

# **APS 400 nAdministrator.Vis**

*Visitors registration for APS 400 identification system*

*(extending program module for APS 400 nAdministrator)*

*Installation and user's guide*

**techfass**®

## **1 Content**

1	Content.....	2
2	Product description, installation .....	3
2.1	Product description .....	3
2.2	HW and SW requirements .....	3
2.3	Installing SW, data security, backups.....	3
3	System configuration .....	3
3.1	System configuration dialog .....	3
3.2	Change of SQL Server.....	4
4	Working with the program .....	5
4.1	Main application window .....	5
4.2	Creating new visitors.....	5
4.3	Searching for previously entered visitors.....	5
4.4	Assigning access rights .....	5
4.5	Microreader usage .....	6

## 2 Product description, installation

### 2.1 Product description

*APS 400 nAdministrator.Vis* program module extends the program package of *APS 400 nAdministrator* (see [http://www.techfass.cz/files/m\\_aps\\_400\\_nAdministrator\\_en.pdf](http://www.techfass.cz/files/m_aps_400_nAdministrator_en.pdf)) offering an offering option of comfort visitors' registration including visitors' cards management. The product is (as well as *APS 400 nAdministrator*) designed for multiuser usage in LAN environments.

### 2.2 HW and SW requirements

Server and client computers HW requirements are dependent on the total load of the system. We recommend consulting the choice of the equipment with your local distributor. Recommended OS is *Microsoft Windows XP* or *Microsoft Windows Vista*. The product can be run on *MS Windows 2000*, although some of its features may slightly differ (especially visualizations).

### 2.3 Installing SW, data security, backups

The software is supported on a CD ROM media for a concrete application as a rule. *Microsoft .NET Framework 2.0* and *MDAC 2.8* are required for the proper work of the program. Installation files can be found on a CD in the *Support* folder. The program files of *APS 400 nAdministrator.Vis* can be simply copied in an appropriate folder at a local hard disk of a computer. *APS400nAdministrator* database extension for *APS 400 nAdministrator.Vis* program module is a part of the fifth upgrade of the database in the administration program (min. build 2.0.2253.29792). Minimal build of the communication server (*APS400nServer.NET*) is 2.0.3021.23682.

Using *APS 400 nAdministrator.Vis* program module does not exclude using any other *APS 400 nAdministrator* extending program module at the same time.

Due to the integration of *APS 400 nAdministrator.Vis* software extension into the basic *APS400nAdministrator* database, same rules for security and backups are applied. More information about this concern can be found in *APS 400 nAdministrator User's guide*.

Only users with *Visitors' cards issue authentication* set in their personal cards are allowed to use the *APS 400 nAdministrator.Vis* program.

## 3 System configuration

### 3.1 System configuration dialog

A configuration dialog for setting the visitors module parameters is available for the users with *Administrator* authentication. It can be accessed by selecting *System* in the *Configuration* menu in the main application window. The dialog contains 3 tabs (*fig. 3.1 – 3.3*). You can set individual parameters for specific system functions there. Parameters set are saved and applied after closing the dialog by pressing *OK* button.

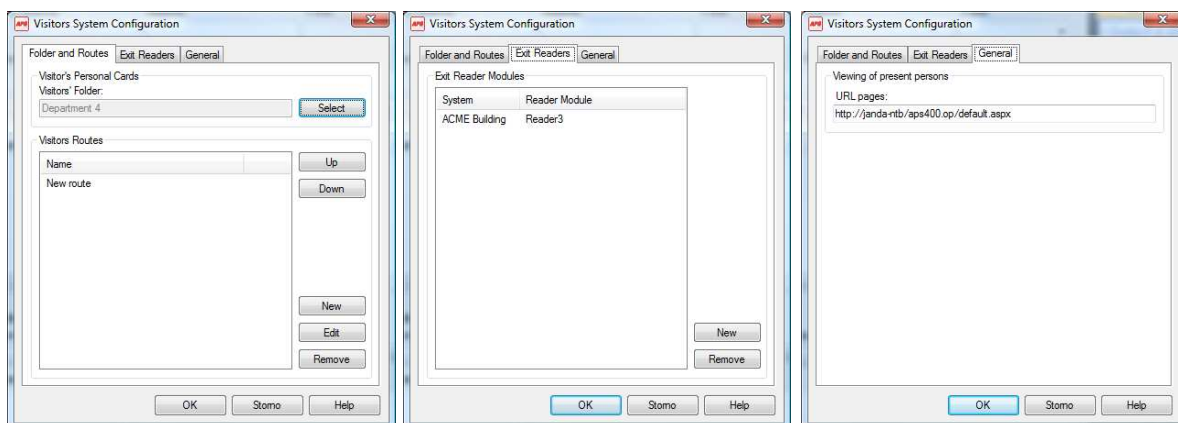


Fig. 3.1, 3.2, 3.3: System configuration, tabs Folder and routes, Exit readers, General

### 3.1.1 Visitors' Folder

It is appropriate to create a special folder in *APS 400 nAdministrator* program. The folder is used for storing and searching for personal lists of visitors then.

### 3.1.2 Visitors routes

Routes used by visitors passing through various places of the building can differ. In order to assign the smallest possible access level to the visitor, it is necessary to define these routes in *APS 400 nAdministrator*. *Vis* first. A set of access groups is considered as a route, similarly to assigning access groups to a personal list of a user.

An order of routes displayed in the main application window is the same order defined in the configuration dialog. The order can be changed by pressing *Up* and *Down* buttons.

### 3.1.3 Exit readers

It is appropriate to remove all access rights from the visitor's card when the visitor leaves the building. The removal is provided by the communication server after visitor's valid identification at an exit reader. A list of exit readers can be created in the second tab of the configuration dialog.

### 3.1.4 General parameters

The last tab offers a single parameter setting. It is an URL of the *APS400.OP* application, which provides a display of list of currently present persons in defined zones, eventually any other document, which is meant to be displayed in a browser in the right part of the program window. If there is no need to display any web page, leave the field blank.

## 3.2 Change of SQL Server

When starting the program for the first time in a context of a specific user account in a system, it is necessary to enter a name of SQL server and a type of authorization. If there is any need to change the setting in the future, choose *Change of SQL server* command from the *Configuration* menu in the main application window.

## 4 Working with the program

### 4.1 Main application window

The main application window area (fig. 4.1) is vertically divided in two parts:

- An area for entering user's personal data and assigning access rights
- An embedded web browser, which is used for displaying a list of currently present persons as a rule, but it can be used for displaying any other document.

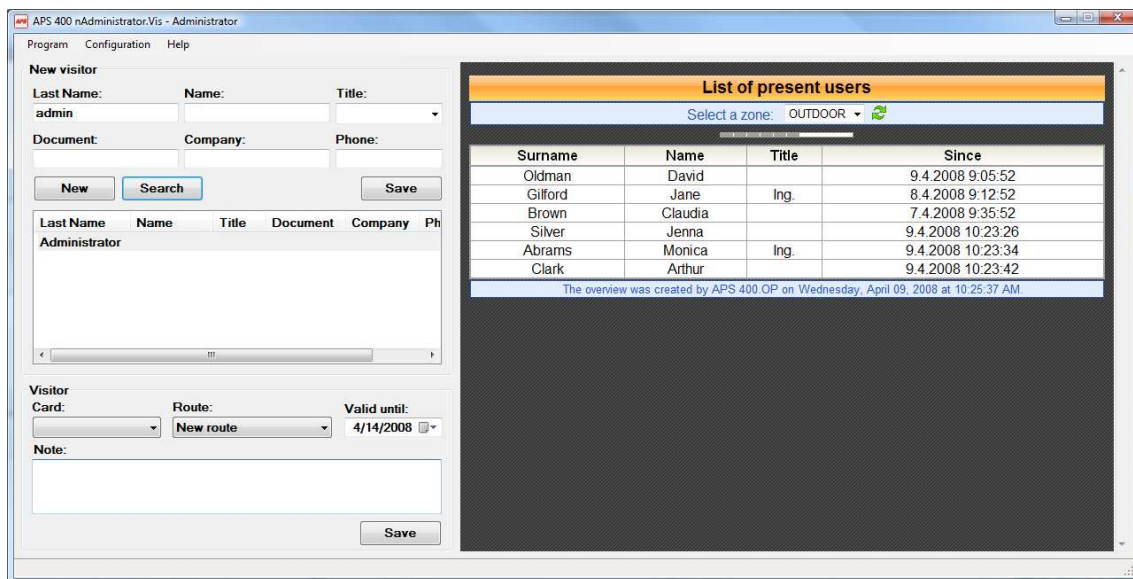


Fig. 4.1: Main application window

### 4.2 Creating new visitors

Before creating a new visitor, it is necessary to have a title *New visitor* displayed in the visitor's personal data area. If there is a title *Known visitor* displayed, click the *New* button. Enter visitor's personal data in appropriate fields (entering *Surname* parameter is obligatory) and press the *Save* button, a new visitor will become a known visitor.

### 4.3 Searching for previously entered visitors

Searching for a known visitor can be performed by entering several starting characters from his surname in the *Surname* field and clicking the *Search* button (or pressing *F3*). Records corresponding to the search condition will appear in the list under the control buttons. Specific person can be selected by double-clicking the relevant line (or navigating to the line with arrow keys and pressing the *Enter* key).

### 4.4 Assigning access rights

If a user is supposed to pass through a building, it is necessary to assign him a visitor card and choose an appropriate visit route. These assignments are chosen in a couple of combo boxes placed in the *Visitor* area. You can also enter a text note (up to 255 characters) in



the *Note* field, which will be saved in the events archive together with the information about a visitor's card assignment.

#### **4.5 Microreader usage**

For easing a search for a concrete visitor card a local microreader can be used. It is activated every time any card is shown to a reader. After reading a card the program attempts to find a relevant record in the database (in all unassigned visitor access cards) and display a result. Reading an ID card is announced by displaying an icon with an ID card theme in application status row.

If a card previously assigned to a known user, the user is selected. If a card has not been used in a system before, a dialog offering a creation of a new visitor card (with the ID read) is displayed. If a residential card is displayed, a dialog with an attention pops up. If a currently used visitor card is read, a dialog shows options to keep the card in visitor's possession or to release the card.

Parameters for a local microreader connection can be set in a configuration dialog *Environment*, which is accessible after selecting the command in the *Configuration* menu in the main application window. The settings made in the dialog are related to the specific user account in the system currently used to run the program.

The preferred language can be also chosen in the dialog. Select desired one from the *Language* combo box.