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User Manual

IQ MultiAccess Item no. 0296xx



P32205-20-0G0-20 2017-05-22

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

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	•	Access products	
		·	

1. Program start

IQMA

e

localhost

OK

1.1 Login

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

Y

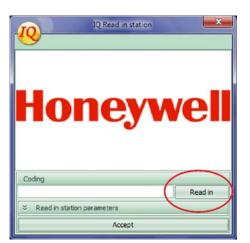
or double-click on icon:



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

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

Confirm with OK.



IQ	IQ Second Login	x
ΗΛ	neyw	ell
Second Identii	fication	
Password	incel	ОК

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

IQ

Identification

☆ IQ Server Server Name

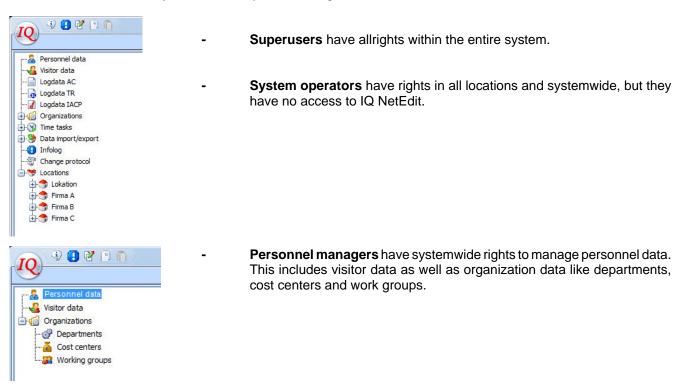
Cancel

User Name

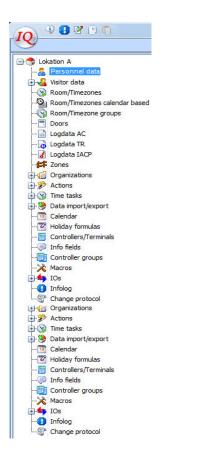
Password Server Identification The user rights, and thus the scope of the visible operation area, depend on the **user type**. The user type was defined during installation.

1.1.1 User types

Cross-location operators with systemwide rights.



Location-dependent operators



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



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

1.2 Unsuccessful attempts

Error on I	ogin 🗾 🗾
8	Wrong username or password
	ОК
Error on le	ogin 🗾
8	Client swich of f
	ОК

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

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

1.3 Automatic logout

During the Installation a time period is to be defined, after that the user currently logged on will be logged off automatically by the system.

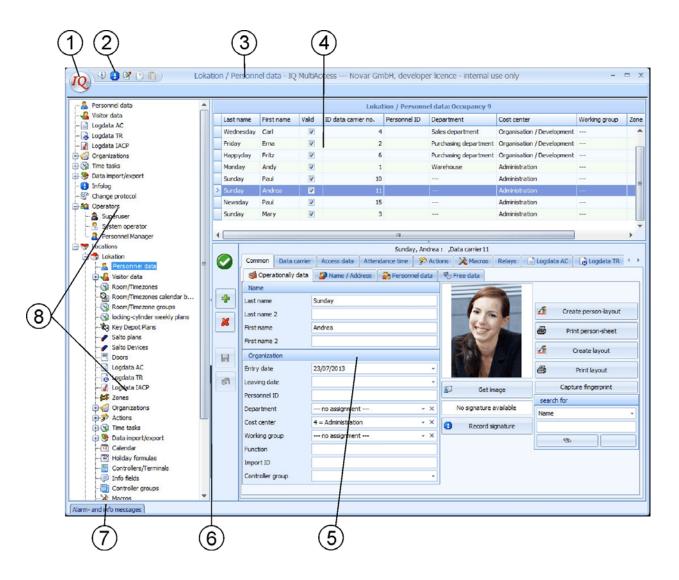
The user will be logged off if no entry appears within this time period. The connection to the database still exists, the program changes to the login screen. If the same user logs in again within the timeout period, he/she can continue working exactly where he/she stopped before the logout.

If within the timout period no entry is done in the login screen either, the connection to the database will be disconnected. If the same user logs in again afterwards, the database connection gets reestablished (the program restarts and is in the standard user interface, see chapter 2).

The factory setting of is time period is 5 minutes. If "0" is entered, the auto logout function is not active.

2. The desktop

2.1 General description



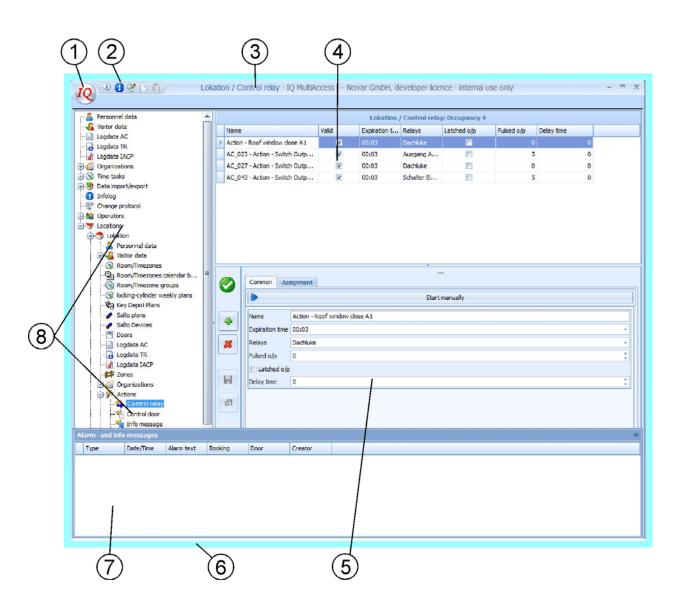
- 1 IQ MultiAccess button -> Application menu.
- 2 Quick-start bar Query license information and program details.
- ③ Titel bar.
- 4 List view or list window with table grids for selection of the data record.
- 5 Tab input area The working area with the tabs for data input.
- 6 Buttons / Control buttons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

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

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

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

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



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



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

2.2 Window size



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

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

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

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

2.3 Commands of the IQ Application menu button



The IQ MultiAccess button is the large round button located at the top-left in the program window.

Left-clicking it once, opens the Application menu with the following commands.

2.3.1 Look And Feel

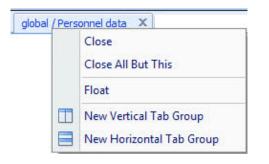
Individualized visual customization of the user interface appearance. You can select from several styles or skins using this function.

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

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

IQ I II I I I I I I I I I I I I I I I I	/ Personne	l data - IQ M	ult
global / Personnel data Lokation / Doors	global / Pers	sonnel data 🛛 🗙	5
Personnel data			
	Name	First name	1
Logdata AC	> Tuesday	Bernie	
🙀 Logdata TR	ruesuay	bernie	

2.3.2.1 Context menu window



By clicking the tab with the right mouse button the pop-up menu opens for the arrangement of the windows.

With the command \rightarrow **Tab Group** the tabs can be sort vertical or horizontal. The symbols correspond to each window. With the command \rightarrow **Close** or click on checkbox \boxtimes the active windows can be closed again. If there is only one tab (still) active, this function is not available.

With the command \rightarrow **Float**, the active window can be placed free on the screen.

2.3.3 Lock program (Shift+F1)

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

If another user logs in, the program is newly loaded with the standard settings. The same applies when the first user logs in again afterwards.

2.3.4 Relogin (Ctrl+F1)

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

2.3.5 Change passsword

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

Q. Change pas				×
Operator	service	Cy	we	
Did password				
New password				
Repeat new Pas	sword			

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

2.3.6 Save screen settings as default (Ctrl+S)

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

2.3.7 Change groupwise

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

2.3.8 Settings Read-in station

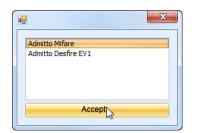
2 Settings	Contraction of the second s
Read in station	
Deister	
🔲 With additional Deister UH	HF readin station
Lokale Einlesestation	
Use local settings	
Read in station type	Admitto Legic 👻
COM port	*
Start position	1 🗘
No. of characters	20 ‡
OK	Cancel

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

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

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

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



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

2.4 Symbols of the quick-start bar

The two menu items \rightarrow Info 3 und \rightarrow Licence-Information 3 provide information about the program version installed and the licence used.

	Honeywell
	IQ MultiAccess 0.16.0.9
	Copyright © 2013 - 2015
Version	SIACD.00.0V16.09
Company	Novar GmbH
Trademarke	Honeywell Security
Path	C:\Honeywell\IQ_MultiWIN\IQ_Clients\IQ_MultiAccess\IQM/
Settings	C:\ProgramData\Novar GmbH\IQ MultiAccess\IQMA.dat
Operating System	Windows 7 Service Pack 1
, , ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	

Customer		
Novar GmbH		
developer licence - internal use only		
Johannes-Mauthe-Straße 14		
72458 Albstadt-Ebingen		
, 2 loo , abstate Longer		
Constructor		
Novar GmbH		
Johannes-Mauthe-Straße 14		
72458 Albstadt-Ebingen		
Phone 074318011494		
Fax 074318011512		
Email karsten_stock@novar.com		
Options		
Full version	73-1-1177-1230-1-4276619	
Max. Data carrier	2147483647	
Antipassback, Timed antipassback	IACP connection	
Multi-client Capability, Multi-location Capability	locking-cylinder	
Webcam	Badge and form management	
Data carrier preperation	Salto(1005)	
Time Recording	TBS biometric reader	
0	ĸ	

2.5 Buttons

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



Insert/create a new record.



Delete current record.

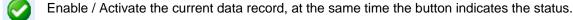


G

Save current record.

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

Status button:





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

3. Creating data

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

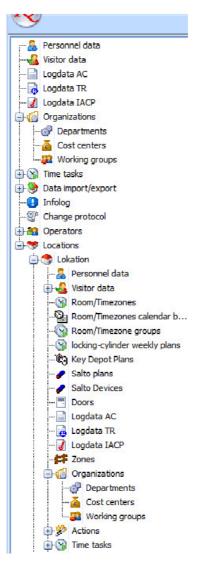
One of the essential tasks of IQ MultiAccess is the creation and administration of persons and their access rights. While entering personnel data, different individual data might be required (e. g. departments, work groups, room/time zones) but can not be allocated as they do not exist up to now.

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



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

3.1 Organisations



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

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

3.1.1 Cost centers

3.1.1.1 Create cost centers

File dialog window

- → Organisations
 - → Cost centers

		1 Production costs 1	 In the empty operation window, click on
	Common		
· · ·	Cost center no.	1	
* *	Name	Production costs 1	 Enter the cost center number (set value is incremented automatically) and a name alphanumeric according to internal cost center plan possible). The predefined number will be increased automatically.
ഭ			→ Save by clicking on the floppy disk icon

3.1.1.2 Validate/devalidate cost centers

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

	Cost center no.	Name	Valid
	1	Production costs 1	V
	2	Production costs 2	V
2	3	Organisation / Development	N 🗹
	4	Administration	13 V
	5	Purchasing department	V
	6	Sales department	V
	7	Carpool	V
	8	Export Department	V

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

3 Organisation / Development Common Cost center no. 3 Organisation / Development Name • 8 3 Organisation / Development Common

Organisation / Development

Cost center no. 3

63

Ф

25

Name

Click on → Status button.

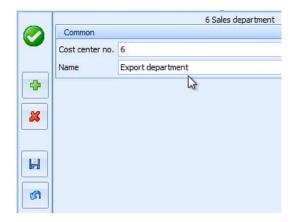
The symbol changes.



Cost center no.	Name	Valid
1	Production costs 1	V
2	Production costs 2	V
	Organisation / Development	
4	Administration	V
5	Purchasing department	V
6	Sales department	V
7	Carpool	V
8	Export Department	V

3.1.1.3 Change cost center

	Cost center no.	Name	Valid
	1	Production costs 1	V
	2	Production costs 2	V
	3	Organisation / Development	V
	4	Administration	V
	5	Purchasing department	V
>	6	Sales department	V
	7	Carpool	V

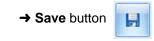


Cost center no.	Name	Valid
1	Production costs 1	V
2	Production costs 2	V
3	Organisation / Development	V
4	Administration	V
5	Purchasing department	V
6	Export department	V
7	Carpool	V

The data record selected is modified accordingly.

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

• Overwrite cost center number and/or name.



• The data record selected has been changed accordingly.

3.1.1.4 Delete cost center

		Frank deserves	ITTA				
		Export department	V				
		Carpool	V				
The second second	27 E	7 Carpool					
Commo	Common						
Cost cen							
Name		Carpool					

Should data set be deleted?

No

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

→ Delete button 💥

.

Acknowledge confirmation prompt with → Yes.

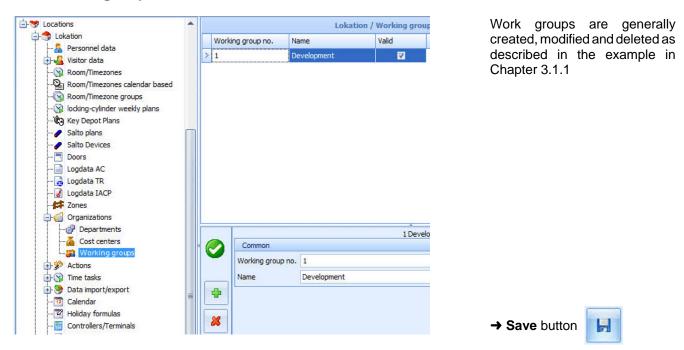
Caution!

Delete dataset

Yes

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

3.1.2 Work groups



3.1.3 Departments

Zones		Common	1 Purchasing department
Departments Cost centers		Department no.	1
Working groups		Name	Purchasing department
🕀 🌮 Actions		Members	2
Time tasks Data import/export Calendar	=	Head of department	no assignment

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

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

Head of department

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



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

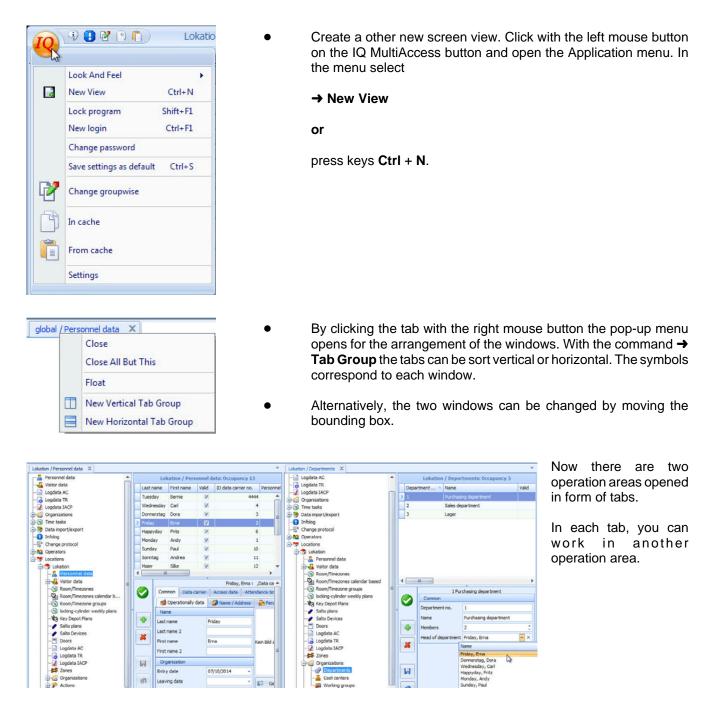
● → Save button

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

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

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

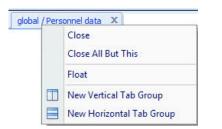
3.2 Entering data in parallel



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



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

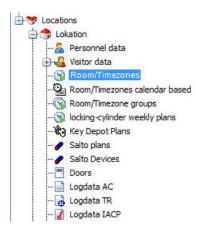


Close multiple view. By clicking the tab with the right mouse button the pop-up menu opens. Click on \rightarrow Close.

4. Room/time zones

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

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



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

IQ MultiAccess sends each room/timezone to which a door/switching device of a controller is allocated to the concerning controller (MB-panels are regarded as a controller).

Conditional on the type of construction, the different controllers can only store a certain maximum amount of room/timezones, which should not exceeded when creating them. Limit values of the controllers:

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

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

4.1 One time range

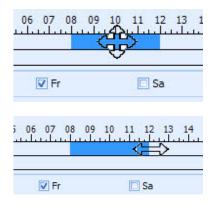
In our example, the room/time zone is defined with the name *Entrance*. The room/time zone covers the period from 06:00 h to 18:00 h. A second room/time zone covers the period from 08:00 h to 12:00 h. The room/time zone is to be valid from Monday to Thursday. A second room/time zone is to be valid on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

ocations					Purchasing d	lepartment 1 : No	0.1		
😙 Lokation		Common 📃 Do	or definition	Controler assignmer	it 🛛 🔒 Authorized	persons 🛛 🔬	Authorized visitors	X Macros	
Personnel data		Room/Timezone no.	1	Name	Entrance		Import ID)	
		AC-Function	Normal opera	tion			- ACS1	Relay 1	CS1 Relay 2
	4	Time range A				00 01 02 03	04 05 06 07 08 09 10	11 12 13 14 15 1	6 17 18 19 20 21 22 23
- 🛞 locking-cylinder weekly plans	. 🗶	Tr1 valid	v 06:00	- 18:00	•	իսհահահ	بايتيا بيا بيا بيا بيا بيا بيا	սիուրուրուրուրո	hulu hulu hulu hulu hu
Key Depot Plans		Tr2 valid	÷ 14:00	- 17:00	÷				
Salto Devices		Mo	⊽ Tu	₩ We	☑ Th	🔲 Fr	📰 Sa	🔳 Su	🕅 Ho
Doors		Time range B				00 01 02 03	04 05 06 07 08 09 10	11 12 13 14 15 1	6 17 18 19 20 21 22 23
📄 Logdata AC 🙀 Logdata TR	ß	Tr1 valid	÷ 08:00	- 12:00	-				hadadadadadadada
🛃 Logdata IACP		Tr2 valid	→ 14:00	- 17:00	+				
Zones		Mo	🔲 Tu	🔲 We	🖪 Th	IV Fr	Sa 🖉	🗾 Su	E Ho

Select room/time zone.



- Enter name (Main entrance).
- Activate at least one "valid" check box.



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

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

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



Î

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

Select the relevant days of the week.

AC-Function Normal operation Time range A Image A Image Tr1 valid ~ 06:00 - 18:00 ~		zone no. 3	Name	Ehtrance	
	C-Function		ation		
▼ Tr1 valid	Time range A	ge A			0
	Tr1 valid	id - 06:00	- 18:0	0	
Tr2 valid • 14:00 - 17:00 •	Tr2 valid	id + 14:00	- 17:0	0	*

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

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

Common	Door definition	r assignment	&	Auth	orized persons	- 🛃 Authoria	zed visit	ors	🗞 Mac	ros	
Available	Available Doors:				d Doors:						
No.	Name			No.	Name		out	inside	ar	dis	contr
> 2	DR_002 - Door 2Sale department		>	1	DR_001 - Door	1Sale de					
4	Door Warehouse			3	Door Main Entra	ance	V	V			
		>	1								
		>>									

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

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



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



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

4.2 Several time ranges

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

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

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

	Common 📃 Doo	or definition	Controler assignmen	Purchasing de		L : No. 1	Macros		•	Create n zone via	ew room/ time
	Room/Timezone no. AC-Function	1 Normal opera	Name	Purchasing departme	nt 1	Import ID	telav 1	ACS1 Relay 2			4
*	Time range A Tr1 valid Tr2 valid	 07:30 13:00	- 12:00	•	00 01 02			16 17 18 19 20 21 22 23 24	•	Name: departme	"Purchasing
	Mo	▼ IS.00	₩e	I Th	▼ FJ	E Sa	E Su	E Ho	•	Set time	zones 1 and 2 Two sliders will

- appear in the time bar.
- Set both sliders to the desired times and select the relevant days.
- Assign the door concerned (Purchasing department) and its authorizations. The room/time zone is assigned automatically to both sides of the door.

In case of doors controlled by ACS-2 / 8, it may optionally be valid for one side of the door only. In this case, select either only **Outside** or only **Inside** in the right window.

Available Doors: Selected Doors: No. Name 2 DR_002 - Door 2Sale 4 Door Warehouse 3 Door Main Entrance	Common 🖻 Door definition	Controler		Purchasing department 1 : No. 1	d visitors	🔆 Mac	ros		
Image: Second system Image: Second system Image: Second									
4 Door Warehouse 3 Door Main Entrance 2 2	No. Name		No.	Name	outside	inside	armed	disarmed	control
	2 DR_002 - Door 2Sale		>	1 DR_001 - Door 1Sale department outside	V	2	1		1
	4 Door Warehouse			3 Door Main Entrance					
		>							

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

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

Room/Timezone no.	1	Name	Purchasing dep	artment 1	Import I	D	
AC-Function	Normal operation	m			• E ACS	1 Relay 1	ACS1 Relay 2
Time range A				00 01 02 03	04 05 06 07 08 09 10	11 12 13 14 15 1	6 17 18 19 20 21 22 23 2
🔽 Tr1 valid	v 06:00	- 18:00	0	- իսեսեսե	ululululululul	ululululululul	hada hada hada hada ha
🔲 Tr2 valid	* 14:00	- 17:00)	*	3		
Mo	🔽 Tu	V We	🔽 Th	🔲 Fr	🔳 Sa	🖭 Su	🔲 Ho
Time range B				00 01 02 03	04 05 06 07 08 09 10	11 12 13 14 15 1	6 17 18 19 20 21 22 23 2
🔽 Tr1 valid	- 00:00	- 10:20	0	- hulubul	ulululululululul	ليتلينانيانيانيا	
Tr2 valid	· 15:00	- 18:00	0				
💌 Mo	🔽 Tu	🔲 We	🔳 Th	🛛 Fr	🔳 Sa	🔲 Su	Mo
Time range C				00 01 02 03	04 05 06 07 08 09 10	11 12 13 14 15 1	6 17 18 19 20 21 22 23 2
📝 Tr1 valid	v 08:50	- 12:50	ט	- իսվահահ	uluiluiluiluiluiluil	ليداريداريداريداريداري	ահահահահահահա
🔽 Tr2 valid	× 14:00	- 17:00	0	•			
💌 Mo	🔳 Tu	🔳 We	🔽 Th	V Fr	📰 Sa	🔳 Su	E Ho
Time range D				00 01 02 03	04 05 06 07 08 09 10	11 12 13 14 15 1	6 17 18 19 20 21 22 23 2
🔽 Tr 1 valid		- 06:20	5	- իսվական	ululululululul	ահահահահահահ	հուրություններին
🔽 Tr2 valid	· 17:55	- 20:5	5	-			
▼ Mo	⊽ Tu	We	Th 🕅	Fr Fr	Sa Sa	🔲 Su	T Ho

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

Room/Timezone no.	1	Name	Special times II		Import I	ID					
AC-Function	Normal opera	tion			V CS1 Relay 1 CS1 Re						
Time range A				00 01 02 03	04 05 06 07 08 09 10) 11 12 13 14 15 1	6 17 18 19 20 21 22				
🖉 Tr 1 valid	- 11:00	- 18:0	0		04 05 06 07 08 09 10 						
🔲 Tr2 valid	★ 14:00	- 17:0	0	*							
Mo	🔽 Tu	Ve We	🔽 Th	💽 Fr	🗖 Sa	🔳 Su	🔳 Ho				
Time range B				00 01 02 03	04 05 06 07 08 09 10) 11 12 13 14 15 1	6 17 18 19 20 21 22				
🔽 Tr 1 valid	÷ 10:00	- 14:0	0		04 05 06 07 08 09 10 	adadadadadad	հուհուհուհուհուհուհո				
🔲 Tr2 valid	- 15:00	- 18:0	0	*							
Mo	🔲 Tu	🔲 We	🔳 Th	🔽 Fr	🛛 Sa	🛛 Su	🔲 Ho				
Time range C				00 01 02 03	04 05 06 07 08 09 10) 11 12 13 14 15 1	6 17 18 19 20 21 22				
🖉 Tr 1 valid	✓ 08:50 - 12:50		0		04 05 06 07 08 09 10	ulululululul	la la la la la la la la la				
Tr2 valid	× 14:00	- 17:0	0	-							

4.2.1 Macro tab

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

4.2.2 Authorized persons tab

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

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

4.2.3 Controller assignment tab

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

Reason:

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

4.2.4 Room/timezones calendarbased

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

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

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

}-≫ Locations ⊕- ⊕- ⊕- ↓ Firma A		Common Date r	anges	Door definition	Controler as		No. 1	- 🍇 Author	ized visitors	
Personnel data		Room/Timezone no. AC-Function		Name operation	Calendar 2				Import ID	
Room/Timezones Room/Timezones calendar ba Room/Timezone groups	•	Time range A		10	12:00	-	00 01 02 03 04 05 06			7 18 19 20 21 22 23 24
Salto plans	×	Tr2 valid	+ 14:0		17:00	* *				
Doors	 	Mo	🗸 Tu	🔽 We	V Th		📝 Fr 🛛	/ Sa	V Su	🔲 Ho

• Only IACP doors / panels can be assigned

al Targana	room/zone 1 : No. 1											
	Common Date ranges Door	or definition 📃 Controler assignment	🔒 Authorized persons	🔏 Authorized visit	ors							
	Available Doors:	Selected Doors:										
-	No. Name	No. Name		outside inside	armed disarme	ed control						
	> 1 DR_010 - Door 10	2 DR_011 - Door 1	1	V V								
		>										
el Trenan		roon	m/zone 1:No.1									
	Common Date ranges 📃 Door	or definition 📃 Controler assignment	Authorized persons	- 🔏 Authorized visit	tors							
	Available Controllers:	Selected Terminals										
-	No. Name 🔶	No.	Name									
_	2 TE_004 - MB48											

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

																	: No.1															
Common	Da	te rai	nge	s		Do	or de	efinition] C	ontr	oler	ass	ignn	nent		🔒 Autho	rize	d p	erso	ns	-	AL	uthorize	ed visit	tors						
	4	Marc	ch				201	15		Ap	ril				20	15		Ma	ay				20	15		Jur	ne				20	15)
		м	т	W	т	F	s	S		М	т	W	Т	F	s	S		М	т	W	т	F	S	S		М	т	W	т	F	s	s
	9	23	24	25	26	27	28	1	14		1	1	2	- 3	4	- 5	18					1	2	3	22							
	10	2	3	4	5	6	7	8	15	6	7	8	9	10	11	12	19	4	5	6	7	8	9	10	23	1	2	3	4	5	6	7
	11	9	10	11	12	13	14	15	16	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17	24	8	9	10	11	12	13	14
	12	16	17	18	19	20	21	22	17	20	21	22	23	24	25	26	21	18	19	20	21	22	23	24	25	15	16	17	18	19	20	21
	13	23	24	25	26	27	28	29	18	27	28	29	-						-1	27	28	29	30	31	26	22	23	24	25	26	27	28
	14	30	31					1	19						Inse	rt ti	me range	e D							27	29	30					
		July	Y				201	15	4	Aug	ust				Can	cel		-		er			20	15		Octo	ber				20	15
		м	т	w	т	F	S	S		М	т	W	Т	÷	5	S	-	М	-	W	т	F	S	S		м	т	W	т	F	S	S
	27			1	2	3	4	5	31						1	2	36		1	2	3	4	5	6	40				1	2	3	4
	28	6	7	8	9	10	11	12	32	3	4	5	6	7	8	9	37	7	8	9	10	11	12	13	41	5	6	7	8	9	10	11
	29	13	14	15	16	17	18	19	33	10	11	12	13	14	15	16	38	14	15	16	17	18	19	20	42	12	13	14	15	16	17	18
	30	20	21	22	23	24	25	26	34	17	18	19	20	21	22	23	39	21	22	23	24	25	26	27	43	19	20	21	22	23	24	25
	31	27	28	29	30	31			35	24	25	26	27	28	29	30	40	28	29	30					44	26	27	28	29	30	31	
	32								36	31							41								45							

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

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

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4.3 Room/timezone groups

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

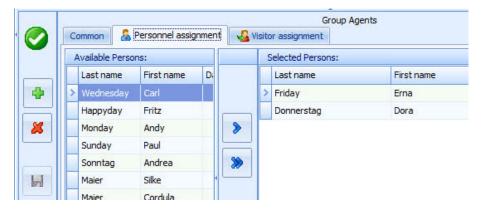
	Common	- 🔏 Personnel assignmen	nt 🔏 Vi		Group Agents		
	Name	Group Agents					Display within IQ Visito
	Import ID						automatic assignment
+	Available	e Room/Timezones:		1	Selected Room/1	Timezone	25:
-	No.	Name			No.		Name
*		2 Purchasing departm				7	Main Entrance PIN
		3 Sales department 1		>		12	Visitor Agent
-		4 Sales department 2	>	1			
H		5 Warehouse					
		6 Warehouse prevent	1 >>				
ß		1 Purchasing departm					

The allocation of inividual room/timezones to a group can be done by marking them in the left window and click the button $\mathbf{\Sigma}$.

Use the button \searrow to allocate al room/timezones.

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

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



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

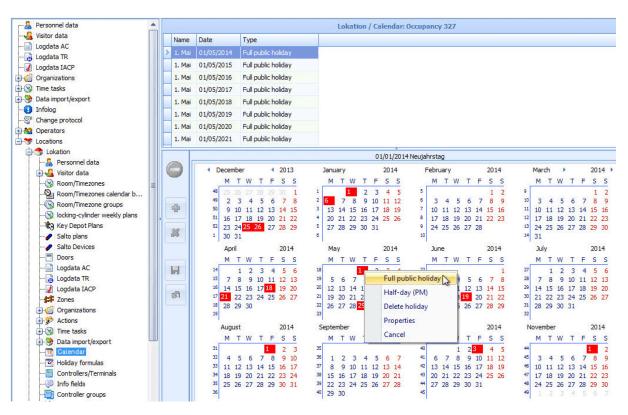
For the option → visitor management IQ Visitor, room/timezones are available for the visitor management (cf. chapter 19). This can be do by activating of the checkbox display within IQ Visitor.

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

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

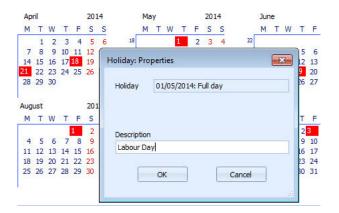
4.4 Holidays / Calendar

In order to determine the individual day type (Monday, Tuesday..., Saturday, Sunday, Holiday), holidays can be defined individually in the **Holiday** program part. There is one calendar per location¹.



4.4.1 Holiday formulae manual creation

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



Select full day or half day.

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

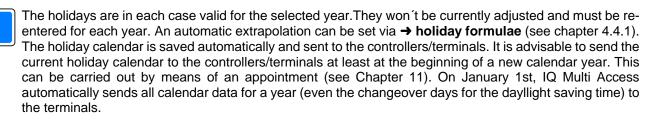
Via **Properties**, the description/name of the holiday can be specified.

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

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• Enter a description (optional) \rightarrow OK.



Delete holidays

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

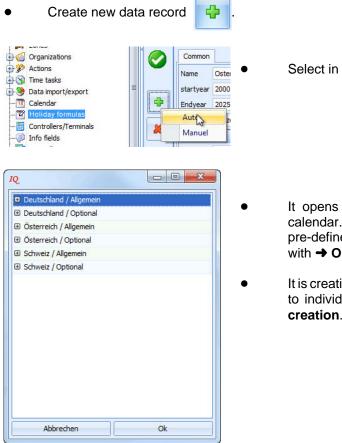


Data loss possible! A confirmation for deleting is only prompted if it is activated in the → Setup (see chapter 2.3). In factory setting it is active.

4.4.2 Holiday formulae automatic creation

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

• Select holiday formulae.



Select in the Pop-up menu -> Auto

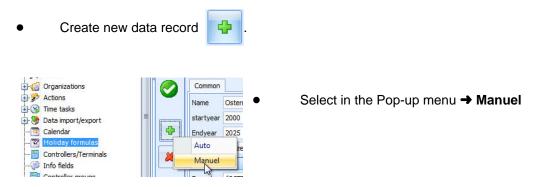
- It opens the window for the automatic creation of a holiday calendar. For some countries, the holidays are already pre-defined. Select the holiday calendar and confirm your selection with \rightarrow OK.
- It is creating a holiday calendar, which can still be edited according to individual needs, see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

4.4.3 Holiday formulae manual creation with mathematical formulae

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

17				
+- (C)	Organizations		Common	
	Actions	_	Name	
÷ 😪	Time tasks		The state of the s	
	Data import/export		startyear	2000 \$
	Calendar	•	Endyear	2025
	Holiday formulas		-	
	Controllers/Terminals	*	Туре	ganzer Tag *
	Info fields	-	Formula	
	Controller groups		Formula	Default formula
>>	Macros		C	
	Keys	H	L	alculate formula for act. year result
÷+				
	Infolog	ß		
- S.	Change protocol			

• Select holiday formulae.



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

-	Holidays	with a	fix date
---	----------	--------	----------

Formula =	DATE(month,da	ay)	
	Values for mont	th=	1 - 31 (1 = January / 12 = December)
Examples:			
New Year's D	ay (January, 1 st)	=	DATE(1,1)
Epiphany (Jan	uary, 6 th)	=	DATE(1,6)
Valentine's Da	ay (February, 14 th)	=	DATE(2,14)
St. David´s Da (March, 1 st)	y (Wales)	=	DATE(3,1)
St. Patrick´s D Ireland) (Marc		=	DATE(3,17)
St. George´s [(April, 23 th)	Day (England)	=	DATE(4,23)
(for U.S., Cana	Europe: May, 1st)	=	DATE(5,1)
Independence (July 4 th)	Day (U.S.)	=	DATE(7,4)
Battle of the B Ireland) (July,	oyne (Northern 12 th)	=	DATE(7,12)
Assumption D	ay (August, 15 th)	=	DATE(8,15)
Reformation D (October, 31 th)	oay / Halloween	=	DATE(10,31)
All Saint's Day	/ (November, 1 st)	=	DATE(11,1)
Veteran's Day (November 11		=	DATE(11,11)
St. Andrew's I (November, 30		=	DATE(11,30)
Christmas Eve (December, 24		=	DATE(12,24)
Christmas 1 Christmas Day (December, 25		=	DATE(12,25) or DATE(12,24)+1
Christmas 2 Boxing Day (U (December, 26		=	DATE(12,26) or DATE(12,24)+2
New Year's Ev Hogmany (Sco (December, 37	ot.)	=	DATE(12,31)

Holidays in dependance of Easter

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

The constant must be set between curly brackets.

Examples:

Easter Sunday	=	{EASTER}
Easter Monday	=	{EASTER}+1
Holidays before Easter		
Carnival Monday	=	{EASTER}-48
Carnival	=	{EASTER}-47
Ash Wednesday	=	{EASTER}-46
Palm Sunday (no holiday)	=	{EASTER}-7
Holy Thursday (no holiday)	=	{EASTER}-3
Good Friday	=	{EASTER}-2
Holidays after Easter		
Ascension Day	=	{EASTER}+39
Whit Sunday	=	{EASTER}+49
Whit Monday	=	{EASTER}+50

Corpus Christi	=	{EASTER}+60
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Holidays on a given day

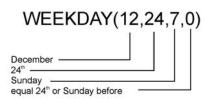
Formula = WEEKDAY(month,day,weekday,weekoffset)

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

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Examples:

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



Case 1: The 24th is a Sunday, then this Sunday is the holiday.

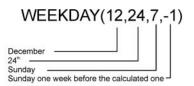
Мо	Tu	We	Th	Fr	Sa	Su
18	19	20	21	22	23	Su 24

Case 2: The 24th is no Sunday, the Sunday before is the holiday.

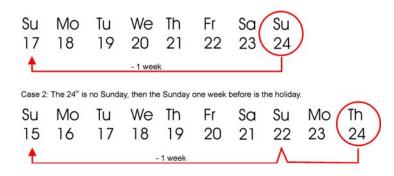
Мо	Tu	We	Th	Fr	Sa	Su	Мо	Th
16	17	18	19	20	21	22	23	Th 24

• The 3th advent

WEEKDAY(12,24,7,-1)

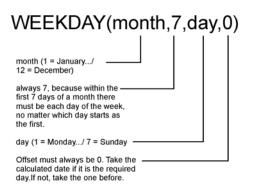


Case 1: The 24th is a Sunday, then the Sunday before is the holiday.



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

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



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

١	WEEKDAY(month,31,day,0))
	month (1 = January/ 12 = December)	
	always the last date of the month.	
	day (1 = Monday/ 7 = Sunday	
	Offset must always be 0. Take the calculated date if it is the required day. If not, take the one before.	

5. Personnel data

IQ MultiAccess sends each data carrier which is allocated via a room/timezone to a door/switching device of a contoller to the concerning controller (MB-panels are regarded as a controller).

Conditional on the type of construction, the different controllers can only store a certain maximum amount of data carriers, which should not exceeded when creating them.

Limit values of the controllers:

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

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

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

5.1 Enter personnel data

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

- Select personnel data.
- Create new data record
- Tab Common -> Operational data

Operators						, : ,Da	ata carrier 16					
Docations		Common D	ata carrier	Access data	Attendance time	Actions	X Macros	Relays	Logdata A	C 🔓 Logdat	a TR 🛛 🛃 IAC	P
Lokation Personnel data		operation 🎯	nally data	🔐 Name / Ad	dress 🏻 🎦 Person	nel data 🛛 🍕	Free data					
🕀 😼 Visitor data		Name										
		Last name										
Room/Timezones calendar b		Last name 2										
	2											
		First name										
🕅 Key Depot Plans		First name 2							_			
Salto plans Salto Devices		Organization					N	o image selec	ted 🛃	Create	person-layout	
Doors		Entry date		11/05/2015		*				Print person-sheet		
📄 Logdata AC	6	Leaving date								ernit person-sheet		
🙀 Logdata TR		Personnel ID							2	Create lavout		
👔 Logdata IACP	4									-		
- 🗱 Zones		Department		no assignmen	it	* X			-	Pr	rint layout	
		Cost center		no assignmen	nt	* X						
Actions		Working group		no assignmen	it	- ×	<u>.</u>	Get image	e _	Capture	e fingerprint	
⊕·③ Time tasks ⊕·		Function							s	earch for		
							No	signature ava	ilable N	ame		
		Import ID										
		Controller grou	qu			-	0	Record signa	ture			_
Info fields								-		So.		

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

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

date).

Selection via calendar (appears via the ▼ button after the

or

Employment										
Since	3/	14/	200	5				-		
Until	•			Mar	ch 2	2005	j	ľ	N I	
Unui	Г	S	М	Т	W	Т	F	S		
-Organisation		27	28	1	2	3	4	5		
_		6	<u> </u>	-	-		11			
Personnel ID			.14							
Department		20	21	22	23	24	25			
Department		27	28	29	30	31	1	2		
Cost center		3	- 4	5	6	- 7	8	9		
Working group				T	oda	ay .			6	

Organisation:

- Personnel ID: Enter the Personnel ID. This ID must be unambiguous within the location. It will be checked by IQ MultiAccess and, if necessary, a message will be output.
- **Department:** Assign an alredy existing department (see chapter 3) or enter the relevant data directly via function → **New view** (see Chapter 3.2).
- Cost center: Assign an alredy existing cost center (see chapter 3) or enter the relevant data directly via function → New view (see Chapter 3.2).

Work group:

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

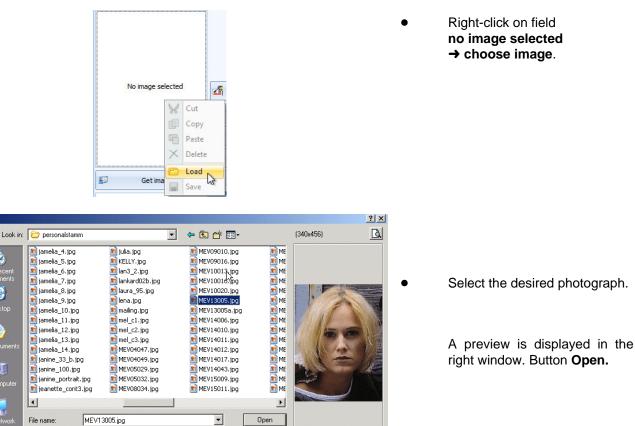
- Function: Enter a job/profession description.
- Import ID: Personnel data can be imported from external systems via an ASCII file. In this context, an import ID is used for identifying the individual data records (for detailed description see Chapter 18).

Controller group:

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

Assign image:

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



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

Cancel

•



ALCUPG (BMP)

Files of type

2

B

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

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

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

Look in:	🗀 personalstamm		*	🗧 🗈 💣 🎟+		(175x23)	<u>D</u>
ly Recent ocuments Desktop Documents	MEV32014.jpg MEV32014.jpg MEV32015.jpg MEV32015.jpg MEV39010.jpg MEV39010.jpg MEV39010.jpg MEV39012.jpg MEV39012.jpg MEV42007.jpg MEV42007.jpg MEV42007.jpg MEV42007.jpg MEV42006.jpg MEV42006.jpg MEV42006.jpg MEV42006.jpg MEV42006.jpg MEV42006.jpg		minim.jpg minim.jbg metri.jpg neuri.jpg	 samp-prempio7.jpg sanh.jpg sanh.jpg sanca.,DCX1.jpg sanca.,DCX1.jpg shelf3a.jpg shelf3a.jpg Statua.,bpg Statua.,bpg Statua.,bpg Statua.,bpg Statua.,bg <l< th=""><th></th><th>Susan B</th><th>lethezer</th></l<>		Susan B	lethezer
1	•	susan.jpg			2en		
Places		ALCUPS:	BMPI		ncel		

Select the required file.

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

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

or:

Enter the signature via a signature pad.

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

Click button and sign on pad. The opened window displays the 2 Capture signature

signature. Confirm with OK or repeat signing.

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

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

of the workstation).

Tab Common → Name / Address.

				, : ,Da	ta carrier 16				
Common	Data carrier	Access data	Attendance time	Actions	🔀 Macros	Relays	Logdata AC	Logdata TR	IACP 4
🍏 Opera	ationally data	Name / Add	dress 🔐 Personr	nel data 🛛 🍯	Free data				
Name			U		Address				
Salutation				-	Street				
Title					Zip code				
First name	1				Municipality				
First name	2				Phone numb	er			
Last name	1				Mobile phone				
Last name	2				Fax number				
					Email addres	s			

The individual fields are selfexplanatory.

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

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

● Tab Common → Personnel data.

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

• Tab → Common →Free data

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

Different field types can be assigned to the individual fields. Depending on the field type, different entries are possible.

Explanation of the possible entries on the basis of the entry fields shown above²:

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

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

				Sunday,	Paul	; ,Data carrie	r 10			
Common	Data carrier	Access data	Attendance time	🌮 Acti	ons	X Macros	Relays	Logdata AC	Logdata TR	IACP 4
🍏 Opera	ationally data	🗿 Name / Add	iress 🛛 🌇 Person	nel data	•	Free data				
Name						Address				
Salutation						Street				
Title						Zip code				
First name	1	Paul				Municipality		-		
First name	2					Phone numb	er	1234567		
Last name	ast name 1 Sunday					Mobile phon	ex			
Last name	2					Fax number				
						Email addres	s			
		visitor data Visitor data Visitor cards poom/Timezones poom/Timezones or poom/Timezones or poom/Timezo	oups	4 ×	F	Visitor ast name first name fite Company /alid until mport ID Assigned visi Visitor Card : Begin date End date End date		rrier	* * X *	
	1 2 A	ctions				Visited perso	n			
	<u>в</u> 🚱 П					Vane	Monday,	Andy	- X	
	T	ata import/expor alendar	t			Name Phone	Monday,	Anuy		
		aliday formulae			1Ľ		1400 100		I	

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

The contents of the field types → number and → string can optionally be displayed as ******* (depending on IQ NetEdit settings).

This box also appears for all other field types, but is not used as one of the suggested values must be choosen there.

• Tab Data carriers.

		Tu	esday, Bernie	: ,Data carrier 4444				
Common Data c	Access data	Attendance time 🦻	Actions 🔀	Macros Dogdata	a AC 🔒 Logdata TR 🚺 Infolog 🛃 IACP bookings			
Data carrier				Validity				
Number 4444 ‡		÷ :	Start date	06/07/2011				
Version	0		¢ 1	End date	31/12/2025			
IS-Code	555555]	End Time	23:59			
		Search by coding		ID card will be swallowed after expiration				
E Replacement ba	dge			Salto				
PIN				SVN update interval	\$ 1			
				SVN office authorization				
Numerical sequence	*****							
		Get suggestion						

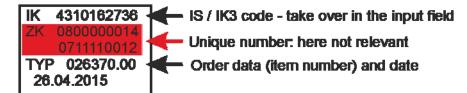
These entries depend on the coding and reading method of the identification media used (cards, key rings etc.).

- Data carrier / Coding / IS-Code:

No entry for **ID card no.** and **Version**.

Enter the data carrier (badge code) in field \rightarrow IS-Code.

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



Define data carrier (badge code)

- typing it

or

- reading it if a read-in station is available.
- Click the "read" button. (This button is only available if a read in station is created in IQ NetEdit.)
- Hold card/data carrier into the reading area of the reader within 10 seconds (otherwise there will be a timeout message, in this case repeat the action).

When working with an IACP connection, the IACP / AC codes must be translated in a way both systems are able to handle correctly This common "language" is called \rightarrow IS Code (Integrated Systems).

- Esser-Coding:

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

- **ID card no.:** Enter the ID card no., 5 characters max., numeric. Each ID card number may exist only once in the entire system so that each person can be identified unambiguously.
- Version: Via the version number, lost/stolen ID cards are barred from access. Each ID card has the version number "0" at the beginning. If an ID card is lost and must be replaced by another one, all data are identical with the original, except for the version number. This version number is incremented by 1 and stored accordingly in the system. If an ID card with a lower version number is used for booking, it will be rejected.

- mifare DESFire EV1

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

Applicable to all coding methods:

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

Modify these values:

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

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

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

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

- **Replacement identification card:** (Replacement badge): Activating this checkbox switches the currently allocated transponder temporarily (i. e. till the entered date) inactive. If an ID card gets lost and has to be replaced by another one this function is meant to create a replacement ID card for some time. The entries into the data fields are as described previously.
- **PIN:** When using a PIN, the individual code number (4 up to 8 digits, depending on the system settings) for each person can be entered or a not used code number can be suggested by random clicking **get suggestion**. For detailed information about door / PIN see chapter 9). The PIN must be unique per location.

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

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

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

• Tab Access data -> Access parameter

		Wednesda	y, Carl :										
Common Data carrie	Access data	Attendance time	🌮 Actio										
🔒 Parameter 🛛 🛞 🖡	loom/Timezones	Room/Timezon	e groups										
Common options													
 Ext. controlling allowed Use Image Compare Permitted to receive visitors 													
										Options for ACS 8 and	ACS 2+ only		
										Ise Antipassback			
Use Barring Repeate	ed Entry												
Authorization													
Access Control		horization (only AC-co mezones and -groups											
last booking													
24/09/2014													
MB-Secure													
Language	Central languag	e											
TBS													
Role	Enroll												

Common options:

In this area can be defined whether a person

- is authorized for an external control (e. g. for arming/disarming an intrusion detection system with ACS-1 controllers/terminals and actions).
- is participant of image matching.
- is authorized to see visitors.

Options for ACS-8 and ACS-2plus only:

In this area can be defined whether a person is participant of antipassback (APB) and/or barring repeated entry (BRE).

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

Authorization:

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

General authorization

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

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

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

MB-Secure → Language:

(This parameter appears only in connection with MB-Secure and LCD operating units):

For each LCD operating unit, one base language can be set for display All display texts will be displayed in the selected language. Regardless of this programming, an individual display language can be set for each person. Custom text will be displayed in the language in, which it was created.

TBS \rightarrow **Rolle** (only if TBS option is active):

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

- Standard This operator authorization allows a finger to be scanned under the supervision of a person with operator authorization "Enroll". By Default, every person is set up as "User". A User is identified using his finger and has the authorizations that have been stored in IQMA/IQSC at the respective door.
- Enroll In addition to the default authorizations, this authorization allows to read in finger templates of persons with operator authorization "Standard" directly at the terminal. Own fingers and fingers with the authorisation "Admin" cannot be read in or be changed.
- Admin This operator authorization permits all settings possible at the TBS terminal, including "Standard" and "User" authorizations, to be administered.

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



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

Users with authorization "Admin" are taken to a menu for administering terminal settings.

• Tab Access via time zones (room/timezone groups)

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

One or several time zones can be assigned to one person.

- Select the desired time zone(s) in the left window.
- Assign with
 .
- Save.

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

All available time zones may be assigned to one person.

- Button M selects and assigns all available time zones.
- Save.

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

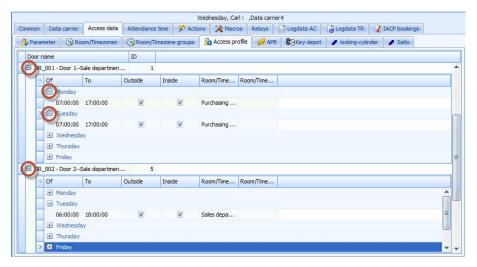
lo.	Name	Limitation	Of	Of						То		
	6 Haupteingang dauerfrei		11/0	5/2015				M	31/1	2/2025		
	4 Sales department 2					11 M	lay 20	15				
						Ma	y 2015	5				
				Mon	Tue	Wed	Thu	Fri	Sat	Sun		
								1	2	3 10		
				4	5	6	7	8	9	10		
				11	12	13	14	15	16	17		
				18	19	20	21	22	23	24		
				25	26	27	28	29	30	31		
							4			7		
							Clear					

- Activate the Limitation field Left-click the date field Use ▼ to open the calendar
- and select the date or
- overwrite date.

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

• Tab Access data -> Access report

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



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

Pr	rint
Pr	rint Preview
Ex	port to Exce
Ex	port to Text
Ex	port to Htm
Ex	port to PDF
c	ache value

Access report -> Export / Print:

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

nowing motion
 Excel
 PDF-Datei
• HTML

• Textformat *.TXT

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

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

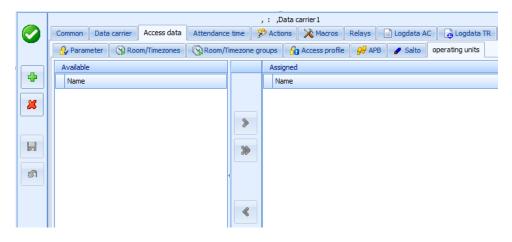
- Tab Access data → APB (Antipassback) See seperate documentation "Supplementary Functions of IQ MultiAccess" (P32205-46-0G0-xx).
- Tab Access data → key depot (Only available if a key depot is defined in IQ NetEdit). See chapter 14.
- If an MB24/48/100 intruder alarm control panel is created in IQ NetEdit for this location, the tabs **IDCU** and **IDCU report** exist in the **Access data** selection.
- If an MB-Secure intruder alarm control panel is created in IQ NetEdit for this location, the tab **Operating units** exists in the **Access data** selection.



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

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

Assign operating unit authorisation groups



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

Use the button \gg to allocate all operating unit authorisation groups .

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

Use the button $\mathbf{\ll}$ to deactivate all operating unit authorisation groups .

• Attendance time tab

Last name	First name	Valid	ID data carrier no.	Personnel ID	Desertment	Cost center	Westing service					
Last name	First name	valid	ID data carrier no.	Personnel ID	Department	Cost center	Working group					
Tuesday	Bernie	V	4444			Organisation / Development						
Wednesday	Carl	V	4		Sales department	Organisation / Development						
Donnerstag	Dora	V	3		Purchasing department	2 <u>.52</u>	322					
Friday	Erna	V	2		Purchasing department	Organisation / Development						
Happyday	Fritz	V	6									
Monday	Andy		1		Lager	Organisation / Development						
Sunday	Paul	V	10			1.000 ()						
	Tuesday, Bernie : ,Data carrier 4444											
							D					
Com	mon Data d	arrier	Access data Attend	ance time 🏾 🌹	Actions X Macros	Relays 📄 Logdata AC	Logdata Ti					
An	wesenheitszei	termittlu	ng									
first	coming		- U									
4	-											
last g												
last g	(compl.)	08	3:00		- 🔏							
Sum (3:00		•							

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

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

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

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

Days of attendance

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

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

Tab Actions, Macros, Relays

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

Tab Bookings

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





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

5.1.1 Personnel data created by personnel managers

Depending on their rights³, personnel managers enter only global personnel master data and assign them to one or several locations. This includes also visitor master data and organizations.

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

onnel data					global / Personnel	data: Occupancy 24		
r data	lame	First name	Valid	Default Personnel ID	Default Import ID	Default ID Data carrier	Default data carrier coding	Default Data ca
nizations epartments	Tuesday	Bernie	V			4444	0000000000807100203	06/07/2011
	Vednesday	Carl	V			0	01050006061302101310	06/07/2011
/orking groups	Donnerstag	Dora	V			0	02021515041215040912	06/07/2011
1	riday	Erna	V			0	02021515041109011509	06/07/2011
	Happyday	Fritz	V			0		06/02/2013
	londay	Andy	V			0		08/07/2013
	Sunday	Paul	V			0		10/07/2013
4						*		
						Jesday, Bernie		
		u		efault values Location		data AC Logdata TR		
		Operational	y data	Name / Address	Personnel data			
		me						
4	Last	name	Tueso	day			Synch	ronize locations
1		name 2						
8	First	name	Bernie	e				
	First	name 2						
1000		ganization				No image selected		
	1	-						
		y date	0//10	0/2014	-		Cr	eate layout
đ	A Leav	ving date			*			₫
	Pers	sonnel ID					P	rint layout
	Depi	artment	no	assignment	- ×			9
	Cost	t center	no	assignment	- ×	Get image		
	Wor	king group	no	assignment	* ×	E		
		ction				No starstown wordtabl		
						No signature availab	e	
	Impo	ort ID				Record signature		

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

- → Common → Operationally data
 - → Name /Address
 - → Personel data

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

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

→ Data carrier default values

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

3

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

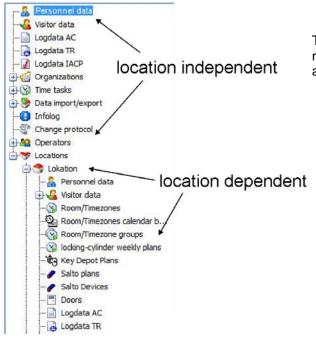
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→ Location assignment.

Common Data carrier default val	ues Loca	Tuesday, Bernie	
Available Locations		Selected Locations	
Name		Name	
Firma A		> Lokation	Select the location(s) in the left window and
Firma B			assign them to the right window with D .
Firma C	>		

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

5.1.2 Personnel data created by superusers and/or system managers



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

ĺ

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

5.1.3 Enter personell data when use TBS biometric readers

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

• Operation:

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

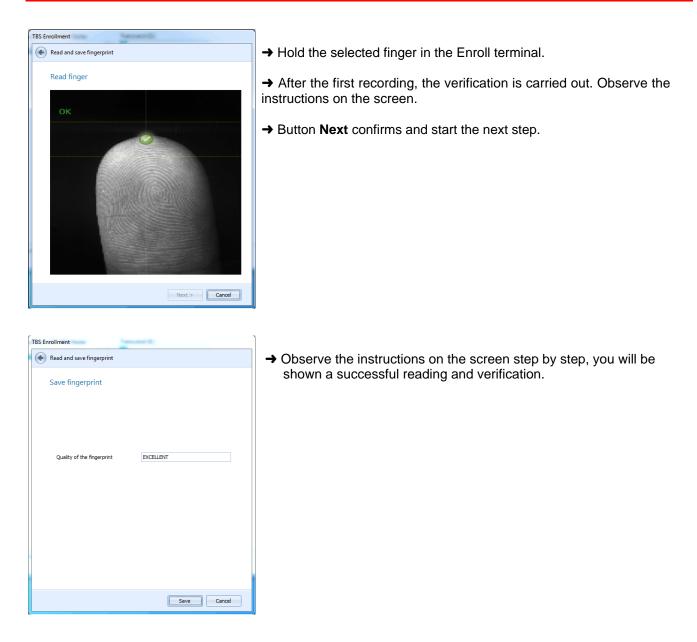
1992					1222				
	Common Data carrier	Access data A	ttendance time	🥬 Actions	🔀 Macros	Relays	📄 Logdata AC	Logdata TR	👔 IACP bookings
	🎯 Operationally data	Name / Addres	ss 🛛 🕌 Personi	nel data 🛛 🍓 Fr	ee data				
_	Name						1		
4	Last name	Tuesday							
-	Last name 2						6	Create pe	
*	First name	Bernie			- 107			Create pe	erson-layout
	First name 2				N	lo image sele	ected	Print per	rson-sheet
	Organization							Creat	e layout
	Entry date	07/10/2014							/
ß	Leaving date				1	and the second s	e e	Print	layout
	Personnel ID					Get ima	ge	Capture fi	ngerprint
	Department	no assignment	-	+ X	F		2010-2017	search for	and the second se
	Cost center	3 = Organisation / D	evelopment	* ×	No	signature av	/ailable	Name	-
	Working group	no assignment	•	* X	Q	Record sign	nature		1
	Function)						¢	
	Import ID					and the second second			
	Controller group			*					

• Read in fingerprint:

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

TBS Enrollment	TBS Enrollment
Read and save fingerprint	Read and save fingerprint
Please wait until the connection is made to TBS	Please select the finger to be scanned from
 Connection to TBS scanner established ✓ TBS connection established ✓ Person found in TBS database 	Mr. Mr
Next > Cancel	Next > Cancel

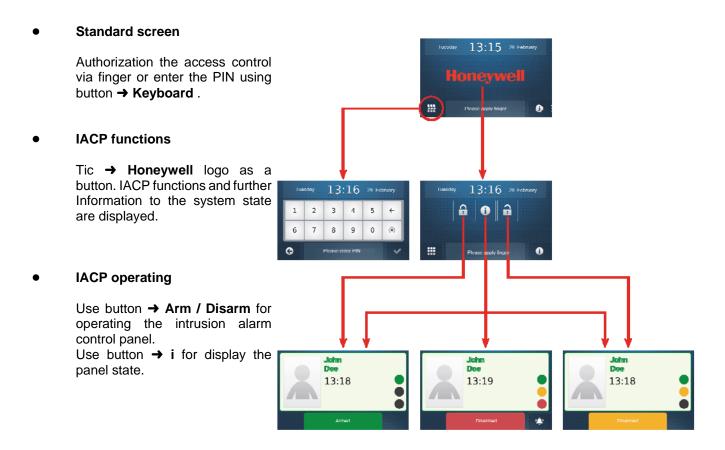
Observe the instructions on the screen step by step. First, select the finger to be scanned.



Save

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

5.1.4 Operating diagram manual functions of TBS biometric readers



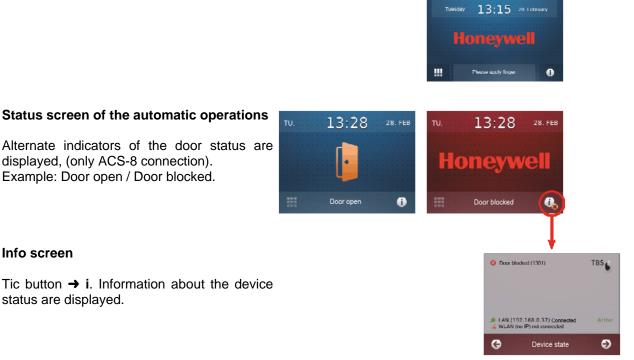
5.1.5 Diagram automatic operations of TBS biometric readers

Standard screen

Info screen

•

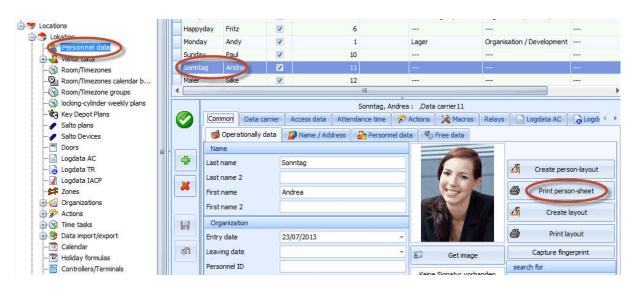
Authorization the access control via finger or enter the PIN



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5.2 Print personnel data

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



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

	Personnel data	Page 1 of
Salutation: Title: First name: Andrea First name2: Name: Sonntag Name2:	Postcode: Municipality: Street: Phone: Fax: MobilTelmr.:	
Department: Cost center: Working group: Personnel ID: Function:	Card coding IS-Code: 0 ID data 11 carnierno.: Version: 0 valid from: 23.07.2013 valid until: 31/12/2025 23:59:00	

Print personnel sheets of several persons

Select the persons required via → Groupwise changings (cf. chapter 16) and press button "Print person sheet".

Logdata IACP				Lokati	on / Personnel	data: Occupancy 14			
Organizations	Last name	First name	Valid	ID data carrier no.	Personnel ID	Department	Cost center	Working group	5
Time tasks Data import/export	Tuesday	Bernie	V	444	4		Organisation / Development		
Infolog	Wednesd	av Carl	V		4	Sales department	Organisation / Development		
Change protocol	Donnersta	ag Dora	V		3	Purchasing department			
Operators	Friday	Erna	V		2		Organisation / Development		
ocations	Happyday		V		6				
Cokalion	Monday	Andy	V		1		Organisation / Development		
						Lager			
Uniter date	Sinday	Paul	V	1					
	Sonntag	An rea	V	1	(d)			<u></u>)	
Room/Timezones calendar b	Maier	Silke	V	1	-				
					- III				
			-		Sonntag, Andre	a: ,Data carrier11			
🧒 Key Depot Plans		ommon Data	canier	Access data Atten	dance time 🏾 🕺	Actions X Macros	Relays Dogdata AC	🔒 Logdi 4	,
Salto plans		Dperationally	data	Name / Address	Personnel da	ata 🔹 Free data			
Doors		Vame	una l	Mane / Address	er Personner u	ata 🧠 riee uata			
		vame				-			
- Logdata AC		ist name	Sc	onntag			Costs and	ion lavout	
			Sc	onntag		6	Create pers	ion-layout	
🛃 Logdata TR 🛃 Logdata IACP		ist name ist name 2							
🙀 Logdata TR 👔 Logdata IACP 🗱 Zones	La La Fit	ist name ist name 2 ist name		onntag ndrea			Print perso		
🛃 Logdata TR 🛃 Logdata IACP	La La Fit	ist name ist name 2						on-sheet	
	La Fi	ist name ist name 2 ist name					Print perso	on-sheet	
Gogdata TR Gogdata IACP Gogdata IACP Goganizations P		ist name ist name 2 rst name rst name 2 Drganization	Ar	ndrea			Print perso	on-sheet layout	
		ist name ist name 2 rst name rst name 2 Organization ntry date	Ar				Print perso	on-sheet layout	
Logdata TR Logdata TACP Logdata TACP Zones Organizations Stations Time tasks Dots import/export	Hand La Karana Fil Fil Galaria La La La La La La La La La L	ist name ist name 2 rst name rst name 2 Organization ntry date eaving date	Ar	ndrea	*	Get image	Print person	on-sheet layout	
Logdata TR Logdata IACP Logdata IACP Cones Organizations Time tasks Data import/export Calendar	Hand La Karana Fil Fil Galaria La La La La La La La La La L	ist name ist name 2 rst name rst name 2 Organization ntry date	Ar	ndrea		Get image	Print person	on-sheet layout	
Logdata TR Logdata TACP Logdata IACP Sees Organizations PA Actions Organizations Data import/export Otal import/export Otalings Calendar Otal official yformulas	La La La Fii Fii C Fi C Fi C C Fi La Pe	ist name ist name 2 rst name rst name 2 Organization ntry date eaving date	2:	ndrea		E Get image No signature available	Print person	on-sheet layout	
	La La Fii Fii C C Fii C C C C	ist name ist name 2 rst name rst name 2 Organization ntry date eaving date ersonnel ID	2:	ndrea 3/07/2013 - no assignment		No signature availab	Print person Print person Print la Capture fing search for Name	on-sheet layout	
	La La Fii Fii C Fii C Fii C C C	ist name ist name 2 rst name 2 Organization itry date eaving date ersonnel ID epartment ost center	2:3	ndrea 2/07/2013 - no assignment	• • × • ×	No signature availab	Print person Print person Print la Print la Capture fing search for Name re	on-sheet layout	
Gogdata TR Gogdata TR Gogdata TACP Gogdata IACP Cogdata IACP Cogdata IACP Cogdata IACP Cogdata IACP Cogdata Cogdata	La La Fii Fii C Fii C Fii C C C	ist name ist name 2 rst name rst name 2 Drganization ntry date aving date ersonnel ID epartment	2:3	ndrea 3/07/2013 - no assignment	• • X	No signature availab	Print person Print person Print la Capture fing search for Name	on-sheet layout	
	La K Fil Fil C C C C V W	ist name ist name 2 rst name 2 Organization itry date eaving date ersonnel ID epartment ost center	2:3	ndrea 2/07/2013 - no assignment	• • × • ×	No signature availab	Print person Print person Print la Print la Capture fing search for Name re	on-sheet layout	
	Contractions of the second sec	ist name ist name 2 rst name rst name 2 Organization stry date ersonnel ID epartment ost center orking group	2:3	ndrea 2/07/2013 - no assignment	• • × • ×	No signature availab	Print person Print person Print la Print la Capture fing search for Name re	on-sheet layout	

5.3 Modify personnel data

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

5.4 Delete personnel data

👌 Logdata IACP 🔷					Lokatio	n / Personnel	data: Occupancy 14			
Organizations	Last r	ame	First name	Valid	ID data carrier no.	Personnel ID	Department	Cost center	Working group	
👔 Time tasks	Tueso	ay	Bernie	V	4444			Organisation / Development		
Data import/export Infolog	Wedn	esday	Carl	V	4		Sales department	Organisation / Development		ſ
Change protocol	Donne	erstag	Dora	V	3		Purchasing department			
Operators	Friday	,	Erna	V	2			Organisation / Development		
S Locations	Happ		Fritz	V	6					
- Lokation	Mond		Andy	V	1		Lager	Organisation / Development		
- Personnel data	Sunda		Paul	V	10					
+ 😼 Visitor data	> Cont	-	Aprea	V	10	ř.			line.	e.
	Maier	ay	Silke	V	11					1
	Maier	_	Slike	V	12	-01				
- S locking-cylinder weekly plans						*	-			-
- R Key Depot Plans							a: ,Data carrier 11			
Salto plans		Com	mon Data d	arrier	Access data Attend	ance time	Actions 🔀 Macros	Relays 📄 Logdata AC	🔒 Logdi 🔨 🕨	
Salto Devices		1	Operationally	data	Name / Address	Personnel da	ta 🛛 😼 Free data			
Doors	. —	Nam	e							
	-	Lastr	name	Sc	onntag					
👩 Logdata TR			name 2					Create per	son-layout	
							1200	Print pers		
Zones		First	name	Ar	ndrea			Print pers	on-sheet	
Grganizations Actions		First	name 2				Sta A	Create	Invout	
		Org	anization				1986	(La) Create	ayour	
+ >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	671	Entry		22	3/07/2013			🖨 Print l	ayout	
- Talendar				-	5/07/2015					
	6		ng date				🔊 Get image	Capture fing	gerprint	
		Perso	nnel ID				No closed as a stat	search for		
🖓 Info fields		Depa	rtment		- no assignment	- ×	No signature availab	Name		
		Cost	renter		- no assignment	- X	Record signatu	re		
-X Macros						* X				
	J		ing group	-	- no assignment	* X		%		
i tos		Funct	ion							
		Impor	t ID							l
		1 1	oller group				1			

• Select Personnel data in the File dialog window.

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

Delete dataset	
Should dat	a set be deleted?
Yes	No



Data loss possible!

A confirmation for deleting is only prompted if it is activated in the \rightarrow Setup (see chapter 2.3). In factory setting it is active.



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

5.5 Search for Personnel Data



-

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

• In the tab Common / Operationally Data

				61-05-00-00 1	a second	0.021.5.020	La: 00	cupancy 14				_
Last na	ame First name	Valid	ID data carrie	er no.	Personnel 1	ID D	epartm	nent	Cost cer	iter	Working group	
Tuesda	ay Bernie	V		4444		-			Organisa	ation / Development		
Wedne	esday Carl	V		4		S	ales de	partment	Organisa	ation / Development		
Donner	rstag Dora	V		3		P	Purchasi	ing department	:			
Friday	Erna	V		2		P	Purchasi	ing department	Organisa	ation / Development		
Наррус	rday Fritz	V		6		-	÷					
*****		114							i			
					Priday	-	Dete	carrier2				
	Common Data	carrier	Access data		ance time		tions		Relays	Logdata AC	Disalater	
									Relays	Logdata AC	🔓 Logdata	
	Operationally	data	🗿 Name / Addr	ress	Personn	el data	6	Free data				
	Name											
	Last name	Fri	iday									
=1	Last name 2									-		_
×	First name	En	na			Create person			erson-layout			
	First name 2							No image selec	ted	Print person-sheet		
										-		
H	Organization									Crea	ite layout	
	Entry date	07	7/10/2014			•						
	and the second	07	7/10/2014			•					ite layout it layout	
6	Entry date	07	7/10/2014			•	1	Getima	1e	Prin		
	Entry date Leaving date		7/10/2014 = Purchasing de	partmer	ıt	* * * X	23	Get ima	je	Prin	it layout	
	Entry date Leaving date Personnel ID	1				• • • X • X	_	Get imaj No signature av	10000	Prin Capture 1	it layout	
	Entry date Leaving date Personnel ID Department	1	= Purchasing de	/ Develo	pment			No signature av	ailable	Capture for	it layout	
	Entry date Leaving date Personnel ID Department Cost center Working group	1	= Purchasing de = Organisation ;	/ Develo	pment	• ×	_		ailable	Capture t Search for Name	it layout	
	Entry date Leaving date Personnel ID Department Cost center	1	= Purchasing de = Organisation ;	/ Develo	pment	• ×		No signature av	ailable	Capture for	it layout	

The Search symbol opens a window to enter the search criteria: \rightarrow ID dat	ata carrier no.
--	-----------------

- → Personnel ID
- → Data carrier coding
- → Name
- → First name

Name	
Datenträgernummer	_
Personalnummer	
Datenträgerkodierung	
Name	
Vorname	

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

Search button:

search for	
Name	*
Paul	
Ø	

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

- Button **Continue searching**:

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

In the Data carrier tab

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

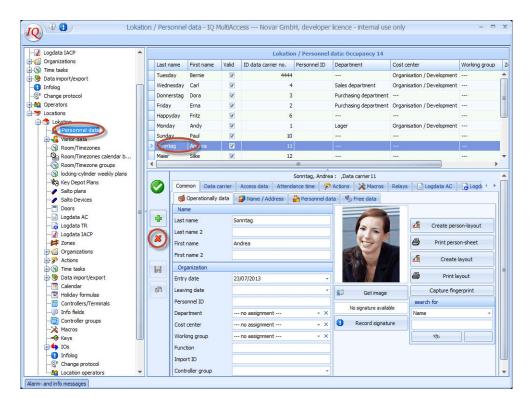
			Sunday,	Mar			
Common	Data carrier	Access data	Attendance time	ÿ			
Data carri	er						
Number	3	3		-			
Version	C)		\$			
IS-Code		15977712					
		Search by coding					
Replace							
Valid until		01/07/2016 👻					
IS-Code		0					

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

_

6. Controllers/terminals

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



• Common tab:

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

Reset/ data load

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

Reset alarms / notifications

	Reset / Data Lo	ber	sons Logdata AC I Infolog Reset Alarms / Notifications
	Reset / Data Li		Reset Alarnis / Nouncauons
Controller number	1	Reset Alarms / Notifications	-X-
Name	TE_001 - ACS 8	Reset Alarms / Notifications	
		📄 Akustik	
		E Störung	
		(m) Columburg	
		C Sabotage	
		🔲 Sabotage R	
		✓ Alarm	
		Alarm Relais	
		🕅 Bedrohung	
		📃 Bedrohung Relais	
		Cancel	ОК

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

- Controllers / terminals
- Select controller
- "Common" tab
- → Reset alarms / notifications
- Select corresponding alarm

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

• Actions tab: see Chapter 10.

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

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

• Operator Codes tab⁴

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

Create new operator codes

		□		TE_003 - MB10			
à	Authorized persons	Logda		🕒 Infolog 🚽 🛃 Logda		ator codes	*
	Available Operator code:	s		Selected Operator co	des		
	No			No	Level	Code	Main areas
	Operating code 1			🥂 Operating code 2	1	0000	
Γ	Operating code 4			Operating code 3	1	0000	
>	Operating code 5		>		3	2	
	Operating code 6	=					
Γ	Operating code 7		>>>				
Γ	Operating code 8						
	Operating code 9						
	Operating code 10						
	Operating code 11						
	Operating code 12	-					

The allocation of individual operating codes to a controller can be done by marking them in the left window and click the button \mathbf{b} .

Use the button \gg to allocate all operating codes.

• Define operating level

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

Enter operating code

vailable Operator codes			Selected Operator code	es		
No			No	Level	Code	Main areas
Operating code 1	-		Operating code 2	1	0000	
Operating code 4			Operating code 3	2	123456	
Operating code 5		>				
Operating code 6	=					
Operating code 7		>>>				

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

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• Assign main zone

ed p		B100 : Nu. 1 C Dinfolog Di La	ogdata IACP Operator	codes ••	
1	Selected Operator codes				
	No	Level	Code	Main areas	
	Operating code 2	1	0000		
0	Operating code 3	2	123456	MZ01	
				E (Select al) M201 M201 M203 M203 M204 M205 M206 M206 M207 M208 M209 M210 M211 M712 M213 M215 M216 M21 M21 M216 M21 M21 M216 M21 M2 M2	
				OK Cancel	

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

• Delete operator code

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

Use the button $\mathbf{\ll}$ to deactivate all operating codes.

7. General door data

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

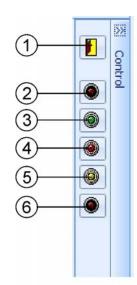
Personnel data	Door no	. Name	- Valid	Status	Controller/Terminal	Opening tim	Opening ti	Normal ope	Automatic operation (C
S Visitor data	>	3 Door Main Entrance	2	Normal ope	TE 001 - ACS 8	10	10	Data carrie	PIN and Data carrier
Logdata AC		4 Door Warehouse	V	Normal ope	TE 001 - ACS 8	10		and the second second second second	Data carrier Only
🔒 Logdata TR 7 Logdata IACP		1 DR 001 - Door 1Sak			TE_001 - ACS 8	5			Data carrier Only
Organizations		5 DR 008 - Door 8 GRP			TE 002 - SALTO SHIP				
Giran Cardons Time tasks		-			-				
Data import/export		6 DR_009 - Door 9 GRP			TE_002 - SALTO SHIP				
Infolog		7 DR_014 - Door 14	V		TE_009 - Schliesszyli.		10		1.000
Change protocol		8 DR_015 - Door 15	4		TE_010 · Schliesszyli.	10	10		
Operators =		2 Visitor Room	V	Normal ope	TE_001 - ACS 8	5	5	Door code	Data carrier Only
S Locations									
Second data	•			Ш					
			A Door Main Entrance : No.3						
- 🛞 Room/Timezones - 🎭 Room/Timezones calendar b		Door number			Door Marrien	trance : No.3	Cartellasta		001 405.0
- Room/Timezones calendar D	. 🕗	4	-			Controller/Terminal TE_001 - ACS 8			
- S locking-cylinder weekly plans		Name [Door Main Entran	ce 🛛			Terminal valid	v	
- 1 Kay Depot Plans		Commoni Parameter	Actions	🚱 Room/Timezoi	nes allocated 🛛 🔒 Au	thorized persons	Logdata A	3	
- 🌈 Salto plans	4	Operation mode outside			1	Doeration mode insid	e		
- 🥜 Salto Devices		Default	Normal operation		v De	fault	Normal oper	ation	
	25				(
- 📄 Logdata AC		On normal operation	Data carrier Only	ſ	• Or	normal operation	Data carrier	Only	
– 🛃 Logdata TR		On automatic operation	PIN and Data ca	rrier	+ Or	n automatic operatio	n Data carrier	Only	
👔 Logdata IACP	H	Times outside			т	imes inside			
😝 Zones 🖃 🕼 Organizations		Open time			10 1 00	oen time	1		10
- P Actions	6								
Control relay	1 40	Key code input time			10 🗘 Ke	y code input time			10
Control door		Global times							
		Door open time			10 🗘 Bu	Izzer	Until messag	ge	
- 👸 Alarm message		Door open signal			5 🛟				
		soci open agrici							

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

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

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

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



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

- ① Open door
- 2 Prevent access outside
- 3 Permanent release
- ④ Block door
- 5 Normal operation
- 6 Prevent access inside



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

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

Controller/Terminal:

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

Operating mode outside/ inside:

The identification type for \rightarrow Normal operation and for an active \rightarrow automatic operation can be defined for each side of the door.

- **Normal operation:** Basic condition of a door (side) defined during installation. The reader and the keyboard are ready for operation, the LED is lit.
- Automatic operation: Condition that deviates from normal operation. It is defined via a special room/time zone which can be assigned to a door (side) and automatically influences the door state. (e.g. access only with → card and PIN within a particular time; see also Chapter 9.1.5). Automatic operation has a higher priority than normal operation.

The following access criteria are available per door side and operating mode⁵:

	Datacarrier only
	Door code only
	only PIN
	Doorcode + Datacarrier
1	PIN + Datacarrier
	Door Code or Datacarrier
	PIN or Datacarrier

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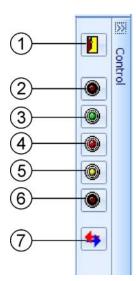
5

For variations see chapter 20.

7.2 Common tab for IACP doors/switching devices

Buttons:

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



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

- ① Open door
- 2 Prevent access outside
- 3 Permanent release
- ④ Block door
- **5** Normal operation
- 6 Prevent access inside
- ⑦ Request reason why arming is not possible



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

🜇 InfoDialogue	
zone disarmed Zone 2/01 fault programming-dip-switch S3 OFF	
С	

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

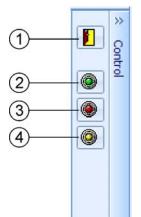
A maximum of 5 reasons can be displayed at one time.

Datacarrier only only PIN PIN + Datacarrier PIN or Datacarrier		ther options correspond to the descriptions of chapter 7.1 with the deviations operating modes that follow ⁶ :					
Without timecheck Access inhibited		These operation modes are only used to administrate the AC-functions. The operation modes for arming/disarming and control functions are set in WINFEM.					
Without timecheck:	assigned PIN. In	n can be activated by reading an assigned data carrier or by entering an n doing so, the door will be released without checking any date and time. It the data carrier belongs to a room/timezone that is assigned to the selected e.					
Access inhibited:		keypad of the corresponding door side is not active. An indetification can ich prevents an access.					
	Example:	As of a particular time no one is allowed any more to enter a room, but all persons who are in the room are allowed to leave it.					

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7.3 Common tab for ACS-1

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



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

- Open door
- 2 Permanent release
- 3 Block door
- ④ Normal operation



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

- **Door:** The door number and name from IQ NetEdit are displayed. The door number cannot be changed, only the door name. The modification is adopted by IQ NetEdit and applies to the entire installation.
- **Controller/Terminal:** The controller/terminal controlling the selected door is displayed. No modifications are possible.
- **Operating mode:** The identification type for \rightarrow **Normal operation** can be defined here.

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

The following access criteria are available per operating mode⁷:

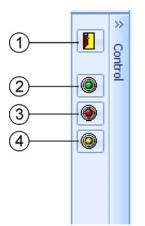
Operation mode		
Normal operation	Card only	
	Card only	
	Door / PIN code only	
	Door / PIN code and card	
	PIN code or card	

For variations see chapter 20.

7.4 Common tab for MB-Secure and AXS4Secure

Buttons:

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



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

- ① Open door
- 2 Permanent release
- 3 Block door
- 4 Normal operation



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

- **Door:** The door number and name from IQ NetEdit are displayed. The door number cannot be changed, only the → door name. The modification is adopted by IQ NetEdit and applies to the entire installation.
- **Terminal:** The terminal which controls the selected door is displayed. Changes are not possible.

Operating mode outside / inside:

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

- **Normal operaton:** Basic state of each side of the door defined during installation. The reader and the keyboard are ready for operation, the yellow LED is lit.
- Automatic operation: Condition that deviates from normal operation. It is defined via a special room/time zone which can be assigned to a door (side) and automatically influences the door state. (e.g. access only with → PIN and data carrier within a particular time; see also Chapter 9.1.5). Automatic operation has a higher priority than normal operation.

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

Data carrier Only
PIN Only
PIN and Data carrier
PIN or Data carrier
No Timecheck
Access inhibited
Door code cnly
Door code and data carrier
Door code or data carrier

Times (outside/inside):

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

Open time:

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

Global times:

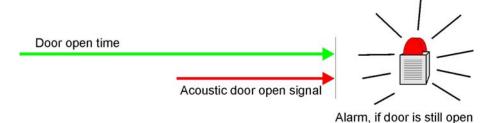
Door open time:

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

Door open signal:

If a reader / a keypad is equipped with an internal buzzer, an acoustic signal can indicate that the door must be closed as otherwise the \rightarrow door open time will expire and an alarm will be triggered as a result. For this purpose, the field \rightarrow Buzzer must be activated.

The door open signal time is a part of the \rightarrow door open time and should always be shorter than this so that enough time remains for closing the door. The time entered here indicates how many seconds it starts before the door open time expires (that is the time left for closing the door without triggering an alarm).



Buzzer (Acoustics):

This field defines the acoustic signaling (either \rightarrow off or \rightarrow until closed), if \rightarrow Door open time and \rightarrow Door open signal are used.

Door code (outside/inside):

In the **numerical sequence** field, the individual \rightarrow **door code** is entered. This code may have 4 up to 6 digits. Mixed operation of door code and PIN is possible within the entire system.

Blocking time:

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

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

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

Common Parameter Actions Room/Timezones allocated 🔒 Authorized persons 📄 Logdata AC							
Max. Attempts Outside	2	Max. Attempts Inside					
Max. count	4 🗘	Max. count	4 📩				
Block time	0 ‡	Block time	0 🔹				
Alarm	V	Alarm					
Block access		Block access					
Block macros		Block macros					
Door code outside		Door code inside					
Numerical sequence		Numerical sequence					
Duress code		Duress code					

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

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

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

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

- **Max. count:** How many incorrect attempts are the maximum permitted for reading/input. Depending on the definition, one of the following options will happen.
- **Block time:** Time (in seconds) for blocking access or macros after the maximum number of incorrect reading/input activities has been exceeded.
 - → Block access
 - → Block macros
- Alarm: If this field is activated, an alarm will be triggered on the controller/terminal controlling the corresponding door side after the max. number permitted for reading/input activities has been exceeded. An alarm is also triggered if "0" or nothing is entered in → block time.
- Block access: If this field is activated, the reader/keyboard will be blocked for the duration of the → block time after the maximum number of incorrect attempts permitted has been exceeded. The yellow LED and the red LED are lit simultaneously. The yellow LED indicates that reader / keyboard are in the → normal condition defined, the red LED, however, indicates that the normal condition is blocked at the moment. An identification is not possible.
- Block macros: If this field is activated, the execution of the → macros assigned to this door side will be blocked for the duration of the defined → block time after the maximum number of incorrect attempts permitted has been exceeded. The yellow LED and the red LED are lit simultaneously. The yellow LED indicates that reader / keyboard are in the → normal condition defined, the red LED, however, indicates that the normal condition is blocked at the moment. Macros cannot be activated, but the door is opened in case of correct identification. If a macro which is executed automatically is assigned to this person, this person will only be granted a door release. The macro assigned will be suppressed.



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

Door code (outside/inside):

In the **numerical sequence** field, the individual \rightarrow **door code** is entered. This code may have 4 up to 6 digits. In addition, field \rightarrow **Duress code** can be activated.

Mixed operation of door code and PIN is possible within the entire system.

see also Chapter 9.

Global times:

Door open time:

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

Door open signal:

If a reader / a keypad is equipped with an internal buzzer, an acoustic signal can indicate that the door must be closed as otherwise the \rightarrow door open time will expire and an alarm will be triggered as a result. For this purpose, the field \rightarrow Buzzer must be activated.

The door open signal time is a part of the \rightarrow door open time and should always be shorter than this so that enough time remains for closing the door. The time entered here indicates how many seconds it starts before the door open time expires (that is the time left for closing the door without triggering an alarm).



Alarming time:

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

Buzzer:

This field must be active if you work with \rightarrow **Door open time** and \rightarrow **Door open signal**.

7.6 Door Parameters tab for ACS-1

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

Common Parame	ter 🤣 Actions 😪 Room/Timezones allocated 🔒 Authorized persons 📄 Logdata AC
Max. Attempts	
Max. count	4
Door code	
Numerical sequence	
Message suppresion	1
Door break open	

Times

Enter time is seconds for certain timers of the door.

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

Input time door code:

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

Max. attempts

Max. count:

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

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

Global times:

Door open time:

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

Door open signal:

If a reader / a keypad is equipped with an internal buzzer, an acoustic signal can indicate that the door must be closed as otherwise the \rightarrow door open time will expire and an alarm will be triggered as a result. For this purpose, the field \rightarrow Buzzer must be activated.

The door open signal time is a part of the \rightarrow door open time and should always be shorter than this so that enough time remains for closing the door. The time entered here indicates how many seconds it starts before the door open time expires (that is the time left for closing the door without triggering an alarm).



Alarm, if door is still open

Alarming time:

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

7.7 Door Parameter tab for IACP doors

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

Common Action	s 🛛 🔞 Room/Timezones allocated 🛛 🔏 Authorized p	persons 📄 📄 Logdata A	c -	<
Operation mode outsid	le	Operation mode inside		Control
On normal operation	Data carrier Only 🔹	On normal operation	Data carrier Only 🔹	1
On automatic operation	Data carrier Only *	On automatic operation	Data carrier Only +	
Times				
Open time			10 🗘	
Key code input time			10 💲	
Door open time			10 🗘	
Door open signal			5 💲	
Door code				
Numerical sequence				

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

Open time:

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

Input time door code:

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

Global times:

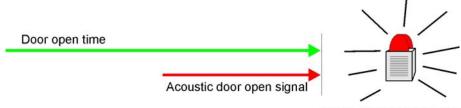
Door open time:

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

Door open signal:

If a reader / a keypad is equipped with an internal buzzer, an acoustic signal can indicate that the door must be closed as otherwise the \rightarrow door open time will expire and an alarm will be triggered as a result. For this purpose, the field \rightarrow Buzzer must be activated.

The door open signal time is a part of the \rightarrow door open time and should always be shorter than this so that enough time remains for closing the door. The time entered here indicates how many seconds it starts before the door open time expires (that is the time left for closing the door without triggering an alarm).



Alarm, if door is still open

Door code (outside/inside):

In the **numerical sequence** field, the individual \rightarrow **door code** is entered. This code may have 4 up to 6 digits. Mixed operation of door code and PIN is possible within the entire system.

7.8 General tabs

7.8.1 Actions tab

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

7.8.2 Allocated room/time zones tab

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

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

7.8.3 Authorized persons tab

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

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

7.8.4 AC Bookings tab

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

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

Permanent release and permanent locking of a door 8.

Automatical setting of the door condition via room/timezones.

In general, the access criterion defined as \rightarrow Normal operation is valid for a door. This chapter describes possibilities to change this condition automatically time depending.

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

8.1 Permanent release

- Example: From 9:00 h until 12:00 h, the main entrance is to be permanently open to the public. This is to be restricted to the days from Monday to Friday.
- Define the room/time zone The room/time zone covers the period from 9.00 h to 12:00 h. A possible name for the room/time zone could be: Main entrance perm. open. Define a room/time zone as described in Chapter 4.

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

Common 📃 D	oor definition	Controler assign	ment 🔒 🔒 Authorized	persons	🔏 Authorized vis	itors	X Macros		
Room/Timezone no	. 6	Name	Main entrance perm	nanent open		Import	ID		
AC-Function	Permanent rel	ease			*	V ACS	1 Relay 1	ACS1 Relay 2	2
Time range A				00 01 02	03 04 05 06 07 0	08 09 1	0 11 12 13 14 15	16 17 18 19 20 21 22	23 24
🔽 Tr1 valid	÷ 09:00	- 12:0	• 00	بالسلسل		Juduu	بالبيانيانيانيا بيابيا		uluu
Tr2 valid	+ 14:00	- 17:0	• 00						
V Mo	⊽ Tu	V We	I Th	V Fr	Sa	8	🔲 Su	Ho	

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

1	Availab	le Doors:		Selecte	d Doors:					
	No.	Name		No.	Name	outside	inside	armed	disar	control
1	1	DR_001 - Door 1Sale		>	3 Door Main Entrance	V	V	1	1	
>	2	DR_002 - Door 2Sale								
	4	Door Warehouse	>							

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

→ Save button 븟

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

8.2 Permanent lock

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

• Define the room/time zone

When defining this room/time zone, please note that the time required must be set with two time zones. The first slider covers the period from 00:00 h to 07:00 h. The second slider covers the period from 18:00 h to 23:59 h.

A possible name for the room/time zone could be: *Store room perm. locked* Define a room/time zone as described in Chapter 4.

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

For all other devices, this field is irrelevant. Entries will be ignored.

Room/Timezone no.	6	Name	Warehouse perma	anent lock	Impo	rt ID	
C-Function	Premanent block	k			- 🔽 A	CS1 Relay 1	ACS1 Relay 2
Time range A				00 01 02 03 04 05 06	5 07 08 09	10 11 12 13 14 15	16 17 18 19 20 21 22 23 24
Tr1 valid	· 08:00	- 12:0	0	- Jududududud	ululul	ululululululu	
Tr2 valid	× 14:00	- 17:0	0	-	-	00	

Assign door "Warehouse" in the Door definition tab.

			Jelecte	d Doors:					
	No. Name		No.	Name	outside	inside	armed	disar	control
	1 DR_001 - Door 1Sale .		>	4 Door Warehouse	V	V		1	
>	2 DR_002 - Door 2Sale .		_						
	3 Door Main Entrance	>							



A permanent locking has an effect on the door strike, which means the complete door = **both** door sides. Due to this, it does not make any sence to modify the factory settings for outside and inside (for ACS-1 it is not possible at all).

A permanent locking for one side only can be achieved by using a door handle at the door side which should not be controlled by the automatic operation. IACP doors ignore the settings of arming, disarming and controls as they only affect the AC functions.

• -



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



Special case: Doors with Doorguard device

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

8.3 Prevent access

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

Room/Timezone no.	6	Name	Warehouse preven	t access	Import ID	
AC-Function	Access inhibited				ACS1 Relay 1	CS1 Relay 2
Time range A				00 01 02 03 04 05 06 07	7 08 09 10 11 12 13 14 15	5 16 17 18 19 20 21 22 23 24
Tr1 valid	× 13:00	- 17:0	0 👻	harden harden harden h		adaaladaalaalaalaadaa
Tr2 valid	+ 14:00	- 17:0	0			

N	No.	Name								
		INGINE		No.	Name	outside	inside	armed	disar	control
	1	DR_001 - Door 1Sale		>	4 Door Warehouse	V				
>	2	DR_002 - Door 2Sale								
	3	Door Main Entrance	>							



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

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

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



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

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

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

Difference door code - PIN:

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

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



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

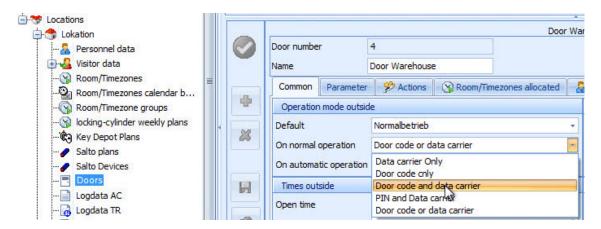
9.1 Door code

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

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

9.1.1 Access criterion: door code and data carrier

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



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

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

Door number	2			Controller/Terminal	TE_001 - ACS 8
Name	DR_002 - Door 2Sale departn			Terminal valid	
Common Paramete	r 🌮 Actions 🛛 😪 Room/Timezones allocated	🔒 Ai	uthorized persons	Logdata AC	
Max. Attempts Outsi	de	M	lax. Attempts Inside	2	
Max. count	4	🗘 Ma	ax. count		4 🗘
Block time	0	Blo	ock time		0 🗘
Alarm		Ala	arm		
Block access		Blo	ock access		
Block macros		Blo	ock macros		
Door code outside		D	oor code inside		
Numerical sequence	123456	Nu	merical sequence		
Duress code		Du	ress code		

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

Duress code

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



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

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

The duress code is calculated without carry-over.

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

● → Save button



Result: From now on, access to the stock room is only possible if the door code is entered first and then a booking with the card takes place. The keyboard may either be integrated in the reader or installed externally.

The yellow LED turns dark so that you recognize that the door code is requested first. That means that the reader is not ready for operation. Only after the door code has been entered (correctly or incorrectly) is the yellow LED activated. The door code applies to all persons.

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9.1.2 Access criterion: door code or data carrier

Coperation Mode Out	side
Normal operation	Door Code or Datacarrier 🛛 💌
Automatic operatio	Datacarrier only Door code only Doorcode and Datacarrier
	PIN + Datacarrier
I	Door Code or Datacarrier

Proceed as described in 9.1.1, set mode to \rightarrow **Door code or data carrier** ⁹

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

9.1.3 Access criterion: door code only

Coperation Mode Out	side
Normal operation	Door code only 🗾
Automatic operatio	Datacarrier only
	Doorcode and Datacarrier
	Door Code or Datacarrier

Proceed as described in 9.1.1, set mode to \rightarrow **Door code only** ¹⁰

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

9.1.4 Access criterion: data carrier only

Coperation Mode Out	tside
Normal operation	Datacarrier only 🗾
Automatic operatio	Datacarrier only Door code only Doorcode and Datacarrier
	PIN + Datacarrier Door Code or Datacarrier

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

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

¹⁰ For variations see chapter 20.

⁹

For variations see chapter 20.

9.1.5 Time-dependent activation of the key code

Example:

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

Define room/time zone with the required times and doors. In our example, that would be the time from 00:00 h to 07:00 h and from 18:00 h to 23:59 h.

The name of this room/time zone could be Main Entrance PIN.

Select Monday - Sunday.

Select automatic operation as AC function.

Select a relay only in connection with ACS-1 (see separate documentation Supplementary Functions of IQ MultiAccess).

Sy Locations Location		Common 📃 Doc	or definition	Controler assignmen	it 🔒 🔒 Authorized p	persons 🛛 🔬 Authorized	visitors 🔀 Macros	
Personnel data		Room/Timezone no.	7	Name	Main Entrance PIN		Import ID	
🔃 🍇 Visitor data		AC-Function	Automatic opera	artion			ACS1 Relay 1	CS1 Relay 2
Room/Timezones Room/Timezones calendar b	4	Time range A				00 01 02 03 04 05 06 0	7 08 09 10 11 12 13 14	15 16 17 18 19 20 21 22 23 24
		🔽 Tr 1 valid	÷ 00:00	- 07:00	*	haladadadadada		uladadadadadadadad
	- 🐹	🗷 Tr2 valid	÷ 14:55	- 23:59	-			
Salto plans		I Mo	🔽 Tu	V We	 ☑ Th	👿 Fr 🛛 🔍	Sa 👿 Su	🖾 Ho

Assign door Main Entrance.

۱o.	Name		No.	Name	outside	inside	armed	disar	control
1	DR_001 - Door 1Sale		>	3 Door Main Entrance	V	V			
2	2 DR_002 - Door 2Sale								
4	Door Warehouse	>							
		>>							

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

		Door Mai
Door number	3	
Name	Door Main Entrance	
Common Parameter	Actions 🛞 Room/Timezone	es allocated 🛛 🔏
Operation mode outsi	de	
Default	Normal operation	*
On normal operation	Data carrier Only	*
On automatic operation	Door code and data carrier	.

Result:

From now on, the door can be opened within the defined times only if the door code is entered first and booking with the card follows. The keyboard may either be integrated in the reader or installed externally.

The yellow LED turns dark so that you recognize that the door code is requested first. That means that the reader is not ready for operation. Only after the door code has been entered (correctly or incorrectly) is the yellow LED activated. The door code applies to all persons.

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

A	Availab	le Doors:	1	Selected	Doors:					
	No.	Name		No.	Name	outside	inside	armed	disar	control
	1	DR_001 - Door 1Sale		>	3 Door Main Entrance	2				
>	2	DR_002 - Door 2Sale								30
	4	Door Warehouse	>							



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

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

Door number		3		
Name		Door Main Entrance		
Common	Parameter	Actions 🔗 Room/Timez	ones allocated	
Operation	mode outsid	le		
Default		Normal operation	-	
On normal operation On automatic operation		Data carrier Only		
		PIN and Data carrier.		

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

9.2 PIN (Personnel Identification Number)



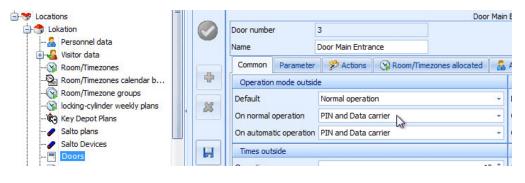
Example: PIN 8712 is to be assigned to Mr. Miller. He is to have access to door *IT* only with the correct PIN and his valid card.

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

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

•

- Alternatively a free PIN number can be requested and accepted via the button → Get suggestion. Because of security reasons these numbers are created by random and not sequencially¹¹.
- Select the door concerned. In the **Common** tab, select **PIN code and card** for the normal operation mode¹².



● → Save button

Result:

From now on, the door can only be opened if the PIN is entered first and booking with the card follows. The keyboard may either be integrated in the reader or installed externally.

The yellow LED turns dark so that you recognize that the PIN is requested first. That means that the reader is not ready for operation. Only after the PIN has been entered (correctly or incorrectly) is the yellow LED activated. The PIN applies only to one person.

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

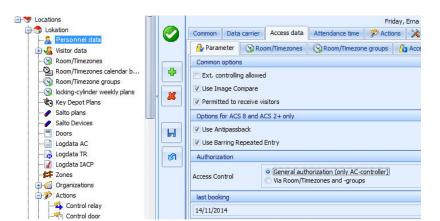


Irrespective of the system settings, a **PIN** can be assigned to a person and a **door code** to a door. The definition as to whether the **PIN** or the **door code** is to be applicable to the door concerned is made solely by the relevant setting of the operating mode. A combination of door code and PIN at one door is not possible.

If two doors are controlled by one ACS-1, the operation mode set is valid for both doors.

¹¹ 12

This guarantees to prevent a conclusion to the last PIN isuued



9.3 General authorization

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

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

Room/Timezone no.	7	Name	Main B	Entrance PIN	I	mport ID			
AC-Function	Automatic op	erartion			-	ACS1 Relay 1	ACS1 Relay 2		
Time range A				00 01 0	2 03 04 05 06 07 0	8 09 10 11 12 13 14 1	15 16 17 18 19 20 21 22 23 24		
🔽 Tr 1 valid	÷ 00:00	- [23:59	بسليساً پ					
Tr2 valid	▼ 14:55		23:59						

Vailable Doors:		Selected	Doors:					
No. Name		No.	Name	outside	inside	armed	disar	control
		>	1 DR_010 - Door 10	V				
			2 DR_011 - Door 11		V			
	>		3 DR_012 - Door 12	1	V			



General access and time zones are mutually exclusive.

The operating mode of the door concerned applies also to persons with general access, i.e. if PIN and card is defined for a door, even a person with general access must first enter his/her PIN and then have his/her card read by the reader.

If a door is set to \rightarrow permanently lock, this will prevent access even for persons with general access.

9.4 Multi eye access control

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

9.5 Priority overview

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

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

1 = highest priority, 10 = lowest priority.

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

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

* = with ACS-1 no doorside distinction

Π

** = for normal and automatic operation the settings of the door(side) are valid. Possibilities see table below:

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

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

10. Actions

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

10.1 Fundamental procedure

Create and assign actions

🖃 😽 Locations	•	Select the required action in the file dialog window.
😑 🧊 Lokation		
🕀 🚜 Visitor data		
- Room/Timezone groups		
	•	Define the selected action by filling in the parameters
🖉 Salto plans	•	required. They vary depending on the individual action and
Salto Devices		are described in the paragraphs that follow.
Doors		are described in the paragraphs that follow.
- Dogdata AC		Example "Control roles":
🐻 Logdata TR		Example "Control relay":
Logdata IACP		AC_043 - Action - set relay 43
Zones	Comm	non Assignment
+ 👩 Organizations		Start manually
Actions	Name	AC_043 - Action - Switch Output 3
Control relay		ation time 00:03
	Relays	rs no assignment
Info message	Pulsed	do/p 0 \$
	Da	aueranzug
······································	Delay	rtime 0 \$
Play video	G	
- 2 Message	101	
Macro		
Live image from webcam		
- Image sequence from W		
Execute program		

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

Locations		-	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2			52	Fi	iday, Erna	: ,Data carrier2				
S Lokation	= (Common Data carrier Access data	Atte	endance	e time	🌮 Actions	X Mac	os Relays 📄 Log	gdata AC 🛛 🔓 Loge	data TR 🛛 🛃	IACP bookin	igs
Personnel data Visitor data			Available Actions:			Selec	ted Actions:						
			Action			Act	tion		Door	Booking type	from	to	Weekdays
Room/Timezones calendar b			Aktion - Sound Tür unerlaubt geöf			> AC	_043 - Action	- Switc	·	🖉 0 = Release	00:00 🜻	23:59 🔅	All
- (2) Room/Timezone groups - (2) loding-cylinder weekly plans - (2) Jepot Plans - (2) Salto plans - (2) Salto Devices - (2) Doors - (2) Logdata AC	ezone groups linder weekly plans t Plans s		AC_005 - Aktion - Infomeldung 5										1
		8	AC_008 - Aktion - Alarmmeldung 8		>								
		_	AC_009 - Aktion - Tuer steuern 9		_								
			AC_010 - Aktion - Alarmmeldung 10		>								
			AC_023 - Action - Switch Output 23	1									
			AC_027 - Action - Switch Output 27										
🔂 Logdata TR		3	AC_034 - Aktion - Video abspielen 34	_									
🚮 Logdata IACP			AC_035 - Aktion - Sound abspielen										
Zones			AC_042 - Aktion - ACS Macro start		•								
Greenizations Actions			AC_043 - Action - Switch Output 3	ſ	-								

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

Use the button \gg to allocate all operating codes.

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



Left-click on the corresponding input field opens a list with doors available. Select with the arrow button $\mathbf{\nabla}$ the desired door.



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

Select a booking type to run the action.

	Action	Door	Booking type	from	to	Week
a.	AC_043 - Action - Switc	DR_001 - Door 🗸 🔿	0 = Release	🚽 00:00 🍃	23:59 📮	All
			0 = Release 1 = Wrong versio 2 = No zone assig 3 = No fitting time 4 = No Door Assig 5 = Wrong system	gned e range gned		*

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

Select a time period und select day

from	to 🔶
00:00 🙄	23:59 📮
	from 00:00 💭



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

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

Delete action assignment



Notes on operation:



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

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

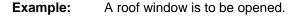
Use the button \mathbf{K} to deactivate all allocations.

Deleting an action

	Common	As	AC_027 - Action - Switch Output 27	
			Start manually	
4	Name		AC_027 - Action - Switch Output 27	• Select the action to be removed .
	Expiratio	n time	00:03 *	
8	Relays		Dachluke	
	Pulsed o	þ	0 \$	Delete button
	🔳 Latch	ed o/p		
	Delay tim	e	0 \$	
ß				

10.2 Control outputs

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



Actions	\bigcirc	Common As	AC_043 - Action - Switch Output 3 signment	
			Start manually	
- Alarm message	4	Name	AC_043 - Action - Switch Output 3	
		Expiration time	00:03	
	8	Relays	Schalter Eingang (1)	+
Macro		Pulsed o/p	5	\$
		E Latched o/p		
-4 Image sequence from W 5 Execute program		Delay time	0	\$

- Select Actions → Control outputs in the File dialog window.
- Create new data record



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

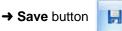
The factory setting of the expiration time is 3 minutes.

Common Ass	AC_043 - Action - Switch Output 3 signment	
	signment	
	Start manually	
Name	AC_043 - Action - Switch Output 3	
Expiration time	00:03	
Relays	Schalter Eingang (1)	
Pulsed o/p	NAME	•
Latched o/p	SU_013 / IO_030 Eingang (1) SU_013 / IO_031 Eingang (2)	
Delay time	SU_013 / IO_032 Eingang (3)	
	SU_013 / IO_033 Eingang (4) Dachluke	
	SU_017 / IO_035 Ausgang (2)	1
	SU_017 / IO_036 Ausgang (3)	-
	×	

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

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

- Enter the time (in seconds) for how long the relay is to be activated in field **Activation Time**. In our example, 10 seconds are to be sufficient for opening the roof window. As an alternative, you can activate **Latched o/p**. The relay remains activated as long as it is deactivated again (manually or via another action).
- The **delay time** permits starting the action with a certain delay. (e.g. starting a ventilator 5 minutes after someone has entered a lavatory).



• Select the → input that is to trigger the action.

Actions						Lokation /	Inputs: Occup	pancy 2			
	Name		Valid	Status	Delay time	Debounce t	Pulsed o/p				
	Schalte	r Eingang (1)	V	Unknown	1 1	10	0	1			
	> Schalte	r Eingang (2)	▼	Unknown		10	.0	1			
🍓 Play video											
🅐 Message											
⁴⁴ × Macro											
Image sequence from W											
Execute program											
Time tasks											
Data import/export Calendar							Schalter Eingar	ng (2)			
Holiday formulas		Common Actio	ons								
Controllers/Terminals		Available Action			Coloctor	Actions:					
Info fields		Action	5.		Action			8 (b) (b)	from		lue tit
Controller groups			40000			8		Booking type	and the second	to	Weekdays
Macros	• 中	Aktion - Soun			Action	- Roof window	open A1	291 = Input active ~	00:00 🙄	23:59	All
🖲 Keys 🔤		AC_005 - Akti									
IOs	28	AC_008 - Akti	on - Alarm	1m 2							
		AC_009 - Akti	on - Tuer	st	=						
		AC_010 - Akt	on - Alarm	ım 🔰 🔰							
Infolog		AC 023 - Acti	on - Switc	h							
Change protocol		AC_027 - Acti	on - Switc	h							
	ത	AC 034 - Akti									
Firma A	U.S.										
Personnel data		AC_035 - Akti			6						
irma A Personnel data		AC_042 - Akti	on - ACS I	Ma	٢						
Location operators Imma A Personnel data Visitor data Room/Timezones Room/Timezones calendar b		-	on - ACS I	Ma	¢						

- Select the **Actions** tab.
- The allocation of an action can be done by marking them in the left window and click the button **>**.
- Select **Booking type** (here: Input active) and **Action** (here: roof window). See also paragraph **Fundamental procedure** at the beginning of this chapter.

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





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

Action "Open roof window":

Þ	Start manually	
Name	Action / Roof window open A1	
Expiration time	00:03	
Relays	Dachluke	
Pulsed o/p	0	

Action "Close roof window":

Þ	Start manually	
Name	Action - Roof window close A1	
Expiration time	00:03	-
Relays	Dachluke	-
Pulsed o/p	0	0

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

	S	elected Actions:						
		Action	Booking type	from		to		Weekdays
	>	Action - Roof window open A1	291 = Input active	00:00	÷	23:59	¢	All
_		Action - Roof window close A1	292 – Input inactive	00:00	Ç	23:59	Ç	All
,	ŀ	Action - Roof window close A1	292 – Input inactive	00:00	*	23:59	*	All
_								
>								

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

Deactivation the allocation of an action can be done by marking them in the right window and click the button \mathbf{k} .

Use the button $\mathbf{\ll}$ to deactivate all allocations.

• Function test:

Leave the allocation and change back to the action.

By clicking the button

🜔 Start manually

the action can be started immediately for test purpose.

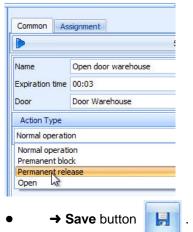
10.3 Control doors

Example:

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

Control relay		Common As	signment	
			Start manually	
Alarm message		Name	Open door warehouse	
Play sound	•	Expiration time	00:03	+
	*	Door	Door Warehouse	+
Macro		Action Type		
		Normal operation	on	
Execute program		Normal operation Premanent block Permanent relevant	dk v3	
Data import/export	ଜ	Open		

- Actions
 - → Control doors
 - → Create new data record



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

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

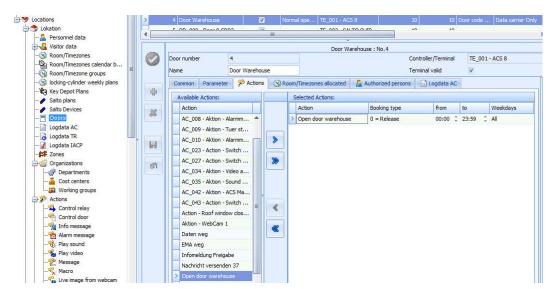
÷

Common Data car	rrier Access data Attenda	nce time 🦻 🐕 Actions
🍏 Operationally da	ata 🛛 🎱 Name / Address 🛛 🥉	Personnel data
Name		
Last name	Tuesday	
Last name 2		
First name	Bernie	
First name 2		
Organization		
Entry date	07/10/2014	
Leaving date		
Personnel ID		
Department	3 = Warehouse	+ >
Cost center	no assignment	+ >
Working group	no assignment	+ >
Function		
Import ID		
Controller group		

- Personnel data
 - → Common
 - → Operational data
 - → Select the person(s) belonging to the **Stock room** department.

• Select Location → Doors in the File dialog window. Select the Actions tab → Assign the action open door warehouse.

Entries according to the figure:



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

Function test:

Leave the allocation and change back to the action.

By clicking the button

庐 Start manually

the action can be started immediately for test purpose.

10.4 Info message

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

Actions → Info message → 🕂

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

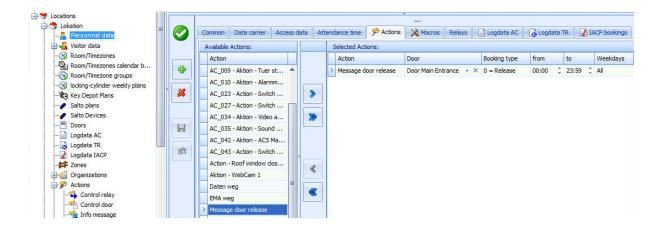
In field **Client Software**, the program IQ MultiAccess / IQ AlarmMonitor is displayed as often as it is available in the various computers within the location. (Here it will show again how useful unambiguous names are also for the software definition, e.g. IQ MA computer Miller). Thus it is possible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

	Start manually	
Name	Message door release	
Expiration time	00:03	
Client-Software	SW_002 - IQ MultiAccess	
Message text		

• Enter the desired text in field → Message text.



Select the person concerned and assign the action according to the figure:



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

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



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

🔏 Besucherstammdaten 🥂				Lokation / Inf	omeldung: Bele	egung 2	
Buchungen ZK	Name	e	gültig	Verfalzeit	Software	Meldungstext	
Buchungen ZE	AC_0	05 - Aktion - Infomeldung 5	2	00:03:00		Bitte Zugang kontrollieren!!	
- Organisationen	> Infor	reldung Freigabe	2	00:03:00	SW_009 - 1	Achtung Chef kommt!	
- Zeitaufträge							
- >>> Daten-Import/Export							
Infolog Minderungsprotokoll				AC 02	8 - Aktion - Infom	eldung 28	
A Operatoren		Algemein Zuordnung		Ho_out			
Uokationen		b			Start manue		
🗢 🌍 Lokation							
- 🔒 Personendaten 🕞 🚜 Besucherdaten	4		ung Freigab	e			
- Raum/Zeitzonen		Verfalizeit 0:03:00					
-Q Raum/Zeitzonen kalenderbasi	24	Client-Software SW_009	- IQ MultiAc	cess			
- Raum/Zeitzonengruppen	-	Meldungstext					
- Salto-Plane	1	Achtung Chef kommt!					
- Buchungen ZK	H	Montony Crici Manner					
- a Buchungen ZE							
- 🕢 Buchungen EMZ	13						
-# Bereiche							
🕒 🧑 Organisationen							
Aktionen Ausgang steuern							
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							
arm- und Infomeldungen							
Art Datum/Zeit Alarmtext	Buchung	Tür Verursad	her				
16.07.2013 Achtung Ch		Start man	uel				

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

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

Info messages are identified by the following symbol

Function test:

Leave the allocation and change back to the action.

By clicking the button

🜔 Start manually

the action can be started immediately for test purpose.



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

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

Delete info message



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

Tick the required message in the status window.

➔ Right-click Delete marked messages

Delete all messages

→ deletes only the marked message(s).

→ deletes all messages, regardless whether they are alarms or info messages. • Shut / minimize the status window by a click onto any other window.

• Application example:

The messages shown below shall be displayed on fault or interruption of the connection to an IACP. Evaluation of the events 281 = data loss

276 = unknown telegram

231 = controller/terminal offline

4 st	- Zones	-		*
1 st action:	🖶 🌀 Organizations	(Common)		Controller offine!
	🖨 🦻 Actions		Common Ass	ignment
				Start manually
			Name	Controller offline!
		•	Expiration time	00:03 *
	Play sound		Client-Software	SW_002 - IQ MultiAccess *
	Message	*	Message text	
	Macro			
		(ment)	Attention! Con	nection to panel interrupted.
2 nd action:	Organizations			Unknown message
2 404011.	Actions		Common	Assignment
	-🗳 Control relay			Start manually
	Control door			
	Info message		Name	Unknown message
	Alarm message		Expiration tir	ne 00:03 ×
	Play video		Client-Softw	are SW_002 - IQ MultiAccess v
	Message	2	Message te	ext
	Macro		1	QMA no communication!
		1		
3 rd action:				
	Grganizations Actions			Data lost
	Control relay		Common	Assignment
	Control door			Start manually
		-	Name	Data lost
			- Expiration	time 00:03 ~
	Play video		×	ware SW_002 - IQ MultiAccess
			Message	text
	Macro		Data szno	hronisation error, Panel - IQMA.
	Live image from webcam		(20)	

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

Operators	Name		Valid		Import	D		
Locations	> Lokati	ion		V				
Personnel data Visitor data Visitor data Visitor data Visitor cards				*				
Room/Timezones Room/Timezones Room/Timezones calendar b	0	- Common Actions		Lokation	1			
- Room/Timezone groups		Available Actions:		Selected Actions:				
		Action		Action	Booking type	from	to	Weekday
🏟 Key Depot Plans	4	> Aktion - Sound Tür unerlaubt		Unknown message	276 = Unknown messa	je 00:00	÷ 23 ÷	All
Salto plans		AC_005 - Aktion - Infomeldun		Data lost	281 = Data lost	00:00	\$ 23 \$	All
Salto Devices Solors	8	AC_008 - Aktion - Alarmmeldu	>	Controller offline!	231 = Controller offline	00:00	\$ 23 \$	All
- Dools Logdata AC		AC_009 - Aktion - Tuer steue						
🔒 Logdata TR	-	AC_010 - Aktion - Alarmmeldu	۲					
🚺 Logdata IACP		AC_023 - Action - Switch Out						
- Zones		AC_027 - Action - Switch Out						
G Organizations Actions	ß	AC_034 - Aktion - Video abspi						
Control relay		AC_035 - Aktion - Sound abs	<					
		AC_042 - Aktion - ACS Macro ,						
		AC_043 - Action - Switch Out						
		Action - Roof window close A1						

10.5 Alarm message

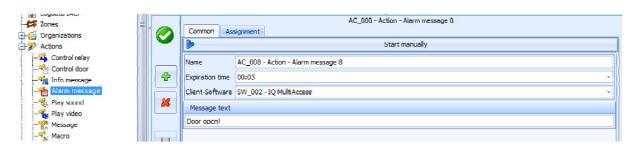
Example:

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

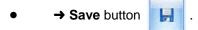
● Actions → Alarm message → 🕂

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

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



● Enter the desired text in field → Message text.



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

Doors					DR	002 - Door 2Sale depart	ment autside : No.2				
🛾 Logdata AC 👘		Door numbe	er	2			Controller/1	Ferminal	TE_001	- ACS 8	
Logdata TR		Name		DR 002 - Doo	r 2Sale		Terminal va	lid			
Logdata IACP			1	1.00						1	-
Zones		Common	Paramete	n 🎽 Actions	R S R	com/Timezones allocated	Authorized persons	Log	idata AC		
Organizations	+	Available	e Actions:			Selected Actions:					11
Actions		Action	2		-	Action	Booking type	from	to	Weekdays	11
-🗳 Control relay	83								-		
- Control door		Aktion	n - Sound Tür	r unerla 📥		2. AC_008 - Action	141 = Door apen 🔤	00:00 🁙	23 💭	All	
		AC_00	5 - Aktion - I	Infomel			140 = Max. Attempts 8			-	
- Alarm message		> AC 00	8 - Action	Alarm m	>		141 = Door opened wi		carrier		
							142 = Door permanent				
- Play video			9 - Aktion - •	=			143 = Door in Normal O	Operation			
	6	AC_01	0 - Action - A	Alarm m	>>		144 = Door blocked 145 = Door with key or				
- 陀 Message	61	AC 02	23 - Action - !	Switch				DUE		T	
Macro			27 - Action - !				147 = Reader faulty			· · ·	11

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

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



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

folog sange protocol sange protocol sange protocol sange san	Name AC_008 - Action - Alarm AC_010 - Action - Alarm		Expiration t 00:03 00:03	Software GW_002 - I SW_002 - I	and the second se	
Johnson Johnso	-		18 - C. 19		and the second se	
Lalarta Inikatan	AC_010 - Action - Alarm	messa 🔽	00:03	SW_002 - I	test	
Series anno data ↓ Visitor data ↓ Visitor data ↓ Visitor cards ↓ Visitor cards ↓ Room/Timezones ♀ Room/Timezones calendar b						
Roum/Timezone groups Roding-cylinder weekly plans Sity Deput Plans Salto Devices						
- Doors	Common Ass	ianment	AC_00B	- Artion - Alarr	n message B	
Logdata IACP	Image:	-		Start manu	ally	
# /ones	Name	ACUER Action Alam	message X			
G Urganizations	Expiration time	-				
P Artons		SW 002 - IQ MultiAcces	22			_
- Control door	1 M	5W_002 - 1Q Mulancee	8			-
- 🏰 Info message	Message text					
Alarm message	Door open!					
- 👯 Play sound - 🍢 Play video	H					
nd info messages						
Date/Time Alarm Lext 🔻 Book	king Door Creator					
18/05/2015 10:28 Door open!	Startman	ually				

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

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

Alarm messages are identified by the following symbol sop .

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

Logdata AC	Comm	non Assignment
Asrm and info messages	Name Expirat Clt	AC_000 - Action - Alarm messo tion time 00:03 Delete selected messages delete all messages Print Print Preview Export to Excel
Iype Uate/Ime Alarm text V Stocking > 18/05/2015 10:28 Door open!	Lloor	Export to Text Export to Html Export to PDF Cache value

Delete an alarm

•

Tick the required message in the status window.

→ Right-click
Delete marked messages

Delete all messages

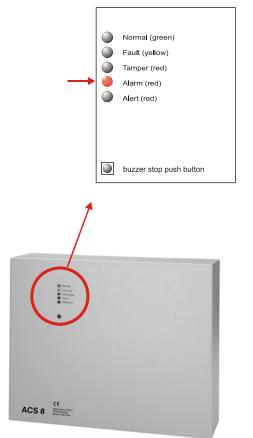
→ deletes only the marked message(s).

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

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

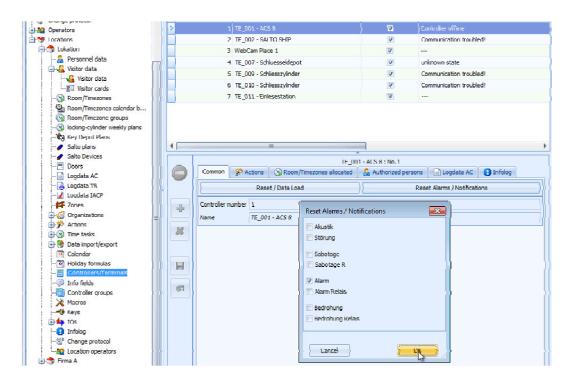
- Shut / minimize the status window by a click onto any other window.
- **Application example:** IACP monitoring according to 10.3.

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



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

Select the corresponding → terminal → Reset alarms / notifications.



Select the required alarm → OK



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

• Function test:

Leave the allocation and change back to the action.

By clicking the button



the action can be started immediately for test purpose.

10.6 Play sound

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

Actions → Play sound. →

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

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

Crganizations	=		Common Aux	AC 035 - Action - Play sound 35				
Control relay		•	Þ	Start manually				
-🥞 Info message		4	Name	AC_035 - Action - Play sound 35				
Alarm message		-	Expiration time	Expiration time 00:03				
📲 😽 Play video		*	Client-Software	Client-Software SW_009 - IQ MultiAccess				
- 🥐 Message			Assign sound	fie .	Play sound file			
Macro	(Choose file		Start		
🔏 Image sequence from W	1.00		11 X	Remove file assignment		Stop		
Execute program								

🕽 🌍 🔻 🎍 « neu 🕨 m	edia 🕨 sounds	✓ Search so	ounds	_
Organize 💌 New folder			· ·	?
🖳 Recent Places 🔺	Name	Date modified	Туре	
P2 14	Sound_001	18/07/2013 06:52	Wave Sound	
🛱 Libraries	Sound_002	18/07/2013 06:52	Wave Sound	
Documents	Sound_003	18/07/2013 06:52	Wave Sound	
J Music	Sound_004	18/07/2013 06:52	Wave Sound	
Pictures	Sound_005	18/07/2013 06:52	Wave Sound	
🛃 Videos 🗉	Sound_006	18/07/2013 06:52	Wave Sound	
	Sound_007	18/07/2013 06:52	Wave Sound	
Note: Computer	Sound_008	18/07/2013 06:53	Wave Sound	
docutech (\\165.1	Sound_009	18/07/2013 06:53	Wave Sound	
Kocal Disk (C:)	Sound_010	18/07/2013 06:53	Wave Sound	
Toppic\$ (\\165.19	Sound_011	18/07/2013 06:53	Wave Sound	
gruppe_td (\\165.	Sound_012	18/07/2013 06:53	Wave Sound	
E299134 (\\165.19	Sound_013	18/07/2013 06:53	Wave Sound	
🖵 Gruppen\$ (\\165.:	Cound 014	10/07/2012 06.52	Maria Cound	
🖵 Archiv (\\165.195. *	•			
File na	me:	✓ All (*.wav;	*.mp3)	•

Choose the desired sound file.

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

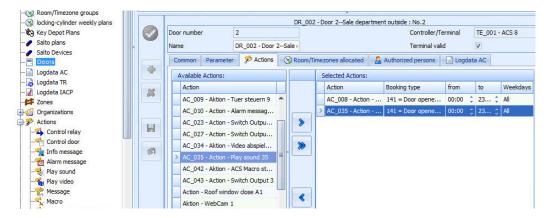
Select the desired file and assign it via the **Open** button.

Common Ass	ignment	5 - Action - Play sound				
>		Start manually				
Name	AC_035 - Action - Play sound 35					
Expiration time	00:03					
Client-Software	SW_009 - IQ MultiAccess			*		
Assign sound t	île	Play sound file	e			
	Choose file		Start			
2	Remove file assignment		Stop			

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

● → Save button

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



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



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

• Function test:

Leave the allocation and change back to the action.

By clicking the button

Start manually the

the action can be started immediately for test purpose.

10.7 Play video

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

Actions → Play video →

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

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

Organizations Actions		Common Ass	ignment	-			
-4 Control relay				Start manually			
- Control door		Name	AC_034 - Action - Play Video 34				
	+	Expiration time	xpiration time 00:03				
Play video	2	Client-Software	SW_009 - IQ MultiAccess				
- 🏀 Message		Assign video fi	e	Play video file			
-4% Macro			Choose file		Start		
- 🌿 Image sequence from W		8	Remove file assignment		Stop		
Evenute program	· · · · · · · · · · · · · · · · · · ·	10 mm		18871			

🕽 🔵 🗢 🕌 « neu 🕨 m	edia 🕨 Video	✓ 4 Search Video	
Organize 👻 New folder		3== •	- 🗖 🔞
E Pictures	Name	Date modified	Туре
Videos	Video_001	18/07/2013 06:52	Movie Cl
	Video_002	18/07/2013 06:52	Movie Cl
Computer	Video_003	18/07/2013 06:52	Movie Cl
docutech (\\165.1	Video_004	18/07/2013 06:52	Movie Cl
Local Disk (C:)	Video_005	18/07/2013 06:52	Movie Cl
Toppic\$ (\\165.19	Video_006	18/07/2013 06:52	Movie Cl
gruppe_td (\\165.	Video_007	18/07/2013 06:52	Movie Cl
E299134 (\\165.19	Video_008	18/07/2013 06:53	Movie Cl
🌉 as	Video_009	18/07/2013 06:53	Movie Cl
InDesign Schuli	Video_010	18/07/2013 06:53	Movie Cl
Meldepunktliste	🔳 Video_011	18/07/2013 06:53	Movie Cl
	Video_012	18/07/2013 06:53	Movie Cl
Neuer Ordner	Video_013	18/07/2013 06:53	Movie Cl
Gruppen\$ (\\165.1 *	Video 014	10/07/2012 06-52	Movie Cl
File na	ne:	✓ All (*.avi;*.mpg)	•
		Open 🚽	Cancel

Choose the desired video file.

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

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

Now the start button is active in field **Play** video file. The sound selected can be

tested by clicking on it.

Common Ass	ignment	1770 - C				
>		Start manually				
Name	AC_034 - Action - Play Video 34					
Expiration time	00:03					
Client-Software	e SW_009 - IQ MultiAccess					
Assign video file	2	Play video file				
	Choose file	Start				
Remove file assignment		Stop				

• → Save button 🛃 .

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

Key Depot Plans				DR	_002 - Do	001	r 2Sale department	outside : No.2			
🥜 Salto plans		Door number	2					Controller/Te	erminal	TE_001	- ACS 8
Salto Devices		Name	DR 002 - Door 2	Sale				Terminal vali	d	V	
Doors			-	0	-	0.15		• 11 · · · · · ·			
Logdata AC	4	Common Paramet	er 🌮 Actions	(A)	loom/lime	ezo	ones allocated 🛛 🔒	Authorized persons	Logo	lata AC	
🔒 Logdata TR		Available Actions:			-	Г	Selected Actions:				
💰 Logdata IACP		Action				T	Action	Booking type	from	to	Weekd
Zones	23								The second		
🔯 Organizations		AC_010 - Action	- Alarm message 10			L	AC_034 - Actio	141 = Door o *	00:00	23	All
Actions		AC_023 - Action	- Switch Output 23			E					
Control relay		AC_027 - Action	- Switch Output 27		>	L					
		> AC 034 - Action	- Play Video 34			L					
		AC_035 - Action - Play sound 35		>>	L						
	S			L							
	1	AC_042 - Aktion	- ACS Macro start			L					
- Play video		AC_043 - Action	- Switch Output 3			L					
		Action - Roof win	dow close A1			L					
Macro		Aktion - WebCam	1								
		Controller offline	li i		<	L					

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



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

• Function test:

Leave the allocation and change back to the action.

By clicking the button

Start manually the address of the

the action can be started immediately for test purpose.

10.8 Notification

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

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



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

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

Define action:

 Actions → 	Notif	ication →	
	0	Common Assignment Start manually	
Actions Control relay		Name Send message 37	
	•	Expiration time 00:03	
	8	Message type Email	
		Dest. Address info@info.com	
🍓 Play video		Message	
		Test	-
	6		

Enter an unambiguous name.

For expiration time see 10.1 = Control outputs.

• Select a notification type. E-mail, SMS, fax and voice are possible.

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

ommon Data carrier Access	data Atte	ndance time	Actions 🛛 🔆 Macro	os Relays	Logdata	AC	Logdi 🔨
Available Actions:		Selected Action	s:		a (4		
Action		Action	Door	Booking t	from	to	Weekdays
AC_010 - Action - Alarm m 🔺		> Send message	e DR_002 🗸 🗎	< 0 = Rel v	00:00 🔅	23 👙	Ali
AC_023 - Action - Switch			61				3
AC_027 - Action - Switch	>						
AC_034 - Action - Play Vid							
AC_035 - Action - Play so	>>						
AC_042 - Aktion - ACS Ma							
AC_043 - Action - Switch							
Action - Roof window clos	•						
Aktion - WebCam 1							
Controller offline!							
Data lost							
Message door release							
Open door warehouse							
open door warehouse							

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

• Function test:

By clicking the button

Leave the allocation and change back to the action.

Start manually the action can be started immediately for test purpose.

• Further possibillities to enter a text:

- Variables

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

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

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

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

The message resulting of this could look like this:

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

- Conditions

If some variables can not be filled with values (e. g. if the corresponding controller is offline), this would compulsively cause a modification of the formatting of the text (especially when several variables are used one after another in one line).

For that case there can be defined to suppress a comlete line or paragraph which is between both of the variables of condition **##ifdef##** and **##endif##**, if the included variable is not filled with any value.

Example:

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

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

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

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

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

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

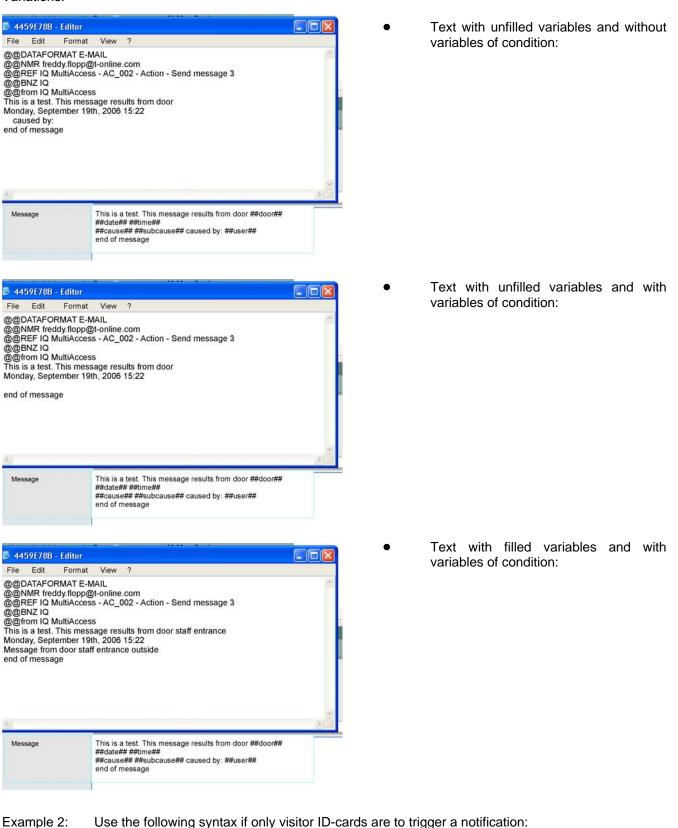
Door break in distribution center, London at Notification from user Watson, Susan 09/13/2005 11:13

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

Size	Туре	Last modified 💌
1 KB	File	19.09.2005 10:21
1 KB	File	19.09.2005 10:19
1 KB	File	19.09.2005 10:14
1 KB	File	19.09.2005 10:12
1 KB	File	19.09.2005 10:11
1 KB	File	19.09.2005 10:08
	1 KB 1 KB 1 KB 1 KB 1 KB	1 KB File 1 KB File 1 KB File 1 KB File 1 KB File

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

Variations:



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

Application example: IACP monitoring according to 10.3.

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10.9 Start macro

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

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

10.10 Live image from webcam

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

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

or

- → via a crossed over Ethernet cable directly to a computer with a local Ethernet interface
- Preconditions:
- A camera must be installed and configured in working order.



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

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

Define action:

Actions → Live Image from Webcam →

Control relay		Start manually						
info message		Name	Aktion - WebCam 1					
👻 Alarm message	-	Expiration time	00:03					
🐐 Play video		Client-Software	SW_009 - IQ MultiAccess					
🥐 Message		Webcam	WebCam Place 1					
[™] ∑ Macro								
👫 Image sequence from W								

4

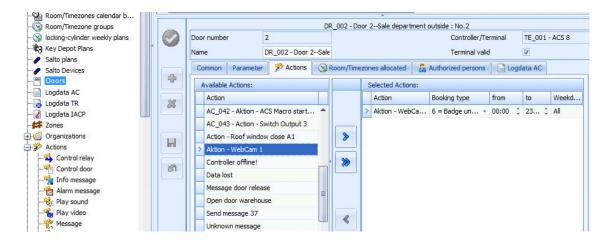
Enter an unambiguous name. For expiration time see 10.1 = Control outputs.

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

Select the required webcam in the field WebCam.

● → Save button

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



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

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

• Function test:

Leave the allocation and change back to the action.

By clicking the button

Start manually

the action can be started immediately for test purpose.

10.11 Image sequence from webcam

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

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

or

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

Preconditions:

A camera must be installed and configured in working order.



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

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

Define action:

•	Actions → Image sequence from Webcam →	4
---	--	---

Grganizations →		Common As	signment	
			Start manually	
		Name	WebCam Sequenz	
	4	Expiration time	00:03	*
- Message		Webcam	WebCam Place 1	÷.
⁴⁴ Macro ⁴⁴ Live image from webcam				
Image sequence from Web Execute program	H			

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

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



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

Room/Timezone groups	-			-						
locking-cylinder weekly plans		Door number	2		Controller/Terminal				TE_001 - ACS 8	
Key Depot Plans		Name	DR_002 - Door 2Sale		le Terminal valid			lid		
Salto plans		Common Paramet	er 🦻 Actions	0	a any true		Authorized services		data AC	
Salto Devices	4	Common Parameter 32 Actions			Room/Timezones allocated 🔒 Authorized persons 📄 Logdata AC					
Doors		Available Actions:				Selected Actions:				
Logdata AC		Action				Action	Booking type	from	to	Weekd
Logdata TR	8	AC 042 - Aktion	ACS Macro start			> WebCam Sequenz	6 = Badge un	00:00	23 5	All
Logdata IACP Zones		AC_043 - Action							•	a latera
Organizations		Action - Roof window close A1			>					
Actions	H	Aktion - WebCam	1							
		Controller offline!			>>					
Control door	ା	Data lost								
	C	Message door rel	ease							
Play sound		Open door wareh	ouse							
		Send message 37		=						
		Unknown messag	e							
Macro		> WebCam Sequen	Z							
📲 Live image from webcam										

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

• Function test:

Leave the allocation and change back to the action.

By clicking the button Start manually

the action can be started immediately for test purpose.

Result:

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



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

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

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

- → one image per second
- → 10 images backwards
- → 10 images forewards

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



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

10.12 Execute program

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



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

Define action:

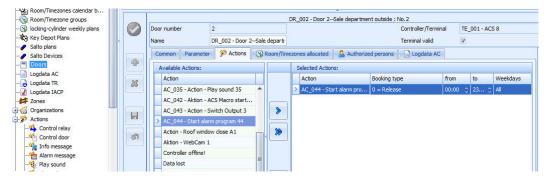
● Actions → Exec	cute p	rogram → 🔁
Actions		
Control relay		Common Assignment
🍄 Control door 🍟 Info message		Start manually
	(Name AC_044 - Start alarm program 44
	+	Expiration time 00:03
		Executable file
		Path d:\Prog\k01erf.exe
		Parameter
Execute program		

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

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



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



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

• Function test:

Leave the allocation and change back to the action.

```
By clicking the button
```

Start manually

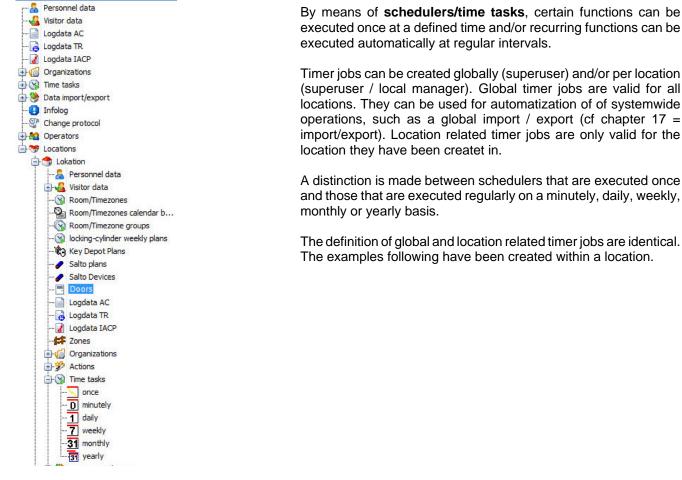
the action can be started immediately for test purpose.

10.13 Assignment

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

	Name	Booking type	ID c	from	to	Mo	Tu	We	Th	Fr	Sa	Su	Door name
>	😑 Assignment to: Doors												
		7 = Wrong keycode		00:00	23:59		1			V			DR_002 - D

11. Scheduler/Time tasks



11.1 Schedulers to be executed once

Example:

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

 Salto plans Salto Devices 				<u> </u>	<u>***</u>					
Doors		Common	olog	Start n	nanually					
📄 Logdata AC		L		0.0111	ianaany					
🔂 Logdata TR		<u>.</u>								
🛃 Logdata IACP		Name	OP_001 - Time task - one time on	ly						
Zones		Times			Statistics					
Actions		Start	23:59	-	Next start		\$			
🖹 🚱 Time tasks		Expiration time	01:00	-	previous start		÷			
<mark></mark>	1	End time	00:00							
1 daily		Start Pattern								
	6	Date	18/05/2015				\			
31 monthly 31 yearly		Task								
🕒 🎯 Data import/export		Туре	Log data reorganization (Quantid	v)						
- 📴 Calendar										
- 🖾 Holiday formulas		Threshold	1 2				÷			
Controllers/Terminals		Target Value	e 0				\$			
- Difo fields	-	Туре	Infolog							

- Time tasks → once → common tab
- Enter an unambiguous description in the Name field.
- **Execution time:** The scheduler will be started at the set time.

4

Task:

•

-

time (e.g. 1 hour, i.e. by 0:45 h at the latest), the scheduler will still be executed but not afterwards.

scheduler.



Task

Load data Load Holidays Log data reorganisation execute action

Start Dataexport Start dataexport

Start external program on server

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

Select a function that is to be exeuted by the

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

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

Job	Further entries		
Execute action	Action:	Select the action Chapter 10) are a	to be executed. All actions that have been created (see available.
Start external program on server	By means of this job, any Via Path and Parameter		tarted on the server. ed for starting the program are input.
	Example: Automatic data backup o scheduler).	f the database in t	he background (see also Chapter 11.7 = Data backup as
	Path C:\Progra Parameter -s	ams\IQ_MultiWIN\IQ	_Database\etc\IQBackup.exe
Start data import	Import definition:	Select an import	definition (see Chapter 17)
Start data export	Export definition:	Select an export	definition (see Chapter 17)
Person cleraring			booked for a defined number of days. Those persons can ated in the location. Enter the number of days in the field
	Delete person allocation	n: Person	will be completely deleted from the location.
	Deactivate person:		will be set to inactive in the location but the personnel record will remain.
	Delete deactivated pers	on assignment:	Personal master record for a deactivated person is completely deleted from the location.
Visitor clearing		ed can be filtered	ier validity (data in input field → Visitor data → Common out. The master records of such persons are deleted or lection.
	Delete visitor:	Visitor will be cor	npletely deleted from the location.
	Deactivate visitor:	Visitor will be set will remain.	to inactive in the location but the personnel master record
	Delete deactivated visito		naster record for a deactivated visitor is completely deleted e location.

•



In the Statistics field, the previous and the next execution scheduled for the scheduler are displayed. •

• Function test:

By clicking the button **Start manually** the action can be started immediately for test purpose.

• Check:

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

	Refresh	•	Occupancy	i		Read more info message
	Rx time	Description	Comment 1	Comment 2	Creator	
>	23/07/2013 15:15	Time task completed				
	23/07/2013 15:14	Time task completed				
	23/07/2013 15:12	Time task completed				
	22/07/2013 08:03	Time task completed				
	21/07/2011 13:58	Time task completed				
	21/07/2011 13:57	Time task completed				

A timer job that is to be executed **once** will automatically be set to **inactive**

after its execution, because from

now on the execution juncture is in the past.

11.2 Schedulers to be executed minutely

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

Salto Devices Doors		Common		<u></u>		
Logdata AC Logdata TR			Start n	nanually		
Logdata IACP						
Zonca	4	Name	0P_002 - Zeitauftrag - minuetlich			
Organizations		limes	t	Statistics		
Actions Time tasks	2	Start	20:00 *	Next start	18/05/2015 20:00	
-📉 ance		Expiration time	01:00 *	previous start	17/05/2015 23:00	
- <u>D</u> minutely 1 dally	H	End time	23:00 *	100		
-7 weekly	121	Start Pattern				
-31 monthly -31 yearly	l ø	every hour	00:05			
Data import/export		Task				
Calendar		Туре	Execute action			
Holiday tormulas Controllers/Terminals		Action	AC_023 - Action - Switch Output 23			• :
Info fields						

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

11.3 Schedulers to be executed daily

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

11.4 Schedulers to be executed weekly

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

Logdata AC Logdata TR Logdata TACP Zoncs Organizations	=	0	Common Info	og Slæl m			
Actions		4	Name	OP_003 - Zeitauftrag - woechentlich			
			Times		Statistics		
0 minutely 1 dally		*	Start	23:59 *	Next start	06/07/2015 23:59	÷
7 weekiy			Expiration time	01:00 -	previous start	29/06/2015 23:59	-
-31 monthly 31 yearly			Start Pattern				
🗄 🥮 Data import/export		នា	Weekday	Monday			-
- 😨 Calendar - 🖉 Holiday formulas		10-1	Task				
- 🔠 Controllers/Terminals - 🥥 Info fields			Туре	Log data reorganization (Quantidy)			-
- Controller groups			Threshold	100000			÷
-X Macros			Target Value	50000			-
≪9 Keys ⊕- t ts IOs			Туре	Access bookings			•
- Infolog	-						

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



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

11.5 Schedulers to be executed monthly

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

Select execution day:

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

Start Patterr	n	
Execution	Day in month	22 \$
Task	Day in month first/last day in month	
Туре	Weekday	· · · · · · · · · · · · · · · · · · ·

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

Start Pattern	1			
Execution	Weekday +	first	* Sunday	
Task			Sunday Monday	
Туре	Person dearing		Tuesday Wednesday	=
older then	365		Thursday Friday	
Туре	Deactivate person assignment		Saturday	-

11.6 Schedulers to be executed yearly

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

Selection of the execution day:

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

Start Patterr	1				
Execution	Day in month 🔹	24	÷	December	·
Task				June July	^
Туре	Start external Program			August September	
Path	c:\Honeywell_iq\IQ_MultiWIN\IQ_Database\etc\iqba	ckup.ex	•	October November	=
Parameter	-5			December	

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

Execution	Weekday	first 👻	Monday -	December	-
Task		Leader for the		January February	
Гуре	Start external Program			April	
Path	c:\Honeywell_iq\IQ_MultiWIN\IQ_Database\etc\iqba	ckup.exe		May	
Parameter	-S			June July	



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

11.7 Data backup as scheduler

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



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

Example:

Task		
Туре	Start external Program	
Path	c: \Honeywell_iq \IQ_MultiWIN\IQ_Database \etc \iqbackup.exe	
Parameter	-s	

Directory\Program Files\IQ_MultiWIN\IQ_Database\SIC

must be available, it is created automatically during the installation.

The backup files are called

<Date><Time>.FBK

12. Operators

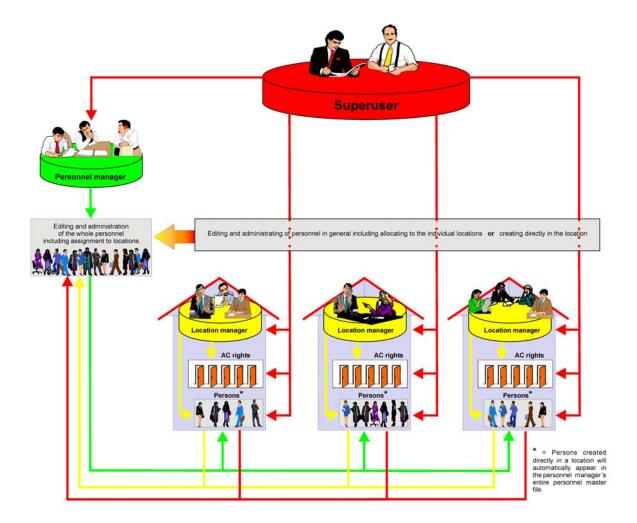
Operators are users with different rights. The product is delivered with one superuser having all rights in the entire system. The superuser defines further operators¹³. These may be other superusers, system managers, personnel managers, location managers or shadow managers. In addition, the superuser can make changes directly in one location and he/she can also work in the general personnel master records of the personnel managers.

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

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

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

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



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

for description see Installation Instructions

13

12.1 Personnel managers

HO	neyw	/e
Identification		
User Name	Manager P	
Password	******	
Server Identificat	tion	
☆ IQ Server		
IQ Server Server Name	localhost	*

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

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

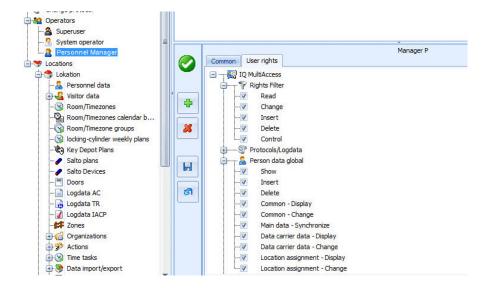
• Personal manager's user interface for personnel management:

Personnel data					global	/ Personn
🛃 Visitor data 🔝 Organizations		Name	First name	Valid	Default Personnel ID	Default I
Departments	>	Tuesday	Bernie			
- 🟅 Cost centers		Wednesday	Carl	V		
- 🔐 Working groups		Donnerstag	Dora	V		
		Friday	Erna	V		
		Happyday	Fritz	V		
		Monday	Andy	V		
		Sunday	Paul	V	- 111	
		🖶 Last	me name	Tueso	2 Name / Address day	
		Last Last Firs		Tueso Bernio	day	
	1	Last Last Firs Firs	name name 2 name		day	
		Last Last Firs Firs	name name 2 name name name 2	Berni	day	Person
		Lasi Lasi Firs Firs Ent	name name 2 name name name 2 ganization	Berni	day e	
		Last Last Firs Firs Cor Entr Cor Entr Lea	name name 2 name name 2 ganization y date	Berni	day e	
		Lasi Lasi Firs Firs Ent Cor Ent Lea Pers	name name 2 name name name 2 ganization y date ving date	07/10	day e	
		Last Last Firs Firs Entr Lea Pers Dep	name name 2 name 2 name 2 ganization y date ving date	07/10	day e D/2014	
		Lasi Firs Firs Firs Ent Lea Pers Cos	name 2 name 2 name 2 name 2 ganization y date ving date connel ID artment	07/10	day e D/2014	
		Last Firs Firs Firs Ent Lea Pers Dep Cos Wor	name 2 name 2 name 2 name 2 ganization y date ving date connel ID artment t center	07/10	day e D/2014 o assignment o assignment	• • ×

• Personal manager's user interface for visitor management (see also chapter 19):

IQ * * * *	global / Vis	itor data - IQ N	AultiAccess N	ovar GmbH, devek	per licenc
Personnel data				global / Vi	sitor data:
Visitor data	Last	name	First name	Valid	Co
Organizations Organizations	>			V	
Cost centers	Must	ter	Max	V	
Working groups					
		Common	Name / Address	Locations assignment	Logda
		Name			
		Salutation			-
	4	Title			
		First name 1			
		First name 2			
		Last name 1			
		Last name 2			
	ഭി				
		Personnel dat	a		
		Sex			•
		Date of birth			•
		Nationality			
		Passport no.			

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



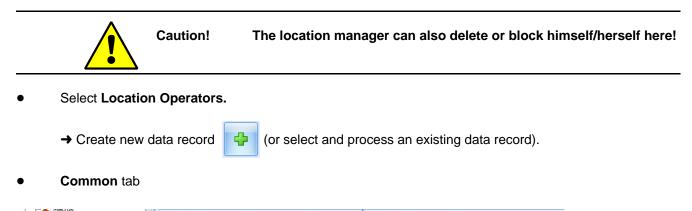
12.2 Location operators

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

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

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

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



	Common User r	The Boss			
	Login Data	Login Data			
	User Name	The Boss			
	Password				
	Password Change				
8	Operator cannot change passwords				
	Change interval [d]	0			
	Last modified	30/07/2013			
	Account Never	Expires			
ß	Expiration	31/12/2025			
	Assigned Person				
	no assignment				
		Login Data User Name Password Password Change Operator cano Change interval [d] Last modified Ø Account Never Expiration Assigned Person			

• Enter user name and password.

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

• Change password:

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

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



The password may be changed manually at any time, provided that the operator has the right to do so (menu bar: \rightarrow File \rightarrow Change password, cf. Chapter 2.3).

If "0" is entered, there will be no request to change the password.

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

• Validity/Expiration of the user account:

- No expiration:

If the **Account never expires** box is ticked, the user account has unlimited validity. An expiration date cannot be entered.

- User account expires at a certain date:

Account never expires is not ticked. Enter expiration date or assign one via the calendar. After the expiration date, it will be no longer possible for this location manager to log in.

• Assigned person:

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

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

• User rights

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

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

	Manager S	
	Common User rights	
-	IQ MultiAccess	
	🗐 🕂 🌱 Rights Filter	
.	🔽 Change	=
26	📝 Delete	
	Control	
	🕀 🗝 Protocols/Logdata	
111	🖕 😁 Locations	
2	📝 Common - Display	
ß	Action assignment - Change	
-	🚊 — 🤷 Person data global	
	Show	
	📝 Insert	
	V Delete	
	Common - Display	
	Common - Change	
	- 🗹 Main data - Synchronize	
	- 🔽 Data carrier data - Display	
	- 🗹 Data carrier data - Change	
	- 🔽 Location assignment - Display	
	Location assignment - Change	

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

Rights filter

	Manager S
Common User rights	
IQ MultiAccess	A
Rights Filter	
Read	
E Delete	
Control	
Protocols/Logdata	
🖨 🚽 🌍 Locations	
Common - Display	
Action assignment - Display	
Action assignment - Change	
🚽 📮 🔒 Person data global	
Show	
Insert	
Delete	
Common - Change	
Main data - Synchronize	
Data carrier data - Display	
Location assignment - Chang	e 🗸 🗸

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

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

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

		er rights			
100	Login Data				
	User Name	Manager S	(The Boss)		
•	Password		Cor	nmon Use	er rights
	Password Char	nge	Log	jin Data	
*	Coperator kar	nn Passwo	User	Name	Manager S (The Boss)
			Pass	word	
				ssword Char	nge
				Denator kar	nn Passwort nicht ändern

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

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

12.3 Superusers

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

12.4 System managers

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

12.5 Shadow managers

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

13. Evaluations

13.1 Overview

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

In the File Dialog window:	 → Bookings/system activity → Infolog → Change protocol
As a separate window:	 → System state → List window
As a section (tab) in the detail window:	 → Actions → Bookings/system activity → Infolog
As separate programs:	 → IQ Monitor → IQ SysMonitor → IQ PrintServer → IQ AlarmMonitor

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

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

13.1.1 Search

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

global / Personnel data: Occupancy 24									
	Name	First name	Valid	Default ID Data carrier	Default data carrier coding	Default Data carrier valid from	Default Import 🗠	Default Data carrier valid unt	
	Tuesday	Bernie	V	4444	0000000000807100203	06/07/2011		31/12/2025	
	Wednesday	Carl	V	0	01050006061302101310	06/07/2011		31/12/2025	
	Donnerstag	Dora	V	0	02021515041215040912	06/07/2011		31/12/2025	
	Friday	Erna	V	0	02021515041109011509	06/07/2011		31/12/2025	
	Happyday	Fritz		0		06/02/2013		31/12/2025	
	Monday	Andy	V	0		08/07/2013		31/12/2025	
1	Sunday	Paul	V	0		10/07/2013		31/12/2025	

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

The key combination Ctrl 1 and Ctrl 1 can be used to continue searching forewards / backwards for the same search criterion.

For further search possibillities see chapter 5.4.

13.1.2 Individual adjustments

The following indvidual adjustments are valid for all lists.

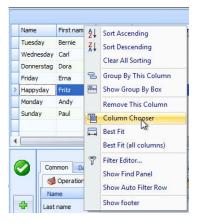
13.1.2.1 Change sequence by shifting a column while keeping the left mouse button pressed.

Ŷ							
<u>1</u>	First name	Valid	- 244	Default ID Data car			
day	Bernie Defa	公ID Dat	a car	rrier			
nesday	Carl	V					
erstag	Dora	V					

13.1.2.2 Column selection

Add/delete columns

• Add



Variant 1:

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

First name	Valid 🔷	Defa	Customization	23	ding	Defau
Bernie		i i			03	06/07
Carl	V		Birthday	-0	10	06/07/
Dora	V		Default cost center	-	12	06/07
Erna			Default cost center no.		09	06/07
Fritz	V		Default data carrier version			06/02/
Andy			Default Department			08/07
Paul	V		Default Department No.			10/07
	V		Default Function			10/07/
			Default IS-Code			23/07
Andrea	V		Default Personnel ID	-		23/07
Silke	V			1.000		23/07

Column Chooser opens a list with all available fields:

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

Valid	 Default data carrier 	Customization		efault In
Default co	01050000000000000000000000000000000000	Birthday	- Ă	
		Default cost center	=	
V	0202151504121504	Default cost center no.	-0	
V	0202151504110901	Default data carrier version		
V		Default Department		
V		Default Department No.		
		Default Function		

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

N	Name	First name
L	Tuesday	Bernie
	Wednesday	Carl
	Donnerstag	Dora
	Friday	Erna
	Happyday	Fritz
>	Monday	Andy
	Sunday	Paul

ID

✓ Name✓ First name✓ Valid

No. of locations

Default Personnel ID
 Default Import ID

Last name 2 First name 2

Default ID Data carrier
 Default data carrier coding
 Default IS-Code
 Default Data carrier valid from
 Default Data carrier valid until
 Default Data carrier valid until (time)

Variant 2:

A left-click on the list symbol...

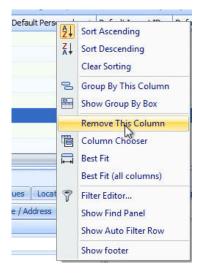
...opens a list with all fields available:

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

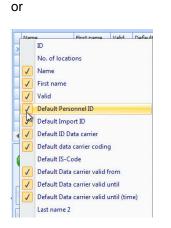
Delete columns

Columns are deleted by

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



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



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

13.1.2.3 Adjust column width

Name	👘 🔶 First nate	Valide	Default
Monday	Andy		
Neu	Robert	V	
Sonntag	Andrea	V	

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

13.1.2.4 Sorting

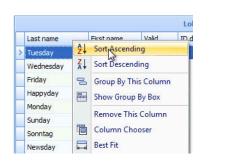
• Simple sorting

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

Example 1:

	Last name	First name	Valid	ID data carrier no.	ParentID	Personnel ID
×	Tuesday	Bernie	V	4444	2	
	Wednesday	Carl	V	4	3	
	Friday	Erna	V	2	5	
	Happyday	Fritz	V	6	10	
	Monday	Andy	V	1	12	
	Sunday	Paul	V	10	13	
	Sonntag	Andrea	V	11	26	
	Newsday	Paul	V	15	41	

Standard display in the order of creation:



				Lokation / Personnel
	Last name	 First name 	Valid	ID data carrier no.
>	Friday	Erna		2
	Happyday	Fritz	V	6
	Monday	Andy	V	1
	Newsday	Paul	V	15
	Sonntag	Andrea	V	11
	Sunday	Paul	V	10
	Tuesday	Bernie	V	4444
	Wednesday	Carl	V	4

Sorting in ascending order in field Last name...

...produces:

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



The list can be sorted by any column.

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

	Last name	First name	Valid	ID data carrier no.
>	Newsday	Paul	V	15
	Sunday	Paul	V	10
	Happyday	Fritz	V	6
	Friday	Erna	V	2
	Wednesday	Carl		4
	Tuesday	Bernie	V	4444
	Monday	Andy	V	1
	Sonntag	Andrea		11

	Last name	First name	Valid	ID data carrier 🔺
>	Monday	Andy		
	Friday	Erna		2
	Wednesday	Carl	V	.4
	Happyday	Fritz	1	6
	Sunday	Paul	V	10
	Sonntag	Andrea	1	11
	Newsday	Paul	V	15
	Tuesday	Bernie	7	4444

Representation in order of creation:

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

	Last name	First name	Valid	ID data carrier 🔻
>	Tuesday	Bernie		44
	Newsday	Paul	V	15
	Sonntag	Andrea	1	11
	Sunday	Paul		10
1	Happyday	Fritz		6
l	Wednesday	Carl	1	4
	Friday	Erna		2
	Monday	Andy	7	1

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

Multiple sorting

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

Last name	First name	 ID data carrier no.

Example:

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

• Delete / undo sorting

Last name		First name	Valid
Vewsday	ĝ↓	Sort Ascending	l)
Sonntag	Z↓	Sort Descendin	g
Sunday	1	Clear All Sortin	g
Monday	9	Group By This	Column
Happyday	-	Show Group By	
na de la compañía de		show stoup by	DOA

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

13.1.2.5 Filtering

For field content

Last name	Custom)
Happyday	Friday
Monday	Happyday
Newsday	Monday Newsday
Sonntag	Sonntag
Sunday	Sunday
Sunday	Tuesday 6 Wednesday
Tuesday	

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

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

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

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

• User-defined filters

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

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

	Last name	First name
۶	Friday	(Custom) Friday
	Happyday	Happyday
	Monday	Monday Newsday Sonntag
	Newsday	
	Sonntag	Sunday
	Sunday	Tuesday Wednesday
	Sunday	

now rows where:		
.ast name		
Is like	*	Sunday
🔿 And 🛛 💿 Or		
Is like	*	Sonntag

A user-defined selection is made in field Department:

One of the available options is selected:

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

Schaltfläche OK.

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

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

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

The input **__3** finds the number 3 in the spelling 3, but also with any one or two digits in front of it, e. g. 03, 003, x3, xy3, 5r3, T63, \$A3 etc.

	Last name 🔷 📍	First name	ID data carrier no.
>	Sonntag	Andrea	11
	Sunday	Paul	10
	Sunday	Mary	3

• Undo filtering

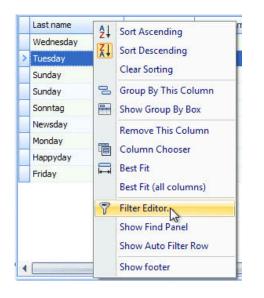
Last name	First name
Sonntag	(All) (Custoly)
Sunday	Friday
Sunday	Happyday Monday Newsday Sonntag Sunday Tuesday Wednesday

Selection → (AII).

• Extended filter definitions

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

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



Example:

Using the filter possibillities described previously, we selected:

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

			Lokation /	Personnel da	ta: Occupano	cy 9	
	Last name	 First name 	ID data carrier no.	ParentID	Valid	Personnel ID	Department
	Wednesday	Filter Edito				X	Sales department
>	Tuesday		DT .				
	Sunday	And O	12120 RF 11210 - 62	1.12			
	Sunday	Last nam	e] Begins with <enter a="" td="" v<=""><td>/alue> ©</td><td></td><td></td><td></td></enter>	/alue> ©			
	Sonntag						
	Newsday						
	Monday						Warehouse
	Happyday						Purchasing departme
	Friday						Purchasing departme
4				ОК	Cancel	Apply	

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

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

Logical functions:

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

 ① And ② Or ③ Not And ④ Not Or 	<enter a="" value=""> ©</enter>
🖡 Add Condition 🚏 Add Group	_
≠ Clear All	

Gran Filter Editor	×
And O - [Last name] Begins with new O - [First name] Begins with P O	
OK Cancel Apply	

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

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

The new condition is filled with default settings, first. For individual adjustment, the elements required can be chosen out of a list and the input fields can be filled by the corresponding values.

- element [] allows the selection of a column heading.

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

- element < > allows the input of individual text.
- Delete the input with \rightarrow X.

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

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

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

• Using wildcards

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

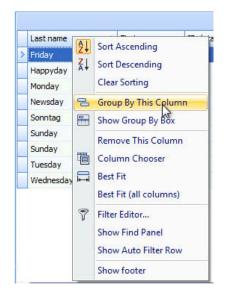
Use/delete filters

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

13.1.2.6 Grouping

• Simple grouping

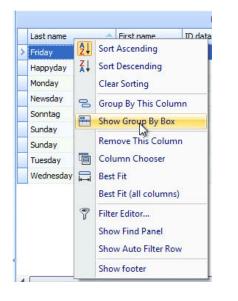
Grouping means: All records with the same column content are combined into one group, i.e. as many groups are created as there are different contents. In each group, the records with corresponding contents are listed.



Example:

Grouping by \rightarrow **Column** "department", the persons belonging to one department can be shown.

Right-click the header of a list and select \rightarrow show group by box.



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

Drag Department	r here to group by t	l hat column
Cast name	 First name 	ID data
> Friday	Erna	
Happyday	Fritz	
Monday	Andy	

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	Department 🔺 📍			
	Last name	-	First name	ID data
>	🛨 Department:			
	🛨 Department: I	Purcha	sing departmen	t
	Department:	Sales o	department	
	+ Department:	Wareh	ouse	

Now the list shows only all departments.

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



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

• Extend grouping

		Department 🔺					
	First name	ID data carrier no.	ParentID				
>	🛨 Last name:	Friday					
-	+ Last name:	Happyday					
	+ Last name:	Monday	Monday				
	+ Last name:	Newsday					
	+ Last name:	Sonntag					
	+ Last name:	Sunday					
	+ Last name:	Tuesday					
	+ Last name:	Wednesday					

Example:

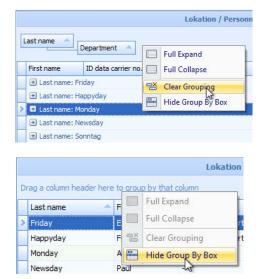
All persons are to be displayed by Last name and Department.

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

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

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

Undo grouping



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

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

Right click on the header line of the list and selection \rightarrow Hide Group by box.

			Lokation / Pe	ersonnel data: Occupa	n
	Last name	 First name 	ID data carrier no.	Department	F
>	Friday	Erna	2	Purchasing department	
	Happyday	Fritz	6	Purchasing department	
	Monday	Andy	1	Warehouse	
	Newsday	Paul	15		
	Sonntag	Andrea	11	(
	Sunday	Paul	10		
	Sunday	Mary	3		

All data are displayed again.

13.1.3 Operating with lists

13.1.3.1 Save lists



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



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

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

13.1.3.2 Print

Last	name	 First name 	ID data ca				
> Frid	ay 🚽	Frna					
Нар	pyday	Print					
Monday Newsday		Print Previ	iew				
		Export to Excel					
Son	ntag	Export to Text					
Sun	Sunday	Export to Html					
Sun	day						
Tuesday	Export to PDF						
Wee	Inesday	Cache val	ue				

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

Preview												
ile View B	ackground											
8 📪 🖻	8 8 8	i 🕞 🗄 🗄	- 0	् ् 10	0%	•	1 14 4	▶ ▶ 8 °	- 🗄 - 🔯 🗎	🔓 • 🖂 •	· 🙆 📮	
	1									1		1
				Lokation /	Personn	el dat	a: Occupa	ncy 9				
	Lastname	First name) dat	a carrier n	Department	ParentID	Valid	ersonnel I	Cost center	Vorking grou Zo	ne Feld 1		
	Friday	Erna	2	Purchasing dep	5	~		Organisation / Dev				
	Happyday	Fritz	6	Purchasing dep	10	~		Organisation / Dev				
	Monday	Andy	1	Warehouse	12	~		Administration				
	Newsday	Paul	15		41	~	_					
	Sonntag	Andrea	11		26							
	the second second	Paul	10		13							
		Mary	100		46							
		Bernie	4444		2			Organisation / Dev				
		B. B. 1998	1.000.000.0									
	Wednesda	Cari	đ	Sales departme	3			Organisation / Dev				

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

13.1.3.3 Exporting list



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

	Last name	First name	ID data carrie				
>	Friday	Print					
	Happyday	and same.	12.452.20				
	Monday	Print Preview					
	Newsday	Export t	o Excel				
	Sonntag	Export t	o Text				
	Sunday	Export t	o Html				
	Sunday	Export to PDF					
	Tuesday		5				
	Wednesday	Cachev	Cache value				

Via a right-click into each arbitrary \rightarrow list the list selected can be exported to one of the formats that follow:

- → Excel
- → Text format *.TXT
- → Html
- → PDF

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

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

13.2 Evaluations in the File Dialog Window

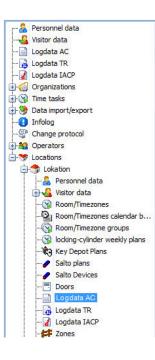
Possible evaluations:

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

13.2.1 Logdata / Bookings

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

	^					Lokation /	Logdata	AC: Oc	cupancy 1	000			
Sa Visitor data		Book. ti	me	Location	Source		Door	Side	Creator	Message	Module	Macro	In/Out
Logdata AC		19/05/2	015 11:35:38	Lokation	INTERFAC	E 4				Error whilst opening COM Port			
👌 Logdata TR 👔 Logdata IACP			015 11:34:53	and a second second second	PC_001-F	ic.				Error TCP Connect			
Organizations			015 11:30:33		INTERFAC					Error whilst opening COM Port			
Time tasks			015 11:29:43		PC 001-F					Error TCP Connect			
Data import/export													
Infolog			015 11:25:32		INTERFAC	7.0				Error whilst opening COM Port			
^a Change protocol			015 11:24:42		PC_001 - F					Error TCP Connect			
2 Operators		and the second second	015 11:20:27		INTERFAC					Error whilst opening COM Port			
Locations		19/05/2	015 11:19:32	Lokation	PC_001 - F	C				Error TCP Connect			
🕂 🧊 Lokation		19/05/2	015 11:15:26	Lokation	INTERFAC	E 4				Error whilst opening COM Port			
🔏 Personnel data		19/05/2	015 11:14:31	Lokation	PC_001 - F	C				Error TCP Connect			
🕀 🍇 Visitor data		19/05/2	015 11:10:21	Lokation	INTERFAC	E 4				Error whilst opening COM Port			
		19/05/2	015 11:09:21	Lokation	PC 001-F	c				Error TCP Connect			
Room/Timezones calendar b	-	19/05/2	015 11:05:20	Lokation	INTERFAC	E 4				Error whilst opening COM Port			
Room/Timezone groups		4											
		1						<u>.</u>	142				
Salto plans			Common			19/05/201	5 11:35:38	B : Error (whilst openii	ng COM Port			
Salto Devices		ſ						1.00					
Doors				lefresh	· ·	Ucc	upancy	1.55	00		Read more	e bookings	
			Date/Time	L	3			Source					
								Source	0				
📄 Logdata AC 🔂 Logdata TR		4	Receipt	19/0	5/2015 11:3	5:38		Location		Lokation			
🙀 Logdata TR 📝 Logdata IACP		*	Receipt Booking		5/2015 11:3				8	Lokation			
🙀 Logdata TR 👔 Logdata IACP 🚰 Zones		*	Booking	19/0				Location Source	8				
			Booking Booking type	19/0				Location Source Door	8				
Logdata TR Logdata IACP Zones Organizations S* & Actions			Booking	19/0				Location Source	8				
Godata TR Godata TR Godata IACP Godata IACP		*	Booking Booking type	19/0 240	5/2015 11:3			Location Source Door	8				
Logdata TR Logdata IACP Logdata IACP Logdata IACP Sones Organizations Sone Sone Time tasks Sone Sone Sone Sone			Booking Booking type Code Message	19/0 240	5/2015 11:3	5:38		Location Source Door Module	8				
Logdata TR Logdata TR Logdata IACP State Creas Crea		*	Booking Booking type Code Message Creator	19/0 240 Erro	5/2015 11:3	5:38		Location Source Door Module I/O Macro					
Gydata TR Gydata TACP Gydata JACP Consainations Gy 20 reganizations Gy 20 reganizations Gy 20 Time tasks Gy 20 Time tasks Gy 20 Data import/export Gilendar Gy Holiday formulas		*	Booking Booking type Code Message	19/0 240	5/2015 11:3	5:38		Location Source Door Module I/O Macro Area old					
		*	Booking Booking type Code Message Creator	19/0 240 Erro	5/2015 11:3	5:38		Location Source Door Module I/O Macro					
Logdata TR Ugdata IACP Conservations Organizations S Time tasks Organizations S Time tasks Data import/export		*	Booking Booking type Code Message Creator Type	19/0 240 Erro	5/2015 11:3	5:38		Location Source Door Module I/O Macro Area old					



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

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

Refresh	
Date range	
Today	015 11:35
all bookings	015 11:35
newest entries	
Cancel	

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

- Date range:

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

- Today:

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

Newest bookings:

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

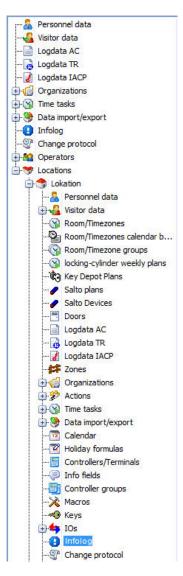
All Bookings:

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



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

13.2.2 Infolog



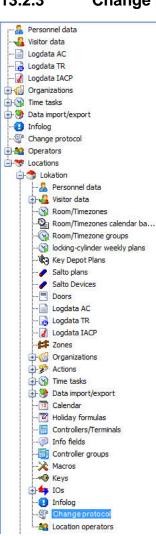
When you select this item, all internal events in the program are shown in the list window. The details of the line selected are shown in the detail window.

Rx t	ime 🔺	Source	Description	c	Comment 1	Comment 2	Creator
18/0	5/2015 14:12:20	OP_001 - Time task - one time only	Time task completed				-
18/0	5/2015 14:15:06	PC_001 - PC	Unable to establish TCP o	onnection T	E_002 - SALTO SHIP		
18/0	5/2015 14:17:11	INTERFACE 4	Error COM port initialization	on T	E_008 - ACS 8		
18/0	5/2015 14:20:16	PC_001 - PC	Unable to establish TCP of	onnection T	E_002 - SALTO SHIP		
18/0	5/2015 14:22:12	INTERFACE 4	Error COM port initialization	on T	E_008 - ACS 8		
18/0	5/2015 14:25:17	PC_001 - PC	Unable to establish TCP of	onnection T	E_002 - SALTO SHIP		
18/0	5/2015 14:27:17	INTERFACE 4	Error COM port initialization	on T	E_008 - ACS 8		
18/0	5/2015 14:30:27	PC_001 - PC	Unable to establish TCP of	onnection T	E_002 - SALTO SHIP		
18/0	5/2015 14:31:36	SW_002 - IQ MultiAccess	IQ MultiAccess disconnect	ted G	GE87TSW7EBERHAR	SuperUser ID=1 (Tuesday,Bernie)	
18/0	5/2015 14:32:18	INTERFACE 4	Error COM port initialization	on T	E_008 - ACS 8		
10/0	E/101E 14.01.E1	SW 002 TO MultiAccore	TO MultiAccore connected		COTTOM/TEDENLIAN	Borooppol Managor ID-7	
	Common				npleted -		
	R	efresh 🔹		556		Read more info messages	
4		efresh +		556 urce	Lokation	Read more info messages	
	R Date/Time		Sou	556 urce tion			
4 X	Receipt	18/05/2015 14:12:20	Sour Sour	556 urce tion	Lokation		
	Receipt About	18/05/2015 14:12:20	Sour Sour	556 urce tion ce eator	Lokation		
	Receipt About Type	18/05/2015 14:12:20 01/01/1970 01:00:00	Sour	556 urce tion ce eator	Lokation OP_001 - Time tas		
8	Receipt About Type Category	18/05/2015 14: 12:20 01/01/1970 01:00:00 Internal info	Sour Loca Sour Cre Type Name	556 urce tion ce eator	Lokation OP_001 - Time tas		

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

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

13.2.3 Change protocol



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

ID	0	Date/Time	Operator	SourceKind	Sour	ceName	ID data set	Туре	
	2985	19/05/2015 07:42:04	Tuesday, Bernie	location assigned person	Hap	oyday, Fritz	10	Change data set	
	2984	9/05/2015 07:41:45	Tuesday, Bernie	location assigned person	Нарр	oyday, Fritz	10	Change data set	[
	2983	9/05/2015 07:41:33	Tuesday, Bernie	location assigned person			39	Data set deleted	
	2981	9/05/2015 07:40:58	Tuesday, Bernie	location assigned person			40	Data set deleted	
	2979 1	9/05/2015 07:40:33	Tuesday, Bernie	location assigned person	Meie	r, Markus	25	Data set deleted	
	2977	9/05/2015 07:40:24	Tuesday, Bernie	location assigned person	Maie	r, Cordula	24	Data set deleted	
	2975	19/05/2015 07:40:10	Tuesday, Bernie	location assigned person	Maie	r, Silke	23	Data set deleted	
	2973	9/05/2015 07:39:24	Tuesday, Bernie	location assigned person	Donr	nerstag, Dora	7	Data set deleted	
	2971	18/05/2015 23:59:00		Time task - daily	OP_	006 - Zeitauftrag - taeglich	6	Change data set	
					00	003 - Zeitauftrag - woechentlich	2	Change data set	
	2970			Time task - weekly 19/05/2015 07:42:04 : 0	Change dat	-			
					_	-		Change data set	
	Commo	n Refresh	•		- Change dat 0	a set Happyday, Fritz		rther changes	
	Commo	Refresh		19/05/2015 07:42:04 : 0	Change dat 0 affected	a set Happyday, Fritz			
-	Common Change Date/Tim	Refresh		19/05/2015 07:42:04 : 0	Change dat	a set Happyday, Fritz object Lokation			
	Commo	Refresh		19/05/2015 07:42:04 : 0	Change dat 0 affected	a set Happyday, Fritz object Lokation			
	Common Change Date/Tim	Refresh e 19/05/2015 07:42 Change data set		19/05/2015 07:42:04 : 0	Change dat	a set Happyday, Fritz object Lokation			
	Common Change Date/Tim Type	Refresh e [19/05/2015 07:4] Change data set or		19/05/2015 07:42:04 : 0	Change dat 0 affected Location data set	a set Happyday, Fritz object Lokation			
*	Common Change Date/Tim Type Operat	Refresh e [19/05/2015 07:4] Change data set or		19/05/2015 07:42:04 : 0	Change dat 0 affected Location data set Type	a set Happyday, Fritz object Lokation :			
	Common Change Date/Tim Type Operato	Refresh e I 19/05/2015 07:43 Change data set or Tuesday, Bernie		19/05/2015 07:42:04 : 0	Change dat affected Location data set Type Class	a set Happyday, Fritz object Lokation location assigned person 104			
×	Common Change Date/Tim Type Operato	Refresh e I 19/05/2015 07:43 Change data set or Tuesday, Bernie		19/05/2015 07:42:04 : 0	Change dat affected Location data set Type Class Type	a set Happyday, Fritz object Lokation location assigned person 104 1			

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

The filling of this field depends on:

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

Precondition: The user evaluating the change protocol

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

÷+	IOs
÷82	Personnel Manager
ē 🚧	Location operators
	Show
🖻	Insert
🖻	Delete
🔳	Common - Display
🖻	Common - Change
	Rights - Show
I	Rights - Change

All the other evaluations are similar to chapter 13.2.1.

13.2.4 Master data evaluation in the list window

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

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

13.3 Evaluations as separate window

13.3.1 System state

	Туре	Date/Time	Alarm text	Booking	Door	Creator
>	0	19/05/2015 12:00	Bitte Zugang kontrollieren!!			Start manually
	0	19/05/2015 12:01	Please control the entry!!			Start manually
		19/05/2015 12:01	Door open!			Start manually

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

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

13.4 Evaluations as a section (tab) in the detail window

13.4.1 System Activity / Bookings

In some areas of work, there is a tab called System Activity / Bookings. Evaluation / sorting is carried out according to 13.1.1 and 13.2.1.

Example: Because of an intrusion, all bookings within a certain time period at a certain door shall be displayed.

👔 Logdata IACP 🖈	Door n	no. Name	*	Valid St	atus	Controller/Terminal	Opening tim	Opening ti	Normal ope	Automatic operation ((0) 1
Organizations		3 Door Main Entr	ance	V No	ormal ope	TE_001 - ACS 8	10	1	Data carrie	PIN and Data carrier	ſ
Time tasks Data import/export	>	4 Door Warehou	se	V No	ormal ope	TE 001 - ACS 8	10	1	Door code	Data carrier Only	1
Infolog		1 DR 001 - Door	1Sale	V No	ormal ope	TE 001 - ACS 8	5		5 Data carrie	Data carrier Only	
[®] Change protocol		2 DR 002 - Door				TE_001 - ACS 8	5			Data carrier Only	
Operators		5 DR 008 - Door		V		TE 002 - SALTO SHIP	10)		
- A Superuser		6 DR 009 - Door		· · · ·		TE 002 - SALTO SHIP	10)		
- System operator		-									
- 2 Personnel Manager		7 DR_014 - Door		V	-	TE_009 - Schliesszyli	10	2 C 27)		
Locations		8 DR_015 - Door	15	v	-)	TE_010 - Schliesszyli	10	1)		
tokation											
🗄 🚜 Visitor data											
	1				III						
Room/Timezones calendar ba						-					
		Landon and	14			Door Warehou	se:No.4	Controller/T		1221 12222	
		Door number	4								
								Controller/1		_001 - ACS 8	
Key Depot Plans		Name	Door	Warehouse				Terminal val		_001-AC38	
🖉 Salto plans					oom/Timezor	nes allocated	rized persons	Terminal val	d 🔽	_001-AC38	
Salto plans Salto Devices			meter 🌹	Actions 🛛 🛞 Ro	oom/Timezor		rized persons		d 🔽	_001*AC38	
Salto plans Salto Devices Doors	+			Actions 🛛 🛞 Ro	oom/Timezor	nes allocated 🛛 🔏 Autho Occupancy 62	rized persons	Terminal val	d 💌	re bookings	
Salto plans Salto Devices Salto Devices Construction Logdata AC		Common Para	meter 🦻	Actions 🛛 🛞 Ro	•	Occupancy 62		Terminal val	d 🛛	re bookings	
Salto plans Salto Devices Salto Devices Cogdata AC Cogdata TR		Common Para	meter 💈 Refresi Side	Actions 🛛 🛞 Ro	* Message	Occupancy 62	rized persons Module	Terminal val	d 💌	re bookings	Control
Salto plans Salto Devices Salto Devices Code Salto AC		Common Para	meter 💈 Refresi Side	Actions 🛛 🛞 Ro	* Message	Occupancy 62		Terminal val	d 🛛	re bookings	
Salto plans Salto plans Salto Devices Solto Devices Icono Logdata AC Goldata AC Goldata TR Goldata IACP Goldata IACP Goldata IACP Goldata IACP		Common Para	meter Refresi Side 2:00	Actions R R	Message Door in N	Occupancy 62	Module	Terminal val	d 🛛	re bookings	Control
Salto plans Sal		Common Para Book. time	meter Refrest Side 2:00 9:46 outsid	Actions SR	Message Door in N Code typ	Occupancy 62	Module	Terminal val	d 🛛	re bookings	Control
Salto plans Salto Devices Solto Devices Solto Devices Godata AC Godata AC Godata IACP Sones Conses Sones Sones	4	Common Para Book. time 2 19/05/2015 1 16/02/2015 0 16/02/2015 0	Refrest Side 2:00 9:46 outside 9:46 inside	Actions SR	Message Door in N Code typ Code typ	Occupancy 62 ormal Operation e - doorcode or data carrie e - data carrier only	Module	Terminal val	d 🛛	re bookings	Control
Salto plans Salto plans Salto Devices Solto Devices Goode Goodea Goodea AC Goodea TR Goodea TACP Sones Organizations SActons Solto plans	4	Common Para Book. time Display="block"> Book. time Display="block"> Display="block"/> Display="block"/	meter Refresi Side 2:00 9:46 outsid 9:46 inside 5:47	Actions SR	Message Door in N Code typ Release t	Occupancy 62 ormal Operation e - doorcode or data carrie e - data carrier only ime expired	Module	Terminal val	d 🛛	re bookings	Control
Salto plans Salto plans Salto Devices Solto Devices Godsta AC Godsta AC Godsta IACP Gorganizations Solto Organizations Solta import/export	4	Common Para Book. time 19/05/2015 1 16/02/2015 0 16/02/2015 0 27/11/2014 1 27/11/2014 1	Refresi Side 2:00 9:46 outsid 9:46 inside 5:47 5:47	Actions SR	Message Door in N Code typ Code typ Release t Release t	Occupancy 62 ormal Operation e - doorcode or data carrie e - data carrier only ime expired ime expired	Module	Terminal val	d 🛛	re bookings	Control
Salto plans Salto plans Salto Devices George George George George Georgenizations Second Godata IACP Gorgenizations Second Second Godata IACP Second Georgenizations Second Second Second Second Second Georgenizations Second Secon	4	Common Para Book. time > 19/05/2015 1 16/02/2015 0 16/02/2015 0 16/02/2015 0 27/11/2014 1 27/11/2014 1 27/11/2014 1 27/11/2014 1	meter % Refrest Side 2:00 9:46 9:46 outsid 9:46 inside 5:47 5:47 5:47 5:47	Actions SR	Message Door in N Code typ Code typ Release t Release t Release f	Occupancy 62 ormal Operation e - doorcode or data carrie e - data carrier only imme expired imme expired imme host	Module	Terminal val	d 🛛	re bookings	Control
Salto plans Salto plans Salto Devices Solto Devices Joons Logdsta AC Godsta AC Godsta IACP Solto Drganizations Solto Actions Solto at import/export	4	Common Para Book. time 19/05/2015 1 16/02/2015 0 16/02/2015 0 27/11/2014 1 27/11/2014 1	meter % Refrest Side 2:00 9:46 9:46 outsid 9:46 inside 5:47 5:47 5:47 5:47	Actions SR	Message Door in N Code typ Code typ Release t Release t	Occupancy 62 ormal Operation e - doorcode or data carrie e - data carrier only imme expired imme expired imme host	Module	Terminal val	d 🛛	re bookings	

•

•

•

legin	22/07/2014	*	00:00:00	÷
ind	30/10/2014	÷	10:00:00	+

- Select the required door
- → Logdata AC tab
- Button **Refresh** → date range tab with input of the corresponding date / time range....
- ... results the list displayed:

				Door Warehous	e:No.4					
Door nun	nber	4				Co	ntroller/Termir	nal TE_	001 - ACS 8	
Name		Door W	arehouse			Te	rminal valid	V		
Commo	n Paramete	r 🦻	Actions 🛛 🚱	Room/Timezones allocated 🛛 🔒 Author	ized perso	ns	Logdata AC			
	1	Refresh		Occupancy 4				Read mor	e bookings	
Book	c. time	Side	Creator	Message	Module	Macro	In/Output	Area old	Area new	
30/1	10/2014 09:53	outside	Friday, Erna	No zone assigned						
> 30/1	10/2014 09:53	outside		Door closed after being illegally opened						
30/1	10/2014 09:53			Door opened without data carrier						
30/1	0/2014 09:53	outside	Friday, Erna	No zone assigned						

13.4.2 Infolog

Refresh	-	0	ccupancy 3		Read more bookings
Rx time	Description	Comment 1	Comment 2	Creator	
19/05/2015 14:12	Data preparation finished	0.05 secs			
19/05/2015 14:11	Data preparation finished	0.05 secs			
19/05/2015 14:11	Data preparation finished	0.05 secs			

In some areas of work, there is a tab called \rightarrow Infolog. Evaluation / sorting is carried out according to 13.1.1 and 13.2.2.

13.5 Evaluations as separate programs

The programs described in the following sections can be started manually, if required. They are mainly used by the system administrator for check purposes during the installation, but they can also be started for extended online evaluations.

In contrast to the evaluations within IQ MultiAccess, all bookings / messages are immediately displayed online.

13.5.1 IQ Monitor

Display of bookings

Selection: Start → All Programs → IQ MultiAccess → IQ Monitor

At first, the display window is empty. In the left-hand selection box, you select the server computer (identification of the computer on which program IQ_Server runs). The data displayed here are provided by IQ_Server. Thus, an operator who has the relevant rights can check bookings of any client or the entire system from his/her workstation or any other workstation to which the IQ MultiAccess software is assigned. Then the \rightarrow **Connect** button must be pressed.

The display window is cleared by means of the \rightarrow **Disconnect** button.

The functions connect and disconnect are on the same button. This button has a toggle function, so that either connect or disconnect is active.

IQ	()		IQ Monitor	- = x
9	Ľ.	Ľ	1	
Time	Location	Source	Message	Info A
•				•
Server	localhost		Connect	Max. entries 100 🔹

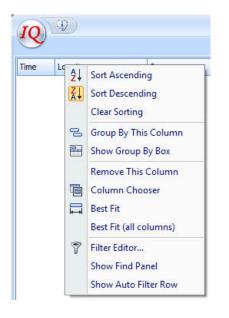
In the field **Max. no. of entries** you can define how many bookings shall be displayed (minumum = 10, maximum = 10000, which means endless/all).

The data correspond mainly to the bookings described in Chapter 13.2.1.

The IQ MultiAccess button is the large round button located at the top-left in the program window. Left-clicking it once, opens the Application menu for the data export. The current display can be saved in a text file for example.

Context menu in Table view

The context menu shows other customizations and display options as well as table view filter functions.



Right click any heading field to display the context menu for that column.

Select the desired columns by \rightarrow Column Chooser.



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

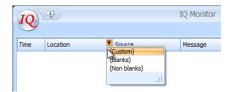
Select sorting order

This function enables to sort data records by selection of the desired column header.



- Left click the heading field **Source** (for example) to sort records in ascending alphabetical order.
- Left click the heading field **Source** again (for example) to sort records in descending alphabetical order.

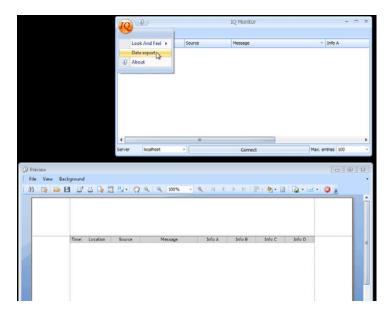
Select filter



- Using the filter icon in the column to select the desired filter. In addition, Custom-defined filtering can be selected in every heading field, too.
- The evaluation / sorting all of the filter functions are described in chapter 13.1.2.5.

Table view Print/Export

This feature allows the table view to be printed, saved or exported to different file formats.



- Click on the → IQ symbol
- Click on→ Data export
- The Print Preview window is displayed. Move the mouse pointer over any button on the menu bar to view its description. Files can be printed, saved, exported or loaded as in Windows.

If there is an e-mail client on the same computer as IQ Monitor, the table can be exported and then sent by e-mail in one step.

13.5.2 IQ SysMonitor

Display of program internal processes (Infolog).

Selection: Start → All Programs → IQ MultiAccess → IQ SysMonitor

At first, the display window is empty. In the left-hand selection box, you select the server computer (identification of the computer on which program IQ_Server runs). The data displayed here are provided by IQ_Server. Thus, an operator who has the relevant rights can check system (error) messages, infos and alarms of any client from his/her workstation or any other workstation to which the IQ MultiAccess software is assigned. Then the \rightarrow Connect button must be pressed.

The display window is cleared by means of the \rightarrow **Disconnect** button.

The functions connect and disconnect are on the same button. This button has a toggle function, so that either connect or disconnect is active.

Info A

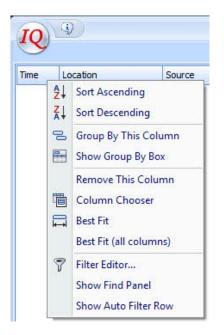
In the field **Max. no. of entries** you can define how many bookings shall be displayed (minumum = 10, maximum = 10000 which means endless/all).

The data correspond mainly to the info messages described in Chapter 13.2.2.

The IQ MultiAccess button is the large round button located at the top-left in the program window. Left-clicking it once, opens the Application menu for the data export. The current display can be saved in a text file for example.

Context menu in Table view

The context menu shows other customizations and display options as well as table view filter functions.



- Right click any heading field to display the context menu for that column.
- Select the desired columns by → Column Chooser.



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

Select sorting order

This function enables to sort data records by selection of the desired column header.



- Left click the heading field **Source** (for example) to sort records in ascending alphabetical order.
- Left click the heading field **Source** again (for example) to sort records in descending alphabetical order.

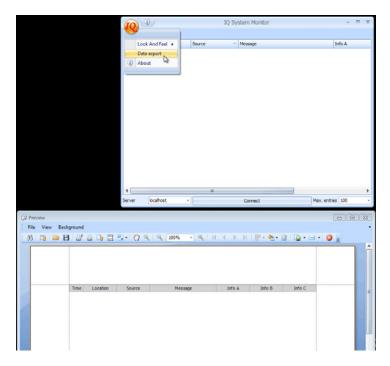
Select filter



- Using the filter icon in the column to select the desired filter. In addition, Custom-defined filtering can be selected in every heading field, too.
- The evaluation / sorting all of the filter functions are described in chapter 13.1.2.5.

Table view Print/Export

This feature allows the table view to be printed, saved or exported to different file formats.



- Click on the → IQ symbol
- Click on→ Data export
- The Print Preview window is displayed. Move the mouse pointer over any button on the menu bar to view its description. Files can be printed, saved, exported or loaded as in Windows.

If there is an e-mail client on the same computer as IQ SysMonitor, the table can be exported and then sent by e-mail in one step.

13.5.3 IQ PrintServer

Automated printout of bookings by individually definable lists.

Start the program by double-clicking the file IQPrintServer.EXE in the directory

...\Program Files\IQ_MultiWIN\IQ_Services\PrintServer

IQ	IQPr	intServer	X
Honeywell			
Database	NovarDE	3	
Identifica	tion		
	novorunor		
User Name	novaruser		
User Name Password	*****		

Input of user name and password according to IQ MultiAccess standard.

User Name: novaruser Password: novar

The following user interface is used for defining the required list(s). The list(s) can be stored and the printout can be done automatically via an action and/or a scheduled task.

At first, the display window is empty. In the left-hand selection box, you select the desired filter to show the bookings. The database user can select the reqired bookings, system messages, info messages and alarms. Set the filter options and settings, then the \rightarrow Set filter button must be pressed to show the overview.

Booking time	Message	User	Door	Doorside	Zone (from)			
			I and a second sec			Datasets:		
						Filter		
						Location no assign	nment 🔻	*
						Time range from	11/05/2015 00:00 -	
						to	20/05/2015 23:59 -	
						the last day(s)	1 🛊	8
						the last hour(s)	1 🛊	
						last month		
						(and) user no assig	nment 🔻	
								8
						(and) door no assig		8
						(and) message no assign	nment 🔻	8
							Set filter	
						L		
						Load table view	Save table view	
						P P	review / Print	
						Default printer Microsoft XP	S Document Writer, winspool, N	le00:

Definie lists

Enter your settings in the right part of the initially empty window.

•

•

ocation	DO BESIGDE	ent		-	*	
Locadon	no assignment 🔻					
Time range	from	11/05/2	015 00:00	•		
	to	20/05/2	015 23:59	•		
🔲 the last day	(s)		1	÷	*	
🔲 the last hou	r(s)		1	+		
🗌 last month						
(and) user	no assignm	ient		•	*	
(and) door	no assignment 🔻					
(and) message	no assignm	ient		•	8	
		Set filter				
🗃 Load	table view		Save table vie	w		
4		Preview / Prir	nt			

Select the desired Location.

Optionally, a variety of filter can be used \rightarrow Time range (from - to), \rightarrow the last x day(s), \rightarrow the last x hour(s) or \rightarrow last month \rightarrow User(s), \rightarrow Door(s) and/or \rightarrow Message(s).

Button \rightarrow X = Reset all filter settings.

Independent of the selected time periods there are filtering by user or door possible. Any combinations are possible.

Corrections / new entries

New entries can be done by simply overwriting, however, it is recommended to clear the corresdponding input field before by clicking 22 .

Display

Via the button → Set filter the database will be filtered according to the previously defined selection. The duration of this procedure depends on the file size. The corresponding data will be displayed in the IQPrintServer - Log View window.

Booking time	Message	User	Door	Doorside	Zone (fr	
10/10/2014	Error whilst opening COM Port	->	15	100	-	
10/10/2014	Error TCP Connect		-	-	-	
10/10/2014	Error whilst opening COM Port	-3	-	-	-	
10/10/2014	Error whilst opening COM Port	-3	-	-	-	
10/10/2014	CommTask - No Connection	-1	-	-	-	
10/10/2014	CommTask - No Connection	-1	-		-	
10/10/2014	Error TCP Connect	23	-		-	
13/10/2014	Error whilst opening COM Port	-	-	-	-	
13/10/2014	Error whilst opening COM Port	->		-	-	
13/10/2014	Error TCP Connect		-	-	-	
13/10/2014	Error whilst opening COM Port	-9	5 .		-	
13/10/2014	Error whilst opening COM Port	-3	-	-	-	
13/10/2014	Error TCP Connect	-1	-		-	
10/10/2014	Code type - PIN and data carrier	-1	Door Main Entra	Outside	-	
11/10/2014	Code type - data carrier only	-	Door Main Entra	Outside	-	
11/10/2014	Code type - PIN and data carrier	-	Door Main Entra	Outside	-	
12/10/2014	Code type - data carrier only	->	Door Main Entra	Outside	-	
12/10/2014	Code type - PIN and data carrier		Door Main Entra	Outside	-	
13/10/2014	Timestamp correction - Extern	-3		-	-	
13/10/2014	Error whilst opening COM Port	-	-	-	-	
13/10/2014	Error whilst opening COM Port	-1	-	-	-	
13/10/2014	Error TCP Connect	-1	-		-	
13/10/2014	CommTask - No Connection	-	-	-	-	
13/10/2014	CommTask - No Connection	-	-	-	-	

The navigation (e. g. via scroll bars) corresponds with Windows standard. Sorting and filtering in the individual columns correspond with the descriptions of the chapter "List handling" (cf. chapter 13.1.3).

For creating user defined filters via the **Adjust** key see chapter 3.1.2, paragraph 4d = Extended filter definitions.

Print

The key → **Preview print** opens at first a preview from where the list can be printed.

The buttons of the menu bar are self-explanatory via touching them by the mouse pointer. Printing, saving and loading of files correspond with Windows standard.

					Preview					
2	Print	🚽 Scale 🔻	Crientation ▼	砂 Find 品 Bookmarks	First	 Previous Page Next Page Last Page 	Many Pages	Q -	Export	Close
o	Print	Page Set	up 🍙		Navigation	1	Zoom	P	age	Close
			Log-viev	w from: 2	0.05.2	015 12:56	:44			
		Occupancy: 1182						- 17		
		Booking time	Me	essage	User	Door	Doorside	Zone (from)	
		10/05/2015 00:01:2	Frank TCD Country							
		19/05/2015 00:01:2		an action	-	-	-	-0	_	
		19/05/2015 00:02:0	CommTask - No Co		-	-	•	-8		
		19/05/2015 00:02:0 29/07/2013 14:27:0	CommTask - No Co CommTask - No Co	nnection	-	-	-	-6 25		
		19/05/2015 00:02:0 29/07/2013 14:27:0 19/05/2015 00:02:0	CommTask - No Co CommTask - No Co CommTask - No Co	nnection nnection	-	- - -	• • • •			
		19/05/2015 00:02:0 29/07/2013 14:27:0 19/05/2015 00:02:0 19/05/2015 00:03:1	CommTask - No Co CommTask - No Co CommTask - No Co Error whilstopening	nnection nnection g COMPort		- - - -	- - - - -	• • • • •		
		19/05/2015 00:02:0 29/07/2013 14:27:0 19/05/2015 00:02:0 19/05/2015 00:03:1 29/07/2013 14:33:0	CommTask - No Co CommTask - No Co CommTask - No Co Error whilstopening CommTask - No Co	nnection nnection g COMPort		- - - - - -		-1 -1 -2 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1		
		19/05/2015 00:02:0 29/07/2013 14:27:0 19/05/2015 00:02:0 19/05/2015 00:03:1 29/07/2013 14:33:0 19/05/2015 00:06:3	CommTask - No Co CommTask - No Co CommTask - No Co Error whilst opening CommTask - No Co Error TCP Connect	nnection nnection g COMPort nnection		- - - - - - - - -	- - - - - - - - - -	- - - - - - -		
		19/05/2015 00:02:0 29/07/2013 14:27:0 19/05/2015 00:02:0 19/05/2015 00:03:1 29/07/2013 14:33:0 19/05/2015 00:06:3 19/05/2015 00:08:0	CommTask - No Co CommTask - No Co CommTask - No Co Error whilstopenin CommTask - No Co Error TCP Connect CommTask - No Co	nnection nnection g COMPort nnection nnection		- - - - - - - - - -	- - - - - - - - - - -	- - - - - - - - - - - -		
		19/05/2015 00:02:0 29/07/2013 14:27:0 19/05/2015 00:02:0 19/05/2015 00:03:1 29/07/2013 14:33:0 19/05/2015 00:06:3	CommTask - No Co CommTask - No Co CommTask - No Co Error whilstopenin CommTask - No Co Error TCP Connect CommTask - No Co CommTask - No Co	nnection nnection g COMPort nnection nnection		- - - - - - - - - - - - -	+ - - - - - - - - - - - - -	- - - - - - - - - - - - - - - - - - -		
		19/05/2015 00:02:0 29/07/2013 14:27:0 19/05/2015 00:02:0 19/05/2015 00:03:1 29/07/2013 14:33:0 19/05/2015 00:06:3 19/05/2015 00:08:0 29/07/2013 14:39:0	CommTask - No Co CommTask - No Co CommTask - No Co Error whilst openin CommTask - No Co Error TCP Connect CommTask - No Co CommTask - No Co	nnection nnection g COMPort nnection nnection nnection		- - - - - - - - - - - - - - - - - - -	+ + + + + + + + + + + + + + + + + + +	- - - - - - - - - - - - - - - - - - -		
		19/05/2015 00:02:0 29/07/2013 14:27:0 19/05/2015 00:02:0 19/05/2015 00:03:1 29/07/2013 14:33:0 19/05/2015 00:06:3 19/05/2015 00:08:0 29/07/2013 14:39:0 19/05/2015 00:08:0	CommTask - No Co CommTask - No Co CommTask - No Co Error whilst openin CommTask - No Co Error TCP Connect CommTask - No Co CommTask - No Co CommTask - No Co	nnection nnection g COMPort nnection nnection nnection g COMPort	- - - - - - - - - - - - - - - - - - -	- - - - - - - - - - - - - - - - - - -		- - - - - - - - - - - - - - - - - - -		
		19/05/2015 00:02:0 29/07/2013 14:27:0 19/05/2015 00:02:0 19/05/2015 00:02:0 19/05/2015 00:03:1 29/07/2013 14:33:0 19/05/2015 00:08:0 29/07/2013 14:33:0 19/05/2015 00:08:0 19/05/2015 00:08:2	CommTask - No Co CommTask - No Co CommTask - No Co Error whilst openin CommTask - No Co Error TCP Connect CommTask - No Co CommTask - No Co CommTask - No Co Error whilst openin CommTask - No Co	nnection nnection g COMPort nnection nnection nnection g COMPort		- - - - - - - - - - - - - - -		-) -) -) -) -) -) -) -) -) -) -) -) -) -		

Save / load table view

In order to prevent creating a selection again and again, they can be saved (with button \rightarrow save table view) and reloaded (with button \rightarrow load table view) at any time according to Windows standard.



Pay attention to keep the name as short as possible as the entry of the start parameter (see \rightarrow Automatic operation) is limited to a total of 64 digits.

These list information files are required as parameter for automatic printouts via actions or schedueld tasks. By default, they will be saved with the suffix **INI** in the directory¹⁴

```
...\Program Files\IQ_MultiWIN\IQ_Services\PrintServer
```

This should not be changed for running automatic operation correctly.

Automatic operation

14

List printout can be executed via an action **Execute program** (cf. chapter 10.11) or scheduled (cf. chapter 11). Select → **Start external program** as task. In both cases the start parameter must be

IQPRINTSERVER.EXE <Novaruser> <Password> <Filename.INI> -p -f<Filename.ext>-d.

<novaruser> =</novaruser>	User name, the program IQPrintServer loggs in.
<password> =</password>	novar.
<filename.ini> =</filename.ini>	Name of the file the list definitions are stored (cf. Save / load table view).

```
Default is always the directory the program IQPrintServer exists.
```

-р	=	Output to printer.
-f <filename.<i>ext></filename.<i>	=	Output to file. <i>ext</i> corresponds to the output format of the print file: pdf xls xlsx xlsx rtf html img mht csv txt
<filename.<i>ext>-d</filename.<i>	=	Generates a prefix of output file name.
		E.gfBookings.xls -d => 22.09.2015-bookings.xls
		In addition you can also specify a date format: E.gfBookings.xls -dyy-MM-dd => 15-09-22-bookings.xls

Example for action:

Name	Print bookings
Expirat.Time [hh:mm]	00:03
ovooutoblo filo	
executable file	\printserver\\\@PrintServer.exe
executable file Path	.\printserver\IQPrintServer.exe novaruser novar ACS_8_last_day.ini -p

Example for scheduled task:

-Task				
Start external program on server	-	Path	.\printserver\IQPrintServer.exe	
		Parameter	novaruser novar ACS_8_last_day.ini -p	

The **Path** and **Parameter** input fields are limited to a maximum of 64 digits. The path must be entered this way:

.\printserver\IQPrintServer.exe

If necessary, a shorter file name must be choosen for the list definition file (cf. → Save / load table view).

13.5.4 IQ AlarmMonitor

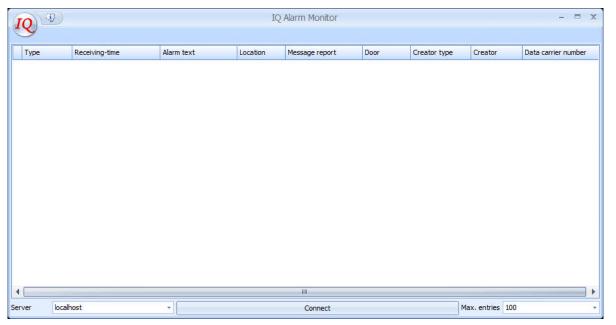
Display of informational messages and alarm notifications in the form of freely definable lists

Navigation: Start → (All) Programs → IQ MultiAccess → IQ AlarmMonitor

The display window is initially blank. The server computer (name of the computer on which the IQ_Server is running) is selected in the lower left selection box. The information displayed here is provided by the IQ_Server. To start the connection, press \rightarrow **Connect**.

The display window can be closed by pressing \rightarrow **Disconnect**.

Connect and Disconnect share the same button. The button is a toggle, and either Connect or Disconnect is active at any given time.



The field **Max. Entries** defines the maximum number of messages displayed (minimum value = 100, maximum value = 10,000). This value is automatically saved.

The information displayed corresponds to the messages described in chapter 10.3 and 10.4.

Start of program via a shortcut

IQ AlarmMonitor can also be started via a desktop shortcut. This has the advantage that IQ AlarmMonitor can connect automatically to the server computer. More information on creating shortcuts can be found in Windows Help.

Security	Details	Previous Version
General	Shortcut	Compatibility
Target location: Target:	IQ_AlamMonitor Clients\IQ_AlamMonitor	or\IQAlamMon.exe -cr
Start in:	C:\Honeywell\IQ_Multi	WIN\IQ_Clients\IQ_A
Shortcut key:	None	
Run:	Normal window	

Right-click the shortcut symbol \rightarrow and select **Properties** to bring up the Properties window for this shortcut.

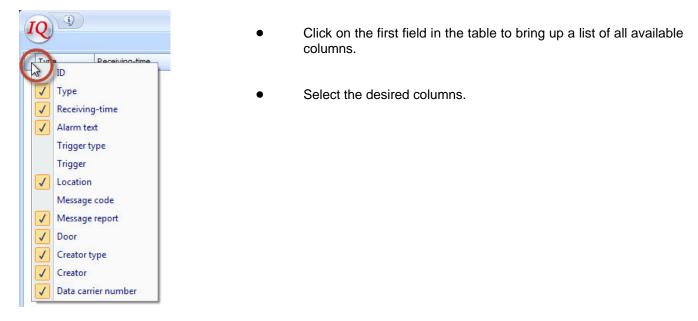
The following start parameter can be specified for the program in the input field "**Target**".

IQAlarmMon.exe /sn=<Server computer>

<Server computer> = Server to which IQAlarmMonitor connects.

Selection of columns to be displayed

The columns to displayed can be selected via this function.



Select sorting order

Depending on the column heading, records can be sorted using this function.



- Left click the header field **Alarm text** (for example) to display records in ascending alphabetical order.
- Left click the **Alarm text** header field again to sort records in descending alphabetical order.

Context menu in Table view

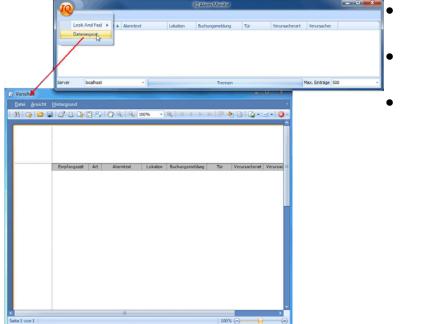
The context menu shows other customizations and display options as well as table view filter functions.



- Right click any heading field to display the context menu for that column.
- Left click the heading field **Alarm text** again (for example) to sort records in decreasing alphabetical order.

Table view Print/Export

This feature allows the table view to be printed, saved or exported to different file formats.



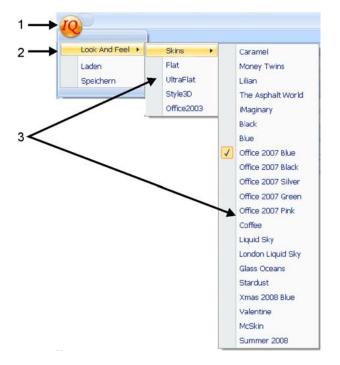
- Click on the **IQ** symbol
- Click on Data Export.

The Print Preview window is displayed. Move the mouse pointer over any button on the menu bar to view its description. Files can be printed, saved, exported or loaded as in Windows.

If there is an e-mail client on the same computer as IQ Alarm Monitor, the table can be exported and then sent by e-mail in one step.

Look and feel customization

One of several themes can be selected using this function.



- Click on the IQ symbol
- Look and Feel
- Select a style or skin.



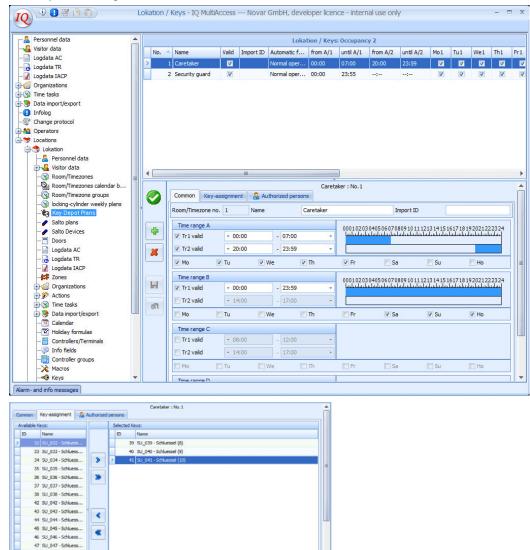
The theme is automatically saved locally when you exit the program (not in the user profile!). When the program is launched again, the last theme saved is automatically loaded irrespective of the user who logs in.

14. Key depot

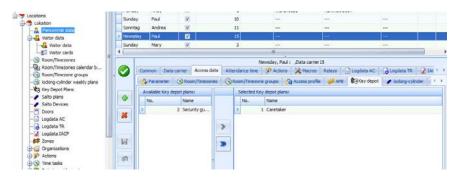
Via a key depot, authorized persons can take out keys according to plans that can be individually defined.

The entry Key depot (or dispensor) plans only appears in the tree structure if a key depot has been defined before for the relevant location in IQ NetEdit (see Installation Instructions).

The definition of the time zones corresponds to the definition of room/time zones (cf. Chapter 4), with the difference that keys are assigned here instead of doors.



One or several key depot plans are assigned to individual persons in tab \rightarrow Access data \rightarrow Key depot.



Modifications concerning key depots are transferred online to the devices concerned, i.e. a parameterization is not necessary.

As soon as there are key depot plans allocated to persons, the persons allocated to a key depot plan can be viewed in the tab \rightarrow Authorized persons:

Visitor cards Room/Timezones Room/Timezones calendar b		Common Ke	ey-assignment	<mark>&</mark> At	uthorized	Car	retaker : No. 1				
Room/Timezone groups		Available Per	sons:			Selected Persons:					
locking-cylinder weekly plans		Last name	First name	IC		Last name	First name	ID card	Limitation	Of	То
Key Depot Plans	-	> Happyday	Fritz			> Friday	Erna	2		25/07/2013	31/12/2025
Salto plans		Monday	Andy			Wednesday	Carl	4		25/07/2013	31/12/2025
Salto Devices	2	Sunday	Paul		>	Newsday	Paul	15		20/05/2015	31/12/2025
ogdata AC		Sonntag	Andrea								
ogdata TR		Tuesday	Bernie		۲						
ogdata IACP		Sunday	Mary								

Select → keys in the file dialog window to display their allocated persons.

Locations		34 SU_034 - Schluessel (3)	V	IE_007 - Schluesseldepot		3			
😙 Lokation	3	35 SU_035 - Schluessel (4)	V	TE_007 - Schluesseldepot		4			
	3	36 SU_036 - Schluessel (5)		TE_007 - Schluesseldepot		5			
🔁 🍇 Visitor data	3	37 SU_037 - Schluessel (6)		TE_007 - Schluesseldepot		6			
	3	38 SU_038 - Schluessel (7)	V	TE_007 - Schluesseldepot		7			
Usitor cards	3	39 SU 039 - Schluessel (8)	V	TE 007 - Schluesseldepot		8			
- 🚱 Room/Timezones - 🎱 Room/Timezones calendar b		40 SU 040 - Schluessel (9)	V	TE 007 - Schluesseldepot		9			
- Room/Timezone groups	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	41 SU 041 - Schluessel (10)	V	TE 007 - Schluesseldepot		10			
- S locking-cylinder weekly plans		42 SU 042 - Schluessel (11)	V	TE 007 - Schluesseldepot		11			
(Key Depot Plans		43 SU 043 - Schluessel (12)	V	TE 007 - Schluesseldepot		12			
Salto plans	-								
Salto Devices		44 SU_044 - Schluessel (13)	V	TE_007 - Schluesseldepot		13			
🖻 Doors	<u>م</u>	45 SU_045 - Schluessel (14)	V	TE_007 - Schluesseldepot		14			
📄 Logdata AC				SU_041 - Sc	hluessel (10)				
👩 Logdata TR		Common Authorized pers	ons						
🛃 Logdata IACP	-	Last name	First name	Data carrier	Department	Cost center	Working gr	Visitor	Numbe
- 😝 Zones				Data carrier			working gr		riambe
		Friday	Erna		2 1 = Purcha	3 = Organi			
	4	⊕ Newsday	Paul		15			E	
Data import/export		⊕ Wednesday	Carl		4 2 = Sales d	3 = Organi			
	23								
Difference									
- Controller groups									
-X Macros	ß								
Keys	241								

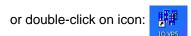
All the possibillities concerning view and output decribed in chapter 13.1.3 are valid, especially the functionality show / hide, print and export of data and lists.

15. IQ MultiVPS card designer

Personnel data from IQ MultiAccess that can be used for the creation of ID cards are provided to the VPS card designer program via IQ MultiVPS. We will only describe the most important parts and the user interface of IQ MultiVPS here. For details please see the V.P.S. documentation.

15.1 Program start

Select: Start → (All) Programs → IQ MultiAccess → IQ MultiVPS



₩ IQ	VPS Login
	Honeywell
	Try: 1 from 3
	User name:
	Password:
	Server:
	localhost
	Server Identification:
	OK Cancel

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

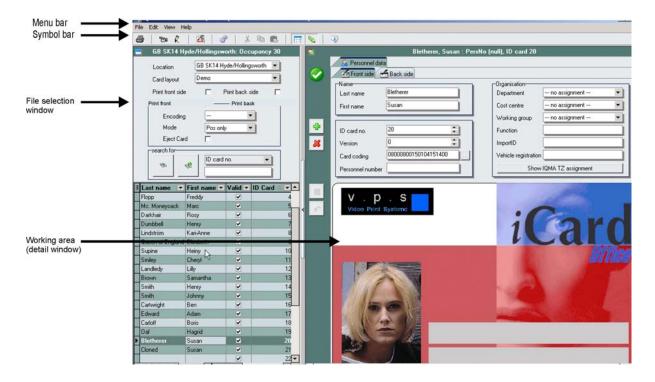
The entries for **Server** and **Server Identification** are entered once or they are predefined by the system administrator. Usually, they need not be changed (even if there is e.g. no entry for Server Identification).

The data to be entered here will be provided to the user by his/her system administrator. This subject will not be discussed here.

Confirm with → OK.

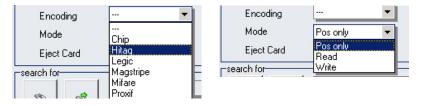
15.2 The desktop

15.2.1 General description



The desktop is divided into two windows. The **File selection window** (left) shows the access options granted to the individual operator. You can select a location and a card layout and define whether the front side and/or the back side are to be used for printing.

Additionally there can be selected if and in which format and mode the cards are to be coded and whether they are to be ejected of the coding station.

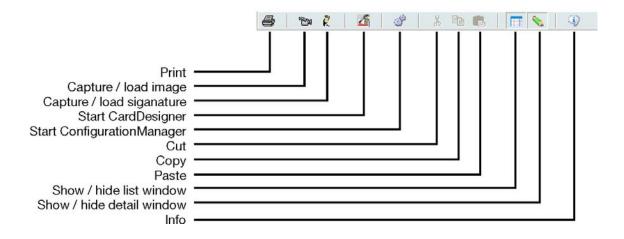


To use this features, a v.p.s coding station is required. For details see the documents of v.p.s.

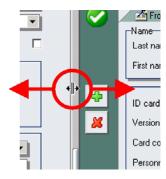
In the bottom area, the personnel data of the location selected are listed. The data of the personnel record that is selected are used in the working area (right) for a preview of the card.

15.2.2 Symbol bar

The most important menu items described in 16.3.1 can be selected directly by means of the icons.



15.2.3 Window size



The window size can be modified by shifting the splitter while pressing the left mouse button.



By means of the splitter, it is possible to open the working area over the entire width of the screen. The other window is covered.

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

See sections 2.3, 2.4 and 16.2.2 for further options available for modifying the window size via menu bar and/or symbol bar.

15.2.4 Settings after the first start

After the program has been started for the first time as described in section 16.1, the **→ ConfigurationManager** must be started first. The following definitions are made here:

- → user and password
- → printer configuration
- → capture method of the pictures via camera or file

The ConfigurationManager can be started via :

Icon:

or

Start → (All) programs → IDCardX SDK → ConfigurationManager

or

in the IQ VPS menu: File → ConfigurationManager (cf. 16.3.1)

User Login	-
User Name:	admin
Password:	янняя

Start ConfigurationManager

This menu item starts the program for individual configuration of the card layout. The factory setting for user and password is admin (small letters).

The standard settings can be entered / modified in the following menu. In the section below, we will only briefly refer to the 3 items mentioned above. Detailed information concerning this program package are to be found in the V.P.S. documentation.

🕷 Configuration Manager	
File Edit User Help	
?	
Property	Value / Setting
Licensing	*** Demo ***
Database	C:\Program Files\iCard\Data
Capture	
Card Printer	
Magnetic Stripe Encoding	
Barcode Encoding	
Contact Chip Encoding	
Legic Encoding	
Hitag Encoding	
Mifare Encoding	
Proxif Encoding	
Service Office (Transfer by e-mail)	=> inactive

Define user and password

Select \rightarrow User \rightarrow Administration in the menu bar of the Configuration Manager.

Button **New User** is available for defining new users with the corresponding rights. An existing user can be modified by selecting the relevant user and pressing button **Edit User**. A user is deleted by selecting the relevant user and pressing button **Delete user**.

👫 Config	uration Manager			
File Edit	User Help			
	•			
Property	User Administration	lou iew		×
Licensing Database				
Capture	1			
Card Print Magnetic	User Name: Login Name La	iroup		New User
Barcode I	Administrator Administra A	dministrator dministrator		Edit User
Contact C		aministrator		
Legic End		Edit User		×
Hitag Enc Mifare En		Complete User Name:		
Proxif End Service C		User Name for Login:		
		User Group:		
		Limited Validity	from	6/13/2005 V 6/13/2005 V
				,
		Password Protection-		
		🔽 Use password		Enter new password on next login of
				user.
Ready				OK Cancel

Configure Group	×
Group Name:	
Configuration Manager	
Configure System	Manage Users
CardDesigner	
🗖 Define ID Cards	
ID Card System	
🔲 Enter Data	Capture Images
🗖 Change Data	Capture Signatures
🔲 Delete Data	Fint ID Cards
	Encode ID Cards
	OK Cancel

At first, there is only one user group called **Administrator** having all rights. If a user is to be granted other rights than the administrator rights, you first have to define a new group with the corresponding rights in the **Groups** tab. This group will from now on be also available for selection in field **User Group**.

Printer setup

In principle, any available printer may be used. But especially for printing cards, a card printer supported and recommended by V.P.S. should be used.

Procedure

- Double-click on line → Card printer
- Press the Add button in the Printer Setup window and select one of the printers listed. Confirm with → OK.

	Configuration Manager File Edit User Help		
1	Property Licensing Database Capture Card Printer Magnetic Stripe Encoding Printer Set	Value / Setting *** Demo *** C.\Program Files\iCard\Data	rsNo (null), ID
	Barcode Encoding Contact Chip Encoding Legic Encoding Mitare Encoding Proxif Encoding Service Office (Transfer by e-mail)	Select Printer	Default Printer
2	Add	Delete	
	Ready		OK Cancel

Define capture

In this section, you define the media to be used for providing the personnel exisist for ID card creation (e.g. as file, recording with different camera types, scanner, etc.)

Procedure

- Double-click on line → Capture
- Select the desired data source(s) in the left window. A combination of several data sources is possible. Requirement: The device type selected must be connected / available.
- The individual parameters can be set / selected in the right window.

State Configuration Manager File Edit User Help			
Property Licensing Database Capture Card Printer Card Printer	Value / Setting *** Demo *** C:\Program Files\iCard\Data		rsNo (null), ID card 1
Magnetic Stripe Encoding Image objects Barcode Encoding Image objects Contact Chip Encoding Image objects Legic Encoding Image objects Hitag Encoding Image objects Mitare Encoding Image objects Proxif Encoding Image objects	and their sources File e ive Image Camera Scanner via TWAIN Ogital Camera via TWAIN Te Clipboard	 Default Filter: All File Default Directory: User may change the filter 	
Capture Dia	log 🔽 Configuration Mode		Close

- Example: file as data source:
- Select the file format.

→

→ →

- Default directory where the files are stored. Assign to the user the right to change these default settings.

15.3 Operation

15.3.1 Menu bar

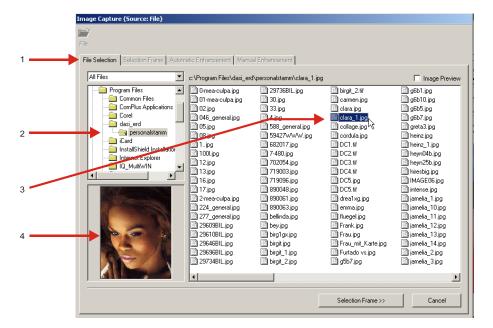
File: Print (Strg + P)

If a printer supported by V.P.S is connected, the card selected is printed in the preview format.

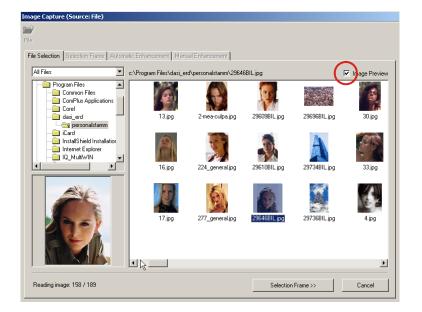
Capture / load image

If a camera supported by V.P.S is connected, photographs can be taken (for details please see V.P.S documentation).

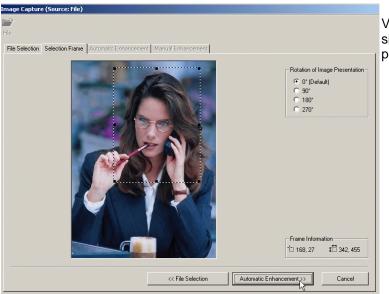
Existing photographs can be loaded in the following window.



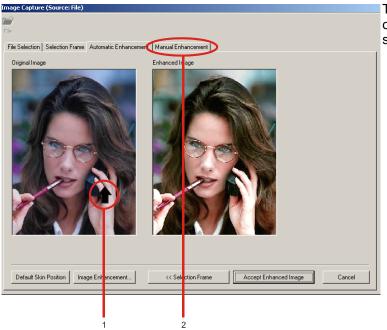
- Select the desired file type.
- Select the path where the image data are stored.
- Select the desired photograph...
- ... which is shown in the preview window.



Alternatively, the photographs are displayed directly instead of the file names if the **Image Preview** field is activated.



Via button **Selection frame**, the section and the size can be modified and, if necessary, the photograph can be rotated.



The button **Automatic enhancement** tries to optimize the image according to predefined standards.

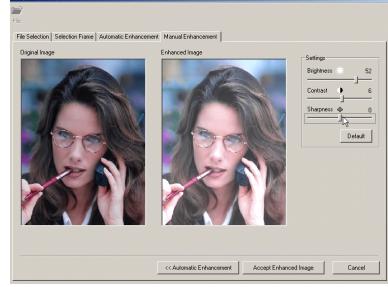


Image Capture (Source: File)

If you like the original photograph better than the enhanced one, you can click it on directly (1). This will end this program part and the photograph selected will be loaded into the current card layout.

If the automatically enhanced photograph is to be used, press button **Accept enhanced image**.

If you like neither the original image nor the automatically enhanced one, you can make manual adjustments in tab **Manual Enhancements** (2).



When you press button **Accept enhanced image**, this program part will be terminated and the photograph selected will be loaded into the current card layout.



If the image assignment is saved,

the modified image assignment will also have an effect in IQ

Capture / load signature

MultiAccess!

This is the same procedure as the for images, except the file to be \rightarrow **loaded/created** is a signature instead of an image.

무

User Login			×
User Name:	admin		
Password:	****		
		ОК	Cancel

Start CardDesigner This menu item starts the actual program for creating an individual card layout. The factory setting for user and password is **admin** (small letters).

	ardDesigner - [Card Table] File Card Table View Window	Help				_ D ×
[[] [] [] [] [] [] [] [] [] [] [New Card Layout Open Card Layout Default Colour Default Font	Ctrl+N Ztrl+O			(
	1 honeywell_card_layout_2.lay 2 honeywell_card_layout_1.lay		Back Demo (R)	Printer	Encoding	
	Exit	Alt+F4				

📸 CardDesigner - [Layout1]
🔚 File Edit Objects View Window Help
🖿 🔯 📽 🦹 🕅 Arial 🔍 12 🗸
🔪 🔪 🗆 🗢 🗠 🧟 🖉 T 💷 % 🖻 💼 🕫 🖓

🚰 CardDesigner - [Layout1]
E File Edit Objects View Window Help
📙 📰 📲 📽 🦞 🦹 🕅 Arial
🔪 🗆 🗆 🗢 🕵 🗾 🔣 🕺 🖬
Image

The following example shows the new creation of a card layout. Detailed information concerning this program package is to be found in the V.P.S. documentation.

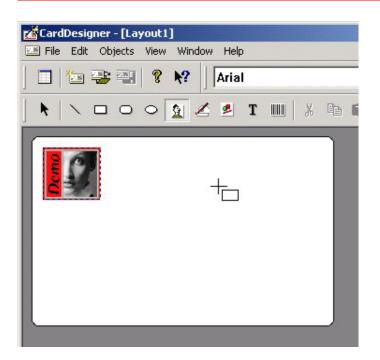
Select: File → New Card Layout

The demo logo cannot be deleted.But it will not be printed. It is also possible to place an object there. It is covered by the demo logo only on the screen, the printout will be correct.

There are several variables that can be inserted from the symbol bar onto the empty card.

Procedure:

Click on the required field to highlight it.



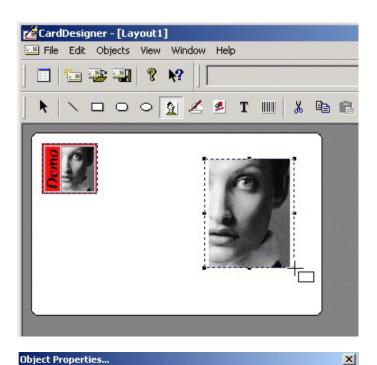


Image Position Condition Print Settings

OK

Cancel

The cursor will change to a cross-hair. Move it to the desired position on the card.

Hold down the left mouse button and drag to create the field size.

Double click the image field. Further dialogue boxes will appear to allow the properties of the new object to be defined.

To move an existing field, put the pointer over the highlighted object and holding down the left mouse button, drag the object to its new location and release.

A text field can be created that allows free text to be entered or to contain text downloaded from a database.

- Example: The example ID-card must contain the ID-card number, name, Christian name, department, signature, photo and the company logo.
- Highlight the Text field as described above.
- Click the text button and select the text tab.

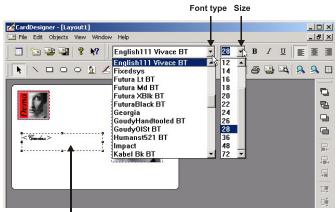


Click the button \rightarrow database field.

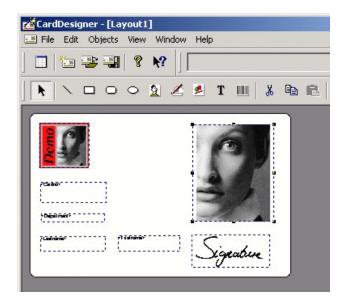
ect Properties	
<database field=""> or Fixed Text (Line</database>	Feed by <ctrl>+<enter>):</enter></ctrl>
Font Type and Size	Alignment Rotation • 0*
Group	 Align Left Align Right Align Centre

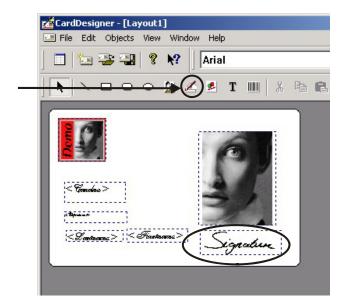
Database Field			×
Description:	Cardno Company S Department Email Fax Firstname Group Lastname sysCardType Telefon Version		
Formatting of Num		Number of Digits:	10 =
		ОК	Cancel

• Select the database field *ID card number*.



The content of the field changes according to the settings of font type and size





• Select font and set font size.

• Repeat steps 2 - 5 for the other text fields as name, christian name and department.

• Insert the field \rightarrow signature.

🔚 File Edit Obje			
] 🔲 🖆 👺	🔠 🤋 🙌 🔤 Arial		▼ 12 ▼ B
	ject Properties		
5.22	Logo Position Condition Va	ariants Print Settings	
		anana 1 mili octanga	
	File		
in the second se	E:\Program Files\MultiWin\Ac	cess\logo.BMP	Browse
- Xie	,	-	
		Rotation	▼ 0*
<lastnam< td=""><td></td><td>Adjust Size</td><td></td></lastnam<>		Adjust Size	
	Honeywell	Keep Aspect R	atio
	10000000000000000000000000000000000000	Transparent	0 %
			1
		Hide Colour	<u>Colours</u>
	L	L	

• Adjust position and size of each field.

For fine alignment of each individual field, use the zoom button

and click on the area to view.

Move a field: Place the pointer over the field, and holding the left mouse button down, drag the object to its required location and release.

P.

Change size: Highlight the desired field and place the tip of the pointer over one of the handles that appear. The pointer becomes a double ended arrow when it is located correctly over a handle. Using the left mouse button, drag to the required size.

• Print preview:

Click the button and an input box opens to enter the data for printing an ID-card with the settings previously described.

Enter the required information for the fields *image* and *signature*. Clicking on the button to the right of the input field opens the browse dialogue box.

Test Data Entry		×
Cardno	001	
Department	Support	
Lastname	Honeydew	
Firstname	Patricia	
Signature		
Image)
	New OK Cancel	

• Insert the field \rightarrow logo.

Use the \rightarrow *Browse* button to select the drive and path of the logo file.



An example of a completed card is shown here and can be printed, provided a suitable printer is connected and configured. Refer to the IDCardX manual for printer details.



If the box "Print card back" is ticked in the start screen, a second layout (as described before) can be created for each card type. In this example, both sides of the card will be printed.

• Save the defined layout

Select *file* \rightarrow Save *ID-card layout.* A user defined path and filename can be entered. However, it is recommended that the default settings are used.

Start ConfigurationManager

(see section 16.2.3)

Lock program (Shift + F1)

This function is used for preventing unauthorized access. The program will not be exited but only blocked. The login screen is displayed. To continue, **the same user** must relogin. He / she can continue working exactly where the program has been blocked.

If a new user logs in, the program is loaded completely new with standard settings (or the new users profile). This happens also when the first user logs in afterwards.

Relogin (Ctrl + F1)

not active in the demo version

Exit The program is quit.

Edit: Cut (Ctrl + X), copy (Ctrl + C, paste (Ctrl + V)

Any range of data selected in the operation window can be cut (Ctrl + X), copied (Ctrl + C) and/or pasted (Ctrl + V) anywhere within the program.

- View: The functions that are available here are used for showing/hiding the list and/or detail window.
- Help: The two menu items Info and Licence Information provide information about the program version installed and the licence used.

	neywell
V.P.S IQ	IQ VPS Version SIAVP.00.0V04.01
Copyright ©	2004-2006 by Novar GmbH

		_ 🗆
-Customer Henry Happy Customer's license 52, Tickford Street GBMK16.9 Newport Pagnell		
-Constructor		
Dave Doorstrike Access Control Systems 24, Bletcham Way GBMK1 1 Milton Keynes		
Phone +(44)-(1908)-640404 Fax +(44)-(1908)-640405 E-Mail D_D@DD.com		
Fax +(44)-(1908)-640405 E-Mail D_D@DD.com 	1 00 1000 1 4074405	
Fax +(44)-(1908)-640405	I-1-80-1230-1-4274425 2147483647	
Fax +(44)-(1908)-640405 E-Mail D_D@DD.com 		
Fax +(44)-(1908)-640405 E-Mail D_D@DD.com -Options Full Version Max. Cards	2147483647	

15.3.2 Further functions

There are additional buttons / functions in the detail window. The basic functions of the buttons is described in chapter 2.5. Here there are some more meanings:

	Front side	Back side	-Organisation		
	Last name	Smiley	Department	··· no assignment ···	•
	First name	Cheryl	Cost centre	no assignment	•
			Working group	no assignment	•
	ID card no.	11	Function		
		0	ImportID		
> ×	Version	-	mporte		
• 🗵	Version Card coding	· · ·	Vehicle registration		

15.3.2.1 Add data records

New data records can be created directly in IQ VPS. In general, the procedure is similar to the creation of persons described in chapter 5. After saving, the records created here do exist in IQ MultiAccess as well (in the location IQ VPS is allocated to, and in the global personnel master file). They can be continued processing there.

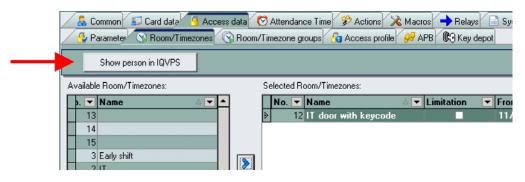
15.3.2.2 Delete data records

The selected data record will be deleted (after confirmation to delete it). In IQ MultiAccess the allocation of the location will be deleted from the personnel record, which means, the person is no longer available in the location it was allocated to. In the global personnel master file the record will be kept.

15.3.2.3 Show IQMA RTZ assignment

This button switches directly to the \rightarrow room/timezones tab of the \rightarrow personnel master file. Here the access authorizations of the person can be edited according to chapter 5.1.

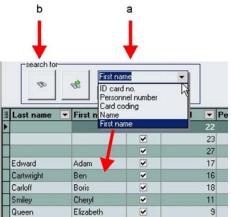
Pressing the button → Show person in IQ VPS returns to IQ VPS.



15.3.2.4 Search / Sort

Select a search/sort criterion (a) and press the search button (b) to search / sort the data records.





If an input is made in the search criterion field, the data records will be sorted according to the search criterion selected and the required data record (if existing) will be viewe after pressing the **search** button .

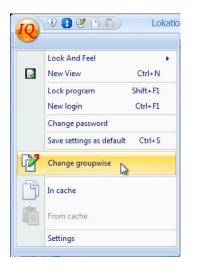
Card layout Print front side encode card Encoding Mode Eject Car search for	d First nar]	 ✓ ✓ ✓ ✓ 	Za Front side Anne Last name Last name Lilly ID card no. 12 Card coding Card coding
Last name Edward	First na A	Valid ▼ ID Card ✓	✓ Pe ▲ 27 17		V . p . s
Cartwright	Ben	✓	16	1	Video Print Systeme
Carloff	Boris	 ✓ ✓ 	18	<	
Smiley	Cheryl	~	11		
Queen of England		v	9		
Peel	Emma	~	2		
Anderson	Fred	v	30		
Flopp	Freddy	v	4	U I	
Carille	C		25		

Using the continue search button			the next data record corresponding to the search criterion will be
displayed.			I
Example:	Search:	Display	no, input = 3 s data record with id card no. 3. s data record 30, 31, 32 etc. (if existing).

16. Change groupwise

Modifications concerning more than one data records can be carried out globally.

Example 1: The cost center of a certain department changes. If you proceed as follows you do not have to carry out the modification for each member of this department individually:



- Click on the \rightarrow IQ symbol.
- Select -> Change groupwise.

- Select the individual personnel records in the list window and shift them into the **Data record selection**.
 - Select the individual records and assign them with the D button.
 - Select several individual records while pressing the Ctrl key and assign them with the D button.
 - Select individual records from to while pressing the Shift key and assign them with the E button.
 - The 🖼 button is used for assigning all records.
 - Make the relevant grouping by department already in the list window (see Chapter 13) and assign this selection with the 🖻 button.

Logdata TR 🔺	Last	name	First name	Valid	ID data ca	r Personnel ID	Cost center	Working gr	Department	Zone	
Logdata IACP	Frida	y	Erna	V		2	Organisatio		Purchasing	Neutral	
Organizations Time tasks	Happ	yday	Fritz	V		6	Organisatio		Purchasing	Neutral	
Data import/export	Mond	lay	Andy	V		1	Administrat		Warehouse	Neutral	
Infolog	> Sund	ау	Paul	V		10			100	Neutral	
Change protocol	Sonn	tag	Andrea	V		11				Neutral	
Operators	News	day	Paul			15				Neutral	
Locations	Sund	ay	Mary			3	- 444		2227	Neutral	
Usitor data		Data s	et selection		Data carrier ent ID Las	Access control da		1	el ID Message	•	
			>	46	46 Sun	day Mary		3			
Room/Timezones calendar b	4			38	41 Nev	sday Paul		15			
				22	26 Son	ntag Andrea		11			
	1 🔀			21	13 Sun	day Paul		10			
Key Depot Plans		>									
Salto plans Salto Devices		1									

• Enter / select the current data (cf. Chapter 5) and mark the assigned fields, then activate checkbox Change.

Logdata TR	-	Last	name	First name	Valid	ID data car	Personnel ID	Cost center	Working gr	Department	Zone	
Logdata IACP		Frida	у	Erna	V	2		Organisatio		Purchasing	Neutral	
Organizations Time tasks		Нарр	yday	Fritz	V	6		Organisatio		Purchasing	Neutral	
Data import/export		Mond	ay	Andy	V	1		Administrat		Warehouse	Neutral	
Infolog		> Sund	ay	Paul	V	10					Neutral	
Change protocol		Sonn	tag	Andrea	V	11				<u>222</u> 7	Neutral	
Operators		News	day	Paul	V	15					Neutral	
Locations		Sund	ay	Mary	V	3					Neutral	
	=	÷	En	itry status		0						
- 🛞 locking-cylinder weekly plans		*	En	nployment				P	ersonalblatt dru	cken		
Key Depot Plans		_		Entry date				-		Select p	orint template	
Salto plans Salto Devices				Leaving date				-				
Doors			Or	ganization								
Dogdata AC				Department	no	assignment		+ ×				
- 🔂 Logdata TR		ß		Cost center	4 = A	dministration		• ×				
- 🖌 Logdata IACP												



Only fields for which → Change is activated will be changed. It is not enough to simply modify the contents of the field.

Tabs Relays, Macros, IDCU (if existing), Room/timezones and Room/timezone groups include the additional options add, exclusive and delete.

		• Add	 exclusive 	⊖ Delete]
Add:	The modific setting).	ations of this tab v	will be added to the existin	g data of the persons select	ed (factory
Exclusive				plied to the persons selected. The data of other tabs are no	•
Delete:	The data fo	r which the Change	checkbox is activated will b	be deleted for the persons se	lected.
	ave F = m cordingly.	odifications are ac	cepted and acknowledged	The correction was done witho 4 Records were changed.	ut any error.

The → Data set selection displays the modifications or an error message with a possible reason.

	ID	Parent ID	Last name	First name	ID data car	Personnel ID	Message
>	22		Sonntag	Andrea	11		Dataset changed.
	38		Newsday	Paul	15		Dataset changed.
	46	46	Sunday	Mary	3		Dataset changed.
	21	. 13	Sunday	Paul	10		Dataset changed.

• You exit this program part by selecting again → Change groupwise or simply selecting another part of the file dialog window.

	Ŷ	
\angle	•	

Data loss possible!!

To remove data records from the selection use data records from the selection use \mathbb{M} .

If *is* used instead, the records will be deleted completely out of the database and not removed from the selection!

Please note the corresponding confirmation:

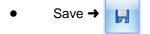
Warning!

Gnfirm	ation
?	III A T T E N T I O N III This function will delete all selected data sets from the main database!
	To remove selected data sets use the arrow buttons.
	Are you sure to delete all selected data sets ?
	Yes

In order not to delete the data records by mistake, -> Cancel is pre-defined.

Example 2: Persons are to be allocated to another location. This groupwise changing must be done **generally location independent** and can only be done by the superuser.

- Select the general personnel data (location independent).
 - Groupwise changing, select persons as shown in example 1.
 - Change data.



Example 3: Print personnel sheet of multiple persons (cf. chapter 5.2). Select persons according to example 1, activate **Print person sheet** in the **Common** tab.

● Save →



Exit groupwise changing

You exit this program part by selecting again \rightarrow Change groupwise or simply selecting another part of the file dialog window.

16.1 Work with cache

Modifications concerning only one personnel data record can be carried out easily.

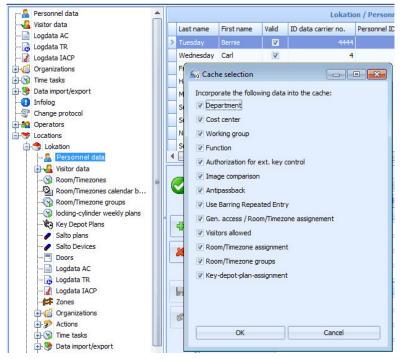
- Example: An employee comes new in a Department. He should get the same access permissions as an existing employee. This assignment can be carried out simply and conveniently when proceed as follows:
- In the list window, select the relevant personnel record whose data is to be copied (source).



● Click on the → IQ Symbol.

Select → In cache or

click with the left mouse button on the symbol → In cache i at the quick-start bar.

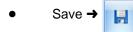


 Select the required data to copy in the dialog window → Cache selection with the checkboxes and confirm with → OK.

- In the list window, select the relevant personnel record, the copied data is to be assigned (target).
 - Click on the → IQ Symbol.

Select -> From cache or

• click with the left mouse button on the symbol -> From cache 🔲 at the quick-start bar.



17. Import/Export

This function permits importing/exporting personnel data from/to other systems. Also visitor data can be imported or exportet from IQMultiAccess.

The data of the transfer file are /have to be saved in ASCII format. The transfer file to be imported must be stored in directory IQ_MULTIWIN\SERVICES\IMPORT of the server. The export file is stored in directory IQ_MULTIWIN\SERVICES\EXPORT of the server.

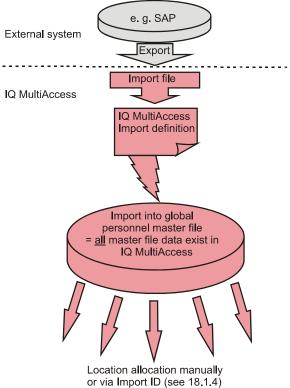
The import/export function can either be done manually or automatically via a time task (cf. chapter 11 = Scheduler/time tasks).

17.1 Data import

17.1.1 General requirements

For importing data, IQ MultiAccess must know the structure / sequence of the individual fields of the data records in the import file. This information is specified in an import definition. Data can be imported from any system. For this purpose, it is possible to create a separate import definition for each import file. Create own import definitions for visitor data, because some other field definitions are adapted on the visitor data.

- Example: For starting work with IQ MultiAccess, personnel data are to be imported from an external system (e.g. SAP application of Human Resources).
- Export the data in ASCII format from the external system and make these data available on the IQ MultiAccess Server.
- Create an import definition according to the record structure of the import file (see section 17.1.2). Important when data are transferred for the first time:Option → Create new data records must be active (see 17.1.2).
- Manual, global data import (above location level) has the effect that all personnel data exist in the global personnel master file of IQ MultiAccess (see 17.1.3).
 Assignment to the locations can be made manually or automatically via an import ID for the location (see 17.1.4).



• Updates which do not contain any new data records but only modifications of existing data can be made directly in the individual location via an → scheduler (see Chapter 11). For this purpose, it is enough to make the import file available on the server. The rest is carried out automatically via the corresponding scheduler. Option → Create new data records in the import definition can be deactivated.

17.1.2 Import definition / import definition visitor data

17.1.2.1 Common tab

📑 Doors		The first takeover of data					
📄 Logdata AC		Common Field definition	Common Field definition Infolog				
🙀 Logdata TR		Start manually					
🛃 Logdata IACP							
- 🚅 Zones		Name	The first takeover of data				
🛨 👩 Organizations							
+ 🌮 Actions		Import filename	Demoimport_1.txt				
🕀 🛐 Time tasks	· 🗶	Primary identification field	Import ID	•			
😑 💝 Data import/export			20.02				
		Var.length with separat	tor	Separator ;			
😓 Import definition visitor		Used chars		Import options			
- 🤧 Export definitions		Comment char	#	Create new data sets			
		and a second	"				
	- 0	string surrounded by		Delete file after import			
	≡ Ø			E Log Import			
📅 Controllers/Terminals							

Any number of import definitions may be created. A new import definition is created via the insert function

Depending on the structure of the file to be imported, the following definitions of fields, separators, comment characters and delimiters are possible:

Name: Description of the import file selected (e.g. data from program xyz).

Import file name:

Enter the name of the file to be imported (e.g. Pers_Data_POS.K00 or visitor_factory_tour.txt). The pathname is not entered. The file is stored in directory IQ_MULTIWIN\IQ_SERVICES\IMPORT of the server.

Primary identification field:

This field defines by what the data records to be imported are to be identified in case of an update if the records already exist in IQ MultiAccess. The following options are available for selection: Import ID for global and location-related imports (18.1.3, 18.1.4), card no. and personnel number for only location-related imports. This field **must** be available for the field definition (see 18.1.2.2), otherwise the import process is aborted. There is only the import ID available for visitors import definitions.

Variable length with separator:

This field must be activated if the individual fields of the file to be imported are separated by a particular character. This also activates the separator field. The individual separator must be entered into this field. If the data of the import file are not separated by a character, this field remains inactive, the actual length is entered in the \rightarrow Field definition tab.

Separator:

Enter the character which separates two fields (e.g. ";"). This field is only active if field **Variable length with separator** has been activated, otherwise the individual fields will be identified by their length.

Comment character:

Characters used to mark lines that serve as comments only and are not to be imported (e.g. # import of 23.06.2007; in this case, the **#** character would be the comment character, the text "Import of 23.06.2007" would be ignored).



The comment character must be the first character of a line. The entire line up to CR/LF is ignored.

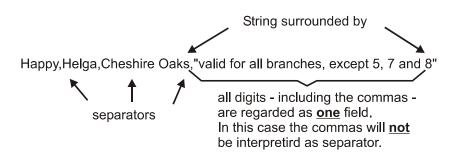
ф

String surrounded by:

Characters used to mark a string consisting of several fields. This string is treated as **one** field for the import (e.g. "valid for all branches"; in this case, the " character would be the character surrounding the string, the text "valid for all branches" would be imported).

This character is required particularly in cases where a character otherwise used as separator is now within a string.

Example:



Create new data records:

If this field is activated, new data records are generated from the imported data in IQ MultiAccess, provided that these records do not yet exist. If the field is not active, only the existing data records are modified. Data records of the import file that do not exist in IQ MultiAccess are ignored.

Delete file after import:

If this field is activated, the import file is deleted from the directory of the server when the import has been completed. Otherwise, it is saved as backup file with date/time in the file name in directory IQ_MULTIWIN\IQ_SERVICES\IMPORT\DONE of the server. The user / administrator should check and clean up this directory from time to time, otherwise it will be filled unnecessarily with many old backup files.

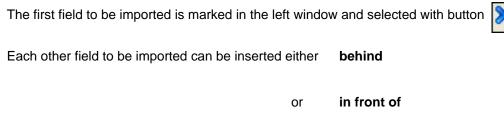
Log import:

This function is not available for the time being.

17.1.2.2 Field definition tab

The sequence of the individual fields within the ASCII import files as well as additional information concerning the individual fields are defined here. These depend on the type of the individual field. Depending on the chosen definition of import / import definition for visitors are different field definitions available.

Available Fields			Selected	Fields				
NAME		1	Import	field	further	[,] data	Default value	
Nationality	4	· 📌	Last name 1		0-0//			
No. of children			First name 1		0-0/	0-0//		
Phone number			Data carrier default code Default data carrier num Personnel ID Date of birth		0-0// 0-0/ 0-0//		0	
PIN								
> Place of birth								
Profession								
Religion		-						
Residence								
Import field	1-0	Cattions						
		Settings		-			-	
er.no.	6	Fix lengt	n	10	÷ I	Min.value	01/01/0001	*
lame	Date of birth	Default v	alue	01/01/0001	÷.	Max. value	01/01/0001	*
ype	Datumswert					Date Format		1





the field that is marked.

Change sequence

The sequence of the individual fields must be identical with the sequence in the import file. The position of individual fields within the list is corrected with the arrow up/down buttons. The field that is marked is shifted by one position up or down with each click on the button.

Field information

Depending on the **field type**, different additional information is required which is not recognized and copied automatically (grey highlighted and not to be modified) but must be entered manually.

Dummy field	This field is used for all cases where the field in question of the import file is to be ignored. It is the only field that can be selected any number of times. All other fields are available for selection only once.
	A dummy field can be used for any field type. Manual entry of additional information is not required, except for field Fix length if field Variable length with separator in
	the → Common tab is empty.

Field type: string of characters

Fix length:

Depending on the setting of field Variable length with separator in the \rightarrow Common tab, the length of the field selected is entered.

Minimum length:	Enter the minimum number of characters that the field must / may comprise. If the content of a field is too short, it is ignored and automatically replaced by the → Default value.
Maximum length:	Enter the maximum number of characters that the field must / may comprise. The rest is truncated at the end.
Default value:	Enter a value which is used if the field content of the import file is empty (see also 17.1.4).
Insert in front/behind:	Enter a value or characters which is/are to be inserted in front of / behind the field selected.
Auto-Generate:	If active, \rightarrow department, \rightarrow cost center and \rightarrow work group will be automatically created and allocated to the corresponding person, if they exist in the import file but not in IQ MultiAccess. If this box is inactive, department, cost center and work group will neither be created nor allocated to the person.

Field type: numerical value

Fix length:	Depending on the setting of field Variable length with separator in the → Common tab , the length of the field selected is entered.
Default value:	Enter a value which is used if the field content of the import file is empty or does not correspond to the defined \rightarrow Minimum/maximum value (see also 17.1.4).
Minimum value:	Enter the minimum value that the field must / may have. If the value of this field is smaller than the minimum value, the \rightarrow Default value is used automatically.
Maximum value:	Enter the maximum value that the field must / may have. If the value of this field is greater than the maximum value, the \rightarrow Default value is used automatically.

Character for grouping digits:

Enter a character that is used for grouping digits within the ASCII import file.

Example:	no entry = 1234
-	" " (space) = 1 234
	" . " = 1.234

Field type smaller than numerical value

In contrast to the numerical value, the values here have the size of one byte max. (0 - 255).

Fix length:	Depending on the setting of field Variable length with separator in the → Common tab, the length of the field selected is entered.
Default value:	Enter a value which is used if the field content of the import file is empty or is smaller than 0 or greater than 255 (see also 17.1.4).

Field type: date value

Fix length:	Depending on the setting of field Variable length with separator in the →
	Common tab, the length of the field selected is entered.

Default value:	(is opened by c	the defined \rightarrow date format or select one via the calendar slicking on the arrow) that is used if the field content of the mpty or outside the \rightarrow min. / maximum value (see also
Minimum value:	one via the cal	num (earliest) date in the defined → date format or select endar (is opened by clicking on the arrow). If there is a the field of the import file, the → Default value is used
Maximum value:	via the calenda	num (latest) date in the defined \rightarrow date format or select one r (is opened by clicking on the arrow). If there is a greater eld of the import file, the \rightarrow Default value is used
Date Format:	This field define import file.	es the format that is to be used for transferring the date in the
	Examples:	 With separator: Y.M.D. (in capital letters) Y = Year, M = Month, D = Day. They can be used in any order. The length does not have to be defined, it results from the separator (in the example "."). Without separator: ddmmyyyy mmddyy

They can be used in any order. Each small letter represents one digit of the date of the import file.

Field type: Time value

Fix length:		the setting of field Variable length with separator in the → the length of the field selected is entered.
Default value:	(is opened by	the defined \rightarrow time format or select one via the calendar clicking on the arrow) that is used if the field content of the empty or outside the \rightarrow min. / maximum value (see also
Minimum value:	one via the ca	num (earliest) date in the defined → time format or select lendar (is opened by clicking on the arrow). If there is a in the field of the import file, the → Default value is used
Maximum value:	via the calenda	mum (latest) date in the defined \rightarrow time format or select one ar (is opened by clicking on the arrow). If there is a greater ield of the import file, the \rightarrow Default value is used
Time Format:	This field define import file.	es the format that is to be used for transferring the time in the
	Examples:	With separator: HH:MM or HH:MM:SS (in capital letters = 24 hours display) hh:mm or hh:mm:ss (in minuscles = 12 hours display) The length needs not be defined, it results of the separator digit (in the example ":").

Without separator: hhmmss hhmm HHMMSS HHMM Each letter represents one digit of the time of the import file.

Field type: value list

On the basis of the value entered in the import file, this field type is used for the assignment of master data to the location to which the data to be imported are allocated. Used for automatic assignment of location and/or room/time zones. See the examples of section 17.1.4.

Fix length:		he setting of field Variable length with separator in the → the length of the field selected is entered.
Default value:	Enter a value th also 17.1.4).	nat is used if the field content of the import file is empty (see
Exclusive:	allocated will b	this value will be allocated. All values that are already be ignored and/or removed. If this field is not active their additionally allocated.
	Example:	The default value of the room/timezone allocation is to be set to 1, the field exclusive is inactive.
		Result:
		If the field assigned room/timezones of the import file is empty, a person will be automatically assigned the room/timezone "1".
		As the field exclusive is inactive, the room time zone(s) of the import file will be added to the persons's already allocated room/timezones.

Field type: Boolean value (true/false)

This field type can be used for defining true (= yes) / false (= no) statements.

Assignment of values:	yes:	j, J, y, Y, 1
	no:	all other values

- **Fix length:** Depending on the setting of field **Variable length** with separator in the \rightarrow **Common** tab, the length of the field selected is entered.
- **Default value:** If this field is activated, the default value **yes** is used if the field in the import file is empty or has another value than yes (see above).

User-defined fields



All user-defined fields (see 5.1) are only transferred as strings (\rightarrow Field type: string of characters).The format is not checked.

17.1.3 Execute import

It is generally possible to execute a data import

- → per location
- → globally (optionally with automatic location assignment)
- → automatically via an → scheduler (see Chapter 11)



The import of personnel data and visitor data is done in the same way. When import the visitor data, relevant field functions exist only for visitors.

17.1.3.1 Manual import

For test purposes or for a single data import, the button \rightarrow manual start in the \rightarrow Common tab can be pressed. This function starts the import once and is available per location and globally.

17.1.3.2 Global import

For global imports, there is the additional field **Assigned locations**. This field is used for assigning data records automatically to one or several locations during the import (see also \rightarrow Field type: value list and 17.1.4).

On the basis of the \rightarrow Import ID that was previously defined (see also 17.1.2, Primary identification field), it is checked whether the data record in question already exists or not. If yes, it is only updated; if not, it is created if the import option \rightarrow Create new data records is activated (see also 17.1.2.1).

•

Example with Import ID as primary identification field:

Common Field definition	n Infolog	The first takeover of da	ata
		Start manually	
Name	The first takeover of data		
Import filename	Demoimport_1.txt		
Primary identification field	Import ID		
Var.length with separat	or	Separator	;

)	Select Import ID as primary identification
	field in the Common tab of the import
	definition.

Available Fields	
NAME	
Handicap	
Image	
Mport ID	
Last name 2	
Last name +First name	
Leaving date	
License plate	
Marital status	

Include field Import ID into the list of fields to be imported in the Field definition tab of the import definition (observe sequence of the import file).

	Wednesday, Ca
Common Data carrie	er Access data Attendance time 🌮 Actions 🔀
🎯 Operationally data	🕯 🎱 Name / Address 🛛 🌇 Personnel data 🛛 🍕 Free
Name	
Last name	Wednesday
Last name 2	
First name	Carl
First name 2	
Organization	
Entry date	07/10/2014 🗸
Leaving date	•
Personnel ID	
Department	2 = Sales department - ×
Cost center	3 = Organisation / Development 👻 🗙
Working group	no assignment 👻 🗙
Function	
Import ID	A-Bd/Fb
Controller group	·

If there is a personnel master record with an identical import ID as in the import file, this record is updated. Otherwise it is created with the import ID of the import file (for option active see 17.1.2.1).

Since the data record already exists when the next import is made, it will then only be updated.



If the primary identification field is not found in the import file, the data record is newly created if required. Field Import ID remains empty or it is set to a default value.



If field Import ID is not included in the list of fields to be imported that has been selected, the entire import process is aborted.



A log or error list is not available for the time being. Only the start of the program will be logged in \rightarrow Infolog (cf. 13.2.2) After an import, you should generally check whether the program has been carried out and terminated correctly. This can be seen in the Event Viewer (Start \rightarrow Control panel \rightarrow Administrative tools \rightarrow Event viewer \rightarrow double click on the application). The imported data should be checked and, if necessary, corrected manually after an import.

17.1.4 Automatic assignments

Automatic assignments can be made via an \rightarrow Import ID.

Possible assignments are: Automatic assignment of locations (only for global imports). Automatic assignment of room/time zones (for global and location-related imports).

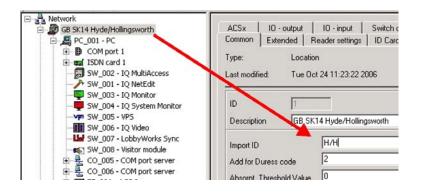
- **Example:** Assign room/time zones. The corresponding field in the import file contains e.g. the number "2". That means that the room/time zone with the import ID "2" is to be assigned to the data record during the import.
- **Important:** The room/time zone "2" does not necessarily have to be the room/time zone with the import ID "2". Already when planning and defining room/time zones, care should be taken to assign the same numbers and import IDs to the same room/time zones in different locations.



If the import is not carried out in a location but in the global master data, it is possible to assign data records to certain locations with this field type (see also 17.1.3).

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17.1.4.1 Assignment of locations



In the Common tab in the installation program IQ NetEdit, an import ID of the location can be entered as it is available in the import file e.g. town abbreviations like "H/H" = Hyde/Hollingsworth, "Ch" = Chester, "Lo" = London etc.

If field **Assigned locations** is defined as import field for global import (above location level) in IQ MultiAccess, each data record is not only imported into the global master data but it is also automatically assigned to the location with the relevant location import ID. This corresponds to the same principle as for entering personnel data (see Chapter 5).

Personnel data	1						globa	/ Import defi	nitions: Occ	upancy 1			
🔏 Visitor data		Name	Valid	Filena	ame	Prim	ary ID-field	var. length	Separator	Comment char	String char	New sets	delete file
Logdata AC		> The frist take	eover	Demo	import	Defa	ult Personn.	. 🔽			:	V	
👌 Logdata TR			in the second second			1.111			6				
👔 Logdata IACP													
Organizations													
- 🧬 Departments													
🙇 Cost centers													
🔐 Working groups													
Time tasks													
Data import/export													
- 🐣 Import definitions													
😓 Import definition visitor													
	=												
Export definition visitor		4											
Infolog								-	takeover of	1.1			
^p Change protocol			mald a	definition In				The frist	takeover of	data			
Operators					olog								
Locations		Ava	ailable Fields				Selected Fi	elds					
		N	AME				Import fi	eld		further data	D	efault value	
		₽ > □	ummy-field		-	-	> Assigned	locations			н	H,K,B,S,BL	
🖃 y Visitor data			ssigned room/t	timezone group	s II	_	K						
			ssigned room/t			24							
Visitor cards		A		unezones		_							
			ost center										
- Room/Timezones calendar b		D	ata carrier cod	ling									
- Room/Timezone groups			ata carrier def	ault code									
- R locking-cylinder weekly plans		D	ata carrier IS-	Code									
- CA Key Depot Plans			ata carrier nun	nher	-	₽							
- 🖉 Salto plans		I (C)	ata carrier vali	100									
- 🖉 Salto Devices					_								
- Doors		D	ata carrier vali	id to	-								
- Dogdata AC		Im	ort field					Settings					
- 🔒 Logdata TR			202020900						_				
- 🖌 Logdata IACP		Ser.r	10.	1				Fix length	10		Default valu	e HH,K,	B,S,BL
Zones		Name	e	Assigned	ocations			Min.length	0		insert before		
		Туре		String									
		1 ypc		song				Max. length	0		insert behind		
Time tasks													

If "*" is entered as **Default value**, the data record is assigned to **all locations** if the field in the import file is empty.

Data which are imported in one location are automatically assigned to the location where the import takes place. An assignment of locations as described above is **not** possible on location level.

17.1.4.2 Assignment of room/time zones

If field **Assigned room/time zones** is defined as import field for global import (above location level) in IQ MultiAccess, the room/time zone(s) with the relevant import ID are assigned to each data record.

Example:

Data import/export Import definitions Mort definition visitor	•						101			Þ
Export definitions Export definition visitor Infolog		Con	mmon Field defini	tion Infolog			The frist tak	eover of data		
-Stange protocol			ailable Fields			Selected	Fields			
+ M Operators		N	NAME		-	Import	field	further data	Default value	
- 🤝 Locations			Dummy-field	^	*	> Assign	ed room/timezones	0	1,2,5	
Control Lokation Control Lok			Assigned locations Assigned room/timez Cost center Data carrier coding Data carrier default (Data carrier IS-Code Data carrier number Data carrier valid fro	code :	×					
Salto plans		Imp	nport field				Settings			
Doors		Ser.	.no.	1			Fix length	10		÷
📄 Logdata AC		Nam	ne	Assigned room/tim	ezones		Default value	1,2,5		
🙀 Logdata TR 🛃 Logdata IACP		Туре	e	Value list			exclusive			

Excerpt from the import file:

...Happy,Helga,Cheshire Oaks,2,AW-15...



In this case, the room/time zone with import ID "2", in this example corresponding to room/time zone 1 = main entrance, would be assigned to this data record.

Locations Lokation A Personnel data		Common 📃 Do	or definition	Controler assignment	Authorized persons	Authorized visito	rs 🔀 Macros
H Visitor data		Room/Timezone no.	1 Name	Purchasi	ng department 1	Import ID	
		AC-Function	Normal operation			- CS1 Relay 1	ACS1 Relay 2
Room/Timezones calendar b	•	Time range A			00010203040506	5070809101112131415	161718192021222324
	2	📝 Tr 1 valid	v 06:00	- 18:00	- հղողողություն	ունունունունունունունուն	
- 🯟 Key Depot Plans		📃 Tr2 valid	★ 14:00	- 17:00	·		
Salto plans Salto Devices		Mo 🛛	Tu 🔽	We 📝 Th	Fr	🗖 Sa 📃 Su	Ho

If this field is empty, the default value entered in \rightarrow Field definition will be used for the data record. In our example, that would be the room/time zones with the import ID 1, 2 and 5.



In case of a global import, these two import IDs could be used for assigning data records to their location and, within the location, for assigning room/time zones to the data records.

17.1.4.3 Fields used in common

The fields described here are used in step 1 and 2:

- Fix length: Depending on the setting of field Variable length with separator in the → Common tab, the length of the field selected is entered.
- **Default value:** input of one or several values, seperated by comma, to be used if the field of the import file is empty, e. g. "1,2,3,6,9". Each number represents a room/timezone of the corresponding location. The input "*" allocates all room/timezones of a location. Location IDs are to be entered as a list, e. g. "H/",Lo,Ch" in the field**Allocated locations** (cf. 17.1.4). The input "*" allocates the individual data record to all locations.
- **Exclusive:** If active, **only** this room/timezone or location will be allocated to the person. All the other room/timezones that are already allocated will be removed of the person. If this field is not active the room/timezones and/or location(s) will be additionally allocated.

17.1.4.4 Assignment of non-existing fields

The fields must generally be defined in the sequence of the import file. Fields that do not exist in the import file but are required in IQ MultiAccess can be set automatically to default values. These fields must be added at the end of the list so that the default value is inserted.

	Selected Fields				
	Import field	all	Width	further data	Default value
S	Cost center	10	10	0-0//	
	Entry date	20	10	/	
	Function	30	10	0-0//	
	> Default Worki		10	0-0//	
	Default Depar	. 50	10	0-0//	
-					
₽					
		r			
Settings ix length			Default value		
ettings	10		 Default value insert before 		

In our example, the data are available in the import file and are imported with the contents of the individual fields. Data which do not exist in the import file, treated as follows: The corresponding fields were added at the end of the list and are therefore set up with their default values in IQ MultiAccess.



We generally recommend to check that the data are complete and correct after an import.

17.1.5 Special hints

Delete character: If this field is used in the field definition, make sure that the \rightarrow **Default value is** <u>not</u> <u>activated.</u>

Reason: Only if the actual delete character is available will it be interpreted as **true** and the data record will be deleted. If the default value were activated, exactly the opposite would happen. For all data records without the delete character, the delete IDs would be interpreted as **true** by default - and thus these records would be deleted.

- **Field definition PIN:** This field in the field definition allows you to export all existing PINs of a location. To use this field definition, it must be enabled by the installer in IQ NetEdit.
- **Number fields:** Various fields contain numbers or combinations of numbers and letters/special characters referring to values of the individual location.

Example department: The import file e.g. has the entry "7a". During import, department "7a" is assigned to the individual location in the master data file. Depending on the location, this number may be different. Standardized designations for all locations are therefore advisable.

The same principle applies to cost centers, marital status, room/time zones, etc.

17.1.6 Examples:

The use of a global or location related import depends basically on the organization of the individual company and its transformation by locations.

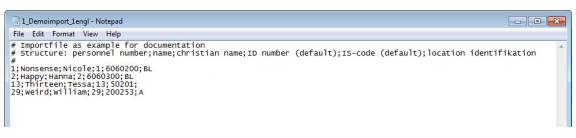
A global import is always suggestive when personell data of the complete company are administrated at a central place (e. g. Human Recorces department), and the locations are several sites of this company.

If locations are used to represent another company structure (e.g. several companies within the same building), the file imports have to be done in each of the corresponding locations, as a collective data bank does not make sence.

17.1.6.1 Initial data transfer (the example shows a global import)

Already existing personnel data are to be transferred to IQ MultiAccess via input of a file with the following structure:

Personnel number, name, christian name, ID number, card coding, location identification.



• Create a global import definition accoring to the example below:

Personnel data	^				global /	Import defi	nitions: Occupar	ncy 1			
Visitor data		Name	Valid	Filename	Primary ID-field	var. length	Separator	Comment char	String char	New sets	delete file
Logdata AC	>	The frist takeover	V	Demoimport	Default Personn	V		3 #		V	
🔒 Logdata TR			_	and the second s	The second se						
👔 Logdata IACP											
Organizations											
- Pepartments											
- 🚡 Cost centers											
👔 Time tasks											
Data import/export											
-😓 Import definitions											
🤔 Import definition visitor	4										
🔶 Export definitions						The friet	takeover of data				
Export definition visitor	1	Common	Field definitio	n Infolog		The man	takeover of data				
] Infolog			nelo dennio	in Initiog							
Change protocol						5	tart manually				
Operators		Name		The frist takeove							
Locations		-		The mist takeove	er of data						
🗎 🌍 Lokation	• L	Import filena	me	Demoimport_1.t	xt						
		Primary iden	tification field	Default Personn	el ID						
🖨 🍇 Visitor data		28 Primary iden									
		Var.lengt	h with separa	tor		Separator	;				
	-	Used chars			Im	ort options					
				1		100 / 100 * 100 / 100 / 100					
Visitor cards		7									
Visitor cards		Comment cha	ar	#		Create new data	13663				
Visitor cards		Comment cha		#		elete file after					

Common Field definition Infolog		The frist takeover o	f data		
Available Fields		Selected Fields			
NAME		Import field	further data	Default value	
> Dummy-field	1	Default Personnel ID	0-0//		
Assigned room/timezone groups	2	Last name 1	0-0//		
Assigned room/timezones	258	First name 1	0-0//		
Cost center		Default data carrier number	0-0/	0	
Data carrier coding		> Assigned locations	0		
Data carrier default code					
Data carrier IS-Code					
Data carrier number					
Data carrier valid from					
Data carrier valid to					

• After the global import, all four data records of our import file exist in the global personnel master file.

- 🧟 Personnel data	4				Firma B /	Personnel data	Occupancy 4		
		Last name	First name	Valid	Personnel ID	IS-Code	Department	Cost center	Working gro
Logdata AC		Nonsense	Nicole	V	1	996099			
- Cogdata TR		Нарру	Hanna	V	2	6060300			
Grganizations	0.00	Thirteen	Tessa	V	13	50201			
- Peparlments]=]								

• Additionally, both of the personnel records with the location identification **BL** exist in the location with this identification. This identification must be defined in IQ NetEdit.

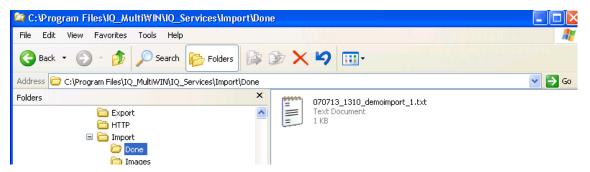
🖹 🤔 Data import/export	-				Firma	B / Personnel	data: Occupancy	5		
		Last name	First name	Valid	ID data carrier no.	Personnel ID	Department	Cost center	Working group	Z
Infolog		Nonsense	Nicole		3					
- Change protocol		Нарру	Hanna		4		7729	775	1.000	
Derators										
Stocations										
🗄 🧊 Lokation										
🕂 🌍 Firma A										
 → Firma B → A Personnel data → A Visitor data → A visitor data → A com/Timezones 										

The record without a location identification is not allocated to any location as this is not possible without a location identification. The record with the location identification **A** is also not allocated to a location as no location with the import identification **A** exists.

After the import the import directory is empty.

😂 C: 🏽 rogram Fil	es\IQ_Mult	tiWIN\IQ_S	ervices\Import					
File Edit View	Favorites	Tools Help						
G Back 🔹 🕥	- 🏂 🖌	Search	Polders	Ģ	≥ × ∽ 💷			
Address 🛅 C:\Progr	am Files\IQ_M	MultiWIN(IQ_	5ervices\Import					💌 🄁 Go
Folders			×	:	Name 🔻	Si	e Type	Dat
	🛅 Export		~		🛅 Images		File Folder	10/7
	🛅 НТТР				Done		File Folder	7/13
	😇 Import							
	🛅 Don	e						
	🦳 Ima	aes						

A copy of the import file with including date and time in its original filename is in the directory Done.

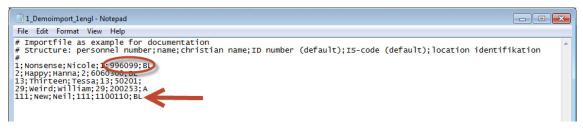


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In the global import definition the **default values** should be used (e. g. default card coding). If only the field **card coding** is used in the globa import definition file, indeed the card coding will be transferred to the location when the record is allocated to the location, but in the global personnel master file the field **default card coding** remains empty.

17.1.6.2 Modifications

The import file is to be modified as follows:



- 1. Personnel number 1 gets a new card with another coding.
- 2. Personnel number 111 is to be added.

A **global** import causes a modification/new creation of those two personnel numbers only. All the other persons will not be changed.

Personnel data	-				Firma B /	Personnel data:	Occupancy 4		
		Last name	First name	Valid	Personnel ID	IS-Code	Department	Cost center	Working grou
Logdata AC	-	Nonsense	Nicole	V	1	996099			
Logdata IACP		Нарру	Hanna	V	2	6060300			
Grganizations		Thirteen	Tessa		13	50201			
	=	> New	Robert	V	1111	48059			

Data import/export	12	· · · · · · · · · · · · · · · · · · ·	-		o / · c. some	data: Occupancy	41 (J.)	12	4
Import definitions Export definitions	Last name	First name	Valid	ID data carrier no.	Personnel ID	Department	Cost center	Working group	
	Fröhlich	Franziska	V	2	2			1	
Change protocol	New	Robert	V	111	111				
- Magazina Operators	Unfug	Rainer	V	1	1	776	7776	1000	
Stocations	Nonsense	Nicole	V	3		1112	1112	1222	
El Cokation	Нарру	Hanna	V	4					
🕂 🛟 Firma A 🖃 🛟 Firma B	Thirteen	Tessa	V	13	13	2227	222		
Personnel data	New	Robert	V	5					

Modifications that concern only one location can be done directly in the location. The example below displays a modification of of the card coding from 6060200 to 996099 for personnel no. 3 in the location. Whereas the default value in the global personnel master file remains unchanged.

Scotions				Nonsen	se, Nicole	: PersNo. 1, Data ca	rrier3		
🗄 😭 Firma A		Common Data o	arrier Access data	Attendance time	P Actio	ns 🔀 Macros	Logdata AC	🔒 Logdata TR	Infolog 4
🖨 🚭 Firma B		Data carrier	U			Validity			
Personnel data		Number	3		÷	Start date	21/05/2015		
Weitur data Network		Version	0		÷	End date	31/12/2025		,
- 👰 Room/Timezones calendar b		IS-Code	5050200	10		End Time	23:59		,
- 🚱 Room/Timezone groups - 🥒 Salto plans	. 🗶	10 0000		arch by coding		🔲 ID card will be	swallowed after exp	piration	
Calto Dovicos		C Replacement b		and of county		Salto			
Doors		E Replacement b	auge		;	SVN undate interv	al 1		

All locations will be (re)set to the default values of the global personnel master file by clicking the button \rightarrow **Synchronize locations** which exists only in the global master file.

			Nonsense, Nicole
🕀 🏫 Operators		Common Data carrie	Access data Attendance time 🦻 Actions
🖃 😽 Locations		Data carrier	u <u>u</u> <u>u</u> <u>u</u> <u>u</u>
🕀 😁 Lokation			
🕀 🌍 Firma A		Number	3
🖨 🧙 Firma B	-	Version	0 ‡
😑 🔬 Visitor data	X	IS-Code	996099
			Search by coding
		Replacement badge	
		Replacement badge	
🖓 Room/Timezones calendar b		PIN	
		New York Street	****
Salto plans	ത	Numerical sequence	
Salto Devices			Get suggestion

Use: If one of the staff members, who is authorized to several locations, has lost his/her ID card and gets a new one, this modification will be done in the global personnel master file. This modification will automatically be updated in all locatations the employee is allocated to by clicking the button → Synchronize locations. They need not be done manually in all the locations the employee is allocated to.

17.1.6.3 Import images

Images used in the personnel master file can also be imported. The image files (*.JPG or *.BMP have to be in the directory ...\IQ_MultiWin\IQServices\Import\Images

	II → IQ_MultiWIN → IQ_Services → Import → Images	٩
Organize 🔻 Include in library 💌 Sha	re with 🔻 Slide show New folder	H • 🗍 🔞
Certs / Cylinder Download en Export HTTP Import Done Done Images	È Hanna E Nicole E Tessa E William	
2_Demoimport_1engl - Notepad		
File Edit Format View Help		
<pre># Importfile as example for docu # Structure: personnel number;na # Structure; Nonsense;Nicole;1;996099;BL;1; 2;Happ;Hanna;2;6060300;BL;1;Han 13;Thirteen;Tessa;13;50201;0;Tes 29;weird;William;29;200253;A;0;W</pre>	me;christian name;ID number (default);IS-code (default);location iden Nicole.iog	ntifikation ^

The image definition must be at the corresponding position of the field definition table.

vailable Fields			Selected Fields		
NAME			Import field	further data	Default value
First name 2	*	*	Default Personnel ID	0-0//	
First name +Last name		2	Last name 1	0-0//	
Function			First name 1	0-0//	
General authorization			Default data carrier num	0-0/	0
Handicap			Data carrier default code	0-0//	
ImportID main data entry			Assigned locations	0	BL
Last name 2		-	> Image	0-0//	

While importing, the image files are stored with consecutive numbering in the directory

...\IQ_MultiWin\IQ_Clients\IQ_MultiAccess\binData

The export (see chapter 17.2) only writes the file names of the files to be exported (according to the designation of the directory...\bindata) into the export file.

17.1.6.4 Deleting

Data records to be deleted must be marked by the **Del char** field.

1_Demoimport_1engl - Notepad	
File Edit Format View Help	
<pre># Importfile as example for documentation # Structure: personnel number;name;christian #</pre>	nai
<pre># " ; Nonsense; Nicole; 1; 996099; BL 1 2; Happy; Hanna; 2; 6060300; BL 1 13; Thirteen; Tessa; 13; 50201 0 Tessa. jpg 29; weird; william; 29; 200253; A 0 william. jpg 111; New; Neil; 111; 1100110; BL 0 Neil. jpg </pre>	
TIT, New, NeTT, TIT, TIOOTIO, BL, O NETT. Jpg	

In the field definition the del character is a \rightarrow **boolean value**, which means the content of the field may either be 1, j, J, y or Y in order to fulfill the condition as "true". All other values will be interpreted as "false" and the record will not be deleted.

Available Fields				5	Selected Fields				
NAME				Import fie		ld	d furthe		Default value
> Dummy-field		*		Default P	ersonnel ID	0-0	11		
Assigned room/timezone groups		2		Last name	2 1	0-0	11		
Assigned room/timezones		1000		First nam	e 1	0-0	11		
Cost center		<		Default d	ata carrier num	0 - 0	1	0	
Data carrier coding		«		Data carr	ier default code	0-0	11		
Data carrier IS-Code				Assigned	locations	0		BL	
Data carrier number		₽	>	Del char					
Data carrier valid from 🗸		-							
Import field		T	Setting	s					
Ser.no.	7		Fix leng	th		10	ċ	Default value	
lame	Del char		Min.len	gth		0	ċ	insert before	
ype	String		Max. le	natł	1	0	*	insert behind	

The **default value** box must not be activated (see chapter 17.1.5).

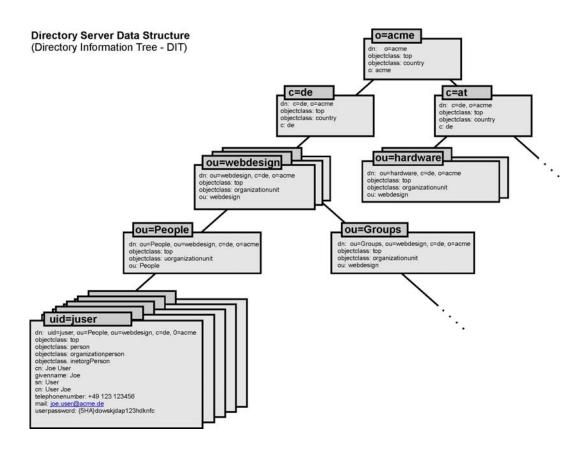
17.2 Data import via LDAP-Interface

17.2.1 Definition¹⁵

The **Lightweight Directory Access Protocol (LDAP)** is an application protocol for querying and modifying directory services (a hierarchic database distributed among the network) running over TCP/IP.

LDAP-Directory

The data structure of a LDAP directory is given by a hierarchic tree with roots, branches and leaves. The root (*root*, *suffix*) is the top data object, under which the higher structures branch out.



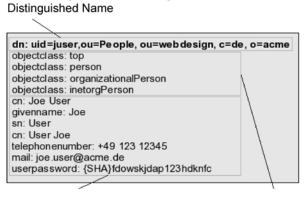
Example:

If an LDAP directory called <u>ACME</u> is used in a company, the organization can be defined as root: o=acme.

Persons can be deposited in branches below this root: ou=Persons,o=acme

Groups can be deposited in other branches below the root: ou=Groups,o=acme

Directory Server Entry



User Reference Data

Schema definition of entry

The directory labels are called LDAP *objects*. Each object belongs at least to one, but normally to several classes. So for the data of a person, his/her e-mail-address and his/her passwords, there are for instance not three objects required, instead the same object belongs to three classes. In the example they could be calles person, inetOrgPerson and posixAccount.

For further detailled informationen see e. g. Wikipedia.

17.2.2 Appliance of the LDAP-Client

Requirements:

DotNet 2.0 incl. latest ServicePack A network user with appropriate access authorizations to the data of the LDAP directory.

class organisation.

To avoid an arbitrary data organisation, each LDAP

directory uses an individual standardized and if necessary

extended structure. The structure is defined by the

schema used. An LDAP schema defines object classes

with their attributes each, as e. g. the class person or the

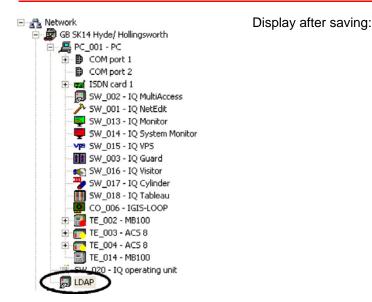
The LDAP client is automatically included with the server installation of IQ MultiAccess. For LDAP import, the software IQ MultiAccess must be inserted directly at the locations in IQ NetEdit¹⁶. The name may be changed to LDAP import. The entry of a server identification is mandatory.

ile Edit View ?	
🗏 Euž 🧹 🕂 💘 🖳 🖗	
Metwork GR SK14 Hyde/ Holingsworth GR SW_002 - 12 MultiAccess SW_001 - 10 NetEdit SW_015 - 10 VPS SW_016 - 10 Vistor SW_017 - 10 Cylinder SW_017 - 10 Cylinder SW_018 - 10 Tableau GC_006 - IGIS-LOOP TE_003 - ACS 8	Common Type: IQ MultiAccess Last modified: Fri Sep 04 01:44:37 2009 ID Description LDAP Auto logout 5 Identification 1 Active
TE_004 - AC5 8 TE_014 - MB100 SW_020 - IQ operating unit	Cancel Apply

16

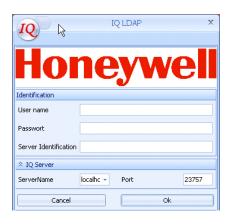
Reason: The LDAP client is logged in as IQMA. IQMA can only be logged in once per workstation. A corresponding error message would be displayed, when starting LDAP with active IQMA and the other way round.





Start the program by double-click of the file **IQLDAP.EXE** in the directory

...\Program Files\IQ_MultiWIN\IQ_Services\LDAPImp



Input of user name, password and server identification according to IQMA standard.

User interface:

10			IQ LDAP	P Client – 🗖 🔊				х
<u> </u>								
LDAP Server				LDAP Login				
Server				User				
Port	389 9	SL		Password				
LDAP search								
Container								
Search filter								
	Reread schema	a and data			Reread data			
Field selection Data				A				
LDAP attributes		Evaluate	Destination field	Default value		Parameter		ור
Import								
Location	GB SK14 Hyde/	Hollingsworth		Global import				
Primary identification field				Unknown data entries	leave 👻 New	data entries		
Import data								

User Manual - IQ MultiAccess

Required entries:

Server: IP-address of the LDAP s	server.
----------------------------------	---------

Port: Port number of the LDAP server (default 389).

- **User:** Name or combination of characters of the user with access authorizations to the LDAP files in the format he/she is created in the network (e. g. global\A458771-Smith).
- **Password:** Above mentioned user's password, he/she logs into the network.

Recommendation: Do not activate any restrictions of the duration of validity of the password, as otherwise no automatical import via action or scheduler will work any longer after expiration of the validity. Create a separate user for the LDAP client, as this information inclusive the password will be saved in the individual settings (details later on).

Container: Input of the file structure according to the previously briefly mentioned hierarchy wherefrom data are to be imported to IQMA.

Search filter: Input of an object category to be used for filtering.

Read in data

Click button -> New read in schema and data to load data from the directory entered above.

The Data tab displays all data in the sequence of the source database.

IQ LDAP Client						- >				
LDAP Server					LDAP Login			~		
Server			7			User global\e298826				
Port		389	SSL		Password		***			
LDAP search										
Container		ou=GE87,o	ou=Regional,ou=EMEA,dc=	global,dc=ds	,dc=honeywell,dc=c	:om				
Search filter		(objectCat	egory=Person)							
		Reread sch	ema and data				Reread	data		
Field select	tion Data									
lastLogoff	instance	Type stre	etAddress	1 🔺	sAMAccountType	deliver	AndRedirect	ou	lo	c 🔺
0	4	Joh	annes-Mauthe Strasse 14	Albstadt	805306368	FALSE		Scheduling	0	
0	4	Joh	annes-Mauthe Strasse 14	Albstadt	805306368	FALSE		Research and Development	0	
0	4	Joh	annes-Mauthe Strasse 14	Albstadt	805306368	FALSE		Research and Development	0	
0	4	Joh	annes-Mauthe Strasse 14	Albstadt	805306368	FALSE		Scheduling	0	
0	4	Joh	annes-Mauthe Strasse 14		805306368	FALSE		ISS	0	
0	4		annes-Mauthe Strasse 14		805306368	FALSE		Research and Development	0	
0	4	Joh	annes-Mauthe Strasse 14		805306368			Scheduling		
0	4	Joh	annes-Mauthe Strasse 14	Albstadt	805306368			Apprenticeship		
0	4		annes-Mauthe Strasse 14		805306368	FALSE		Production	0	
0	4	Joh	annes-Mauthe Strasse 14	Albstadt	805306368	FALSE		Research and Development	0	-
•									•	
Import										
Location		GB SK14 Hy	de/ Hollingsworth		- Global import					
Primary iden	tification field			,	- Unknown data en	tries	leave 👻	New data entries		V
				Imp	ort data					

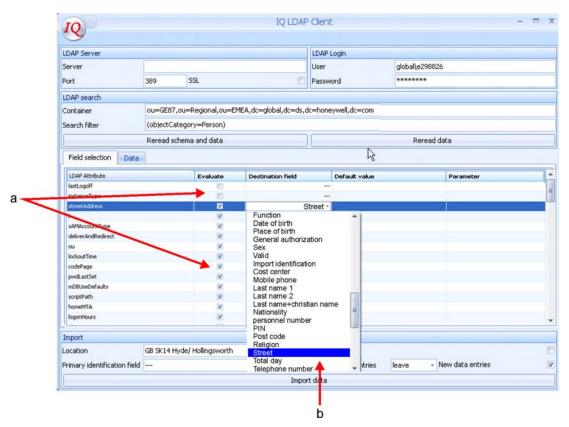
The adjustment of the window size and the navigation (e.g. via scroll bars) corresponds with Windows standard. Sorting and filtering in the individual columns correspond with the descriptions of the chapter "List handling" (cf. chapter 13.1.3).

Use the button → Refresh data to update the data displayed. Data should be refreshed before starting the import to IQMA.

Select data

Enter input definitions in the Select fields tab:

- Whether a database field is to be interpreted or not.
 Find out the entries of a database field in the **Data** tab.
 Fields **not** marked for interpretation are **not** displayed in the **Data** tab.
- Which field of the IQMA database corresponds to the selected field of the source database. In the example below the content of the field **streetAddress** is to be transferred to the field **Street** of the IQMA database. After the import the corresponding field of the personnel master file is filled.



Depending on the nature of the IQMA field to be filled entries / selections in the columns **Default value** and **Parameter** are possible. They depend on the individual field types and correspond to the descriptions of the import definitions / **Field definition** tab (cf. chapter 17.1.2.2).

Special conditions with Microsoft Active Directory (MSAD): The LDAP attributes

- "UserAccount Control" can be assigned to the IQMA field "valid" resp. "Master record valid" and
- "Account Expires" to the IQMA field "Default data carrier date of validity" resp. "Data carrier date of validity" with MSAD.

At the time the above mentioned information are **fixed values** of IQ LDAP. A future version will provide an more flexible application.

Import definitions

In order to import the data correctly into IQMA, some settings are required (corresponding to the standard import, cf. chapter 17.1.3).

Import in a certain location (1) or globally (2). Both options are mutually exclusive.

Primary identification field 🚺 NAME 🕅 NAME 🛛 New data entries	
	7 🗸
GB SK14 Hyde/ Hollingsworth GB BN457 Brighton t data	/
GB ST 119 Stoke-on-Trent GB YO325 York/Strensall GB S93 Sheffield/Attercliffe Site with cylinder doors mifare	2

Select a primary identification field (cf. chapter 17.1.3).

Import		
Location	GB SK14 Hyde/ Hollingsworth	*
Primary identification field	personnel number	+
	ImportID main data entry	
	Default personnel number	N

How to handle unknown data records (data records existing in IQMA, but not in the import file)? Per default they will remain unchanged in IQMA.

Unknown records	leave
	leave
	inactive
	Delete

Create new data record if a person does not exist in IQMA? (factory setting: active).

New records

Save definition

In order to prevent creating these definitions again and again for each import, they can be saved and reloded at any time according to Windows standard. The corresponding menu opens by clicking the **IQ** symbol.

1-	10			IQ LDAP Client			- = x
	Look And Feel 🕨			LDAP Login			
	Load			User	global\e298826		
2 🔶	Save 38	9 SSL		Password	******		
1	Container ou	=GE87,ou=Regional,	ou=EMEA,dc=gl	obal,dc=ds,dc=honeywell,dc=	com		
	Search filter (o	bjectCategory=Perso	1)				
	Re	re Save As				2 🛛	
	Field selection Data	Savein	C LDAPImp		🔽 🧿 🎓 💷 •		
	LDAP Attribute lastLogoff instanceType streetAddress I sAMAccountType deliverAndRedrect ou lockoutTime codePage pwdLastSet mDBUseDefaults screbPath	My Recent Documents Desktop My Documents	Cade Can				
	homeMTA logonHours Import	My Computer					
3 —	Losotion GD		File name:	default	~	Save	
	Primary identification field	My Network	Save as type:	Ldap files (*.ldap)	~	Cancel	V
		-		Import data		111	

In this connection the login parameter (user, password, server identification) will be saved as well. The configuration files must be saved in the directory

...Program Files\IQ_MultiWIN\IQ_Services\LDAPImp

if they are intended for using automatic imports via actions or schedulers. This directory is suggested by default.

Run an Import

Recommendation: For testing whether all parameter have been entered correctly, a manual import with subsequently data check should be done.

Click the → Transfer data to IQ button. Depending on the amount of data records, the import may last some minutes. During this time the Transfer data to IQ button remains yellow, all other other functions of IQLDAP are locked.

Automatic operation

The data import can be executed via an action **Execute program** (cf. chapter 10.11) or scheduled (cf. chapter 11). Select **Start external program** as task. In both cases the start parameter must be **IQLDAP.EXE <filename>.LDAP**. <filename> stands for the name of the file the field and import definitions are stored (cf. save definition).

Name Expirat.Time [hh:mm]	LDAP import 00:03
executable file Path Parameter	C:\Program Files\IQ_Multi\Win\IQ_Services\LDAPImp\IQLDAP.EXE My_company_1.LDAP

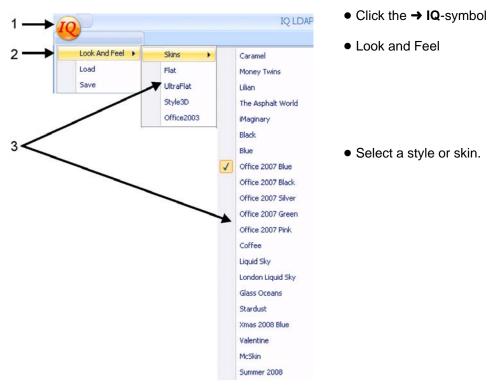
Example for scheduled task:

-Task			
Start external program on server	-	Path	C:\Program Files\IQ_MultiWin\IQ_Services\LDAPImp\IQLDAP.EXE
		Parameter	My_company_1.LDAP

With automatic import via actions / scheduled tasks the IQ_LDAP client must not be started manually on the same workstation.

Individual adjustment

This function allows a selection between several layouts.



The layout will automatically be saved locally (not in the user profile!).

The next program start activates the last settings, no matter which user logs in.

Example for action:

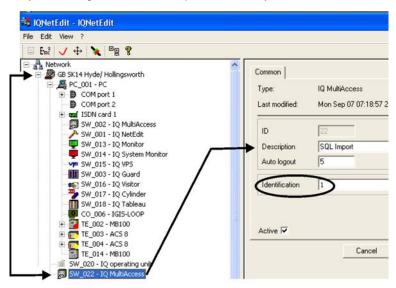
17.3 Data import from SQL databases

This function allows to import data from existing SQL databases to IQ MultiAccess.

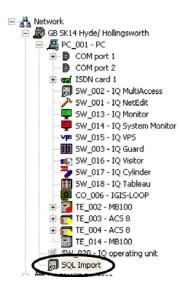
Supported databases:	Firebird
	Microsoft SQL
	Oracle

Requirements: DotNet 2.0 incl. latest ServicePack

The IQSQL client is automatically included with the server installation of IQ MultiAccess. For IQSQL import, the software IQ MultiAccess must be inserted directly at the locations in IQ NetEdit¹⁷. The name may be changed to IQSQL import. The entry of a server identification is mandatory.



Display after saving:



17

Reason: The IQSQL client is logged in as IQMA. IQMA can only be logged in once per workstation. A corresponding error message would be displayed, when starting IQSQL with active IQMA and the other way round.



Start the program by double-click of the file IQSQL.EXE in the directory

...\Program Files\IQ_MultiWIN\IQ_Services\SQLImp

IQ	:	iq sql		x
Ho	ne	y	W	ell
Identification				
User name				
Password				
Server Identificatio	n			
☆ IQ Server				
ServerName	localhc 👻	Port		23757
Cancel			Ok	

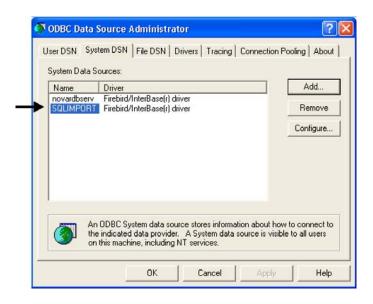
Input of user name, password and server identification according to IQMA standard.

User interface:

IQ	IQ SQL Client – 🗖 🗙					x				
SQL search									 	
Table										
DB Type	Firebird									Ţ
ODBC										-1
User										
Password										
	Reread schema	and data				Rerea	ad data			
Field selection Data										
Field name		Evaluate	Destination field	Def	ault value		Pa	arameter		71
Import										
Location	GB SK14 Hyde/ H	Hollingsworth	*	Global import			Delete :	source data		
Primary identification field			•	Unknown rea	cords	leave	 New re 	cords		
			Impor	t data						

Required entries:

- **Table:**Name of the table within the database to be imported. It is recommended to create a separate table
for the data to be transferred.
- **DB Type:** Select one of the database types available by clicking the line or the field \checkmark
- **ODBC:** Enter the ODBC driver of the selected database. To find select Start → Control Panel → Administrative Tools → Data Sources (ODBC) → System-DSN.



User: User name of source database.

Password: Password of source database

Recommendation:

Do not activate any restrictions of the duration of validity of the password, as otherwise no automatical import via action or scheduler will work any longer after expiration of the validity. Create a separate user for the SQL import client, as this information

inclusive the password will be saved in the individual settings (details later on).

Read in data

Click → New read in schema and data button to load data from the directory entered above. The Data tab displays all data in the sequence of the source database.

IQ			IQ SQ	L Client			- = 3
50L search							
able	SQLIMPORT						
ЭВ Туре	Firebird						
DBC	SQLIMPORT						
lser	NOVARUSER						
assword	****						
	Reread schema	and data			R	eread data	
Field selection Dat	a						
Christian name	Name	Pers.no.	Coding	Card type	Location	Room/time zones	Phone
Horacio	Darkwing	00245	00254568790021	1/0	01	1,2,3	+448 25 25 61
Samantha	Darling	51889	00005000005152	1/5	01,02	general authorizati	+446 23 84 75
Frederic	Fronkensteen	00057	09004151100000	3/6	03	1,6,8,10	+448 85 44 75
Molly	McKinley	00102	00152000842001	1/0	01	1,2,9	+448 11 59 71
Victoria	Cullen	66001	00210551000154	1/0	01	1,5	+448 44 77 61
Brenda	Norton	00215	00202400001105	1/4	02	1,2,5	+448 51 24 60
Fiona	Earthman	06066	00060066066606	1/2	06	1,6,9,11	+448 66 66 06
Patric	Peel	08150	00000120200001	2/0	02	1,2,5	+446 83 21 7
Horacio	Darkwing	00245	00254568790021	1/0	01	1,2,3	+448 25 25 61
Samantha	Darling	51889	00005000005152	1/5	01,02	general authorizati	
Frederic	Fronkensteen	00057	09004151100000	3/6	03	1,6,8,10	+448 85 44 75
Molly	McKinley	00102	00152000842001	1/0	01	1,2,9	+448 11 59 71
Victoria	Cullen	66001	00210551000154	1/0	01	1,5	+448 44 77 61
Brenda	Norton	00215	00202400001105	1/4	02	1,2,5	+448 51 24 60
Fiona Patric	Earthman Peel	06066 08150	00060066066606	1/2 2/0	06 02	1,6,9,11 1,2,5	+448 66 66 06 +446 83 21 7
						-1-1-	
mport	[]]]]						
ocation	GB SK14 Hyde/ H	Iollingsworth		- Global import		📃 Delete source data	
rimary identification fie	ld			 Unknown records 	leave	 New records 	
			Imp	ort data			

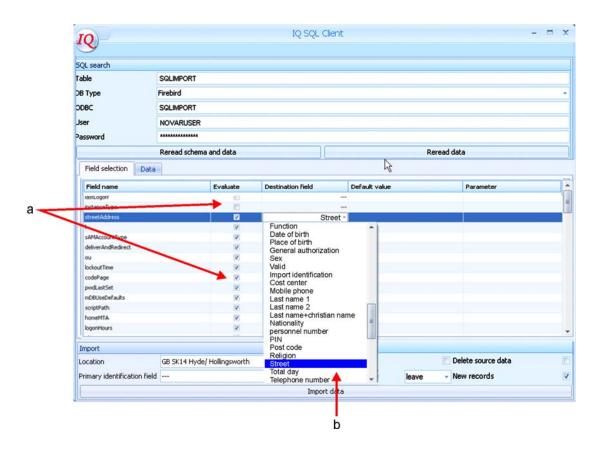
The adjustment of the window size and the navigation (e.g. via scroll bars) corresponds with Windows standard. Sorting and filtering in the individual columns correspond with the descriptions of the chapter "List handling" (cf. chapter 13.1.3).

Use the button → Refresh data to update the data displayed. Data should be refreshed before starting the import to IQMA.

Select data

Enter input definitions in the Select fields tab:

- Whether a database field is to be interpreted or not.
 Find out the entries of a database field in the **Data** tab.
 Fields **not** marked for interpretation are **not** displayed in the **Data** tab.
- Which field of the IQMA database corresponds to the selected field of the source database. In the example below the content of the field **streetAdress** is to be transferred to the field **Street** of the IQMA database. After the import the corresponding field of the personnel master file is filled.



Depending on the nature of the IQMA field to be filled entries / selections in the columns **Default value** and **Parameter** are possible. They depend on the individual field types and correspond to the descriptions of the import definitions / **Field definition** tab (cf. chapter 17.1.2.2).

Import definitions

In order to import the data correctly into IQMA, some settings are required (corresponding to the standard import, cf. chapter 17.1.3).

Import in a certain location (1) or globally (2). Both options are mutually exclusive.

Location	GB SK14 Hyde/ Hollingsworth	 Global import 	Delete source data	
Primary identification field			leave 🖊 - New records	2
1	GB x14 Hyde/ Hollingsworth BB BN457 Brighton GB 5T 119 Stoke-on-Trent GB Y0325 York/Strensall GB 593 Sheffield/Attercliffe Site with cylinder doors mifare	t data 2		

Select a primary identification field (cf. chapter 17.1.3).

Import	
Location	GB SK14 Hyde/ Hollingsworth 🗸
Primary identification field	Personnel number 🗸 🗸
	Import ID
	Data carrier no
	Personnel number

How to handle unknown data records (data records existing in IQMA, but not in the import file)? Per default they will remain unchanged in IQMA.

Unknown records	leave
	leave
	inactive
	Delete

Delete source data after import? Per default this option is not active. It should only be activated if it is for sure that those data are stored in a separate transfer table and deleting them will not have any influence on other applications.

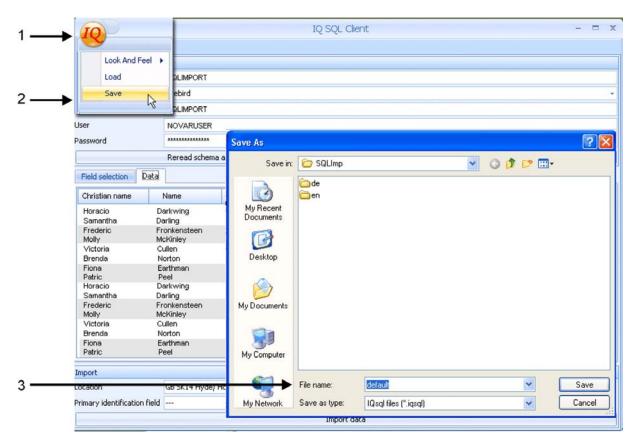
Delete source data	

Create new data record if a person does not exist in IQMA? (factory detting: active).

New records

Save definition

In order to prevent creating these definitions again and again for each import, they can be saved and reloded at any time according to Windows standard. The corresponding menu opens by clicking the \rightarrow IQ symbol.



In this connection the login parameter (user, password, server identification) will be saved as well. The configuration files must be saved in the directory

...Program Files\IQ_MultiWIN\IQ_Services\SQLImp

if they are intended for using automatic imports via actions or schedulers. This directory is suggested by default.

Run an Import

Recommendation: For testing whether all parameter have been entered correctly, a manual import with subsequently data check should be done.

Click the → Transfer data to IQ button. Depending on the amount of data records, the import may last some minutes. During this time the Transfer data to IQ button remains yellow, all other other functions of IQSQL are locked.

Automatic operation

The data import can be executed via an action **Execute program** (cf. chapter 10.11) or scheduled (cf. chapter 11). Select **Start external program** as task. In both cases the start parameter must be **IQSQL.EXE <filename>.IQSQL**. <filename> stands for the name of the file the field and import definitions are stored (cf. save definition).

Name Expirat.Time [hh:mm]	SQL import 00:03
executable file Path	C:\Program Files\IQ_MultiWin\IQ_Services\SQLImp\IQSQL.EXE
Parameter	automatic.iqsql

Example for scheduled task:

_Task		
Start external program on server 📃 💌	Path	C:\Program Files\IQ_MultiWin\IQ_Services\SQLImp\IQSQL.EXE
	Parameter	automatic.iqsql
L		



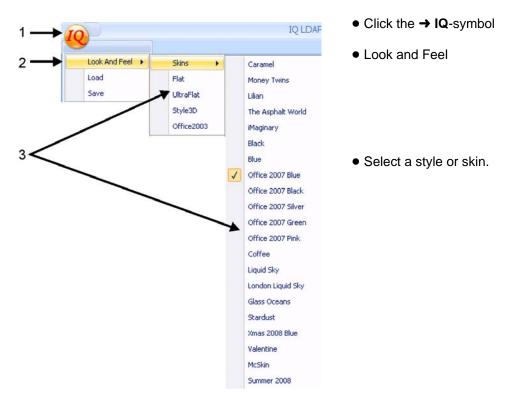
With automatic import via actions / scheduled tasks the IQ_LDAP client must not be started manually on the same workstation.

Possible SQL errors are logged in the file Errorfile.txt in the directory

...Program files\IQ_MultiWIN\IQ_Services\SQLImp.

Individual adjustment

This function allows a selection between several layouts.





The layout will automatically be saved locally (not in the user profile!) The next program start activates the last settings, no matter which user logs in.

17.4 Data export

Basically, data export corresponds to data import. Depending on the chosen definition of export / export definition visitors are different field definitions available.

Differences:

• The export file is stored in directory:

IQ_MULTIWIN\SERVICES\EXPORT of the server, according to the field definition.

- no import ID
- The -> Common tab provides fewer definition options.

Data import/export More definitions	0	Common Field definition Infolog	
Mport definition visitor Export definitions Export definition visitor		Start manually	
- Infolog	4	ame Exportdefinition 3	
		xport filename All members	
Operators	8	variable length with separator	
		ight justified	
🕂 🌧 Firma A		eft justified	
🕀 🧊 Firma B	H	right justified	
🔄 🗇 Firma C	ß		

- Within a location a → filter field exists.
 Here a → user defined field (cf. chapter 5.1 and installation instructions P32205-26-0G0-xx), which is defined as a checkbox can be selected. In this case, only the data records with this checkbox active will be exported (e. g. all colleagues using a parking lot).
- The records to be exported can either be arraged left justified or right justified in the export file. The remaining digits will be filled with spaces.
- The individual fields do not provide any additional information, such as minimum/maximum length, default value, etc. The actual field content is exported.
- Delete identification (Del char.) of person and/or location allocation (not for visitor export)

Running an export, normally the currently existing data records will be written into the export file. Due to this, personnel records that have been deleted in IQ MultiAccess since the last export will remain in the target system. By defining a field (e. g. the personnel no.) which is used as identification for deleting, the target system can be told which records have been deleted in IQ MultiAccess and therefore have to be deleted in the target system as well.

The definition of this field must be done in the installation program IQ NetEdit (cf. Installation instructions P32205-26-0G0-xx).



The field \rightarrow del char must be selected in the field definitions.



For list export to other formats (Excel, TXT, HTML, XML) please see chapter 13.1.3.

18. Guard module IQ Guard

This option enables (individually or in combination):

- The image of a person booking displayed at any workstation (web-cam required).
- In addition, a reference image deposited in the personnel master file.
- Manual release or blocking of the corresponding door.
- Personnel check via random generator

IQ MultiAccess supports several camera models of AXIS. The camera can be connected via Ethernet:

• with a 1:1 Ethernet cable to any network connection of the network.

or

• with a crossed over Ethernet cable directly to a computer with a local ethernet connetor.

Preconditions:

• A camera must be connected and configured in working order.



For this we refer to the installation instructions of the manufacturer.

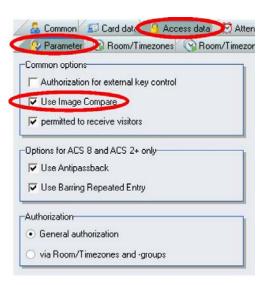
• A camera must be created (right-click on → location → insert → controllers/terminals → webcam) and configured (Common tab of the camera and input of an FTP-Port in the → Global settings) in the installation program IQ NetEdit (cf. installation instructions P32205-26-0G0-xx). These entries must be conform with the camera settings.

The software **→ IQ Video** must be inserted at a workstation and switched active.

In the door configuration of the corresponding door, a camera and the software IQ Video must be selected (→ Multi eye AC / Image compare / ATR tab).

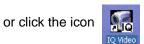
Optionally, **display only** can be selected.

• The box **Use image compare** must be active for the person(s) in IQ MultiAccess (= factory setting).



A reference photo is useful and recommended (cf.chapter 5.1).

Operation: Select → Start → (all) programs → IQ MultiAccess → IQ Guard



Video Login	
	neywell
Jser:	Try: 2 from 3
Password	
Server: ocalhost	•
dentification:	
dentification:	Cancel

Enter user, password and server identification according to chapter 1.

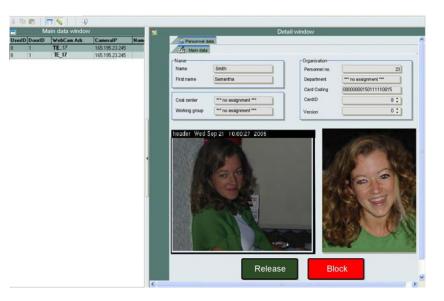
If no booking is made, an empty user interface is displayed:

File Edit View Help	
X 🗈 💼 🧮 💊 🤄	
🖬 Main data w indow	Detail Window
UserID DoorID WebCam Adr. CameralP Nam	

The functions window size, menue and symbol bar apply to chapters 2.2, 2.3 and 2.4.

If a booking is made at a corresponding door, the information of the ID card is displayed as a list in the main data window on the left side.

The detail window displayes detailled card data and the live image of the camera and - if existing - the referece photo of the person allocated to this ID card.



Now the doorkeeper can either use one of the buttons release or **block** to open the door or not.

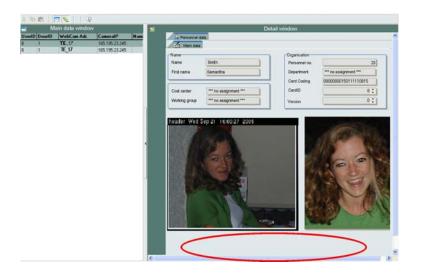


Till now the door remains closed and the reader is in basic condition (yellow LED on). This behavior is the same even if the program is not started!

券 🖻 💼 │ 📻 💊 │ 🕘 च Main data window								
UserID	DoorID	WebCam Adr.	CameralP	Nam				
8	1	TE 17	165.195.23.245	Smit				
1	1	TE 17	165.195.23.245	Mag				
12	1	TE_17	165.195.23.245	Carl				
14	1	TE 17	165.195.23.245					
7	1	TE_17	165.195.23.245	Mill				
2	1	TE_17	165.195.23.245	For				

If there are sevaeral persons booking one after the other, they will be processed sequencially (queue in the list window).

If the field **→ Display only** is active in IQ NetEdit, the buttons **release** and **block** will not be faded in. The live image and the reference photo will be displayed, but the door will automatically be released if the ID card is authorized.



If the \rightarrow check option is activated in IQ NetEdit, a check prompt depending on the settings in % of the bookings is displayed. The door remains closed for the person to be checked, even if "display only" is set in IQ NetEdit. In addition a relay can be activated (e. g. siren, strobe). The event is logged as "check person" (booking code 255).



19. Visitor Management / IQ Visitor

This program section can be used to create visitor ID cards with individual access authorizations and allocate them to external persons for the duration of their visit. When using an absorption reader, the visitor ID cards can be retained after expiring or generally when leaving the company premise.

In general, the creation of the data required is similar to chapter 4 = room/timezones and chapter 5 = personnel data. The evaluations correspond to chapter 13. Additionally there can directly be switched to the program section IQ VPS to create and print ID card (cf. chapter 15).

Due to this we hold to the essential part and refer to the corresponding chapters.

19.1 Preparations in IQ MultiAccess / IQ NetEdit

- Allocate the software **Visitor module** to the corresponding location / workstation in IQ NetEdit (cf. installation instructions P32205-26-0G0-xx, chapter 6.3 = software). At least one user must have rights for this software (cf. chapter 12 = operators and installation instructions P32205-26-0G0-xx, chapter 8 = operators).
- Define in the personnel data of IQ MultiAccess who is allowed to meet visitors.

0	Common Data carrier Access data	 → Personnel data → Access data → Parameter:
4	Common options Ext. controlling allowed Use Image Compare Permitted to receive visitors	Only those persons are available in IQ Visitor. The authorization to meet visitors can also be done via → groupwise changing (cf. chapter 16).

• Similar to personnel ID cards, access authorizations must be allocated to the visitor ID cards. This will be done via room/timezones.

The security concept of IQ MultiAccess allows the creation and administration of room/timezones and room/timezone groups in the essential access control software only. The creation of room/timezones is described in chapter 4.

There can be allocated:

- any room/timezones (via IQ MultiAccess only)
- room/timezone groups which are released for the visitor management (via IQ MultiAccess and/or IQ Visitor).

Any room/timezone can be allocated or there can be created individual visitor room/timezones.

The example shows a room/timezone visitor selling agents with the showroom door allocated:

Common 📃 🕻	oor definition	Controler	Visitor Age	nt : No. 12 uthorized persons	- 🌜 Authorized visit	ors 🔆 Macros
Room/Timezone n AC-Function	o. 12 Name Normal operation		Visitor Agent	>	Import ID	C ACS1 Relay 2
Time range A				000102030405060	7080910111213141	5161718192021222324
	v 08:00	- 16:0	- 0C	իսվուկուկուկուկո	التباييات التباييا بيايتيا يتبا	<mark>ավակակակակակակակ</mark>
Tr1 valid	00.00					a presidente a construction de la construction de
Tr1 valid Tr2 valid	★ 14:00	- 17:0	• 00			

7 Locations							Visitor Agent : No. 12					
Cokation		Comn	non 🤇 📃 Door definition 📄	Controle	as	signm	ent 🛛 🤱 Authorized person	ns 🛛 🔬 Auth	orized vi	sitors	X Mac	OS
Personnel data		Avai	ilable Doors:	1	S	electe	d Doors:					
- Room/Timezones		No	o. Name			No.	Name	outs	inside	armed	disa	contro
Room/Timezones calendar b	4		1 DR_001 - Door 1Sale		>	2	Visitor Room		1			
		>	3 Door Main Entrance									
			4 Door Warehouse	>			T					
- 🕅 Key Depot Plans												
- 🖉 Salto plans				>>>								
Salto Devices												

The → room/timezone groups (cf. chapter 4.3) can be used to combine several individual room/timezones. In the example below the room/timezone visitor selling agents and main entrance have been combined. To be available in IQ visitor, the box Display within IQ Visitor must be active for this room/timezone group.

Locations		Common 🔒 Personnel assignment
Personnel data		Name Group Agents Display within 10 Visitor
		Import ID automatic assignment
	-	Available Room/Timezones: Selected Room/Timezones:
		No. Name No. Name
locking-cylinder weekly plans	*	2 Purchasing departm 7 Main Entrance PIN
🦗 Key Depot Plans		3 Sales department 1 12 Visitor Agent
Salto Devices	1000	4 Sales department 2
Doors		5 Warehouse
📄 Logdata AC		6 Warehouse prevent ≫
- 🛃 Logdata TR	জ	1 Purchasing departm

19.2 Create cards

A more or less "blanco" visitor card is created in IQ MultiAccess of the locations.

- 🤝 Locations				
😑 🤭 Lokation				Card 20
		Common Access	data 🦻 Actions 🔀 Macros Relays [Logdata AC 🚺 Infolog
😑 🚜 Visitor data		Data carrier		PIN
		Name	Visitor Card 20	Numerical sequence ******
Visitor cards		Name	Visitor Card 20	
	4	Number	9	Get suggestion
		Version	0 1	
	. 🗶	IS-Code	46585	
		15-Coue		
🕅 Key Depot Plans			Search by coding	
🖋 Salto plans		Assigned Visitor		
🥜 Salto Devices	673	Assigned visitor		-
Doors		Data	carrier is not assigned to any visitor	
Logdata AC	ធា			
I andata TD				

At least an empty data record must be created using

All further access parameter (room/timezones, room/timezone groups, actions, macros etc.) can either be entered directly in IQ MultiAccess (this means, the ID card is already valid for the predefined access authorizations, or on request in IQ Visitor (which is the more flexible variant).

The settings in IQ MultiAccess correspond to chapter 5, except that there is still no person allocated. So far the ID card is invalid.

						Visi
	Common	Access	data	Actions	🔀 Macros	Relays
	Data carri	ier				
	Name		Visitor	Card 20		
	Number		9			
	Version		0			
× 🌋	IS-Code		46585	;		
			5	earch by codin	g	
	Assigned	Visitor				
		Data c	arrier i	s not assigned	to any visitor	
ഭി						

19.3 Person allocation

The allocation of persons to ID cards can either be done in IQ MultiAccess or in IQ Visitor.

19.3.1 Person allocation in IQ MultiAccess

The allocation of persons must be done in the individual locations (-> Visitor data -> Visitor data).

The entries are similar to chapter 5 with the following expansions:

• Assign a visitor ID card and the visited person by selecting them out of a menue to be opened via the button

- 😽 Locations						
😑 🌎 Lokation						, Max
		Common	Name / Address	Logdata AC	Infolog	
🖃 🔩 Visitor data		Visitor				
		Last name	New			
Visitor cards		First name	Max			
		First name	Max			
	~	Title				
	*	Company		1		
		Valid until	22/07/2016		1	to image selected
🕅 Key Depot Plans		valid until	22/07/2016	*		15.2
🕜 Salto plans		Import ID				
Salto Devices		Assigned with	itor data carrier			
···· 📑 Doors	ഭി					
📄 Logdata AC	1951	Visitor Card	19	* X		
🙀 Logdata TR		Begin date	21/05/2015	-		
📝 Logdata IACP		End date	21/05/2015			
- 😝 Zones				X		
🕀 🌀 Organizations		End Time	20:00		<u>5</u>	Get image
🕀 🌮 Actions		Visited pers	00			
🗄 😘 Time tasks					No	signature available
庄 婱 Data import/export		Name	Monday, Andy) • ×	140	agnatare available
🔁 Calendar		Phone	123456			
📅 Holiday formulas		105			₫	Record signature
Constanting to a straight						

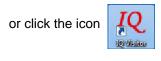
If the visited person is selected, the corresponding phone number will be displayed (cf. chapter 5, step 4). The visited person can be informed by phone of arrival of his/her visitor.

By allocating a person, the vititor ID card gets valid within the time period entered in the **Validity** field.

			Visito
	Common	Access data 🤌 Actions 刘	Macros Relays
	Data carrier		
	Name	Visitor Card 19	
	Number	8	
	Version	0	
	IS-Code	0	
=		Search by coding	
6	Assigned Vi	sitor	
	Name	New, Max	
ß	Company		

19.3.2 Person allocation and administration in IQ Visitor

Select → (all) programs → IQ MultiAccess → IQ Visitor





Enter user, password and server identification according to chapter 1.

The first start displays an empty user interface only.

Location GB SK14 Hyde/ Hollingsv	worth											*		
🤱 Visitor data 🛛 🗾 Data carr	rier													
Last name First name	Company	Valid		🚜 Common	System	m Activity	Visitor	log						
Blacksmith Carol		V		Name	u				Company data	i				
				Salutation				- (Iompany					
				Title					Street					
				First name 1					Zipcode					
				First name 2					Tity					
			26	Last name 1					hone number					
				Last name 2				!	Mobile phone					
		Location	GB SK14 H	iyde/ Hollingsi	worth									*
		🔒 Vis	itor data	写 Data carr	rier									
		Name		Valid	Data carrier	Valid from		Data carrier						
		Visitor o		V		17 12/5/2008		Name	Visitor card	18				
		Visitor o				18 12/5/2008		ID datacarrier	no 17					
		Visitor o				19 12/5/2008		Version	0					
		Visitor o				20 12/5/2008 21 12/5/2008	4	Coding						
		Visitor d				22 12/5/2000		60		Sea	rch via ca	rd reader		
		Visitor o				23 12/5/2008	8	A sector of the late						
		Visitor o	ard 25			24 12/5/2008		Assigned Visit		Card				
							-	Name	Blacksmith,	Carol				
							-	Company						
								Valid from	12/5/2008					
							ß	Valid until	12/5/2008					*
						:		End time	20:00:00					
						:		Available RTZ	groups			Selected RTZ gr	oups	
		=												
											>			
											*			
											۲			
											«			
		▲				•								

If some data have been created in IQ MultiAccess before (cf. chapter 19.1 to 19.3), they will already be displayed.

Automatically the own (current) location is displayed (a). A location change can only be done by a supervisor via the menue (b). A location manager only sees his/her location.

Lccation GB 5K	14 Hyde/ Holing:	sworth							
🔒 Visitor dət	a 🔄 Data ca	rrier							
Last name	First name	Company	Valid	_	🔩 Common	System Activity 🚺 Visitor Ing			
Blacksmith	Carol			\bigcirc	Name		Company dat	a	
Miler	Frank		V	_	Salutation	· · · · · · · · · · · · · · · · · · ·	Company		
					Title		Street		
				*	First name :	Frank.	Zipccde		
				×	≕irst name 2 Last name 1	Miller	Cily Fhone number		
					_ast name 1	Miller	Mobile phone		
					5ex		Fax		
					Day of birth	1/1/0001 -	EMail		
				H	Personnel dat	a			
				6	Vationaity	-	1		Assign ba card re
					Passport nu				
					Car data				Delete
					License plate		1		assign
					-arking lot		j	No image data	
					Visited person	1			prii Uvisit
					Name	Mu Kenzie, Harold 👻	1		e e
					Department	Saləs 👻			
					Phone number	4584 ~			search readin-s
					Assigned visit	cr data carrier		Get image	e de la companya de l
					Data carrier	Visitor card 19 👻			
					√alid frcm	2/3/20:1		No image data	get dat passport
					∀alid until	2/3/20:1 -]		
					End Time	23:59	n	ecord signature	

The input fields are self explanatory and can be filled optionally. An ID card (d) and a visited person (e) must be allocated to the new created visitor. The search for a name can be increased by entering a match code in the input fields.

	🔩 Common	System Activity 🕘 Visitor log			
	Name		Company data	i	
_	Salutation	Sir 🔹	Company	Hairdresser Company	
	Title		Street		
4	First name 1	Frank	Zipcode		
\square	First name 2		City		
8	Last name 1	Miller	Phone number		
	Last name 2		Mobile phone		
	Sex	Male 👻	Fax		
	Day of birth	2/8/1977 -	EMail		
	Personnel data				
ß	Nationality				Assign badge via card reader.
<u> </u>	Passport no				
	Car data				Delete badge assignment
	License plate			vo image data	
	Parking lot			io inidgo data	
	Visited person				print visitor-card
	Name	Mc Kenzie, Harold 🔹 👻			4
	Department	Sales -		C	
	Phone number	4584 -		4	search via
				<u> </u>	readin-station
	Assigned visito			Get image	Ø
	Data carrier	Visitor card 19 🔹			get data from
	Valid from	2/3/2011 -	'	vo image data	passport-scanner
		2/3/2011 -			
	End Time	23:59	re	cord signature	

•

Add a new (c) data record

4



As an alternative, a card can be read in via a connected read-in station. To do this, the **assign card** button must be clicked and a card must be hold within the reading area of the read-in station instead of selecting a card (d).

Data carrier			
Name	Visitor card 19		
ID datacarrierno			
Version	0		
Coding			
de .	Sea	rch via car	d reader
Assigned Visitor			
Name	Miller, Frank		
Company	Hairdresser Company		
Valid from	2/3/2011		
Valid until	2/3/2011		
End time	23:59:00		
Available RTZ gr	oups		Selected RTZ groups
RTZ wook 1		***	Visitor RTZ

Assign the room/timezone(s) / room/timezone group(s) in the **card data** tab.

Save -

From now on, the vistor has certain access authorizations with his/her card.

The symbol bar enables the following additional functions:



print visitor-card

8

- Print: If the visitor IDs are to be worn visibly, they can be printed. The

button has the same function.

- Create: The visitor IDs to be printed can be created via the card designer program IQ VisitirDesigner. A click starts the program. There is the possibility to open an existing template (default) or to create a new one. Note: Templates of the "List and Label" card designer are not compatible to IQ VisitorDesigner.



For IQ VisitorDesigner we refer to the manuals of the manufacturer which can be found in pdf-format on the installation CD of IQ MultiAccess in the directory \...\Doc. Reading requires a program which is able to open PDF files, e. g. Adobe Acrobat Reader.



The allocation of a person to a visitor ID card can be removed by

Delete badge assignment

after the visitor left the

company. This causes the ID card getting invalid again and being available for assignement to another visitor.



When using mifare DESFire cards EV1 and systems, the mifare DESFire data carrier must be reset to the default key after deleting the allocation of the visitor badge in order to be reusable after any key change within the system. This can be done by clicking the "Reset mifare DESFire card" button and subsequently laying the card on the read-in station.



Please note, that reading or deleting of keys is not possible in IQ Visitor if IQ KeyChanger and IQ Visitor are started on the same PC.

- List window, filter function, i. e. list display of the visitor data.
- Detail window, filter function, i. e. detailled display of every visitor.

Evaluations 19.4

All evaluations (such as search, sort, filter, print, export) described in chapter 13 are possible.

With a read-in station connected, ID cards and their allocations can be searched via the

search via button. readin-station

30

Press the button and hold the card within the reading area of the read-in station.

20. Using collective doors by several mandators

This feature can be used, if several companies are located in one building and have to use one or several doors together (e. g. main entrance, staff entrance, park garage etc.).

By correspondent settings in IQ NetEdit (see installation instructions P32205-26-0G0-xx), a location manager has access to his/her own location and one (or several) collective used location(s). In the cokllective used location he/she sees only his/her own data but not data other location managers have created for this location.

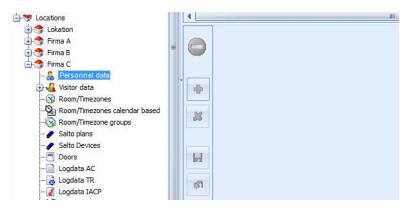
Generally, the operation corresponds to the procedure of a \rightarrow location operator who has access to two or more locations.

Entries concerning the collective location only, have to be done in this location. All the remaining entry possibilities are faded out. Each location operator sees only his/her own data in the collective location. The data of other locations are not visible in the collective location.

- Exception: The holiday calendar is available for the location operators of all involved locations and must be administrated additionally to the holiday calendar of the own location, as this door behavior (e. g. permanently locked on holidays) has effects to all companies using this door.
- Example: A Swiss and a German company share one building. On August 1st (Swiss national holiday) the main entrance would be closed - even no employee of the German company could get in. The Swiss company enter their holiday ibn the calender of their own location but not in the calendar of the common location. Thus, the doors of the Swiss company remain closed whereas the common main entrance and the doors of the German company show their normal "all-day-behavior".

The same principle is applicable for the holiday calendars.

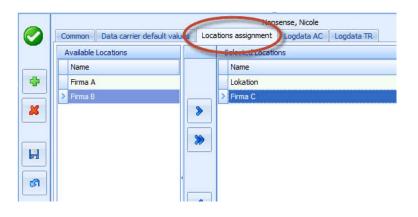
Creating data



The collective location does not allow any personnel creation.

• The creation of personnel data is done in the own location according to chapter 5. The person must be allocated to the collective location (→ location assignment tab).

• In tab → Locations assignment / Available Locations, select the Location(s) concerned and assign them via button ▶.



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

● → Save button

From now on the person is available in the common location, too.

Allocating access control authorizations

The authorizations for the individual persons are generally allocated as described from chapter 3 on. However, the authorizations must be done **per location**. This means, room/time zones must be created and allocated to the persons in the common location.

These data cannot be transferred from the own location as there the corresponding doors do not exist. In the common location there is no general authorization possible.

In order not to disturb settings of other companies (e. g. \rightarrow automatic functions like permanently blocked, permanently released, access criteria), there must be an agreement beween all the participants. Otherwise a setting of company A could accidentally abrogate the settings of company B.



Collective used doors can not be set to the access criteria **door code only**, **PIN-Code only**, **door code or card** and **PIN-Code or card**. Reason: Employees of the individual companies can have identical codes. An unambiguous identification by code only would not be possible.

Modifications

Modifications of common personnel data should always be done in the own location. Modifications can be updated in the common location by using the **Synchronize location** key in the common tab. Modifications of authorizations must e done in the individual locations. They will not be updated by synchronization.

Deleting a person in a common location

If a person is no longer allowed to use a common door, the corresponding location assignment must be removed in the person's own location.

21. Doors with cylinder lock

Starting V13, IQMultiAccess supports two different systems of cylinder locks. Different methods are used to set parameters and place the two systems in operation. For the Dorma system, refer to Chapter 21.1, and for the SALTO Ship system, refer to Chapter 21.3.

21.1 Setting up the authorizations (System Dorma)

21.1.1 Create week plans

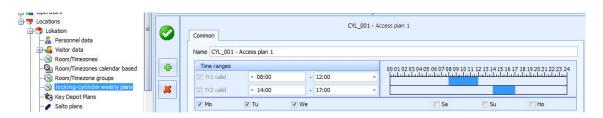
RF cylinders / door fittings are handled like hard-wired ACS-8 doors (continue reading at chapter 21.2).



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

The basic handling with offline cylinders corresponds to the "normal" room/timezones (cf. chapter 4), with the following variations:

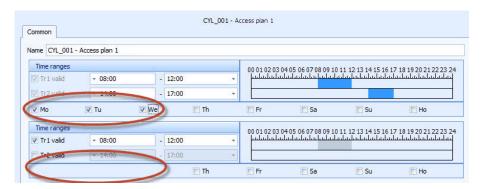
A maximum of 32 week plans can be created per loction. On activation of a time range firstly the time bar will be diplayed hatched. Times cannot be set yet.



The bar changes its colour only after allocation of at least one day the time range is to be valid. Times can be set according to chapter 4.

Common			0.020		ccess plan 1			
lame CYL_001 -	Access plan 1							
Tr1 valid	✓ 08:00	- [12:00	•		14 05 06 07 08 09 10 11111111111111111		17 18 19 20 21 22 23 :
Tr2 valid	× 14:00	-	17:00	*				
Mo	Tu Tu	🔲 We	Th .		Fr	🖾 Sa	Su Su	Ho

Days a time range is already allocated to are no longer available for further time ranges within one access program.



21.1.2 Authorize persons

Create/select a person according to chapter 5.



Doors operated by a locking cylinder are basically handled separately. They can be allocated to a person exclusively or in any combination with doors operated by access control controllers. The settings do not cause any reciprocal interfereces. Access control functions of doors operated by controllers (e. g. permanent release, general authorization etc.) have no influence on doors operated by locking cylinders.

Personnel data → Access data → Locking cylinder

In tab → Locking cylinder / Available cylinder, select the cylinder concerned and assign them via button
 ▶.

Locations					, : ,Data carrier 1			
Contraction		Common Data carrier	Access data	Atte	ndance time 🤌 Actions 🔀 Macros	Relays 📄 Logdata AC	🔒 Logdata TR 🛛	IACP booking
🗈 🍕 Visitor data	-	A Parameter 🛞 Ro	om/Timezones			APB 🚱 Key depot	/ locking-cylinder	🟉 Salto
		Available Cylinder	1	1	Selected Cylinder			μ
	· 🔶	Name			Name	Cylinder weekly plan	Office perm	ission
locking-cylinder weekly plans		> TE_010 - Schliesszylin	der		🖉 TE_009 - Schliesszylinder	CYL_001 - Zutrittsprogra	v	7
Key Depot Plans								
🥜 Salto plans				>				
Salto Devices			1					
Doors				-				
🐻 Logdata TR								
	ଜ		1					
At Tanan								

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

● → Save button



To each person any number of locking cylinders can be allocated, but each locking cylinder can be allocated only **once** with **one** week plan to **one** person.

Select the required week plan entered in step 1.

Name	Cylinder weekly plan	Office permission
Z TE_009 - locking-cylinder	CYL_001 - Access plan 树	V
	Name	
	CYL_001 - Access plan 1	
	CYL_002 - Access plan 2	N
	CYL_003 - Access plan 3 CYL_005 - Access plan 4	13
	×	

Alternatively activate the option -> office permission

Name	Cylinder weekly plan	Office permission
TE_009 - locking-cylinder	CYL_005 - Access plan 4	~ 🔽

Within the defined times, persons (data carriers) with office authorization can switch the corresponding door to permanent release.

While setting up the doors, those times will be set to predefined defaults, but they can be modified at any time for each door individually.

Locations	4		111				
- Lokation		Ϋ́		DP 014-Dr	or 14:No.7		
🔏 Personnel data 🕀 🔩 Visitor data		Door number	7			Controller/Terminal TE_009 - locki	ng-cylinder
		Name	DR_014 - Door 14			Terminal valid	
	•	Common	Authorized persons Dogdata AC				
locking-cylinder weekly plans	•	Times					
🕅 Key Depot Plans		Open time					10
Salto plans	*	Office permissi	ion				
Salto Devices		Times A	09:00	-	to	12:00	
Logdata AC		Times B	00:00	+	to	00:00	
🔂 Logdata TR	8.2	Monday			Friday	(¹)	
	ß	Tuesday	8		Saturday		
		Wednesday			Sunday		
Actions		Thursday			Holiday		

Operation¹⁸

Switch to permanent release: Read data carrier twice

	or Hold data carrier in front of the reading module as long as 2 optical (green LED) and acoustic signals indicate that the door is switched to permanent release (door can be opened without data carrier).
Exit permanent release:	Read data carrier once 1 optical (red LED) and acoustic signal indicates that the door has been reset to normal operation (release only possible with authorized data carrier).

Automatic exit of permanent release:

The permanent release mode ends automatically by achieving the defined end time unless it has not been stopped manually before.

Revoke door authorization

Select the required person

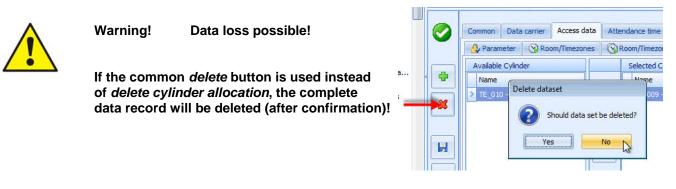
- Select the allocated door operated by locking cylinder.
- Delete cylinder allocation with button $\boldsymbol{<}$.

		, : ,Data carrier:		
Common Data carrier Access da	ata Attendance time	Actions 🔀 Macros	Relays 📄 Logdata AC 🙀	Logdata TR 🛛 🔏 IACP bookings
🔒 Parameter 🛛 🚱 Room/Timezon	nes 🚱 Room/Timezon	e groups 🛛 🙆 Access profi	e 🚱 APB 🚱 Key depot	🥒 locking-cylinder 🌈 Salto
Available Cylinder	Selected Cy	linder		and an
Name	Name		Cylinder weekly plan	Office permission
TE_010 - locking-cylinder	> TE_009 -	locking-cylinder	CYL_005 - Access plan 4	
	> >> <			

The allocation of the locking cylinder will be deleted from the personnel record without any further prompting.

18

Possible variations see original manuals of the concerning cylinder.

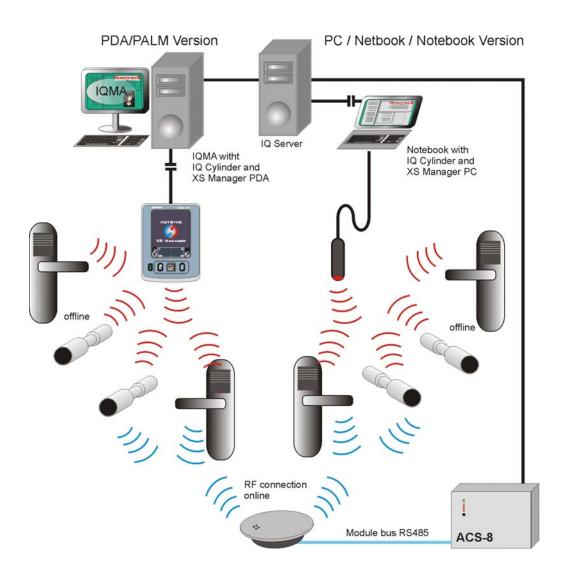


21.2 Data transfer

The following procedure must be carried out **once after the installation** when using **RF cylinders / door fittings** (cf. installation instructions P32205-26-0G0-xx, chapter 6.5.4).

Basically, offline locking cylinder doors are operated offline. That means the data transfer between IQ MultiAccess and the doors must be carried out via a PDA (PALM) or a laptop/netbook regularly or if required. Besides, functions which reqire online connection are not supported (e. g. actions, macros, APB, etc.). For this reason the data of the authorized persons and bookings tabs will not be quite up to date.

21.2.1 Overview



- Data created/modified in IQ MultiAccess are internally trransferred to the program section IQ Cylinder.
- PDA only: Via the **HotSync** operation of the PDA the data arrive at the PDA (USB connection).
- Via an infrared interface the PDA or laptop sends the data of IQ MultiAccess / IQ Cylinder to the individual cylinders.
- In case that bookings have already been done there, they will automatically be transferred to the PDA or laptop.
- PDA only: The bookings received from the cylinders will be transferred to the program section **IQ Cylinder** via the **HotSync** operation.
- Internally, the bookings will be passed from IQ Cylinder to IQ MultiAccess for evaluation.

21.2.2 Data transmission via PDA

- Enter the personnel and door data as described previously.
- Start the program \rightarrow IQ Cylinder.



A list of all available doors operated by locking cylinders is displayed (offline / online cylinder tabs for the corresponding types).

				Hon		
					online Cylinder	Offline
	Upload	Download	PDA download	Change	ice Name	evice
:00:00 PM	12/31/1969 4:00:00	12/31/1969 4:00:00 PM	12/31/1969 4:00:00 PM	12/10/2008 6:51:05 AM	2 TE_002 - Locking cylinder 1	
:00:00 PM	12/31/1969 4:00:00	12/31/1969 4:00:00 PM	12/31/1969 4:00:00 PM	12/8/2008 8:20:00 AM	3 TE_003 - Locking cylinder 2	
:00:00 PM	12/31/1969 4:00:00	12/31/1969 4:00:00 PM	12/31/1969 4:00:00 PM	12/10/2008 7:03:34 AM	4 TE_004 - Locking cylinder 3	
:00:00 PM	12/31/1969 4:00:00	12/31/1969 4:00:00 PM	12/31/1969 4:00:00 PM	12/10/2008 7:03:51 AM	5 TE_005 - Locking cylinder 4	
1	12/31/1969 4 12/31/1969 4	12/31/1969 4:00:00 PM 12/31/1969 4:00:00 PM	12/31/1969 4:00:00 PM 12/31/1969 4:00:00 PM	12/8/2008 8:20:00 AM 12/10/2008 7:03:34 AM	3 TE_003 - Locking cylinder 2 4 TE_004 - Locking cylinder 3	3

Click the + symbol of the **device** column to open further information.

10		IQ Cylinder		
	Hon	eyv	vell	
Offline Cylinder Online Cylinder vice Name	Change	PDA download	Download	Upload
2 TE_002 - Locking cylinder 1	12/10/2008 6:51:05 AM	12/31/1969 4:00:00 PM	12/31/1969 4:00:00 PM	12/31/1969 4:00:00 PM
Doors				
Name				
DR_001 - Door 1				
3 TE_003 - Locking cylinder 2	12/8/2008 8:20:00 AM	12/31/1969 4:00:00 PM	12/31/1969 4:00:00 PM	12/31/1969 4:00:00 PM
Doors				
Name				
DR_002 - Door 2				
4 TE_004 - Locking cylinder 3	12/10/2008 7:03:34 AM	12/31/1969 4:00:00 PM	12/31/1969 4:00:00 PM	12/31/1969 4:00:00 PM
Daors	TELEVISION FROM THE	infort the Hooldenia	Autory 100700 110	
Name				

The size adjustment of windows, columns and lines can be done according to Windows standard and the descriptions of chapter 2.2 and is possible at the marked positions. The lines and columns will fit dynamically to the modified size of the main window.

evice 2	Name TE_002 - Locking cylinder 1	20/2008 6:51-05 AM	L22 (1969 4:00:00 PM	Download 12/31/1969 4:00:00 PM	Upload
Doors	-			0	interfaces and
Neme				`	
	- Door 1		(7	3	
3	TE_003 - Locking cylinder 2	12/8/2008 8:20:00 AM	12/31/1969 4:00:00 PM	12/31/1969 4:00:00 PM	12/31/1969 4:00:00 FM
Doors					
Name					
DR_000	- Door 2		-	`	
4	TE 104 - Locking overder 1	12/10/2008 2:03:34:444	12/31/1969-4:00:00 PM	12/31/1969 4:33:00 PM	12/11/19/94-4-00:00 PM
Deers			-		
Name					
DR_003	I - Door 3				
5	TE 005 Looking overder f	12/10/2008 7:03:51:44	12/31/1967 41:00:00 PM	12/31/1969 4:03:00 FM	12/11/19/9 4:00:00 FM
Doors					
Name			_		
DR_004	- Deer 4				

The individual doors/cylinders are highlighted either red, yellow or white.

Meaning of the colours

Red: Data synchronisation successful.

Yellow: AC data have been transferred to PDA. This does not provide any information whether they have already been transferred to the doors/cylinders.

White: AC data of the doors/cylinders have been synchornised.

• Use a USB cable to connect the PDA with the PC and start the HotSync operation on the PDA. The communication between the computer and the PDA is displayed by a corresponding window of the communication software. (For details see original manual of the PDA).

I				IQ Cylinde	r			- = ×
0	9							
0	fline Cyli		Hon	le	yW			
De	/ice	Name	Change		PDA download		Download	Upload
Θ	2	TE_002 - Locking cylinder 1	12/10/2008 6:51:05	5 AM	12/31/1969 4:00:0	0 PM	12/31/1969 4:00:00 PM	12/31/1969
	Doors							
	Name							
	DR_001	1 - Door 1						
Θ	3	TE_003 - Locking cylinder 2	12/8/2008 8:20:00	AM	12/31/1969 4:00:0	0 PM	12/31/1969 4:00:00 PM	12/31/1969
	Doors	;						
	Name							
	DR_002	2 - Door 2		HotSync-Status				
•	4	TE_004 - Locking cylinder 3	12/10/2008 7:03:34	Status: Sunch	ronizing XS-Manager		2/31/1969 4:00:00 PM	12/31/1969
	Doors			ordino, official	in an age of the second second			
	Name			User: td				
	DR_003	3 - Door 3		user. tu	-	-		
	5	TE_005 - Locking cylinder 4	12/10/2008 7:03:51	GL		$\langle \rangle$	2/31/1969 4:00:00 PM	12/31/1969
	Doors					•2		
	Name							
	DR_004	4 - Door 4		(palm)		Connect	1	
				POWERED		Cancel]	

For red highlighted doors/cylinders there exist data to be transferred. The data of IQ Cylinder/IQ MultiAccess will be synchronized with the data of the PDA. The doors/cylinders will be hoghlighted yellow in IQ Cylinder. (There will always be transferred **all** door relevant data of **all doors**, even if they are not highlighted red - so they have not been modified).

 For each door/cylinder: Start the program → XS-Manager on the PDA. Turn the cylinder to activate it¹⁹. Adjust the infrared interface of the PDA to the locking cylinder. The communication will be established.

Select **Synchronize** in XS-Manager. The modified door data will be transferred to the cylinder. Subsequently the bookings (if existing) will be transferred from the cylinder to the PDA.



Details on communication between cylinder and XS-Manager see user manual of XS-Manager.



• Use a USB cable to connect the PDA with the PC and start the HotSync operation on the PDA. The communication between the computer and the PDA is displayed by a corresponding window of the communication software. (see step 3. For details see original manuals of the PDA). The data of the PDA and IQ Cylinder/IQ MultiAccess will be synchronized. The doors/cylinders are highlighted white in IQ Cylinder²⁰ (in the example door 1 and 2). The lower window protocols the communication operations. Now the bookings are available for evaluation in IQ MultiAccess (see chapter 13).

unless new modifications have been done in the meantime. In that case the doors are highlighted red again. The data will be distributed to the doors/cylinders the next turn.

¹⁹ 20

The actuation may differ depending on the cylinder type. For details see manuals of the individual cylinders.

Name Change PDA. download Upbaad 2 TE_002 - Locking cylinder 1 12/10/2008 6-51:05 AM 12/21/1969 4-00:00 PM 12/21/1969 4-00:00 PM Doors	Y			IQ Cylinde			
Name Change PDA download Download Upbad 2 TE_D02 - Looking cylinder 1 12/11/1008 6.51:05 A4 12/21/1999 4.00:00 P4 12/21/1999 4.00:00 P4 <td< th=""><th></th><th></th><th>Ho</th><th>one</th><th>ywe</th><th></th><th></th></td<>			Ho	one	ywe		
2 TE_002 - Locking cylender 1 12/10/2008 4-51:05 AM 12/31/1969 4-00:00 PM 12/31/1969 4-0	Offline C	yinder Online Cylinder					
Doors Neme DR_001 - Door 1 3 TE_001 - Looking cylinder 2 12/01/2008 8-20:00 AM 12/31/1969 4-00:00 PM 12/31/1969 4-00:00 PM Doors 3 TE_000 - Looking cylinder 2 12/01/2008 8-20:00 AM 12/31/1969 4-00:00 PM 12/31/1969 4-00:00 PM Doors 52/01/2008 8-20:00 AM 12/31/1969 4-00:00 PM 12/31/1969 4-00:00 PM Neme 52/01/2008 8-20:00 FM 12/31/1969 4-00:00 FM 12/31/1969 4-00:00 FM Neme 52/01/2008 8-20:00 FM 12/31/1969 4-00:00 FM 12/31/1969 4-00:00 FM Neme 52/01/2008 7-00:51 AM 12/31/1969 4-00:00 FM 12/31/1969 4-00:00 FM S TE_005 - Looking cylinder 4 12/10/2008 7-00:51 AM 12/31/1969 4-00:00 FM 12/31/1969 4-00:00 FM Name 12/31/1969 4-00:00 FM 12/31/1969 4-00:00 FM 12/31/1969 4-00:00 FM Name 12/31/1969 4-00:00 FM 12/31/1969 4-00:00 FM 12/31/1969 4-00:00 FM S TE_005 - Looking cylinder 4 12/10/2008 7-00:51 AM 12/31/1969 4-00:00 FM 12/31/1969 4-00:00 FM 12/31/1	evice						
Name Image:	2	TE_002 - Locking cylinder 1	12/10/2008 6:	\$1:05 AM 12/31/1969	4:00:00 PM 12/31/19	69 4:00:00 PM 12	2/31/1969 4:00:00 PM
DR_001 - Door 1 3 TE_003 - Looking cylinder 2 12/81/1969 4:00:00 PM Drons Name CR_000 - Door 2 Doors 1 Doors 2 Re_000 - Looking cylinder 3 Doors 2 Doors 3 Re_000 - Door 4 Doors 4	Doors	s					
3 TE_003 - Locking cylinder 2 12/8/2008 6:30:00 AM 12/31/1969 4:00:00 PM 12/31/1969 4:00:00 PM Name DR_002 - Door 2	Name						
Doors	DR_00	1 - Door 1					
Doors	_	TE 003 - Locking cylinder 3	12/8/2008 6-2	0-00 AM 19/91/10/0	4-00-00 PM 19/91/10	69.4-00-00 PM	20121060 4-00-00 PM
Name Display Display <thdisplay< th=""> <thdisplay< th=""> <thdisp< td=""><td>17</td><td></td><td>16/0/2000 0:2</td><td>12031/1303</td><td>100000000000000000000000000000000000000</td><td>and a second sec</td><td>49411797 T-99499 FM</td></thdisp<></thdisplay<></thdisplay<>	17		16/0/2000 0:2	12031/1303	100000000000000000000000000000000000000	and a second sec	49411797 T-99499 FM
DR_002 - Door 2 III_004 - Looking cylinder 3 I2210/2008 7/03-34 AM I2211/969 4:00:00 FM I2211/169 4:00:00 FM Doors	-						
IE::004 - Looking bankes 3 12/10/2008 7:03:34 AM 22/21/14/4 4:00:00 PM 12/21/14/4 4:00:00 PM 12/21/14/4 4:00:00 PM Intere Coords Intere Inter	- Constitution						
Doors Name D6_003 - Door 3 5 TE_005 - Loding cylinder 4 12/10/2008 7:03:51 AM 12/31/1969 4:00:00 PM 12/31/1969 4:00:00 PM Doors Name D Doors 12/31/1969 4:00:00 PM 12/31/1969 4:00:00 PM Doors Name D Doors 12/31/1969 4:00:00 PM 12/31/1969 4:00:00 PM Decords D Doors Name D Doors Download dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 - cylinder Sownload dAta - TE_001 -	DR_00	2 - Door 2					
Name Dcc_003 - Door 3 2 TE_005 - Looking cylinder 4 12/10/2008 7:03:51 AM 12/31/1969 4:00:00 PM 12/31/1969 4:00:00 PM Doors		TE_004 - Locking sylinder 3	12/10/2008 75	03:34 AM 12/31/1969	4:00:00 PM 12/01/19	V9 4:00:00 PM	2/31/1969 4:00:00 PM
Name Dcc_003 - Door 3 2 TE_005 - Looking cylinder 4 12/10/2008 7:03:51 AM 12/31/1969 4:00:00 PM 12/31/1969 4:00:00 PM Doors	Deers						7
DR_003 - Door 3 \$ TE_005 - Looking cylinder 4 12/10/2008 7:03:51 AM 12/31/1969 4:00:00 PM							
S TE_005 - Looking cylinder 4 12/10/2008 7/03:51 AM 12/31/1969 4:00:00 PM 12/31/1969 4:00:00 PM 12/31/1969 4:00:00 PM Doors	and the second second	3 - Date 3					
Doors Nome De_004 - Door 4 Develoal ddar - TE_001 - cylinder _2 Swerlaal ddar - TE_003 - cylinder _3 Swerlaal ddar - TE_003 - cylinder _3 Swerlaal ddar - TE_003 - cylinder _1							
Name DR_004 - Door 4	3 \$	TE_005 - Locking cylinder 4	12/10/2008 7:	03:51 AM 12/31/1969	4:00:00 PM 12/31/19	69 4:00:00 PM 1	2/31/1969 4:00:00 PM
DR_D04 - Door 4 everlaad data - TE_000 - cylinder _2 everlaad data - TE_001 - cylinder everlaad data - TE_001 - cylinder everlaad data - TE_001 - cylinder everlaad data - TE_000 - cylinder _1 everlaad data - TE_000 - cylinder _2 everlaad data - TE_000 - cylinder _2 everlaad data - TE_001 - cylinder _1 everlaad data - TE_001 - cylinder _2 everlaad data - TE_001 - cylinder _1 everlaad data - TE_001 - cylinder _1 everlaad data - TE_001 - cylinder _1 everlaad data - TE_001 - cylinder _2 eve	Doors						
owrielad data - TE_000 - cylinder _2 owrielad data - TE_001 - cylinder owrielad data - TE_001 - cylinder owrielad data - TE_001 - cylinder _1 owrielad data - TE_001 - cylinder _2 owrielad data - TE_001 - cylinder owrielad data - TE_001 - cylinder _2 owrielad data - TE_001 - cylinder _2 owrielad data - TE_001 - cylinder _2 owrielad data - TE_001 - cylinder _1 owrielad data - TE_001 - cylinder _1 owrielad data - TE_001 - cylinder _1 owrielad data - TE_001 - cylinder _2 owrielad data - TE_001 - cylinder _2	Name						
Sourchard data - TL (0.01 - cylinder Sourchard data - TL (0.02 - cylinder Stelad data - TL (0.02 - cylinder _1 Sourchard data - TL (0.02 - cylinder _2 Sourchard data - TL (0.02 - cylinder _2 Sourchard data - TL (0.03 - cylinder _2	DR_00	4 - Door 4					
Swenkad data-TE_031-cyfnder wenkad data-TE_032-cyfnder Jikad data: Diadas Jikad data: Diadas Jikad data: TE_032-cyfnder_2 owrliad data-TE_031-cyfnder Swenkad data-TE_031-cyfnder Swenkad data-TE_031-cyfnder Swenkad data-TE_032-cyfnder_1 owrliad data-TE_032-cyfnder_1 owrliad data-TE_032-cyfnder_1 owrliad data-TE_032-cyfnder_1							
Swenlad (k Jekal dan: Dikols Jekal dan: TE_000 - cylinder _1 Swenlad dak: TE_001 - cylinder _2 Swenlad dak: TE_001 - cylinder _2 Swenlad dak: TE_001 - cylinder _1 Swenlad dak: TE_001 - cylinder _1 Swenlad dak: TE_000 - cylinder _1 Swenlad dak: TE_000 - cylinder _2 Swenlad dak: TE_000 - cylinder _2	ownload dat	ta - TE_031 - cylinder		1444			
<pre>biad of biads = biad of biads = biad of biads = TE_020 - cylinder _1 worehood data = TE_021 - cylinder worehood data = TE_021 - cylinder biad of data = TE_021 - cylinder biad of data = TE_021 - cylinder _1 worehood data = TE_021 - cylinder _1 worehood data = TE_021 - cylinder _1 worehood data = TE_021 - cylinder _1</pre>							
Swelad data - TL_020 - cylnidar _ 1 swelad data - TL_021 - cylnidar swelad data - TL_021 - cylnidar swelad data - TL_021 - cylnidar blead data : TL_022 - cylnidar _ 1 swelad data - TL_023 - cylnidar _ 1 swelad data - TL_020 - cylnidar _ 2	pload data:						
verifield data - TE_030 - cylinder verifield data - TE_031 - cylinder verifield data - TE_031 - cylinder biold data: 1 blocks biold data: 11 verifield data - TE_030 - cylinder _1 verifield data - TE_031 - cylinder _2 verifield data - TE_031 - cylinder		a TF 020 - odedar 1					
venilod data - Freizhed evenilod data - It Bodis blod data - It Bodis blod data - It E_028 - sylnder _1 overlaad data - ItE_028 - sylnder _2 overlaad data - ItE_031 - cylnder _2							
verified (k jekal data 1 blocks jekal data 1 blocks jekal data 1 E.028 - cylinder _1 verified data - TE_000 - cylinder _2 verified data - TE_001 - cylinder	ownload dat	ta - TE_031 - cylinder					
blad data: 1 blads blad data: 11 period data: TE_028 - cylinder_1 period data: TE_030 - cylinder _2 period data: TE_031 - cylinder period data: TE_031 - cylinder	ownload dat	ta - finished					
pload Cila - TE_028 - cyfindar _1 ownlaad data - TE_020 - cyfindar _2 ownlaad data - TE_031 - cyfindar _2 ownlaad data - Teindar	pload data:	1 blocks					
Sweland data - TE_028 - v/nitor 1 wenikad data - TE_020 - v/nitor 2 sweland data - TE_021 - v/nitor		1/1					
ownload data - TL_000 - cylinder _2 ownload data - TL_001 - cylinder ownload data - Tether		ta - TE_028 - cylinder _1					
kownload data - finished	winioad dat	ta - TE_030 - cylinder _2					
keenload Ok							

Modifications which may have been done in the meantime (indicated by red highlighted doors/cylindes) now again will be transferred to the PDA, the procedure restarts right from the beginning.

To guarantee the most up date data stock, the synchronisation should be done regularly.

21.2.3 Data transmission via PC (laptop/notebook)

Basically, the PC variant works identical as the PDA version. **Both** software transmission programms (**IQ Cylinder** and **XS-Manager**) are installed on the laptop/notebook. The procedure is the same as described in chapter 21.2.2.

- Connect laptop with the network and start IQ Cylinder. Then start XS-Manager and synchronize the data. The registered / changed data from IQ MultiAccess are synchronized with IQ Cylinder and transfered to the software XS-Manager.
- Disconnect laptop from the network. Use the IrDA-USB-Adapter to connect laptop with the offline cylinder / fittings. Start XS-Manager and use the command synchronize to send the data to the cylinder/ fitting.
- In case that bookings have already been done there, they will automatically be transferred to the laptop.
- Reconnect laptop with the network and start IQ Cylinder. Then start XS-Manager and synchronize the data. The bookings received from the cylinders will be transferred to the program IQ MultiAccess.

21.3 Setup of authorizations (SALTO Ship (SVN))

21.3.1 Create SALTO plans

Fundamentally, **off-line cylinders/fittings** are administered based on "normal" room/time zones (cf. Chapter 4), with the following variances:



A maximum of 255 SALTO plans can be created for a site. A maximum of 10 of these SALTO plans can be assigned to any one authorized individual.

There is a dedicated submenu "SALTO plans" for SALTO plans. When a time zone (Tz1 or Tz2) is activated, its time bar is displayed with factory default values. Authorized times for the time zone can be configured on this time bar.

Contraction		Common	Door definition	Controler a	ssignment 🛛 🔒 Aut	salto norized pe	ersons			
- 🚱 Room/Timezones		Plan no. 1		Name	salto 1			Import I	D	
🚱 Room/Timezones calendar ba 🚱 Room/Timezone groups	1 -	Time range A								17 18 19 20 21 22 23 24
- 🚱 locking-cylinder weekly plans		🔽 Tr1 valid	× 08:00	-	12:00	+	հորորությո	landardardardardard	a ha	սեսեսեսեսեսեսես
- 🕅 Key Depot Plans	*	🔽 Tr2 valid	× 14:00	-	17:00	*				
Salto Devices		Mo	🕅 Tu	V We	🛅 Th		🔲 Fr	🔽 Sa	🕅 Su	I Ho
Doors	·									
📄 Logdata AC 🙀 Logdata TR										
🛃 Logdata IACP 😝 Zones	ß									

Next, days on which the time zone is in effect are assigned. Times are configured as shown in Chapter 4.

Each SALTO plan can have one weekday axis with at most two time zones.



21.3.2 Define doors (SALTO door groups)

Mark the desired door(s) in the field "Available doors" in the tab "Door definition" and define by pressing ▶ The defined doors are now listed in the field "Selected doors". The selection procedure follows the Windows standard (**Shift** marks all elements between two mouse clicks, **Ctrl** marks only elements clicked).

Lokation			(****				salto1:No.1	
🗄 🚜 Visitor data		ommon	Door definition	Controle	er as	signment	Authorized persons	
		Available	Doors:		5	elected Door	rs:	
Room/Timezones calendar ba		No. N	lame			No.	Name	
	4 >	6 C	R_009 - Door 9 GRP2		>		5 DR_008 - Door 8 G	RP2
locking-cylinder weekly plans					-			
🧑 Key Depot Plans	28			>				
Salto Devices								
- Doors				>>				
	EST.							



21.3.3 Controller assignment

This tab is only for informational purposes. In the Controller Assignment tab, the SALTO Software configuration (SALTO SHIP) in IQMultiAccess is shown as a controller and as such listed as a selected controller.

Lokation 		Common	Door definition	Controle	r assignment	salto1:No.1
		Available	e Controllers:		Selected Ter	rminals
		No.	Name		No.	Name
	+				2	2 TE_002 - SALTO SHIP
🦗 Key Depot Plans	8			>		
Salto Devices						
🛄 Doors				>>>		
📑 Doors 📄 Logdata AC 🙀 Logdata TR				*		

- Delete cylinder allocation with button \checkmark .

21.3.4 Authorized persons

In principle, SALTO cylinders/fittings are separately handled and therefore configured in the \rightarrow Authorized persons tab, a separate tab for SALTO plans. The selected SALTO plan will be assigned via selection procedure to the person.

Mark the desired person(s) in the field "Available persons" in the tab "Authorized persons" and define by pressing The defined persons are now listed in the field "Selected persons". The selection procedure follows the Windows standard (**Shift** marks all elements between two mouse clicks, **Ctrl** marks only elements clicked).

Personnel data	0		Door definition	E	Contro		salto1:No.1 rized persons				
		Available Pers	Processory and the second		-	Selected Persons:	()				-
Room/Timezone groups			First name	IC		Last name	First name	ID card	Limitation	Of	То
- S locking-cylinder weekly plans	4	Friday	Erna			> Wednesday	Carl		4 🛄	22/05/2015	31/12/20
Key Depot Plans		> Happyday			-						
Salto plans	8	Monday	Andy		>						
Salto Devices		Sunday	Paul								
- Doors		Sonntag	Andrea		>>						
Logdata AC		Tuesday	Bernie		_						

21.3.5 Personnel Data / Authorize individuals

Select/define individuals as shown in Chapter 5.



In principle, SALTO cylinders/fittings are separately handled and therefore configured in a separate SALTO tab. These settings do not have any effect on other terminal-controlled doors. The access control features of terminal-controlled doors (such as standing approval, general authorization etc.) do not affect doors with cylinder locks/fittings. Elaborate key plans can be designed with the following settings for room/time zones, individual door authorizations, individual door group authorizations and locker-single rights.

Personnel data → Access data → SALTO → SALTO-Plans

ocations											
Distantion											
		Common Data	carrier Access da	ta Atte	ndance time	Actions	Macros	Relays	Logdata AC	Logdata TR	IACP bookin
🗄 🚜 Visitor data					1						
		🔒 Parameter	Room/Timezon	es 🔞 F	toom/Timezone	groups	Access profile	APB	Key depot	/ locking-cylind	er 🥒 Salto
🖓 Room/Timezones calendar b		Salto-Plans	Individual do	or authoria	ation 🔟 In	dividual doo	r group authoriza	top FI	ocker - Single Righ	st	
	4			or doutions			i gi dap ad dioriza		ocker - Single Righ	ic .	
		Available Salto	-plans	8	Selected Salt	o-plans					
😧 Key Depot Plans		No.	Name		No. 🔺	Name					
Jalto plans		>	2 salto2		> 1	salto 1					
Salto Devices			3 salto3			and the solars.					
Doors			4 salto4								
📄 Logdata AC											
- 🔒 Logdata TR			5 salto5								
	ß			>>							
Zones	(S1										



At most 10 SALTO plans can be assigned to an individual.

Select the relevant weekly plan from step 1.

In the field "Available SALTO Plans" in the SALTO tab, mark the desired SALTO plan and select by pressing **D**. Selected plans are listed in the field "Selected SALTO plans". The selection procedure follows the Windows standard (Shift marks all elements between two mouse clicks, Ctrl marks only elements clicked).



Batteries for SALTO cylinder/fittings can be monitored through actions (see Chapter Actions) via entry code 146 "Battery low".

Personnel data → Access data → SALTO → Individual door authorizations

In the field "Available SALTO doors" in the SALTO tab, mark the desired individual door authorizations and select by pressing **I** . Selected SALTO doors are listed in the field "Selected SALTO doors". The selection procedure follows the Windows standard (**Shift** marks all elements between two mouse clicks, **Ctrl** marks only elements clicked). These are doors that are defined in the SALTO software, and not the SALTO doors shown in IQ MultiAccess, since the latter already symbolized door groups.

				S				
Common Data carrier Access da	ta Atte	ndance time	Actions	X Macros	Relays	Logdata AC	Logdata TR	IACP booking
🔒 Parameter 🛛 🚱 Room/Timezon	es 🚱 F	Room/Timezon	e groups	Access profile	<mark>₽9</mark> APE	B Key depot	🥒 locking-cylir	nder 🥑 Salto
🚱 Salto-Plans 📕 Individual do	or authoriz	ation 🛐	Individual door	group authoriza	ition	Locker-Single Righ	t	
Avaiable Salo doors:		Selected Sa	alto doors:					
Name		Name				Time range as		
> SU_022 - (1)		> SU_021 -	(1)			always		
SU_023 - (2)								
SU_024 - (2)	>							
	۲							
	<							
	«							



Overall, a maximum of 96 individual door authorizations, individual door group authorizations and locker-single rights can be assigned to an individual.

Personnel data → Access data → SALTO → Individual door group authorization

In the field "Available SALTO door groups" in the tab, mark the desired SALTO door group individual authorizations and select by pressing **D**. Selected SALTO door groups are listed in the field "Selected SALTO door groups". The selection procedure follows the Windows standard (**Shift** marks all elements between two mouse clicks, **Ctrl** marks only elements clicked).

Common Data carrier Access da	ta Atte	endance time 🦃 Actions 🔀 Macros R	telays 📄 Logdata AC 🛛 🙀 Logdata TR 🛛 🛃 IACP bookings
🔒 Parameter 🛛 🛞 Room/Timezone	es 🔞 F	Room/Timezone groups 🛛 🙆 Access profile	🔗 APB 🚯 Key depot 🥒 locking-cylinder 🥒 Salto
🚱 Salto-Plans 📕 Individual do	or authoriz	zation 🗍 Individual door group authorization	Locker- Single Right
Available Salto-door groups		Selected Salto-door groups	
Name		Name	Time range as
SU_020 - Türgruppe (2)		SU_019 - Türgruppe (1)	always
	>		



Overall, a maximum of 96 individual door authorizations, individual door group authorizations and locker-single rights can be assigned to an individual.

Personnel data → Access data → SALTO → Locker-single rights

In the field "Available SALTO lockers" in the tab, mark the desired SALTO locker single-rights and select by pressing Selected SALTO lockers are listed in the field "Selected SALTO lockers". The selection procedure follows the Windows standard (**Shift** marks all elements between two mouse clicks, **Ctrl** marks only elements clicked).

pookings
Salto
S



Overall, a maximum of 96 individual door authorizations, individual door group authorizations and locker-single rights can be assigned to an individual.

Note on lockers: Lockers can be operated in two different operating modes. In the first operating mode, a locker is directly assigned to an individual (similar to cylinders and fittings). In the second operating mode, the individual is free to select the locker, such as the lockers at a swimming pool.

The locker operating mode is defined with the SALTO Software "RW Pro-Access" under the option "FREE_ASSIGNMENT_LOCKER". A separate door group must be defined in the SALTO software for locks that are to be selected as free. This group is then used like normal door groups.

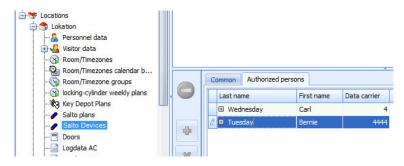
Further information on the functionality can be found in the product documents for your SALTO Ship (SVN) System.

21.3.6 Salto Devices

The tab → Common is only for informational purposes. Select the desired cylinder, then in the Common tab the address used in IQMultiAccess, the name and the SALTO ID (External ID) are listed.

Organizations		ID	Name	Valid	Address	External ID
Time tasks	3	21	SU_021 - (1)	V	1	
Data import/export	-		SU_022 - (1)	V	1	
Infolog					2	
Change protocol			SU_023 - (2)			
Operators		24	SU_024 - (2)	V	2	
Locations						
Cokation						
🕀 🚜 Visitor data						
Room/Timezones calendar b						
Room/Timezones calendar b		1				
Room/Timezones calendar b Room/Timezone groups Som/Timezone groups Som/Timezone weekly plans		Comm	on Authorize	ed persons		
		Name	SU_021 -			
🚱 Room/Timezone groups 			SU_021 -			
		Name Address	SU_021 -			
Room/Timezone groups locking-cylinder weekly plans Key Depot Plans Salto plans Salto plans Salto plans Devices Doors		Name Address	SU_021 -			
- Room/Timezone groups - Room/Timezone groups - Room Plans - Salto plans - Salto plans - Salto Devices - Doors - Logdata AC		Name Address Externa	SU_021 -			
Koom/Timezone groups Soloring-cylinder weekly plans Key Depot Plans Salto plans Salto plans Salto Devices Doors		Name Address	SU_021 -			

The tab \rightarrow Authorized persons is only for informational purposes. In the Authorized persons tab, the assigned persons are shown to the desired cylinder (SALTO Device).



21.4 Create a SALTO segment when use LEGIC data carrier

With the read-in station ADMITTO LEGIC it is possible, to create a SALTO segment on LEGIC data carriers. To write the actual data on the data carrier of the SALTO permissions of the previously segmented data carrier, use the SALTO code station (with Ethernet connection / with USB connection) or SALTO online reader.

In the presence of a SALTO license and a already installed read-in station, the button "SALTO LEGIC segmentation" will appear at the location level.

占 🍣 Lokation					
🗄 🔩 Visitor data					
					A Contract Parts
- Room/Timezones calendar b	-	2/ []]			Lokation
- Room/Timezone groups		Common	Actions		
	-	Name	Lokation		
- 🏟 Key Depot Plans		Import ID			
- 🥜 Salto plans	4	import ib			
- 🥜 Salto Devices					
IDoors	(Course)			🕅 Key A	🕅 Key B
- Dogdata AC	23		Checksum	00000000	0000000
🔂 Logdata TR	1	8	Inecksum	0000000	0000000
					Construction of the Constr
- 🗱 Zones	H	1	Timestamp	01.00.1970 01:00:00 +	01.00.1970 01:00:00 -
🕀 🕼 Organizations	BCD.				
⊕ 🌮 Actions				Primary key	O Primary key
🕀 🛞 Time tasks	ß				
🕀 🤔 Data import/export					
- 🛛 Holiday formulas					
Info fields					
Controller groups					
-X Macros					
Keys					Salto Legic Segmentation
IOs					

Proceed as follows to create the SALTO segment:

● Clicking the button "SALTO Legic Segmentierung" → Start of the ÎQ SALTO Formatter.

Parameter	
COM Port	2
Legic IAM Code	
Salto Segment	512 Byte
11275	
Info	512 Byte
IULO	768 Byte
UID	1024 Byte (<ard> 1KB) 1184 Byte (<ard> 1KB)</ard></ard>
Тур	
Status	

- Select the desired size of the SALTO segment.
- Clicking on the button -> Start

• Place your IAM system card belonging to the sytem on the read-in station.

During this process, the LEGIC IAM code is read and displayed in the info field. The read-in station indicates the "ready for use state" by light on all LEDs.

• Remove the IAM data carrier.

Place the LEGIC data carriers to be segmented one after the other on the read-in station. A correct segmentation process shows the read-in station respectively with the green LED. A failed process is indicated by the red LED. The UID code of the data carrier is shown for confirmation in the window UID. When you segmented the last LEGIC data carrier exit the program IQ SALTO Formatter with the button [x].

22. Capture / Layout print

This option enables the capturing and allocation of photos in the personnel master file as well as creating layouts for ID card printing. In addition, this option supports a signatur pad (cf. chapter 5.1, signature).

• Hardware requirements:

For image capturing: USB-camera installed and tested in working order at the computer the personnel adminitration/image capturing is done (for this see installation manuals of the individual camera manufacturers), or Web-Cam via TCP/IP (e.g. the AXIS camera supported by IQMA, cf. chapter 18 Door guard module IQ Guard).

For printing cards: Commercially available Windows-compatible card printer

• Software requirements: IQMA V7 or higher, license for item no. 029625

• Operation:

With the licensed option the **capture image, create layout** and **print layout** buttons are active in the personnel master file.

Common Data car	rier Access data Attendance time 🔗	Actions 🔀 Mad	cros Relays	Logdata AC	Logdata TR	IACP b
🍏 Operationally da	ta 🗿 Name / Address 🏼 🇞 Personnel da	ata 🛛 🍕 Free data	3			
Name						
Last name	Tuesday					
Last name 2						
First name	Bernie			2	Create pe	erson-layout
First name 2			No image select	ted	Print pe	rson-sheet
Organization				3	Creat	e layout
Entry date	07/10/2014	-				. 8
Leaving date		•			Print	layout
Personnel ID			Get image		Capture fi	ngerprint
Department	no assignment	• ×		10 X 17	earch for	and the second se
Cost center	3 = Organisation / Development	* ×	No signature avai	lable Na	ame	
Working group	no assignment	• × 🜘	Record signa	iture		
Function					60	
Import ID			Supervised in succession			
Controller group						

• Capture image:

Press button → Get image. A new window opens.

IQ		Get image	×
Record Settings			
	Free	ze image	Camera - Control Developm Br. Co. Sa. Hue Reset Camera Ogdata
	Acce	ptimage	Cancel
ins	Personnel ID Department	no assignment	Get image
t/export	Cost center	3 = Organisation / Development	+ × No signature available
mulas	Working group	no assignment	• × () Record signature
nuas	Eunction		

Depending on the installed camera type and their drivers / software some more windows may open, which normally close by clicking window. If not, they can be closed manually.

When using this option for the first time, select the installed camera and the resolution in the \rightarrow settings tab (recommended value: 640x480).

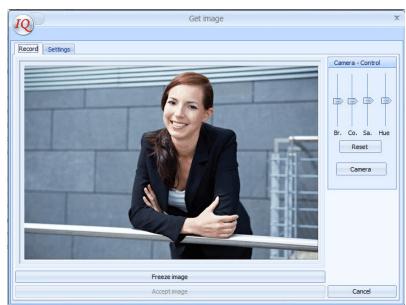
Example for USB camera:

B cameras IP cameras		
Camera		•
Size		•
Video standard		
	Start camera	
	Start camera Stop camera	

Example for IP camera:

B cameras	IP cameras		
	http://160.221.101.88/axi	s/cgi/mjpg/video.cgi?resolution=640x\$480	
		Start camera	
		Stop camera	
	-	Save settings	

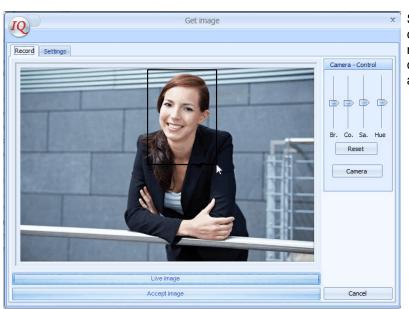
Click \rightarrow Save settings button. This enables the selected camera automatically on each start of IQMA.



Capture image in the \rightarrow capture tab. Orientate camera to the person to be captured. (focus, autofocus etc. see original manuals of the individual camera). Brightness, contrast, chroma and hue can be adjusted via the slide controls. The \rightarrow reset button reactivates the factory settings.

The \rightarrow camera button loads the manufactorer's original camera software. It is necassary for correct function of the camera and is automatically loaded when starting the capture option. It can be started if required, in case it has manually been stopped.

Subsequently click \rightarrow freeze image or terminate capturing via \rightarrow cancel.



Select picture datail. The position of the frame can be modified by pulling it with pressed left mouse button. The modification of the size corresponds to Windows standard. Regard the aspect ratio to be about 4 : 3 (height : width). The quality of the image can be optimized via the **blur** or **sharpen** button or use **undo** to cancel (depending on the camera manufacturer).

If the image does not meet the expectations, a new capture can be started by clicking the -> Live image button.

Use \rightarrow Cancel to ignore and exit the complete procedure. Click \rightarrow Accept image to transfer the image to the personnel master file.

Common	Data carrier	Access data	Attendance time	Actions	idrea : ,Dat		Logdata AC		gdata TR	IACP b	ookings
common	Data camer	Access data				IS Relays	E LUGUATA AC	10 10	yuata in	INCE D	ookiigs
🎯 Opera	tionally data	🔐 Name / Add	lress 🛛 🌇 Personn	nel data 📲	Free data						
Name						-					
Last name		Sunday				0			Create		
Last name :	2								Create	person-layou	it.
First name		Andrea				6	R	8	Print p	person-sheet	
First name	2					FAX	NA	4	Cre	ate layout	
Organizat	ion							_			
Entry date		23/07/2013			-	PUS V		8	Pri	int layout	
Leaving dat	e				-	Geti	mage		Capture	fingerprint	
Personnel I	D							search	for		
Departmen	£ [no assignmen	t		×	No signature	available	Name			
Cost center	2	4 = Administratio	n	-	× O	Record s	signature				
Working gro	pup	no assignmen	t		×			(Ø		
Function											
Import ID											
Controller g	roup				-						

• Print Layout:

Open the menue for printing via button \rightarrow Print person-sheet / Print layout. The data of the personnel record that is selected are used for a preview of the card. The layout selected previously can be printed by clicking the \rightarrow Print layout button. If a compatible card printer is connected, the ID-cards can be printed directly. A double-sided printing is also possible on a suitable printer.



There are the data of the selected record displayed.

You can find the original manual of the product **DevExpress Designer** in PDF format on the installation CD of IQ MultiAccess in the directory ...\Doc\²¹.

• Create Layout:

Open the menue for creating and editing of a print template via button \rightarrow Create person-layout / Create layout. Click in the window \rightarrow Open print template, the button \rightarrow New \rightarrow Template to open a existing template for printing. If no template exists, this will open an empty template.²².

Open print	template	× istration	-
MyCard.REPX	Change directory		Logdata AC 🕞 Logdi 4 🔸
		4	Create person-layout Print person-sheet
		4	Create layout
New Open	Cancel	9	Print layout
avin	👻 📓 Get image		Capture fingerprint

²¹ 22

If some files already exist, they can directly be opened and modified.

Reading requires a program which can open PDF files, e. g. Adobe Acrobat Reader.

23. Virtual Operating Unit for Intruder Alarm Control Panels

23.1 General

This option simulates the graphic operating unit "Touch-Center BUS-2", item no. 012577 in IQ SystemControl and/or IQ MultiAccess with option IACP-connection. It serves for status indication and operation of the intruder alarm control panel(s) controlled via IQSC / IQMA (Hint: This function is not supported by the IACP MB-Secure).

Very few operating procedures are requiered in normal, everyday operation. The explanations following describe and restrict to the use of the intruder alarm control panel in conjunction with the virtual oerating unit:

- General operation functions
- Function of indication and operation elements
- Simple fault clearance

For sequence and meaning of the individual operation steps as well as the meaning of the messages and management of appropriate activities see manual of the individual intruder alarm control panel.

Programming which affects the system, is reserved to the installer. Please contact the installation company if you have any problems, desires to upgrade the systems etc.

23.2 Installation/Setup

а

Requirements IACP (MB-Classic panels): Firmware as of V10.xx

The standard version of IQ SystemControl / IQ MultiAccess with option IACP-connection includes **one** virtual operating unit. This virtual operating unit has access to all IACPs created in IQSC / IQMA **if enabled** in IQ NetEdit for operating. The use of further virtual operating units requires item no. 013598 which is an option with costs.

- Insert the software IQ Operating Unit in IQ NetEdit:
 - at one or several workstations (a)

ile Edit View ?		
🗉 Emê 🧹 🕂 🔭 🖉		
Network B SK14 Hyde/ Hollingsworth CO01 - PC COM port 1 COM port 2 TSDN card 1 SW_002 - IQ MultiAccess SW_001 - IQ NetEdit SW_013 - IQ Monitor	Common Common Type: Last modified:	IQ Operating Unit Mon Sep 14 02:37:00 2009 23 SW_023 - IQ operating unit
SW_014 - IQ System Monitor SW_015 - IQ VPS	Auto logout	0 Op. time (Sec.) 3
	Active 🔽	, , , , , , , , , , , , , , , , , , , ,
	1	Cancel Apply

and/or

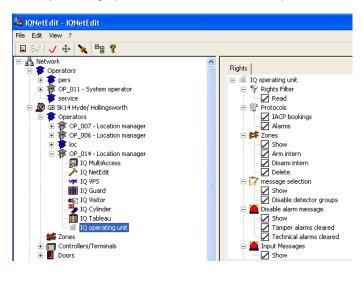
- at one or several locations (b). In this case the input of a server identification is mandatory²³.

File Edit View ?	
💷 Bal 🧹 🕂 🛰 🖻 👷 🖇	
A Network G & SX14 Hyde/ Holingsworth G & SX14 Hyde/ Holingsworth G & SX14 Hyde/ Holingsworth D COM port 1 D COM port 2 D COM port 2 D COM port 2 SW_002 - 1Q MultiAccess A SW_001 - 1Q NetEdt SW_013 - 1Q NetEdt SW_013 - 1Q NetEdt SW_013 - 1Q VIST SW_014 - 1Q System Monitor SW_013 - 1Q VIST SW_016 - 1Q VIST SW_018 - 1Q Cylinder SW_023 - 1Q operating unit SW_023 - 1Q operating unit SW_023 - 1Q operating unit	Common Type: IQ Operating Unit Last modified: Mon Sep 14 02:43:07 2009 ID Description SW_024 - IQ operating unit Auto logout 0 Op. time (Sec.) 3 Identification D Active Cancel

On the basis of the IACP-standard, an operation time in seconds can be entered. The default value is set to 30 seconds. The operation time covers the time period during which entries are possible. It restarts afer each input (keystroke / mouse click). If no input occurs within the time defined, the program will switch automatically back to the first screen of the user interface. The value "0" means unlimited operation time.

Common	
Туре:	IQ Operating Unit
Last modified:	Mon Sep 14 02:37:00 2009
ID	23
ID Description	23 SW_023 - IQ operating unit

Every new created operator with default rights has full access to the virtual operating unit. These rights can be restricted individually (cf. chapter 12 = Operators and installation instructions P32205-26-0G0-xx, chapter 5.22 Rights tab and chapter 8 = Operators). The software **IQ OperationUnit** inclusive its rights must be manually assigned to already existing operators transferred via an update from version 7 or older.



23.3 Operation

To start the program double-click the file IQOpUnit.EXE in the directory

...\Program Files\IQ_MultiWIN\IQ_Clients\IQ_OpUnit

IQ	IQ op	erating uni	t	x
Hor	10	y	Ne	
Identification				
User name				
Password				
Server Identification				
ServerName	localhc 👻	Port		23757
Cancel			Ok	
4	III			•

Input of user name, password and server identification according to IQMA / IQSC standard.

User interface:

ation	Control panel	Zone		State	Alarm	
	s. TE_020-MB100		40	Disarmed		4
						4
						1000
						View
						Arm intern
						Cor

Intruder alarm control panels created in IQSC / IQMA **and enabled** in IQ NetEdit for operating will be displayed with their current status and, if existing, pending alarms. Select the desired panel by double-click or by highlighting +

View

The activation of certain functions can be done by clicking the corresponding button or directly via double-clicking a participant / message displayed in the view window.

Buttons:



"Home", back to basic state.

Back to previous screen or ESC key.

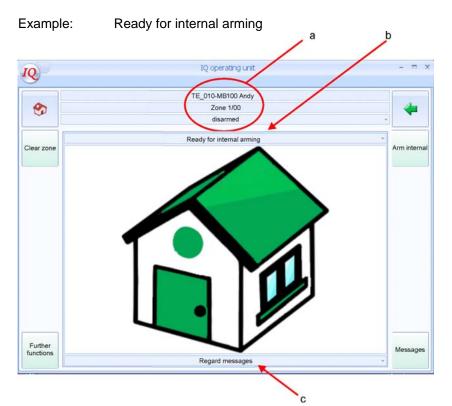
Scroll within a screen.

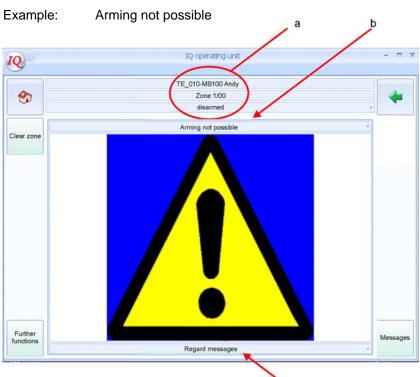
Further buttons are context dependent and labelled in plain writing.

Basic state

- a) Display of the selected panel and its current status.
- b) Display whether the system can be armed or not.
- c) Information on further procedure.

Depending on b) and c) appropriate buttons are additionally available (e. g. "Internal arming", "Messages").





c

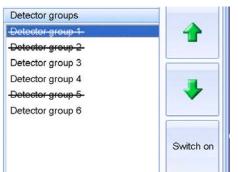
Further functions

The key Further opens the menu:

IQ		IQ operatir	ig unit	- = x
?		TE_010 - MBJ Zone disarn	1/00	(
	~	Delector groups	Alarm monitor	
		Event monitor	Time	Ø
	~	Test	Maintenance	×
	€"	Automatic	Addresses	6

Detector groups





There is an overview of the current status of the detector groups in general and buttons to select a type of detector groups where individual detector groups can be switched on or off

Within a detector group type there is a list of the individual detector groups. They can be switched on or off (enabled / disabled).

Disabled detector groups are crossed out in this display.

 Detector groups

 Detector group 1

 Detector group 2

 Detector group 3

 Detector group 4

 Detector group 5

 Detector group 6

Depending on the status of the selected detector group, either the button "Switch on" or "Switch off" is available.

Alarm memory

		TE_010-MB100 Andy			
8		Zone 1/00			
-		disarmed			
Booking time	Message	Info 1	Info 2	Zone	Detector group
15.05.2009 14:51:22	Tamper lid contact front	BUS-2 Line 1 User 50		1/0	
15.05.2009 14:45:22	Tamper lid contact front			1/0	-
15.09.2009 14:45:20 14.09.2009 07:26:21	Tamper lid contact front Intrusion alarm off	BUS-2 Line 1 User 50		1/0 2/0	
14.09.2009.07.26.21	Intrusion alarm off Intrusion alarm recognized	Analogue channel		2/0	DG 002
14.09.2009.07.15.24	Intrusion pre-alarm off	Analogue channel		2/0	03 002
14.09.2009.07:13:24	Intrusion pre-alarm on	Analogue channel		2/0	DG 002
13.05.2009 14:51:22	Tamper lid contact front	BUS-2 Line 1 User 50		1/0	00 002
13.05.2009 14:45:22	Tamper lid contact front	000-2 Ellie 1 0361 00		1/0	
13.09.2009 14:45:20	Tamper lid contact front	BUS-2 Line 1 User 50		1/0	
11.09.2009 07:26:21	Intrusion alarm off			2/0	
11.09.2009 07:22:08	Intrusion alarm recognized	Analogue channel		2/0	DG 002
11.09.2009 07:15:24	Intrusion pre-alarm off			2/0	
11.09.2009 07:14:00	Intrusion pre-alarm on	Analogue channel		2/0	DG 002
14.09.2009 07:15:24	Intrusion pre-alarm off			2/0	
14.09.2009 07:14:00	Intrusion pre-alarm on	Analogue channel		2/0	DG 002
13.05.2009 14:51:22	Tamper lid contact front	BUS-2 Line 1 User 50		1/0	
13.05.2009 14:45:22	Tamper lid contact front			1/0	
13.09.2009 14:45:20	Tamper lid contact front	BUS-2 Line 1 User 50		1/0	
11.09.2009 07:26:21	Intrusion alarm off	name and a set of the set of the set of the		2/0	
11.09.2009 07:22:08	Intrusion alarm recognized	Analogue channel		2/0	DG 002
14.09.2009 07:15:24	Intrusion pre-alarm off	and the second		2/0	100000000000000000000000000000000000000
14.09.2009 07:14:00	Intrusion pre-alarm on	Analogue channel		2/0	DG 002
13.05.2009 14:51:22	Tamper lid contact front	BUS-2 Line 1 User 50		1/0	
13.05.2009 14:45:22	Tamper lid contact front			1/0	
13.09.2009 14:45:20	Tamper lid contact front	BUS-2 Line 1 User 50		1/0	

Event memory

		TE_010-MB100 Andy				
0		Zone 1/00				1
		disarmed				
		usumed				
Booking time	Message	Info 1	Info 2	Zone	Detector group]
16.01.2009 16:25:23	Detector group internal switc			65335	DG 003	
16.01.2009 16:24:02	Detector group internal switc			65335	DG 003	
16.01.2009 16:15:52	Detector group internal switc			65335	DG 003	
15.01.2009 09:42:35	Start Operation	BUS-2 Line 2 User 5.				
15.01.2009 09:15:52	Detector group internal switc			65335	DG 003	
15.01.2009 09:10:12	Start Operation	BUS-2 Line 2 User 5.				
15.01.2009 09:09:59	Checking RTZ and data car					
15.01.2009 09.08:22	Start Operation	BUS-2 Line 2 User 5.				
14:01.2009 18:24:42	Zone disarmed			65335		
14.01.2009 17:24:34	Detector group cleared			65335		
14.01.2009 17:23:15	Detector group cleared			65335		
14.01.2009 17:22:38	Detector group cleared			65335		
14:01.2009 16:24:42	Zone internal armed			65335		
14:01.2009 16:20:48	Transmitting device ok					
14:01.2009 16:18:14	Fault transmitting device					
13.01.2009 12:20:53	Fault connection line					
13.01.2009 12:15:20	Program start after reset		100 I.S. 14			
13.01.2009 12:07:01		WINFEM USB con S	tation 1 User 0			
12.01.2009 16:25:23	Detector group internal switc			65335	DG 003	
12.01.2009 16:24:02	Detector group internal switc			65335	DG 003	
12.01.2009 16:15:52	Detector group internal switc			65335	DG 003	-
11.01.2009 09:42:35	Start Operation	BUS-2 Line 2 User 5.		00000	0.0.000	
11.01.2009 09:15:52	Detector group internal switc			65335	DG 003	
11.01.2009 09:10:12	Start Operation	BUS-2 Line 2 User 5.				
09.01.2009 16:25:23	Detector group internal switc			65335	DG 003	
09.01.2009 16:24:02	Detector group internal switc			65335	DG 003	
09.01.2009 16:15:52 09.01.2009 09:42:35	Detector group internal switc Start Operation	BUS-2 Line 2 User 5		65335	DG 003	-

In opposite to the \rightarrow event memory which displays all saved events of an IACP the alarm memory only displays alarms.

The event memory stores all events happening at the IACP.

This display shows the latest 1000 entries.

Time

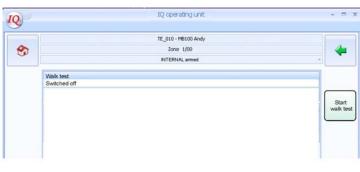
	TE_010 - MB100 Andy
	Zone 1/00
	disarmed -
<u>Current time</u> Time Date	11:25:14 C 26.01.2009 ~
Set time	
Time	11:23:57 🗘
Date	26.01.2009 -
DST automatic	

In the upper section of this menu date and time of the intruder alarm control panel is displayed. They can be set by overwriting them in the lower section.

In addition, the automatic daylight saving time switch can be activated.



Test



Q	IQ operating unit	- = >
	TE_010 - MB100 Andy	
3	Zone 1/00	
~	disarmed	
Walk test running		

Via this function a walk test can be activated.

A message indicates that the walk test is currently active. Arming / disarming switches off the walk test.

Maintenance

		TE_010 - M8100 Andy		1
80	Zone 1/00			
-		INTERNAL armed		
	aintenance ext date	28.01.2010 -		
Re	mote programmi	ng		
Co	nnection	Permanent release :		
Co	innection status	Disconnected +		

This function displays the next maintenance due date and the release / blocking of the remote parametrization.

Automatic

This function lists all existing macros, which can be individually selected and started.

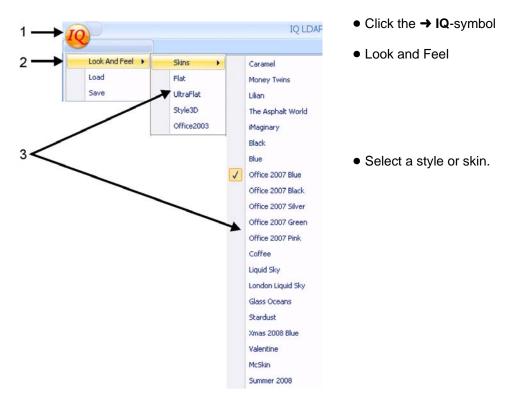
Addresses

This function lists all addresses stored in the IACP, e. g. the address of the responsible installer or the security service etc.

Individual adjustment

Individual adjustment

This function allows a selection between several layouts.





The layout will automatically be saved locally (not in the user profile!) The next program start activates the last settings, no matter which user logs in.

23.4 Description of Function Arming / Disarming

23.4.1 Intrusion detection control unit arming/disarming

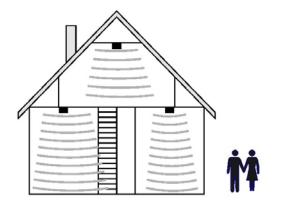
Arming/disarming - these terms mean practically the same thing as switching the system on and off.

To switch on means to arm the system. This can either be the "internally armed" status for presence security or the "externally armed" status for absence security.

To switch off means to disarm the system.

Arming and disarming is performed using appropriate operating elements. Depending on the version and components of your system, these elements can be operating units, a block lock, a security operating panel, a door code or a proximity operating device (IDENT-KEY system).

23.4.2 Absence security



Absence security refers to external arming using a suitable operating element e.g. a block lock. This means that you assume that the zone to be secured has been vacated and cannot be entered even accidentally through an unlocked door, for example.

The control panel can only be externally armed if there is no fault in the mains or the battery. In addition, no detector group or lock group may be actuated. Also, no uncleared alarm or fault of the telephone dialing device (transmission device) should be pending.

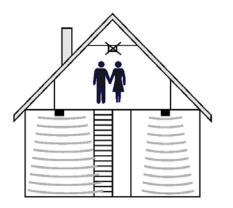
Detector groups which were internally disabled are automatically reactivated by external arming. However, after disarming disabling is active again.

Arming is acknowledged by an audible signal which lasts approx. 3 seconds.

Every impending alarm criterion now releases a main alarm. Depending on the system configuration, the alarm is transmitted visually (flashing lamp) and/or audibly (loudspeaker). This alarm can also be reported to a security service via a transmission device, if installed.

Absence security status can only be lifted by disarming using an operating element such as the block lock. After disarming, an actuated alarm is displayed on the corresponding displays of the operating units and on any parallel display boards installed.

23.4.3 Presence security



Presence security does not require that the secured zone must be vacated. Partial zone arming is possible with this form of security, i.e. you can disable detector groups. It is then possible to move about within these detector groups without releasing an alarm by actuating a motion detector or a window contact, for example. Internal arming is carried out using operating units.

An impending alarm criterion releases an internal alarm. The displays of operating units and parallel boards are not blanked - this means that the system status is immediately recognizable.

Presence security can be cancelled by disarming using operating units or, if programmed, by briefly locking and unlocking the external arming element.

The latter function is intended for persons who return home late and who must deactivate internal arming before entering the internally armed zone. This disarming simultaneously switches off the internal acoustic signal transmitters.

24. Visualization with IQ DoorTableau

24.1 General

With the program **IQ DoorTableau** it is possible to display the condition of doors in a graphically way. Active operations such as e.g. short release could also be made.

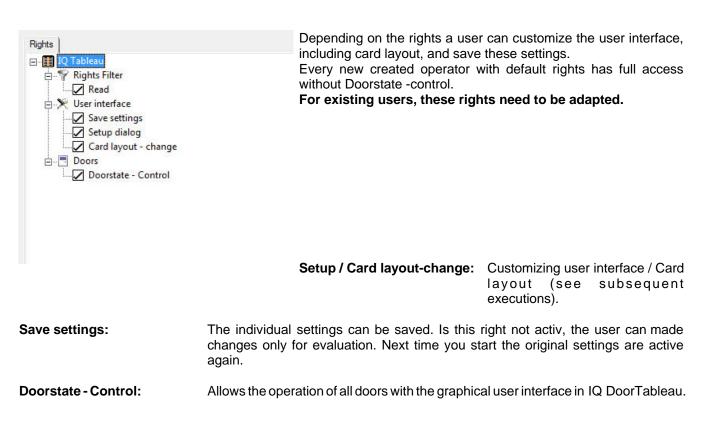
24.1.1 Requirements

The software **IQ DoorTableau** must be installed. This is a component of IQ MultiAccess (Installation see Installation Instructions P32205-26-000-xx, Chapter 3).

If installing the software IQ Tableau on a separate computer (e.g. for information in the reception area), it is mandatory input of user name, password and server identification (name of the computer where IQ Server is running) when starting the software. Optional the software IQ MultiAccess can be inserted directly at the locations (in IQ NetEdit). When starting IQ Tableau input of user name, password and server identification is required (cf. Installation Instructions P32205-26-000-xx, Chapter 6.2.2 and 11).

Settings in IQ NetEdit

Insert the software **IQ DoorTableau** at the concerning computer. Define a operator as user for the tableau with read rights in IQ DoorTableau.



In the descriptions below, all rights are active.

24.1.2 General operation



Start → All Programs → IQ MultiAccess → IQ DTableau

Input of user name, password and server identification according to IQMA / IQSC standard

Q		IQ Door Tableau	- =
9			
Summary	Doors		
Summary	DOOLS		
(

The first start displays an empty user interface only.

IO	(P)	IQ Door Tableau		- = x
9	Lokation			
Summa	ID	Name		
	1	Lokation	N	
	2	Firma A	13	
	3	Firma B		
	4	Firma C		
	x			

Depending on the user rights select in tab \rightarrow Location a desired Location to display.

Doors (Tab): Here all the doors of the selected location listed. Selected zones appear in the overview.

Sumary (Tab): Graphical display of doors selected previously in the doors tab.

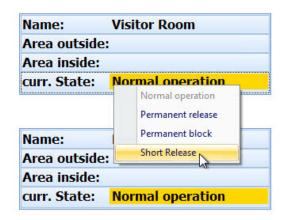
Select doors to display

) IO) Door Tableau		- 1	= x	
ocation Loka					•	
Summary	Doors	1				
#	NAME	Curr. State	Area outside	Area inside		
V	DR_001 - Door 1Sale department	Normal operation				
I 💟	Visitor Room	Normal operation				
	Door Main Entrance	Normal operation				
	Door Warehouse	Normal operation				

Individual doors are activated by left clicking the respective check box.

in the table to bring up the drop-down menu to activate all doors to a not to be displayed can be individually disabled. In selection is for individual adjustment and evaluation of lists, refer
- ⁻ ×
Marked doors are shown in the tab → Summary. According to the pre-selection in the door tab "all Doors" or "selected Doors" are displayed. These data are updated in real time and are immediately
available when a person is booking in or when a manual operation (switching doors) via the software is being made.
The maximum number of doors shown depends on the screen resolution and the set of the window size. If all doors on one side of the screen cannot be displayed, a scroll bar would appear automatically.

24.1.3 **Buttons / Operation of doors**



Left click in the selected -> Door (graphic field) opens the pop-up menue for manually switching door states.

The Short Release button causes a brief release like pushing the door strike key.

The **Permanent release** button sets permanent release.

The **Permanent block** button block the door.

The Normal operation button sets the door in normal operating state.

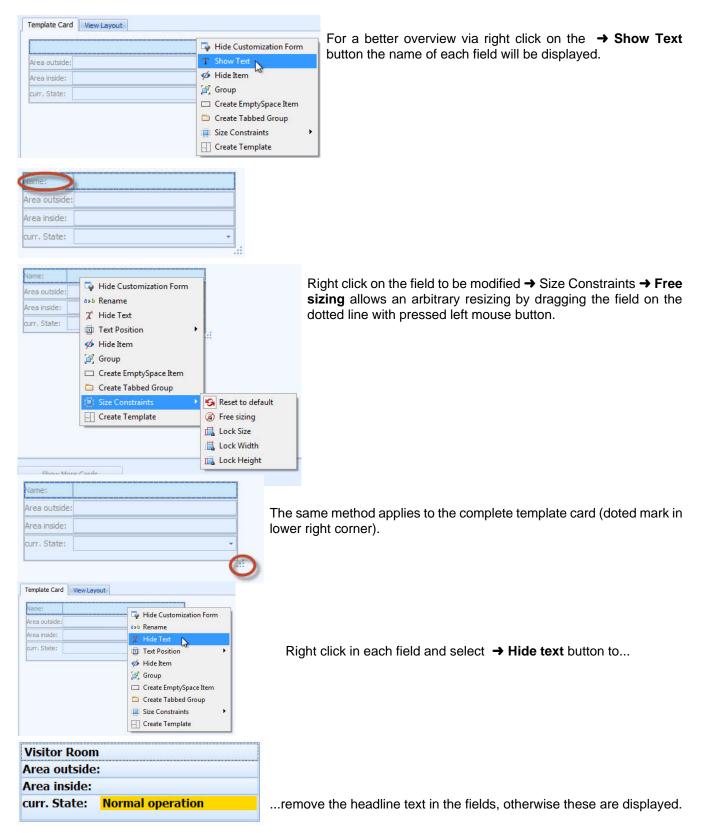
24.1.4 Individual settings by adjusting in the layout view

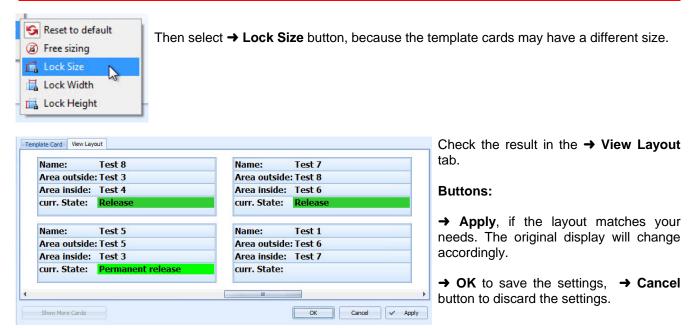
tion Lokation				-	
ummary Doors					
			LayoutView Cust	omzation	
	Name:	Visitor Room	Customize the ca	d layout using drag-and-drop and customization menu, a	and preview data in the View Lavout page
	Area outside:		Contract and Ca	o syour using diagram drop and contained in many, i	no prenen cara in ore new capor page.
	Area inside:		Template Card	- View Layout	
	curr. State:	Normal operation	Name		Hidden Items
			Area outside:		Empty Space Item
			Area inside:		A tabel
	Name:	Door Main Entrance	nurr, State:		Separator
	Area outside:		Trail's Segure		G Door number
	Area inside:		1		Q Error
	curr. State:				0 D
	carri ototer	normal operation			😡 Operation mode
					😡 Release
					G State

Right click anywhere in the field in the **Summary** tab opens a editing window for individual configuration of the graphical display.

In the Template card tab it is possible to edit individual fields with pressed left mouse button:

- slide inside of the display tab to a desired position.
- insert from the list of available fields in the display tab.
- remove from the display tab (back to the list).





These settings apply only to the user who made them and remain only until the next program startup.



In order to prevent creating template cards again and again, they can be saved (Left click the IQ symbol \rightarrow Save settings. The operator must have the right **Save settings**. In this pop-up menue the pre-selection filter for the door tab "show all Doors" can be set, too.

24.1.5 Look and feel customization

One of several themes can be selected using this function.

Q		
	Look And Feel 🔸	Skins 🕨
	Show all doors	Flat
	Save settings	UltraFlat
(1)	About	Style3D
-		Office2003

- Click on the IQ symbol
- Look and Feel
- Select a style or skin.



The layout will automatically be saved locally (not in the user profile!) The next program start activates the last settings, no matter which user logs in.

24.1.6 Sorting and filtering

Name:	Door Main Entrance	0
Area outside	e:	0
Area inside:		0
curr. State:	Normal operation	

Click on a small \rightarrow arrow symbol in the right corner of any field. This causes sorting in ascending or decending order of the doors.

Multiple sorting:

For this purpose, the first column is sorted as described above, then the second and each other column is defined in addition while pressing the shift key.

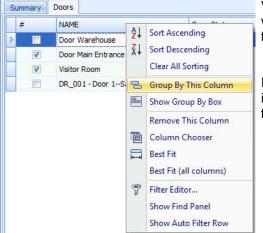
ocation Lo	kation	
Summary	Doors	
#	NAME	C
V	Door Mair	Entrance

In the **Door** tab click as well on the \rightarrow **arrow symbol** as described above. This causes sorting the desired column in ascending or decending order.

The filter symbol appears when passing over the column header with the mouse pointer. Use the filter icon by touching the column to select the desired filter. To set a filter, use the left mouse button to open the pull-down menu using the filter symbol in the column heading field and select the desired filter entry. The evaluation / sorting all of the filter functions are described in chapter 13.1.2.5. In addition, Custom-defined filtering can be selected in every heading field, too.

Su	ummary	Doors
	#	NAME
		Door Warehouse
>	2	Door Main Entrance
		Visitor Doom

	122	1000		
	#	NAME	Curr State Area o Custom)	Instit
		Door Warehouse	Door Main Entrance	
>	1	Door Main Entrance	Door Warehouse	
	V	Visitor Room	DR_001 - Door 1Sale department ou Visitor Room	Itside
	1	DR 001 - Door 1Sale department .		



Via a right-click into each column headline a pop-up menue appears with more options for sorting, filtering and grouping. The evaluation functions are described in chapter 13.

If a door list should be \rightarrow **Print**: Printing is carried out according to the individual adjustments described in chapter 13. Via double click in any field of a list the \rightarrow **Print preview** would be opened.

25. Use of mifare DESFire EV1 data carriers

25.1 General

The mifare DESFire EV1 technology is the follower of the mifare classic system, however it has a higher security class.

The mifare DESFire EV1 technology use the common accepted encoding procedure AES (Advanced Encryption Standard). The current encoding procedure AES of DESFire EV1 readers uses a 128 bit key.

The encoding procedure AES is known as extremely tap-proof and tamper-resistant. In th USA it is approved for government documents in the highest security ratings. IQ Multi Access also supports the new electronic service and troop card (eDTA) of Germany.

25.2 Enter data carriers

There is no manual entry of data carriers possible only reading cards via read-in station (Admitto DESFire).

Common Data	carrier Access data Attendance tim	е 🤔
Data carrier		
Number	4444	-
Version	0	\$
Coding	0000000000807100203]
	Search by coding	
IS-Code	555555	

- Put card on the read-in station.
- Click the button → "read-in ...".

With this procedure "Random UID" will be activated on the card and the currently active primary key will be written onto the card. The read-in station indicates ready for read-in via a flashing yellow LED.

The correct reading procedure is indicated by a green LED. An abortive reading procedure is indicated by a red LED. The IS code of the card is shown in plain text.

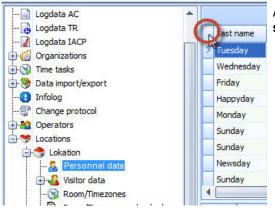
25.3 Identification/Enter data carriers

All card owners have to have their cards programmed to the new primary key within a certain period of time. This can be done via a read-in station (e. g. in the personnel office) or via a self-service station IQKeyChanger.



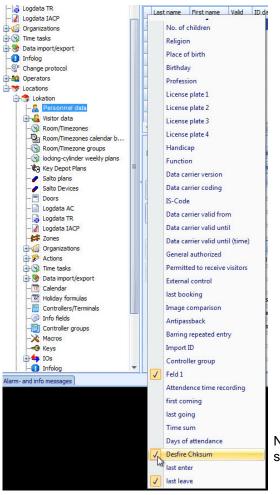
Please note, that reading or deleting of keys is not possible in IQ Visitor if IQ KeyChanger and IQ Visitor are started on the same PC.

After expiration of the transition period the secondary key will be deleted or replaced by a new key which later on will replace again the current primary key.



Activate the **Desfire checksum** column. Left click on the \rightarrow **list symbol** \Box opens the pop-up menue for selection the data fields.

Activate the "Desfire checksum" column in the grid of the personnel data to find out if all card owners have adopted the new primary key.



Now you can sort by "Desfire Checksum" and filter the card owners still not having updated their primary key.

Appendix

Changes as against the previous version

- → Client IQ MultiAccess performance improvements.
- → New variables for text input for the actions.
- → Individual storage path for settings.
- → Additional selection menu for read-in stations.
- → Number of user-defined fields now 40.
- → Support of DESFire EV1/EV2 for MB-Secure.

Booking Codes

Code	Code new	Message
0		Release
1		Wrong version number
2		No zone assigned
3		No fitting time range
4		No door assigned
5		Wrong system number
6		ID card unknown
7		Wrong key code
8		Special code armed/disarmed
9 10		Antipassback error Duress code
10		ID card number invalid
12		Door blocked after picture comparison
13		Error barring repeated entry
14		ID card retracted
15		Special function activated
16		Area reassignment
17		IDCU armed by ACS-1
18		IDCU disarmed by ACS-1
19		Door blocked - IDCU armed
20		Area engaged
21		Area empty
22		Buffer full
23		ID card blocked
24 25		Reassign queue in use
25 26		Length of stay: Error in check Length of stay: Too short
20 27		Length of stay: Too long
28		Error Image matching
126		Key taken
127		key available
128		Control unit offline
129		Control unit online
130		Door opened too long
131		Door closed again
132		Tamper contact active
133		Tamper contact OK
134		Release time expired
135		Door number unknown
136 137		Internal door strike key used
137		External door strike key used IDCU armed
130		IDCU disarmed
140		Max. attempts exceeded
141		Door opened without card
142		Door permanently released
143		Door in normal operation
144		Door blocked
145		Door with key code
146		Battery low
147		Reader fault
148		Reader OK
149		Door number unknown
150		2-wire keypad fault

151 152 153 154 155 156 157 158 159	2-wire keypad OK 3-wire bus fault 3-wire bus OK ACS-1 Printer error ACS-1 Printer on ACS-1 Printer off Door opened after release Door closed after release
160	Door opened with key code
161	Wrong key code
162	Positive drive of IDCU fulfilled Positive drive of IDCU not fulfilled
163 164	Door monitoring off (ACC)
165	Door monitoring on (ACC)
166	External input closed
167 168	External input opened Read error
169	Alarms reset (ACC)
170	Error 2-person AC
171	-
172 173	- External output closed
174	External output opened
175	Door opened while permanently released
176 177	Door closed while permanently released
178	Released by Host Host command not accepted
179	Tamper door strike
180	Door strike OK
181 182	Mains fault Mains restored
183	Battery fault
184	Battery OK
185	Battery OK
186 187	Hardware reset Controller Acoustic alarms cleared
188	Alarms cleared
189	Factory reset, data deleted
190	Printer error fixed
191-228 229 01	Reserved for ACS-1 and ACS Compact Overflow booking memory
229 02	Artifical watchdog reset
229 03	Connection to CD lost
229 04	Connection to CD established
229 05 229 06	CD ready for operation OEM identification wrong. CD deleted
229 07	Prot.version wrong CD deleted
229 08	Defect CD deleted
229 09	Memory test ROM ==> Error
229 10 229 11	Memory test ROM ==> OK Memory test RAM ==> Error
229 12	Memory test RAM ==> OK
229 13	Memory test EEPROM ==> Error
229 14 229 15	Memory test EEPROM ==> OK Checksum error in RAM
229 16	Checksum error in EEPROM
229 17	Checksum error in CLOCK
229 18	Hardware error RAM
229 19	Hardware error EEPROM

229 229 229 229 229 229 229 229 229 229	20 21 22 23 24 25 26 27 28 29	Hardware error clock Unknown telegram Unknown telegram recognition Unknown block address Hardware reset Watchdog reset Data loss Tamper CD triggered Tamper CD cleared Mains fault CD triggered
229	30	Mains fault CD cleared
229	31	Battery fault CD triggered
229 229	32 33	Battery fault CD cleared Battery fault CD triggered
229	34	Battery fault CD cleared
229	35	Acoustic alarm cleared
229	36	Input -> ACTIVE
229 229	37 38	Input -> INACTIVE Input ->ACTIVE Offline
229	39	Input -> INACTIVE Offline
229	40	Input -> Connection established
229	41	Output -> ACTIVE
229 229	42 43	Output -> INACTIVE Output ->ACTIVE Offline
229	43	Output -> INACTIVE Offline
229	45	Output -> Connection established
229	46	Reader -> Tamper triggered
229	47	Reader -> Tamper cleared
229 229	48 49	Keypad -> Tamper triggered Keypad -> Tamper cleared
229	49 50	Prevent access
229	51	Parallel lock
229	52	Permanent release ended
229	53	Permanent locking ended
229	54	Prevent access ended
229 229	55 56	Parallel lock ended Unauthorized opening ended
229	57	Code type "Card only"
229	58	Code type "Door code only"
229	59	Code type "Door code and card"
229	60	Code type "PIN Code only"
229 229	61 62	Code type "PIN Code and card" Code type "PIN Code or card"
229	63	Code type "Door code or card"
229	64	Input -> Connection lost
229	65	Output -> Connection lost
229	66 67	Reading not clear
229 229	67 68	CD signals offline Door clodes correctly
229	69	Macro selection activated (ID card)
229	70	Macro selection terminated (ID card)
229	71	Macro selection activated (door code)
229	72	Macro selection terminated (door code)
229 229	73 74	Automatic macros activated Automatic macros deactivated
229	75	Execution quick macro (ID card)
229	76	Execution quick macro (door code)
229	77	Timeout macro selection
229	78	Automatic macros activated (Timeout)
229 229	79 80	Automatic macros deactivated (Timeout) Door: Input Alarm >>> ACTIVE
229	81	Door: Input Alarm >>> INACTIVE
229	82	
229	83	

229	84	
229	85	
229	86	
229	87	
229	88	Macro: Trigger queue full
229	89	Macro: No authorization
229	90	Macro: Not manually executable
229	91	Macro: Not executable
229	92	Macro: Manual execution
229	93	Macro: Quick macro execution
229	94	Macro: Automatic macro execution
229	95	Macro: Forced macro execution
229	96	Macro: No quick macro assigned
229	97	Macro is invalid
229	98	Macro: Time of maturity expired
229	99	Macro: Execution by user
229	100	Macro: Execution by host
229	101	Macro: Execution by controller/terminal
229	102	Macro: Execution by timezone
229	103	Macro: Execution by MacroControl
229	104	Macro: Execution by host not allowed
229	105	Macro: Execution by controller/terminal not allowed
229	106	Macro control: Internal error
229	107	Macro control: Start by host
229	108	Macro control: Stop by host
229	109	Macro control: Reset by host
229	110	Macro control: Delete by host
229 229	111 112	Macro control: Invalid command
229	112	Macro control: invalid key
229	114	Timestamp correction: Recalculation
229	114	Timestamp correction: Internal foreward
229	116	Timestamp correction: Internal backward Timestamp correction: External error
229	117	Timestamp correction: External foreward
229	118	Timestamp correction: External backward
229	119	Error spin direction recognition
229	120	No. of attempts: Blocking time started
229	120	No. of attempts: Blocking time started
229	121	No. of attempts: Blocking time reset
229	123	Error length of telegram
229	124	Chechsum error in ROM
229	125	General hardware fault
229	126	Bus device not supported
229	127	Card transport error
229	128	Reader - battery failure
229	129	Reader - battery ok
229	130	RF user offline
229	131	RF user online
0		

IQ MultiAccess products

Item No.	Product description
29601	Basic package IQ MultiAccess for 300 ID cards
29602	Basic package IQ MultiAccess for 500 ID cards
29603	Basic package IQ MultiAccess for 800 ID cards
29604	Basic package IQ MultiAccess for 1000 ID cards
29605	Basic package IQ MultiAccess for 1500 ID cards
29606	Basic package IQ MultiAccess for 2000 ID cards
29607	Basic package IQ MultiAccess for 3000 ID cards
29608	Basic package IQ MultiAccess for 5000 ID cards
29609	Basic package IQ MultiAccess for 7500 ID cards
29610	Basic package IQ MultiAccess for 10000 ID cards
29646	Basic package IQ MultiAccess for more than 10000 ID cards
29611	Database expansion MultiAccess from 300 to 500 ID cards
29612	Database expansion MultiAccess from 500 to 800 ID cards
29613	Database expansion MultiAccess from 800 to 1000 ID cards
29614	Database expansion MultiAccess from 1000 to 1500 ID cards
29615	Database expansion MultiAccess from 1500 to 2000 ID cards
29616	Database expansion MultiAccess from 2000 to 3000 ID cards
29617	Database expansion MultiAccess from 3000 to 5000 ID cards
29618	Database expansion MultiAccess from 5000 to 7500 ID cards
29619	Database expansion MultiAccess from 7500 to 10000 ID cards
29620	Database expansion MultiAccess for more than 10000 ID cards
29621	Client processing ability option
29622	Antipassback/Barring Repeated Entry option
29624	Camera option
29625	Capture of image and signature, layout and card printing option
29626	IDCU Interface option
13598	Virtual IACP operation unit option / IQ ControlCenter (1 x included in basic / professional package with option 029626)
29631	Professional package IQ MultiAccess for 300 ID cards
29632	Professional package IQ MultiAccess for 500 ID cards
29633	Professional package IQ MultiAccess for 800 ID cards
29634	Professional package IQ MultiAccess for 1000 ID cards
29635	Professional package IQ MultiAccess for 1500 ID cards
29636	Professional package IQ MultiAccess for 2000 ID cards
29637	Professional package IQ MultiAccess for 3000 ID cards
29638	Professional package IQ MultiAccess for 5000 ID cards
29639	Professional package IQ MultiAccess for 7500 ID cards
29640	Professional package IQ MultiAccess for 10000 ID cards
29647	Basic package IQ MultiAccess for more than 10000 ID cards
29641	Upgrade from MultiAccess for Windows to IQ MultiAccess
29643	Upgrade from IQ SystemControl to IQ MultiAccess
29645	Upgrade from IQ MultiAccess previous version to IQ MultiAccess current version
29650	Option Salto for IQMA/IQSC
29651	Number of readers for Salto

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