

ENTRY-MASTER SYSTEMS, INC.

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Training Manual

# Entry Master System IV

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TRAINING MANUAL

# Entry Master System IV

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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 Entry Master, is a general overview of the Entry Master system. This chapter provides information about the hardware and software the Entry Master system uses. It also describes several features of the system.

Chapter 2, 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, Entry Master Reports, describes the various reports that the Entry Master system generates.

Appendix A, The Cardholder Record Screen, provides a detailed description of the fields displayed on the Cardholder Record screen. *Section 1* 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* details the editing functions and provides additional information for all user-supplied and user-selected fields.

Appendix B, Entry Master Reports & Their Functions, provides brief descriptions of each report produced by Entry Master, as well as additional information required to print specific reports.

## ENTRY-MASTER TRAINING GUIDE

Appendix C, 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.

Appendix D, 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.

### Notation Conventions

This manual uses the following notation conventions throughout:

- < >

Characters surrounded by angle brackets represent actual keys on the keyboard. Example: The <Esc> key.

- **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.

- <Enter>

This represents the key on the keyboard that is labeled **Enter**, **Return**, or ↵.

- **Function Keys**

The keys on the keyboard labeled **F1** through **F12**. These keys are referred to by name. For example, <F2> represents the function key labeled **F2** on the keyboard.

### Using The Menus

It is easy to use the Entry Master menus. All menus use the same basic procedures to make selections and perform tasks. Once you know how to use one menu, you will be able to use any other menu. The keystrokes you use to make a selection on one menu are the same on another menu.

There are four ways to make a selection on a menu:

1. Use the *cursor control* (arrow) keys to move the highlight to the desired menu selection and press the <Enter> key.
2. The first selection on any menu is always highlighted. Use the <Spacebar> to highlight the desired menu selection and press the <Enter> key.
3. Type the number of the menu selection and press the <Enter> key.
4. Use your mouse to left click on the desired menu selection.

You can use whichever method is the most comfortable for you.

There are two additional keys that you should remember when you are using Entry Master. They are:

<Esc>

The <Esc> (ESCAPE) key takes you back one menu level or one field. For example, if you are in the **REPORTS MENU** and you press <Esc>, Entry Master returns you to the Entry Master **MAIN MENU**.



**Warning:** Always save your changes before using the <Esc> key to exit an Entry Master screen. The <Esc> key does exactly what its name implies; it escapes from whatever you were doing. Changes made to the system may not be saved when you use the <Esc> key to exit an Entry Master screen.

For example, if you press <Esc> when you are in the **Cardholder Record** screen with a cardholder's record displayed on the screen, Entry Master displays a blank cardholder record. This same rule applies for all database screens in the Entry Master system.

<Tab>

You can use the <Tab> key to duplicate the last information you entered into a highlighted field. For example, if you want to change the Department Name of three cardholders in different departments to a new department, **Marketing**, you can change the department for one cardholder and save the record. Then, enter the card number

of the next cardholder whose department you want to change to **Marketing** and with the cursor in the Department field, press the **<Tab>** key to duplicate the word **Marketing**.

### Editing Functions

Every information screen on the Entry Master system uses the same *basic editing functions*. The editing functions are located on the bottom two lines of every database screen (e.g. the cardholder screen, the time zone definition screen, etc.). These bottom two lines are called the *Bottom Line Menu*.

The following describes each of the editing functions available on the Entry Master menus. The editing functions are listed in the order that they appear on the menus. You can select each editing function by entering the first letter of the function, or by using the **<Spacebar>** or the cursor control (arrow) keys to move the highlight, when the menu highlight is in the Bottom Line Menu. A prompt line at the bottom of the screen provides a brief description of the purpose of each editing function.

#### Modify

Used to modify (or change) individual fields in the displayed record. Each field on the Cardholder Record screen has a number with a right arrow (**>**) next to it; for example, **1> User's Name**. This combination of characters is called the *field modification symbol*. This function prompts you for the modification symbol of the field that you want to modify. If you type an exclamation point (**!**) before the field identifier you are put into the *input* or *edit* mode. For example, if you want to modify **field 9** and be in input mode, type **!9** and press **<Enter>**.



Edit and Input mode actually perform the same function. Input mode is simply the mode in which you are adding a new record to the database; i.e., the **<Up>** and **<Down>** arrow keys will move you from field to field, in either direction. Edit mode is identical except that you are editing an *existing record*. Otherwise the two terms are interchangeable.

#### Cancel

Use to cancel the current change or addition of the displayed record. Note that pressing the **<Esc>** key at any time performs the same function as Cancel.

#### Delete

Use to completely remove a cardholder's record from the cardholder database. You should only use this function if you have added an incorrect card number to the Entry Master system.

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You are prompted to confirm that you want to delete the card record. Normally you do not want to delete a card record. You should either change the card time zone to **9999** (Confiscate Status) or invalidate the card by changing the access level to **0000**, (Card is Invalid). Deleting a card record permanently deletes the card record from the database.



**Warning:** Do not use this function for lost or stolen cards. You should always keep the cardholder record in the database for lost or stolen cards so that you can track any activity on that card. For example, if a card is lost and someone else finds it, they may try to gain access to the facility. If the cardholder's record, with the card number of the lost card, is still in the database, an attempt to enter the facility or garage will be posted in the system reporting log and on the cardholder record.

File

Use to file (or save) the displayed record to permanent storage (write it to the database file).

Quit

Use to quit the data input screen and return to the previous screen. If you use this function and you have not saved the changes made to the displayed record they will not be saved.

Help(?)

Use to display a short Help screen describing the features of the displayed screen.

Repaint(^)

Use to redraw the displayed data input screen. This feature is useful on "dumb" terminals when there has been a power failure.

Edit

Use to change (or edit) the displayed record beginning in field **#1** in input (edit) mode. You can use the arrows keys to move from one field to another. After you have made a change to one field, pressing **<Enter>** moves the highlight to the next field.

Shell

Use to enter a **THEOS Shell**. When you are done with the **THEOS Shell**, you can return to the screen you were in when you entered the Shell.

## ENTRY-MASTER TRAINING GUIDE



**Warning:** This function should be used by certified technicians only. If you do enter the Shell function, type **EXIT** to return to the database screen.

## Introduction

### *What Is Entry Master?*

**E**ntry-Master is a complete card access control system. It combines multiple scanning technologies, including, proximity, infra-red, Wiegand, magnetic stripe, 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.

### **Entry Master Features**

Entry-Master Systems, Inc. (TOD/DCS) 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. TOD/DCS 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

## ENTRY-MASTER TRAINING GUIDE

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 123456 last went through the 1st Ave. Garage Exit than card number 123456 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 individual cards as either *passive* or *active*. (this is an optional feature)

## ENTRY-MASTER TRAINING GUIDE

### Access Level & Time Zone Control

You can define up to 99 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 8:01am to 5:05pm). You can assign up to two time zones for each card (one time zone and one alternate time zone).

You can define up to 999 access levels on the Entry Master system. You can define two access levels for each card (one access level and one alternate access level). These two features provide an unlimited range of entry/exit possibilities.

You assign time zones and access levels to each card on the Cardholder Record screen. You can scroll through the defined time zones and access levels to select the time zone and access level for each card; then make the proper notation.

### System Card Access to the Software

TOD/DCS can install an optional card reader at the 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.

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

Log into the system using your login ID;

Enter your password;

Swipe the card through the card reader at the computer;

Enter a four digit personal identification number (PIN).

This feature ensures that there is no unauthorized access to the Entry Master software system. Thus, providing a high security environment.

### Card Access Nesting

This feature prevents cardholders from remaining in a unauthorized area longer than is necessary to simply pass through the area. For example, a parking garage has 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

## **ENTRY-MASTER TRAINING GUIDE**

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 TOD/DCS 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 Entry Master to meet your needs.

## Entry Master Quick Start

**W**elcome to the Entry Master Quick Start Tutorial. This chapter teaches the basics of what you need to know to use Entry Master. This chapter is by no means the final word on using Entry Master. We merely want to quickly show you how to use the system. In a series of short Tutorial Lessons we will show you how to:

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### ICON KEY

---

 Valuable information

---

 Note

---

 Test your knowledge

---

 Keyboard exercise

---

 Lesson Review

---

- Log into the Entry Master System
- Log out of the system
- Change your password
- Define Card Readers
- Define Time Zones and Holidays
- Define Access Levels
- Search for a cardholder's record
- Edit a cardholder's record, including:
  - Enter new license plate number
  - Enter new home phone number
  - Change the card expiration date
- Batch update cards, including:
  - Batch ADD Cards by number
  - Updates by card number
  - Updates by specified field
- Forgive Cardholders
- Add or Delete System Users

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- 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 Entry Master 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 04* in a lesson may not be the same as *Time Zone 04* on your system, or the option to *Change Your Password* may be *Option #6* instead of *Option #5*. DO NOT PANIC. 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 Level 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 and he/she will be happy to help you through the lesson.

- The Editor -

## Logging Into The System

Let's start at the beginning. The first thing you need to know is how to log into the Entry Master system. This lesson shows you how to enter your login ID and how to enter your password.

### ICON KEY

-  Valuable information
-  Note
-  Test your knowledge
-  Keyboard exercise
-  Lesson Review

This is the Entry Master login screen:



FIGURE 1.1 Entry Master Login Screen

The cursor is blinking next to the login prompt, waiting for you to enter your login ID. Your login ID is usually your initials. Type your login ID and press **<Enter>**. See **Figure 1-2**.



Consult your *system administrator* (the person responsible for the operation of the system) for the proper login ID to use, if this is your first time on the system and you are not aware of having been assigned a *Login ID*. 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.

## ENTRY-MASTER TRAINING GUIDE

After familiarizing yourself with the system, it is recommended that you delete the login ID of USER *after* assigning *yourself* a login ID. Information regarding adding and deleting users is available in *Lesson 11 - Adding/Deleting System Users* on page 103.



Figure 1.2 Entering Your Login ID

If you entered your login ID correctly, the screen will now look like this:

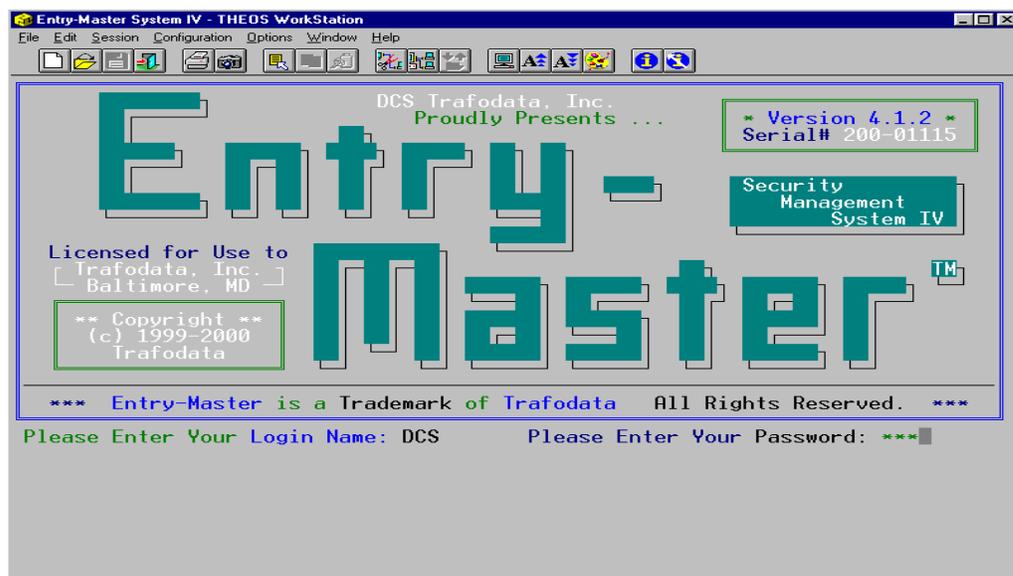


Figure 1.3 Entering Your Password

## ENTRY-MASTER TRAINING GUIDE

**Figure 1-3** shows the password prompt. The cursor is blinking next to the password prompt, waiting for you to enter your password. Type your password and press **<Enter>**. 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:

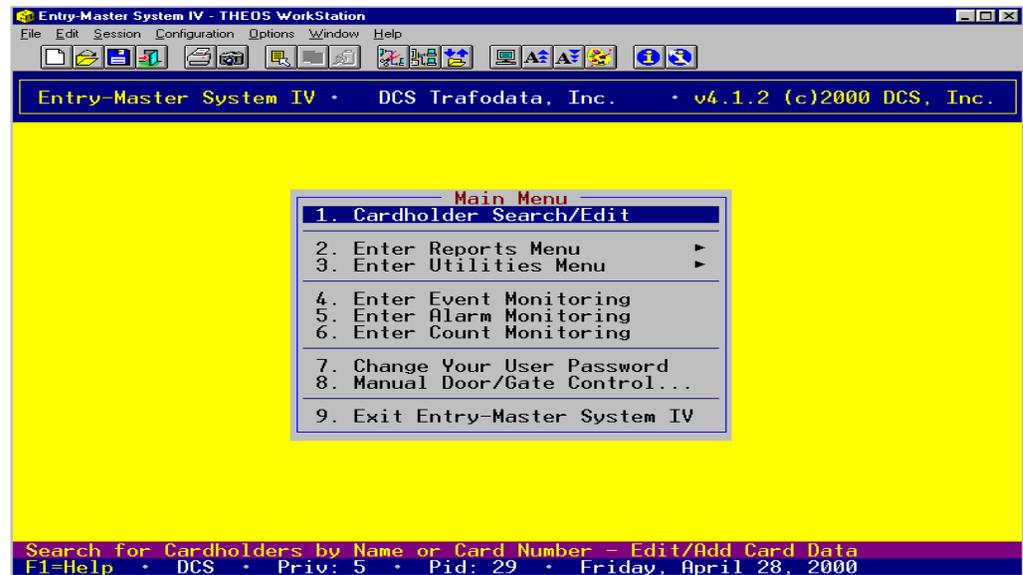


Figure 1.4 Entry Master Main Menu

**Figure 1-4** is an example of the Entry Master Main Menu. If you entered an incorrect password, the system issues a beep and returns to the login prompt. Repeat this lesson and be careful as you type your login ID and your password.

If your screen looks like **Figure 1-4**, then you have successfully logged into the Entry Master system and you can proceed to Lesson 2, *Logging out of the System*.



## 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.

There are two ways to log out of the system. You can:

1. Log out using a menu selection on the Main Menu.
2. Use the <Esc> key.

### *Logging Out From The Main Menu*

If you have logged into the system, then your screen looks like the following:

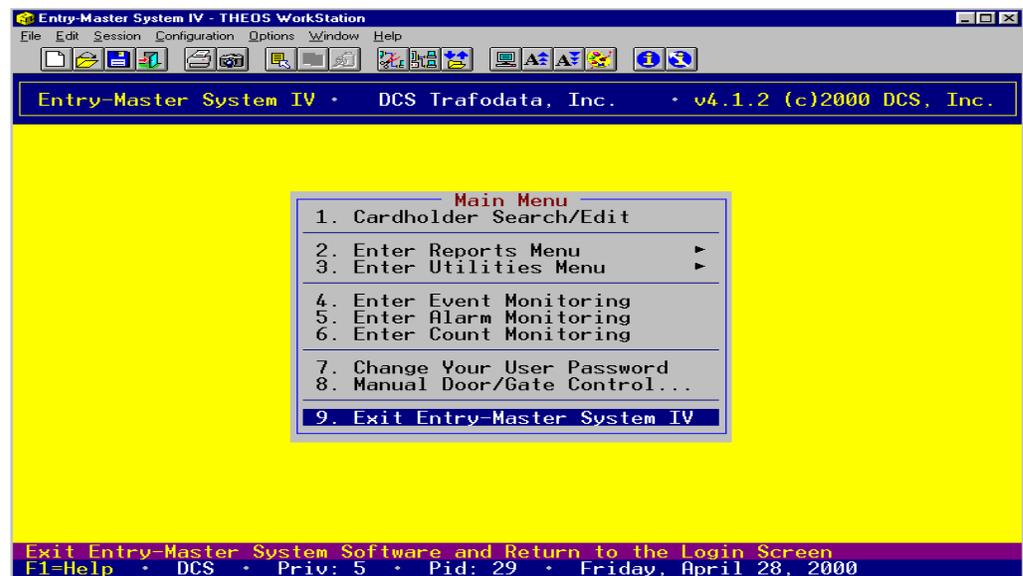


Figure 2.1 Entry Master Main Menu

#### ICON KEY

-  Valuable information
-  Note
-  Test your knowledge
-  Keyboard exercise
-  Lesson Review

## ENTRY-MASTER TRAINING GUIDE

To log out of the Entry Master system, select item **9**, Exit Entry Master System, on the menu. There are four ways to make a selection on any menu:

1. Use the cursor control (arrow) keys to move the highlight to the menu selection and press **<Enter>**.
2. Use the **<Spacebar>** to move the highlight to the menu selection and press **<Enter>**.
3. Type the number of the menu selection and press **<Enter>**.
4. Use your mouse to left click on the menu selection.

Selecting item **9** on the Entry Master Main Menu exits the Entry Master software and returns you to the Entry Master login prompt.

### *Logging Out Using The <Esc> Key*

Another way to exit Entry Master is to press the **<Esc>** key from any menu. When you press the **<Esc>** key, the program takes you back one menu level. If you press **<Esc>** from the Main Menu, Entry Master displays the following prompt:

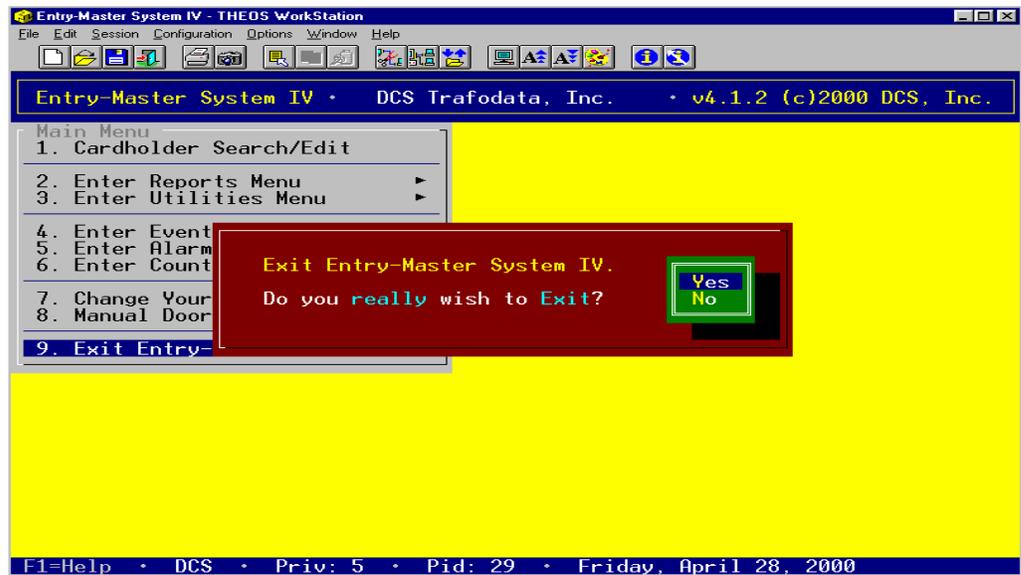


Figure 2.2 Logging Out Using The <Esc> Key

In this prompt, Yes is the default value, which means that you are sure you want to exit the system. To exit the Entry Master system, press **<Enter>**.

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If for some reason you do not want to exit the system, highlight No. Answering No to this prompt returns you to the Main Menu where you can now make another choice on the menu.



Always save your changes before using the **<Esc>** key to exit Entry Master. The **<Esc>** key does exactly what its name implies; it escapes from whatever you were doing. Changes made to the system may not be saved when you use the **<Esc>** key to exit Entry Master.

This lesson taught you how to log out of the Entry Master system. The Entry Master login screen should now be displayed on the screen. Proceed to Lesson 3, *Changing Your Password*.



## 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.

TOD/DCS 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 Entry Master, login as described in Lesson 1 on page 7. You should now see the Entry Master Main Menu displayed on the screen. See **Figure 3-1**.

ICON KEY	
	Valuable information
	Note
	Test your knowledge
	Keyboard exercise
	Lesson Review

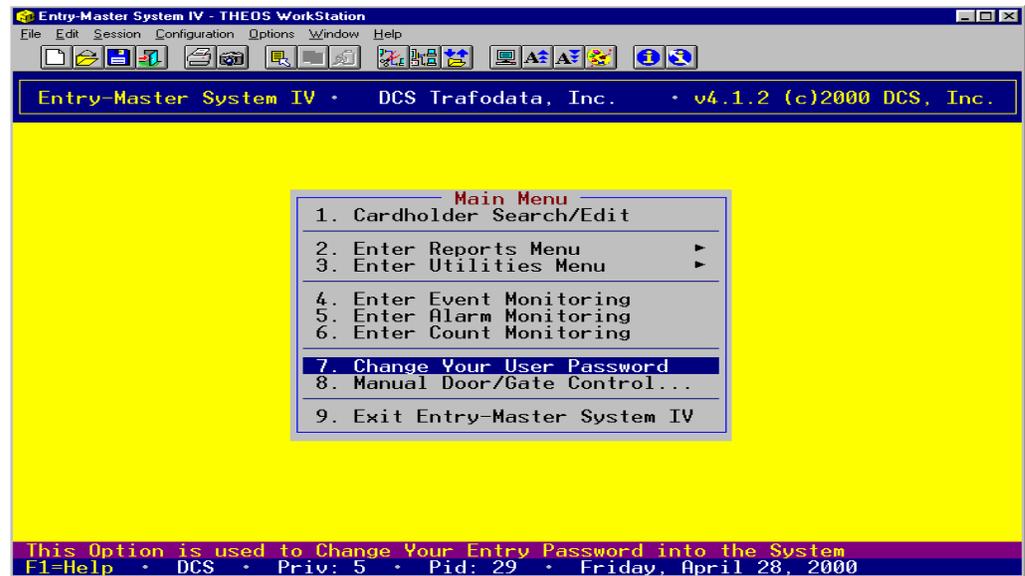


Figure 3.1 Entry Master Main Menu

To change your password, select item 7, *Change Your User Password*, on the menu. Remember, there are four ways to make a selection on any menu:

1. Use the cursor control (arrow) keys to move the highlight to the menu selection and press **<Enter>**.

## ENTRY-MASTER TRAINING GUIDE

2. Use the <Spacebar> to move the highlight to the menu selection and press <Enter>.
3. Type the number of the menu selection and press <Enter>.
4. Use your mouse to left double click on the desired menu selection.

When you select item 7 on the Main Menu, the following displays on the screen:

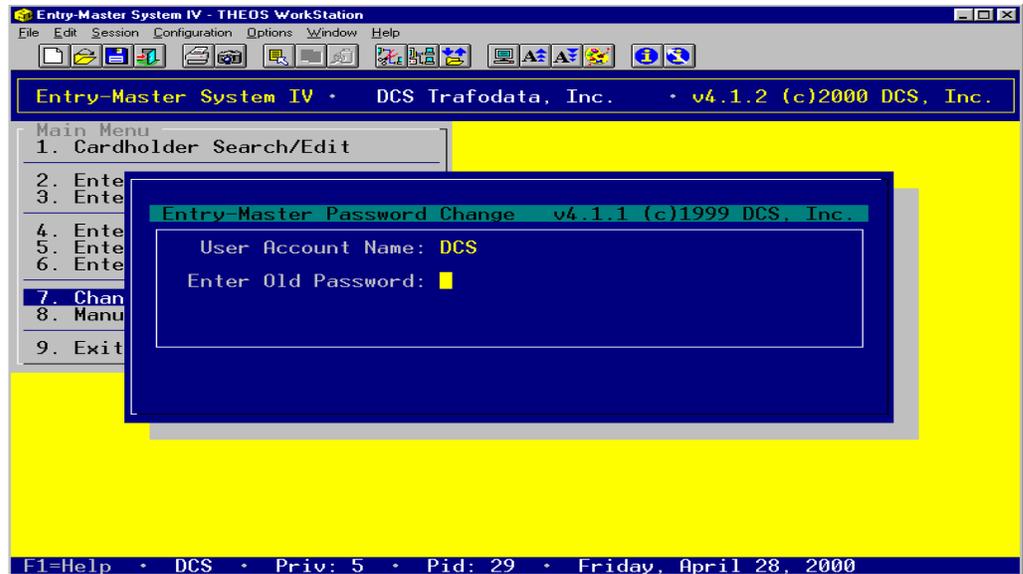


Figure 3.2 Entry Master Password Change Screen

In this screen, the **User Account Name** is your login ID. The cursor is blinking next to the **Enter Old Password:** prompt. Type your old password (the password you used to log into Entry Master) and press <Enter>. Remember, your password does not display on the screen as you type. You will see an asterisk for each character that you type. See **Figure 3-3**.

## ENTRY-MASTER TRAINING GUIDE

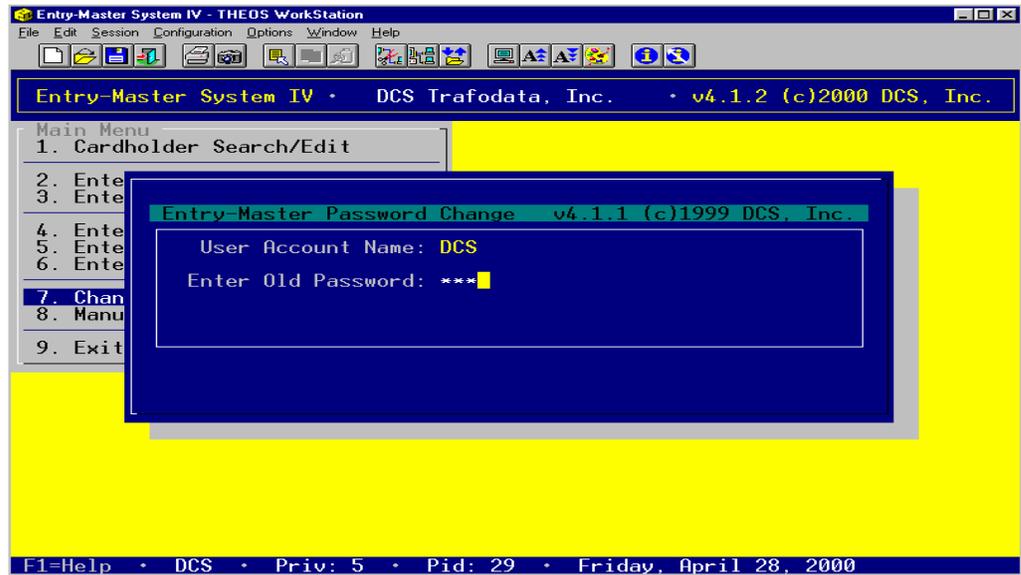


Figure 3.3 Entering Your Old Password

When you enter your old password, Entry Master prompts you to enter your new password as shown in **Figure 3-4**:

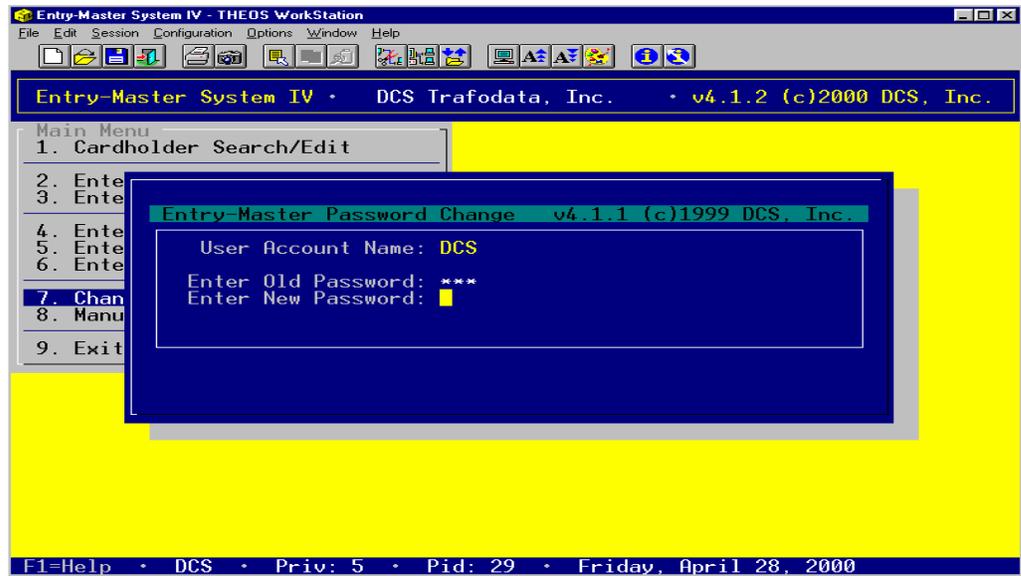


Figure 3.4 Prompt For New Password

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

## ENTRY-MASTER TRAINING GUIDE



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.

Type your new password and press <Enter>. Your screen should now look similar to **Figure 3-5**.

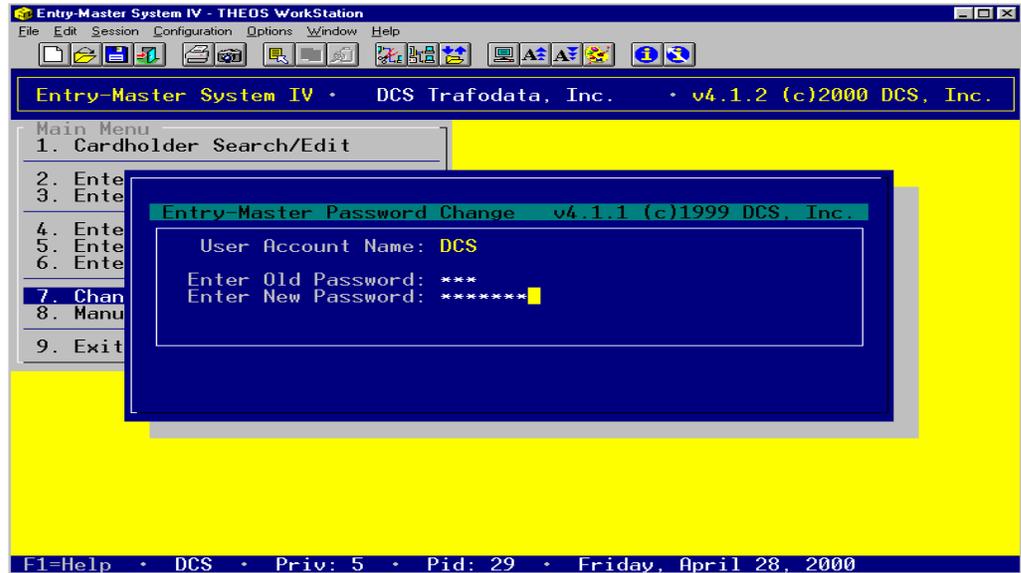


Figure 3.5 Entering Your New Password

When you enter a new password, Entry Master verifies the new password by prompting you to enter the new password a second time. See **Figure 3-6**.

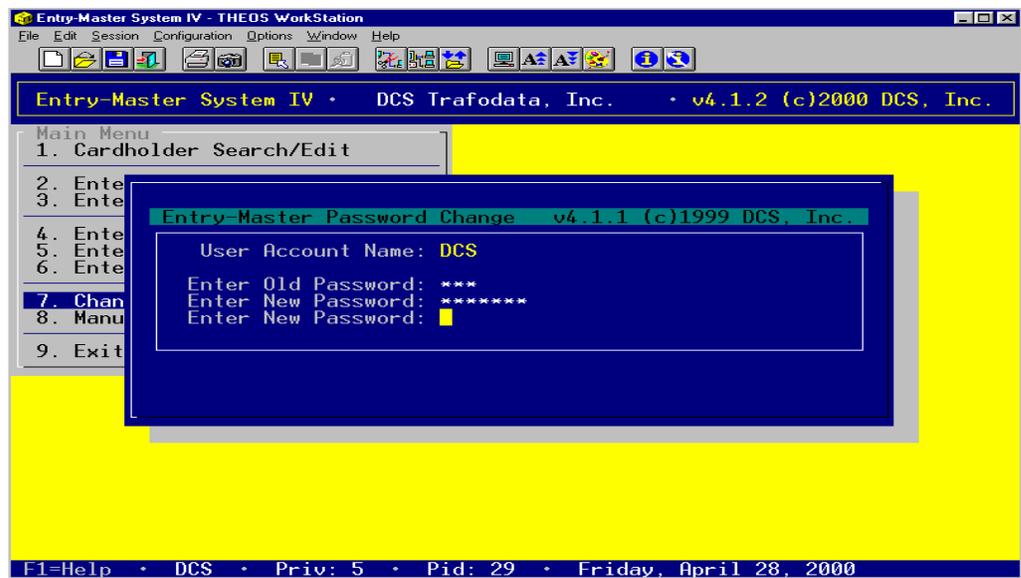


Figure 3.6 Prompt To Verify Your Password

## ENTRY-MASTER TRAINING GUIDE

Type your new password a second time and press <Enter>. See **Figure 3-7**.

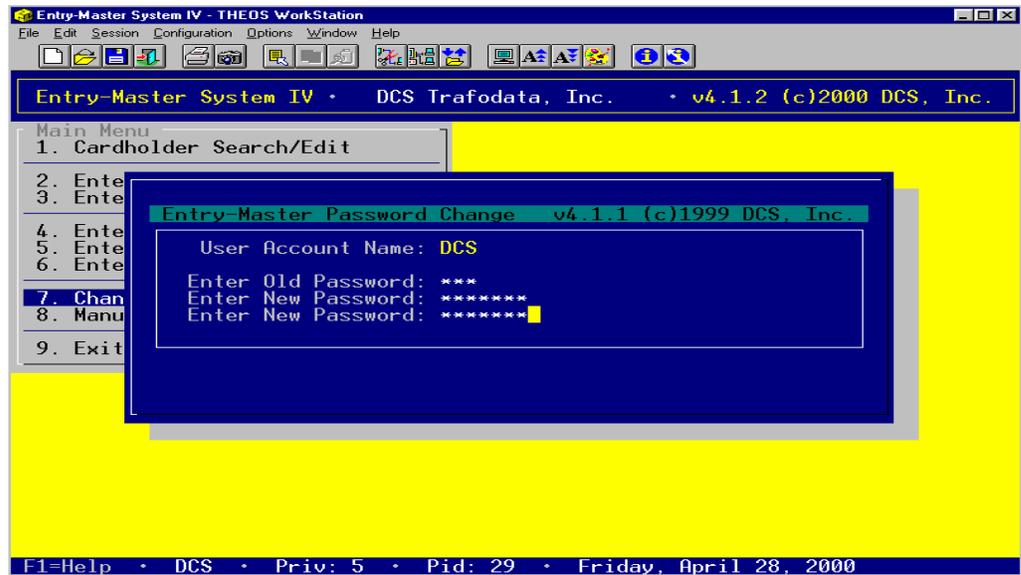


Figure 3.7 Entering Your Password A Second Time

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If you entered your new password incorrectly, Entry Master displays the following 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.

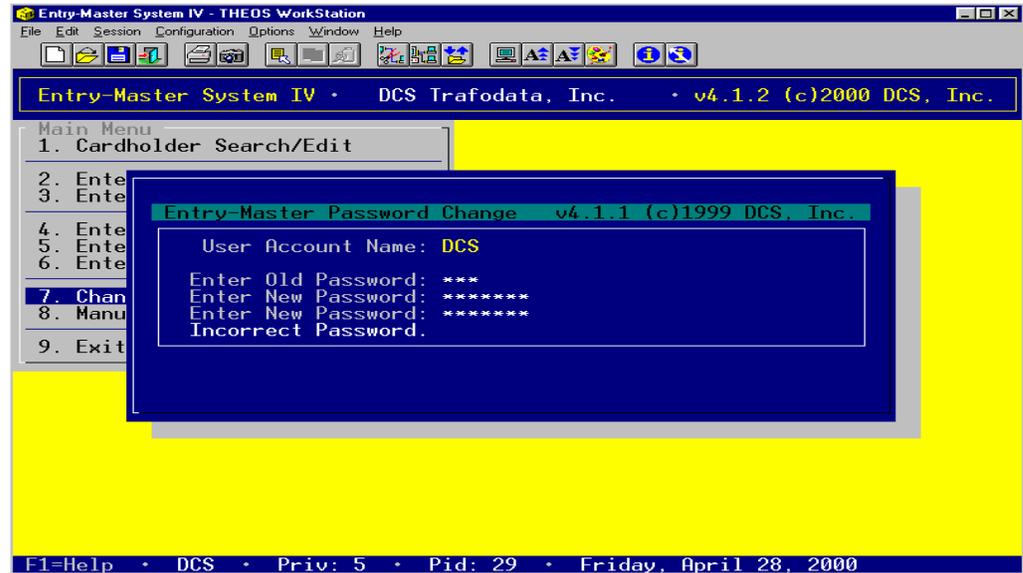


Figure 3.8 Password Entered Incorrectly

If you entered your new password correctly the second time, Entry Master stores your new password and returns you to the Entry Master Main Menu. You can now proceed to Lesson 4, *Defining Card Readers*.

## Defining Card Readers

**B**efore 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:

---

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- 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 in **Figure 4-1**. If you are not logged in, see Lesson 1 on page 7.

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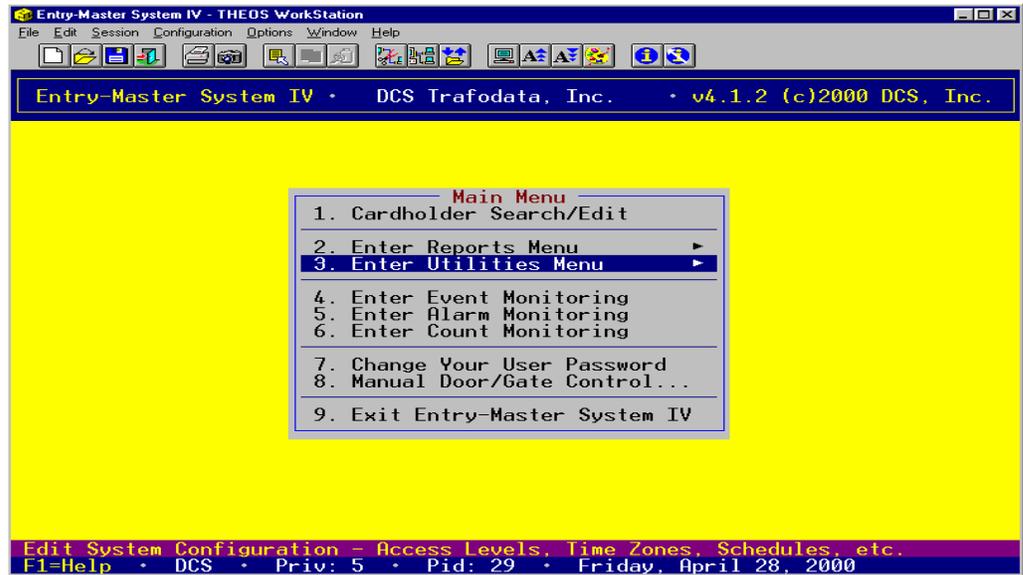


Figure 4.1 Entry Master Main Menu

You define card reader configurations using the **Utilities Menu**. To enter the Utilities Menu, select item **3** on the Main Menu. Remember, there are four ways to make a menu selection:

1. Use the cursor control (arrow) keys to move the highlight to the menu selection and press **<Enter>**.
2. Use the **<Spacebar>** to move the highlight to the menu selection and press **<Enter>**.
3. Type the number of the menu selection and press **<Enter>**.
4. Use your mouse to left click twice on the menu selection.

Selecting item **3** displays the Utilities Menu as shown in **Figure 4-2**.

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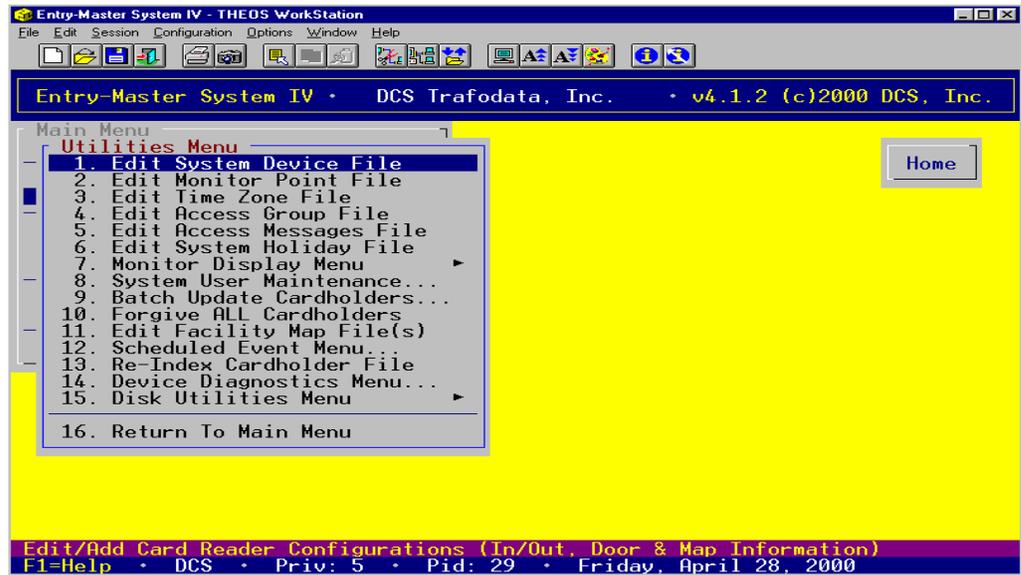


Figure 4.2 Entry Master Utilities Menu

There are several choices on the **Utilities Menu**. Select item **1**, *Edit System Device File*. Since item **1** is already highlighted on the menu, simply press **<Enter>** to display the following screen:

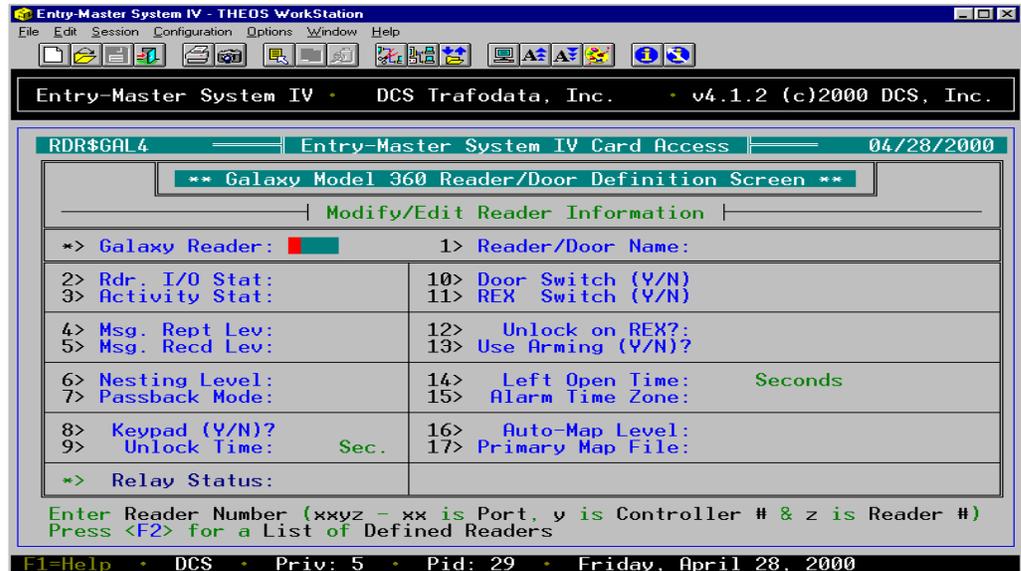


Figure 4.3 Card Reader Database Screen

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.

1. Define the **Controller Reader Number**.

This is a 4-character field in the form  $xy\bar{z}$ , where:

$xx$  is the Port Number, for example, 01

$y$  is the Controller Number, for example, 1

$\bar{z}$  is the Reader Number, for example, 5

The cursor is blinking in field **0>**. Type **0115** and press **<Enter>**. This number represents Port **01**, Controller **1**, and Reader Number **5**.



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. Specify the **Reader/Door Name**, field **1>**. The Reader/Door Name describes the location of the card reader. Type Main Entrance and press **<Enter>**.
2. Specify the **Rdr. I/O Stat**, field **2>**. The following are valid values for this 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)

To select the I/O status, type the first letter of the status you want this reader to have. For the example described above, type **I** (for IN) and press **<Enter>**.

3. Specify the **Activity Stat**, field **3>**. The following are valid values for this field:

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- **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

To select the activity status, type the first letter of the status you want this reader to have. For the example described above, type **A** (for Active) and press **<Enter>**.

4. Specify the **Msg. Rept Lev**, field **4>**. The Message Report level tells Entry Master what alarm report level this reader will have. Report levels are defined so that Entry Master 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. For the example described above, type **0** and press **<Enter>**.
5. Specify the **Msg. Recd Lev**, field **5>**. The Message Record Level tells Entry Master what alarm record level this reader will have. Record levels are defined so that Entry Master 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. For the example described above, type **0** and press **<Enter>**.

**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.

6. Specify the **Nesting Level**, field **6>**. 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. Type **0** (no nesting) and press **<Enter>**.

7. Specify the **Passback Mode**, field **7>**. Anti-Passback has two possible values; **Active** (Deny access if the In/Out status of the card is

incorrect for the reader) and **Passive** (Allow access regardless of the In/Out status of the card). See *Global Anti-Passback* on page 2 for more information.

8. Specify the **Keypad (Y/N)**, field **8>**. Keypads can be used as an additional level of security, requiring the cardholder 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; type **N** and press **<Enter>**.
9. Specify the **Unlock Time**, field **9>**. The unlock time 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, so in this example we will use 3.5 seconds; type **3.5** and press **<Enter>**.
10. Specify the **Door Switch(Y/N)**, field **10>**. A door switch is used to determine the status of a door (or gate), to determine if it has been left opened too long, or has been forced open. The response to this field is either a **Yes** or a **No**. In this example, a door contact is being used; type **Y** and press **<Enter>**.
11. Specify the **REX Switch (Y/N)**, field **11>**. A request to exit device (REX) is used: **1**) to either *shunt* a door forced alarm when a door is opened from the inside (i.e. without an access card); or **2**) 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; type **Y** and press **<Enter>**.
12. Specify the **Unlock on REX**, field **12>**. 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, type **N** and press **<Enter>**.
13. Specify the **Use Arming (Y/N)**, field **13>**. 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; in this way a card read cannot be effected unless a

vehicle is present. Since this example is for a door, type **N** and press **<Enter>**.

14. Specify the **Left Open Time**, field **14>**. This is 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 *Entry-Master* is connected. For this example, we wish a *Left Open Time* of **30 seconds**, so type **30** and press **<Enter>**.
15. Specify the **Alarm Time Zone**, field **15>**. The alarm time zone 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**, 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*, which corresponds to **Time Zone #3**. To select **Time Zone #3**, you may simply type **3** followed by the **<Enter>** key, or if you are not sure what the Time Zone Number is, simply press the **<F2>** key, which displays a pop-up window of all of the available Time Zone selections. Use the arrow keys to select the Time Zone of your choice, in this case **3**, then press the **<Enter>** key. For more information on Time Zones, see *Lesson #5 – Defining Time Zones*, later in this manual.
16. Specify the **Auto-Map Level**, field **16>**.. The Auto Map Level specifies to *Entry-Master* 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 C – Entry-Master Activity/ Alarm Messages*, later in this manual. The Auto Map Level will either be 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, we want an Auto Map Level of **“7”**; type **7** and press **<Enter>**.
17. Specify the **Primary Map File**, field **17>**. The Primary Map File specifies to the Event or Alarm Monitoring Screens which of the

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facility maps defined in the system should be displayed when an alarm occurs at this door. Note that 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 *automatically* display a map in the event of an alarm, we still may want the guard or other personnel to be able to “pull up” a map, if necessary. In this example, we wish to select **Map #1**, labeled *Miami Ctr. Bldg. – First Floor Alarms*. To select **Map #1**, you may simply type **1** followed by the <Enter> key, or if you are not sure what the Map Number is, simply press the <F2> key, which displays a pop-up window of all of the available Map File selections. Use the arrow keys to select the Map File of your choice, in this case **1**, then press the <Enter> key.

In the example described above the card reader will have an Anti-Passback status of **Active**; type **A** and press <Enter>. The screen should now look like **Figure 4-4**.

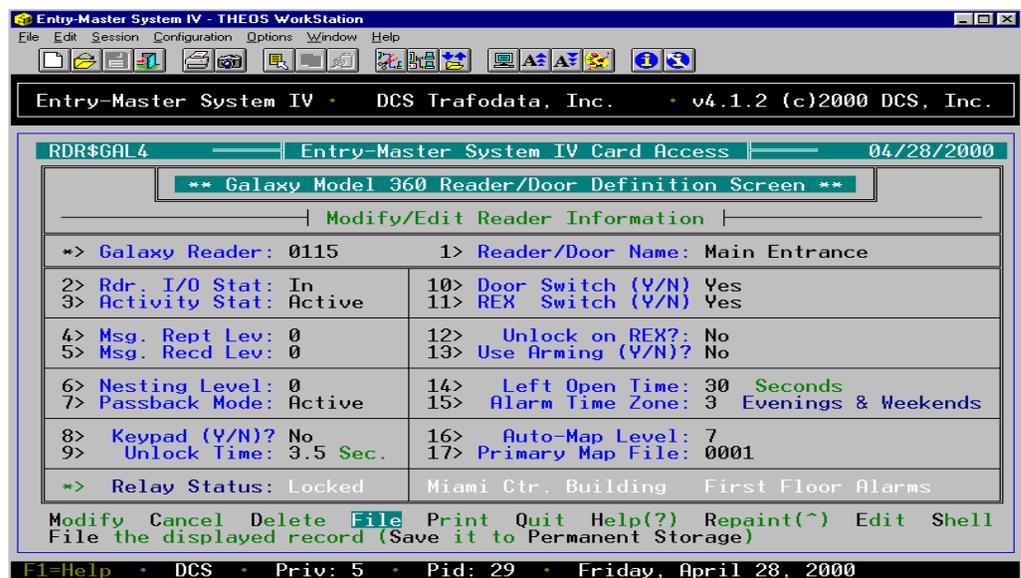


Figure 4.4 Card Reader Database Screen Completed

Notice that the Bottom Line Menu is now displayed and that **File** is highlighted. To save this card reader configuration and display a blank card reader database screen, press <Enter>. Now the card reader configuration for card reader **0115** is saved and you can exit this menu.

Press <Esc> to return to the **Utilities Menu**.

You have learned how to define card reader configurations on the Entry Master system.

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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*, on page 123 for information about displaying and printing the Card Reader Report.

Proceed to Lesson 5, Defining Time Zones and Holidays.



## Defining Time Zones & Holidays

**E**ntry-Master 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 **99** 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 in **Figure 5-1**. If you are not logged in, see Lesson 1 on page 7.

### ICON KEY

-  Valuable information
-  Note
-  Test your knowledge
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Figure 5.1 Entry Master Main Menu

You define time zones using the **Utilities Menu**. To enter the **Utilities Menu**, select item **3** on the Main Menu. Remember, there are four ways to make a menu selection:

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1. Use the cursor control (arrow) keys to move the highlight to the menu selection and press <Enter>.
2. Use the <Spacebar> to move the highlight to the menu selection and press <Enter>.
3. Type the number of the menu selection and press <Enter>.
4. Use your mouse to left click twice on the desired menu selection.

Selecting item 3 displays the Utilities Menu as shown in **Figure 5-2**.

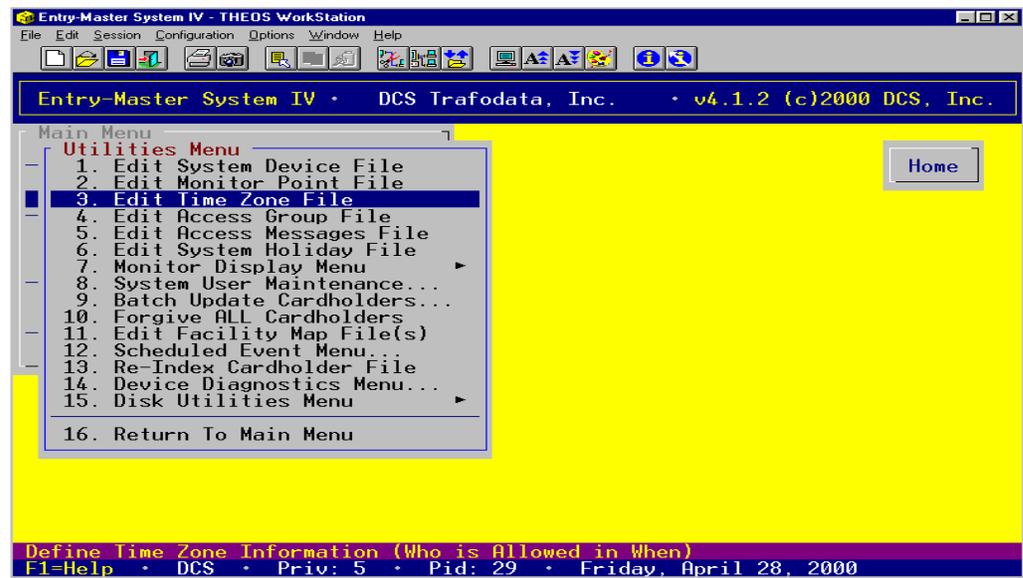


Figure 5.2 Entry Master Utilities Menu

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### *Defining Time Zones*

There are several choices on the **Utilities Menu**. Select item 3, *Edit Time Zone File*. When you select item 3, the following screen displays:

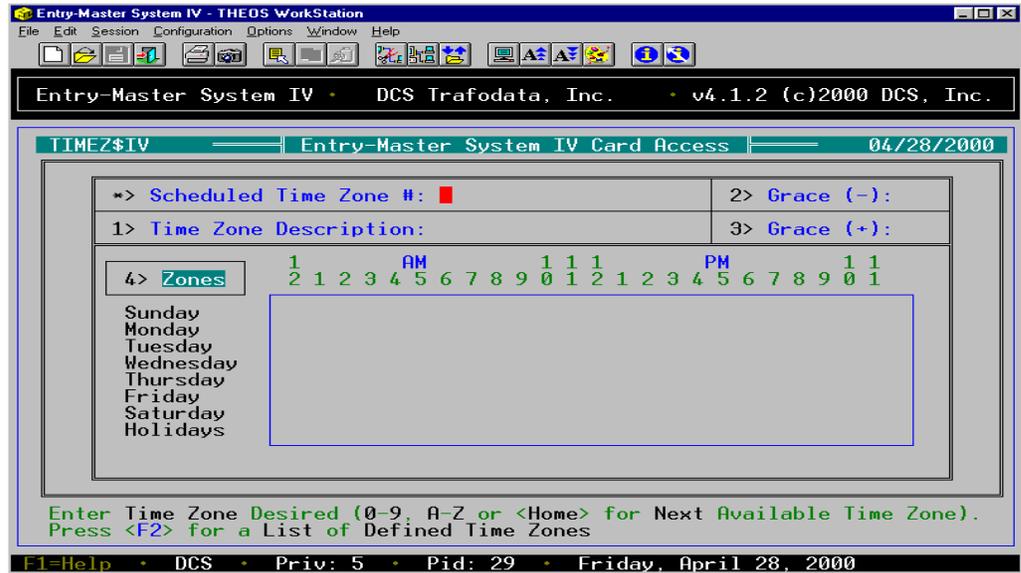


Figure 5.3 Time Zone Editing Screen

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 next to field **\*>**, **Scheduled Time Zone #**, and Entry Master is waiting for you to specify what time zone number you want to define. For this, example we will define time zone number 4. Type 4 and press **<Enter>**. The screen should now look similar to **Figure 5-4**.

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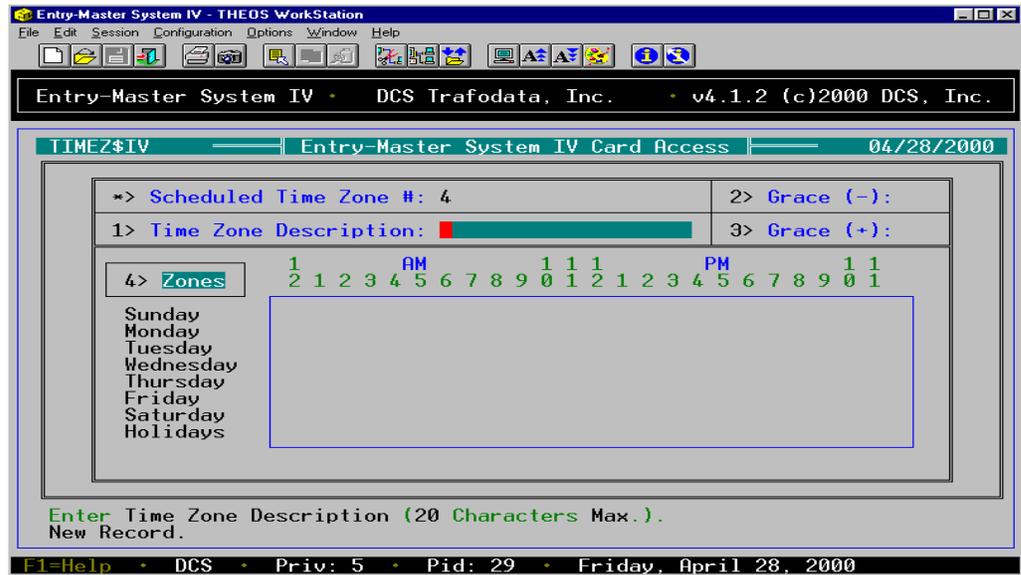


Figure 5.4 Time Zone Number Entered

- The cursor is blinking next to field 1>, **Time Zone Description**. 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** in field 1> and press <Enter>. You can use upper and lower case letters in this field. The screen now looks like **Figure 5-5**.

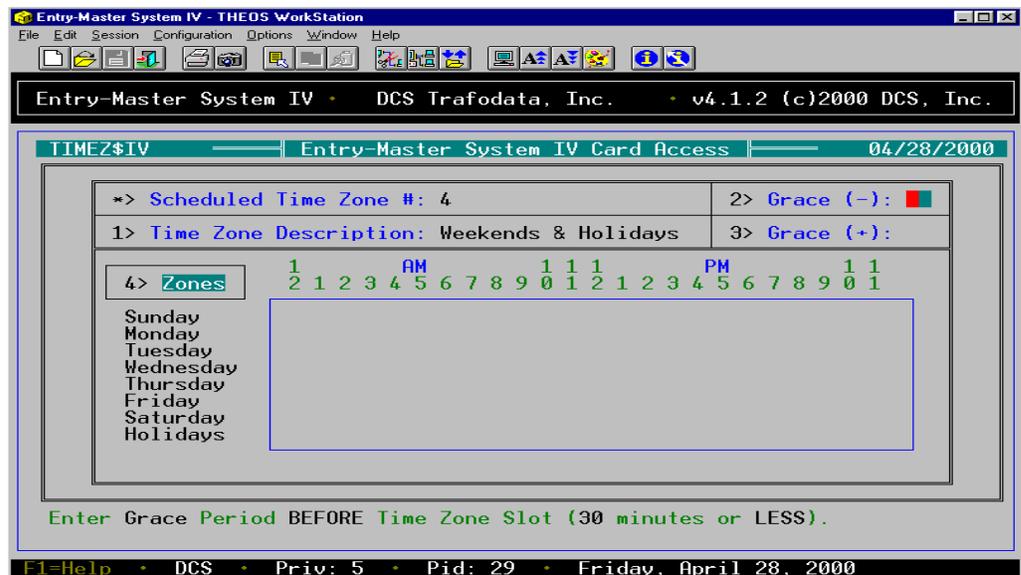


Figure 5.5 Time Zone Description Entered

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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 will be 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 only be accepted during the defined time zone period.

3. The cursor is blinking next to field **2>, 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 **<Enter>**.
4. The cursor now moves to field **3>, Grace (+)**. 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** and press **<Enter>**. The screen should look like **Figure 5-6**.

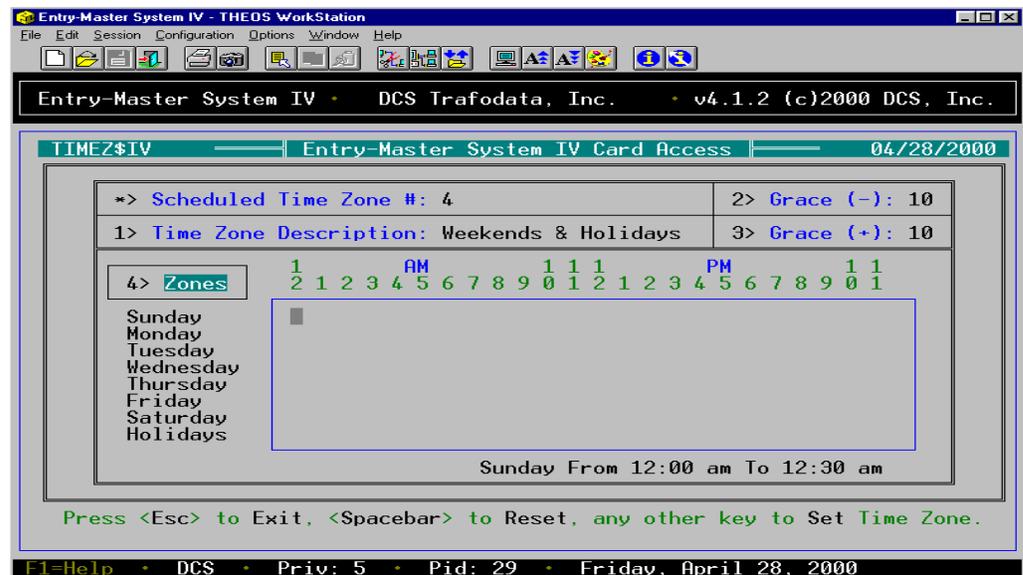


Figure 5.6 Time Zone Grace Periods Entered

5. Now you will define exactly when this time zone is in effect. The cursor has moved down to the time period box under field **4> Zones** as shown in **Figure 5-6**. This box has a space for every half hour period within an entire 24-hour period starting at 12:00 a.m. to 12:30 a.m. and ending with 11:30 p.m. to 12:00 a.m.

To set the time zone you can press any *alphanumeric* key on the keyboard. An *alphanumeric* key is any **letter (A through Z)** OR any **number (0 through 9)** on your computer's keyboard. When you press a key an asterisk (\*) displays in the half-hour time period. To reset (or

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erase) a half-hour time period, press the **<Spacebar>** while the blinking cursor is on the time period you want to reset. When you press an alphanumeric key or the **<Spacebar>**, the cursor moves one space to the right. The prompt in the lower right of the screen tells you what day and time period the cursor is in, for example, the cursor is in the **Sunday From 12:00 a.m. To 12:30 a.m.** time period now.

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. Press the **<Spacebar>** until the prompt in the lower right says **12:00 p.m. to 12:30 p.m.**
- b. Press an alphanumeric key and an asterisk will display in the **12:30 p.m. to 1:00 p.m.** time period and the cursor moves to the right as shown in **Figure 5-7**.

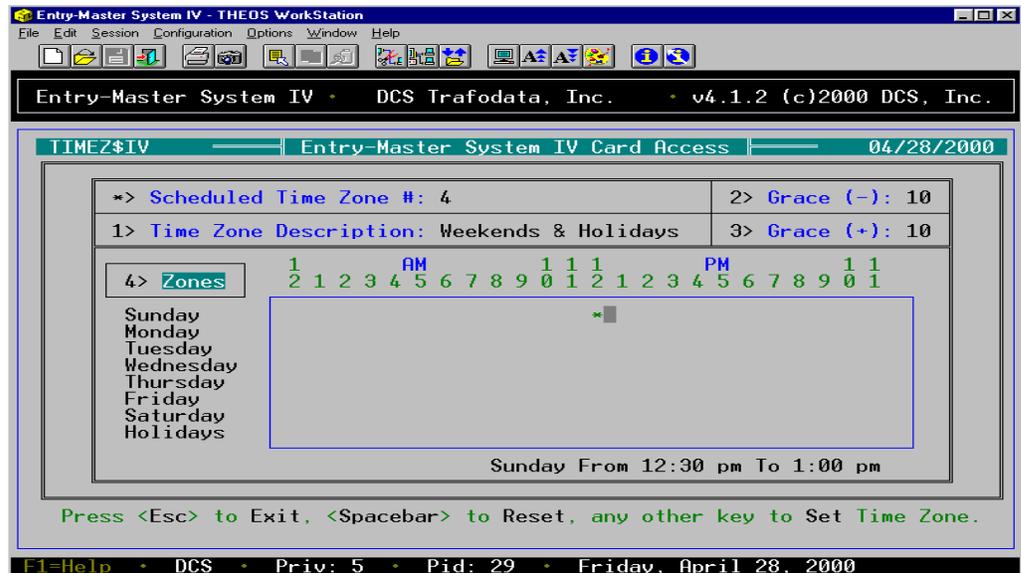


Figure 5.7 Defining 12:00 p.m. To 12:30 p.m. Time Period

- c. Continue to press an alphanumeric key until the time period listed in the prompt is **5:00 p.m. to 5:30 p.m.** This defines the time zone for Sunday. If you make a mistake, you can use the arrow keys to move the cursor to the time period you do not want defined and press the **<Spacebar>** to reset the time period (erase the asterisk displayed). The screen should look like **Figure 5-8**.

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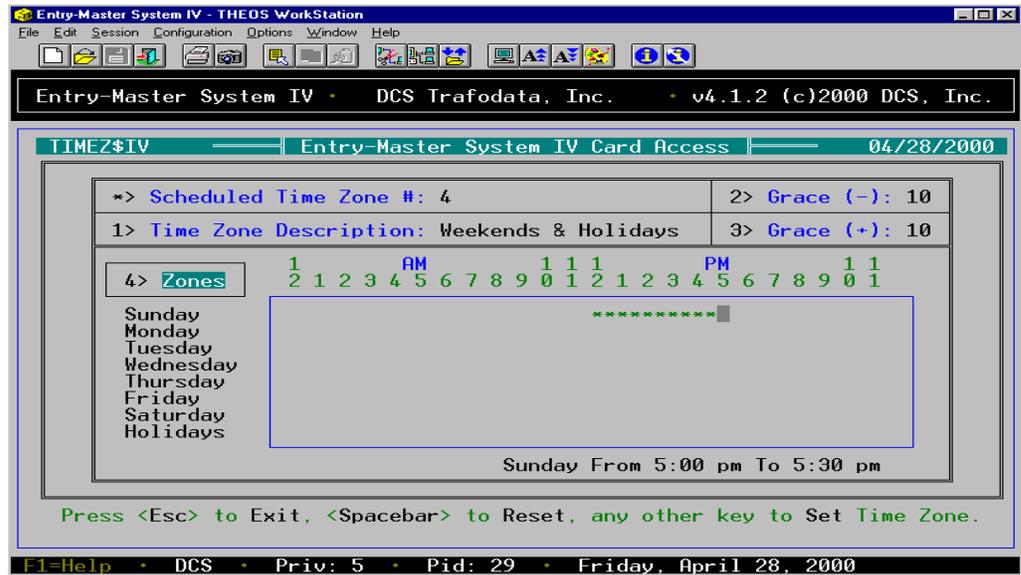


Figure 5.8 Sunday Time Zone Defined

- d. Use the arrow keys to move the cursor to **Saturday from 12:00 p.m. to 12:30 p.m.** as shown in Figure 5-9.

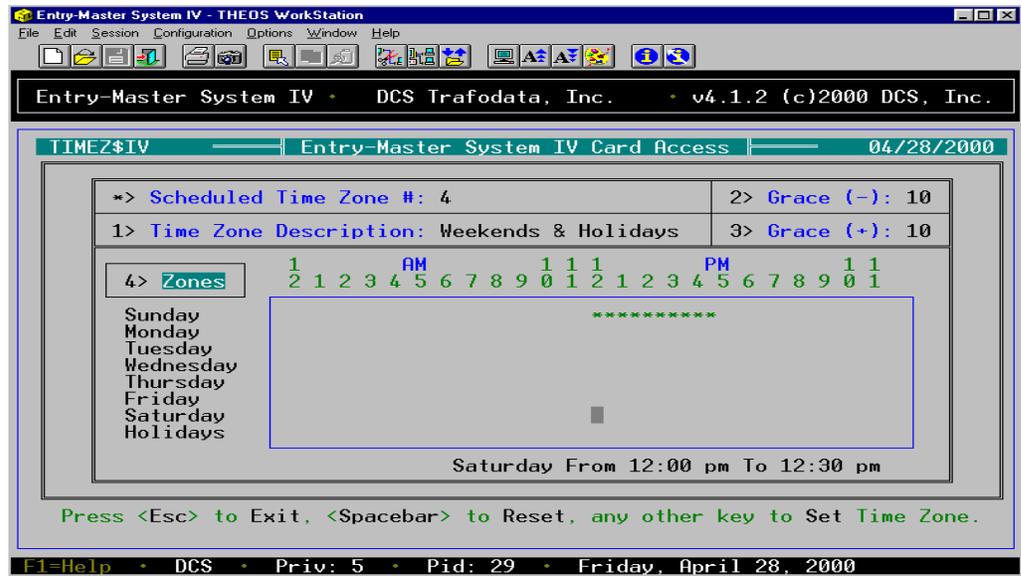


Figure 5.9 Defining Saturday Time Zone

- e. Press an alphanumeric key until the prompt changes to **Saturday from 5:00 p.m. to 5:30 p.m.** Figure 5-10 shows the time zone for Saturday set.

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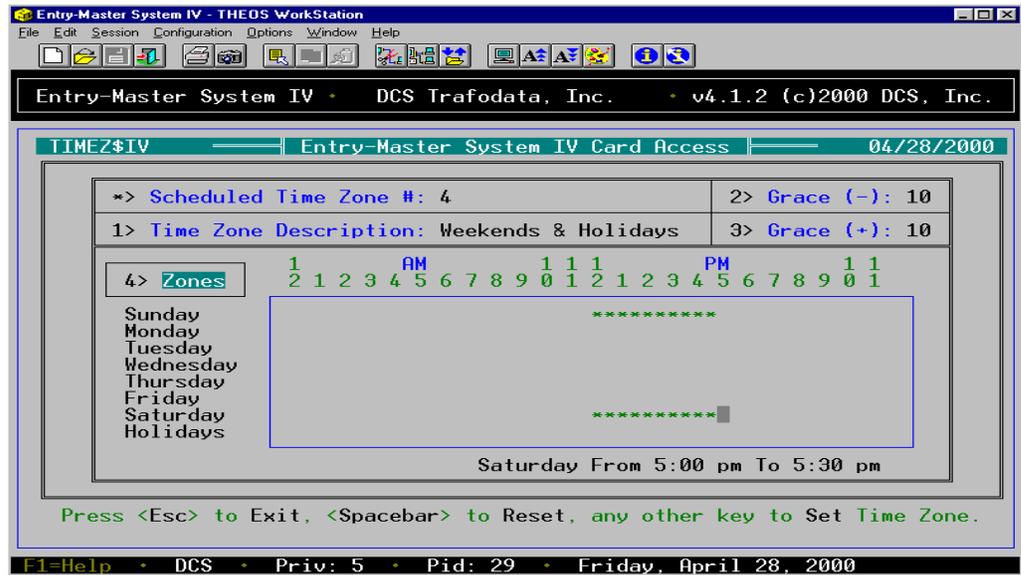


Figure 5.10 Saturday Time Zone Defined

- f. Repeat steps **d** and **e** for Holidays. Make sure the prompt at the lower right of the screen displays the word **Holidays** instead of **Saturday** as you define the time zone.
- g. Press **<Esc>** to complete the time zone definitions and display the Bottom Line Menu as shown in **Figure 5-11**.

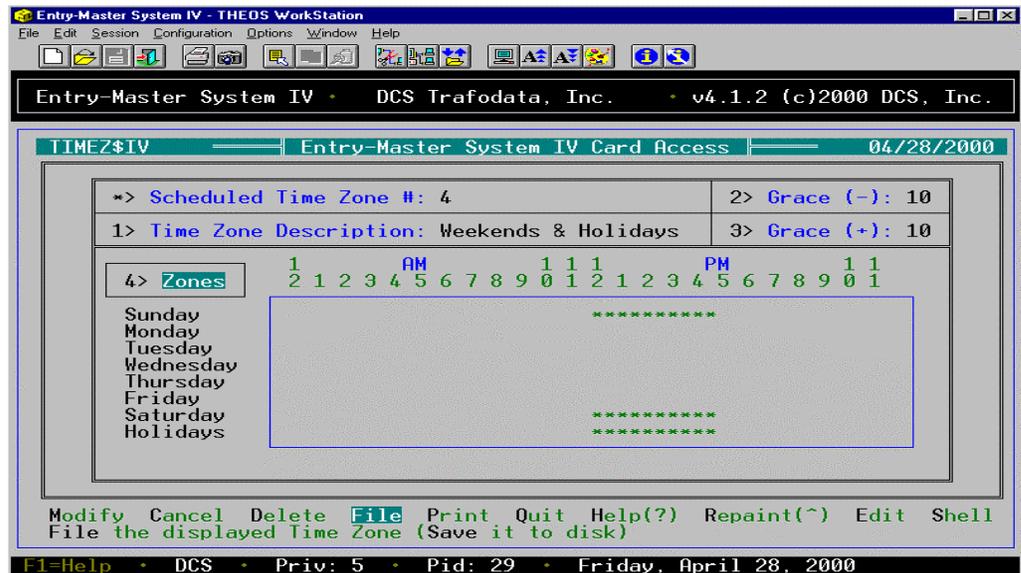


Figure 5.11 Time Zone Definition Screen Completed

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- h. Before you **save** the time zone record, note that because you have set fields **2> Grace (+)** and **3> Grace (-)** 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.**
- i. **File** is highlighted on this menu. Press **<Enter>** to save this time zone definition and display a blank Time Zone definition screen as shown in **Figure 5-3** on page 33.
- j. Press **<Esc>** once to return the **Utilities Menu**.



You can edit existing time zone definitions 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.

*Defining Holidays*

You need to define holidays on the Entry Master system so that Entry Master 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. Select item **3** on the Main Menu to display the **Utilities Menu** shown in **Figure 5-12**.

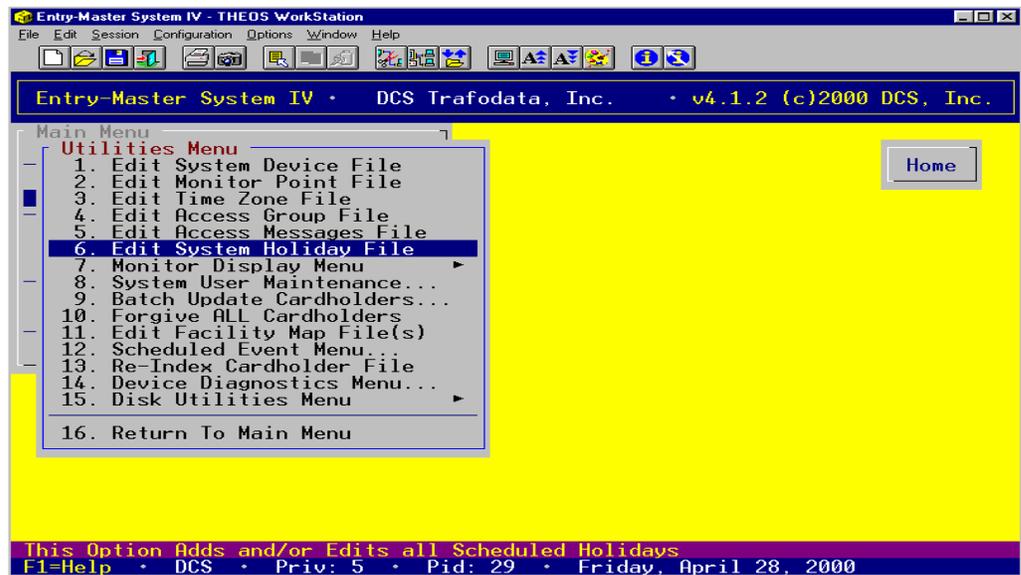


Figure 5.12 Entry Master Utility Menu

2. Select item **6**, *Edit System Holiday File*, on the **Utilities Menu**. The following displays on the screen:

## ENTRY-MASTER TRAINING GUIDE

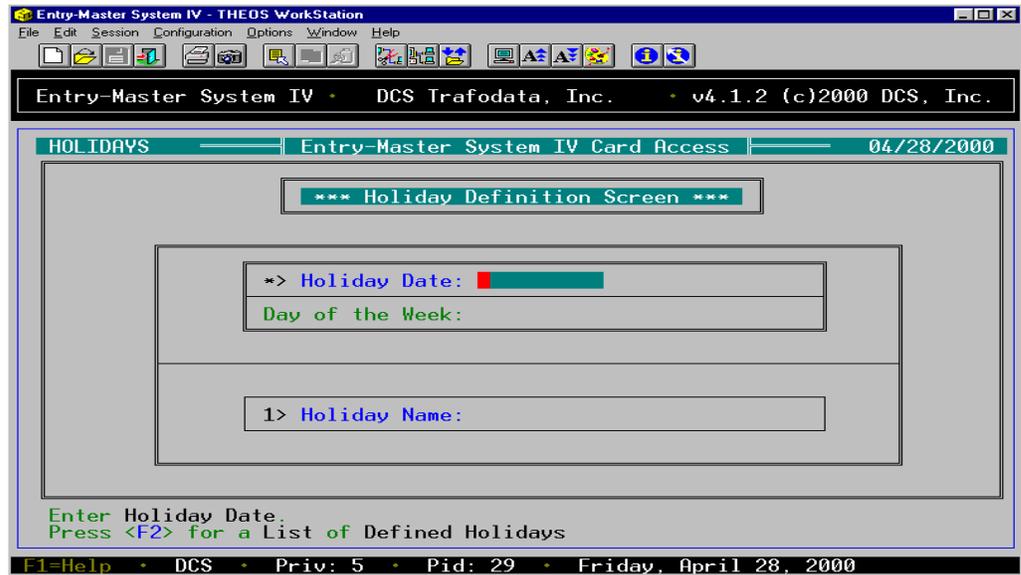


Figure 5.13 Holiday Definition Screen

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

3. Enter the date of the holiday. In this example, we will define July 4, 2000.



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

Type **70400** and press **<Enter>** as shown in **Figure 5-14**. You could also type **704** and press **<Enter>**.

## ENTRY-MASTER TRAINING GUIDE

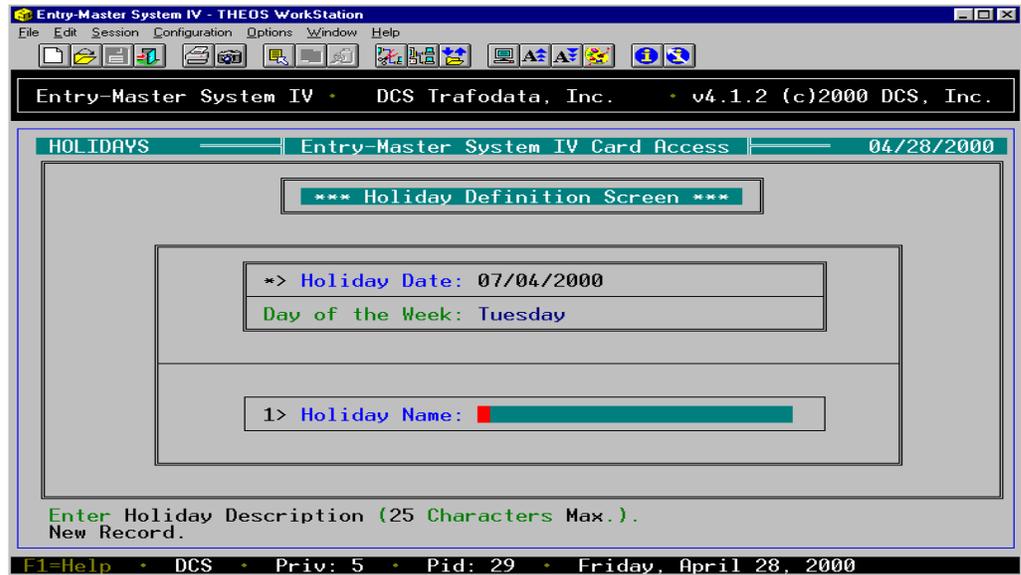


Figure 5.14 Holiday Date Filled In

Notice that Entry Master filled in the Day of the Week field.

4. Enter a description for the holiday. The description can be a maximum of 25 characters. For this example type **Independence Day** and press <Enter>. Pressing <Enter> displays the Bottom Line Menu as shown in **Figure 5-15**.

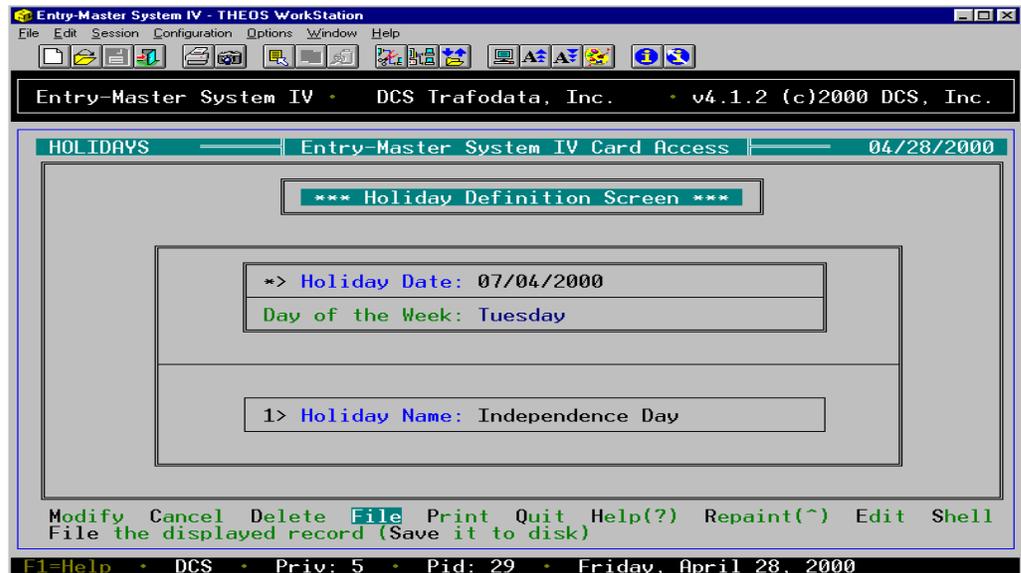


Figure 5.15 Holiday Definition Screen Completed

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5. To save (file) this holiday and display a blank Holiday Definition screen press **<Enter>**.
6. Press **<Esc>** to return to the **Utilities Menu**.
7. Press **<Esc>** 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 Levels



## Defining Access Groups

**E**ntry-Master 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 levels and you can assign up to three access groups (one access group and one alternate access group) for each card.

You should be logged into the Entry Master system and the Entry Master Main Menu should be displayed on the screen as shown in **Figure 6-1**. If you are not logged in, see Lesson 1 on page 7.

### ICON KEY

-  Valuable information
-  Note
-  Test your knowledge
-  Keyboard exercise
-  Lesson Review

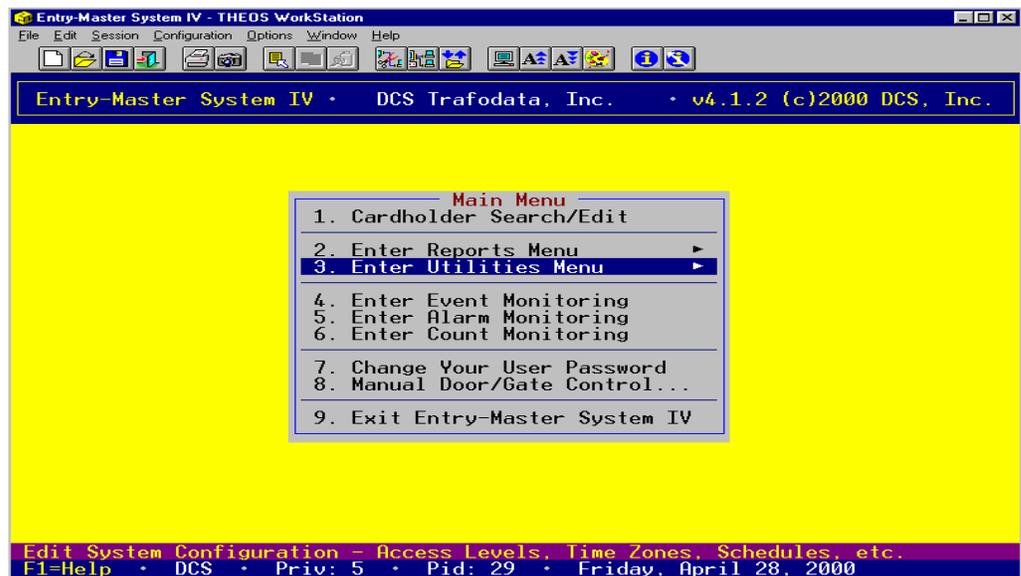


Figure 6.1 Entry Master Main Menu

1. You define access levels using the **Utilities Menu**. To enter the **Utilities Menu**, select item **3** on the Main Menu.

Selecting item **3** displays the Utilities Menu as shown in **Figure 6-2**.

## ENTRY-MASTER TRAINING GUIDE

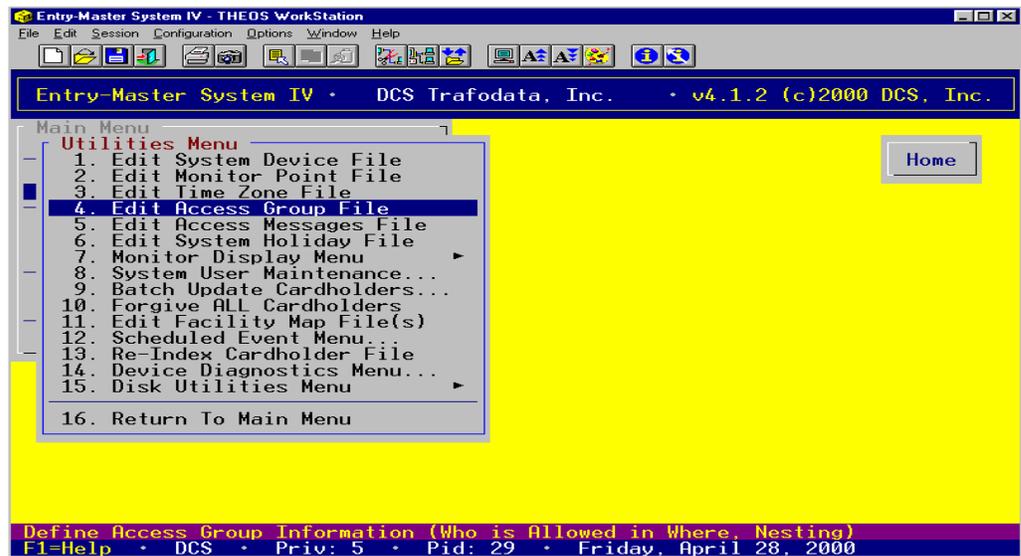


Figure 6.2 Entry Master Utilities Menu

There are several choices on the **Utilities Menu**. Select item 4, *Edit Access Group File*. When you select item 4, the following screen displays:

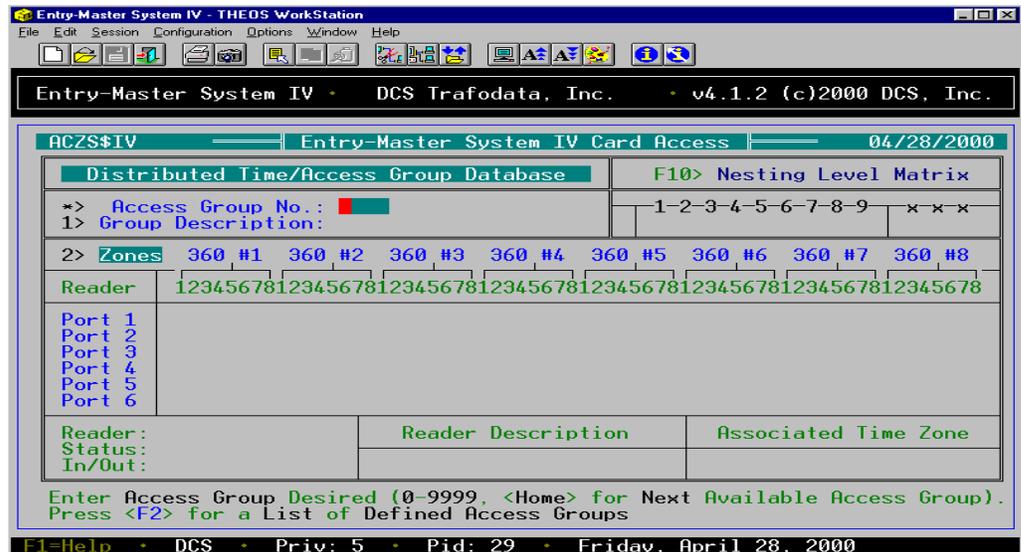


Figure 6.3 Distributed Time/Access Group Database Screen

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.

1. Define the **Access Group No**, field \*>. The cursor is blinking in field \*>. Type 4 and press <Enter> to begin defining access level 4.

## ENTRY-MASTER TRAINING GUIDE

- Specify the **Group Description**, field **1>**. 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, so type **Main Ent & Level 2** and press **<Enter>**.
- The cursor has moved down to the reader identifying box under field **2>**, Zones. In this box you will define which card readers can be accessed on this access level. To set the time zone press **<F2>** and select the time zone desired for that reader. To reset (or leave blank) a time zone, press the **<Spacebar>** while the cursor is located in the time zone you want to reset. Once the time zone is entered the cursor moves one space to the right and the prompt in the bottom middle of the screen tells you the reader location represented by the space on the grid. If there is no reader defined for the cursor position, the prompt says **Reader Not Defined**.

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. Press **<F2>** and select Time Zone **1** (24 Hrs/Day). See **Figure 6-4** below for an illustration of selecting a Time Zone.

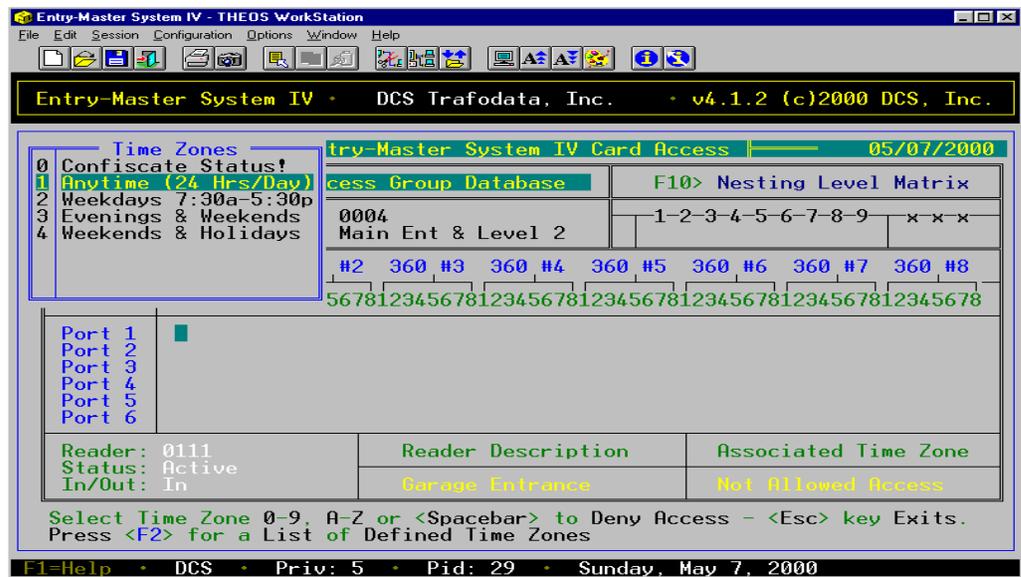


Figure 6.4 Selecting a Time Zone for the Garage Entrance

Once **<Enter>** is pressed, a **“1”** is placed into the **Garage Entrance** Reader slot.. You can also simply press the **“1”** key to select a reader’s Time Zone. Pressing the **“1”** key four more times yields **Figure 6-5**:

## ENTRY-MASTER TRAINING GUIDE

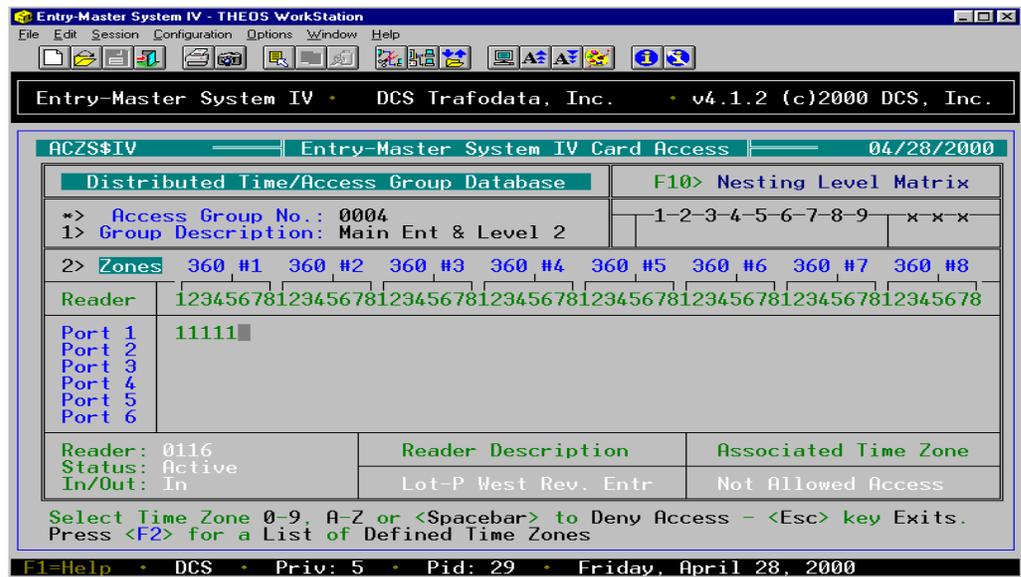


Figure 6.5 Access Group Reader Time Zones Defined

Notice that the cursor is now in position **6** under **360 #1** and the prompt at the bottom center of the screen says **Reader Not Defined**. This means that you do not have a card reader connected to position **6**. See **Figure 6-5**.

4. If installed, press **<Esc>** to move to **Nesting Levels**, field **3>**. If you do not have the nesting option installed, go to step 7. Field **3>** is where you define the nesting level of this access group. The cursor is blinking under **1** in the nesting levels box if you have the nesting option installed on your system. In this example, the nesting level is **2** because you want cards with this access level to park in **Level 2** only. They will be allowed to pass through the Garage Main level, but they will not be allowed to remain in the Garage Main level. Press the **<Spacebar>** once to move the cursor under the number **2**.
5. Press any alphanumeric key to place an asterisk (\*) under number **2**. This indicates that cardholders in this group are allowed to park in Nested Level #2.
6. Press **<Esc>** to complete the nesting level definition. This displays the Bottom Line Menu and **File** is highlighted. The screen should look like **Figure 6-6**.

## ENTRY-MASTER TRAINING GUIDE

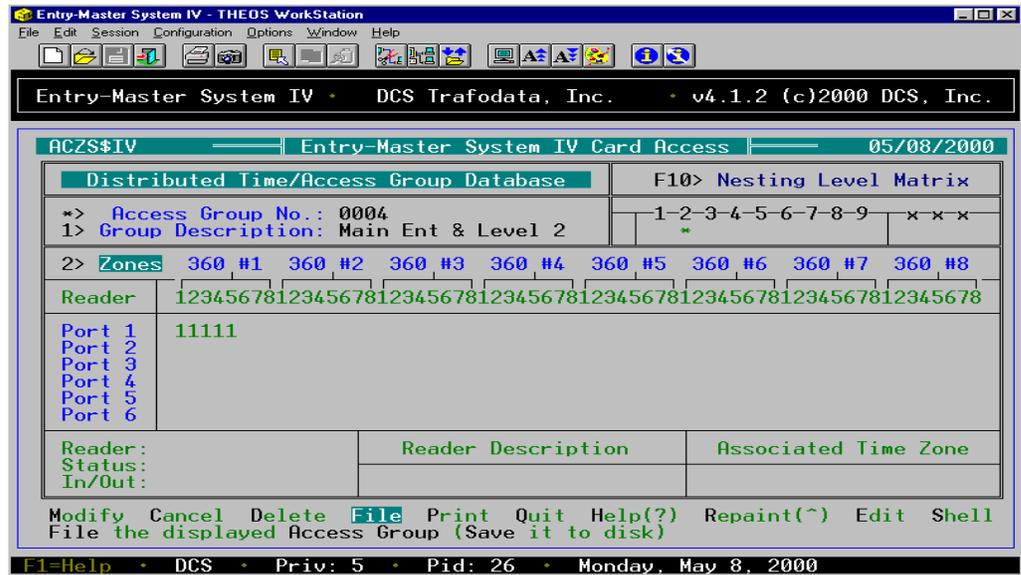


Figure 6.6 Completed Distributed Time/Access Group Database Screen

7. To save this access zone definition and display a blank Distributed Time/Access Group Database screen press **<Enter>**.
8. Press **<Esc>** to return to the **Utilities Menu**.
9. Press **<Esc>** again to return to the **Main Menu**.

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.

You can edit existing access groups by entering the number of a defined access group, using the **Edit** feature on the Bottom Line Menu, and following the procedures described in this lesson.

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





## Searching For A Cardholder's Record

The cardholder search function allows you to locate a specific card number or cardholder. 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. You can locate a specific cardholder record by specifying the card number or the cardholder's name. This lesson teaches you how to search for a specific card number or cardholder name.

If you are logged into the Entry Master system, return to the Entry Master Main Menu and choose item 1. *Cardholder Search/Edit* should be displayed on the screen as shown in **Figure 7-1**. If you are not logged in, see Lesson 1 on page 7.

### ICON KEY

-  Valuable information
-  Note
-  Test your knowledge
-  Keyboard exercise
-  Lesson Review



Figure 7.1 Entry Master Main Menu

Notice that item 1, *Cardholder Search/Edit* is highlighted on the menu. To enter the cardholder search screen simply press **<Enter>**. The following is displayed on the screen:

## ENTRY-MASTER TRAINING GUIDE

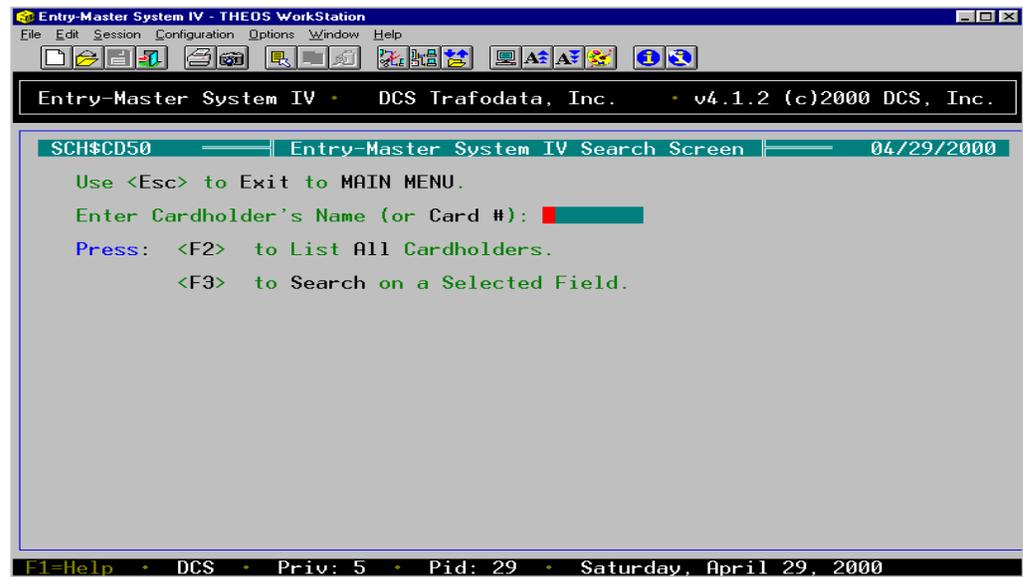


Figure 7.2 Cardholder Search Screen

This is the Cardholder Search Screen. The cursor is blinking next to the **Enter Cardholder's Name (or Card #):** prompt.

## ENTRY-MASTER TRAINING GUIDE

### *Searching By Name*

You do not need to type the entire name of the cardholder. You can type the first few characters of the name.



Entry Master is designed to search names based on whichever part of the name is listed first in the *User's Name* field of the cardholder record screen. Generally you want to enter the name in the *User's Name* field with the last name first. This is important because certain reports based on the **Cardholder Name** list the information in alphabetic order. If the cardholder's first name is listed first, then the reports will list the cardholders in alphabetic order by the cardholder's first name.

Suppose you are looking for the cardholder record for **NATALIE HARRIS**. With the cursor blinking next to the **Cardholder's Name (or Card #):** prompt, type **HA** (the first two characters of **HARRIS**) and press **<Enter>**.

Entry Master displays a list of all cardholders that contain HA in their last name. See **Figure 7-3**.

Card No.	HA	Card Holder Name	License Plate	In/Out	Page 1
00132619	HADAWAY,	DEBORAH	MD 159-AZX	Out	
00125561	HAGAN,	NANCY	MD 811268M	In	
00155094	HAIRSTON,	SANDRA	MD Y2D-160	Forgive	
00135517	HALL,	FAITH	MD BCP-462	Out	
00124742	HALL,	VICKEY	MD BHS-551	Out	
00124133	HARGIS,	SHAREEN	MD FAI-816	Out	
00534293	HARRIS,	NATALIE	MD KLA-215	In	
00123937	HARTGE,	LISA	MD BLX-853	Forgive	
00124020	HAWKINS,	DAVON	MD VVH-8062	Out	

Choose Card # with arrow keys. Press <F4> PgDn, <F5> PgUp, <Return>: 00132619

Card Level: 0      Department: 3792 PATIENT SERVICES  
Reader #: 0114      Reader Loc.: Garage Exit

F1=Help • DCS • Priv: 5 • Pid: 29 • Saturday, April 29, 2000

Figure 7.3 Cardholder Listing

The screen shown in **Figure 7-3** lists each cardholder that contains **HA** in their name. The first name on the list is highlighted. Other information shown includes:

- Cardholder number
- Cardholder license plate number
- Cardholder's In/Out status

## ENTRY-MASTER TRAINING GUIDE

The prompts at the bottom of the screen provide directions for moving through the list and also the card number of the name that is highlighted on the list. If the name you are looking for is not displayed on the screen, you can use the <PgUp> and <PgDn> keys to scroll through the list. The <PgUp> and <PgDn> keys move forward and backward through the list. If your keyboard does not have <PgUp> or <PgDn> keys, <F4> and <F5> perform the same functions respectively. If there is a line under the last name on the list, there are no more pages.



Use the arrow keys to move the highlight to the name you are searching for. In this example, **NATALIE HARRIS** is the seventh name that is listed. To display the cardholder record for **NATALIE HARRIS**, press the down arrow key six times to highlight her record, then press <Enter>. The cardholder record for **NATALIE HARRIS** is now displayed on the screen. See **Figure 7-4**.

CARD8\$IV		Entry-Master System IV Card Access		04/29/2000	
*> Card Number: 00534293		(c)1998-99 by DCS, Inc. All Rights Reserved			
1> User's Name:	HARRIS, NATALIE	6> Issue Date:	04/17/1999		
2> Department:	5720 VOICE NETWORKS	7> Expiration:			
3> User's ID#:	109-22-3942	8> Revalidate:			
4> Lic. Plate:	KLA-215	9> I/O Status:	I - In		
5> Reg. State:	MD - Maryland	at	0115 04/29/2000 08:28:17		
10> Home Phone:	(301) 529-8817	**> Keypad PIN:			
11> Work Phone:	(410) 253-0168	17> Trace (Y/N)?	No		
12> Acc Group 1: 0002		Nesting Level Information			
13> Acc Group 2: 0005		Card Level: 0 Violations: 0			
14> Acc Group 3:		*** Last Badging ***			
15> Elev Access: 0000		Date: 04/29 Rdr#: 0115			
		Time: 08:28 Stat: 06			
F1> User's Notes [ ]		Reader Loc Description: Main Entrance			
Last Badging Message =>		Access Granted by Valid Card.			
Modify Cancel Delete File History Quit Help(?) Repaint ^ Edit Shell					
File the displayed record (Save it to permanent disk storage)					
F1=Help * DCS * Priv: 5 * Pid: 29 * Saturday, April 29, 2000					

Figure 7.4 Cardholder Record for NATALIE HARRIS

## ENTRY-MASTER TRAINING GUIDE

### *Searching By Card Number*

You should be logged into the Entry Master system and the Entry Master Main Menu should be displayed on the screen as shown in **Figure 7-5**. If you are not logged in, see Lesson 1 on page 7.

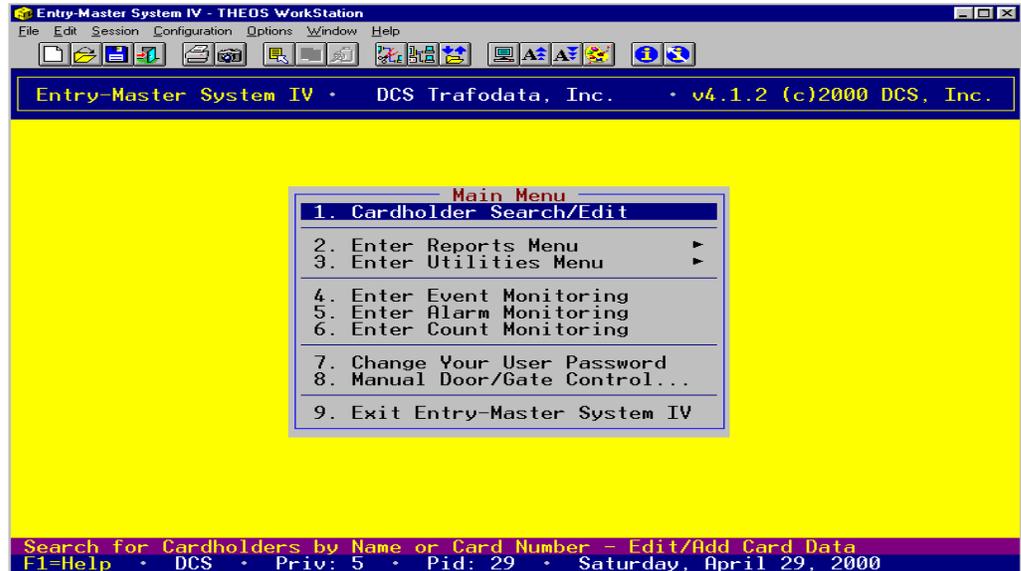


Figure 7.5 Entry Master Main Menu

Notice that item **1**, *Cardholder Search/Edit* is highlighted on the menu. To enter the cardholder search screen simply press **<Enter>**. The following is displayed on the screen on the following page:

## ENTRY-MASTER TRAINING GUIDE

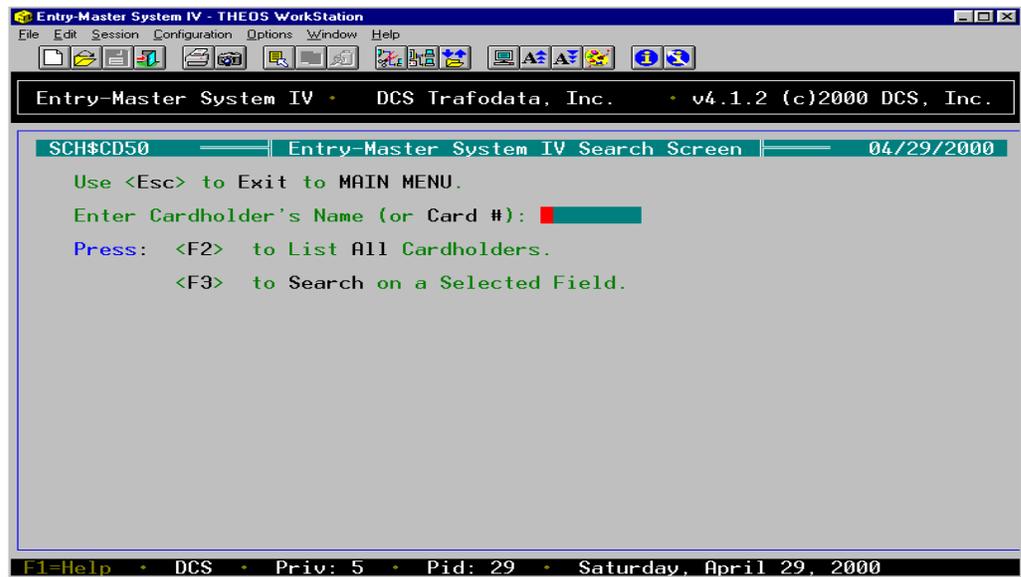


Figure 7.6 Cardholder Search Screen

This is the Cardholder Search Screen. The cursor is blinking next to the **Enter Cardholder's Name (or Card #):** prompt.

If you know the card number of the record that you want to display, you can enter the card number at the prompt. For example, if you want to display the cardholder record for **NATALIE HARRIS**, type **534293** (the card number for **NATALIE HARRIS**) as shown in **Figure 7-7**:

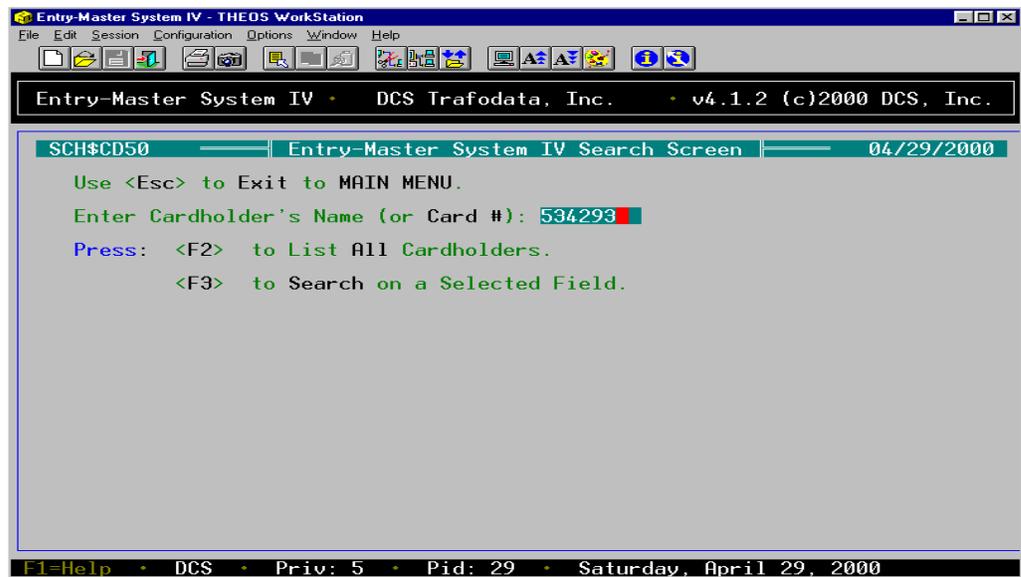


Figure 7.7 Searching by Card Number

**ENTRY-MASTER TRAINING GUIDE**

To display the cardholder record, press <Enter>. Figure 7-8 is the cardholder record for NATALIE HARRIS.

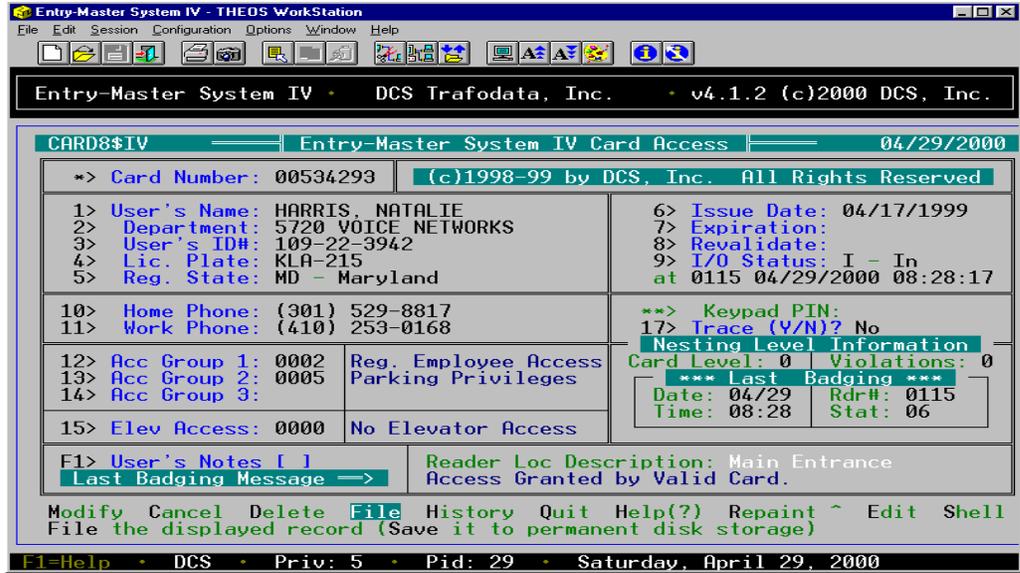


Figure 7.8 Cardholder Record for NATALIE HARRIS

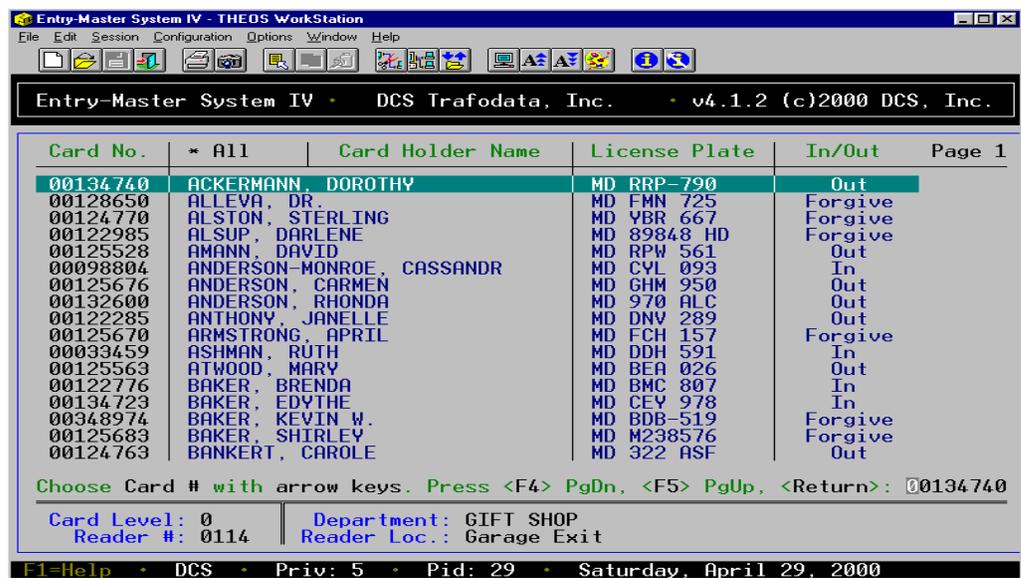
## ENTRY-MASTER TRAINING GUIDE

### *Searching Using The Function Key*

You can also search for a cardholder's record by using the <F2> and <F3> function keys. The Cardholder Search screen uses the <F2> key to display an alphabetic list of all cardholders and uses the <F3> key to search a cardholder record by a selected field.

### *Display An Alphabetic Listing*

Press <F2> to display an alphabetic list of all cardholders similar to **Figure 7-9**:



Card No.	* All	Card Holder Name	License Plate	In/Out	Page 1
00134740		ACKERMANN, DOROTHY	MD RRP-790	Out	
00128650		ALLEVA, DR.	MD FMN 725	Forgive	
00124770		ALSTON, STERLING	MD YBR 667	Forgive	
00122985		ALSUP, DARLENE	MD 89848 HD	Forgive	
00125528		AMANN, DAVID	MD RPW 561	Out	
00098804		ANDERSON-MONROE, CASSANDR	MD CYL 093	In	
00125676		ANDERSON, CARMEN	MD GHM 950	Out	
00132600		ANDERSON, RHONDA	MD 970 ALC	Out	
00122285		ANTHONY, JANELLE	MD DNV 289	Out	
00125670		ARMSTRONG, APRIL	MD FCH 157	Forgive	
00033459		ASHMAN, RUTH	MD DDH 591	In	
00125563		ATWOOD, MARY	MD BEA 026	Out	
00122776		BAKER, BRENDA	MD BMC 807	In	
00134723		BAKER, EDVTHE	MD CEY 978	In	
00348974		BAKER, KEVIN W.	MD BDB-519	Forgive	
00125683		BAKER, SHIRLEY	MD M238576	Forgive	
00124763		BANKERT, CAROLE	MD 322 ASF	Out	

Choose Card # with arrow keys. Press <F4> PgDn, <F5> PgUp, <Return>: 00134740

Card Level: 0      Department: GIFT SHOP  
Reader #: 0114      Reader Loc.: Garage Exit

F1=Help    DCS    Priv: 5    Pid: 29    Saturday, April 29, 2000

Figure 7.9 Alphabetic List of Cardholders

The first name on the list is highlighted. Use the cursor control (arrow keys) keys to move the highlight to the name of the cardholder whose record you want to display. Press <Enter> to display the record.

If the name you are looking for is not displayed on the screen, you can use the <PgUp> and <PgDn> keys (or <F4> and <F5>) to scroll through the list. <PgUp> and <PgDn> move forward and backward through the list

### *Search A Selected Field*

You can search for cardholder records by specifying a field to search. The <F3> key allows you to choose which cardholder *data field* you want to search.

## ENTRY-MASTER TRAINING GUIDE

For example, if you want to search for a cardholder record that contains the numbers **21** in the license plate, press **<F3>** to display the following table:

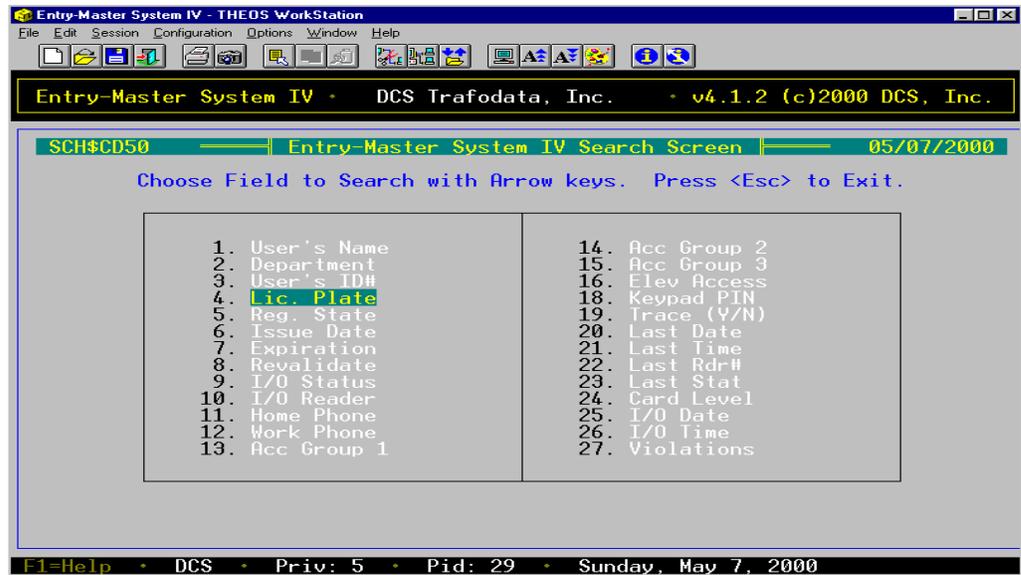


Figure 7.10 Cardholder Data Fields

Use the arrow keys to highlight the field you want to search. In this example, press the **<Down>** arrow key three times to move the highlight to item 4, *License Plate* and press **<Enter>**. The screen now looks similar to **Figure 7-11**:

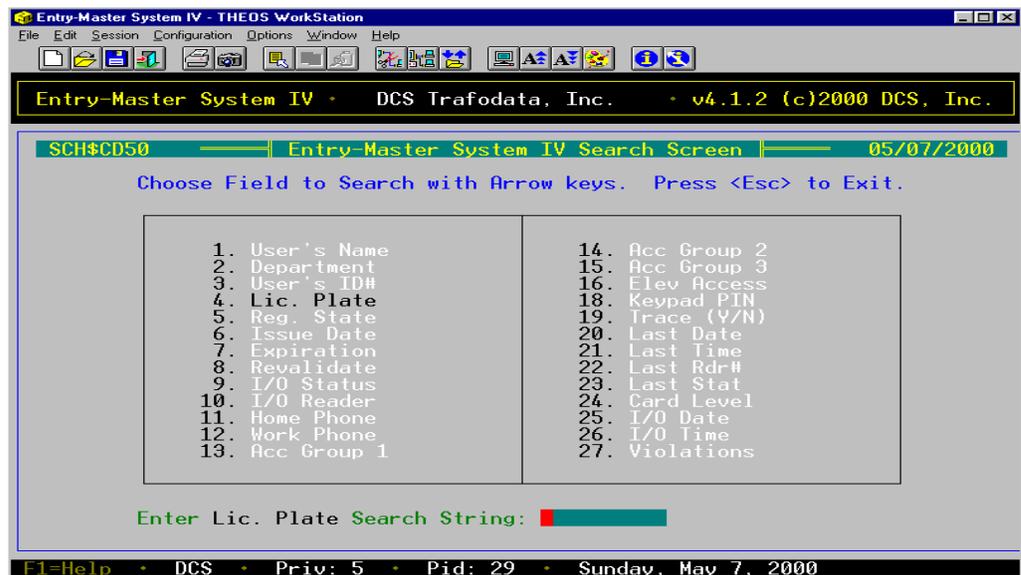


Figure 7.11 Selecting A Field To Search

## ENTRY-MASTER TRAINING GUIDE

Notice that the cursor is blinking at the **Enter License Plate Search String:** prompt. Type the search string **21** at the prompt (remember, you are looking for records that contain **21** in the license plate) and press **<Enter>**. When you press **<Enter>**, a list similar to **Figure 7-12** displays. This list shows all the cardholders whose license plate contains the character string **21**.

The screenshot shows the 'Entry-Master System IV - THEOS WorkStation' window. The title bar includes 'File Edit Session Configuration Options Window Help'. The main window title is 'Entry-Master System IV • DCS Trafodata, Inc. • v4.1.2 (c)2000 DCS, Inc.'. Below the title bar is a table with the following data:

Card No.	* 21	Card Holder Name	License Plate	In/Out	Page 1
00125652		BONNETT, MARGIE	MD MI00321	Forgive	
00125594		CARTER, ROBERT	MD 23D215	Out	
00125675		DRUMMOND, BARBARA	MD DFT 221	Forgive	
00114550		GRIMES, VERONICA	MD 912162M	Out	
00534293		HARRIS, NATALIE	MD KLA-215	In	
00134725		HEILMAN, PAULINE	MD VRT 215	Forgive	
00134727		HEILMAN, CHARLES	MD VRT 215	In	
00100040		HOLCROFT, CYNTHIA	MD DKP 218	Forgive	
00115450		MERRITT, BETTY	MD B6M 211	Out	
00123833		SMITH, IDA	MD M221535	Out	
00125658		VOUGHT, DALE	MD 62163 HD	Out	

Below the table, there is a prompt: 'Choose Card # with arrow keys. Press <F4> PgDn, <F5> PgUp, <Return>: 00125652'. Below that, there are fields for 'Card Level: 0', 'Reader #: 0114', 'Department: 2452 TELECOMMUNICATIONS', and 'Reader Loc.: Garage Exit'. The status bar at the bottom shows 'F1=Help • DCS • Priv: 5 • Pid: 29 • Saturday, April 29, 2000'.

Figure 7.12 Cardholder Search Table

To display the cardholder record for NATALIE HARRIS use the arrow keys and highlight NATALIE HARRIS, then press **<Enter>**. The cardholder record for NATALIE HARRIS is displayed as shown in Figure 7-13:

The screenshot shows the 'Entry-Master System IV - THEOS WorkStation' window. The title bar includes 'File Edit Session Configuration Options Window Help'. The main window title is 'Entry-Master System IV • DCS Trafodata, Inc. • v4.1.2 (c)2000 DCS, Inc.'. Below the title bar is a window titled 'CARD8\$IV' with a subtitle 'Entry-Master System IV Card Access' and a date '04/29/2000'. The main content area displays the following information:

\*\*> Card Number: 00534293 (c)1998-99 by DCS, Inc. All Rights Reserved  
 1> User's Name: HARRIS, NATALIE  
 2> Department: 5720 VOICE NETWORKS  
 3> User's ID#: 109-22-3942  
 4> Lic. Plate: KLA-215  
 5> Reg. State: MD - Maryland  
 6> Issue Date: 04/17/1999  
 7> Expiration:  
 8> Revalidate:  
 9> I/O Status: I - In  
 at 0115 04/29/2000 08:28:17  
 10> Home Phone: (301) 529-8817  
 11> Work Phone: (410) 253-0168  
 12> Acc Group 1: 0002 Reg. Employee Access  
 13> Acc Group 2: 0005 Parking Privileges  
 14> Acc Group 3:  
 15> Elev Access: 0000 No Elevator Access  
 \*\*> Keypad PIN:  
 17> Trace (Y/N)? No  
 Nesting Level Information  
 Card Level: 0 Violations: 0  
 \*\*\* Last Badging \*\*\*  
 Date: 04/29 Rdr#: 0115  
 Time: 08:28 Stat: 06  
 F1> User's Notes [ ] Reader Loc Description: Main Entrance  
 Last Badging Message => Access Granted by Valid Card.  
 Modify Cancel Delete File History Quit Help(?) Repaint ^ Edit Shell  
 File the displayed record (Save it to permanent disk storage)

The status bar at the bottom shows 'F1=Help • DCS • Priv: 5 • Pid: 29 • Saturday, April 29, 2000'.

Figure 7.13 Cardholder Record Screen

*Canceling Or Ending A Search*

You can cancel a search at any time by pressing the **<Esc>** key. For example, if a cardholder's record is displayed, pressing **<Esc>** returns you to the Cardholder Listing screen. Pressing **<Esc>** again returns you to the Cardholder Search screen as shown in **Figure 7-2** on page 52. Pressing **<Esc>** a third time returns you to the Entry Master Main Menu where you can log out of the system.

You can stop or end a search at any time by pressing **<Enter>**. Ending a search means that you have found the information you are looking for and you do not want to continue the search; but you do not want to cancel the search. When you press **<Enter>**, the search is ended but the cardholder information is displayed that met the search criteria up to the point when you pressed **<Enter>**.

Now that you know how to search for a cardholder record and the record is displayed on the screen, you can proceed to Lesson 8, *Editing the Cardholder's Record*.



## 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:

- Change the cardholder's license plate number
- Change the cardholder's home phone number
- Change the cardholder's card expiration date
- Add a new card number

These are only a few of the fields displayed on the cardholder's record. You can modify any field that contains a number or identifier with a > (right arrow bracket) next to it. For example, you can modify field **1>** or field **F1>**. See Appendix A, *The Cardholder Record Screen*, on page 139 for a complete description of all fields and functions displayed on the Cardholder Record screen.

### *Changing The Cardholder's License Plate Number*

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**.

Log into the Entry Master system as described in Lesson 1 on page 7 and display the cardholder record for **NATALIE HARRIS** as described in Lesson 7 on page 51. Your screen should look like the following:

---

#### ICON KEY

---

 Valuable information

 Note

 Test your knowledge

 Keyboard exercise

 Lesson Review

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## ENTRY-MASTER TRAINING GUIDE

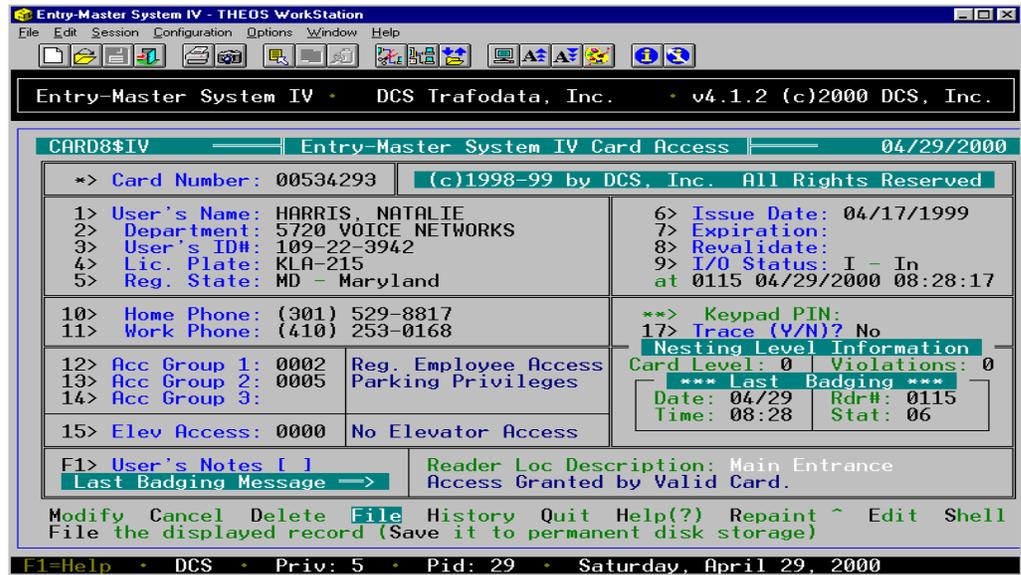


Figure 8.1 Cardholder Record For NATALIE HARRIS

To change the cardholder's license plate number, type **M** (for modify) and press **<Enter>**. The Modify function is listed at the bottom of the screen with several other editing functions. For more information about the editing functions listed, see Appendix A, *The Cardholder Record Screen*, on page 139.

The following prompt displays on the screen:

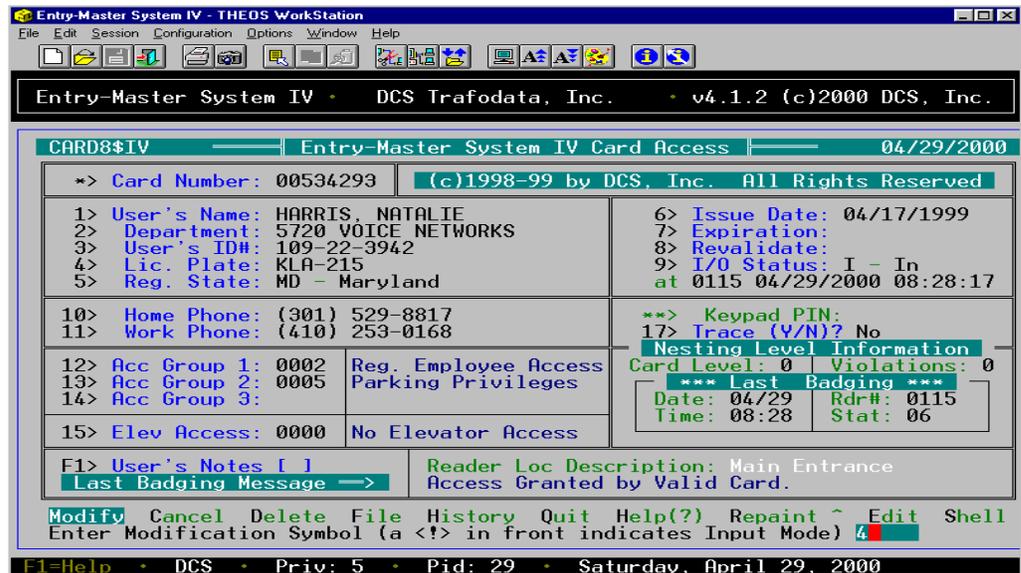


Figure 8.2 Entering The Modification Symbol

## ENTRY-MASTER TRAINING GUIDE

This prompt asks you what field you want to modify. Since you want to modify the license plate number (field 4) of this cardholder, type **4** and press **<Enter>**. Your screen should now look like **Figure 8-3**:



Since all of the modification symbols are *numeric* (with the exception of the **<F1>** key), it is permitted to simply type the modification symbol and **<Enter>**, as opposed to executing the Modify option, as illustrated above. In other words, when you type *any numeric* key, Entry Master assumes that you are typing a *modification symbol* and will automatically activate the Modify function. This feature applies to **ALL** information screens in the Entry Master system.

The screenshot shows the 'Entry-Master System IV - THEOS WorkStation' window. The title bar includes 'File Edit Session Configuration Options Window Help'. The main window title is 'Entry-Master System IV • DCS Trafodata, Inc. • v4.1.2 (c)2000 DCS, Inc.'. The screen displays cardholder information for 'CARD8\$IV' with 'Entry-Master System IV Card Access' and date '04/29/2000'. The card number is '00534293'. The user's name is 'HARRIS, NATALIE' and the department is '5720 VOICE NETWORKS'. The license plate number 'LA-215' is highlighted in field 4. Other fields include 'Reg. State: MD - Maryland', 'Home Phone: (301) 529-8817', 'Work Phone: (410) 253-0168', 'Acc Group 1: 0002', 'Acc Group 2: 0005', 'Acc Group 3: Reg. Employee Access Parking Privileges', and 'Elev Access: 0000 No Elevator Access'. The bottom of the screen shows 'F1=Help • DCS • Priv: 5 • Pid: 29 • Saturday, April 29, 2000'.

Figure 8.3 Selecting Field to Modify

Notice that field number **4** is highlighted. You can now type the license plate number in field 4. When you finish typing the new license plate number, press **<Enter>**. The new license plate number is displayed in field 4 and the File option is highlighted on the Bottom Line Menu.

To save the change you just made, press **<Enter>**. This saves the change and asks for a new card number. You can return to the Entry Master Search Screen by pressing the **<Esc>** key.



If you press **<Esc>** before you save the record, the changes **will not** be saved. Always save the record before pressing the **<Esc>** key.

## ENTRY-MASTER TRAINING GUIDE

### *Changing The Cardholder's Work Phone Number*

Suppose **NATALIE HARRIS** changed her work phone number. To keep the cardholder database up to date you would need to enter the new work phone number in the cardholder record for **NATALIE HARRIS**.

Log into the Entry Master system as described in Lesson 1 on page 7 and display the cardholder record for **NATALIE HARRIS** as described in Lesson 7 on page 51. Your screen should look like the following:

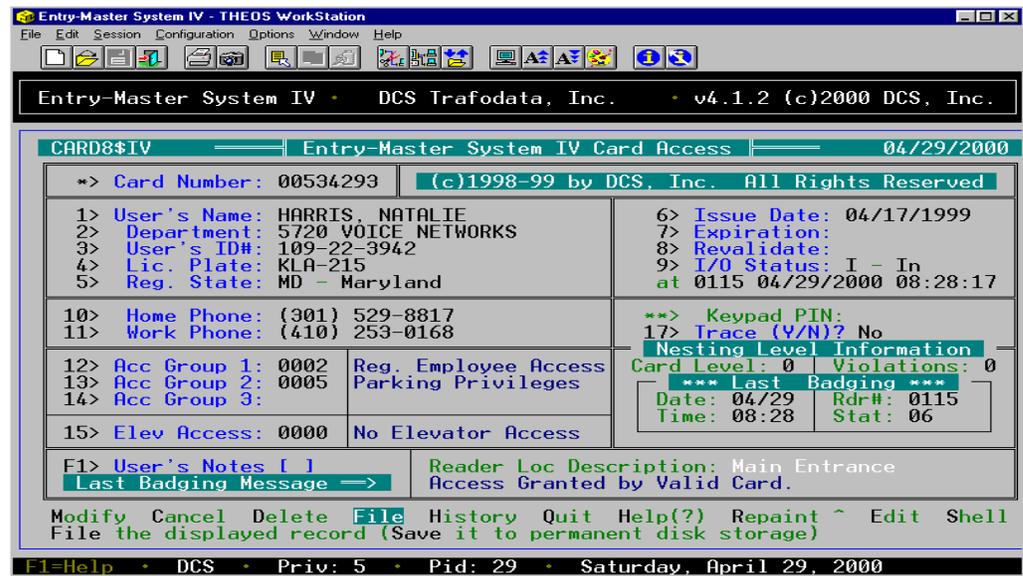


Figure 8.4 Cardholder Record For NATALIE HARRIS

To change the cardholder's work phone number, type **M** (for modify) and press the **<Enter>** key. The Modify function is listed at the bottom of the screen with several other editing functions. For more information about the editing functions listed, see Appendix A, *The Cardholder Record Screen*, on page 139.

The following prompt displays on the screen:

## ENTRY-MASTER TRAINING GUIDE

Entry-Master System IV - THEOS WorkStation  
 File Edit Session Configuration Options Window Help

Entry-Master System IV • DCS Trafodata, Inc. • v4.1.2 (c)2000 DCS, Inc.

CARD8\$IV Entry-Master System IV Card Access 04/29/2000

\*> Card Number: 00534293 (c)1998-99 by DCS, Inc. All Rights Reserved

1> User's Name: HARRIS, NATALIE	6> Issue Date: 04/17/1999
2> Department: 5720 VOICE NETWORKS	7> Expiration:
3> User's IDH: 109-22-3942	8> Revalidate:
4> Lic. Plate: KLA-215	9> I/O Status: I - In
5> Reg. State: MD - Maryland	at 0115 04/29/2000 08:28:17

10> Home Phone: (301) 529-8817	**> Keypad PIN:
11> Work Phone: (410) 253-0168	17> Trace (Y/N)? No

Nesting Level Information  
 Card Level: 0 Violations: 0  
 \*\*\* Last Badging \*\*\*  
 Date: 04/29 Rdr#: 0115  
 Time: 08:28 Stat: 06

F1> User's Notes [ ] Reader Loc Description: Main Entrance  
 Last Badging Message => Access Granted by Valid Card.

Modify Cancel Delete File History Quit Help(?) Repaint ^ Edit Shell  
 Enter Modification Symbol (a <!> in front indicates Input Mode) 11

F1=Help • DCS • Priv: 5 • Pid: 29 • Saturday, April 29, 2000

Figure 8.5 Cardholder Record For NATALIE HARRIS

This prompt asks you what field you want to modify. Since you want to modify the work phone number (field 11) of this cardholder, type **11** and press **<Enter>**. Your screen should now look like **Figure 8-6**:



Since all of the **modification** symbols are *numeric* (with the exception of the **<F1>** key), it is permitted to simply type the **modification symbol** and **<Enter>**, as opposed to executing the **Modify** option, as illustrated above. In other words, when you type *any numeric* key, Entry Master assumes that you are typing a *modification symbol* and will automatically activate the **Modify** function. This feature applies to **ALL** information screens in the Entry Master system.

## ENTRY-MASTER TRAINING GUIDE

Entry-Master System IV - THEOS WorkStation  
File Edit Session Configuration Options Window Help

Entry-Master System IV • DCS Trafodata, Inc. • v4.1.2 (c)2000 DCS, Inc.

CARD8\$IV Entry-Master System IV Card Access 04/29/2000

\*> Card Number: 00534293 (c)1998-99 by DCS, Inc. All Rights Reserved

1> User's Name: HARRIS, NATALIE	6> Issue Date: 04/17/1999
2> Department: 5720 VOICE NETWORKS	7> Expiration:
3> User's ID#: 109-22-3942	8> Revalidate:
4> Lic. Plate: KLA-215	9> I/O Status: I - In
5> Reg. State: MD - Maryland	at 0115 04/29/2000 08:28:17

10> Home Phone: (301) 529-8817	**> Keypad PIN:
11> Work Phone: (410) 253-0168	17> Trace (Y/N)? No

Nesting Level Information

12> Acc Group 1: 0002	Reg. Employee Access	Card Level: 0	Violations: 0
13> Acc Group 2: 0005	Parking Privileges	*** Last Badging ***	
14> Acc Group 3:		Date: 04/29	Rdr#: 0115
15> Elev Access: 0000	No Elevator Access	Time: 08:28	Stat: 06

F1> User's Notes [ ] Reader Loc Description: Main Entrance  
Last Badging Message => Access Granted by Valid Card.

Enter the Cardholder's Work Phone Number.

F1=Help • DCS • Priv: 5 • Pid: 29 • Saturday, April 29, 2000

Figure 8.6 Selecting Field to Modify

Notice that field number **11** is highlighted. You can now type the new work phone number in field **11**. When you finish typing the new work phone number, press **<Enter>**. The new work phone number is displayed in field **11** and **File** is highlighted on the Bottom Line Menu.

To save the change you just made, press **<Enter>**. This saves the change and returns you to the Bottom Line Menu. You can return to the Entry Master Search Screen by pressing the **<Esc>** key.

If you press **<Esc>** before you save the record, the changes **will not** be saved. Always save the record before pressing the **<Esc>** key.



## ENTRY-MASTER TRAINING GUIDE

### *Changing The Cardholder's Expiration Date*

Suppose **NATALIE HARRIS** is leaving the company. You do not want her to have access to the facility after her last day. You need to change the expiration date of her card.

If you do not specify an expiration date for a card, the card will **never** expire.

Log into the Entry Master system as described in Lesson 1 on page 7 on page 7 and display the cardholder record for **NATALIE HARRIS** as described in Lesson 7 on page 51. Your screen should look like the following:

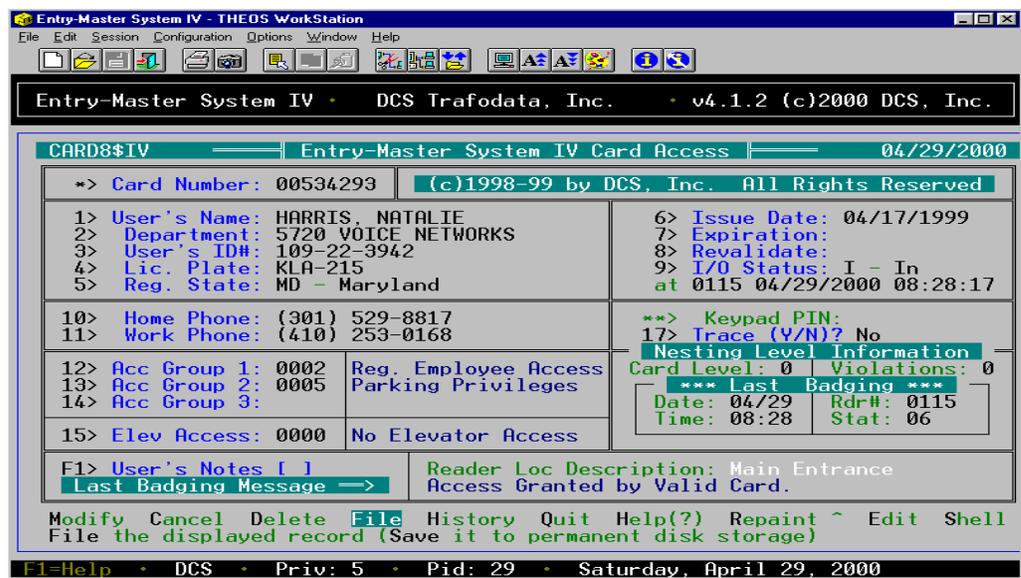


Figure 8.7 Cardholder Record For NATALIE HARRIS

For this example, we will assume that **NATALIE HARRIS'** last day of work is July 29, 2000. We do not want her to have access to the facility after **7/29/2000**. To change **NATALIE HARRIS'** card expiration date, type **M** (for modify) and press **<Enter>**. The **Modify** function is listed at the bottom of the screen with several other editing functions. For more information about the editing functions listed, see Appendix A, *The Cardholder Record Screen*, on page 139.

The following prompt displays on the screen:

## ENTRY-MASTER TRAINING GUIDE

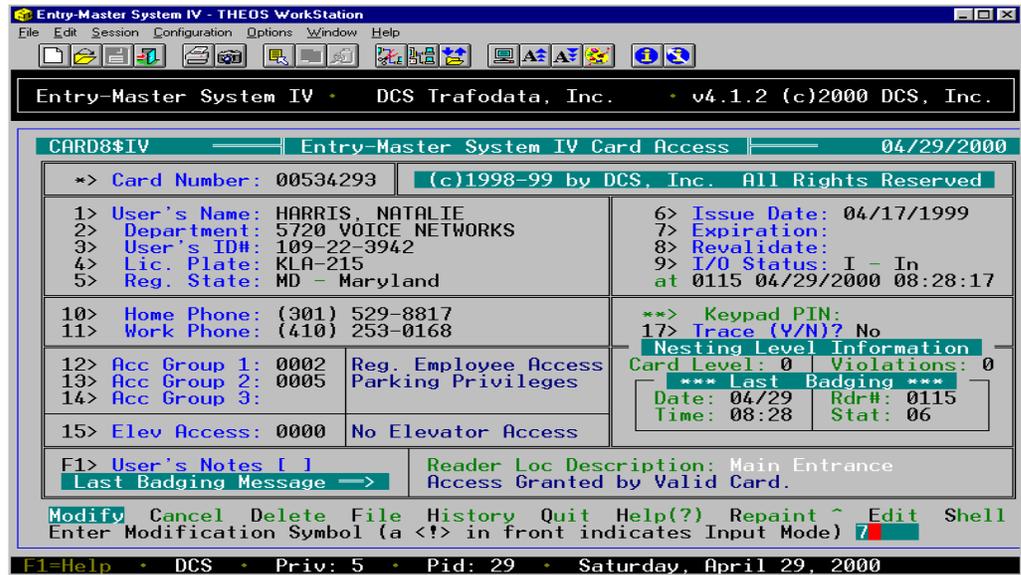


Figure 8.8 Entering The Modification Symbol

This prompt asks you what field you want to modify. Since you want to modify the card expiration date (field 7) of this cardholder, type **7** and press **<Enter>**. Your screen should now look like Figure 8-9:



Since all of the **modification symbols** are *numeric* (with the exception of the **<F1>** key), it is permitted to simply type the **modification symbol** and **<Enter>**, as opposed to executing the **Modify** option, as illustrated above. In other words, when you type any *numeric* key, Entry Master assumes that you are typing a *modification symbol* and will automatically activate the **Modify** function. This feature applies to **ALL** information screens in the Entry Master system.

## ENTRY-MASTER TRAINING GUIDE

Entry-Master System IV - THEOS WorkStation  
 File Edit Session Configuration Options Window Help

Entry-Master System IV • DCS Trafodata, Inc. • v4.1.2 (c)2000 DCS, Inc.

CARD\$IV Entry-Master System IV Card Access 04/29/2000

\*> Card Number: 00534293 (c)1998-99 by DCS, Inc. All Rights Reserved

1> User's Name: HARRIS, NATALIE	6> Issue Date: 04/17/1999
2> Department: 5720 VOICE NETWORKS	7> Expiration: 7/30
3> User's IDH: 109-22-3942	8> Revalidate:
4> Lic. Plate: KLA-215	9> I/O Status: I - In
5> Reg. State: MD - Maryland	at 0115 04/29/2000 08:28:17

10> Home Phone: (301) 529-8817	**> Keypad PIN:
11> Work Phone: (410) 253-0168	17> Trace (Y/N)? No

Nesting Level Information  
 Card Level: 0 Violations: 0  
 \*\*\* Last Badging \*\*\*  
 Date: 04/29 Rdr#: 0115  
 Time: 08:28 Stat: 06

F1> User's Notes [ ] Reader Loc Description: Main Entrance  
 Last Badging Message => Access Granted by Valid Card.

Enter Card Number's Expiration Date.

F1=Help • DCS • Priv: 5 • Pid: 29 • Saturday, April 29, 2000

Figure 8.9 Entering An Expiration Date

Notice that field number 7 is highlighted. You can now type 7/30 (the expiration date) in field 7. When you finish typing the new expiration date, press <Enter>. The new expiration date is displayed in field 7 and **File** is highlighted on the Bottom Line Menu.

To save the change you just made, press <Enter>. This saves the change and returns you to the Bottom Line Menu. The computer will now allow **NATALIE HARRIS** her regular access until **11:59:59 p.m.** on **7/29/2000**. At midnight on **7/30/2000**, Entry Master will *deny* her access into **ALL** readers attached to the system and issue the following alarm message:

**Card has Expired. Please Check Records.**

You can return to the Entry Master Search Screen by pressing the <Esc> key.

If you press <Esc> **before** you save the record, the changes **will not** be saved. Always save the record before pressing the <Esc> key.



## ENTRY-MASTER TRAINING GUIDE

### *Adding A New Card Number*

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

1. From the **Search Screen**, type the number of the card you want to add and press <Enter>. For this example, we will add card number **123457**. Type **123457** and press <Enter>. A blank Cardholder Record Screen displays as shown in **Figure 8-10**.



You can also add a new card number from the Cardholder Screen simply by entering an *unused* card number at the \*> Card Number prompt. If you type in a card which already exists, then that card number (with its appropriate information) will display. If it is an unused card number, the bottom of the screen will display **This is a New Card Number**, as in **Figure 8-10**.

The screenshot shows the 'Entry-Master System IV - THEOS WorkStation' interface. The title bar includes 'Entry-Master System IV - DCS Trafodata, Inc. v4.1.2 (c)2000 DCS, Inc.'. The main window title is 'CARD8\$IV Entry-Master System IV Card Access 04/29/2000'. The screen displays the following fields and information:

- Card Number: 00123457 (C)1998-99 by DCS, Inc. All Rights Reserved
- 1> User's Name: [Redacted]
- 2> Department: [Redacted]
- 3> User's ID#: [Redacted]
- 4> Lic. Plate: [Redacted]
- 5> Reg. State: [Redacted]
- 6> Issue Date: [Redacted]
- 7> Expiration: [Redacted]
- 8> Revalidate: [Redacted]
- 9> I/O Status: at
- 10> Home Phone: [Redacted]
- 11> Work Phone: [Redacted]
- 12> Acc Group 1: [Redacted]
- 13> Acc Group 2: [Redacted]
- 14> Acc Group 3: [Redacted]
- 15> Elev Access: [Redacted]
- \*\*> Keypad PIN: [Redacted]
- 17> Trace (Y/N)? [Redacted]
- Nesting Level Information: Card Level: 0 | Violations: 0
- \*\*\* Last Badging \*\*\*
- Date: [Redacted] Rdr#: [Redacted]
- Time: [Redacted] Stat: [Redacted]
- F1> User's Notes [ ]
- Last Badging Message ->
- Reader Loc Description: [Redacted]
- Enter Cardholder's Name (25 Characters Max.).
- This is a New Card Number.

The status bar at the bottom shows: F1=Help • DCS • Priv: 5 • Pid: 29 • Saturday, April 29, 2000

Figure 8.10 Blank Cardholder Record Screen

Notice that the cursor is blinking in field 1>. Entry Master is ready for you to fill in the fields for the new card number. 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*, on page 139 or the lessons that cover some of the specific fields. For example, *Lesson 5* describes time zones and *Lesson 6* describes access levels.

2. Enter the **User's Name**, field 1>. Type **LONG, JEANNE** and press <Enter>. The cursor moves to field 2>.



Always enter the LAST name first and the FIRST name last. Separate the LAST and FIRST name by a comma and a space.

3. Enter the **Department**, field 2>. Type **SALES** and press <Enter>. The cursor moves to field 3>.
4. Enter the **User's ID#**, field 3>. This is the user's employee number or social security number. Type **224-38-1234** and press <Enter>. The cursor moves to field 4>.



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.

5. Enter the **Lic. Plate**, field 4>. Type **XYZ-877** and press <Enter>. The cursor moves to field 5>.

The dash is not required.



6. Enter the **Reg. State**, field 5>. This is the two-letter state abbreviation of the user's license plate number. Type **VA** for Virginia and press <Enter>. Notice that "**Virginia**" appears to the right of the "**VA**" which you typed. Entry Master knows the state abbreviations and will not allow you to enter an incorrect one.
7. Notice that the current date is already filled in by Entry Master. 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, 2000, type **06/20** and press <Enter>. The cursor moves to field 7>.



The slashes are not required when entering a date and if you do not specify a year, Entry Master uses the current year.

8. Enter the **Expiration Date**. This card will be valid for 6 months, so type **1220** and press <Enter>. Notice that Entry Master put the slashes in the date. The cursor moves to field 8>.
9. **Do not** enter a **Revalidation Date** unless you wish the card to be *automatically revalidated* on a particular date. We do not want the card to revalidate, so just press <Enter>.
10. 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, Forging Cardholders**, on page 95 for

## ENTRY-MASTER TRAINING GUIDE

more information about the Forgive I/O status. Press <Enter> to move to field 10>.

11. Enter the **Home Phone**, field 10>. Type **7035555488** and press <Enter>. Notice that Entry Master has inserted the proper characters to make the number read "(703) 555-5488". The cursor moves to field 11>.
12. Enter the **Work Phone**, field 11>. Type **5553322** and press <Enter>. Notice how the default area code is *automatically* inserted. If the area code were different, you could type it in as well. The cursor moves to field 12>.

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

13. Enter the **Acc. Group 1**, field 12>. For this example we will use access level **4** that you defined in **Lesson 6**. Type **0004** and press <Enter>. The cursor moves to field 13>. Since only one **Access Group** will be defined, press <Enter> until the cursor moves to field 15>.
14. Enter the **Elev. Access**, field 15>. For this example no elevator access is defined; type **0** and press <Enter>. The cursor moves to field F1>.
15. Field **F1>**, **User's Notes**, is for you to enter special information about the user that is not asked for on the Cardholder Record screen. For this example we are not going to define any User's Notes. See Appendix A, *The Cardholder Record Screen*, on page 139 for more information about this field. Press <Enter>. The cursor moves to field 17>.
16. Enter the **Trace (Y/N)?**, field 17>. For this example no activity trace is desired; type **N** and press <Enter>.
17. Press <Enter> to display the Bottom Line Menu. The screen should look like **Figure 8-11**.



## ENTRY-MASTER TRAINING GUIDE

Figure 8.11 Cardholder Record Screen Completed

18. **File** is highlighted on the Bottom Line Menu. To save this record and display a blank cardholder record, press **<Enter>**.
19. To return to the Entry Master Search Screen, press **<Esc>**.
20. To return to the Entry Master Main Menu, press **<Esc>**. You can now exit Entry Master or perform another function on the Entry Master system.

The only fields that are **necessary** to a cardholder record are the **I/O Status** (field 9) and the **Acc. Group 1** (field 12). Without these two fields, a cardholder will **never** be granted access to any readers.

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. You can also change several fields at a time by using the **Edit** function on the Bottom Line Menu. For more information about the **Edit** function, see Appendix A, *The Cardholder Record Screen*, on page 139. Proceed to Lesson 9, *Batch Updating Cards*.





## Batch Updating Cards

The batch update feature of Entry Master provides several ways to update cards. They are:

ICON KEY	
	Valuable information
	Note
	Test your knowledge
	Keyboard exercise
	Lesson Review

- Batch update by card number - Use this function to update a group of card numbers.
- Batch update by selected field - Use this function to update a group of cards based upon the contents of a specific field.
- Batch add card numbers by card number - Use this function to add a group of 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.

### *Batch Add Cards By Card Number*

Usually, TOD/DCS 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 on page 7. The Entry Master Main Menu should be displayed on the computer screen as shown in **Figure 9-1**.

## ENTRY-MASTER TRAINING GUIDE

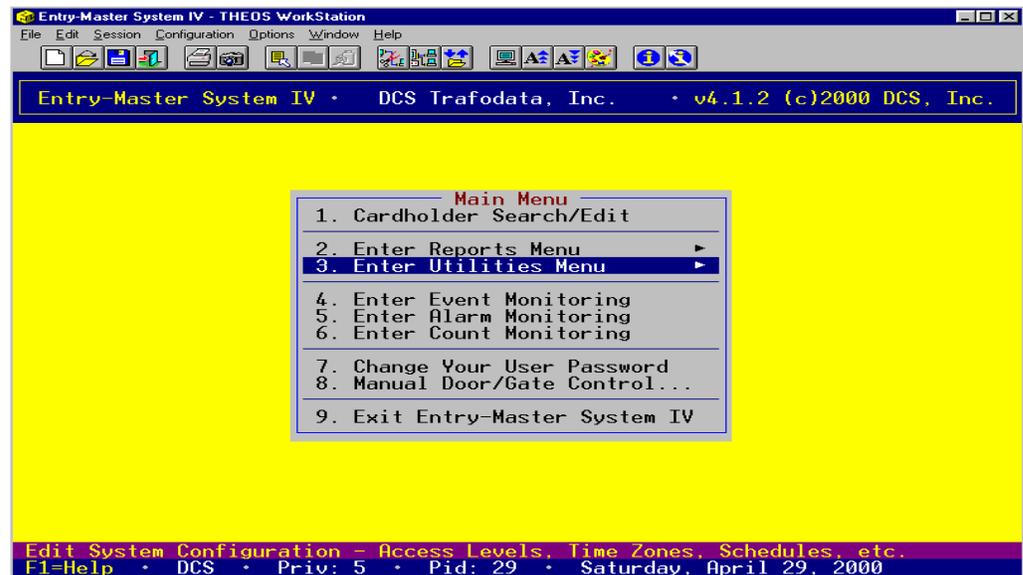


Figure 9.1 Entry Master Main Menu

Select item **3**, *Enter Utilities Menu*, on the Entry Master Main Menu and press **<Enter>**. Remember, there are four ways to make a menu selection:

1. Use the cursor control (arrow) keys to move the highlight to the menu selection and press **<Enter>**.
2. Use the **<Spacebar>** to move the highlight to the menu selection and press **<Enter>**.
3. Type the number of the menu selection and press **<Enter>**.
4. Use your mouse to left click twice on the desired menu selection.

When you select item **3** on the Main Menu, the following displays on the screen:

## ENTRY-MASTER TRAINING GUIDE

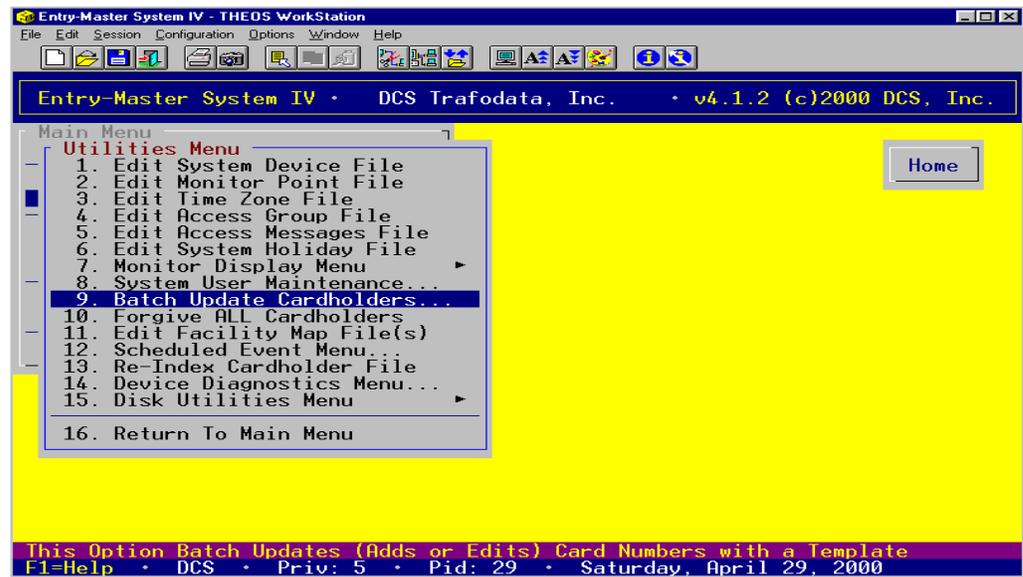


Figure 9.2 The Utilities Menu

Notice that item 9 says **Batch Update Card Numbers**. To select item 9, *Batch Update Card Numbers*, highlight item 9 or type 9 and press <Enter>. When you select item 9 the following displays on the screen:

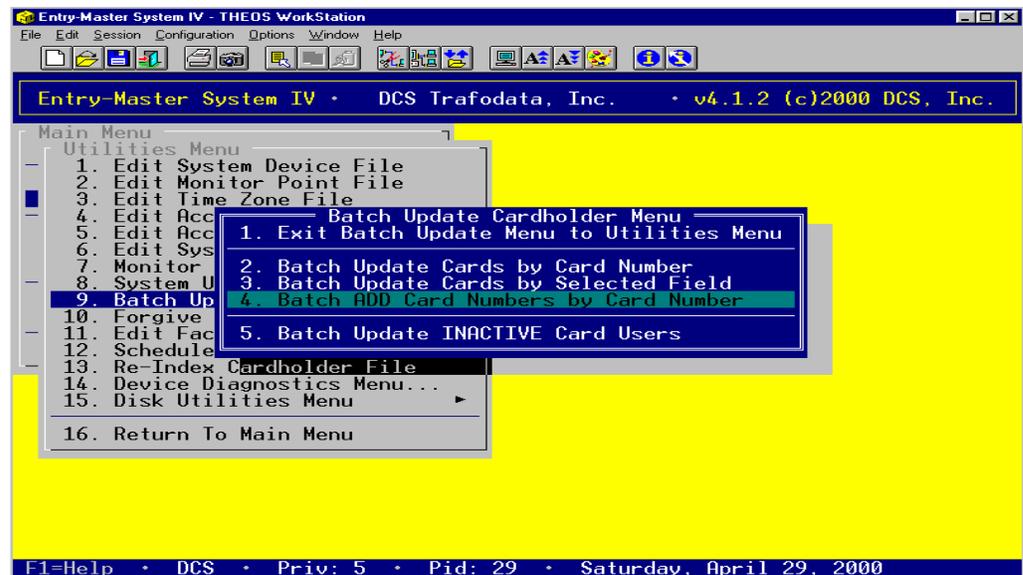


Figure 9.3 Batch Update Cardholder Menu

This is the Batch Update Cardholder Menu. Use the arrow keys to highlight item 4, *Batch ADD Card Numbers by Card Number*, and press <Enter>. A blank Card Template Screen displays as shown in **Figure 9-4**.

## ENTRY-MASTER TRAINING GUIDE

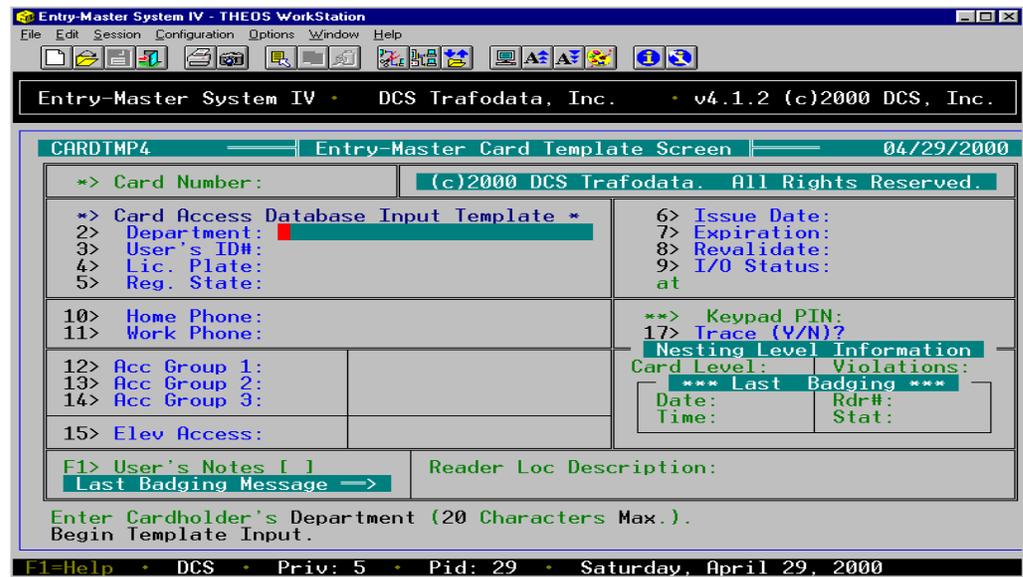


Figure 9.4 The Card Template Screen

When this template is displayed 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.

1. Type **TECHNICAL SUPPORT** in the department field and press **<Enter>**.
2. Issue date of 05/01/2000
3. The expiration date for these cards will be December 31, 2001. Move the highlight to field **7>**, type **123101** and press **<Enter>**. Notice that the date is now shown as **12/31/2001**.
4. All new cards are typically set to **Forgive**. Move the highlight to field **9>**, type the **"F"** key and press **<Enter>**. Notice that the word **"Forgive"** is displayed to the right of the **"F"** which you just entered. If your system utilizes the passback feature, then the first time the card is used the I/O status will change. See **Lesson 10, Forging Cardholders**, on page 95 for more information about the Forgive I/O status.
5. These cardholders will be allowed Master Access (Access Group 0001) of the facility. Move the highlight to field **12>** and then press **<F2>** to display a list of **Access Groups**. Use the arrow keys until access group 0001 is highlighted, then press **<Enter>**.
6. Elevator Access of 0000

## ENTRY-MASTER TRAINING GUIDE

- No Trace. The template should look like **Figure 9-5**.



When cards are "Batch Added", you MUST define 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** when *Batch Adding* card numbers, then the cards which have been added will **ALL** register as being *Confiscate Status* cards (by virtue of the fact that Entry Master will interpret a blank time zone field as being a **0000**, which is the code for an Invalid card).

Entry-Master System IV - THEOS WorkStation  
 File Edit Session Configuration Options Window Help

Entry-Master System IV • DCS Trafodata, Inc. • v4.1.2 (c)2000 DCS, Inc.

CARDTMP4 Entry-Master Card Template Screen 04/29/2000

\*> Card Number: (c)2000 DCS Trafodata. All Rights Reserved.

\*> Card Access Database Input Template \*

2> Department: TECHNICAL SUPPORT  
 3> User's ID#:   
 4> Lic. Plate:   
 5> Reg. State:   
 6> Issue Date: 05/01/2000  
 7> Expiration: 12/31/2001  
 8> Revalidate:   
 9> I/O Status: F - Forgive  
 at

10> Home Phone:   
 11> Work Phone:   
 \*\*> Keypad PIN:   
 17> Trace (Y/N)? No

12> Acc Group 1: 0001 Master Access Level  
 13> Acc Group 2:   
 14> Acc Group 3:   
 Nesting Level Information  
 Card Level: Violations:  
 \*\*\* Last Badging \*\*\*  
 Date: Rdr#:  
 Time: Stat:

15> Elev Access: 0000 No Elevator Access

F1> User's Notes [ ]  
 Last Badging Message → Reader Loc Description:

Modify History Delete File Payment Quit Help(?) Repaint^ Edit Shell  
 File the displayed Template (Begins Mass Update)

F1=Help • DCS • Priv: 5 • Pid: 29 • Saturday, April 29, 2000

Figure 9.5 The Card Template Screen Completed

- Use the arrow keys to move the highlight until the Bottom Line Menu displays. **File** is highlighted on the Bottom Line Menu. To save this information press <Enter>. The following displays on the screen:

## ENTRY-MASTER TRAINING GUIDE

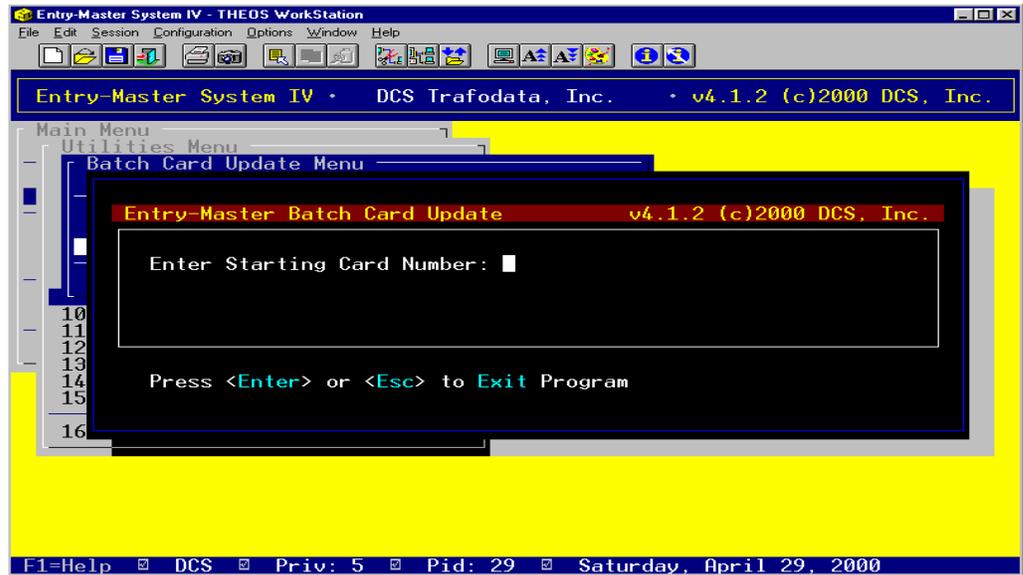


Figure 9.6 Batch Card Update Screen

7. We will add 3 cards, **223460** through **223462**. **223460** is the starting number and **223462** is the ending number. To enter the starting number, type **223460** and press **<Enter>**.
8. To enter the ending number, type **223462** and press **<Enter>**. The screen should look like **Figure 9-7**.

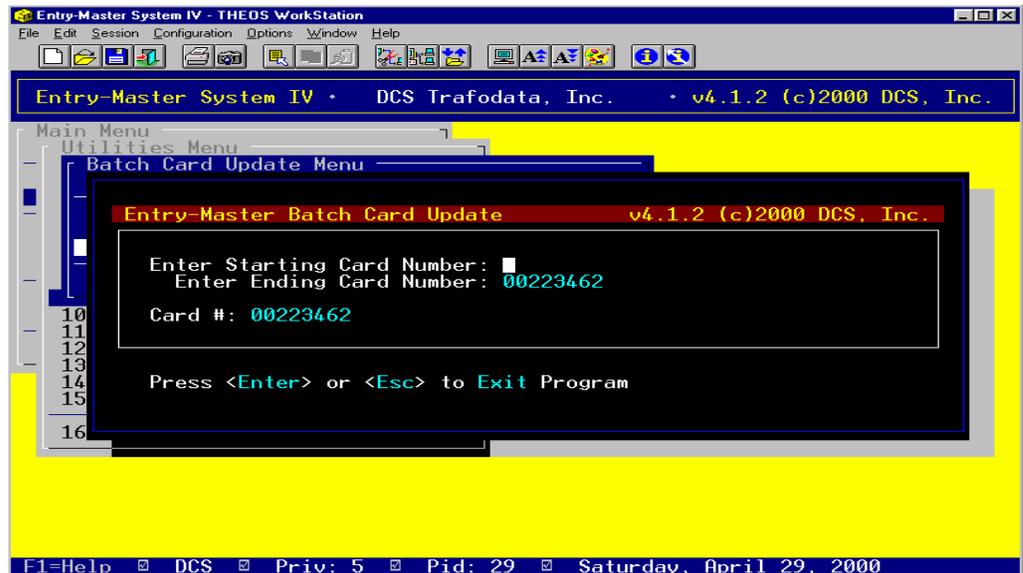


Figure 9.7 "Records Added" Message

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This message tells you that the cards have been added to the database. When you press **<Enter>** or **<Esc>** another message tells you the *add* operation is finished. Pressing any other key returns you to the Batch Update Card Selection Menu. You can edit each of the cards individually or you can use the *Batch Update Cards by Card Number* to update the group of cards.

## ENTRY-MASTER TRAINING GUIDE

### *Batch Update By Card Number*

To batch update cards by card number, log into the Entry Master system as described in Lesson 1 on page 7. The Entry Master Main Menu should be displayed on the computer screen as shown in **Figure 9-8**.

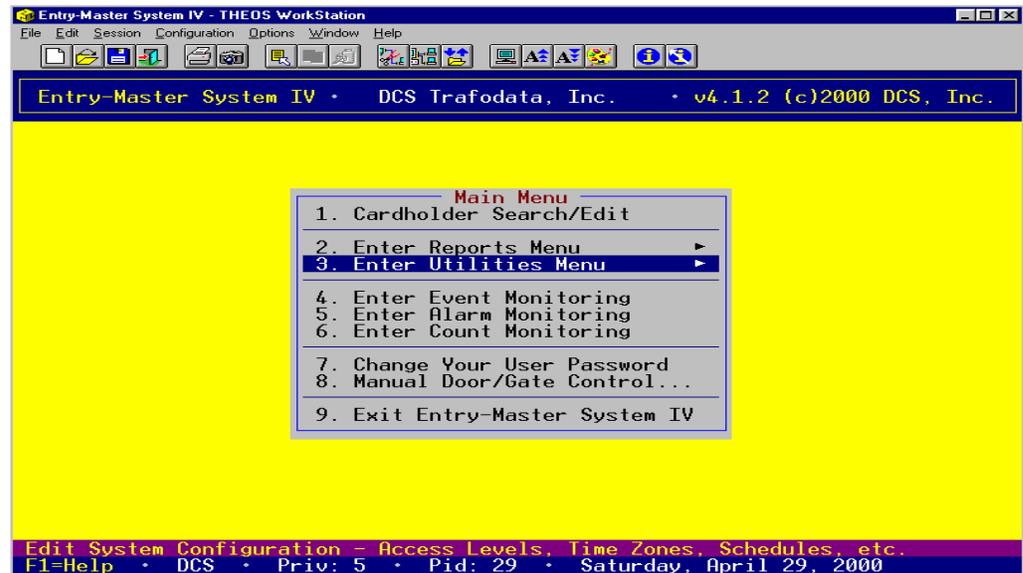


Figure 9.8 Entry Master Main Menu

Select item **3**, *Enter Utilities Menu*, on the Entry Master Main Menu and press **<Enter>**. When you select item **3** on the Main Menu, the following displays on the screen:

## ENTRY-MASTER TRAINING GUIDE

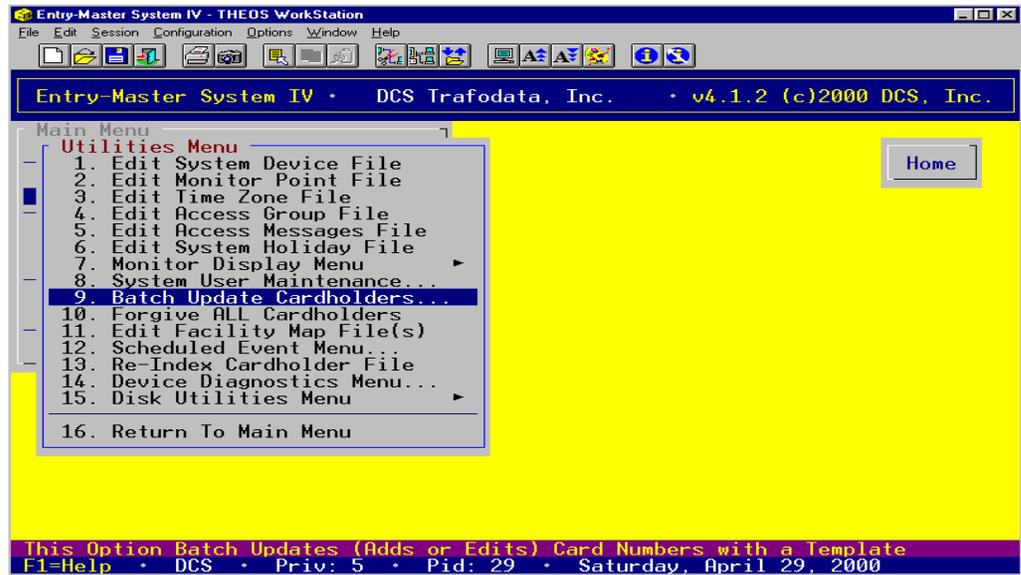


Figure 9.9 The Utilities Menu

Notice that item 9 says Batch Update Cardholder. To select item 9, *Batch Update Cardholder*, highlight item 9 or type 9 and press <Enter>. When you select item 9, the following displays on the screen:

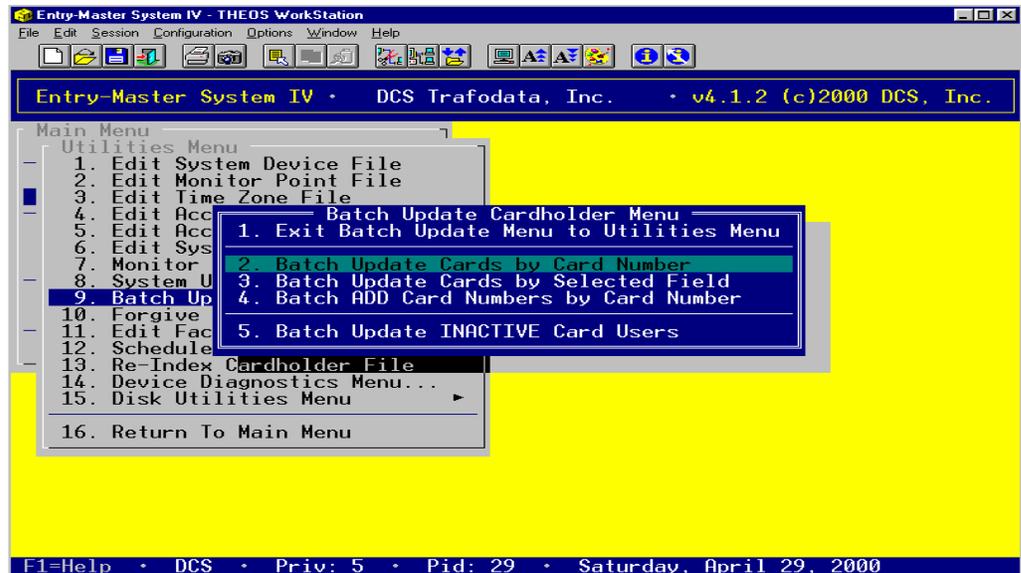


Figure 9.10 Batch Update Cardholder Menu

This is the Batch Update Cardholder Menu. Use the arrow keys to highlight item 2, *Batch Update Cards by Card Number*, and press <Enter>. Your screen should look like Figure 9-11:

## ENTRY-MASTER TRAINING GUIDE

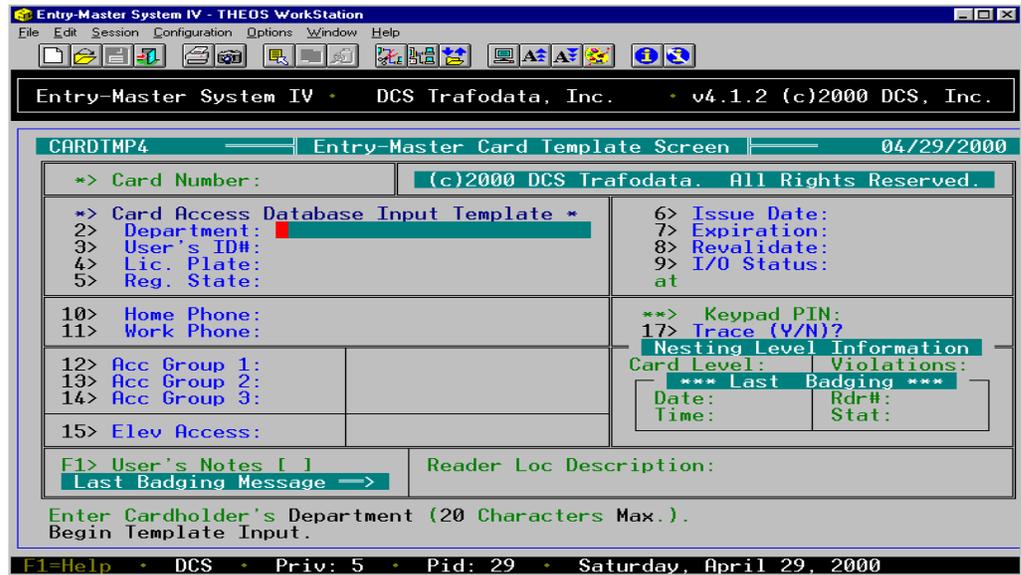


Figure 9.11 The Card Template Screen

1. Notice that field 2 is highlighted. 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**. Use the arrow keys to move the highlight to field 9, I/O Status. Type **S** (Special) and press **<Enter>**. The cursor moves to field 10 (the next field). Use the arrow keys to move the highlight until the Bottom Line Menu displays as shown in **Figure 9-12**.

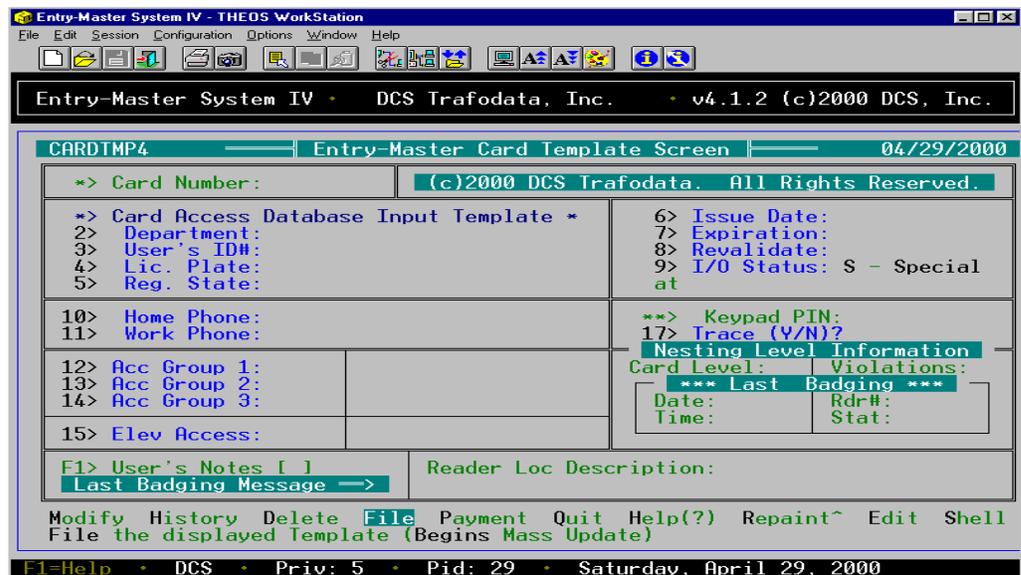


Figure 9.12 Card Template with Bottom Line Menu Displayed

## ENTRY-MASTER TRAINING GUIDE

2. **File** is highlighted on the Bottom Line Menu. Press **<Enter>** to save the change. The following prompt displays.

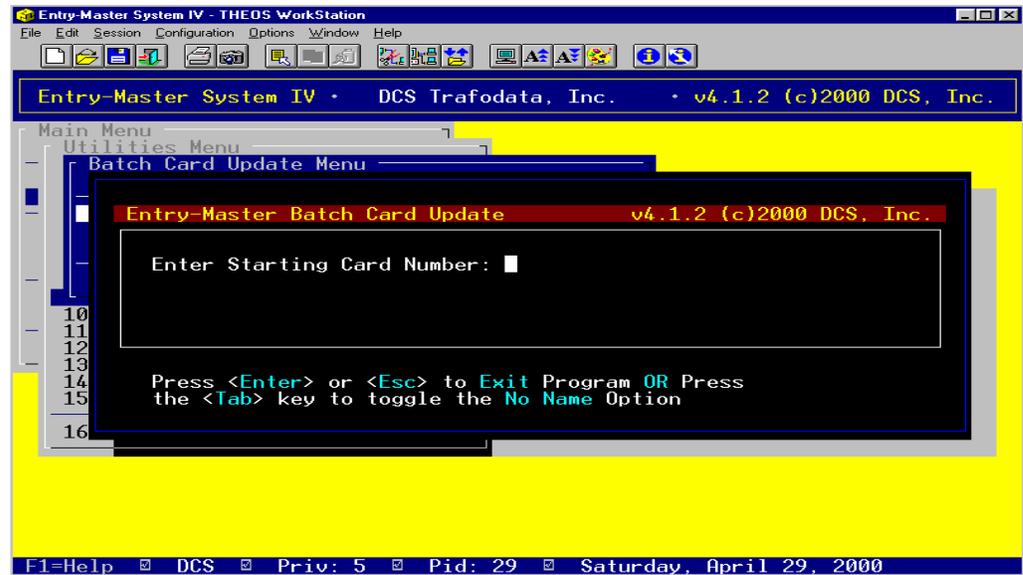


Figure 9.13 Starting Card Number Prompt

3. Type **223460** and press **<Enter>**. This is the starting number.
4. Type **223462** and press **<Enter>**. This is the ending number. The following appears on the screen:

## ENTRY-MASTER TRAINING GUIDE

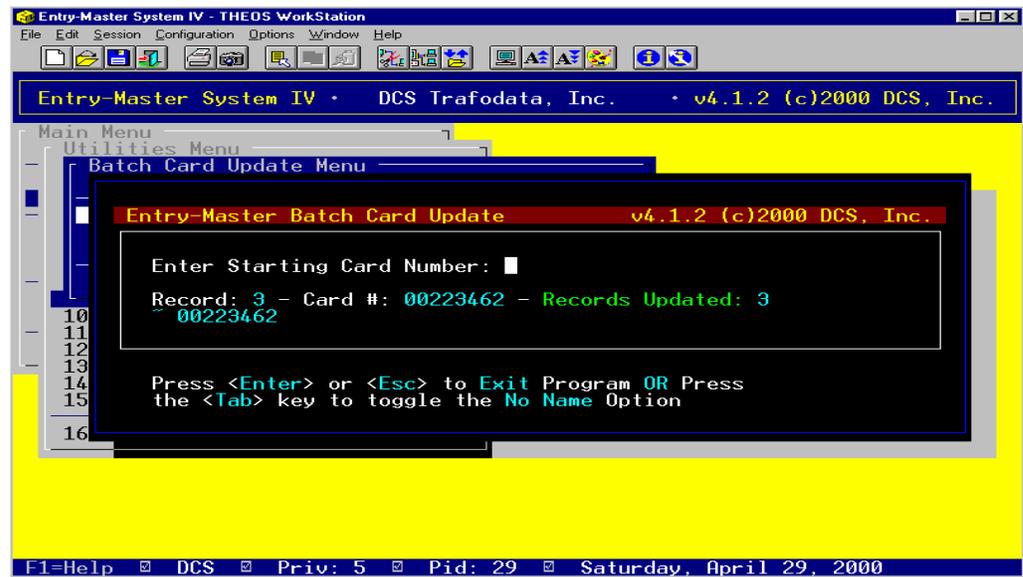


Figure 9.14 “Records Updated” Message

When you press **<Enter>** or **<Esc>**, the names of all the cards that have been updated will quickly scroll on the screen. If you are making an update to a very large number of cards, you may not want the names to display. To prevent the names from displaying press the **<Tab>** key.

When you press the **<Tab>**, **<Enter>**, or **<Esc>** key, a message telling you that the *update* operation is finished displays. When the update operation is finished, pressing any key returns you to the *Batch Update Cardholder Menu*.

## ENTRY-MASTER TRAINING GUIDE

### *Batch Update Cards By Selected Field*

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 7. The Entry Master Main Menu should be displayed on the computer screen as shown in **Figure 9-15**.

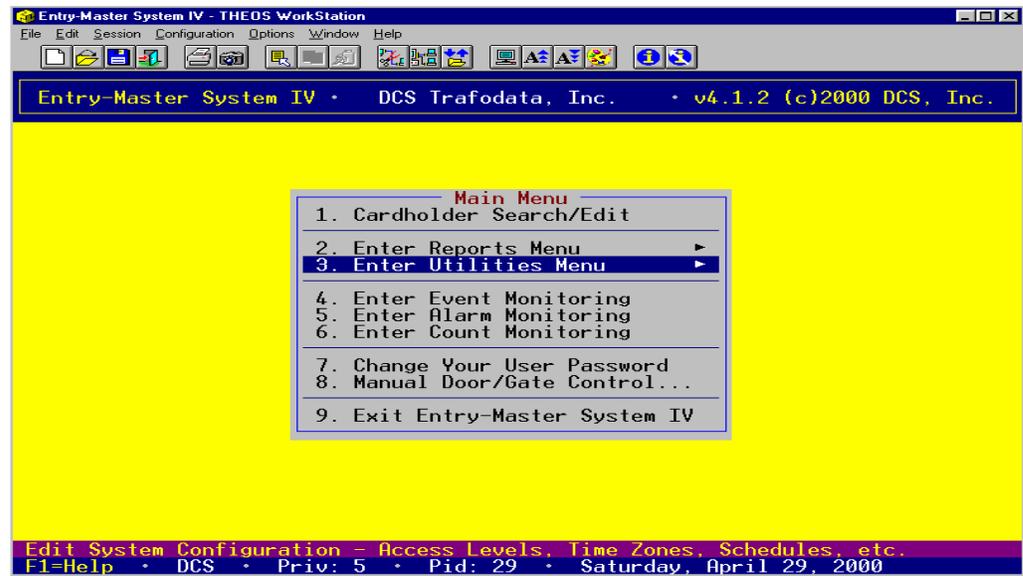


Figure 9.15 Entry Master Main Menu

Select item **3**, *Enter Utilities Menu*, on the Entry Master Main Menu and press **<Enter>**. When you select item **3** on the Main Menu, the following displays on the screen:

## ENTRY-MASTER TRAINING GUIDE

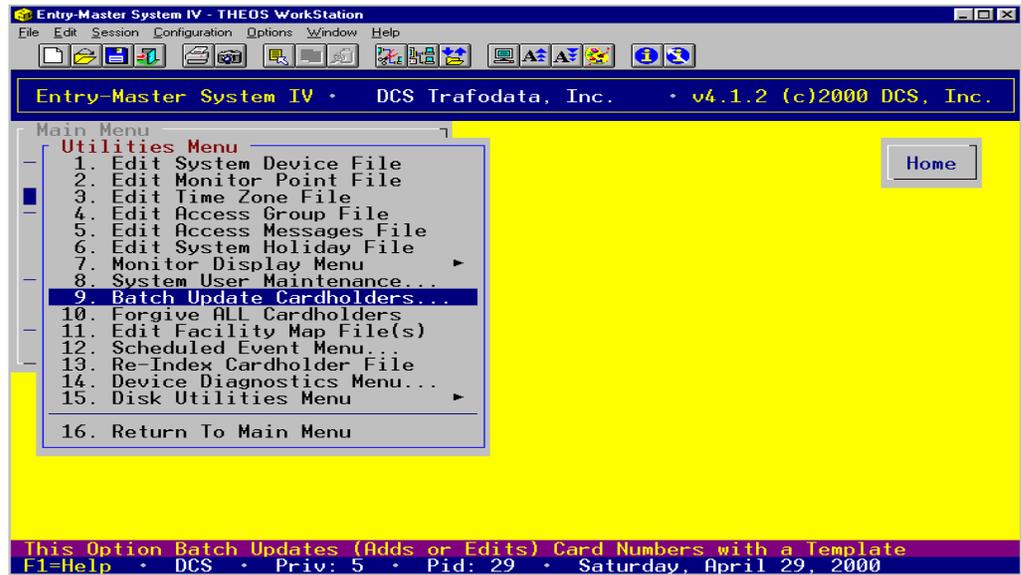


Figure 9.16 The Utilities Menu

Notice that item 9 says Batch Update Cardholders. To select item 9, *Batch Update Cardholders*, highlight item 9 or type 9 and press <Enter>. When you select item 9, the following displays on the screen:

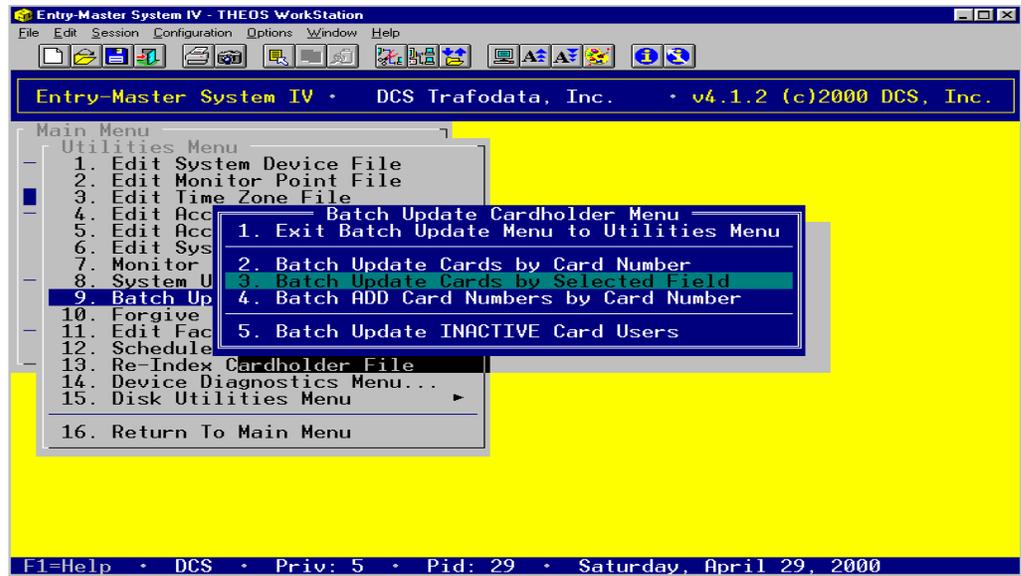


Figure 9.17 The Batch Update Card Selection Menu

Use the arrow keys to highlight item 3, *Batch Update Cards by Selected Field* and press <Enter>. Your screen should look like **Figure 9-18**:

## ENTRY-MASTER TRAINING GUIDE

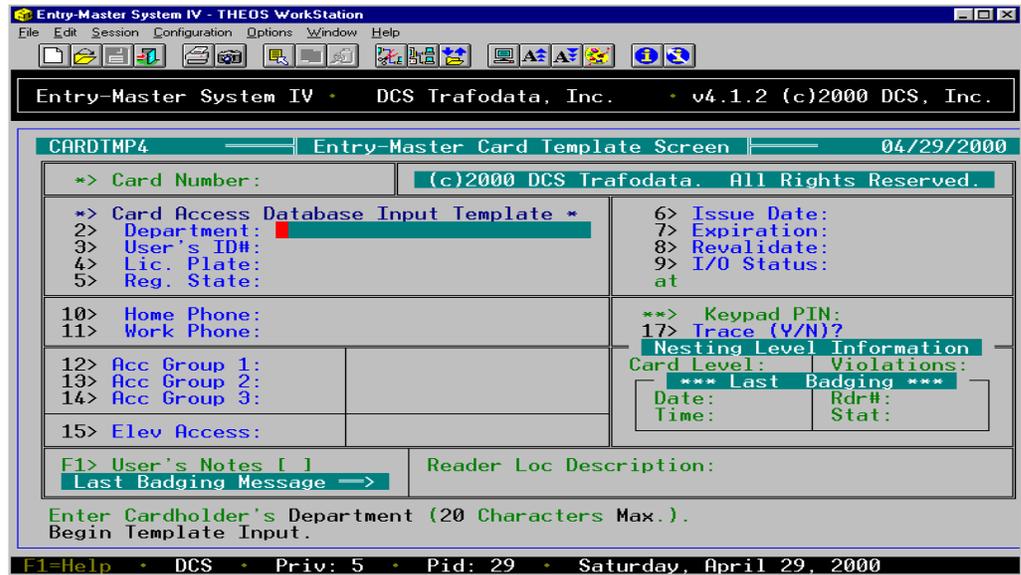


Figure 9.18 The Card Template Screen

1. Move the highlight to field **12>**. Press **<F2>** to display a list of **Access Groups**. Use the arrow keys to scroll to select an access group and press **<Enter>**. In this example, access group **0002** defines **Regular Employee Access**.
2. Use the arrow keys to move the highlight until the Bottom Line Menu displays.
3. **File** is highlighted. To save the changes press **<Enter>**. The *Update Search Fields Selection Screen* displays as shown in **Figure 9-19**.

## ENTRY-MASTER TRAINING GUIDE

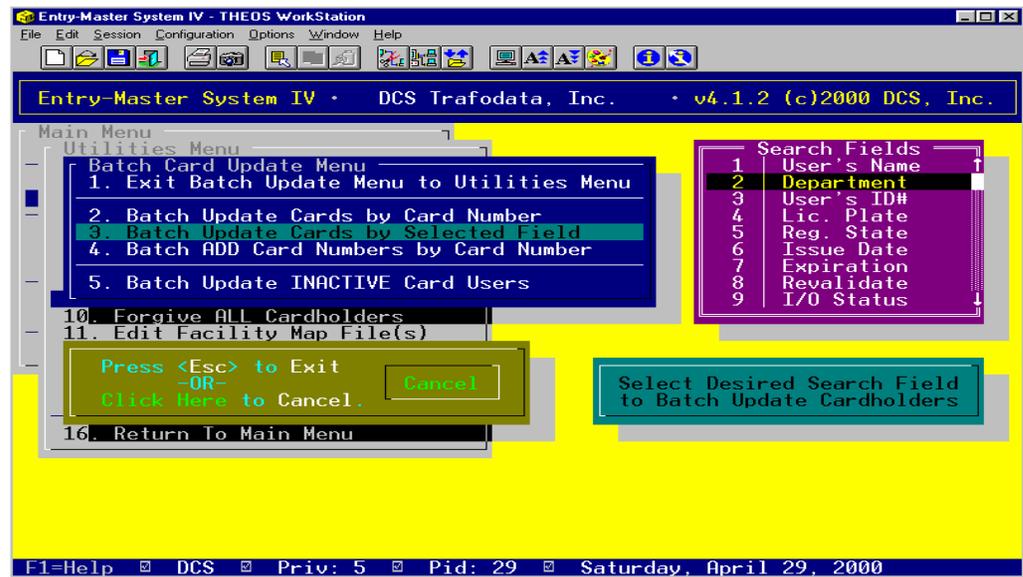


Figure 9.19 Batch Card Edit Field Selection Menu

4. Use the arrow keys to highlight item 2, *Department*, and press **<Enter>**. A prompt asking for the **Department** search string displays.

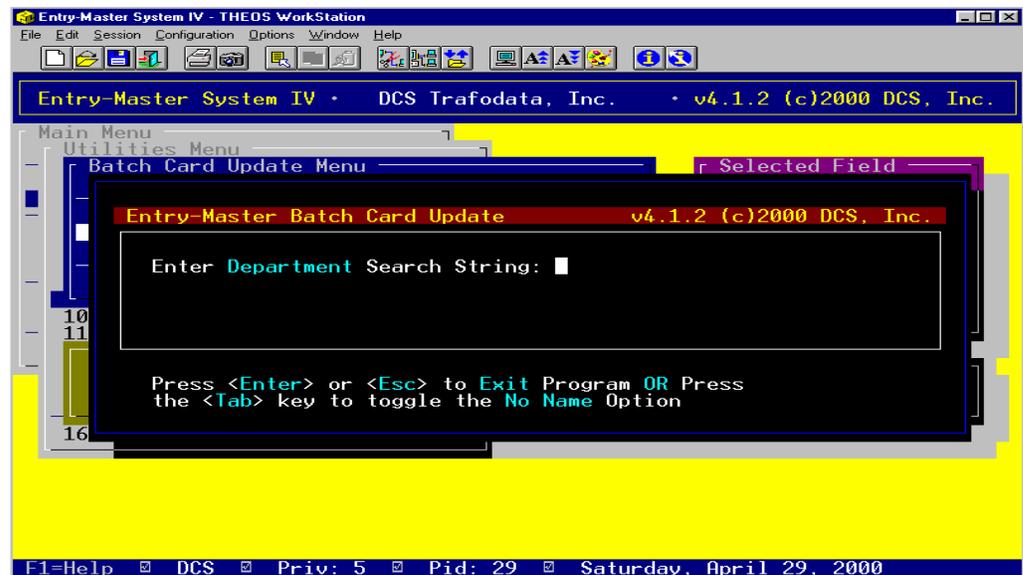


Figure 9.20 Batch Card Update Screen

5. Type **DATA** and press **<Enter>**. **DATA** is part of the Data Processing Department's **Employed by** name. When you press **<Enter>**, a message telling you how many records were updated displays.

## ENTRY-MASTER TRAINING GUIDE

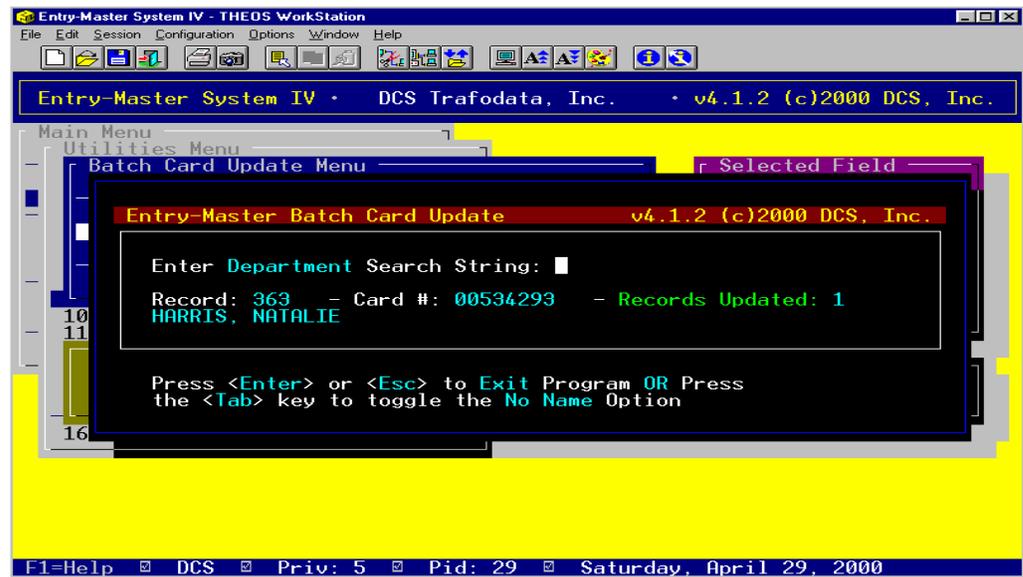


Figure 9.21 Batch Card Update Screen

6. Press **<Enter>** or **<Esc>** to complete the *update* operation.
7. Pressing any key returns you to the *Batch Update Cardholder Menu*.
8. Press **<Esc>** to return to the **Utilities Menu**.
9. Press **<Esc>** again to return to the **Main Menu**.

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, Entry Master 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 139.

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

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### ICON KEY

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 Valuable information

 Note

 Test your knowledge

 Keyboard exercise

 Lesson Review

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### *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 51. 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 **Figure 10-1**:

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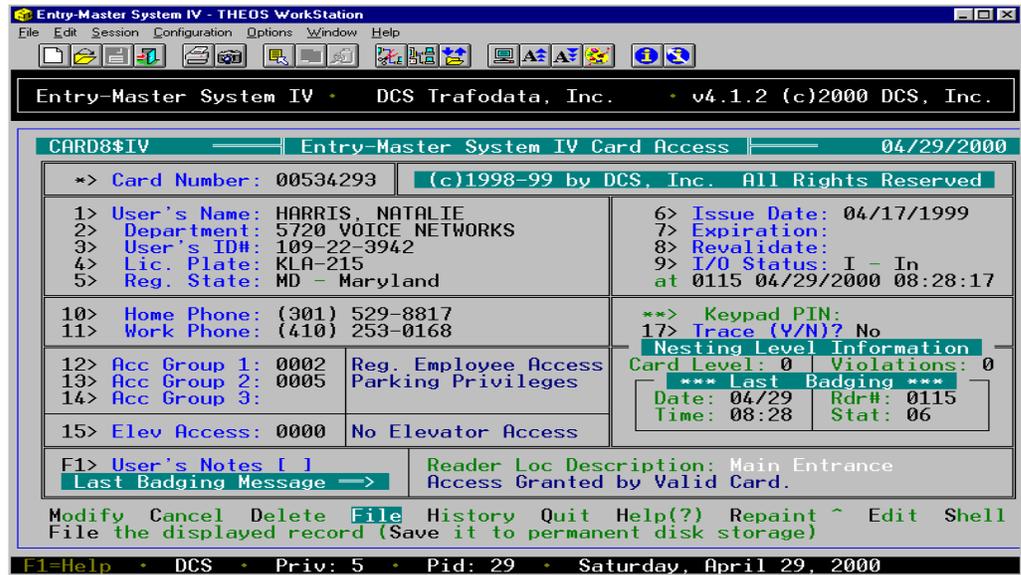


Figure 10.1 Cardholder Record for NATALIE HARRIS

To change the cardholder's I/O status to Forgive, type **9** and press **<Enter>**. For more information about the editing functions listed, see Appendix A, *The Cardholder Record Screen*, on page 139. Notice that field **9**, *I/O Status*, is now highlighted and the following prompt is displayed at the bottom of the screen:

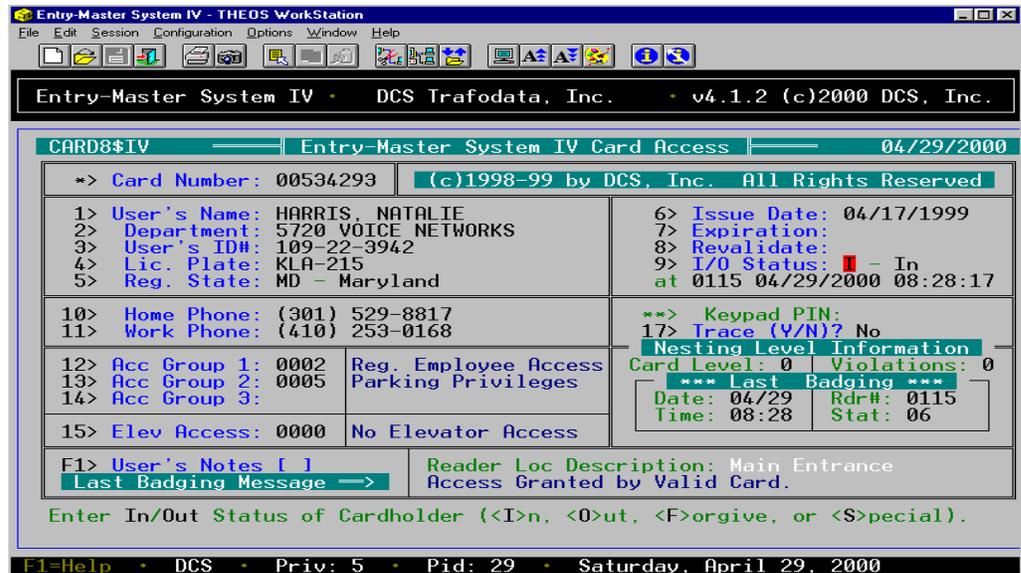


Figure 10.2 Cardholder Record for NATALIE HARRIS

## ENTRY-MASTER TRAINING GUIDE

To change the I/O status to Forgive, type **F** (Forgive). Your screen should now look like **Figure 10-3**:

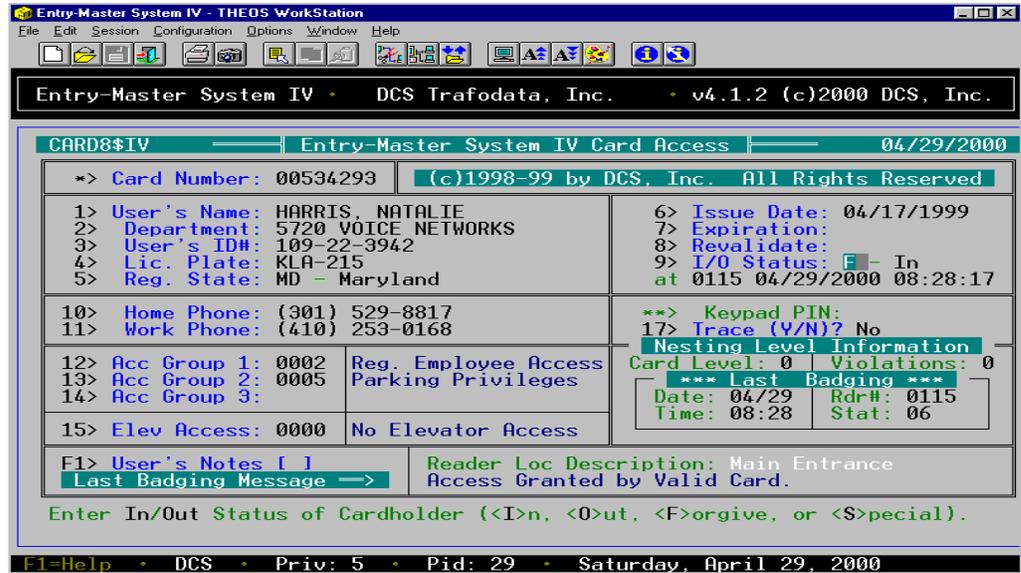


Figure 10.3 Changing Cardholder I/O Status to Forgive

Now press **<Enter>**. Notice that field **9**, *I/O Status*, has changed to **F - Forgive** and the Bottom Line Menu is displayed at the bottom of the screen.

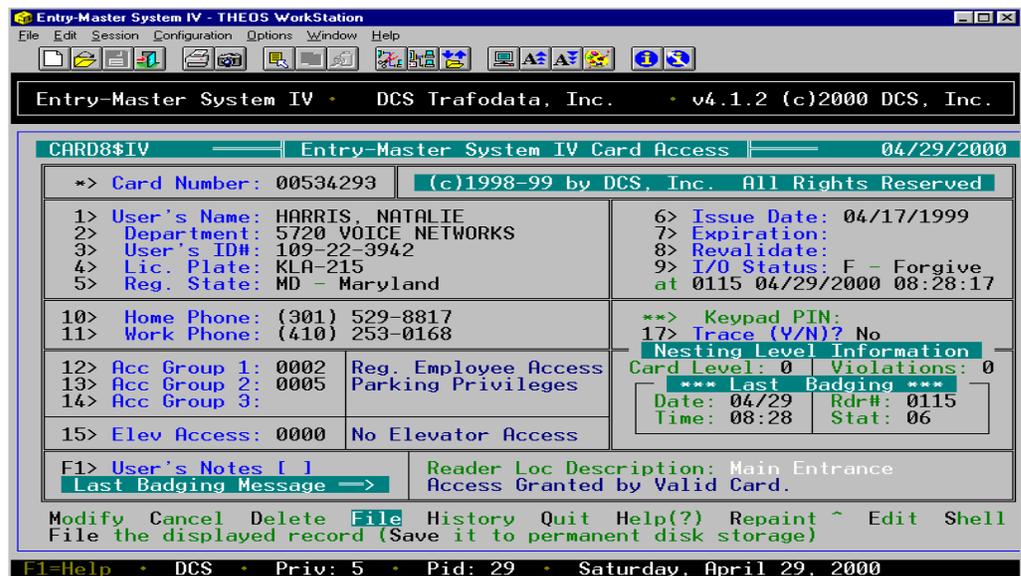


Figure 10.4 Changing Cardholder I/O Status to Forgive

Next you must save the change you just made. Since **File** is highlighted on the Bottom Line Menu, just press **<Enter>** to save the change.

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To return to the Cardholder Search screen, press **<Esc>**. You can now select another cardholder record to edit (see Lesson 8 on page 63) or you can return to the Entry Master Main Menu. To select another cardholder record follow the procedure in Lesson 8. To return to the Entry Master Main Menu, press the **<Esc>** key.

## ENTRY-MASTER TRAINING GUIDE

### *Resetting All Cards to Forgive*

To reset all cardholders to Forgive, log into the Entry Master system as described in Lesson 1 on page 7. The Entry Master Main Menu should be displayed on the screen as shown in **Figure 10-5**.



Figure 10.5 Entry Master Main Menu

Select item **3**, *Enter Utilities Menu*, on the Entry Master Main Menu and press **<Enter>**. Remember, there are four ways to make a menu selection:

1. Use the cursor control (arrow) keys to move the highlight to the menu selection and press **<Enter>**.
2. Use the **<Spacebar>** to move the highlight to the menu selection and press **<Enter>**.
3. Type the number of the menu selection and press **<Enter>**.
4. Use your mouse to left click twice on the menu selection.

When you select item **3** on the Main Menu, the following displays on the screen:

## ENTRY-MASTER TRAINING GUIDE

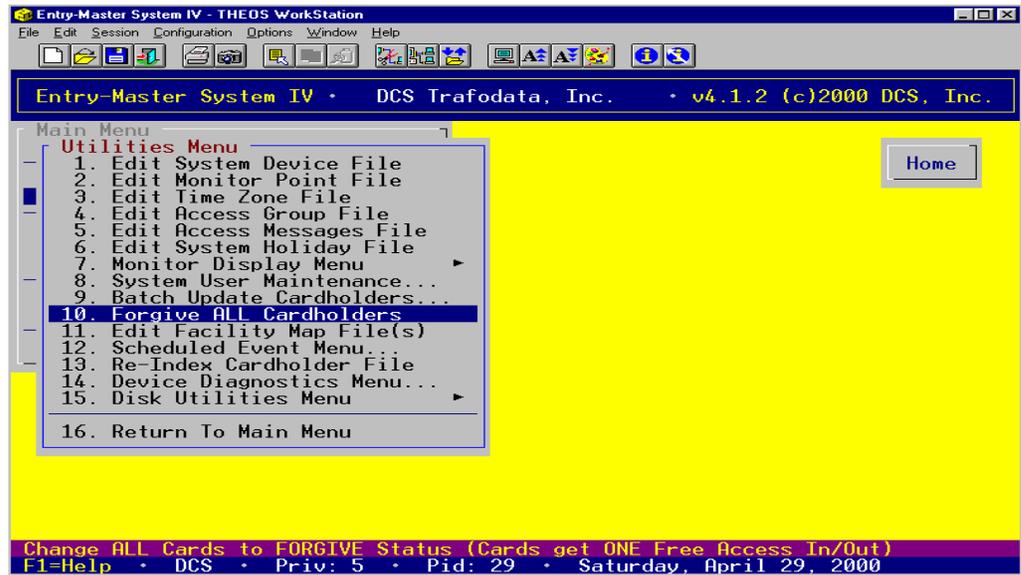


Figure 10.6 The Utilities Menu

Notice that item **10** on the Utilities menu says **Forgive All Cardholders**. To select item **10**, highlight item **10** or type **10** and press **<Enter>**. When you select item **10**, the following displays on the screen:

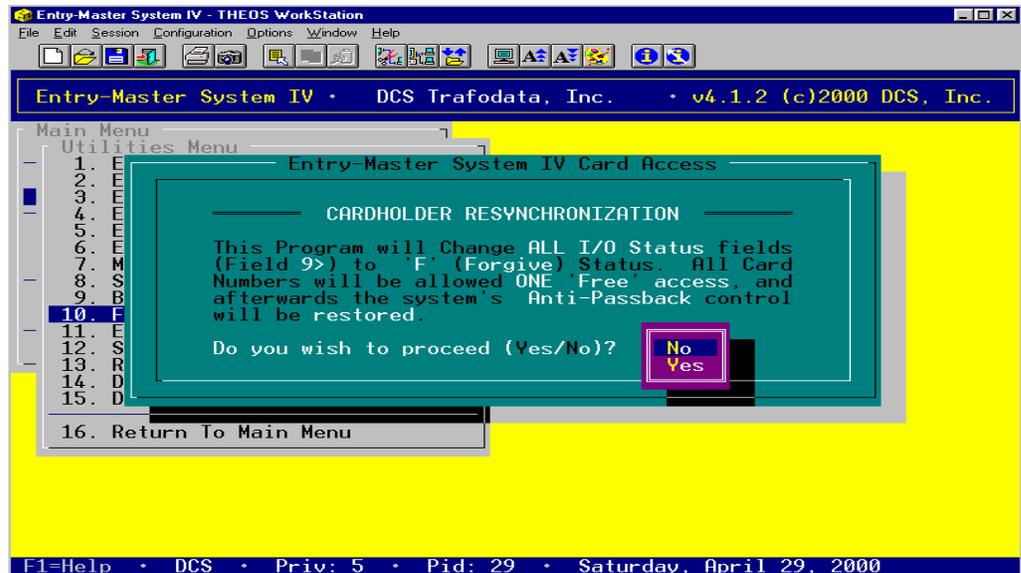


Figure 10.7 Cardholder Resynchronization Screen

Notice the cursor is highlighting **No** next to the **Do you wish to proceed (y/n)?** prompt. To Forgive all cards type **Y** or highlight **Yes** and press **<Enter>**. When you answer **Yes** to this prompt, the system scrolls through all cardholders and displays each

## ENTRY-MASTER TRAINING GUIDE

one as they are Forgiven. When all cardholders have been Forgiven, the message shown in **Figure 10-8** displays on the screen:

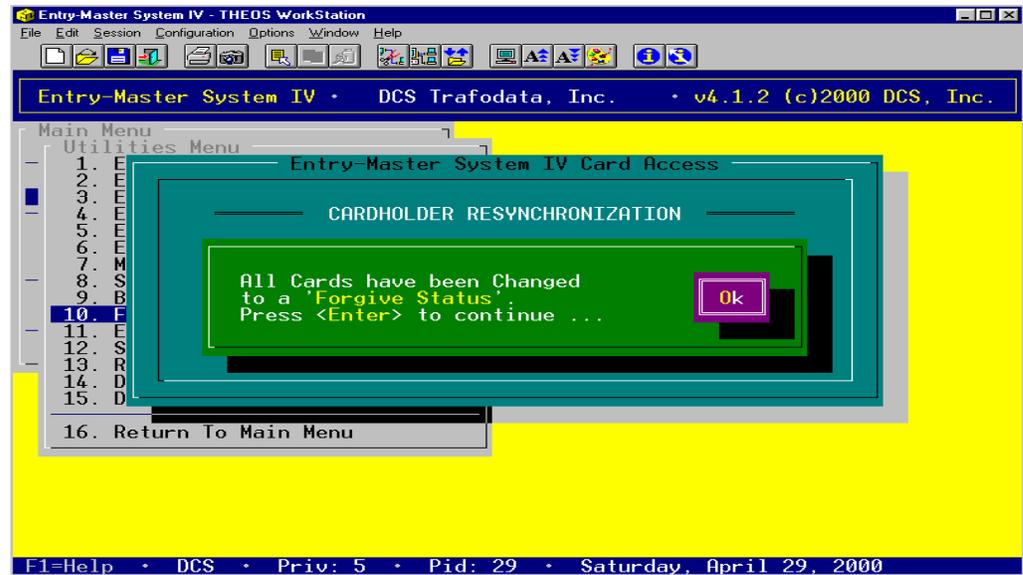


Figure 10.8 Cardholder Resynchronization Completed

You can now return to the Utilities menu by pressing the **<Enter>** key. You can return to the Entry Master Main Menu by pressing **<Esc>**.



You can abort (stop) the Forgive procedure at any time as the system scrolls through the cardholders. To abort the Forgive process, press the **<Esc>** key. This will stop the Forgive process, however, all cards which have been changed to Forgive up to the point that you press the **<Esc>** key keep their Forgive status. In other words, pressing **<Esc>** during the Forgive process does not restore cards already Forgiven to the status they had before the Forgive process was started.

*Automatic Cardholder Forgiving*

Whenever you reboot (that is, restart) the computer, all cardholders are automatically Forgiven as part of the rebooting procedures. Therefore, you could reset all cardholders to Forgive by pressing the red reset button on the front of the computer. We do not recommend using this method, but it will not hurt the computer system or the software.

This concludes the lesson on forgiving cardholders.

Proceed to Lesson 11, Adding/Deleting System Users.

## Adding / Deleting System Users

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. This Lesson will show you how to add or delete a system user on the Entry Master system. 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 **Figure 11-1**. If you are not logged in, see Lesson 1 on page 7.

### ICON KEY

-  Valuable information
-  Note
-  Test your knowledge
-  Keyboard exercise
-  Lesson Review

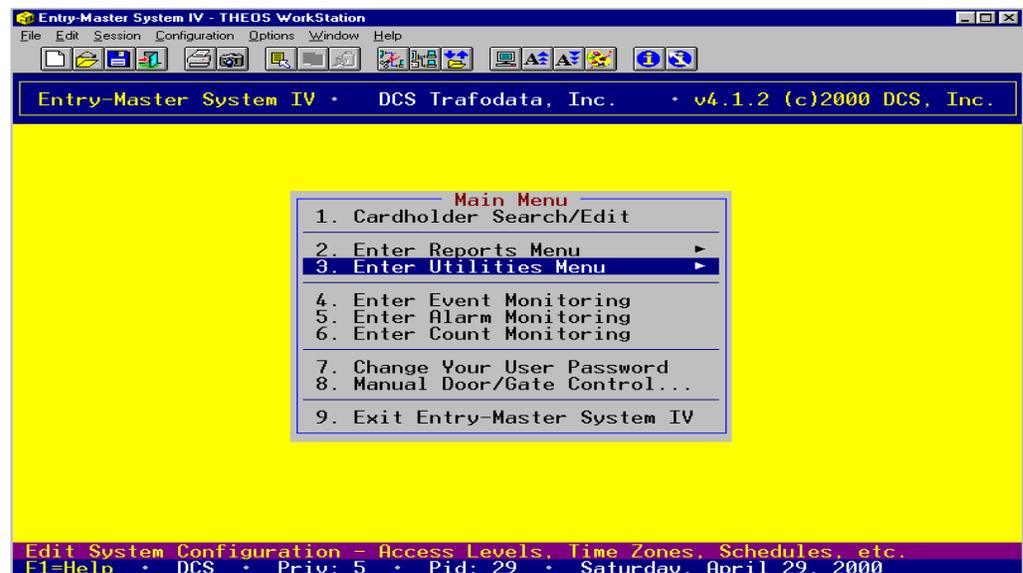


Figure 11.1 Entry Master Main Menu

You add or delete users using the **Utilities Menu**. To enter the **Utilities Menu**, select item **3** on the Main Menu. Remember, there are four ways to make a menu selection:

## ENTRY-MASTER TRAINING GUIDE

1. Use the cursor control (arrow) keys to move the highlight to the menu selection and press <Enter>.
2. Use the <Spacebar> to move the highlight to the menu selection and press <Enter>.
3. Type the number of the menu selection and press <Enter>.
4. Use your mouse to left double click on the desired menu selection.

Selecting item **3** displays the **Utilities Menu** as shown in **Figure 11-2**.

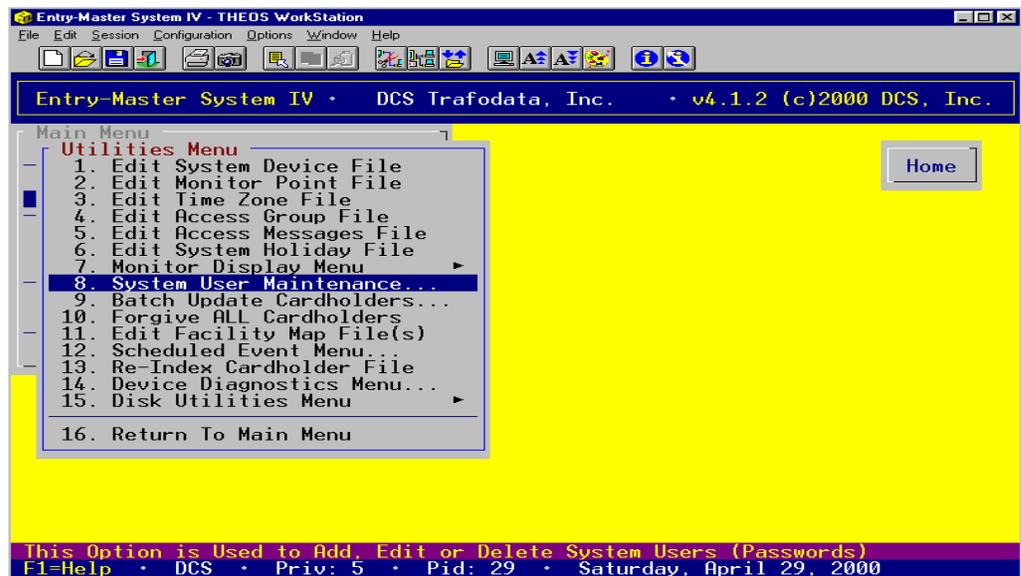


Figure 11.2 Entry Master Utilities Menu

There are several choices on the **Utilities Menu**. Select item **8**, *System User Maintenance*. When you select item **8**, the following screen displays:

## ENTRY-MASTER TRAINING GUIDE

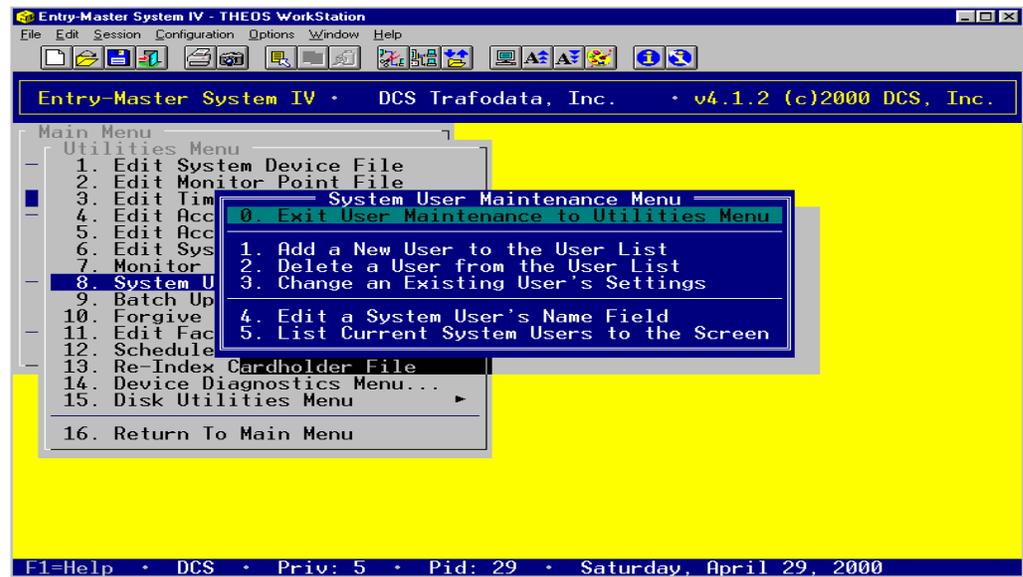


Figure 11.3 System User Maintenance Menu

### *Adding A New System User*

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

1. Select item **1**, *Add a New User to the User List*, and press **<Enter>**.  
When you select item **1**, the following prompt displays:

## ENTRY-MASTER TRAINING GUIDE

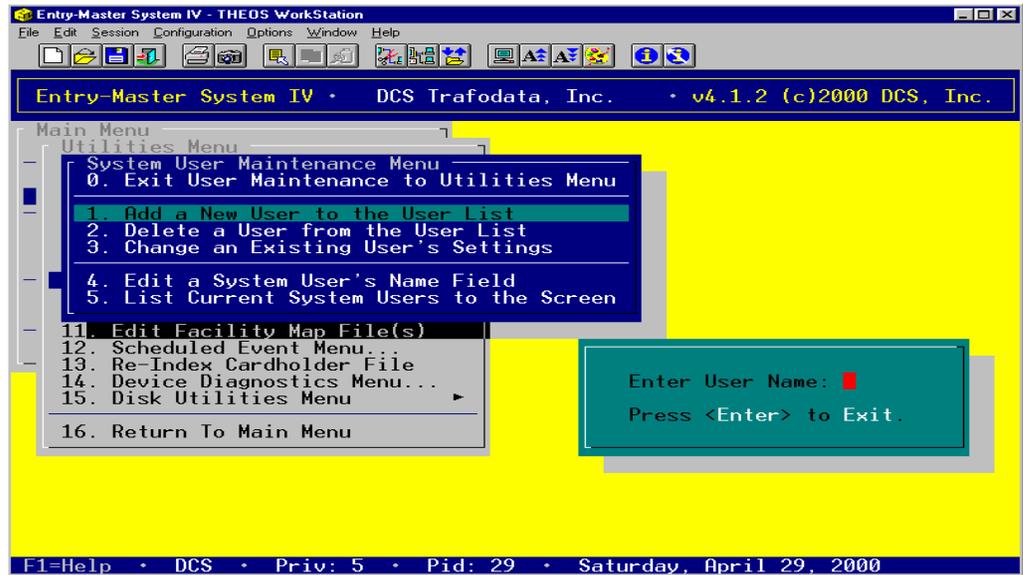


Figure 11.4 Prompt to Enter New User

2. Type the login ID for the new user. In this example we will use a login ID of **TEST**.

The login ID is limited to **4 characters**.

Type **TEST**. The following prompt displays:

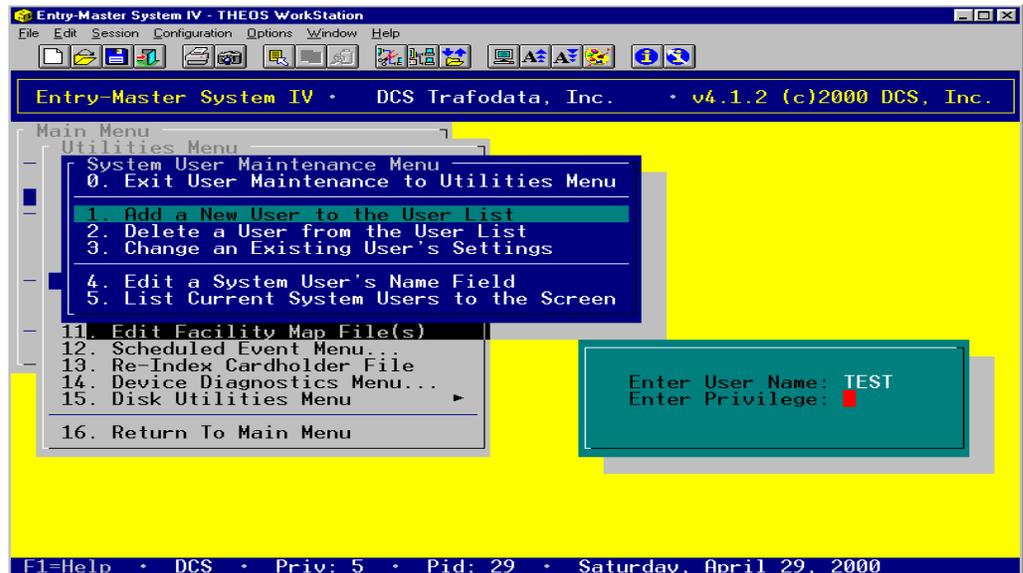


Figure 11.5 Prompt to Enter Privilege Level

## ENTRY-MASTER TRAINING GUIDE

3. This prompt asks you for the privilege level of the new user. The privilege level tells which part(s) of the Entry Master system the new user will be able to use. For example, privilege level **1** may only allow the user to use the monitoring feature of Entry Master and privilege level **4** allows the user full access to all of the Entry Master user features.

In this example we will give this new user a privilege level of **1**, so type

**1**. The following prompt displays:

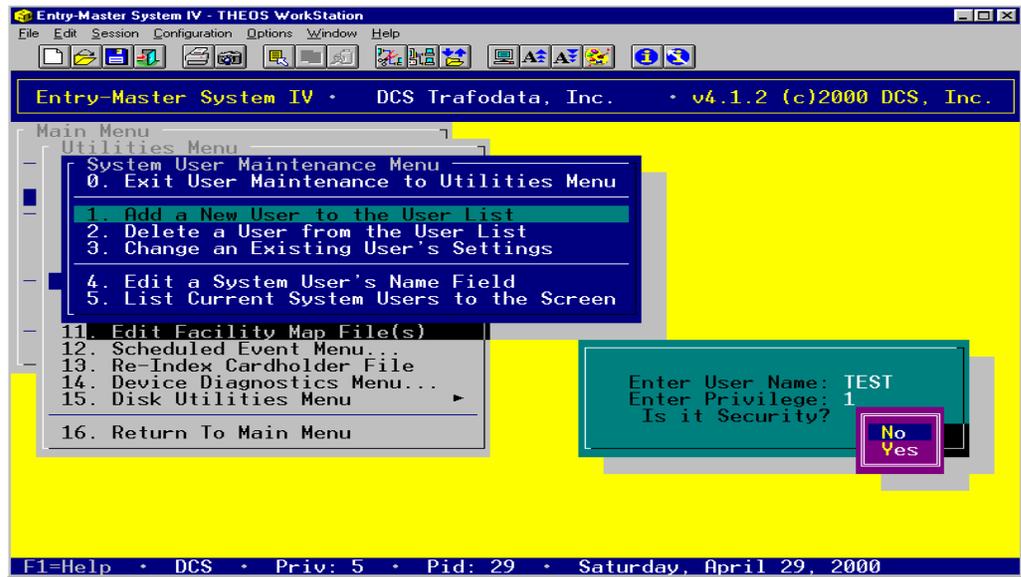


Figure 11.6 Prompt to Confirm Security Access

4. If you want this user to have security guard access only, press **Y** (yes). Otherwise if you press **N**(no) the user will have access to all menus subject to privilege restrictions. The following prompt displays:

## ENTRY-MASTER TRAINING GUIDE

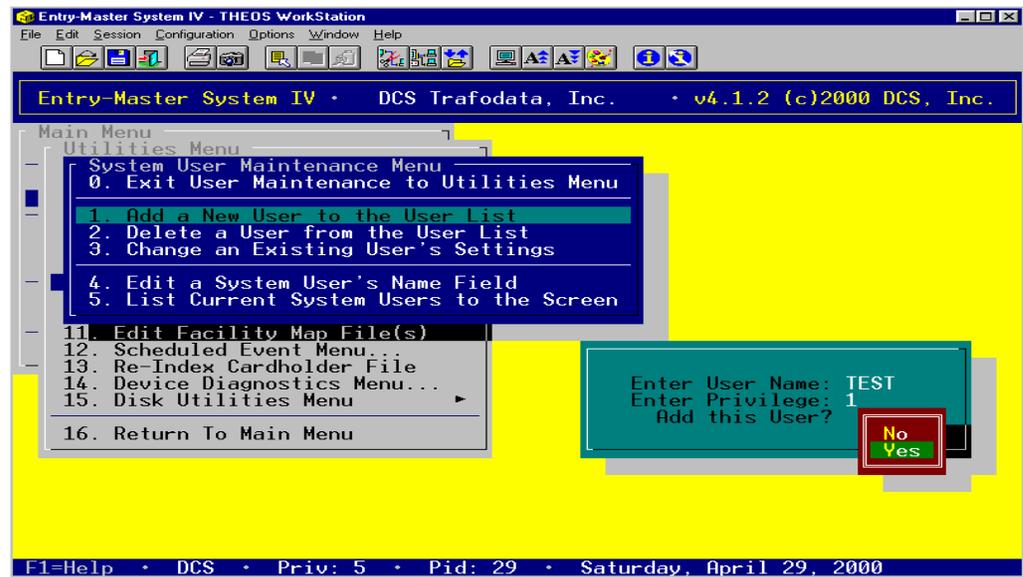


Figure 11.7 Prompt to Confirm the Addition of the User

5. If you want to add this user, press **Y** (yes). The system responds with the message "Adding User **TEST** Information ... Please Wait" and returns you to the Entry Master login screen.

If you do not want to add the new user, press **N** (no). Pressing **N** returns you to the User Maintenance Menu.

The first time the new user wants to login to Entry Master they should follow the procedures described in Lesson 1, *Logging into the System* on page 7, and Lesson 3, *Changing Your Password*, on page 15.

All new system users begin with the default password of **NEW**.



## ENTRY-MASTER TRAINING GUIDE

### *Deleting A System User*

In this part of the lesson you will delete a system user.

1. If you do not know the exact login ID of the user you want to delete from the system you can display a list of all the users on the system. To display a list of all users, select item 5 on the System User Maintenance Menu. The System User Report Output Menu screen should display on the computer screen as shown in Figure 11-8.

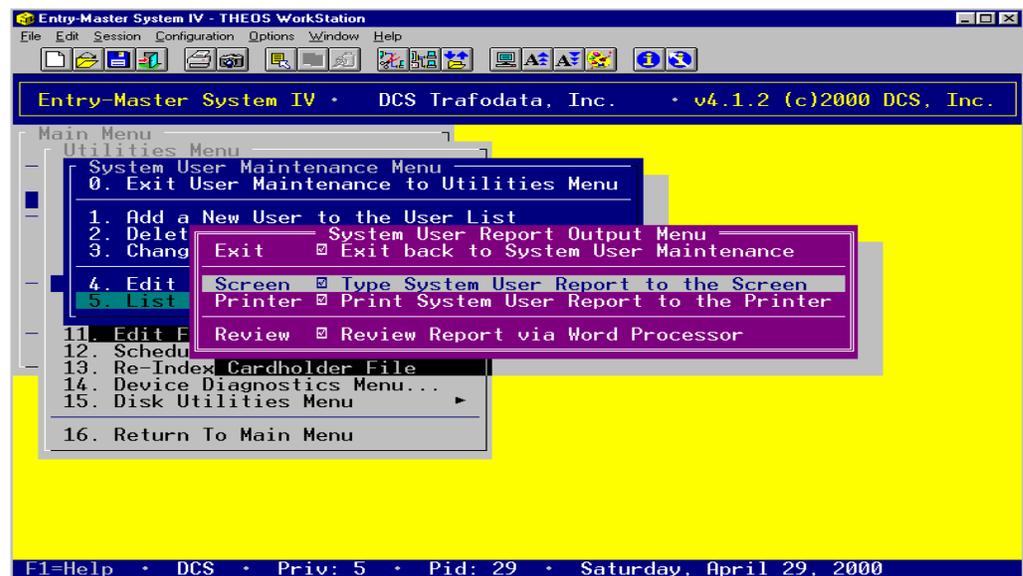


Figure 11.8 System User Report Output Menu

2. Use the arrow keys to select the **Screen** Option.

## ENTRY-MASTER TRAINING GUIDE

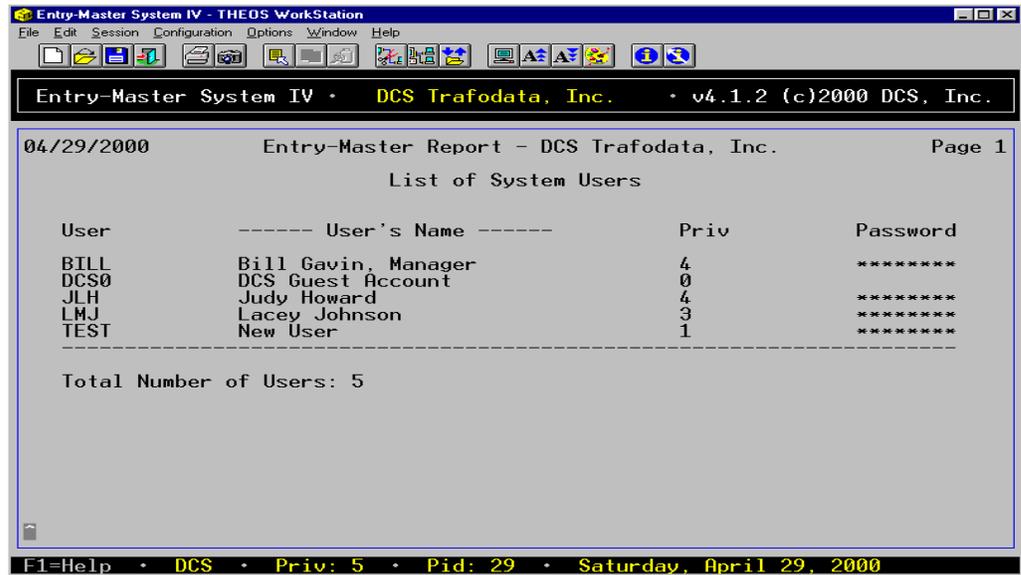


Figure 11.9 List of System Users

This list shows the system users, their privilege level, and their encrypted password. To return to the **System User Maintenance Menu** press <Enter>.

3. To delete a user, select item 2 on the **System User Maintenance Menu**. The following prompt displays:

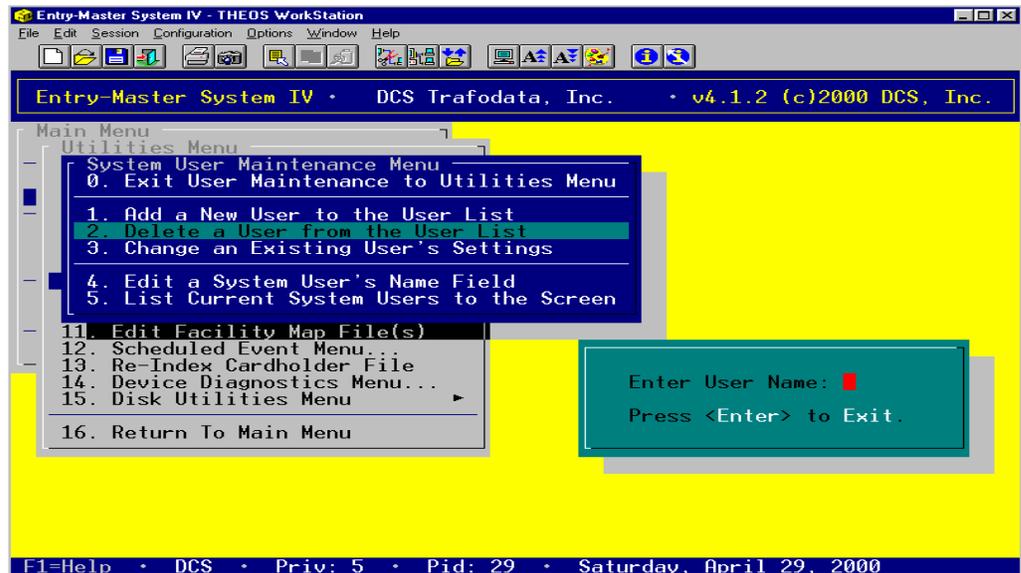


Figure 11.10 Prompt to Delete User

## ENTRY-MASTER TRAINING GUIDE

4. Type the user name that you want to delete. In this example, you will delete user **TEST**. Type **TEST**. The following prompt displays:

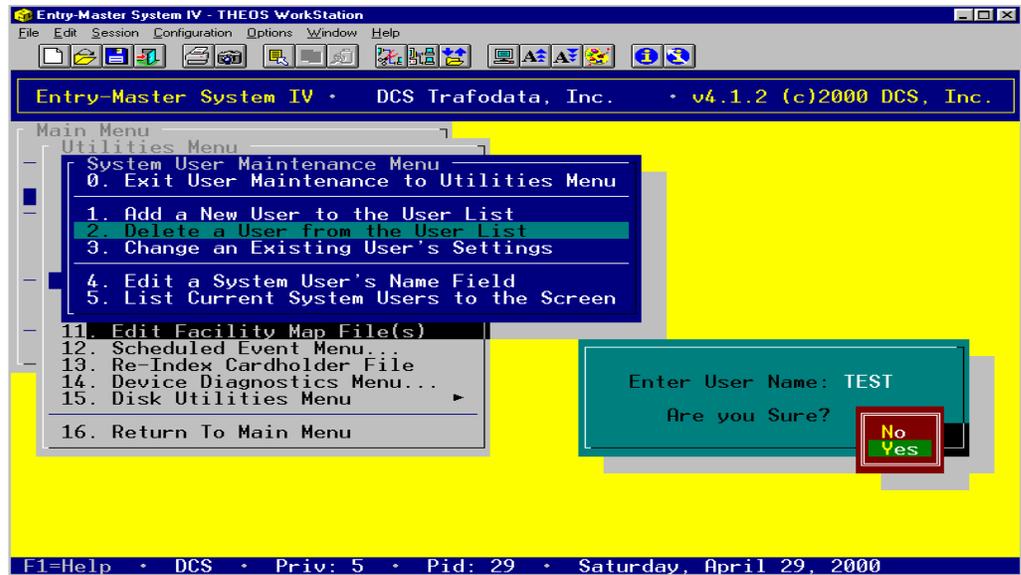


Figure 11.11 Prompt to Confirm Deletion of User

5. To delete the user, press **Y** (Yes). The system responds with the message "Deleting User **TEST** Information ... Please Wait" and returns you to the Entry Master login screen.

If you do not want to delete the user, press **N** (No). Pressing **n** returns you to the User Maintenance Menu.

6. Press **<Esc>** to return to the **Utilities Menu**.

This concludes the lesson describing how to add or delete users. 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 119) from the Entry Master login screen, press <Esc> to return to the Entry Master login screen.

Log into the Entry Master system as described in Lesson 1 on page 7. Make sure that the Entry Master Main Menu is displayed on the computer screen as shown in **Figure 12-1**.

ICON KEY	
	Valuable information
	Note
	Test your knowledge
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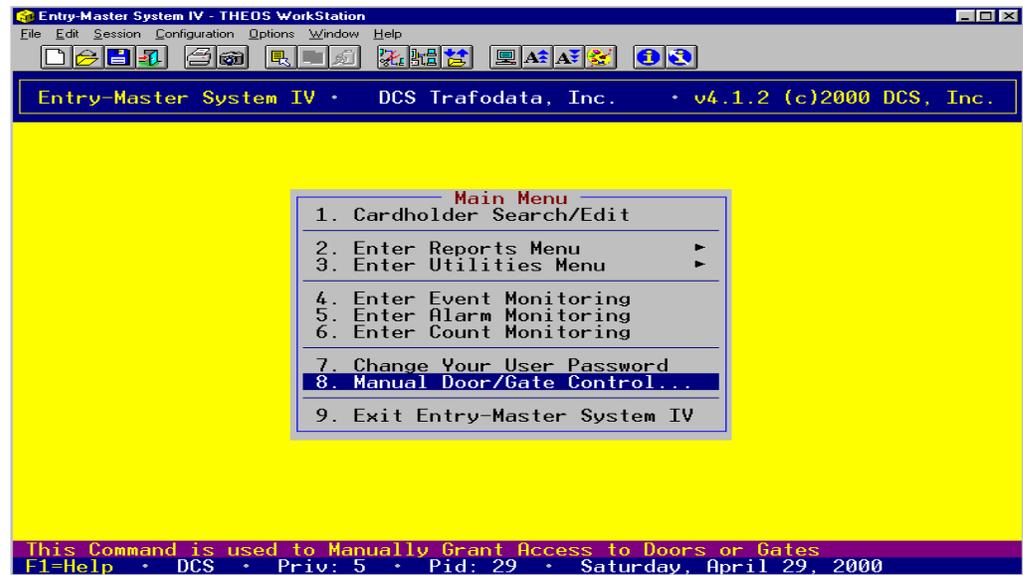


Figure 12.1 Entry Master Main Menu

## ENTRY-MASTER TRAINING GUIDE

To manually open or close a door/gate, select item **8**, *Manual Door/Gate Control*, from the Main Menu. Remember there are four ways to make a menu selection:

1. Use the cursor control (arrow) keys to move the highlight to the menu selection and press **<Enter>**.
2. Use the **<Spacebar>** to move the highlight to the menu selection and press **<Enter>**.
3. Type the number of the menu selection and press **<Enter>**.
4. Use your mouse to left double click on the desired menu selection.

When you select item **8**, the following menu displays:

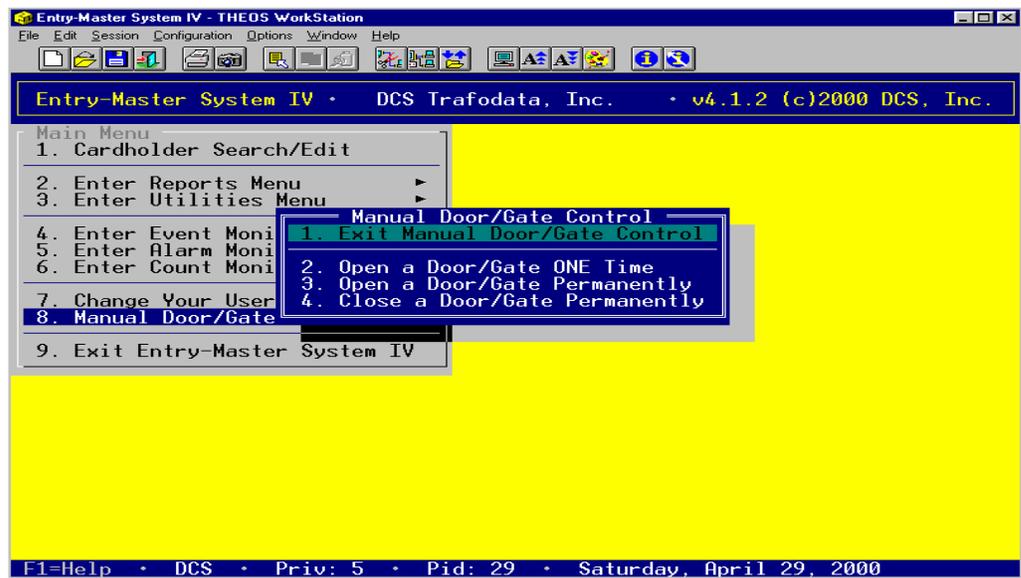


Figure 12.2 Manual Door/Gate Control Menu

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.

## ENTRY-MASTER TRAINING GUIDE

- **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 item **2** on the menu. When you press **<Enter>**, the **Reader Selection** menu displays on the screen as shown in **Figure 12-3**:

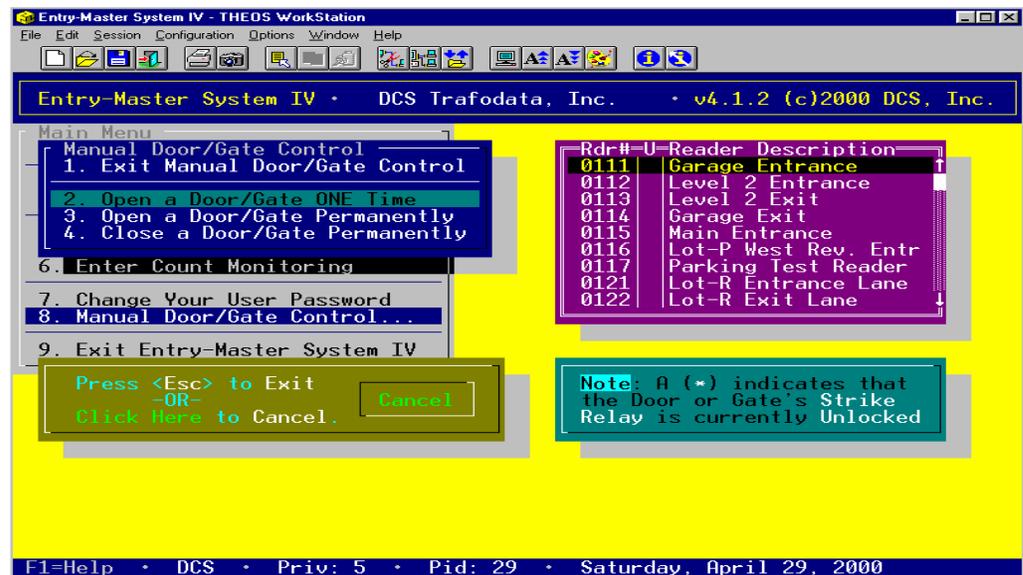


Figure 12.3 Reader Description Selection Menu

This menu lists the card reader number and location of all card readers connected to and monitored by the Entry Master system. To select the location that you want to open, **you must use the cursor control (arrow) keys** to move the highlight to the selection and press **<Enter>**, or click on the reader with the mouse. You cannot type the card reader number to make your selection. Once you have made your selection, a message displays and the door/gate will open a second or two later. Entry Master returns you to the **Manual Door/Gate Control** menu.

## ENTRY-MASTER TRAINING GUIDE

### *Open Door/Gate To Allow Free Passage*

To allow free passage through a door/gate, select item **3** on the menu. When you press **<Enter>**, the Reader Selection menu displays on the computer screen as shown in **Figure 12-4**:

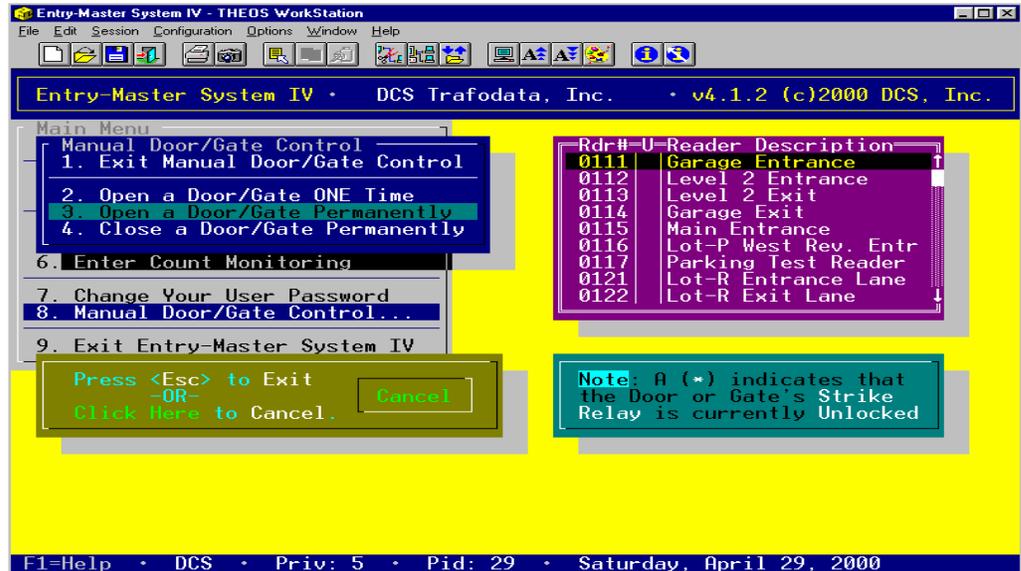


Figure 12.4 Reader Description Selection Menu

This menu lists the card reader number and location of all card readers connected to and monitored by the Entry Master system. To select the location that you want to open and permit free passage through, **you must use the cursor control (arrow) keys** to move the highlight to the selection and press **<Enter>**, or click on the reader with the mouse. You cannot type the card reader number to make your selection. Once you have made your selection, a message displays and the door/gate will open a second or two later. Entry Master returns you to the **Manual Door/Gate Control** menu.



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, select item 4 on the menu. When you press <Enter>, the Reader Selection menu displays on the computer screen as shown in Figure 12-5:

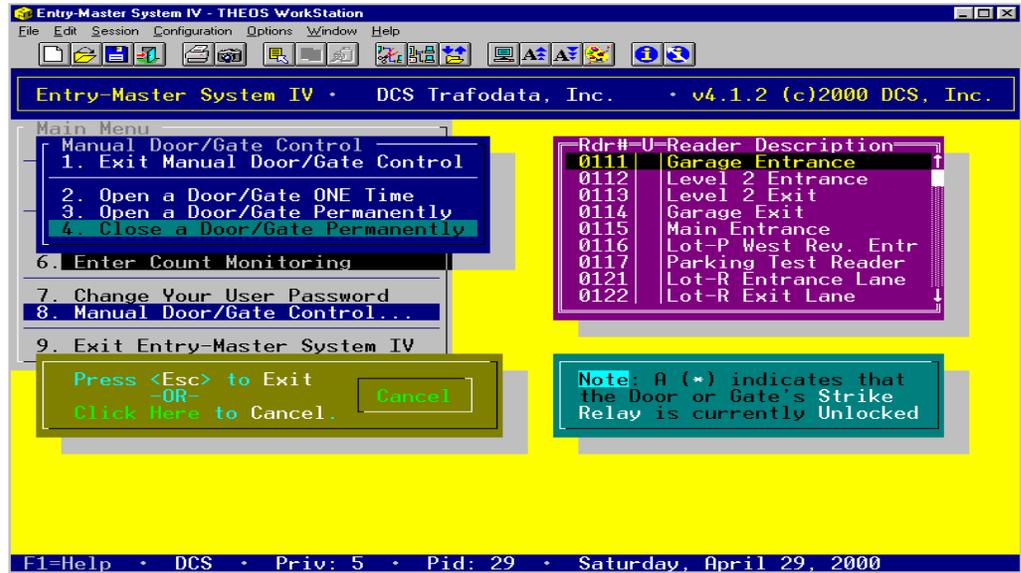


Figure 12.5 Reader Description Selection Menu

This menu lists the card reader number and location of all card readers connected to and monitored by the Entry Master system. To select the location that you want to close and restrict access to, **you must use the cursor control (arrow) keys** to move the highlight to the selection and press <Enter>, or click on the reader with the mouse. You cannot type the card reader number to make your selection. Once you have made your selection, the door/gate will close and Entry Master returns you to the **Manual Door/Gate Control** menu.



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.

## ENTRY-MASTER TRAINING GUIDE

### *Exit Gate Control Menu To Main Menu*

To return to the Entry Master Main Menu, select item **1** on the Manual Door/Gate Control menu and press **<Enter>**. Selecting item **1** returns you to the Entry Master Main Menu.

Pressing **<Esc>** will also return you to the Main Menu.

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



## 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.

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**ICON KEY**

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 Valuable information

 Note

 Test your knowledge

 Keyboard exercise

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Some exception transactions are severe. When a severe exception transaction occurs, the system issues a constant beep until the operator acknowledges the exception. This lesson teaches you how to access the on-line monitoring screen and how to acknowledge an exception.

The system updates the On-line Monitoring screen as activity occurs.

### *Accessing The On-Line Monitoring Screen*

You can display the On-line Monitoring screen two ways:

- From the Entry Master login prompt
- From the Entry Master Main Menu

## ENTRY-MASTER TRAINING GUIDE

*From The Entry Master Login Prompt*

To display the On-line Monitoring screen from the Entry Master login prompt, type **MON** at the login prompt and press **<Enter>**. **MON** is the user ID for the monitoring system. When you log in as **MON**, the following displays on the Screen:

Time	Card No.	Cardholder's Name	Location of Reader	Transaction Message
11:36a	00122911	BARBER, KATHRYN	Garage Entrance	Valid Card Access
11:38a	00124024	GIBBS, FRANCINE	Garage Entrance	Valid Card Access
11:40a	00134643	JENKINS, CURTIS	Level 2 Exit	Valid Card Access
11:41a	00534293	HARRIS, NATALIE	Garage Entrance	Passback Attempt IN
>	Last Use	04/29/2000 08:28:17	Main Entrance	
11:43a	00132600	ANDERSON, RHONDA	Level 2 Entrance	Invalid Time Zone
11:43a	00125800	WHEELER, LUCILLE	Garage Entrance	Valid Card Access
11:44a	00112743	KENT, WILLIAM	Garage Entrance	Valid Card Access
11:44a	00534293	HARRIS, NATALIE	Garage Entrance	Passback Attempt IN
>	Last Use	04/29/2000 08:28:17	Main Entrance	
11:44a	00125636	CLARK, DARLENE	Garage Exit	Valid Card Access
11:45a	00131793	GIBSON, LYNDA	Garage Entrance	Valid Card Access

Figure 13.1 The 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.

You can leave or exit the On-line Monitoring screen by pressing the **<Esc>** key. Pressing **<Esc>** returns you to the Entry Master login screen. To access the Entry Master system, you must login as described in Lesson 1 on page 7.

## ENTRY-MASTER TRAINING GUIDE

### *From The Entry Master Main Menu*

To display the On-line Monitoring screen from the Entry Master Main Menu, log into Entry Master as described in Lesson 1 on page 7. **Figure 13-2** shows the Entry Master Main Menu.

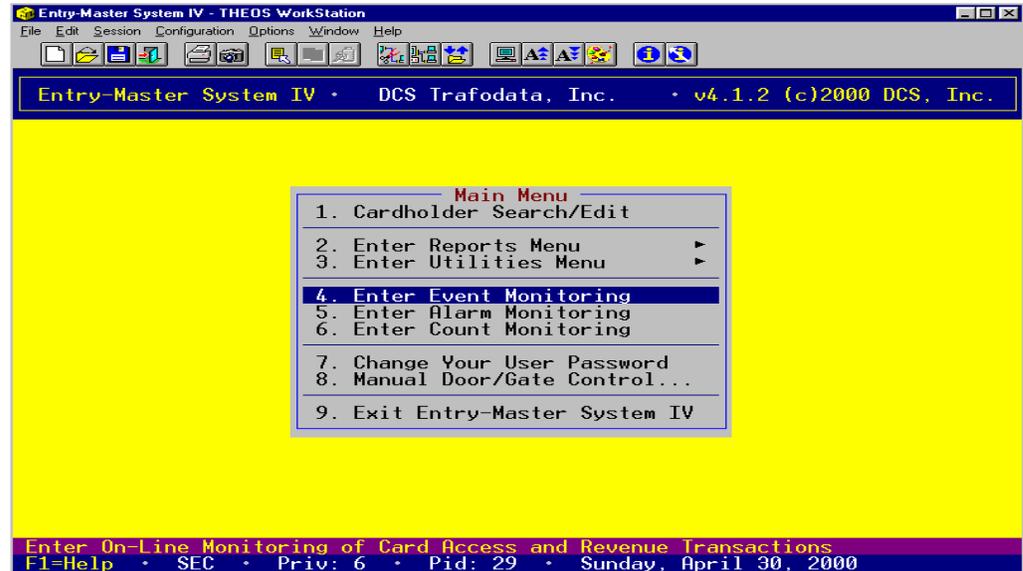


Figure 13.2 Entry Master Main Menu

Move the highlight to item 4, *Enter Event Monitoring Screen*, and press <Enter>. This displays the On-line Monitoring screen shown in **Figure 13-3**.

## ENTRY-MASTER TRAINING GUIDE

Time	Card No.	Cardholder's Name	Location of Reader	Transaction Message
11:36a	00122911	BARBER, KATHRYN	Garage Entrance	Valid Card Access
11:38a	00124024	GIBBS, FRANCINE	Garage Entrance	Valid Card Access
11:40a	00134643	JENKINS, CURTIS	Level 2 Exit	Valid Card Access
11:41a	00534293	HARRIS, NATALIE	Garage Entrance	Passback Attempt IN
11:43a	00132600	ANDERSON, RHONDA	Level 2 Entrance	Invalid Time Zone
11:43a	00125800	WHEELER, LUCILLE	Garage Entrance	Valid Card Access
11:44a	00112743	KENT, WILLIAM	Garage Entrance	Valid Card Access
11:44a	00534293	HARRIS, NATALIE	Garage Entrance	Passback Attempt IN
11:44a	00125636	CLARK, DARLENE	Garage Exit	Valid Card Access
11:45a	00131793	GIBSON, LYNDA	Garage Entrance	Valid Card Access
11:48a	00122774	ROBINSON, JOANNE	Garage Exit	Valid Card Access
11:48a	00010445	DAY, DANA	Garage Entrance	Valid Card Access

Figure 13.3 The On-Line Monitoring Screen

You can leave or exit the On-line Monitoring screen by pressing the **<Esc>** key. Pressing **<Esc>** returns you to the Entry Master login screen.

### *Acknowledging An Exception*

As described at the beginning of this lesson, when an exception occurs the system issues an audible beep. To acknowledge the exception, press the **<Spacebar>**. Pressing the **<Spacebar>** lets the system know that you are aware of the exception and the system stops beeping.

From time to time you may want to clear the activity listed on the on-line monitoring screen. To clear the on-line monitoring screen, press the **<Home>** key. The **<Home>** key is located two keys to the right of the **<Backspace>** key on the keyboard.

Proceed to Lesson 14, Generating and Printing Reports.

## Generating & Printing Reports

Entry-Master 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 reports.

This lesson describes the basics for generating and printing reports. Some reports prompt for additional information to be supplied (usually a *search string*). Appendix B, Entry Master Reports and Their Functions, on page 153 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 **Figure 14-1**. If you are not logged in, see Lesson 1.



### ICON KEY

-  Valuable information
-  Note
-  Test your knowledge
-  Keyboard exercise
-  Lesson Review

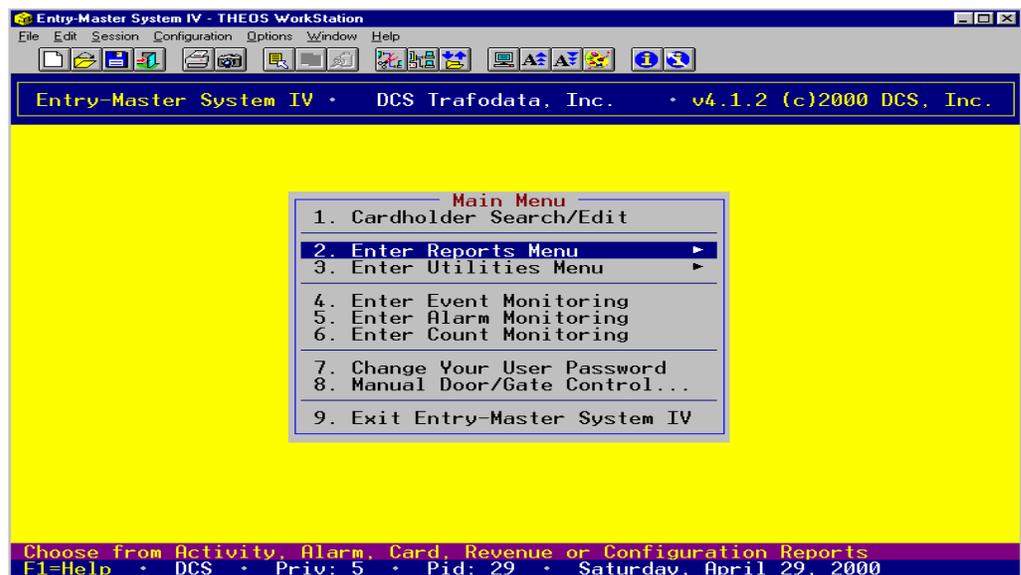


Figure 14.1 Entry Master Main Menu

### *Overriding System Control Of The Printer*

You can override the monitoring system control of the system printer. You may want to do this if you are printing several different reports in succession. This section shows you how to override the monitoring system printer control.

When you use this procedure you must manually return printer control to the monitoring system (as described on the following pages).



1. From the **Main Menu** select item **2**, *Enter Reports Menu* to display the **Report Menu** shown in **Figure 14-2**.

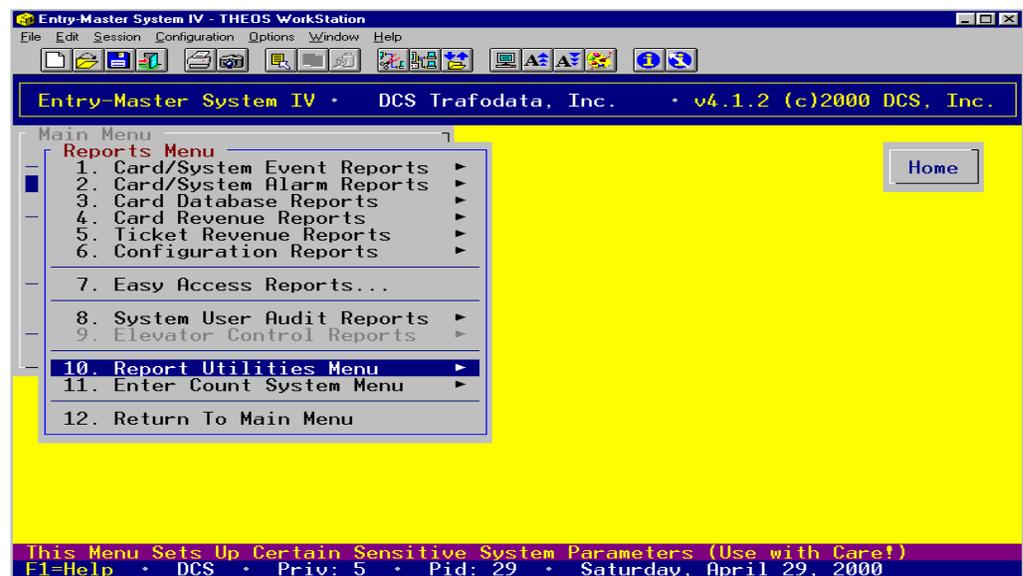


Figure 14.2 The Report Menu

2. Select item **10**, *Report Utilities Menu*, on the **Reports Menu**. The following menu displays:

## ENTRY-MASTER TRAINING GUIDE

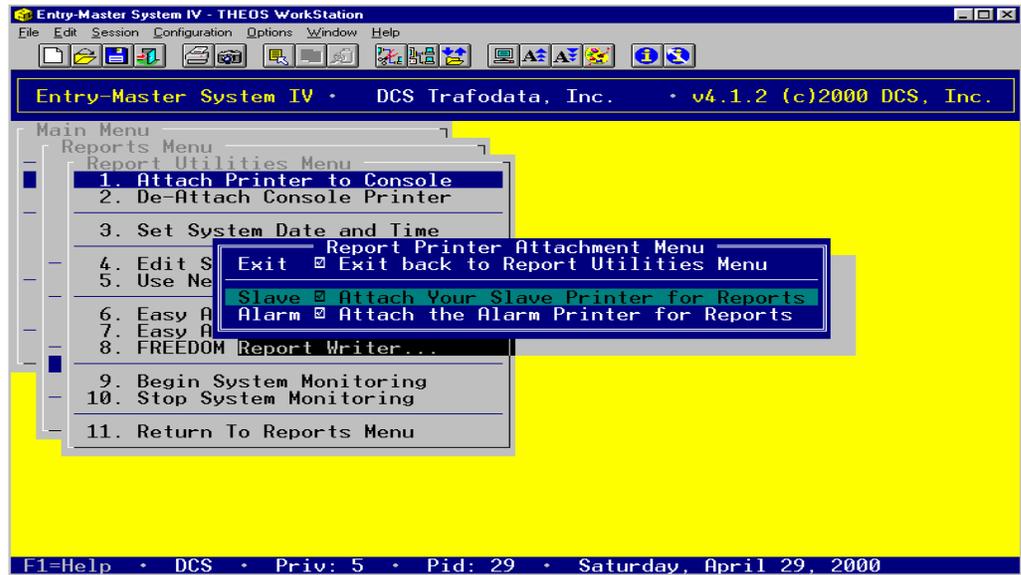


Figure 14.3 The Report Utilities Menu

3. Selecting the first item on this menu attaches a printer to the system. The printer is attached to the terminal/Console you are using. Depending on the system's configuration, you may see the menu in 14.3, above. However, once a printer is attached, you will see a screen similar to figure 14.4 below.

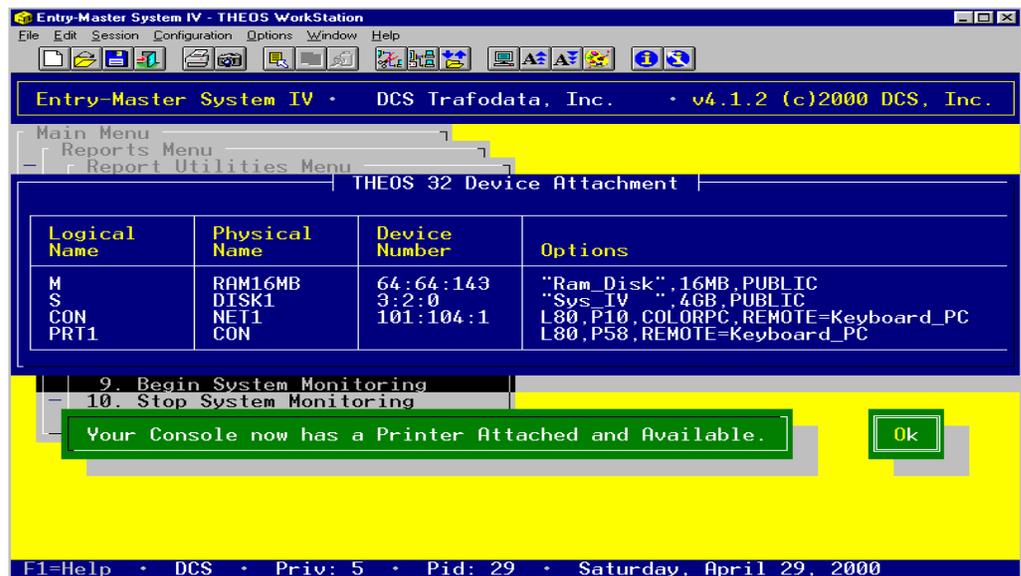


Figure 14.4 Attached Printer Information and Confirmation

This message is a reminder that system activity will not be sent to the printer.

## ENTRY-MASTER TRAINING GUIDE

4. Press <Enter> or click “OK” to return to the Report Utilities Menu. You now have a printer attached, ready to print reports.
5. Press <Esc> or select item 11 on the **Report Utilities Menu** to return to the **Report Menu**.
6. To print the report, follow the procedure described in steps 2-6 under **Printing a Report** in this lesson.
7. When you are finished printing the report, return printer control to the monitoring system. This step is **very** important. To return printer control to the monitoring system, select item 2, *De-Attach Printer* on the **Report Utilities Menu**. A message similar to the following is sent to the system printer:

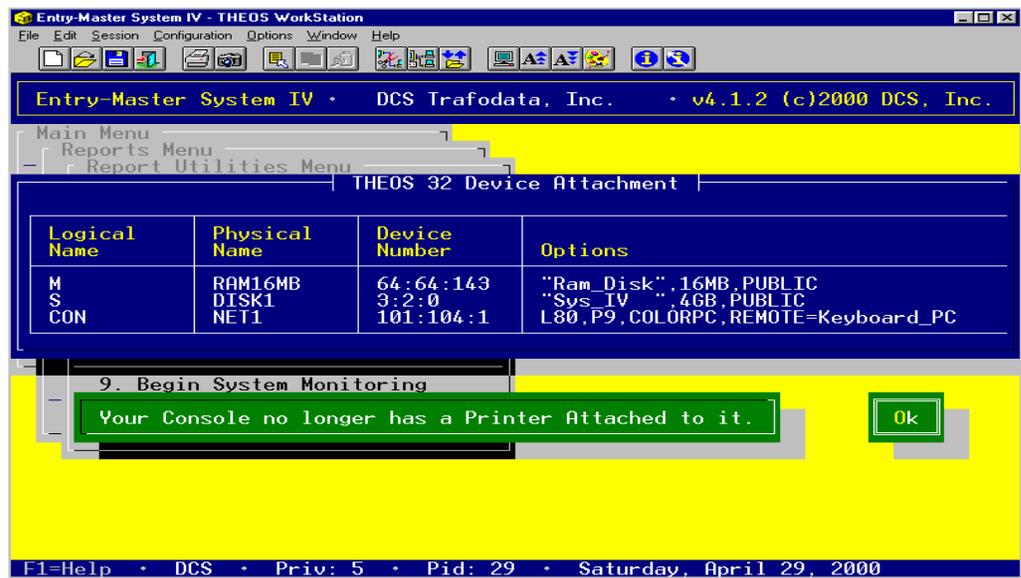


Figure 14.5 Removing a System Printer from a Terminal /Console

*Printing A Report*

The monitoring system controls the system printer. When a request to print a report is received by the monitoring system, the monitoring system temporarily gives printer control to the system console. When the report is finished printing, printer control returns to the monitoring system.

**Warning**

When a report is printing, **no** system activity data is sent to the system printer. Keeping this in mind, you should schedule the printing of long reports for a time when system activity is normally low.

1. From the **Main Menu** select item **2**, *Enter Reports Menu*. The menu displayed in **Figure 14-6** displays.

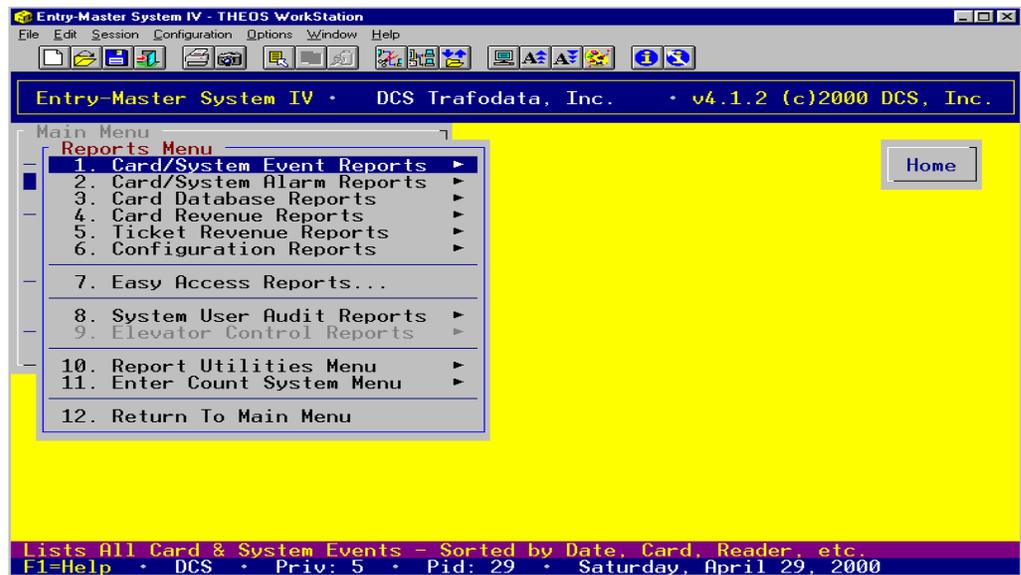


Figure 14.6 The Report Menu

2. In this example, we will show you how to print the **Cardholders by User Name** report. The cardholder database reports are item **3** on the **Reports Menu**. Select item **3**. The following menu displays:

## ENTRY-MASTER TRAINING GUIDE

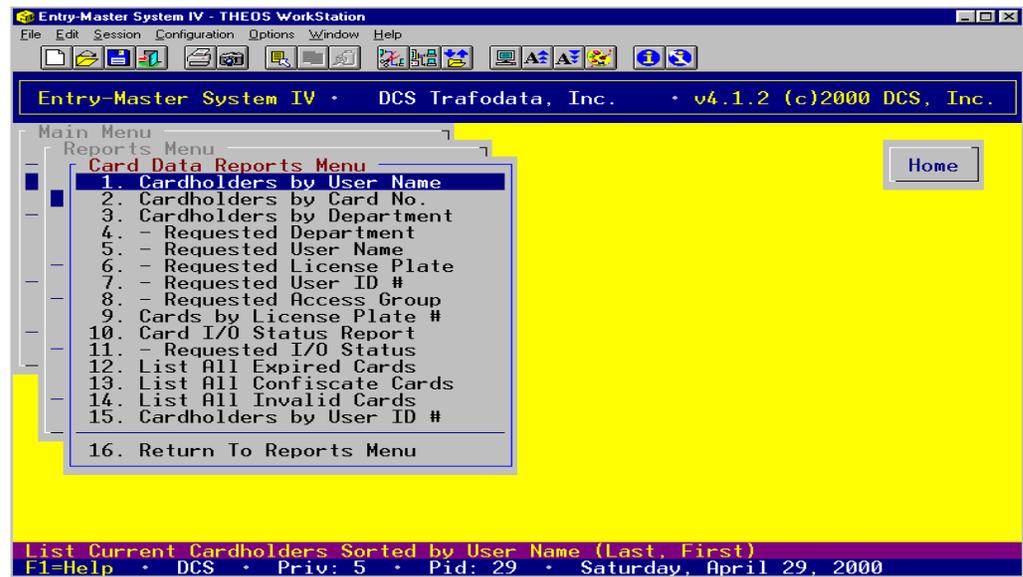


Figure 14.7 Card Data Reports Menu

3. To print the **Cardholders by User Name** report, select item **1** on the **Card Reports Menu**. Since item **1** is already highlighted, just press **<Enter>**. The following Menu displays:

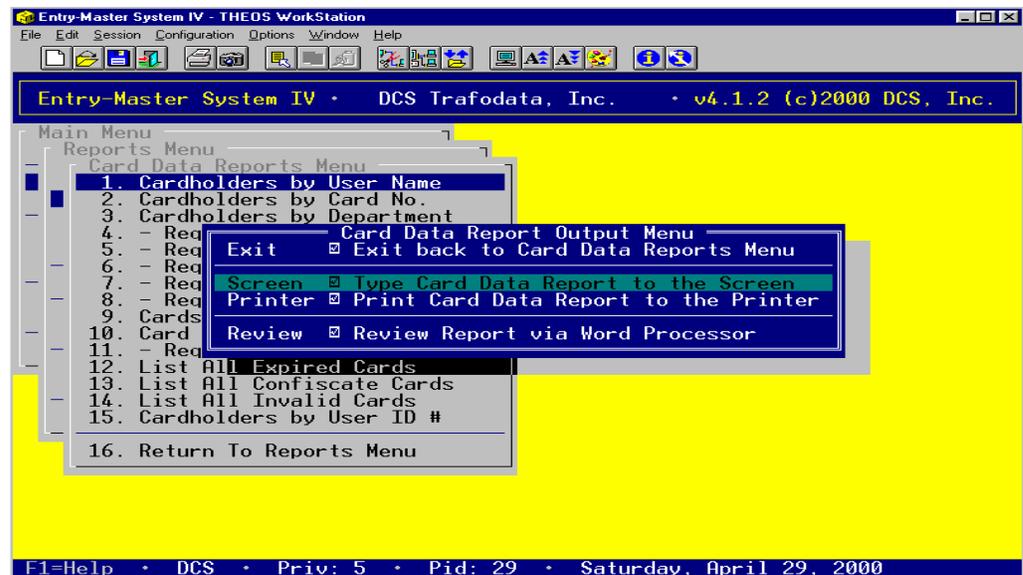


Figure 14.8 Output Selection Menu

4. You can print a report to the screen or to the printer. To print the report to the screen, use the arrow keys to move the highlight to: **Screen – Type Card Data Report to the Screen** press **<Enter>**. The following is a sample of the **Cardholders by Name** report:

## ENTRY-MASTER TRAINING GUIDE

Cardholder Name	Card No.	Issued	Work Phone	License Plate
ACKERMANN, DOROTHY	00134740	03/01/2000		MD RRP-790
ALLEVA, DR.	00128650	03/01/2000	(410) 283-8110	MD FMN 725
ALSTON, STERLING	00124770	03/01/2000	(410) 338-3353	MD YBR 667
ALSUP, DARLENE	00122985	03/01/2000	(410) 338-3166	MD 89848 HD
AMANN, DAVID	00125528	03/01/2000	(410) 410-4244	MD RPW 561
ANDERSON, CARMEN	00125676	03/01/2000	(410) 338-3770	MD GHM 950
ANDERSON, RHONDA	00132600	03/01/2000	(410) 338-3064	MD 970 ALC
ANDERSON-MONROE, CASSANDR	00098804	03/01/2000	(410) 338-3252	MD CVL 093
ANTHONY, JANELLE	00122285	03/01/2000	(410) 338-3251	MD DNV 289
ARMSTRONG, APRIL	00125670	03/01/2000	(410) 338-3421	MD FCH 157
ASHMAN, RUTH	00033459	03/01/2000	(410) 338-3610	MD DDH 591
ATWOOD, MARY	00125563	03/01/2000	(410) 338-3504	MD BEA 026
BAKER, BRENDA	00122776	03/01/2000	(410) 338-3357	MD BMC 807
BAKER, EDYTHE	00134723	03/01/2000	(410) 338-3118	MD CEV 978
BAKER, KEVIN W.	00348974	11/24/1999	(410) 636-6400	MD BDB-519
BAKER, SHIRLEY	00125683	03/01/2000	(410) 338-3105	MD M238576

Figure 14.9 Cardholder By Name Report

5. Press <Enter> to return to the **Card Reports Menu** after the report is finished printing.
6. To print the report to the printer do the following:
  - a. Make sure the printer is on and is online.
  - b. Use the arrow keys to move the highlight to **PRT: Print the Cardholder Report to the Printer** and press <Enter>, as in **Figure 14-10** below:

## ENTRY-MASTER TRAINING GUIDE

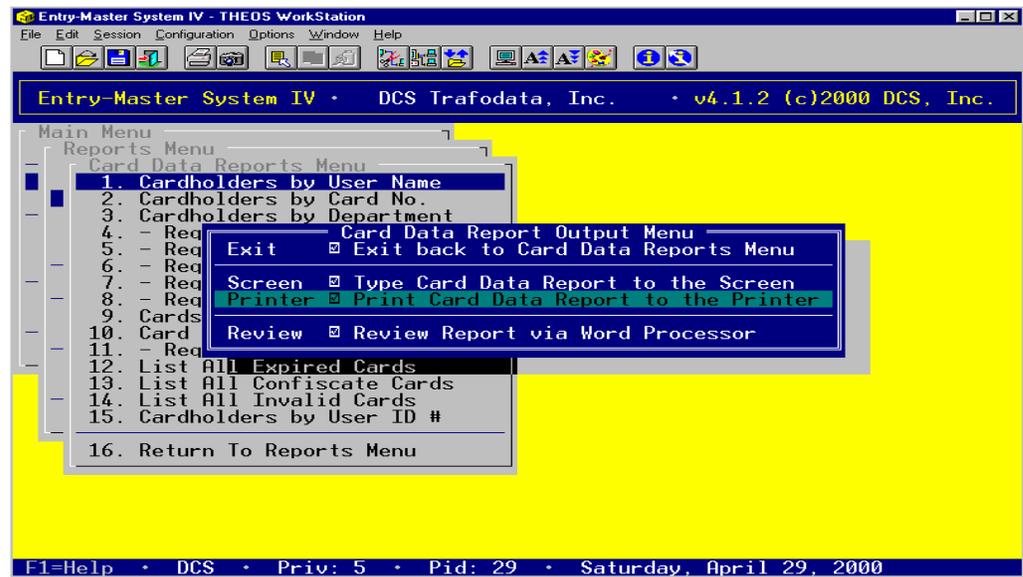


Figure 14.10 Output Selection Menu

A report similar to the report described above is printed on the system printer.

For more information about the Entry Master reports, see Appendix B, *Entry Master Reports and Their Functions*, on page 153. Also, refer to the following chapter, Chapter 3: **Entry Master Reporting**.

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.

## Entry Master Reporting

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. This chapter provides a brief explanation for each report produced by the Entry Master system.

---

**ICON KEY**

---

 Valuable information

 Note

 Test your knowledge

 Keyboard exercise

 Lesson Review

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**TOD/DCS** supplies several reports that help monitor the Entry Master system. These reports provide information about the following:

- The Entry Master system, for example, a Card Reader listing
- 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 Easy-Access Reports feature.

### *Entry Master Reports*

This section briefly describes the Entry Master Reports. For a more detailed description and samples, see Appendix B, *Entry Master Reports and Their Functions*.

## ENTRY-MASTER TRAINING GUIDE

### *Configuration Reports*

The following lists the Configuration Reports produced by the Entry Master system along with a brief description:

<b>Report Name</b>	<b>Report Description</b>
System Device Report	Lists All System Devices connected to the System with their Status
Status Register Report	List Status Registers with Register Description and Current Value
Activity Message Report	List Activity Messages Sorted by Activity Message Code
Messages by Report Level	List Activity Messages Sorted by Current System Reporting Level
System Holiday Report	List All System Holidays Sorted by Date
Time Zone Report	List Time Zone Descriptions Sorted by Time Zone Code
Access Group Report	List Access Group Descriptions Sorted by Access Group Code
Elevator Level Report	List Elevator Level Descriptions Sorted by Elevator Level Code
Scheduled Event Report	List Scheduled Event Descriptions - Sorted by Date and Time
Facility Map Report	List Facility Map Descriptions for All Maps in the Entry-Master System
Return to REPORTS MENU	Exit Configuration Reports Menu back to the Entry-Master Main Reports Menu

## ENTRY - MASTER TRAINING GUIDE

### *Card System Events Reports*

The following lists the standard Card System Event Reports produced by the Entry Master system along with a brief description:

<b>Report Name</b>	<b>Report Description</b>
List Activity by Date	List System Activity - Sort by Date and Time
Activity by Date and Time	List System Activity for Requested Time Window - Sort by Date and Time
Activity by Department	List System Activity for Requested Departments - Sort by Card Number
Activity by Card Number	List System Activity for Requested Card Number(s), Sort by Date & Time
List Activity by Device	List System Activity for Requested Device(s), Sort by Date and Time
Activity by Device & Time	List System Activity for Requested Device(s) and Time Window
Activity by Reader & Card	List Activity for Requested Reader and Card Number(s) - Sort by Date
Activity by Transaction #	List Activity for Requested Transaction(s), Sort by Date & Time
Pass-Backs by Card Number	List All Passback Violations for Requested Card(s) - Sort by Date
All Exception Activity	List ALL System Exception Activity Sort by Date and Time
Exceptions by Card Number	List Exception Activity for Requested Card(s) - by Date & Time
Exceptions by Device	List All Exception Activity for Requested Device(s) - Sort by Date
Malfunctions by Device	List ALL System Device Malfunctions Offline, Power, etc) Sort by Device

## ENTRY-MASTER TRAINING GUIDE

### *Card System Alarm Reports*

The following lists the card reports produced by the Entry Master system along with a brief description:

<b>Report Name</b>	<b>Report Description</b>
Alarm Report by Date	List ALL Alarm Activity - Sort by Date and Time
Alarm Report, Time Window	List Alarm Activity within a Specific Time Window - Sort by Date
Alarm Report by User ID	List Alarm Activity Acknowledged by Selected User(s) - Sort by Date
Alarm Report by Card #	List Alarm Activity for Selected Card Number(s) - Sort by Date
Alarm Report by Location	List Alarm Activity for Selected Readers and/or Doors - Sort by Date
Alarm Report by Activity	List Alarm Activity for Selected Alarms(s) - Sort by Date and Time
Return to REPORTS MENU	Exit Alarm Reports Menu back to the Entry-Master Main Reports Menu

### *Cardholder Database Reports*

The following lists the card reports produced by the Entry Master system along with a brief description:

<b>Report Name</b>	<b>Report Description</b>
Cardholders by User Name	List Current Cardholders Sorted by User Name (Last, First)
Cardholders by Card No.	List Current Cardholders Sorted by Card Number
Cardholders by Department	List Current Cardholders Sorted by Department (and then by Name)
Requested Department	Search for Cardholders in Specific Department(s) - Sorted by Name
Requested User Name	Search for Cardholders with a Specific Name - Sorted by Name

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Requested License Plate	Search for Cardholders with a Specific License Plate Number
Requested User ID #	Search for Cardholders with Specific User ID Number
Requested Access Group	Search for Cardholders with Specific Access Group(s)
Cards by License Plate #	This Report Lists ALL Cardholder Sorted by License Plate Number
Card I/O Status Report	This Report Lists Cardholders b their Current In/Out Status
Requested I/O Status	This Report Lists Cardholders b Requested In/Out Status
List All Expired Cards	This Report Lists Cardholders w Cards have Expired.
List All Confiscate Cards	This Report Lists Cardholders w Cards have been set to CONFISCA
List All Invalid Cards	This Report Lists Cardholders w Cards have been set to INVALID
Cardholders by User ID #	List Current Cardholders Sorted User ID Number (and then by Nam

*Card Revenue Reports*

<b>Report Name</b>	<b>Report Description</b>
Summary Report by Date	List Summary of System User Audit Trail - Sort by Date and Time
Summary Report by User	List Summary of User Audit Trail for Requested User ID(s)
Summary Report by Card #	List Summary of User Audit Trail for Requested Card Number(s)
Summary Report by File	List Summary of User Audit Trail for Requested Data File(s)
Network Summary Report	List Summary of Scheduler & Network Activity - Sort by Date and Time
Detailed Report by Date	List Detailed System User Audit Trail of Data Changes Only
Detailed Report by User	List Detailed User Audit Trail for for Requested User ID(s)
Detailed Report by Card #	List Detailed User Audit Trail for Requested Card Number(s)
Detailed Report by File	List Detailed User Audit Trail for for Requested Data File(s)
Return to REPORTS MENU	Exit User Audit Reports Menu back to the Entry-Master Reports Menu

## ENTRY-MASTER TRAINING GUIDE

### *System User Audit Reports*

The following lists the card reports produced by the Entry Master system along with a brief description:

Report Name	Report Description
Summary Report by Date	List Summary of System User Audit Trail - Sort by Date and Time
Summary Report by User	List Summary of User Audit Trail for Requested User ID(s)
Summary Report by Card #	List Summary of User Audit Trail for Requested Card Number(s)
Summary Report by File	List Summary of User Audit Trail for Requested Data File(s)
Network Summary Report	List Summary of Scheduler & Network Activity - Sort by Date and Time
Detailed Report by Date	List Detailed System User Audit Trail of Data Changes Only
Detailed Report by User	List Detailed User Audit Trail for for Requested User ID(s)
Detailed Report by Card #	List Detailed User Audit Trail for Requested Card Number(s)
Detailed Report by File	List Detailed User Audit Trail for for Requested Data File(s)

### *Easy Access Reports*

Easy-Access provides an easy way to create or change reports. See the documentation for **Easy-Access** in the FREEDOM manual for information on using **Easy-Access**.

To enter the **Easy-Access** software from Entry Master, select menu option **7** from the Entry Master Report Menu, displayed in **Figure 3-1** below. To access sample Entry Master reports which were generated by Easy-Access, login to user **DCS** from the **Easy-Access** login screen (see the **Easy-Access** manual and tutorial for more information).

# ENTRY-MASTER TRAINING GUIDE

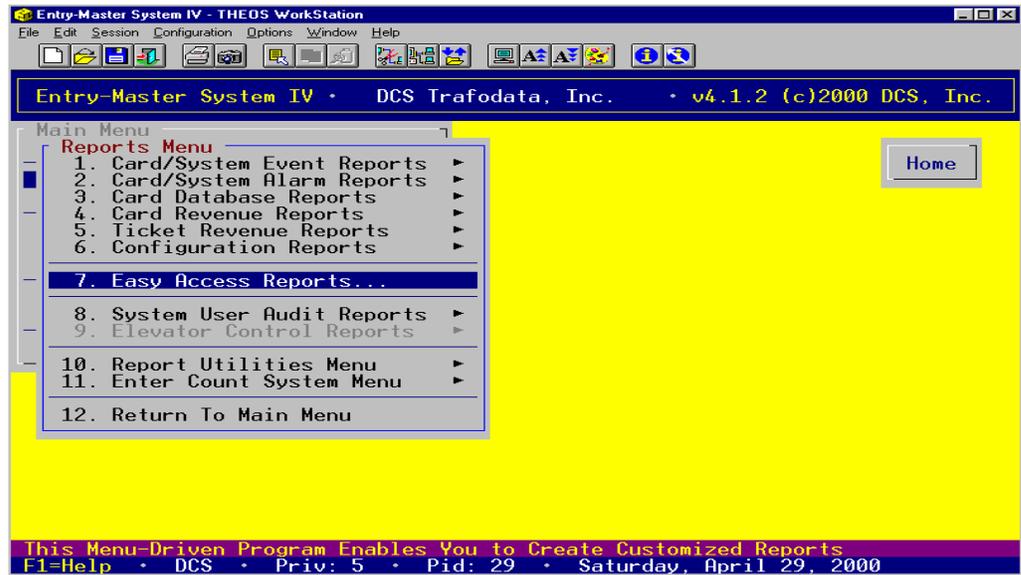


Figure 3.1 Entering Easy-Access from the Entry Master Reports Menu

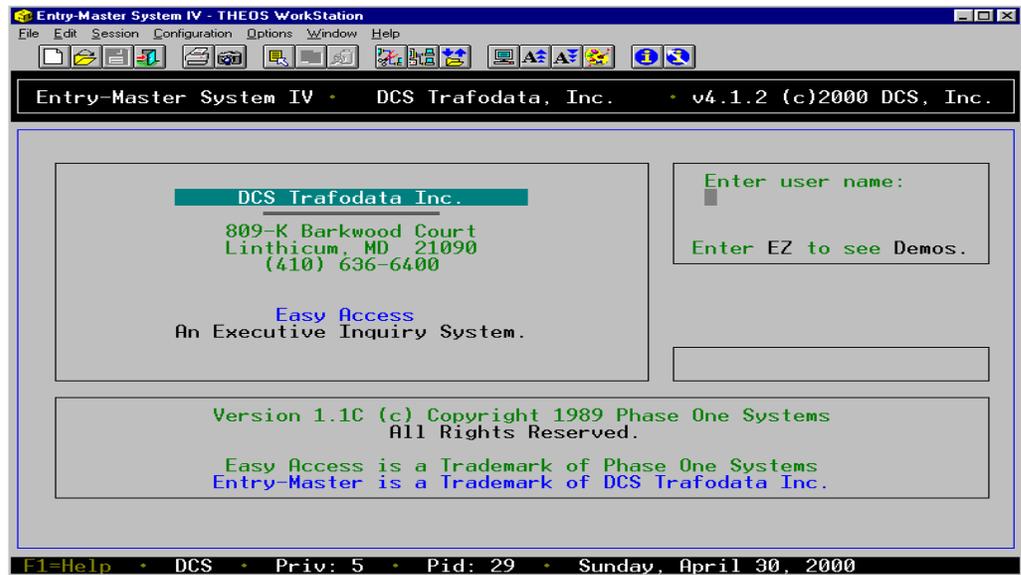


Figure 3.2 Easy Access Main Menu Screen





## 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 cardholder screen; your particular installation may have extra fields or other enhancements which were added either by **TOD/DCS** 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.



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Entry-Master System IV - THEOS WorkStation

File Edit Session Configuration Options Window Help

Entry-Master System IV • DCS Trafodata, Inc. • v4.1.2 (c)2000 DCS, Inc.

---

CARD8\$IV Entry-Master System IV Card Access 04/29/2000

\*> Card Number: 00534293 (c)1998-99 by DCS, Inc. All Rights Reserved

1> User's Name: HARRIS, NATALIE	6> Issue Date: 04/17/1999
2> Department: 5720 VOICE NETWORKS	7> Expiration:
3> User's ID#: 109-22-3942	8> Revalidate:
4> Lic. Plate: KLA-215	9> I/O Status: I - In
5> Reg. State: MD - Maryland	at 0115 04/29/2000 08:28:17

10> Home Phone: (301) 529-8817	**> Keypad PIN:
11> Work Phone: (410) 253-0168	17> Trace (Y/N)? No

12> Acc Group 1: 0002	Reg. Employee Access	Nesting Level Information Card Level: 0   Violations: 0 *** Last Badging *** Date: 04/29 Rdr#: 0115 Time: 08:28 Stat: 06
13> Acc Group 2: 0005	Parking Privileges	
14> Acc Group 3:		

15> Elev Access: 0000	No Elevator Access
-----------------------	--------------------

F1> User's Notes [ ] Reader Loc Description: Main Entrance  
 Last Badging Message => Access Granted by Valid Card.

Modify Cancel Delete File History Quit Help(?) Repaint ^ Edit Shell  
 File the displayed record (Save it to permanent disk storage)

F1=Help • DCS • Priv: 5 • Pid: 29 • Saturday, April 29, 2000

## A Quick Look

The following shows the Cardholder Record screen along with the data type for each field on the screen:

This section describes each field shown on the Cardholder Record screen identified by a callout letter.

Callout	Description	Field Length	Field Format	Field Type
A	Site Title.	N/A	N/A	Display only
B	Menu Title	N/A	N/A	Display only
C	This is the Card number.	8	Numeric	User supplied
D	The name of the cardholder.	25	Alphabetic	User supplied
E	The cardholder's department.	25	Alphabetic	User supplied
F	The cardholder's account number (used with positive payment posting feature only).	6	Alphanumeric	User supplied
G	The cardholder's license plate number.	10	Alphanumeric	User supplied
H	The registration state of the cardholder's vehicle. The 2-character state abbreviation is all that is required. Entry Master fills in the state name.	2	Alphabetic	User supplied
I	The type of car	25	Alphanumeric	User supplied
J	The cardholder's work telephone number.	14	Numeric	User supplied

**ENTRY-MASTER TRAINING GUIDE**

Callout	Description	Field Length	Field Format	Field Type
<b>K</b>	The primary defined access group for access. If the access group is 0000 = Invalid.	4	Numeric	User selected
<b>L</b>	The primary defined access level. If access group is 9999 = Confiscate Status	4	Numeric	User selected
<b>M</b>	The alternate time zone for access. If the primary time zone is <b>00</b> , this field is not used.	4	Numeric	User selected
<b>N</b>	The alternate access level. If the primary access level is <b>000</b> , this field is not used.	4	Numeric	User selected
<b>O</b>	This field is for you to store additional information about each cardholder.	Up to 100 lines of text	Alphanumeric	User supplied
<b>P</b>	Menu option selection line.	N/A	N/A	User selected
<b>Q</b>	Status bar line.	N/A	Alphanumeric	System supplied
<b>R</b>	Software Version and Copyright.	N/A	Alphanumeric	Display only
<b>S</b>	The issue date of the card. The default date is the current system date.	8	Date (MM/DD/YYYY)	User supplied or System supplied
<b>T</b>	The expiration date of the card. If you do not specify an expiration date, the card <b>never</b> expires.	8	Date (MM/DD/YYYY)	User supplied
<b>U</b>	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.	8	Date (MM/DD/YYYY)	User supplied
<b>V</b>	The current In/Out status of the card.	1	Alphabetic	Usually system supplied. You can manually change the I/O status of a card.

**ENTRY-MASTER TRAINING GUIDE**

<b>Callout</b>	<b>Description</b>	<b>Field Length</b>	<b>Field Format</b>	<b>Field Type</b>
<b>W</b>	The reader location where the card was last used.	4	Alphanumeric	System supplied
<b>X</b>	The monthly payment posted date (used with positive payment posting feature only).	8	Numeric	System supplied
<b>Y</b>	The monthly amount paid (used with positive payment posting feature only).	7	Numeric	User supplied
<b>Z</b>	Nesting level status line.	N/A	N/A	Display only
<b>a</b>	The reader number where the card was last used.	4	Numeric	System supplied
<b>b</b>	Status code for Entry Master.	2	Numeric	System supplied
<b>c</b>	The date the card was last used.	5	Date (MM/DD)	System supplied
<b>d</b>	The time the card was last used.	5	Time (HH:MM)	System supplied
<b>e</b>	The reader location description.	N/A	Alphanumeric	System supplied
<b>f</b>	The Access Group descriptions an elevator control group.	N/A	Alphanumeric	System supplied



## The Cardholder Screen In Detail

This section describes the Bottom Line Menu and provides more detail about the fields on the Cardholder Record screen. The Bottom Line menu functions are presented in order from left to right. The field information is presented in numeric order according to the field modification symbol displayed on the screen.

### *The Bottom Line Menu*

The two lines at the bottom of **Figure A-1** are called the *Bottom Line Menu*. The Bottom Line Menu lists the things that you can use to edit or update the cardholder record. You can:

- **Modify** an individual field
- **Cancel** changes you have made to the record
- **Delete** the cardholder record completely
- **File** (save) the record to disk
- **Quit** (or leave) the cardholder screen
- List the **History** of Card's last 15 Uses
- Display **Help** about the screen and its functions
- **Repaint** (or refresh) the cardholder screen
- **Edit** the entire cardholder record
- Enter a **THEOS Shell** from the cardholder screen

To activate any function you may use the **<Spacebar>**, the **cursor control** (arrow) keys or type the **first letter** (which is **highlighted**) of the function and press **<Enter>**. You must press **<Enter>** to activate the function.



**Modify Function**

Use this function to edit or change any or all of the displayed cardholder information. Each field on the Cardholder Record screen has a number with a right arrow bracket (>) next to it, for example, 1> **User's Name**. This combination of characters is called the *field modification symbol*. You can specify exactly which field to modify by typing **M** and entering the field modification symbol. For example, if you want to change the Home Telephone Number, you type **M** and press <Enter>. Entry Master displays the following prompt:

**Enter Modification Symbol (a <> in front indicates Input Mode)**

To change the Home Telephone Number type **10** and press <Enter>. The highlight and the cursor move to the Home Telephone field. Type in the new number and press <Enter> to return to the Bottom Line Menu.

If you type an exclamation point (!) before the field modification symbol, for example !10, you enter input (edit) mode. For more information on input (edit) mode see the **Edit** function later in this section.

**Cancel Function**

Use this function to cancel any changes made to the cardholder's record. When you make a change to a field, normally you save the changes when you are done. If you change the contents of a field and then decide that you do not want to change it, you can type **C** and press <Enter> to cancel the change. As long as you do this **before** you save the record, the information in the field you changed remains the same as it was before the change. For example, if you changed the Work Telephone from 555-1468 to 555-2207 and you decided not to make this change, pressing **C** and then <Enter> returns the number to 555-1468.

**Delete Function**

Use this function to **completely** remove a cardholder's record from the cardholder database. You should only use this function if you have added an incorrect card number to the Entry Master system.



Do not use this function for lost or stolen cards. You should always keep the cardholder record in the database for lost or stolen cards so that you can track any activity on that card. For example, if a card is lost and someone else finds it, they may try to gain access to the facility. If the cardholder's record, with the card number of the lost card, is still in the database, an attempt to enter the facility or garage will be logged in the system reporting log and on the cardholder record.

**File Function**

Use this function to save changes made to the cardholder's record. This function saves the changes to the computer's permanent storage (the hard drive). Whenever you make a change to the cardholder's record and press <Enter> you are taken to the Bottom Line Menu and File is highlighted. To save a change all you have to do is press <Enter>.

**History Function**

This useful function allows you to view a card's 15 most recent transactions. The list is sorted in chronological order. If you need to view more than 15 uses, press <F10>

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and the system will prompt you for a starting and ending date. This allows for easy reporting on a card directly from the cardholders screen.

### Quit Function

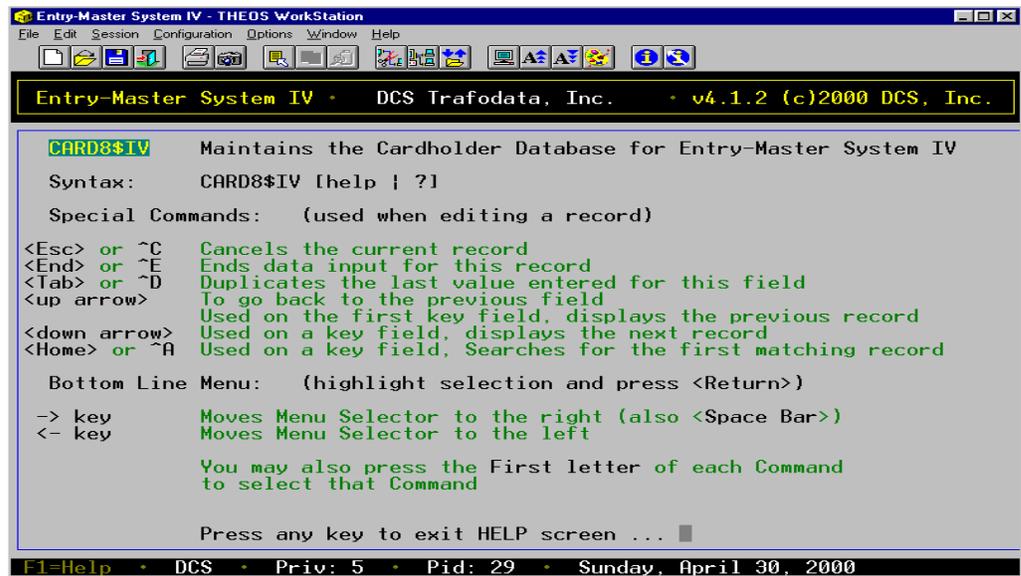


Exit the cardholder screen and return to the Entry Master Cardholder Search Screen.

If you use this function and you have not saved changes made to the cardholder's record, the changes are NOT SAVED.

### Help (?) Function

Display a brief help screen describing the functions of certain keys on the keyboard that you can use in the displayed screen. **Figure A-2** is an example of a Help screen.



```
Entry-Master System IV - THEOS WorkStation
File Edit Session Configuration Options Window Help
Entry-Master System IV · DCS Trafodata, Inc. · v4.1.2 (c)2000 DCS, Inc.
CARD8$IV Maintains the Cardholder Database for Entry-Master System IV
Syntax: CARD8$IV [help | ?]
Special Commands: (used when editing a record)
<Esc> or ^C Cancels the current record
<End> or ^E Ends data input for this record
<Tab> or ^D Duplicates the last value entered for this field
<up arrow> To go back to the previous field
<down arrow> Used on the first key field, displays the previous record
<Home> or ^H Used on a key field, displays the next record
Used on a key field, Searches for the first matching record
Bottom Line Menu: (highlight selection and press <Return>)
-> key Moves Menu Selector to the right (also <Space Bar>)
<- key Moves Menu Selector to the left
You may also press the First letter of each Command
to select that Command
Press any key to exit HELP screen ... █
F1=Help · DCS · Priv: 5 · Pid: 29 · Sunday, April 30, 2000
```

Figure A-2 A Sample Help Screen

### Repaint (^) Function

Redisplay the screen. Installations with extra terminals might use this function after a power failure or if the screen becomes distorted. This feature is useful on "dumb" terminals when there has been a power failure.

### Edit Function

Edit (or make changes to) the entire cardholder record. When you select **Edit**, the highlight and the cursor move to the **User's Name** field, the first field on the screen. You can edit some or all of the fields on the cardholder's record with this function. When you press **<Enter>** while in the **Edit** mode, the highlight moves to next field that you can edit instead of down to the Bottom Line Menu. When you reach the last field that you can edit and press **<Enter>** you are returned to the Bottom Line Menu.

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When you select the **Edit** mode, the cursor always goes to the first field on the screen. If you type an exclamation point (!) before the field modification symbol, for example **!10**, you enter the **Edit** (or input) mode starting at field **10**.

### Shell Function

Enter a **THEOS** shell.



This function should be used by qualified **TOD/DCS** technicians **only**. If you do enter the Shell function, type **EXIT** to return to the cardholder 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 is the field that 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 Entry Master searches for the cardholder's name and then displays the record for the card number assigned to the name.

#### **1> 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 must be separated by a comma and a space. This is important because Entry Master performs certain sort and search activities based on the cardholder's last name.

#### **2> 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.

#### **3> 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.

#### **4> Lic. 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.

#### **5> Reg. State**

This is the two-letter state abbreviation where the cardholder's vehicle is registered. 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**. Entry Master has a list of all valid state abbreviations so you only have to enter the two-letter state abbreviation.

#### **6> Issue Date**

This is the date the card was issued to the cardholder. If you do not enter a date, Entry Master 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 6/31/2000 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. There are several formats that Entry Master 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, Entry Master 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, Entry Master uses the current year as the default.

**7> Expiration**

This is the date the card expires. For example, if the expiration date of the card is 6/17/2000 the card will be valid until 11:59 p.m. on 6/16/2000. As soon as the date changes to 6/17/2000 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**.

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

**8> Revalidate**

This is the date that Entry Master will automatically revalidate the card. For example, if a card expires on 6/17/2000 and the revalidate date is 7/1/2000, the card will not be valid again until 7/1/2000 when Entry Master will automatically revalidate it. You only need to specify a revalidate date if you have specified an expiration date.

**9> I/O Status**

This field shows the In/Out status of the card. This information is used by the Entry Master 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.

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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.



### 10> Home Phone

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

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

### 11> 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

### 12> Access Groups (up to 3)

This field defines 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.



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

### 15> Elevator Access

This field defines what floors a cardholder is allowed to access, if the Elevator Control option is selected.

### F1> User's Notes

This field is where you can store additional unique information about the cardholder. This field displays a pop-up window where you can enter up to 100 lines of additional information. You can scroll through the window using the <PgUp> and <PgDn> keys. To exit the pop-up window without saving any changes which might have been made to the notes, press <F9>. If you wish to save any new information you may have typed into the notes window, press <F10> to **Save** and **Exit**.



## Entry Master Reports & Functions

The Entry Master report descriptions will be as brief as possible; each section heading illustrates the menu from which the reports are obtained and explains the "general nature" and "common" features of the reports. Each report description will include the actual menu text associated with it and will be expanded in as much detail as deemed necessary; reports which are considered self-explanatory will not be expanded upon. This appendix is divided into three sections:

*Section 1* - Card Database Reports

*Section 2* - Card System Event Reports

*Section 3* - Configuration Reports

## ENTRY-MASTER TRAINING GUIDE

### Section 1 – Card Database Reports

The Card Database Reports consist of reports based solely on the Entry Master Cardholder Database. Each report asks the user to choose the "Output" device (i.e. the Screen or the Printer); some reports will ask for additional information. **Figure B-1** displays the Card Data Reports:

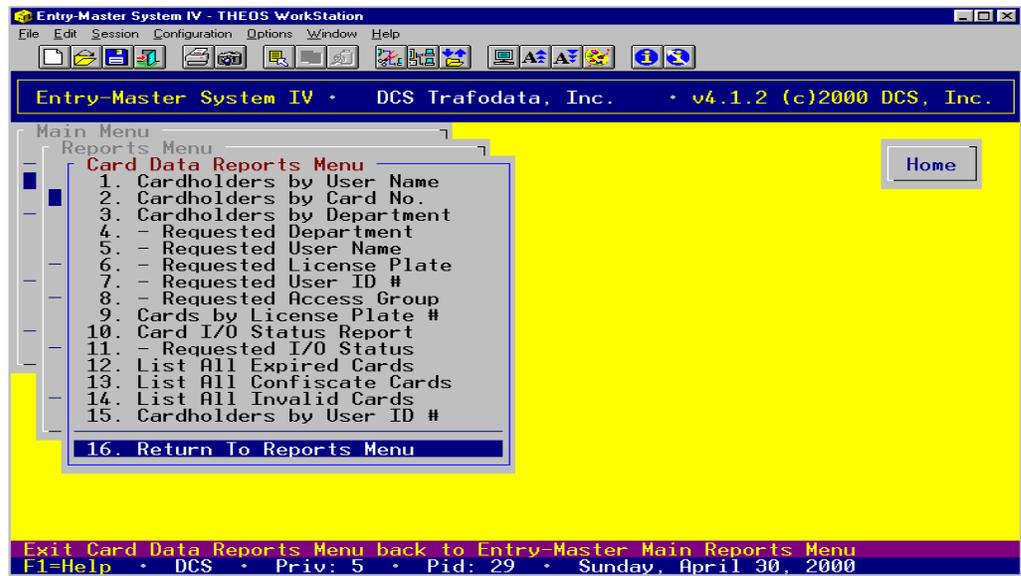


Figure B-1 Entry Master Cardholder Report Menu

**Figure B-2** on the following page displays the Card Data Reports T Output Menu:

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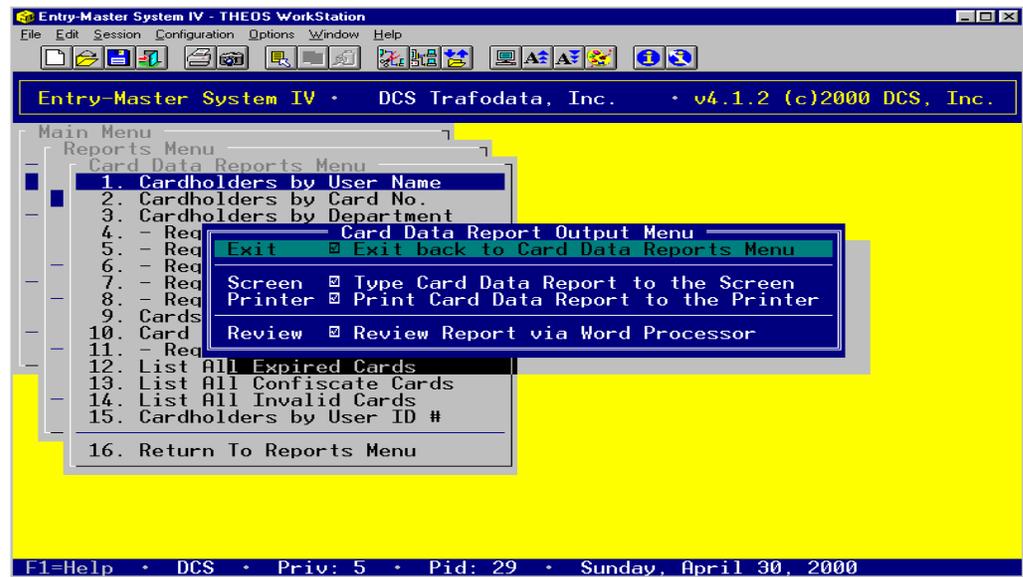


Figure B-2 Cardholder Report Output Menu

### 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 Entry Master to be **different** from "SERVICE AND SUPPORT" or "SERVICE &SUPPORT", due to the spacing). **Please 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

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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, Entry Master 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. No Request - 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 Report**

This Report Lists Cardholders whose 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

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### 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 Entry Master, 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. **Figure B-3** displays Event Reports Menu:

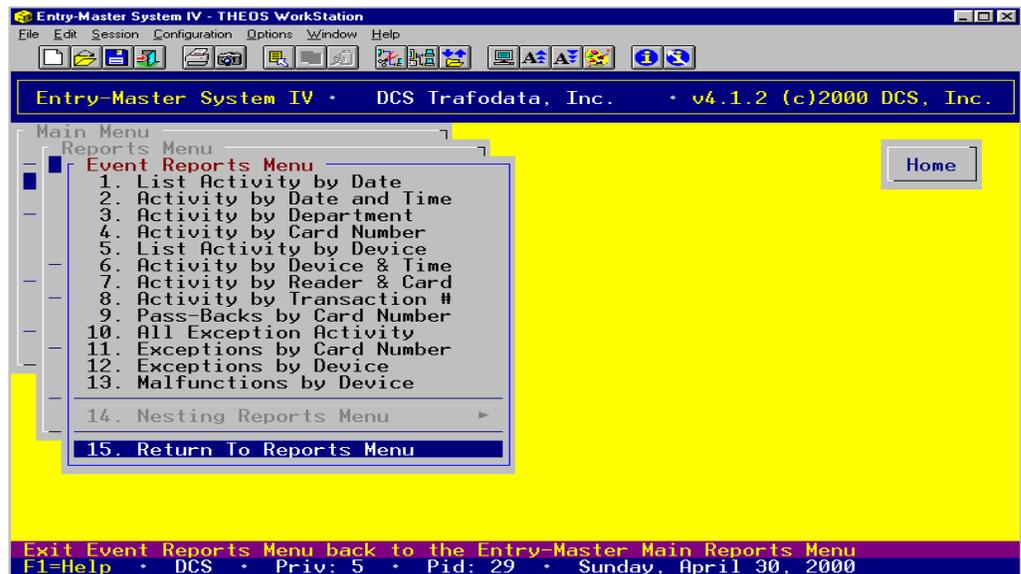


Figure B-3 Entry Master Event Report Menu

**Figure B-4** displays the Activity Report Output Menu, along with the **Start Date** and **End Date** prompts which occur with **ALL** Card System Event Reports:

## ENTRY-MASTER TRAINING GUIDE

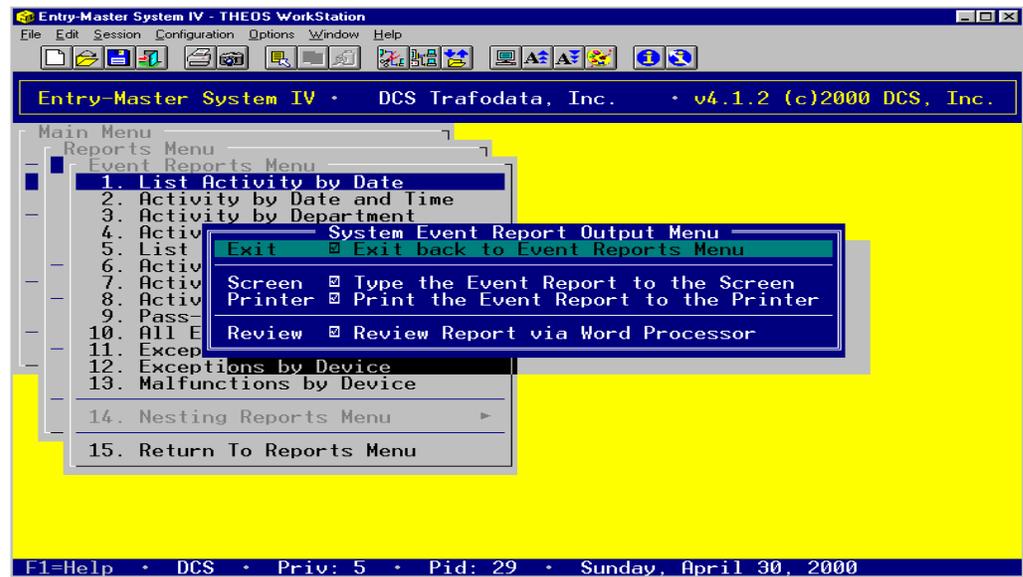


Figure B-4 Activity Report Output Menu

### 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 **02/10/2000** through **02/13/2000**, 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**

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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 Error!* **Bookmark not defined.**

### 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.

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### Section 3 – Configuration Reports

The Configuration Reports consist of a variety of reports, each based on different Entry Master 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. **Figure B-5** on the following page displays the Configuration Reports Menu:

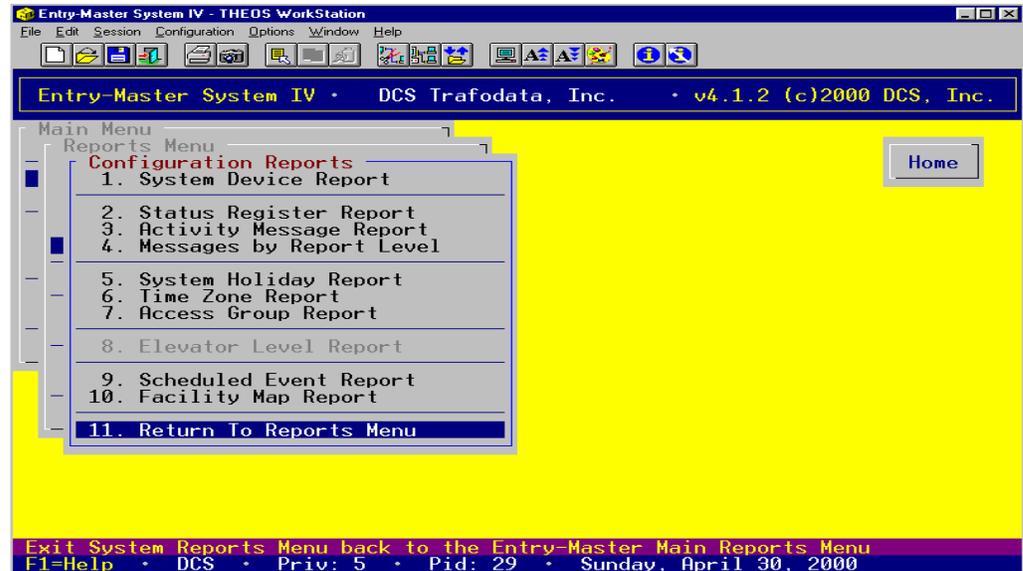


Figure B-5 Entry Master System Report Menu

**Figure B-6** displays the System Report Output Menu:

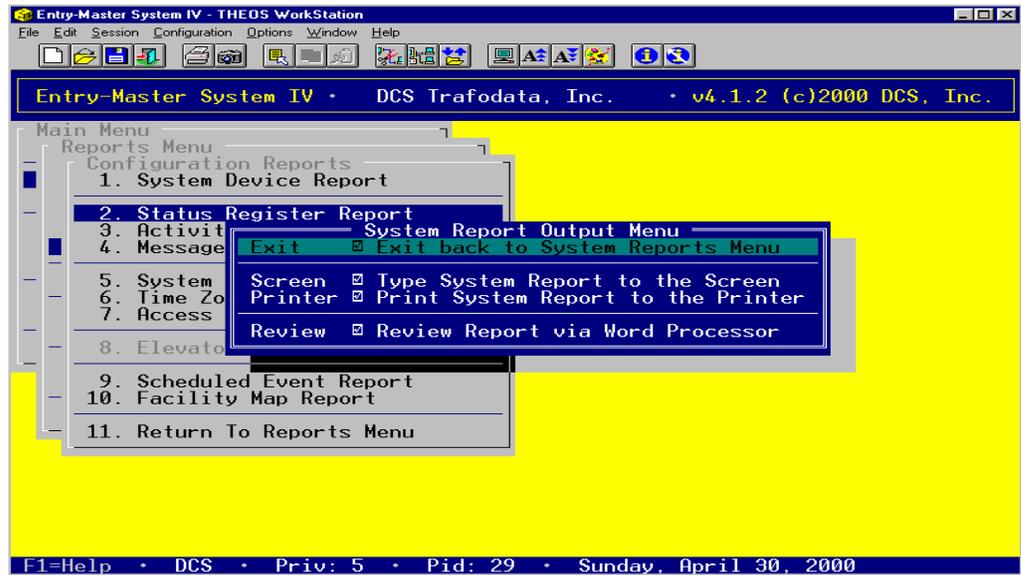


Figure B-6 System Report Output Menu

### 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 Entry Master 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



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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





## Entry Master 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 Entry Master 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 Entry Master.
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 Entry Master.

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Code	Description of Activity/Alarm Message
03	<p>Door Opened from the Inside.</p> <p>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 Entry Master.</p>
04	<p>Door Left in Open Position!</p> <p>This message occurs whenever a door is left propped open in excess of the time allowed by the system (which is configured through Entry Master). This message appears only on systems which have monitoring devices attached and supervised by Entry Master.</p>
05	<p>Door Forced Open! ALERT SECURITY!</p> <p>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 Entry Master.</p>
06	<p>Access Granted by Valid Card.</p> <p>This is the normal message which appears when a valid card has unlocked a door.</p>
07	<p>Access Granted by Valid Card.</p> <p>This message is identical to message 06 and is a reserved message (it is actually used only with Westinghouse 804 &amp; 808S System.)</p>
08	<p>Unauthorized Opening of Emergency Door!</p> <p>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 Entry Master.</p>
09	<p>Door Closed After being Left Open</p>

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Code	Description of Activity/Alarm Message
10	<p>Emergency Door is now Closed &amp; Secure</p> <p>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 Entry Master.</p>
11	<p>Card Number not defined in System.</p> <p>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.</p>
12	<p>Card Number Invalid (Access Code = 0).</p> <p>This message means that the Card Number in question has been rendered INVALID; it should not unlock any doors.</p>
13	<p>Confiscate Statuse Card Being Used!</p> <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>
14	<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>

## ENTRY-MASTER TRAINING GUIDE

Code	Description of Activity/Alarm Message
16	<p>Communication Error. Data Re-sent</p> <p>This message is a diagnostic message only. It should not occur unless your Entry Master 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>Controllor is Off-Line! Check Power &amp; 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 Entry Master dealer should be notified. However, BE SURE THAT YOUR Entry Master 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 Entry Master as being IN the facility (field 9&gt; 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 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>
19	<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>

## ENTRY-MASTER TRAINING GUIDE

Code	Description of Activity/Alarm Message
20	<p>PASS-BACK ATTEMPT: Card is already OUT.</p> <p>This message occurs when a Card Number which is already registered by Entry Master as being OUT of the facility (field 9&gt; 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 Entry Master 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 you authorized Entry Master dealer.</p>
23	<p>System Halted Normally.</p> <p>This message appears whenever the system has been shut down by your Entry Master 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 Entry Master dealer immediately.</p>

## ENTRY-MASTER TRAINING GUIDE

Code	Description of Activity/Alarm Message
24	<p>System Abnormally Terminated! Restarting</p> <p>This message appears whenever a severe malfunction occurs on the system. If your Entry Master dealer has personnel on-site, communicate this message to them immediately. If your dealer is NOT on-site, call your dealer immediately.</p>
25	<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 Entry Master 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 Entry Master dealer for details.</p>

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Code      Description of Activity/Alarm Message

28      This Cardholder had Nesting Time Violations.

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 Entry Master dealer for details.

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> to 14>) which begins with a "9" (i.e. there are 999 trace access groups: 9000-992000),(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

## **ENTRY-MASTER TRAINING GUIDE**

- 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
- 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 !

## Using The Entry Master Disk Utilities

Now that you have learned how to setup and maintain Entry Master, 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.

You should be logged into the Entry Master system and the Entry Master **Main Menu** should be displayed on the screen as shown in **Figure D-1**. If you are not logged in, see *Lesson 1* on page 7.

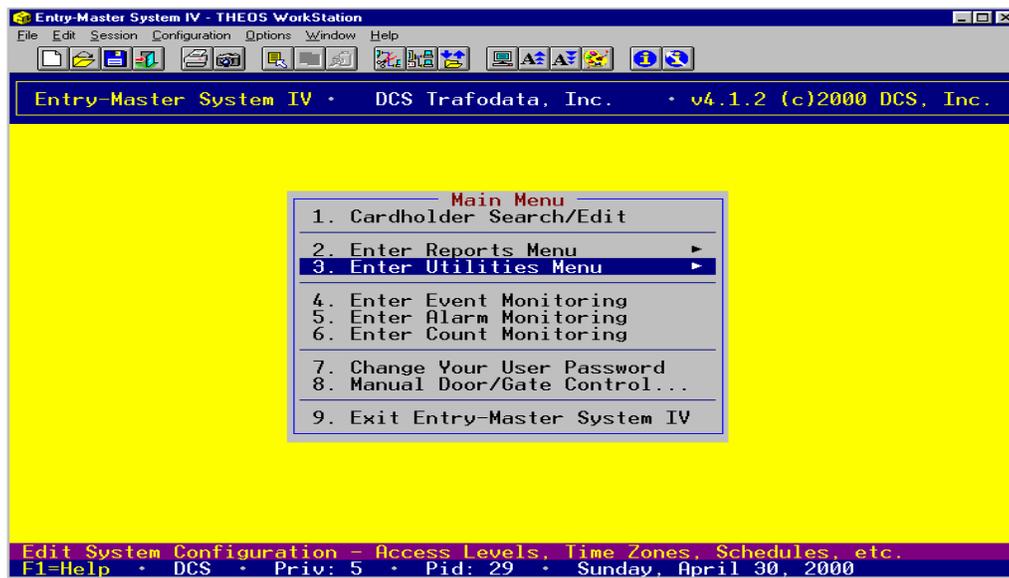


Figure D.1 Entry Master Main Menu

## ENTRY-MASTER TRAINING GUIDE

### Section 1 – Formatting A Floppy Diskette

This section describes the procedure for formatting a floppy diskette. You can Format 3 ½” & 5 ¼” disks, IOMEGA Zip Disks, or IOMEGA Jaz Drives. The Entry Master format utility enables you to format either type of diskette. You will then use the formatted floppy diskettes for the database file backups described later in this appendix.

1. The format utility is listed on the *Disk Utilities Menu*. To access the *Disk Utilities Menu*, select item **3**, *Enter Utilities Menu*, on the Entry Master Main Menu and press **<Enter>**. Remember, there are four ways to make a selection on any menu:
  - a. Use the cursor control (arrow) keys to move the highlight to the menu selection and press **<Enter>**.
  - b. Use the **<Spacebar>** to move the highlight to the menu selection and press **<Enter>**.
  - c. Type the number of the menu selection and press **<Enter>**.
  - d. CLICK on the item with your mouse

When you select item **3** on the Main Menu, the following displays on the screen:

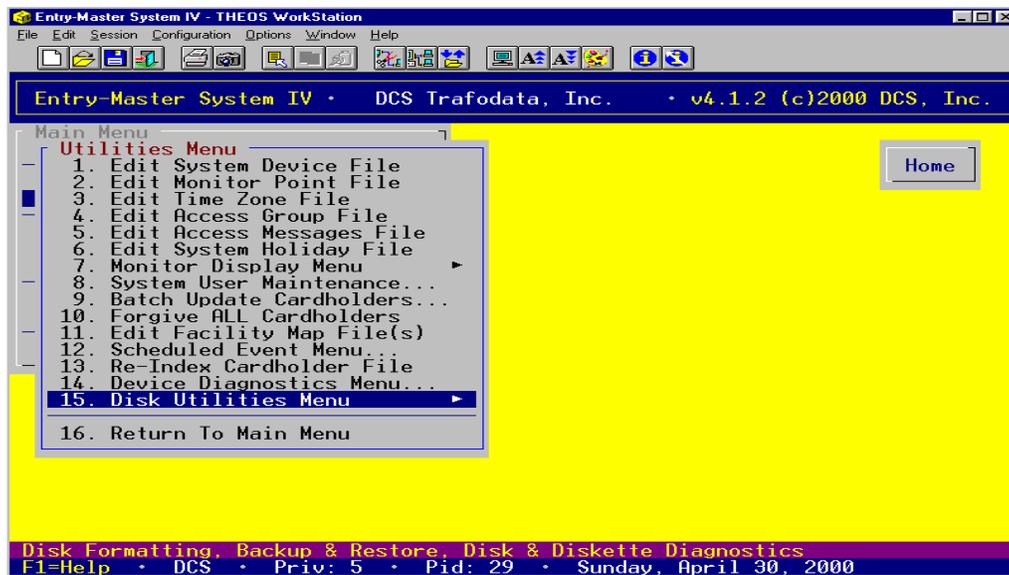


Figure D.2 The Utilities Menu

2. Notice that item **15** says **Disk Utilities Menu**. To select item **15**, *Disk Utilities Menu*, highlight item **15** or type **15** and press **<Enter>**. When you select item **15**, the following displays on the screen:

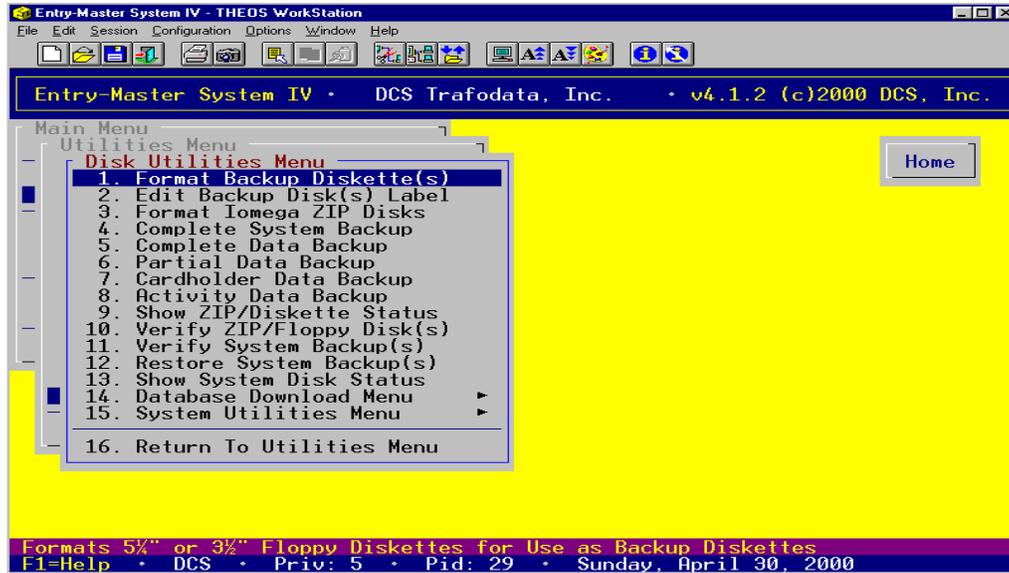


Figure D.3 The Disk Utilities Menu

3. This menu lists 16 options. Notice that item 1 says **Floppy Diskette Format**. To format a floppy diskette, select item 1, *Floppy Diskette Format*, and press <Enter>. When you select item 1, the following displays on the screen:

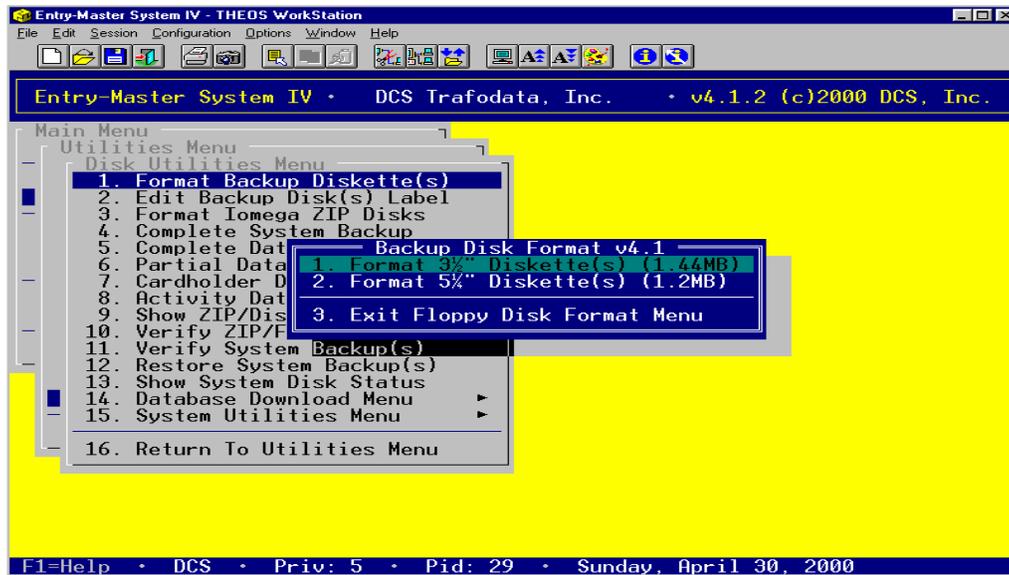


Figure D.4 Floppy Diskette Format Media Selection Menu

4. There are three choices on this menu. You can format a **5-1/4"** high density (**1.2MB**) diskette or a **3-1/2"** high density (**1.44MB**) diskette or return to the **Disk Utilities Menu**. For this example you will format a **3-1/2"** high density (**1.44MB**) diskette. To format the floppy diskette, select item 2, *Format Disk Media on 3-1/2" Floppy Diskette (1.4MB)*, and press <Enter>. When you select item 2, the following displays on the screen:

## ENTRY-MASTER TRAINING GUIDE

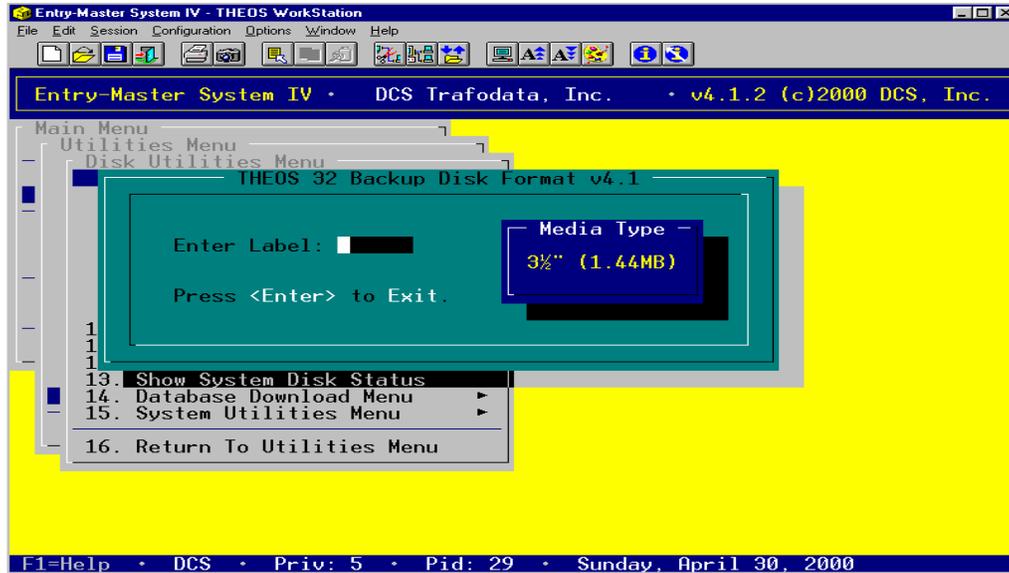


Figure D.5 Diskette Format Volume Label Prompt

5. This screen prompts you for the *label* for the diskette. A *volume label* describes the contents of the diskette. The volume label can be up to **6 alphanumeric** characters. An *alphanumeric* character is any **letter** or **number** (i.e. **A-Z, a-z** or **0-9**). The volume label is not important to Entry Master ; it should, however, be important to you. The volume label helps to identify the contents of the diskette, but the software pays no attention to the label. For this example, label the diskette **TEST**. Type **TEST** and press **<Enter>**. The following displays on the screen:

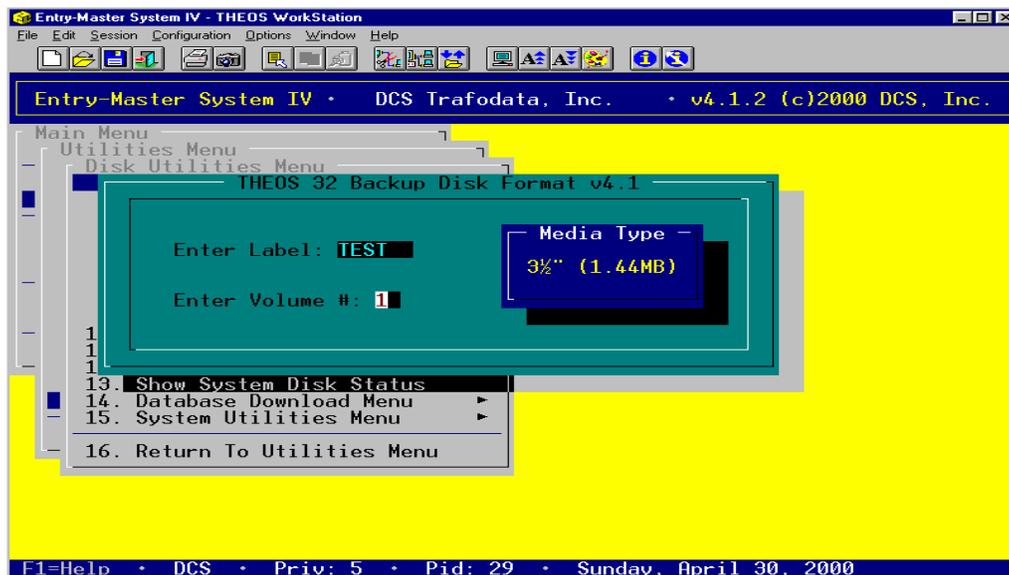


Figure D.6 Starting Volume Number Prompt

6. This prompt asks for the *starting volume number* for this set of backup diskettes. Normally, you will start your set of backup diskettes with number **1**. Each diskette

## ENTRY-MASTER TRAINING GUIDE

that you format will be numbered consecutively beginning with whatever number you tell Entry Master to start with. For example, if you tell Entry Master to number the first diskette **1**, the next diskette you format during this formatting process will be numbered **2**. **REMEMBER:** Entry Master pays no attention to the volume label, it is for **your** convenience **only**. Press **<Enter>** to accept the volume number as **1**. When you press **<Enter>** the following displays on the screen:

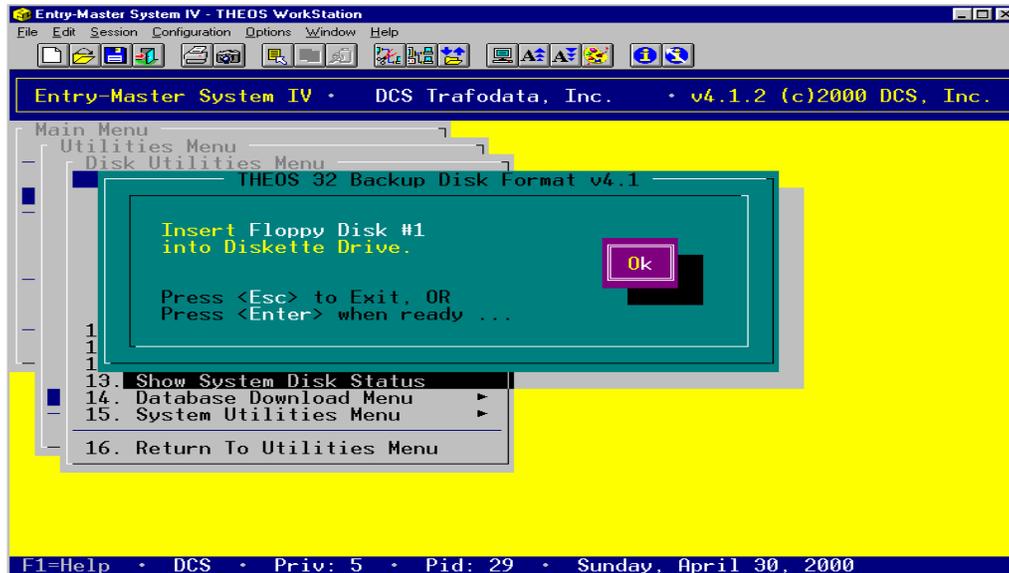


Figure D.7 Insert Floppy Diskette Prompt

7. You do not need to worry about telling Entry Master which drive is your **3-1/2"** diskette drive, the system is configured by your dealer to detect which drive to use. To begin the format process, put the **3-1/2"** high density (**1.44MB**) diskette into the diskette drive and press the **<Spacebar>**, **<Enter>** or any other key other than the **<Esc>** key. Pressing the **<Esc>** key informs Entry Master that you **do not** wish to continue the formatting process and will return you to the *Disk Utilities Menu*.



Be sure to place the diskette in the drive with the *diskette label* side up and pointing towards you. The last part of the diskette to be inserted into the drive is the end with the diskette label on it. The *diskette label* **is not** the same as the volume label discussed earlier in this section. The diskette label referred to here is the sticker you affix to the diskette and on which you write the contents of the diskette for information and identification purposes.

When you insert the diskette and press **<Enter>** the following screen displays:

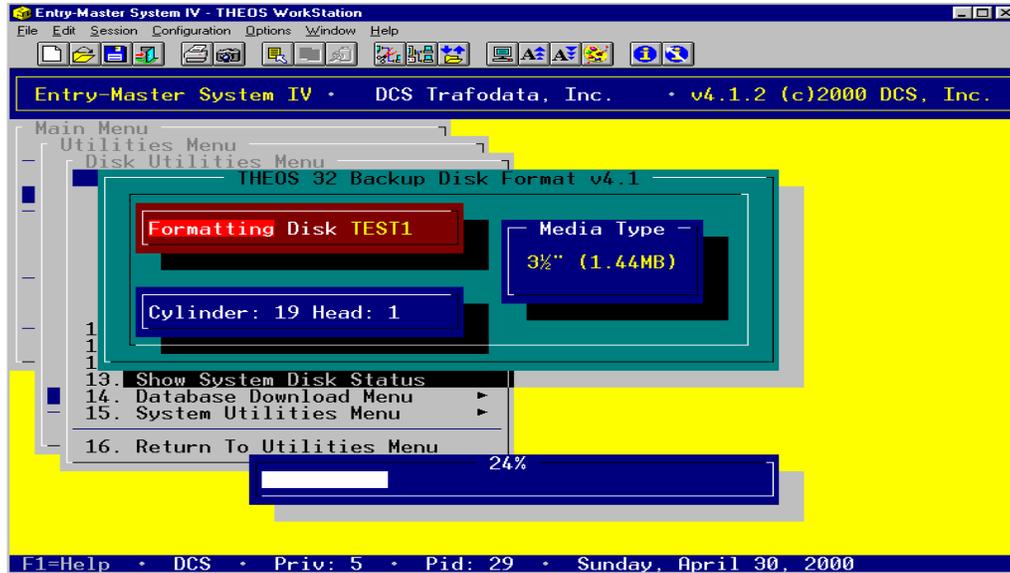


Figure D.8 Diskette Formatting Screen

This screen displays information about the diskette and the progress of the formatting process by showing which cylinder and head are currently being formatted. When the formatting process is complete, the following screen is displayed:

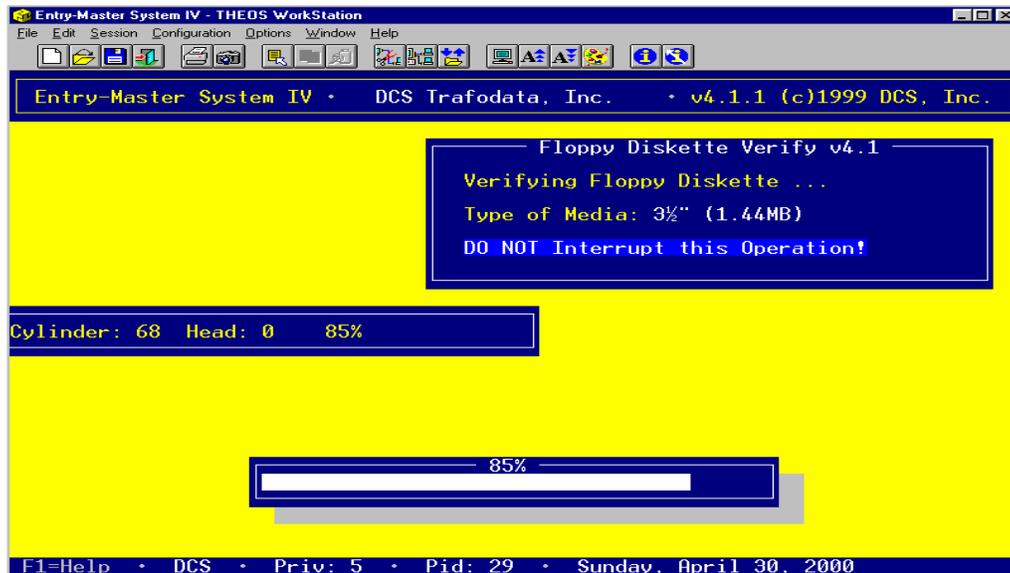


Figure D.9 Diskette Format Verification Screen

8. In this part of the format utility, the format of the diskette is verified. That is, Entry Master verifies that the diskette has been formatted correctly. If the diskette has problems in either formatting OR verifying, refer to *Encountering Errors During Disk Operations* below. If the diskette has been formatted correctly, a message displayed on the screen informs you that the verification was successful.

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Remove the diskette from the drive and affix the label which is marked **Volume #1**.



**NEVER write directly onto a diskette.** The act of writing requires that you press down in order to write legibly. This will damage the diskette media, causing any information which is written to the diskette to be **INVALID**. It is **highly** recommended that you write on the diskette label **before** affixing it to the diskette. If you must write on the label after you have affixed it to the diskette, use a felt tip pen and press **very gently** to avoid damaging the diskette media. **However, please note that writing onto a diskette is NOT recommended and you do so AT YOUR OWN RISK.**

9. An additional prompt displays asking you if you want to format another diskette. It is always best to have more than one diskette formatted before you perform a backup. If you do not have enough diskettes formatted for the type of backup you wish to perform, not only will you not be able to complete the backup, but you will also need to format more diskettes **and** perform the backup **again**. Thus, it is a **big** time saver to have **plenty** of formatted diskettes available.

If you answer the prompt with **n** for no, you are returned to the **Disk Utilities Menu**.

You should format several diskettes to be used for backup. Type **y** for yes and press **<Enter>** to format additional diskettes. When you type, you are prompted to insert diskette **volume #2** and press any key.

Repeat steps **7** through **9** to format a few (**2** or **3**) more diskettes. Write the volume number on each diskette label as they are formatted. You will use some of these in the next section to perform a backup.

Before proceeding to the next section, review the following simple rules for using diskettes:

- Always format pre-formatted diskettes. Some diskettes can be purchased which are already formatted. **Do not try to use these types of diskettes straight from the box.** Pre-formatted diskettes were formatted using the DOS or Windows operating systems and will not work properly under the THEOS operating system, which is the operating system used by Entry Master.
- If you receive an error message when formatting a diskette, **do not attempt to use the diskette for backups.** Floppy diskettes are inexpensive and it is better to use a disk which displays no problems during the formatting process. The backups of your system data are much more valuable than the cost of a floppy diskette. Throw away the diskette which caused the error message and use another diskette.
- Never write on a diskette, as it can (and most probably **will**) damage the diskette media (See the **Warning** for **item 8** above).

### *Encountering Errors During Disk Operations*

Occasionally you will encounter an error during *Disk Operations* (Formatting, Backing up, Verifying, etc.). When this occurs, the system will seem to not be doing anything. Actually, the system is trying to determine the nature of the diskette problem. If a problem is encountered, an error message, such as **Defective Media**, will display or possibly another message, similar to the one below might display:

#### **Disk F(n:n1:n2) not ready at sector n3 (n4,n5,n6)**

The **n**, **n1**, **n2**, **n3**, **n4**, **n5** and **n6** in the message are actually numbers; their values will depend upon the type of problem which occurred. Whenever you receive an error message of this type (it will usually display at the bottom of the screen), you should quickly check the following list of common problems below to determine whether the problems you are experiencing are easily resolved:

- **Make sure the diskette is in the correct disk drive.** Make sure you are using the same kind of diskette you indicated to Entry Master (i.e. if you are using a 5-1/4" diskette, make sure you told Entry Master you were using a 5-1/4" diskette and NOT a 3-1/2" diskette).
- **Make sure the diskette you are using is a high density diskette.** It is highly recommended that you use **high density** diskettes. If you are unsure of the difference between high and low density diskettes, ask the person in your organization who orders your diskettes, contact your diskette supplier or contact your authorized Entry Master dealer.
- **Make sure the diskette has been inserted into the disk drive properly.** Be sure to place the diskette in the drive with the *diskette label* side up and pointing towards you. The last part of the diskette to be inserted into the drive is the end with the diskette label on it. The *diskette label* **is not** the same as the volume label discussed earlier in this appendix. The diskette label referred to here is the sticker you affix to the diskette and on which you write the contents of the diskette for information and identification purposes.
- **Make sure the diskette is not write-protected.** If the diskette is write-protected, the system will not allow you to save any data or backups onto that diskette. If you are not sure whether a diskette is write-protected, contact your Entry Master dealer.

If you have checked all of the items on the above list and the diskette still will not function properly, you may abort the Entry Master program by pressing the <**Break**> key one time and then the "**Q**" key. The <**Break**> key is the very last key to the right on the function key row, between the <**Scroll Lock**> key and the "**Num Lock**" indicator. It may also have the word "**Pause**" embossed on it. After typing <**Break**> **Q**, the following prompt should display:

```
Please Type LOGOFF Now >_
```

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At this time you should type **LOGOFF** and press the <**ENTER**> key; and the Entry Master login screen should display so you can log back into the system. However, due to restrictions with the THEOS operating system, you may not be returned to the Entry Master login screen. Sometimes you may be returned to the *Disk Utilities Menu*.

If you are not returned to the Entry Master login screen, **EXIT** the Entry Master system and log back in. If after logging back into the Entry Master system, the **Main Menu** is not displayed on the screen, exit the Entry Master system again and log back in. If you attempt to log back into the Entry Master system and the **Main Menu** still does not display on the screen after 3 or 4 tries, contact your authorized Entry Master dealer for assistance.



The procedures described above are due to restrictions of the THEOS operating system. The act of **logging out** and then **logging in** serve to *resynchronize* THEOS and Entry Master. None of these actions will compromise the integrity of your Entry Master system, nor will it cause you to lose any data as a result of any error which may have occurred during disk operations.

For more information about disk operations and the THEOS operating system, refer to the **THEOS 32 Operating System Reference Manual, Second Edition**:

- *Chapter 7*, page 119, describes disk operations under the THEOS 32 operating system.
- *Chapter 10*, page 296.

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### Section 2 – Backing Up The Cardholder Database

This section will show you how to backup the Cardholder database file. All backups of the system files use basically the same procedure. The main difference is the size of the backup (i.e. which and how many files are backed up) and the number of diskettes required to perform the backup.

It cannot be stressed enough how important it is to **always** back up your system files. You should develop a schedule to perform regular backups of all system files.

Without backups of your system files, if the unthinkable happens—your computer's hard drive fails—you would have to completely reconstruct your Entry Master database files. This would mean time-consuming data entry to reconstruct your cardholder database file and all of your database files that keep track of the system usage would be gone forever.

With regular backups, if the unthinkable happened, it would be easy to reconstruct your Entry Master database files. All you would have to do is restore your database files from the backup diskettes. You may lose a day or two of information, but that is easier to recreate than the entire database system.

You may want to backup the cardholder database every day and backup all system files once a week. It is really up to you to determine the best schedule for performing regular backups; but remember, if you do not perform backups, you will be completely unprotected in the event of a system failure.

You should be logged into the Entry Master system and the Entry Master **Main Menu** should be displayed on the screen as shown in **Figure D-10**. If you are not logged in, see *Lesson 1* on page 7.

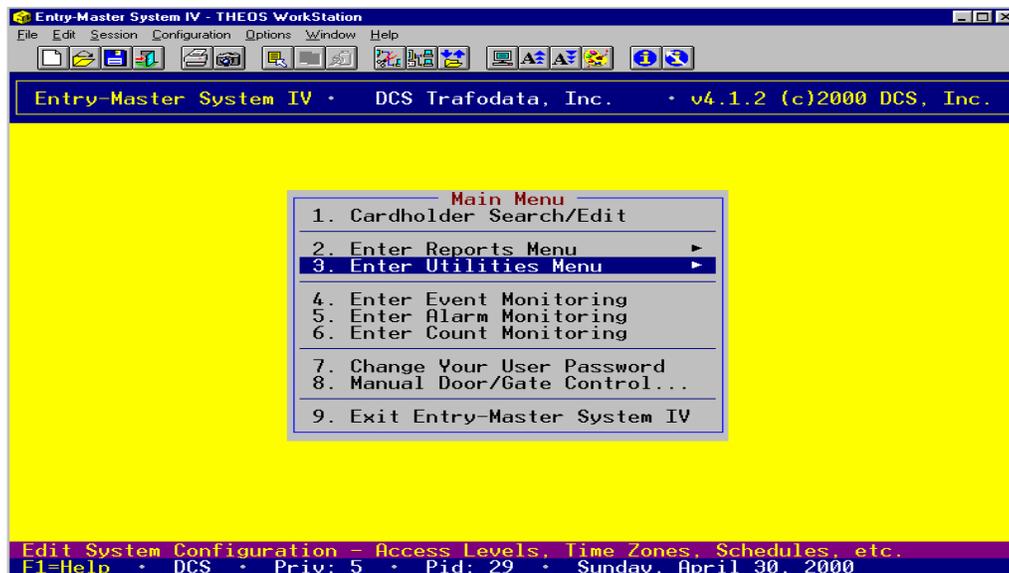


Figure D.10 Entry Master Main Menu

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1. The cardholder data backup utility is listed on the *Disk Utilities Menu*. To access the *Disk Utilities Menu*, select item **3**, *Enter Utilities Menu*, on the Entry Master Main Menu and press **<Enter>**. Remember, there are four ways to make a selection on any menu:
  - a. Use the cursor control (arrow) keys to move the highlight to the menu selection and press **<Enter>**.
  - b. Use the **<Spacebar>** to move the highlight to the menu selection and press **<Enter>**.
  - c. Type the number of the menu selection and press **<Enter>**.
  - d. CLICK on the item with your mouse.

When you select item **3** on the Main Menu, the following displays on the screen:

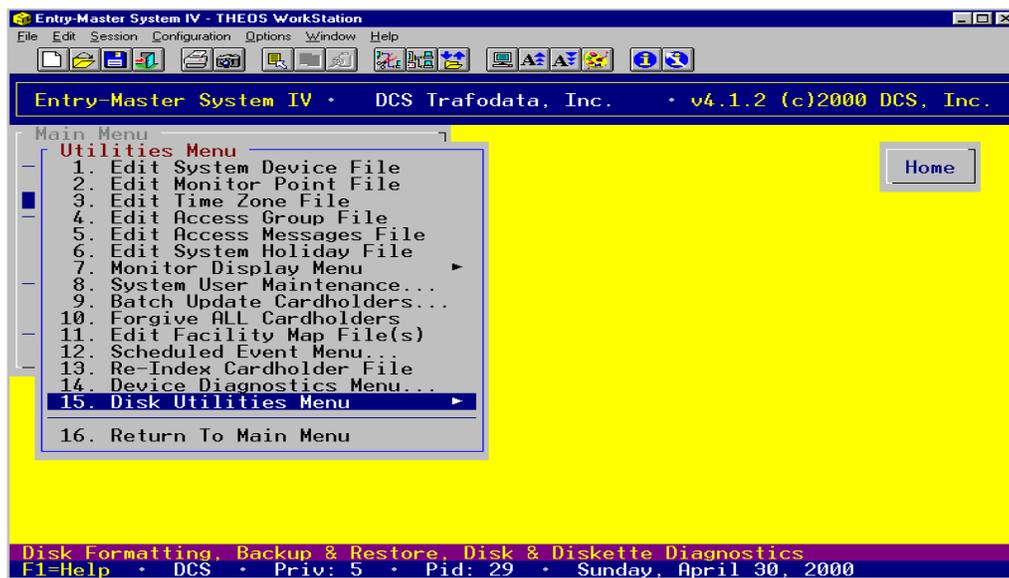


Figure D.11 The Utilities Menu

2. Notice that item **15** says **Disk Utilities Menu**. To select item **15**, *Disk Utilities Menu*, highlight item **15** or type **15** and press **<Enter>**. When you select item **15**, the following displays on the screen:

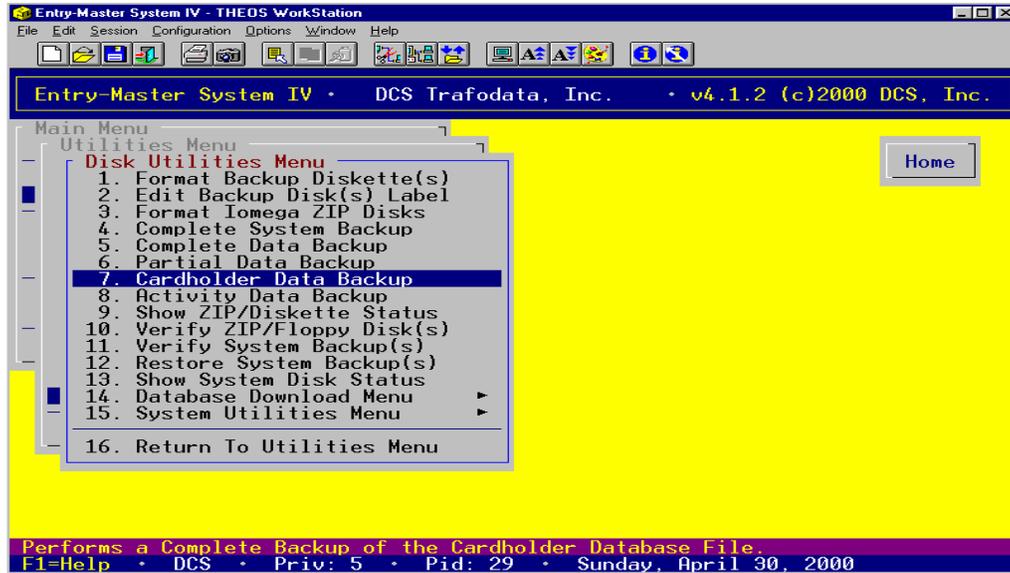


Figure D.12 The Disk Utilities Menu

3. This menu lists 16 options. Notice that item 7 says **Cardholder Data Backup**. To perform a backup of the cardholder data, select item 7, *Cardholder Data Backup*, and press <Enter>. The Cardholder Database usually requires only one diskette. When you select item 7, the following displays on the screen:

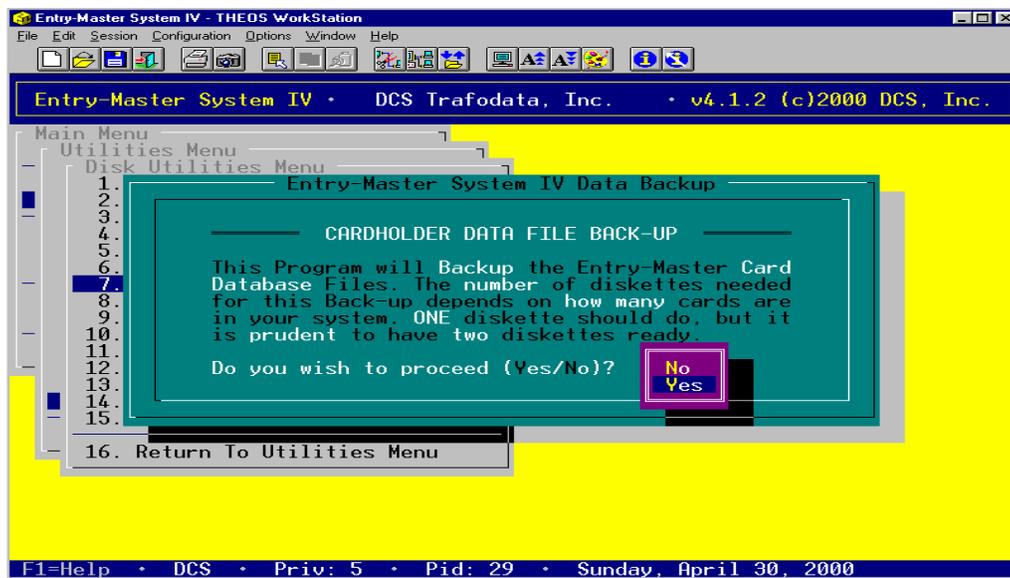


Figure D.13 Cardholder Data File Backup

4. This is an informative screen that gives you some information and suggestions about performing the backup. A prompt asks if you want to proceed with the backup. To proceed with the backup, type the "y" key (you **DO NOT** need to press <Enter>). The screen will now look like the following:

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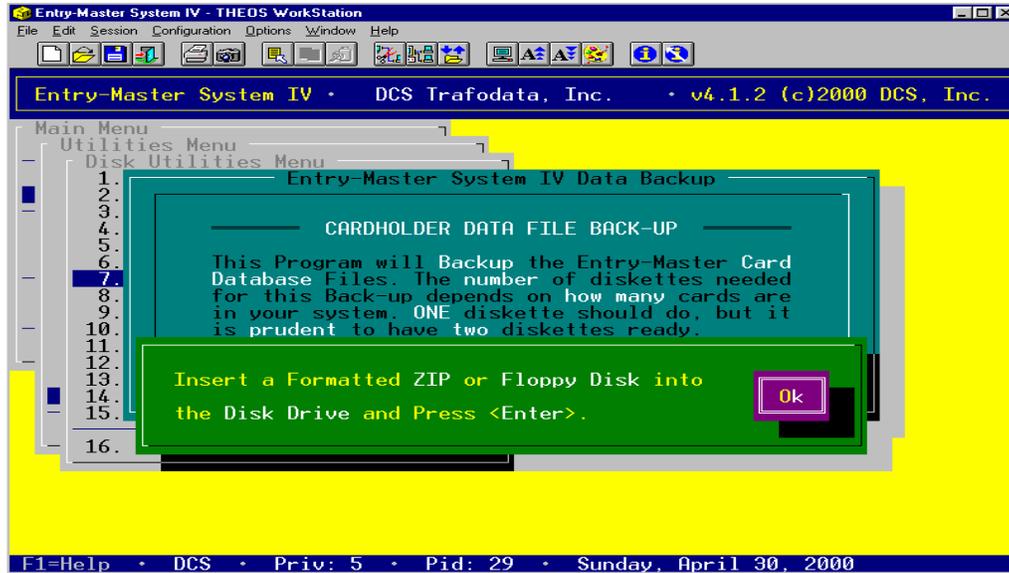


Figure D.14 Insert Formatted Disk Prompt

5. Insert the 3-1/2" diskette labeled **Volume #1**—the diskette you formatted in the previous section and press **<Enter>**. The following displays on the screen:

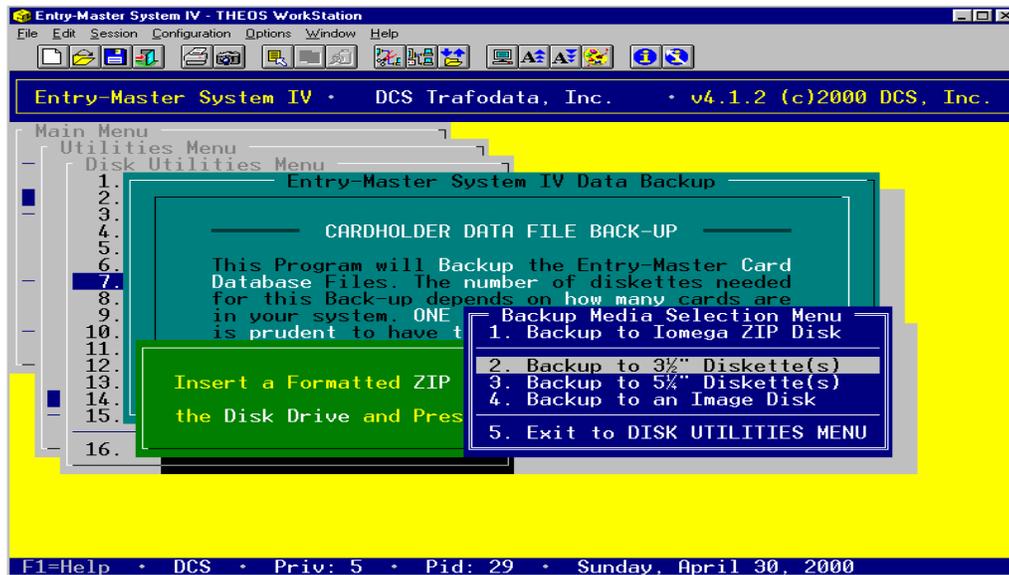
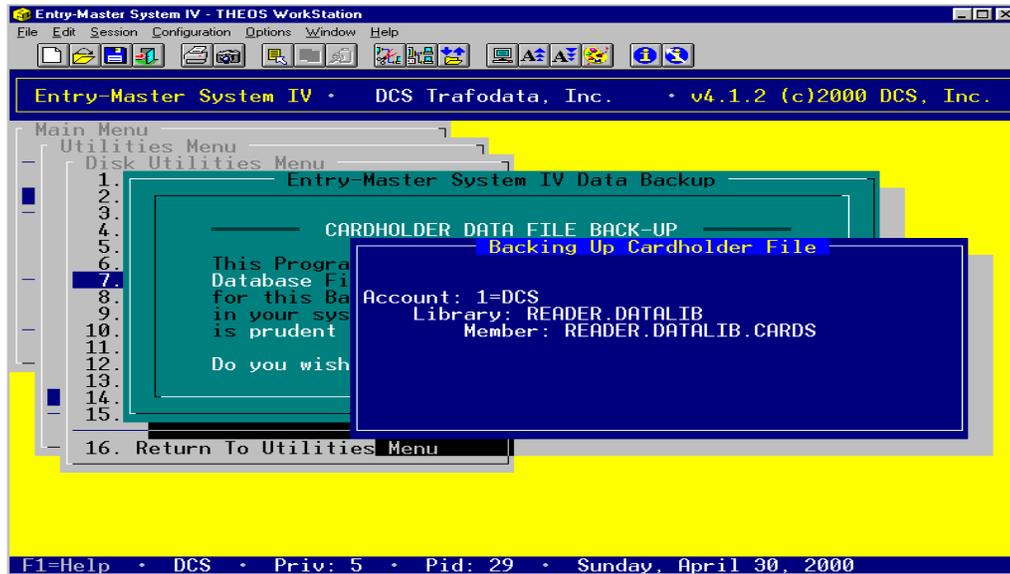


Figure D.15 Data File Backup Media Selection Menu

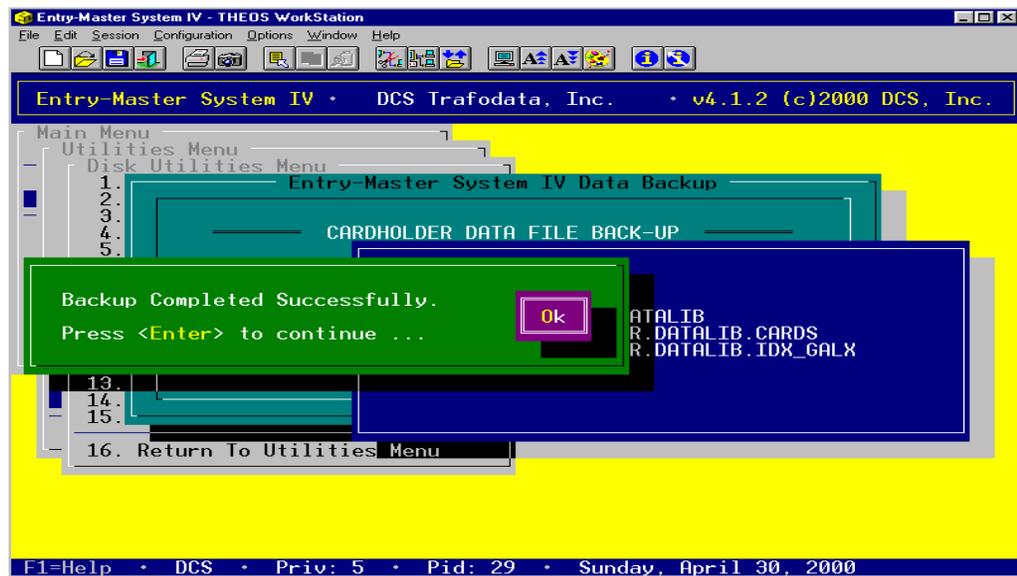
6. This menu displays 5 selections. Since we formatted a 3-1/2" diskette in the previous section, select item **2**, *Backup onto 3-1/2" diskettes* and press **<Enter>**. When you select the type of media upon which you wish the backup to be placed

## ENTRY-MASTER TRAINING GUIDE

and press <Enter>, the following displays on the screen and the files which are being backed up are listed:



7. When the backup has completed, the following message displays on the screen:



Press any key to return to the **Disk Utilities Menu**. Keep the **Disk Utilities Menu** displayed on the screen. You will use another listed option in the next section.

8. **Leave** the diskette in the drive and proceed to the next section, *Verifying the Cardholder Data File Backup*. **Always verify any backup you make immediately**. It only takes a few minutes and could make the difference in the event of a system failure.

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### Section 3 – Verifying the Cardholder Data File Backup

After you perform a backup, you should verify the integrity of the backup. It is not wise to wait until you need to use the backed up data to restore missing files to find out that the backup is corrupted. This section will show you how to verify the backup. If you did not exit to the **Main Menu**, the *Disk Utilities Menu* should be displayed on the screen. If it is not, follow steps 1 and 2 of the previous section to display the *Disk Utilities Menu*.

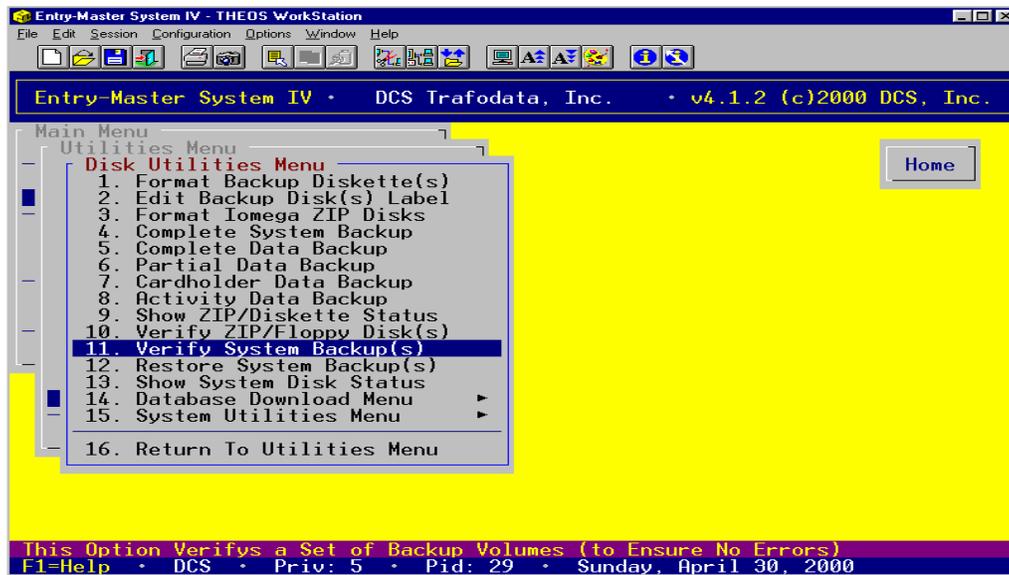


Figure D.18 The Disk Utilities Menu

1. Notice that item **11** says **Verify System Backup(s)**. To verify the Cardholder Data File backup select item **11** and press **<Enter>**. When you select item **11**, the following displays on the screen:

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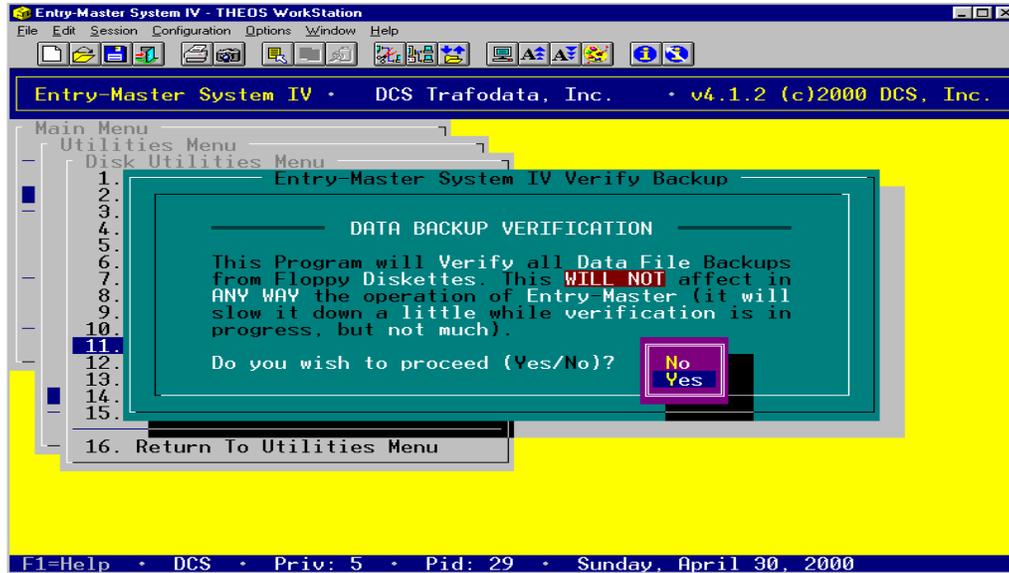


Figure D.19 Disk Backup Verification

2. This is an informative screen and that provides some information about the verification utility. A prompt asks if you want to proceed with the verification. To proceed with the verification, type the "y" key (you **DO NOT** need to press <Enter>). The screen will now look like the following:

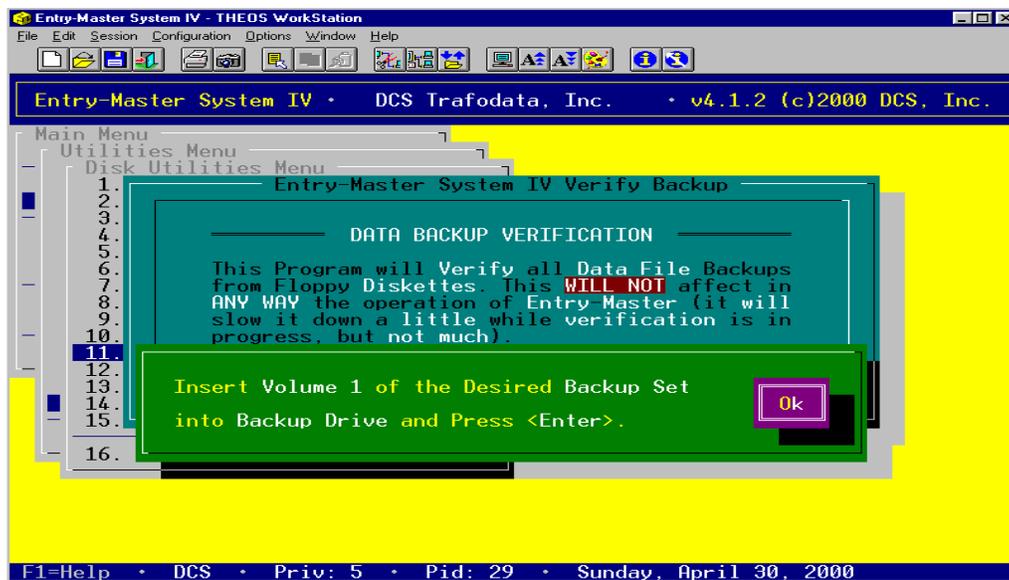


Figure D.20 Insert Volume #1 Prompt

3. Insert the 3-1/2" diskette labeled **Volume #1-Cardholder Data File Backup**—the diskette you used for the backup in the previous section and press any key. The following displays on the screen:

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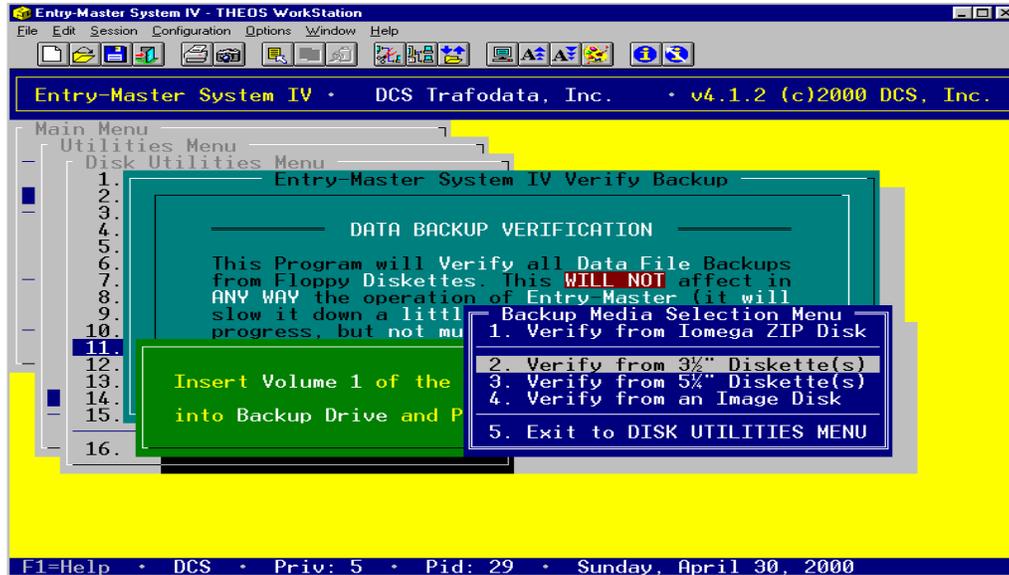


Figure D.21 Backup Verification Media Selection Menu

- This menu displays 5 selections. Since we created the backup on a 3-1/2" diskette in the previous section, select item 2, *Verify Backup from 3-1/2" Floppy Diskettes* and press **<Enter>**. After selecting the type of media you wish to verify, the following message displays on the screen, under which the files which are being verified are listed as they are verified:

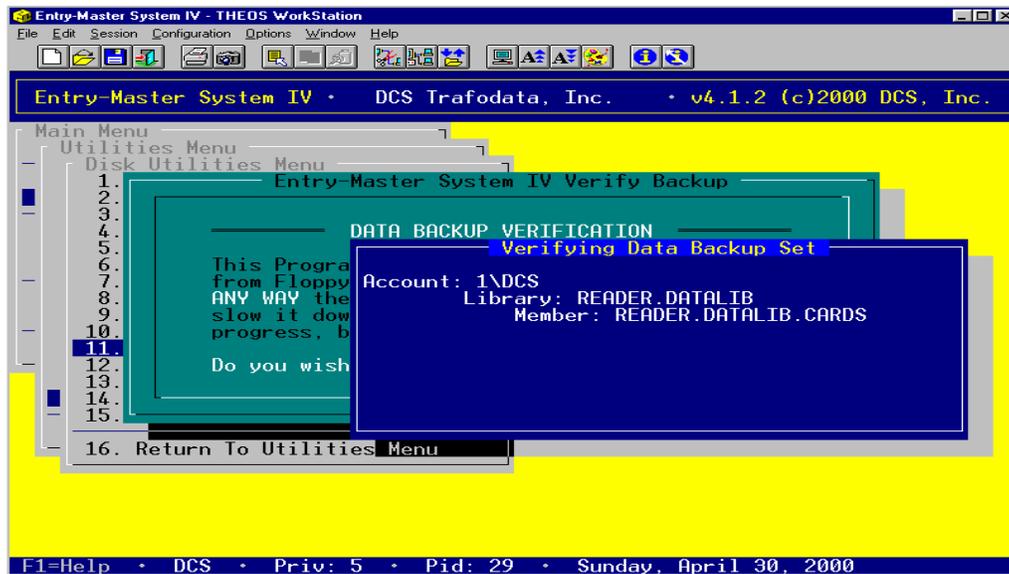


Figure D.22 Verifying Data Files From Backups

- When the verification is complete, the following message displays on the screen:

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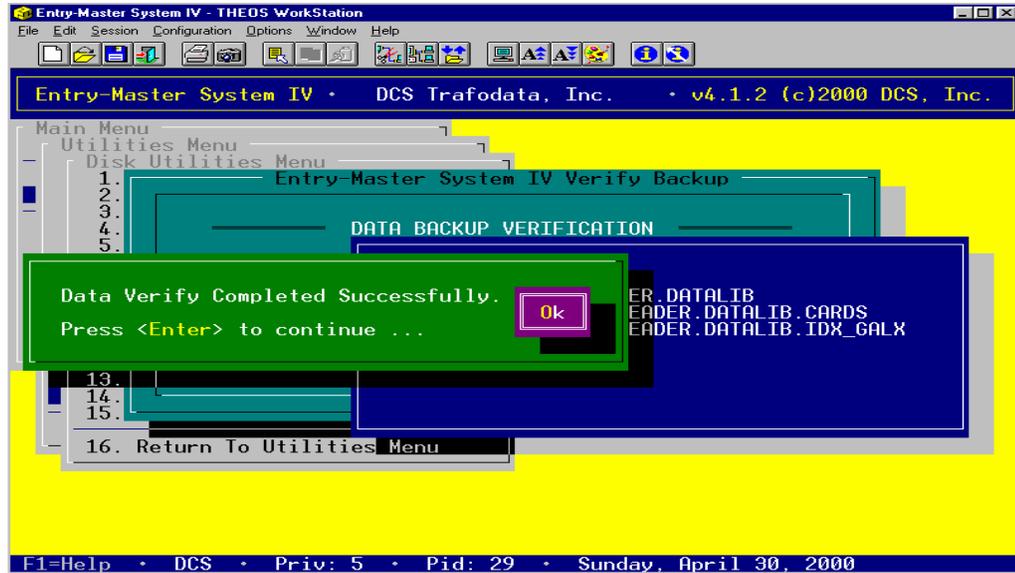


Figure D.23 Backup Verification Completed Successfully

Press any key to return to the **Disk Utilities Menu**.

6. If you receive a message other than the successfully completed verification message, there may be something wrong with the backup you performed. You should perform the backup again on different diskettes and then verify the backup again.
7. Remove the backup diskette from the diskette drive, label it as a backup of the Cardholder Database File, put today's date on it and store the diskette in a safe place.

These sections have taught you how to format diskettes to use for backups, how to create a backup of the cardholder data file and how to verify the backup once it has been created. Remember, you should always perform regular backups of the data files on the Entry Master system. These backups are the only protection you have against a major system failure.

*Section 4 –Other Disk Utilities Options*

This section briefly describes the other options which are available in the *Disk Utilities Menu*. The purpose of each option will be explained along with any appropriate notes which may be important to the execution of a particular function. The **Disk Utilities Menu** is displayed below:

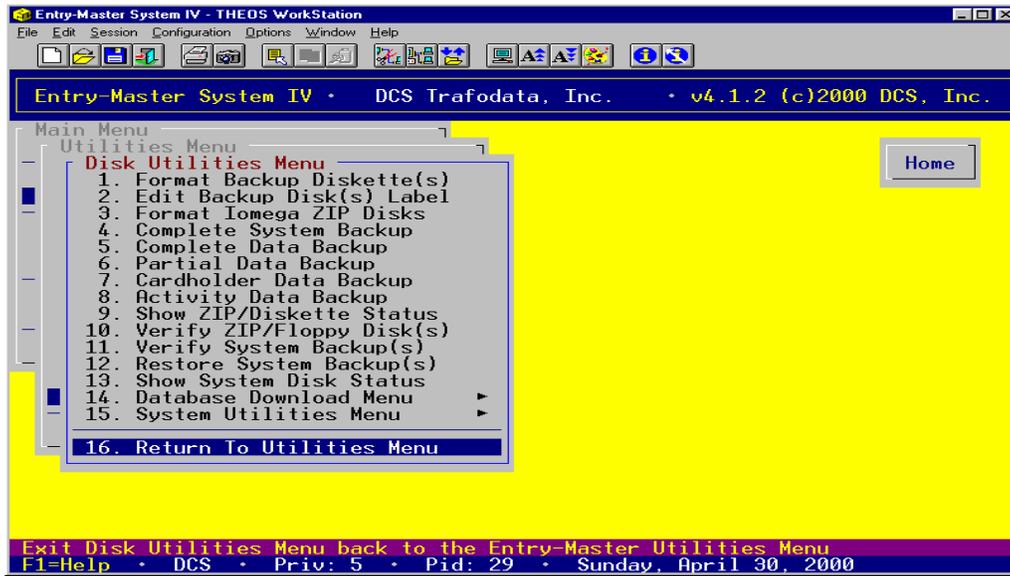


Figure D.24 The Disk Utilities Menu

- | Option | Description of the Disk Utilities Option   |
|--------|--|
| 1.     | <p>Floppy Diskette Format</p> <p>Formats 5-1/4" or 3-1/2" Floppy Diskettes for Use as Backup Disks. This option has already been covered in detail in Section 1 of this appendix.</p>  |
| 2.     | <p>Change Diskette Label</p> <p>This option allows a Floppy's Disk Label to be Edited/Changed. It is used to change a diskette's <i>volume label</i> for identification purposes. The software asks which type of diskette is being used (<b>Figure D-25</b>), then asks for the new label, which can be up to <b>8</b> alphanumeric characters (letters or numbers). After the volume label is written to the diskette, Entry Master will ask for another volume label. At this point, you may insert another diskette into the drive OR you may press <b>&lt;Enter&gt;</b> to exit back to the <b>Disk Utilities Menu</b>.</p> |

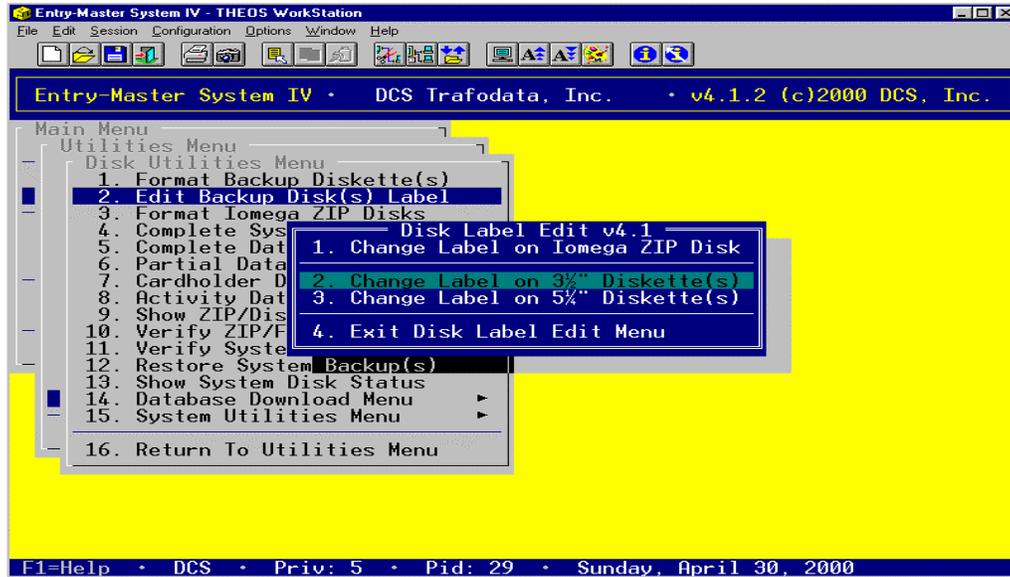


Figure D.25 Floppy Disk Label Media Selection Menu

Option Description of the Disk Utilities Option

- 3. Format Streaming Tape

This option formats a streaming tape for use as a system backup. It is used only when a tape drive is installed on the Entry Master system. The software asks for a *volume label* (as with a diskette), then formats the tape. Pressing any key returns you to the **Disk Utilities Menu**.

- 4. Complete System Backup

This option performs a backup of the ENTIRE SYSTEM (Data & Programs). It functions identically to the **Cardholder Backup** discussed in **Section 2** of this appendix, except that it issues an additional message screen, shown in **Figure D-26** on the following page. This screen reminds you that a complete system backup *should* be made when the entire system is down, in order to ensure data and system file integrity. A complete system backup can be performed when the system is active, but there is a chance that some files may not be backed up properly. These files are not critical however and the system will suffer **no damage** as a result of these files being backed up improperly, other than perhaps a time delay when restoring the system. The complete backup really only needs to be performed when the system is first put into operation, when the Entry Master software has been updated, or periodically; say, once a year. Other backup options described below will suffice for more periodic backups, as *data* is really the only part of the system which changes on a daily basis.

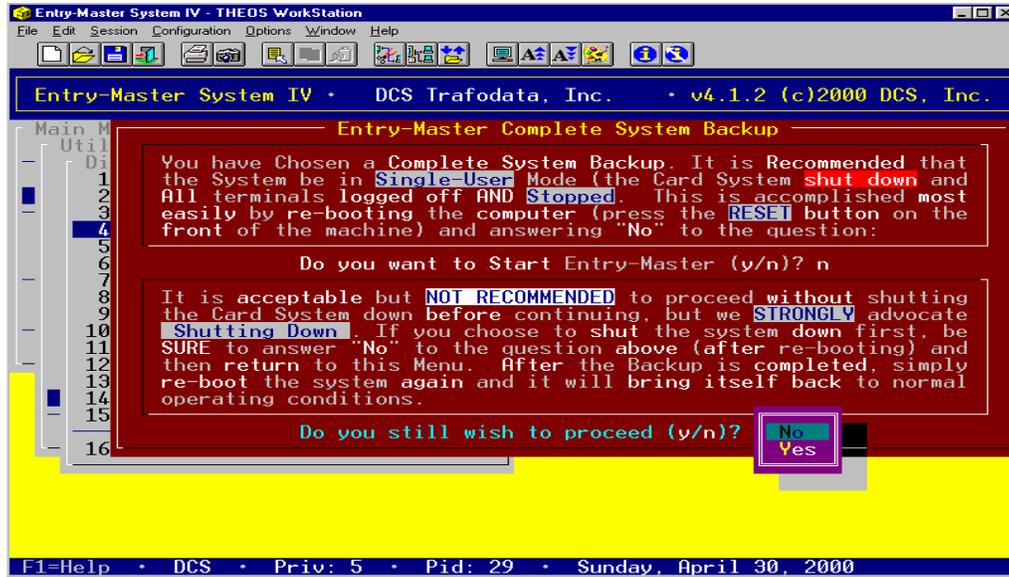


Figure D.26 Complete System Backup Confirmation

Option Description of the Disk Utilities Option

5. Complete Data Backup

This option performs a backup of **ALL** data files. It functions identically to the Cardholder Backup discussed in **Section 2** of this appendix, except that it backs up only data files, which are after all the only files which actually *change* on a daily basis in the Entry Master system. This option backs up the Cardholder and Activity Databases, as well as **ALL** other databases on the system (e.g. Card Reader Database, Message Database, Status Register Database, etc.).

6. Partial Data Backup

Performs a backup of **All** data files **except** Card and Activity files. This option functions identically to the **Cardholder Backup** discussed in **Section 2** of this appendix, except that it backs up all data files **except** the **Cardholder** and **Activity** database files. The Cardholder and Activity Database files typically are not only the largest data files in the system, but also the only data files which are updated on a daily basis. This option allows you to backup all other data files which typically **do not** change often and which can normally fit onto ONE diskette. For example, you could use this option once a month, then use other options described below to backup the larger, more often used **Cardholder** and **Activity** database files.

7. Cardholder Data Backup

Performs a complete backup of the **Cardholder** database file. This

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option is the **Cardholder Backup** discussed in detail in **Section 2** of this appendix. This option backs up **ONLY** the **Cardholder** database file and will normally require only **ONE** diskette for most installations; however, it is recommended that you have two diskettes available for this backup.

### 8. Activity Data Backup

Performs a complete backup of the **Activity** database file. This option functions identically to the **Cardholder Backup** discussed in **Section 2** of this appendix, except that it backs up **ONLY** the **Activity** database file. The number of diskettes required for this backup will vary depending upon the size of your installation. Contact your authorized Entry Master dealer for assistance in determining how many diskettes will be necessary for this backup.

### 9. Show ZIP/Floppy Status

This command shows the status of a floppy diskette OR a cassette tape. This option is used to check the status of a diskette (or tape). It is useful for identifying the diskette's (or tape's) *volume label* or when that diskette (or tape) was last used, if at all, for a system backup. The software asks which type of diskette (or tape) is being used (see **Figure D-21**), then instructs you to insert the diskette (or tape) into the appropriate drive. At this point you may press **<Esc>** if you decide you do not wish to continue OR you may press any other key to check the status of the diskette (or tape). If you proceed by pressing any key other than the **<Esc>** key, the following screen will display:

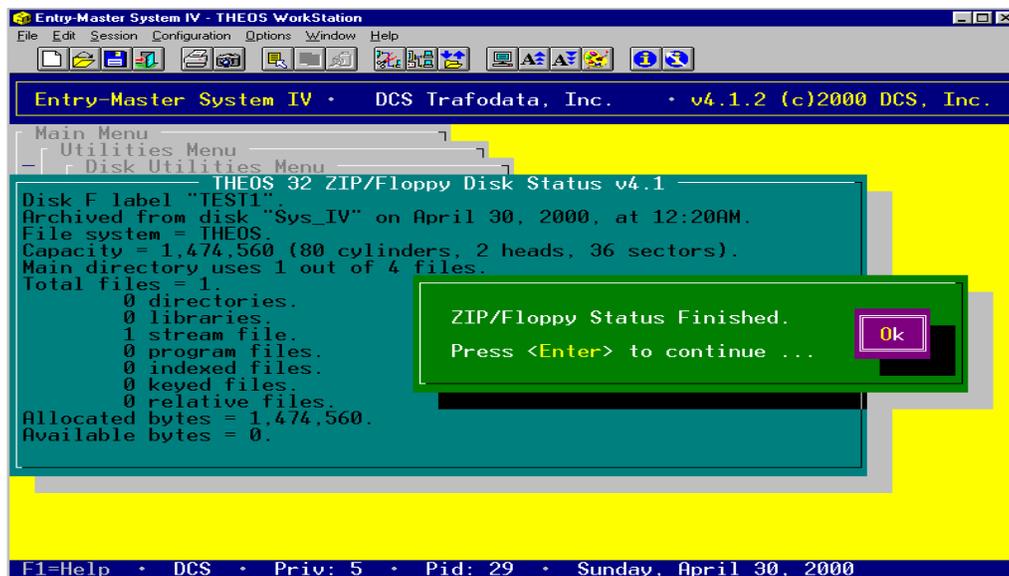


Figure D.27 ZIP/Floppy Disk Status Screen

Notice that the first line of the status information indicates that the *volume label* of the diskette is "TEST1" and the second line indicates that this diskette was *Archived* (i.e. **backed up**) from "Sys\_IV" on **April 30, 2000 at 12:20 AM**. From this example you can see how *valuable* it can be to maintain accurate *volume labels* on your diskettes (or tapes).

10. Verify Floppy Diskette(s)

This command verifies the integrity of floppy diskettes. This option verifies the integrity of a diskette's format, similar to the way a diskette is verified after it has been formatted (*Diskette Formatting* was covered in **Section 1** of this appendix). The software asks which type of diskette is being verified (as shown in **Figure D-28** below), then instructs you to insert the diskette into the appropriate disk drive (5-1/4" or 3-1/2"). At this point you may press <Esc> if you decide you do not wish to continue OR you may press any other key to verify the diskette. If you proceed by pressing any key other than the <Esc> key, Entry Master will display each **cylinder** and **head** number of the diskette as it is verified. If you experience problems during the verification process, refer to the subsection titled, *Encountering Errors During Disk Operations*, in **Section 1** of this appendix.

**Note:** This verify process is NOT the same as **Option 11, Verify System Backup(s)**, below. This option verifies that the *diskette* is capable of storing information properly, the verify option described below checks the **quality and accuracy** of the data which was backed up.

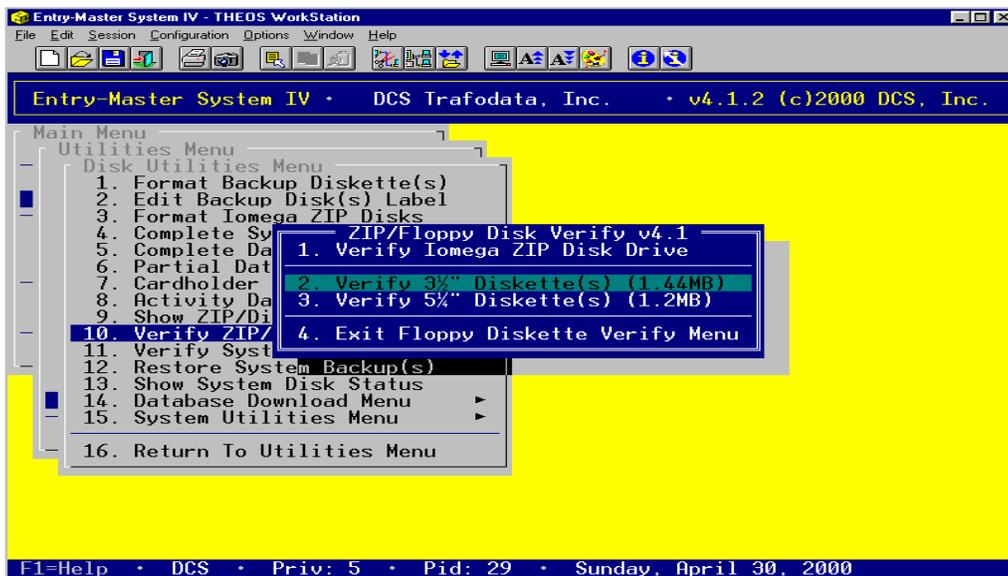


Figure D.28 Floppy Disk Verify Media Selection Menu

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Option Description of the Disk Utilities Option

11. Verify System Backup(s)

This option verifies a set of backup diskette volumes. This option has already been covered in detail in **Section 3** of this appendix.

12. Restore System Backups

This option restores a set of backup volumes to the system. It is used to restore backups to the system in the event of a system failure. It is **highly recommended** that the system be shut down in order to restore a backup. It is also recommended that you contact your authorized Entry Master dealer before restoring a backup to ensure the **Restore** process is performed under the proper conditions.

13. Show System Disk Status

This command shows the status of the system hard disk drive. This option is used to check the status of the system's hard disk drive, much the same as **Option 9** shows the status of a floppy diskette or tape. This option's main purpose is to determine when the last backup was made, how much space is available on the system and if there are any *misallocations* on the system hard drive. **Figure D-29** below shows a typical disk status screen:

**Warning: *DO NOT* interrupt this process!** Allow the screen to finish its display; it will only take a few minutes. If you see the words ***misallocation, underallocated*** or ***overallocated anywhere*** on the disk status screen, contact your authorized Entry Master dealer ***immediately***.

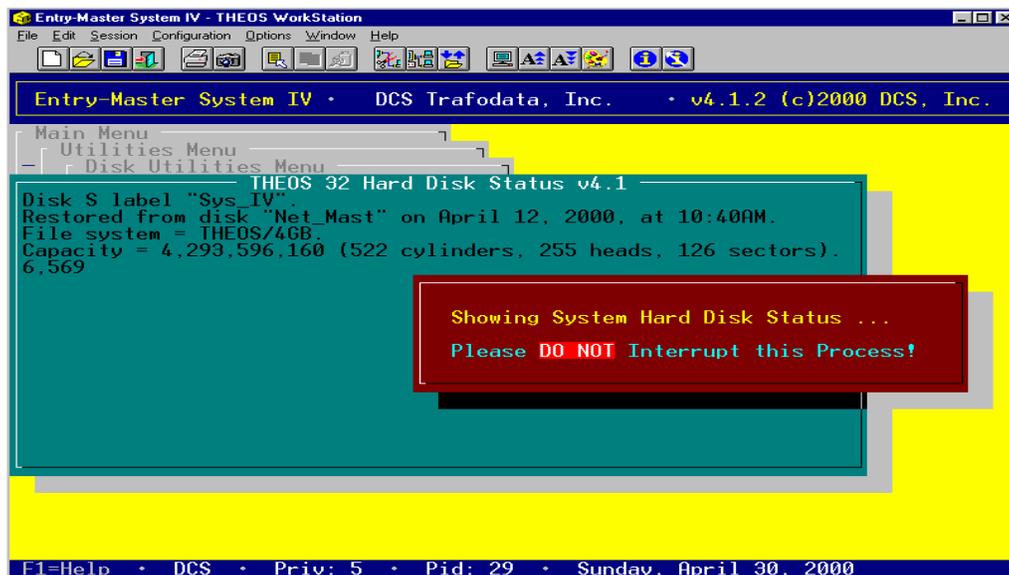


Figure D.29 System Hard Disk Status Screen

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Option      Description of the Disk Utilities Option

14.          Database Download Menu

This menu is used to Export Entry-Master Data files to either Microsoft Excel, Access or other software programs able to import a (.csv) file. Which stands for “comma separated values”.

15.          System Utilities Menu

This menu is usually reserved for technicians and other personnel who are knowledgeable about the inner workings of the system.

USE WITH CAUTION!

**ENTRY-MASTER TRAINING GUIDE**

**User Notes:**

**ENTRY-MASTER TRAINING GUIDE**

**User Notes:**