



proxSafe Commander 3 User Manual

V06/06/07

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June 2007 IO/BF

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1. Introduction

The proxSafe Commander Software has been specially designed to work together with the products from the deister proxSafe family, such as proxSafe maxx®, mini®, pillar®, flexx® etc. The whole administration for and supervision of the keyTag management of these products is carried out within this software.

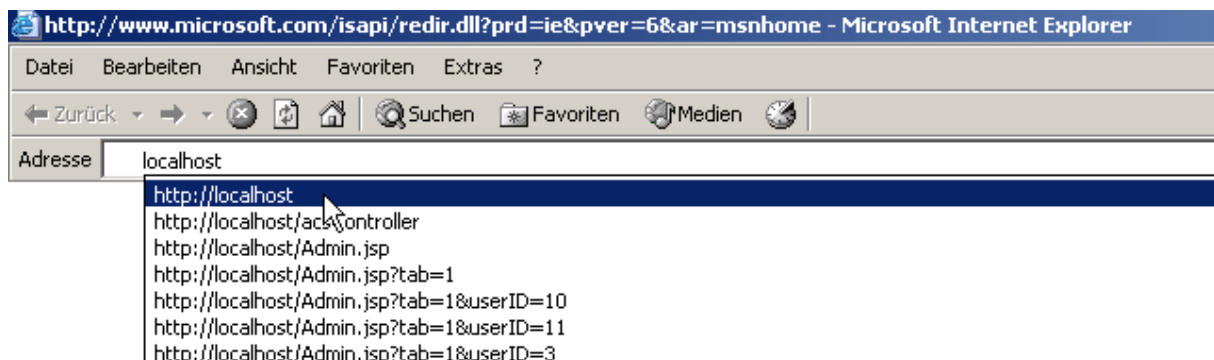
This software is web based, meaning that the different services, that are necessary to work together, can be installed on different PCs, for example the web browser, the web server, the data base, the engine and possibly an importer can all be located/installed on different PCs - even in different far apart buildings. The great advantage is, that the user interface has thus become almost independent from the operating system. For further details and questions about prerequisites and compatibility before installation we kindly ask you to refer to your network administrator.

2. Getting Started

After the first installation of the proxSafe Commander 3 you will have one web user (i.e. software user; see chapter 4 "Types of users") already set up with administrator rights (called "admin") and you will also be given a login name and a password for this "admin" user.

2.1 Starting your Web Browser

In order to start working with the proxSafe Commander Software, you have to start your web browser first (e.g. Internet Explorer, Firefox, etc.). Then enter the according IP-address of the PC, on which the web user interface has been installed (for example "http://localhost", if installed on your local PC) as shown in the example below:



2.2 Login

Afterwards you are able to login by entering your (user) name and your password and by confirming with the "LOGIN" button:

(The first preset name and according password for the administrator is "admin" for both. For a change of the password later on see 16.1 "Creating new web users".)

Note:

Your entry is case-sensitive and you have to watch capital and lower case letters.



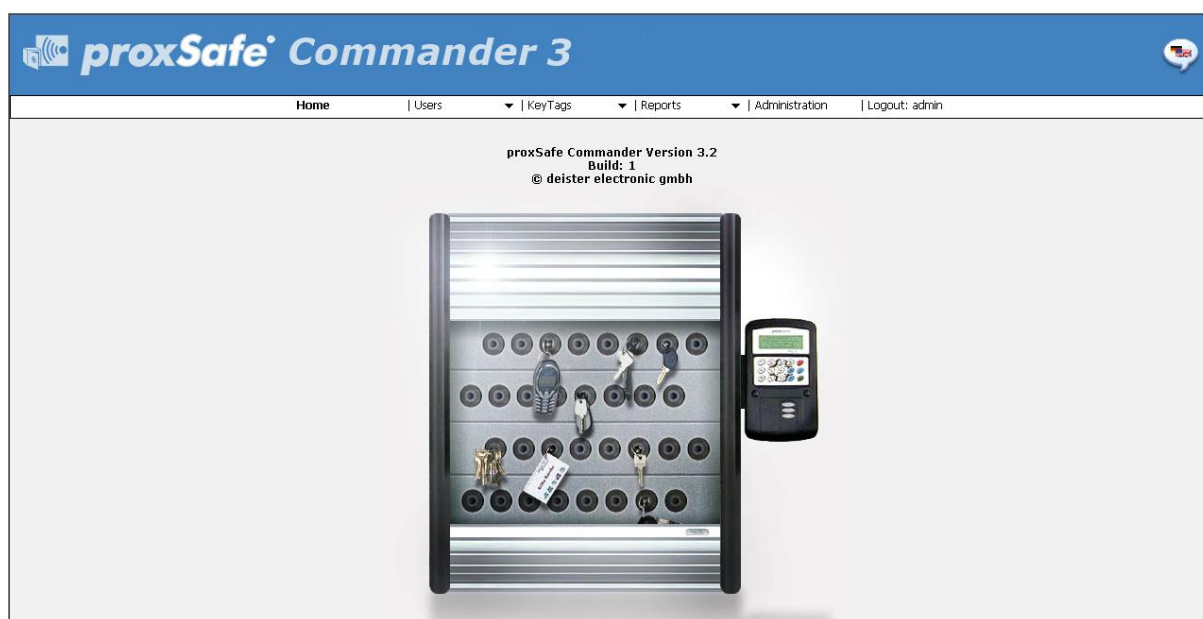
After a successful login the program will automatically turn to the first register card "Home" showing a picture of a proxSafe maxx cabinet and also displaying the current version and build of the Commander Software you are working with at the moment.

3. General menu guidance

The following section will give you some assistance for a quicker understanding and greater benefit of the functions provided.

3.1 Menu setup

After a successful login the main menu is shown consisting of six options in the upper line. Behind each option there is a drop-down menu, which can be reached by drawing the mouse cursor over the menu items. A left-click on one of these items will open the according windows in the center of the screen. Each next window consists of several register cards with tabs on top.



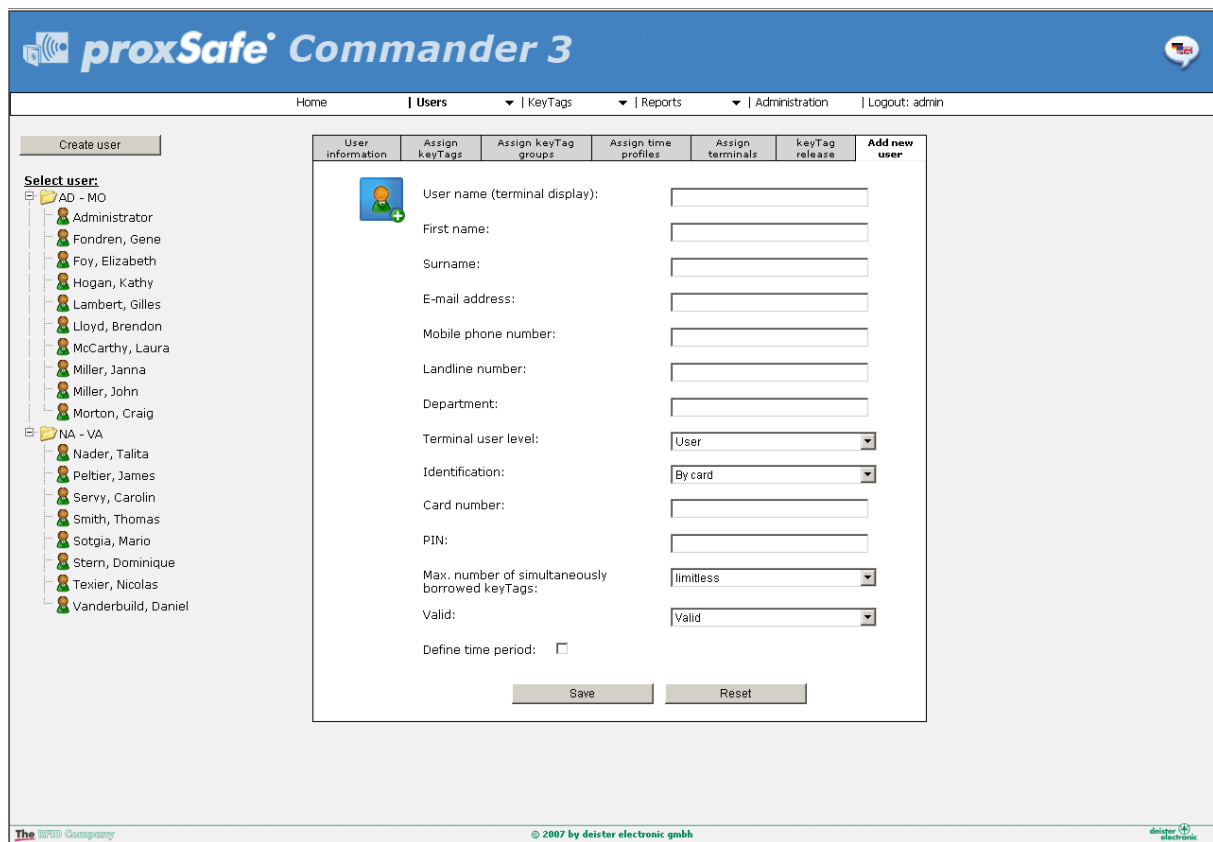
1. Home	2. Users	3. keyTags	4. Reports	5. Administration
See screenshot above	User groups	keyTag groups	Email reporter	Edit web user
	User time profiles	keyTag time profiles		Web user terminals
		Items		Edit rights
				Create web user
				Mail server

3.2 Buttons

On every card of the windows there may be some of the following buttons at the bottom: "Save", "Reset", "Delete" and "Update changes". Clicking on "Save" or "Update changes" will store the entries made, clicking on "Reset" will dismiss all new entries made at that moment and a click on "Delete" will delete the selected item, which has already been known to the system, such as user, keyTag, user group, report etc.

3.3 Selecting objects from object list

The screen shot below shows an example of the basic structure of the screen, as it is to be seen after selecting a menu item, here for example "Users":



The screenshot displays the 'proxSafe Commander 3' web interface. The top navigation bar includes links for Home, Users, KeyTags, Reports, Administration, and Logout (admin). The main content area is titled 'Users' and features a 'Create user' button on the left. Below this is a 'Select user:' tree view showing a hierarchy of users grouped by initials (e.g., AD - MO, NA - VA). The central part of the screen is a form for adding a new user, with tabs for 'User information', 'Assign keyTags', 'Assign keyTag groups', 'Assign time profiles', 'Assign terminals', 'keyTag release', and 'Add new user'. The 'User information' tab is active, showing fields for User name, First name, Surname, E-mail address, Mobile phone number, Landline number, Department, Terminal user level (dropdown), Identification (dropdown), Card number, PIN, Max. number of simultaneously borrowed keyTags (dropdown), Valid (dropdown), and a 'Define time period' checkbox. 'Save' and 'Reset' buttons are at the bottom of the form.

On the left side of the screen you find an alphabetical list of all known users ("user tree") assorted in small groups of ten.

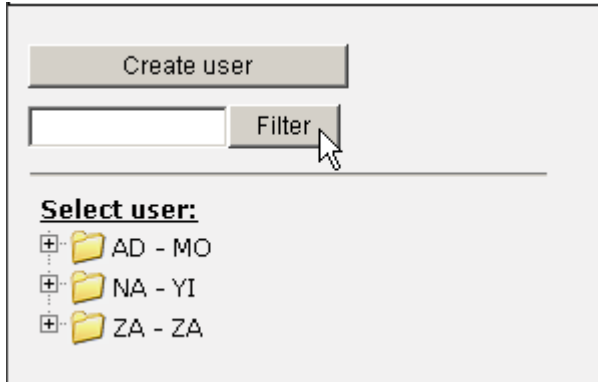
Each group has a heading consisting of the first two letters of the first user name and the first two letters of the last user name of that particular group. In front of each heading you find a small check box showing a plus when the group is closed and a minus when it is opened. A mouse click on the plus will open up the group showing the hidden user names and a click on the minus will close the group again showing only the headline.

For an easier selection of user names or items also refer to section 3.4 "Filter function".

The desired user can be selected by mouse click on the name of the user (not on the icon). All mouse clicks will only carry out the desired commands successfully when the cursor is shown as a hand.

3.4 Filter function

In case there is a long list of users or items in the selection tree due to an extensive database you will find it difficult to quickly select a name. For an easier access the program provides a filter function with the according button on the left side directly above the selection tree (as seen below):



Enter the desired search criteria into the open text field, add a "*" behind and left-click on "Filter". The following options are available:

- * behind a first or last name, in case you know the exact spelling
example: **"Hogan*"** or **"Kathy*"**
 behind a part of a letter sequence, you are sure about
example: **"Ha*"** for "von den Haan" or
 behind any selection of the three options given below
- ? replaces letters you are not sure about (one quotation mark for each letter!)
example: **"Mort?n*"** for "Morton"
- [-] range between initials; this option will produce a list of all users beginning with the first initial and ending with the last initial of the range given in square brackets
example: **"[A-D]*"** shows a list of all names beginning with A, B, C and D
- [+] numeration of initials; this option will produce a list of all users beginning with the exact letters given in square brackets
example: **"[A+P]*"** shows a list of all names beginning with A and P

If you want to leave the filter in order to return to the complete list of names, you have to clear the entry field of the filter function and additionally click on "Filter" again.

3.5 “Create [...]”-button

The button in the upper left corner “Create [...]” will automatically lead you to the according “Add new [...]”- card in the submenu (can also be selected directly). After saving all entries made on this card, the program will instantly turn to the according register card “[...] information”, where further editing is possible.

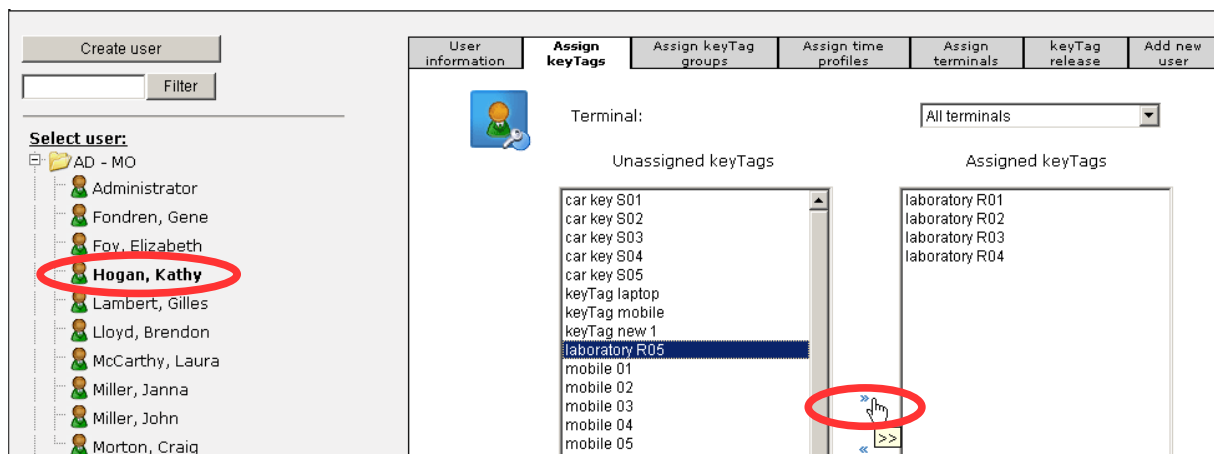
This procedure works the same with all objects, such as users, keyTags, time profiles, (custom-defined) reports, etc.

3.6 Assigning objects

The way to assign objects, such as terminals to users or users to keyTags is as follows:

First the object, you want to assign another item to, needs to be selected. Then two windows in the according submenu will open showing a list of “Unassigned [objects]” on the left side and a list of “Assigned [objects]” on the right side. Assigning an object can either be done by double click on the name of the object within the frame “Unassigned [objects]”) or by selecting the particular object first and then using the blue double arrows “>>”.

Both ways will instantly move the wanted item from the left list to the right list without extra saving. Withdrawal of assignment works likewise backwards.



The example above shows, how the fifth keyTag (laboratory R05) is being assigned to the previously selected user “Kathy Hogan”.

4. Types of users/User levels

There are two completely different types of users, while working with proxSafe devices connected to a terminal and controlled by the proxSafe Commander Software: **Terminal users** and **web users (software users)**.

Both types provide different user levels: **Terminal users** can have administrative access to the terminal or they can have (standard) user rights, which basically consist of taking or returning assigned keys. This type of terminal user is most frequently dealt with in this manual and will in the following only be called **user**.

The **web users** or **software users** are the persons working with the proxSafe Commander Software and they are as well assigned to one of the three different user levels: Administrator, super user and user. The different rights of these software users are described in chapter 16 "Administration". These users will in the following be called **web users**.

5. KeyTag release mode

KeyTags can be taken from a cabinet in two different ways:

The standard way of taking keys is to register at the terminal and then be allowed to take out the keys assigned.

The second way is to take keys by remote control of the software not using the terminal.

Then again there are two ways to be distinguished for a remote keyTag release within the Commander Software not using the terminal:

The first one works **user-defined**, i.e. the name of the user will be shown in the according reports together with the event name "release" (see 6.7 "KeyTag release (user-defined)").

The second one is called "Emergency Release" and works **non-user-defined**, i.e. no keyTag holder is shown within the according reports (see 7.2.3 "Emergency release").

6. Users

The second item of the main menu list manages the administration of the users, who are admitted to the terminals. Here you are given all information concerning known users, new users can be added and user data and assignments of known users can be edited.

6.1 Creating new users

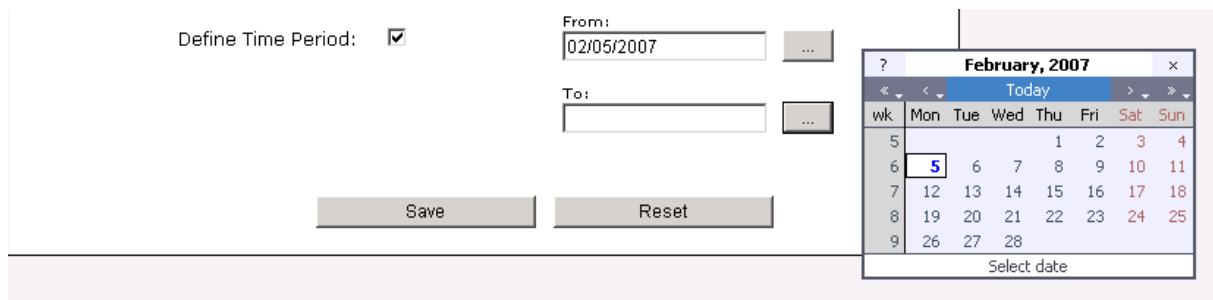
In order to create a new user just click on the button "Create User". The according register card "Add new user" will open as shown below:

User information	Assign keyTags	Assign keyTag groups	Assign time profiles	Assign terminals	keyTag release	Add new user
						
User name (terminal display):						
First name:						
Surname:						
E-mail address:						
Mobile phone number:						
Landline number:						
Department:						
Terminal user level:		User				
Identification:		By card				
Card number:						
PIN:						
Max. number of simultaneously borrowed keyTags:		limitless				
Valid:		Valid				
Define time period: ☐						
		Save		Reset		

On this card you are prompted to enter the personal data of the new user (name, address, phone, department, etc.), to define the user level the user should have at the terminal (administrator or user) and to determine the way of identification at the terminal (by card, by PIN or by card and PIN). The maximum number of simultaneously borrowed keyTags can be limited here for each user as well from "unlimited" to any desired number up to 15.

It is important to set the status on "valid", if the user should be able to take out keys immediately. The status "invalid" gives you the possibility to keep all the data for a user in the system, if access authorization should only be withdrawn for a limited period of time. The last issue on this card is to define a time period (from date A to date B). This can be helpful, in case certain types of persons, e.g. trainees, will expectedly be allowed to the system only for a short period of time. Limiting this time period in advance gives you the safety not to forget to withdraw rights in time.

To do so, it is necessary to set the check box "Define Time Period" active ("hook"). Then two new fields will open prompting you to enter a date into each of them. If you need help in orientation, a calender can be called for by clicking on the two "..." fields.



For identification by PIN or card and PIN the PIN can only be assigned by entering directly on the PC.

Once the user has been set up within the proxSafe Commander software, he needs to be assigned to one or more terminals in order to be admitted to the terminals (also see 6.6 "Assigning terminals").

Note:

Assigning a user card to a newly added user at the terminal will only be possible, after the particular user has been assigned to keyTags/keyTag groups from this terminal or to the terminal itself before.

6.1.1 Assigning user cards to users at the terminal

For identification by card you have to assign a card to a new user directly at the proxSafe terminal: After registration at the terminal as administrator you reach the menu by using the blue "F"-button. Number 2 in the menu list will lead you to "Assign user card". The arrow keys help you to find the new user's name (third line has to be empty).

After confirming with the green "enter"-button for assignment (at the terminal) you will be prompted to present the user card (-> also refer to the User Manual for the proxSafe Terminal). The card number will then be shown unencrypted in the user information right after terminal synchronization.

Note:

The card number will only be displayed, if the option "Show card number" within the "Administration" menu has been activated under "Edit rights" (also refer to 16.3 "Editing web user rights").

6.2 User information

On the first register card from the left "User information" all the data is shown concerning a newly added user and all other users already known to the system before. Any changes in data and deletion of users have to be entered here.

User information	Assign keyTags	Assign keyTag groups	Assign time profiles	Assign terminals	keyTag release	Add new user
	User name (terminal display): Administrator					
	First name:					
	Surname:					
	E-mail address:					
	Mobile phone number:					
	Landline number:					
	Department:					
	Terminal user level: Administration					
	Identification: By card					
	Card number: 1649507809					
	PIN:					
	Max. number of simultaneously borrowed keyTags: limitless					
	Valid: Valid					
Define time period: ☐						
Update changes		Delete		Reset		

6.3 Assigning keyTags

On the next card “KeyTags” you have the possibility to assign single keyTags which the selected user should have access to.

In order not to get lost in a long list of keyTags from all terminals connected, you will find it helpful to select the terminals and single cabinets first (in case there are more cabinets connected to a terminal) using the two upper drop-down menus:

User information	Assign keyTags	Assign keyTag groups	Assign time profiles	Assign terminals	keyTag release	Add new user
	Terminal:	Main Entrance				
	keyTags from cabinet:	All Cabinets				
	Unassigned keyTags	All Cabinets Cabinet-1				

Assignment of the single keyTags then takes place in the lower part of the window (as described in 3.6).

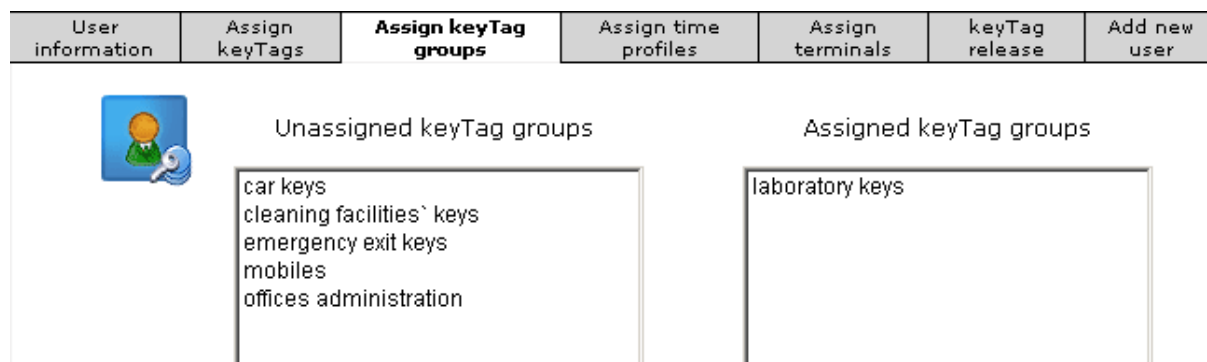
User information	Assign keyTags	Assign keyTag groups	Assign time profiles	Assign terminals	keyTag release	Add new user
	Terminal:	Main Entrance				
	keyTags from cabinet:	Cabinet-1				
	Unassigned keyTags	Assigned keyTags				
	office A1 office A2 office A3 office A4 office A5 office A6 office A7 office A8 office A9 office A10 mobile 01 mobile 02 mobile 03 mobile 04 mobile 05 mobile 06 mobile 07 mobile 08	>> <<				

Note:

The assignment of keyTags will automatically lead to an assignment of the according terminal(s) to the selected user.

6.4 Assigning keyTag groups

Single users can also be assigned to keyTag groups, which have been created before within the submenu “KeyTags” —> “KeyTag Groups” (see also chapter 9 “KeyTag Groups”), e.g. members of the cleaning staff should have access to all staff keys associated with cleaning facilities. In order to do so please select a user from the tree on the left and go to tab “Assign keyTag groups” (as given below).



Then assign the desired keyTag group (as described in 3.6).

Note:

The assignment of keyTag groups will automatically lead to an assignment of the according terminal(s) to the selected user.

6.5 Assigning time profiles

On the following register card you will be able to assign customized keyTag or user time profiles, which had to be created before (please refer to chapter 11 “KeyTag Time Profiles” or chapter 12 “User Time Profiles”).

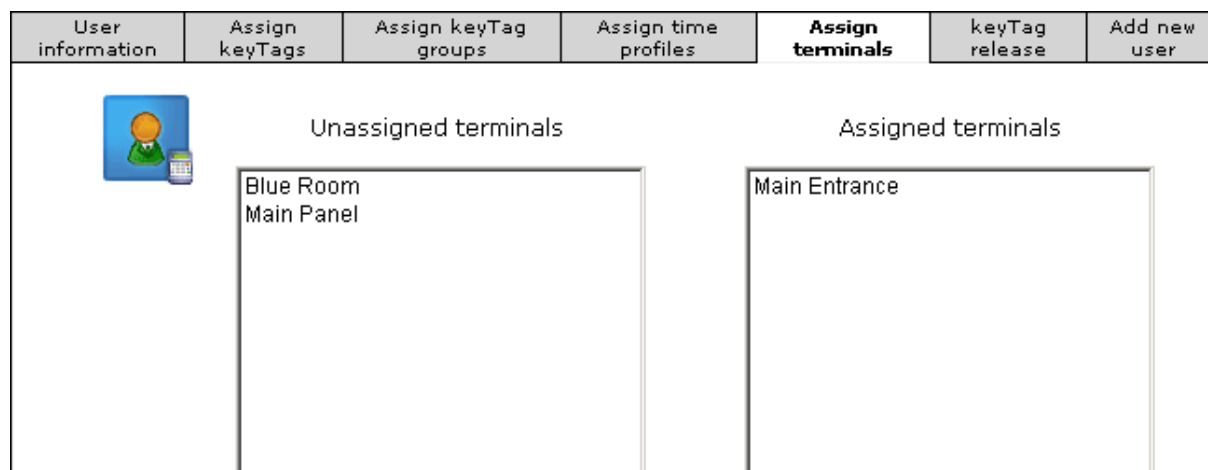
For assignment go to submenu “Users” and then turn to tab “Assign time profiles”. First select a user from the list, then select a terminal and an individual keyTag from the drop-down menu and finally choose which keyTag time profile and which user time profile you want to assign to this particular keyTag and user.

User information	Assign keyTags	Assign keyTag groups	Assign time profiles	Assign terminals	keyTag release	Add new user
 Terminal: All Terminals						
KeyTag time profiles Assign keyTag: laboratory E01 To keyTag time profile: always valid						
User time profiles Assign user to user time profile: always valid Update changes Reset						

6.6 Assigning terminals

On the card "Assign terminals" single terminals can be assigned to a selected user or withdrawn (as described in 3.6). The assignment of only terminals may be useful, if a user should already be granted access in general, but has not yet been assigned to specific keyTags.

Only after a user has been assigned to a certain terminal, to which he should have access to, he will be admitted to take out or return keys (see also 6.1 "Creating new users").



Please Note:

A withdrawal of single terminals will automatically lead to a complete withdrawal of all keys assigned from these terminals (also refer to 6.3 "Assigning keyTags").

6.7 Remote keyTag release (user-defined)

There are two ways for a remote keyTag release within the Commander Software not using the terminal (also see chapter 5 “KeyTag release mode”). The first one is user-defined, i.e. the name of the user will be shown in the according reports together with the event name “release”. It is carried out as follows:

Go to submenu “Users” and then turn to tab “KeyTag release”, select a user from the user tree first, then determine the according terminal and cabinet and finally select the desired keyTag you want to release. Only those keyTags will be shown in the selection menu, that have been assigned to the selected user. A click on the button “Release keyTag” will promptly release the keyTag after the next terminal synchronization.

User information	Assign keyTags	Assign keyTag groups	Assign time profiles	Assign terminals	KeyTag release	Add new user
	Terminal:	Main Entrance				
	keyTags from cabinet:	Cabinet-1				
	Release keyTag:	car key S01				
Release keyTag						

If there is no selection menu given for the single keyTags and no “Release keyTag” button is shown, please check if the selected user does have keyTags assigned to him within the according terminals/cabinets.

Note:

Because this function allows a remote take-out of any desired keyTag, which has been assigned to the according user, it needs to be specifically activated (or deactivated) for every web user within the “Administration” menu on the register card “Edit rights” (see also 16.3 “Editing web user rights”).

7. KeyTags

The submenu “KeyTags” allows the administration of the entire keyTag data. Here you are given all the information concerning assigned and unassigned keyTags, new keyTags can be defined (name, proxCylinder position, release mode, etc.) and assignments from keyTags to users, to terminals, to keyTag groups or to time-profiles can be carried out, edited or deleted.

KeyTags that have already been assigned to a terminal appear under the menu item “Terminals” of the “Select keyTag” list, while keyTags, that have not been assigned to a terminal, cabinet and proxCylinder position yet, appear under “Unassigned keyTags” in the same list.

7.1 Creating new keyTags

In order to create a new keyTag click on the button "Create keyTag" on the left side of the screen. Then the according register card "Add new keyTag" will open (can also be selected directly):

keyTag information	Assign users	Assign keyTag groups	Assign Items	Assign terminals	Add new keyTag
 keyTag display name: keyTag electronic number: One time seal number: Save Reset					

On this card you are prompted to enter the name of the keyTag and a possible one time seal number (optional). After saving your entries the program will automatically open up the following card "keyTag Information".

7.2 KeyTag information

keyTag information	Assign users	Assign keyTag groups	Assign Items	Assign terminals	Add new keyTag
 keyTag display name: office A9 keyTag electronic number: 00302783 One time seal number: Current proxCylinder: 9 keyTag release mode: Single user access User group flag: ☒ Update changes Delete Reset Emergency release					

This card shows again all the information about your newly created keyTag and two new options will appear: Defining a keyTag release mode and activating a user group flag.

7.2.1 Defining the keyTag release mode - Single/Dual/Triple user access

For safety reasons it can be helpful to determine, that certain (i.e. important) keys may only be taken in the presence of more than one person.

Therefore a keyTag release mode needs to be selected here from three possible modes (within the drop-down menu): single user access, dual user access or triple user access. This means, that a keyTag might only be released after one ("single"), two ("dual") or three ("triple") users have registered one after another at the same terminal – depending on the selected mode.

keyTag release mode:	Single user access
User group flag:	☒

7.2.2 User group flag

An additional safety measure is to activate the user group flag (hook in check box; see figure above). This means that the two or three users, demanded in the according keyTag release mode, must be from different user groups, which can be for example different departments (see also chapter 10 "User Groups").

7.2.3 Emergency release (non-user-defined)

The second possibility (see also 6.7 "Remote keyTag release (user-defined)") for a remote keyTag release is given by "Emergency Release".

First select the keyTag, which is to be taken by remote control and then turn to the register card "keyTag Information" in the keyTag submenu. A click on the "Emergency release"-button will immediately release the selected keyTag after terminal synchronization.

Note:

Because this function allows a non-user-defined take-out of any desired keyTag (i.e. no retracing of the keyTag holder within the according reports), it needs to be specifically activated (or deactivated) for every web user within the "Administration" menu on the register card "Edit rights" (see also 16.3 "Editing web user rights").

7.3 Assigning users

On the next card "Assign users" you can determine, which users should have access to the selected keyTag. In order to do so select a keyTag from the list first. Assignment of the single users (and withdrawal of assignment) then takes place in the lower part of the window (as described in section 3.6).

keyTag information	Assign users	Assign keyTag groups	Assign Items	Assign terminals	Add new keyTag
 Unassigned users Assigned users Miller, Janna Miller, John Hogan, Kathy Lloyd, Brendon Lambert, Gilles Foy, Elizabeth Fondren, Gene Vanderbuild, Daniel Peltier, James Nader, Talita Sotgia, Mario Stern, Dominique Administrator von den Haan, Harrie Yildiz, Ergün Zarnovicz, Vadim » « Smith, Thomas McCarthy, Laura Morton, Craig Serwy, Carolin Texier, Nicolas					

7.4 Assigning terminal positions

Once you have created a keyTag by naming it, this keyTag will at first only appear in the left-sided list under Unassigned keyTags. In order to make this keyTag known to the system now, it needs to be assigned to a certain terminal, cabinet and proxCylinder, i.e. to a specific position. This is done as follows: Turn to submenu "keyTags", then to tab "Assign terminals" and the following card will be opened:

keyTag information	Assign users	Assign keyTag groups	Assign Items	Assign terminals	Add new keyTag
 Terminal: Main Entrance Cabinet: Cabinet - Cabinet-1 Position: proxCylinder - 27 Update changes Reset					

Only free (i.e. not assigned) proxCylinder positions will be available.

Select the desired terminal, cabinet and position of proxCylinder from the upper three drop-down menus, store your entries with "Update changes", and a short red notice will be given afterwards: "Changed keyTag position".

7.4.1 Teach-in procedure of the electronic keyTag number

In order to teach-in the electronic number of the key Tag at the terminal (i.e. to make the new keyTag known to the terminal software itself) proceed as follows:

After registration at the terminal as administrator you reach the menu by pressing the blue "F"-button. Number 1 in the menu list will lead you to "Assign keyTag". The arrow keys help you to find the name of the newly created keyTag (third line has to be empty), but only if this keyTag has been assigned to this terminal before (within the Commander software!). After confirming with the green "enter"-button for assignment ("↵" at the terminal) you will be prompted to present the keyTag in front of the keyTag-reader (--> also refer to the "Wiring & Installation Instructions" for the proxSafe maxx, chapter 5 "Commissioning", section 5.4 "Teach-in of keyTags"). The electronic keyTag number read by the reader will be shown in the keyTag Information right after terminal synchronization.

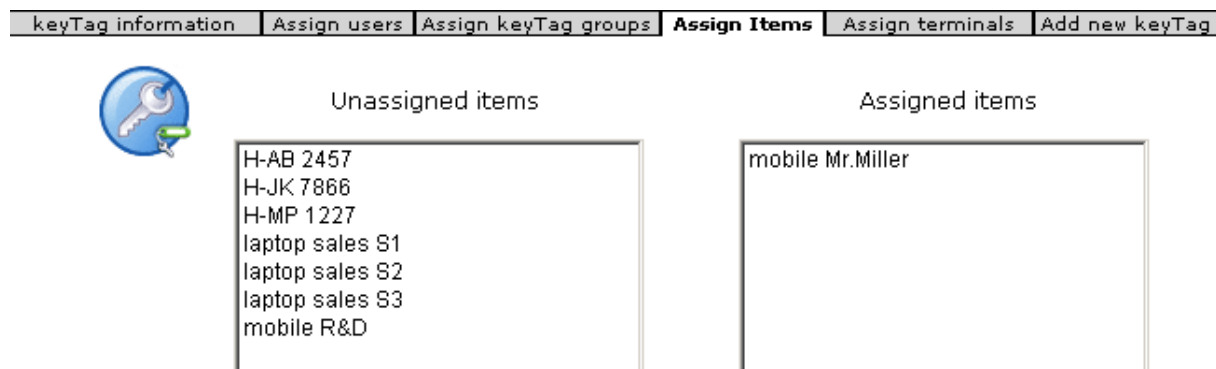
7.4.2 Change keyTag position

In order to change the proxCylinder position of a keyTag later on or to assign a known keyTag to a completely different terminal or cabinet, you also have to enter your changes on this card "Assign terminals" and save your entries with "Update changes".

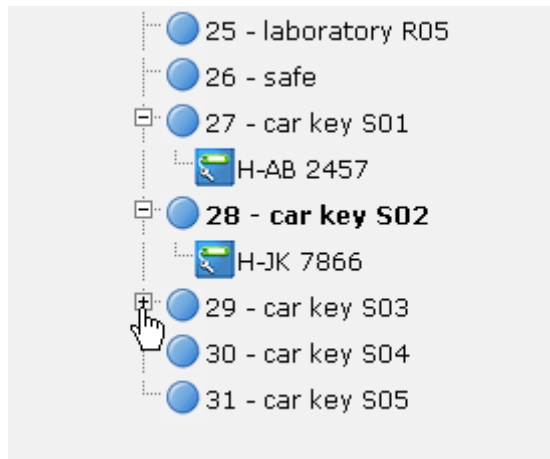
7.5 Assigning items

For an easier way of tracing items (i.e. objects of value, such as cars, mobiles, laptops etc.), it is possible to assign items, which had been created before within the according submenu (see chapter 8 "Items"), to a certain keyTag.

Therefore select a keyTag first, then turn to tab "Assign Items" of the keyTag submenu and carry out the assignment of the selected items from the item list as described in section 3.6.



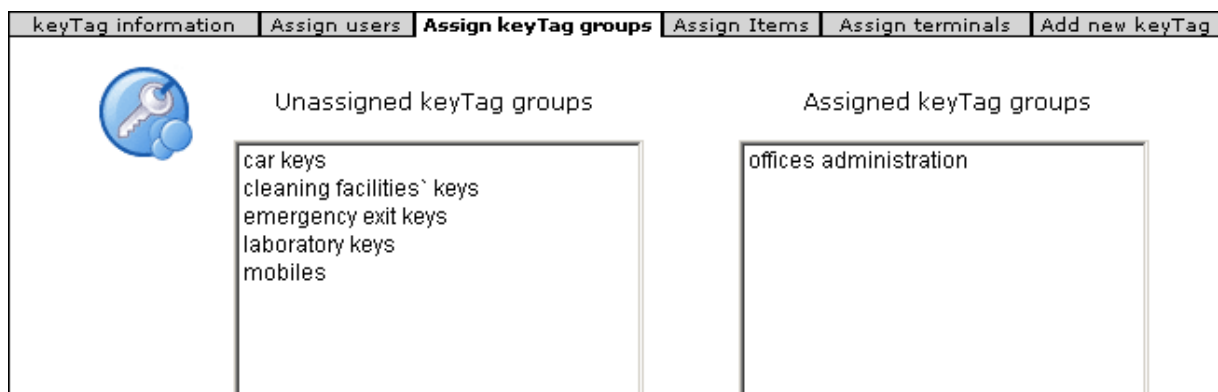
For an easier recognition of keyTags, that have items assigned to them, there is a little check box in front of those keyTags. A mouse click on the particular box with a "+" symbol in it will shown the name of the assigned item, a second mouse click on the "-" symbol will hide the item name again (as shown below in an extract of the "Select keyTag" list):



7.6 Assigning keyTag groups

Single keyTags can also be assigned to certain keyTag groups, which have to be created before (as described in chapter 9 “KeyTag Groups”).

In order to do so please select a keyTag from a terminal and cabinet from the left-side list and go to tab “Assign keyTag groups” (as given below).



Assignment of the desired keyTag groups (as well as withdrawal of assignment) then takes place in the windows below (as described in 3.6).

8. Items

This function gives you the possibility to specifically determine objects, that are associated with the keyTags. These objects/items may be cars, mobiles, laptops or any other valuables. For assignment of items to certain keyTags refer to chapter 7.5 “Assigning items”.

8.1 Creating new items

In order to add a new item, go to the submenu “KeyTags” and select “Items” from the drop-down menu. A click on the “Create item” button will immediately open the according register card “Add new item”. On this card you may enter the name, make, model, serial number and some (optional) notes for description.

Item information	Add new item	
	Item name:	
	Make:	
	Model:	
	Serial number:	
	Note:	
Save Reset		

After having saved your entries, the program will automatically turn to the next card "Item information".

8.2 Item information

The register card "Item information" of the submenu "Items" displays all information about the selected item and allows further editing.

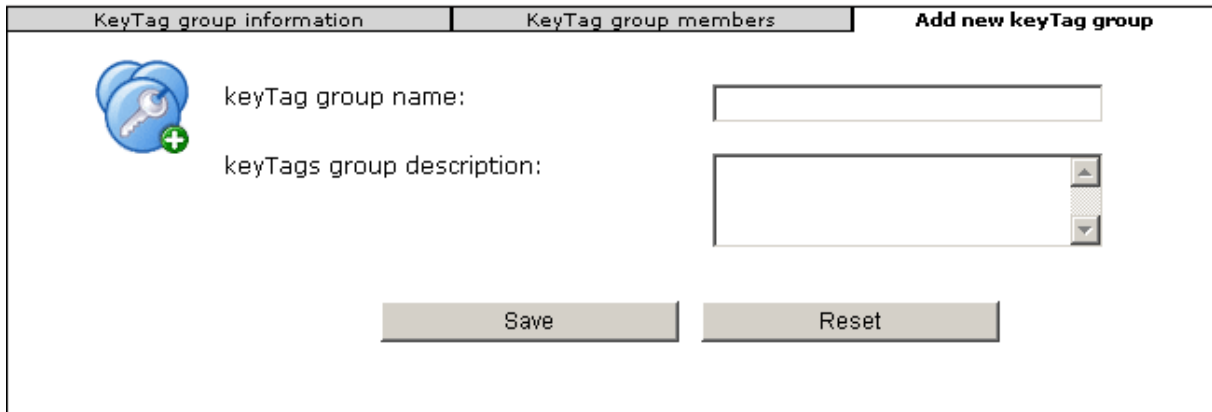
Item information	Add new item	
	Item name:	H-AB 2457
	Make:	
	Model:	Mercedes
	Serial number:	
	Note:	C220 metallic blue
Update changes Delete Reset		

9. KeyTag Groups

Several keys of the same kind (for example all car keys, all keys of a certain department, all management keys, etc.) can be summarized within one keyTag group. Assigning whole keyTag groups to certain users will be easier than assigning several keyTags of the same type individually. Pooling keyTags also helps to create more specific reports. If for example a report should only give information about certain keys, e.g. all car keys, only this keyTag group needs to be assigned to that particular report (also refer to 13.2.1 "Creating new reports").

9.1 Creating new keyTag groups

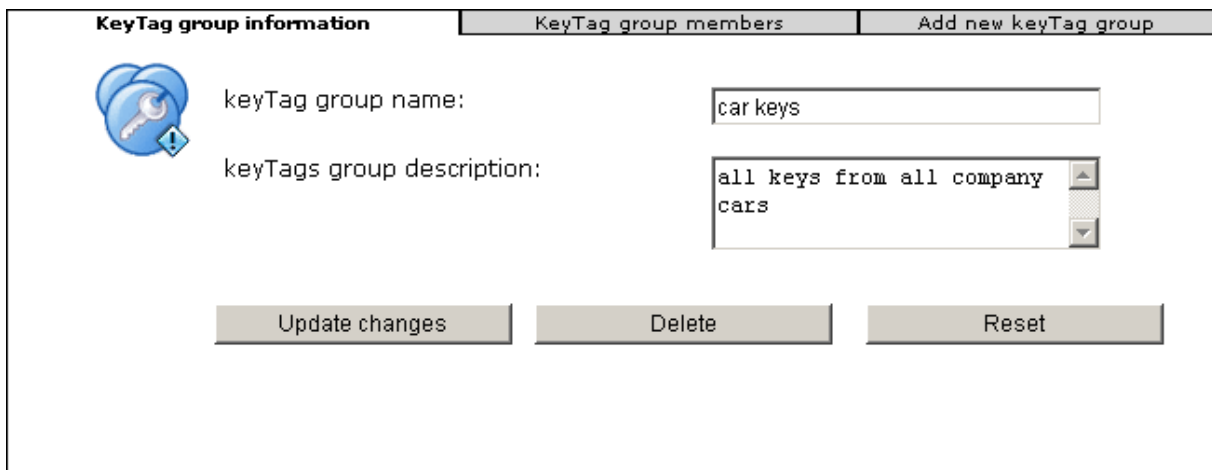
In order to initially define keyTag groups, turn to submenu "KeyTag groups" in the main menu below "KeyTags". Click on the left-sided "Create keyTag group" button and the according register card "Add new keyTag group" will immediately open:



On this card you may enter the name for your new keyTag Group and a possible description. After having stored your entries the program will automatically turn to the next card "KeyTag group information".

9.2 KeyTag group information

On the left tab "KeyTag group information" all information about the newly created or any other selected keyTag Group is shown and further editing is possible.



9.3 Assigning keyTags to keyTag groups

The actual assignment of keyTags to keyTag groups is carried out on the card "KeyTag group members". First select the desired keyTag group from the left-sided tree and then select the terminal and (possibly) cabinet, you want to assign keyTags from. Now you are able to assign single keyTags from the list in the window given below or withdraw the assignment in the known way (described in section 3.6).

KeyTag group information	KeyTag group members	Add new keyTag group
Terminal: Main Entrance keyTags from cabinet: Cabinet-1 Unassigned keyTags office A1 office A2 office A3 office A4 office A5 office A6 office A7 office A8 office A9 office A10 mobile 01 mobile 02 mobile 03 mobile 04 mobile 05 » « Assigned keyTag car key S01 car key S02 car key S03 car key S04 car key S05		

10. User Groups

In the same way as keyTags of the same type can be summarized in keyTag groups, users can be summarized in user groups as well, for example if they belong to the same department, share the same rights or have other attributes in common. Defined user groups are mandatory, if you want to make use of the “User group flag” option (as described in 7.2.2 “User group flag”).

10.1 Creating new user groups

In order to initially define user groups, turn to submenu “User Groups” in the main menu below “Users”, click on the “Create user group” button on the left side and the according register card “Add new user group” will be opened immediately:

User group Information	User group members	Add new user group
 User group name: User group description: Save Reset		

On this card you are asked to enter the name for your new user group and a possible description. Saving your entries will lead you automatically to the next card “User group information”.

10.2 User group information

On this card all information about the newly created or any other selected user group is shown and further editing is possible.

User group Information	User group members	Add new user group
 User group name: Finances & Controlling User group description: all members of the Finances & Controlling departme Update changes Delete Reset		

10.3 Assigning users to user groups

The actual assignment of users is carried out on the last register card "User group members". First select the desired user group from the left-sided tree and then you are able to assign single users from the list in the window given below or withdraw the assignment (as described in 3.6).

User group Information	User group members	Add new user group
	Unassigned users Administrator	Assigned users Lambert, Gilles Lloyd, Brendon

11. KeyTag Time Profiles

If certain keyTags should not be taken any time but only within a defined time frame, it can be useful to determine exact time profiles for keyTags in connection with a specific user. Additionally the maximum time for keyTag withdrawal can be determined. Once a keyTag time profile has been created and assigned to a certain user, this actual user assignment can also be changed within the submenu "Users" on the register card "Assign time profiles" (see also 6.5 "Assigning time profiles").

11.1 Creating new keyTag time profiles

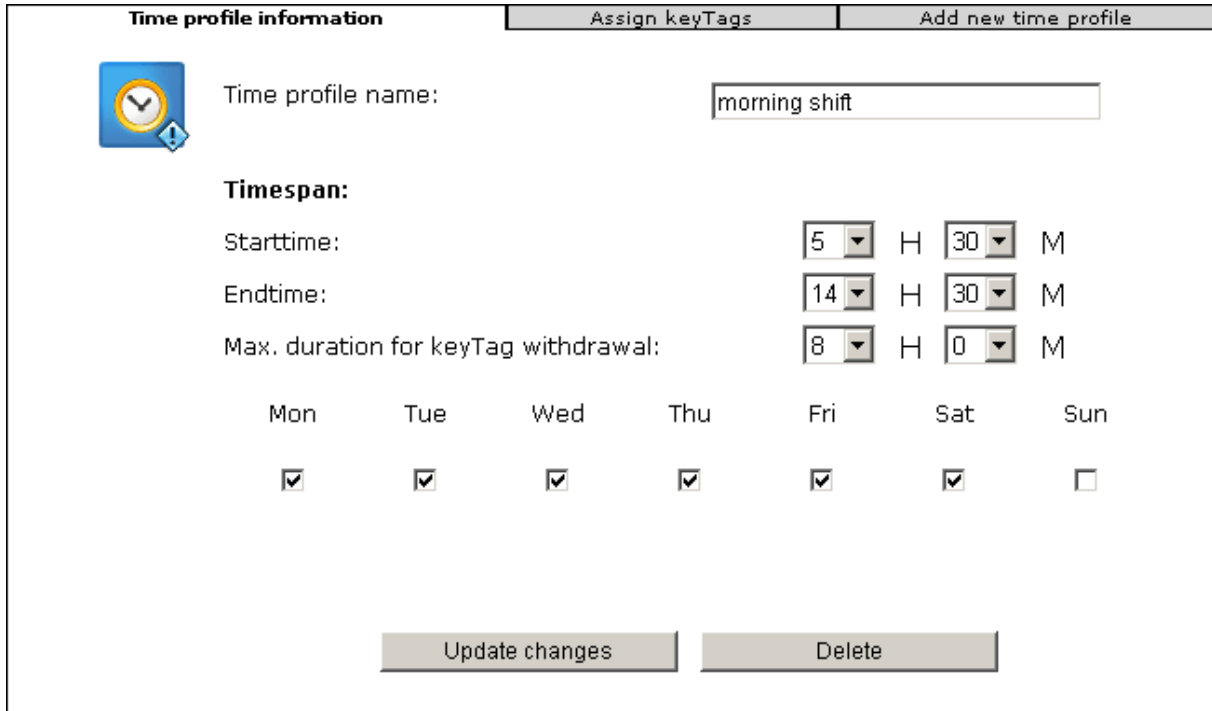
In order to do so go to the submenu "KeyTags" and select "KeyTag time profiles" from the drop-down menu. Then click on the button "Create time profile" and the according register card "Add new time profile" will open immediately. On this card you are asked to enter a name for setting up your new keyTag time profile (as given below):

Time profile information	Assign keyTags	Add new time profile
	Time profile name: morning shift	Save Reset

Saving your entries will automatically lead you to the register card "Time profile Information", where the actual settings can be defined.

11.2 KeyTag time profile information/settings

On this card you are able to specifically define the timespan (start time/end time in hours and minutes) for each day of the week and the maximum duration for keyTag withdrawal. (A possible time profile setting for the morning shift is given below:)



Time profile information		Assign keyTags	Add new time profile			
	Time profile name:	morning shift				
Timespan:						
Starttime:	5	H	30 M			
Endtime:	14	H	30 M			
Max. duration for keyTag withdrawal:	8	H	0 M			
Mon	Tue	Wed	Thu	Fri	Sat	Sun
☒	☒	☒	☒	☒	☒	☐
Update changes Delete						

This example shows, that the previously selected user (shown in 11.3: "Kathy Hogan") may only take the assigned keyTags (as shown in 11.3: "laboratory R01-R04" from Cabinet-1) during the morning shift from 5.30 in the morning and 14.30 in the afternoon. The maximum time for the keyTag withdrawal amounts to eight hours. If one of these time limits is not being kept or if the maximum time is being exceeded, an overdue alarm will be generated by the software and reported within the "Current keeper information" report.

11.3 Assigning keyTags to keyTag time profiles

In order to assign keyTags to specific keyTag time profiles, turn to tab "Assign keyTags" in the "KeyTag time profiles" submenu. Select a user first and then select the terminal and (possibly) the cabinet, from which you want to assign keyTags to. The actual assignment (or withdrawal of assignment) is carried out in the windows below as described in section 3.6.

Time profile information	Assign keyTags	Add new time profile
	User: Hogan, Kathy	
	Terminal: Main Entrance	
	keyTags from cabinet: Cabinet-1	
	Unassigned keyTags laboratory R05 Assigned keyTag laboratory R01 laboratory R02 laboratory R03 laboratory R04	

12. User Time Profiles

If certain users should only have access to the keyTags assigned to them within a defined time frame, it can be useful to determine exact time profiles for users in connection with a specific terminal. Once a user time profile has been created and assigned to a certain user for a certain terminal, these actual assignments can also be changed within the submenu "Users" on the register card "Assign time profiles" (see also 6.5 "Assigning time profiles").

12.1 Creating new user time profiles

For defining a user time profile turn to submenu "Users" and then select "User time profiles" from the according drop-down menu. Click on the button "Create time profile" and the program will immediately open the according register card "Add new time profile".

Time profile information	Time profile settings	Assign user	Add new time profile
	Time profile name: cleaning time workdays only		
Save Reset			

Entering a name and saving your entry will pass you directly on to the card "Time Profile Settings" (see 12.2). On the card "Time profile information" only changes in name or deletion is possible.

12.2 Settings for user time profiles

On the next register card “Time Profile Settings” you are given all the options to specially design your own user time profile, which means selection of single weekdays and defining the time in hours and minutes (several time slots per day possible). Each entered line needs to be confirmed using the “Add” button. For deletion only click on the red dot in the “Delete” column.

Time profile information	Time profile settings	Assign user	Add new time profile																															
 From: Monday 0 H 0 M To: Monday 0 H 0 M Add																																		
<table border="1"> <thead> <tr> <th>Date from</th> <th>Time from</th> <th>Date to</th> <th>Time to</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>06:00</td> <td>Monday</td> <td>14:00</td> <td></td> </tr> <tr> <td>Tuesday</td> <td>06:00</td> <td>Tuesday</td> <td>14:00</td> <td></td> </tr> <tr> <td>Wednesday</td> <td>06:00</td> <td>Wednesday</td> <td>14:00</td> <td></td> </tr> <tr> <td>Thursday</td> <td>06:00</td> <td>Thursday</td> <td>14:00</td> <td></td> </tr> <tr> <td>Friday</td> <td>06:00</td> <td>Friday</td> <td>14:00</td> <td></td> </tr> </tbody> </table>					Date from	Time from	Date to	Time to	Delete	Monday	06:00	Monday	14:00		Tuesday	06:00	Tuesday	14:00		Wednesday	06:00	Wednesday	14:00		Thursday	06:00	Thursday	14:00		Friday	06:00	Friday	14:00	
Date from	Time from	Date to	Time to	Delete																														
Monday	06:00	Monday	14:00																															
Tuesday	06:00	Tuesday	14:00																															
Wednesday	06:00	Wednesday	14:00																															
Thursday	06:00	Thursday	14:00																															
Friday	06:00	Friday	14:00																															

This example for a user time profile (here: “cleaning time workdays only”) shows, that certain users (all assigned users as shown in 12.3) may only take their assigned keyTags using the selected terminal (as shown in 12.3) during 6.00 in the morning and 14.00 in the afternoon and this only on workdays from Monday to Friday. If one of these time limits is not being kept, an overdue alarm will be generated by the software and reported within the “Current keeper information” report as well.

12.3 Assigning users to user time profiles

In order to carry out the actual assignment of a user to a user time profile, go to submenu "User time profiles" and then to the register card "Assign user".

Then select a terminal first from the upper drop-down menu and carry out the assignment (or withdrawal of assignment) from the list in the windows below (as described in 3.6).

Note:

It is only possible to assign one particular time profile to a certain user and terminal.

Time profile information	Time profile settings	Assign user	Add new time profile
			
Choose terminal: Blue Room			
Unassigned users		Assigned users	
Fondren, Gene Foy, Elizabeth Hogan, Kathy Lambert, Gilles Lloyd, Brendon Nader, Talita Stern, Dominique Vanderbuild, Daniel Yildiz, Ergün Zarnovicz, Vadim		Administrator McCarthy, Laura Miller, John Morton, Craig Peltier, James Texier, Nicolas von den Haan, Harrie	
>>		<<	

13. Reports

The proxSafe Commander Software provides a report function to keep the history of events and helps to get detailed information easily extracted. These reports can have different types of format, so they can be printed out for paper documentation, imported into other applications or forwarded per email.

According to their setup different reports can for example give information about the current location of certain keyTags, about movements of keyTags within a definable time period or about "overdue-alarms".

Two generally different types of reports have to be distinguished: predefined and user-defined (i.e. customized) reports.

Note:

Predefined reports can not be edited in any way, i.e. the selected information has been predetermined by the program.

13.1 Predefined reports

The five different predefined reports, listed on the left side in the "Select report" list, are viewable any time. These reports are called "Current keyTag location", "User held keyTag information" and "All events of today/this week/this month".

13.1.1 "Current keyTag location" report

In order to view this particular report go to "Reports" in the main menu and then turn to tab "View report". An extract of a "Current keyTag Location" report is shown below:

Select report:

- Current keyTag location**
- User held keyTag information
- All events of today
- All events of this week
- All events of this month
- CA - WE

View report
Edit report
Assigned users
Assigned keyTags
Assigned keyTag groups
Add new report

[Print](#) | [PDF](#) | [CSV](#)

Terminal Blue Room

Terminal Blue Room - Cabinet-1

proxCylinder number	keyTag name	Holder	Last event time
Terminal Main Entrance			
Terminal Main Entrance - Cabinet-1			
1	office A1	Cabinet	Mar 14, 2007 10:23:31 AM
2	office A2	Cabinet	
3	office A3	Cabinet	
4	office A4	Cabinet	
5	office A5	Cabinet	Mar 14, 2007 10:24:11 AM
6	office A6	Cabinet	
7	office A7	Cabinet	
8	office A8	Cabinet	
9	office A9	Cabinet	
10	office A10	Cabinet	Mar 14, 2007 10:24:19 AM
11	mobile 01	Cabinet	
12	mobile 02	Cabinet	
13	mobile 03	Cabinet	
14	mobile 04	Cabinet	
15	mobile 05	Cabinet	
16	mobile 06	Cabinet	
17	mobile 07	Unknown	Mar 13, 2007 11:32:52 AM
18	mobile 08	Unknown	Mar 13, 2007 11:32:51 AM
19	mobile 09	Cabinet	
20	mobile 10	Cabinet	

It gives information about the proxCylinder number, the holder of all the keyTags in the installation as well as the time of the last event, for example the time of the last return of a keyTag. All terminals and according cabinets are listed separately.

13.1.2 “Current keyTag holder” report

The second predefined report is the “Current keeper information” report. Here all issued keyTags are listed with their current keyTag holders.

In this report also the “overdue”-alarms are shown if any possible time limits have been exceeded (see 14 “Overdue alarms”).

Create report

Filter

Select report:

 Current keyTag location

 **Current keyTag holder**

 All events of today

 All events of this week

 All events of this month

 CA - WE

View report | Edit report | Assigned users | Assigned keyTags | Assigned keyTag groups | Add new report

Print | PDF | CSV

keyTag name	Terminal	Cabinet	User name	Event time	Event
keyTag mobile	Blue Room	Cabinet-1	unknown	5/9/07 2:01:27 PM	keyTag taken by overwrite
car key S01	Main Entrance	Cabinet-1	Miller, Janna	5/23/07 12:40:11 PM	keyTag timelimit exceeded since: 5/23/07 12:40:13 PM
office A4	Main Entrance	Cabinet-1	Morton, Craig	5/23/07 12:39:16 PM	keyTag taken
car key S05	Main Entrance	Cabinet-1	Fondren, Gene	5/23/07 2:07:30 PM	keyTag duration exceeded since: 5/23/07 2:11:30 PM
office A1	Main Entrance	Cabinet-1	Vanderbuild, Daniel	5/23/07 12:39:02 PM	keyTag taken
office A10	Main Entrance	Cabinet-1	Servy, Carolin	5/23/07 12:39:39 PM	keyTag timelimit exceeded since: 5/23/07 2:00:00 PM

13.1.3 “All events of this day/week/month” report

The three remaining predefined reports show all events, that happened that day (“today”), within that current week (“this week”) or that current month (“this month”).

The events listed show every event of the keyTags that have been issued or returned within the defined time limit. For each entry the user is listed, who took the keyTag out of the cabinet as well as the user, who returned it together with the according time and date. If a keyTag has not been returned user-defined (i.e. only by presenting the keyTag without registration at the terminal), the user is shown as “unknown”.

The event “issued” stands for taking a keyTag at the terminal (standard case), while the event “released” marks a software controlled release of that certain keyTag. In case the event “released” is shown in combination with a user name, it has been a user-defined (remote) “KeyTag release” (see 6.7). In case the user is shown as unknown, the keyTag has been released non-user-defined by “Emergency release” (see 7.2.3).

An extract of an “All events of this week” report is shown below:

View report	Edit report	Assigned users	Assigned keyTags	Assigned keyTag groups	Add new report
--------------------	--------------------	-----------------------	-------------------------	-------------------------------	-----------------------

Print PDF CSV						
Report All events of this week						
keyTag name	User name	Event	Time	User name	Event	Time
car key S01	Fondren, Gene	Issued	Mar 29, 2007 4:57:20 PM		Issued	
car key S02	Vanderbuild, Daniel	Issued	Mar 29, 2007 4:55:43 PM		Issued	
car key S03	Lambert, Gilles	Issued	Mar 29, 2007 4:56:59 PM		Issued	
car key S05	Miller, Janna	Issued	Mar 29, 2007 4:56:11 PM		Issued	
car key S05	Vanderbuild, Daniel	Issued	Mar 29, 2007 9:13:00 AM	Vanderbuild, Daniel	Returned	Mar 29, 2007 9:13:10 AM
office A1	Morton, Craig	Issued	Mar 29, 2007 4:55:57 PM		Issued	
office A10	Unknown	Issued	Mar 29, 2007 5:13:28 PM	Unknown	Returned	Mar 29, 2007 5:13:33 PM
office A10	Servy, Carolin	Issued	Mar 29, 2007 4:56:43 PM	Unknown	Wrong Slot	Mar 29, 2007 5:13:24 PM
office A2	Servy, Carolin	Released	Mar 29, 2007 5:15:59 PM		Issued	
office A3	Unknown	Released	Mar 29, 2007 5:17:08 PM		Issued	
office A4	Unknown	Released	Mar 29, 2007 5:17:11 PM		Issued	

13.2 User-defined reports

Predefined reports can not be edited in any way. If a web user wishes to get detailed information for example only about a special group of keyTags or if he is only interested in the events of single users or would like to view events of a particular period in the past, a specific user-defined report needs to be created.

Note:

User-defined reports need mandatory assignments of users and keyTags/keyTag groups and they will only show keyTag events, where all these assignments apply to.

13.2.1 Creating new reports

In order to create a new report click on the button “Create report” on the left side of the screen and the according register card “Add new report” will be opened. On this card you are asked to enter a name and report description (optional).

Furthermore a timespan (“Data range”) has to be determined either selected from the suggestions given (under “Define data range”, for example last 24 hours, last 30 days, always etc.) or user-defined (using the “Data range” fields “From:” and “To:”).

View report	Edit report	Assigned users	Assigned keyTags	Assigned keyTag groups	Add new report
					
Report name:					
Report description:					
Define data range:		<Custom>			
Date range:		From: ... To: ...			
Save			Reset		

Saving your entries will lead you automatically to the register card “Edit report”, where further editing is possible as usual.

After this first setup it has to be determined, what kind of information the report will have to show, e.g. which users, keyTags or keyTag groups are involved.

13.2.2 Assigning users to user-defined reports

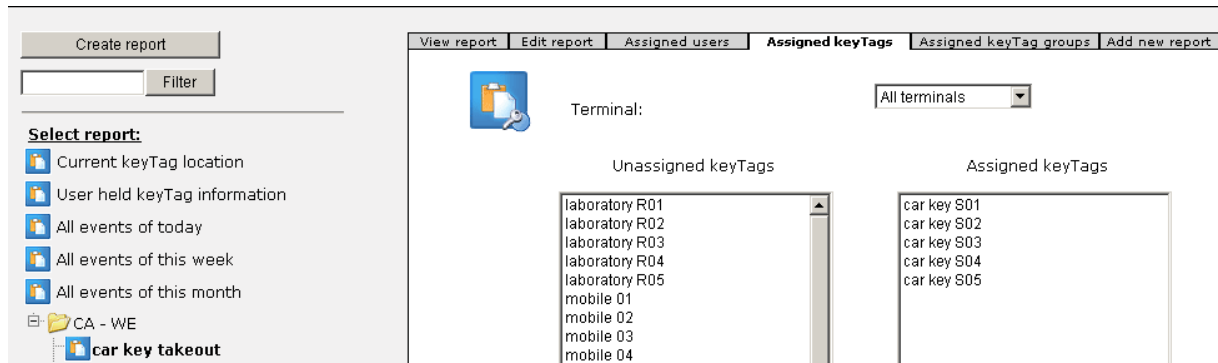
The particular users, you wish information about, need to be assigned to this report on the “Assigned Users” register card (as described in 3.6). All events listed in this report will then only show keyTag movements, in which one or more of these assigned users took part.

View report	Edit report	Assigned users	Assigned keyTags	Assigned keyTag groups	Add new report
Create report Filter Select report: - Current keyTag location - User held keyTag information - All events of today - All events of this week - All events of this month - CA - WE - car key takeover - February 2007 - Weekend 07/03/01 Unassigned users Assigned users					
Administrator Lambert, Gilles Lloyd, Brendon McCarthy, Laura Miller, Janna Miller, John Morton, Craig Nader, Talita Peltier, James Servy, Carolin Smith, Thomas Sotgia, Mario Stern, Dominique Texier, Nicolas Vanderbuild, Daniel von den Haan, Harrie Fondren, Gene Foy, Elizabeth Hogan, Kathy					

13.2.3 Assigning keyTags to user-defined reports

Furthermore you have to determine, which keyTags should appear in your report.

In order to do so select the report first, you want to assign keyTags to, then turn to the register card “Assigned keyTags” and assign single keyTags from the list in the windows below (as described in 3.6). All events listed in this report will then only show keyTag movements of the assigned keyTags.

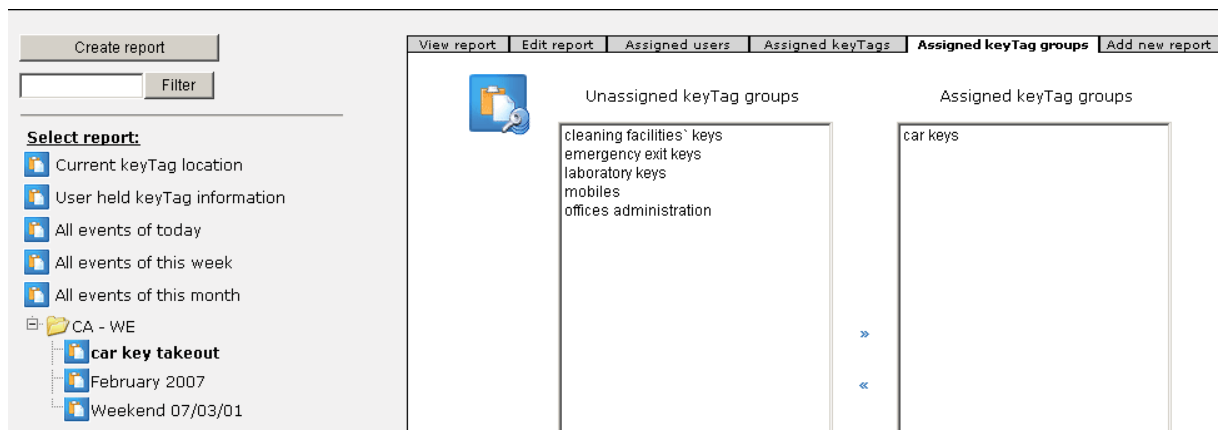


13.2.4 Assigning keyTag groups to user-defined reports

If you wish information not only about single keyTags but about one or more complete keyTag groups, you have to determine, which keyTag groups should appear in your report.

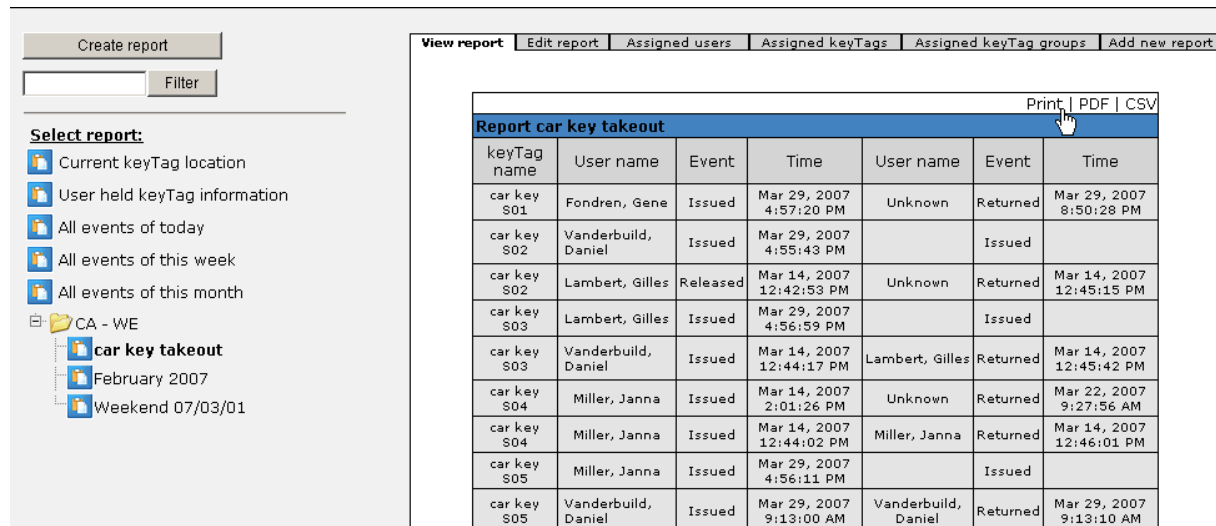
In order to do so first select the report, you want to assign keyTag groups to, then turn to the register card "Assigned keyTag groups" and assign single keyTag groups from the list in the windows below (as described in 3.6).

All events listed in this report will then only show events, where members of the assigned keyTag groups are involved.



13.3 Viewing/processing reports

Every selected report can be viewed by turning to the register card "View Report". For safer documentation it can be printed out (select "Print" on top of the report) or exported as a PDF- or CSV-file (select "PDF" or "CSV"). The CSV-file has a comma-separated format and can this way easily be imported into table handling software, i.e. MS Excel.



keyTag name	User name	Event	Time	User name	Event	Time
car key S01	Fondren, Gene	Issued	Mar 29, 2007 4:57:20 PM	Unknown	Returned	Mar 29, 2007 8:50:28 PM
car key S02	Vanderbuild, Daniel	Issued	Mar 29, 2007 4:55:43 PM		Issued	
car key S02	Lambert, Gilles	Released	Mar 14, 2007 12:42:53 PM	Unknown	Returned	Mar 14, 2007 12:45:15 PM
car key S03	Lambert, Gilles	Issued	Mar 29, 2007 4:56:59 PM		Issued	
car key S03	Vanderbuild, Daniel	Issued	Mar 14, 2007 12:44:17 PM	Lambert, Gilles	Returned	Mar 14, 2007 12:45:42 PM
car key S04	Miller, Janna	Issued	Mar 14, 2007 2:01:26 PM	Unknown	Returned	Mar 22, 2007 9:27:56 AM
car key S04	Miller, Janna	Issued	Mar 14, 2007 12:44:02 PM	Miller, Janna	Returned	Mar 14, 2007 12:46:01 PM
car key S05	Miller, Janna	Issued	Mar 29, 2007 4:56:11 PM		Issued	
car key S05	Vanderbuild, Daniel	Issued	Mar 29, 2007 9:13:00 AM	Vanderbuild, Daniel	Returned	Mar 29, 2007 9:13:10 AM

14. Overdue alarms

Within the proxSafe Commander Software certain alarms are automatically generated, whenever preset time limits have been exceeded.

There are three different types of so called overdue alarms:

1. user time limit exceeded
2. keyTag time limit exceeded
3. keyTag duration exceeded

These alarms are generated in case a user keeps a keyTag outside the defined time frame (for determination of the "user time limit" refer to chapter 12 "User Time Profiles") or a keyTag has not been returned within the assigned keyTag time limit (for determination of the "time span" for keyTags see chapter 11 "KeyTag Time Profiles") or if a keyTag is kept longer than allowed (i.e. the "maximum duration for keyTag withdrawal" has been exceeded; also see 11.2 "KeyTag time profile information / settings").

Note:

These overdue alarms are only shown in the original "Current keeper information" report. Once the overdue keyTags have been returned, the alarms are not shown any longer in this report but have to be called for within the add-on program "Alarmer" (see addendum).

Examples are given in the report extract below:

View report Edit report Assigned users Assigned keyTags Assigned keyTag groups Add new report					
Print PDF CSV					
keyTag name	Terminal	Cabinet	User name	Event time	Event
office A3	Main Entrance	Cabinet-1	Unknown	3/29/07 5:17:08 PM	keyTag taken by overwrite
office A4	Main Entrance	Cabinet-1	Unknown	3/29/07 5:17:11 PM	keyTag taken by overwrite
car key S05	Main Entrance	Cabinet-1	Miller, Janna	3/29/07 4:56:11 PM	keyTag duration exceeded since: 3/29/07 4:57:13 PM
car key S03	Main Entrance	Cabinet-1	Lambert, Gilles	3/29/07 4:56:59 PM	keyTag duration exceeded since: 3/29/07 4:58:00 PM
office A1	Main Entrance	Cabinet-1	Fondren, Gene	3/29/07 5:53:19 PM	User timelimit exceeded since: 3/29/07 6:00:01 PM
car key S01	Main Entrance	Cabinet-1	Fondren, Gene	3/29/07 4:57:20 PM	keyTag timelimit exceeded since: 3/29/07 5:46:01 PM
car key S02	Main Entrance	Cabinet-1	Vanderbuild, Daniel	3/29/07 4:55:43 PM	keyTag timelimit exceeded since: 3/29/07 5:46:01 PM
office A2	Main Entrance	Cabinet-1	Servy, Carolin	3/29/07 5:15:59 PM	keyTag timelimit exceeded since: 3/29/07 5:46:01 PM
office A5	Main Entrance	Cabinet-1	Servy, Carolin	3/29/07 6:14:02 PM	keyTag taken
office A10	Main Entrance	Cabinet-1	Servy, Carolin	3/29/07 6:13:51 PM	keyTag taken

If you wish these overdue alarms to result in any further actions, for example to generate a reminding message on different PCs or to generate further acoustical or visual warnings using special follow-up software programs, refer to the add-on program "Alarmer" belonging to the family of proxSafe Commander Software tools.

15. Email Reporter

The email reporter is a helpful tool for automatic forwarding of information via email about issued keyTags, current keyTag holders and preceding events to other people, that need or wish to have control over this. Before the desired information can be sent per email, the settings for an email report have to be specified in both, within the submenu "Email Reporter" and on the register card "Mail server" in the "Administration" menu (see 16.4 "Mail server").

15.1 Creating new email reports

In order to create a new email report, go to "Reports" in the main menu and select "Email reporter" from the drop-down menu. A click on the "Create email report" button will immediately open the according register card "Add new email report".

Edit email report	Recipients	History	Add new email report
			
Email report name:	Current keyTag holders car keys		
Email subject:	All car keys from sales department		
Select report:	Current keyTag holder report		
Email report format:	HTML		
Send empty reports:	Yes		
Send email report:	Daily		
Send email at:	19 H 0 M		
Save		Reset	

Here you are asked to enter a name and subject for the new report.

The next step is to select a report (predefined or user-defined) from the list given in the drop-down menu (only predefined reports possible or those, that have been created before; see also 13 "Reports") and to define the format for the attached report in the email report format (HTML, PDF or CSV).

You also have to state, if empty reports shall still be sent (e. g. a report of the current keyTag holders, when all keyTags have been returned to the cabinet). Finally the interval for sending reports (daily, first day of week/month) and the sending-time ("Send email at:") need to be determined.

15.2 Editing email reports

All settings of a newly created or any other already existing email report can be edited by turning to tab "Edit email report" and selecting the desired report name on the left.

Edit email report		Recipients	History	Add new email report
	Email report name:	Current keyTag holder car keys		
	Email subject:	All car keys from sales department		
	Select report:	Current keyTag holder report		
	Email report format:	HTML		
	Send empty reports:	Yes		
	Send email report:	Daily		
	Send email at:	19 H 0 M		
Save		Delete		Reset

15.3 Recipients

On the tab "Recipients" the email reports can be assigned to certain recipients.

If a new email address is entered into the "Add new email address" field (and confirmed with "Add"), it will automatically appear in the list of "Assigned email addresses" and therefore instantly be assigned to the selected email report. Email addresses can be assigned and withdrawn again on this tab (as described in 3.6).

For deletion of an email-address, select this address from the drop-down menu at the bottom and press "Delete".

Edit email report	Recipients	History	Add new email report
 Available email addresses John.Miller@generalmotors.com » « Assigned email addresses Max.Grand@dcu.com gerald.mine@texfold.com Add new email address: Add gerald.mine@texfold.com ▼ Delete			

15.4 History

On this card you are given a list of all emails sent with the email reporter. If an error occurs in sending an email, this error will be listed on the tab "History". Otherwise, if the status is "OK", the sending has been carried out faultlessly.

Edit email report

Recipients

History

Add new email report

ID	Recipients	Email subject	Sent on	Status
2	tamke@deister-gmbh.de	current keepers of the Key-Tags	Mar 20, 2007 10:35:00 AM	OK
3	schaefer@deister-gmbh.de	current keepers of the Key-Tags	Mar 20, 2007 10:35:00 AM	OK
4	Max.Grand@dcu.com		Mar 20, 2007 10:37:00 AM	OK
5	gerald.mine@texfold.com		Mar 20, 2007 10:37:00 AM	OK
6	John.Miller@generalmotors.com		Mar 20, 2007 10:37:00 AM	OK
7	landt@deister-gmbh.de		Mar 20, 2007 10:39:00 AM	OK
8	Max.Grand@dcu.com	Car key takeout	Mar 20, 2007 10:42:00 AM	OK
9	landt@deister-gmbh.de	Car key takeout	Mar 20, 2007 10:42:00 AM	OK

16. Administration

The proxSafe Commander Software provides three different web user levels:

1. User
2. Super User
3. Administrator

Apart from the standard settings a variety of different rights can be individually assigned to different users. But in general the following definitions give an idea of the different rights and restrictions:

Users should only be able to view all parts of the software.

Super users have the rights to view and edit most of the software. Exceptions are the administration level, where they may only change their own password. They are not allowed to create new web users, they must not delete any users, user groups or time profiles. Furthermore they have only (software) access to the terminals assigned to them (see in 16.2 "Assigning terminals to web users"), which means they can only view keyTags, keyTag groups and reports concerning those assigned terminals. The intention of the "super user" level is to grant those persons complete responsibility only for certain terminals but not for the whole system.

Administrators have unrestricted access to all parts of the Software, including administrative rights such as creating or deleting web users and editing special rights of all other users.

16.1 Creating new web users

In order to create a new web user go to tab "Create web user" in the administration submenu. Here you are asked to enter a login name and a password, which needs to be retyped. Then the web user level has to be selected from the according drop-down menu.

Edit web user	Web user terminals	Edit rights	Create web user	Mail server
---------------	--------------------	-------------	------------------------	-------------



Login name:

Password:

Retype password:

Web user level: User

Save
Reset

Further editing (i.e. changing the entries given above, especially changing the password) can be carried out on the register card "Edit web user".

16.2 Assigning terminals to web users

On the register card "Assign terminals" the web user needs to be selected first and then single terminals can be assigned or existing assignments can be withdrawn (as described in 3.6).

Note:

The web user will only have (software) access to any users or keyTags related to those terminals assigned.

Edit web user	Assign terminals	Edit rights	Create web user	Mailserver
---------------	-------------------------	-------------	-----------------	------------



Select web user: Secretary

Unassigned terminals

Blue Room
Head Office

Assigned terminals

Main Entrance

16.3 Editing web user rights

On the register card “Edit Rights” the rights for different categories can be individually assigned to the web user selected in the dropdown menu above. Only viewing rights can be made as possible as viewing and editing. The default settings for the standard users are no preset rights at all, super users and administrators have all rights preset, which of course can be adjusted specifically.

Edit web user	Assign terminals	Edit rights	Create web user	Mailserver
 Select web user: admin				
 Users: View: ☒ Edit: ☒ Show card number: ☒ Remote keyTag release: ☒  User groups: View: ☒ Edit: ☒  User time profiles: View: ☒ Edit: ☒  KeyTags: View: ☒ Edit: ☒ Emergency keyTag release: ☒  KeyTag groups: View: ☒ Edit: ☒  KeyTag time profiles: View: ☒ Edit: ☒  Items: View: ☒ Edit: ☒  Reports: View: ☒ Edit: ☒  Email reporter: View: ☒ Edit: ☒				
Save Reset				

The options “Show card number” (see 6.1.1 “Assigning user cards to users at the terminal”), “Remote keyTag release” (see also 6.7) and “Emergency keyTag release” (see also 7.2.3) can be called for by clicking on the small check box in front of either “Users” or “keyTags”. A hook in the check box will activate or deactivate the particular option.

Note:

These additional functions can not be called for by standard users because they generally have no access at all to the administration submenu!

16.4 Mail server

In order to be able to use the email report function (see chapter 15 “Email Reporter”), the settings for the mail server have to be adjusted. On this register card you are asked to enter the reply address, the host name of your mail server, to determine if authentication is required and to define a login name and password here fore.

Edit web user	Assign terminals	Edit rights	Create web user	Mail server
				
Reply address:		documentation@deister		
Mailserver hostname:		mail.deister-gmbh.de		
Authentication required:		No		
Login name:		Thomas Miller		
Password:		*****		
Retype password:		*****		
		Save Reset		

17. Language selection

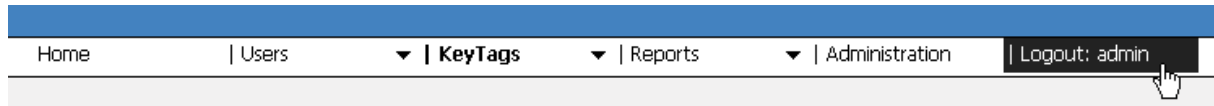
If you want to select another language, click on the drop-down menu next to the balloon with the national flags in the upper right corner of the screen:



Select by mouse click and the program will immediately change to the desired language.

18. Logout

In order to leave the program or change the web user just logout by click on the user name in the logout section (last tab from the right in the main menu):



19. Problem Solving/Error Messages

Problem/Message	Possible Cause	Solution
Problems (in handling the Commander Software)		
All keyTags assigned to a certain user before are at once not assigned anymore.	Assignment of the according terminal holding the desired keyTags has been withdrawn from the selected user.	Check, if the corresponding terminal is still assigned to the selected user (see 6.6 "Assign terminals").
"Emergency keyTag release" does not work.	The according function has not been activated for the selected web user within the administration menu.	Activate the function "Emergency keyTag release" as described in 16.3 "Editing web user rights".
"Remote keyTag release" according button is not shown.	The according function has not been activated for the selected web user.	Activate the function "Remote keyTag release" as described in 16.3 "Editing web user rights".
Card number is not shown.	The according function has not been activated for the selected web user within the administration menu.	Activate the function "Show card number" as described in 16.3 "Editing web user rights".
Overdue alarms are not displayed.	There are no expected overdue alarms shown in the report selected.	1) Check, if the correct report "Current keeper information" has been selected for viewing overdue alarms (see 13.1.2). 2) Check, if overdue keyTags have been returned to the cabinet in the meantime.
Not all terminals, users or keyTags can be seen on the web user interface, although their existence is undoubted.	The web user (no administrator level!) registered at the Commander Software program at that moment is not assigned to the desired terminals and is therefore not able to view the related users and keyTags.	Check, if the registered web user has been assigned to the desired terminals in order to view the users and keyTags related to this terminal.

Problem/Message	Possible Cause	Solution
Messages (within the Commander Software):		
No user available!	There has no user been created yet within the software.	Create a user first as described in 6.1.
No user group available!	There has no user group been created yet within the software.	Create a user group first as described in 10.1.
There is no terminal assigned to the selected user!		Assign a terminal to the selected user first as described in 6.6.
No changes possible for this kind of report!		The selected report is a predefined report, which can not be edited (see 13).
There are no keyTags in this cabinet assigned to the selected user!		Assign one or more keyTags from the according cabinet to the selected user first as described in 6.3.
There are no keyTags in this terminal assigned to the selected user!		Assign one or more keyTags from the according terminal to the selected user first as described in 6.3.
No keyTag available!	There has no keyTag been created yet within the software.	Create a keyTag first as described in 7.1.
No keyTag group available!	There has no keyTag group been created yet within the software.	Create a keyTag group first as described in 9.1.
No time profile available!	There has no time profile been created yet within the software.	Create a user or keyTag time profile first as described in 12.1 or 11.1
No keyTag item available!	There has no item been created yet within the software.	Create an item first as described in 8.1.

Problem/Message	Possible Cause	Solution
No email report available!	There has no email report been created yet within the software.	Create an email report first as described in 15.1.
No terminals assigned to this web user!		Assign one or more terminals to the selected web user first as described in 16.2.
Problems occurring at the terminal		
According user does not appear in the list of users at the terminal (for assignment of a user card to a user at the terminal!	The user has not been assigned to this terminal or to keyTags from this terminal before.	Assign the according terminal to the newly created user within the Commander Software <u>before</u> (see 6.1 and 6.6). After terminal synchronization the user will appear in the user list, which you called for in the assign-user-card-routine.
Messages (at the terminal; also refer to chapter 10 "Error Messages" in "Operating Instructions for the proxSafe Terminal")		
Access denied (User card is not recognized by the terminal)	1) The newly created user related to this user card has not been created yet within the software. 2) The user card has not been made known to the terminal software by the teach-in routine given. 3) The assignment of the registering user to this terminal has been deleted within the Commander Software. 4) The bit length of the card number of the card presented may not be compatible with the preset bit length of the card reader.	1) Create a user first as described in 6.1. 2) For making the user card known to the terminal software follow the instructions described in 6.1.1. 3) Check, if the registering user is still assigned to the terminal and carry out a reassignment if necessary as described in 6.3. 4) Check the bit length of the presented card and the preset card bit length within the engine (engine: —> system —> preferences) or ask the person, who carried out the installation.

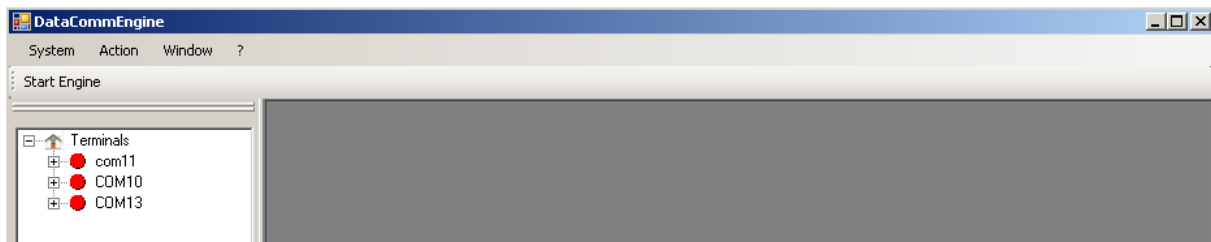
Sorry! No more keys available!	1) the keyTag assigned to this user has already been taken. 2) The assignment of the desired keyTag to the registering user has been deleted in the meantime. Check if the registering user is still assigned to the desired keyTag and if necessary and carry out a reassignment as described in 6.3.	Check, if the registered user is still assigned to the desired keyTag and carry out a reassignment if necessary as described in 6.3.
Invalid Time Slot	1) Access to the terminal takes place outside the defined time frame for the desired keyTag. 2) Access to the terminal takes place outside the defined time frame for the registering user.	1) Check the keyTag time profile for the desired keyTag and if necessary carry out further editing if wanted and authorized (see 11.2). 2) Check the user time profile for the registering user and carry out further editing if wanted and authorized (see 12.2).
No proxCylinder available!	All proxCylinder positions in the selected cabinet are already occupied by other keyTags.	Select another cabinet or delete an existing assignment of a key Tag.

20. DataCommEngine

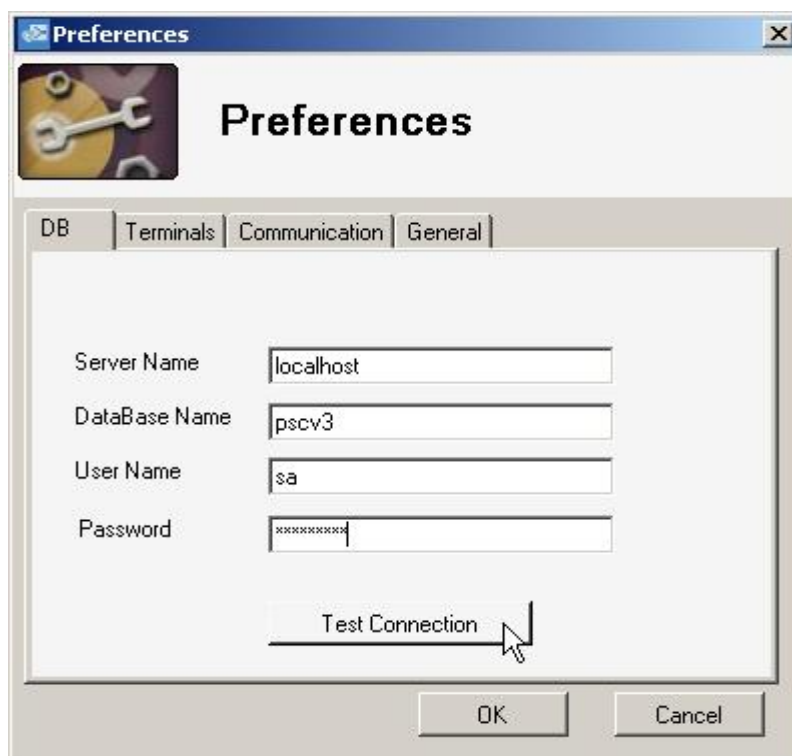
The DataCommEngine (short: engine) is a program, which is needed to control the communication between the database and the proxSafe terminal. In the following you will find a guide through the program with a short description of the basic standard settings.

20.1 Starting the engine/Login

In order to start the communication between your proxSafe terminals and the database, you have to start the engine first. To do so, click on the Windows "Start" button in the lower left corner, then go to "programs", "deister electronic", "proxSafe Commander v3" and then finally click on "Engine", which will immediately start the program (as shown below).

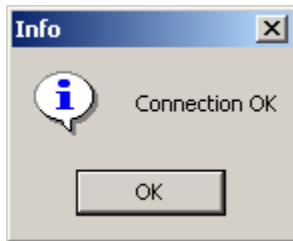


Only the first start after installation of the proxSafe Commander 3 and any further start of the engine after a program update requires a login procedure for the engine:



In case the database has been installed on your local PC, the preset name for the server is always "localhost", the database name is "pscv3", the user name is "sa" and the preset password is always "deister07" (or "sa" for ealier versions).

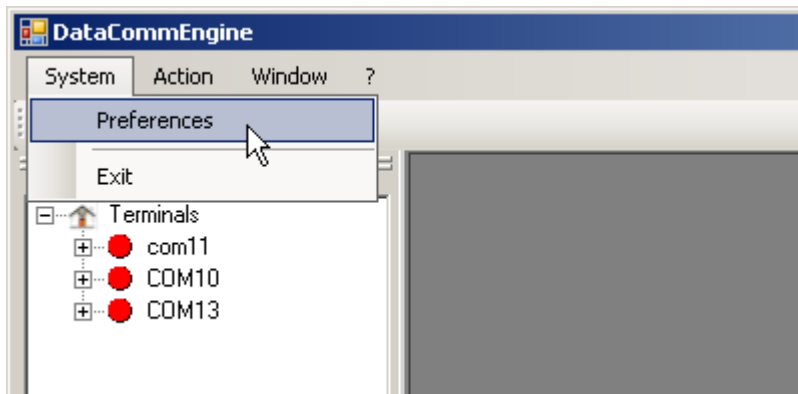
After entering the password click on "Test Connection". If you receive the following message



the connection between database and engine is working correctly.

20.2 Standard settings of the engine

If you turn to the menu item "system" in the upper task list and then select "preferences",



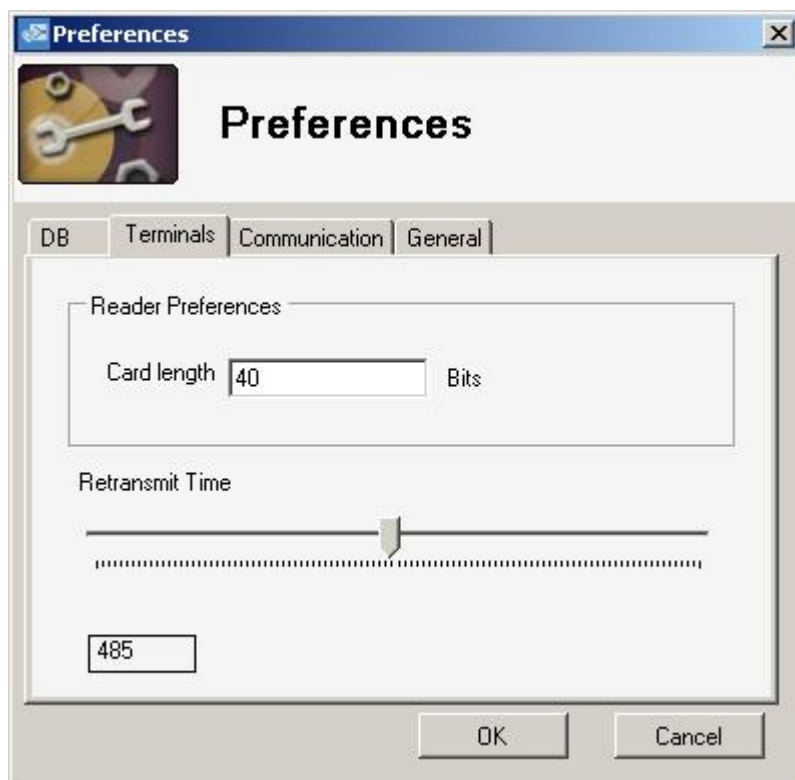
a window will open, showing the system settings of the engine.

The first tab "**DB**" for database (as shown above within the login procedure) only contains information about the name of the server, the name of the database, the user name and the password.

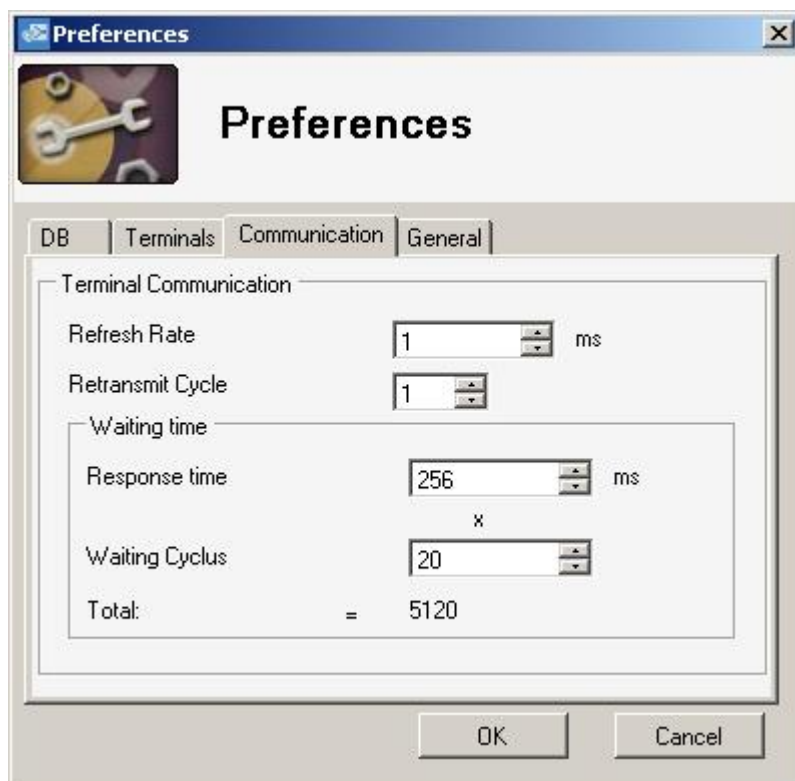
The second tab "**Terminals**" gives information about the bit length of the card and the "Retransmit Time" (as shown below).

The bit length of the card depends on the type of card (e.g. mifare, legic, etc.) and the type of card reader. The preset bit length is 40 bits; if you work with other card/card reader types, please refer to the person who carried out the installation.

The retransmit time determines the number of cycles, until the time is transmitted to the terminal again (default: 1000).



The next tab “**Communication**” gives you information about time settings for the terminal communication:



The refresh rate is the time until the next cycle is being started (default: 1 ms), the retransmit cycle is the number of repeated sending attempts to the terminal in case of failure (default: 1), the response time determines the time span, in which an answer is expected (default: 256 ms) and the waiting cycle determines, how often in a row an answer is being expected (default: 20). The product of response time and waiting cycle (with the default settings given) totals 5120 ms, showing the waiting time.

The last tab “**General**” offers the possibility to establish an auto start function, so that the engine is started automatically every time the PC is being started (default setting: off).

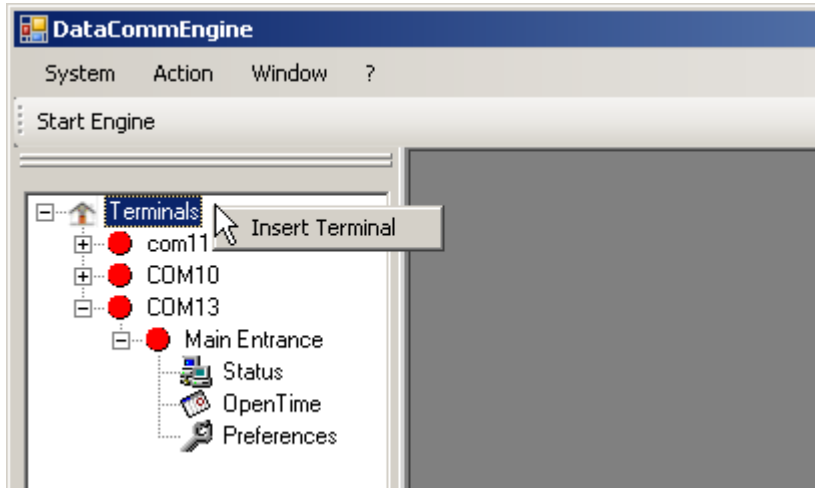


20.3 Managing the terminals

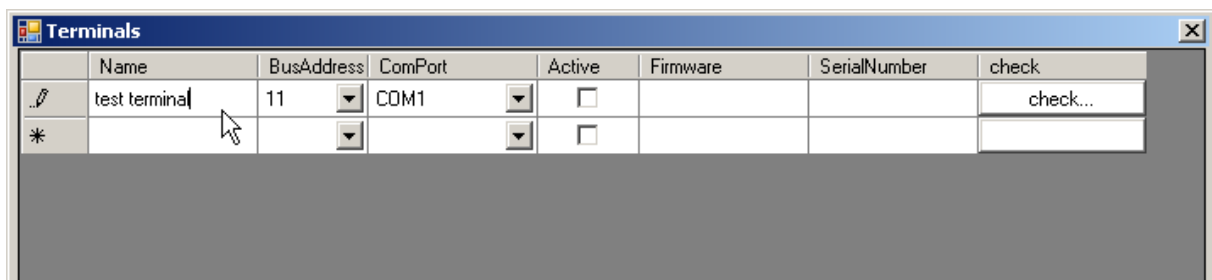
In order to manage the proxSafe terminals within the whole installation, you need to be able to insert (i.e. to integrate) the terminals into the software communication, to rename or delete them again and you should know the basic settings of the terminal communication.

20.3.1 Inserting a terminal

In order to insert a terminal carry out a right hand mouse click on "Terminals" and the button "Insert Terminal" is shown:



A left click on this button will open up the following window:



Here you have to enter a name for your terminal, the bus address (can be obtained by pressing the green "enter" button on the keypad of the terminal itself; last number in the first line=standard bus address of terminal: 21) and the ComPort for this particular terminal (has to be remembered from installation). A hook in the check box below "Active" determines, if the terminal should be activated. Finally check, if the insertion has been successful by clicking on the according button at the end of the line.

20.4 Renaming or deleting a terminal

In order to rename or delete a terminal carry out a left hand mouse click on the little plus in the check box in front of the ComPort and then a left hand mouse click on the name of the terminal, e.g. "Main Entrance" as shown below:



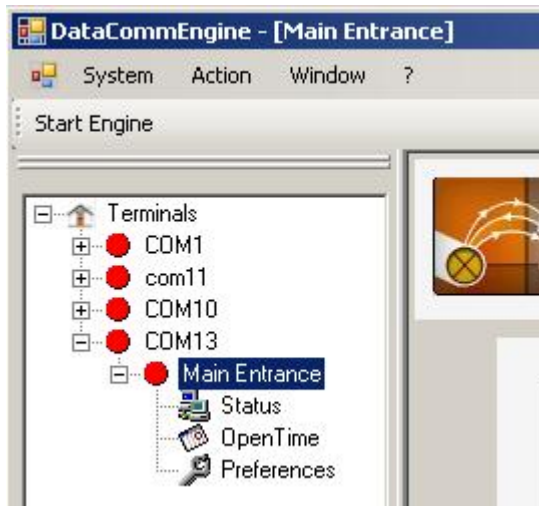
The window already shows a hook, if the terminal is active (can also be deactivated here). A further left hand click on "Rename" or "Delete Terminal" will carry out the desired option.

Note:

"Delete Terminal" will immediately delete all terminal data from the database.

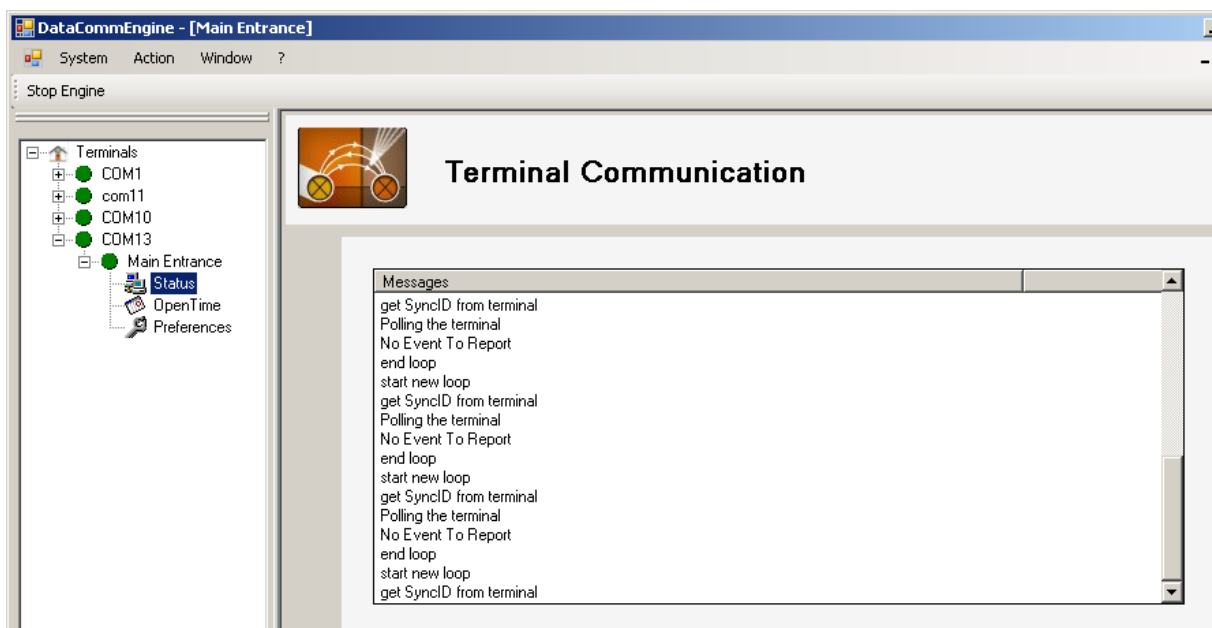
20.5 Standard settings of the terminals

If you want to check and/or adjust the settings of the terminals, select the according ComPort first and then the name of the desired terminal. A left hand mouse click on the plus in the check box in front of the name will open up a menu list consisting of the items "Status", "Open Time" and "Preferences" (important: here the preferences of the terminal! Not to be mixed up with the preferences of the engine dealt with above):



20.5.1 Status

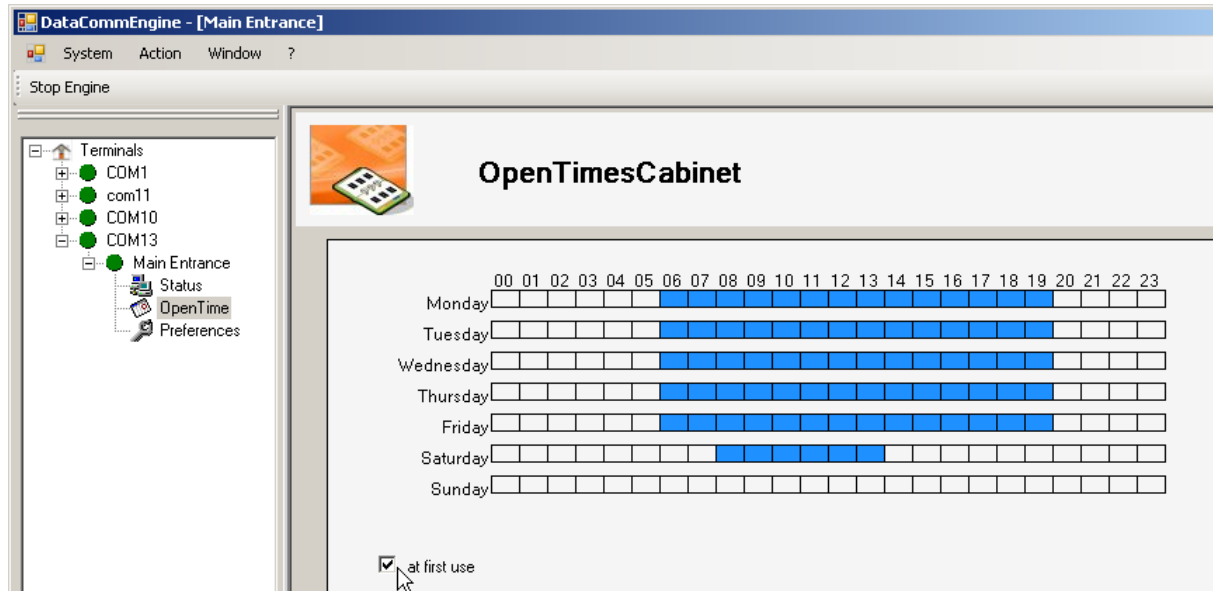
A click on "Status" will show a dialog window, where information is given about the status of communication between the selected terminal and the database.



In case the engine is active, the information is constantly being renewed. But there should not be any text line like "No ComPort connection" as long as the engine and the terminal is active.

20.5.2 Open times of the cabinet

A click on “Open Time” will show a window, where the opening times of the selected cabinet can be determined. Each day of the week can be selected separately as well as the time in hours. Blue sections indicate, when the cabinet should stay open, white ones, when the roller shutter of the cabinet should stay closed.



The option “at first use” provides the possibility, that the cabinet opens only after first use and will then stay open for the defined period of time.

20.5.3 Preferences

The window given below shows all information about the terminal, such as the name of the terminal, the adjusted bus address, the adjusted ComPort, etc.

Grey fields are only for information, white fields allow changes (if the engine has been stopped).

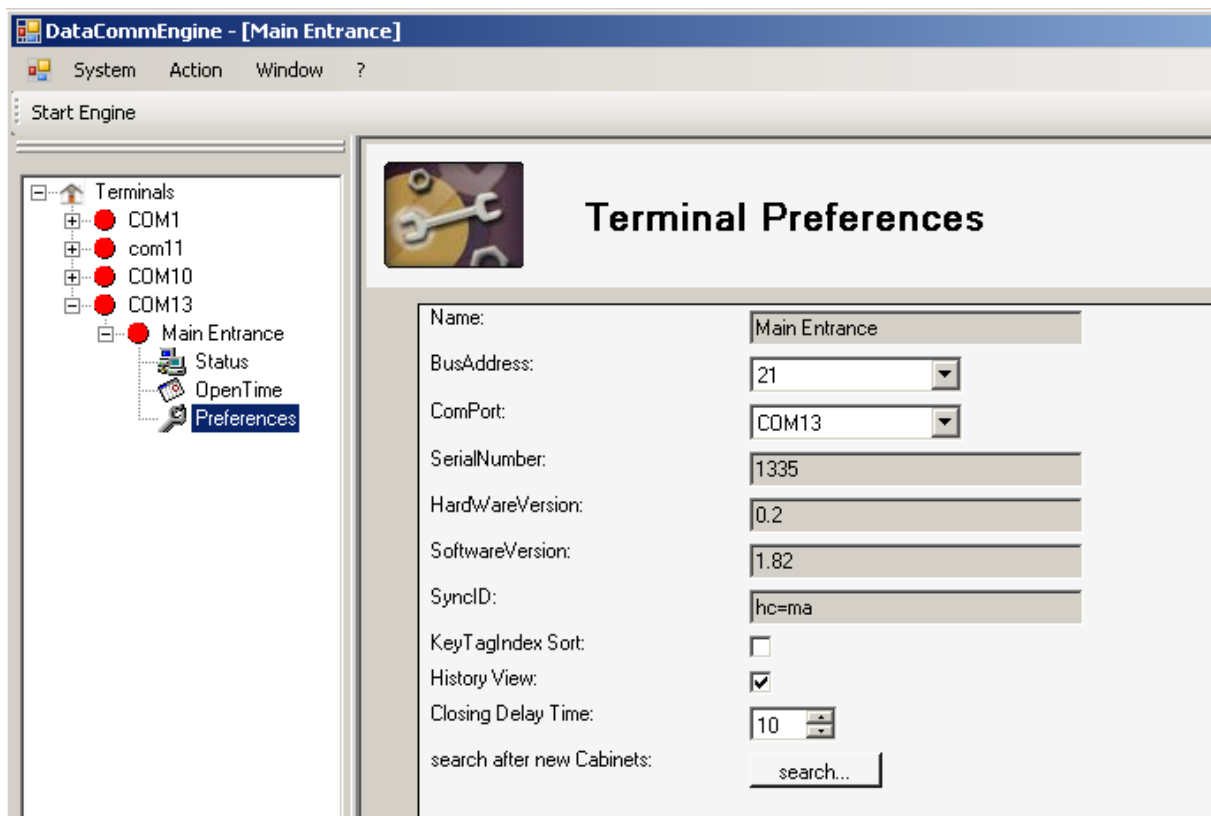
The "keyTagIndex Sort" defines the method for sorting the keyTags on the terminal display, i.e. direct indication of the slots (set hook in check box) or index indication from the database.

The "History View" option offers the possibility to view the history at the terminal, the "Closing Delay Time" gives the time in seconds, how long the cabinet will stay open after any button has been pressed on the terminal key pad for the last time except the red "C" button (cabinet will immediately close after "C" has been pressed if access takes places outside opening time). The default value here is 10 seconds.

For adding new cabinets to the terminal the "Search..." button at the bottom of the window needs to be pressed.

Note:

There may be no wrong keys inserted within the terminals before starting the search function. Please remove all wrong keys with the "Wrong Keys" function (--> also refer to the "User Manual for the proxSafe Terminal") prior to adding new cabinets!



Please also refer to related documentation:

Quick Start Guide for the proxSafe Commander 3 (May 2007)

Install Guide for the proxSafe Commander 3 (May 2007)

Operating Instructions for the proxSafe Terminal (July 2007)

Wiring & Installation Instructions for the proxSafe maxx (February 2007)

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Notes:

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