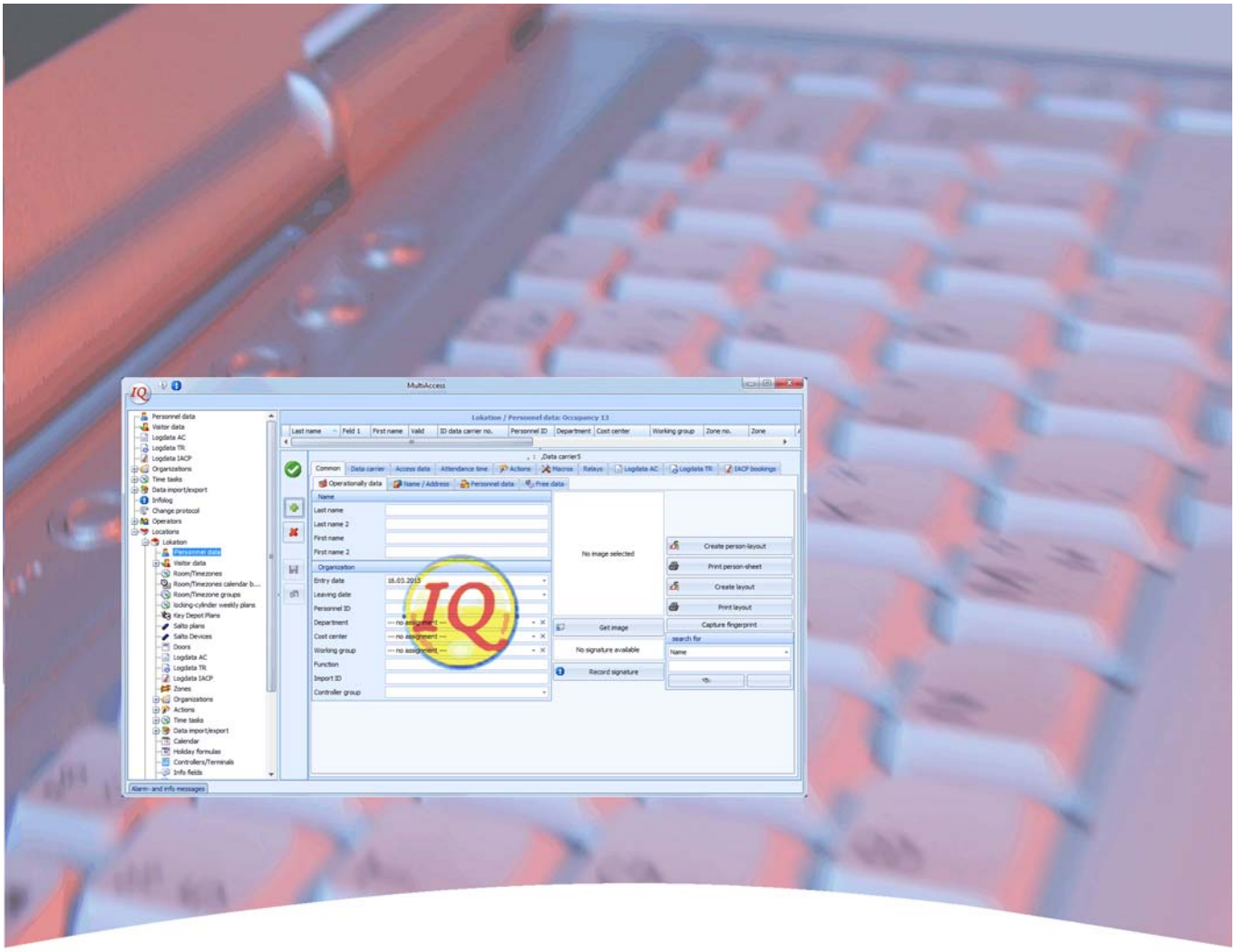
Honeywell



User Manual

IQ MultiAccess
Item no. 0296xx

	P32205-20-0G0-20		**Software-Version 19.xx**	Subject to change without notice
	2017-05-22			

The manuals can be found on the included CD in PDF format. For reading, a program is required that can open PDF-files, e. g. Adobe Acrobat Reader.

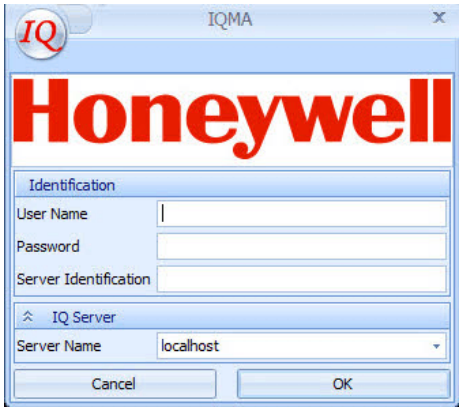
Contents

1. Program start

1.1 Login

Select: Start ➜ (All) Programs ➜ IQ MultiAccess ➜ IQ MultiAccess

or double-click on icon:

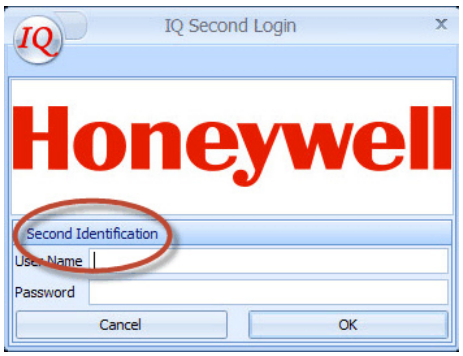


Enter your **User name** and your **Password**.
Your system administrator will provide you with these data.

The entries for **Server** and **Server Identification** are entered once or they are predefined by the system administrator. Usually, they need not be changed (even if there is e.g. no entry for Server Identification).
The data to be entered here will be provided to the user by his/her system administrator. This subject will not be discussed here.

Confirm with **OK**.

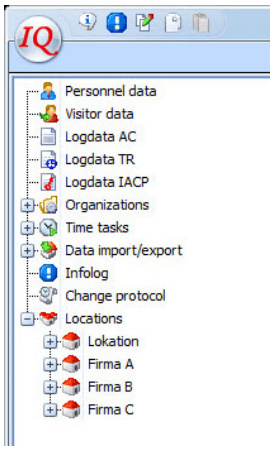
Depending on the settings, additionally an identification via reading a card (read-in station required), logging in of another user or a combination of both options might be necessary.



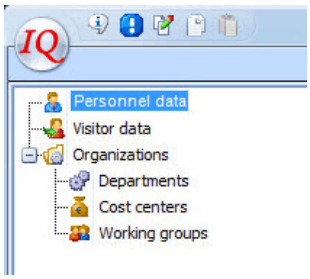
The user rights, and thus the scope of the visible operation area, depend on the **user type**. The user type was defined during installation.

1.1.1 User types

- **Cross-location operators** with systemwide rights.

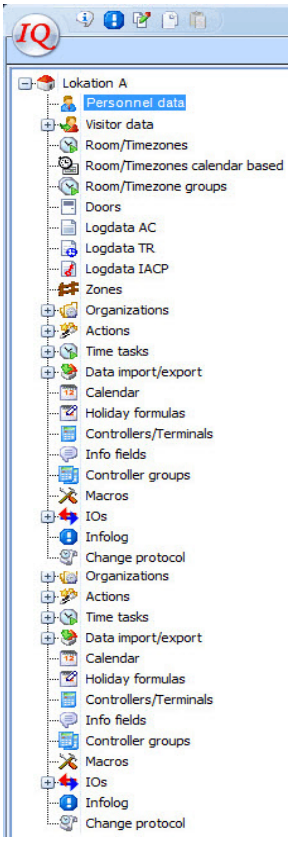


- **Superusers** have allrights within the entire system.
- **System operators** have rights in all locations and systemwide, but they have no access to IQ NetEdit.



- **Personnel managers** have systemwide rights to manage personnel data. This includes visitor data as well as organization data like departments, cost centers and work groups.

- **Location-dependent operators**

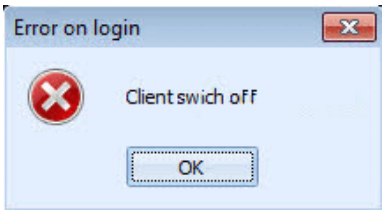


- **Location-dependent operators** (= **location managers)** who have rights in one or several certain locations. They are the actual users of IQ MultiAccess.

If not mentioned anything different, the examples below refer to the **location managers.**

1.2 Unsuccessful attempts

The number of unsuccessful attempts allowed is defined during the installation.



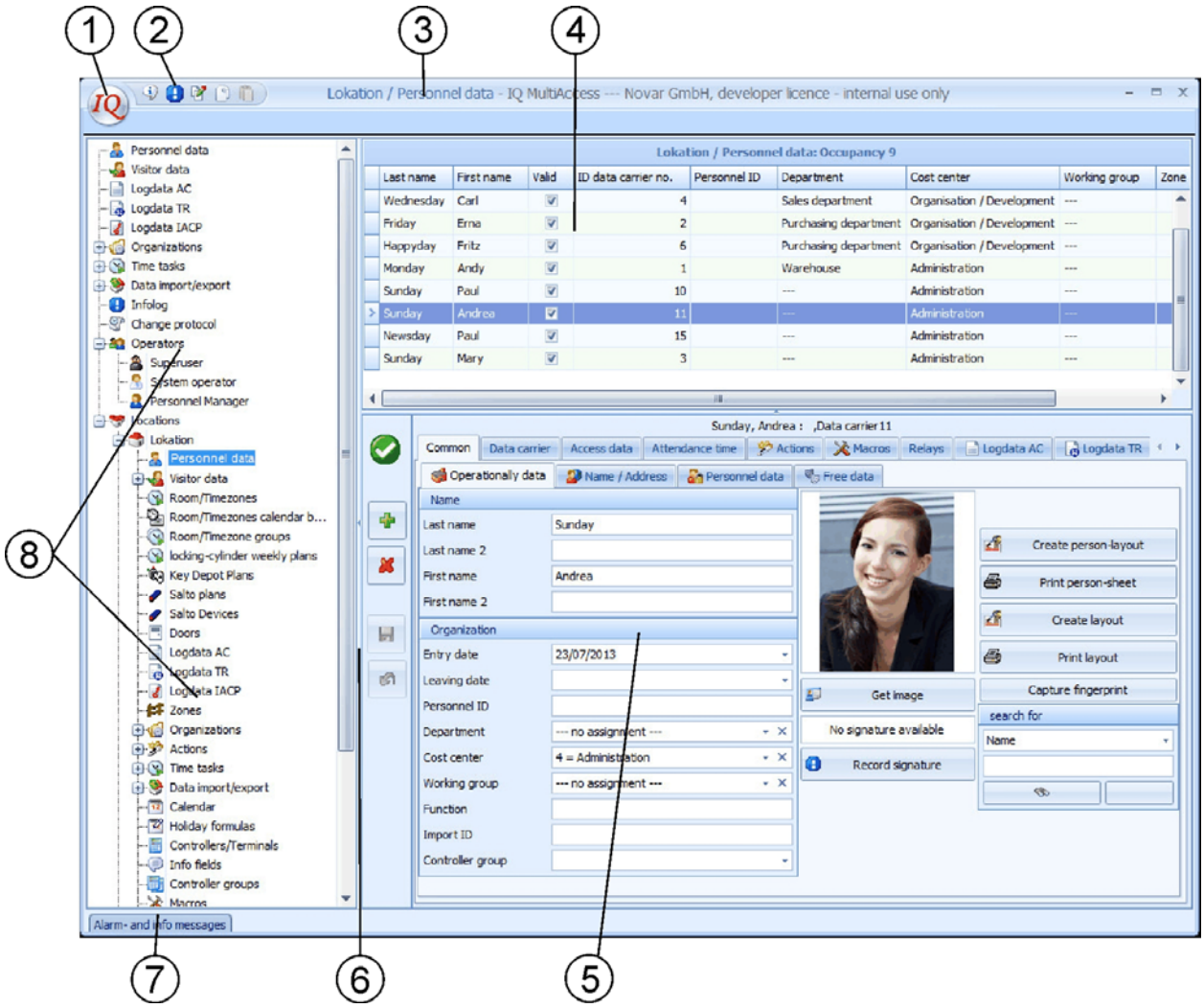
After exceeding the maximum number of unsucsessful attempts, a new login is restricted for a time period that is also defined in the installation program IQ NetEdit.

1.3 Automatic logout

During the Installation a time period is to be defined, after that the user currently logged on will be logged off automatically by the system.
The user will be logged off if no entry appears within this time period. The connection to the database still exists, the program changes to the login screen. If the same user logs in again within the timeout period, he/she can continue working exactly where he/she stopped before the logout.
If within the timout period no entry is done in the login screen either, the connection to the database will be disconnected. If the same user logs in again afterwards, the database connection gets reestablished (the program restarts and is in the standard user interface, see chapter 2).
The factory setting of is time period is 5 minutes. If “0" is entered, the auto logout function is not active.

2. The desktop

2.1 General description



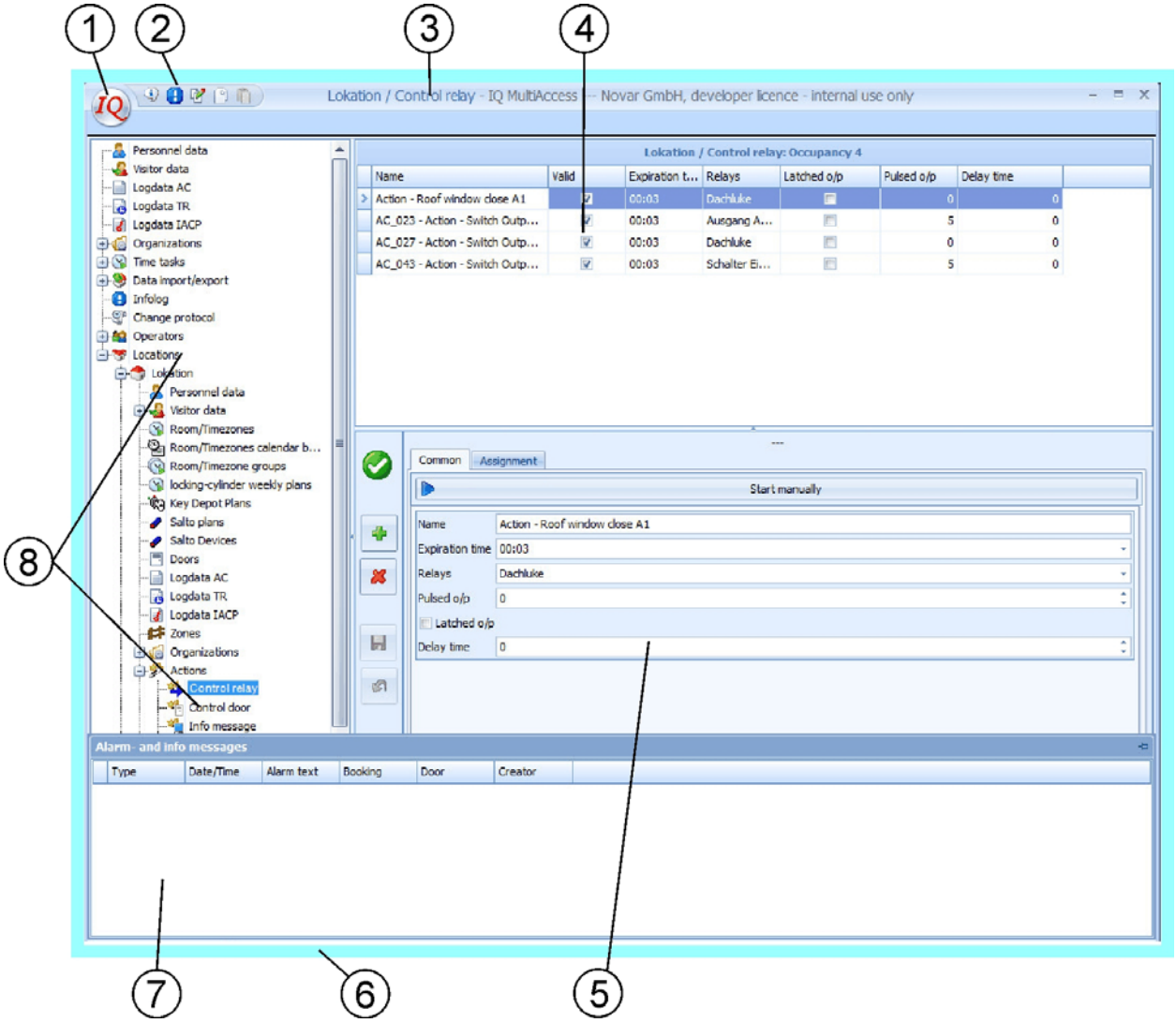
① IQ MultiAccess button -> Application menu.
② Quick-start bar - Query license information and program details.
③ Titel bar.
④ List view or list window with table grids for selection of the data record.
⑤ Tab input area - The working area with the tabs for data input.
⑥ Buttons / Control buttons for creating, deleting, saving and the undo function.
⑦ Info window (minimized).
⑧ Navigation window / Selection area for data records.

The desktop is divided into three windows. The **File dialog window** to the left shows the access options granted to the individual operator logged in. Within the assigned rights, all operators have equal rights, i.e. a location manager, within his/her own rights, can also modify entries made by a personnel manager or a superuser.

Depending on the selection in the file dialog window, a **list window** with its corresponding **operation area** and tabs is displayed (bottom right). It is in the operation area (detail window) that the actual work is performed.

The data record selected and highlighted in the **list window** is shown in detail in the operation area. The representation in the list window can be adjusted individually (cf. Chapter 13.1).

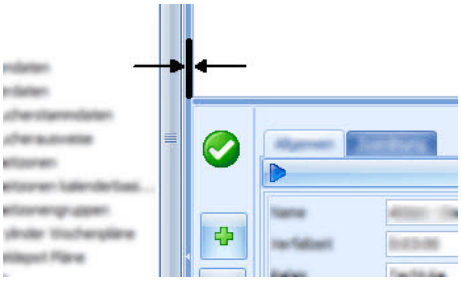
A fourth window, the **info window**, can be opened if necessary and pulled to an arbitrarily size (see chapter 2.2). It shows messages (e.g. door states, faults, alarms, messages). An incoming alarm or info message (see also chapter 10 = actions) is indicated by an optical signal (flashing) of the minimized info window.



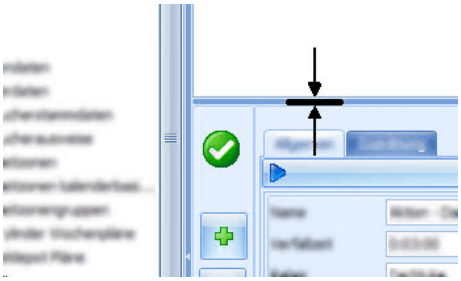
① IQ MultiAccess button -> Application menu.
② Quick-start bar - display licence-information and info about the program.
③ Titel bar.
④ List view or list window with table grids for selection of the data record.
⑤ Tab input area - The working area with the tabs for data input.
⑥ Flashing program frame as a visual eyecatcher when incoming info message or an alarm.
⑦ Info window, opend for displaying information and alarms.
⑧ Navigation window / Selection area for data records.

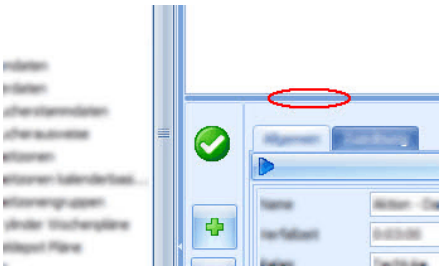
The settings of the screen, the active window and the task bar should be selected in a way the minimized displayed info window is **visible**. This is important for working with ➜ **actions**, especially sending info and alarm messages via actions (see also chapter 10.3 and 10.4) and/or recording of image sequences (see chapter 10.10).

2.2 Window size



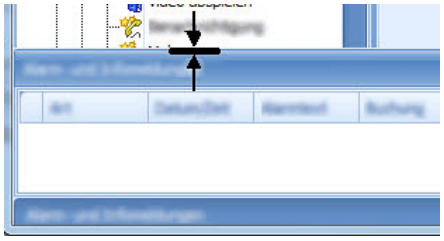
The window size can be modified via window splitters while pressing the left mouse button.





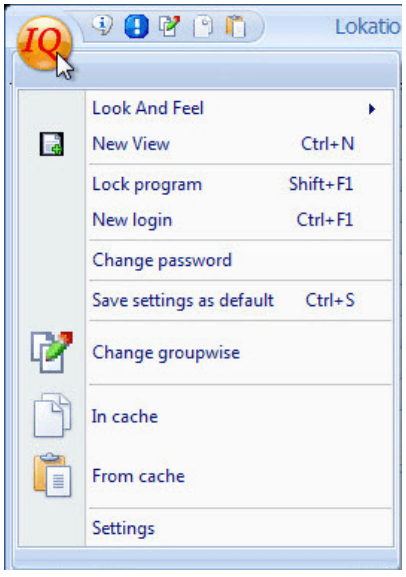
The vertical and horizontal splitters can be used to open each window with full screen width and/or height.
The other windows are covered.

At the next program start, the standard setting will be loaded again automatically.



The modification of the size is also applicable to the opened info window.

2.3 Commands of the IQ Application menu button



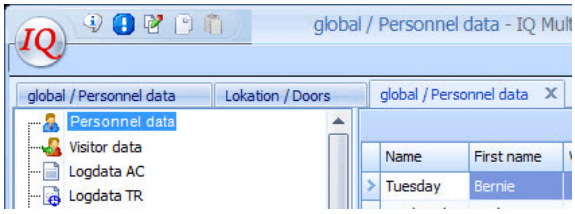
The IQ MultiAccess button is the large round button located at the top-left in the program window.
Left-clicking it once, opens the Application menu with the following commands.

2.3.1 Look And Feel

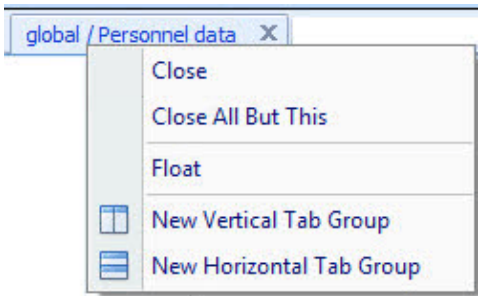
Individualized visual customization of the user interface appearance. You can select from several styles or skins using this function.

2.3.2 New View (Ctrl+N) / Delete View (Ctrl+Entf)

This function opens a ➜ **new screen view** of IQ MultiAccess. The new sceen view open as a new tab. Via this function, it is possible to enter data in parallel (see chapter 3.2).



2.3.2.1 Context menu window



By clicking the tab with the right mouse button the pop-up menu opens for the arrangement of the windows.
With the command ➜ **Tab Group** the tabs can be sort vertical or horizontal. The symbols correspond to each window. With the command ➜ **Close** or click on checkbox ⊠ the active windows can be closed again. If there is only one tab (still) active, this function is not available.
With the command ➜ **Float**, the active window can be placed free on the screen.

2.3.3 Lock program (Shift+F1)

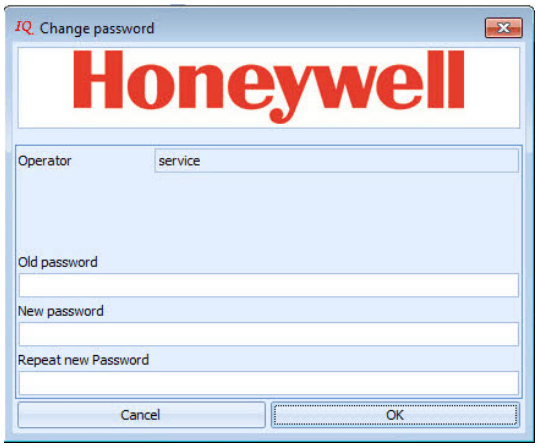
This menu item is used for preventing unauthorized persons from working in the program.The program is not terminated, only locked. The dialog window opens up. In order to continue working, the **same user** must log in again. Work can be continued at the same place where the program was locked. All settings are maintained as well as the connection to the server.
If another user logs in, the program is newly loaded with the standard settings. The same applies when the first user logs in again afterwards.

2.3.4 Relogin (Ctrl+F1)

The program is not terminated, but the current work is terminated and the connection to the server is closed down. When a new user or the same user logs in, the program is restarted with the standard settings and the connection to the server is newly established. This corresponds to a (shortened) new start of the program.

2.3.5 Change passsword

Regardless of the predefined cycles for password changes, the operator who is logged in can change his/her password at any time (provided he/she has the relevant right to do so).



Procedure:
Enter the old (current) password.
Enter the new password.
Repeat the new password.
The password must have at least 5 characters (alpha-numeric, case is optional, blanks and special characters are permitted).

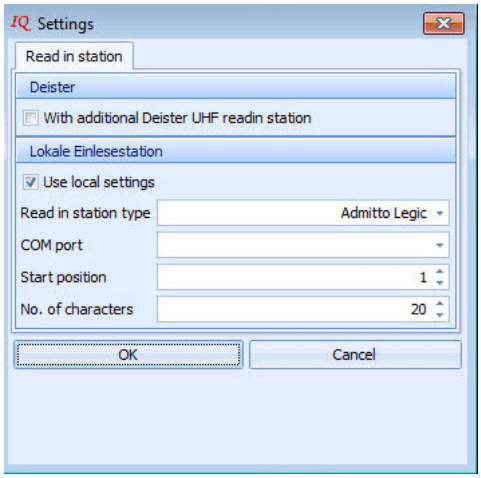
2.3.6 Save screen settings as default (Ctrl+S)

The current screen settings including the table layouts will be saved as standard settings for the user logged in. This means, that the program starts exactly with these settings when the corresponding user logs in. By means of this, each user can define his/her individual settings.

2.3.7 Change groupwise

Modifications concerning more than one person can be carried out globally by combining the persons into groups. These functions can be used to put , This allows a particularly efficient method for the data entry or modification (see Chapter 16).

2.3.8 Settings Read-in station

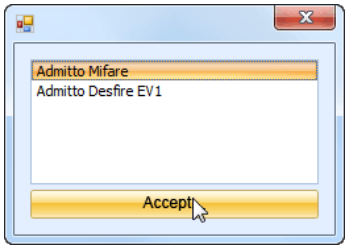


Here, you can enter details about a local read-in station (inside one location). In principle, the details entered take priority over values transferred from IQ NetEdit. If multiple read-in stations are used on a PC, the station in use can be activated via this menu.

This checkbox must be ticked when using a ➜ **Deister** UHF read-in station.

Tick the checkbox "Use local settings" to define a read-in station in the menu that is enabled.

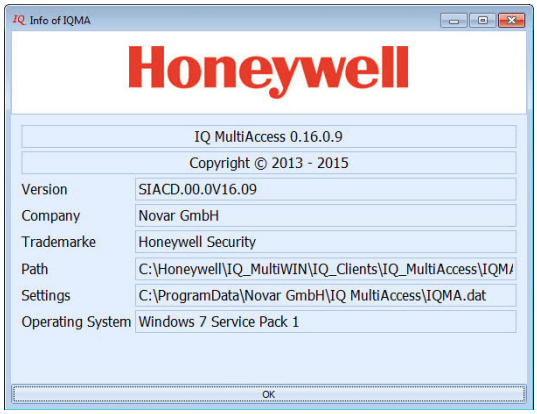
➜ **Read-in station type**: The read-in station used is selected from the dropdown list.

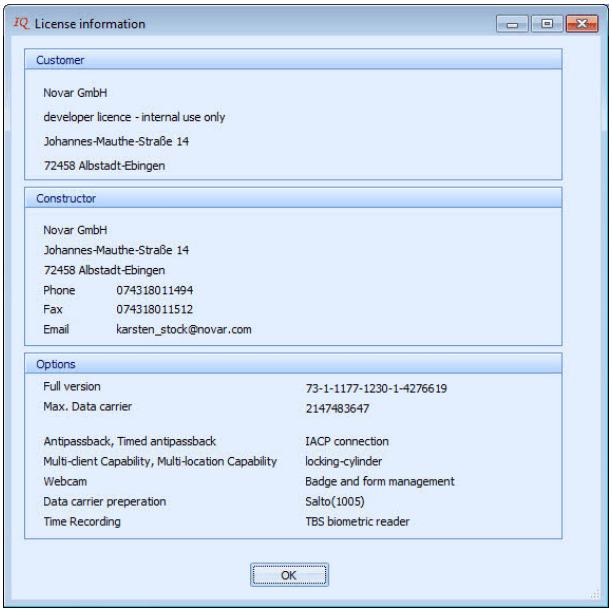


If multiple read-in stations are used on one PC, a selection window for the read-in station will appear, after clicking on the button "Load" ... for the read-in station, which should be used.

2.4 Symbols of the quick-start bar

The two menu items ➜ **Info**  und ➜ **Licence-Information**  provide information about the program version installed and the licence used.





2.5 Buttons

There exist some buttons within the detail window which are active/inactive according to the individual context:


Insert/create a new record.


Delete current record.


Save current record.


Undo = All entries - if still not saved - will be ignored.

Status button:


Enable / Activate the current data record, at the same time the button indicates the status.


Disable / Deactivate the current record, at the same time the button indicates the status.

3. Creating data

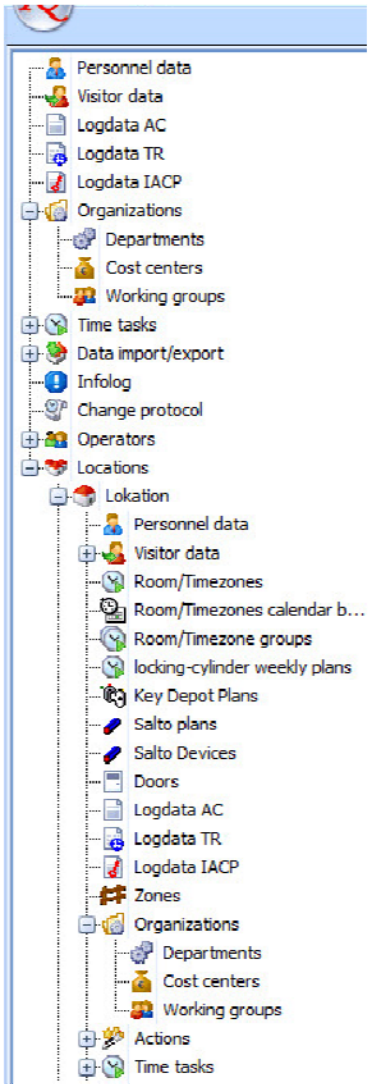
In general data can be edited (created) everywhere they are displayed in the list window. This depends on the **type of operator** (see chapter 1.1) and his/her rights. In principle, the global data capture accross-the-locations is identical with the data capture within a location, however, the globally captured data can additionally be allocated to locations. Data captured in a location (no matter by which type of operator) automatically belong to this location. Personnel data, created in a location are also available in the global personnel master data file and can be allocated to any additional location from here by an operater having the required rights.

One of the essential tasks of IQ MultiAccess is the creation and administration of persons and their access rights. While entering personnel data, different individual data might be required (e. g. departments, work groups, room/time zones) but can not be allocated as they do not exist up to now.

These data can be entered either sequentially (one after the other) or in parallel (simultaneously).
In the following section, we first suggest a sequence for sequential entry of data required for creating personnel data.In section 3.2, you will find a description of how to enter data that are not yet available in **parallel** with the current work in the operation area.

Creating, modifying and **deleting** data is always carried out according to the same principle.This is described in detail below, taking the **cost centers** as an example.This example will serve as a reference in further sections of this manual as well.

3.1 Organisations



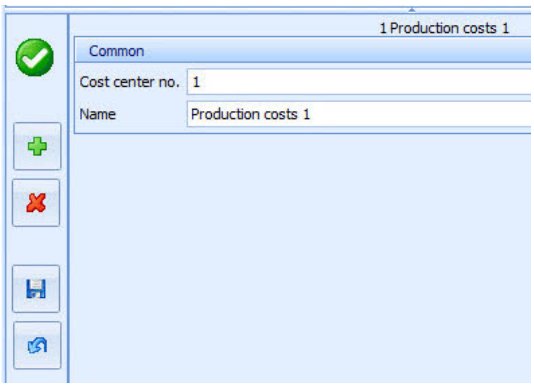
When entering personnel data (see Chapter 5), it is possible to assign **cost center**, **work group, department** and **room/time zones**. For this purpose, these must have been defined **before** (see also Chapter 4)**.**

Cost centers, **work groups** and **departments** are to be defined under the category ➜ **organizations**. This can be done either in a location or systemwide (globally). The examples following have been created within a location. The procedure for the global, systemwide data is identical. For additional particularities with the global creation see chapter 3.1.4.

3.1.1 Cost centers

3.1.1.1 Create cost centers

- **File dialog** window
  ➜ Organisations
  ➜ Cost centers



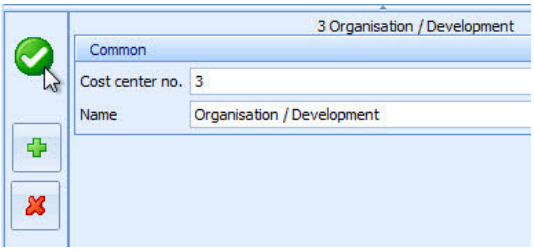
- In the empty operation window, click on 
- Enter the cost center number (set value is incremented automatically) and a name alphanumeric according to internal cost center plan possible).
  The predefined number will be increased automatically.

➜ **Save** by clicking on the floppy disk icon 

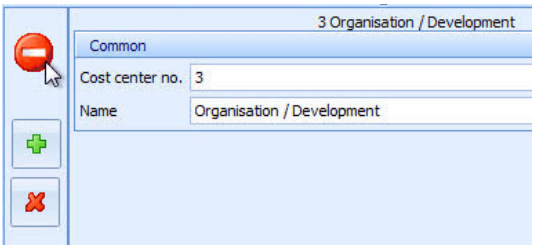
3.1.1.2 Validate/devalidate cost centers

Each cost center that has been created is displayed in the list window. All data created are automatically defined as **valid**. If data are created in advance although they are not yet needed at the moment, they can be defined as **invalid**.

- Select (left-click) the desired data record in the list window.

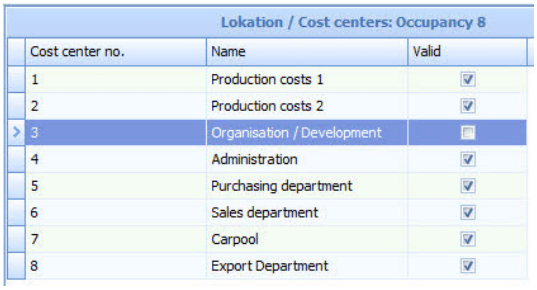


- Click on ➜ **Status button**.



- The symbol changes.

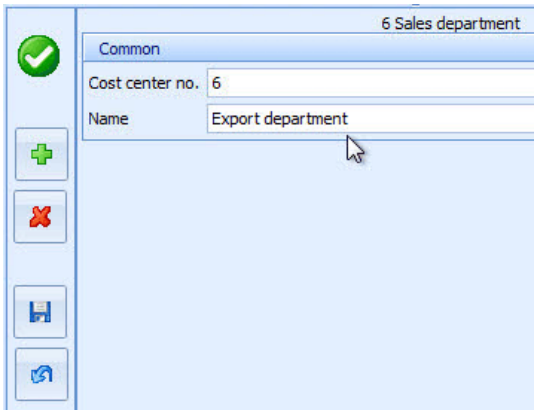
➜ **Save** button 



- The data record selected is modified accordingly.

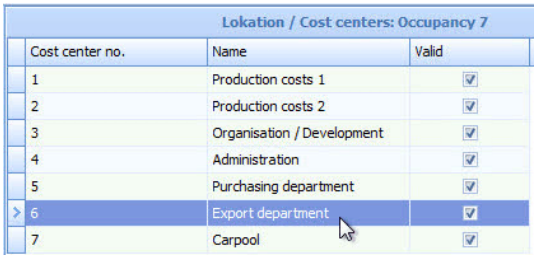
3.1.1.3 Change cost center

- Select (left-click) the desired data record in the list window.



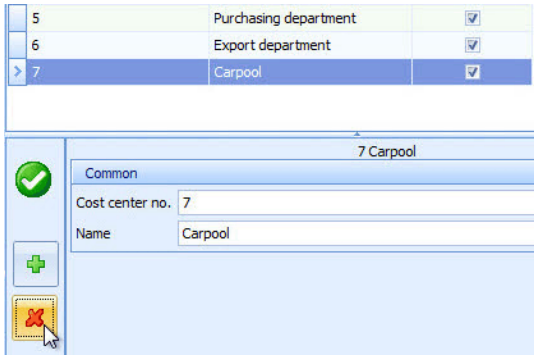
- Overwrite cost center number and/or name.

➜ **Save** button 

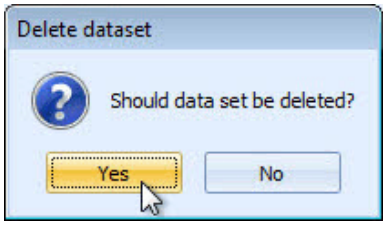


- The data record selected has been changed accordingly.

3.1.1.4 Delete cost center



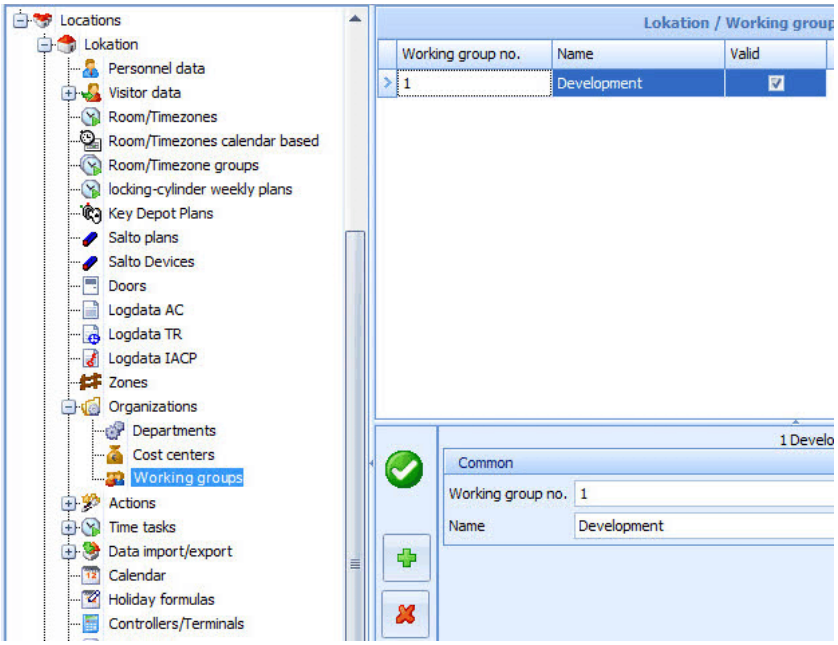
- Select (left-click) the desired data record in the list window.
- ➜ **Delete** button 



- Acknowledge confirmation prompt with ➜ **Yes.**

Caution! **Data loss possible!**
A confirmation for deleting is only prompted if it is activated in the ➜ Setup (see chapter 2.3). In factory setting it is active.

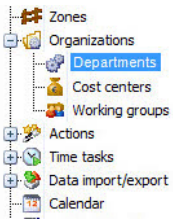
3.1.2 Work groups

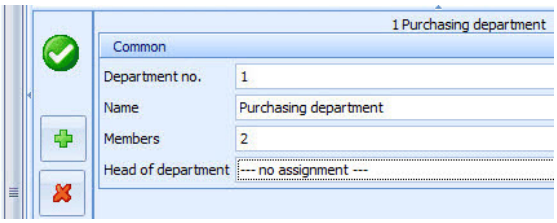


Work groups are generally created, modified and deleted as described in the example in Chapter 3.1.1

➜ **Save** button 

3.1.3 Departments





Departments are generally created, modified and deleted as described in the example in Chapter 3.1.1 (steps 1-3).

- Members = number of employees in the individual department.This entry is for information only and is nowhere evaluated.

- Head of department
  Here you can select from the personnel master data the person who is head of the individual department.

Since we are at the moment entering data required for creating personnel data, no persons are available for selection yet.This field could remain empty for the time being and filled later when personnel data have been entered.As an alternative, the persons concerned can be entered in parallel with the current operation area (see chapter 3.2).

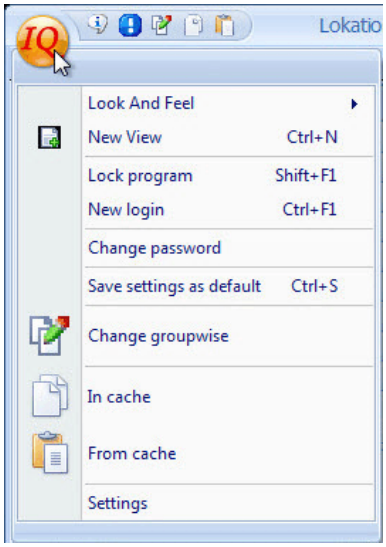
- ➜ **Save** button 

3.1.4 Particularities for global creation of cost centers, departments and work groups

Cost centers, departments and/or work groups only exist in the location in which they have been created.

When creating them globally, they are available for all locations, but still not allocated to any location. This only happens by creating a person likewise globally and allocating this person to one or several locations. The person must not be allocated to a location before, as the data will not be updated then. For details see chapter 5.1.1.

3.2 Entering data in parallel

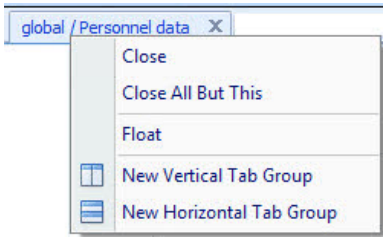


- Create a other new screen view. Click with the left mouse button on the IQ MultiAccess button and open the Application menu. In the menu select

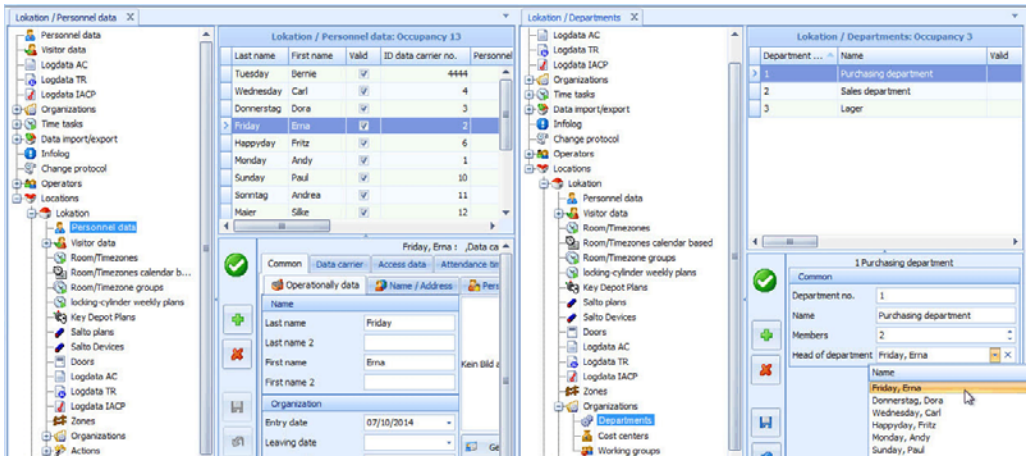
  ➜ New View

  or

  press keys **Ctrl** + **N**.



- By clicking the tab with the right mouse button the pop-up menu opens for the arrangement of the windows. With the command **➜ Tab Group** the tabs can be sort vertical or horizontal. The symbols correspond to each window.
- Alternatively, the two windows can be changed by moving the bounding box.

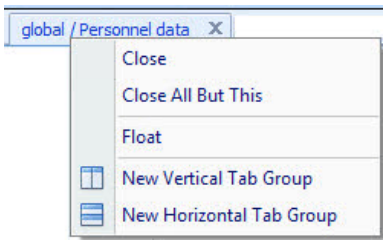


Now there are two operation areas opened in form of tabs.

In each tab, you can work in another operation area.

In our example, we can now enter the head of department in the personnel data section of the new tab (at least the name, for detailed information about entering personnel data see Chapter 5).

By using multiple views, it is generally possible to enter interdependent data in parallel. These data are updated in real time and are immediately available in all other views that are opened. For reasons of available memory space, you should, however, open only as many views simultaneously as are absolutely required (each additional view that is opened will require a certain memory space).

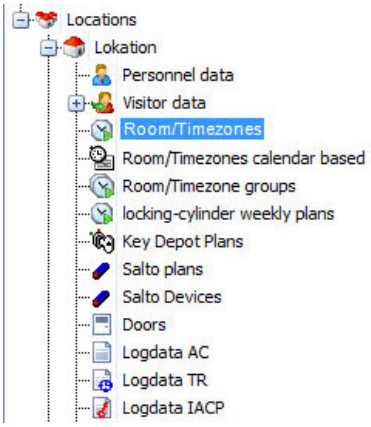


- Close multiple view. By clicking the tab with the right mouse button the pop-up menu opens.
  Click on ➜ **Close.**

4. Room/time zones

When entering personnel data (see Chapter 5), you can assign **department, cost center** and **room/time zones**. For this purpose, these must have been defined **before** (see also Chapter 3.1) or they must be entered in parallel via **New view** (see also Chapter 3.2).

A room/time zone is a set of eight time ranges (Tr1 to Tr8). Always two of those time ranges together are valid for the indicated days of the week. Doors are allocated to the room/timezones. The door state is defined by means of the room/time zones. If e.g. a door is in ➜ **normal operation** from 8:00 h to 12:00 h, an authorized person can open this door within this period of time with his/her PIN and/or data carrier.



With an active option ➜ **IACP connection** there are additional ➜ **room/timezones calenderbased** available (see 4.2.4).

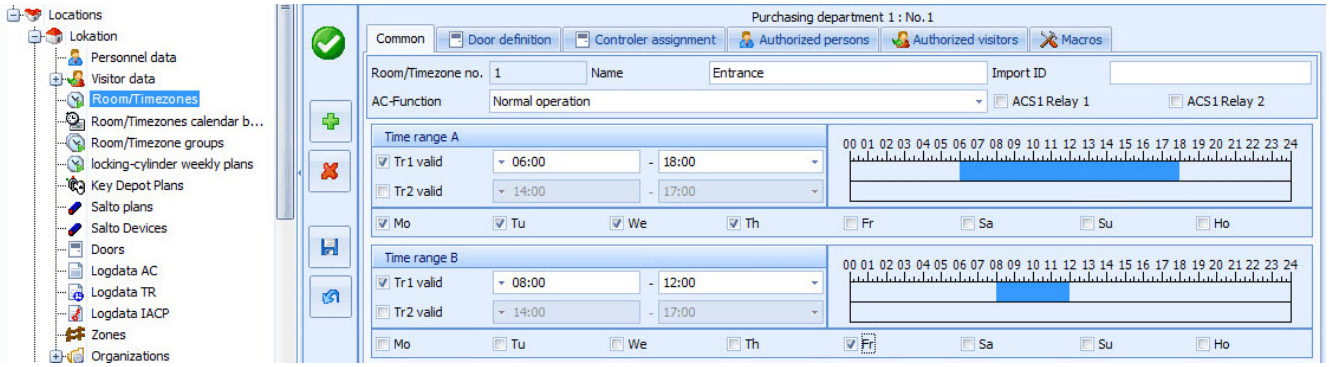
IQ MultiAccess sends each room/timezone to which a door/switching device of a controller is allocated to the concerning controller (MB-panels are regarded as a controller).
Conditional on the type of construction, the different controllers can only store a certain maximum amount of room/timezones, which should not exceeded when creating them.
Limit values of the controllers:

Controller	max. room/timezones
ACT	80
ACS-1	80
ACS-2plus*	512
ACS-8*	512
MB24	64
AXS4Secure	512
MB48	64
MB100	64
MB-Secure	max. 256 (depending on license)

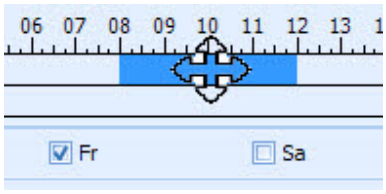
* = see also chapter memory calculation of the installation instructions of the individual controller.

4.1 One time range

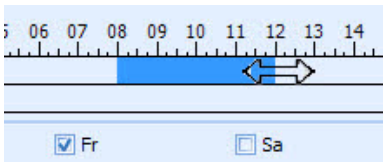
In our example, the room/time zone is defined with the name *Entrance*.
The room/time zone covers the period from 06:00 h to 18:00 h.
A second room/time zone covers the period from 08:00 h to 12:00 h.
The room/time zone is to be valid from Monday to Thursday.
A second room/time zone is to be valid on Friday.



- Select room/time zone.
- Insert new record  .
- Enter name (Main entrance).
- Activate at least **one “valid”** check box.

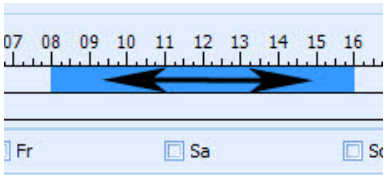


A time bar with a slider appears. If the slider is caught in the center while pressing the left mouse button, the mouse pointer changes.The slider can be moved right or left.



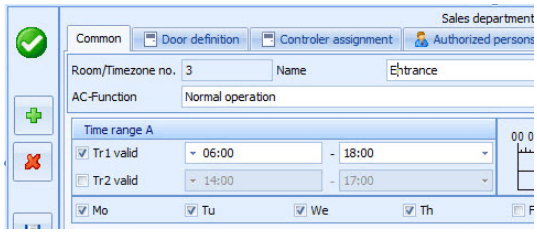
If the slider is caught at the left or right edge, the mouse pointer changes again.The size of the slider can be changed while keeping the left mouse button pressed.

- Change the size of the slider in such as way that it covers the desired time zone.



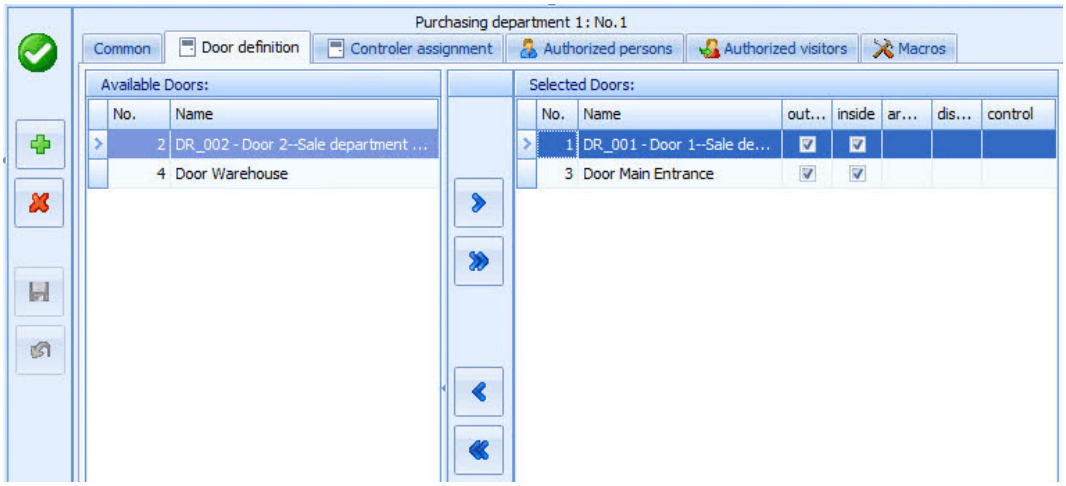
This settings require some finger exercises. Alternatively a fine alignment can be done in one-minutes-steps via the arrow keys on both sides.

- Select the relevant days of the week.



The time settings can also be done via direct input of the desired time.

- In tab ➜ **Door definition**, select the door(s) concerned and assign them via button ▶



The selection corresponds to the Windows standard (**Shift** marks all records between two mouse clicks, **CTRL** marks only the clicked records). With » , **all** available doors can be assigned).

- For ACS-2 plus and ACS-8 controlled doors, the validity of the room/time zone can be assigned to the ➜ **inside** and/or ➜ **outside** of the door, if required.
  ACT and ACS-1 controlled doors have inside and outside automatically activated. This can not be changed.
  The “arming”, “disarming” and “control” options are only available with IACP doors (option IACP-connection).

- ➜ **Save** button

VdS According to VdS, a location operator is not allowed to enter, modify or delete authorizations for disarming within the room/timezones as well as to enter, modify or delete door allocations, data carriers (person)allocations or complete room/timezones which contain disarming (required for IACP-connection).

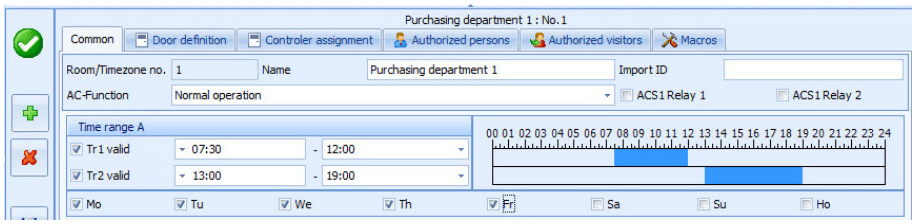
With an IACP connection one or more **separate** room/time zones must be created for arming/disarming at online cylinders / fittings. They may contain only arming/disarming at the respective doors. To this room/time zones must be allocated **separate** data carriers which can be used for arming/disarming only. Due to technical reasons a combination of AC functions and arming/disarming on one data carrier is not allowed. In this case the AC authorization of datacarriers with combined authorizations will be ignored.

4.2 Several time ranges

Example: The following time zones are to be assigned to door **Purchasing department**:

Mo,Tu,We,Th,Fr from 07:30 h - 12:00 h and from 13:00 h - 19:00 h.

In general, the settings are to be done as described in 4.1.

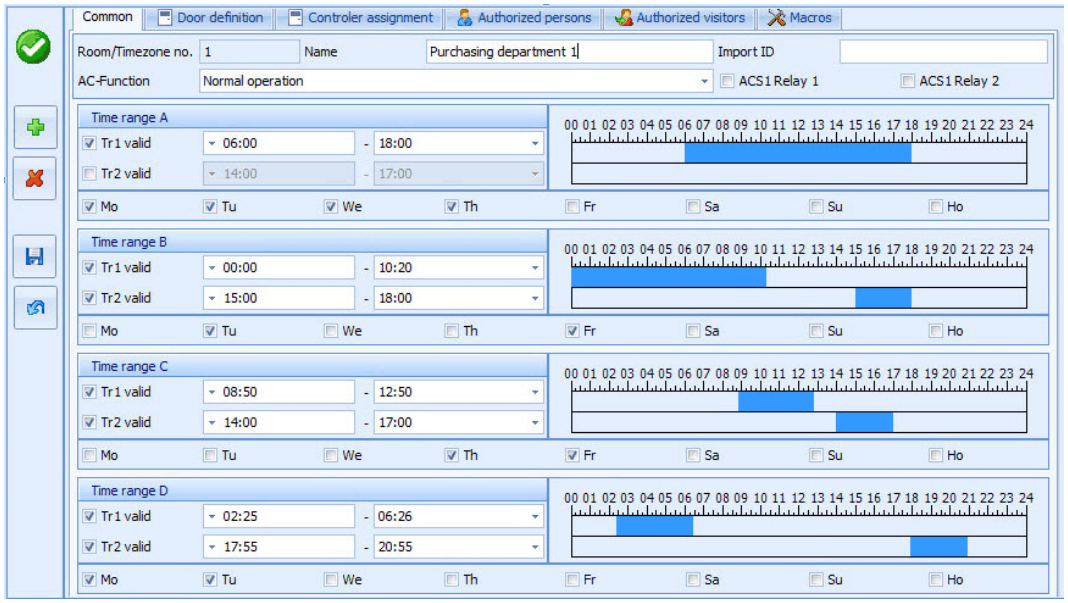


- Create new room/ time zone via 
- Name: “Purchasing department”**.**
- Set time zones 1 and 2 to **valid.** Two sliders will appear in the time bar.
- Set both sliders to the desired times and select the relevant days.
- Assign the door concerned (Purchasing department) and its authorizations. The room/time zone is assigned automatically to both sides of the door.
  In case of doors controlled by ACS-2 / 8, it may optionally be valid for one side of the door only. In this case, select either only **Outside** or only **Inside** in the right window.

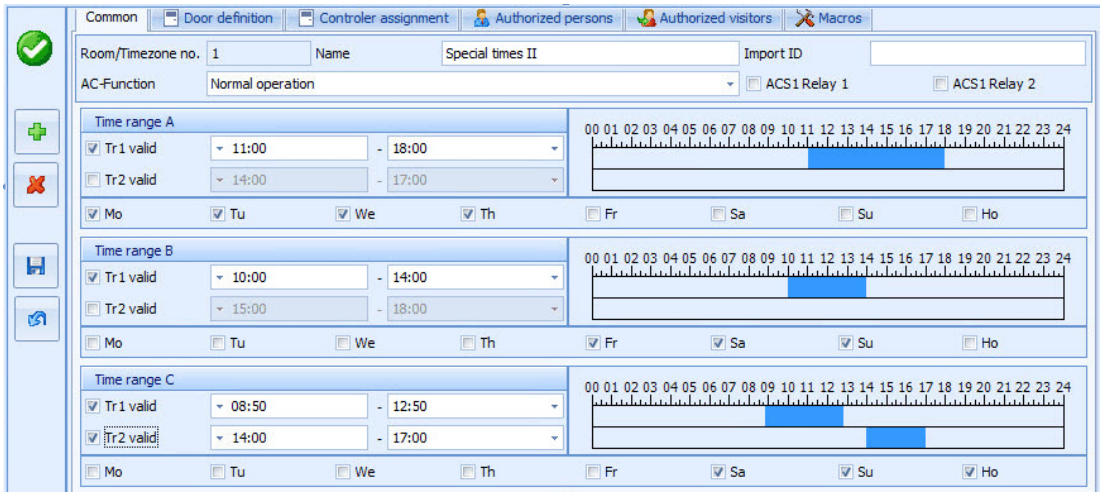
- ➜ **Save** button 

Within one room/timezone, up to 8 different time ranges can be allocated to the doors.

Example: The following different times and days shall be valid for two doors:



The concerning doors must be assigned in the ➜ **door definition** tab. If there are some more times valid for the same doors (e. g. Sa., Su. and holiday), another room/timezone must be created to which the same doors are assigned.



4.2.1 Macro tab

In this tab macros can be allocated to a room/time zone. Detailed information about macros see “Supplementary Functions of IQ MultiAccess, P32205-46-0G0-xx.

4.2.2 Authorized persons tab

This tab offers an overview of all persons allocated to the selected room/time zone.

Examples for individual adjustment and evaluation of lists see chapter 13.1.1. For print / export of a list see chapter 13.1.2.

4.2.3 Controller assignment tab

This tab exits only with option IACP-connection and is used to assign complete controllers (no doors or switching devices) to a room/timezone. There are only MBxxx controllers available.

Reason:

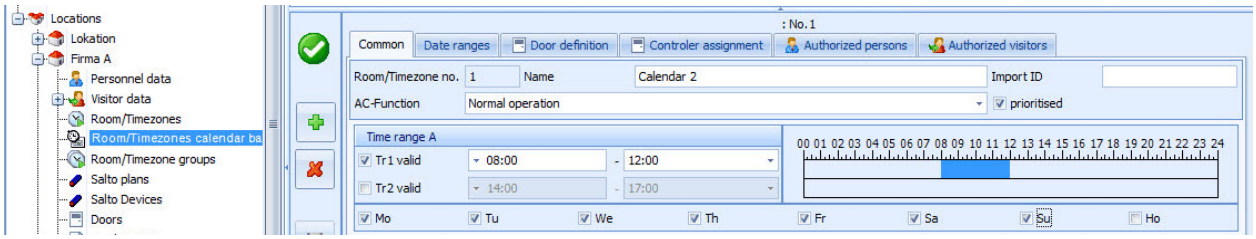
There are internal events that can be run by an IACP controlled via room/timezones (e. g. macros which activate outputs or blocking times for disarming with conventional switching devices), even without any switching devices in terms of doors assigned to the IACP. The IACPs know their required room/timezones by these assignments. The further programmings are done directly at the IACP via the corresponding programming software.
Combinations are possible. Doors/switching devices as well as an IACP itself can be assigned to the same room/timezone.

4.2.4 Room/timezones calendarbased

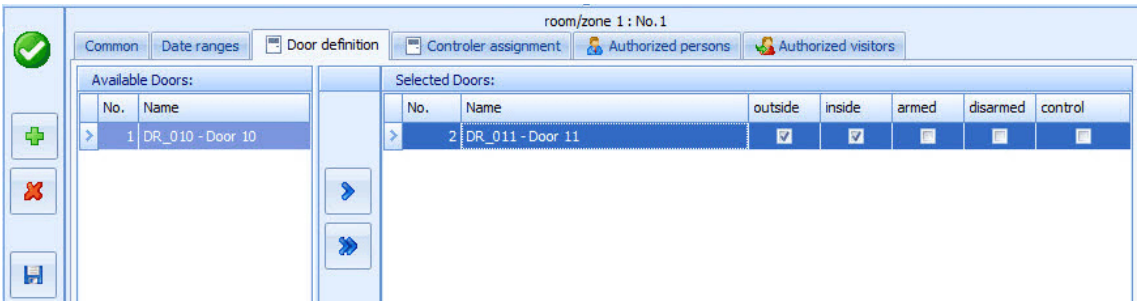
This menu item only exists with active **IACP connection** option and if at least one MBxxx controller is entered.

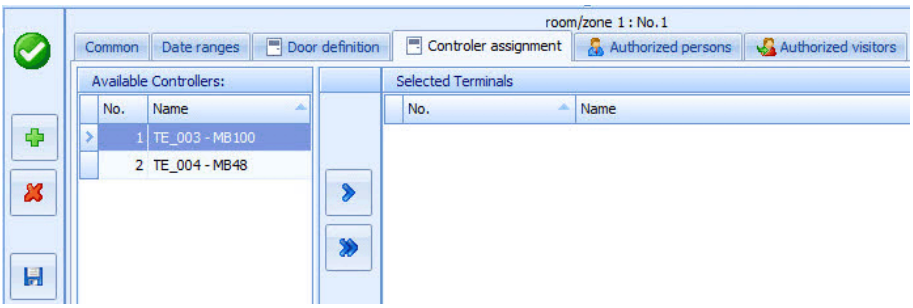
Input and administration corresponds to the previous explanations with the extensions described below:

- Activation of the option **prioritised** means to abrogate all other room/timezones which affect the same switching devices at the same time.

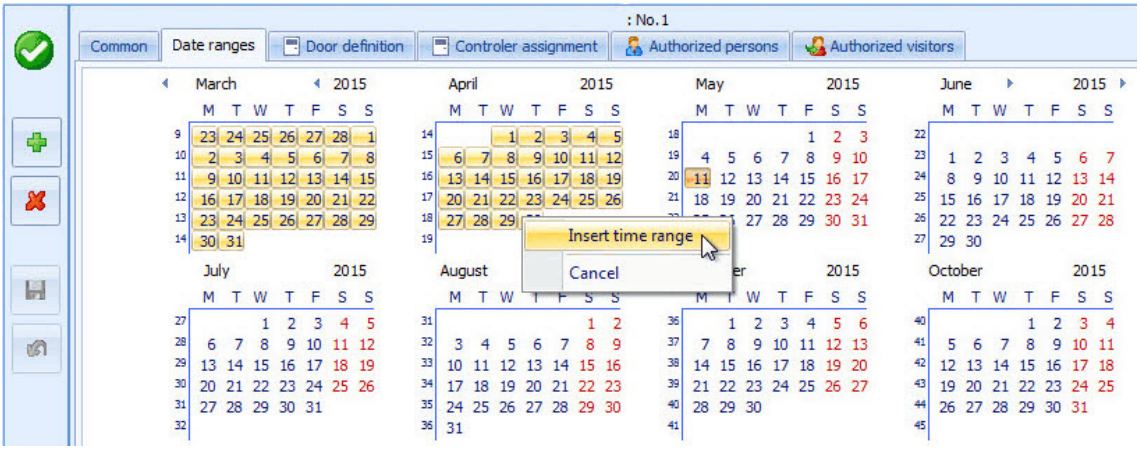


- Only IACP doors / panels can be assigned





- Date ranges for these room/timezones are valid can be defined. To create a time range, click and hold the left mouse button and mark the desired time range. Click ➜ **Insert time range** in the pop-up menu. Clicking ➜ **Cancel** closes the pop-up menu without saving changes.

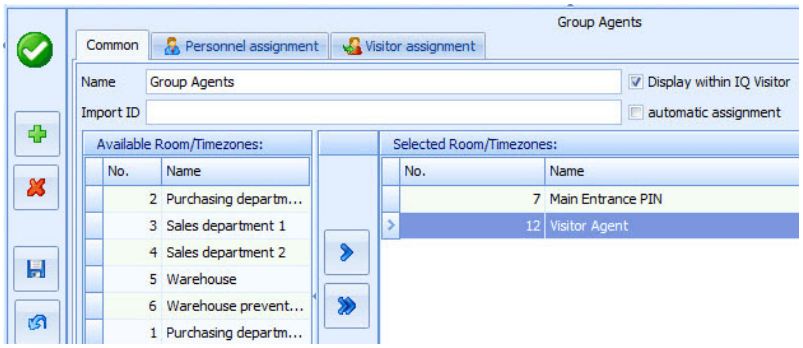


The controllers get only RTZ numbers. To avoid mistakes, the room/timezones are numbered in the sequence of their creation without differetiation between both types of RTZs.

Example: If there are created 3 “normal” RTZs, then 2 calenderbased and then again 2 “normal” RTZs, then there are the room/timezone numbers 1, 2, 3, 6, 7 within the “normal” section and the numbers 4 and 5 within the calenderbased room/timezones section.

4.3 Room/timezone groups

Several room/timezones can be combined to room/timezone groups (e. g. the IT room/timezone, which contains the access time periods of the IT department´s door and the main entrance room/timezone, which defines the access time periods of the main entrance).

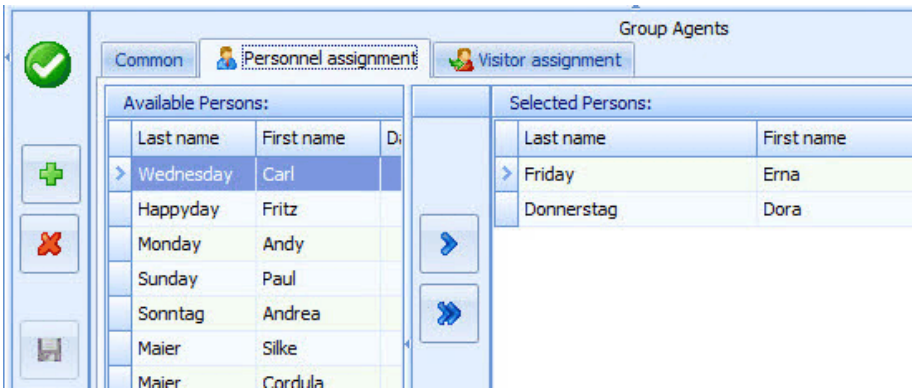


The allocation of inividual room/timezones to a group can be done by marking them in the left window and click the button **>** .

Use the button **»** to allocate al room/timezones.

Persons with access to a room/timezone group need not be allocated to each individual room/timezone.

Either the persons (if already existing cf. chapter 5) can be allocated to a room/timezone group (procedure described above)...



... or a room/timezone group can be allocated to a person (cf. chapter 5).

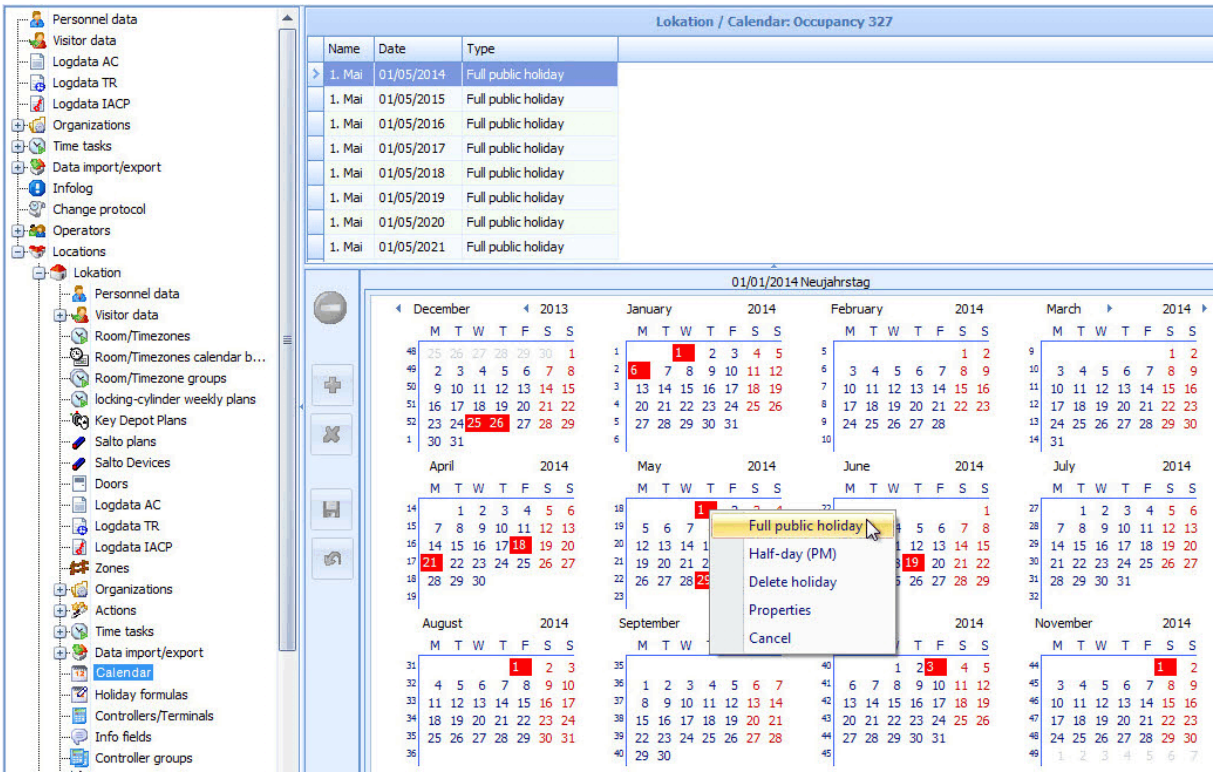
For the option ➜ **visitor management IQ Visitor**, room/timezones are available for the visitor management (cf. chapter 19). This can be do by activating of the checkbox **display within IQ Visitor**.

By activating the checkbox **automatical allocation**, the room/timezone group will be automatically assigned to a new created data carrier. This helps saving time especially while learning datacarriers in between the locations (cf. installation instructions ➜ **learn/learnable datacarriers**)

A combination of “normal” and calendarbased room/timezones in one RTZ group is possible.

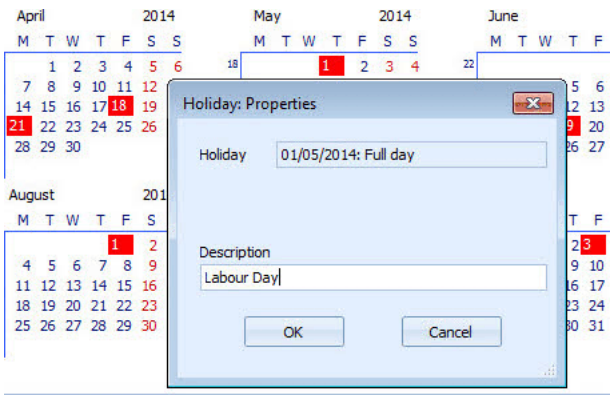
4.4 Holidays / Calendar

In order to determine the individual day type (Monday, Tuesday..., Saturday, Sunday, Holiday), holidays can be defined individually in the **Holiday** program part. There is one calendar per location[1].



4.4.1 Holiday formulae manual creation

- File dialog window ➜ **Holidays**.
- Select year with the arrow keys (the current year is preset).
- The current day is marked orange.
- Select the desired holiday by left-click.



Select **full day** or **half day**.

Full holidays are marked red, half holidays are marked yellow. Half holidays are counted from 12:00 h onwards.

Via **Properties**, the description/name of the holiday can be specified.

[1] See chapter 20 for particularities of holiday calender with common used doors.

- Enter a description (optional) ➜ OK.

The holidays are in each case valid for the selected year.They won´t be currently adjusted and must be re-entered for each year. An automatic extrapolation can be set via ➜ **holiday formulae** (see chapter 4.4.1). The holiday calendar is saved automatically and sent to the controllers/terminals. It is advisable to send the current holiday calendar to the controllers/terminals at least at the beginning of a new calendar year. This can be carried out by means of an appointment (see Chapter 11). On January 1st, IQ Multi Access automatically sends all calendar data for a year (even the changeover days for the dayllight saving time) to the terminals.

Delete holidays

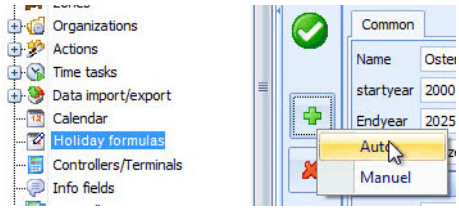
- Select the desired day (left mouse button).
- Delete holiday.
- Answer **Yes** to the confirmation prompt.

Caution! **Data loss possible!**
A confirmation for deleting is only prompted if it is activated in the ➜ Setup (see chapter 2.3). In factory setting it is active.

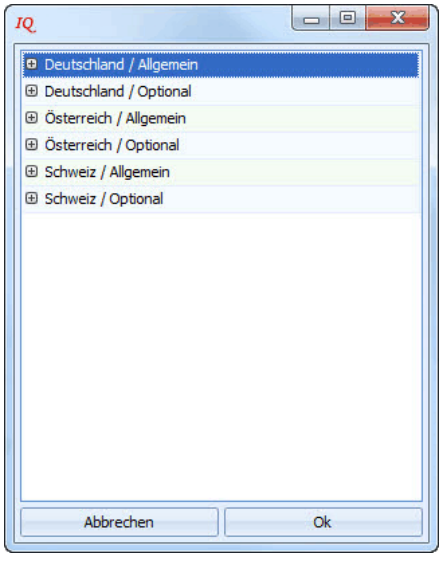
4.4.2 Holiday formulae automatic creation

To prevent manually entering the holidays for every year, they can be calculated automatically from IQ MultiAccess. This variant is extremly helpful for calculating holidays in a quick way.

- Select holiday formulae.
- Create new data record  .



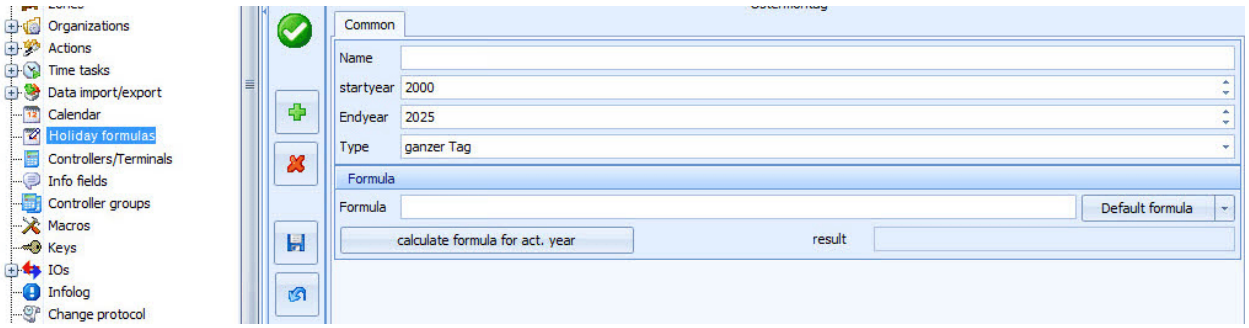
- Select in the Pop-up menu ➜ **Auto**



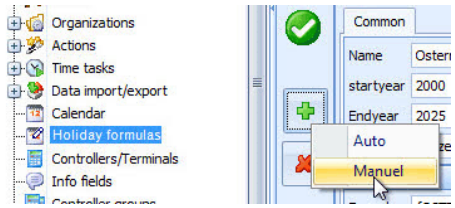
- It opens the window for the automatic creation of a holiday calendar. For some countries, the holidays are already pre-defined. Select the holiday calendar and confirm your selection with ➜ **OK.**
- It is creating a holiday calendar, which can still be edited according to individual needs, see in chapter **Holiday formulae manual creation**. So Holidays can be deleted and additional be added.

4.4.3 Holiday formulae manual creation with mathematical formulae

To prevent manually entering the holidays for every year, they can be calculated automatically via formulae. This variant is extremly helpful for calculating holidays without a fix date, such as pentecost. The calculation of the holidays are based on the Gregorian calender, so in some countries using a different calender this function could not be used. Some specials of U.S and U.K. holidays can yet also not be calculated automatically (e. g. if a holiday is a Sunday, the next Monday will be a holiday, too. If a holiday is a Saturay, the Friday before becomes a holiday. If a holiday is at the weekend, it will be repeated later).



- Select holiday formulae.
- Create new data record  .



- Select in the Pop-up menu ➜ **Manuel**
- Enter the designation of the holiday in the field **name** (e. g. Whit Sunday).
- Enter the validity of the holiday. **Startyear** = begin of validity, **endyear** = end of validity. The years can be entered either by input or by selecting via the arrows.
- Select whether it is a full day or a half day holiday in the field **type**.
- Enter the formula for calculation. Use the following rules:

- **Holidays with a fix date**

Formula = DATE(month,day)

Values for month= 1 - 31 (1 = January / 12 = December)

Examples:

New Year´s Day (January, 1st)	=	DATE(1,1)
Epiphany (January, 6th)	=	DATE(1,6)
Valentine´s Day (February, 14th)	=	DATE(2,14)
St. David´s Day (Wales) (March, 1st)	=	DATE(3,1)
St. Patrick´s Day (Northern Ireland) (March, 17th)	=	DATE(3,17)
St. George´s Day (England) (April, 23th)	=	DATE(4,23)
Labor[AE] Day / Labour[BE] Day (in continental Europe: May, 1st) (for U.S., Canada and U.K. see c) Holidays on a given day)	=	DATE(5,1)
Independence Day (U.S.) (July 4th)	=	DATE(7,4)
Battle of the Boyne (Northern Ireland) (July, 12th)	=	DATE(7,12)
Assumption Day (August, 15th)	=	DATE(8,15)
Reformation Day / Halloween (October, 31th)	=	DATE(10,31)
All Saint´s Day (November, 1st)	=	DATE(11,1)
Veteran´s Day (U.S.) (November 11th)	=	DATE(11,11)
St. Andrew´s Day (Scot.) (November, 30th)	=	DATE(11,30)
Christmas Eve (December, 24th)	=	DATE(12,24)
Christmas 1 Christmas Day (U.K.) (December, 25th)	=	DATE(12,25) or DATE(12,24)+1
Christmas 2 Boxing Day (U.K.) (December, 26th)	=	DATE(12,26) or DATE(12,24)+2
New Year´s Eve / Hogmany (Scot.) (December, 31th)	=	DATE(12,31)

- **Holidays in dependance of Easter**

The system automatically calculates the date for Easter, so this can be used as a **constant** for calculating further holidays.

The constant must be set between curly brackets.

Examples:

Easter Sunday	=	{EASTER}
Easter Monday	=	{EASTER}+1

Holidays **before** Easter

Carnival Monday	=	{EASTER}-48
Carnival	=	{EASTER}-47
Ash Wednesday	=	{EASTER}-46
Palm Sunday (no holiday)	=	{EASTER}-7
Holy Thursday (no holiday)	=	{EASTER}-3
Good Friday	=	{EASTER}-2

Holidays **after** Easter

Ascension Day	=	{EASTER}+39
Whit Sunday	=	{EASTER}+49
Whit Monday	=	{EASTER}+50
Corpus Christi	=	{EASTER}+60

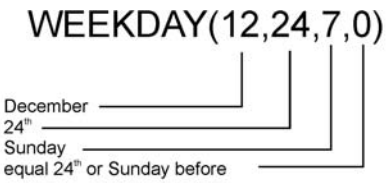
- **Holidays on a given day**

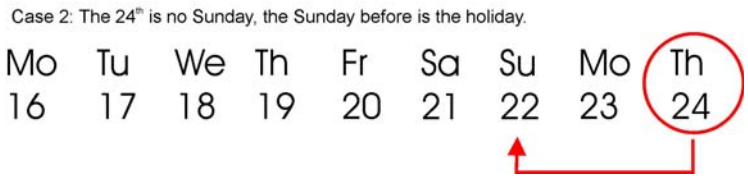
Formula = WEEKDAY(month,day,weekday,weekoffset)

Values for month =	1 - 12 (1 = January / 12 = December)	
Values for day =	1 - 31	
Values for weekday =	1 - 7 (1 = Monday... / 7 = Sunday)	
Value for weekoffset =	-4 to +4	(Offset -1 means one week before the calculated day. Offset +2 means 2 weeks after the calculated day. Offset 0 means the required day of the week **before** or **equal** to the calculated day).

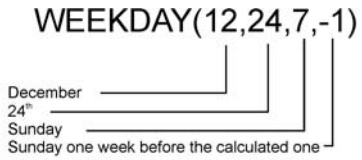
Examples:

- The 4th advent (Sunday **before** Christmas Eve or identical with Christmas Eve if December, 24th is a Sunday): WEEKDAY(12,24,7,0)



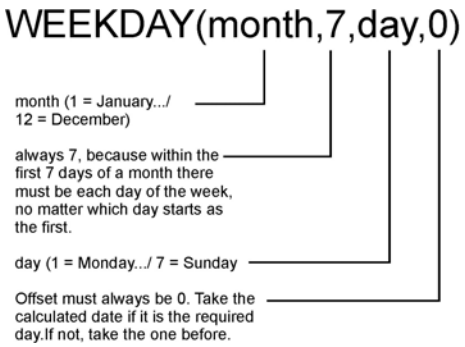


- The 3th advent WEEKDAY(12,24,7,-1)

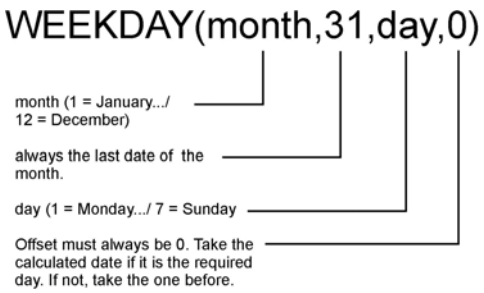


- The 2nd advent WEEKDAY(12,24,7,-2)
- The 1st advent WEEKDAY(12,24,7,-3)
- Penance day (Wednesday before last before the 1st advent)
  WEEKDAY(12,24,7,0)-4*7-4 or WEEKDAY(12,24,7,0)-24
- Labor Day (U.S. / Canada) (First Monday in September) = WEEKDAY(9,7,1,0)
- Labour Day (U.K.) (First Monday in May) = WEEKDAY(5,7,1,0)
- Thanksgiving Day (U.S.) (4th Thursday in November) = WEEKDAY(11,7,4,3)

- Martin Luther King Day (U.S.) (3rd Monday in January) = WEEKDAY(1,7,1,2)
- President´s Day (U.S.) (3rd Monday in February) = WEEKDAY(1,31,1,2)
- Memorial Day (U.S.) (last Monday in May) = WEEKDAY(5,31,1,0)
- Columbus Day (U.S.) (2nd Monday in October) = WEEKDAY(10,7,1,1)
- In general, the **first** day of a month is always:



- In general, the **last** day of a month is always:



5. Personnel data

IQ MultiAccess sends each data carrier which is allocated via a room/timezone to a door/switching device of a contoller to the concerning controller (MB-panels are regarded as a controller).
Conditional on the type of construction, the different controllers can only store a certain maximum amount of data carriers, which should not exceeded when creating them.
Limit values of the controllers:

Controller	max. room/timezones
ACT	800
ACS-1	9,992
ACS-2plus*	65000
ACS-8*	65000
AXS4Secure	2000 (basic configuration) max. 65000 (depending on license)
MB24	32
MB48	128
MB100	1024
MB-Secure	max. 1024 (depending on license)

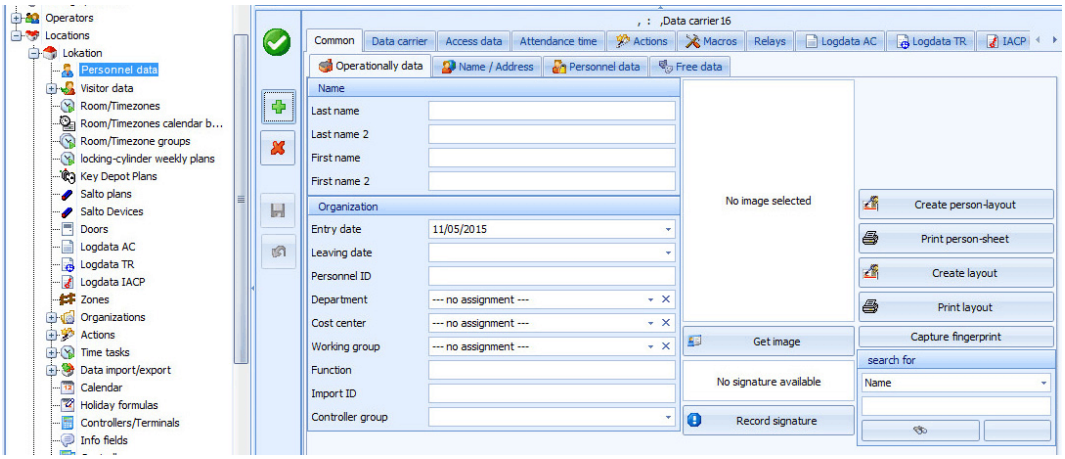
* = see also chapter memory calculation of the installation instructions of the individual controller.

If you work with ➜ **Personnel managers** and personnel data have already been created and assigned to locations by the personnel managers, these data are displayed in the **List window** and in the **Operation area;** if not, the two windows are empty.

5.1 Enter personnel data

When entering personnel data, it is possible to assign **department, cost center, work group** and **room/time zones**. For this purpose, these data must have been defined **before** or they can be entered in **parallel** (see Chapter 3).

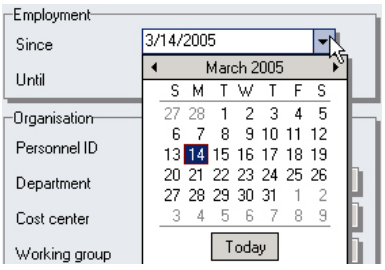
- Select personnel data.
- Create new data record  .
- Tab **Common ➜ Operational data**



Name: Enter first name and last name. It is possible to enter a second first name and a second last name.

Employment: Manual entry of start of employment (since) and the (presumable) end of employment (until), the latter field may remain empty.

or



Selection via calendar (appears via the ▼ button after the date).

Organisation:

Personnel ID: Enter the Personnel ID. This ID must be unambiguous within the location. It will be checked by IQ MultiAccess and, if necessary, a message will be output.

Department: Assign an alredy existing department (see chapter 3) or enter the relevant data directly via function ➜ **New view** (see Chapter 3.2).

Cost center: Assign an alredy existing cost center (see chapter 3) or enter the relevant data directly via function ➜ **New view** (see Chapter 3.2).

Work group:

Assign an alredy existing work group (see chapter 3) or enter the relevant data directly via function ➜ **New view** (see Chapter 3.4).

Function: Enter a job/profession description.

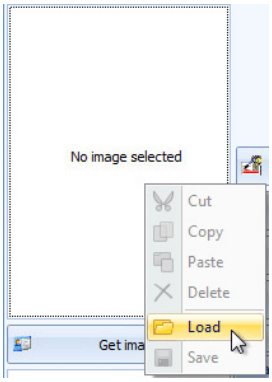
Import ID: Personnel data can be imported from external systems via an ASCII file. In this context, an import ID is used for identifying the individual data records (for detailed description see Chapter 18).

Controller group:

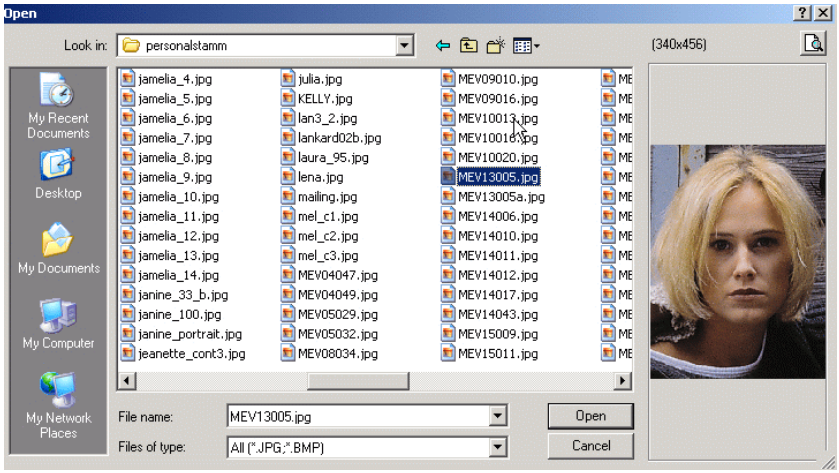
(On request) an interface to a time recording system can be created via individual adaptions, which support the time recording terminals TRS-8 and TRS 15. Individual terminals can be put to terminal/controller groups to be handled identically within the time recording system.

Assign image:

If there are photographs of the employees in format *.JPG or *.BMP stored in any directory, one picture can be assigned per employee.



- Right-click on field **no image selected** ➜ **choose image**.



- Select the desired photograph.

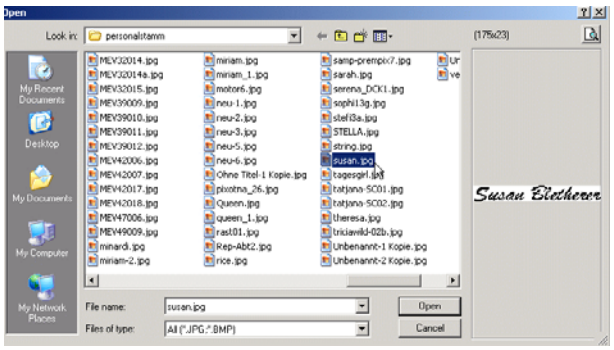
A preview is displayed in the right window. Button **Open.**

- The photograph is shown in the personnel master record of the individual person.

With active option ➜ **capture / print layout**, the photo can directly be taken (cf. chapter 22).
Precondition: Recording device must be connected, installed and tested according to the manufactorer´s manuals + option image capturing / print layout (cf. chapter 22).

Signature: A signature file can be allocated to each person, if a scanned signature exists in “JPG” od BMP” format.

- Right-click the area called **No signature available ➜ Select signature file.**



- Select the required file.

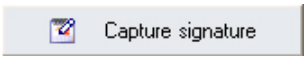
In the window to the right a preview is displayed.
Button **Open**.

- The signature is displayed in the master record of the individual person.

or:

Enter the signature via a signature pad.

Precondition: Signature pad must be connected via USB, installed and tested according to the manufactorer´s manuals + option image capturing / print layout (cf. chapter 22).

Click button 

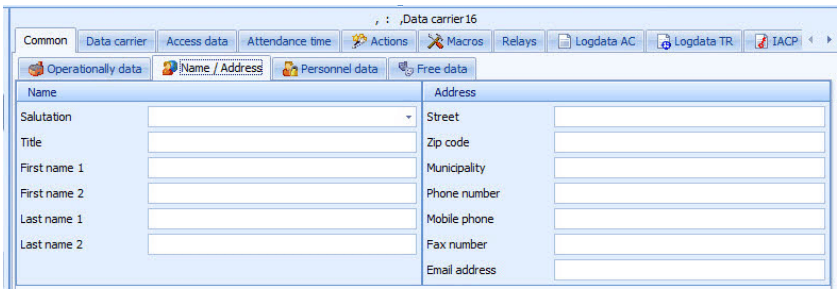
and sign on pad. The opened window displays the signature. Confirm with **OK** or repeat signing.

As soon as an image or a signature has been assigned, it is stored under its own, consecutive name in directory ....\IQ_MultiWin\IQ_Data\binData of the server. Thus all workstations have access to the photographs assigned to a particular person even if the original files do not exist locally on the computer concerned. (If required, the images will be stored temporarily in directory

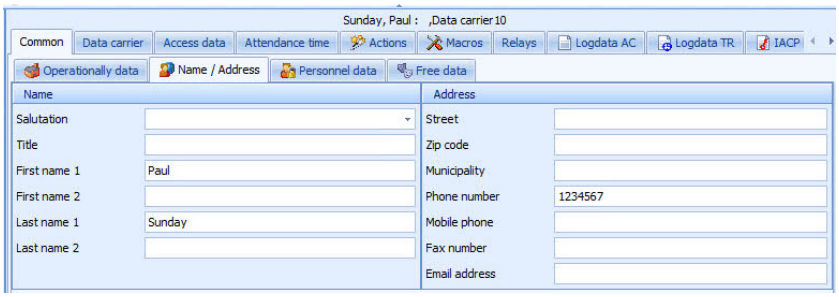
....\IQ_MultiWin\IQ_Clients\IQ_MultiAccess\binData

of the workstation).

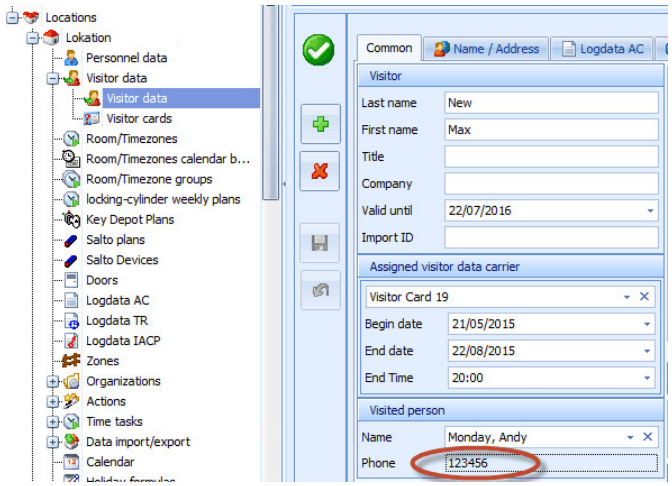
- Tab **Common ➜ Name / Address.**



The individual fields are self-explanatory.



The phone number stored in the personnel data (➜ common ➜ name/address tab) is displayed a) in the visitor data and b) in the program IQ Visitor in the field **visited person** (cf. chapter 19).



Use: The visited person can be informed by phone of his/her visitor´s arrival.

- Tab **Common ➜ Personnel data.**

  Most fields are self-explanatory. The mainly contain voluntary data and are for information only.
  There are 4 fields available for different vehicle plates (e. g. first / second car, company car, motorcycle).
  In field **Disability**, the percentage specified in the disabled person's pass can be entered.

- Tab **➜ Common ➜Free data**

  In the IQ NetEdit installation program, a maximum of 40 user-defined fields which are to be used in the personnel master data of IQ MultiAccess can be created per location.

  Different field types can be assigned to the individual fields. Depending on the field type, different entries are possible.
  Explanation of the possible entries on the basis of the entry fields shown above[2]:

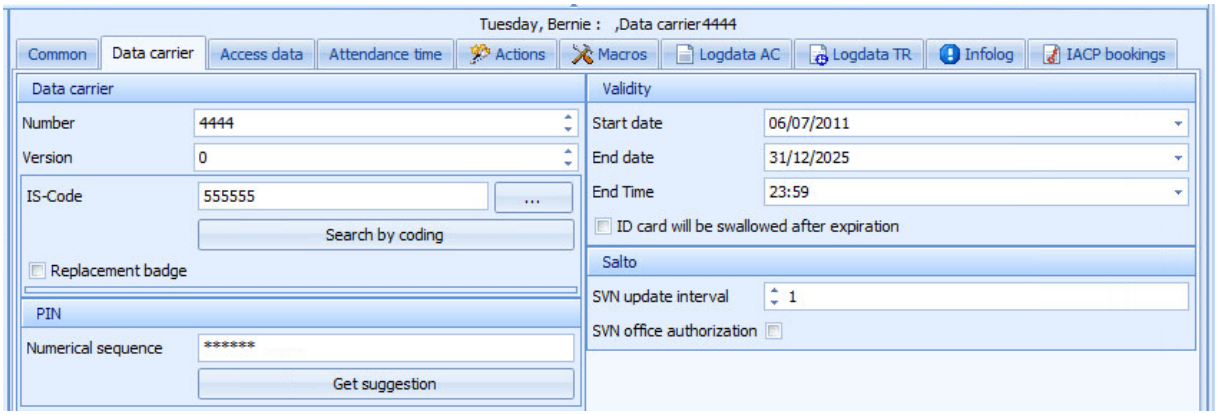
Color of hair:	**(String)**	Alphanumerical entry, all special characters, including spaces, are permitted.
No. of pets:	**(Number)**	Enter whole numbers.
Wedding day:	**(Date)**	Enter a date in the defined format (dd.mm.yyyy) or select one via the calendar (will open when you click on the arrow).
Present from:	**(Time)**	Enter a time in the defined format (hh:mm:ss) or select one via the arrows.
Member of projects:	**(Combobox)**	Manual entry as in field "Color of hair" or select one of the default entries suggested (will open via click on the arrow).
Allergic person:	**(Checkbox)**	Activate field = yes, otherwise no

These fields are for information only. Evaluations by these fields are not possible.

2 The field names are assigned in IQ NetEdit according to the specific needs of the customers.

The contents of the field types ➜ **number** and ➜ **string** can optionally be displayed as ******* (depending on IQ NetEdit settings).
This box also appears for all other field types, but is not used as one of the suggested values must be choosen there.

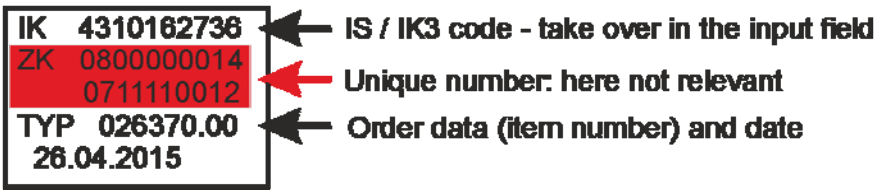
- Tab **Data carriers.**



These entries depend on the coding and reading method of the identification media used (cards, key rings etc.).

- Data carrier / Coding / IS-Code:
No entry for **ID card no.** and **Version**.
Enter the **data carrier** (badge code) in field ➜ **IS-Code**.

Proximity cards have a unique number and the IS / IK3 code (badge code) and is found on a label on the rear side of the card.



Define data carrier (badge code)

- typing it

or

- reading it if a read-in station is available.

- Click the “read” button. [...] (This button is only available if a read in station is created in IQ NetEdit.)

- Hold card/data carrier into the reading area of the reader within 10 seconds
(otherwise there will be a timeout message, in this case repeat the action).

When working with an IACP connection, the IACP / AC codes must be translated in a way both systems are able to handle correctly This common “language” is called ➜ **IS Code** (**I**ntegrated **S**ystems).

- Esser-Coding:

Enter **ID card no**. and **Version**, no entry in field **Card coding**.

ID card no.: Enter the ID card no., 5 characters max., numeric. Each ID card number may exist only once in the entire system so that each person can be identified unambiguously.

Version: Via the version number, lost/stolen ID cards are barred from access. Each ID card has the version number “0" at the beginning. If an ID card is lost and must be replaced by another one, all data are identical with the original, except for the version number. This version number is incremented by 1 and stored accordingly in the system. If an ID card with a lower version number is used for booking, it will be rejected.

- mifare DESFire EV1

Note: For deviations using mifare DESFire EV1 refer to chapter 24.

Applicable to all coding methods:

Validity Begin / End: Enter the validity of the ID card selected at the moment. In the factory setting, an ID card is validated until a default date (31.12.2025), starting from the creation date.

Modify these values:

- by overwriting or by deleting the default value and entering the desired date/time.

or

- via the calendar (is opened via click on button ▼ behind the date).

Setting the time can be done by overwriting or in hour steps using the arrows.

ID card will be swallowed after expiration: If this checkbox is ticked, ID cards are automatically retained by the relevant reader (e.g. an insert card reader) if their validity has expired.

Replacement identification card: **(Replacement badge)**: Activating this checkbox switches the currently allocated transponder temporarily (i. e. till the entered date) inactive. If an ID card gets lost and has to be replaced by another one this function is meant to create a replacement ID card for some time. The entries into the data fields are as described previously.

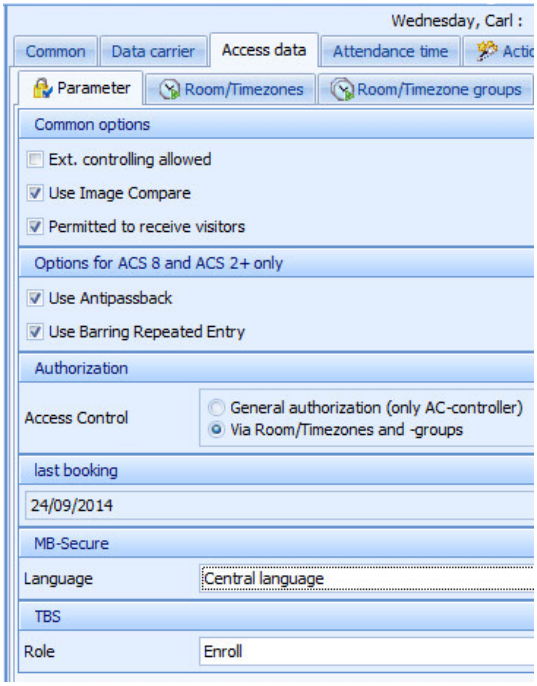
PIN: When using a PIN, the individual code number (4 up to 8 digits, depending on the system settings) for each person can be entered or a not used code number can be suggested by random clicking **get suggestion**. For detailed information about door / PIN see chapter 9). The PIN must be unique per location.

Applicable only if the SALTO Ship (SVN) system is used:

SVN update interval: The SVN update interval is the number of days in which the ID card authorization expires if not renewed at an SALTO online reader for fresh authorization.
The default factory value is 1 (day).
Enter “0” for authorization without expiry.

Tick the check box **SVN Office authorization** to provide individuals (ID cards) to switch the relevant door with this SVN office authorization during defined times to permanet release. More information on the permanent release for doors and the rights involved can be found in the product documentation for your SALTO Ship (SVN) System.

- Tab **Access data ➜ Access parameter**



Common options:
In this area can be defined whether a person
- is authorized for an external control (e. g. for arming/disarming an intrusion detection system with ACS-1 controllers/terminals and actions).
- is participant of image matching.
- is authorized to see visitors.

Options for ACS-8 and ACS-2plus only:
In this area can be defined whether a person is participant of antipassback (APB) and/or barring repeated entry (BRE).

For APB and BRE see separate documentation **Supplementary functions of IQ MultiAccess**.

Authorization:

Here you can decide whether a person is **generally authorized** or via room/timezones or groups. Both functions exclude each other.

General authorization

Activate this checkbox for persons being authorized at any time at any door.

If a door is set to ➜ **permanently blocked**, also the access of a generally autohrized person will be prevented.

Last booking: Date of the last booking of this person / of this data carrier.

MB-Secure ➜ Language:
(This parameter appears only in connection with MB-Secure and LCD operating units):
For each LCD operating unit, one base language can be set for display All display texts will be displayed in the selected language. Regardless of this programming, an individual display language can be set for each person. Custom text will be displayed in the language in, which it was created.

TBS ➜ Rolle (only if TBS option is active):
TBS biometric finger scanners support scanning of finger templates directly at the terminal. (Not on 2D stations, since the display is required for this function). Setting the role sets the operator authorization directly at the biometric terminal.

- Standard — This operator authorization allows a finger to be scanned under the supervision of a person with operator authorization “Enroll”. By Default, every person is set up as "User". A User is identified using his finger and has the authorizations that have been stored in IQMA/IQSC at the respective door.

- Enroll — In addition to the default authorizations, this authorization allows to read in finger templates of persons with operator authorization "Standard" directly at the terminal. Own fingers and fingers with the authorisation "Admin" cannot be read in or be changed.

- Admin — This operator authorization permits all settings possible at the TBS terminal, including "Standard" and "User" authorizations, to be administered.

To log in as "Enroll" or "Admin" directly at the TBS terminal, tap the touchscreen from top to bottom (see figure) and then scan the finger authorized as appropriate.

Users with authorization "Enroll" are taken directly to the Persons menu. For details on scanning finger templates, see the User Handbook for installing TBS.
Users with authorization "Admin" are taken to a menu for administering terminal settings.

- Tab **Access via time zones (room/timezone groups)**

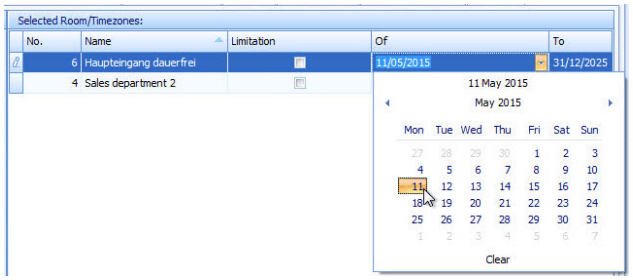
Room/timezones (also restrictions of VdS compliant systems) see chapter 4.

One or several time zones can be assigned to one person.
- Select the desired time zone(s) in the left window.
- Assign with ▶.
- Save.

The person has now access to the doors (door sides) at the times defined in the assigned time zone.

All available time zones may be assigned to one person.
- Button ⏭ selects and assigns all available time zones.
- Save.

The person has now access to all doors (door sides) at the times defined in the assigned time zones. Additionally, the validity of each individual room/time zone can be temporarily restricted per person.



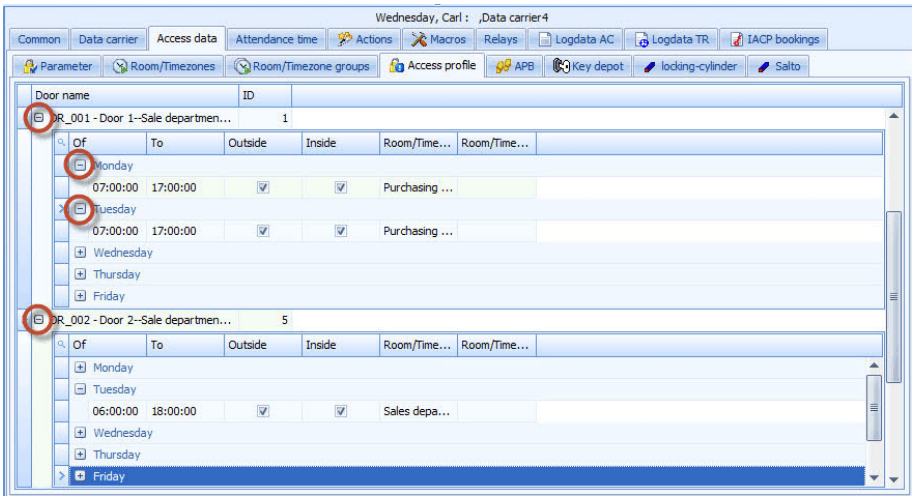
- Activate the **Limitation** field
- Left-click the date field

  Use ▼ to open the calendar and select the date or
- overwrite date.

Allocating room/timezone groups is the same procedure as above described, only the corresponding tab must be selected.

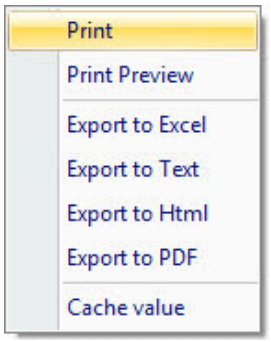
- Tab **Access data ➜ Access report**

The access report of the person selected is shown in a graphical representation in this tab. The black horizontal and vertical lines show the current date and the current time.



By clicking on + the folder structure opens for viewing exactly the access profile.

Access report ➜ Export / Print:



The content of the list can be transferred into another data format.
Via a right-click into any entry opens the context menu for the data export.
Here are the following file formats available:

- Excel
- PDF-Datei
- HTML
- Textformat *.TXT

The target directory and the filename can freely be chosen according to Windows standard.
This context menu can be used for a list output of the event memory data directly on a printer. Alternatively, the printout can be individually adjusted in the preview window or transferred to another program via clipboard. Further view and print options can be changed and adjusted according to individual requirements via the preview functions. Those functions are basically the same as provided in the most common text processing programs e. g. like Microsoft Word.

- Tab **Access data ➜ APB (Antipassback)**
  See seperate documentation “Supplementary Functions of IQ MultiAccess” (P32205-46-0G0-xx).

- Tab **Access data ➜ key depot**
  (Only available if a key depot is defined in IQ NetEdit). See chapter 14.

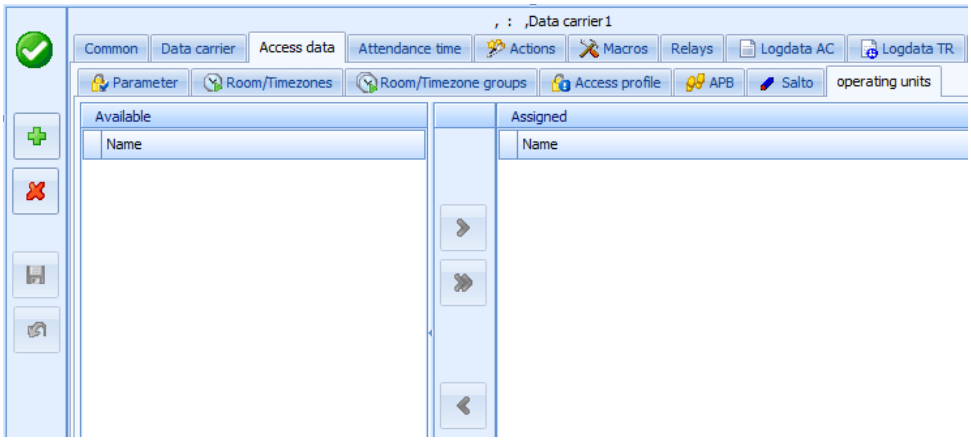
- If an MB24/48/100 intruder alarm control panel is created in IQ NetEdit for this location, the tabs **IDCU** and **IDCU report** exist in the **Access data** selection.

- If an MB-Secure intruder alarm control panel is created in IQ NetEdit for this location, the tab **Operating units** exists in the **Access data** selection.

- Tab **Access data ➜ Operating units** **(Tab exists only with MB-Secure-controllers and active IACP-connection option)**

Operating rights of users for **operating units** are managed by means of operating unit authorisation groups. Programming and configuration of the operating unit authorisation groups is made with IQ PanelControl when programming the MB-Secure panel. When installing IQ MultiAccess the operating unit authorisation groups of the MB-Secure panels are transmitted to IQ MultiAccess.

Assign operating unit authorisation groups



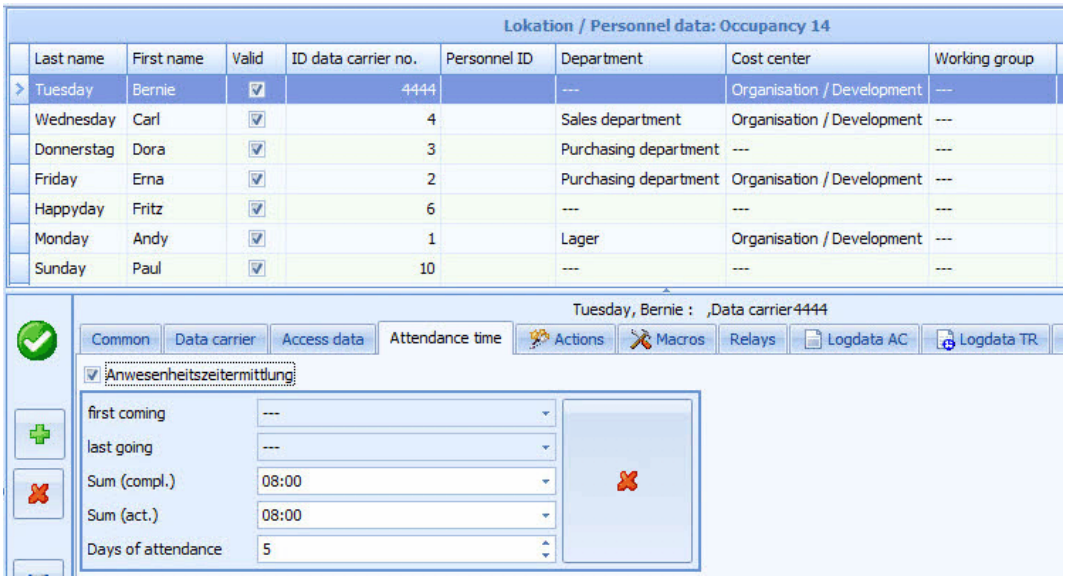
The allocation of an individual operating unit authorisation group to a controller/terminal can be done by marking them in the left window and click the button **>**.

Use the button **>>** to allocate all operating unit authorisation groups .

Deactivation the assignment of individual operating unit authorisation groups to a controller/terminal can be done by marking them in the right window and click the button **<** .

Use the button **<<** to deactivate all operating unit authorisation groups .

- **Attendance time** tab



The calculation of the attendace time does not replace a time recording system at all. This function only calculates a person´s attendance time from the first **entry** booking to the last **exit** booking. To use this function individual doors

must be defined as **entry, exit** or **entry and exit door** in the installation program **IQ NetEdit**. The totals of the first entry booking and the last exit booking of one day are displayed in the corresponding fields. If a person happens to forget booking (e. g. while passing the door together with another person), default values to be defined in **IQ NetEdit** will be used.Bookings like breaks, illness and corrections can not be handled. Basically this function is meant to find out whether a person is present (e. g. for a doorkeeper or a receptionist).

Sum (compl.) This field displays the calculated total of the previous day. If necessary,it can be changed manually (e. g. for busines trip, absence on business).
The sum will not be counted permanently but calculated after the exit booking. This sum is content of the database and can be displayed/printed via the list function.
As a factory setting, the columns attendance time recording, first coming, last going and time sum are not in the lists. The can be inserted individually at any place in the list as explained in chapter 13.1.2).

Sum (act) This field displays the current attendance time. This value is calculated of the **first entry** booking and the current time. For that reason, this value is neither stored in the database nor existing in the list window.

Days of attendance
This field displays the total of accumulated days of attendance (related to the previous day).
As a factory setting, the columns attendance time recording, first coming, last going and time sum are not in the lists. The can be inserted individually at any place in the list as explained in chapter 13.1.2).

Reset fields The entries of the fields **Sum (compl.)** and **Days of attendance** can be manually reset via the button (X).
As a factory setting, the columns attendance time recording, first coming, last going and time sum are not in the lists. The can be inserted individually at any place in the list as explained in chapter 13.1.2).

- Tab **Actions, Macros, Relays**

Actions, macros and relays can be assigned to the person selected in this tab.
Detailed descriptions on this subject are to be found in Chapter 10 = **Actions** and in the separate documentation **Supplementary Functions of IQ MultiAccess**.

- Tab **Bookings**

The bookings of the person selected can be seen here (see Chapter 13.4.1 = Bookings).

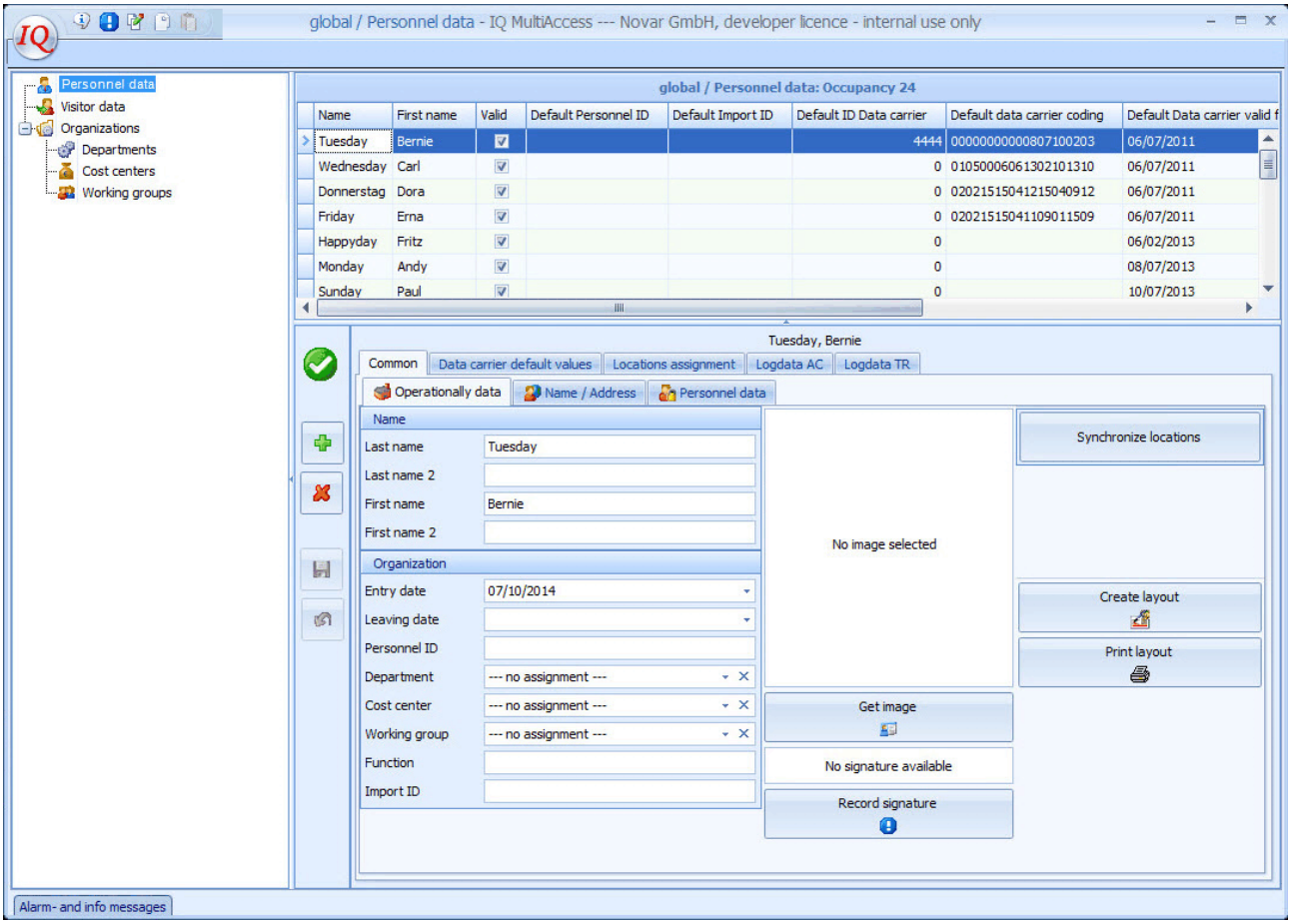
- ➜ **Save** button 

 Persons who are created by a **Location manager** are automatically assigned to his/her location.

5.1.1 Personnel data created by personnel managers

Depending on their rights[3], personnel managers enter only global personnel master data and assign them to one or several locations. This includes also visitor master data and organizations.

The creation of personnel data corresponds basically to the description in Chapter 5.1, the creation of visitor data is described in chapter 19, apart from the following deviations:



The personnel manager has access to all personnel data on a location-independent level.

➜ **Common** ➜ Operationally data
➜ Name /Address
➜ Personel data

If a **department**, a **cost center** and/or a **work group**, which exist(s) in the global master file or can be created here, but which is/are not allocated to the person´s location, gets allocated to the person, they will be allocated to the person´s location in addition.

Via the button **synchronize locations**, generally all data existing in the global master files will be allocated to all locations.

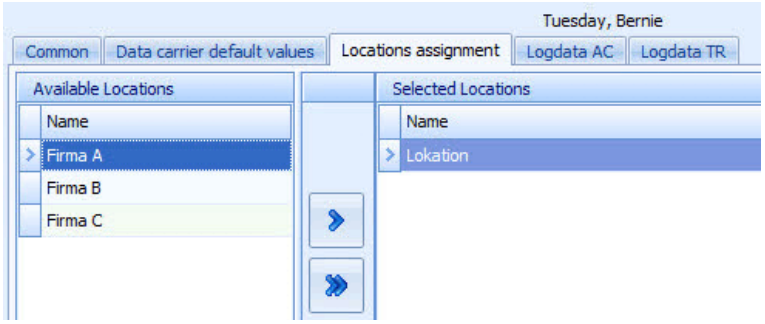
➜ Data carrier default values

There is no duplication check while entering a card coding. This happens only with allocating to a location, when the personnel record gets allocated to one (or several) locations.

---

[3] The assignment of the individual rights is done while creating a personnel manager in IQ NetEdit (cf. installation instructions of IQ MultiAccess

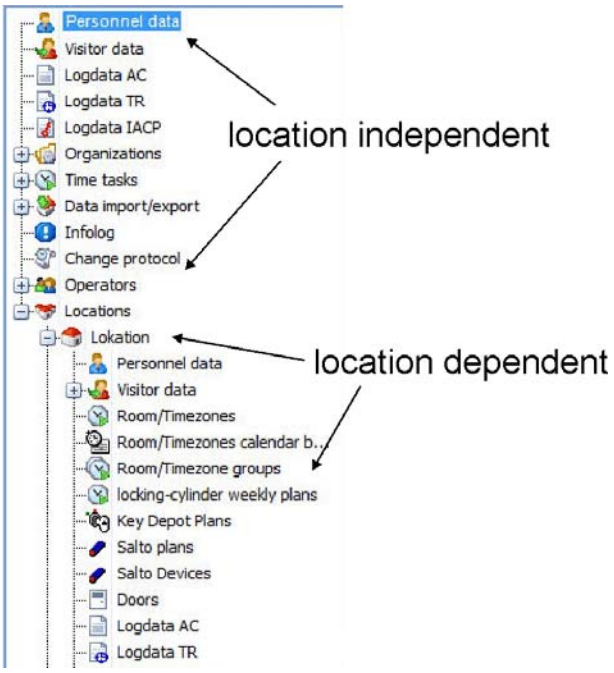
➜ Location assignment.



Select the location(s) in the left window and assign them to the right window with ▶.

Personnel data will be available in the locations only after location assignment.
All other data (access rights etc.) are entered in the location by the location managers or superusers.

5.1.2 Personnel data created by superusers and/or system managers



The superuser/system manager has all rights of the personnel managers and the location managers of all locations and thus access to all tabs described in 5.1 and 5.1.1.

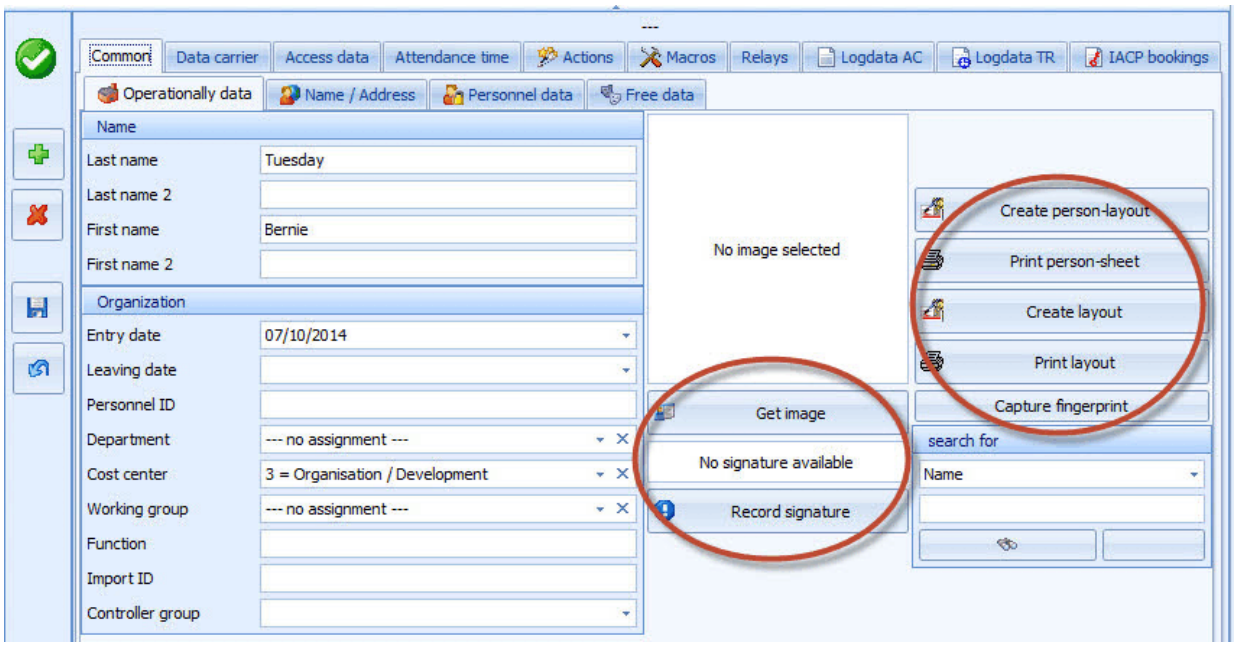
Irrespective of whether and by whom personnel data are created (by location managers, superusers or system managers directly in a particular location or by superusers, personnel managers or system managers on a systemwide level), all persons created are available in the global personnel file on a systemwide level (see also Chapter 12 = Operators).

5.1.3 Enter personell data when use TBS biometric readers

TBS biometric readers are 2D or 3D contact-less fingerprint controllers for maximum recognition certainty. First, the creation of personnell data corresponds basically to the description in Chapter 5.1.

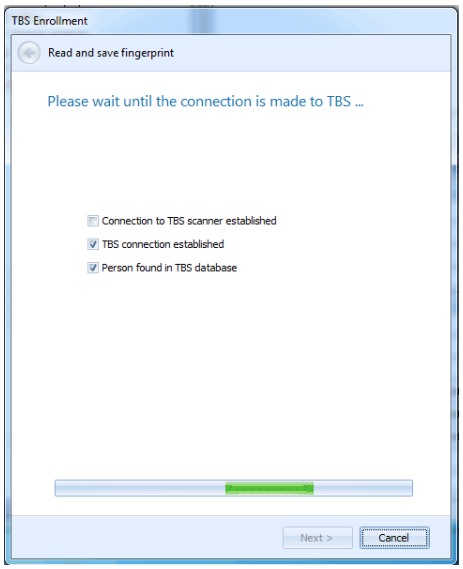
- **Operation:**

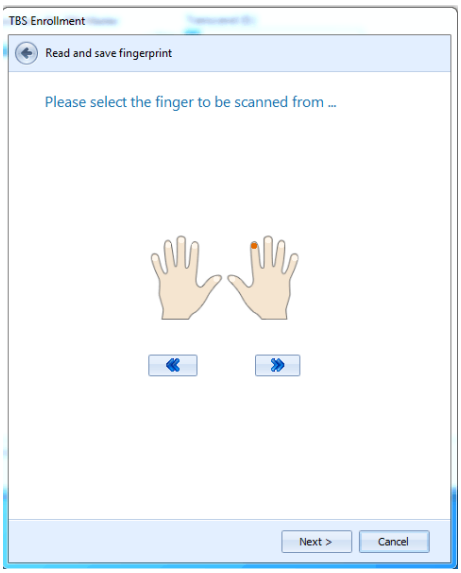
In the presence of a corresponding license and a already installed Enroll terminal, the button **Capture fingerprint** will appear at the personnel master data.



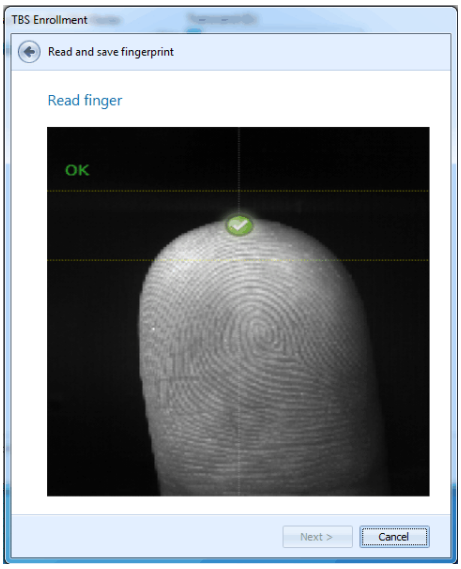
- **Read in fingerprint:**

Button ➜ **Capture fingerprint**. The connection to the TBS scanner will be established. Then the recording window opens.





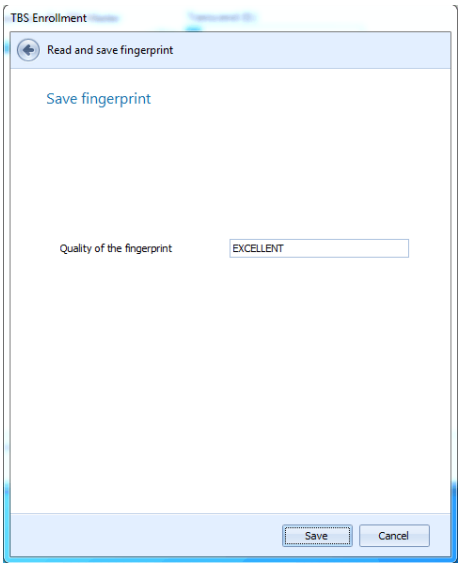
Observe the instructions on the screen step by step. First, select the finger to be scanned.



➜ Hold the selected finger in the Enroll terminal.

➜ After the first recording, the verification is carried out. Observe the instructions on the screen.

➜ Button **Next** confirms and start the next step.



➜ Observe the instructions on the screen step by step, you will be shown a successful reading and verification.

- **Save**

  When you recorded the desired fingers, the window will be closed.
  Select another finger to be recorded and start the recording procedure again. We recommend at least two fingers to record.

5.1.4 Operating diagram manual functions of TBS biometric readers

- **Standard screen**

  Authorization the access control via finger or enter the PIN using button ➜ **Keyboard** .

- **IACP functions**

  Tic ➜ **Honeywell** logo as a button. IACP functions and further Information to the system state are displayed.

- **IACP operating**

  Use button ➜ **Arm / Disarm** for operating the intrusion alarm control panel.
  Use button ➜ **i** for display the panel state.

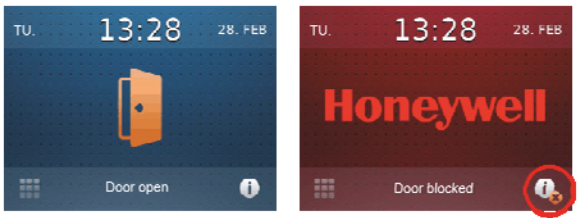
5.1.5 Diagram automatic operations of TBS biometric readers

- **Standard screen**

  Authorization the access control via finger or enter the PIN

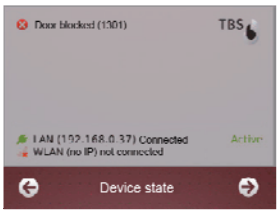
- **Status screen of the automatic operations**

  Alternate indicators of the door status are displayed, (only ACS-8 connection).
  Example: Door open / Door blocked.



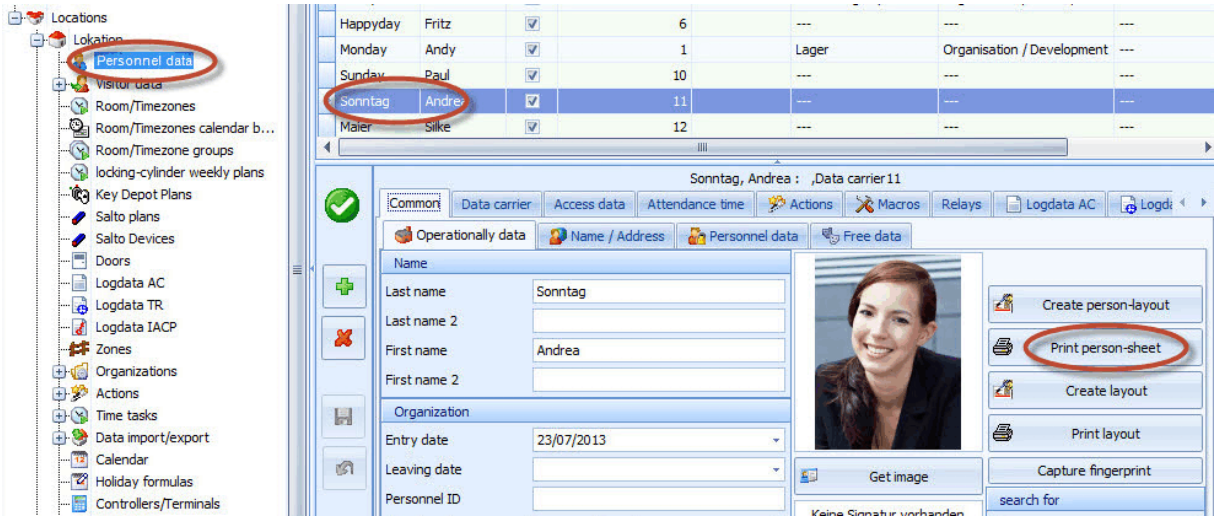
- **Info screen**

  Tic button ➜ **i**. Information about the device status are displayed.

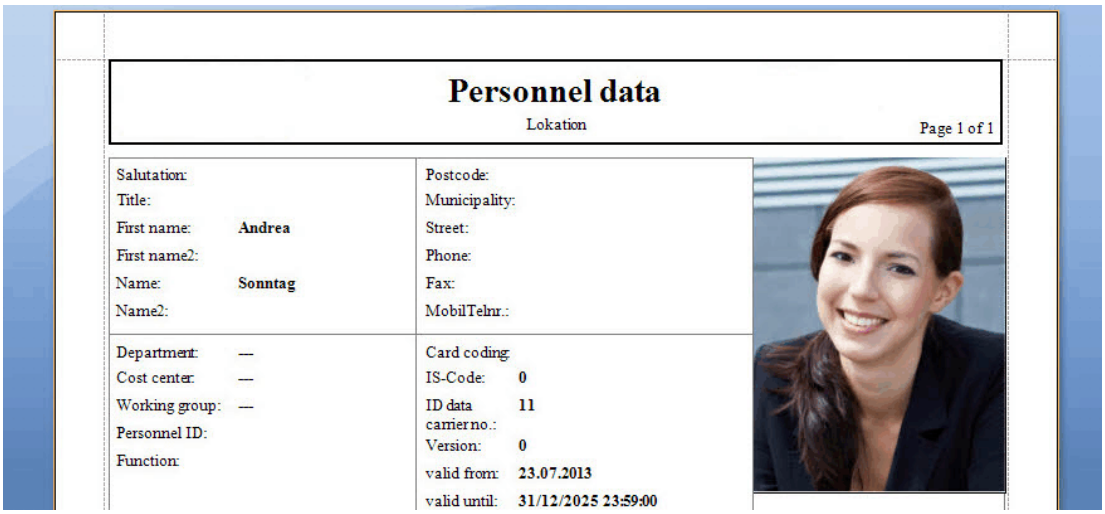


5.2 Print personnel data

Press the button **Print person sheet** to print (after a preview) a data sheet with all entries available per person**.**



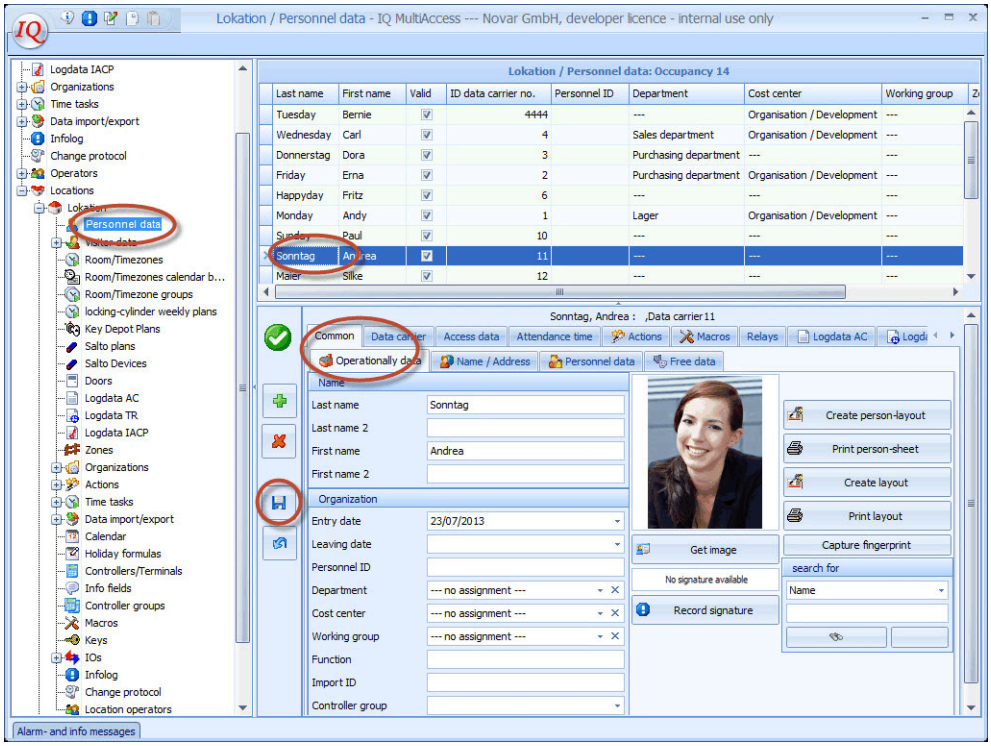
The buttons of the menu bar are selft-explanatory by touching them with the mouse pointer. Printing, saving and opening of files happen according to Windows standard.



Print personnel sheets of several persons

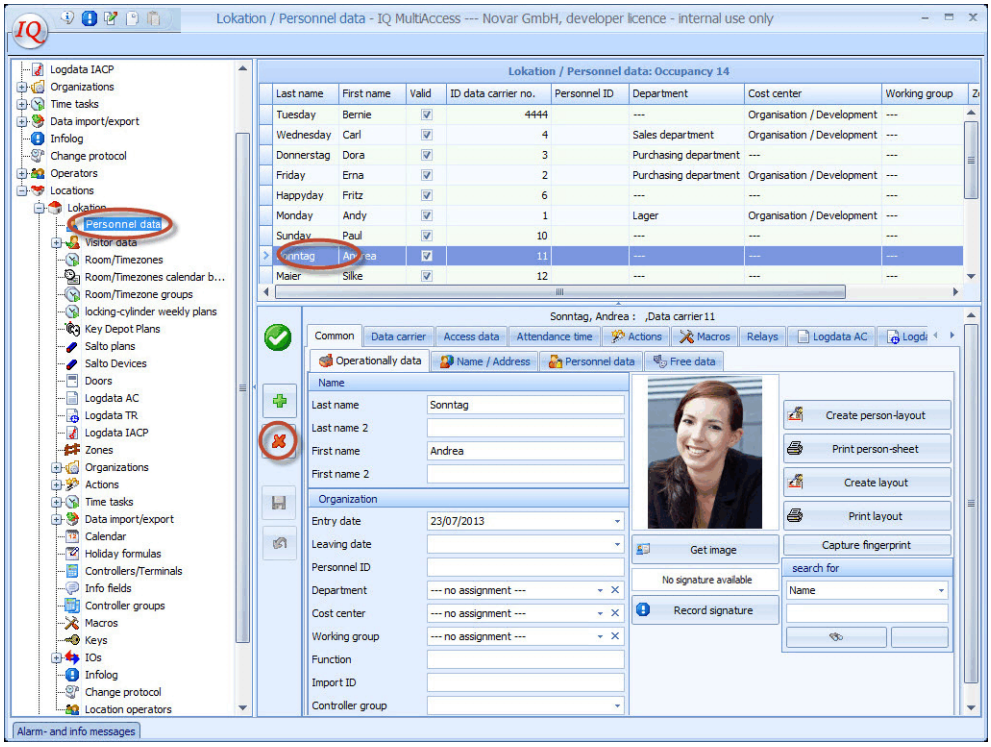
Select the persons required via ➜ **Groupwise changings** (cf. chapter 16) and press button “Print person sheet”.

5.3 Modify personnel data



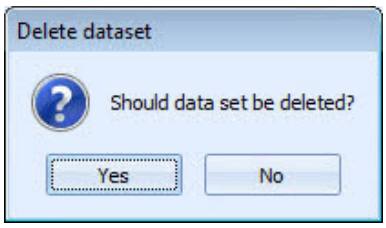
- Select Personnel data in the File dialog window.
- Select the person to be modified in the List window.
- Modify the relevant entries in the tabs as described in 5.1.
- Save.

5.4 Delete personnel data



- Select Personnel data in the File dialog window.

- Select the person to be deleted in the List window.
- Delete button.
- Acknowledge confirmation prompt with ➜ **Yes.**



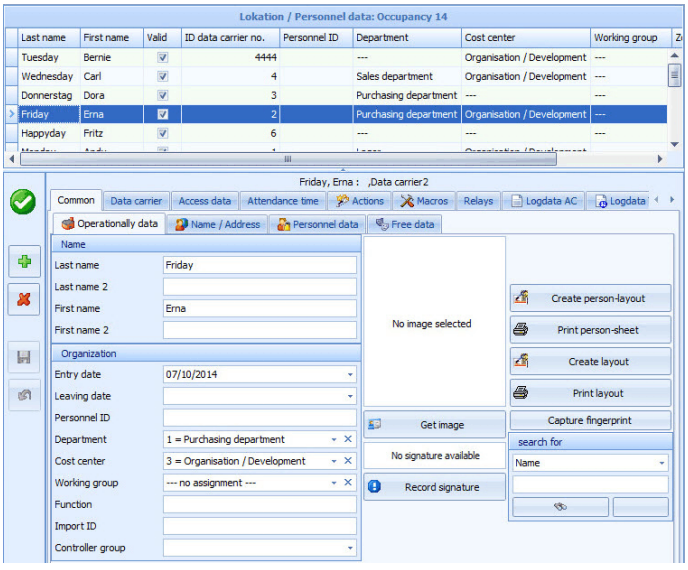
Caution! **Data loss possible!**
A confirmation for deleting is only prompted if it is activated in the ➜ Setup (see chapter 2.3). In factory setting it is active.

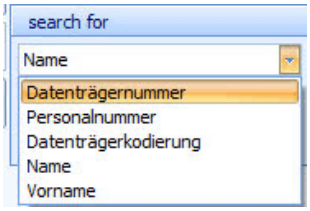
If a person is deleted in a location, his/her personnel record is deleted only from the location concerned but it will be maintained globally. If it is to be deleted completely, the personnel manager or the superuser must delete it from the cross-location personnel file.

5.5 Search for Personnel Data

For general information about this subject see also chapter 13.1.1 = Search.
Within the personnel master file there exist some additional possibilities for searching:

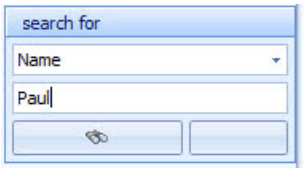
- In the tab **Common / Operationally Data**
  - The **Search** symbol opens a window to enter the search criteria: ➜ ID data carrier no.
    ➜ Personnel ID
    ➜ Data carrier coding
    ➜ Name
    ➜ First name





  - Enter a value to search for (e. g. ID data carrier no. 123).
    If searching for ➜ **data carrier coding** enter the ➜ **AC unique number**

- **Search** button:

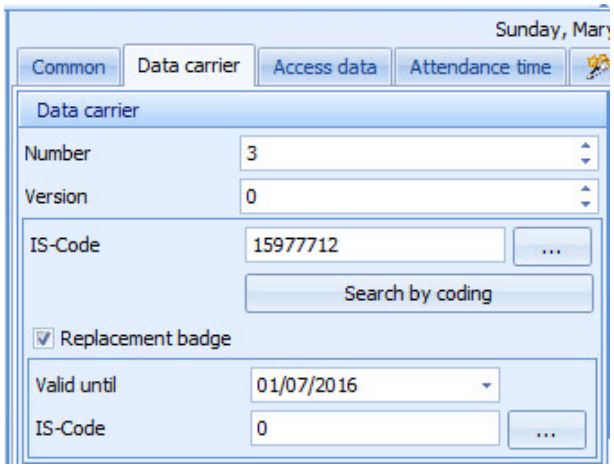


If the entered search criterion has been found, the corresponding line will be highlighted in the list window, the assigned data are displayed in the detail window.

- Button **Continue searching**: If there exist further data records beginning with the entered search criterion, each next record will be displayed by clicking this button (e. g. personnel ID 1230, 1231, 1235 etc.).

- In the **Data carrier** tab

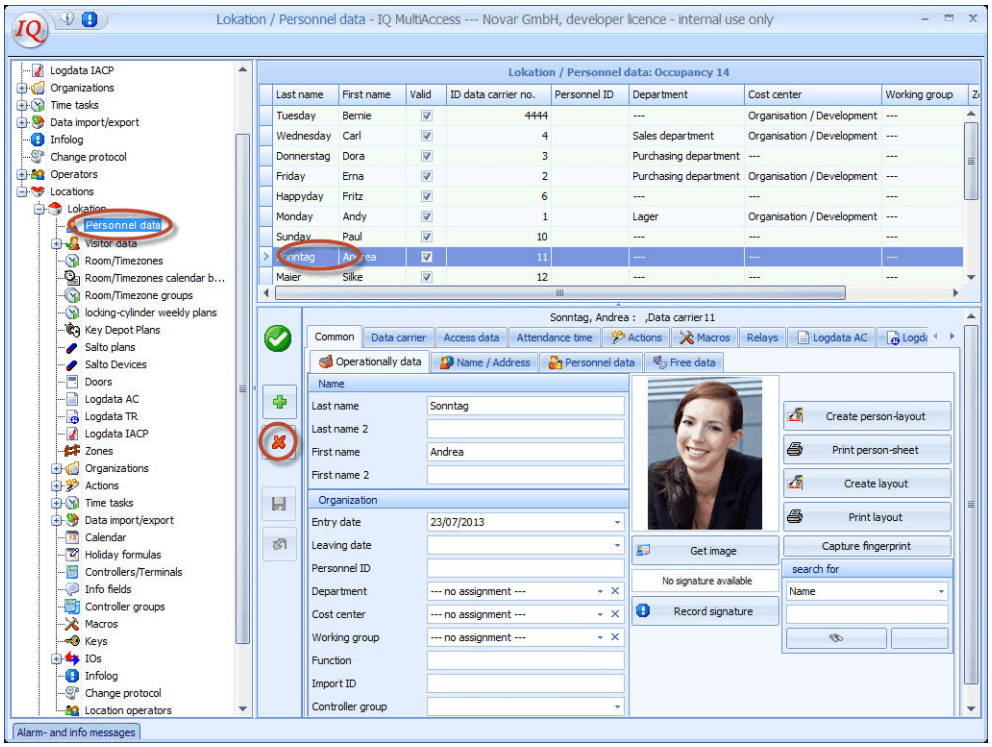
If a read in station is connected to the computer currently used, a card can read by this read in station after clicking the button **Search by data carrier coding** or (also replacement badge). The allocated data record will be displayed.



If no card is presented to the reading area of the read in station within 10 seconds after clicking the button, the search is cancelled with the message:

6. Controllers/terminals

This section consists mainly of displays that are for information only. The controllers/terminals are defined and managed in the installation program IQ NetEdit. They can be neither defined nor deleted in the application program IQ MultiAccess.



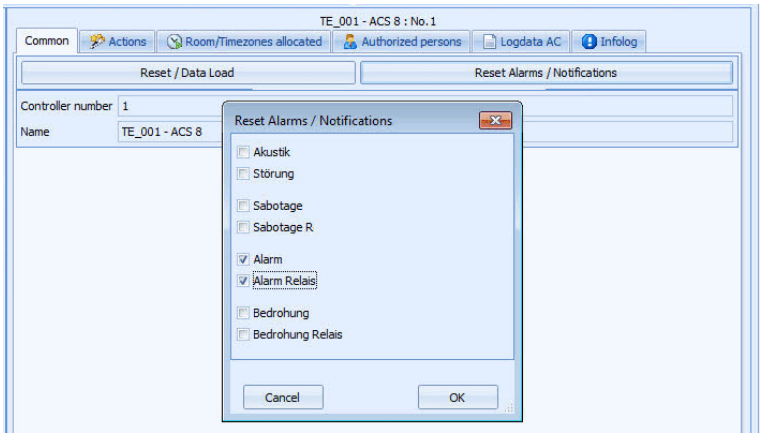
- **Common** tab:

Controller/terminal number and name from IQ NetEdit are displayed, they cannot be changed.

Reset/ data load

If you click on this button, the data in the controller/terminal selected are first deleted, i.e. a defined basic condition is established and the entire data structure is sent again to the controller/terminal (cf. Chapter 11.1 = Timer jobs to be executed once).

Reset alarms / notifications



Alarms, faults etc. on the ACS-2/8 are indicated by LEDs lighting up (details see installation instructions of the corresponding controllers). The LEDs remain illuminated even after trouble shooting and can be reset / switched off via this button.

- Controllers / terminals
- Select controller
- “Common” tab
- ➜ **Reset alarms / notifications**
- Select corresponding alarm

The “fault” LED of the ACS-2/8 will be switched off.

- **Actions** tab: see Chapter 10.

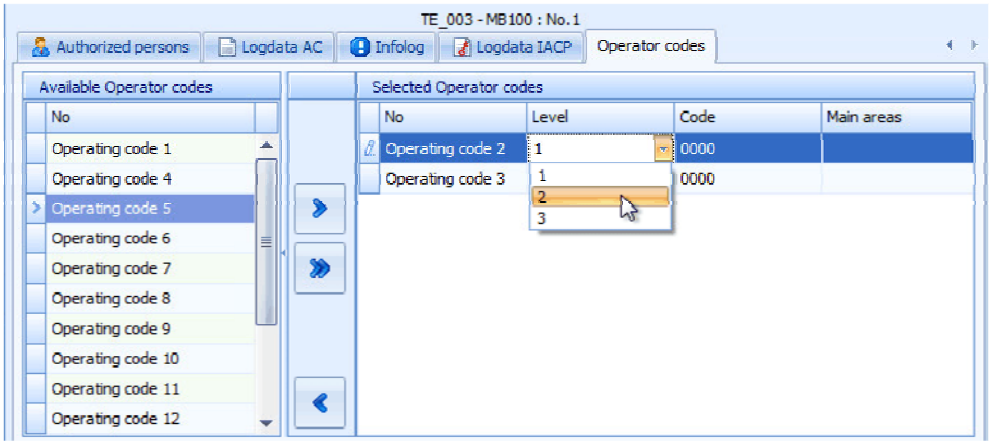
- Tabs **Room/Time zones allocated / Authorized persons / System activity / Infolog:**

Display of the room/time zones assigned to this controller/terminal, authorized persons, bookings and internal program messages. For details please see Chapter 4 = Room/time zones and Chapter 13.4 = Evaluations as a section (tab) in the detail window.

- **Operator Codes** tab[4]

An operator code is a sequence of numbers which an operator uses to login at an operating unit. IQ MultiAccess takes over already existing codes from the IACP during the installation.

Create new operator codes



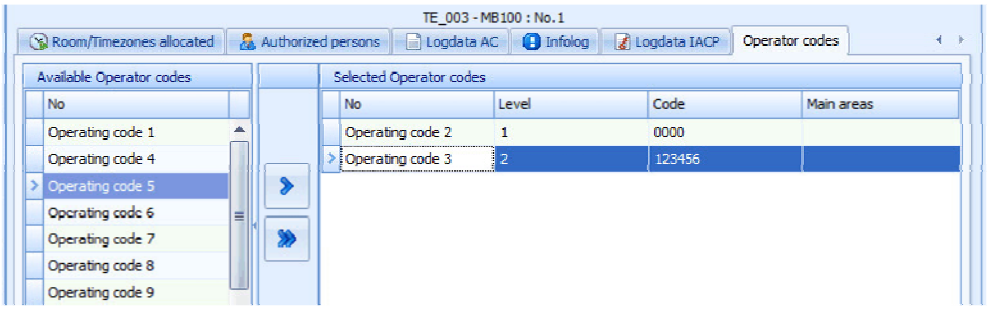
The allocation of individual operating codes to a controller can be done by marking them in the left window and click the button **>**.

Use the button **>>** to allocate all operating codes.

- **Define operating level**

Set first the operating level of the selected operating code. Click in the field below the **level** headline. This opens a list to select the levels 1, 2 and 3.

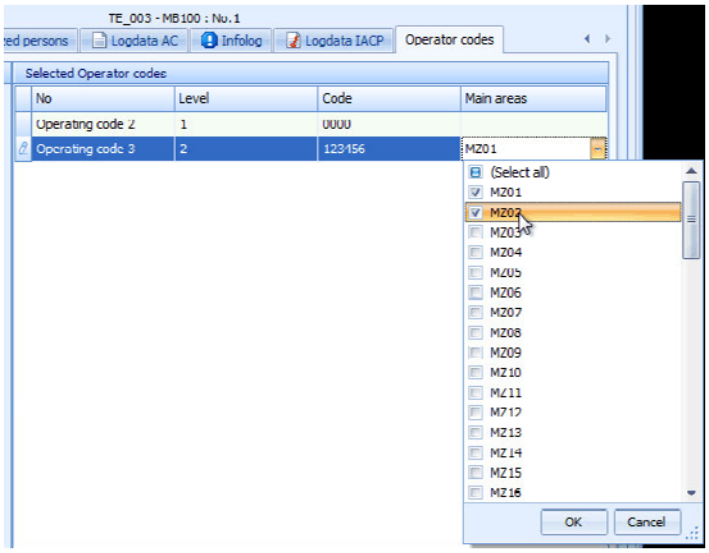
- **Enter operating code**



Depending on the level selected, a 4 up to 6 digit operator code can be entered in the field with the headline **Code**.

[4] exists only with MBxxx-controllers and active IACP-connection option

- **Assign main zone**



Set one or more main zones for the selected operating code. Click in the field below the **main zone** headline. This opens a list to allocate to one or several main zones (MZ01 - MZ16) or (MZ01 - MZ64) with 561-MB100.

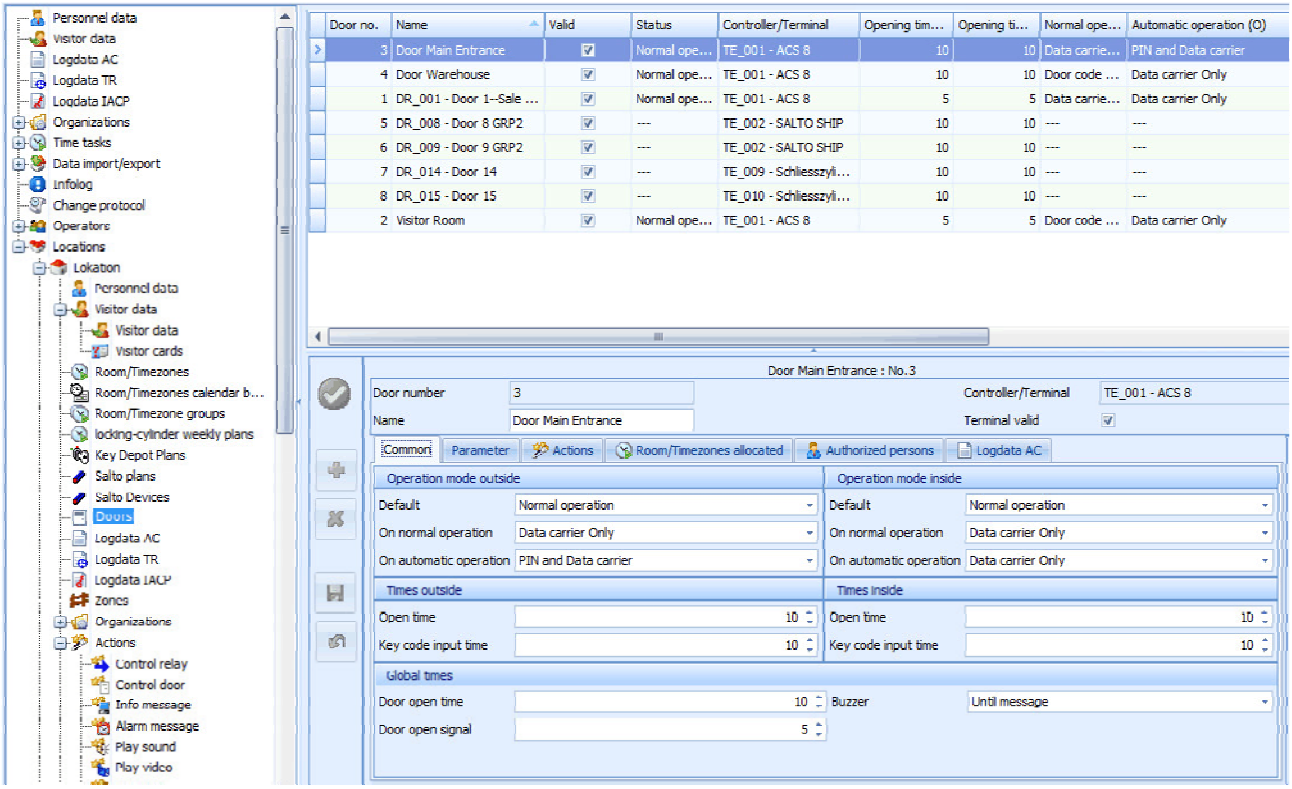
- **Delete operator code**

Deactivation the assignment of individual operating codes to a controller can be done by marking them in the right window and click the button < .

Use the button << to deactivate all operating codes.

7. General door data

Doors are configured in the installation program IQ NetEdit. They can be neither defined nor deleted in the application program IQ MultiAccess. It is only possible to modify certain basic conditions (operation modes)

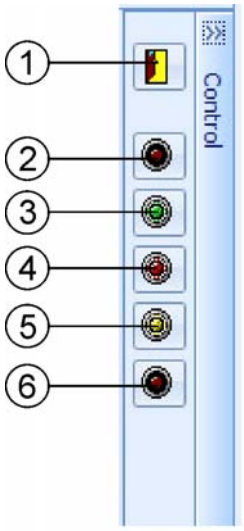


- Select ➜ **Doors** in the File dialog window.
- Select the desired door in the list window.
- Set the desired parameters in the operation area.

Tabs **Common** and **Door parameters** will be different, depending on the controller/terminal type connected.

7.1 Common tab for ACT, ACS-2 and ACS-8

Buttons: Via the buttons, you can manually modify door states for test purposes. The defined basic condition of the door is overwritten temporarily. After a reinitialization/ parameterizing of a controller/terminal, the controllers/terminals are reset to the originally defined basic condition.



The **open door** button causes a brief release like pushing the door strike key.

① - Open door

② - Prevent access outside

③ - Permanent release

④ - Block door

⑤ - Normal operation

⑥ - Prevent access inside

Due to legal requirements, a permanent release for fire doors must not be possible. The button has gone blank in this case.

Door: The door number and name from IQ NetEdit are displayed. The door number cannot be changed, only the door name. The modification is adopted by IQ NetEdit and applies to the entire installation.

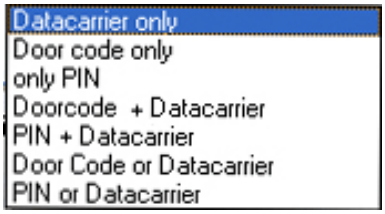
Controller/Terminal:
The controller/terminal controlling the selected door is displayed. No modifications are possible.

Operating mode outside/ inside:
The identification type for ➜ **Normal operation** and for an active ➜ **automatic operation** can be defined for each side of the door.

Normal operation: Basic condition of a door (side) defined during installation. The reader and the keyboard are ready for operation, the LED is lit.

Automatic operation: Condition that deviates from normal operation. It is defined via a special room/time zone which can be assigned to a door (side) and automatically influences the door state. (e.g. access only with ➜ **card and PIN** within a particular time; see also Chapter 9.1.5).
Automatic operation has a higher priority than normal operation.

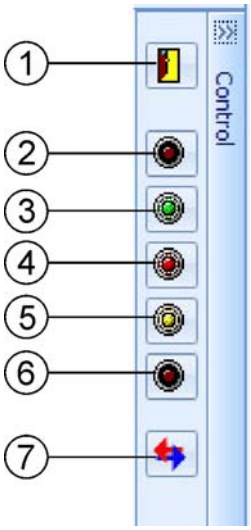
The following access criteria are available per door side and operating mode[5]:



[5] For variations see chapter 20.

7.2 Common tab for IACP doors/switching devices

Buttons: Via the buttons, you can manually modify door states for test purposes. The defined basic condition of the door is overwritten temporarily. After a reinitialization/ parameterizing of a controller/terminal, the controllers/terminals are reset to the originally defined basic condition.



The **open door** button causes a brief release like pushing the door strike key.

① - Open door

② - Prevent access outside

③ - Permanent release

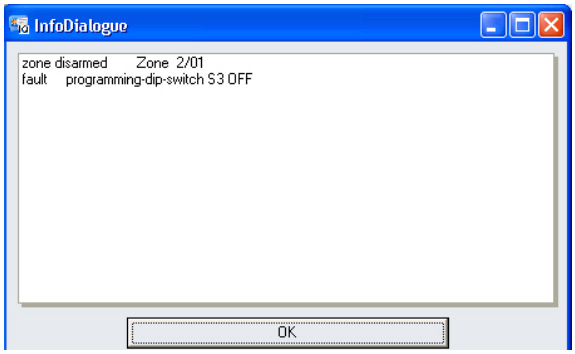
④ - Block door

⑤ - Normal operation

⑥ - Prevent access inside

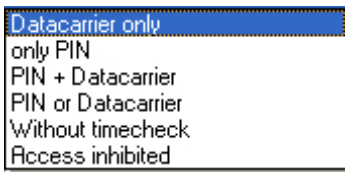
⑦ - Request reason why arming is not possible

Due to legal requirements, a permanent release for fire doors must not be possible. The button has gone blank in this case.



The button **Request arming prevention** opens a window with information why it is not possible to arm the system via the selected switching device.

A maximum of 5 reasons can be displayed at one time.



The further options correspond to the descriptions of chapter 7.1 with the deviations of the operating modes that follow[6]:

These operation modes are only used to administrate the AC-functions. The operation modes for arming/disarming and control functions are set in WINFEM.

Without timecheck: The AC-function can be activated by reading an assigned data carrier or by entering an assigned PIN. In doing so, the door will be released without checking any date and time.It will be enough if the data carrier belongs to a room/timezone that is assigned to the selected switching device.

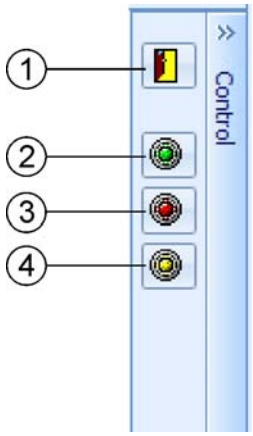
Access inhibited: The reader/ the keypad of the corresponding door side is not active. An indetification can not be done which prevents an access.

Example: As of a particular time no one is allowed any more to enter a room, but all persons who are in the room are allowed to leave it.

6 For variations see chapter 20.

7.3 Common tab for ACS-1

Buttons: Via the buttons, you can manually modify door states for test purposes. The defined basic condition of the door is overwritten temporarily. After a reinitialization/parameterizing of a controller/terminal, the controllers/terminals are reset to the originally defined basic condition.



The **open door** button causes a brief release like pushing the door strike key.

① - Open door

② - Permanent release

③ - Block door

④ - Normal operation

Due to legal requirements, a permanent release for fire doors must not be possible. The button has gone blank in this case.

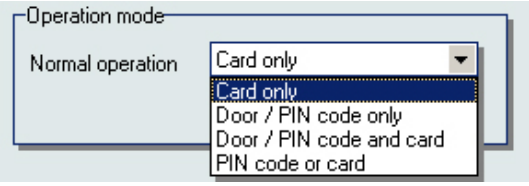
Door: The door number and name from IQ NetEdit are displayed. The door number cannot be changed, only the door name. The modification is adopted by IQ NetEdit and applies to the entire installation.

Controller/Terminal: The controller/terminal controlling the selected door is displayed. No modifications are possible.

Operating mode: The identification type for ➜ **Normal operation** can be defined here.

Normal operation: Basic state of a door defined during installation. The reader and the keyboard are ready for operation, the yellow LED is lit.

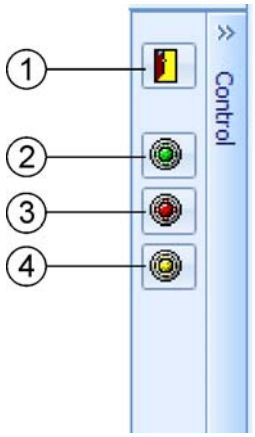
The following access criteria are available per operating mode[7]:



[7] For variations see chapter 20.

7.4 Common tab for MB-Secure and AXS4Secure

Buttons: Via the buttons, you can manually modify door states for test purposes. The defined basic condition of the door is overwritten temporarily. After a reinitialization/parameterizing of a controller/terminal, the controllers/terminals are reset to the originally defined basic condition.



The **open door** button causes a brief release like pushing the door strike key.

① - Open door

② - Permanent release

③ - Block door

④ - Normal operation

Due to legal requirements, a permanent release for fire doors must not be possible. The button has gone blank in this case..

Door: The door number and name from IQ NetEdit are displayed. The door number cannot be changed, only the ➜ **door name**. The modification is adopted by IQ NetEdit and applies to the entire installation.

Terminal: The terminal which controls the selected door is displayed. Changes are not possible.

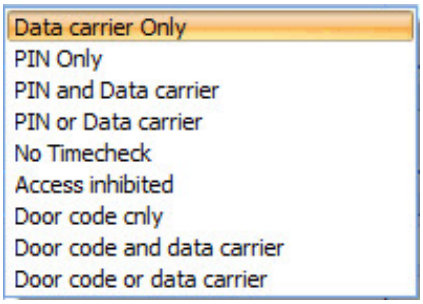
Operating mode outside / inside:

For each side of the door, the type of identification can be defined for ➜ **Normal operation** and ➜ **Automatic operation**.

Normal operaton: Basic state of each side of the door defined during installation. The reader and the keyboard are ready for operation, the yellow LED is lit.

Automatic operation: Condition that deviates from normal operation. It is defined via a special room/time zone which can be assigned to a door (side) and automatically influences the door state. (e.g. access only with ➜ **PIN and data carrier** within a particular time; see also Chapter 9.1.5).
Automatic operation has a higher priority than normal operation.

For each door side and operating mode, the following access criteria are available:



Times (outside/inside):
Enter time in seconds for certain timers, separate by inside/outside of the door.

Open time:
Activation time of the door strike relay. During this time the door can be opened.

Global times:

Door open time:
Maximum open time of the door in seconds. Starts when the door state contact reports that the door is actually opened. After expiry of this time, an alarm will be triggered (message: door opened too long).

Door open signal:
If a reader / a keypad is equipped with an internal buzzer, an acoustic signal can indicate that the door must be closed as otherwise the ➜ **door open time** will expire and an alarm will be triggered as a result. For this purpose, the field ➜ **Buzzer** must be activated.
The door open signal time is a part of the ➜ **door open time** and should always be shorter than this so that enough time remains for closing the door. The time entered here indicates how many seconds it starts before the door open time expires (that is the time left for closing the door without triggering an alarm).

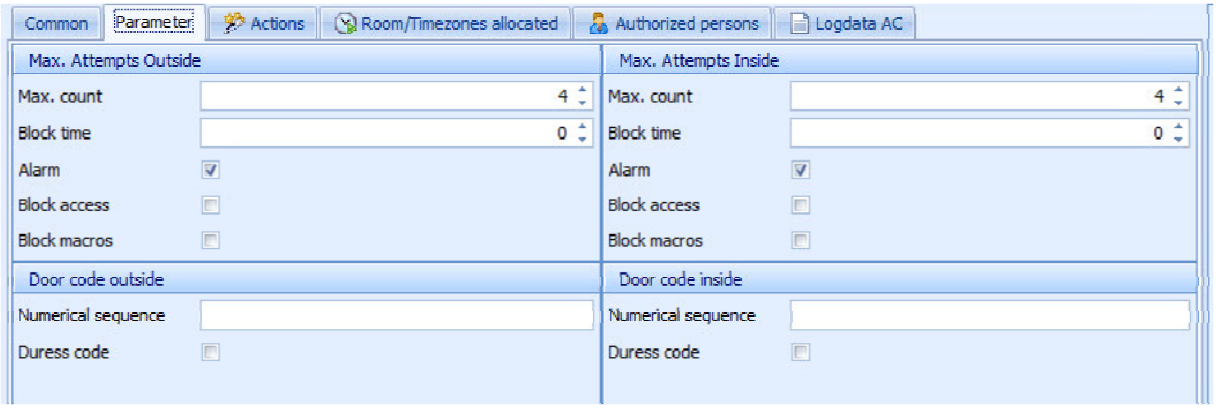
Buzzer (Acoustics):
This field defines the acoustic signaling (either ➜ **off** or ➜ **until closed**), if ➜ **Door open time** and ➜ **Door open signal** are used.

Door code (outside/inside):
In the **numerical sequence** field, the individual ➜ **door code** is entered. This code may have 4 up to 6 digits. Mixed operation of door code and PIN is possible within the entire system.

Blocking time:
If this field is activated, the reader/keypad is blocked for the ➜ **Blocking time** after the number of permissible unsuccessful attempts is exceeded. The yellow LED and the red LED are lit at the same time.

7.5 Door Parameter tab for ACT, ACS-2 and ACS-8

The values entered during installation are shown in this tab and can be modified, if required. The parameters are structured according to door sides and general data.



Times (outside/inside): Enter time in seconds for certain timers, separate by inside/outside of the door.

Open time: Activation time of the door strike relay. During this time the door can be opened.

Input time key code: The key code (➜ PIN or ➜ door code) must be entered within this time. If the code is not yet entered completely after expiry of this time, the complete input must be started again from the beginning.

Max. attempts (outside / inside): Definitions depend on the door side:

Max. count: How many incorrect attempts are the maximum permitted for reading/input. Depending on the definition, one of the following options will happen.

Block time: Time (in seconds) for blocking access or macros after the maximum number of incorrect reading/input activities has been exceeded.
➜ **Block access**
➜ **Block macros**

Alarm: If this field is activated, an alarm will be triggered on the controller/terminal controlling the corresponding door side after the max. number permitted for reading/input activities has been exceeded. An alarm is also triggered if "0" or nothing is entered in ➜ **block time**.

Block access: If this field is activated, the reader/keyboard will be blocked for the duration of the ➜ **block time** after the maximum number of incorrect attempts permitted has been exceeded. The yellow LED and the red LED are lit simultaneously. The yellow LED indicates that reader / keyboard are in the ➜ **normal condition** defined, the red LED, however, indicates that the normal condition is blocked at the moment. An identification is not possible.

Block macros: If this field is activated, the execution of the ➜ **macros** assigned to this door side will be blocked for the duration of the defined ➜ **block time** after the maximum number of incorrect attempts permitted has been exceeded. The yellow LED and the red LED are lit simultaneously. The yellow LED indicates that reader / keyboard are in the ➜ **normal condition** defined, the red LED, however, indicates that the normal condition is blocked at the moment. Macros cannot be activated, but the door is opened in case of correct identification. If a macro which is executed automatically is assigned to this person, this person will only be granted a door release. The macro assigned will be suppressed.

Alarm, block access and block macros may be used in any combination.

Door code (outside/inside):
In the **numerical sequence** field, the individual ➜ **door code** is entered. This code may have 4 up to 6 digits.
In addition, field ➜ **Duress code** can be activated.
Mixed operation of door code and PIN is possible within the entire system.

see also Chapter 9**.**

Global times:

Door open time:
Maximum open time of the door in seconds. Starts when the door state contact reports that the door is actually opened. After expiry of this time, an alarm will be triggered (message: door opened too long).

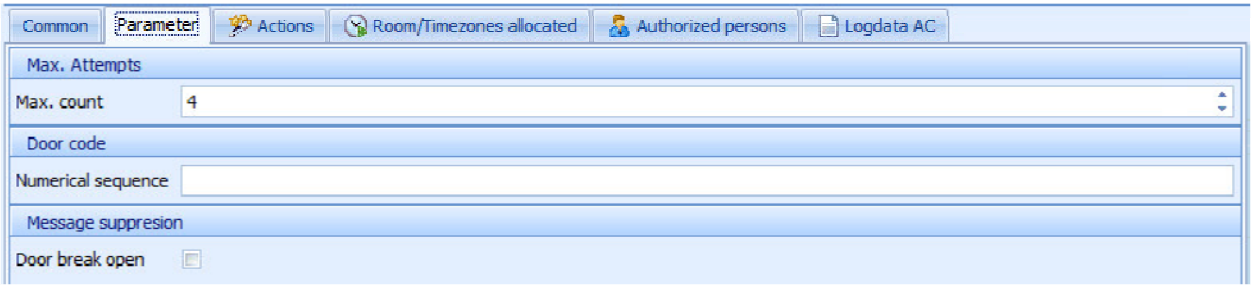
Door open signal:
If a reader / a keypad is equipped with an internal buzzer, an acoustic signal can indicate that the door must be closed as otherwise the ➜ **door open time** will expire and an alarm will be triggered as a result. For this purpose, the field ➜ **Buzzer** must be activated.
The door open signal time is a part of the ➜ **door open time** and should always be shorter than this so that enough time remains for closing the door. The time entered here indicates how many seconds it starts before the door open time expires (that is the time left for closing the door without triggering an alarm).

Alarming time:
The duration (in seconds) of an alarm is entered in this field.

Buzzer:
This field must be active if you work with ➜ **Door open time** and ➜ **Door open signal**.

7.6 Door Parameters tab for ACS-1

The values entered during installation are shown in this tab and can be modified, if required. The parameters are structured according to doors and general data.



Times Enter time is seconds for certain timers of the door.

Open time: Activation time of the door strike relay. During this time the door can be opened.

Input time door code:
The key code (➜ PIN or ➜ door code) must be entered within this time. If the code is not yet entered completely after expiry of this time, the complete input must be started again from the beginning.

Max. attempts

Max. count:
How many incorrect attempts are the maximum permitted for reading/input. After the number of incorrect attempts permitted has been exceeded, the door will remain locked and the reader/keyboard blocked. The red LED is lit. As long as the red LED is lit, a new identification is not possible. If required, an acoustic alarm is output on the ACS-1 (unless "0" is entered for ➜ **Alarming time**). The booking is logged with "number of incorrect attempts exceeded".

Door code In the **numerical sequence** field, the ➜ **door code** is entered. This code may have 4 up to 6 digits. In addition, field ➜ **Duress code** can be activated.
Mixed operation of door code and PIN is possible within the entire system. See also Chapter 9**.**

Global times:

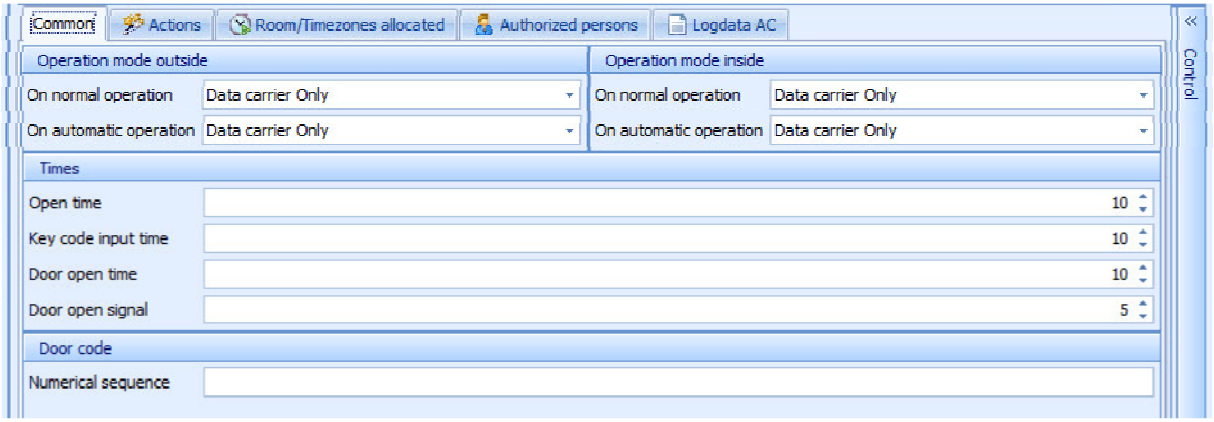
Door open time:
Maximum open time of the door in seconds. Starts when the door state contact reports that the door is actually opened. After expiry of this time, an alarm will be triggered (message: door opened too long).

Door open signal:
If a reader / a keypad is equipped with an internal buzzer, an acoustic signal can indicate that the door must be closed as otherwise the ➜ **door open time** will expire and an alarm will be triggered as a result. For this purpose, the field ➜ **Buzzer** must be activated.
The door open signal time is a part of the ➜ **door open time** and should always be shorter than this so that enough time remains for closing the door. The time entered here indicates how many seconds it starts before the door open time expires (that is the time left for closing the door without triggering an alarm).

Alarming time:
The duration (in seconds) of an alarm is entered in this field.

7.7 Door Parameter tab for IACP doors

The values entered during installation are shown in this tab and can be modified, if required. The parameters sare structured according to doors and general data.



Times outside: Enter time is seconds for certain timers of the door.

Open time:
Activation time of the door strike relay. During this time the door can be opened.

Input time door code:
The key code (➜ PIN or ➜ door code) must be entered within this time. If the code is not yet entered completely after expiry of this time, the complete input must be started again from the beginning.

Global times:

Door open time:
Maximum open time of the door in seconds. Starts when the door state contact reports that the door is actually opened. After expiry of this time, an alarm will be triggered (message: door opened too long).

Door open signal:
If a reader / a keypad is equipped with an internal buzzer, an acoustic signal can indicate that the door must be closed as otherwise the ➜ **door open time** will expire and an alarm will be triggered as a result. For this purpose, the field ➜ **Buzzer** must be activated.
The door open signal time is a part of the ➜ **door open time** and should always be shorter than this so that enough time remains for closing the door. The time entered here indicates how many seconds it starts before the door open time expires (that is the time left for closing the door without triggering an alarm).

Door code (outside/inside):
In the **numerical sequence** field, the individual ➜ **door code** is entered. This code may have 4 up to 6 digits. Mixed operation of door code and PIN is possible within the entire system.

7.8 General tabs

7.8.1 Actions tab

In this tab, you can assign actions to the door selected.
You will find a detailed description in Chapter 10 ➜ **Actions**.

7.8.2 Allocated room/time zones tab

The tab provides an overview of all room/time zones allocated to the door selected.

For examples of individual adjustments of lists see Chapter 13.1.2 ➜ **Individual adjustments**. For print/export of lists see chapter 13.1.3.

7.8.3 Authorized persons tab

This tab provides an overview of all persons who are permitted to access the selected door.

For examples of individual adjustments of lists see Chapter 13.1.2 ➜ **Individual adjustments**. For print/export of lists see chapter 13.1.3.

7.8.4 AC Bookings tab

Here you can see the AC bookings of the door selected.

For examples of individual adjustments and evaluation of lists see Chapters 13.1.2 ➜ **Individual adjustments** and 13.4.1 ➜ **Bookings**. For print/export of lists see chapter 13.1.3.

8. Permanent release and permanent locking of a door

Automatical setting of the door condition via room/timezones.
In general, the access criterion defined as ➜ **Normal operation** is valid for a door. This chapter describes possibilities to change this condition automatically time depending.

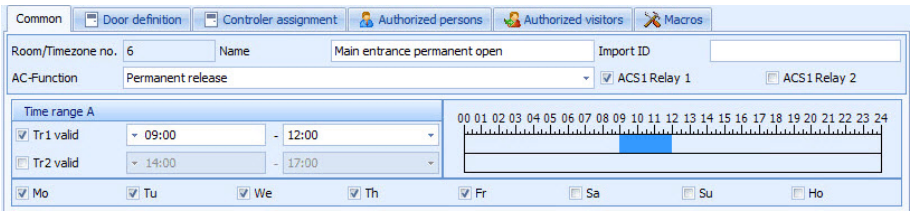
E. g.: A door is to be permanently released / permanently locked, opened with PIN only, PIN and data carrier, PIN or data carrier etc. during a certain period of time.

8.1 Permanent release

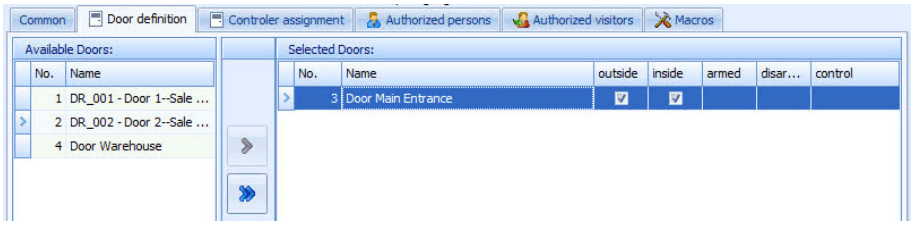
Example: From 9:00 h until 12:00 h, the main entrance is to be permanently open to the public. This is to be restricted to the days from Monday to Friday.

- Define the room/time zone
  The room/time zone covers the period from 9.00 h to 12:00 h.
  A possible name for the room/time zone could be: *Main entrance perm. open*.
  Define a room/time zone as described in Chapter 4.

  In field **AC function**
  - select permanent release.
  - only for ACS-1:
    Select the relevant door strike relay.
    If a device controls **two** doors, the door strike relay of the door concerned must be selected. (Try which door reacts or get the information from IQ NetEdit / from the installer).
    For all other devices, this field is irrelevant. Entries will be ignored.



- Assign door "main entrance" in the Door definition tab.



A permanent release has an effect on the door strike, which means the complete door = **both** door sides. Due to this, it does not make any sence to modify the factory settings for outside and inside (for ACS-1 it is not possible at all). IACP doors ignore the settings of arming, disarming and controls as they only affect the AC functions.

- ➜ **Save** button 

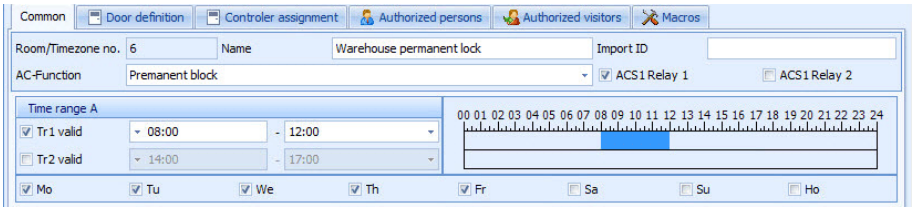
From now on, the main entrance door is released during the defined time.

8.2 Permanent lock

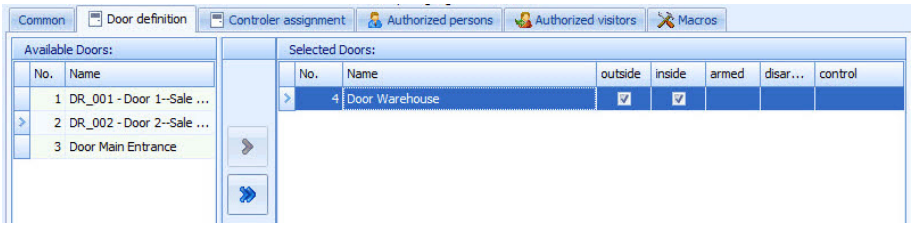
Example: Before and after working hours, the warehouse door is to be permanently locked from 18:00 h until 07:00 a.m. This is to apply to all days.

- Define the room/time zone
  When defining this room/time zone, please note that the time required must be set with two time zones. The first slider covers the period from 00:00 h to 07:00 h. The second slider covers the period from 18:00 h to 23:59 h.
  A possible name for the room/time zone could be: *Store room perm. locked*
  Define a room/time zone as described in Chapter 4.

  In field **AC function**
  - select permanent lock.
  - only for ACS-1:
    Select the relevant door strike relay.
    If a device controls **two** doors, the door strike relay of the door concerned must be selected. (Try which door reacts or get the information from IQ NetEdit / from the installer).
    For all other devices, this field is irrelevant. Entries will be ignored.



- Assign door "Warehouse" in the Door definition tab.



A permanent locking has an effect on the door strike, which means the complete door = **both** door sides. Due to this, it does not make any sence to modify the factory settings for outside and inside (for ACS-1 it is not possible at all).
A permanent locking for one side only can be achieved by using a door handle at the door side which should not be controlled by the automatic operation. IACP doors ignore the settings of arming, disarming and controls as they only affect the AC functions.

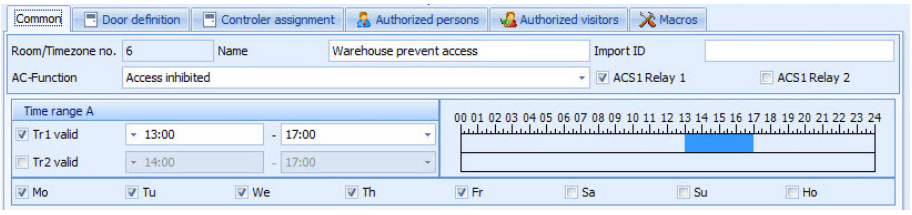
- ➜ **Save** button 

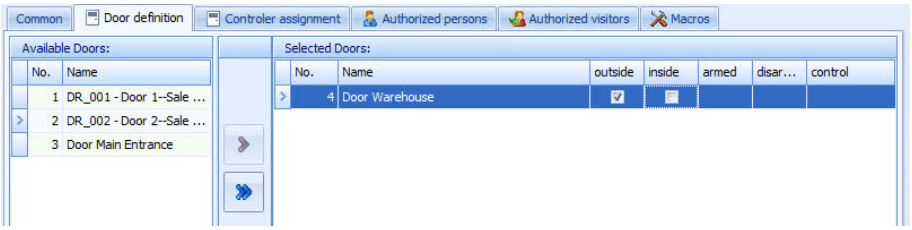
From now on, the stock room door is locked during the defined time.

Special case: Doors with Doorguard device
Basically, escape route doors are not allowed to be locked. Therefore, escape route doors monitored by a Doorguard device can always be opened using the door handle, even if they are switched to **permanent lock**. The local indication (optical/acoustic) will be triggered. In this case the permanent lock function does not affect on the door itself, but on the operating functions of the Doorguard device (cf. Doorguard manual).

8.3 Prevent access

This automatic function corresponds to the function **permanent lock** (see chapter 8.2) with the difference that a doorside can be selected for ACS-2 plus and ACS-8 controlled doors and IACP doors. By means of this, the access to a room can be prevented, whereas it is always possible to leave the room. IACP doors ignore the settings of arming, disarming and controls as they only affect the AC functions.





This differentiation is not possible for ACT and ACS-1 controlled doors, because these controllers do not support door side specific settings.

This AC function **prevent access** is not supported by the IACP MB-Secure and AXS4Secure terminal.

9. Access criteria data carrier - key code - general access

All access criteria described here are **not** valid for doors with locking cylinders (cf. chapter 21).

A key code is generally a combination of numbers entered via a keyboard. This entry may be **exclusive**, **optional** or **in addition** to identification via the reader.

A distinction is made between **Door code** and **PIN**.

Difference door code - PIN:

A **door code** is a combination of numbers (4 up to 6 digits) assigned to a door. Each person who knows the code has access to the particular door.

A **PIN** is a combination of numbers (4 up to 8 digits) assigned to a person. Only this person has access to all doors where identification via **PIN** is permitted. (PIN = **P**ersonal **I**dentification **N**umber).

With an integration of an intrusion detection system, the length of the key code and the duress code must agree with both systems (cf. separate documentation P32205-80-0G0-xx).

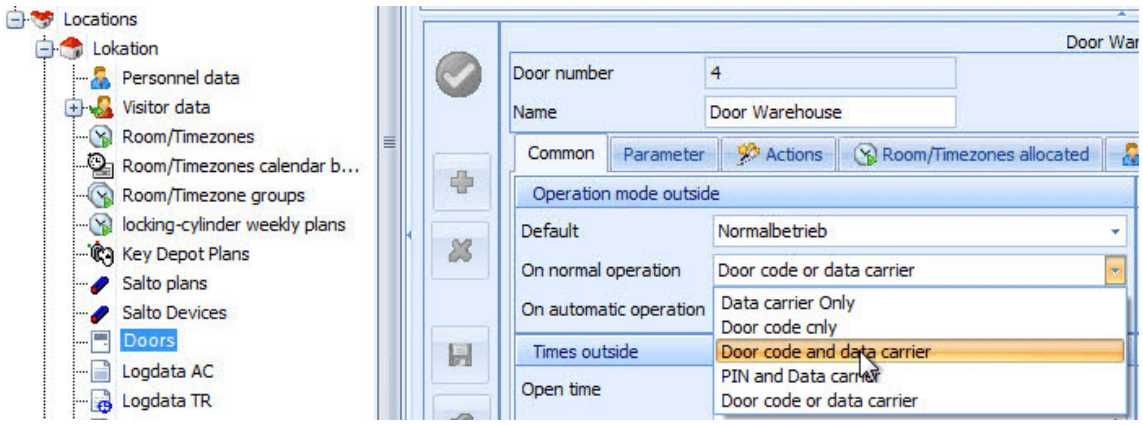
9.1 Door code

There are the following options for identification in connection with door codes:

- Access criterion: door code and data carrier
- Access criterion: door code only
- Access criterion: door code or data carrier
- time-dependent activation of the door code

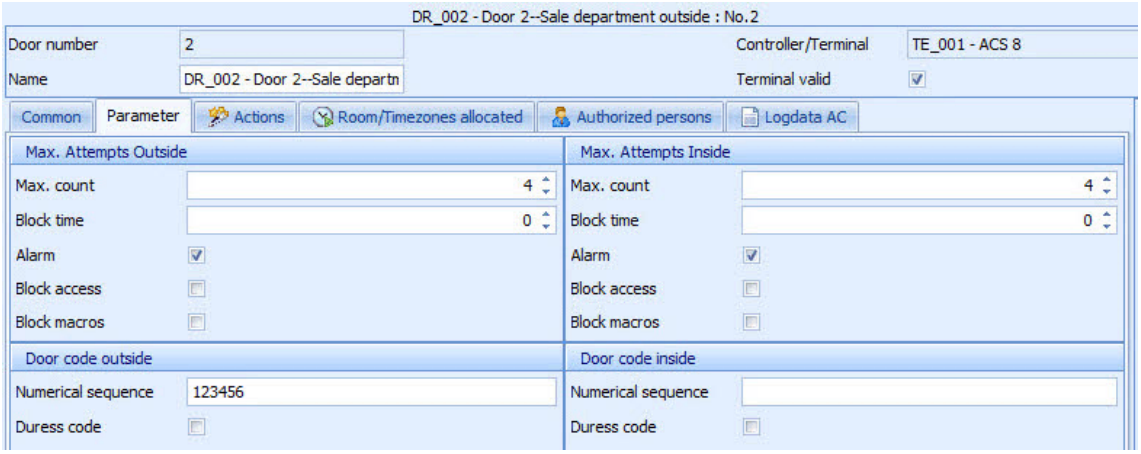
9.1.1 Access criterion: door code and data carrier

Example: The store room door is to be opened only if the correct door code has been entered and booking with an authorized card follows.



- Select **Doors** in the File dialog window.
- Select the door concerned in the List window (in our example **Warehouse**).
- Set the ➜ **operation mode outside** to ➜**door code and data carrier** in the **common** tab.

- Enter a combination of numbers in field **numerical sequence** in the operation area, optionally for inside/outside (4 up to 6 digits) [8].



- Optionally activate actions for cases where the max. number of attempts permitted has been exceeded (see Chapter 7) and/or duress code.

Duress code

In case of danger (e.g. duress), a person can enter a code which is made up of the code number plus a one digit number. This means that the door is opened as usual, but an alarm message is displayed on the screen defined for this purpose. Here you can only define that the duress code is to be used. The duress code is defined centrally for each location in IQ NetEdit.

Care must be taken that the duress code of one person / door is not the normal code of another person / door. This can be achieved e.g. by assigning even numbers to the normal codes and odd numbers to the additional numbers and the resulting duress codes. A check is carried out in IQ MultiAccess while saving.

Example:	PIN / door code	(= even number):	1234
	Additional num. of duress code	(= odd number): +	3
	Duress code	(= odd number):	1237

The duress code is calculated without carry-over.

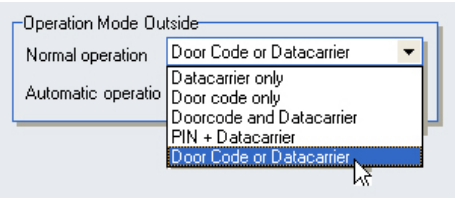
Example:	PIN / door code	7818
	Additional number	+ 3
	Mathematical sum	7821
	➜ Duress code without carry-over:	**7811**

- ➜ **Save** button 

Result: From now on, access to the stock room is only possible if the door code is entered first and then a booking with the card takes place. The keyboard may either be integrated in the reader or installed externally.
The yellow LED turns dark so that you recognize that the door code is requested first. That means that the reader is not ready for operation. Only after the door code has been entered (correctly or incorrectly) is the yellow LED activated. The door code applies to all persons.

[8] For ACS-1, there is only one area - a distinction between inside/outside is not possible.

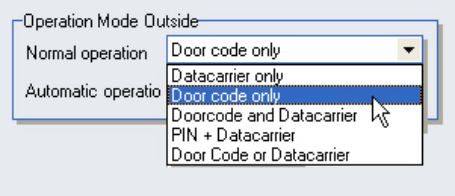
9.1.2 Access criterion: door code or data carrier



Proceed as described in 9.1.1, set mode to
➜ **Door code or data carrier** [9]

Result: From now on, the door selected can be opened if either the door code has been entered or the person books with the card. The keyboard may either be integrated in the reader or installed externally. The reader is ready for operation (yellow LED is lit). The door code applies to all persons.

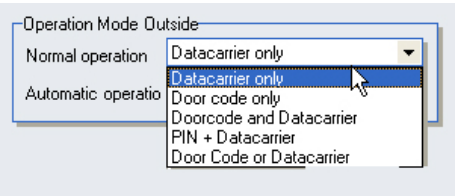
9.1.3 Access criterion: door code only



Proceed as described in 9.1.1, set mode to
➜ **Door code only** [10]

Result: From now on, the door selected can only be opened if the door code is entered. The keyboard may either be integrated in the reader or installed externally. The yellow LED turns dark so that you recognize that the door code is requested. That means that the reader is not ready for operation. Only when the correct door code has been entered is the green LED activated. In case of an incorrect input, the red LED is activated. The door code applies to all persons.

9.1.4 Access criterion: data carrier only



Proceed as described in 9.1.1, set mode to
➜ **data carrier only** (this is the factory setting).

Result: From now on, the door selected can only be opened if a valid card is read. A keyboard is not required in this case. The reader is ready for operation (yellow LED is lit). No entries concerning the door code are required in the **Door Parameter** tab. Existing entries will be ignored.

---

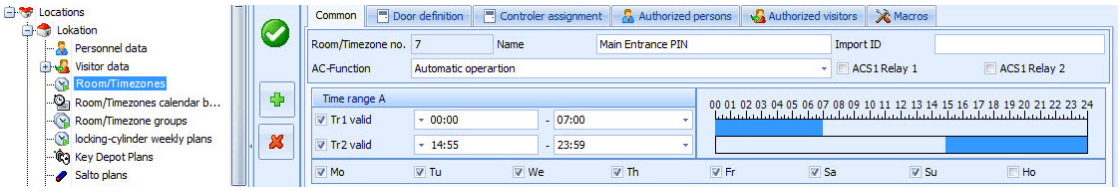
[9] For variations see chapter 20.

[10] For variations see chapter 20.

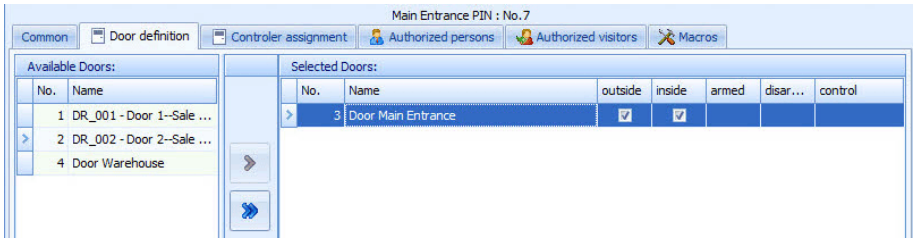
9.1.5 Time-dependent activation of the key code

Example:
Outside business hours, the key code is to be requested in addition to the card at the Main Entrance door. During business hours, the card is sufficient. This is to apply to the days from Monday to Sunday.

- Define room/time zone with the required times and doors. In our example, that would be the time from 00:00 h to 07:00 h and from 18:00 h to 23:59 h.
  The name of this room/time zone could be Main Entrance PIN.
  Select Monday - Sunday.
  Select automatic operation as AC function.
  Select a relay only in connection with ACS-1 (see separate documentation **Supplementary Functions of IQ MultiAccess**).

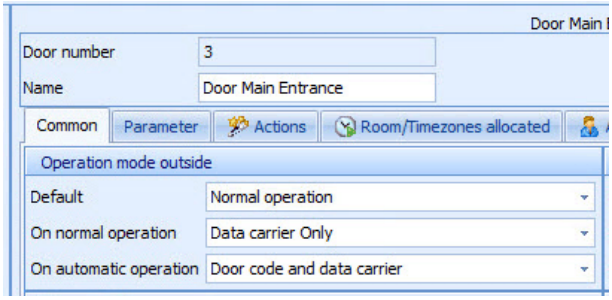


- Assign door *Main Entrance*.



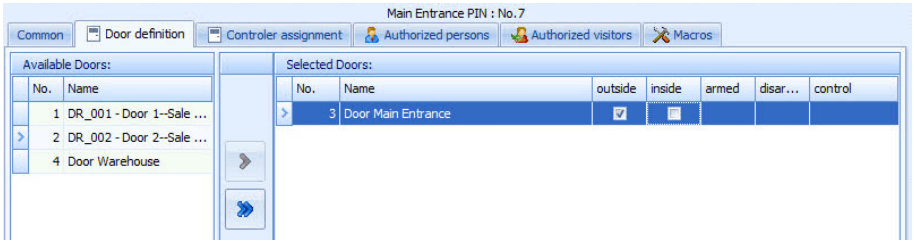
- ➜ **Save** button 

- The automatic operation of the corresponding door must be set to **doorcode and data carrier**.



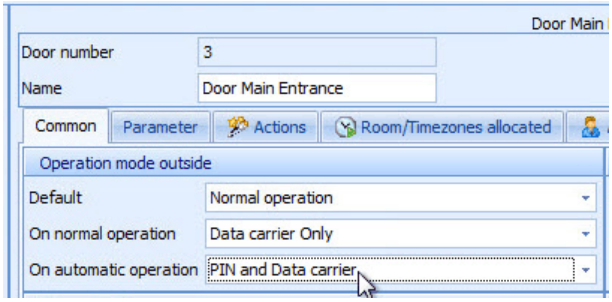
Result:
From now on, the door can be opened within the defined times only if the door code is entered first and booking with the card follows. The keyboard may either be integrated in the reader or installed externally.
The yellow LED turns dark so that you recognize that the door code is requested first. That means that the reader is not ready for operation. Only after the door code has been entered (correctly or incorrectly) is the yellow LED activated. The door code applies to all persons.

For doors controlled by ACS-2 / 8, you can define optionally that the automatic operation is to control one side of the door only. This could e.g. mean that **access** during the defined time is only possible with door code **and** card but card only is sufficient for exit, if **Outside** only is selected in the right window.



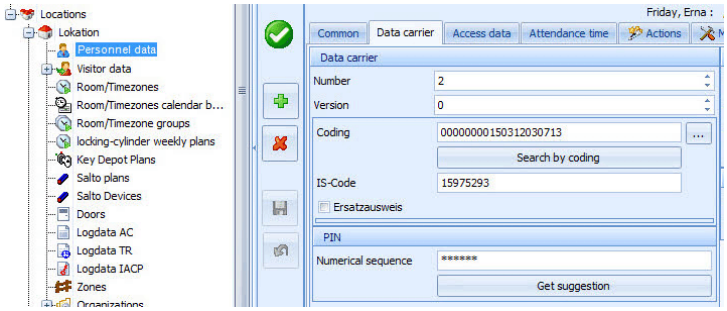
This differentiation is not possible for ACS-1 controlled doors, because these controllers do not support door side specific settings.

Instead of the doorcode the additional input of a PIN (see 9.2) can be set as well. In this case the automatic operation of the door must be set to **PIN and data carrier**.



For ACS-1 controlled doors in both cases the settings will be **doorcode/PIN and data carrier**. The code type to be used actually must be defined in the ACS-1 by hardware setting. It is valid for both door sides.

9.2 PIN (Personnel Identification Number)

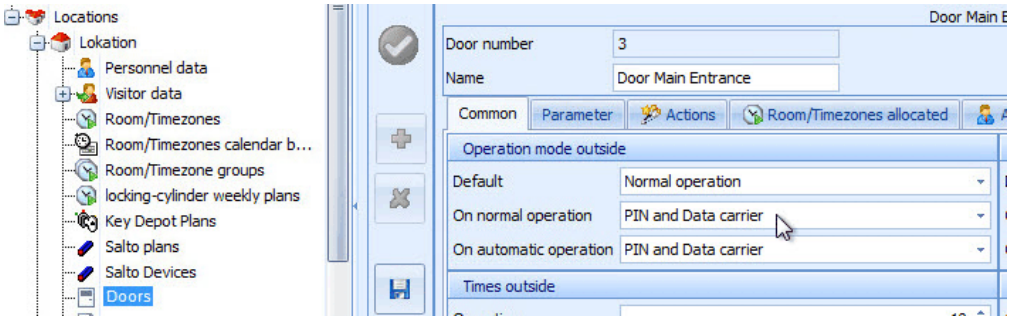


Example: PIN 8712 is to be assigned to Mr. Miller. He is to have access to door *IT* only with the correct PIN and his valid card.

- Select or create the person concerned.
- Enter the PIN in the **Data carrier** tab. The entry is disguised by "****".
- ➜ **Save** button 

In connection with the save process, a check for duplicates is carried out. If a PIN already exists, a message is output. It is also checked whether there is a coincidence with an existing or a resulting duress code and, if necessary, a corresponding message is output.

- Alternatively a free PIN number can be requested and accepted via the button ➜ **Get suggestion**. Because of security reasons these numbers are created by random and not sequencially[11].
- Select the door concerned. In the **Common** tab, select **PIN code and card** for the normal operation mode[12].



- ➜ **Save** button  .

Result:
From now on, the door can only be opened if the PIN is entered first and booking with the card follows. The keyboard may either be integrated in the reader or installed externally.
The yellow LED turns dark so that you recognize that the PIN is requested first. That means that the reader is not ready for operation. Only after the PIN has been entered (correctly or incorrectly) is the yellow LED activated. The PIN applies only to one person.

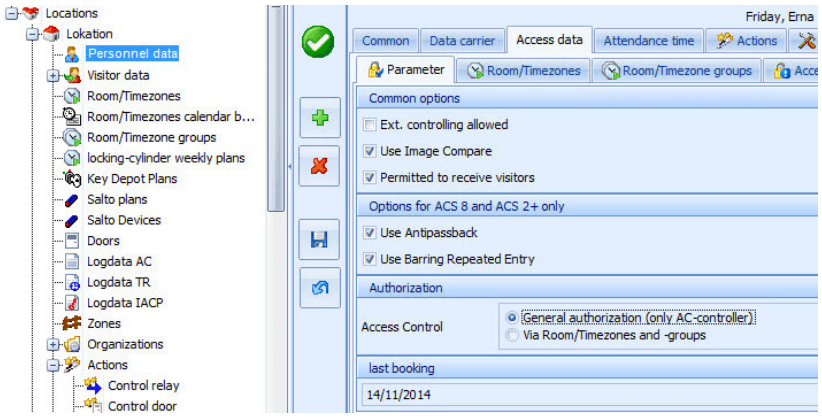
An individual PIN must be assigned to all persons who are to be granted access to the door concerned!

Irrespective of the system settings, a **PIN** can be assigned to a person and a **door code** to a door. The definition as to whether the **PIN** or the **door code** is to be applicable to the door concerned is made solely by the relevant setting of the operating mode. A combination of door code and PIN at one door is not possible.
If two doors are controlled by one ACS-1, the operation mode set is valid for both doors.

11 This guarantees to prevent a conclusion to the last PIN isuued

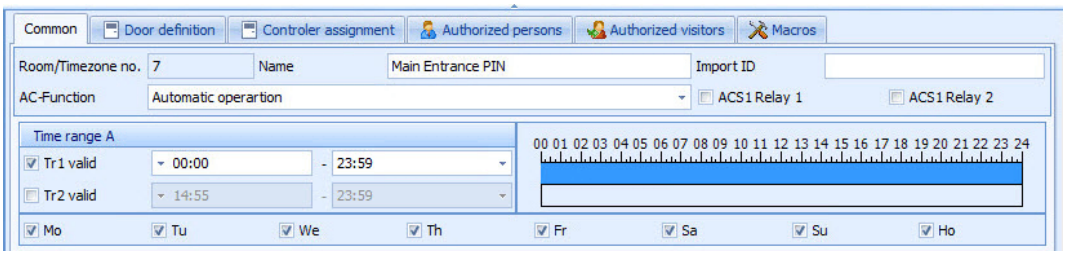
12 For variations see chapter 20.

9.3 General authorization



If a person is to have access **at all doors at any time**, field **General authorization** must be activated for this person. General authorization is only possible with doors that are controlled by AC controllers, not with IACP doors.

For IACP doors there must be created a room/timezone with all IACP doors assigned, valid on all days from 0:00 h to 23:59 h.



General access and time zones are mutually exclusive.
The operating mode of the door concerned applies also to persons with general access, i.e. if PIN and card is defined for a door, even a person with general access must first enter his/her PIN and then have his/her card read by the reader.
If a door is set to ➜ **permanently lock**, this will prevent access even for persons with general access.

9.4 Multi eye access control

This option must be activated at doors, where at least 2 authorized persons have to book one after another to get a release. These settings are to be done in IQ NetEdit. In IQ MultiAccess there are no possibillities/necessarities to set/change anything relating to this. After the booking of the first authorized person, the green LED of the reader lights up, but the door strike only gets activated after the booking of a further autorized person.

9.5 Priority overview

The following priorities are to be observed when creating AC functions of the room/timezones:

Priority	Prioritised	AC-function	Doorside*	
1	yes	Permanent block	Inside & Outside	
2	yes	Access inhibited	Inside	Outside
3	yes	Permanent release	Inside & Outside	
4	yes	Automatic operation**	Inside	Outside
5	yes	Normal operation**	Inside	Outside
6	no	Permanent block	Inside & Outside	
7	no	Access inhibited	Inside	Outside
8	no	Permanent release	Inside & Outside	
9	no	Automatic operation**	Inside	Outside
10	no	Normal operation**	Inside	Outside

1 = highest priority, 10 = lowest priority.

On temporally overlappings of room/timezones, there is always the room/timezone with the higher priority valid.

If a room/timezone with a doorside related AC function overlays a room/timezone with a door related AC function, in each case the other doorside will be switched to normal operation.

* = with ACS-1 no doorside distinction
** = for normal and automatic operation the settings of the door(side) are valid. Possibilities see table below:

ACS-1	all other AC controllers	IACP doors
- data carrier only	- data carrier only	- data carrier only
- doorcode/PIN only*	- doorcode only	- PIN only
- doorcode/PIN and data carrier*	- PIN only	- PIN and data carrier
- PIN or data carrier*	- doorcode and data carrier	- PIN or data carrier
	- PIN and data carrier	- without time check
	- doorcode or data carrier	- Access inhibited
	- PIN or data carrier	

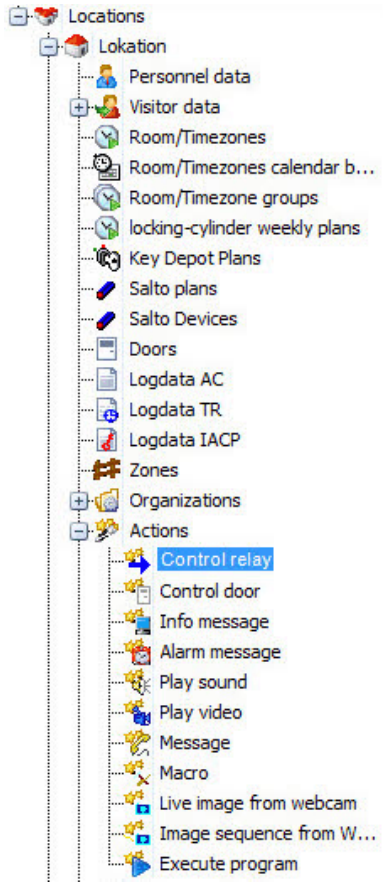
* = The definition doorcode or PIN must be done in the hardware settings of the ACS-1.

10. Actions

Actions can be used for controlling outputs and doors, for displaying information and alarm messages, for sending messages (notifications), for starting macros and programs, for displaying live images and/or sequences of images from a web cam as well as for playing sound and videos. Actions can be assigned to a location, an input, a person, a door, an output or a controller/terminal or they can be started via an appointment. Actions are used for implementing building management functions.

10.1 Fundamental procedure

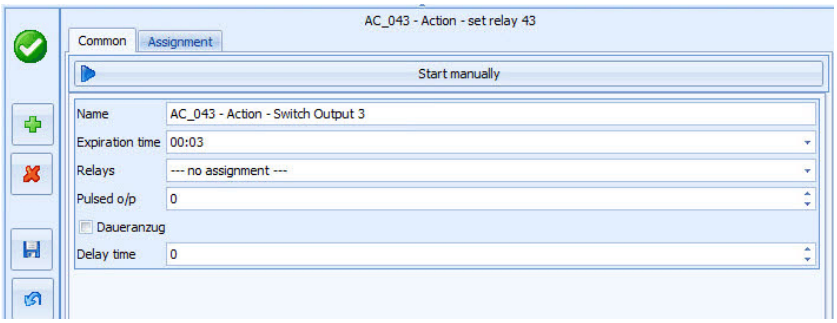
Create and assign actions



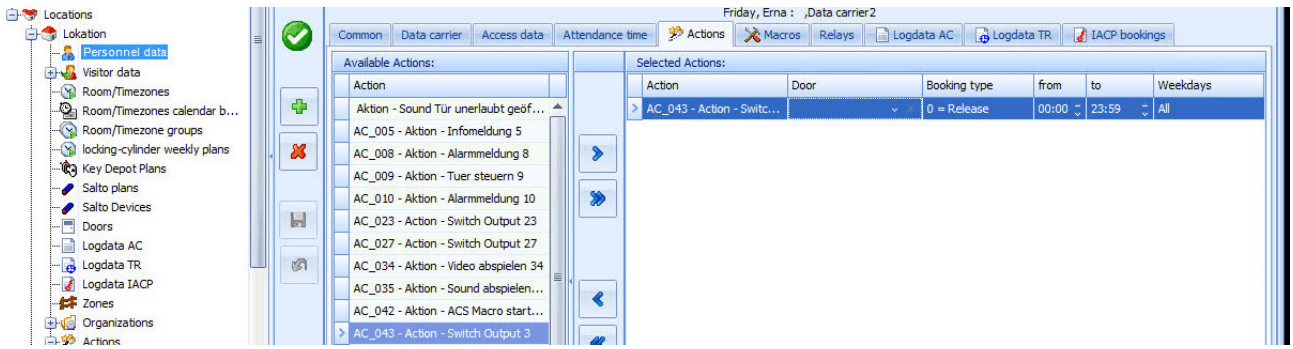
- **Select** the required action in the file dialog window.

- **Define** the selected action by filling in the parameters required. They vary depending on the individual action and are described in the paragraphs that follow.

  Example “Control relay”:



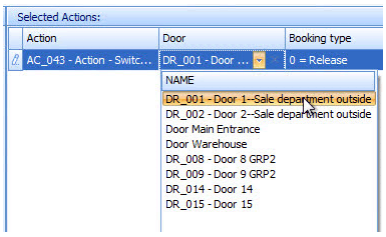
- **Assignment** to a location, door, input, output, Controller and/or person. Wherever an action can be assigned, an ➜ **actions tab** exists.



The allocation of an action can be done by marking them in the left window and click the button **>**.

Use the button **≫** to allocate all operating codes.

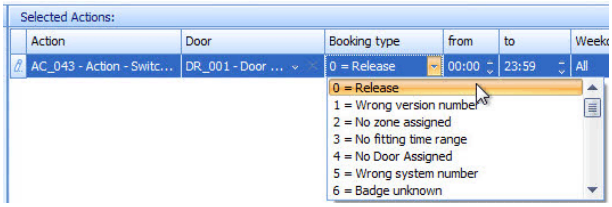
- **Select** a **door**, and the booking type which must occur to start the action.



Left-click on the corresponding input field opens a list with doors available. Select with the arrow button ▼ the desired door.

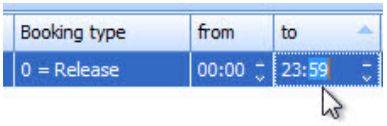
The door column does not exist for all allocations. The arrow button opens a menu for selection. Button [x] removes the allocation.

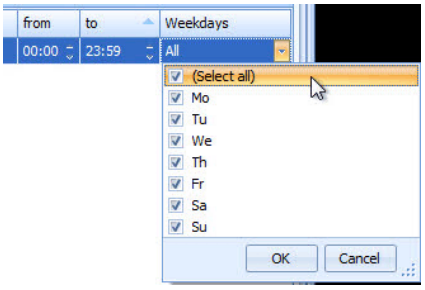
- **Select** a **booking type** to run the action.



Left-click on the corresponding input field opens a menu of booking types available. Select with the arrow button ▼ the desired booking type. The selected booking type is interpreted as trigger for the action.

- **Select a time period** und **select day**





The columns **from** and **to** can be used to define a time period within the action is to be executed. If the trigger event is activated beyond this time period, the action will not be executed.

The days **Mo - Su** have the same meaning. The action will only run (within the valid time period of the columns **from** and **to**) on days which are marked as active.

Delete action assignment

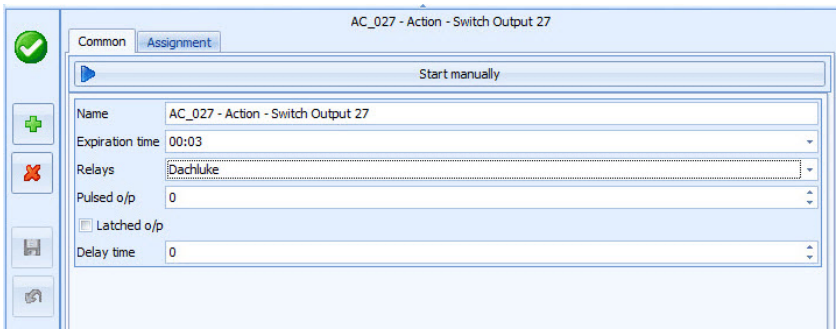
Notes on operation:

The symbol on the left side deletes the currently selected data record, e. g. the personnel master record. As here **only the allocation** of the selected action might be removed, and not the complete data record, a corresponding message must be answered. To prevent deleting the complete data record, the default answer is preselected with **Cancel** = do not delete).

Deactivation the allocation of an action can be done by marking them in the right window and click the button <.

Use the button << to deactivate all allocations.

Deleting an action

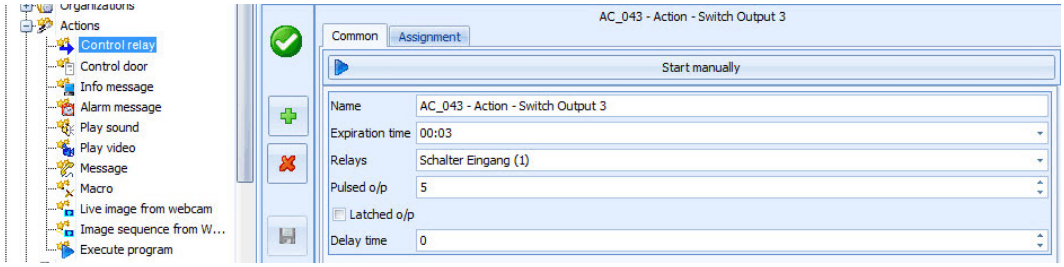


- Select the action to be removed .
- **Delete** button 

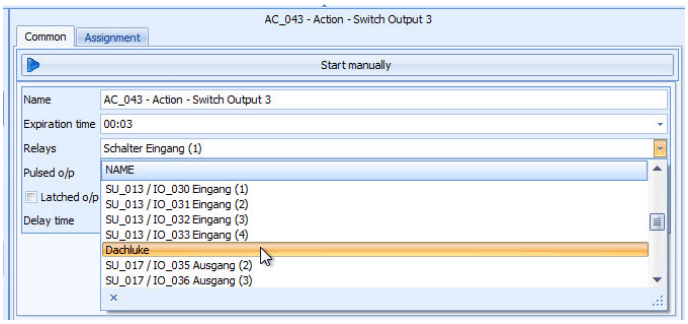
10.2 Control outputs

For controlling outputs, the free available outputs must be marked as **active** in the installation program IQ NetEdit, otherwise they are not shown as being available in this program part.

Example: A roof window is to be opened.



- Select **Actions ➜ Control outputs** in the File dialog window.
- Create new data record  .
- Assign an unambiguous name (e.g. roof window).
- **Expiration time:** The actions are not executed by the controllers/terminals, but by the IQ server. For this reason, the IQ server must have been started as service at the time when an action is to be carried out. If this is not the case, IQ Service will check the expiration time and whether the action is still to be carried out after its next start. If the expiration time has not yet elapsed, the action will be started immediately.
  If value "0" is entered, the expiration time will not be checked. The action will be executed in any case.
  The factory setting of the expiration time is 3 minutes.



- Select the **output relay** that is to be activated by the action.

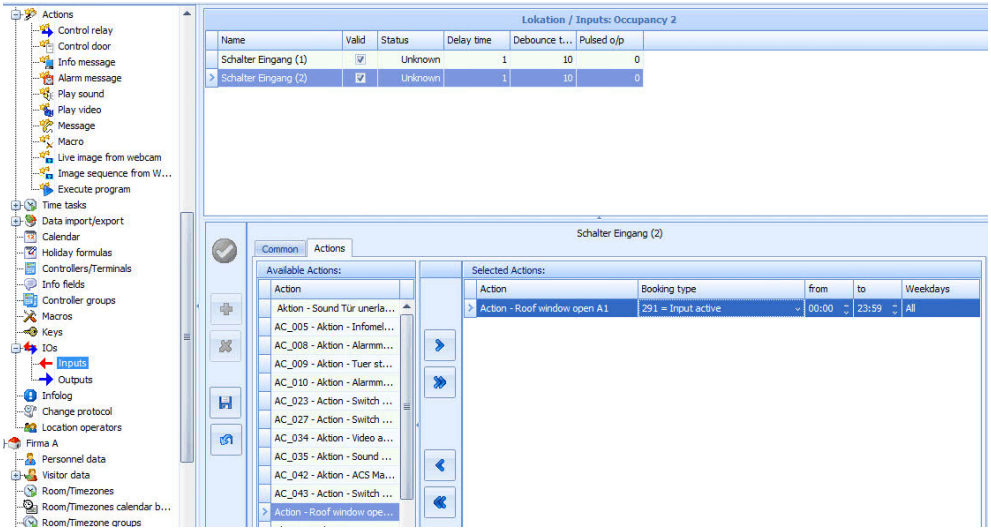
Now it will show how important it is to assign unambiguous names already during set-up in the installation program. In our example, the output called "roof window" is much easier to find than an output named by consecutive numbers only.

- Enter the time (in seconds) for how long the relay is to be activated in field **Activation Time**. In our example, 10 seconds are to be sufficient for opening the roof window. As an alternative, you can activate **Latched o/p**. The relay remains activated as long as it is deactivated again (manually or via another action).

- The **delay time** permits starting the action with a certain delay. (e.g. starting a ventilator 5 minutes after someone has entered a lavatory).

- ➜ **Save** button 

- Select the ➜ **input** that is to trigger the action.



- Select the **Actions** tab.

- The allocation of an action can be done by marking them in the left window and click the button **>**.

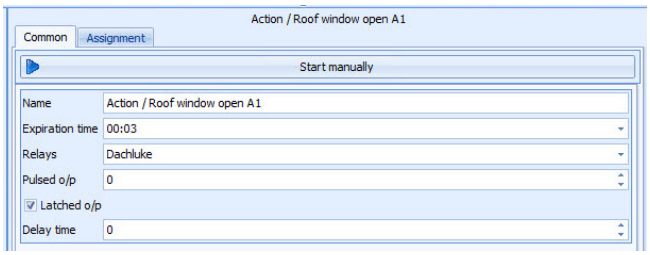
- Select **Booking type** (here: Input active) and **Action** (here: roof window). See also paragraph **Fundamental procedure** at the beginning of this chapter.

  The columns **from** and **to** can be used to define a time period within the action is to be executed. If the trigger event is activated beyond this time period, the action will not be executed. The days **Mo - Su** have the same meaning. The action will only run (within the valid time period of the columns **from** and **to**) on days which are marked as active.

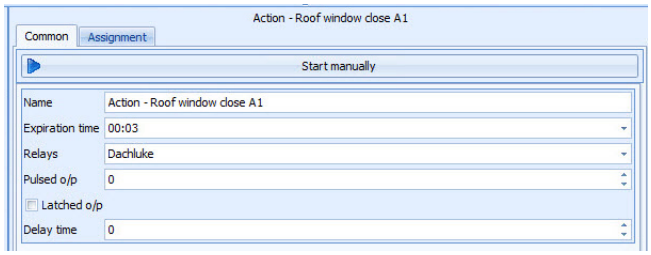
- ➜ **Save** button 

If **latched o/p** is activated for an action, this can be reversed by another action with Activation time 0 and Latched o/p inactive.

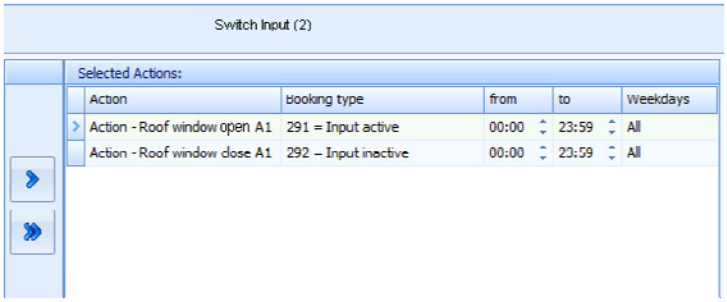
Action "Open roof window":



Action "Close roof window":



Both actions are assigned to the same input. For opening, the input must be active. For closing, it must be inactive (see Booking type).



- To **delete** an allocation of an action:

  Deactivation the allocation of an action can be done by marking them in the right window and click the button  .

  Use the button  to deactivate all allocations.

- **Function test:**

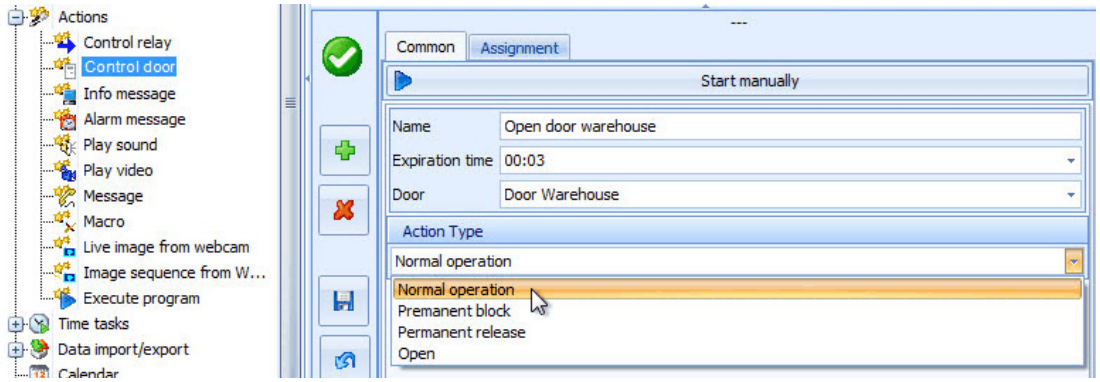
  Leave the allocation and change back to the **action**.

  By clicking the button 

  the action can be started immediately for test purpose.

10.3 Control doors

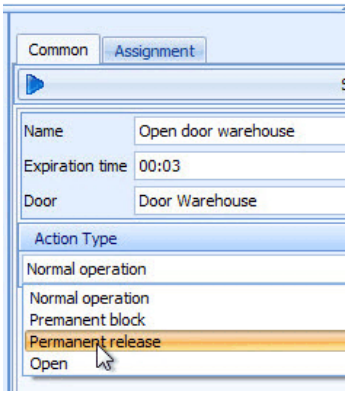
Example: If a stock room employee is granted a release at the main entrance door, the stock room door is to be permanently unlocked.



- Actions

  ➜ Control doors

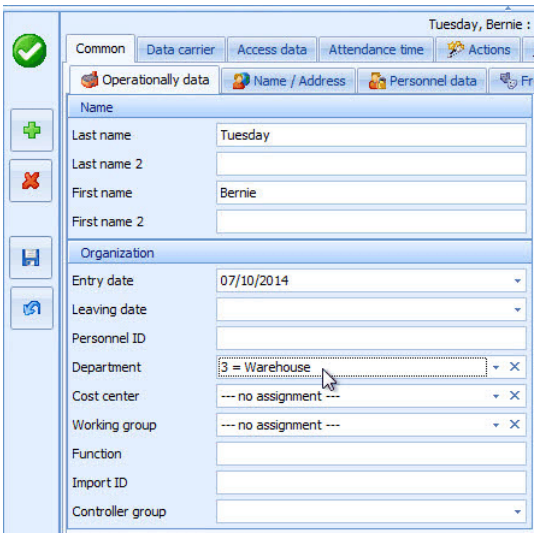
  ➜ Create new data record  .



Enter an unambiguous name.
For expiration time see Chapter 10.1.
Select the **door** to be controlled (here: stock room).

Define the desired door state
(here: Door unlocked).

- ➜ **Save** button  .



- Personnel data

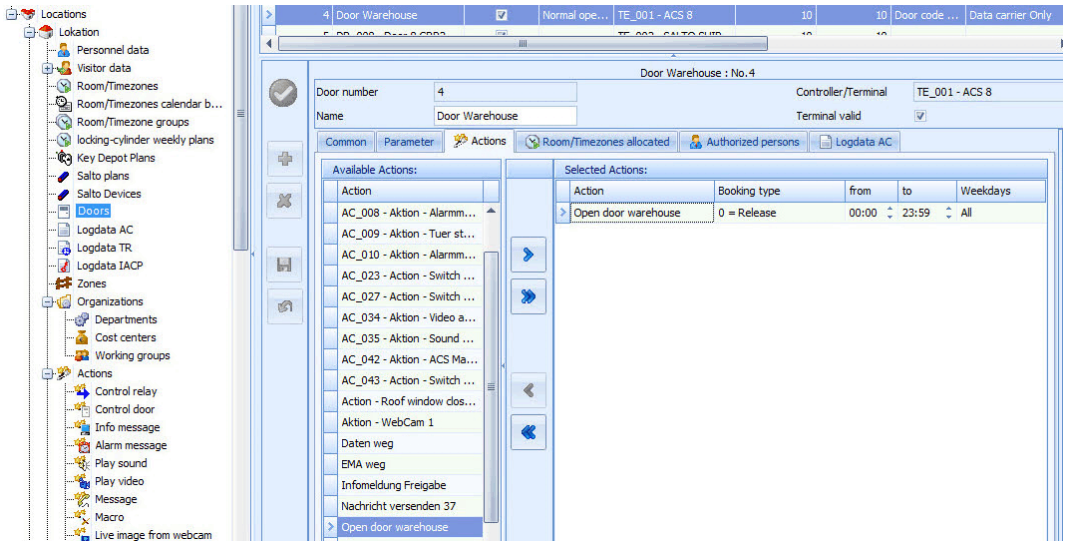
  ➜ Common

  ➜ Operational data

  ➜ Select the person(s) belonging to the **Stock room** department.

- Select **Location ➜ Doors** in the File dialog window. Select the **Actions** tab ➜ Assign the action **open door warehouse**.

  Entries according to the figure:



Select **Booking type** (here: Release) and the time period. The columns **from** and **to** can be used to define a time period within the action is to be executed. If the trigger event is activated beyond this time period, the action will not be executed. The days **Mo - Su** have the same meaning. The action will only run (within the valid time period of the columns **from** and **to**) on days which are marked as active.

- **Function test:**

  Leave the allocation and change back to the **action**.

  By clicking the button 

the action can be started immediately for test purpose.

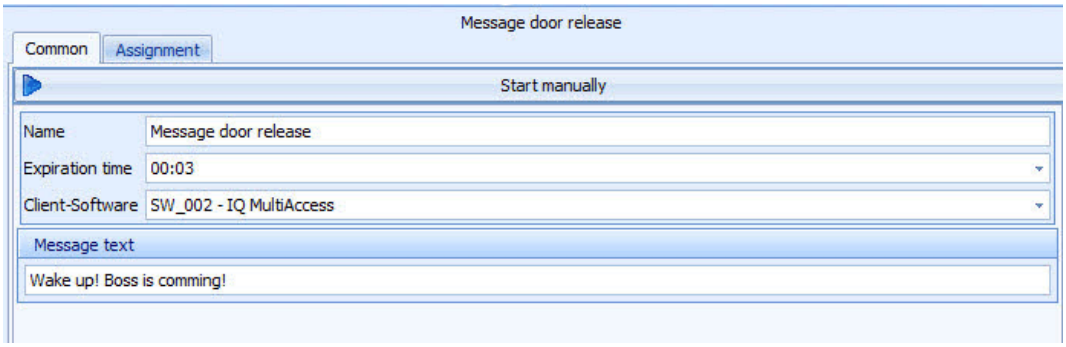
10.4 Info message

Example: If the director, Mr. White, is granted a release at the main entrance door, a corresponding message is to be output at a certain IQ MultiAccess workstation.

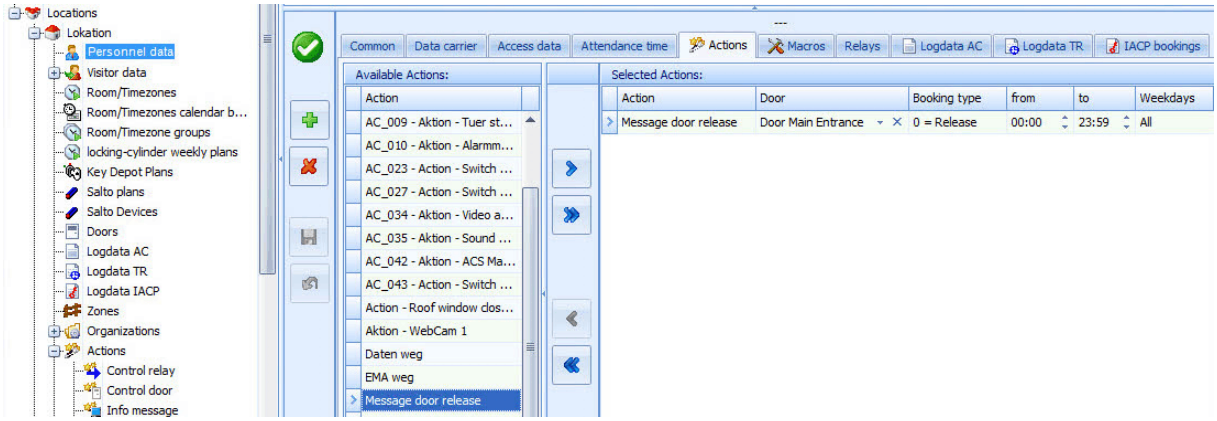
- Actions ➜ Info message ➜ 

Enter an unambiguous name. For expiration time see 10.1 = Control outputs.

In field **Client Software**, the program IQ MultiAccess / IQ AlarmMonitor is displayed as often as it is available in the various computers within the location. (Here it will show again how useful unambiguous names are also for the software definition, e.g. IQ MA computer Miller). Thus it is possible to define clearly on which computer the info message is to be displayed.



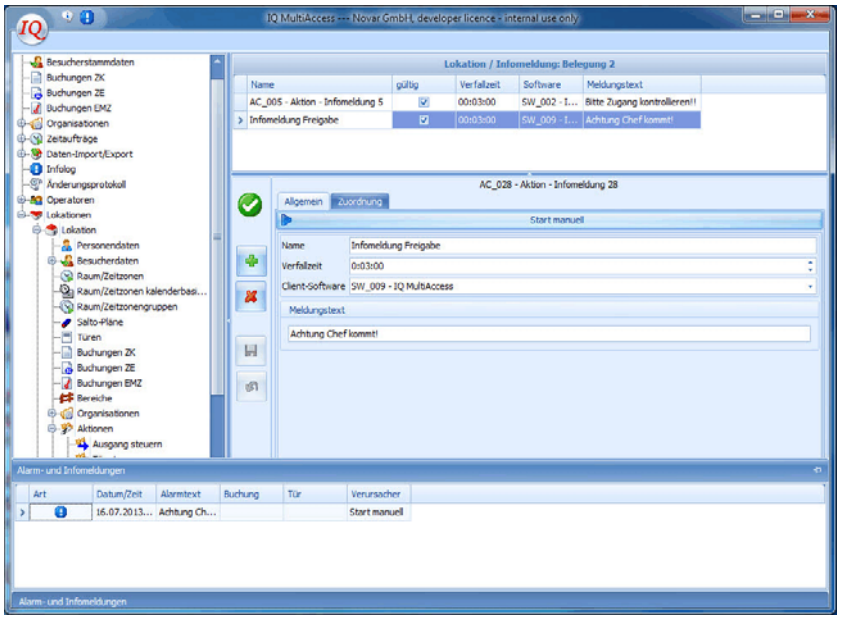
- Enter the desired text in field ➜ **Message text**.
- ➜ **Save** button  .
- Select the person concerned and assign the action according to the figure:



Select **Booking type** (here: Release) and the time period. The columns **from** and **to** can be used to define a time period within the action is to be executed. If the trigger event is activated beyond this time period, the action will not be executed. The days **Mo - Su** have the same meaning. The action will only run (within the valid time period of the columns **from** and **to**) on days which are marked as active.

- If the person in question is granted a release at the main entrance door, the message is displayed in the **System state** window of the computer whose IQ MultiAccess software has been selected in the **Client Software** field.

The system status window is normally not opened, but minimized displayed in the staus bar. If the status bar should not be visible (e. g. on small monitors) the view should be changed so that it would be visible.



If there is an incoming info message, the IQ MultiAccess symbol of the task bar and the IQ MultiAccess status bar are flashing alternating.

If the mouse pointer is moved onto the minimized display of the system status window b), it will be opened and displayed in front of all opened windows of IQ MultiAccess.

Info messages are identified by the following symbol 

- **Function test:**

  Leave the allocation and change back to the **action**.

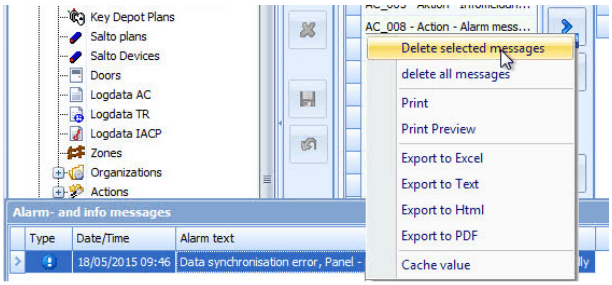
  By clicking the button 

the action can be started immediately for test purpose.

Due to individual size adaptations of the windows and/or the minimizing of the system status windos, it might happen that this message is not noticed (immediately) or is covered by another window. A possible remedy could be an acoustic signal provided by another action (cf. 10.5 Play sound).

The optical indication (flashing of the status / task bar) remains active until the corresponding message is deleted.

- **Delete info message**



Tick the required message in the status window.

➜ Right-click

Delete marked messages ➜ deletes only the marked message(s).

Delete all messages ➜ deletes all messages, regardless whether they are alarms or info messages.

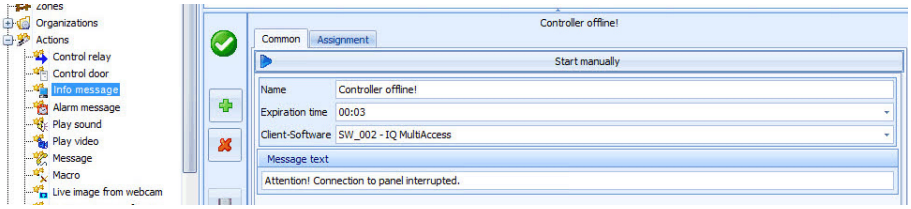
Print see chapter 13.1.3, especially step 4.
Export of lists see chapter 13.1.3, especially step 5.

- **Shut / minimize the status window** by a click onto any other window.

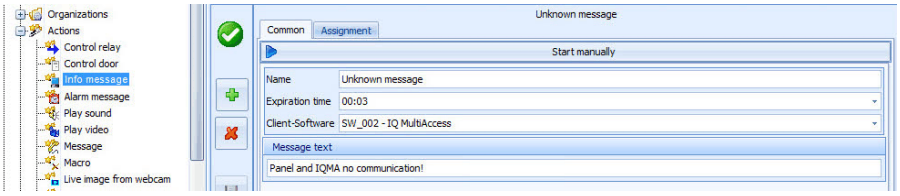
- **Application example:**

The messages shown below shall be displayed on fault or interruption of the connection to an IACP. Evaluation of the events 281 = data loss
276 = unknown telegram
231 = controller/terminal offline

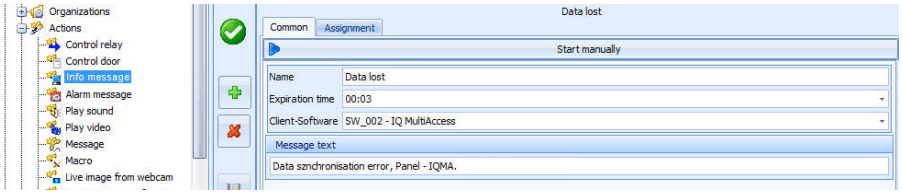
1st action:



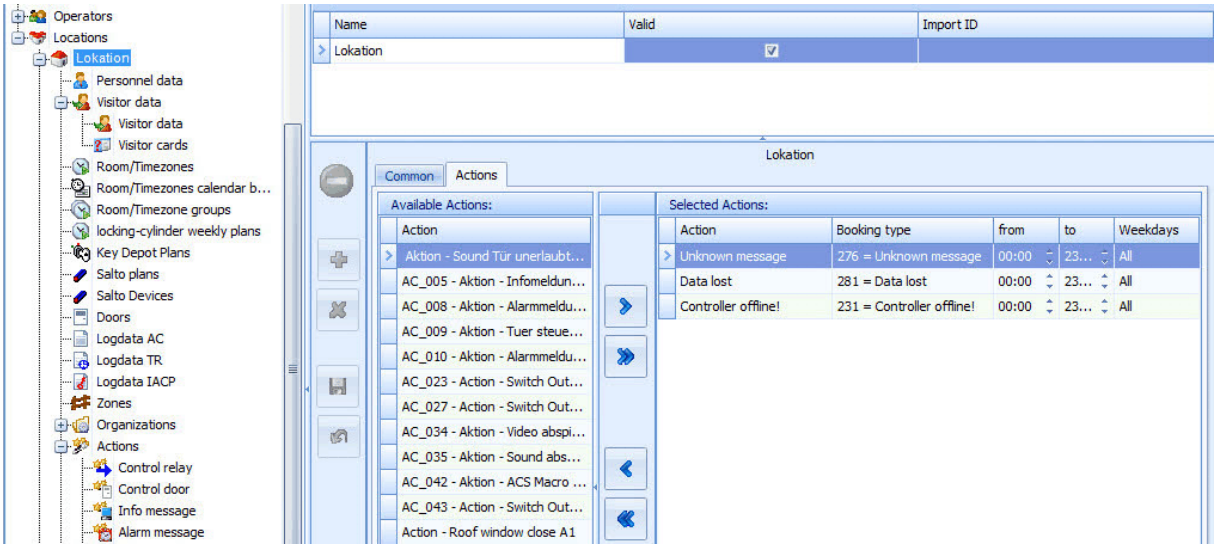
2nd action:



3rd action:



Assignment to the location the messages are to be displayed. Attention! There must be used seperate messages for each event. Alternatively these information could also be displayed via an ➜ **alarm message** and/or a ➜ **notification**.

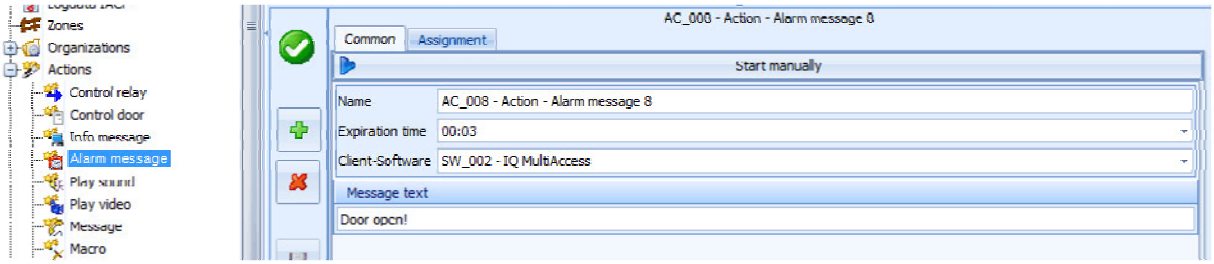


10.5 Alarm message

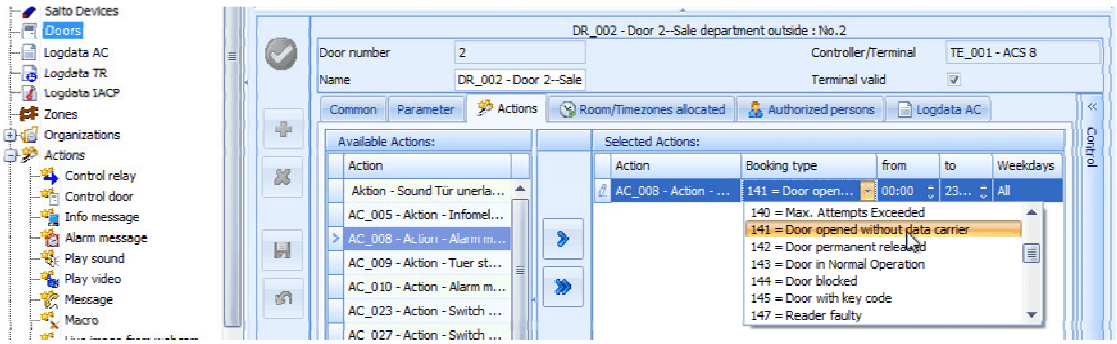
Example: If the main entrance door is opened without card, a corresponding message is to be output at a certain IQ MultiAccess workstation.

- Actions ➜ Alarm message ➜ 

Enter an unambiguous name. For expiration time see 10.1 = Control outputs.
In field **Client Software**, the program IQ MultiAccess / IQ AlarmMonitor is displayed as often as it is available in the various computers within the location. (Here it will show again how useful unambiguous names are also for the software definition, e.g. IQ MA computer Miller). Thus it is possible to define clearly on which computer the alarm message is to be displayed.



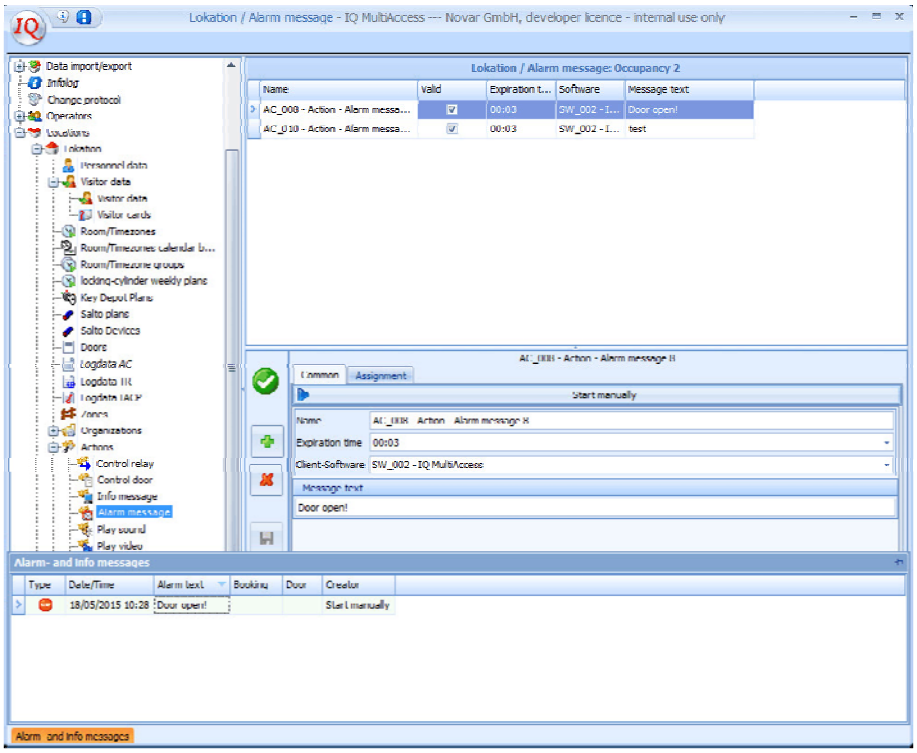
- Enter the desired text in field ➜ **Message text**.
- ➜ **Save** button  .
- Select the door concerned and assign the action according to the figure:



Select **Booking type** (here: Door opend without data carrier) and the time period. The columns **from** and **to** can be used to define a time period within the action is to be executed. If the trigger event is activated beyond this time period, the action will not be executed. The days **Mo - Su** have the same meaning. The action will only run (within the valid time period of the columns **from** and **to**) on days which are marked as active.

- If the main entrance door is opened without card, the message is displayed in the **System state window** of the computer whose IQ MultiAccess software has been selected in the **Client Software** field.

The system status window is normally not opened, but minimized displayed in the staus bar. If the status bar should not be visible (e. g. on small monitors) the view should be changed so that it would be visible.



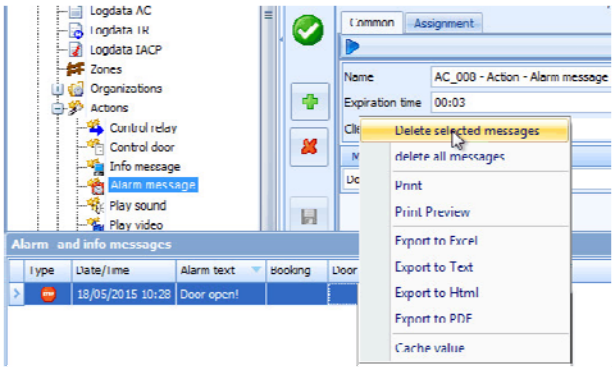
If there is an incoming alarm, the IQ MultiAccess symbol of the task bar and the IQ MultiAccess status bar are flashing alternating.

If the mouse pointer is moved onto the minimized display of the system status window b), it will be opened and displayed in front of all opened windows of IQ MultiAccess.

Alarm messages are identified by the following symbol STOP .

The optical indication (flashing of the status / task bar) remains active until the corresponding alarm is deleted.

- **Delete an alarm**



Tick the required message in the status window.

➜ Right-click

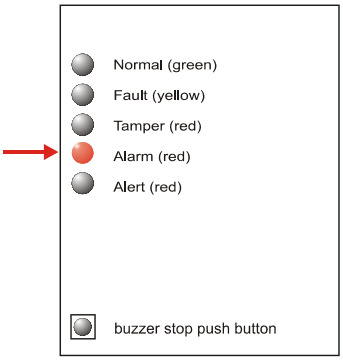
Delete marked messages ➜ deletes only the marked message(s).

Delete all messages ➜ deletes all messages, regardless whether they are alarms or info messages.

Print see chapter 13.1.3, especially step 4.
Export of lists see chapter 13.1.3, especially step 5.

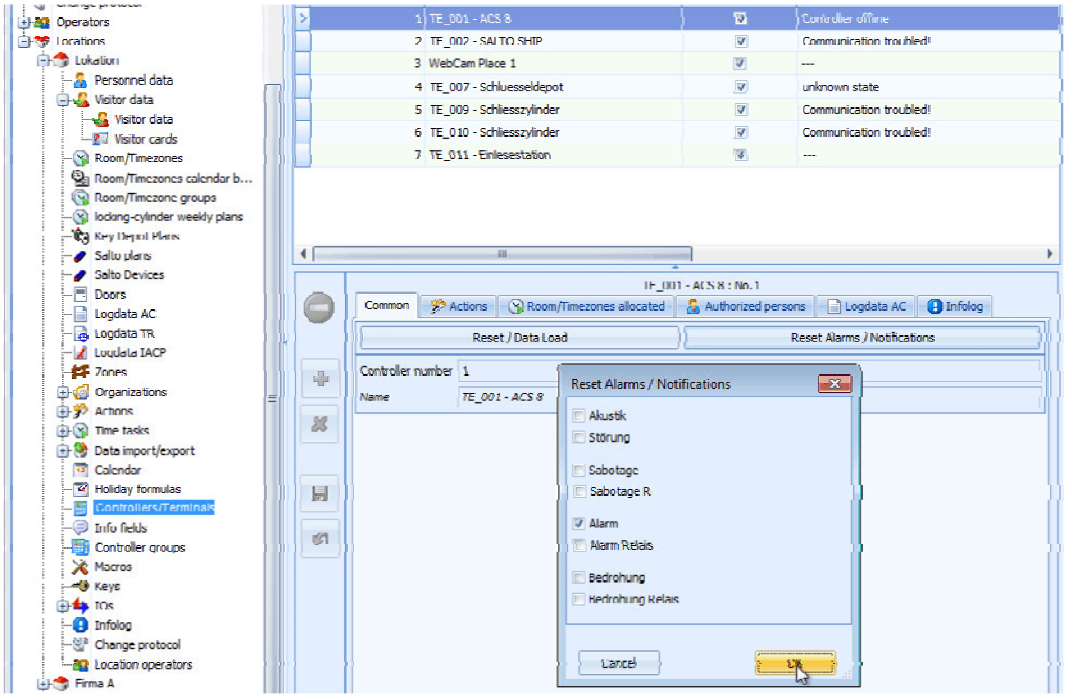
- **Shut / minimize the status window** by a click onto any other window.
- **Application example:** IACP monitoring according to 10.3.

Additionaly, an alarm is indicated on the controller/terminal controlling the door concerned (e.g. via the alarm LED on ACS-2 / 8). The figure shows the ACS-2 /8 section with an enlarged view of the LEDs.



The indication remains even after the cause has been eliminated and must be reset manually.

Select the corresponding ➜ **terminal** ➜ **Reset alarms / notifications**.



Select the required alarm ➜ **OK**

Due to individual size adaptations of the windows and/or the minimizing of the system status window, it might happen that the and/or alarm message is not noticed (immediately) or is covered by another window. A possible remedy could be an acoustic signal provided by another action (cf. 10.5 Play sound).

- **Function test:**

Leave the allocation and change back to the **action**.

By clicking the button 

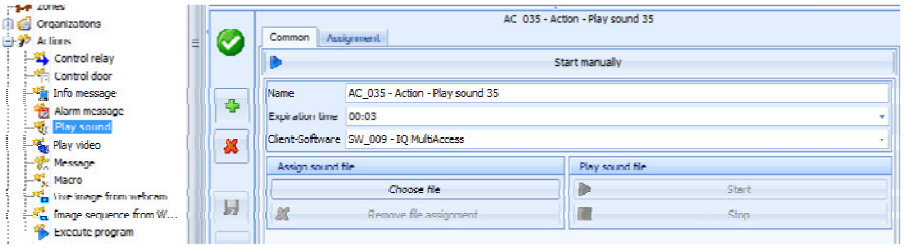
the action can be started immediately for test purpose.

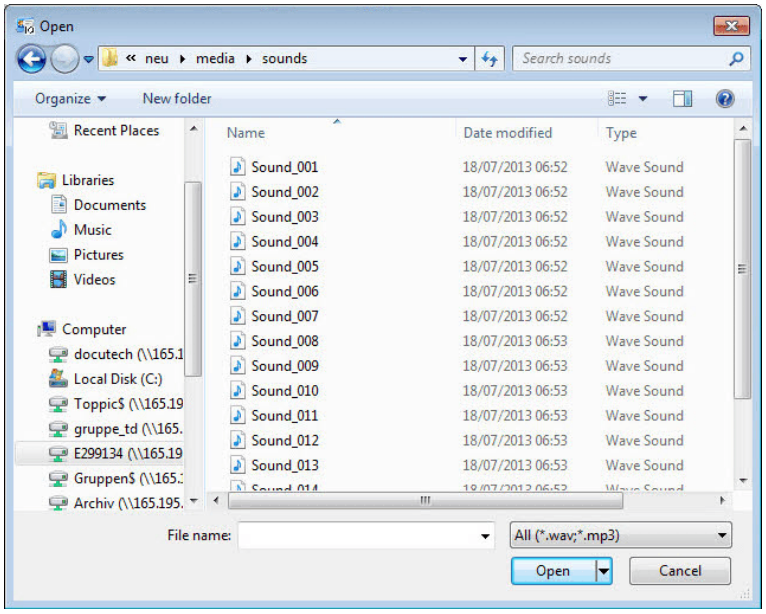
10.6 Play sound

Example: If the stock room door is opened without card, an acoustic signal is to be output at a certain IQ MultiAccess workstation. (The computer must comply with the relevant hardware requirements and must have the settings required for playing sound).

- Actions ➜ Play sound. ➜ 

Enter an unambiguous name. For expiration time see 10.1 = Control outputs
In field **Client Software**, the program IQ MultiAccess is displayed as often as it is available in the various computers within the location. (Here it will show again how useful unambiguous names are also for the software definition, e.g. IQ MA computer Miller). Thus it is possible to define clearly on which computer the alarm message is to be displayed.

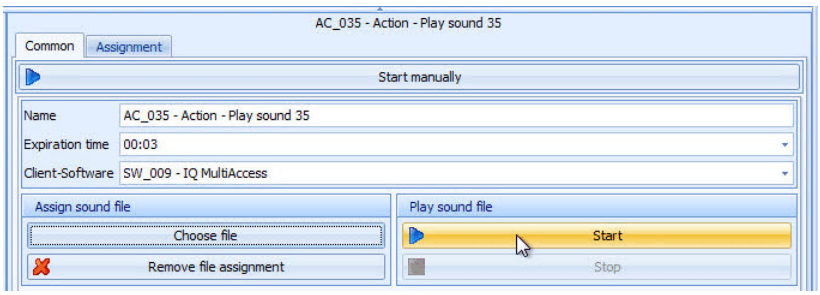




Choose the desired sound file.

Possible formats: *.WAV and *.MP3. It does not matter in which directory the files are located.

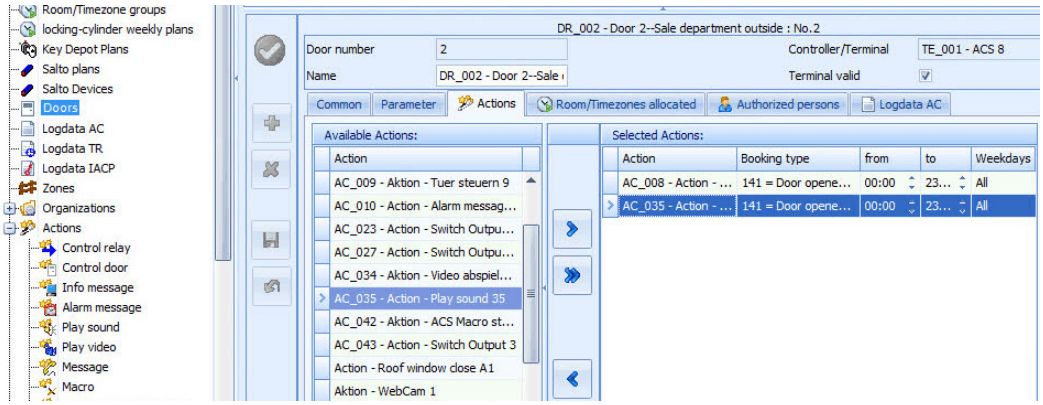
Select the desired file and assign it via the **Open** button.



Now the start button is active in field **Play sound file**. The sound selected can be tested by clicking on it.

- ➜ **Save** button  .

- Select the door concerned and assign the action according to the figure:



Select **Booking type** (here: Door opend without data carrier) and the time period. The columns **from** and **to** can be used to define a time period within the action is to be executed. If the trigger event is activated beyond this time period, the action will not be executed. The days **Mo - Su** have the same meaning. The action will only run (within the valid time period of the columns **from** and **to**) on days which are marked as active.

It is generally possible to assign several actions to one event, e.g. an alarm message and an acoustic signal in case of unauthorized opening of a door.

- **Function test:**

Leave the allocation and change back to the **action**.

By clicking the button 

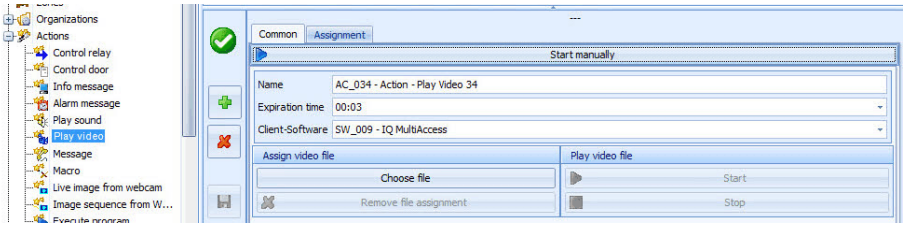
the action can be started immediately for test purpose.

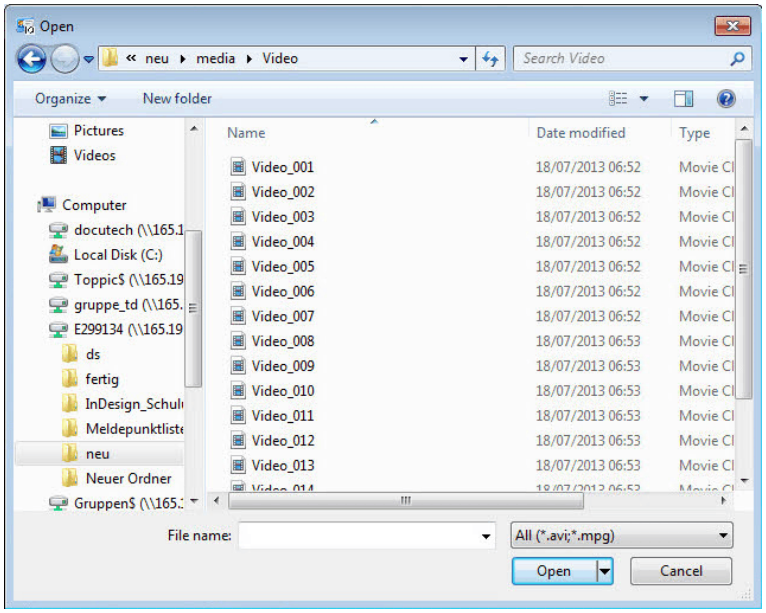
10.7 Play video

This action corresponds to the action **Play sound** (cf. 10.6), with the difference that video files of formats *.AVI and *.MPG can be selected. When the video is played, a new window containing the video file is opened. It will be closed automatically after the end of the video.

- Actions ➜ Play video ➜ 

Enter an unambiguous name. For expiration time see 10.1 = Control outputs
In field **Client Software**, the program IQ MultiAccess is displayed as often as it is available in the various computers within the location. (Here it will show again how useful unambiguous names are also for the software definition, e.g. IQ MA computer Miller). Thus it is possible to define clearly on which computer the alarm message is to be displayed.

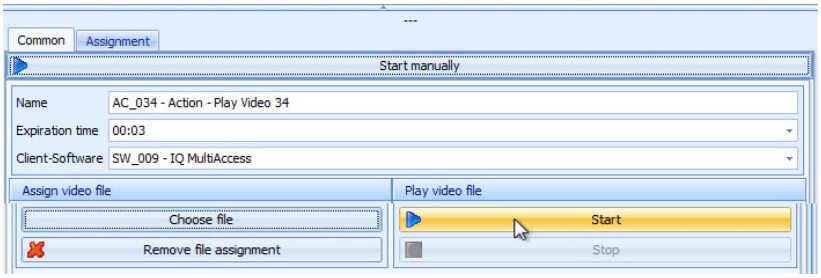




Choose the desired video file.

Possible formats: *.AVI and *.MPG. It does not matter in which directory the files are located.

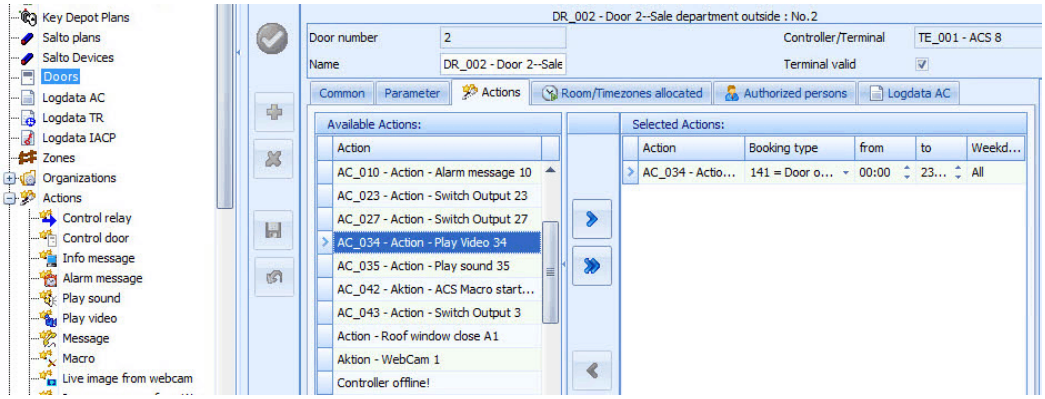
Select the desired file and assign it via the **Open** button.



Now the start button is active in field **Play video file**. The sound selected can be tested by clicking on it.

- ➜ **Save** button  .

- Select the door concerned and assign the action according to the figure:



Select **Booking type** (here: Door opend without data carrier) and the time period. The columns **from** and **to** can be used to define a time period within the action is to be executed. If the trigger event is activated beyond this time period, the action will not be executed. The days **Mo - Su** have the same meaning. The action will only run (within the valid time period of the columns **from** and **to**) on days which are marked as active.

It is generally possible to assign several actions to one event, e.g. an alarm message and an acoustic signal in case of unauthorized opening of a door.

- **Function test:**

Leave the allocation and change back to the **action**.

By clicking the button 

the action can be started immediately for test purpose.

10.8 Notification

This function can be used to send text messages via SMS, e-mail, fax or voice mail. IQ MultiAccess transfers the data to be sent to the program kit David, a product of Tobit Software AG, which is responable for the technical procedure.

Precondition:

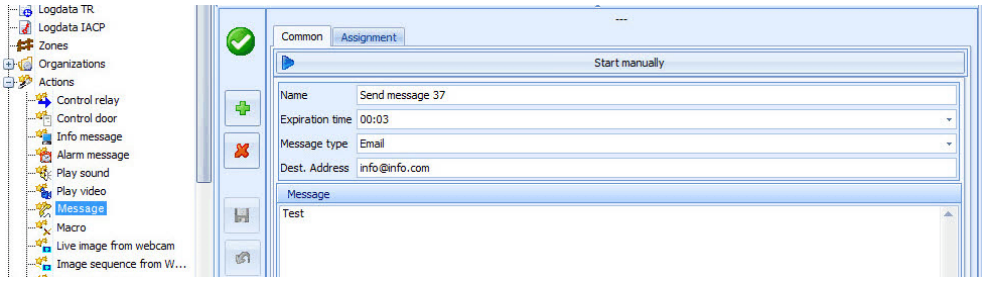
- The David software has to be installed and configured in an executable way on the server (the computer the program IQ Server is installed) and the required hardware (e. g. Fritz card, modem, SMS-supported mobile phone...) is installed and configured correctly.

  Concerning these information, please refer to the installation manuals of the manufacturer.

- The path used for data transfer from IQ MultiAccess to David has to be entered in the ➜ **Common tab** of ➜ **Global settings** in the installation program IQ NetEdit. Optionally, a despatcher can be deposited. For more information see the installation instructions (P32205-26-0G0-xx), Common tab, David API path and David sender.

Define action:

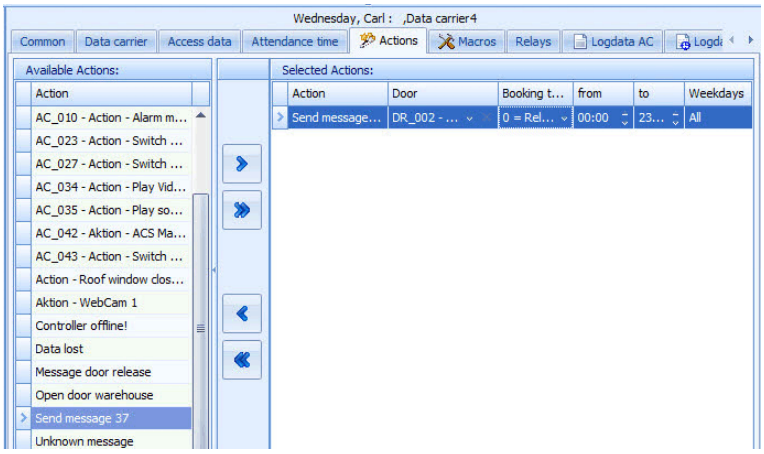
- Actions ➜ Notification ➜ 



Enter an unambiguous name.

For expiration time see 10.1 = Control outputs.

- Select a notification type. E-mail, SMS, fax and voice are possible.
- Enter a target address. This is depending on the type of notification, e. g. an e-mail address for e-mails, a telephone number (with or without a line request number, as far this might be already defined in David) for SMS, fax or voice mail.
- Enter an arbitrary text in field **Message**.
  This text will be transferred originally 1:1.
- ➜ **Save** button  .
- Allocate the action to a door or a person. The example shows a test notification to be sent when a person gets a door release at door 1.



Select **Booking type** (here: Release) and the time period. The columns **from** and **to** can be used to define a time period within the action is to be executed. If the trigger event is activated beyond this time period, the action will not be executed. The days **Mo - Su** have the same meaning. The action will only run (within the valid time period of the columns **from** and **to**) on days which are marked as active.

- **Function test:**

Leave the allocation and change back to the **action**.

By clicking the button 

the action can be started immediately for test purpose.

- **Further possibillities to enter a text:**

  - **Variables**

In addition to the text input that can freely be done, the use of the following variables is possible:

##area##	From which area does the message come
##cause##	Who or what did trigger the message
##date##	Date
##door##	Door (number or name)
##io##	Input or output
##info##	Booking text
##perslistinarea nn##	List of persons in the area will be created. “nn” is a area number in the location in the range of 1 to 254. The output format is one person per line with „4 digit ID data carrier number, Last Name1, First Name1“.
##perslistnotinarea nn##	List of persons not in the area will be created. "nn" is a area number in the location in the range of 1 to 254. The output format is one person per line with „4 digit ID data carrier number, Last Name1, First Name1".
##location##	Location
##macro##	Macro
##subcause##	Additional information to ##cause##
##source##	Source (e. g. which controller)
##subdev##	Subdevice of a controller, e. g. reader
##time##	Time
##user##	User
##cardid##	card identification
##cardnumber##	card number
##cardversion##	vard version
##cardcode##	card code
##cardbegindate##	card valid from date
##cardenddate##	card valid till date
##cardendtime##	card valid till time
##id##	personal Info.ID (Locationdata of the person)
##useremail##	E-mail address of the person
##userpersonnelno##	user personnel number
##userpicture##	name of image file
##userworkinggroup##	Working group of the person
##visitorcompany##	company of visitor
##visited person##	visited person

In case of breaking open a door, a text like this could possibly be entered:

> Door break in center of distribution, ##location##, door ##door##.
> ##cause## ##subcause##
> ##date## ##time##

The message resulting of this could look like this:

> Door break in distribution center, London at DR_003 - Main entrance.
> Notification from user Watson, Susan at door DR_003 - Main entrance outside
> 09/13/2005 11:13

- Conditions

If some variables can not be filled with values (e. g. if the corresponding controller is offline), this would compulsively cause a modification of the formatting of the text (especially when several variables are used one after another in one line).
For that case there can be defined to suppress a comlete line or paragraph which is between both of the variables of condition **##ifdef##** and **##endif##**, if the included variable is not filled with any value.

Example:

Door break in center of distribution, ##location##, **##ifdef door ## door ##door## ##endif##**.
##cause## ##subcause##
##date## ##time##

If the variable ##door## is filled with a door number, the text of the notification will not be different to the example above:

> Door break in distribution center, London at DR_003 - Main entrance.
> Notification from user Watson, Susan at door DR_003 - Main entrance outside
> 09/13/2005 11:13

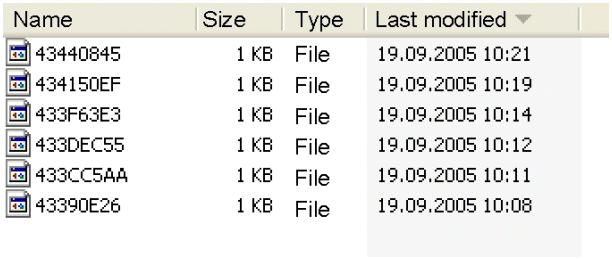
If the variable ##door## is not filled with a door number, not only the value of the variable will be missing, but the complete text between the variables of condition will be suppressed:

> Door break in distribution center, London
> Notification from user Watson, Susan
> 09/13/2005 11:13

Without using the variables of condition, the same message would include only the text “door”, the number would be missing:

> Door break in distribution center, London at
> Notification from user Watson, Susan
> 09/13/2005 11:13

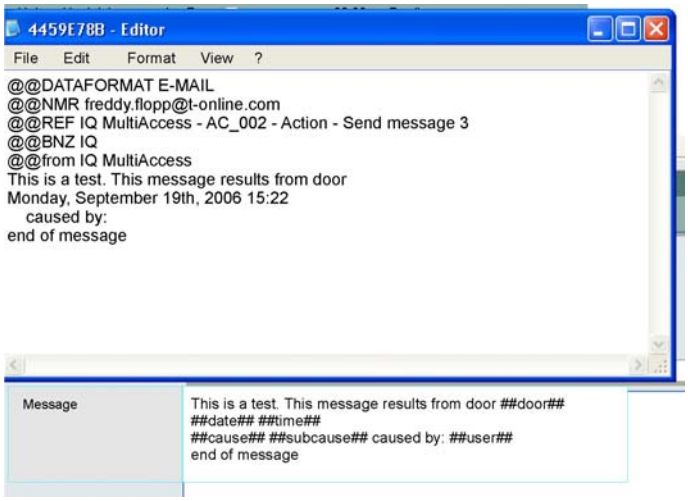
Like the standard variables, the variables of condition can be used either one per line or several one after another in one line as well. To check the formatting / line feeds, the resulting notification can be viewed. The files created are in the ➜ **David API path** entered in IQ NetEdit. The file names will be created by the system.



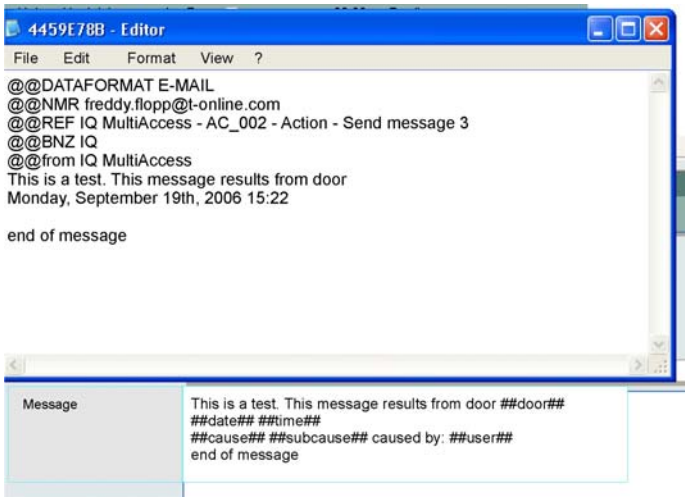
Name	Size	Type	Last modified
43440845	1 KB	File	19.09.2005 10:21
434150EF	1 KB	File	19.09.2005 10:19
433F63E3	1 KB	File	19.09.2005 10:14
433DEC55	1 KB	File	19.09.2005 10:12
433CC5AA	1 KB	File	19.09.2005 10:11
43390E26	1 KB	File	19.09.2005 10:08

Such a file can be opened and viewed by the editor.

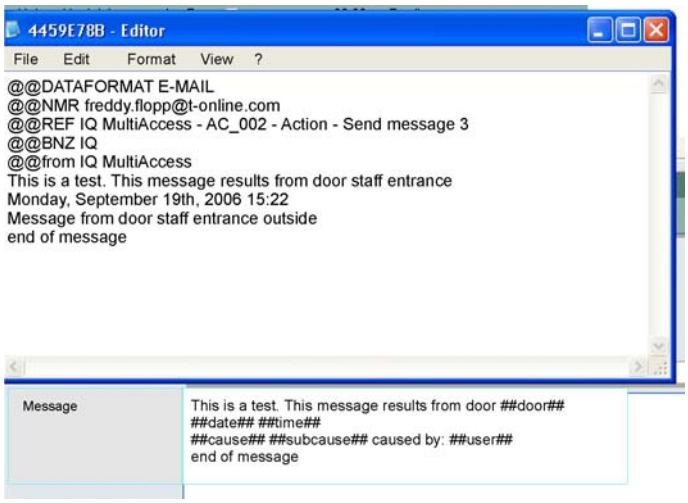
Variations:



- Text with unfilled variables and without variables of condition:



- Text with unfilled variables and with variables of condition:



- Text with filled variables and with variables of condition:

Example 2: Use the following syntax if only visitor ID-cards are to trigger a notification:

##ifdef VISITOR## <text and/or variables> ##endif##.

Application example: IACP monitoring according to 10.3.

10.9 Start macro

There exists a separate documentation about **macros**, called **Supplementary functions of IQ MultiAccess** (P32205-46-0G0-xx).

This action type can be used to start an existing (not hidden displayed) macro. This is only one of many possibilities to start a macro. For further information please refer to chapter 1.2.2 = Execution possibilities of above mentioned documentation.

10.10 Live image from webcam

This function can be used to display live images of a webcam on the screen of any workstation. Currently IQ MultiAccess supports several AXIS camera types. The camera is connected to Ethernet.

➜ via a 1:1 Ethernet cable to any ethernet connection of the network.

or

➜ via a crossed over Ethernet cable directly to a computer with a local Ethernet interface

Preconditions:

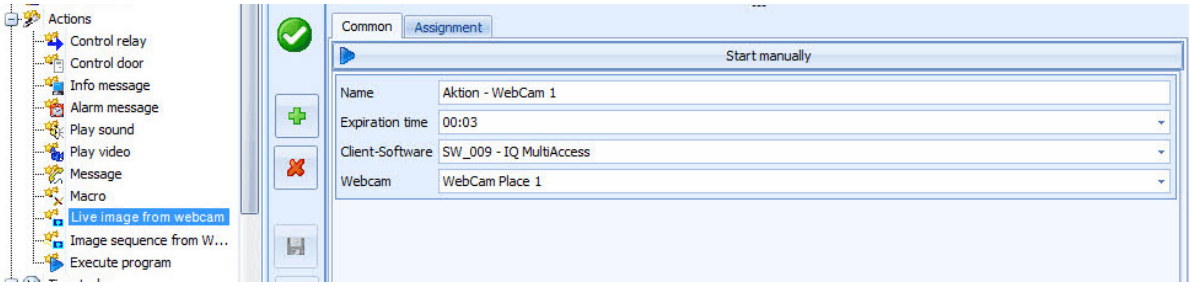
- A camera must be installed and configured in working order.

  For this, we refer you to the installation instructions of the manufacturer of the camera.

- A camera must be created/inserted in the installation program IQ NetEdit (cf. installation instructions P32205-26-0G0-xx) by right-click on ➜ location ➜ insert ➜ controllers/terminals ➜ webcam. The camera parameters must be configuered (➜ Common tab of the camera) and an FTP-port must be enterd (➜ **Global settings**). These entries must be conform with the camera configuration.

Define action:

- Actions ➜ Live Image from Webcam ➜ 



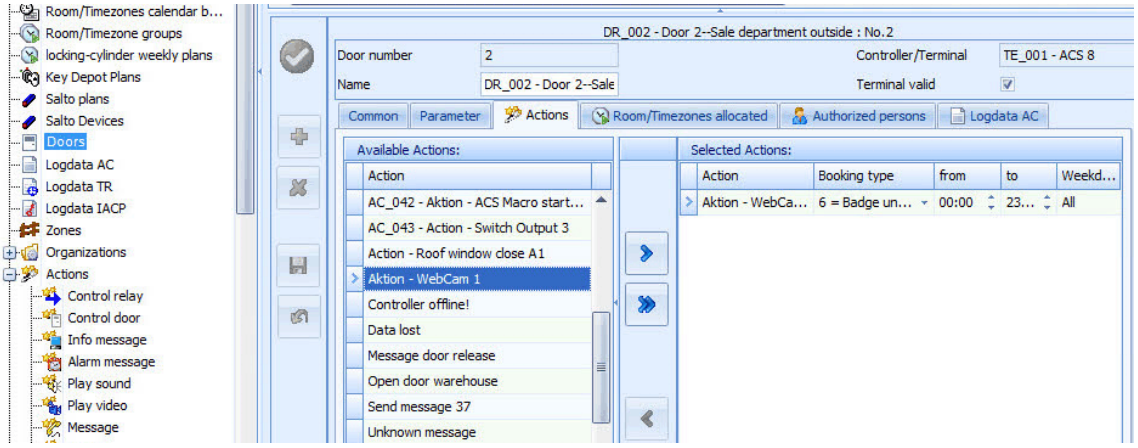
Enter an unambiguous name. For expiration time see 10.1 = Control outputs.

In field **Client Software**, the program IQ MultiAccess is displayed as often as it is available in the various computers within the location. (Here it will show again how useful unambiguous names are also for the software definition, e.g. IQ MA computer Miller). Thus it is possible to define clearly on which computer the image of the camera is to be displayed.

Select the required webcam in the field **WebCam**.

- ➜ **Save** button  .

- Allocate the action to the door to be monitored. The example shows a monitoring of the staff entrance door tried to be opened with an unknown ID.



Select **Booking type** (here: Badge unknown) and the time period. The columns **from** and **to** can be used to define a time period within the action is to be executed. If the trigger event is activated beyond this time period, the action will not be executed. The days **Mo - Su** have the same meaning. The action will only run (within the valid time period of the columns **from** and **to**) on days which are marked as active.

Result: The camera image will be displayed live in a separate window that is automatically in the foreground. The **stop** button stops the countdown of the opening time of the window faded in. The live transmission of the camera continues until either the **close** button (= exit transmission immediatedly) or the **continue** button (= continue the transmission until the remaining transmission time has expired) is clicked.

- **Function test:**

Leave the allocation and change back to the **action**.

By clicking the button 

the action can be started immediately for test purpose.

10.11 Image sequence from webcam

This function can be used to display individual images of a webcam on the screen of any workstation. Currently IQ MultiAccess supports several AXIS camera types. The camera is connected to Ethernet.

➜ via a 1:1 Ethernet cable to any ethernet connection of the network.

or

➜ via a crossed over Ethernet cable directly to a computer with a local Ethernet interface

Preconditions:

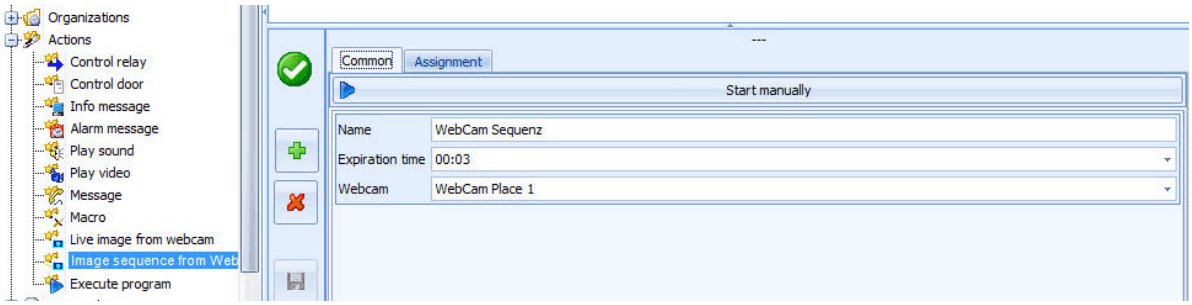
- A camera must be installed and configured in working order.

  For this, we refer you to the installation instructions of the manufacturer of the camera.

- A camera must be created/inserted in the installation program IQ NetEdit (cf. installation instructions P32205-26-0G0-xx) by right-click on ➜ location ➜ insert ➜ controllers/terminals ➜ webcam. The camera parameters must be configured (➜ Common tab of the camera) and an FTP-port must be enterd (➜ **Global settings**). These entries must be conform with the camera configuration.

Define action:

- Actions ➜ Image sequence from Webcam ➜ 

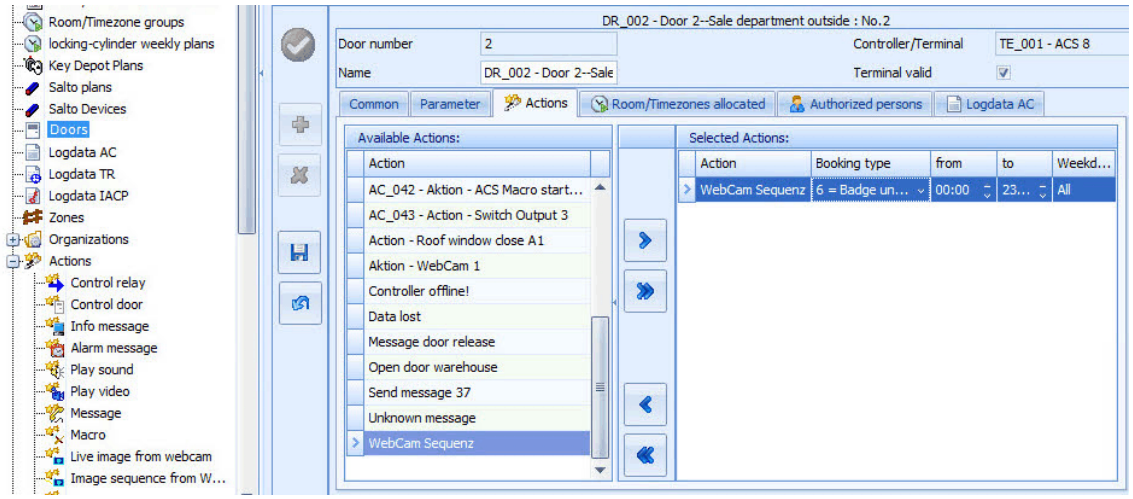


Enter an unambiguous name. For expiration time see 10.1 = Control outputs

Select the required webcam in the field **WebCam**.

- ➜ **Save** button  .

- Allocate the action to the door to be monitored. In the example a recording of images starts when the door is tried to be opened with an unknown ID.



Select **Booking type** (here: Badge unknown) and the time period. The columns **from** and **to** can be used to define a time period within the action is to be executed. If the trigger event is activated beyond this time period, the action will not be executed. The days **Mo - Su** have the same meaning. The action will only run (within the valid time period of the columns **from** and **to**) on days which are marked as active.

- **Function test:**

Leave the allocation and change back to the **action**.

By clicking the button 

the action can be started immediately for test purpose.

Result: The notification of an existing image sequence recording is handled like an alarm (see chapter 10.4). This information and the evaluation of the image sequence can only be executed at the workstation this action has been defined as no client software can be chosen.

These information as well as the evaluation of the recorded sequence of images can only be done on the computer this action has been created, as there is no client software to be choosen.

- **Evaluation:** Location ➜ System Activity Logdata AC ➜
  - Logdata AC
  - Select the image sequence recording required
  - **Display sequence** button

A window opens offering a previously defined number of individual images. These definitions must be done in the configuration program of the camera (cf. documentation of the manufactorer). The example uses the settings:

➜ one image per second
➜ 10 images backwards
➜ 10 images forewards

This means from the moment of a booking that triggers the action, 10 images before the booking and 10 images after the booking will be saved in 10 seconds intervals (the camera is running continuously).
The individual images can be opened by clicking directly or using the **back** and **next** buttons.
To exit the display click on **close window**.

For further use of the camera see option **IQ Visitor** (cf. chapter 19).

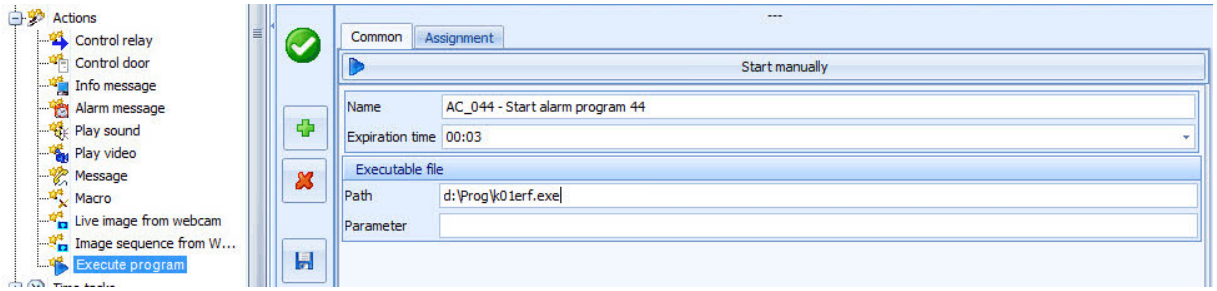
10.12 Execute program

This action can be used to run external programs. Path, program name and eventually necessary parameters can be entered.

Generally, actions are executed by the server. This means, the action **execute program** is executed also executed by the server. Due to this, in the following cases there must be entered a path tha refers to the server.

Define action:

- Actions ➜ Execute program ➜ 

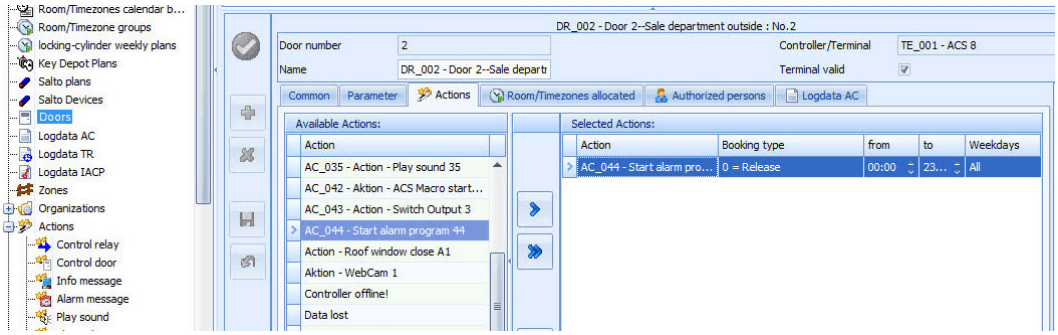


Enter an unambiguous name. For expiration time see 10.1 = Control outputs

Path: Enter the drive, path treferring to the server and file name of the program to be executed and some necessary parameter to run the program in the field **Parameter**.

- ➜ **Save** button  .

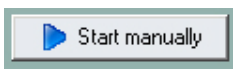
- Allocate the action to the person to start the action by a particular booking (e. g. start a backup when leaving a special area).



Select **Booking type** (here: Release) and the time period. The columns **from** and **to** can be used to define a time period within the action is to be executed. If the trigger event is activated beyond this time period, the action will not be executed. The days **Mo - Su** have the same meaning. The action will only run (within the valid time period of the columns **from** and **to**) on days which are marked as active.

- **Function test:**

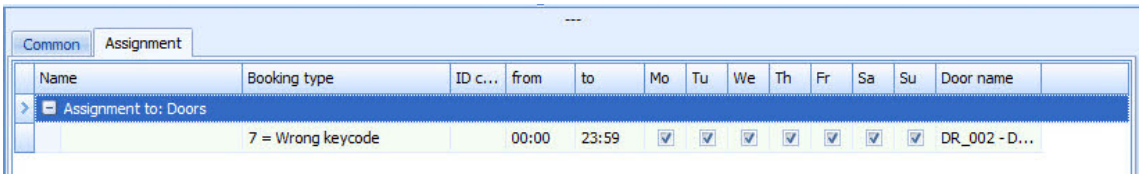
Leave the allocation and change back to the **action**.

By clicking the button 

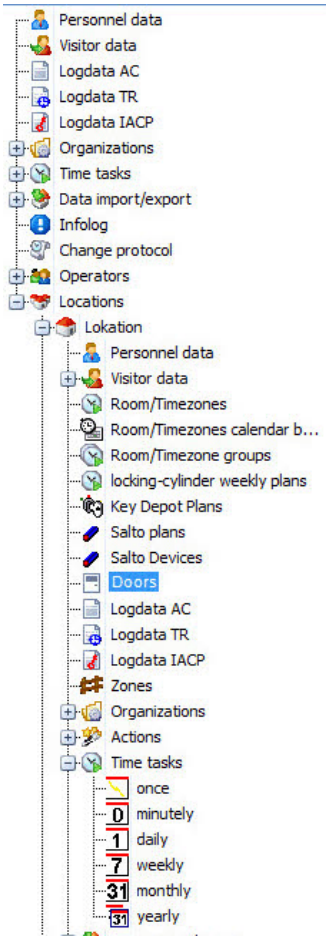
the action can be started immediately for test purpose.

10.13 Assignment

An ➜ **Assignment** tab exists for all previously described ➜ **actions**. It offers an overwiew about all persons, doors, areas, controllers/terminals the selected action is assigned to. The evaluation is described in chapter 13.



11. Scheduler/Time tasks



By means of **schedulers/time tasks**, certain functions can be executed once at a defined time and/or recurring functions can be executed automatically at regular intervals.

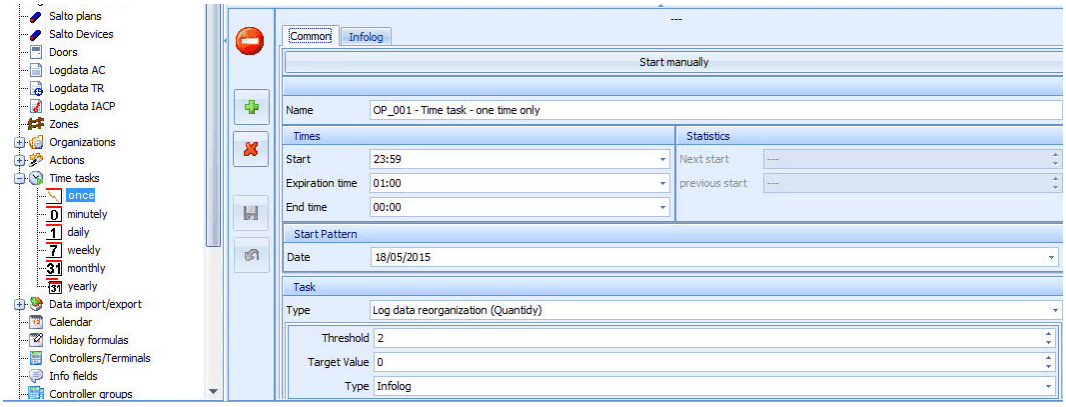
Timer jobs can be created globally (superuser) and/or per location (superuser / local manager). Global timer jobs are valid for all locations. They can be used for automatization of of systemwide operations, such as a global import / export (cf chapter 17 = import/export). Location related timer jobs are only valid for the location they have been createt in.

A distinction is made between schedulers that are executed once and those that are executed regularly on a minutely, daily, weekly, monthly or yearly basis.

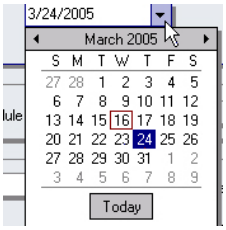
The definition of global and location related timer jobs are identical. The examples following have been created within a location.

11.1 Schedulers to be executed once

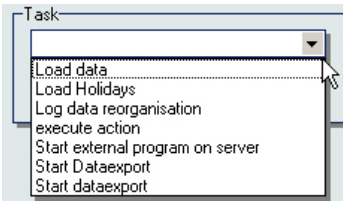
Example: Before commissioning a location, all data created and modified so far are to be transmitted to all controllers/terminals. This process is to take place once at a certain date/time.



- Time tasks ➜ once ➜ **common** tab 
- Enter an unambiguous description in the **Name** field.
- **Execution time:** The scheduler will be started at the set time.
- **Expir. time**: Period of time during which the scheduler is still valid and is started after the execution time has been reached.
  Example:The scheduler is to start at 23:45 h, but the IQ MultiAccess software of the computer concerned is not running at this point of time. If it is started within the expiration time (e.g. 1 hour, i.e. by 0:45 h at the latest), the scheduler will still be executed but not afterwards.



- **Start pattern:** Enter the date when the scheduler is to be executed or select it via the calendar.



- **Task:** Select a function that is to be exeuted by the scheduler.

Depending on the job, further entries are required. For global timer jobs some of the tasks following are missing.

Job	Further entries	
Load data:	**Destination:**	Select the controllers / terminals to which the data are to be sent.
	Parametr.	If this check box is activated, the data of the controller/terminal selected are deleted first, a reset to a defined basic condition is made and the complete data structure is sent again to the controller/terminal. This field should always be activated. Data that are created / modified in IQ MultiAccess are sent automatically online to the controllers / terminals, therefore the data structure of the controllers /terminals is not changed without parameterization. Example: An ID card that was deleted in IQ MultiAccess is still active in the controller / terminal - for whatever reasons. This kind of malfunction is only corrected by parameterization.
Load holidays	**Destination:**	Select the controllers / terminals to which the holidays are to be sent.
Log data reorganisation by quantity	**Threshold/ target value:**	If a certain number of bookings is exceeded in the log file (max. 10 million), this value is reduced to the specified target value. The oldest bookings are deleted in the process.This function guarantees that the log file does not get infinitely inflated. It should be carried out on a regular basis (weekly or monthly).
	Kind:	Select the logfile to be processed
Log data reorganisation by days	**older than:**	Deletes entries older than xx days
	Kind:	Select the logfile to be processed

Job	Further entries
Execute action	**Action:** Select the action to be executed. All actions that have been created (see Chapter 10) are available.
Start external program on server	By means of this job, any program can be started on the server. Via **Path** and **Parameter**, the entries required for starting the program are input. Example: Automatic data backup of the database in the background (see also Chapter 11.7 = Data backup as scheduler). Path C:\Programs\IQ_MultiWIN\IQ_Database\etc\IQBackup.exe Parameter -s
Start data import	**Import definition:** Select an import definition (see Chapter 17)
Start data export	**Export definition:** Select an export definition (see Chapter 17)
Person clearing	Use this task to filter persons, who have not booked for a defined number of days. Those persons can be selected to be either deleted or deactivated in the location. Enter the number of days in the field older than. **Delete person allocation:** Person will be completely deleted from the location. **Deactivate person:** Person will be set to inactive in the location but the personnel master record will remain. **Delete deactivated person assignment:** Personal master record for a deactivated person is completely deleted from the location.
Visitor clearing	Using this function, visitors whose data carrier validity (data in input field ➜ **Visitor data** ➜ **Common** ➜ **Valid until**) has expired can be filtered out. The master records of such persons are deleted or deactivated at the location based on the selection. **Delete visitor**: Visitor will be completely deleted from the location. **Deactivate visitor**: Visitor will be set to inactive in the location but the personnel master record will remain. **Delete deactivated visitors:** Visitor master record for a deactivated visitor is completely deleted from the location.

- ➜ **Save** button  .
- In the **Statistics** field, the previous and the next execution scheduled for the scheduler are displayed.

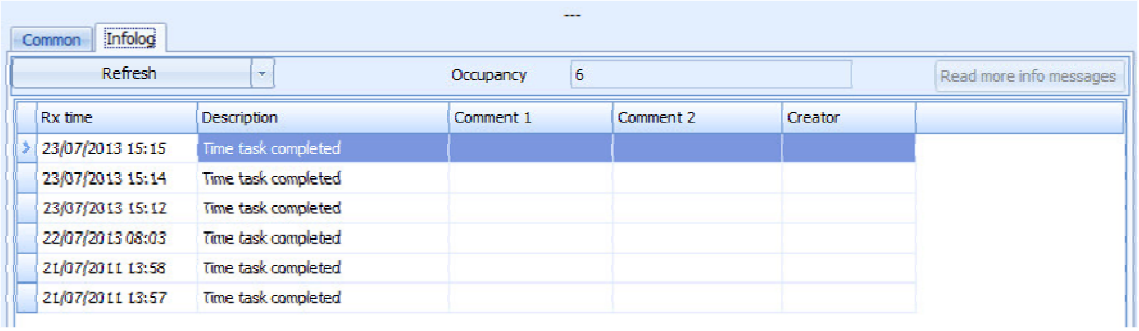
- **Function test:**

By clicking the button 

the action can be started immediately for test purpose.

- **Check:**

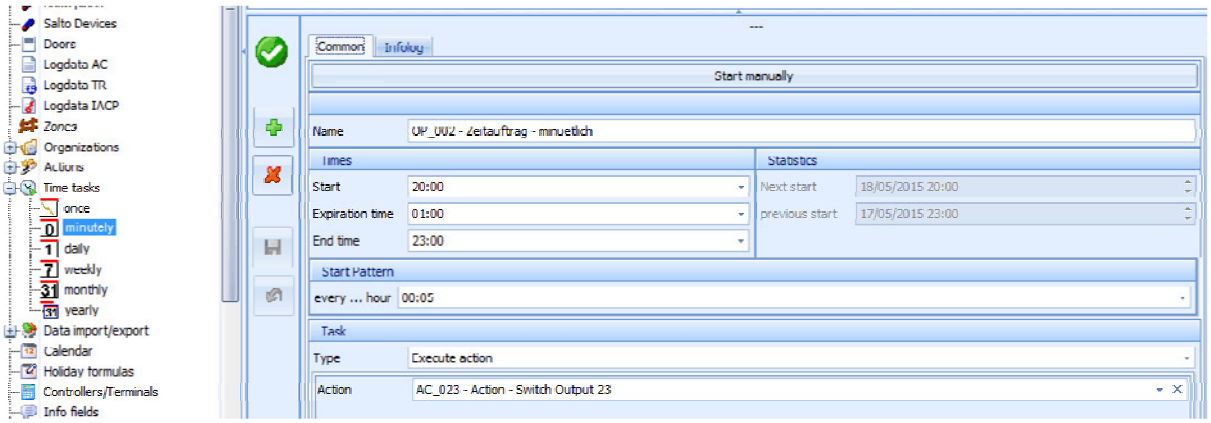
The execution of each timer job is logged in the ➜ **Infolog** tab, regardless if it was started manually or time controlled. The individual evaluation possibilities correspond to chapter 13 = evaluations.



A timer job that is to be executed **once** will automatically be set to **inactive**  after its execution, because from now on the execution juncture is in the past.

11.2 Schedulers to be executed minutely

This type of timer jobs are used for task to be run at several times a day. In principle, this function corresponds to Chapter 11.1, with the difference that the desired time interval must be specified as start type. From the moment of its activation onwards, the scheduler (time order) is started at the intervals specified. (In the example every 5 minutes, from 20:00 to 23:00 h).



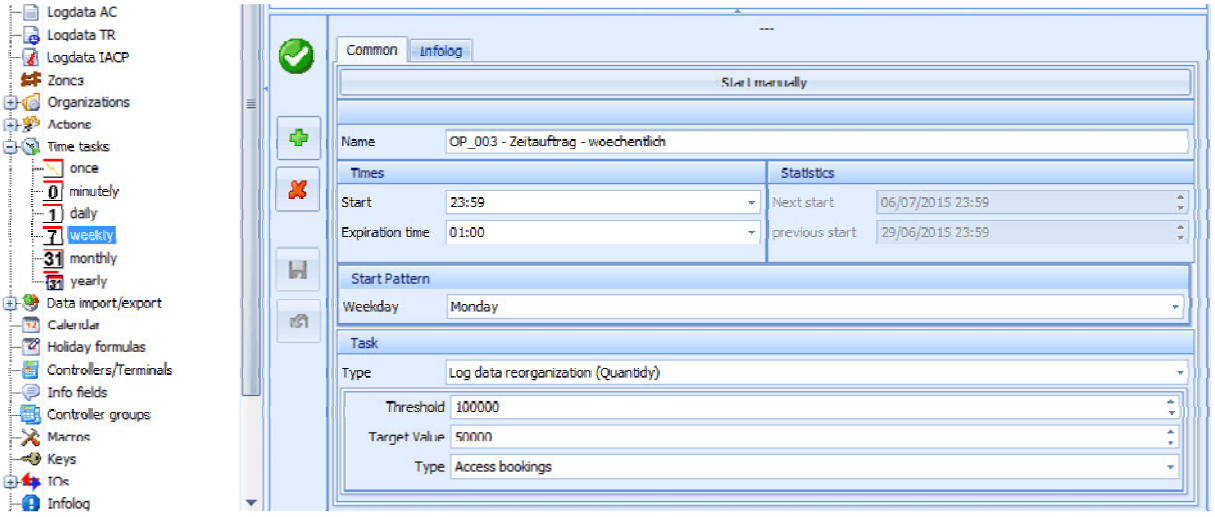
This kind of scheduler could be used e.g. for controlling online a data import of personnel data from an external system. As soon as an import file is available, it will be loaded by IQ MultiAccess. For this purpose, the corresponding ID must be selected in field ➜ **Import definition**. For details concerning import / export please see Chapter 17.

11.3 Schedulers to be executed daily

In principle, this function corresponds to Chapter 11.1, with the difference that a start type is not required here. From the moment of its activation onwards, the scheduler is started daily at the execution time specified.

11.4 Schedulers to be executed weekly

In principle, this function corresponds to Chapter 11.1, with the difference that the desired day of the week must be specified as start type. From the moment of its activation onwards, the scheduler is started at the execution time specified on the day of the week selected.



The example shows a reorganization of a log file every Tuesday from 23:59 h on. If there are more than 100,000 entries in the log file, the oldest entries will be deleted until there are only 50,000 entries.

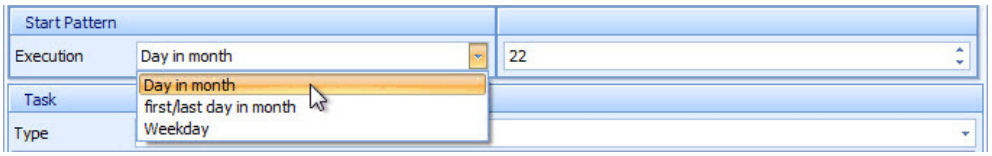
In the field **Type** there can be selected one of the following files:

11.5 Schedulers to be executed monthly

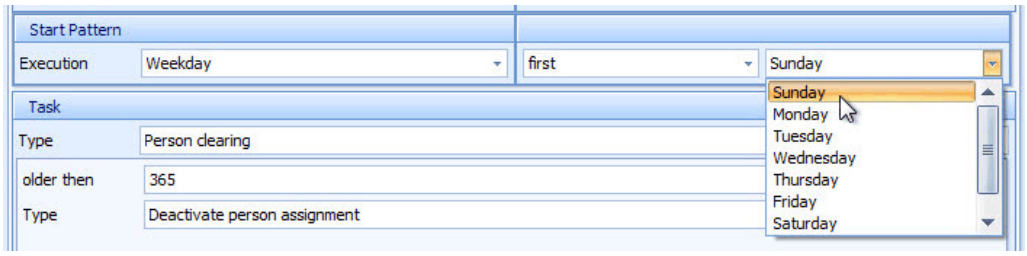
In principle, this function corresponds to Chapter 11.1, with the difference that a certain day in the month must be selected as start type. From the moment of its activation onwards, the scheduler is started at the execution time specified on the day of the month selected.

Select execution day:

- either a certain date (e.g. always the 26st of a month, irrespective of whether this day is a Monday, Tuesday etc.)



- or a certain day of the week (e.g. always the first, third, last Monday, Tuesday etc. or day in the month).

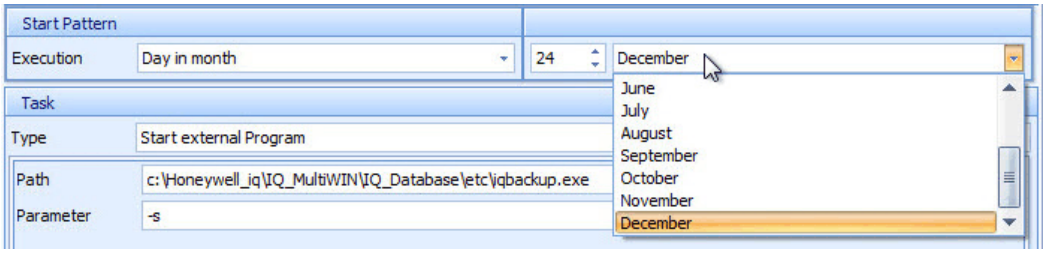


11.6 Schedulers to be executed yearly

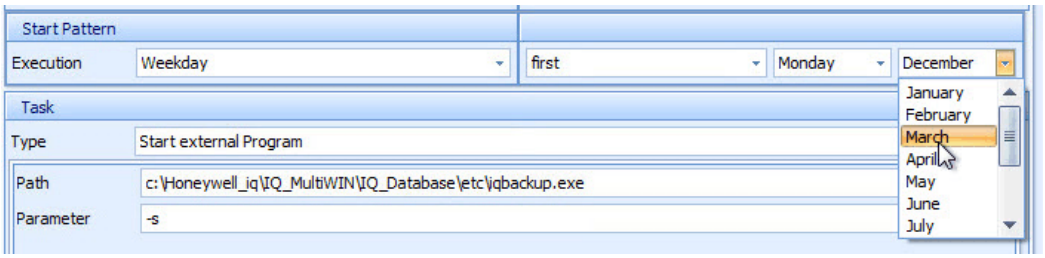
In principle, this function corresponds to Chapter 11.1, with the difference that a certain day in the year must be selected as start type. From the moment of its activation onwards, the scheduler is started once a year at the execution time specified on the day of the week in the month selected.

Selection of the execution day:

- either a certain date (e. g. always the 21th December, regardless if this day is a Monday, Thuesday etc.).



- or a certain day of the month (e. g. always the 1st, 3, last Monday, Thuesday or day etc. of a month, e. g. in January, in February etc.).



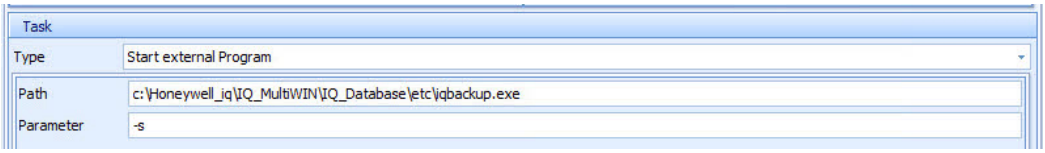
Due to the limited memory capacity of holidays in the controllers/terminals, it is advisable to send the current holiday calendar to the controllers/terminals at least once per year. This can be done via an scheduler to be executed yearly.

11.7 Data backup as scheduler

A typical example for an scheduler recurring at regular intervals is the automatic data backup.
Depending on whether the backup is to be executed daily, monthly etc., a corresponding scheduler with the job **start external program** is created.

The drive and the path to be entered are physically located on the server and not on the local computer! For this reason, the data must be entered manually and cannot be defined via a search function.

Example:



Directory **...\Program Files\IQ_MultiWIN\IQ_Database\SIC** must be available, it is created automatically during the installation.

The backup files are called **<Date><Time>.FBK** e. g. 190120051835.FBK.

12. Operators

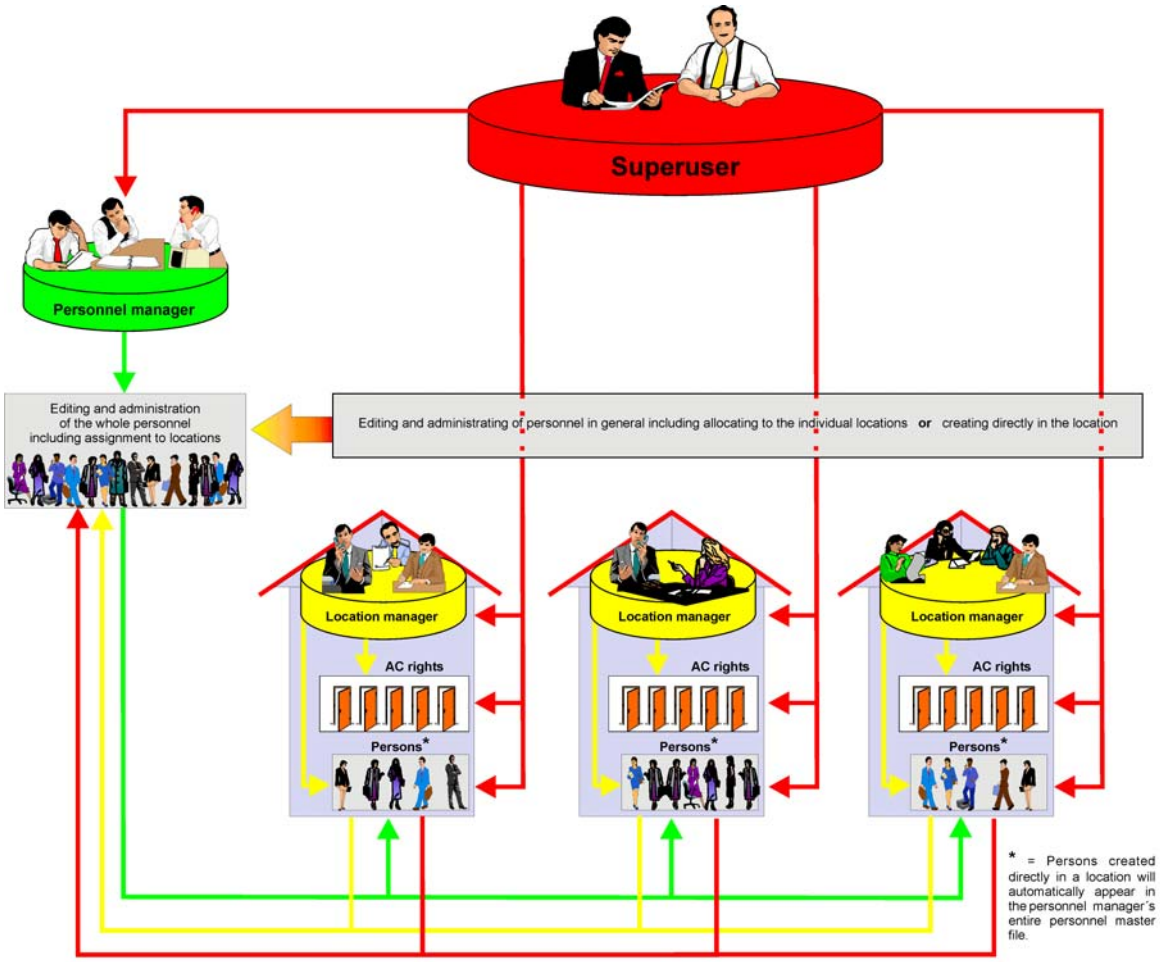
Operators are users with different rights. The product is delivered with one superuser having all rights in the entire system. The superuser defines further operators[13]. These may be other superusers, system managers, personnel managers, location managers or shadow managers. In addition, the superuser can make changes directly in one location and he/she can also work in the general personnel master records of the personnel managers.

Usually personnel managers do not deal with access control as such. In most cases, they are members of Human Resources who centrally define and manage personnel data. Personnel managers can view and access all members of the staff in the entire system and across locations and clients. They can neither view nor access the access control data.

System managers correspond to (“small”) superusers with restricted rights. They can get rights in all areas of operation, except IQ NetEdit.

Location managers are the real users of the access control software at a particular location. They can view only the access control data and persons that are relevant for their location.

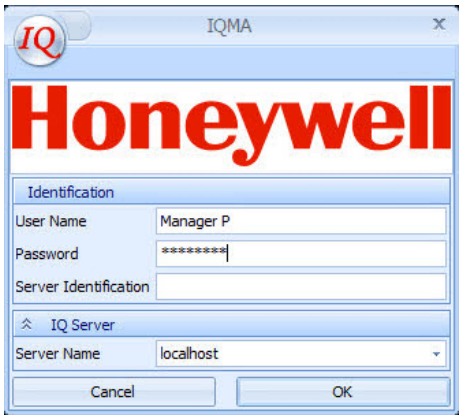
Depending on the operator who is logged in, the desktop may be more or less comprehensive. You will find further information about operators and their rights in the Installation Instructions.



Shadow operators have an exceptional position in order to realize access to one or more doors by several mandators (see chapter 20 and installation instructions chapter 12).

13 for description see Installation Instructions

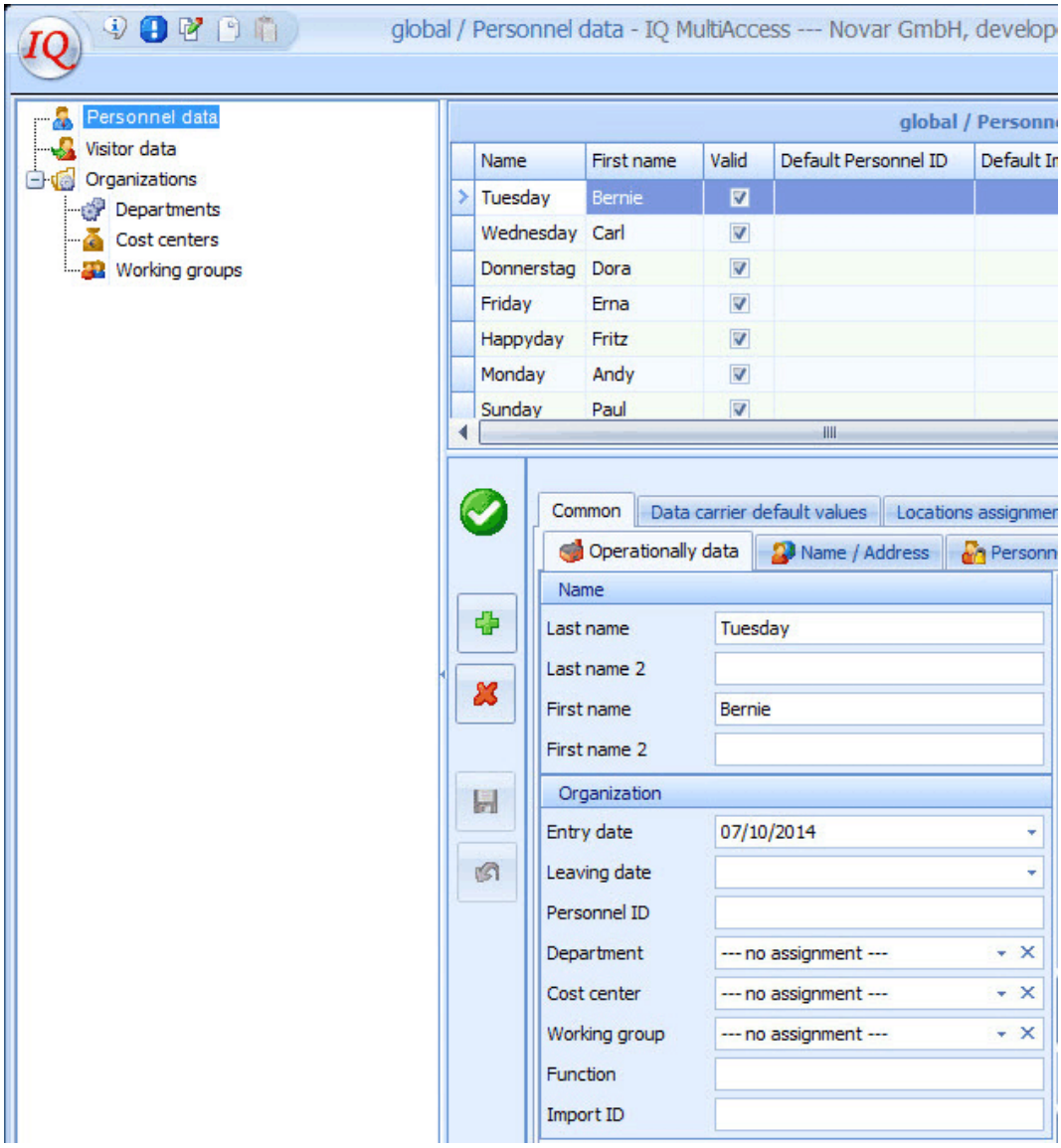
12.1 Personnel managers



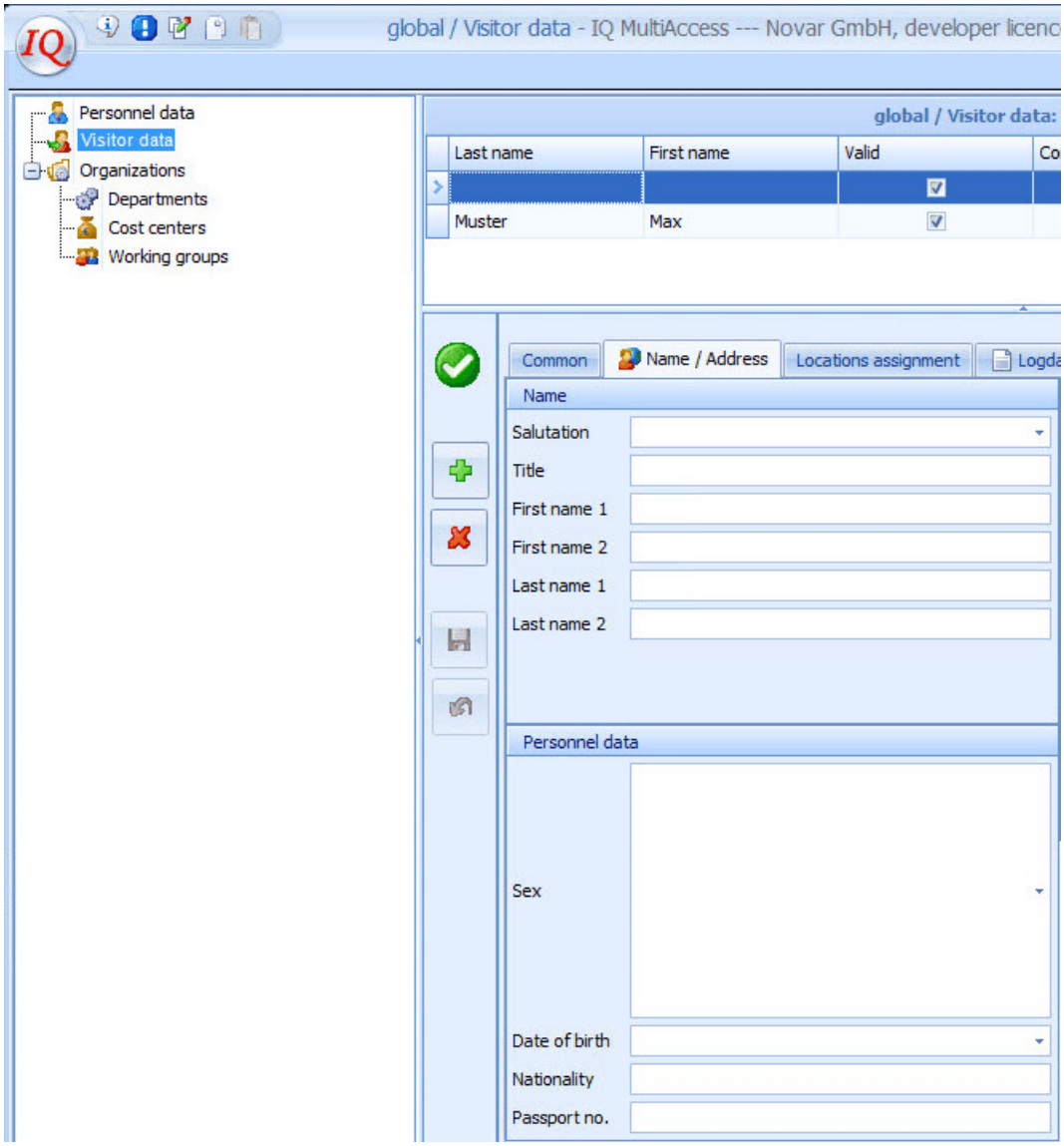
With his/her login name and password, the personnel manager can only log into IQ MultiAccess. He/she has no other access rights.

The personnel manager can only process ➜ **personnel data** (incl. visitors and organizations). This, however, on a system wide level (see also Chapter 5.1.1).

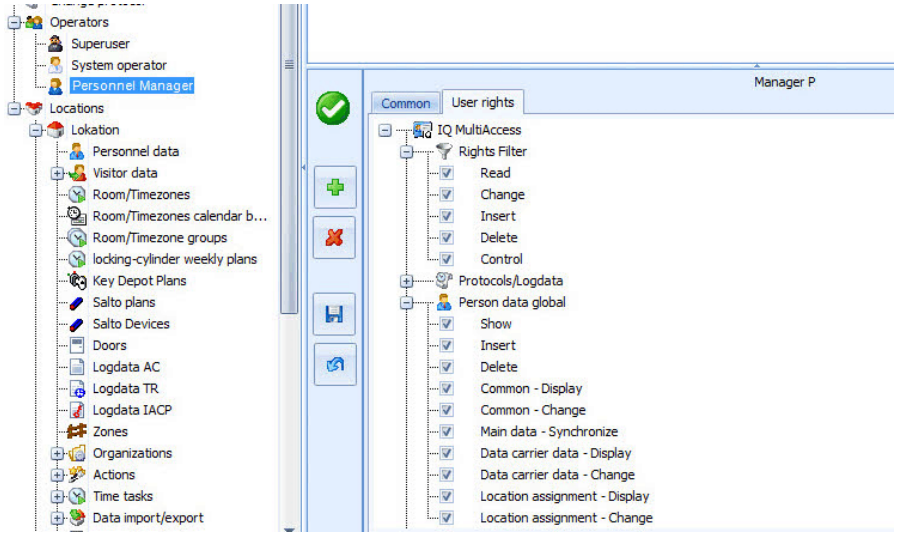
- **Personal manager´s user interface for personnel management:**



- **Personal manager´s user interface for visitor management** (see also chapter 19)**:**



The range of a personnel manager´s rights is definded by a superuser (system administrator) directly in IQ MultiAccess in IQ Netedit (cf. installation instructions P32205-26-0G0-xx). A personnel manager him/herself can not view or change his/her rights.



12.2 Location operators

The basic rights of an operator are assigned by the superuser in IQ NetEdit during the installation (see Installation Instructions).

In the factory setting, a location operator has **no** rights in IQ NetEdit; in IQ MultiAccess, he/she may read, modify, create and delete access control rights but he/she is not authorized to view or process other location operators. With this basic setting, the option **Location operators** in the File Dialog window does not exist at all for the location manager - this chapter can be skipped.

If a location operator is defined and he/she is granted the rights to process other location operators, he/she may

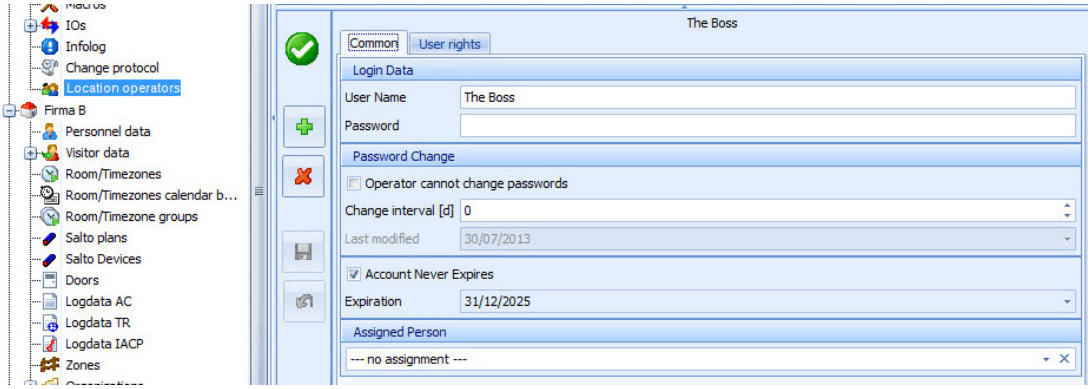
- ➜ create, process, delete other location managers
- ➜ change his/her own rights for IQ NetEdit and IQ MultiAccess (these will overrule the rights granted to him/her by the superuser!)

Caution! **The location manager can also delete or block himself/herself here!**

- Select **Location Operators.**

  ➜ Create new data record  (or select and process an existing data record).

- **Common** tab



- Enter **user name** and **password**.
  The password must have 5 characters min., it must not contain any blanks or special characters, all alphanumeric characters are permitted. There is no check for upper/lower case. For reasons of security, the password is displayed in hidden form with "*****" during the entry; after saving, it is no longer displayed at all.

- **Change password:**

  In this section, you define whether the operator can change his/her password or not.

  In field **Change interval**, you can define after how many days (d) an automatic request to change the password is produced. If an operator cannot change the password himself/herself, he/she must ask the system administrator to change the password for him/her after the time specified here has expired.

The password may be changed manually at any time, provided that the operator has the right to do so (menu bar: ➜ File ➜ Change password, cf. Chapter 2.3).
If "0" is entered, there will be no request to change the password.

The field **Last modified** is for information only. It shows the date when the password was last modified and cannot be changed.

- **Validity/Expiration of the user account:**

  - **No expiration:**
    If the **Account never expires** box is ticked, the user account has unlimited vaidity. An expiration date cannot be entered.

  - **User account expires at a certain date:**
    Account never expires is not ticked. Enter **expiration date** or assign one via the calendar. After the expiration date, it will be no longer possible for this location manager to log in.

- **Assigned person:**

For reasons of data protection, the location manager is anonymized, i.e. only his/her ID is shown in the system messages. By assigning a person, a location manager is personalized.

If the location manager is included in the personnel master file of another location (e.g. a branch manager responsible for several sites), **no assignment** is selected.

- **User rights**

For each software allocated to an operator there can be defined which rights he/she has in the individual section (IQ NetEdit, IQ MultiAccess, IQ VPS, IQ Video, IQ Visitor).

There are individual settings for each subprogram. They can be opened by clicking the "+" symbol.

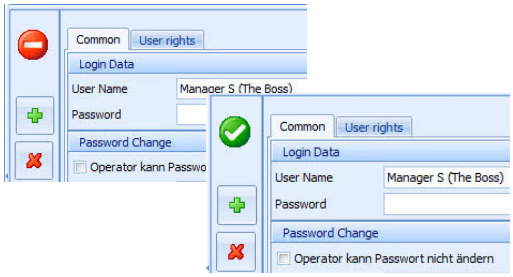
A menu can be opened by a right-click to fade in/out, set or delete the complete rights or the rights of a selected branch.

Rights filter

First of all, a rights filter must be defined for each subprogram. Alternatively the factory settings can be remained (see image).

The rights filter determines the right a user generally hasin the individual subprogram.This means, if e. g. the “delete” right is not active, the operator is generally not allowed to delete anything, even if the “delete” right is active in his/her individual rights.

There exist the possibillities to activate/deactivate the rights **read** (which means available e. g. in combo boxes), **display** (in the tree), **insert, delete** as well as **change** and **display** per tab.If **display** is inactive, the corresponding entry is not visible in the tree and/or in the tab. If **read** is not active, all the other rights are also inactive.



Every new created location manager is **inactive** at first. He/she must be **activated** manually.

Modifications of rights become only active with a relogin of the operator!

12.3 Superusers

A superuser has all rights on a systemwide level (see overview at the beginning of this chapter as well as the Installation Instructions).

12.4 System managers

System managers correspond to superusers without IQ NetEdit authorization. He/she can only be created systemwide. All other settings are similar to the location manager settings.

12.5 Shadow managers

Via these special managers it is possible for several mandators to have access to collective doors or th share doors of one ACS-8. For details see chapter 20 and installation instructions chapter 12.

13. Evaluations

13.1 Overview

IQ MultiAccess provides a variety of lists and evaluations, in separate form and distributed over the corresponding areas.

In the File Dialog window:
➜ Bookings/system activity
➜ Infolog
➜ Change protocol

As a separate window:
➜ System state
➜ List window

As a section (tab) in the detail window:
➜ Actions
➜ Bookings/system activity
➜ Infolog

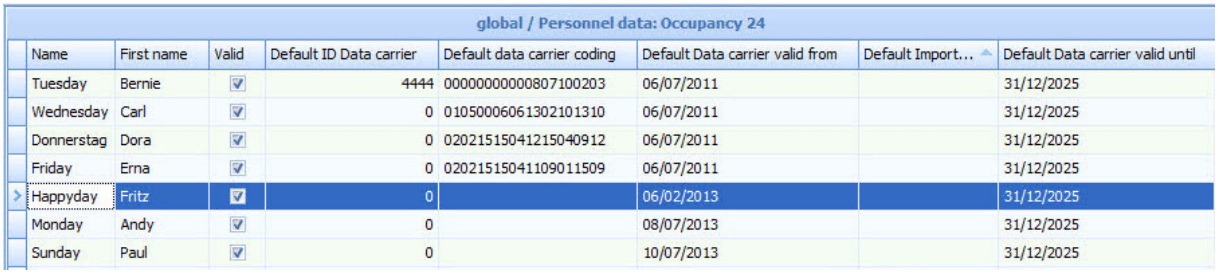
As separate programs:
➜ IQ Monitor
➜ IQ SysMonitor
➜ IQ PrintServer
➜ IQ AlarmMonitor

All lists are defined in a certain standard in the factory, but they can be modified/adapted to individual requirements. This applies to the sequence and selection of the columns displayed as well as to the grouping and filtering of the data. The individual adjustments described in the following chapter are generally applicable to all evaluations, no matter from which program part/window they can be started.

Via a setting in IQ NetEdit bookings can be made anonymous. In that case no names and card data will be displayed, only the corresponding events.

13.1.1 Search

Click into any column and do a numeric or alphanumerc input. This need not be a complete number or word, a match code will do. In the example below an "**h**" has been entered in the **name** column (there is no need of capitalization).



global / Personnel data: Occupancy 24

Name	First name	Valid	Default ID Data carrier	Default data carrier coding	Default Data carrier valid from	Default Import...	Default Data carrier valid until
Tuesday	Bernie	☑	4444	00000000000807100203	06/07/2011		31/12/2025
Wednesday	Carl	☑	0	01050006061302101310	06/07/2011		31/12/2025
Donnerstag	Dora	☑	0	02021515041215040912	06/07/2011		31/12/2025
Friday	Erna	☑	0	02021515041109011509	06/07/2011		31/12/2025
Happyday	Fritz	☑	0		06/02/2013		31/12/2025
Monday	Andy	☑	0		08/07/2013		31/12/2025
Sunday	Paul	☑	0		10/07/2013		31/12/2025

The display (list and detail window) jumps to the first data record starting with the search criterion entered.

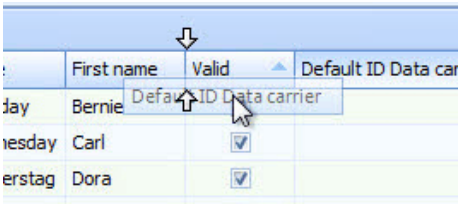
The key combination **Ctrl** ⇓ and **Ctrl** ⇑ can be used to continue searching forewards / backwards for the same search criterion.

For further search possibillities see chapter 5.4.

13.1.2 Individual adjustments

The following indvidual adjustments are valid for all lists.

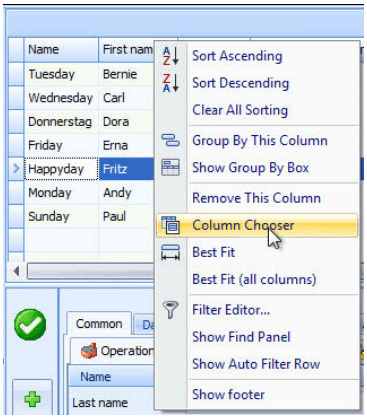
13.1.2.1 **Change sequence** by shifting a column while keeping the left mouse button pressed.



13.1.2.2 Column selection

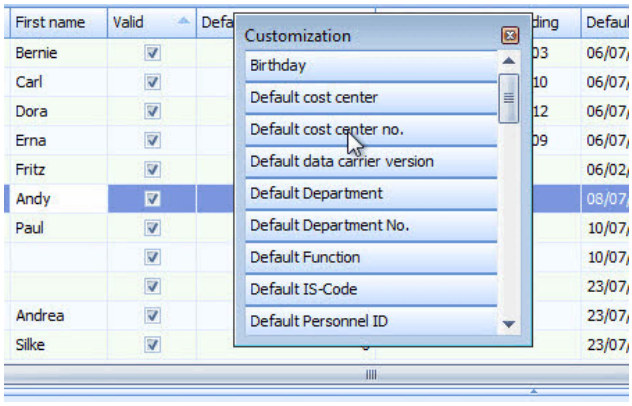
Add/delete columns

- **Add**



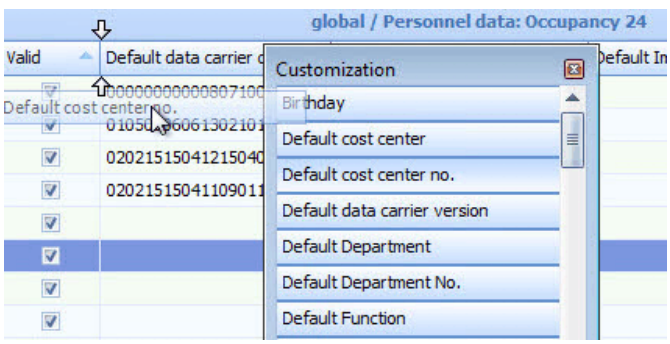
Variant 1:

A right-click on the column header opens this menu.



Column Chooser opens a list with all available fields:

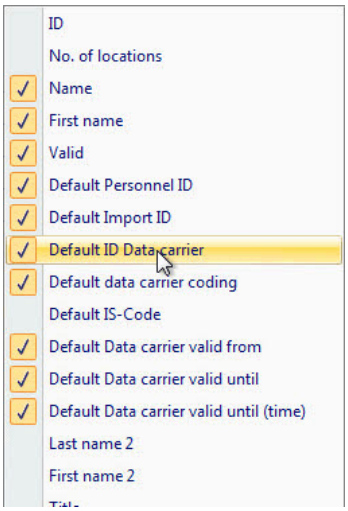
Drag the desired field to the desired position while keeping the left mouse button pressed.



Note! The "Column Selection" window must be closed again afterwards!

Variant 2:

A left-click on the list symbol...



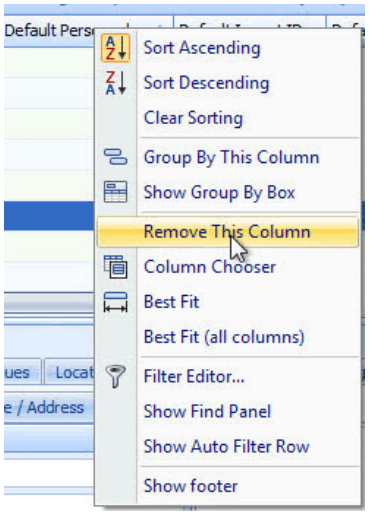
...opens a list with all fields available:

Tick the column(s) requiered. The column(s) will be inserted into the currently opened list according to their sequence in the menu. If necessary, the sequence can be changed as described in step 1 (= change sequence).

- **Delete columns**

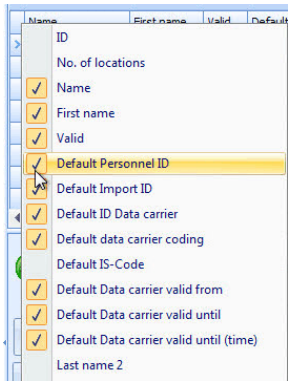
Columns are deleted by

- dragging the column header (with pressed left mouse button) out of the header line,



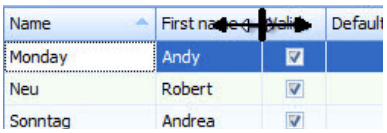
- via right-click on the header of the column to be deleted ➜ **Remove this column**. It is only removed from the display, but it is again included in the list of available columns and can be selected from there at any time.

or



- Left-click the list symbol and deactivate the column(s) to be removed.

13.1.2.3 Adjust column width



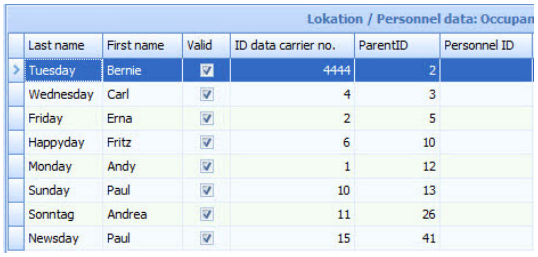
If the mouse pointer is placed between two column headers, it will change its form. While keeping the left mouse button pressed, you can reduce (dragging left) or increase (dragging right) the column width.
With a double-click, the column left of the mouse pointer is automatically adjusted to the width of its content.

13.1.2.4 Sorting

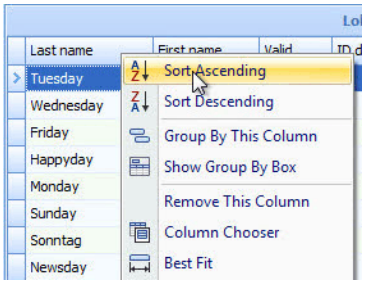
- **Simple sorting**

In the factory setting, the individual records are listed in the order of their creation.
Right-click on a column header and selection of **Sort ascending** or **Sort descending** displays the list in the sorting selected. What is decisive here is the individual column header that is selected.

Example 1:

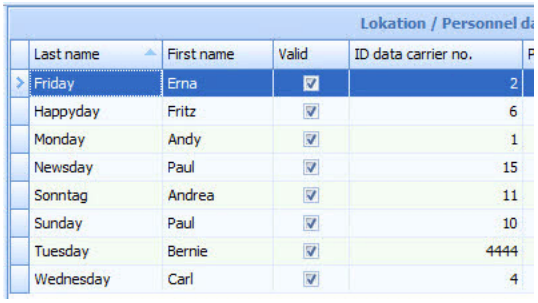


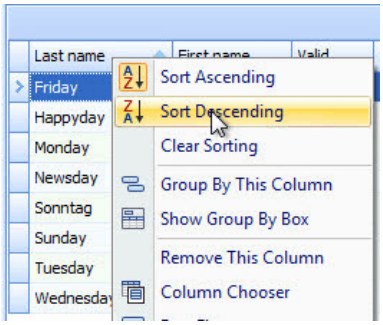
Standard display in the order of creation:



Sorting in ascending order in field **Last name**...

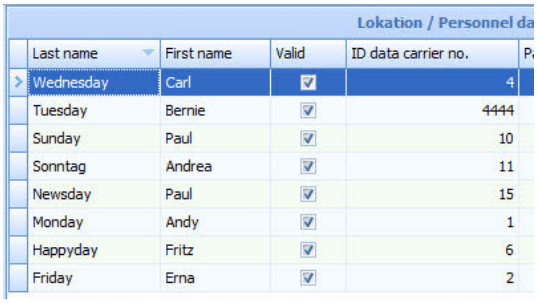
...produces:





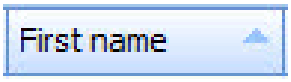
Sorting in decending order in field **Last name**...

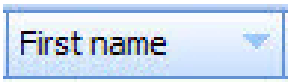
... produces:



A small grey arrow in the header of the individual column indicates the sorting:

▲ = ascending ▼ = descending.

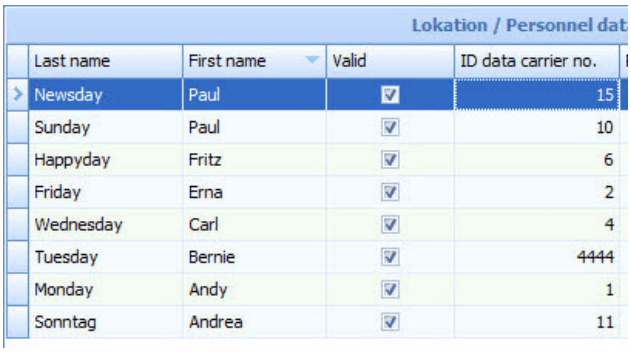




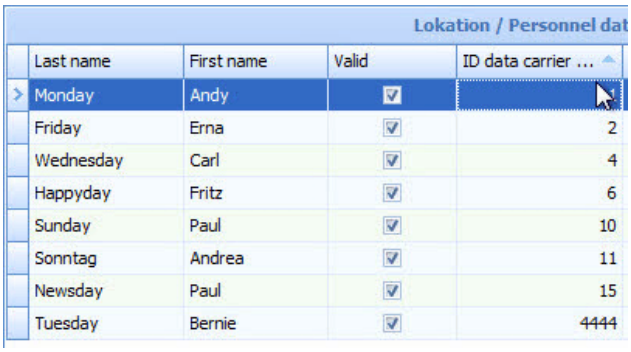
Sorting in ascending/descending order is a toggle function, i.e. there is a shortcut for the function shown above - 1 click into the header of the column to be sorted (left mouse button). That means sorting in ascending order. Each new click will revert the sorting order.

The list can be sorted by any column.

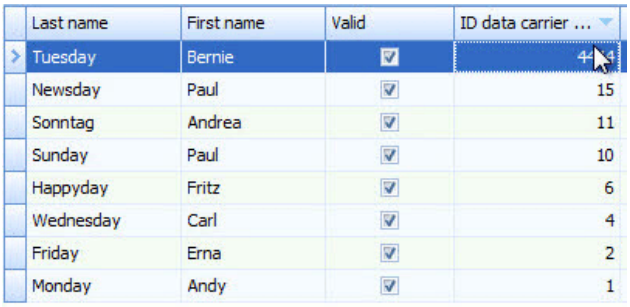
Example 2: The data shown in example 1 are to be sorted in ascending / descending order by ID card number.



Representation in order of creation:



Left-click on header field **ID data carrier** produces sorting by Card ID in ascending order.

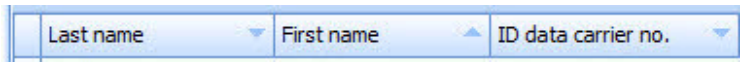


Last name	First name	Valid	ID data carrier ...
Tuesday	Bernie	☑	44
Newsday	Paul	☑	15
Sonntag	Andrea	☑	11
Sunday	Paul	☑	10
Happyday	Fritz	☑	6
Wednesday	Carl	☑	4
Friday	Erna	☑	2
Monday	Andy	☑	1

Another left-click on header field **ID data carrier** produces sorting by Card ID in descending order:

- **Multiple sorting**

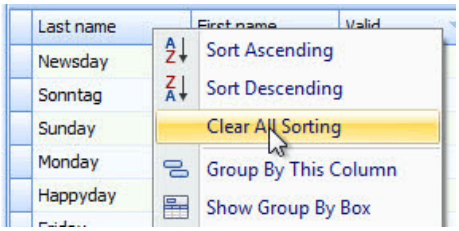
It is also possible to sort by several columns at the same time. For this purpose, the first column is sorted as described above, then the second and each other column is defined in addition while **pressing the shift** key.



Last name	First name	ID data carrier no.

Example:
The sorting was carried out in ascending order by last name (1), first name (2) and Card ID (3).

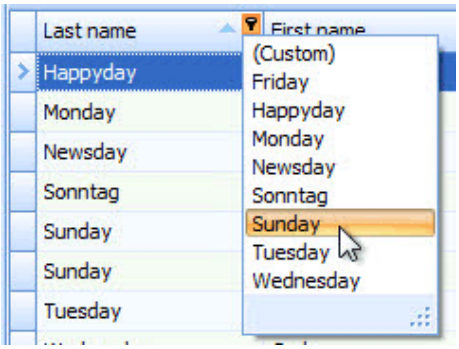
- **Delete / undo sorting**



When item **Clear all sorting** is selected, the data are shown again in the original order of creation.

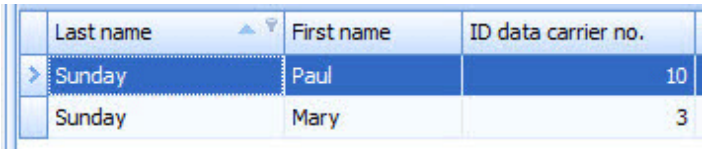
13.1.2.5 Filtering

- **For field content**



Example: Only persons with the name **Sunday** are to be displayed.

The desired selection (in our example **Sunday**) is defined via the arrow right of field **Last name**.



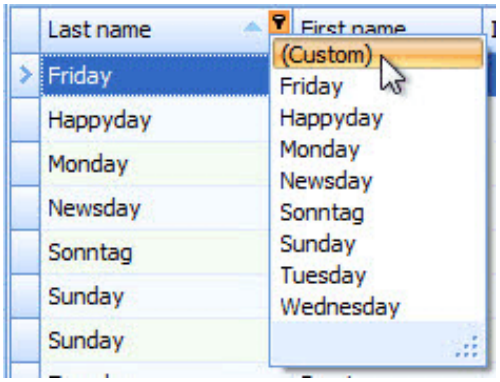
Last name	First name	ID data carrier no.
Sunday	Paul	10
Sunday	Mary	3

All personnel master records with last name **Sunday** (in order of their creation) are displayed. By a left-click in the **First name** field, the records are shown in alphabetic order (ascending/descending) by first name.

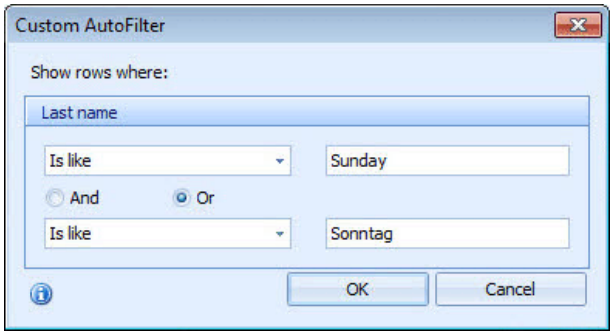
- **User-defined filters**

In addition, **user-defined** filtering can be selected in every field.

Example: To control the correct spelling, all persons named **Sunday** or **Sonntag** are to be listed.



A **user-defined** selection is made in field **Department:**



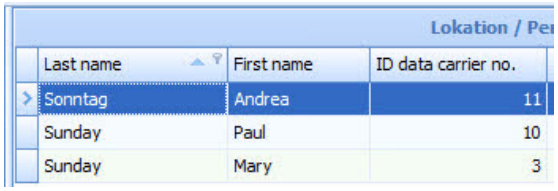
One of the available options is selected:

➜ equal (alphanum.) In the right-hand field, the alphanumeric value to be checked is entered, here: **Smith.** Note capitalization.

➜ or

➜ equal (alphanum.) In the right-hand field, the alphanumeric value to be checked is entered, here: **Smyth.** Note capitalization.

Schaltfläche **OK**.



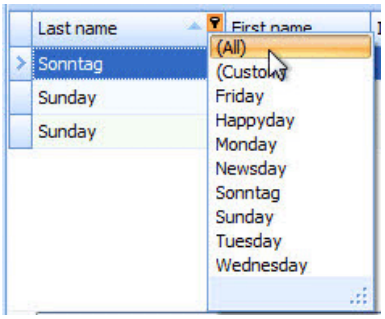
All records with **Sunday** or **Sonntag** are displayed.

For an unknown sequence of digits the wildcards “%” (corresponds to “*” = as many digits as you like) and/or “_” (corresponds to “?” = one digit) can be used.

Example: The input **Ma%** finds all names beginning with Ma, no matter how many digits are following.

The input __**3** finds the number 3 in the spelling 3, but also with any one or two digits in front of it, e. g. 03, 003, x3, xy3, 5r3, T63, $A3 etc.

- **Undo filtering**

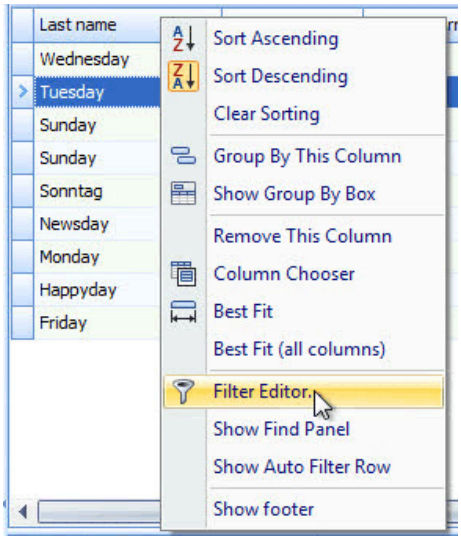


Selection ➜ **(All)**.

- **Extended filter definitions**

The simple filters described above are sometimes not enough to get some very special information.

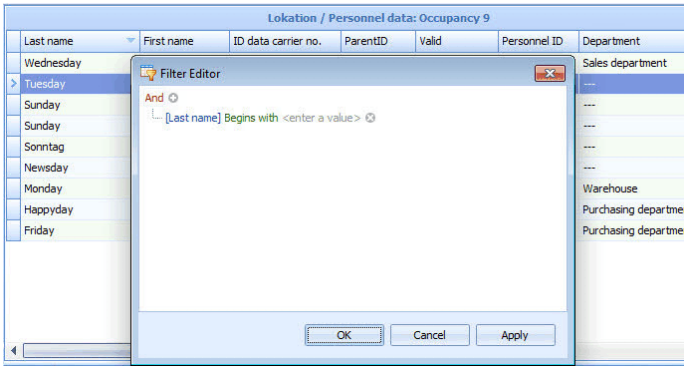
The ➜ **Filter Editor** button can be used to set up individual filters.



Example:

Using the filter possibillities described previously, we selected:

For example: All bookings of a certain person, at a certain controller with the message “Release time expired”.

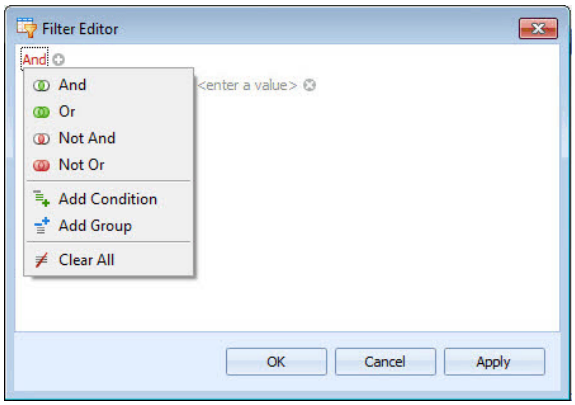


The corresponding logical function of the selected filter is displayed in the footer of the list.

The **Filter Editor** button opens a window that displays the logical function, too.

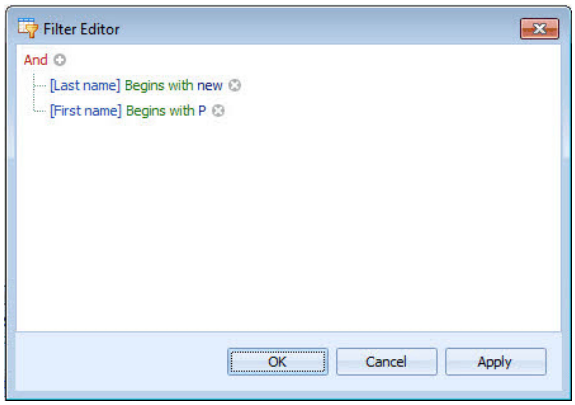
Logical functions:

The logical operations available are to be explained with an empty filter. So the displayed filter has to be emptied at first.



Click button ➜ **and**, in the pop-up nenue select the condition for the new filter.

Insert a new condition. Click the button and add the required logical operation.



The new condition is filled with default settings, first. For individual adjustment, the elements required can be chosen out of a list and the input fields can be filled by the corresponding values.
- element [ ] allows the selection of a column heading.

- element “green” allows the input of a value condition e.g. “equal”, “unequal”

- element < > allows the input of individual text.

- Delete the input with ➜ **X**.

Further conditions can be inserted all along by the same way.

In addition, individual conditions can be combined to groups. Within a complex operation combination, a group will be operated as **one** condition.

Further conditions or condition groups can be inserted all along by clicking the button ➜ **+** .

- **Using wildcards**

For an unknown sequence of digits the wildcards “%” and/or “_” can be used (cf. this chapter, = user defined filters).

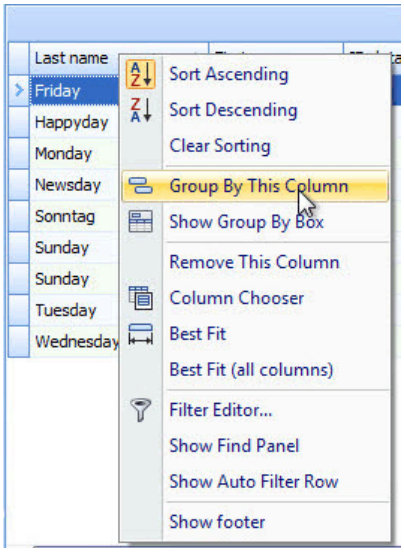
- **Use/delete filters**

If no filter is selected, an existing filter can be selected via the arrow ➜ **Clear all**.
The use of a filter can be switched on or off via ➜ **X** .

13.1.2.6 Grouping

- **Simple grouping**

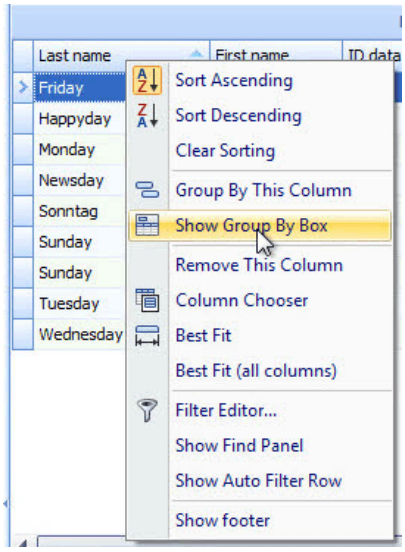
Grouping means: All records with the same column content are combined into one group, i.e. as many groups are created as there are different contents. In each group, the records with corresponding contents are listed.



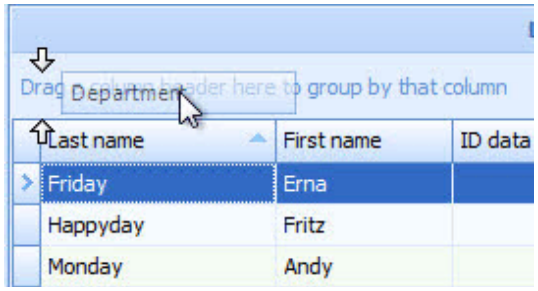
Example:

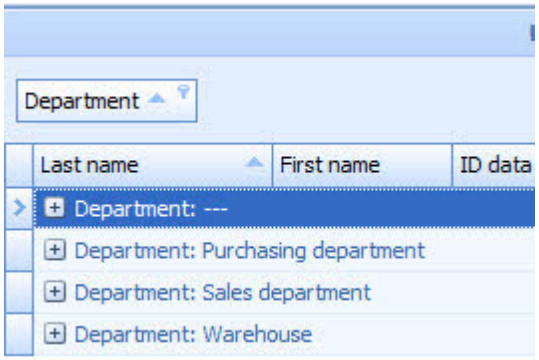
Grouping by ➜ **Column** “department”, the persons belonging to one department can be shown.

Right-click the header of a list and select ➜ **show group by box**.



Drag field ➜ **Department** onto the grouping field while keeping the left mouse button pressed.



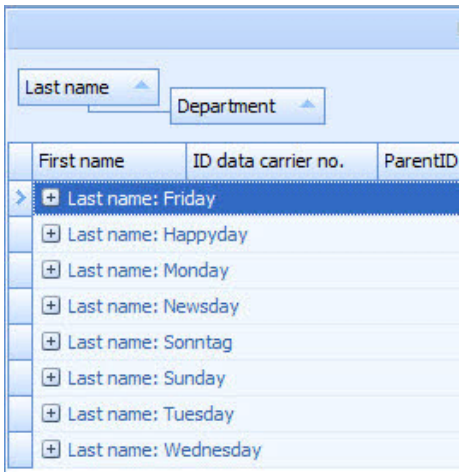


Now the list shows only all departments.

By clicking on character ➜ + or ➜ - in front of the term by which the grouping was made (here: Department), the individual records can be shown/hidden.

All sorting types and filters described above can be used in addition within this/these display(s).

- **Extend grouping**



Example:

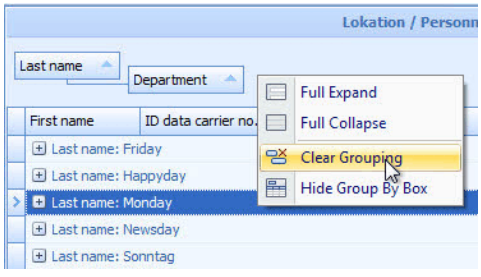
All persons are to be displayed by Last name and Department.

Drag field **Last name** onto the grouping field as described above. Drag field **Department** also onto the grouping field. Links become visible which mark the position of the new field. A **subgroup** is generally placed right of the grouping field that already exists.

In the list, the persons are now listed 1) by name and 2) by the department they belong.

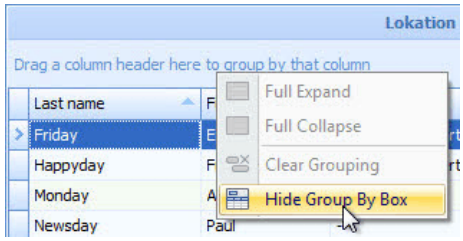
All sorting types and filters described above can be used in addition within this/these display(s).

- **Undo grouping**



Drag the field(s) by which the grouping was made back to the header line while keeping the left mouse button pressed.

Any filters that have been set can be reset by selection ➜ **Clear grouping**.



Right click on the header line of the list and selection ➜ **Hide Group by box**.

Lokation / Personnel data: Occupanc

Last name	First name	ID data carrier no.	Department	P
Friday	Erna	2	Purchasing department	
Happyday	Fritz	6	Purchasing department	
Monday	Andy	1	Warehouse	
Newsday	Paul	15	---	
Sonntag	Andrea	11	---	
Sunday	Paul	10	---	
Sunday	Mary	3	---	

All data are displayed again.

13.1.3 Operating with lists

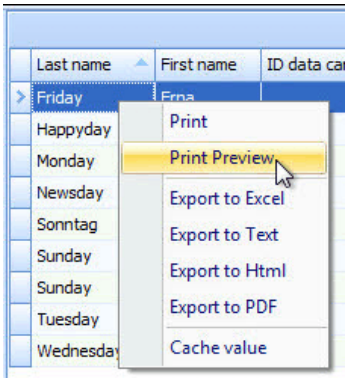
13.1.3.1 Save lists

All modified lists can be exported and used again under individual names (see chapter 2.3 / Export / load table view).

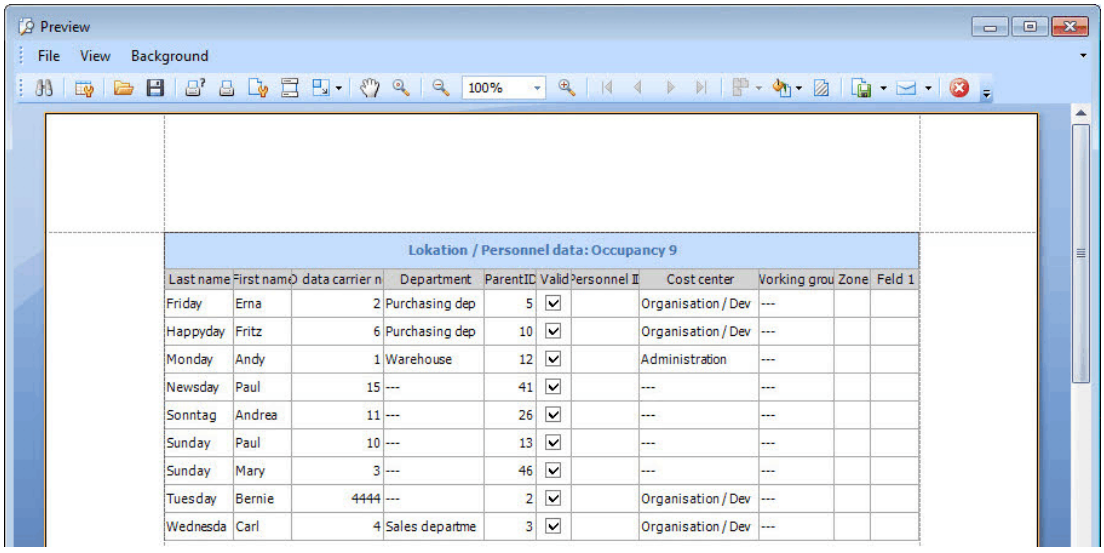
Lists are **printed** according to the selection, sorting, grouping and/or filtering that is/are active at the moment.

The same procedure can be used to show/hide details of pre-sorted lists (e. g. ➜ **doors** ➜ **authorized persons** tab). with filters. In addition the list can be printed or exported.

13.1.3.2 Print



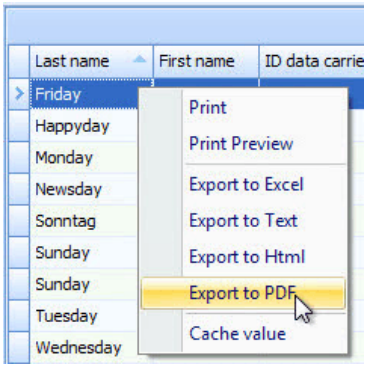
Via a right-click into **each** arbitrary ➜ **list**
the list selected can be printed after ➜ **Print preview**.



Printing is carried out according to the individual adjustments described in chapter 13. Further print options can be modified via the menu and/or toolbar of this program part. In general, these functions correspond to the standard of the most common text processing programs like Microsoft Word.

13.1.3.3 Exporting list

Via this function, the **content of a list** can be transferred into another data format. The export of **data** is described in chapter 17.



Via a right-click into each arbitrary ➜ **list** the list selected can be exported to one of the formats that follow:
➜ Excel
➜ Text format *.TXT
➜ Html
➜ PDF

The target directory and the filename can freely be chosen according to Windows standard.

According to the chosen format, the active list will be exported corresopnding to the individual adjustments described in chapter 13 inclusive the currently selected colours.

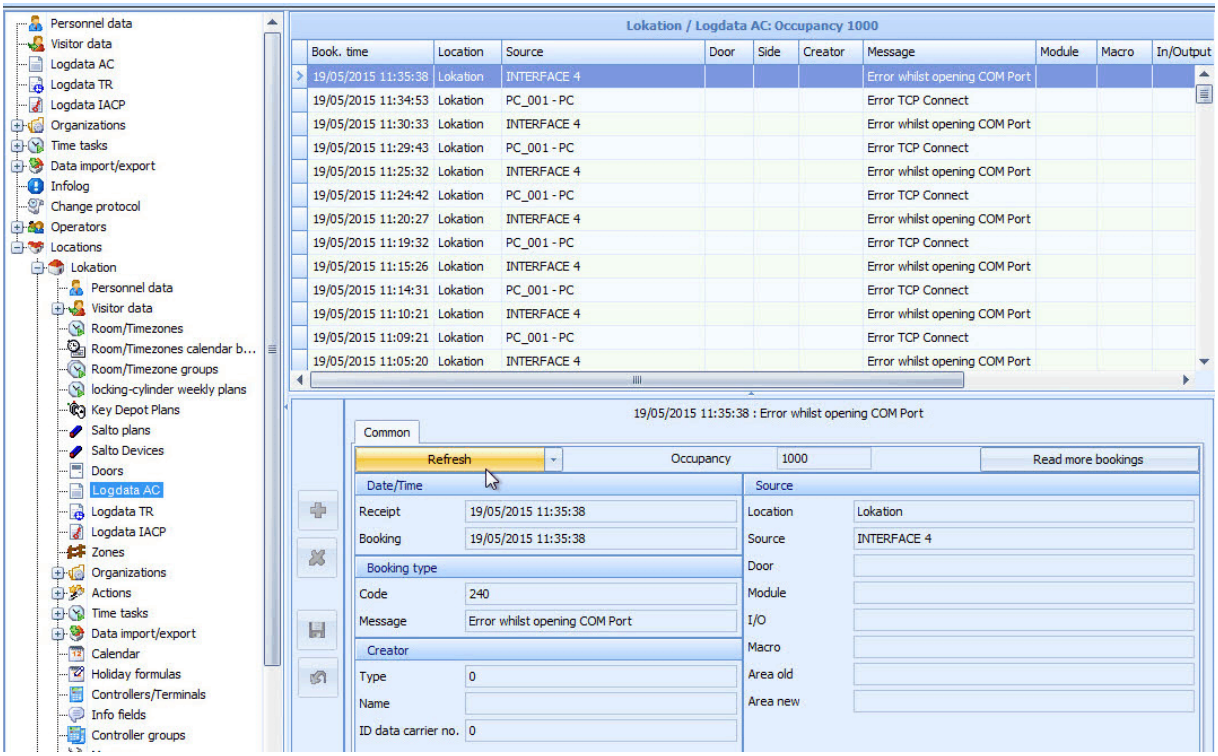
13.2 Evaluations in the File Dialog Window

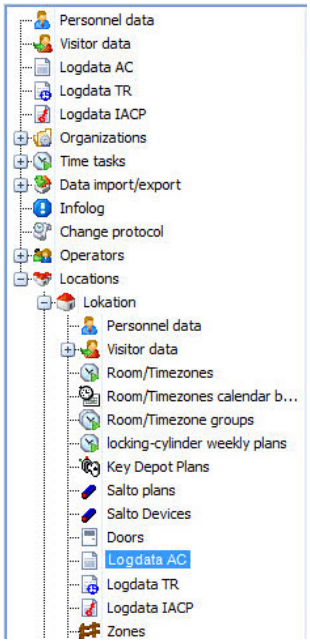
Possible evaluations:

- ➜ All sorts of lists
- ➜ Logdata AC (with active option time recording and IACP bookings)
- ➜ Infolog
- ➜ Change protocol
- ➜ System states
- ➜ Other messages

13.2.1 Logdata / Bookings

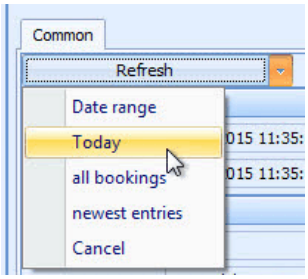
Via this selection item, all booking activities can be displayed in the list window. The details of the line selected are shown in the detail window. The following examples display evaluations of AC and IACP logdata. TR logdata are handled the same way. Further on we will use the common term bookings.





A superuser and a system manager can view not only the locations, but all bookings in the entire system.

For optimizing the processing speed, the 1000 latest bookings are loaded and displayed when this item is selected. Activities occurring after the selection are not displayed online. For this purpose, the **Refresh** button in the detail window must be activated.



Via the scroll-down arrow right of the button, you can specify the type of the data refresh.

- Date range:
Via this function, you can select bookings of a certain date (range). The desired date is either typed or selected by means of the calendar.

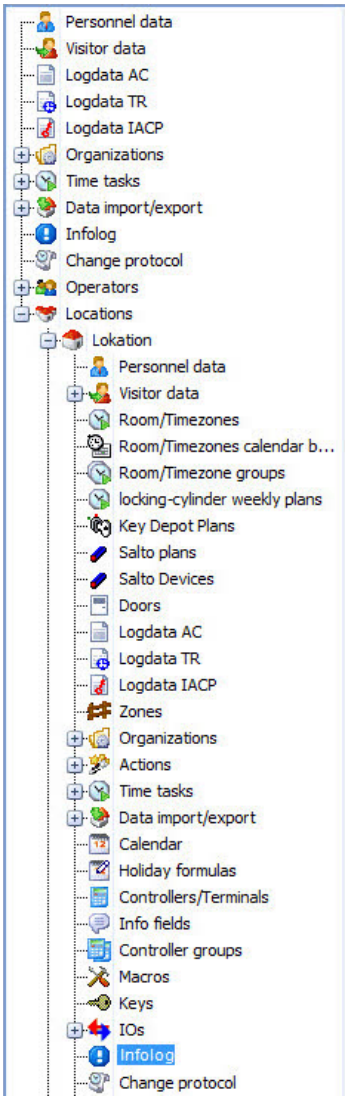
- Today:
With this selection the bookings of the current date will be updated.

Newest bookings:
The 1000 newest bookings are loaded and displayed. This corresponds to selection of program part Bookings or to Refresh only without selection via the arrow.

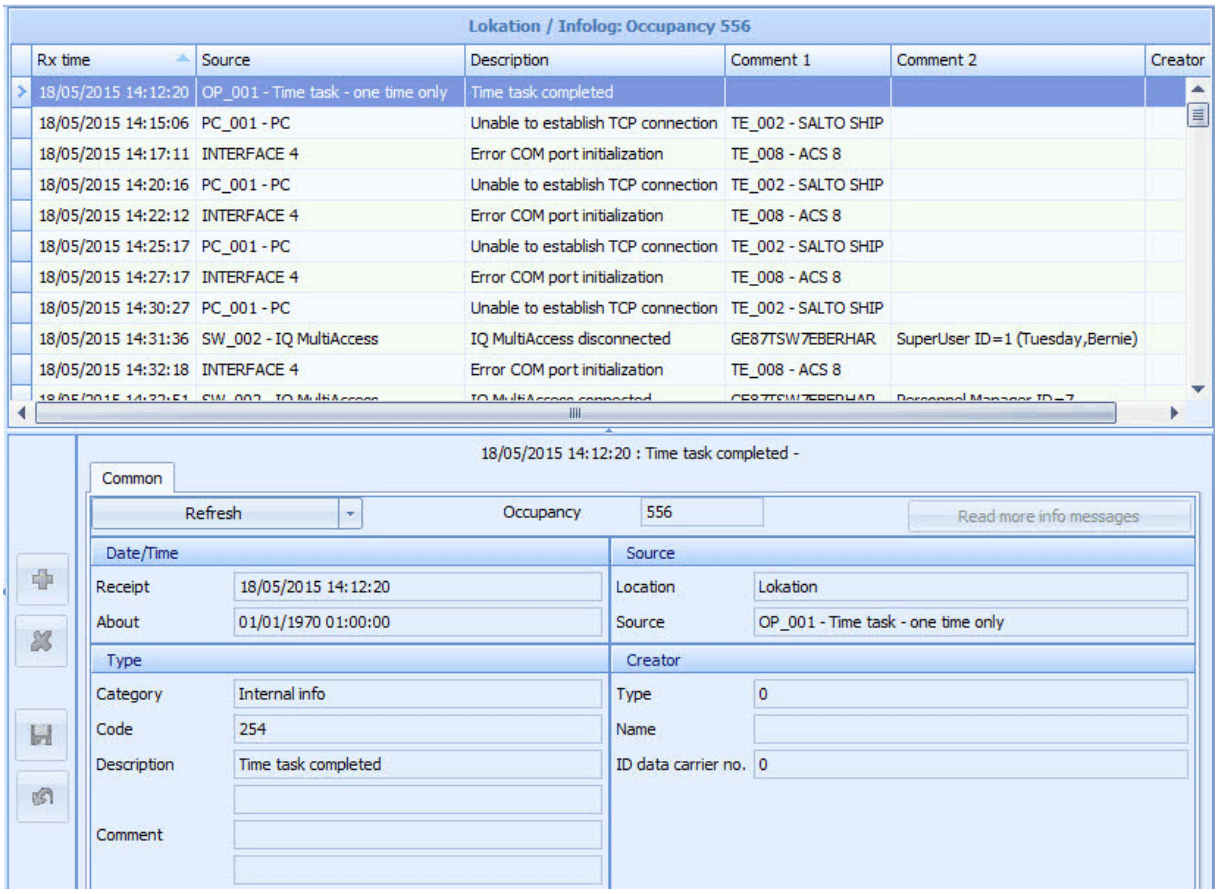
All Bookings:
All bookings existing for the selection are loaded and displayed (in our example: all bookings of the location). This might take a very long time!

If more than 1000 bookings exist, another 1000 bookings are loaded and displayed each time button **read more bookings** is pressed.

13.2.2 Infolog



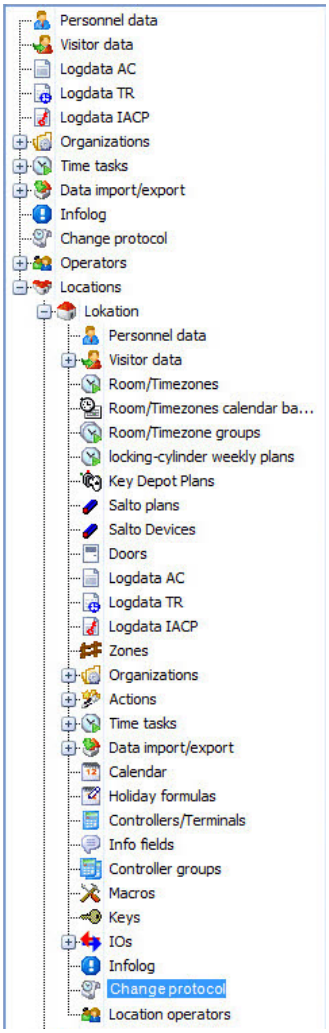
When you select this item, all internal events in the program are shown in the list window. The details of the line selected are shown in the detail window.



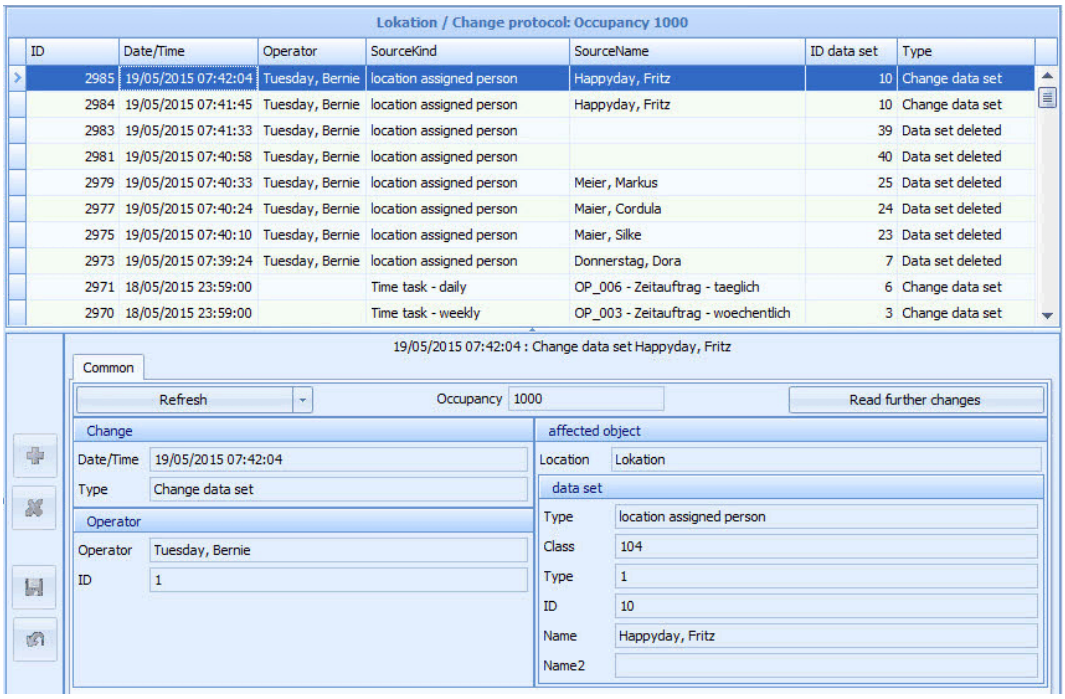
These internal messages log internal processes and are normally used for evaluating faults / hardware problems (like this example shows). In most cases, the system administrator is responsible for this.

All other evaluations correspond to the description in Chapter 13.2.1, with the difference that it is not possible here to select a date range for the refresh.

13.2.3 Change protocol



This selection corresponds to a system logfile listing all operations processed by IQ MultiAccess**.** Depending on the user type logged in and/or their user rights the system protocol can be selected either per location or globally.



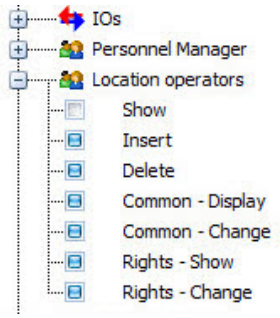
The example above shows the change of a data record. The field “operator” displays who did the changing.

The filling of this field depends on:

- an allocation of a personnel master record to the operator.
- no personnel master record is allocated to the operator (cf. chapter 12, especially 12.2).

Precondition: The user evaluating the change protocol

- has operator read rights.
- has no operator read rights (in this case “???” will be displayed).



All the other evaluations are similar to chapter 13.2.1.

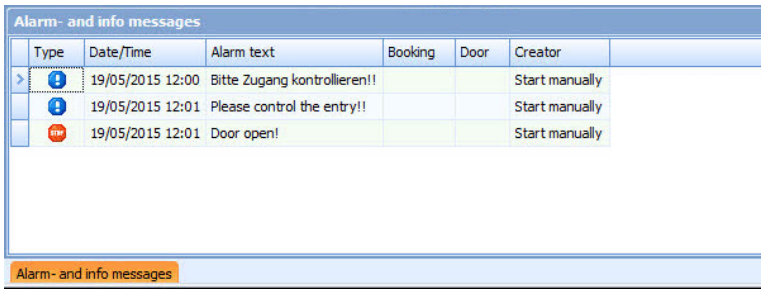
13.2.4 Master data evaluation in the list window

Depending on the area of work selected (e.g. personnel data, doors, room/time zones), the available data are displayed in the list window.

An evaluation in form of a list can be carried out according to Chapter 13.1.1.
This function is generally available for all data of the File dialog window. It corresponds basically to the descriptions in Chapter 13.2.1 and is mentioned here only for the sake of completeness.

13.3 Evaluations as separate window

13.3.1 System state



This window displays info messages and alarms generated by the system and/or via actions (cf. Chapter 10.3 / 10.4).

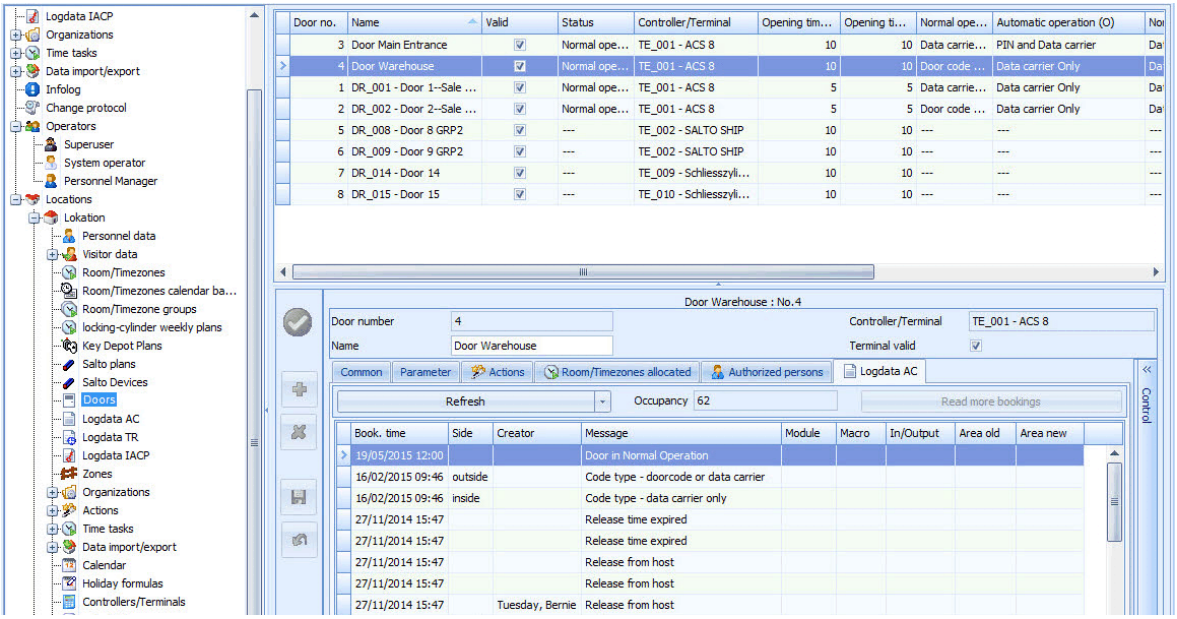
With certain restrictions, the evaluation can be made via individual adjustments acc. to Chapter 13.1.

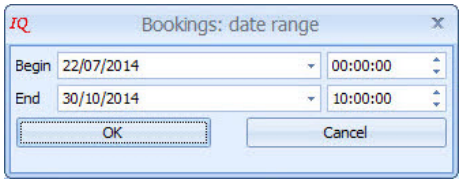
13.4 Evaluations as a section (tab) in the detail window

13.4.1 System Activity / Bookings

In some areas of work, there is a tab called System Activity / Bookings. Evaluation / sorting is carried out according to 13.1.1 and 13.2.1.

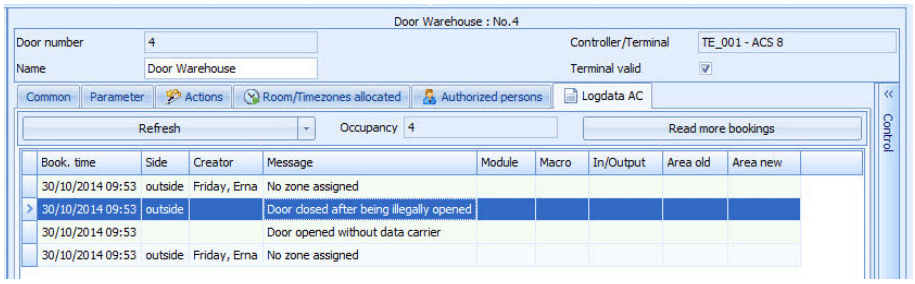
Example: Because of an intrusion, all bookings within a certain time period at a certain door shall be displayed.



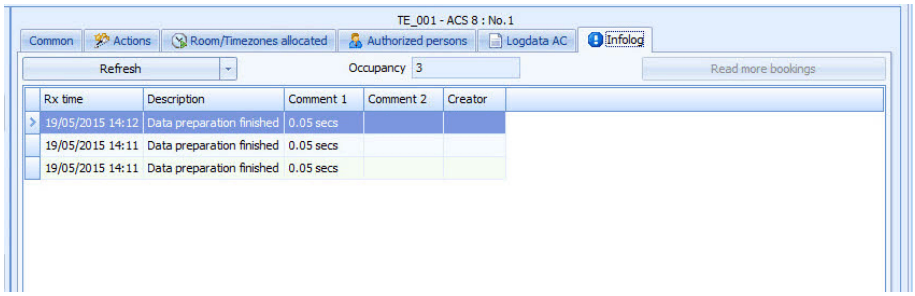


- Select the required door
- ➜ **Logdata AC** tab
- Button **Refresh ➜ date range tab** with input of the corresponding date / time range....

... results the list displayed:



13.4.2 Infolog



In some areas of work, there is a tab called ➜ **Infolog**.
Evaluation / sorting is carried out according to 13.1.1 and 13.2.2.

13.5 Evaluations as separate programs

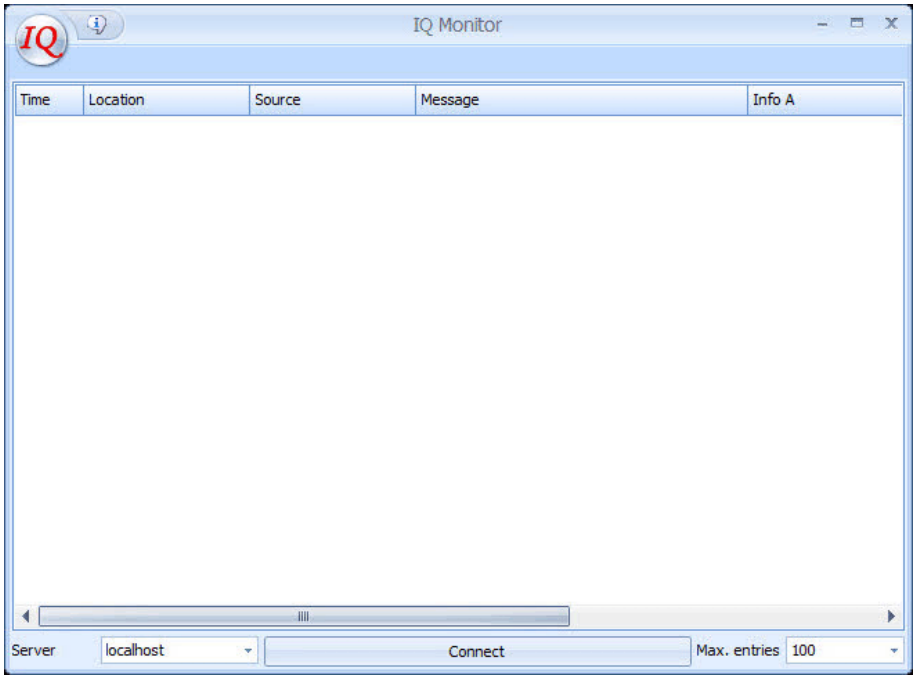
The programs described in the following sections can be started manually, if required. They are mainly used by the system administrator for check purposes during the installation, but they can also be started for extended online evaluations.
In contrast to the evaluations within IQ MultiAccess, all bookings / messages are immediately displayed online.

13.5.1 IQ Monitor

Display of bookings

Selection: Start ➜ All Programs ➜ IQ MultiAccess ➜ **IQ Monitor**

At first, the display window is empty. In the left-hand selection box, you select the server computer (identification of the computer on which program IQ_Server runs). The data displayed here are provided by IQ_Server. Thus, an operator who has the relevant rights can check bookings of any client or the entire system from his/her workstation or any other workstation to which the IQ MultiAccess software is assigned. Then the ➜ **Connect** button must be pressed.
The display window is cleared by means of the ➜ **Disconnect** button.
The functions connect and disconnect are on the same button. This button has a toggle function, so that either connect or disconnect is active.



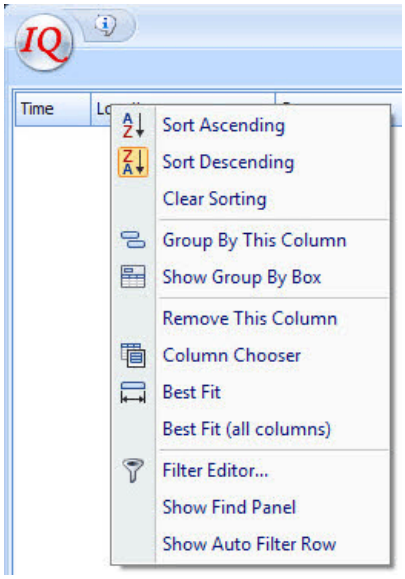
In the field **Max. no. of entries** you can define how many bookings shall be displayed (minumum = 10, maximum = 10000, which means endless/all).

The data correspond mainly to the bookings described in Chapter 13.2.1.

The IQ MultiAccess button is the large round button located at the top-left in the program window. Left-clicking it once, opens the Application menu for the data export. The current display can be saved in a text file for example.

Context menu in Table view

The context menu shows other customizations and display options as well as table view filter functions.

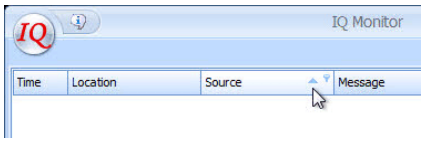


- Right click any heading field to display the context menu for that column.
- Select the desired columns by ➜ **Column Chooser**.

All sorting types and filters described in this documentation can be used in addition within this/these display(s).

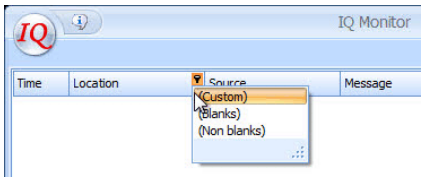
Select sorting order

This function enables to sort data records by selection of the desired column header.



- Left click the heading field **Source** (for example) to sort records in ascending alphabetical order.
- Left click the heading field **Source** again (for example) to sort records in descending alphabetical order.

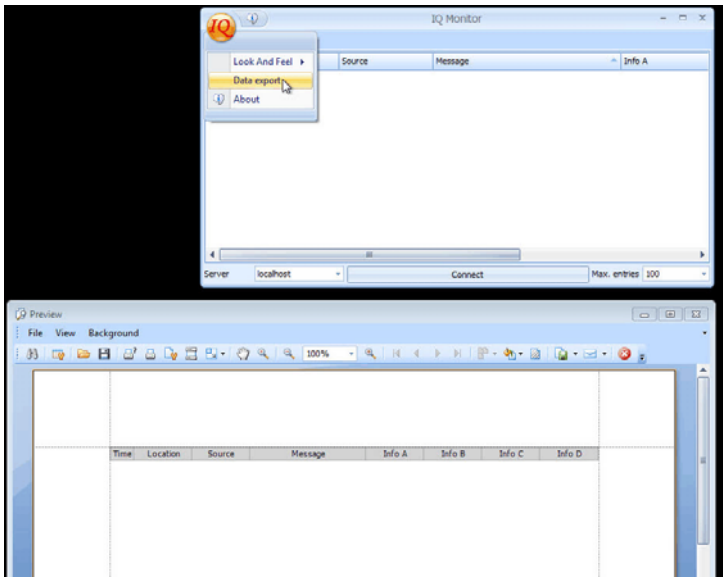
Select filter



- Using the filter icon in the column to select the desired filter. In addition, Custom-defined filtering can be selected in every heading field, too.
- The evaluation / sorting all of the filter functions are described in chapter 13.1.2.5.

Table view Print/Export

This feature allows the table view to be printed, saved or exported to different file formats.



- Click on the ➜ **IQ** symbol
- Click on➜ **Data export**
- The Print Preview window is displayed. Move the mouse pointer over any button on the menu bar to view its description. Files can be printed, saved, exported or loaded as in Windows.

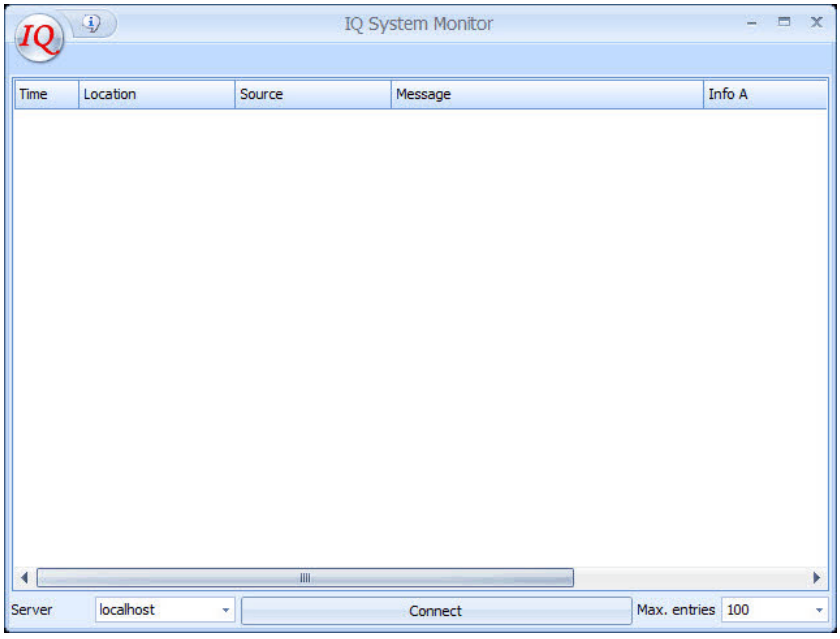
  If there is an e-mail client on the same computer as IQ Monitor, the table can be exported and then sent by e-mail in one step.

13.5.2 IQ SysMonitor

Display of program internal processes (Infolog).

Selection: Start ➜ All Programs ➜ IQ MultiAccess ➜ **IQ SysMonitor**

At first, the display window is empty. In the left-hand selection box, you select the server computer (identification of the computer on which program IQ_Server runs). The data displayed here are provided by IQ_Server. Thus, an operator who has the relevant rights can check system (error) messages, infos and alarms of any client from his/her workstation or any other workstation to which the IQ MultiAccess software is assigned. Then the ➜ **Connect** button must be pressed.
The display window is cleared by means of the ➜ **Disconnect** button.
The functions connect and disconnect are on the same button. This button has a toggle function, so that either connect or disconnect is active.



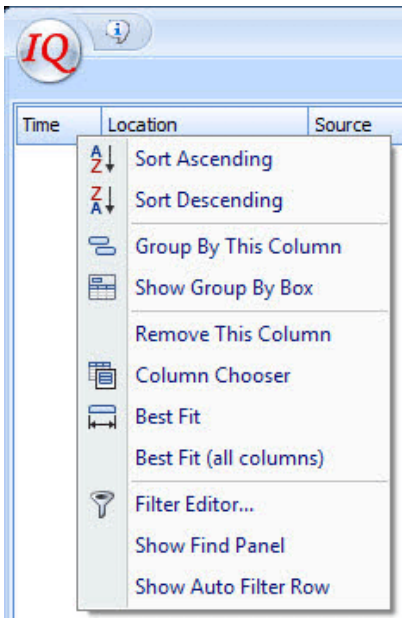
In the field **Max. no. of entries** you can define how many bookings shall be displayed (minumum = 10, maximum = 10000 which means endless/all).

The data correspond mainly to the info messages described in Chapter 13.2.2.

The IQ MultiAccess button is the large round button located at the top-left in the program window. Left-clicking it once, opens the Application menu for the data export. The current display can be saved in a text file for example.

Context menu in Table view

The context menu shows other customizations and display options as well as table view filter functions.

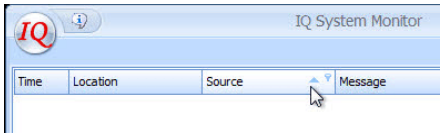


- Right click any heading field to display the context menu for that column.
- Select the desired columns by ➜ **Column Chooser**.

All sorting types and filters described in this documentation can be used in addition within this/these display(s).

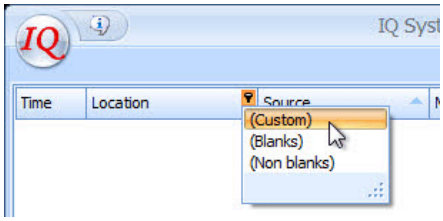
Select sorting order

This function enables to sort data records by selection of the desired column header.



- Left click the heading field **Source** (for example) to sort records in ascending alphabetical order.
- Left click the heading field **Source** again (for example) to sort records in descending alphabetical order.

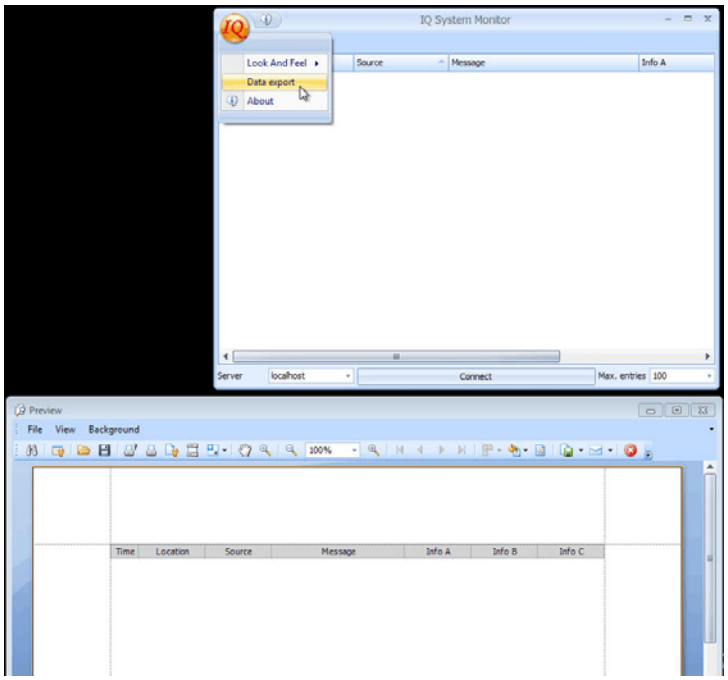
Select filter



- Using the filter icon in the column to select the desired filter. In addition, Custom-defined filtering can be selected in every heading field, too.
- The evaluation / sorting all of the filter functions are described in chapter 13.1.2.5.

Table view Print/Export

This feature allows the table view to be printed, saved or exported to different file formats.



- Click on the ➜ **IQ** symbol
- Click on➜ **Data export**
- The Print Preview window is displayed. Move the mouse pointer over any button on the menu bar to view its description. Files can be printed, saved, exported or loaded as in Windows.

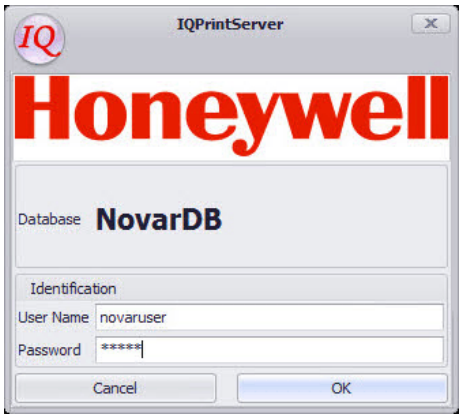
  If there is an e-mail client on the same computer as IQ SysMonitor, the table can be exported and then sent by e-mail in one step.

13.5.3 IQ PrintServer

Automated printout of bookings by individually definable lists.

Start the program by double-clicking the file **IQPrintServer.EXE** in the directory

...\Program Files\IQ_MultiWIN\IQ_Services\PrintServer

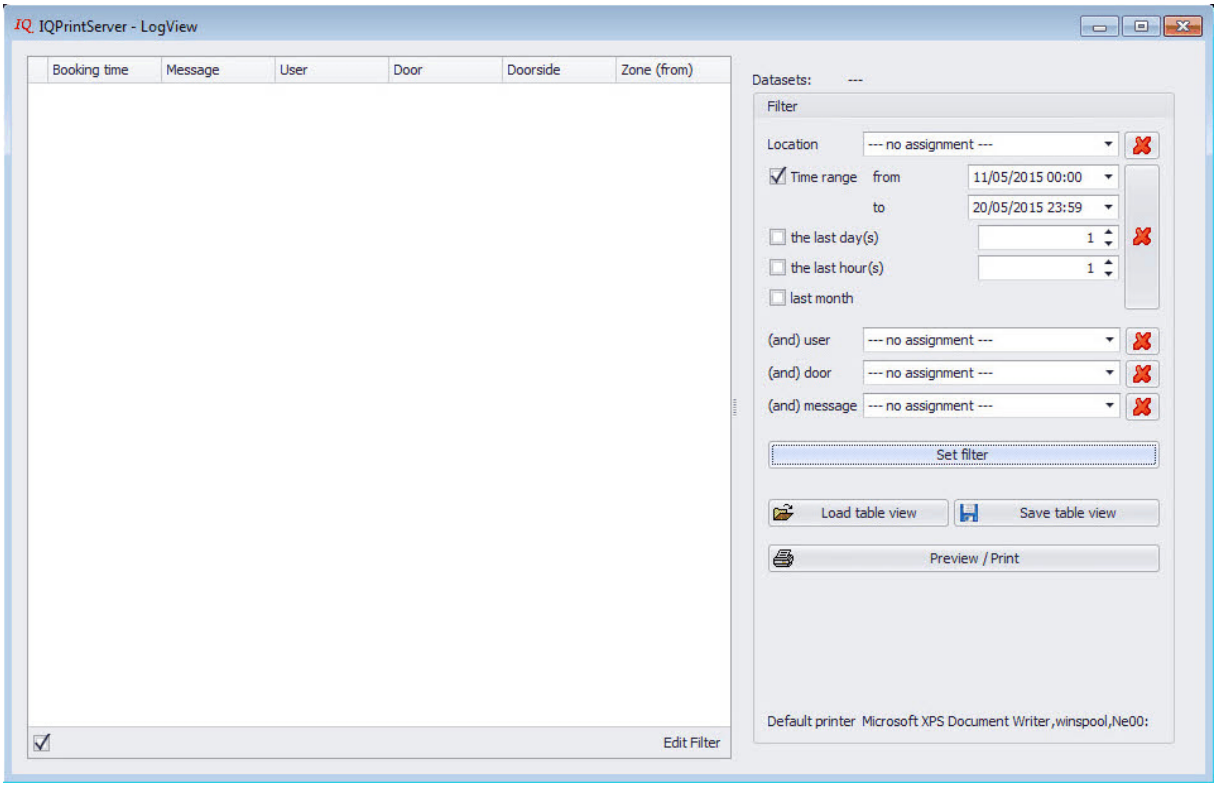


Input of user name and password according to IQ MultiAccess standard.

User Name: novaruser
Password: novar

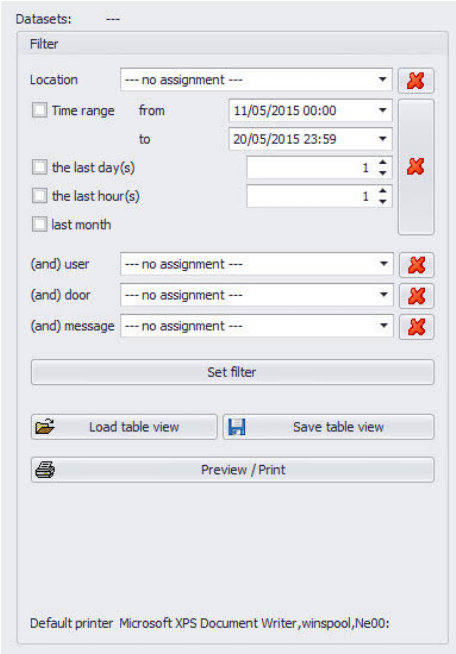
The following user interface is used for defining the required list(s).The list(s) can be stored and the printout can be done automatically via an action and/or a scheduled task.

At first, the display window is empty. In the left-hand selection box, you select the desired filter to show the bookings. The database user can select the reqired bookings, system messages, info messages and alarms. Set the filter options and settings, then the ➜ **Set filter** button must be pressed to show the overview.



Definie lists

Enter your settings in the right part of the initially empty window.



- Select the desired Location.
- Optionally, a variety of filter can be used ➜ **Time range** (from - to), ➜ **the last** x **day**(s), ➜ **the last** x **hour(s)** or ➜ **last month** ➜ **User**(s), ➜ **Door**(s) and/or ➜ **Message**(s).
- Button ➜ **X** = Reset all filter settings.

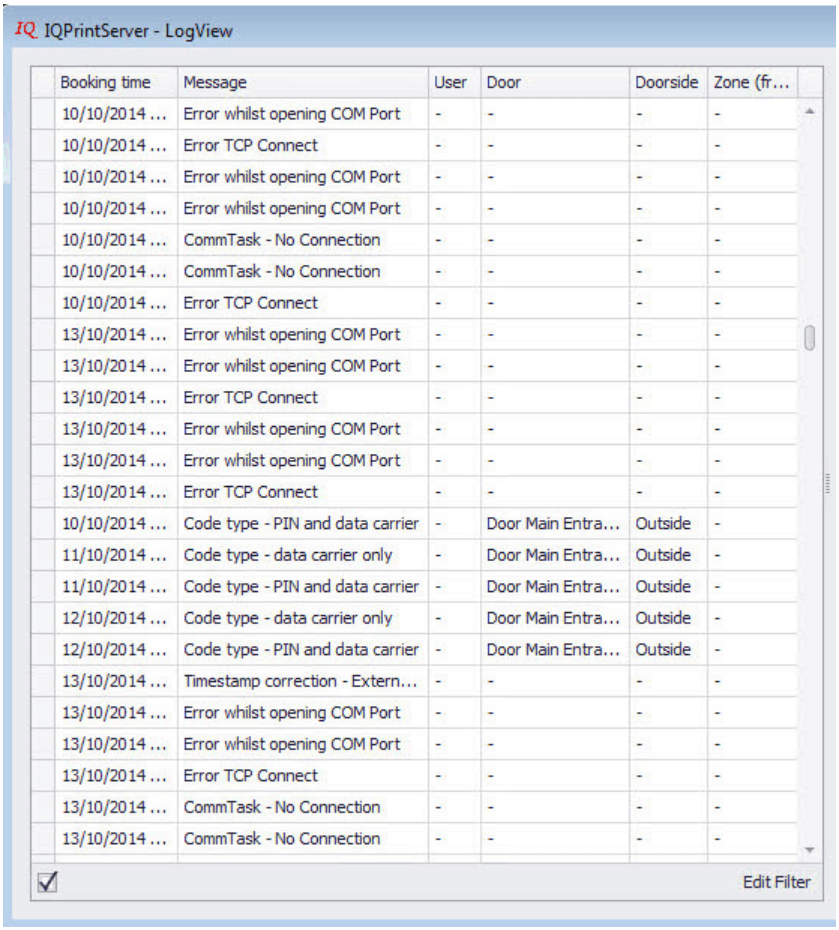
Independent of the selected time periods there are filtering by user or door possible. Any combinations are possible.

Corrections / new entries

New entries can be done by simply overwriting, however, it is recommended to clear the corresdponding input field before by clicking  .

Display

Via the button ➜ **Set filter** the database will be filtered according to the previously defined selection. The duration of this procedure depends on the file size. The corresponding data will be displayed in the IQPrintServer - Log View window.



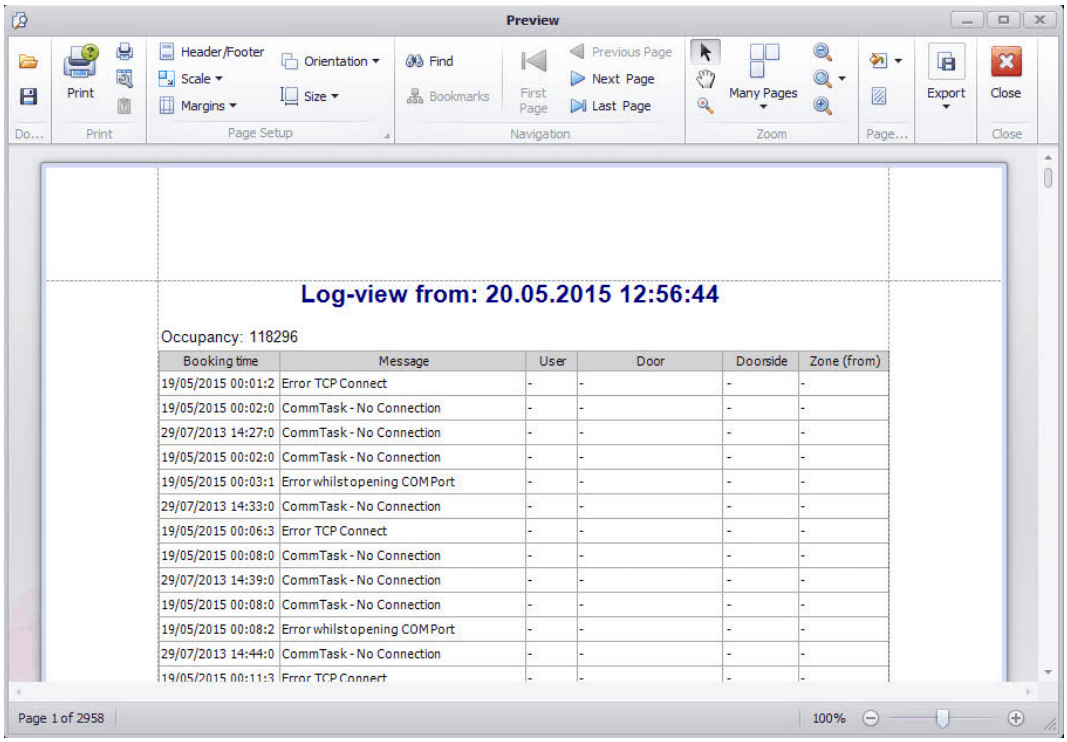
The navigation (e. g. via scroll bars) corresponds with Windows standard. Sorting and filtering in the individual columns correspond with the descriptions of the chapter “List handling”(cf. chapter 13.1.3).

For creating user defined filters via the **Adjust** key see chapter 3.1.2, paragraph 4d = Extended filter definitions.

Print

The key ➜ **Preview print** opens at first a preview from where the list can be printed.

The buttons of the menu bar are self-explanatory via touching them by the mouse pointer. Printing, saving and loading of files correspond with Windows standard.



Save / load table view

In order to prevent creating a selection again and again, they can be saved (with button ➜ **save table view**) and reloaded (with button ➜ **load table view**) at any time according to Windows standard.

Pay attention to keep the name as short as possible as the entry of the start parameter (see ➜ **Automatic operation)** is limited to a total of 64 digits.

These list information files are required as parameter for automatic printouts via actions or schedueld tasks. By default, they will be saved with the suffix **INI** in the directory[14]

...\Program Files\IQ_MultiWIN\IQ_Services\PrintServer

This should not be changed for running automatic operation correctly.

Automatic operation

List printout can be executed via an action **Execute program** (cf. chapter 10.11) or scheduled (cf. chapter11). Select ➜ **Start external program** as task. In both cases the start parameter must be

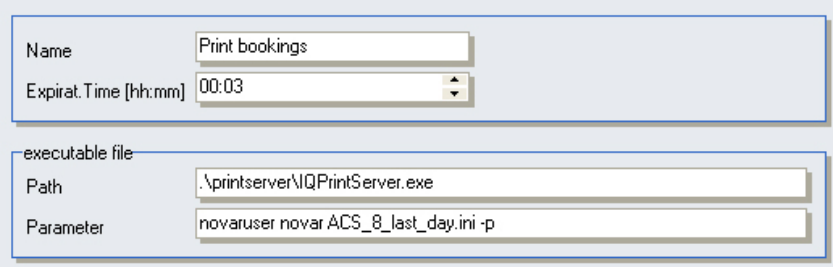
IQPRINTSERVER.EXE <Novaruser> <Password> <Filename.INI> -p -f<Filename.*ext*>-d.

<Novaruser>	=	User name, the program IQPrintServer loggs in.
<Password>	=	**novar**.
<Filename.INI>	=	Name of the file the list definitions are stored (cf. Save / load table view).

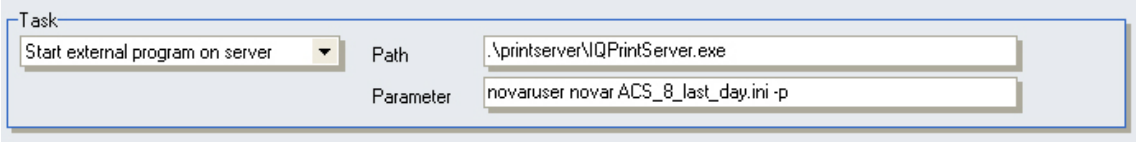
[14] Default is always the directory the program IQPrintServer exists.

-p	=	Output to printer.
-f<Filename.*ext*>	=	Output to file. *ext* corresponds to the output format of the print file: - .pdf - .xls - .xlsx - .rtf - .html - .img - .mht - .csv - .txt
<Filename.*ext*>-d	=	Generates a prefix of output file name. E.g. -fBookings.xls -d => 22.09.2015-bookings.xls In addition you can also specify a date format: E.g. -fBookings.xls -dyy-MM-dd => 15-09-22-bookings.xls

Example for action:



Example for scheduled task:



The **Path** and **Parameter** input fields are limited to a maximum of 64 digits. The path must be entered this way:

.\printserver\IQPrintServer.exe

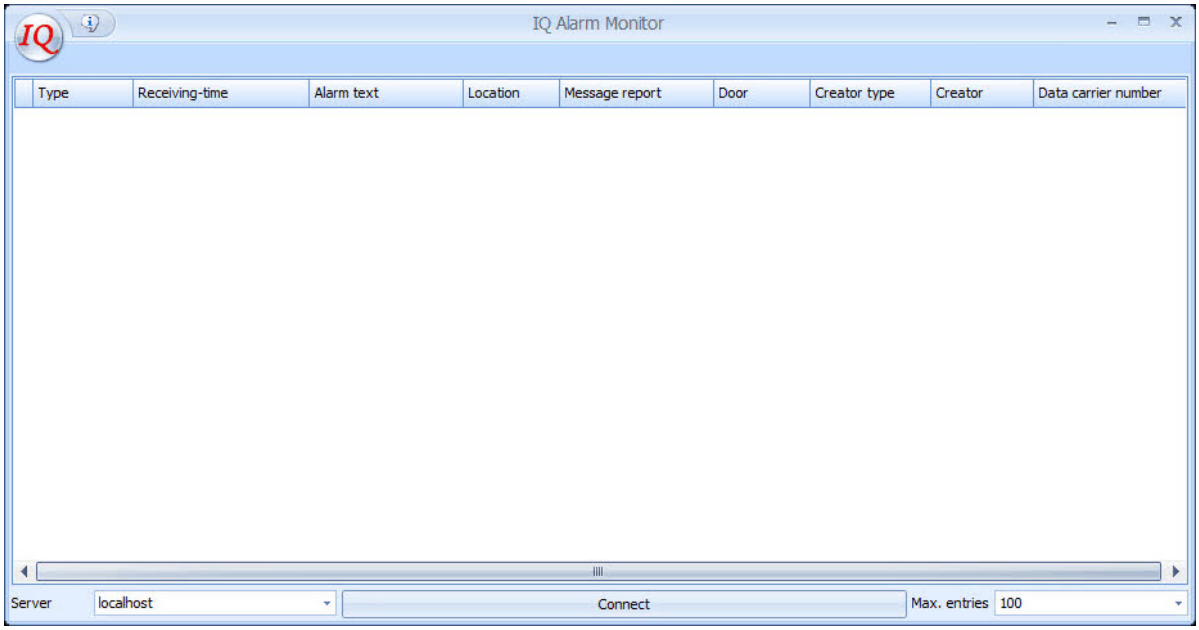
If necessary, a shorter file name must be choosen for the list definition file (cf. ➜ **Save / load table view**).

13.5.4 IQ AlarmMonitor

Display of informational messages and alarm notifications in the form of freely definable lists

Navigation: Start ➜ (All) Programs ➜ IQ MultiAccess ➜ **IQ AlarmMonitor**

The display window is initially blank. The server computer (name of the computer on which the IQ_Server is running) is selected in the lower left selection box. The information displayed here is provided by the IQ_Server. To start the connection, press ➜ **Connect**.
The display window can be closed by pressing ➜ **Disconnect**.
Connect and Disconnect share the same button. The button is a toggle, and either Connect or Disconnect is active at any given time.

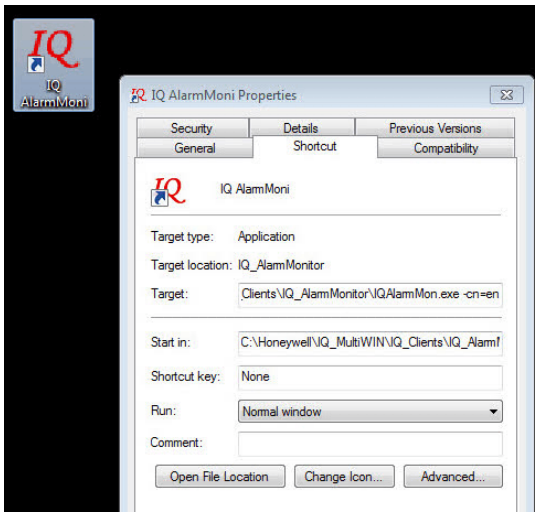


The field **Max. Entries** defines the maximum number of messages displayed (minimum value = 100, maximum value = 10,000). This value is automatically saved.

The information displayed corresponds to the messages described in chapter 10.3 and 10.4.

Start of program via a shortcut

IQ AlarmMonitor can also be started via a desktop shortcut. This has the advantage that IQ AlarmMonitor can connect automatically to the server computer. More information on creating shortcuts can be found in Windows Help.



Right-click the shortcut symbol ➜ and select **Properties** to bring up the Properties window for this shortcut.

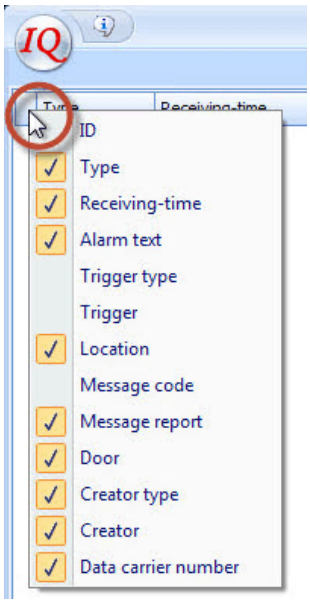
The following start parameter can be specified for the program in the input field "**Target**".

IQAlarmMon.exe /sn=<Server computer>

<Server computer> = Server to which IQAlarmMonitor connects.

Selection of columns to be displayed

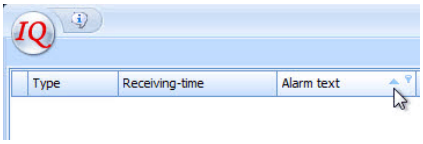
The columns to displayed can be selected via this function.



- Click on the first field in the table to bring up a list of all available columns.
- Select the desired columns.

Select sorting order

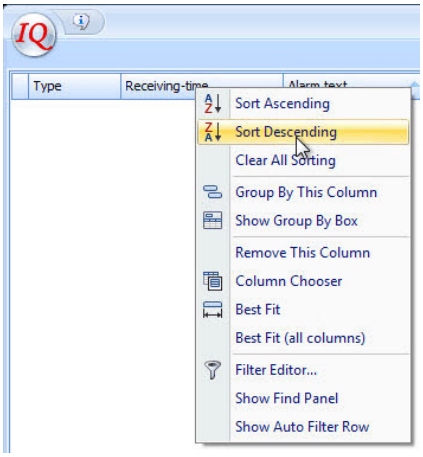
Depending on the column heading, records can be sorted using this function.



- Left click the header field **Alarm text** (for example) to display records in ascending alphabetical order.
- Left click the **Alarm text** header field again to sort records in descending alphabetical order.

Context menu in Table view

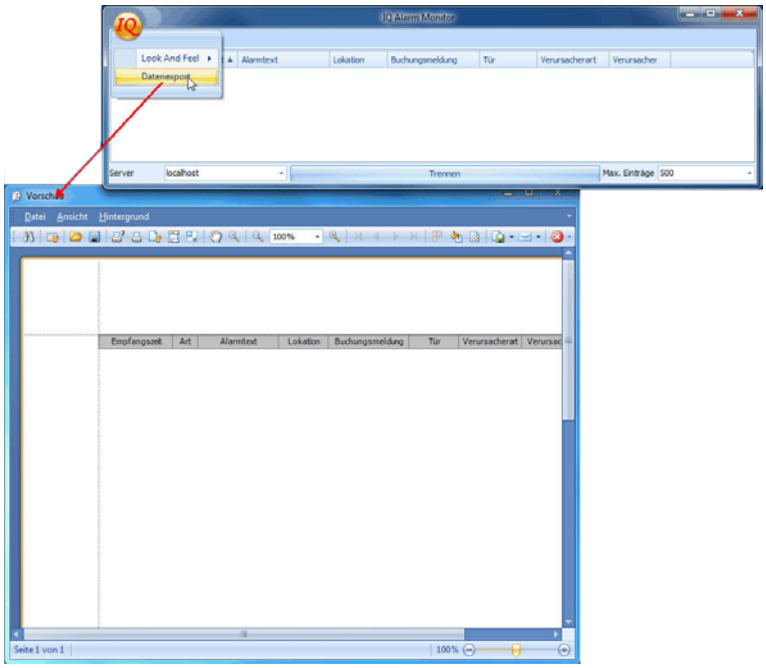
The context menu shows other customizations and display options as well as table view filter functions.



- Right click any heading field to display the context menu for that column.
- Left click the heading field **Alarm text** again (for example) to sort records in decreasing alphabetical order.

Table view Print/Export

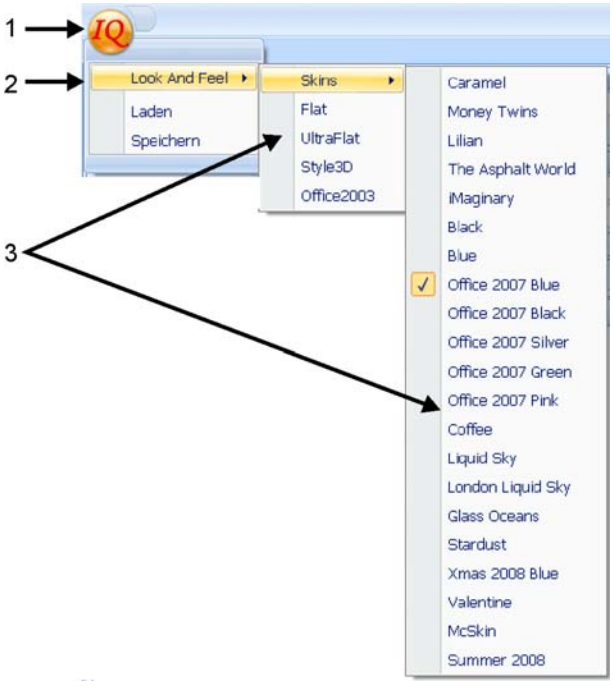
This feature allows the table view to be printed, saved or exported to different file formats.



- Click on the **IQ** symbol
- Click on Data Export.
- The Print Preview window is displayed. Move the mouse pointer over any button on the menu bar to view its description. Files can be printed, saved, exported or loaded as in Windows.
  If there is an e-mail client on the same computer as IQ Alarm Monitor, the table can be exported and then sent by e-mail in one step.

Look and feel customization

One of several themes can be selected using this function.



- Click on the **IQ** symbol
- Look and Feel
- Select a style or skin.

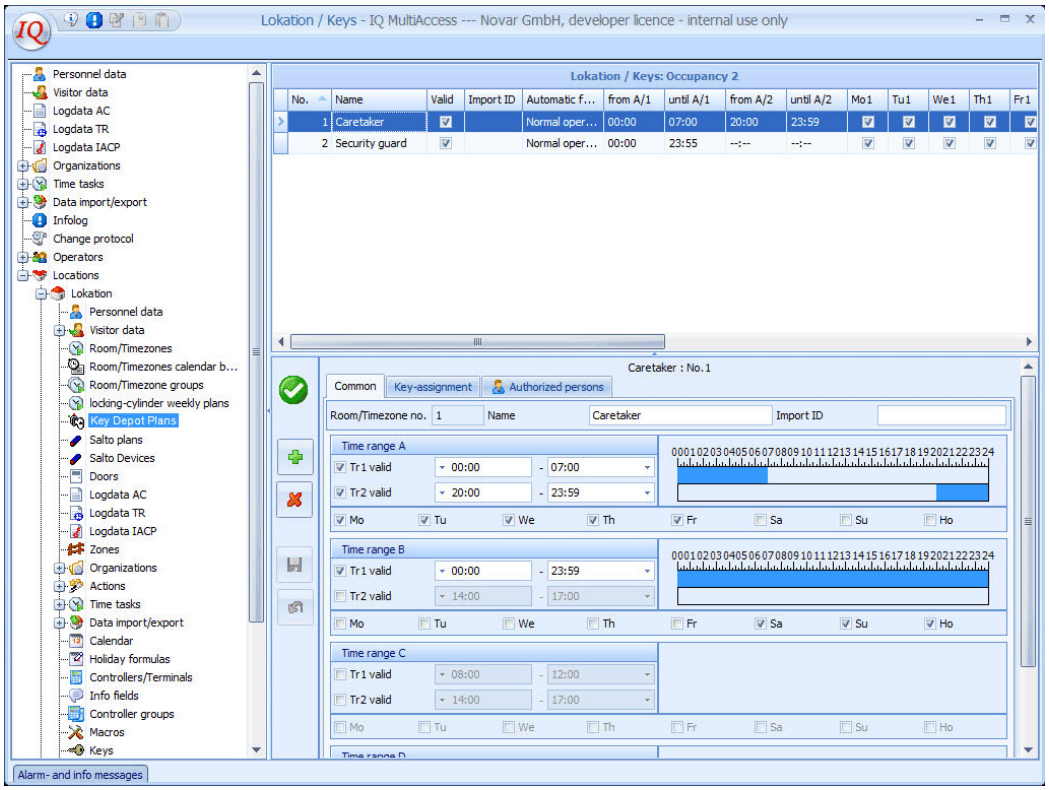
The theme is automatically saved locally when you exit the program (not in the user profile!). When the program is launched again, the last theme saved is automatically loaded irrespective of the user who logs in.

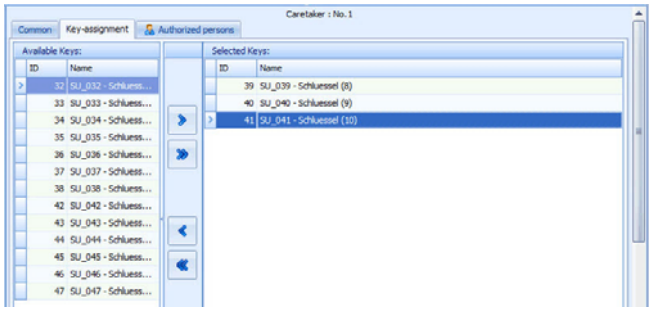
14. Key depot

Via a key depot, authorized persons can take out keys according to plans that can be individually defined.

The entry Key depot (or dispensor) plans only appears in the tree structure if a key depot has been defined before for the relevant location in IQ NetEdit (see Installation Instructions).

The definition of the time zones corresponds to the definition of room/time zones (cf. Chapter 4), with the difference that keys are assigned here instead of doors.

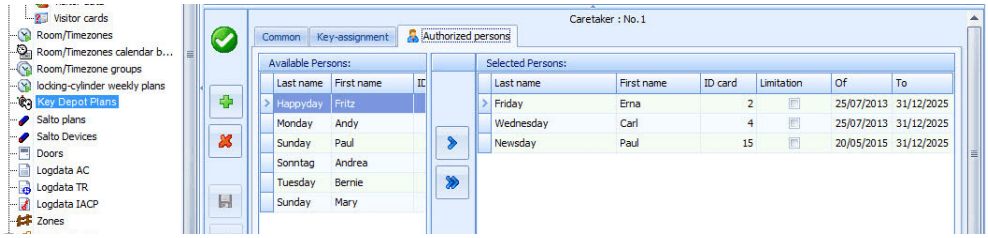




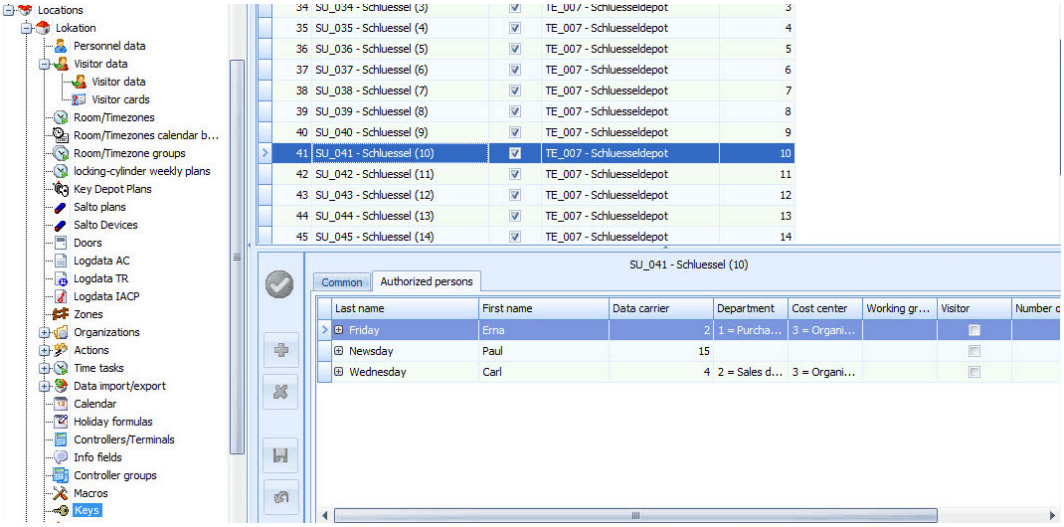
One or several key depot plans are assigned to individual persons in tab ➜ **Access data** ➜ **Key depot**.

Modifications concerning key depots are transferred online to the devices concerned, i.e. a parameterization is not necessary.

As soon as there are key depot plans allocated to persons, the persons allocated to a key depot plan can be viewed in the tab ➜ **Authorized persons**:



Select ➜ **keys** in the file dialog window to display their allocated persons.



All the possibillities concerning view and output decribed in chapter 13.1.3 are valid, especially the functionality show / hide, print and export of data and lists.

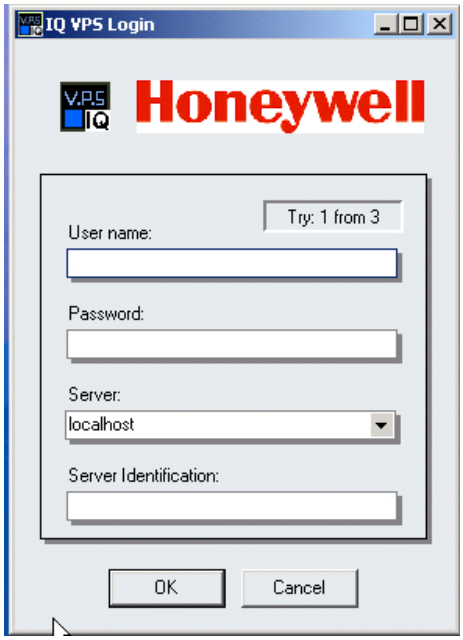
15. IQ MultiVPS card designer

Personnel data from IQ MultiAccess that can be used for the creation of ID cards are provided to the VPS card designer program via IQ MultiVPS. We will only describe the most important parts and the user interface of IQ MultiVPS here. For details please see the V.P.S. documentation.

15.1 Program start

Select: Start ➜ (All) Programs ➜ IQ MultiAccess ➜ IQ MultiVPS

or double-click on icon: 



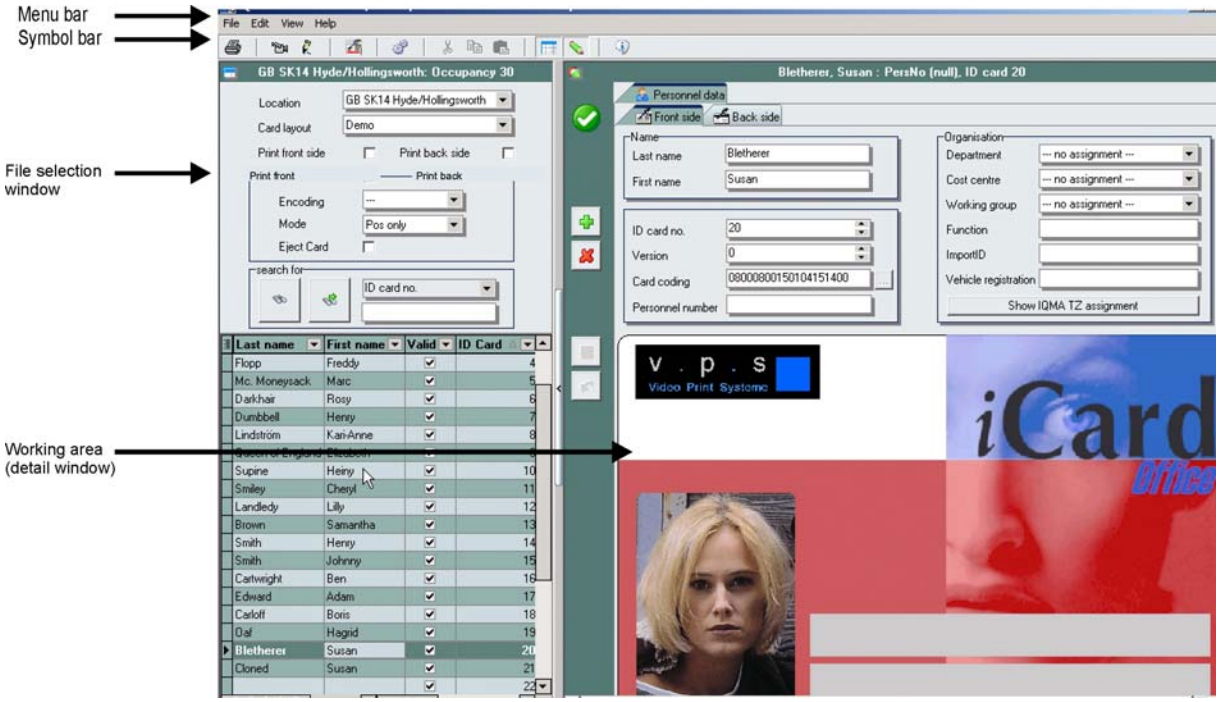
Enter your **User name** and your **Password**. Your system administrator will provide you with these data.

The entries for **Server** and **Server Identification** are entered once or they are predefined by the system administrator. Usually, they need not be changed (even if there is e.g. no entry for Server Identification).
The data to be entered here will be provided to the user by his/her system administrator. This subject will not be discussed here.

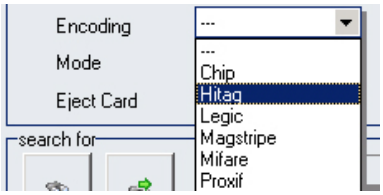
Confirm with ➜ **OK**.

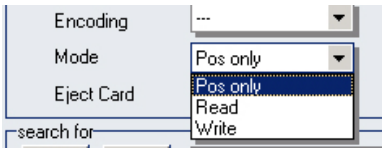
15.2 The desktop

15.2.1 General description



The desktop is divided into two windows. The **File selection window** (left) shows the access options granted to the individual operator. You can select a location and a card layout and define whether the front side and/or the back side are to be used for printing.
Additionally there can be selected if and in which format and mode the cards are to be coded and whether they are to be ejected of the coding station.



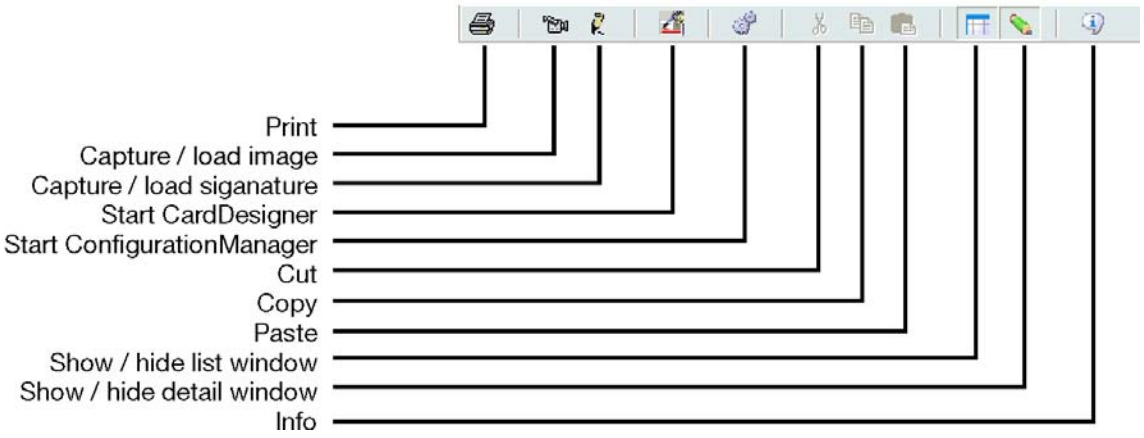


To use this features, a v.p.s coding station is required. For details see the documents of v.p,s.

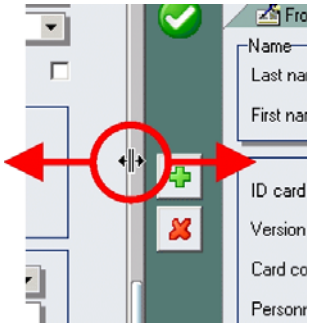
In the bottom area, the personnel data of the location selected are listed. The data of the personnel record that is selected are used in the working area (right) for a preview of the card.

15.2.2 Symbol bar

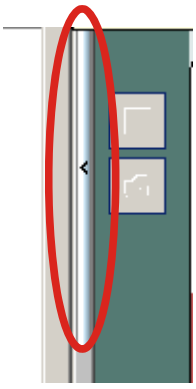
The most important menu items described in 16.3.1 can be selected directly by means of the icons.



15.2.3 Window size



The window size can be modified by shifting the splitter while pressing the left mouse button.



By means of the splitter, it is possible to open the working area over the entire width of the screen. The other window is covered.

At the next program start, the standard setting will be loaded again automatically.

See sections 2.3, 2.4 and 16.2.2 for further options available for modifying the window size via menu bar and/or symbol bar.

15.2.4 Settings after the first start

After the program has been started for the first time as described in section 16.1, the ➜ **ConfigurationManager** must be started first. The following definitions are made here:

➜ user and password
➜ printer configuration
➜ capture method of the pictures via camera or file

The ConfigurationManager can be started via :

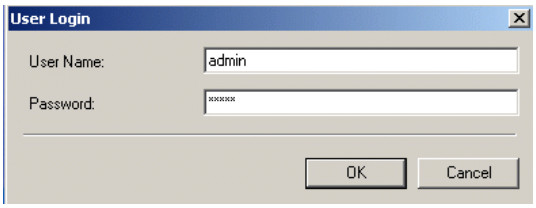
Icon: 

or

Start ➜ (All) programs ➜ IDCardX SDK ➜ ConfigurationManager

or

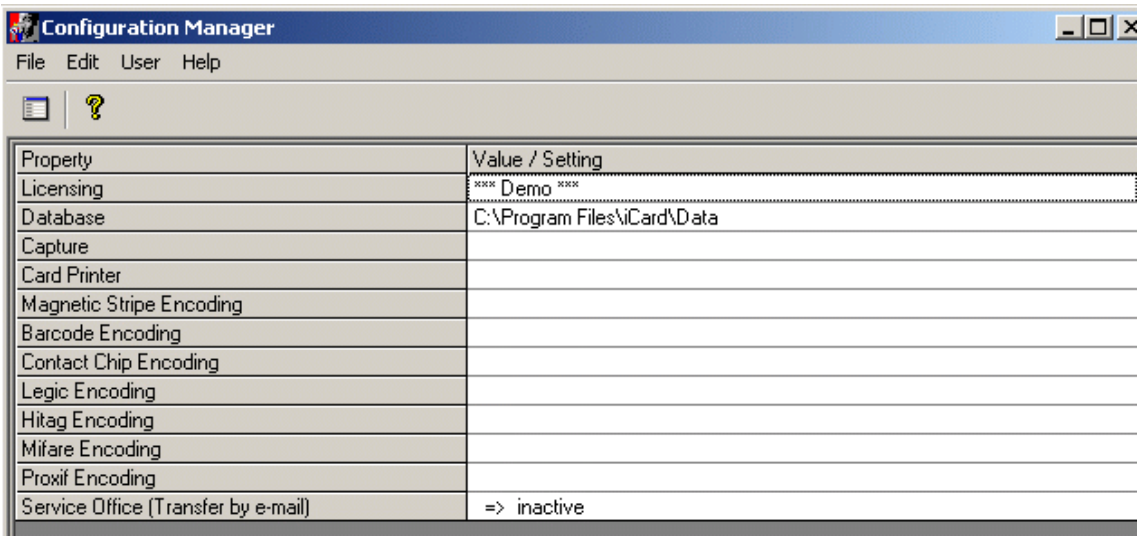
in the IQ VPS menu: File ➜ ConfigurationManager (cf. 16.3.1)



Start ConfigurationManager

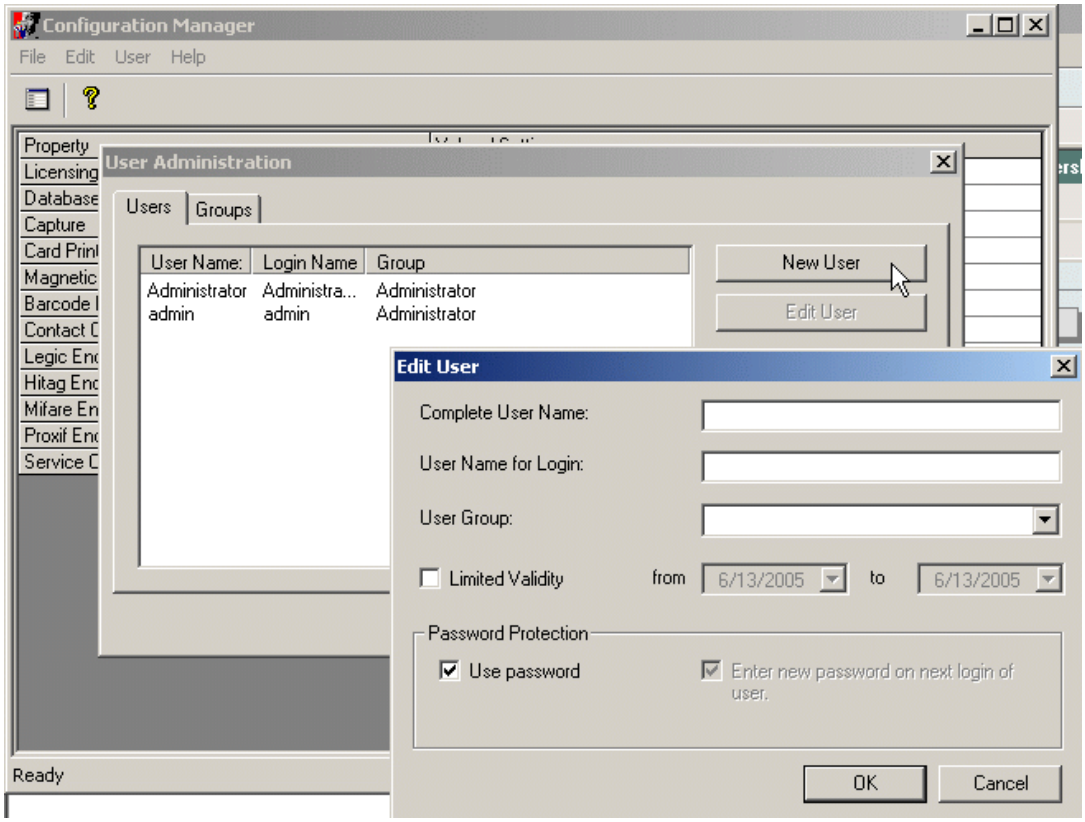
This menu item starts the program for individual configuration of the card layout. The factory setting for user and password is **admin** (small letters) .

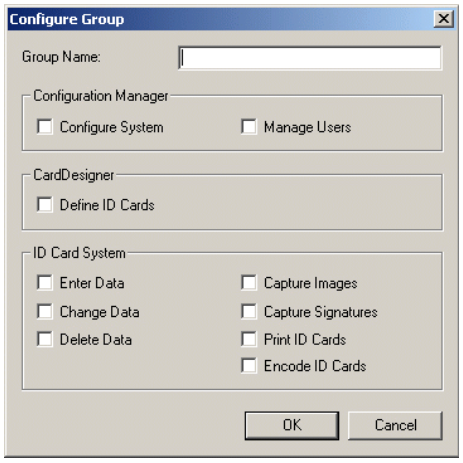
The standard settings can be entered / modified in the following menu. In the section below, we will only briefly refer to the 3 items mentioned above. Detailed information concerning this program package are to be found in the V.P.S. documentation.



Define user and password

Select ➜ User ➜ Administration in the menu bar of the Configuration Manager.
Button **New User** is available for defining new users with the corresponding rights. An existing user can be modified by selecting the relevant user and pressing button **Edit User**. A user is deleted by selecting the relevant user and pressing button **Delete user**.





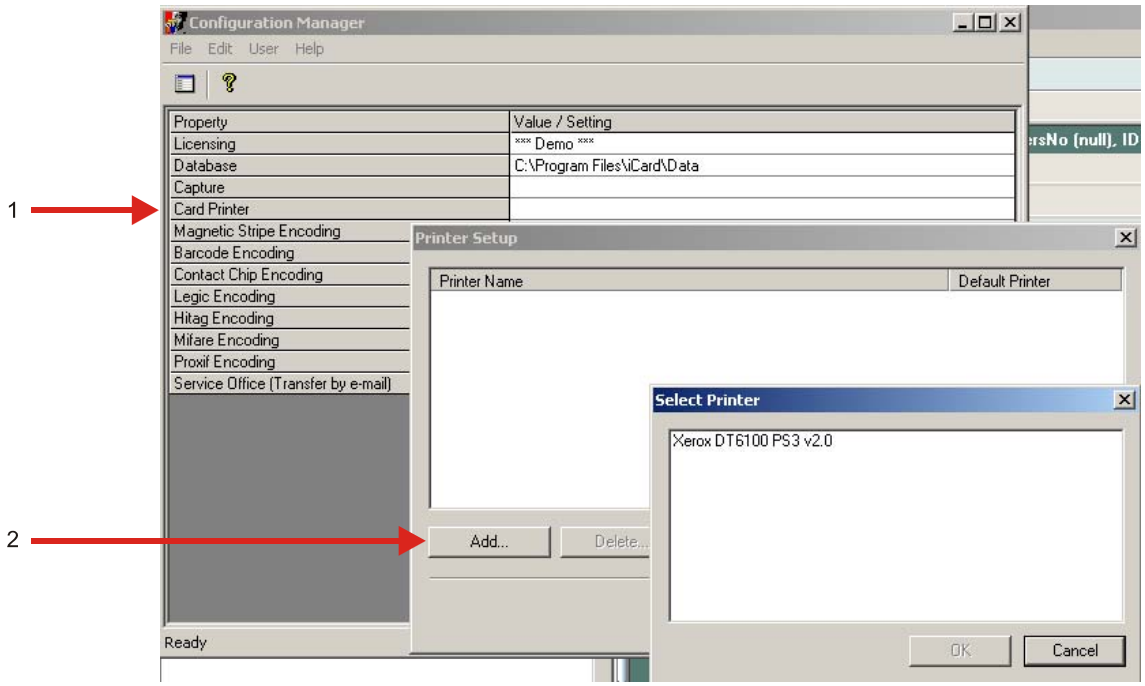
At first, there is only one user group called **Administrator** having all rights. If a user is to be granted other rights than the administrator rights, you first have to define a new group with the corresponding rights in the **Groups** tab. This group will from now on be also available for selection in field **User Group.**

Printer setup

In principle, any available printer may be used**.** But especially for printing cards, a card printer supported and recommended by V.P.S. should be used.

Procedure

- Double-click on line ➜ **Card printer**
- Press the **Add** button in the Printer Setup window and select one of the printers listed. Confirm with ➜ **OK**.



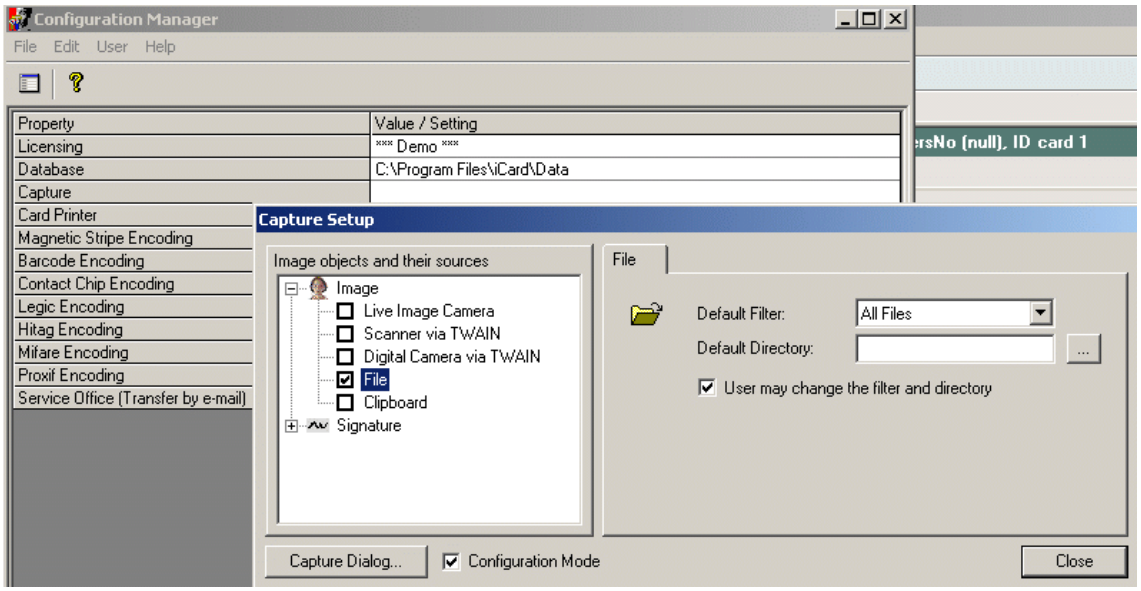
Define capture

In this section, you define the media to be used for providing the personnel exisist for ID card creation (e.g. as file, recording with different camera types, scanner, etc.)

Procedure

- Double-click on line ➜ **Capture**
- Select the desired data source(s) in the left window. A combination of several data sources is possible. Requirement: The device type selected must be connected / available.
- The individual parameters can be set / selected in the right window.

Example: file as data source:
- ➜ Select the file format.
- ➜ Default directory where the files are stored.
- ➜ Assign to the user the right to change these default settings.



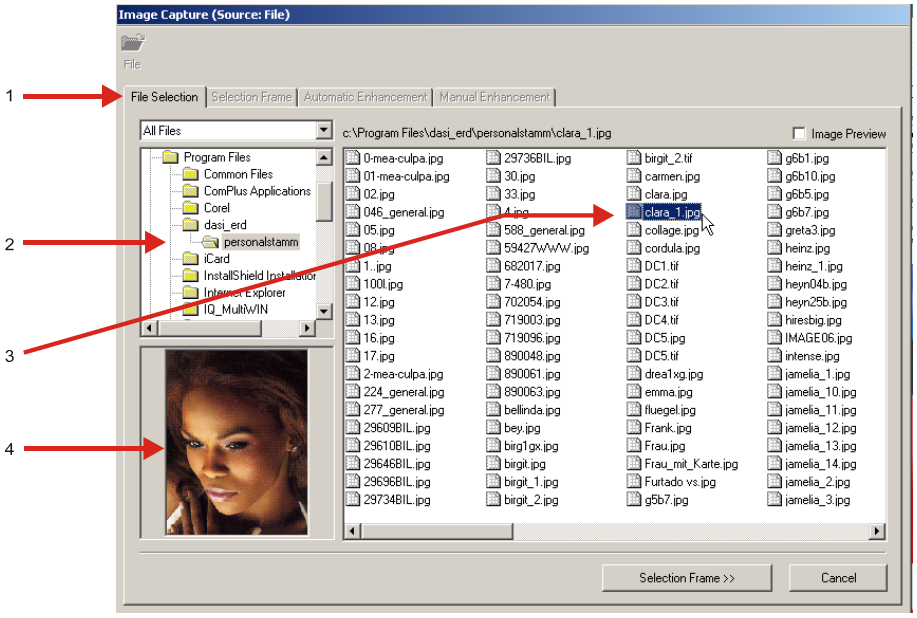
15.3 Operation

15.3.1 Menu bar

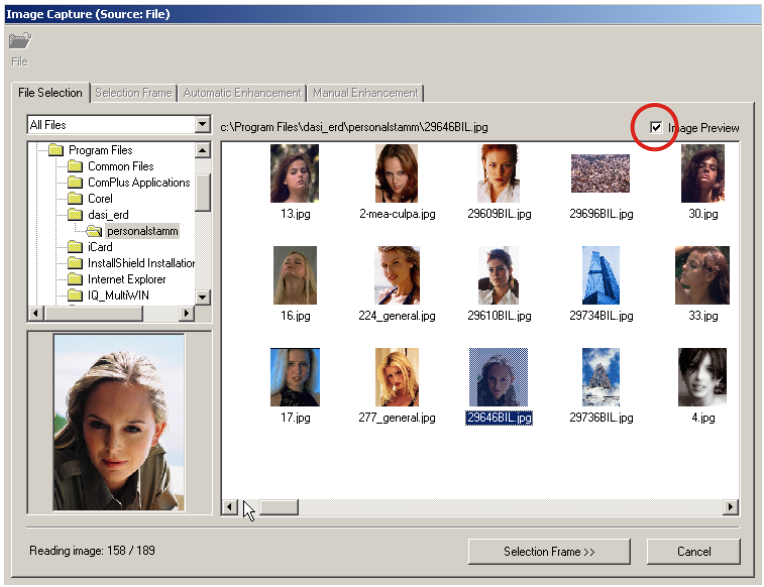
File: Print (Strg + P)
If a printer supported by V.P.S is connected, the card selected is printed in the preview format.

Capture / load image
If a camera supported by V.P.S is connected, photographs can be taken (for details please see V.P.S documentation).

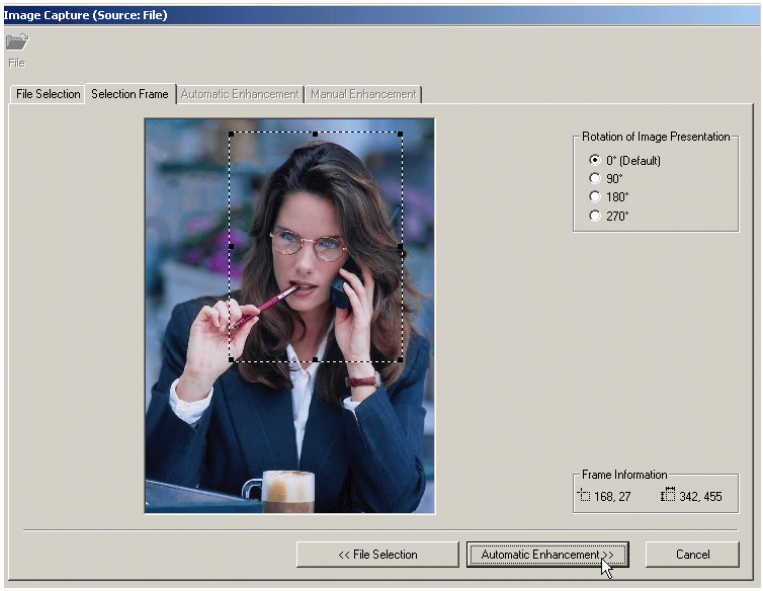
Existing photographs can be loaded in the following window.



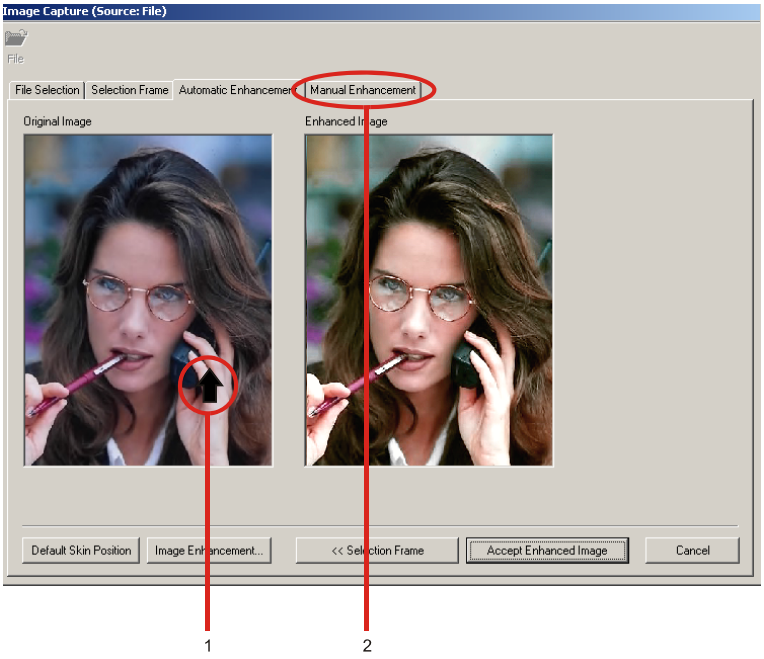
- Select the desired file type.
- Select the path where the image data are stored.
- Select the desired photograph...
- ... which is shown in the preview window.



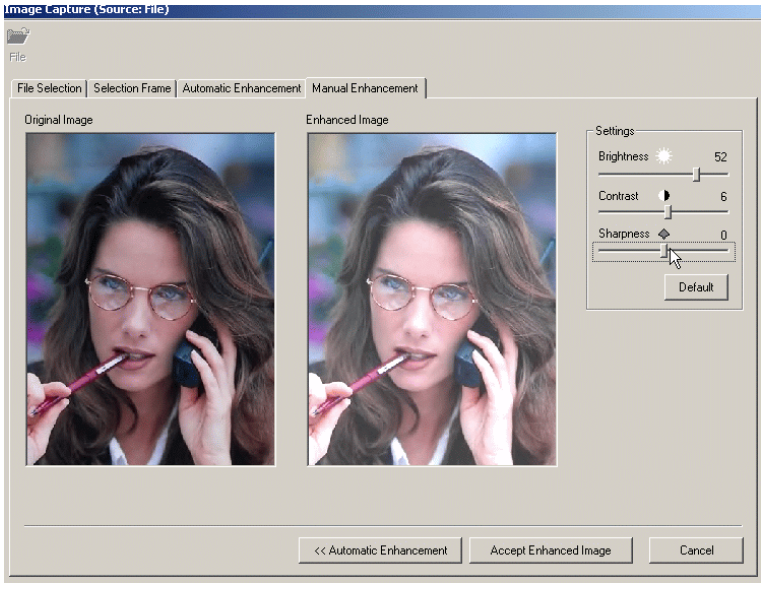
Alternatively, the photographs are displayed directly instead of the file names if the **Image Preview** field is activated.



Via button **Selection frame,** the section and the size can be modified and, if necessary**,** the photograph can be rotated.



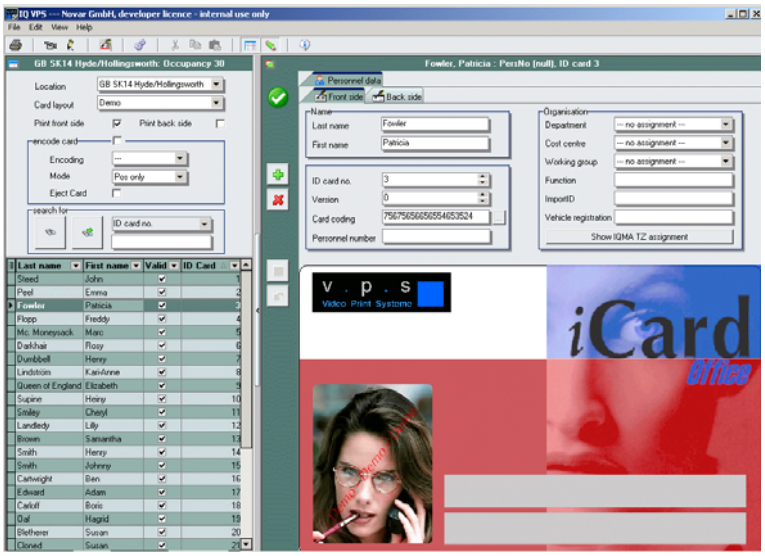
The button **Automatic enhancement** tries to optimize the image according to predefined standards.



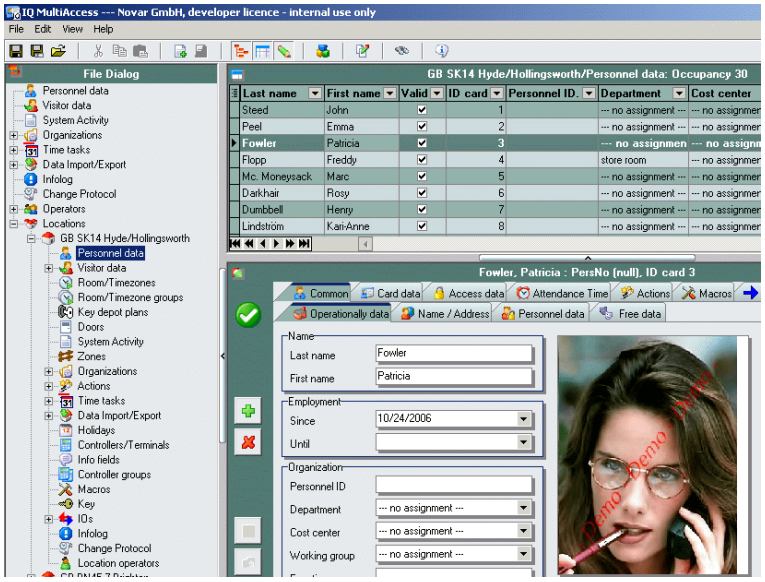
If you like the original photograph better than the enhanced one, you can click it on directly (1). This will end this program part and the photograph selected will be loaded into the current card layout.

If the automatically enhanced photograph is to be used, press button **Accept enhanced image**.

If you like neither the original image nor the automatically enhanced one, you can make manual adjustments in tab **Manual Enhancements** (2).

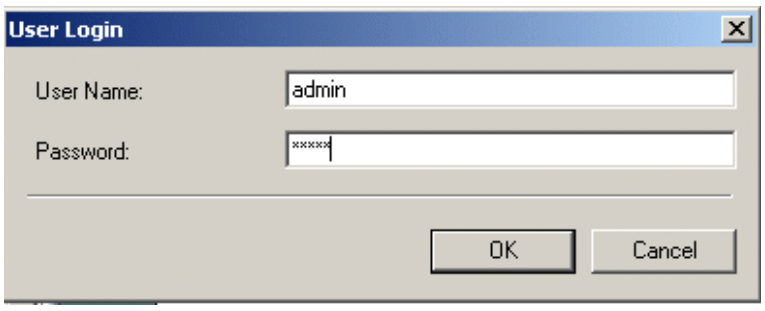


When you press button **Accept enhanced image,** this program part will be terminated and the photograph selected will be loaded into the current card layout.

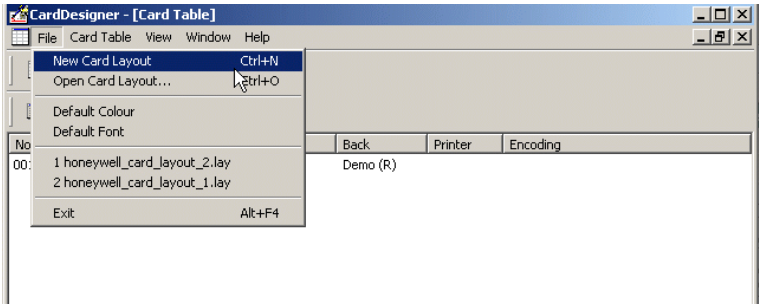


If the image assignment is saved, the modified image assignment will also have an effect in IQ MultiAccess!

Capture / load signature
This is the same procedure as the for images, except the file to be ➜ **loaded/created** is a signature instead of an image.

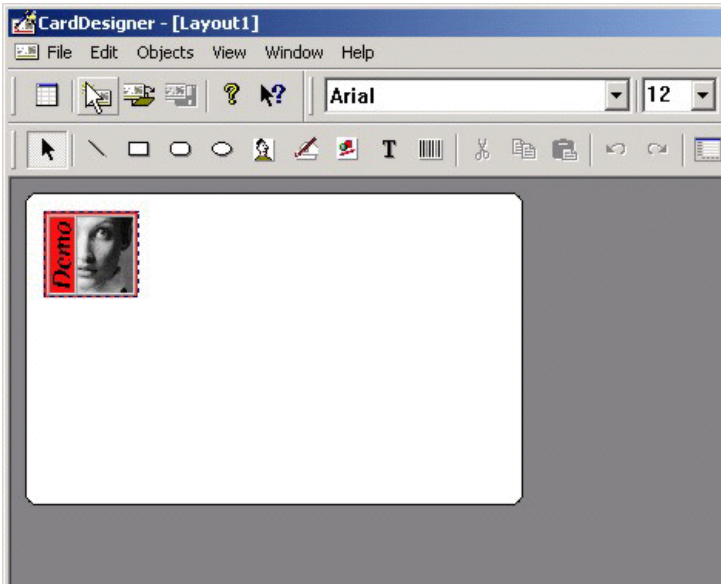


Start CardDesigner
This menu item starts the actual program for creating an individual card layout. The factory setting for user and password is **admin** (small letters) .

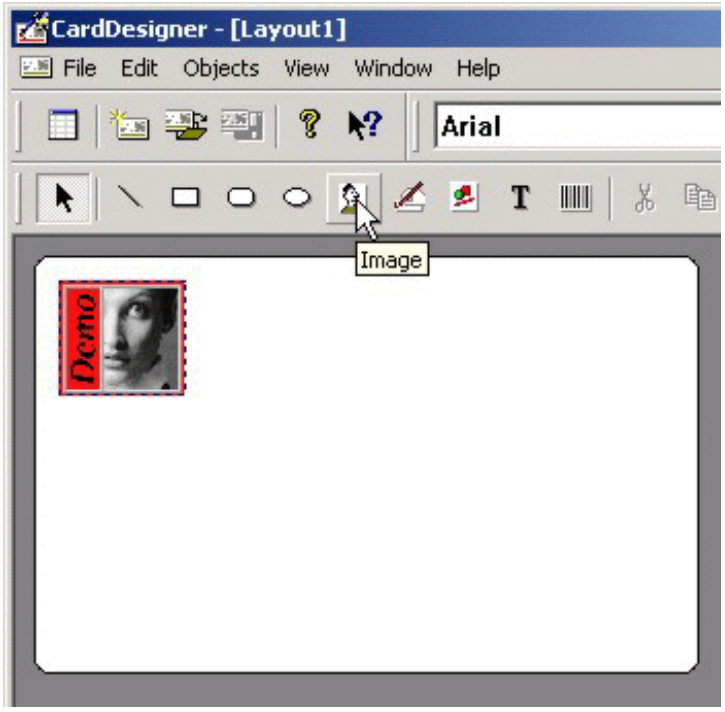


The following example shows the new creation of a card layout. Detailed information concerning this program package is to be found in the V.P.S. documentation.

Select:
File ➜ New
Card Layout

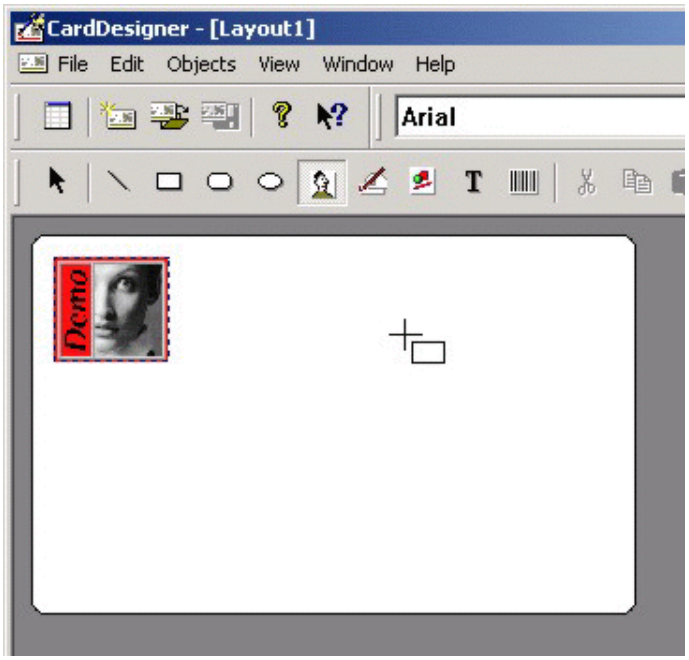


The demo logo cannot be deleted.But it will not be printed. It is also possible to place an object there. It is covered by the demo logo only on the screen, the printout will be correct.

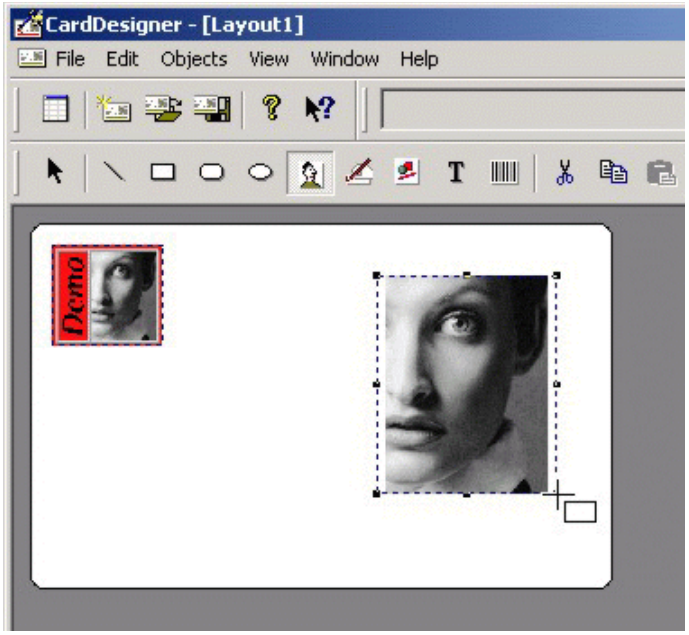


There are several variables that can be inserted from the symbol bar onto the empty card.

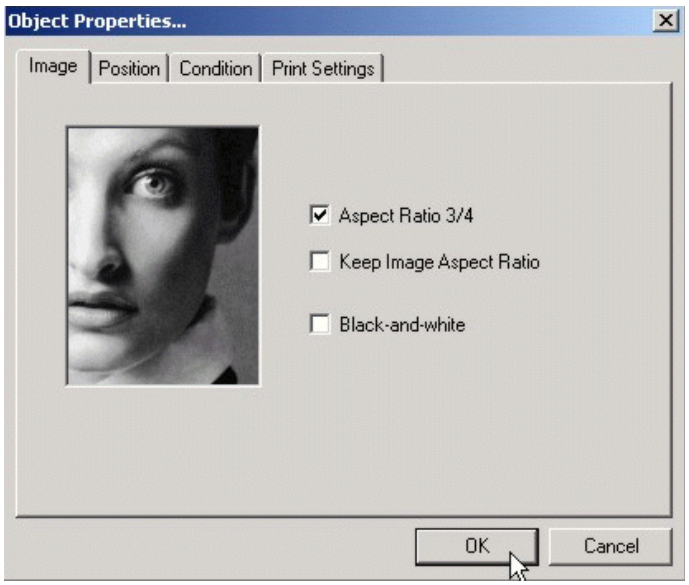
Procedure:
Click on the required field to highlight it.



The cursor will change to a cross-hair.
Move it to the desired position on the card.



Hold down the left mouse button and drag to create the field size.



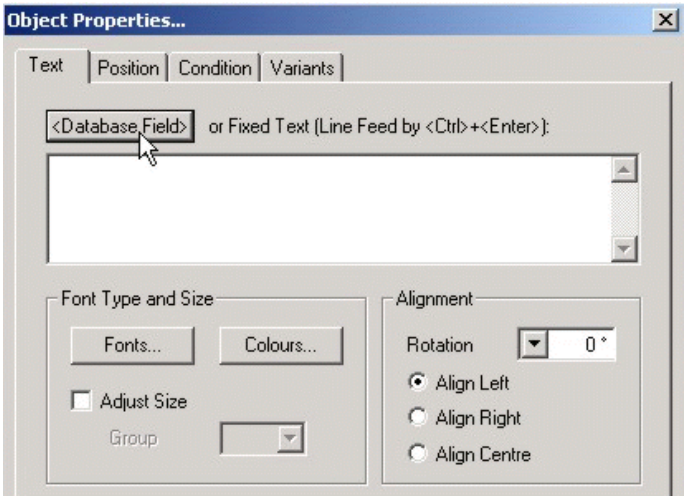
Double click the image field. Further dialogue boxes will appear to allow the properties of the new object to be defined.

To move an existing field, put the pointer over the highlighted object and holding down the left mouse button, drag the object to its new location and release.

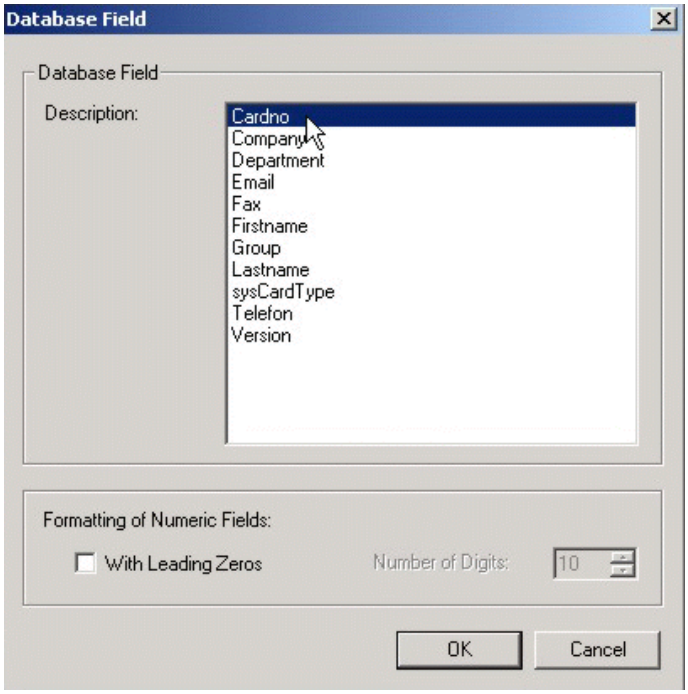
A text field can be created that allows free text to be entered or to contain text downloaded from a database.

Example: The example ID-card must contain the ID-card number, name, Christian name, department, signature, photo and the company logo.

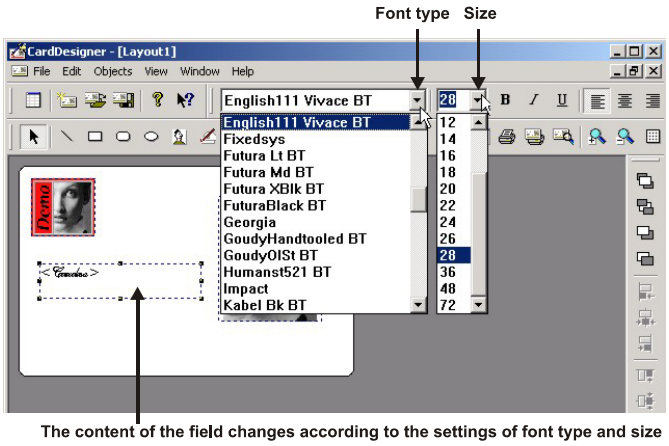
- Highlight the Text field as described above.
- Click the text button and select the text tab.



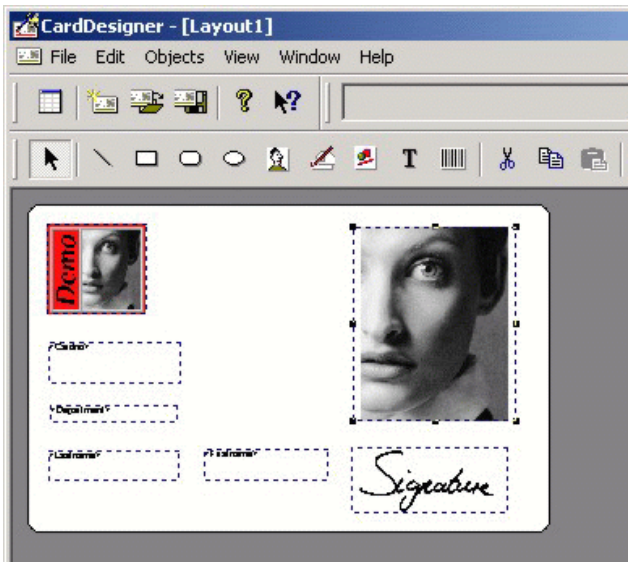
- Click the button ➜ *database field.*



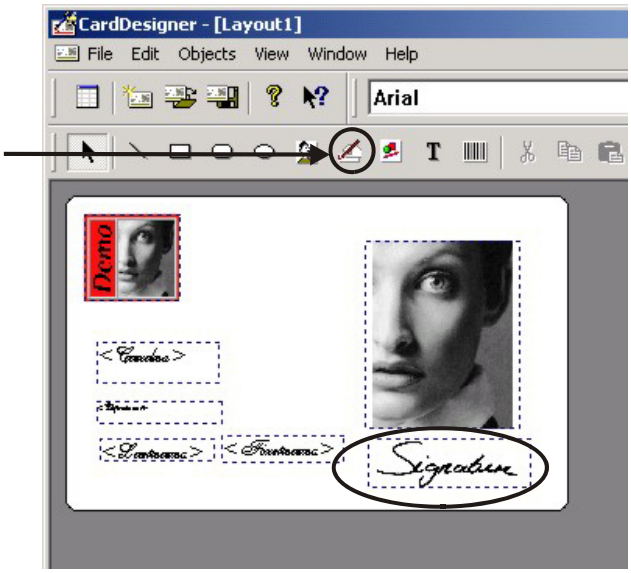
- Select the database field *ID card number*.



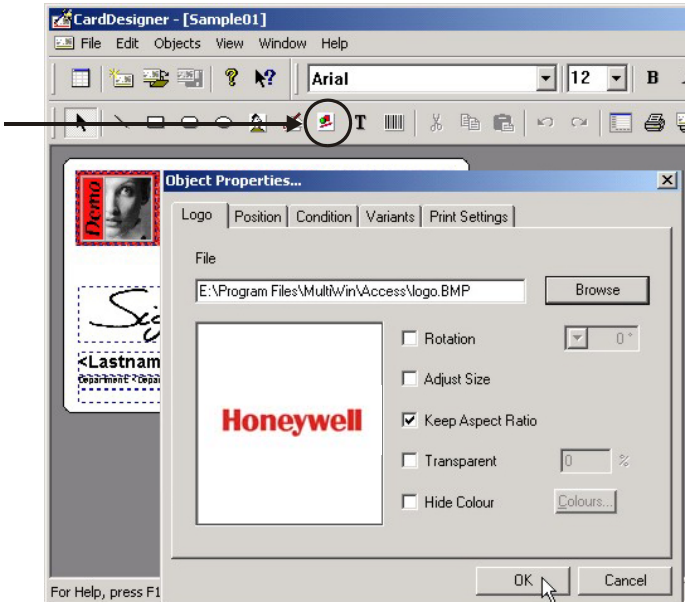
- Select font and set font size.



- Repeat steps 2 - 5 for the other text fields *as name, christian name* and *department.*



- Insert the field ➜ *signature.*



- Insert the field ➜ *logo.*

  Use the ➜ *Browse* button to select the drive and path of the logo file.

- **Adjust position and size of each field.**

  For fine alignment of each individual field, use the zoom button  and click on the area to view.

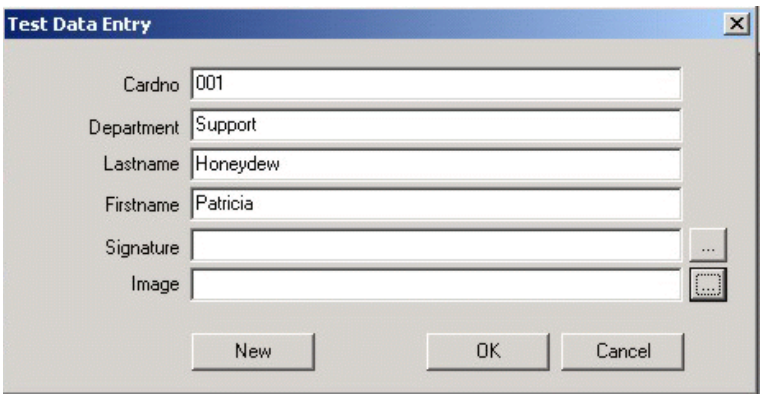
  Move a field: Place the pointer over the field, and holding the left mouse button down, drag the object to its required location and release.

  Change size: Highlight the desired field and place the tip of the pointer over one of the handles that appear. The pointer becomes a double ended arrow when it is located correctly over a handle. Using the left mouse button, drag to the required size.

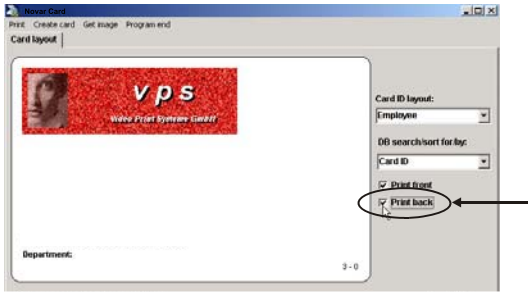
- **Print preview:**

  Click the button  and an input box opens to enter the data for printing an ID-card with the settings previously described.

  Enter the required information for the fields *image* and *signature*. Clicking on the button to the right of the input field opens the browse dialogue box.



An example of a completed card is shown here and can be printed, provided a suitable printer is connected and configured. Refer to the IDCardX manual for printer details.



If the box “Print card back” is ticked in the start screen, a second layout (as described before) can be created for each card type. In this example, both sides of the card will be printed.

- **Save the defined layout**

  Select *file* ➜ Save *ID-card layout.* A user defined path and filename can be entered. However, it is recommended that the default settings are used.

Start ConfigurationManager
(see section 16.2.3)

Lock program (Shift + F1)
This function is used for preventing unauthorized access. The program will not be exited but only blocked. The login screen is displayed. To continue, **the same user** must relogin. He / she can continue working exactly where the program has been blocked.
If a new user logs in, the program is loaded completely new with standard settings (or the new users profile). This happens also when the first user logs in afterwards.

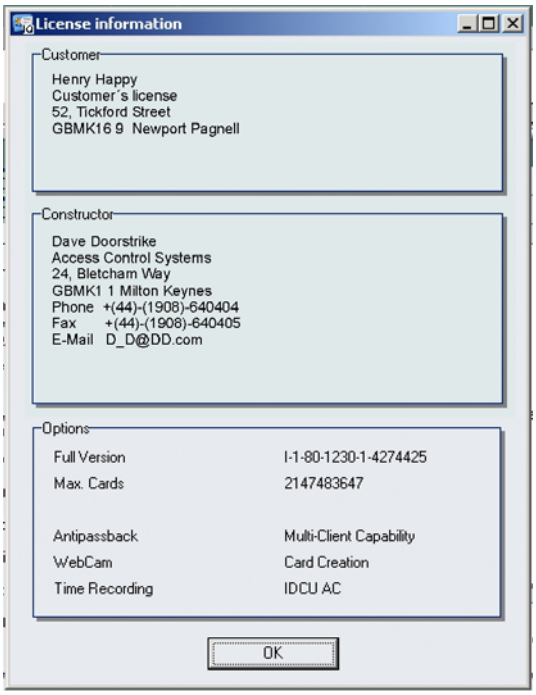
Relogin (Ctrl + F1)
not active in the demo version

Exit
The program is quit.

Edit: Cut (Ctrl + X), copy (Ctrl + C, paste (Ctrl + V)
Any range of data selected in the operation window can be cut (Ctrl + X), copied (Ctrl + C) and/or pasted (Ctrl + V) anywhere within the program.

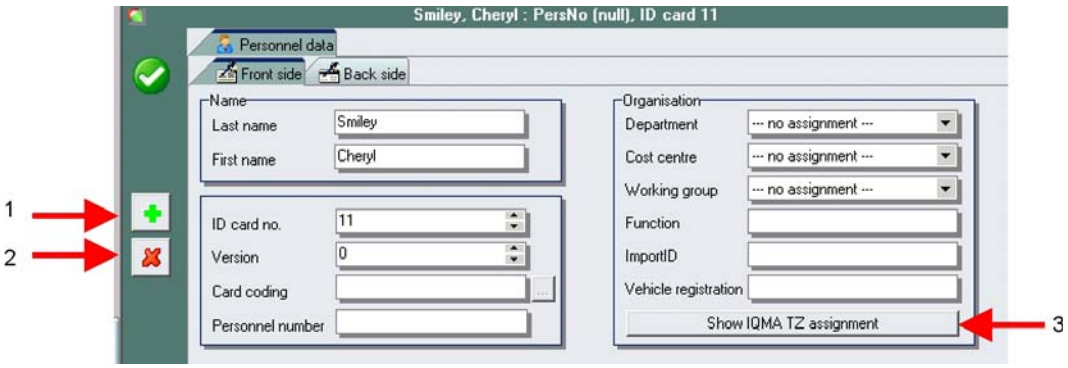
View: The functions that are available here are used for showing/hiding the list and/or detail window.

Help: The two menu items **Info** and **Licence Information** provide information about the program version installed and the licence used.



15.3.2 Further functions

There are additional buttons / functions in the detail window. The basic functions of the buttons is described in chapter 2.5. Here there are some more meanings:



15.3.2.1 Add data records

New data records can be created directly in IQ VPS. In general, the procedure is similar to the creation of persons described in chapter 5. After saving, the records created here do exist in IQ MultiAccess as well (in the location IQ VPS is allocated to, and in the global personnel master file). They can be continued processing there.

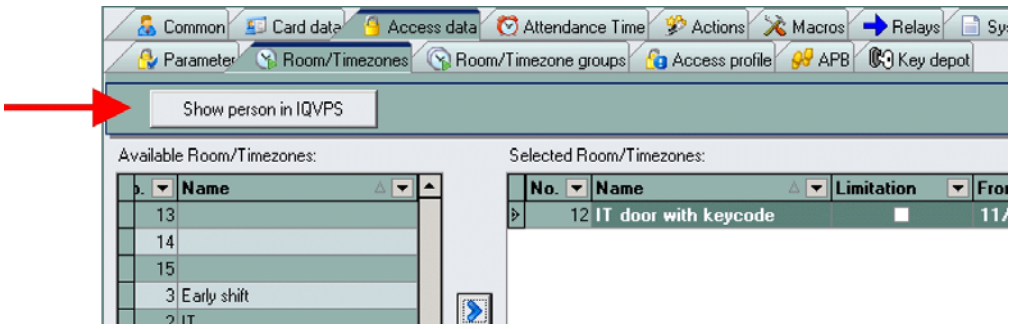
15.3.2.2 Delete data records

The selected data record will be deleted (after confirmation to delete it). In IQ MultiAccess the allocation of the location will be deleted from the personnel record, which means, the person is no longer available in the location it was allocated to. In the global personnel master file the record will be kept.

15.3.2.3 Show IQMA RTZ assignment

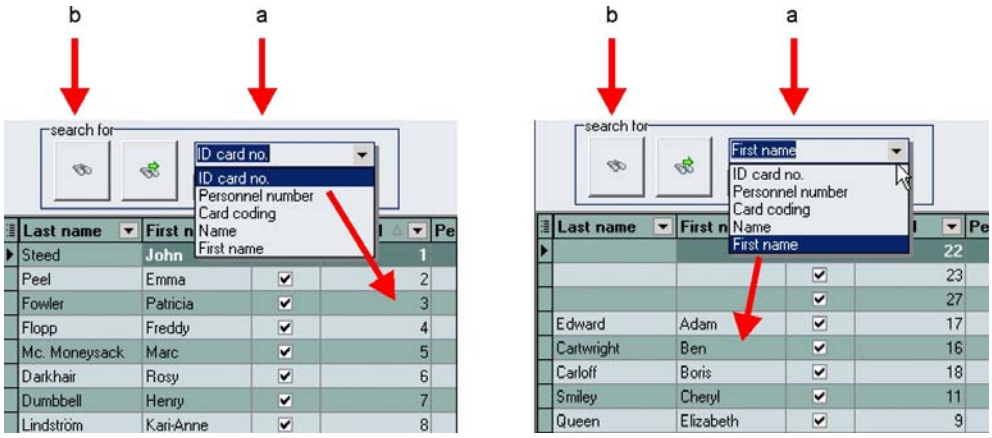
This button switches directly to the ➜ **room/timezones** tab of the ➜ **personnel master file**. Here the access authorizations of the person can be edited according to chapter 5.1.

Pressing the button ➜ **Show person in IQ VPS** returns to IQ VPS.

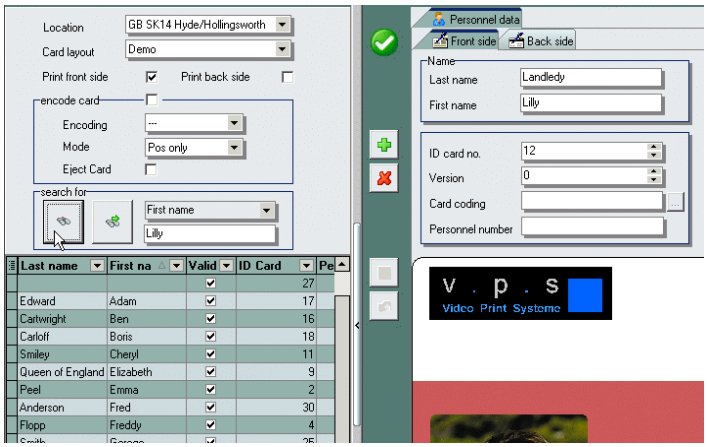


15.3.2.4 Search / Sort

Select a search/sort criterion (a) and press the **search** button (b) to search / sort the data records.



If an input is made in the search criterion field, the data records will be sorted according to the search criterion selected and the required data record (if existing) will be viewe after pressing the **search** button  .



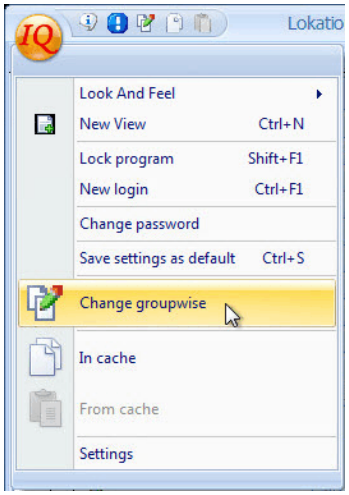
Using the **continue search** button  the next data record corresponding to the search criterion will be displayed.

Example: Search criterion = ID Card no, input = 3
Search: Displays data record with id card no. 3.
Continue search: Displays data record 30, 31, 32 etc. (if existing).

16. Change groupwise

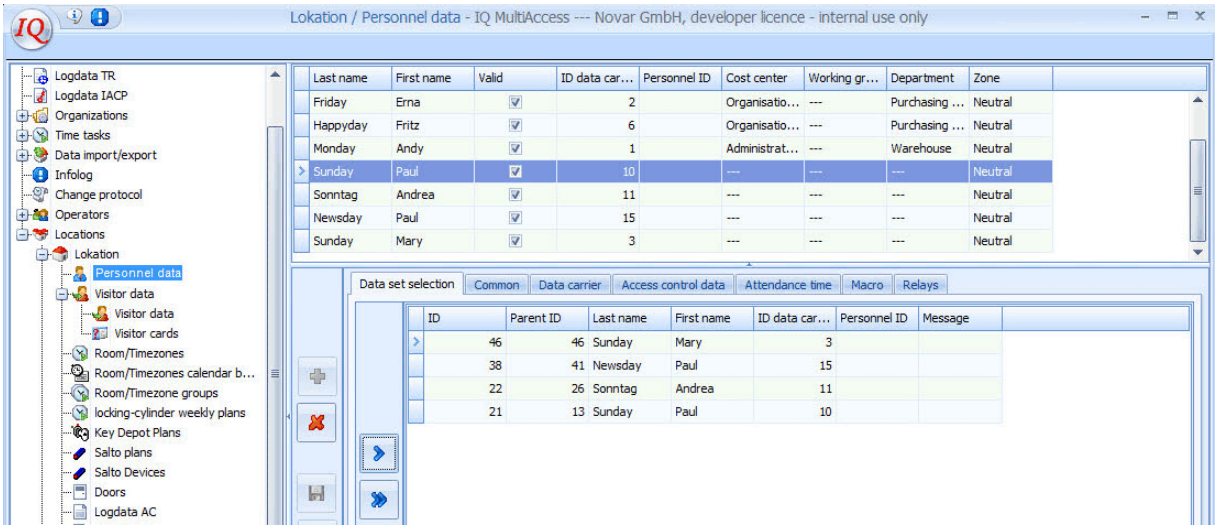
Modifications concerning more than one data records can be carried out globally.

Example 1: The cost center of a certain department changes. If you proceed as follows you do not have to carry out the modification for each member of this department individually:

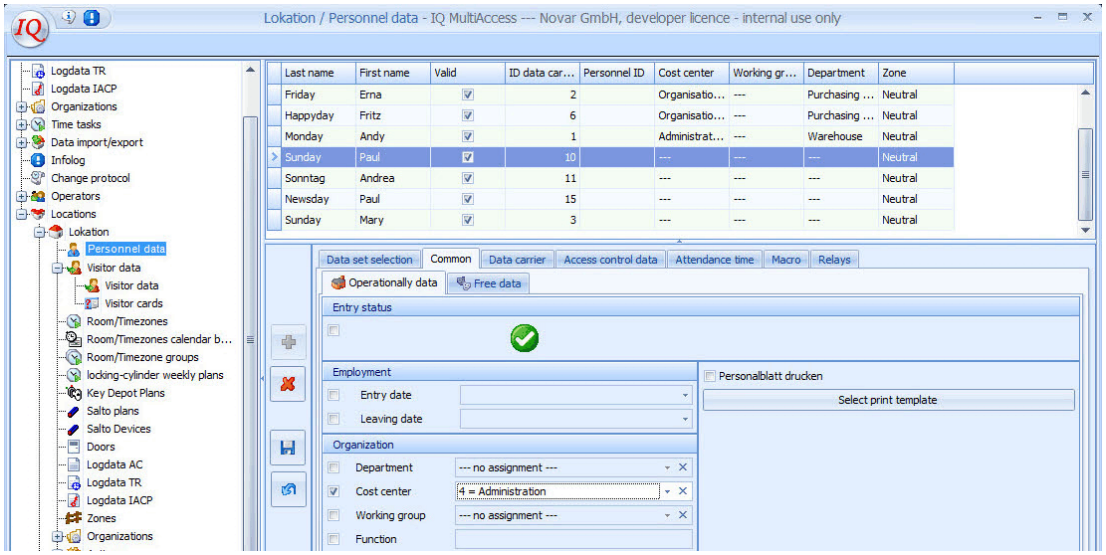


- Click on the ➜ **IQ symbol**.
- Select ➜ **Change groupwise**.

- Select the individual personnel records in the list window and shift them into the **Data record selection**.
  - Select the individual records and assign them with the ▶ button.
  - Select several individual records while pressing the Ctrl key and assign them with the ▶ button.
  - Select individual records from - to while pressing the Shift key and assign them with the ▶ button.
  - The ⏭ button is used for assigning all records.
  - Make the relevant grouping by department already in the list window (see Chapter 13) and assign this selection with the ⏭ button.

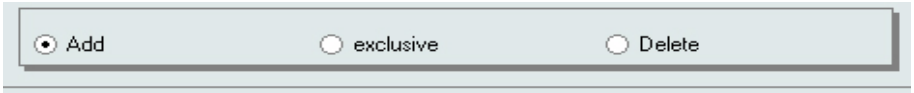


- Enter / select the current data (cf. Chapter 5) and mark the assigned fields, then activate checkbox **Change**.



Only fields for which ➜ **Change** is activated will be changed. It is not enough to simply modify the contents of the field.

Tabs **Relays**, **Macros, IDCU** (if existing), **Room/timezones** and **Room/timezone groups** include the additional options **add, exclusive** and **delete**.

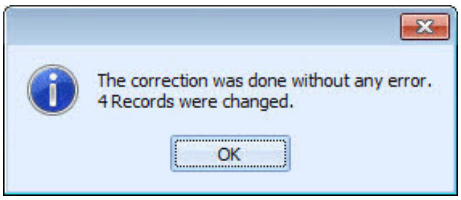


Add: The modifications of this tab will be added to the existing data of the persons selected (factory setting).

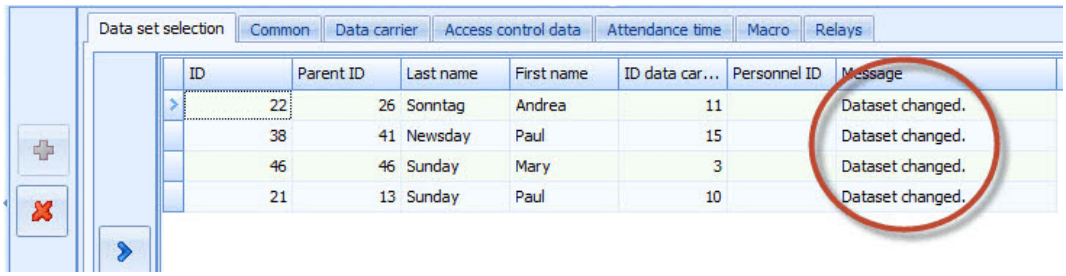
Exclusive: Only the modified entries of the corresponding tab will be applied to the persons selected. All existing entries on this tab will be deleted for the persons selected. The data of other tabs are not affected.

Delete: The data for which the Change checkbox is activated will be deleted for the persons selected.

- Save  = modifications are accepted and acknowledged accordingly.



The ➜ **Data set selection** displays the modifications or an error message with a possible reason.

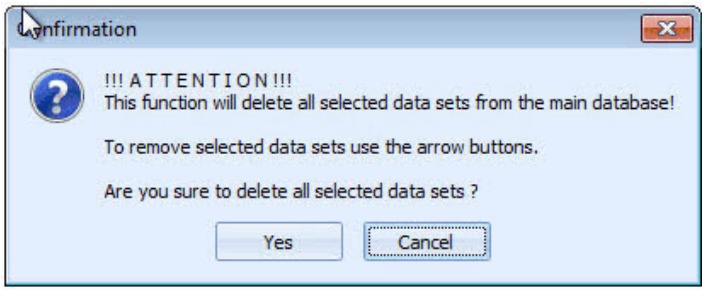


- You exit this program part by selecting again ➜ **Change groupwise** or simply selecting another part of the file dialog window.

Warning! **Data loss possible!!**
To remove data records from the selection use data records from the selection use ⏮.

If ✖ is used instead, the records will be deleted completely out of the database and not removed from the selection!

Please note the corresponding confirmation:



In order not to delete the data records by mistake, ➜ **Cancel** is pre-defined.

Example 2: Persons are to be allocated to another location. This groupwise changing must be done **generally location independent** and can only be done by the superuser.

- Select the general personnel data (location independent).

  - Groupwise changing, select persons as shown in example 1.
  - Change data.

- Save ➜ 💾

Example 3: Print personnel sheet of multiple persons (cf. chapter 5.2).
Select persons according to example 1, activate **Print person sheet** in the **Common** tab.

- Save ➜ 💾

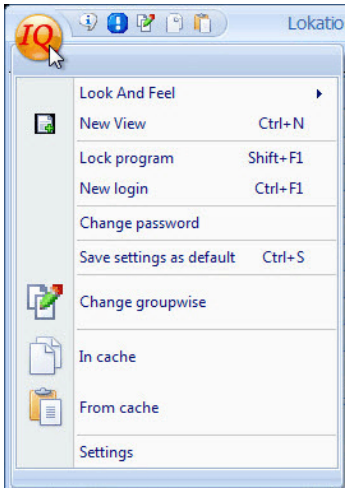
Exit groupwise changing
You exit this program part by selecting again ➜ Change groupwise or simply selecting another part of the file dialog window.

16.1 Work with cache

Modifications concerning only one personnel data record can be carried out easily.

Example: An employee comes new in a Department. He should get the same access permissions as an existing employee. This assignment can be carried out simply and conveniently when proceed as follows:

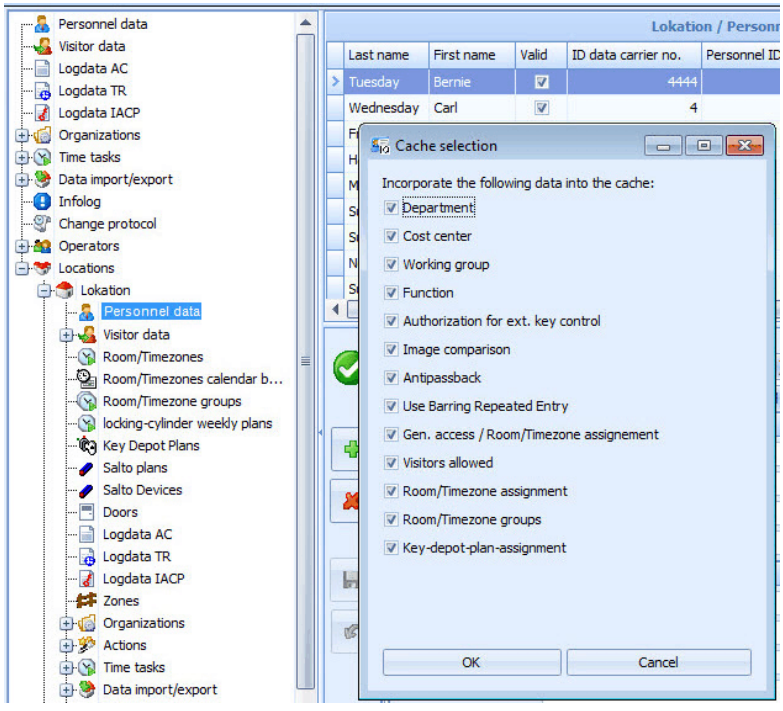
- In the list window, select the relevant personnel record whose data is to be copied (source).



- Click on the ➜ **IQ Symbol**.

  Select ➜ **In cache** or

- click with the left mouse button on the symbol ➜ **In cache** at the quick-start bar.



- Select the required data to copy in the dialog window ➜ **Cache selection** with the checkboxes and confirm with ➜ **OK**.

- In the list window, select the relevant personnel record, the copied data is to be assigned (target).

  - Click on the ➜ **IQ Symbol**.

    Select ➜ **From cache** or

  - click with the left mouse button on the symbol ➜ **From cache** at the quick-start bar.

- Save ➜

17. Import/Export

This function permits importing/exporting personnel data from/to other systems. Also visitor data can be imported or exportet from IQMultiAccess.

The data of the transfer file are /have to be saved in ASCII format. The transfer file to be imported must be stored in directory IQ_MULTIWIN\SERVICES\IMPORT of the server. The export file is stored in directory IQ_MULTIWIN\SERVICES\EXPORT of the server.

The import/export function can either be done manually or automatically via a time task (cf. chapter 11 = Scheduler/time tasks).

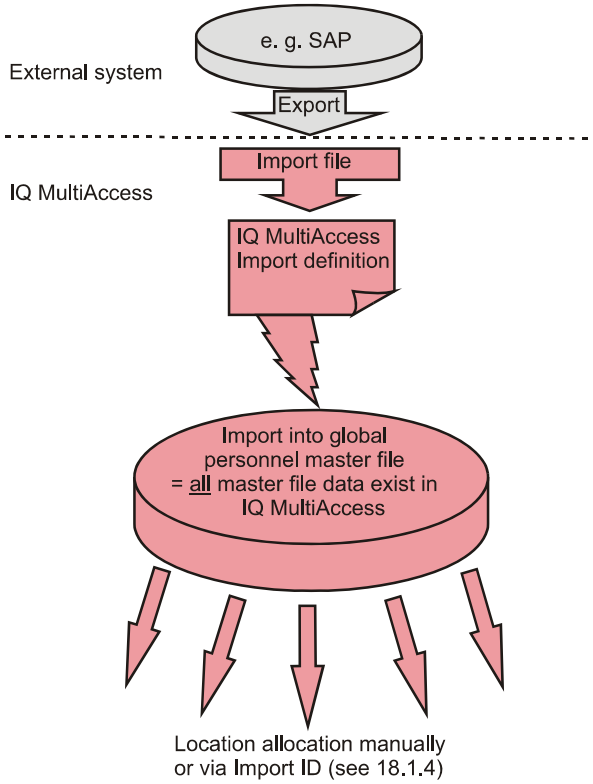
17.1 Data import

17.1.1 General requirements

For importing data, IQ MultiAccess must know the structure / sequence of the individual fields of the data records in the import file. This information is specified in an import definition. Data can be imported from any system. For this purpose, it is possible to create a separate import definition for each import file. Create own import definitions for visitor data, because some other field definitions are adapted on the visitor data.

Example: For starting work with IQ MultiAccess, personnel data are to be imported from an external system (e.g. SAP application of Human Resources).

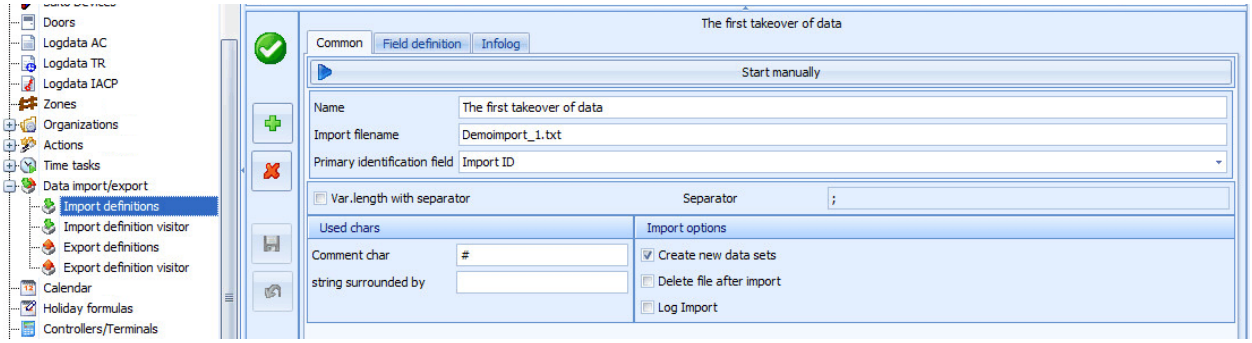
- Export the data in ASCII format from the external system and make these data available on the IQ MultiAccess Server.
- Create an import definition according to the record structure of the import file (see section 17.1.2). Important when data are transferred for the first time:Option ➜ **Create new data records** must be active (see 17.1.2).
- Manual, global data import (above location level) has the effect that all personnel data exist in the global personnel master file of IQ MultiAccess (see 17.1.3).
  Assignment to the locations can be made manually or automatically via an import ID for the location (see 17.1.4).



- Updates which do not contain any new data records but only modifications of existing data can be made directly in the individual location via an ➜ **scheduler** (see Chapter 11). For this purpose, it is enough to make the import file available on the server. The rest is carried out automatically via the corresponding scheduler. Option ➜ **Create new data records** in the import definition can be deactivated.

17.1.2 Import definition / import definition visitor data

17.1.2.1 Common tab



Any number of import definitions may be created. A new import definition is created via the insert function  .

Depending on the structure of the file to be imported, the following definitions of fields, separators, comment characters and delimiters are possible:

Name: Description of the import file selected (e.g. data from program xyz).

Import file name:
Enter the name of the file to be imported (e.g. Pers_Data_POS.K00 or visitor_ factory_ tour.txt). The pathname is not entered. The file is stored in directory IQ_MULTIWIN\IQ_SERVICES\IMPORT of the server.

Primary identification field:
This field defines by what the data records to be imported are to be identified in case of an update if the records already exist in IQ MultiAccess. The following options are available for selection: Import ID for global and location-related imports (18.1.3, 18.1.4), card no. and personnel number for only location-related imports. This field **must** be available for the field definition (see 18.1.2.2), otherwise the import process is aborted. There is only the import ID available for visitors import definitions.

Variable length with separator:
This field must be activated if the individual fields of the file to be imported are separated by a particular character. This also activates the separator field. The individual separator must be entered into this field. If the data of the import file are not separated by a character, this field remains inactive, the actual length is entered in the ➜ **Field definition** tab.

Separator:
Enter the character which separates two fields (e.g. ";"). This field is only active if field **Variable length with separator** has been activated, otherwise the individual fields will be identified by their length.

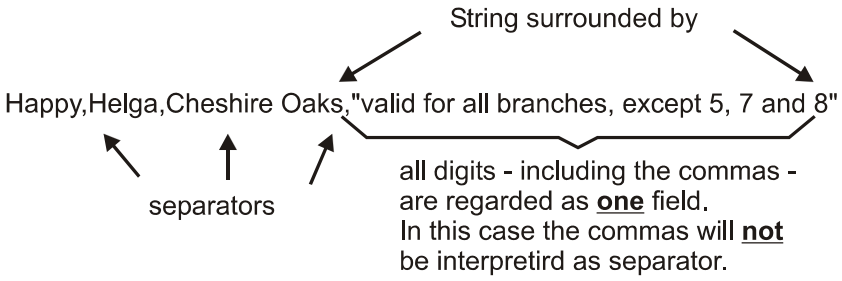
Comment character:
Characters used to mark lines that serve as comments only and are not to be imported (e.g. # import of 23.06.2007; in this case, the # character would be the comment character, the text "Import of 23.06.2007" would be ignored).


The comment character must be the first character of a line. The entire line up to CR/LF is ignored.

String surrounded by:
Characters used to mark a string consisting of several fields. This string is treated as **one** field for the import (e.g. “valid for all branches”; in this case, the “ character would be the character surrounding the string, the text “valid for all branches" would be imported).

This character is required particularly in cases where a character otherwise used as separator is now within a string.

Example:



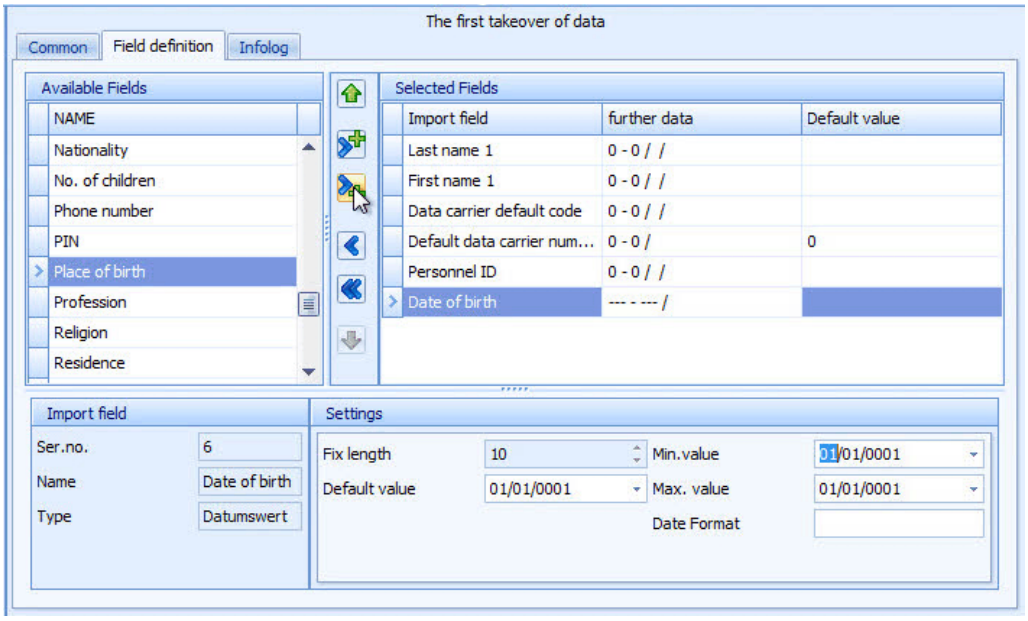
Create new data records:
If this field is activated, new data records are generated from the imported data in IQ MultiAccess, provided that these records do not yet exist. If the field is not active, only the existing data records are modified. Data records of the import file that do not exist in IQ MultiAccess are ignored.

Delete file after import:
If this field is activated, the import file is deleted from the directory of the server when the import has been completed. Otherwise, it is saved as backup file with date/time in the file name in directory IQ_MULTIWIN\IQ_SERVICES\IMPORT\DONE of the server. The user / administrator should check and clean up this directory from time to time, otherwise it will be filled unnecessarily with many old backup files.

Log import:
This function is not available for the time being.

17.1.2.2 Field definition tab

The sequence of the individual fields within the ASCII import files as well as additional information concerning the individual fields are defined here. These depend on the type of the individual field. Depending on the chosen definition of import / import definition for visitors are different field definitions available.



The first field to be imported is marked in the left window and selected with button 

Each other field to be imported can be inserted either **behind** 

or **in front of** 

the field that is marked.

Change sequence
The sequence of the individual fields must be identical with the sequence in the import file. The position of individual fields within the list is corrected with the arrow up/down buttons. The field that is marked is shifted by one position up or down with each click on the button.

Field information
Depending on the **field type**, different additional information is required which is not recognized and copied automatically (grey highlighted and not to be modified) but must be entered manually.

Dummy field This field is used for all cases where the field in question of the import file is to be ignored. It is the only field that can be selected any number of times. All other fields are available for selection only once.
A dummy field can be used for any field type. Manual entry of additional information is not required, except for field **Fix length** if field Variable length with separator in the ➜ **Common tab** is empty.

Field type: string of characters

Fix length: Depending on the setting of field **Variable length with separator** in the ➜ **Common tab**, the length of the field selected is entered.

Minimum length: Enter the minimum number of characters that the field must / may comprise. If the content of a field is too short, it is ignored and automatically replaced by the ➜ **Default value**.

Maximum length: Enter the maximum number of characters that the field must / may comprise.
The rest is truncated at the end.

Default value: Enter a value which is used if the field content of the import file is empty (see also 17.1.4).

Insert in front/behind: Enter a value or characters which is/are to be inserted in front of / behind the field selected.

Auto-Generate: If active, ➜ **department,** ➜ **cost center** and ➜ **work group** will be automatically created and allocated to the corresponding person, if they exist in the import file but not in IQ MultiAccess.
If this box is inactive, department, cost center and work group will neither be created nor allocated to the person.

Field type: numerical value

Fix length: Depending on the setting of field **Variable length with separator** in the ➜ **Common tab**, the length of the field selected is entered.

Default value: Enter a value which is used if the field content of the import file is empty or does not correspond to the defined ➜ **Minimum/maximum value** (see also 17.1.4).

Minimum value: Enter the minimum value that the field must / may have. If the value of this field is smaller than the minimum value, the ➜ Default value is used automatically.

Maximum value: Enter the maximum value that the field must / may have. If the value of this field is greater than the maximum value, the ➜ Default value is used automatically.

Character for grouping digits:
Enter a character that is used for grouping digits within the ASCII import file.

Example: no entry = 1234
" " (space) = 1 234
" . " = 1.234

Field type smaller than numerical value
In contrast to the **numerical value,** the values here have the size of one byte max. (0 - 255).

Fix length: Depending on the setting of field Variable length with separator in the ➜ **Common tab**, the length of the field selected is entered.

Default value: Enter a value which is used if the field content of the import file is empty or is smaller than 0 or greater than 255 (see also 17.1.4).

Field type: date value

Fix length: Depending on the setting of field **Variable length with separator** in the ➜ **Common tab**, the length of the field selected is entered.

Default value: Enter a date in the defined ➜ **date format** or select one via the calendar (is opened by clicking on the arrow) that is used if the field content of the import file is empty or outside the ➜ **min. / maximum value** (see also 17.1.4).

Minimum value: Enter the minimum (earliest) date in the defined ➜ **date format** or select one via the calendar (is opened by clicking on the arrow). If there is a smaller date in the field of the import file, the ➜ **Default value** is used automatically.

Maximum value: Enter the maximum (latest) date in the defined ➜ **date format** or select one via the calendar (is opened by clicking on the arrow). If there is a greater date in the field of the import file, the ➜ **Default value** is used automatically.

Date Format: This field defines the format that is to be used for transferring the date in the import file.

Examples:

With separator:
Y.M.D. (in capital letters)
Y = Year, M = Month, D = Day.
They can be used in any order. The length does not have to be defined, it results from the separator (in the example ".").

Without separator:
ddmmyyyy
mmddyy
They can be used in any order. Each small letter represents one digit of the date of the import file.

Field type: Time value

Fix length: Depending on the setting of field **Variable length with separator** in the ➜ **Common tab**, the length of the field selected is entered.

Default value: Enter a date in the defined ➜ **time format** or select one via the calendar (is opened by clicking on the arrow) that is used if the field content of the import file is empty or outside the ➜ min. / maximum value (see also 17.1.4).

Minimum value: Enter the minimum (earliest) date in the defined ➜ **time format** or select one via the calendar (is opened by clicking on the arrow). If there is a smaller date in the field of the import file, the ➜ **Default value** is used automatically.

Maximum value: Enter the maximum (latest) date in the defined ➜ **time format** or select one via the calendar (is opened by clicking on the arrow). If there is a greater date in the field of the import file, the ➜ **Default value** is used automatically.

Time Format: This field defines the format that is to be used for transferring the time in the import file.

Examples:

With separator:
HH:MM or HH:MM:SS (in capital letters = 24 hours display)
hh:mm or hh:mm:ss (in minuscles = 12 hours display)
The length needs not be defined, it results of the separator digit (in the example ":").

Without separator:
hhmmss
hhmm
HHMMSS
HHMM
Each letter represents one digit of the time of the import file.

Field type: value list

On the basis of the value entered in the import file, this field type is used for the assignment of master data to the location to which the data to be imported are allocated. Used for automatic assignment of location and/or room/time zones. See the examples of section 17.1.4.

Fix length: Depending on the setting of field **Variable length with separator** in the ➜ **Common tab**, the length of the field selected is entered.

Default value: Enter a value that is used if the field content of the import file is empty (see also 17.1.4).

Exclusive: If active, only this value will be allocated. All values that are already allocated will be ignored and/or removed. If this field is not active their content will be additionally allocated.

Example: The **default value** of the room/timezone allocation is to be set to 1, the field **exclusive** is inactive.

Result:

If the field **assigned room/timezones** of the import file is empty, a person will be automatically assigned the room/timezone “1".

As the field **exclusive** is inactive, the room time zone(s) of the import file will be added to the persons´s already allocated room/timezones.

Field type: Boolean value (true/false)

This field type can be used for defining true (= yes) / false (= no) statements.

Assignment of values: **yes:** j, J, y, Y, 1
no: all other values

Fix length: Depending on the setting of field **Variable length** with separator in the ➜ **Common** tab, the length of the field selected is entered.

Default value: If this field is activated, the default value **yes** is used if the field in the import file is empty or has another value than yes (see above).

User-defined fields

All user-defined fields (see 5.1) are only transferred as strings (➜ Field type: string of characters).The format is not checked.

17.1.3 Execute import

It is generally possible to execute a data import
- ➜ per location
- ➜ globally (optionally with automatic location assignment)
- ➜ automatically via an ➜ **scheduler** (see Chapter 11)

The import of personnel data and visitor data is done in the same way. When import the visitor data, relevant field functions exist only for visitors.

17.1.3.1 Manual import

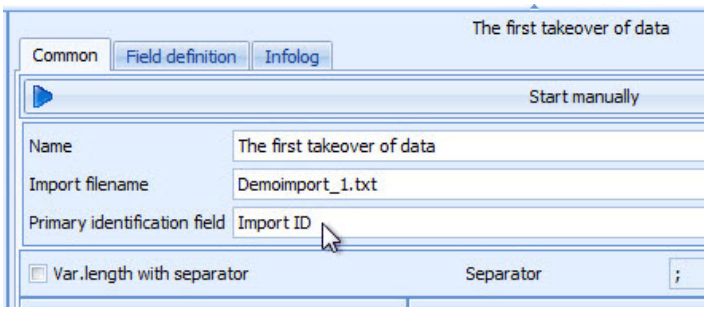
For test purposes or for a single data import, the button ➜ **manual start** in the ➜ **Common tab** can be pressed**.**This function starts the import **once** and is available per location and globally.

17.1.3.2 Global import

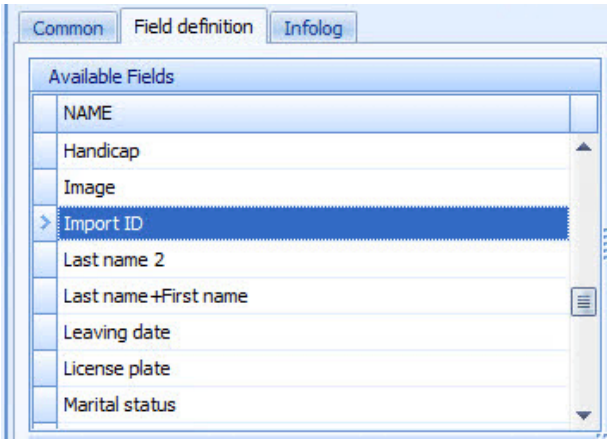
For global imports, there is the additional field **Assigned locations**. This field is used for assigning data records automatically to one or several locations during the import (see also ➜ **Field type: value list** and 17.1.4).

On the basis of the ➜ **Import ID** that was previously defined (see also 17.1.2, Primary identification field), it is checked whether the data record in question already exists or not. If yes, it is only updated; if not, it is created if the import option ➜ **Create new data records** is activated (see also 17.1.2.1).

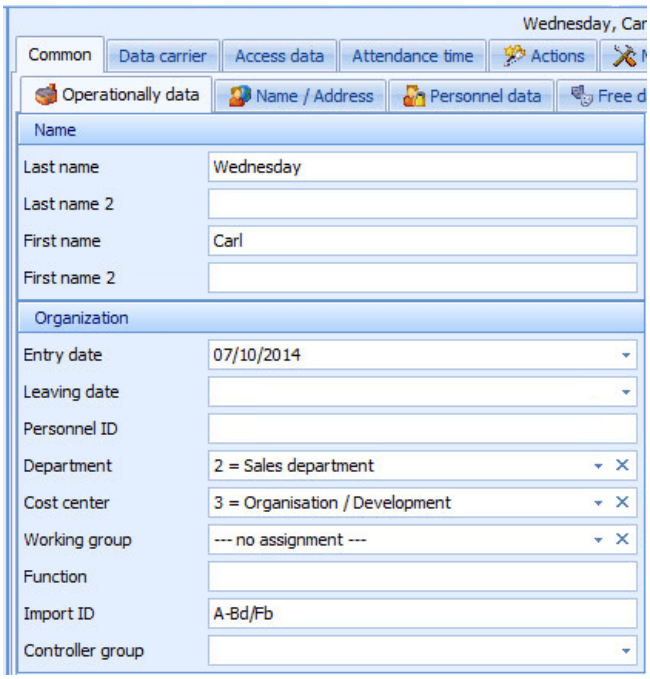
Example with **Import ID** as primary identification field:



- Select **Import ID** as primary identification field in the Common tab of the import definition.



- Include field **Import ID** into the list of fields to be imported in the Field definition tab of the import definition (observe sequence of the import file).



- If there is a personnel master record with an identical import ID as in the import file, this record is updated. Otherwise it is created with the import ID of the import file (for option active see 17.1.2.1).

  Since the data record already exists when the next import is made, it will then only be updated.

If the primary identification field is not found in the import file, the data record is newly created if required. Field Import ID remains empty or it is set to a default value.

If field Import ID is not included in the list of fields to be imported that has been selected, the entire import process is aborted.

A log or error list is not available for the time being. Only the start of the program will be logged in ➜ **Infolog** (cf. 13.2.2) After an import, you should generally check whether the program has been carried out and terminated correctly. This can be seen in the Event Viewer (Start ➜ Control panel ➜ Administrative tools ➜ Event viewer ➜ double click on the application). The imported data should be checked and, if necessary, corrected manually after an import.

17.1.4 Automatic assignments

Automatic assignments can be made via an ➜ **Import ID**.

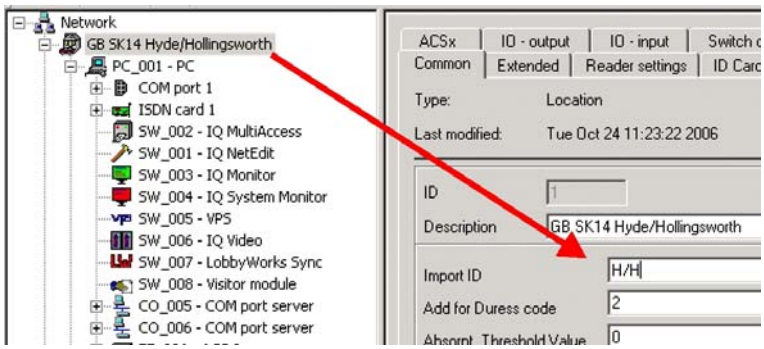
Possible assignments are: Automatic assignment of locations (only for global imports).
Automatic assignment of room/time zones (for global and location-related imports).

Example: Assign room/time zones. The corresponding field in the import file contains e.g. the number “2". That means that the room/time zone with the import ID "2" is to be assigned to the data record during the import.

Important: The room/time zone “2" does not necessarily have to be the room/time zone with the import ID "2". Already when planning and defining room/time zones, care should be taken to assign the same numbers and import IDs to the same room/time zones in different locations.

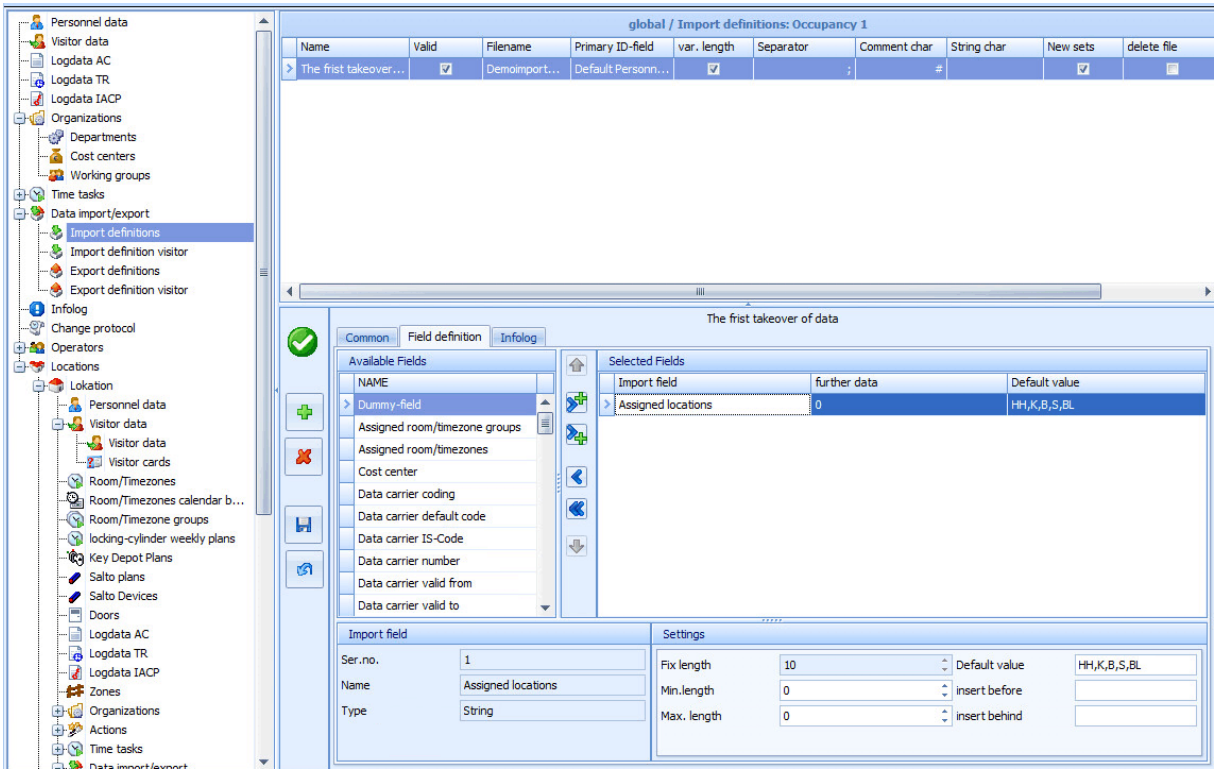
If the import is not carried out in a location but in the global master data, it is possible to assign data records to certain locations with this field type (see also 17.1.3).

17.1.4.1 Assignment of locations



In the Common tab in the installation program IQ NetEdit, an import ID of the location can be entered as it is available in the import file e.g. town abbreviations like “H/H” = Hyde/Hollingsworth, “Ch” = Chester, “Lo” = London etc.

If field **Assigned locations** is defined as import field for global import (above location level) in IQ MultiAccess, each data record is not only imported into the global master data but it is also automatically assigned to the location with the relevant location import ID. This corresponds to the same principle as for entering personnel data (see Chapter 5).



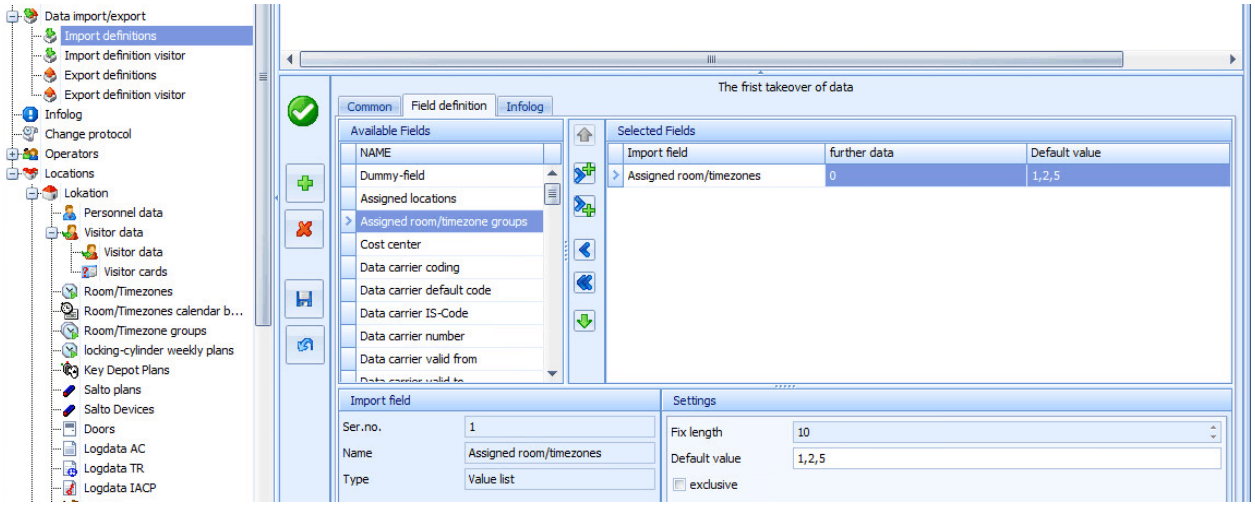
If “*” is entered as **Default value**, the data record is assigned to **all locations** if the field in the import file is empty.

Data which are imported in one location are automatically assigned to the location where the import takes place. An assignment of locations as described above is **not** possible on location level.

17.1.4.2 Assignment of room/time zones

If field **Assigned room/time zones** is defined as import field for global import (above location level) in IQ MultiAccess, the room/time zone(s) with the relevant import ID are assigned to each data record.

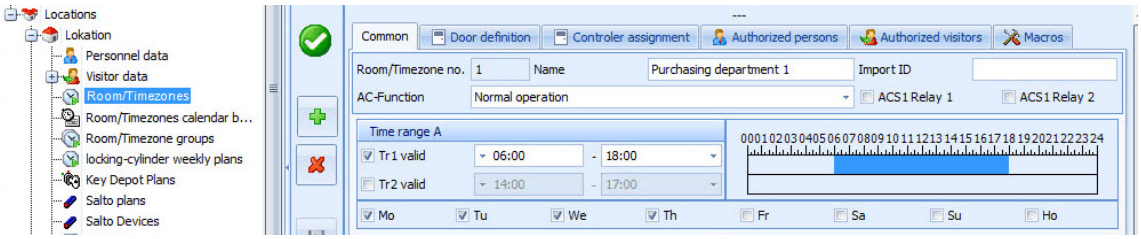
Example:



Excerpt from the import file: ...Happy,Helga,Cheshire Oaks,2,AW-15...

Import ID of room/timezone

In this case, the room/time zone with import ID "2", in this example corresponding to room/time zone 1 = main entrance, would be assigned to this data record.



If this field is empty, the default value entered in ➜ **Field definition** will be used for the data record. In our example, that would be the room/time zones with the import ID 1, 2 and 5.

In case of a global import, these two import IDs could be used for assigning data records to their location and, within the location, for assigning room/time zones to the data records.

17.1.4.3 Fields used in common

The fields described here are used in step 1 and 2:

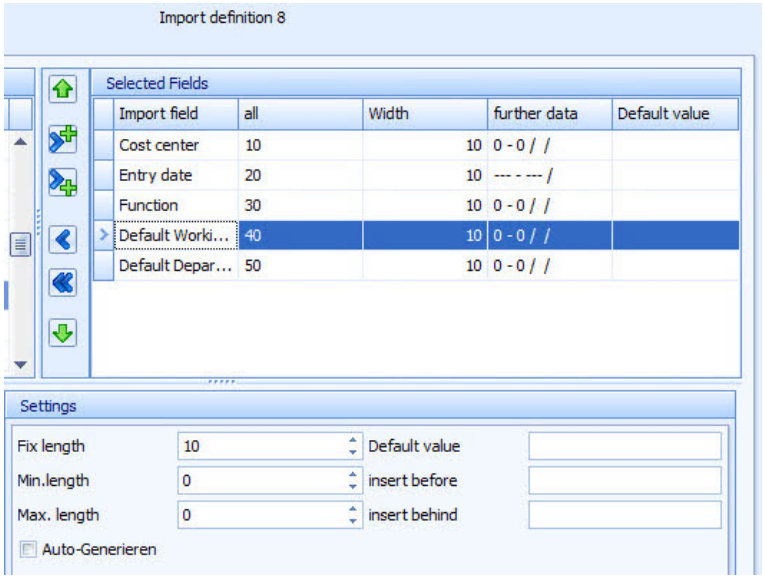
Fix length: Depending on the setting of field **Variable length with separator** in the ➜ **Common** tab, the length of the field selected is entered.

Default value: input of one or several values, seperated by comma, to be used if the field of the import file is empty, e. g. “1,2,3,6,9". Each number represents a room/timezone of the corresponding location. The input “*****” allocates all room/timezones of a location.
Location IDs are to be entered as a list, e. g. “H/”,Lo,Ch” in the field**Allocated locations** (cf. 17.1.4). The input “*****” allocates the individual data record to all locations.

Exclusive: If active, **only** this room/timezone or location will be allocated to the person. All the other room/timezones that are already allocated will be removed of the person. If this field is not active the room/timezones and/or location(s) will be additionally allocated.

17.1.4.4 Assignment of non-existing fields

The fields must generally be defined in the sequence of the import file. Fields that do not exist in the import file but are required in IQ MultiAccess can be set automatically to default values. These fields must be added at the end of the list so that the default value is inserted.



In our example, the data are available in the import file and are imported with the contents of the individual fields. Data which do not exist in the import file, treated as follows: The corresponding fields were added at the end of the list and are therefore set up with their default values in IQ MultiAccess.

We generally recommend to check that the data are complete and correct after an import.

17.1.5 Special hints

Delete character: If this field is used in the field definition, make sure that the ➜ **Default value is <u>not activated.</u>**

Reason:
Only if the actual delete character is available will it be interpreted as **true** and the data record will be deleted.
If the default value were activated, exactly the opposite would happen. For all data records without the delete character, the delete IDs would be interpreted as **true** by default - and thus these records would be deleted.

Field definition PIN: This field in the field definition allows you to export all existing PINs of a location. To use this field definition, it must be enabled by the installer in IQ NetEdit.

Number fields: Various fields contain numbers or combinations of numbers and letters/special characters referring to values of the individual location.

Example department:
The import file e.g. has the entry "7a". During import, department "7a" is assigned to the individual location in the master data file. Depending on the location, this number may be different. Standardized designations for all locations are therefore advisable.

The same principle applies to cost centers, marital status, room/time zones, etc.

17.1.6 Examples:

The use of a global or location related import depends basically on the organization of the individual company and its transformation by locations.

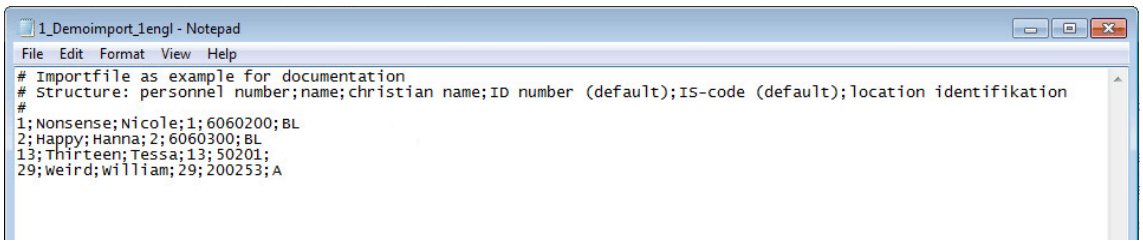
A global import is always suggestive when personell data of the complete company are administrated at a central place (e. g. Human Recorces department), and the locations are several sites of this company.

If locations are used to represent another company structure (e. g. several companies within the same building), the file imports have to be done in each of the corresponding locations, as a collective data bank does not make sence.

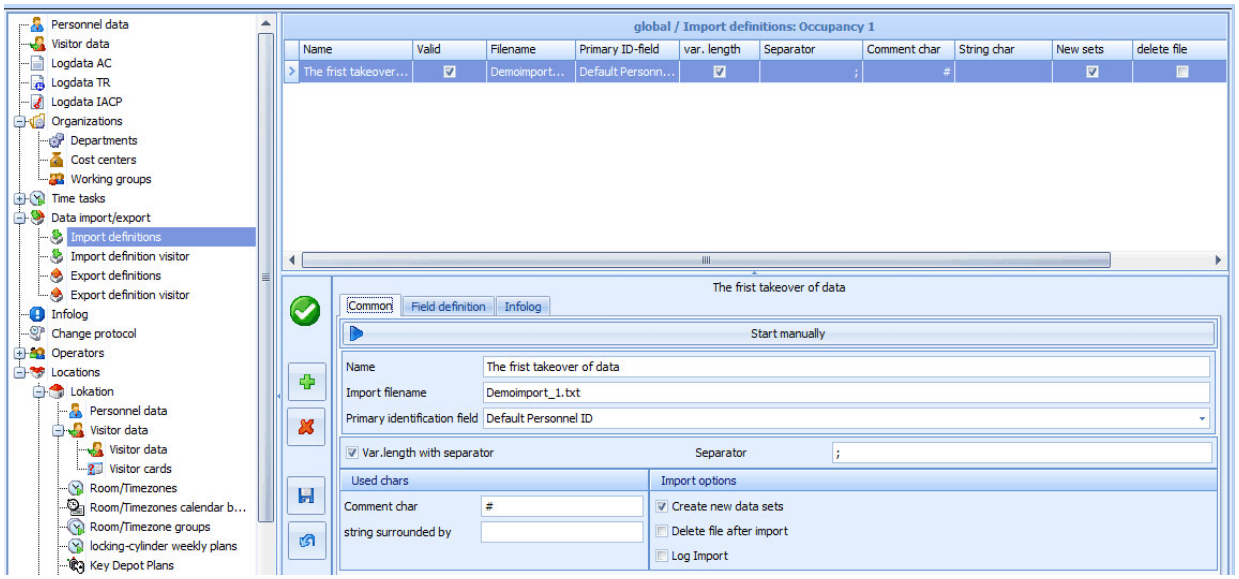
17.1.6.1 **Initial data transfer** (the example shows a global import)

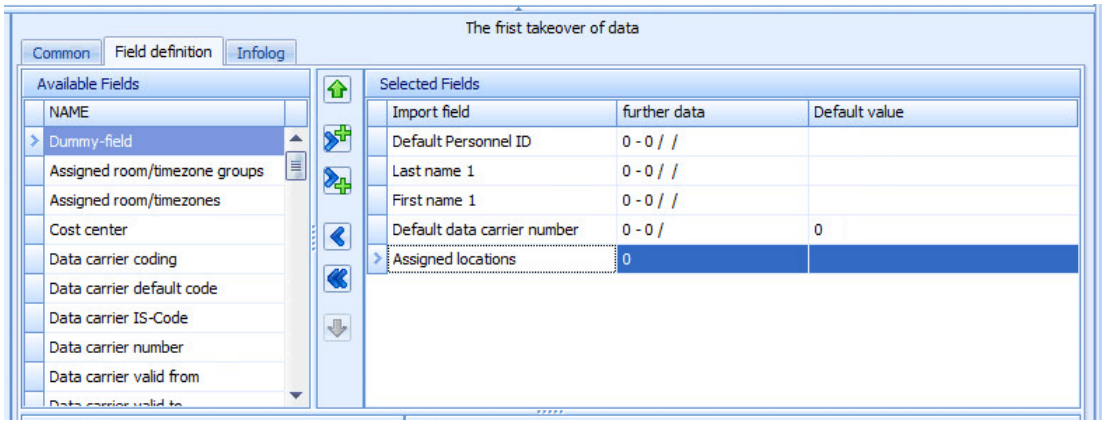
Already existing personnel data are to be transferred to IQ MultiAccess via input of a file with the following structure:

Personnel number, name, christian name, ID number, card coding, location identification.

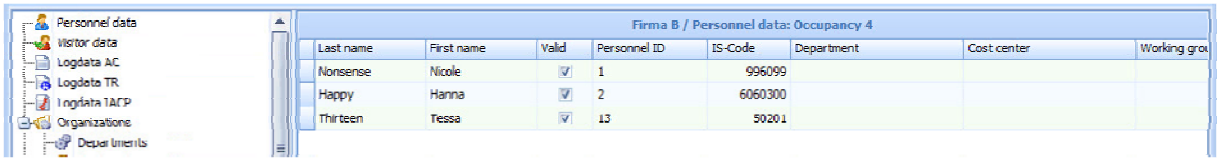


- Create a global import definition accoring to the example below:

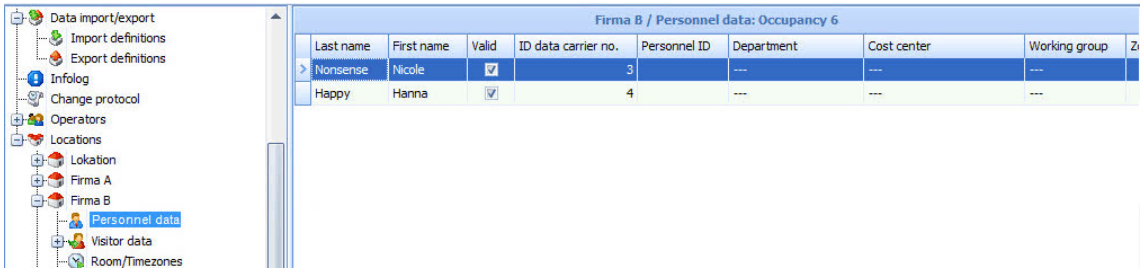




- After the global import, all four data records of our import file exist in the global personnel master file.

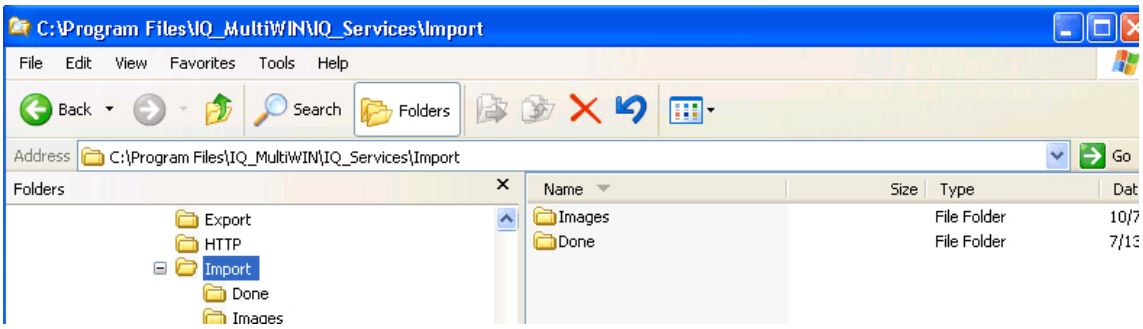


- Additionally, both of the personnel records with the location identification **BL** exist in the location with this identification. This identification must be defined in IQ NetEdit.

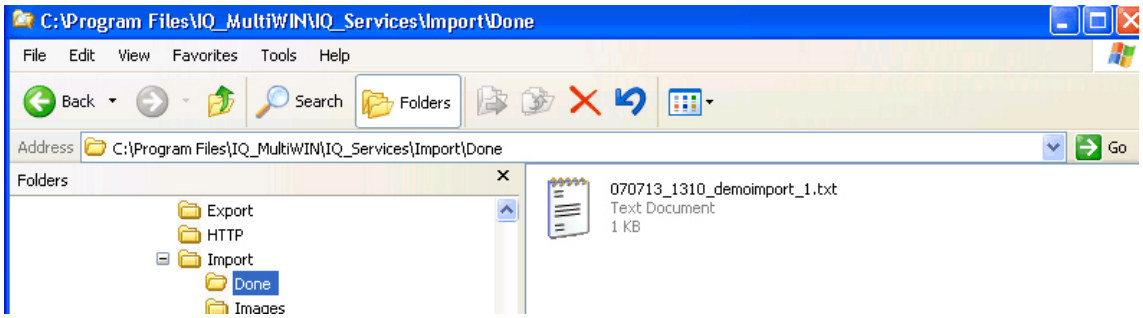


The record without a location identification is not allocated to any location as this is not possible without a location identification. The record with the location identification **A** is also not allocated to a location as no location with the import identification **A** exists.

After the import the import directory is empty.



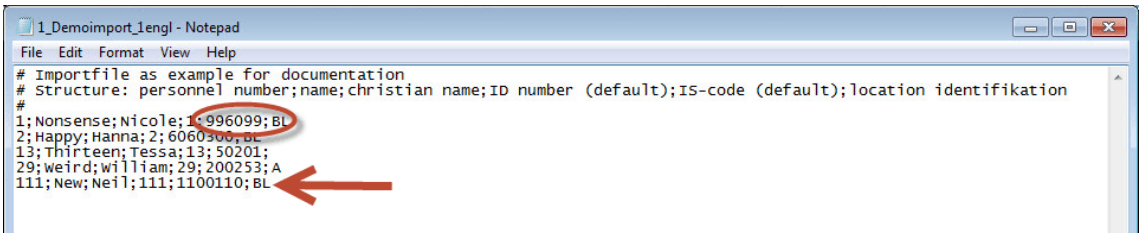
A copy of the import file with including date and time in its original filename is in the directory **Done**.



In the global import definition the **default values** should be used (e. g. default card coding). If only the field **card coding** is used in the globa import definition file, indeed the card coding will be transferred to the location when the record is allocated to the location, but in the global personnel master file the field **default card coding** remains empty.

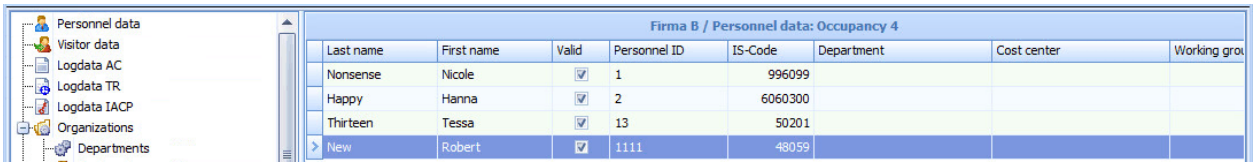
17.1.6.2 Modifications

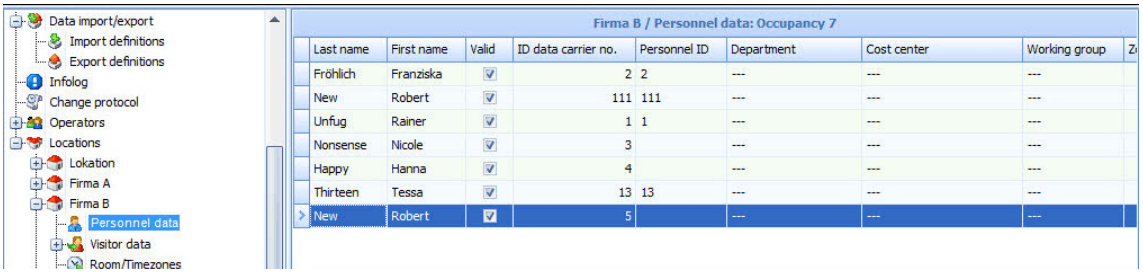
The import file is to be modified as follows:



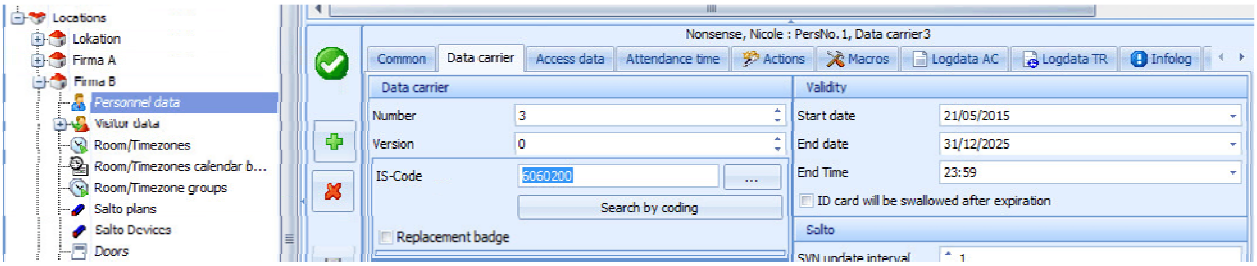
1. Personnel number 1 gets a new card with another coding.
2. Personnel number 111 is to be added.

A **global** import causes a modification/new creation of those two personnel numbers only. All the other persons will not be changed.

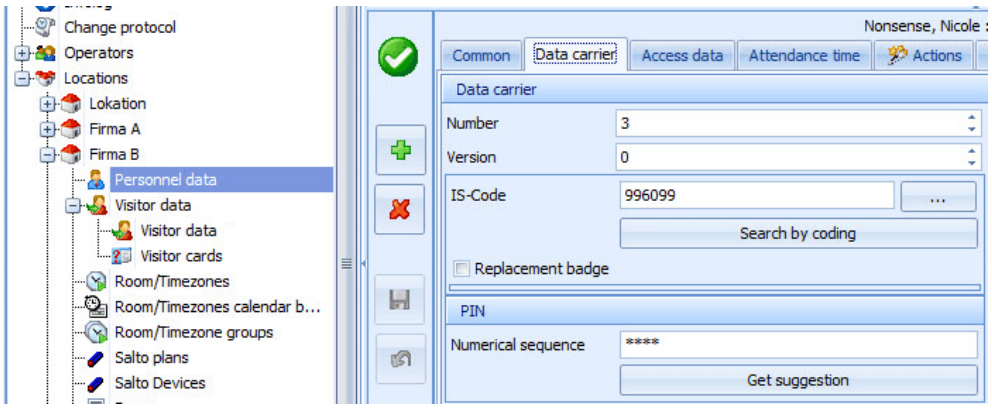




Modifications that concern only one location can be done directly in the location. The example below displays a modification of of the card coding from 6060200 to 996099 for personnel no. 3 in the location. Whereas the default value in the global personnel master file remains unchanged.



All locations will be (re)set to the default values of the global personnel master file by clicking the button ➜ **Synchronize locations** which exists only in the global master file.

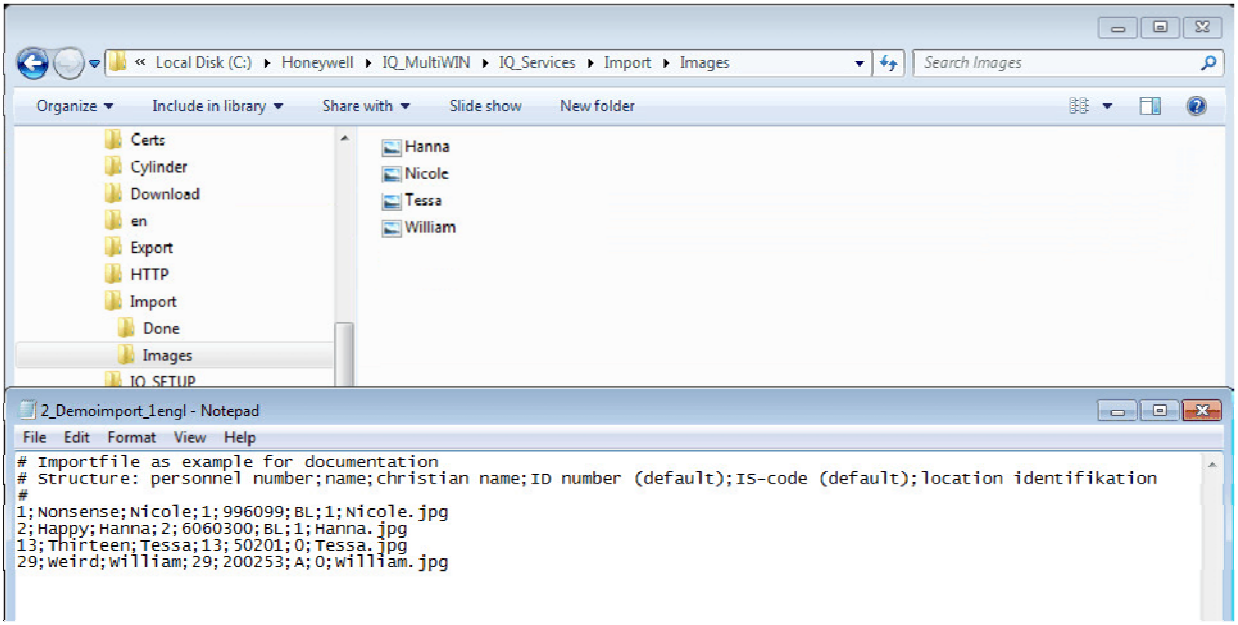


Use: If one of the staff members, who is authorized to several locations, has lost his/her ID card and gets a new one, this modification will be done in the global personnel master file. This modification will automatically be updated in all locatations the employee is allocated to by clicking the button ➜ **Synchronize locations.** They need not be done manually in all the locations the employee is allocated to.

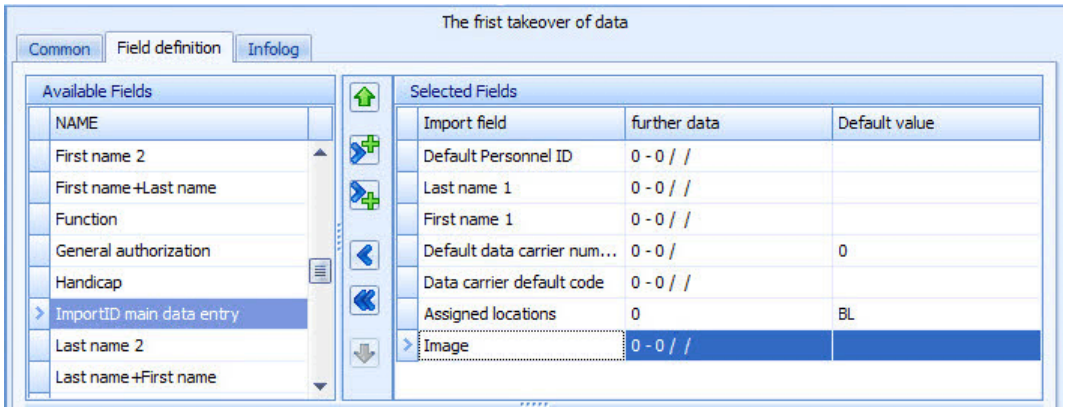
17.1.6.3 Import images

Images used in the personnel master file can also be imported. The image files (*.JPG or *.BMP have to be in the directory

...\IQ_MultiWin\IQServices\Import\Images



The image definition must be at the corresponding position of the field definition table.



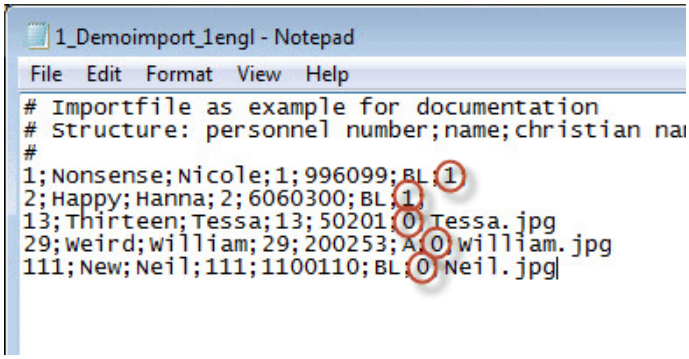
While importing, the image files are stored with consecutive numbering in the directory

...\IQ_MultiWin\IQ_Clients\IQ_MultiAccess\binData

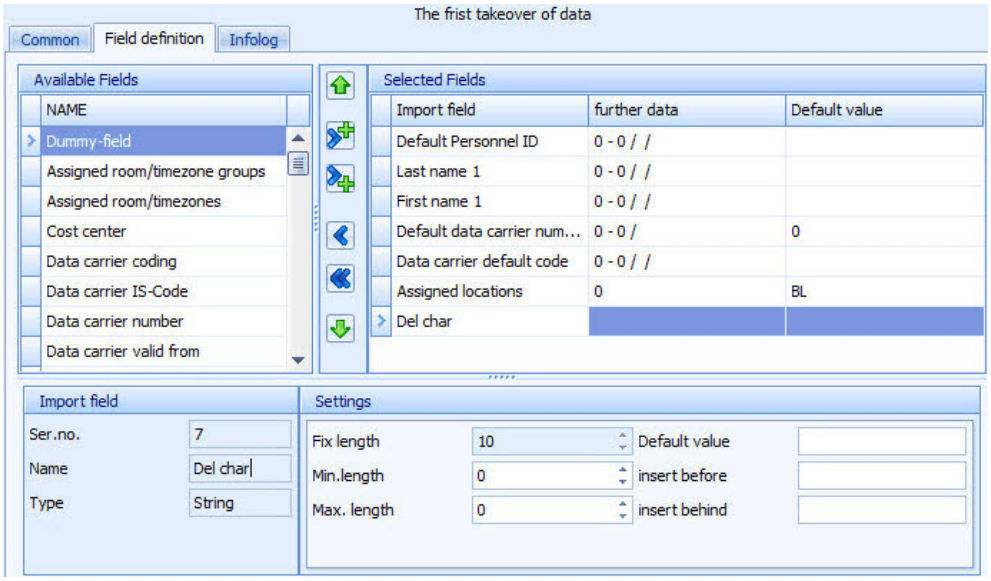
The export (see chapter 17.2) only writes the file names of the files to be exported (according to the designation of the directory...\bindata) into the export file.

17.1.6.4 Deleting

Data records to be deleted must be marked by the **Del char** field.



In the field definition the del character is a ➜ **boolean value**, which means the content of the field may either be 1, j, J, y or Y in order to fulfill the condition as “true”. All other values will be interpreted as “false” and the record will not be deleted.



The **default value** box must not be activated (see chapter 17.1.5).

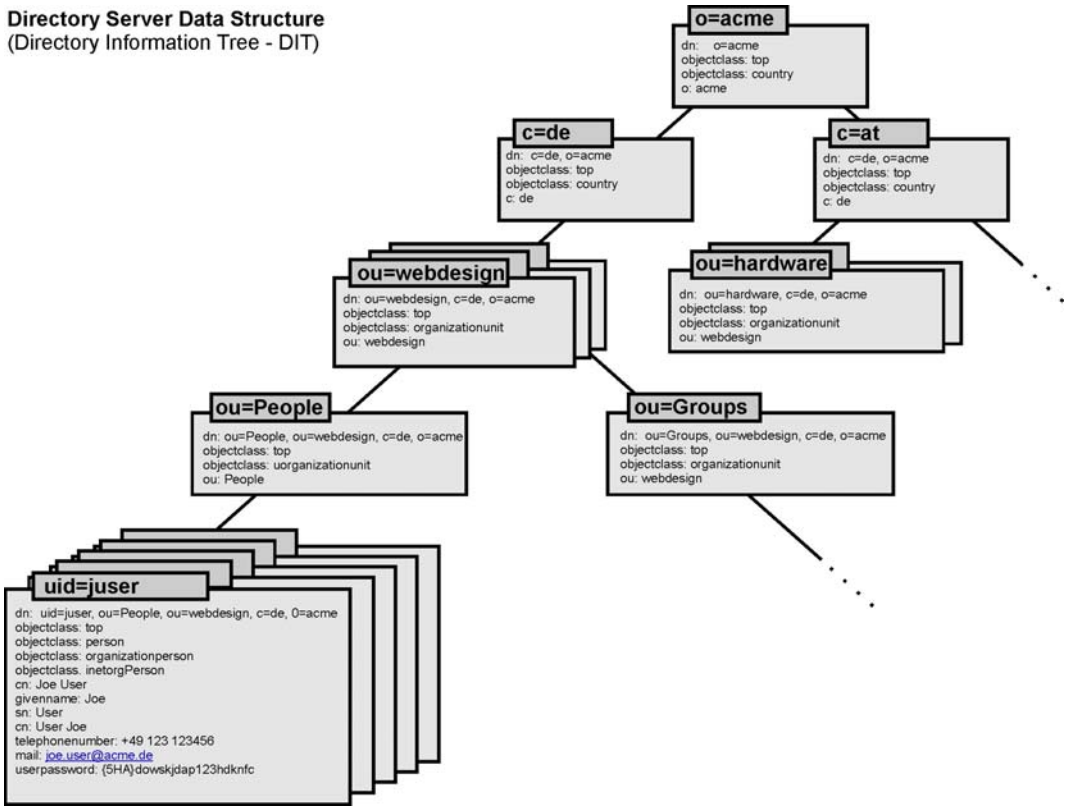
17.2 Data import via LDAP-Interface

17.2.1 Definition[15]

The **Lightweight Directory Access Protocol (LDAP)** is an application protocol for querying and modifying directory services (a hierarchic database distributed among the network) running over TCP/IP.

LDAP-Directory

The data structure of a LDAP directory is given by a hierarchic tree with roots, branches and leaves. The root (*root*, *suffix*) is the top data object, under which the higher structures branch out.



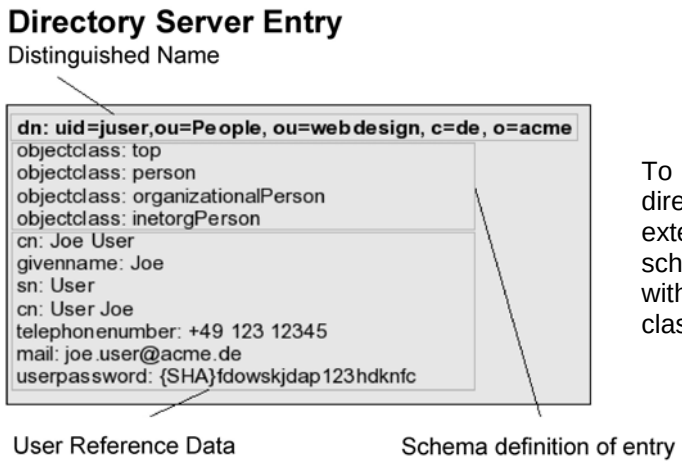
Example:

If an LDAP directory called ACME is used in a company, the organization can be defined as root: o=acme.

Persons can be deposited in branches below this root: ou=Persons,o=acme

Groups can be deposited in other branches below the root: ou=Groups,o=acme

[15] Source: Wikipedia



To avoid an arbitrary data organisation, each LDAP directory uses an individual standardized and if necessary extended structure. The structure is defined by the schema used. An LDAP schema defines object classes with their attributes each, as e. g. the class *person* or the class *organisation*.

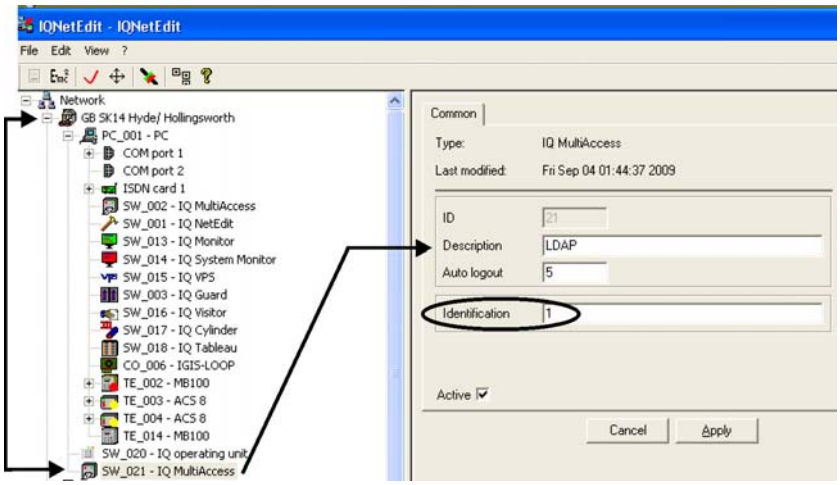
The directory labels are called LDAP *objects*. Each object belongs at least to one, but normally to several classes. So for the data of a person, his/her e-mail-address and his/her passwords, there are for instance not three objects required, instead the same object belongs to three classes. In the example they could be calles person, inetOrgPerson and posixAccount.

For further detailled informationen see e. g. Wikipedia.

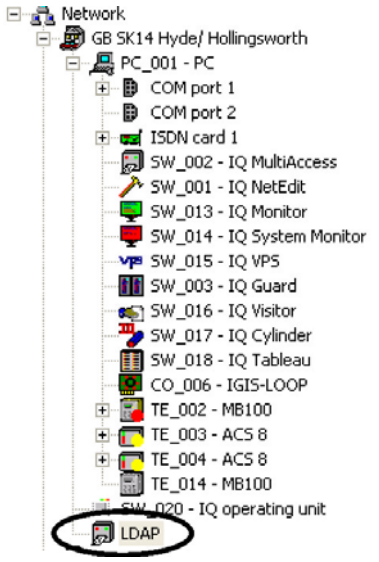
17.2.2 Appliance of the LDAP-Client

Requirements: DotNet 2.0 incl. latest ServicePack
A network user with appropriate access authorizations to the data of the LDAP directory.

The LDAP client is automatically included with the server installation of IQ MultiAccess. For LDAP import, the software IQ MultiAccess must be inserted directly at the locations in IQ NetEdit[16]. The name may be changed to LDAP import. The entry of a server identification is mandatory.



16 Reason: The LDAP client is logged in as IQMA. IQMA can only be logged in once per workstation. A corresponding error message would be displayed, when starting LDAP with active IQMA and the other way round.



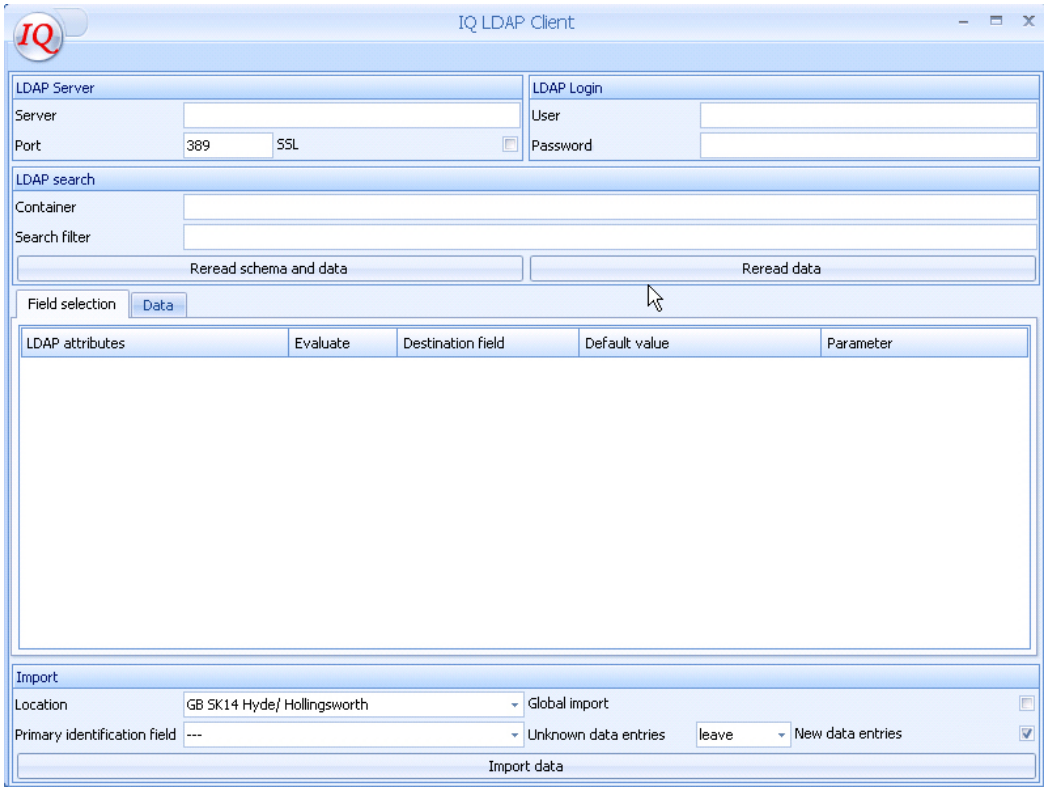
Display after saving:

Start the program by double-click of the file **IQLDAP.EXE** in the directory

...\Program Files\IQ_MultiWIN\IQ_Services\LDAPImp

Input of user name, password and server identification according to IQMA standard.

User interface:



Required entries:

Server: IP-address of the LDAP server.

Port: Port number of the LDAP server (default 389).

User: Name or combination of characters of the user with access authorizations to the LDAP files in the format he/she is created in the network (e. g. global\A458771-Smith).

Password: Above mentioned user´s password, he/she logs into the network.

Recommendation: Do not activate any restrictions of the duration of validity of the password, as otherwise no automatical import via action or scheduler will work any longer after expiration of the validity.
Create a separate user for the LDAP client, as this information inclusive the password will be saved in the individual settings (details later on).

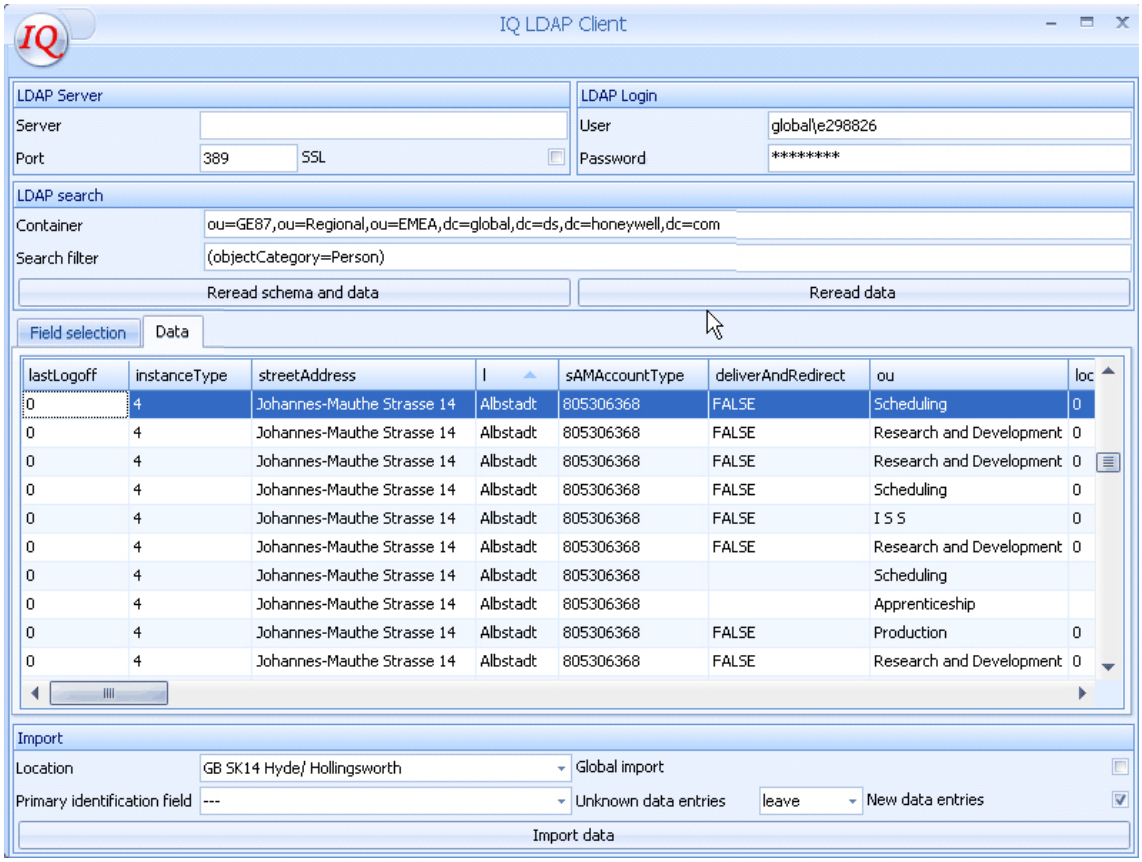
Container: Input of the file structure according to the previously briefly mentioned hierarchy wherefrom data are to be imported to IQMA.

Search filter: Input of an object category to be used for filtering.

Read in data

Click button ➜ **New read in schema and data** to load data from the directory entered above.

The **Data** tab displays all data in the sequence of the source database.



The adjustment of the window size and the navigation (e.g. via scroll bars) corresponds with Windows standard. Sorting and filtering in the individual columns correspond with the descriptions of the chapter “List handling” (cf. chapter 13.1.3).

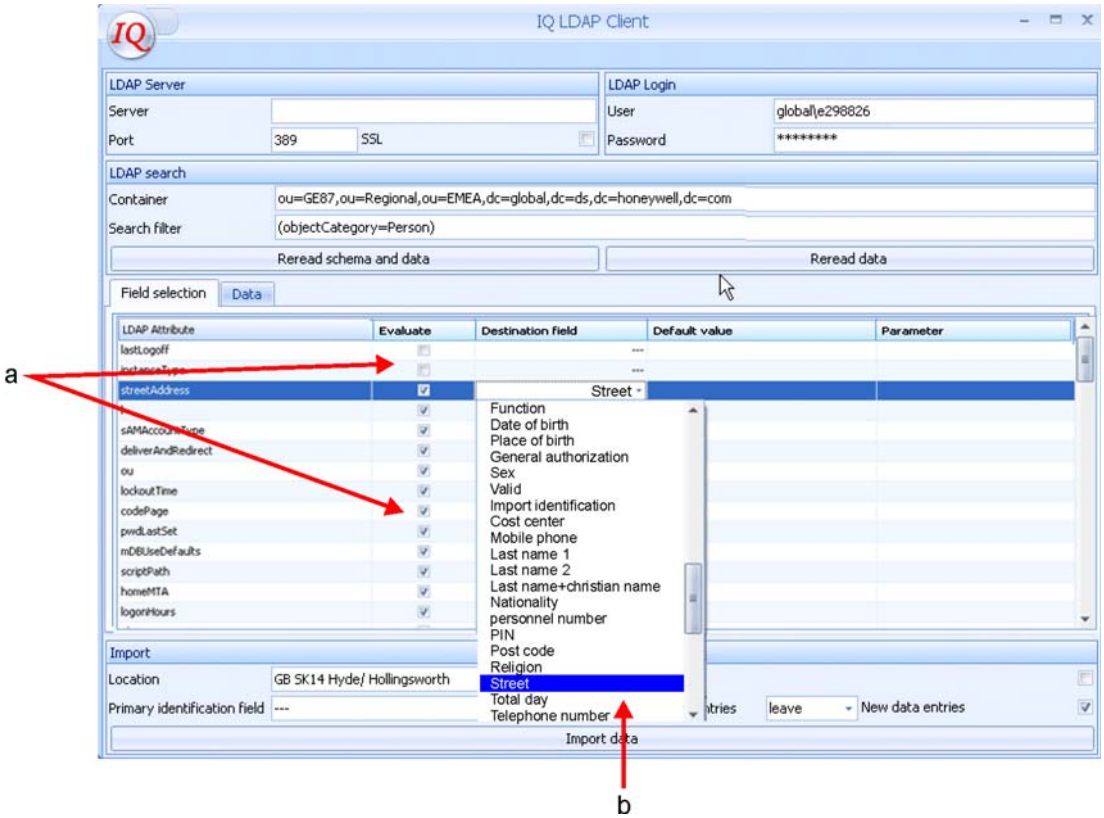
Use the button ➜ **Refresh data** to update the data displayed. Data should be refreshed before starting the import to IQMA.

Select data

Enter input definitions in the **Select fields** tab:

- Whether a database field is to be interpreted or not.
  Find out the entries of a database field in the **Data** tab.
  Fields **not** marked for interpretation are **not** displayed in the **Data** tab.

- Which field of the IQMA database corresponds to the selected field of the source database. In the example below the content of the field **streetAddress** is to be transferred to the field **Street** of the IQMA database. After the import the corresponding field of the personnel master file is filled.



Depending on the nature of the IQMA field to be filled entries / selections in the columns **Default value** and **Parameter** are possible. They depend on the individual field types and correspond to the descriptions of the import definitions / **Field definition** tab (cf. chapter 17.1.2.2).

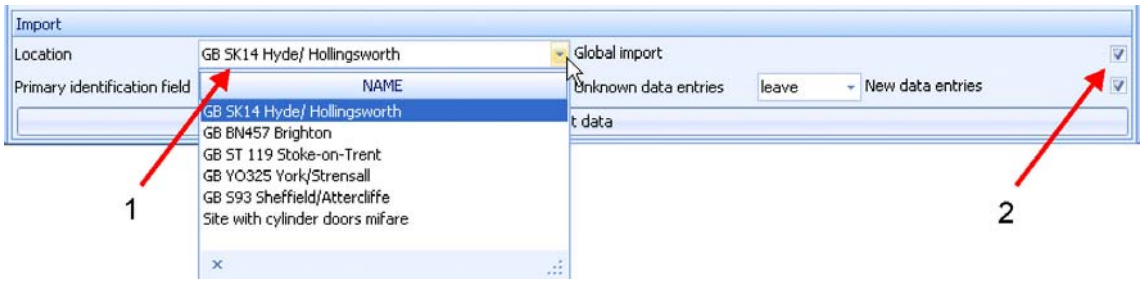
Special conditions with Microsoft Active Directory (MSAD): The LDAP attributes
- “UserAccount Control” can be assigned to the IQMA field “valid” resp. “Master record valid” and
- “Account Expires” to the IQMA field “Default data carrier date of validity” resp. “Data carrier date of validity” with MSAD.

At the time the above mentioned information are **fixed values** of IQ LDAP. A future version will provide an more flexible application.

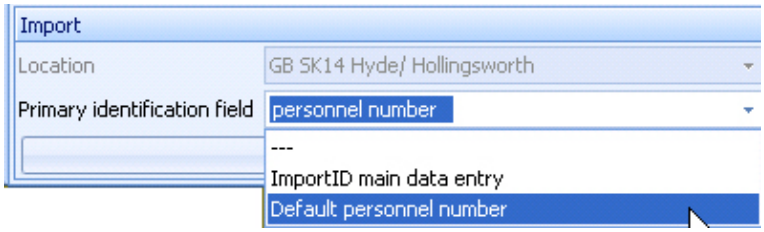
Import definitions

In order to import the data correctly into IQMA, some settings are required (corresponding to the standard import, cf. chapter 17.1.3).

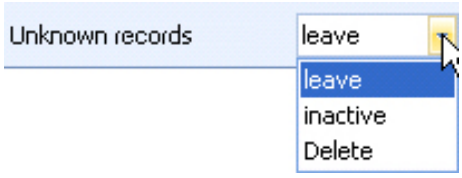
Import in a certain location (1) or globally (2). Both options are mutually exclusive.



Select a primary identification field (cf. chapter 17.1.3).



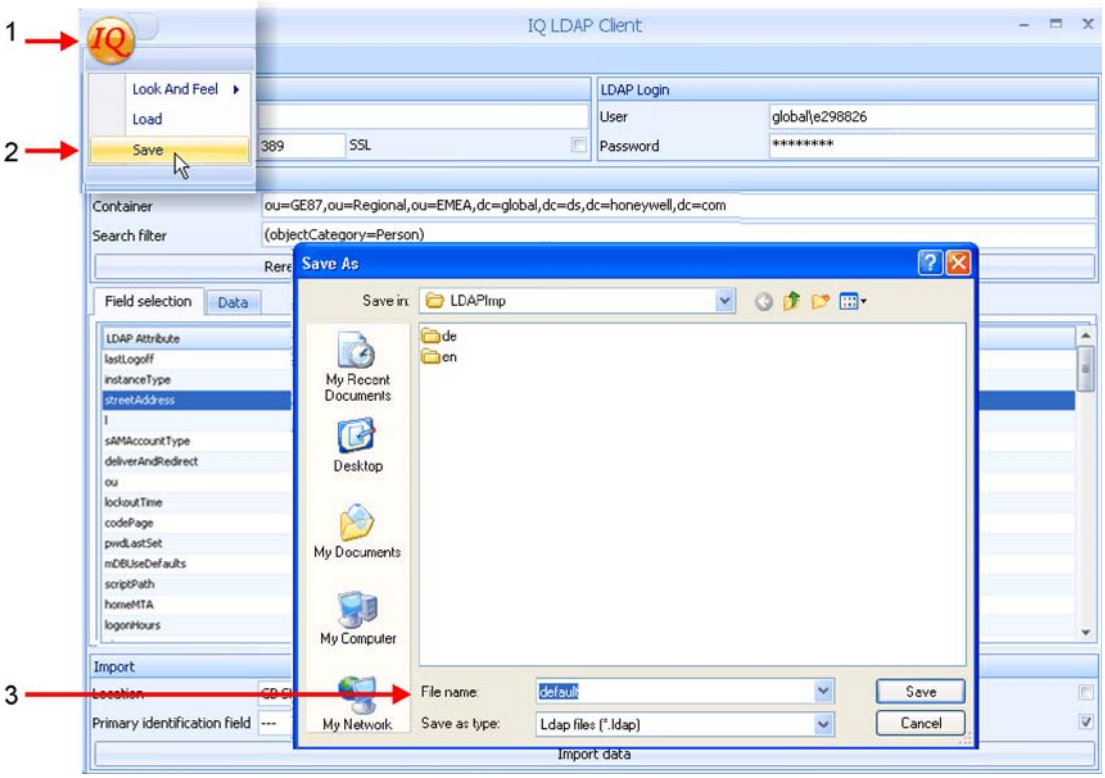
How to handle unknown data records (data records existing in IQMA, but not in the import file)? Per default they will remain unchanged in IQMA.



Create new data record if a person does not exist in IQMA? (factory setting: active).

Save definition

In order to prevent creating these definitions again and again for each import, they can be saved and reloded at any time according to Windows standard. The corresponding menu opens by clicking the **IQ** symbol.



In this connection the login parameter (user, password, server identification) will be saved as well. The configuration files must be saved in the directory

...Program Files\IQ_MultiWIN\IQ_Services\LDAPImp

if they are intended for using automatic imports via actions or schedulers. This directory is suggested by default.

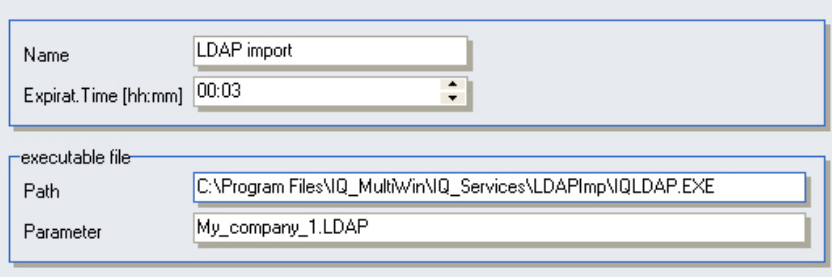
Run an Import

Recommendation: For testing whether all parameter have been entered correctly, a manual import with subsequently data check should be done.

Click the ➜ **Transfer data to IQ** button. Depending on the amount of data records, the import may last some minutes. During this time the **Transfer data to IQ** button remains yellow, all other other functions of IQLDAP are locked.

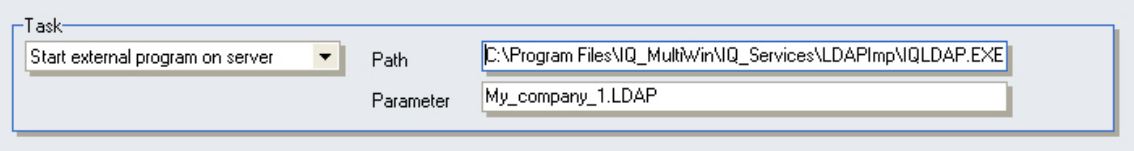
Automatic operation

The data import can be executed via an action **Execute program** (cf. chapter 10.11) or scheduled (cf. chapter 11). Select **Start external program** as task. In both cases the start parameter must be **IQLDAP.EXE <filename>.LDAP**. <filename> stands for the name of the file the field and import definitions are stored (cf. save definition).



Example for action:

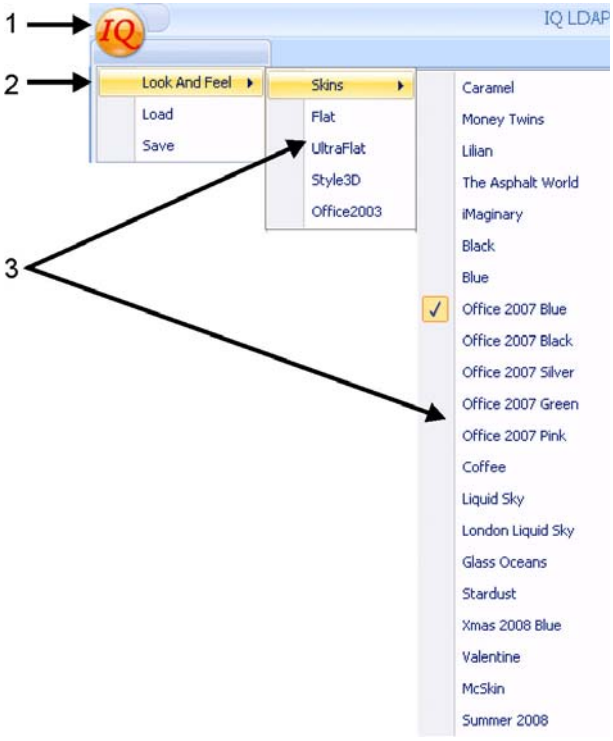
Example for scheduled task:



With automatic import via actions / scheduled tasks the IQ_LDAP client must not be started manually on the same workstation.

Individual adjustment

This function allows a selection between several layouts.



- Click the ➜ **IQ**-symbol
- Look and Feel
- Select a style or skin.

The layout will automatically be saved locally (not in the user profile!).
The next program start activates the last settings, no matter which user logs in.

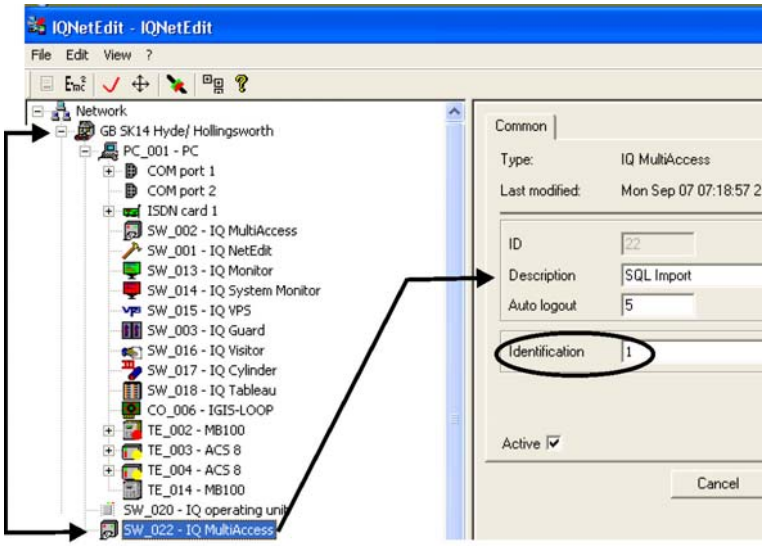
17.3 Data import from SQL databases

This function allows to import data from existing SQL databases to IQ MultiAccess.

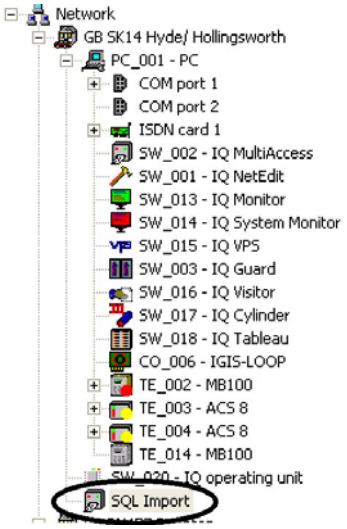
Supported databases: Firebird
Microsoft SQL
Oracle

Requirements: DotNet 2.0 incl. latest ServicePack

The IQSQL client is automatically included with the server installation of IQ MultiAccess.
For IQSQL import, the software IQ MultiAccess must be inserted directly at the locations in IQ NetEdit[17]. The name may be changed to IQSQL import. The entry of a server identification is mandatory.



Display after saving:



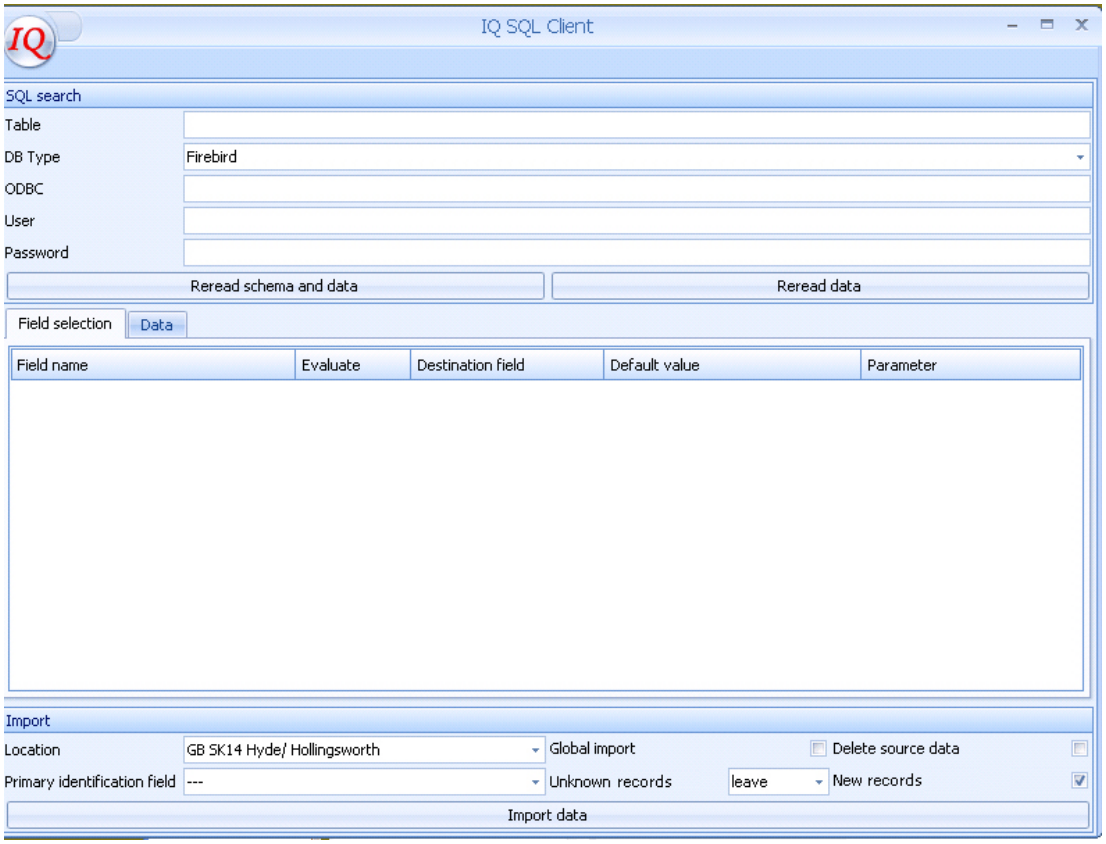
[17] Reason: The IQSQL client is logged in as IQMA. IQMA can only be logged in once per workstation. A corresponding error message would be displayed, when starting IQSQL with active IQMA and the other way round.

Start the program by double-click of the file **IQSQL.EXE** in the directory

...\Program Files\IQ_MultiWIN\IQ_Services\SQLImp

Input of user name, password and server identification according to IQMA standard.

User interface:

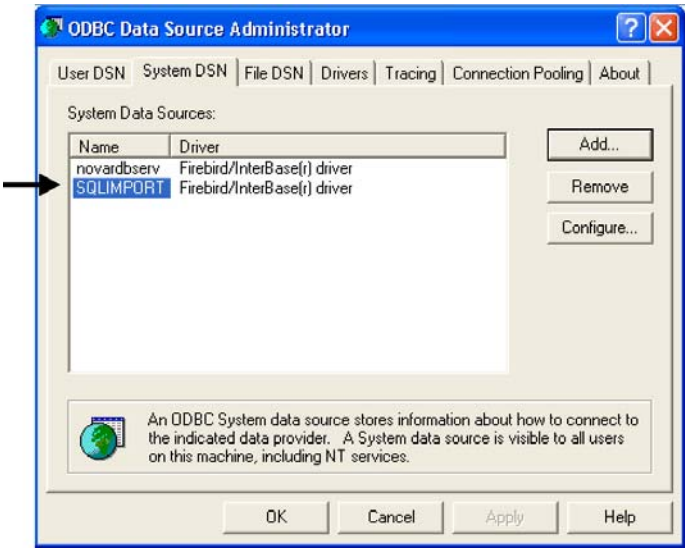


Required entries:

Table: Name of the table within the database to be imported. It is recommended to create a separate table for the data to be transferred.

DB Type: Select one of the database types available by clicking the line or the field

ODBC: Enter the ODBC driver of the selected database. To find select Start ➜ Control Panel ➜ Administrative Tools ➜ Data Sources (ODBC) ➜ System-DSN.



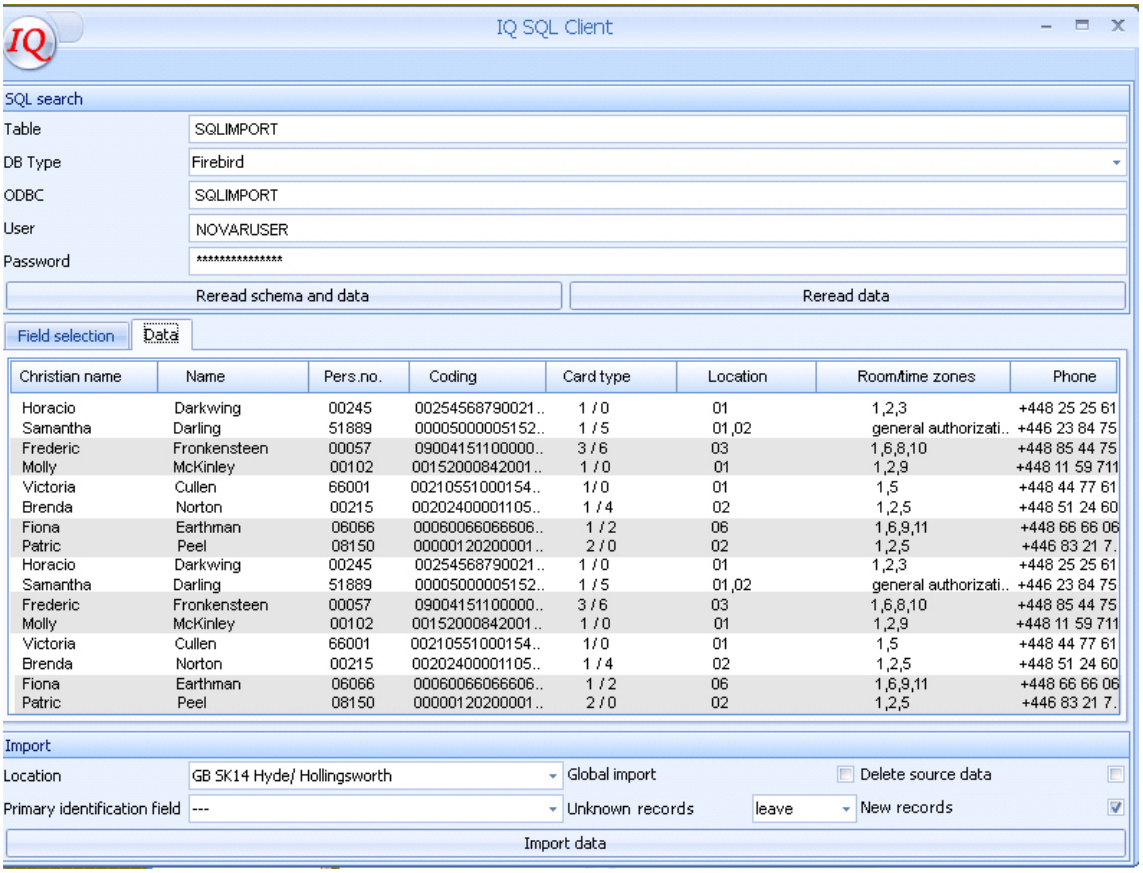
User: User name of source database.

Password: Password of source database

Recommendation: Do not activate any restrictions of the duration of validity of the password, as otherwise no automatical import via action or scheduler will work any longer after expiration of the validity.
Create a separate user for the SQL import client, as this information inclusive the password will be saved in the individual settings (details later on).

Read in data

Click ➜ **New read in schema and data** button to load data from the directory entered above. The **Data** tab displays all data in the sequence of the source database.



The adjustment of the window size and the navigation (e.g. via scroll bars) corresponds with Windows standard. Sorting and filtering in the individual columns correspond with the descriptions of the chapter “List handling” (cf. chapter 13.1.3).

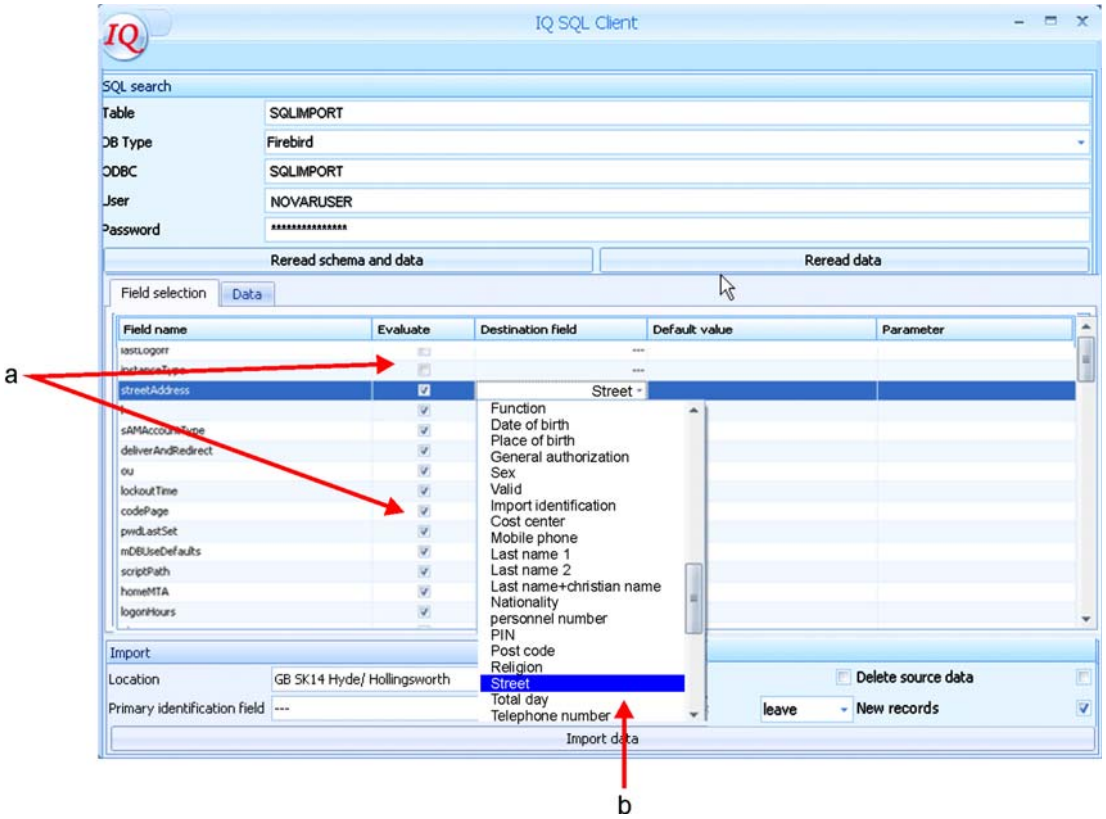
Use the button ➜ **Refresh data** to update the data displayed. Data should be refreshed before starting the import to IQMA.

Select data

Enter input definitions in the **Select fields** tab:

- Whether a database field is to be interpreted or not.
  Find out the entries of a database field in the **Data** tab.
  Fields **not** marked for interpretation are **not** displayed in the **Data** tab.

- Which field of the IQMA database corresponds to the selected field of the source database. In the example below the content of the field **streetAdress** is to be transferred to the field **Street** of the IQMA database. After the import the corresponding field of the personnel master file is filled.

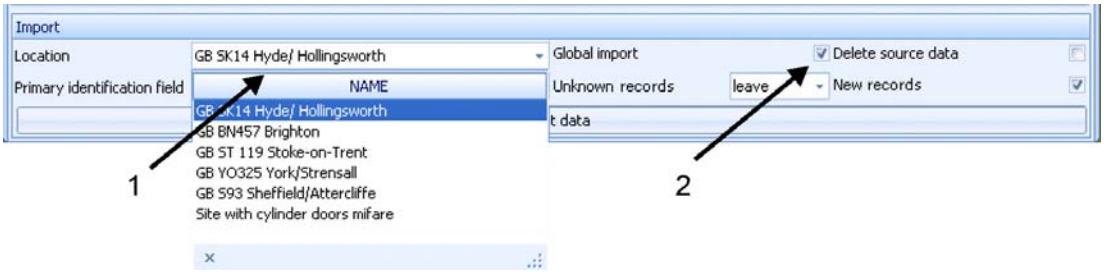


Depending on the nature of the IQMA field to be filled entries / selections in the columns **Default value** and **Parameter** are possible. They depend on the individual field types and correspond to the descriptions of the import definitions / **Field definition** tab (cf. chapter 17.1.2.2).

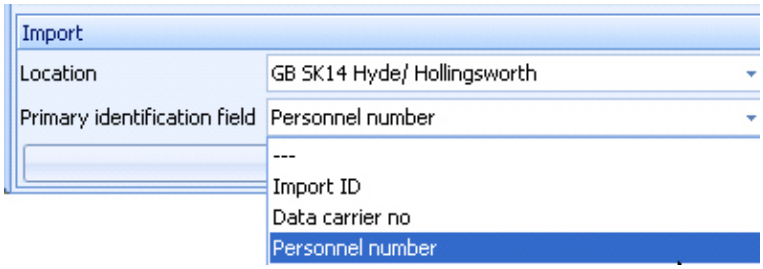
Import definitions

In order to import the data correctly into IQMA, some settings are required (corresponding to the standard import, cf. chapter 17.1.3).

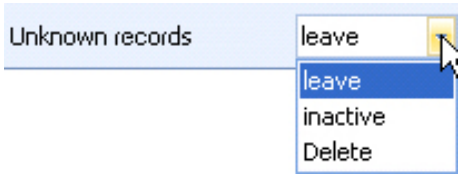
Import in a certain location (1) or globally (2). Both options are mutually exclusive.



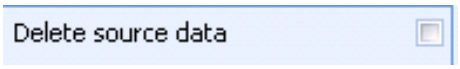
Select a primary identification field (cf. chapter 17.1.3).



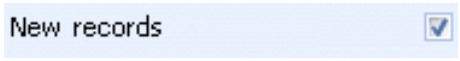
How to handle unknown data records (data records existing in IQMA, but not in the import file)? Per default they will remain unchanged in IQMA.



Delete source data after import? Per default this option is not active. It should only be activated if it is for sure that those data are stored in a separate transfer table and deleting them will not have any influence on other applications.

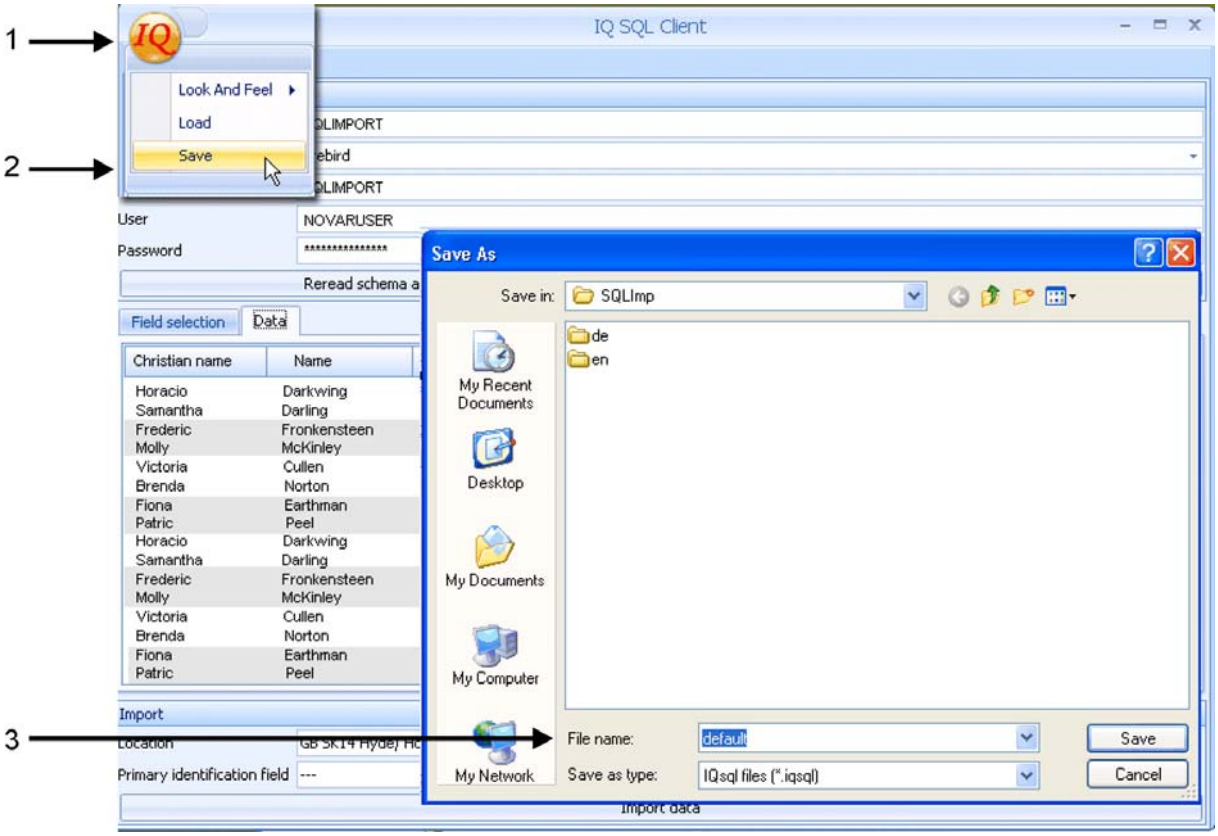


Create new data record if a person does not exist in IQMA? (factory detting: active).



Save definition

In order to prevent creating these definitions again and again for each import, they can be saved and reloded at any time according to Windows standard. The corresponding menu opens by clicking the ➜ **IQ** symbol.



In this connection the login parameter (user, password, server identification) will be saved as well. The configuration files must be saved in the directory

...Program Files\IQ_MultiWIN\IQ_Services\SQLImp

if they are intended for using automatic imports via actions or schedulers. This directory is suggested by default.

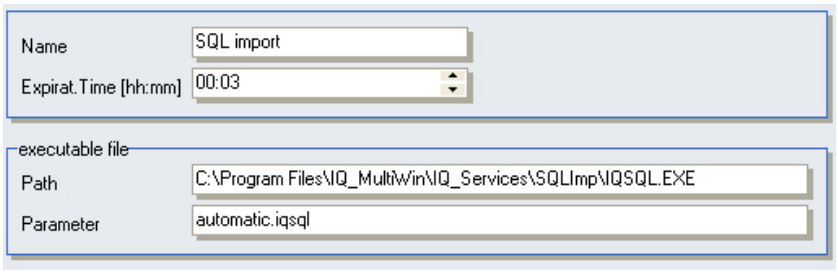
Run an Import

Recommendation: For testing whether all parameter have been entered correctly, a manual import with subsequently data check should be done.

Click the ➜ **Transfer data to IQ** button. Depending on the amount of data records, the import may last some minutes. During this time the **Transfer data to IQ** button remains yellow, all other other functions of IQSQL are locked.

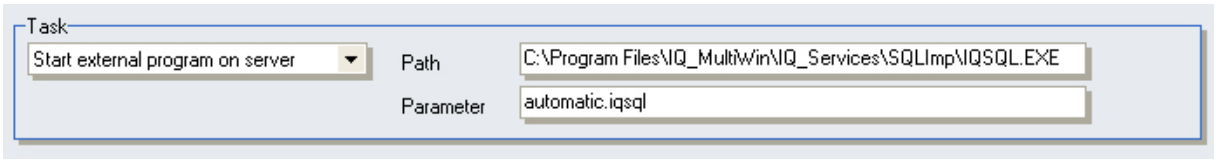
Automatic operation

The data import can be executed via an action **Execute program** (cf. chapter 10.11) or scheduled (cf. chapter 11). Select **Start external program** as task. In both cases the start parameter must be **IQSQL.EXE <filename>.IQSQL**. <filename> stands for the name of the file the field and import definitions are stored (cf. save definition).



Example for action:

Example for scheduled task:



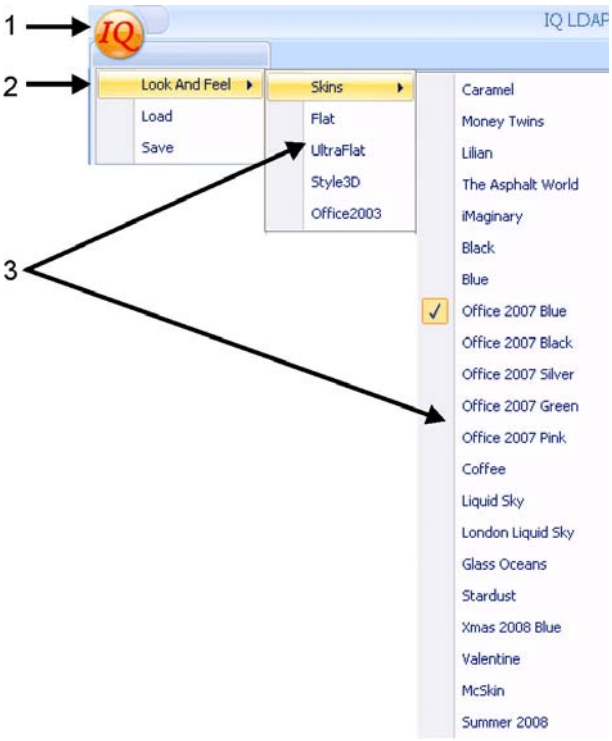
With automatic import via actions / scheduled tasks the IQ_LDAP client must not be started manually on the same workstation.

Possible SQL errors are logged in the file **Errorfile.txt** in the directory

...Program files\IQ_MultiWIN\IQ_Services\SQLImp.

Individual adjustment

This function allows a selection between several layouts.



- Click the ➜ **IQ**-symbol
- Look and Feel
- Select a style or skin.

The layout will automatically be saved locally (not in the user profile!)
The next program start activates the last settings, no matter which user logs in.

17.4 Data export

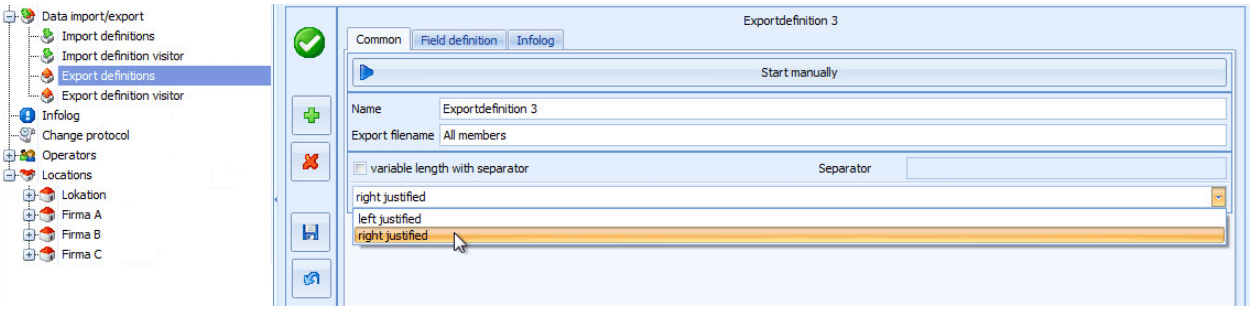
Basically, data export corresponds to data import. Depending on the chosen definition of export / export definition visitors are different field definitions available.

Differences:

- The export file is stored in directory:
  IQ_MULTIWIN\SERVICES\EXPORT of the server, according to the field definition.

- no import ID

- The ➜ **Common** tab provides fewer definition options.



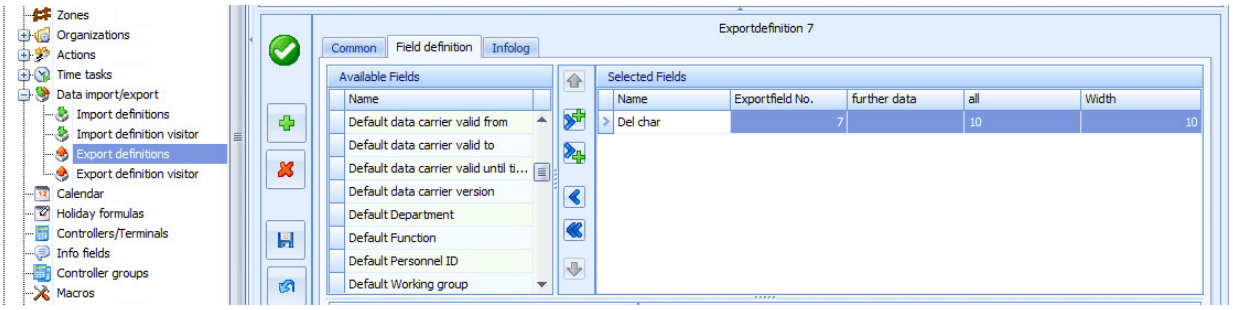
- Within a location a ➜ **filter field** exists.
  Here a ➜ **user defined field** (cf. chapter 5.1 and installation instructions P32205-26-0G0-xx), which is defined as a checkbox can be selected. In this case, only the data records with this checkbox active will be exported (e. g. all colleagues using a parking lot).

- The records to be exported can either be arraged left justified or right justified in the export file. The remaining digits will be filled with spaces.

- The individual fields do not provide any additional information, such as minimum/maximum length, default value, etc. The actual field content is exported.

- **Delete identification (Del char.) of person and/or location allocation (not for visitor export)**
  Running an export, normally the currently existing data records will be written into the export file. Due to this, personnel records that have been deleted in IQ MultiAccess since the last export will remain in the target system. By defining a field (e. g. the personnel no.) which is used as identification for deleting, the target system can be told which records have been deleted in IQ MultiAccess and therefore have to be deleted in the target system as well.
  The definition of this field must be done in the installation program IQ NetEdit (cf. Installation instructions P32205-26-0G0-xx).

  The field ➜ **del char** must be selected in the field definitions.



For list export to other formats (Excel, TXT, HTML, XML) please see chapter 13.1.3.

18. Guard module IQ Guard

This option enables (individually or in combination):

- The image of a person booking displayed at any workstation (web-cam required).
- In addition, a reference image deposited in the personnel master file.
- Manual release or blocking of the corresponding door.
- Personnel check via random generator

IQ MultiAccess supports several camera models of AXIS. The camera can be connected via Ethernet:

- with a 1:1 Ethernet cable to any network connection of the network.

  or

- with a crossed over Ethernet cable directly to a computer with a local ethernet connetor.

Preconditions:

- A camera must be connected and configured in working order.

  For this we refer to the installation instructions of the manufacturer.

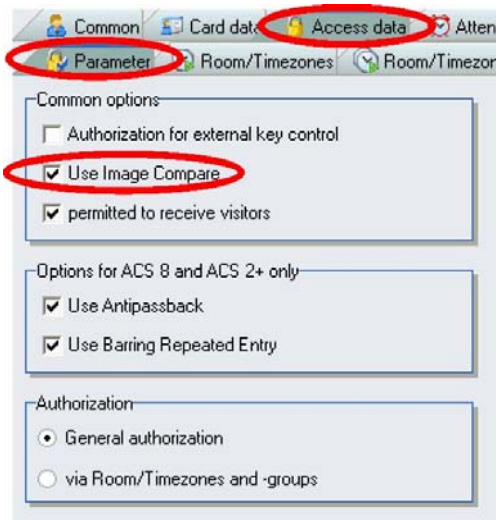
- A camera must be created (right-click on ➜ location ➜ insert ➜ controllers/terminals ➜ webcam) and configured (Common tab of the camera and input of an FTP-Port in the ➜ **Global settings**) in the installation program IQ NetEdit (cf. installation instructions P32205-26-0G0-xx). These entries must be conform with the camera settings.

  The software ➜ **IQ Video** must be inserted at a workstation and switched active.

  In the door configuration of the corresponding door, a camera and the software IQ Video must be selected (➜ **Multi eye AC / Image compare / ATR** tab).

  Optionally, **display only** can be selected.

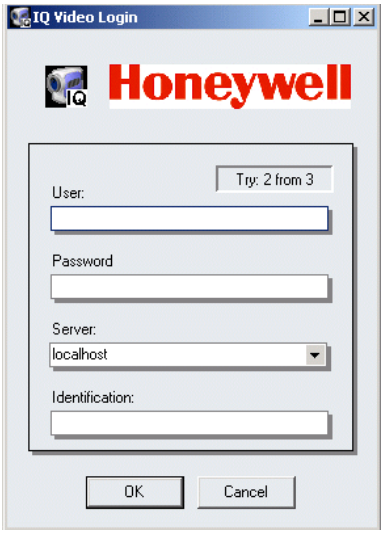
- The box **Use image compare** must be active for the person(s) in IQ MultiAccess (= factory setting).



A reference photo is useful and recommended (cf.chapter 5.1).

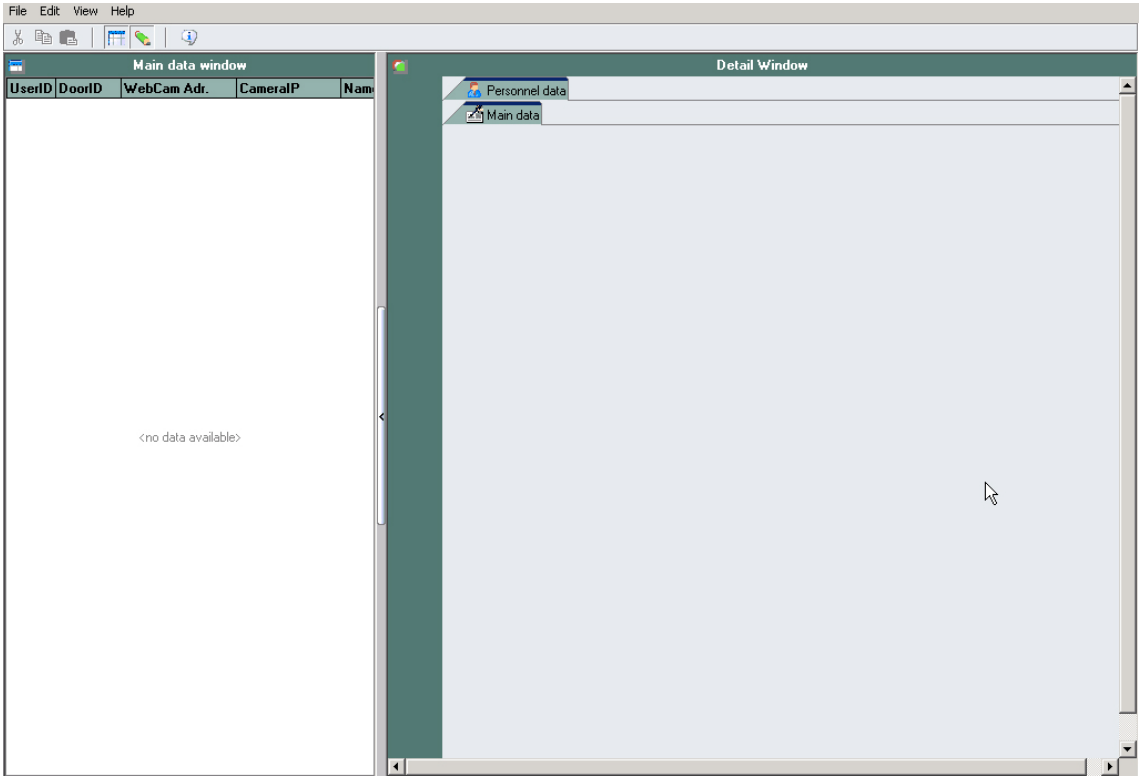
Operation: Select ➜ Start ➜ (all) programs ➜ IQ MultiAccess ➜ IQ Guard

or click the icon 



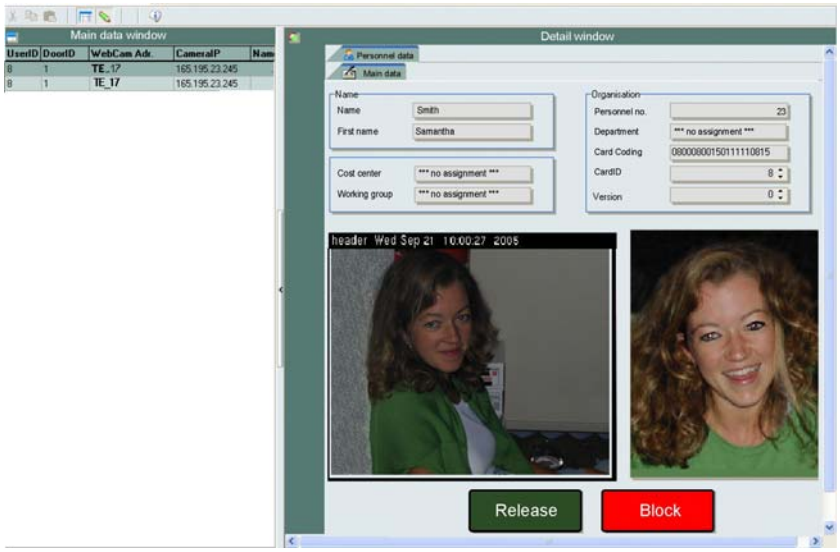
Enter user, password and server identification according to chapter 1.

If no booking is made, an empty user interface is displayed:



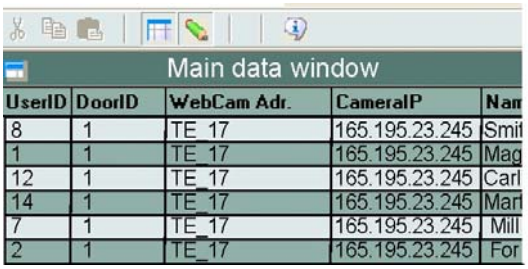
The functions window size, menue and symbol bar apply to chapters 2.2, 2.3 and 2.4.

If a booking is made at a corresponding door, the information of the ID card is displayed as a list in the main data window on the left side.
The detail window displayes detailled card data and the live image of the camera and - if existing - the referece photo of the person allocated to this ID card.



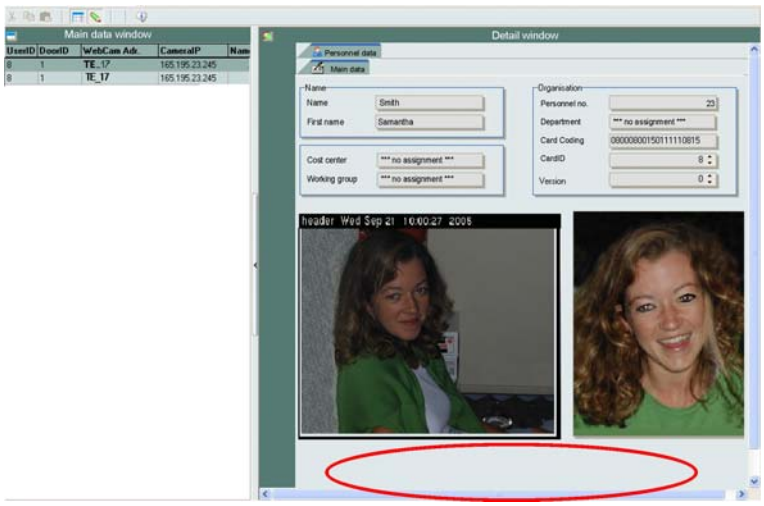
Now the doorkeeper can either use one of the buttons **release** or **block** to open the door or not.

Till now the door remains closed and the reader is in basic condition (yellow LED on). This behavior is the same even if the program is not started!

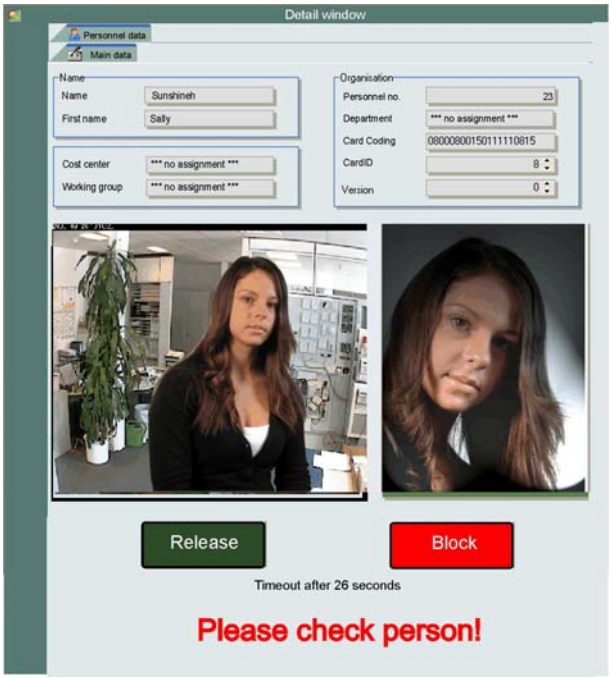


If there are sevaeral persons booking one after the other, they will be processed sequencially (queue in the list window).

If the field ➜ **Display only** is active in IQ NetEdit, the buttons **release** and **block** will not be faded in. The live image and the reference photo will be displayed, but the door will automatically be released if the ID card is authorized.



If the ➜ **check** option is activated in IQ NetEdit, a check prompt depending on the settings in % of the bookings is displayed. The door remains closed for the person to be checked, even if “display only” is set in IQ NetEdit. In addition a relay can be activated (e. g. siren, strobe). The event is logged as “check person” (booking code 255).



19. Visitor Management / IQ Visitor

This program section can be used to create visitor ID cards with individual access authorizations and allocate them to external persons for the duration of their visit. When using an absorption reader, the visitor ID cards can be retained after expiring or generally when leaving the company premise.

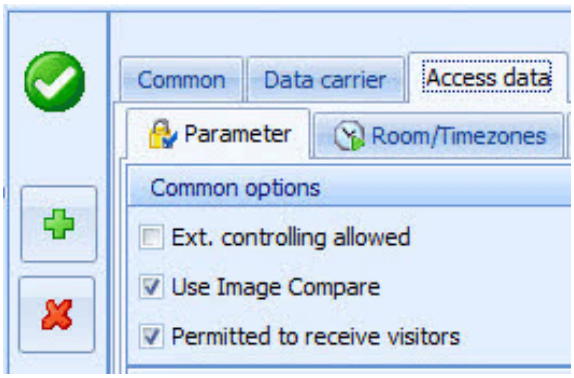
In general, the creation of the data required is similar to chapter 4 = room/timezones and chapter 5 = personnel data. The evaluations correspond to chapter 13. Additionally there can directly be switched to the program section IQ VPS to create and print ID card (cf. chapter 15).

Due to this we hold to the essential part and refer to the corresponding chapters.

19.1 Preparations in IQ MultiAccess / IQ NetEdit

- Allocate the software **Visitor module** to the corresponding location / workstation in IQ NetEdit (cf. installation instructions P32205-26-0G0-xx, chapter 6.3 = software). At least one user must have rights for this software (cf. chapter 12 = operators and installation instructions P32205-26-0G0-xx, chapter 8 = operators).

- Define in the personnel data of IQ MultiAccess who is allowed to meet visitors.



➜ Personnel data
➜ Access data
➜ Parameter:

Only those persons are available in IQ Visitor.

The authorization to meet visitors can also be done via ➜ **groupwise changing** (cf. chapter 16).

- Similar to personnel ID cards, access authorizations must be allocated to the visitor ID cards. This will be done via room/timezones.

The security concept of IQ MultiAccess allows the creation and administration of room/timezones and room/timezone groups in the essential access control software only. The creation of room/timezones is described in chapter 4.

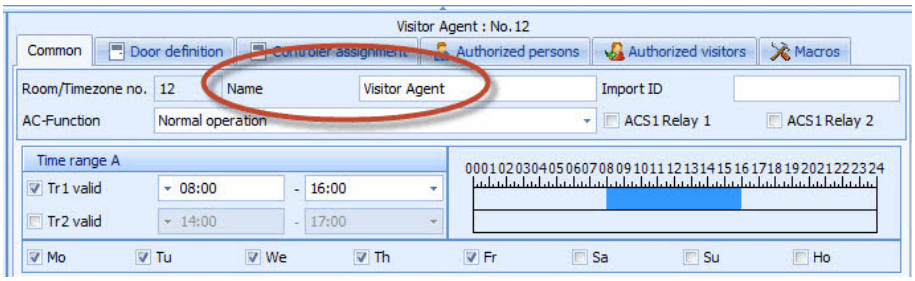
There can be allocated:

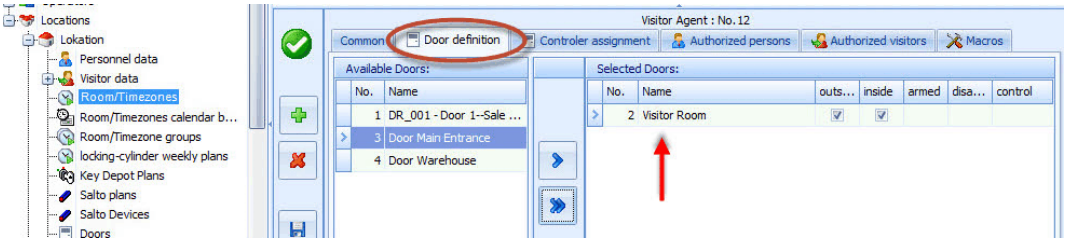
- any room/timezones (via IQ MultiAccess only)

- room/timezone groups which are released for the visitor management (via IQ MultiAccess and/or IQ Visitor).

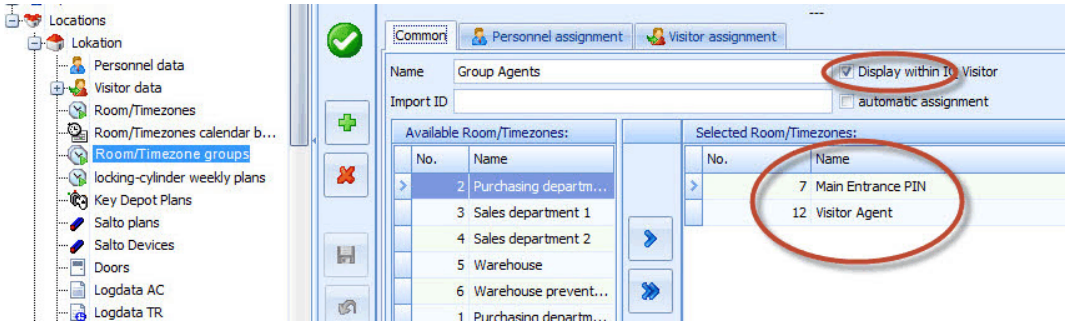
Any room/timezone can be allocated or there can be created individual visitor room/timezones.

The example shows a room/timezone **visitor selling agent**s with the showroom door allocated:



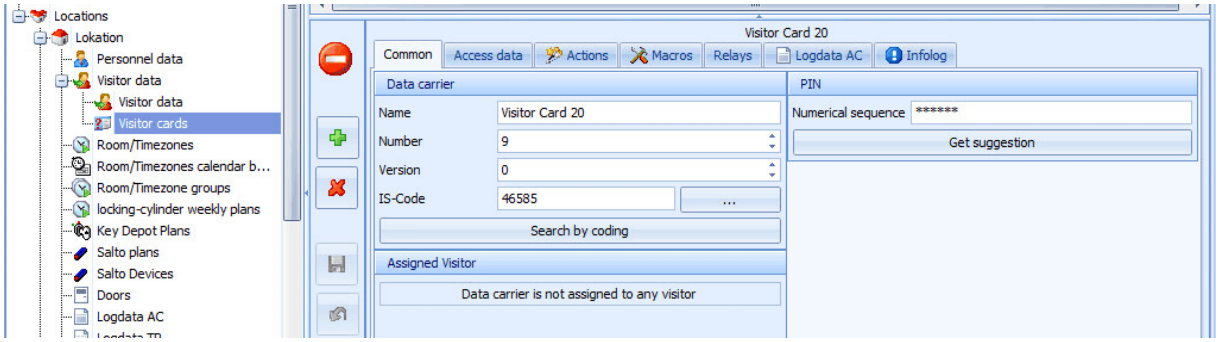


The ➜ **room/timezone groups** (cf. chapter 4.3) can be used to combine several individual room/timezones. In the example below the room/timezone **visitor selling agents** and **main entrance** have been combined.
To be available in IQ visitor, the box **Display within IQ Visitor** must be active for this room/timezone group.



19.2 Create cards

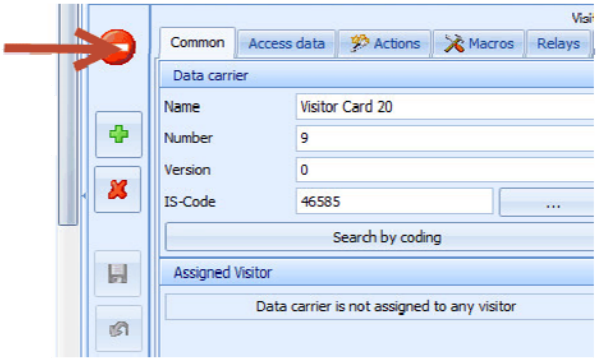
A more or less “blanco” visitor card is created in IQ MultiAccess of the locations.



At least an empty data record must be created using 

All further access parameter (room/timezones, room/timezone groups, actions, macros etc.) can either be entered directly in IQ MultiAccess (this means, the ID card is already valid for the predefined access authorizations, or on request in IQ Visitor (which is the more flexible variant).

The settings in IQ MultiAccess correspond to chapter 5, except that there is still no person allocated. So far the ID card is invalid.



19.3 Person allocation

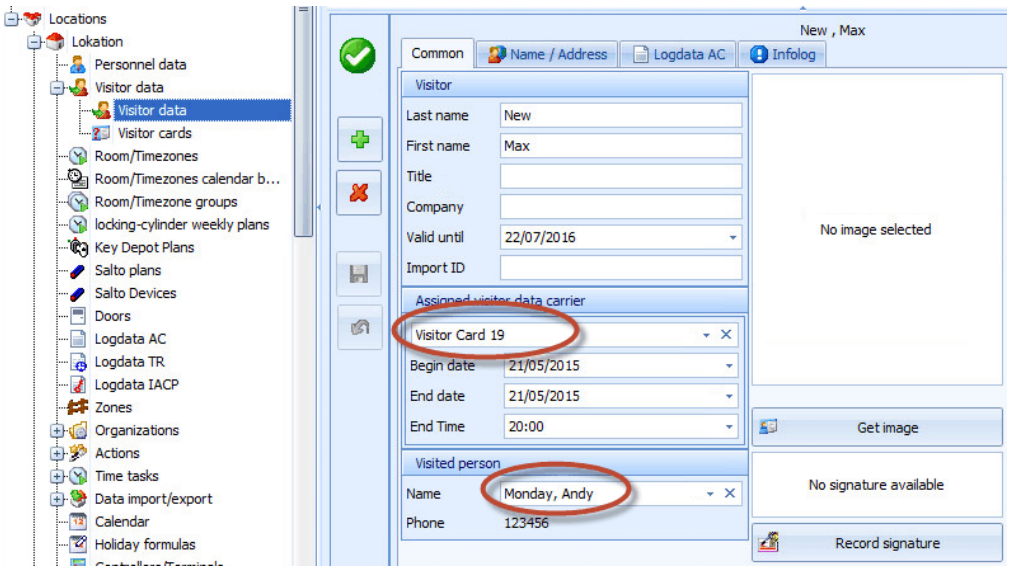
The allocation of persons to ID cards can either be done in IQ MultiAccess or in IQ Visitor.

19.3.1 Person allocation in IQ MultiAccess

The allocation of persons must be done in the individual locations (➜ **Visitor data** ➜ **Visitor data**).

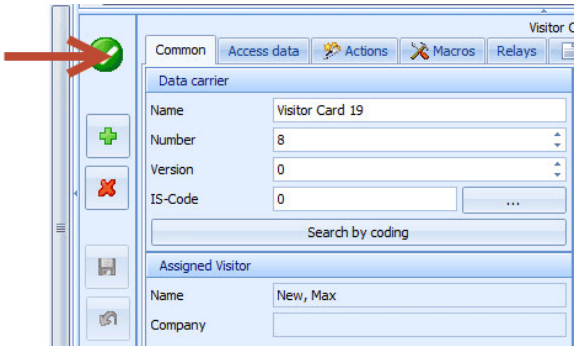
The entries are similar to chapter 5 with the following expansions:

- Assign a visitor ID card and the visited person by selecting them out of a menue to be opened via the button 



If the visited person is selected, the corresponding phone number will be displayed (cf. chapter 5, step 4). The visited person can be informed by phone of arrival of his/her visitor.

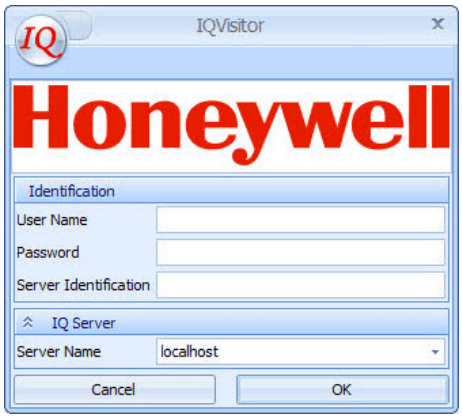
By allocating a person, the vititor ID card gets valid within the time period entered in the **Validity** field.



19.3.2 Person allocation and administration in IQ Visitor

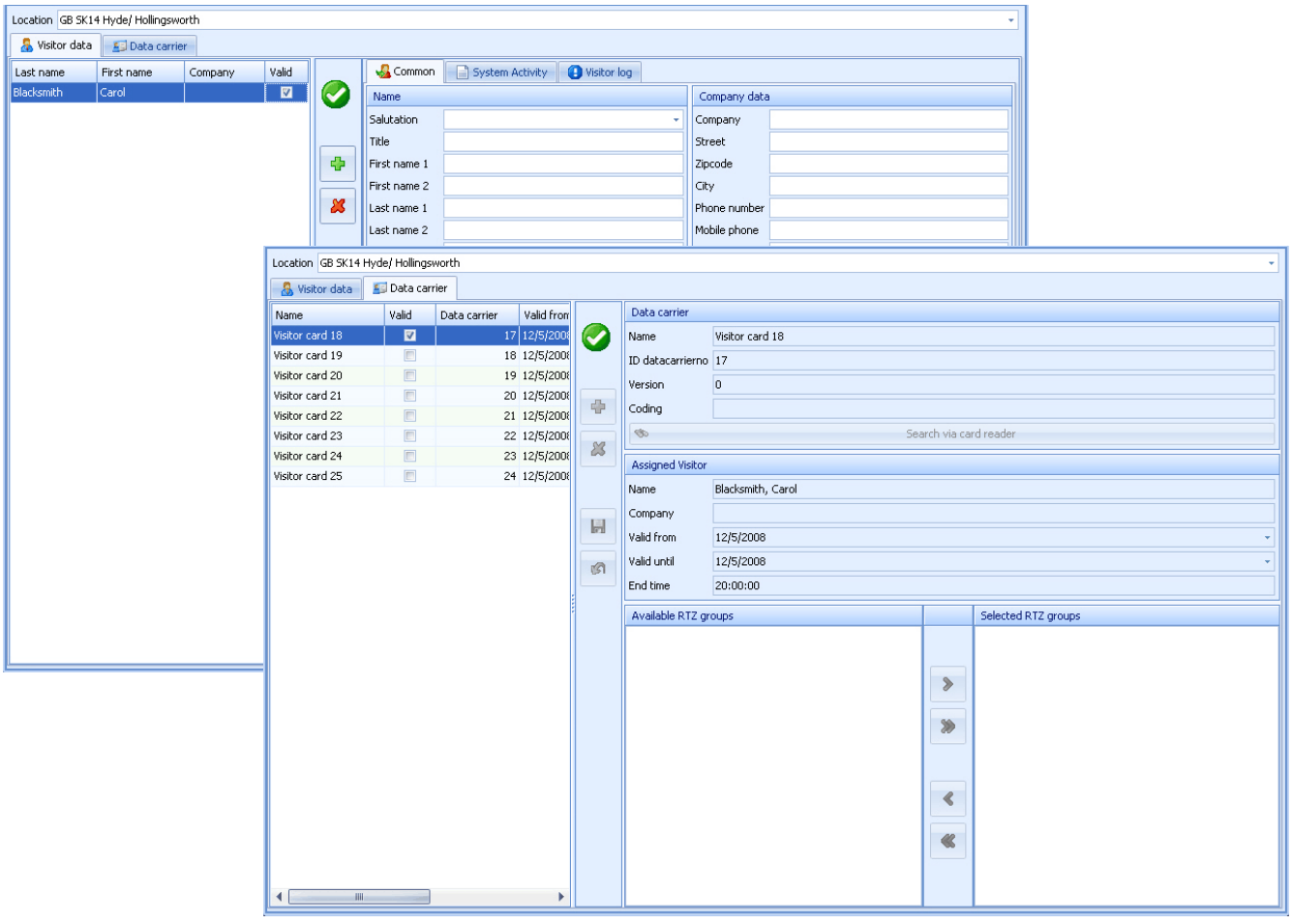
Select ➜ (all) programs ➜ IQ MultiAccess ➜ IQ Visitor

or click the icon 



Enter user, password and server identification according to chapter 1.

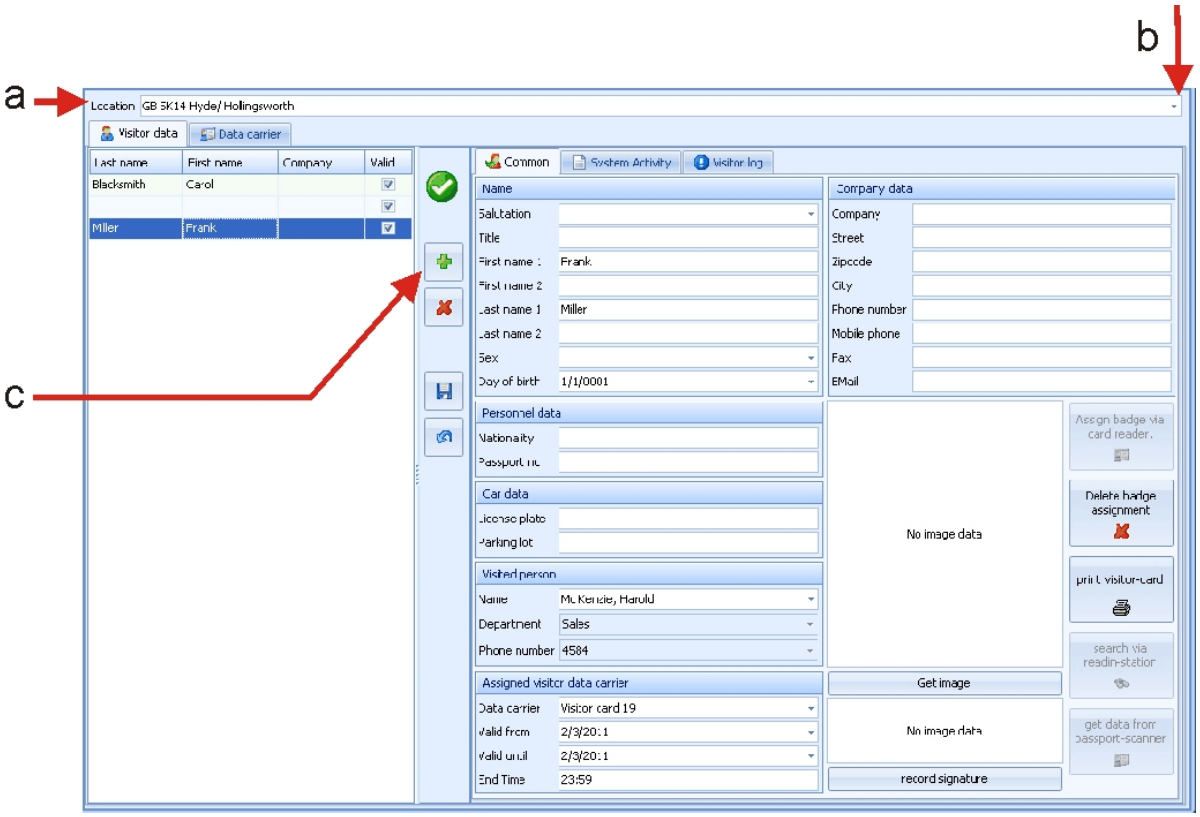
The first start displays an empty user interface only.



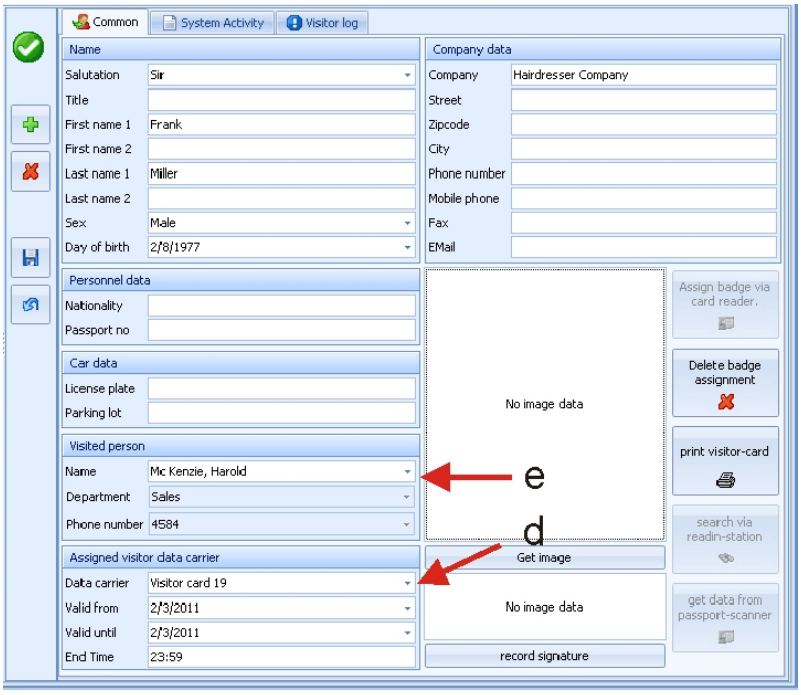
If some data have been created in IQ MultiAccess before (cf. chapter 19.1 to 19.3), they will already be displayed.

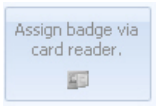
Automatically the own (current) location is displayed (a). A location change can only be done by a supervisor via the menue (b). A location manager only sees his/her location.

- Add a new (c) data record  .

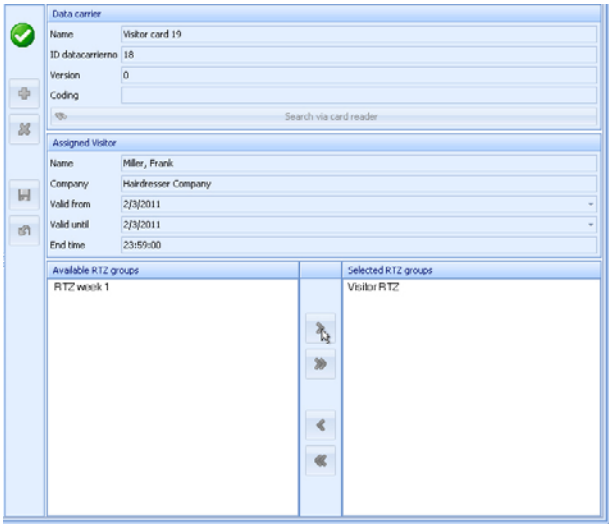


The input fields are self explanatory and can be filled optionally.
An ID card (d) and a visited person (e) must be allocated to the new created visitor. The search for a name can be increased by entering a match code in the input fields.





As an alternative, a card can be read in via a connected read-in station. To do this, the **assign card** button must be clicked and a card must be hold within the reading area of the read-in station instead of selecting a card (d).

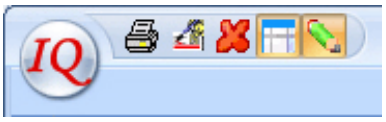


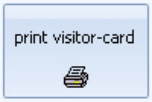
Assign the room/timezone(s) / room/timezone group(s) in the **card data** tab.

Save ➜ 

From now on, the vistor has certain access authorizations with his/her card.

The **symbol bar** enables the following additional functions:

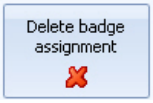


- Print: If the visitor IDs are to be worn visibly, they can be printed. The 

button has the same function.

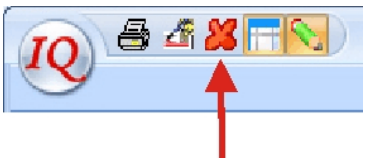
- Create: The visitor IDs to be printed can be created via the card designer program IQ VisitirDesigner. A click starts the program. There is the possibility to open an existing template (default) or to create a new one.
Note: Templates of the “List and Label” card designer are not compatible to IQ VisitorDesigner.

For IQ VisitorDesigner we refer to the manuals of the manufacturer which can be found in pdf-format on the installation CD of IQ MultiAccess in the directory \...\Doc. Reading requires a program which is able to open PDF files, e. g. Adobe Acrobat Reader.

The allocation of a person to a visitor ID card can be removed by 

after the visitor left the company. This causes the ID card getting invalid again and being available for assignement to another visitor.

When using mifare DESFire cards EV1 and systems, the mifare DESFire data carrier must be reset to the default key after deleting the allocation of the visitor badge in order to be reusable after any key change within the system. This can be done by clicking the “Reset mifare DESFire card” button and subsequently laying the card on the read-in station.



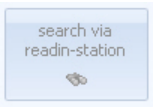
Please note, that reading or deleting of keys is not possible in IQ Visitor if IQ KeyChanger and IQ Visitor are started on the same PC.

- List window, filter function, i. e. list display of the visitor data.

- Detail window, filter function, i. e. detailled display of every visitor.

19.4 Evaluations

All evaluations (such as search, sort, filter, print, export) described in chapter 13 are possible.

With a read-in station connected, ID cards and their allocations can be searched via the 

button.

Press the button and hold the card within the reading area of the read-in station.

20. Using collective doors by several mandators

This feature can be used, if several companies are located in one building and have to use one or several doors together (e. g. main entrance, staff entrance, park garage etc.).
By correspondent settings in IQ NetEdit (see installation instructions P32205-26-0G0-xx) , a location manager has access to his/her own location and one (or several) collective used location(s). In the cokllective used location he/she sees only his/her own data but not data other location managers have created for this location.

Generally, the operation corresponds to the procedure of a ➜ **location operator** who has access to two or more locations.

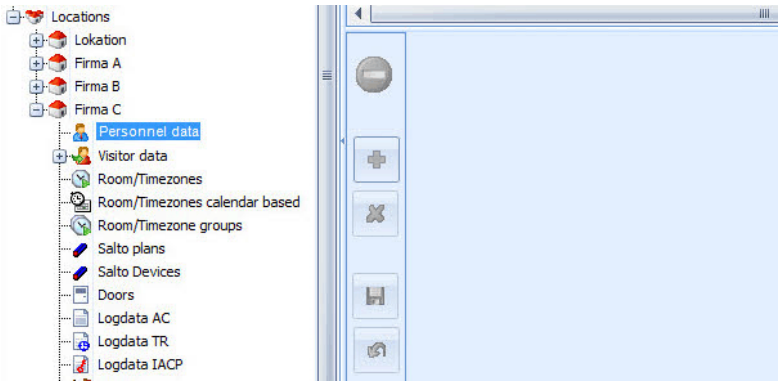
Entries concerning the collective location only, have to be done in this location. All the remaining entry possibillities are faded out. Each location operator sees only his/her own data in the collective location. The data of other locations are not visible in the collective location.

Exception: The holiday calendar is available for the location operators of all involved locations and must be administrated additionally to the holiday calendar of the own location, as this door behavior (e. g. permanently locked on holidays) has effects to all companies using this door.

Example: A Swiss and a German company share one building. On August 1st (Swiss national holiday) the main entrance would be closed - even no employee of the German company could get in. The Swiss company enter their holiday ibn the calender of their own location but not in the calendar of the common location. Thus, the doors of the Swiss company remain closed whereas the common main entrance and the doors of the German company show their normal “all-day-behavior”.

The same principle is applicable for the holiday calendars.

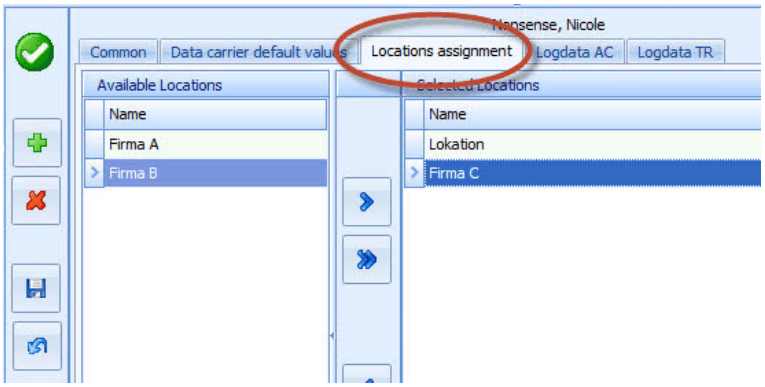
Creating data



The collective location does not allow any personnel creation.

- The creation of personnel data is done in the own location according to chapter 5. The person must be allocated to the collective location (➜ **location assignment** tab).

- In tab ➜ **Locations assignment / Available Locations**, select the Location(s) concerned and assign them via button ▶ .



The selection corresponds to the Windows standard (**Shift** marks all records between two mouse clicks, **CTRL** marks only the clicked records). With » , **all** available locations can be assigned).

- ➜ **Save** button 

From now on the person is available in the common location, too.

Allocating access control authorizations

The authorizations for the individual persons are generally allocated as described from chapter 3 on. However, the authorizations must be done **per location**. This means, room/time zones must be created and allocated to the persons in the common location.
These data cannot be transferred from the own location as there the corresponding doors do not exist. In the common location there is no general authorization possible.

In order not to disturb settings of other companies (e. g. ➜ **automatic functions** like permanently blocked, permanently released, access criteria), there must be an agreement beween all the participants. Otherwise a setting of company A could accidentally abrogate the settings of company B.

Collective used doors can not be set to the access criteria **door code only, PIN-Code only, door code or card** and **PIN-Code or card**. Reason: Employees of the individual companies can have identical codes. An unambiguous identification by code only would not be possible.

Modifications

Modifications of common personnel data should always be done in the own location. Modifications can be updated in the common location by using the **Synchronize location** key in the common tab.
Modifications of authorizations must e done in the individual locations. They will not be updated by synchronization.

Deleting a person in a common location

If a person is no longer allowed to use a common door, the corresponding location assignment must be removed in the person´s own location.

21. Doors with cylinder lock

Starting V13, IQMultiAccess supports two different systems of cylinder locks. Different methods are used to set parameters and place the two systems in operation. For the Dorma system, refer to Chapter 21.1, and for the SALTO Ship system, refer to Chapter 21.3.

21.1 Setting up the authorizations (System Dorma)

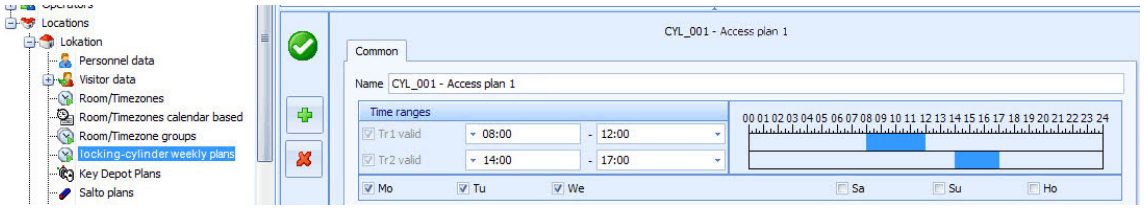
21.1.1 Create week plans

RF cylinders / door fittings are handled like hard-wired ACS-8 doors (continue reading at chapter 21.2).

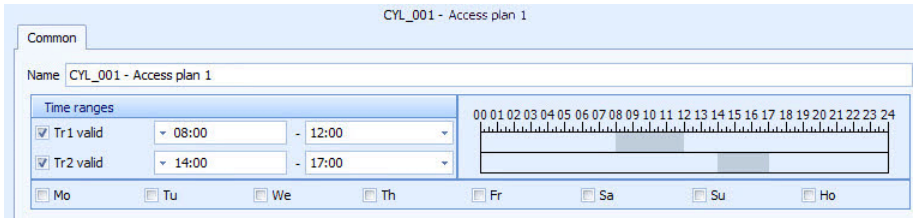
With an IACP connection one or more **separate** room/time zones must be created for arming/disarming at online cylinders / fittings. They may contain only arming/disarming at the respective doors. To this room/time zones must be allocated **separate** data carriers which can be used for arming/disarming only. Due to technical reasons a combination of AC functions and arming/disarming on one data carrier is not allowed. In this case the AC authorization of datacarriers with combined authorizations will be ignored.

The basic handling with offline cylinders corresponds to the “normal” room/timezones (cf. chapter 4), with the following variations:

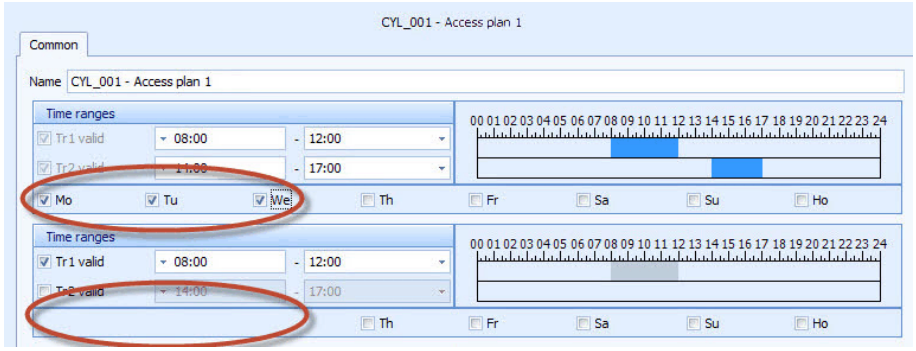
A maximum of 32 week plans can be created per loction.
On activation of a time range firstly the time bar will be diplayed hatched. Times cannot be set yet.



The bar changes its colour only after allocation of at least one day the time range is to be valid. Times can be set according to chapter 4.



Days a time range is already allocated to are no longer available for further time ranges within one access program.



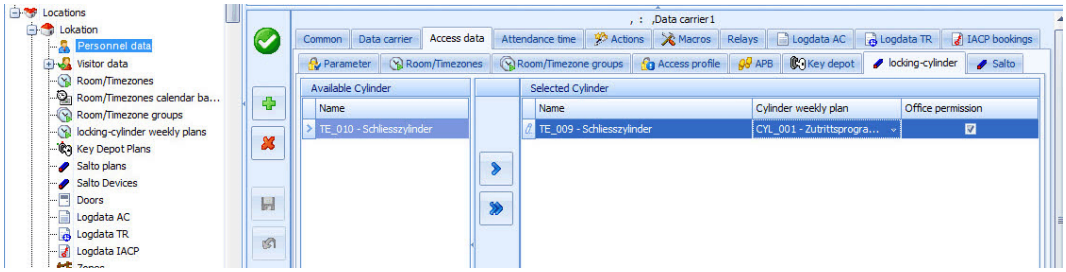
21.1.2 Authorize persons

Create/select a person according to chapter 5.

Doors operated by a locking cylinder are basically handled separately. They can be allocated to a person exclusively or in any combination with doors operated by access control controllers. The settings do not cause any reciprocal interfereces. Access control functions of doors operated by controllers (e. g. permanent release, general authorization etc.) have no influence on doors operated by locking cylinders.

Personnel data ➜ Access data ➜ **Locking cylinder**

- In tab ➜ **Locking cylinder / Available cylinder**, select the cylinder concerned and assign them via button ▶ .

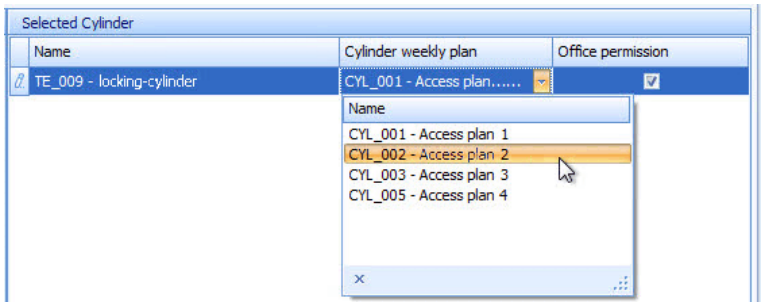


The selection corresponds to the Windows standard (**Shift** marks all records between two mouse clicks, **CTRL** marks only the clicked records). With ⏩ , **all** available cylinder can be assigned).

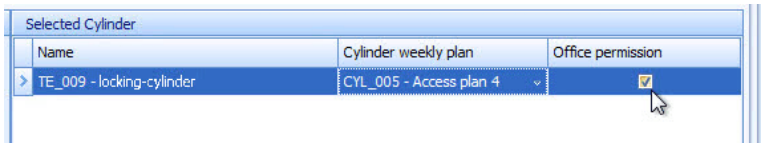
- ➜ **Save** button 💾

To each person any number of locking cylinders can be allocated, but each locking cylinder can be allocated only **once** with **one** week plan to **one** person.

Select the required week plan entered in step 1.

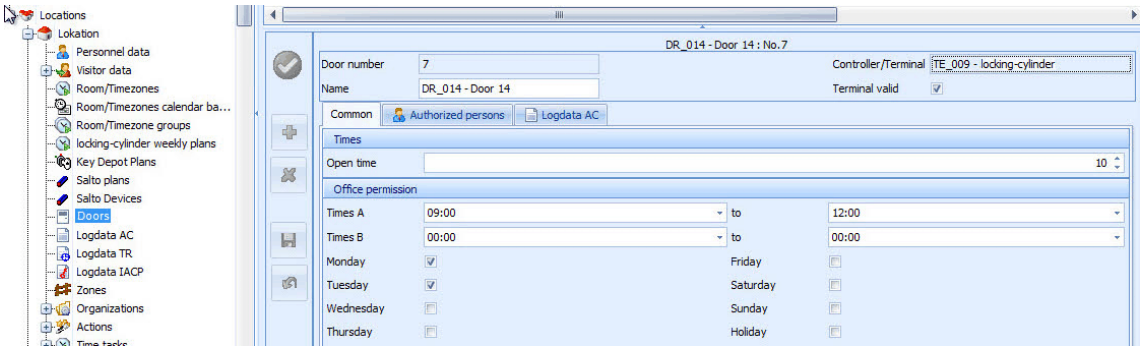


Alternatively activate the option ➜ **office permission**



Within the defined times, persons (data carriers) with office authorization can switch the corresponding door to permanent release.

While setting up the doors, those times will be set to predefined defaults, but they can be modified at any time for each door individually.



Operation[18]

Switch to permanent release: Read data carrier twice

or

Hold data carrier in front of the reading module as long as 2 optical (green LED) and acoustic signals indicate that the door is switched to permanent release (door can be opened without data carrier).

Exit permanent release: Read data carrier once

1 optical (red LED) and acoustic signal indicates that the door has been reset to normal operation (release only possible with authorized data carrier).

Automatic exit of permanent release:

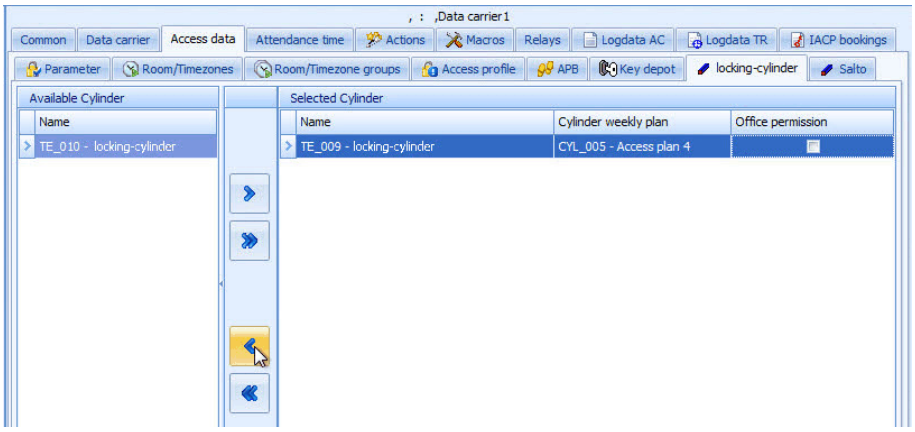
The permanent release mode ends automatically by achieving the defined end time unless it has not been stopped manually before.

- **Revoke door authorization**

Select the required person

- Select the allocated door operated by locking cylinder.

- Delete cylinder allocation with button  .

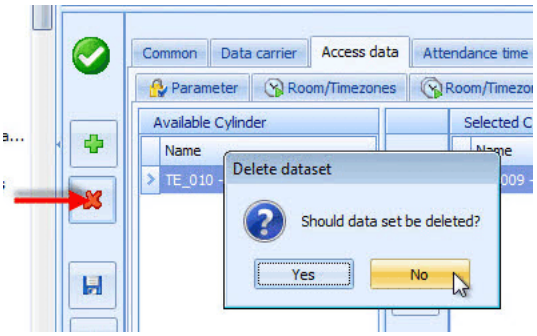


The allocation of the locking cylinder will be deleted from the personnel record without any further prompting.

18 Possible variations see original manuals of the concerning cylinder.

Warning! Data loss possible!

If the common *delete* button is used instead of *delete cylinder allocation*, the complete data record will be deleted (after confirmation)!

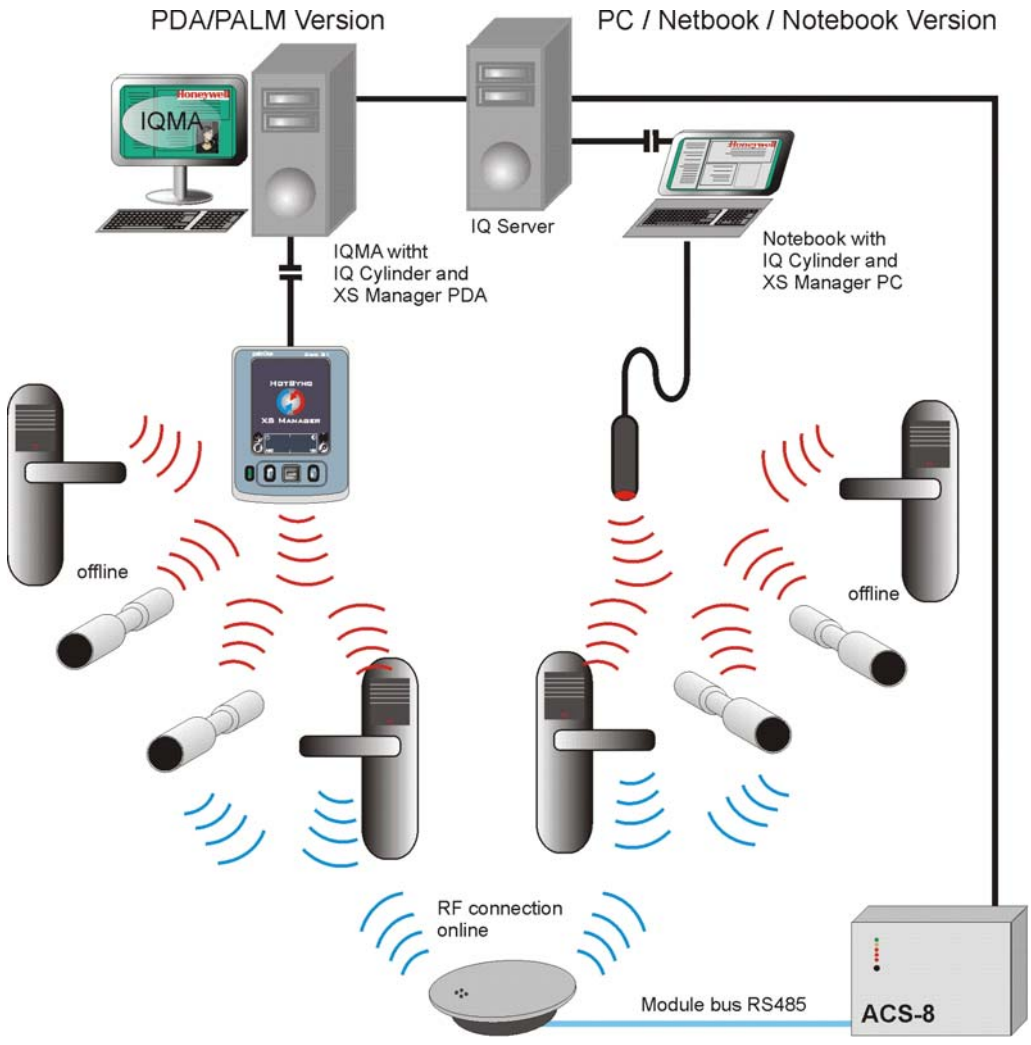


21.2 Data transfer

The following procedure must be carried out **once after the installation** when using **RF cylinders / door fittings** (cf. installation instructions P32205-26-0G0-xx, chapter 6.5.4).

Basically, **offline locking cylinder** doors are operated offline. That means the data transfer between IQ MultiAccess and the doors must be carried out via a PDA (PALM) or a laptop/netbook **regularly or if required**. Besides, functions which reqire online connection are not supported (e. g. actions, macros, APB, etc.). For this reason the data of the **authorized persons** and **bookings** tabs will not be quite up to date.

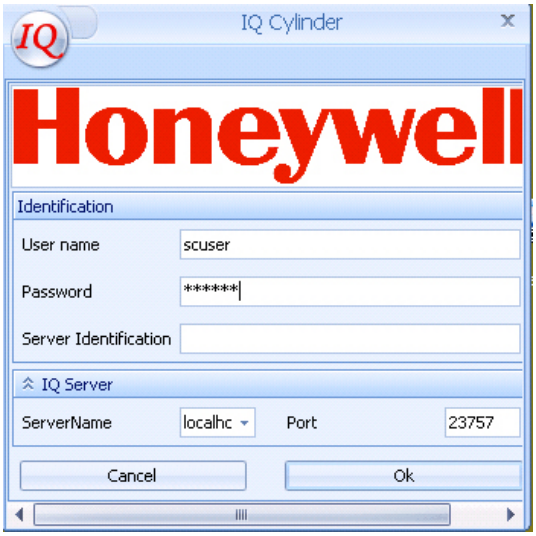
21.2.1 Overview



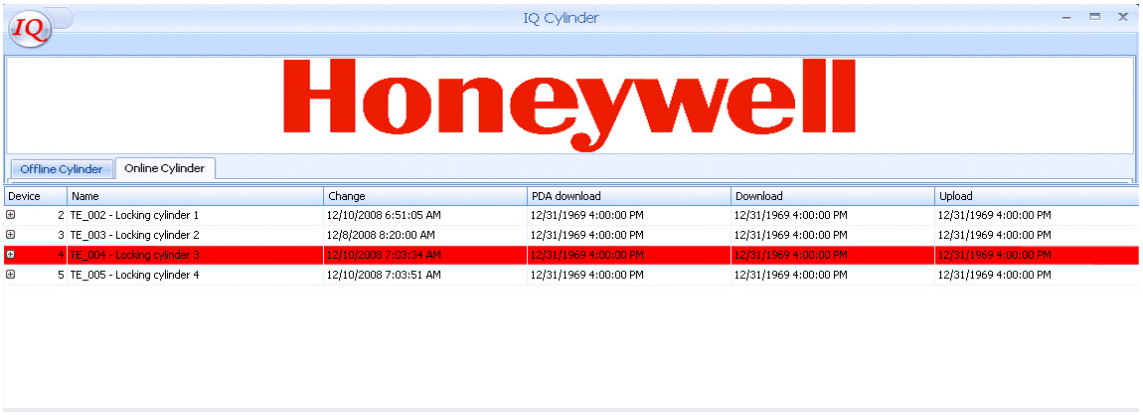
- Data created/modified in IQ MultiAccess are internally trransferred to the program section **IQ Cylinder**.
- PDA only: Via the **HotSync** operation of the PDA the data arrive at the PDA (USB connection).
- Via an infrared interface the PDA or laptop sends the data of IQ MultiAccess / IQ Cylinder to the individual cylinders.
- In case that bookings have already been done there, they will automatically be transferred to the PDA or laptop.
- PDA only: The bookings received from the cylinders will be transferred to the program section **IQ Cylinder** via the **HotSync** operation.
- Internally, the bookings will be passed from IQ Cylinder to IQ MultiAccess for evaluation.

21.2.2 Data transmission via PDA

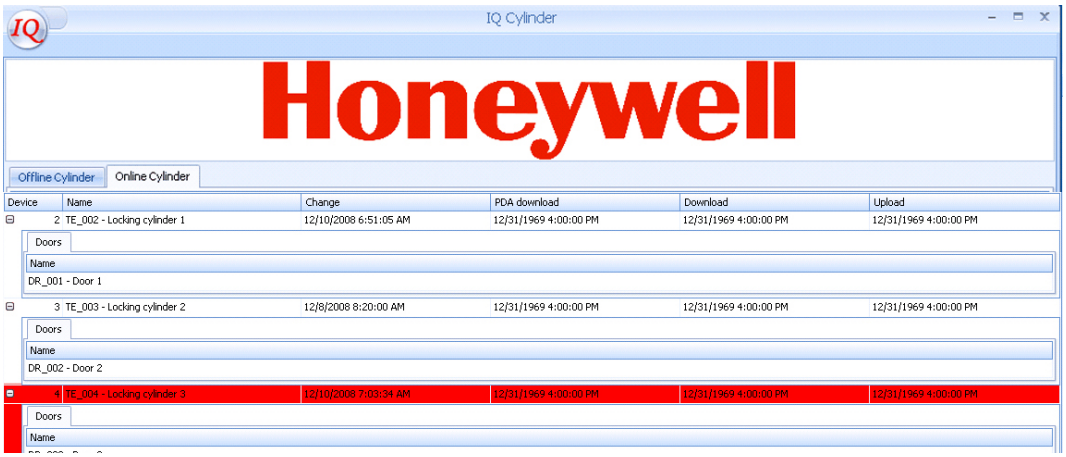
- Enter the personnel and door data as described previously.
- Start the program ➜ **IQ Cylinder**.



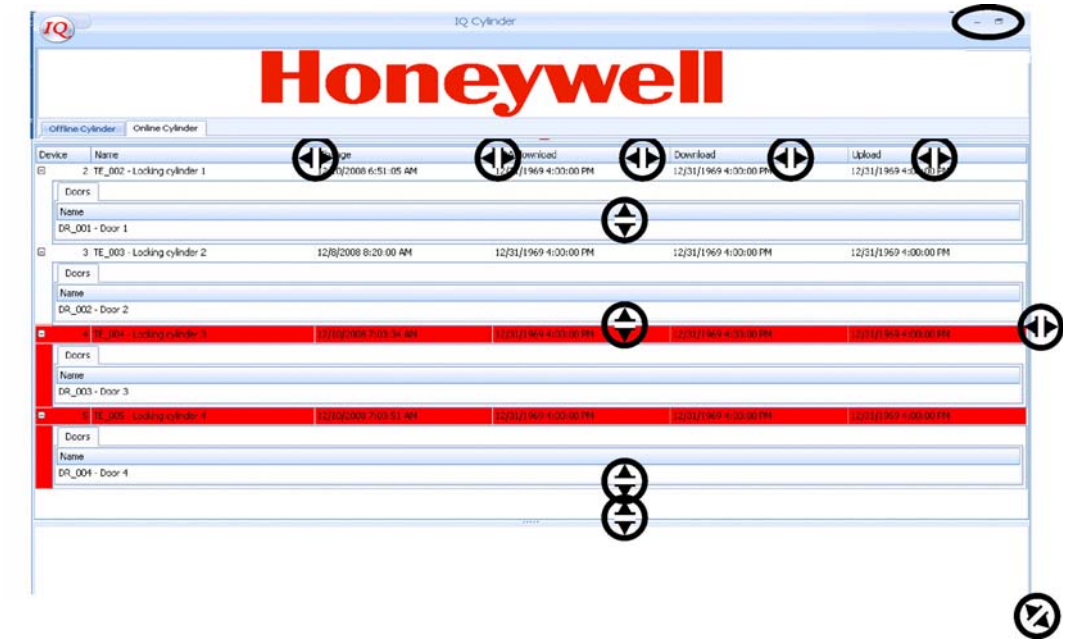
A list of all available doors operated by locking cylinders is displayed (offline / online cylinder tabs for the corresponding types).



Click the + symbol of the **device** column to open further information.



The size adjustment of windows, columns and lines can be done according to Windows standard and the descriptions of chapter 2.2 and is possible at the marked positions. The lines and columns will fit dynamically to the modified size of the main window.



The individual doors/cylinders are highlighted either red, yellow or white.

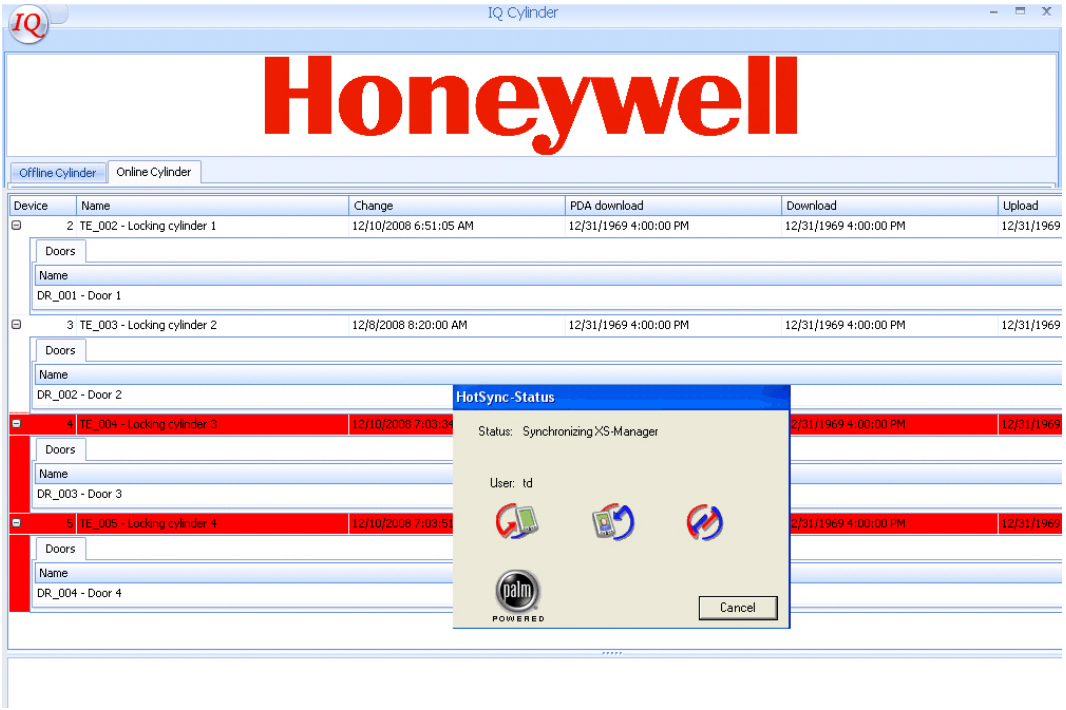
Meaning of the colours

Red: Data synchronisation succsessful.

Yellow: AC data have been transferred to PDA.
This does not provide any information whether they have already been transferred to the doors/cylinders.

White: AC data of the doors/cylinders have been synchornised.

- Use a USB cable to connect the PDA with the PC and start the HotSync operation on the PDA. The communication between the computer and the PDA is displayed by a corresponding window of the communication software. (For details see original manual of the PDA).



For red highlighted doors/cylinders there exist data to be transferred. The data of IQ Cylinder/IQ MultiAccess will be synchronized with the data of the PDA. The doors/cylinders will be hoghlighted yellow in IQ Cylinder. (There will always be transferred **all** door relevant data of **all doors**, even if they are not highlighted red - so they have not been modified).

- For each door/cylinder:
  Start the program ➜ **XS-Manager** on the PDA. Turn the cylinder to activate it[19]. Adjust the infrared interface of the PDA to the locking cylinder. The communication will be established.

  Select **Synchronize** in XS-Manager. The modified door data will be transferred to the cylinder. Subsequently the bookings (if existing) will be transferred from the cylinder to the PDA.

Details on communication between cylinder and XS-Manager see user manual of XS-Manager.

- Use a USB cable to connect the PDA with the PC and start the HotSync operation on the PDA. The communication between the computer and the PDA is displayed by a corresponding window of the communication software. (see step 3. For details see original manuals of the PDA). The data of the PDA and IQ Cylinder/IQ MultiAccess will be synchronized. The doors/cylinders are highlighted white in IQ Cylinder[20] (in the example door 1 and 2). The lower window protocols the communication operations. Now the bookings are available for evaluation in IQ MultiAccess (see chapter 13).

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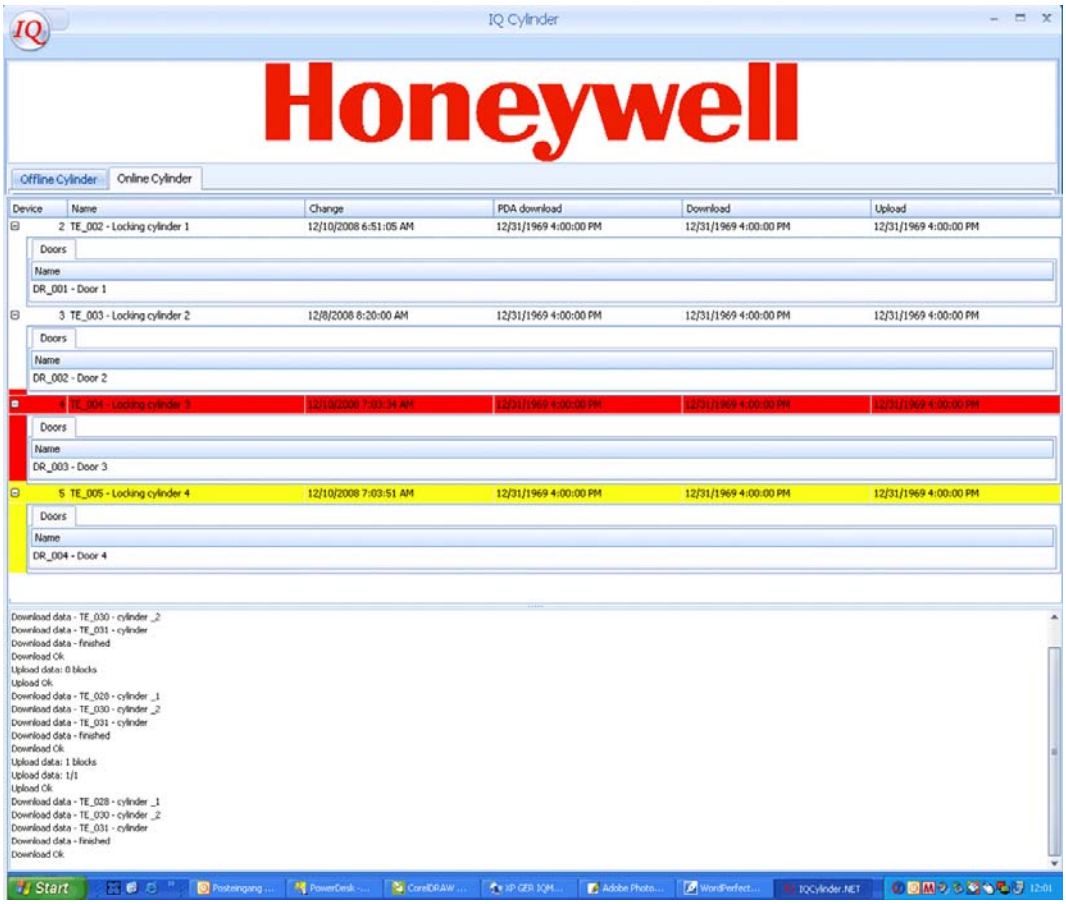
19 The actuation may differ depending on the cylinder type. For details see manuals of the individual cylinders.

20 unless new modifications have been done in the meantime. In that case the doors are highlighted red again. The data will be distributed to the doors/cylinders the next turn.



Modifications which may have been done in the meantime (indicated by red highlighted doors/cylindes) now again will be transferred to the PDA, the procedure restarts right from the beginning.

To guarantee the most up date data stock, the synchronisation should be done regularly.

21.2.3 Data transmission via PC (laptop/notebook)

Basically, the PC variant works identical as the PDA version. **Both** software transmission programms (**IQ Cylinder** and **XS-Manager**) are installed on the laptop/notebook. The procedure is the same as described in chapter 21.2.2.

- Connect laptop with the network and start IQ Cylinder. Then start XS-Manager and synchronize the data. The registered / changed data from IQ MultiAccess are synchronized with IQ Cylinder and transfered to the software XS-Manager.

- Disconnect laptop from the network. Use the IrDA-USB-Adapter to connect laptop with the offline cylinder / fittings. Start XS-Manager and use the command synchronize to send the data to the cylinder/ fitting.

- In case that bookings have already been done there, they will automatically be transferred to the laptop.

- Reconnect laptop with the network and start IQ Cylinder. Then start XS-Manager and synchronize the data. The bookings received from the cylinders will be transferred to the program IQ MultiAccess.

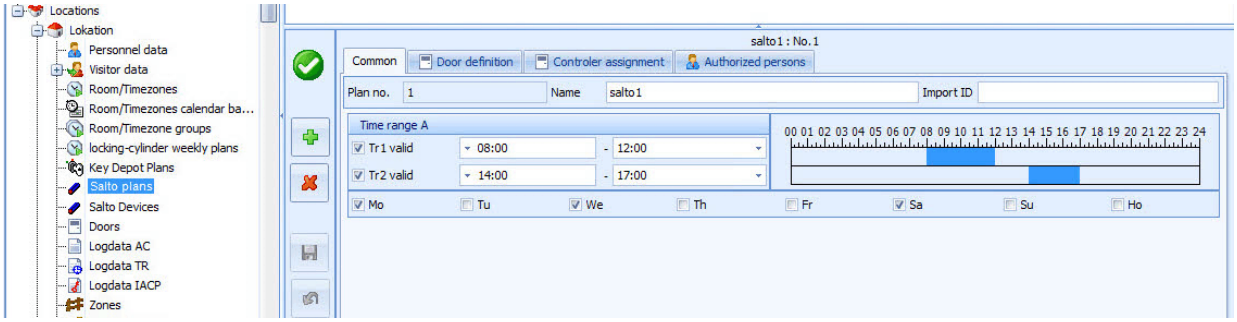
21.3 Setup of authorizations (SALTO Ship (SVN))

21.3.1 Create SALTO plans

Fundamentally, **off-line cylinders/fittings** are administered based on “normal” room/time zones (cf. Chapter 4), with the following variances:

A maximum of 255 SALTO plans can be created for a site. A maximum of 10 of these SALTO plans can be assigned to any one authorized individual.

There is a dedicated submenu “SALTO plans” for SALTO plans. When a time zone (Tz1 or Tz2) is activated, its time bar is displayed with factory default values. Authorized times for the time zone can be configured on this time bar.



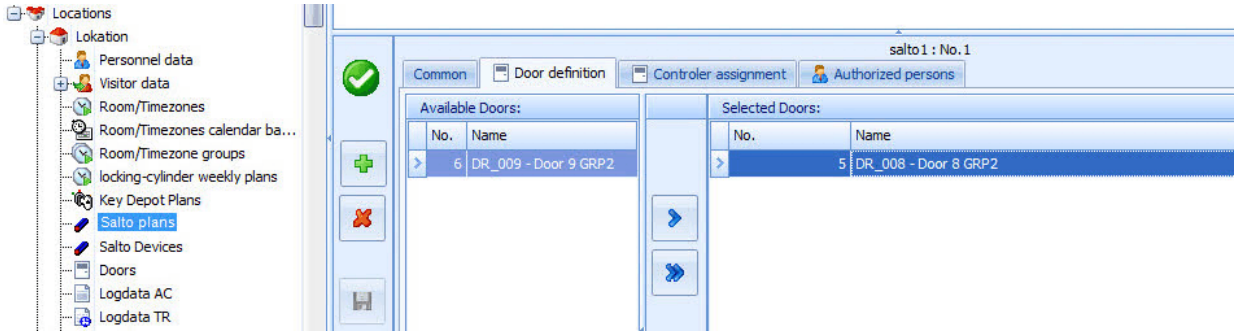
Next, days on which the time zone is in effect are assigned. Times are configured as shown in Chapter 4.

Each SALTO plan can have one weekday axis with at most two time zones.

- ➜ **Save** button 

21.3.2 Define doors (SALTO door groups)

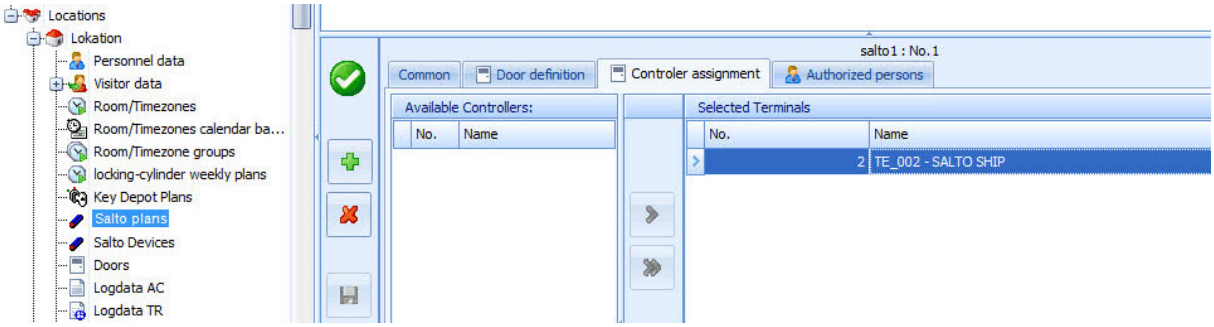
Mark the desired door(s) in the field “Available doors” in the tab “Door definition” and define by pressing ▶ The defined doors are now listed in the field “Selected doors”. The selection procedure follows the Windows standard (**Shift** marks all elements between two mouse clicks, **Ctrl** marks only elements clicked).



- ➜ **Save** button 

21.3.3 Controller assignment

This tab is only for informational purposes. In the Controller Assignment tab, the SALTO Software configuration (SALTO SHIP) in IQMultiAccess is shown as a controller and as such listed as a selected controller.

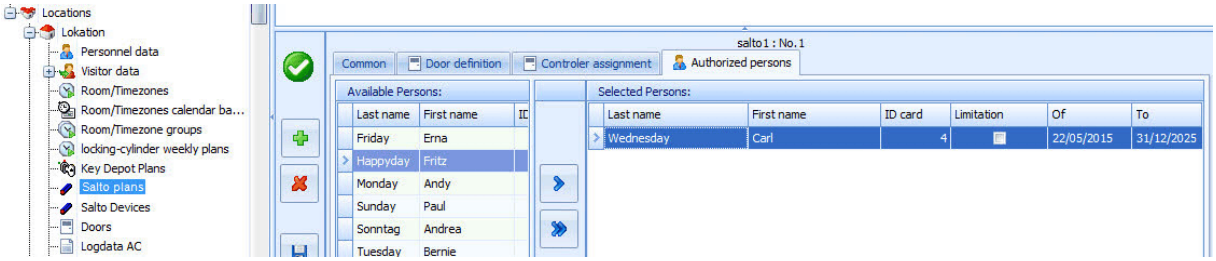


- Delete cylinder allocation with button < .

21.3.4 Authorized persons

In principle, SALTO cylinders/fittings are separately handled and therefore configured in the ➜ **Authorized persons** tab, a separate tab for SALTO plans. The selected SALTO plan will be assigned via selection procedure to the person.

Mark the desired person(s) in the field “Available persons” in the tab “Authorized persons” and define by pressing ▶ The defined persons are now listed in the field “Selected persons”. The selection procedure follows the Windows standard (**Shift** marks all elements between two mouse clicks, **Ctrl** marks only elements clicked).



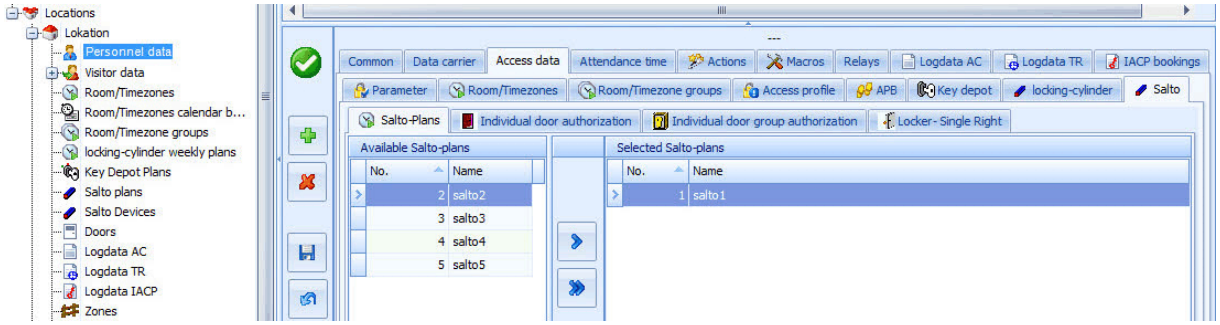
- ➜ **Save** button 

21.3.5 Personnel Data / Authorize individuals

Select/define individuals as shown in Chapter 5.

In principle, SALTO cylinders/fittings are separately handled and therefore configured in a separate SALTO tab. These settings do not have any effect on other terminal-controlled doors. The access control features of terminal-controlled doors (such as standing approval, general authorization etc.) do not affect doors with cylinder locks/fittings. Elaborate key plans can be designed with the following settings for room/time zones, individual door authorizations, individual door group authorizations and locker-single rights.

Personnel data ➜ Access data ➜ SALTO ➜ **SALTO-Plans**



At most 10 SALTO plans can be assigned to an individual.

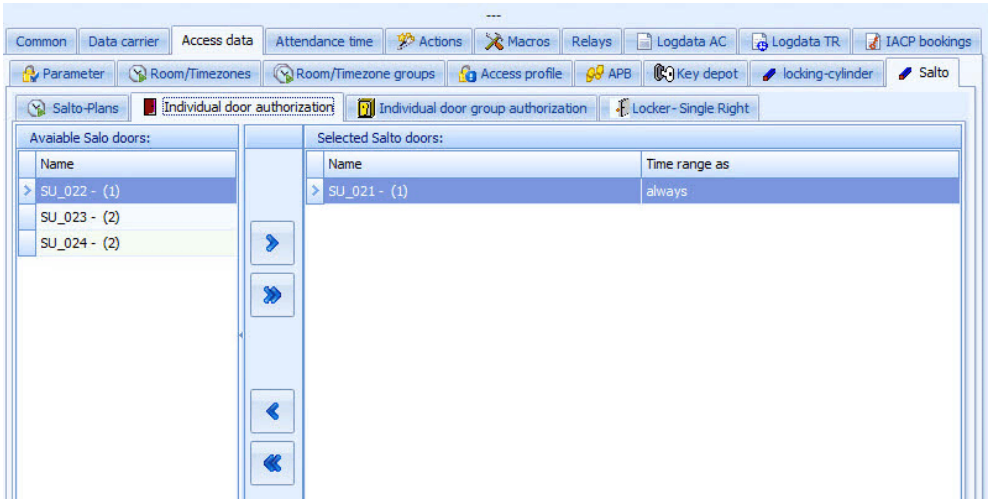
Select the relevant weekly plan from step 1.

In the field “Available SALTO Plans” in the SALTO tab, mark the desired SALTO plan and select by pressing ▶. Selected plans are listed in the field “Selected SALTO plans”. The selection procedure follows the Windows standard (Shift marks all elements between two mouse clicks, Ctrl marks only elements clicked).

Batteries for SALTO cylinder/fittings can be monitored through actions (see Chapter Actions) via entry code 146 “Battery low”.

Personnel data ➜ Access data ➜ SALTO ➜ **Individual door authorizations**

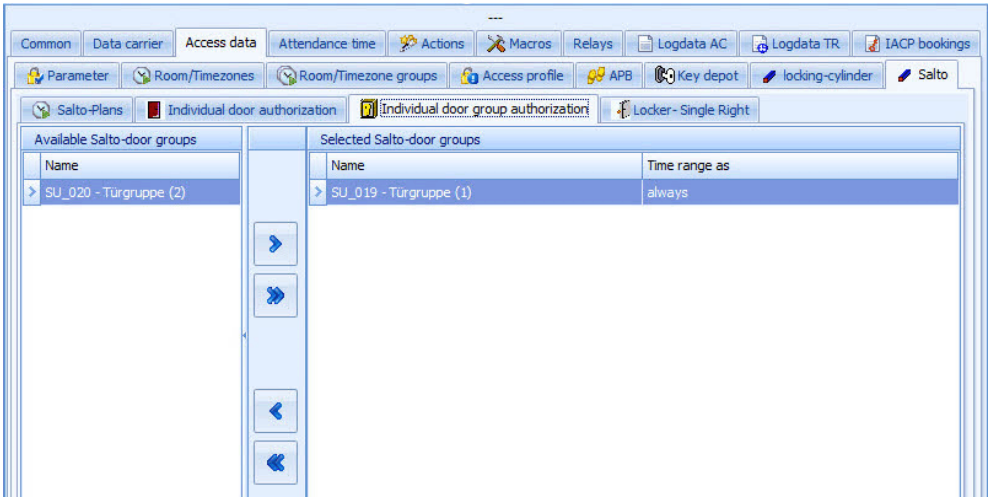
In the field “Available SALTO doors” in the SALTO tab, mark the desired individual door authorizations and select by pressing ▶ . Selected SALTO doors are listed in the field “Selected SALTO doors”. The selection procedure follows the Windows standard (**Shift** marks all elements between two mouse clicks, **Ctrl** marks only elements clicked). These are doors that are defined in the SALTO software, and not the SALTO doors shown in IQ MultiAccess, since the latter already symbolized door groups.



Overall, a maximum of 96 individual door authorizations, individual door group authorizations and locker-single rights can be assigned to an individual.

Personnel data ➜ Access data ➜ SALTO ➜ **Individual door group authorization**

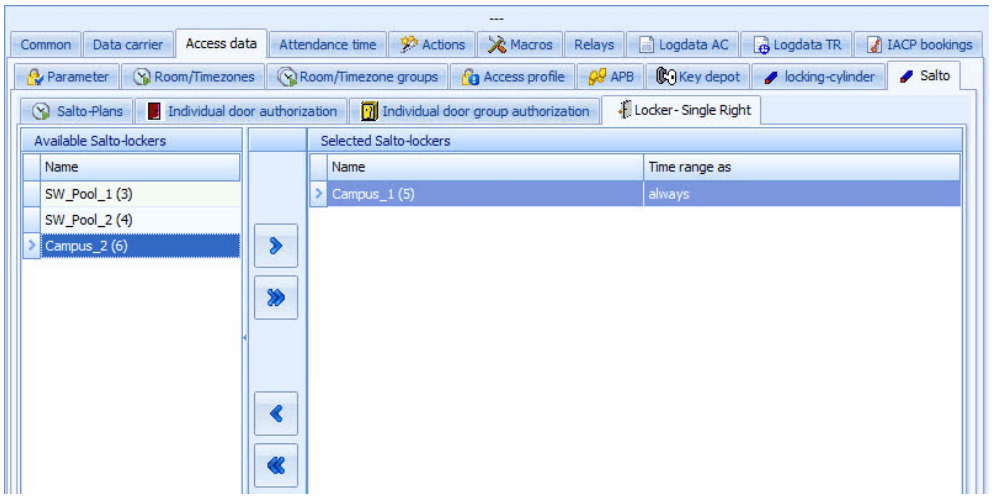
In the field “Available SALTO door groups” in the tab, mark the desired SALTO door group individual authorizations and select by pressing ▶. Selected SALTO door groups are listed in the field “Selected SALTO door groups”. The selection procedure follows the Windows standard (**Shift** marks all elements between two mouse clicks, **Ctrl** marks only elements clicked).



Overall, a maximum of 96 individual door authorizations, individual door group authorizations and locker-single rights can be assigned to an individual.

Personnel data ➜ Access data ➜ SALTO ➜ **Locker-single rights**

In the field “Available SALTO lockers” in the tab, mark the desired SALTO locker single-rights and select by pressing ▶. Selected SALTO lockers are listed in the field “Selected SALTO lockers”. The selection procedure follows the Windows standard (**Shift** marks all elements between two mouse clicks, **Ctrl** marks only elements clicked).

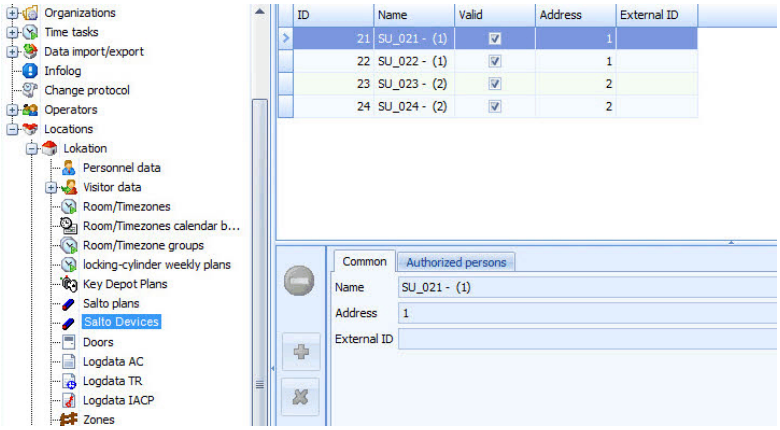


Overall, a maximum of 96 individual door authorizations, individual door group authorizations and locker-single rights can be assigned to an individual.

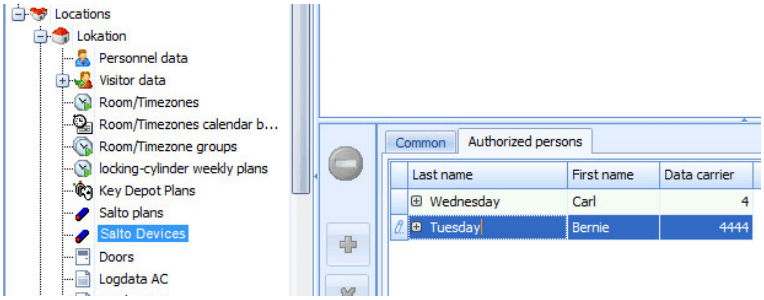
Note on lockers: Lockers can be operated in two different operating modes. In the first operating mode, a locker is directly assigned to an individual (similar to cylinders and fittings). In the second operating mode, the individual is free to select the locker, such as the lockers at a swimming pool.
The locker operating mode is defined with the SALTO Software “RW Pro-Access” under the option “FREE_ASSIGNMENT_LOCKER”. A separate door group must be defined in the SALTO software for locks that are to be selected as free. This group is then used like normal door groups.
Further information on the functionality can be found in the product documents for your SALTO Ship (SVN) System.

21.3.6 Salto Devices

The tab ➜ **Common** is only for informational purposes. Select the desired cylinder, then in the Common tab the address used in IQMultiAccess, the name and the SALTO ID (External ID) are listed.



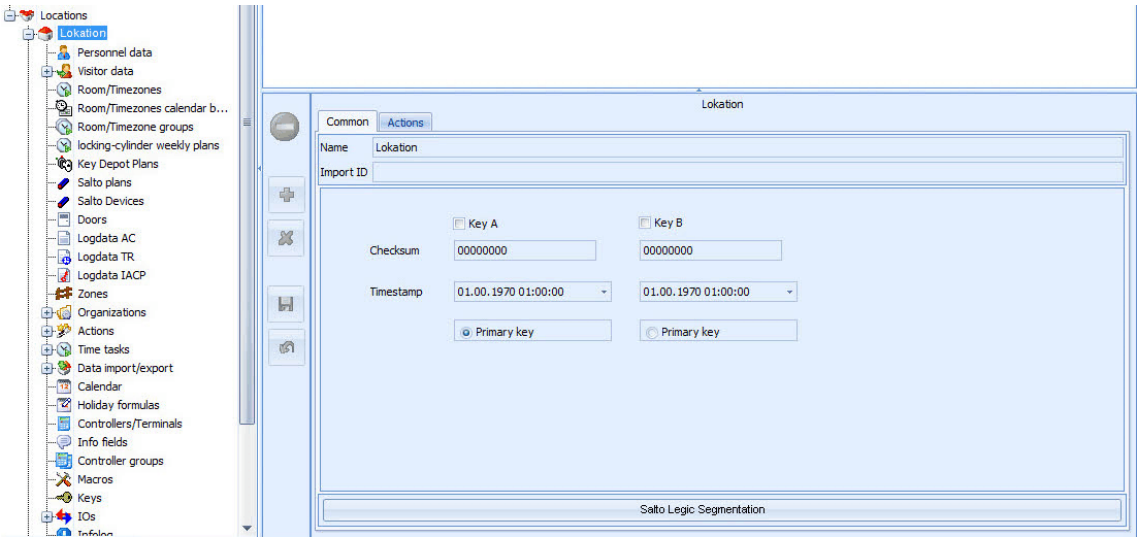
The tab ➜ **Authorized persons** is only for informational purposes. In the Authorized persons tab, the assigned persons are shown to the desired cylinder (SALTO Device).



21.4 Create a SALTO segment when use LEGIC data carrier

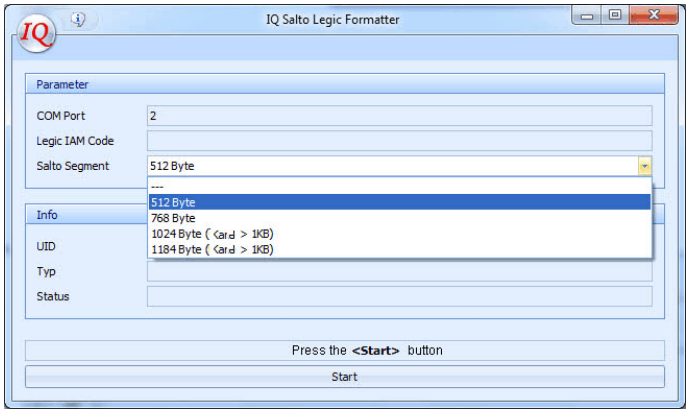
With the read-in station ADMITTO LEGIC it is possible, to create a SALTO segment on LEGIC data carriers.
To write the actual data on the data carrier of the SALTO permissions of the previously segmented data carrier, use the SALTO code station (with Ethernet connection / with USB connection) or SALTO online reader.

In the presence of a SALTO license and a already installed read-in station , the button "SALTO LEGIC segmentation" will appear at the location level.



Proceed as follows to create the SALTO segment:

- Clicking the button “SALTO Legic Segmentierung” ➜ Start of the ÎQ SALTO Formatter.



- Select the desired size of the SALTO segment.

- Clicking on the button ➜ **Start**

- Place your IAM system card belonging to the sytem on the read-in station.

  During this process, the LEGIC IAM code is read and displayed in the info field. The read-in station indicates the “ready for use state” by light on all LEDs.

- Remove the IAM data carrier.

  Place the LEGIC data carriers to be segmented one after the other on the read-in station. A correct segmentation process shows the read-in station respectively with the green LED. A failed process is indicated by the red LED. The UID code of the data carrier is shown for confirmation in the window UID. When you segmented the last LEGIC data carrier exit the program IQ SALTO Formatter with the button [x].

22. Capture / Layout print

This option enables the capturing and allocation of photos in the personnel master file as well as creating layouts for ID card printing. In addition, this option supports a signatur pad (cf. chapter 5.1, signature).

- **Hardware requirements:**

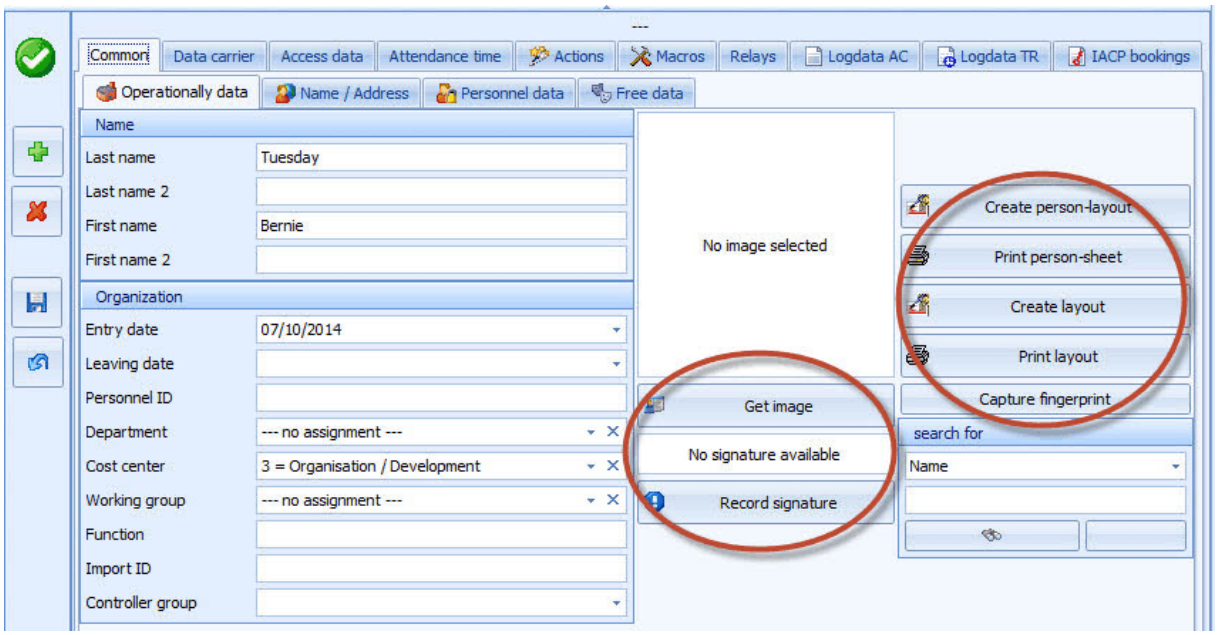
For image capturing: USB-camera installed and tested in working order at the computer the personnel adminitration/image capturing is done (for this see installation manuals of the individual camera manufacturers), or Web-Cam via TCP/IP (e. g. the AXIS camera supported by IQMA, cf. chapter 18 Door guard module IQ Guard).

For printing cards: Commercially available Windows-compatible card printer

- **Software requirements:** IQMA V7 or higher, license for item no. 029625

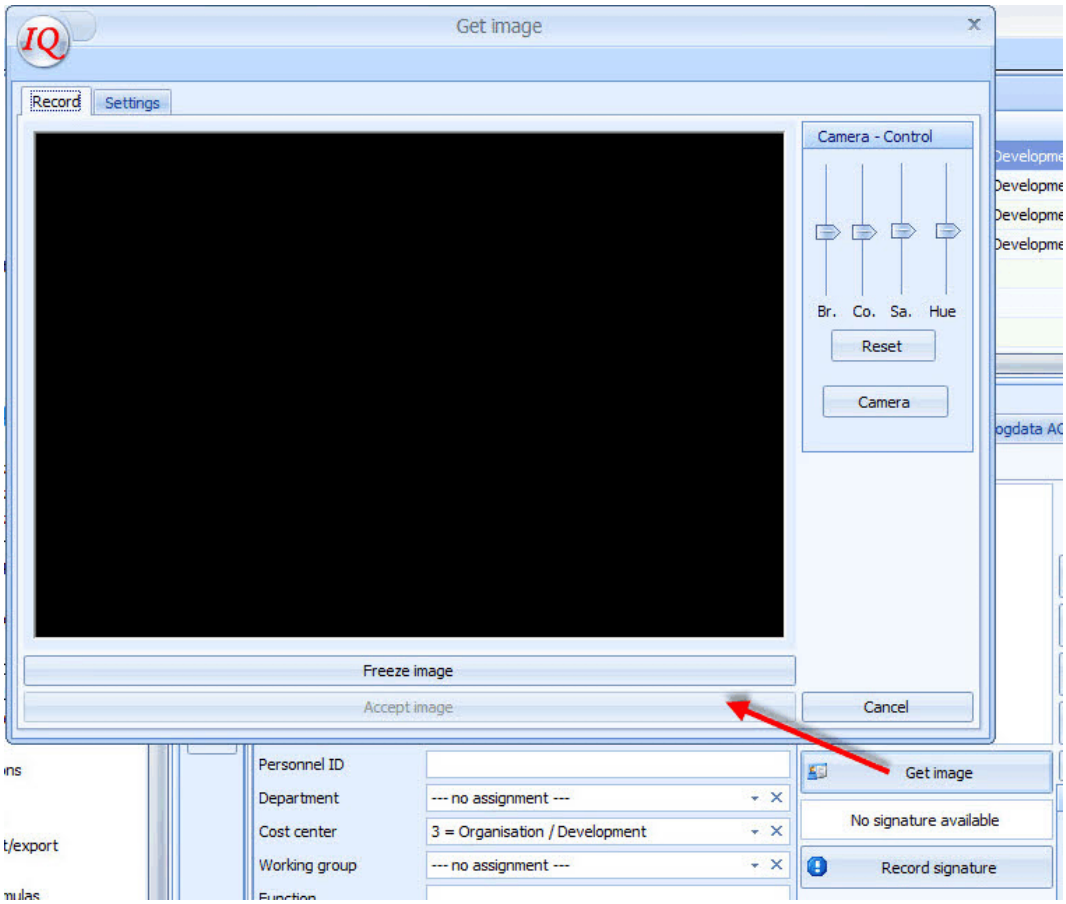
- **Operation:**

With the licensed option the **capture image, create layout** and **print layout** buttons are active in the personnel master file.



- **Capture image:**

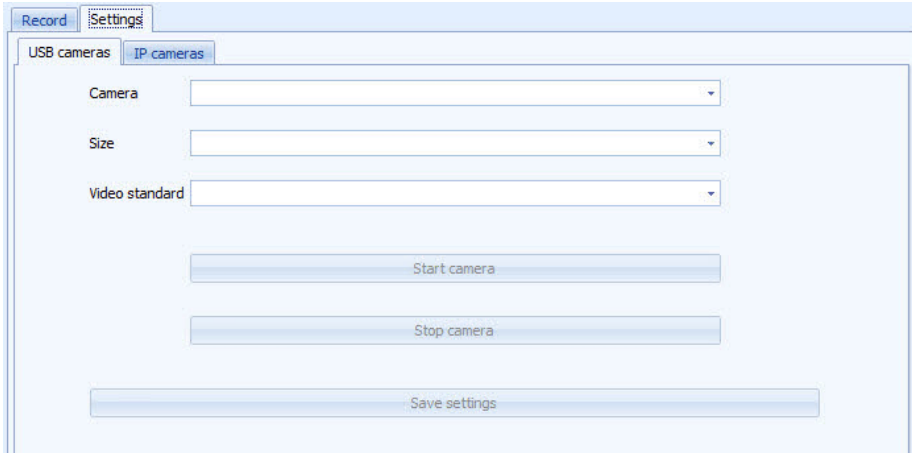
Press button ➜ **Get image**. A new window opens.



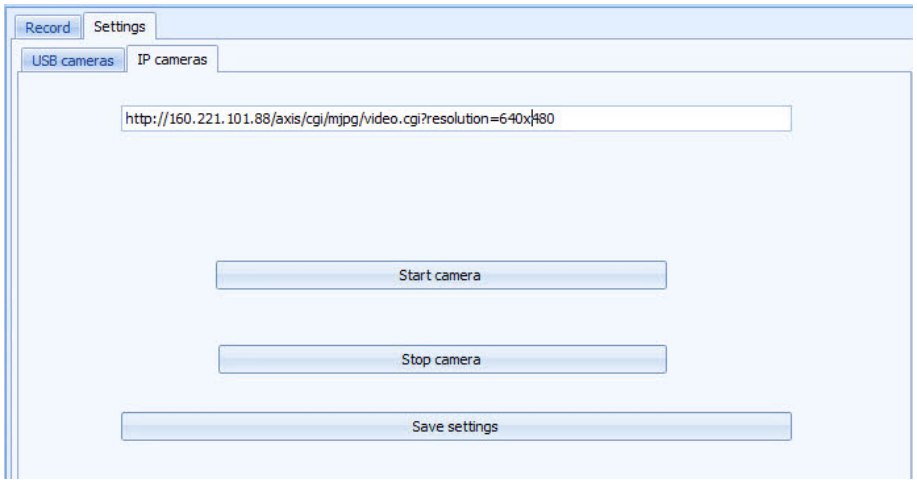
Depending on the installed camera type and their drivers / software some more windows may open, which normally close by clicking window. If not, they can be closed manually.

When using this option for the first time, select the installed camera and the resolution in the ➜ **settings** tab (recommended value: 640x480) .

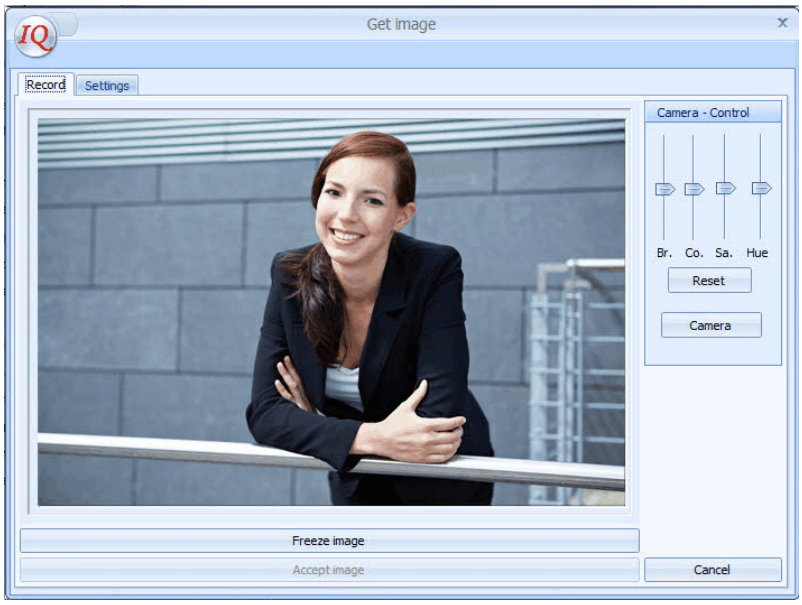
Example for USB camera:



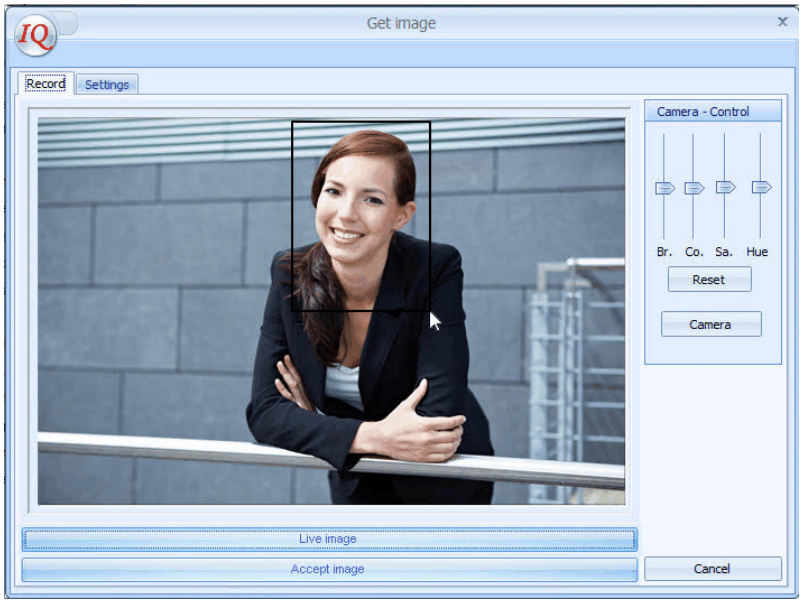
Example for IP camera:



Click ➜ **Save settings** button. This enables the selected camera automatically on each start of IQMA.



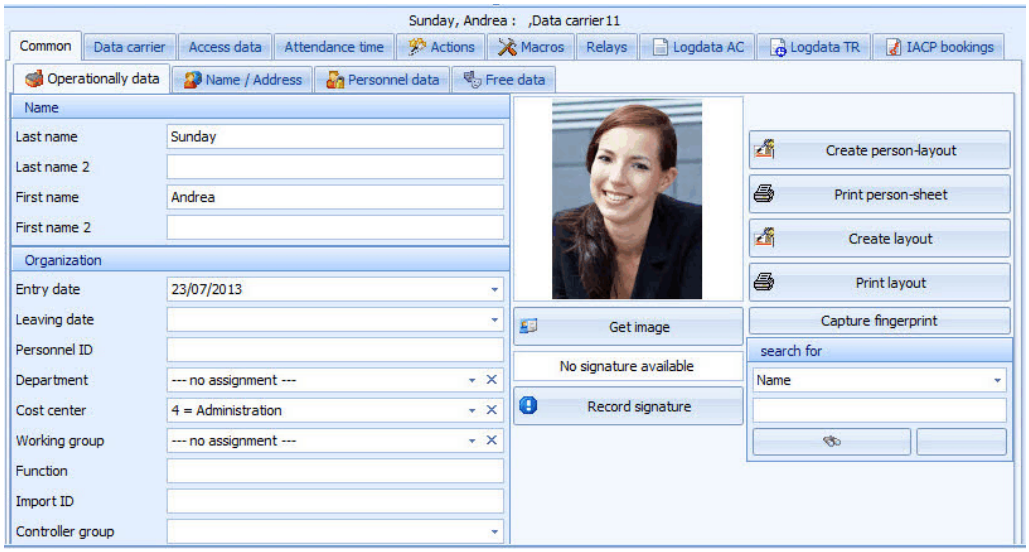
Capture image in the ➜ **capture** tab. Orientate camera to the person to be captured. (focus, autofocus etc. see original manuals of the individual camera). Brightness, contrast, chroma and hue can be adjusted via the slide controls. The ➜ **reset** button reactivates the factory settings.
The ➜ **camera** button loads the manufactorer´s original camera software. It is necessary for correct function of the camera and is automatically loaded when starting the capture option. It can be started if required, in case it has manually been stopped.
Subsequently click ➜ **freeze image** or terminate capturing via ➜ **cancel**.



Select picture datail. The position of the frame can be modified by pulling it with pressed left mouse button. The modification of the size corresponds to Windows standard. Regard the aspect ratio to be about 4 : 3 (height : width).

The quality of the image can be optimized via the **blur** or **sharpen** button or use **undo** to cancel (depending on the camera manufacturer).
If the image does not meet the expectations, a new capture can be started by clicking the ➜ **Live image** button.

Use ➜ **Cancel** to ignore and exit the complete procedure.
Click ➜ **Accept image** to transfer the image to the personnel master file.



● **Print Layout:**

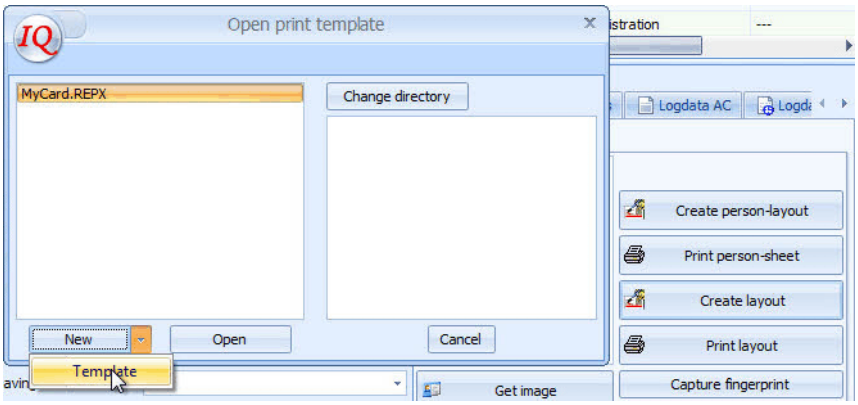
Open the menue for printing via button ➜ **Print person-sheet / Print layout**. The data of the personnel record that is selected are used for a preview of the card. The layout selected previously can be printed by clicking the ➜ **Print** layout button. If a compatible card printer is connected, the ID-cards can be printed directly. A double-sided printing is also possible on a suitable printer.

There are the data of the selected record displayed.

You can find the original manual of the product **DevExpress Designer** in PDF format on the installation CD of IQ MultiAccess in the directory ...\Doc\[21] .

● **Create Layout:**

Open the menue for creating and editing of a print template via button ➜ **Create person-layout / Create layout**. Click in the window ➜ **Open print template**, the button ➜ **New** ➜ **Template** to open a existing template for printing. If no template exists, this will open an empty template.[22].



21 Reading requires a program which can open PDF files, e. g. Adobe Acrobat Reader.

22 If some files already exist, they can directly be opened and modified.

23. Virtual Operating Unit for Intruder Alarm Control Panels

23.1 General

This option simulates the graphic operating unit “Touch-Center BUS-2", item no. 012577 in IQ SystemControl and/or IQ MultiAccess with option IACP-connection. It serves for status indication and operation of the intruder alarm control panel(s) controlled via IQSC / IQMA **(Hint: This function is not supported by the IACP MB-Secure)**.

Very few operating procedures are requiered in normal, everyday operation. The explanations following describe and restrict to the use of the intruder alarm control panel in conjunction with the virtual oerating unit:

- General operation functions
- Function of indication and operation elements
- Simple fault clearance

For sequence and meaning of the individual operation steps as well as the meaning of the messages and management of appropriate activities see manual of the individual intruder alarm control panel.

Programming which affects the system, is reserved to the installer. Please contact the installation company if you have any problems, desires to upgrade the systems etc.

23.2 Installation/Setup

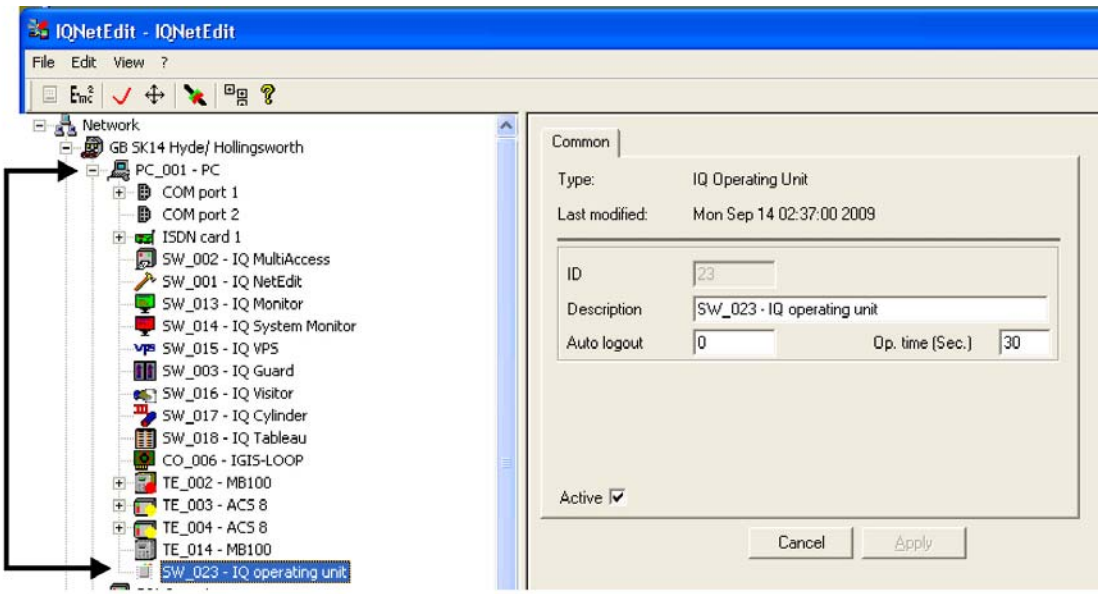
Requirements IACP (MB-Classic panels): Firmware as of V10.xx

The standard version of IQ SystemControl / IQ MultiAccess with option IACP-connection includes **one** virtual operating unit. This virtual operating unit has access to all IACPs created in IQSC / IQMA **if enabled** in IQ NetEdit for operating. The use of further virtual operating units requires item no. 013598 which is an option with costs.

- Insert the software **IQ Operating Unit** in IQ NetEdit:

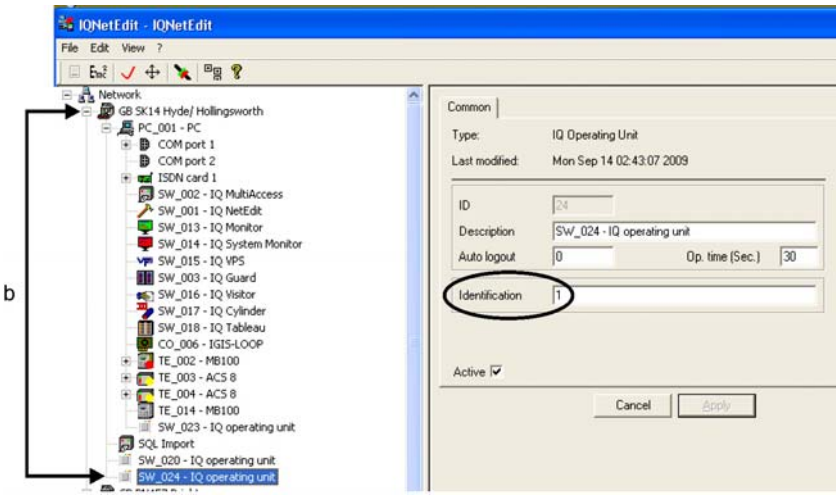
  - at one or several workstations (a)

a

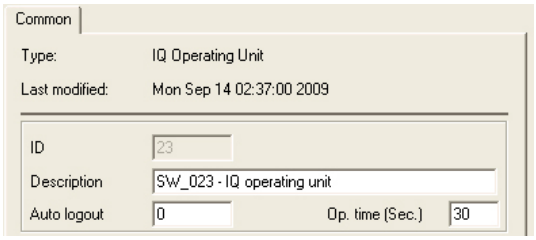


and/or

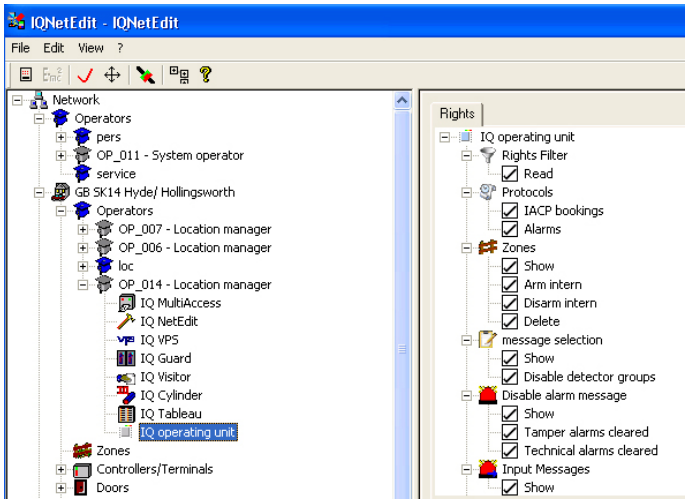
- at one or several locations (b). In this case the input of a server identification is mandatory[23].



On the basis of the IACP-standard, an operation time in seconds can be entered. The default value is set to 30 seconds. The operation time covers the time period during which entries are possible. It restarts afer each input (keystroke / mouse click). If no input occurs within the time defined, the program will switch automatically back to the first screen of the user interface. The value “0" means unlimited operation time.



Every new created operator with default rights has full access to the virtual operating unit. These rights can be restricted individually (cf. chapter 12 = Operators and installation instructions P32205-26-0G0-xx, chapter 5.22 Rights tab and chapter 8 = Operators). The software **IQ OperationUnit** inclusive its rights must be manually assigned to already existing operators transferred via an update from version 7 or older.

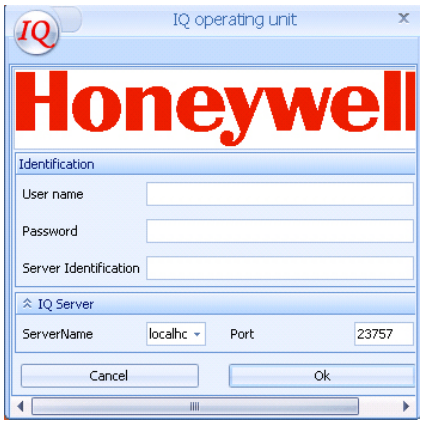


23 For details see installation instructions P32205-26-0G0-xx, chapter 6.3.

23.3 Operation

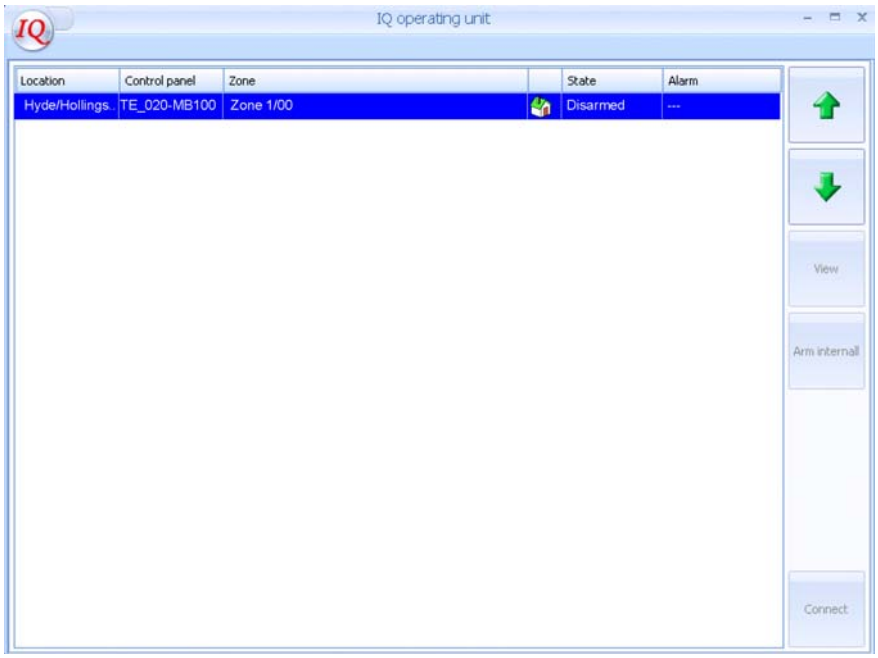
To start the program double-click the file **IQOpUnit.EXE** in the directory

...\Program Files\IQ_MultiWIN\IQ_Clients\IQ_OpUnit



Input of user name, password and server identification according to IQMA / IQSC standard.

User interface:



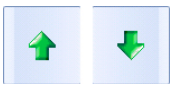
Intruder alarm control panels created in IQSC / IQMA **and enabled** in IQ NetEdit for operating will be displayed with their current status and, if existing, pending alarms. Select the desired panel by double-click or by highlighting +

The activation of certain functions can be done by clicking the corresponding button or directly via double-clicking a participant / message displayed in the view window.

Buttons:

“Home”, back to basic state.

Back to previous screen or ESC key.



Scroll within a screen.

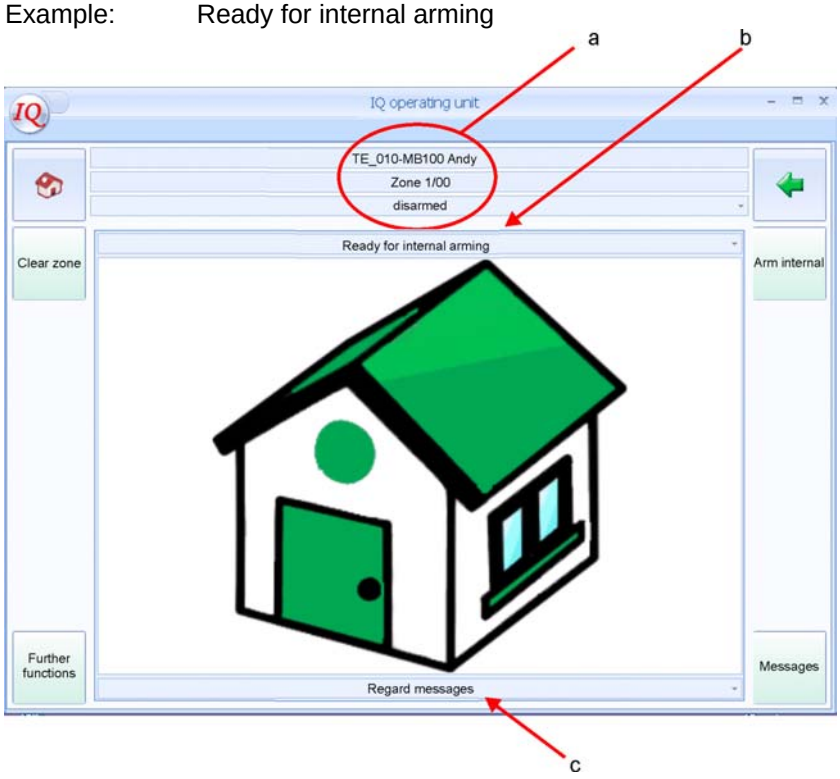
Further buttons are context dependent and labelled in plain writing.

Basic state

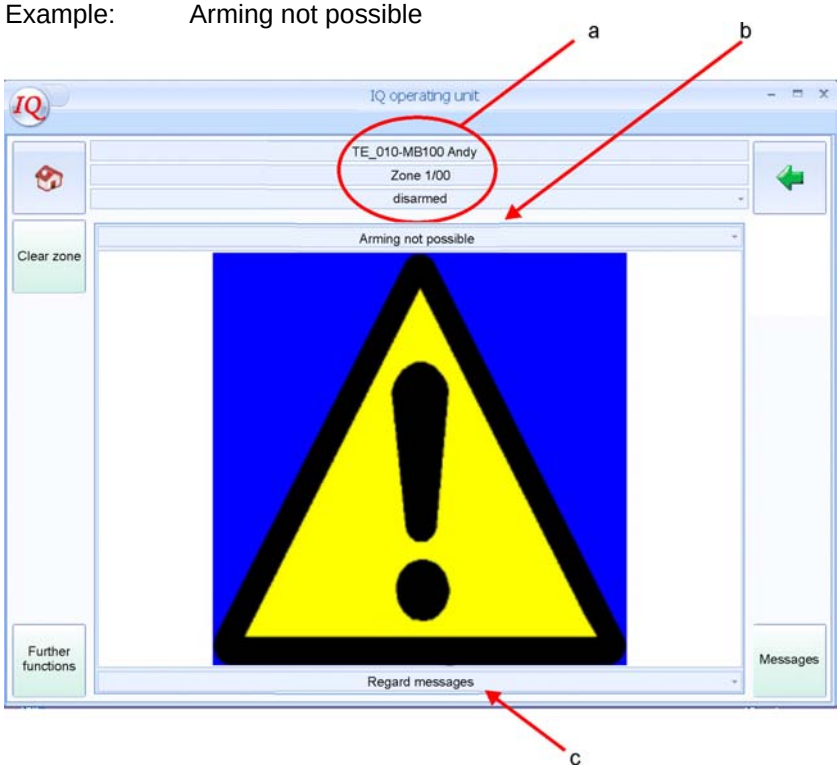
a) Display of the selected panel and its current status.
b) Display whether the system can be armed or not.
c) Information on further procedure.

Depending on b) and c) appropriate buttons are additionally available (e. g. “Internal arming”, “Messages”).

Example: Ready for internal arming



Example: Arming not possible

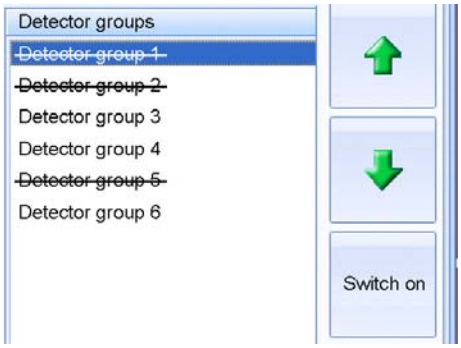


Further functions

The key Further functions opens the menu:

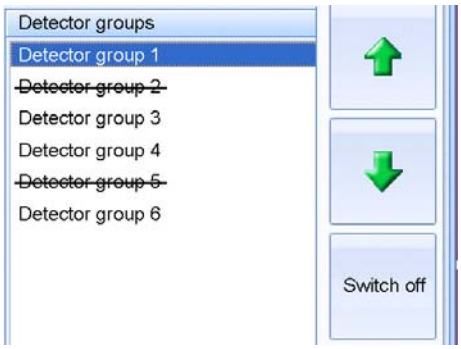
Detector groups

There is an overview of the current status of the detector groups in general and buttons to select a type of detector groups where individual detector groups can be switched on or off



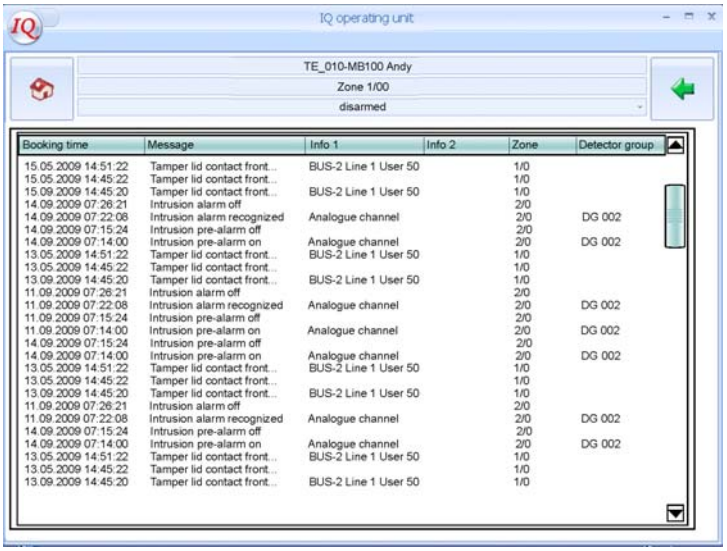
Within a detector group type there is a list of the individual detector groups. They can be switched on or off (enabled / disabled).

Disabled detector groups are crossed out in this display.



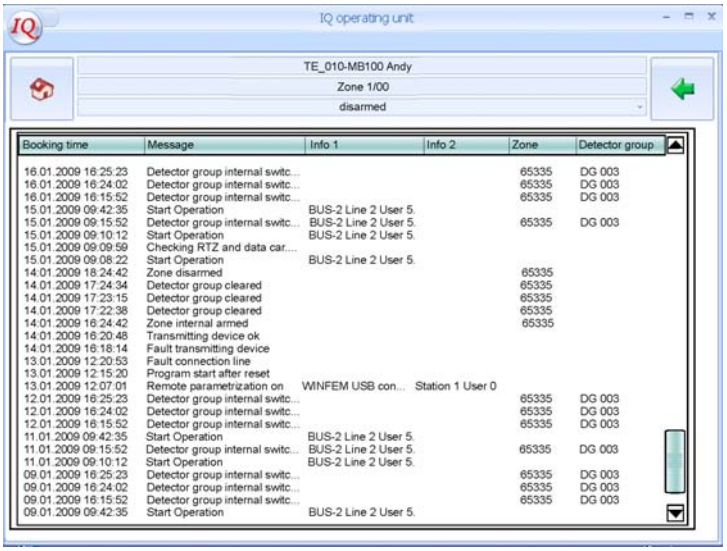
Depending on the status of the selected detector group, either the button “Switch on” or “Switch off” is available.

Alarm memory



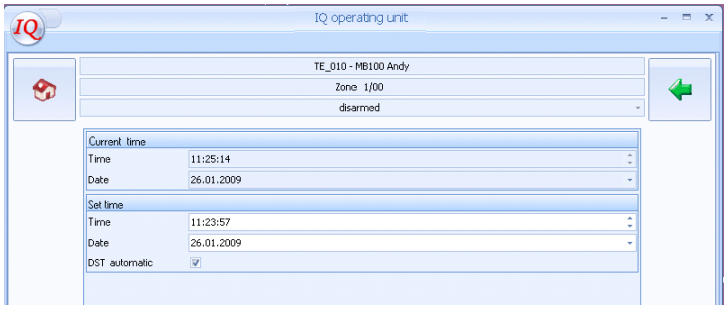
In opposite to the ➜ **event memory** which displays all saved events of an IACP the alarm memory only displays alarms.

Event memory



The event memory stores all events happening at the IACP.
This display shows the latest 1000 entries.

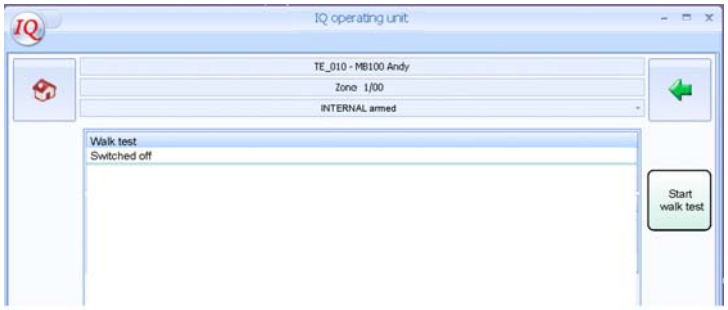
Time



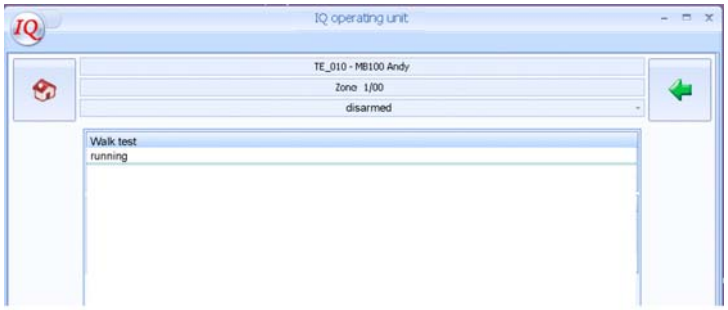
In the upper section of this menu date and time of the intruder alarm control panel is displayed.
They can be set by overwriting them in the lower section.
In addition, the automatic daylight saving time switch can be activated.

Click Confirm to save settings.

Test

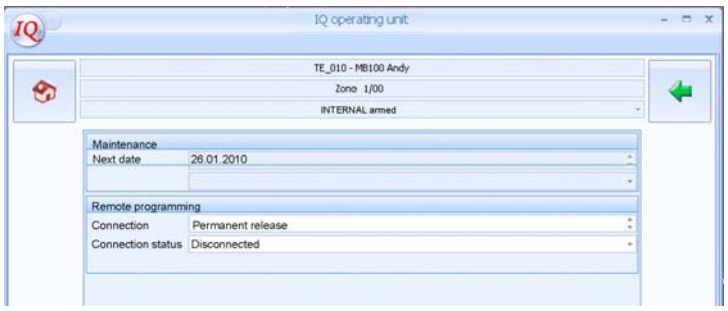


Via this function a walk test can be activated.



A message indicates that the walk test is currently active.
Arming / disarming switches off the walk test.

Maintenance



This function displays the next maintenance due date and the release / blocking of the remote parametrization.

Automatic

This function lists all existing macros, which can be individually selected and started.

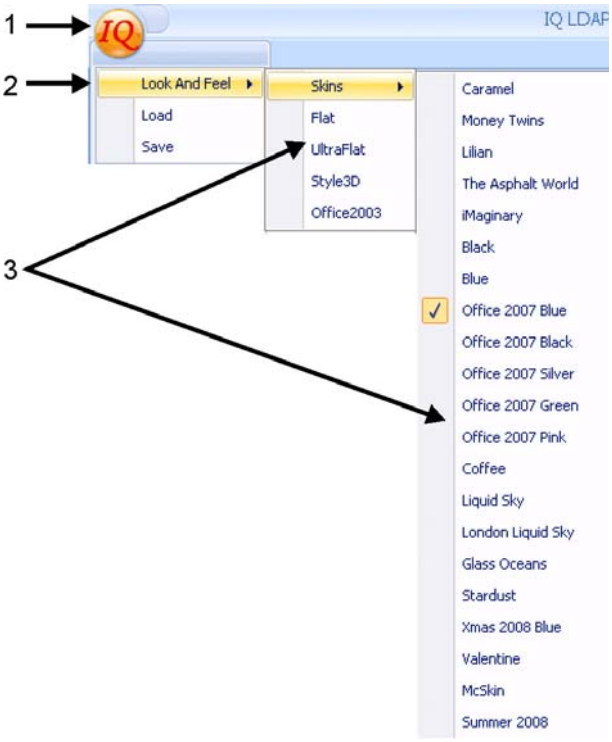
Addresses

This function lists all addresses stored in the IACP, e. g. the address of the responsible installer or the security service etc.

Individual adjustment

Individual adjustment

This function allows a selection between several layouts.



- Click the ➜ **IQ**-symbol
- Look and Feel
- Select a style or skin.

The layout will automatically be saved locally (not in the user profile!)
The next program start activates the last settings, no matter which user logs in.

23.4 Description of Function Arming / Disarming

23.4.1 Intrusion detection control unit arming/disarming

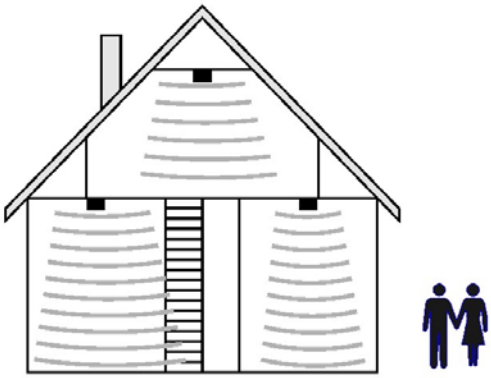
Arming/disarming - these terms mean practically the same thing as switching the system on and off.

To switch on means to arm the system. This can either be the “internally armed” status for presence security or the “externally armed” status for absence security.

To switch off means to disarm the system.

Arming and disarming is performed using appropriate operating elements. Depending on the version and components of your system, these elements can be operating units, a block lock, a security operating panel, a door code or a proximity operating device (IDENT-KEY system).

23.4.2 Absence security



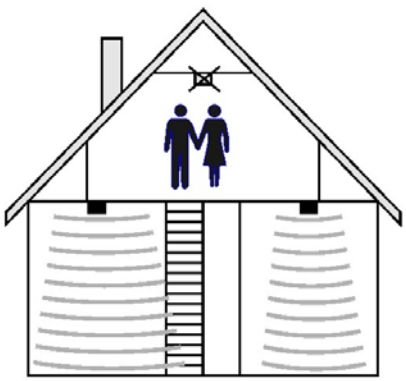
Absence security refers to external arming using a suitable operating element e.g. a block lock. This means that you assume that the zone to be secured has been vacated and cannot be entered even accidentally through an unlocked door, for example.

The control panel can only be externally armed if there is no fault in the mains or the battery. In addition, no detector group or lock group may be actuated. Also, no uncleared alarm or fault of the telephone dialing device (transmission device) should be pending.

Detector groups which were internally disabled are automatically reactivated by external arming. However, after disarming disabling is active again.
Arming is acknowledged by an audible signal which lasts approx. 3 seconds.
Every impending alarm criterion now releases a main alarm. Depending on the system configuration, the alarm is transmitted visually (flashing lamp) and/or audibly (loudspeaker). This alarm can also be reported to a security service via a transmission device, if installed.

Absence security status can only be lifted by disarming using an operating element such as the block lock. After disarming, an actuated alarm is displayed on the corresponding displays of the operating units and on any parallel display boards installed.

23.4.3 Presence security



Presence security does not require that the secured zone must be vacated. Partial zone arming is possible with this form of security, i.e. you can disable detector groups. It is then possible to move about within these detector groups without releasing an alarm by actuating a motion detector or a window contact, for example. Internal arming is carried out using operating units.

An impending alarm criterion releases an internal alarm. The displays of operating units and parallel boards are not blanked - this means that the system status is immediately recognizable.

Presence security can be cancelled by disarming using operating units or, if programmed, by briefly locking and unlocking the external arming element.

The latter function is intended for persons who return home late and who must deactivate internal arming before entering the internally armed zone. This disarming simultaneously switches off the internal acoustic signal transmitters.

24. Visualization with IQ DoorTableau

24.1 General

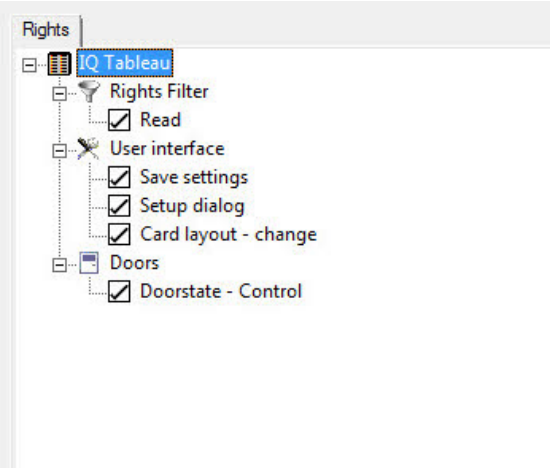
With the program **IQ DoorTableau** it is possible to display the condition of doors in a graphically way.
Active operations such as e.g. short release could also be made.

24.1.1 Requirements

The software **IQ DoorTableau** must be installed. This is a component of IQ MultiAccess (Installation see Installation Instructions P32205-26-000-xx, Chapter 3).
If installing the software IQ Tableau on a separate computer (e.g. for information in the reception area), it is mandatory input of user name, password and server identification (name of the computer where IQ Server is running) when starting the software. Optional the software IQ MultiAccess can be inserted directly at the locations (in IQ NetEdit). When starting IQ Tableau input of user name, password and server identification is required (cf. Installation Instructions P32205-26-000-xx, Chapter 6.2.2 and 11).

Settings in IQ NetEdit

Insert the software **IQ DoorTableau** at the concerning computer.
Define a operator as user for the tableau with read rights in IQ DoorTableau.



Depending on the rights a user can customize the user interface, including card layout, and save these settings.
Every new created operator with default rights has full access without Doorstate -control.
For existing users, these rights need to be adapted.

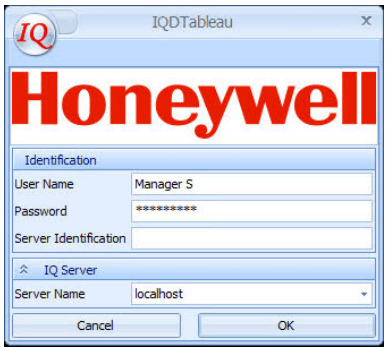
Setup / Card layout-change: Customizing user interface / Card layout (see subsequent executions).

Save settings: The individual settings can be saved. Is this right not activ, the user can made changes only for evaluation. Next time you start the original settings are active again.

Doorstate - Control: Allows the operation of all doors with the graphical user interface in IQ DoorTableau.

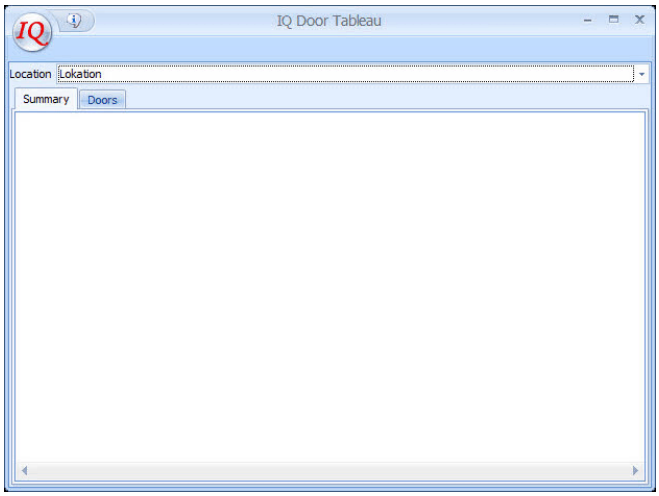
In the descriptions below, all rights are active.

24.1.2 General operation

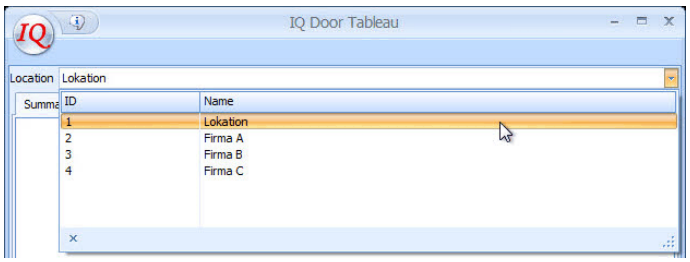


Selection: Start ➜ All Programs ➜ IQ MultiAccess ➜ **IQ DTableau**

Input of user name, password and server identification according to IQMA / IQSC standard



The first start displays an empty user interface only.

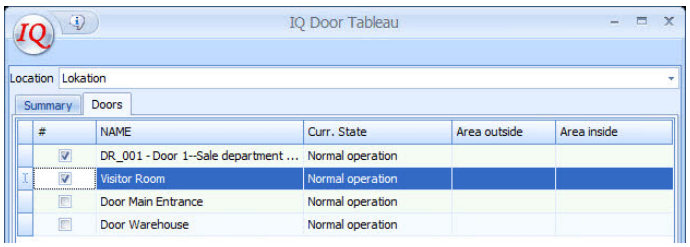


Depending on the user rights select in tab ➜ **Location** a desired Location to display.

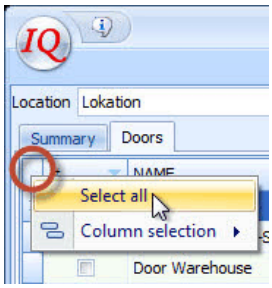
Doors (Tab): Here all the doors of the selected location listed. Selected zones appear in the overview.

Sumary (Tab): Graphical display of doors selected previously in the doors tab.

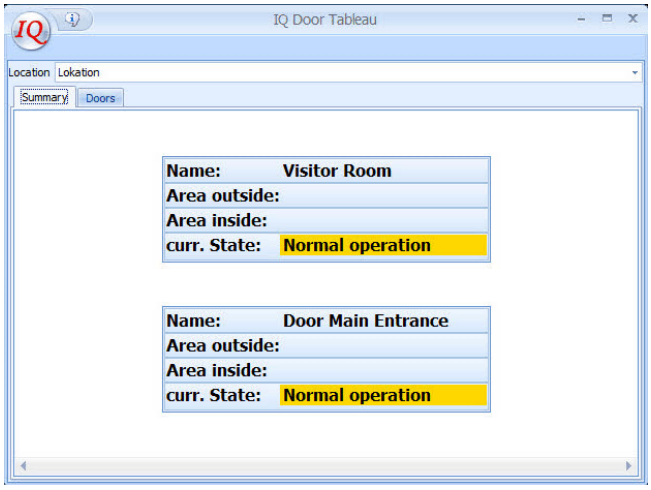
Select doors to display



Individual doors are activated by left clicking the respective check box.



Click on the first field in the table to bring up the drop-down menu to activate all doors to display. Doors that are not to be displayed can be individually disabled.
The menue ➜ **Column selection** is for individual adjustment and evaluation of lists, refer to chapter 13.

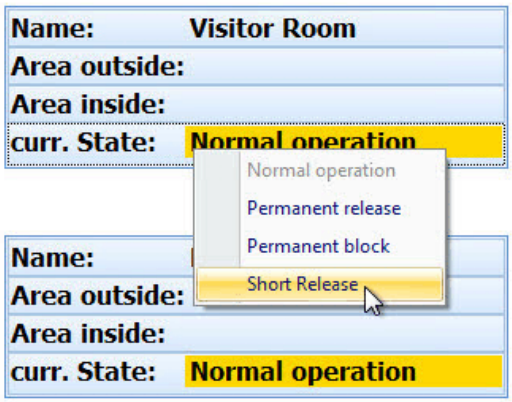


Marked doors are shown in the tab ➜ **Summary**.

According to the pre-selection in the door tab “all Doors” or “selected Doors” are displayed.
These data are updated in real time and are immediately available when a person is booking in or when a manual operation (switching doors) via the software is being made.

The maximum number of doors shown depends on the screen resolution and the set of the window size. If all doors on one side of the screen cannot be displayed, a scroll bar would appear automatically.

24.1.3 Buttons / Operation of doors



Left click in the selected ➜ **Door (graphic field)** opens the pop-up menue for manually switching door states.

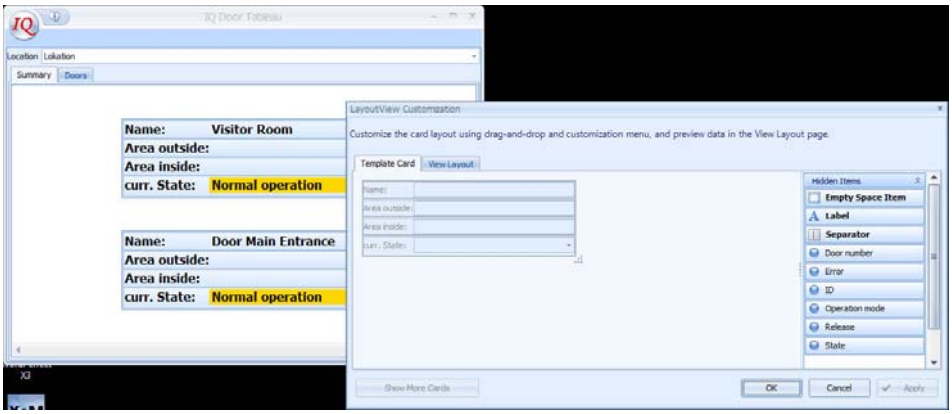
The **Short Release** button causes a brief release like pushing the door strike key.

The **Permanent release** button sets permanent release.

The **Permanent block** button block the door.

The **Normal operation** button sets the door in normal operating state.

24.1.4 Individual settings by adjusting in the layout view



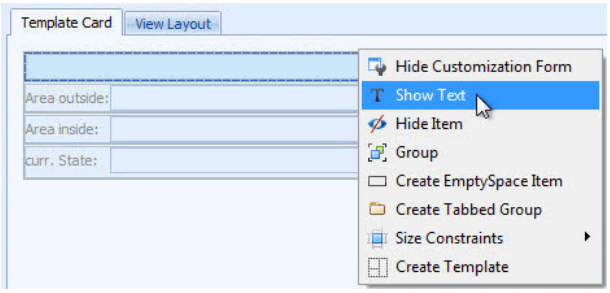
Right click anywhere in the field in the **Summary** tab opens a editing window for individual configuration of the graphical display.

In the **Template card** tab it is possible to edit individual fields with pressed left mouse button:

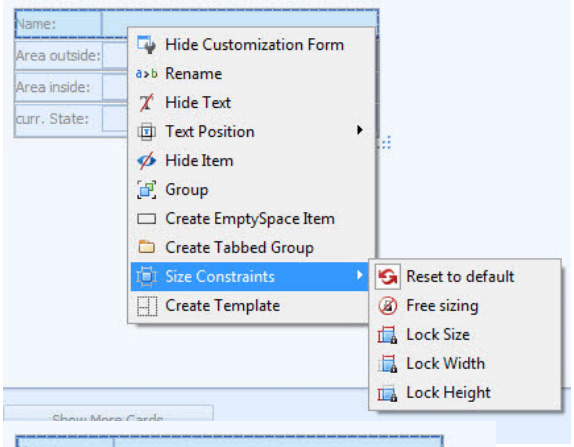
- slide inside of the display tab to a desired position.

- insert from the list of available fields in the display tab.

- remove from the display tab (back to the list).

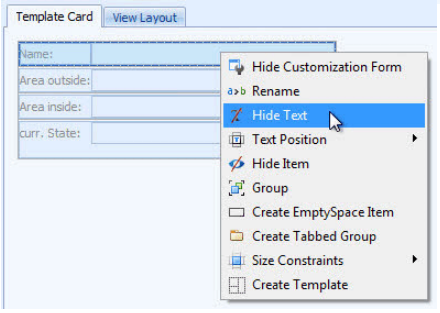


For a better overview via right click on the ➜ **Show Text** button the name of each field will be displayed.

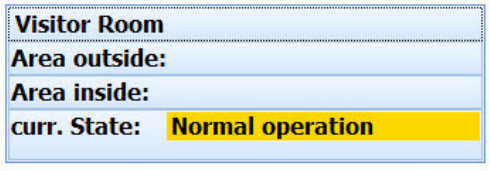


Right click on the field to be modified ➜ Size Constraints ➜ **Free sizing** allows an arbitrary resizing by dragging the field on the dotted line with pressed left mouse button.

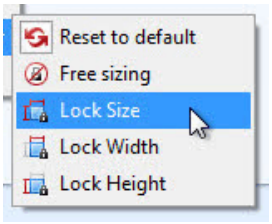
The same method applies to the complete template card (doted mark in lower right corner).



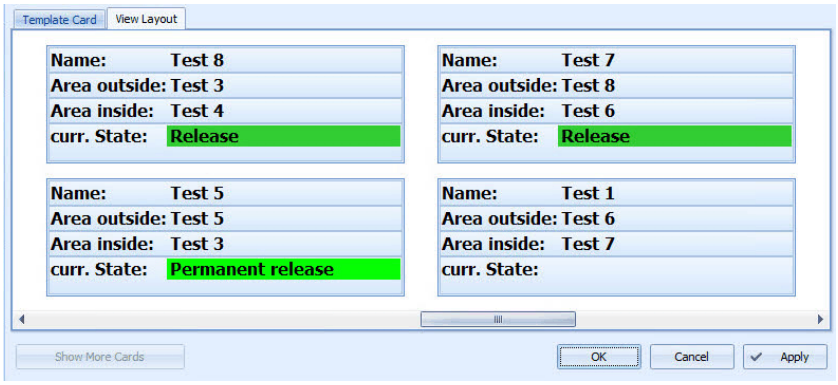
Right click in each field and select ➜ **Hide text** button to...



...remove the headline text in the fields, otherwise these are displayed.



Then select ➜ **Lock Size** button, because the template cards may have a different size.



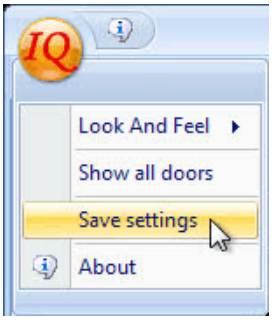
Check the result in the ➜ **View Layout** tab.

Buttons:

➜ **Apply**, if the layout matches your needs. The original display will change accordingly.

➜ **OK** to save the settings, ➜ **Cancel** button to discard the settings.

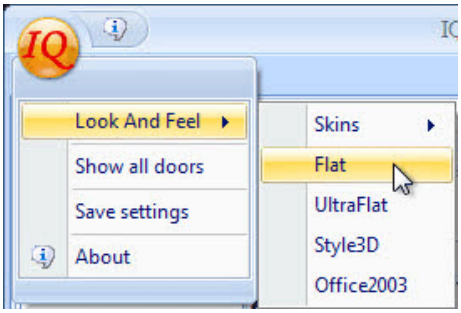
These settings apply only to the user who made them and remain only until the next program startup.



In order to prevent creating template cards again and again, they can be saved (Left click the IQ symbol ➜ Save settings. The operator must have the right **Save settings**.
In this pop-up menue the pre-selection filter for the door tab “show all Doors” can be set, too.

24.1.5 Look and feel customization

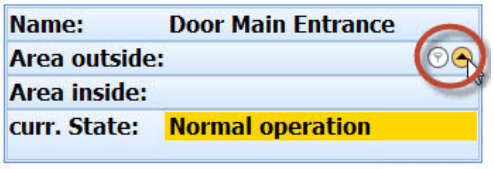
One of several themes can be selected using this function.



- Click on the **IQ** symbol
- Look and Feel
- Select a style or skin.

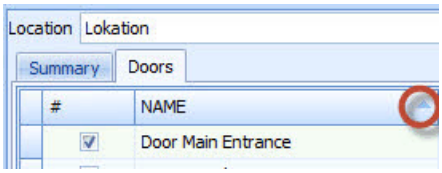
The layout will automatically be saved locally (not in the user profile!)
The next program start activates the last settings, no matter which user logs in.

24.1.6 Sorting and filtering



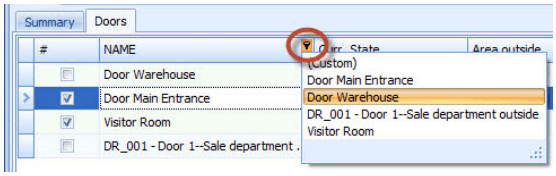
Click on a small ➜ **arrow symbol** in the right corner of any field. This causes sorting in ascending or decending order of the doors.

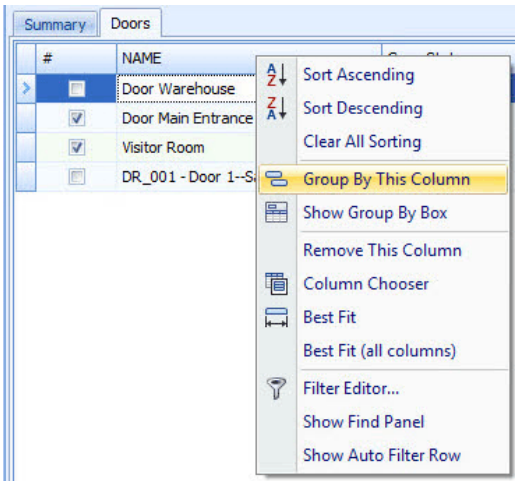
Multiple sorting: For this purpose, the first column is sorted as described above, then the second and each other column is defined in addition while pressing the shift key.



In the **Door** tab click as well on the ➜ **arrow symbol** as described above. This causes sorting the desired column in ascending or decending order.

The filter symbol appears when passing over the column header with the mouse pointer. Use the filter icon by touching the column to select the desired filter. To set a filter, use the left mouse button to open the pull-down menu using the filter symbol in the column heading field and select the desired filter entry. The evaluation / sorting all of the filter functions are described in chapter 13.1.2.5. In addition, Custom-defined filtering can be selected in every heading field, too.





Via a right-click into each column headline a pop-up menue appears with more options for sorting, filtering and grouping. The evaluation functions are described in chapter 13.

If a door list should be ➜ **Print**: Printing is carried out according to the individual adjustments described in chapter 13. Via double click in any field of a list the ➜ **Print preview** would be opened.

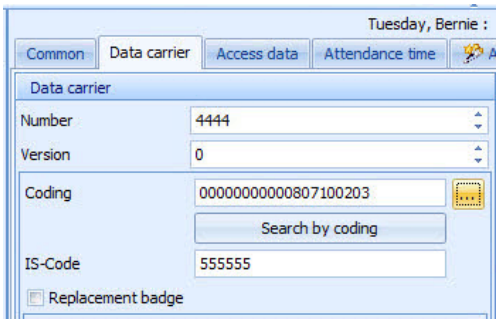
25. Use of mifare DESFire EV1 data carriers

25.1 General

The mifare DESFire EV1 technology is the follower of the mifare classic system, however it has a higher security class.
The mifare DESFire EV1 technology use the common accepted encoding procedure AES (Advanced Encryption Standard). The current encoding procedure AES of DESFire EV1 readers uses a 128 bit key.
The encoding procedure AES is known as extremely tap-proof and tamper-resistant. In th USA it is approved for government documents in the highest security ratings. IQ Multi Access also supports the new electronic service and troop card (eDTA) of Germany.

25.2 Enter data carriers

There is no manual entry of data carriers possible only reading cards via read-in station (Admitto DESFire).



- Put card on the read-in station.
- Click the button ➜ “read-in ...”.

With this procedure “Random UID” will be activated on the card and the currently active primary key will be written onto the card. The read-in station indicates ready for read-in via a flashing yellow LED.

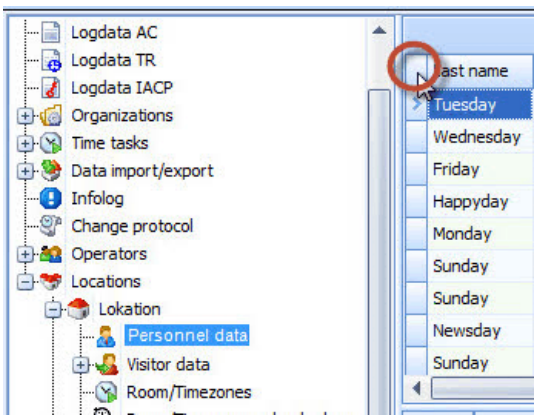
The correct reading procedure is indicated by a green LED. An abortive reading procedure is indicated by a red LED. The IS code of the card is shown in plain text.

25.3 Identification/Enter data carriers

All card owners have to have their cards programmed to the new primary key within a certain period of time. This can be done via a read-in station (e. g. in the personnel office) or via a self-service station IQKeyChanger.

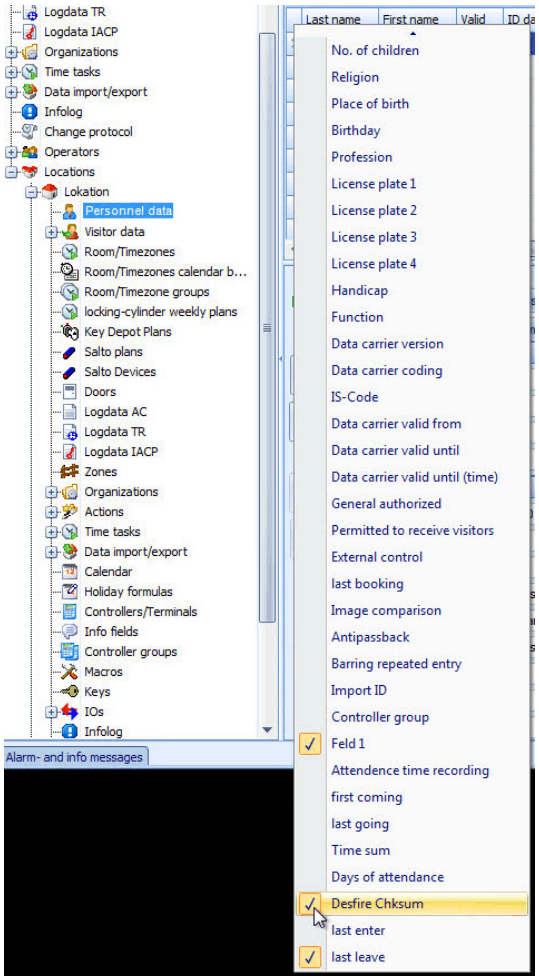
Please note, that reading or deleting of keys is not possible in IQ Visitor if IQ KeyChanger and IQ Visitor are started on the same PC.

After expiration of the transition period the secondary key will be deleted or replaced by a new key which later on will replace again the current primary key.



Activate the **Desfire checksum** column. Left click on the ➜ **list symbol** ☐ opens the pop-up menue for selection the data fields.

Activate the “Desfire checksum” column in the grid of the personnel data to find out if all card owners have adopted the new primary key.



Now you can sort by “Desfire Checksum” and filter the card owners still not having updated their primary key.

Appendix

Changes as against the previous version

- ➜ Client IQ MultiAccess performance improvements.
- ➜ New variables for text input for the actions.
- ➜ Individual storage path for settings.
- ➜ Additional selection menu for read-in stations.
- ➜ Number of user-defined fields now 40.
- ➜ Support of DESFire EV1/EV2 for MB-Secure.

Booking Codes

Code	Code new	Message
0		Release
1		Wrong version number
2		No zone assigned
3		No fitting time range
4		No door assigned
5		Wrong system number
6		ID card unknown
7		Wrong key code
8		Special code armed/disarmed
9		Antipassback error
10		Duress code
11		ID card number invalid
12		Door blocked after picture comparison
13		Error barring repeated entry
14		ID card retracted
15		Special function activated
16		Area reassignment
17		IDCU armed by ACS-1
18		IDCU disarmed by ACS-1
19		Door blocked - IDCU armed
20		Area engaged
21		Area empty
22		Buffer full
23		ID card blocked
24		Reassign queue in use
25		Length of stay: Error in check
26		Length of stay: Too short
27		Length of stay: Too long
28		Error Image matching
126		Key taken
127		key available
128		Control unit offline
129		Control unit online
130		Door opened too long
131		Door closed again
132		Tamper contact active
133		Tamper contact OK
134		Release time expired
135		Door number unknown
136		Internal door strike key used
137		External door strike key used
138		IDCU armed
139		IDCU disarmed
140		Max. attempts exceeded
141		Door opened without card
142		Door permanently released
143		Door in normal operation
144		Door blocked
145		Door with key code
146		Battery low
147		Reader fault
148		Reader OK
149		Door number unknown
150		2-wire keypad fault

151		2-wire keypad OK
152		3-wire bus fault
153		3-wire bus OK
154		ACS-1 Printer error
155		ACS-1 Printer on
156		ACS-1 Printer off
157		Door opened after release
158		Door closed after release
159		-
160		Door opened with key code
161		Wrong key code
162		Positive drive of IDCU fulfilled
163		Positive drive of IDCU not fulfilled
164		Door monitoring off (ACC)
165		Door monitoring on (ACC)
166		External input closed
167		External input opened
168		Read error
169		Alarms reset (ACC)
170		Error 2-person AC
171		-
172		-
173		External output closed
174		External output opened
175		Door opened while permanently released
176		Door closed while permanently released
177		Released by Host
178		Host command not accepted
179		Tamper door strike
180		Door strike OK
181		Mains fault
182		Mains restored
183		Battery fault
184		Battery OK
185		Battery OK
186		Hardware reset Controller
187		Acoustic alarms cleared
188		Alarms cleared
189		Factory reset, data deleted
190		Printer error fixed
191-228		Reserved for ACS-1 and ACS Compact
229	01	Overflow booking memory
229	02	Artifical watchdog reset
229	03	Connection to CD lost
229	04	Connection to CD established
229	05	CD ready for operation
229	06	OEM identification wrong. CD deleted
229	07	Prot.version wrong CD deleted
229	08	Defect CD deleted
229	09	Memory test ROM ==> Error
229	10	Memory test ROM ==> OK
229	11	Memory test RAM ==> Error
229	12	Memory test RAM ==> OK
229	13	Memory test EEPROM ==> Error
229	14	Memory test EEPROM ==> OK
229	15	Checksum error in RAM
229	16	Checksum error in EEPROM
229	17	Checksum error in CLOCK
229	18	Hardware error RAM
229	19	Hardware error EEPROM

229	20	Hardware error clock
229	21	Unknown telegram
229	22	Unknown telegram recognition
229	23	Unknown block address
229	24	Hardware reset
229	25	Watchdog reset
229	26	Data loss
229	27	Tamper CD triggered
229	28	Tamper CD cleared
229	29	Mains fault CD triggered
229	30	Mains fault CD cleared
229	31	Battery fault CD triggered
229	32	Battery fault CD cleared
229	33	Battery fault CD triggered
229	34	Battery fault CD cleared
229	35	Acoustic alarm cleared
229	36	Input -> ACTIVE
229	37	Input -> INACTIVE
229	38	Input ->ACTIVE Offline
229	39	Input -> INACTIVE Offline
229	40	Input -> Connection established
229	41	Output -> ACTIVE
229	42	Output -> INACTIVE
229	43	Output ->ACTIVE Offline
229	44	Output -> INACTIVE Offline
229	45	Output -> Connection established
229	46	Reader -> Tamper triggered
229	47	Reader -> Tamper cleared
229	48	Keypad -> Tamper triggered
229	49	Keypad -> Tamper cleared
229	50	Prevent access
229	51	Parallel lock
229	52	Permanent release ended
229	53	Permanent locking ended
229	54	Prevent access ended
229	55	Parallel lock ended
229	56	Unauthorized opening ended
229	57	Code type “Card only”
229	58	Code type “Door code only”
229	59	Code type “Door code and card”
229	60	Code type “PIN Code only”
229	61	Code type “PIN Code and card”
229	62	Code type “PIN Code or card”
229	63	Code type “Door code or card”
229	64	Input -> Connection lost
229	65	Output -> Connection lost
229	66	Reading not clear
229	67	CD signals offline
229	68	Door clodes correctly
229	69	Macro selection activated (ID card)
229	70	Macro selection terminated (ID card)
229	71	Macro selection activated (door code)
229	72	Macro selection terminated (door code)
229	73	Automatic macros activated
229	74	Automatic macros deactivated
229	75	Execution quick macro (ID card)
229	76	Execution quick macro (door code)
229	77	Timeout macro selection
229	78	Automatic macros activated (Timeout)
229	79	Automatic macros deactivated (Timeout)
229	80	Door: Input Alarm >>> ACTIVE
229	81	Door: Input Alarm >>> INACTIVE
229	82	
229	83	

229	84	
229	85	
229	86	
229	87	
229	88	Macro: Trigger queue full
229	89	Macro: No authorization
229	90	Macro: Not manually executable
229	91	Macro: Not executable
229	92	Macro: Manual execution
229	93	Macro: Quick macro execution
229	94	Macro: Automatic macro execution
229	95	Macro: Forced macro execution
229	96	Macro: No quick macro assigned
229	97	Macro is invalid
229	98	Macro: Time of maturity expired
229	99	Macro: Execution by user
229	100	Macro: Execution by host
229	101	Macro: Execution by controller/terminal
229	102	Macro: Execution by timezone
229	103	Macro: Execution by MacroControl
229	104	Macro: Execution by host not allowed
229	105	Macro: Execution by controller/terminal not allowed
229	106	Macro control: Internal error
229	107	Macro control: Start by host
229	108	Macro control: Stop by host
229	109	Macro control: Reset by host
229	110	Macro control: Delete by host
229	111	Macro control: Invalid command
229	112	Macro control: invalid key
229	113	Timestamp correction: Recalculation
229	114	Timestamp correction: Internal foreward
229	115	Timestamp correction: Internal backward
229	116	Timestamp correction: External error
229	117	Timestamp correction: External foreward
229	118	Timestamp correction: External backward
229	119	Error spin direction recognition
229	120	No. of attempts: Blocking time started
229	121	No. of attempts: Blocking time expired
229	122	No. of attempts: Blocking time reset
229	123	Error length of telegram
229	124	Chechsum error in ROM
229	125	General hardware fault
229	126	Bus device not supported
229	127	Card transport error
229	128	Reader - battery failure
229	129	Reader - battery ok
229	130	RF user offline
229	131	RF user online

IQ MultiAccess products

Item No.	Product description
29601	Basic package IQ MultiAccess for 300 ID cards
29602	Basic package IQ MultiAccess for 500 ID cards
29603	Basic package IQ MultiAccess for 800 ID cards
29604	Basic package IQ MultiAccess for 1000 ID cards
29605	Basic package IQ MultiAccess for 1500 ID cards
29606	Basic package IQ MultiAccess for 2000 ID cards
29607	Basic package IQ MultiAccess for 3000 ID cards
29608	Basic package IQ MultiAccess for 5000 ID cards
29609	Basic package IQ MultiAccess for 7500 ID cards
29610	Basic package IQ MultiAccess for 10000 ID cards
29646	Basic package IQ MultiAccess for more than 10000 ID cards
29611	Database expansion MultiAccess from 300 to 500 ID cards
29612	Database expansion MultiAccess from 500 to 800 ID cards
29613	Database expansion MultiAccess from 800 to 1000 ID cards
29614	Database expansion MultiAccess from 1000 to 1500 ID cards
29615	Database expansion MultiAccess from 1500 to 2000 ID cards
29616	Database expansion MultiAccess from 2000 to 3000 ID cards
29617	Database expansion MultiAccess from 3000 to 5000 ID cards
29618	Database expansion MultiAccess from 5000 to 7500 ID cards
29619	Database expansion MultiAccess from 7500 to 10000 ID cards
29620	Database expansion MultiAccess for more than 10000 ID cards
29621	Client processing ability option
29622	Antipassback/Barring Repeated Entry option
29624	Camera option
29625	Capture of image and signature, layout and card printing option
29626	IDCU Interface option
13598	Virtual IACP operation unit option / IQ ControlCenter (1 x included in basic / professional package with option 029626)
29631	Professional package IQ MultiAccess for 300 ID cards
29632	Professional package IQ MultiAccess for 500 ID cards
29633	Professional package IQ MultiAccess for 800 ID cards
29634	Professional package IQ MultiAccess for 1000 ID cards
29635	Professional package IQ MultiAccess for 1500 ID cards
29636	Professional package IQ MultiAccess for 2000 ID cards
29637	Professional package IQ MultiAccess for 3000 ID cards
29638	Professional package IQ MultiAccess for 5000 ID cards
29639	Professional package IQ MultiAccess for 7500 ID cards
29640	Professional package IQ MultiAccess for 10000 ID cards
29647	Basic package IQ MultiAccess for more than 10000 ID cards
29641	Upgrade from MultiAccess for Windows to IQ MultiAccess
29643	Upgrade from IQ SystemControl to IQ MultiAccess
29645	Upgrade from IQ MultiAccess previous version to IQ MultiAccess current version
29650	Option Salto for IQMA/IQSC
29651	Number of readers for Salto

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