

Chapter 4 – Using the Entry-Master Disk Utilities

Now that you have learned how to setup and maintain the Entry-Master System, you need to learn how to make a backup of your important database files. Making a backup of your database files ensures that a minimum of time will be lost if something happens to the files on your computer's hard drive.

To access the **Utilities Menu**, click on **Option 3** from the **Main Menu**:

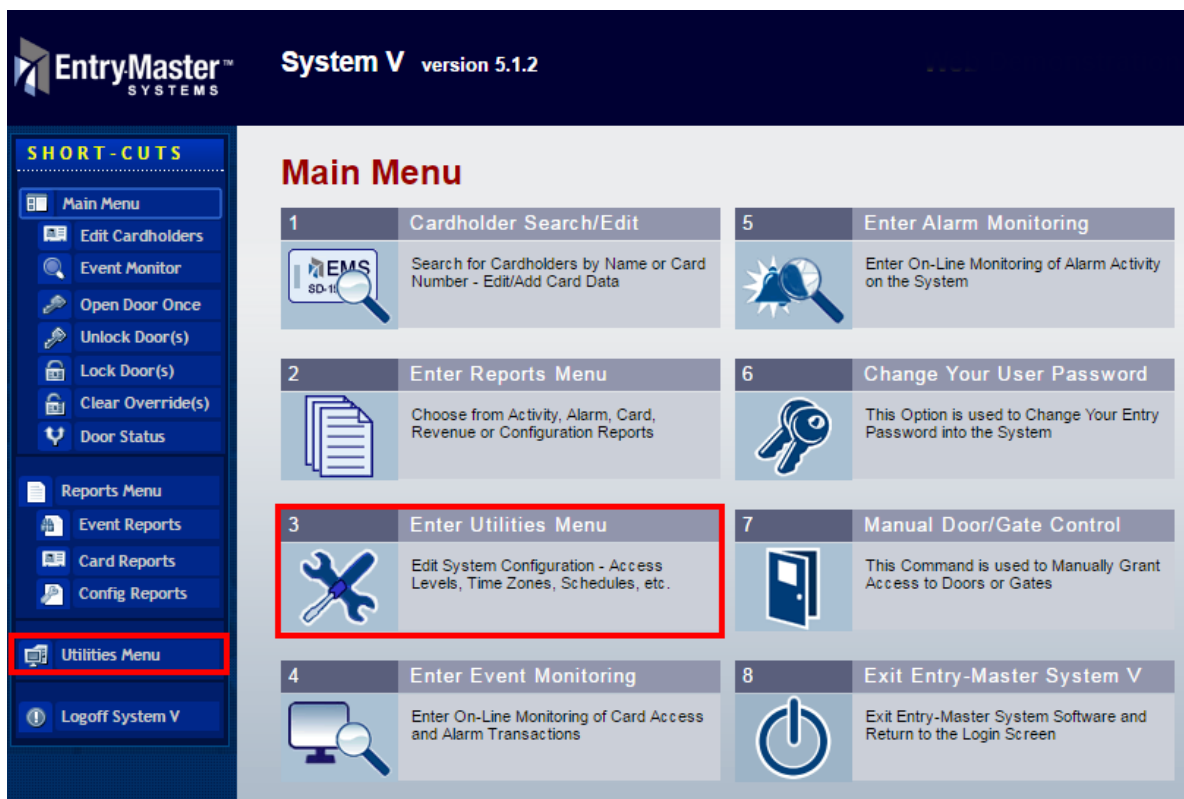


Figure 4-1. Main Menu – Utilities Menu

The **Utilities Menu** has 15 options. From this menu click on **Option 15, Disk Utilities Menu** (Figure 4-2 below):

Utilities Menu

<p>1</p> 	<p>Edit EMRI-2 Reader Data</p> <p>Edit/Add Card Reader Configurations for Emri-2 Reader Interface Boards</p>	<p>9</p> 	<p>Batch Update Cardholders</p> <p>This Option Batch Updates (Adds or Edits) Card Numbers with a Template</p>
<p>2</p> 	<p>System Devices Menu</p> <p>Used to Add, Edit and Configure New Devices on the System</p>	<p>10</p> 	<p>Forgive ALL Cardholders</p> <p>Change All Cards to Forgive Status (Cards get One Free Access In/Out)</p>
<p>3</p> 	<p>Edit Time Zone Database</p> <p>Define Time Zone Information (Who is Allowed in When)</p>	<p>11</p> 	<p>Elevator Control Database</p> <p>Use this to Edit/Add Elevator Group Access (What Floors are Allowed)</p>
<p>4</p> 	<p>Edit Access Group File</p> <p>Define Access Group Information (Who is Allowed in Where, Nesting)</p>	<p>12</p> 	<p>Scheduled Event Menu</p> <p>This Menu is Used to Define Events and Enter them into the Scheduler</p>
<p>5</p> 	<p>Edit Access Messages File</p> <p>Edit Access Activity Messages (the Messages that Print out On-line)</p>	<p>13</p> 	<p>Re-Index Cardholder File</p> <p>This is Used to Clean-Up the Card Database File (to Re-Alphabetize)</p>
<p>6</p> 	<p>Edit System Holiday File</p> <p>This Option Adds and/or Edits all Scheduled Holidays</p>	<p>14</p> 	<p>Device Diagnostics Menu</p> <p>Setup System Devices & Controllers, Test Communication, Readers & Locks</p>
<p>7</p> 	<p>Monitor Display Menu</p> <p>Menu Used to Edit the Display Attributes and Camera Settings</p>	<p>15</p> 	<p>Disk Utilities Menu</p> <p>Disk Formatting, Backup & Restore, Disk & Diskette Diagnostics</p>
<p>8</p> 	<p>System User Maintenance</p> <p>This Option is Used to Add, Edit or Delete System Users (Passwords)</p>	<p>16</p> 	<p>Return To Main Menu</p> <p>Exit the Utilities Menu back to the Entry-Master Main Menu</p>

Figure 4-2. Utilities Menu