UC-SOFT PRO

Access Control Software

User's Manual

Unicorn Computers Technology Limited

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1.0 Introduction

The Unicorn Computers' UC-SOFT PRO is a 32-bit full-featured access control software operating in Windows 95, Windows 98, Windows NT 4.0, Windows 2000, Windows ME and Windows XP. It provides access control, alarm monitoring and basic time attendance solution at an economical price.

UC-SOFT PRO provides a user-friendly user interface to set up and operate the access control system so that it requires a minimal time for the installer and the end user to learn and to use the software.

UC-SOFT PRO takes the full advantage of the flexibility of the Unicorn Computers' UC-2000 and UC-1000 controller. It can support up to eight communication Ports, up to 504 controllers with direct connection and up to 504 controllers with dial-up connection.

2.0 System Requirements

Hardware
- UC-2000, UC-1000-2, UC-1000-3 or UC-1000-4 (Access Control Panel)
- UC-100 (RS232 to 20mA Loop Communication Converter) or
  RS485PCI / RS485API (RS232 to RS485 Communication Converter for RS485 Bus)
- HID Wiegand Proximity Card Reader or compatible
- HID Wiegand Proximity Card or compatible

Computer
- 733Mhz Processor, 128 MB RAM, 1 GB Free Hard Drive Space, 2 Serial Communication Ports, CD-ROM Drive, 800x600 SVGA Display, Keyboard, Mouse or higher configuration

Operating System
- Windows 95, Windows 98, Windows NT 4.0, Windows 2000, Windows ME or Windows XP

3.0 Quick Start

3.1 Installation of UC-SOFT PRO

1. Insert the UC-SOFT PRO CD disk into your CD-ROM drive.
2. From the **Start** button, select **Run** from the main menu.
3. Type " D:\SETUP" in the open text box. (Where "D" is your CD-ROM drive.) Click **OK** to continue.
4. A UC-SOFT PRO installation screen will be displayed. Click **OK** to continue. (Click **Exit Setup** to abort the installation).
5. Click the **Installation Icon** to start the installation or click the **Change Directory** button to change the directory or click the **Exit Setup** to abort the installation.

Fig. 3.1

3.2 Conversion of UC-SOFT PRO from English to other languages

Copy the file **Translat.txt** from the corresponding language folder of the UC-SOFT PRO installation disk to UC-SOFT PRO installation directory (c:\program files\uc-soft) if your required language is available from the installation disk. Otherwise, you can modify the file **Translat.txt** for your language before copy to the installation directory.

3.3 Opening UC-SOFT PRO

From the **Start** button, select **Programs**, **Unicorn Computers**, and then **UC-SOFT Access Control System** icon.

3.4 First Login

Select **Login** from the Login menu or click **Login** button. Then, the Login dialog box will be displayed.

Operator ID and Password are required to login for program execution. Enter the Operator ID and the Password, and then click **OK** (or press **Enter** button on the Keyboard) to confirm (Click **Cancel** to abort the login). If you tick the check box 'Collect Data from Panel(s)', then UC-SOFT PRO will collect all Card Transactions and Point Transactions from all local Panels and set the Panels into an Unbuffer Mode so that UC-SOFT PRO can monitor the Card and Point Transactions in real time.

The factory-programmed Operator ID is **admin** and no passwords are required for initial login, but you should add password in order to insure the security.
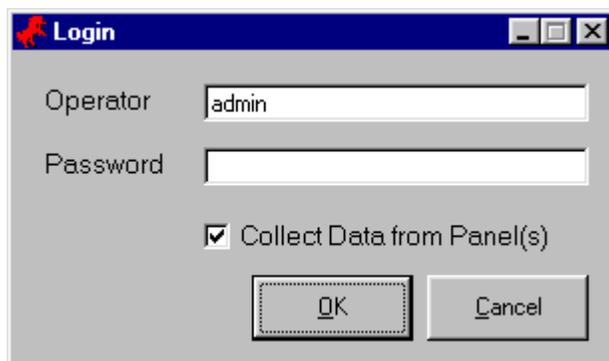
Fig 3.4

Logout

Select **Logout** from the Login menu or click **Logout** button.

Exit UC-SOFT PRO

Select **Exit** from the Login menu or click **Exit** button.

3.5 Registration of UC-SOFT PRO

Click **License** from the UC-SOFT PRO main menu. Then, the License dialog box will be displayed.
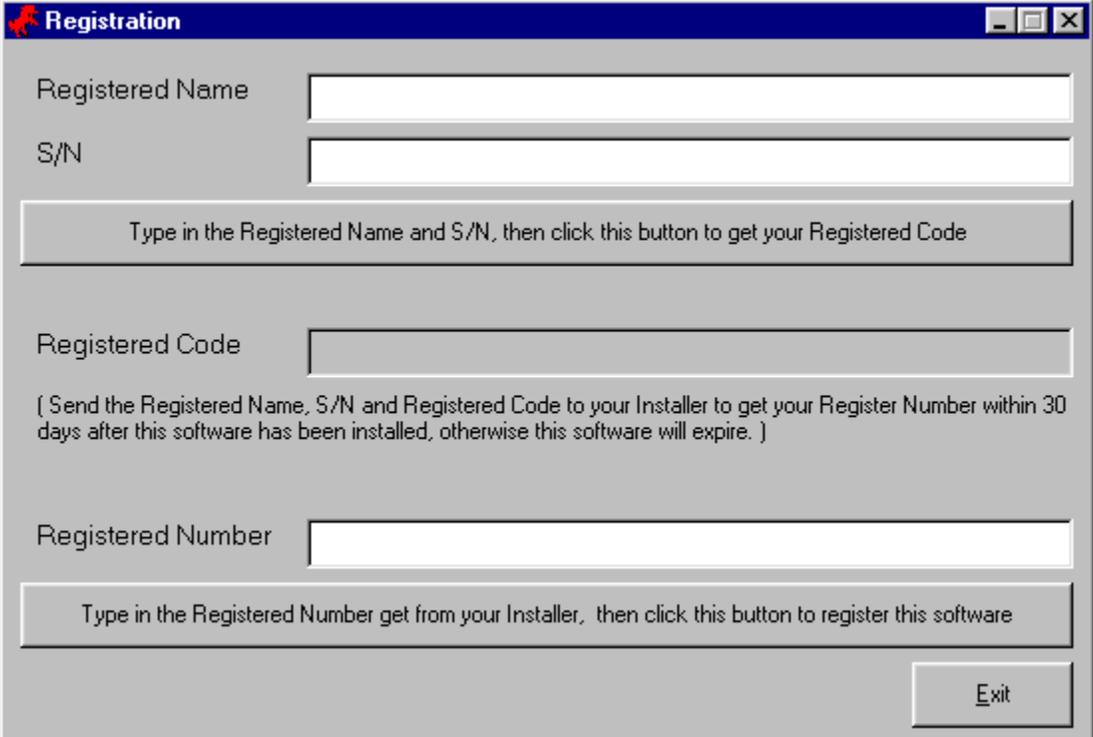
Fig 3.5

Type in the Registered Name (Your Company Name) and the S/N of UC-SOFT PRO. Then, click the 'Type in the Registered Name ……' button and a Registered Code will be displayed. Send the Registered Name, S/N and Registered Code to your Installer to get the Registered Number. Then type in the Registered Number and click the 'Type in Registered Number …..' button to register UC-SOFT PRO.

4.0 Configurations

4.1 Tips

Q: What is the proper setup procedure to set up UC-SOFT PRO?

A: Basically, the setup could be divided into three sections (Hardware, Badging and Operator) and it can be easily set up by the following sequence.

1. **Hardware** - Port → Loop → Panel (→ Timezone → Holiday → Schedule)
2. **Badging** - Note Field → Access Level → Card Holder
3. **Operator** - Operator Level → Operator

Hardware:

It includes the hardware setup of the system. Normally, the installer should be familiar with this section and it is not necessary for the end user to learn.

PORT:

COM Ports of the system computer used for the Access Control System. UC-SOFT PRO can support up to 8 COM Ports.

LOOP:

Communication Loops of the Access Control System.

One local LOOP will be assigned to one PORT but unlimited dial-up remote LOOPs can be assigned to one PORT.

PANEL:

The UC-2000, UC-1000-2, UC-1000-3 or UC-1000-4 Panel of the Access Control System.

Up to 63 PANELs can be assigned to one 20mA LOOP and up to 31 PANELs can be assigned to one RS485 BUS.

Badging:

It includes NOTE FIELD SETUP, ACCESS LEVEL SETUP and CARD HOLDER INFORMATION of the system.

Both the installer and the end user should be familiar with this section.

NOTE FIELD:

You may make use of this NOTE FIELD SETUP to predefine the CARD HOLDER's general information so that you can input CARD HOLDER INFORMATION quickly.

ACCESS LEVEL:

It is a predefined level to determine "where" and "when" a CARD HOLDER is valid in the system. Basically, unlimited ACCESS LEVEL can be added.

CARD HOLDER:

Up to 24000 CARD HOLDERs can be added to the system, each CARD HOLDER should have an ACCESS LEVEL and a unique Card no. from 1 to 65535.

Operator:

It includes OPERATOR LEVEL SETUP and OPERATOR INFORMATION.

Both the installer and the end user should be familiar with this section.

OPERATOR LEVEL:

It is a predefined level to determine, which function of the UC-SOFT PRO can be accessed by the OPERATOR.

OPERATOR:

Each OPERATOR should have an OPERATOR LEVEL. Basically, unlimited OPERATORs can be added to the system.

4.2 Hardware

It includes the hardware setup of the system. Normally, the installer should be familiar with this section and it is not necessary for the end user to learn.

4.2.1 **Port**

COM Ports of the system computer used for the Access Control System. UC-SOFT PRO can support up to 8 COM Ports.

Select **Port** from Configuration menu under Hardware. Then, the main Port dialog box will be displayed.

Fig 4.2.1.1

1. Add Port

Click **Add** button and the detail of the Port dialog box will be displayed.

Fig 4.2.1.2

- **Port ID** (Maximum 25 Characters): Unique name for each Port record.
- **Description** (Maximum 40 Characters): Description of the Port record.
- **COM Port**: COM Port no., which is assigned to the Port record.
- **Baud Rate** (1200bps, 2400bps, 4800bps or 9600bps): Baud Rate of the COM Port. Normally, 4800bps is used for local Port and 9600bps for dial-up remote Port. **You must make sure the baud rate dip switch setting in the Panel matches with the Port Baud Rate setup.**
- **Remote**: Select only if it is a dial-up remote Port.
- **Modem Init String** (E0Q0V0&C1&D0S0=1&K0&W0): For dial-up remote Port only. This string must be added to the Modem profile of the Modem at Computer side and Panel side.
- **Active**: Set only if the Port is active.

Click **OK** button to confirm or click **Cancel** to abort.

2. Edit Port

Select the Port record, which you would like to modify.
Click **Edit** button or double click the selected record, then the detail of the Port dialog box will be displayed.

Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Port

Select the Port record, which you would like to delete.

Click **Delete** button.

4. Searching

Select the record field from the 'Sorted by' combo box, then type in the searching text for searching.

4.2.2 Loop

Communication Loops of the Access Control System.

One local **Loop** will be assigned to one **Port** but unlimited dial-up remote **Loop**s can be assigned to one **Port**.

Select **Loop** from Configuration menu under Hardware. Then, the main Loop dialog box will be displayed.
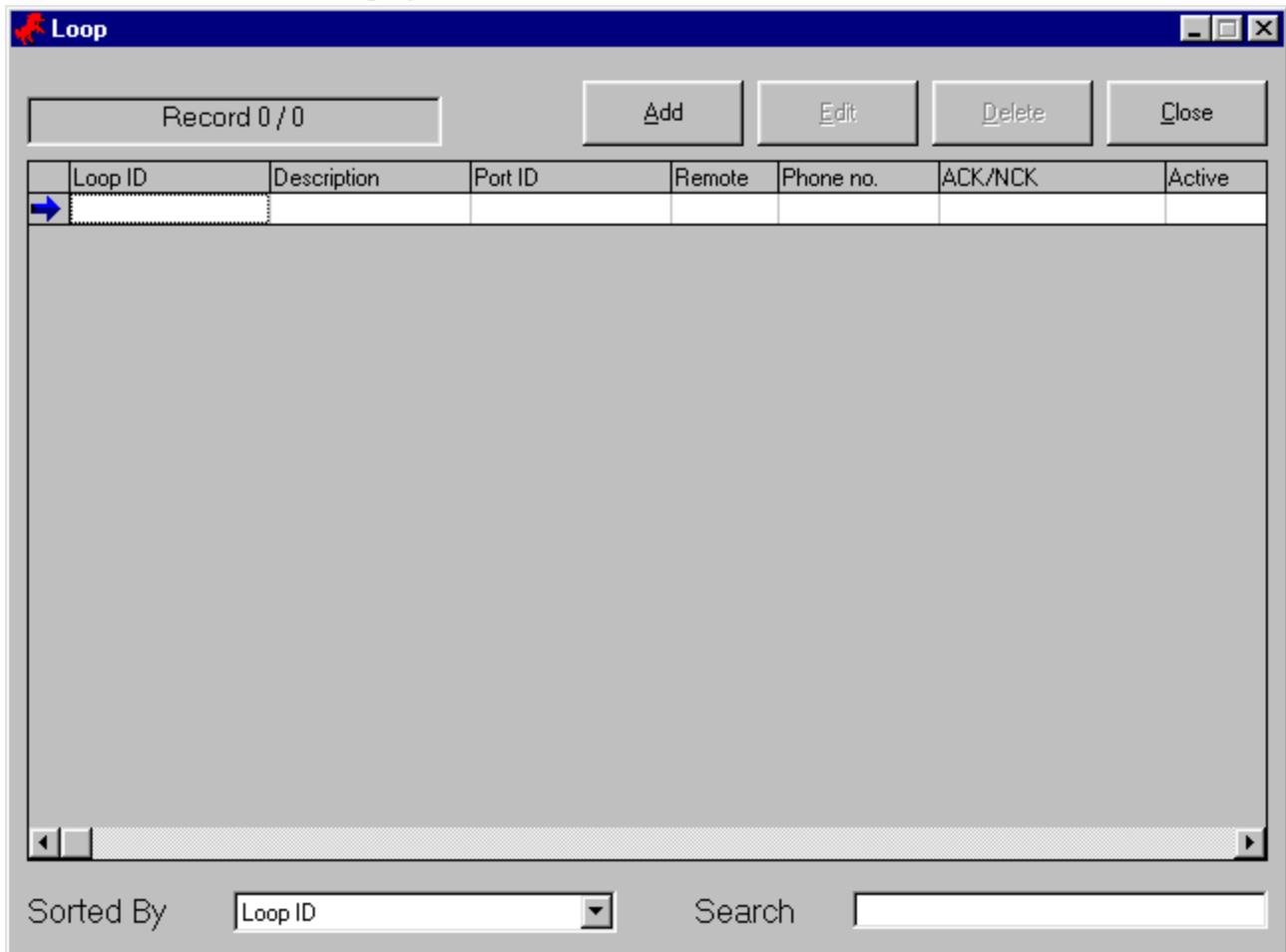
Fig 4.2.2.1

1. Add Loop

Click **Add** button and the detail of the Loop dialog box will be displayed.

Fig 4.2.2.2

- **Loop ID** (Maximum 25 Characters): Unique name for each Loop record.
- **Description** (Maximum 40 Characters): Description of the Loop record.
- **Port ID**: Port, which is assigned to the Loop record.
- **Remote**: It is used to indicate the Port you have selected as a dial-up remote Port.
- **Phone no.** (for dial-up remote Loop only): Remote phone number of the Site.
- **Type**: 20mA: Using 20mA Loop
    20mA ACK/NCK (for UC-2000 panels only): Using 20mA Loop with acknowledge function
    RS485: Using RS485
    RS485 ACK/NCK (not for dial-up remote site): Using RS485 with acknowledge function
- **Active**: Set only if the Loop is active.

Click **OK** button to confirm or click **Cancel** to abort.

2. Edit Loop

Select the Loop record, which you would like to modify.

Click **Edit** button or double click the selected record, then the detail of the Loop dialog box will be displayed.

Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Loop

Select the Loop record, which you would like to delete.

Click **Delete** button.

4. Searching

Select the record field from the 'Sorted By' combo box, then type in the searching text for searching.

4.2.3 Timezone Group

At least one Timezone Group should be added for a system and you should assign one Timezone Group for each Panel so that you can assign Timezone to Access Level.

Select **Timezone Group** from Configuration menu under Hardware. Then, the main Timezone Group dialog box will be displayed.

Fig 4.2.3.1

1. Add Timezone Group

Click **Add** button and the detail of the Timezone Group dialog box will be displayed.

Fig 4.2.3.2

- **Timezone Group ID** (Maximum 25 Characters): Unique name for each Timezone Group record.
- **Description** (Maximum 40 Characters): Description of the Timezone Group record.

Click **OK** button to confirm or click **Cancel** to abort.

2. Edit Timezone Group

Select the Timezone Group record, which you would like to modify.
Click **Edit** button or double click the selected record, then the detail of the Timezone Group dialog box will be displayed.
Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Timezone Group

Select the Timezone Group record, which you would like to delete.
Click **Delete** button.

4. Searching

Select the record field from the 'Sorted By' combo box, then type in the searching text for searching.

4.2.4 Holiday Group

At least one Holiday Group should be added for a system and you should assign one Holiday Group for each Panel if Holiday is required to be considered in the Access Level.

Select **Holiday Group** from Configuration menu under Hardware. Then, the main Holiday Group dialog box will be displayed.
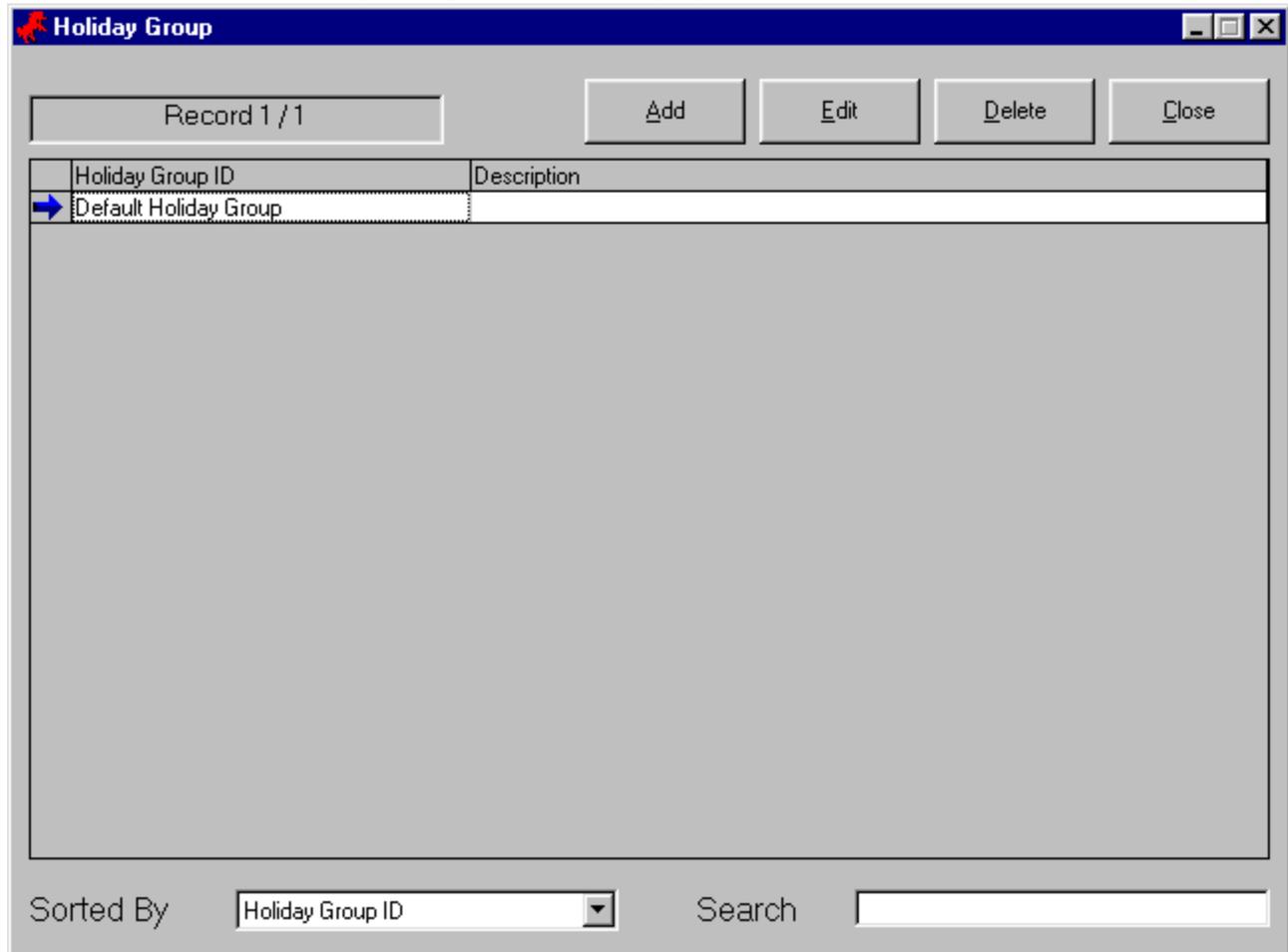
Fig 4.2.4.1

1. Add Holiday Group

Click **Add** button and the detail of the Holiday Group dialog box will be displayed.

Fig 4.2.4.2

- **Holiday Group ID** (Maximum 25 Characters): Unique name for each Holiday Group record.
- **Description** (Maximum 40 Characters): Description of the Holiday Group record.

Click **OK** button to confirm or click **Cancel** to abort.

2. Edit Holiday Group

Select the Holiday Group record, which you would like to modify.
Click **Edit** button or double click the selected record, then the detail of the Holiday Group dialog box will be displayed.
Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Holiday Group

Select the Holiday Group record, which you would like to delete.
Click **Delete** button.

4. Searching

Select the record field from the 'Sorted By' combo box, then type in the searching text for searching.

4.2.5 **Command File**

During normal operation, there are no setup requirements for the Command File. Using Command File, UC-SOFT PRO can communicate with Panels directly so that it can override the standard setup in the user interface to provide special functions.

Select **Command File** from Configuration menu under Hardware. Then, the main Command File dialog box will be displayed.
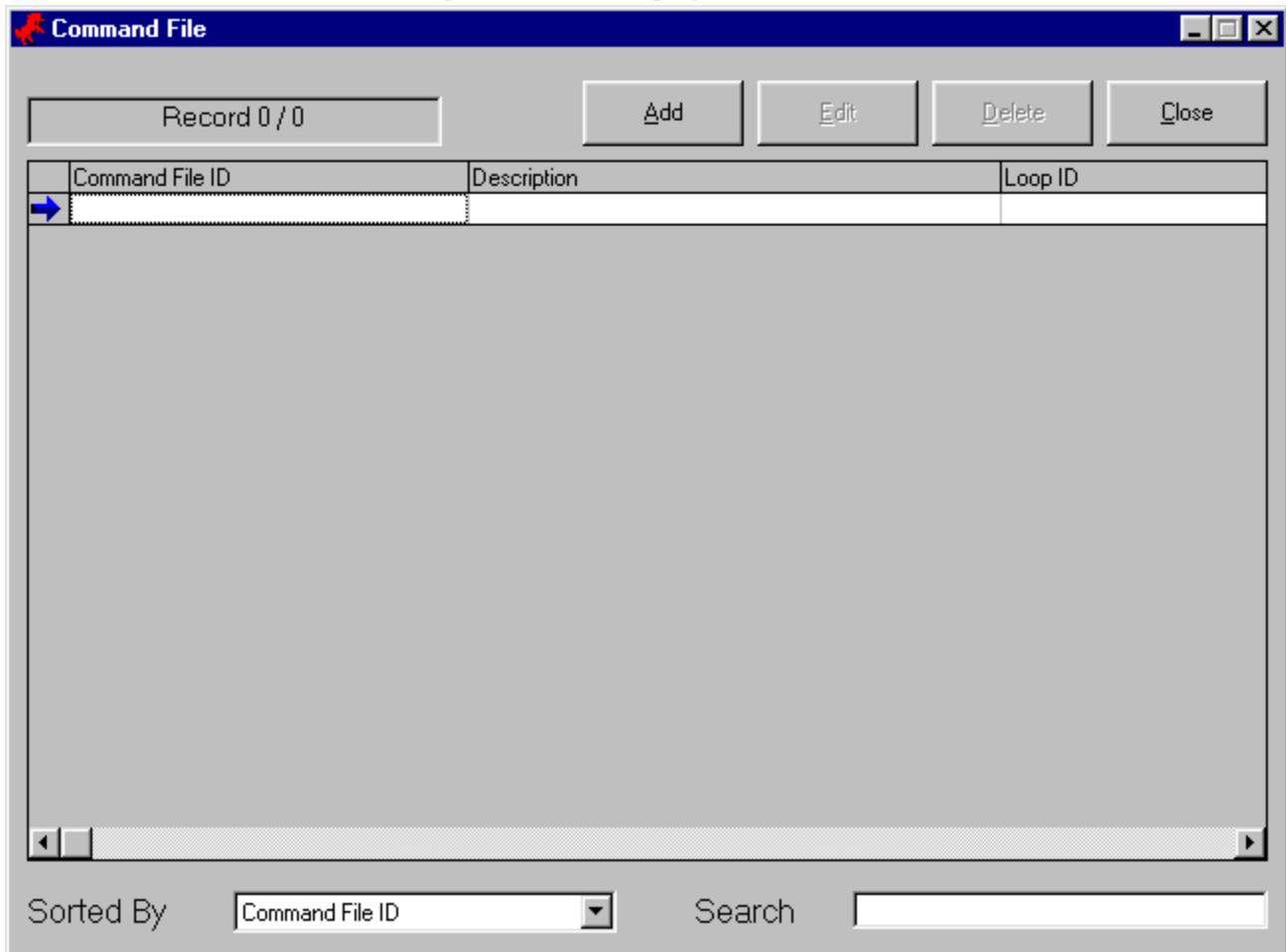
Fig 4.2.5.1

1. Add Command File

Click **Add** button and the detail of the Command File dialog box will be displayed.

Fig 4.2.5.2

- **Command File ID** (Maximum 25 Characters): Unique name for each Command File record.
- **Description** (Maximum 40 Characters): Description of the Command File.
- **Loop ID**: Loop, which is assigned to the Command File record.

Click **Add** button to add Command to Command list.
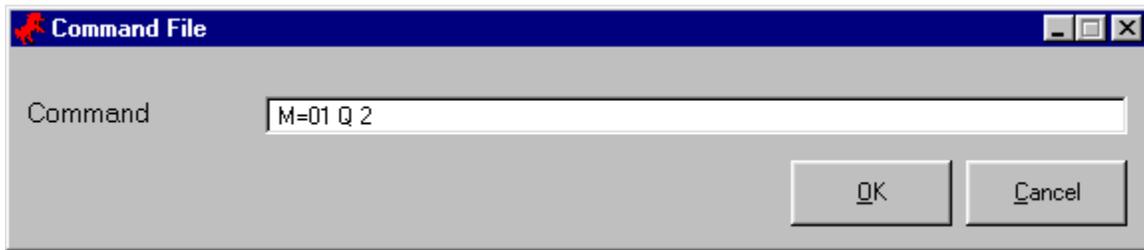
Fig 4.2.5.3

Click **Edit** button to edit the selected Command in Command list.

Click **Delete** button to delete the selected Command in Command list.

Click **OK** button to confirm or click **Cancel** to abort.

2. Edit Command File

Select the Command File record, which you would like to modify.

Click **Edit** button or double click the selected record, then the detail of the Command File dialog box will be displayed.

Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Command File

Select the Command File record, which you would like to delete.

Click **Delete** button.

4. Searching

Select the record field from the 'Sorted By' combo box, then type in the searching text for searching.

4.2.6   **Panel**

The UC-2000, UC-1000-2, UC-1000-3 or UC-1000-4 Panel of the Access Control System.

Up to 63 PANELs can be assigned to one 20mA LOOP.

Up to 31 PANELs can be assigned to one RS485 Bus.

Select **Panel** from Configuration menu under Hardware. Then, the main Panel dialog box will be displayed.

Panel ID	Description	Type	Loop ID	Address	Active

Record 0 / 0   Add   Edit   Delete   Close

Sorted By   Panel ID   Search
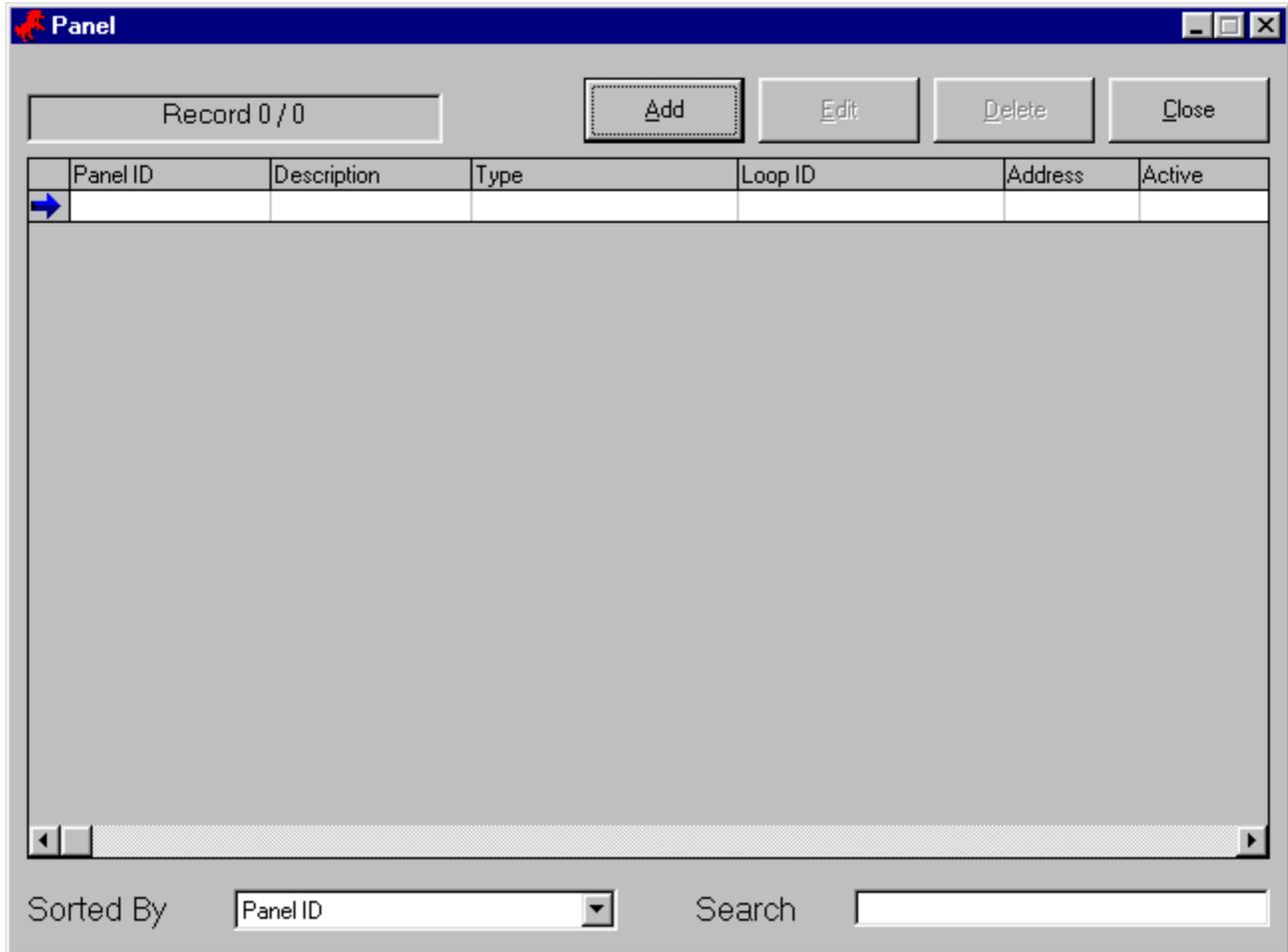
Fig 4.2.6.1

1. Add Panel

Click **Add** button and the detail of the Panel dialog box will be displayed.

Fig 4.2.6.2

General:

- **Panel ID** (Maximum 15 Characters): Unique name for each Panel record.
- **Loop ID**: Loop, which is assigned to the Panel record.
- **Address**: Address of the Panel (It must match with the Panel Address dip switch setting in the Panel.).
- **Description** (Maximum 40 Characters): Description of the Panel record.
- **Active**: Set only if the Panel is active.
- **Panel Type**: Select the Panel type (UC-2000, UC-1000-2, UC-1000-3 or UC-1000-4) for this Panel.

- **Timezone Group**: Select the Timezone Group so that the Timezone under the Timezone Group can be used by the Panel.
- **Holiday Group**: Select the Holiday Group so that the Holiday under the Holiday Group will apply to the Panel.
- **Command File**: The Command File can be sent to the Panel if you upload data to the Panel.
- **Anti-Passback**: Enable the Anti-Passback function of the Panel. Single and Global Anti-Passback can not be in the same Loop. All Global Anti-Passback Panels must be in the unbuffer mode and UC-SOFT PRO must be on-line to perform Global Anti-Passback function.
- **Men Trip** (for UC-2000 panels only): Enable the Men Trip function of the Panel so that Door 1 must be closed to open Door 2 by Reader 2 or Exit Button 2. Also Door 2 must be closed to open Door 1 by Reader 1 or Exit Button 1. You must use the default Panel wiring when you are using this function.
- **Automatically Upload Card Data to Panel when valid Card access in non-updated Panel**: Enable this function will let the UC-SOFT PRO to upload Card data to Panel automatically if the status of the Card Transaction sent to UC-SOFT PRO is "Not Found Card" but it is valid in the UC-SOFT PRO Card Database.
- **Site Code**: Up to 16 Site Codes are allowed for UC-2000 panels and up to 8 Site Codes are allowed for UC-1000 panels to be added to each Panel and the Site Code range should be from 1 to 65535.
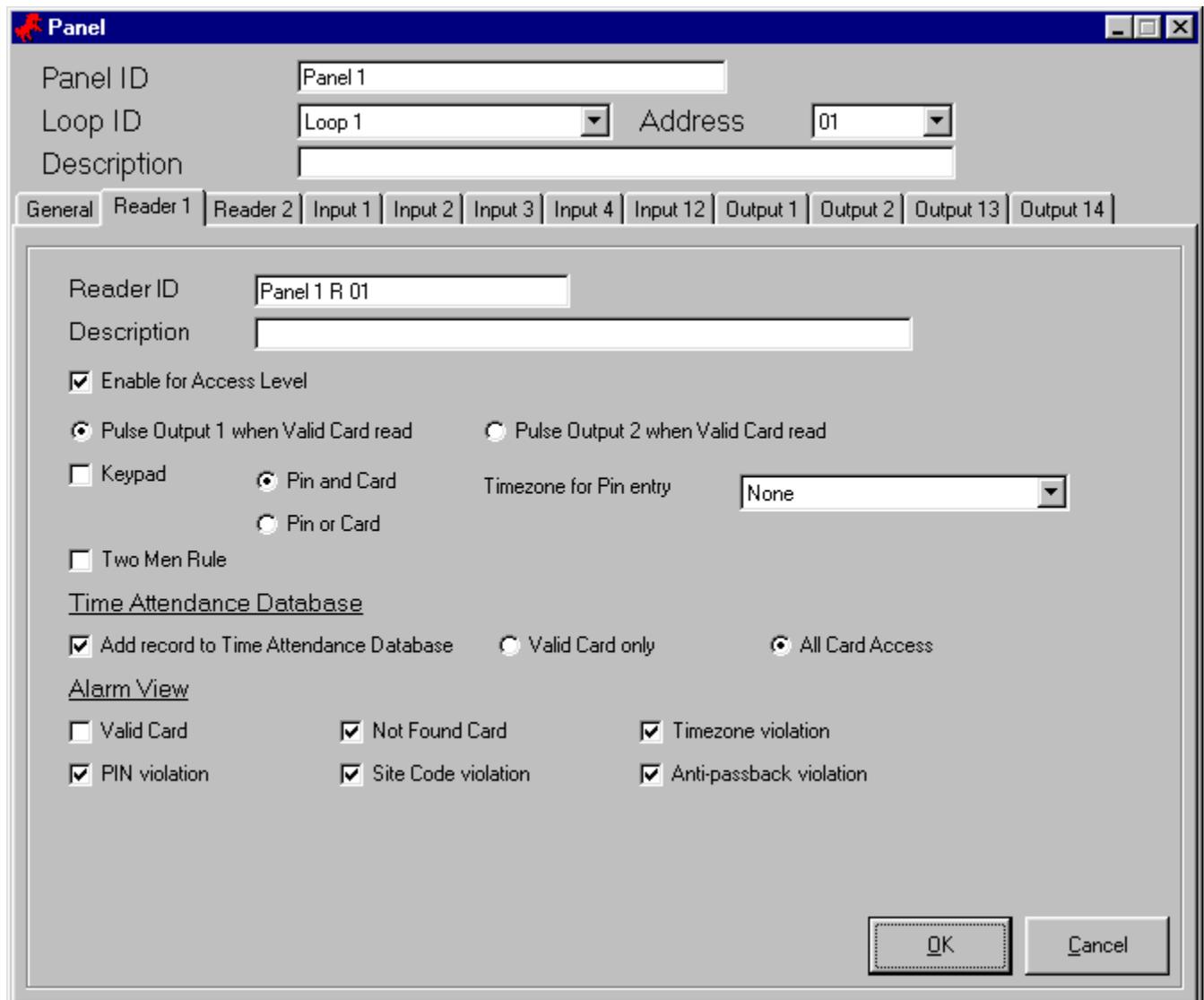
Fig 4.2.6.3

Reader 1 and Reader 2 (Reader 3 and Reader 4 are for UC-1000-4 only):

- **Reader ID** (Maximum 25 Characters): Unique name for each Reader record.
- **Description** (Maximum 40 Characters): Description of the Reader record.
- **Enable for Access Level**: So that the Reader can be available for the Access Level setup.
- **Pulse Output 1/2** (3/4 for UC-1000-4 only) **when Valid Card read**: Choose Output that to be pulsed when valid Card read on the Reader.
- **Keypad**: Enabled Keypad Option so that 'Pin and Card' and 'Pin or Card' function can be available.

  'Pin and Card' – You should choose one Timezone in the 'Timezone for Pin

entry' combo box. If it is None, Pin is not required. (For UC-1000 panels, the Timezone of Reader 1 and Reader 2 must be the same if 'Pin and Card' is applied to both Reader 1 and Reader 2.)

'Pin or Card' (for UC-2000 panels only) – Either show Card on the Reader or Key in the Card no. in the Keypad can access the door operation.

- **Two Men Rule** (for UC-2000 panels only): It requires two different valid Cards to be shown on the Reader within 5 seconds in order to open door. The first valid Card shown on the Reader is defined as Anti-Passback.

- **Time Attendance Database**: Write Card Transactions to another Database besides History Database so that you can make use of this as a Backup Database for Card Transaction only and provide a smaller Card Database, which have Card Transaction only for the specific Reader for Time Attendance purpose.

'Valid Card only' – Only Valid Card Transaction will be written to the Time Attendance Database.

'All Card Access' – All Card Transactions in the Reader will be written to the Time Attendance Database.

- **Alarm View**: Select the Card Transaction status to be shown on the Alarm View.
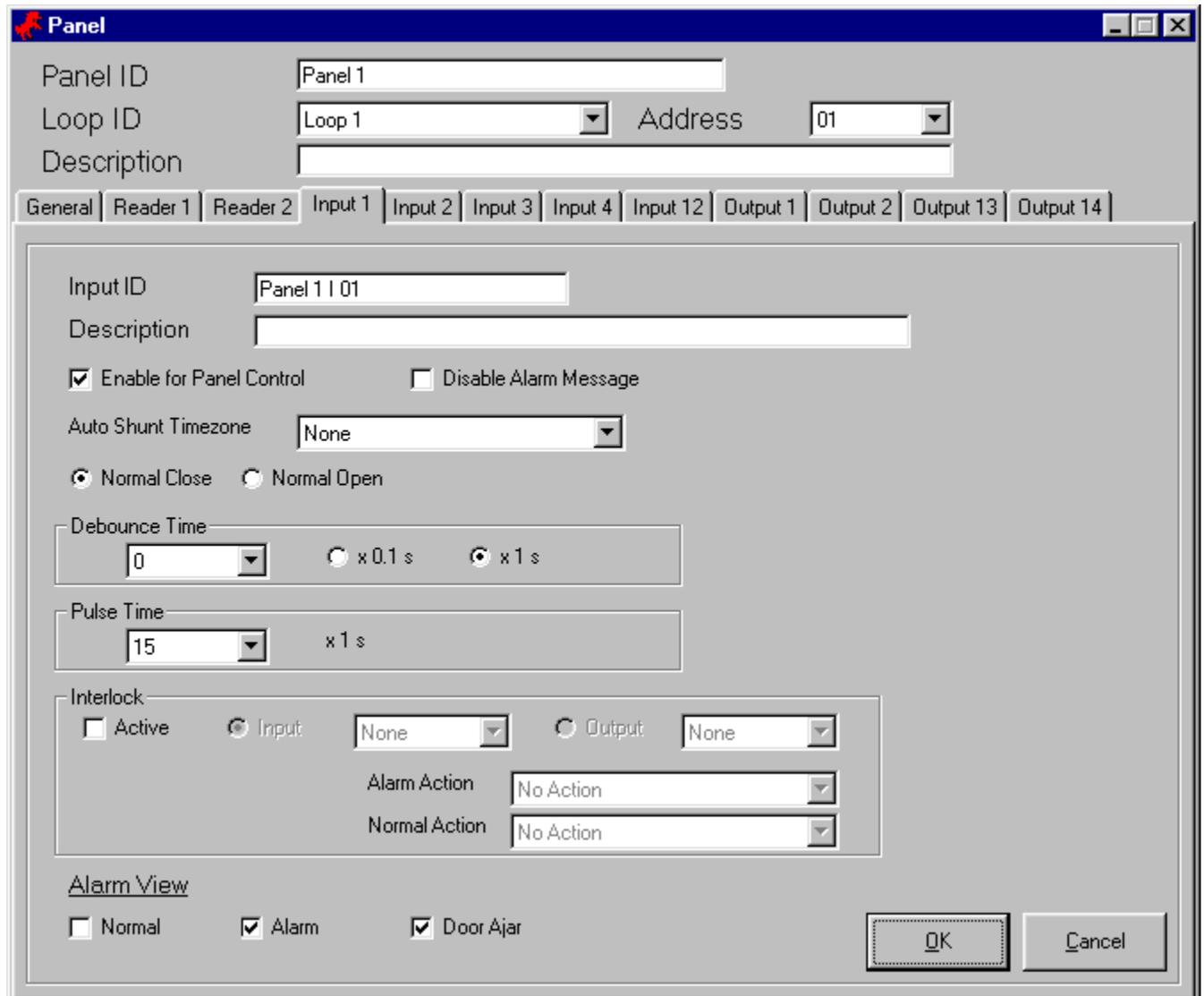
Fig 4.2.6.4

Input 1, Input 2, Input 3, Input 4 and Input 12 (Input 5 to 11 and 13 to 16 are additional for UC-1000 panels only):

Default setting for UC-2000 and UC-1000-2:

Input 1 – Magnetic Contact Sensor of Door 1

Input 2 – Magnetic Contact Sensor of Door 2

Input 3 – Exit Button of Door 1

Input 4 – Exit Button of Door 2

Input 12 – Tamper Button of Panel Case

Default setting for UC-1000-3:

Input 1 – Magnetic Contact Sensor of Door 1

Input 2 – Magnetic Contact Sensor of Door 2

Input 5 – Exit Button of Door 1

Input 6 – Exit Button of Door 2

Default setting for UC-1000-4:

Input 1 – Magnetic Contact Sensor of Door 1

Input 2 – Magnetic Contact Sensor of Door 2

Input 3 – Magnetic Contact Sensor of Door 3

Input 4 – Magnetic Contact Sensor of Door 4

Input 5 – Exit Button of Door 1

Input 6 – Exit Button of Door 2

Input 7 – Exit Button of Door 3

Input 8 – Exit Button of Door 4

It is not necessary to use the default setting, but it will be easier to set up the system by using the default setting of UC-SOFT PRO.

- **Input ID** (Maximum 25 Characters): Unique name for each Input record.
- **Description** (Maximum 40 Characters): Description of the Input record.
- **Enable for Panel Control**: So that 'Panel Control' can directly control the Input.
- **Disable Alarm Message**: No Alarm messages will be sent from the Panel even though the Input has been triggered.
- **Auto Shunt Timezone**: At the specific Timezone, the Input will be shunted automatically.
- **Normal Close / Normal Open**: Choose for 'Normal Close' or 'Normal Open' Input device.
- **Debounce Time**: Debounce Time of the Input.
  'x 0.1 s' (for UC-2000 panels only) – Debounce time could be set from 0 to 12.6 seconds with increment of 0.1 second.
  'x 1 s' – Debounce time could be set from 0 to 126 seconds with increment of 1 second for UC-2000 panels; from 0 to 63 seconds with increment of 1 second for UC-1000 panels.
- **Pulse Time** (0 to 127 seconds for UC-2000 panels and 0 to 63 seconds for UC-1000 panels): Shunt period when the Input has been triggered.
- **Interlock**: to trigger another Input or Output if the Input has been triggered.
  There are five types of Interlock Action:
  1. No Action – take no action

2. Shunt/Energize – Shunt or Energize to the other Input or Output

3. Un-shunt/De-energize – Un-shunt or De-energize to the other Input or Output

4. Pulse – Pulse to the other Input or Output

5. Follow – Same triggering method to the other Input or Output as itself

- **Alarm View**: Select the Card Transaction status that will be shown on the Alarm View.
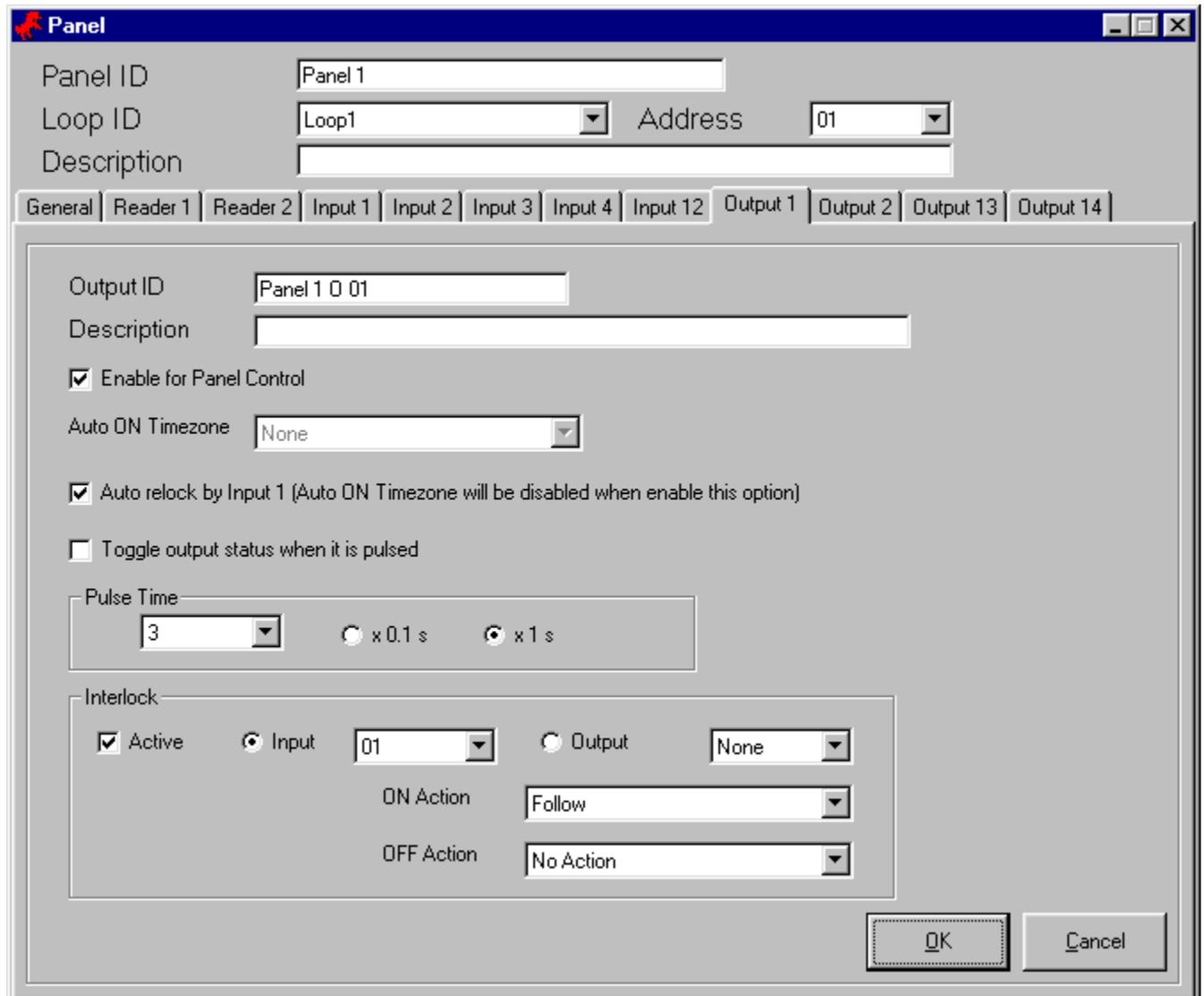
Fig 4.2.6.5

Output 1 and Output 2 (Output 3 and Output 4 are for UC-1000 panels only):

Default setting for UC-2000, UC-1000-2 and UC-1000-3:

> Output 1 – Door Lock of Door 1
>
> Output 2 – Door Lock of Door 2

Default setting for UC-1000-4:

> Output 1 – Door Lock of Door 1
>
> Output 2 – Door Lock of Door 2
>
> Output 3 – Door Lock of Door 3
>
> Output 4 – Door Lock of Door 4

It is not necessary to use the default setting, but it will be easier to set up the system by using the default setting of UC-SOFT PRO.

- **Output ID** (Maximum 25 Characters): Unique name for each Output record.
- **Description** (Maximum 40 Characters): Description of the Output record.
- **Enable for Panel Control**: So that 'Panel Control' can directly control the Output.
- **Auto ON Timezone**: At the specific Timezone, the Output will be Energized automatically.
- **Auto relock by Input 1/2** (3/4 for UC-1000-4 only): The Output will be OFF when the door has been closed after a valid access. It will disregard if the pulse time is finish or not.
- **Toggle Output status when it is pulse**: Change the Output status (i.e. OFF → ON or ON → OFF) if the Output has been pulsed.
- **Pulse Time**: Pulse Time of the Output.
  'x 0.1 s' (for UC-2000 panels only) – Pulse time can be set from 0 to 6.3 seconds with increment of 0.1 second.
  'x 1 s' – Pulse time can be set from 0 to 63 seconds with increment of 1 second
- **Interlock**: to trigger another Input or Output if the Output has been triggered.
  There are five types of Interlock Action:
  1. No Action – take no action
  2. Shunt/Energize – Shunt or Energize to the other Input or Output
  3. Un-shunt/De-energize – Un-shunt or De-energize to the other Input or Output
  4. Pulse – Pulse to the other Input or Output
  5. Follow – Same triggering method to the other Input or Output as itself

Fig 4.2.6.6

Output 13 and Output 14 (for UC-2000 panels only):

For default setting: Output 13 – Valid Card feedback signal for Reader 1 LED
or beeper

Output 14 – Valid Card feedback signal for Reader 2 LED
or beeper

It is not necessary to use the default setting, but it will be easier to set up the system by using the default setting of UC-SOFT PRO.

- **Output ID** (Maximum 25 Characters): Unique name for each Output record.
- **Description** (Maximum 40 Characters): Description of the Output record.
- **Enable for Panel Control**: So that 'Panel Control' can directly control the Output.

- **Auto ON Timezone**: At the specific Timezone, the Output will be Energized automatically.
- **Pulse Output when valid Card read on Reader 1/2**: It is used as Valid Card feedback signal for Reader 1 and Reader 2 respectively. You may disable it when you would like to use it for the other purpose such as Door False Open.
- **Toggle Output status when it is pulse**: Change the Output status (i.e. OFF → ON or ON → OFF) if the Output has been pulsed.
- **Pulse Time**: Pulse Time of the Output.
  'x 0.1 s' (for UC-2000 panels only) – Pulse time can be set from 0 to 6.3 seconds with increment of 0.1 second.
  'x 1 s' – Pulse time can be set from 0 to 63 seconds with increment of 1 second.
- **Interlock**: to trigger another Input or Output if the Output has been triggered. **There are five types of Interlock Action**:
  1. No Action – take no action
  2. Shunt/Energize – Shunt or Energize to the other Input or Output
  3. Un-shunt/De-energize – Un-shunt or De-energize to the other Input or Output
  4. Pulse – Pulse to the other Input or Output
  5. Follow – Same triggering method to the other Input or Output as itself

Click **OK** button to confirm or click **Cancel** to abort.

2. Edit Panel

Select the Panel record, which you would like to modify.

Click **Edit** button or double click the selected record, then the detail of the Panel dialog box will be displayed.

Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Panel

Select the Panel record, which you would like to delete.

Click **Delete** button.

4. Searching

Select the record field from the 'Sorted By' combo box, then type in the searching text for searching.

4.2.7   **Additional Input and Output Points**

It is used for the setup of additional input and output points for UC-1000 panels, Please refer to **Panel** configuration.

4.2.8   **Schedule**

There are three types of Schedule.

1. Date & Time update: UC-SOFT PRO will update the Date and Time of all Local Panels at the Scheduled Date-Time. If the Schedule is missed due to UC-SOFT PRO is being offline, the Schedule will suspend until UC-SOFT PRO is online again.

2. Auto Dial-up: UC-SOFT PRO will connect to the remote site automatically to update Card information and collect transactions in the remote site at the Scheduled Date-Time. If the Schedule is missed due to UC-SOFT PRO is being offline, the Schedule will suspend until UC-SOFT PRO is online again.

3. Send Command File: UC-SOFT PRO will send the Command File to the Loop specified in the Command File at the Scheduled Date-Time. If the Schedule is missed due to UC-SOFT PRO is being offline, the Schedule will suspend until UC-SOFT PRO is online again.

Select **Schedule** from Configuration menu under Hardware. Then, the main Schedule Group dialog box will be displayed.
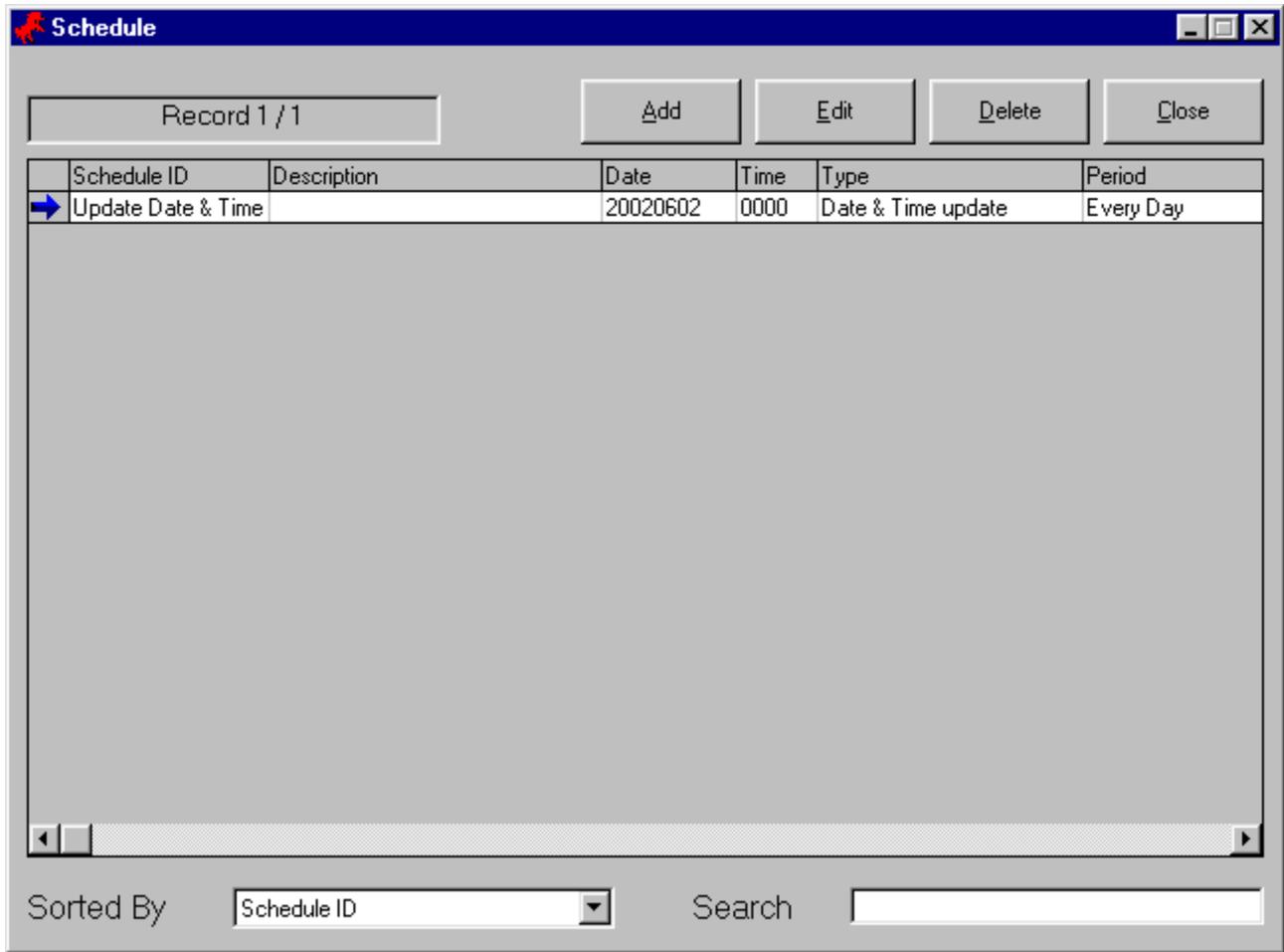
Fig 4.2.8.1

1. Add Schedule

Click **Add** button and the detail of the Schedule dialog box will be displayed.
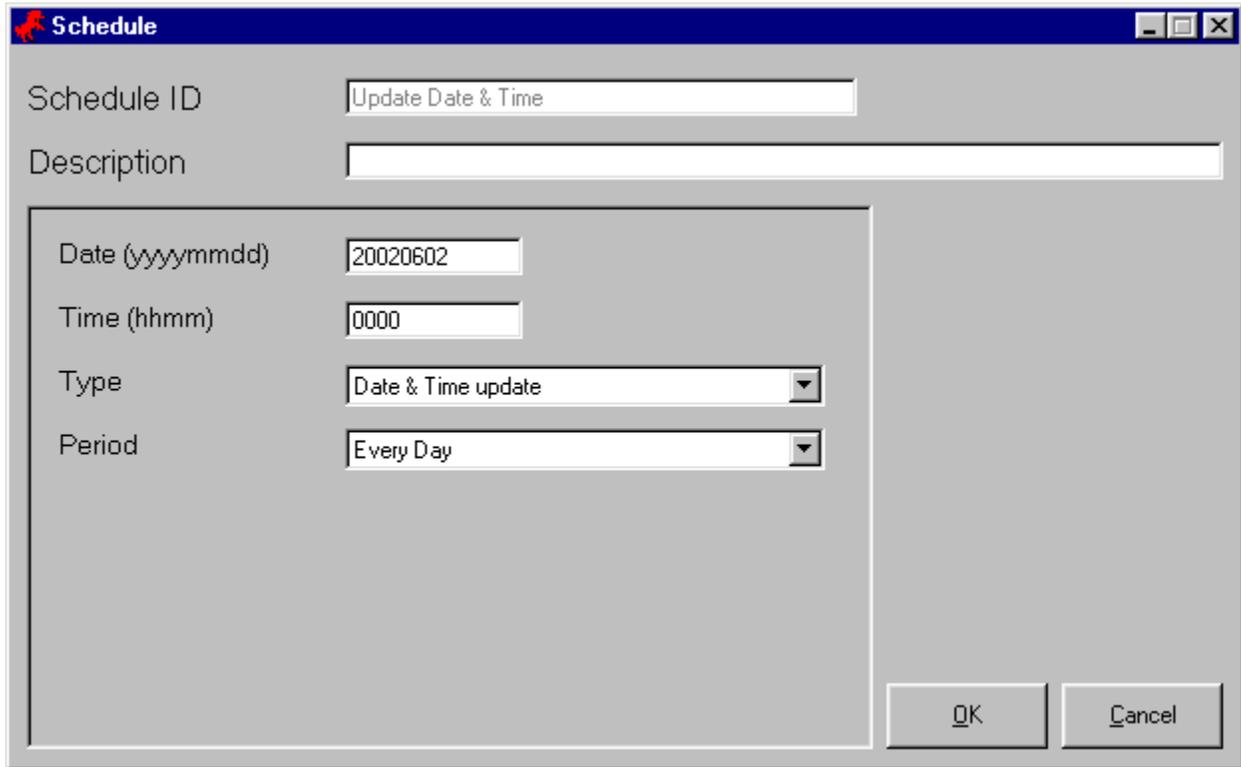
Fig 4.2.8.2

Date & Time update:

- **Schedule ID** (Maximum 25 Characters): Unique name for each Command File record.
- **Description** (Maximum 40 Characters): Description of the Command File.
- **Date** (yyyymmdd): Coming Scheduled Date. It will be updated automatically to the next Scheduled Date when the Scheduled Update is completed.
- **Time** (hhmm): Coming Scheduled Time.
- **Period**: You may choose 'Never', 'Once', 'Every Day', 'Every Week', 'Every Two Week' and 'Every Four Week'.

Fig 4.2.8.3

Auto Dial-up:
- **Schedule ID** (Maximum 25 Characters): Unique name for each Command File record.
- **Description** (Maximum 40 Characters): Description of the Command File.
- **Date** (yyyymmdd): Coming Scheduled Date. It will be updated automatically to the next Scheduled Date when the Scheduled Update is completed.
- **Time** (hhmm): Coming Scheduled Time.
- **Period**: You may choose 'Never', 'Once', 'Every Day', 'Every Week', 'Every Two Week' and 'Every Four Week'.
- **Loop ID**: Remote Loop ID.
- **Send Date & Time**: Send Date and Time when connected to remote Loop.
- **Send Updated Card Data**: Send updated Card data when connected to remote Loop.
- **Collect Transaction Data from Panels**: Collect the transaction data of the remote Loop when collected.

Fig 4.2.8.4

Send Command File:
- **Schedule ID** (Maximum 25 Characters): Unique name for each Command File record.
- **Description** (Maximum 40 Characters): Description of the Command File.
- **Date** (yyyymmdd): Coming Scheduled Date. It will be updated automatically to the next Scheduled Date when the Scheduled Update is completed.
- **Time** (hhmm): Coming Scheduled Time.
- **Period**: You may choose 'Never', 'Once', 'Every Day', 'Every Week', 'Every Two Week' and 'Every Four Week'.
- **Command File**: Command File will be sent at the coming Scheduled Date Time.

Click **OK** button to confirm or click **Cancel** to abort.

2. Edit Schedule
Select the Scheduled record, which you would like to modify.
Click **Edit** button or double click the selected record, then the detail of the

Schedule dialog box will be displayed.

Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Schedule

Select the Scheduled record, which you would like to delete.

Click **Delete** button.

4. Searching

Select the record field from the 'Sorted By' combo box, then type in the searching text for searching.

4.3 Timezone

Timezone of the Access Control System.

One Timezone consists of one or more than one Timezone slot. Maximum of 63 Timezone slots are allowed in one Timezone Group.

Select **Timezone** from Configuration menu. Then, the main Timezone dialog box will be displayed.
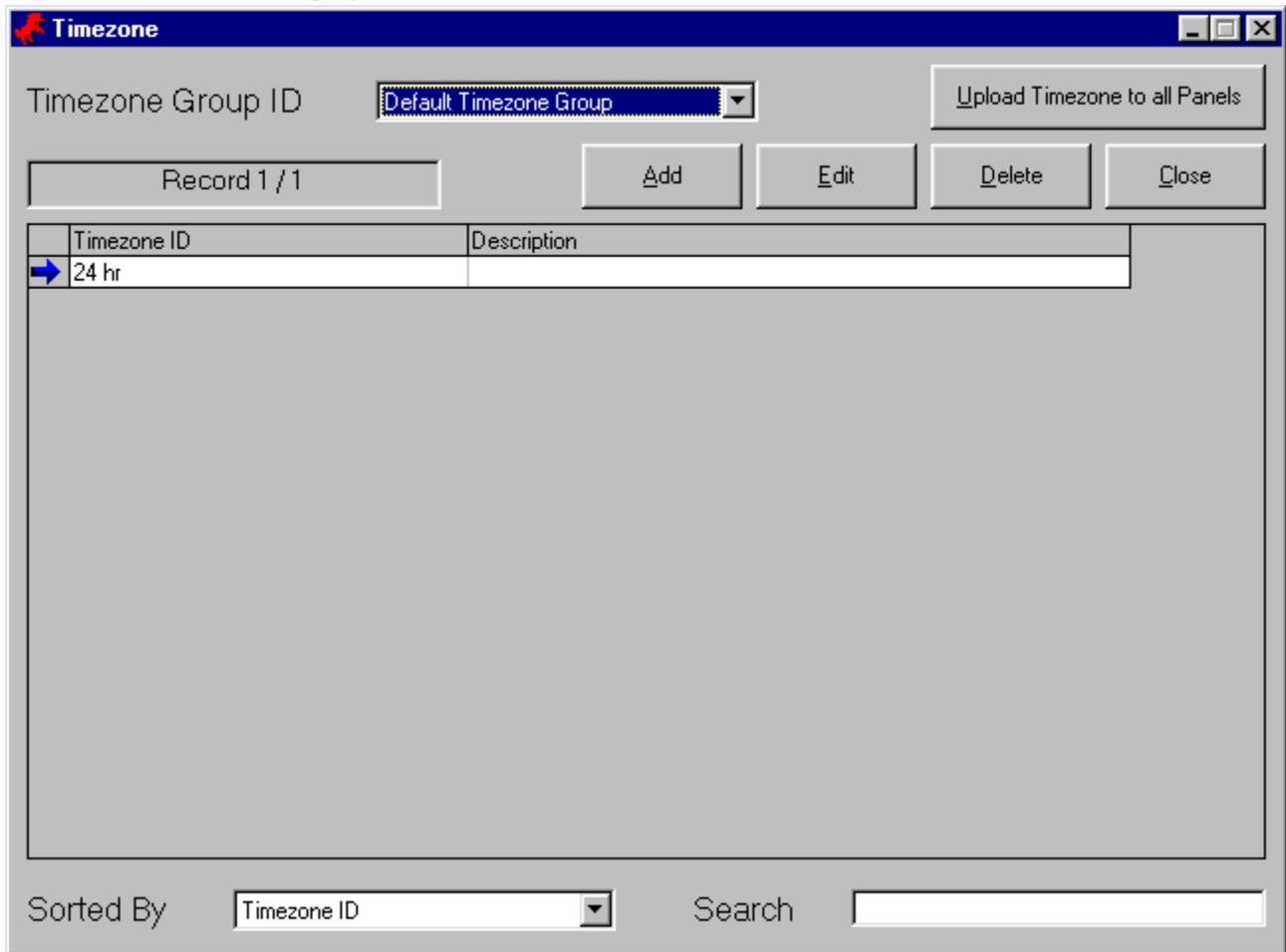
Fig 4.3.1

Select **Timezone Group ID** that you would like to add Timezone.

1. Add Timezone

Click **Add** button and the detail of the Timezone dialog box will be displayed.

	Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hol
→	0900	1800	✔	✔	✔	✔	✔			
	0900	1300						✔		

Fig 4.3.2

- **Timezone ID** (Maximum 25 Characters): Unique name for each Timezone record.
- **Description** (Maximum 40 Characters): Description of the Timezone.

Click **Add** button to add Timezone Slot to Timezone.
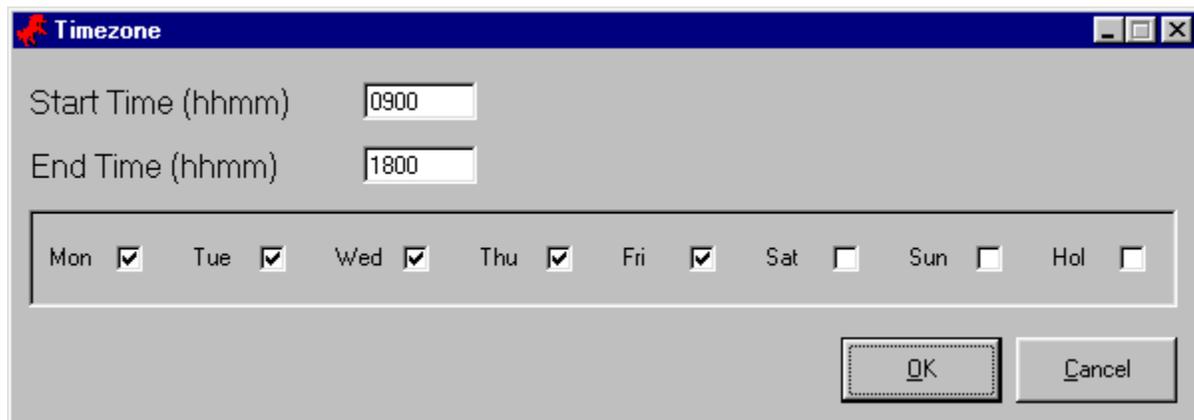
Fig 4.3.3

Click **Edit** button to edit the selected Timezone Slot in Timezone.
Click **Delete** button to delete the Timezone Slot in Timezone.
Click **OK** button to confirm or click **Cancel** to abort.

2. Edit Timezone

Select the Timezone record, which you would like to modify.
Click **Edit** button or double click the selected record, then the detail of the Timezone dialog box will be displayed.
Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Timezone

Select the Timezone record, which you would like to delete.
Click **Delete** button.

4. Searching

Select the record field from the 'Sorted By' combo box, then type in the searching text for searching.

5. Upload Timezone to all Panels

Click this button to upload Timezone setup to all panels if you want to refresh the Timezone setup stored in the panels.

4.4 Holiday

Holiday of the Access Control System.

Each Panel can hold up to 32 Holidays. UC-SOFT PRO will send the coming 32 Holidays to Panel when you upload holidays to the Panel.

Select **Holiday** from Configuration menu. Then, the main Holiday dialog box will be displayed.
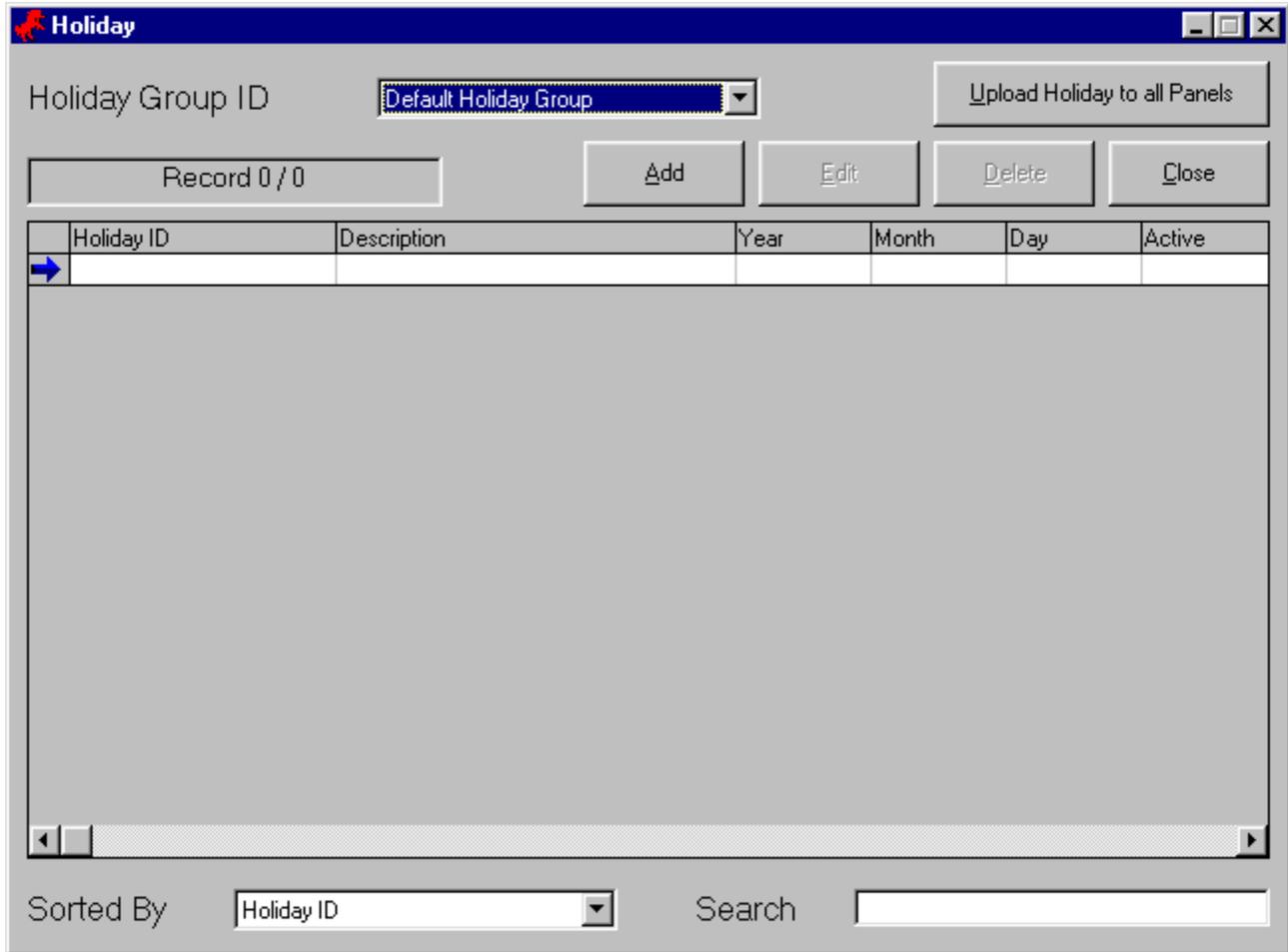
Fig 4.4.1

Select **Holiday Group ID** that you would like to add Holiday.

1. Add Holiday

Click **Add** button and the detail of the Holiday dialog box will be displayed.

Fig 4.4.2

- **Holiday ID** (Maximum 25 Characters): Unique name for each Holiday record.
- **Description** (Maximum 40 Characters): Description of the Holiday.
- **Apply to all years**: Select only if it applies to all years.
- **Year** (yyyy): Year of the Holiday. It will be disabled if you enable 'Apply to all years'.
- **Month** (mm): Month of the Holiday.
- **Day** (dd): Day of the Holiday.
- **Active**: Set only if the Holiday is active.

Click **OK** button to confirm or click **Cancel** to abort.

2. Edit Holiday

Select the Holiday record, which you would like to modify.
Click **Edit** button or double click the selected record, then the detail of the Holiday dialog box will be displayed.
Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Holiday

Select the Holiday record, which you would like to delete.

Click **Delete** button.

4. Searching

Select the record field from the 'Sorted By' combo box, then type in the searching text for searching.

6. Upload Holiday to all Panels

Click this button to upload Holiday setup to all panels if you want to refresh the Holiday setup stored in the panels.

4.5 Badging

It includes NOTE FIELD SETUP, ACCESS LEVEL SETUP and CARD HOLDER INFORMATION of the system.

Both the installer and the end user should be familiar with this section.

4.5.1 **Note Field**

You may make use of this NOTE FILES SETUP to predefine the CARD HOLDER's general information so that you can input CARD HOLDER INFORMATION quickly.

Select **Note Field** from Configuration menu under Badging. Then, the main Note Field dialog box will be displayed.

Fig 4.5.1.1

- **Note Field Name** (Maximum 40 Characters): Note Field Name will show up on the detail of the Card Holder dialog box. 'Note 1' has been predefined as 'Department'.
- **Text Box**: It will provide a text box in the detail of the Card Holder dialog box

for the Note Field if you select this option.

- **Drop Down List**: It will provide a drop down list box in the detail of the Card Holder dialog box for the Note Field if you select this option. You may make use of the 'Add item' button and 'Delete item' button to add or to delete the item in the drop down list.

Fig 4.5.1.2

Click **OK** button to confirm or click **Cancel** to abort.

4.5.2 Access Level

It is a predefined level to determine "where" and "when" a CARD HOLDER is valid in the system. Basically, unlimited ACCESS LEVEL can be added.

Select **Access Level** from Configuration menu under Badging. Then, the main Access Level dialog box will be displayed.
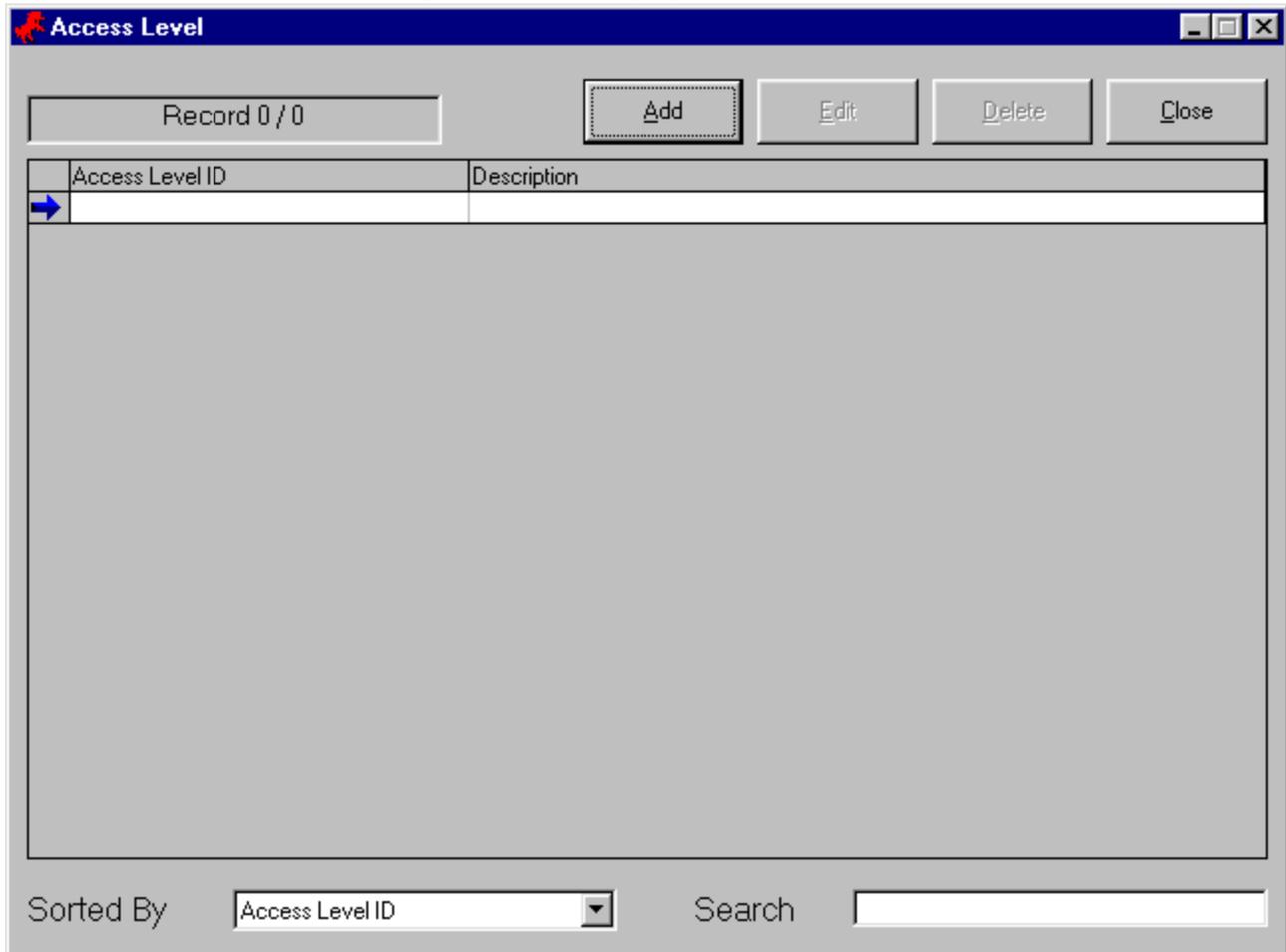
Fig 4.5.2.1

1. Add Access Level

Click **Add** button and the detail of the Access Level dialog box will be displayed.

Fig 4.5.2.2

- **Access Level ID** (Maximum 25 Characters): Unique name for each Access Level record.
- **Description** (Maximum 40 Characters): Description of the Access Level record.
- **Available Entrance**: Select 'Panel', 'Reader' and 'Timezone', then click 'Add' button to allow the Card Holder with this Access Level to access the entrance in the Timezone period.
- **Selected Entrance**: The entrances that are available will be shown on the Select Entrance list. Select the entrance record and click 'Remove' button will remove the entrance from the list.

Click **OK** button to confirm or click **Cancel** to abort.

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2. Edit Access Level

Select the Access Level record, which you would like to modify.

Click **Edit** button or double click the selected record, then the detail of the Access Level dialog box will be displayed.

Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Access Level

Select the Access Level record, which you would like to delete.

Click **Delete** button.

4. Searching

Select the record field from the 'Sorted by' combo box, then type in the searching text for searching.

4.5.3   Card Holder

Up to 24000 CARD HOLDERs can be added to the system, each CARD HOLDER should have an ACCESS LEVEL and a unique Card no. from 1 to 65535.

Select **Card Holder** from Configuration menu under Badging or Click **Card** button in the Main Screen. Then, the main Card Holder dialog box will be displayed.

Fig 4.5.3.1

1. Add Card Holder

Click **Add** button and the detail of the Card Holder dialog box will be displayed.

Fig 4.5.3.2

- **Staff ID** (Maximum 25 Characters): Unique ID for each Card Holder's record.
- **First Name** (Maximum 40 Characters): First Name of the Card Holder.
- **Last Name** (Maximum 40 Characters): Last Name of the Card Holder.
- **Card no.** (1 to 65535): Card no. of the Card Holder.
- **PIN** (1 to 65535): PIN of the Card Holder.
- **Access Level ID**: Access Level of the Card Holder.

- **Status**: Status of the Card Holder. You may select 'Active', 'In-active' and 'Lost or Stolen'. Only 'Active' can be allowed to access doors in the Access Level.
- **Note Field** (Maximum 40 Characters for each Note Field): The Card Holder's personal data. The first three Note Fields could be used as the filtering index in the History Report and Attendance Report.

Click **OK** button to confirm or click **Cancel** to abort.

2. Edit Card Holder

Select the Card Holder's record, which you would like to modify.

Click **Edit** button or double click the selected record, then the detail of the Card Holder dialog box will be displayed.

Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Card Holder

Select the Card Holder's record, which you would like to delete.

Click **Delete** button.

4. Searching

Select the record field from the 'Sorted by' combo box and type in the searching text for searching. Click **Search** button if you enable the **'Whole Word Search'** option.

4.6 Operator

It includes OPERATOR LEVEL SETUP and OPERATOR INFORMATION.

Both the installer and the end user should be familiar with this section.

4.6.1 Operator Level

It is a predefined level to determine, which function of the UC-SOFT PRO can be accessed by the OPERATOR.

Select **Operator Level** from Configuration menu under Operator. Then, the main Access Level dialog box will be displayed.
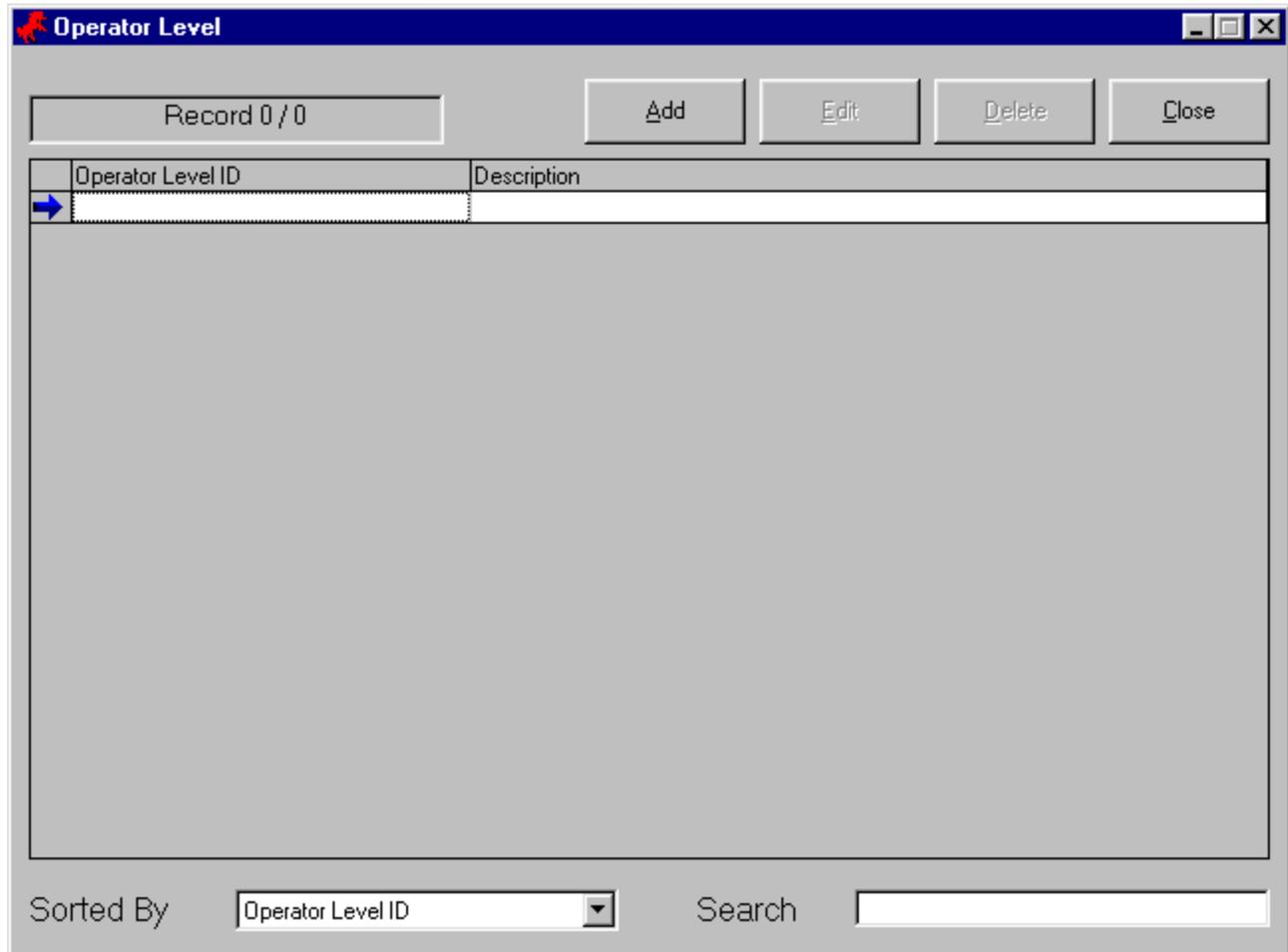
Fig 4.6.1.1

1. Add Operator Level

Click **Add** button and the detail of the Operator Level dialog box will be displayed.

Fig 4.6.1.2

- **Operator Level ID** (Maximum 25 Characters): Unique name for each Operator Level record.
- **Description** (Maximum 40 Characters): Description of the Access Level record.
- **Invalid login attempts allowed**: No. of invalid login attempts that is allowed.

Tick the accessible function for the operator level, then click **OK** button to

confirm or click **Cancel** to abort.

2. Edit Operator Level

Select the Operator Level record, which you would like to modify.

Click **Edit** button or double click the selected record, then the detail of the

Operator Level dialog box will be displayed.

Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Operator Level

Select the Operator Level record, which you would like to delete.

Click **Delete** button.

4. Searching

Select the record field from the 'Sorted by' combo box, then type in the searching

text for searching.

4.6.2 Operator

Each OPERATOR should have an OPERATOR LEVEL. Basically, unlimited OPERATORs can be added to the system.

Select **Operator** from Configuration menu under Operator. Then, the main Operator dialog box will be displayed.
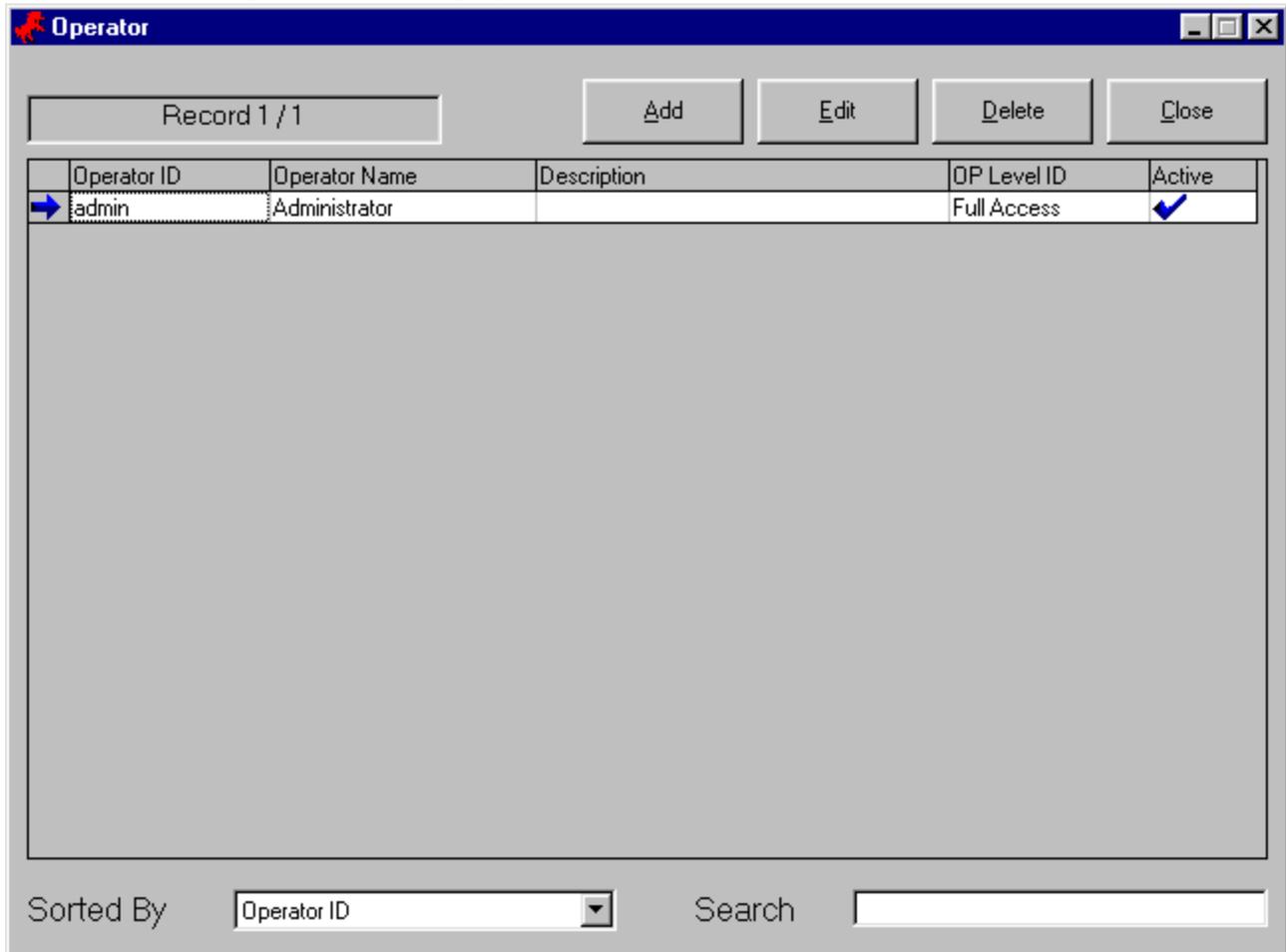
Fig 4.6.2.1

1. Add Operator

Click **Add** button and the detail of the Operator dialog box will be displayed.

Fig 4.6.2.2

- **Login ID** (Maximum 25 Characters): Unique Login ID for each Operator.
- **Operator name** (Maximum 40 Characters): Full name of the Operator.
- **Description** (Maximum 40 Characters): Description of the Operator.
- **Password** (Maximum 25 Characters): Login Password of the Operator.
- **Verify** (Maximum 25 Characters): Verify the Password of the Operator.
- **Operator Level ID**: Operator Level of the Operator. If you choose 'Full Access', then the Operator can access all functions of UC-SOFT PRO and it is un-limited 'Invalid login attempts allowed'.
- **Active**: Set only if the Panel is active.

Click **OK** button to confirm or click **Cancel** to abort.

2. Edit Operator

Select the Operator record, which you would like to modify.
Click **Edit** button or double click the selected record, then the detail of the Operator dialog box will be displayed.
Click **OK** button to confirm the modification or click **Cancel** to abort.

3. Delete Operator

Select the Operator record, which you would like to delete.

Click **Delete** button.

4. Searching

Select the record field from the 'Sorted by' combo box, then type in the searching text for searching.

4.7 **Wall Paper**

Select **Wall Paper** from Configuration menu. Then, the Wall Paper dialog box will be displayed.
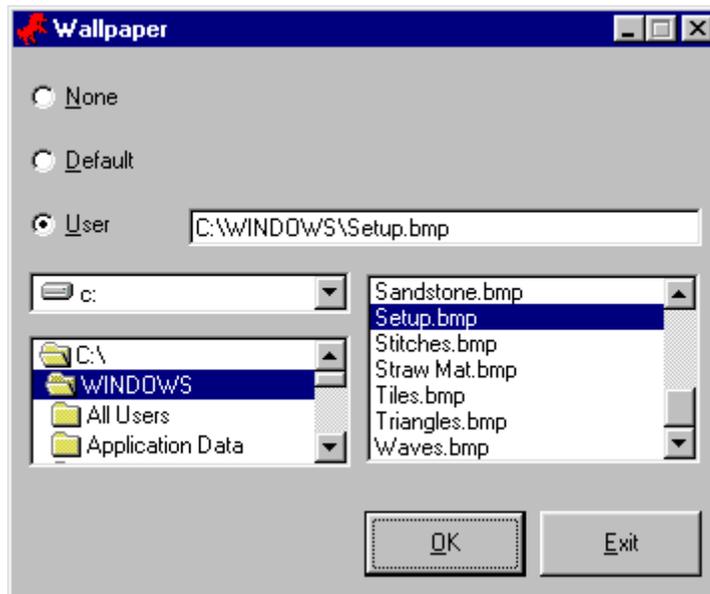
Fig 4.7

Choose 'None' to remove the Wall Paper from the main screen of UC-SOFT PRO, choose 'Default' to display Unicorn Computers' Wall Paper or choose 'User' such that you can select your own Wall Paper. The Wall Paper must be in BMP or JPG format.

Click **OK** button to confirm or click **Exit** to exit the Wall Paper dialog box.

5.0 Operation

Operation includes Event View, Alarm View, Wall Paper, Panel Control and Database Maintenance.

5.1 Event View

Up to 10000 transaction records can be shown on the Event View. It will be cleared if you exit UC-SOFT PRO.

Select **Event View** from Operation menu or click **Event** button in the main screen. Then, the Event View will be displayed.
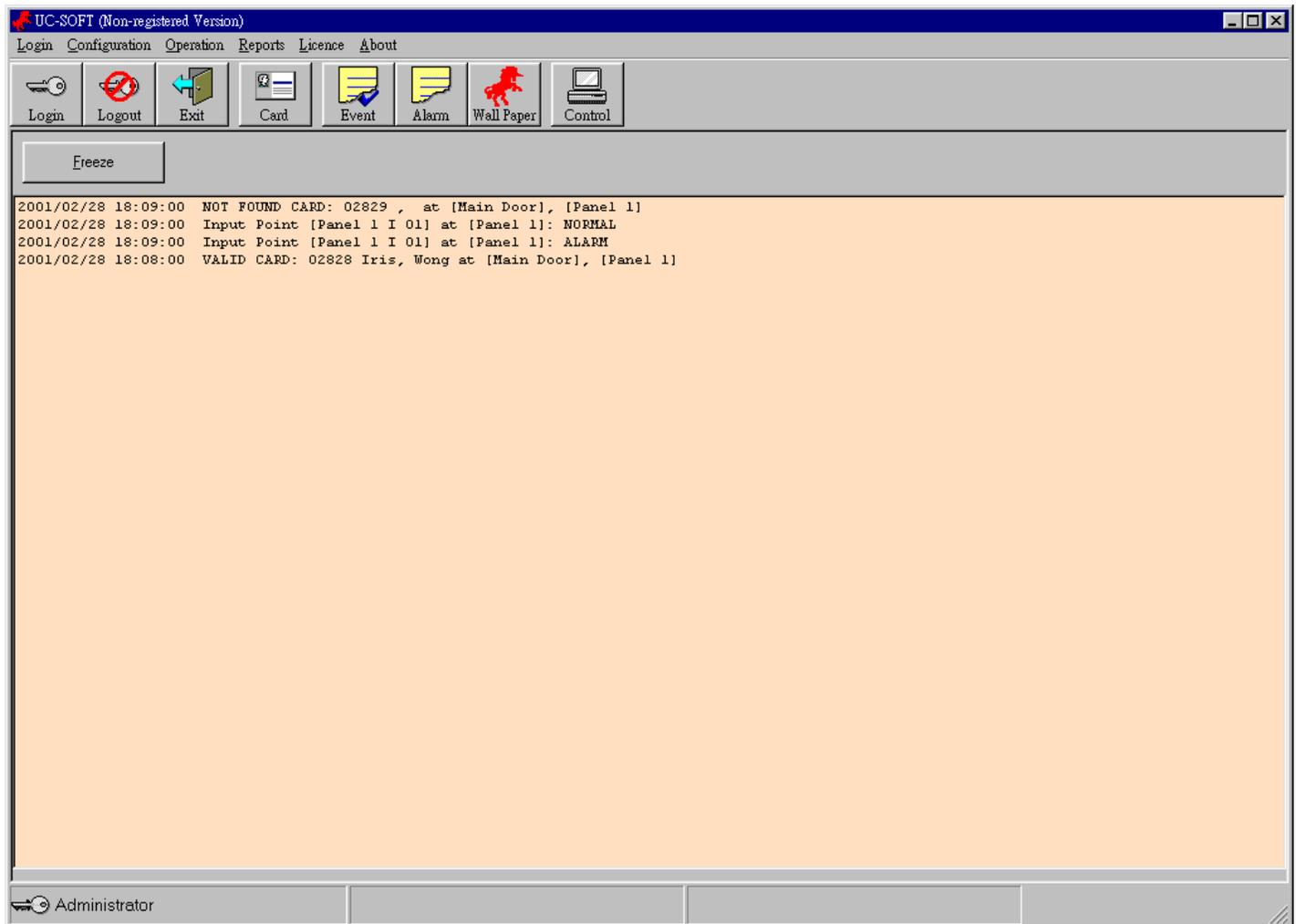
Fig 5.1

Click 'Freeze' button will freeze the Event View for two minutes and click 'Live' button will recover the Event View.

5.2 Alarm View

Alarm transactions, which you have defined in the Panel, will be displayed on the Alarm View.

Up to 10000 alarm records can be shown on the 'Un-acknowledged Alarms' View and 'Acknowledge Alarms' View. It will be cleared if you exit UC-SOFT PRO.

Select **Alarm View** from Operation menu or click **Alarm** button in the main screen. Then, the Alarm View will be displayed.
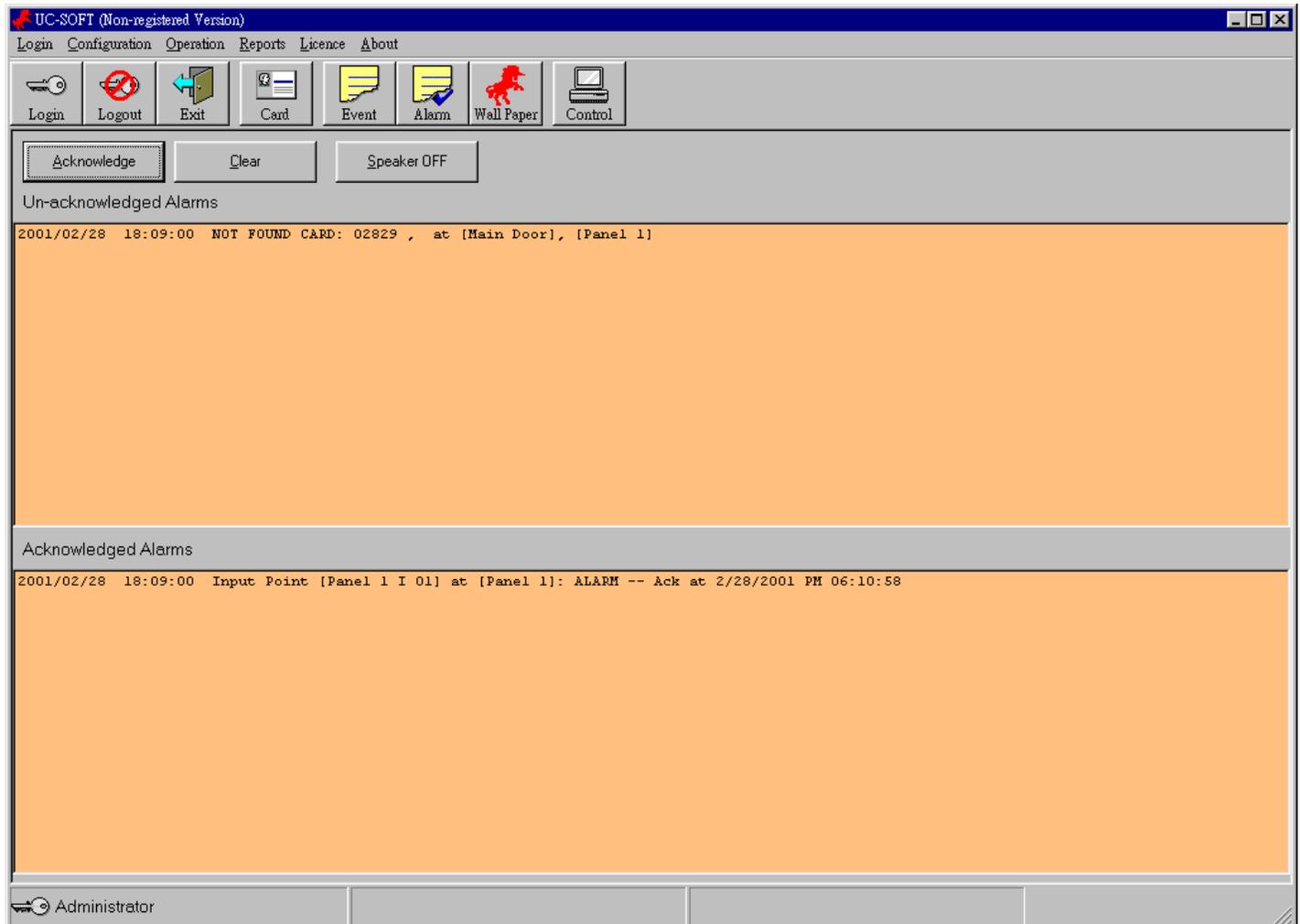
Fig 5.2

Select records from the 'Un-acknowledged Alarms', then click 'Acknowledge' button to acknowledge the Alarms.

Select records from the 'Acknowledged Alarms', then click 'Clear' button to clear the acknowledged Alarms.

(You may hold the Shift key and select the start and finish for consecutive selection or hold the Ctrl

key for non-consecutive selection.)

Click 'Speaker OFF' button to activate the internal speaker of the computer. 'Beep' sound will only OFF until all alarms have been acknowledged.

5.3 Wall Paper

Select **Wall Paper** from Operation menu or click **Wall Paper** button in the main screen. Then, the Wall Paper will be displayed.
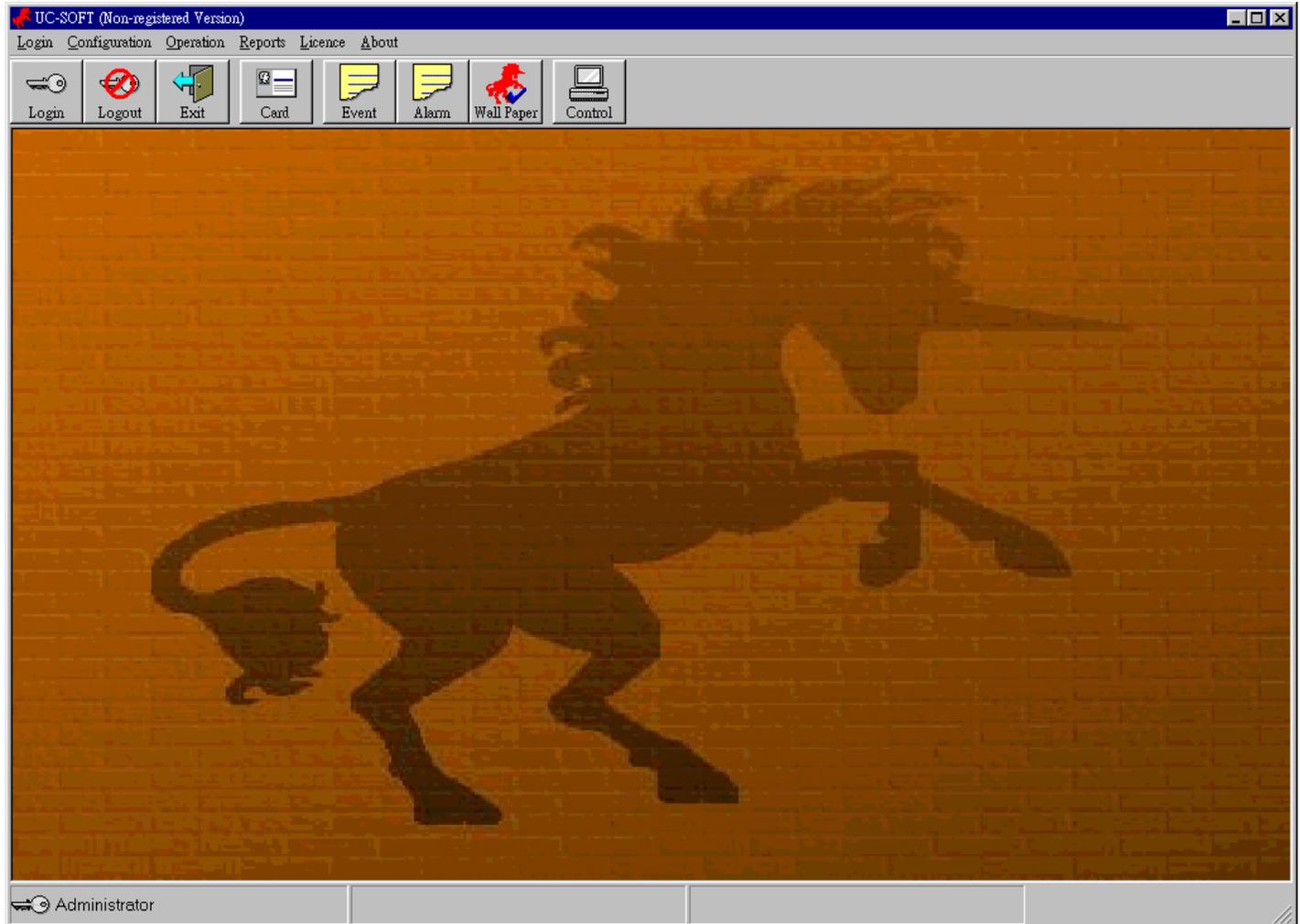
Fig 5.3

5.4 Panel Control

Panel Control is used to communicate to Panels directly. You should make use of it to upload the Hardware, Timezone and Holiday to Panels after they have been changed. Card Holder's data will be uploaded to Local Panels automatically after it has been changed and it will be uploaded to Dial-up Remote Panels at the coming connection. You can also make use of it to connect to Remote Loop manually and to directly control the Inputs and Outputs of Panels.

Select **Panel Control** from Operation menu or click **Control** button in the main screen. Then, the Panel Control dialog box will be displayed.
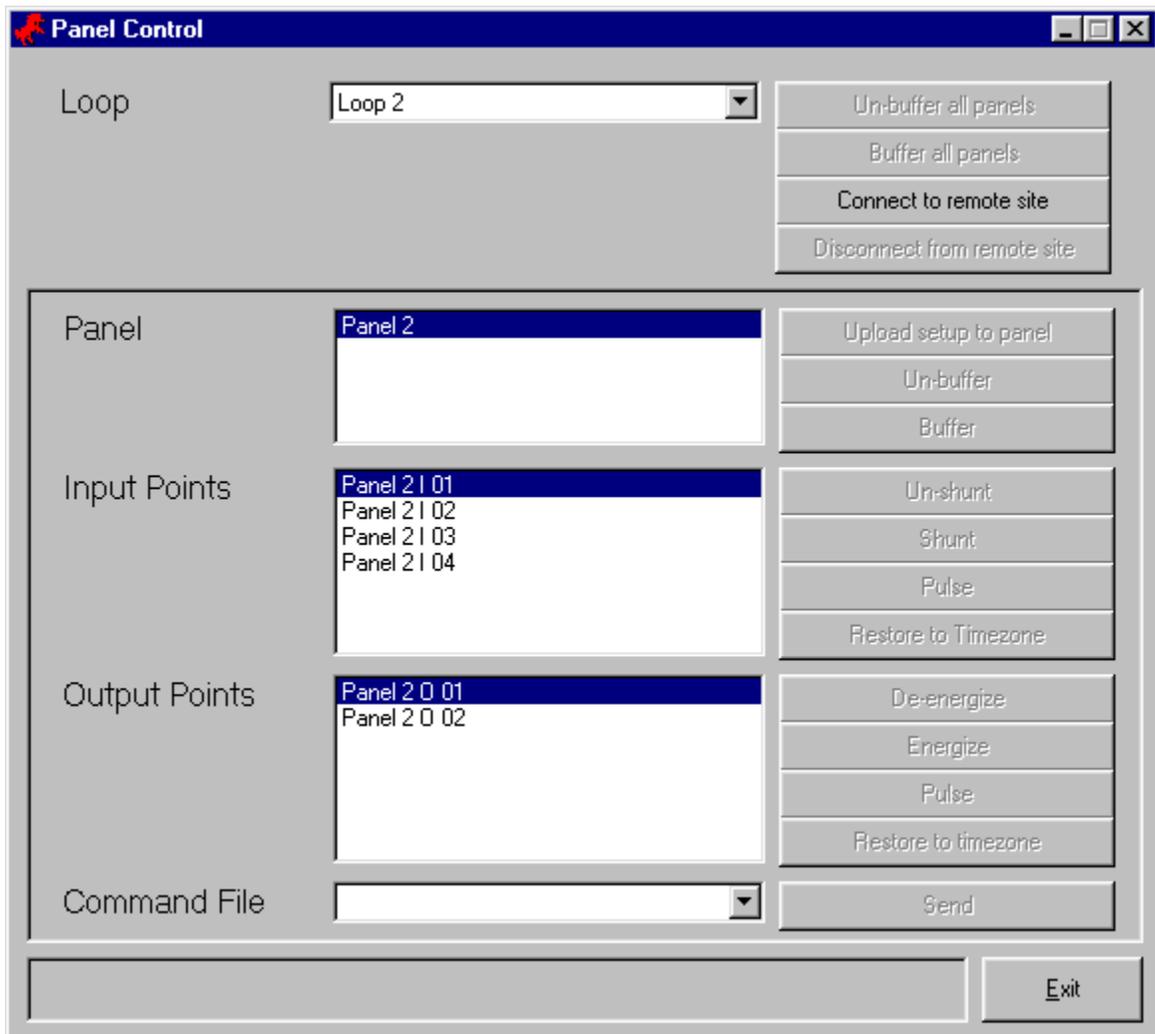
Fig 5.4.1

Loop

Select the Loop that you would like to operate.

- **Unbuffer all Panels**: All Panels in the Loop will be unbuffered. i.e. All Panels

will send back the transactions stored in their memories and send back the coming transactions in real time.

- **Buffer all Panels**: All Panels in the Loop will be buffered. i.e. All Panels will keep all coming transactions in their internal memories.
- **Connect to remote site**: This button will be visible if the selected Loop is a Remote Loop. Click this button to connect to Remote Loop manually.
- **Disconnect from remote site**: This button will be visible if the selected Loop is a Remote Loop. Click this button to disconnect from Remote Loop manually.

Panel

Select the Panel that you would like to operate.

- **Upload setup to Panel**: 'Upload setup to Panel' dialog box will be displayed. Select the item(s) that you would like to upload or click 'Select All' button to select all items. Normally, Card data will be uploaded automatically after they have been changed. But if you would like to upload them manually, you should select all items to upload, otherwise, it will only add or update the Card in the UC-SOFT PRO Database and will not remove the Card that is in the Panel memory but not in the UC-SOFT PRO Database.
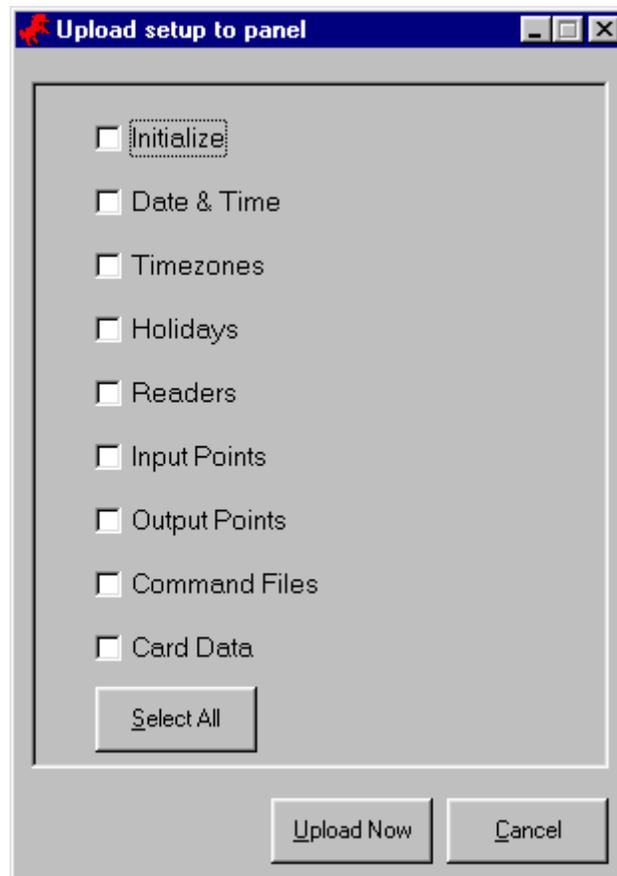
Fig 5.4.2

Click **Upload Now** button to upload or click **Cancel** to abort.

- **Unbuffer**: The selected Panel will be unbuffered. i.e. The Panel will send back the transactions stored in its memory and will send back the coming transactions in real time.

- **Buffer**: The selected Panel will be buffered. i.e. The Panel will store all coming transactions in its internal memory.

Input Points

Select the Input that you would like to operate.

- **Un-shunt**: Un-shunt the selected Input Point of selected Panel. i.e. the Input Point can monitor its status.

- **Shunt**: Shunt the selected Input Point of selected Panel. i.e. the Input Point has been by-passed.

- **Pulse**: The selected Input Point will be by-passed for a specific Pulse Time period.

- **Restore to Timezone**: The Input Point will be recovered to Un-shunt or Shunt as its 'Auto Shunt Timezone' setup.

Output Points

Select the Output that you would like to operate.

- **De-energize**: De-energize the selected Output Point of selected Panel. i.e. the Output Point will be OFF.
- **Energize**: Energize the selected Output Point of selected Panel. i.e. the Output Point will be ON.
- **Pulse**: The selected Output Point will be ON for a specific Pulse Time period.
- **Restore to Timezone**: The Output Point will be recovered to ON or OFF as its 'Auto ON Timezone' setup.

Command File

Select the Command File that you would like to send, then click the **Send** button.

5.5 Database Maintenance

Database Maintenance is used to Backup All Database, Restore All Database, Archive Transaction Database and Purge Transaction Database. The UC-SOFT PRO will be closed for this operation.

Select **Database Maintenance** from Operation menu. Then, the UC-SOFT PRO DB Manager Login dialog box will be displayed.
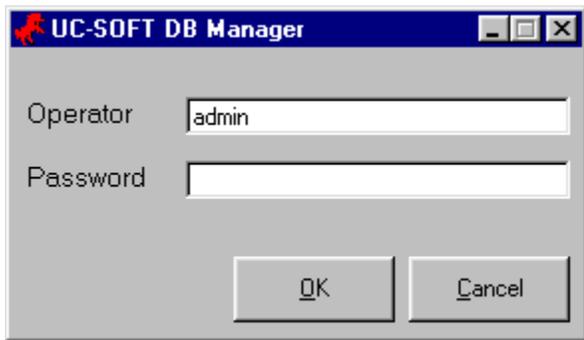
Fig 5.5.1

Operator ID and Password are required to login for the UC-SOFT PRO DB Manager. Enter the Operator ID and the Password, and then click **OK** (or press **Enter** button on the Keyboard) to confirm (Click **Cancel** to abort the login).
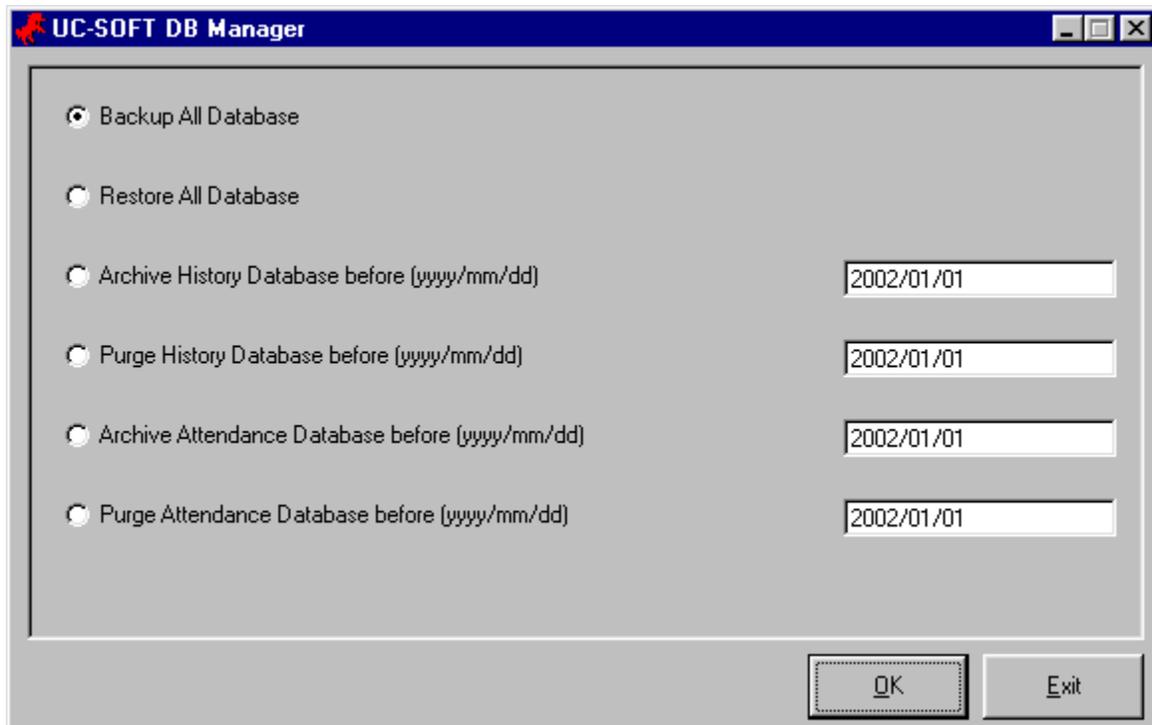
Fig 5.5.2

- **Backup All Database**: All Database will be copied to the Backup directory under UC-SOFT PRO application directory.
- **Restore All Database**: All Backup Database will be restored and it will override the existing Database. It is only for emergency case that the current Database is damaged. All data changed after the last backup will be lost and you may require to upload all setups to all Panels so that UC-SOFT PRO Database can synchronize with the Panels memories.
- **Archive History Database before** (yyyy/mm/dd): It will create a new Database named ARHyyyymmdd.MDB to store all transactions before the specific date and delete all transactions before the specific date in the History Database.
- **Purge History Database before** (yyyy/mm/dd): It will delete all transactions before the specific date in the History Database.
- **Archive Attendance Database before** (yyyy/mm/dd): It will create a new Database named ARAyyyymmdd.MDB to store all transactions before the specific date and delete all transactions before the specific date in the Attendance Database.

- **Purge Attendance Database before** (yyyy/mm/dd): It will delete all transactions before the specific date in the Attendance Database.

6.0 Report

It includes History Reports, Attendance Reports, Configuration Reports.

6.1 History Report

Select **History** from Reports menu. Then, the History Report dialog box will be displayed.

Fig 6.1.1

There are five types of record selection criteria for the History Report.

- **Report Period** (yyyy/mm/dd hh:mm): Select the period of the transaction records.
- **Transaction Types**: There are four types of transaction. They are 'Card Transaction', 'Point Transactions', 'Operator Transactions' and 'System Transactions'. You may select the transaction types and select the status of the transactions that you would like to print.
- **Staff**: Select Staff ID or select Note Field of the staff that the Card

Transactions you would like to print. BLANK stands for all.

- **Locations**: Select Loop, Panel and Reader for Card Transactions or select Loop, Panel, Input for Point Transactions. BLANK stands for all.

- **Database**: Choose transaction data from History Database, Attendance Database or Archive Database.

Click **OK** button to preview or click **Exit** to exit.

Fig 6.1.2

6.2 Attendance Report

Select **Attendance** from Reports menu. Then, the Attendance Report dialog box will be displayed.

Fig 6.2.1

There are five types of record selection criteria for the Attendance Report.

- **Report Period** (yyyy/mm/dd): Select the period of the transaction records.
- **Report Types**: There are three types of Attendance Reports. They are 'Daily Report', 'Staff Report' and 'User Report'.
  'Daily Report' – Sorted by 'Department' then 'Date'. It is suitable for getting the attendance report of all staffs in a specific date.
  'Staff Report' – Sorted by 'Department' then 'Staff'. It is suitable for getting the attendance report of each staff in a specific period of date.

'User Report' – An additional Customized Report.

- **Staff**: Select Staff ID or select Note Field of the staff that you would like to print for the Card Transactions. BLANK stands for all.

- **Office Hour** (hh:mm): Key-in the Office Hour so that the Attendance Report can list down Late Arrival, Early Departure record and indicate if the staff is absence or not.

  A) If both 'from' and 'to' are blank, it means Holiday.

  B) If only 'from' is blank, it means to ignore Late Arrival.

  C) If only 'to' is blank, it means to ignore Early Departure.

- **Database**: Choose transaction data from History Database, Attendance Database or Archive Database.

Click **OK** button to preview or click **Exit** to exit.

Daily Report

Attendance

								Work	Late	Early	

Print Date 2/28/2001
Period from 2001/02/01 to 2001/02/10
Department: Engineering

Date	Day	Office Hour	Staff ID	Staff Name	IN	OUT	Work Hours	Late Arr.	Early Dep.	Remark
2001/02/01	THU	09:00 17:00	S001	Bonnie Wong	08:18	18:44	10:26			
2001/02/01	THU	09:00 17:00	S002	John Lee	08:18	18:47	10:29			
2001/02/01	THU	09:00 17:00	S003	Wai Man Lee	08:18	18:47	10:29			
2001/02/02	FRI	09:00 17:00	S001	Bonnie Wong	08:13	17:05	8:52			
2001/02/02	FRI	09:00 17:00	S002	John Lee	09:00	17:12	8:12			
2001/02/02	FRI	09:00 17:00	S003	Wai Man Lee	08:55	17:05	8:10			
2001/02/03	SAT	09:00 13:00	S001	Bonnie Wong	08:31	13:14	4:43			
2001/02/03	SAT	09:00 13:00	S002	John Lee	08:25	13:19	4:54			
2001/02/03	SAT	09:00 13:00	S003	Wai Man Lee	08:23	13:17	4:54			
2001/02/04	SUN		S001	Bonnie Wong						
2001/02/04	SUN		S002	John Lee						
2001/02/04	SUN		S003	Wai Man Lee						
2001/02/05	MON	09:00 17:00	S001	Bonnie Wong	09:03	17:26	8:23	0:03		
2001/02/05	MON	09:00 17:00	S002	John Lee	08:40	17:19	8:39			
2001/02/05	MON	09:00 17:00	S003	Wai Man Lee	08:38	17:23	8:45			
2001/02/06	TUE	09:00 17:00	S001	Bonnie Wong	08:49	17:27	8:38			
2001/02/06	TUE	09:00 17:00	S002	John Lee	08:49	17:33	8:44			
2001/02/06	TUE	09:00 17:00	S003	Wai Man Lee	08:43	17:30	8:47			
2001/02/07	WED	09:00 17:00	S001	Bonnie Wong						Absence
2001/02/07	WED	09:00 17:00	S002	John Lee	08:57	17:00	8:03			
2001/02/07	WED	09:00 17:00	S003	Wai Man Lee	08:57	17:00	8:03			
2001/02/08	THU	09:00 17:00	S001	Bonnie Wong	08:14	17:41	9:27			
2001/02/08	THU	09:00 17:00	S002	John Lee	08:17	17:28	9:11			
2001/02/08	THU	09:00 17:00	S003	Wai Man Lee	08:17	17:28	9:11			
2001/02/09	FRI	09:00 17:00	S001	Bonnie Wong	08:42	17:22	8:40			
2001/02/09	FRI	09:00 17:00	S002	John Lee	09:03	17:03	8:00	0:03		
2001/02/09	FRI	09:00 17:00	S003	Wai Man Lee	08:52	13:07	8:15			

1 of 3   Cancel   Close   730 of 730   Total:730   100%

Fig 6.2.2

Staff Report

| Attendance |

Attendance

Print Date	2/28/2001

Staff ID:	S001
Staff Name:	Bonnie Wong
Department:	Engineering
Period from	2001/02/01 to 2001/02/10

Date	Day	Office Hour		IN	OUT	Work Hours	Late Arr.	Early Dep.	Remark
2001/02/01	THU	09:00	17:00	08:18	18:44	10:26			
2001/02/02	FRI	09:00	17:00	08:13	17:05	8:52			
2001/02/03	SAT	09:00	13:00	08:31	13:14	4:43			
2001/02/04	SUN								
2001/02/05	MON	09:00	17:00	09:03	17:26	8:23	0:03		
2001/02/06	TUE	09:00	17:00	08:49	17:27	8:38			
2001/02/07	WED	09:00	17:00						Absence
2001/02/08	THU	09:00	17:00	08:14	17:41	9:27			
2001/02/09	FRI	09:00	17:00	08:42	17:22	8:40			
2001/02/10	SAT	09:00	13:00	08:22	13:48	5:26			

Staff ID:	S002
Staff Name:	John Lee
Department:	Engineering
Period from	2001/02/01 to 2001/02/10

| 1 of 2 | Cancel | Close | 730 of 730 | Total:730 | 100% |

Fig 6.2.3

6.3 Configuration Report

Select **Configuration** from Reports menu. Then, the Configuration Report dialog box will be displayed.
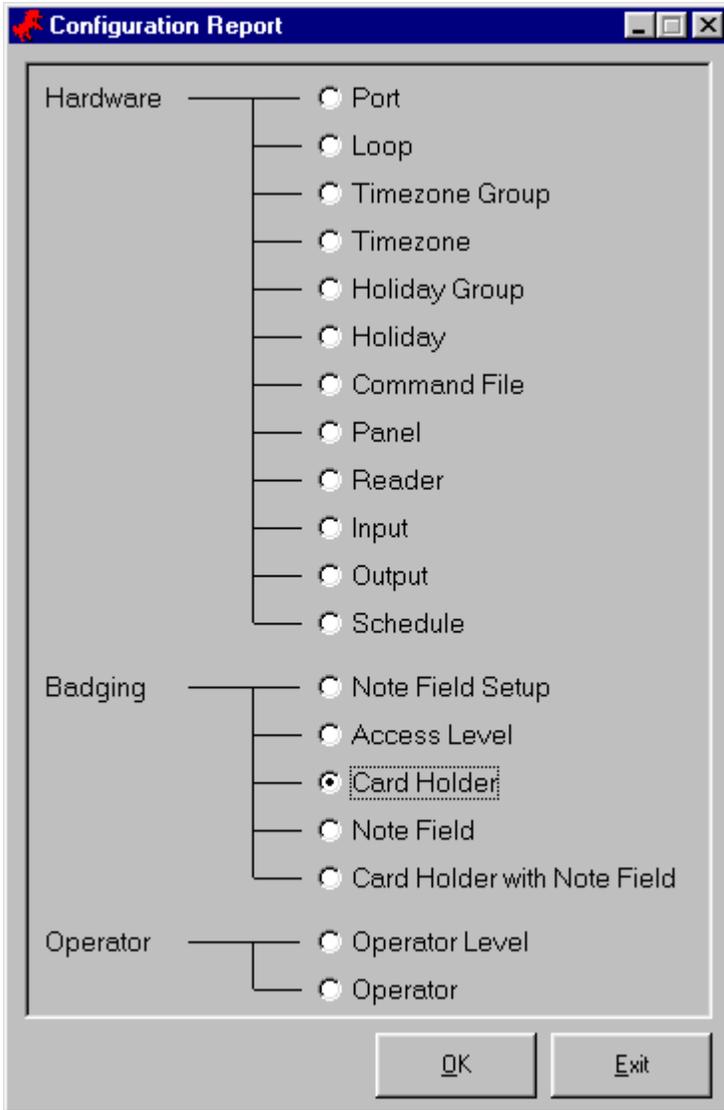
Fig 6.3

Choose the Configuration Report, then click **OK** button to preview or click **Exit** to exit.

6.4 Viewer Tools

Fig. 6.5
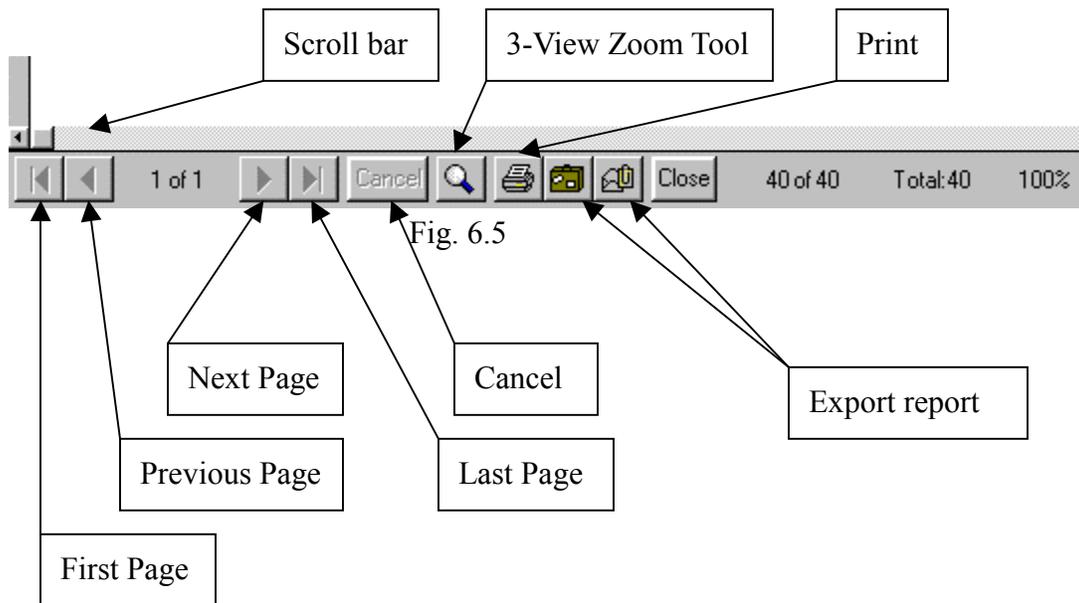
- **Scroll bar**
  The scroll bar can be used to browse the entire length of a page. Click on the arrow to browse slowly or on the bar itself to move up or down a screen at a time.
- **First Page**
  Use this button to view the first page of the Report
- **Previous Page**
  Use this button to view the page before the one currently displayed.
- **Next Page**
  Use this button to view the page after the one currently displayed.
- **Last Page**
  Use this button to view the last page of the Report.
- **Cancel**
  Use this button to cancel the requested Report.
- **3-View Zoom Tool**
  Use this button to move between three different views. One view shows the page at 100%, another view that fits the entire page in the viewing window, and the last view that fits the page in the window from side to side.
- **Print**
  Use this button to print the Report.

6.5 **Exporting the Report**

UC-SOFT PRO allows the export of Report information to various file types. Click either of the two buttons shown to bring up the Export dialog box.
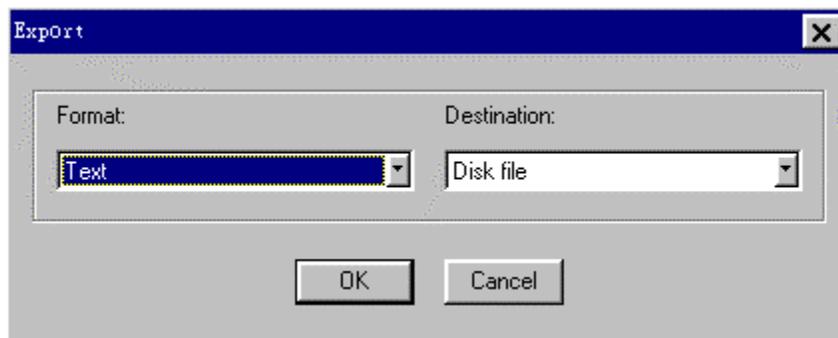
Fig. 6.5

- Format

  Select the type of file that you want to export from the drop-down list. A number of data, word processing, and spreadsheet formats are available. Some selection may request additional information before exporting the data.

- Destination

  In some cases you will probably want to export the data to a file on your own computer. If so, select Disk File from the Destination drop-down list, and you will be prompted to navigate the directory you want the file to be put in.