



Odyssey Administrators Manual

RISG SECURITY MANAGEMENT SYSTEM

ODYSSEY

**Welcome to
RISG INTERNATIONAL**



Version: SQE

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Before We Begin...

It must be understood that the ODYSSEY system is merely a software application that runs on a Microsoft Operating System. ODYSSEY also uses Microsoft SQL Server as the database engine. This installation manual is designed as a tutorial for making the ODYSSEY Server and Workstation operational. It is **NOT** intended as any sort of reference to Microsoft Operating System or Microsoft SQL Server operation. This manual assumes that Microsoft Operating System and Microsoft SQL Server has been properly setup and configured.

Before the application can be used...Users and their passwords need to be setup in Microsoft Operating System and the appropriate rights need to be established. Receptors application only adds additional rights to the user for purposes inside the various application modules adding a second tier security level via passkey level. The user names and rights need to be established in Microsoft Operating System and Microsoft SQL Server beforehand.

Maintenance requirements...SQL Server database and database devices need to be monitored periodically to insure the sizes are not too small or large for the system requirements. Additionally, there are some diagnostic functions that must be monitored occasionally to maintain optimum performance of the Server. Please consult your SQL Server Administrators Manual for **Optimizing SQL Server**.

How to use this Manual

This manual set is divided into four sections:

Installation Manual

Section one gives you a step-by-step guide on how to install the application software and make the appropriate changes to the Operating System and Database Engine to create an ODYSSEY system. It's also designed to be used as a reference guide on the software sections and utilities.

Administrators Manual

The Administrators Manual gives you all the information necessary to complete programming information for the ODYSSEY system. It is also a reference point for the various aspects of the ODYSSEY system. Included are: Password management, Backup procedures, recovery procedures, and starting and stopping the ODYSSEY applications.

Operators Manual

The Operation Manual provides "How To" on all aspects of the day-to-day operation of the system. Alarm processing, Commands, and Reporting are covered in this section.

Options Manual

This Manual covers the various options associated to the Odyssey Software.

All of the manuals form a set. Within each manual there are some standard conventions that were followed.

Mouse Clicks

It is assumed that when the manual refers to "Left Click", or "Right Click", the reader understands that we are referring to the mouse buttons.

Keyboard Entries

All entries made by the keyboard are shown in the following format:

"ping 192.9.8.100"

If the command needs to be entered from a command prompt window the following format will be used:



"ping 192.168.0.100" default IP Address of RISG ANX Panel

Getting Started

The Services

Users and Passwords

Error Logs

The Services

- There are two (Server) programs that operate in the background that allow the Odyssey Access Control System to fully function. In the Microsoft Operating System, these programs are called **Services**. A Service is a module that begins operation as soon as the Server is started. When started as a standard Microsoft service, these programs are not affected by any Users logon procedure. These services control the Real-Time portion of the software. This is the segment responsible for communication to and from the panels, panel database control, alarm traffic, and history archiving.
- Receptors provides two modes of operation for the Services;
 - 1). **Standard Mode** is the typical Microsoft operating system method that most users would function under. In this mode, the required services are started automatically as soon as the Server is rebooted. The services run in the background, and require no user intervention.
 - 2). **Display Mode** allows you to start both services separately. This provides you with a visual window for each service. This mode is used for debugging purposes and initial system start up. Display mode is a very effective tool allowing an operator to visually see data to and from workstations and field devices. There are however, disadvantages to Display mode. In this mode, Automatic Services must be disabled.

***Additionally, since manual mode runs from the desktop, these services will shutdown if the user logs off.**

The Odyssey Services

- **Receptors Service 2** (*ridbio*) is the traffic manager between the Odyssey application and the database engine. It handles all traffic to and from the workstations. Service 2 also handles any panel database requirements by receiving them from Microsoft SQL Server and sending them to Service 3 for processing.
- **Receptors Service 3** (*rtp*) is the Real Time Process for the application. The service is responsible for all traffic to and from the field hardware and Workstation alarm processing. Rtp polls panels, sends database information to the panel, and processes transaction information from each field device.

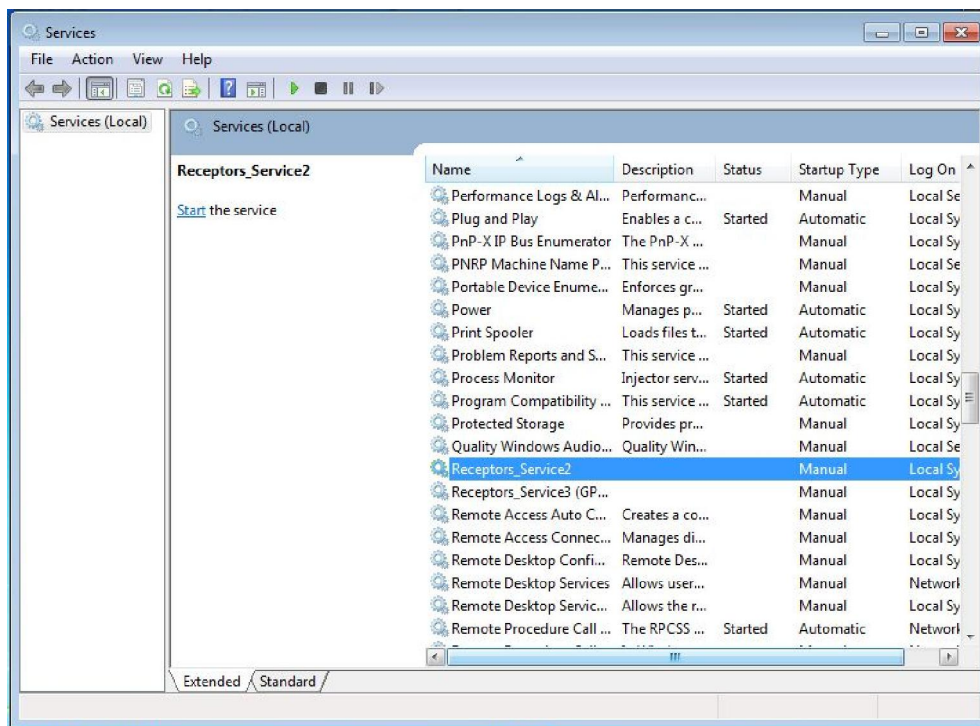
Standard Mode

- The following information indicates how to setup the Receptors Services for Standard Mode. This needs to be completed only once.
- The Services file selects which background programs or *services* will automatically start when the Operating System is started. You can also use this window to start the services that are set for manual.

Ø FROM THE START BUTTON:

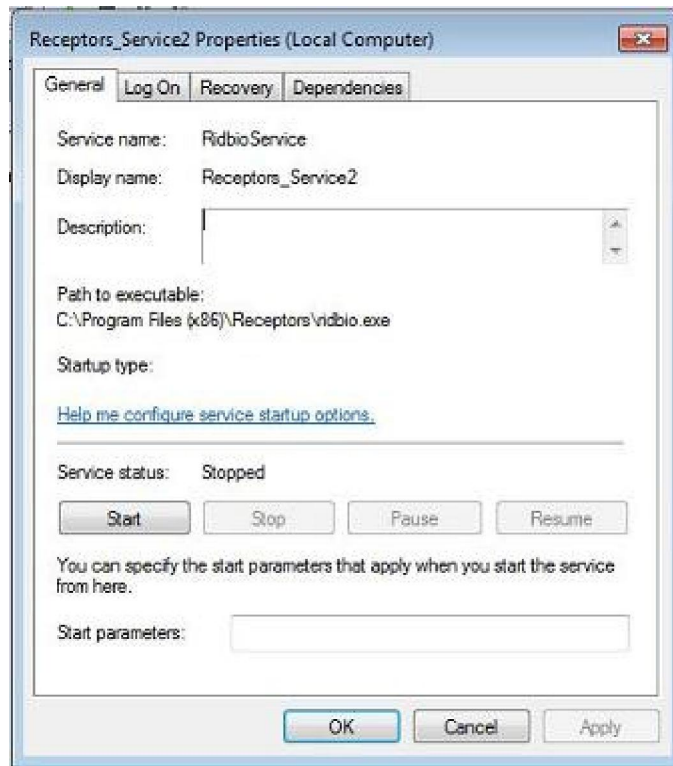
- § Select **Settings**, then **Control Panel**, and then **Administrative Tools**. Select the **Services** icon and the window below will display.

Figure 1: Microsoft Services Window



- § The **Service Name** is listed in the right-hand column. The **Status** section indicates whether the service is started.
- § The **Startup Type** area displays the type of startup required. (Manual or automatic). To start these services manually, you simply double click on the desired service, and the following window will appear:

Figure 2: Receptors_Service2 Properties



- § Click the **Start** button.
- § To set the service to start **automatically**, double click on the desired service and the above window will appear. Click on the down arrow in the **Startup Type** box and a pop down menu will appear. You can then make your choice for the service requirement.

- 1). Selecting **Automatic** will make this service perform the task whenever the server is restarted.

NOTE Automatic startup is only performed at boot time. If you make changes to this function, you would need to manually start the service if you do not intend to re-start the Server.

The Completion of the Automatic startup for the Receptors Services is signified by three short beeps from the Server. This should occur after approximately three (3) minutes after boot-up.

Automatic Mode is intended for users that require the Server to begin communications with the field Panels and Workstations without intervention. This mode requires no additional user input, or anyone to log on to the Server. Receptors services *will* start without assistance, after a power failure (*depending on your hardware*), or other unintentional shutdown. It must be noted however, that this will only occur if the Microsoft operating system starts without errors. In addition, the SQL Server database engine must also be started and operating before the Receptors services can begin.

- 2). Selecting **Manual** requires the operator to start the service after each system restart. This selection is used in conjunction with the **Display Mode** of **Receptors Services 2 and 3**. (See the **Display Mode** section below)
- 3). Selecting **Disable** will not allow the function to be started at all.

Display Mode

Please Note It is extremely important that you **DO NOT** to attempt to run the **Services 2 and 3** in **STANDARD** mode and **DISPLAY** mode at the same time. The applications will not operate correctly if this is attempted. Start the services from one, or the other—**NOT BOTH!!** Additionally, if one service is started automatically, then **BOTH** services must start in this manner. Do not attempt to start one service in **Standard Mode**, then the other from **Display Mode**.

In order to use the **Display Mode**, Receptors Services 2 and 3 Startup Type must be set to Manual in Microsoft Services. This is explained above in the Standard Mode section of this manual.

- Using the **Display Mode** allows a greater degree of understanding as to what's happening with communication in the system. In **Display Mode**, you can actually see the system poll, send and receive data to and from the field panels and Workstations. You can visually check panels downloading, and tiering data. You can also verify alarms being received from the field and commands being sent. **It's a very useful tool.**

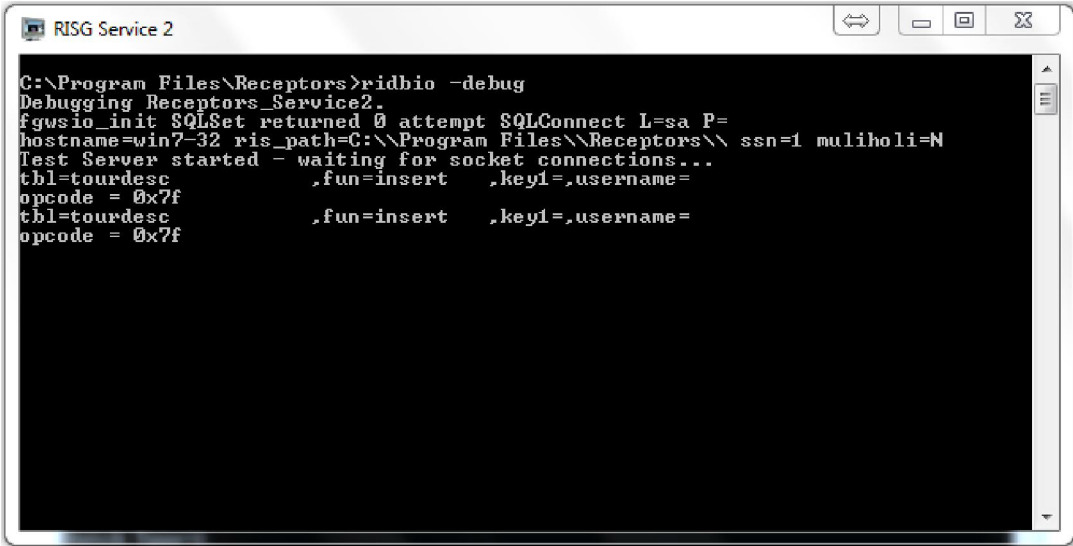
Starting Receptors Services 2 and 3

- Create a shortcut of Service 2 and Service 3 on the desktop. To do this open windows explorer to the Receptors directory. Locate the files **2.bat (Service 2)** and **3.bat (Service 3)**. While holding down the **Ctrl** key, left mouse click on the files **2.bat** and **3.bat**. Both files will be highlighted. Place mouse over one of the highlighted files and do a right mouse click. In the pop down window select Send to > Desktop (Create shortcut).
- If you look on the Microsoft desktop you should see an icon titled **Shortcut to 2.bat** and **Shortcut to 3.bat**. Rename **Shortcut to 2.bat** to **Service2** and rename **Shortcut to 3.bat** to **Service3**.

Starting Receptors Service 2

- From the Desktop double click on the **Service2** icon and the **Service2** window will appear.

Figure 3: Receptors Service2 Dos Window



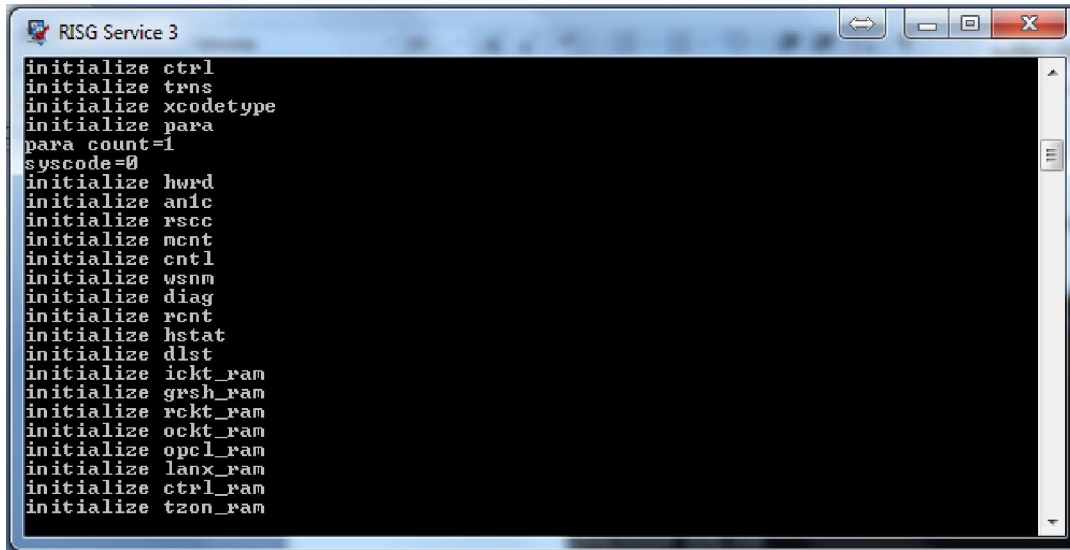
```
C:\Program Files\Receptors>ridbio -debug
Debugging Receptors_Service2.
fgwsio_init SQLSet returned 0 attempt SQLConnect L=sa P=
hostname=win7-32 ris_path=C:\\Program Files\\Receptors\\
Test Server started - waiting for socket connections...
tbl=tourdesc      .fun=insert      .key1=,username=
opcode = 0x7f
tbl=tourdesc      .fun=insert      .key1=,username=
opcode = 0x7f
```

- This Service is now started and is ready to interact. You can reduce this window to the status bar, but this service must remain active. Additionally, it needs to be closed manually when you wish to stop this service.

Starting Receptors Service 3

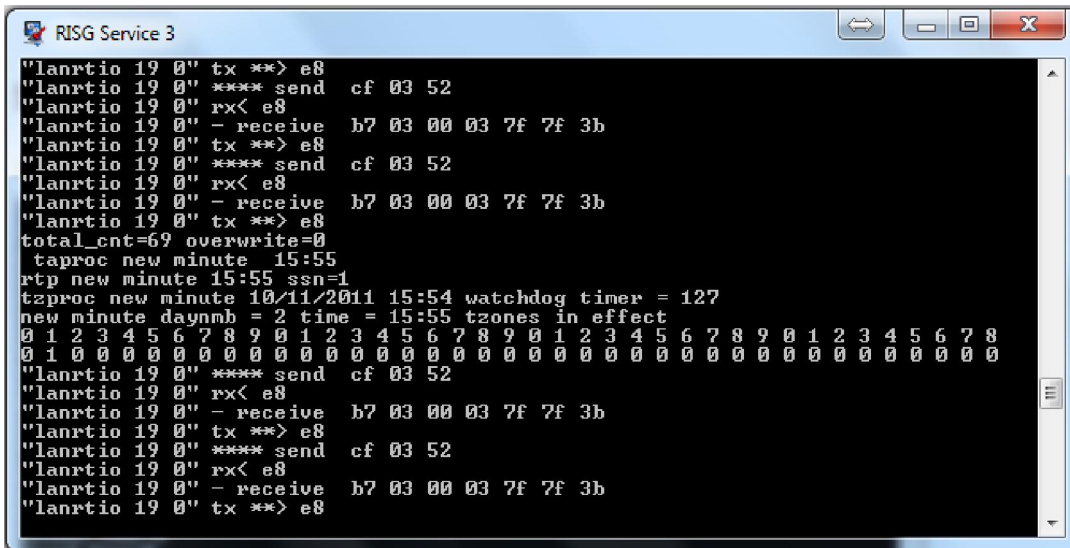
- From the Desktop double click on the Service 3 icon and the Service3 window will appear.

Figure 4: Receptors Service3 Dos Window



- Service 3 or the Real Time Process is now running. This window is the most active and informative of the two windows. However you will not see any communication activity between the Server, field hardware and Workstations for approximately one (1) minute. In this window, you can see the poll and response of each controller in the system. You can also see transactions to and from the field, as well as commands and alarm window function. This window can be very useful in bringing up the system. You can visually verify that panel are communicating and downloading correctly. Below is a sample of what you will see after one (1) minute of starting Service3.

Figure 5: Receptors Service3 Polling Dos Window



- Both windows can be left opened as indicated at the right. These windows can also be reduced to icons on the menu bar.

Care must be taken however if you close any one of these windows, the server functionality will be lost. You will lose the ability to communicate to the field devices or transmit alarms to Workstations.

RISG Security Management System

- How to open the RISG Security Management System
- The Functions of the RISG Security Management System
- Standard Conventions

How to open the RISG Security Management System

- There are two (2) standard methods of opening the Desktop software:
 - 1). Icons are placed on the Microsoft Desktop to operate any executable program. If the icons are not on the Microsoft Desktop the Odyssey Installation manual describes how to complete this task. Looking at the Microsoft Desktop you will find the following icon:

Figure 6: RISG Database Icon



§ By clicking on this icon, the **RISG Security Management System** window will appear.

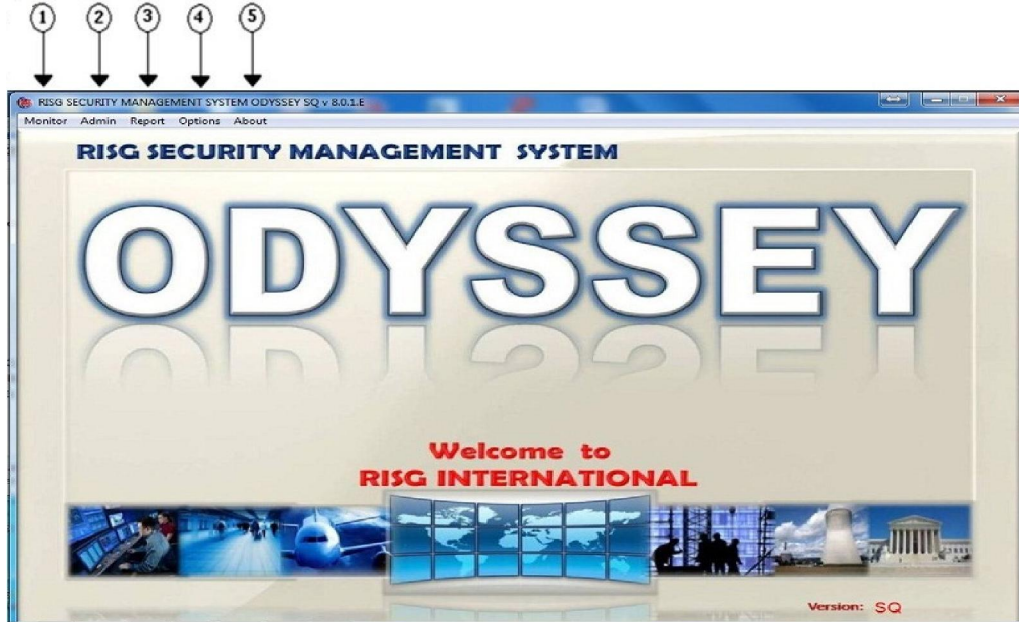
- 2). Or you can click on the Start button at the bottom left side of the Microsoft Windows Desktop. Highlight the **Receptors** folder and a menu will appear to the right.

Figure 7: Microsoft Start Button



§ Select **RISG Database** from the list and the **RISG Security Management System** window will appear.

Figure 8: RISG Security Management System Window



The Function of RISG Security Management System

- This section is the area that data is entered into the database. The **RISG Security Management System** window can be used on the Server or Workstation and does not need to be open for the Server software to be operational. From the **RISG Security Management System** window, you can also open the Alarm portion of the Odyssey software.
- When the **RISG Security Management System** window is opened, you can move to any point in the system by clicking on the represented function on the menu bar at the top of the window. All functions in the system are independent. You're only required to open this window first, and then move to the area you require.

Parts of the RISG Security Management System Window

∅ Drop Down Menus – RISG Security Management System Window

Available Functions

- | | |
|-------------------|---|
| 1. Alarm | Alarm Display. |
| 2. Admin | Administrator, System Control, Data Format, Dial Up, Visitor, Verify Profile, Search Profile, Elevator Access, Use Or Lose It Database Restore. |
| 3. Report | History, Guard Tour, Card holders who have access to Reader Personnel, Roll Call, Log Message, Circuits no gone by Alarm, Old History, Time Attendance Report, Time Attendance Export |
| 4. Options | Radionic Circuit, Group Display, AES Key, Open:Close Area, Extended Door Time, Tour (Guard, Reader, Watch), Language Switch (English, Chinese, Thai) |
| 5. About | Configuration, CCTV Setup, Radionic Setup, Show Host, About RISG Products |

Standard Conventions

- As we move toward the programming areas of the software, we need to go over a few of the standard conventions used in each area.
- There are three ways to navigate within the modules:
 - 1). Menu Bar at the top of each Window
 - 2). Icons below the Menu Bar
 - 3). Right clicking of the mouse

Menu Bar

- Each of the Modules (except those as listed in the program key) begins with the same type of window. The Reader Circuit Window is shown here as an example.

Figure 9: Modules Menu Bar


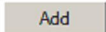
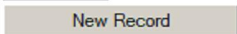


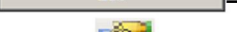



- Each module is much the same with menu items on the top, and icons to allow for ease of use. The following information explains the use of each Menu Bar selection:

- ∅ **Master Personnel** opens a sub menu with:
 - § **Card Holder**
 - § **Employee Information**
 - § **Personnel**
 - § **Emergency**
 - § **Information**
 - § **Auto**
 - § **Comment**
- ∅ **Badging**
- ∅ **Hardware Configuration** opens a sub menu with:
 - § **Configuration**
 - § **Database**
 - § **Finger Scan**
- ∅ **Access** opens a sub menu with:
 - § **Access level**
 - § **Time zone**
 - § **Group Code**
 - § **Event Schedule**
 - § **Holiday**
 - § **Elevator Control**
- ∅ **Command** opens a sub menu with:
 - § **Group Reader**
 - § **Group Input**
 - § **Group Output**
 - § **Instruction**
 - § **Transaction**
- ∅ **Map Design**
- ∅ **User-Passkey Levels** opens a sub menu with:

- When using the **Edit, Delete, and View** selections, you must first highlight a database entry in the query window you started in.
- The table below indicates which of the three ways are available for each function or command that is to be performed:

Table 1: ICONS

  	-	-	
	-	-	
 Delete	-	-	
 	-	-	
	-		
	-		
	-		

Cautions

Circuit Names and Numbers

- Because of the logic of the Odyssey system, it is not allowed to edit the Circuit Name, or User Circuit Number of an existing record. The correct method of changing a Name or a Number is to delete the record and enter it again.

Non Add Screens

- There are certain modules where the **Add** function is not available. These modules contain fixed database records that can only be edited.

Program Key

On the following programming sections, the Program Key displayed here will be provided to indicate what commands are available for that section.

Table 2: Program Key

PROGRAM KEY			
Command	Menu Bar	Button	Pop-up
Add New	P	P	P
Change	P	P	P
Delete	P	P	P
Print	P	P	P

Programming

- **Programming overview**

- In order to complete the programming of the Odyssey system in the most effective manner, follow the guidelines listed here. The list below indicates the order in which the various tables need to be completed. This sequence will insure you have each section completed in the correct order, so that the files from one table are available to the next.

- 1). **Users and Passwords**

§ Before proceeding with any programming on the system data, all appropriate Users and Passwords must be entered. This includes both the Microsoft User list and the Odyssey **User Levels** and **Command Levels**.

- 2). **Descriptions** (Trunk Line, Controller (AN1's, ANX's), Multiplexer (AN2's, AN4's, AN5's, EXP-R's, EXP-O's and EXP-I's)

§ You can enter the required descriptions as appropriate. They are very helpful when bringing the system on-line, as there is more information to let you know what's happening. You can enter descriptions prior to circuits if desired.

- 3). **System Control File**

§ **Workstation** names need to be entered in order for the alarm display module to connect. No alarms will be received or command functions enabled until this has been completed.

§ **Trunkline** ports for serial panels need to be entered. (*Serial Systems Only*) Please consult the Trunk line section before making entries here.

§ **Printers** such as transaction logging printers are entered here

- 4). **ANX, AN1 LAN Panels**

§ If you are using LAN panels, they should be entered at this time. *Please consult the Trunk line section before making entries here.*

- 5). **MUX Port Map**

§ The port map should be completed next, to define which address(s) are to be polled, and what the panel type is.

6). Transaction File

§ The system defaults all baseline alarm traffic to Alarm Display1. If this is not the desired location, you will need to edit this file to the appropriate Workstation. 99 indicates the value is changed elsewhere in other modules.

7). Circuits

§ **Output Circuits** can now be entered now corresponding to the system layout.

§ **Input Circuits** can be entered after the outputs are complete. By adding output circuits first, all related outputs can be assigned to their respective inputs in a single step. Inputs can be loaded according to the system layout.

§ **Reader Circuits** can be entered according to the system layout. By adding output and input circuits first, all related outputs and inputs can be assigned to their respective readers in a single step.

At this point you can begin the initialization process to the panels and verify communication. All of the panels should poll and respond at this time. Alarms will transmit and most command functions will operate. Card and Time Zone functions will NOT function however until programmed. The secondary programming requirements can be completed before, or after initialization.

8). Data Formats

§ If you require special or custom data formats for cards, they should be programmed now.

9). Access Levels

§ The Access Level tables can be completed any time after the Readers are programmed. They can be added to, and modified at any time.

10). Times Zones

§ Just like the Access Levels, the Time Zones can be added, and modified at any time.

11). Group Codes

§ Once the Access Levels and Times Zones are completed, you can build the Group Code Tables.

12). Cardholders

§ At this point you have all of the necessary data completed to begin the card activation process.

- This would complete baseline operational programming. The items that are left to be completed are the peripheral tables:

GROUP COMMAND

GROUP SHUNT

GROUP OUTPUT

**INSTRUCTIONS
DIAL UP**

**ELEVATOR OUTPUT
MAP SETUP**

**ELEVATOR ACCESS
HOLIDAY**

EMERGENCY

EVENT SCHEDULE

EXTENDED DOOR TIME

OPEN/CLOSE AREAS

VERIFY PROFILE

After these tables are programmed, the optional files can be completed such as:

ACCESS LEVEL 1024

BADGING

GUARD TOUR

READER TOUR

WATCH TOUR

CCTV

SIMULATION

MULTIPLE HOLIDAY

BIOMETRIC

ALARM PRINT/E-MAIL

SPECIAL ACCESS LEVEL

RI Profile

TIME & ATTENDANCE SEND

TIME & ATTENDANCE HISTORY

Ø DETAILS FOR THE ABOVE MODULES CAN BE FOUND IN THE OPTIONAL FEATURES SECTION OF THIS MANUAL.

LAN-ANX/AN1 Panel

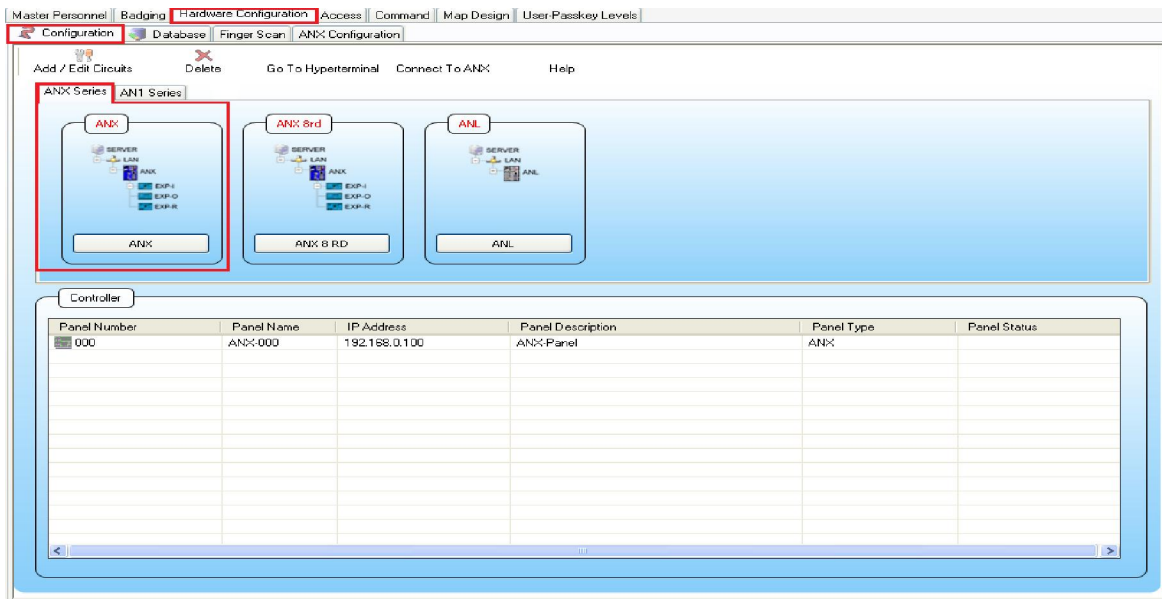
This ANX/AN1 Configuration Manual is designed to help you to setup an ANX/AN1 panel and to make alterations to an existing ANX/AN1 if needed.

Caution Your Network Administrator generally provides IP addresses. If you are not familiar with TCP/IP protocol, please consult your IT department before proceeding.

Data Entry


- Click on **Management System** window **Admin** at the top of the **RISG Menu Security**
- Click on **Hardware Configuration** Tab.
- Click on **ANX** button to add a new ANX Panel

Figure 11: List a LAN-ANX/AN1



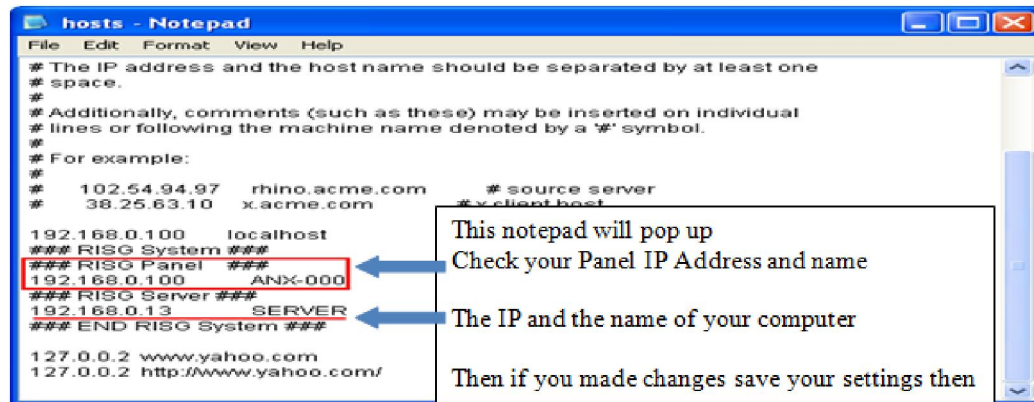
- The **List a ANX** window will be active only at this time.

Edit /etc/hosts button

- When you have completed the ANX panel entries, you must add these entries to the hosts file used by system Networking. It is *extremely* important that you use exactly the same syntax in the host file that you used in the LAN Panel file. If the entries are not made, or made incorrectly, the panels will make a connection to the server, but will not communicate or download. You can use the **Edit/etc/hosts** button  provided on the **ANX Panel** window. ***This procedure can only be performed on the Server.***
- You can also edit the host file manually; you can use Notepad or any text editor. The location of the file is:

Windows\system32\drivers\etc\ the file name is "hosts" (with no extension)
Here is an example of the Hosts file:

Figure 14: edit/etc/hosts File



- Once you have entered the desired data, you can press the **File** button and select **Save** from the menu.
- Once you have saved data, you can press the **File** button and select **Exit** from the menu and you will return to the add **ANX pop up window**.
- Once you've entered the desired data, you can press the **Save** button to save the record. **The ANX** window will appear showing the new record just created.

Figure 11: The LAN-ANX/AN1

Panel Number	Panel Name	IP Address	Panel Description	Panel Type	Panel Status
000	ANX-000	192.168.0.100	ANX- Panel - Lobby	ANX	

Changing Records

- To change existing records, in the **LAN-ANX/AN1** window, open the required **LAN-ANX/AN1** panel then highlight, right click select **EDIT** option

Deleting Record(s)

- Follow the procedures for **Adding Record(s)** records to delete records. Highlight the panel then right click select **DELETE ANX**. However be careful when selecting records to delete that they are the records you want to delete. Deleted records cannot be recovered. If you make a mistake you will need to create the record again.

Circuits

Adding Circuits

In this section we will show you how to add Readers, Inputs and outputs circuits to the software. Go to the **Hardware Configuration/Configuration** then right-click on the ANX/AN1 Panel and click on **Add/Edit Circuits**. You get the **ANX/AN1 Configuration** screen and you are ready to add circuits.

Figure 19: Hardware Configuration/Configuration

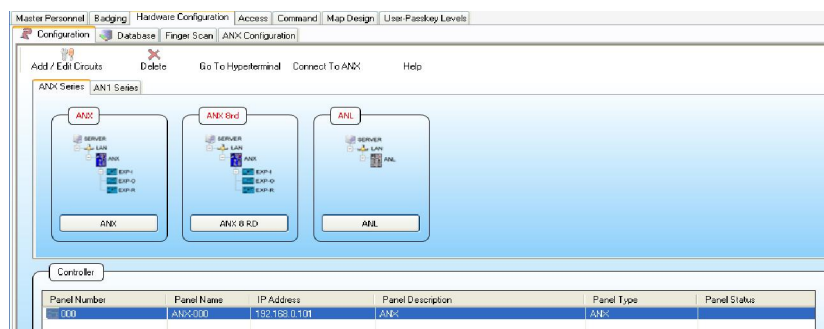
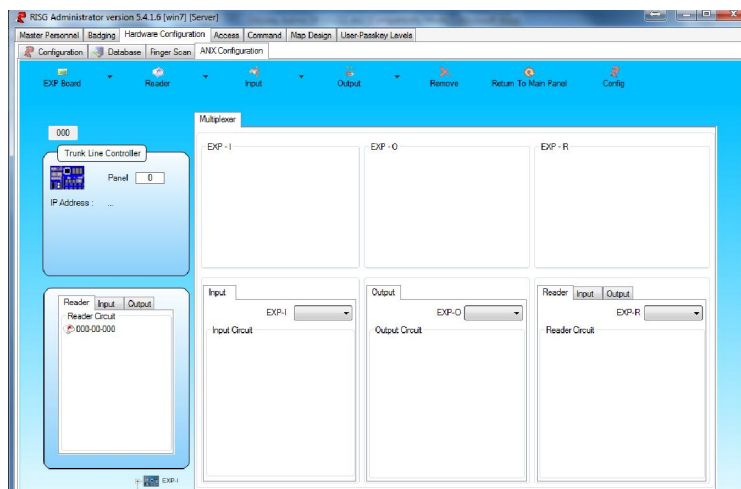


Figure 20: Controller Configuration Screen



- At this point, you can **Add, Edit, View, or Delete** a circuit.

Readers

Readers refer to the card readers that are programmed into the system. This section deals with the Reader Circuit File.

Overview

- Readers are connected to the various field panels in the system.

- As devices that provide access or control throughout the system, they require definition as to type, format, and location. Additionally, you can program the time they are opened each time they're used, and how long they're allowed to remain open after they are used. Inputs and Outputs can be related to Readers to perform specialized functions.
- There are several different options available to provide various requirements by the system.
- When you make an entry to the system, these parts are defined automatically. You are not required to program them separately. A reader is defined as one unit.
 - Reader Port
 - Reader LED Control
 - Locking Device
 - Door Contact
 - Request To Exit

USER CIRCUIT NUMBER

In the Receptors software, you define the **Hardware Circuit Number** (*a specific point on a specific panel*), to a **User Circuit Number**. Once this definition is made, all other programming is completed using the User Circuit Number. Access Levels, Commands, History files will always reference the User Circuit Number. The following circuit files are the only place you will reference a Hardware Circuit Number.

READER HARDWARE NUMBER

The reader hardware circuits are specific ports on a given panel with a unique port address. The numbers define the readers connected to the panels. The format of the Hardware address maps out the location of the reader in the system. The format of:

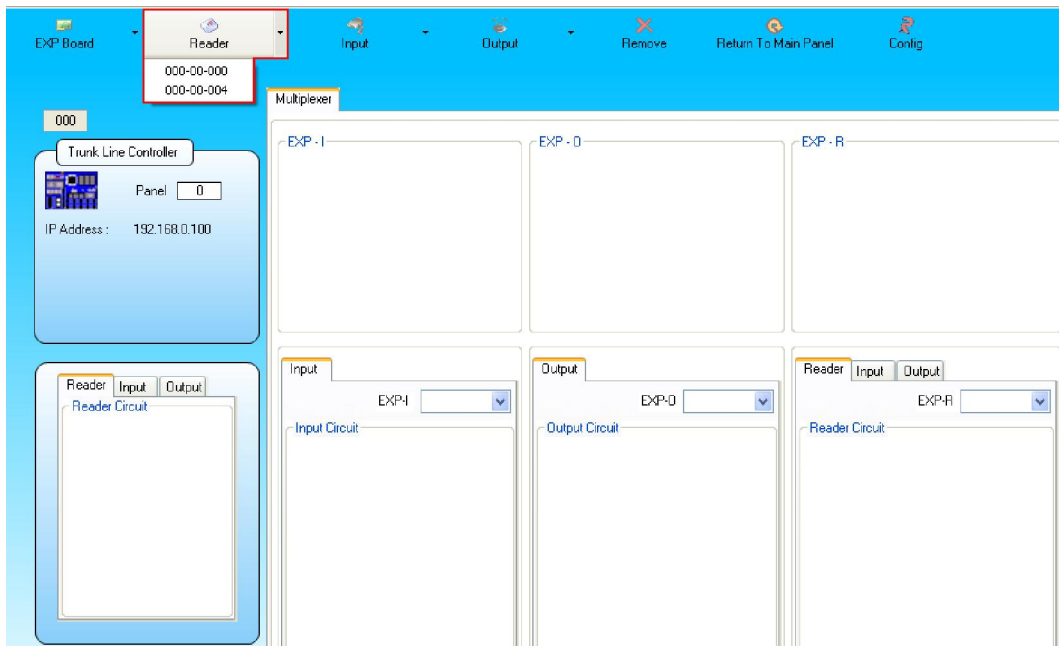
XXX-YY-ZZZ

- **Whereas:**
 - **XXX = Line No.:** Is the Controller address (ANX or AN1)
 - **YY = Panel Address:**
 - § **ANX, AN1** = Will always = **00**
 - § **EXP-R** = (*Sub panel for the ANX panel only*) addresses = **1 – 15**
 - § **AN5** = (*Sub panel for the AN1 panel only*) addresses = **1 – 15**
 - §
 - **ZZZ = Port Address:** The Reader Port Address on the panels runs in groups of four starting at **000**. The second is **004**, the third **008**, then **012, 016, 020, 024, and 028**. On an EXP-R or AN5, you only have Reader Port Addresses **000** and **004**.

Adding a Reader Circuit

You can use any of these ways to add a Reader circuit, Click on **Reader** and the arrow at the right and selecting available Reader Circuit from the list. Or right click on the Reader table.

Figure 21: Adding a Reader Circuit



- As you can see in the above window there are no readers programmed in the system at this time.
- Click on the **Reader** button click on 000-00-00 and on the **Reader Circuit** window will appear:

Figure 22: Adding a Reader Circuit

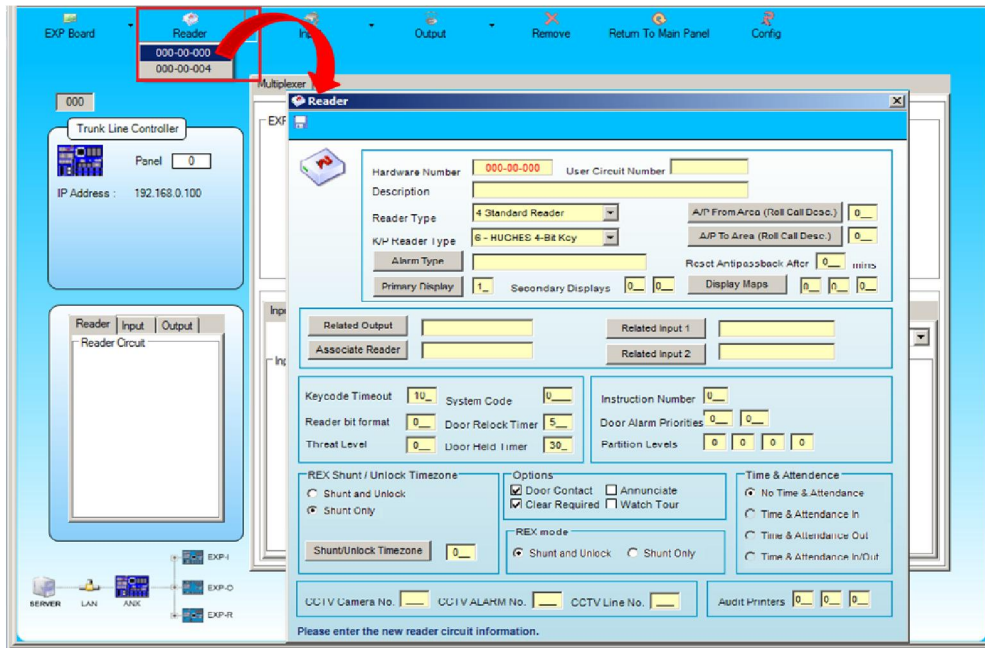
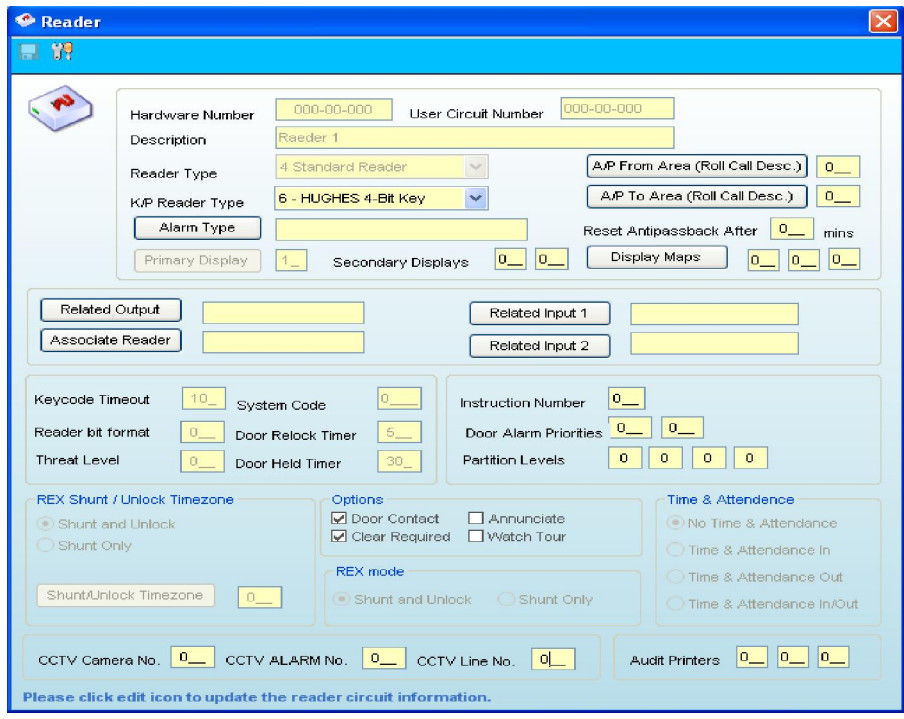


Figure 23: Reader Circuit



Reader Circuit Field Names

- The following table is a listing of the Field Names for the Reader Circuit that can be programmed for **ANX** or **EXP-R**:

Table 3: Table 4: Add a Circuit Field Names Descriptions

Field Name	Description
1). Hardware Number	Formatted Numeric field that identifies the Reader port.
2). User Circuit Number	11 character, Alpha/Numeric Name that identifies the Reader to the system
3). Reader Type	When down arrow is clicked will display a drop down pick list that Identifies the type of Reader circuits supported by the system: <ul style="list-style-type: none"> 2 Hard Anti Pass Back Reader 3 Soft Anti Pass Back Reader 4 Standard Reader 5 Hard Anti Pass Back Keypad Reader 6 Soft Anti Pass Back Keypad Reader 7 Keypad Reader
4). A/P From/To Area	2 Separate fields, Assigns Area to the Reader used to Entry/Exit, Roll Call and Antipas back.
5). K/P Reader Type	Type of Reader Connected to ANX and AN1. Sets up the channel for communication protocol such as Sensor, Weigand or AMAG.
6). Alarm Type	Categorizes the type of Reader. When the button is clicked a drop down menu will be displayed. You can Add, Edit or Delete categories, as you desire. You will type in the type of reader using up to 16 characters Alpha/Numeric. These names will appear in the Alarm Type line in the Alarm detail window
Displays	Control File
7). Reset Antipassback Timer	This will the Reader Antipassback mode when a specific time is enter
8). Primary Display	Number of the Primary Workstation that activity on this Reader is to be routed to. Corresponds to the Alarm Display number in the System Control File.

Field Name	Description
9). Secondary Display	2 fields available, number of other Workstation(s) that activity on this Reader is to be routed to. Corresponds to the Alarm Display number in the system.
10). Display Maps	3 Fields available, works in conjunction with the Map program. These numbers corresponds to the map number(s) this Reader will be display on. When this button is clicked a list of available programmed maps will be displayed by Map ID# and description.
11). Related Outputs	User name of Outputs programmed in the Output file. This Output will follow the alarm conditions of the Readers input, and turn on when in alarm condition.
12). Related Input 1/2	When this button is clicked a list of available programmed inputs will be display by User Name and description. These inputs will shunt when the Door Position Switch is shunted.
13). Associated Reader	When this button is clicked a list of available programmed readers will be displayed by User Name and description. This is in the case where there is a Reader on both sides of a door and they share the same door contact.
14). Watch Tour	Works in conjunction with the Watch Tour file. The reader can be selected as the start reader for a Watch Tour.
15). Key code Timeout	For Keypad Readers, when a Keypad entry is made the value entered in second is the time allowed to complete the Keypad entry sequence.
16). Threat Level	Optional software for ANX and AN1. Threat level is another level access control. Mainly used for an emergency situation. Using this option enables you to lock out readers thusly minimizing access to a facility during an emergency or whenever deemed necessary.
17). System Code	System Code or a Facility Code for the cards used in your system is entered here.
18). Door Relock Timer	Number of seconds before the door locks after being unlocked. Note-Door automatically relocks when opened.
19). Door Held Timer	Numeric from 1-3600 seconds. Timer for the number of seconds the door for this Reader is allowed to be opened before transmitting a 'Door Held Open; alarm condition.
20). Instruction Number	The instruction file is the location where instruction sets can be created for use in the Alarm Display. Instruction is assigned by their number to individual input circuits and can also be assigned globally to reader circuits in the transaction file. An instruction is 255 characters in length.
21). Door Alarm Priorities	The allows different reader door alarms to alarm with different priorities and instructions and in turn allows door alarms to display different colors on our map as well as play different sounds.
22). Partition Levels	Works in conjunction with the User Level file, There are 5 Partition Levels, 1-5, and 0 for no partition. Levels 1-4 can only access circuit data within their partition and Level 5 can access data in all partitions.
23). Rex Shunt/Unlock Time zone	Works in conjunction with the field listed below. Set the Reader to either only, or Shunt and Unlock based on the Time Zone.
24). Shunt/Unlock Time zone	Works in conjunction with the field listed above. Sets the Reader to either Shunt only, or Shunt and Unlock based on the Time Zone.
25). Door Contact	Check Box Enables the Door Contact of the Reader to send alarm condition to the host.
26). Clear Required	Check Box assigns a second step in the Alarm acknowledgement of this Reader. Reader will provide an Alarm to the screen. When Alarm is acknowledge, a second "Clear" will be required.
27). Annunciate	Will cause an alarm to be printed for every transaction through every reader through this reader if checked.
28). Watch Tour	Works in conjunction with the Watch Tour file. The reader can be selected as the start reader for a watch Tour.
29). Rex Mode	Allow you to select the sets the Request to Exit (REX) mode of the Reader to either shunt and unlock the door, or shunt the door only when requested
30). Time And Attendance	Optional software for Receptors Security Management System. Time & Attendance is mainly used to track a person's time when entering or leaving the building or area using a card reader
31). CCTV Camera No.	Works in conjunction with the CCTV interface. Corresponds to the camera number used by the various CCTV controllers, Through the CCTV interface, the system will send this number via Serial port when an alarm condition occurs on this input.
32). CCTV Alarm No.	Works in conjunction with the CCTV interface. Corresponds to the alarm number used by the various CCTV Controllers. Through the CCTV interface, the system will send this number via Serial port when an alarm condition occurs on the Reader. Also available in Camera/Monitor format.
33). CCTV Line No.	Enables you to have two com ports to communicate to CCTV systems. Works in conjunction with the registry file.
34). Audit Printers	3 fields available, identifies the printer that activity on this reader to be routed to. Corresponds to the Printer number in the System Control file.

User Circuit Numbers

- Before you start an entry, take a few moments and complete some system planning. It's important to standardize on your naming conventions. If you plan ahead, you can make reporting, and subsequent programming easier. Using User Circuit Numbers that start out the same such as "GATE_____", "BLDG_____", "DOOR_____", "RDR_____", or "FLR_____" will make it easier for you to Query later.
- The following is a sample of a finished Add a Circuit window:

Figure 24: Sample Reader Circuit


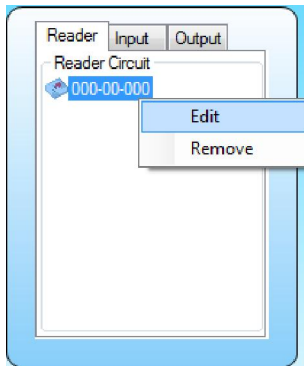
- Once you've entered the desired data, you can press the  button to save the record.

Figure 25: RISG Reader Circuit W/Reader listed

Changing Records

1. Select the "Database" Tab, click on the "Reader" Tab below.
2. Highlight the Reader circuit you need to change then right click.
3. Select "Edit"

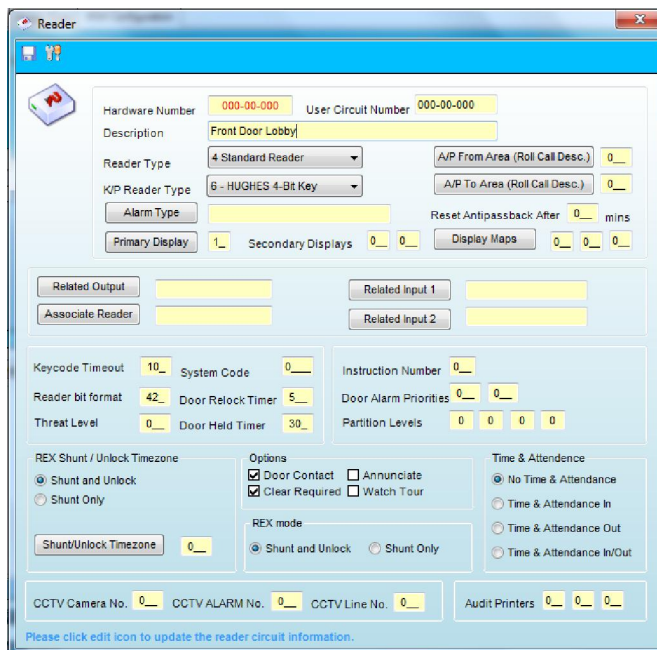
Figure 26: Changing a Single Reader Record



- When the record opens you can make your changes.

(You cannot change the User Circuit Number in a record.)

Figure 27: Reader Circuit



Select **edit** the reader configuration window will unlock make the changes and then click **Save**.

Inputs Circuits

- Input Circuits refer to the alarm or sensor points not directly associated to card readers that are programmed into the system. This section deals with the Input Circuit File.

Overview

- Input Circuits are provided on the various field panels in the system for use with devices that monitor perimeters, property and spaces. Input Circuits require definition as to type, format, and location. There are also several different options available to provide various configurations

required by the end user. Inputs can be associated with Reader Circuits or have multiple related Output Circuits to perform various tasks in the system.

USER CIRCUIT

- In the Receptors software, you define the **Hardware Circuit Number** (*a specific point on a specific panel*), to a User Circuit Number. Once this definition is made, all other programming is completed using the User Name. Access Levels, Commands, History files will always reference the User Circuit Number. The following circuit files are the only place you will reference a Hardware Circuit Number.

INPUT HARDWARE NUMBER

- The input hardware circuits are specific ports on a given panel with a unique address. The numbers define the Inputs connected to the panels. The format of the Hardware address maps out the location of the Inputs in the system. The format of:

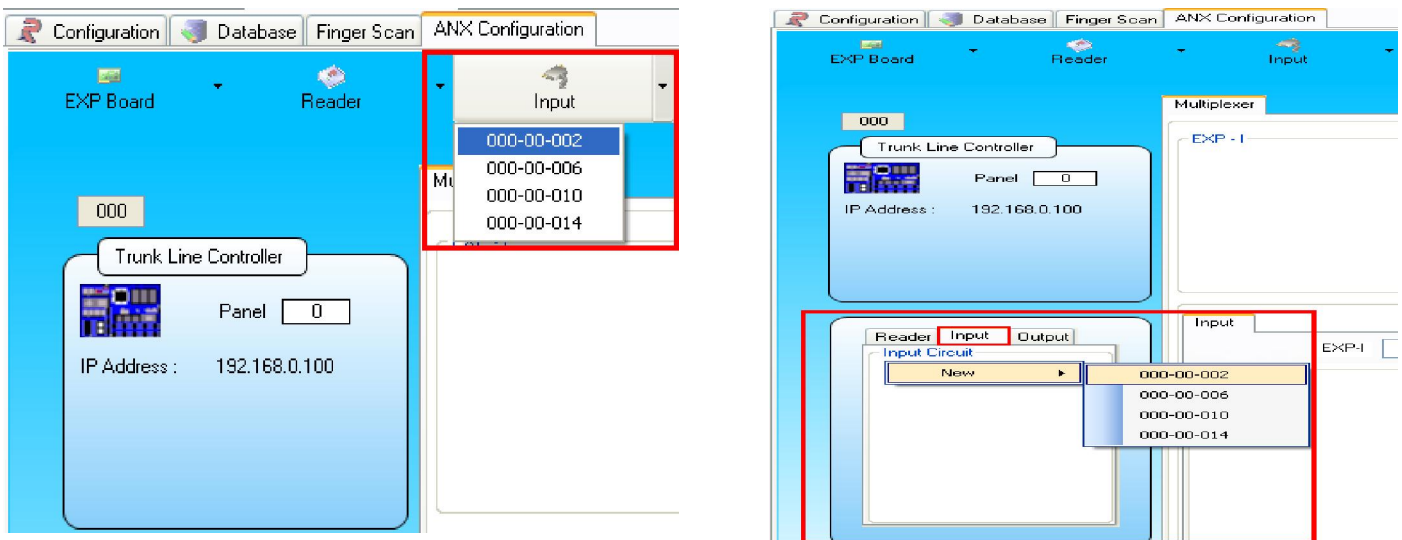
XXX-YY-ZZZ

- **Whereas:**
 - **XXX = Line No.:** Is the Controller address (ANX or AN1)
 - **YY = Panel Address:**
 - § **ANX, AN1** = Will always = **00**
 - § **EXP-I** = (*Sub panel for the ANX panel only*) addresses = **16 – 31**
 - § **AN2** = (*Sub panel for the AN1 panel only*) addresses = **16 – 31**
 - **ZZZ = Input Address:** The address of the Input points on the panels.

Adding a Input Circuit

You can use any of these ways to add a Input circuit, Click on **Input** and the arrow at the right and selecting available Input Circuit from the list. Or Right click on the Input table.

Figure 28: Adding Input Circuit



Click on Input and select an available Input Circuit **OR** Right click on the Input table.

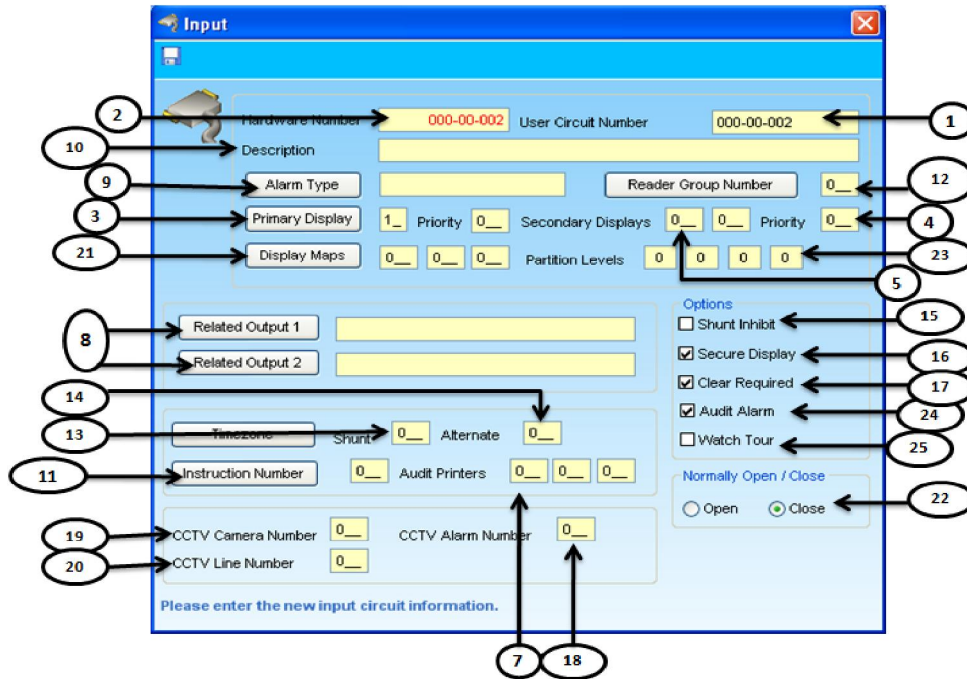
Figure 29: Circuit Number

The screenshot shows the 'Input' configuration window with the following fields and values:

- Hardware Number: 000-00-002
- User Circuit Number: (empty)
- Description: (empty)
- Alarm Type: (empty)
- Reader Group Number: 0_
- Primary Display: 1_ Priority 0_
- Secondary Displays: 0_ 0_ Priority 0_
- Display Maps: 0_ 0_ 0_ Partition Levels: 0 0 0 0
- Related Output 1: (empty)
- Related Output 2: (empty)
- Timezone: (empty) Shunt: 0_ Alternate: 0_
- Instruction Number: 0_ Audit Printers: 0_ 0_ 0_
- CCTV Camera Number: 0_ CCTV Alarm Number: 0_
- CCTV Line Number: 0_
- Options:
 - Shunt Inhibit
 - Secure Display
 - Clear Required
 - Audit Alarm
 - Watch Tour
- Normally Open / Close:
 - Open
 - Close

Please enter the new input circuit information.

Figure 30: Add a Circuit Field Names



Add a Circuit window Field Names

- The following table is a listing of the Field Names for the Input Circuit that can be programmed for ACP or AN1:

Table 5: Add a Circuit Field Names Descriptions

Field Name	Description
1.) User Circuit No.	11 character, Alpha/Numeric Name that identifies the Input to the system
2.) Hardware Number	Formatted Numeric field that identifies the Input point on the panel.

Field Name	Description
3.) Primary Display	Number of the Primary Workstation that activity on this Input is to be routed to. Corresponds to the Display number in the System Control File
4.) Priority	Allows a priority level for the Primary display. Entries from 0-9 with 9 being the highest priority.
5.) Secondary Displays	2 fields available, number of other Workstation(s) that activity on this Input is to be routed to. Corresponds to the Display number in the System Control File
6.) Priority	Allows a priority level for the Secondary display(s). Entries from 0-9 with 9 being the highest priority.
7.) Audit Printers	3 fields available, identifies the printer that activity on this input is to be routed to. Corresponds to the Printer number in the System Control File
8.) Related Output1 / 2	User Name of Output programmed in the Output file. This output will follow the alarm condition of the input, and turn on when in alarm condition. Note: Output Circuit will also turn off when Input Circuit is secure if Output Circuit mode is Mimic.
9.) Alarm Type	Categorizes the type of Input. You can pull from the list or Add your own up to 16 characters Alpha/Numeric. These names will appear in the Alarm Type line in the Alarm detail window
10.) Description	Description of Input up to 60 Alpha/Numeric characters. This description will appear in the list window as well as Command and Alarm detail sections
11.) Instruction No.	Numeric entry. Corresponds to the Instruction number in the Instruction file. Alarm windows will display this instruction in the instruction window.
12.) Reader Group No.	Numeric entry. Allows you to enter a Group number. When this input goes into alarm, the Reader group will activate. The Group must be manually re-locked. Relock is automatic if Relock Group Readers=1 is set in the Registry.
13.) Time Zone Shunt	Numeric up to 3 digits. The system will shunt the Input based on the Time Zone entered here. Corresponds to the Time Zone number in the Time Zone file.
14.) Time Zone Alternate	Numeric entry. Works in conjunction with the instruction set. When the Time Zone is active in this field, the instruction set will only display the alternate portion of the text.
15.) Shunt Inhibit	Check box. If selected, the ability to shunt the alarm is disabled.
16.) Secure Display	Check Box. If selected the Alarm window will display both the "ALARM" and "SECURE" conditions. If not selected, the Alarm window will display the "ALARM" condition only
17.) Clear Required	Check Box Assigns a second step in the Alarm acknowledgment of this Input.
18.) CCTV Alarm No.	Works in conjunction with the CCTV interface. Corresponds to the alarm number used by the various CCTV controllers. The system will send this number through the CCTV interface via Serial port when an alarm condition occurs on this Input. Also available in Monitor/Camera format.
19.) CCTV Camera No.	Works in conjunction with the CCTV interface. Corresponds to the camera number used by the various CCTV controllers. Through the CCTV interface the system will send this number via Serial port when an alarm condition occurs on this Input.
20.) CCTV Line No.	Enables you to have two com ports to communicate to CCTV systems. Works in conjunction with the registry file.
21.) Display Maps	3 fields available, works in conjunction with the Map program. These numbers correspond to the map number(s) this Input will display on.
22.) Normally Open/Close	Buttons set whether the Alarm condition of the input is in the opened or closed position PLEASE SEE the panel installation manuals for correct selection and operation of the end of line resistors
23.) Partition Levels	Works in conjunction with the User Level file, whereas a user who is logged on to the system with a partition level not equal to the Input partition level set here, will not see this Input in any edit or command lists. Partition levels selected are 0 – 4, whereas if set to 0 this Input will be in everyone's edit and command lists.
24.) Audit Alarm	This allows transactions from this circuit to be written to history.
25.) Watch Tour	Works in conjunction with the Watch Tour file. Defines this circuit as a Watchtour Circuit.

User Names

- Before you start data entry, take a few moments and complete some system planning. It is important to standardize on your naming conventions. If you plan ahead, you can make reporting and subsequent programming easier. Using User Circuit Numbers that start out the same such as "GATE_____", "IN_____", "DRCNT_____", "TMP_____", or "ZONE_____" will make it easier for you to Query later.
- The following is a sample of a finished Input Circuit window:

Figure 31: Sample Add a Circuit

Please enter the new input circuit information.


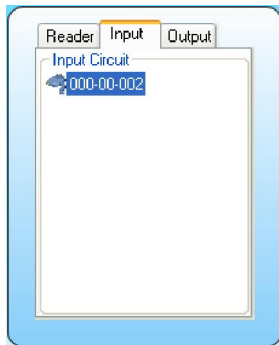
- Once you've entered the desired data, you can press the  button to save the record.

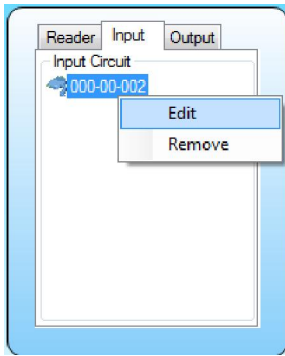
Figure 32: RISG Input Circuit W/Input listed



Changing Records

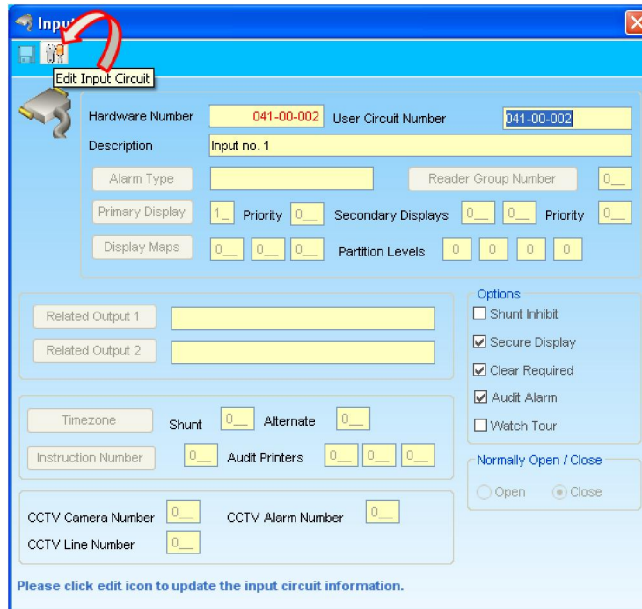
1. Select the "Database" Tab, click on the "Input" Tab below.
2. Highlight the Output circuit you need to change then right click.
3. Select "Edit"

Figure 33: Changing a Single Input Record



(You cannot change the User Circuit Number in a record.)

Figure 34: Change an Input Circuit



You can now edit the record Click saved when finish.

Figure 35: Changing Input Records

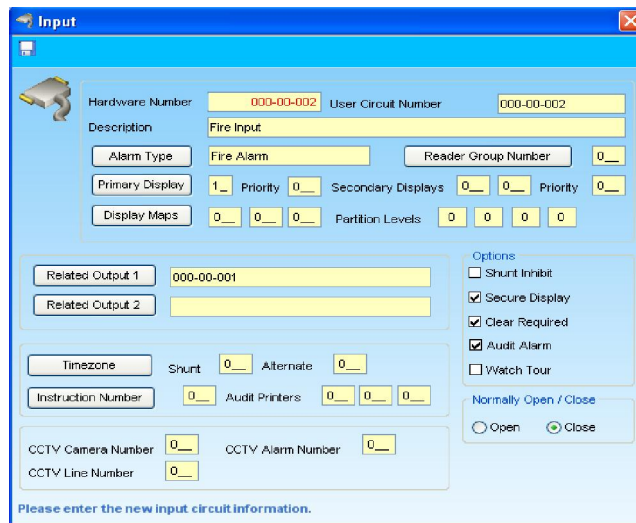
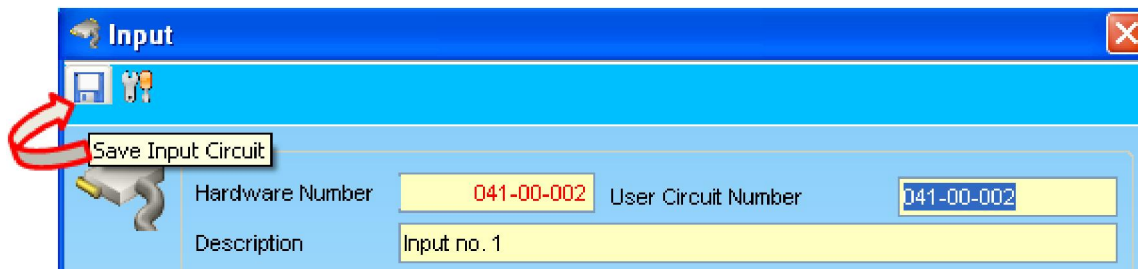


Figure 36: Save Input records



Outputs

- Output Circuits refer to the Relays and open collector devices that are not directly associated to card readers and are programmed into the system. This section deals with the Output Circuit File.

Overview

- Output Circuits are provided on the various field panels in the system for requirements to turn devices on/off or blink. They require definition as to what type, format, and location. There are also several different options available to provide various requirements by the system. Output Circuits can be associated to Input Circuits and Readers to perform various tasks in the system.

USER CIRCUIT

- In the Receptors software, you define the **Hardware Circuit Number** (*a specific point on a specific panel*), to a User Name. Once this definition is made, all other programming is completed using the User Name. Access Levels, Commands, History files will always reference the User Name. The following circuit files are the only place you will reference a Hardware Circuit Number.

OUTPUTS HARDWARE CIRCUIT

- The Hardware circuits are specific ports on a given panel with a unique address. The numbers define the Outputs connected to the panels. The format of the Hardware address maps out the location of the Outputs in the system. The format of:

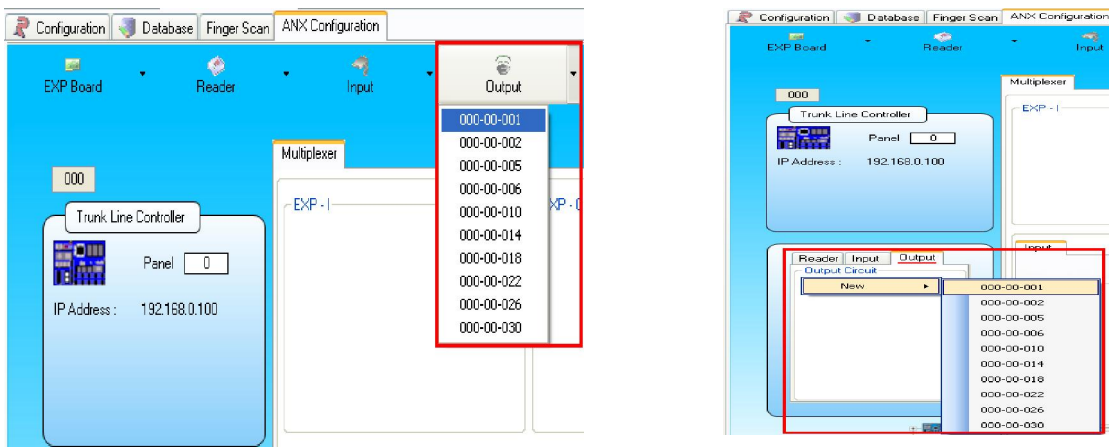
XXX-YY-ZZZ

- **Whereas:**
 - **XXX = Line No.:** Is the Controller address (ANX or AN1)
 - **YY = Panel Address:**
 - § **ANX, AN1** = Will always = **00**
 - § **EXP-0** = (*Sub panel for the ANX panel only*) addresses = **16 – 31**
 - § **AN4** = (*Sub panel for the AN1 panel only*) addresses = **16 – 31**
 - **ZZZ = Output Address:** The address of the Output points on the panels.

Adding a Output Circuit

You can use any of these ways to add an output circuit, Click on **Output** and the arrow at the right and selecting available Output Circuit from the list. Or Right click on the Output table.

Figure 37: Output Circuits records



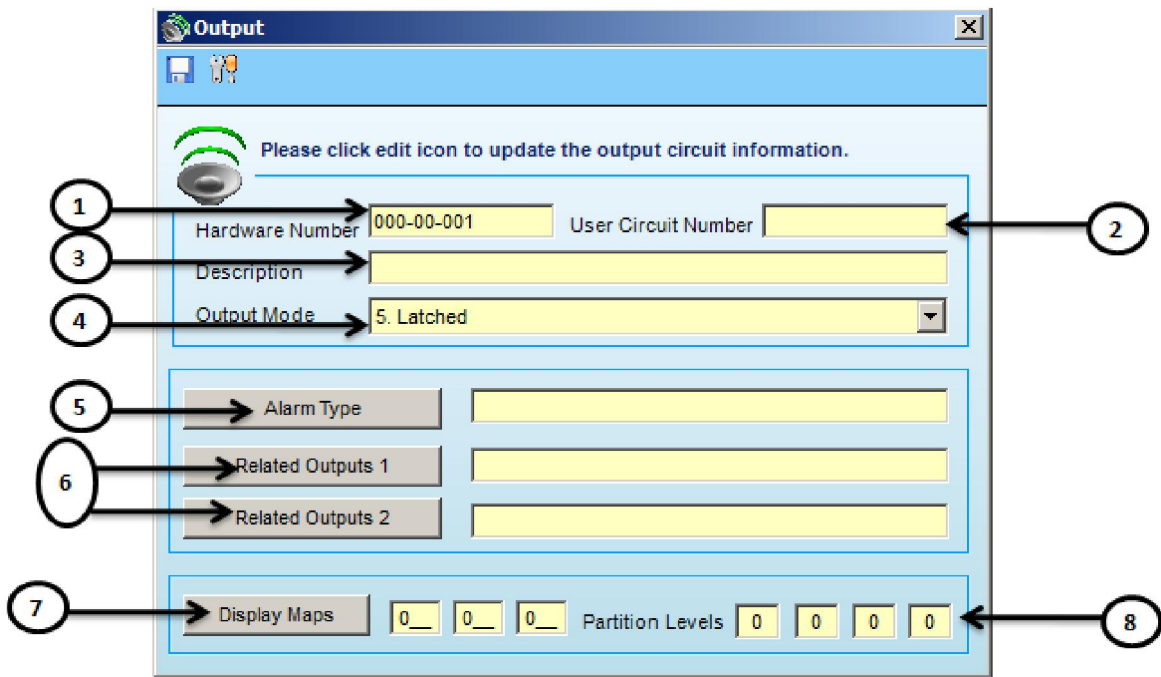
Click on Output and select an available Output Circuit OR Right click on the Output table.

Figure 38: RISG Output Circuit

The screenshot shows the 'Output' configuration window. It contains the following fields and controls:

- Hardware Number:** 000-00-001
- User Circuit Number:** 000-00-001
- Description:** Fire Alarm
- Output Mode:** 5. Latched
- Alarm Type:** [Empty field]
- Related Outputs 1:** [Empty field]
- Related Outputs 2:** [Empty field]
- Display Maps:** 0_ 0_ 0_ Partition Levels 0 0 0 0

Figure 39: Add a Circuit Field Names



Add a Circuit window Field Names

- The following table is a listing of the Field Names for the Output Circuit that can be programmed for **ANX** or **AN1**:

Table 6: Add a Circuit Field Names Descriptions

Field Name	Description
1). Hardware Number	Formatted numeric field that identifies the Output port.
2). User Circuit Number	11 character, Alpha/Numeric that identifies the Output to the system.
3). Description	Description of Output up to 60 characters Alpha/Numeric.
4). Output Mode	Defines what the output will do once it has been commanded to change state. See the following chart for modes: <ul style="list-style-type: none"> • Mimic follows the input point it is related to: Alarm on-Output on • Momentary Long turns on for 20 seconds. • Momentary Short turns on for 3 seconds. • Pulsed Mimic: see above. • Latched turns on when commanded and must be manually turned off • Pulsed Latched is the same as maintained except the output pulses (turns on/off-on). Note: Pulsed Latched, Pulsed Mimic, Momentary Short and Momentary Log types are only used on AN4 or RMC64 panel types.
5). Alarm Type	Categorizes the Type of output.
6). Related Output1 / 2	Outputs can be linked together to active multiple outputs with a single input. Enter a programmed output User Name in this field.
7). Display Maps	3 fields available, works in conjunction with the Map program. These numbers correspond to the map number(s) this Output will display on.
8). Partition Levels	Works in conjunction with the User Level file, whereas a user who is logged on to the system with a partition level not equal to the Outputs partition level set here, will not see this Output in any edit or command lists. Partition levels

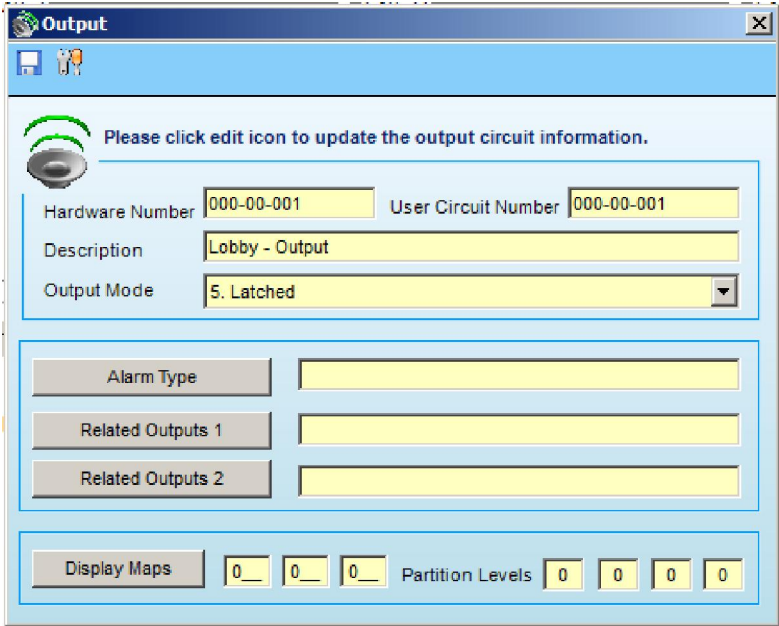
Field Name	Description
	selected are 0 – 4, whereas if set to 0 this Output will be in everyone's edit and command lists.

Adding a Circuit

User Names

- Before you start an entry, take a few moments and complete some system planning. It's important to standardize on your naming conventions. If you plan ahead, you can make reporting, and subsequent programming easier. Using User Circuit Numbers that start out the same such as "GATE_____", "OUT_____", "DOOR_____", or "ZONE_____" will make it easier for you to Query later.
- The following is a sample of a finished Add a Circuit window:

Figure 40: Sample Add a Circuit




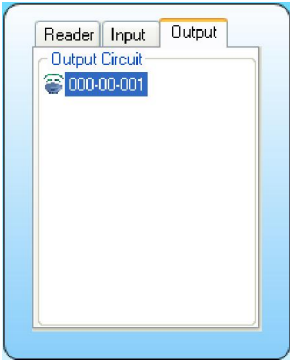
- Once you've entered the desired data, you can press the  button to save the record.

Figure 41: RISG Output Circuit W/Output listed

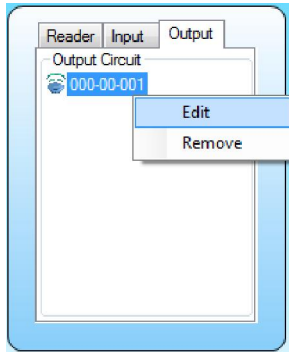


Changing Records

1. Select the "Database" Tab, click on the "Output" Tab below.
2. Highlight the Output circuit you need to change then right click.

3. Select "Edit"

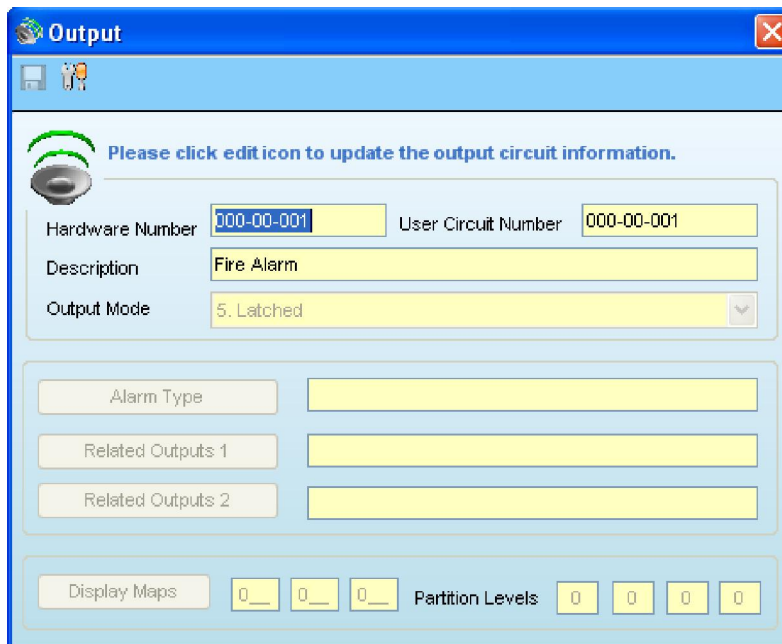
Figure 42: Changing a Single Output Record



- When the record opens you can make your changes.

(You cannot change the User Circuit Number in a record.)

Figure 43: Change Output Circuit



Copying Records

- As explained in the **Standard Conventions** section, you can copy data from one record to another. To copy a record, select the source using the same method as described above. Instead of double-clicking, or selecting **Open**, select **New** or you can do a right click and select **Add**.
- The **Add a Circuit** screen will open and display the first record in the **RIS Output Circuits – [Ockt1]** window with the selected data filled in. At this point you can change **User** and **Hardware number** field to the desired Output along with any other fields you need to change. When you save this record it will save as a new document in the table.

Sub-Controller Multiplexer Table

- Multiplexer Port is the configuration file for the Expansion Cards (**EXP-R's, EXP-I's, EXP-O's AN2's, AN5's and AN4's**) that are connected to a Controller. This file becomes the Port Map for the Expansion card connected to the controller it identifies the types and addresses of the Multiplexer panels. The following table outlines which Multiplexers can be connected to the ANX controller panel

- **MUX Table:** The port map is downloaded to the controller so that the Host knows which Multiplexers are to be polled by the Controller

Table 7: Controller / Multiplexer connection table

Controller	Multiplexers that can be Connected
ANX	EXP-I, EXP-O, EXP-R
AN1	AN2, AN4, AN5

Adding a Sub-Controller and Multiplexer

Programming the EXP Board

There are a total of **31 Multiplexers** that can be connected to a **ANX** Controller.

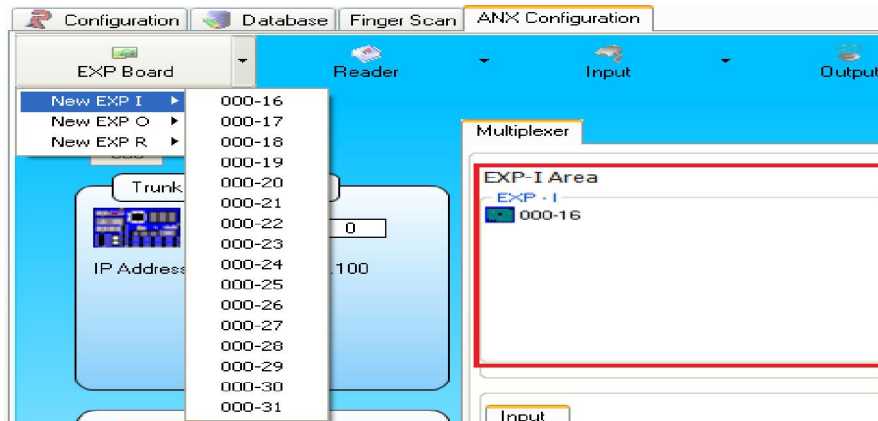
- 15 can be **EXP-R** (expansion 2 Reader boards)
- 16 can be a combination of **EXP-I** and **EXP-O** or a combination of the two together to equal a total of 16 boards.

Adding a EXP-I

EXP-I: Is an ANX Input expansion board. You can select the **EXP-I** numbers by clicking on them.

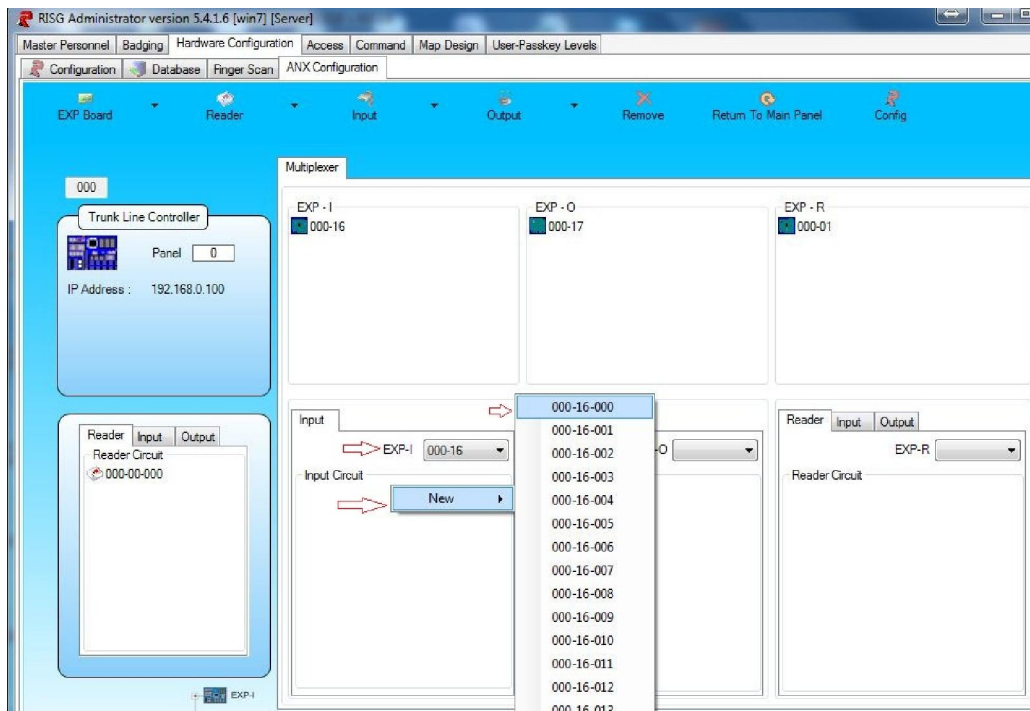
1. Click on the **EXP Board** button and choose **EXP-O**
2. Click on the **EXP-O** address you would like to add
3. Once you have selected the **EXP-O** it will appear in the **Multiplexer/ EXP-O**

Figure 44: EXP-I Board



- In the **EXP-I** Pull down box select the Multiplexer that you have added.
- Right-Click in the **Input circuit box**, Click on **New** and choose the Inputs you want to add. (Refer to Input Circuit Section)

Figure 45: Adding Input Circuits

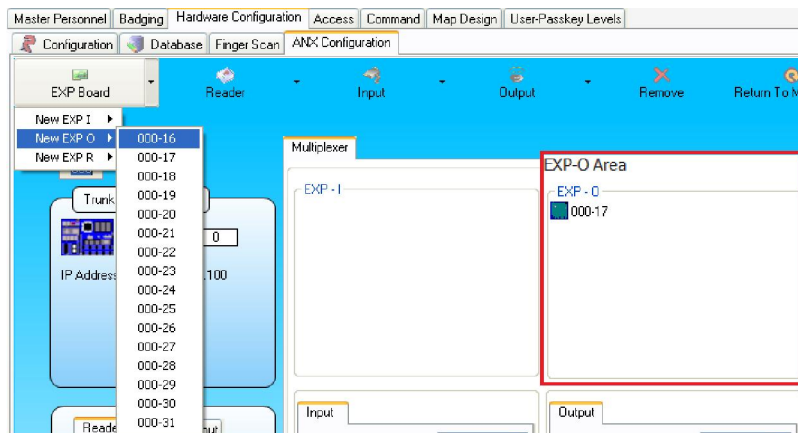


Adding a EXP-O

EXP-O: Is the ANX Output expansion board. You can select the **EXP-O** numbers by click on them Click on the **EXP Board** button and choose **EXP-O**.

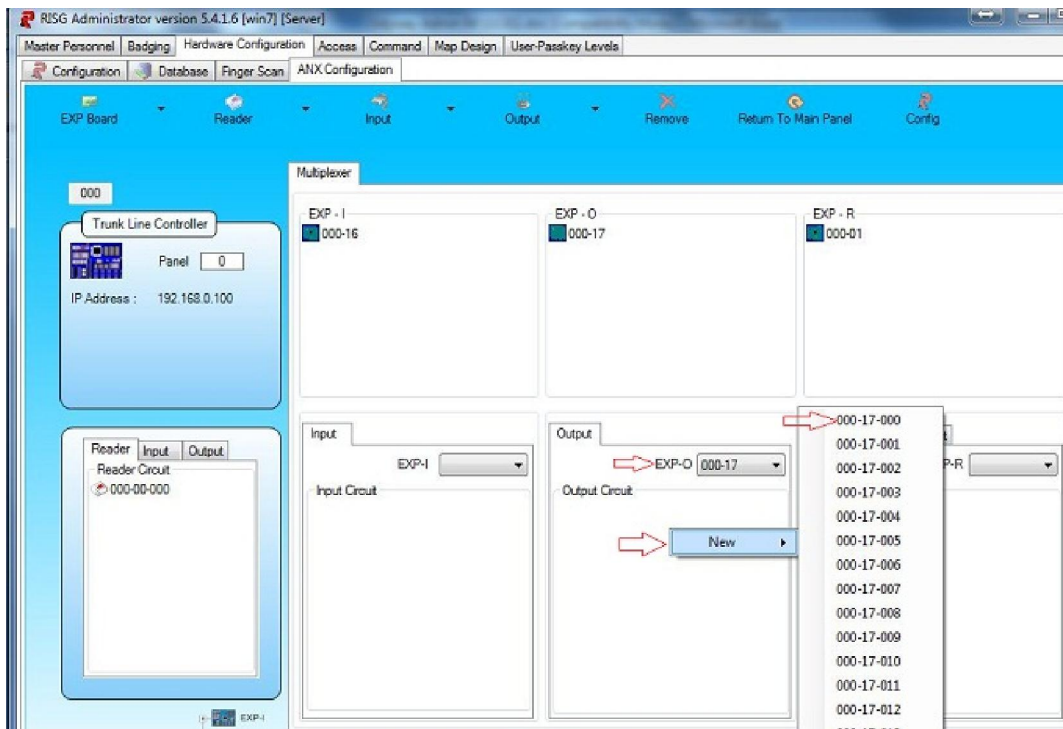
- 1) Click on the **EXP Board** button and choose **EXP-O**
 - 2) Click on the **EXP-O** address you would like to add
 - 3) Once you have selected the **EXP-O** it will appear in the **Multiplexer/ EXP-O Box**
- The following is how the Panel Type window should look with the above data entered in:

Figure 46: Adding EXP-O



- In the **EXP-O** Pull down box select the Multiplexer that you have added.
- Right-Click in the **Output circuit box**, Click on **New** and choose the Inputs you want to add. (Refer to Output Circuit Section)

Figure 47: Adding Output Circuits

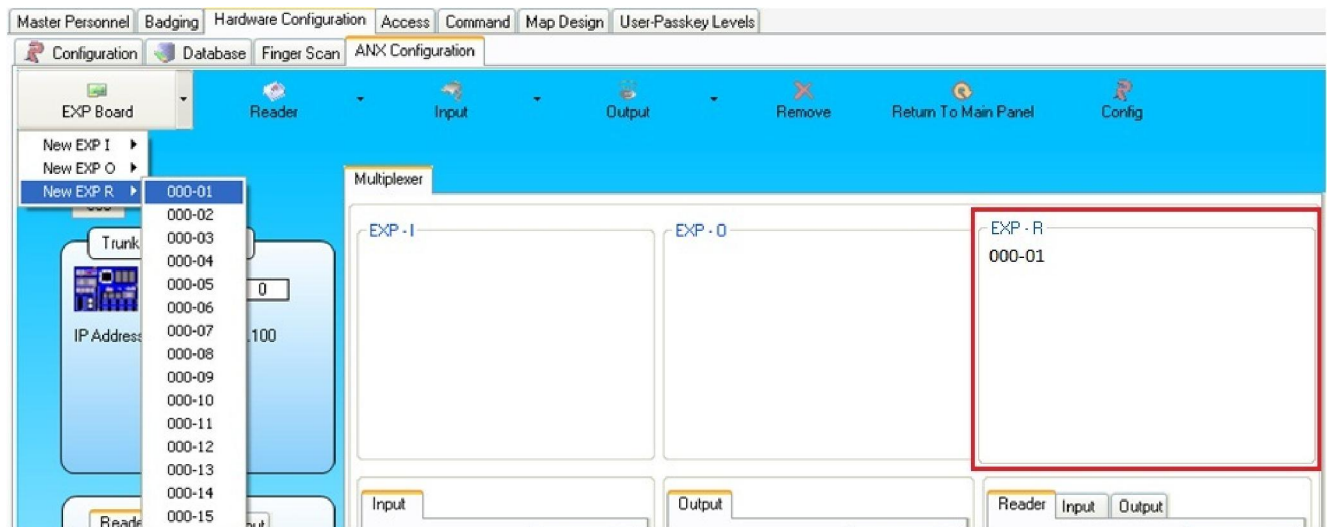


Adding a EXP-R

EXP-R: Is the ANX Reader expansion board. You can select the **EXP-R** numbers by click on them Click on the **EXP Board** button and choose **EXP-R**.

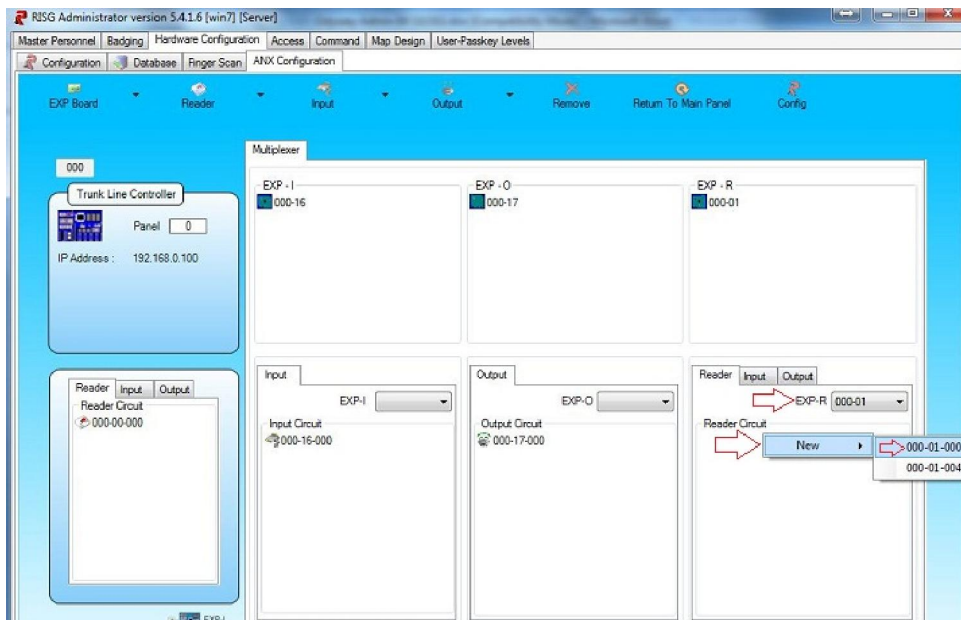
- 1) Click on the **EXP Board** button and choose **EXP-R**
 - 2) Click on the **EXP-R** address you would like to add
 - 3) Once you have selected the **EXP-R** it will appear in the **Multiplexer/ EXP-R Box**
- The following is how the Panel Type window should look with the above data entered in:

Figure 48: Adding EXP-R



- In the **EXP-O** Pull down box select the Multiplexer that you have added.
- Right-Click in the **Output circuit box**, Click on **New** and choose the Inputs you want to add. (Refer to Output Circuit Section)

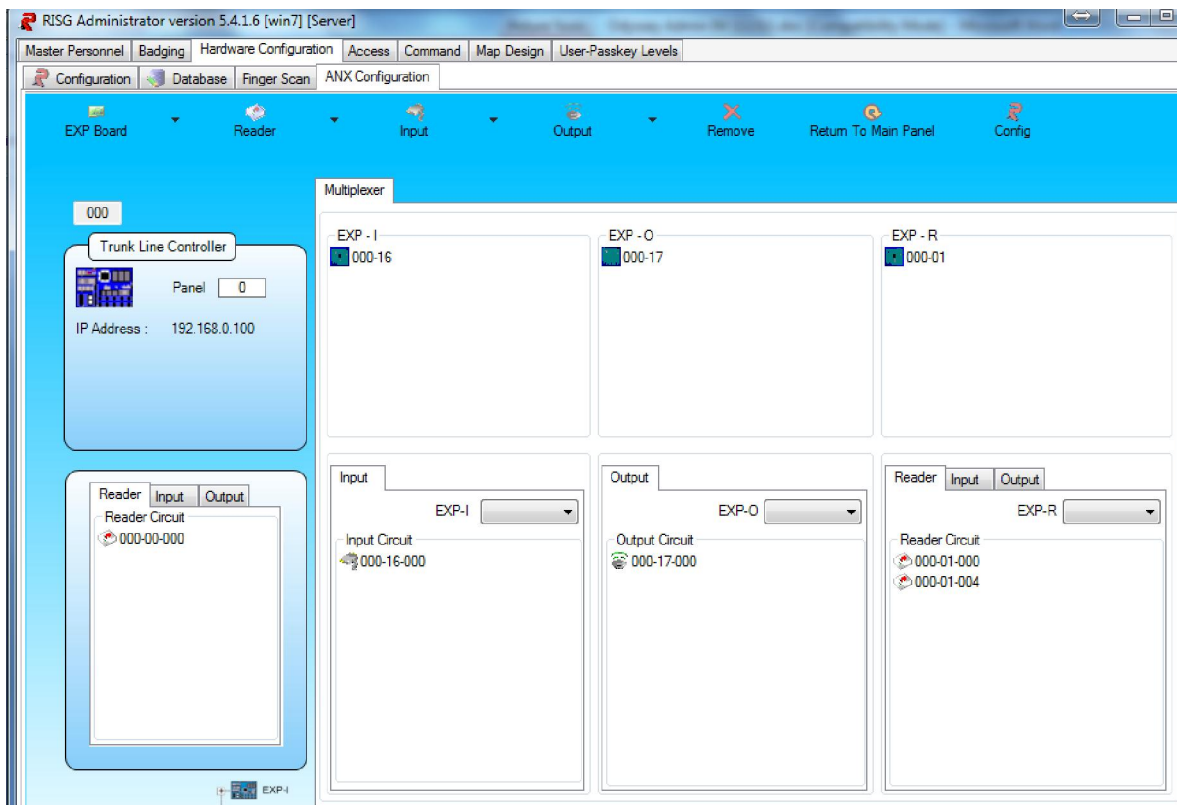
Figure 49: EXP-R



Highlight EXP-R

- 1.) Highlight the Multiplexer that you have added.
 - 2.) Click the arrow that appears below next to the address and choose the Reader you want to add. (Refer to Reader Circuit Section).
 - 3.) You can also add Inputs and Outputs to this board
- The following is how the Panel Type window should look with the above data entered in:

Figure 50: Example Panel Type window



Data Format

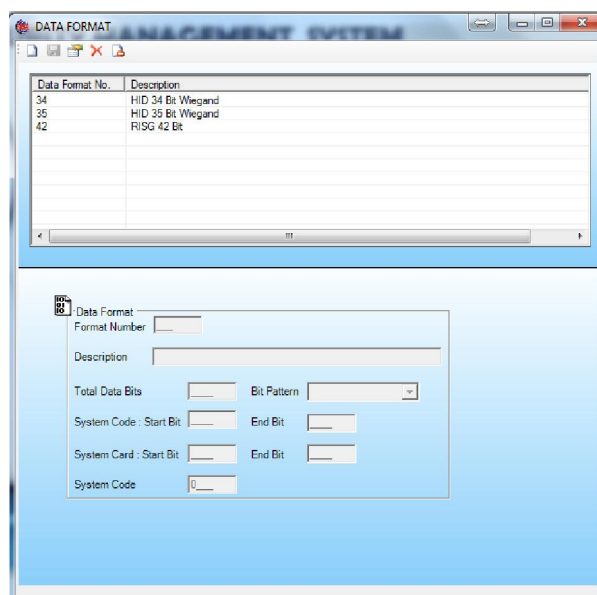
- The Data Formats are for creating special card data formats for use on card readers attached to RISG AN1 or ANX Series of Access Control Panels

Do not attempt to use data formats unless you are thoroughly familiar with card data protocols.

Data Entry

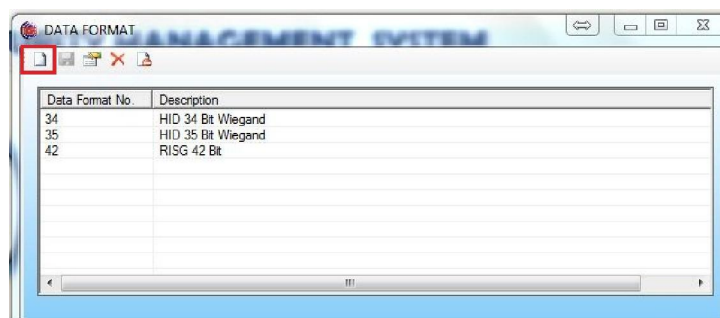
- First, you must launch the **Data Format** file.
- Click on **Admin** at the top of **RISG Security Management System** window and select **Data Format** from the drop down menu.
- After selecting the **Data Format** module, the **Data Formats** window will appear:

Figure 51: Data Format entry screen



- To Create a data format click on new icon. The **List Data Format(s)** window will be active only at this time.

Figure 52: Data Format entry screen

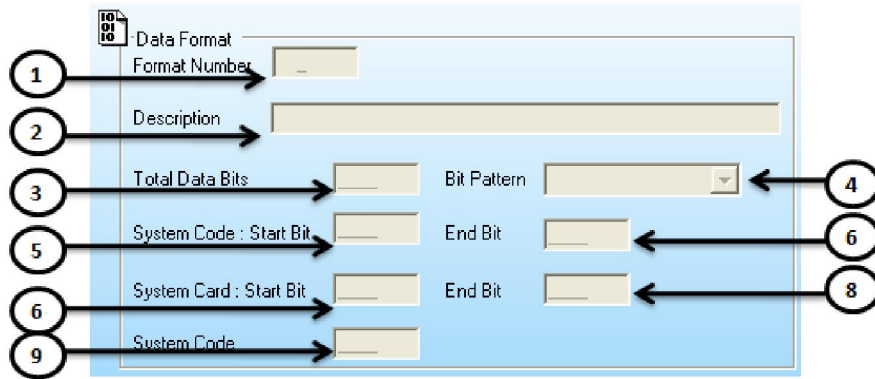


- At this point, you can **Add, Edit, View, or Delete** a **Data Format**.

Building a Data Format

Because of the design of the module, Data Formats are programmed in a group:

Figure 53: Create a Data Format



Field Names

The Data Format Module contains the following field names:

- 1). **Data Format Number:** The number assigned to this Data Format. This is the number used to attach the Data Format to a reader circuit record. The Format number can be from 1 to 999.
- 2). **Description:** Optional text description. Maximum of 20 characters.
- 3). **Total Data Bits:** Total number of data bits read from the card.
- 4). **Bit Pattern:** Type of protocol used at reader, i.e., 26 bit Weigand, magnetic stripe, etc.
- 5). **System Code - Start Bit:** Location of the start bit of the System Code
- 6). **System Code - End Bit:** Location of the System Code end bit.
- 7). **Card Data - Start Bit:** Location of the start bit of the card data
- 8). **Card Data - End Bit:** Location of the Card Data end bit.
- 9). **System Code -**

Example

- In the following example, we're going to use a typical magnetic stripe card:

On the card is a standard ABA encoded data string.

Total Number of bits= 16

0 0 0 1 2 3 4 5 6 7 8 9 0 1 5 3
--

Bits 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

Card Number= 9015 Start Bit = 2 End Bit = 5
 System Code= 1234 Start Bit = 10 End Bit = 13

As shown above, you can see the Card Number to be made up of the 2nd through the 5th bit. The System Code built from the 10th to the 13th bit.

- In the following example, we're going to use a typical HID Corporation 1000 Format card that has 34 bit Wiegand, 2 parity bits, 16 site code bits, and 16 card bits.

P C C C C C C C C C C C C C C C S S S S S S S S S S S S S S S S P
 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 09 08 07 06 05 04 03 02 01

- In the following example, we're going to use a typical HID Corporation 1000 Format card that has 37 bit Wiegand, 2 parity bits, 16 site code bits, and 19 card bits.

P C S S S S S S S S S S S S S S S S P
 37 38 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 09 08 07 06 05 04 03 02 01

Example for RISG 42-Bit Card Information

Detail of RISG Card

Total data bit 42	Bit pattern #2-34 Bit Weigand
System code start bit 0	System code end bit 0
System data start bit 2	System data end bit 41
Total data bit 42	Bit pattern #2-34 Bit Weigand
System code start bit 0	System code end bit 0
System data start bit 2	System data end bit 41

Figure 12: Create a Data Format

Data Format

Format Number 42_

Description RISG 42 Bit

Total Data Bits 42_ Bit Pattern 2 - 34 BIT WEIGAND

System Code : Start Bit 0_ End Bit 0_

System Card : Start Bit 2_ End Bit 41_

System Code 0_

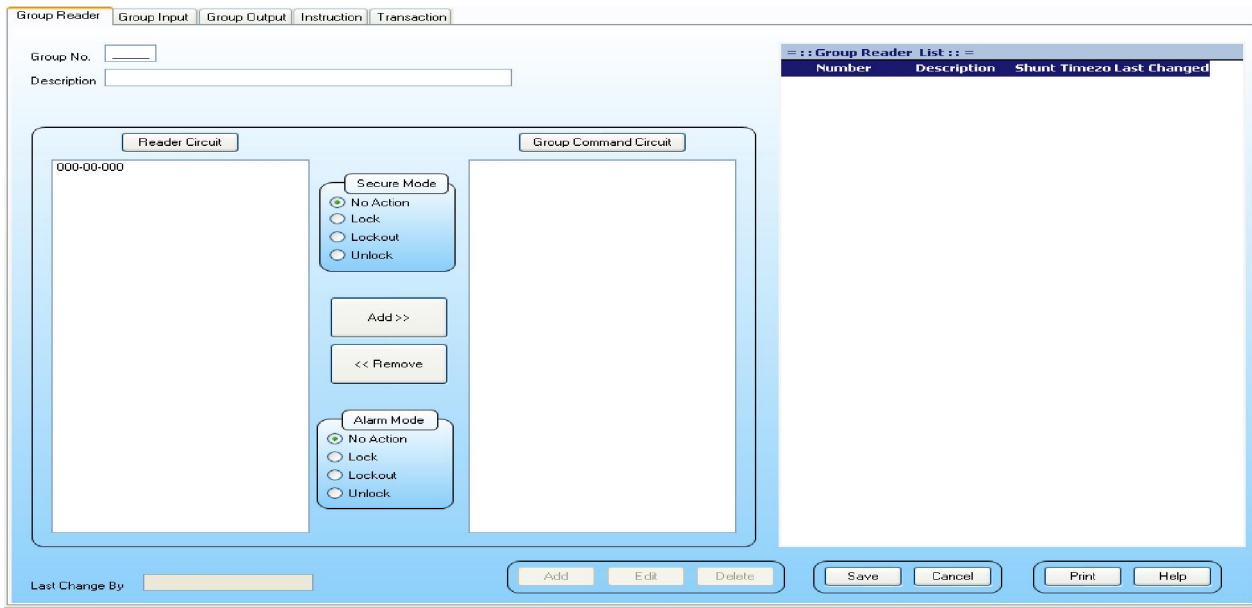
Group Command

- Group Commands allow you to build a group of Reader Circuits. After the group is built you can give this group Lock, Unlock or Lock Out commands from the Alarm Display. This will permit you to Lock, Unlock or Lock Out groups of Readers with a single command instead of calling each Reader individually. Additionally, you can assign an Input Circuit to the Reader Group and unlock all of the reader doors in that group by activating the Input Circuit.

Data Entry

- First, you must launch the **Group Reader** module. Click on **Admin** from the top of **RISG Security Management System**.
- Select **Administrator**. Go to **Command** tab and click on "Group Reader"
- After selecting the **Group Reader** module, the **List a Group Reader** and **RISG Reader Groups** windows will appear.

Figure 13: List a Group File(s)



- The **List a Group Files(s)** window will be active only at this time. If you leave the **Please enter a group file(s)** box blank and click the **OK** button, all of the programmed data formats (if any) will list in the **RIS Reader Groups – [Gcmd1]** Window.

Figure 14: RISG Reader Groups - [Gcmd1]

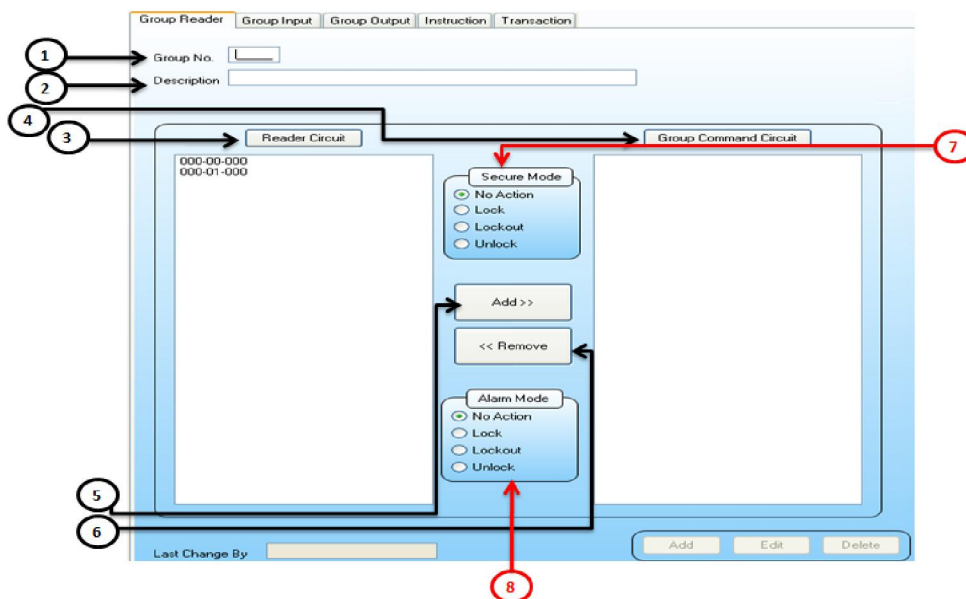
= :: Group Reader List :: =				
Number	Description	Shunt Timezo	Last Changed	
▶ 1	Group Reader	0	Admin	

- At this point, you can **Add, Change, View,** or **Delete** a **Reader Group**.

Adding a Reader Group

- You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to enter a new record, the **Add a Group File** window will appear:

Figure 15: Add a Group File



Field Names

- 1.) **Group Number:** The User definable number to reference the programmed group.
- 2.) **Description:** Optional description up to 70 characters to describe the group.
- 3.) **Reader Circuits:** List of readers programmed in the database and available for this group.
- 4.) **Group Command Circuits:** List of readers selected for this group.
- 5.) **Add Button:** When you select a reader in the Reader Circuit section, clicking this button will add it to the Group Command Circuits section.
- 6.) **Remove Button:** When you select a reader in the Group Command Circuits, clicking this button will remove the reader from the Group Command Circuits section.
- 7.) **Secure Mode**
 - **No Action:** No automatic action will be taken by the system.
 - **Lock:** When a programmed input goes into **Alarm** the door that these readers are installed at will **Lock**
 - **Lockout:** When a programmed input goes into **Alarm** these readers are installed at will be **Locked Out (Will not read any cards)**.
 - **Unlock:** When a programmed input goes into **Alarm** the door that these readers are installed at will **Unlock**
 - **Secure Mode:** Readers can be commanded automatically based on the mode of a programmed Input Circuit. In this option if a programmed input goes **Secure** the selected readers will perform the function selected (Only One Function can be selected)
 - **No Action:** No automatic action will be taken by the system.
 - **Lock:** When a programmed input goes **Secure** the door that these readers are installed at will **Lock**
 - **Lockout:** When a programmed input goes **Secure** these readers are installed at will be **Locked Out (Will not read any cards)**.
 - **Unlock:** When a programmed
- 8.) **Secure Mode:** Readers can be commanded automatically based on the mode of a programmed Input Circuit. In this option if a programmed input goes **Secure** the selected readers will perform the function selected (Only One Function can be selected)
 - **No Action:** No automatic action will be taken by the system.
 - **Lock:** When a programmed input goes **Secure** the door that these readers are installed at will **Lock**.
 - **Lockout:** When a programmed input goes **Secure** these readers are installed at will be **Locked Out (Will not read any cards)**.

Unlock: When a programmed input goes **Secure** the door that these readers are installed at will **Unlock**.

Creating a Reader Group

- Enter the group number and if desired enter a description up to 70 characters
- Select the readers from the Reader Circuits section and click the Add button and it will appear in the Group Command Circuits section. Repeat this step until you have all of the desired readers in the Group Command.
- Once you've entered the desired data, you can press the **Save** button to save the record. The window will appear showing the reader group created.

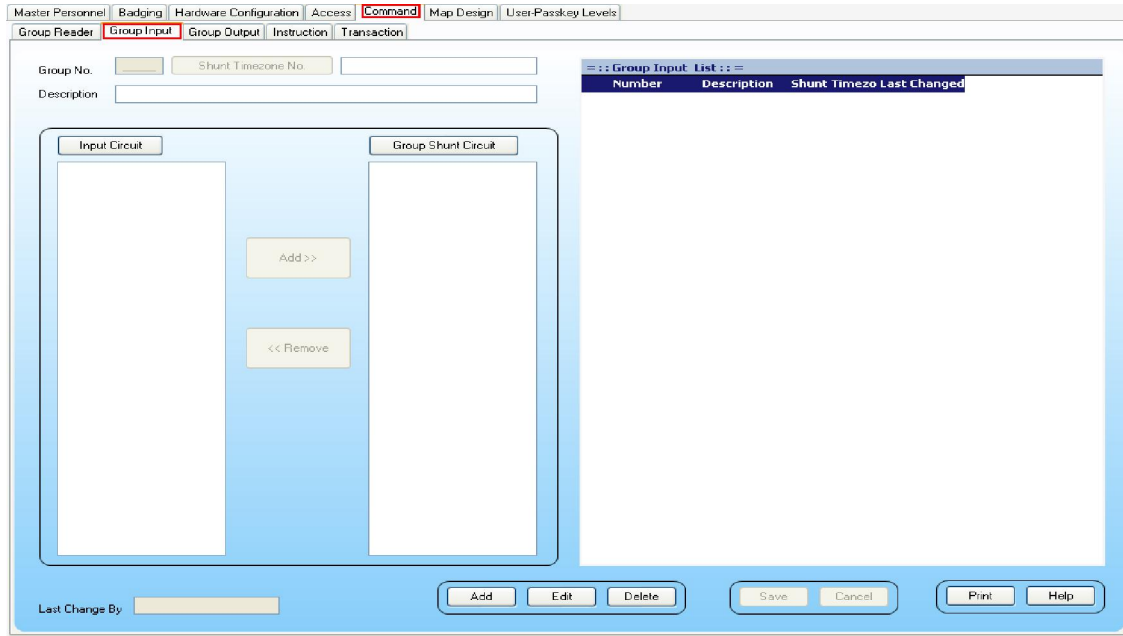
Group Shunt

Group Shunt provides a means with which you can group Input Circuits together for the purpose of enabling/disabling them by Manual command on a Workstation or automatically via a Time Zone.

Data Entry

- First you must launch the **Group Input** module. Click on **Admin** from the top of **RISG Security Management System** and then select **Administrator**. Go to **Command** tab and click on "Group Input".
- After selecting the **Group Input** module, the **List an Input Group Input** window will appear:

Figure 16: List a Input Group Shunt



- The **List an Input Group Input** window will be active only at this time.

Figure 17: RISG Input Group Shunt

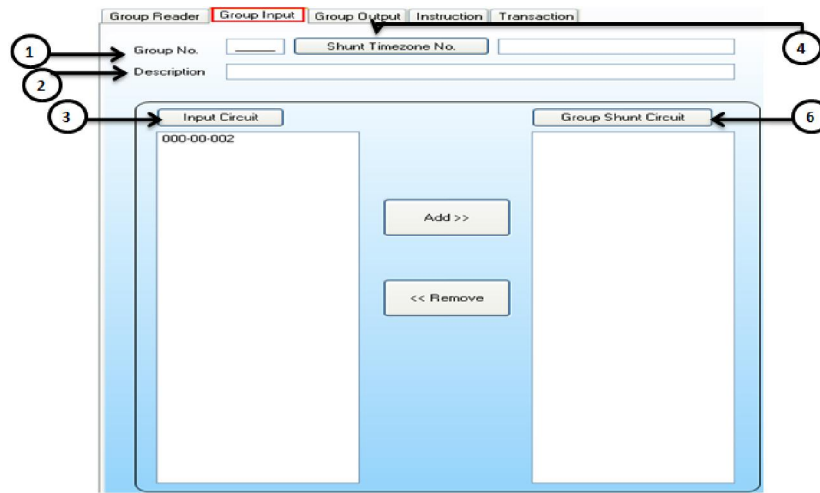
= :: Group Input List :: =			
Number	Description	Shunt Timezo	Last Changed
1	Group Input no 1		Admin

- At this point, you can **Add**, **Edit**, or **Delete** a **Group Input**.

Building a Group Shunt

Because of the design of the module, Group Shunts are programmed in a group. You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to enter a **New** record, the **Add an Input Group Shunt** window will appear:

Figure 18: Add an Input Group Shunt



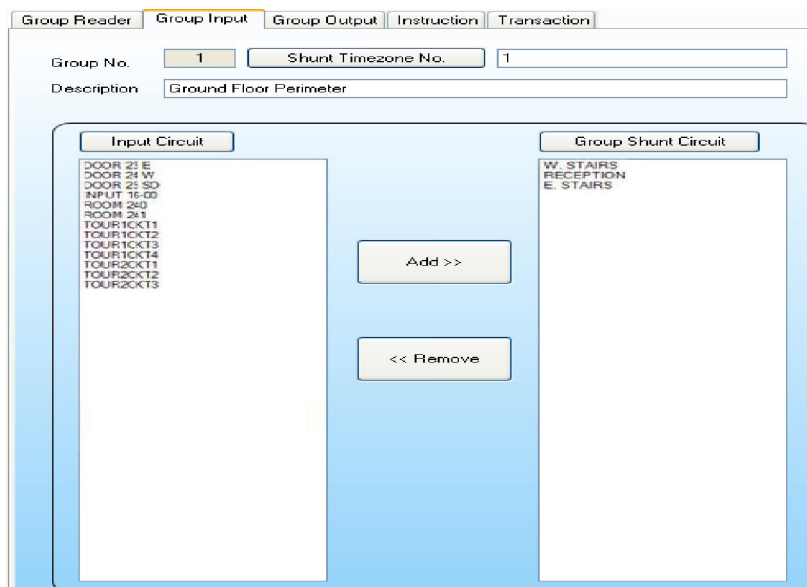
Field Names

The Group Shunt Module contains the following field names:

- 1). **Group No.:** This is the number assigned to this Group Shunt Record, and is used, along with the Description to identify the Group Shunt in Status when it is in effect.
- 2). **Description:** This field is for a text description of the Group Shunt Record. This description, along with the Group No., is displayed when this group is in effect 65 alphanumeric characters maximum.
- 3). **Input Circuits:** These are the Input Circuits available to be assigned into Group Shunt Records.
- 4). **Shunt Time Zone No.:** This is the number of a Time Zone record that can be used to automatically disable this Group during the time values set in this Time Zone
- 5). **Group Shunt Circuits:** These are the Input Circuits that are members of this Group Shunt Record.

- Sample of a completed Group Shunt Record:

Figure 19: Sample Input Group Shunt



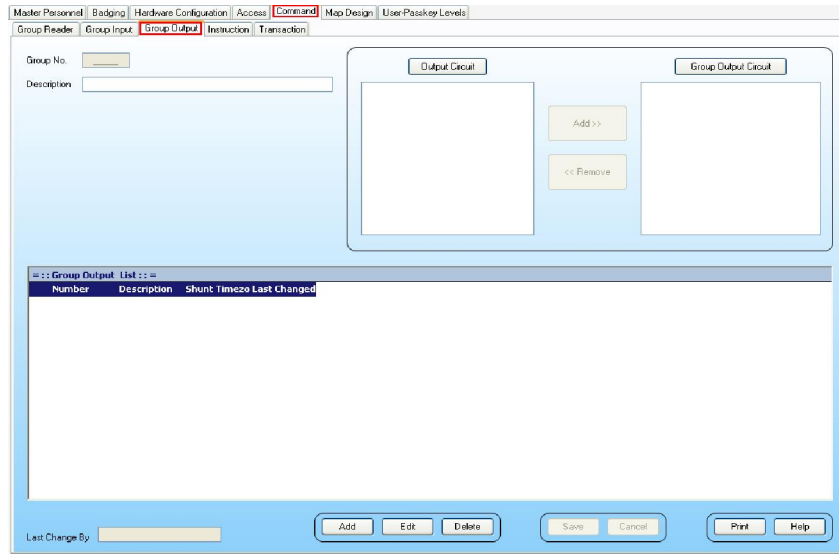
Group Output

Group Output provides a means with which you can group Output Circuits together for the purpose of turning them on or off by manual command from a Workstation.

Data Entry

- First you must launch the **Group Output**. To do this click on **Admin** from the top of **RISG Security Management System** and then select **Administrator**.
- Then go to **Command** tab and click **Group Output**.
- After selecting the **Group Output** module, the **List a Group Output** window will appear:

Figure 20: List a Group File



- The **List a Group File** window will be active only at this time.

Figure 21: RISG Group Output

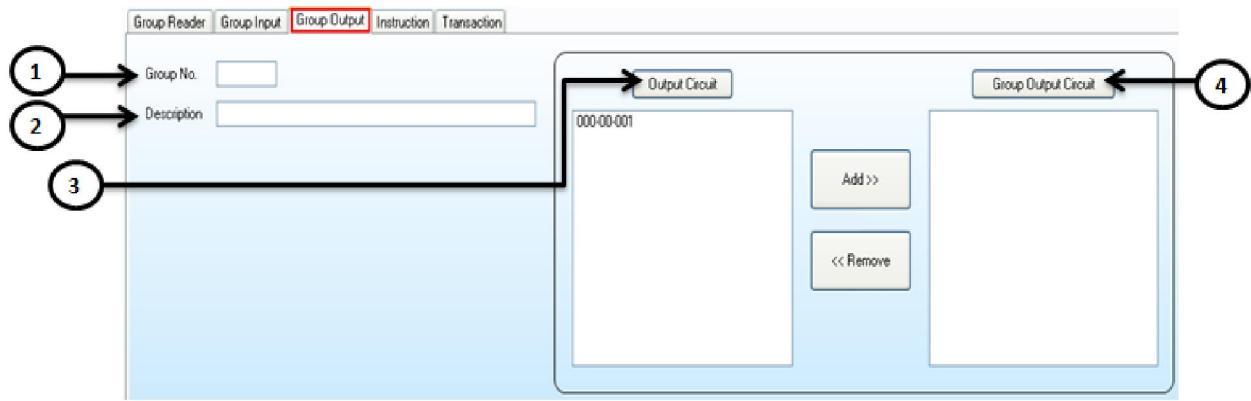
= :: Group Output List :: =			
Number	Description	Shunt Timezo	Last Changed
1	Group Output	0	Admin

- At this point, you can **Add**, **Edit**, or **Delete** a **Group Output** record.

Building a Group Output

Because of the design of the module, Group Outputs are programmed in a group. You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to enter a **New** record, the **Add a Group File** window will appear:

Figure 22: Add a Group File



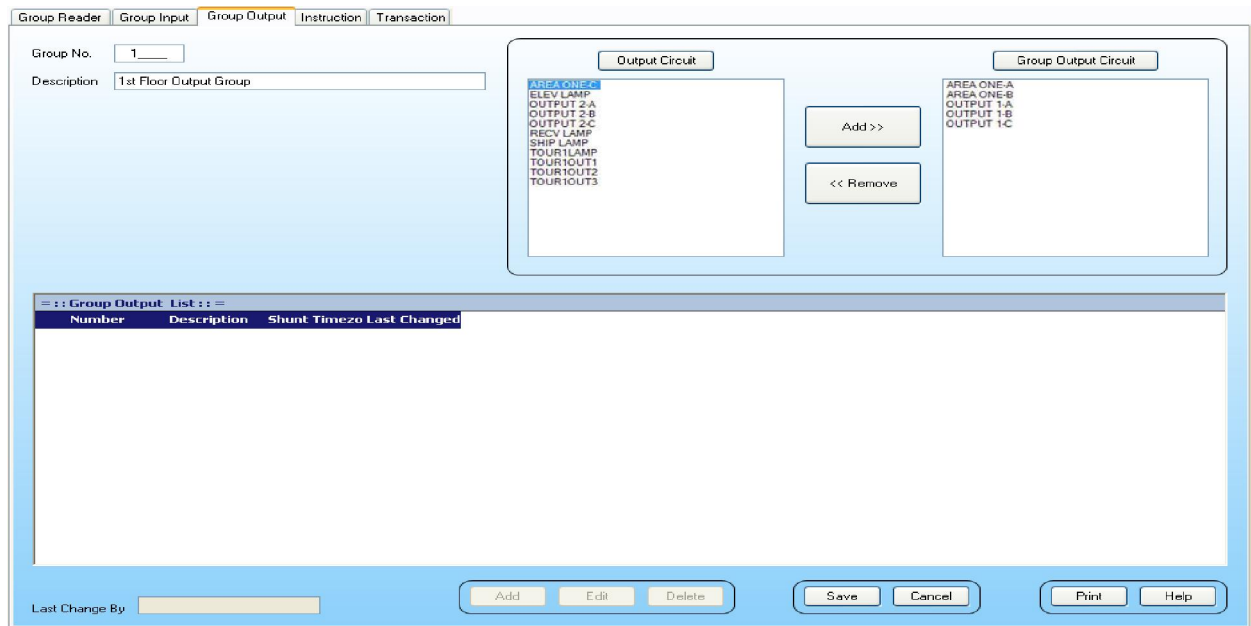
Field Names

The Group Output Module contains the following field names:

- 1). **Group number:** This is the number assigned to this Group Output Record, and is used, along with the Description to identify the Group Output in Status when this Group is activated.
- 2). **Description:** This field is for a text description of the Group Output Record. This description, along with the Group No., is displayed in Status when this group is activated. 70 Alphanumeric characters maximum.
- 3). **Output Circuits:** These are the Output Circuits available to be assigned to Group Output Records.
- 4). **Group Output Circuits:** These are the Output Circuits that are members of this Group Output Record.

- Sample of a completed Group Output Record:

Figure 23: Sample Group Output



Copying Records

- You can copy from one Group Output to the next by doing any of the following:

- ∅ Highlight the Group Output you want to copy from and Select **Open**, and the **Change a record** window will appear. **OR**
 - ∅ Highlight the Group Output you want to copy from and Select **New** and the **Add a record** window will appear. **OR**
 - ∅ Right click on the Group Output you want to copy from and select **Add** from the pop down menu and the **Add a record** window will appear.
- Make sure to change the **Group Output Number**, as well as the data entries, and press the **OK** button.
 - The edited Group Output will be listed in the **RIS Group Outputs – [Gmd1] window** as a new record.

Elevator Output

- Elevator Output is part of the optional feature, Elevator Control that allows the control of multiple elevators securing multiple floors. This feature is split into two modules:
 - ∅ Elevator **Outputs**, controls the Floors that can be accessed.

Please Note - Outputs for floors must first be programmed in the Output Circuit File prior to proceeding with Elevator Output (Refer to the Output Circuit section of this manual).
 - ∅ Elevator **Readers** controls the Elevators.

Please Note - Readers for elevators must first be programmed in the Reader Circuit File prior to proceeding with Elevator Output (Refer to the Reader Circuit section of this manual).

Overview

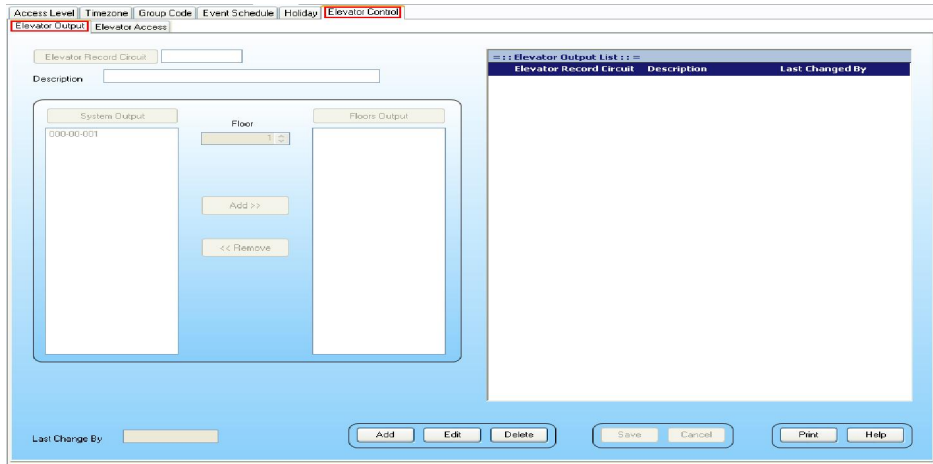
- Using RISG EXP-O or **AN4 output panel (Momentary Short (Output on for 6 seconds)) function**, the Elevator Output module allows you to access specific floors, using Elevator card readers, based on Access Level criteria assigned to Master Personnel records. This is accomplished by assigning a Reader as an elevator Reader to each elevator and assigning an Output for each floor to be accessed when the Reader is badged at that particular Elevator.
- The floors are divided into Elevator Access Levels, and the Elevator Access Level is assigned to a person Access
- Card record in the **Master Personnel** File. As an example:
 - Elevator Access 1 = Floors 1, 2, and 3
 - Elevator Access 2 = Floors 1, and 3
 - Elevator Access 3 = Floors 2, and 3
- These Access Levels correspond to the outputs designated for these floors.
- When an Elevator Reader is badged and access is granted, the outputs assigned to that Reader will turn on corresponding to the Elevator Access of the card. This in turn will allow the user to select the correct floor and move the elevator.

Data Entry

- **First, you must launch the Elevator Output module.**
- Click on **Admin** from the top of **RISG Security Management System** and then select Administrator.

- Click on **Access Level** and then **Elevator Control**.
- Select **Elevator Output** tab
- After selecting the **Elevator Output** module, the **List records** and **RISG Elevator Floor Outputs** windows will appear.

Figure 24: List records



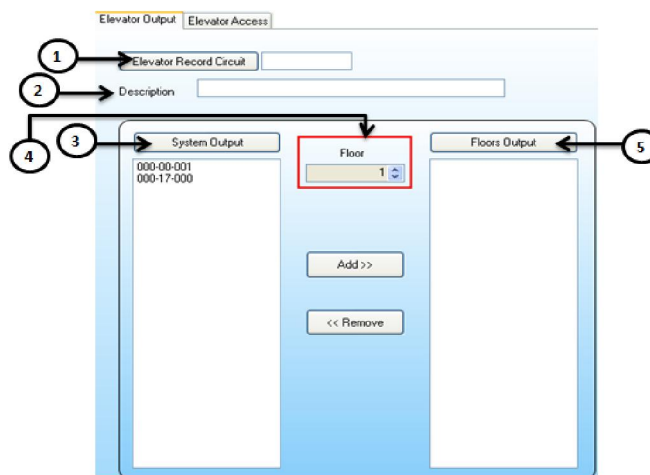
- The **List records** window will be active only at this time.

Figure 25: RISG Elevator Floor Outputs – [elot1]

= :: Elevator Output List :: =		
Elevator Record Circuit	Description	Last Changed By
000-00-000	E1	Admin

- At this point, you can **Add, Edit, Save or Delete** a record.
- You can click on **“Add”** button. Once you request to enter a new record, the new record window will enable:

Figure 26: Add a record



Field Names

- 1.) **Elevator Reader Circuit:** The User Name of the Reader that Corresponds to this elevator.
- 2.) **Description:** The description of this Elevator Output.
- 3.) **System Output:** The Output List from the Output Circuit file.
- 4.) **Floor:** The designated floor that you are assigning this Output to.
- 5.) **Floors Outputs:** The assigned Output that controls this floor.

Adding a Record

- Click on the **Select Reader** button and select the reader that is programmed for this Elevator.
- Enter the description for this circuit in the **Description** box.
- Select the desired floor in the **Floor** box either by typing it in or by using the **Up/Down** arrows.
- Select the desired **Output** circuit in the **Systems Output** box and click the **new** button and it will be displayed in the **Assigned Floors/Outputs** box along with the floor number. If you made an error and you want to remove what was added simply highlight the **Output/Floor** in the **Assigned Floors/Outputs** box and click the **Remove** button.
- **When you have entered all of the desired data, click the Save button.**

Changing Record(s)

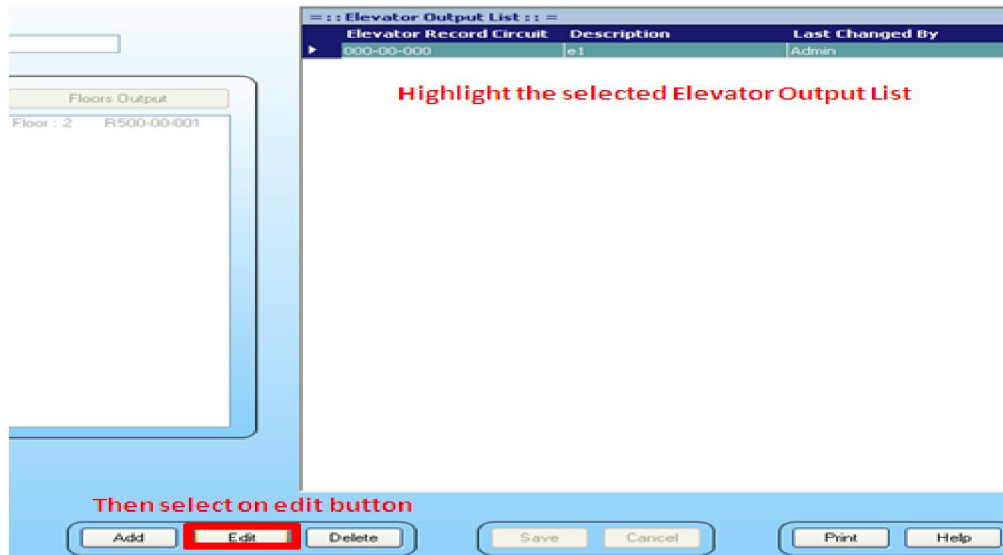
- To change a record you can right click the record that you desire to change and select Change from the menu and the Change a record 1 of 1 will appear:

Figure 27: Change a record 1 of 1

The screenshot shows a software interface for editing an elevator record. At the top, there are two tabs: 'Elevator Output' and 'Elevator Access', with 'Elevator Access' selected. Below the tabs, there are two input fields: 'Elevator Record Circuit' containing '000-00-000' and 'Description' containing 'e1'. The main area is divided into three columns. The left column, titled 'System Output', contains a list with one item: '000-00-001'. The middle column, titled 'Floor', has a dropdown menu currently showing '2'. The right column, titled 'Floors Output', contains a list with one item: 'Floor : 2 000-00-001'. Between the 'System Output' and 'Floors Output' columns, there are two buttons: 'Add >>' and '<< Remove'.

- At this point you can make the necessary changes and when you are ready click the OK button and the changes will be saved and you will be returned to the **RISG Elevator Floor Outputs**
- 1. To change a record you can click or highlight the desire record. Click on Edit button from the menu and the change a record 1 of 1 will appear:
 2. At this point you can make the necessary changes and when you are ready click the **Save** button and the changes will be saved and you will be returned to the **RISG Elevator Floor Outputs**

Figure 28: To edit record



5). At this point if you select **Edit**, you will be returned to the next record in sequence..

Deleting Record(s)

- Follow the procedures of **Changing Record(s)** records to delete records. Instead of selection from the list and click on Delete button.
- However, be careful when selecting records to delete that they are the records you want to delete. Deleting records cannot be recovered. If you make a mistake, you will need to create the record again.

Viewing Record(s)

- You cannot change records when Viewing records. Follow the procedures for **Adding Record(s)** to **View** records.

Elevator Access

- Elevator Access is an optional feature that allows access to multiple floors from a particular elevator.

Overview

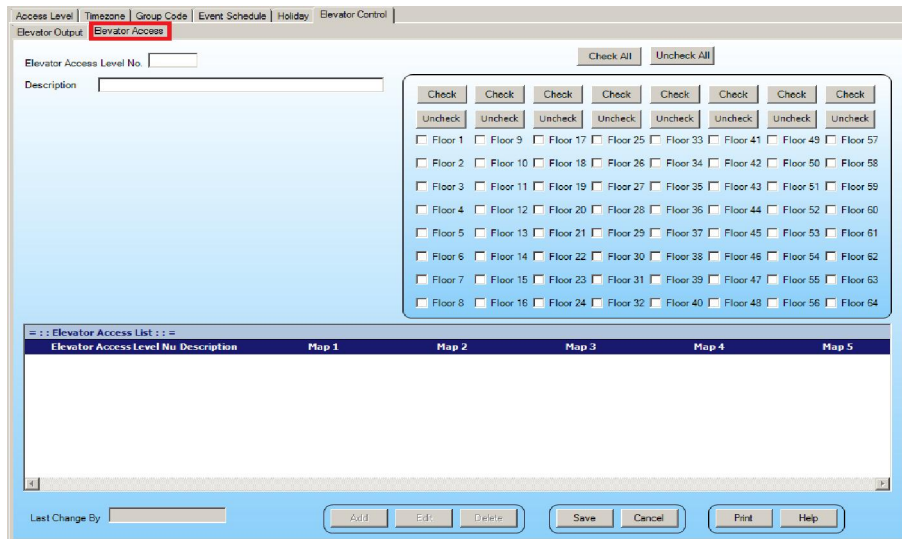
- Elevator Access works in conjunction with the **Master Personnel** file as an Elevator Access Level.
- The floors are divided into Elevator Access Levels, and the Elevator Access Level is assigned to a person Access Card record in the **Master Personnel** File. As an example:
Elevator Access 1 = Floors 1,2, and 3
Elevator Access 2 = Floors 1, and 3
Elevator Access 3 = Floors 2, and 3
- These Access Levels correspond to the outputs designated for these floors in the **Elevator Output** module.

Data Entry

- **First, you must launch the Elevator Output module.**
- Click on **Admin** from the top of **RISG Security Management System** and then select Administrator.

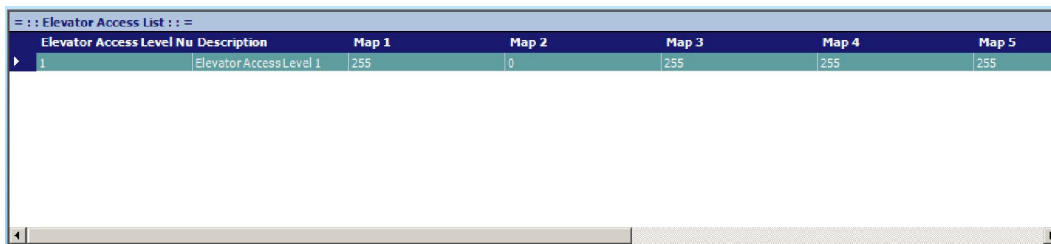
- Click on **Access Level** and then **Elevator Control**.
- Select **Elevator Access** tab.

Figure 29: List records



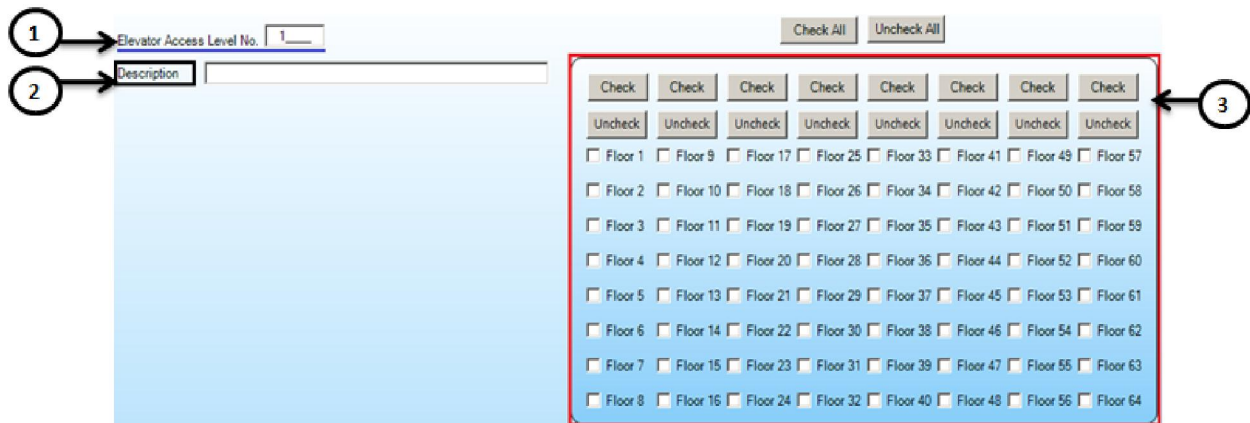
- The list of Elevator Access will be shown after Elevator Access Tab is selected

Figure 30: RISG Elevator Access Level – [elal1]



- At this point, you can **Add, Edit, View, or Delete** a record:

Figure 31: Add a record



Field Names

- 1.) **Elevator Access Level Number:** The number that will be entered in the Master Personnel File that identifies the floors that can be accessed.
- 2.) **Description:** The description of this Elevator Access Level. 30 alphanumeric characters maximum.
- 3.) Floors that can be accessed at this Elevator Access Level.

Adding a Record

- Enter the desired number that will identify this Elevator Access Level in the Elevator Access Level Number box.
- Enter the description for this level in the **Description** box.
- Select the desired floor by placing a check mark beside the floor number.
- Once you've entered the desired data, you can press the **Save** button to save the record. The **RISG Elevator Access** window will appear showing the new record just created.

Figure 32: RISG Elevator Access – [elal1]

Elevator Access Level No	Description	Map 1	Map 2	Map 3	Map 4	Map 5
1	East Wing	255	0	255	255	255

Changing Records

- To change existing records, in the **Elevator Access** highlight the desired records
- Then select **Edit**

Figure 33: Changing a Single Elevator Access Level No. Record

Figure 33 shows the same table as Figure 32, but with a toolbar at the bottom. The 'Edit' button is highlighted with a red border. Other buttons include 'Add', 'Delete', 'Save', 'Cancel', 'Print', and 'Help'. A 'Last Change By' field shows 'Admin'.

- When the record opens, the **Change a Record 1 of 1** window will appear:

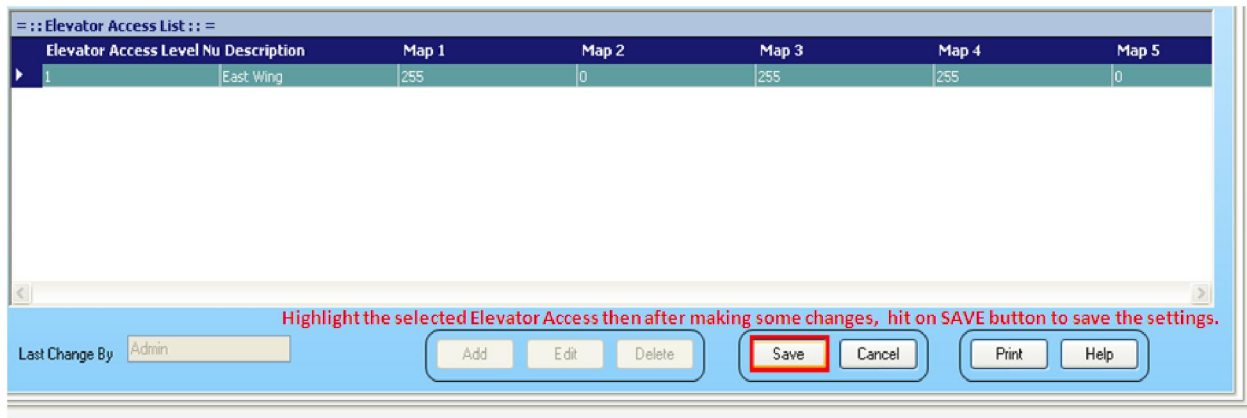
(You cannot change the Elevator Access Number in a record.)

Figure 34: Change a record 1 of 1

Figure 34 shows the 'Change a Record 1 of 1' window. It has a form for 'Elevator Access Level No.' (set to 1) and 'Description' (set to 'East Wing'). Below the form is a grid of checkboxes for floors 1 through 64. The 'Check All' and 'Uncheck All' buttons are at the top right of the grid.

- At this point you can make the necessary changes and when you are ready click the Save button and the changes will be saved and you will be returned to the **RISG Elevator Access**.
 - 1). Once you've highlighted them, select the **Open** from the **File** menu or you can do a right click on one of the highlighted records and select change.
 - 2). Once you have selected the way to open the records, The **Change a record # of #** window will open and display the first record in the **RISG Elevator Access – [elal1]** window with the selected data filled in. On the menu bar, **# of #** reflects the number of the record in the group of the overall total of records selected to change. At this point you can change the **Description** and the Assigned Floors only. The Entry screen will sequence through all of the records. You just have to make the necessary changes and select **OK**.
 - 3). If you cancel a record, the **elal** window will appear and ask you if you want to abandon the editing.

Figure 35: To Save record



- 6). At this point if you answer **save**, you will be returned to the next record in sequence.
- 7). If the records you are changing are not in sequential order, you can highlight the first record.
- 8). Follow the procedure starting at number 1.

Deleting Record(s)

- Highlight the selected record then hit on Delete button

Viewing Record(s)

- Highlight the selected record then you can view the records settings

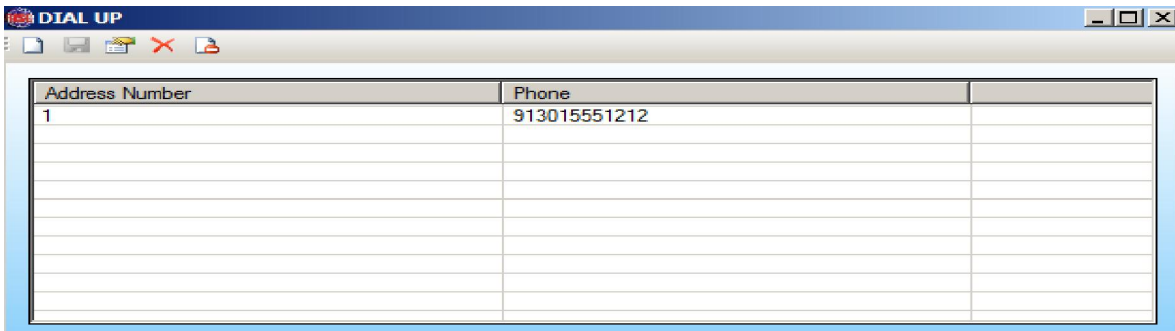
Dial Up

Dial Up is a feature that allows remote Trunk Lines to communicate with the Host via dial up modems and phone lines. Database can be downloaded to the remote controllers or the remote controllers can dial the Host to report Alarm and Access transactions.

Data Entry

- First, you must launch the **Dial Up** file
- Click on Admin at the top of **RISG Security Management System** window and select Data
- Format from the drop down menu.
- After selecting the **Dial Up** module, the **Dial Up** window will appear

Figure 36: RISG Dial up



Address Number	Phone
1	913015551212

- At this point, you can **Add, Change, View,** or **Delete** a Dial Up record.

Building a Dial Up Record



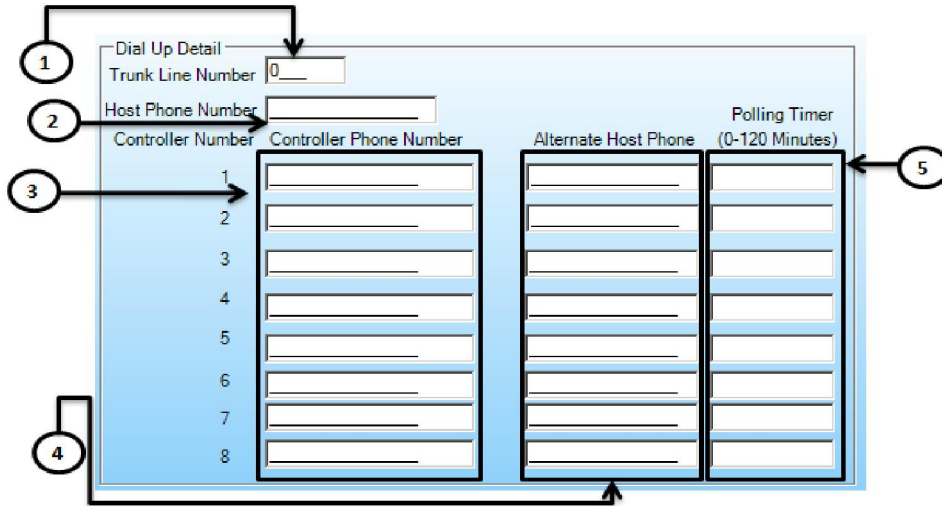
- Add a Dial Up 
- Click on new icon  on the Top of Dial Up window go to Dial Up information area to put new Dial Up information:

Figure 37: Add a Record



Dial Up Detail

Trunk Line Number

Host Phone Number

Controller Number

Controller Phone Number

Alternate Host Phone

Polling Timer (0-120 Minutes)

1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>

Field Names

The Dial Up Module contains the following field names:

- 1). **Trunk Line No.:** Panel Trunk Line number for this Dial up record. Remember to set the Trunk Line in the System Control File to Dial-Up (9600).
- 2). **Host Phone No.:** Telephone number for the modem that the host uses to dial the panels. Also the number that the remote panels dial to report transactions to the Host
- 3). **Panel Phone No.:** Telephone number for the modem at the panels. This is the number that the Host dials for a panel connection.
- 4). **Alternate Host Phone:** This number is used by the panels to dial the Host should the primary host number become unavailable.
- 5). **Polling Timer:** Allows adjustment of the polling time to compensate for signal loss on a phone line. Time is in minutes.

- Sample of a completed Dial Up Record:

Figure 38: Sample Dial Up Record

Dial Up Detail			
Trunk Line Number	<input type="text" value="0"/>		
Host Phone Number	<input type="text" value="91301555122"/>		
Controller Number	Controller Phone Number	Alternate Host Phone	Polling Timer (0-120 Minutes)
1	<input type="text" value="91301551234"/>	<input type="text" value="913015559876"/>	<input type="text" value="5"/>
2	<input type="text" value="913015557432"/>	<input type="text" value="913015559876"/>	<input type="text" value="5"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>

Copying Records

- You can copy from one Dial Up record to the next by doing any of the following:
 - Ø Highlight the Dial Up record you want to copy from and Select **Open**, and the **Change a record** window will appear. **OR**
 - Ø Highlight the Dial Up record you want to copy from and Select **New** and the **Add a record** window will appear. **OR**
 - Ø Right click on the Dial Up record you want to copy from and select **Add** from the pull down menu and the **Add a record** window will appear.
- Make sure to change the **Trunk Line Number**, as well as the data entries, and press the **OK** button.
- The edited Dial Up will be listed in the **RISG Dial Ups – [ccd31] window** as a new record.

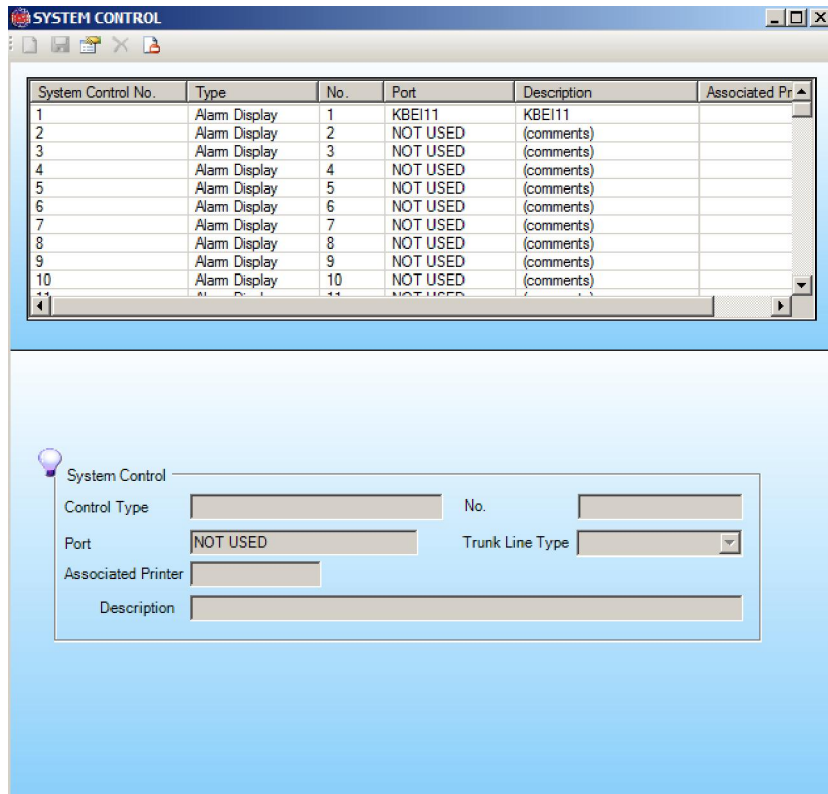
System Control

- The System Control File assigns devices to the Odyssey system. There are three types of devices to be setup in this module. Alarm Display's (Workstations), Printers used for real time transaction logging and Serial Trunk lines.

Data Entry

- First you must launch the **System Control** module. The **RISG Security Management System** window and select **System Control** from the drop down menu.
- After selecting the **System Control** module, the **List records windows** will appear.

Figure 39: System Control

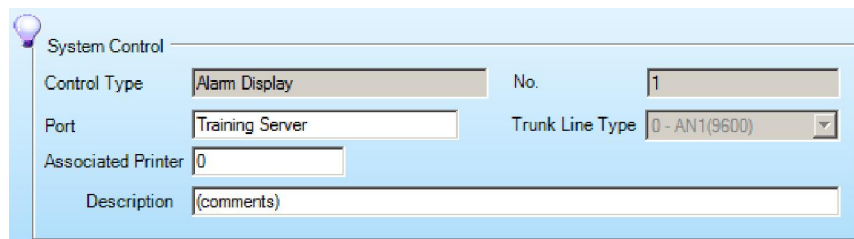


Field Names

- When changing the information in the System Control File, the field names listed here apply. This module contains fixed data, therefore there is no ability to add or delete records. You are only allowed to edit the existing records.
 - Ø **Type:** The type of port, whether Alarm Display, Printer or Trunk Line
 - Ø **No.:** The Port Number assigned in the database.
 - Ø **Port:** The Server/Workstation name up to 16 characters. Serial device name for Printers and Trunk Line.
 - Ø **Description:** The description of Devices to aid in locating during troubleshooting.
 - Ø **Printer:** The logging printers assigned to the Displays.
- You can make a selection by highlighting the desired line. You can either double-click, or select the record and use the one of the **Open** functions to edit that record. Once you've opened the record, the **Change a record 1 of 1** window will appear.
- You can then edit the appropriate data according to the following information:

Alarm Display

Figure 40: Change a record

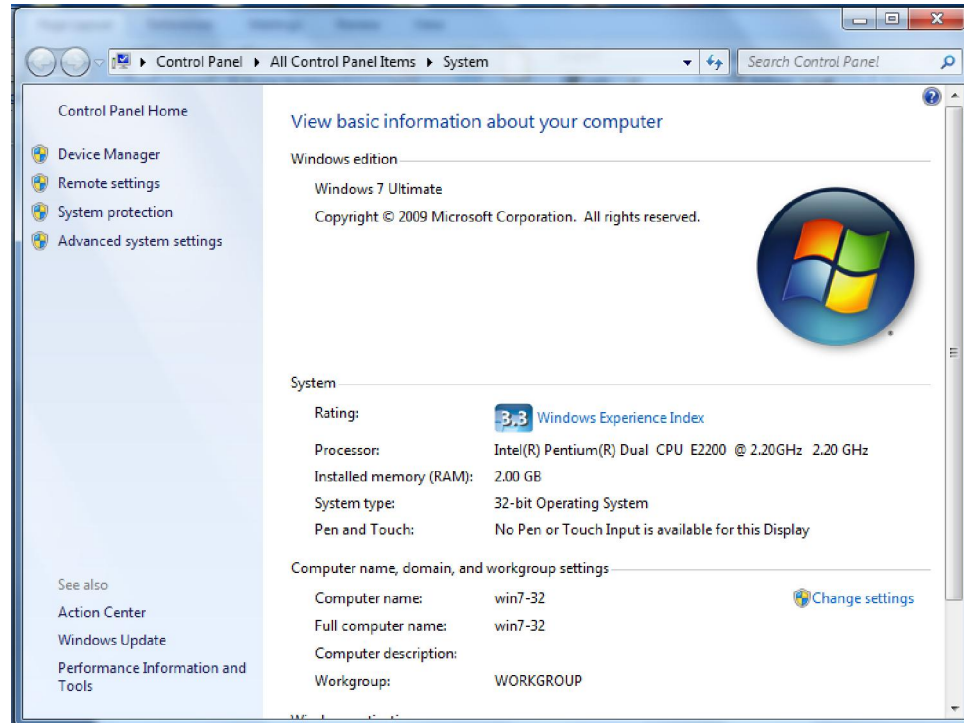


- The System Control file assigns the **Workstation** name to a **Display** number used by the system. All routing of alarms, transfers, and history transactions are completed with the **Display** number.

After you have completed this programming, when asked for a Display number in any other module, you will use the Display number associated with the desired Workstation.

- To check the correct Workstation name, go to the desired workstation, and do a right mouse click on the **My Computer** icon located on the Windows Desktop and select **Properties** from the menu. The System Properties window will appear.

Figure 41: System Properties Page 1



- Under Computer name, domain, and workgroup settings the **Full Computer name:** will appear.
- Enter the **Full Computer name** in the **Port** box.
- You can add a description such as its location or use in the **Description** box.
- If there is a **Logging printer** assigned to this station, you can enter the appropriate Printer number in the Assoc. Printer box.
- The **Trunk Line Type** field is not used for these records.

A Workstation MUST be assigned here prior to operation of the Alarm Display. If a Workstation is not assigned here, no alarms will be reported to the Alarm Display. Place the Workstation Name in the device name section. If any Alarm Display numbers are not used, they must say, "NOT USED" in the Port field.

Printers

- The Serial ports that the printers are connected to are programmed here. To assign a printer, double click a printer type in the System Control file and Change a record 1 of 1 window will appear.

Figure 84: System Control File Printers

System Control No.	Type	No.	Port	Description	Associated Pt
63	Alarm Display	63	NOT USED	(comments)	
64	Alarm Display	64	NOT USED	(comments)	
65	Printer	1	COM1	(comments)	
66	Printer	2	COM3	(comments)	
67	Printer	3	NOT USED	(comments)	
68	Printer	4	NOT USED	(comments)	
69	Printer	5	NOT USED	(comments)	
70	Printer	6	NOT USED	(comments)	
71	Printer	7	NOT USED	(comments)	
72	Printer	8	NOT USED	(comments)	

- Enter the port in the **Port** box that printer will be connected to.
- Enter the description in the **Description** box and when you are ready click the **OK** button.
- After you've assigned a Printer, you need to add that printer number to the Alarm Display you want to be connected to. In this manner, Workstation transactions such as "Alarm Transactions", "Logged-in" "Command Sent", and "Logged out" will be assigned to this printer.
- Printers assigned here are used as serial **Transaction Logging printers** only. These printers print all real time transactions such as alarms, acknowledgments, and all other types of system activity.

Please take note that these are Transaction Printers only and not Report Printers.

Report Printers

- **Report** printers are assigned to each workstation as local printers. They are setup through standard conventions of Windows 2000 and use local ports. All Receptors reports are sent to the Workstation's default printer.

Network Printers

- You can assign any printer on your network to a workstation. Logging Printers should be line, or dot-matrix printers only. Assignment of a network printer is done through the **Net Use** command. See the Utilities Section of this manual for a detailed description.
- Enter the data into the **Port** field using the appropriate serial or parallel assignment number (COM1, COM2, LPT1...etc). You can add a description such as its location or use. The **Trunk Line Type, and Associated Printer** fields are not used for these records.

Trunk Lines

- This section pertains to serial devices only. LAN panels are not entered here.
- The Odyssey system is capable of operating LAN and Serial panels both older (GP1-ACP) and newer format (AN1-LAN/Serial) simultaneously. In order to comply with the older communication style, the software builds what is known as a **Virtual Trunk Line**. Panel addressing uses the following protocol:

Table 8: Trunk Line / Panel Address

Trunk Line Number	Control File Port	Panel Address	Trunk Line Number	Control File Port	Panel Address
0	0	0 - 7	8	8	64 - 71
1	1	8 - 15	9	9	72 - 79

2	2	16 - 23	10	10	80 - 87
3	3	24 - 31	11	11	88 - 95
4	4	32 - 39	12	12	96 -103
5	5	40 - 47	13	13	104 -111
6	6	48 - 55	14	14	112 -119
7	7	55 - 63	15	15	120 -127

- If you use any of the panel addresses as a Serial or LAN panel, then all eight addresses must stay the same within the trunk line number. For example:
 - Ø If panel 1 is set as a Serial panel, then addresses 0-7 must be serial panels. In this example you could not operate address 5 as a LAN panel. The LAN panel would have to be addressed using the next available number such as 8 or higher in this case. Conversely, panels 8-15 would be set to LAN panels and could not be used for serial addresses.
- To program a Trunk Line double click on the desired **Trunk Line** in the **Type** column of the **System Control File** and the Change a record 1 of 1 window will appear.

Figure 85: Trunk Line Change a record

System Control No.	Type	No.	Port	Description	Associated Pr
71	Printer	7	NOT USED	(comments)	
72	Printer	8	NOT USED	(comments)	
73	Printer	9	NOT USED	(comments)	
74	Printer	10	NOT USED	(comments)	
75	Trunk Line	0	NOT USED	(comments)	
76	Trunk Line	1	NOT USED	(comments)	
77	Trunk Line	2	NOT USED	(comments)	
78	Trunk Line	3	NOT USED	(comments)	
79	Trunk Line	4	NOT USED	(comments)	
80	Trunk Line	5	NOT USED	(comments)	
81	Trunk Line	6	NOT USED	(comments)	

Entering Data

Figure 86: Trunk Line Create a record

System Control

Control Type: No.:

Port: Trunk Line Type:

Associated Printer:

Description:

- When programming you will enter the port name such as **COM5** in the **Port** field.
- Enter the desired description in the description box that will identify the trunk line by location or function.
- Click the down arrow in the **Trunk Line Type** box and select the panel that will be connected to the selected COM port. This field will set the Baud rate automatically for the selected panel.

- 1.) AN1 = 9600 Baud
- 2.) GP1 = 2400 Baud
- 3.) GP1 = 1200 Baud – This is a special version that is not commonly used but is still supported.
- 4.) DIAL – UP = 9600

Please note that Serial AN1 trunk lines require an RSC panel to communicate to the eight AN1's. Although RSC panels do require correct addressing, there is no additional programming required.

- Once you have entered the entire data click the **OK** button when ready and you will be returned to the **RISG System Control Records – [Ctrl1]** window.

Initializing the Trunk Line

- In order to communicate over a newly created Trunk Line you must stop and restart Receptors Service3. If Receptors Service3 not running then you must start it.

Group Codes

The Group Code file is the location where Access Levels and Time Zones are paired together to form accessibility rights for the cardholders. Each Group Code has **Eight** Access Level/Time Zone pairs. Each pair is separate and read individually. There is also expiration dates available for each pair. This architecture allows you to expire a pair of Access Level/Time Zones from the group code without affecting the entire group code. This is very useful for temporary access requirements by making the change to the group code rather than having to visit each cardholder record.

Data Entry

First you must launch the **Group Code** module. To do this click Admin at the top of the **RISG Security Management System Window**. Administrator from the drop down menu and Click on **Access Level** and click on **Group Code**.

- After selecting the **Group Code** module, the **List a Group Code(s)** window will appear:

Figure 87: List a Group Code(s)

The screenshot shows the 'List a Group Code(s)' window. At the top, there is a menu bar with 'Access' selected, and a sub-menu with 'Group Code' highlighted. Below the menu, there are input fields for 'Group Code No.', 'Description', and 'Last Change By'. A table with 8 columns (Access Level, Timezone, Expiration Date) is visible, with rows 1-4 and 5-8. Below the table is a list box titled 'Group Code List' with columns for Number, Description, and multiple Access Level/Timezone pairs. At the bottom are buttons for Add, Edit, Delete, Save, Cancel, Print, and Help.

- The **List a Group Code(s)** window will be active only at this time.

Figure 88: RISG Group Codes

=: Group Code List :=											
Number	Description	Access Level	Timezone 1	Access Level	Timezone 2	Access Level	Timezone 3	Access Level	Timezone 4	Access Level	Timezone
1	Administrator	1	1	0	0	0	0	0	0	0	0

- At this point, you can **Add, Edit, View,** or **Delete a Time Zone.**

Building a Group Code

Because of the design of the module, Group Codes are programmed in a group. You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to enter a **New** record, the **Add a Time Zone** window will appear:

Figure 89: Add a Group Code

Access Level	Timezone	Expiration Date
1		// //
2		// //
3		// //
4		// //
5		// //
6		// //
7		// //
8		// //

Field Names

The Group Code Module contains the following field names:

- 1). **Group Code Number:** The number assigned to this set of Access Level / Time Zone pairs. The number is used for programming in the Master Personnel File. This number is generated by the system.
- 2). **Descriptions:** Description of the Group Code. 40 alphanumeric characters maximum.
- 3). **Access Level:** Data entry fields for the Access Level numbers you've programmed in the Access Level Module.
- 4). **Time Zone** Data entry fields for the Time Zone numbers you've programmed in the Time Zone Module.
- 5). **Expiration Dates:** These fields can be used to expire one Access Level/Time Zone pair from a Group Code without affecting the other pairs within the Group Code. Right clicking on the field will bring up a calendar from which you can select the expiration date, pressing the function key F3 will enter today's date.

Copying Records

- You can copy from one Group Code to the next by doing any of the following:
 - Ø Highlight the Group Code you want to copy from and Select **Open**, and the **Change a record** window will appear. **OR**
 - Ø Highlight the Group Code you want to copy from and Select **New** and the **Add a record** window will appear. **OR**
 - Ø Right click on the Group Code you want to copy from and select **Add** from the pop down menu and the **Add a record** window will appear.

- Make sure to change the **Group Code number** and if required you can change the Description, Access Level, Time Zone, and the Expiration Date and press the **OK** button.
- The edited Group Code will be listed in the **RIS Group – [Gcod1] window** as a new record.

Access Levels

Access Levels are groups of Readers that form a collection used to provide access to the areas of the system. An Access Level can be one or all of the Readers. Each Reader can be used in as many Access Levels as required. Access Levels are formed with Time Zones to create pairs used to generate Group Codes. These Group Codes are then assigned to Cardholders to provide the necessary accessibility within your system.

Suggested Guidelines

- When building Access Levels, a good procedure to follow is to build a grid of your system:

Table 9: System Grid

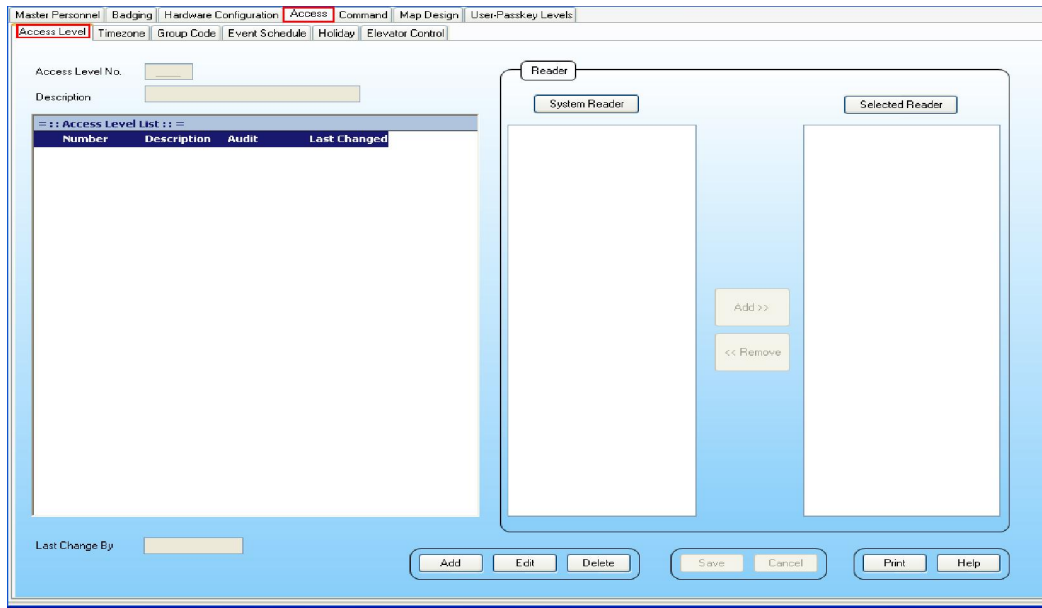
	RDR1	RDR2	RDR3	RDR4	RDR5	RDR6	RDR7	RDR8
Administrators	X	X	X	X	X	X	X	X
Security		X	X	X	X	X	X	X
Managers	X		X	X	X		X	
Technical	X		X	X			X	
Day1	X		X	X				
Day2	X		X					
Day3	X							
Day4	X			X				
Janitors	X		X	X	X	X		
Contractors	X							X
Telephone	X			X				X

- On the left, list all of the possible combinations of individual groups that need different types of access in your system. Across the top list all the Readers in your system. When that's complete, simply put an X in the box that corresponds to the Readers each one of those groups need access to. When you're finished with this grid, you'll have the baseline Access Levels you need to provide basic access to your system.

Data Entry

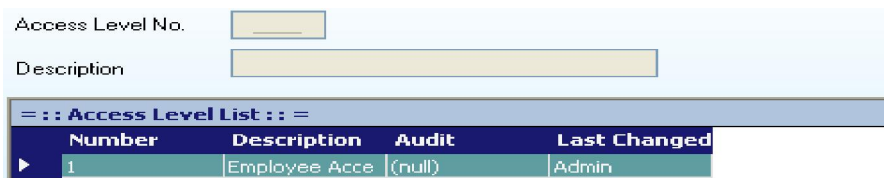
- First you must launch the **Access Level** file. To do this click on **Admin** at the top of the **RISG Security Management System** window and select **Administrator** from the drop down menu. Click on **Access** and click on **Access Level**
- After selecting the **Access Level** module, the **List records** window will appear:

Figure 90: Access Level List Records



- The **List records** window will be active only at this time..

Figure 91: RISG Access Level

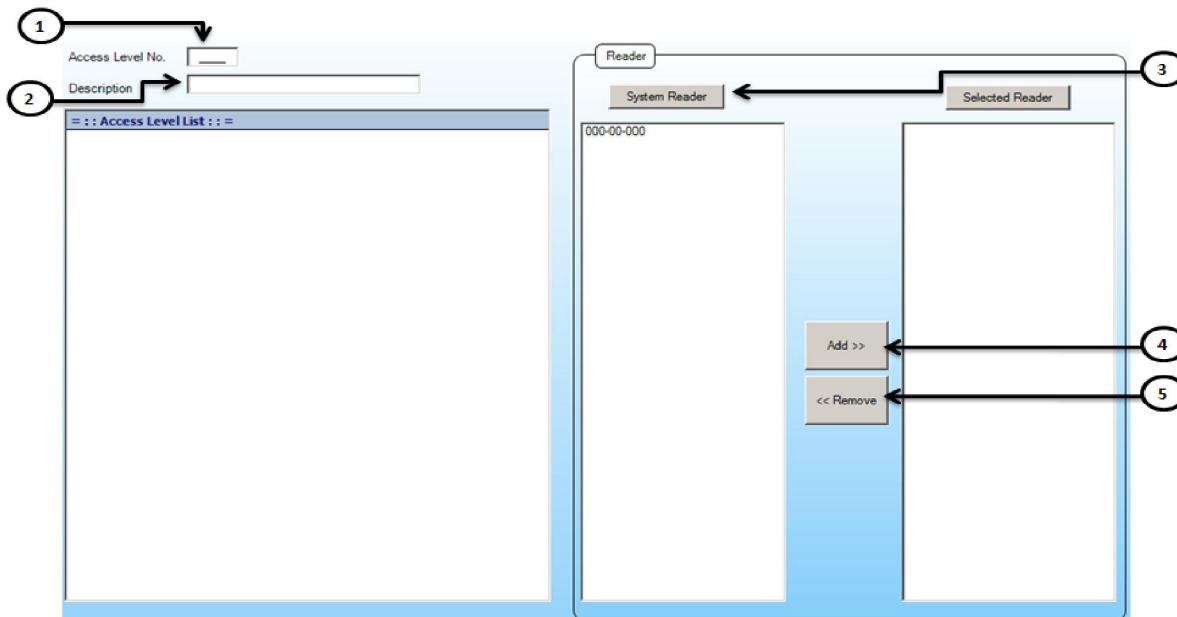


- At this point, you can **Add, Edit, View, or Delete** an Access Level.

Building an Access Level

- Because of the design of the module, Access Levels are programmed in a group. You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to enter a **New** record, the **Add a record** window will appear:

Figure 92: Add a record



Field Names

Access Levels have the following field names:

- 1). **Access Level Number:** The number associated to a programmed group of readers. This number is used for programming in the Group Code Files.
- 2). **Description:** Description of the Access Level. 40 alphanumeric characters maximum.
- 3). **System Reader:** The list of readers programmed in the system and available for the Access Level being programmed.
- 4). **Add:** Used to place a Reader in the Access Level. Highlight the required Reader in the System Reader box and press the **Add** button and the Reader will be added to the Selected Readers box.
- 5). **Remove:** Used if you place a Reader in the Access Level (Selected Reader box) incorrectly, just highlight the Reader in the **Selected Readers** box and press the Remove button and the Reader will re-appear in the **Systems Readers** box. Continue to select the required Readers and add them to the **Access Level** until all the Reader you need are in the **Selected Readers** box.
- 6). **Selected Readers:** The group of readers added to the Access Level.

Copying Records

- You can copy from one Access Level to the next by doing any of the following:
 - ∅ Highlight the Access Level you want to copy from and Select **Open**, and the **Change a record** window will appear. **OR**
 - ∅ Highlight the Access Level you want to copy from and Select **New** and the **Add a record** window will appear. **OR**
 - ∅ Right click on the Access Level you want to copy from and select **Add** from the pop down menu and the **Add a record** window will appear.
- Make sure to change the **Access Level number** and if required you can change the Description and Readers and press the **OK** button.
- The edited Access Level will be listed in the **RIS Access Level – [alvl1] window** as a new record.

General Notes

The performance of the system during downloading and offline operation will be affected if all group codes are filled to their maximum. Organize your Access Levels so that if there are larger numbers of requirements with minor differences to the Reader list, that you make two distinct Access levels.

Time Zones

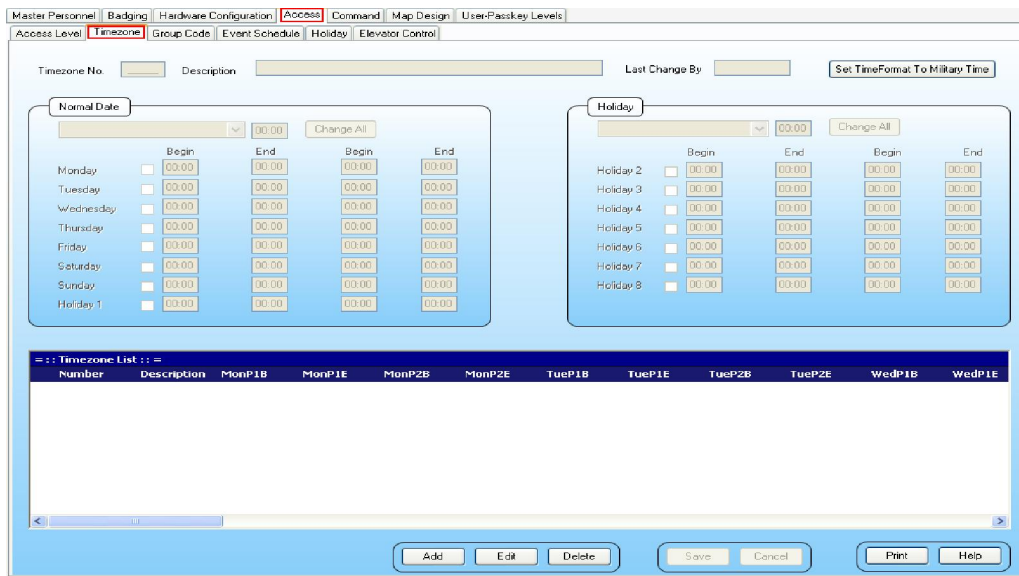
Time Zones are how you establish the operating time parameters for the Access Levels you've just built. The Time Zones are primarily used for cardholder accessibility requirements. You can also use Time Zones for unlocking doors, and shunting alarm points.

Data Entry

First you must launch the **Time Zone** file. To do this click on **Admin** at the top of the **RISG Security Management System** window. **Click on** Administrator from the drop down menu then hit on **Access Level** and click on **Time Zone**

- After selecting the **Time Zone** module, the **List a Time Zone(s)** window will appear:

Figure 93: List a Time Zone



- The **List a Time Zone(s)** window will be active only at this time.

Figure 94: RISG Time Zone

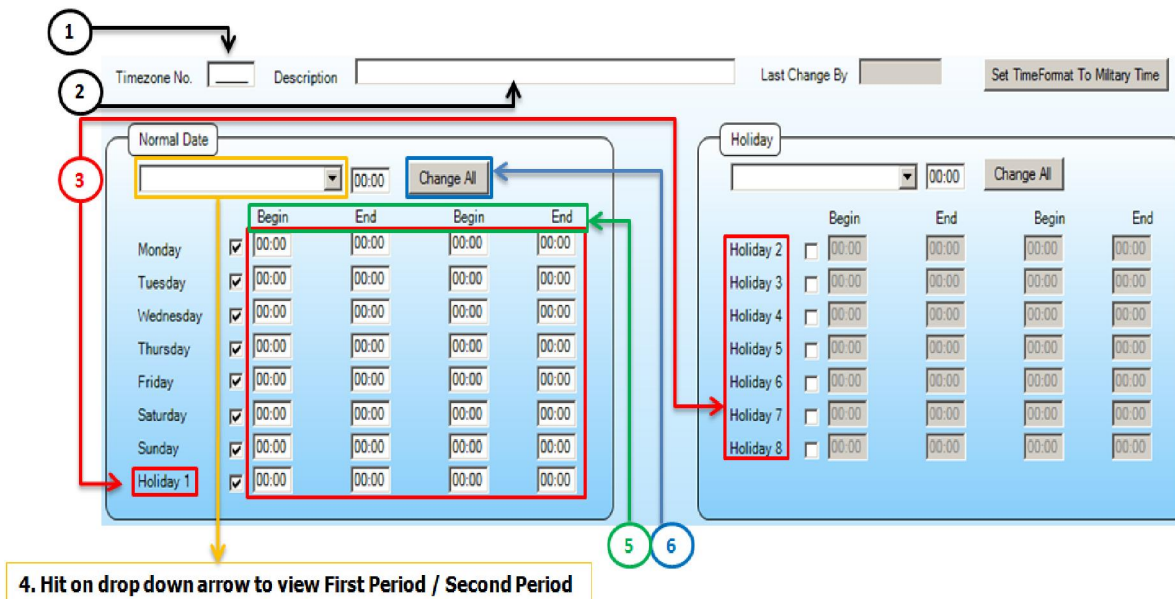
Timezone List :: =											
Number	Description	MonP1B	MonP1E	MonP2B	MonP2E	TueP1B	TueP1E	TueP2B	TueP2E	WedP1B	WedP1E
1	All Day Ever	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

- At this point, you can **Add, Edit, View, or Delete a Time Zone.**

Building a Time Zone

Because of the design of the module, Time Zones are programmed in a group. You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to enter an **Add** record, the **Add a Time Zone** window will appear:

Figure 95: Add a Time Zone



Field Names

- 1). **Time Zone No.:** The number associated to a programmed time zone. This number is used for programming in the Mater Personnel, Reader, Input, Group Shunt and Group Code files.
- 2). **Description:** Description of the Time Zone. 40 alphanumeric characters maximum.
- 3). There are 8 **Holiday** segments for each Time Zone. These segments correspond to the Holiday File. For example: you want to end the Time Zone at 15:00 for one holiday, and 12:00 for another. You can enter one time in segment 1 and the other in segment 2. In the holiday file, put the first date with segment 1 and the second with segment 2. On those dates, the system will ignore what the actual day is, and look in the appropriate segment.
- 4). **First Period / Second Period:** In the Time Zone file, there are two start fields and two stop fields for each 24 Hour period. This allows you to start and stop the time segment twice each day. As an example if you wanted to start the segment at 08:00 and stop it and 12:00, you can then begin again at 13:00, and stop at 17:00. Enter the segments required using the second Start/Stop period if needed.
- 5). **Begin/End:** For begin time and end time each period a day begins at 00:00 and ends at 23:59.
- 6). **Change All:** Select the period you need and enter the Time and click on Change All. All the entries will be changed.

General Notes

- You can enter a time in any of the fields then copy that time using the **Control C** function. Use you mouse to move to the next field you need to enter the same time in. Press **Control V** and you will paste the copied time. You can use this function to fill in repetitive times

Enter midnight as 23:59.

- If your Time Zone rolls over midnight, Place the end segment of the first day at 23:59 and the start segment of the second day at 00:00.
- You are not required to enter any time parameters to the second segment of each day if the first segment covers the time. If the second segment is not needed, it will not be read.

User Level

The **User Level** file is the location where all users of the Odyssey System are assigned their **Passkey** levels and **Partition** levels. Password levels are assigned as a numerical value between 1 and 8; with 8 being the highest assignable password level. The individual permissions for the tasks in the system are set in the **Command Level File**. The Password Levels are hierarchical in usage, i.e., a level 8 operator can access all functions, and a operator assigned a level 5 can only access functions assigned a level 5 or lower.

Partition Level There are 5 **Partition Levels**, 1-5, and 0 for no partition. Levels 1-4 can only access circuit and personnel data within their partition and Level 5 can access data in all partitions. For installations not using the partitioning feature, all operators' Partition Level should be set at 5

Data Entry

First you must launch the **User Level** file. To do this click on **User Passkey Level** at the top of the **RISG Security Management System** window and select **User Level** from the tab

- After selecting the **User Level** module, the **RIS User Records – (User1)** window will appear:

Figure 96: RISG User Record

User ID	Passkey Leve	Partition Lev	Last Changed
Admin	9	5	Admin
Administrator	9	5	(null)
New Admin	8	5	Admin
ris	9	5	(null)

- At this point, you can **Add, Edit, View,** or **Delete a User Level.**

Building a User Level

Because of the design of the module, User Levels are programmed in a group. You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to enter a **Add** record, the **Add a record** window will appear:

Figure 97: Add a Record

The screenshot shows a form with three input fields. The first field is labeled 'User Id' and is highlighted in yellow, with a circled '1' below it. The second field is labeled 'Passkey Level(0-8)' and contains the value '0', with a circled '2' below it. The third field is labeled 'Partition Level(0-5)' and also contains the value '0', with a circled '3' below it.

Field Names

The User Level Module contains the following field names:

- 1). **User ID:** The log in name of the operator as set up in the Windows Users Accounts
- 2). **Passkey Level:** The level of authority that an operator has with regard to the Odyssey applications. This is assigned as a numerical value between 1 and 8; with 8 being the highest assignable passkey level.
- 3). **Partition Level:** The value set for operator when the partitioning feature is used to block access to cardholder, reader circuit, output circuit and input circuit records. If this feature is not in use, the value should be set to 5, allowing access to all circuits and records for all operators. Editing permissions can be set in the **Command Level File.**

Command Level

The **Command Level** file is the location where all functions of the Odyssey are assigned their **Passkey Levels**. Passkey levels are assigned as a numerical value between 1 and 8; with 8 being the highest assignable passkey level. The operator permissions for the tasks in the system are set in the **User Level File**. The Passkey Levels are hierarchical in usage, i.e., a level 8 operator can access all functions, and a level 5 operator can access all functions assigned a level 5 or lower.

Data Entry

First you must launch the **User Level** file. To do this click on **User Passkey Level** at the top of the **RISG Security Management System** window and select **Passkey Level** from the sub tab.

- After selecting the **Command Level** module, the **RIS Passkey Level Records – (PIV1)** window will appear:

Figure 98: RISG Passkey Level Record

= :: Passkey Level List :: =			
Passkey Code	Command	Passkey Level	Last Changed
ackn	Acknowledge Al	8	Admin
aesk0	List/View AES K	1	(null)
aesk1	Update AES Ke	1	(null)
aldesc0	List Access Lev	1	(null)
aldesc1	Update Access	1	(null)
alvl0	List Access Lev	1	(null)
alvl1	Update Access	1	(null)
an1s0	List AN1/ANX I	1	(null)
an1s1	Update AN1/AN	1	(null)
anid	Annunciation C	1	(null)
annun0	List Annunciati	1	(null)
annun1	Update Annunc	1	(null)

- At this point, you can **Add, Edit** or **View a Command Level.**

(Note: Do not add a command to the Command Level File, unless directed by RISG Products technical personnel.)

Changing a Command Level

You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to change a record, the **Change a record** window will appear:

Figure 99: Change a Record

The screenshot shows a window with three input fields. The first field is labeled 'Code' and is highlighted in yellow. The second field is labeled 'Command' and is empty. The third field is labeled 'Pass Key Level' and is empty. Below each field is an arrow pointing up to the field, with a circled number (1, 2, and 3) next to it.

Field Names

The Command User Level Module contains the following field names:

- 1). **Code:** Field to be used by Receptors technical personnel only.
- 2). **Command:** The name of the operation that is currently being assigned a passkey level.
- 3). **Passkey Level:** The value set for operator permission level for this particular operation. Operator's individual passkey levels are set in the **User Level File**.

Instruction

The Instruction file is the location where Instruction sets can be created for use in the Alarm Display. Instructions are assigned by their number to individual input circuits and can also be assigned globally to reader circuits in the Transaction File. An instruction is 255 characters in length.

Data Entry

First you must launch the **Instruction** file. To do this click on **Admin** at the top of the **RISG Security Management System** window. Click on **Administrator** from the drop down menu then hit on **Command** and then on select **Instruction**

- After selecting the **Instruction** module, the **List an Instruction(s)** window will appear:

Figure 100: List an Instruction

The screenshot shows a window titled 'List an Instruction' with a menu bar at the top containing: Master Personnel, Badging, Hardware Configuration, Access, Command, Map Design, User-Passkey Levels. Below the menu bar are tabs: Group Reader, Group Input, Group Output, Instruction, Transaction. The 'Instruction' tab is selected. The window contains two text input fields: 'Instruction No.' and 'Alternate Instruction'. Below these is a table with the following columns: Number, Primary, Alternate, Last Changed. The table is currently empty. At the bottom of the window are buttons: Add, Edit, Delete, Save, Cancel, Print, Help. There is also a 'Last Change By' field with a text input box.

- The **List a Instruction(s)** window will be active only at this time.

Figure 101: RISG Instructions

= :: Instruction List :: =			
Number	Primary	Alternate	Last Changed
1	Dispatch Securi	Call Police Dep	Admin
2	Contact Depart		Admin

- At this point, you can **Add, Edit, View,** or **Delete** an **Instruction set.**

Building a Instruction

Because of the design of the module, Instructions are programmed in a group. You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to enter a **Add** record, the **Add an Instruction** window will appear:

Figure 102: Add an Instruction

Field Names

The Instruction Module contains the following field names:

- 1). **Instruction Number:** The number assigned to this instruction set. This is the number used to attach the instruction set to an input circuit or a reader transaction.
- 2). **Primary Instructions:** Text files that are displayed in the Alarm Detail window when an alarm is selected for acknowledgement. 255 alphanumeric characters maximum.
- 3). **Alternate Instructions:** Text files that are displayed in the Alarm Detail window when an alarm is selected for acknowledgement during an **Alternate Time Zone** in the input circuit file. 255 alphanumeric characters maximum.

- Make sure to change the **Instruction number**, as well as the text entries, and press the **OK** button.
- The edited Instruction will be listed in the **RIS Instruction – [Inst1] window** as a new record.

Transaction File

- The Transaction File is the control table that routes all global alarm types to the appropriate Workstation. This table allows you to direct alarm transactions, assign instruction sets and set priorities to alarms that are not otherwise set by the circuit files. In addition, you can select whether transactions are routed to the Alarm Display and/or if they are written to the Most Current History queue.

Starting the Transaction File

First you must launch the **Transaction File**. To do this click on **Admin** at the top of the **RISG Security Management System** window. Click on **Administrator** from the drop down menu then hit on **Command** and click on **Transaction**

- After selecting the **Transaction File** module, the **Transaction Records [trns1]** window will display. This window lists all of the Transaction records and their current settings. *Note: Any field with a value of 99 cannot be changed. These settings are made in other modules in the system or are fixed:*

Figure 103: RISG Transaction Records

Code	Description	Panel Type	Alarm Display	Alarm Display	Priority 1	Priority 2	Printer	Instruction	Alarm Display	Current Histo	CCTV
1	ACCESS GRANT	2	99	99	99	99	99	99	No		N
2	ID ANNUNCIAT	3	99	99	1	0	99	0	Yes		N
3	READER ANRIJ	3	99	99	1	0	99	0	Yes		N
4	CONTROL ACC	2	99	99	99	99	99	99	Yes		N
5	INVALID SYSTE	3	99	99	1	0	99	0	Yes		N
6	ID NOT IN ME	3	99	99	1	0	99	0	Yes		N
7	INVALID ACCE	3	99	99	1	0	99	0	Yes		N
8	INVALID TIME	3	99	99	1	0	99	0	Yes		N
9	INVALID KEYP	3	99	99	1	0	99	0	Yes		N
10	VOID/UNASSIG	3	99	99	1	0	99	0	Yes		N
11	HARD ANTI PAS	3	99	99	1	0	99	0	Yes		N
12	WORKSTATION	3	99	99	1	0	99	0	Yes		N
13	SOFT ANTI PAS	3	99	99	1	0	99	0	Yes		N
14	READER LOCKE	3	99	99	1	0	99	0	Yes		N
15	CONTROLLER	1	1	0	1	0	1	0	Yes		N
16	DOOR OPEN D	3	99	99	1	0	99	0	Yes		N
17	DOOR CLOSED	3	99	99	1	0	99	0	Yes		N
19	CONTROLLER	1	1	0	1	0	1	0	Yes		N
20	705P POWER	0	1	0	1	0	1	0	Yes		N
21	MULTIPLEXER	1	1	0	1	0	1	0	Yes		N
22	MULTIPLEXER	1	1	0	1	0	1	0	Yes		N
23	REMOTE GRP.	1	1	0	1	0	1	0	Yes		N
24	REMOTE GRUJ	1	1	0	1	0	1	0	Yes		N
25	NETWARE SER	1	1	0	1	0	1	0	Yes		N
26	WATCH TOUR	2	99	99	99	99	99	99	Yes		N
27	WATCH TOUR	2	99	99	99	99	99	99	Yes		N

- At this point, you can modify the settings for the Transaction records.

Modifying a Transaction Record

Because of the design of the module, Transaction records are programmed in a group. You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to change record, the **Change a Record** window will appear:

Figure 104: Change a Record

The screenshot shows the 'Change a Record' window with the following fields and values:

- Code No.: 6
- Transaction: ID NOT IN MEMORY
- Alarm Display 1: 99
- Alarm Display 2: 99
- Priority 1: 1
- Priority 2: 0
- Printer No.: 99
- Instruction: 0
- Alarm Display (Y/N):
- Include in most Current History (Y/N):
- Send to CCTV (Y/N):

Field Names

- 1). **Code No.:** Transaction Code number. This number is assigned to the transaction by the system.
- 2). **Transaction:** Description of Transaction Code. This is also the basic message that will display for this Transaction. This name is assigned to the transaction by the system.
- 3). **Alarm Display 1:** Alarm Display selection. Number referenced is from Alarm Displays in System Control File.
- 4). **Alarm Display 2:** Alarm Display selection. Number referenced is from Alarm Displays in System Control File.
- 5). **Priority1:** Alarm Display Priority for Alarm Display 1. Priority 9 is highest, 0 is lowest.
- 6). **Instruction:** Instruction set is assigned here. Number referenced is from Instruction module.
- 7). **Priority2:** Alarm Display Priority for Alarm Display 1. Priority 9 is highest, 0 is lowest.
- 8). **Printer:** Alarm Printer selection. Number referenced is from Printer section of the System Control File.
- 9). **Alarm Display (Y/N):** This field allows you to select whether a given Transaction will be routed to the Alarm Display. Transactions such as Access

Granted are normally not sent to the Alarm Display so that Operators can concentrate on Alarm messages that are exceptions from the norm.

- 10). **Include in Most Current History (Y/N):** This field allows you to select whether a given Transaction will be routed to the Most Current History queue.
- 11). **Send to CCTV:** This field allows you to select. Whether a given transaction will be routed to CCTV file

Event Schedule

Events Schedule is a list of automatic commands that will be sent out to the system based on time and day of the week. You can unlock, and lock Readers, set Keypads for keypad or card only, Open or Close areas, and control outputs.

With the **Shunt/Unlock Time zone feature in the Reader file** and the **Shunt Time zone feature in the Input file**, the need for scheduled events is somewhat lessened. There are however, many instances for these events.

Data Entry

First you must launch the **Event Schedule** file. To do this click on **Admin** at the top of the **RISG Security Management System** window then hit on **Administrator** from the drop down menu then select **Access Level** and click on **Event Schedule**.

- After selecting the **Event Schedule** module, the **Event Schedule** window will appear:

Figure 105: RISG Transaction Records

The screenshot displays the 'Event Schedule' window from the RISG Security Management System. At the top, there are tabs for 'Access Level', 'Timezone', 'Group Code', 'Event Schedule', 'Holiday', and 'Elevator Control'. The 'Event Schedule' tab is active. Below the tabs is a 'Day:Time' section with a table for entering events. The table has columns for 'Day', 'Time', 'Event Type', 'CircuitType', and 'Last Change By'. There are eight rows, each with a checkbox in the 'Day' column. Below this is a list view titled 'Event Schedule List' with columns for 'Date', 'Time', 'Circuit Type', 'Area', 'Number', and 'Last Changed ID'. At the bottom of the window are buttons for 'Add', 'Edit', 'Delete', 'Save', 'Cancel', 'Print', and 'Help'.

Figure 106: Event Schedule

Day	Time	Event Type	Circuit Type	Last Change By
<input checked="" type="checkbox"/> 0 - Monday	08:00		Circuit Type	
<input checked="" type="checkbox"/> 1 - Tuesday	08:00		Circuit Type	
<input checked="" type="checkbox"/> 2 - Wednesday	08:00		Circuit Type	
<input checked="" type="checkbox"/> 3 - Thursday	08:00		Circuit Type	
<input checked="" type="checkbox"/> 4 - Friday	08:00		Circuit Type	
<input checked="" type="checkbox"/> 5 - Saturday	08:00		Circuit Type	
<input type="checkbox"/> 6 - Sunday	08:00		Circuit Type	
<input checked="" type="checkbox"/> 7 - Holiday	08:00		Circuit Type	

- At this point, you can **Add, Edit, View, or Delete a Schedule Event**

Field Names

The Schedule Events Module contains the following field names:

- 1). **Day** allows you to select the day you want to program the event under. You will select Monday through Sunday or Holiday 1 through 8.
- 2). **Time** is the time you want the event to occur under the selected day. Operates under a 24 Hour clock.
- 3). **Event Type** is the selected procedure for this event such as Lock, Unlock, or Keypad only.
- 4). **Circuit Type** is the Reader or Output Circuit name selected for the event.
- 5). **Last Changed By** is the name of the last **USER** who **Added** or **Changed** an event.

Building a Scheduled Event

The Event Schedule module is a custom application module. The procedures described in the Standard Conventions section do not apply.

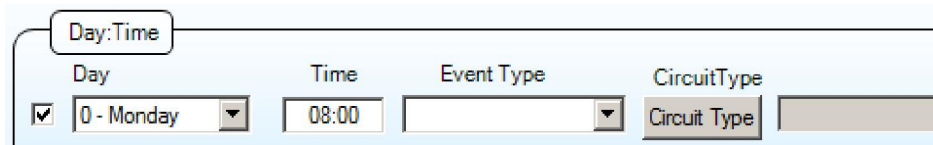
Entering Data

- **Day:** Click the down arrow to select the day that you want the event to occur from the pull down List. You can also select holidays. (Refer to the holiday section of this manual to setup holidays.
- **Time:** Defaults to the same time as the computer time. Set the time that you want the event to occur. You can use the up/down arrows to set the time. The time is **Military** time and the format is **00:00 – 23:59**.
- **Event Type:** Click the down arrow to display the event types. The events that can be performed are Readers or Outputs. If you select a **Reader** event then the circuit button will change to Reader. If you select an Output event the circuit button will change to Output. After you click on Reader or Output button, the available circuit will show you and let you to select. After you selected the circuit from available circuit, it will appear in the box to the right. Click **Save** button to complete the event for that day and you will be returned to the **RISG Event** window.

Creating a New Event

- Put a check mark on day that you want the event to occur on from the **Day**. You will notice that a number represents the day that you choose and it will appear in the day box.
- Click on the **Add** button at the top of the window and the Timed Event Information window will appear:

Figure 107: Timed Event Information



- The day that you selected previously will appear in the **Day** box.
- Enter the time in the **Time** box using **Military** time format (00:00 – 23:59). You can only choose one **Event Type**. For this example I will choose a Reader Circuit)

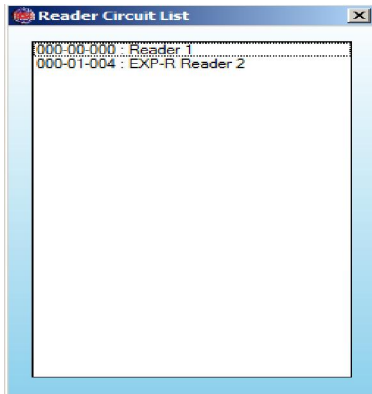
§ Click on the **Circuit** button and the Circuit Type window will appear:

Figure 108: Circuit Type



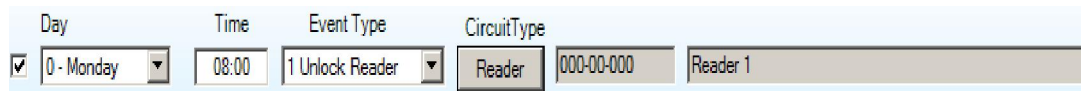
§ **Reader** circuit automatically will be your Circuit type based on your Event Type.

Figure 109: Circuit



§ Select the desired **Reader** from the list and when you are ready click the **OK** button and the Timed Event Information window will appear displaying the **Reader User ID** that you just selected in the **Circuit** box.

Figure 110: Timed Event Information



§ At this point you can choose the function that you desire to occur on Monday at 12:46. You can do this by clicking on the down arrow in the **Event** box. The functions that are available is:

For Readers:

- § **Unlock Reader**
- § **Lock Reader**
- § **Lockout Reader**
- § **Card only mode**
- § **Card+Key mode**

For Outputs:

- § **Output On**
- § **Output Off**
- § **Output Pulsed**
- § **Output On momentary short** – is to be used with EXP-O panels only and it will turn the output on for 6 seconds and then off.
- § **Open Area**

§ A number represents each function as you can notice in the Event Box. I have chosen to command the Reader to Unlock the Reader on Monday at 12:46.

Figure 111: Timed Event Information

Day	Time	Event Type	CircuitType
<input checked="" type="checkbox"/> 0 - Monday	12:46	1 Unlock Reader	Reader
			000-00-000
			Reader 1

§ When you are ready click the **Save** button and the Even Schedule window will re- appear displaying the new event.

Figure 112: Event Schedule

::: Event Schedule List :::					
Date	Time	Circuit Type	Area	Number	Last Changed ID
0 - Monday	12:46	000-00-000	(null)	1 Unlock Reade Admin	1

Copying Events

- When using the copy function, all programmed event for one day can be copied to another day. You cannot select which functions in the day are to be copied. All events will copy to the new day.
- Click on the **Copy** button at the top of the Event Schedule window and the Copy Events window will appear.

Figure 113: Copy Events

Day	Time	Event Type	CircuitType	Last Change By
<input checked="" type="checkbox"/> 0 - Monday	08:00		Circuit Type	
<input checked="" type="checkbox"/> 1 - Tuesday	08:00		Circuit Type	
<input checked="" type="checkbox"/> 2 - Wednesday	08:00		Circuit Type	
<input checked="" type="checkbox"/> 3 - Thursday	08:00		Circuit Type	
<input checked="" type="checkbox"/> 4 - Friday	08:00		Circuit Type	
<input checked="" type="checkbox"/> 5 - Saturday	08:00		Circuit Type	
<input type="checkbox"/> 6 - Sunday	08:00		Circuit Type	
<input type="checkbox"/> 7 - Holiday	08:00		Circuit Type	

- Select the day that you want to copy.
- I have selected to copy Monday events to Saturday.

Figure 114: Event Copy

Day:Time		Time	Event Type	CircuitType	Last Change By	
<input checked="" type="checkbox"/>	0 - Monday	08:00	1 Unlock Reader	Reader	000-00-000	Reader 1
<input checked="" type="checkbox"/>	1 - Tuesday	08:00	1 Unlock Reader	Reader	000-00-000	Reader 1
<input checked="" type="checkbox"/>	2 - Wednesday	08:00	1 Unlock Reader	Reader	000-00-000	Reader 1
<input checked="" type="checkbox"/>	3 - Thursday	08:00	1 Unlock Reader	Reader	000-00-000	Reader 1
<input checked="" type="checkbox"/>	4 - Friday	08:00	1 Unlock Reader	Reader	000-00-000	Reader 1
<input checked="" type="checkbox"/>	5 - Saturday	08:00	1 Unlock Reader	Reader	000-00-000	Reader 1
<input type="checkbox"/>	6 - Sunday	08:00		Circuit Type		
<input type="checkbox"/>	7 - Holiday	08:00		Circuit Type		

- Click the Save button when you are ready and Event Schedule window will appear.
- To see Tuesday events simply select Tuesday from the Day pull down list.

Deleting An Event

- To delete existing records, click or highlight on the record.
- Click **“Delete”** button to delete

Please Note: If you don't highlight a record the first record in the list will be deleted. Make sure to highlight a record before clicking the delete button.

Holiday

The Holiday file allows you to declare calendar dates as Holidays, thereby invoking a different set of access or security parameters for your facility on that particular day.

Data Entry

First you must launch the **Holiday** file. To do this click on **Admin** at the top of the **RISG Security Management System** window then hit on **Administrator** from the drop down menu and click on **Access Level** and click on **Holiday**.

- After selecting the **Holiday** module, the **RISG Holiday Records [Holi1]** window will appear:

Figure 115: RISG Holiday Records

= :: Holiday List :: =					
ID	Holiday Number	Holiday Date	Description	Last Changed By	
▶ 1	1	12/25/2011 12:00:	Christmas Day	Admin	

- At this point, you can **Add**, **Edit**, **View**, or **Delete** a Holiday Record.

Building a Holiday

Because of the design of the module, Holiday Records are programmed in a group. You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to enter a **Add** record, the **Add a Holiday** window will appear:

Figure 116: Add a Holiday

The screenshot shows a form for adding a holiday. It includes a main form and a sub-form titled 'Holiday Period'. Numbered callouts point to the following fields:

- 1: The 'Holiday' date field (// /).
- 2: The 'Description' text field.
- 3: The 'Holiday Type' dropdown menu.
- 4: The 'Holiday Period' checkbox.
- 5: The 'From' date field (// /).
- 6: The 'To' date field (// /).

Field Names

The Holiday Module contains the following field names:

1. **Holiday** is the calendar date assigned to this Holiday Record.
2. **Description:** Text descriptor of the Holiday Record. 30 Characters Maximum
3. **Holiday Type:** This is the number used to attach the Holiday Record to a Time Zone or an Event Schedule. These Holiday types allow you to use customized schedules for each Holiday during the year. See below
4. **Holiday Period:** This allow you to select for enter long Holiday in to RISG System
5. **From:** Is the calendar date assigned to First Period of long holiday
6. **To:** Is the calendar date assigned to End period of the long holiday

- Time Zone Record showing Holiday data entry fields.

Figure 117: Time Zone Showing Holiday

The screenshot shows the 'Timezone' record interface. At the top, there are tabs for 'Access Level', 'Timezone', 'Group Code', 'Event Schedule', 'Holiday', and 'Elevator Control'. The 'Timezone' tab is active, showing 'Timezone No.' 1 and 'Description' '24/7 and Holiday'. Below this, there are two main sections: 'Normal Date' and 'Holiday'.

The 'Normal Date' section has a 'First Period End' dropdown set to '23:59' and a 'Change All' button. It contains a table with columns for 'Begin' and 'End' times for each day of the week and 'Holiday 1'.

	Begin	End	Begin	End
Monday	<input checked="" type="checkbox"/> 00:00	23:59	00:00	00:00
Tuesday	<input checked="" type="checkbox"/> 00:00	23:59	00:00	00:00
Wednesday	<input checked="" type="checkbox"/> 00:00	23:59	00:00	00:00
Thursday	<input checked="" type="checkbox"/> 00:00	23:59	00:00	00:00
Friday	<input checked="" type="checkbox"/> 00:00	23:59	00:00	00:00
Saturday	<input checked="" type="checkbox"/> 00:00	23:59	00:00	00:00
Sunday	<input checked="" type="checkbox"/> 00:00	23:59	00:00	00:00
Holiday 1	<input checked="" type="checkbox"/> 00:00	23:59	00:00	00:00

The 'Holiday' section has a dropdown menu and a 'Change All' button. It contains a table with columns for 'Begin' and 'End' times for 'Holiday 2' through 'Holiday 8'.

	Begin	End	Begin	End
Holiday 2	<input type="checkbox"/> 00:00	00:00	00:00	00:00
Holiday 3	<input type="checkbox"/> 00:00	00:00	00:00	00:00
Holiday 4	<input type="checkbox"/> 00:00	00:00	00:00	00:00
Holiday 5	<input type="checkbox"/> 00:00	00:00	00:00	00:00
Holiday 6	<input type="checkbox"/> 00:00	00:00	00:00	00:00
Holiday 7	<input type="checkbox"/> 00:00	00:00	00:00	00:00
Holiday 8	<input type="checkbox"/> 00:00	00:00	00:00	00:00

- Event Schedule Record showing Holiday selection for an event.

Figure 118: Event Schedule Showing Holiday

Day:Time		Time	Event Type	CircuitType	Last Change By	
<input checked="" type="checkbox"/>	0 - Monday	08:00		Circuit Type		
<input type="checkbox"/>	0 - Monday	08:00		Circuit Type		
<input type="checkbox"/>	1 - Tuesday	08:00		Circuit Type		
<input type="checkbox"/>	2 - Wednesday	08:00		Circuit Type		
<input type="checkbox"/>	3 - Thursday	08:00		Circuit Type		
<input type="checkbox"/>	4 - Friday	08:00		Circuit Type		
<input type="checkbox"/>	5 - Saturday	08:00		Circuit Type		
<input type="checkbox"/>	6 - Sunday	08:00		Circuit Type		
<input type="checkbox"/>	7 - Holiday	08:00		Circuit Type		
<input type="checkbox"/>	4 - Friday	08:00		Circuit Type		
<input type="checkbox"/>	5 - Saturday	08:00		Circuit Type		
<input type="checkbox"/>	6 - Sunday	08:00		Circuit Type		
<input type="checkbox"/>	7 - Holiday	08:00		Circuit Type		

Copying Records

- You can copy from one Holiday to the next by doing any of the following:
 - Highlight the Holiday you want to copy from and Select **Open**, and the **Change a record** window will appear. **OR**
 - Highlight the Holiday you want to copy from and Select **New** and the **Add a record** window will appear. **OR**
 - Right click on the Holiday you want to copy from and select **Add** from the pop down menu and the **Add a record** window will appear.
- Make sure to change the **Holiday number**, as well as the data entries, and press the **OK** button.
- The edited Holiday will be listed in the **RISG Holiday – [Holi1] window** as a new record.

Master Personnel

The Master Personnel Record or Cardholder file is the location that cards are entered into the system. RISG has separated this file into two sections:

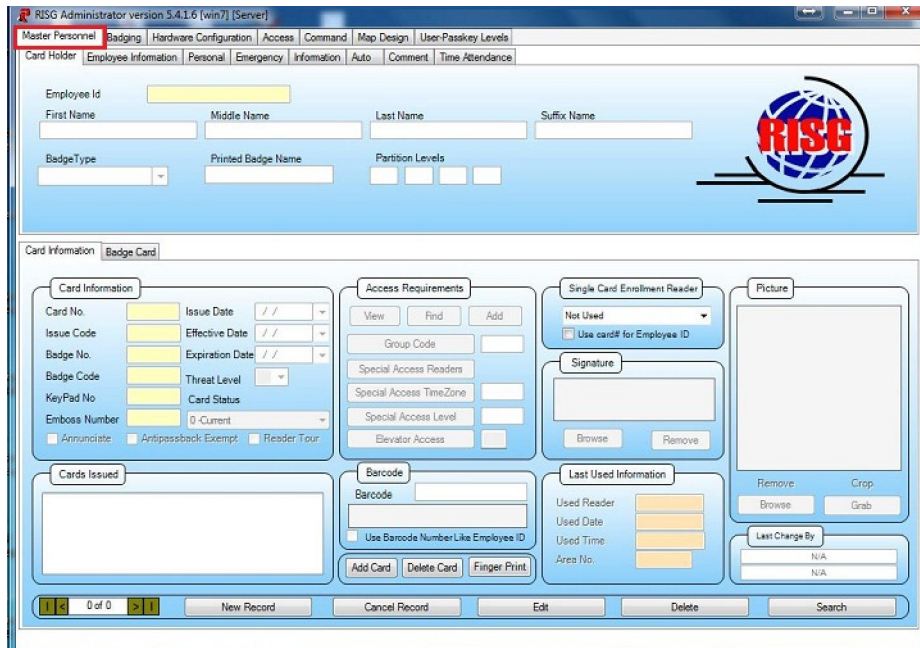
Overview

- This section is the Cardholder, or the personal information associated to the individual. This information is mostly text data and is not required for accessibility in the system. The EMPLOYEE ID is the only required field in this portion of the record.
- Access Cards are then attached to these records. A Cardholder can have multiple card records attached. Each card record is individual, having different access requirements, and/or be void or valid. This operation does not require two separate modules. They are seamless through the Master Personnel Record. In addition, Badging operations are completed within the same screens.
- The reality of the Master Personnel files is that it becomes more of an employee database. There are only a few fields that are actually required to provide access in the system. The rest of the fields in the personnel record are provided to maintain data such as employer/company data, and personal information such as address, and phone numbers.
- You can also make changes to the titles of various fields in the personnel database. This allows more versatility in creating and storing the information you require.

Data Entry

- There are several different ways to enter and work with the database records in the Personnel module. You can add records from scratch, or use default templates. Adding additional cards to a cardholder can be accomplished by a few simple clicks. The following pages describe each area of the Personnel module.
- First you must launch the **Master Personnel** file. To do this click on **Admin** at the top of the **RISG Security Management System** window and select **Administrator** from the drop down menu.
- After selecting the **Master Personnel** module, the **Odyssey Master Personnel** window will appear.

Figure 119: RISG Master Personnel



- At this point, if you click on **Personnel** at the top of the screen, you can
 - Ø **Add** a record by
 - § **Use a Default** file will open a directory for you that will have a list of templates created by you. After you select the template, the record will be opened for you to enter the additional data.
 - § **Start from scratch** will open a blank record to be filled in. All fields are empty and you are required to fill in all the appropriate data.
 - Ø **Change** a record by **Last Name, Card Number, Employee ID, or SSN.**
 - Ø **View** a record by **Last Name, Card Number, Employee ID, or SSN.**
 - Ø **Delete** a record by **Last Name, Card Number, Employee ID, or SSN.**
- If you click on **Option** you can:
 - Ø **Create a new Default** file will open a blank record to be filled in. All fields are empty and you are required to fill in all the appropriate data. Once you have entered all the required data you must save the file.
 - Ø Select to **Always ask for Default** file, are files that are stored as templates to be used to automatically fill in repetitive data. You can build as many files as needed. When opened, the default file directory will open for you to choose the required file. After you select the template, the record will be opened for you to enter the additional data.

- Ø Select to **Remember Default File** and use it, allows you use a saved template every time you create a new record.
- Ø **Download Images** by
 - § **Last Name**
 - § **Employee ID**
 - § **Company**
 - § **Division**
- Ø **Print Images** by
 - § **Last Name**
 - § **Employee ID**
 - § **Company**
 - § **Division**

Adding Records

- There are two ways to add new records to the system. After selecting **Personnel**, then **Add**, you can choose one of two ways to enter data:

Figure 120: RISG Master Personnel – Change

The screenshot shows the 'RISG Administrator version 5.4.1.5 (Win7) [Server]' window. The 'Master Personnel' tab is active, and the 'Change Record' form is displayed. The form is divided into several sections:

- Employee Information:** Fields for Employee ID, First Name, Middle Name, Last Name, Suffix Name, Badge Type, Printed Badge Name, and Partition Levels.
- Card Information:** Fields for Card No., Issue Date, Effective Date, Badge No., Expiration Date, Badge Code, Threat Level, Key Pad No., Card Status, and Emboss Number. There are also checkboxes for 'Annunciate', 'Antipassback/Exempt', and 'Reader Tour'.
- Access Requirements:** Fields for Group Code, Special Access Readers, Special Access TimeZone, Special Access Level, and Elevator Access. There are 'View', 'Find', and 'Add' buttons.
- Single Card Enrollment Reader:** A dropdown menu set to 'Not Used' and a checkbox for 'Use cards for Employee ID'.
- Signature:** A text area for a signature and 'Browse' and 'Remove' buttons.
- Picture:** A large empty box for a photo and 'Remove' and 'Crop' buttons.
- Barcode:** A field for the barcode and a checkbox for 'Use Barcode Number Like Employee ID'. There are 'Add Card', 'Delete Card', and 'Finger Print' buttons.
- Last Used Information:** Fields for Used Reader, Used Date, Used Time, and Access No. There are 'Remove' and 'Grab' buttons.

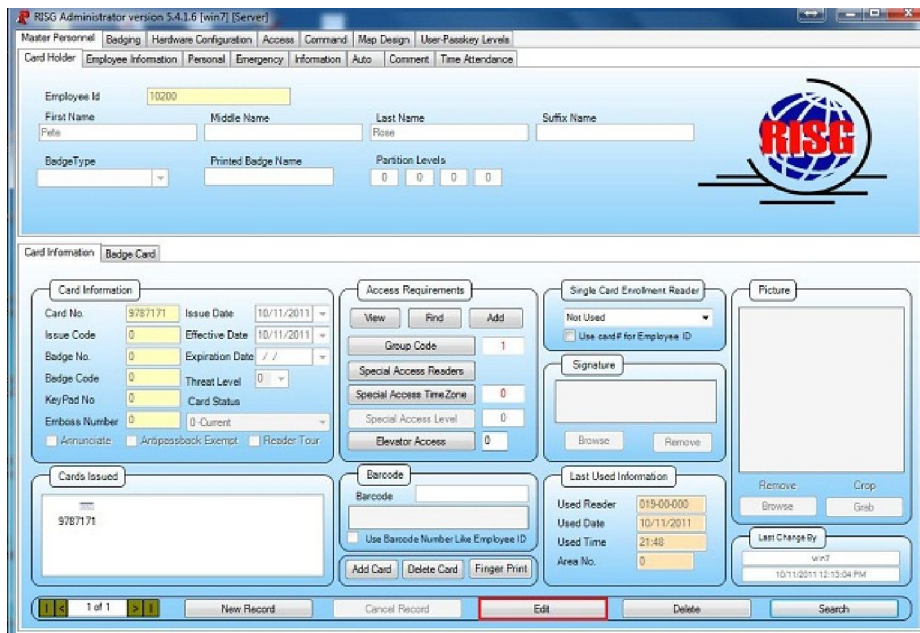
 At the bottom of the form, there is a navigation bar with buttons for 'New Record' (highlighted in red), 'Cancel Record', 'Edit', 'Delete', and 'Search'. The status bar shows '0 of 0' records.

- **Start from scratch** opens a blank record to be filled in. All fields are empty and you are required to fill in all the appropriate data.
- **Use a Default file** opens stored files as templates to be used to automatically fill in repetitive data. You can build as many files as needed. When opened, the default file directory will open for you to choose the required file. After you select the template, the record will be opened for you to enter the additional data.

Changing Records

- You can change records already in the system by using the **Change Record selection**. You can call these records up by: Last Name, Card Number, Employee ID, or SSN. Once opened, you can add cards, delete cards, change existing card, or cardholder data.

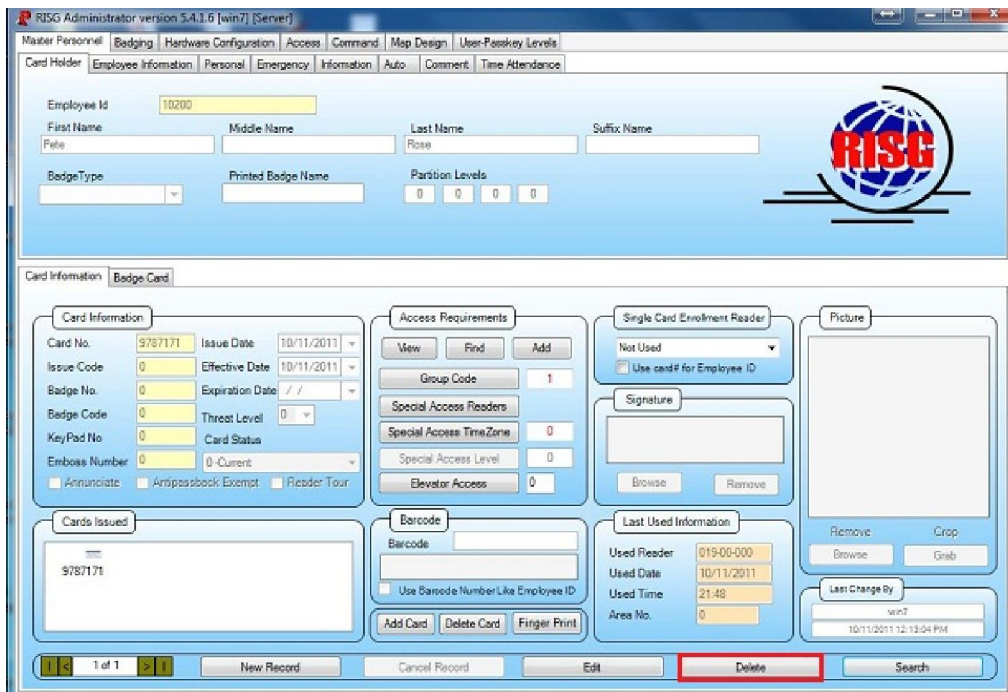
Figure 121: Receptors Inc. Master Personnel - Change



Deleting Records

- Records to be deleted are called up in the same manner as changing records. Once the record is opened, you can select what record you want to delete.

Figure 122: Delete Options



- § **Delete the Selected Card** – selecting this option will only delete the **Card Number** portion of this record and not the **Cardholders information** in the database.
- § **Delete all cards associated to this record** – selecting this option will delete all **Card Numbers** assigned to this record and not the **Cardholders information** in the database.

- § **Delete the entire record** – selecting this option will delete all Card Numbers and the Cardholders information in the database.

Opening Records

- Whether you're opening records to Add, Change, or Delete, you can retrieve them in the same manner. Click Personnel at the top of the Receptors Inc. Master Personnel window and you can select Add, Change, View, or Delete from the drop down menu. The following is examples of using the **Change** function.

Last Name

- When you select by Last Name, Change a Record by Last Name screen will appear:

Figure 123: Change a Record by Last Name

- This is an easy fill field. For names that begin with "O", enter "O" in the field. For "OJ", enter that. You can enter as much or as little as you wish. This field is not case sensitive. Once you've entered the required data click **Search** button and the Choose a Person by Last Name will appear displaying all persons with the last name that begins with the search criteria entered above.

Figure 124: Change a Person by Last Name

Employee Data				
Result from				
	lname	fname	emplid	crdnmb
▶	Oliva	Jason	12354	123698

- From here you need to select the desired Last Name by double clicking on it and the record will open.

Card Number

- When calling up records by Card Number, you use the **Change a Record by Card Number** screen to enter the appropriate Card number. You can also enter a range of numbers, entering the beginning number in the "From" field and the ending number in the "To" field.

Figure 125: Change a Record by Card Number

The screenshot shows a window titled "SEARCH EMPLOYEE INFORMATION". Inside, there is a section labeled "Information Search". On the left, a "Field" dropdown menu is open, showing a list of fields: LastName, FirstName, CardNumber (highlighted), Shift, SSN, Company, Department, Division, and EmployeeID. To the right of the dropdown is a "LIKE" dropdown and a "Value" text input field, which is highlighted with a red box. Further right is a "Condition" dropdown. At the bottom right of the search area are three buttons: "Clear", "Search", and "Get All Search Data".

Employee ID

- Calling up records by Employee ID is much the same as Last Name. Enter the Employee ID, and call up the record. You can also enter partial numbers for searching if required.

Figure 126: Change a Record by Employee ID

The screenshot shows the same "SEARCH EMPLOYEE INFORMATION" window. The "Field" dropdown menu is open, and "EmployeeID" is highlighted at the bottom of the list. The "Value" text input field is highlighted with a red box. The "LIKE" and "Condition" dropdowns are visible. The "Clear", "Search", and "Get All Search Data" buttons are at the bottom right.

SSN

- Calling up records by SSN is again the same as Last Name, or Employee ID. Enter the SSN, and call up the record. You can also enter partial numbers for searching if required.

Figure 127: Change a Record by Social Security

The screenshot shows the "SEARCH EMPLOYEE INFORMATION" window. The "Field" dropdown menu is open, and "SSN" is highlighted in the list. The "Value" text input field is highlighted with a red box. The "LIKE" and "Condition" dropdowns are visible. The "Clear", "Search", and "Get All Search Data" buttons are at the bottom right.

Working with Records

- This is an example of the Record screen. It is divided into four major areas:

Figure 128: Blank RISG Master Personnel Record

Master Personnel Record Field Names

- **Card Holder** is the area where all critical information about the cardholder is entered.
- **Card Information** displays all the data of the appropriate card selected in the card number area.
- **Badging** will display the images associated to the selected cardholder.
- In the **Cardholder** area, there are **eight (8) tabs** that are used to navigate to the lower portions of the screen.
- The following pages describe the available fields in the Master Personnel File. This section has two additional columns:
 - Ø **Required** indicates that this field is required to enable you to save the record.
 - Ø **Variable** means that you can change the text or label of the field

Cardholder Tab Cardholder

Figure 129: Cardholder Window

Table 10: Cardholder Field Names

Field	Description	REQ	VR
Name (First, Middle, Last, Suffix)	Cardholders name (Alpha/Numeric up to 30 characters each)		
Employee ID	MUST ENTER FIELD Alpha/Numeric	X	
Badge Type	Pull down menu allows you to select any of the formatted Badge layouts		
Printed Badge Name	Used to allow the printing of a name other than sir name on badges. Alpha/Numeric 40 characters.		
Partition Levels	Works in conjunction with the User Level file, There are 5 Partition Levels, 1-5, and 0 for no partition. Levels 1-4 can only access circuit data within their partition and Level 5 can access data in all partitions.		

Card Information

Figure 130: Card Information

* = See this section below for additional information.

Table 11: Card Information Field Names

Field	Description	REQ	VR
Card No.	Standard 6-digit card number with option for 9 digit cards. Leading zeros not required.	X	
Keypad No.	5 digit number used for keypad readers		
Badge No.	Provided for use if a Badge Number differs from encoded card number.		
Void Code (1-99)	Numbers 1-99 assigned to groups of cards. Groups can be voided or reinstated by command.		

Field	Description	REQ	VR
Issue Date	Card issued on this date. You can press the F3 key to set the today's date or you can right mouse click on this box to get a calendar.		
Effective Date	Card effective on this date. You can press the F3 key to set the today's date or you can right mouse click on this box to get a calendar.	X	
Expiration Date	Card to expire on this date. You can press the F3 key to set the today's date or you can right mouse click on this box to get a calendar.		
Threat Level	Option for Threat Level (1-5)		
Card Status	Multiple Selection of card Status. Allows or Denies access. Must be 0 or 1 for valid access. 1 must have Expiration date.		
Annunciate	If checked cards is annunciated each time it's used.		
Reader Tour	If checked this card can be used for Reader Tour option		
Antipassback Exempt	CCCCCCCCCCCCCCCCCCCCCCCCCCCC CCCCCCCCCCCCCCCCCCCCCCCCCCCC		
Base Group code	Group code number used to provide required access for this card.	X	
Special Access Readers	Used on a temporary basis if a person need to have access to a reader that is not in their Base Group code.		
Special Access Time Zone	Time zone that special Access Readers operate under		
Elevator Access Level	Used with the level numbers built in the Elevator Access module.		
Bar Code	Provided for use if printing bar codes on cards.		
Last Used Reader	The last Reader that this card was used at.		
Last Used Date/Time	The last Date and Time that this card was used at a Reader.		
Area No.	Area where card was last used.		

Card Information Access Requirement Field

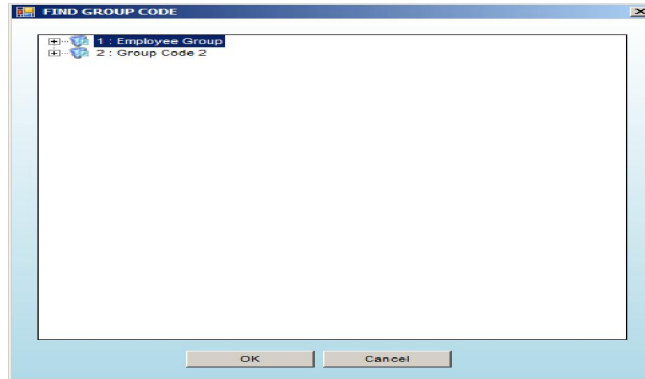
Giving a Card Access

- This area is the section that provides the Access requirements to the card. Enter the required Group Code in the Base Group Code field. The Group codes are the levels that were built earlier in the Group Code file

View GC (Group Code) button

- You can view the complete Access Level/Time Zone setting for this group code by pressing the **View GC** button. The Group Code window will appear. This window will display whatever Group code is in the Base Group Code field.

Figure 131: Card Information View Group Codes



- The display window gives you a visual representation of the Group Code. Each Access Level/Time Zone pair is displayed. Lines with 0/0 are not used where lines with the plus sign on the left have Readers and Time Zones filled in.
- If you click on the plus sign, the tree will expand and display the assigned Readers and Time Zones programmed.

Figure 132: View Group Codes – 1

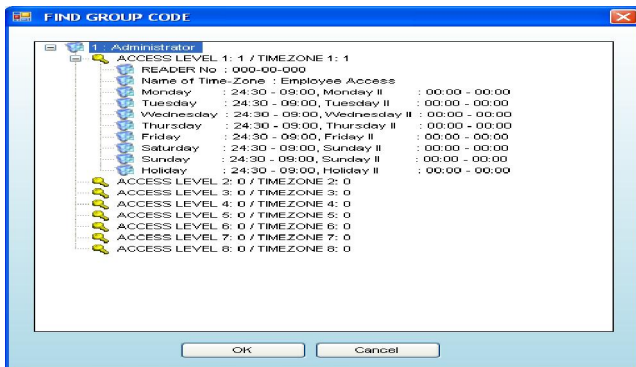
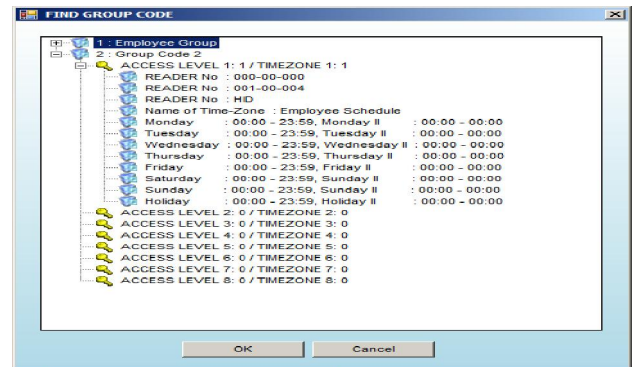


Figure 133: View Group Code - 2



- The first part of the tree (**Left Window**) will display all of the Readers currently programmed in the assigned Access Level. If you move to the bottom using the down arrow in the scroll bar, after the Reader list is a listing of the Time Zone attached to this level (**Right Window**). You can continue to open up the Access pairs if needed by continuing to click on the plus signs on the left.
- You can add a Group Code by pressing the **Add Group Code** button. The Add Group Code window will appear.

Figure 134: Add Group Code from View Group Code

- Notice that the Group Code box is automatically initialized to the next number available. You do not have to keep this number you can enter any number you desire. Enter the desired description, Access Level and Time Zone and when you are ready click the OK button and the new Group Code will be saved. If you want to view the new group code, you must enter the group code in the Base Group Code box and then click the **View GC** button.

Find GC

- The **Find GC** button is used to locate and display a particular **Group code** that has been previously programmed in the system. Simply click on the **Find GC** button and **Find Group Code** window will appear. Enter the Group Code number in the box and click the OK button and that group will be displayed.

Add GC

- The **Add GC** button is used to add a group code. To add a group code simply click on the Add GC button and the Add Group Code window will appear.

Figure 135: Add Group Code

- Notice that the Group Code box is automatically initialized to the next number available. You do not have to keep this number you can enter any number you desire. Enter the desired description, Access Level and Time Zone and when you are ready click the OK button and the new Group Code will be saved. If you want to view the new group code, you must enter the group code in the Base Group Code box and then click the **View GC** button.

SPECIAL ACCESS READERS

Special Access Readers are available for the ANX and AN1 panels only

- The Special Access Reader feature allows you to add Readers to a Cardholder without the need for building an additional group code for minor exceptions. The feature allows access to the Readers over and above the Group Code based on the Special Access Time Zone.
- Adding Special Access Readers to a Cardholder is similar to Access Levels. Click on the **Special Access Readers** button and the **Special Access Readers** window will appear.

Figure 136: Special Access Readers

Reader	Description
000-00-000	Reader 1

CARD NUMBER : 9769467

Reader

Special Access Level: 0
Special Access Timezone: 1

- The box on the left lists all the Readers available in the system. Highlight the Reader you would like to add to this record and click the **Add** Button. Repeat the process until you have selected all the Readers you require. There is one Time Zone available for all of the Readers in the list.

Card Number

- Before you can add a card number you must enter all of the person's information in the Cardholder field and save the record first.
- You can add another Card by clicking on Add Card a popup window will appear.

Figure 137: Confirm to use old card Information

Confirm to use old card information

Use last select card number?

Yes No

Select "NO" to add another card

Figure 138: RISG Master Personnel – Card Information

The screenshot shows the 'Card Information' window for a badge card. The 'Cards Issued' section contains one card with the number 9787171. The 'Delete Card' button in the bottom right of this section is highlighted with a red box. Other sections include 'Card Information' (with fields for Card No., Issue Date, Issue Code, Effective Date, Badge No., Expiration Date, Badge Code, Threat Level, KeyPad No., Card Status, Emboss Number, and Card Status), 'Access Requirements' (with buttons for View, Find, Add and fields for Group Code, Special Access Readers, Special Access TimeZone, Special Access Level, and Elevator Access), 'Single Card Enrollment Reader' (with a dropdown menu and a checkbox for 'Use card# for Employee ID'), 'Picture' (with Remove, Crop, Browse, and Grab buttons), 'Barcode' (with a field and a checkbox for 'Use Barcode Number Like Employee ID'), and 'Last Used Information' (with fields for Used Reader, Used Date, Used Time, and Area No.).

- To delete a card number, edit the card holder then highlight the card number you want to delete and select **Delete** and the card number will be deleted.
- The card number area displays different icons next to the cards according to the card status.

Figure 139: RISG Master Personnel - Card Number

The screenshot shows the 'Card Information' window with two cards listed in the 'Cards Issued' section. The first card, 9787171, has a green icon and is labeled 'Card is Active'. The second card, 9785454, has a red icon and is labeled 'Card is Inactive'. The 'Delete Card' button is highlighted with a red box. The 'Card Information' section shows the Card No. as 9785454 and the Card Status as '5-Expired'. The 'Access Requirements' section shows Group Code as 1. The 'Single Card Enrollment Reader' section shows 'Not Used' and the checkbox for 'Use card# for Employee ID' is checked. The 'Picture' section has Remove, Crop, Browse, and Grab buttons. The 'Barcode' section has a field and a checkbox for 'Use Barcode Number Like Employee ID'. The 'Last Used Information' section shows Used Reader as 019-00-000, Used Date as 10/11/2011 12, Used Time as 21:48, and Area No. as 0.

Employee Information Tab

Figure 140: Employee Information Window

The screenshot shows the 'Employee Information' window with the 'Employee Information' tab selected and highlighted with a red box. The window contains various fields for employee details: Company, Dept, Dept No., Dept Location, Division, Job Title, Email, Work Phone, Hired Date, Termination Date, Shift, and checkboxes for Full Time Employee, Contract Employee, Temporary Employee, and Employee.

* = See this section below for additional information

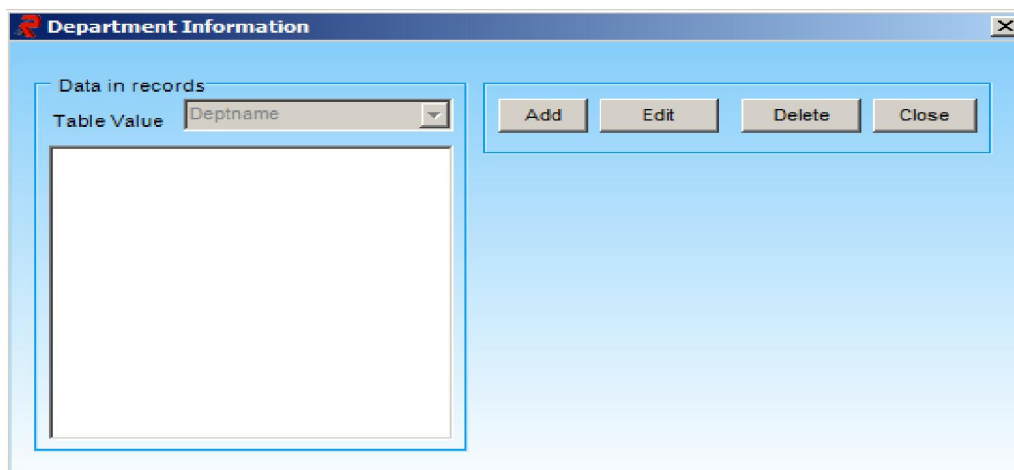
Table 12: Information Window Field Names

Field	Description	REQ	VR
Company	Click on the box to enter new Company Name		
Dept. Name *	Alpha/Numeric up to 30 characters		X
Dept. No.	Alpha/Numeric up to 5 characters		X
Dept. Location	Alpha/Numeric up to 20 characters		X
Division	Alpha/Numeric up to 15 characters		X
Job Title	Alpha/Numeric up to 30 characters		
Shift	Alpha/Numeric up to 5 characters		X
Email	Alpha/Numeric up to 50 characters		
Work Phone	Phone number formatted with Area Code.		
Extension	Alpha/Numeric up to 5 characters		
Hired Date	Date of Employment. You can press the Down Arrow Button to set the today's date or you can right mouse click on this box to get a calendar.		
Termination Date	Date of Employment. You can press the Down Arrow Button to set the today's date or you can right mouse click on this box to get a calendar.		
Full Time Employee	Check box		
Contract Employee	Check box		
Temporary Employee	Check box		
Employee	Check box		

Dept. Name

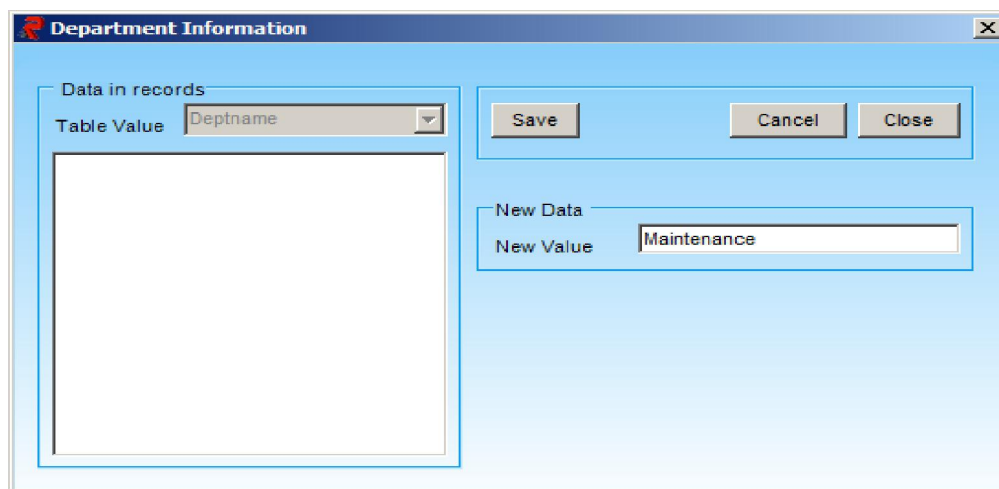
- You can type the department name in this box or you can click on the **Dept. Name** button and select a department from a pre-created list. To create a list of department names, click on the **Dept. Name** button and the **Menu** window will appear.

Figure 141: Dept. Name main Menu



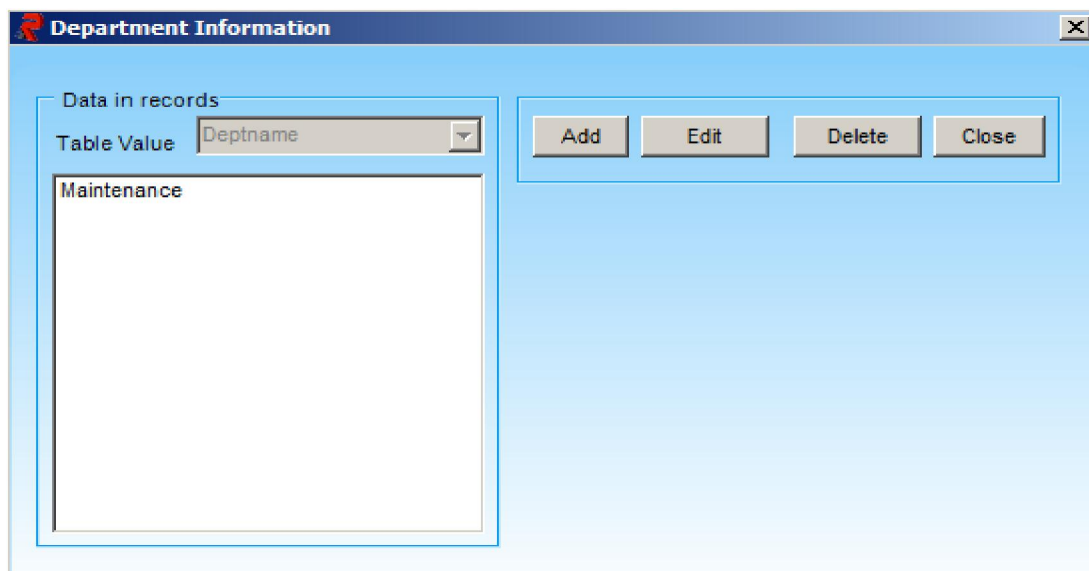
- To **Add** a department name click the **Add** button and the Menu window will appear.

Figure 142: Dept. Name Menu



- Type the department name in the **New Value** box and when you are ready click the **Save** button and you will be returned to the main **Menu** window and the department name will be added to the list.

Figure 143: Dept. Name main Menu - 1



- To add more departments simply repeat the above.
- To make **Edit** a department name in the list, simply highlight the department name and click the **Edit** button. The **Menu** window will appear and the department name that you selected will appear in the **Menu Option** box. At this time you can make the necessary changes. When you are ready click the **Save** button and you will be returned to the main **Menu** window and the department name will display the changes.
- To **Delete** a department simply highlight the department to be deleted and click the **Delete** button and that department will be deleted from the list.

Lock and Key

- Lock and Key is used track keys given to personnel by Key Number, Issue Date, Expiration Date and Company. Lock and Key is used for information only and **will not generate an alarm** on the Expiration date.
- To assign a Key to a Personnel record click on the **Lock and Key** button and the **Lock and Key** window will appear.

Figure 144: Lock and Key

- Notice that there are no Keys listed. Therefore you will need to create a key. To do this click on the **New** button and enter in the information.

Figure 145: Lock and Key - 1

- Type in the Key number in the **Key No.** box.
- Type in the Lock No. in the **Lock No.** box.
- Type in a Description.
- Enter the date that the key was issue to the person in the **Issue Date** box. You can right click on the box and a calendar will appear.
- Enter the date that the key is to be returned in the **Expire Date** box. You can right click on the box and a calendar will appear.
- When you are ready click the Save button and the entry will display in the **List of assigned Keys**.

Figure 146: Lock and Key - 2

- To add more keys simply repeat the above.
- To make **Edit** a key in the list, simply highlight the key and click the **Edit** button. At this time you can make the necessary changes. When you are ready click the **Save** button.
- To **Delete** a key simply highlight the key to be deleted and click the **Delete** button and that key will be deleted from the list.

Company 1, 2, and 3

- Select company 1, 2, or 3.
- You have two (2) options to enter the company name:
 - 1.) You can type it in.
 - 2.) If you used the Company function to generate a list of companies, you can click the **Select** button and the **Company Information** window will appear.

Figure 147: Company 1, 2, and 3

- § Select a company from the list and all of the company information will be displayed.
- § When you are ready click the **OK** button and you will be returned to the **Information** window and the company name will be displayed in the selected company box.

Personal Tab

Figure 148: Personal Window

Table 13: Personal Window Field Names

Field	Description	REQ	VR
Address			
• Street	Alpha/Numeric up to 36 characters		
• City	Alpha/Numeric up to 20 characters		
• State	Formatted 2 characters		
• Zip Code	Alpha/Numeric up to 11 characters		
• Home Phone	Phone number formatted with Area Code		
• Social Security Number	Alpha/Numeric up to 13 characters		
• Date Of Birth	Works with the Calendar on drop down option		
Physical			
• Sex	Formatted 2 with options		
• Hair	Add a color of the hair		
• Eyes	Add eye color		
• Ethnics	Add ethnics		
• Height	Alpha/Numeric up to 5 characters		
• Weight	Alpha/Numeric up to 4 characters		

Emergency Tab

Figure 149: RISG Master Personnel - Emergency

Table 14: Emergency Window Field Names

Field	Description	REQ	VR
Contact Personal Info			
Ø Contact Name	Alpha/Numeric up to 30 characters		
Ø Relationship	Alpha/Numeric up to 21 characters		
Ø Street	Alpha/Numeric up to 15 characters		
Ø Home Phone	Phone number formatted with Area Code		
Ø Work Phone	Phone number formatted with Area Code		
Ø Address	Alpha/Numeric up to 20 characters		
Ø City	Alpha/Numeric up to 15 characters		
Ø Home State	Formatted state		
Ø Zip Code	Formatted zip code		
Medical Information			
Ø Medical Company	Alpha/Numeric up to 50 characters		
Ø Medical Information	Alpha/Numeric up to 70 characters		

Information Tab

Figure 150: RISG Master Personnel - Employee Information

The screenshot shows the 'Information' tab of the 'RISG Master Personnel - Employee Information' window. The window has a tabbed interface with the following tabs: Card Holder, Employee Information, Personal, Emergency, Information (highlighted in red), Auto, Comment, and Time Attendance. The main content area is light blue and contains several input fields and dropdown menus:

- Name Of Contract Company:** A text input field.
- Employed By:** A text input field.
- From:** A date selection dropdown.
- To:** A date selection dropdown.
- Company 01:** A dropdown menu for company selection and a text input field for the code.
- Company 02:** A dropdown menu for company selection and a text input field for the code.
- Company 03:** A dropdown menu for company selection and a text input field for the code.
- Sponsor Information:** A group box containing:
 - Sponsor Name:** Text input field.
 - Company:** Text input field.
 - Mail Station:** Text input field.
 - Extension:** Text input field.
 - Approved Date:** A date selection dropdown showing '09/09/2011'.

Table 15: Employee Information Window Field Names

Field	Description	REQ	VR
Name of Contact Company	Alpha/Numeric up to 30 characters		X
Employed By	Alpha/Numeric up to 30 characters		X
From	Works in Calendar		
To	Works in Calendar		

Sponsor Info

Figure 151: Sponsor - Information Window

Table 16: Sponsor Information Window Field Names

Field	Description	REQ	VR
Sponsor Name	Alpha/Numeric up to 30 characters		X
Company	Alpha/Numeric up to 30 characters		X
Mail Station	Alpha/Numeric up to 13 characters		X
Extension	Alpha/Numeric up to 5 characters		X
Approved Date	Date formatted. You can press the F3 key to set the today's date or you can right mouse click on this box to get a calendar.		X

Auto Tab

Figure 152: Auto Information Window

Table 17: Auto Information Window Field Names

Field	Description	REQ	VR
License Fields	8 Fields, Alpha/Numeric up to 12 characters each.		X
Assign 1 and 2	2 Fields, Alpha/Numeric up to 5 characters each.		X

Comments Tab

Figure 153: Comments Window

The screenshot shows a software window with a tabbed interface. The tabs are: Card Holder, Employee Information, Personal, Emergency, Information, Auto, and Comment. The 'Comment' tab is active and highlighted with a red border. Below the tabs, there are ten text input fields arranged in two columns. The left column contains fields labeled 'Comment 1' through 'Comment 5', and the right column contains fields labeled 'Comment 6' through 'Comment 10'. Each field is a simple rectangular text box.

Table 18: Comments Window Field Names

Field	Description	REQ	VR
Comments	10 Fields, Alpha/Numeric up to 70 characters each.		X

Company

Company is a feature that provides information on companies (other than the end user) whose personnel will be given access to facilities protected by the system. This file interacts with the Master Personnel module by allowing the operator to add Company information to a cardholder record by simply clicking on the Company buttons in the Master Personnel Record.

Data Entry

- First you must launch the **Company** file. To do this click on **Admin** at the top of the Odyssey software management window and select **Administration** from the drop down menu.
- On the **Master Personnel** Tab, select on **Employee Information** sub tab:

Figure 154: Company List Records

The screenshot shows a window titled 'Company Information'. On the left, there is a list box labeled 'Company Name List' containing the entry 'Receptors Inc'. To the right of the list box are several input fields: 'Company Name', 'Company Code', 'Company Number', and another 'Company Name' field. Below these is an 'Address' section with fields for 'Street', 'City', 'State', 'Zip Code', 'Phone', and 'Fax'. At the bottom of the window are three buttons: 'Save', 'Cancel', and 'Close'.

- The **List a record** window will be active only at this time. Enter a Company Code if you wish to view a single Company Record. If you leave the **Please enter a Company code** box blank and

click the **Save** button, all of the programmed Company Records (if any) will list in the **RISG Company Information – [Company1]** window.

Figure 155: RISG Company Information

- At this point, you can **Add, Edit, View, or Delete** a **Company** record.

Building a Company Record

Because of the design of the module, Company records are programmed in a group. You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to enter a **New** record, the **Add a record** window will appear:

Figure 156: Add a Record

Field Names

The Company Circuit Module contains the following field names:

- 1). **Company Code:** 11 Character, Alpha/Numeric that uniquely identifies the Company record in the system
 - 2). **Company Name:** Company Name is entered here.
 - 3). **Company No.:** Optional field provided for entry of an additional identifier for this Company.
 - 4). **Company Address:** Physical address of the company.
 - 5). **Telephone:** Company telephone number
 - 6). **Fax:** Company fax number.
- Sample of a completed Company Record:

Figure 157: Sample Company Record

Company Information

Company Name List
Receptors Inc

Company Name
Company Code 1 Company Number 11
Company Name Receptors Inc

Address
Street 23954 Medison Ave.
City Torrance State CA
Zip Code 90505 Phone 3103785116 Fax 3103756671

Save Cancel Close

- At this point, you can **Add, Edit, View,** or **Delete a Company Record.**

Adding Signers

For each company you create, you can add authorized Signers to that company record. Signers are individuals that are authorized to approve actions performed by their respective company's employees. For example, a Signer could approve applications for access credentials (cards), and only the signatures of Signers in the Receptors database would be accepted.

- To add a **Signer**, open the **Change a record** form for the desired company and click on the **Add Signers** button. The **Enter Authorized Signers** window will display:

Figure 158: Enter Authorized Signers

Enter Authorized Signers

Signature

Browse Remove

Field Names

The Enter Authorized Signers window contains the following field names:

- 1). **Signature Box:** Automatically shows the signature on the box once being inserted.
- 2). **Browse:** Browse for the card holder signature.
- 3). **Remove:** To remove signature.

When you have finished adding Signers to the **Signers Table**, click **OK** to save and exit the module.

Copying Records

- You can copy from one Company Record to the next by doing any of the following:

- Ø Highlight the Company Record t you want to copy from and Select **Open**, and the **Change a record** window will appear. **OR**
 - Ø Highlight the Company Record you want to copy from and Select **New** and the **Add a record** window will appear. **OR**
 - Ø Right click on the Company Record you want to copy from and select **Add** from the pop down menu and the **Add a record** window will appear.
- Make sure to change the **Company Code**, as well as the data entries, and press the **OK** button.
 - The edited Company Record will be listed in the **RIS Company Information – [Company1]** window as a new record.

Search Profile

The profiler is a module that allows the lookup of records in the Master Personnel files without the need for access to the records themselves. Users can call up a display only window that will provide pertinent information regarding the cardholder and the saved image.

Starting the Profiler

First you must launch the **Verify Profile**. To do this click on **Admin** at the top of the Odyssey software management window and select **Verify Profile** from the drop down menu.

- After selecting the **Verify Profile** module, the **Verify Profile** window will display:

Figure 159: RISG Search Display



You can perform a record lookup in one of 4 methods by clicking on the Profile pull down menu:

Last Name allows a filter by Last Name. This is an easy fill window. If you enter "A", the system will pull up all last names that start with the letter A. Entering "AN" pulls up everything that matches "AN" such as Anderson, Andrews, and so on.

Card Number allows you to call records by the card number. You can also enter a range of card number if needed.

Employee Id pulls the record by the Employee ID field. Like the card number, you can enter a range.

License will search all of the Auto license fields in the Database. This too is an easy fill window so as to allow the lookup of partial license plate numbers.

Figure 160: Display Profile by License#, Employee ID, Last Name, or SSN

Figure 160 shows four separate search panels, each with a 'Search By' dropdown menu, a 'Value' input field, and 'Search' and 'Clear' buttons. The panels are:

- Top-left: Search By 'License', Value field empty.
- Top-right: Search By 'Employee ID', Value field empty.
- Bottom-left: Search By 'Last Name', Value field empty.
- Bottom-right: Search By 'SSN', Value field empty.

After you have entered the search criteria, click **Search** and the search will commence. If there is only one match, the Profiler will display the appropriate data on the Profile screen. If there are multiple matches, the window below will display:

Figure 161: Choose a Person By Last Name

Figure 161 shows a search panel with 'Search By' set to 'Last Name' and 'Value' set to 'Oliva'. Below the search controls is a table with two columns: 'Employee ID' and 'Last Name'.

Employee ID	Last Name
1	Oliva
12354	Oliva

- To choose the desired record, simply double click on the record or highlight it and click OK. The profile window is displayed with the saved image of the cardholder, and up to 20 fields of the database record.

Figure 162: Profile

Figure 162 shows the 'RI Profile : 2.0.0.0' window. On the left is a search panel with 'Last Name' and 'Oliva' entered. The table below it has the first row highlighted. On the right is the profile information for Jason Oliva, including a photo and a list of fields.

Employee ID	Last Name
1	Oliva
12354	Oliva

Profile Information:

- Signature: Jason Oliva
- Last Name: 011va
- First Name: Jason
- Employee ID: 123456
- Social Security: 9368
- Company: KBET
- Department: TEST Department
- Division: TEST Division
- License1: 963658
- License2: 654258
- Height: 5'6
- Weight: 120lbs
- Eye Color: Brown
- Hair Color: Black
- Sex M/F: M
- Street: Westbank Road
- City: Pasig City
- State: NCR
- Zip Code: 1609

Use or Lose Report

The Receptors Use Lose application allows you to generate lists of both active cards not used since a specified date and/or lists of cards that have been previously deactivated for non-use. The ability to deactivate and/or reactivate selected records from these lists or to create a printout of the records is provided. To use the listing functions you must have permission to List Master Personnel Card File in the passkey command levels. To activate or deactivate records you must have permission to Update Personnel Card File in the passkey command levels.

- First you must launch the **Lose or Use Report**. To do this click **Admin** at the top of the **RISG Security Management System** window and select **Lose or Use Report** from the drop down menu.
- To begin, select Action from the main menu. You will be given a choice to search for either cards not used since a specified date or cards that have been deactivated since a specified date.

Figure 163: Use it or Lose it

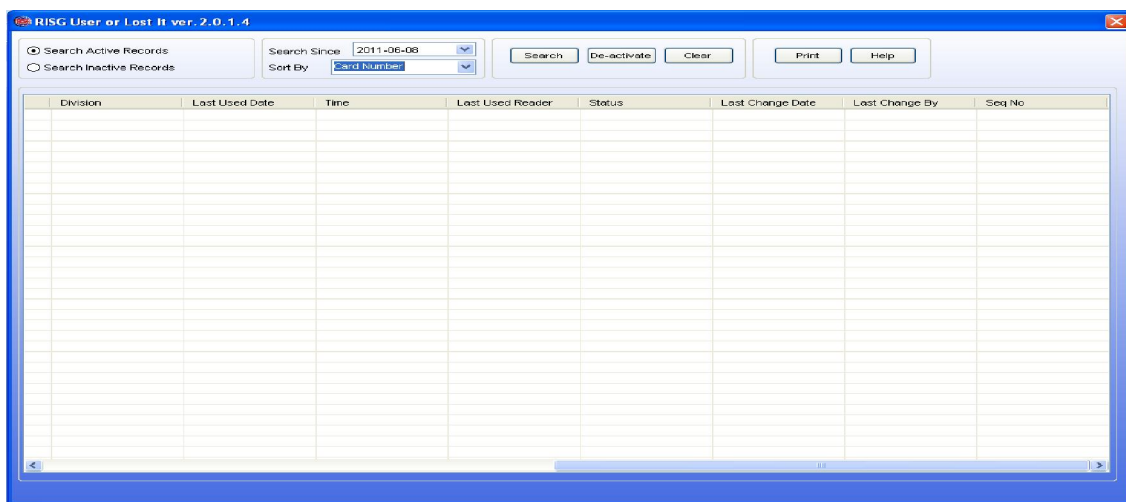
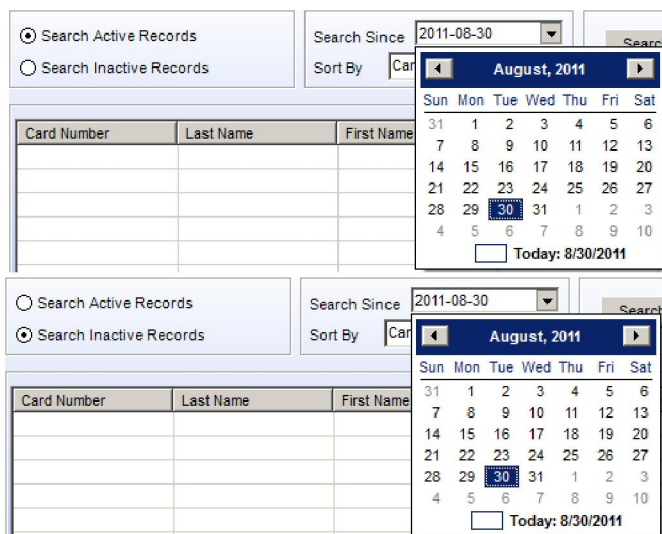
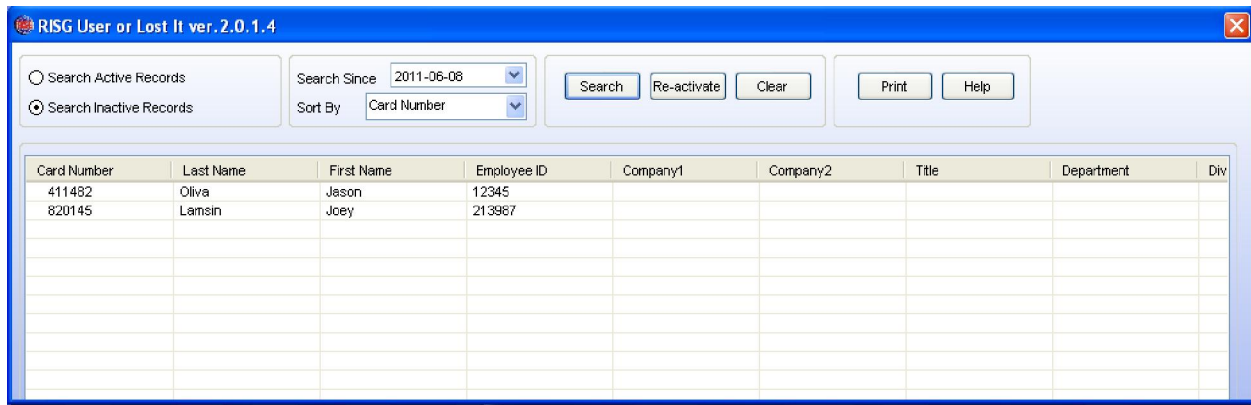


Figure 164: Select Date Range



Once you have chosen one of these two options and entered a search date and sort options a list of applicable records will be created from which you may generate a printout and/or select records to deactivate and/or reactivate.

Figure 165: Use it or lost it results

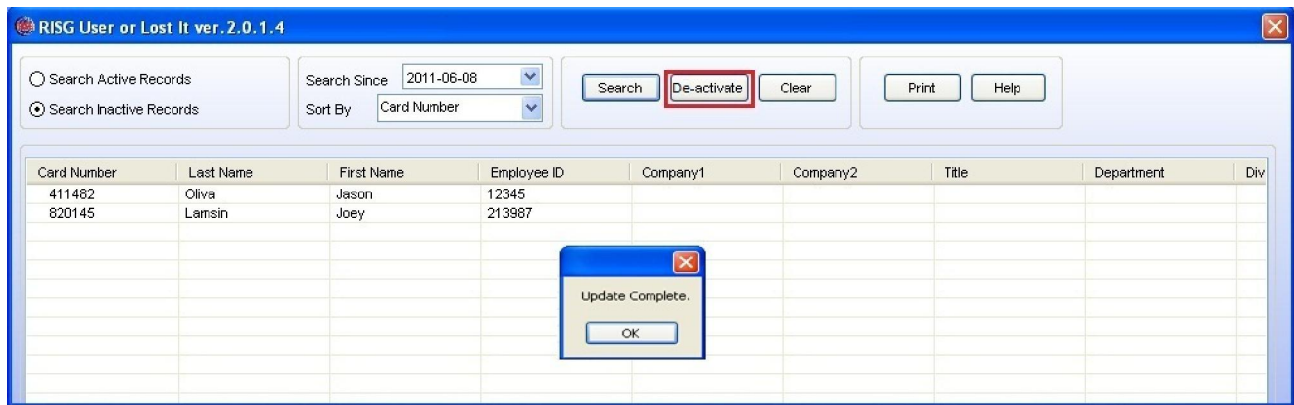


De-activate cards

To deactivate cards not recently used from the list, select the records you wish to deactivate by clicking anywhere on the row. You may select multiple records by using the Ctrl and/or Shift keys. When you have finished selecting the records select Action from the main menu then select Deactivate Selected Records from the pop up menu. A message box will appear showing the number of records deactivated. Click OK to return to the initial menu.

NOTE: Deactivated records will have their pass status set to 5 – Expired. The field panels will be automatically updated. The change date will be set to the current date/time and the changed by field set to the currently logged in user. This action will be audited as a Master Personnel Update by the currently logged in user for all selected records.

Figure 166: Use Lose

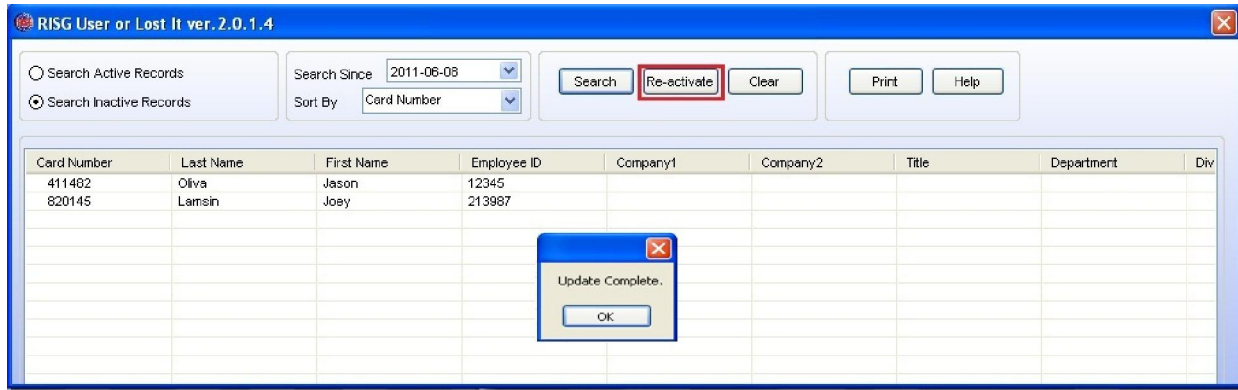


Re-activate cards

To reactivate cards that have been previously deactivated; first generate a list of deactivated cards then select the cards you wish to reactivate by clicking anywhere on the row. The Ctrl and Shift keys may be used to select multiple records. When done selecting records select Action from the main menu then select Reactivate Selected Records from the pop up menu. A message box will appear showing the number of records reactivated. Click OK to return to the initial menu.

NOTE: Reactivated records will have their pass status set to 0 – Current or 1- Temporary dependent upon whether the record is assigned an expiration date. The panels will be automatically updated and the change date set to the current date/time and changed by field set to the currently logged in user. This action will be audited as a Master Personnel Update by the currently logged in user for all selected records.

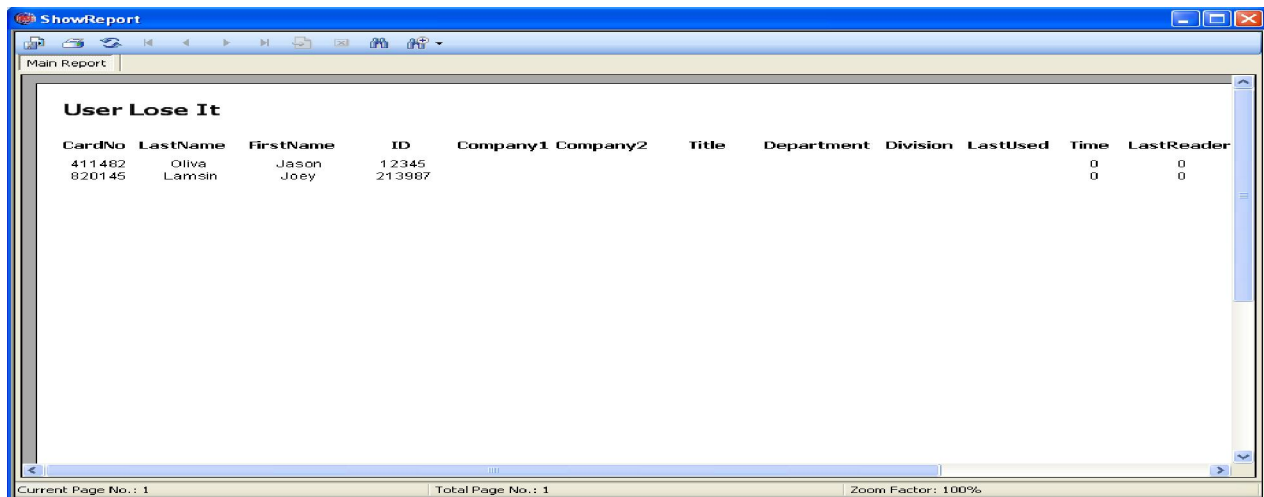
Figure167: Use it or Lose It



Printing records

Once you have created a list of either active records not used since a specified date or a list of records deactivated since a specified date you may create a printout by selecting File from the main menu and Print or Print Preview from the pop up menu.

Figure168: Use it or Lose It Report



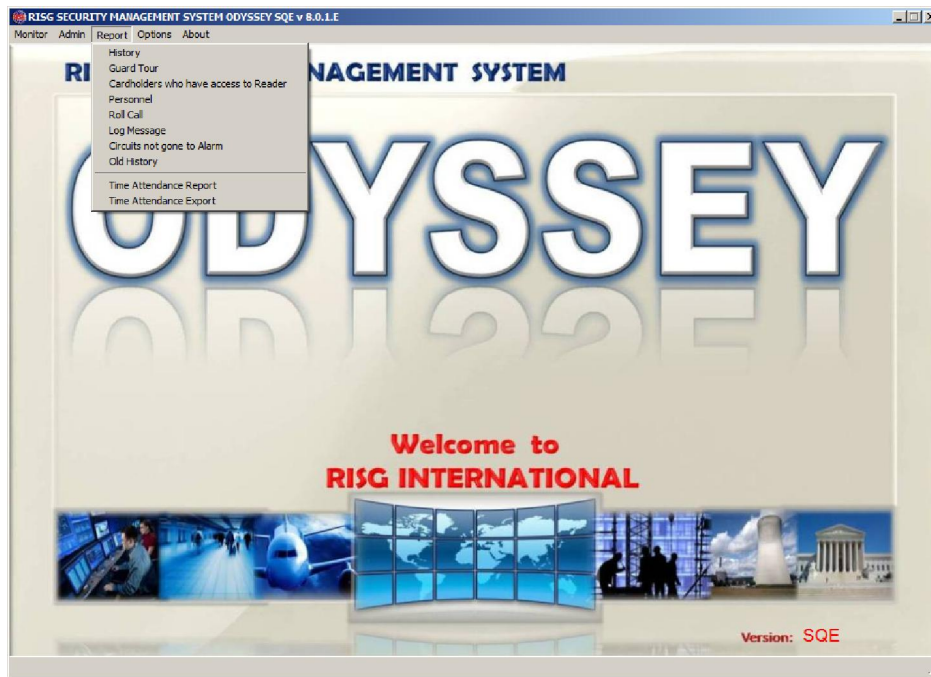
Reports

- The reports module is the interface for retrieving history transactions from the system. There are also specialized reports for creating a list of cards allowed through a specific reader, and custom Personnel Reports.

Opening the Reports Module

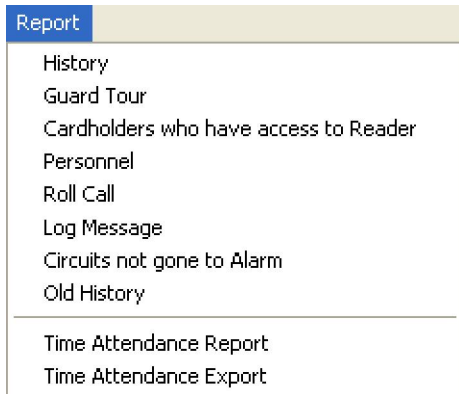
- The Reports module is located in the Receptors Folder in the Start menu.

Figure 169: Opening Reports



- You can also open the Reports from the **RISG Security Management System** using the Reports button if you desire.
- Once you select the Report module, the dialog box listed below will appear:

Figure 170: The Report Menu



- From here you can either select the following reports:
(Description of following reports are discussed later in this section)
 - Ø History (Current History)
 - Ø Guard Tour
 - Ø Cardholders who have access to Reader
 - Ø Personnel
 - Ø Roll Call
 - Ø Log Message
 - Ø Circuits not gone to Alarm
 - Ø Old History
 - Ø Time Attendance Report
 - Ø Time Attendance Export
- When you are finished with the module, you can exit the program.

History / Old History

- After selecting the History, or Old History module, the form listed below will display. Using this form, you will make the appropriate selections for the type of History transactions you require.

Figure 171: History Report Window

The screenshot shows the 'RISG Report Builder Wizard ver.' window. It features several sections for configuring a report:

- Period Time:** Start Date:Time is 05/08/2011 00:00 and End Date:Time is 06/08/2011 00:00.
- Transaction Type:** Radio buttons for All Transaction (selected), File Update, System Diagnostic, Alarm Transaction, Card Transaction, Command Executed, and Workstation Login/Logout.
- Sort Report By:** A dropdown menu set to 'Date'.
- Transaction Selecting:** Three columns for selecting data:
 - Select Transaction List:** Includes a 'Select All Description' checkbox and a list of transaction codes (1-13).
 - Select Card List:** Includes a 'Select All Card' checkbox and a table for 'Selected Card No.' with columns for Card Number.
 - Select Circuit List:** Includes a 'Select All Circuit' checkbox and a table for 'Selected Circuit' with a column for Circuit.
- Process:** Buttons for 'Preview', 'Clear', and 'Export to Excel'.

Start/Stop Time Frame

- The first criteria selection is the time frame you wish to search under.

Figure 172: History Report Criteria Start Date/Time, Stop Date/Time

This screenshot shows the same 'RISG Report Builder Wizard' window as Figure 171, but with two calendar pop-ups overlaid to show date selection:

- May 2011 Calendar:** Shows dates from 24 to 31. The 8th is highlighted with a red circle and labeled 'Today: 6/8/2011'.
- June 2011 Calendar:** Shows dates from 29 to 9. The 8th is highlighted with a red circle and labeled 'Today: 6/8/2011'.

The rest of the window, including the transaction type and selection lists, remains the same as in Figure 171.

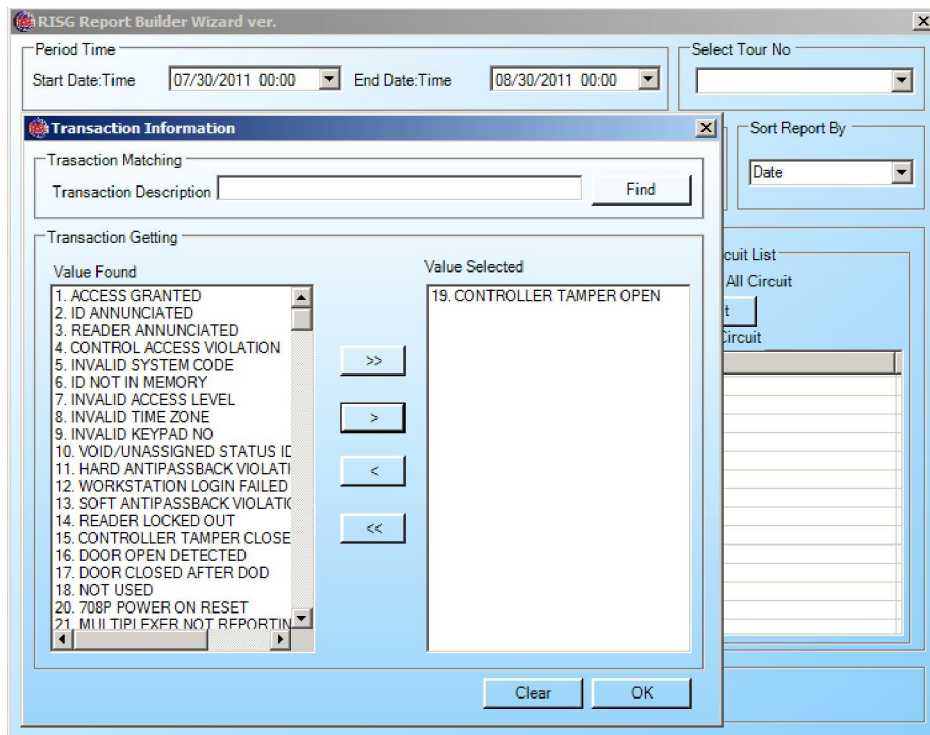
- You will notice a pull down for both the **Start Date/Time** and the **Stop Date/Time**. Using these pull downs, you can use the Calendar to select the date and time you wish to both start the search, and end it.
- When you open the module, both of the times will default to the current time and date. Make sure you always select a different start time. If you leave it as the defaulted the search will be for the same minute and not return any real data.

Transaction Type

The next selection is the Type of transactions you need on your search.

- **All Transactions** return all of the transactions recorded during the selected time frame
- **Card Transactions** are only the records that correspond to cards.
- **File Updates** are records having to do with operator transactions in the files such as "Circuit File Updated".
- **Commands Executed** will only return manual commands sent by operators.
- **System Diagnostic** transactions are records such as "Controller Not Reporting", or "Trunk Line Failure".
- **Workstation Login/Logout** transactions are records the log in and log out of the workstation
- **Alarm Transaction** records all transactions such as "ID not in memory, invalid access level and invalid time zone

Figure 173: History Report Selected Transactions



- **Selected Circuits** allows searches on up to 10 specific Circuits. You would select the radio button and then enter the desired Circuit numbers in the boxes provided.

Running the Report

- When you are ready to run the report you can either select **Print** or **Preview**. Print will send the report directly to the printer after you select which printer to use. Preview will bring the report to the screen before printing.

Figure 174: Sample History Transaction Report

Date / Time	Transaction	Card No.	Last Name	First Name	Circuit	Type	User
9/29/11 21:04	USER LEVEL FILE UPDATED	0	rs		rs	Inset	
9/29/11 21:05	SYSTEM POWER ON RESET	301988888					
9/29/11 21:05	CONTROLLER POWER ON RESET	0	rs		020	Inset	
9/29/11 21:05	CONTROLLER CODE DWLD COMPLETED	20			SQL_SUCCESS		
9/29/11 21:07	TRUNK LINE FAILURE	0	rs		02	Inset	
9/29/11 21:07	USER LEVEL FILE UPDATED	0	win7		win7	Inset	win7
9/29/11 21:07	RDR DATA FORMAT UPDATED	0			14	Inset	System
9/29/11 21:08	RDR DATA FORMAT UPDATED	0			26	Inset	System
9/29/11 21:08	RDR DATA FORMAT UPDATED	0			32	Inset	System
9/29/11 21:08	RDR DATA FORMAT UPDATED	0			34	Inset	System
9/29/11 21:08	RDR DATA FORMAT UPDATED	0			35	Inset	System
9/29/11 21:08	RDR DATA FORMAT UPDATED	0			36	Inset	System
9/29/11 21:08	RDR DATA FORMAT UPDATED	0			37	Inset	System
9/29/11 21:08	RDR DATA FORMAT UPDATED	0			42	Inset	System
9/29/11 21:08	TRANSACTION FILE UPDATED	0			11	Update	
9/29/11 21:08	TRANSACTION FILE UPDATED	0			13	Update	
9/29/11 21:08	TRANSACTION FILE UPDATED	0			11	Update	
9/29/11 21:08	TRANSACTION FILE UPDATED	0			13	Update	
9/29/11 21:08	LAN-CONTROLLER/RSC FILE UPDATED	0			20	Inset	win7
9/29/11 21:08	CIRCUIT FILE UPDATED	0			020-00-000	Inset	win7
9/29/11 21:08	CIRCUIT FILE UPDATED	0			020-00-000	Update	win7
9/29/11 21:08	CIRCUIT FILE UPDATED	0			020-00-000	Update	win7
9/29/11 21:08	TRANSACTION FILE UPDATED	0			11	Update	
9/29/11 21:08	TRANSACTION FILE UPDATED	0			13	Update	
9/29/11 21:08	CIRCUIT FILE UPDATED	0			020-00-004	Inset	win7
9/29/11 21:08	CIRCUIT FILE UPDATED	0			020-00-008	Inset	win7
9/29/11 21:08	CIRCUIT FILE UPDATED	0			020-00-012	Inset	win7
9/29/11 21:08	CIRCUIT FILE UPDATED	0			020-00-008	Update	win7
9/29/11 21:08	CIRCUIT FILE UPDATED	0			020-00-004	Update	win7
9/29/11 21:08	CIRCUIT FILE UPDATED	0			020-00-000	Update	win7

- From here you can verify the request has returned the data you require and how many pages are required.
- If you are ready to print, you can select the Print button and finish the report.

Preview

Figure 175: Parts of the History preview screen

You can select the magnification of the preview window here

8/30/2011		
Date	Time	Description
8/3/11	5:50	CONTROLLER TAM
8/3/11	5:50	CONTROLLER TAM
8/9/11	3:20	CONTROLLER TAM
8/9/11	7:31	CONTROLLER TAM
8/9/11	8:18	CONTROLLER TAM
8/9/11	8:18	CONTROLLER TAM
8/10/11	3:00	CONTROLLER TAM
8/25/11	10:30	CONTROLLER TAM

This section indicates how many pages that are in your report , what page is being previewed.

Card Holders who have Access to Reader

The List Card For Specified Reader report module allows you to enter a specific Reader and receive a list of all card numbers allowed access to this reader.

Running the Report

- To run the report, click on the **Card Holders who have Access to Reader** button on the **Report Menu**. To generate report select highlight reader click on **>** button to confirm your selected reader or hit on **>>** button to select all the readers. To preview the report click on preview button **Preview**

Figure 176: List Card For Specified Reader NO. Entry Window

- The following is a sample of the report:

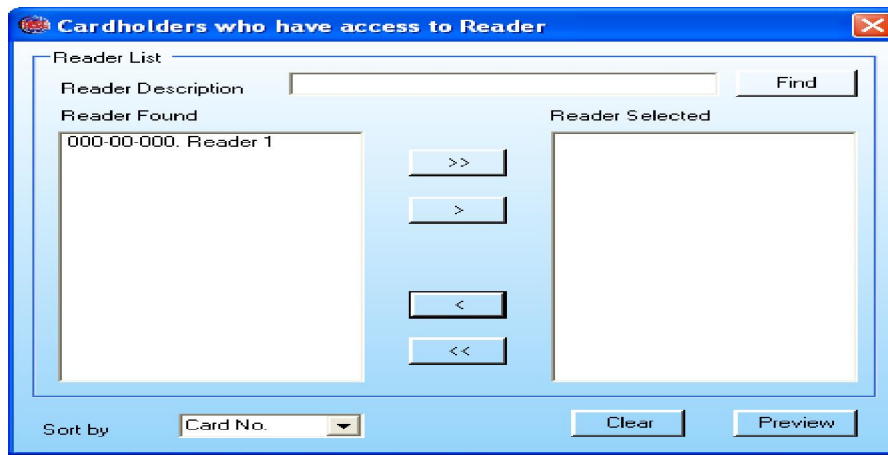


Figure 177: List Cards For Specified Reader Report

Card No.	First Name	LastName	Company	Department	GroupCode	Special Level	Special Reader
820145	Joey	Lamsin			1	1	T
9769467	Joey	Lamsin			1	0	T

Personnel

Personnel report allows you to generate a report by Id Status, Expire Date, Effective Date, Group Code, Department, Company and Access Level.

Running the Report

- When you select the **Personnel List** button on the **Report Menu**, the following criteria entry window will appear:

Figure 178: Personnel Report Window

Personnel Information Report Wizard ver

ID Status Like = <> > < value

Expire Date Start Date: 05/09/2011 End Date: 06/09/2011

Effective Date Start Date: 05/09/2011 End Date: 06/09/2011

Group Code Like = <> > < value

Department Like = <> > < value

Company Like = <> > < value

Access Level Like = <> > < value

Sort by: Employee ID

Clear Preview

- To enter data requests, you check the appropriate box next to the field you want to query. On the right side of the form, you would enter the data you want to search for.
- The Date fields allow reporting of dates Greater Than, Equal to, or Less Than the selected date.

Figure 179: Personnel List Report

6/9/2011

Personnel List

Employee ID	Last Name	First Name	Company	Department	ID Status	Card Number	Group Code	Effective Date
1234	Lamsin	Joey			0	9769467	1	06/07/2011
12345	Oliva	Jason			0	411482	0	06/07/2011
213987	Lamsin	Joey			0	820145	1	06/02/2011

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

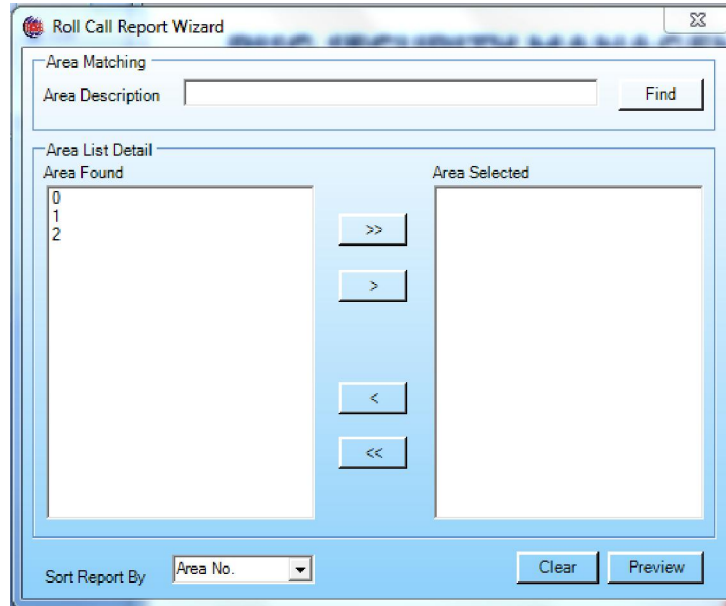
- Once you have entered the data you wish, you can select the preview window to check for the correct return. Check the information in the next section for tips on operating the preview window.

Roll Call Report

This module is used in conjunction with Area number and it allows you to generate a report that will show which people are in a given area, at that given time or in the entire facility.

- To run the report, click on the **Roll Call** button on the **Report Menu**:

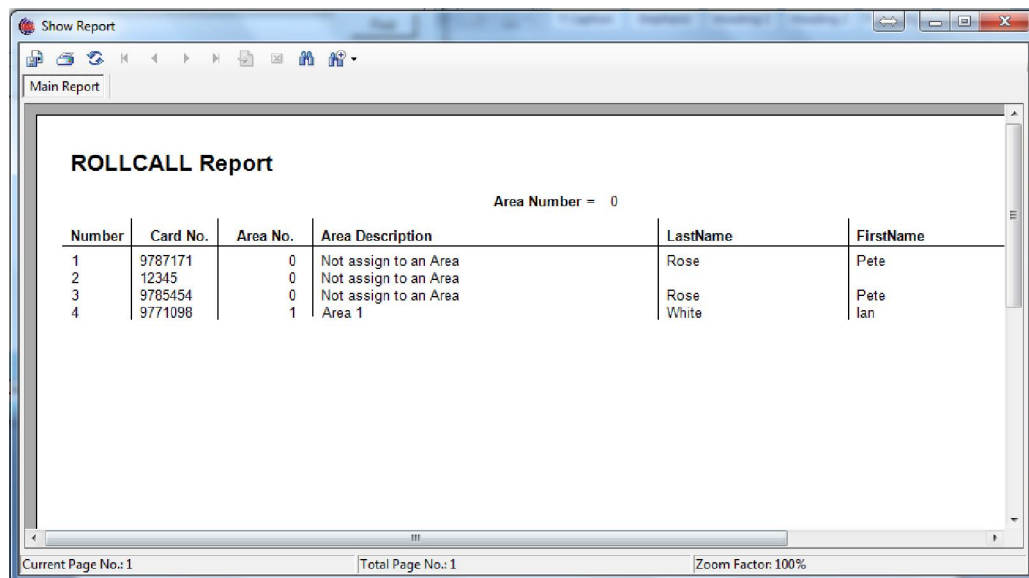
Figure 180: Roll Call Report window



Running the report

- Enter the desired Area number in the box or if you desire to list all records leave the box blank
- Highlight your selected area then hit on **>** button or **>>** button to confirm.
- Then click on **Preview** button to run report.

Figure 181: Roll Call Report window

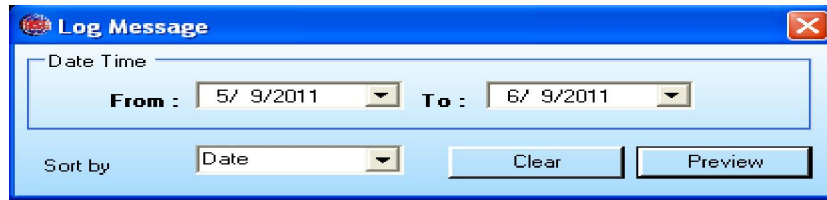


- Roll call report window will show all information.

Log Message Report

- Log message reports all made log messages:

Figure 182: Log Message Report



- Enter the desired date to Preview to view the report results.

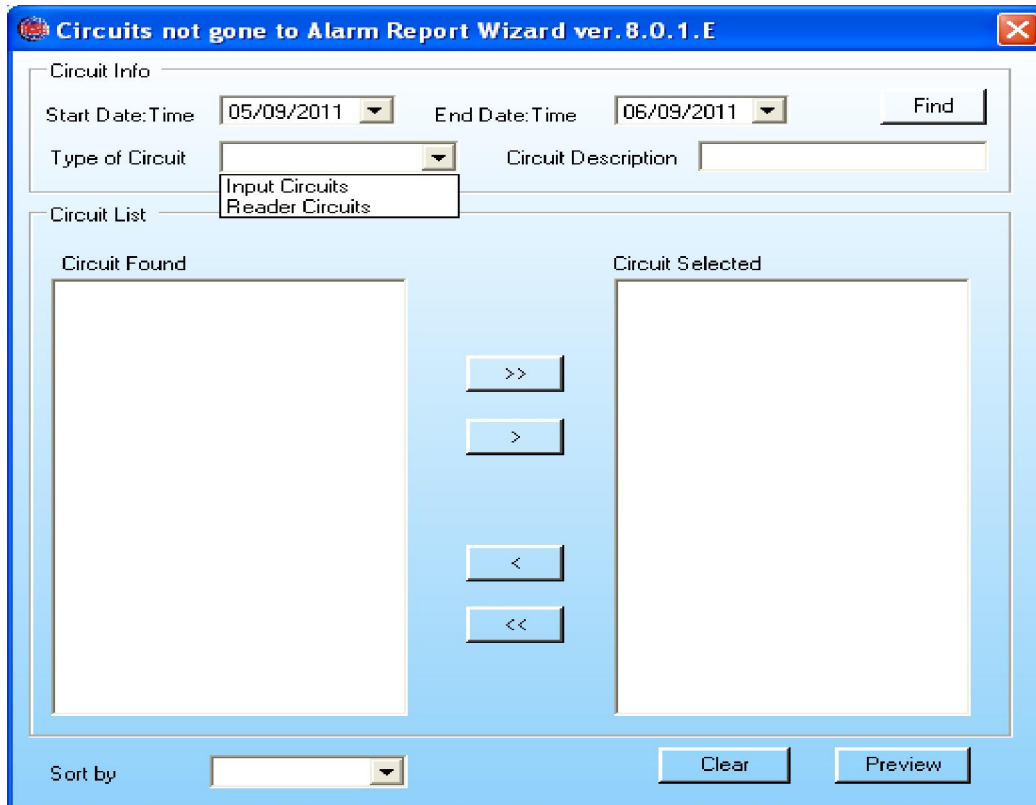
Circuits not gone to Alarm

The Circuits not gone to Alarm allows you to generate a report of alarm points or readers with door contacts that have not gone into alarm within the last 30 days.

Running the Report

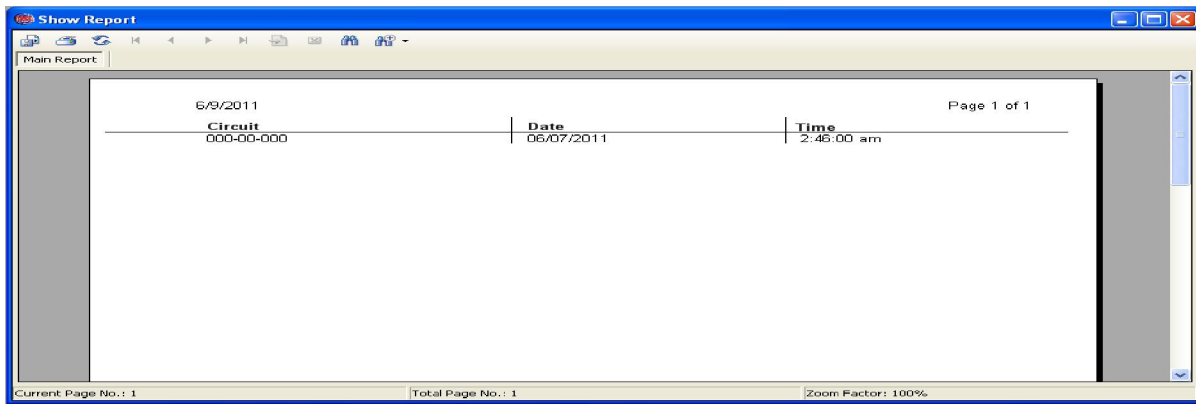
- To launch this report, click on the **Circuits not gone to Alarm** button on the Report menu. The **Circuits not gone to Alarm** window will appear:

Figure 183: Circuits not gone to Alarm Window



- To run the report, select Input Circuits or Reader Circuits. You can Print directly to the printer, or Preview the report.

Figure 184: Circuits not gone to Alarm Report



Time and Attendance Report

Records time in and out of the card holders on the readers.

Running the Report

- **Time and Attendance** can be launched by clicking on the **Time and Attendance** button on the Report Menu. To run report select date range and select time attendance circuit.

Figure 185: Time and Attendance – Date Range

Date Period

From 2011-09-13 00:00

To 2011-10-13 23:59

Figure 186: Search the Card

Time and Attendance Report : 1.1.1.1

Time & Attendance Report

Date Period: From 2011-09-13 00:00 To 2011-10-13 23:59

Optional Fields: Department, Shift, Company, Division

Search Employee/s: Employee Info: Card Number, Exact Number/Name value: 9771098

All Time All Time Summary All In All Out All In/Out All In/Out Summary

Card No First Name Last Name

Working Time | Allowance Days

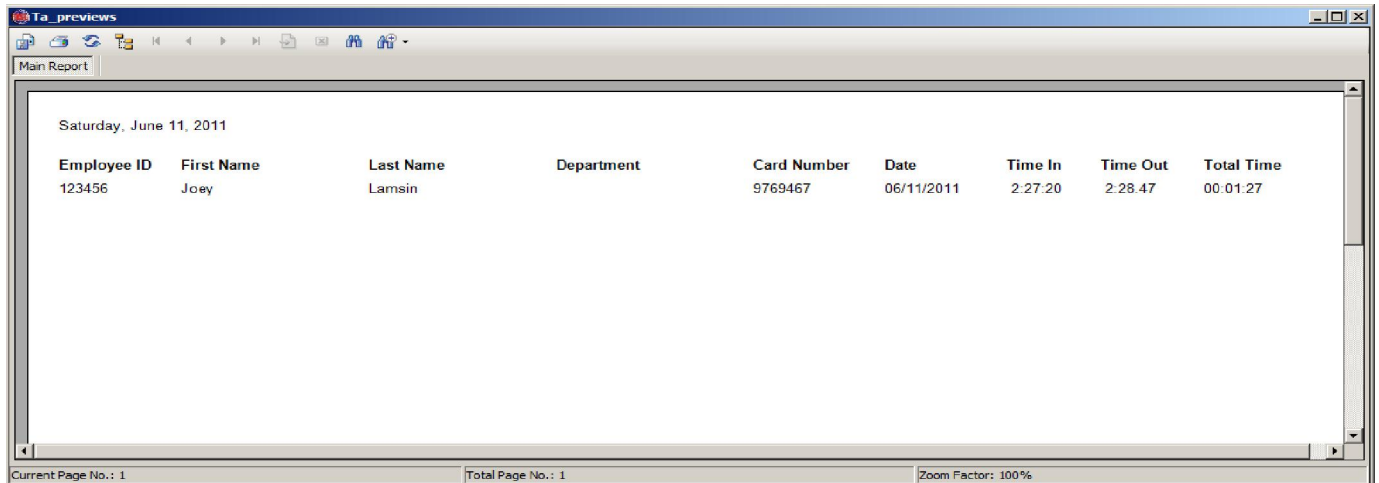
Working Time Report Options: Shift Hours Total Time Lunch Time Break Time Meeting Time Offsite Time Working Hours Lost Hours

Employee ID	Card Number	First Name	Last Name	Department	Date	Shift Hours	Time In	Time Out	Total Time	Lunch Time	Break Time	Lost Hours
10100	9771098	Ian	White		9/29/2011	08:00-17:00		9:26 PM				
10100	9771098	Ian	White		9/29/2011	08:00-17:00		9:55 PM				
10100	9771098	Ian	White		9/30/2011	08:00-17:00		12:23 PM				
10100	9771098	Ian	White		9/30/2011	08:00-17:00		12:23 PM				
10100	9771098	Ian	White		9/30/2011	08:00-17:00		12:24 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		3:31 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		3:32 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		3:32 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		3:34 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		3:34 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		3:46 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		3:47 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		3:48 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		3:51 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		3:52 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		3:52 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		3:53 PM				
10100	9771098	Ian	White		10/3/2011	08:00-17:00		4:01 PM				
10100	9771098	Ian	White		10/11/2011	08:00-17:00		11:40 AM				
10100	9771098	Ian	White		10/11/2011	08:00-17:00		11:40 AM				
10100	9771098	Ian	White		10/11/2011	08:00-17:00		12:10 PM				
10100	9771098	Ian	White		10/11/2011	08:00-17:00		12:10 PM				
10100	9771098	Ian	White		10/11/2011	08:00-17:00		4:52 PM				

Running the Report

To run the report, click on the **print button**:

Figure 187: Time and Attendance Report Window



- From here you can print Time and Attendance report.

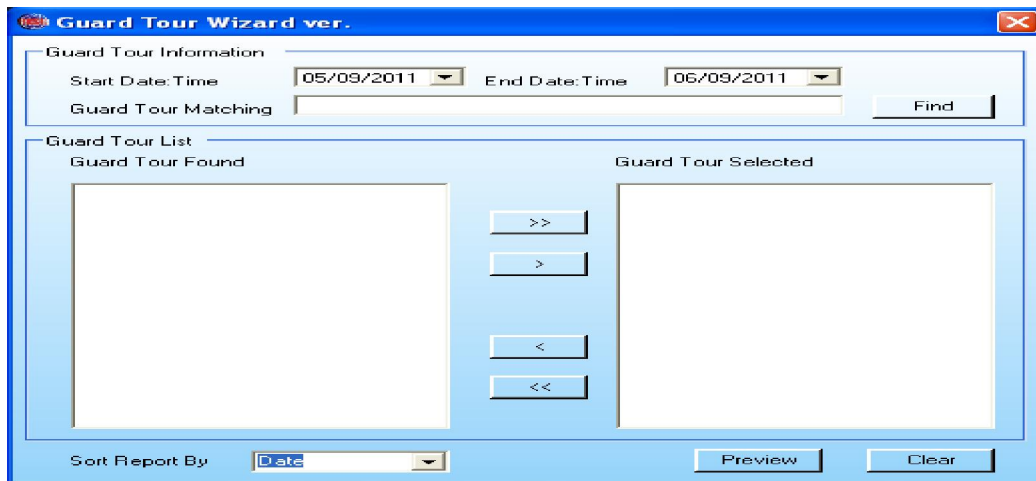
Guard Tour Reports

Guard Tour Reports allows you to generate a report of any desired tour.

Running the Report

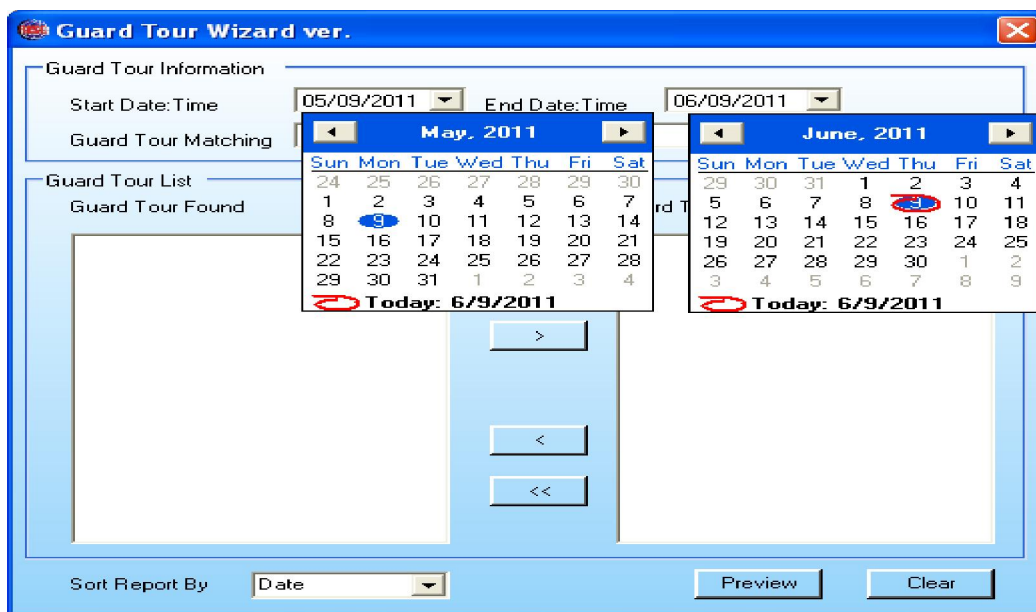
- **Guard Tour Reports** can be launched by clicking on the **Guard Tour Reports** button on the Report Menu.

Figure 188: Guard Tour Report Window



- From here you will enter in the Guard Tour Number that you desire to generate a report for.

Figure 189: Guard Tour Report Window Start Date/Time, Stop Date/Time



- You will notice a pull down for both the pull down for the **Start Date/Time** and the **Stop Date/Time**. Using these pull downs, you can use the Calendar to select the date and time you wish to both start the search, and end it.
- When you open the module, both of the times will default to the current time and date. Make sure you always select a different start time. If you leave it as the defaulted the search will be for the same minute and not return any real data.

Optional Features

- The following pages describe Options available in the Odyssey system. These options are modules that add features to the baseline files making up the system. They are not required and are only used to enhance the operation of your software.
- Not all of these options operate without first purchasing additional software modules. Additionally, some of the choices must be first enabled in the baseline software. Please consult your **Receptors Representative** prior to attempting these options.

Radionics Circuit

- Radionics is an optional feature that allows circuits to be setup that report from a Radionics 6500 / 6600 series receiver. These Alarms will then in turn report as standard alarms to the Alarm Display.

Data Entry

- First you must launch the **Radionics Circuit** file. To do this click on **Options** at the top of the **RISG Security Management** System window and select **Radionics Circuits** from the drop down menu.
- After selecting the **Radionics Circuit** module, the **List a circuit** window will appear:

Figure 190: List a Circuit(s)

- The **List a circuit** window will be active only at this time. Enter a Radionics Circuit Number if you wish to view a single Radionics Circuit Record.

Figure 191: RISG Radionic Circuits

Line Account Zone No.	Description	Alarm Type	Alarm Display 1	Last C
RAD	Pharmacy Main Entrance Door	Intrusion	1	

- At this point, you can **Add, Edit, View,** or **Delete a Radionics Circuit record.**

Building a Radionics Circuit

Because of the design of the module, Radionics Circuits are programmed in a group. You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to enter a **New** record, the **Add a Circuit** window will appear:

Figure 192: Field Names

Field Names

The Radionics Circuit Module contains the following field names:

- 1). **User Circuit:** 12 Character, Alpha/Numeric that identifies the Circuit to the system.
- 2). **Line-Zone-Account No.:** A Numeric number made up of the Radionics Line Number, Account Number and Zone Number.
- 3). **Description:** Description of the Circuit. This text descriptor will appear in the Alarm Display in the Description window, and in the Status display.
- 4). **Audit Printers:** Allows assignment of up to three Audit Printers that will record the transactions from this circuit. Number corresponds to the Printer number in the System Control File
- 5). **Primary Display:** Number of the Primary Workstation that activity on this Circuit is to be routed to. Corresponds to the Alarm Display number in the System Control File.
- 6). **Priority (Primary):** Allows a priority level for the Primary display. Entries from 0-10 with 10 being the highest priority.
- 7). **Secondary Displays:** 2 fields available, number of other Workstation(s) that activity on this circuit is to be routed to. Corresponds to the Alarm Display number in the System Control File.
- 8). **Priority (Secondary):** Allows a priority level for the Secondary displays. Entries from 0-10 with 10 being the highest priority.
- 9). **CCTV Alarm No.:** Works in conjunction with the CCTV interface. Corresponds to the alarm number used by the various CCTV controllers. Through the CCTV interface, the system will send this number via Serial port when an alarm condition occurs on this circuit
- 10). **Alarm Type:** Categorizes the type of Circuit. You can pull from the list or add your own up to 16 Alpha/Numeric characters. These names will appear in the Alarm Type line in the Alarm detail window.
- 11). **Instruction No.:** This Numeric entry corresponds to the Instruction number in the Instruction file. The Alarm Display will display this instruction in the Alarm Acknowledge window.
- 12). **Display Maps:** 3 fields available, works in conjunction with the Map program. These numbers correspond to the map number(s) this circuit will display on. Clicking on the Display Maps button will display the list of maps programmed in the system.

- Sample of a completed Radionics Circuit Record:

Figure 193: Add a Circuit

User Circuit	RAD	Line Account Zone No.	40-1021-048	Description	Pharmacy Main Entrance Door							
Audit Printers	1	2	0	Alarm Type	Intrusion	Instruction No.	4					
Primary Display	1	Priority	7	Secondary Displays	2	0	Priority	5	Display Maps	4	5	6
CCTV Alarm	220	Last Changed By	Admin									

New Edit Delete Save Cancel

Copying Records

- You can copy from one Radionics Circuit to the next by doing any of the following:
 - Ø Highlight the Radionics Circuit you want to copy from and Select **Open**, and the **Change a record** window will appear. **OR**
 - Ø Highlight the Radionics Circuit you want to copy from and Select **New** and the **Add a record** window will appear. **OR**
 - Ø Right click on the Radionics Circuit you want to copy from and select **Add** from the pop down menu and the **Add a record** window will appear.

- Make sure to change the **Radionics Circuit Number**, as well as the data entries, and press the **OK** button.
- The edited Radionics Circuit will be listed in the **RISG Radionics Circuits – [Zckt1]** window as a new record.

Group Display

Group Display allows you to group several workstations under a group that you want to have alarm transactions displayed on. This module works in conjunction with Reader, Input Output circuits file and the Transaction file. This group number can be entered in the Primary or the Secondary Display box in the Reader, Input and Output circuits file. It also can be entered Display1 or Display2 box of the Transaction file.

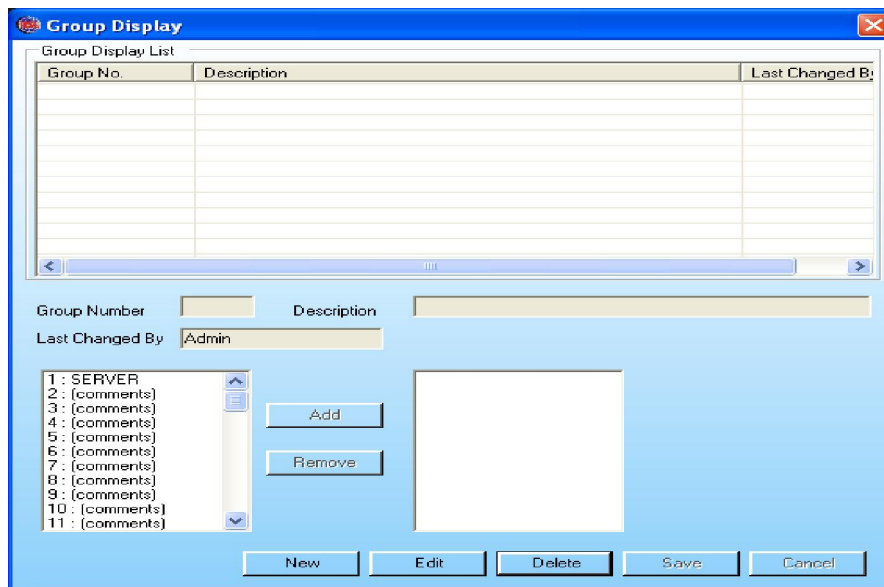
Before getting started

- All of the Servers and Workstations must have been entered in the System Control file as Alarm Displays before continuing. **(See the System Control section of this manual).**

Data Entry

- First you must launch the **Group Display** module. To do this click on **Options** at the top of the **RISG Security Management System** management window and select **Group Display** from the drop down menu.
- After selecting the **Group Display** module, the **List Alarm Display Groups** and **RISG Alarm Display Groups – [Gcrt1]** windows will appear.

Figure 194: List Alarm Display Groups



- The **List Alarm Display Groups** window will be active only at this time.

Adding a Record

Figure 197: Add a Group CRT

The screenshot shows a software interface for adding a group. At the top, there are three input fields: 'Group Number' with the value '32', 'Description' with the value 'All Wrks', and 'Last Changed By' with the value 'Admin'. Below these fields are two vertical lists. The left list, titled 'Alarm Display(s)', contains 11 items: '1 : KBE108', '2 : (comments)', '3 : (comments)', '4 : (comments)', '5 : (comments)', '6 : (comments)', '7 : (comments)', '8 : (comments)', '9 : (comments)', '10 : (comments)', and '11 : (comments)'. The right list, titled 'Group Displays', is currently empty and contains numbers 1 through 9. Between the two lists are two buttons: 'Add' and 'Remove'.

- Enter any number that you desire in the Group Number box. This number should not be duplicated.
- Enter the description for this Group in the **Description** box.
- Highlight the **Alarm Display(s)** in the **Alarm Display** box that you desire to be a part of this group and click the **Add** button. You can either highlight one at a time or you can highlight multiple Alarm Displays sequentially by clicking on the first one that you desire and while holding down the **Shift** key, click on the last one in the desired range. If the Alarm Displays are not in sequence you can click on the first one and while holding down the **Ctrl** key click on the other desired Alarm Displays. When you have selected all of the Alarm Displays click on the **Add** button and the selected Alarm Displays **Type** number will appear in the **Group Displays** box.
- If you desire to remove an Alarm Display(s) from the Group Display box, simply highlight the Alarm Display(s) and click the **Remove** button and they will be removed from the Group Display box
- When you are ready click the **OK** button to save the group.

Changing Records

- To change existing records, in the **RISG Alarm Display Groups – [Gcrt1]** window, open the required **Group No.** One method is to select the desired record by double clicking on the circuit.

(You cannot change the Group Number. in a record.)

Figure 198: Change a Group Display 1 of 1

This screenshot is identical to Figure 197, showing the same software interface for adding a group. The 'Group Number' is 32, 'Description' is 'All Wrks', and 'Last Changed By' is 'Admin'. The 'Alarm Display(s)' list has 11 items, with '1 : KBE108' selected. The 'Group Displays' list is empty. 'Add' and 'Remove' buttons are present between the lists.

- At this point you can make the necessary changes and when you are ready click the OK button and the changes will be saved.

Deleting Record(s)

- Highlight the selected Group Display and hit on Delete button.

Viewing Record(s)

- You cannot change records when Viewing records. Follow the procedures for **Adding Record(s)** to **View** records. Instead of selecting **Open** from the File menu select **View** or when right clicking on a highlighted record select **View** from the drop down menu.

Open/Close Area

The Open/Close Area file is an optional feature that allows you to define a group of Readers and/or Input Circuits as an Area. You can create a path into the Area to access the initiating device (Reader or Input). You can enable or disable the Area with a Card transaction, Input activation or a Manual Command from a Workstation. An attempt to close an Area with any device in the Area unsecured will result in an Alarm.

Data Entry

- First you must launch the **Open/Close Area** file. To do this click on **Options** at the top of the **RISG Security Management System** window and select **Open/Close Area** from the drop down menu.
- After selecting the **Open/Close Area** module, the **List Open/Close Area Records** window will appear:

Figure 199: List records

The screenshot shows a window titled "Open:Close Area" with a table of area records and a form for editing details. The table has the following data:

Area No.	Description	Controlling Circuit	Area Input	Area Output	Area Name	Alarm Output	Last Changed By
1	Test on Open:Close Area	000-00-000	000-00-002	000-00-001	TestArea	000-00-001	Admin

The form below the table contains the following fields and values:

- Area Number: 1
- Area Name: TestArea
- Description: Test on Open:Close Area
- Area Input: 000-00-002
- Controlling Circuit: 000-00-000
- Area Output: 000-00-001
- Alarm Output: 000-00-001
- Entry Timer(Sec.): 25
- Exit Timer(Sec.): 10
- Timer Output: 000-00-001
- Buddy Area(Y:N): Y
- Last Changed By: Admin

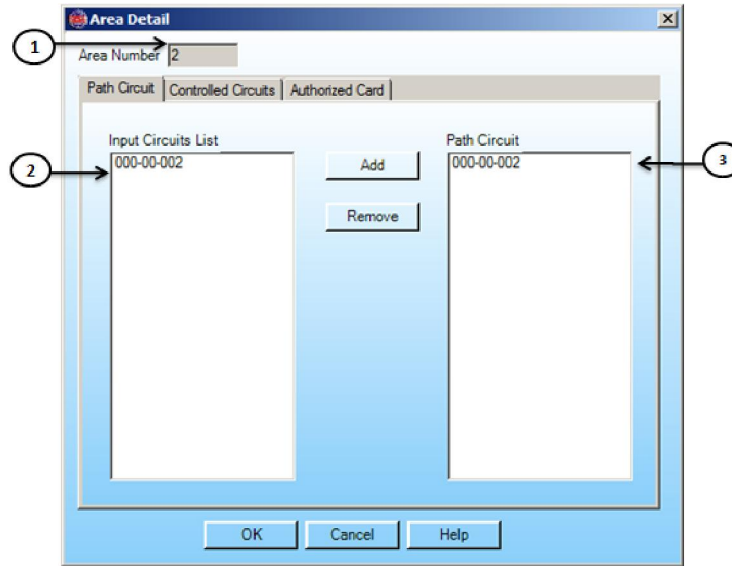
Buttons at the bottom include: New, Edit, Delete, Save, Cancel.

- The **List Open/Close Area Records** window will be active only at this time. Enter an Open/Close Area Record Number if you wish to view a single Open/Close Area Record.

12). Buddy Area: Does not work at this time. For future use. When set to Y(es), two authorized cards, presented within a prescribed time interval, are required to perform the Open or Close Area process. When set to N(o), a single Authorized Card can be used.

- When data entry for the above screen is completed, click on the **Detail** button to continue with the Area configuration. The **Area Detail, Path Circuits** window will be displayed:

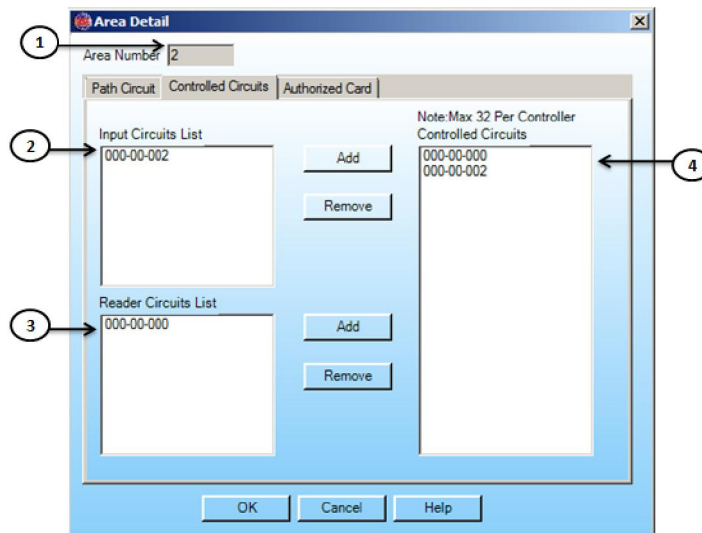
Figure 202: Area Detail –Path Circuit



The **Path Circuit** window contains the following field names:

- 1). Area Number:** The number assigned to this Open/Close Area Record. This is the number used call up a specific Open/Close Area Record.
 - 2). Input Circuit List:** List of all Input Circuits available to be configured as **Path Circuits**.
 - 3). Path Circuit:** List of Reader and Input Circuits that have been selected as **Path Circuits**.
- When data entry for the above screen is completed, click on the **Controlled Circuits** tab to continue with the Area configuration. The **Area Detail, Controlled Circuits** window will be displayed:

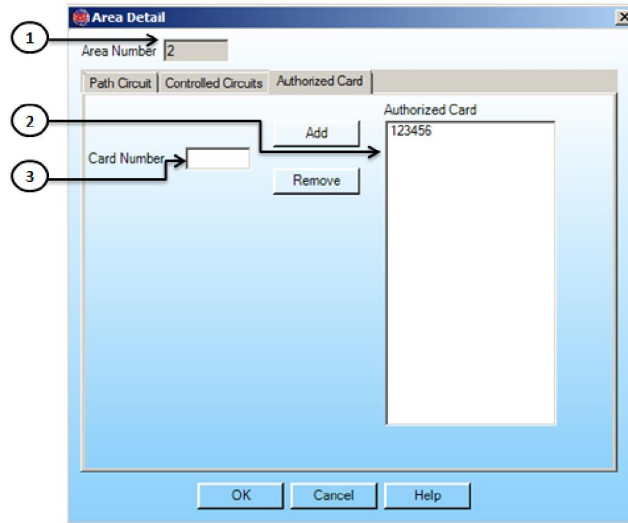
Figure 203: Area Detail – Controlled Circuits



- The **Controlled Circuits** window contains the following field names:

- 1). **Area Number** is the number assigned to this Open/Close Area Record. This is the number used call up a specific Open/Close Area Record.
 - 2). **Input Circuit List:** List of all Input Circuits available to be configured as **Controlled Circuits**.
 - 3). **Reader Circuit List:** List of all Reader Circuits available to be configured as **Controlled Circuits**.
 - 4). **Path Circuit:** List of Reader and Input Circuits that have been selected as **Controlled Circuits**.
- When data entry for the above screen is completed, click on the **Authorized Cards** tab to continue with the Area configuration. The **Area Detail, Authorized Card** window will be displayed:

Figure 204: Area Detail – Authorized Card



- The **Authorized Card** window contains the following field names:
 - 1). **Area Number:** The number assigned to this Open/Close Area Record. This is the number used call up a specific Open/Close Area Record.
 - 2). **Card Number:** Entry field for Card Number to be selected as **Authorized Cards**.
 - 3). **Authorized Cards:** List of all Card Numbers configured as **Authorized Cards**.

General Operation

There are multiple methods of use for the Open/Close software option:

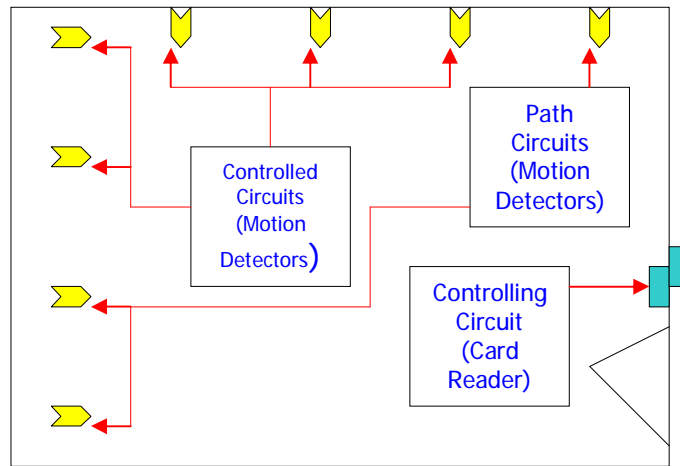
Outside the Area

- You can have a **Controlling Circuit** on the outside of the Area with no **Path Circuits**, or **Entry/Exit** time. In this mode, you would secure all of the **Controlled Circuits** and exit the area. Once the Area is secure, you would activate the Area by **Input, or Reader**. This would then **Close**, or Enable all of the **Controlled Circuits** on the inside of the Area. Any violation of the controlled circuits would turn on the **Alarm Output**. Using this method, an operator can be allowed to Open or Close the Area by Command from a Workstation.

Inside the Area

- Below is a block diagram of a typical controlled area. The doorway is in the lower right corner with the **Controlling Circuit** Reader inside the door. The motion detectors indicated have been designated in the **Path Circuit** screen. The rest of the detectors are listed in the **Controlled Circuit** screen. There is also a door position switch installed on the door, which has been designated as the **Area Input**. The **Entry/Exit timers** have been programmed to 45 seconds.

Figure 205: Area



Closing the Area

- All **Controlled Circuits** must be first secured prior to closing the Area. When ready, the **Controlling Circuit** is activated. This will start the **Exit Timer** allowing 45 seconds to exit and secure the **Area Input** (in this case by closing the door). Alarms from the **Path Circuit** are ignored during the **Exit time**, but act as any other controlled circuit after the Area is closed. If the Area is not properly closed before the **Exit Timer** expires, an "Area Closed Failed" alarm will be generated, and the **Timer output** will turn on. After the Area is closed, any violation of the controlled circuits would turn on the **Alarm Output**.

Opening the Area

- By opening the door, the **Area Input** will be activated which in turn, will start the **Entry Timer**. Again, the **Path Circuit** is ignored during the Entry time. You will have 45 seconds to activate the **Controlling Circuit** to Open the Area.

Note: Commands from the Workstation are not allowed if using this mode.

- You can copy from one Open/Close Area Record to the next by doing any of the following:
 - Ø Highlight the Open/Close Area Record you want to copy from and Select **Open**, and the **Change a record** window will appear. **OR**
 - Ø Highlight the Open/Close Area Record you want to copy from and Select **New** and the **Add a record** window will appear. **OR**
 - Ø Right click on the Open/Close Area Record you want to copy from and select **Add** from the pop down menu and the **Add a record** window will appear.
- Make sure to change the **Record number**, as well as the text entries, and press the **OK** button.
- The edited Open/Close Area Record will be listed in the **RISG Open/Close Area – [Area1] window** as a new record.

Extended Door Time

The Extended Door Time is a feature that allows you to access a Reader Door for extended periods of time without generating an Alarm. The time can be set to up to 300 minutes.

Figure 208: Field Names

The screenshot shows a form for an Extended Door Time Record. It includes the following fields and controls:

- 1:** Name text input field.
- 2:** Description text input field.
- 3:** Reader selection button.
- 4:** Output selection button.
- 5:** Extended Timer (1 to 300 min.) spinner control.
- Other fields: Last Changed By (Admin), and buttons for New, Edit, Delete, Save, and Cancel.

Field Names

The Extended Door Time Module contains the following field names:

1. **Name:** The name assigned to this Extended Door Time Record. Maximum 4 alphanumeric characters
2. **Description:** Text description for the Extended Door Time Record. This will display in the Extended Door Time window of the Status screen when active. 70 alphanumeric characters maximum.
3. **Reader:** Designated Reader for this Extended Door Time Record. Clicking on the **Reader** button will display a list of Readers programmed in the system.
4. **Output:** Designated Output that will turn on when this Extended Door Time Record is active. Clicking on the **Output** button will display a list of Outputs programmed in the system.
5. **Extended Timer:** The maximum time this Extended Door Time Record is allowed to remain active until an Alarm is generated. Extended time range is 1-300 minutes. (*Future feature – all Extended Door Times are set by Keypad entry at the door.*)

Copying Records

- You can copy from one Extended Door Time Record to the next by doing any of the following:
 - Ø Highlight the Extended Door Time Record you want to copy from and Select **Open**, and the **Change a record** window will appear. **OR**
 - Ø Highlight the Extended Door Time Record you want to copy from and Select **New** and the **Add a record** window will appear. **OR**
 - Ø Right click on the Extended Door Time Record you want to copy from and select **Add** from the pop down menu and the **Add a record** window will appear.
- Make sure to change the **Extended Door Time Name**, as well as the data entries, and press the **OK** button.
- The edited Extended Door Time Record will be listed in the **RISG Extended Door Time – [Extended Door Time Record 1] window** as a new record.

Guard Tour

Guard Tour is an optional feature that allows Tour points to be set up throughout a facility. A Card Reader is used to Start and Stop the Tour and can be associated with an Output Circuit that indicates that the Tour is active. Input Circuits make up the individual Tour points and are associated with an Output Circuit that is turned on when the Tour point is activated. Each Tour transaction is recorded in History.

Data Entry

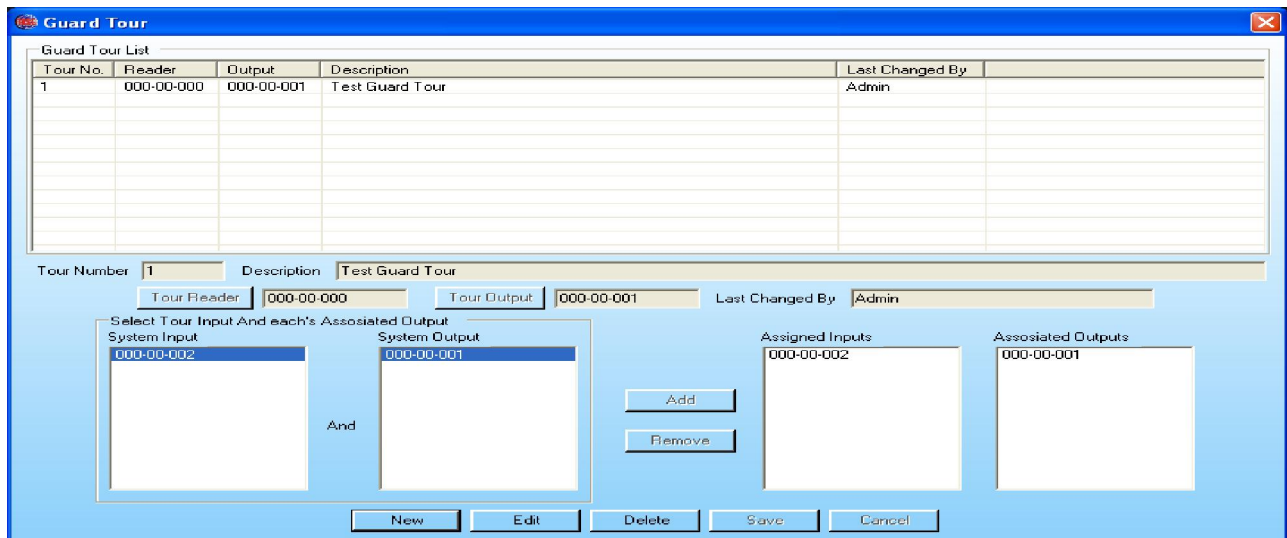
First you must launch the **Guard Tour** file. To do this click on **Options** at the top of the **RISG Security Management System** window as shown below:

Figure 209: RISG Security Management System – Guard Tour



- After selecting the **Guard Tour** module, the **List a (Guard Tour) Record** window will appear:

Figure 210: RISG List records



- The **List a (Guard Tour) Record** window will be active only at this time. Enter a Guard Tour Number if you wish to view a single Guard Tour Record.

Figure 213: Sample Guard Tour

Tour Number Description

Tour Reader Tour Output Last Changed By

Select Tour Input And each's Associated Output

System Input	System Output
000-00-002	000-00-001

And

Assigned Inputs	Associated Outputs
000-00-002	000-00-001

Add Remove

New Edit Delete Save Cancel

General Operation

A Guard Tour is activated by a valid Card Read at the **Tour Reader**. When the Tour is started, the **Tour Output** will turn on. A user can go to each tour station to activate the associated Input point. When the **Input Point** is activated, the associated **Output Point** will turn on until the **Input point** is deactivated. After all stations have been activated, a valid Card Read through the **Tour Reader** will complete the Tour. There is no specific sequence of Tour Stations or time intervals.

Copying Records

- You can copy from one Guard Tour to the next by doing any of the following:
 - Ø Highlight the Guard Tour you want to copy from and Select **Open**, and the **Change a record** window will appear. **OR**
 - Ø Highlight the Guard Tour you want to copy from and Select **New** and the **Add a record** window will appear. **OR**
 - Ø Right click on the Guard Tour you want to copy from and select **Add** from the pop down menu and the **Add a record** window will appear.
- Make sure to change the **Guard Tour number**, as well as the data entries, and press the **OK** button.
- The edited Guard Tour will be listed in the **RISG Guard Tour – [grdt1] window** as a new record.

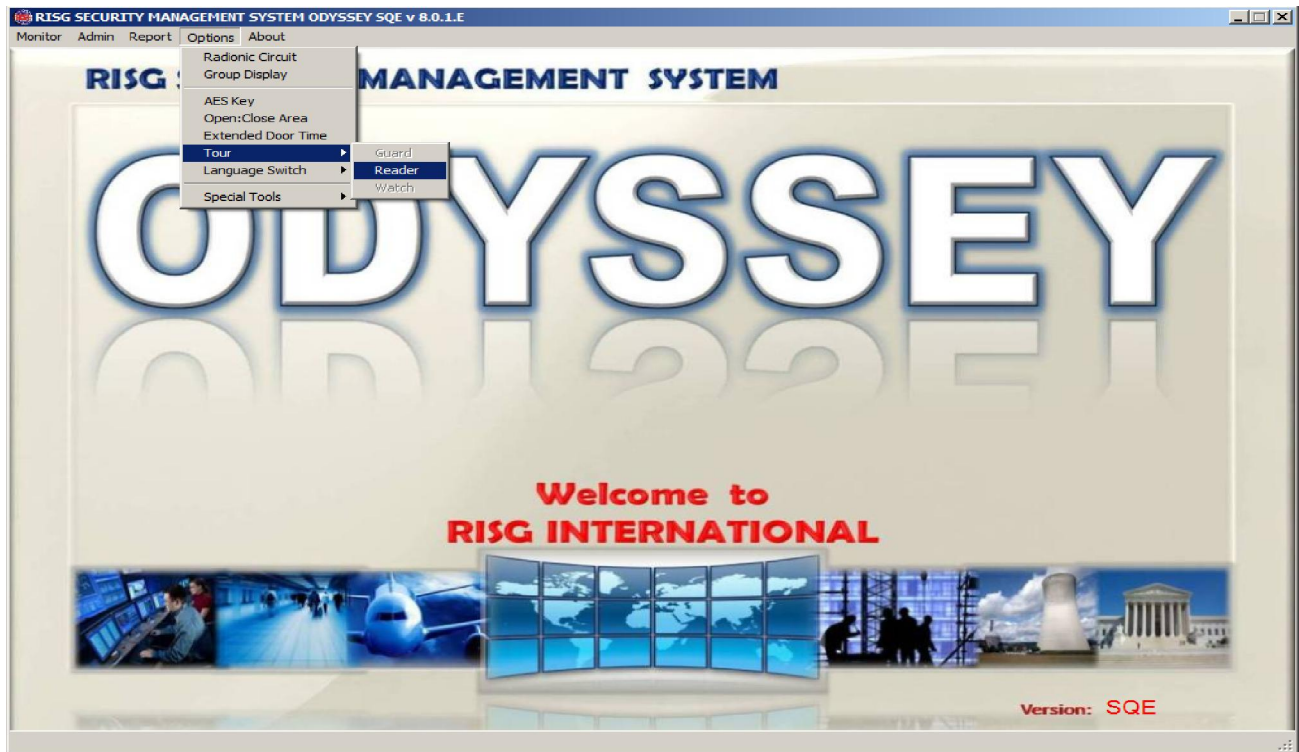
Reader Tour

Reader Tour is an optional feature that allows Reader Circuits to be used as Tour stations throughout a facility. A Card Reader is used to start the Tour. The Reader Tour is a Timed Tour and all readers must be accessed in the pre-determined time for the Tour to be completed. Valid access credentials (cards) can be assigned as Tour cards in the Master Personnel File. A Reader Tour has a maximum time of 1440 minutes (24 hours). There is no specific sequence of Card Readers and no Interval timing.

Data Entry

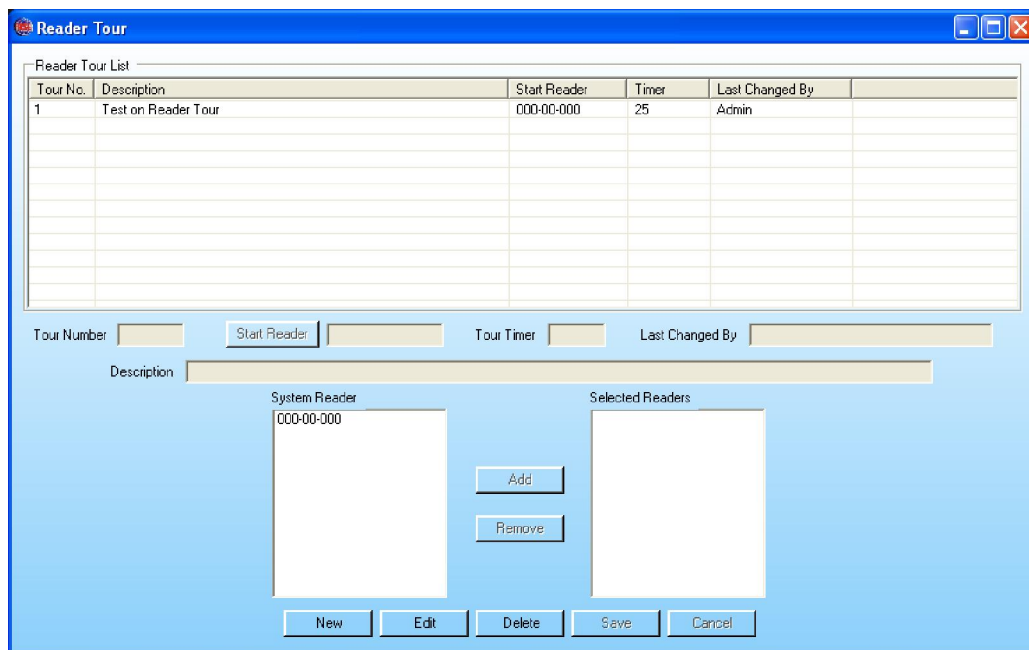
First you must launch the **Reader Tour** file. To do this click on **Options** at the top of the **RISG Security Management System** window as shown below:

Figure 214: Receptors Security Management System Tour - Reader Tour



- After selecting the **Reader Tour** module, the **List a Reader Tour Record** window will display:

Figure 215: List records



- The **List a (Reader Tour) record** window will be active only at this time. Enter a Reader Tour Number if you wish to view a single Reader Tour Record.

Figure 218: Sample Reader Tour

Tour Number Start Reader Tour Timer Last Changed By

Description

System Reader

Selected Readers

General Operation

A Reader Tour is activated by a valid Card Read at the **Start Reader** and a message that the Reader Tour has been started is sent to the Alarm Display. As the Tour is progressing, each transaction is written to history. The Tour is completed when a card is presented to all of the readers in the Tour. A message that the Reader Tour has been completed is sent to the Alarm Display.

Copying Records

- You can copy from one Reader Tour to the next by doing any of the following:
 - Ø Highlight the Reader Tour you want to copy from and Select **Open**, and the **Change a record** window will appear. **OR**
 - Ø Highlight the Reader Tour you want to copy from and Select **New** and the **Add a record** window will appear. **OR**
 - Ø Right click on the Reader Tour you want to copy from and select **Add** from the pop down menu and the **Add a record** window will appear.
- Make sure to change the **Reader Tour Number**, as well as the data entries, and press the **OK** button.
- The edited Reader Tour will be listed in the **RISG Reader Tour – [rtour1] window** as a new record.

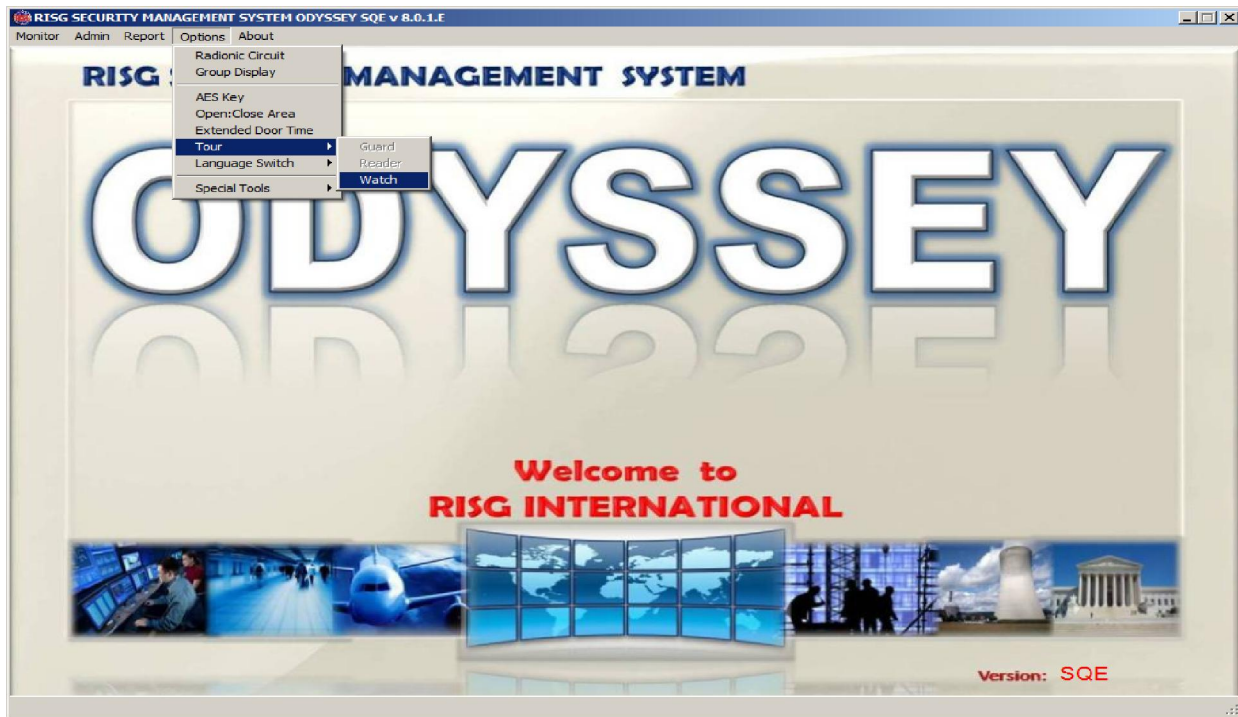
Watch Tour

This is the standard version of tour software. There are 1023 tours available with up to 50 stations in each tour and any number may be active at a given time. The only restriction is that the same station may not be in more than one active tour. The tour may be started by a card reader or by user command. The tour stations have a sequence that must be followed as well as a time period to reach each station. An alarm is generated if the sequence is not adhered to or if the station is reached too early or late. The tour may be given a modifier for each station. This means that if the time to go from station 2 to station 3 is 5 minutes and the modifier is 2 then the actual time to reach the station is 3 to 7 minutes. Input points as well as readers may be in a tour. The tour may be stopped at any time as well as being able to be restarted at any sequence. Status shows all the tours that are active as well as any failed tours. History allows the user to get hard copy reports of both successful and unsuccessful tour activity

Data Entry

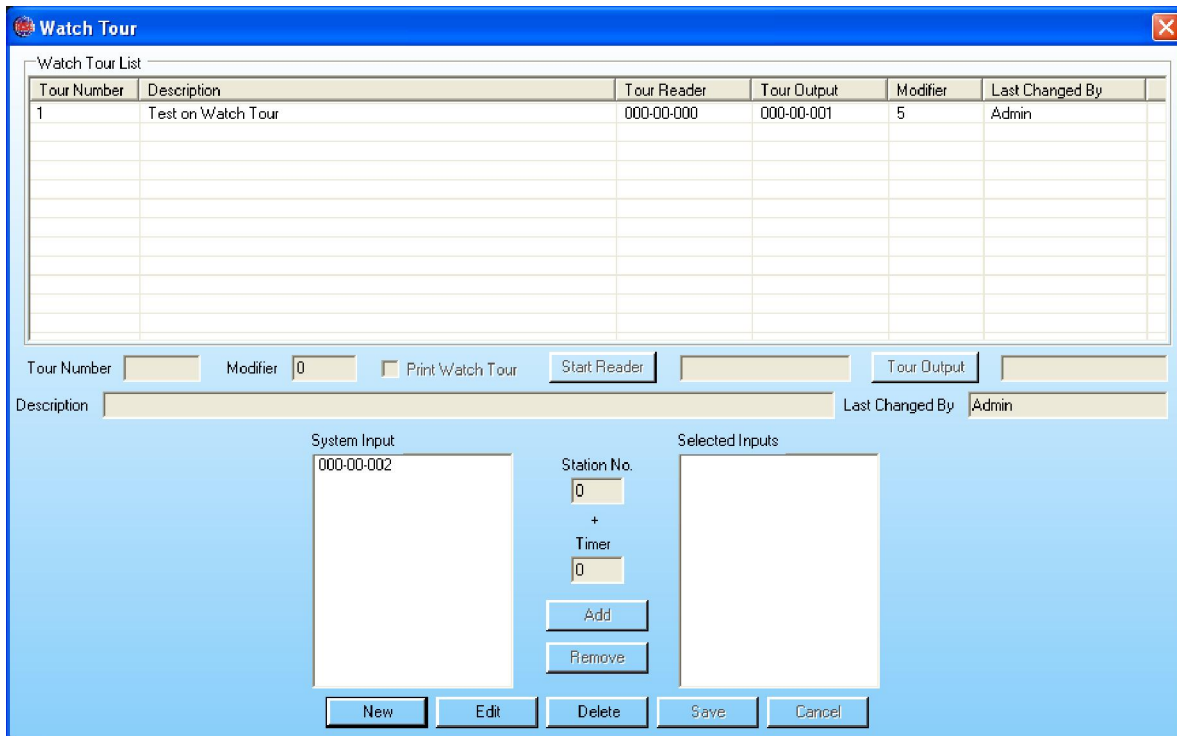
First you must launch the **Watch Tour** file. To do this click on **Options** at the top of the **RISG Security Management Window** as shown below:

Figure 219: RISG Security Management System Tour - Watch Tour



- After selecting the **Watch Tour** module, the **List (Watch Tour) records** window will appear:

Figure 220: List records



- The **List (Watch Tour) records** window will be active only at this time. Enter a Watch Tour Number if you wish to view a single Watch Tour Record.

Figure 221: RISG Watch Tour

Tour Number	Description	Tour Reader	Tour Output	Modifier	Last Changed By
1	Test on Watch Tour	000-00-000	000-00-001	5	Admin

- At this point, you can **Add, Edit, View,** or **Delete** an **Watch Tour set.**

Building a Watch Tour

Because of the design of the module, Watch Tours are programmed in a group. You can use any of the **Open** functions listed in the **Standard Conventions** section. Once you request to enter a **New** record, the **Add a record** window will appear:

Figure 222: Field Names

The screenshot shows a configuration window for a Watch Tour. It includes the following elements:

- 1:** Tour Number input field.
- 2:** Modifier input field (value: 0).
- 3:** Print Watch Tour checkbox.
- 4:** Start Reader button.
- 5:** Tour Output button.
- 6:** Description input field.
- 7:** System Input label.
- 8:** System Input input field (value: 000-00-002).
- 9:** New, Edit, Delete, Save, and Cancel buttons at the bottom.
- 10:** Selected Inputs input field.

Additional visible fields include Station No. (value: 0), Timer (value: 0), and Last Changed By (value: Admin).

Field Names

The Watch Tour Module contains the following field names:

- Tour Number:** The number assigned to this Watch Tour Record. Used (along with the Description) to identify the Tour in Status when it is active.
- Modifier:** This field allows you to select a time modifier (in minutes) for the Watch Tour station intervals.
- Print Watch Tour:** Selects each Watch Tour transaction to print to an assigned Audit Trail Printer.
- Start Reader:** This Reader Circuit activates the Watch Tour. Activation can also be accomplished with a manual command from a Workstation. Clicking on the **Start Reader** button will display a choice of Readers programmed in the system.
- Tour Output:** The Tour Output turns on when a Watch Tour is active and turns off when tour is inactive. Clicking on the **Tour Output** button will display a list of Outputs programmed in the system.
- Description:** This is a text file that is used to describe the Watch Tour. This verbiage is used (along with the Tour Number) to identify the Watch Tour in Status, when it is active. 70 alphanumeric characters maximum.
- Station No.:** This is the sequence number for the selected Watch Tour station. When you highlight an input for selection, you select the sequence in the Watch Tour for this circuit.
- System Inputs:** These are the Input Circuits available for selection as Watch Tour stations.
- Timer:** When you highlight an input for selection, you select the time interval (in minutes) for this circuit. Should the timer expire a Watch Tour Failure is sent to the Alarm Display.

- 10). **Selected Inputs:** These are the Reader Circuits that are selected as Tour Readers for this Watch Tour Record.

Figure 223: Sample Watch Tour

General Operation

When a Watch Tour is activated by the **Start Reader** or a manual command, a message that the Watch Tour has been started is sent to the Alarm Display. As the Tour is progressing, each transaction is displayed and written to history. The Tour is completed when a card is presented to the last Watch Tour station. A message that the Watch Tour has been completed is sent to the Alarm Display. If the Watch Tour is not completed, the stations are accessed out of sequence, or a time interval between stations is exceeded (or the station is accessed too early), an alarm will be displayed specifying the violation.

Copying Records

- You can copy from one Watch Tour to the next by doing any of the following:
 - Ø Highlight the Watch Tour you want to copy from and Select **Open**, and the **Change a record** window will appear. **OR**
 - Ø Highlight the Watch Tour you want to copy from and Select **New** and the **Add a record** window will appear. **OR**
 - Ø Right click on the Watch Tour you want to copy from and select **Add** from the pop down menu and the **Add a record** window will appear.
- Make sure to change the **Watch Tour Number**, as well as the data entries, and press the **OK** button.
- The edited Watch Tour will be listed in the **RISG Watch Tour – [wtour1] window** as a new record.

Visitor

The Visitor module is an optional feature that allows an operator to control Visitor access cards and Temporary cards without the need to constantly access the Master Personnel file.

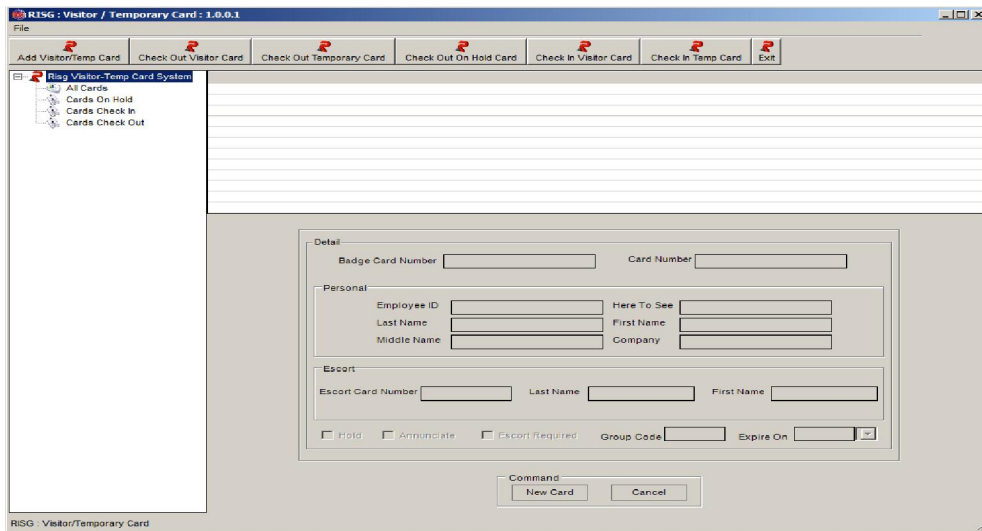
Data Entry

*Note: The Visitor module is a special application module; the procedures used as described in the **Standard Conventions** section do not apply*

First you must launch the **Visitor** file. To do this click on **Admin** at the top of the **RISG Security Management Window** and select **Visitor** from the drop down menu.

- After selecting the **Visitor** module, the **Sub Menu – Visitor/Temporary Card** will display:

Figure 224: Sub Menu - Visitor/Temporary Card



The sub menu is divided into 2 sections: **Visitor** and **Temporary Card**.

Visitor Card

The Visitor module allows the operator to provide a pre-programmed access card to a visitor without building a Master Personnel record. The Visitor module allows the operator to attach a name and expiration date to a card temporarily. This is called Checking a Card Out.

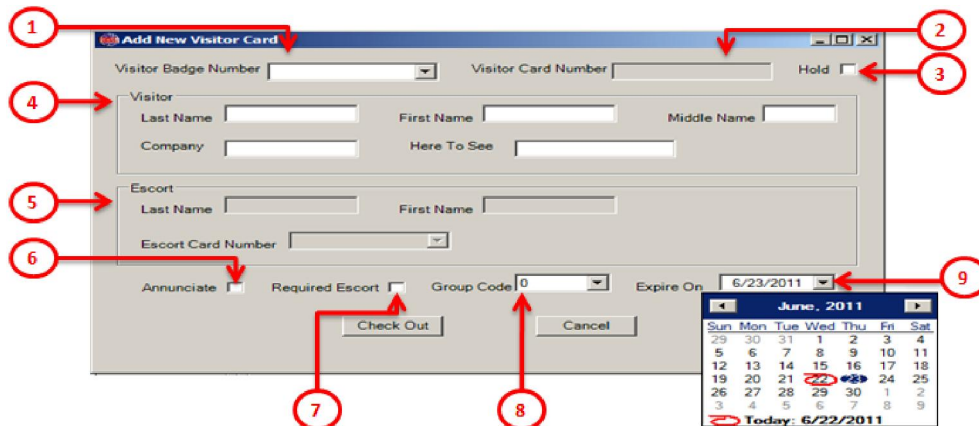
When the visitor returns the card, the card is then Checked In and made available for another visitor assignment. Card Status can be used to verify the status of the card, and also to extend the expiration date, if necessary.

Please note that Visitor cards are pre-programmed in the system before they can be checked out.

Check Card Out

Visitor Cards are preprogrammed in the database as Visitor Cards. They can have programmed Group Codes, or you can add one when you check out the card. You would enter a Visitors Name, whom they are to see, what company they represent, and if they have an escort. You can then add an Expiration date by pulling down the calendar. During the time the card is active, all history transactions for the visitor card will record under the visitors name until the card is checked in.

Figure 225: Field Names



Field Names

- 1). **Visitor Badge Number:** Badge number for Visitor card. This information is entered into the Badge No. field in the Master Personnel file for all cards to be used as Visitor cards.

- 2). **Visitor Card Number:** This is the actual card number for this Visitor Badge. When the Badge Number is entered the Card Number is retrieved from the Master Personnel file. *Note: A visitor card must have an ID Status of 99 (unassigned) to be assigned as a valid visitor card.*
- 3). **Hold:** A check in this box will hold the Visitor card in reserve for the assigned visitor. The card will not be activated until the Hold is removed.
- 4). **Visitor:** This is where the visitor personal information is entered when creating the Visitor card.
- 5). **Escort:** If an escort is required for this visitor, the name and card information for the escort is entered here. *Note: An escort card must have an ID Status of 0 (current) or 1 (temporary) to be a valid escort card.*
- 6). **Annunciate Card:** If this box is checked, any transaction from the visitor card will be displayed as an ID Annunciated alarm on the Alarm Display.
- 7). **Requires Escort Card:** If this box is checked, and escort card is required for the visitor card to be granted access to any card reader.
- 8). **Group Code:** The Group code number entered here assigns the access rights for this visitor card. (See Group Code section of the Administrators Manual).
- 9). **Expire Card on:** Expiration date for the Visitor Card.

Hold

You can enter data for a visitor ahead of their arrival and place the card on hold. Hold will keep the card available for check out, but not activate the card until the hold is removed using the **Cards on Hold** function.

Figure 226: Visitor Card on Hold

The screenshot shows the 'Add New Visitor Card' dialog box with the 'Hold' checkbox checked. Below the dialog box is a table titled 'Rig Visitor-Temp Card System' with columns for Card Number, Badge Number, Group Code, Employee ID, First Name, Last Name, Middle Name, Company, Expire Date, and Card Type. The first row contains data for a card with Card Number 125487, Badge Number 1255498, Group Code 0, Employee ID 12345, and Last Name Visitor-Temp.

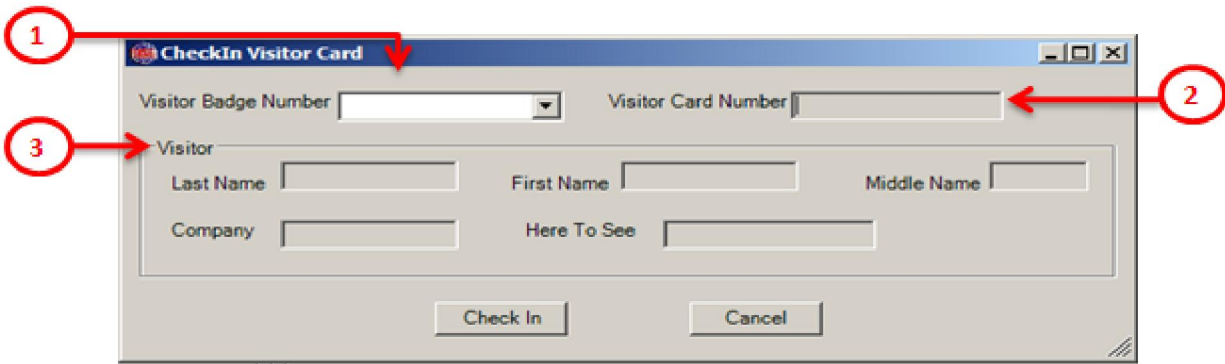
Card Number	Badge Number	Group Code	Employee ID	First Name	Last Name	Middle Name	Company	Expire Date	Card Type
125487	1255498	0	12345		Visitor-Temp				Visitor

To remove the hold on a card, simply click on the Hold checkbox for the desired card in the **Cards on Hold** list.

Check Card In

Checking the card in will de-activate the card, and remove the name and access criteria from the card record. The ID Status of the card will be changed to 99 (unassigned).

Figure 227: Visitor - Check IN Card Field Names



Field Names

- 1). **Visitor Badge Number:** Badge number for Visitor card. This information is entered into the Badge No. field in the Master Personnel file for all cards to be used as Visitor cards.
- 2). **Visitor Card Number:** This is the actual card number for this Visitor Badge. When the Badge Number is entered the Card Number is retrieved from the Master Personnel file. When you enter the badge number, the card number will automatically be displayed when you tab out of the Badge Number field. *Note: A visitor card must have an ID Status of 99 (unassigned) to be assigned as a valid visitor card.*
- 3). **Visitor:** When you enter the badge number, visitor personal information will automatically be displayed when you tab out of the Badge Number field.

Card Status

The status of all active cards (including visitor cards on hold) in both the **Visitor** module and the **Temporary Card** module can be viewed by clicking on the **Card Status** button in the **Visitor/Temporary Card** main screen. You can also check in a Visitor or Temporary card by double clicking the desired card record in the list. Additionally, you can extend the expiration date for a Visitor or Temporary card by highlighting the card record and clicking on the Expiration Date button and selecting the new date from the calendar. This operation must be performed prior to the original expiration date.

Figure 228: Card Status

Employee ID	Fisrt Name	Last Name	Middle Name	Company	Expire Date	Card Type	Card Status	On Hold	Here To See
12345		Visitor-Temp			6/23/2011	Visitor	1		
12354	Jason	Oliva		Receptors Inc	6/24/2011	Temporary	1		123
24578		Visitor-Temp				Checkin	99		
243234234		Visitor-Temp			6/24/2011	Visitor	1		

Temporary Card

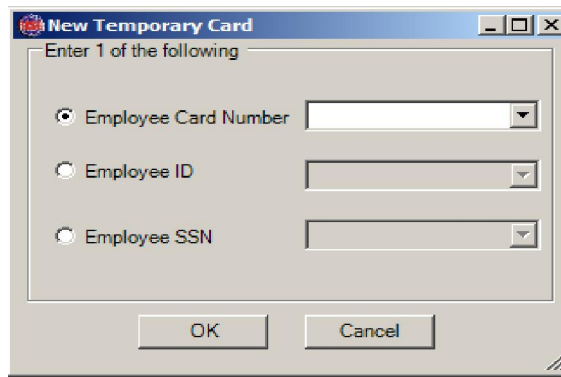
The Temporary Card module is for existing cards that need to be temporarily replaced. The Temporary Card will de-activate the original card and transfer the access criteria from the original card to Temporary card.

Please note that Temporary cards are pre-programmed in the system before they can be checked out.

Check Out

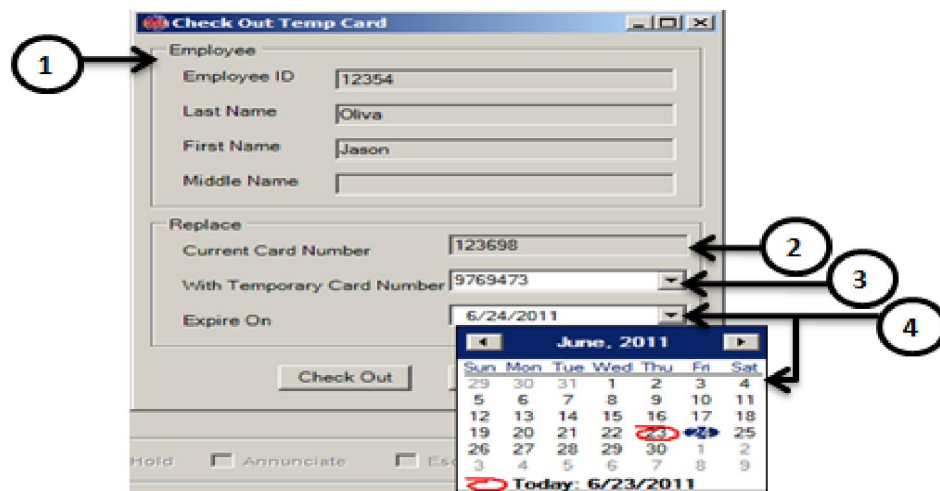
When checking out a Temporary Card, the module will ask for the card number of the card you wish to replace. You can call up the existing card record by Card Number, Employee ID or Social Security Number (SSN) (SSN can be used only if this data has been entered in the card record).

Figure 229: Temporary Card Check Out Dialog



Once the existing card is retrieved, you will need to enter the pre-programmed Temporary card information.

Figure 230: Temporary Card Check Out Field Names



Field Names

- 1). **Employee:** Information retrieved from the Master Personnel file for the card you are replacing.
- 2). **Current Card number:** The card number for which you are creating a Temporary card.
- 3). **Temporary Card Number:** The card number of the Temporary card. *Note: A Temporary card must have a status of 0 (current) or 1 (temporary) to be assigned as a valid Temporary card.*
- 4). **Expires on:** Expiration date of the Temporary card.

Checking In

The temporary card will expire on the selected date, but the original card will not be re-activated until the Temporary card is checked back in. To check in a Temporary card, click on the Check Card In button on the main Visitor/Temporary Card menu. The Check In window will display.

Figure 231: Temporary Card Check In Dialog

Choose Temporary Card

Enter 1 of the following

Employee Card Number []

Employee ID []

Employee SSN []

OK Cancel

- You can retrieve the Temporary card record by entering the Temporary Card Number, the Employee ID or the Social Security Number (if the SSN is entered in the Master Personnel File).
- The Temporary Card Check In window will display.

Figure 232: Temporary Card Check In

Check In Temporary Card

Employee

Employee ID: 12354

Last Name: Oliva

First Name: Jason

Middle Name: []

Card

Temporary Card Number: 9769473

Current Card Number: 123698

Expire On: 6/24/2011

Check In Cancel

Field Names

- 1). **Employee:** Information retrieved from the Master Personnel file for the card you are replacing.
- 2). **Replace:** Information retrieved from the Master Personnel File showing the Temporary Card you are checking in and the original card you are re-activating.

Badge Layout Tool

The Badge Layout Tool allows a user to build formatted layouts that are used in the Badge production portion of the software. This tool uses standard graphic files such as JPG's, and BMP's generated by other programs to create the background framework for an ID Badge. The Badge Layout tool enables a user to build Badge layouts that include:

- § Base Badge format imports using JPG, TIF, or BMP format allowing you to build any design required for the Base section of the Badge.
- § Text Generator to place Text type field that are printed on every badge

- § Placement of all Fields available from the Master Personnel Screen.
- § Ability to change graphics on the badge based on data in the database.
- § Adjustable Video sizing and placement of the Cardholders image.
- § Ability to Copy one layout to another.
- § Ability to attach two layouts together for Double-sided printing.

Once the Layout is completed, Badge production becomes seamless through the Master Personnel Screens. After capturing the Cardholder's image, you can print the badge from the same screens. All layouts created will show up as choices in the Badging Section.

Planning

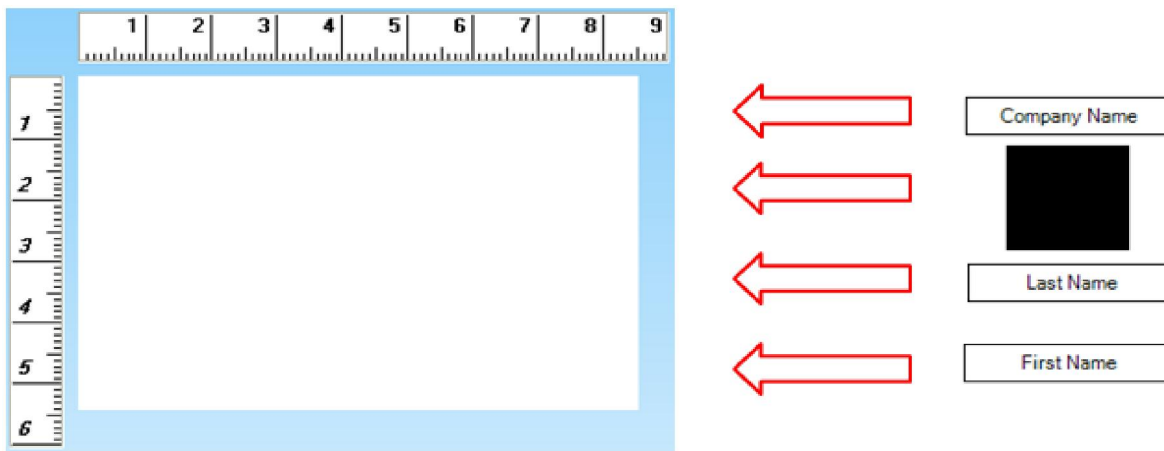
Planning your badge layouts beforehand can save you time, trouble and minimize the number of layouts to choose from when producing badges. For example will the badges be basically the same except for the background color? If so then you can use the logo feature to automatically select the correct background color based on a specific field you enter in a Cardholders record. This limits your layout to one layout and uses the string in a field to determine the background color.

Deciding beforehand what you're going to place on a Badge is essential prior to beginning the layout. Objects are placed on the Layout in layers, and every time the layout is printed, the order is repeated. Consequently, you do not want to lay objects down in the wrong order or place a large object over one or several smaller objects.

Note: A badge layout must contain a base Image and a Video box as a minimum. Layouts not containing these elements will not save to the database.

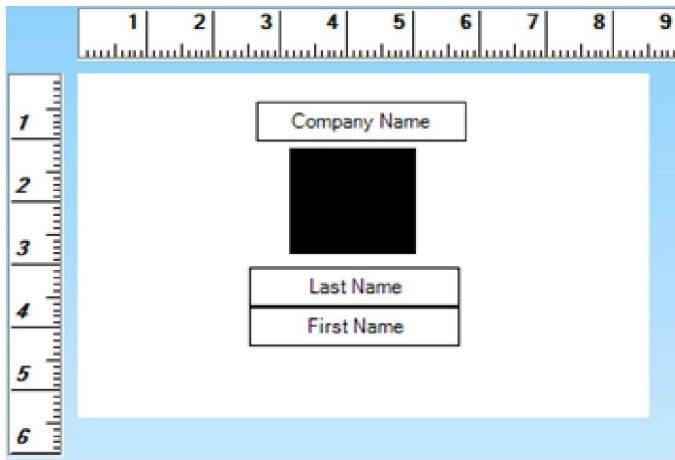
Below is a graphical representation of how a badge is created using layered objects:

Figure 233: Badge Layout

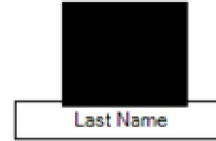


Each additional object is layered on top of the last object

Figure 234: Badge Layout



Right



Wrong

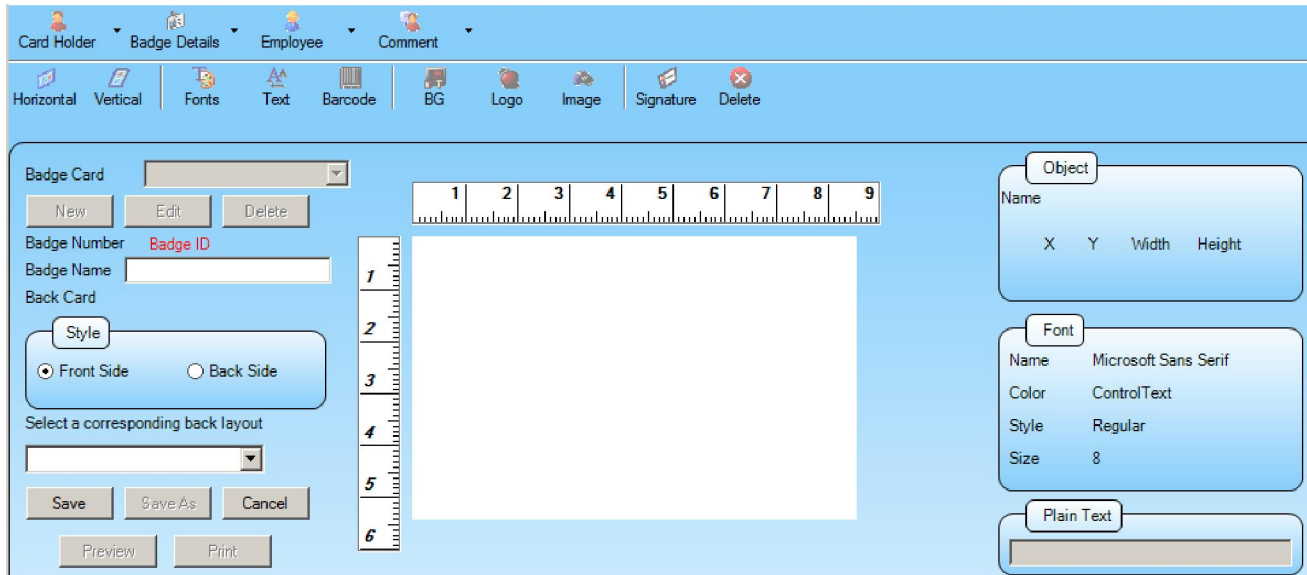
- 1). There are many third party graphics programs available that can help create intricate image and logo files. These programs, mated with Receptors layout tool allow you to produce artistic as well as functional badges. For less artistic or simple designs, most machines are equipped with Microsoft Paint to help you create image file.

Opening the Badge Layout Tool

First you must launch the **Badge Layout** module. To do this click on **Admin** at the top of the **RISG Security Management Window** and select **Administration** from the drop down menu.

- After selecting the **Badging** module, the Badge Setup window will appear:

Figure 235: Badge Setup



From the menu bar across the top of the Badge Layout window, you may choose from several pull down menus:

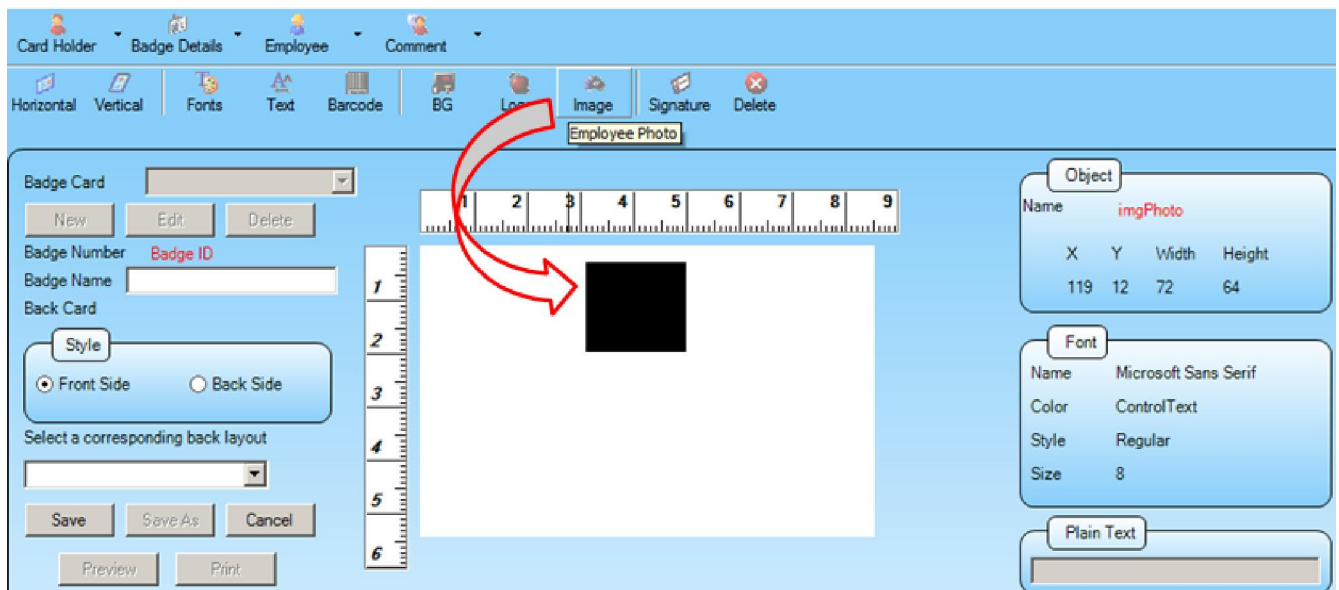
- **Card Holder:** Provides the card holder information (First Name, Middle Name, Last Name, Suffix Name, Ethnic, SSN, Printed Badge Name, Work Phone and Home Phone).

- **Badge Details:** Provides the following details Badge Code, Badge Name, Badge Number, Card Number, Embossed Number, Effective Date, Expiration Date and Issue Date.
- **Employee:** Provides the Employee Information of the Card Holder (Employee ID, Company Name, Company Number, Department Name, Department Number, Department Location, Job Title, Division and Shift).
- **Comment:** This menu is the comment for the card holder. 10 comments can be inserted to the Badge Card.
- **Sub menu bar:**
 - Ø **Horizontal and Vertical**– The Layout of the Badge Card
 - Ø **Fonts**
 - Ø **Text**
 - Ø **Barcode**
 - Ø **BG (Background)**
 - Ø **Logo**
 - Ø **Image**
 - Ø **Signature**
 - Ø **Delete**

Creating a new Badge Layout

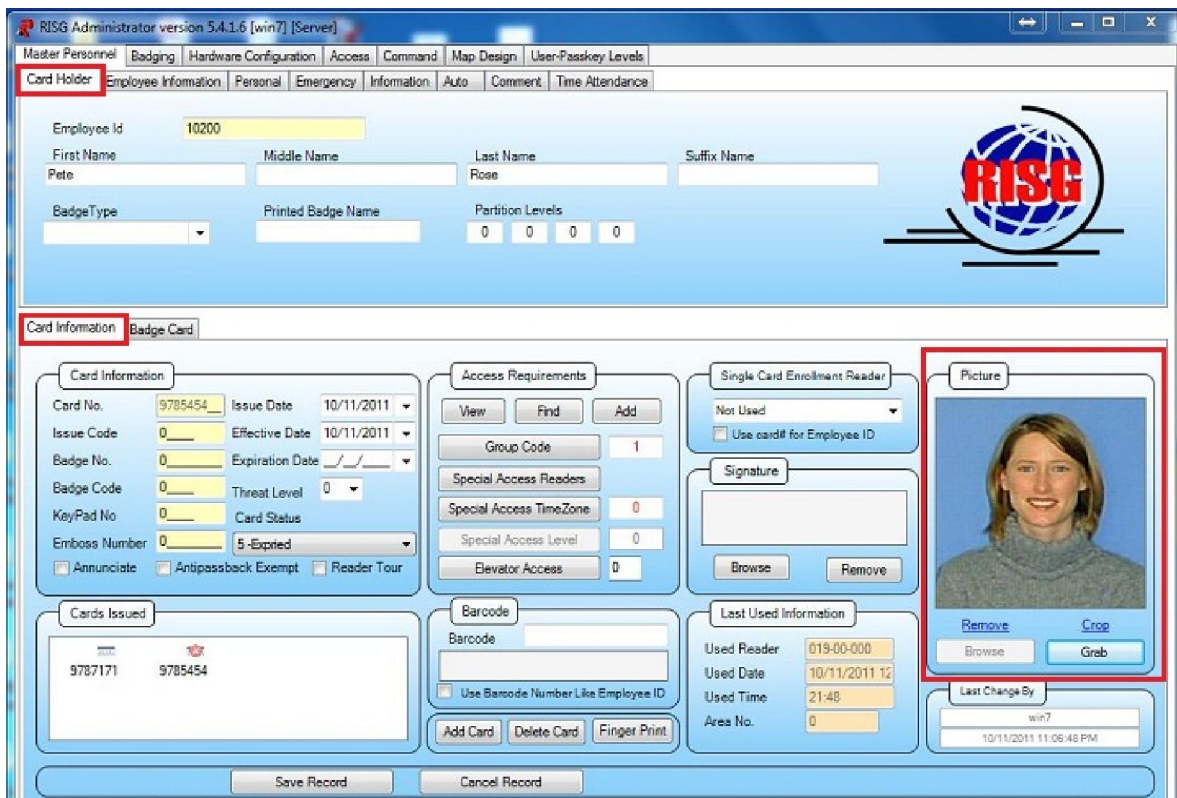
To create a new layout, click on **File** and select **New** from the pull down menu. The **Select Badge Background Image** window will display:

Figure 236: Select Badge Background Image



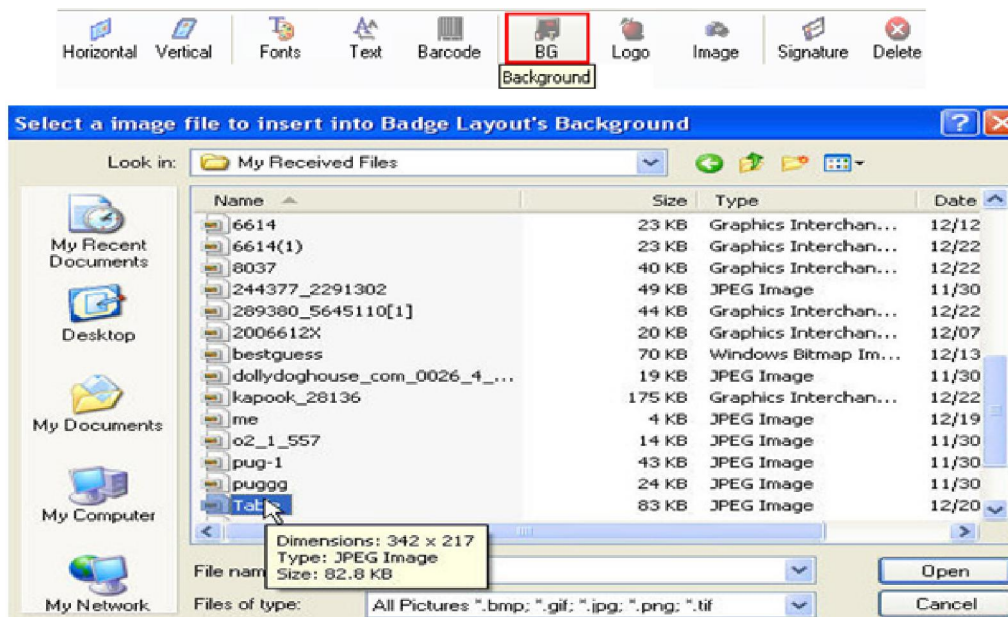
Hit on **Image Icon** on the sub menu:

Figure 237: Select Image File



The Image File works in the **Master Personnel** in the **Card Information** picture.

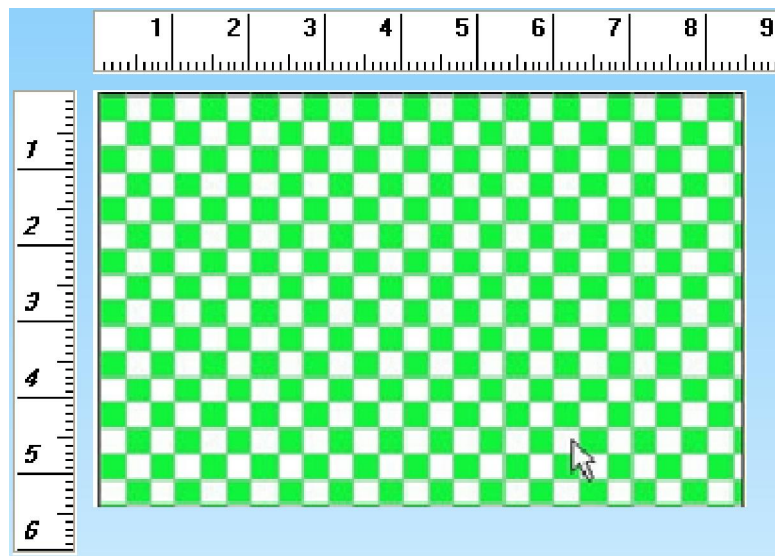
Figure 238: Select Badge Background Image



Click **Open** to use the selected Image or **cancel** to quit.

If you select **Open** the Image file will be pasted into the Badge Setup window oriented to the upper left corner of the grid:

Figure 239: Badge Setup - Untitled

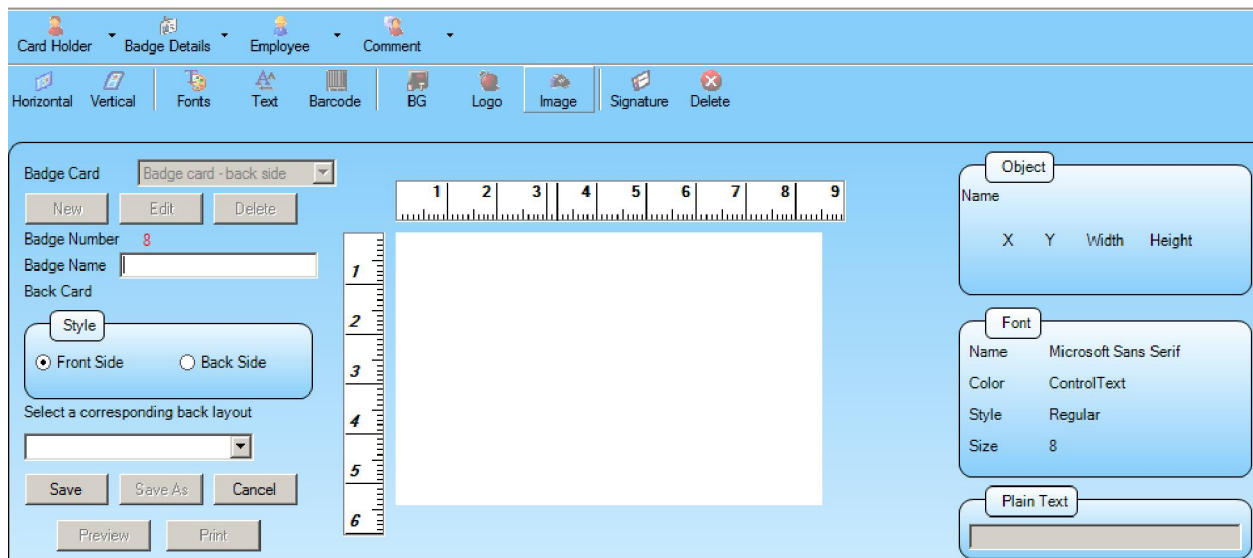


Using the mouse, you can reposition the image on the grid.

Note: If you wish to use a white background on the layout, the background image can be made very small and can be located outside the grid area so that it will not print on the badge. This satisfies the background image requirement without actually having the image on the layout.

Once the background image is in place, you can start adding objects to the layout. To add an object, click on **Object** pull down menu and select **Insert**. The **Define Object to Insert** window will display:

Figure 240: Define Object to Insert



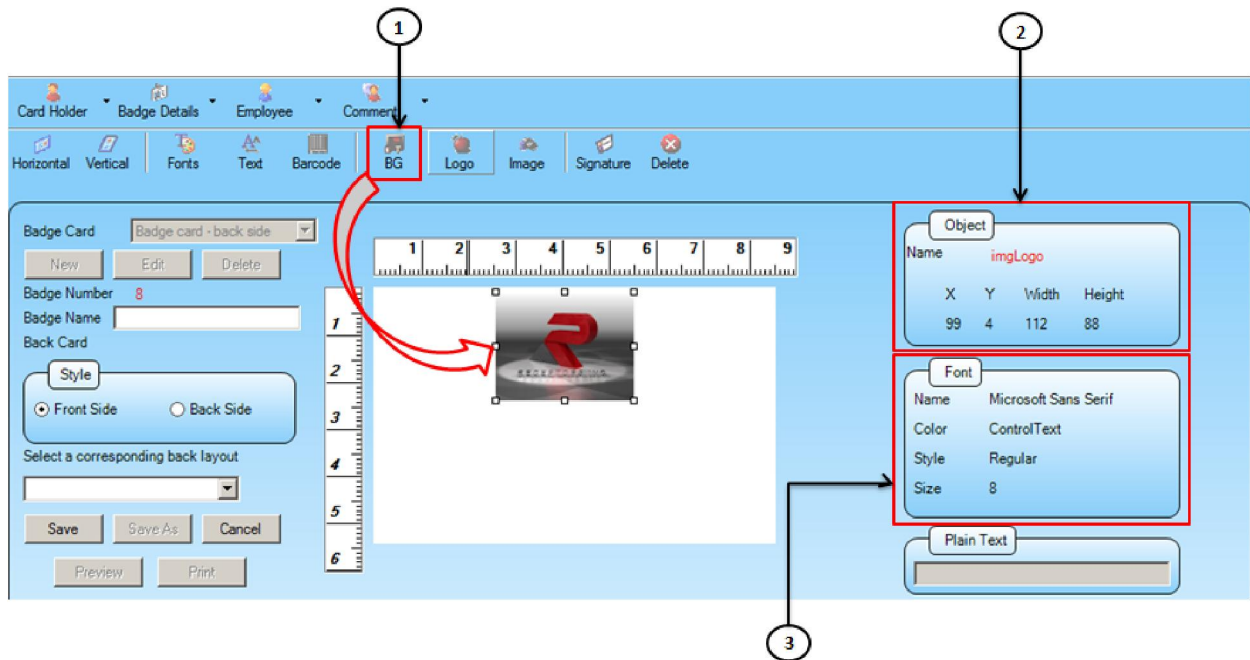
Background Image

The next object to insert will be **Background Logo**.

Note: All Badge Layouts are required to include a Video object including back of Badge Layouts. Like the base image, if you do not wish to print the Video object on a card, you can make the Video Object very small and place it outside of the grid. This satisfies the Video object requirement without actually having the video on the layout.

Click on the **Logo** radio button on the **Define Object to Insert** window. The **Logo** window will display:

Figure 241: Define Object to Insert - Image



BG (Background) Button: This radio button selects the Video Object insertion window.

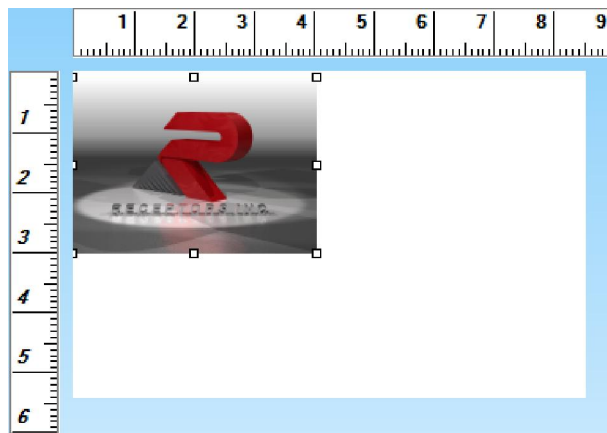
2). Object: The Width and the Length of the Logo.

3). Font: the Properties of the text including the Name, Color, Style and Size.

Note: Do not exceed a value of 1.3" in either height or width of a Logo Object.

- After selecting the desired parameters for your Logo Object, click **OK**.

Figure 242: Badge Layout – Image Replacement

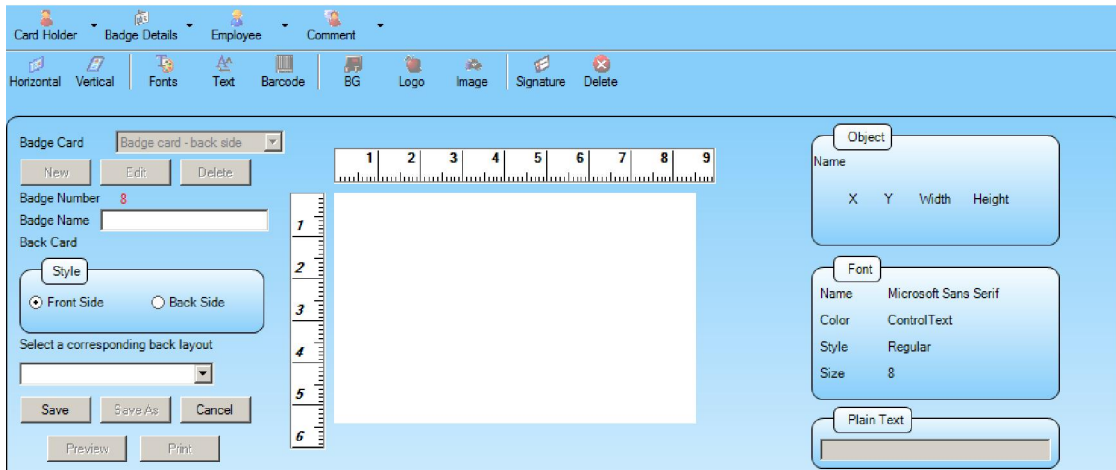


Field

The next objects to place on the layout are Fields. These are fields from the database such as Company, First Name, Last Name, Employee ID, etc. The available fields are defined in the file **pers.dfn** in the Receptors folder. This file shows the available database fields from the tables **pers** and **pinf** that make up the Master Personnel record. It identifies the field names and their respective character lengths.

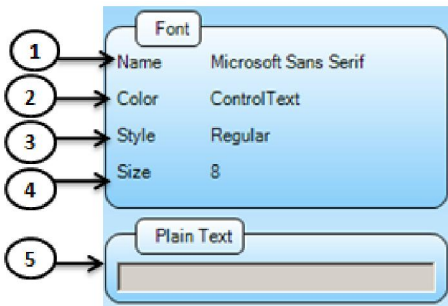
To add an object, click on **Object** pull down menu and select **Insert**. The **Define Object to Insert** window will display:

Figure 243: Define Object to Insert



- Click on the **Field** radio button on the **Define Object to Insert** window. The **Field** window will display:

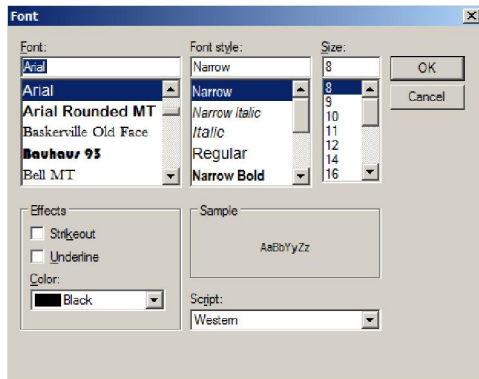
Figure 244: Define Object to Insert Field Object



- 1). **Name:** Font Name used.
- 2). **Color:** The default font color is black.
- 3). **Style:** These items allow you to modify the font characters to better fit your badge design.
- 4). **Size:** Font size.
- 5). **Plain Text:** This field is used to configure fonts.

- Select the font by clicking on the Browse button in Item #2:

Figure 245: Font Selection



- Highlight the font and select the size and style. Click **OK**. The **Define Object to Insert** window will display with the selected parameters:

Figure 246: Define Object to Insert

Font

Name Arial Narrow

Color Black

Style Regular

Size 8.25

Plain Text

You can change the font size, color, style, alter the position or rotate the text as needed from the **Define Object to Insert** window by using the radio buttons and check boxes.

Select the Field name by clicking on the **Field** pull down menu and highlighting the desired field name:

Figure 247: Define Object to Insert

Card Holder Badge Details Employee Comment

Horizontal Vertical Fonts Text Barcode BG Logo Image Signature Delete

Badge Card Badge card - back side

New Edit Delete

Badge Number 8

Badge Name

Back Card

Style

Front Side Back Side

Select a corresponding back layout

Save Save As Cancel

Preview Print

Object

Name

X Y Width Height

Font

Name Arial Narrow

Color Black

Style Regular

Size 8.25

Plain Text

- After selecting the desired parameters for your Field Object, click **OK**. The Field Object will be placed on the layout grid. Use the mouse to move it to the desired location on the layout:

Figure 248: Badge Setup – Untitled

Badge Card

New Edit Delete

Badge Number 8

Badge Name Badge Name No.1

Back Card

Style

Front Side Back Side

Select a corresponding back layout

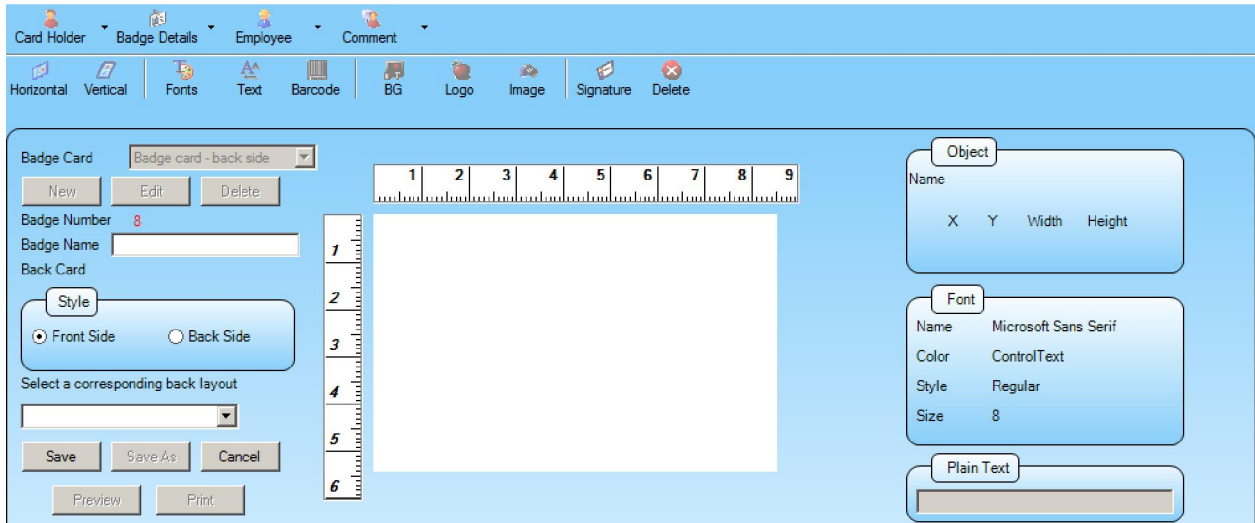
Save Save As Cancel

Preview Print

Text

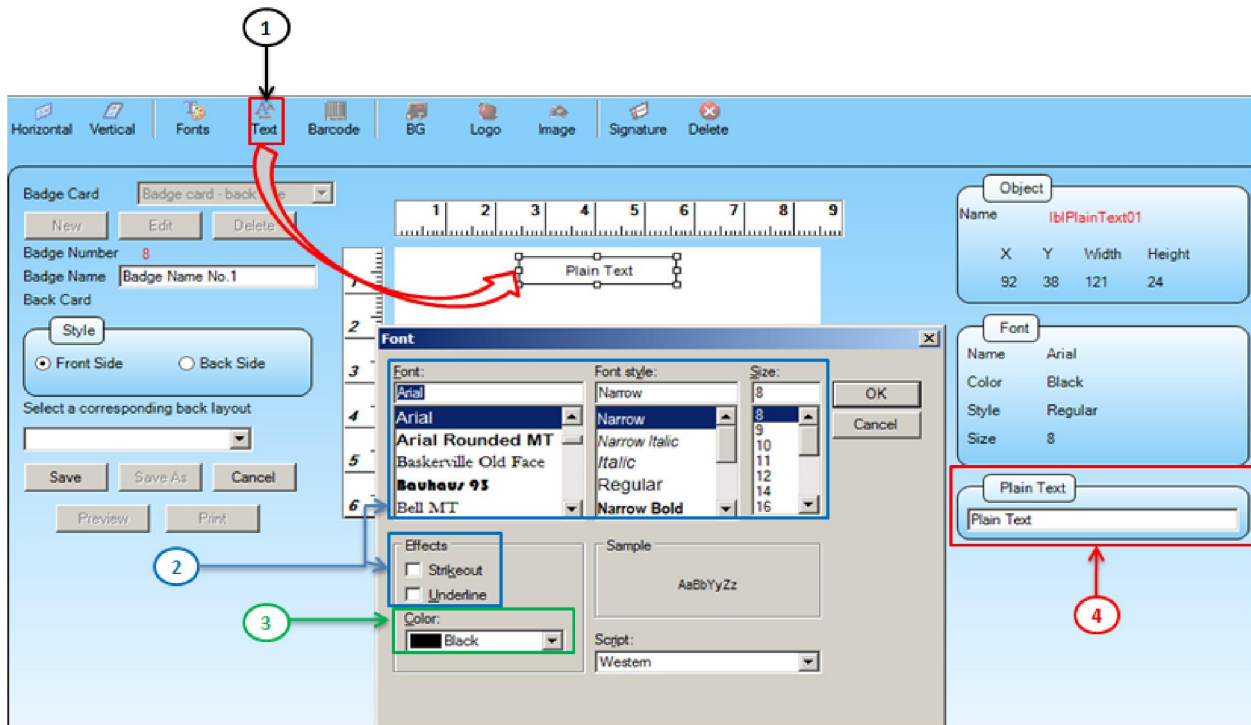
The Text Object provides the means to place fixed text on the badge that is common to all badges create from this layout. To add a Text Object, click on **Object** pull down menu and select **Insert**. The **Define Object to Insert** window will display:

Figure 249: Define Object to Insert



- Click on the **Text** radio button on the **Define Object to Insert** window. The **Text** window will display:

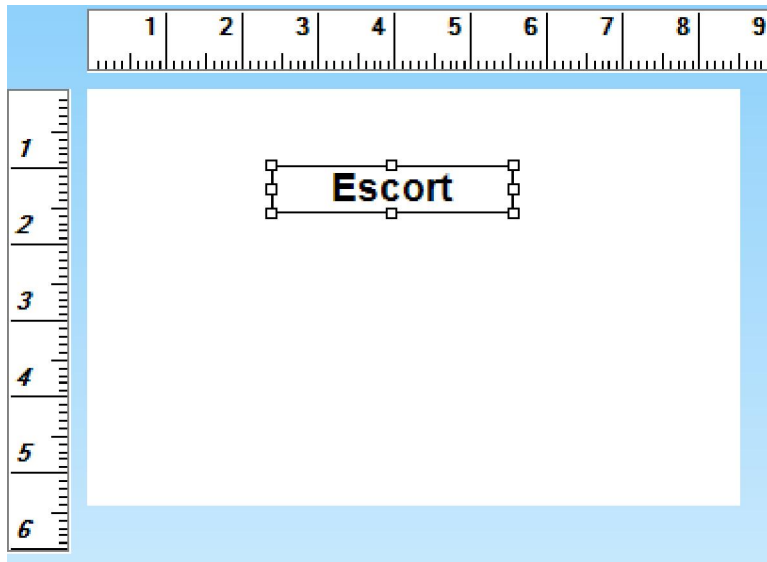
Figure 250: Define Text Object to Insert Field Names



1. **Text Button:** This radio button selects the Text Object insertion window.
2. **Font Selection/Style/Sizing:** This button allows you to select the font for the Text Object as well as the color of the font. These items allow you to modify the font characters to better fit your badge design.
3. **Font Sizing and Style:** The default font color is black
4. **Plain Text:** This box is provided for typing your Text Object.

- After selecting the desired parameters for your Text Object, click **OK**. The Text Object will be placed on the layout grid. Use the mouse to move it to the desired location on the layout:

Figure 251: Badge Setup - Untitled



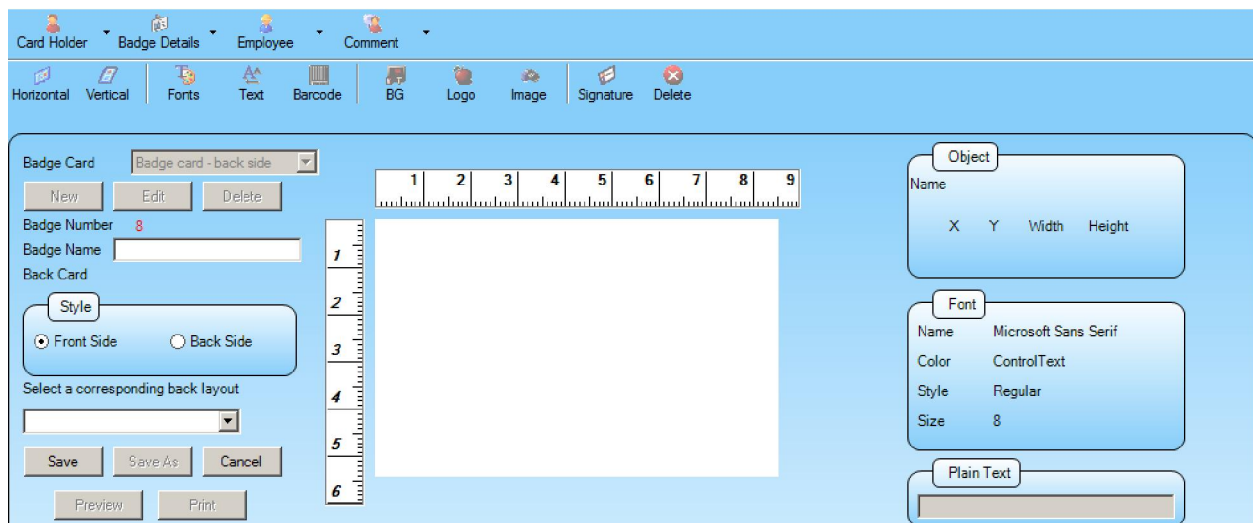
- Using the above method, you can add additional Text objects to the layout and position them as required.

Logo

The Logo Object allows you to associate character strings in the database to place a logo on the badge layout. For example, you could enter a company "Receptors Inc." in the Company database and select Company1 (co_name1) as the logo field. When you add a path to a logo in the Format box identifying "Receptors Inc." as the company, the Receptors Inc. logo will be placed on the badge. This feature can save on the number of layouts to choose from.

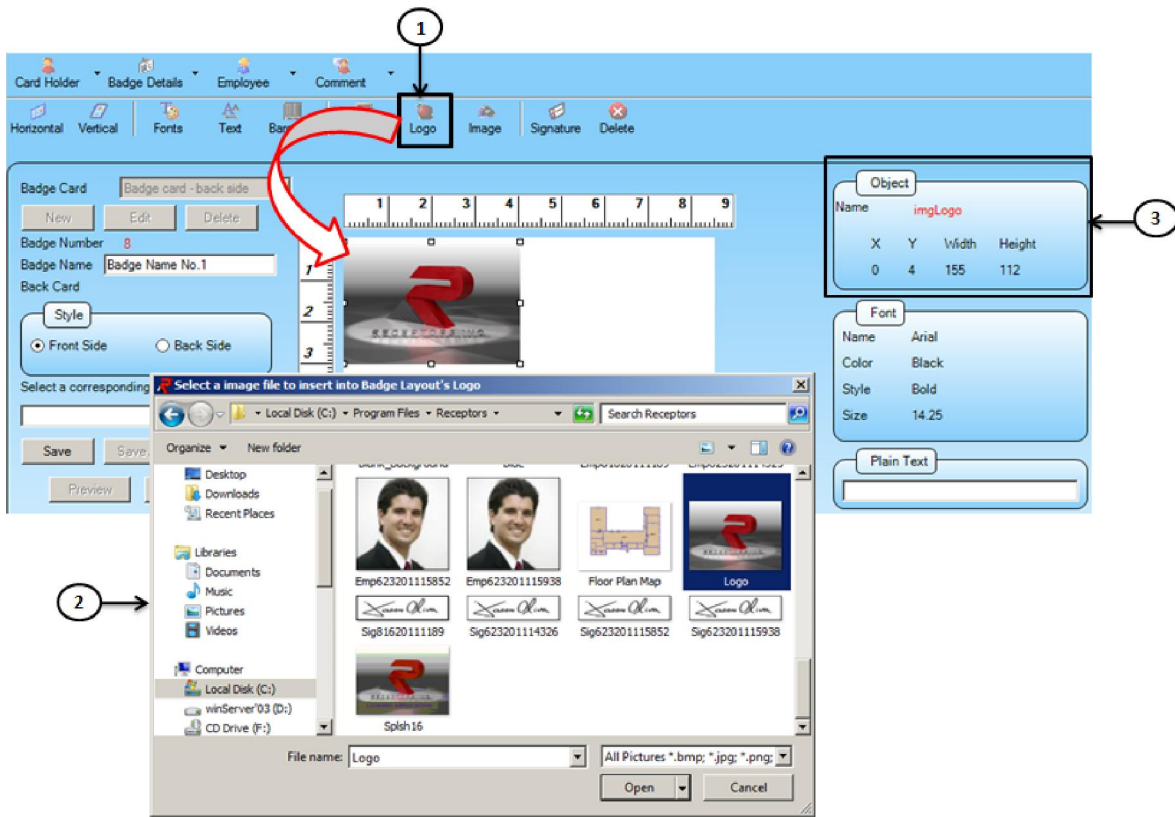
To add a Logo Object, click on **Object** pull down menu and select **Insert**. The **Define Object to Insert** window will display:

Figure 252: Logo - Define Object to Insert



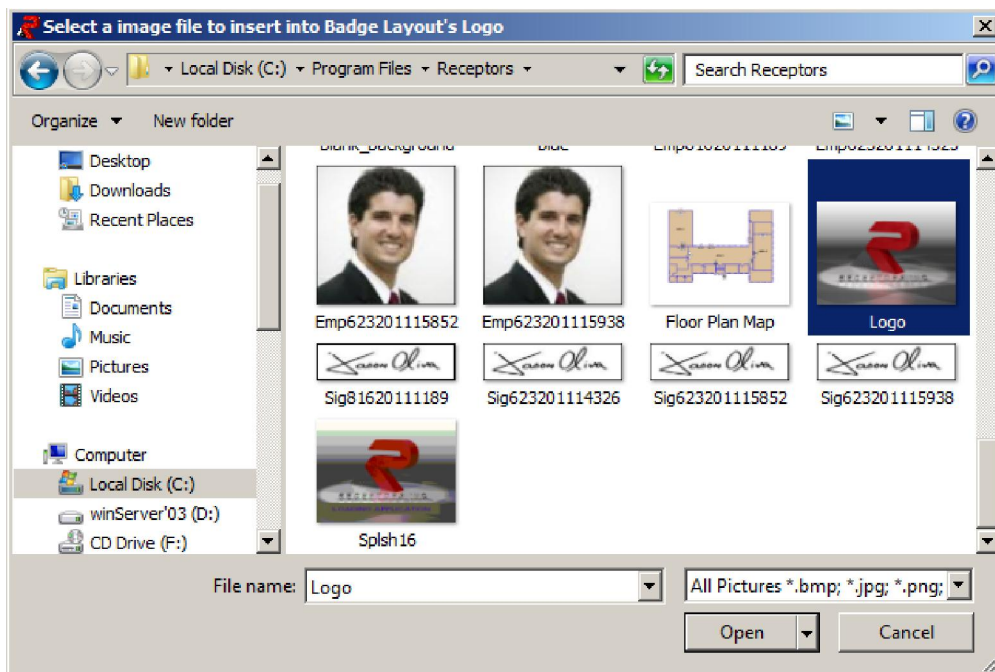
- Click on the Logo button on the Define Object to Insert window. The Text window will display:

Figure 253: Logo - Define Object to Insert Field Names



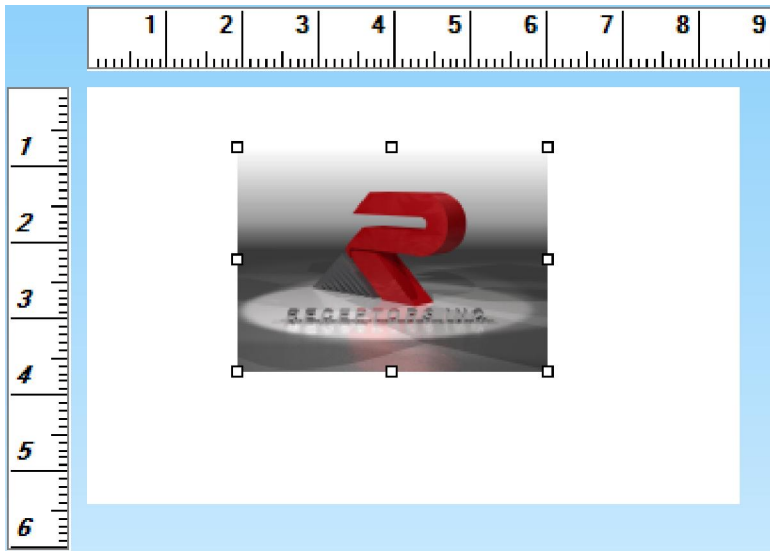
- 1). **Logo Button:** This button selects the Logo Object insertion window.
- 2). **Selection:** This menu will automatically pop up when the Logo button is clicked. Select your file using this window.
- 3). **Logo Width and Height:** These boxes are provided for sizing of the Logo object. Dimensions are in inches. Default Logo Object size is .80"W X .80"H.

Figure 254: Define Object to Insert



- In this example, the database field selected is Company1 (co_name1). If the value "Receptors Inc." is selected in the Company1 field of the Master Personnel file, the path c:\Program Files\Receptors\logos\Receptors.bmp will be accessed to display and print the Logo for Receptors Inc.
- After selecting the desired parameters for your Logo Object, click **OK**. The Logo Object will be placed on the layout grid. Use the mouse to move it to the desired location on the layout:

Figure 255: Badge Setup – Logo Placement



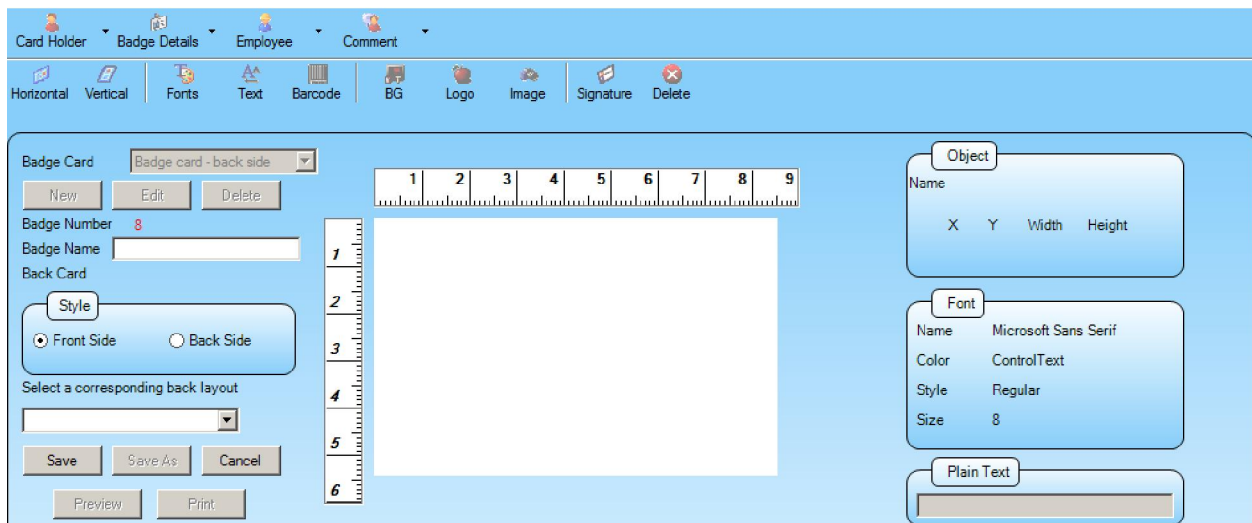
- Using the above method, you can add additional Logo objects to the layout and position them as required.

Barcode

Using a field from the Master Personnel Record, you can place a Barcode Object on your layout using industry standard Barcode formats. Special considerations must be taken however, such as the format required for your application, and ribbons required for your printer. Receptors uses an embedded Code39 font for this feature. For other barcode formats please consult you Receptors Regional sales office.

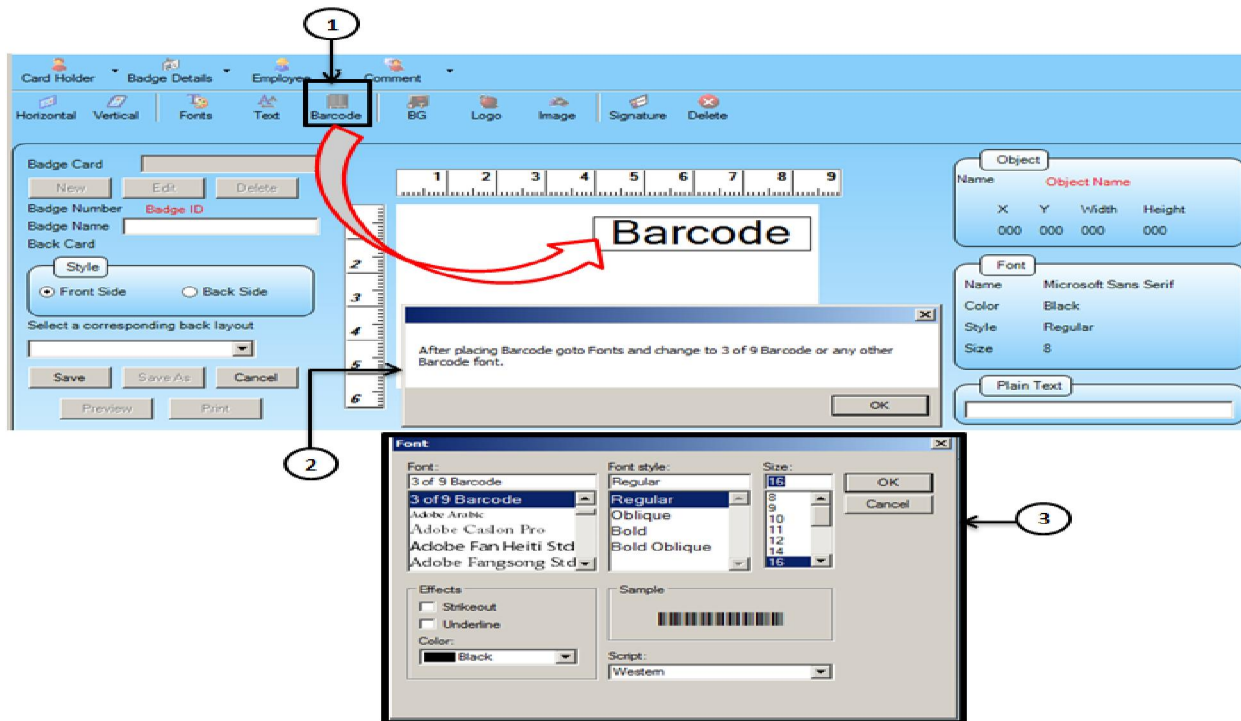
- To add a Barcode Object, click on **Object** pull down menu and select **Insert**. The **Define Object to Insert** window will display:

Figure 256: Define Object to Insert



- Click on the **Barcode** radio button on the **Define Object to Insert** window. The **Barcode** window will display:

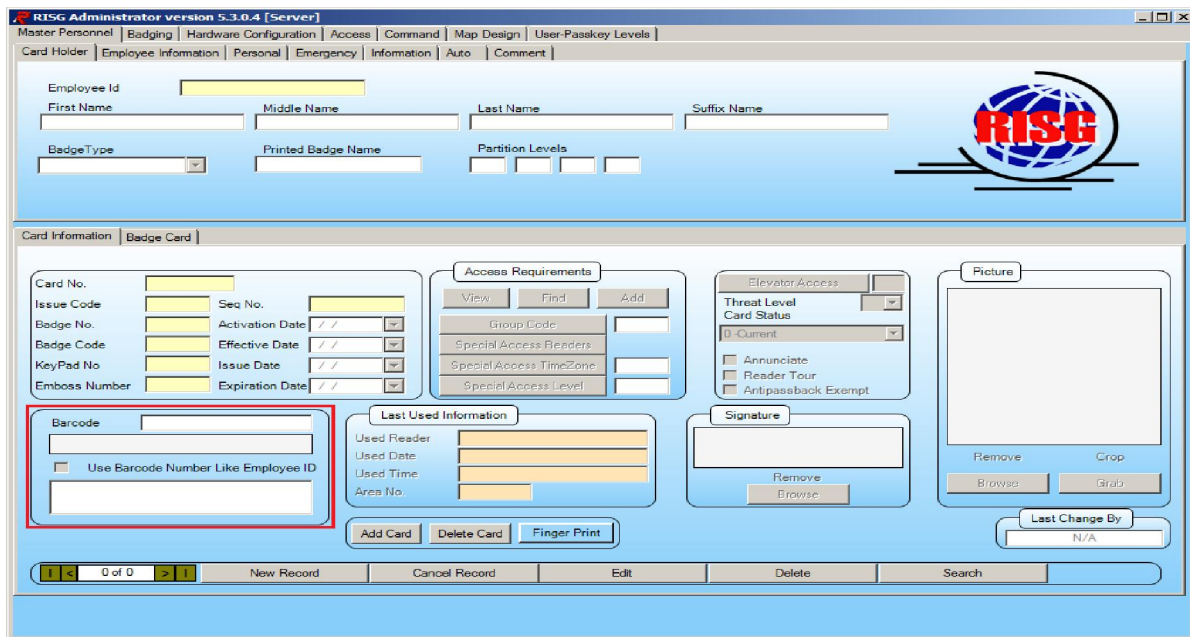
Figure 257: Bar Code Define Object to Insert Field Names



- 1). **Barcode Button:** This button selects the Barcode Object.
- 2). **Instruction:** This is a instruction pop up window.
- 3). **Barcode Width and Height:** These boxes are provided for sizing of the Barcode object. The Barcode font determines the Barcode width. Dimensions are in inches.

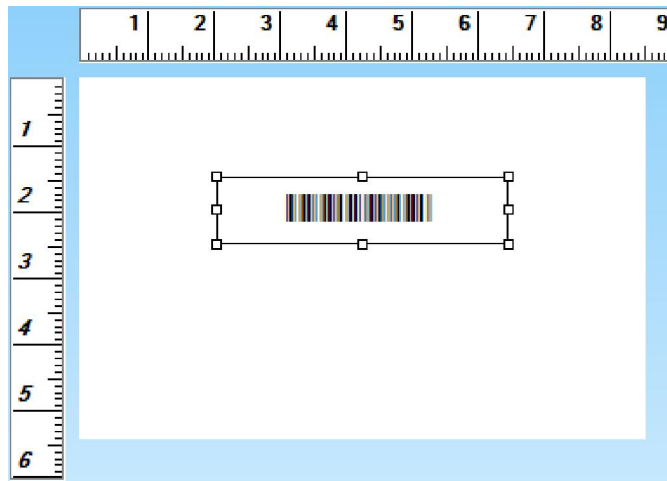
Note: To rotate barcode right click on the bar code and select Rotate.

Figure 258: Define Object to Insert



- The barcode works in Master Personnel as a Employee ID:

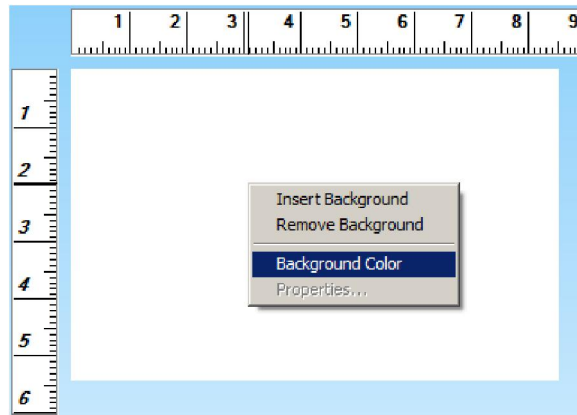
Figure 259: Badge Setup – Barcode Placement



Background Color

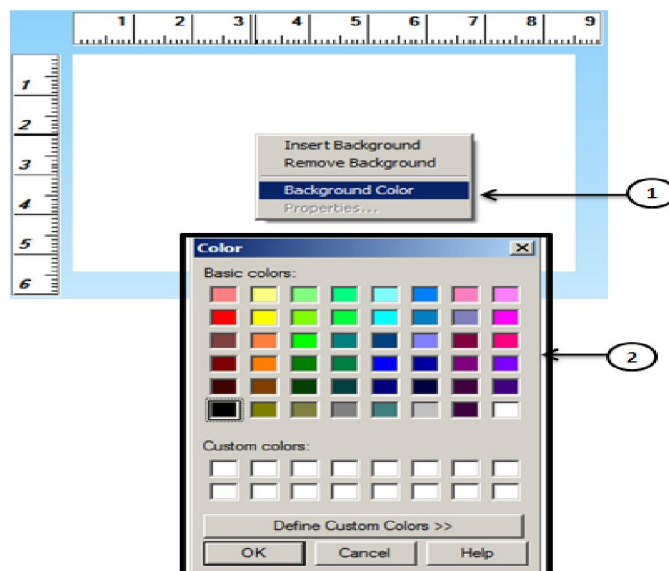
- Insert a Background color to the Badge Layout:

Figure 260: Define Object to Insert



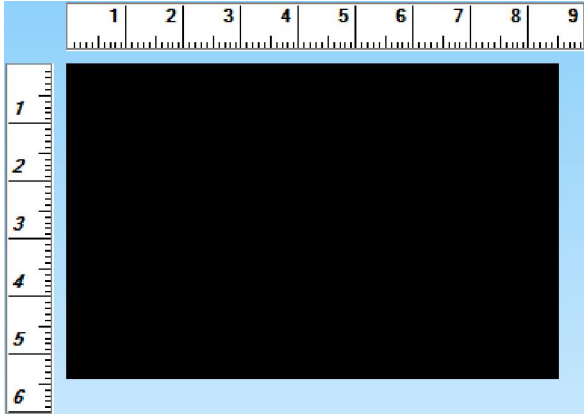
- Click on the **Box** radio button on the **Define Object to Insert** window. The **Box** window will display:

Figure 261: Box Define Object to Insert Field Names



- 1). **Right click option:** Select on Background Color.
- 2). **Color Option:** Color selection.

Figure 262: Badge Setup – Box Placement



Modifying Objects

Objects can be modified in two ways:

You can double click on the object. This will bring up the modification window for the select object.

You can highlight the desired object and choose **Modify** under the **Object** pull down menu.

Note: You can modify any object on a layout with the exception of the background image. If you need to modify this object, you must delete the badge layout and start over with a new background image. If the background image is a simple bitmap, you can close the layout, modify that file using Microsoft Paint© or other graphics packages and save the file as the original name. The modifications will appear the next time you open the badge layout.

Removing Objects

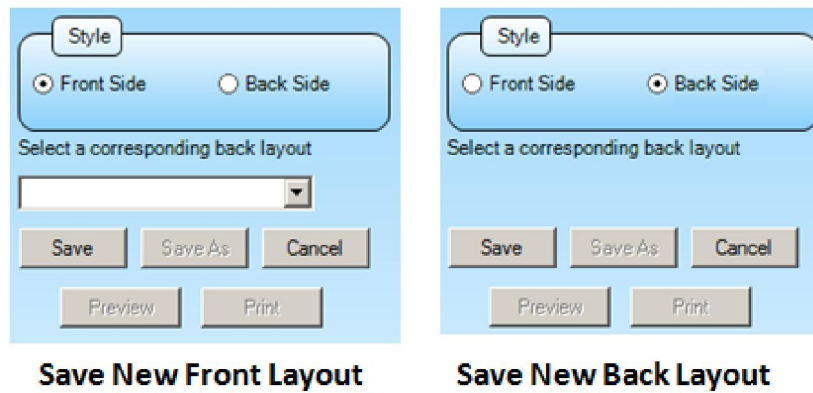
To remove an object from a badge layout, you can highlight the object and choose **Delete** on the sub menu.

Saving a Layout

To save a new badge layout, click on **Save** under the **File** pull down menu. A **Save Badge As** menu will display. Layouts are designated as either Front or Back. You can attach a back layout to a front layout for double-sided badge printing.

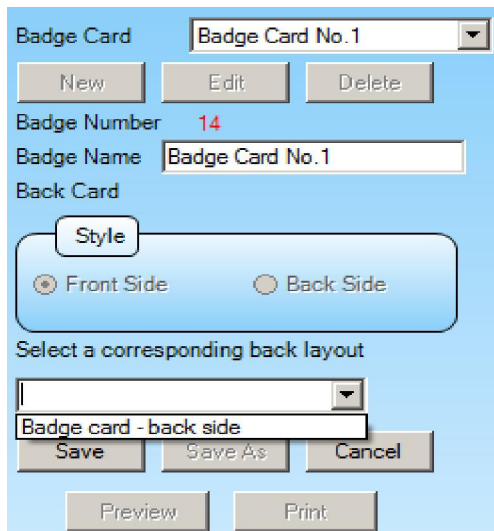
- For a new badge layout, select **Front Layout** or **Back Layout**. When a layout is selected as a Back Layout, the layout name will be added to the **Select a corresponding Back Layout** pull down menu.

Figure 263: Save Badge As



- If your layout is for double sided cards, select a back layout from the **Select a corresponding Back Layout** pull down menu prior to clicking the **Save** button in the **Save Badge As** window. **Cancel** aborts the request to save.

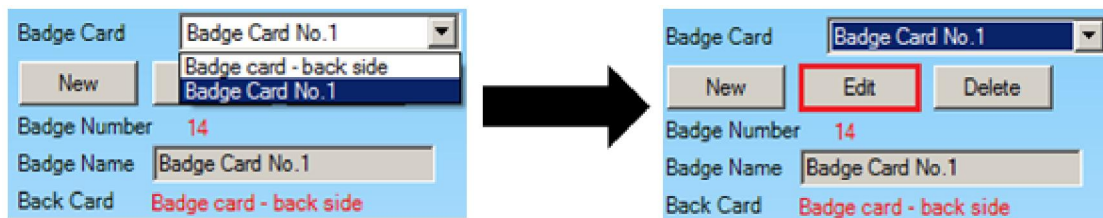
Figure 265: Save Badge



Opening a Layout

To open a layout, select on the **Badge Card** the **click** pull down menu, select on the Badge then hit on **Edit** button to open the Badge Card

Figure 266: Open Badge



Copying a Layout

You can open a layout and save it as another name if required. One use for this is if you have several layouts with minor differences. You can create the original layout, then save it as another name. You can then make your editing changes to the copy, and still have the original.

To copy a layout you first have to open the layout. Open the layout by choosing **Open** from the **File** pull down menu (see Opening a Layout).

After the layout is displayed choose **Save As** from the **File** pull down menu. Now the steps will be the same as saving a layout (see Saving a Layout).

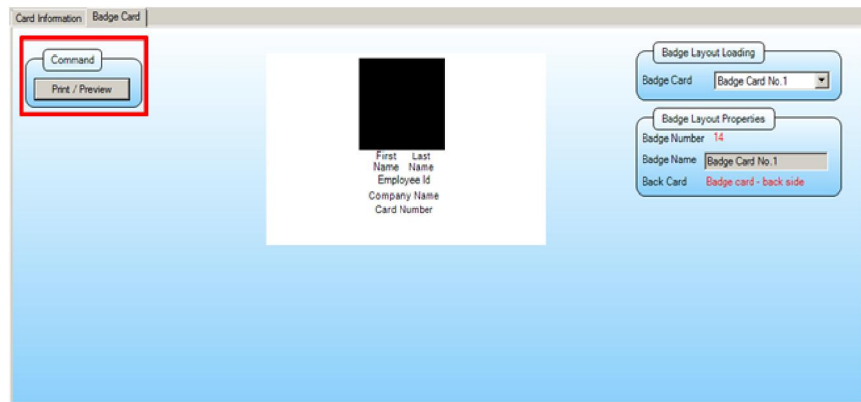
Deleting a Layout

To delete a layout, select on the **Badge Card** the **click** pull down menu, select on the Badge then hit on **Delete** button to delete the Badge Card.

Print / Preview

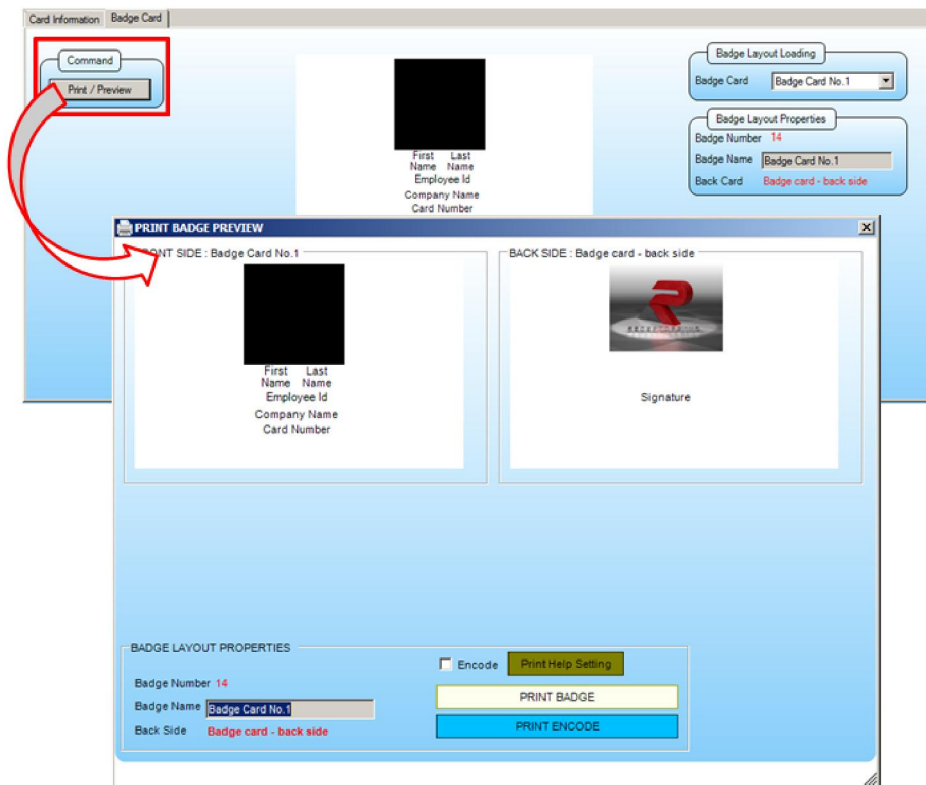
A **Print Badge** section is located at the **Master Personnel** menu on the lower part beside the Card Information.

Figure 267: Badge Setup



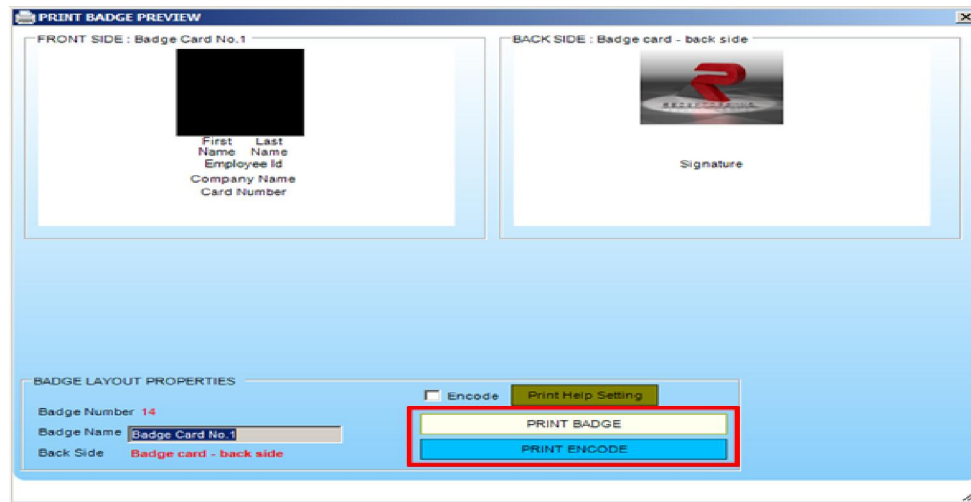
After selecting a front badge layout to print or preview, the layout will display:

Figure 268: Print Badge



Similarly, after selecting a back badge layout to print or preview, this will also display:

Figure 269: Print Badge



Utilities

- The following information is provided for your assistance in the procedures described herein
- **SQL Backup Procedures**
- **SQL Maintenance Plans**
- **Net Use**

RISG SQL Database Backup

This applies to **SQL Server Management Studio 2005 Express, SQL Server Management Studio 2005.** to **SQL Server Management Studio 2008 Express and SQL Server Management Studio 2008.**

- The following information describes how to use the SQL Server Utility to Backup the RIS database.
- The database can be backed up on-line, without interrupting the system operation. You can also setup the Backup to be performed on a schedule automatically. (Described in the next section).
- The SQL Server backup saves the database Alarm History and Data files (Reader circuits, Input circuits, Output circuits, Group Codes etc.) **ONLY**. This is not a backup of your system files. For a complete backup, see your IT Administrator.

Tapes

- Backups are essential for the successful recovery of the system in the event of a failure. It's extremely important that you use quality tapes, or those tapes recommended by your tape drive manufacturer. **IT IS ALSO IMPORTANT** that you use multiple tapes. Don't continue to backup over the same tape over and over. You can certainly use tapes over again; it's just a good practice to have for example, a weekly or monthly set of backup tapes. This routine builds in redundancy to your backup tapes as well. You're not relying on a single tape to restore your system.

Backing up the RIS Database

- The backup procedure explained here is for backing up the **RIS** database to a **Disk Drive**. If you desire to backup to a **Tape Drive** the procedures are basically the same except you will select the **Tape** option instead of **Disk** in the **SQL Server Backup – ris** window. Then select the Tape Drive from the list. If there is only one Tape Drive in your system it will be labeled as \\ Tape 0 \\.
- To Open the **SQL Server Management Studio** from **Start** go to **Programs**, then **Microsoft SQL Server**, then **SQL Server Management Studio**.

Figure 270: SQL Server Management Studio

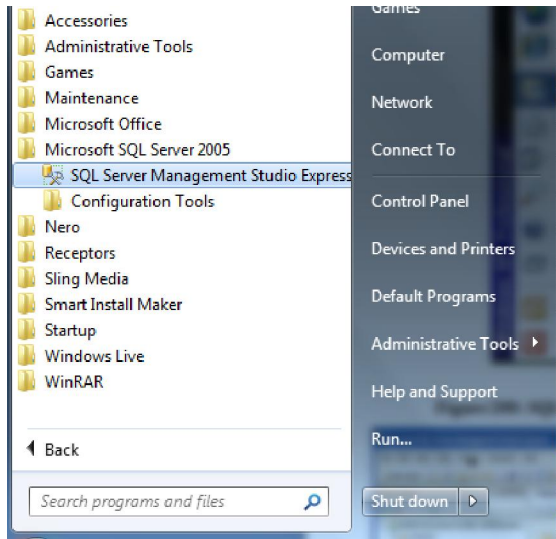
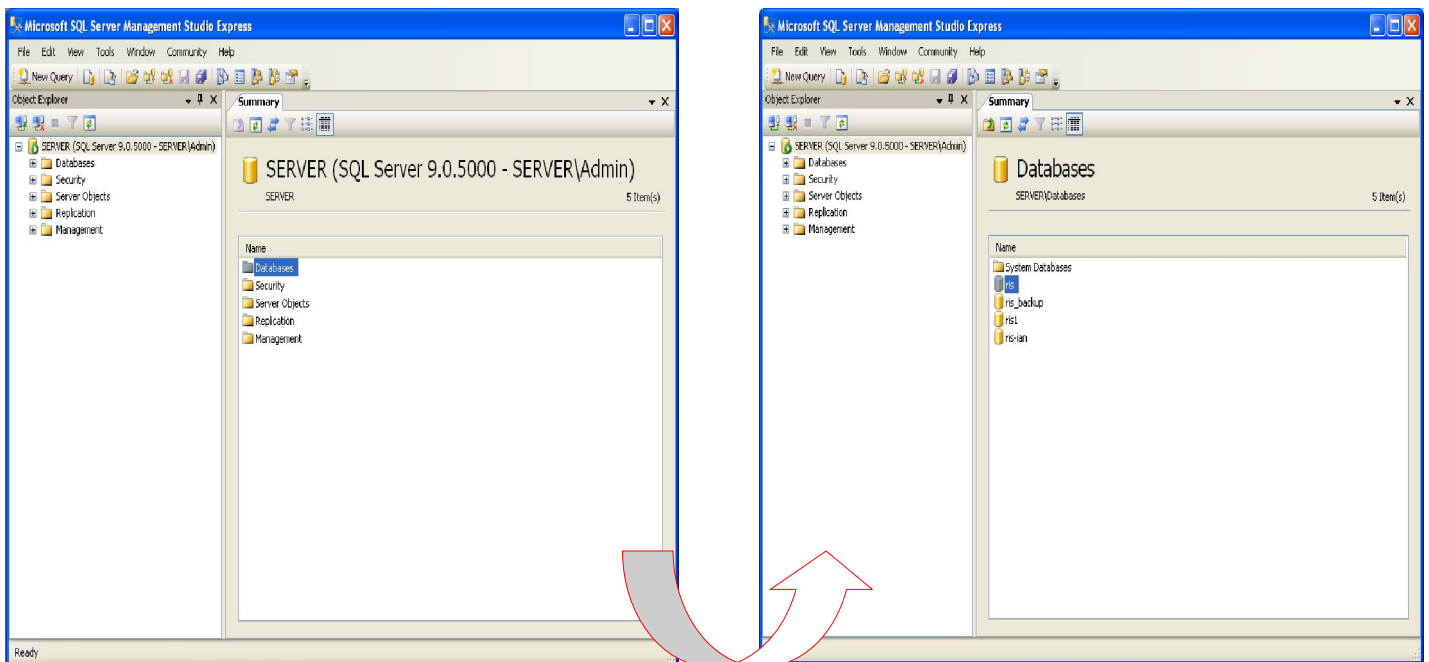


Figure 271: SQL Server Management Studio Console



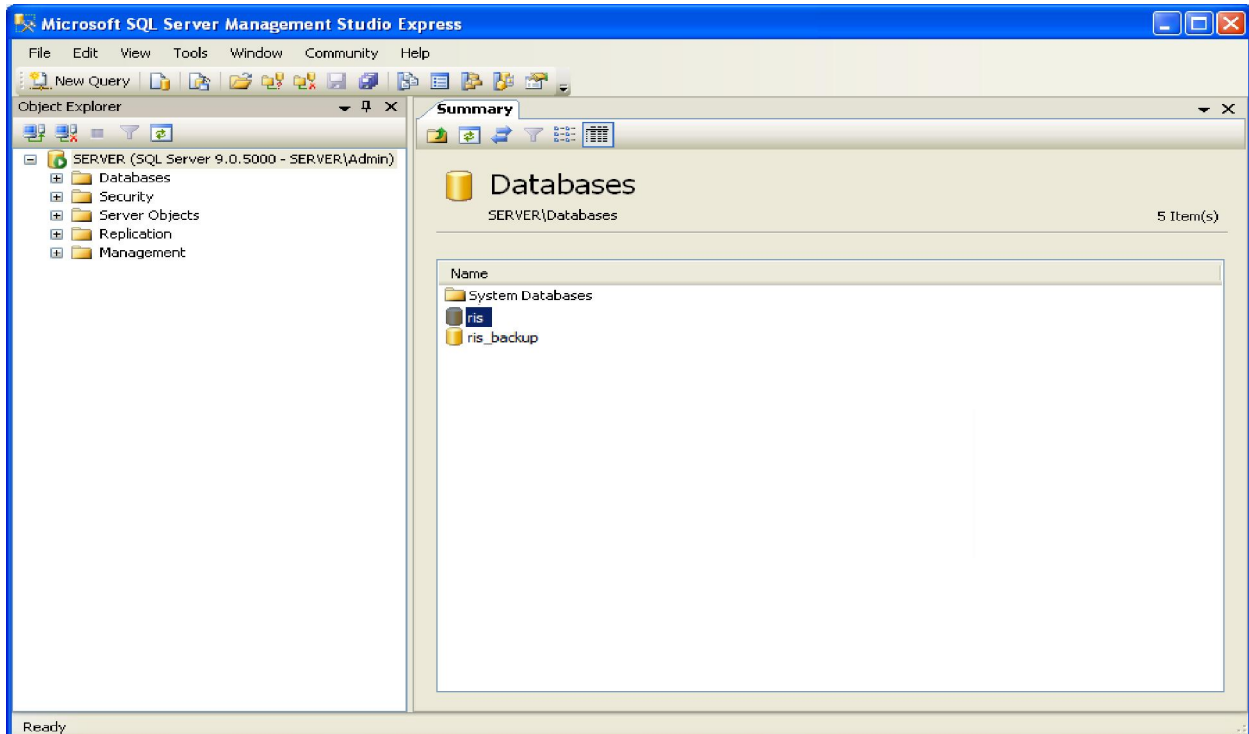
This is the Main tool used to access SQL Server.

- On the tree click on the + at **Microsoft SQL Servers**
- Click on the + at **SQL Server Group** and the name of your **Server Name** will appear.

Wait until the right arrow inside the circle turns green

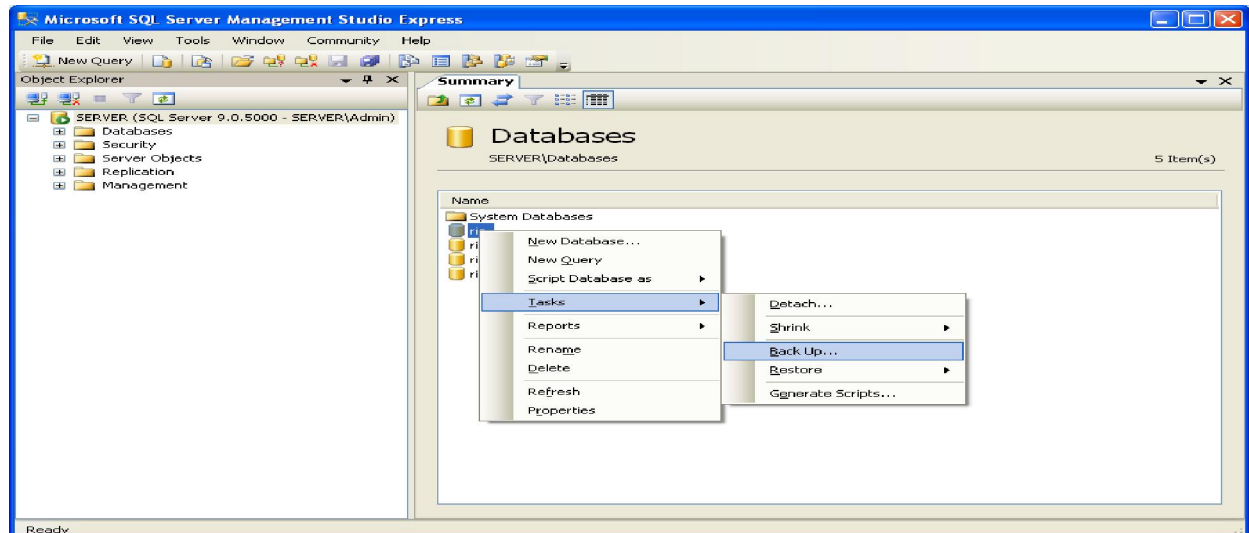
- Click on the + at **Server Name**
- Click on the **Database** Folder in the left window and the right window will display all Databases in the system.

Figure 272: SQL Enterprise Manager Console Databases



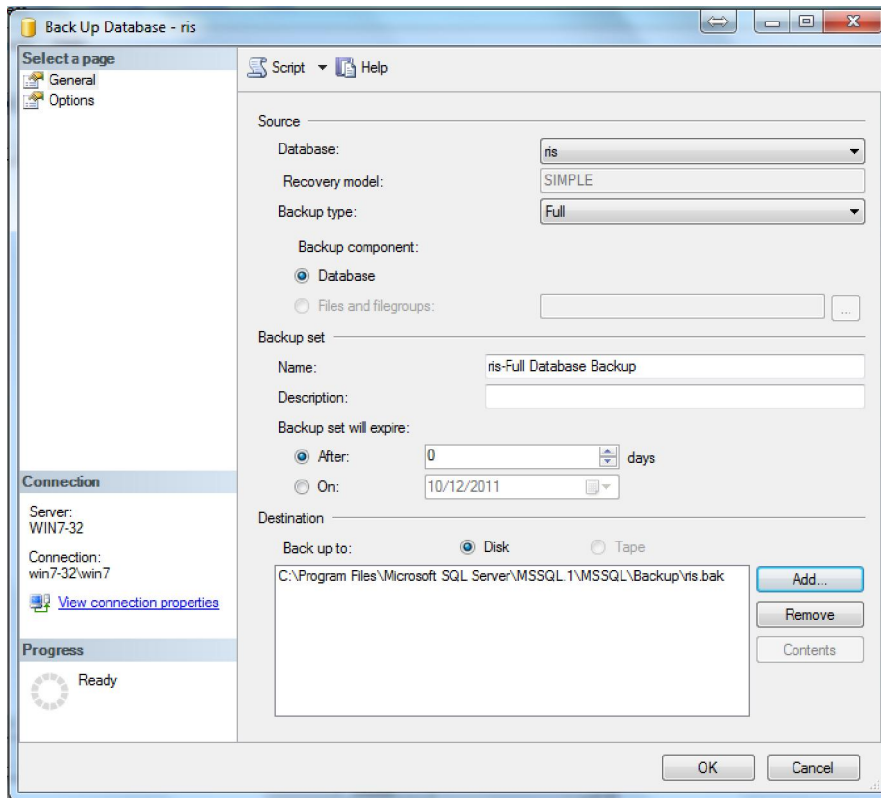
- Click on the **ris** database in the right window once to highlight it.

Figure 273: SQL Server Enterprise Manager Backup Database



- Click on **Tools** on the SQL Console menu bar and select **Backup Database** from the menu and the **SQL Server Backup – ris** window will appear.

Figure 274: SQL Server Backup - ris



- As you notice that the **Database** box is defaulted to **ris**. Which is the database you will be backing up.
- The **Name** box is defaulted with the filename that you will be backing up to, which is **ris backup**.

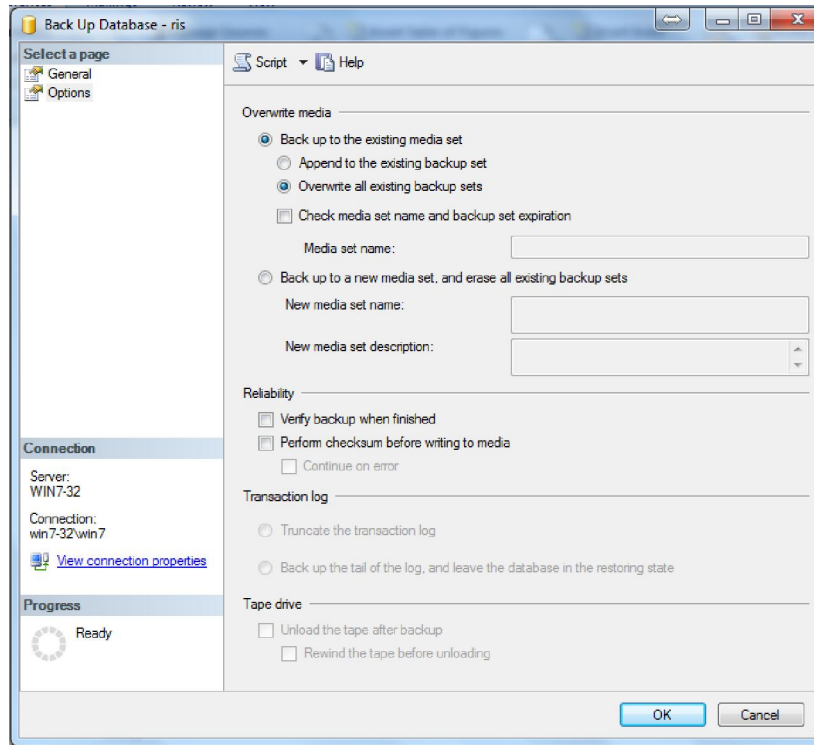
Receptors recommends that you keep this file name but if you desire you can change it.

- In the Backup section check the bullet for **Database**.
- In the **Destination** section check the bullet for Disk.
- Also in the Destination box the defaulted path is

C:\Program Files\Microsoft SQL Server\MSSQL.1\Backup(File Name in the Name box)

- Receptors recommend that you keep this path. If you want to change the path see the section below **Change Backup Path**. When you finish in the **Change Backup Path** return here and continue.
- In the **Overwrite media** section check the bullet for **Overwrite all existing backup sets**.

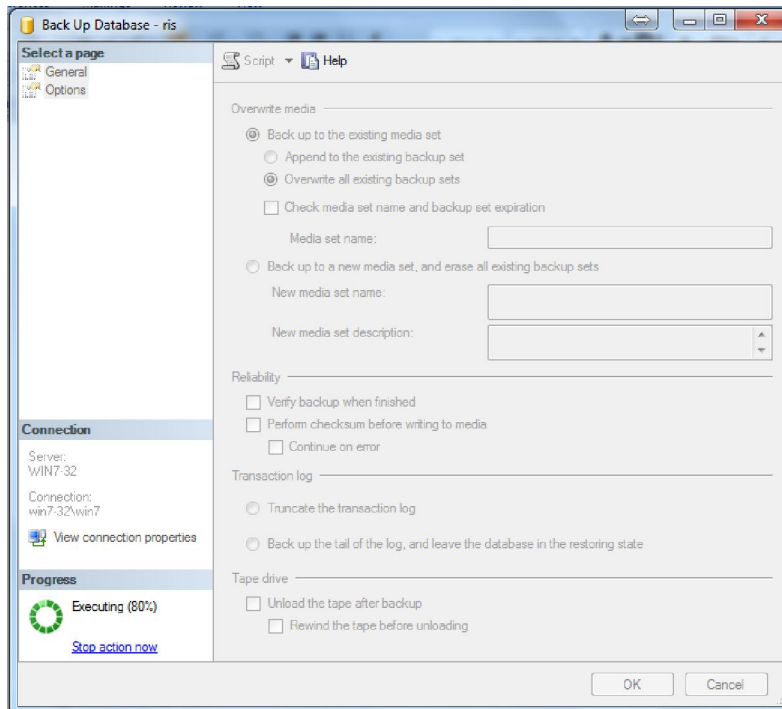
Figure 275: SQL Server Backup – ris



- When you are ready click the **OK** button and Backup Progress window will appear indicating that the backup process has begun.

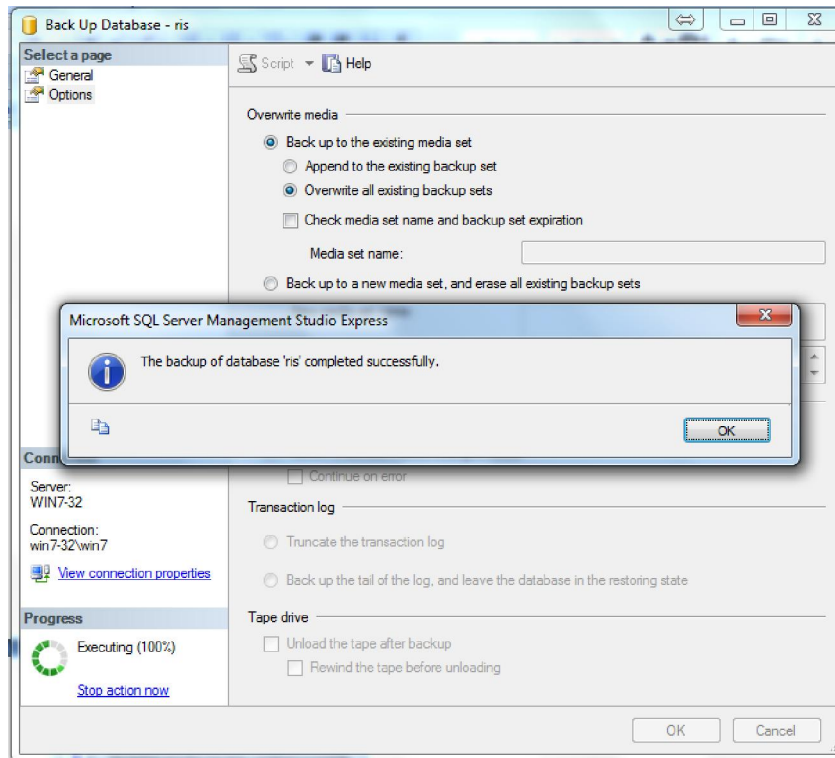
Be patient; there may be a couple of seconds before you see the progress bar begin to fill.

Figure 276: Backup Progress



- When backup is complete the **SQL Server Management Studio** window will appear displaying the status of the backup.

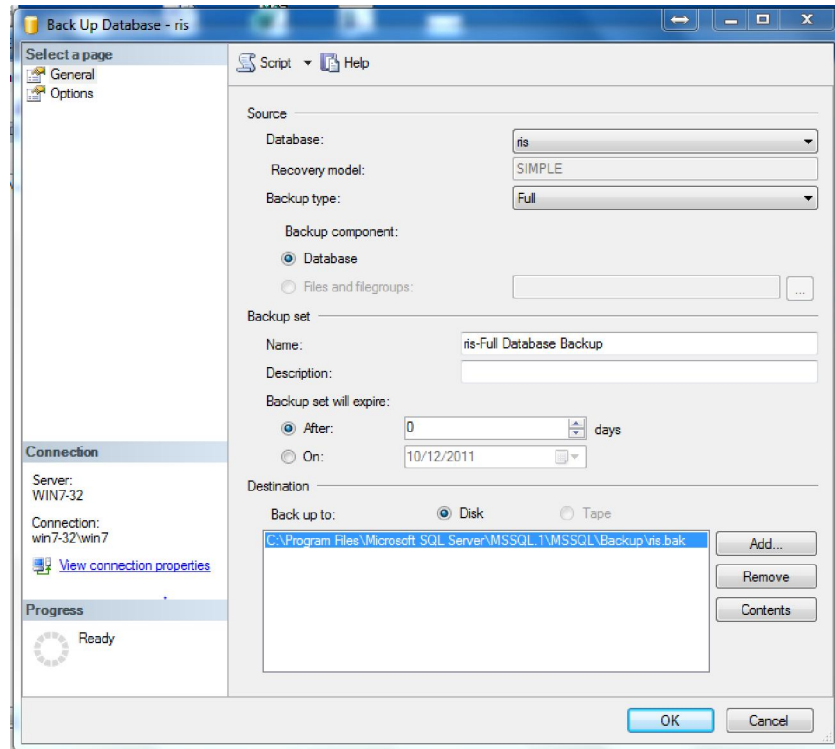
Figure 277: Backup Status



- Click the OK button and exit **SQL Server Management Studio**.

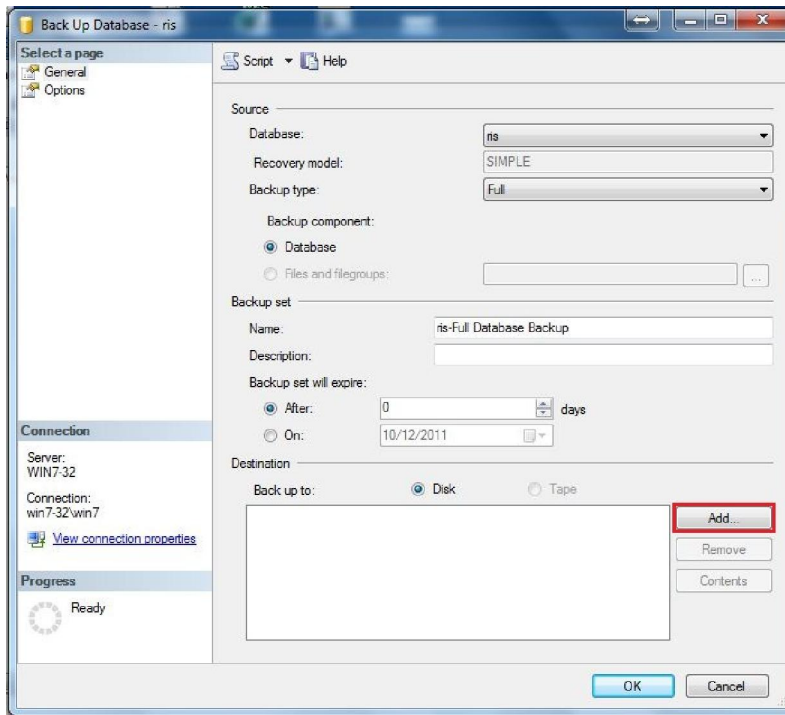
Change Backup Path

Figure 278: Backup Path



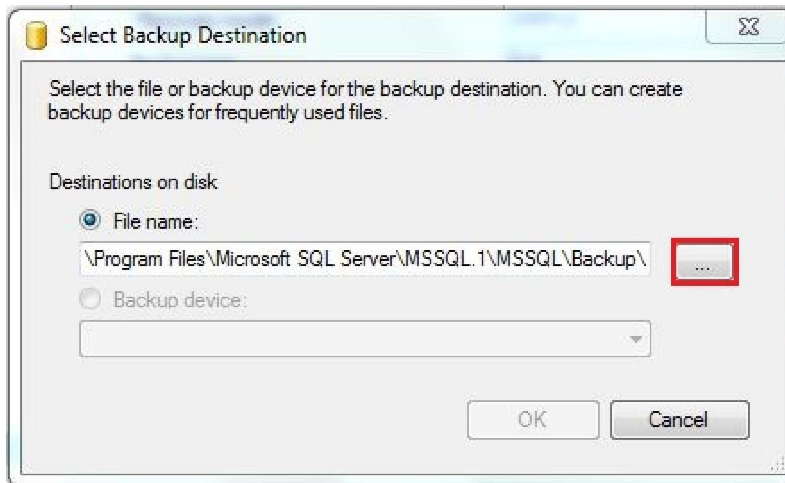
You must remove the path in the **Destination** box. Click the **Remove** button and the path will be removed.

Figure 279: SQL Server Backup - ris



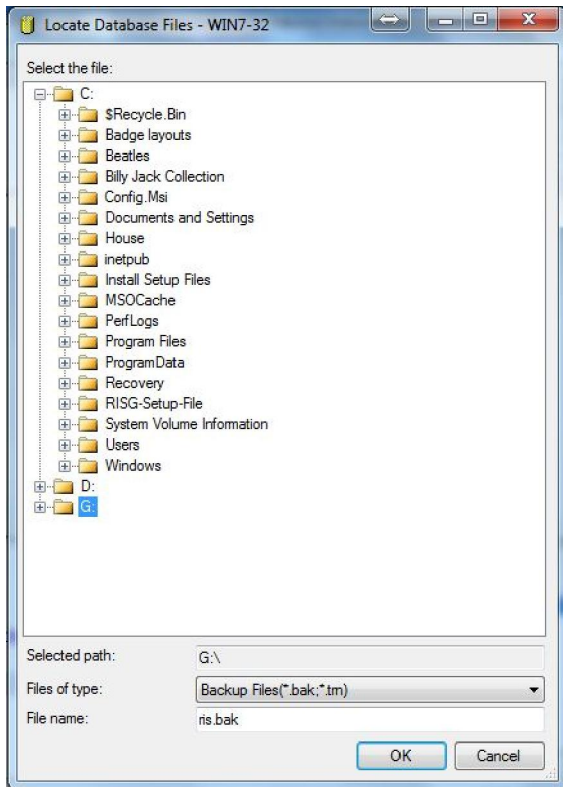
- Click the **Add** button and **Select Backup Destination** will appear.

Figure 280: SQL Server Select Backup Destination



- Check the bullet for File name.
- In the **File Name** box the path to backup to on the Disk Drive will be defaulted to the **SQL Backup** directory. It's recommended to keep this path but you are not required to.
- Click on the button at the right of the File name box and the Backup Device Location window will appear.

Figure 281: SQL Server Backup Device Location



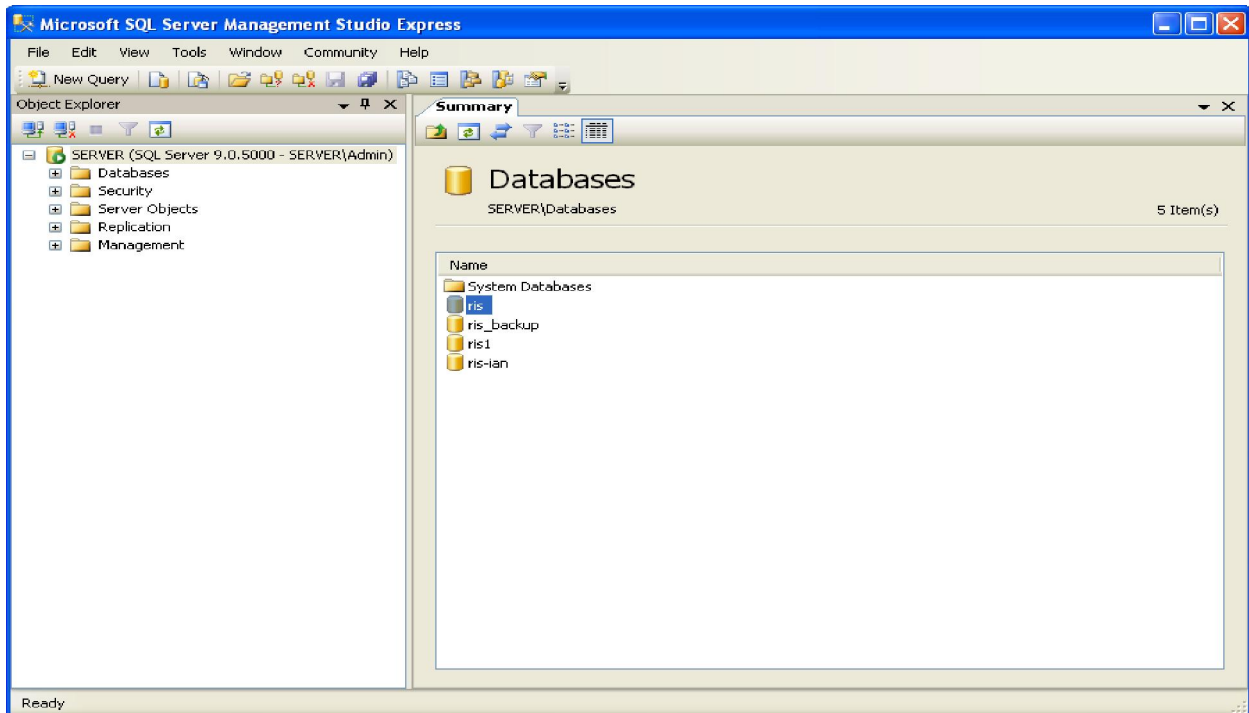
- At this point you can begin to browse to the Disk drive and directory that you want to save the backup in. Enter a File name at the bottom the window will reflect the path as you browse.
- When you are ready click the **OK** button and you will be returned to the previous window.
- Click the **OK** button and return back to the procedure you were before the **Changing the Backup Path** section.

Restoring the RIS Database

In order to restore the RIS Database you must stop Receptors Services 2 and 3. If Receptors Services 2 and 3 are running in the Display Mode then you will need to close the windows. If Receptors Services 2 and 3 are running in the Standard Mode then you will need to close them through Microsoft 2000 Services. Please refer to the Services section of this manual for procedures.

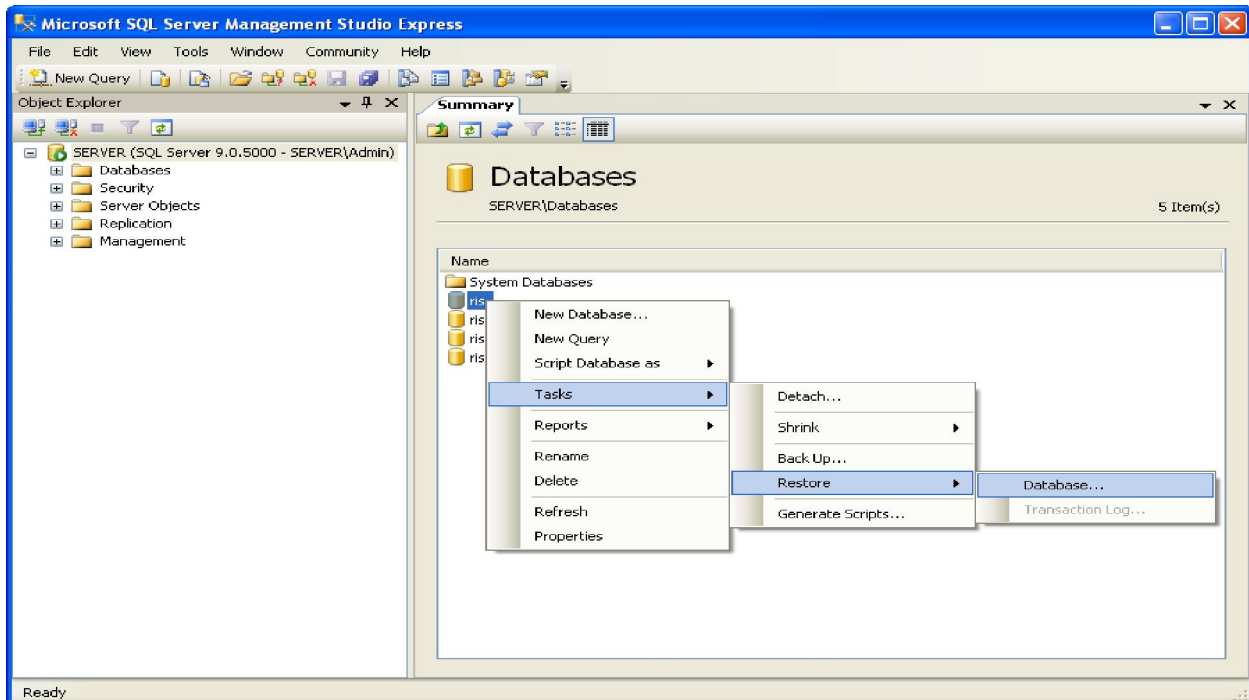
- The restore procedure explained here is for restoring the RIS database from **Disk Drive**. If you desire to restore from a **Tape Drive** the procedures are basically the same except you will select the **Tape** option instead of **Disk** in the **Restore database** window. Then select the Tape Drive from the list. If there is only one Tape Drive in your system it will be labeled as \\ Tape 0 \\.
- Open **SQL Server Management Studio** as you did the in **Backing up the RIS Database** section.

Figure 282: SQL Server Enterprise Manager Database Console



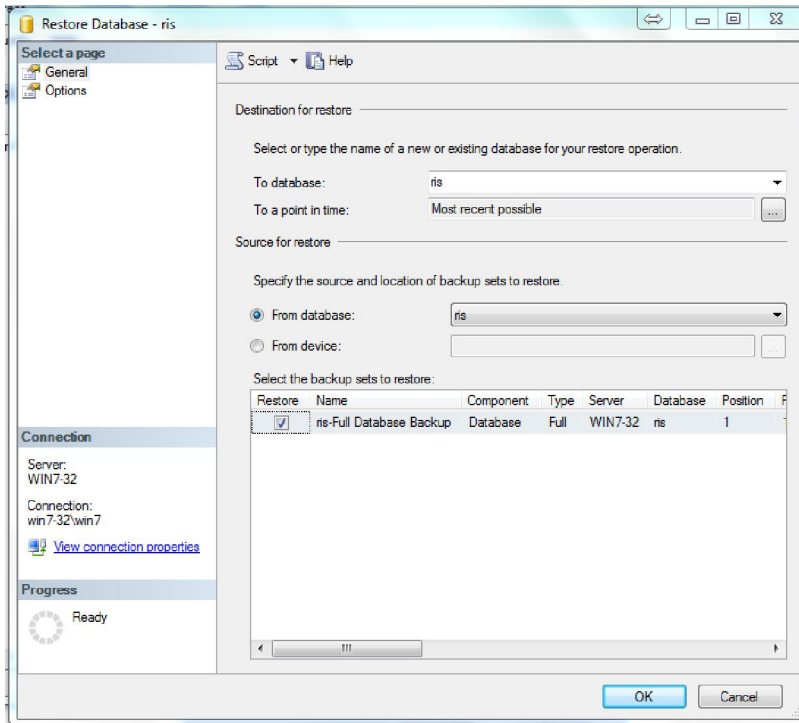
- Click on the **ris** database in the right window once to highlight it.

Figure 283: SQL Server Database Restore



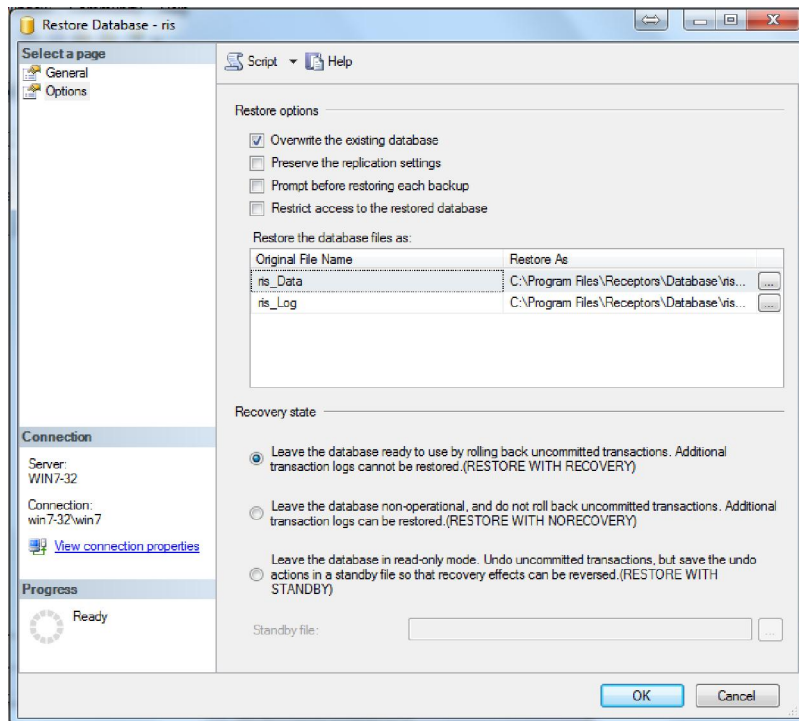
- Right click on **ris** **Tasks** then on **Restore** and **Database** window will appear.

Figure 284: Restore Database Default window



- Under **Destination for restore** verify **To database: ris** is selected.
- Under **Source for restore** Verify the bullet from database **ris** is selected **OR** select the bullet **From device** and chose the path to the backup.
- For **Restore** check the box for **ris- Full Database Backup**.

Figure 285: Page 2 Restore Database

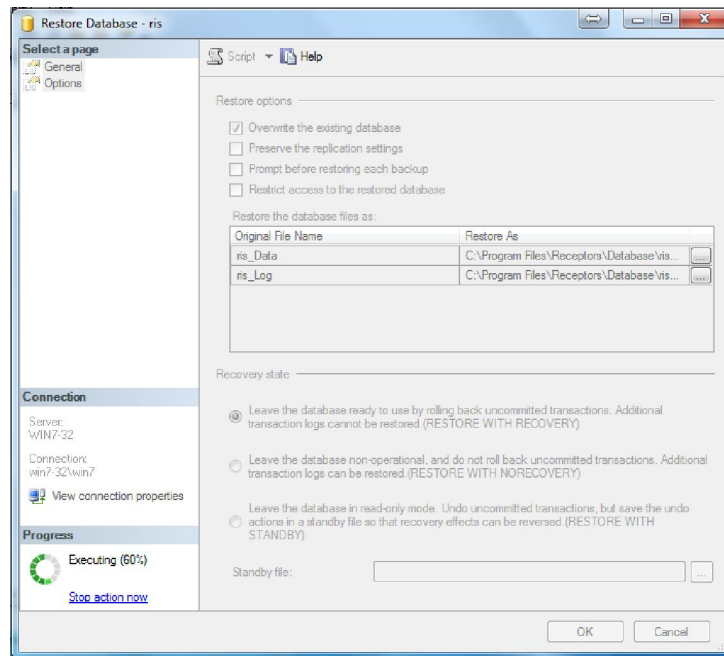


- Click on the **Options** tab at the top of the window under **Restore options** check the box **Overwrite the existing database**, Under **Recovery state** leave the default box check.

- When you are ready click the **OK** button and the **Restore Progress** window will appear indicating that the restore process has begun.

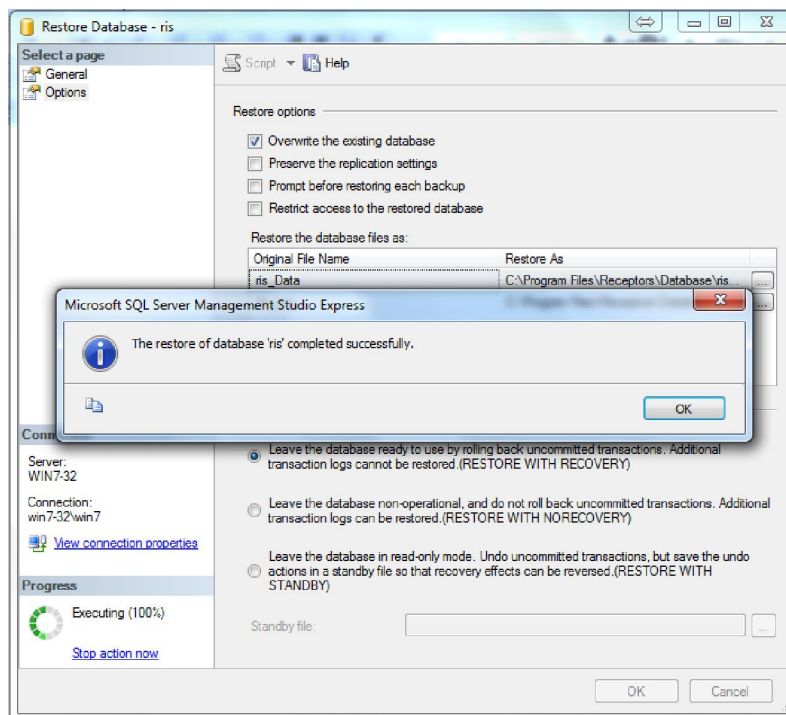
Be patient; there may be a couple of seconds before you see the progress bar begin to fill.

Figure 286: Restore Progress



- When the restore process is complete the **SQL Server Management Studio** window will appear displaying the status of the restore.

Figure 287: Restore Status



- Click the **OK** button and exit **SQL Server Management Studio**.

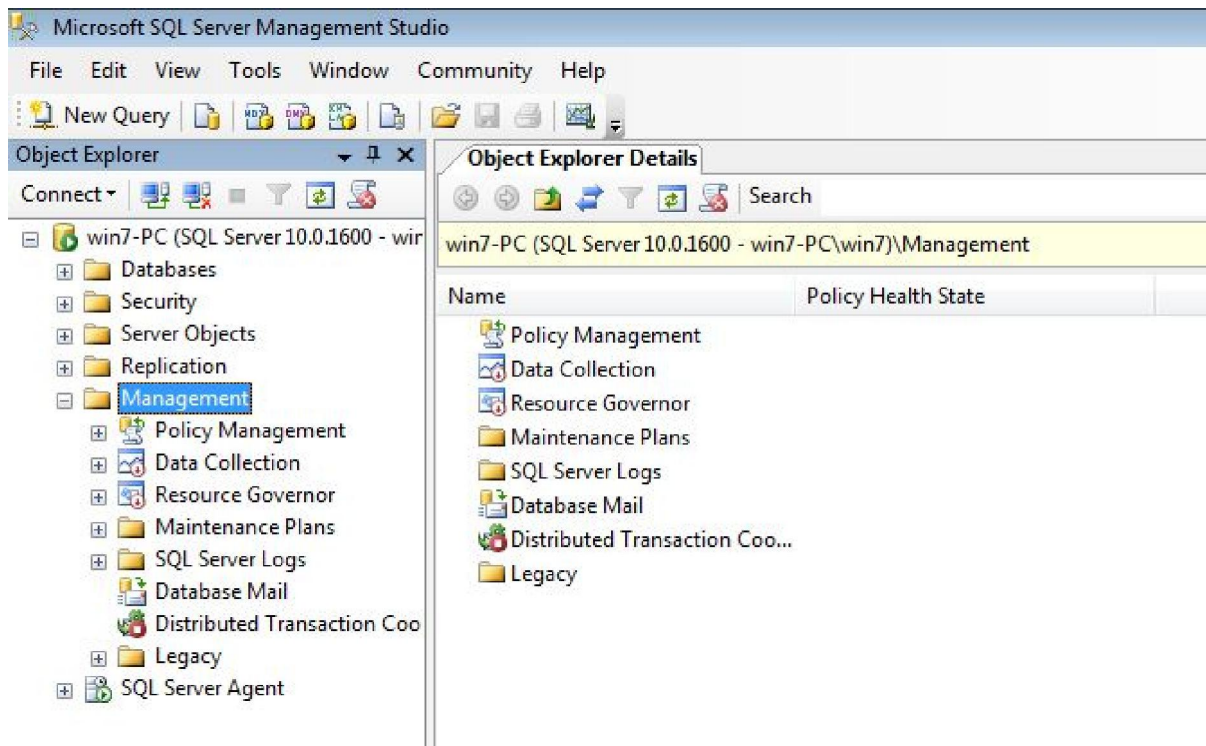
SQL Maintenance Plan

- The **SQL Maintenance Plan** will be used to automatically backup the **RIS** database. In this section we will build a plan to backup the RIS database once a week on Sunday's at 2:00 am.
- This feature is **NOT** available in the **SQL Server Management Studio 2005/08 Express** versions it is only available in the full versions of **SQL Server Management Studio 2005/2008**.

Caution: Automatic backups should be performed when the system has a low volume of transactions. Also and most important is that the Security System performs Panel Status checks and temporary card down load at 12:00 am nightly. Therefore all automatic backups should be done at lease two hours prior or after 12:00 am (midnight).

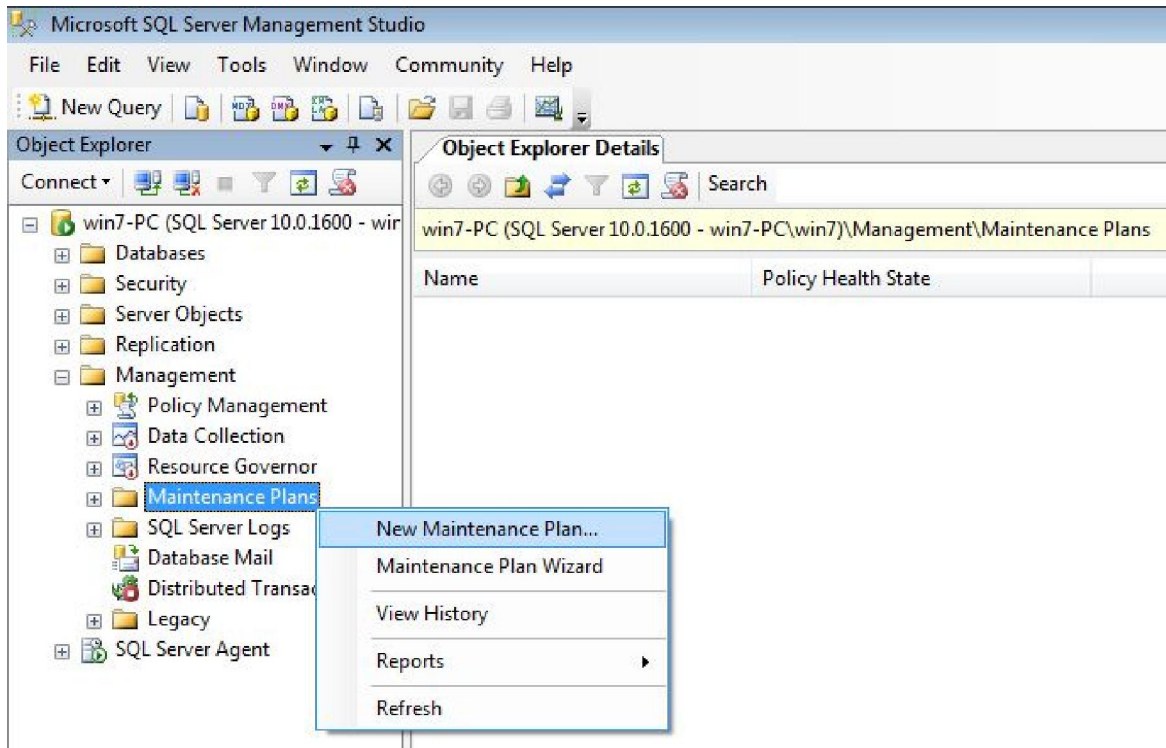
- Open the **SQL Server Management Studio** as you did the in **Backing up the RIS Database** section.
- In the left window Click on the **Management** plus sign once to expand it.

Figure 288: SQL Server Enterprise Manager Database Console



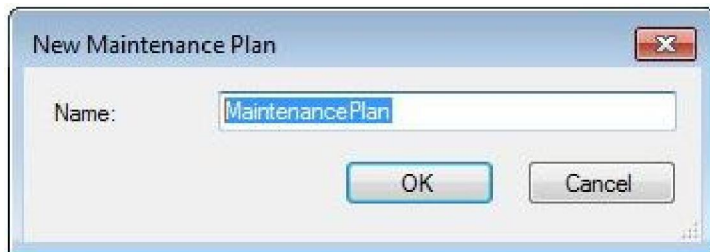
- Right click on the **Maintenance Plans** in the left window to open the pull down menu then click on New Maintenance Plan.

Figure 289: New Maintenance Plan...



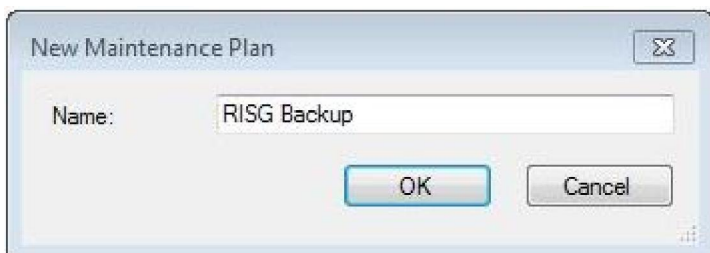
- The **New Maintenance Plan** window will open, by default the name is **Maintenance Plan** you can use this name or create your own.

Figure 290: SQL Server Enterprise Manager Database Console



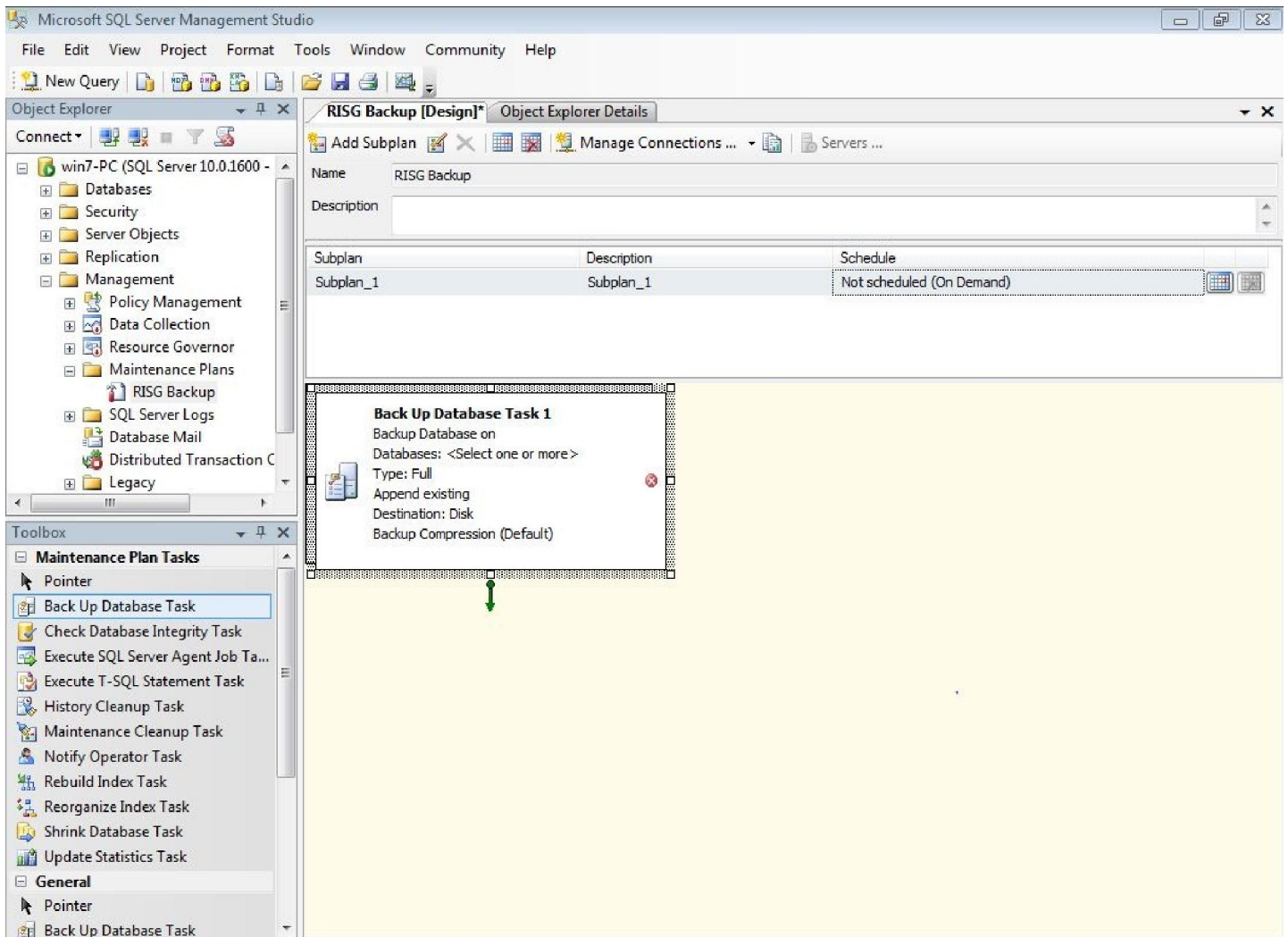
- For the example we are going to change the name to **RISG Backup**. Click OK will finish.

Figure 291: SQL Server Enterprise Manager Database Console



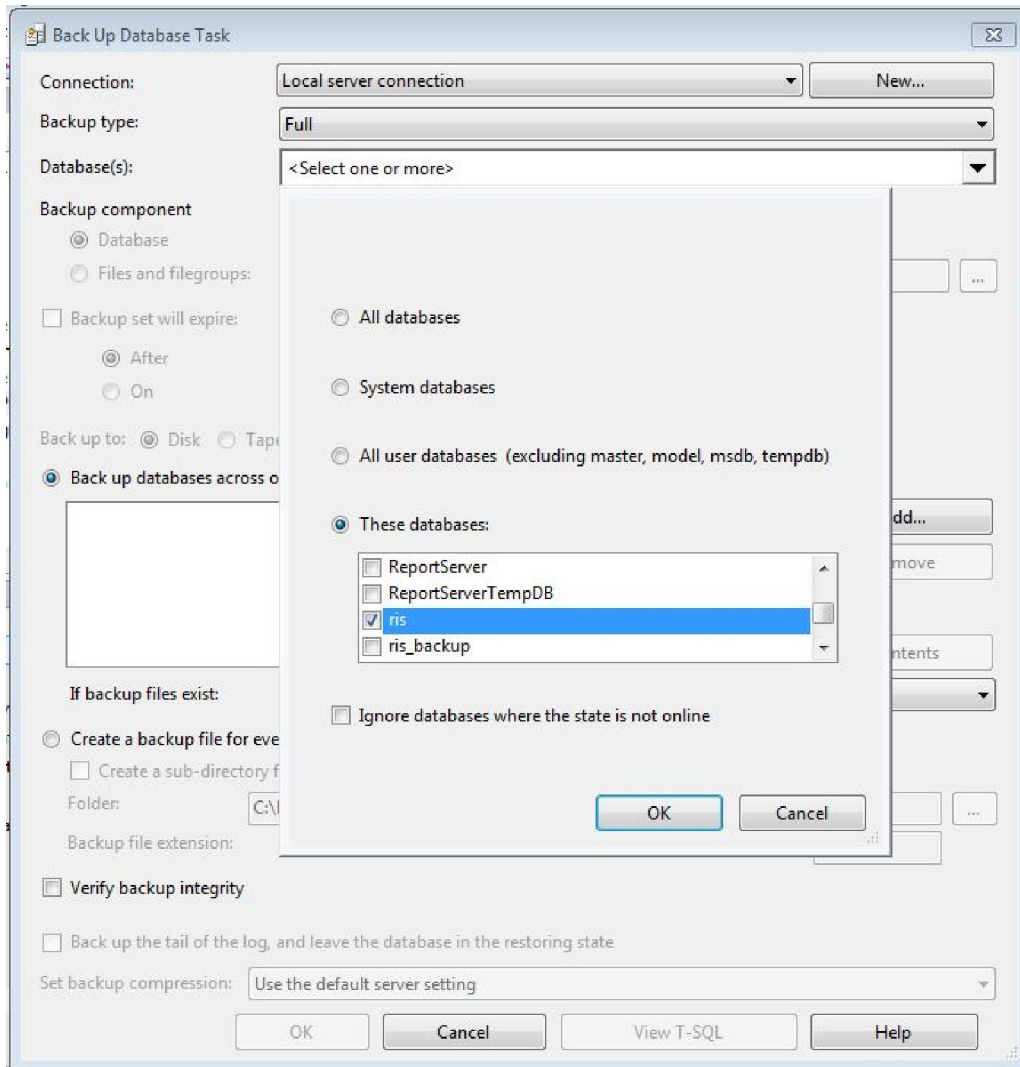
- The first step in creating a database or transaction log backup is to drag and drop **Back up database task** from the toolbox to the design panel. Then double-click on **Back Up Database Task 1** to open the **Back Up Database Task** box and set the necessary properties.

Figure 292: SQL Server Enterprise Manager Database Console



- Once open we will use the default setting **Local server connection** for our example. To customize your settings click on new.
- 1st Click on the dropdown field to bring up the database selection window and select **ris**: click OK

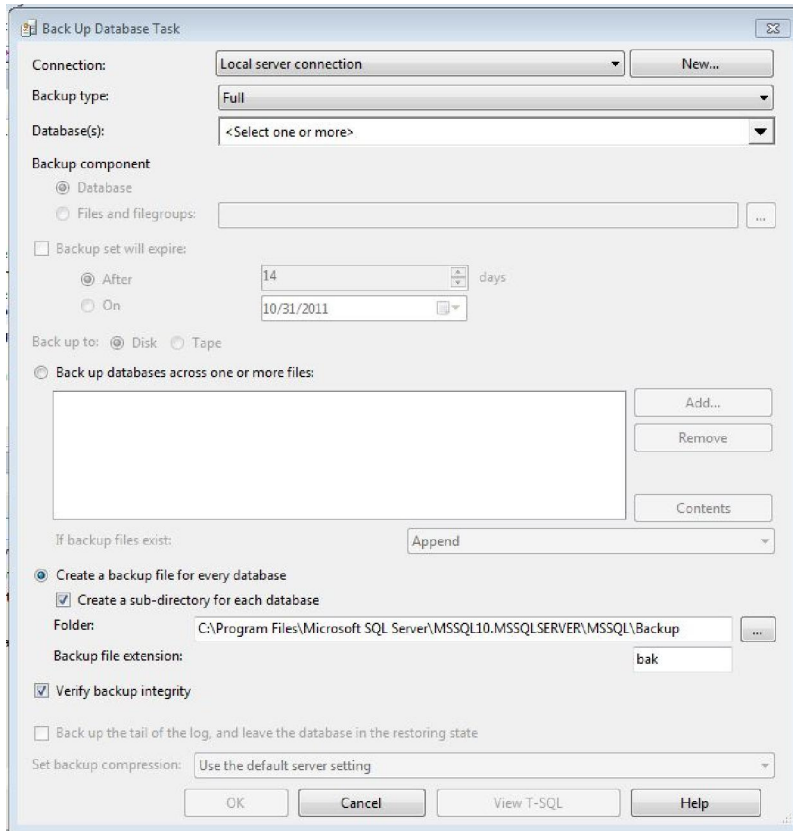
Figure 293: Back up Database Task box



- The settings should be
 - Connection: Local server connection
 - Backup type: choose **Full**.
 - Database: ris.
 - Backup component – choose **Database**.
 - Back up to – choose **Disk**.
 - Make sure that the **Create a backup file for every database** option is selected and the **Create a sub-directory for each database** box is checked.
 - You can use the default destination folder or specify your own. For this example we will use the default location folder **C:\Program Files\Microsoft SQL Server\MSSQL 10MSSQLSERVER\MSSQL\Backup**.
 - **Backup file extension** — make sure that its value is **bak** without a leading dot.
 - Check the **Verify backup integrity** box.

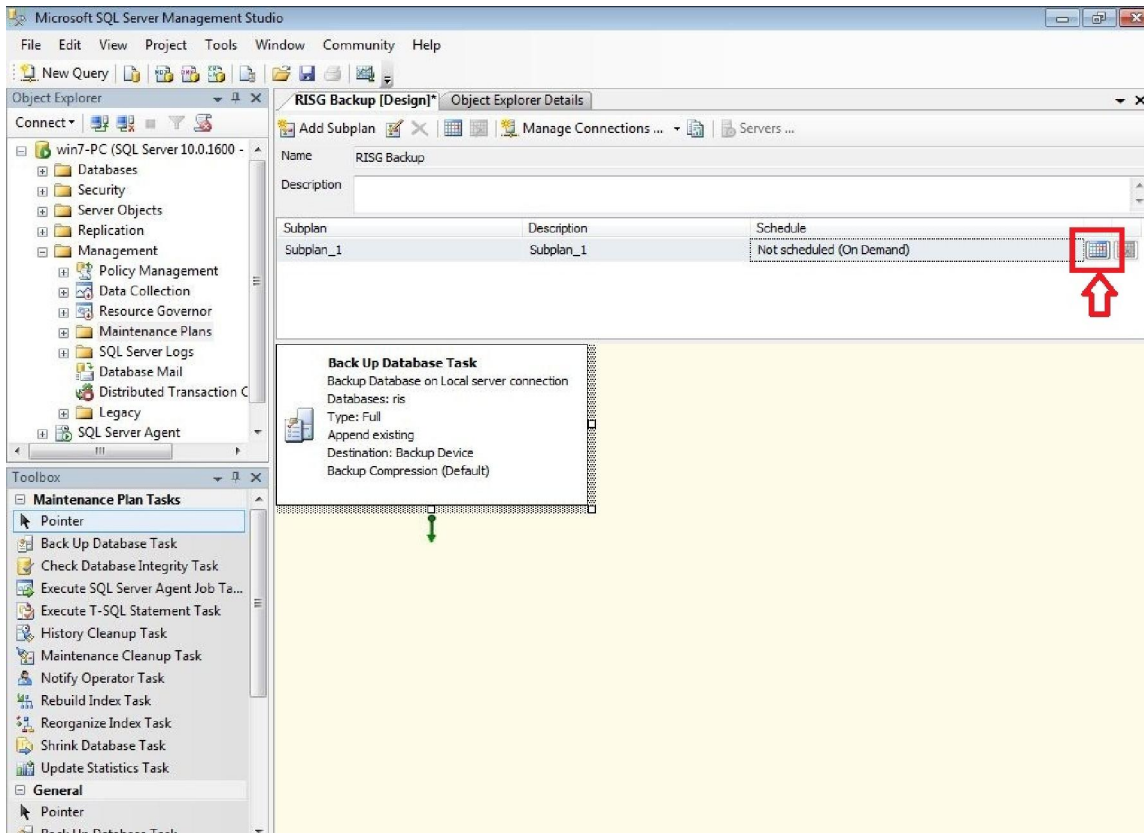
When you are done, the **Backup database task** properties window should look like the one shown on Figure 294, click OK when finish and close out the box.

Figure 294: Completed Back up Database Task box



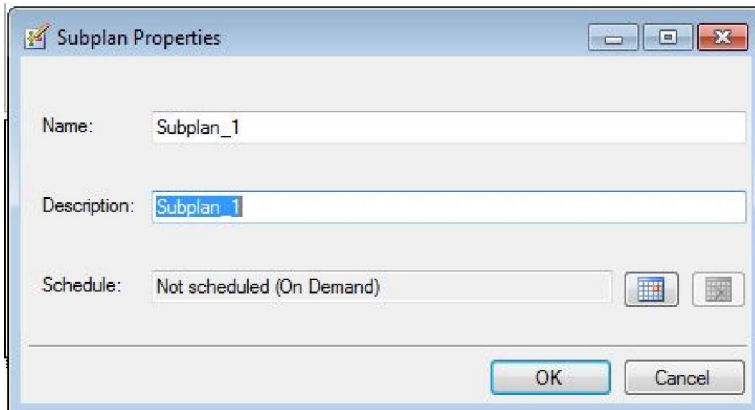
- Next we need to set the time parameters for the **Back Up Database Task**. Double left-click on Subplan_1 calendar icon to open the **Subplan Properties** box.

Figure 295: SQL Server Enterprise Manager Database Console



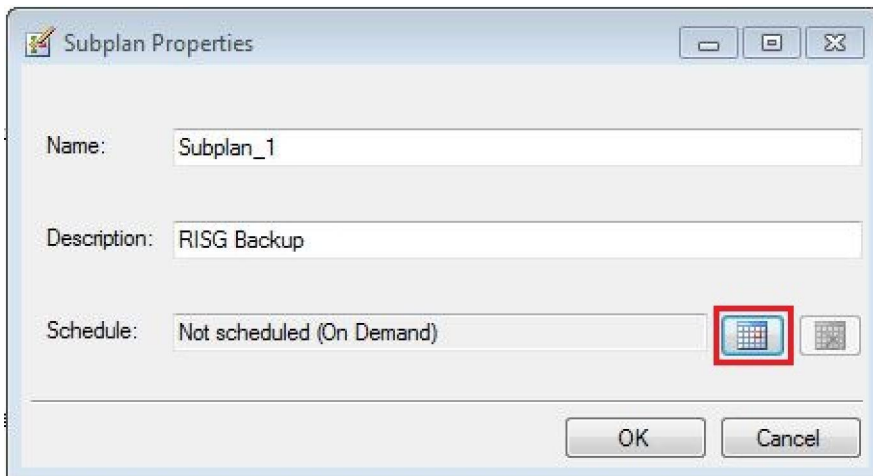
- Give a Description for our example we will use **RISG Backup**.

Figure 296: Subplan Properties



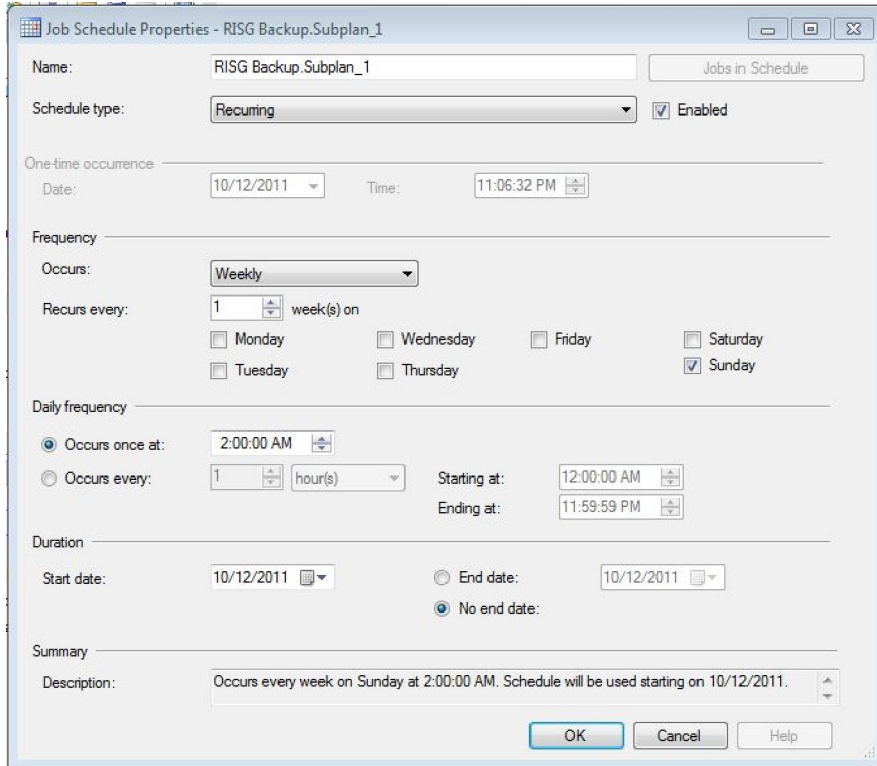
- Next set the Schedule click on and open the **Job Schedule Properties Box**.

Figure 297: Subplan Properties



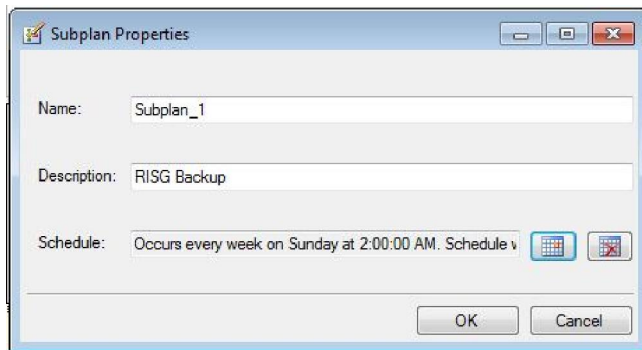
- Set the Schedule type: **Recurring**
- Occurs: **Weekly**
- Recurs every: **1 week (s)** on **Sunday**
- Occurs once at: **2:00:00 AM**
- Set the start date, review your settings and click **OK** when Finish

Figure 298: Job Schedule Properties Box



- Review your settings and click **OK** when Finish.

Figure 299: Subplan Properties



- You have now created a **Maintenance Plan** to Back Up the ris database once a week.

DATABASES: ris

SERVERS: (local)

COMPLETE BACKUP

Occurs every 1 week(s) on Sunday, at 02:00:00.

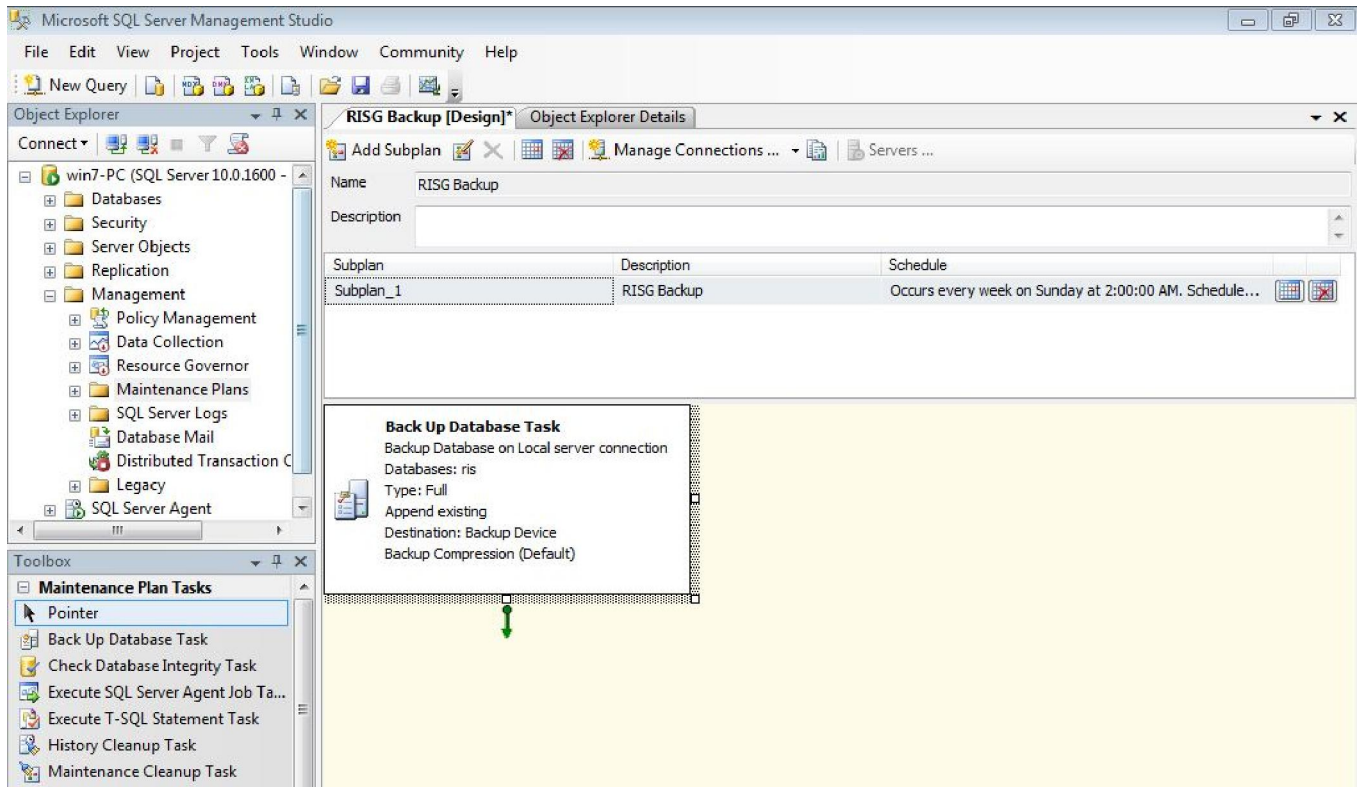
Backup media: Disk

Store backup files in the default SQL Server Backup directory.

Verify the backup after completion.

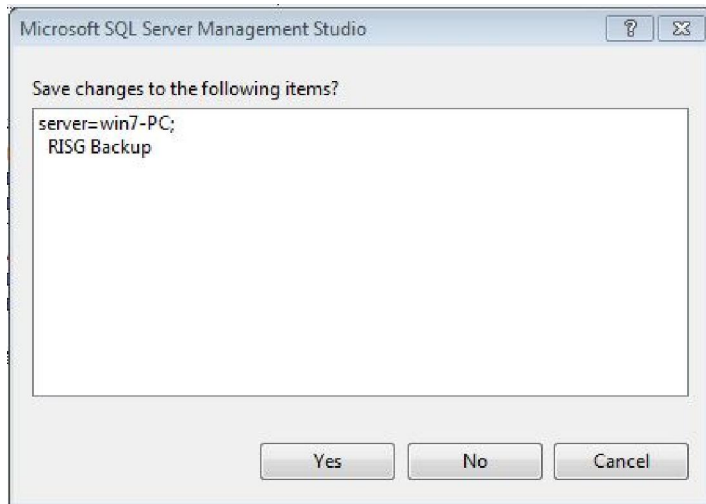
- To save the settings please close out the **SQL Server Enterprise Manager**.

Figure 300: SQL Server Enterprise Manager Database Console



- To save the settings please close out the **SQL Server Enterprise Manager** a popup box will open click on **Yes**.

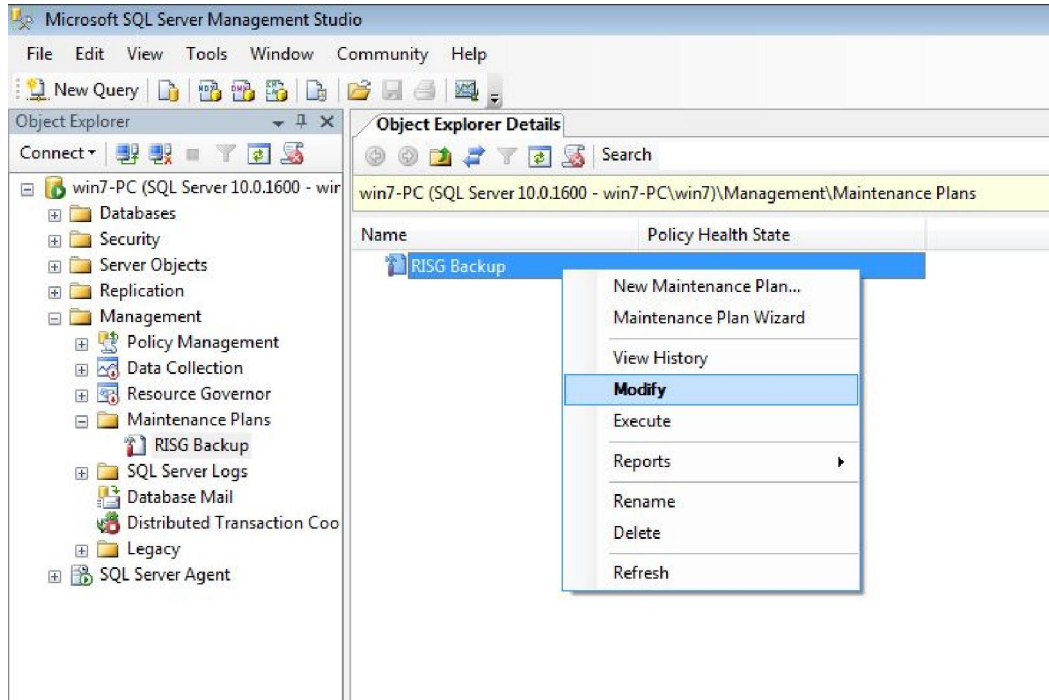
Figure 301: SQL Server Enterprise Manager Database Console



Modifying or Deleting the RISG Maintenance Plans

- Open the **SQL Server Management Studio** as you did the in **Backing up the RIS Database** section.
- In the left window Click on the **Management** plus sign once to expand it and the **RISG Backup** icon will appear in the right window.
- Right-Click on the **RISG Backup** icon and either select **Modify** or **delete**.

Figure 298: SQL Server Enterprise Manager Database Console



Net Use

The **Net Use** command is used for creating a Network Logging Printer. This method can be helpful if you require a remote logging printer and cannot provide a serial connection from the Server. Net Use allows you to use a printer connected to any workstation and use the Network for data transmission.

Creating a Connection

- Before creating a connection, you will need to setup the printer on the desired workstation. Use the Printer wizard and create a standard connection that is shared on the Network.
- The operation is completed on the Server. In the operation, you will select an unused port name such as LPT3. Net Use will redirect any information sent to LPT3, to the Network Name used in the Net Use command.
- To create a connection on the Server you will use a Command Prompt Window.

§ Open a Command Prompt on the Server and type the following command string:

```
NET USE LPT3 \\Workstation Name\Printer Shared Name /PERSISTENT:YES
```

- The Persistent switch will create the connection each time the Server is re-booted.
- Now that the connection is established, you can enter the printer in the System Control file as LPT3.
- There are additional Net Use commands. For more information, at the Command prompt type:

```
NET USE /?
```