SDC
Security Door Controls

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E5 Series

Installation
and
Setup Guide

Reader Installation and Wiring

A reliably functioning access control system starts with the proper mounting and wiring of the readers and associated components. Readers must be securely mounted and all wire connections must be securely connected and cable runs must be located away from sources of electrical interference.

Mounting the Reader:

Use any templates provided to help neatly and securely mount each reader. Remove the protective plastic sheet from the display window after installation has been completed.
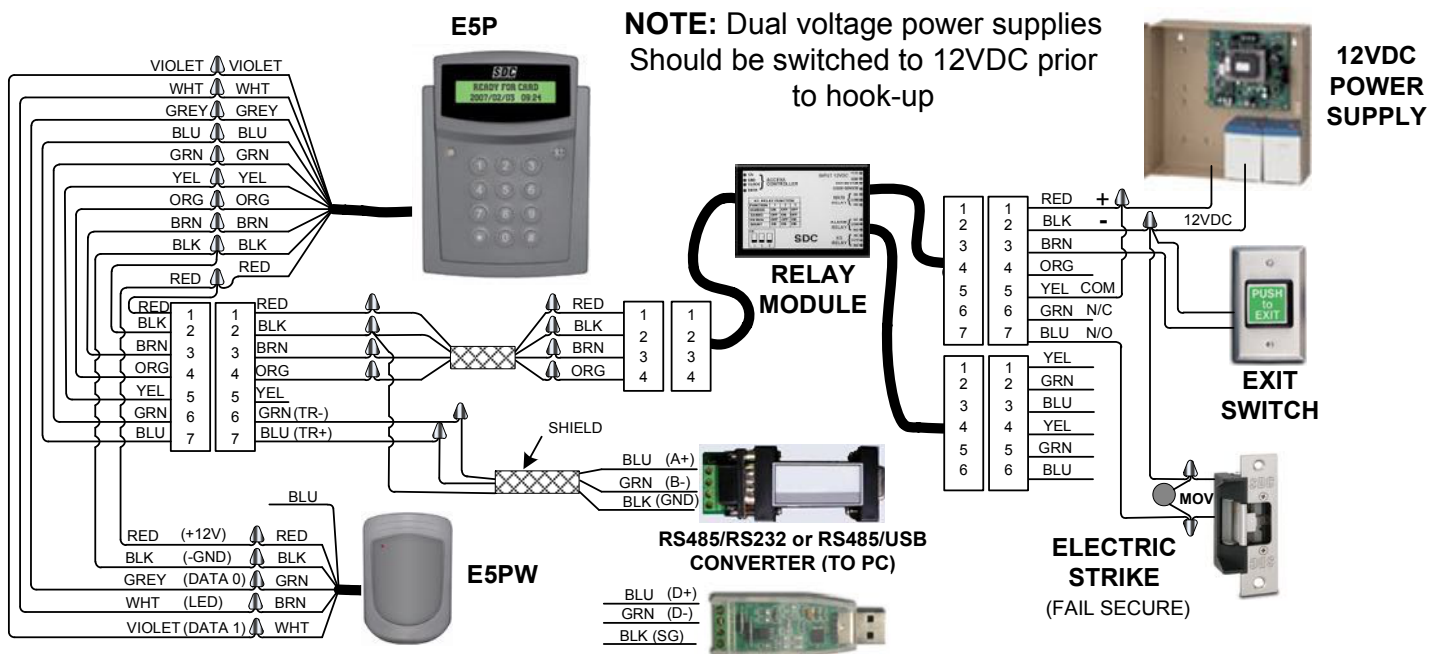
Wiring:

All wire connections must be tight and properly insulated. 2 conductor shielded data cable must be used for communication wire runs. Power cables must be a minimum size of 22 awg. All cable types must comply with local building codes. Wiring must be run to avoid sources of EMI interference such as florescent lighting fixtures or heavy machinery.

Each reader has a separate relay control module. For maximum security, locate this module inside the secured area. The power supply enclosure for the system is a good choice for module location.
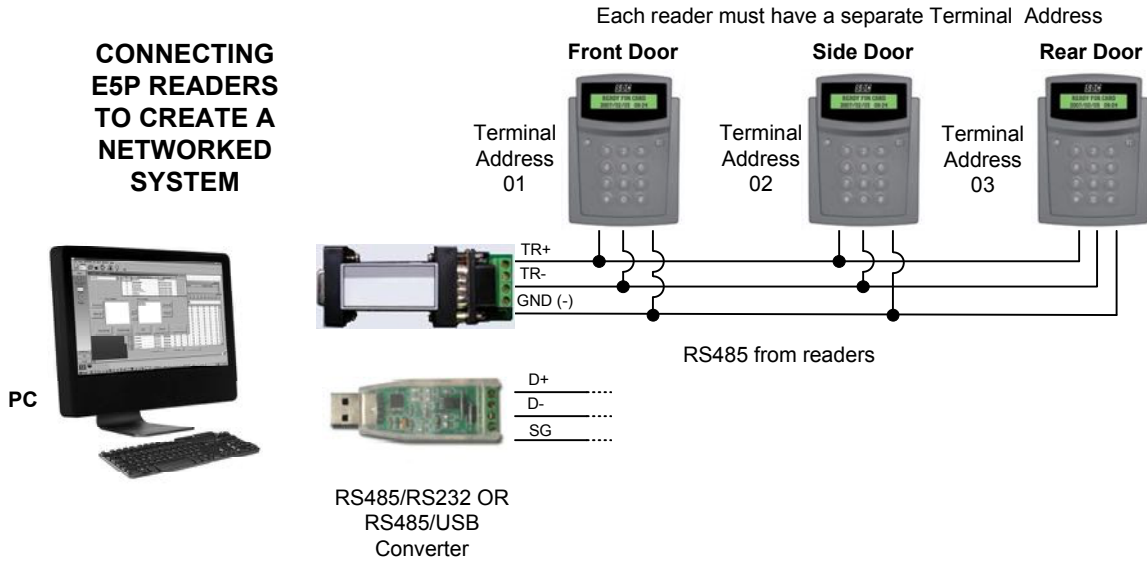
Power :

Each reader requires a clean regulated source of 12VDC power. Make sure that the power supply has the capacity to handle the power requirements of the reader and all other equipment connected to it (eg. slave readers, locks) continuously. If you are powering the lock on the same power supply as the reader, you must use a MOV across the locks' coil leads to protect the readers from spikes and noise.

All wire must be of the proper gauge for the length of the wire run. Excessive voltage drop will impair the operation and reliability of the installation. Cabling must be in compliance with all regulations and building codes.
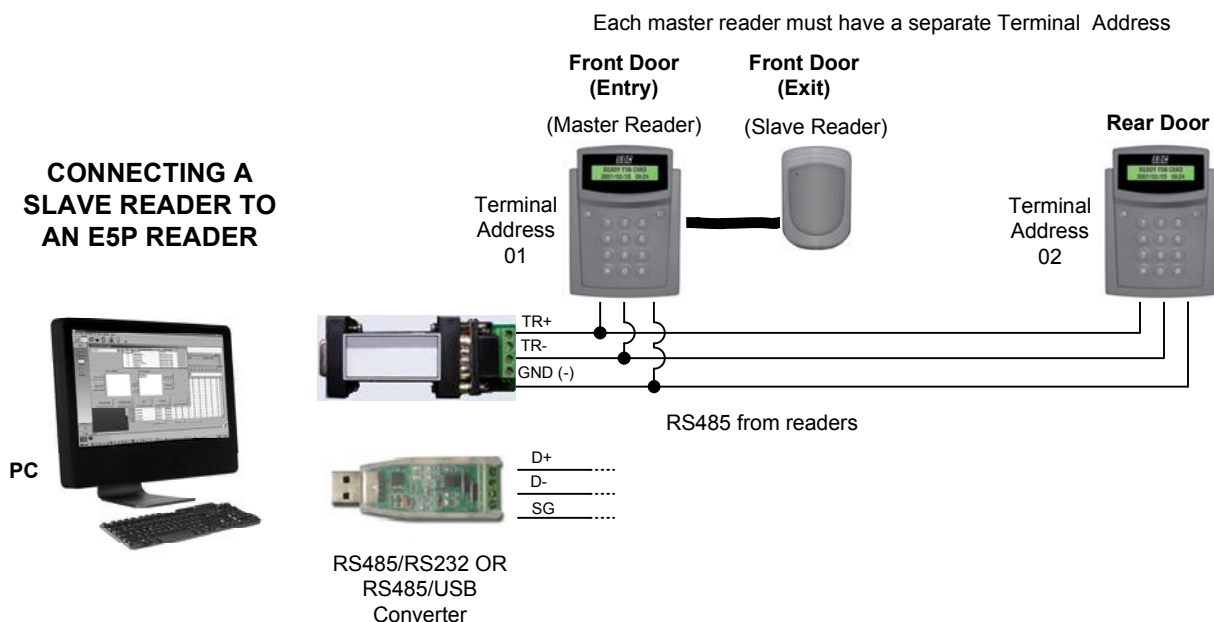
NOTE: Dual voltage power supplies Should be switched to 12VDC prior to hook-up

Reader Setup

Each reader must have a separate Terminal Address

CONNECTING E5P READERS TO CREATE A NETWORKED SYSTEM

Front Door — Terminal Address 01
Side Door — Terminal Address 02
Rear Door — Terminal Address 03

TR+
TR-
GND (-)

RS485 from readers

D+ ....
D- ....
SG ....

PC

RS485/RS232 OR RS485/USB Converter

In a networked system, each reader must be assigned a unique **Terminal Address Number**. The factory default terminal address number of "01". Follow the procedure below to change the readers **Terminal Address Number** at each reader. Mark the reader's name on the reference chart (Page iv). You will enter the location later in the reader parameter section of the sofware on the PC.

FUNCTION	PROCEDURE	DISPLAY WILL SHOW
Enter Programming Mode	Press and Hold the '#' for 3 seconds	0. CHECK VERSION 1. SETUP
Enter Setup	Enter "1"	PASSWORD:
Enter Password	Enter "1111" + "#"	1. ENROL 2. PASSWD 3. TIMER 4. SYSTEM
Select System Menu	Enter "4"	1. ALARM 2. MODE 3. COMM 4. OTHER
Select Communications Menu	Enter "3"	1. ADDRESS 2. BAUD 3. FORMAT 4. RECO
Select Terminal Address Menu	Enter "1"	1. ADDRESS : 01 . NEW:_
Enter New Terminal Number	Enter "Terminal No." + "#" (for example "02")	1. ADDRESS : 02 . NEW:_
Exit Programming Mode	Enter "#"	READY FOR CARD ####/## ##:##

Master/Slave Reader Setup

Each master reader must have a separate Terminal Address

Front Door (Entry) (Master Reader)

Front Door (Exit) (Slave Reader)

Rear Door

CONNECTING A SLAVE READER TO AN E5P READER

Terminal Address 01

Terminal Address 02

TR+
TR-
GND (-)

RS485 from readers

PC

D+ ....
D- ....
SG ....

RS485/RS232 OR RS485/USB Converter

When a E5P reader is being used with slave reader (such as the SDC **E5PW** or another HID compatible Wiegand reader), the E5P must be configured to operate as a Master reader. Using the keypad on the reader, follow the procedure below to configure the E5P to operate as a Master reader.

FUNCTION	PROCEDURE	DISPLAY WILL SHOW
Enter Programming Mode	Press and Hold the '#' for 3 seconds	0. CHECK VERSION 1. SETUP
Enter Setup	Enter "1"	PASSWORD:
Enter Password	Enter "1111" + "#"	1. ENROL 2. PASSWD 3. TIMER 4. SYSTEM
Select System Menu	Enter "4"	1. ALARM 2. MODE 3. COMM 4. OTHER
Select Other Menu	Enter "4"	1. P_ZONE 2. E_ZONE 3. C_FREE 4. MORE
Select More Menu	Enter "4"	1. A_ZONE 2. ANTI_P 3. DURESS 4. MORE
Select More Menu	Enter "4"	1. READER 2. GUARD 3. TONE 4. PARK
Select Reader Menu	Enter "1"	1. MAIN 2. SUB 3. SWAP 4. HID
Select Sub Menu	Enter "2"	CURRENT: xxx Press '1' →Change
Set slave reader configuration to HID	Press '1' until screen shows CURRENT: HID	CURRENT: HID Press '1' →Change
Exit Programming Mode	Press '#'	READY FOR CARD ####/##/## ##:##

Reader Terminal Address Chart

Reader Address	Reader Name	Reader Address	Reader Name	Reader Address	Reader Name
01		17		33	
02		18		34	
03		19		35	
04		20		36	
05		21		37	
06		22		38	
07		23		39	
08		24		40	
09		25		41	
10		26		42	
11		27		43	
12		28		44	
13		29		45	
14		30		46	
15		31		47	
16		32		48	

Software Setup

Installing the Software:

Insert the installation cd provided with the E5P reader.
If setup does not begin automatically, Go to My Computer, double-click on the EntryCheck_E5, and double-click on Setup.exe

Log In / Logout :

To Log in
Double-click on the **E5** desktop icon shortcut, or
Go to Start>All Programs>SDC>E5>Launch E5

Type in the Account & Password, and click "Login"
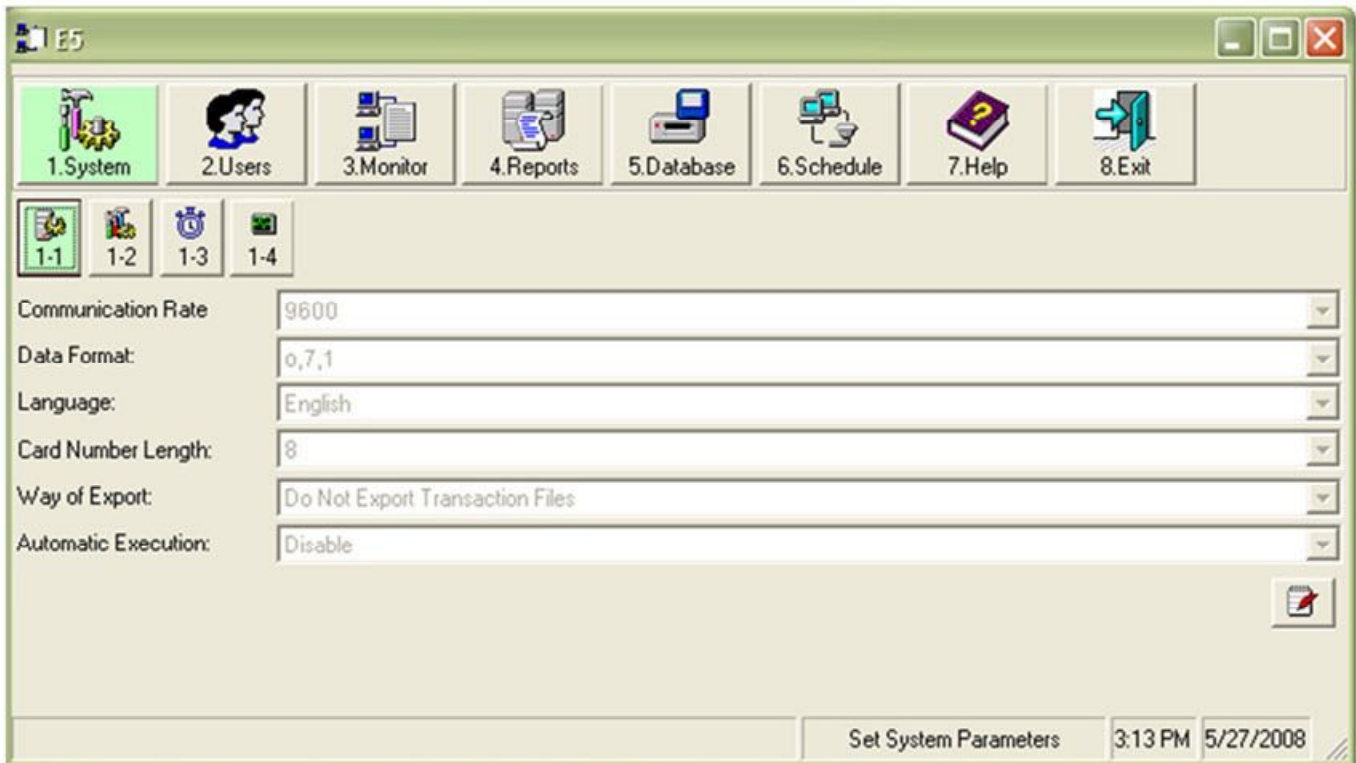Default Login Credentials:
Account: a
Password: a

To Logout:
Press the Exit Button.

Enter the Account & Password, and click "Log out", or click "Exit" to cancel.

Establishing Communications with the Reader(s):

The first task is to load Reader #01 into the system and verify that proper communications between the reader and the PC can be established. Follow the procedure documented in the SET READER PARAMETERS section (Page 2) of the **E5 Series** – *Software Reference Guide*.

Next, test the reader to PC network communications link by synchronizing the reader's time and date. Follow the steps documented in the UPDATE READER TIME section (Top of Page 5) of the *Software Reference Guide.* If the communications link has been established correctly, a message window will indicate a successful result.

When you have verified the communications with Reader #01, load and test any remaining readers into the system.

Note:
If you are having problems communicating with a reader(s), make sure that the wiring is correct and that you have assigned each reader its own unique **Terminal Address** number. Also, verify that the reader was loaded with the correct Com Port number.

Enter Time Zone and Holiday Schedules :
Note: If the reader will be active at all times, and all the users will have 24/7 access, you may skip this section.

Follow the procedure documented in the SET TIME ZONE PARAMETERS section (Page 3) of the *Software Reference Guide* to define access schedules for each reader.

Follow the steps documented in the HOLIDAY SCHEDULE TABLE section (Page 4) of the *Software Reference Guide* to define holiday schedules for each reader.

Enter Company Profile, Departments and Job Titles:
Note: These fields are optional. If you include them in each user's profile you may use them in the report module to sort your user and transaction data.

To add or edit Company information, follow the steps in the COMPANY PROFILE section (Page 6), the DEPARTMENT CODE MAINTENANCE section (Top of Page 7), and the JOB TITLE MAINTENANCE (Bottom of Page 7) section.

Enter Cardholder Data :

Follow the procedure documented in the CARDHOLDER PROFILES section (Pages 8-11) of the *Software Reference Guide* to add Cardholders and set their access rights.

Backup the Cardholder Database :

Once the cardholder access information has been entered & saved, follow the procedure documented in the BACKUP DATABASE section (Page 18) of the *Software Reference Guide* to make a backup copy of the database.

Time synchronization:

The E5 reader's clock can be synchronized to the clock of the monitoring PC by a manually   or automatically on a scheduled basis.

To manually synchronize the time, use the TIME CORRECTION TO THE READER (function 1-3)

To automatically synchronize the time, you must first enable SYNCRONIZATION FOR TIME FROM THE SYSTEM TO THE READER in the scheduled jobs menu (function 5-6). Then start the scheduler (function 6) and allow it to run in the background of the monitoring PC.

Security Door Controls

E5 Series

Software
Reference Guide

Log in/Logout

Log In / Logout :

To Log in
       Double-click on the **E5** desktop icon shortcut, or
       Go to Start>All Programs>SDC>E5>Launch E5

       Type in the Account & Password, and click "Login"
           Default Login Credentials:
               Account: a
               Password: a

To Logout:
       Press the Exit Button.

       Enter the Account & Password, and click "Log out", or click "Exit" to cancel.

SET SYSTEM PARAMETERS

Select **System**
Select **Set System Parameters (1-1)**

Use this menu to set the way that the software communicates to the readers. By selecting **Edit** you can change the following parameters:

Communication Rate : 9600 baud (default) or 19200 baud.
Data Format : 7 bits 1 stop bit odd parity (default) or 8 bits 1 stop bit no parity.
Language : English (default)
Way to Export : No Export (default), To a fixed file, Daily Export, Monthly Export
Automatic Execution : Disable (default) or Enable. This enables the transaction export feature .

The communication rate and the data format must match the settings of both the PC comport settings in your PC and the Com Settings at each reader. The factory default settings of the readers are 9600 baud with a format of o,7,1 .

Once your changes are complete, press **Save** to exit, or **Cancel** .

SET READER PARAMETERS

Select **System** [icon]
Select **Set Reader Parameters (1-2)** [icon]
The **Reader Parameters** tab **(1-2-1)** will be displayed by default.

Use this menu to add and delete readers as well as setting their basic operation parameters.
Select **Add** [icon] to display the above screen. Enter the following information :

> **Name** : Enter a name that describes where the reader is in the building.
> **Location** : Where is the system located. Use this field to mark remote locations.
> **Module** : Type of reader (Leave as E5).
> **Com Port** : Select the physical Com Port that connecting the PC to the reader.
> **Terminal Number** : Select the number (01 to 99) that matches the terminal address that you programmed into this reader. *

> * **Note:** Each reader must have it's own unique terminal number

Select **Save** [icon] to add the reader to the system. The new reader will appear on the left.

You can edit this reader in the future by selecting the reader from the window on the left, then selecting **Edit** [icon] . To remove a reader, select the desired reader and press **Delete** [icon] .

SET TIME ZONE PARAMETERS

Select **System** [icon]
Select **Set Reader Parameters (1-2)** [icon]
Select a reader from the window on the left, and press **Edit** [icon]
Select the **Time Zone Table** tab **(1-2-2)**

Use this tab to edit general access and special time zone schedules:

> **Zone 1-6** : General time zones that set when access is allowed. Zone 1 is usually used as a 24 hour access time zone.
> **Zone 7-8** : Special zones that are used to automatically unlock the door for extended periods of time.
> **Zone 9** : Special zone used when CARD + PIN is required for access.
> **Zone 10** : Time period that the Request to Exit input on each reader is active

When you are done, select **Save** [icon] , or **Cancel** [icon] .

HOLIDAY SCHEDULE TABLE
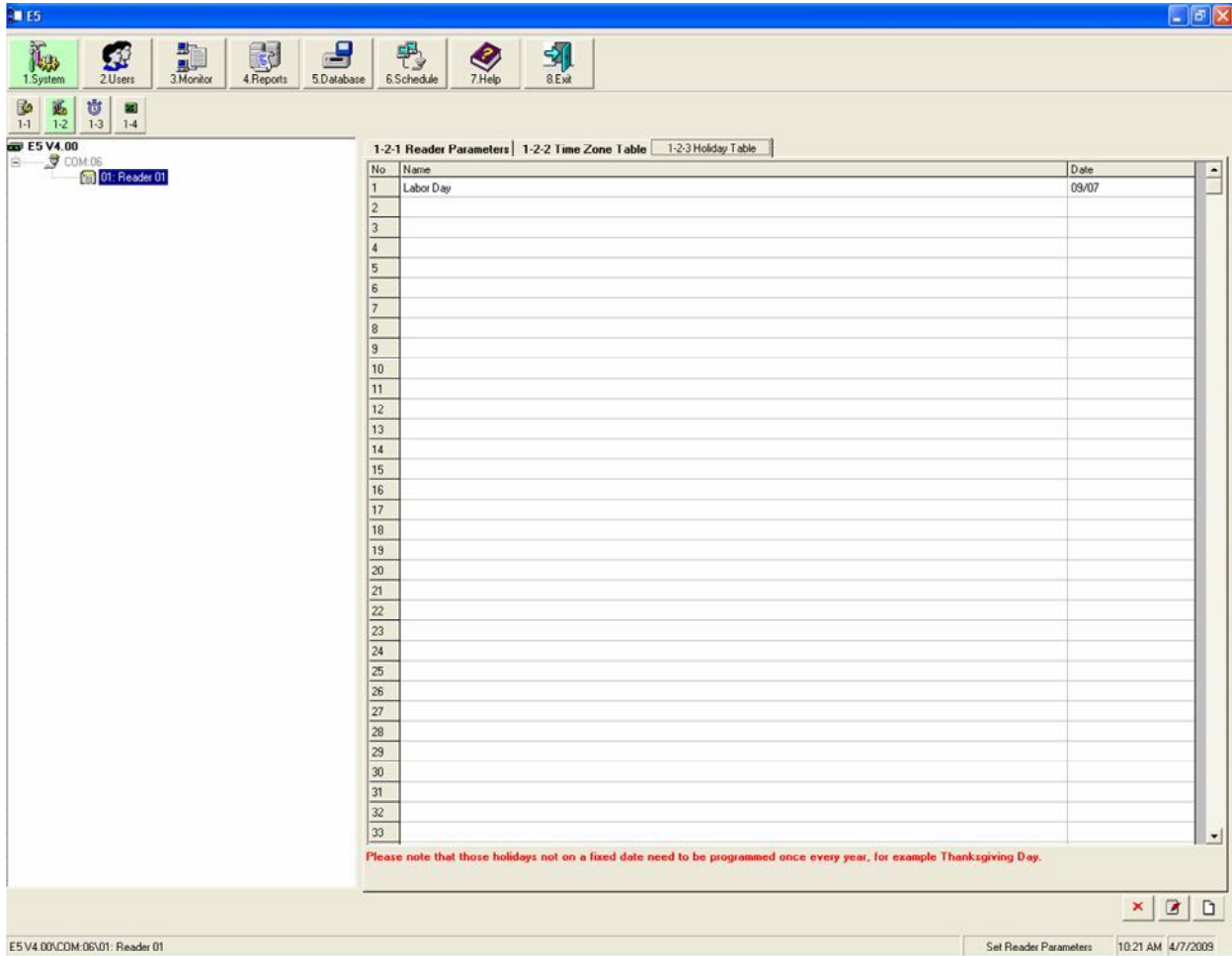
Select **System**

Select **Set Reader Parameters (1-2)**

Select a reader from the window on the left, and press **Edit**

Select the **Holiday Table** tab **(1-2-3)**

Double-click on the day that you wish to mark as a holiday. Once selected, the date will turn RED.

When you are done, select **Save** to exit, or **Cancel** .

Note:

If you are using the automatic door unlock feature (Zone 7) and do not want the door to unlock on Saturday, you must mark Saturday as a holiday.

UPDATE READER TIME
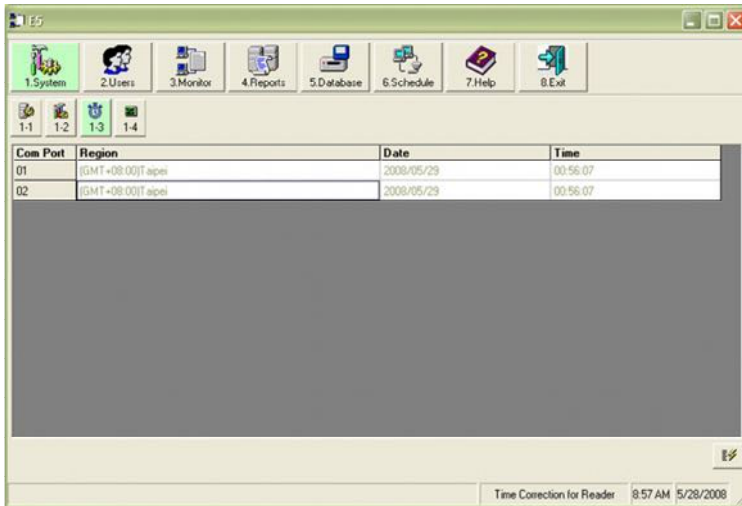
To synchronize all readers to the same time and date :

Select **System**
Select **Time Correction for Reader (1-3)**

1. Set the **Region** (Time Zone), **Date** and **Time** for each Com Port shown.

2. Press **Start** to begin updating to the readers. All readers that are connected to the chosen com port will be simultaneously updated with the same time and date.

COMMUNICATIONS LINK TEST

Select **System**
Select **Communication Test (1-4)**

Select the com port(s) that you wish to test by clicking on the port number in the left hand window.

Enter the number of times you wish to repeat the test (typically 10 to 1000).

Press **Start** to begin the test.
The number of successful and failed data packets will be displayed on the screen. To stop the test at any time, press **End** .

Multiple failures indicate a connection problem between the PC and the readers. Make sure that all data cable connections are tight and that the cable is kept away from any source of electromagnetic interference such as florescent light fixtures or unshielded high voltage lines.

COMPANY PROFILE

Select **Users**
Select **Company Profile (2-1)**

Select **Edit** to enter company profile information. Press **Save** to exit the edit mode, or **Cancel** .

DEPARTMENT CODE MAINTENANCE
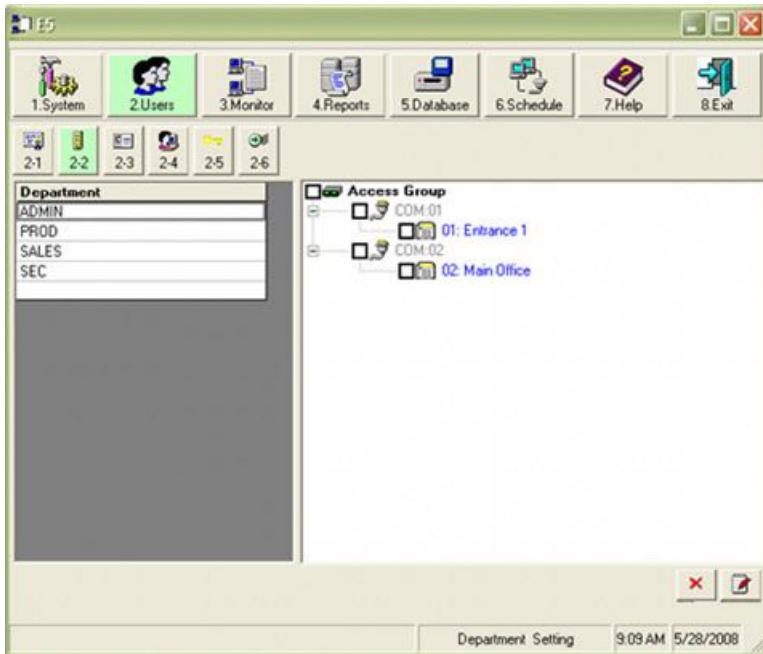
Select **Users**
Select **Department Setting (2-2)**

Add, edit, or delete department codes using this screen. Users may be assigned to a department through the Cardholder Profile screen.

Select **Edit** to add or change a department code. Be sure to press Enter on your keyboard after each new or edited department code entry.

Select a department name and press **Delete** **to delete a department**

Use **Save** to exit, or **Cancel** .

JOB TITLE MAINTENANCE
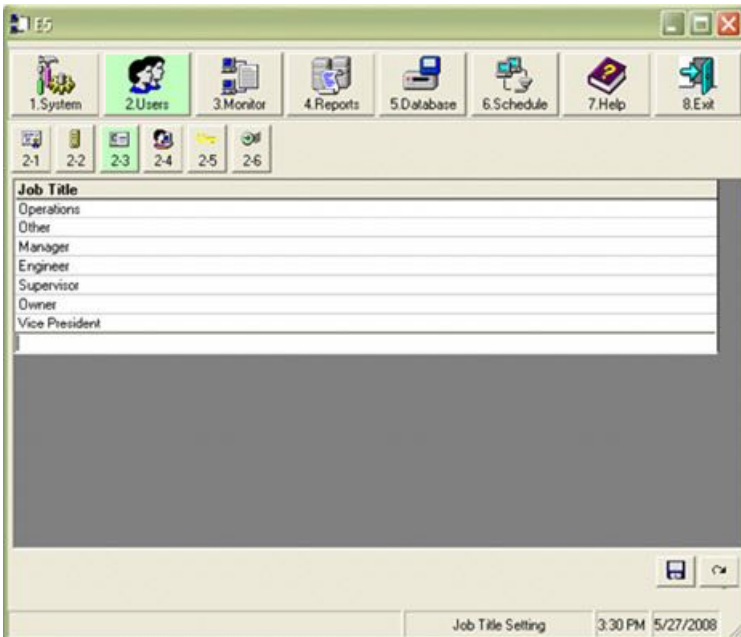
Select **Users**
Select **Job Title Setting (2-3)**

Add, edit, or delete Job Title codes using this screen. Users may be assigned to a Job Title through the Cardholder Profile screen.

Select **Edit** to add or change a Job Title code. Be sure to press Enter on your keyboard after each new or edited Job Title code entry.

Select a Job Title name and press **Delete** to delete a Job Title

Use **Save** to exit, or **Cancel** .

Note: Both the Job Title and Department fields are optional. If you include them in each user's profile you may use them in the report module to sort your user and transaction data.

CARDHOLDER PROFILES
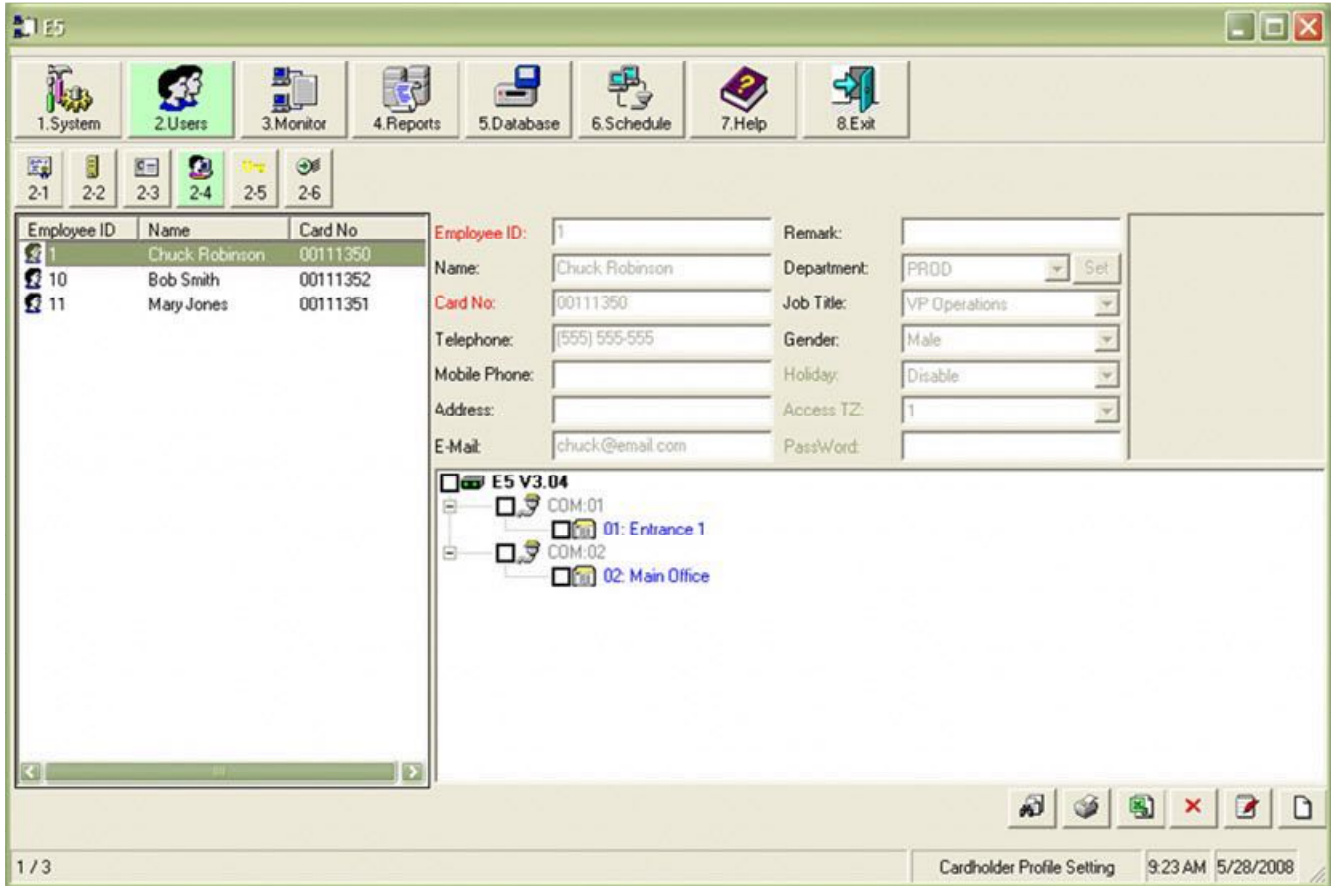
Select **Users**

Select **Cardholders Profile Setting (2-4)**

Use this menu to add and delete cardholders as well as setting their access parameters.
There are two methods for adding cardholders to the database:

> **Method 1** – All the cardholder information is entered manually. This is recommended for a small number of cards. If the card number is not printed on the card, the end user can obtain the card number by presenting it to the reader:

FUNCTION	PROCEDURE	DISPLAY WILL SHOW
Enter Programming Mode	Press and Hold the '#' for 3 seconds	0. CHECK VERSION 1. SETUP
Enter Check Card No. Menu	Enter "3"	CARD PLEASE
Present the card whose number you want to view	Present card to reader	CARD PLEASE ## Bits ########

> The 8-digit card number appears after 'XX Bits'. You have approximately 30 seconds to copy the number down and present another card, or press '#' to exit to the main screen.

CARDHOLDER PROFILES (Continued)

To ADD a Cardholder using METHOD 1:

Select **Add** ⬜ . Enter the following information :

> **Employee ID** : Enter an employee number. <u>Each number must be unique</u>.
> **Name** : Name of Employee.
> **Card Number** : Enter the access card or key fob number.
> **Access TZ** : Select the time zone that this user will be active.
> **Password** : If PIN codes are used with each card, enter that PIN here

Select the card reader(s) assigned to the user by checking the box next to the reader.

All other information is optional, but you may use them in the report module to sort your user and transaction data.

Press **Save** 💾 to complete adding the user to the database, or press **Cancel** ↺ .

To EDIT an existing Cardholder:

You can edit a user in the future by selecting the user from the window on the left, then selecting **Edit** ✏ . When you are done editing select **Save** 💾 , or **Cancel** ↺ .

<u>Method 2</u> – Using the **Import Cardholder Data** button 📊 , cards are easily added at a card reader. The card numbers can then be downloaded to a Microsoft® Excel spreadsheet, where user profile information can be added. The last step is to upload the spreadsheet to the software database. Fields in Blue (Holiday, AccessTZ, & PassWord) must still be entered manually. This method is recommended for a large number of cards (50+ users).

CARDHOLDER PROFILES (Continued)

To add a Cardholder using METHOD 2:

Step 1 – Enroll the cards into the card reader. If you have multiple readers, you may choose any reader whose communications link has been verified:

FUNCTION	PROCEDURE	DISPLAY WILL SHOW
Enter Programming Mode	Press and Hold the '#' for 3 seconds	0. CHECK VERSION 1. SETUP
Enter Setup	Enter "1"	PASSWORD:
Enter Password	Enter "1111" + "#"	1. ENROL 2. PASSWD 3. TIMER 4. SYSTEM
Select Enroll Menu	Enter "1"	1. ACCESS CARD 2. PATROL CARD
Select Access Card Menu	Enter "1"	AMOUNT: # CARD NO.: _

The card number will appear on the screen as you present each card, and the AMOUNT field will increment by one after each card. When all the cards have been enrolled, press '#' to return to the main screen.

Step 2 – Import the cards from the Reader into the reference Excel file.
Go to **Start** > **All Programs** > **SDC** > **E5** > **UploadAcsCard**
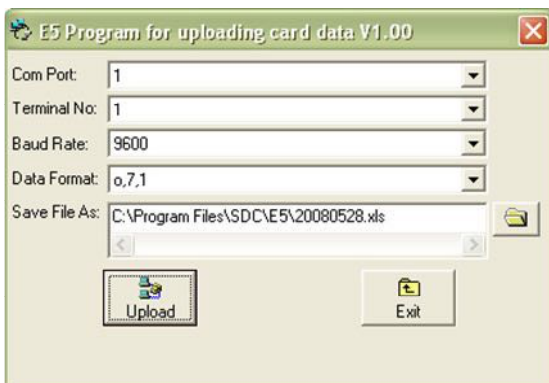
Select the Com Port & Terminal Address Number for the Reader with the cards enrolled. Do not change Baud Rate or Data Format.

Select the location and file name where the card information will be saved. The default file name is today's date.

Press **Upload**. You will see the programming running. After the upload is complete, press **Exit**.

Step 3 – Import the reference Excel file into the database.

Select **Users**
Select **Cardholders Profile Setting (2-4)**
Select **Import Cardholder Data**

Press the <u>Open A Reference File</u> link on the lower left. The link opens ImportE.xls (see next page).

CARDHOLDER PROFILES (Continued)

Reference the file spreadsheet notes for a brief description of each column. Red column headers indicate required fields.

(a) Click on the Red "Events" in cell A1.
(b) Press Ctrl+A to highlight the sample data.
(c) Go to Edit > Delete. Press **OK** to confirm.
(d) Go to Data > Import External Data > Import Data
(e) Select the data source. This will be the *.xls file created in *Step 2.* Once the file has been selected, Press Open, then OK, and OK to confirm.
(f) Once the data has been generated, Press File > **Save As…**, and choose a file name <u>other</u> than ImportE.xls

The data generated will look similar to the table above. The Events & CardNo columns will already be completed. Complete the remaining required fields (**Employee ID** & **Name**), and the Department & JobTitle, if necessary. Save & Close the file.

Return to the **Import Cardholder Data** window in *Step 2*.
Select **File** in the lower right corner.
Select the file created in (f) above, and press Open.
Once the data is imported, press **Save** and **Exit** .
Return to **Cardholders Profile Setting (2-4)**, and follow the instructions for **editing an existing Cardholder** (Page 9) to continue editing the users.

PROGRAM ACCESS – ACCOUNT AND PIN SETTINGS
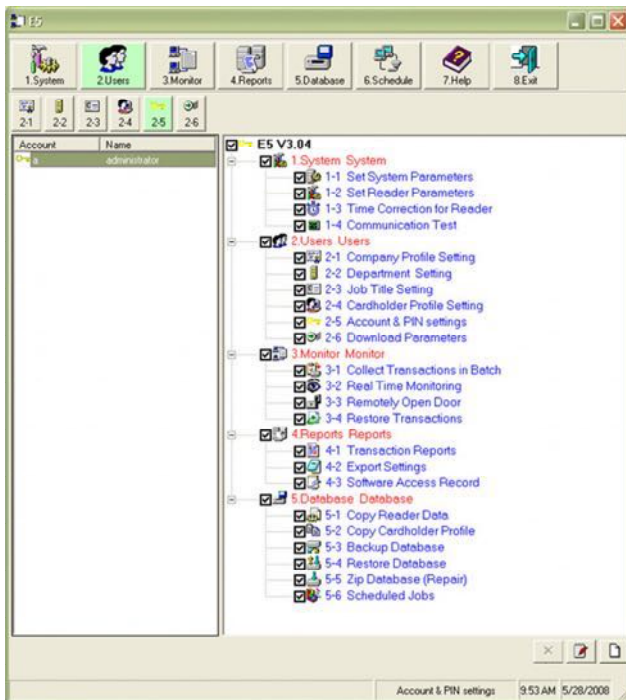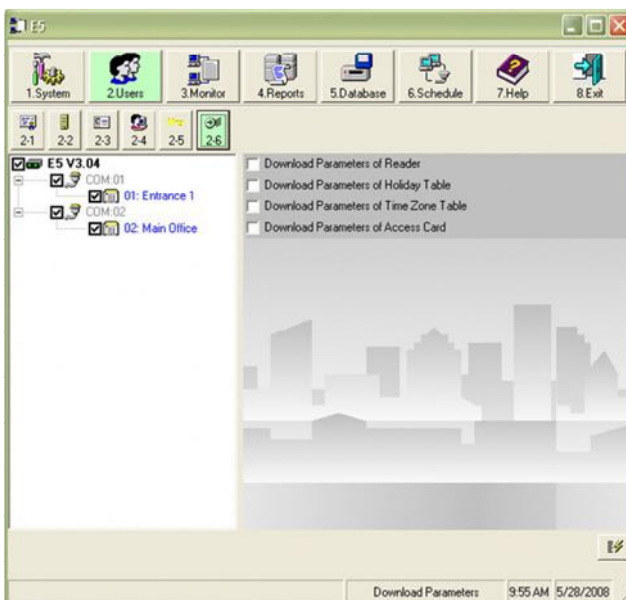
Select **Users**
Select **Account & Pin Settings (2-5)**

Access to the program and its settings are set from this screen. The default administrator user account name is "**a**" with a password of "**a**". This account is configured to have complete access to all areas of the program.

Select **Add** or **Edit** to add or edit authorized users, change program access passwords or limit areas of program access. Select **Save** or **Cancel** when you are done.

Select an Account Name and press **Delete** to delete an account. **Note**: The default administrator cannot be deleted.

DOWNLOAD DATA TO READERS

Select **Users**
Select **Download Parameters (2-6)**

Readers are updated with new data using this screen. You can choose to download all or selected parts of the database.

Select the check box of the reader(s) to be updated from the window on the left. Check the parameters that are to be downloaded and press **Start**.

The progress of the download will be shown on the screen.

SYSTEM MONITORING (AUDIT TRAIL)

Each reader stores every transaction for future uploading to the PC. This data may be retrieved in a batch or in a real-time manner. Real-time transaction monitoring requires that this program run at all times.
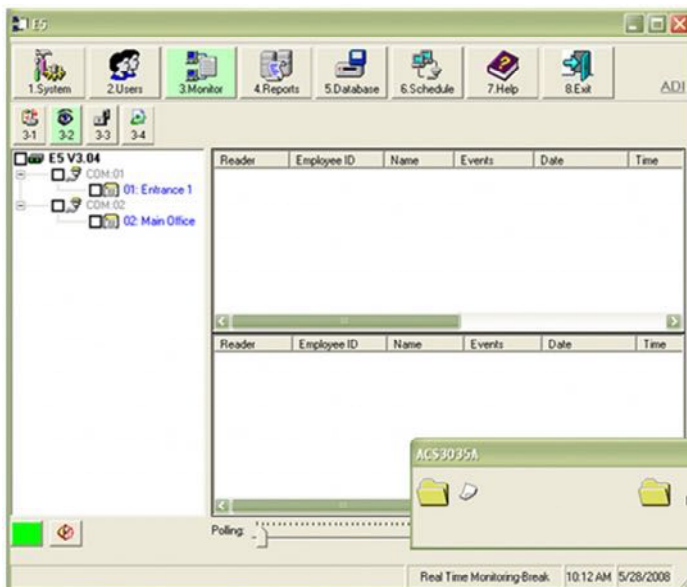
Batch Collection
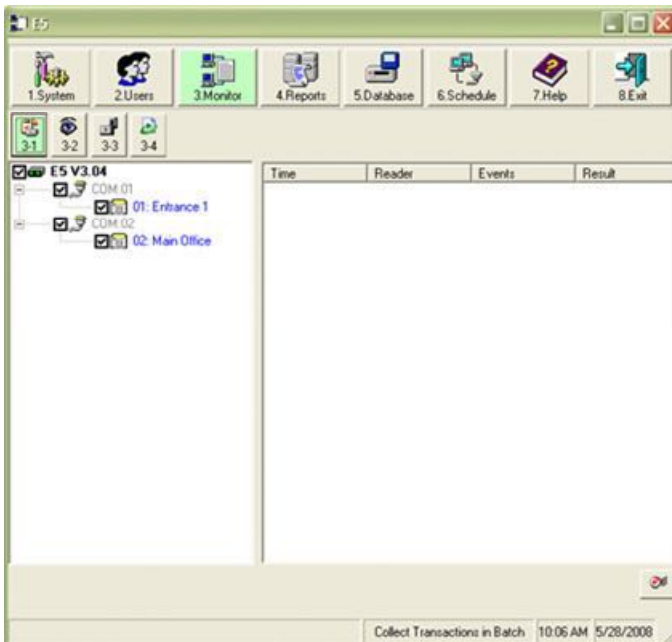
Select **Monitor**
Select **Collect Transactions in Batch (3-1)**

Select the reader(s) from the window on the left, then select **Start** . The number of transactions collected will appear in the window to the right.
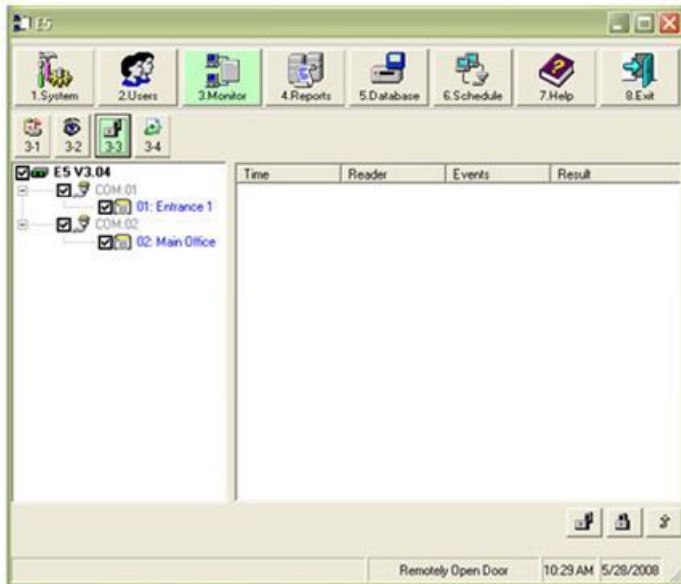
Real Time Monitoring

Select **Monitor**
Select **Real Time Monitoring (3-2)**

Select the reader(s) from the window on the left, then select **Start** . Transactions will appear in the window to the right. The reader polling interval may be changed by adjusting the slider at the bottom of the screen. Select **Break** to stop the polling.

REMOTELY LOCKING / UNLOCKING THE DOOR

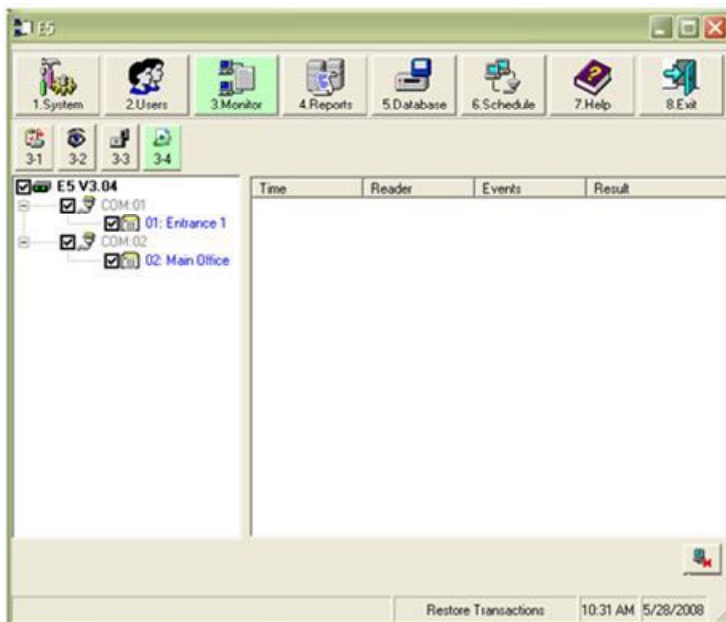Select **Monitor**
Select **Remotely Open Door (3-3)**

You may remotely lock or unlock each door by using this screen. Check the box next to the reader you wish to control and select:

Unlock ,
Emergency Unlock (reader will beep), or
**Emergency Lock** .

RESTORE TRANSACTION DATA

Select **Monitor**
Select **Restore Transactions (3-4)**

When you retrieve a transaction, the record of that transaction is uploaded to the PC and deleted from the reader. You may place the transaction data back into the reader by using the restore data function.

Select the reader(s) from the window on the left, then select **Start** . The collected transactions be downloaded back into the reader(s).

TRANSACTION REPORTS
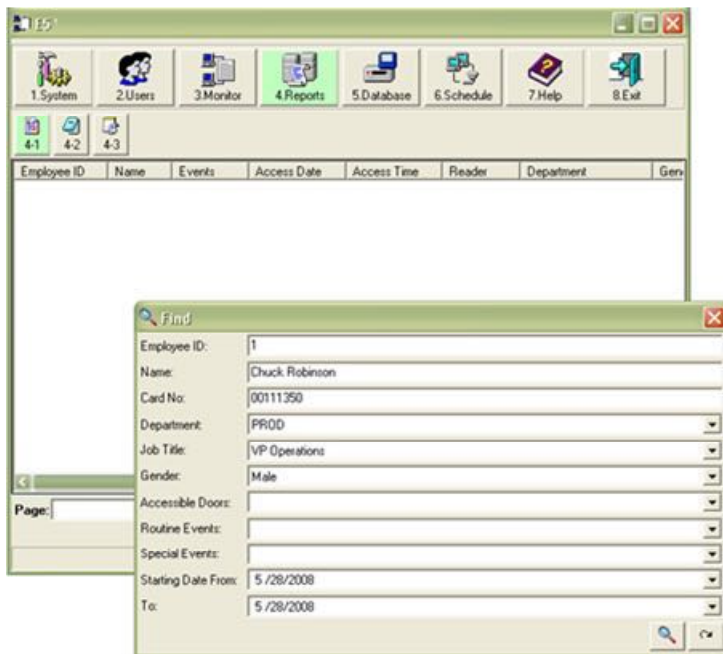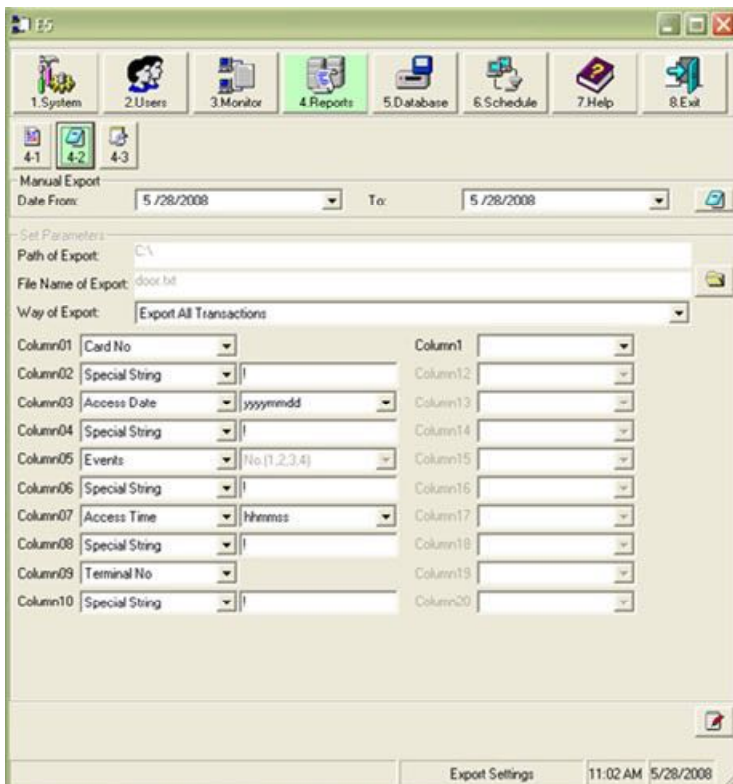
Select **Reports**
Select **Transaction Reports (4-1)**
The *Find* window will appear.

To create a report of all transactions, select the dates you would like to search, leave all other fields blank, then select **Search**, or **Cancel**. If you cancel, select **Find** to access the *Find* window.

To create a filtered report, enter the data you wish to search for, then select **Search**.

Once the report is displayed on the screen, it may be reviewed on screen or printed by selecting **Print**.

REPORT EXPORT

Select **Reports**
Select **Export Settings (4-2)**

Use this screen to create a text file to export to outside programs.

Select **Edit**
Select the fields and data to export.
Note: The Special String field will separate the columns.

Select **Path** to change the file name and data path that you wish the file to be saved to.

Select **Save**, or **Cancel**

Select the date range for the data to be exported.

Now select **Start**.

SOFTWARE ACCESS RECORD

Select **Reports** [4.Reports]
Select **Software Access Record (4-3)** [4-3]

Every action that is made while in this
program is recorded in an internal audit trail
log. Use this screen to access this log.

No	Account	Function No.	Function Name	Date	Remark
1	a	4-3	Software Access Record	5/28/2008 11:08:38 AM	
2	a	4-2	Export Settings	5/28/2008 11:02:18 AM	
3	a	4-1	Transaction Reports	5/28/2008 10:42:17 AM	
4	a	3-4	Restore Transactions	5/28/2008 10:31:13 AM	
5	a	3-3	Remotely Open Door	5/28/2008 10:30:54 AM	
6	a	3-4	Restore Transactions	5/28/2008 10:30:53 AM	
7	a	3-3	Remotely Open Door	5/28/2008 10:30:52 AM	
8	a	3-4	Restore Transactions	5/28/2008 10:30:49 AM	
9	a	3-3	Remotely Open Door	5/28/2008 10:29:00 AM	
10	a	3-2	Real Time Monitoring	5/28/2008 10:10:36 AM	
11	a	3-2	Real Time Monitoring	5/28/2008 10:10:33 AM	
12	a	3-2	Real Time Monitoring	5/28/2008 10:10:13 AM	
13	a	3-1	Collect Transactions in Batch	5/28/2008 10:05:36 AM	
14	a	2-6	Download Parameters	5/28/2008 9:55:22 AM	
15	a	2-5	Account & PIN settings	5/28/2008 9:52:32 AM	
16	a	2-4	Cardholder Profile Setting	5/28/2008 9:28:22 AM	
17	a	2-5	Account & PIN settings	5/28/2008 9:28:21 AM	
18	a	2-6	Download Parameters	5/28/2008 9:28:21 AM	
19	a	2-5	Account & PIN settings	5/28/2008 9:28:18 AM	
20	a	2-4	Cardholder Profile Setting	5/28/2008 9:21:02 AM	
21	a	2-5	Account & PIN settings	5/28/2008 9:21:01 AM	
22	a	2-6	Download Parameters	5/28/2008 9:20:59 AM	
23	a	2-4	Cardholder Profile Setting	5/28/2008 9:13:24 AM	
24	a	2-3	Job Title Setting	5/28/2008 9:11:33 AM	
25	a	2-2	Department Setting	5/28/2008 9:05:07 AM	
26	a	2-1	Company Profile Setting	5/28/2008 8:59:13 AM	
27	a	1-4	Communication Test	5/28/2008 8:59:09 AM	
28	a	1-3	Time Correction for Reader	5/28/2008 8:56:07 AM	
29	a	1-2	Set Reader Parameters	5/28/2008 8:52:09 AM	
30	a	1-3	Time Correction for Reader	5/28/2008 8:52:04 AM	
31	a	1-2	Set Reader Parameters	5/28/2008 8:35:09 AM	
32	a	1-1	Set System Parameters	5/28/2008 8:35:02 AM	
33	a	Power User	Log In	5/28/2008 8:34:42 AM	
34	a	Power User	Log out	5/27/2008 3:50:54 PM	a
35	a	2-4	Cardholder Profile Setting	5/27/2008 3:35:56 PM	
36	a	2-2	Department Setting	5/27/2008 3:34:03 PM	
37	a	2-6	Download Parameters	5/27/2008 3:34:02 PM	
38	a	2-2	Department Setting	5/27/2008 3:33:48 PM	
39	a	2-3	Job Title Setting	5/27/2008 3:29:19 PM	
40	a	2-2	Department Setting	5/27/2008 3:25:40 PM	
41	a	1-2	Set Reader Parameters	5/27/2008 3:15:43 PM	

Software Access Record   11:09 AM 5/28/2008

COPYING READER DATA
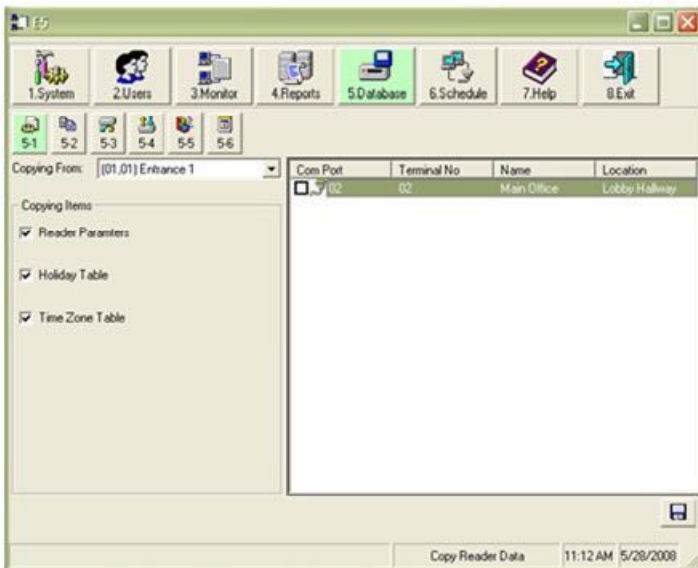
Select **Database** [5.Database]
Select **Copy Reader Data (5-1)** [5-1]

Use this screen to copy system configuration and scheduling data from one reader to another. **Note**: A minimum of two readers must be configured in the *Reader Parameters (1-1-2)*.

To Copy:
1. Select a source reader in the **Copying From** box and then check the appropriate boxes below to select the type of data to copy.

2. Select the reader in the window to the right that you wish to copy the configuration data to.

3. Press **Save** [icon], and press **Yes** to confirm, or **No** to cancel.

COPYING CARDHOLDER PROFILES
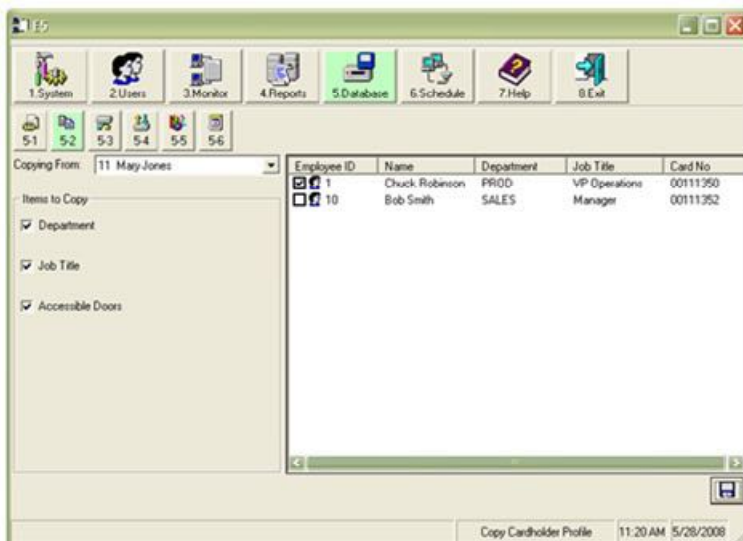
Select **Database** [5.Database]
Select **Copy Cardholder Profile (5-2)** [5-2]

Use this screen to copy cardholder configuration data from one cardholder profile to another.

To Copy:
1. Select a source card in the **Copying From** box and select the items that you wish to copy.

2. Select the cardholder(s) in the window to the right that you wish to copy the data to.

3. Press **Save** [icon] and Select **Yes** to confirm, or **No** to cancel.

BACKUP DATABASE
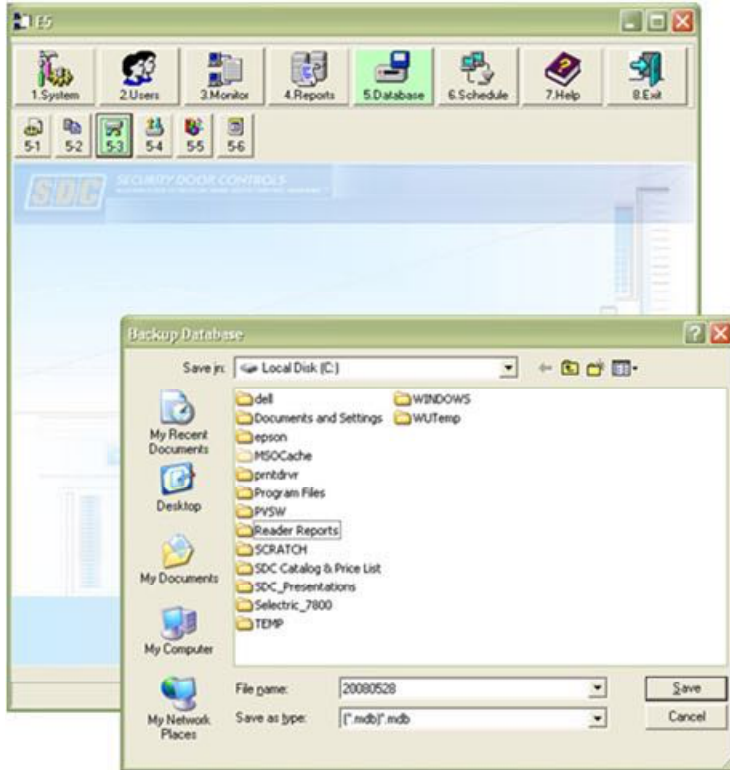
It is important that you backup your database every time that you make a configuration change or add/delete a user.
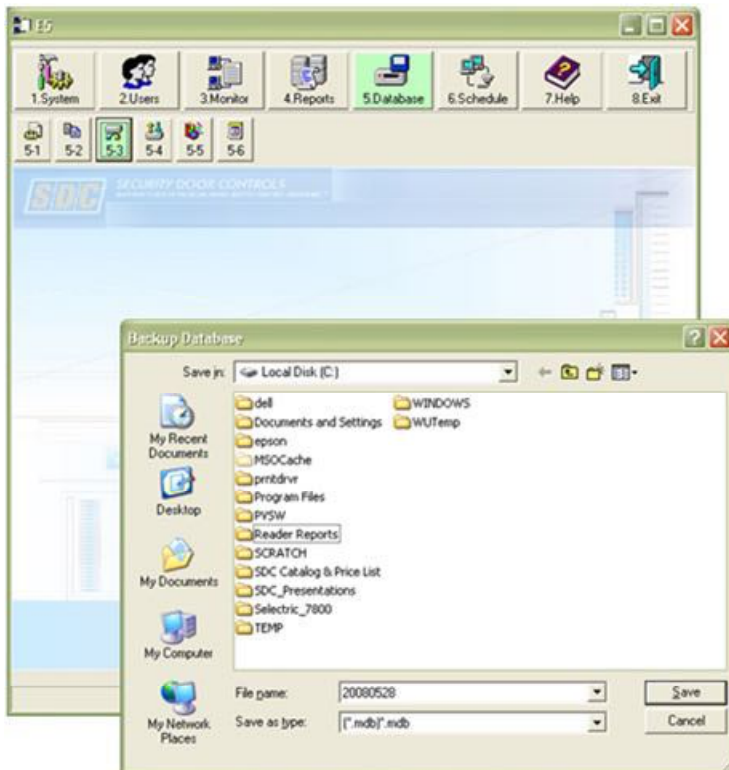
Select **Database**
Select **Backup Database (5-3)**

To Backup:
1. Enter a file name and location to create a backup database file (the default file name is the date).

2. Press **Save** [Save] , or **Cancel** [Cancel].

A message will appear confirming that the backup file has been created.
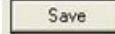
RESTORE DATABASE

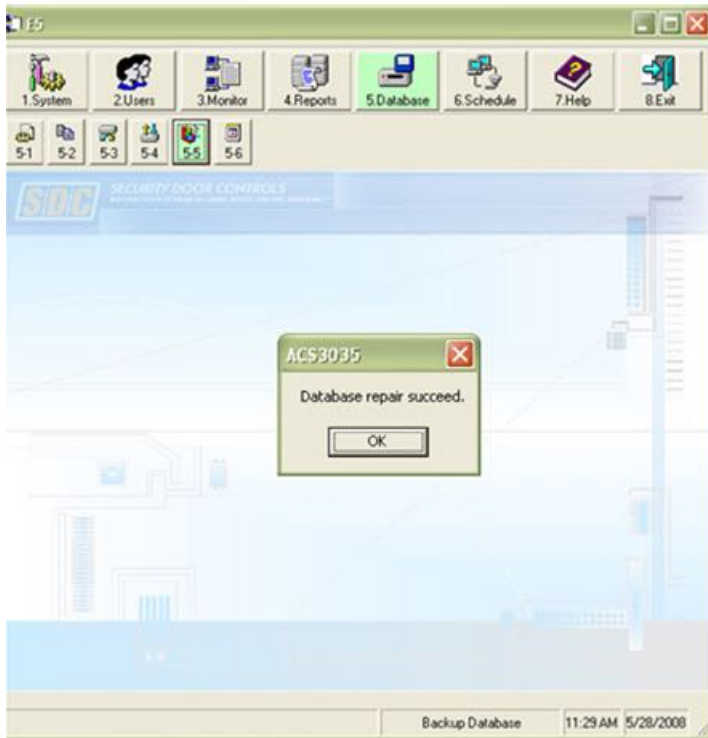

Select **Database**
Select **Restore Database (5-4)**

To Restore:
1. Enter a file name and location of the database backup file .

2. Press the **Save** [Save], or **Cancel** [Cancel] .

Your configuration, scheduling and cardholder data will now be restored.

DATABASE REPAIR

Select **Database** 🖥️ 5.Database
Select **Zip Database (Repair) (5-5)** 🔧 5-5

If your database becomes corrupt and you do not have a current backup file, you may be able to save you data by running this utility.

When select the option button, the utility will automatically run. Since this is not a guarantee of data recovery, you will need to check your data for accuracy.

SCHEDULED JOBS

Select **Database** 🖥️ 5.Database
Select **Scheduled Jobs (5-6)** 📅 5-6

This screen configures the tasks that the Schedule Module (Menu 6.) will perform.
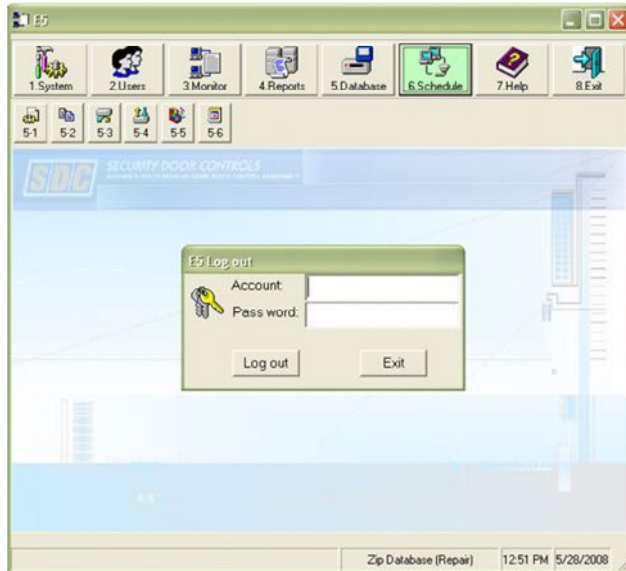
To enable a task:

1. Select a task in the window then select **Edit** 📝 .

2. Select the **Enabled** box to the right to activate the task. You can now change the various time settings within that scheduled task.

3. To exit, select **Save** 💾 , or Cancel ↩️
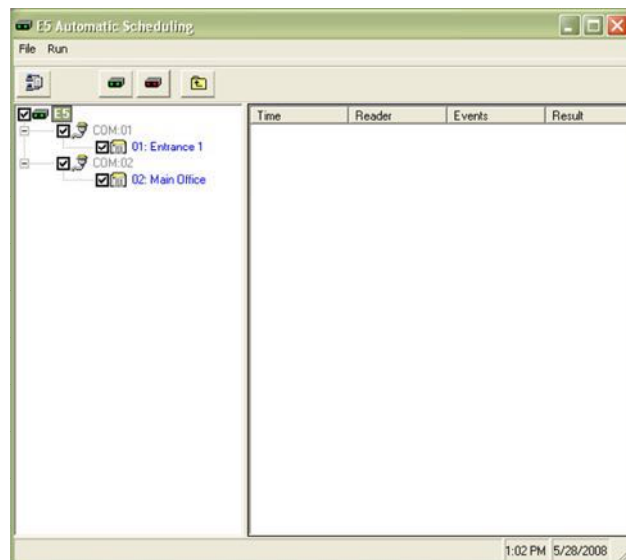
4. Repeat these steps to activate any other task(s).

AUTOMATIC MONITORING (SCHEDULING)

Select **Schedule**

Use your account and password to exit the main program and enter the scheduling module.

Select the **Start** button to enable the scheduling and monitoring module. The module will run in the background on your PC and perform the polling and updating functions for the readers that are checked in the left window. The tasks will be performed per the schedules that were enabled in the task list (Database – Scheduled Jobs (5-6)).
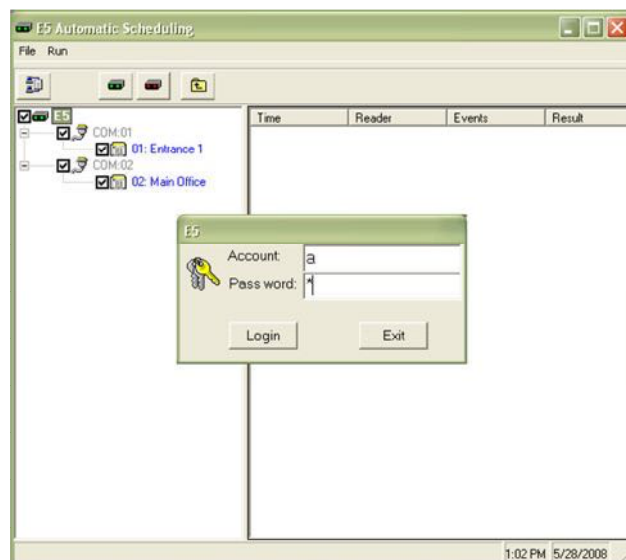
Double click on the icon in your windows toolbar to re-enter this module. To pause the module select the **Break** button. To return to the main program select the **Return to Main** button. To stop the module and exit the program select the **Exit** button.