

Table of Contents

Preface.....	vi
Chapter 1 – Introduction.....	1
Section 1 – What Is The Entry-Master® System?.....	1
Section 2 – Features of the Entry-Master® System.....	2
Section 3 – The Entry-Master® System Data Management Tools.....	5
Section 4 – Data Entry Overview.....	9
Chapter 2 – The <i>Entry-Master®</i> System Quick Start.....	16
Lesson 1 – Logging into the System.....	18
Lesson 2 – Logging Out Of the System.....	22
Lesson 3 – Changing Your Password.....	25
Lesson 4 – Defining Card Readers.....	29
Lesson 5 – Defining Time Zones & Holidays.....	38
Lesson 6 – Defining Access Groups.....	50
Lesson 7 – Searching for a Cardholder’s Record.....	57
Lesson 8 – Editing the Cardholder’s Record.....	71
Lesson 9 – Batch Updating Cards.....	84
Lesson 10 – Forgiving Cardholders.....	98
Lesson 11 – System User Maintenance.....	103
Lesson 12 – Manually Opening or Closing a Door / Gate.....	113
Lesson 13 – Accessing the On-Line Monitoring Screen.....	118
Lesson 14 – Generating & Printing Reports.....	120
Chapter 3 – The <i>Entry-Master®</i> System Reports.....	125
Section 1 – Card Database Reports.....	127
Section 2 – Card System Event Reports.....	131
Section 3 – Configuration Reports.....	135
Section 4 – Printing and Exporting Reports.....	138
Section 5 – Reports Listing.....	141
Chapter 4 – Using the <i>Entry-Master®</i> Disk Utilities – Not Completed	145
Appendix A – The Cardholder Record Screen.....	146
Section 1 – A Quick Look.....	147
Section 2 – The Cardholder Screen in Detail.....	150
Appendix B – The <i>Entry-Master®</i> System Alarm Messages.....	154

Table of Figures

Figure 1-1.1 Sample Cardholder Screen.....	5
Figure 1-1.2 Help Overview Window	7
Figure 1-1.3 Help Details Window.....	7
Figure 1-1.4 Sample Report.....	8
Figure 1-1.5 Sample “Select an Existing...” Drop-Down field.....	9
Figure 1-1.6 New Copy Message.....	9
Figure 1-1.7 Existing Copy Message.....	10
Figure 1-1.8 Delete Record Message.....	10
Figure 1-1.9 The <i>Entry-Master</i> ® System Main Menu	11
Figure 1-1.10 Cardholder Search Screen	12
Figure 1-1.11 Blank Cardholder Entry Screen	12
Figure 1-1.12 Original Cardholder Record.....	13
Figure 1-1.13 Enter a New Card Number	13
Figure 1-1.14 Copy Message	14
Figure 1-1.15 Existing Card Number Message.....	14
Figure 1-1.16 Copied Cardholder Record with New Entries.....	15
Figure 1-1.17 The <i>Entry-Master</i> ® System Cardholder Search Screen	15
Figure 2-1.1 The <i>Entry-Master</i> ® System Log in Screen.....	18
Figure 2-1.2 Entering Your User Name.....	19
Figure 2-1.3 Entering Your Password	19
Figure 2-1.4 The <i>Entry-Master</i> ® System Main Menu	20
Figure 2-1.5 Invalid User ID Response	20
Figure 2-1.6 Invalid Password Response.....	21
Figure 2-2.1 Main Menu Link	22
Figure 2-2.2 The <i>Entry-Master</i> ® Main Menu	23
Figure 2-2.3 Do you really wish to Exit Message	23
Figure 2-2.4 Two Ways to Exit.....	24
Figure 2-3.1 The <i>Entry-Master</i> ® Main Menu	25
Figure 2-3.2 The <i>Entry-Master</i> ® Password Change Screen	26
Figure 2-3.3 Entering Your Old Password	26
Figure 2-3.4 Entering Your New Password.....	27
Figure 2-3.5 Entering Your Password A Second Time	28
Figure 2-4.1 The <i>Entry-Master</i> ® Main Menu	30
Figure 2-4.2 The <i>Entry-Master</i> ® Utilities Menu.....	31
Figure 2-4.3 Card Reader Database Screen	32
Figure 2-4.4 Reader Door Definition Screen with Defaulted Fields	33
Figure 2-4.5 Completed Card Reader Database Screen.....	37
Figure 2-5.1 The <i>Entry-Master</i> ® Main Menu	38
Figure 2-5.2 The <i>Entry-Master</i> ® Utilities Menu.....	39
Figure 2-5.3 Time Zone Editing Screen	40
Figure 2-5.4 Time Zone Number Entered.....	41
Figure 2-5.5 Time Zone Description Entered	41
Figure 2-5.6 Time Zone Grace Periods Entered	42
Figure 2-5.7 Start Time Drop-Down List	43

Figure 2-5.8 Sunday Time Zone Defined 44

Figure 2-5.9 Saturday Time Zone Defined 44

Figure 2-5.10 Time Zone Definition Screen Completed 45

Figure 2-5.11 The *Entry-Master*® Utilities Menu 46

Figure 2-5.12 Holiday Definition Screen 47

Figure 2-5.13 Holiday Date Filled In 48

Figure 2-5.14 Holiday Definition Screen Completed 48

Figure 2-6.1 The *Entry-Master*® Main Menu 50

Figure 2-6.2 The *Entry-Master*® Utilities Menu 51

Figure 2-6.3 Distributed Time/Access Group Database Screen 52

Figure 2-6.4 Group Description Field 52

Figure 2-6.5 Selecting a Time Zone for the Garage Entrance 53

Figure 2-6.6 Assigned Time Zones List 54

Figure 2-6.7 Access Group Reader Time Zones Defined 54

Figure 2-6.8 Assigned Time Zones 55

Figure 2-6.9 Completed Distributed Time/Access Group Database Screen 55

Figure 2-7.1 The *Entry-Master*® Main Menu 57

Figure 2-7.2 The *Entry-Master*® System Search Screen 58

Figure 2-7.3 Enter Cardholder’s Name (or Card #) 58

Figure 2-7.4 Search Results for Cardholder Name 59

Figure 2-7.5 Card Number Link 59

Figure 2-7.6 Cardholder Record Screen 60

Figure 2-7.7 *Entry-Master*® System Search Screen 61

Figure 2-7.8 Enter Display Lines 61

Figure 2-7.9 Search Results 62

Figure 2-7.10 Page Up and Page Down Buttons 62

Figure 2-7.11 *Entry-Master*® System Search Screen 63

Figure 2-7.12 Search on Selected Field Screen 63

Figure 2-7.13 Selected Field Search Results 64

Figure 2-7.14 *Entry-Master*® System Search Screen 65

Figure 2-7.15 Advanced Search Screen 65

Figure 2-7.16 Search Field Drop-Down List 67

Figure 2-7.17 Relational Operator Drop-Down List 68

Figure 2-7.18 Completed Statement 68

Figure 2-7.19 Advanced Search Results 69

Figure 2-7.20 Statements Connected with AND 69

Figure 2-7.21 Statements Connected with OR 70

Figure 2-7.22 Sub-Query Connector 70

Figure 2-8.1 Cardholder Record for Natalie Harris 72

Figure 2-8.2 Cardholder Window 73

Figure 2-8.3 Cardholder Search Screen 73

Figure 2-8.4 Blank Cardholder Record Screen 74

Figure 2-8.5 Registration State Drop-Down List 75

Figure 2-8.6 I/O Status Drop-Down List 76

Figure 2-8.7 Formatting the Phone Number Fields 77

Figure 2-8.8 Access Group Drop-Down List 77

Figure 2-8.9 Sample User Notes.....	78
Figure 2-8.10 Cardholder Record Screen Completed.....	79
Figure 2-8.11 <i>Entry-Master</i> ® System Search Screen.....	79
Figure 2-8.12 Original Cardholder Record.....	80
Figure 2-8.13 Enter a New Card Number.....	81
Figure 2-8.14 Copy Message.....	81
Figure 2-8.15 Existing Card Number Message.....	82
Figure 2-8.16 Copied Cardholder Record with New Entries.....	82
Figure 2-8.17 The <i>Entry-Master</i> ® System Cardholder Search Screen.....	83
Figure 2-9.1 The <i>Entry-Master</i> ® Main Menu.....	85
Figure 2-9.2 The Utilities Menu.....	86
Figure 2-9.3 Batch Update Cardholder Menu.....	87
Figure 2-9.4 Batch Add Cards by Card Number.....	87
Figure 2-9.5 Batch Add Cards by Card Number.....	88
Figure 2-9.6 Batch Card Update Screen.....	89
Figure 2-9.7 The <i>Entry-Master</i> ® System Main Menu.....	90
Figure 2-9.8 The Utilities Menu.....	91
Figure 2-9.9 Batch Update Cardholder Menu.....	92
Figure 2-9.10 Batch Update by Card Number.....	92
Figure 2-9.11 Starting Card Number Prompt.....	93
Figure 2-9.12 The <i>Entry-Master</i> ® System Main Menu.....	94
Figure 2-9.13 The Utilities Menu.....	95
Figure 2-9.14 The Batch Update Card Selection Menu.....	96
Figure 2-9.15 The Card Template Screen.....	96
Figure 2-9.16 Batch Card Edit Field Selection Menu.....	97
Figure 2-10.1 Cardholder Record for NATALIE HARRIS.....	98
Figure 2-10.2 I/O Status Drop-Down List.....	99
Figure 2-10.3 Cardholder I/O Status is now “Forgive”.....	99
Figure 2-10.4 The <i>Entry-Master</i> ® System Main Menu.....	100
Figure 2-10.5 The <i>Entry-Master</i> ® Utilities Menu.....	101
Figure 2-10.6 Cardholder Resynchronization Window.....	102
Figure 2-11.1 The <i>Entry-Master</i> ® Main Menu.....	103
Figure 2-11.2 The <i>Entry-Master</i> ® Utilities Menu.....	104
Figure 2-11.3 The System User Maintenance Menu.....	105
Figure 2-11.4 Add a New System User ID Screen.....	106
Figure 2-11.5 Add a New System User ID Screen with Sample Entries.....	107
Figure 2-11.6 Change a System User’s Settings Screen.....	108
Figure 2-11.7 Edit a System User’s Name Screen.....	109
Figure 2-11.8 The System User Reports Window.....	110
Figure 2-11.9 Sample List of System Users.....	110
Figure 2-11.10 File Download Dialog Box.....	111
Figure 2-11.11 Delete a System User Screen.....	112
Figure 2-12.1 The <i>Entry-Master</i> ® Main Menu.....	113
Figure 2-12.2 Manual Door/Gate Control Menu.....	114
Figure 2-12.3 Manual Door Control – Option 2: One-Time Open.....	115
Figure 2-12.4 Manual Door Control – Option 3: Permanent Open.....	116

Figure 2-12.5 Manual Door Control – Option 4: Re-Lock Door..... 117

Figure 2-13.1 The *Entry-Master*® Main Menu 118

Figure 2-13.2 Sample On-Line Monitoring Screen 119

Figure 2-14.1 The *Entry-Master*® System Main Menu 120

Figure 2-14.2 The Report Menu 121

Figure 2-14.3 Card Data Reports Menu..... 122

Figure 2-14.4 Cardholder by User Name Run Window 123

Figure 2-14.5 Sample Cardholder By Name Report..... 123

Figure 3-0.1 Reports Menu 126

Figure 3-1.1 The *Entry-Master*® Cardholder Report Menu..... 127

Figure 3-1.2 The *Entry-Master*® Cardholder Report Menu..... 128

Figure 3-2.1 The *Entry-Master*® Reports Menu 131

Figure 3-2.2 The *Entry-Master*® Event Report Menu 132

Figure 3-3.1 The *Entry-Master*® System Report Menu 135

Figure 3-3.2 The *Entry-Master*® System Configuration Reports Menu 136

Figure 3-4.1 Sample Report..... 138

Figure 3-4.2 File Download Dialog Box 139

Figure A-1.1 Sample Cardholder Screen 147

Preface

The *Entry-Master*® Training Manual contains the information and procedures you need to quickly use the *Entry-Master*® Card Access Control System.

- **Audience** The *Entry-Master*® Training Manual is written for people who are responsible for maintaining and/or monitoring the *Entry-Master*® Card Access Control System.

- **How the Manual Is Organized** The *Entry-Master*® Training Manual contains the following chapters and appendices:

Chapter 1 – Introduction to the *Entry-Master*® System is a general overview of the *Entry-Master*® Security Access Software. This chapter provides information about the *Entry-Master*® System hardware and software. It also describes several features of the *Entry-Master*® System.

Chapter 2 – The *Entry-Master*® Quick Start is the heart of this manual. This chapter presents a series of short lessons that teach you the basics for using the *Entry-Master*® System.

Chapter 3 – The *Entry-Master*® Reports describes the various reports that the *Entry-Master*® System generates. Appendix B – The *Entry-Master*® Reports & Their Functions provides brief descriptions of each report produced by the *Entry-Master*®, as well as additional information required to print specific reports.

Chapter 4 – Using the *Entry-Master*® Disk Utilities provides detailed instruction on how to format diskettes, perform system backups and verify system backups, as well a brief descriptions of all available options within the Disk Utilities Menu.

Appendix A – The Cardholder Record Screen provides a detailed description of the fields displayed on the Cardholder Record screen.

Section 1 of Appendix A provides the following information for each field:

- Brief Description of the field
- Maximum field length
- Field format
- Field type (Display, System supplied, User supplied, User selected).

Section 2 of Appendix A details the editing functions and provides additional information for all user-supplied and user-selected fields.

Appendix C – The *Entry-Master*® Activity/Alarm Messages explains the activity and alarm messages, which are issued by the system, providing a brief explanation of each message and any appropriate action, which should be taken.

Notation Conventions	This manual uses the following notation conventions throughout:
< >	Characters surrounded by angle brackets represent actual keys on the keyboard. Example: The <Tab> key
<Enter>	This represents the key on the keyboard that is labeled Enter, Return, or ↵.
<Tab>	Use this key to move the cursor from data entry field to data entry field.
Bold Text	Bold text represents information that you enter (user input). Bold text is also used in figures to represent the current position on the screen and in messages to provide additional emphasis.
<i>Italics</i>	Italics are used for special emphasis, for example, the first time a new term is used it is shown in italics.
<u>Main Menu</u>	Any clickable link listed below the EMS logo in the dark-blue frame
<u>Exit Entry-Master® System V</u>	Any clickable link that appears on an <i>Entry-Master</i> ® System V menu screen.