

Appendix A – The Cardholder Record Screen

The Cardholder Record Screen is where you will do most of your work. Just about everything you do to maintain the *Entry-Master*® System is done in the Cardholder Record Screen. Because this is such an important screen we decided to provide a separate section to describe all of the fields and functions displayed on the Cardholder Record Screen.

Section 1 displays the fields and provides the following information:

- Brief field description
- Maximum field length
- Field format:
 - Alphabetic
 - Numeric
 - Alphanumeric
- Field type:
 - Display Only
 - System Supplied
 - User Supplied
 - User Selected

Section 2 provides more detail about each field on the Cardholder Record screen and discusses each function displayed on the Bottom Line Menu and how to use them.

This appendix applies to a *standard Entry-Master*® System cardholder screen; your particular installation may have extra fields or other enhancements which were added either by EMS™ Technical Staff or your authorized *Entry-Master*® dealer. In any case, however, the basic *access control* fields (e.g. I/O Status, Access Group, and any other fields which actually affect the use of a card) remain unchanged.

Section 1 – A Quick Look

The following shows the Cardholder Record Screen and lists the data type for each field on the screen:

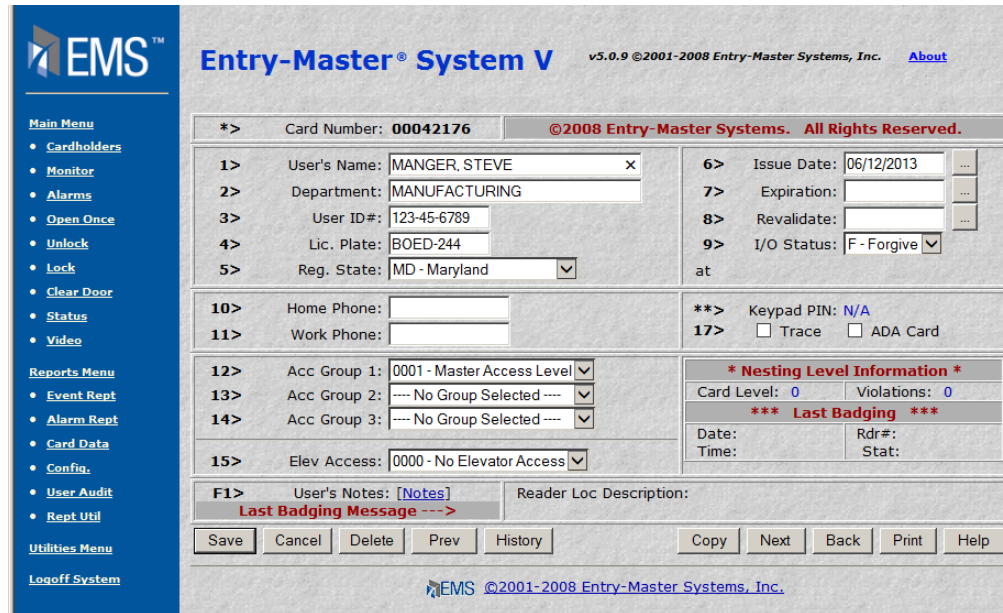


Figure A-1.1 Sample Cardholder Screen

Field	Description	Field Length	Field Format	Field Type
Entry-Master System IV	Product Title	N/A	N/A	Display only
Card Number	This is the Card number.	8	Numeric	User supplied
The name of the cardholder.	The name of the cardholder.	25	Alphabetic	User supplied
The cardholder's department.	The cardholder's department.	25	Alphabetic	User supplied
The cardholder's account number (used with positive payment posting feature only).	The cardholder's account number (used with positive payment posting feature only).	6	Alphanumeric	User supplied
The cardholder's license plate number.	The cardholder's license plate number.	10	Alphanumeric	User supplied
The registration state of the cardholder's vehicle. The 2-character state abbreviation is all that is required. The Entry-Master® System fills in the state name.	The registration state of the cardholder's vehicle. The 2-character state abbreviation is all that is required. The Entry-Master® System fills in the state name.	2	Alphabetic	User supplied
Cardholder's Home Phone #	Cardholder's Home Phone #	14	Numeric	User supplied

Field	Description	Field Length	Field Format	Field Type
Cardholder's Work Phone #	Cardholder's Work Phone #	14	Numeric	User supplied
The primary defined access group for access. If the access group is 0000 = Invalid; 9999 = Confiscate	The primary defined access group for access. If the access group is 0000 = Invalid; 9999 = Confiscate	4	Numeric	User selected
Alternate Access Group #2	Alternate Access Group #2	4	Numeric	User selected
Alternate Access Group #3	Alternate Access Group #3	4	Numeric	User selected
Elevator Access Group; selects which floors a cardholder may access	Elevator Access Group; selects which floors a cardholder may access	4	Numeric	User selected
This field is for you to store additional information about each cardholder.	This field is for you to store additional information about each cardholder.	Up to 100 lines of text	Alphanumeric	User supplied
Last Badging Label Field	Last Badging Label Field	N/A	N/A	Display only
Bottom Line Menu	Bottom Line Menu	N/A	See Section 2 of this appendix	Menu Selection
Bottom Line Descriptions	Bottom Line Descriptions	N/A	See Section 2	Display only
Software Version and Copyright	Software Version and Copyright	N/A	N/A	Display only
The issue date of the card. The default date is the current system date.	The issue date of the card. The default date is the current system date.	10	Date Field (mm/dd/yyyy)	User supplied or system supplied
The expiration date of the card. If you do not specify an expiration date, the card never expires.	The expiration date of the card. If you do not specify an expiration date, the card never expires.	10	Date Field (mm/dd/yyyy)	User supplied
The date the card automatically revalidates. If you do not specify a revalidation date, the card will expire on the expiration date and you must revalidate the card.	The date the card automatically revalidates. If you do not specify a revalidation date, the card will expire on the expiration date and you must revalidate the card.	10	Date Field (mm/dd/yyyy)	User supplied
The current In/Out status of the card.	The current In/Out status of the card.	1	Alphabetic	Usually system supplied. You can manually change the I/O status of a card.
The reader number, date and time of the last Valid use of the card.	The reader number, date and time of the last Valid use of the card.	N/A	Alphanumeric	System supplied
The keypad PIN code (if the keypad option is chosen) which enables the card to be valid after swiping.	The keypad PIN code (if the keypad option is chosen) which enables the card to be valid after swiping.	4 to 6	Numeric	User Supplied

Field	Description	Field Length	Field Format	Field Type
Indicates that a Card is to be Traced ; that is, every time the card is used, valid or invalid, a Trace alarm message appears on the activity/alarm monitor(s).	Indicates that a Card is to be Traced ; that is, every time the card is used, valid or invalid, a Trace alarm message appears on the activity/alarm monitor(s).	1	Y or N	User supplied
Card's current Nesting Level.	Card's current Nesting Level.	1	Numeric	System supplied
The number of nesting violations, which have occurred during the present stay in the facility.	The number of nesting violations, which have occurred during the present stay in the facility.	1	Numeric	System supplied
The date the card was last used.	The date the card was last used.	5	Date (mm/dd)	System supplied
The reader number where the card was last used	The reader number where the card was last used	4	Numeric	System supplied
The Activity of (Status) code of the last card transaction	The Activity of (Status) code of the last card transaction	2	Numeric	System supplied
The time the card was last used.	The time the card was last used.	5	Time (hh:mm)	System supplied
The Access Group descriptions.	The Access Group descriptions.	N/A	Alphanumeric	System supplied
Elevator Access Group Description	Elevator Access Group Description	N/A	Alphanumeric	System supplied
Status Line	Status Line	N/A	N/A	System supplied
System User Log in Indicator	System User Log in Indicator	4	N/A	System supplied
User's Privilege Level	User's Privilege Level	1	Numeric	System supplied
User's Process ID Number	User's Process ID Number	2	Numeric	System supplied
System Date	System Date	N/A	Alphanumeric	System supplied
The Activity Message of the card's last transaction.	The Activity Message of the card's last transaction.	20	Alphabetic	System supplied
The location description of the reader last used by the card.	The location description of the reader last used by the card.	N/A	Alphanumeric	System supplied

Section 2 – The Cardholder Screen in Detail

This section describes provides more detail about the Cardholder Record screen and the buttons that display. The field information is presented in tab-order (as the cursor moves through the data entry fields on the screen).

The Cardholder Record Field Description

This section provides additional information about the fields on the Cardholder Record screen. They are presented in numeric order by the field modification symbol.

Card Number

This field tracks the cardholder. Everything on the *Entry-Master*® System is tracked using the card number. You can search for a cardholder by name as described in Lesson 7, but what actually happens is the *Entry-Master*® System searches for the cardholder's name and then displays the record for the card number assigned to the name.

User's Name

This is the name of the person that will be using the card. The format of this field is LAST name, FIRST name, and Middle Initial or Middle name. The last name and the first name should be separated by a comma and a space. This is important because the *Entry-Master*® System performs certain sort and search activities based on the cardholder's last name.

Department

This is the department or organization that the cardholder belongs to. This information is only used in certain reports when you want reports grouped by department.

User ID#

This field is the cardholder's employee identification number or their social security number. This field is used for record keeping purposes only. If you want to use the cardholder's social security number, this field can be configured to automatically insert the dashes, thus making data entry faster.

Lic. Plate (License Plate)

This is the license plate number of the cardholder's vehicle. Some garages require this information, but it can also be used as a convenience. For example, if someone has left their lights on, you can search for the cardholder by their license plate number and then notify them about their lights.

Reg. State (Registration State)

This is the two-letter state abbreviation where the cardholder's vehicle is registered. This information is selected from a drop-down list that contains every state abbreviation. On reports this abbreviation is attached to the beginning of the cardholder's license plate number. For example, if license plate number ABC-123 was registered in Maryland, the license plate number on reports will appear as MD ABC-123. The *Entry-Master*® System has a list of all valid state abbreviations so you only have to enter the two-letter state abbreviation.

Issue Date

This is the date the card was issued to the cardholder. If you do not enter a date, the *Entry-Master*® System uses the current date as the default value for this field.

Dates entered in date fields must be valid dates. For example, 2/29/99 and 6/31/2002 are not valid dates (they do not exist because 1999 was not a leap year and June only has 30 days) and will not be accepted by *Entry-Master*® System. There are several formats that the *Entry-Master*® System will accept for dates. The most important thing to remember is that the date you type must be at least 3 characters and the day should be 2 of those characters. For example, the *Entry-Master*® System will not accept 74 (July 4) as a valid date, but it will accept 704. If you do not specify a year for the date, the *Entry-Master*® System uses the current year as the default.

Expiration

This is the date the card expires. For example, if the expiration date of the card is 6/17/2002 the card will be valid until 11:59 p.m. on 6/16/2002. As soon as the date changes to 6/17/2002 the card will not be valid and access will not be allowed to this cardholder until the card is revalidated. The rules for entering dates are the same as described under Issue Date.

Important Note... If you do not specify an expiration date, the card will never expire.

Revalidate

This is the date that the *Entry-Master*® System will automatically revalidate the card. For example, if a card expires on 6/17/2002 and the revalidate date is 7/1/2002, the card will not be valid again until 7/1/2002 when the *Entry-Master*® System will automatically revalidate it. You only need to specify a revalidate date if you have specified an expiration date.

Important Note... Do not enter a Revalidation Date unless you wish the card to be automatically revalidated on a particular date. Once a card is revalidated, it will never expire even if there is a date in the Expiration date field.

I/O Status

This field shows the In/Out status of the card. This information is used by the *Entry-Master*® System anti-passback feature. See *Global Anti-Passback* for more information. This field can have one of the following values:

I - In – The person is IN the facility or garage. If a card has this status and a person attempts to use the card on an **IN** card reader, they will be denied access. Some readers are designated as **NEUTRAL**. A card with a status of IN can gain access from a reader designated as **NEUTRAL** because the reader does not care what the status of the card is.

O - Out - The person is not in the facility or garage. If a card has this status and a person attempts to use the card on an **OUT** card reader, they will be denied access. Some readers are designated as **NEUTRAL**. A card with a status of OUT can gain access from a reader designated as **NEUTRAL** because the reader does not care what the status of the card is.

S - Special - A card with this status is not subject to the anti-passback restrictions. This status is usually reserved for high-ranking or maintenance personnel who need to override the anti-passback feature from time to time.

F - Forgive - Forgive allows a cardholder ONE free access either IN or OUT and then the card will be **reset** to its proper I/O status. When there is a power failure a gate or door may need to be propped open to allow access. In this case the I/O status for anti-passback will be upset. When the power is restored, the cards will be allowed to enter or exit the facility normally once and then the card's I/O status will be reset to its correct value.

Card readers designated as NEUTRAL do not affect the I/O status of the cards.

Note... The I/O Status does not affect cards presented to card readers that are designated as NEUTRAL.

Home Phone

This is the cardholder's home telephone number. This field is for record keeping purposes only.

Work Telephone

This is the cardholder's work telephone number. This field is for record keeping purposes only.

A default area code can be set for the telephone number fields via the AREACODE command. See your installer for details

Access Group 1, 2, and 3

These fields are drop-down fields that contain a list of codes, which define when and where the cardholder will be permitted access to the facility. If the cardholder attempts to enter the facility at a time or at a reader other than what is defined in this field or in the Alternate Access Groups fields, they will not be allowed access.

For example:

A 0000 in this field means that the card is in Invalid Card.

A 9999 in this field means that the card is in Confiscate Status

Elevator Access

This field a drop-down list of codes that define what floors a cardholder is allowed to access, if the Elevator Control option is selected.

Trace (Y/N)?

This field indicates that every time the card is used, valid or invalid, a Trace alarm message appears on the activity/alarm monitor(s).

Keypad PIN

This field is for a keypad identification code, which verifies the identity of the cardholder after the card is swiped.

Users Notes:

This field is where you can store additional unique information about the cardholder. This field displays a window where you can enter additional notes regarding this cardholder. You can scroll through the window using scroll bars.

Display-Only Fields*** Nesting Level Information *****Card Level**

The card's current nesting level.

Violations

The number of nesting violations, which have occurred during the present stay in the facility.

***** Last Badging *******Date**

The date the card was last used.

Time

The time the card was last used.

Rdr # (reader number)

The reader number where the card was last used.

Stat (Status)

The Activity of (Status) code of the last card transaction.

Last Badging Message

The Activity Message of the card's last transaction.

Reader Loc (Location) Description

The location description of the reader last used by the card.

Button Descriptions

Save	to write any entries made to the data fields to the disk.
Cancel	to cancel any changes made to the data fields.
Delete	to remove a record from the data file.
Prev	to display the previous record in the data file.
History	to display cardholder history.
Copy	to copy current cardholder information to a new record.
Next	to display the next record in the data file.
Back	to clear the form to display a new record.
Print	to print the current record that displays on the screen.
Help	to display online help.