

Entry-Master[®]
System V
Training Manual



A Publication Provided By



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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.

Italics

Italics are used for special emphasis, for example, the first time a new term is used it is shown in italics.

Main Menu

Any clickable link listed below the EMS logo in the dark-blue frame

Exit *Entry-Master*®
System V

Any clickable link that appears on an *Entry-Master*® System V menu screen.

Chapter 1 – Introduction

Section 1 – What Is The Entry-Master® System?

The *Entry-Master*® is a complete card access control system. It combines multiple scanning technologies, including proximity, infra-red, Wiegand, magnetic stripe, biometrics, barcode with state-of-art personal computer (PC) technology and field-proven access control software. This combination provides an easy-access control system.

Infra-red scanning is one of the most durable, reliable, and secure technologies available. Instant access is granted by passing a valid card through the read head of a card reader.

Proximity is the most convenient technology available. It is both reliable and secure. The cardholder simply places a valid card within a few inches of the card reader and the card reader scans the card without touching it.

On the technological edge, the *Entry-Master*® System can be programmed to interpret biometric data such as finger and thumb prints and hand prints. Biometric data is a measurable, physical characteristic or personal behavioral trait used to recognize individuals. The *Entry-Master*® System can control access based on a person's handprint.

Section 2 – Features of the Entry-Master® System

Entry-Master Systems, Inc. produces the *Entry-Master*® System in-house and uses modular hardware and software. This means that you can expand the system without eliminating major system components. You can add new software options by applying software upgrades to the existing system can add modem support for remote system monitoring and control.

Cardholder Data Management

You can instantly display cardholder data by specifying the cardholder's name or the cardholder's card number. You can rapidly display cardholder data on-screen by searching a data field that you specify.

User-Defined Activity Messages

You can modify the descriptions for each activity message displayed or logged by the system; however, the description must resemble the original description in context. For example, the description for access code number 11 is “Card Number not defined in System” and you could change it to read Unknown Card. These two descriptions have different text, but they mean the same thing: the card is not a valid card defined in the system.

User-Defined Parameter Descriptions

All user-defined parameters such as card readers, time zones, and access levels have specific pre-defined descriptions. For example, it is easier to understand that card number 00123456 last went through the 1st Ave. Garage Exit than card number 00123456 last went through READER 0274.

User-Defined Message Levels

You can assign different message levels to the activity messages. You may want one message level to always be logged in the system activity log, while you may not want another message to even be displayed. For example, you may want all invalid card transactions to be sent to the system printer while you may not want every valid card transaction sent to the system printer.

Global Anti-Passback

Global anti-passback provides additional security to the system. Card readers are designated as *IN* or *OUT*. This means that you can only enter the facility through a card reader designated as *IN*, and you can only exit the facility through a card reader designated as *OUT*.

In addition, each card is assigned a changeable *IN* or *OUT* status code. This means that when you enter the facility, your card is assigned a status code of *IN*. If you try to re-enter the facility when your card has a status code of *IN*, you will be denied access, the gate (or door) will not open, and the following message is logged in the activity log and displays on the monitoring console screen:

PASS-BACK ATTEMPT: Card already IN Facility.

Each *IN* movement must be followed by an *OUT* movement and vice versa. The anti-passback feature prevents a cardholder from entering a facility or garage and then passing the card back to allow another individual access to the facility or garage. Hence, the name *passback*.

Special Anti-Passback for Individual Cards

You can specify a Passback Mode for individual cards as either *passive* or *active*. An active status denies the cardholder access if the In/Out status of the card is incorrect. A passive status allows access regardless of the In/Out status of the card. (This is an optional feature.)

Access Group & Time Zone Control

You can define up to 63 time zones on the *Entry-Master*® System. You can define any combination of day-of-the-week and time-of-day. The time-of-day can be defined to the minute (for example, you can define a time zone that is from 8:01 am to 5:05 pm). Time Zones are assigned to individual cards, as well as groups of cards, through *access groups*. An infinite number of time zone combinations are possible through the flexible Access Group programming.

You can define up to 9999 access groups on the *Entry-Master*® System. You can define three access groups for each card providing an unlimited range of entry/exit possibilities.

You assign access groups to each card on the Cardholder Record screen. You can scroll through the defined access groups to select the access group(s) for each card; then make the proper notation.

System Card Access to the Software

You can have an optional card reader installed at your computer, which requires a special *system card*. A *system card* is a regular card (or group of cards) that allows access to the *Entry-Master*® computer system as well as to the access control card readers. This feature ensures that there is no unauthorized access to the *Entry-Master*® software system. Thus, providing a high security environment.

To access the *Entry-Master*® software with this option installed you would:

- Log into the system using your log in ID;
- Enter your password;
- Swipe the card through the card reader at the computer;
- Enter a four-digit personal identification number (PIN).

Card Access Nesting

This feature prevents cardholders from remaining in an unauthorized area longer than is necessary and simply to pass through the area. For example, a parking garage may have four levels for parking and the first level is closest to the facility entrance. Each cardholder is assigned a specific level in which they must park. However, someone who is assigned to park in Level 3 must pass through Levels 1 and 2 to get to Level 3. Most people would be tempted to park in Level 1 if there was a spot available.

The nesting feature allows the cardholder that is assigned to Level 3 to pass through Levels 1 and 2 to get to Level 3. However, the cardholder is only allowed to remain in Levels 1 and 2 long enough to pass through these levels. If the cardholder attempts to remain in Level 1 or 2 for a longer period than is allowed by the system to pass through the level, an alarm sounds and the guard is alerted to the violation.

The *Entry-Master®* System is designed to accommodate a variety of nesting requirements. There are nine (9) nesting levels which can be defined, but literally hundreds of nested areas can be created through the use of access level restrictions. The system is designed to allow nested tiers to be interchangeable or to restrict tier-to-tier movement. Call your dealer for more details on the nesting configuration possibilities.

Cardholders can be programmed to be allowed access into multiple nested areas depending upon user-programmed time zone restrictions. For example, during business hours a cardholder may be required to park in Level 2, but after hours and on weekends that cardholder may be permitted to park in Level 1.

Optional billing can also be set up for nested violators, based upon a programmable rate structure. Using this option, a garage operator can allow nesting violators to leave the garage freely, thus preventing a traffic backup. However, at the end of the week, end of the month, or whenever is desirable, an invoice can be generated for each violating cardholder, complete with a detailed transaction listing of when and where the violation occurred.

It is also possible to STOP nesting violators at the garage exit and require them to pay the required fees immediately. This fee can also be calculated automatically by *Entry-Master®* based on a programmable rate structure.

The *Entry-Master®* System is highly flexible and can be tailored to meet your individual needs. Contact your authorized *Entry-Master®* dealer for more details about tailoring nesting or any other feature of the *Entry-Master®* System to meet your needs.

Section 3 – The Entry-Master® System Data Management Tools

The *Entry-Master*® System V has a graphical-user interface that is mouse-driven. In this version, you navigate, create records, and modify information in this version by clicking on links and buttons. You use the <Tab> key to move from entry field to entry field and making selections from drop-down lists speeds data entry. Every window on the *Entry-Master*® System uses the same basic editing functions and buttons.

The following figure shows you various features in this web-based version of the *Entry-Master*® System.

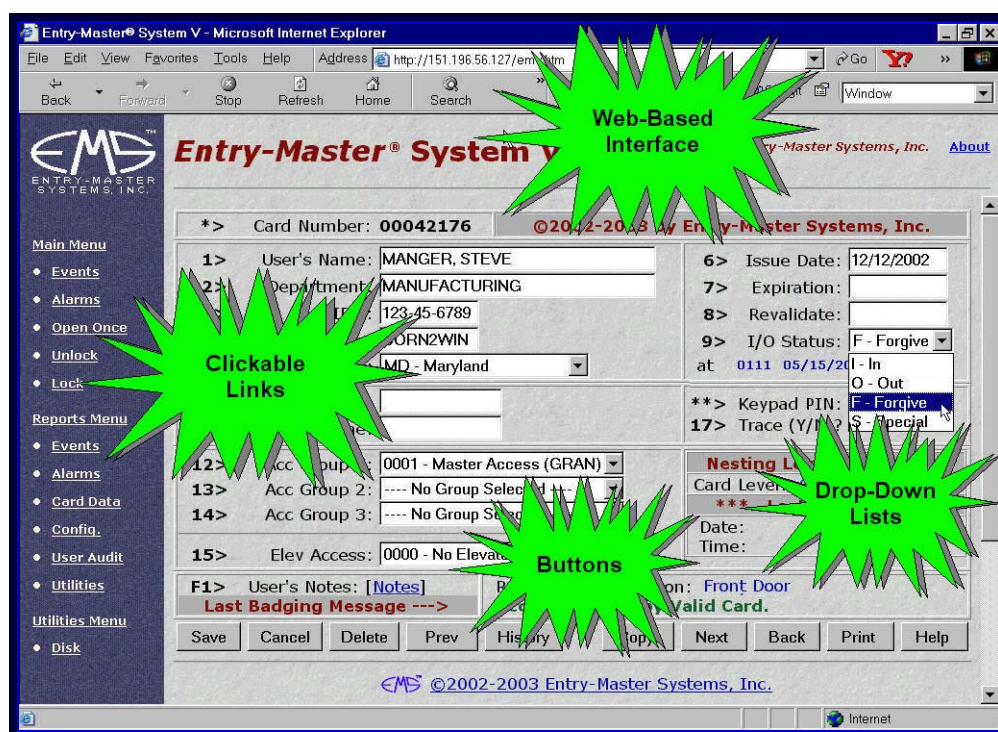


Figure 1-1.1 Sample Cardholder Screen

- Web-based tools give the *Entry-Master*® System the comfortable look and feel of a graphical-user interface.
- Clickable links quickly navigate you through the *Entry-Master*® System.
- Drop-down lists add to the ease of data entry and increase data reliability.
- Buttons enhance the simplicity of data entry management.

Buttons

As shown in the previous figure, buttons conveniently display on all screens in the *Entry-Master*® System. Initially, the following buttons appear on every window:

Submit	To retrieve requested data
Cancel	To cancel any change made to the data fields
Delete	To remove any record form the data file
Back	To clear the form to display a new record
Print	This function is not currently supported by the JavaScript language
Help	To display online help
Copy	To copy the current record

During data entry, additional buttons display:

Save	To write any new or modified data to disk. This replaces the Submit button from the previous window.
Prev	To move to the previous record in the database
Next	To move to the next record in the database

In some data entry windows, specialized buttons appear to speed up your data entry process:

History	Cardholder Screen – displays cardholder history
Clear	The Scheduler – clears all tasks from the Scheduled Task Database window.
Copy TZ	Distributed Time/Access Group Database – copies multiple time zones when creating Access Groups
Copy Times	Time Zone Definition Screen – duplicates Start and End Times.

Online Help

The *Entry-Master*® System V has easy-to-follow help screens that describe the full functionality and provide details descriptions for data entry. Navigational links and buttons let you move within the help screens following connected topics as you learn about the system.

There are two types of help windows: Overview and Details. An Overview Help window is available when you first access the *Entry-Master*® System V window. A Details Help window is available after all data entry fields display. Sample Help screens are shown next:

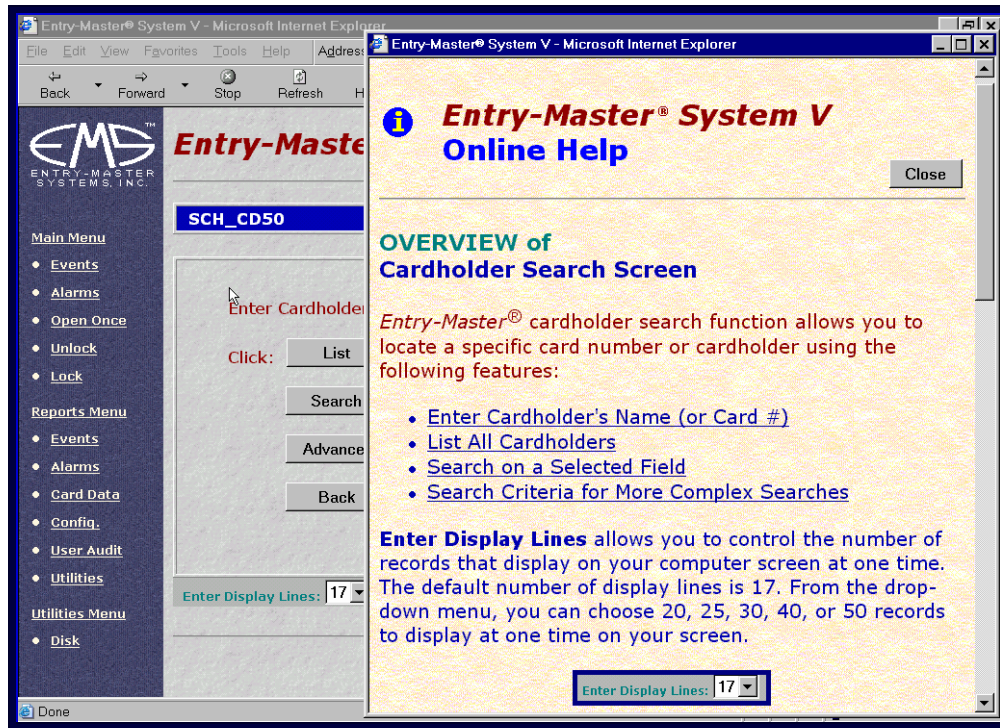


Figure 1-1.2 Help Overview Window

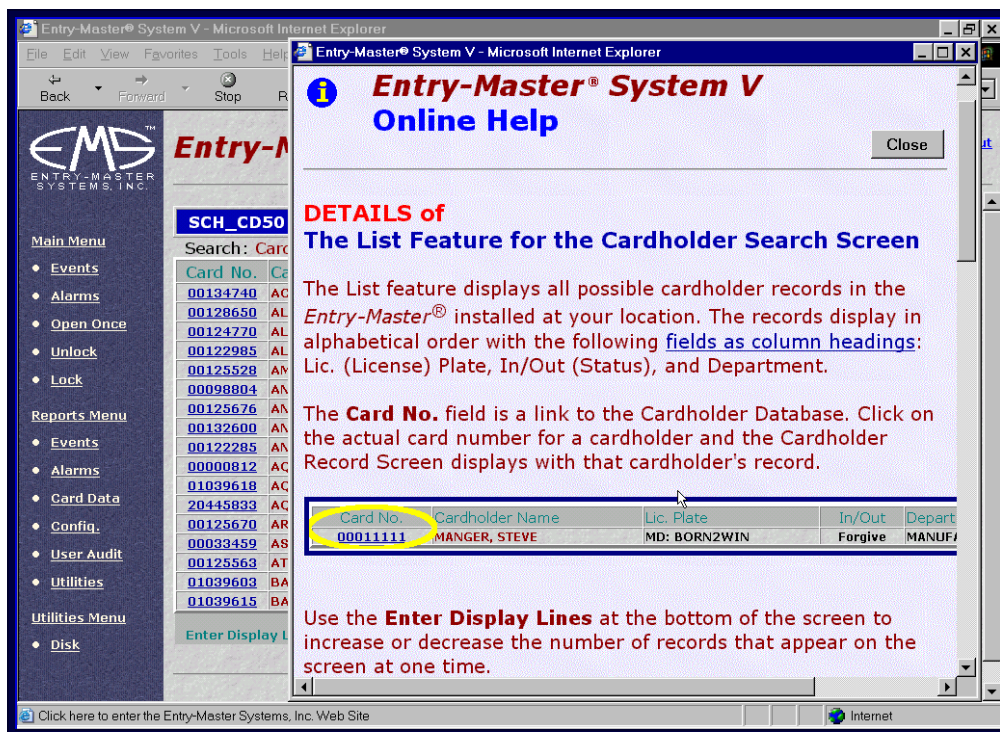


Figure 1-1.3 Help Details Window

Reports

In the *Entry-Master*® System V, a button click provides you with the same rigorous EMS™ data reports included in earlier versions. Scrollable and more readable, you can view these colorful reports from your monitor, send them to a word processor, or print them to a printer.

06/09/2003

Entry-Master Report - Entry-Master Systems Inc
Cardholder Listing Sorted by Name (Last, First)

Page 1

Print Export Help Close

Cardholder Name	Card No.	Issued	Work Phone	License Plate
ADAMS, RACHEL	00033459	03/01/2002	(410) 338-3610	CA DDH 591
ADIR, JOHN	00223461	05/01/2002		
ALEXANDER, GREGORY	00125563	03/01/2002	(410) 338-3504	MD BEA 026
ALLAN, MICHAEL	00125670	03/01/2002	(410) 338-3421	MD FCH 157
AMOS, EDDIE	20445816	09/20/2001	(410) 594-1805	MD BDB-519
ANDERSEN, TWILA	00128650	03/01/2002	(410) 283-8110	MD FMN 725
ANDERSON, MARION	00000511	09/20/2001		
ANDERSON, SEAN	00134740	03/01/2002	(410) 654-8766	UT RRP-790
ANDERSON, MARVIN	00223462	05/01/2002		
ANDREWS, JEREMY	00223460	05/01/2002		
ANSPAD, MARK	00122985	03/01/2002	(410) 338-3166	MD 89848 HD
ANTHONY, SKYE	00122285	03/01/2002	(410) 338-3251	MD DNV 289
ANTONIO, JESUS	01039618	02/01/2002	(410) 519-9984	
ARMSTRONG, JOAN	00124770	03/01/2002	(410) 338-3353	MD YBR 667
ASTAIRE, FRANK	00000812	02/25/2003	(410) 594-1805	
AWID TEST CARD	08101350	06/06/2003		
BAKER, ROBERT	00122776	03/01/2002	(410) 338-3357	MD BMC 807
BANICEK, NOAH	00098804	03/01/2002	(410) 338-3252	MD CYL 093
BANKS, HENRY	00125514	03/01/2002	(410) 338-3251	MD FTK 702

Figure 1-1.4 Sample Report

Section 4 – Data Entry Overview

There are two ways to create a record: 1) Enter all new data, or 2) Copy an existing record. The following steps apply to all records except the Cardholder Record which is covered in the next subsection.

Enter all new data:

1. Enter a unique record ID in the appropriate Record ID field.
2. Make sure that “---- Select an Existing... ----” displays in the record description drop-down field.

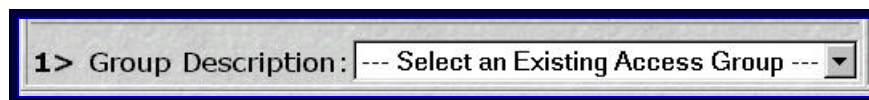


Figure 1-1.5 Sample “Select an Existing...” Drop-Down field

3. Click on the Submit button or press the <Enter> key on the key board. The remaining entry fields display, which enables you to complete the record setup.

Copy an Existing Record:

If an existing record has data that is very similar to what you need for the new record, you may choose to duplicate this record, which saves you from entering data into all the fields. It is important to remember that you cannot copy to an existing record. If this is attempted, the system will display a dialog box instructing you first to delete the existing record.

4. Enter a new record ID in the appropriate Record ID field.
5. Select the appropriate record description from the description drop-down field.
6. Click on the Submit button or press the <Enter> key.
7. If you enter a new record ID, a **“You are attempting to copy ... to a new...”** dialog box displays.



Figure 1-1.6 New Copy Message

8. Click on the OK button to copy or the Cancel button to quit the copying process
9. If you click OK, the remaining entry fields needed to set up this record display containing the existing data for the record you selected.
10. If you enter an existing record ID, a message **“You are attempting to copy...to an already existing...”** appears. You must delete the record before you can continue.



Figure 1-1.7 Existing Copy Message

Modifying a Record:

11. To modify a record, select an existing record description from the description drop-down field.
12. Click on the Submit button or press the <Enter> key.
13. The remaining data entry fields appear containing the data for the record description you selected.
14. Make any necessary changes to this record, then click on the Save button to make your changes, or the Cancel button to remove any changes you have made.

Deleting a Record:

15. To delete a record, select an existing record description from the description drop-down field.
16. Click on the Delete button and a message **“Are you sure you wish to delete...”** displays. (If you try to delete a record that does not exist, a different dialog box displays to tell you to try again with a valid record ID.)

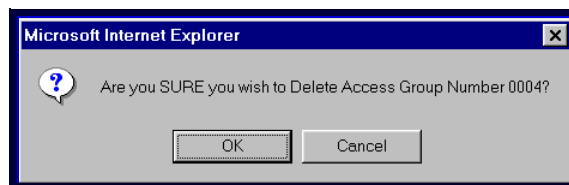


Figure 1-1.8 Delete Record Message

17. Click on the OK button to delete the record, or the Cancel button to abort the process. (When you click on OK, the record is deleted from the data file and cannot be retrieved.)

Creating a New Cardholder Record:

There are also two ways to create a cardholder record: 1) Enter all new data, or 2) Copy an existing record. To add a new record to the Cardholder Database:

1. Click on [Cardholder Search/Edit](#) link on the *Entry-Master*® System Main Menu window.

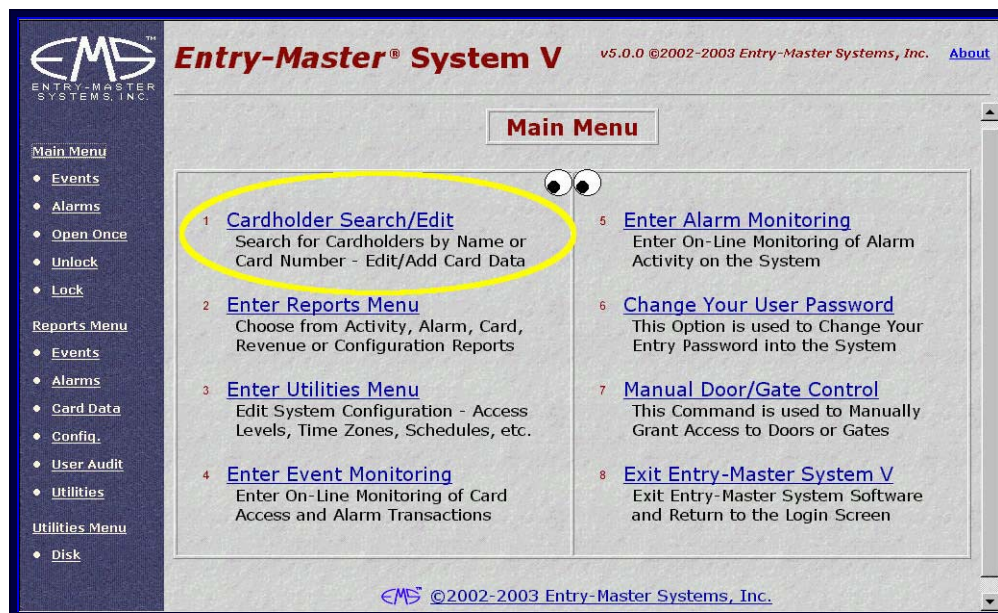


Figure 1-1.9 The *Entry-Master*® System Main Menu

2. The *Entry-Master*® System Search Screen displays next.

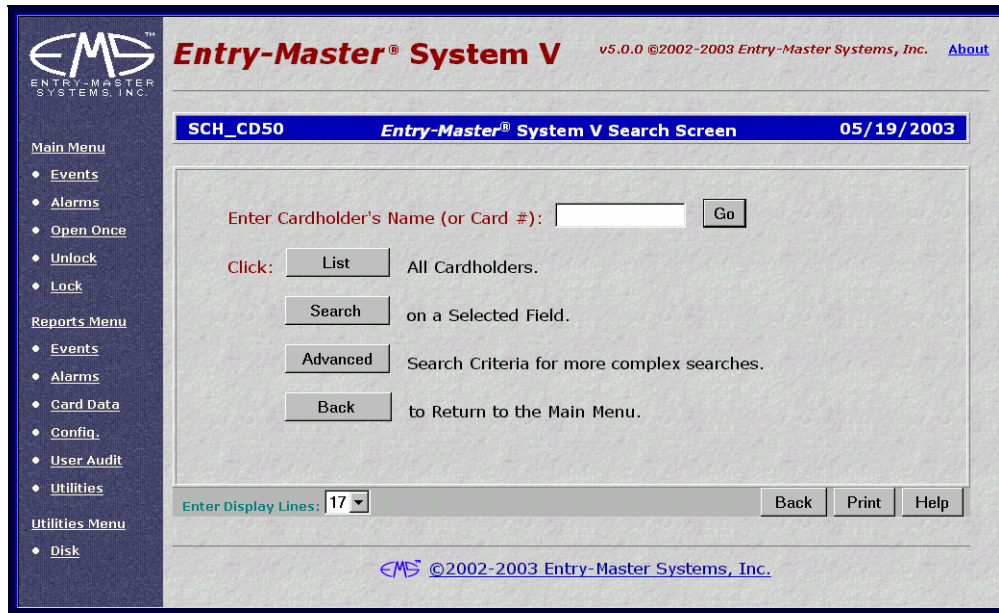


Figure 1-1.10 Cardholder Search Screen

3. In the **Enter Cardholder’s Name (or Card #)** field, type in the 8-digit number printed on the new card.
4. Click on the Go button and a blank cardholder record screen displays.

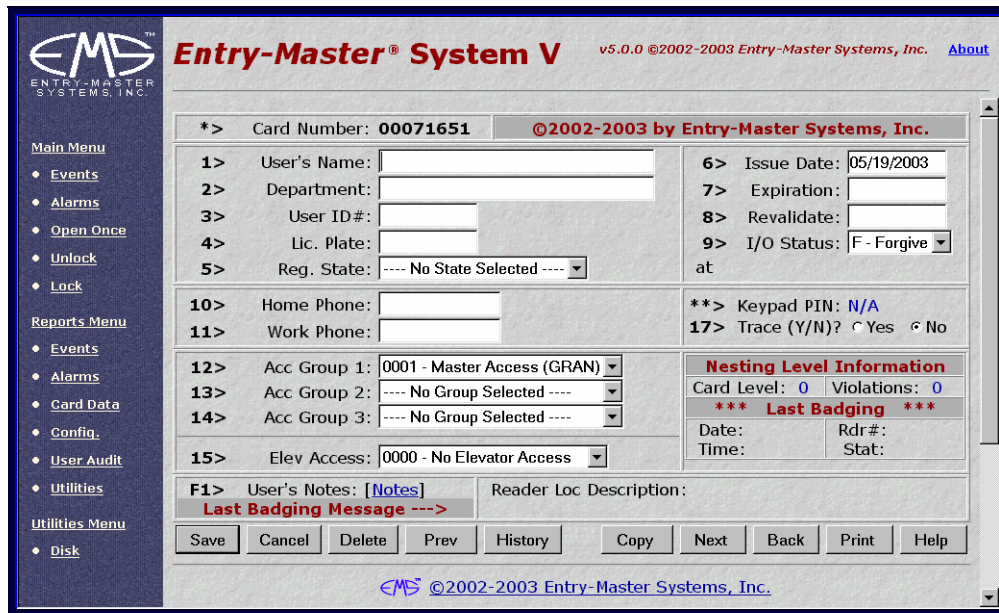


Figure 1-1.11 Blank Cardholder Entry Screen

5. Enter the appropriate data then click on the Save button.

Copy an Existing Cardholder Record:

1. Display the Cardholder record that you wish to copy.

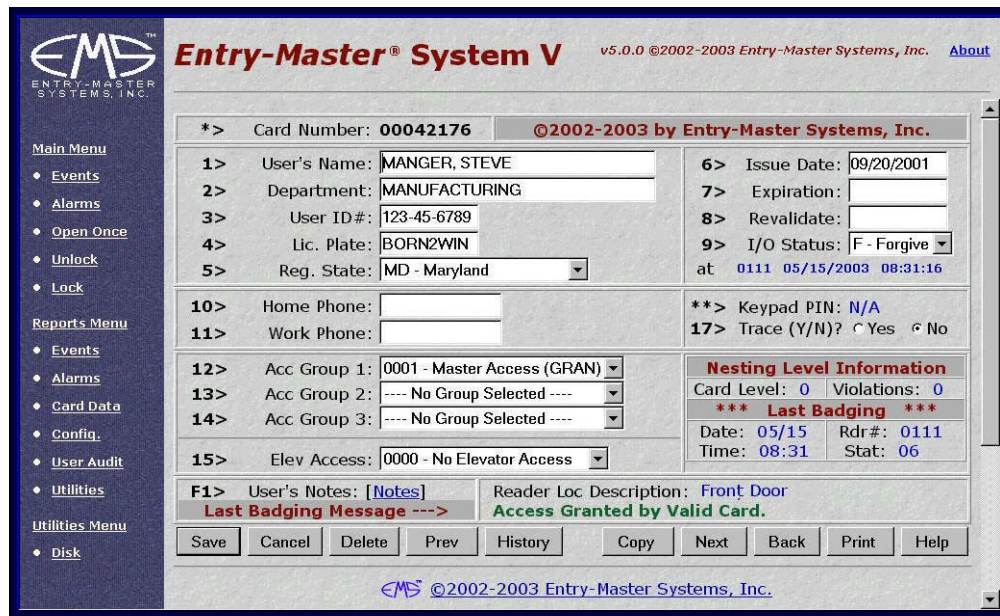


Figure 1-1.12 Original Cardholder Record

2. Click the Copy Button and the following window displays.

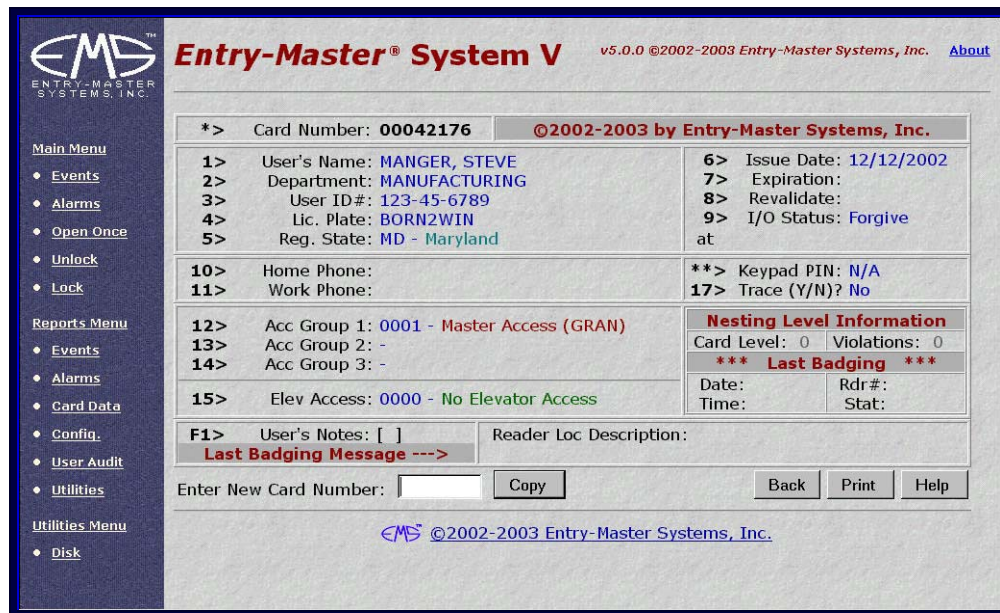


Figure 1-1.13 Enter a New Card Number

3. In the **Enter New Card Number** field, enter the 8-digit number printed on the new card.
4. Click on the Copy button and the following message displays:

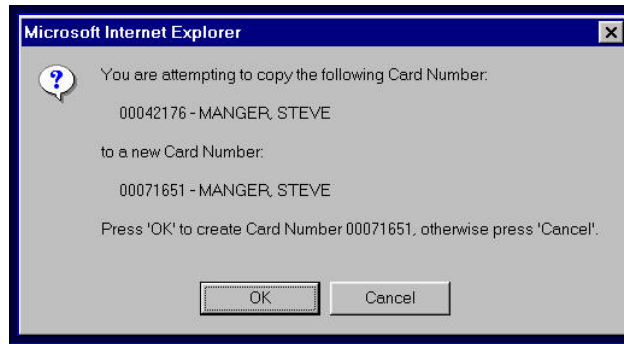


Figure 1-1.14 Copy Message

5. Click on OK to continue or Cancel to stop this process. When you click on OK, the *Entry-Master*® System confirms that the new card number you typed does not currently exist in the Cardholder database.
 - a. If this card number already exists in the database, the following message appears:

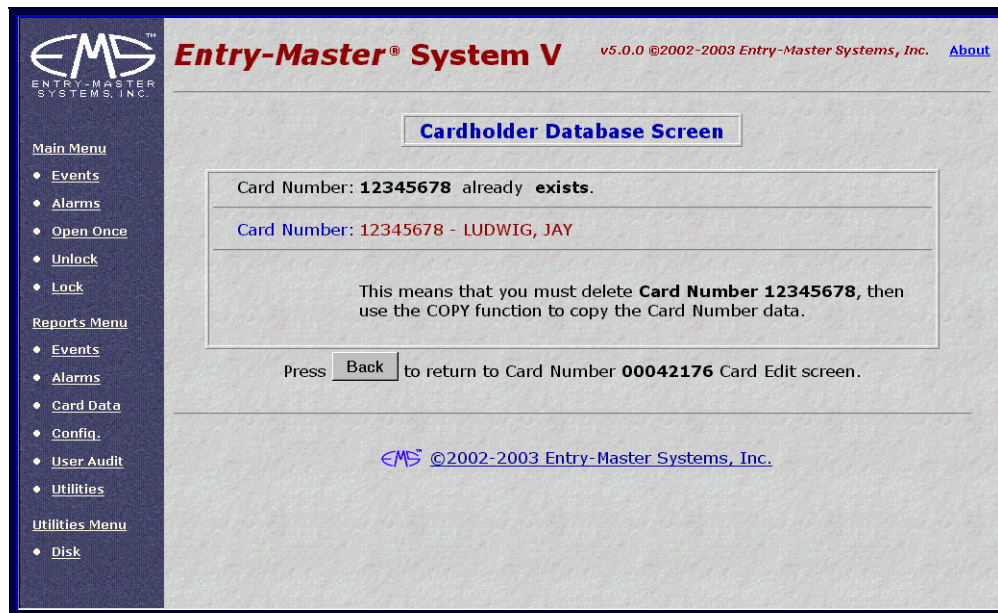


Figure 1-1.15 Existing Card Number Message

- b. Click on the Back button to return to the original cardholder's record.
6. If the number does not exist, a copy of the original cardholder's record appears for you to alter accordingly.

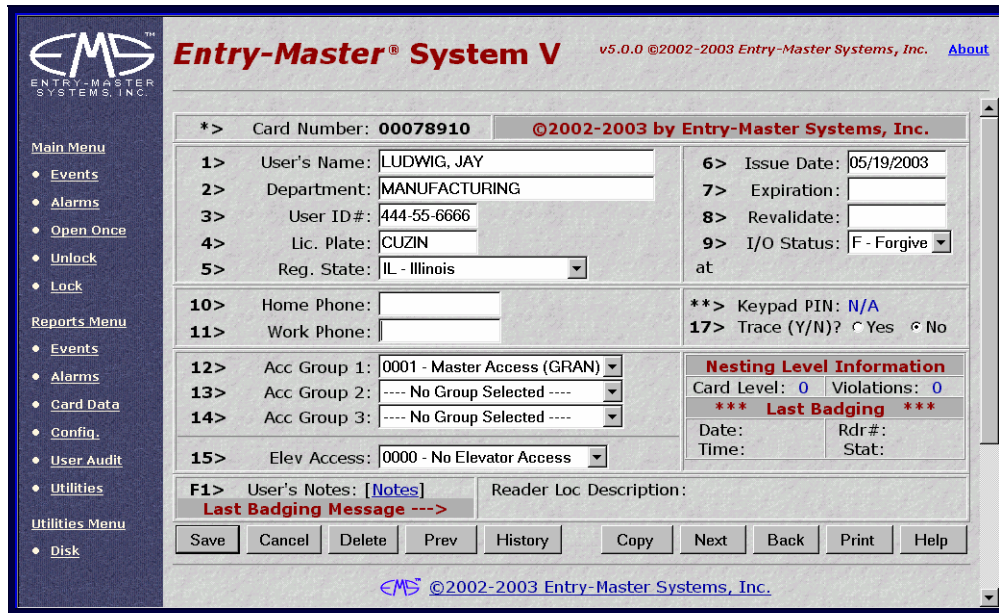


Figure 1-1.16 Copied Cardholder Record with New Entries

7. Type over any information that you need to change then click on the Save button.
8. Once the record is saved, the Search Screen redisplay.

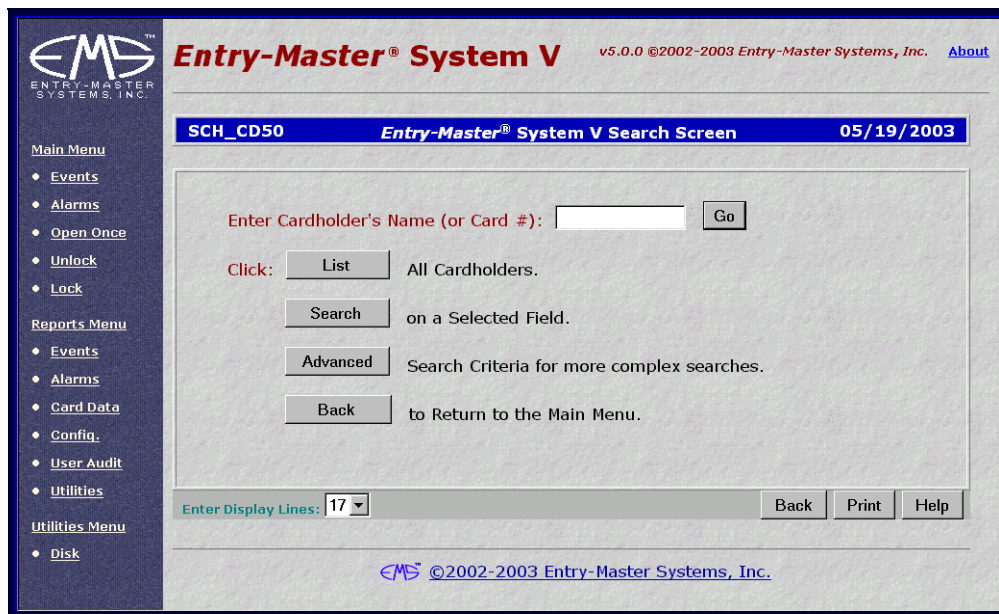


Figure 1-1.17 The Entry-Master® System Cardholder Search Screen

Chapter 2 – The *Entry-Master*® System Quick Start

Welcome to the *Entry-Master*® Quick Start Tutorial. This chapter teaches the basics of what you need to know to use the *Entry-Master*® System. This chapter is by no means the final word on using the *Entry-Master*® System. We merely want to show you how quickly you can use the system. In a series of short tutorial lessons, we will show you how to:

- Log into the *Entry-Master*® System
- Log out of the system
- Change your password
- Define Card Readers
- Define Time Zones and Holidays
- Define Access Groups
- Search for a cardholder's record
- Edit a cardholder's record
- Batch update cards, including:
 - Batch ADD Cards by number
 - Updates by card number
 - Updates by specified field
- Forgive Cardholders
- Add or Delete System Users
- Manually raise/open and lower/close a gate or door
- Access the on-line monitoring screen
- Generate and print reports

Important Note from the Editor

As you read this manual and proceed through the lessons, you may find the screens on your system are not exactly as the screens presented in this manual.

This is because the *Entry-Master®* System is a very versatile product, able to adapt to the needs of individual customers. For this reason, your screen may look slightly different from the screen presented in this manual. For example, what is used as **Time Zone 4** in a lesson may not be the same as **Time Zone 4** on your system. Although a particular screen may be slightly different, the basic function performed by that screen remains essentially the same, and sometimes additional features may have been added to your system specifically for you by your dealer.

You may also find that a particular lesson has already been finished by someone else in your organization. For example, Access Group 004 may already have been defined in your system, thus causing the system to react differently than is described in the lesson. In this case, consult the person responsible for your system and ask them how you should continue.

Proceed through the lessons and if you have trouble in a particular lesson, just call your authorized *Entry-Master®* dealer who will be happy to help you through the lesson.

Entry-Master Systems Inc. Customer Support

Lesson 1 – Logging into the System

This lesson shows you how to log into the *Entry-Master*® System using your User Name and Password. This is the *Entry-Master*® log in screen:

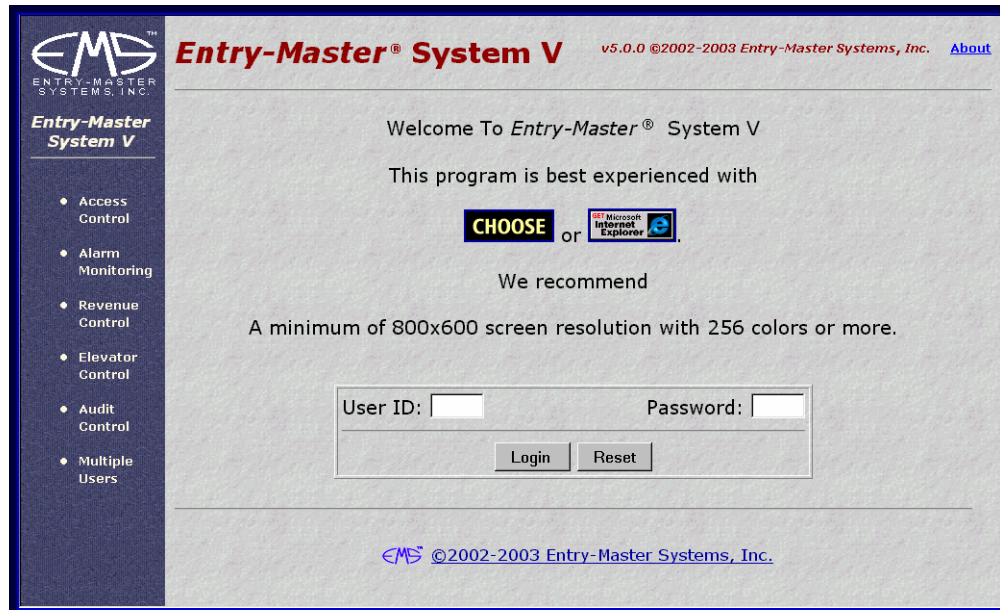


Figure 2-1.1 The *Entry-Master*® System Log in Screen

The cursor is blinking in **User Name** field. Your **User Name** is usually your initials. Type your User Name and press <Tab>. The cursor moves to the **User Password** field.

Consult your system administrator (the person responsible for the operation of the system) for the proper User Name to use, if this is your first time on the system and you are not aware of having been assigned a User Name. If you are the system administrator, then you may enter the system for the first time by logging in as **USER**, with a password of **NEW**.

After familiarizing yourself with the system, we recommend that you delete the User Name of **USER** after assigning yourself a User Name. Lesson 11, *Adding/Deleting System Users*, contains more information regarding adding and deleting users

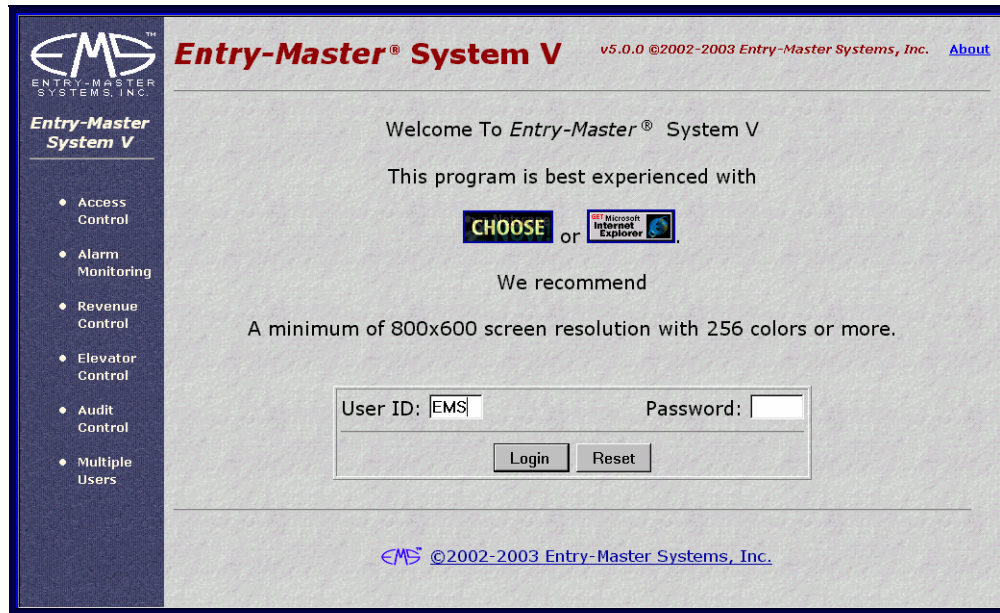


Figure 2-1.2 Entering Your User Name

If you entered your User Name correctly, the screen will now look like this:



Figure 2-1.3 Entering Your Password

The figure above shows the password field. The cursor is blinking in the Password field. Type in your password and click on the Log in button or press the <Enter> key on your keyboard. Your password does not display on the screen. Instead, asterisks (*) appear as you type. This protects your password from curious onlookers.

If the password you entered is a valid password then your screen should now look like this:

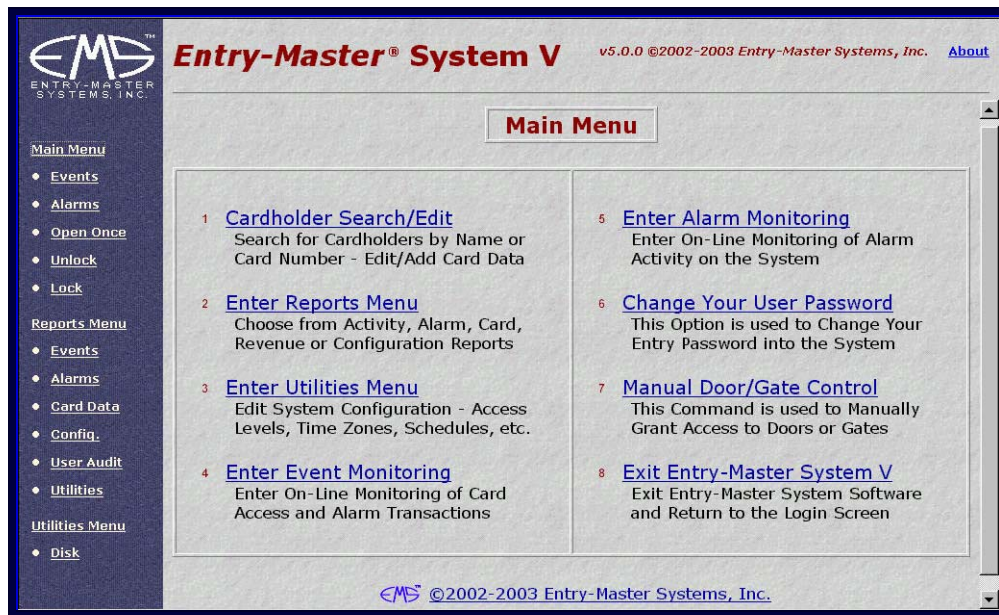


Figure 2-1.4 The Entry-Master® System Main Menu

The previous figure is an example of the Entry-Master® Main Menu. If you entered an incorrect User Name, the following screen appears.



Figure 2-1.5 Invalid User ID Response

If you entered an incorrect password, the system issues the following screen. Repeat this lesson and be careful as you type your log in ID and your password.



Figure 2-1.6 Invalid Password Response

If your screen looks like Figure 2-1.4, then you have successfully logged into the *Entry-Master®* System and you can proceed to Lesson 2, *Logging out of the System*.

Lesson 2 – Logging Out Of the System

Now that you have successfully logged into the *Entry-Master*® System, you need to learn how to log out. This lesson shows you how to log out of the *Entry-Master*® System.

You always log out from the *Entry-Master*® System Main menu. The quickest method to navigate back to the Main Menu from any window in the system is to click on the [Main Menu](#) link located beneath the EMS logo in the dark-blue frame. The following figure illustrates this link.

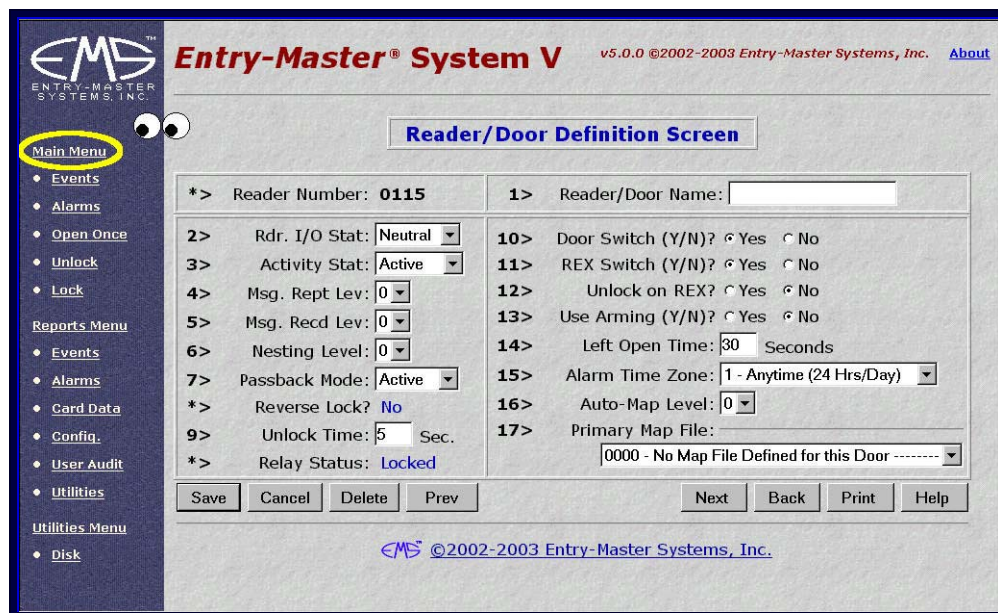


Figure 2-2.1 Main Menu Link

Logging Out From the Main Menu

When you click on the [Main Menu](#) link, the Main Menu displays. Or, you can click on the Back button from any screen until the Main Menu displays.

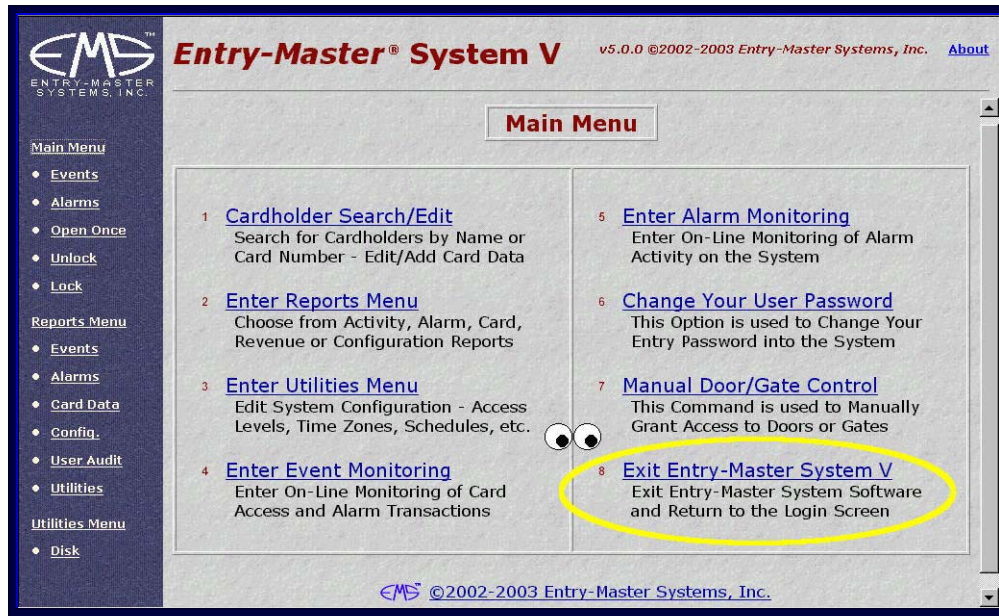


Figure 2-2.2 The Entry-Master® Main Menu

Next, click on the [Exit Entry-Master® System V](#) link. The following dialog box displays:

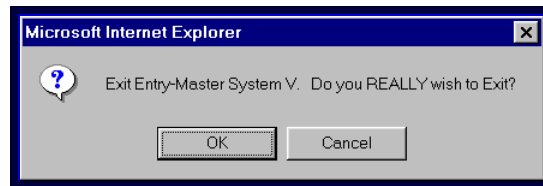


Figure 2-2.3 Do you really wish to Exit Message

Click on the **OK** button to display the Entry-Master® log in screen shown next. If you click on **Cancel**, instead, the Main Menu still displays.

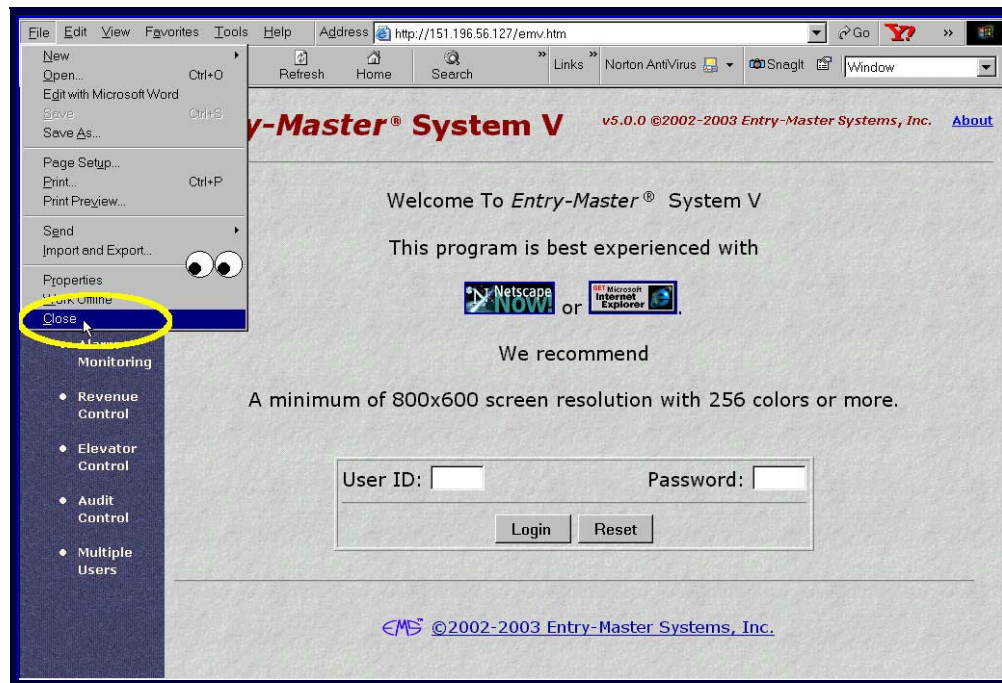


Figure 2-2.4 Two Ways to Exit

From the Log in window, you can click on the **X** in the upper right corner of the window to exit the *Entry-Master*® System. Alternatively, you can click on the File menu and select Close.

This lesson taught you how to log out of the *Entry-Master*® System. Proceed to Lesson 3, *Changing Your Password*.

Lesson 3 – Changing Your Password

Now that you know how to log into and out of the *Entry-Master*® System, the next very important thing to learn is how to change your password. You cannot access the *Entry-Master*® System without a valid password. The *Entry-Master*® System provides a temporary user name (**USER**) and a temporary password (**NEW**) to new users.

In this lesson you will learn how to change your password.

If you are not logged in to the *Entry-Master*® System, log in as described in Lesson 1. You should now see the *Entry-Master*® Main Menu displayed on the screen.

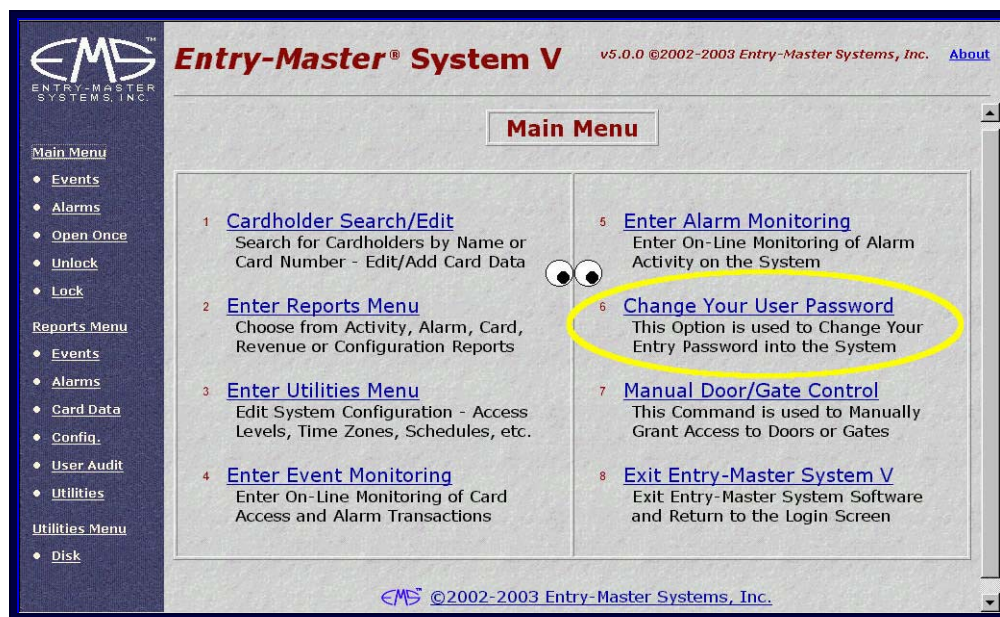


Figure 2-3.1 The *Entry-Master*® Main Menu

To change your password, click on the [Change Your User Password](#) link on the menu. When you click on this link, the following displays on the screen:



Figure 2-3.2 The *Entry-Master*® Password Change Screen

18. In this screen, your **User Name** displays and the cursor is blinking in the **Enter Old Password** field. Type your old password (the password you used to log into the *Entry-Master*® System) and press <Tab>.

Remember, your password does not display on the screen as you type. You will see an asterisk for each character that you type.



Figure 2-3.3 Entering Your Old Password

19. The cursor moves to the Enter New Password field.

Your new password can be up to eight (8) characters long. It can contain letters, numbers, or a combination of both.

If you forget your password, you will not be able to log into the system. Choose a password that you will remember, write it down, and store it in a secure place.

20. Type your new password and your screen should now look similar to the following figure.

The screenshot shows the 'Entry-Master® System V Password Change' web interface. At the top left is the EMS logo (Entry-Master Systems, Inc.). The page title is 'Entry-Master® System V' with version 'v5.0.0 ©2002-2003 Entry-Master Systems, Inc.' and an 'About' link. The main heading is 'Entry-Master® System V Password Change'. Below this, a box displays 'User's Account Name: SLM - Steve Manger'. There are three password input fields: 'Enter Old Password:' (filled with asterisks), 'Enter New Password:' (filled with asterisks), and 'Enter New Password:' (empty). Below the fields are 'Submit', 'Reset', and 'Cancel' buttons. At the bottom, there is a copyright notice: '©2002-2003 Entry-Master Systems, Inc.'. On the left side, there is a navigation menu with sections: 'Main Menu' (Events, Alarms, Open Once, Unlock, Lock), 'Reports Menu' (Events, Alarms, Card Data, Config., User Audit, Utilities), and 'Utilities Menu' (Disk).

Figure 2-3.4 Entering Your New Password

21. When you enter a new password, the *Entry-Master*® System verifies the new password by asking you to enter the new password a second time. Press <Tab> and type your new password a second time.

The screenshot shows the 'Entry-Master® System V Password Change' web interface. At the top left is the EMS logo and 'ENTRY-MASTER SYSTEMS, INC.'. The title 'Entry-Master® System V' is in red, with 'v5.0.0 ©2002-2003 Entry-Master Systems, Inc.' and an 'About' link to the right. A left-hand navigation menu includes 'Main Menu' (Events, Alarms, Open Once, Unlock, Lock), 'Reports Menu' (Events, Alarms, Card Data, Config., User Audit, Utilities), and 'Utilities Menu' (Disk). The main content area is titled 'Entry-Master® System V Password Change' and contains a form with the following fields: 'User's Account Name: SLM - Steve Manger', 'Enter Old Password: [masked]', 'Enter New Password: [masked]', and 'Enter New Password: [masked]'. Below the form are 'Submit', 'Reset', and 'Cancel' buttons. At the bottom center is the copyright notice 'EMS ©2002-2003 Entry-Master Systems, Inc.'.

Figure 2-3.5 Entering Your Password A Second Time

22. Press the Submit button.
 - a. If you entered your new password incorrectly, the *Entry-Master*® System displays an “Invalid Password ...” message, aborts (or exits) this procedure, and returns you to the *Entry-Master*® Main Menu. Your old password is still valid. Repeat this lesson and be careful as you type your new password.
 - b. If you entered your new password correctly the second time, the *Entry-Master*® System stores your new password and returns you to the *Entry-Master*® Main Menu.

You can now proceed to Lesson 4, *Defining Card Readers*.

Lesson 4 – Defining Card Readers

Before using *Entry-Master*® you must define the card reader (sensor) configurations, the time zones, holidays, and the access levels for your facility. This lesson shows you how to define the card reader configurations. Subsequent lessons show you how to define time zones, holidays and access levels. Card reader configurations define the following:

- Reader Number
- Reader Location Description
- Reader I/O (In/Out) Status
- Reader Activity Status
- Alarm Report Level
- Alarm Record Level
- Nesting Level
- Anti-Passback Mode
- Door Contact Information
- Request to Exit (REX) Information
- Arming Mode
- Door Alarm Time Zone
- Auto-Map Setup
- Primary Map File

You should be logged into the *Entry-Master*® System and the *Entry-Master*® Main Menu should be displayed on the screen as shown next. If you are not logged in, see Lesson 1.

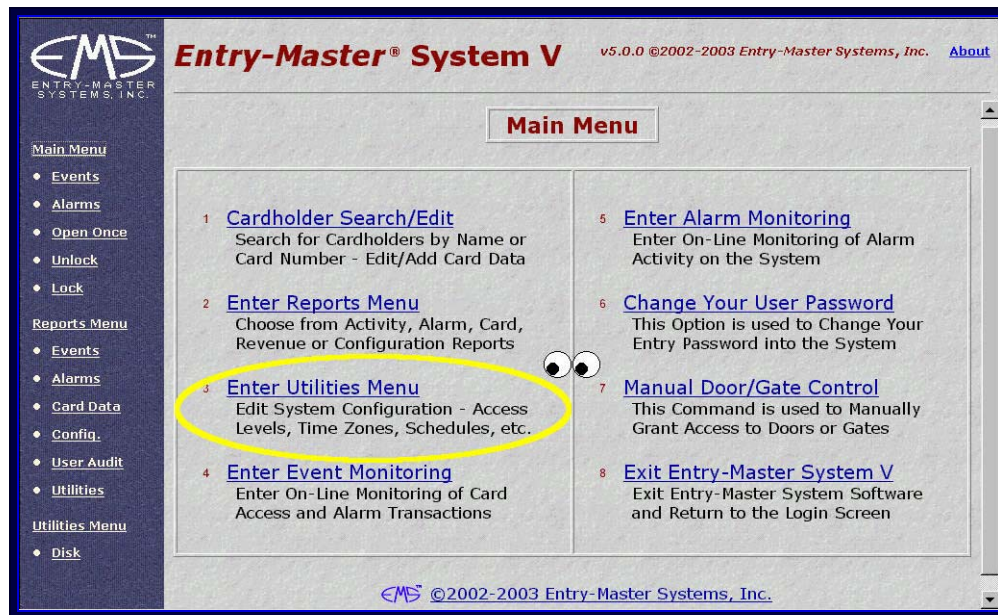


Figure 2-4.1 The Entry-Master® Main Menu

You define card reader configurations using the Utilities Menu. Click on the [Enter Utilities Menu](#) link to display this menu. The next figure illustrates the Utilities Menu.



Figure 2-4.2 The *Entry-Master*® Utilities Menu

There are several choices on the Utilities Menu. Click on the [Edit System Device File](#) link and the following screen displays:

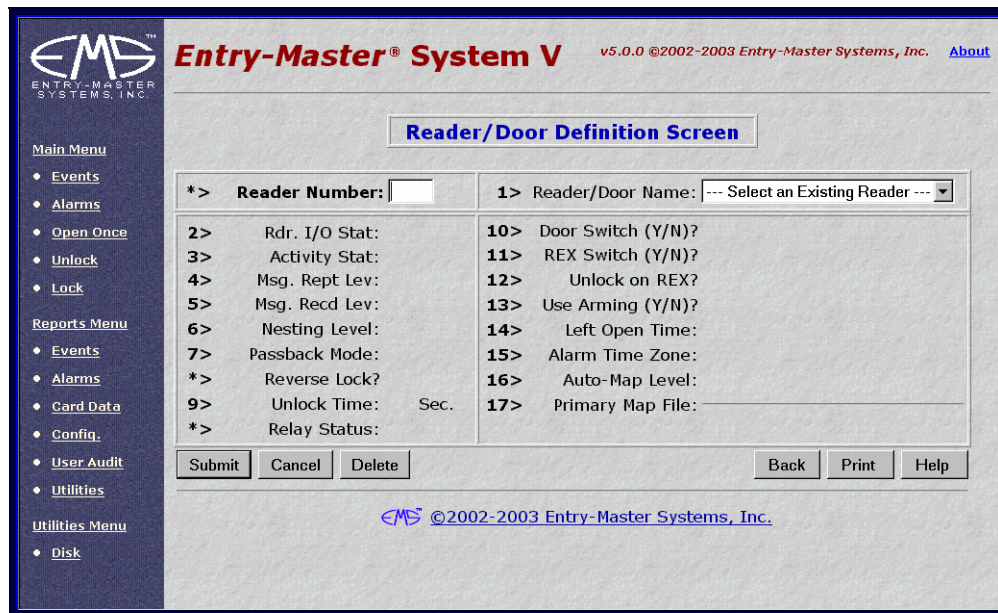


Figure 2-4.3 Card Reader Database Screen

In this example, you will define card reader 0115 located at the Main Entrance. The I/O status of the reader will be IN and the reader will be active. The Message Report Level and the Message Record Level will both be 0. This reader will not have a nesting level and the Anti-Passback Mode will be Active. In addition, since this example is for a pedestrian door, an electric lock, door contact, request to exit device, door alarm time, and map information may be defined. The following takes you systematically through the card reader configuration process.

Note... Your *Entry-Master*® dealer usually sets up the card readers and assigns them the identifying numbers. You can get a listing of the card readers defined on your system by printing the system report, *Card Reader Report*. See Lesson 14, *Generating and Printing Reports*, for more information about printing the reports.

1. Define the **Controller Reader Number**. This is a 4-character field in the form “xyz,” where:
 - “xx” is the Port Number, in this example, 01
 - “y” is the Controller Number, in this example, 1
 - “z” is the Reader Number, in this example, 5
2. In the Reader Number field, type **0115**. This number represents Port 01, Controller 1, and Reader Number 5. Click on the **Submit** button. All appropriate data entry fields display for this setup as shown in the next figure.

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Reader/Door Definition Screen

*> Reader Number: **0115** 1> Reader/Door Name:

2> Rdr. I/O Stat: **Neutral** 10> Door Switch (Y/N)? Yes No

3> Activity Stat: **Active** 11> REX Switch (Y/N)? Yes No

4> Msg. Rept Lev: **0** 12> Unlock on REX? Yes No

5> Msg. Recd Lev: **0** 13> Use Arming (Y/N)? Yes No

6> Nesting Level: **0** 14> Left Open Time: **30** Seconds

7> Passback Mode: **Active** 15> Alarm Time Zone: **1 - Anytime (24 Hrs/Day)**

*> Reverse Lock? **No** 16> Auto-Map Level: **0**

9> Unlock Time: **5** Sec. 17> Primary Map File:

*> Relay Status: **Locked**

Save Cancel Delete Prev Next Back Print Help

EMS ©2002-2003 Entry-Master Systems, Inc.

Figure 2-4.4 Reader Door Definition Screen with Defaulted Fields

- The cursor is in the **Reader/Door Name** field, which describes the location of the card reader. Type **Main Entrance** in this field.

The next six (6) fields are *drop-down lists*. A drop-down list allows you simply to click on the down arrow next to the data entry field and a list of all possible selections appears.

- Change **Neutral** to **In** by clicking on the drop-down list. The following are valid values for the **Rdr. I/O Stat** (Reader In/Out Status) field:

- **In** – IN only
- **Out** – OUT only
- **Neutral** – Neutral setting does not affect the IN/OUT status of the card
- **Elevator** – Elevator control feature (Contact your authorized *Entry-Master®* Dealer for more information about this feature)

- The following are valid values for the Activity Stat(us) field:

- **Active** – Reader is active and can process cards
- **Inactive** – Reader is not active and cannot process cards
- **Malfunctioning** – When the system polls the reader and the reader does not respond, the reader is given a **malfunctioning** status

- The **Active** status defaults (already displays) in the **Activity Status** field. No selection is necessary.
6. The **Msg. Lev** (Message Report Level) tells the *Entry-Master*® System what alarm report level this reader will have. Report levels are defined so that the *Entry-Master*® System will know which system activity to *report* to the on-line alarm printer. Report levels range from **0-9**, where **0** is the least severe and **9** is the most severe. Once again, data entry is not required for this field because Message Report Level **0** already displays in this field.
 7. The **Msg. Recd Lev** (Message Record Level) tells the *Entry-Master*® System what alarm record level this reader will have. Record levels are defined so that the *Entry-Master*® System will know which system activity to write to the activity and alarm database files for future reporting. Record levels range from **0-9**, where **0** is the least severe and **9** is the most severe. Leave the defaulted **0** in the Message Record Level field.

Note... The messages generated for the alarm report level and the alarm record level are tailored for each individual site. See your dealer for more information.
 8. The **Nesting Level** field is used specifically for parking locations. When a garage, for example, has three levels and each level has a card reader in it, a person who is supposed to park in Level 3 must pass through Levels 1 and 2 to get to 3. These levels are *nested* and each level is assigned a *nesting level*. The person who parks in Level 3 is allowed to pass through Levels 1 and 2, but may only remain in Levels 1 and 2 for a specific period of time. If the person remains in Level 1 or 2 past the specified time, then the system records a nesting violation for the card number of the person who caused the violation.

Nesting levels range from **0-9**, meaning that you can have up to 9 nesting levels. In the example described above the reader does not have a nesting level. **0** (no nesting) already appears in this field.
 9. The **Passback Mode**, which defaults to **Active**, lets you indicate the anti-passback category for this reader. Anti-Passback has two possible values:
 - **Active** – deny access if the In/Out status of the card is incorrect for the reader.
 - **Passive** – allow access regardless of the In/Out status of the card.

Note... See *Global Anti-Passback* for more information.
 10. The **Keypad (Y/N)** field lets you use a keypad as an additional level of security. The cardholder is required to enter a **PIN** (Personal Identification Number, similar to a Bank ATM or credit card) after presenting the card to the reader, before access is granted. In this example, no keypad is being used. Leave the **N/A** entry that appears in this field.

11. The **Unlock Time** field defines how long the door will be unlocked after a valid card is presented and access is granted. The time can be in tenths of a second. Click in the **Unlock Time** field and change the **5** seconds to **3.5** seconds.
12. The **Door Switch(Y/N)** field defaults to **Yes**. A door switch is used to determine the status of a door (or gate), to determine if it has been left open too long, or has been forced open. Leave the defaulted value in this field.
13. The **REX Switch (Y/N)** field also defaults to **Yes**. A request-to-exit device (REX) is used:
 - To either *shunt* a door-forced alarm when a door is opened from the inside (i.e. without an access card).
 - Or, to actually **unlock** the door from the inside (e.g. for a magnetic lock).

A REX device is usually either a push-button or a motion detector, but other devices are possible. The response to this field is also either a **Yes** or a **No**. In this example, a REX is being used so do not change this field's entry.

14. The **Unlock on REX** field is set to **No**. As mentioned above, a **REX** device can either *shunt* a door alarm or *unlock* the door. The response to this field is either a **Yes** or a **No**.
 - If answered **No**, the **REX** device will only *shunt* the alarm for the door in question.
 - If **Yes**, the **REX** device will *unlock* the door in question (which, as a matter of course, will also shunt the door).

Since this example does not require the **REX** to unlock the door you leave **No**, the defaulted value, in this field.

15. The **Use Arming (Y/N)** field is used at parking locations. Arming is typically used only in parking situations, usually on a parking gate. In such a case, the *Door Sense* input is used to monitor the *Gate Arm Status* and the *Request to Exit* input is used to monitor the *Arming Loop*. This setup enables a parking operator to monitor the status of the gate arm (e.g. has it been open too long?) and provide *Arming* for the parking gates.

A parking gate's reader is considered *armed* when a vehicle passes over the arming loop. When a gate's reader is armed, this reader will not read cannot be affected unless a vehicle is present. Since this example is for a door, do not change the **No** that already displays for this field.

16. The **Left Open Time** field enables you to set the limit (in whole seconds) that the door or gate can be in the **Open** position before a **Door/Gate Left Opened** message would be displayed and recorded. The field will accept values from **0-999**, but you

should check with your *Entry-Master*® dealer for the specifications of the controller equipment to which the *Entry-Master*® System is connected. For this example, we wish a Left Open Time of **30 seconds**, which already appears in this field.

17. The **Alarm Time Zone** field is used to define during what periods of time alarms are desired for a particular door or gate. For instance, during business hours a door might be propped open starting at **6:00am**, and then closed at **6:00pm**. During the time that the door is propped, it may be desirable to shunt the door alarms, since the door is open all day.

In this example, we want door alarms to be active only on *Evenings and Weekends*. Click on the drop-down list to display all possible Time Zone selections then click on **Evenings and Weekends**. For more information on Time Zones, see Lesson 5, *Defining Time Zones*, later in this manual.

18. The **Auto-Map Level** field lets you specify to the *Entry-Master*® System what report level (from **0** to **9**) a message must have in order for the Event and Alarm Monitoring Screens to automatically display a map of the facility and the alarm message in question. For more information on messages and their report levels, see *Appendix B – The Entry-Master System Activity/Alarm Messages*, later in this manual.

The Auto Map Level will be either zero (**0**) or a number, which is **6** or greater. A higher number represents a message of higher priority; **7** is the most common non-zero number to be entered into this field. A **7** means that most severe alarms (**Door Forced, Duress**, etc) will automatically display a map, but lower priority alarms, such as **Invalid Card, Invalid Time Zone** or **Anti-Passback** messages will not automatically display a map (but will, depending upon the configuration setup by the dealer, display the Alarm Monitoring Screen). For this example, select Auto Map Level **7** from the drop-down list.

19. Specify the **Primary Map File field**. The Primary Map File specifies to the Event or Alarm Monitoring Screens which of the facility maps defined in the system should be displayed when an alarm occurs at this door.

Note... The *Auto Map Level* could be **"0"** and we still may want to enter a Primary Map File, because even though we do not wish to display a map *automatically* in the event of an alarm, we still may want the guard or other personnel to be able to display a map, if necessary.

In this example, we wish to select the *Miami Ctr. Bldg. – First Floor Alarms* map. Click on the down arrow to display the drop-down list for Primary Map File field. Select *Miami Ctr. Bldg. – First Floor Alarms* from this list.

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Reader/Door Definition Screen

*> Reader Number: **0115** 1> Reader/Door Name:

2> Rdr. I/O Stat: 10> Door Switch (Y/N)? Yes No

3> Activity Stat: 11> REX Switch (Y/N)? Yes No

4> Msg. Rept Lev: 12> Unlock on REX? Yes No

5> Msg. Recd Lev: 13> Use Arming (Y/N)? Yes No

6> Nesting Level: 14> Left Open Time: Seconds

7> Passback Mode: 15> Alarm Time Zone:

*> Reverse Lock? 16> Auto-Map Level:

9> Unlock Time: Sec. 17> Primary Map File:

*> Relay Status:

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Figure 2-4.5 Completed Card Reader Database Screen

20. Click on the **Save** button to save the card reader configuration for card reader **0115**. You can exit this menu. Click on the **Utilities Menu** link to return to the Utilities Menu.

You have learned how to define card reader configurations on the *Entry-Master®* System.

You can edit existing card reader configurations by entering the number of a defined card reader, using the Edit feature on the Bottom Line Menu, and following the procedures described in this lesson. See Lesson 14, *Generating and Printing Reports*, for information about displaying and printing the Card Reader Report.

Proceed to Lesson 5, *Defining Time Zones and Holidays*.

Lesson 5 – Defining Time Zones & Holidays

The *Entry-Master*® System needs to know when people are allowed in the facility and when they are not. In this lesson, you will learn how to define the time zones to the *Entry-Master*® System. You can define up to 63 time zones and use any combination of *day-of-the-week* and *time-of-day* when you define time zones. You can define the time-of-day to the minute (for example, you can define a time zone that is from 8:01 a.m. to 5:05 p.m.). You can assign up to two time zones for each card (one time zone and one alternate time zone).

You should be logged into the *Entry-Master*® System and the *Entry-Master*® Main Menu should be displayed on the screen as shown next. If you are not logged in, see Lesson 1.

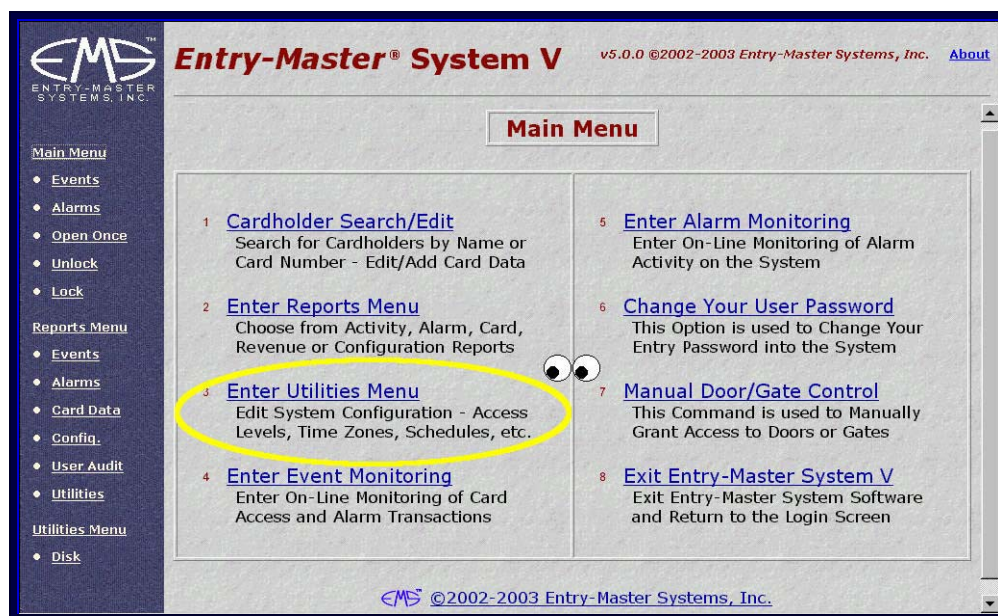


Figure 2-5.1 The *Entry-Master*® Main Menu

You define time zones using the Utilities Menu. Click on the [Enter Utilities Menu](#) link to display the Utilities Menu shown in following figure.

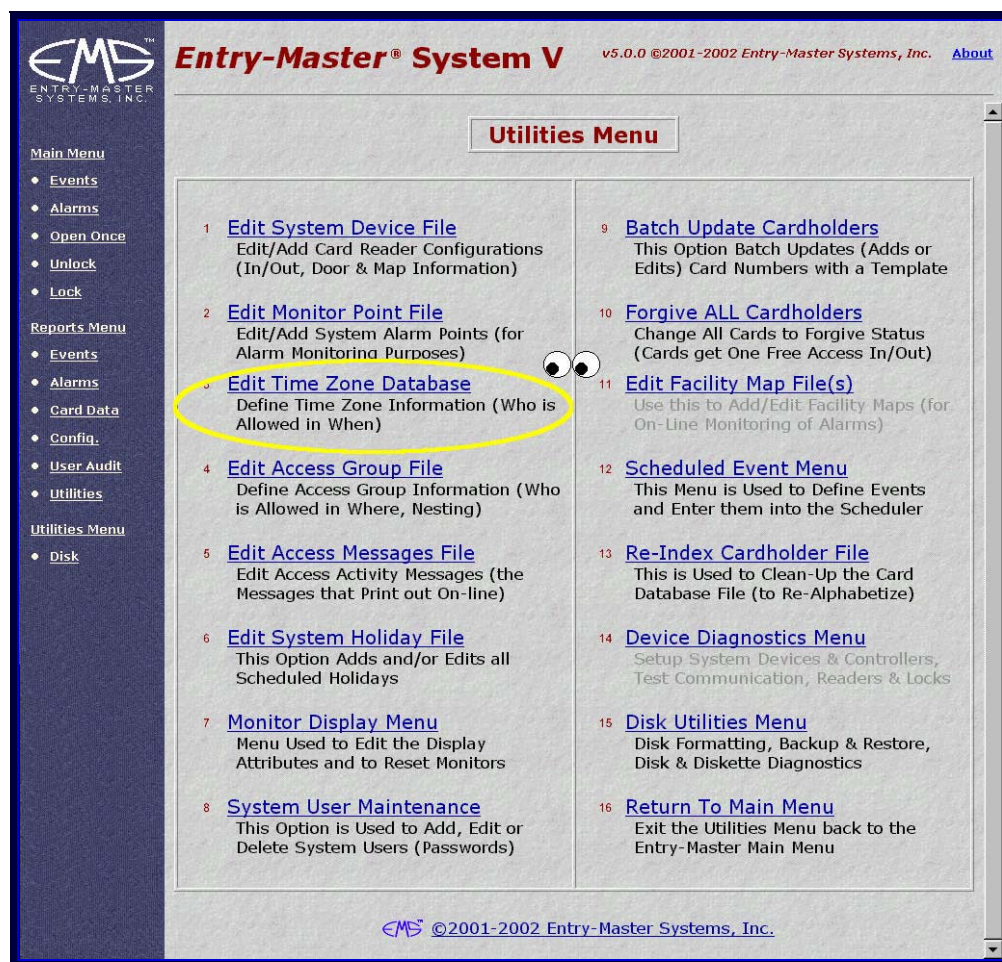


Figure 2-5.2 The *Entry-Master*® Utilities Menu

Defining Time Zones

There are several choices on the Utilities Menu. Select [Edit Time Zone File](#) link and the following screen displays:

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Time Zone Definition Screen

*> Scheduled Time Zone: 2> Grace (-):

1> Time Zone Description: --- Select an Existing Time Zone --- 3> Grace (+):

	Start	End	Start	End	Start	End
Sunday:						
Monday:						
Tuesday:						
Wednesday:						
Thursday:						
Friday:						
Saturday:						
Holidays:						

Submit Cancel Delete Back Print Help

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Figure 2-5.3 Time Zone Editing Screen

On this screen, you will define the following:

- Time Zone Number
- Time Zone Description
- Grace periods before and after the time zone defined
- Days (including Holidays) and times this time zone is valid

1. The cursor is blinking in the **Scheduled Time Zone field** and the *Entry-Master®* System is waiting for you to specify what time zone number you want to define. The time zone *number* does not necessarily need to be a number; it can range from **0-9**, **A-Z**, and **a-z**, for a total of 63 different time codes.

For this, example we will define time zone number 7. Type 7 and click on the Submit button. The screen should now look similar to the figure below.

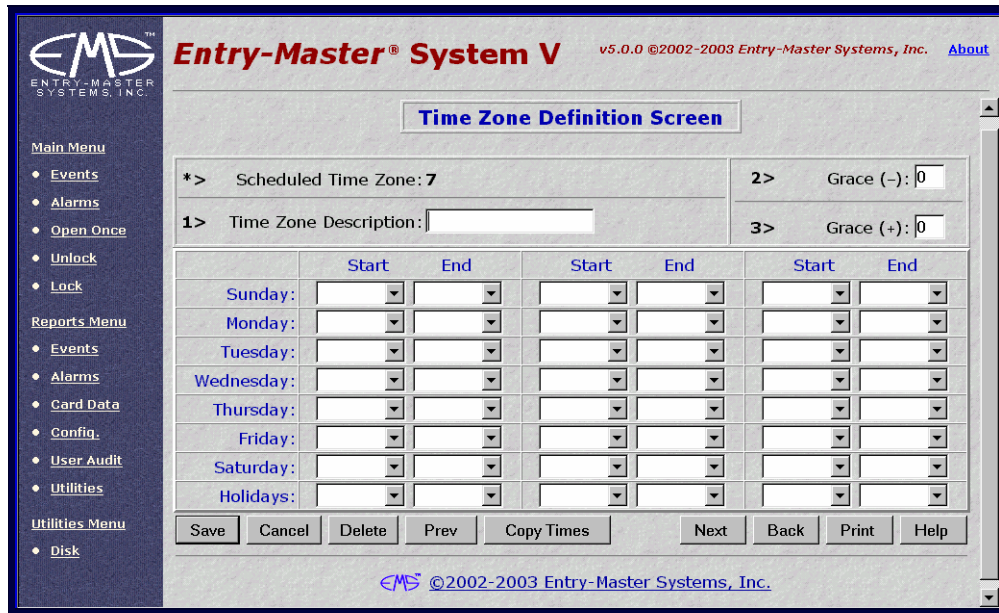


Figure 2-5.4 Time Zone Number Entered

- The cursor is in the **Time Zone Description** field. The time zone description should be something that tells you quickly exactly what the time zone is. The description cannot exceed **20** characters.

In this example, we will define the time zone for Weekends and Holidays. Type **Weekends & Holidays**. You can use upper and lower case letters in this field. The screen now looks like following figure.

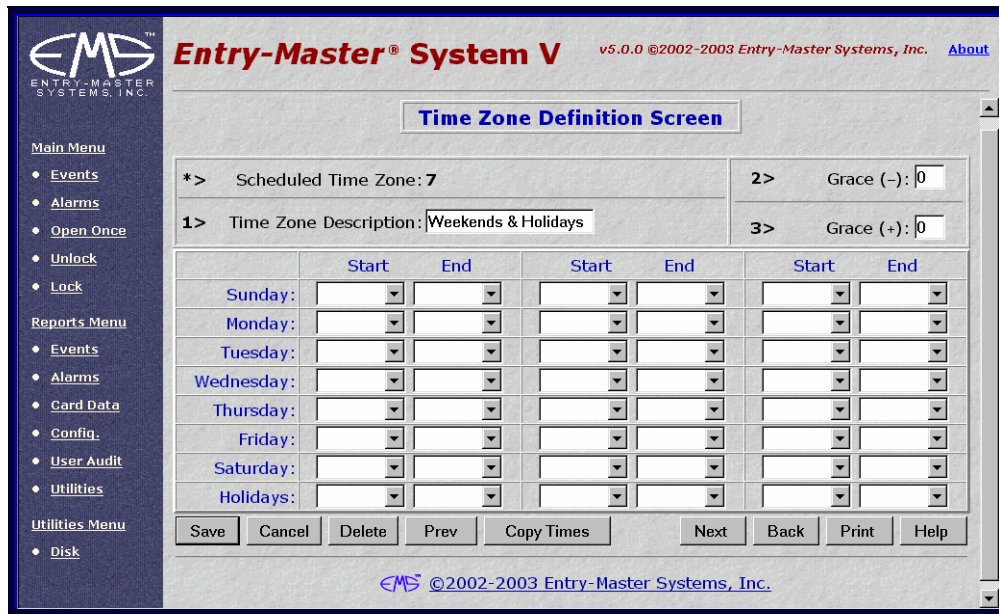


Figure 2-5.5 Time Zone Description Entered

- The next item you can define is the *grace period* for the time zone. A grace period is simply the amount of time before and after the defined time zone that a card is accepted. For example, if the grace period before (-) and after (+) the defined time zone is 10 minutes, then a card used 10 minutes before or 10 minutes after the defined time zone will be accepted and access will be allowed. The maximum grace period you can define is 30 minutes. The default grace period is 0 minutes, meaning a card will be accepted only during the defined time zone period.

Press the <Tab> key to move the cursor to the next to field, **Grace (-)**. This is the field to define the time before the time zone that a card will be accepted. In this example, we will use 10 minutes; so type **10** and press <Tab>.

- The cursor now moves to the **Grace (+)** field. This is the field where you define the time after the time zone that a card will be accepted. In this example, we will use 10 minutes; so type **10**. The screen should look like the following figure.

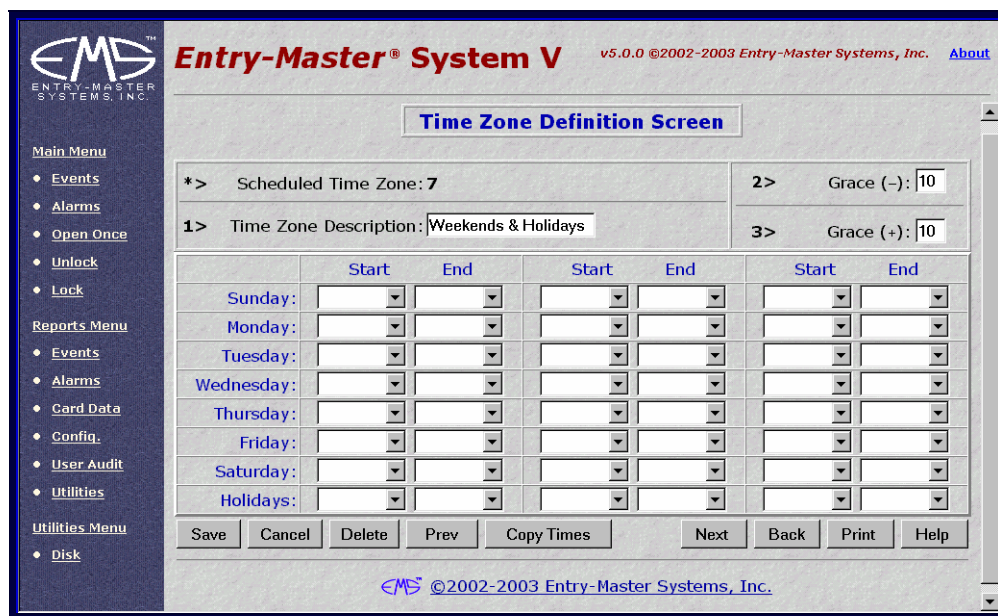


Figure 2-5.6 Time Zone Grace Periods Entered

- Now you will define exactly when this time zone is in effect. **Start** and **End** are the time period fields. Each of the forty-eight fields is a drop-down list of times from midnight to midnight in 30-minute increments. These drop-down lists let you define exactly the **Start** and **End** times when a particular day's Time Zone is in effect.

Notice that there are three groupings of Start and End times if you need them, although one or two should be sufficient in most cases.

Additionally, you can use the Copy Times button to duplicate times for this field. This is special button allows you to save keystrokes when entering the Start and End times. For example, if the times are the

same for most days, you can simply enter them for a single day then click on the Copy Times button. A dialog box appears confirm the copy. The times you entered for the single field are copied to each of the other day's fields. If necessary, you may then alter whatever fields are incorrect on an individual basis.

6. In this example, we will define the time zone as 12:00 p.m. (noon) to 5:00 p.m. on weekends and holidays.
 - a. Click on the **Start** drop-down list next to **Sunday**. Select **12:00 pm** from the list.

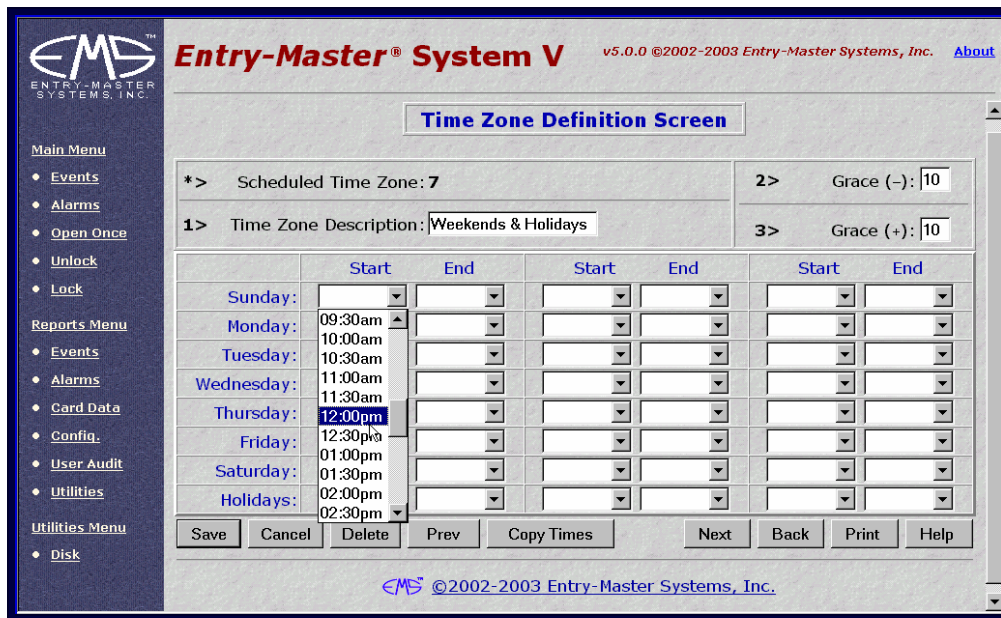


Figure 2-5.7 Start Time Drop-Down List

- b. You can press the <Tab> key to move to the **End** field.
- c. Press the down arrow and the list displays. Highlight **5:00 pm** and press the <Enter> key.

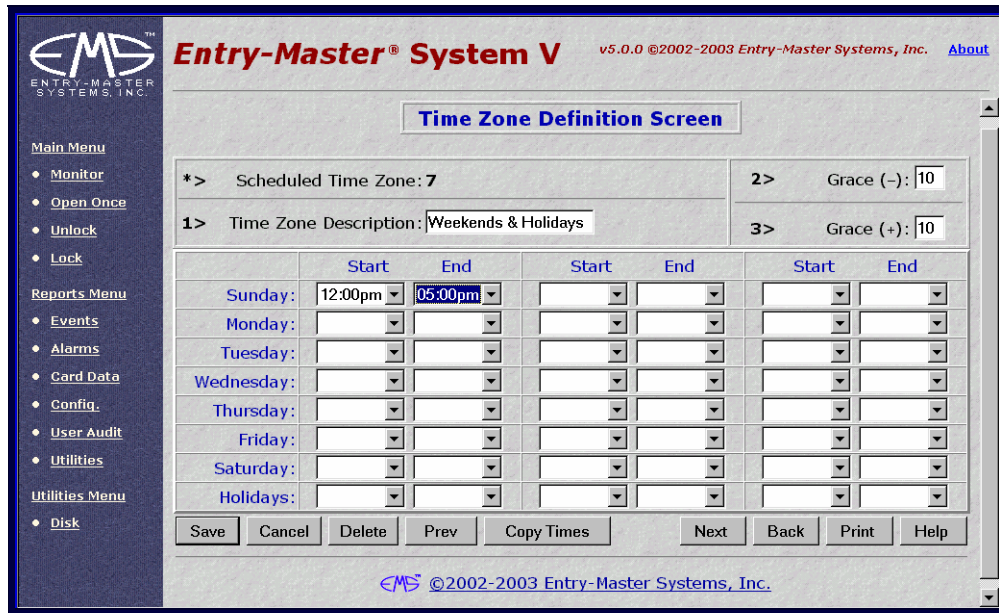


Figure 2-5.8 Sunday Time Zone Defined

- d. Use the <Tab> key to move the cursor to the Saturday **Start** field. Select **12:00 pm** from the drop-down list.
- e. Press the <Tab> key to move to the **End** field. Select **5:00 pm** from the drop-down list.

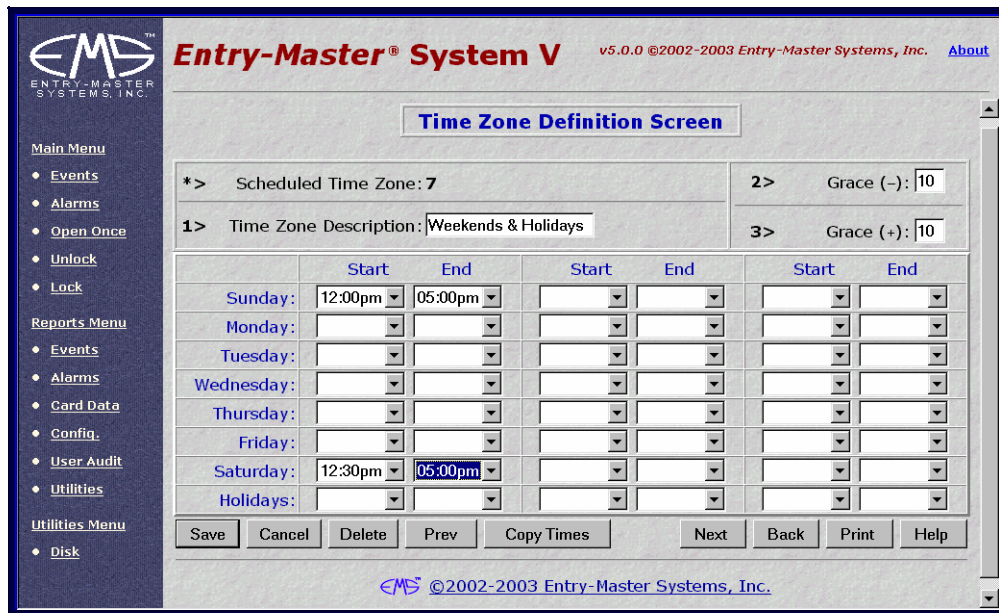


Figure 2-5.9 Saturday Time Zone Defined

- f. Repeat steps d and e for Holidays.

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Time Zone Definition Screen

*> Scheduled Time Zone: 7 2> Grace (-): 10

1> Time Zone Description: Weekends & Holidays 3> Grace (+): 10

	Start	End	Start	End	Start	End
Sunday:	12:00pm	05:00pm				
Monday:						
Tuesday:						
Wednesday:						
Thursday:						
Friday:						
Saturday:	12:30pm	05:00pm				
Holidays:	12:00pm	05:00pm				

Save Cancel Delete Prev Copy Times Next Back Print Help

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Figure 2-5.10 Time Zone Definition Screen Completed

- g. Before you save the time zone record, note that because you have set the **Grace (+)** and **Grace (-)** fields to **10** in each field, the time zone which you have defined will actually allow access between the hours of **11:50 a.m.** to **5:10 p.m.** on **Saturdays, Sundays and Holidays**. Had you left these fields blank, the time zone would have allowed access from **12:00 p.m.** to **5:00 p.m.**
- h. Click on the Save button to save your Time Zone setup.
- i. You can exit this menu. Click on the **Utilities Menu** link to return to the Utilities Menu.

Defining Holidays

You need to define holidays on the *Entry-Master*® System so that the system knows which dates throughout the year the time zones defined for holidays are valid. The only places on the *Entry-Master*® System that Holidays are actually used are in the time zone and scheduler definitions.

Use the following procedure to define Holidays to the *Entry-Master*® System:

If you are already in the Utilities Menu, skip Step 1 and proceed to Step 2.

1. From the Main Menu, click on the **Utilities Menu** link. The Utilities Menu is shown next.



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

2. Click on the [Edit System Holiday File](#) link. The following displays on the screen:

Figure 2-5.12 Holiday Definition Screen

This screen has two fields for you to fill in; the date of the holiday and the name of the holiday.

3. In the **Holiday Date** field, enter the date of the holiday. In this example, we will define July 4, 2005.

Single-digit days **must** be preceded by a **0** (zero). For example, since **4** is a single digit day you type **04**. The *Entry-Master*® System uses the current year if you do not specify a year in the date field.

Type **070405** and click on the Submit button.

The screenshot shows the 'Holiday Definition Screen' in the Entry-Master System V. The interface includes a logo for Entry-Master Systems, Inc. and version information (v5.0.0 @2002-2003 Entry-Master Systems, Inc.). A navigation menu on the left lists options like 'Main Menu', 'Reports Menu', and 'Utilities Menu'. The main area contains two sections: the first section shows 'Holiday Date: 07/04/2005' and 'Day of the Week: Monday'; the second section shows 'Holiday Name:' followed by an empty text input field. At the bottom, there are buttons for 'Save', 'Cancel', 'Delete', 'Prev', 'Next', 'Back', 'Print', and 'Help'. A copyright notice is visible at the bottom center.

Figure 2-5.13 Holiday Date Filled In

Notice that the *Entry-Master*® System automatically fills in the **Day of the Week** field.

4. Enter a description for the holiday in the **Holiday Name** field.

This screenshot shows the 'Holiday Definition Screen' after the holiday name has been entered. The 'Holiday Name' field now contains the text 'Independence Day'. All other elements, including the date, day of the week, and navigation buttons, remain the same as in the previous screenshot.

Figure 2-5.14 Holiday Definition Screen Completed

5. Click on the Save button to save (file) this holiday and display a blank Holiday Definition screen.

6. Click on the Back button to return to the **Utilities Menu**.

7. Click on the Back button again to return to the **Main Menu**.

You have now learned how to define time zones and holidays on the *Entry-Master®* System. Proceed to Lesson 6, *Defining Access Groups*.

Lesson 6 – Defining Access Groups

The *Entry-Master*® System needs to know where people are allowed and any nesting associated with where they are allowed. In this lesson, you will learn how to define access groups to the *Entry-Master*® System. You can define up to 9999 access groups and you can assign up to three access groups to each card.

You should be logged into the *Entry-Master*® System and the *Entry-Master*® Main Menu should be displayed on the screen as illustrated in the following figure. If you are not logged in, see Lesson 1.

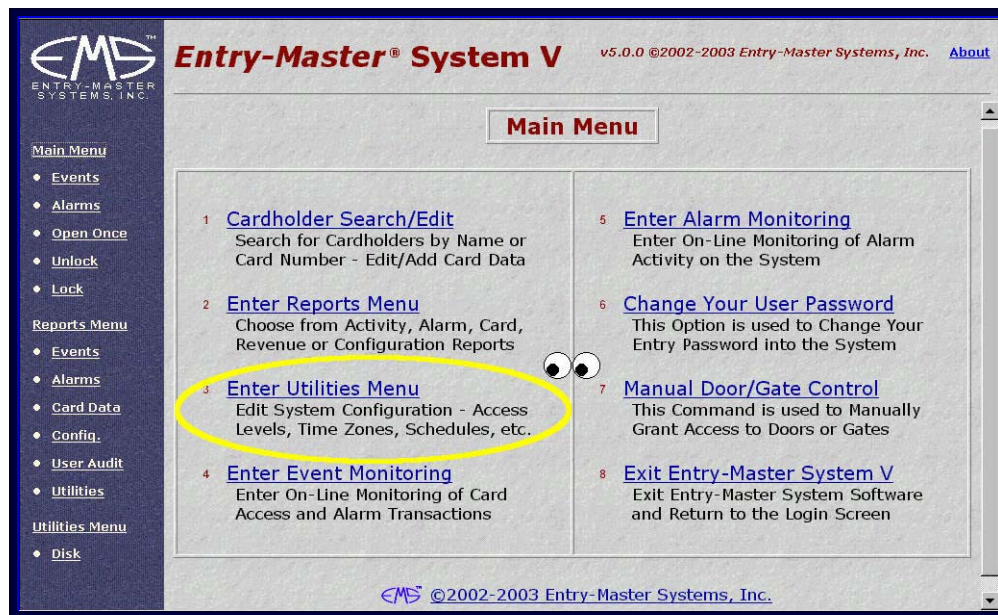


Figure 2-6.1 The *Entry-Master*® Main Menu

1. You define access levels using the Utilities Menu. Click on the [Enter Utilities Menu](#) link to display the Utilities Menu as shown next.



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

2. Select the [Edit Access Group File](#) link and the following screen displays:

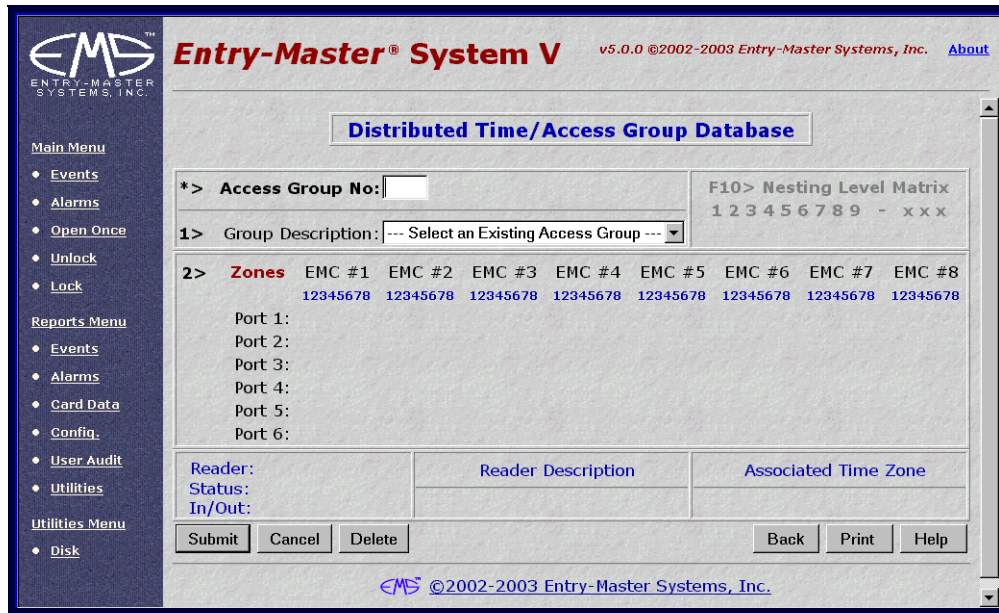


Figure 2-6.3 Distributed Time/Access Group Database Screen

In this example, you will define access group 4, which is the Building Entrance/Exit. This access zone allows people to enter and exit the building and to enter and exit the Garage. People must park in Level 2 and are only allowed to pass through Level 1.

3. The cursor is located in the **Access Group No.** field.
4. Type in 4 and click on the Submit button. The following screen displays all possible readers and their configurations that are installed at your location:

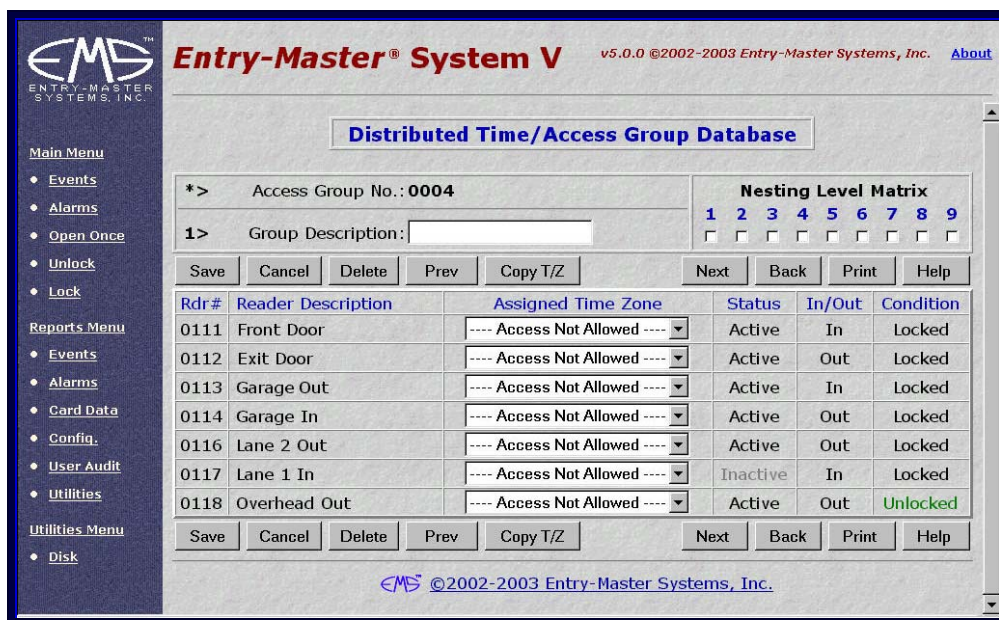


Figure 2-6.4 Group Description Field

8. In the **Group Description** field, type **Main Ent & Level 2**. Always use a description that will tell you exactly what access zone you are defining. This field can be a maximum of 20 characters. This access group is going to permit access to the main entrance of the building and to the parking garage.

In this example, you will permit access to the Garage Entrance and Exit, Level 2 Entrance and Exit, and the Main Entrance 24 hours a day 7 days a week. The only data entry required is to select the correct time zone for the appropriate reader from the **Assigned Time Zone** field drop-down list.

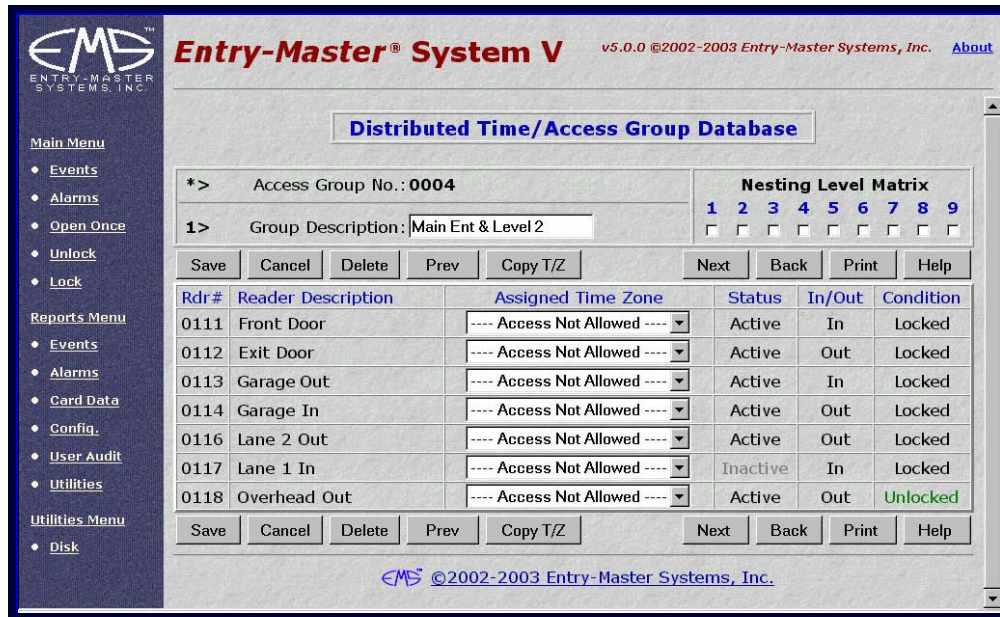


Figure 2-6.5 Selecting a Time Zone for the Garage Entrance

9. Click on the corresponding **Assigned Time Zone** drop-down list for **Rdr #** (Reader Number) **0111**. The following illustrates this list:

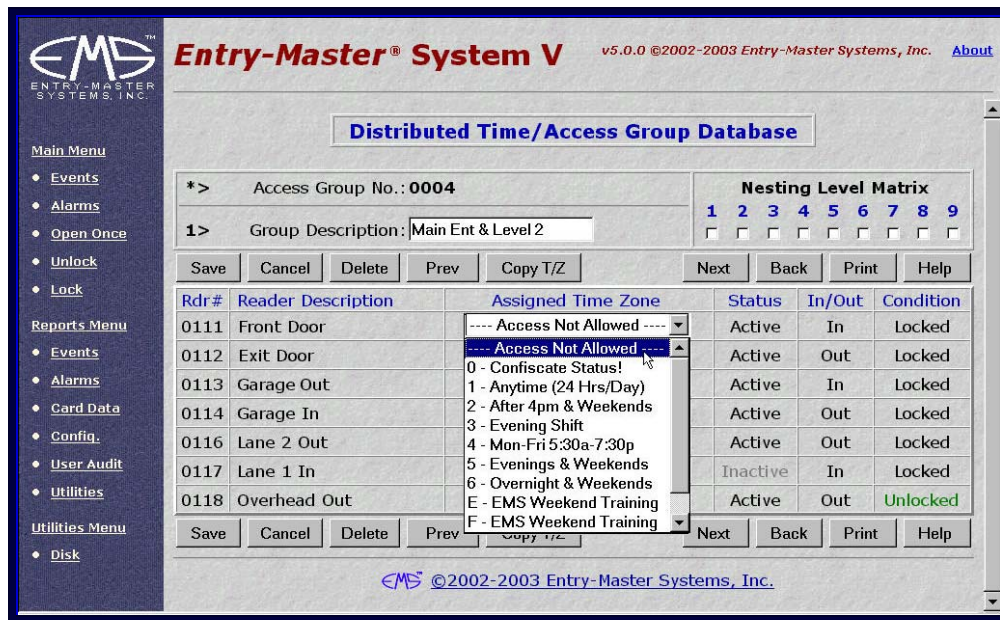


Figure 2-6.6 Assigned Time Zones List

- Click on 1 – Anytime (24 Hrs/Day) to select this time zone.

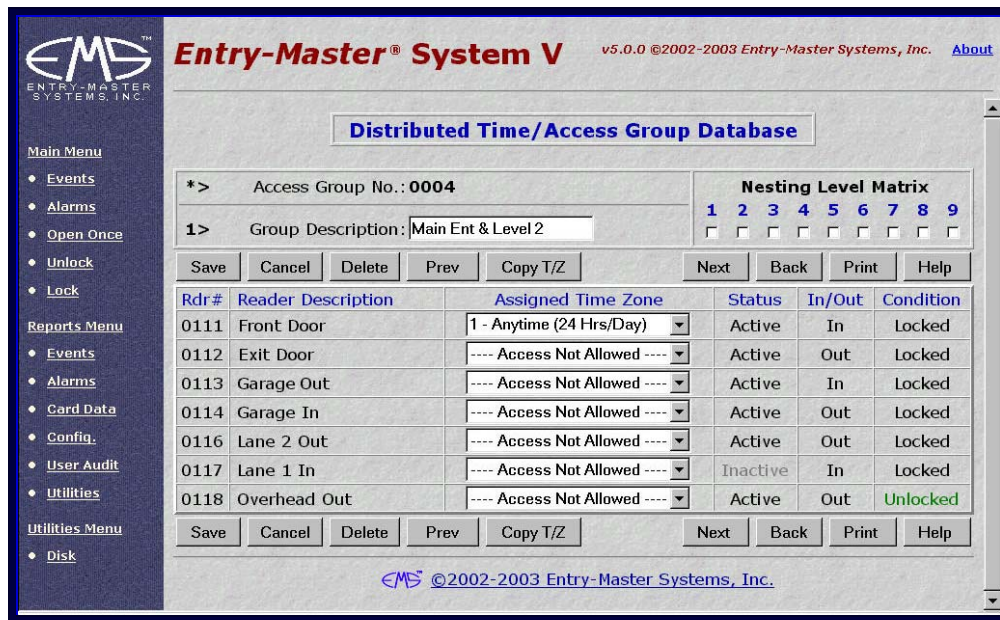


Figure 2-6.7 Access Group Reader Time Zones Defined

- Now make the selections for Reader Number (Rdr #) 0112, 0113, and 0114. The screen below illustrates these selections.

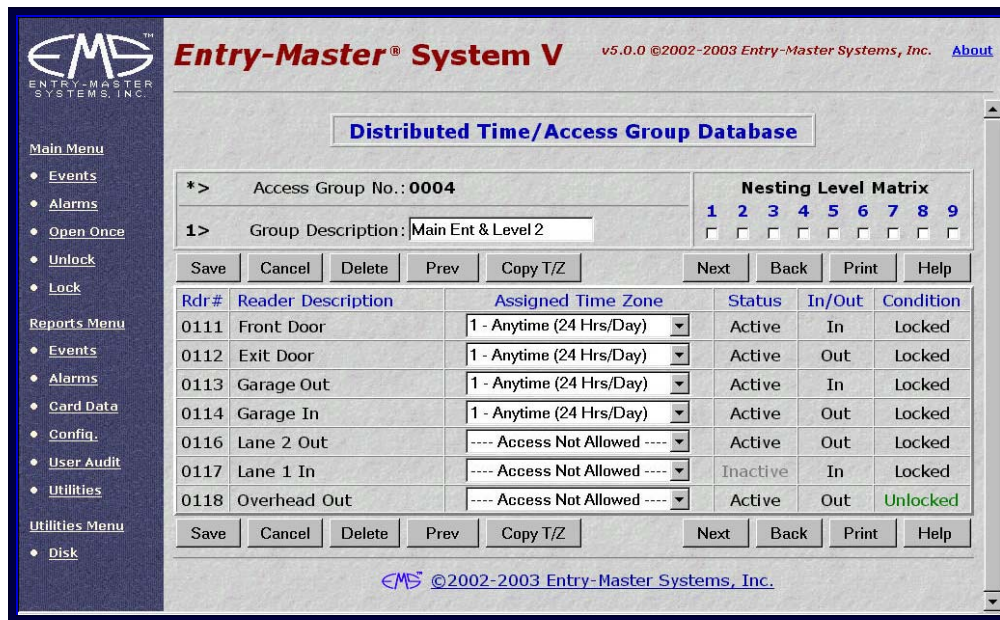


Figure 2-6.8 Assigned Time Zones

12. Next, under the Nesting Level Matrix, check 2.

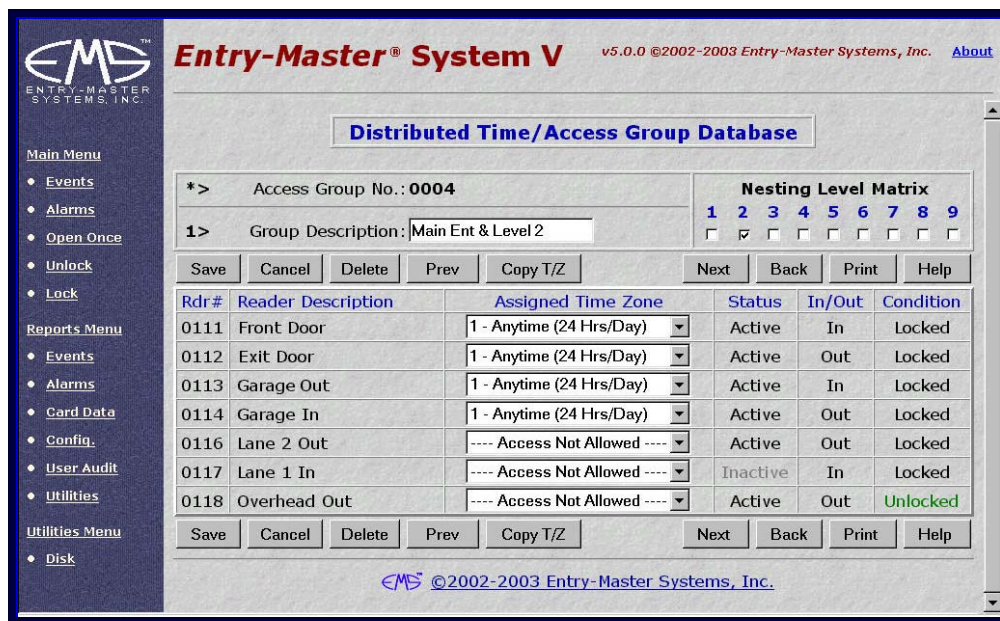


Figure 2-6.9 Completed Distributed Time/Access Group Database Screen

13. Click on the Save Button to save this access zone definition and display a blank Distributed Time/Access Group Database screen.
14. To return to the Utilities Menu, click on the **Utilities Menu** link
15. To return to the Main Menu, click on the **Main Menu** link.

You have learned how to define access groups on the *Entry-Master®* System. The access groups you define will be used on the Cardholder Record screen, to define where and when a specific card is allowed.

Proceed to Lesson 7, *Searching For A Cardholder's Record*.

Lesson 7 – Searching for a Cardholder's Record

The Entry-Master® System cardholder search function allows you to locate a specific card number or cardholder using the following features:

- Enter Cardholder's Name (or Card #)
- List All Cardholders
- Search on a Selected Field
- Search Criteria for More Complex Searches

Once you locate the card number or cardholder, you can view the record associated with the card number or cardholder; or you can make changes to the record. This lesson teaches you how to use all the listed search features.

If you are logged into the Entry-Master® System, return to the Entry-Master® System Main Menu and click on the [Cardholder Search/Edit](#) link. If you are not logged in, see Lesson 1 on page 18.

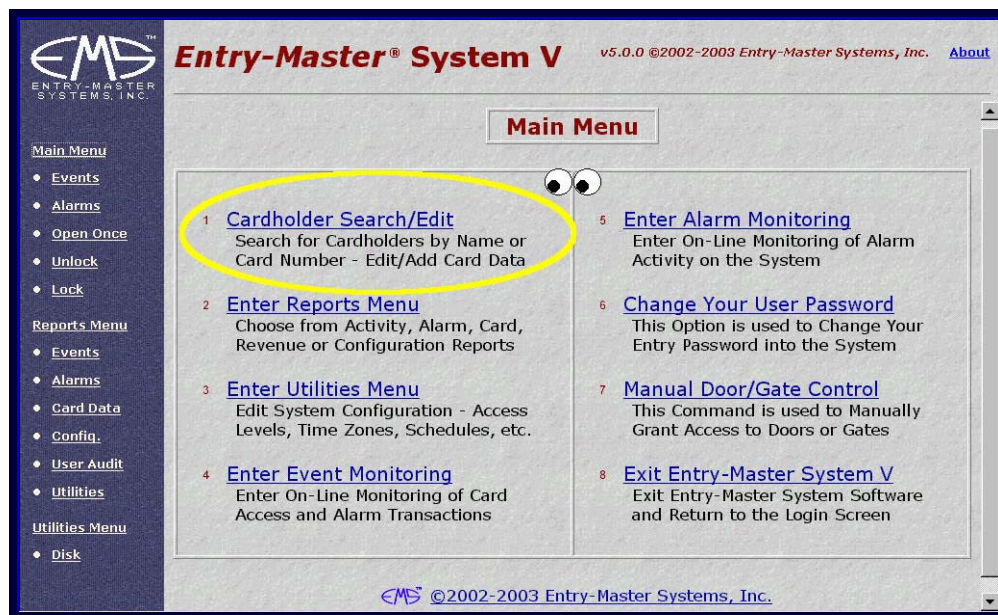


Figure 2-7.1 The Entry-Master® Main Menu

The Cardholder Search/Edit Screen displays next.

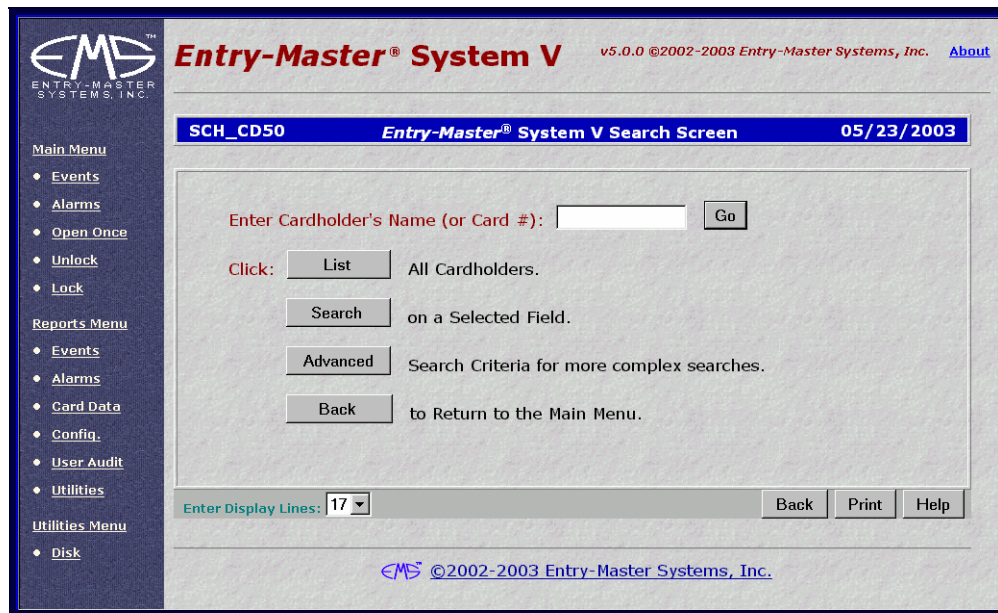


Figure 2-7.2 The *Entry-Master*® System Search Screen

Enter Cardholder's Name (or Card #)

1. If you haven't already done so, access the *Entry-Master*® System Search Screen.
2. In the **Enter Cardholder's Name (or Card #)** field, type Harris as shown next.

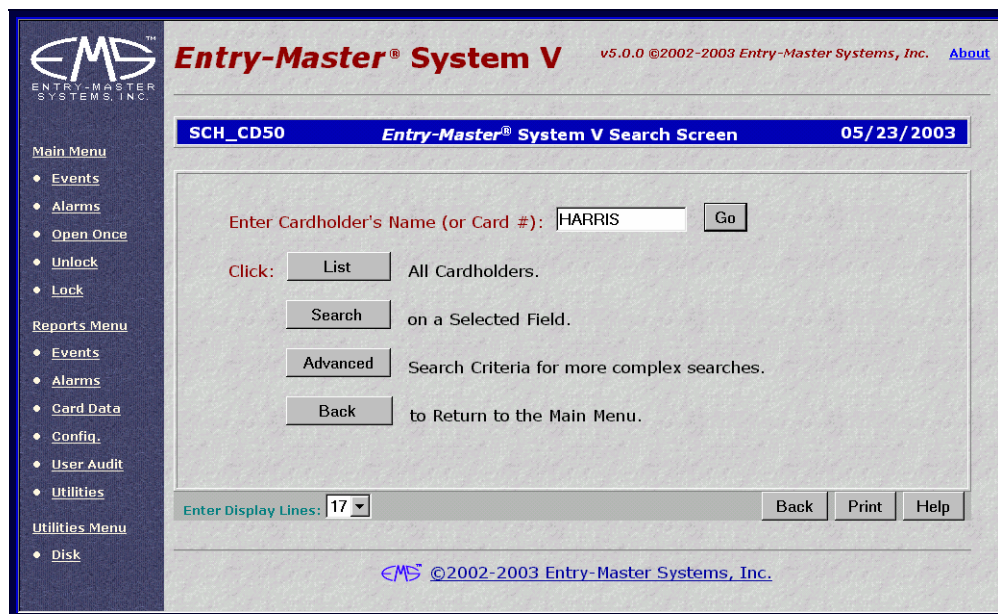


Figure 2-7.3 Enter Cardholder's Name (or Card #)

- Click on the Go button and the following results display:

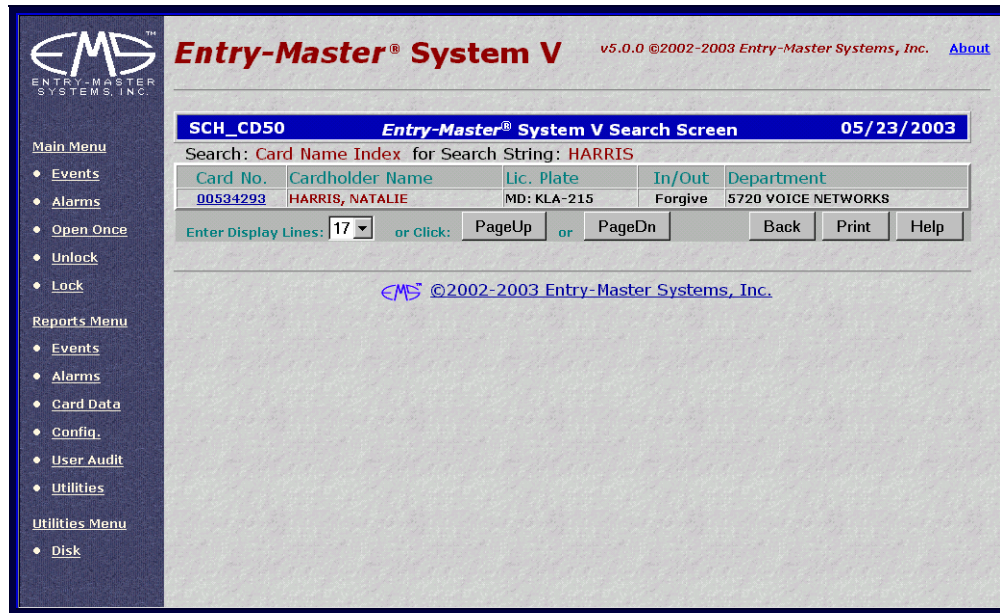


Figure 2-7.4 Search Results for Cardholder Name

- The **Card No.** field is a link to the Cardholder Database. Click on the card number link as shown next.



Figure 2-7.5 Card Number Link

- The cardholder record displays for this cardholder.

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*> Card Number: **00534293** ©2002-2003 by Entry-Master Systems, Inc.

1> User's Name:	HARRIS, NATALIE	6> Issue Date:	04/17/2002
2> Department:	5720 VOICE NETWORKS	7> Expiration:	
3> User ID #:	123-45-6789	8> Revalidate:	
4> Lic. Plate:	KLA-215	9> I/O Status:	F - Forgive
5> Reg. State:	MD - Maryland		at
10> Home Phone:	(301) 716-1951	**> Keypad PIN:	N/A
11> Work Phone:	(410) 594-1805	17> Trace (Y/N)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
12> Acc. Group 1:	0002 - Reg Employee Access	Nesting Level Information	
13> Acc. Group 2:	0005 - Parking Privileges	Card Level:	0
14> Acc. Group 3:	---- No Group Selected ----	Violations:	0
15> Elev Access:	0000 - No Elevator Access	*** Last Badging ***	
		Date:	04/04
		Rdr#:	0111
		Time:	17:09
		Stat:	06

F1> User's Notes: [Notes](#) Reader Loc Description: Front Door
Last Badging Message ---> **Access Granted by Valid Card.**

Save Cancel Delete Prev History Copy Next Back Print Help

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Figure 2-7.6 Cardholder Record Screen

6. Click on the Back button to return to the Cardholder Search Results screen.
7. Click the Back button again and the Search Screen appears.

List All Cardholders

The List feature displays all possible cardholder records in the *Entry-Master*® System installed at your location.

1. If you haven't already done so, access the *Entry-Master*® System Search Screen.

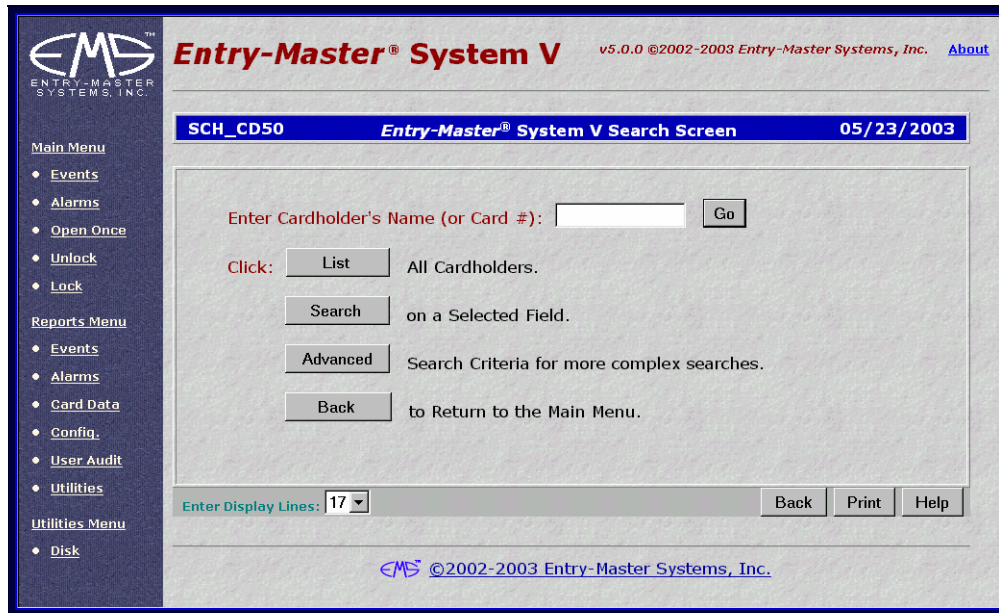


Figure 2-7.7 Entry-Master® System Search Screen

- Use the Enter Display Lines at the bottom of the screen to increase or decrease the number of records that appear on the screen at one time.

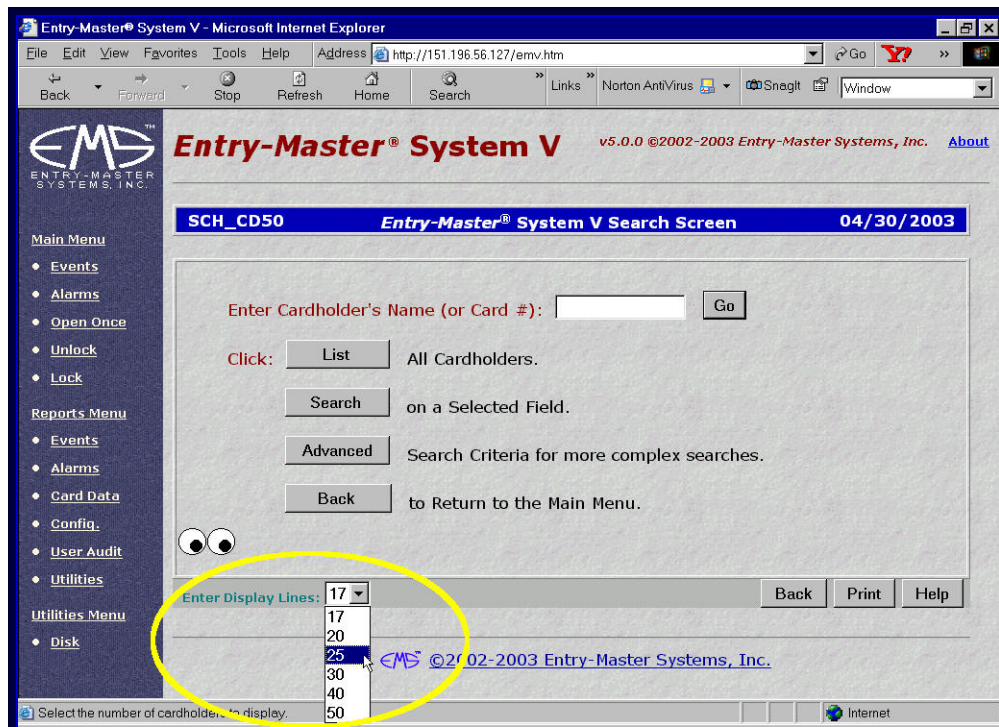


Figure 2-7.8 Enter Display Lines

- Select 25 from the **Enter Display Lines** drop-down list.

- Click on the List button to display the first 25 records in your cardholder database.

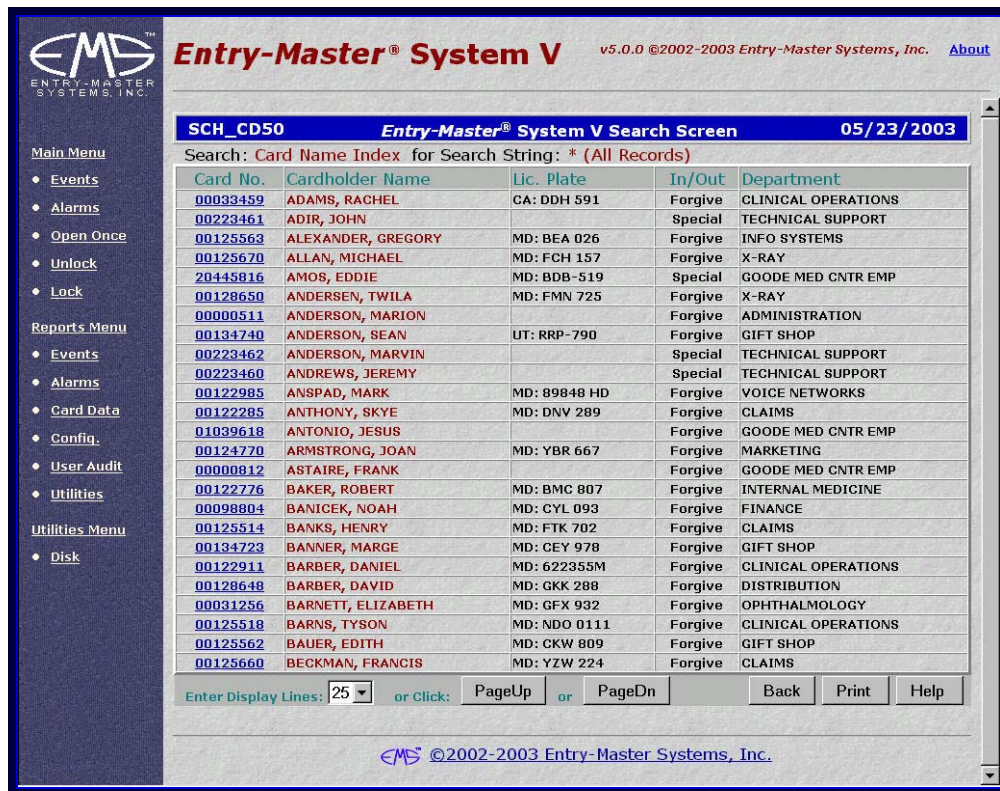


Figure 2-7.9 Search Results

- Use the PageUp and PageDn buttons to navigate through the list of cardholder records. The PageDn button moves down to the next group of 25 records. The PageUp button moves up to the previous group of 25 records.



Figure 2-7.10 Page Up and Page Down Buttons

- Click the Back button and the Search Screen appears.

Search on a Selected Field

- If you haven't already done so, access the *Entry-Master®* System Search Screen.

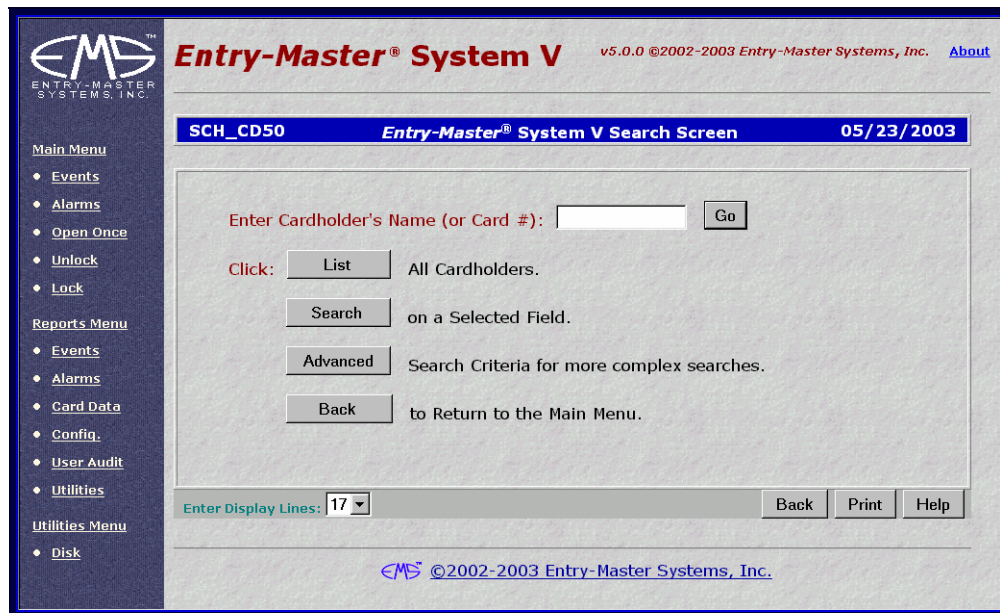


Figure 2-7.11 Entry-Master® System Search Screen

2. Click on the Search button and the following screen appears:



Figure 2-7.12 Search on Selected Field Screen

3. Click on the **Department** radio button to select the Department field.
4. Type **Security** in the **Enter Search Value** field,
5. Click on the Go button. The following illustrates possible results for this type of search.

The screenshot displays the 'Entry-Master® System V Search Screen' for user 'SCH_CD50' on '05/23/2003'. The search criteria are 'Department' for the search string 'SECURITY'. The results are shown in a table with columns for Card No., Cardholder Name, Lic. Plate, In/Out, and Department. Below the table are controls for 'Enter Display Lines' (set to 17) and buttons for 'PageUp', 'PageDn', 'Back', 'Print', and 'Help'. The interface includes a main menu on the left and a footer with the EMS logo and copyright information.

Card No.	Cardholder Name	Lic. Plate	In/Out	Department
00134621	DUNLAP, MARG	MD: EHP 137	Forgive	SECURITY
00124020	HAWKINS, DAVID	MD: YYH-8062	Forgive	SECURITY
00135805	KLINE, DEBBIE	MD: EVK 030	Forgive	SECURITY
00134617	LAMBERT, EDWARD	MD: XGC 143	Forgive	SECURITY
00029689	VAUGHN, JAMES	MD: MO58259	Forgive	SECURITY
00134618	WOLFE, ALVIN	MD: GSK 938	Forgive	SECURITY

Figure 2-7.13 Selected Field Search Results

- Click the Back button and the Search Screen appears.

Search Criteria for More Complex Searches

The **Advanced Search Criteria for More Complex Searches** feature is an easy-to-use, point-and-click, advanced search feature that allows you to construct customized queries. With English-like statements you can retrieve meaningful data stored in the *Entry-Master®* System installed at your location.

If you haven't already done so, access the *Entry-Master®* System Search Screen.

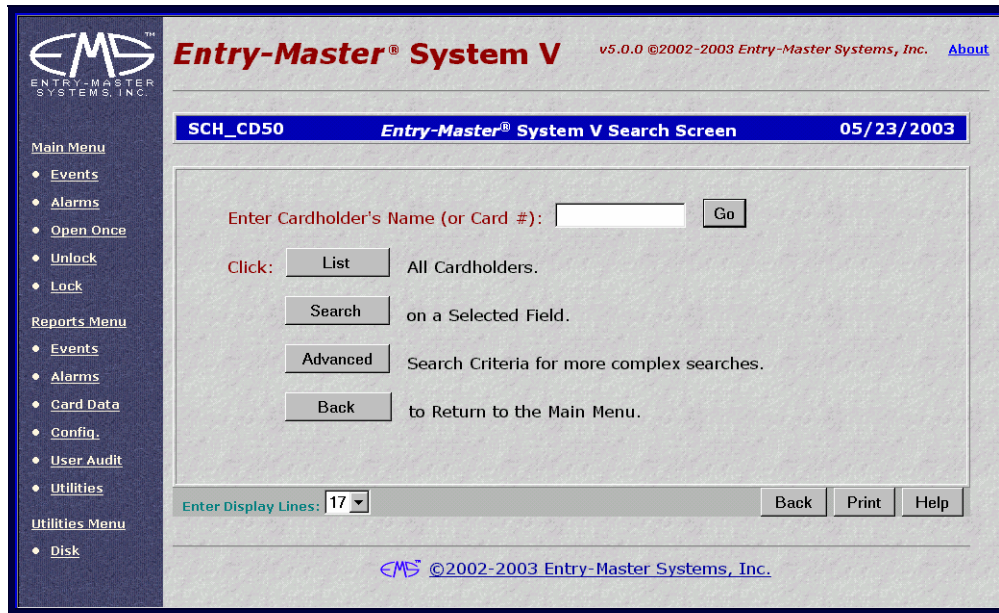


Figure 2-7.14 Entry-Master® System Search Screen

Click on the Advanced button and the following window appears:

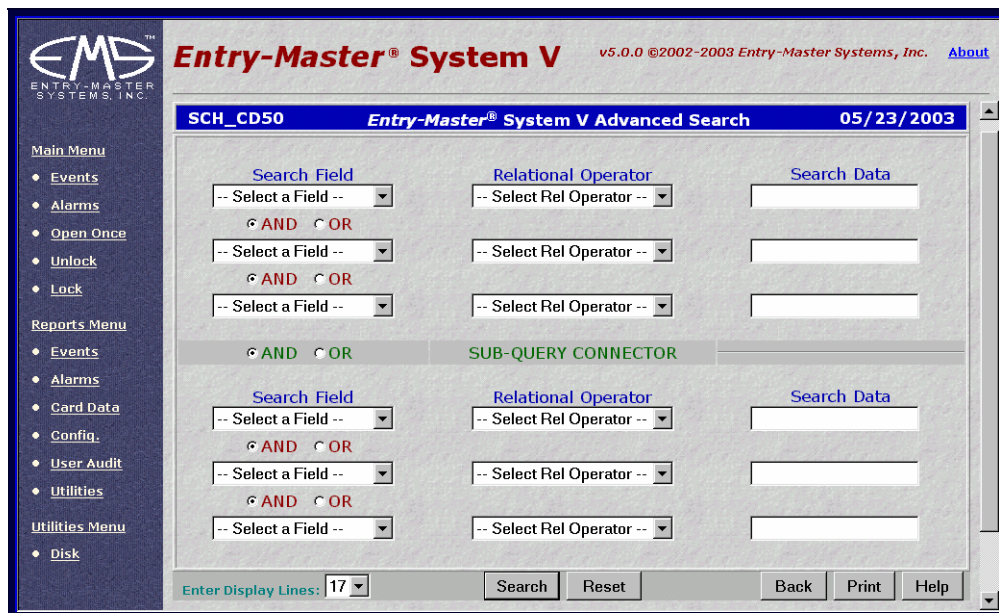


Figure 2-7.15 Advanced Search Screen

Advanced Search Entry Fields:

The table below describes the different fields that display on the Advanced Search Screen.

Field Name	Description
Select a Field	A drop-down list of data fields from the Cardholder database. The field name is selected first. For example, "Department" is a field in the Cardholder database.
Rel Operator	A drop-down list of relational operators that determine the condition that needs to be met for data to appear on report. Using "Department is equal to..." as an example, the condition (or operator) is "Equal to." This retrieves all cardholder data that have a specific string of characters stored in the department field.
Search Data	An entry field in which you type the string of text or numbers that must be stored (or not stored) in the data field. If we wanted all cardholder records that have the word "Security" stored in the Department field, we would type Security in this entry field.
And/Or	<p>Links statements together to either include or exclude criteria. Here are two examples:</p> <p>Department is equal to Security OR Department is equal to Safety</p> <p>Department is equal to Security AND Last Badging Date is greater than or equal to 01/01/2003</p>

Creating a Query:

1. Click on **--Select a Field--** that displays in the **Search Field** and select Department from the drop-down list.

Important Note: For more information regarding these data fields, see Appendix A in this manual.

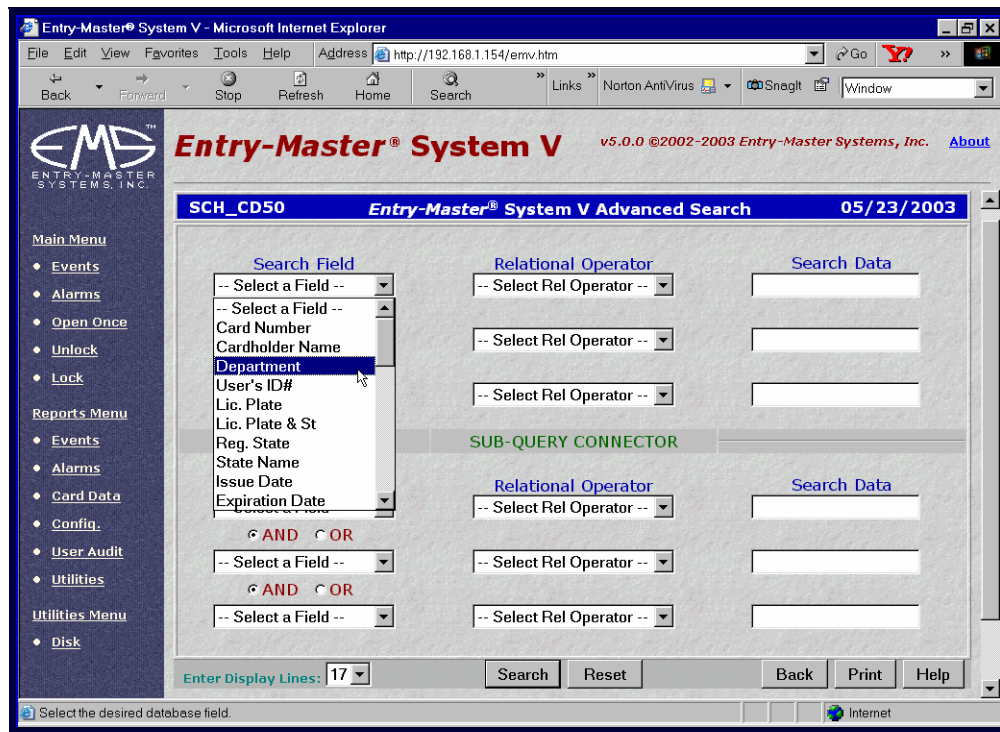


Figure 2-7.16 Search Field Drop-Down List

2. Click on **--Select Rel Operator--** that appears in the **Relational Operator** field and select Equal to as the relational operator.

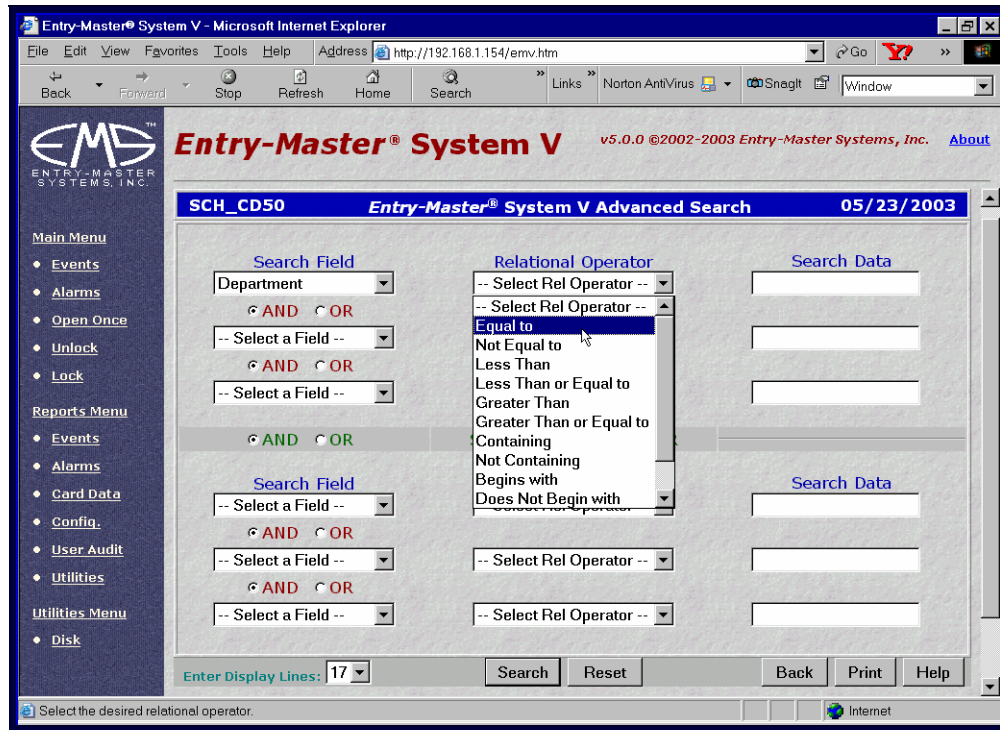


Figure 2-7.17 Relational Operator Drop-Down List

3. In the Search Data field, type in Security.

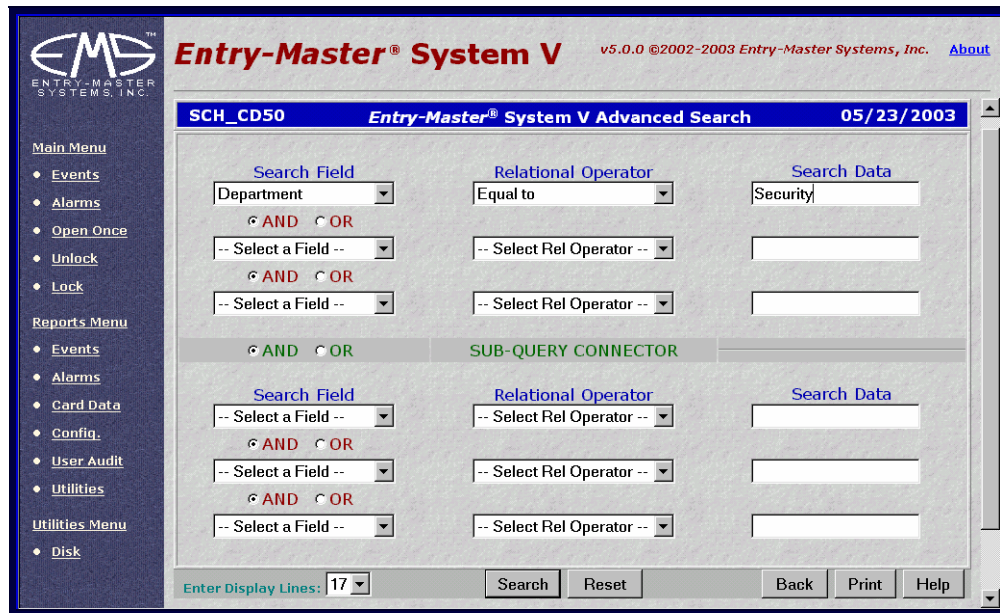


Figure 2-7.18 Completed Statement

4. Click on the Search button to execute your query. This statement, Department Equal to Security (as shown below) will retrieve all cardholder records that have Security stored in the Department field.
5. Click on the Go button. The following illustrates possible results for this type of search.

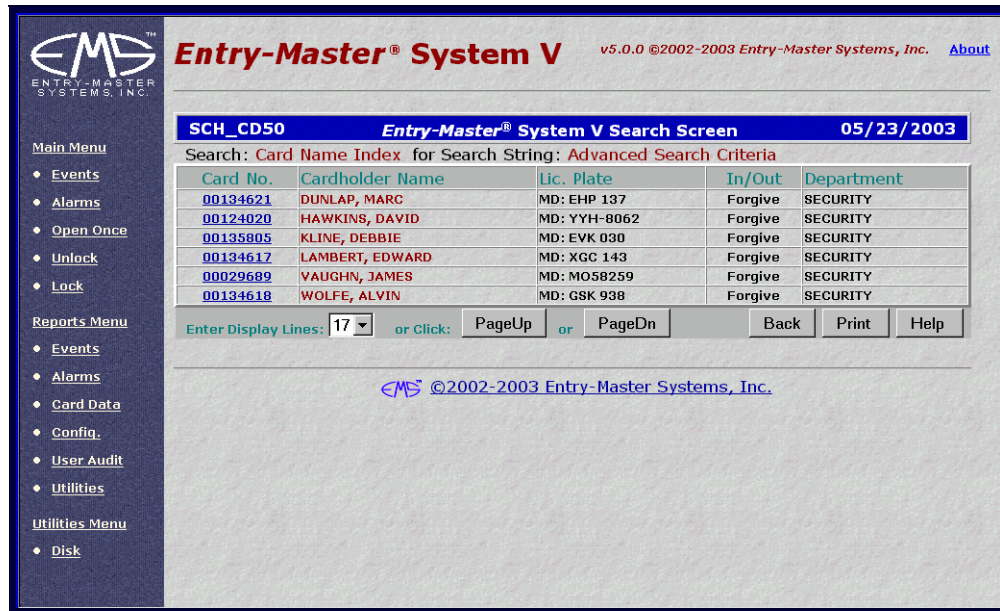


Figure 2-7.19 Advanced Search Results

Linking Statements:

You only need a single statement to create a query. However, the Advanced Search feature allows you to connect up to six conditional statements in a single query. Clicking on an **AND** or an **OR** radio button links statements together for a more sophisticated query.

Clicking on the **AND** radio button between statements means that the cardholder's record must qualify for both the first condition **and** the second condition.

For example, the query:

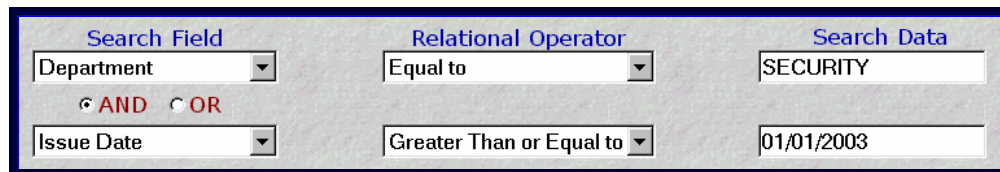
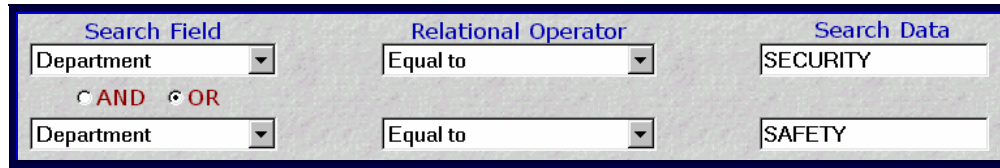


Figure 2-7.20 Statements Connected with AND

...retrieves all cardholder records that have Security in the **Department** field and 01/01/2003 stored in the **Issue Date** field.

Using **OR** between statements means that the cardholder's record must meet either the first condition **or** the second condition.

For example, the query:



The screenshot shows a query builder interface with two rows of search criteria. The first row has 'Department' in the 'Search Field' dropdown, 'Equal to' in the 'Relational Operator' dropdown, and 'SECURITY' in the 'Search Data' text box. The second row has 'Department' in the 'Search Field' dropdown, 'Equal to' in the 'Relational Operator' dropdown, and 'SAFETY' in the 'Search Data' text box. Between the two rows, there are two radio buttons: 'AND' (unselected) and 'OR' (selected).

Figure 2-7.21 Statements Connected with OR

...retrieves all cardholder records that have either Security or Safety stored in the **Department** field.

Sub-Query Connector:

You can create a "compound" query using the **Sub-Query Connector** radio button. The Sub-Query Connector connects the top three statements to the bottom three statements using **AND** or **OR** conditions. This feature tells the program to retrieve records based on the first three statements then retrieve records based on the second three statements.



The screenshot shows a horizontal row of three radio buttons. The first two are 'AND' and 'OR', both unselected. The third is 'SUB-QUERY CONNECTOR', which is selected.

Figure 2-7.22 Sub-Query Connector

You can proceed to Lesson 8, *Editing the Cardholder's Record*.

Lesson 8 – Editing the Cardholder's Record

Most of the work you will perform on the *Entry-Master*® System will be adding and editing card numbers. Now that you know how to search for and display a cardholder's record you are ready to learn how to modify the record and how to add a new card number.

This lesson teaches you how to do the following:

- Modify information the cardholder's record
- Add a new card number

See Appendix A, *The Cardholder Record Screen*, for a complete description of all fields and functions displayed on the Cardholder Record screen.

Changing data in the Cardholder's Record

Suppose Natalie Harris bought a new car and got new license plates. To keep the cardholder database up to date, you need to enter the new license plate number in the cardholder record for NATALIE HARRIS.

1. Log into the *Entry-Master*® System as described in Lesson 1.
2. Click on the [Cardholder Search/Edit](#) link.
3. Display the cardholder record for NATALIE HARRIS by;
 - a. entering all or a portion of her last name;
 - b. or by entering her card number.
4. Click on the Go button.
5. Click on the card number for Natalie Harris.

The cardholder record for Natalie Harris displays in the window. Your screen should look like the following:

Entry-Master® System V v5.0.0 ©2002-2003 Entry-Master Systems, Inc. [About](#)

*> Card Number: **00534293** ©2002-2003 by Entry-Master Systems, Inc.

1> User's Name:	HARRIS, NATALIE	6> Issue Date:	04/17/2002
2> Department:	5720 VOICE NETWORKS	7> Expiration:	
3> User ID#:	123-45-6789	8> Revalidate:	
4> Lic. Plate:	KLA-215	9> I/O Status:	F - Forgive
5> Reg. State:	MD - Maryland		at
10> Home Phone:	(301) 716-1951	**> Keypad PIN:	N/A
11> Work Phone:	(410) 594-1805	17> Trace (Y/N)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
12> Acc. Group 1:	0002 - Reg Employee Access	Nesting Level Information	
13> Acc. Group 2:	0005 - Parking Privileges	Card Level:	0
14> Acc. Group 3:	---- No Group Selected ----	Violations:	0
15> Elev Access:	0000 - No Elevator Access	*** Last Badging ***	
		Date:	04/04
		Rdr#:	0111
		Time:	17:09
		Stat:	06

F1> User's Notes: [Notes](#) Reader Loc Description: Front Door
Last Badging Message --->
Access Granted by Valid Card.

Save Cancel Delete Prev History Copy Next Back Print Help

©2002-2003 Entry-Master Systems, Inc.

Figure 2-8.1 Cardholder Record for Natalie Harris

6. Once the information displays, navigate to the **Lic Plate** field. To do this either:
 - a. press<Tab> until the cursor is positioned in the field;
 - b. or, with your cursor, click several times in the **Lic Plate** field. This highlights the entire text in this field
7. Type over the old number with the new number.
8. Make any other modifications to this record in the same manner. If you have no other modifications to make, click on the Save button and a blank Cardholder screen displays.

Adding a New Card Number

Occasionally you may need to add a new card number. This section shows you how:

1. From the *Entry-Master*® System Main Menu, click on the [Cardholder Search/Edit](#) link

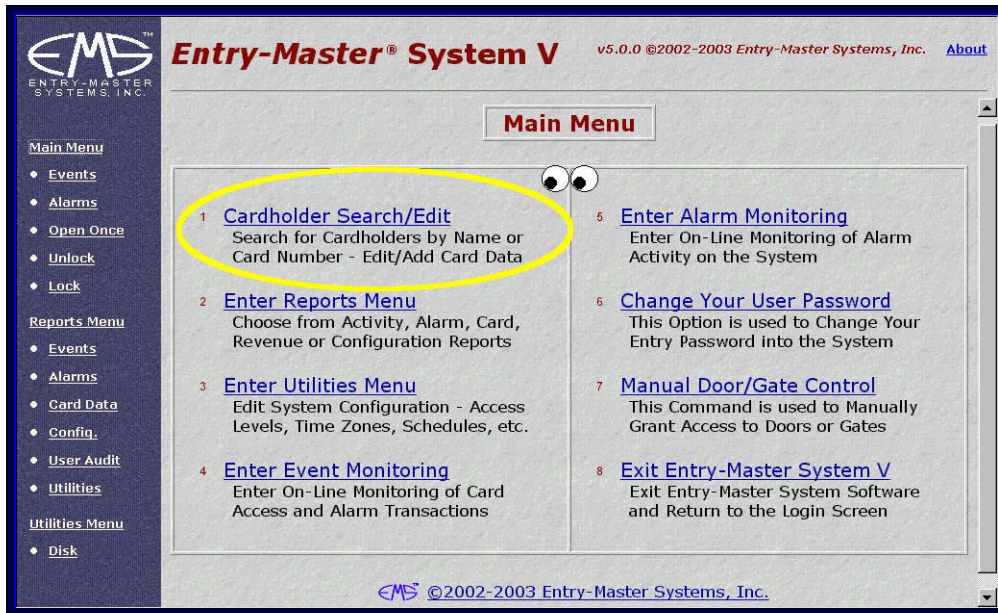


Figure 2-8.2 Cardholder Window

2. The Entry-Master® System Search Screen displays.



Figure 2-8.3 Cardholder Search Screen

3. The cursor is positioned in the **Enter Card Name (or Card #)** field. Enter 123457 in this field then click on the Go button.
4. A blank Cardholder Record Screen displays.

The screenshot shows the 'Entry-Master System V' interface. At the top, it displays the logo and version information: 'v5.0.0 ©2002-2003 Entry-Master Systems, Inc. About'. The main area is a form for a cardholder record. The card number is '00123467'. The form includes fields for:

- 1> User's Name: (blinking cursor)
- 2> Department:
- 3> User ID#:
- 4> Lic. Plate:
- 5> Reg. State: (dropdown menu showing '---- No State Selected ----')
- 6> Issue Date: 05/23/2003
- 7> Expiration:
- 8> Revalidate:
- 9> I/O Status: F - Forgive (dropdown menu)
- 10> Home Phone:
- 11> Work Phone:
- 12> Acc Group 1: 0001 - Allowed Everywhere (dropdown menu)
- 13> Acc Group 2: ---- No Group Selected ---- (dropdown menu)
- 14> Acc Group 3: ---- No Group Selected ---- (dropdown menu)
- 15> Elev Access: 0000 - No Elevator Access (dropdown menu)

 Additional information includes:

- **> Keypad PIN: N/A
- 17> Trace (Y/N)? Yes No
- Nesting Level Information**: Card Level: 0, Violations: 0
- *** Last Badging *****
- Date: Rdr#: (blank)
- Time: Stat: (blank)

 At the bottom, there are buttons for 'Save', 'Cancel', 'Delete', 'Prev', 'History', 'Copy', 'Next', 'Back', 'Print', and 'Help'. A footer at the bottom of the window reads '©2002-2003 Entry-Master Systems, Inc.'.

Figure 2-8.4 Blank Cardholder Record Screen

- The cursor is blinking in the **User Name** field. This lesson will take you through this screen quickly.

For more information about the fields in this screen see Appendix A, *The Cardholder Record Screen*, or the lessons that cover some of the specific fields. For example, Lesson 5 describes time zones and Lesson 6 describes access levels.

- Type LONG, JEANNE into the **User's Name** field and press <Tab>. The cursor moves to the Department field.
- Always enter the **LAST** name first and the **FIRST** name last. Separate the **LAST** and **FIRST** name by a comma and a space. Also, you can use upper or lower case to type in any entries. The *Entry-Master*® System converts all text to upper case after you leave the field.
- In the **Department** field enter **SALES** and press <Tab>. The cursor moves to field to the **User's ID#** field.
- The User's ID# field is the user's employee number or social security number. Type **224-38-1234** and press <Tab>. The cursor moves to the **Lic. Plate** field 4.

Important Note... The dashes in the social security number are not required, but make the number easier to read. If the social security number is always used for this field, the system can be configured to automatically insert the dashes.

- Enter **XYZ-877** into the **Lic. Plate** field. The dash is not required.
- The next field, **Reg. State**, has a drop-down list of all the states. There are two ways to display a drop-down list and make a selection:

- a. You can click on the down arrow in this field to display all possible states.
- b. You can press the <Tab> key from a previous field, then use the up and down arrows on your keyboard to make a selection. In this case, once you highlight your selection, press the <Enter> key. The *Entry-Master*® System leaves your selection in the field then moves to the next field.

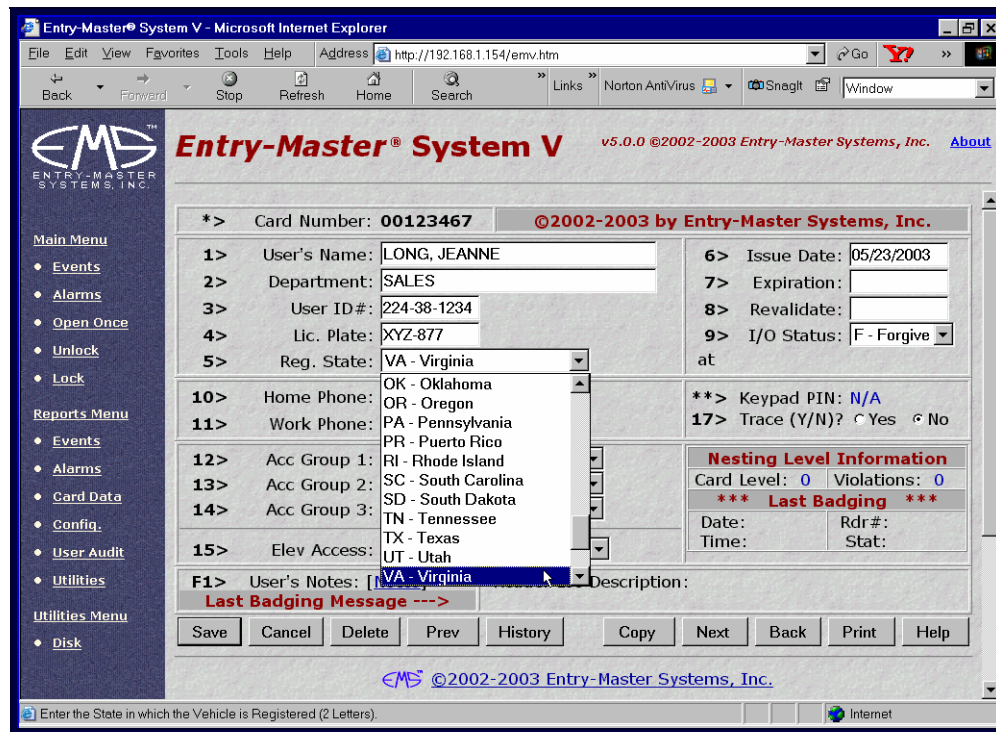


Figure 2-8.5 Registration State Drop-Down List

12. Notice that the current date is already filled in by the *Entry-Master*® System. Normally you will not change this date unless for some reason the date you issue the card is not the same as the date you are adding the card to the system. For example, to change the date to June 20, 2003, type **062003** and press <Tab>. The cursor moves to the **Expiration** date field.

Note... The slashes are not required when entering a date and if you do not specify a year, the *Entry-Master*® System uses the current year.
13. Enter the **Expiration** date in the same manner as the **Issue** Date. This card will be valid for 6 months, so add six months to the Issue Date and type in the result in the Expiration date field. Press <Tab>. Notice that the *Entry-Master*® System put the slashes in the date.
14. Do not enter a **Revalidate** date unless you wish the card to be revalidated **automatically** on a particular date. We do not want the card to revalidate, so just press <Tab>.
15. The **I/O Status** field is also contains a drop-down list as shown in the following figure. All new cards are typically set to **Forgive**. If the passback feature is utilized on your

system, then the first time the card is used the I/O status will change. See Lesson 10, *Forgiving Cardholders* for more information about the Forgive I/O status.

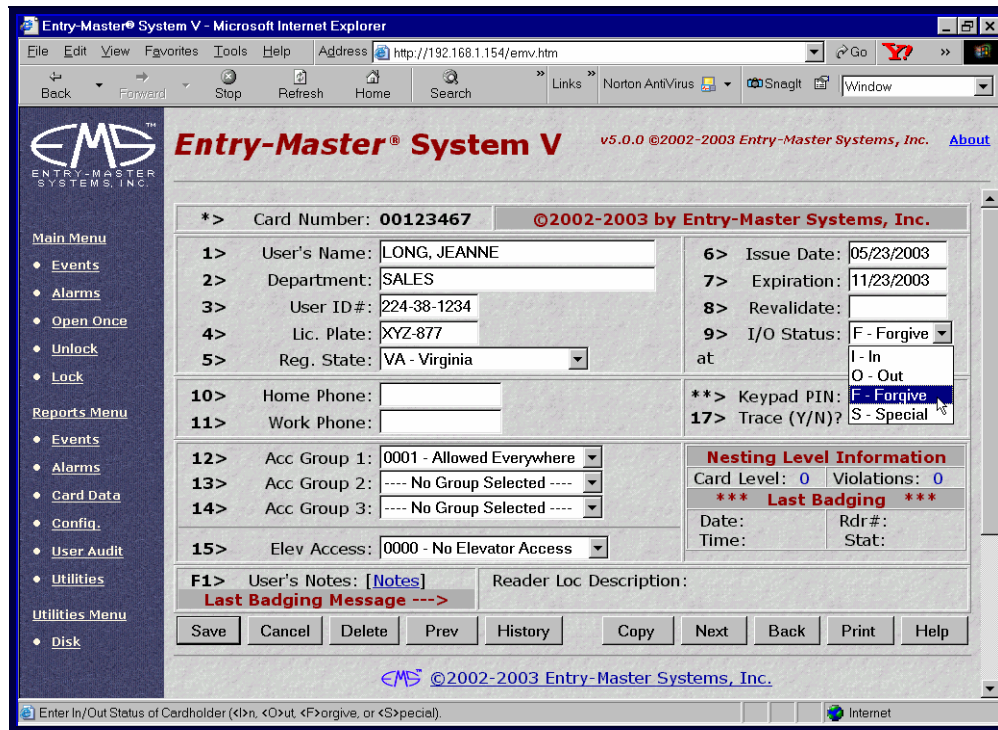


Figure 2-8.6 I/O Status Drop-Down List

16. Press <Tab> to move to the **Home Phone** field. Type **7035555488** and press <Tab>. Notice that the *Entry-Master*® System has inserted the proper characters to make the number read "(703) 555-5488". The cursor moves to the **Work Phone** field.
17. In the **Work Phone** field, enter **5553322**. When you press <Tab>, the default area code is automatically inserted. If the area code were different, you could type it in as well.

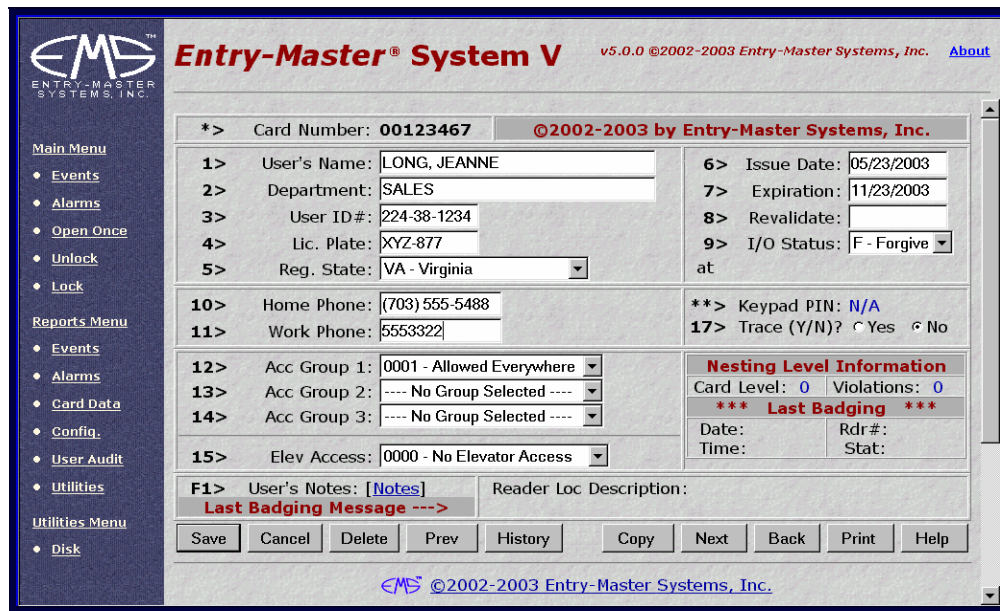


Figure 2-8.7 Formatting the Phone Number Fields

Note... The default area code can be configured for each telephone field. Contact your *Entry-Master®* dealer to configure these fields.

18. In the **Acc (Access) Group 1** field, display the drop-down list and select **0002 – Front & Conference**.

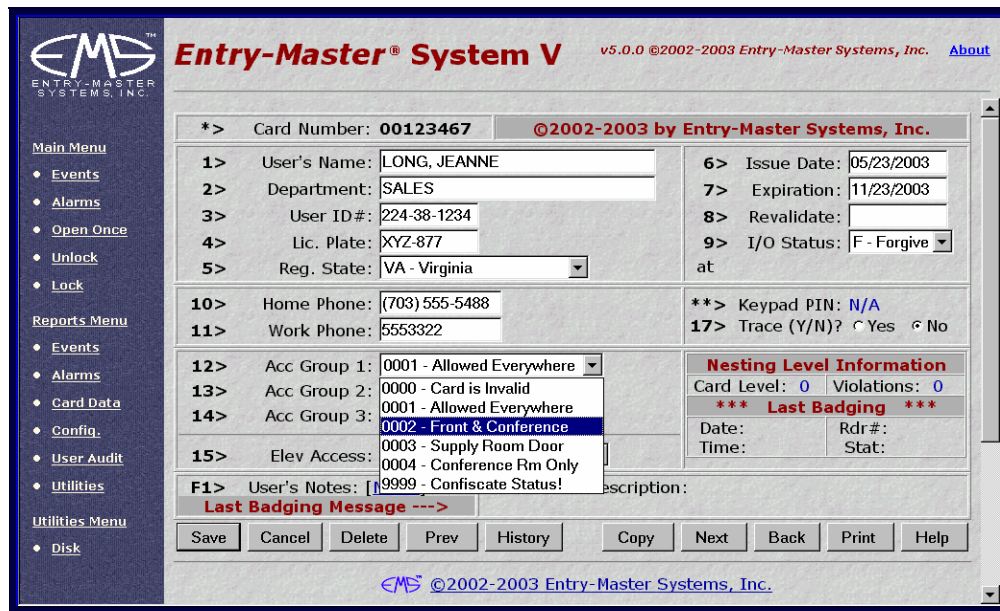


Figure 2-8.8 Access Group Drop-Down List

19. Leave the default **0** in the **Elev (Elevator) Access** field. For this example, no elevator access is defined.

20. In the **Trace (Y/N)?** field, **No** is already selected. For this example no activity trace is desired therefore no entry is necessary. Had we changed the entry to Yes, then every time this card was used, an alarm message would appear on the Monitoring Screen(s).
21. Scroll down to view the **User's Notes** field. This area is for you to enter special information about the user that is not asked for on the Cardholder Record screen. You can type any details you wish. The following screen illustrates an entry in the **User's Notes** field.

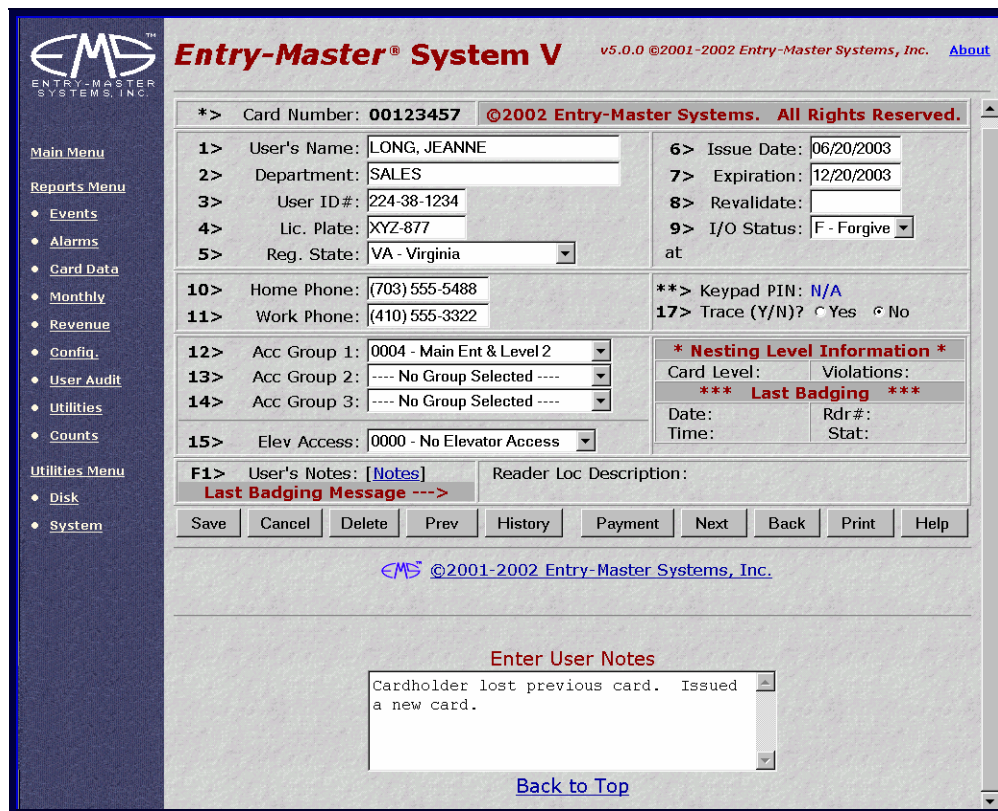


Figure 2-8.9 Sample User Notes

Your screen should reflect all the entries as shown in the next figure.

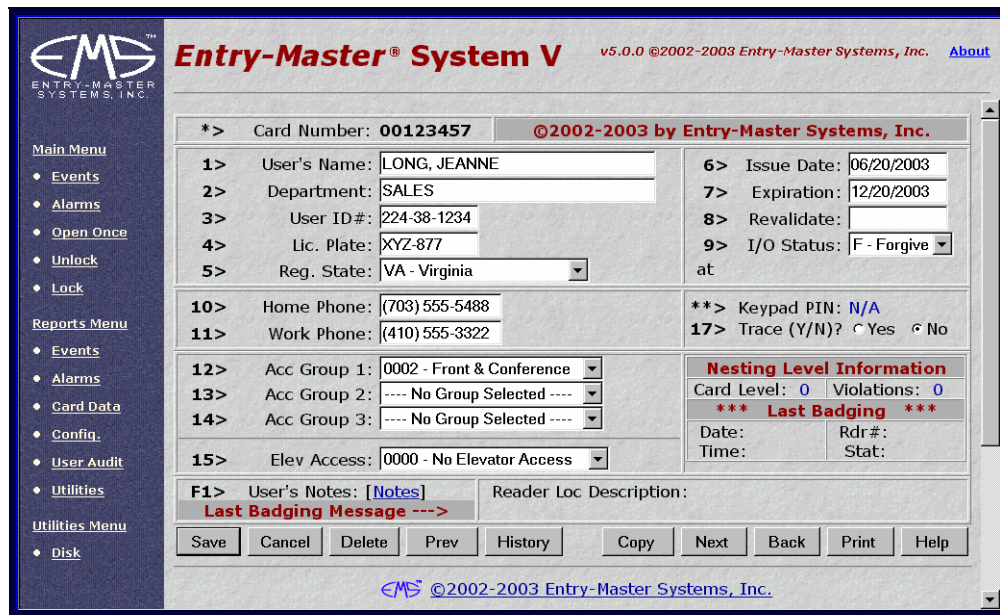


Figure 2-8.10 Cardholder Record Screen Completed

22. When you press the Save button, your record is saved and the *Entry-Master*® System returns you to the Search Screen.



Figure 2-8.11 *Entry-Master*® System Search Screen

When ready, you can click on the **Main Menu** link to return to the *Entry-Master*® System Main menu.

Important Note... The only fields that are necessary to a cardholder record are the I/O Status and the Acc. Group 1.

Without these two fields, a cardholder will never be granted access to any readers.

Copy an Existing Cardholder Record:

If an existing cardholder record has data that is very similar to what you need for a new cardholder record, you may choose to duplicate this record, which saves you from entering data into all the fields. It is important to remember that you cannot copy to an existing record. If this is attempted, the system will display a dialog box instructing you first to delete the existing record.

1. Display the Cardholder record that you wish to copy.

The screenshot displays the 'Entry-Master System V' software interface. The title bar indicates 'v5.0.0 ©2002-2003 Entry-Master Systems, Inc. About'. The main window shows a cardholder record for 'MANGER, STEVE' with card number '00042176'. The record includes fields for Department (MANUFACTURING), User ID (#123-45-6789), License Plate (BORN2WIN), and Registration State (MD - Maryland). Other fields include Issue Date (09/20/2001), Expiration, Revalidate, I/O Status (F - Forgive), Home Phone, Work Phone, Keypad PIN (N/A), and Trace (Y/N) (No). The record is associated with three access groups: '0001 - Master Access (GRAN)', and two 'No Group Selected' groups. The 'Nesting Level Information' shows Card Level: 0 and Violations: 0. A 'Last Badging' message is displayed with Date: 05/15, Rdr#: 0111, and Time: 08:31. The 'Reader Loc Description' is 'Front Door' and the status is 'Access Granted by Valid Card'. The interface includes a 'Main Menu' with options like Events, Alarms, Open Once, Unlock, Lock, Reports Menu, and Utilities Menu. At the bottom, there are buttons for Save, Cancel, Delete, Prev, History, Copy, Next, Back, Print, and Help.

Figure 2-8.12 Original Cardholder Record

2. Click the Copy Button and the following window displays.

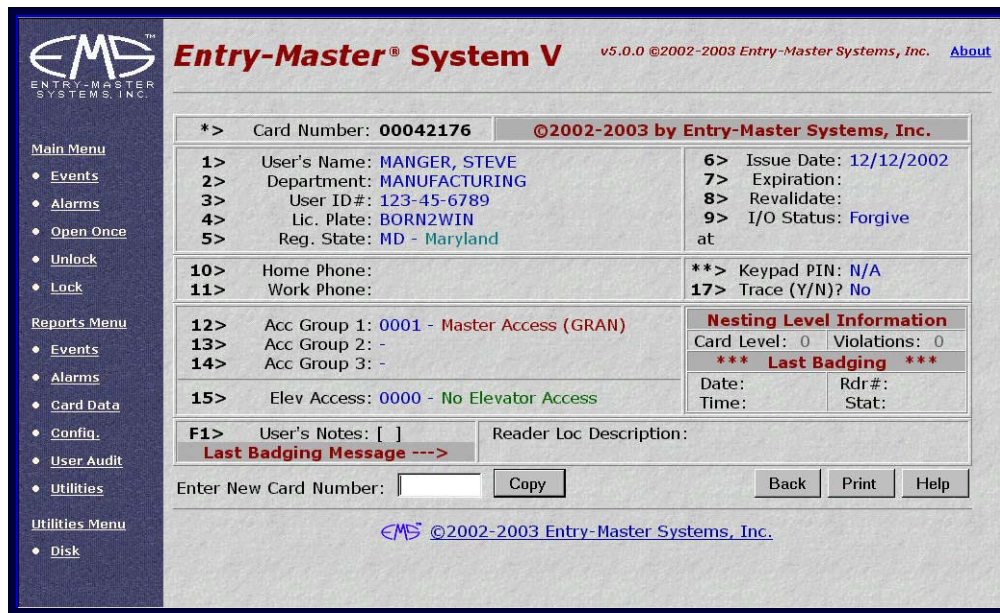


Figure 2-8.13 Enter a New Card Number

3. In the **Enter New Card Number** field, enter the 8-digit number printed on the new card.
4. Click on the Copy button and the following message displays:

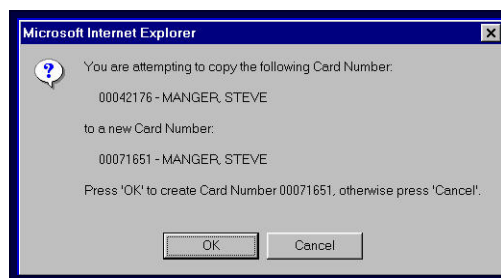


Figure 2-8.14 Copy Message

5. Click on OK to continue or Cancel to stop this process. When you click on OK, the *Entry-Master*® System confirms that the new card number you typed does not currently exist in the Cardholder database.

Important Note... If you had entered a card number assigned to an existing cardholder record, you must delete the record before you can continue. The *Entry-Master*® System will not let you accidentally copy over existing records.

- a. If this card number already exists in the database, the following message appears:

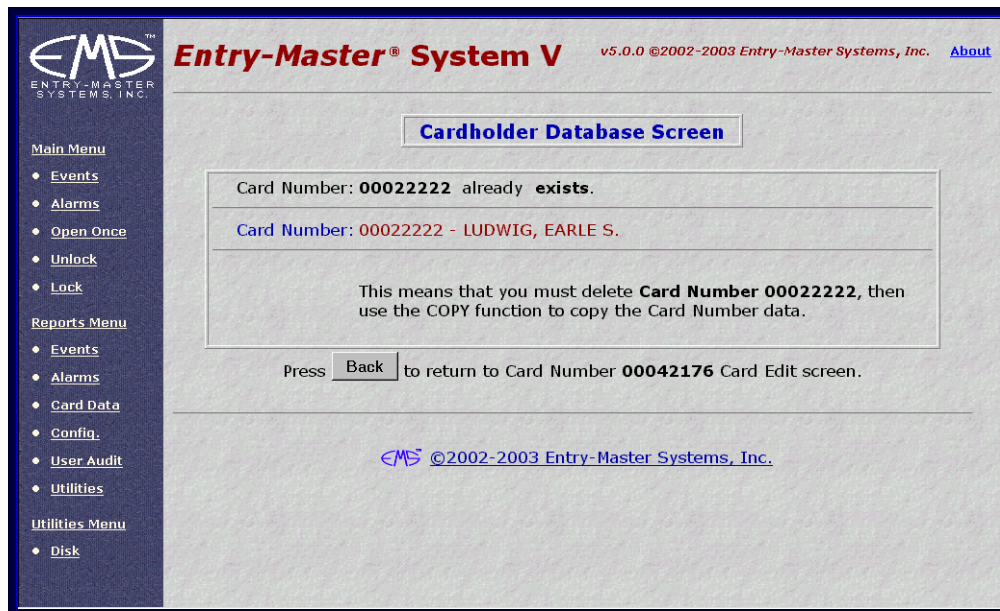


Figure 2-8.15 Existing Card Number Message

- b. Click on the Back button to return to the original cardholder's record.
- 6. If the number does not exist, a copy of the original cardholder's record appears for you to alter accordingly.

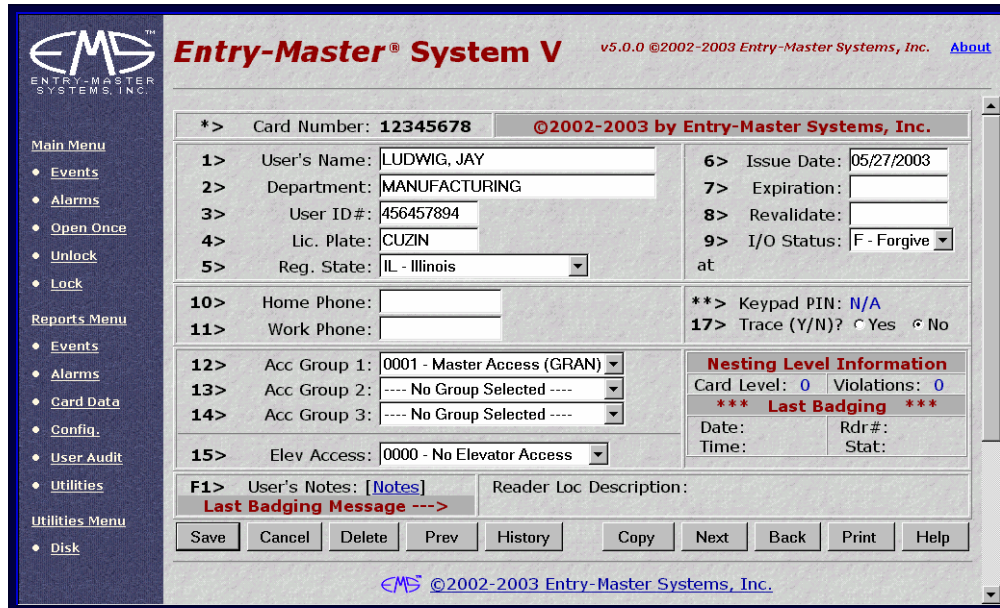


Figure 2-8.16 Copied Cardholder Record with New Entries

- 7. Type over any information that you need to change then click on the Save button.
- 8. Once the record is saved, the Search Screen redisplay.



Figure 2-8.17 The *Entry-Master*® System Cardholder Search Screen

This lesson taught you how to modify specific fields in the cardholder record and how to add a new card number. The purpose of this lesson was to get you familiar with moving around the cardholder record screen.

Proceed to Lesson 9, *Batch Updating Cards*.

Lesson 9 – Batch Updating Cards

The batch update feature of the *Entry-Master*® System provides several ways to update cards. They are:

- **Batch Update by Card Number** – Use this function to update a group of existing card numbers.
- **Batch Update by Selected Field** – Use this function to update a group of existing cards based upon the contents of a specific field.
- **Batch Add Card Numbers by Card Number** – Use this function to add a group of new cards to the database.
- **Batch Update Inactive Card Users** – Use this function to make changes to inactive card users.

This lesson teaches you how to perform several of these functions.

A VERY IMPORTANT NOTE: Running any Batch Update function permanently changes your data. Entry-Master Systems, Inc. recommends that you back up your cardholder data before performing a Batch Update. Once you run any Batch Update function, the only way to retrieve your original data is to revert to a back up of your data.

Batch Add Cards by Card Number (for new cardholders)

Usually, your *Entry-Master*® System dealer provides more than enough cards for each site. However, occasionally you may need to add an additional group of cards. Log into the *Entry-Master*® System as described in Lesson 1.

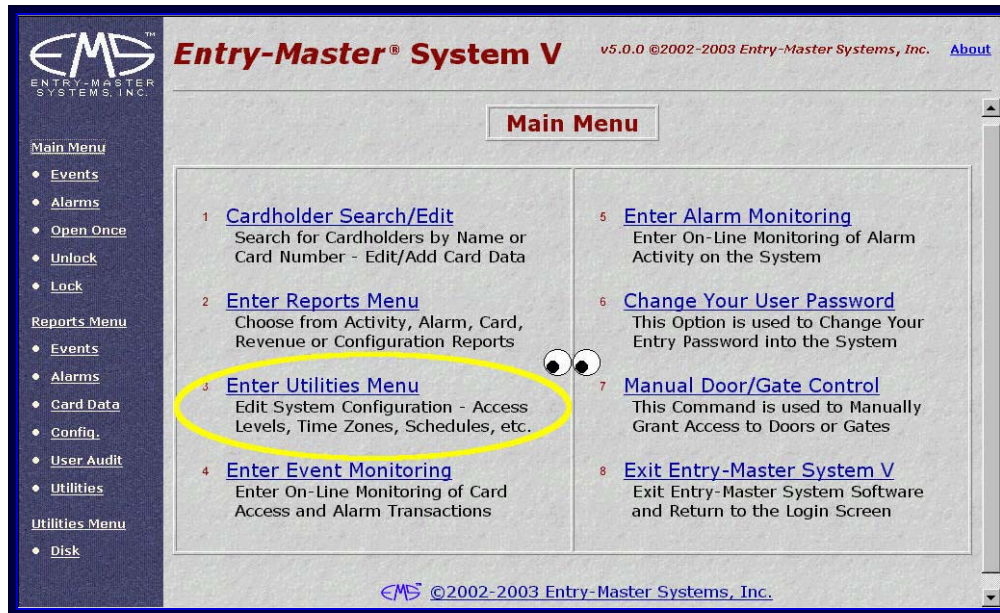


Figure 2-9.1 The Entry-Master® Main Menu

Click on [Utilities Menu](#) link on the *Entry-Master®* System Main Menu. The Utilities Menu displays as shown in the following illustration:



Figure 2-9.2 The Utilities Menu

Click on the [Batch Update Cardholders](#) link to display the Batch Update Cardholder Menu.

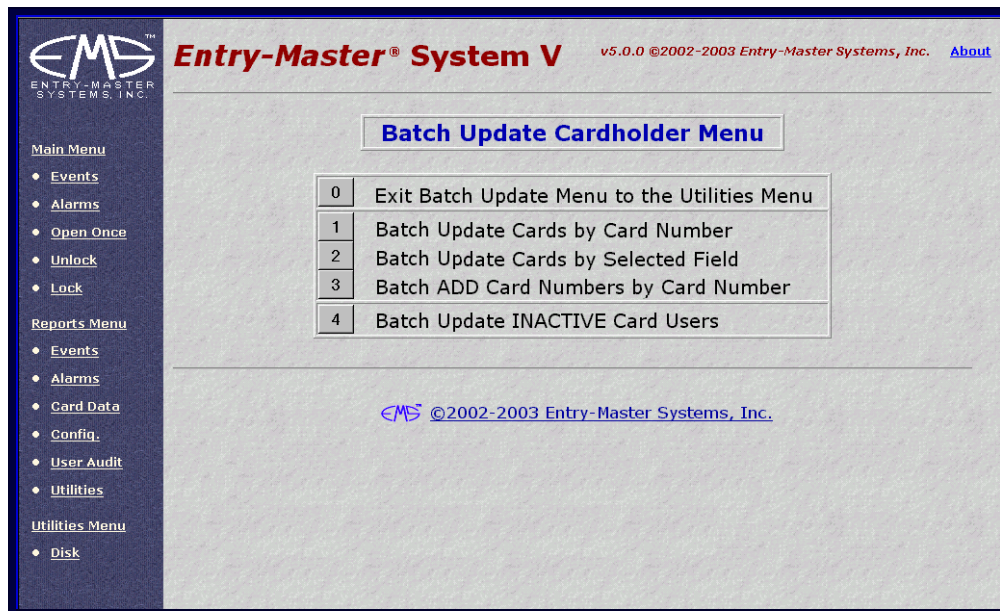


Figure 2-9.3 Batch Update Cardholder Menu

Click on the [Batch ADD Card Numbers by Card Number](#) link and the screen as shown next displays.

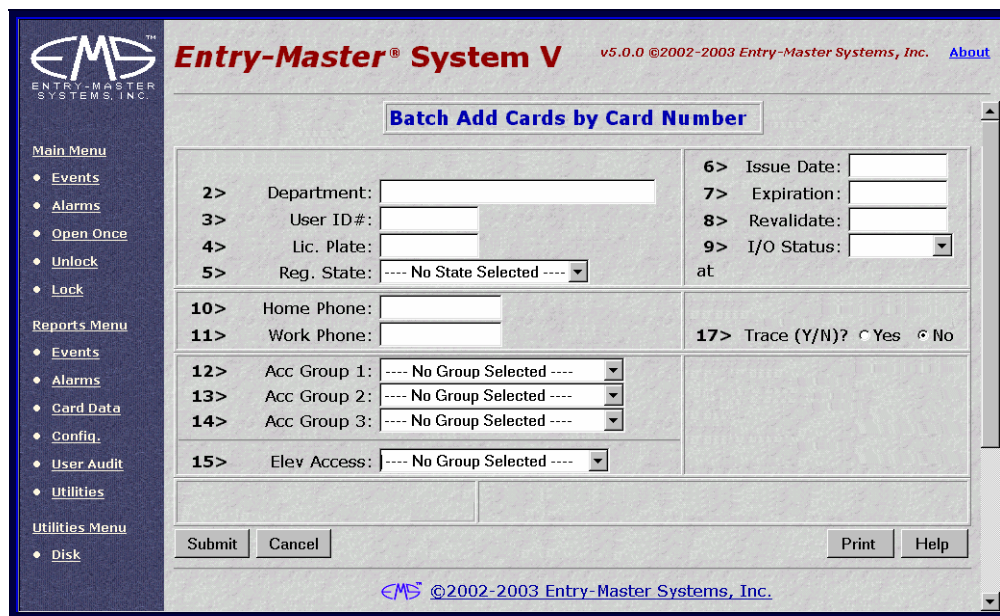


Figure 2-9.4 Batch Add Cards by Card Number

When this screen displays you can edit all or some of the fields. For example, we are going to add a group of cards to a new department that has been added to the facility. This department will be Technical Support.

Remember that you can use the <Tab> key or the mouse to move from field to field.

1. Type **Technical Support** in the **Department** field.
2. Type **05/01/2003** for **Issue Date**.
3. The **Expiration Date** for these cards will be December 31, 2004. Type **123101** in this field. When you press <Tab>, notice that the date is now shown as 12/31/2001.
4. All new cards are typically set to **Forgive**. Select **Forgive** from the **I/O Status** drop-down list. If your system utilizes the passback feature, then the first time the card is used the I/O status will change. See Lesson 10, Forgiving Cardholders, on page 98 for more information about the **Forgive I/O** status.
5. These cardholders will be allowed Master Access (Access Group 0001) of the facility. Select this access group from the drop-down list in the **Acc Group 1** field.
6. The **Elevator Access** should be **0000**.
7. If necessary, select **No Trace**. The template should look like the following figure.

Important note: When you "batch add" cards, you are required to enter at least an I/O Status and an Access Group 1 on the Card Template Screen.

If you do not define at least an I/O Status and an Access Group 1, then the Entry-Master® Software assumes that the access group is invalid (0000) and assigns a "Confiscate Card" status to all your cards.

The screenshot displays the 'Batch Add Cards by Card Number' window in the Entry-Master System V software. The window title is 'Entry-Master® System V v5.0.0 ©2002-2003 Entry-Master Systems, Inc. About'. The main area contains a form with the following fields:

- 2> Department: [Text Input]
- 3> User ID #: [Text Input]
- 4> Lic. Plate: [Text Input]
- 5> Reg. State: [Dropdown Menu: No State Selected]
- 6> Issue Date: [Text Input]
- 7> Expiration: [Text Input]
- 8> Revalidate: [Text Input]
- 9> I/O Status: [Dropdown Menu]
- 10> Home Phone: [Text Input]
- 11> Work Phone: [Text Input]
- 12> Acc Group 1: [Dropdown Menu: No Group Selected]
- 13> Acc Group 2: [Dropdown Menu: No Group Selected]
- 14> Acc Group 3: [Dropdown Menu: No Group Selected]
- 15> Elev Access: [Dropdown Menu: No Group Selected]
- 17> Trace (Y/N)? Yes No

At the bottom of the form are buttons for 'Submit', 'Cancel', 'Print', and 'Help'. The left sidebar contains a 'Main Menu' with options: Events, Alarms, Open Once, Unlock, Lock. Below that is a 'Reports Menu' with options: Events, Alarms, Card Data, Config., User Audit, Utilities. At the bottom is a 'Utilities Menu' with the option: Disk. The footer of the window reads '©2002-2003 Entry-Master Systems, Inc.'

Figure 2-9.5 Batch Add Cards by Card Number

8. Click on the **Submit** button to start the update process. The following screen displays:

The screenshot shows the 'Batch Card Update' screen in the Entry-Master System V. The interface includes a sidebar menu on the left with the following items: Main Menu (Events, Alarms, Open Once, Unlock, Lock), Reports Menu (Events, Alarms, Card Data, Config., User Audit, Utilities), and Utilities Menu (Disk). The main content area has a title 'Batch Card Update' in a blue box. Below it are two input fields: 'Enter Starting Card Number:' and 'Enter Ending Card Number:'. At the bottom of the form are 'Submit', 'Cancel', 'Print', and 'Help' buttons. The footer of the screen displays 'EMS ©2002-2003 Entry-Master Systems, Inc.' and an 'About' link.

Figure 2-9.6 Batch Card Update Screen

9. We will add 3 cards, 223460 through 223462. **223460** is the **Starting Card Number** and **223462** is the **Ending Card Number**.
10. Click on the Submit button and a processing message displays.

This message confirms that the cards have been added to the database. When the process is complete, the system returns you to the **Batch Update Card Selection Menu**. You can edit each of the cards individually or you can click the [Batch Update Cards by Card Number](#) link to update another group of cards.

Batch Update by Card Number (for existing cardholders)

To batch update cards by card number, log into the *Entry-Master*® System as described in Lesson 1 on page 18. The *Entry-Master*® Main Menu should be displayed on the computer screen as shown next.

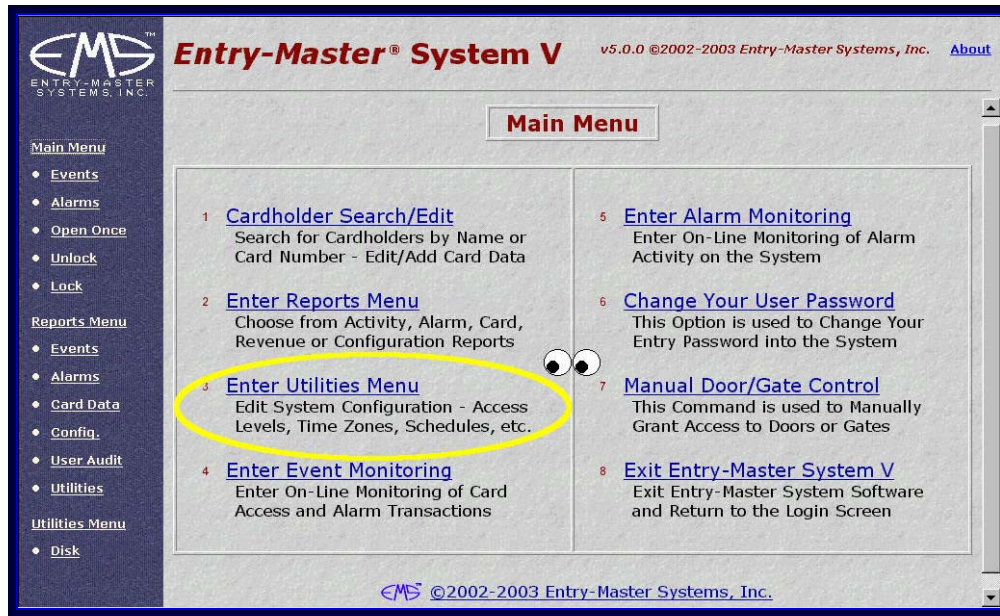


Figure 2-9.7 The *Entry-Master*® System Main Menu

Click on the [Enter Utilities Menu](#) link and the following displays on the screen:



Figure 2-9.8 The Utilities Menu

Click on the [Batch Update Cardholder](#) link and the Batch Update Cardholder Menu displays next:

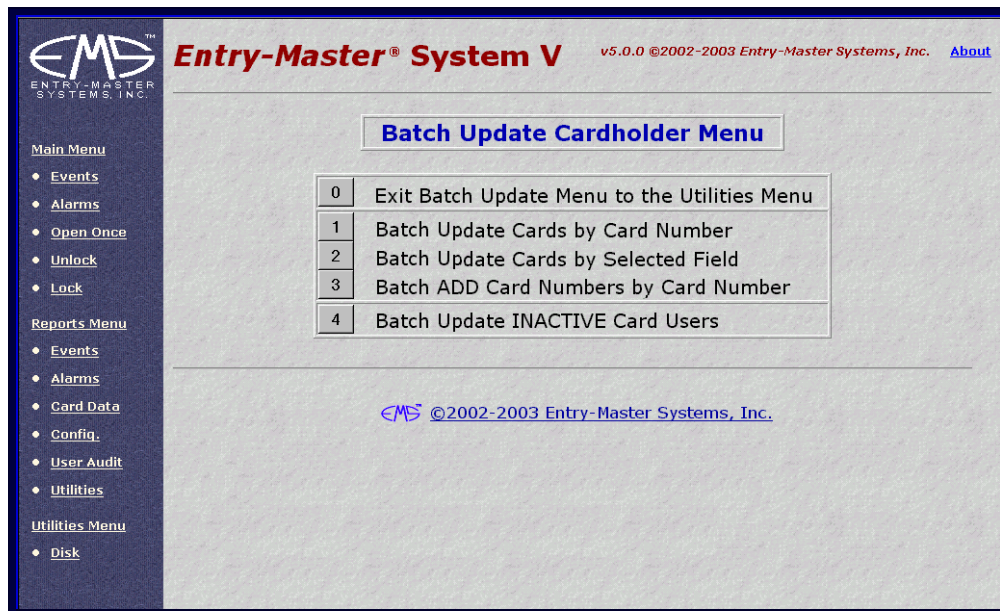


Figure 2-9.9 Batch Update Cardholder Menu

This is the Batch Update Cardholder Menu. Click on the [Batch Update Cards by Card Number](#) link to display the Batch Update Cards by Card Number Screen.

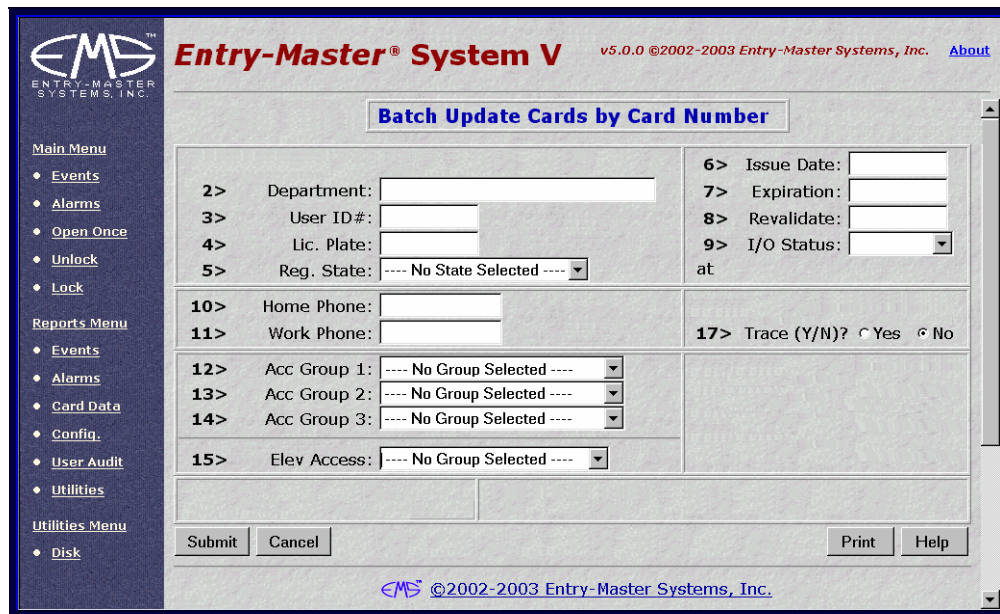


Figure 2-9.10 Batch Update by Card Number

1. You can enter information in every field or in some of the fields. In this example, you will change the I/O Status for cards numbered from 223460 to 223462. Click in the **I/O Status** field. Select **Special** from the drop-down list.
2. Click on Submit and the following screen displays.

The screenshot shows the 'Batch Card Update' interface. At the top left is the EMS logo and 'ENTRY-MASTER SYSTEMS, INC.'. The main title is 'Entry-Master® System V' with version 'v5.0.0 @2002-2003 Entry-Master Systems, Inc.' and an 'About' link. The central area has a 'Batch Card Update' button, followed by two input fields: 'Enter Starting Card Number:' and 'Enter Ending Card Number:'. Below these are 'Submit' and 'Cancel' buttons on the left, and 'Print' and 'Help' buttons on the right. A footer contains the EMS logo and copyright information. A sidebar menu on the left is organized into three sections: 'Main Menu' (Events, Alarms, Open Once, Unlock, Lock), 'Reports Menu' (Events, Alarms, Card Data, Config., User Audit, Utilities), and 'Utilities Menu' (Disk).

Figure 2-9.11 Starting Card Number Prompt

3. Enter Starting Card Number 223460.
4. Enter Ending Card Number 223462.
5. Click on the Submit button to begin the update.

The names of all the cards that have been updated will quickly scroll on the screen. Next, a message telling you that the update operation is finished displays. When the update operation is finished, the Batch Update Cardholder Menu redisplay.

Batch Update Cards By Selected Field (for existing cardholders)

Suppose you want to define Access Group 2 for all cardholders who are employed by the Data Processing Department. Log into the *Entry-Master*® System as described in Lesson 1 on page 18. The *Entry-Master*® System Main Menu should be displayed on the computer screen as shown next.

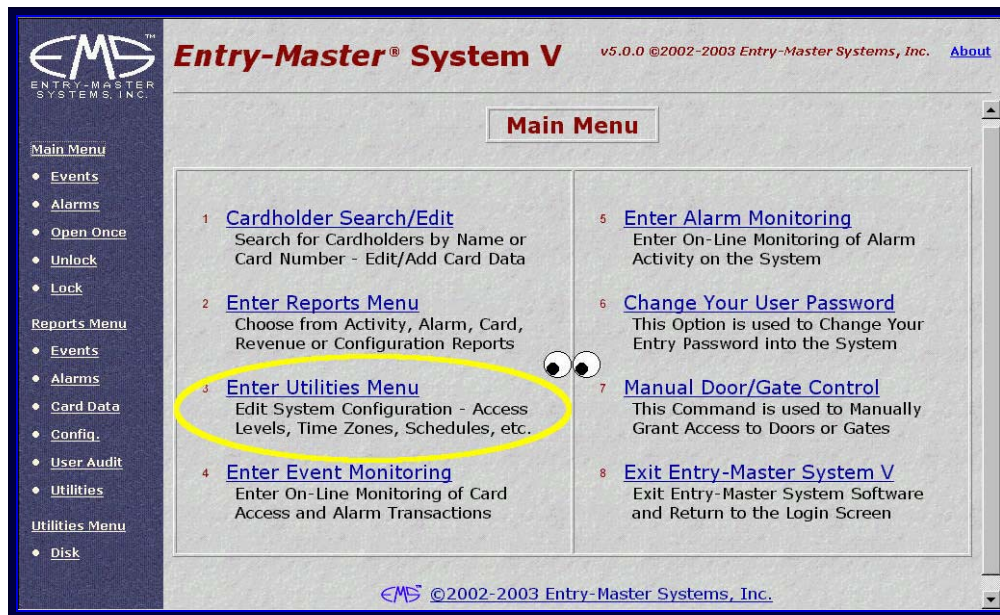


Figure 2-9.12 The *Entry-Master*® System Main Menu

Click on the [Enter Utilities Menu](#) link and the following screen displays:



Figure 2-9.13 The Utilities Menu

Click on the [Batch Update Cardholders](#) link and the Batch Update Cardholder Menu displays.

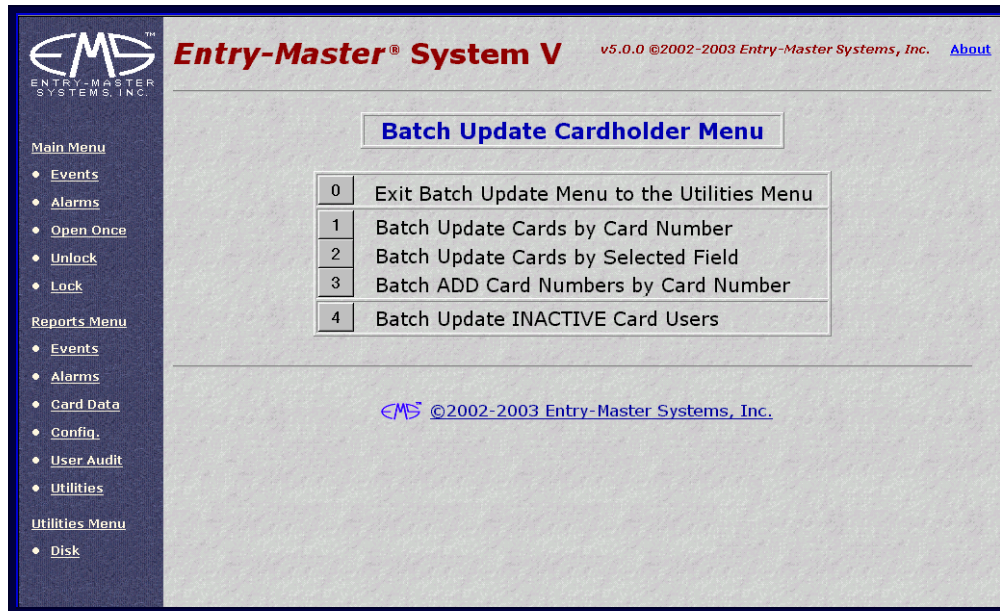


Figure 2-9.14 The Batch Update Card Selection Menu

Click on [Batch Update Cards by Selected Field](#) to display the following screen:

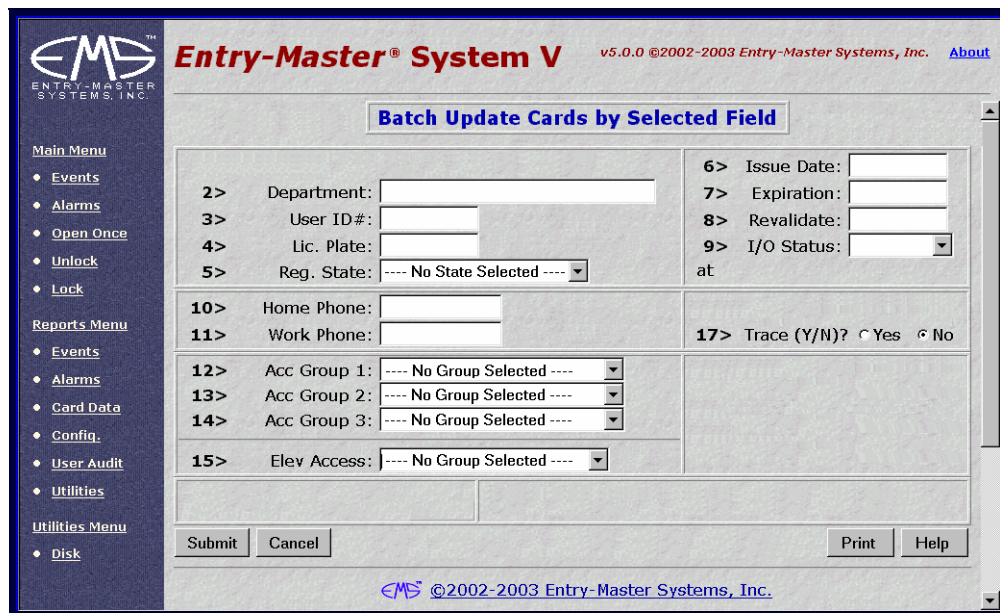


Figure 2-9.15 The Card Template Screen

1. Click in the **Acc Group 1** field to display a list of Access Groups. Select an access group from the drop-down list. In this example, access group **0002** defines Regular Employee Access.
2. Click on the Submit Button and a selection menu displays next.



Figure 2-9.16 Batch Card Edit Field Selection Menu

3. Click on the **Department** radio button.
4. In the **Enter Search Value** field, type **DATA**. Note that **DATA** is just a portion of the Department name. You do not need to enter the entire department name. However, keep in mind that doing so will update all Department names that contain DATA.
5. Click on the Go button and a message telling you how many records were updated displays.
6. When the update is complete, the Batch Update Cardholder Menu redisplay.

Batch Update Inactive Cardholders

The same screens display for this feature as the other Batch Update features except it specifically affects cardholder records based on the date the cardholder last used the card. Typically, you use this to batch update cards that have not been used for a period of time.

You may now proceed to Lesson 10, *Forgiving Cardholders*.

Lesson 10 – Forgiving Cardholders

Occasionally you may need to *Forgive* an individual cardholder or all cardholders because a power failure occurred or some other system malfunction occurred. In certain cases, the *Entry-Master*® System automatically **Forgives** cardholders. Forgiving cardholders resets the *anti-passback* status of the cardholder(s). For more information about anti-passback, see *Global Anti-Passback* on page 2 and also see the description for field 9 of the Cardholder Record screen in Appendix A, *The Cardholder Record Screen*, on page 146.

This lesson teaches you how to Forgive individual cardholders and all cardholders. The lesson also includes information about automatic Forgiving.

Forgiving an Individual Cardholder

To Forgive an individual cardholder, you must display the cardholder's record. Follow the procedure described in Lesson 7, *Searching for a Cardholder's Record*, on page 57.

1. For this lesson we will use the cardholder record for NATALIE HARRIS. Once you have displayed the cardholder record for NATALIE HARRIS, your screen should look like the following:

The screenshot shows the 'Entry-Master® System V' interface. The main window displays the cardholder record for NATALIE HARRIS. The card number is 00534293. The user's name is HARRIS, NATALIE, and the department is VOICE NETWORKS. The user ID is 123-45-6789, and the license plate is KLA-215. The registration state is MD - Maryland. The issue date is 04/17/2002. The card level is 0, and there are 0 violations. The last badging message is displayed. The I/O Status field is currently set to 'I - In'.

* > Card Number: 00534293 ©2002-2003 by Entry-Master Systems, Inc.	
1 >	User's Name: HARRIS, NATALIE
2 >	Department: VOICE NETWORKS
3 >	User ID #: 123-45-6789
4 >	Lic. Plate: KLA-215
5 >	Reg. State: MD - Maryland
6 >	Issue Date: 04/17/2002
7 >	Expiration:
8 >	Revalidate:
9 >	I/O Status: I - In
10 >	Home Phone: (301) 716-1951
11 >	Work Phone: (410) 594-1805
12 >	Acc Group 1: 0002 - Reg Employee Access
13 >	Acc Group 2: 0005 - Parking Priveledges
14 >	Acc Group 3: ---- No Group Selected ----
15 >	Elev Access: 0000 - No Elevator Access
** >	Keypad PIN: N/A
17 >	Trace (Y/N)? <input type="radio"/> Yes <input checked="" type="radio"/> No
Nesting Level Information	
Card Level:	0
Violations:	0
*** Last Badging ***	
Date:	Rdr #:
Time:	Stat:
F1 > User's Notes: [Notes] Reader Loc Description:	
Last Badging Message ---->	
Save	Cancel
Delete	Prev
History	Copy
Next	Back
Print	Help

Figure 2-10.1 Cardholder Record for NATALIE HARRIS

2. To change the I/O status to Forgive, click on the arrow to the right of the I/O Status entry field to display the I/O Status drop-down list. Your screen should now look like the illustration below:

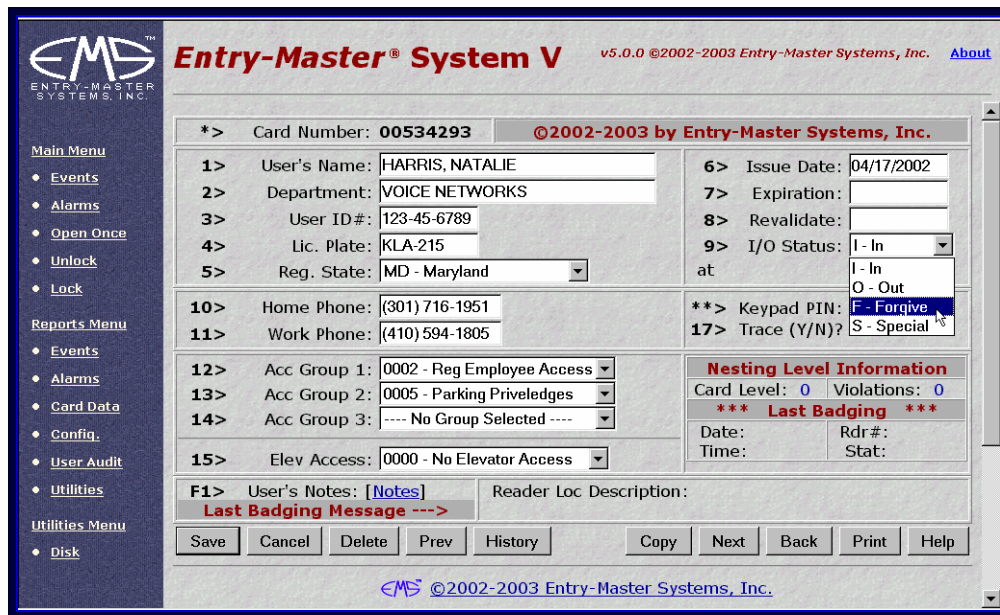


Figure 2-10.2 I/O Status Drop-Down List

- Click on Forgive and the drop-down menu disappears. Forgive now displays in the I/O Status field.

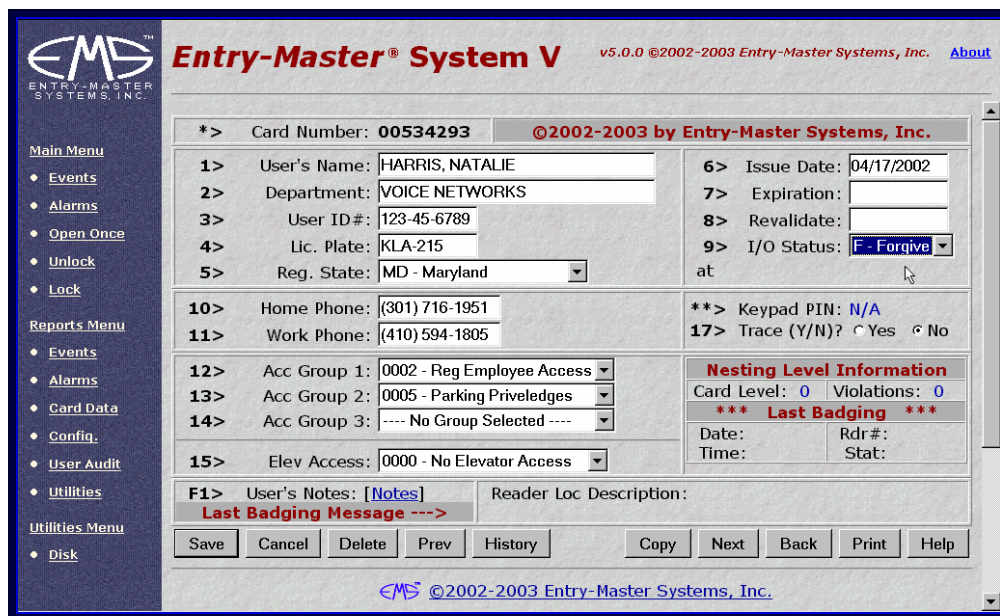


Figure 2-10.3 Cardholder I/O Status is now “Forgive”

- Click on the Save button to save your changes.
- To return to the Entry-Master® System Main Menu, click on the [Main Menu](#) link.

Resetting All Cards to Forgive

To reset all cardholders to Forgive, log into the *Entry-Master*® System as described in Lesson 1 on page 18. The *Entry-Master*® Main Menu should be displayed as shown in next.

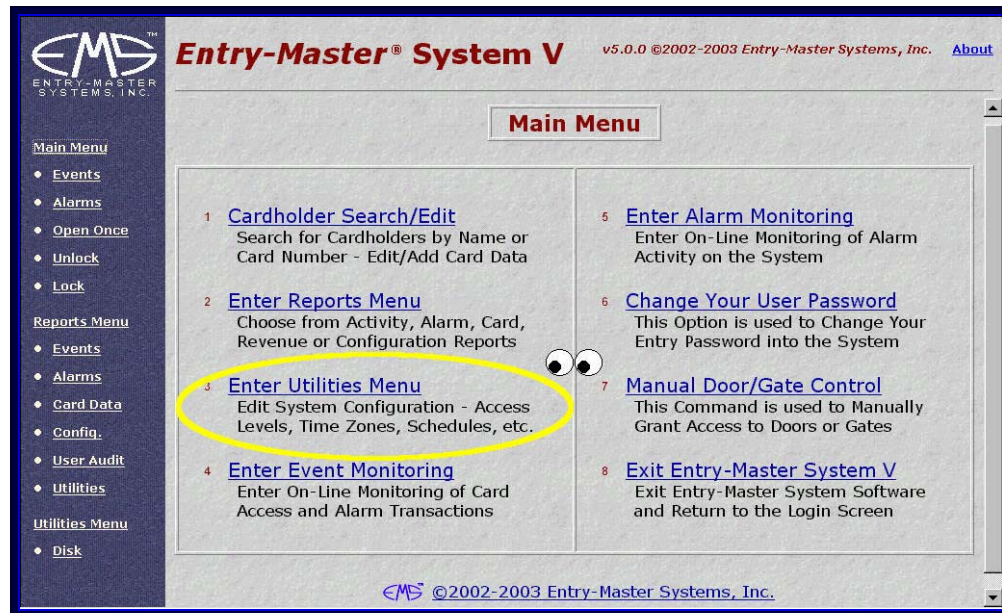


Figure 2-10.4 The *Entry-Master*® System Main Menu

1. Click on the [Enter Utilities Menu](#) link and the Utilities Menu displays as shown below:



Figure 2-10.5 The *Entry-Master*® Utilities Menu

2. Click on Forgive All Cardholders. The Cardholder Resynchronization screen displays as illustrated in the following figure:

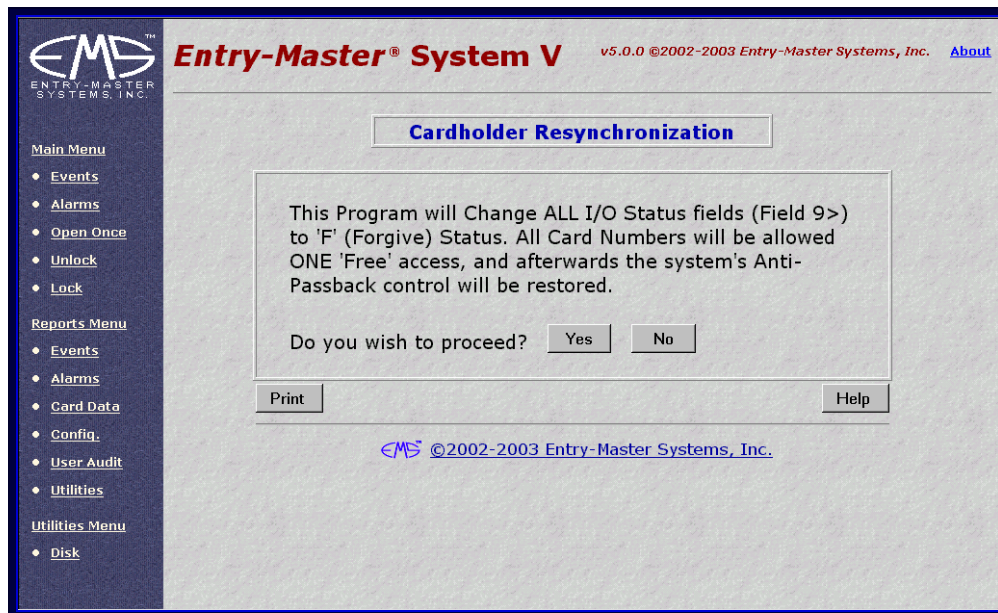


Figure 2-10.6 Cardholder Resynchronization Window

3. Click on the Yes button and the *Entry-Master*® System V changes the I/O Status to Forgive in all cardholder records. An updating message briefly appears while the system is changing this information.
4. The Utilities Menu reappears when the update is completed.
5. To return to the *Entry-Master*® System Main Menu, click on the **Main Menu** link.

Proceed to Lesson 11, *System User Maintenance*.

Lesson 11 –System User Maintenance

Your Authorized *Entry-Master*® Dealer will usually add or delete system users on your *Entry-Master*® System. However, there may be occasions when you must do this yourself. A system user is someone who will actually use the *Entry-Master*® System to monitor system activity or to create and print reports.

You should be logged into the *Entry-Master*® System and the *Entry-Master*® Main Menu should be displayed on the screen as shown in the following figure. If you are not logged in, see Lesson 1 on page 18.

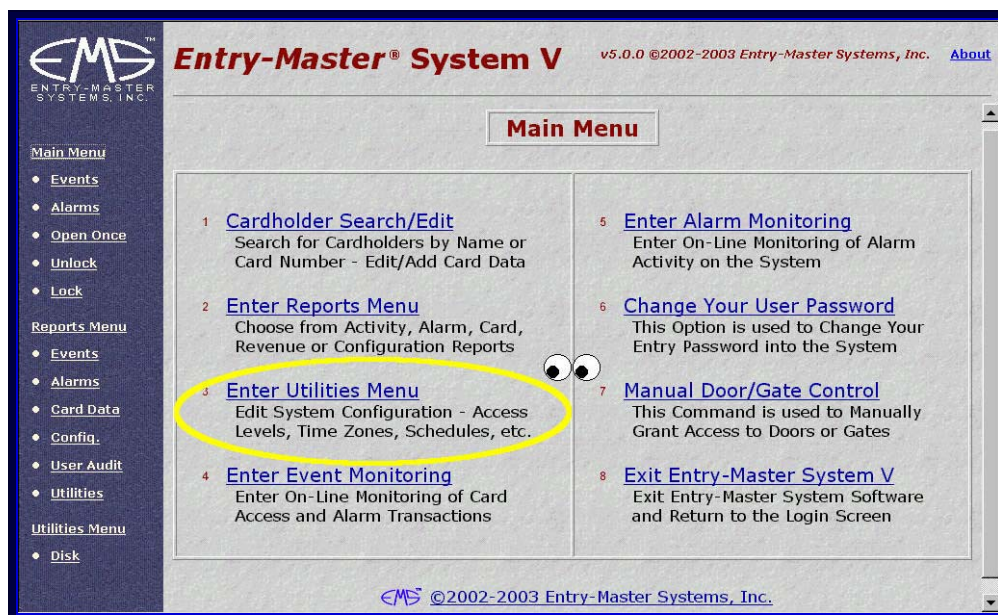


Figure 2-11.1 The *Entry-Master*® Main Menu

You add or delete users using the Utilities Menu. Click on the [Enter Utilities Menu](#) link to display the Utilities Menu which is shown below.

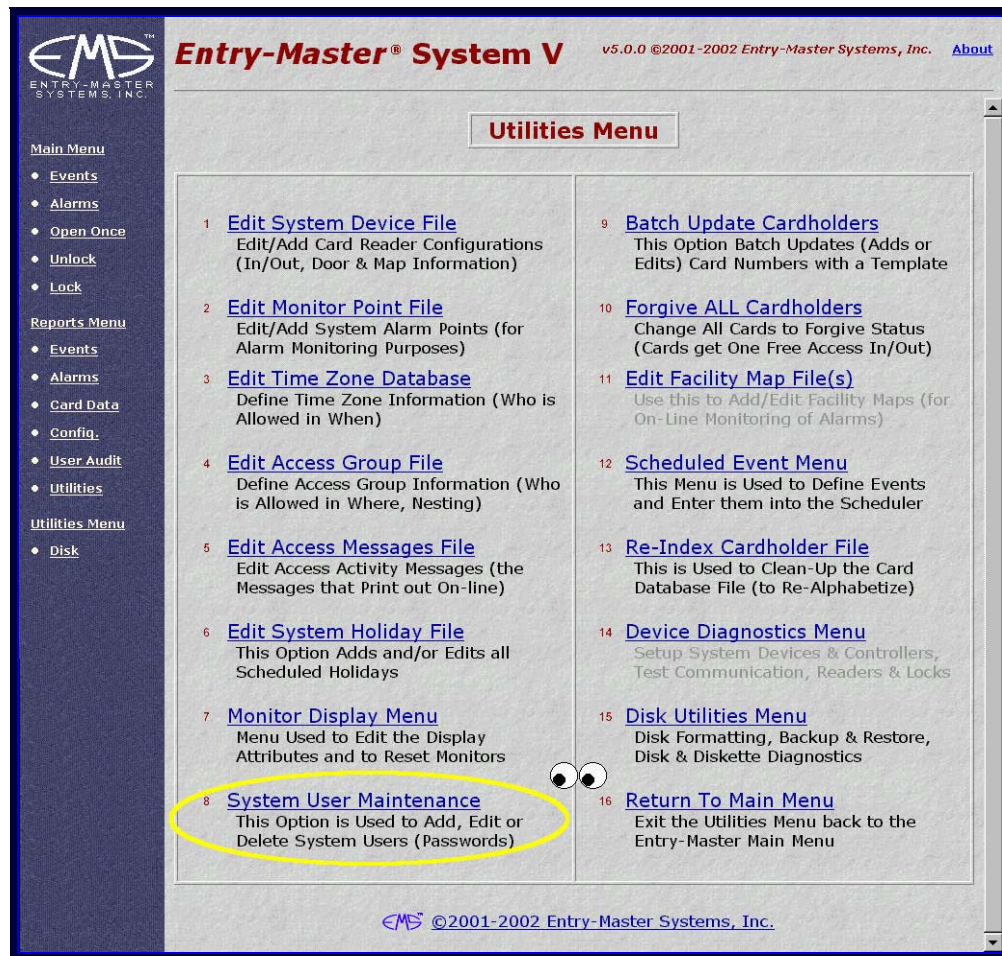


Figure 2-11.2 The Entry-Master® Utilities Menu

There are several choices on the Utilities Menu. Select [System User Maintenance](#) link and the following screen displays:

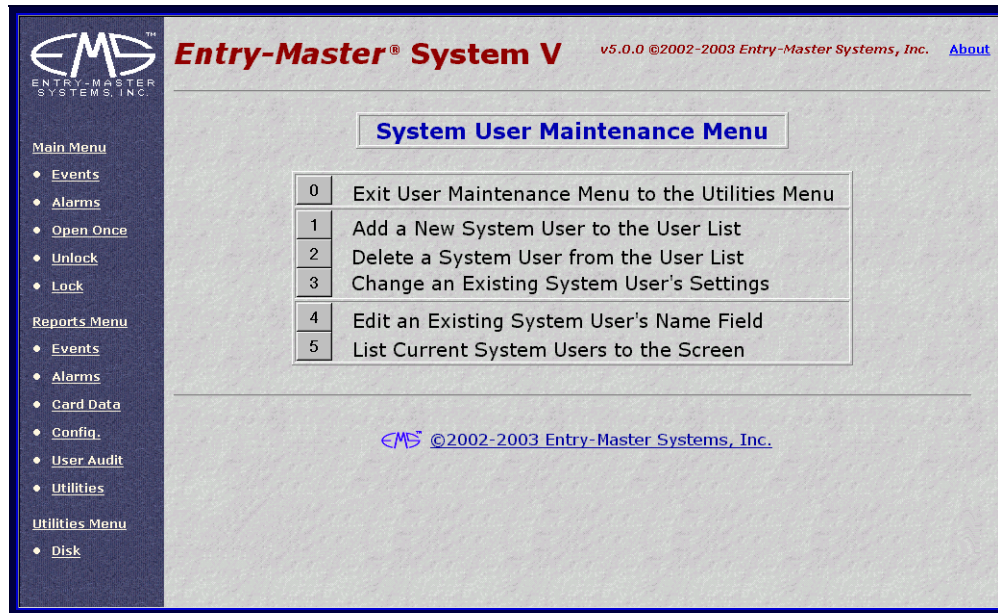


Figure 2-11.3 The System User Maintenance Menu

Adding a New System User:

In this part of the lesson you will add a new system user. Notice that Selection 1 on the menu is **Add a New User to the User List**.

1. From the System User Maintenance Menu you can select [Add a New User to the User List](#). When you click on this link, the following window appears:

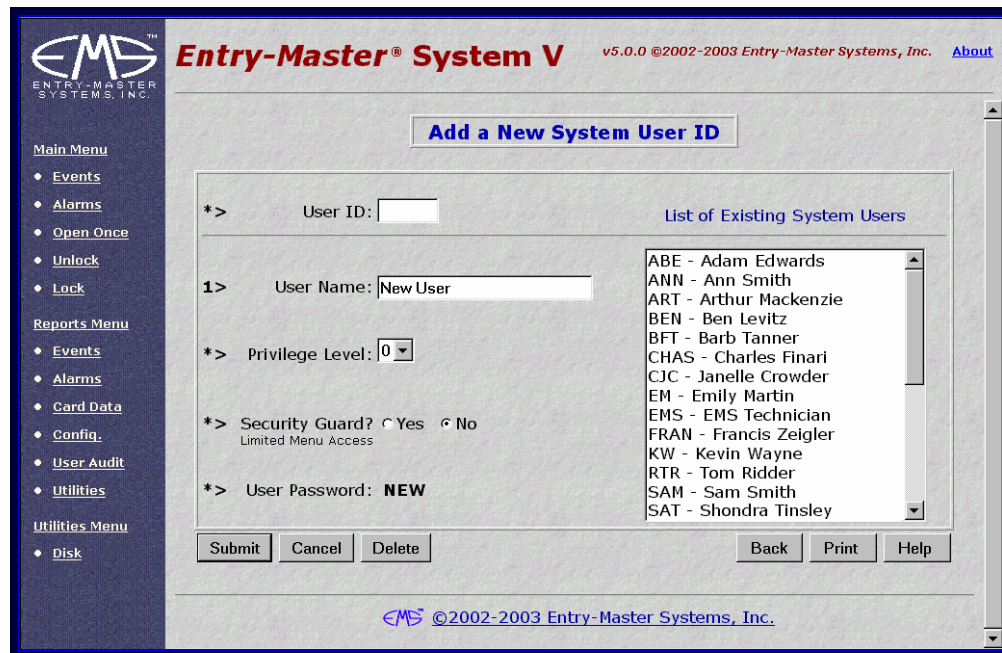


Figure 2-11.4 Add a New System User ID Screen

Important Note: A list of all existing System Users displays to the left of the entry fields. This scrollable, display-only list is for your reference only. You may use the list to determine that you are not entering a duplicate User ID.

2. Type the **User ID** for the new user. The User ID is limited to four (4) characters. In this example we will use TEST as a User ID.
3. Type TEST and press <Tab>.
4. Type in Test User in the **User Name** field. You may use up to 25 characters.
5. In the **Privilege Level** drop-down list, select 1. The **Privilege Level** field is a drop-down list of numeric values. This value determines a user's accessibility to different features or functions of the *Entry-Master*® System. The higher the value, the more functions a user can access.
6. **Security Guard** field determines special access features for Security Guards who are stationed at a security location (desk, station, guard house...). For this example, leave the defaulted **No** in this field. The screen that displays next illustrates these entries.

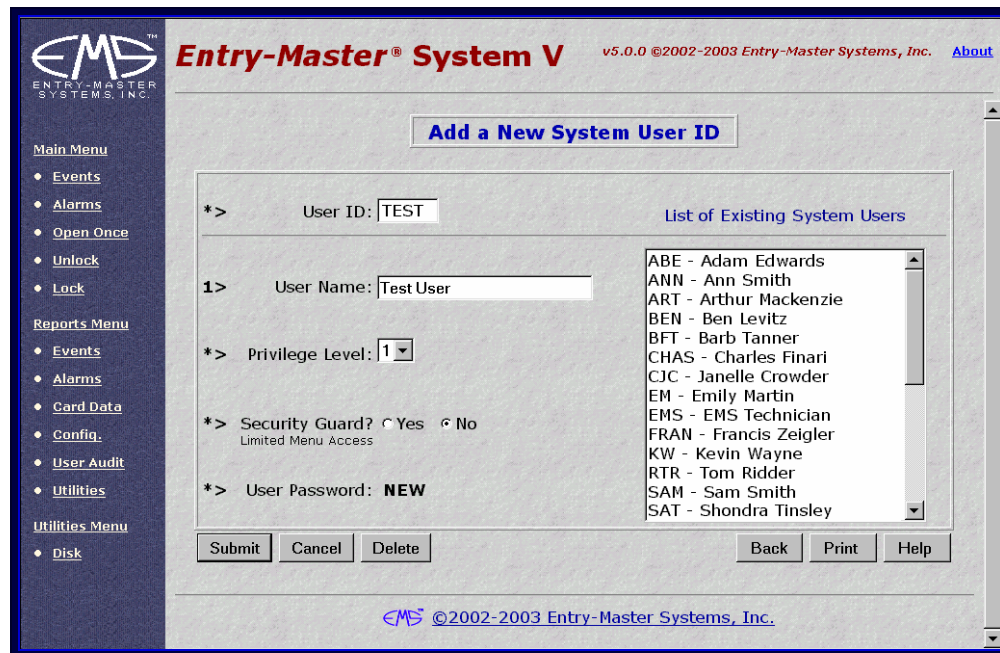


Figure 2-11.5 Add a New System User ID Screen with Sample Entries

7. Notice that you do not enter a **Password** for a new user. All new system users begin with the default password of **NEW**. See the procedures described in Lesson 1, Logging into the System, on page 18, and Lesson 3, Changing Your Password, on page 25.
8. Click on the Submit button to save this record.

Change an Existing System User's Settings:

Use this selection to change a User's privilege level.

1. From the System User Maintenance Menu you can select [Change an Existing System User's Settings](#). When you click on this link, the following window appears:



Figure 2-11.6 Change a System User's Settings Screen

1. Type TEST in the **User's ID** field then click on the Submit button.
2. In the **Privilege** drop-down list, select 4.
3. Click on Save to save your changes.

Important Note: When you change a user's privilege level, you change that user's access to the Entry-Master® Software.

Edit an Existing System User's Name Field:

Use this selection to change a User's Name.

4. From the System User Maintenance Menu you can select **Edit an Existing System User's Name**. When you click on this link, the following window appears:

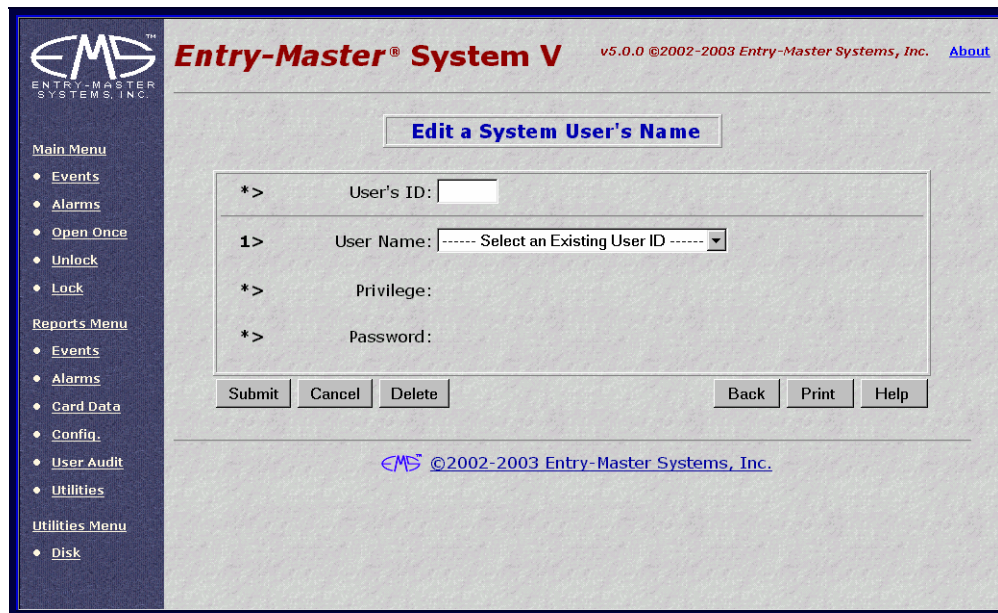


Figure 2-11.7 Edit a System User's Name Screen

5. Type TEST in the **User's ID** field then click on the Submit button.
6. In the **User Name** field, type in Test User Two.
7. Click on Save to save your changes.

List System Users

Use this selection to run a report of System Users.

1. From the System User Maintenance Menu you can select [List Current System Users to the Screen](#). When you click on this link, the following window appears:

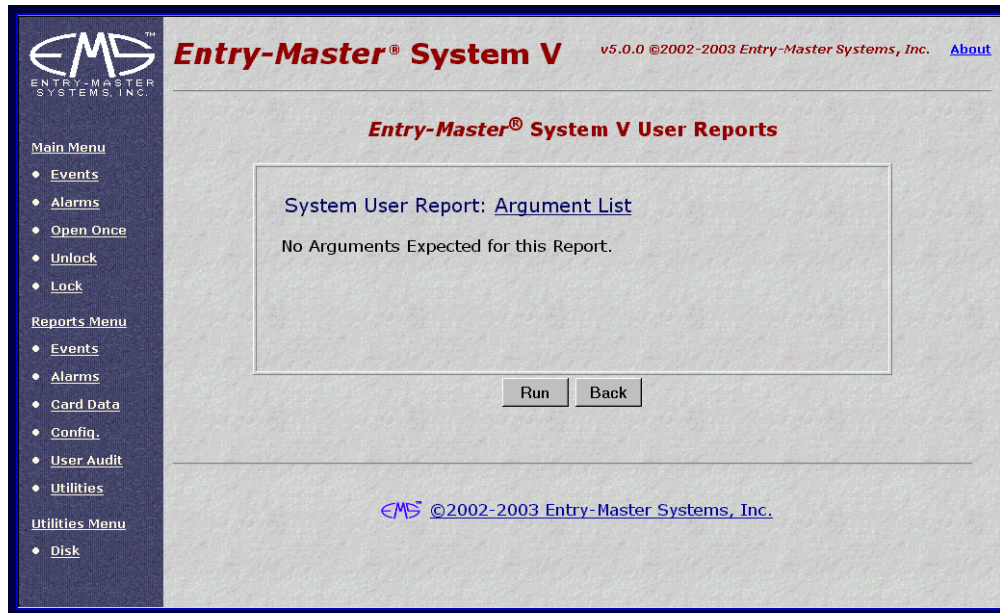


Figure 2-11.8 The System User Reports Window

2. Click on the Run button to display all *Entry-Master*® System users on your monitor. The next figure illustrates a sample user listing.

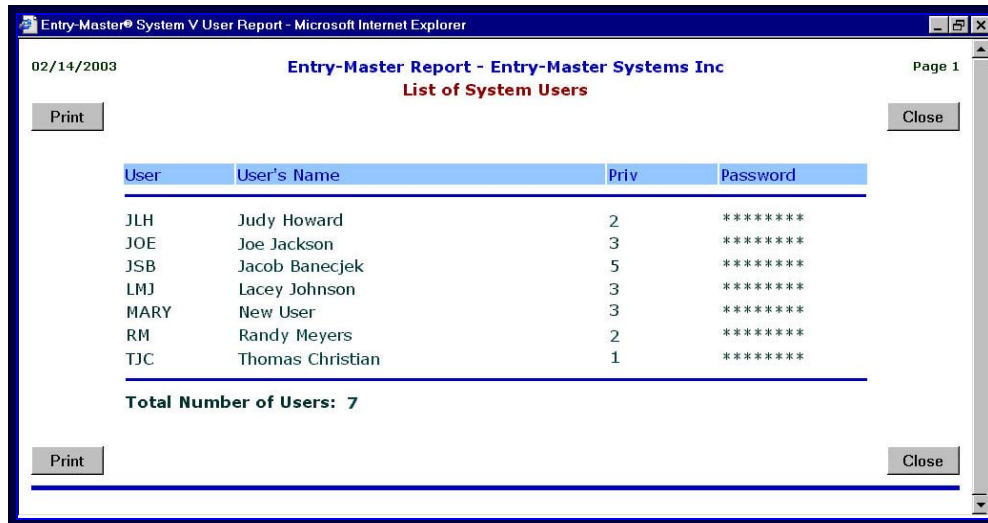


Figure 2-11.9 Sample List of System Users

3. Click on the Print button and a File Download dialog box appears.

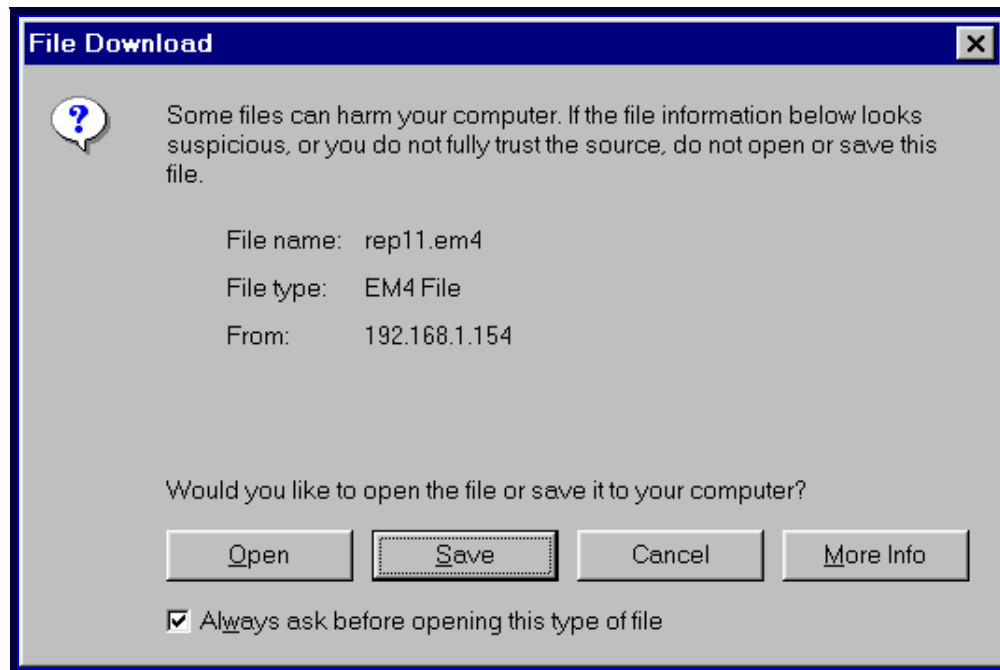


Figure 2-11.10 File Download Dialog Box

- Click on the Open button to open the report in a word processing application.
 - Click on the Save button to save a copy of the report to your disk drive.
 - The Cancel button closes the dialog box.
 - The More Info button display Microsoft® Internet Explorer Help.
4. Click on Cancel to close this dialog box. The report redisplay on your monitor screen.
 5. To close the Report Window, click the Cancel button.

Delete a System User from the User List:

In this part of the lesson you will delete a system user. Note that once you delete a record, you cannot retrieve it.

1. From the System User Maintenance Menu you can select [Delete a System User from the User List](#). When you click on this link, the following window appears:



Figure 2-11.11 Delete a System User Screen

2. Type TEST in the **User's ID** field then click on the Submit button.
3. Click on the Delete button to delete this user.

Important Note: Once you delete a user's record, it cannot be retrieved.

Proceed to Lesson 12, *Manually Opening or Closing a Gate (or Door)*.

Lesson 12 – Manually Opening or Closing a Door / Gate

You manually open a door/gate to permit access one time or to permit free access. When you open a door/gate to permit free access, you can manually close the open door/gate to restrict access to authorized cardholders only.

This lesson teaches you how to manually open or close a door/gate.

To manually open or close a door/gate you must be logged into the *Entry-Master*® System. If you are currently logged into the On-line Monitoring (see Lesson 13 on page 118) from the *Entry-Master*® login screen, click [Main Menu](#) link to display the *Entry-Master*® System Main Menu.

Otherwise, log into the *Entry-Master*® system as described in Lesson 1 on page 18. Make sure that the *Entry-Master*® Main Menu is displayed on the computer screen as shown in the following figure:

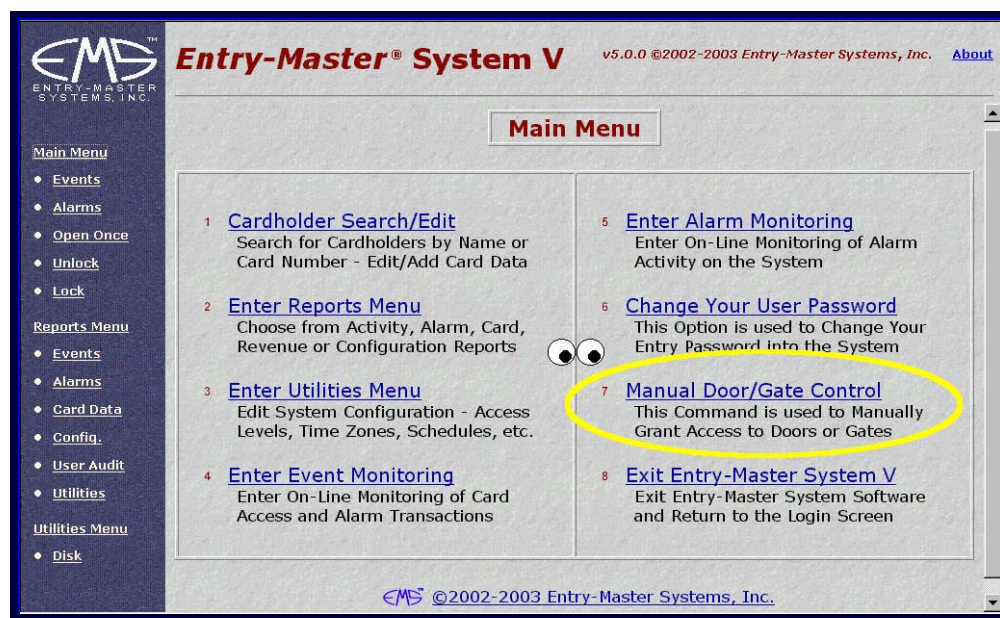


Figure 2-12.1 The *Entry-Master*® Main Menu

To manually open or close a door/gate, click on the [Manual Door/Gate Control](#) link on the Main Menu. The following menu displays:



Figure 2-12.2 Manual Door/Gate Control Menu

This menu has four choices:

- **Exit Manual Door/Gate Control** – Use this option to return to the *Entry-Master*® Main Menu.
- **Open a Door/Gate ONE Time** – Use this option to permit **ONE** and only one vehicle or person through a gate or door **ONE** time.
- **Open a Door/Gate Permanently** – Use this option to keep a gate (or door) open and to permit unlimited access, for example, when a gate (or door) malfunctions.
- **Close a Door/Gate Permanently** – Use this option to close a gate (or door) and to restrict access to authorized cardholders only. This option can only be used when you have manually opened a gate (or door).

Open a Door/Gate One Time

To allow one person/vehicle through a door/gate one time, select **Open a Door/Gate ONE Time** on the Manual Door/Gate Control Menu. The Manual Door screen displays:

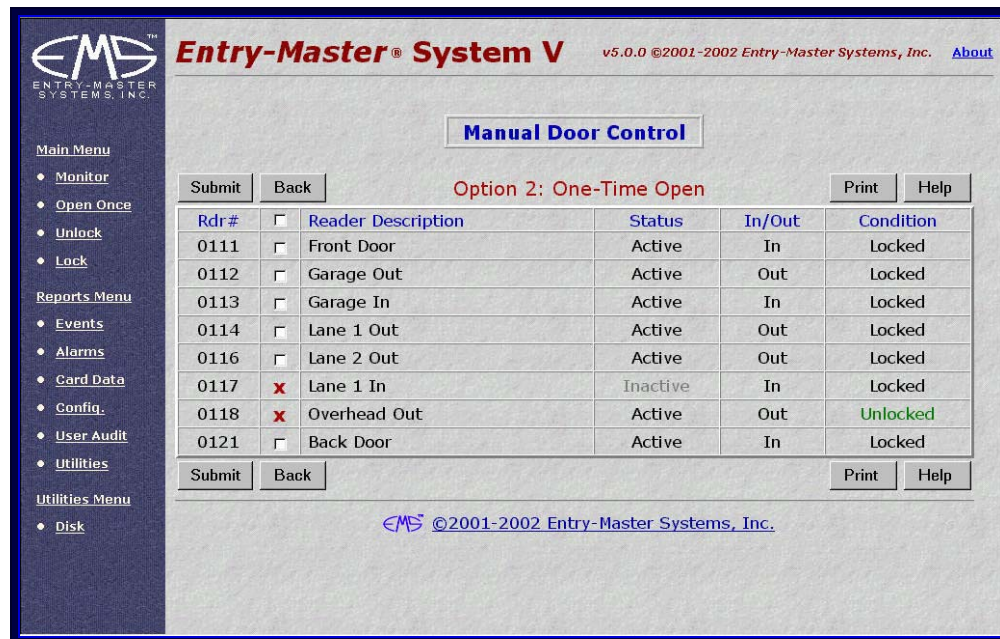


Figure 2-12.3 Manual Door Control – Option 2: One-Time Open

This screen lists the card reader number and location of all card readers connected to and monitored by the *Entry-Master*® System.

1. Click on the check box next to the reader location to open the door or gate.
2. Click on Submit and a message displays.
3. The door/gate will open a second or two later. The *Entry-Master*® System redisplay the Option 2 window.

Open Door/Gate to Allow Free Passage

Click on the [Open a Door/Gate Permanently](#) link to allow free passage through a door/gate. The following screen appears next:

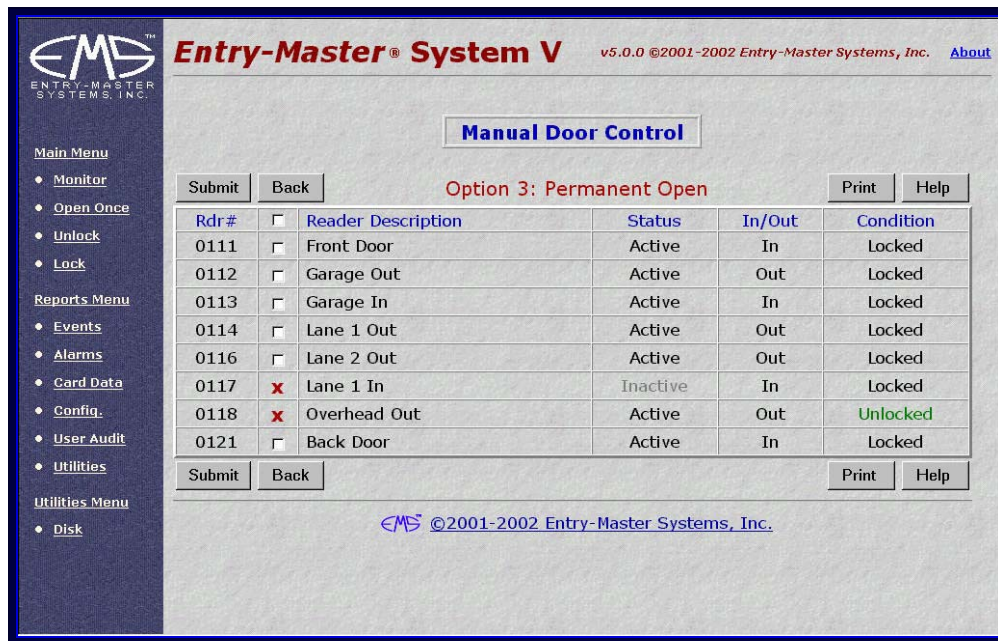


Figure 2-12.4 Manual Door Control – Option 3: Permanent Open

This screen lists the card reader number and location of all card readers connected to and monitored by the *Entry-Master*® System.

1. Click on the check box next to the reader location to open the door or gate.
2. Click on Submit and a message displays. The door/gate will open a second or two later.
3. The *Entry-Master*® System redisplay the Option 3 window.

When you use this option to open a door/gate, the door/gate remains open until you manually close it.

Close a Door/Gate To Restrict Access

To close a gate (or door) and restrict access to authorized cardholders only, click on [Close a Door/Gate Permanently](#) link and the following window displays on the computer screen:

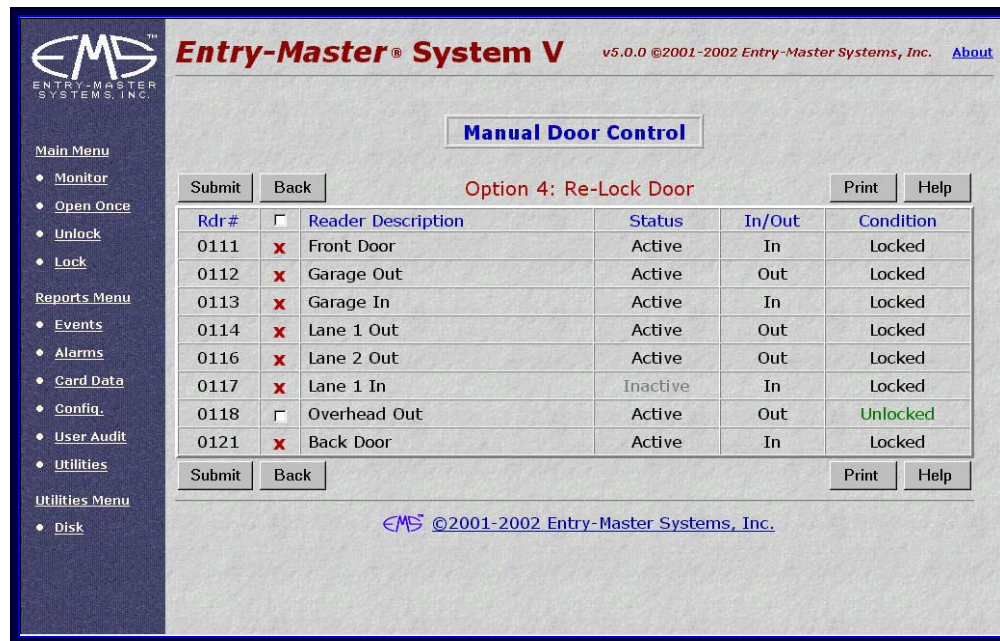


Figure 2-12.5 Manual Door Control – Option 4: Re-Lock Door

This screen lists the card reader number and location of all card readers connected to and monitored by the *Entry-Master*® System.

1. Click on the check box next to the reader location to close the door or gate.
2. Click on Submit and a message displays.
3. The *Entry-Master*® System redisplay the Option 4 window.

Important Note... When you use this option to close a gate, the gate will not close immediately. A vehicle must first pass through the gate and then the gate will close.

Once you have closed a door/gate manually, the door/gate functions normally. That is, it will open when an authorized card is scanned by the card reader and it will close a second or two after the vehicle or person has passed through.

To return to the *Entry-Master*® System Main Menu, you can click on the [Exit Manual Door/Gate Control Menu to Main Menu](#) link. Alternatively, you can click on the [Main Menu](#) link at any time to return to the Main menu.

Proceed to Lesson 13, *Accessing the On-line Monitoring Screen*.

Lesson 13 – Accessing the On-Line Monitoring Screen

The On-line Monitoring screen helps operators determine the cause of problems when they occur. Some error conditions cause the system to issue an audible sound (that is, a *beep*). This beep alerts the operator to an abnormal or *exception* transaction.

Some exception transactions are severe. When a severe exception transaction occurs, the system issues a constant beep until the operator acknowledges the exception. To acknowledge the beep, press the spacebar once.

To display the On-line Monitoring screen from the *Entry-Master*® Main Menu, log into the *Entry-Master*® System as described in Lesson 1 on page 18. The following figure illustrates the *Entry-Master*® Main Menu.

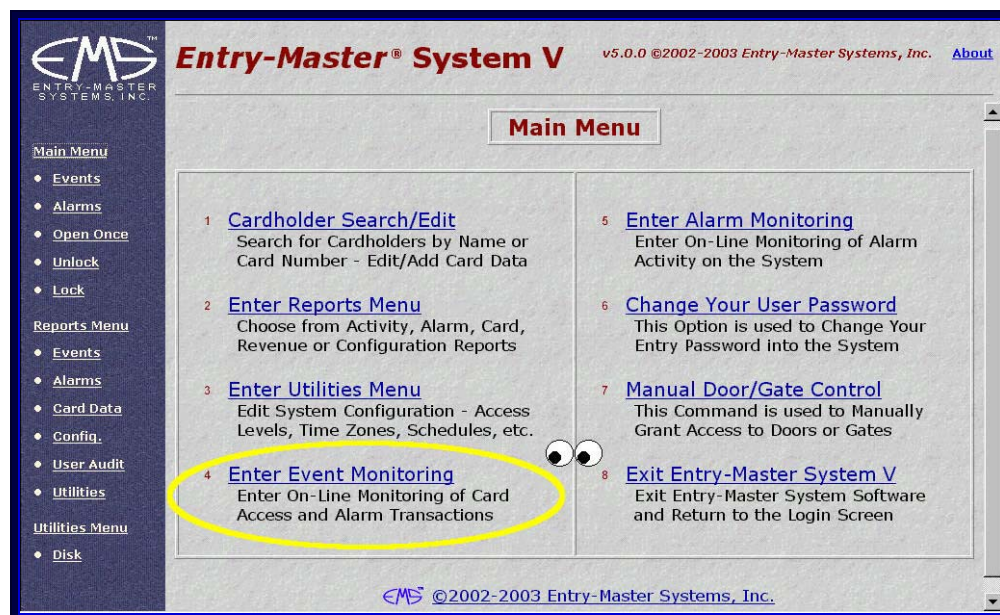


Figure 2-13.1 The *Entry-Master*® Main Menu

To display the On-line Monitoring screen from the *Entry-Master*® Main Menu, click on the [Enter Event Monitoring](#) link. A sample monitoring screen is shown next:

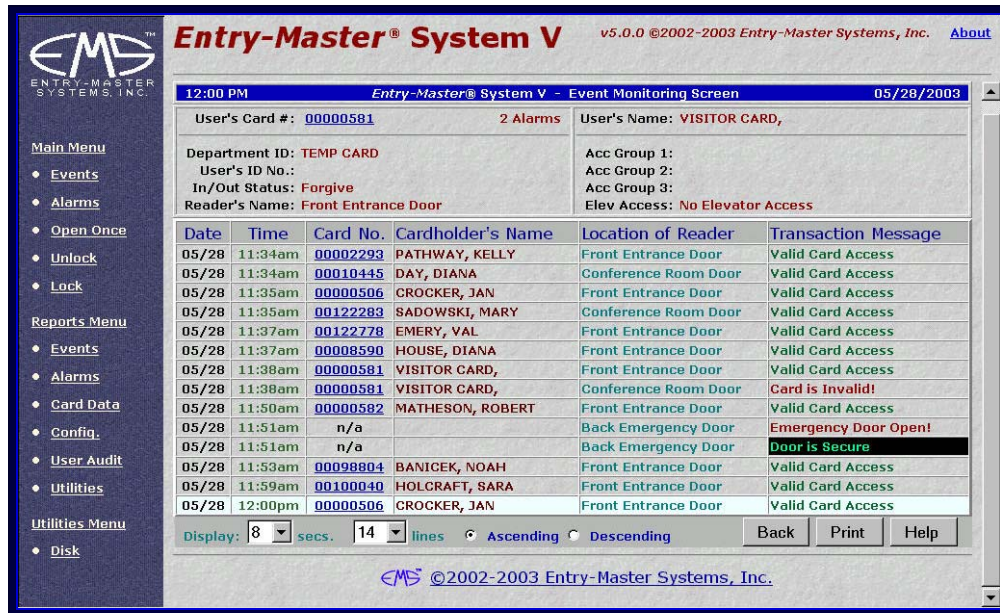


Figure 2-13.2 Sample On-Line Monitoring Screen

This is the On-line Monitoring screen. This screen displays information about system activity. The top part of the screen displays cardholder information for the most recent activity.

Proceed to Lesson 14, *Generating and Printing Reports*.

Lesson 14 – Generating & Printing Reports

The *Entry-Master*® System can produce several reports that describe the system setup, the cardholders that are defined, and the card reader activity. This lesson shows you how to generate and print *Entry-Master*® System reports.

This lesson describes the basics for generating and printing reports. Some reports prompt for additional information to be supplied (usually a *search string*). Chapter 3, *The Entry-Master*® *System Reports and Their Functions* on page 120, describes the *Entry-Master*® reports in more detail and also specifies which reports request additional information.

You should be logged into the *Entry-Master*® System and the *Entry-Master*® Main Menu should be displayed on the screen as shown in the next figure. If you are not logged in, see Lesson 1.

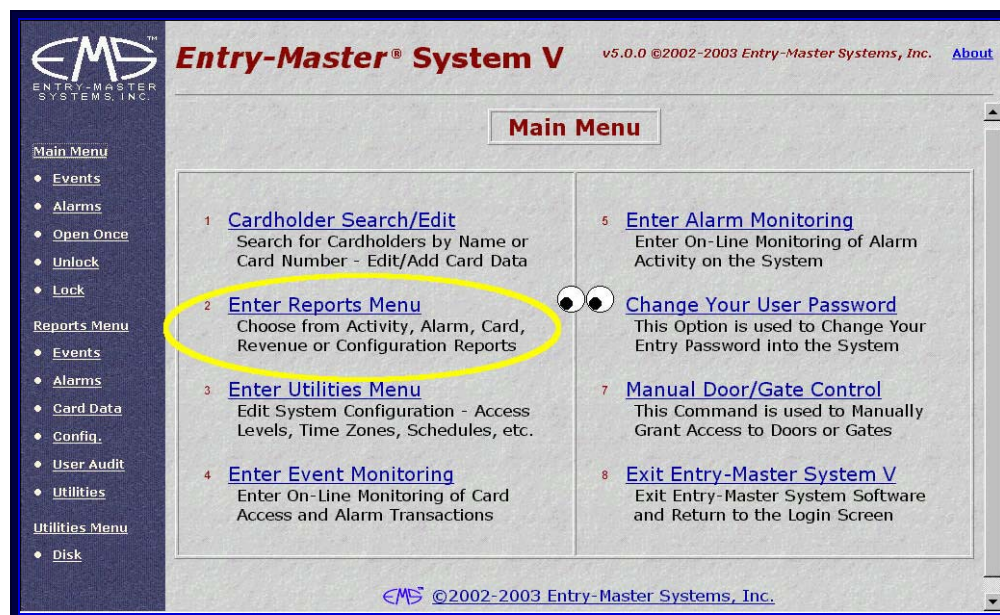


Figure 2-14.1 The *Entry-Master*® System Main Menu

1. From the Main Menu click on the [Enter Reports Menu](#) link to display the Report Menu shown next.



Figure 2-14.2 The Report Menu

2. In this example, we will show you how to print the Cardholders by User Name report. Click on [Card Database Reports](#) link on the Report Menu. The following menu displays:

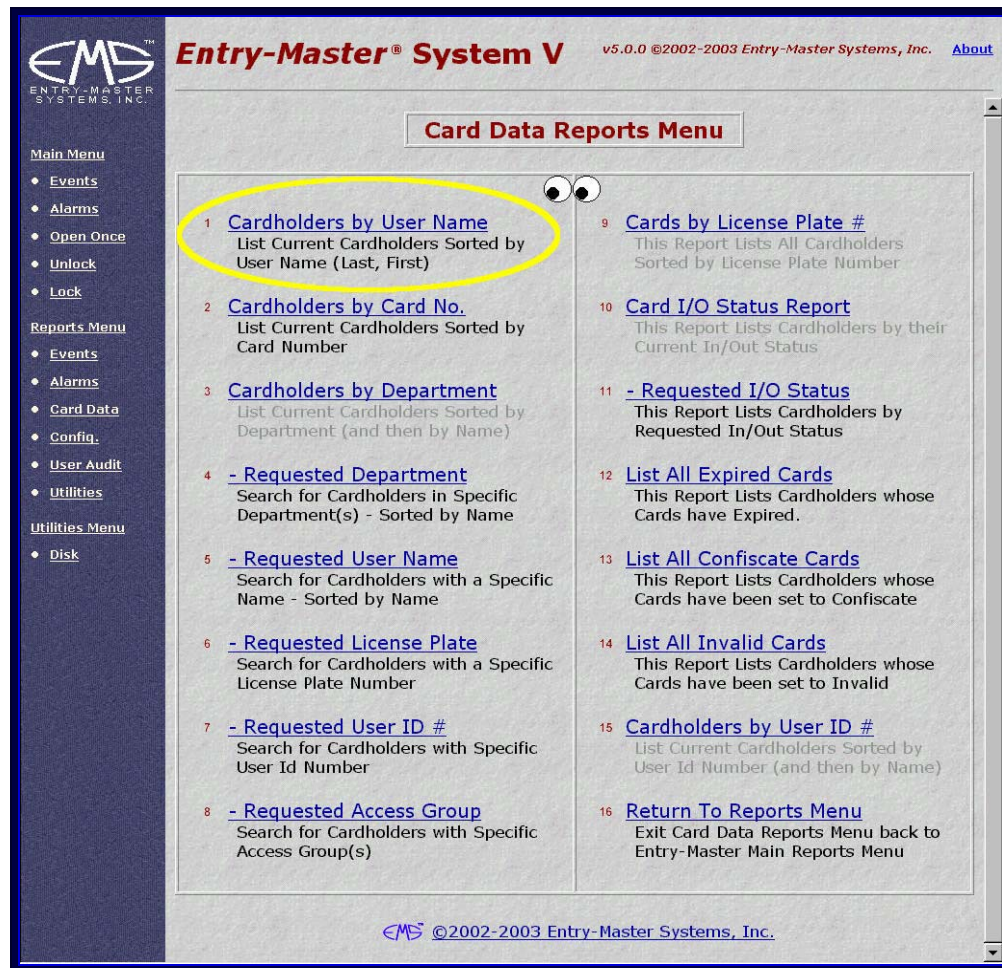


Figure 2-14.3 Card Data Reports Menu

- Click on [Cardholder by User Name](#) link. The following window appears:

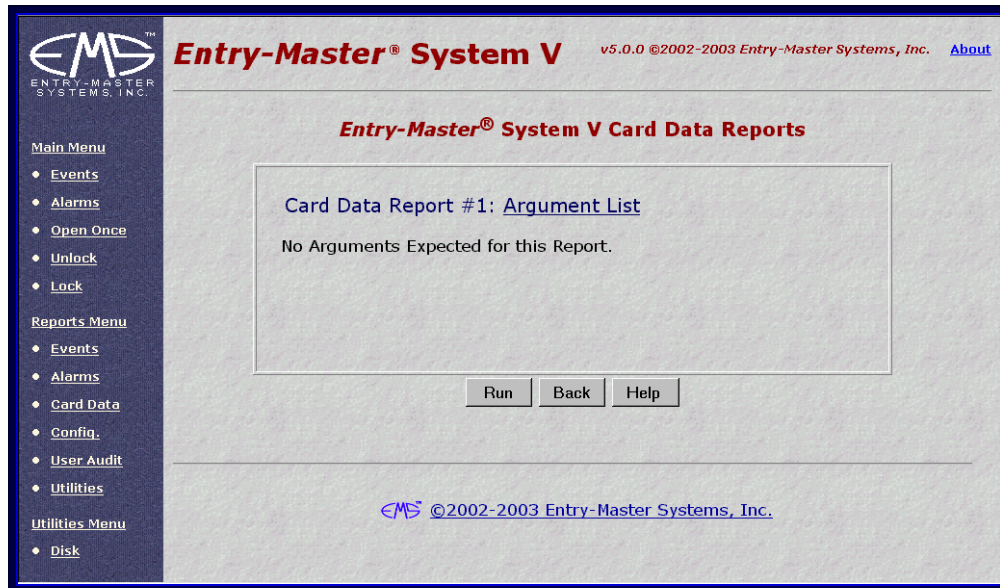


Figure 2-14.4 Cardholder by User Name Run Window

4. Click on the Run button to create a report that will display on the screen. A sample report is shown next:

Cardholder Name	Card No.	Issued	Work Phone	License Plate
ADAMS, RACHEL	00033459	03/01/2002	(410) 338-3610	CA DDH 591
ADIR, JOHN	00223461	05/01/2002		
ALEXANDER, GREGORY	00125563	03/01/2002	(410) 338-3504	MD BEA 026
ALLAN, MICHAEL	00125670	03/01/2002	(410) 338-3421	MD FCH 157
AMOS, EDDIE	20445816	09/20/2001	(410) 594-1805	MD BDB-519
ANDERSEN, TWILA	00128650	03/01/2002	(410) 283-8110	MD FMN 725
ANDERSON, MARION	00000511	09/20/2001		
ANDERSON, SEAN	00134740	03/01/2002	(410) 654-8766	UT RRP-790
ANDERSON, MARVIN	00223462	05/01/2002		
ANDREWS, JEREMY	00223460	05/01/2002		
ANSPAD, MARK	00122985	03/01/2002	(410) 338-3166	MD 89848 HD
ANTHONY, SKYE	00122285	03/01/2002	(410) 338-3251	MD DNV 289
ANTONIO, JESUS	01039618	02/01/2002	(410) 519-9984	
ARMSTRONG, JOAN	00124770	03/01/2002	(410) 338-3353	MD YBR 667
ASTAIRE, FRANK	00000812	02/25/2003	(410) 594-1805	
AWID TEST CARD	08101350	06/06/2003		
BAKER, ROBERT	00122776	03/01/2002	(410) 338-3357	MD BMC 807
BANICEK, NOAH	00098804	03/01/2002	(410) 338-3252	MD CYL 093
BANKS, HENRY	00125514	03/01/2002	(410) 338-3251	MD FTK 702

Figure 2-14.5 Sample Cardholder By Name Report

5. Click the Print button to send the report to the printer.
6. Or, click Close to return to the report window.

For more information about the *Entry-Master[®]* System reports, see Chapter 3, *The Entry-Master[®] System Reports*, on page 120.

This chapter has taken you step by step through the procedures for using the basic features of the *Entry-Master[®]* System. If you have any questions about using the *Entry-Master[®]* System, contact your authorized *Entry-Master[®]* Dealer.

Chapter 3 – The *Entry-Master*® System Reports

The *Entry-Master*® System provides several types of reports. These reports provide information about every part of the *Entry-Master*® System and help you keep track of system activity.

These reports provide information about the following:

- The *Entry-Master*® System configuration details for your location, such as reader listings
- All activity on the system, including all access attempts (valid attempts and exception attempts)
- Cardholder information provided in a list format

Most reports include several different ways to sort the information requested. However, if there is not a report supplied that provides the information you want, you can create a report using the Custom Reports feature.



Figure 3-0.1 Reports Menu

This chapter is organized into the following sections:

Section 1 – Card Database Reports

Section 2 – Card System Event Reports

Section 3 – Configuration Reports

Section 4 – Printing and Exporting Reports

Section 5 – Complete Reports Listing

Section 1 – Card Database Reports

The Card Database Reports consist of reports based solely on the *Entry-Master*® System Cardholder Database. Some reports ask for additional criteria in order to run a report. From the *Entry-Master*® System Main Menu, click on the [Reports Menu](#) link as shown below.



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

Click on the [Card Database Reports](#) link and the following figure appears:

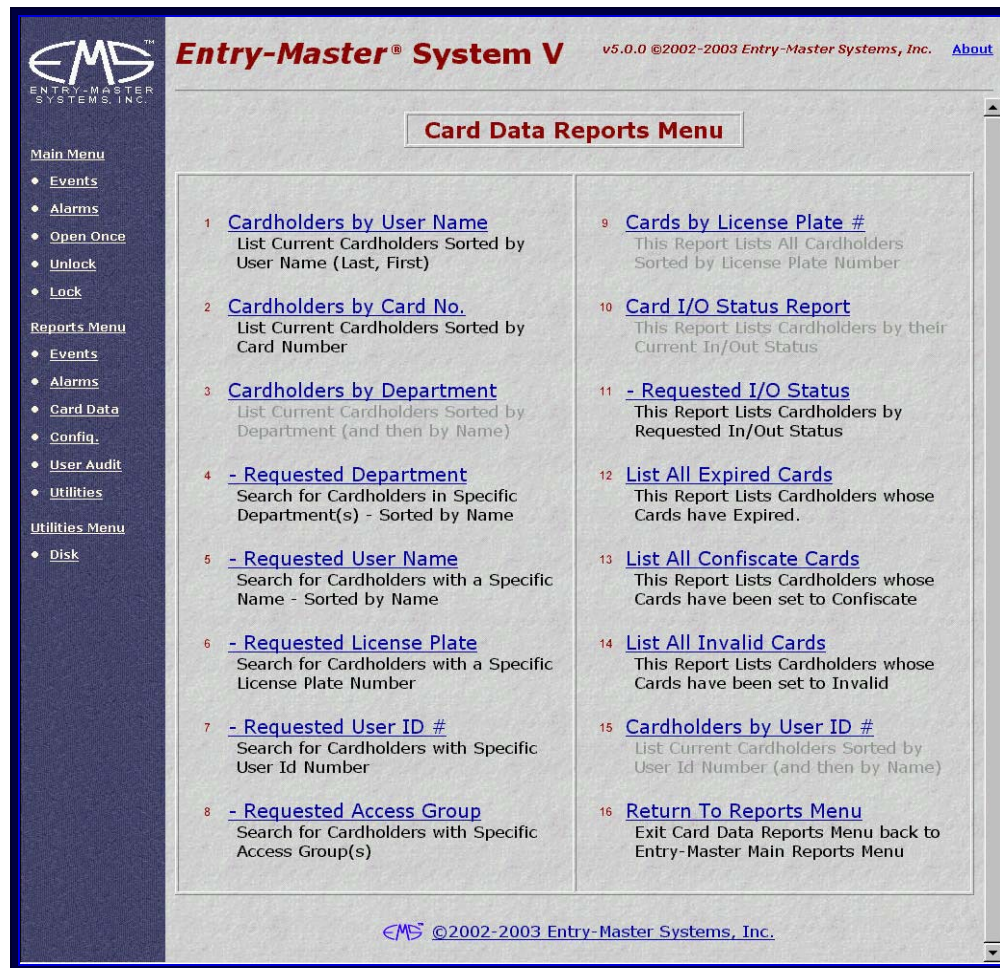


Figure 3-1.2 The Entry-Master® Cardholder Report Menu

1. Cardholders by User Name

List Current Cardholders sorted by Name (Last, First)

2. Cardholders by Card No.

List Current Cardholders sorted by Card Number

3. Cardholders by Department

List Current Cardholders sorted by Department (and then by Name)

This report lists ALL cardholders sorted by Department; each individual cardholder will be sorted by Name (Last, First) within each Department. Please note that departments which are spelled differently are considered *different* departments (e.g. a department of "SERVICE & SUPPORT" is considered by the Entry-Master® System to be **different** from "SERVICE AND SUPPORT" or "SERVICE &SUPPORT", due to the spacing).

Note... this distinction (this is one of the main reasons that "Batch Updating" exists, to "standardize" fields such as Department).

4. Requested - Department

Search for Cardholders in Specific Department(s) - sorted by Name

This report asks for a Department "search string", in addition to the normal question of where to output the report. The resulting report consists of all cardholders for whom the "search string", typed in by the user, appears **anywhere** within the cardholders' Department field. The report is sorted in the same fashion as **Report #3** above. Note that if using the above example (**Report #3**) of Departments, the user types "SERV" into the "search string", then **ALL** of the above departments will appear on the report, sorted and broken down by department and then by name within each department. If the user typed in "&" as the "search string", then only "SERVICE & SUPPORT" and "SERVICE & SUPPORT" would appear on the report.

5. Requested - User Name

Search for Cardholders by Name - sorted by Name

This report asks the user for a Cardholder Name "search string", as in the Department example above. Note that a Cardholder Name "search string" of "MARY" might result in finding names such as "MARY E. ROBERTS" or "ROSEMARY CLIFTON". In **ALL** reports, the *Entry-Master*® System searches for the occurrence of the "search string" **anywhere** within the chosen field.

6. Requested - License Plate

Search for Cardholders with certain License Plate - sorted by Name

Same as above examples except that the report searches on License Plate Numbers.

7. Requested – User ID #

Search for Cardholders with a specific User ID number

Same as above examples except that the report searches on the User ID number.

8. Requested - Access Group

Search for Cardholders with specific access group(s)

Same as above examples except that the report searches on **all** of the access groups for each card holder

9. Cards by License Plate #

This report lists all card holders sorted by license plate number

10. Card I/O Status Report

This Report Lists Cardholders by their current In/Out Status

This report lists all cardholders, showing those inside and outside the facility (“muster” report)

11. Requested - I/O Status

This Report Lists Cardholders by Requested In/Out Status

This report is similar to the two aforementioned I/O Status Reports, except that the report asks the end-user which **I/O Status** group he/she would like to view. This enables the end-user to choose only ONE **I/O Status** field, reducing the length of the report.

12. List All Expired Cards

This Report Lists Cardholders who’s Cards have Expired.

This report lists all cards, which are Expired as of the *date* the report was obtained.

13. List All Confiscated Cards

This Report Lists Cardholders whose Cards have been set to CONFISCATE

This report is self-explanatory, however it is important to understand *Confiscate Status* and how it differs from **Invalid** status. Confiscate is identical to **Invalid**, except that a Confiscate mode is set by changing the cardholder's **Access Group** field to "9999"; **Invalid** status is set by changing the cardholder's **Access Group** field to "0000". Confiscate Status sets off a severe alarm, while **Invalid** only sets off a *regular* alarm.

14. List All Invalid Cards

This Report Lists Cardholders whose Cards have been set to INVALID

See *Confiscate Status* report description above for details on **Invalid** status.

15. Cardholders by User ID #

This Report Lists current cardholders sorted by user ID number

Section 2 – Card System Event Reports

The Card System Event Reports consist of reports based mainly on the *Entry-Master*® Activity Database; however, the reports "pull" information from many other files in the *Entry-Master*® System, including the Cardholder Database File. Each report not only asks the user to choose the "Output" device (i.e. the Screen or the Printer), but also asks the user for a *Date Range* (i.e. a Start Date and an End Date, since ALL Card System Event Reports are based upon events which transpire in chronological order). Some reports will ask for additional information. Event Reports Menu appears as illustrated in the following figure:



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

Activity Report Output Menu displays, along with the Start Date and End Date prompts which occur with ALL Card System Event Reports:

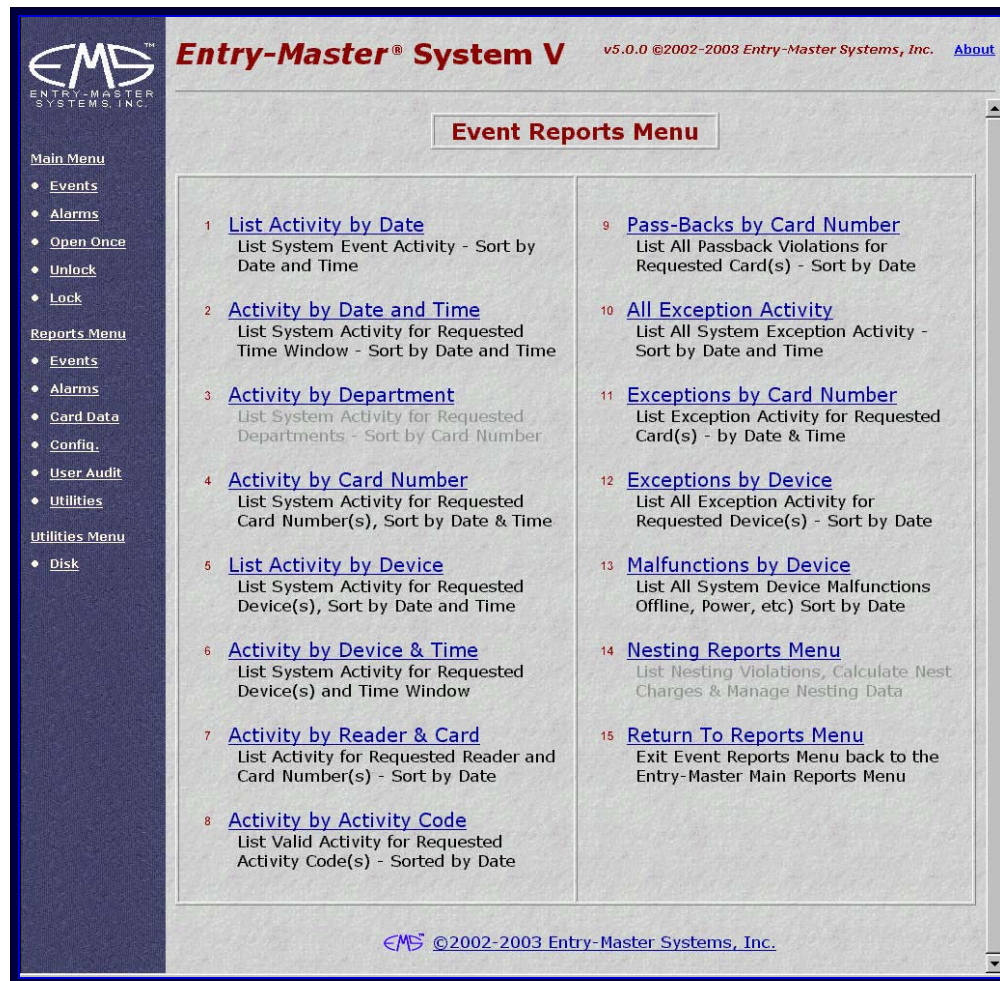


Figure 3-2.2 The *Entry-Master*® Event Report Menu

1. List System Activity by Date

List ALL Activity - Sort by Date and Time

2. Activity by Date and Time

List System Activity for Requested Time Window - Sort by Date & Time

In addition to asking the user where the report is to be printed (to the screen or printer) and what *Date Range* is desired (**Start Date and End Date**), this report asks the user for a *Time Window*. The *Time Window* allows the user to view a specific period of time, say **8:00 a.m.** until 10:30 a.m. The report asks the user for a **Start Time** and an **End Time** (in the format **HH:MM**, *no seconds*) in **MILITARY TIME**. The **MILITARY TIME** requirement (i.e. **14:00** is **2:00 p.m.**) cannot be stressed enough; users who do not recognize and pay attention can get confused and exasperated while attempting to obtain Card System Event Reports. Also note that if a user asks for a *Time Window* from **8:00 a.m.** until **10:00 a.m.**

for **02/10/2002** through **02/13/2002**, the user will obtain a report for system activity from **8-10 a.m.** on the *10th*, **8-10 a.m.** on the *11th*, 8-10am on the *12th* and **8-10 a.m.** on the *13th*.

3. Activity by Department

List System Activity for Requested Departments - Sort by Card Number

This report functions identically to the **Department** search report in the **Card Database Reports (#4)**, except that instead of listing cardholder data from the cardholder database file, it lists *activity* data from the activity database file and sorts that activity by the cardholders' department(s). The same rules apply to Department "*search strings*" as **Cardholder Report #4**.

4. Activity by Card Number

List System Activity for Requested Card Number(s), Sort by Date & Time

In addition to asking the user where the report is to be printed (to the screen or printer) and what *Date Range* is desired (**Start Date** and **End Date**), this report asks the user for a *List of Cards* to be reported on. The user can also choose '**ALL**' (which is the **default** option), in which case **ALL** cards will be selected. Otherwise, the user can specify **multiple** cards separated by *commas* (actually, you can use *any non-numeric* character, but a comma is the most common choice). The report is sorted by Card Number, then by Date and Time for each Card Number.

5. List Activity by Device

List System Activity for Requested Device, Sort by Date and Time

This report is identical to **Report #4** above, except that instead of choosing multiple cards, the user can view activity on selected *Devices*. The user may choose **ALL** devices or multiple device numbers separated by *commas*. The report is sorted by Device Number and then by Date and Time for each Device.

6. Activity by Device & Time

List System Activity for Requested Reader(s) within a Time Window

This report is identical to **Report #5** above except that the user may also choose a specific period of time in which to view system activity on selected device. The rules for the *Time Window* are the same here as for **Report #2**.

7. Activity by Reader & Card

List Activity for Requested Reader and Card Number(s) - Sort by Date

This report allows the user to select **ONE** Reader (**only**) and *multiple* Card Numbers (or 'ALL').

8. Activity by Transaction #

List activity for requested transaction device transactions and sorted by date & time.

9. Pass-Backs by Card Number

List All Pass-Back Violations for Requested Card(s) - Sort by Date

This report is identical to **Report #4**, except that it lists **only Pass-Back** attempts made by the selected cards (or 'ALL'). For more information on **Anti-Passback**, see *Global Anti-Passback*.

10. All Exception Activity

List ALL Exception Activity - Sort by Date and Time

This report lists **ALL "Exception Activity"**, meaning all violations, malfunctions or *anything* that is not characterized as "normal" operation. The report is sorted by Date and Time.

11. Exceptions by Card Number

List Invalid Activity for Requested Card Number(s), Sort by Date & Time

This report is identical to **Report #4**, except that it lists only *"Exception Activity"*, meaning all violations, malfunctions or *anything* that is not characterized as "normal" operation. The report is sorted and grouped by Card Number, then sorted by Date and Time within each Card Number group.

12. Exceptions by Device

List All Exception Activity for Requested Device(s) - Sort by Date

This report is identical to **Report #5**, except that it lists only *"Exception Activity"*, meaning all violations, malfunctions or *anything* that is not characterized as "normal" operation. The report is sorted and grouped by Device, then sorted by Date and Time within each Device group.

13. Malfunctions by Device

List ALL Device Malfunctions (Read Errors, etc.) - Sort by Device

This report lists all Device "Malfunctions", or equipment problems for **ALL** devices. There is no user input requirement other than where to print the report and of course the *Date Range* desired.

Section 3 – Configuration Reports

The Configuration Reports consist of a variety of reports, each based on different *Entry-Master*® System database files. Each report asks the user to choose the "Output" device (i.e. the Screen or the Printer); NONE of these reports will ask for additional information. The Configuration Reports Menu displays on the following page:



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

The System Report Output Menu displays next:

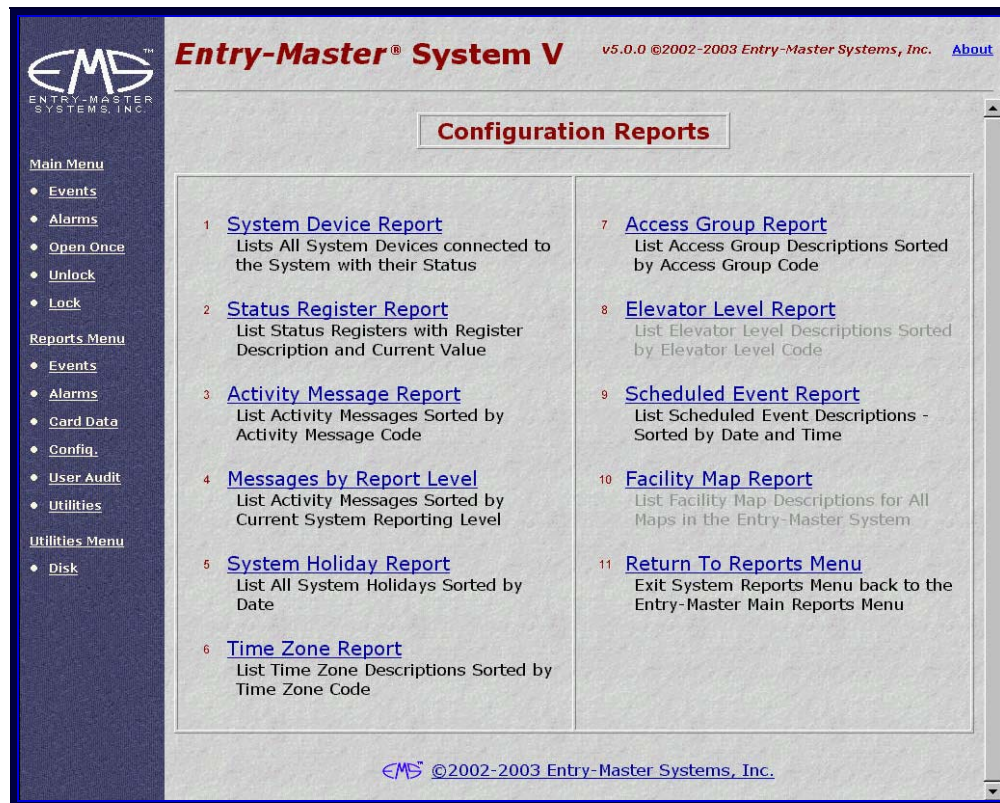


Figure 3-3.2 The *Entry-Master*® System Configuration Reports Menu

1. System Device Report

Lists all system devices connected to the system with their status

This report provides the end-user with a list of all of the reader devices connected to his/her system, along with relative information, such as **I/O Status** (whether it is an **IN** or **OUT** reader), **Nesting Level**, **Anti-Passback Mode** (whether it uses *Active* or *Passive* **Passback** rules), etc.

2. Status Register Report

List Status Registers with Register Description and Current Value

This report provides the end-user with the current "setup" parameters under which the system is operating. Future versions of the *Entry-Master*® System will allow users to produce a more detailed list of **Status Registers** and their functions.

Status registers contain very sensitive and site-specific parameters and are not generally for the end-user to alter. Please contact your authorized *Entry-Master*® dealer before altering any status registers.

3. Activity Message Report

List Activity Messages Sorted by Activity Message Code

This report provides the end-user with a list of **ALL** *Message Codes* and *Message Descriptions* in the system, sorted by *Message Code* number.

4. Messages by Report Level

List Activity Messages Sorted by Current System Reporting Level

This report provides the end-user with a list of **ALL** *Message Codes* and *Message Descriptions* in the system, sorted by *Message Report Level*. This gives the end-user an opportunity to examine the messages in order of their alarm priorities.

5. System Holiday Report

List All System Holidays Sorted by Date

6. Time Zone Report

List Time Zone Descriptions Sorted by Time Zone Code

7. Access Group Report

List Access Group Descriptions Sorted by Access Group Code

8. Elevator Level Report

List Elevator Level descriptions sorted by Elevator Level Code

9. Scheduled Event Report

List Scheduled Event descriptions sorted by date & time

10. Facility Map Report

List Facility Map Descriptions for all maps in the *Entry-Master*® System

Section 4 – Printing and Exporting Reports

When the *Entry-Master*® System displays a requested report the following four buttons also appear on the report:

Print	Enables you to send the report to a particular printer.
Export	Allows you export your report results to a word processing or spreadsheet program.
Help	Displays the online help screen that you are currently viewing.
Close	Closes the report window.

Cardholder Name	Card No.	Issued	Work Phone	License Plate
ADAMS, RACHEL	00033459	03/01/2002	(410) 338-3610	CA DDH 591
ADIR, JOHN	00223461	05/01/2002		
ALEXANDER, GREGORY	00125563	03/01/2002	(410) 338-3504	MD BEA 026
ALLAN, MICHAEL	00125670	03/01/2002	(410) 338-3421	MD FCH 157
AMOS, EDDIE	20445816	09/20/2001	(410) 594-1805	MD BDB-519
ANDERSEN, TWILA	00128650	03/01/2002	(410) 283-8110	MD FMN 725
ANDERSON, MARION	00000511	09/20/2001		
ANDERSON, SEAN	00134740	03/01/2002	(410) 654-8766	UT RRP-790
ANDERSON, MARVIN	00223462	05/01/2002		
ANDREWS, JEREMY	00223460	05/01/2002		
ANSPAD, MARK	00122985	03/01/2002	(410) 338-3166	MD 89848 HD
ANTHONY, SKYE	00122285	03/01/2002	(410) 338-3251	MD DNV 289
ANTONIO, JESUS	01039618	02/01/2002	(410) 519-9984	
ARMSTRONG, JOAN	00124770	03/01/2002	(410) 338-3353	MD YBR 667
ASTAIRE, FRANK	00000812	02/25/2003	(410) 594-1805	
AWID TEST CARD	08101350	06/06/2003		
BAKER, ROBERT	00122776	03/01/2002	(410) 338-3357	MD BMC 807
BANICEK, NOAH	00098804	03/01/2002	(410) 338-3252	MD CYL 093
BANKS, HENRY	00125514	03/01/2002	(410) 338-3251	MD FTK 702

Figure 3-4.1 Sample Report

The Print Button - When you click on the Print Button, a print dialog box displays. When you click on OK, your generated report is sent to the designated printer in the same format as displayed on the screen.

The Export Button - To export your report results to a word processing or spreadsheet program, use the following steps:

1. Click on the Export button, the following File Download dialog box appears:

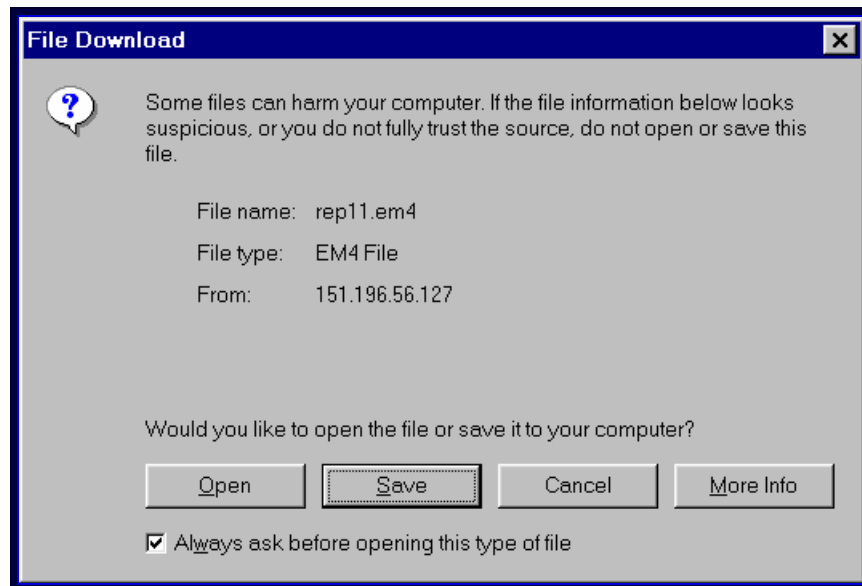


Figure 3-4.2 File Download Dialog Box

To Open the Report in a Word Processing Program:

1. Click on the Open button to export your report directly to a word processing program.
2. After a few moments, your report opens in a word processing document. The format of this file is space-delimited which means that spaces are used to line up the columns.
3. If you wish to save this report as a word processing document, select Save As from the File Menu.
4. Type in a meaningful File name, select an appropriate file type, and click Save. Your report is written to the appropriate directory.

To Open the Report in a Word Processing Program:

1. To open this file in a spreadsheet program, such as Microsoft Excel, do the following:
2. In the File Download dialog box, click on Save and a Save As dialog box appears.
3. The File name and file type (Save as type) fields in this dialog box display with defaulted information. Also, if necessary, you can navigate to a different directory.
4. Type in a meaningful File name, click on Save, and your report is written to the appropriate directory.
 - a. Start up your spreadsheet program.

- b. In the File menu, select Open.
- c. Navigate to the document you saved in the previous step and Open the document.
- d. Depending on your spreadsheet's importing capability, it will attempt to convert the file. Using Excel as an example, an Import Wizard screen appears.
- e. Make sure that your file type is defined as a Fixed Width file.
- f. Click Next and the Import Wizard lets you establish the column widths.
- g. If you scroll down the Data preview window, you can view the column headers.
- h. Use the report's column headings to line up the columns.
- i. Click on Finish and the Import Wizard displays a data format dialog box. Note that Excel slices off any leading zeros for number field. Therefore, you may want to change the data format for some fields to Text. This makes Excel hang on to any leading zeros.
- j. Click Finish and your report will display in Excel. For more information on converting and formatting spreadsheets, refer to the appropriate documentation regarding your specific spreadsheet application.

Section 5 – Reports Listing

This section lists all preprogrammed *Entry-Master*® System Reports. Note that, based on the system configuration installed at your location, you may or may not have access to all reports.

1. Card System Event Reports

- 1.1. List Activity by Date
- 1.2. Activity by Date and Time
- 1.3. Activity by Department
- 1.4. Activity by Card Number
- 1.5. List Activity by Device
- 1.6. Activity by Device & Time
- 1.7. Activity by Reader & Card
- 1.8. Activity by Transaction #
- 1.9. Pass-Backs by Card Number
- 1.10. All Exception Activity
- 1.11. Exceptions by Card Number
- 1.12. Exceptions by Device
- 1.13. Malfunctions by Device
- 1.14. Nesting Reports Menu
 - 1.14.1. Nesting Level Violations
 - 1.14.2. Nesting Sequence Report
 - 1.14.3. Calculate Nesting Charges
 - 1.14.4. Purge Nesting Database

2. Card/System Alarm Reports

- 2.1. Alarm Report by Date
- 2.2. Alarm Report, Time Window
- 2.3. Alarm Report by User ID
- 2.4. Alarm Report by Card #
- 2.5. Alarm Report by Location
- 2.6. Alarm Report by Activity

3. Card Database Reports

- 3.1. Cardholders by User name
- 3.2. Cardholders by Card No.
- 3.3. Cardholders by Department
- 3.4. Requested by Department
- 3.5. Requested by User Name
- 3.6. Requested by License Plate
- 3.7. Requested by User ID #
- 3.8. Requested by Access Group
- 3.9. Cards by License Plate #
- 3.10. Card I/O Status
- 3.11. Requested I/O Status
- 3.12. List All Expired Cards
- 3.13. List All Confiscate Cards
- 3.14. List All Invalid Cards

3.15. Cardholders by User ID #

4. Card Revenue Report

- 4.1. List All Account Numbers
- 4.2. List Cards by Account No.
- 4.3. Requested by Account No.
- 4.4. Requested by Payment Rate
- 4.5. Upload Card User Payments
- 4.6. Payment Summary Report
- 4.7. Payment Detail Report
- 4.8. Delinquent Payment Report

5. Ticket Revenue Reports

(Revenue-Master™ Reports)

- 5.1. Summary by Cashier & Lane
- 5.2. Summary by Cashier & Date
- 5.3. Detailed List by Cashier
- 5.4. Detailed List by Lane

5.5. Revenue Exception Reports

- 5.5.1. No Charge List by Cashier
- 5.5.2. Clear Transaction Report
- 5.5.3. Void Transaction Report
- 5.5.4. Error Transaction Report
- 5.5.5. A/C Power Failure Report
- 5.5.6. Cashier Sign-On Report

5.6. Hourly Revenue Reports

- 5.6.1. Daily Exits by Hour
- 5.6.2. Daily Entrances by Hour
- 5.6.3. Exit Summary by Hour
- 5.6.4. Entrance Summary by Hour

5.7. Summary – Amt. of Ticket

5.8. Summary – Discount Totals

5.9. Enter Revenue Utilities

- 5.9.1. Download Revenue Activity
- 5.9.2. Download Exceptions
- 5.9.3. Download All Revenue
- 5.9.4. Revenue Report Utilities
 - 5.9.4.1. Fee Computer Profile Menu
 - 5.9.4.1.1. Edit a F/C Profile
 - 5.9.4.1.2. Move a Profile to F/C
 - 5.9.4.1.3. Add a New F/C Profile
 - 5.9.4.1.4. Copy a F/C Profile
 - 5.9.4.1.5. Delete a F/C Profile
 - 5.9.4.2. Download Fee Computers
 - 5.9.4.3. Utilized F/C Address List
 - 5.9.4.4. Complete F/C Address List
 - 5.9.4.5. Edit ACI TF-5030 Configuration
 - 5.9.4.6. List ACI TF-5030 Configuration

- 5.9.5. Edit Cashier Information
- 5.9.6. Edit Store Discount File
- 5.9.7. List Cashier Information
- 5.9.8. List Store Discount File
- 5.10. Detailed List by Key Rate
- 5.11. Detailed List by Discount
- 5.12. Detailed List by Early-Bird List
- 5.13. List Rate Key Statistics
- 5.14. List In/Out Statistics
- 5.15. List Selected Durations
- 6. Configuration Reports**
 - 6.1. System Device Report
 - 6.2. Status Register Report
 - 6.3. Activity Message Report
 - 6.4. Messages by Report Level
 - 6.5. System Holiday Report
 - 6.6. Time Zone Report
 - 6.7. Access Group Report
 - 6.8. Elevator Level Report
 - 6.9. Scheduled Event Report
 - 6.10. Facility Map Report
- 7. Custom Report Menu**
 - 7.1. Enter Easy Access
- 8. System User Audit Reports**
 - 8.1. Summary Report by Date
 - 8.2. Summary Report by User
 - 8.3. Summary Report by Card #
 - 8.4. Summary Report by File
 - 8.5. System/Network Report
 - 8.6. Detailed Report by Date
 - 8.7. Detailed Report by User
 - 8.8. Detailed Report by Card #
 - 8.9. Detailed Report by File
- 9. Elevator Control Reports**
- 10. Report Utilities Menu**
 - 10.1. Attach Printer to Console
 - 10.2. De-Attach Console Printer
 - 10.3. Set System Date and Time
 - 10.4. Edit Status Registers
 - 10.5. Use New System Parameters
 - 10.6. FREEDOM Report Writer
 - 10.7. Begin System Monitoring
 - 10.8. Stop System Monitoring
- 11. Enter Count System Menu**
(Count-Master™ Reports)
 - 11.1. Count Monitoring Screen

- 11.2. Lot Full Sign Control
- 11.3. Facility Exemption Control
- 11.4. Lane Exemption Control
- 11.5. Card Restriction Control
- 11.6. Enter Count Reports Menu**
 - 11.6.1. Cardholder Count Report
 - 11.6.2. Ticket Count Report
 - 11.6.3. Space Count Report
 - 11.6.4. Card Count Audit Report
 - 11.6.5. Card Counts by Group(s)
 - 11.6.6. Print Count Snap-Shot
 - 11.6.7. Enter Lane Configuration
 - 11.6.8. Lane Configuration Report
- 11.7. Enter Count Utilities**
 - 11.7.1. Enter Facility Capacity
 - 11.7.2. Enter Reserved Capacity
 - 11.7.3. Enter Number of Tickets
 - 11.7.4. Enter Number of Cards
 - 11.7.5. Enter Spaces Available
 - 11.7.6. Reset ALL Facility Counts
 - 11.7.7. Download Card Counts
 - 11.7.8. Download Ticket Counts
 - 11.7.9. Download Space Count

Chapter 4 – Using the *Entry-Master*® Disk Utilities – **Not Implemented**

Now that you have learned how to setup and maintain the *Entry-Master*® System, you need to learn how to make a backup of your important database files. Making a backup of your database files ensures that a minimum of time will be lost if something happens to the files on your computer's hard drive. This appendix will show you how to format floppy diskettes, perform a complete backup of the Cardholder database file and verify the backup.

This functionality currently is available in the *Entry-Master*® System IV text-based version only.

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:

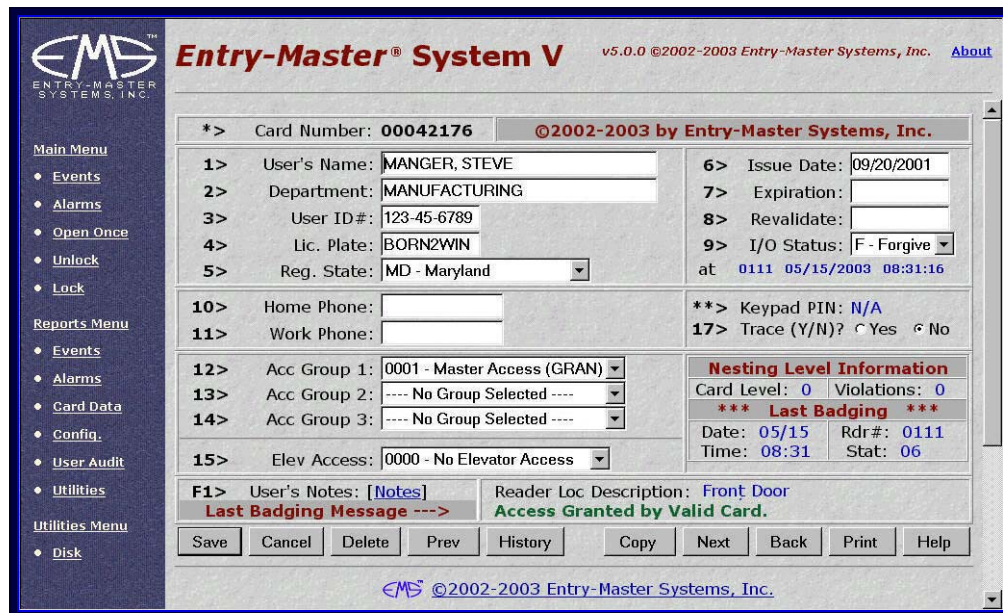


Figure A-1.1 Sample Cardholder Screen

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.

Appendix B – The *Entry-Master*® System Alarm Messages

This appendix covers all messages issued by a *standard Entry-Master*® System. The messages on your particular installation may not exactly match the messages in this listing. However, in most cases the message (as indicated by the *message number*) means the same thing. For example, a message code 06 - Access Granted by Valid Card, means exactly what it says. Your *Entry-Master*® dealer may have changed message 06 to read: Gate Raised by Valid Passcard, but the meaning of the message is still essentially the same.

Code	Description of Activity/Alarm Message
00	System Re-Initialized. This message appears whenever the system is re-booted (re-started) or when your <i>Entry-Master</i> ® dealer is performing work on the system (i.e. adding a reader, checking the system, etc.). It does not affect the system's performance or ability to read cards and unlock doors.
01	Door Opened. This message occurs any time a door which uses card access is opened by means of a card reader (i.e. a valid card was presented to the reader). This message appears only on systems, which have monitoring devices attached and supervised by the <i>Entry-Master</i> ® System.
02	Door has Closed. This message occurs when any door in the system closes. This message appears only on systems which have monitoring devices attached and supervised by the <i>Entry-Master</i> ® System.
03	Door Opened from the Inside. This message occurs any time a door which uses card access is opened by normal means (i.e., by the use of a valid card OR by a Request to Exit (REX) from the inside). This message appears only on systems which have monitoring devices attached and supervised by the <i>Entry-Master</i> ® System.
04	Door Left in Open Position! This message occurs whenever a door is left propped open in excess of the time allowed by the system (which is configured through the <i>Entry-Master</i> System).

Code	Description of Activity/Alarm Message
	This message appears only on systems which have monitoring devices attached and supervised by the <i>Entry-Master</i> ® System.
05	Door Forced Open! ALERT SECURITY! This message occurs whenever a door which uses card access is opened without the use of a valid card OR a Request to Exit (REX) from the inside. This message appears only on systems which have monitoring devices attached and supervised by the <i>Entry-Master</i> ® System.
06	Access Granted by Valid Card. This is the normal message which appears when a valid card has unlocked a door.
07	Access Granted by Valid Card. This message is identical to message 06 and is a reserved message (it is actually used only with Westinghouse 804 & 808S System.)
08	Unauthorized Opening of Emergency Door! This message occurs when a monitoring point on the system is activated. This message appears only on systems which have monitoring devices attached and supervised by the <i>Entry-Master</i> ® System.
09	Door Closed After being Left Open
10	Emergency Door is now Closed & Secure This message occurs when a monitoring point on the system is deactivated. This message appears only on systems which have monitoring devices attached and supervised by the <i>Entry-Master</i> ® System.
11	Card Number not defined in System. This means that the Card Number in question does not exist in the computer's memory, which means that it was either deleted or it never existed in the system in the first place; which means that it is NOT a valid card and should not unlock any doors.
12	Card Number Invalid (Access Code = 0). This message means that the Card Number in question has been rendered INVALID; it should not unlock any doors.
13	Confiscate Status Card Being Used!

Code	Description of Activity/Alarm Message
14	<p>This message means that the Card Number in question has been rendered INVALID; it should not unlock any doors. In addition, it means that Security should attempt to confiscate the card from the individual if possible.</p> <p>Invalid Time Zone for this Cardholder.</p> <p>Some cardholders are only allowed to use their cards to gain access during a specific time period each day or only on certain days of the week (e.g., Contractor cards may be valid only for certain times and on certain days of the week). This message means that the Card Number in question is attempting to gain access during a time of day or day of the week to which it is not assigned. In this case the Card Number should not unlock the door in question.</p>
15	<p>Insufficient Access Level for this Card</p> <p>Some cardholders are only allowed to use their cards to gain access to specific doors. This message means that the Card Number in question is attempting to access a door to which it is not assigned. In this case the Card Number should not open the door in question.</p>
16	<p>Communication Error. Data Re-sent</p> <p>This message is a diagnostic message only. It should not occur unless your <i>Entry-Master</i>® dealer is performing some sort of test on the equipment. Call you dealer if you are receiving this message and you have questions.</p>
17	<p>Controller is Off-Line! Check Power & Cabling</p> <p>This message means that a device connected to the system has malfunctioned OR has been otherwise rendered inoperable. This is a severe problem and your <i>Entry-Master</i>® dealer should be notified. However, BE SURE THAT YOUR <i>Entry-Master</i>® DEALER IS NOT WORKING ON THE SYSTEM BEFORE calling. Sometimes your dealer will cause these messages to occur as a part of testing or as a by-product of other system maintenance. If your dealer has technicians working on the system, simply let them know that the messages have occurred (if they have not already told you that the error messages were going to occur) so that they can take corrective action.</p>
18	<p>PASS-BACK ATTEMPT: Card is already IN.</p> <p>This message occurs when a Card Number which is already registered by <i>Entry-Master</i>® as being IN the facility (field 9> I/O Status is equal to "I") attempts to re-enter the facility through an IN reader. The Card Number in question may or may not be allowed back into the facility, depending upon the reader's Anti-Passback Mode. If the reader's Anti-Passback Mode is Active, the Card Number in question will not be allowed access into the facility; if the reader's Anti-Passback Mode is</p>

Code	Description of Activity/Alarm Message
19	<p>Passive, the Card Number in question will be allowed access into the facility. For more information on Anti-Passback, see Global Anti-Passback on page 2.</p> <p>Card has Expired. Please check Records.</p> <p>Some cards have a limited term of usage (i.e. they are only good for a certain number of days). This message means that the Card Number in question has Expired, meaning that it is being used in an attempt to gain access past its term of usage as defined in the card record. This card should not unlock any doors.</p>
20	<p>PASS-BACK ATTEMPT: Card is already OUT.</p> <p>This message occurs when a Card Number which is already registered by the <i>Entry-Master</i>® System as being OUT of the facility (field 9> I/O Status is equal to "O") attempts to exit the facility through an OUT reader. The Card Number in question may or may not be allowed out of the facility, depending upon the reader's Anti-Passback Mode. If the reader's Anti-Passback Mode is Active, the Card Number in question will not be allowed access out of the facility; if the reader's Anti-Passback Mode is Passive, the Card Number in question will be allowed access out of the facility. For more information on Anti-Passback, see Global Anti-Passback on page 2.</p>
21	<p>Controller is Now Back Online.</p> <p>This message means that a device which has heretofore been in a malfunctioning state is now operating properly. This message also occurs when your <i>Entry-Master</i>® dealer is working on the system and the same rules should apply with this message as with message 17 ("Controller Off-Line").</p>
22	<p>System Re-Started Normally.</p> <p>This message occurs every time the system is re-booted (re-started). It is normally not a problem unless you are receiving this message an inordinate number of times, or when the system has not been legitimately re-started. If there seems to be a problem, call your authorized <i>Entry-Master</i>® dealer.</p>
23	<p>System Halted Normally.</p> <p>This message appears whenever the system has been shut down by your <i>Entry-Master</i>® dealer. If this message appears you can be reasonably certain that your dealer is either on-site or on the modem performing service on the system. If you find out that your dealer is NOT performing service and this message occurs, call your <i>Entry-Master</i>® dealer immediately.</p>
24	<p>System Abnormally Terminated! Restarting</p>

Code	Description of Activity/Alarm Message
25	<p>This message appears whenever a severe malfunction occurs on the system. If your <i>Entry-Master</i>® dealer has personnel on-site, communicate this message to them immediately. If your dealer is NOT on-site, call your dealer immediately.</p> <p>Card has Violated Nesting Sequence.</p> <p>This message occurs ONLY when Nesting is activated on your system. It occurs when a cardholder attempts to "skip" a nesting level (e.g. trying to exit Level 1 when you are in Level 3, trying to enter Level 2 when you are in Level 0 - OUT of the facility, etc.). This message occurs when the nesting sequence has been violated. The Card Number in question may or may not be allowed access depending upon the reader's Anti-Passback Mode (Active or Passive - refer to messages 18 and 20 for details). For more information on Nesting, see Card Access Nesting on page 3.</p>
26	<p>Card has Exceeded Nesting Level Time Limit.</p> <p>This message occurs ONLY when Nesting is activated on your system. It occurs when a cardholder exceeds the time limit allowed for that nesting level. A Card Number is never denied access to a reader as a result of a nesting time violation. There are, however, circumstances where a Card Number may be denied access as a result of another condition which was triggered by the nesting time violation. Many of these conditions are site-specific. See Card Access Nesting on page 3 or call your authorized <i>Entry-Master</i>® dealer for details.</p>
27	<p>Cardholder Allowed to Exit by Attendant.</p> <p>This message occurs ONLY when Nesting is activated on your system. It occurs when the system has been configured to restrict Card Numbers which have had nesting time violations from exiting the facility. When this message occurs it means that the attendant had to open the gate manually to allow the cardholder to exit, because that Card Number had nesting time violations while it was in the facility. Many of the conditions under which this message could occur are site-specific. See Card Access Nesting on page 3 or call your authorized <i>Entry-Master</i>® dealer for details.</p>
28	<p>This Cardholder had Nesting Time Violations.</p> <p>This message occurs ONLY when Nesting is activated on your system. It occurs when the system has been configured to allow Card Numbers which have had nesting time violations to exit the facility. The system is designed to issue an invoice for violations at a pre-determined time (e.g. at the end of the month). Many of the conditions under which this message could occur are site-specific. See Card Access Nesting on page 3 or call your authorized <i>Entry-Master</i>® dealer for details.</p>

Code	Description of Activity/Alarm Message
29	ALERT: Card Trace Active for this Cardholder. This message occurs when a Card Number is placed in Trace Mode. Trace Mode is activated by assigning a Card Number to an Access Group (fields 12>, 13>, or 14>) which begins with a "9" (i.e. there are 999 trace access groups: 9000-9998), (9999=confiscate). Please note that in order to assign an Access Group to a Card Number, the Access Group must have been defined first.
30	A Controller Reset has Occurred
31	A/C Power Failure - Battery Enabled
32	TAMPER ALARM! Alert Security!
33	Reader Cable Failure
34	Reader Failure
35	A/C Power Restored
36	Tamper Alarm Reset
37	Reader Cable is Now OK
38	Reader is Now OK
39	This card has an INVALID Facility Code
40	A Cashier Sign On/Off has been Received
41	A F/C Exit Transaction has been Received
42	A F/C Exception Transaction has been Received
43	A DOUBLE Ticket Count has Occurred
44	A DOUBLE Card Count has Occurred
45	A DOUBLE Manual Count has Occurred
46	Card usage Attempted on Inactive Reader
47	Card Usage Attempted with NO Arming!
48	The Battery on the Count System is Low

Code	Description of Activity/Alarm Message
49	The Count System Battery is Now OK
50	A Manual Count Transaction has Occurred
51	Cardholder used an Invalid Issue Level
52	Elevator Control Module NOT Responding
53	Door Opened Once via Operator/Scheduler
54	Door Unlocked for Free Access via Operator
55	Door Re-Locked to Restrict Access
56	This Message is Not Used at this Time
57	Begin Download to Controller Device
58	Download completed Successfully
59	Download Aborted and was Unsuccessful!