down list you will see the export options.



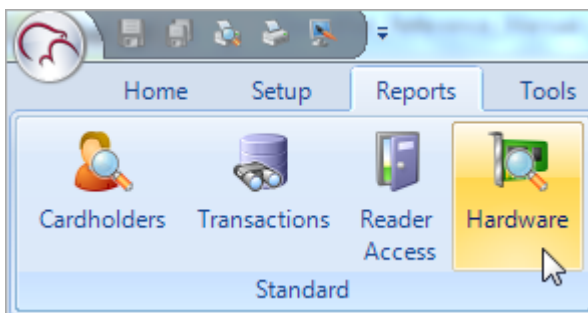
9. Then just navigate to a destination folder, change the default name of the file if desired and then click save.



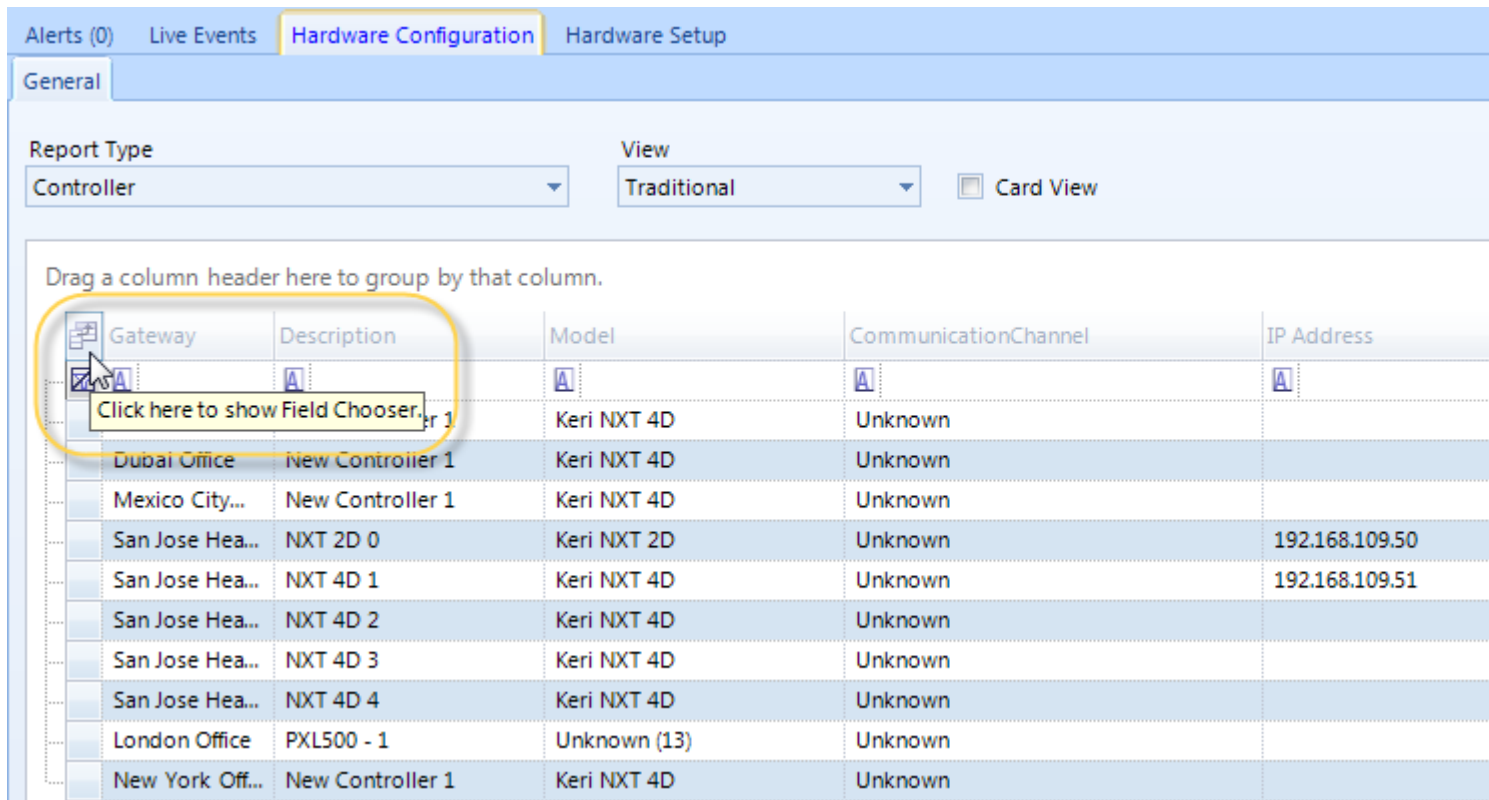
Reports - Hardware

Hardware Reports allow you to run a report on the properties and configuration of all the hardware on the system. This includes: Controllers, Device Types, Doors, Inputs, Mag-stripe Library, Network Camera, Outputs, Panels and the Wiegand Library.

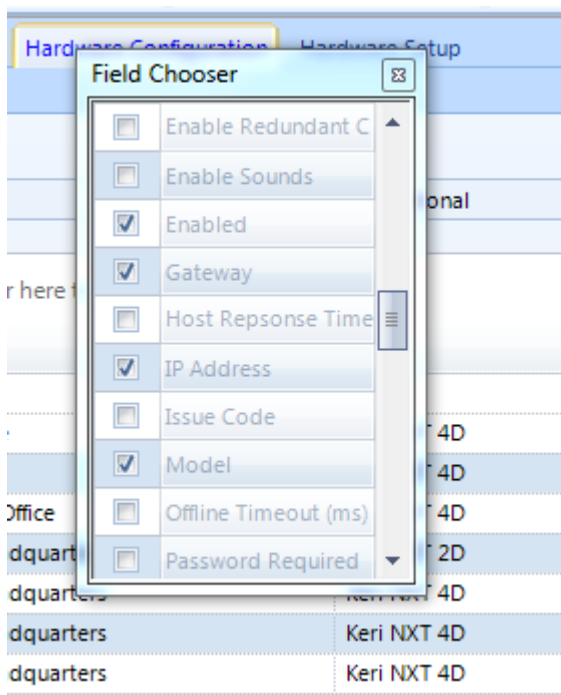
1. To run Hardware Configuration Reports click Reports - Hardware.



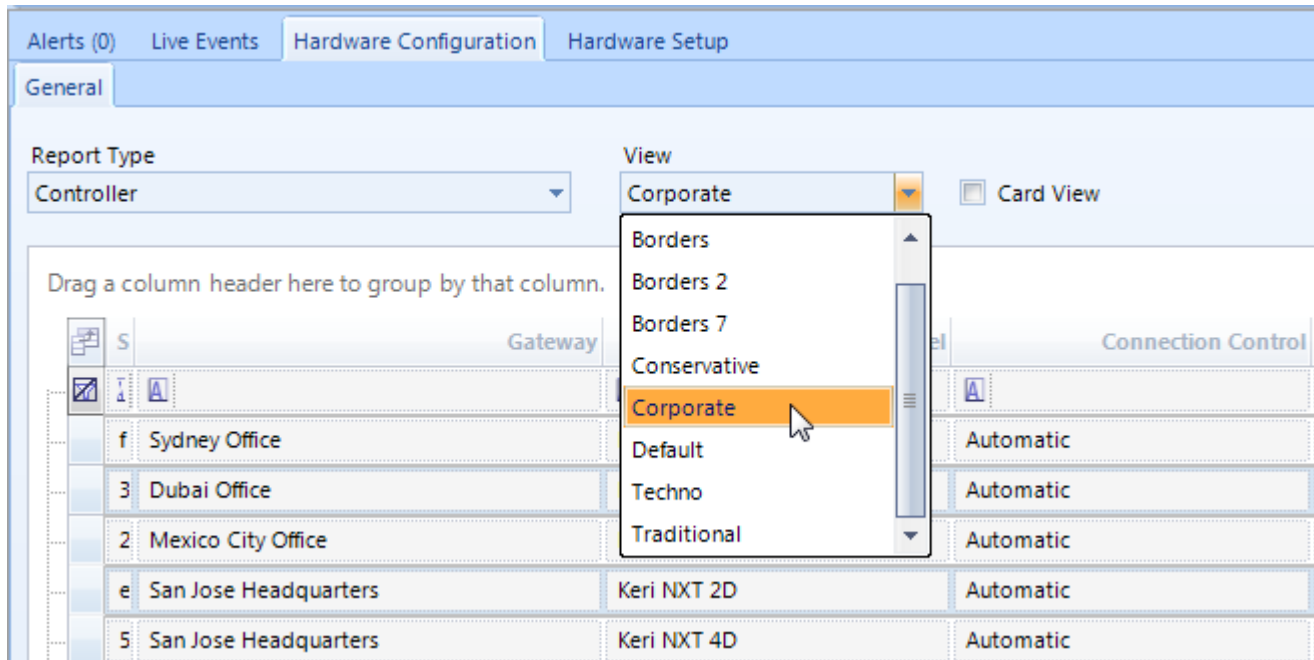
2. Select one of the Report Types from the drop-down list, for example, Controller. Basic controller information will be displayed immediately in the grid for all controllers in the system.
3. Use the Field Chooser to select and deselect which columns you wish to see displayed in the properties grid.



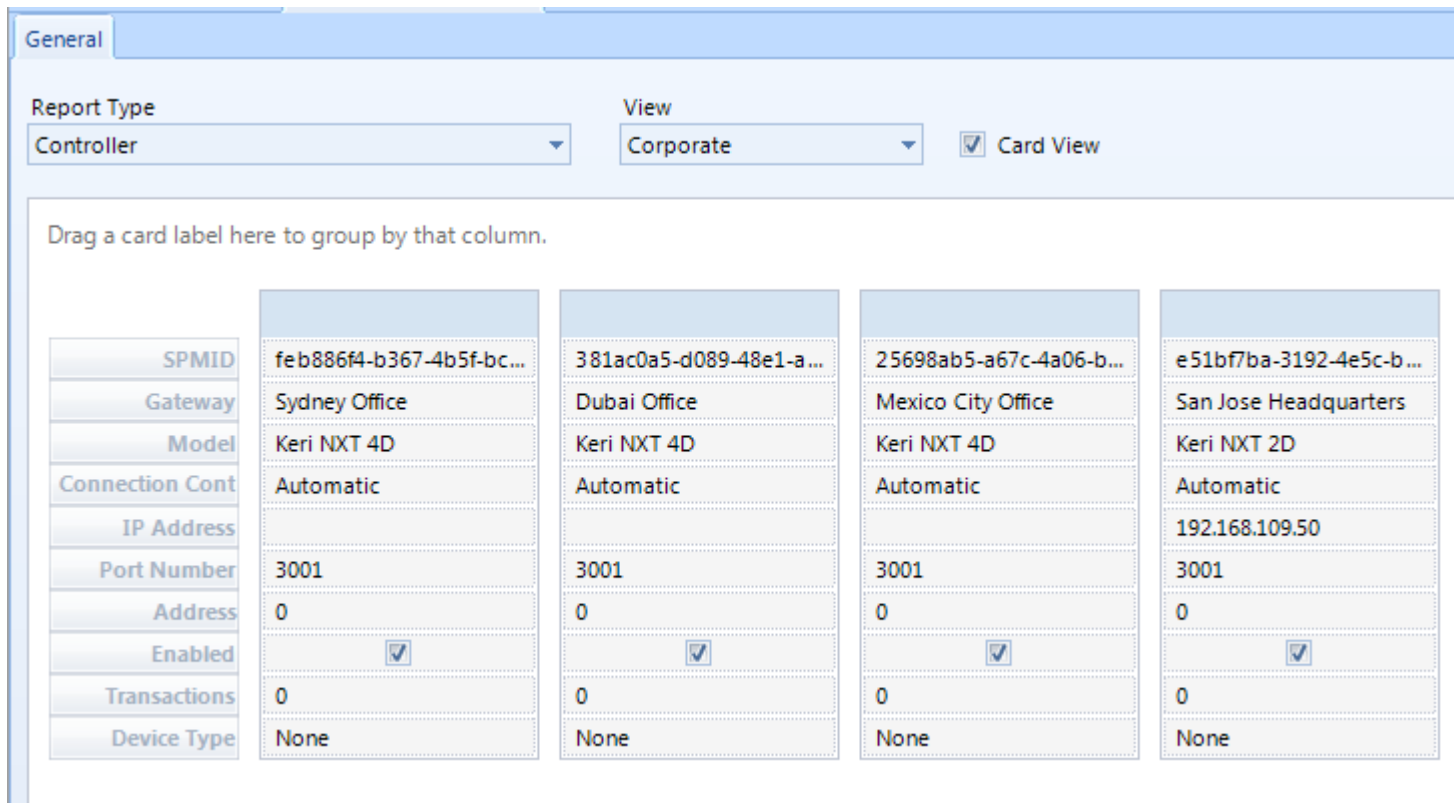
- From the Field Chooser window place a tick against the properties you wish to see displayed. Uncheck those you do not wish to see.



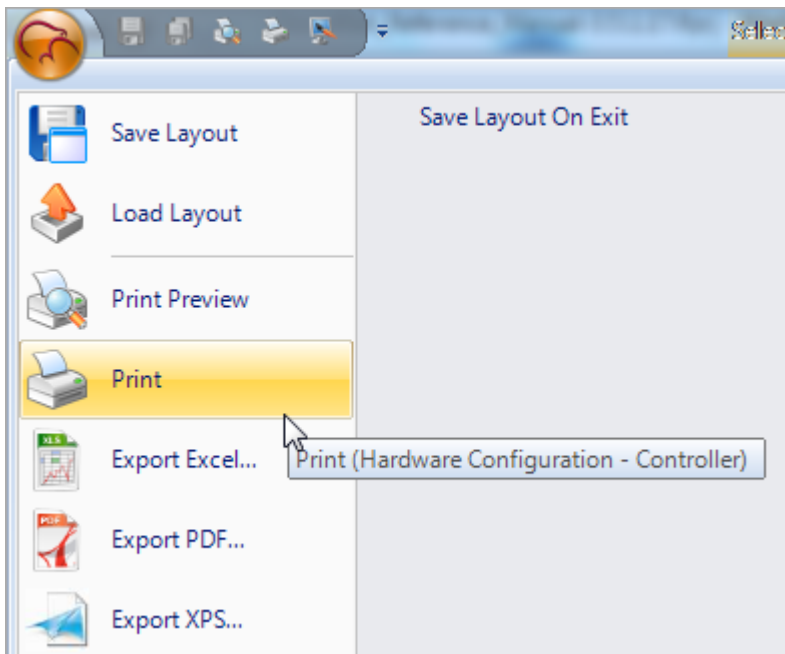
5. Use the View drop-down list to change the display of the grid.



6. In addition, you can select 'Card View' as an alternative to the grid layout.

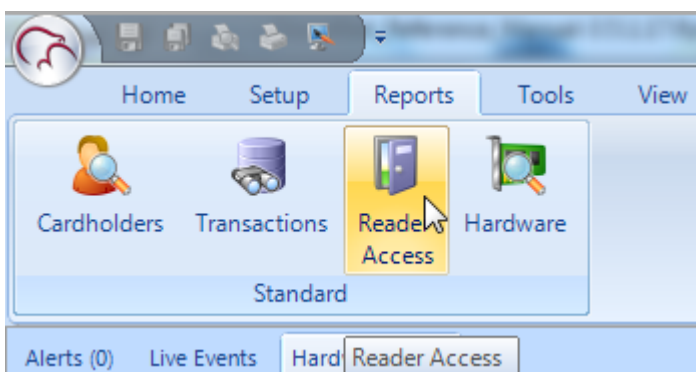


7. As with all the Doors.NET Reports you can print the information directly or it can be exported and saved as an Excel, PDF or XPS document. Click the circular icon in the upper-left corner of the user-interface to locate the Print/Export options.

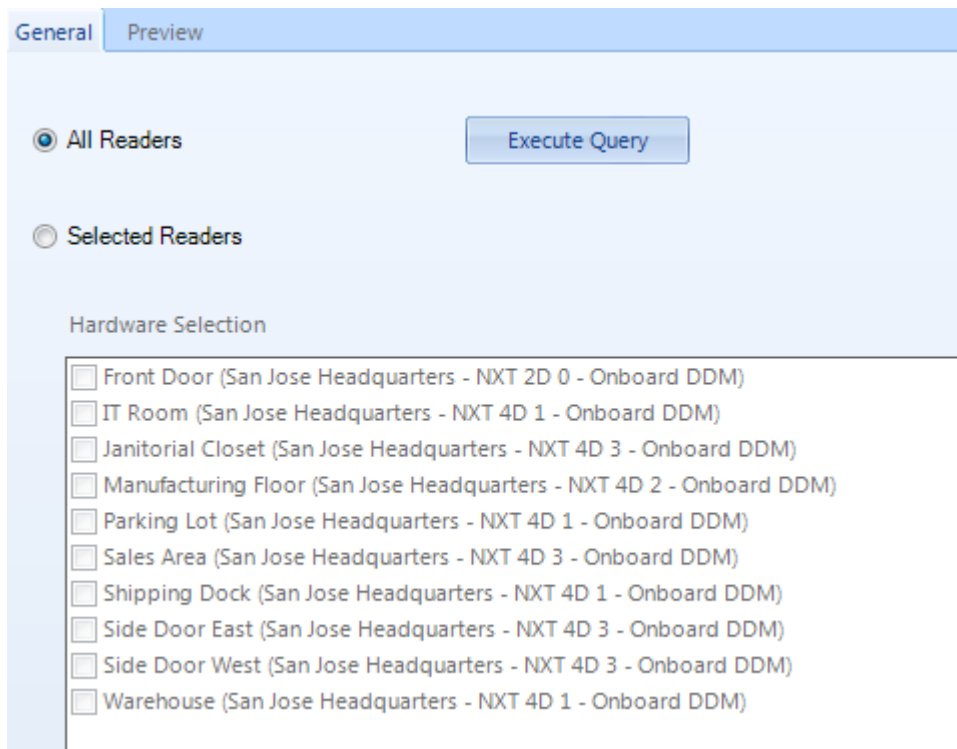


Reports - Reader Access

1. Click Reports > Reader Access.



2. The reader access reports provides you with information about who has access to a reader, what access group they are in and the times and days of the week they can access.
3. You can run a report on all readers, or on just selected readers.



The screenshot shows a web interface with two tabs: 'General' (selected) and 'Preview'. Under the 'General' tab, there are two radio button options: 'All Readers' (selected) and 'Selected Readers'. To the right of these options is a button labeled 'Execute Query'. Below these options is a section titled 'Hardware Selection' containing a list of ten items, each with a checkbox and a label: 'Front Door (San Jose Headquarters - NXT 2D 0 - Onboard DDM)', 'IT Room (San Jose Headquarters - NXT 4D 1 - Onboard DDM)', 'Janitorial Closet (San Jose Headquarters - NXT 4D 3 - Onboard DDM)', 'Manufacturing Floor (San Jose Headquarters - NXT 4D 2 - Onboard DDM)', 'Parking Lot (San Jose Headquarters - NXT 4D 1 - Onboard DDM)', 'Sales Area (San Jose Headquarters - NXT 4D 3 - Onboard DDM)', 'Shipping Dock (San Jose Headquarters - NXT 4D 1 - Onboard DDM)', 'Side Door East (San Jose Headquarters - NXT 4D 3 - Onboard DDM)', 'Side Door West (San Jose Headquarters - NXT 4D 3 - Onboard DDM)', and 'Warehouse (San Jose Headquarters - NXT 4D 1 - Onboard DDM)'.

4. When you have made your selected click the Execute Query button and the information will appear on the preview page.

General Preview

View
Default Card View

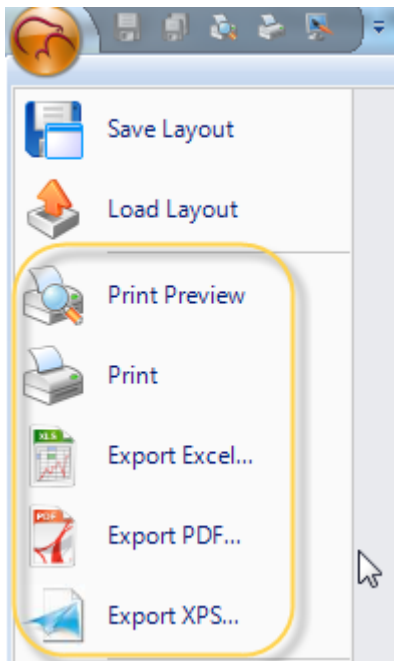
Drag a column header here to group by that column.

	Access Group	Reader	First Na	Last N	Cardnu	Imprint	Weekly Sch	Start Tim	End Time	Su	M	Tu
<input checked="" type="checkbox"/>	A	A	A	A	=	A	A	A	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Purchasing/...	Front D...	Kathle...	Baker	125...	125688	M-F, 6A...	06:00	22:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Purchasing/...	Front D...	Kathle...	Baker	125...	125688	M-F, 6A...	08:00	17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Always Active	Front D...	Kathle...	Baker	125...	125688	Always A...	00:00	23:59	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Always Active	Front D...	Steph...	Callah...	125...		Always A...	00:00	23:59	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Supervisors	Front D...	Jose	Domin...	125...		Always A...	00:00	23:59	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Executives	Front D...	Ronald	Easton	125...		Always A...	00:00	23:59	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Always Active	Front D...	Ronald	Easton	125...		Always A...	00:00	23:59	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	IT Personnel	Front D...	Rebecca	Farwell	125...		Always A...	00:00	23:59	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Always Active	Front D...	Rebecca	Farwell	125...		Always A...	00:00	23:59	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Always Active	Front D...	Susan	Gallag...	125...		Always A...	00:00	23:59	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Swing Shift	Front D...	Juliet	Henne...	125...		M-F, 4P...	16:00	23:59	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Always Active	Front D...	Juliet	Henne...	125...		Always A...	00:00	23:59	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. This information can also be sorted by columns, i.e by cardnumber, first name, last name or access group.

NOTE: You will see multiple records if cardholders have more than 1 credential or access group assigned.

6. As with all the Doors.NET reports, this information can be printed or exported as an Excel, PDF or XPS document.



Reports - Transactions

Effective from version 3.5.1.22, a series of improvements have been made to simplify and speed up the process of creating transaction reports. Most noticeably is the report wizard, which replaces the previous method of selecting your report criteria from a single page. In addition to this help file there are also useful on-screen instructions displayed in the wizard in blue text.

**Select ALL Transactions by Calculated Date (Today -
by Cardholders , by Hardware Locations , by Messag**

Select Hardware Type(s)

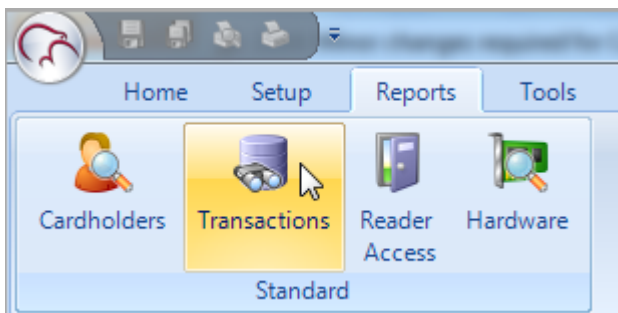
- Gateway
- Controller
- Panel
- Reader
- Monitor Point
- Control Point

Select the hardware types and locations that you want to include in the report. Reports that include selections for cardholders will restrict selectable hardware types to Gateway, Controller, or Reader. Multiple Hardware Types are allowed for reports that do not include cardholders and are restricted to Panels, Readers, Monitor Points, and Control Points. Select the "Next >>" button when all selections have been made.

Transaction Reports Wizard

The transaction reports wizard is very easy to use. It is also very flexible and allows you to quickly define your search criteria, edit and then preview your reports and then save or export your generated reports.

1. To run transaction reports in Doors.NET click on the Reports tab >> Transactions.



2. The report wizard will immediately open.

Transactions Report Wizard

Select ALL Transactions by Calculated Date (Today - 7 days)

Saved Reports
Please Make a Selection

Select Date Time Range Calculated Date Range Last X Records Analytics

Date and Time Range
Start Date
Today - 7 days

Do you want to limit the report selection to specific cardholders?
 Yes No

Do you want to limit the report selection to specific hardware locations?
 Yes No

Do you want to limit the report selection to specific message types?
 Yes No

Use Default Sorting, Card Detail, Video Options, and Archives

Hide << Back Next >>

3. There are many different transaction report types available, allowing you to custom build your reports from scratch.
4. If you run a report using the default selections, the generated report will consist of:
 - **The Past 7 Days**
 - **All Cardholders**
 - **All Hardware**
 - **All Message Types**
5. In short, it will give you every transaction generated by the system during the past 7 days, so on large systems with a lot of activity there probably will be several thousand records returned.

Preview

Records: 920

Show Wizard 

Drag a column header here to group by that column.

	TimeStamp	Controller	Gateway	Controller	Location	Message
<input checked="" type="checkbox"/>	=		A	A	A	A
<input type="checkbox"/>	11/01/2016 12:41:44		Mexico City Office	New Controller...	Main Gate	Reader Contact - Door Secured (Pre...
<input type="checkbox"/>	11/01/2016 12:41:39		San Jose Headquarters	New 1 NXT 4D	New 1 NXT 4D.Reader...	Door Locked
<input type="checkbox"/>	11/01/2016 12:41:41		Mexico City Office	New Controller...	Main Gate	Reader Contact - Forced Open
<input type="checkbox"/>	11/01/2016 12:41:32		San Jose Headquarters	New 1 NXT 4D	New 1 NXT 4D.Reader...	Reader Access Cycle Starting
<input type="checkbox"/>	11/01/2016 12:41:32		San Jose Headquarters	New 1 NXT 4D	New 1 NXT 4D.Reader...	Access Granted
<input type="checkbox"/>	11/01/2016 12:41:32		San Jose Headquarters	New 1 NXT 4D	New 1 NXT 4D.Reader...	Door Unlocked
<input type="checkbox"/>	11/01/2016 12:41:30		Mexico City Office	New Controller...	Main Gate	Access Granted - No Entry
<input type="checkbox"/>	11/01/2016 12:41:23		Mexico City Office	New Controller...	Main Gate	Access Granted - No Entry
<input type="checkbox"/>	11/01/2016 12:40:55		San Jose Headquarters	New 0 NXT 4D	Executives Conference...	Door Locked
<input type="checkbox"/>	11/01/2016 12:40:51		Mexico City Office	New Controller...	New Controller 1	Controller Configuration Saved to Fl...
<input type="checkbox"/>	11/01/2016 12:40:48		San Jose Headquarters	New 0 NXT 4D	Executives Conference...	Reader Access Cycle Starting
<input type="checkbox"/>	11/01/2016 12:40:48		San Jose Headquarters	New 0 NXT 4D	Executives Conference...	Door Unlocked
<input type="checkbox"/>	11/01/2016 12:40:48		San Jose Headquarters	New 0 NXT 4D	Executives Conference...	Access Granted
<input type="checkbox"/>	11/01/2016 12:40:45		London Offices	PXL - 1A	Front Door - OUT	Access Granted - No Entry
<input type="checkbox"/>	11/01/2016 12:40:45		London Offices	PXL - 1A	Front Door - IN	Access Granted - No Entry
<input type="checkbox"/>	11/01/2016 12:40:38		London Offices	PXL - 1A	Front Door - IN	Access Granted
<input type="checkbox"/>	11/01/2016 12:40:38		London Offices	PXL - 1A	Front Door - OUT	Access Denied - No Second Card

6. A system transaction can be an event generated at a reader (access granted, access denied, door forced or door held, door opened/closed or remote temporary unlock) and there are also software-initiated events, such as: client login, gateway online/offline, operator request status or time schedule activated.
7. The available report types are as follows:

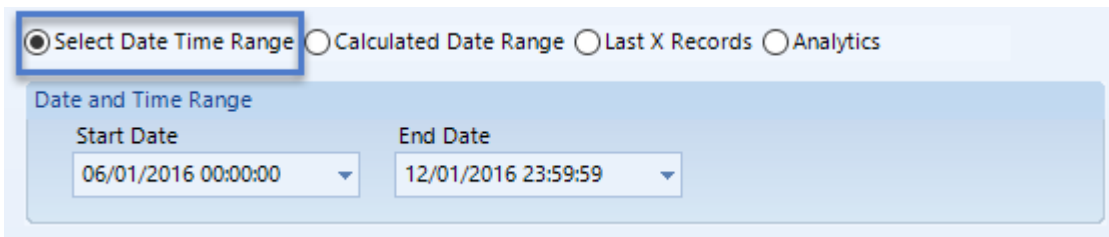
- All Messages
- All Messages from Cardholder
- All Messages from Cardholder, MessageType
- All Messages from Control Point
- All Messages from Control Point, MessageType
- All Messages from Controller

-
- All Messages from Controller, Cardholder
 - All Messages from Controller, Cardholder, MessageType
 - All Messages from Controller, MessageType
 - All Messages from Gateway
 - All Messages from Gateway, Cardholder
 - All Messages from Gateway, Cardholder, MessageType
 - All Messages from Gateway, MessageType
 - All Messages from MessageType
 - All Messages from Monitor Point
 - All Messages from Monitor Point, MessageType
 - All Messages from Panel
 - All Messages from Panel, MessageType
 - All Messages from Reader
 - All Messages from Reader, Cardholder
 - All Messages from Reader, Cardholder, MessageType
 - All Messages from Reader, MessageType
 - All Messages from Search
 - Last X Messages from Cardholder
 - Last X Messages from Cardholder, MessageType
 - Last X Messages from Control Point
 - Last X Messages from Control Point, MessageType
 - Last X Messages from Controller
 - Last X Messages from Controller, Cardholder
 - Last X Messages from Controller, Cardholder, MessageType
 - Last X Messages from Controller, MessageType
 - Last X Messages from Gateway
 - Last X Messages from Gateway, Cardholder
 - Last X Messages from Gateway, Cardholder, MessageType
 - Last X Messages from MessageType
 - Last X Messages from Monitor Point
 - Last X Messages from Monitor Point, MessageType
 - Last X Messages from Panel
 - Last X Messages from Panel, MessageType
 - Last X Messages from Reader
 - Last X Messages from Reader, Cardholder
 - Last X Messages from Reader, Cardholder, MessageType
 - Last X Messages from Reader, MessageType
 - Last X Messages from Search
-

Example Transaction Report

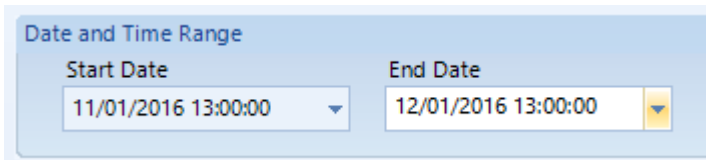
A typical report might be for a specific reader, a specific cardholder and for specific event types. In this example, a report will be run on the front door for a specific cardholder and the event type will be Access Granted during the past 24 hours.

1. From the first page of the report wizard, click on **Select Date Time Range**. You can then manually input a start date and time and an end date and time for the report.



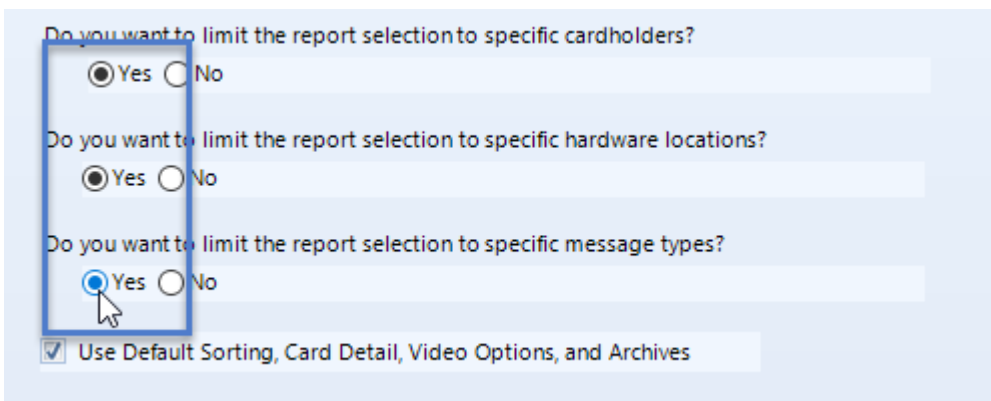
The screenshot shows a report wizard interface. At the top, there are four radio button options: "Select Date Time Range" (which is selected and highlighted with a blue box), "Calculated Date Range", "Last X Records", and "Analytics". Below these options is a section titled "Date and Time Range" containing two dropdown menus. The "Start Date" dropdown is set to "06/01/2016 00:00:00" and the "End Date" dropdown is set to "12/01/2016 23:59:59".

2. As previously mentioned, by default the time range is the past 7 days, so the end date will be today's date and the start date will be 7 days previous.
3. Change the start date and end date to cover the past 24 hour time period.



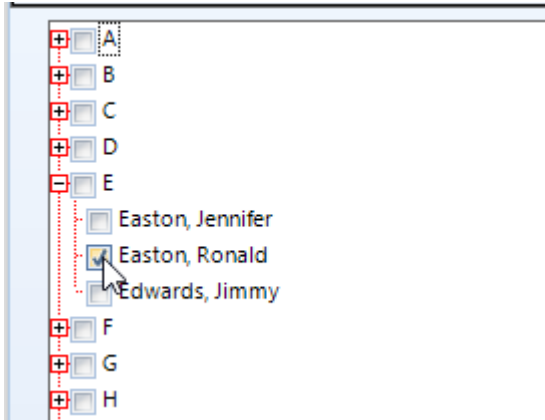
The screenshot shows the "Date and Time Range" section of the report wizard. The "Start Date" dropdown is now set to "11/01/2016 13:00:00" and the "End Date" dropdown is set to "12/01/2016 13:00:00".

4. Select **Yes** to limit the report to specific cardholders.
5. Select **Yes** to limit the report to specific hardware locations.
6. Select **Yes** to limit the report to specific message types.

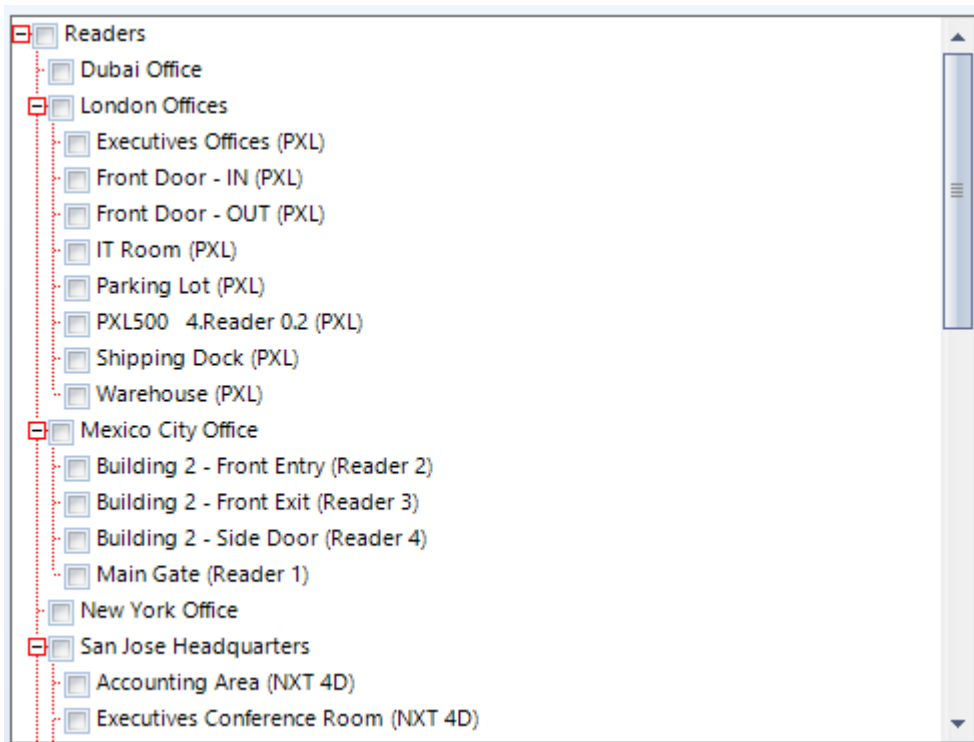


The screenshot shows a section of the report wizard with three questions, each with "Yes" and "No" radio button options. A blue box highlights the "Yes" options for all three questions. The questions are: "Do you want to limit the report selection to specific cardholders?", "Do you want to limit the report selection to specific hardware locations?", and "Do you want to limit the report selection to specific message types?". Below these questions is a checked checkbox labeled "Use Default Sorting, Card Detail, Video Options, and Archives".

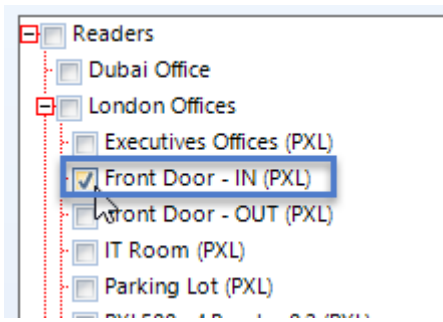
7. Click the **Next** button to go to the cardholder selection screen.
8. By default, the cardholders are sorted alphabetically by last name, so click the expander to the left of the last name letter of the cardholder.
9. Place a check mark against a specific cardholder.



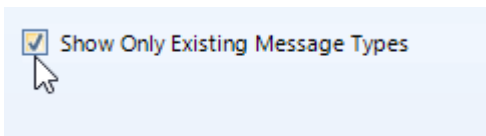
10. Click the **Next** button to go to the hardware selection page.
11. Place a check mark against Reader. All readers on the system will then be displayed.



12. Select the reader you wish to use for the report.



13. Click **Next** for the available message types.
14. The message selection screen will list, by default, all the messages in the database that exist for the selected hardware. Next to each message type is the count of how many messages of each type. If you deselect this option you will then see the entire list of all message types that can be generated by this hardware object.



15. Select the Access Granted message type.



16. Click the **Next** button again.
17. On the final page of the report wizard you just have to click the green **Run Report** button.



18. You will then see the results of the report.

Alerts (0) Transaction Reports

Drag a column header here to group by that column.

Timestamp	Controll'	Gateway	Controller	Location	Message	Cardnumber	First Name	Last N
=		A	A	A	A	A	A	A
11/01/2016 13:24:04		London Offices	PXL - 1A	Front Door - IN	Access Granted	540685387	Ronald	Easto
12/01/2016 08:11:05		London Offices	PXL - 1A	Front Door - IN	Access Granted	540685387	Ronald	Easto
12/01/2016 10:47:08		London Offices	PXL - 1A	Front Door - IN	Access Granted	540685387	Ronald	Easto

Note: You can run reports on multiple cardholders, on multiple hardware selections and for multiple event types.

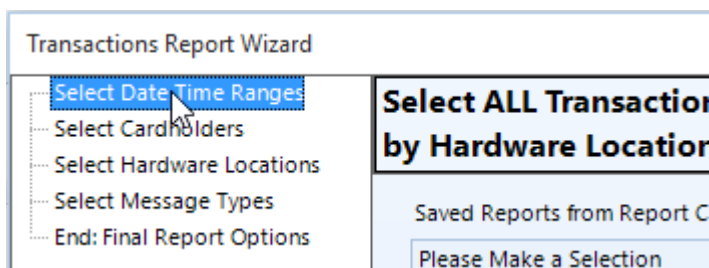
Adjusting the Report Criteria

Once you have generated a report, it is very simple and easy to go back and adjust the search criteria.

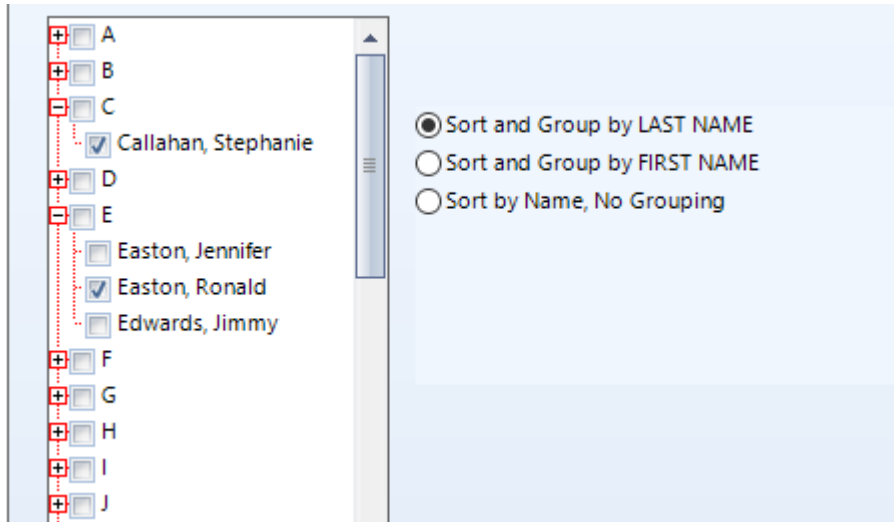
Note: You can select multiple hardware types, multiple cardholders and multiple message types.

To adjust the criteria for a new report, you simply:

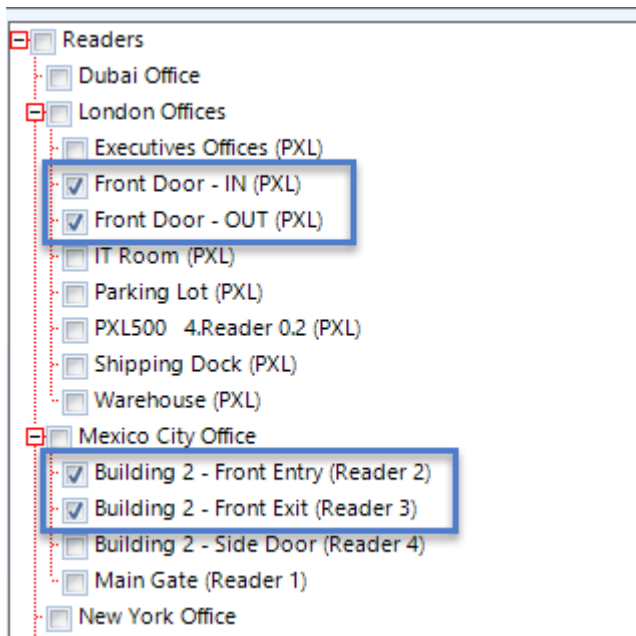
1. Click on Select Date Time Ranges



2. You will then be back on the first page of the report wizard.
3. Specify a new time and date range if you wish to then click **Next**.
4. Select a different cardholder, or additional cardholders, click **Next**.



5. Select a different hardware object (different gateway, control, reader, input or output) or select additional hardware objects, click **Next**.




6. Select a different message type or additional message types, click **Next**.

Select ALL Transactions by Calculated Date Locations , by Message Types

- Cardholder Events, (9 Types, 516 Messages)
 - Access Denied
 - Access Denied - After Expiration Date, (3)
 - Access Denied - Invalid PIN, (22)
 - Access Denied - Invalid Schedule, (5)
 - Access Denied - Never at this Schedule, (2)
 - Access Denied - No Second Card, (38)
 - Access Denied - Not In File, (236)
 - Access Denied - Reader Locked, (7)
 - Access Granted
 - Access Granted - No Entry, (39)
 - Access Granted, (164)

7. Click the Run Report icon again and a new report will be created.

Preview

Records: 7 Hide Wizard 

Drag a column header here to group by that column.

	TimeStamp	Server	Gateway	Controller	Location	Message	Cardnumber	First Name	Mid
<input checked="" type="checkbox"/>									
<input type="checkbox"/>	11/01/2016 13:24:06		London Offices	PXL - 1A	Front Door - OUT	Access Granted	540685387	Ronald	
<input type="checkbox"/>	11/01/2016 13:24:06		London Offices	PXL - 1A	Front Door - IN	Access Granted	540685387	Ronald	
<input type="checkbox"/>	12/01/2016 08:23:39		London Offices	PXL - 1A	Front Door - IN	Access Granted	540685387	Ronald	
<input type="checkbox"/>	12/01/2016 08:23:39		London Offices	PXL - 1A	Front Door - IN	Access Granted	774960616	Stephanie	
<input type="checkbox"/>	12/01/2016 10:41:18		London Offices	PXL - 1A	Front Door - IN	Access Granted	774960616	Stephanie	
<input type="checkbox"/>	12/01/2016 10:47:10		London Offices	PXL - 1A	Front Door - IN	Access Granted	540685387	Ronald	
<input type="checkbox"/>	12/01/2016 10:47:10		London Offices	PXL - 1A	Front Door - OUT	Access Granted	540685387	Ronald	

Including Video

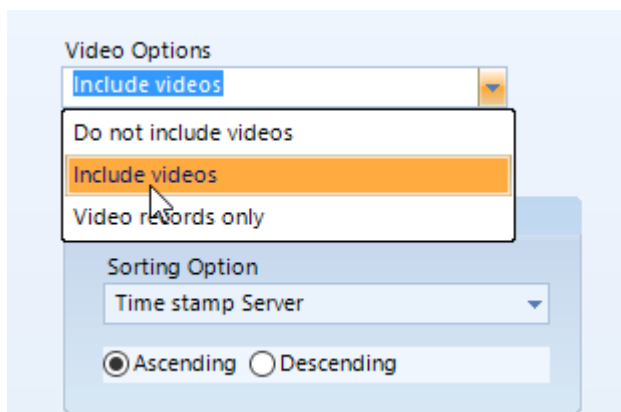
By default the Report Wizard does not include video files, they have to be enabled.

Some of the system transactions may have video clips associated with them. If there are cameras on the system and **Event Video Recording** has been setup you will need to

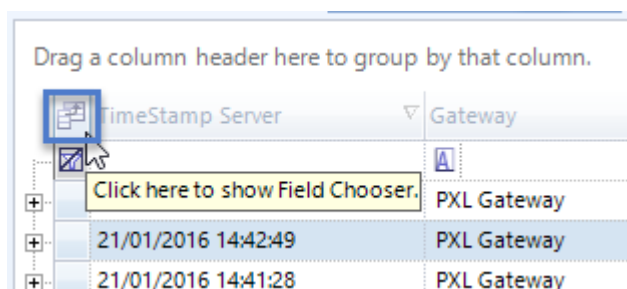
'Include Video'. If there is a video clip associated with the event it will have a small blue paperclip icon adjacent to the event in the 'Icon' column. You can also retrieve and view the recorded video file. A video window will appear when you click on the recorded video event. From there you can play, replay, pause, rewind, forward, etc.

Perform the following to retrieve recorded video clips.

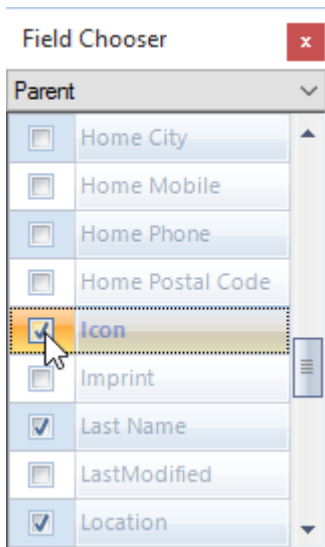
1. On the first page of the Transaction Report Wizard deselect '**Use Default Sorting, Card Detail, Video Options and Archives**'.
2. Click **Next**.
3. From the **Video Options** drop-down list select Include Video.



4. Click the **Next** button again.
5. Click the **Run Report** button and the report will appear behind the Transaction Report Wizard window.
6. Close the Report Wizard window to view the report.
7. The next step is to enable the Icon field in the report grid...
8. ... Click on the Field Chooser icon.



9. Scroll down the list of available fields and select Icon.



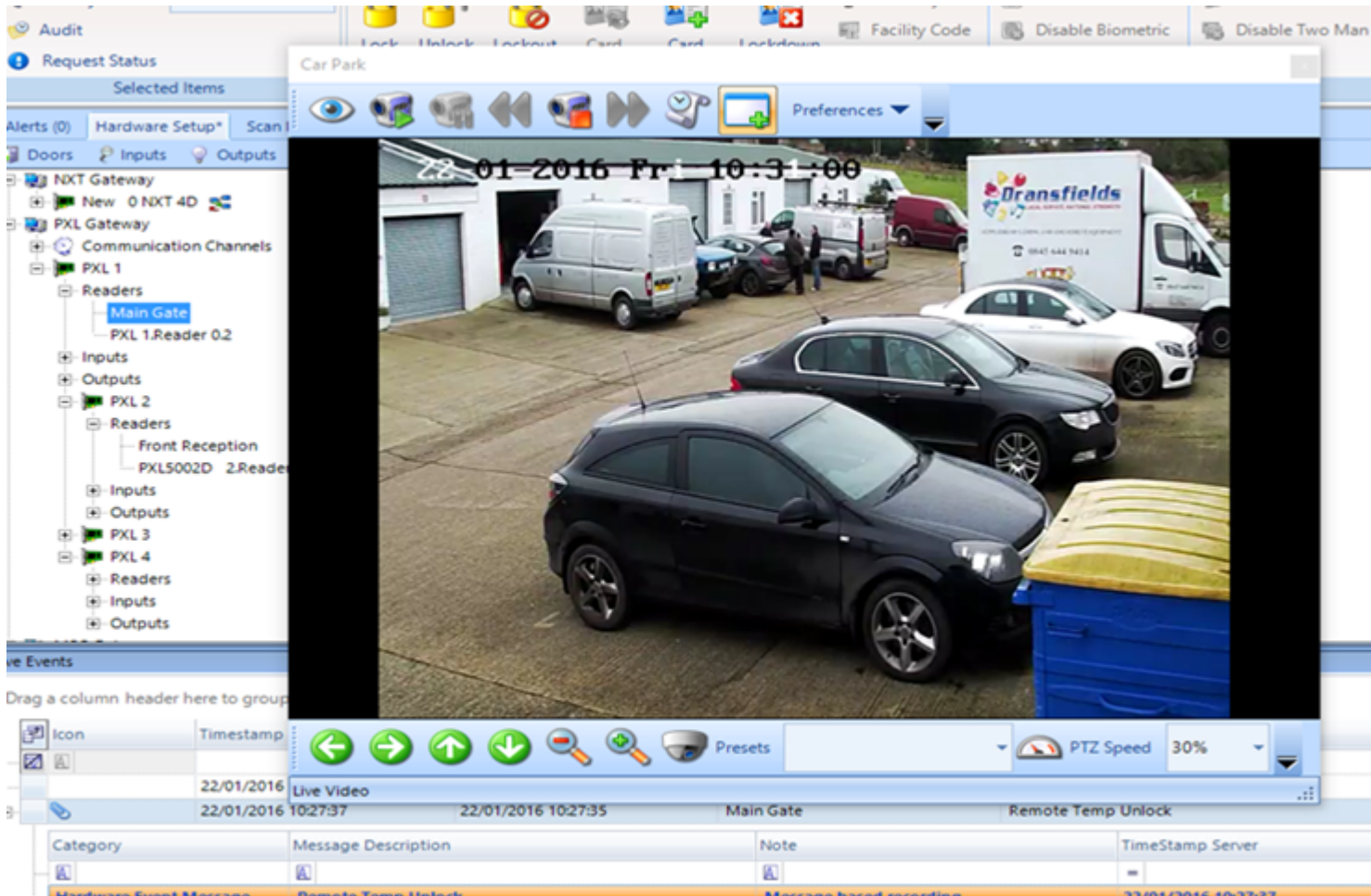
- If there are video clips associated with any of the events you will see a blue paperclip in the icon field.



- Click on the expander to the left of the paperclip icon.
- You will then see the video clip information.

+		21/01/2016 15:31:23	PXL Gateway	PXL 1
-	📎	21/01/2016 15:31:09	PXL Gateway	PXL 1
	📄	Category	Message Description	Note
	📄			Video Start
	📄			=
	📄	Hardware Event Message	Reader Contact - Forced Open	Message based recording.
	📄			21/01/2016 15:31:09
	📄	Icon	TimeStamp Server	Gateway
				Controller

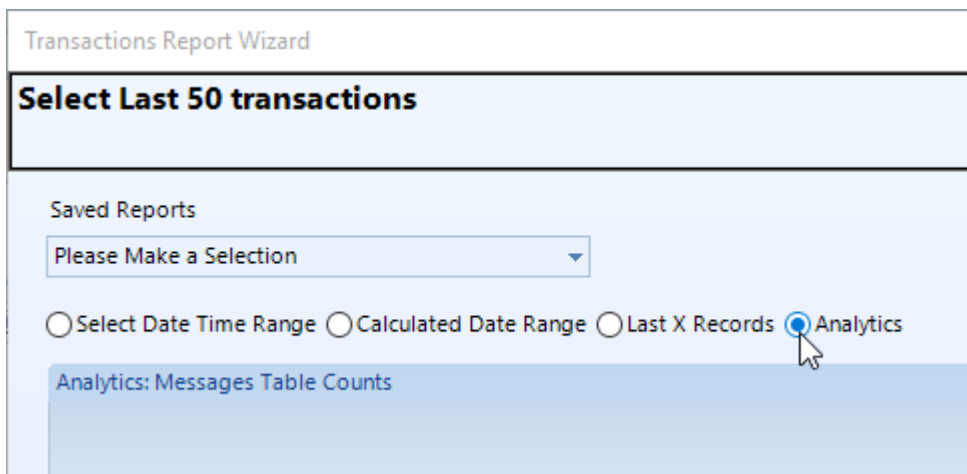
13. You can now double-click the video event. A video window will appear and will playback the recorded video stream.



Transaction Event Analytics

The Analytics option provides you with a full list of ALL the events that have been generated by the system. This can be useful for finding out if the system is generating a lot of specific event type, such as anti-passback violations, door held/ door forced, controller offline or access denied events. You can then use this information to recommend improved methods of best practice for users of the access control system.

1. From the first screen of the Report Wizard place a checkmark against the **Analytics** selection.



Transactions Report Wizard

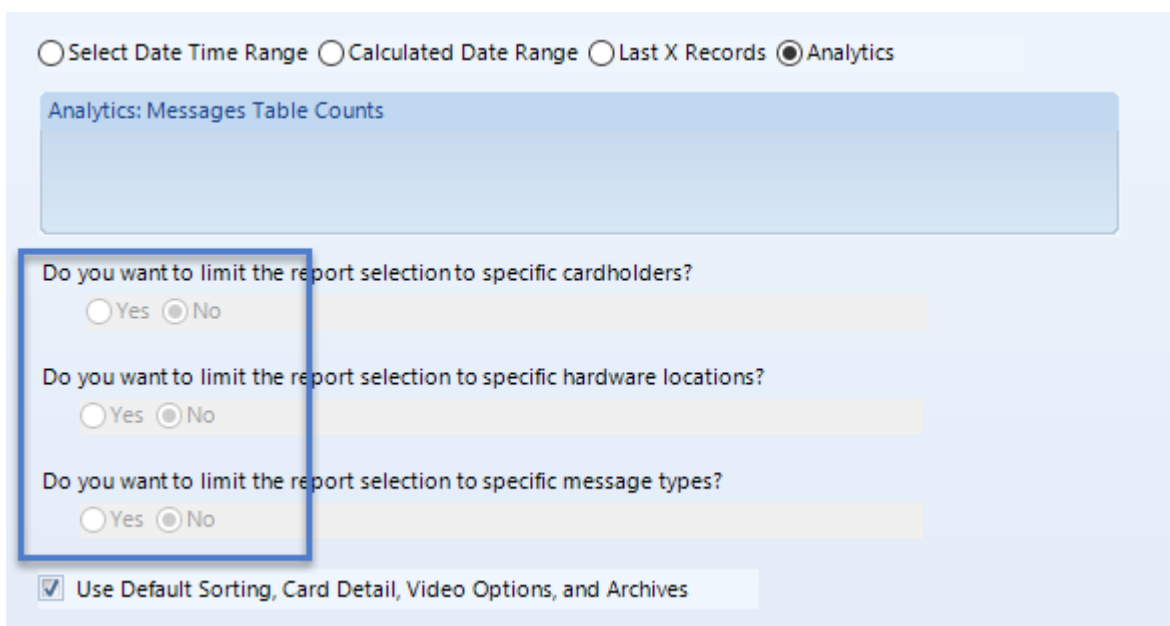
Select Last 50 transactions

Saved Reports
Please Make a Selection

Select Date Time Range Calculated Date Range Last X Records Analytics

Analytics: Messages Table Counts

2. As this options generates all the system events you will notice that the cardholder, hardware and message type selections are all greyed-out.



Select Date Time Range Calculated Date Range Last X Records Analytics

Analytics: Messages Table Counts


Do you want to limit the report selection to specific cardholders?
 Yes No

Do you want to limit the report selection to specific hardware locations?
 Yes No


Do you want to limit the report selection to specific message types?
 Yes No

Use Default Sorting, Card Detail, Video Options, and Archives

3. Click **Next**.
4. Click Run Report Button.
5. The analytics report will then appear and will display all events which have been generated by the system, along with a percentage value indicating which event types occur most often.

Records: Hide Wizard 

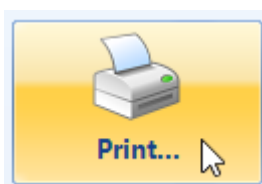
Drag a column header here to group by that column.

	Message Type	Message Description	Occurrences	Percent ▾
<input checked="" type="checkbox"/>	=	A	=	=
	25	Access Granted	80	8
	89	Reader Tamper Offline	47	5
	95	REX Contact - Normal	55	5
	112	Reader Mode Change - Lock	50	5
	451	Door Locked	55	5
	456	Door Locked By Time Schedule	52	5
	77	Schedule Activate	38	4
	94	REX Contact - Offline	36	4
	180	Reader Online	44	4
	59	Panel - Online	32	3
	68	Controller - Offline = Timeout	35	3
	69	Controller - Online	28	3
	74	Controller ID Report	28	3
	78	Schedule DeActivate	26	3
	181	Reader Offline	30	3
	198	Update Network Completed	28	3
	199	Update Network Started	28	3
	32	Reader Contact - Door Closed	17	2
	33	Reader Contact - Forced Open	16	2

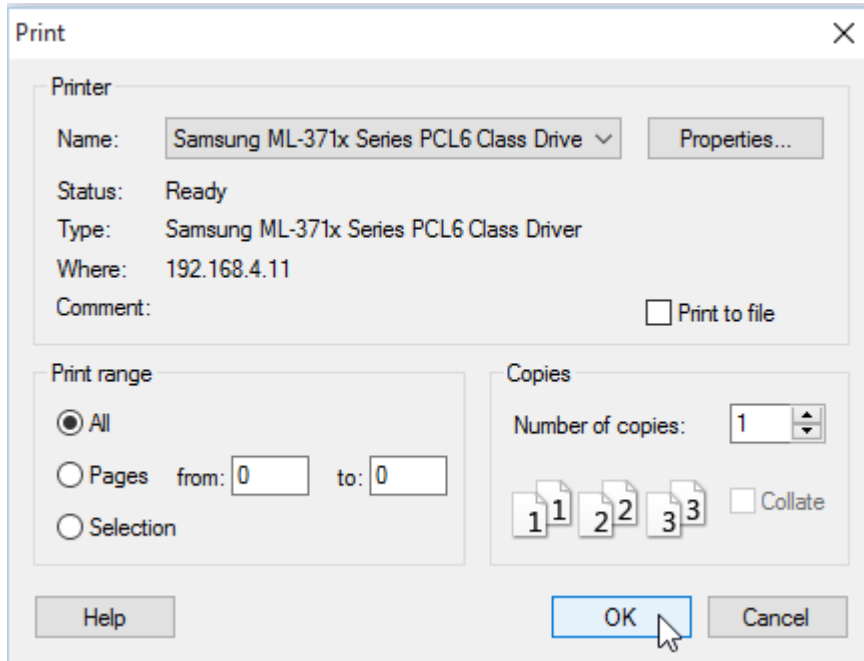
Printing and Previewing

Once the report has been generated it can be printed directly from the software, or it can be previewed prior to printing.

1. To print the report, simply click on the Print icon.

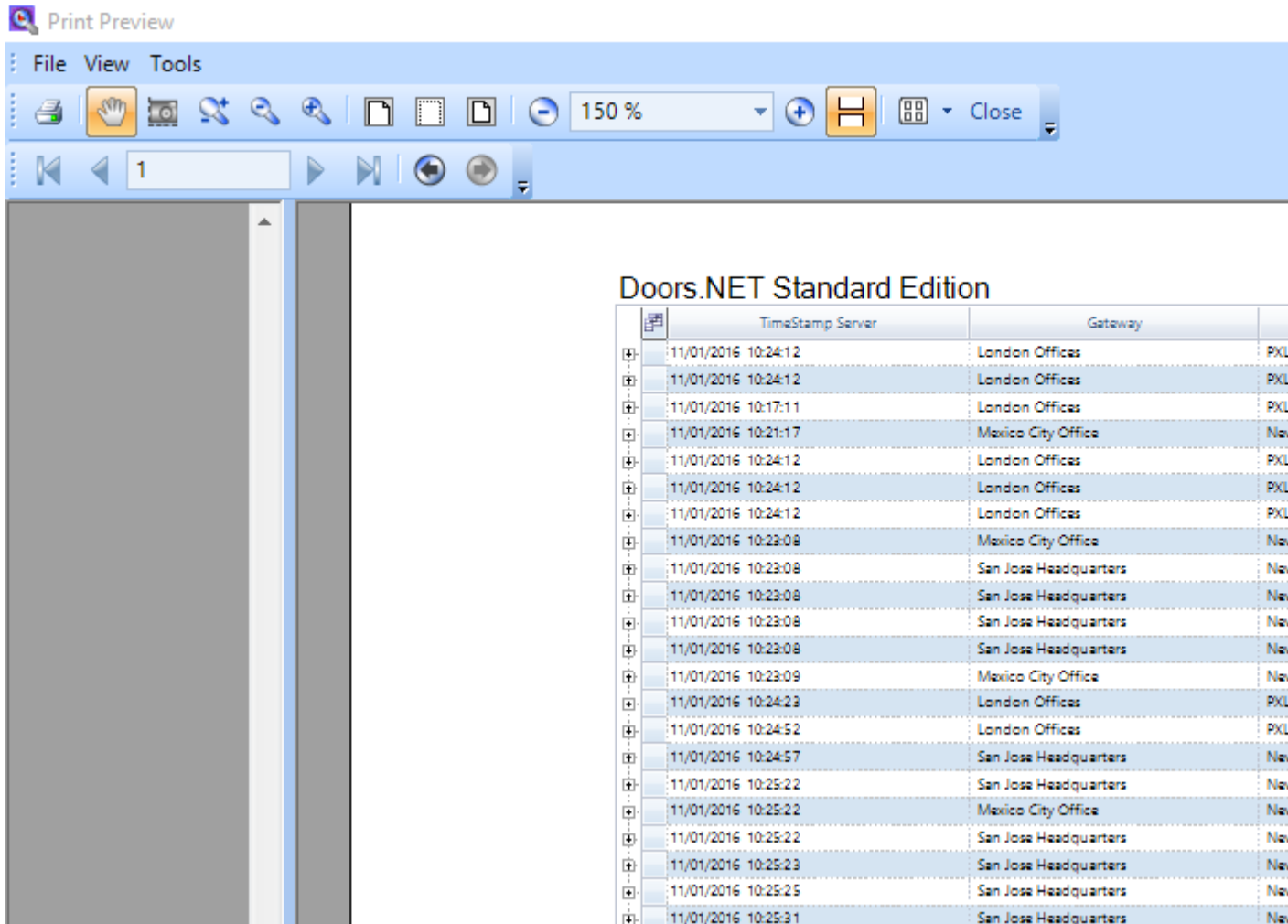


2. A print window will appear.
3. Select the destination printer.



4. Click OK.

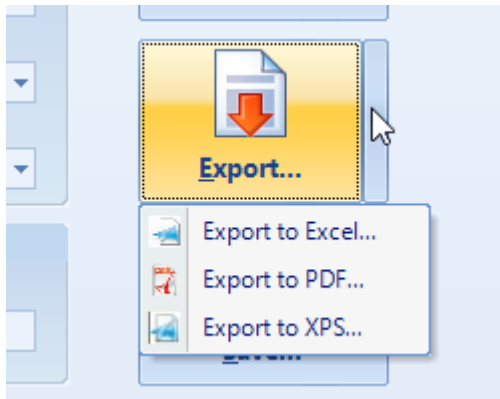
5. To preview the report prior to printing, simply click on the Print Preview icon.



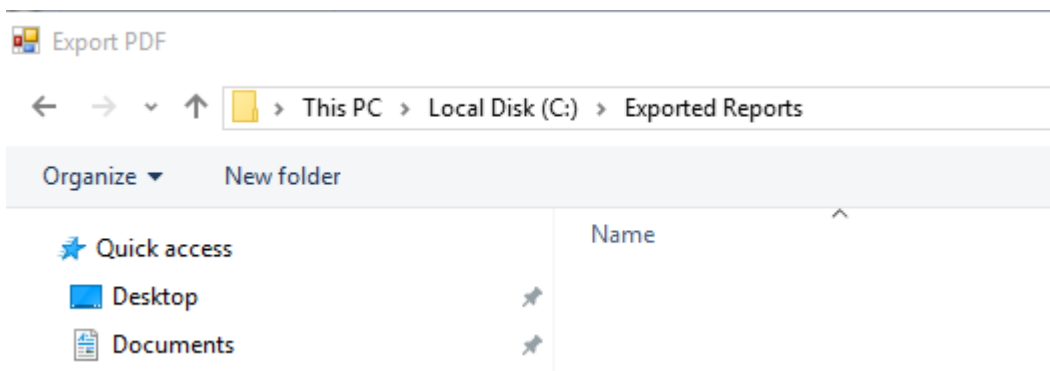
Exporting a Report

As well as printing you also have the option to export a report as an Excel, PDF or XPS document.

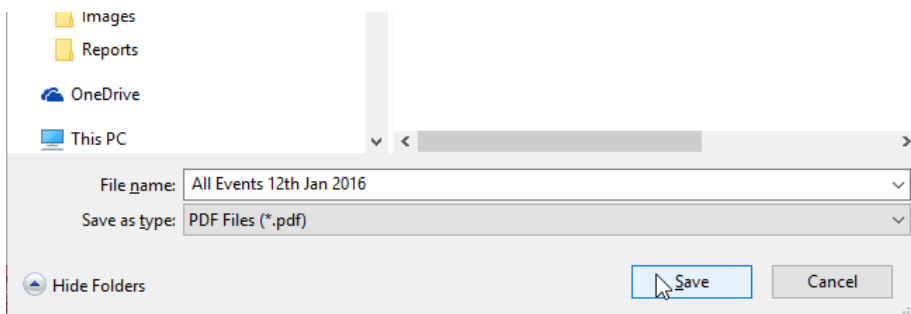
1. Once you have clicked the Run Report icon click the drop-down arrow to the right of the Export button.
2. You will see the 3 available export formats.



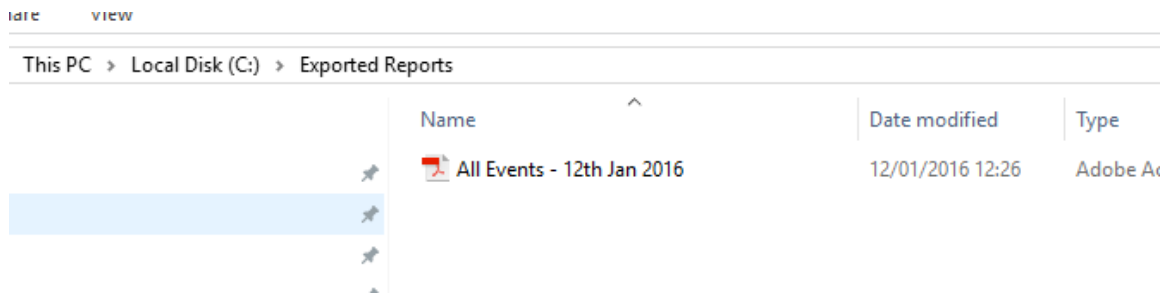
3. Select the format you wish to use.
4. Windows Explorer will immediately open a window so you can browse to a destination folder.



5. Enter a name for the report, then click Save.

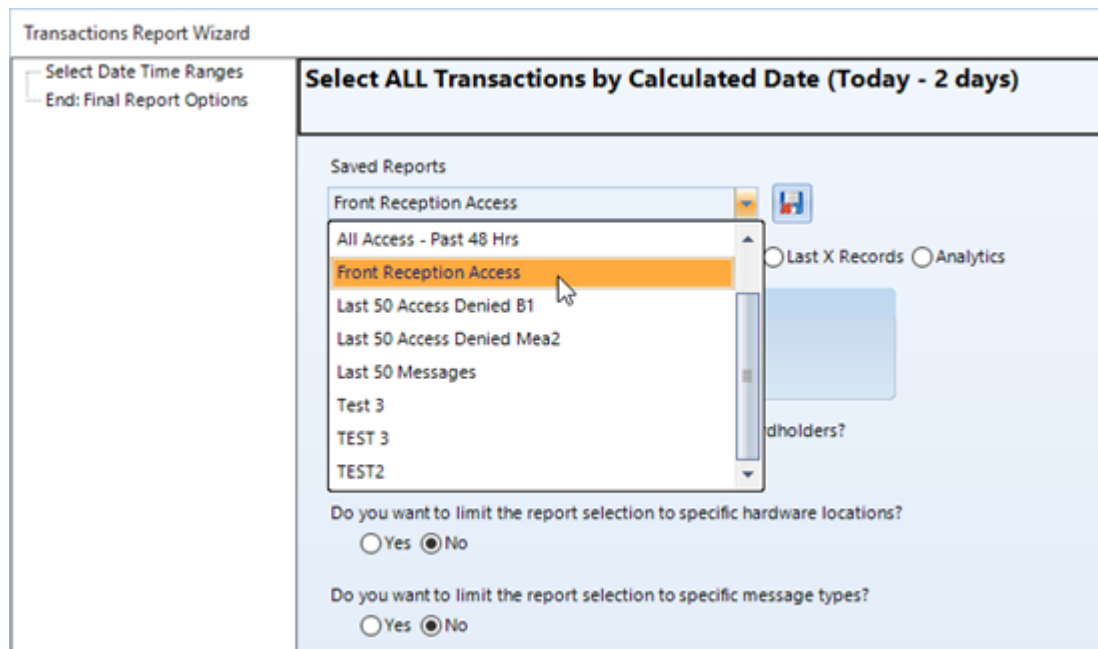


6. Navigate to the destination folder where you will see you report as a single document.



Saving Reports

Once you have defined and run your report it can be easily saved and will then be available for selection in the saved reports drop down list.



You can save any type of report that you create using the report wizard, for example, reports for: a certain group of people, a certain group of doors or spanning over a specific time period, specific event types or specific individuals.

1. On the last screen of the report wizard, click the **Run Report** icon to generate your report.



2. The report information will appear in the report records grid.

Preview

Records: 79 Hide Wizard

Drag a column header here to group by that column.

Icon	TimeStamp Server	TimeStamp Controller	Gateway	Controller	Location
	12/05/2016 09:53:38	12/05/2016 09:53:39	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:35	12/05/2016 09:53:36	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:34	12/05/2016 09:53:34	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:32	12/05/2016 09:53:33	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:30	12/05/2016 09:53:31	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:29	12/05/2016 09:53:29	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:27	12/05/2016 09:53:28	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:26	12/05/2016 09:53:26	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:24	12/05/2016 09:53:25	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:23	12/05/2016 09:53:23	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:18	12/05/2016 09:53:18	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:15	12/05/2016 09:53:16	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:14	12/05/2016 09:53:14	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:12	12/05/2016 09:53:12	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:10	12/05/2016 09:53:11	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:08	12/05/2016 09:53:09	MSC Gateway	EP1502	Front Reception
	12/05/2016 09:53:07	12/05/2016 09:53:07	MSC Gateway	EP1502	Front Reception

3. In the Description field, enter a new description for the report.

Identification

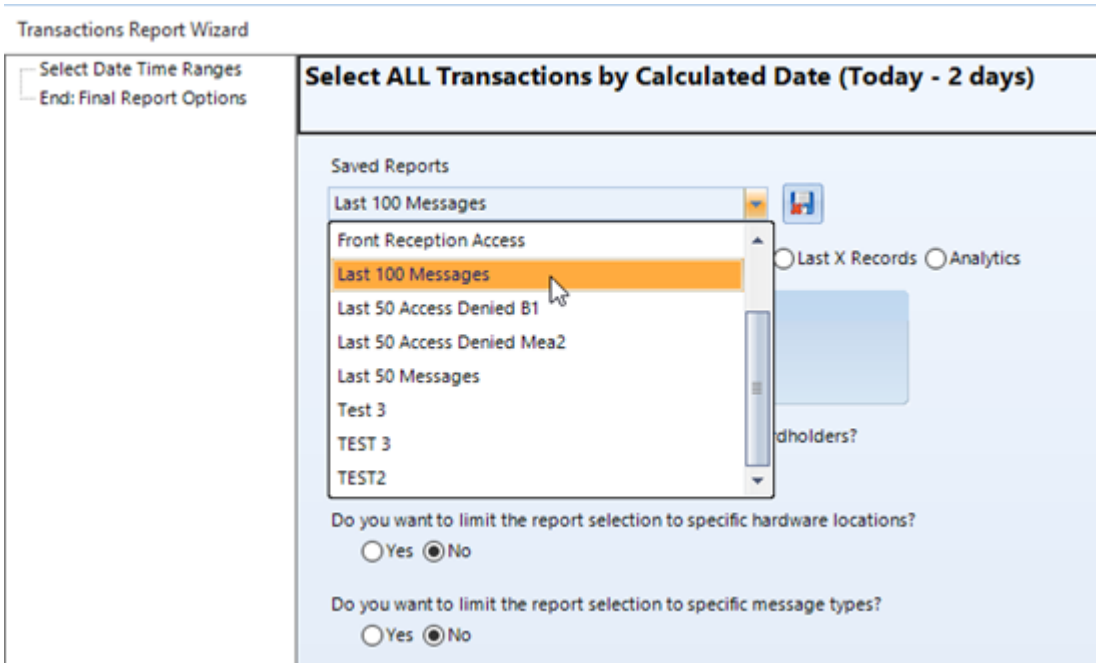
Description

Last 100 Messages

4. Click the **Save** icon.



5. The next time you run the report wizard the saved report will be available for selection.



Database Administration

The database engine for Doors.NET is Microsoft SQL Server 2000/2005/2008 and 2012. The different versions of each release (MSDE/SQL Express) are also supported. The installation DVD includes an option to install SQL Express 2005 along with the management tools. Stored Procedures are used extensively to move data into and out of the database. Every table has at least 4 stored procedures to control the creation, retrieval, updating and deletion of the tabular data. Access to the data is over TCP (default port of 1433), using SQL Authentication. Only the Application Server interacts directly with the database.

Database Backup

This procedure describes a backup process for Doors.NET databases using Microsoft SQL Server Express 2012, however, the procedure is almost identical to other versions of SQL Express.

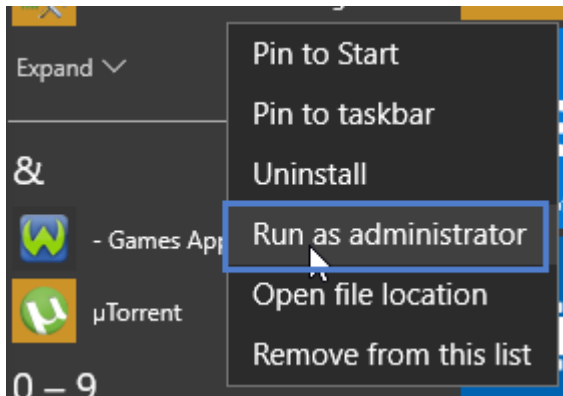
Note: These instructions specifically cover a Disc backup; Tape backup is not covered.

Note: Microsoft does not provide a downgrade path for SQL databases. This means you cannot use 2008 or SQL 2012 files on a SQL 2005 database engine. You can, however use SQL 2005 files on any other newer version of SQL Server.

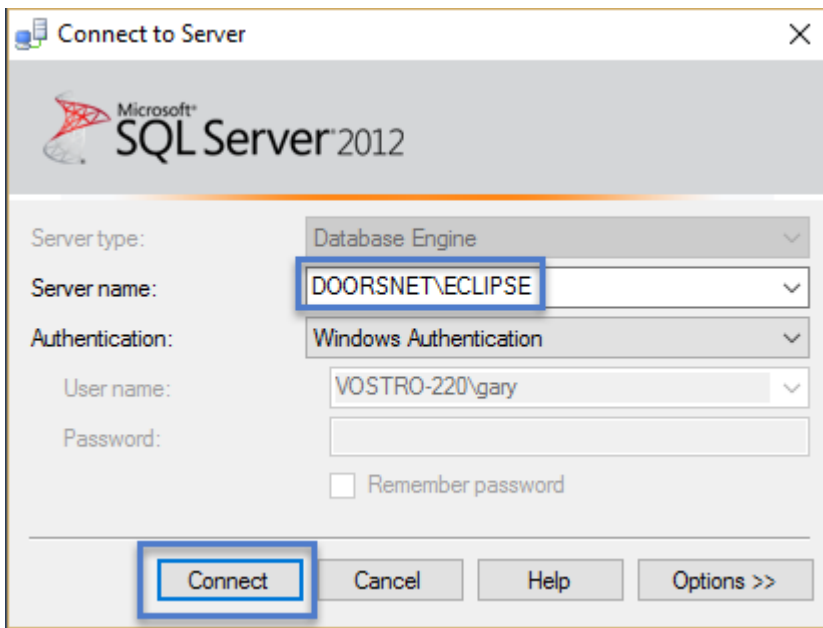
Doors.Net Database Backup Microsoft SQL Server 2012 Studio Express

Note: You do not have to stop any Doors.Net services to perform an SQL database backup.

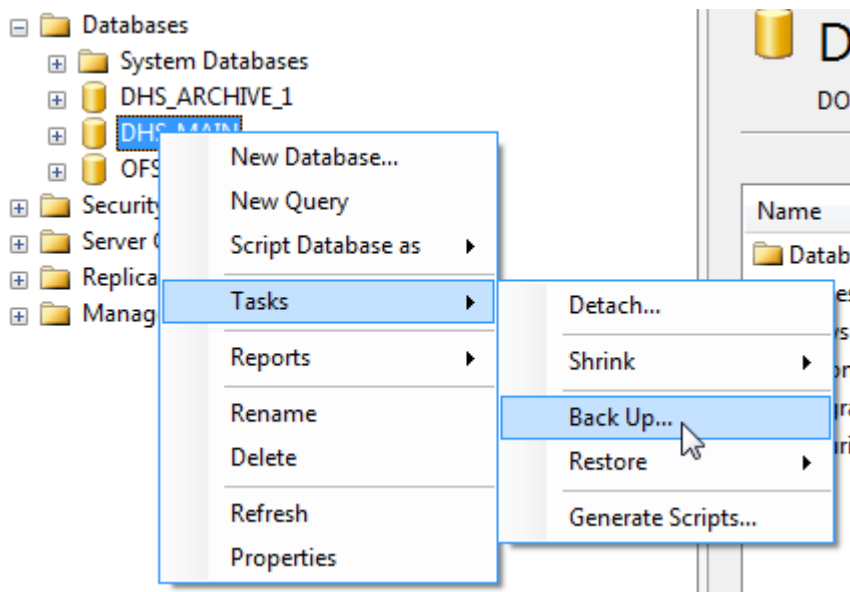
- Open the SQL Server Management Studio Express application in the Windows Start Menu. You should right-click and select **Run as Administrator**.



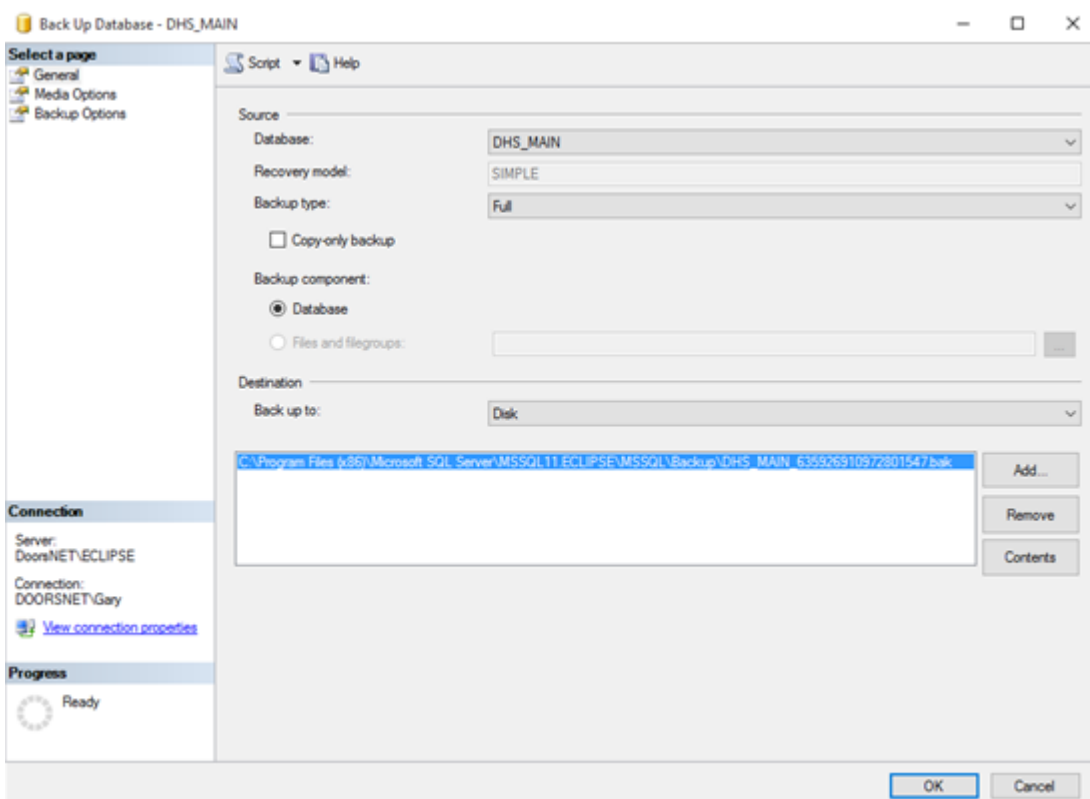
- Log in using **Windows Authentication** (You must have full administrative rights on the PC to log in using Windows Authentication, if you do not then you should consult an IT professional).



- Expand **Databases** on the left hand pane.
- Right click on the DHS_MAIN database and choose Tasks > Backup.



- The Back Up Database window will appear.



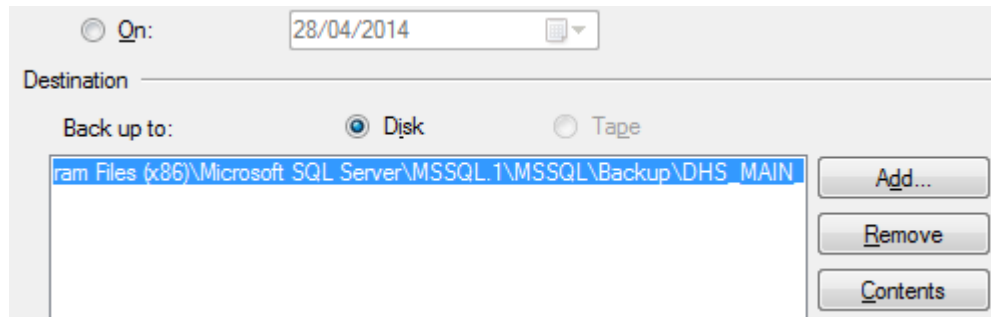
- Under Source the first backup you make should be a **Full** backup.
- The Backup Set section is merely a description of the Backup.
- Next Select Destination of Disk if not already selected.

Note: These instructions specifically cover a Disc backup; Tape backup is not covered. For information on Tape backups refer to your IT and/or SQL administrator.

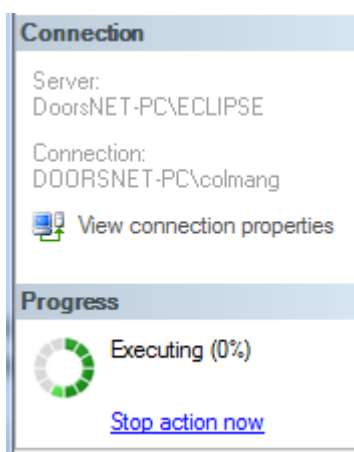
The selected paths are displayed in the Backup to list box. By default the backup will be saved to:

- "C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup\" (32-bit)
- "C:\Program Files (x86)\Microsoft SQL Server\MSSQL.1\MSSQL\Backup\" (64-bit)

- To remove a backup destination, select it and click Remove.
- Click the Add button to specify a different backup location.
- To view the contents of a backup destination, select it and click Contents.



- Click the OK button and the backup will be created.






- The backup file will appear as DHS_MAIN.bak in the destination selected. The default destinations are:
<C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup> - on a 32-bit

operating system, and:

[C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup](#) - on a 64-bit operating system

Program Files (x86) > Microsoft SQL Server > MSSQL.1 > MSSQL > Backup

Name	Date modified	Type
 DHS_MAIN_kaf1rz1orbs.bak	31/03/2016 14:59	BAK File
 DHS_MAIN_bdubh2lsqjg.bak	29/03/2016 14:44	BAK File
 DHS_MAIN_olekvpc514l.bak	29/03/2016 10:29	BAK File

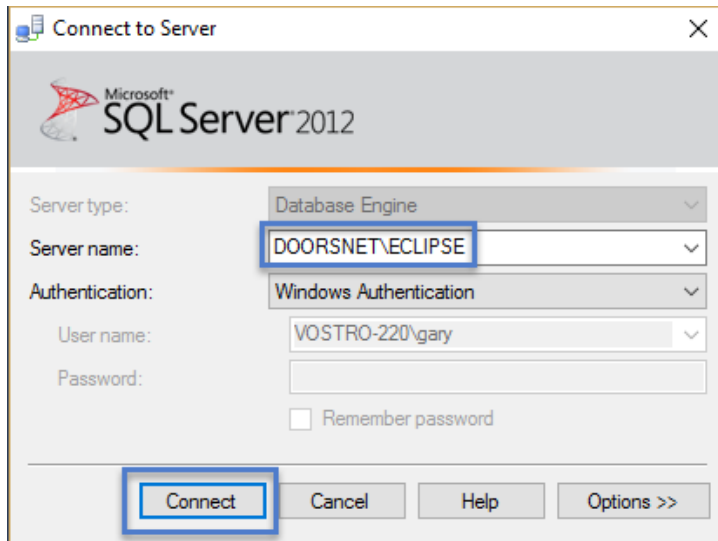
Note: This file can, and should, be copied from this source location onto a removable media such as a CD or USB drive.

Database Restoration

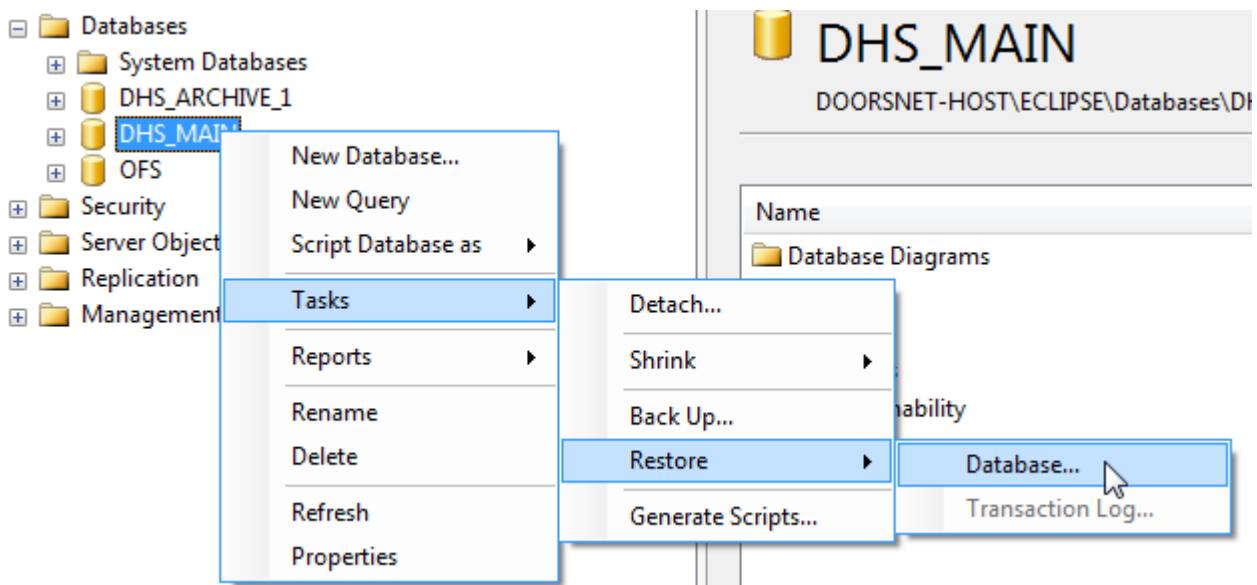
Instructions for Restoring an SQL Database in Doors.Net

Notes:

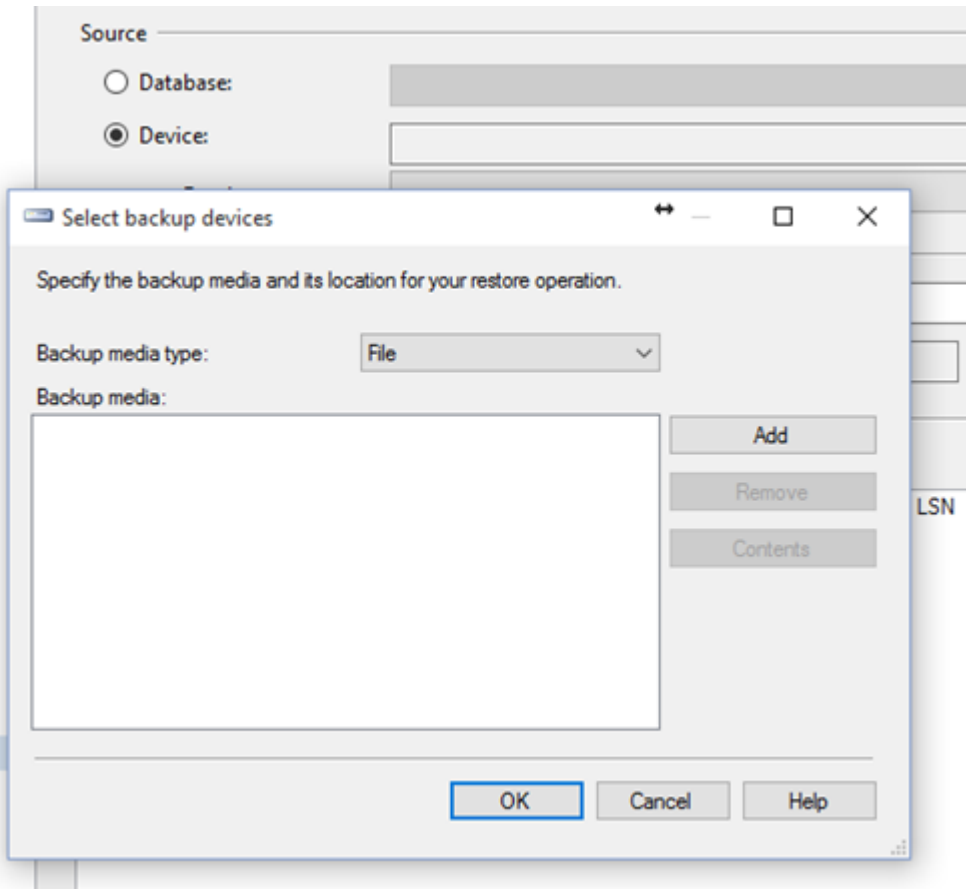
- performing this task will completely overwrite ALL data in the existing Doors.Net database.
 - this backup procedure pertains to Doors.Net databases using Microsoft SQL Server 2012 however, the procedure is almost identical to other versions of SQL Express.
 - If you are migrating your Doors.NET system to a new PC and you are using encrypted administrator passwords (Doors.NET v4.0.3 onwards), be aware that you will need to re-use your existing license key. Contact Keri Systems inside sales with your existing Doors.NET license key and it will be modified so that it can be re-activated on the new PC.
- Stop all Doors.Net services.
 - Open the SQL Server Management Studio Express application in the Windows Start Menu.
 - Login using Windows Authentication.



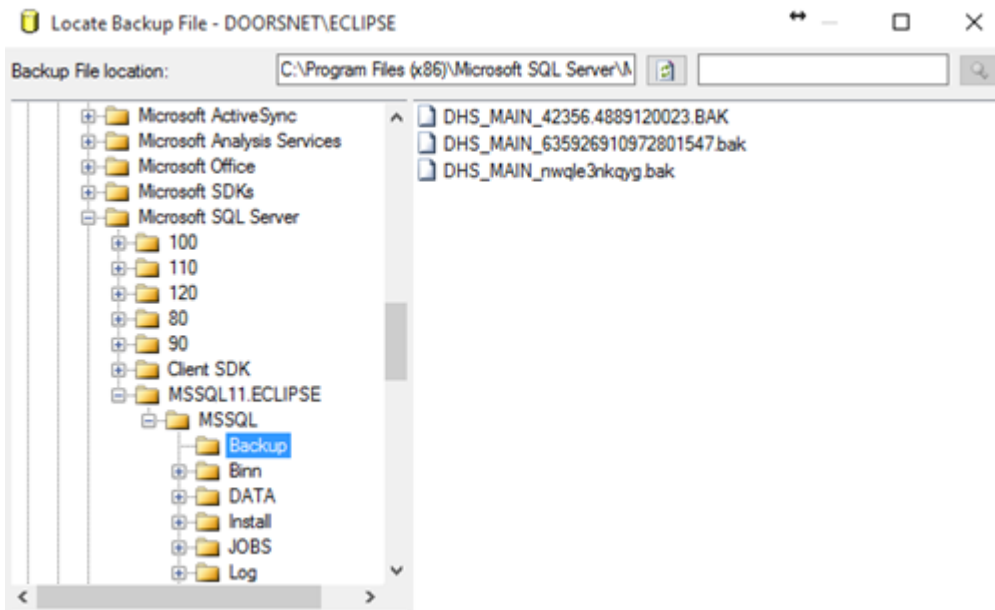
- Expand “Databases” in the left hand pane and find DHS_MAIN.
- Right click on the DHS_MAIN database and choose Tasks > Restore > Database.



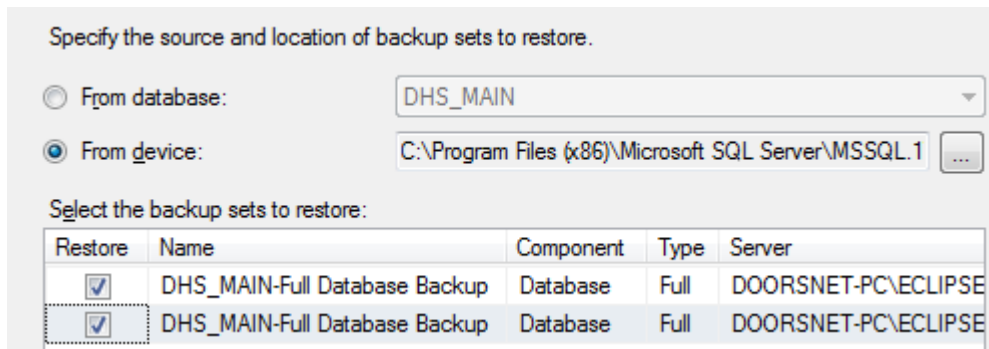
- In the “Restore database DHS_MAIN” Window in the right hand pane, right click on the “From Device” radio button.
- Click on the square icon with the three periods on it that is to the right of the From Device box. This will bring up the “Specify Backup” window. Click on the “Add” button.



- Once the Add button is pressed, it will bring up the contents of the SQL backup folder (C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup) - This folder is where the backup files reside. A backup file is created here where you click the Backup icon within the Doors.NET user interface (Tools >> Backup).



- With the desired backup file highlighted click the OK button. The most recent file will be at the bottom of the list (if you have multiple backup files listed).
- Click OK again on the specify backup dialog box.
- In the Restore Database DHS_MAIN window, click on the check box for the selected database.



- In Restore Database DHS_MAIN in the left hand pane, right click on “Options” then check the “Overwrite the existing database” checkbox.

Restore options

Overwrite the existing database
 Preserve the replication settings
 Prompt before restoring each backup
 Restrict access to the restored database

Restore the database files as:

Original File Name	Restore As	
DHS_MAIN_Data	C:\Program Files (x86)\Microsoft SQL Serv...	...
DHS_MAIN_Log	C:\Program Files (x86)\Microsoft SQL Serv...	...

- Click OK to start the restore procedure. Check the “Progress” box in the lower left hand pane in the Restore Database DHS_MAIN window to know when the backup in completed.
- Find the UpdatedDHSDB.exe in the C:\Keri\DoorsNET folder and run this program.
- Restart all Doors.Net services.

Moving a Database from One PC to Another

To move a database from one PC to another, run a backup on the old install of Doors.Net. Retrieve the latest backup file on that PC from the C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup folder and move that file to the same directory on the PC with the new install. Then restore using that backup file and the above procedure.

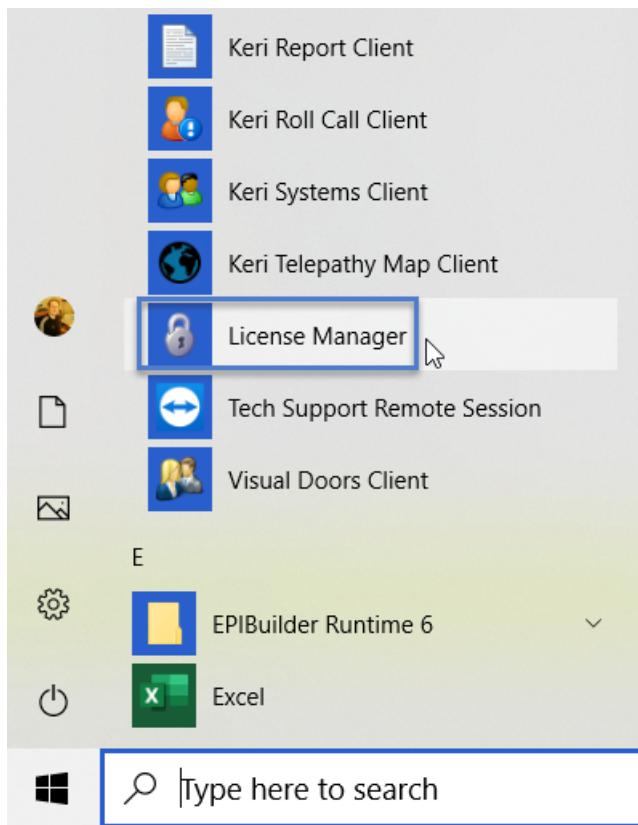
- If you are migrating your Doors.NET system to a new PC and you are using encrypted administrator passwords (Doors.NET v4.0.3 onwards), be aware that you will need to re-use your existing license key. Contact Keri Systems inside sales with your existing Doors.NET license key and it will be modified so that it can be re-activated on the new PC.

Scheduled System/Database Backup

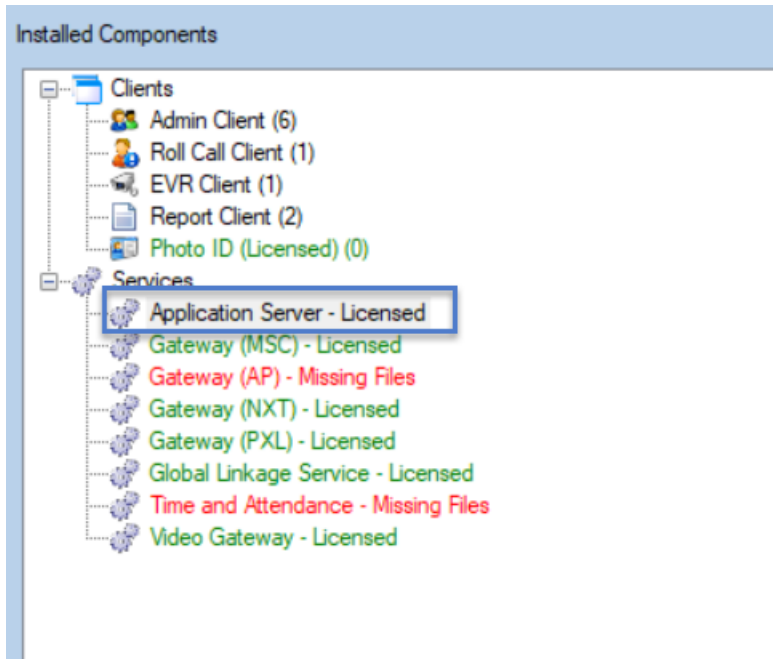
Version 3.5.1.21 (and onwards) includes the ability to schedule a system backup to be automatically created once a week, every week. This is included in the standard and professional versions of Doors.NET. The following steps use a Windows 10 (64-bit) operating system:

Standard Setup via License Manager

1. From the Start Menu go to All Programs >> Doors.NET >> License Manager.



2. Click on Application Server from the list of installed components on the left (it should be highlighted in green).

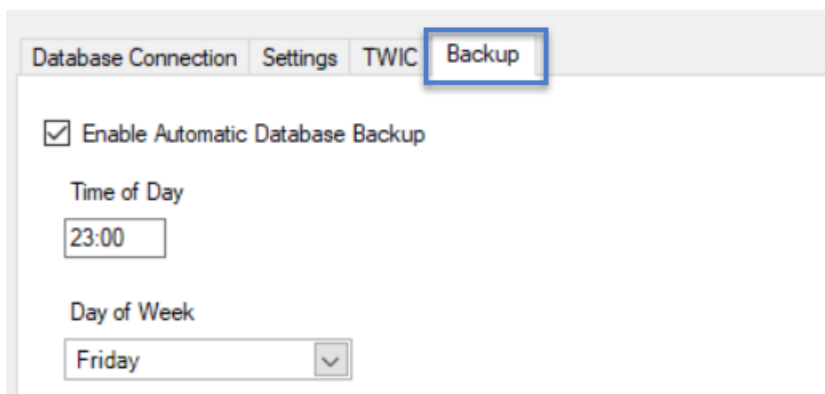


3. Click the **Settings** button on the right.



4. Click on the Backup tab.

Application Server StartUp



5. Verify that 'Enable Automatic Database Backup' is selected.
6. Enter the time of day that you wish the backup to be created (as you will see, the default time is 23:00).

7. Select a day that the backup will be performed (as you will see, the default day is Friday).
8. Make a note of the backup filepath (by default, you will see that the default backup location is `C:\Keri\DoorsNET\Backups`).

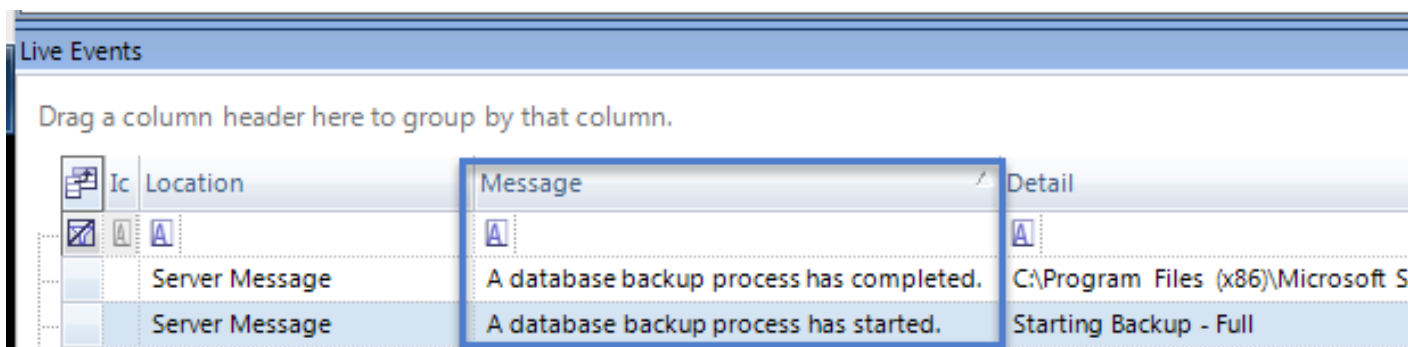
Day of Week
Friday

Backup Folder
`C:\Keri\DoorsNET\Backups`

9. Use the default file path for the backup file to be saved, or enter a new location, such as an external hard drive.

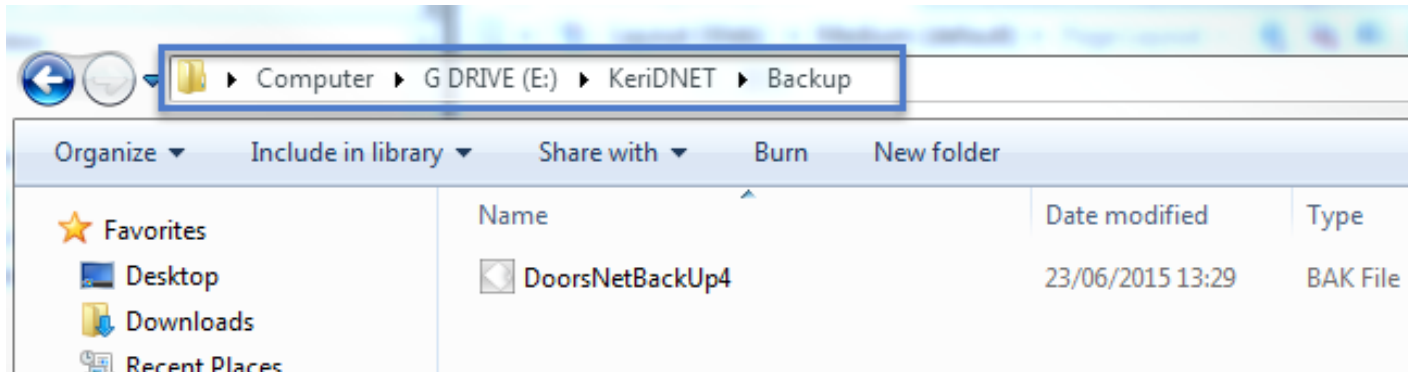
Note: When using a thumb-drive, be aware that the drive letter may change if plugged into a different port than originally used during configuration.

10. Click the **Save** button.
11. Click Yes to the prompt to restart the Application Server Windows Service.
12. If the software is open at the time the scheduled backup occurs, there will be backup events generated in the Live Events grid.



13. As well as the specified backup folder location a copy of the database will also be save in `C:\Program Files (x86)\Microsoft SQL Server\MSSQL.1\MSSQL\Backup` (as shown in the image above in the detail field).

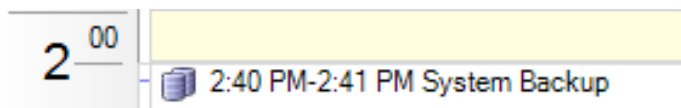
14. If a backup file already exists in the specified file location of the License Manager, this old file will automatically be overwritten with the new one.



Advanced Setup - Using System Calendar

Note: System Calendar is a system-add-on that must be purchased and enabled on your license. It is not included with the standard version of Doors.NET.

1. Click the System Calendar icon in the ribbon bar.
2. Click the New Appointment icon.
3. Input a description in the subject text field.
4. Input a start time for when you want the automatic backup to take place. An end time is automatically created which does not need to be altered.
5. Click on the Categories tab.
6. Select Backup.
7. Go to the Start Action tab and put a check mark against 'Full Backup'.
8. Click the Save and Close link.
9. Click the Save All icon in the upper left corner.
10. The Appointment description and time will appear in the appointments list.



11. At the Start time an event will appear in live events: "A database backup process has started", followed by "A database backup process has completed".

12. You can find the backup (.bak) file by navigating to the following location on a default installation: C:\Program Files\Microsoft SQL Server-\MSSQL.1\MSSQL\Backup.

Name	Date modified	Type
DHS_MAIN_41551.6153606134.BAK	10/4/2013 2:46 PM	BAK File

Contact Keri Systems

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Telephone: (800) 260-5265 (408) 435-8400	Telephone: + 44 (0) 1763 273 243
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Web: www.kerisys.com	Web: www.kerisystems.co.uk
E-mail: sales@kerisys.com techsupport@kerisys.com	E-mail: sales@kerisystems.co.uk eutech@kerisys.com

Knowledge Base Website - www.keri-kb.com

YouTube Channel - <https://www.youtube.com/user/kerisystems>

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