

# Assisi Centre Aged Care

## Access Control User Guide

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# Introduction

Note: This Manual contains privileged information and it is recommended that all care be taken to ensure that this manual is kept in a safe location.

## Introduction

This Manual is intended to be used as a customised guide only and should be used in conjunction with the accompanied Insight Management User Manual. It is assumed that anybody operating the Domain Assisi Centre Access Control PC is familiar with the operation and use of the Microsoft Windows XP operating system.

## System Description

The Domain Assisi Centre system has been built using the latest Inner Range Concept Access Control system. The Concept System is a powerful integrated intrusion and access control management system. At the heart of the system is the Concept 4000 Controller that talks directly with the Management Suite installed on the Access Control PC.

# Hardware Operation

## Access Control System

The Domain Assisi Centre Access Control system has been designed to control access throughout the building by use of electronic access control equipment on select doors. Below is an operational guide for all hardware fitted to the Domain Assisi Centre Site..

## Using a Prox Reader

To gain access through an access controlled door fitted with a Prox Reader, a user simply has to badge a valid card.

## Using a Pin Pad

To gain access through an access controlled door fitted with a Pin Pad, a user simply has to enter a valid pin followed by the '#' key.

## REX (Request to Exit)

To facilitate exiting, some doors are fitted with a REX Button. To exit through one of these doors a user simply has to momentarily hold the REX Button.

## Perimeter Doors

Various Perimeter Doors throughout the building have been fitted with a security Reed Switch. When the night time schedule becomes valid, all Perimeter Doors when opened will trigger an Alarm to all relevant DECT Phones.

# Software Getting Started

## Equipment Details

The Assisi Centre PC is located in the Communications room. This PC has been preloaded with Windows XP and the latest Inner Range Management Suite Software V5; both are licensed for this PC only and cannot be reloaded to another PC. The PC links the operator directly with the Concept System also located in the comms room and allows any privileged operator to make real time changes to the access control system.

## Logging in to Windows

Please enter your username and password (if any) for your Windows Machine.

## Logging in to Inner Range Insight for System Editing.

By default your system is set to automatically start the Insight Launcher when your PC starts.

1. Simply click on the Insight Launcher from the task bar. Once started you will be prompted with a selection of choices.



2. For editing please select 'Insight Edit'.



Select Insight Edit when making any changes to the system.

3. You will be prompted for a username and password as per below.

A screenshot of a 'Logon' dialog box. It has a title bar with 'Logon' and a close button. Inside, there's a green stick figure icon on the left. The text 'Enter your operator name and password to log on.' is at the top. Below this are three input fields: 'Operator:' with 'admin' entered, 'Password:' with '\*\*\*\*\*' entered, and 'Server:' with '127.0.0.1' entered. There's a 'Change...' button next to the password field. To the right of the server field is a 'Port:' field with '751' entered. At the bottom are 'Log On' and 'Cancel' buttons.

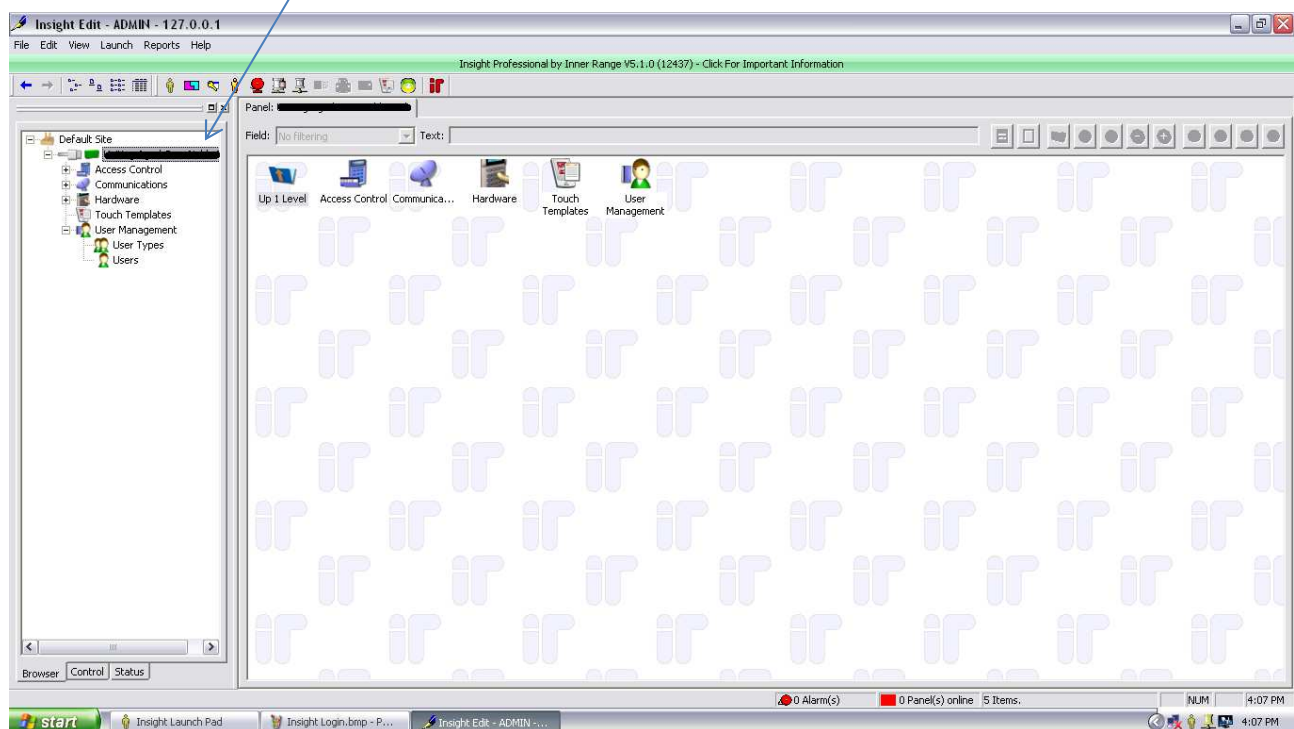
## Connecting

Note: This tutorial is only to be used if the Concept System has stopped communicating with the PC.

Your PC talks directly with the Concept Controller using a TCP/IP LAN connection. This PC has been setup to automatically connect to the Controller and stay connected. Therefore the below is to be used only when the controller and PC have lost their connection.

When you have successfully logged into the Insight Software you will need to initialize a connection to the controller if not already connected. To do this:

1. Highlight and right click 'Domain Assisi Centre' located in the left window pane.
2. Highlight Connect.
3. Highlight Serial and click to start the connection.



Note: Your PC should stay connected indefinitely to the Concept Controller therefore you do not need to disconnect.

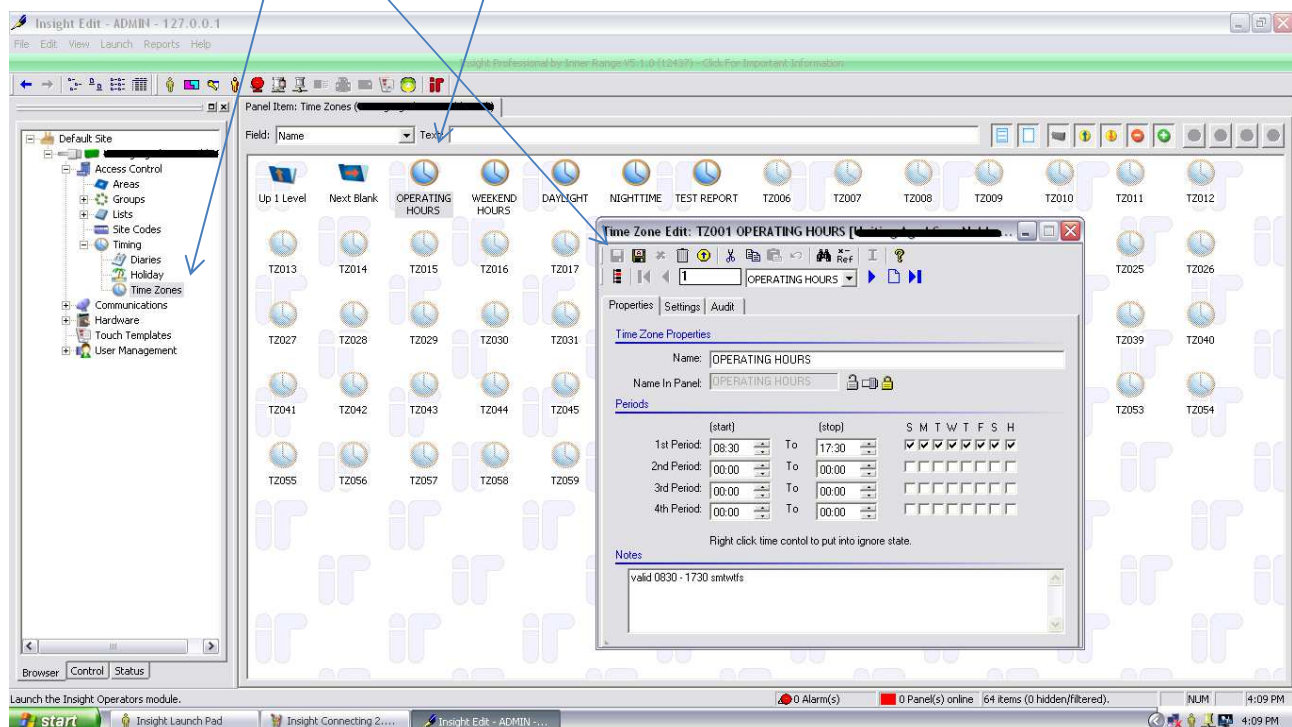
# Making Changes

The Assisi Centre System has been designed to control access through the building and create a safe zone between staff and public areas. The system has been pre-programmed to support these functions however it is expected that from time to time an operator may need to make some changes to the system the following tutorials should guide you through this.

## Time Zones

To modify a Time Zone:

1. From the Left Menu Expand Timing.
2. Select and click Time Zones.
3. Select a Time Zone to modify e.g. Operating Hours
4. Enter the Start Time, Stop Time and Select the days you wish this Time Zone to be active.
5. Save your Settings.



Note: The H stands for Holiday and selecting this option will mean that this Time Zone is valid on any programmed Holiday.

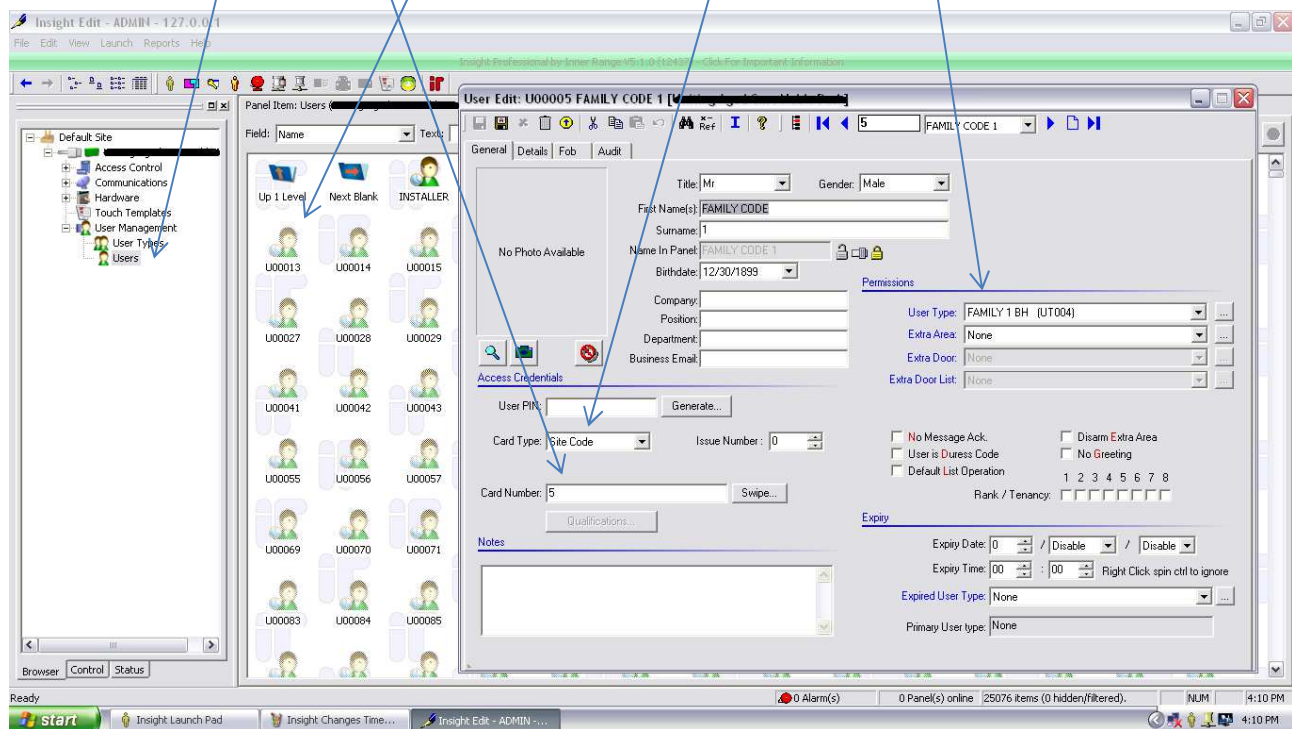


## Adding Users

A User is a physical person programmed into the system. Users have access to areas and doors to facilitate their employment duties and these are controlled via their 'User Type'. From time to time it is expected that a user may need to be added to the system.

To add a user:

1. From the left menu expand Access Menu.
2. Select and click Users.
3. Navigate down the list of users and select a greyed out (new un-programmed user) icon.
4. Enter all relevant details under User Details remembering to assign a User Type.
5. If the User requires a prox card you will need to select Site Code as Card Type and enter the new prox card number under Card Number.
6. Save your settings.

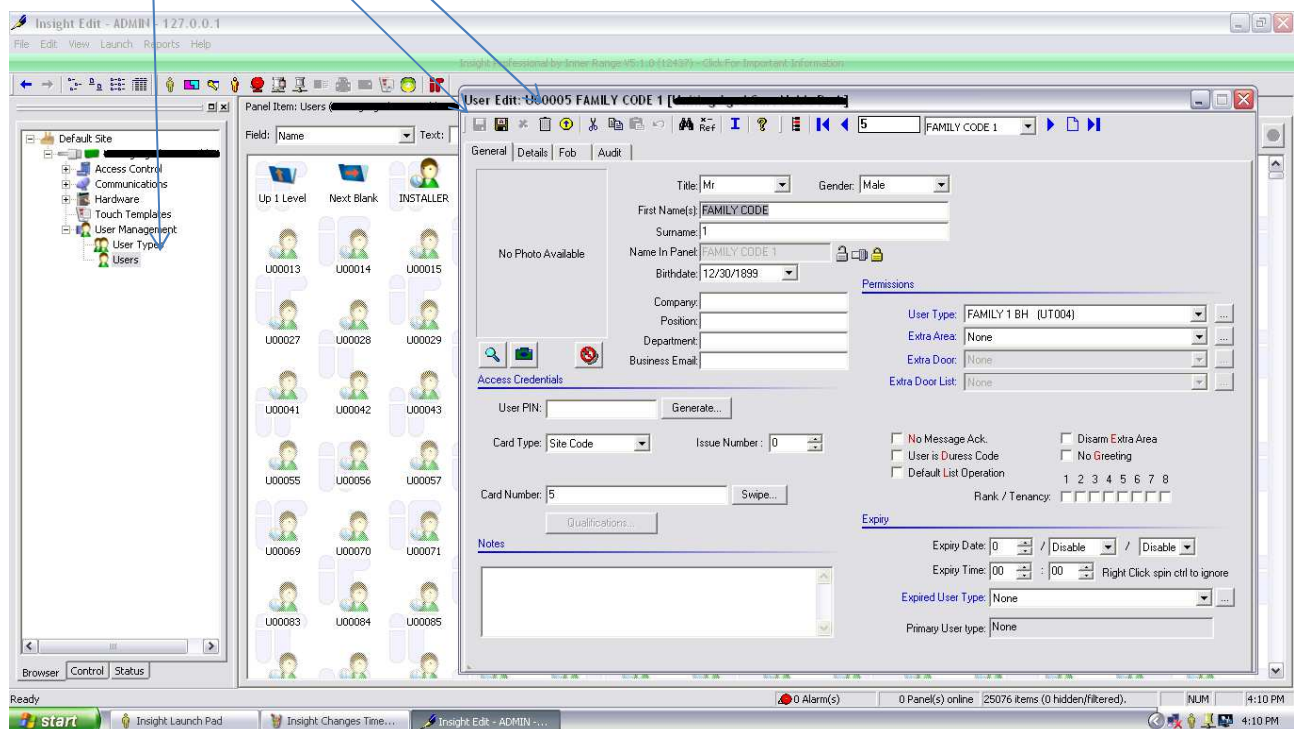


## Deleting Users

Further to adding a user, from time to time it is expected that a user may need to be deleted.

To delete a user:

1. From the left menu expand Access Menu.
2. Select and click Users.
3. Navigate down the list of users and select the user you wish to delete.
4. Select the Trash Can Icon and click to reset the user Data; this will delete all fields for this user.
5. Save your settings.



# Reports using Insight Review

It is expected that from time to time you may wish to produce reports. The Inner range Review utility is a powerful tool allowing full and filtered reports to be produced. Please understand that report needs differ from site to site therefore the following tutorial is to be used as a guide only.

## Logging in to Inner Range Insight Review for Reports.

By default your system is set to automatically start the Insight Launcher when your PC starts.

1. Simply click on the Insight Launcher from the task bar. Once started you will be prompted with a selection of choices.



2. For editing please select 'Insight Review'.



Select Insight REVIEW for Report Building

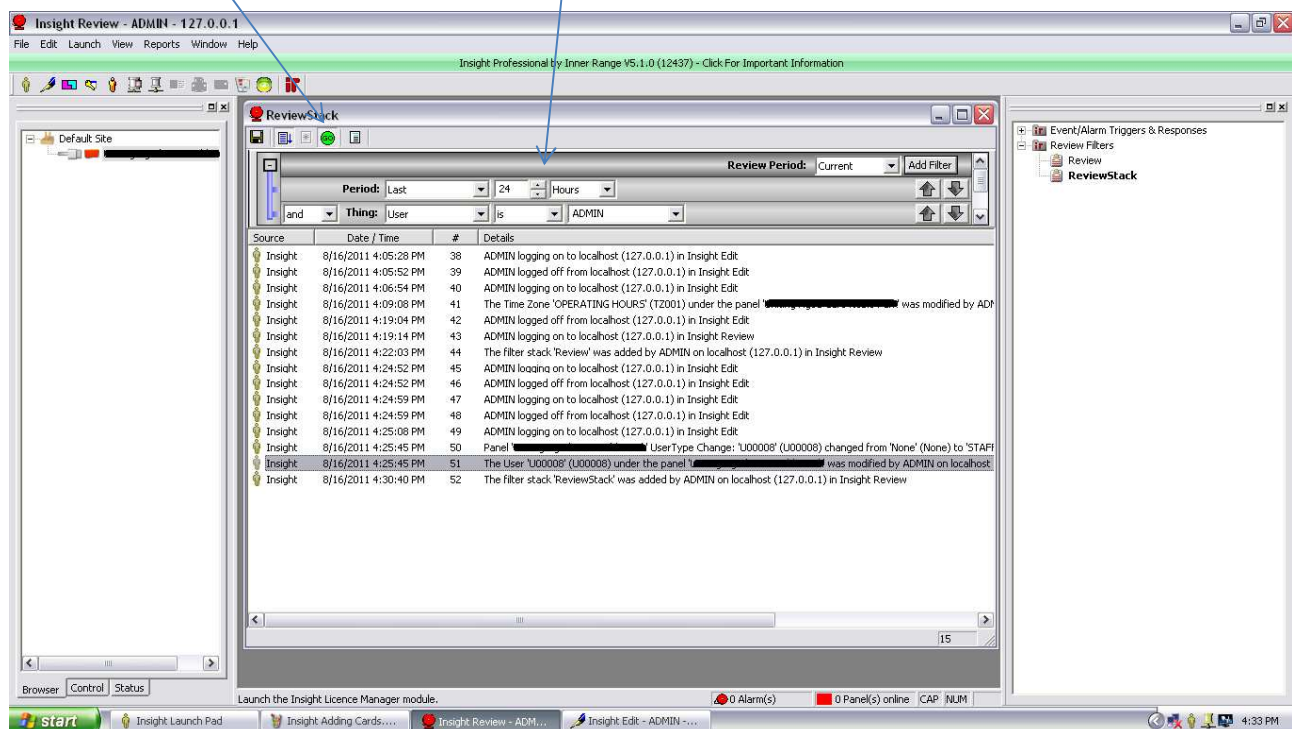
3. You will be prompted for a username and password as per below.



## Using Insight Review

To use Review:

1. Using the Dropdown boxes select the Time Period for which you would like the report to be based e.g. Last 24 Hours.
2. Using the 'Thing Filter' select the appropriate dropdowns for your review. In this example we are Selecting 'User' – 'is' – 'ADMIN'. This way we can review any activities that User 'ADMIN' may have performed in the last 24 Hours'.
3. Hit 'GO'.
4. Wait for the report to finish and then simply use the scroll bar to locate your event. In this example we can see that User00008 was modified by ADMIN using this PC.



Things to Note:

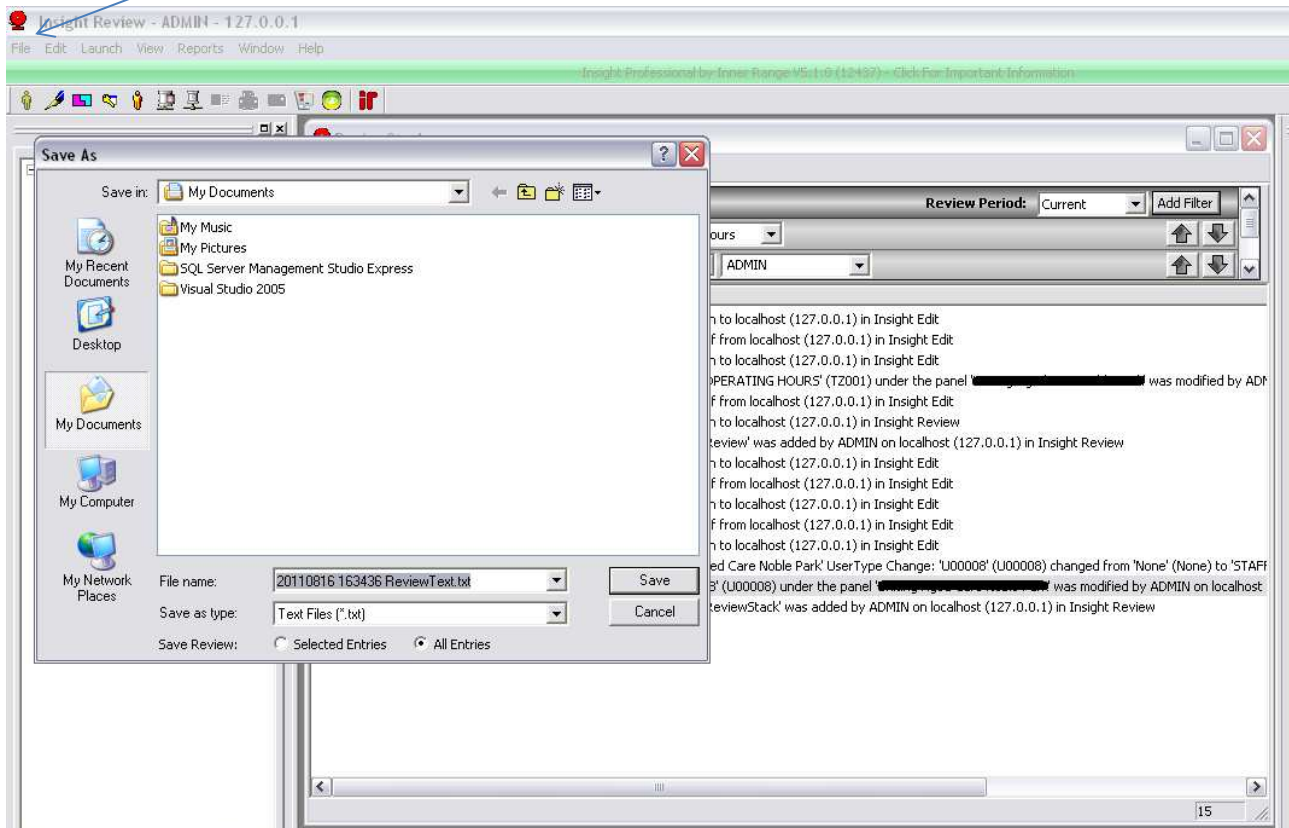
By substituting our example user of ADMIN for any user in the system, Review will allow you to trace any and all activities (inc' Door Access) performed by that user in the system.

Remember that only Cards and Pin Numbers issued on an individual basis can be used to track a person's activities in the system.

## Saving Reports

To use Save Reports:

1. As with all Windows Programs simply navigate to File and hit Save As.
2. Type the Filename you wish to use.
3. Hit Save.
4. By default your report will be stored under the My Documents folder.



## Printing Reports

Once you have saved a report, you may wish to copy and/or print your report. Those familiar with the Windows XP Operating System should have no problem in locating and copying the file to a portable USB Stick etc. The below can be used in part to help with this.

Note: A printer and relevant software will need to be setup for the below.

To Print your Report:

1. Using the Windows Taskbar navigate to the 'My Documents' folder.
2. Find and Double Click on the relevant report.
3. Windows Notepad will open (or default .txt viewer).
4. Click 'File' and navigate to 'Print'.
5. Click 'Print' and follow the prompts.

