

***Winprox 2***

Code 949571 V03\_05

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**ENGLISH**

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## **WINPROX**

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The WinProx application lets you manage users and cards, stand-alone proximity readers, check incidents online, IP camera, generate reports, etc... in an access control installation, in a simple and robust way.

With WinProx, you can define a multitude of access readers, authorise or cancel users , assign several cards to the same user, configure the access permits of each user for the different readers in the installation, manage card expiry...

## **Features**

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- Multiple readers (as many as available PC connection ports).
- Connection by Serial ports or through local networks (by means of IP serial port adaptors).
- Multiple installations, and backup copy of the same.
- Possibility to export/import Excel files.
- Complete user reception and handling (with version 2.0 readers onwards).
- Logical separation between users and cards.
- Managing several cards per user.
- Expiry of cards with PC connected.
- Event Log online.
- Generate reports.
- View up to four IP cameras.

## **Minimum Requirements**

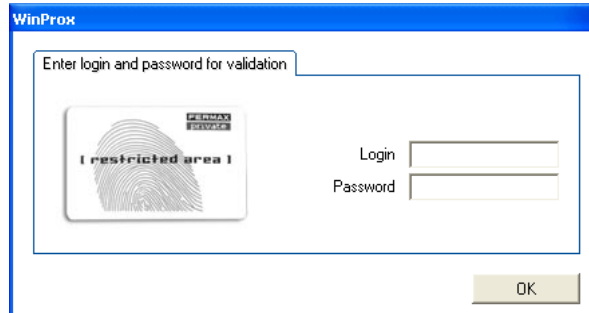
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The following requisites are needed to run the application:

<b>Requirement</b>	<b>Minimum</b>
Equipment	IBM or PC compatible
Operating System	W95/98/2000/NT/XP/2003
RAM Memory	64 Mb
Hard Disk	100 Mb free space

## START - MAIN SCREEN

When the Winprox 2 application starts, the Login screen comes up in order to check whether the user is permitted to run the application:



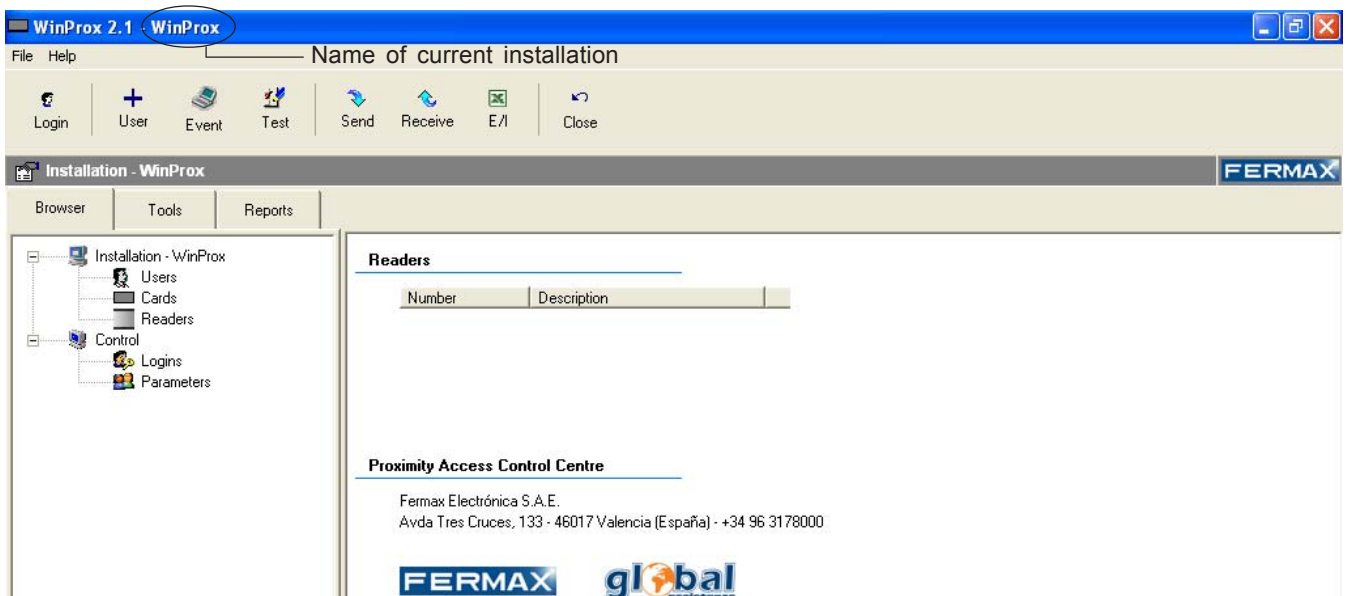
The Winprox 2 application lets you manage and check up on user access, as well as creating new users (with their corresponding login and password), and delete existing users.

**Login** management is explained in more detail in the "Parameters > Login" section of this manual.

To start working with WinProx 2, enter the following data in the Login screen:

Login: system  
Password: fermax

and click . The application Main Screen comes up:



Initially, the WinProx 2 application creates a default installation called Winprox.

If a new installation is not created, the data regarding the users, cards and readers in the system are stored by default in the "Winprox" installation.

The current installation name (the one we are working on) is indicated at the top of the main screen.

The WinProx 2 application lets you create as many installations as you wish, so that you can manage and identify a multitude of installations (each with their corresponding readers, users, cards...).

To create and manage installations, see the "Parameters > Database Management" section.

## Main Screen



### BROWSER

**Users:** Lets you manage the installation users (create, delete, search users, assign cards...).

**Cards:** Lets you manage the installation proximity cards (create/delete cards, search for cards...).

**Readers:** Lets you manage the different readers in the system (add, delete, edit,...).

**Logins:** Lets you create and delete logins to control the user access to the Winprox 2 application.

**Paramaters:** Lets you create a new installation and configure different system parameters (installation current, language...).







### TOOLS

Enables online control (in real time) of the different events taking place in the installation: event log, presence control and camera control.

### REPORTS

Lets you generate different reports showing information on the installation (list of users, cards, readers, etc...)

## Fast Access Buttons Description

 Login	<i>Closes the session, blocking the application. Login screen is shown. Only the login that started the session can open it again.</i> Allows to keep the application active (registering incidences) avoiding the no authorised personal either the access to the same application, or to modify parameters.
 User	<i>Shows the insertion screen for new users.</i>
 Event	<i>Shows the Event Log screen.</i>
 Test	<i>Runs a test in all the readers defined in the application.</i>
 Send Receive	<i>Lets you Send the list of cards to the Readers and Receive it.</i>
 E/I	<i>Lets you Export/Import the lists of cards and users to/from Excel files.</i>

## BROWSER

## LOGINS

BROWSER

Lets you manage the users who have access to the Winprox 2 application.

They may be of two types:

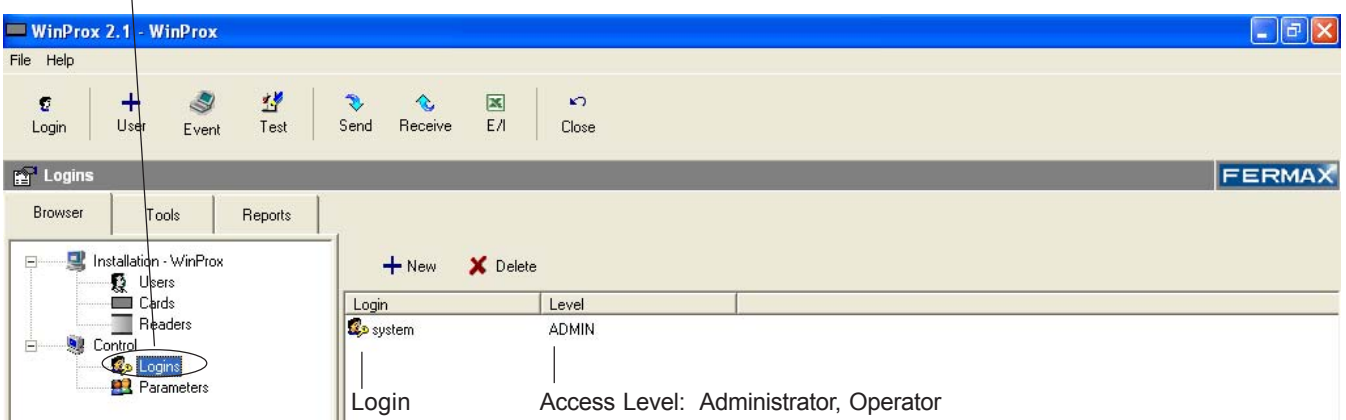
- **Administrator:**

A user defined as Administrator can perform all the operations available in the Winprox application.

- **Operator :**

A user defined as Operator cannot manage the readers in the application (only check their availability), nor configure the IP cameras (only view them).

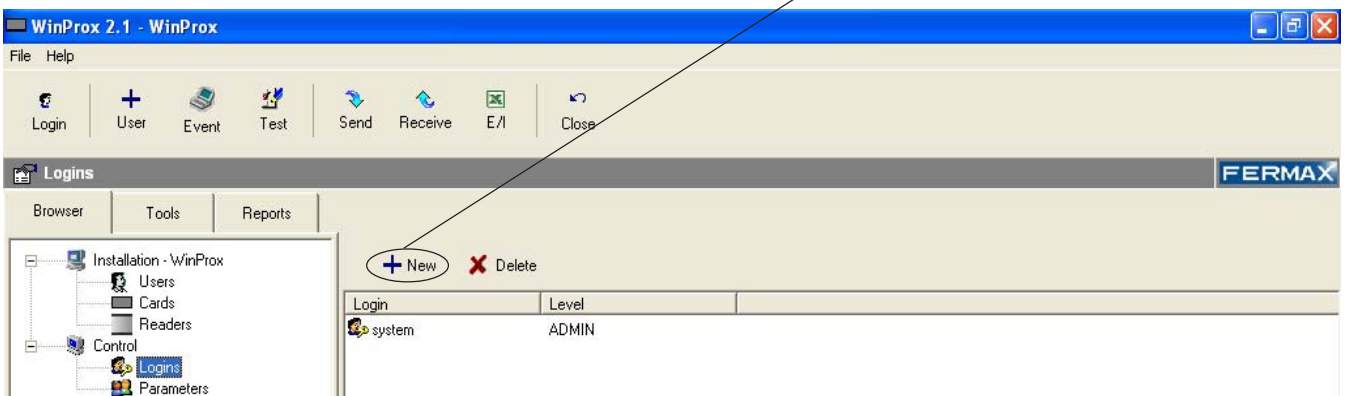
Click on "Logins" on the Browser to access the Login screen. The Login screen comes up.



## New Login

+ New

To **Create** a New Login for access to the application, click the **+ New** button:



The screen below comes up, where we can enter the new Login data:

WinProx

New Login

Login

Password

Confirm password

Level

Cancel

OK

- **Login**

- **Password**

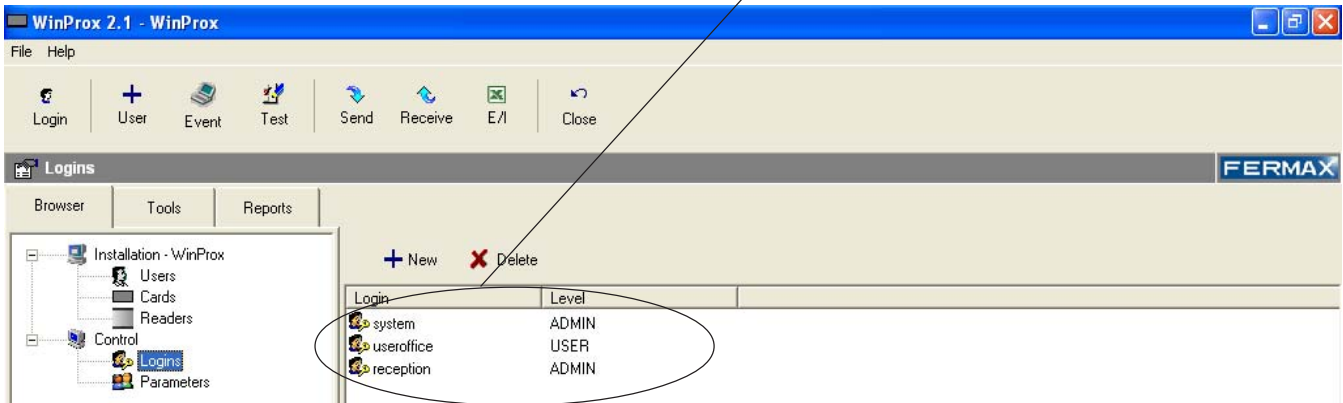
- **Level:**

Select the new login level from the drop-down menu.

Administrator

Operator

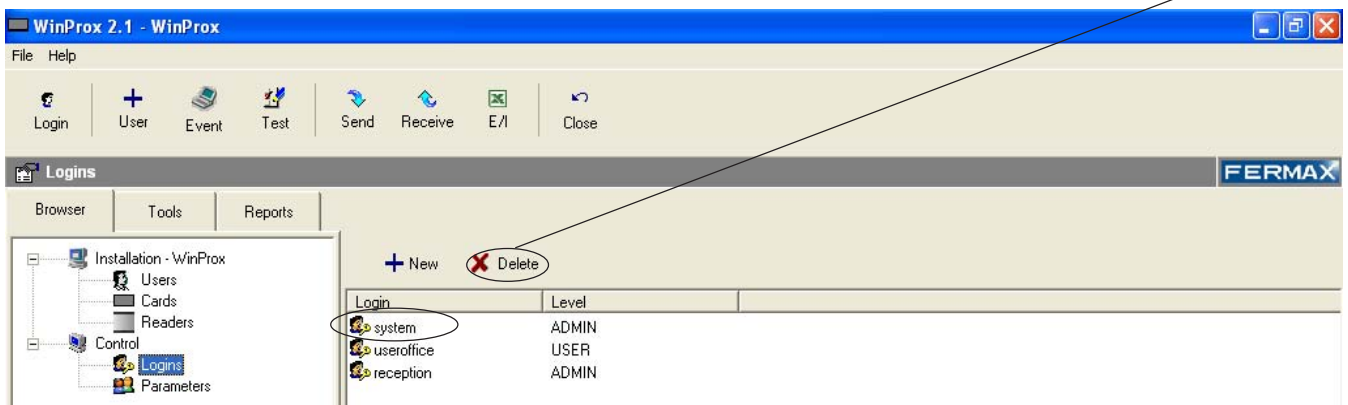
Click "OK" to confirm the creation of the new Login. The new login created appears on the main Login screen:



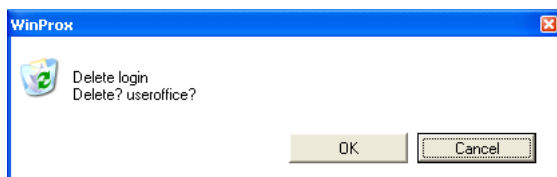
## Delete Logins

**X** Eliminar

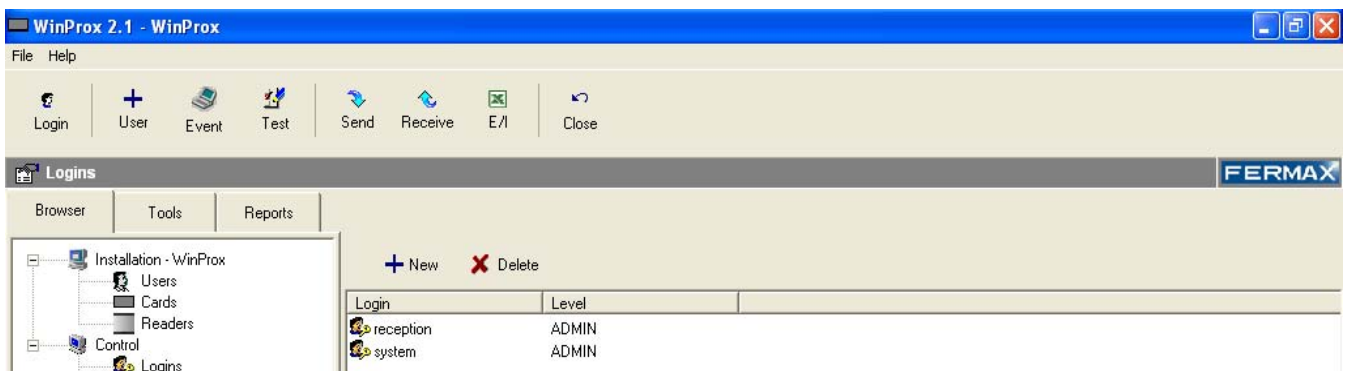
To **Delete** an existing Login, use the mouse to select the login to be removed and press the **X** Eliminar button:



The Delete Logins screen appears:



Click "OK" to delete the selected login, or "CANCEL" to cancel the action.



## Notes



There must be at least one "Administrator" user in the application. When the login is deleted, if there is only one Administrator left, they cannot be removed.

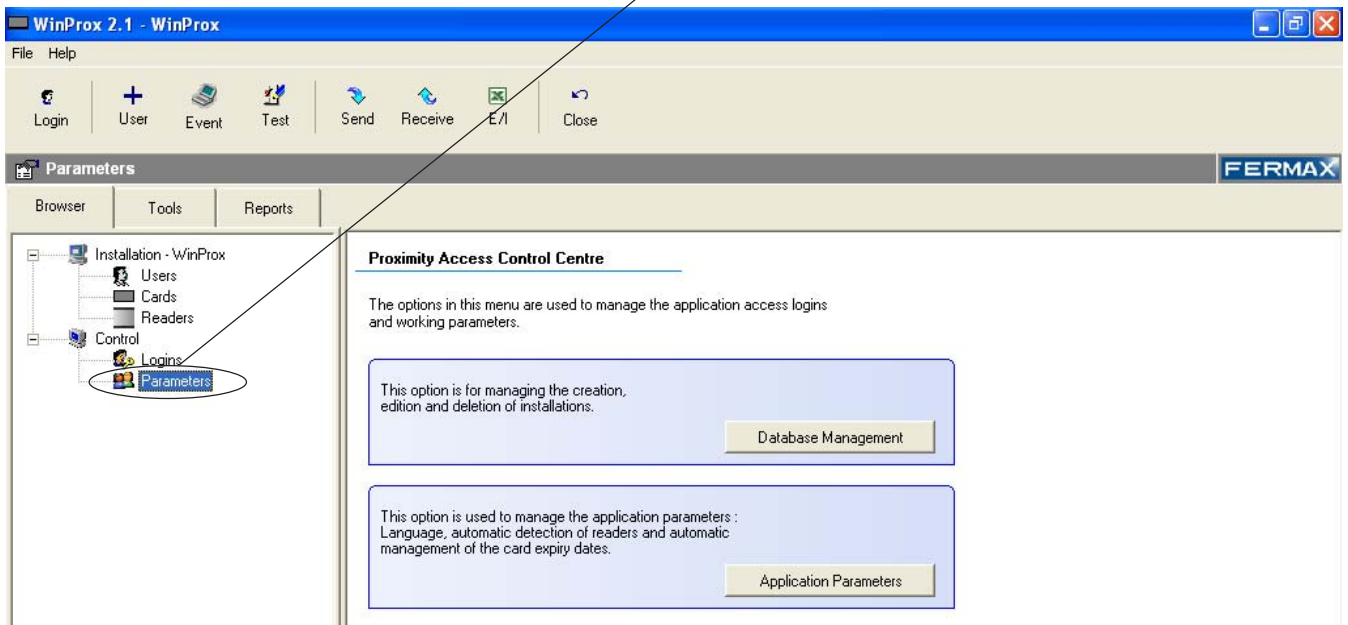


## PARAMETERS - INSTALLATIONS MANAGER

BROWSER

Lets you creat new installations and handle the existing ones.

To access the Parameters screen, click on "Parameters" on the Browser. The Parameters screen comes up:



### - Database Management:

Use this option to handle the creation, edition and deletion of installations.

### - Application Parameters:

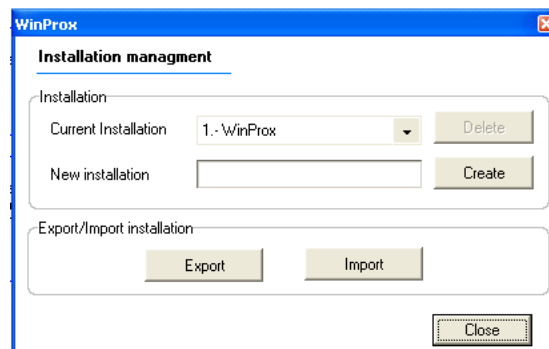
This option is used to manage the application parameters: Language, automatic card code reading and card expiry date check activation.

To access each of the Parameters screen options, simply click on the corresponding button.

## Database Management

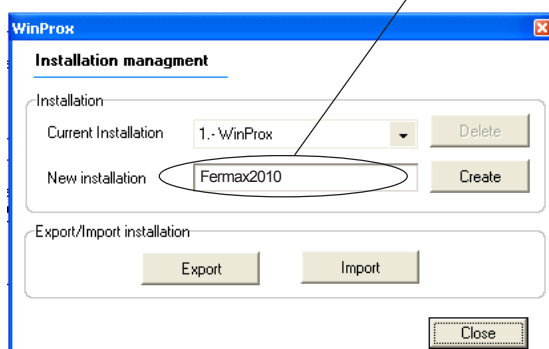
Database Management

This option is used to handle creation, edition and removal of installations.



## Create an Installation

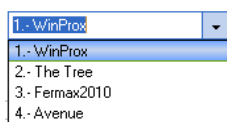
Write the name of the installation to be created in the "New Installation" box and click the **Create** button.



The name of the installation created appears in the "Current Installation" box and in the main screen toolbar.

## Open/Delete an Installation

To **Open** an existing installation, select the one you want to open from the drop-down "Current Installation" menu.



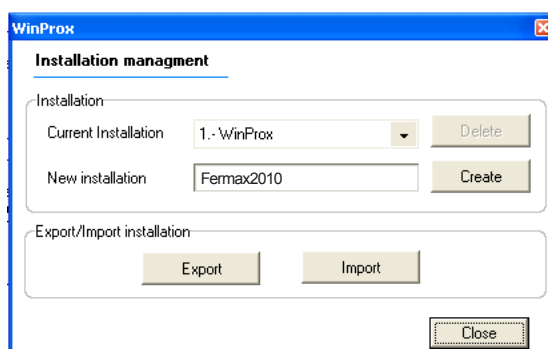
The name of the installation currently opened appears in the "Current Installation" box and the main screen toolbar.

To **Delete** an installation, select the installation to be removed from the "Current Installation" drop-down list, and click the **Delete** button.

## Export/Import an Installation

Click the **Export** button to export the whole installation to a Winprox file (.wpd). The installation exported corresponds with the "Current Installation".

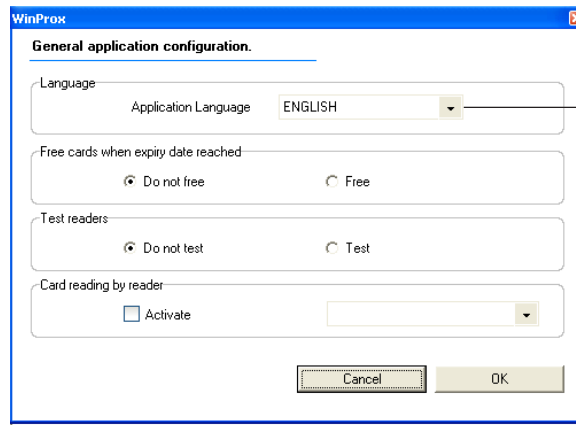
Click the **Import** button to import an installation (exported previously).



## Application Parameters

Application Parameters

Use this option to manage the application parameters: Language, automatic card code reading and card expiry date check activation.

The image shows a screenshot of the 'WinProx' application window, specifically the 'General application configuration' dialog box. The dialog has a title bar with 'WinProx' and a close button. It contains four sections: 'Language' with a dropdown menu set to 'ENGLISH'; 'Free cards when expiry date reached' with radio buttons for 'Do not free' (selected) and 'Free'; 'Test readers' with radio buttons for 'Do not test' (selected) and 'Test'; and 'Card reading by reader' with a checkbox for 'Activate' (unchecked) and a dropdown menu. At the bottom are 'Cancel' and 'OK' buttons. A line from the 'Language' dropdown in the dialog points to the 'Language Setup' section below.

### Language Setup

Select the application language with the "Application Language" drop-down menu.

### Free Cards when the Expiry Date is Reached

If the "Free" option is activated, from time to time the application runs a check on cards with expiry dates. When the expiry date indicated for one of a user's cards is exceeded, the cards are freed, and their link with the initial user is cancelled.

This image shows a close-up of the 'Free cards when expiry date reached' section of the configuration dialog. It features two radio buttons: 'Do not free' (which is selected) and 'Free'.

### Test the Readers

If the "Test" option is activated, the application periodically runs a test (from time to time) of the readers, displaying their status on the readers screen.

This image shows a close-up of the 'Test readers' section of the configuration dialog. It features two radio buttons: 'Do not test' (which is selected) and 'Test'.

### Card Code Reader

This option lets you enable one of the readers in the installation (created previously) for reading card codes. In this way, when a new card or user is created, the card number is obtained automatically when the corresponding card is presented to the enabled reader, with no need to key in the number every time a new card/user is created.

For automatic card code reading, use the drop-down menu to select the reader to be used from those existing in the installation, and tick the "Enable" box.

This image shows a close-up of the 'Card reading by reader' section of the configuration dialog. It includes a checkbox labeled 'Activate' which is checked, and a dropdown menu. The dropdown menu is open, showing a list of readers: '1 Office' (selected), '1 Office', and '2 Warehouse'.

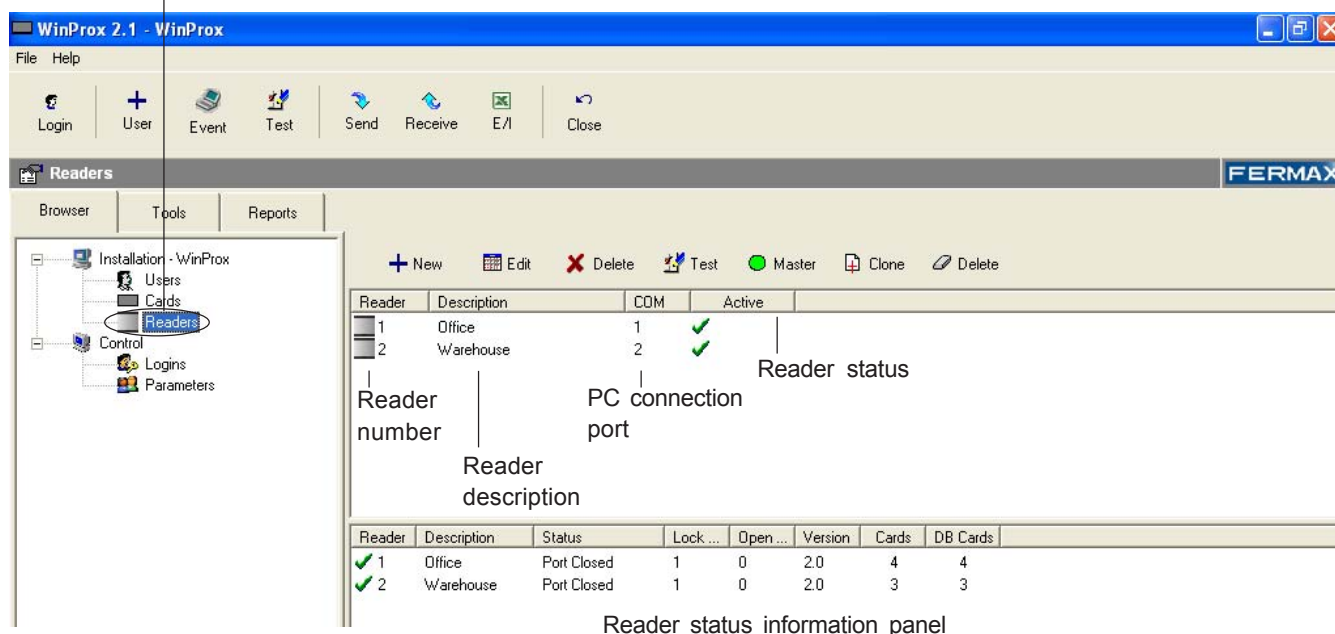
**Important:** Once the insertion of users/cards is completed, disable this option. Otherwise, the reader will not work correctly (the reader stays in code reading mode and will not recognise the system users).

## READERS

BROWSER

Lets you manage the different proximity readers (controllers) present in the installation: add, delete, edit, clone...

Click on "**Readers**" on the Browser to access the Readers screen:



### Reader Status Information Panel

- **Reader** : Reader number.
- **Description**: Reader description.
- **Status**: Sensor status.
- **Door open time**: Lock activation time.
- **Open door timing**: Door open timing threshold.
- **Version**: Proximity reader version.
- **Cards**: Card/User N° stored in the reader.
- **Cards in DB**: N° of cards in the application for this reader.

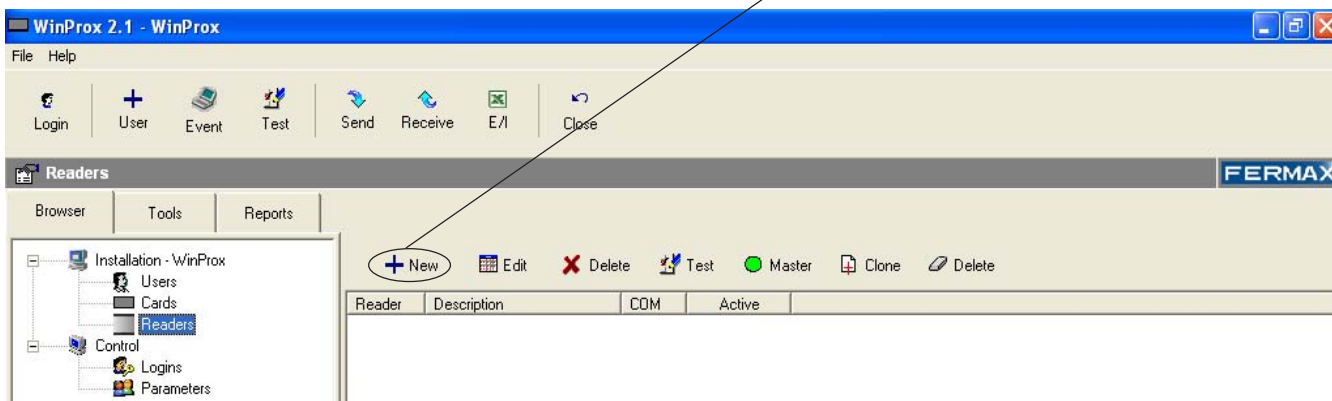
### Commands Description: Readers Screen

New	Shows the new reader screen, where the new reader data are entered.
Edit	Lets you <b>Edit</b> (modify) the data on the reader selected from the list of readers.
Test	Lets you run a <b>Test</b> of the readers in the installation, informing on their status.
Delete	Deletes the readers selected in the readers list.
Master	Lets you change the <b>Master Card</b> of the readers in the installation.
Clone	Lets you <b>Clone (copy)</b> the data in the reader onto another reader in the installation.
Delete	Total <b>Deletion</b> of the memory of the selected reader/s.

## New Reader (Controller)

[+ New](#)

To **Create** a New Reader in the current installation, click the [+ New](#) button:

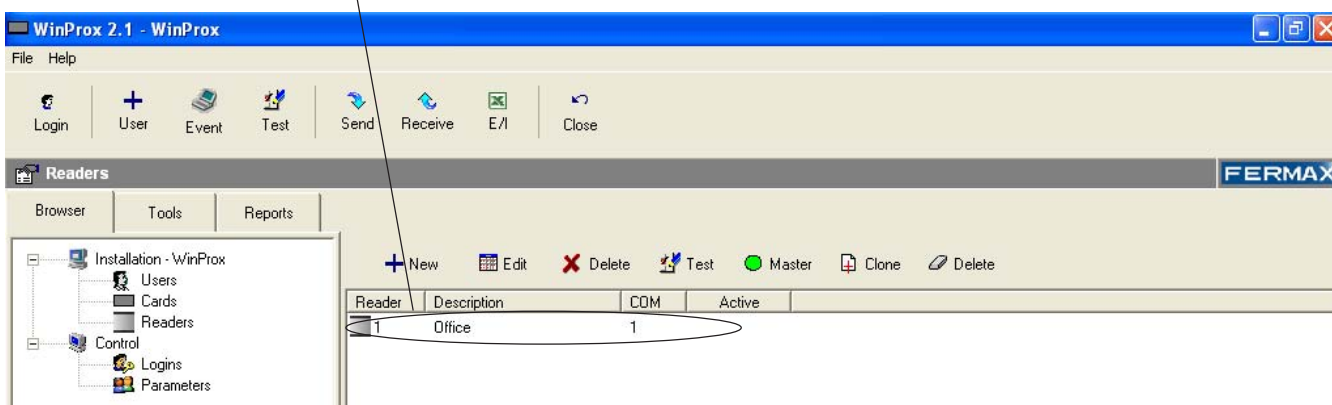


The screen below comes up, where you enter the new reader data:

- **Number :**  
ID number of reader in the applicationn.
- **Description:**  
Reader description.
- **Port:**  
PC to reader connection port. (\*)

Click [Add](#) to add the Reader to the application (press [Cancel](#) to finalise Reader insertion).

The new reader appears in the list on the Readers main screen:



## Notes



(\*) The PC-reader connection can be made via the PC serial ports (COM1, COM2...), or by means of special reader connection devices to local networks (configured as virtual ports COMx...)

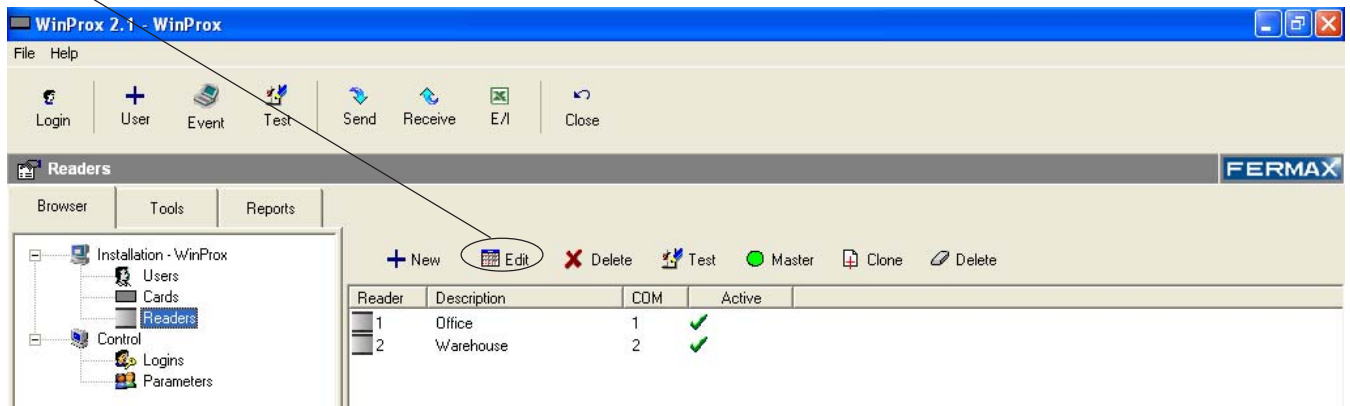
The "Port" data to be entered in the "New Reader" screen corresponds to the Port number(COM) where the reader is connected to: COM1 => 1; COM2 => 2....

If there is no "Port" (in the PC) assigned to a reader, errors may occur in sending and receiving the user lists and Reader tests.

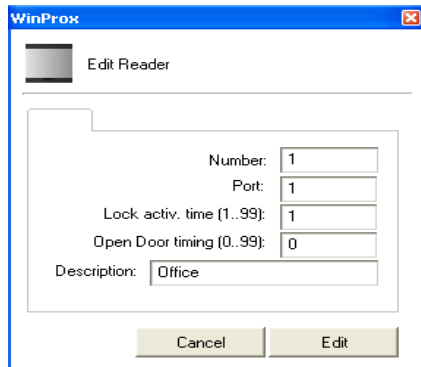
## Edit Readers

Edit

To **Edit** an existing reader in the current installation, use the mouse to select the reader to be edited and click the **Edit** button.



The Edit Readers screen appears, letting you modify the following parameters and data.



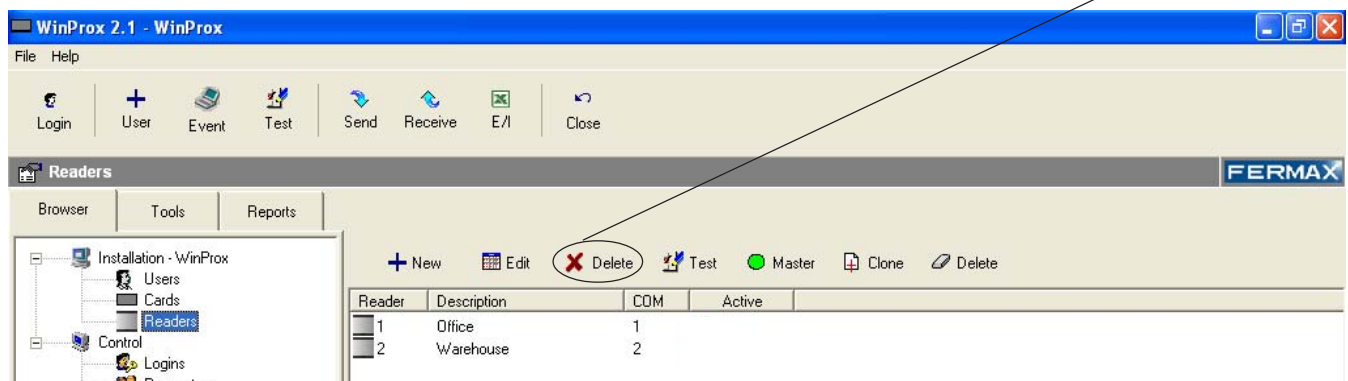
- **Door open time:**  
Door release/electric lock activation time (from 1 to 99 seconds).
- **Open door timing:**  
Open door time (from 0: deactivated; to 99 sec.)  
When the time is up, if the door has not shut, the reader starts to emit an acoustic alert.
- **Description:**  
Reader description.

Click **Edit** to accept the changes in the Reader (press **Cancel** to cancel the changes).

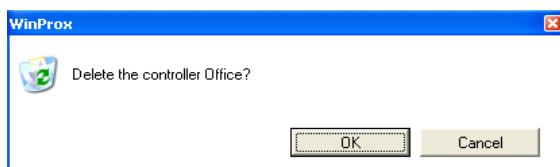
## Delete Readers

Delete

To **Delete** a Reader, select the reader to be removed (left click on the reader) and click **Delete**.



The Delete Readers screen comes up:



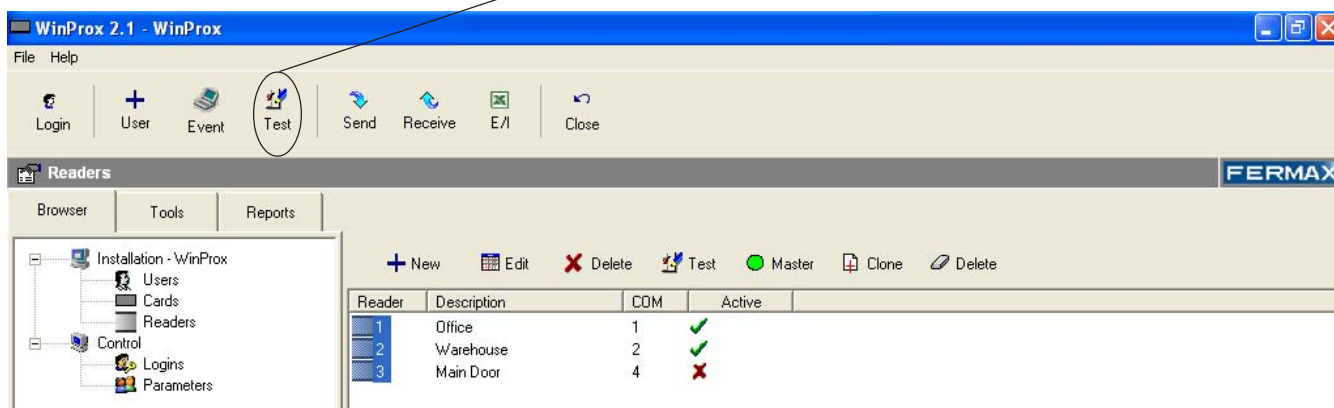
Click **"OK"** to delete the selected reader, or **"CANCEL"** to cancel the action.

## Readers Status and Test

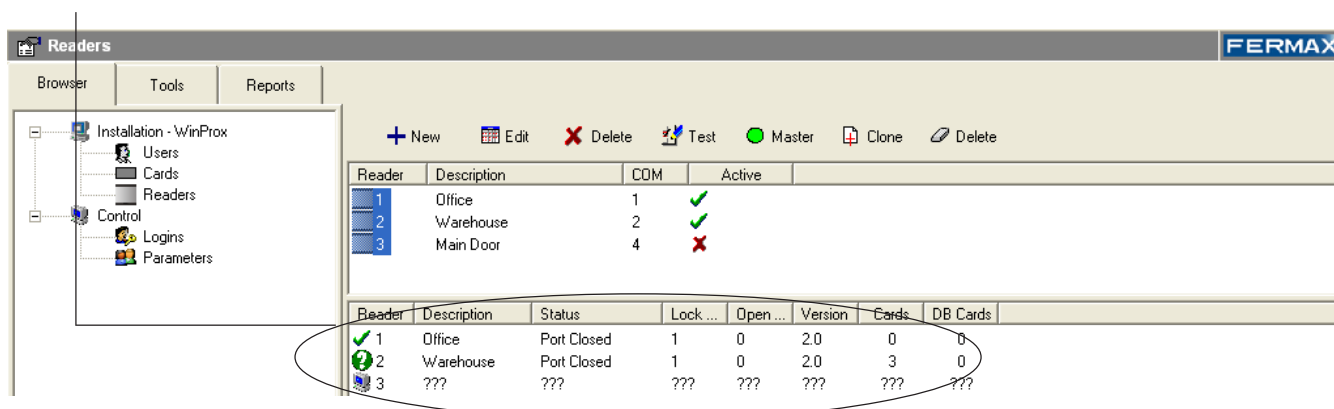


This option lets you run a Test on the readers in the installation, to check up on their status (number of cards, reader availability, configuration...)

To run a **Test** of the readers, use the mouse to select the reader or readers to be tested (left click and drag the cursor over the list of readers ) and click the Test button.



The status information on the readers tested is displayed on the lower panel of the Readers Screen:



The different icons in front of the reader, along with the other reader data (explained at the start of the Readers section), tell you the current status of each reader:



Reader status is correct.



Tells us that the number of cards present (stored) in the reader does not coincide with the number of users, with card/s assigned, in the application database.

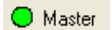
This situation may arise for two reasons:

- New users/cards may have been introduced in the reader by means of the Master Card (in this case, get the list of users from the reader. See "Receive" section in the "Users" chapter).
- New users, with card/s assigned, may have been introduced in the application without updating the reader with the new changes (in this case, send the list of users from the application to the reader. See "Send" section in the "Users" chapter).



The reader may not have been detected by the application (check that the connection between the PC and the Reader is correct and that the reader is working properly. Run the test again).

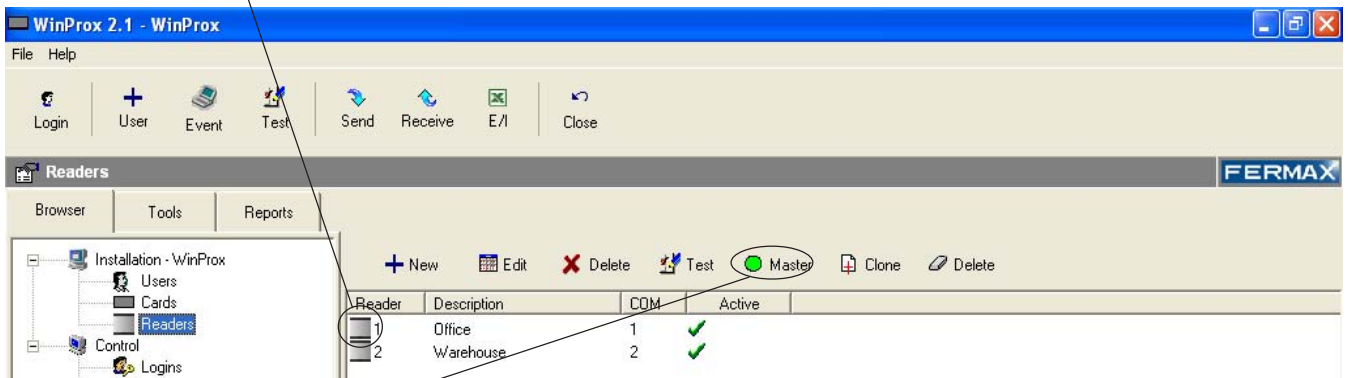
## Master (Master Card)




This option lets you change the Master Card of the readers in the installation.

With the Master Card, you can insert and delete users/cards, change timings... of a given reader, just as though you were doing it from the application (the changes made in the reader are not reflected in the application database).

To **change the Master Card** of a reader, select the one whose master card you wish to change (place the cursor over the reader and click the left mouse button):



and press the  Master button (the reader remains on standby for a few seconds after receiving the new master card).


Present the new Master Card to the reader:

This confirmation screen comes up:



## Notes



When the  Master button is pressed, the selected reader goes into standby for a few seconds (approx. 6 sec.) for the new Master Card to be presented to the reader.

If no card has been presented when the time is up, the reader goes back into normal working mode and the screen informs you that the Master Card has not been changed.



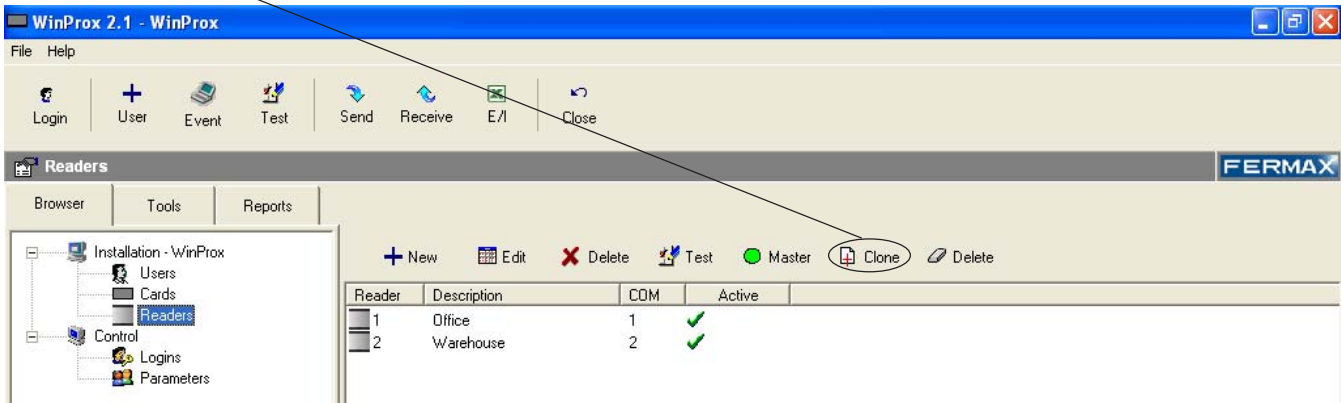


## Clone Readers

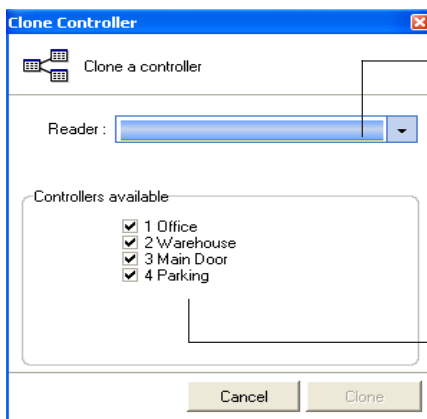


This option lets you **Clone**, i. e. copy, the data from one reader to another reader (already existing or new), allowing the users of the original reader to access to the new cloned reader.

Click the button to **Clone** a reader.

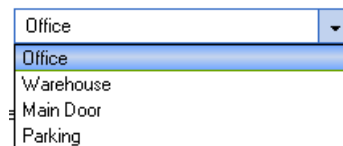


The Clone Readers screen comes up:



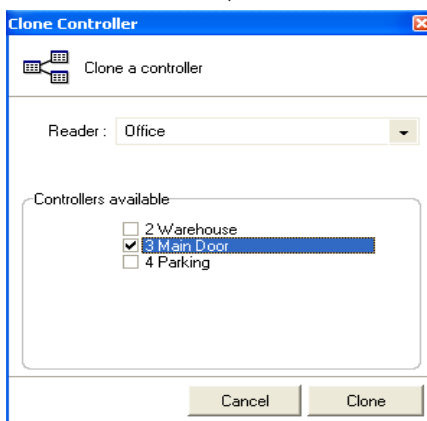
### - **Controller:**

Select the reader from the drop-down menu (from those in the installation) that contains the users/cards you wish to copy (clone) into the other reader.

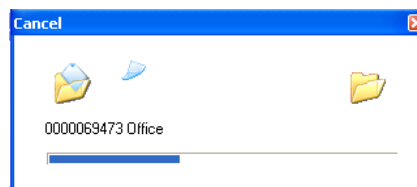


### - **Controllers available:**

Shows a list of all the readers present in the installation. Tick the box of the reader (or readers) where you are going to copy the existing users/cards from the reader selected in the drop-down list.



Click to clone the users/cards into the selected readers:




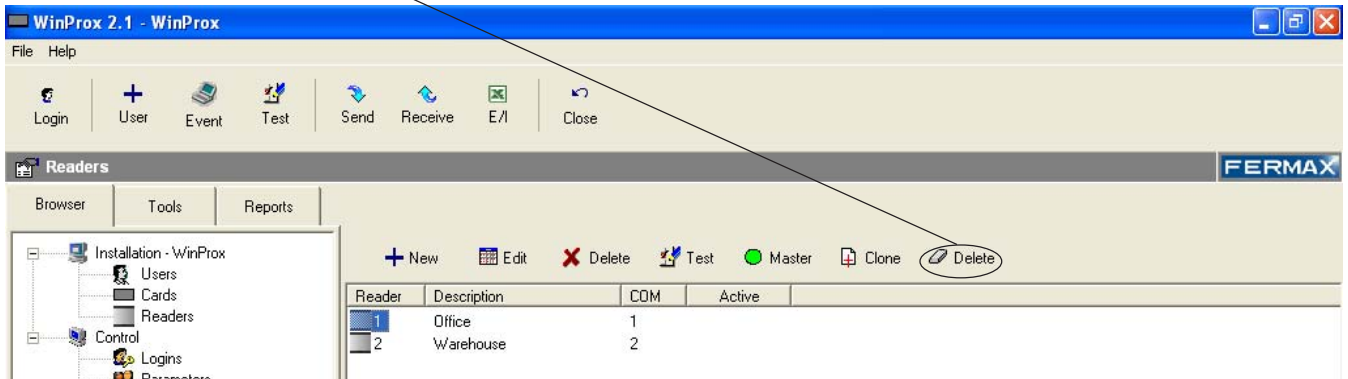
(press to cancel the action).

## Delete (Remove the Cards from the Readers)

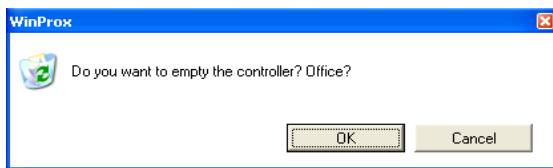
Delete

This option lets you "erase" all the users/cards stored in a reader (the reader is emptied).

To **Delete** (empty) a reader, use the mouse to select the reader to be emptied (place the cursor over the reader and left click) and click the  **Delete** button.

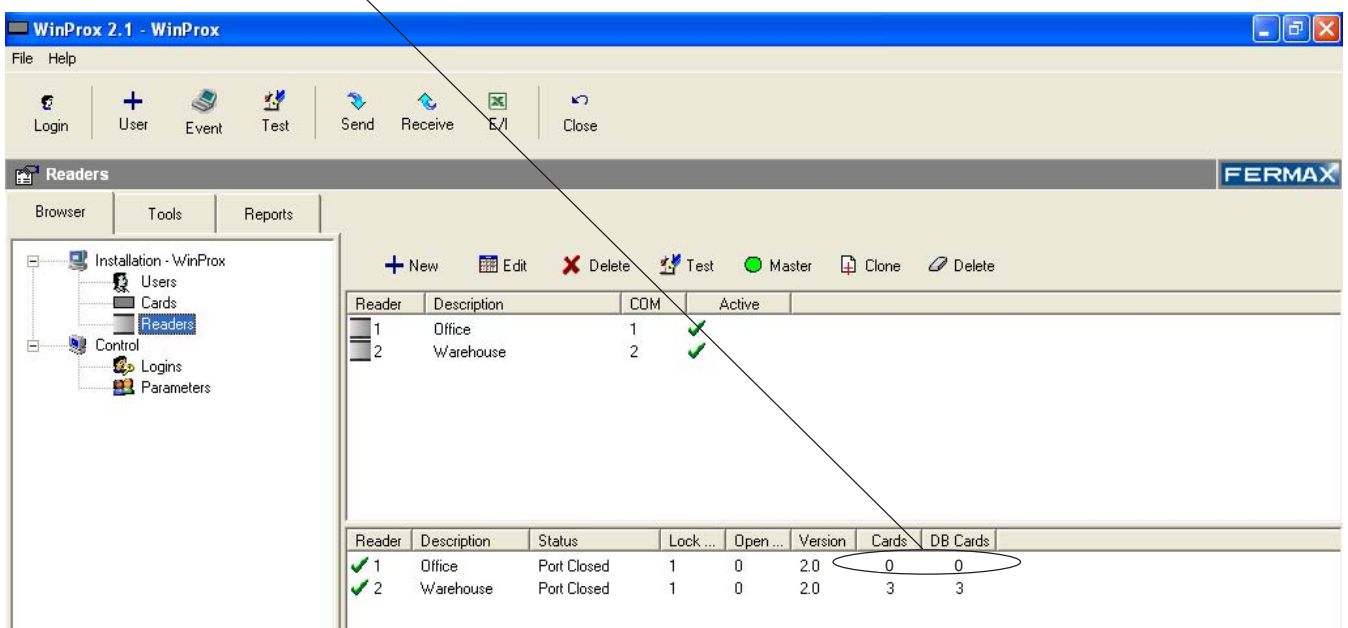


The Delete (empty) screen comes up, with the contents of the reader (controller):



Click **"OK"** to empty the reader, or **"CANCEL"** to cancel deletion.

On the readers status panel, on the Readers screen, you will see how the number of users/cards stored in the deleted reader goes back to "0".

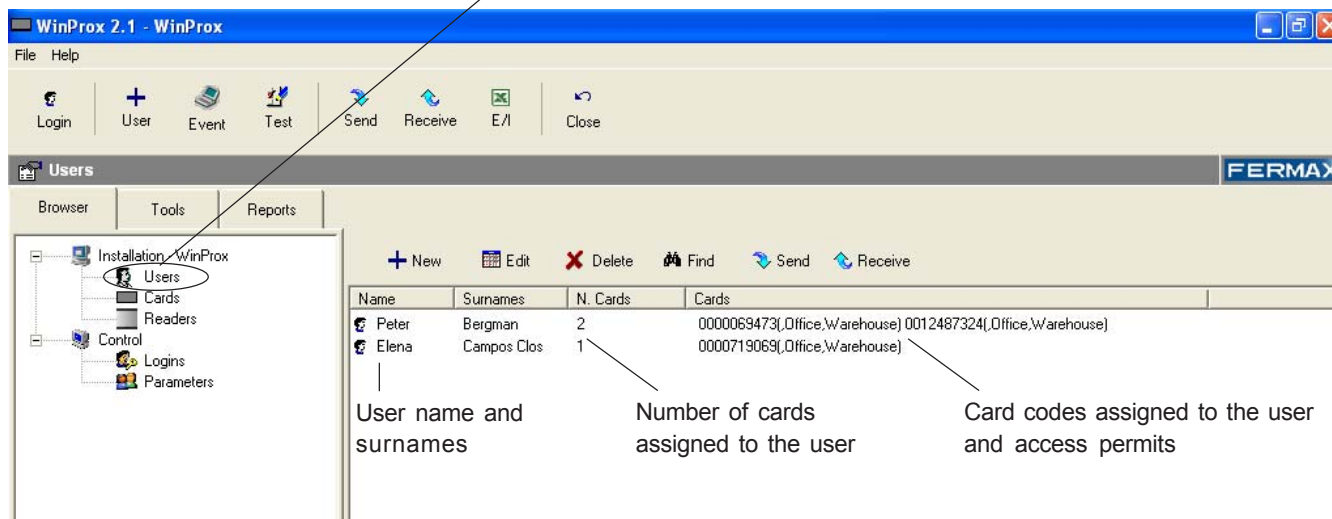


## USERS

BROWSER

From this screen we manage the users of the installation (add, delete, edit users, assign cards and access permits...).

To access the Users screen, click on "Users" on the Browser. The Users screen comes up.



## Commands Description: Users Screen

New	Shows the New User screen, where the new user data are entered.
Edit	Shows a screen with the data of the user selected in the list for editing.
Delete	Deletes the selected users from the Users Screen.
Find	Lets you search for users in the application.
Send	Sends the information from the database to the readers in the installation.
Receive	Receives the data from the cards stored in the readers present in the installation. (*)

## Notes

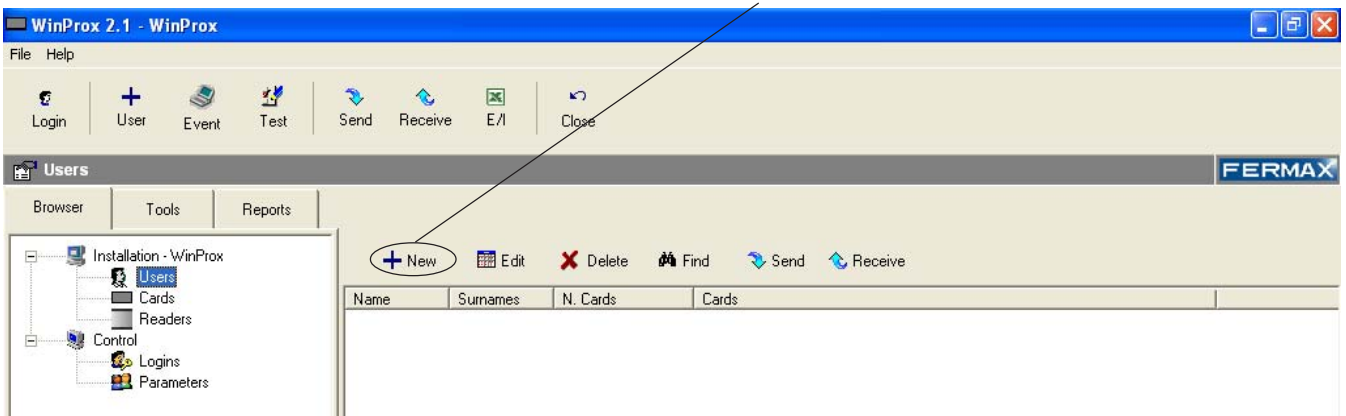


(\*) To receive the users/cards lists, the stand-alone proximity readers must be version 2.0 onwards.

## New User

+ New

To **Create** a New User in the current installation, click the **+ New** button:



This screen comes up where the new user data are entered:

### - **Name and surnames:**

User name and surnames.

Click to insert a photograph of the user (see "Insert Image" section).

### - **Expiry date:**

Lets you set an expiry date for the cards assigned to the user.

When the set date is reached, the cards are freed up and available to be assigned to other users.

*The "Free" option on the Parameters screen must be activated to enable the action to free up cards when the expiry date is reached. (For further information, see the "Parameters" section in this Manual).*

### - **User cards:**

A user may have one or more access cards assigned.

You can assign:

- Free cards: 0000085045

Tick the " ☐ Free Cards " box to see the free cards in the drop-down menu.

- Cards assigned to other users: 0000069473

If the card we assign to the new user is already allocated, all the references to the previous user of that card are deleted (both in the application database and the readers) and it will be entered again, associated with the new user (in the corresponding database and readers).

- Create new cards.

It is also possible to create a user with no need to assign him any cards initially. You can assign him the desired cards by editing the user at a later date.

## - Readers to which access is permitted:

Tick the readers the new user is to be allowed access to.

Readers to which access is permitted

<input checked="" type="checkbox"/>	1 Office
<input checked="" type="checkbox"/>	2 Warehouse

The readers must be created before the access permits can be allocated. If there are no readers, or if a new one is created subsequently, the user must be edited (see "Edit" section) and the new reader created and indicated.

## Assign free card and assigned cards (allocated)

To assign a card created previously (see "Cards" section), select the code of the card to be assigned from the drop-down list and click on the **+** button.

User's Cards

Card

+

-

0000069473

0000085045

0000719069

0012487324

User's Cards

Card

+

-

0000069473

0012487324

0012487324

Free Cards

## Assign new cards

To create and assign a new card from the user screen, simply enter the card code in the box in the drop-down menu and click the **+** button.

User's Cards

Card

+

-

1234567899

Free Cards

User's Cards

Card

+

-

+ 1234567899

1234567899

Free Cards

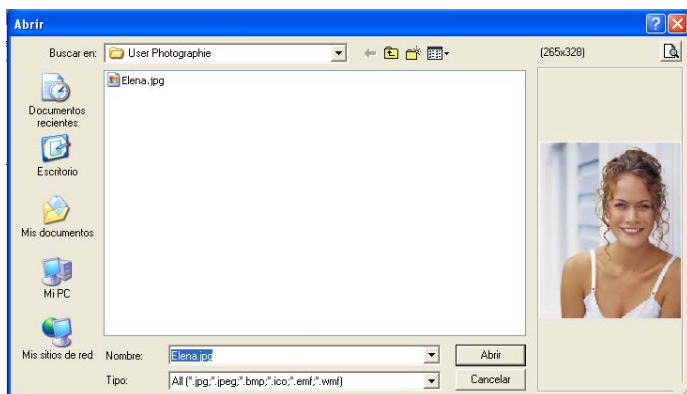
(The new card created appears, along with the rest of the cards, on the "Cards" screen).

## Delete cards of a user

To delete a card assigned to a user, select the corresponding card in the "Cards" window and click the **-** button. The selected card disappears from the user cards list and is now free.

## Insert image


To insert a picture (.jpeg) in the user file, click the  button. The browser panel comes up with the images available.



Select the desired image and click Open.

The user pictures can be stored in this directory:

C:\....\Fermax\WinProx\Pictures






WinProx

New User

Name Elena

Surname Campos Clos

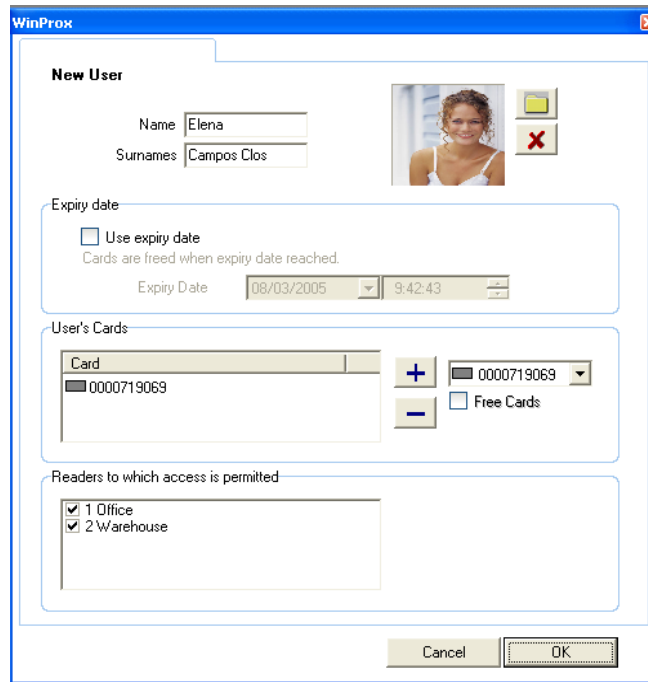


Expiry date

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## New User Screen



**New User**

Name: Elena  
Surnames: Campos Clos

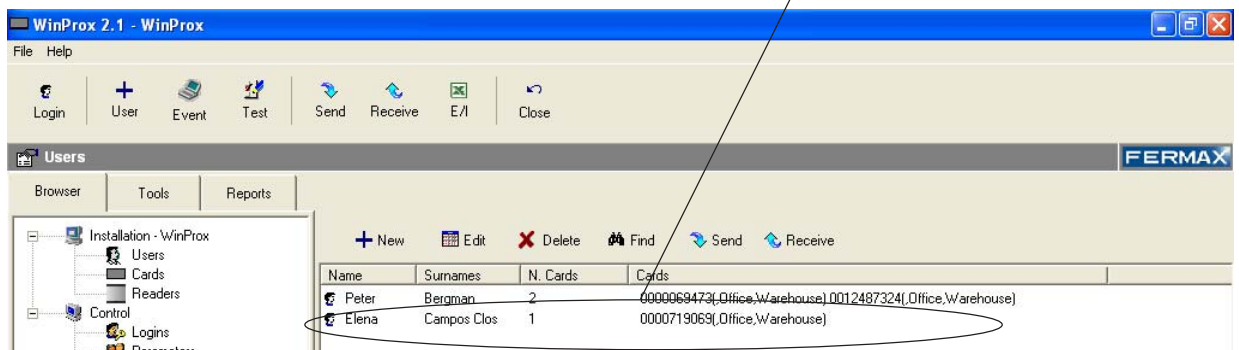
Expiry date  
☐ Use expiry date  
Cards are freed when expiry date reached.  
Expiry Date: 08/03/2005 9:42:43

User's Cards  
Card: 0000719069  
+ 0000719069 - Free Cards

Readers to which access is permitted  
☒ 1 Office  
☒ 2 Warehouse

Cancel OK

To finalise creation of a new user, click the **OK** button. The user created appears in the users list on the main Users Screen:



WinProx 2.1 - WinProx

File Help

Login User Event Test Send Receive E/I Close

Users

Browser Tools Reports

+ New Edit Delete Find Send Receive

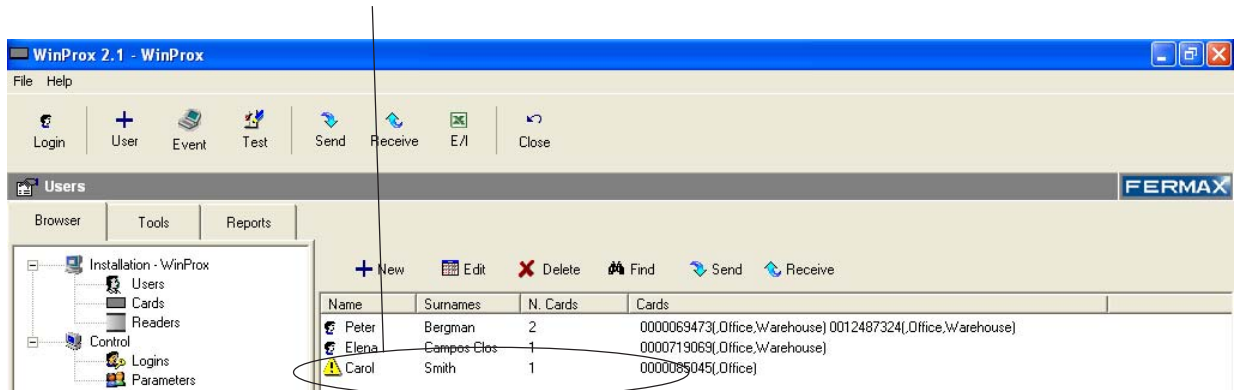
Name	Surnames	N. Cards	Cards
Peter	Bergman	2	0000069473(Office,Warehouse) 0012487324(Office,Warehouse)
Elena	Campos Clos	1	0000719069(Office,Warehouse)

## IMPORTANT



Inserting the users in the installation readers is done automatically when you click the **OK** button, if the user has a card assigned and the readers have been selected and installed. Otherwise, the user is stored in the application database.

If any of the readers is not available when a new user is inserted (with a card and access to a reader), the user is indicated by an exclamation mark (!) on the list of users on the main Users Screen.



WinProx 2.1 - WinProx

File Help

Login User Event Test Send Receive E/I Close

Users

Browser Tools Reports

+ New Edit Delete Find Send Receive


Name	Surnames	N. Cards	Cards
Peter	Bergman	2	0000069473(Office,Warehouse) 0012487324(Office,Warehouse)
Elena	Campos Clos	1	0000719069(Office,Warehouse)
Carol	Smith	1	0000085045(Office)

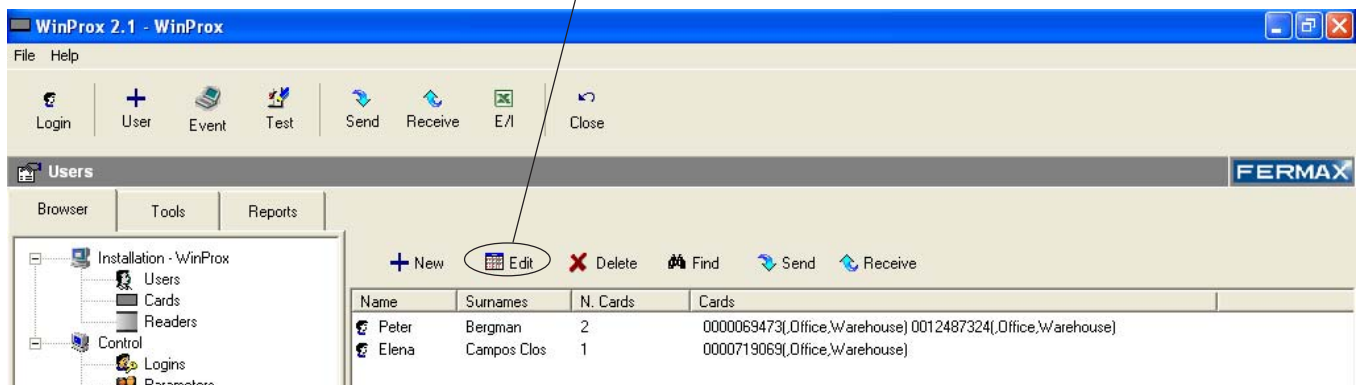
To insert the user in the corresponding readers, edit the user (see "Edit User" section) and click the OK button on the Edit Users screen.

If it has not been possible to insert the user, check the status of the readers (see "Readers-Test" section).

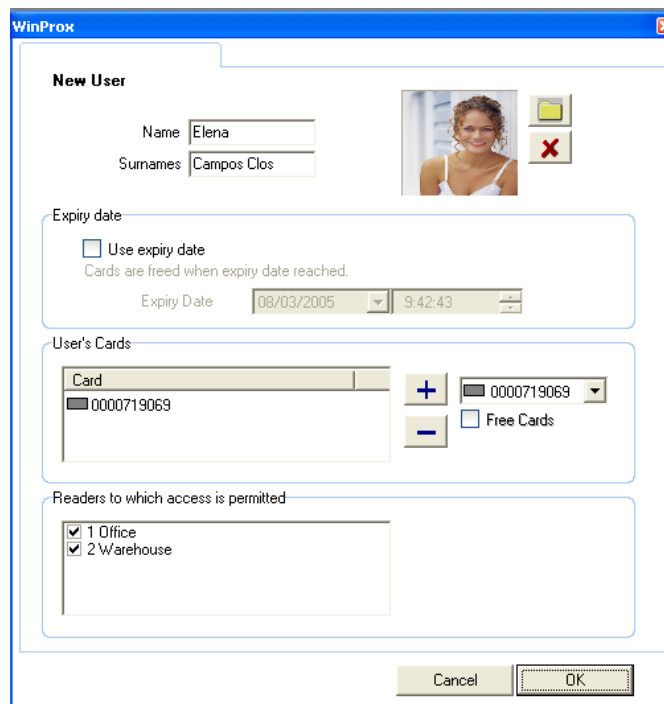
## Edit Users

Edit

To Edit an existing user in the current installation, use the mouse to select the user to be edited from the users list on the main Users Screen, and click on the  Edit button.



The Edit User screen comes up:



**New User**

Name: Elena  
Surnames: Campos Clos

Expiry date  
☐ Use expiry date  
Cards are freed when expiry date reached.  
Expiry Date: 08/03/2005 9:42:43

User's Cards  
Card: 0000719069  
+ 0000719069 - Free Cards

Readers to which access is permitted  
☒ 1 Office  
☒ 2 Warehouse

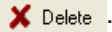
Cancel OK

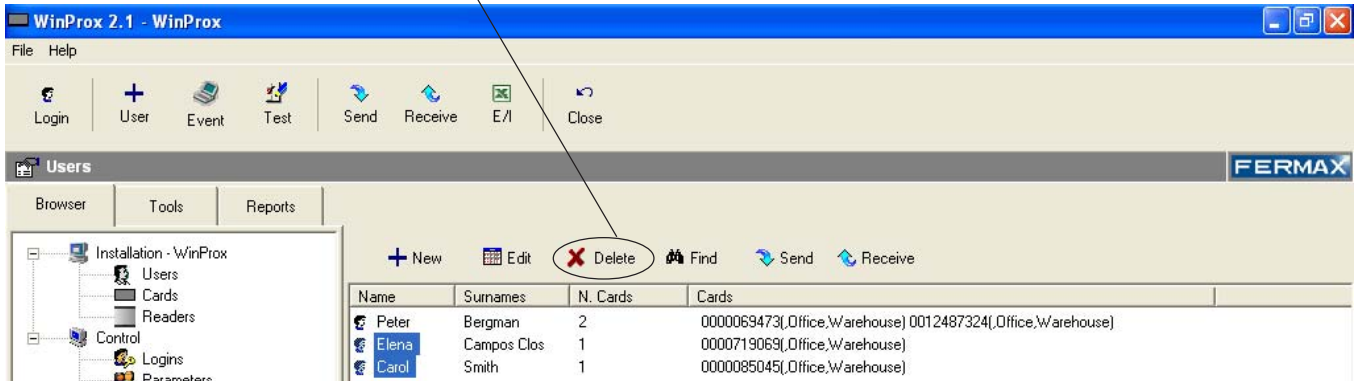
Modify the desired user data and click .



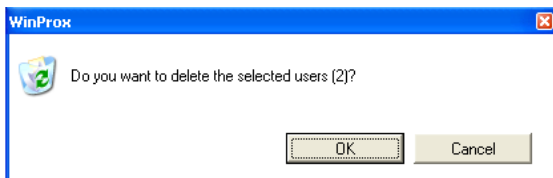
## Delete Users



To Delete one or several users, use the mouse to select the user or users to be deleted (left click and drag from the existing users list) and click .



A screen comes up to confirm the delete users action:



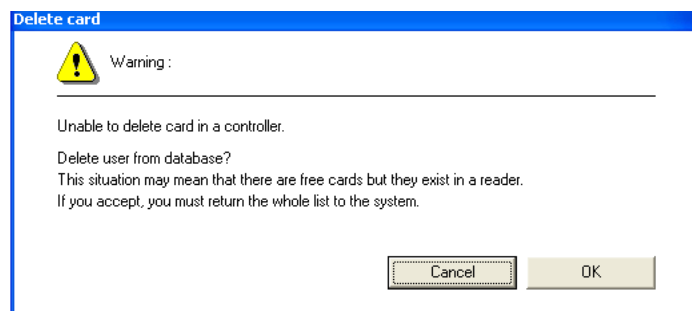
Click "OK" if you wish to delete the selected users, or "Cancel" to cancel the action.

## Notes



The cards assigned to the users are not deleted, simply freed.

If, when one or several users (with card and access to a reader) are deleted, one of the readers (or all of them) is not available, an alert message is shown, telling us that the user cannot be deleted from one of the readers:



If you click "Cancel", the user will only be deleted from the readers available at that time, but the user will be maintained in the database.

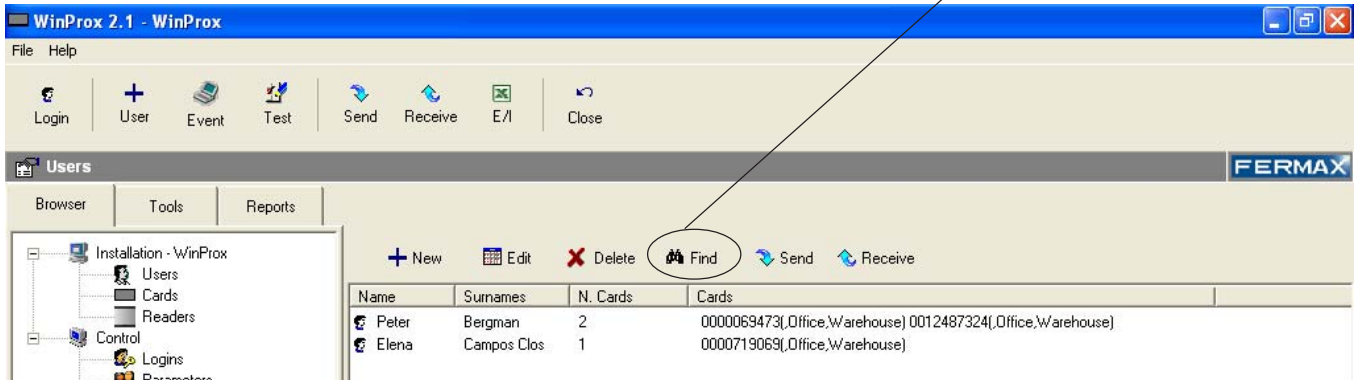
If you click "OK", the user is deleted from the application database and from the readers available at that time in the installation, but not from the readers **NOT** available in the installation. The user list will subsequently have to be sent from the application to the readers in the installation (see "Send List" section in this Manual).



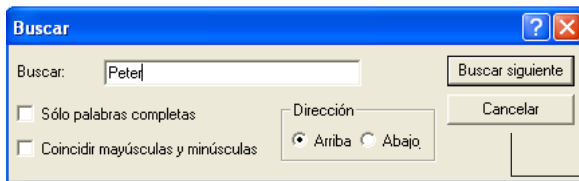
## Find Users



To search for a given user in the users list in the current installation, click the Find button:



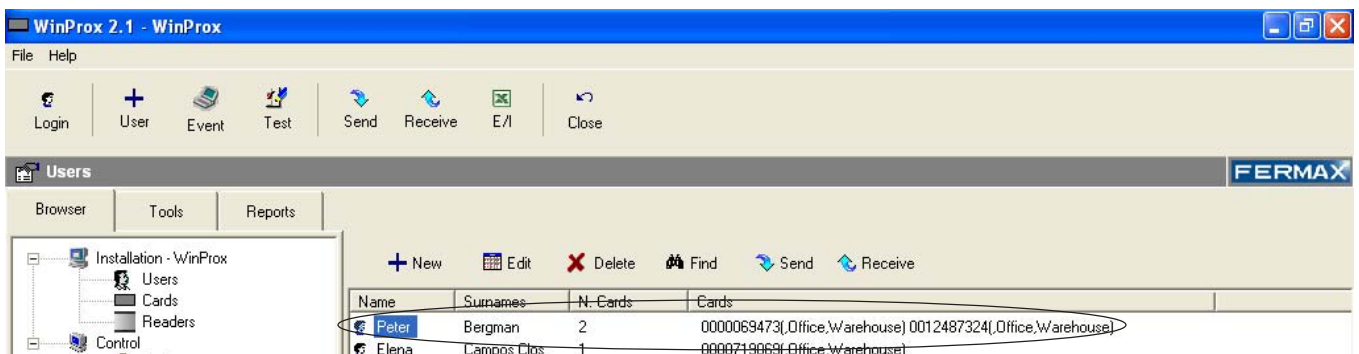
The Search screen comes up:



Enter the string you wish to search for:  
User name, card number, access readers...

Click "Find next".

On the list of users shown on the screen, those users that contain the string searched for in any of their fields appear *highlighted in blue*.

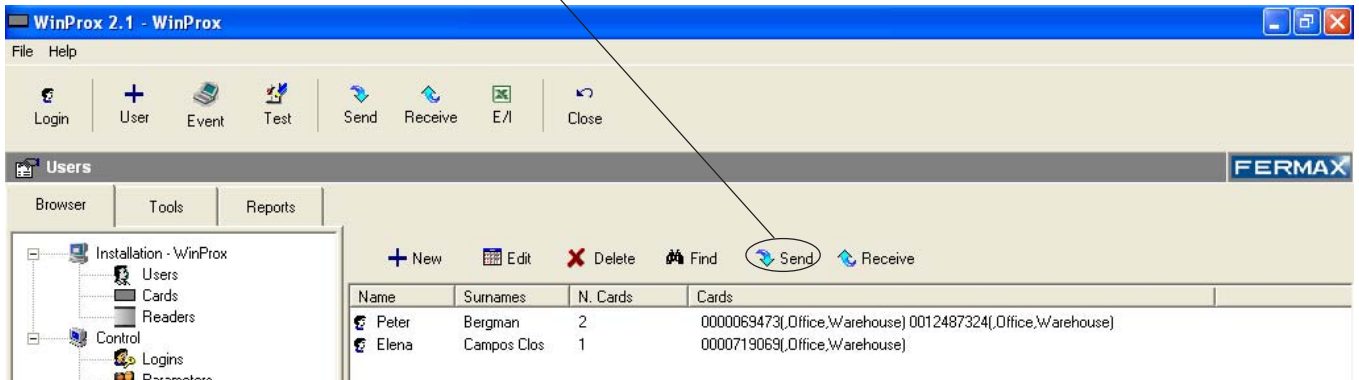


## Send User Lists

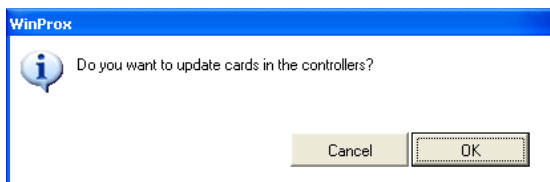


Lets you Send the list of users from the database to the readers in the installation (you can create complete lists of users without being connected to the installation, then send them later, or send the complete lists in those cases where user insertion errors have occurred in the readers...).

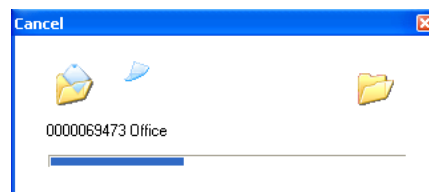
To **Send** a list of users/cards/, click the **Send** button.



This screen comes up:



Click **"OK"** to confirm the list to be sent to the readers.

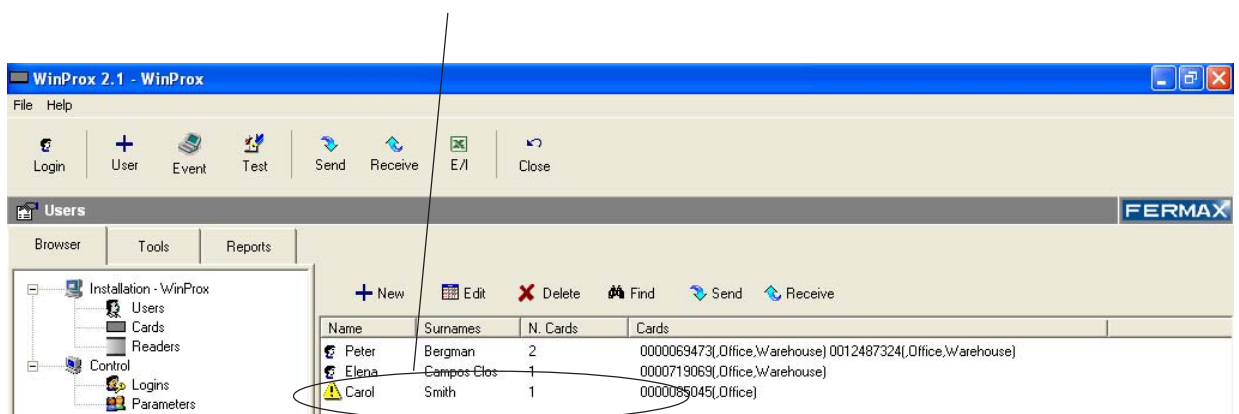


## IMPORTANT



Before sending the user data to the readers, the memory is completely erased from all the readers.

When a user list is sent (with a card and access to a reader), if one of the readers (or all) is not available, the user will be indicated by an exclamation mark (!) in the list of users on the main Users Screen.



To insert the user in the corresponding readers, Send the list again or Edit the user (see "Edit User" section) and click the OK button on the Edit User screen.

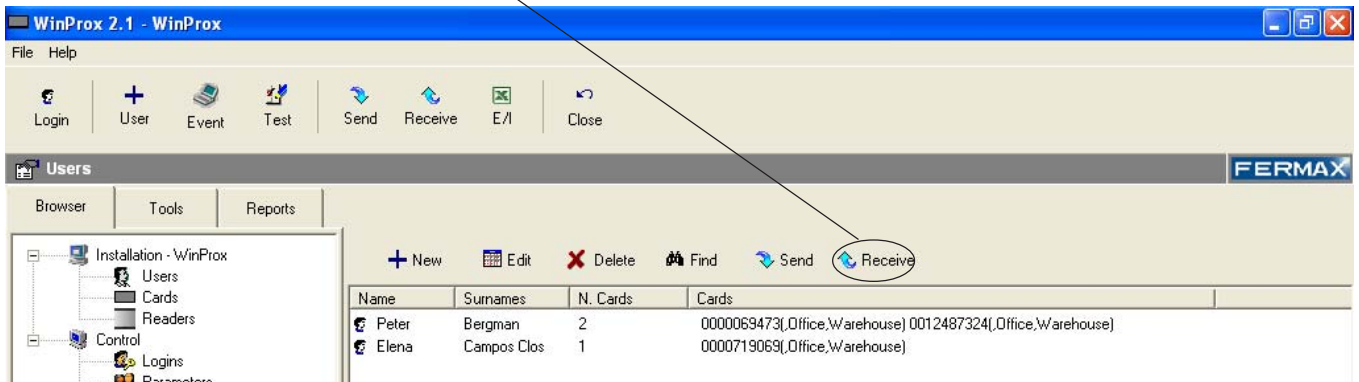
If the user has not been inserted, check the status of the readers (see "Readers-Test" section).

## Receive User Lists

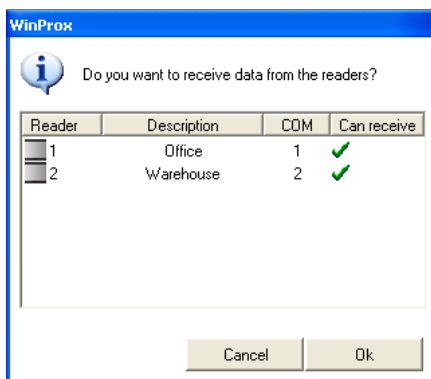


Reception of the user lists from the different readers in the installation lets you obtain the users present in the installation and update the application lists, in case any new users have been added to one or several readers by means of the **Master Card**.

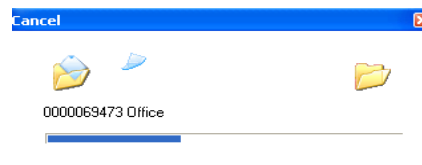
To **Receive** a list of users, click the button.



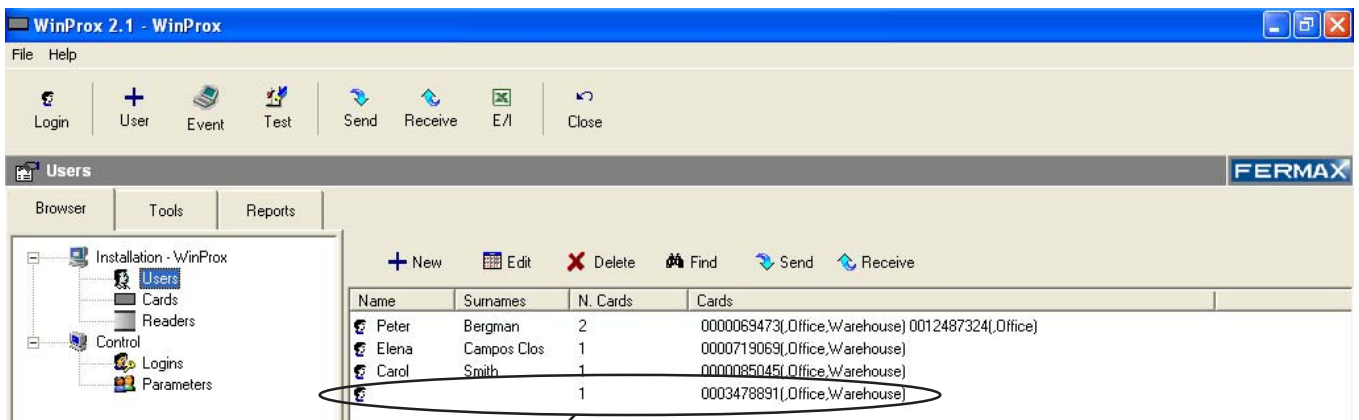
When you click, the screen below comes up, showing the list of readers available in the installation (in this case 2), indicating whether it is possible to receive the lists from each of them:



Click "OK" to get the list:



The list of users received appears on the main Users Screen.



Those users that were not previously in the application database now appear (when received from the reader where the Master Card was inserted) with the data "Name and Surnames" blank (you can edit the new user and fill in the user data).

## Notes

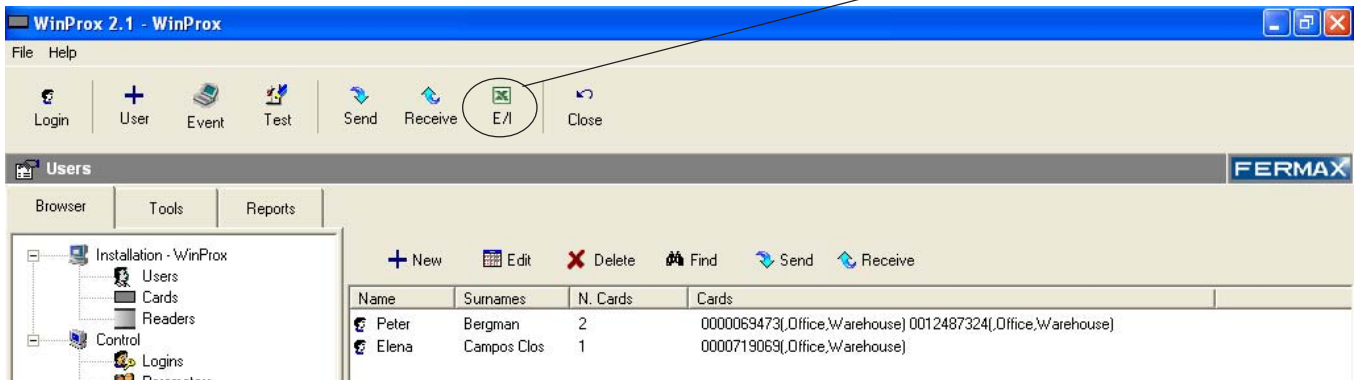


(\*) To receive the lists of users/cards, the stand-alone proximity readers must be version 2.0 onwards.

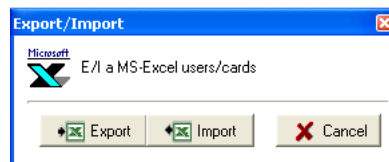
## EXPORT - IMPORT Users



To Export or Import a list of users/cards to an Excel file, just click the button.

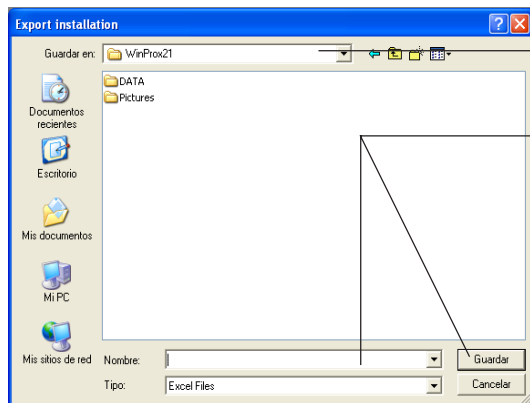


The Export/Import Users/Cards screen appears:



## Export

To Export the list of users/cards from the current installation, click the button; the following screen comes up:



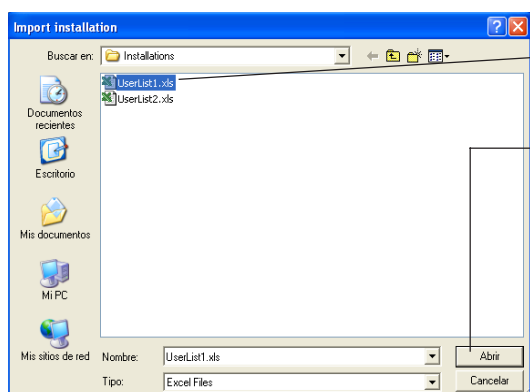
Select the directory where you wish to save the Excel file that contains the list of users/cards.

Enter the file name and click on **"Save"**.

The users list is stored in the PC in an editable Excel file.

## Import

To Import an existing list of users/cards (created in Excel or exported from another installation) to the current installation, click on the button; the following screen comes up:



Select the (Excel) file that contains the list of users to be imported.

Click the **"Open"** button.

This screen comes up:

Card N°	Name	Surnames
000069473	Peter	Bergman
000085045	Carol	Smith
0000719069	Elena	Campos Clos
0000897566	Charlie	Malcom
0012487324	Peter	Bergman

This screen shows the list of users/cards that will be imported to the current application.

*The list is only imported to the application. Then, it will be necessary to send the list with the new users to the different readers making up the installation.*

Select which controllers (readers) access is to be permitted to the different users on the list (selection of permits is general for all the users imported).

Tick the corresponding box of each reader with access permitted.

Select the importation mode, activating the desired option:

- "Add cards not existing": only inserts those users/cards (card codes) not already present in the current installation.
- "Insert deleting old cards": inserts all the users imported, deleting the users previously existing in the installation.

Click **Add** to insert users in the current installation.

The Users/Cards screen shows the new users/cards imported, identified by the icon:

Name	Surnames	N. Ca...	Cards
Peter	Bergman	2	000069473() 0012487324()
Carol	Smith	1	000085045()
Elena	Campos Clos	1	0000719069()
Charlie	Malcom	1	0000897566()
		2	1234588763() 1321231111()

The icon indicates that the users/cards are in an undesirable situation.

In this case, it indicates that the users/cards are present in the application but not in the readers.

The users list must be sent from the application to the readers in the installation every time new users are imported. To do this, click the **Send** button. (See "Send" section).

You can also send each user one at each time, by editing each user and clicking "OK".

On the "Cards" screen, double click with the mouse on each card, and a screen comes up with the status information, indicating the current user/card situation and the desired or correct one.

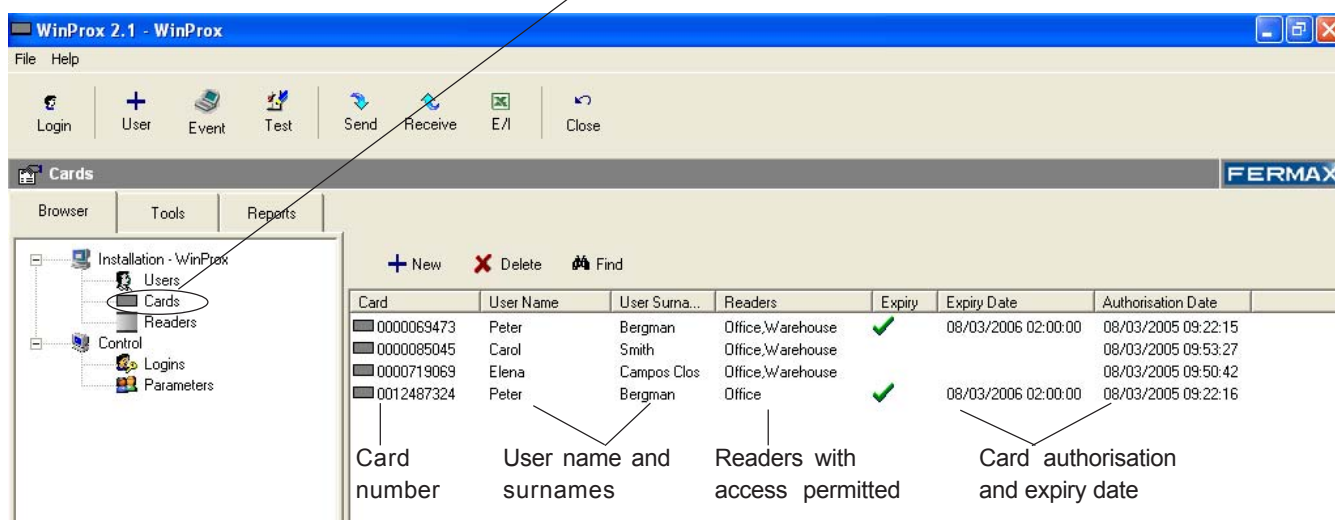
Once the new users list has been sent to the readers in the installation, if no faults have occurred in sending, the list of users/cards is stored in each reader and the icon of each user/card changes status .

## CARDS

BROWSER

The cards in the installation are managed from this screen (add, delete and search for cards).

To access the Cards Screen, click on "Cards" in the Browser. The Cards Screen comes up:



## Commands Description: Cards Screen

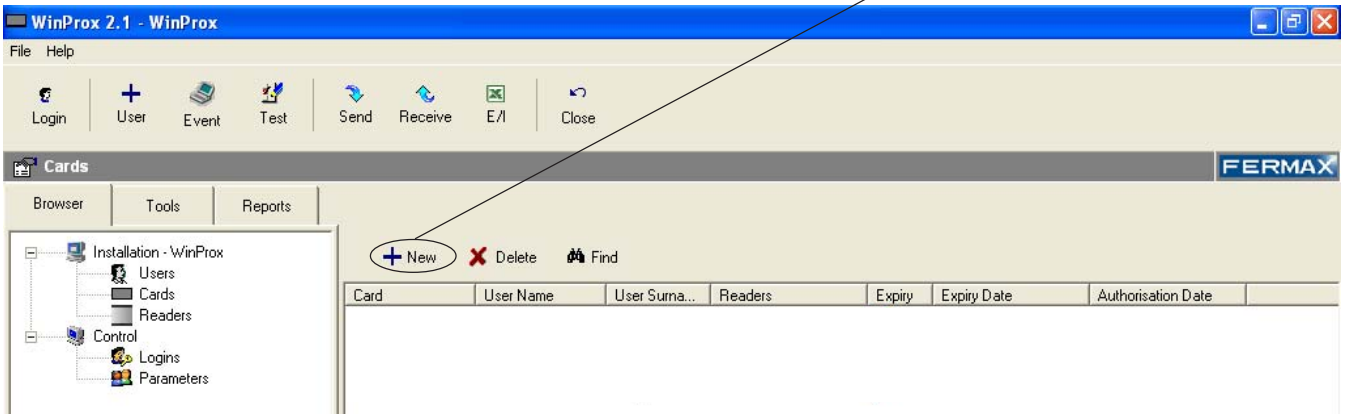
+ New	Shows the new card screen, where we indicate the number of the card to be created.
X Delete	Deletes the cards selected in the Cards Screen.
Find	Lets you search for existing cards in the application.



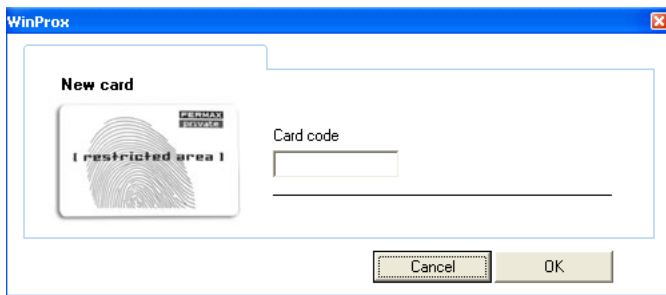
## New Card

**+ New**

To **Create** new Cards in the current installation, click the **+ New** button:



The following screen comes up, where we enter the number of the new card to be created:

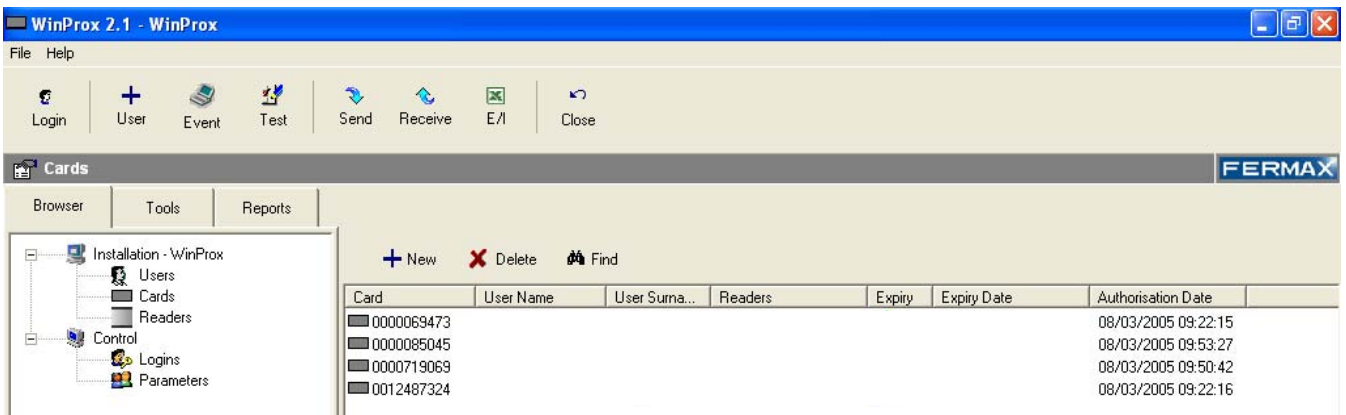


### - Card code:

Card number.


*Each proximity card has a (unique) identification number.*

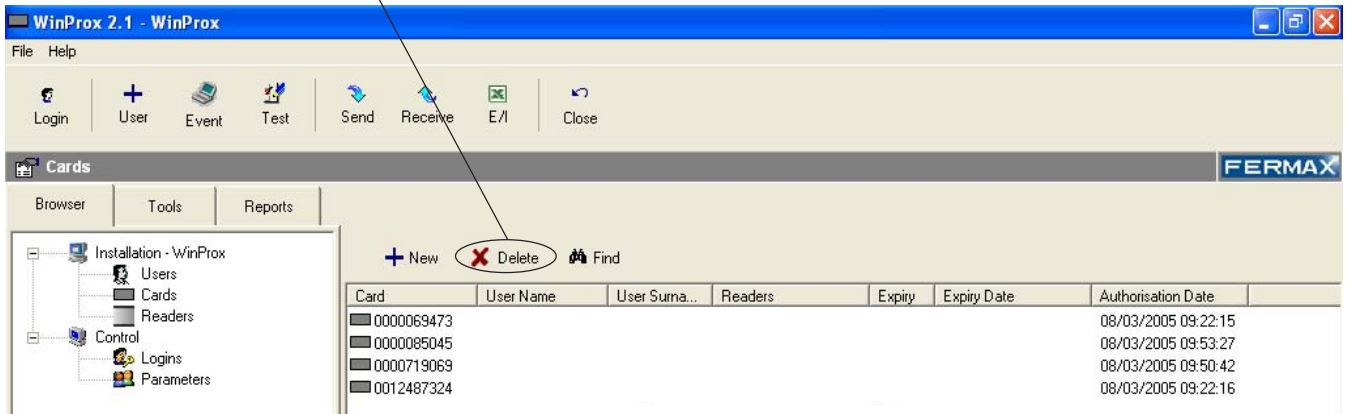
Enter the code of the card to be created and click "OK".  
Click "Cancel" to finalise creation of new cards.



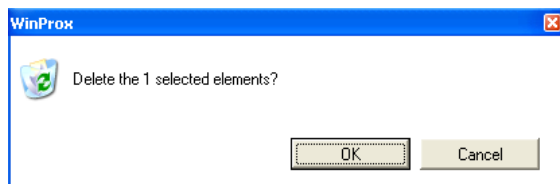
The new cards created appear as "free" (not assigned to users), and are available for allocation to users, existing or new, from the Edit or Create User screens.

## Delete Cards

To Delete one or several cards, use the mouse to select the card or cards for deletion (left click and drag over the existing card list), and click  Delete .



This screen comes up to confirm the card deletion action:



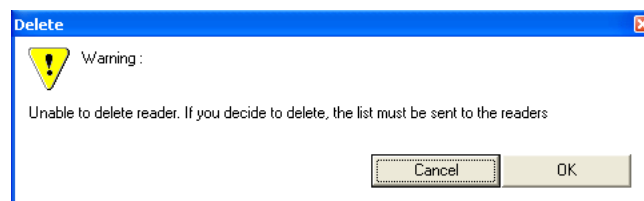
Click "OK" if you wish to delete the card/s selected, or "Cancel" to cancel the action.

## Notes



If the card deleted is assigned to a user, the user is not deleted, only the user-card relation.

When one or several cards (assigned to a user with access permits) is deleted, if any of the readers where the card has to be eliminated from is not available, an alert message is displayed, telling you that the card cannot be deleted from one of the readers:



If you click "Cancel", the card will only be deleted from the readers available at that time, but is maintained in the database.

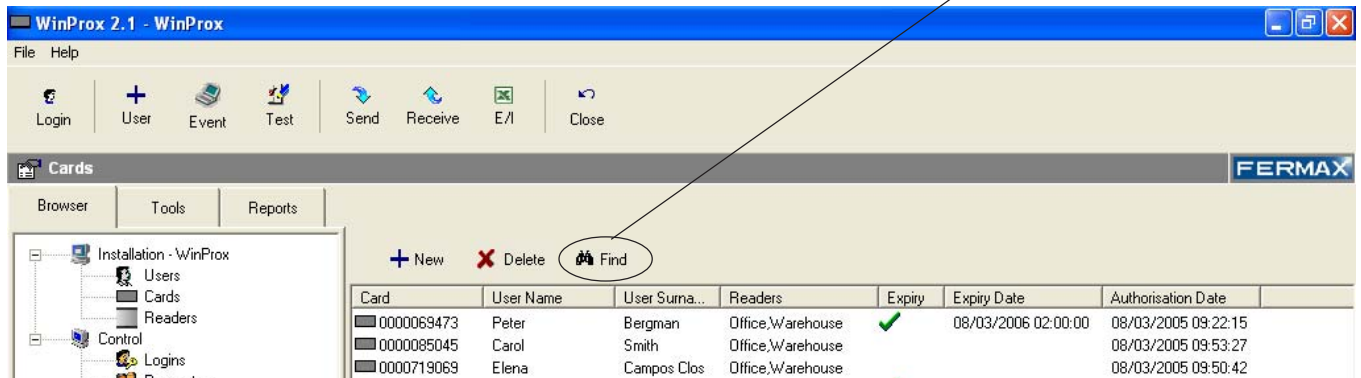
If you click "OK", the card is deleted from the application database and the readers available at that moment in the installation, but not from those readers **NOT** available in the installation. The list of users/cards in the application must be sent to the readers in the installation, so that the database information coincides with the information contained in the readers. (See "Send List" section in this Manual).



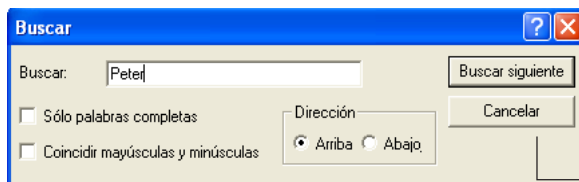
## Find Cards



To search for a given card in the list of cards in the current installation, click the Find button:

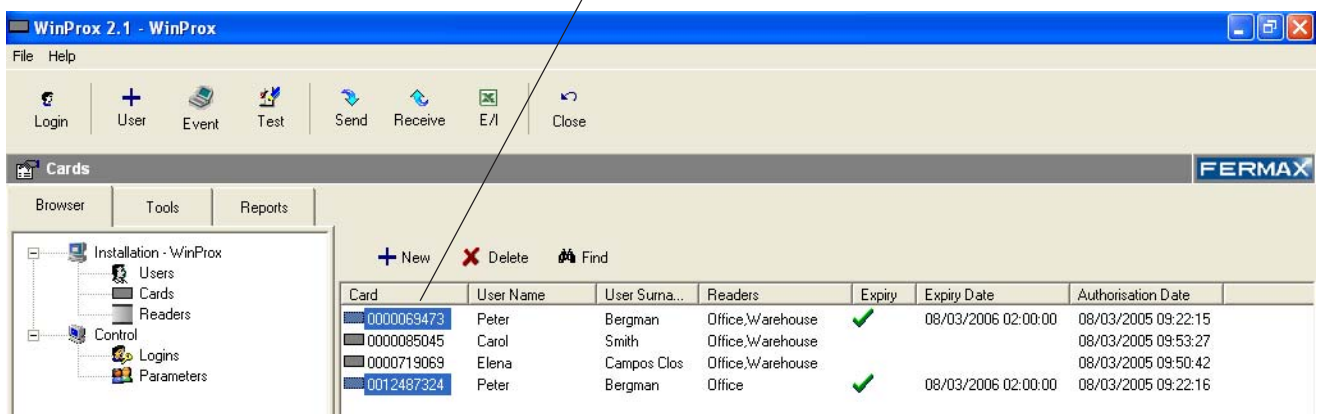


The Search screen comes up:



Enter the string you wish to search for:  
User name, card number, access readers.  
Click "Find next".

On the list of cards shown on screen, those that contain the string searched for, in any of their fields, appear **highlighted in blue**.



## Cards Status

Cards created in the installation can be "**Free**", "**Assigned**" or in "**Error**" status

Card	User Name	User Surna...	Readers	Expiry	Expiry Date	Authorisation Date
0000069473	Peter	Bergman	Office, Warehouse	✓	08/03/2006 02:00:00	08/03/2005 09:22:15
0000085045	Carol	Smith	Office, Warehouse	✓	08/03/2005 09:53:27	08/03/2005 09:53:27
0000719069	Elena	Campos Clos	Office, Warehouse	✓	08/03/2005 09:50:42	08/03/2005 09:50:42
0000897566	Charlie	Malcom	Office	⚠	08/03/2005 10:11:03	08/03/2005 10:11:03
0012487324	Peter	Bergman	Office	✓	08/03/2006 02:00:00	08/03/2005 09:22:16
1234588763				✓	08/03/2005 10:10:08	08/03/2005 10:10:08

### - Free:

Cards created but not assigned to users. The user data, readers and expiry date (where pertinent) appear empty in the cards list. Only data referring to card code and date of issue are shown.

### - Assigned:

Cards created and assigned to a user. The cards list shows all the data referring to the card assigned.

### - Error:

Cards assigned, preceded by the "⚠" icon.

The icon tells us that an error has occurred in inserting the user (who has been assigned this card), i. e. it has not been possible to insert the user/card in one of the readers in the installation.

Double click on the card in question and the following screen comes up, with information on the error that has occurred (indicating the current user/card situation and the desired or correct one):

In this example, card "0000719069" has only been inserted in the "Office" reader, whereas the correct situation would be if the card had been inserted in both the "Offices" and "Warehouse" readers.

From this screen, you can try to insert the user again to correct the situation, simply by clicking Retry.

## Notes



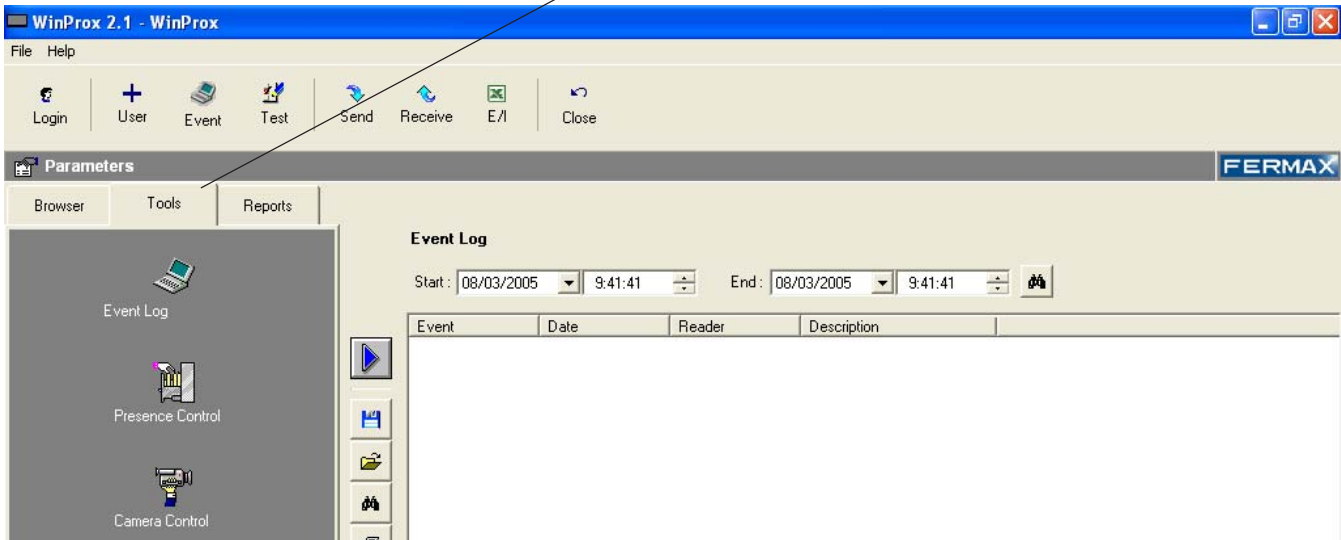
You can also try to insert the user again from the main "Users" screen, by editing the corresponding user or clicking the Send button. (See "Send" section).

If the error persists, run a test to check the status of the readers. (See "Readers-Test").

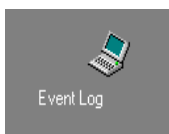
## TOOLS

This section of the application has various tools that can be used to check up on what is going on in the current installation.

To access the Tools screen, just click on the "Tools" tab.



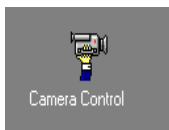
The options available in the Tools menu are shown on the left of the screen:



**Event Log:** Shows, in real time, the events taking place in the installation: user access by one of the readers, door opening, open door alarm...



**Presence Control:** Lets you run a simple presence check on each one of the users defined in the application: entry time, exit time...



**Camera Control:** Lets you view the images coming from up to four IP cameras connected in the installation.

To access to each one of the installation control options, click (with the mouse) on the icon of the desired option on the left of the screen.

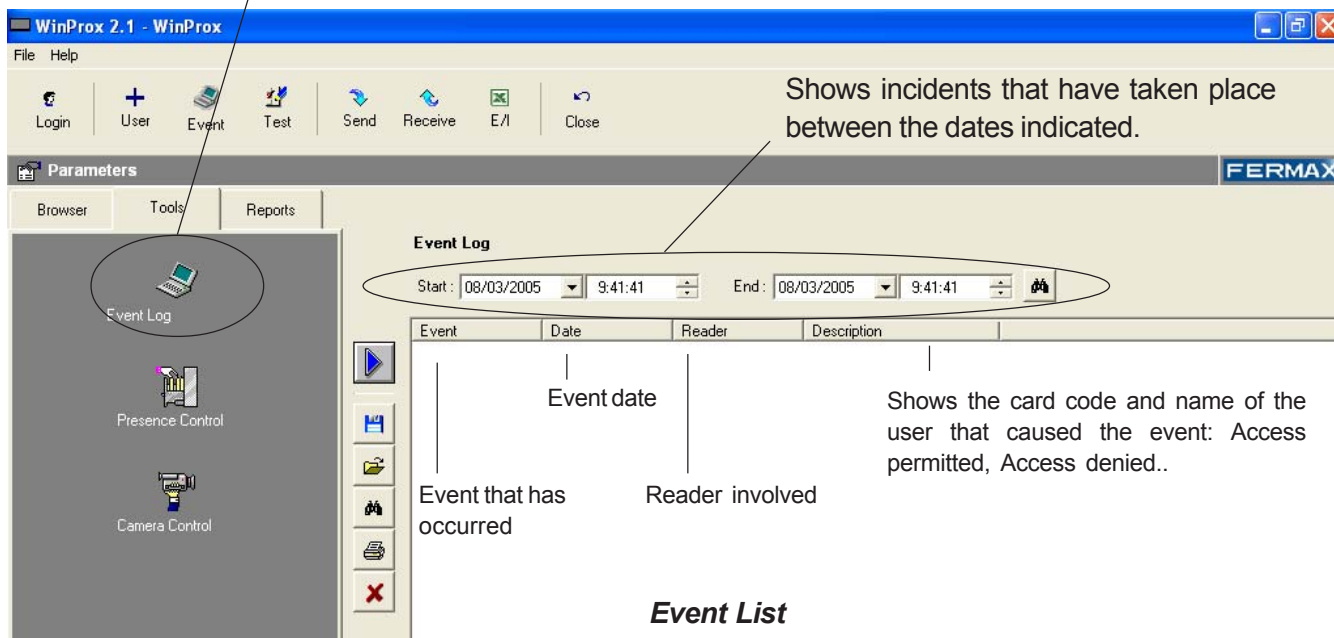
Now follows a more detailed explanation of the Tools Screen options.

## EVENT Log






TOOLS

Shows, in real time, the events taking place in the installation: user access by one of the readers, door opening, open door alarm...

When this option is selected, the Event Log main screen is displayed on the right of the screen.



## Commands Description: Event Log Screen

	<i>Activate / Deactivate Event Log</i>
	<i>Save event list in a text file</i>
	<i>Open a text file and show it on the event list</i>
	<i>Lets you run a search in the event list</i>
	<i>Lets you print out the current event list</i>

## Activate/Deactivate Event Log

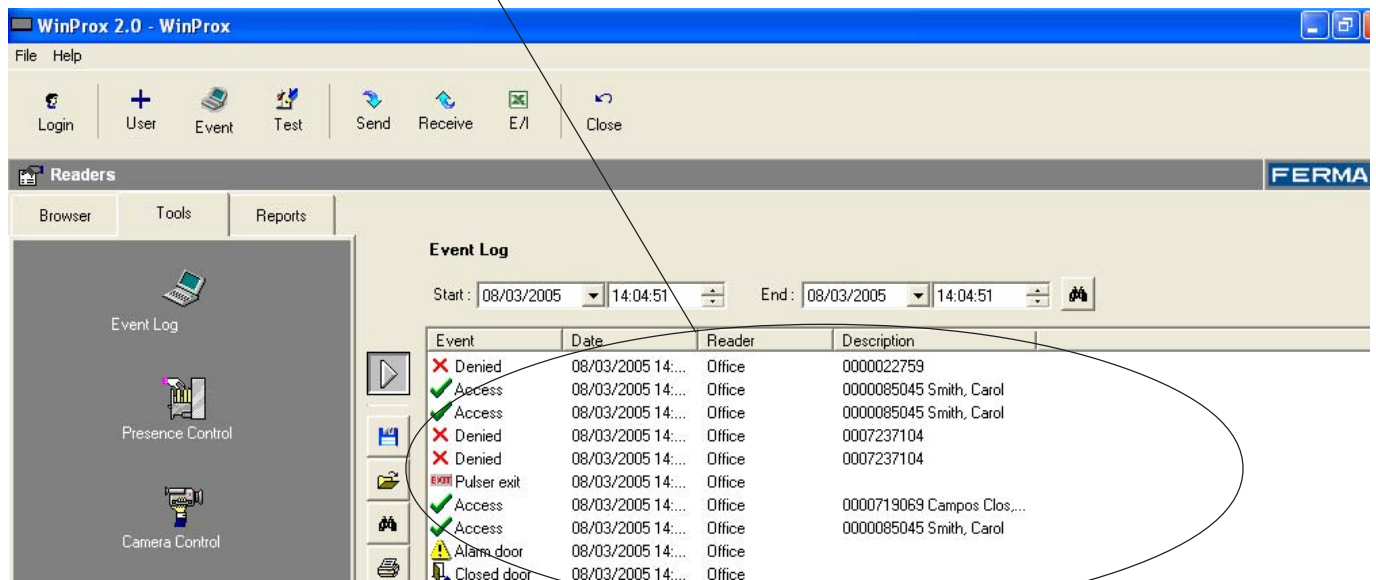


When the Event Log is activated, the incidents taking place during the time the Event Register is active are shown on screen and stored in the application's internal database, where they may be consulted later using this application (see "Event Browser" section).

To activate/deactivate the Event Log, click the button (changes status from deactivated to activated and viceversa):

- : Event Log Deactivated.
- : Event Log Activated.

Once the Register is active, the events that have occurred are displayed on screen:



### Types of Event:

- Access Permitted:

✅ Access      08/03/2005 14:...      Office      0000085045 Smith, Carol

- Access Denied (known user without access permit for this reader):

❌ Denied      08/03/2005 14:...      Office      0000085045 Smith, Carol

- Access Denied (unknown user):

❌ Denied      08/03/2005 14:...      Office      0000022759

- Door opened by exit pushbutton connected to the reader:

EXIT Pulser exit      08/03/2005 14:...      Office

- Open Door Alarm (open door sensor activated. Set time exceeded)

⚠️ Alarm door      08/03/2005 14:...      Office

- Door Closed

🔒 Closed door      08/03/2005 14:...      Office

To deactivate the Event Log, simply click  again.

## Notes

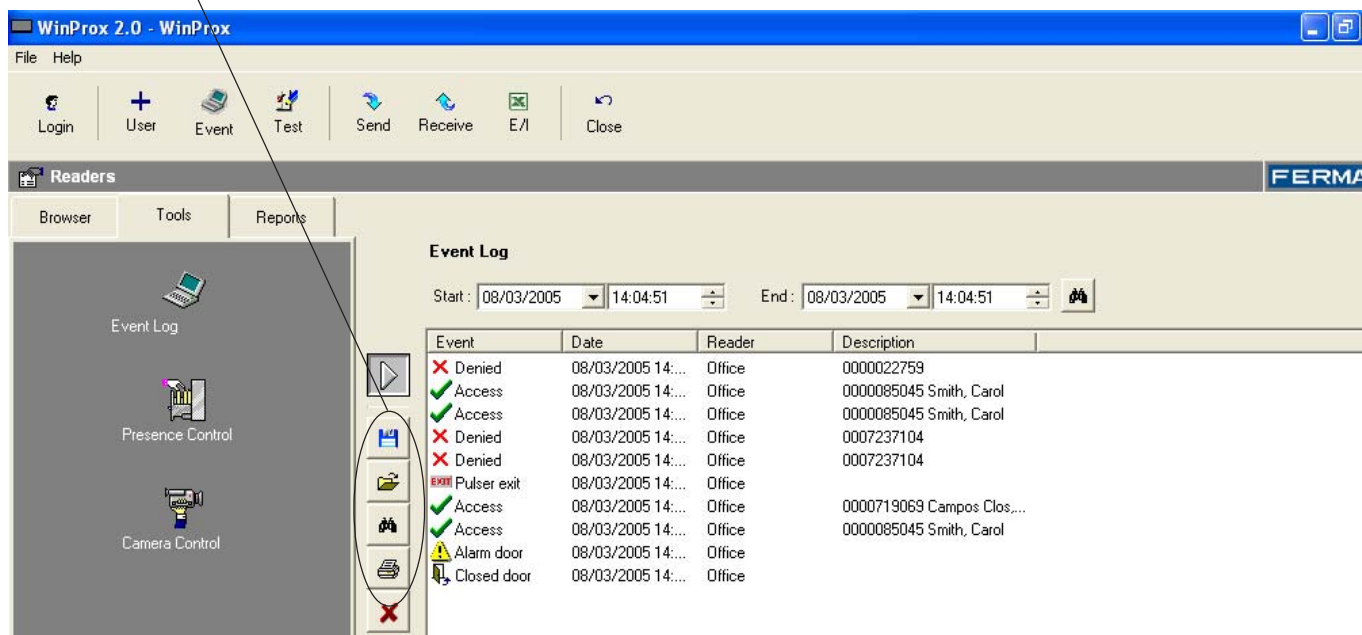


With the Event Log active, it is not possible to add, modify or delete users or readers. Deactivate the Event Log before performing any of these operations.

## Check and Management of the Event



From the Event Log screen, you can manage and consult information on the incidents that have taken place in the installation.



Event	Date	Reader	Description
❌ Denied	08/03/2005 14:...	Office	0000022759
✅ Access	08/03/2005 14:...	Office	0000085045 Smith, Carol
✅ Access	08/03/2005 14:...	Office	0000085045 Smith, Carol
❌ Denied	08/03/2005 14:...	Office	0007237104
❌ Denied	08/03/2005 14:...	Office	0007237104
❌ Pulser exit	08/03/2005 14:...	Office	
✅ Access	08/03/2005 14:...	Office	0000719069 Campos Clos...
✅ Access	08/03/2005 14:...	Office	0000085045 Smith, Carol
⚠️ Alarm door	08/03/2005 14:...	Office	
🔒 Closed door	08/03/2005 14:...	Office	

## Save Event Lists

The event lists are stored internally in the installation database, but can also be saved in the event list on the screen in a text file, which can be opened again later (see Open Event List section). The information contained in the file can also be processed externally.

To save the event list in a text file, click . The following screen comes up:



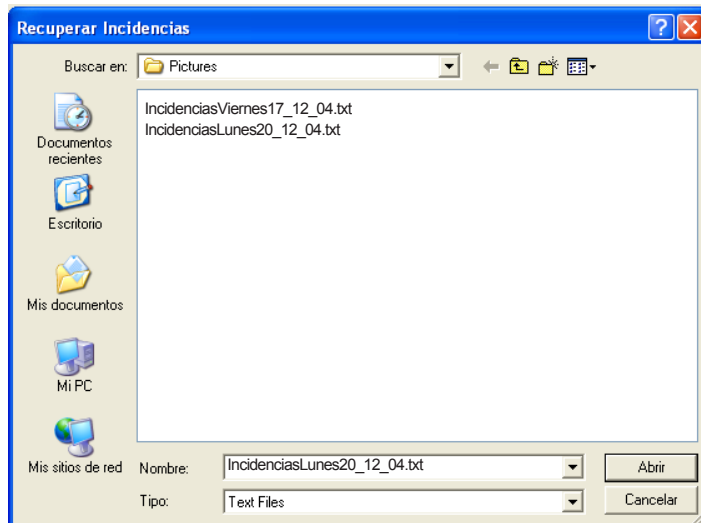
Select the directory and write the name of the file where the list of events has to be saved.

Click the "Save" button to create the file.

## Open Event Lists

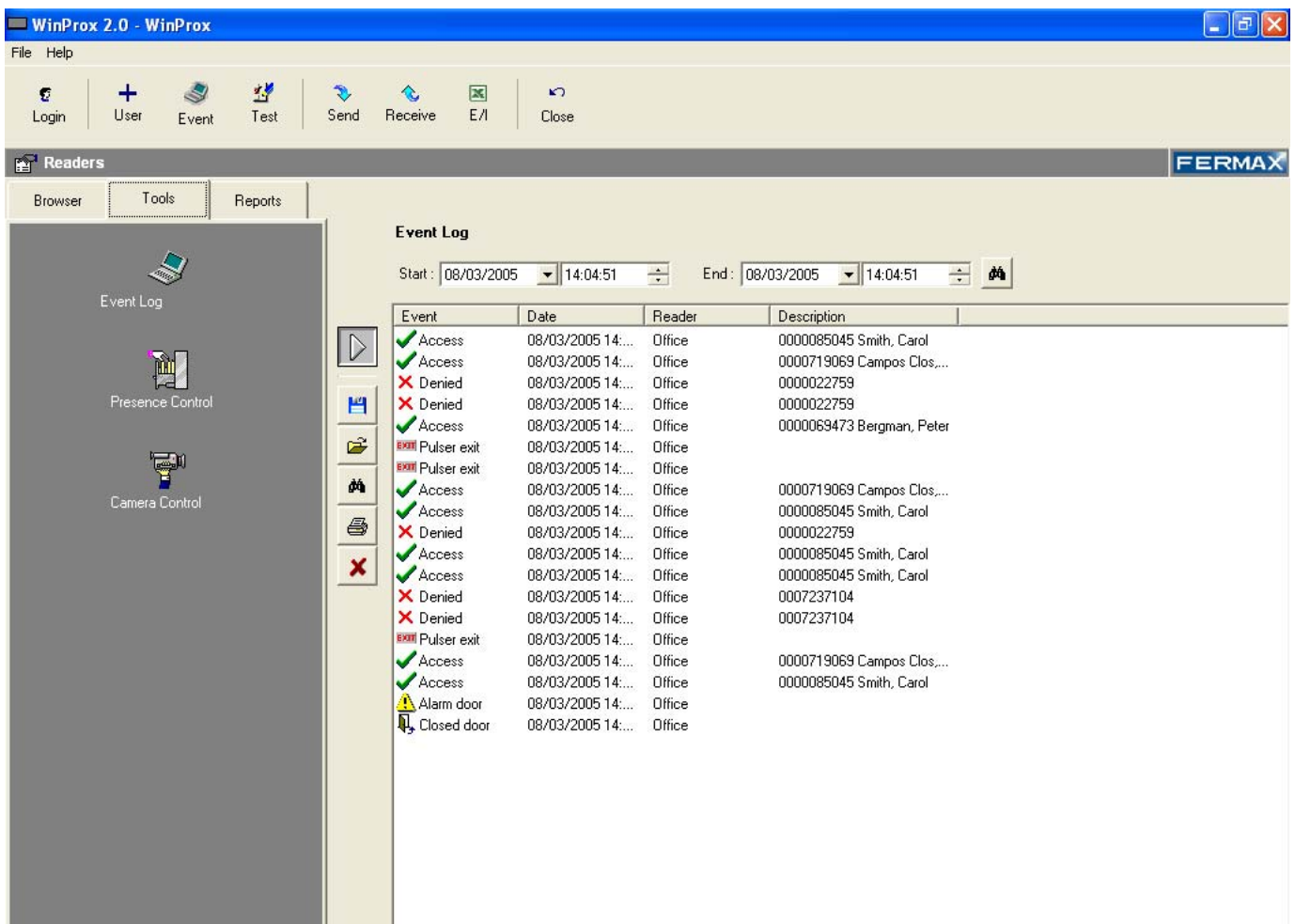
Lets you open the Event Lists saved previously in text file format, and run checks and searches in the loaded list. The list is shown on the Event Log screen.

To open an existing Even List, click the  button. This screen comes up:




Select the file containing the Event List you wish to open and click "Open".

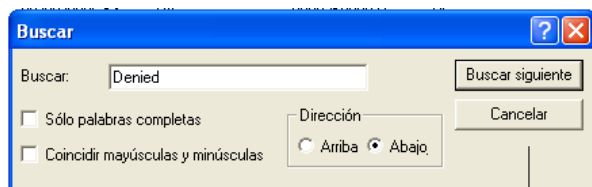
The Event List is displayed on the screen.





## Search

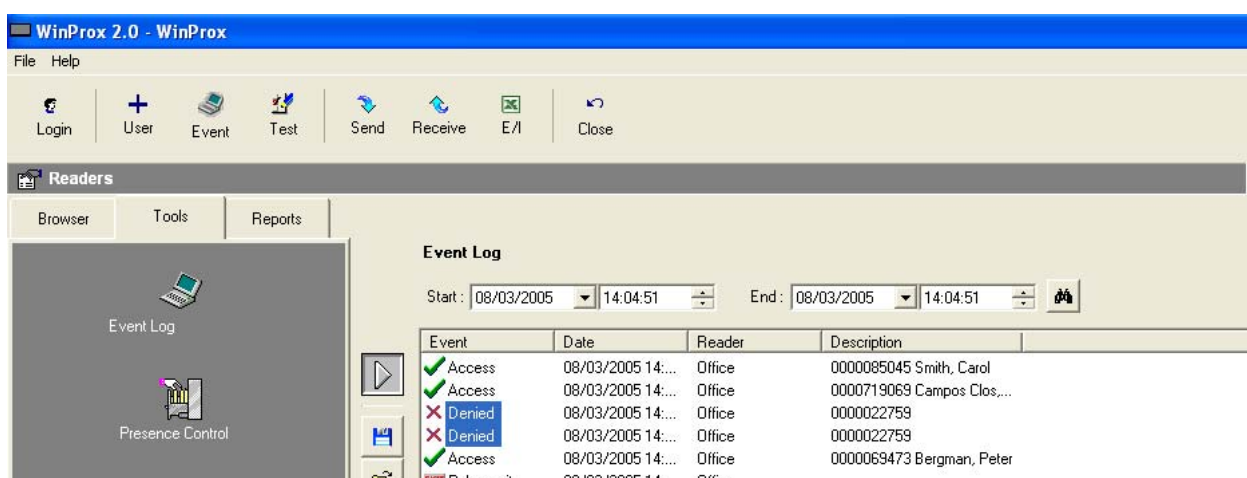
You can search the Event List for finding given information. To do so, click the  button. The search screen comes up:



Enter the string you wish to find:  
User name, card number, access reader...


Click "Find Next".

In the list of events displayed on the screen, those incidents that contain the string searched for are *highlighted in blue*.



Event	Date	Reader	Description
✓ Access	08/03/2005 14:...	Office	0000085045 Smith, Carol
✓ Access	08/03/2005 14:...	Office	0000719069 Campos Clos,...
✗ Denied	08/03/2005 14:...	Office	0000022759
✗ Denied	08/03/2005 14:...	Office	0000022759
✓ Access	08/03/2005 14:...	Office	0000069473 Bergman, Peter

## Print Event List

To print the Event List displayed on the Event Log screen, click the  button. A report on the Event List shown on screen is printed out automatically.

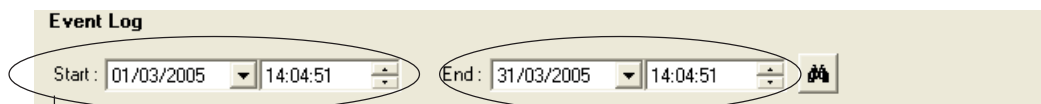


## Check Events Between Dates

You can check up on the incidents that have taken place between certain dates, and subsequently look for information, save or print the list of events resulting from the check.



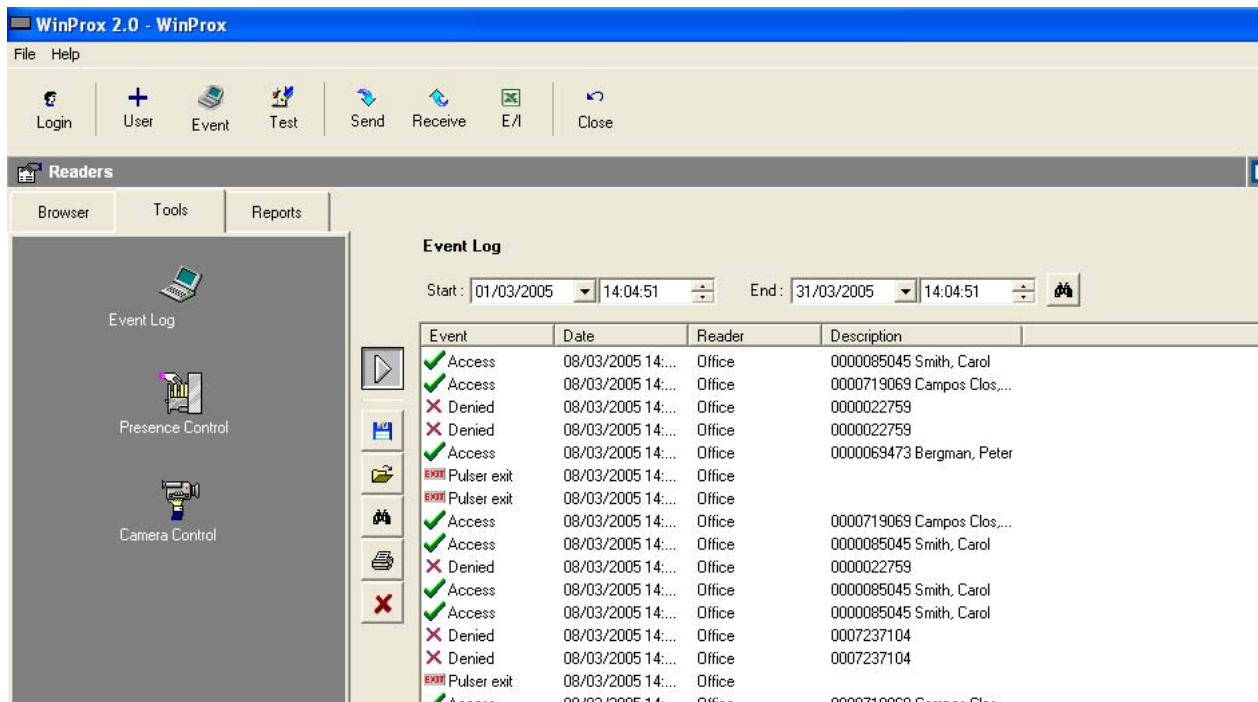
On the upper part of the Event Log screen, fill in the following fields:



Starting Date and Time of the check.

Ending Date and Time of the check.

then click on the  button. The list of incidents that have taken place during this period appears on the screen:



## Notes



Incidents are stored only when the Event Log is activated.

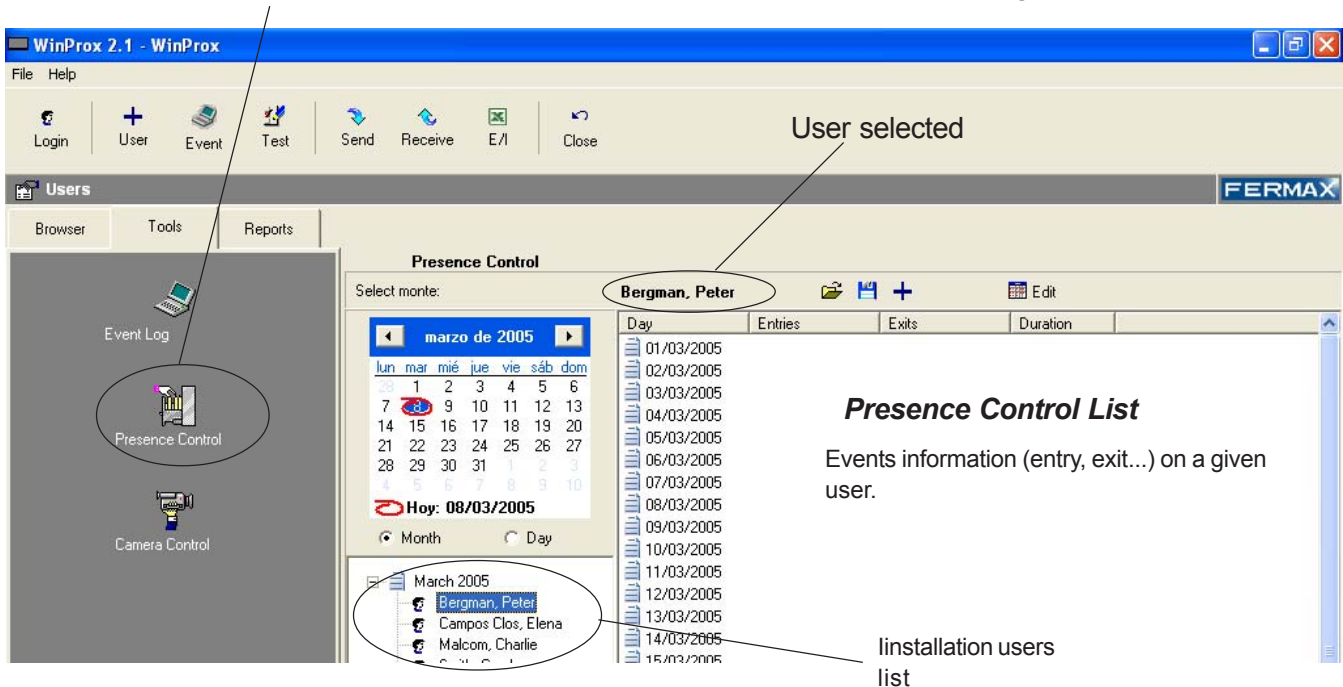
The shown event list corresponds to those incidents that occurred between the dates indicated and were stored in the installation database, with the Event Log active.

## PRESENCE CONTROL

TOOLS

Lets you run a simple presence check on each one of the users defined in the application: entry time, exit time...

When this option is selected, the Presence Control main screen comes up on the right: position:



### Commands Description: Presence Control Screen

	Open Presence Control lists saved previously.
	Save the Presence Control list in a text file.
	Zoom in on the Event list.
	Lets you configure readers as entrance or exit.

### Presence Control Operation

For Presence Control to work, the Event Log must be activated.

Presence Control shows all the entry and exit incidents of the different readers in the installation caused by a user (selected from the installation users list), indicating time of entry, exit time and total time from the entry reader being passed until the exit reader is passed.

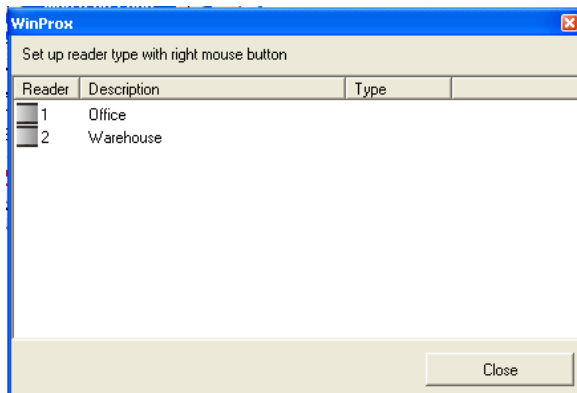
First of all, you must define which readers are for entry (I) and which are for exit (O).

Following, we shall explain how to configure the readers as "Entry or Exit" and the different options and possibilities offered by Presence Control.

## Reader Configuration as Entry or Exit



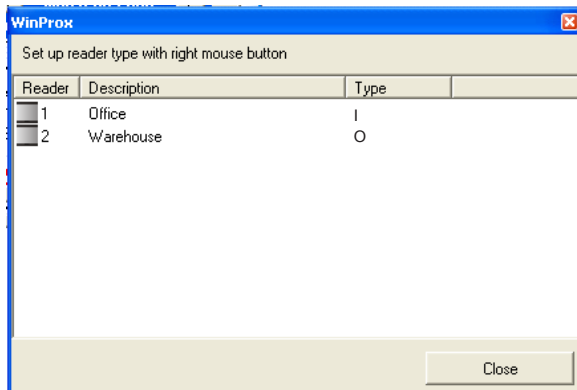
Click the Edit button. The readers configuration screen comes up:



Select the reader, (right click with the mouse) and right click to see the drop-down menu:

Set up as ENTRY  
Set up as EXIT  
Do not use for presence  
Cancel

Select from the menu if the reader is to be used as "Entry" (I), "Exit" (O) or "Do not use for presence".



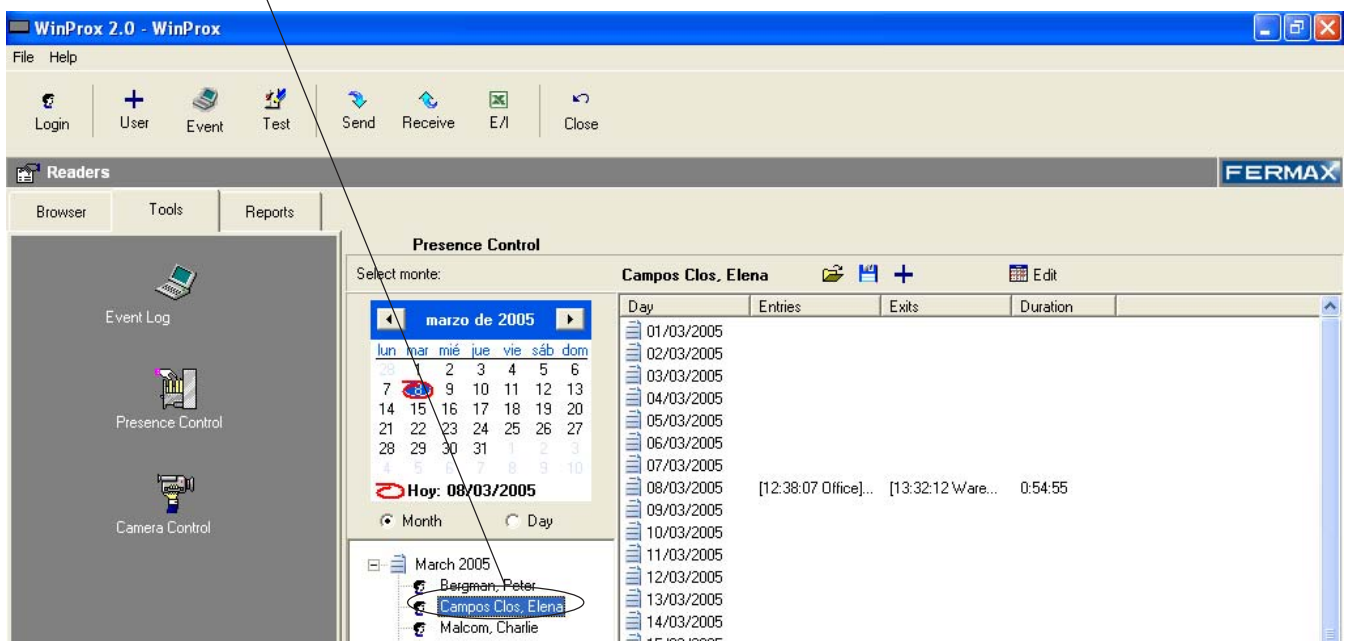
The reader configuration is shown on screen.

Click the "Close" button to close the configuration screen.

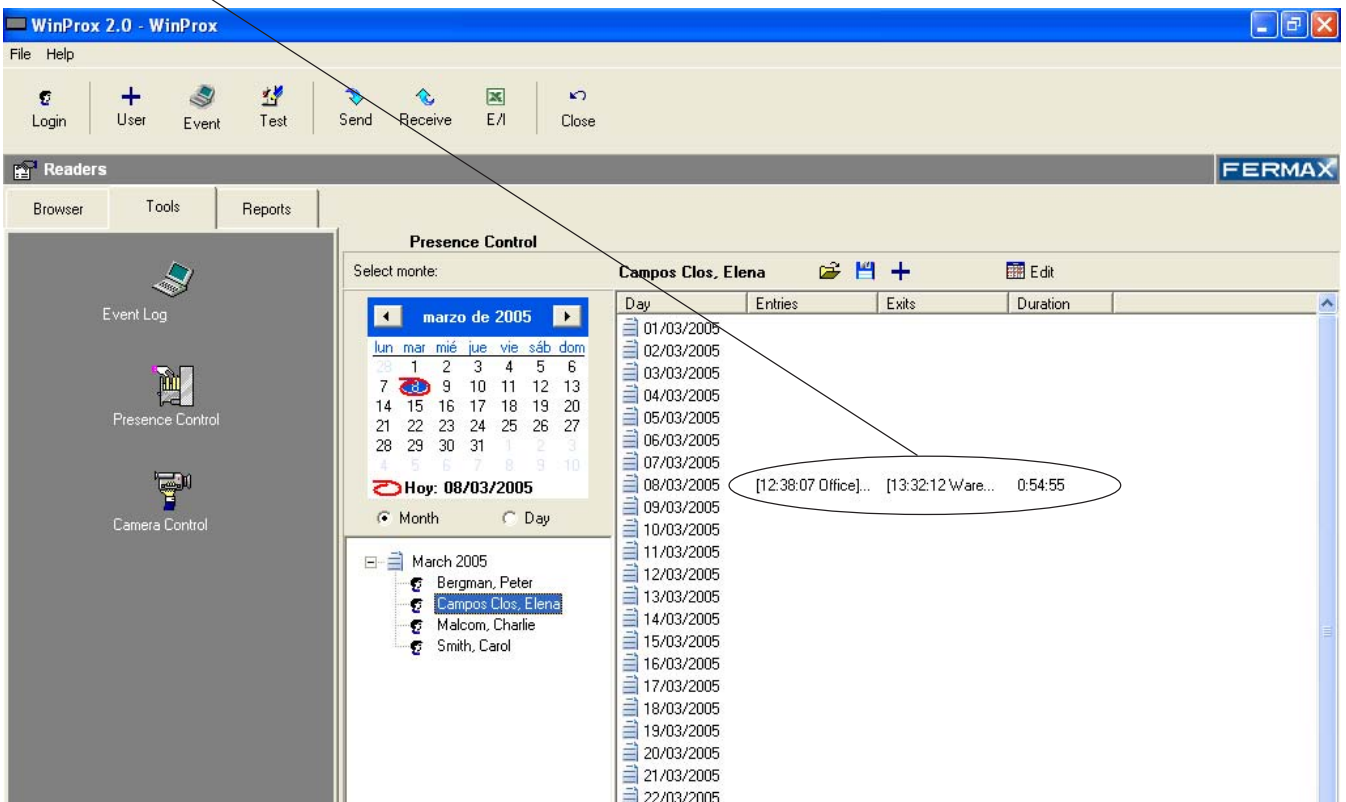
If a reader is defined as entry or exit, when a user event list is viewed, any entries and exits of that user by the corresponding readers will be shown in the "Entry and Exit" columns in the list, along with the elapsed time.

## User Presence Control

For the Presence Control of a given user, first you must select the desired user from the list of installation users.

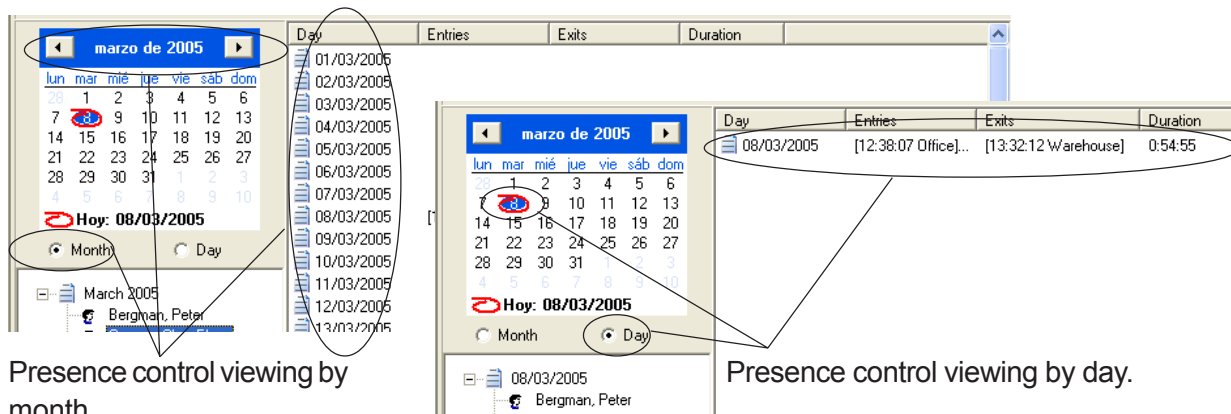


The events (entries, exits, time passed) of the selected user appear on the right of the screen:



The information shown on the right of the screen, referring to the user events, can be viewed in two ways, **by month** (shows all the incidents in a month) or **by day** (shows all the incidents for the selected day).

To select the viewing mode, tick the "Month" or "Day" box situated below the calendar and use the mouse to select the day or month you wish to check up on:



## Presence Control Information

Selected user

Campos Clos, Elena			
Day	Entries	Exits	Duration
08/03/2005	[12:38:07 Office]...	[13:32:12 Warehouse]	0:54:55

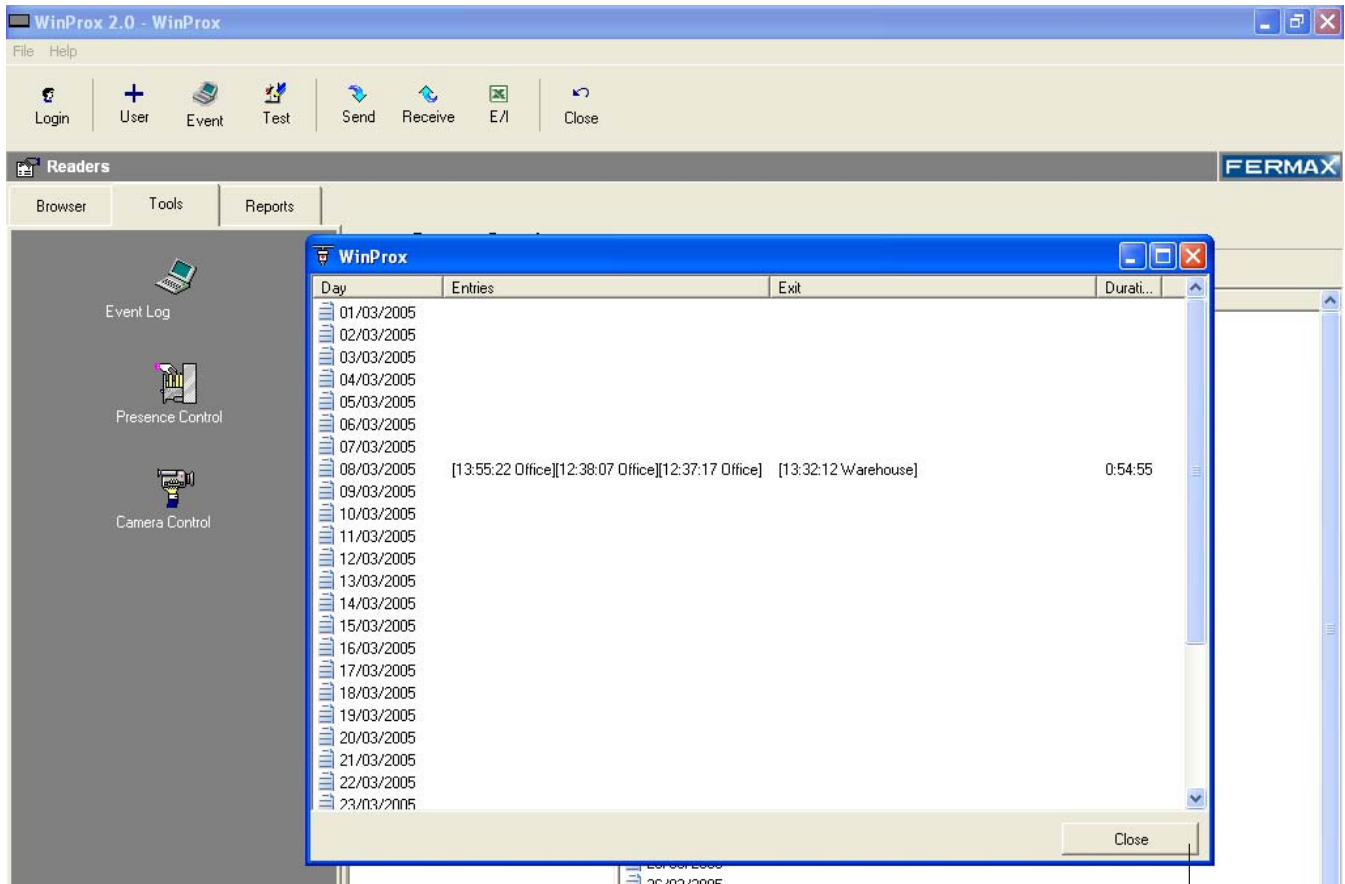
Date                      Entry time                      Exit time                      Time passed between first entry and last exit.

## Zoom



Click the  button to zoom in on the current presence control list.

A new broader window appears, so that you can view the data better.

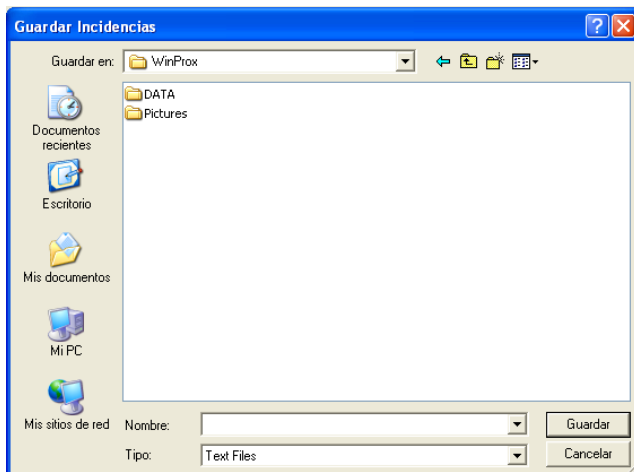


Click the "Close" button to close the window.

## Save Presence Control Lists

The presence control event lists (if you have readers configured as entry and exit) are stored internally in the installation database, but you can also save the presence control event list currently on screen in a text file, and open it later (see Presence Control Lists section). You can also process the information stored in the file externally.

To save the list in a text file, press . The following screen comes up:



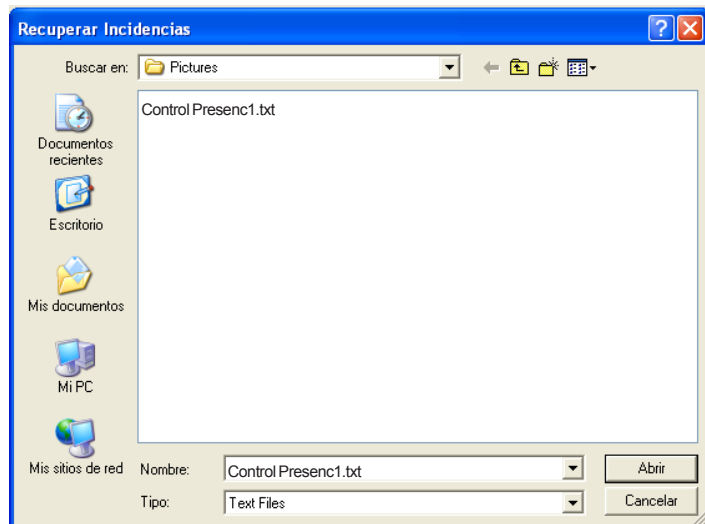
Select the directory and write the name of the file the presence control list has to be saved in.

Click the "Save" button to create the file.

## Open Presence Control Lists

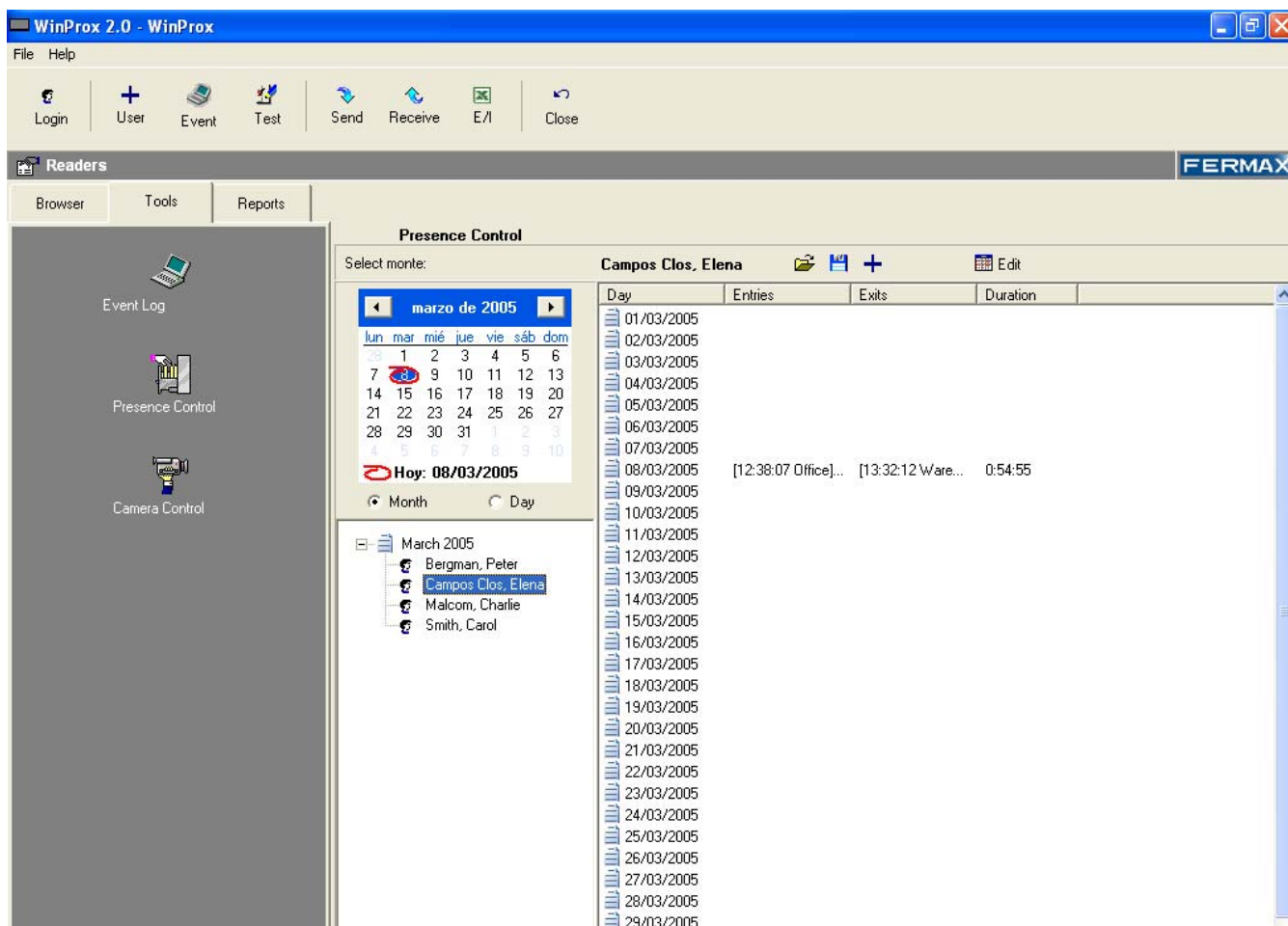
You can open the presence control lists, saved previously in a text file, to consult information. The list is shown on the Presence Control screen.

To open an existing list, click the  button. The following screen appears:



Select the file containing the list of events you wish to open and click the "Open" button.

Now the event list is displayed on the screen.



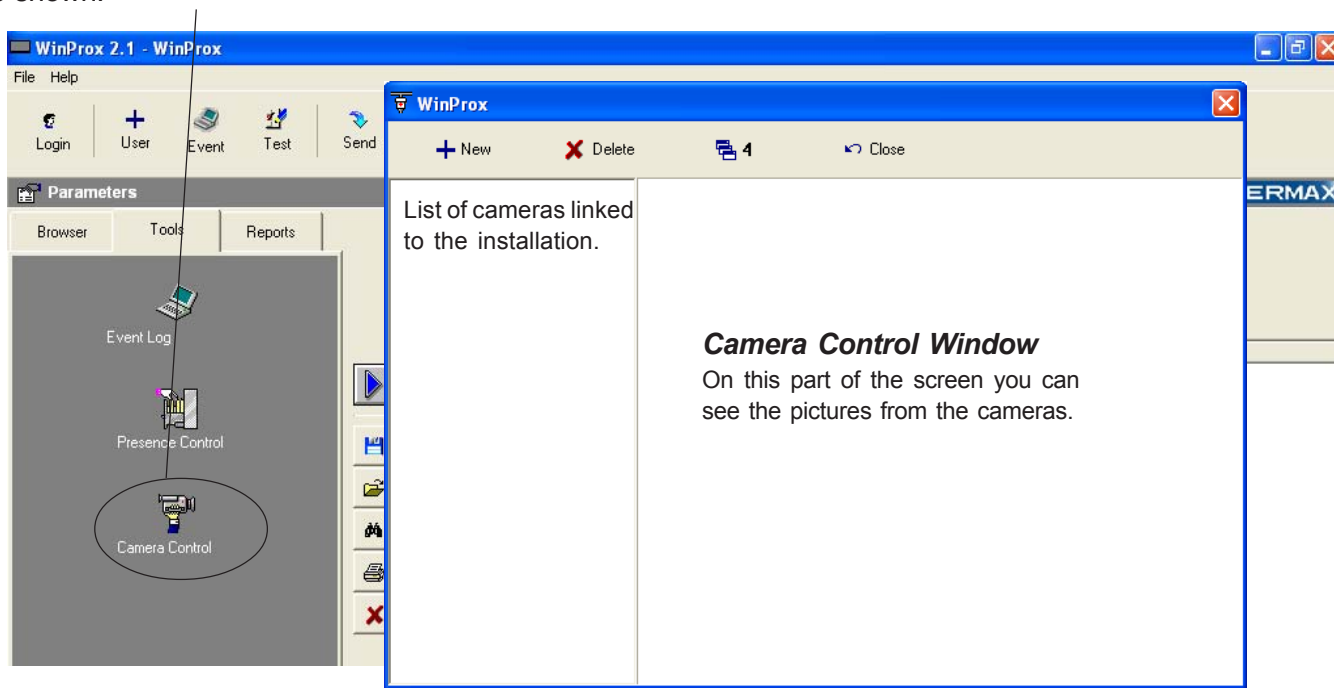


## CAMERA CONTROL

TOOLS

The Winprox 2 application lets you view the pictures coming from up to four IP cameras connected to the installation.

When this option is selected, a new window, that lets you manage and view the cameras linked to the installation, is shown:



## Commands Descriptions: Camera Control Screen

	Lets you define a new camera for the installation. (*)
	Removes the selected camera from the installation.
	Shows all the cameras defined in the installation, simultaneously.
	Closes the Camera Control window.

## Notes

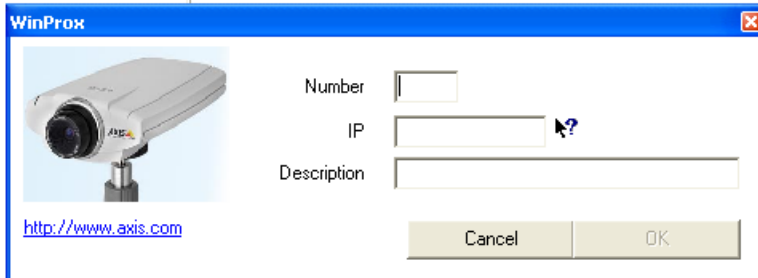


(\*) Camera configuration is not managed from the application. The cameras must be configured with their own software (IP address..), before being able to work with them in our application.

## Define and View Cameras

[+ New](#)

Click the [+ New](#) button to define a new camera in the application. The following screen comes up:




The 'New Camera' dialog box in WinProx. It features a small image of a camera on the left with the URL <http://www.axis.com> below it. On the right, there are three input fields: 'Number' (with a small icon), 'IP' (with a mouse cursor icon), and 'Description'. At the bottom right are 'Cancel' and 'OK' buttons.

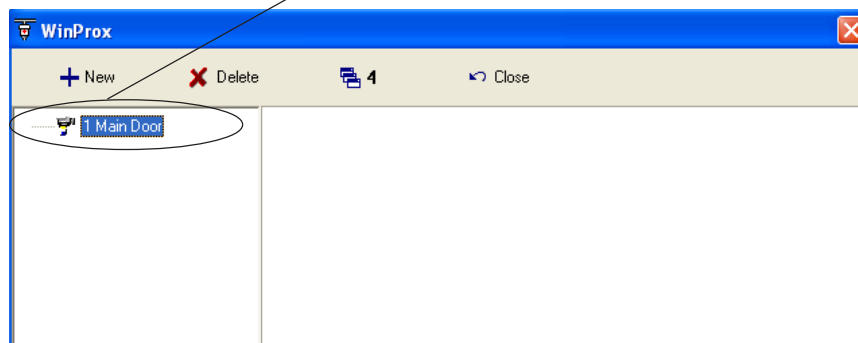
Enter the following data:

- **Number:**  
Camera ID number.
- **IP Address:**  
IP Address of the camera (assigned previously, with the own camera software).

- **Description:**  
Identifying text (example: Door1 Camera, Parking zone...).

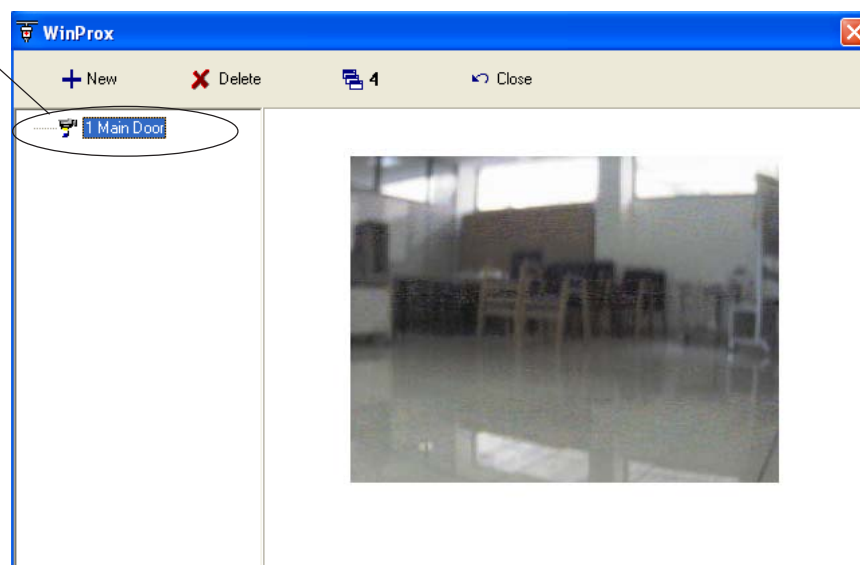
Click the icon  to check that the entered IP address is correct and exist in the network. In yes, the «OK» button is enabled.

Click the «OK» button. The camera is shown in the camera list of the Camera Control Window.




## View Cameras

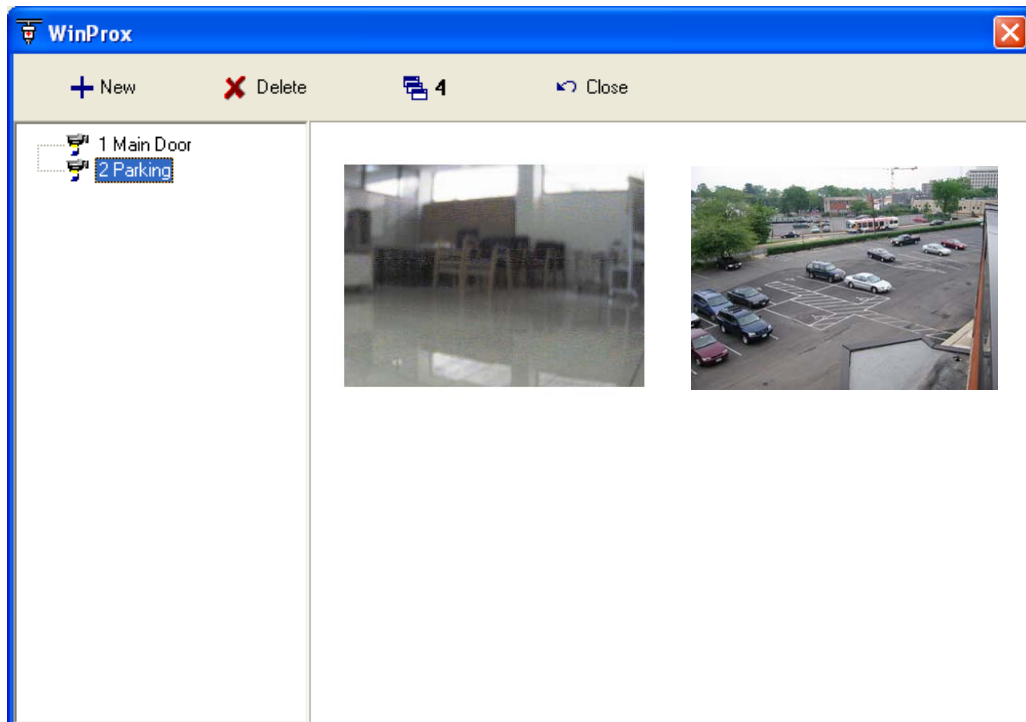
To view one of the cameras defined and connected in the installation, click on the desired camera in the list of cameras in the installation. The picture from the camera appears on the right of the screen:



If the entered IP address does not correspond to a IP camera, an error information is shown when trying to view the image




If there is more than one camera in the installation (maximum 4 cameras), you can view the pictures from all the cameras on screen simultaneously. To do so, click the  button.



To view the picture from a single camera again, select the desired camera from the Camera Control screen list.

## Remove Cameras

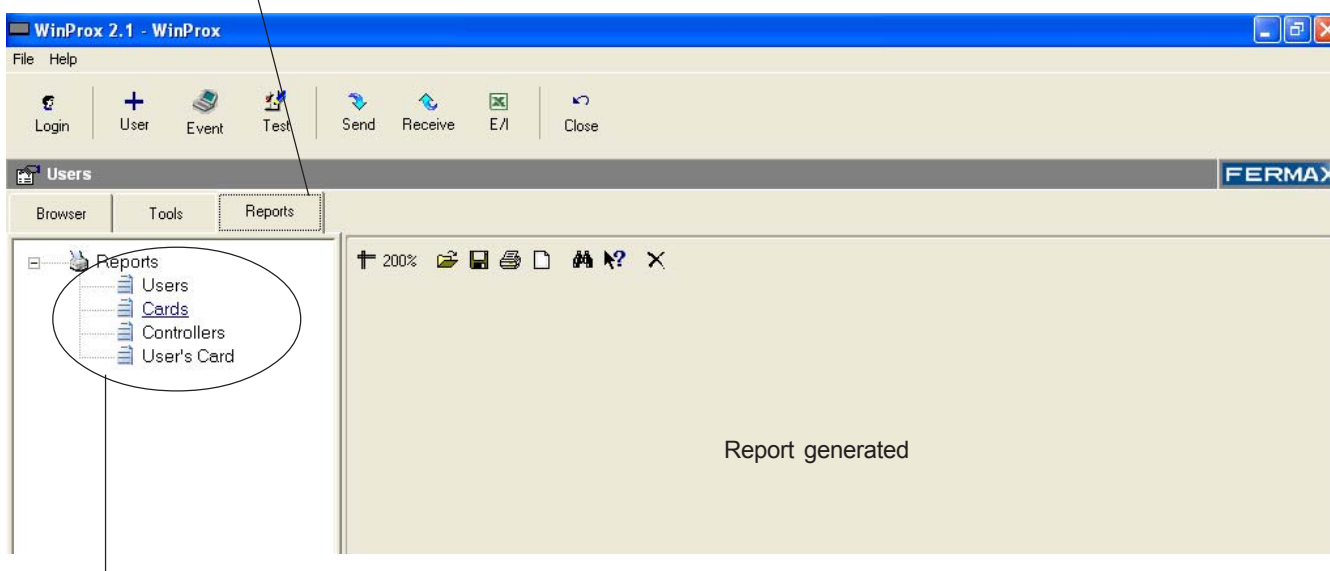


Select the camera to be removed from the list of cameras on the Camera Control screen, and click the  button.

## REPORTS

From this section of the application, you can generate reports (print, save, search...) with information on the installation.

Click on the "Reports" tab to access the Tools screen.

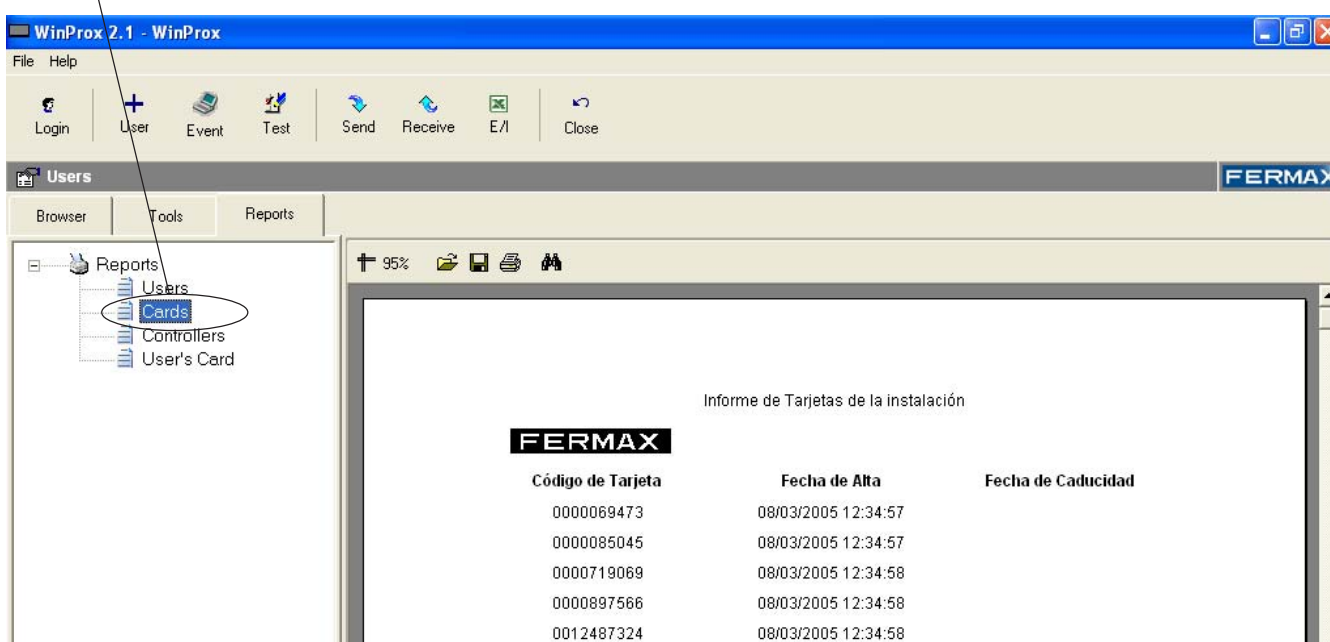


List of reports that may be created:

- Users: List of installation users, ordered by name.
- Cards: List of cards in the installation, ordered by card nº (showing authorisation date and expiry).
- Controllers: List of readers defined in the application.
- Cards/User: List of users, indicating the cards they have assigned.

## Generate Reports

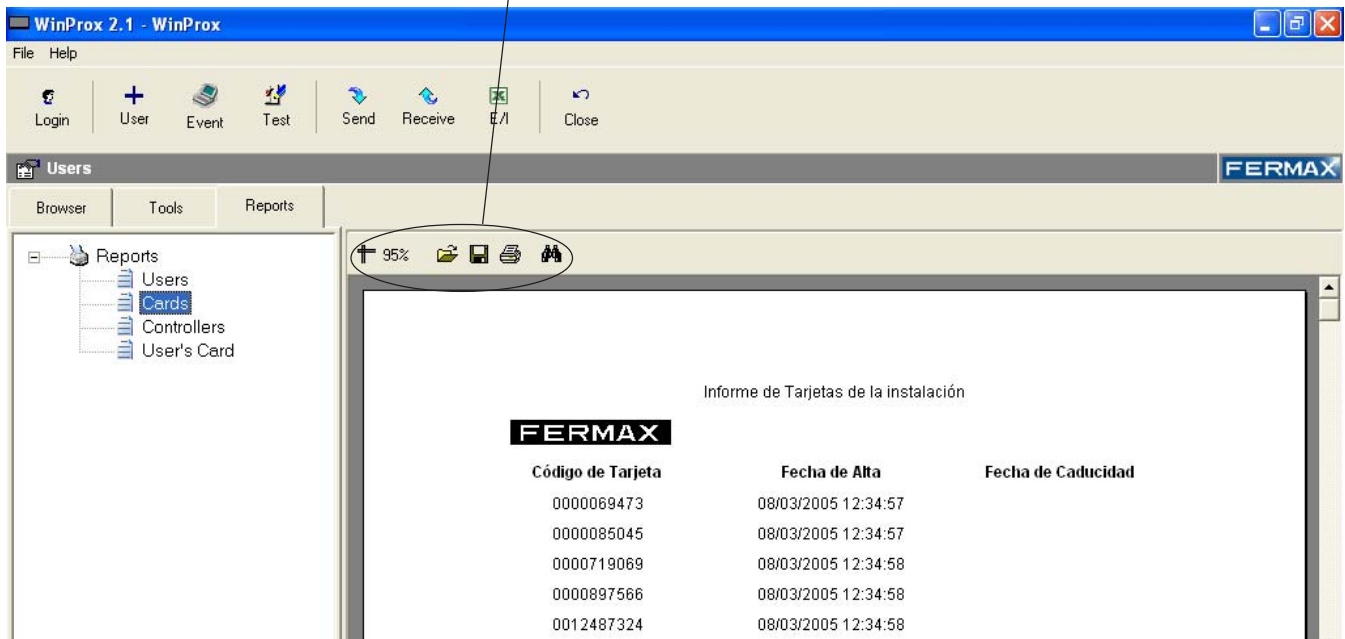
Select the report you wish to generate from the reports list.



The report selected appears on the right of the Reports screen.

## Reports Options

The reports generated can be printed, saved, and searches made for information on the report...



Once the report has been created, click on the corresponding icon to take the desired action:

	Lets you <b>Zoom</b> in on the report.
	Lets you <b>Open</b> a report saved previously in the PC.
	Lets you <b>Save</b> the current report in the PC.
	Lets you <b>Print</b> the current report.
	Lets you <b>Search</b> on the current report.

## **COMPATIBILITY BETWEEN STANDALONE AND WINPROX**

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Installations created with the StandAlone software are totally compatible with Winprox software, and viceversa.

The only difference is in the data viewing format and the limitation of the functions in Winprox by StandAlone (as certain functions are not available in this application):

- Expiry of cards is not available in StandAlone (if the installation is subsequently opened with Winprox the expiry date is maintained).
- A user with several cards in Winprox corresponds to as many users (with the same name and surname) as there are cards assigned (each user figures in the list of users/cards with one of the assigned cards).

Everything related to access permits, readers, cards... remains invariable, regardless of the application used.

