

# EntraPass WebStation

**KANTECH**



User name:

Password:

[Forgot your password?](#)

Login

**User Manual**

**KANTECH**

DN1709-1011



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## General Information

### Copyright Information

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### EntraPass WebStation Documentation

The EntraPass WebStation documentation is divided into two manuals:

- One for operations: EntraPass WebStation, *User Manual*, DN1709
- One for the installation: EntraPass WebStation, *Installation Manual*, DN1864

### Related Documentation

- EntraPass Global Edition, *Reference Manual*, DN1316
- EntraPass Corporate Edition, *Reference Manual*, DN1415

### Technical Support

For technical assistance with EntraPass WebStation and other Kantech products, please contact our technical support, from Monday to Friday:

Country/Region	Phone Numbers	Hours	E-mail
<b>North America Toll Free +888 222 1560 (GMT -05:00)</b>			
<b>US and Canada</b>	Direct: +450 444 2030 Fax: +450 444 2029	8:00 to 20:00	kantechsupport@tycoint.com
<b>Latin America (GMT -03:00)</b>			
<b>Argentina</b>	Direct: +5411 4711 8711 Fax: +5411 4711 8201	9:00 to 18:00	ingenieria@tycoint.com
<b>Asia (GMT +08:00)</b>			
<b>Asia-Pacific</b>		8:30 to 18:00	TSP_SouthEastAsia@tycoint.com TSP_China@tycoint.com TSP_India@tycoint.com TSP_NorthAsia@tycoint.com TSP_ANZ@tycoint.com
<b>Europe Toll Free +800 CALL TYCO / +800 2255 8926 (GMT +01:00)</b>			
<b>Bahrain</b>	+800 04127	8:00 to 18:00	tfsemea.support@tycoint.com
<b>France</b>	+33 04 72 79 14 83		
<b>Greece</b>	+00 800 31 22 94 53		
<b>Russia</b>	+8 10 800 2052 1031		
<b>Spain</b>	+900 10 19 45		
<b>Turkey</b>	+00 800 31 92 30 07		
<b>United Arab Emirates</b>	+800 0 31 0 7123		
<b>United Kingdom</b>	+44 08701 ADT SUP / 44 08701 238 787 Direct: +31 475 352 722 Fax: +31 475 352 725		

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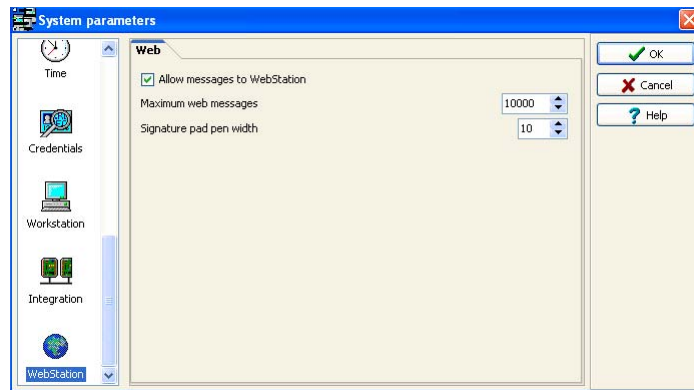
## WebStation Parameters

You may now limit the number of events per session, per operator.

Once the maximum number of Web messages is reached, the oldest events displayed will be overridden by the most recent ones coming in.

**Note:** The **Allow messages to WebStation** checkbox must be checked if you want messages to be sent to the WebStation.

By default, the Signature Pad Pen Width is set to 10.



## Multi-Browser Support

WebStation now supports the following Web browsers: Internet Explorer 6-7-8, Mozilla Firefox 3.6, Google Chrome 6.0, Safari 5.0.

## EntraPass WebStation 4.04

### Welcome Page

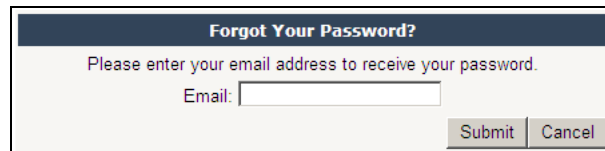
The **Welcome** page introduces you to EntraPass WebStation. From the **Welcome** page, you can select functions through the pull-down menus or the rotating symbols.

### Password Recovery

**Important:** In order to receive a random password, the operator must have an email address assigned to their login credentials in EntraPass.

The password recovery will generate a random password and send it to your email address. On your **next** login to EntraPass WebStation, you will be asked to change your password.

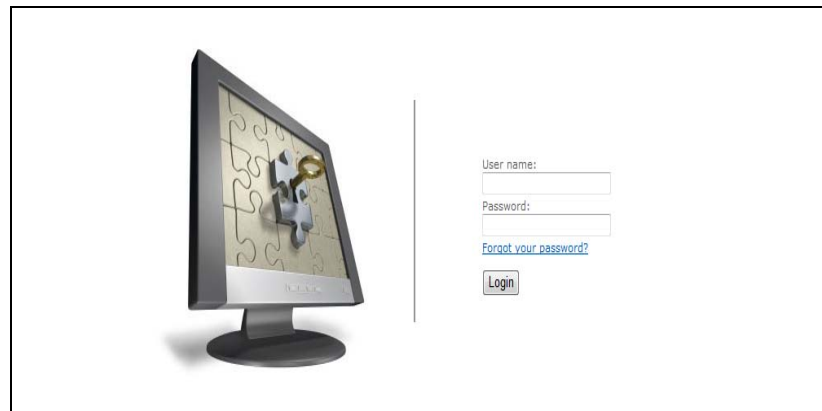
1. Click on **Forgot your password?**. The password recovery page displays.



2. Enter your email address and click **Submit**. The email must be the same as the one in your EntraPass credentials.

### Login

1. Start a web browser on your computer.
2. Enter the IP address or the Web site name of the **Windows Web Server** and press **Enter**.
  - Example: `http://192.168.1.1/EntraPassWebStation/`



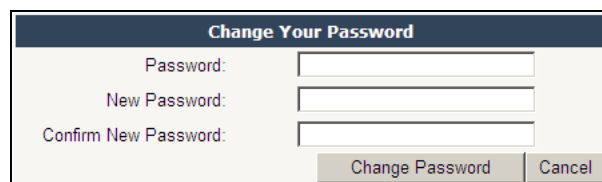
3. Enter the **User Name** and **Password** and click **Login**.

**Note:** The default timeout is 5 min. The connection timeout range is 30 sec. to 20 min. This parameter can be configured only at the EntraPass workstation.

**Warning:** Unsaved card information will be lost when the connection timeout has expired.

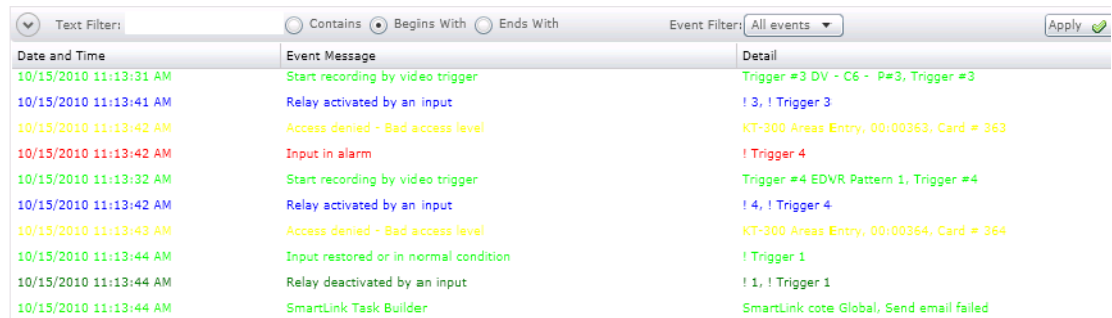
### Changing Password

1. Log in EntraPass WebStation. Click on the **Session** menu and select **Change your password**.



## Real-time Events

The Real-time Events feature allows a user to view all the events displayed in real time, as they occur.



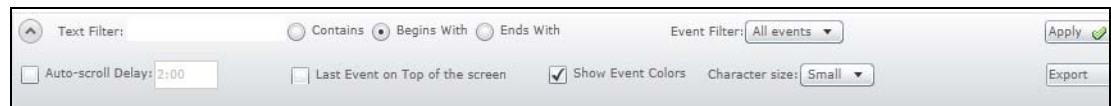
Date and Time	Event Message	Detail
10/15/2010 11:13:31 AM	Start recording by video trigger	Trigger #3 DV - C6 - P#3, Trigger #3
10/15/2010 11:13:41 AM	Relay activated by an input	! 3, ! Trigger 3
10/15/2010 11:13:42 AM	Access denied - Bad access level	KT-300 Areas Entry, 00:00363, Card # 363
10/15/2010 11:13:42 AM	Input in alarm	! Trigger 4
10/15/2010 11:13:32 AM	Start recording by video trigger	Trigger #4 EDVR Pattern 1, Trigger #4
10/15/2010 11:13:42 AM	Relay activated by an input	! 4, ! Trigger 4
10/15/2010 11:13:43 AM	Access denied - Bad access level	KT-300 Areas Entry, 00:00364, Card # 364
10/15/2010 11:13:44 AM	Input restored or in normal condition	! Trigger 1
10/15/2010 11:13:44 AM	Relay deactivated by an input	! 1, ! Trigger 1
10/15/2010 11:13:44 AM	SmartLink Task Builder	SmartLink cote Global, Send email failed

This option is accessible through the **Events** tab or the **Events** button at the bottom of the Welcome page.

*NOTE: Upon accessing the real-time events feature, please note that the events filters will not apply by default; therefore should you want to filter your list of events, you will need to select your filter manually.*

## Events Filters

- **Text Filter:** the **Contains**, **Begins with** and **Ends with** filter types will all be considered when applying filters to your search.
- **Event Filter:** the **Event filter** lets you select only the upcoming messages, not the buffered messages, from an existing workspace when a filter type is selected.
- **Auto-scroll delay (mm:ss):** will automatically start scrolling the message list after a pre-set delay when the operator selects an item in the list. By default, this option is turned on with a preset delay. You can select to turn this option off, which means that the operator will have to click the **Restart Scroll** button in the Messages List. (This option is not available for Archived Messages Lists.)
- **Last Event on top of the screen:** when checked, this filter displays the most recent events first.
- **Show Event Colors:** displays the colors for each event, as defined in the workstation parameters.
- **Character Size:** allows you to set the character size to small, medium, large.
- **Apply:** applies changes to filters.
- **Export:** exports the displayed events either in an XML or a CSV format.



Text Filter:  Contains  Begins With  Ends With Event Filter: All events

Auto-scroll Delay: 2:00  Last Event on Top of the screen  Show Event Colors Character size: Small

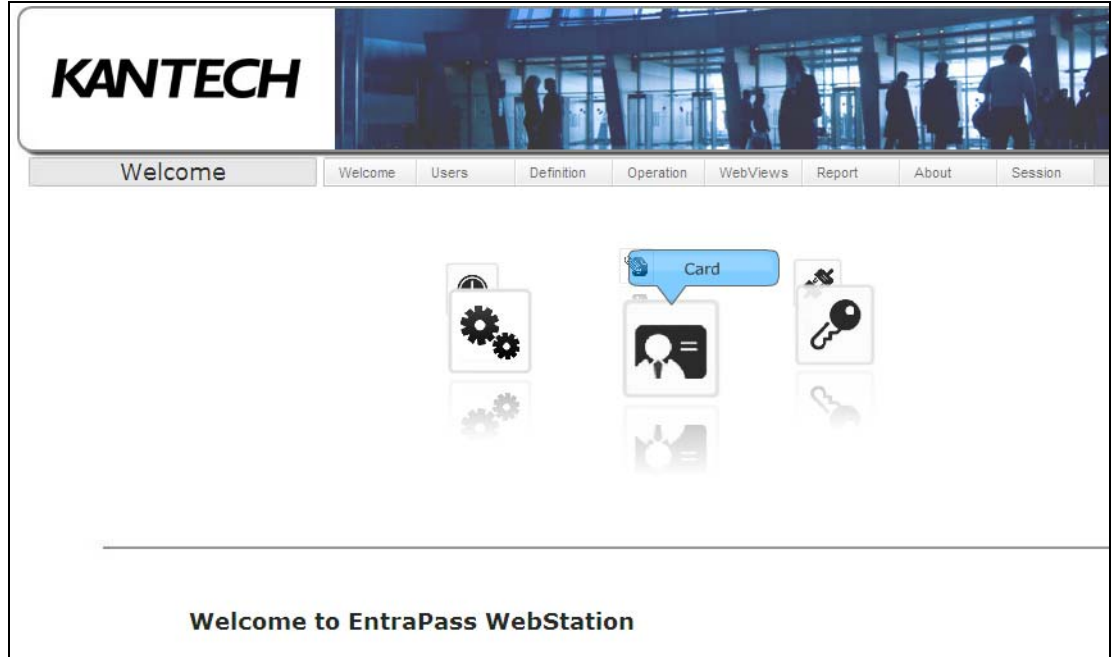
**Note:** Preventing users from modifying events filters is possible if you are configured as an operator.

## Card Management

### Adding a New Card

#### Users Menu

1. Click the **Card** symbol to access the Card Management menu or select **Card Management** from the **Users** menu.



2. Click the **Add Card** icon located in the upper right side of the window to open the Card dialog.

ch: ABCDEFGHIJKLMNOPQRSTUVWXYZ [View all cards](#)

Start with   Add Card: Export:

Card number	Card State		
01:12555, 01:12556, 01:12557, 01:12558, 02:00001	Valid		
01:12345	Valid		
01:55555	Expired		

3. Enter the **User Name**. You can enter up to 50 characters.



There is no error message if the same user name is entered twice without a card number but if the same card number is used, a warning displays the following message: the card number already exists.

The screenshot shows the 'Card management' interface. At the top, there are tabs: Welcome, Users, Definition, Operation, WebViews, Report, About, and Session. Below the tabs, there is a user profile section with a placeholder image and fields for: User name (text input), Card state (dropdown menu showing 'VALID'), Card type (dropdown menu showing 'None'), Badge layout (dropdown menu showing 'None'), and Access Level Template (dropdown menu showing 'None'). Below this is a horizontal menu with tabs: Card Number, Information, Access Level, Start/End date, Miscellaneous, Comments, and Signature. The main area contains a table with the following columns: Card number, Display Card Number, Use Expiration Date, Expiration Date, Trace, and Stolen / Lost. There are five rows labeled Card 1 through Card 5, each with input fields for the first four columns and checkboxes for the last two.

4. Select the **Card state** from the drop-down list.

- **Valid:** the card is functional,
- **Invalid:** the card is NOT functional,
- **Stolen \ Lost:** the card is NOT functional,
- **Pending:** the card is not yet functional (**Note**)
- **Expired:** the card has reached its expiry date (**Note**).

**Note:** The **Pending** and **Expired** card states are directly related to the **Start/End Date** tab settings.

- If the **Start Date** has not occurred, it will automatically change to **Pending**.
- If the **End Date** has occurred, it will automatically change to **Expired**.

This close-up shows the 'Card state' dropdown menu. The options listed are: VALID (highlighted in blue), INVALID, STOLEN \ LOST, PENDING, and EXPIRED.

5. Select **Card type** (optional) from the drop-down list. The card type is used to group cardholders.

This close-up shows the 'Card type' dropdown menu. The options listed are: None (highlighted in blue), Administrator, Employee, Visitor, Security, and Maintenance.

6. Select **Badge Layout** (optional) from the drop-down list.

7. Select **Access Level Template** from the drop-down list (optional). The access level template list will display only the one(s) already configured in EntraPass (**Users toolbar > Card access group**). Pre-programmed access level templates allow quick selection of access levels for various sites of the system.

8. Click the **Card Number** tab. Enter the number printed on the card, if available, in the **Card Number** field. The card number must be between 7 and 16 digits, but if no card number is available, field must remain empty.
  - If the card number already exists, the following warning message displays: "the card number already exists".
9. Check the **Trace** option if you want to monitor the use of a particular card. Selecting this option will cause the EntraPass "Card traced" event to be generated each time this card is presented to a card reader. For example, you can request and generate an EntraPass report containing the "Card traced" event in order to verify user actions.
10. Click the **Information** tab. Fill in the **Card information 1** to **10** fields or use the drop-down lists if available.
  - For example, you could use **Card Information 1** to store the employee number; **Card Information 2**, the gender; **Card Information 3**, the address. Card information fields may be used to index reports, customize the cardholder lists and so on. You can enter up to 50 characters per field.

**Note:** All fields labels (**Card Information 1** to **10**) can be modified from the EntraPass Workstation.

11. Click the **Access Level** tab. Select the **Access Level** from the drop-down.
12. Select one of the **Access Levels**. If you want to use it as a temporary access level, check the **Use Date** option and select the **Expiration Date**.

**Important:** The **Secondary Access Level** is only available when EntraPass WebStation is connected to an EntraPass Global Edition system.

13. Click the magnifier to view the **Access Level Details**.

Gateway / Site	Access Level		
01 - Global Gateway	None	+	Q
01 - KT-NCC	None	+	Q
Corporate New site	None		Q

Gateway : ACME Demo Site #1  
Access level : ACME Demo Site #1 - 8h to 17h

Door	Schedule	Floor group
(01.01.01) Front Lobby	8h to 17h	
(01.01.02) Rear Lobby	8h to 17h	
(01.02.01) Main Entrance	8h to 17h	
(01.02.02) Side Entrance	8h to 17h	
(01.03.01) Rear Entrance	8h to 17h	
(01.03.02) Server Room	8h to 17h	

**Note:** The access levels can only be modified at the EntraPass workstation.

14. Click the **Start/End Date** tab.

15. Enter the start and end dates.

Start date: 04/12/2010

Use end date:

End date: 04/13/2010

Delete when expired:

April, 2010

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
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	1
2	3	4	5	Thursday, April 22, 2010		

Today: April 12, 2010

16. Check the **Use end date** box if applicable. When the end date is reached, the **Card state** field is set to "Expired".

**Note:** When creating a card with a limited access time of 24 hours or less, for example a **Day Pass**, the card will expire at midnight. This expiration may take up to one minute to register in the system.

17. Check the **Delete when expired** option (if applicable). This option can only be used with the **Use end date** option. When selected, the card will automatically be deleted on the expiry date (using the end date specified), otherwise the **Card state** field will be modified to "Expired".

**Note:** A deleted card is a card that is not active in the system database. Even if a card was deleted, previous events generated by this card are still stored in the EntraPass archive file.

18. Click on the **Miscellaneous** tab.

The screenshot shows the 'Miscellaneous' tab in the EntraPass WebStation interface. The tab is selected, and the following options are visible:

- Extended delay:
- Disable passback:
- Wait for keypad:
- PIN: 00000 (text input field)
- Privileged Operation:
- Supervisor Level: 0 (dropdown menu)

The dropdown menu for Supervisor Level is open, showing options from 0 to 15. The 'Save' and 'Cancel' buttons are at the bottom left. The VTECH logo and version number 'versi' are at the bottom left. The word 'Card' is visible on the right side of the form.

19. Check the **Extended delay** option if you are issuing a card for a cardholder with disabilities or special needs. To enable this option in the system, you have to define appropriate delays in the EntraPass Door definition. This option is also available when defining visitor cards.

20. Check the **Disable passback** option if you want the card to override the passback option when defined in EntraPass.

21. Check the **Wait for keypad** option to force users to enter a PIN on keypad to access all doors. Then in the editable **PIN** field, enter the PIN that users will be required to enter.

**Note:** Selecting **Wait for keypad** will delay access to a door for this card until the correct PIN has been entered on a keypad. This only affects doors defined with both reader and keypad in EntraPass (**Devices** toolbar > **Doors**). The keypad schedule must also be valid for this door.

22. Select a **supervisor level** or check the **privileged operation** option. If you check the privileged operation option, the supervisor level is grayed out.

- The privileged operation level allows a card holder to override security measures regarding doors in **all** areas.
- The supervisor level allows a card holder to override security measures regarding doors in areas but **only for** areas where the supervisor level is equal or lower than its own level.

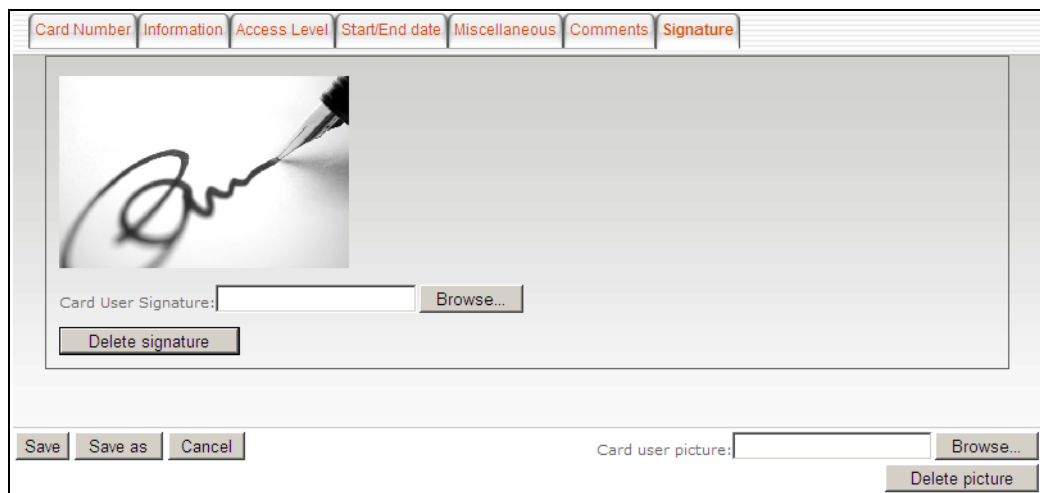
**Important:** The **Privileged Operation** option and the **Supervisor Level** selection are only available when EntraPass WebStation is connected to an EntraPass Global Edition system with a Global gateway or a KT-NCC.

23. Move to the **Comments** tab to enter any additional comments. You can enter up to 240 characters.



The screenshot shows a software window with a tabbed interface. The 'Comments' tab is selected and highlighted in red. The main area contains a large text input field with the placeholder text 'New comment...'. Below the text field, there are three buttons: 'Save', 'Save as', and 'Cancel'. To the right of these buttons, there is a label 'Card user picture:' followed by a text input field and a 'Browse...' button. Below the 'Browse...' button is a 'Delete picture' button.

24. From the **Signature** tab, click the **Browse** button to assign a signature from a file.



The screenshot shows the same software window, but now the 'Signature' tab is selected and highlighted in red. The main area displays a preview of a handwritten signature. Below the preview, there is a label 'Card User Signature:' followed by a text input field and a 'Browse...' button. Below the 'Browse...' button is a 'Delete signature' button. At the bottom of the window, there are 'Save', 'Save as', and 'Cancel' buttons, and a 'Card user picture:' label with a text input field, a 'Browse...' button, and a 'Delete picture' button.

25. Click on the **Browse** button at the bottom of the window to locate and assign a picture from a file.

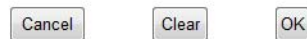


This is a close-up screenshot of the bottom portion of the software window. It shows the 'Save' and 'Cancel' buttons on the left. On the right, there is the 'Card user picture:' label, a text input field, a 'Browse...' button, and a 'Delete picture' button.

26. Click **Save**.

## Signature Pad

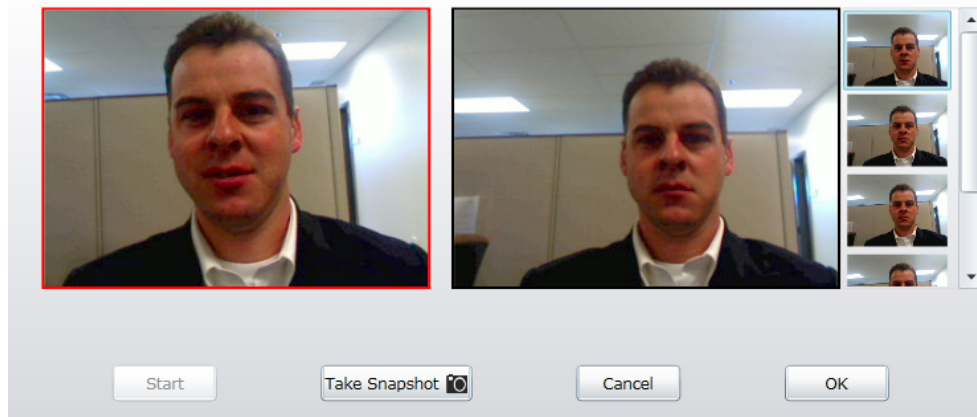
The **Signature Pad** feature is used to enter an electronic signature directly onto a card via the Topaz Systems signature pad. It allows for signature capture without having to import a signature file from a specific folder.



- **OK:** Transfers the signature to the card without transferring the data to the server. You must click Save.
- **Clear:** Deletes the previously entered signatures.
- **Cancel:** Closes the signature pad interface.

## Picture Capture

Pictures can now be taken directly from a Webcam.

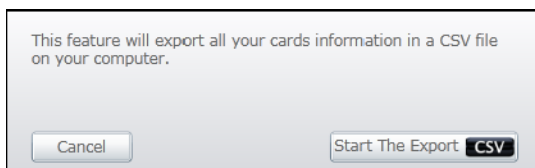


1. Ensure the camera is plugged.
2. Click the **Start** button to activate the camera.

3. When you are ready, click the **Take Snapshot** button. All the pictures will be displayed on the right-hand side of the window.
4. From the series of snapshots, select the one you want to apply to the card.
5. Click **OK**. By clicking the **OK** button, the picture you will have selected will be displayed and saved in the Card window.
6. Clicking the **Save** button will transfer the picture to the server.

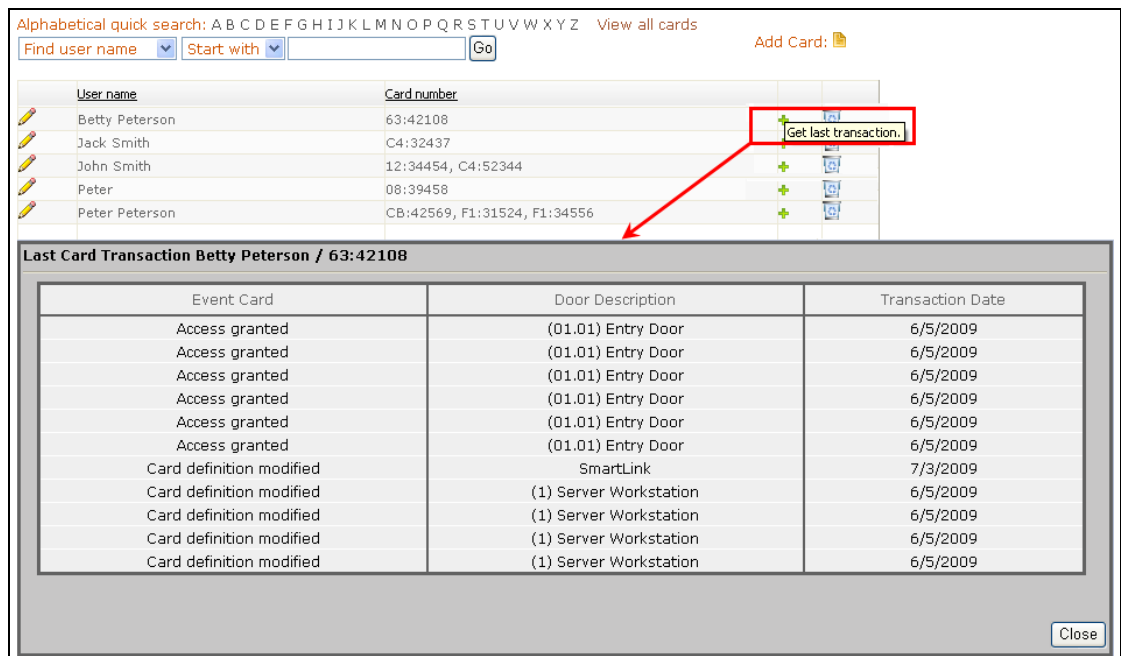
## CSV Export

An export has been added which allows you to export the current list of cards in a CSV format.



## Card Last Transactions

Look for the + sign next to the recycle bin. The card last transactions window will display.



## Creating New Cards Using the “Save As” Feature

The **Save as** feature allows you to create a new card based on an existing card, only making changes to specific information. For example: changing the user name, entering a card number and keeping all other card information.

1. Click the **Card** symbol or select **Card Management** from the **Users** menu.
2. Click the **Pencil** icon next to the **User name** you wish to use.

3. Click the **Save as** button.

A dialog box with a title bar. On the left, there are three buttons: "Save", "Save as", and "Cancel". On the right, there is a text field labeled "Card user picture:" followed by a "Browse..." button and a "Delete picture" button below it.

4. Enter the new card number.

A dialog box with a title bar. It contains a text input field labeled "New card number". Below the field are two buttons: "OK" and "Cancel".

5. Click **OK**.
6. A confirmation will display.

A dialog box with a title bar. The text inside reads: "Card added successfully. Do you wish to create a new card?". Below the text are three buttons: "Yes", "No", and "Back to list".

- Click **Yes**, if you wish to create a **NEW** card. This will bring you to the new card page with all fields **empty**.
- Click **No**, if you wish to continue editing this card.
- Click **Back to list**, if you wish to return to the Card management page.

## Editing a Card

1. Click the **Card** symbol or select **Card Management** from the **Users** menu.
2. Click the **Pencil** icon next to the **User name** you wish to edit.

The screenshot shows the Card Management interface. At the top, there is a search bar with "Alphabetical quick search: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z" and a "View all cards" link. Below the search bar is a "Find user name" dropdown, a "Start with" dropdown, and a "Go" button. A table lists users with columns for "User name" and "Card number". A red circle highlights a pencil icon next to the first "Bob Marley" entry. Below the table are tabs for "Card Number", "Information", "Access Level", "Start/End date", "Miscellaneous", "Comments", and "Signature". The "Card Number" tab is active, showing a table with columns: "Card number", "Display Card Number", "Use Expiration Date", "Expiration Date", "Trace", and "Stolen / Lost". The table has five rows labeled "Card 1" through "Card 5".

## Searching for a Card

1. Click the **Card** symbol or select **Card Management** from the **Users** menu.
2. There are three different ways to find a card:



- Click **View all cards** and navigate through the pages with the arrows at the bottom of the page.

	User 00:00009	00:00009	Valid		
	User 00:00010	00:00010	Valid		
	User 00:00011	00:00011	Valid		
	User 00:00012	00:00012	Valid		
	User 00:00013	00:00013	Valid		
	User 00:00014	00:00014	Valid		
	User 00:00015	00:00015	Valid		

Page 1 of 751

- **Alphabetical quick search:** click the first letter of the user name.
- Use the field **Find user name** or **Find card number** with the field **Start with** or **Contains** and click **GO**.

Alphabetical quick search: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z View all cards edit

Find user name Start with Go

	User name	Card number
	Bob Marley	12:31231
	Bob Marley	23:33422
	John Doe	23:23222

Alphabetical quick search: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z View all cards edit

Find user name Start with Go

Start with Contains

	User name	Card number
	Bob Marley	12:31231
	Bob Marley	23:33422
	John Doe	23:23222
	Mary Poppins	12:45322

## Card Status from Card List

From the Card List window, a new column has been added to allow viewing the card state of the cards from the list.

	User name	Card number	Card State		
	Card # 1	48:00001	Pending		
	Card # 10	00:00010	Valid		
	Card # 10	48:00010	Valid		
	Card # 100	00:00100	Valid		
	Card # 100	FF:10049	Valid		

## Deleting a Card

1. Click the **Card** symbol or select **Card Management** from the **Users** menu.
2. Click the **Recycle bin** icon next to the **Card number** you want to delete.

Card number	Card State		
01:12555, 01:12556, 01:12557, 01:12558, 02:00001	Valid		
01:12345	Valid		

3. A confirmation will display. Click **OK** to delete.

**Note:** Although a deleted card is removed from the card database, it remains in the EntraPass card history; all events involving that card remain in the EntraPass event messages database.

## Deleting the Picture

1. Click the **Pencil** icon next to the **User name** you wish to edit.
2. Click the **Delete picture** button.

**Warning:** The picture will be deleted as soon as you click the **Delete picture** button. There is no warning message asking you if you are sure you want to delete.



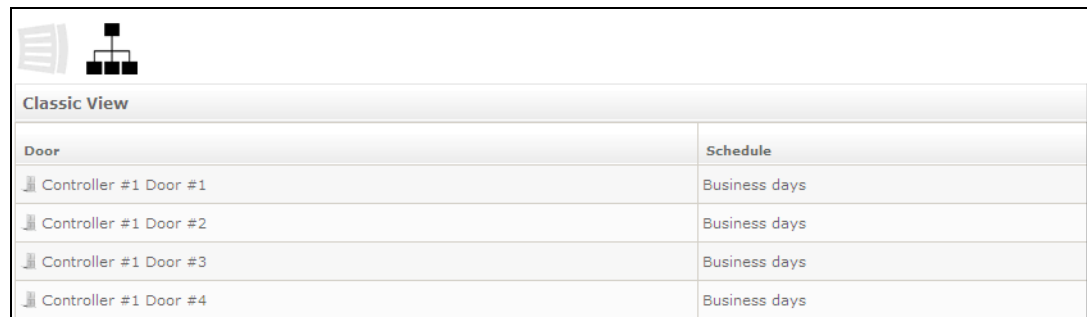
## Access Level

Click the **Users** menu and select **Access Level**. You can also click the **Access Level** icon from the **Welcome** screen.

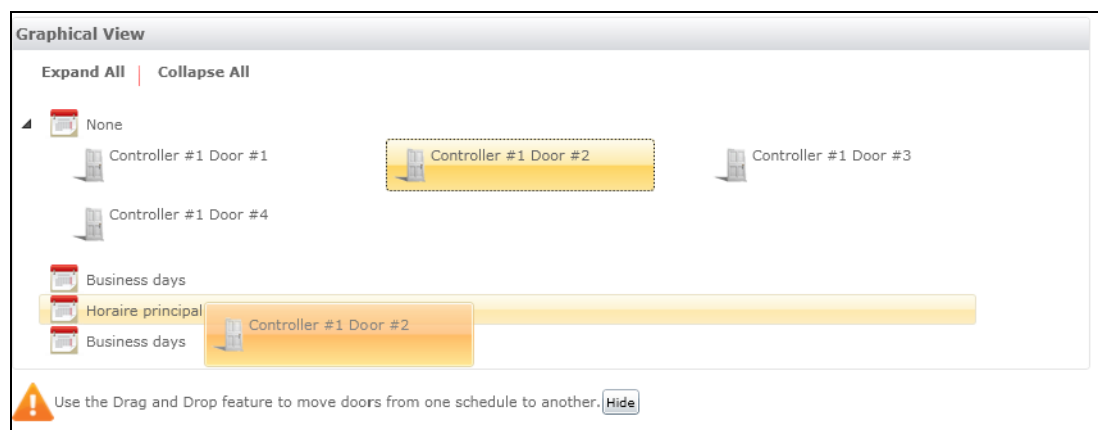


## Display

In **Access Level**, you can configure the system parameters using two different interfaces. The **Classic** view, in which you select data from dropdown lists:



and the **Graphic** view, in which you use drag and drops to move doors from one schedule to another.



**Note:** The **Classic** view will be used in the following paragraphs to avoid replication.

---

## Defining an Access Level

To create a new access level, click the **Add Access Level** button, enter a name and select a schedule for each door controller you want to configure from the dropdown lists.

Access Level

Welcome Users Definition Operation WebViews Report About Session

Gateway/Site: Main building Access Level Name (French): Accès principal

Access Level: Main access Access Level Name (English): Main access

Classic View

Door	Schedule	Single Update Mode
Controller #1 Door #1	None	Select All   Unselect All
Controller #1 Door #2	None	
Controller #1 Door #3	None	
Controller #1 Door #4	None	

None  
Business days  
Horaire principal  
Business days

### Single vs Multiple Update Mode

Single Update Mode

Single Update Mode

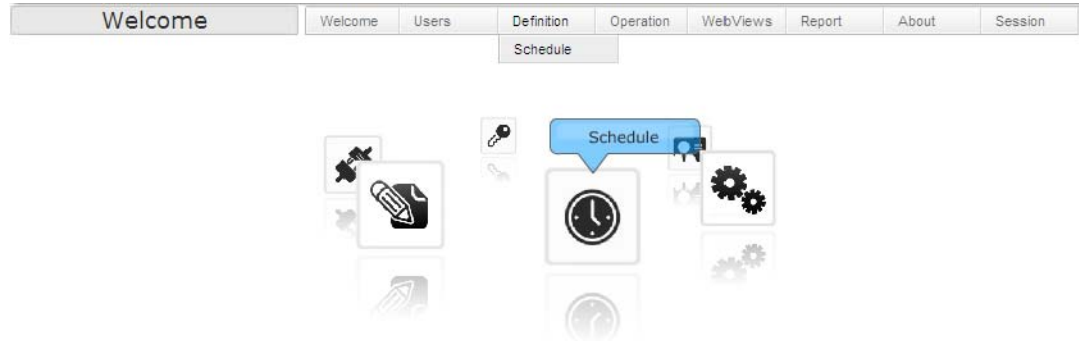
Multiple Update Mode

You can choose to use the **Single Update Mode** or the **Multiple Update Mode**. In the **Multiple Update Mode**, you can modify many items at a time by selecting the checkbox next to the items you want to update.

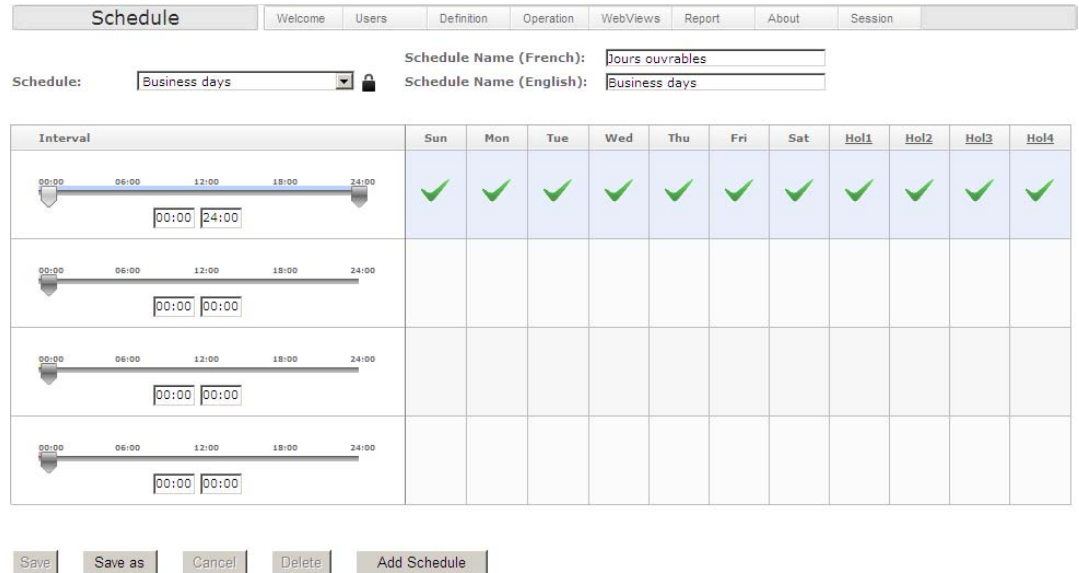
## Definition

### Schedule

Click the **Definition** menu and select **Schedule**. You can also click the **Schedule** icon from the **Welcome** screen.

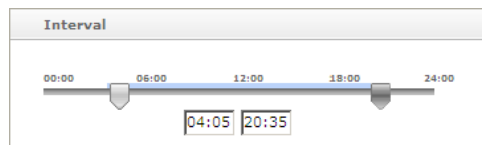


To create a new schedule, click the **Add Schedule** button.

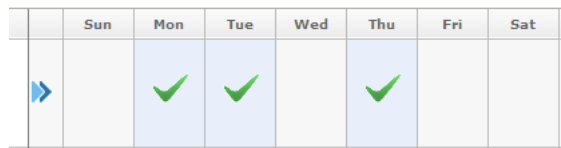


To edit the new schedule:

1. Drag the sliders to set the interval period. Repeat for each interval (up to four).

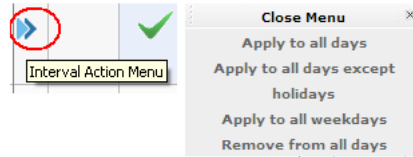


2. Click the days of the week for which the schedule is applicable. Repeat for each interval.



---

You can also use the action menu by clicking the blue arrow.



3. Click the holidays that apply to the schedule for each interval.

The list of holidays corresponding to a specific type is displayed by hovering the mouse on holiday titles (Hol1, Hol2, etc.):



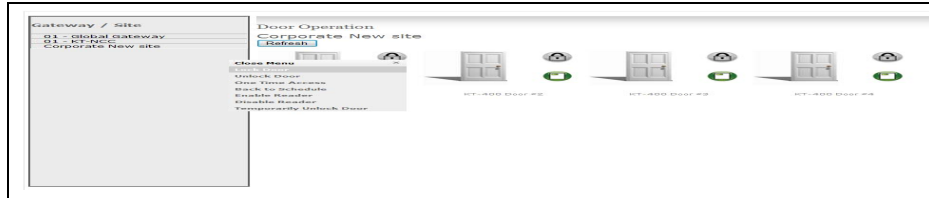
**Note:** To be available, holidays must have been previously configured in EntraPass. Moreover, the **Enhanced schedule** option must have been enabled in EntraPass.

4. Click the **Save** button.

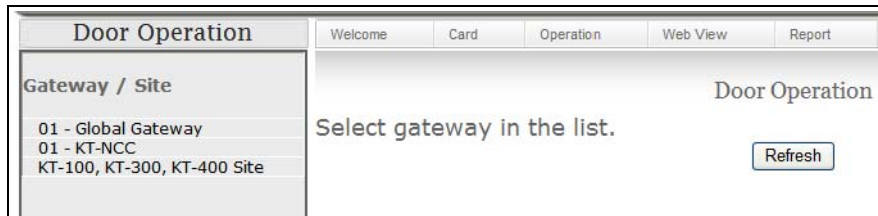
# Operations

## Door Operation

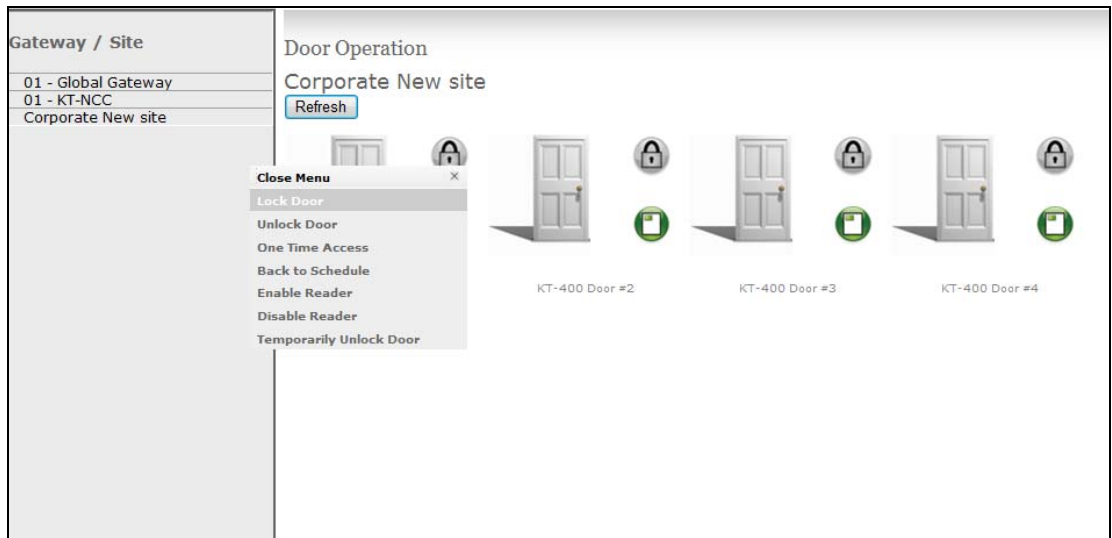
1. From the **Operation** drop-down list (or the **Operation** icon from the **Welcome** screen), select **Door Operation**.











2. Click on the **Gateway / Site** from the list.



3. Click on the door and select the operation from the menu.

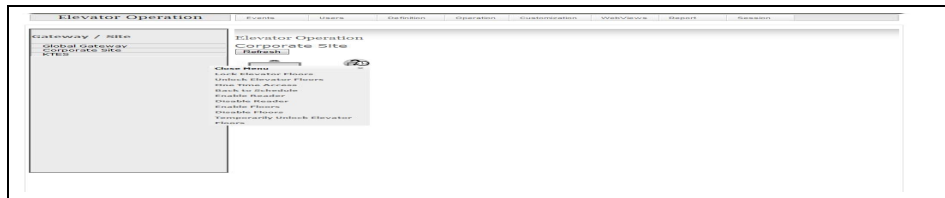


- Click the **Refresh** button to confirm the operation. The two icons next to each door must correspond to the selected operation.

	Lock door (Locked)
	Unlock door (Unlocked by operator)
	One time access (Unlocked by operator)
	Back to schedule (Unlocked by schedule)
	Enable reader (Reader enabled, green background)
	Disable reader (Reader disabled, red background)
	Door armed (Supervised by alarm system)
	Door disarmed (Non-supervised by alarm system)

## Elevator Operation

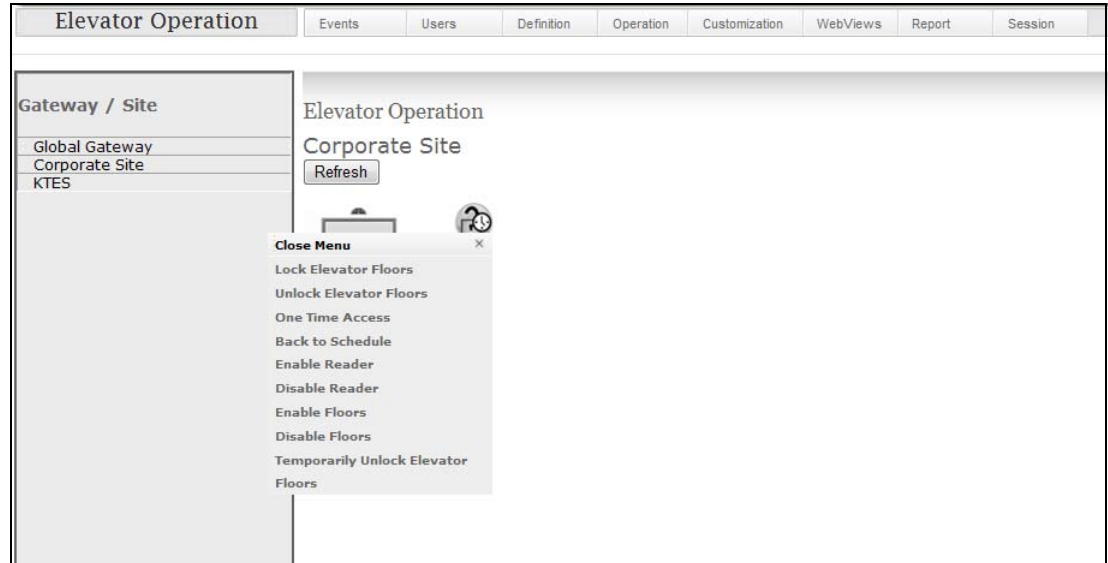
- From the **Operation** drop-down menu, select **Elevator Operation**.



- Click on the **Gateway / Site** from the list.

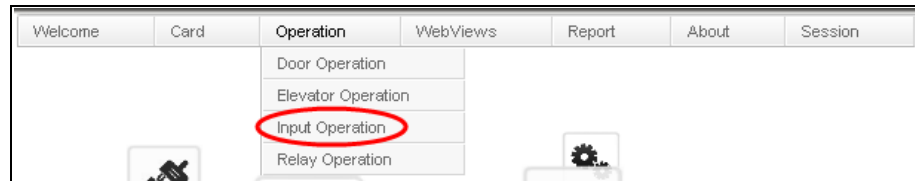
<b>Elevator Operation</b>		Welcome	Card	Operation	WebViews	Report	About
Gateway / Site		Elevator Operation					
01 - Global Gateway 01 - KT-NCC KTES		Select gateway in the list.					
		<input type="button" value="Refresh"/>					

3. Click on the elevator and select the operation from the menu.



## Input Operation

1. From the **Operation** drop-down menu (or the **Operation** icon from the **Welcome** screen), select **Input Operation**.

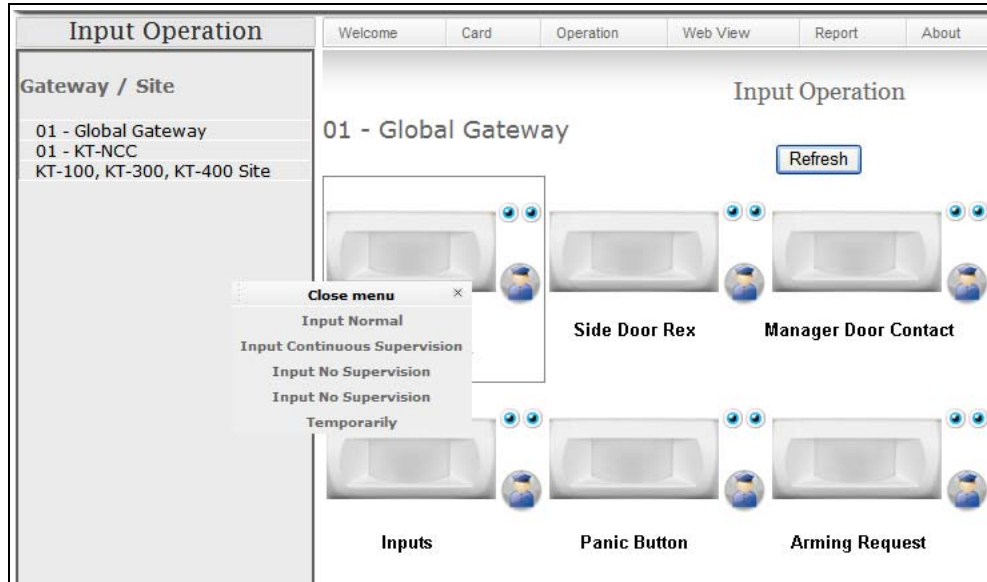


2. Click on the **Gateway / Site** from the list.

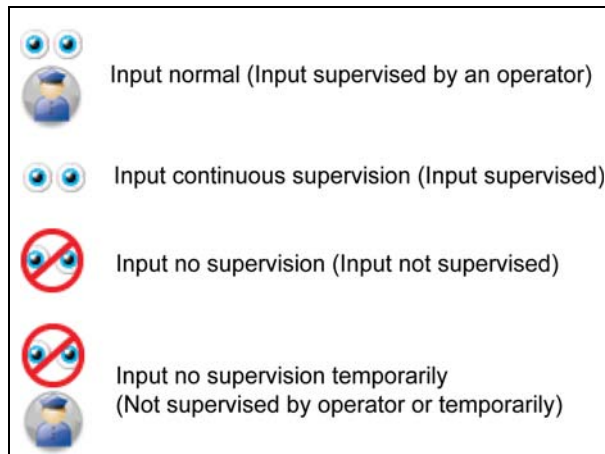




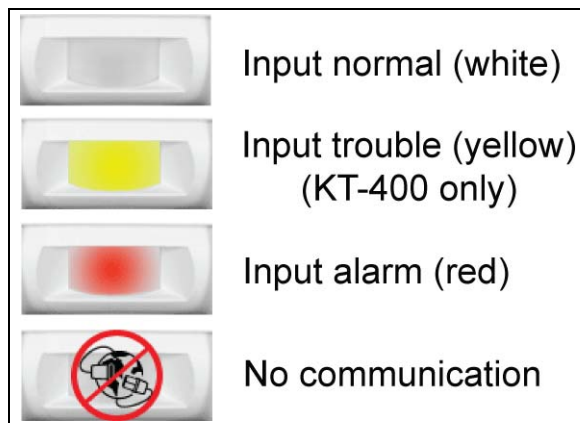
3. Click on the input and select the operation from the menu.



4. Click the **Refresh** button to confirm the operation. The animated icon behavior, next to the input, must correspond to the selected operation.

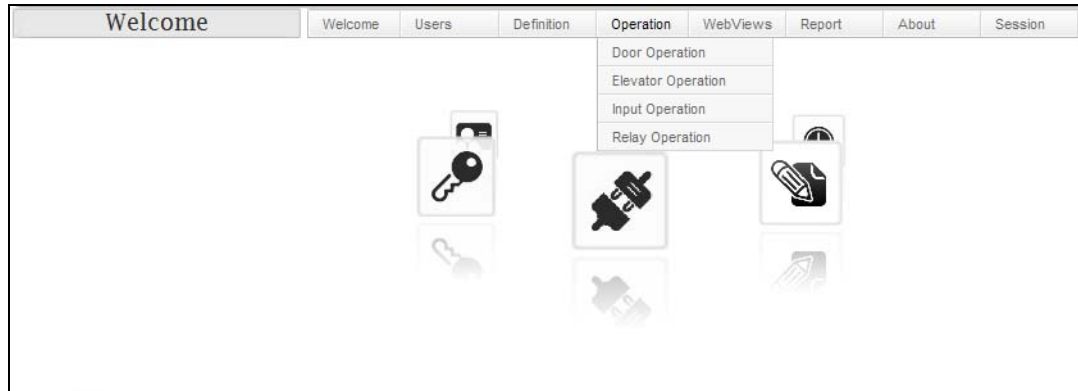


5. The input status is shown in three colors.



## Relay Operation

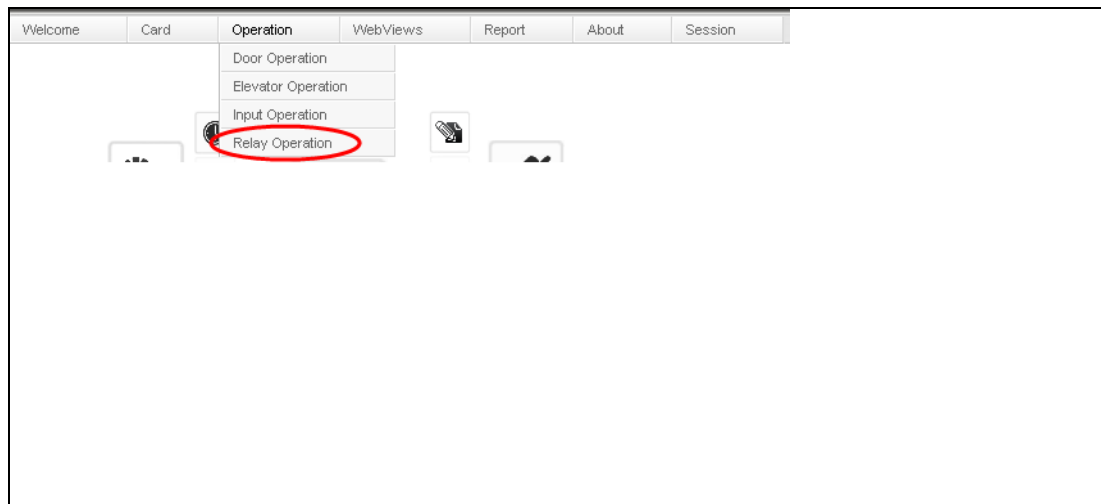
1. From the **Operation** drop-down menu (or the **Operation** icon from the **Welcome** screen), select **Relay Operation**.



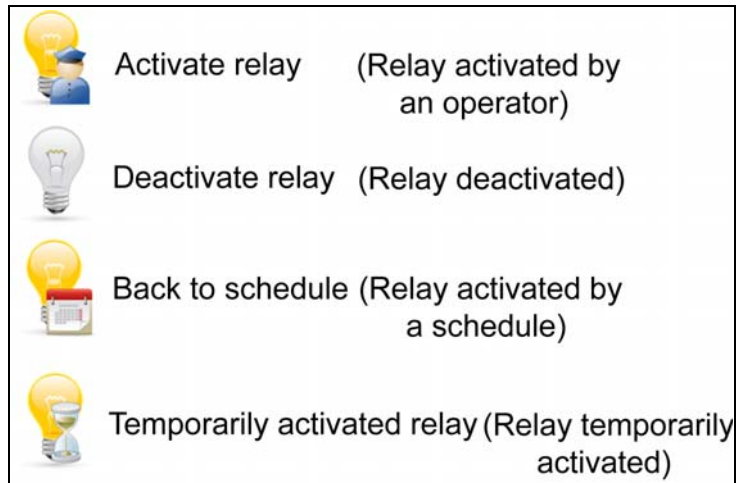
2. Click on the **Gateway / Site** from the list.



3. Click on the relay and select the operation from the menu.



- 
4. Click the **Refresh** button to confirm the operation. The icon must correspond to the selected operation.



### **Improved Temporary Unlock on Doors**

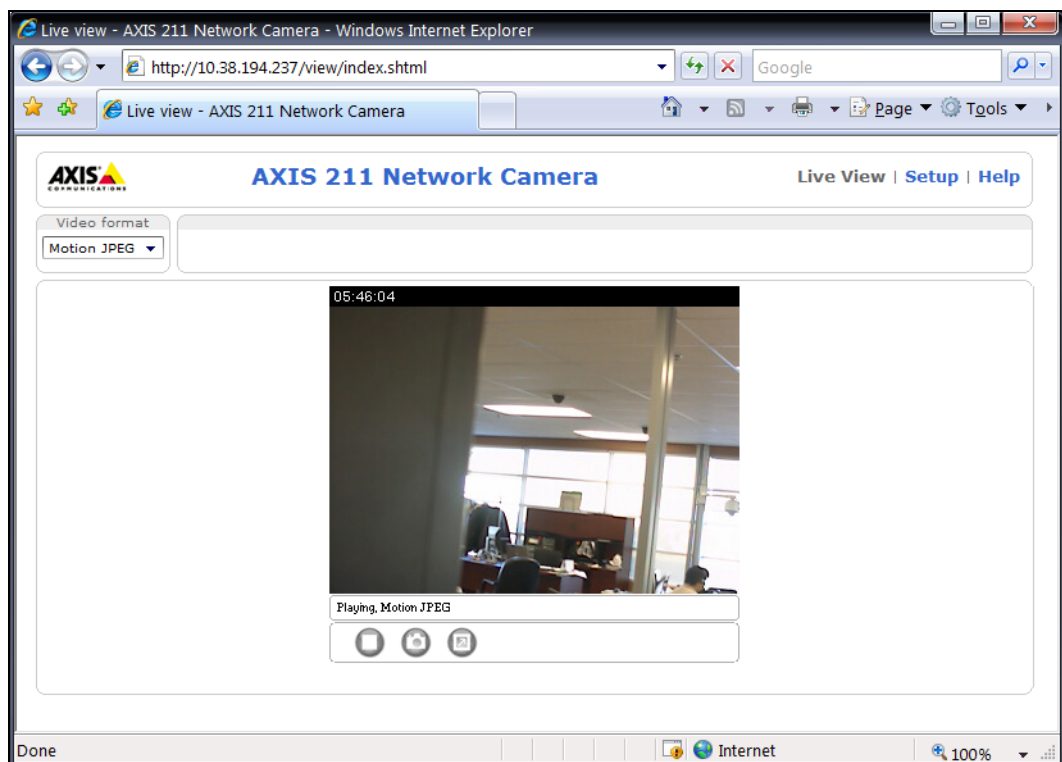
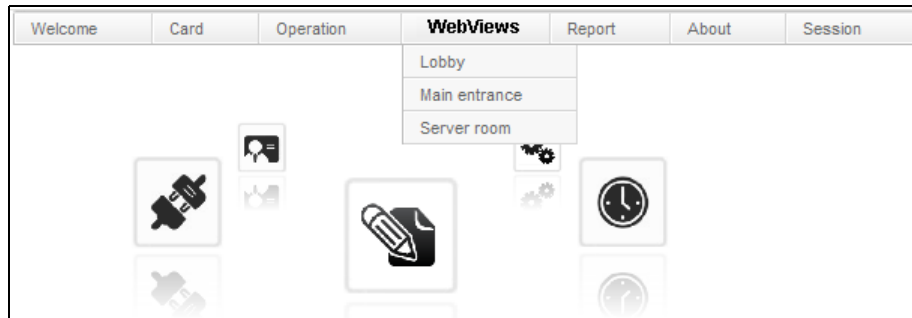
From the Operations window, new Temporary Unlock buttons were added for doors and elevator doors.

The Temporary Unlock feature asks for a custom delay, which will cause relocking upon the end of the custom delay. One-time Access: for all controllers, the door will unlock during the predefined unlock time in the door definition. On elevator doors, only the lock output is triggered and it does not affect the expansion modules controlling the floors.

## WebViews

WebViews allow you to view video camera Web pages preconfigured from EntraPass.

1. From the **WebViews** drop-down menu, select a WebView from the list.



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## Reports

You can request a historical report of all events or activities that occurred in your building. For example, to see which persons entered into the building or accessed an area during a specified period of time, you can consult a historical report.

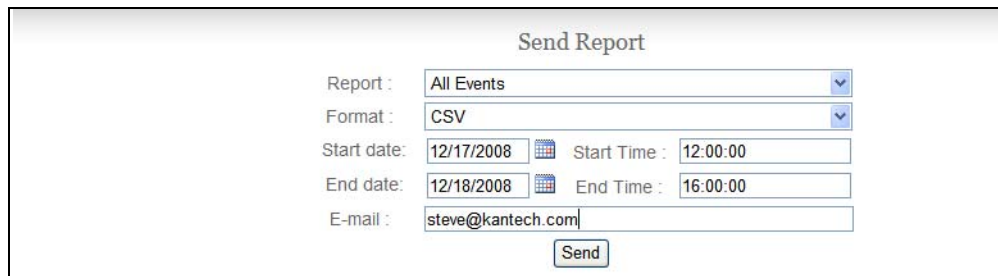
### EntraPass Requirement

To be able to request and receive a historical report, make sure that the system administrator has configured the email server parameters. Please refer to the *EntraPass WebStation Installation Manual*, DN1864, for further details.

### Report Requests

1. Click the **Report** button and select the report type from the drop-down list:

**Note:** The report list corresponds to the reports that were previously created in EntraPass. For more details on how to create reports, please refer to the *EntraPass Reference Manual*.



The screenshot shows a web form titled "Send Report". It contains the following fields and controls:

- Report :** A dropdown menu with "All Events" selected.
- Format :** A dropdown menu with "CSV" selected.
- Start date:** A date input field showing "12/17/2008" with a calendar icon to its right.
- End date:** A date input field showing "12/18/2008" with a calendar icon to its right.
- Start Time :** A time input field showing "12:00:00".
- End Time :** A time input field showing "16:00:00".
- E-mail :** A text input field containing "steve@kantech.com".
- Send**: A button located at the bottom right of the form.

2. Select the **format** from the drop-down list.
  - CSV, PDF, Excel, RTF or Text
3. Select the **Start/End dates** and enter the **Start/End times**.
4. By default, the email of the operator is shown.
5. Click **Send**.

# ***KANTECH***

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