

AXEZE STUDIO

PHOENIX User Manual

DRAFT Version 8

PHOENIX USER MANUAL

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SYSTEM REQUIREMENTS FOR AXEZE STUDIO

System requirements include:

- Windows XP->Windows7->Windows Vista->Windows Server 2003->Windows Server 2008->Windows Server 2008R2.
- Microsoft .NET Framework 4.0
- Internet Information Service (IIS) 6 and above
- SQL Server 2008R2
- Windows Installer 4.5

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- Cost effective.
- Can be quickly and easily managed if card or fob is lost.
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- Do-it-yourself installation.
- Can work with existing alarm systems.

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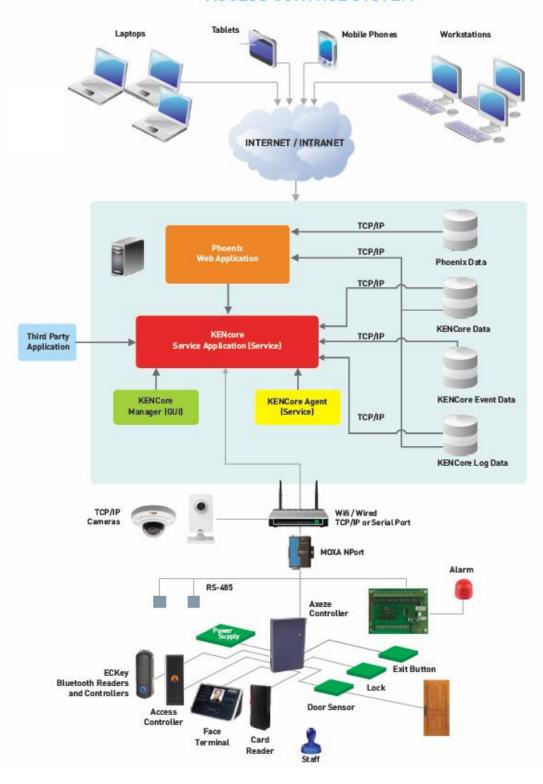
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ACCESS CONTROL SYSTEM



ABOUT AXEZE STUDIO

Axeze studio is a suite of products combined into a single solution. Axeze Studio enables you to combine RFID 125 KHz, 134.2 KHz, Mifare and biometrics into one solution seamlessly controlled through Axeze Studio. This package has been developed with the latest version of Microsoft .NET. The Axeze Studio uses Microsoft SQL Server. Axeze Studio Databases could be installed on separate computers. Axeze Studio supports Serial Port or LAN (wired or wireless) for Communication with the Axeze access control Network. Phoenix is a Web Application so it can be installed on a Server whilst users can log onto the Phoenix with an Explorer. Phoenix can be worked within on the Internet or the Intranet. KENCore Agent always ensures that the system is operational. Third Party Applications could easily communicate with KENCore to run Axeze commands. All decisions about the Access control are made on the database side, so any third party application can easily participate or integrate with the code.

Axeze Studio consists of several applications that administrates, maintains, manages and configures Axeze access control Network products.

KENCore Service is a Windows Service that handles all the communication with the access control Network and software like Phoenix. The KENCore can be installed on the Server Application.

KENCore Agent Service is a Windows Service that monitors KENCore Service and ensures that it is always operating.

KENCore Manager – is a Windows Application that is a user interface (GUI) for the KENCore Service and KENCore Agent Service.

Phoenix- is a Web Application user interface that is used to administer, maintain and manage the Axeze access control Network. **Phoenix** has been designed to offer you total control of access to your property for businesses, commercial.

Axeze Credential Manager - communicates with Axeze Readers and sends the badged card code to Phoenix (or any other third party application). When new Readers are developed, or bought into the range, this wizard is the interface between the hardware and software. It can send a tag code to any Text Control - It enables smooth ongoing development.

Axeze Database Management - Manages the KENCore and Phoenix databases. This is a Wizard that helps you. It handles the common tasks (like those built into SQL Server) like Backup, Restore, Attach, Detach, Upgrade. This means you can maintain the database if you change a Server. You can use the DB Management tool. It offers a huge benefit as upgrading the database is easy. The Axeze Database Manager can be installed on the Database Server without the need for the KENCore or Phoenix.

KENCfg - is the software that configures the reader and enables the user to retrieve the reader ID and version.

INSTALLING AXEZE STUDIO

Phoenix is a Web Application so you can install the system on the Network and expose Phoenix to the web. The benefit of the tool placed on the internet is that you can access Phoenix from your desktop, laptop, phone or tablet.

Step 1: Install KENCore Step 2: Install Phoenix

Step 3: Configure the software (it is assumed all hardware has been configured in accordance with Axeze directions and

tools)

It is assumed that you have prepared, completed and printed the necessary help sheets like

- Axeze on existing Network cables
- Network IO Planning templates
- Group Access Planning Template
- Group Member Planning Sheet
- Network Reader Planning Sheet
- Zone Planning Sheet
- Cable Size Calculator.xls (if needed)
- Troubleshooting Guide.doc
- Data Sheets if relevant
- Templates including WPA template
- Wiring Diagrams
- Configured Axeze Controllers (refer Network)

NEED HELP? GO TO www.axeze.com.au/support

Phoenix setup and KENCore setup –These products will install all the necessary software required to run the system, for instance if they need Windows Installer or .NET framework these will automatically be installed.

If there is no SQL Server 2008R2 instance the KENCore setup will automatically install SQL Server 2008R2 Express Edition and the instance name is SQLEXPRESS.

Note 1: check that there is no previous version of instance name "SQL EXPRESS" installed.

Note 2: KENCore and Phoenix area compatible with SQL Server 2012R2.

Phoenix works with the latest versions of IE, Chrome, Firefox, Safari and Opera.

REMOVING AXEZE STUDIO

You will need to remove both KENCore and Phoenix programs.

- Click the Windows Start button, point to Settings, and then click Control Panel.
- Double-click the Add->Remove Programs icon.
- Click KENCore on the Install->Uninstall tab, and then click Add->Remove. Click the Windows Start button, point to Settings, and then click Control Panel.
- Double-click the Add->Remove Programs icon.
- Click Phoenix on the Install->Uninstall tab, and then click Add->Remove.

Follow the instructions on the screen

or

Run the Relevant Setup (KENCore or Phoenix), and chose to remove it)

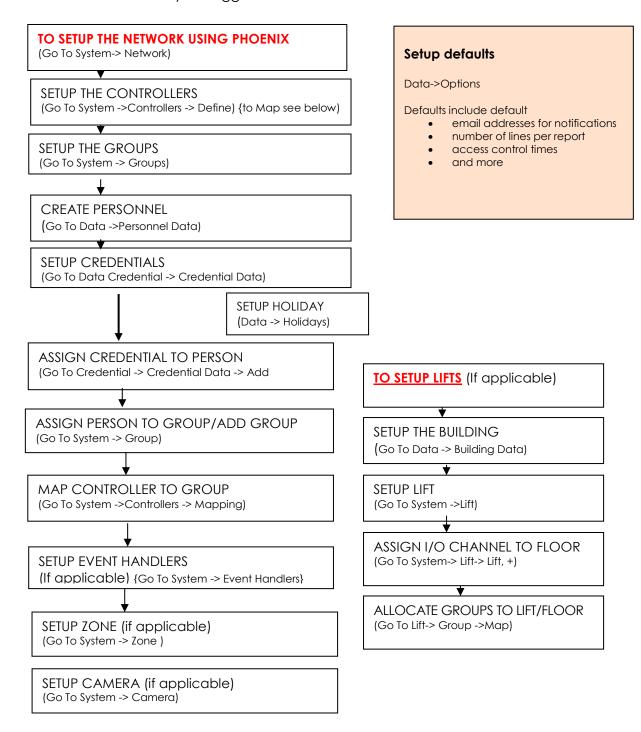
REPAIR AXEZE STUDIO

Run the Relevant Setup (KENCore or Phoenix), and chose to repair it.

FLOW CHART TO SETUP PHOENIX

We recommend the following steps when setting up the Phoenix. You do not have to follow these, they are a guide only.

If you see something missing or have a suggestion to make this process easier, please just send us an email with your suggestion to sales at axeze.com.au



AXEZE WEBSITE HAS ALL THE PLANNING SHEETS AND DIAGRAMS YOU NEED, GO TO www.axeze.com.gu/support TO FIND NETWORK PLANNING, ZONE PLANNING, GROUP MEMBERS PLAN, GROUP ACCESS PLAN, IO PLAN, TEMPLATES, WIRING DIAGRAMS AND DATA SHEETS AND MORE.

Configuring Phoenix

Having loaded the software Go to start button Left Click

- 1. Select All Programs Left Click
- 2. Axeze Products Left Click
- 3. Select Phoenix
- 4. Logon: Default User and Password
 - a. Admin
 - b. admin
- Select the colour theme of choice. Click Theme on right hand side of Phoenix screen.
- Set your own Password

 - a. Account
 b. Change Password

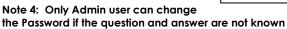


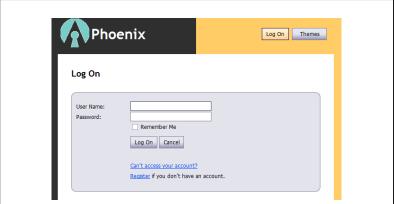
LOG ON AND LOG OFF

To Log onto the system, click on Phoenix, Click Log on Enter User Name Default User Name: Admin Default Password: admin

To Log off the system Click Home Click Log Off

Note 3: It is strongly recommended that when you first enter Phoenix you immediately setup your own password. Go to Administration -> Password

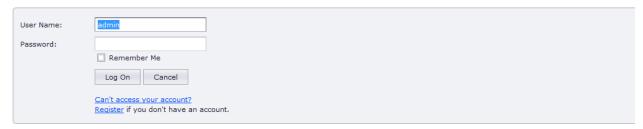




Log On

Login was unsuccessful. Please correct the errors and try again.

• The user name or password provided is incorrect.



SYSTEM

NETWORKS

SET UP THE NETWORK

Go to System -> Network

- Click New
- Fill in the detail see below
- Click Create

Network Connection Properties - Details

Network Name: should be unique Tag: is for future use

Connection type: (LAN module or COM port)

LAN - Axeze recommend Moxa product range for Network enabler modules. Software is provided to the

TCP->IP. Using the relevant COM port-The physical serial port on the server computer.

Port Number: port used to communicate with the Network Enabler or COM port.

IP Address: Network Enabler IP address

Connect as Client: Define whether KENCore is Server or Client. Configure the ->Network Enabler as the Client. In the event

that the Network Administrator has setup a firewall you can configure KENCore as the Client and the Network Enabler as the Server. The Network Administrator can set a port for a specific task i.e. Port 8000

and have the Network communicate through that Port. (By default KENCore is the Server.)

Detection Type: Disable, Automatic, Manual. (Connection to the KEN Axeze Network hardware).

 Automatic if the connection is broken (i.e.; blackout->wiring issue etc.) KENCore will continue to try to reconnect to the COM port or LAN module automatically.

 Manual – KENCore continues to try to reconnect to the COM port or LAN module for a set number of times.

 Disable – KENCore will not try to reconnect to the Network. These options can be changed at any time.

Redetect Attempts: When in Manual Detection Type, set the number of redetect attempts you wish to use (1-65535).

Note 5: In order to restart the detection, log into the KENCore Manager and select Reset Manual Detection button.

Time between Attempts: Set how long do you wish to set the time between attempts to connect the KENCore to the Network.

Note 6: This is in milliseconds 10,000 = 10 seconds).

EDIT A NETWORK

Go to System -> Network

- Find the Network you wish to modify
- Click Edit and modify the Network as needed
- Click Update

DELETE A NETWORK

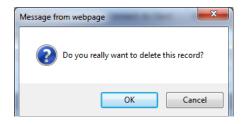
Go to System -> Network

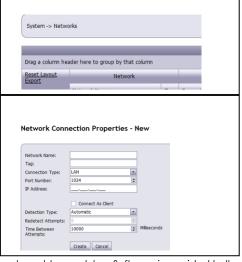
- Find the Network you wish to delete
- Click Delete

Note 7: -You cannot remove a Network if it is in use by any Controller.

Note 8: If you create, edit or delete any Network it will be necessary to restart KENCore.

The system has built in tips so that you don't accidentally delete things you should not delete.





CONTROLLERS

SET UP CONTROLLERS

You need to define the connection properties to enable Phoenix to communicate with the Controllers

Go to System -> Controllers
Legend for Setting up the Controllers:
Definition
Mapping
Proximity Configuration
All configuration

AUI configuration
IO configuration

Controller Connection Properties - New Network: Front Network Enabled Controller Name: Controller Type: Proximity Controller Device ID: 13 Create Cancel

DEFINE THE CONTROLLER

Go to System-> Controller-> Definition

- Click New
 - a. Enter Name of Network
 - b. Check Enabled
 - c. Enter Name for the Controller
 - d. Select Type of Controller (3 Types)
 - Select he Controller an ID (To do this you need to use the KENCfg Software – see Installation of Hardware.
 - f. Click Create

Controller Types

Axeze Phoenix requires you to select the type of Controller it will be communicating with:

- a. Axeze Universal Interface is used to set the time on the Controllers in Offline mode if the power goes off.
- b. IO Controller
- c. Proximity Controller

When selecting any type of Controller the relevant configuration will automatically be created, you will only need to modify certain settings.

EDIT A CONTROLLER

Go to System->Controllers->Definition

- a. Select the Controller
- b. Select Edit

DELETE A CONTROLLER

Go to System->Controllers->Definition

- a. Select the Controller
- b. Select Delete

System -> Controllers -> Definition Drag a column header here to group by that column Reset Layout Export Controlle Controlle ID Type Network Last Modi Enabled Name <u>New</u> 7 2/02/201 1:56:59 PM Change Network Edit Delete Under Proximity **V** Mason College stairs Controlle 2/02/201 Change Network Edit Delete Court Proximity V Mason College 20/12/20 3:10:04 Boarding Proximity **V** Mason College PM 20/12/20 3:38:55 PM Proximity Controlle Mason College V Entrance 20/12/20 2:59:04 PM Proximity Controlle Mason College V Mason College **V V** Mason College 20/12/20 6:49:52 PM Mason College 20/12/20 Proximit Create Filter

CHANGE CONTROLLER NETWORK

Go to System->Controllers->Definition

- a. Select the Controller
- b. Select Change Network

NOTE 9: If you create, edit or delete any Controller it will be necessary to restart KENCore.

Configuration for all three types of Controllers: Once the connection properties have been defined you must Map the Controllers to the system.

Before you commence Mapping we suggest you set up

Groups
 Event Handlers (if applicable)
 Zones (if applicable)
 Lift Control (if applicable)

GROUPS

SET UP GROUPS

Go to System -> Groups

- Click New
- Enter Group Name
- Click Create

EDIT GROUPNAME

Go to System->Groups

- Select appropriate Group
- Select Edit
- Change name
- Click Update

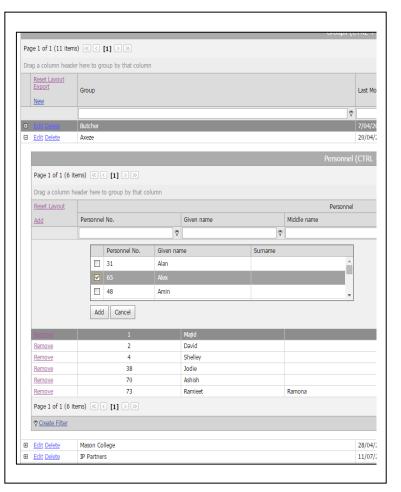
Drag a column header here to group by that column Reset Layout Export Last Modified Group New 7 Edit Delete Majid's Group 11/10/2012 2:46:54 PM Edit Delete General Group 11/10/2012 2:47:07 PM <u>■ Edit Delete</u> Axeze Group 11/10/2012 2:47:21 PM <u>■ Edit Delete</u> swimming pool - Weekdays 6/11/2012 10:30:22 AM <u> Edit</u> <u>Delete</u> Swiming pool - weekend 6/11/2012 10:29:50 AM

System -> Groups

ADD OR REMOVE A PERSON TO/FROM A GROUP

Go to System->Groups

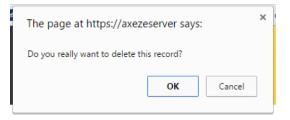
- Select the Group
- Click + to expand the Group
- Click Add to add new members
 When adding select from the drop down box
 If the member is not in the dropdown box, go to Data->Personnel->personnel Data and add that member first, or Go to Home->Get started and add new member.
- Click Add
- To Remove a member, select member name
- Click Remove to remove a member



REMOVE OR DELETE A GROUP

Go to System->Groups

- Select the Group
- Select Delete
- You will see a popup box confirming your wish to delete
- Click ok



PERSONNEL - CREATE, EDIT, DELETE, IMPORT

In order to give someone the Credentials to enter a building they need to be entered into the database of personnel. In the Axeze Studio, Phoenix Access is assigned by Group

NEW PERSONNEL

- Go to Data ->Personal->Personnel Data (see also Data->Personnel->Import Personnel)
- Click New
- Complete the details
- Click Create

Note the person is in the personnel list but has no access or credential at this stage.

- Now Add the member to a Group or several groups.
- Click +
- Click Add
- Select Group
- Click Add



EDIT PERSONNEL

Go to Data ->Personal->Personnel Data

- Click Edit
- Update as desired
- Click Update

DELETE PERSONNEL

Go to Data ->Personal->Personnel Data

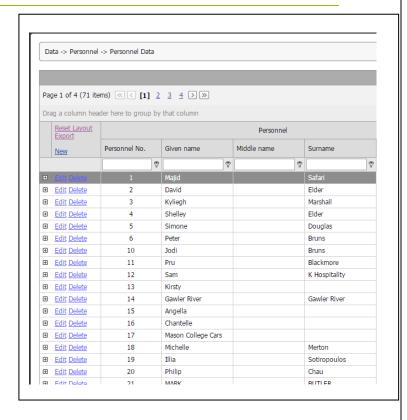
- Click +
- Highlight Relevant Group
- Click Remove
- Highlight Personnel to be deleted
- Click Delete

Axeze recommends that you first remove a person from a Group before you delete a person.

UNASSIGN A PERSON'S CREDENTIALS
Go to Data-> Credential-> Credential Data

- Click Edit
- Check the box as desired

Note 10: When selecting Delete you will see a pop up box to ensure that you are taking the correct action.



IMPORT PERSONNEL OR CREDENTIALS

To Import a Personnel or Credential file

This software has been designed to try to minimise issues faced when large files are imported. Therefore A Validation Process is implemented in the Import feature of the software. The software will advise the number of issues detected and highlight the issues. If you hover over the highlighted issue the software will provide tips on that issue. You will need to fix all issues. Save the File. Validate again to ensure all issues are resolved. Save the file and then import.

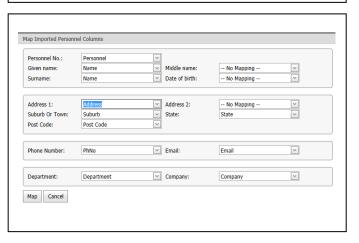
Go to Data-> Personnel->Import Personnel or Data/Credential/Import Credential.

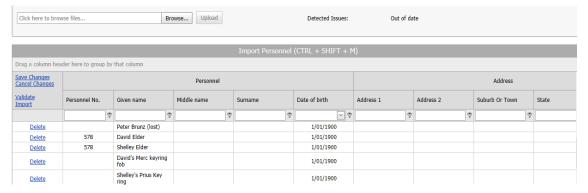
- Click Browse
- Locate File
- Click Upload



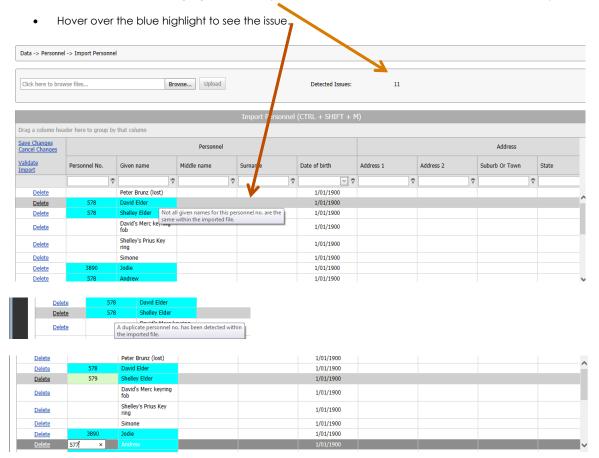


- Map information as necessary
- Click map
 Wait for the Import this may take a
 few minutes





- Click Validate to validate the information that you are bringing into the Phoenix. Once validated you will see the following information:
 - No of Detected Issues
 - o Issues will be highlighted in Blue (Errors could be two names, repeated credentials etc.)



- Fix all issues
 - Double click on the error and make the correction. The correction will now be highlighted in a different colour
- Save changes
- Validate a second time to ensure no hidden issues or missed issues
- Once all fixed
- Click Save Changes now you can Import the file
- Click Import

Note if you do not save changes, they will not be saved. Therefore Validation a second time will look like you have made no changes, as all changes will be lost.

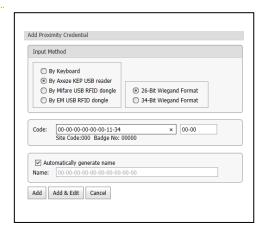
ASSIGN CREDENTIAL TO THE PERSON

A Credential is a tag, card, fob, band, face, finger etc. issued to a person. The means by which they gain access! You need to assign credentials with access permission.

Go to Data -> Credential-> Credential Data

- Click Add to add credential.
- Select the Input Method
- Badge the Tag/credential
- Decide to enter a name or have Phoenix automatically generate the name.
- Click Edit & Add to assign credential to a person.
 Note inaccurate Credential Codes will not be accepted by Phoenix.

Now you need to map this Credential to a Group.

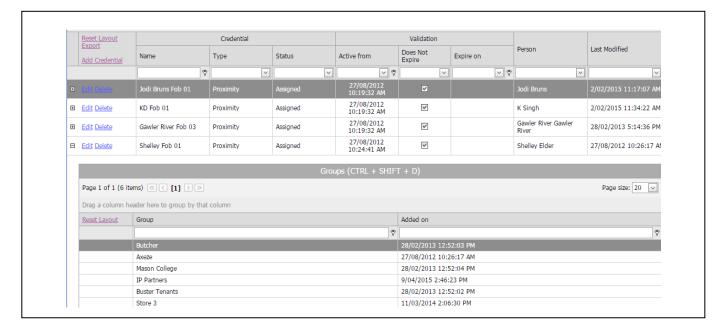


VIEW GROUP MEMBERS

Go to Data -> Credential-> Credential Data

Click + to see which Groups a credential belongs to.

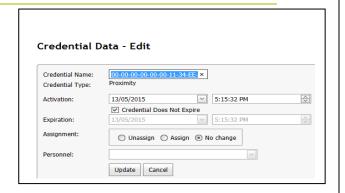
Below, shows Shelley, is a member of several groups and when she was added to that group.



TO EDIT CREDENTIAL

Go to Data -> Credential-> Credential Data

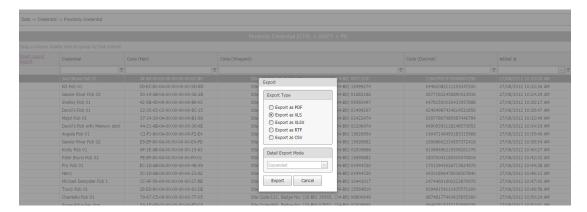
- Click Edit
- Modify as desired
- Click Update



EXPORT CREDENTIALS

Go to Data -> Credential->Proximity

- Select Export
 - or
- Drag item desired as shown on screen or
- Select Create Filter
- Select Export
- Select Export type
- Select Detail Mode (future development)



MAPPING

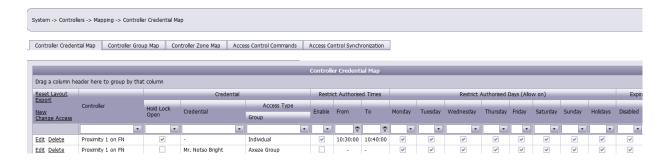
MAP ACCESS TO THE CONTROLLER

We recommend that you Map Credentials to Groups, rather than directly to Controllers.

Mapping access control to the Controller - known as Controller Credential Map.

There are five sections to address here

- Controller Credential Map
- Controller Group Map
- Controller Zone Map
- Access Control Commands
- Access Control Synchronization



CREATE CONTROLLER CREDENTIAL MAP

Go to System-> Controllers-> Mapping

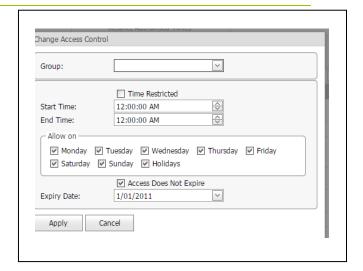
- Select New
- Select the Controller from drop down lists as required (If you are a Super Admin, you will need to select the Network).
- Hold Lock Open is set by Super Administrator
- Time Restricted is set by Super Administrator
- Enter Start Time
- Enter End Time
- Select day/s access is permitted
- Check if Access Does Not Expire
- Enter Expiry Date if Access does expire
- Click Create

Controller: Mann Front door Whold Lock Open Time: Allow on Monday © Tuesday © Wednesday © Thursday © Friday © Saturday © Sunday © Holidays Expiry Date: 1/10/12/011 Create Cancel

CHANGE ACCESS

To change a Groups Access
Go to System->Controller->Mapping

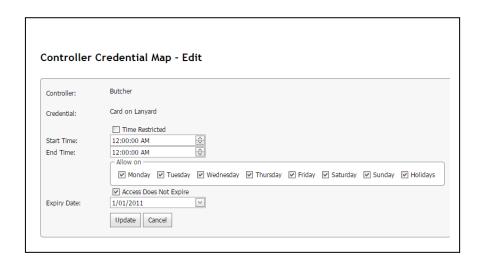
- Change Access
- Select Group
 - Restrict Time
 - Change Start or End Time
 - o Change days allowed access
 - Change if Access Does Not Expire
 - Change Expiry Date
- Click Apply



EDIT CREDENTIAL MAP

System->Controller->Mapping

- Click Edit
- Update when complete

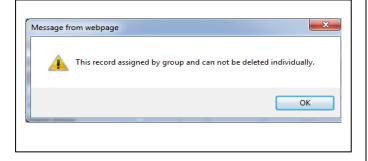


EDIT CONTROLLER CREDENTIAL MAP

Go to System-> Controller-> Mapping

- Select appropriate Controller
 - Click Edit
- Modify as desired
- Click Update

Note 11: When a Credential is Mapped by Group it is not possible to "unMap" it by selecting Delete. If you try to delete a credential that is Mapped you will receive this message.



Note 12: it is strongly recommended that you use Group for Mapping and not directly Map Credentials to the Controller.

CONTROLLER GROUP MAP

Map the Group to the Controller. First Create the Group.

Go to System -> Controllers-> Mapping

- Click Controller Group Map
- Click Add
- Select the Controller from the drop down box
- Select Group from the drop down box
- Click Add

Filter: You can user a Filter here to guide you on who is a member of which Group and when this was last modified. See Filtering

You can Export from here see Export



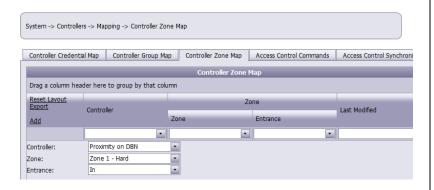
CONTROLLER ZONE MAP

If you require Zone control, you need to Map the Zone to the Controller Zones can be Hard Timed or Soft Timed, go to Zones -> Set up Zones to setup Anti Passback type and intervals.

To Map a Zone

Go to System -> Controllers -> Mapping

- Select Controller Zone Map
- Select Add
- Select Controller from the drop down box
- Select Zone type from the drop down box (To set Zone type go to System -> Zone)
- Select Entrance Type from the drop down box (in or out)
- Click Add



ACCESS CONTROL COMMANDS

Access Control Commands is the area where you can manage all the Access Control commands on the Network and Controllers within the system.

System -> Controllers -> Mapping -> Access Control Commands

Send All Access Control

✓ Erase All

Commands on network and controller

Controller Credential Map | Controller Group Map | Controller Zone Map | Access Control

•

Re-Send All Access Control

Commands on network and controller: You can send any modified Access Control commands on a Controller,

Or

You can Re-Send All Access Control commands on a Controller

Or

You can Send the Hold Lock Open only command to a controllers

Alternatively

You can Erase Access Control commands from this screen.

To Send Access Control Commands

Go to System -> Controllers -> Mapping -> Access Control Commands

Select Controller

Select Sent All Access Control Commands – this will send all modified Access Control Commands to the selected Controller or

Controller:

Erase Access Control

Re-Send All Access Control – this will send All Access Control Commands to the selected Controller. Send Hold Lock Open only – This will send the Hold Lock Open only command to the chosen Controller

Erase Access Control

Check Erase All if desired.

ACCESS CONTROL SYNCHRONIZATION

The Phoenix Software can send all your access control permission modifications to the Controllers for you automatically.

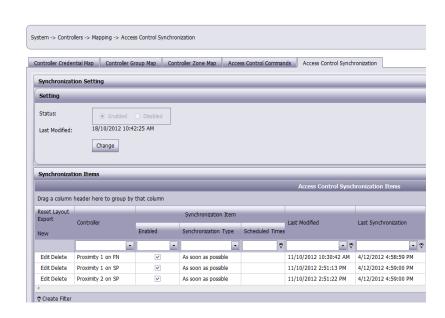
If you wish to have all the Access Control Commands Synchronized from the moment you make changes, you can set up the system to carry out those changes automatically.

There are two sections under this window: Synchronization Settings

Synchronization items

ACCESS CONTROL SYNCHRONIZATION SETTING

This setting allows you to disable all synchronizations, and enable them as needed.



ACCESS CONTROL SYNCHRONIZATION ITEM

Go to System -> Controller-> Mapping -> Access Control Synchronization

- Select Synchronization Items
- Select New
- Select the Controller from the drop down box
- Check if enabled
- Select the Synchronization type. There are two types of Synchronization available:
 - o Scheduled Time (Schedule at non buy times like midnight, or schedule over 3-4 time periods)
 - o As soon as possible. The system will automatically update as soon as it can
- Click Create.



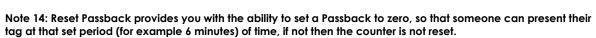
ZONES

Set Up Zones

Go to System->Click Zone

- Click New
- Enter Zone Name
- Enter Type of Zone i.e.
 - o Hard
 - Hard timed
 - Soft
 - Soft timed
- Select Anti-Passback Interval
- Select Reset if you wish to Reset Passback
- Click Create

Note 13: If you select a no-timed Anti-Passback you will not be able to select an interval period.



EDIT ZONE

Go to System->Zone

- Select appropriate Zone
- Select Edit
- Modify as desired
- Select Update

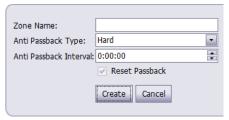
DELETE ZONE

Go to System->Zone

- Select the Zone
- Select Delete to delete Zone

Note 15: You will receive a pop up note to ensure you wish to delete the Zone

Zone - New



EVENT HANDLER

If you want to set up an Event Handler, the following steps are designed to guide you on how to carry out this task. There are four types of event handlers in the Axeze Studio.

- Controller
- Zone
- Lift
- Time

CONTROLLER EVENT HANDLER

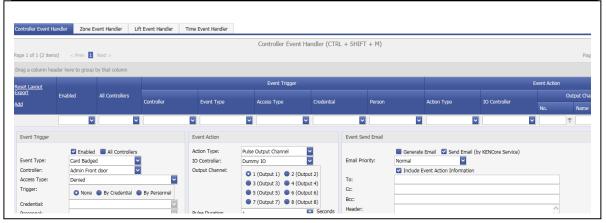
Go to System ->Event Handler

Click Add

Go to Event Trigger

- Check Enabled, or All Controllers
- Select Event type from the drop down box (see list below)
- Select Controllers from the drop down box
- Select Access Type from the drop down box, see list below
- Select Trigger and follow prompts (see below table)
- Select appropriate Trigger.
 - o None
 - o By Credential via dropdown box
 - o By Personnel via dropdown box

Card badged	Input channel 5 Clear	Output channel 3 Set
Door closed	Input channel 5 Set	Output channel 4 Clear
Door forced	Input channel 6 Clear	Output channel 4 Set
Door Left Open	Input channel 6 Set	Output channel 5 Clear
Input channel 1 Clear	Input channel 7 Clear	Output channel 5 Set
Input channel 1 Set	Input channel 7 Set	Output channel 6 Clear
Input channel 2 Clear	Input channel 8 Clear	Output channel 6 Set
Input channel 2 Set	Input channel 8 Set	Output channel 7 Clear
Input channel 3 Clear	Output channel 1 Clear	Output channel 7 Set
Input channel 3 Set	Output channel 1 Set	Output channel 8 Clear
Input channel 4 Clear	Output channel 2 Clear	Output channel 8 Set
Input channel 4 Set	Output channel 2 Set	Request to Exit
	Output channel 3 Clear	
Denied	Denied inactive Credential	Lift Authorised – Disable Controller relay
Authorised	Denied Person not Assigned	Lift Denied - Disabled Output channel
Denied Controller Prevented	Denied Controller not in	Lift Denied – Duplicate Input channel
Passback	Database	Found
Denied Credential not in	Denied Unassigned Credential	Lift Denied – Configuration Not Found
Database		
Denied – Unsupported	Denied Unsupported Controller	Lift Denied – Lift Not Found
Credential Type	Туре	
Denied – Zone	Lift busy	
Denied Controller Disabled	Lift Denied - Disabled Input	
	channel	
Denied	Lift Authorised	



EVENT ACTION

Enter Action Type. Select with the type of Action desired from the dropdown box.

- IO Controller. The IO Controllers are defined in the system. Select the appropriate IO Controller from the dropdown box.)
- Select the Output Channel (1-8)
- Set Pulse Duration (1-1000 seconds)
- Click Add

Edit Event

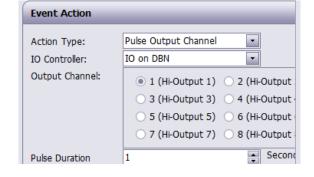
Go to System->Event Handler

- Select appropriate Event
- Select Edit
- Modify as desired
- Click Update

Delete Event

Go to System->Event Handler

- Select the Event
- Delete Event

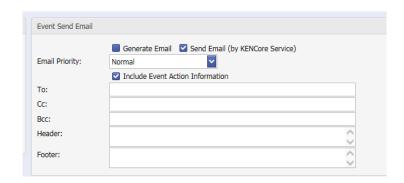


EVENT SEND EMAIL

To send an Event Email you can select Email Priority

- High
- Low
- Normal

Select Check box if you want the email to include the Event Action Information sent to the recipients. Set who is to receive the email. You can set your standard default settings under Data->Options



Standard Defaults enable you to

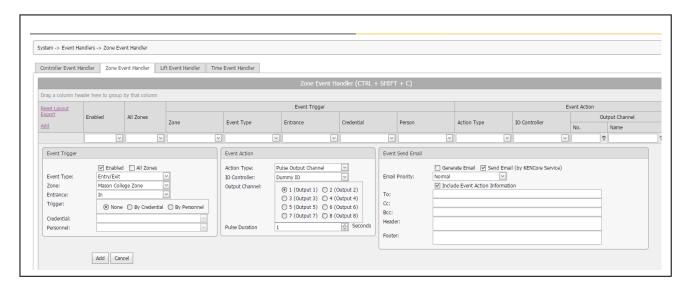
- Set the name of the Event to suit your needs
- Set who or which email address is sending the Event notification
- Select the number of attempts for an email to be sent.

Note 16: The log will show you if the email has been sent successfully or not.



ZONE EVENT HANDLER

Follow the same steps for the Zone Event Handler as Controller Event Handler, but select Zone Event Handler.



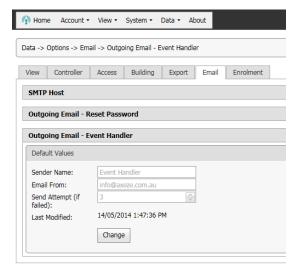
LIFT EVENT HANDLER

Follow the same steps for the Lift Event Handler as Controller Event Handler, but select Lift Event Handler.

TIME EVENT HANDLER

Fill in the prompts as desired

Send Email Events see Controller Event Handler above or go to Data/Options to setup your Defaults



LIFT

The following is a list of steps required to setup the lift control system

STEPS TO SET UP THE LIFT CONTROL

1) CREATE THE BUILDING

Go to Data->Building Data

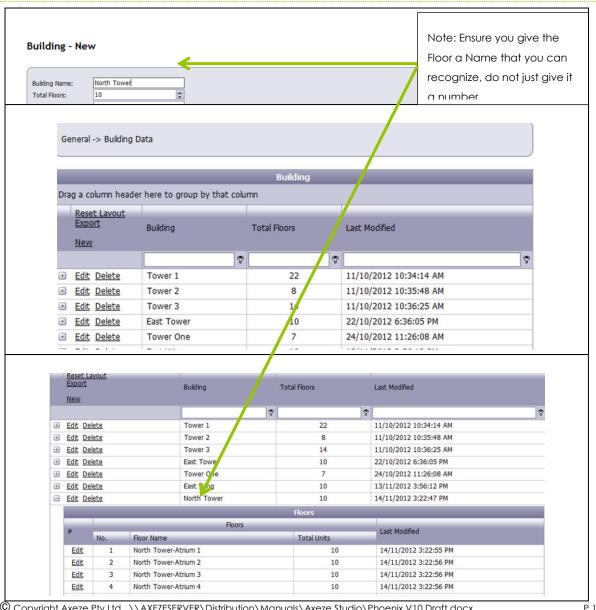
- Click New
- Give the Building a name
- Enter f floors
- Give the floor a name

Note 17: Total Units is for future use.

To see the number of units on a floor, or edit a floor

- Click +
- Update information as desired
- Click Update

TO EDIT NUMBER OF UNITS PER FLOOR SELECT EDIT, SELECT FROM DROPDOWN BOX, SELECT UPDATE



2. CREATE THE LIFT

The second step is to create the Lift.

Go to System->Lift

- Select Lifts
- Click New
- Name the Lift
- Select the building from the dropdown list
- Select Lift Controller from the dropdown list

When Badging

- o Disable Controller Relay the relay will not be energised when successfully badged if this is selected
- o Individual Set Period In I->O
 Controller configuration you can set the set
 period time. If you select Individual Set
 Period the system will revert to that setup in
 the Input->Output Controller configuration
- Select Period (up to 1,000 seconds). If you set this period it will override the Individual Set Period on the Input->Output Controller configuration

When Press Key (Unit Occupier) enables the Lift to come to the floor

- Select Delay period (up to 1,000 seconds). Delay Period is the delay before for getting to the Lift.
- Select Set Period (up to 1,000
- seconds). Time that allows user to push the button for access.
- Click Create

EDIT LIFT

Go to System->Lift_>Lifts

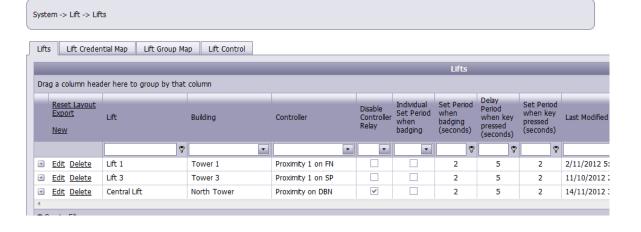
- Select Lift
- Select Edit
- Click update

DELETE LIFT

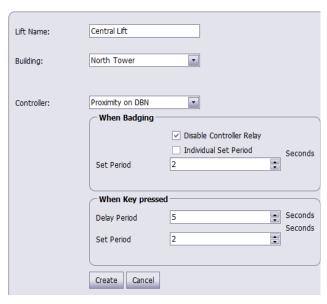
Go to System->Lift

- Select Lifts
- Select the Lift
- Select Delete you will receive a message "Do you really want to delete this record. Select OK if you wish to Delete the Lift.

To see which floors are allocated to this Lift select +



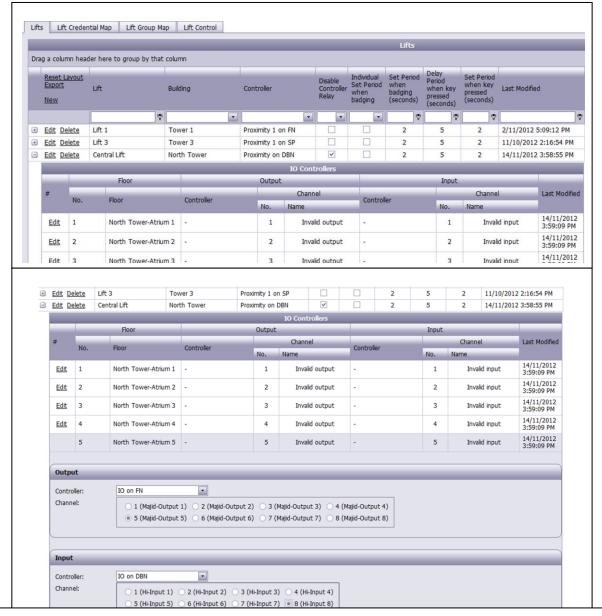
Lift - Create



3. SET THE INPUT AND OUTPUT CHANNELS ON THE IO CONTROLLERS

Set the Channel for the Lift

- Select +
- Select the Floor by Number or Name
- Select I/O Controller
- Set Output
- Select Controller
- Select Input
- Click Update



		Floor	Output			Input			
# No. Floor	No	Floor	Controller	Channel		Controller			Channel
		No.	Name	Controller		No.	Name		
<u>Edit</u>	1	N th Tower-Atrium 1	IO on FN	2	Majid-Output 2	IO on SP		7	Input 7
Edit	2	North Tower-Atrium 2	-	2	Invalid output	-	Note: Input and Output channel selected on Floor 1 and North Tower Atrium 5		
<u>Edit</u>	3	North Tower-Atrium 3	-	3	Invalid output	-			
<u>Edit</u>	4	North Tower-Atrium 4	-	4	Invalid output	-		4	Invalid input
Edit	5	North Tower-Atrium 5	IO on FN	5	Majid-Output 5	IO on DBN		8	Hi-Input 8

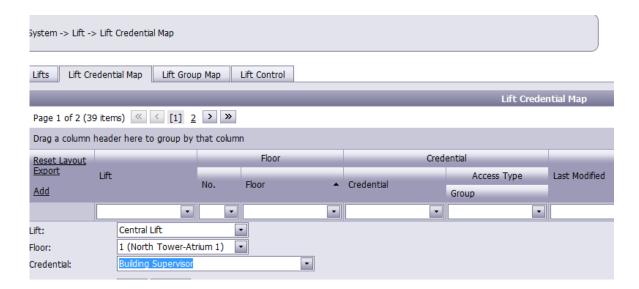
4. ALLOCATE CREDENTIALS TO THE LIFTS/FLOOR

LIFT CREDENTIAL MAP

Set up the Lift Credential Map – the Credentials that will be able to use the Lift

Go to System->Lift->Lift Credential Map

- Add
- Select from drop Down box as required
- Click Add



TO DELETE CREDENTIAL FROM LIFT

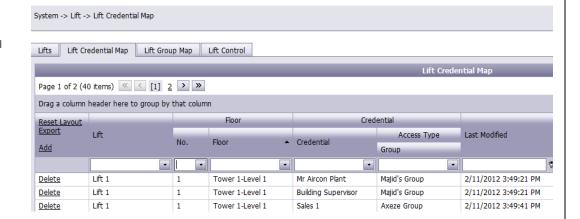
Go to System -> Lift -> Lift Credential Map Select Credential, Remove Credential from Group Select Delete

TO VIEW CREDENTIALS ISSUED

Go to System -> Lift -> Lift Credential Map You can Filter under the following:

- Lift
- Unit No
- Floor Name
- Credential
- Group

To Export – follow prompts



NOTE 18: it is strongly recommended that you use Group for Mapping and not directly Map credential to the Lift.

5. ALLOCATE GROUPS TO THE LIFT

LIFT GROUP MAP

Map the Groups to the Lift

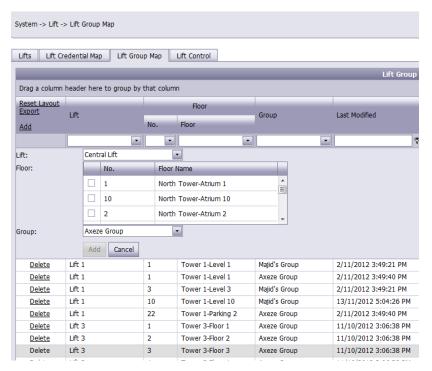
Go to System->Lift->Lift Group Map

- Click Add
- Using drop Downs select Lift, or start typing inside the box
- Select Floor->s
- Select Group that has access to the Lift using drop down box or type first letters
- Click Add

TO DELETE LIFT GROUP

Go to System->Lift->Lift Group Map

- Select Group
- Select Delete



TO FILTER LIFT GROUP GROUPS IN LIFT CONTROL

Go to: System -> Lift -> Lift Credential Map

You can Filter under the following:

- Lift
- Unit No
- Floor Name
- Group



LIFT CONTROL

This tab enables you to have the ability to Enable or Disable all of the Lifts.

Change Status of Lift

Go to System ->Lift

- Click Lift Control
- Change
- Check Enable or Disable as needed
- Check Update

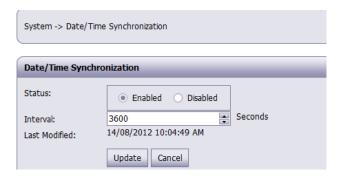
DATE/TIME SYNCHRONIZATION

You can Disable or enable the Date/Time Synchronization. You can select how often you would like the system to synchronize the Date/Time

To Synchronize Date/Time

Go to System - > Date/Time synchronization

- Select status desired
- Select Interval period desired
- Click Update

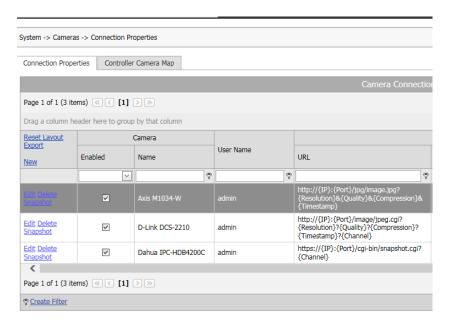


CAMERAS

To setup up TCP/IP Cameras go to System->Cameras

Two sections:

- Connection Properties
- Controller Camera Map



NEW

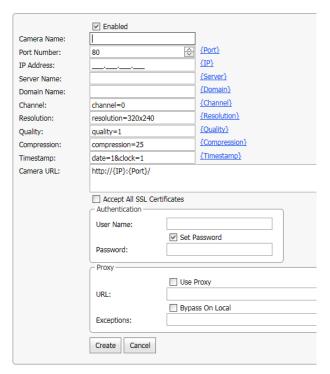
Go to System->Cameras

- Click New
- Enter Name for Camera
- Select Port
- Enter IP Address
- Enter Server Name
- Enter Channel
- Enter Resolution
- Enter Quality
- Enter Compression
- Enter Timestamp
- Enter Camera URL
- Select Accept All SSL Certificates if desired
- Enter Authentication Details
- Enter Proxy Details if desired
- Click Create

Note 19: most of these details are provided by the Camera manufacturer.

Note 20: not all camera manufacturers offer the same variables.

Camera Connection Properties - New

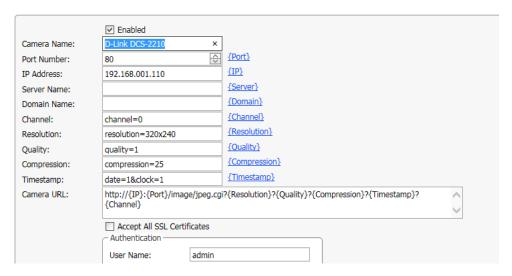


TO EDIT

Go to System->Cameras

Click Edit

Camera Connection Properties - Edit

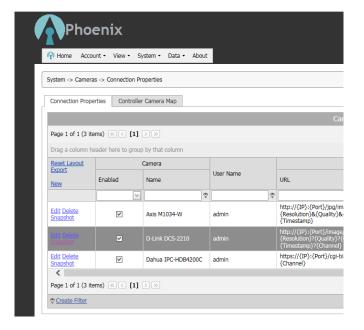


Immediate Snapshot

To take an immediate snapshot

Go to System->Cameras->Connection Properties

Click Snapshot

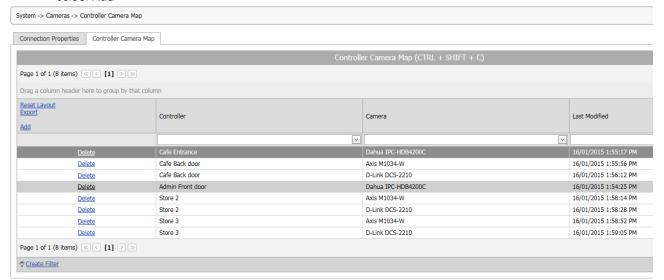


CAMERA CONTROLLER MAP

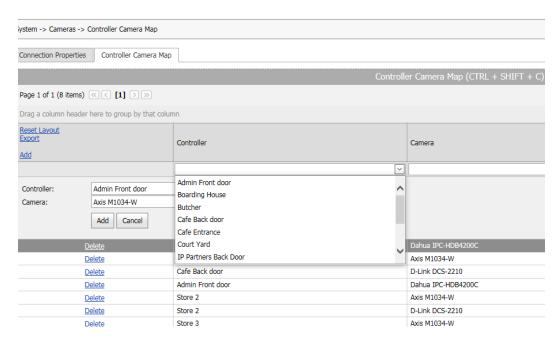
Go to System->Cameras->Controller Camera Map

Map the Controller to the Camera

- Select Add
- Select the Controller
- Select the Camera
- Select Add



Select Controller (Cameras can monitor more than one Controller)



Select Camera (You can select several cameras to watch one area)

TO DELETE CAMERA DETAILS

Go to System->Cameras

- Connection Properties
- Select camera to delete
- Click Delete

TO View Controller Events with Images

Axeze Studio software is integrated with TCP/IP Cameras. There are times when clients will want to view the log of the Controller with the image taken. Images can be setup to suit a variety of needs and these are generally found in the Camera Data sheets or installation and technical details. However, photos can be time and date stamped.

Go to View->Controller Events with Images

- Select Date
- Select Controller
- Click +

DATA

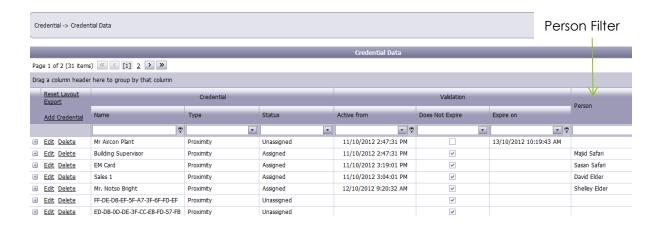
CREDENTIAL DATA

A Credential is a tag, card, fob, band, face, finger etc. issued to a person. The means by which they gain access! You need to assign credentials with access permission. Note, you can also Import Credentials. For details please see Data-> personnel Data->Import Personnel, and follow the same steps.

Go to Data->Credential Data

- Click Add Credential
- Choose Proximity Reader type to be used at the desk->admin area for adding new tags.
- Code you can enter the code, or badge a credential depending on the reader used
- The default name will be automatically generated if you select the Check box.
- If you want you can enter a different name
- Click Add or Add & Edit. You will need to Click Edit in order to assign a credential to a person.
- Add Adds the Credential to the Database (go to next step, Credential Data Edit)
- Add & Edit
 Adds the Credential to the Database then opens the Credential in Edit page, see below.

Note 21: Click + to see which Group a person's Credential has access to and when that person was made a member of that Group.



CREDENTIAL DATA EDIT

You need to assigned that person access permission, alternatively you may need to Edit that persons access permission.

Go to Data-> Credential Data

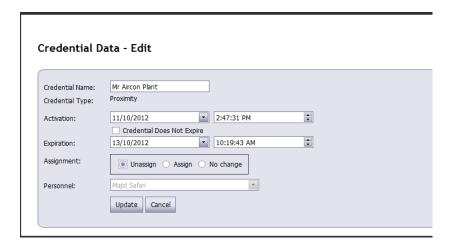
- Click Edit
- Enter Activation Date
- Enter Activation time
- Check if Credential does not expire
- Enter Expiry Date
- Enter Expiry time
- Assign or Unassign the Credential as desired
- Enter Personnel Name you can use the drop down list or type first letters of the name
- Click Update

Note 22: Credentials can sit on the system and not be assigned.

Note 23: You can use this area Credential, Credential Data, Edit to assign or unassign a credential to / or for a person.

Tip: When Unassigning a Credential, we recommend you use the Person Filter you can then immediately delete the person once you have unassigned them.

Tip: If you do not see a full screen, click Refresh (Ctrl R or F5)

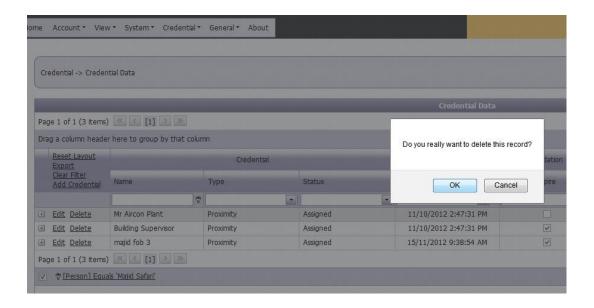


Credential Data - Remove

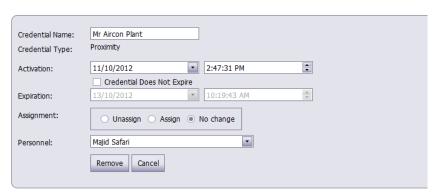
To remove a credential permanently from the system make sure the credential is unassigned.

Go To Data-> Credential Data

• Click Delete



Credential Data - Remove



To view or create a report of all credentials that exists in the system, and when they were added to the system

Go to Data-> Credential->Credential Data

- Filter as desired
- Export to preferred format

Credential -> Proximity Credential

Proximity Credential											
Drag a column header here to group by that column											
Reset Layout Export	Name	Added at									
	♥	♥	♥	♥	♥						
	Mr Aircon Plant	44-5F-43-03-00- 00-00-00-74-0B	Site Code:068, Badge No:24387	00012889317188	11/10/2012 2:47:49 PM						
	Building Supervisor	50-5F-43-03-00- 00-00-00-D2-46	Site Code:080, Badge No:24387	00012889317200	11/10/2012 2:47:50 PM						
	EM Card	23-1D-CE-00-00- 00-00-00-77-99	Site Code:035, Badge No:07630	00000013507875	11/10/2012 2:51:38 PM						
	Sales 1	D1-7E-43-03-00- 00-00-00-D9-F0	Site Code:209, Badge No:32323	00012889325265	11/10/2012 3:04:01 PM						
	Mr. Notso Bright	9B-7A-43-03-00- 00-00-00-8D-DC	Site Code:155, Badge No:31299	00012889324187	11/10/2012 3:09:57 PM						
	Mama	1A-03-99-09-00- 00-00-00-C0-E6	Site Code:026, Badge No:00921	00038664733466	19/10/2012 1:33:21 PM						
	FF-DE-D8-EF- 5F-A7-3F-6F- FD-EF	FF-DE-D8-EF-5F- A7-3F-6F-FD-EF	Site Code:255, Badge No:57048	01026511396607	22/10/2012 10:37:50 AM						
	FD-DR-0D-DF-	FD-DR-0D-DF-									

PERSONNEL

CREATE PERSONNEL

In order to give someone the Credentials to enter a building they need to be entered into the database of personnel.

Go to Data->Personnel

- Select Personnel Data
- Select Import Personnel if you want to import the information

IMPORT PERSONNEL

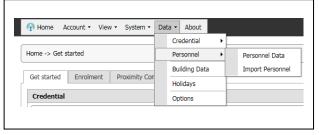
- Go to Data -> Personnel ->Personnel Data
- Click Browse locate file
- Click upload
- Map the Imported Credential/Personnel details
- Click Map

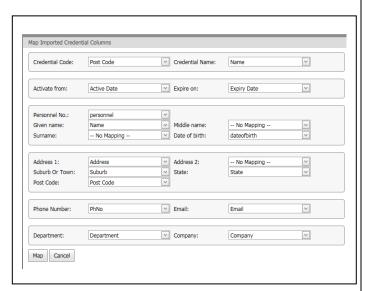
Phoenix is powerful software and is designed to prevent you from entering personnel and/or credentials twice into the system.

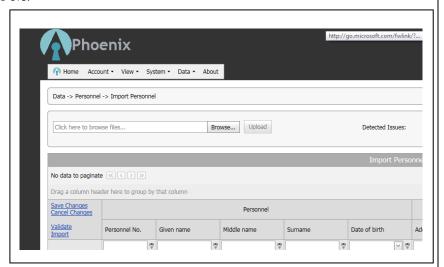
Once you have Mapped the credential/personnel, the system will show you that there are conflicts and how many conflicts.

- Detected Issue shows that there are issues that need to be sorted
- All conflicts/issues are highlighted
- Go to highlighted issue and hover over issue, Phoenix will tell you what the issues is.
- These conflicts could be anything, same name, same Personnel Number, same DOB etc.
- Clarify the issues
- Save the changes
- Click Validate to ensure all issues resolved
- Save changes each time until you have no issues left to resolve
- Once all issues resolved Click Import

All import files operate in the same way. You need to remove all issues prior to Importing the file/information.







To Remove a person/credential, click Delete

BUILDING DATA

CREATE THE BUILDING

(See also System Lift)

Go to Data->Building Data

- Click New
- Give the Building a name
- Enter number of floors
- Give the floor a name

HOLIDAYS

SETUP HOLIDAYS

Go to Data-> Holidays

- Click New
- Name the holiday
- Enter the date of the holiday
- Check if recurring each year

You need to broadcast the holidays to the Controllers

• Click Create

HOLIDAY COMMANDS

Go to Data->Holidays-> Holiday Commands

- Select desired Network
- Click Broadcast Holidays

OPTIONS

DEFAULT SETTINGS

DATA SETTING

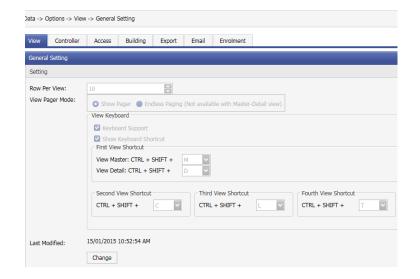
You can Personalise the Screen to select how many <u>rows</u> of information you can view within Phoenix on each page.

Go to Data->Options->View

- Click Change
- Select how many rows you desire per view, return to default value, as desired.
- Click Update

Or

Select the shortcut keys you wish to use in the system.

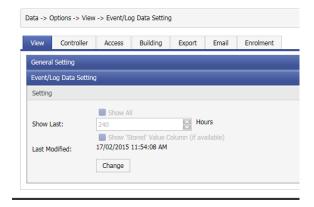


EVENT/LOG DATA SETTING

You can select the <u>hours</u> of logs and events that you see on the screen at a given time.

Go to Data->Options->View->Event/Log Data Setting

- Modify as desired
- Click Change



CONTROLLER DEFAULT OPTIONS

PROXIMITY CONTROLLER CONFIGURATIONS

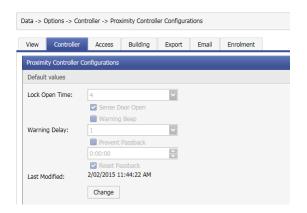
To set the default values of Controller configuration within the system.

Go to Data->Options->Controller->Proximity Controller Configuration

- Set Lock Open Time
 - Sense Door Open
 - Warning Beep
- Set Warning Delay
 - Prevent Passback
 - Set time to prevent Passback
 - Reset Passback

The screens show the last modified date

Click Change if you modify this setting



I/O CONTROLLER CONFIGURATIONS

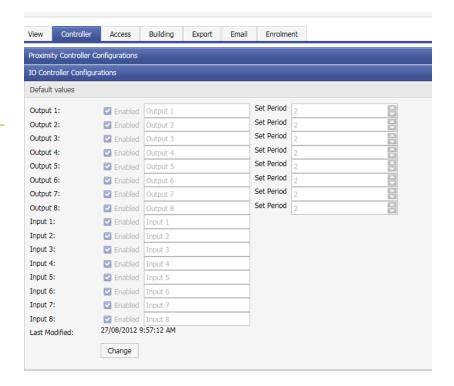
To Write the desired Information in the Text box, or maintain the standard default information. You can enable the Default Values You can set the standard Set Periods as desired.

Go to: Data->Options->Controller

- Click IO Controller Configurations
- Enter the desired information
- Click change

DEFAULT VALUES

- Enter as desired
- Set period as desired



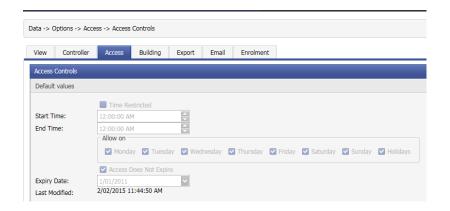
ACCESS DEFAULT OPTIONS

DEFAULT VALUES

To set the standard Access Control defaults within the System

Go to Data->Options->Access

- Check to restrict times
 - o Enter start time
 - Enter end time
- Check appropriate daily access
- Check if Access does not expire, or
- Enter Expiry date if access does expire
- Click Update



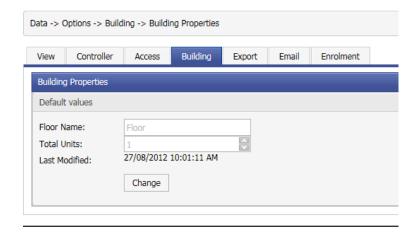
BUILDING DEFAULT OPTIONS

DEFAULT VALUES

There will be times when users want to have default values set for a buildings properties.

Go to Data-> Options->Building

- Fill in the Prompts (please note, the Default name needs to be generic. See below +
- Click Update



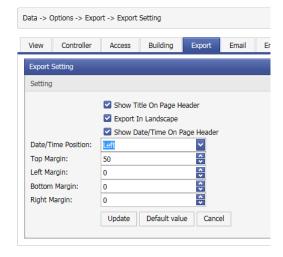
EXPORT DEFAULT OPTIONS

DEFAULT SETTING

To set Default Settings for your Exported Files and Reports.

Go to Data-> Options-> Export->Export Setting

- Fill in the Prompts
- Click Update



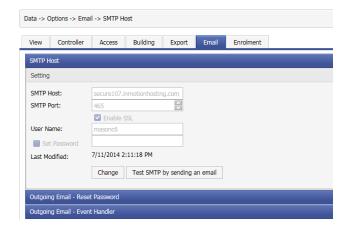
EMAIL DEFAULT OPTIONS

SMTP HOST

To enter email defaults

Go to Data->Options->Email->STMP Host

Enter details as required
Test to ensure it is working appropriately

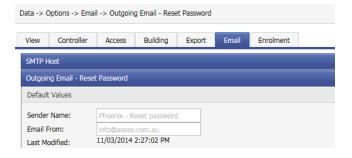


OUTGOING EMAIL - SET/RESET PASSWORD

To Set or Reset email Password

Go to Data->Options->Outgoing Email-> Reset Password

Enter details as required
Test to ensure it is working appropriately

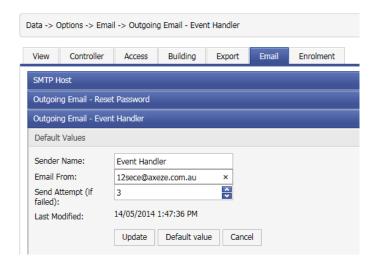


OUTGOING EMAIL - EVENT HANDLER

To set outgoing emails

Go to Data->Options->Outgoing Email->Event Handler

Enter details as required
Test to ensure it is working appropriately

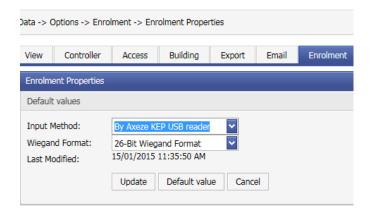


ENROLMENT DEFAULT OPTIONS

To enter default Enrolment Properties

Go To Data->Options->Enrolment->Enrolment Properties

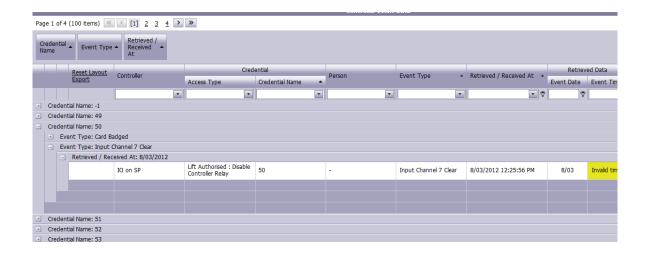
Enter details as required
Test to ensure it is working appropriately



VIEW

To view Events within the Controller, Controller Configuration or Zone Occupancy,

Go to View and the appropriate heading.



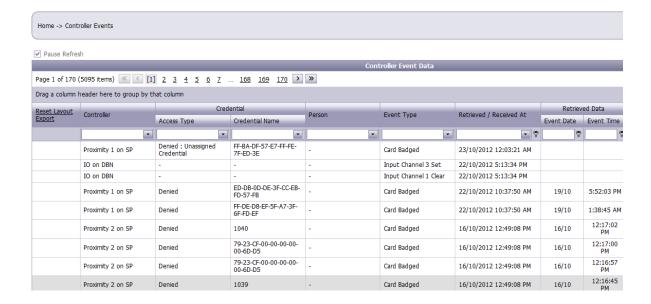
VIEW CONTROLLER EVENTS

Go To View->Controller Events.

The Events can be filtered using the drop down list

- You can drag a column as directed
- You can filter using the Filter Wizard
- You can Export using the Export Wizard

Pause Refresh When Pause Refresh is selected it prevents the Grid View from refreshing or fetching new changes from the database.



VIEW CONTROLLER CONFIGURATION

Phoenix will advise you when there is a Conflict between the Database and the Controller.

When you View-> Controller Events you can easily identify which Controllers are not up to date with the Database and vice versa.

Phoenix will guide you on what is not up to date so that you can easily realign the system.

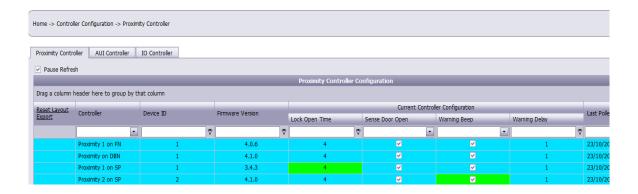
The Phoenix system uses colours to highlight various aspects of the system.

- The blue = not updated for five minutes or more
- The green = shows that there is a conflict between the current Controller configuration and the database for these particular items.

Note 24 the colour differences in the snapshot below. The two items highlighted in green are in conflict.

- Lock Open Time on Proximity 1 on SP is not up to date
- Warning Beep on Proximity 2 on SP is not up to date

Pause Refresh When Pause Refresh is selected it prevents the Grid View from refreshing or fetching new changes from the database.



Resolve Conflict between Database and the Controller

To remove the Conflict you will need to either Synchronize the database or Edit the Controller as required

Go to System-> Controllers-> Proximity Controller

- Click + to expand the information
- Click Update to change the configuration in the database according to the value on the Controller
- Click Synchronize to synchronize Controllers with the database
- Click Edit, to change the Controller configuration
- Click Export to Export Report see Export

PAUSE REFRESH

Check Pause Refresh if you want to carry out some tasks.

Pause Refresh will automatically start within a set time. The time will show in the bottom left hand screen.



VIEW AUI CONTROLLER

Please refer to the details about View Controller Configuration, but modify to suit the AUI Controller

VIEW IO CONTROLLER

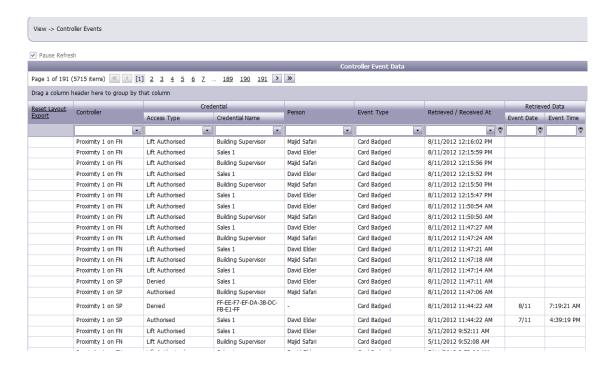
Please refer to the details about View Controller Configuration, but modify to suit the IO Controller.

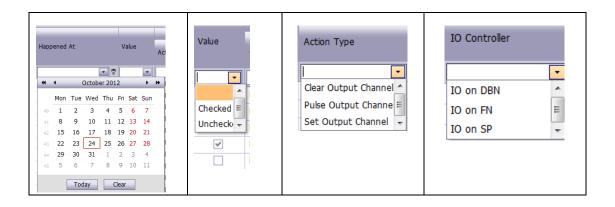
VIEW EVENT HANDLER ACTIONS

The Events can be filtered using the drop down list

- You can drag a column as directed
- You can filter using the Filter Wizard.
- You can Export using the Export Wizard

Pause Refresh When Pause Refresh is selected it prevents the Grid View from refreshing or fetching new changes from the database.

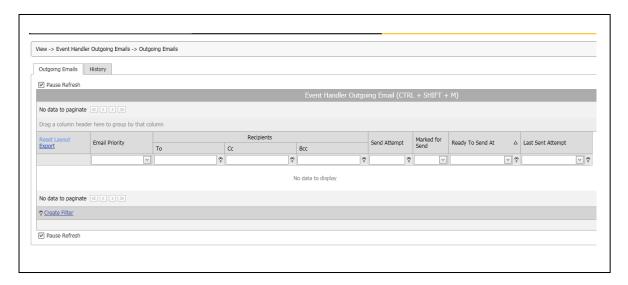




VIEW EVENT HANDLER OUTGOING EMAILS

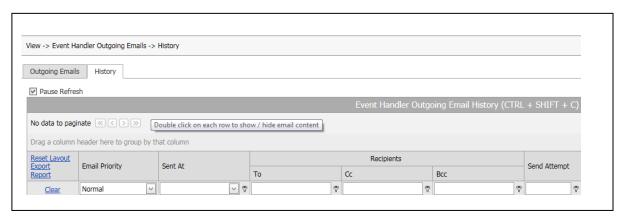
To view emails, to see the history of which emails have been sent and to see if any emails have not been sent

Go to View->Event Handler Outgoing Emails



Alternatively you can view the History of emails that have been sent.

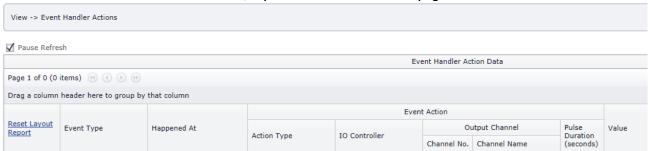
Note 25: Phoenix will have 3 attempts to send an email unless you set a separate number under Data/Options.



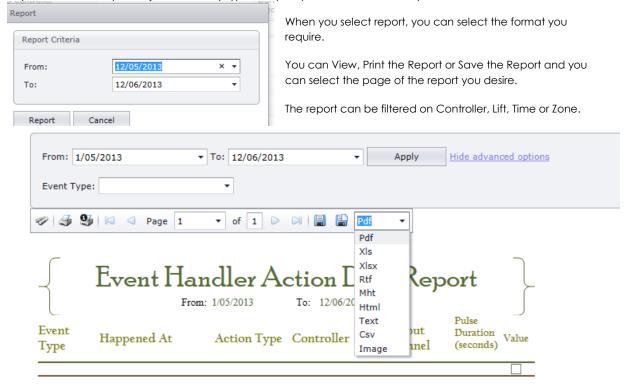
FILTERING REPORTS:

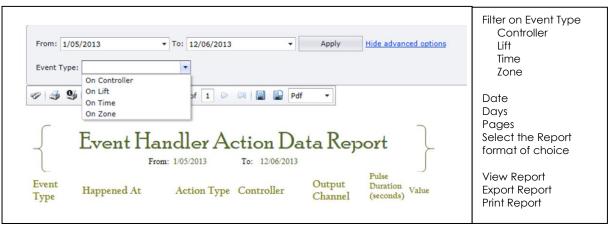
When you select "Show All" checkbox in in 'Event/Log Data Setting' in 'Options -> View 'Controller Events', 'Event Handler Actions', 'Recent Activity' and 'Event logs' pages will show large amounts of data without slowing down the performance.

Note 26: When 'Show All' checkbox is selected, 'Export' is not available on those pages.



To personalise the report to just about any type of report you desire, Click on Report





VIEW ZONE OCCUPANCY

COMMANDS ON ZONE

You can clear the Zone from this screen

- Select Zone
- Clear Zone

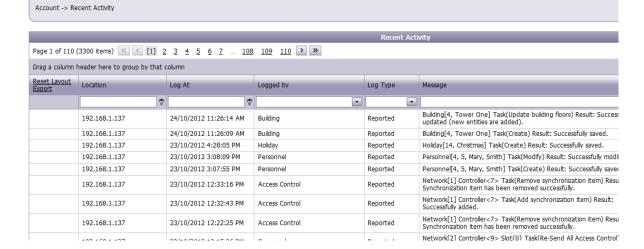
ZONE OCCUPANCY

The Events can be filtered using the drop down list

- You can drag a column as directed
- You can filter using the Filter Wizard.

Pause Refresh When Pause Refresh is selected it prevents the Grid View from refreshing or fetching new changes from the database.





ACCOUNT

PASSWORD AND ACCESS LEVELS AND PERMISSIONS

Phoenix has four different roles and these Roles. Phoenix has one level which is unassigned.

The assigned roles are:

- Super Administrator has access to everything inside the Phoenix Application.
- Administrator Similar to Super Administrator; all entities in KENCore and Phoenix have special ID to make it
 manageable by SQL Server. By using Super Administrator role, users can see these Ids and when creating new
 items, the related ID will automatically be generated but users could change it to make it best suit their needs.
 If a user login as administrator, these Ids will be hidden but are automatically managed in background.
 Additionally you can select Network at the same time as selecting Controller.
- Supervisor allows users to do some advanced tasks, next release.
- User allows users to do some basic tasks, next release.

Note 26: When a new user is created by using the register link, no role will be assigned to this user and only some limited access will be granted.

CHANGE PASSWORD

To change the Password

- Click Account -> Password.
- Enter Password.
- Click Change.

CHANGE PASSWORD QUESTION AND ANSWER

Set the Security Question and Answer. These are required to reset your password.

You can use it to change your question and answer so that you can recover the Password.

Change Password

Current Password:		
New Password:		
Confirm Password:		
	Change	Cancel

USER MANAGEMENT

A Wizard built into Phoenix to provide **<u>Easy Registration</u>** and recognition of Users within the system.

- The Events can be filtered using the drop down list.
- You can drag a column as directed.
- You can filter using the Filter Wizard.
- You can Export using the Export Wizard.

RESET PASSWORD.

There will be times when a person needs their Password set and they cannot recall their password. The Administrator can reset the Password and generate a temporary password for a User. The User needs to provide the answer to the Security Question to the Administrator.

Go to Account ->User Management

- Click Reset Password
- Enter Current Password
- Enter Password Question
- Enter Password Answer
- Enter Reset

Pa	ge 1 of 1 (3 items)	1 1 1								
Dr	ag a column header h	ere to group by that colu	nn							
	Reset Layout Export New	User Name	Email	Password Question	Approved	Locked Out	Online	Creation Date	Last Activity Date	Last Lockout Date
		9	٩	9	-	-	-	₹ 9	₹ 9	-
Þ	Edit email Reset password Unlock Delete	David	tech@axeze.com.au	What is your Grand mothers first name	Ø			29/10/2012 9:40:14 AM	10/06/2013 3:43:40 PM	1/01/1754 10:30:00 AM
+	Edit email Reset password Unlock Delete	Majid	software@axeze.com.au	. My son name	Ø			5/09/2012 10:46:54 AM	12/06/2013 1:17:46 PM	1/01/1754 10:30:00 AM
-	Edit email Reset password	Shellev	shellev@axeze.com.au	Great grandmothers	V			29/10/2012 9:41:44 AM	12/06/2013 1:59:43 PM	1/01/1754 10:30:00 AM

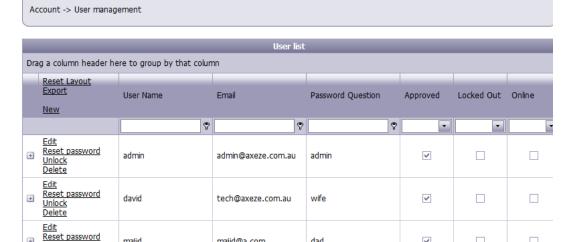
UNLOCK

If you try five times to log into Phoenix with an incorrect password that User will be locked. Only the Administrator can Unlock the User.

Sign in as Administrator

Go to Account -> User Management

- Select User
- Click Unlock



dad

4

majid@a.com

TO DELETE A USER.

Unlock Delete

Sign in as Administrator

Go to Account -> User Management

- Select User
- Select Delete

RECENT ACTIVITY

A Wizard built into Phoenix to provide easy recognition of recent activity in the system for Logged on User for Phoenix only.

- The Activity can be filtered using the drop down combo box.
- You can drag a column as directed.
- You can filter using the Filter Wizard.
- You can Export using the Export Wizard

majid

EVENT LOG

A Wizard built into Phoenix to provide easy recognition of the Event Log in the system.

- The Activity can be filtered using the drop down list.
- You can drag a column as directed.
- You can filter using the Filter Wizard.
- You can Export using the Export Wizard.

•	₹	♥	♥	•	•	
Phoenix	admin	192.168.1.137	24/10/2012 11:26:14 AM	Building	Reported	Building[4, Tower One] Task(Update building floors) updated (new entities are added).
Phoenix	admin	192.168.1.137	24/10/2012 11:26:09 AM	Building	Reported	Building[4, Tower One] Task(Create) Result: Succes
Phoenix	admin	192.168.1.137	23/10/2012 4:28:05 PM	Holiday	Reported	Holiday[14, Christmas] Task(Create) Result: Success
Phoenix	admin	192.168.1.137	23/10/2012 3:08:09 PM	Personnel	Reported	Personnel[4, 5, Mary, Smith] Task(Modify) Result: S
Phoenix	admin	192.168.1.137	23/10/2012 3:07:55 PM	Personnel	Reported	Personnel[4, 5, Mary, Smith] Task(Create) Result: S
Phoenix	admin	192.168.1.137	23/10/2012 12:33:16 PM	Access Control	Reported	Network[1] Controller<7> Task(Remove synchroniz Synchronization item has been removed successfully
Phoenix	admin	192.168.1.137	23/10/2012 12:32:43 PM	Access Control	Reported	Network[1] Controller<7> Task(Add synchronization Successfully added.
Phoenix	admin	192.168.1.137	23/10/2012 12:22:25 PM	Access Control	Reported	Network[1] Controller<7> Task(Remove synchroniz Synchronization item has been removed successfully
Phoenix	admin	192.168.1.137	23/10/2012 12:15:26 PM	Command	Reported	Network[2] Controller<9> Slot{0} Task(Re-Send Al Result: Command is run successfully.

HOME

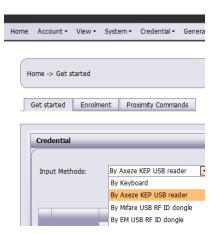
HOME – Shows all information relating to a Credential, Controllers and Lifts. This is where you go do new enrollments, to find personnel, open locks remotely.

GET STARTED

TO ADD A NEW CREDENTIAL

Home-> Get Started

- Select Input method from the dropdown box. Note Input Method is to let Phoenix know which Reader you will use to enrol a credential.
- Place cursor at the front of the Code box
- Badge the chosen Reader
- Click Add this will take you into a new screen "Enrol New Credential
- Enter Activation dates
- Check if credential does not expire, or
- Enter Expiry date
- Select Person or
- Click New Person
- Check the Group that person will be a member of
- Click Enrol



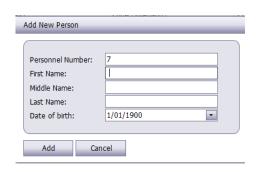
ENROLMENTS

TO ADD A NEW PERSON

Home -> Get Started

- Select Input method from the dropdown box. Note Input Method is to let Phoenix know which Reader you will use to enrol a person->credential.
- Place cursor at the front of the Code box
- Badge the chosen Reader
- Click Add this will take you into a new screen "Enrol New Credential
- Enter Activation dates
- Check if credential does not expire, or
- Enter Expiry date
- Click New Person
- Enter Personnel Number
- Enter First Name
- Enter Middle Name
- Enter Last Name
- Enter Date of Birth
- Click Add
- Check the Group that person will be a member of
- Click Enrol

Note 27: to remove, go to Data Personnel, Click Delete



PROXIMITY COMMANDS

COMMANDS ON THE NETWORK.

Choose the Network required

TO BROADCAST DATE OR TIME

Home -> Get Started

- Click Proximity Commands
- Select Network from dropdown box
- Select desired action:
 - Server Date->Time
 - Current Machine Date->Time
 - This Date->Time
- Click Broadcast

COMMANDS ON CONTROLLER

RETRIEVE DATE->TIME

To retrieve the Date / Time on a Controller go to:

Home -> Proximity Commands

- Click Commands on Controller to expand
- Select Controller from the drop down list
- Click Retrieve Date/Time

Phoenix will advise if successful

OPEN LOCK COMMAND

To open the locks go to:

Home -> Proximity Commands

- Click Commands on Controller to expand
- Select Controller from the drop down list
- Click Open Lock

Phoenix will advise if successful



UNLOCK DOOR

There are times when you will want to unlock a given Controller at a given time. To do this go to: Home ->Proximity Commands

- Click Commands on Controller to expand
- Select Controller from the drop down list
- Click Open Lock

Phoenix will advise if successful

LOCK DOOR

To Lock a given Controller at a given time go to

Home ->Proximity Commands

- Click Commands on Controller to expand
- Select Controller from the drop down list
- Click Lock Door

Phoenix will advise if successful

TIPS AND TRICKS

RIGHT CLICK TO SELECT ONE FROM A DROP DOWN LIST

Find a Credential in the Database

Go to Home-> Browse and Find

Badge the tag at a reader (normally the reader at the Admin desk)

Ensure you have selected the correct enrolment type

There are four enrolment types in the Phoenix

- By Keyboard
- By Axeze KEP USB reader
- By Mifare USB RF ID Dongle
- By EM USB RF ID Dongle

Click Find

Note 28: Phoenix will automatically search for the entered Credential as soon as the credential is read.

Add a Person to the Database

Go to Home->Add

- Badge the enrolment reader with the new persons tag
- Enter the persons details
- Provide them with access by making them a member of a Group

Find a specific person or credential

If the Person name or the Credential name is know there is an easy way to find credentials in Phoenix even if the credential is not at hand.

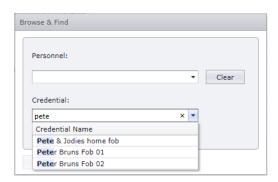
Go to Home-> Get Started

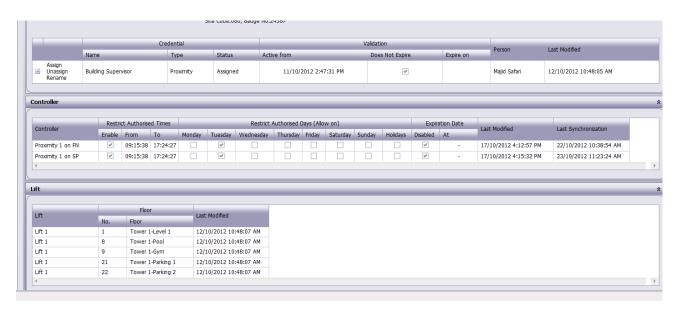
- Click Browse and Find
- Start typing the Personnel Name in the Personnel combo box and then click on the correct name when it appears below the box.

or

 Start typing the Credential Name in the Credential combo box and then click on the correct credential name when it appears.



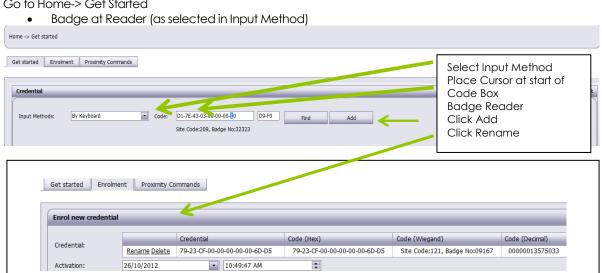


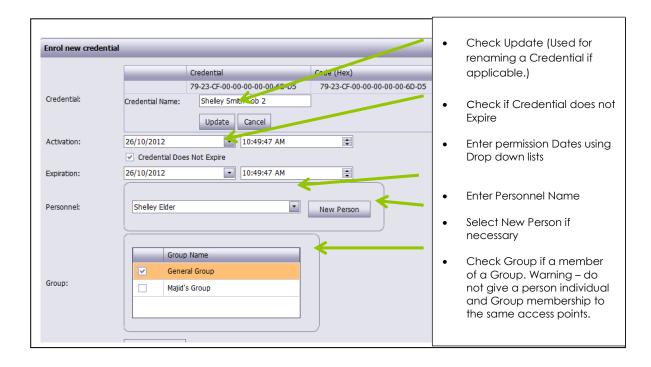


ADD PERSONNEL

ENROL A PERSON/CREDENTIAL INTO THE SYSTEM (RENAME A CREDENTIAL) PLACE THE CURSOR AT THE FRONT OF THE CODE TAB.

Go to Home-> Get Started

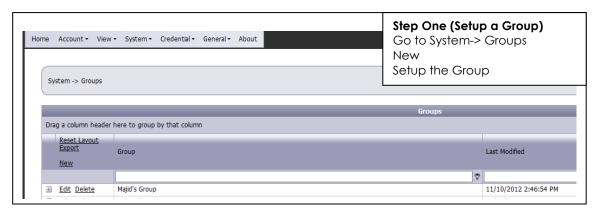


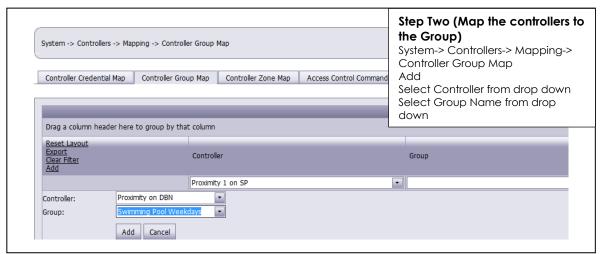


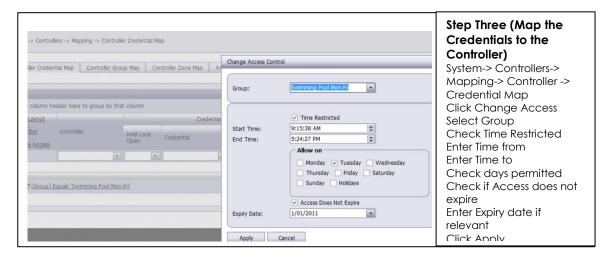
LOST OR STOLEN CREDENTIALS

Lost or Stolen Cards can be tracked through the log or you can create an event to warn you that this tag has been used.

Setup Time Restricted Access



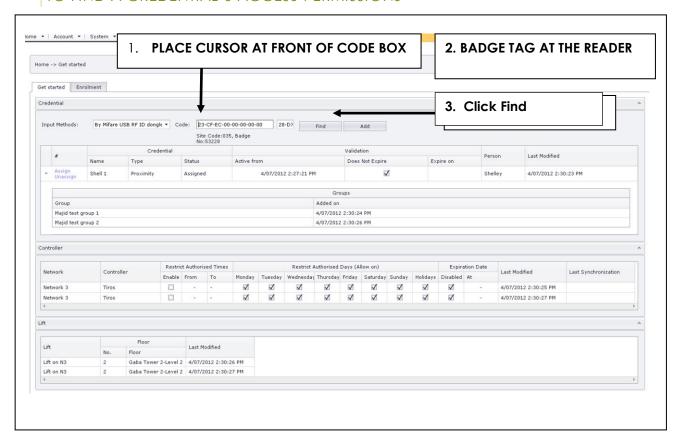




TIP: Ensure you follow your Group Planning Sheets so that you do not overlap Credentials with different restrictions.

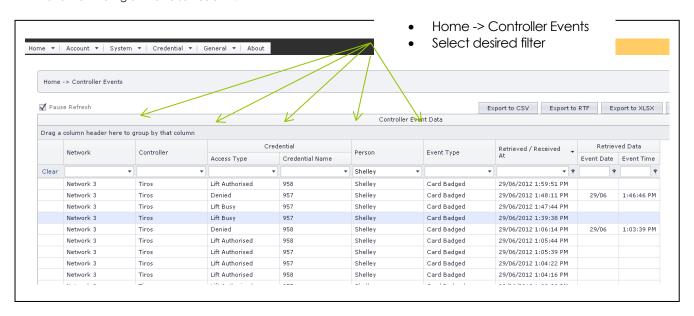
QUICK FIND

TO FIND A CREDENTIAL'S ACCESS PERMISSIONS



TO FIND A PERSON'S LAST KNOWN ACCESS

You can sort the events in ascending or descending date and time order by clicking on the Retrieved / Received at column and then filtering on the Person column.

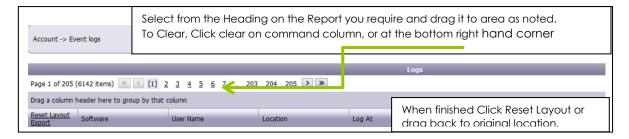


CREATE A FILTER

Throughout Phoenix all screens are similar and all screens will enable you to create a Filter in the same way. You can either use Drag and drop or Create Filter wizard.

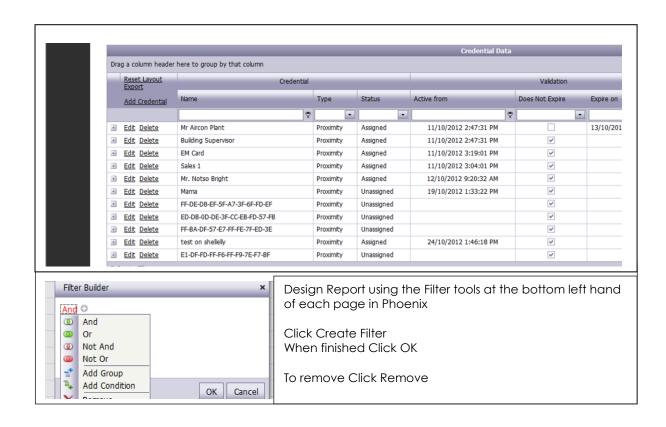
DRAG AND DROP

- Drag by Left Click on the desired column and drop in the allocated place
- Click + to expand the filter
- Click + to expand the filter
- When you have all the desired information you can either view it or Export it
- Click Export
- When finished Click Reset Layout



CREATE FILTER WIZARD

- 1. Create Filter. On the bottom of almost every screen in Phoenix you can create a filter.
 - a. To do this click on Create Filter.
 - b. Click on + to expand the Filter.
- 2. Filter using the drop down lists. You can filter more than one column at a time using the drop down lists in the system.



EXPORT

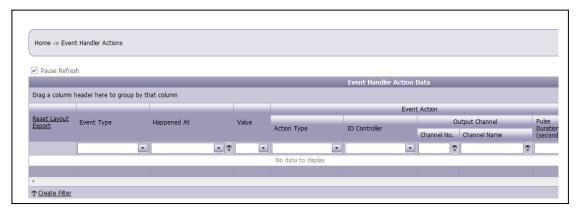
EXPORTING INFORMATION

Throughout the Phoenix System you can export information. You will find "Export" at the LEFT HAND side of the screen within the actions box.

You can use a Filter to filter out the information by Using Drag and drop, or Create Filter to change your export to suite your needs (see Filtering)

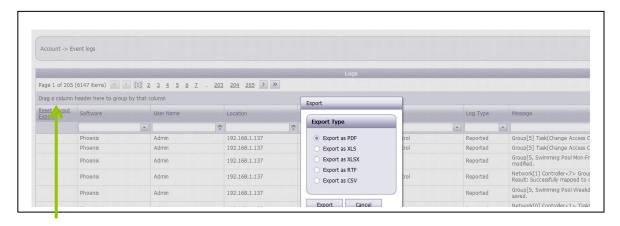
The reports can be sent out to the following formats:

- Comma Separated Values CSV.
- Rich Text Files RTF.
- Office 2010+ Excel format XLSX.
- Office 2007 and earlier Excel format XLS.
- Acrobat Adobe PDF.



Throughout Phoenix you can Export Files into a format that suits you.

You can set up your preferences under Data Options or you can select your preferences at the time, from the report you are viewing.



RESET LAYOUT

When you want to return any pages that you have viewed and changed, click on the Reset Layout button.

PAUSE REFRESH

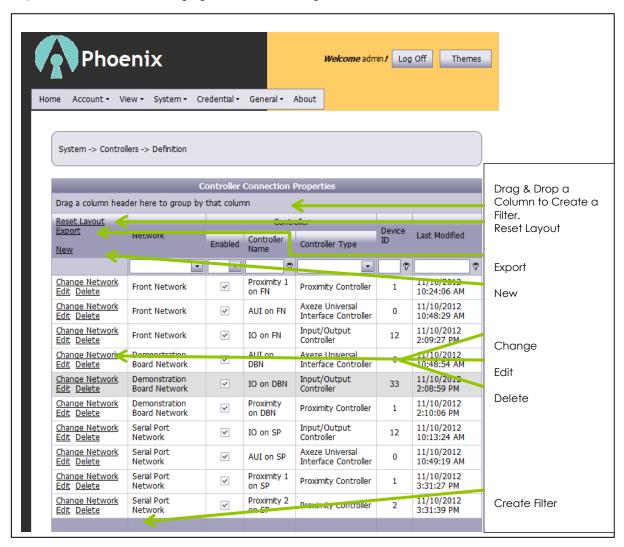
When Pause Refresh is selected it prevents the Grid View from refreshing or fetching new changes from the database.

Relate to each page

COMMON SNAPSHOTS WITHIN PHOENIX

Throughout Phoenix there are different tasks that can be carried out. These are shown in several places within the program

For your convenience we have highlighted these in the diagram below:



RIGHT CLICK SELECT

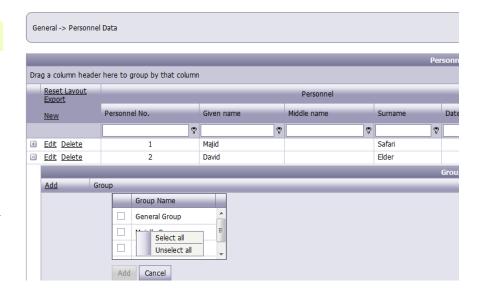
There are four places where the Right Click Select Wizard will save you time:

Right click to **Select all**Right click to **Unselect all**

Groups ->System Groups ->Add Lift -> Lifts -> Lift Group Map Add -> Floor Number or Floor Name

Home -> Enrolments ->Add - >Group Name

Data -> Personnel Data -> Add -> Group Name



Controller Hardware Tips

Number of controllers per network.

Up to 62 Controllers can be on one Network, however ideally one Controller per Network is recommended for optimum performance.

There is no limitation of networks available in the Axeze system.

The Axeze Controller does not have a network adaptor. Ethernet connectivity with KENCore can be provided by connecting a device server such as the Moxa NPort 51x0 series using Windows Real COM Drivers to the R\$485 port of the controller.

KENCfg Setup Controller Hardware

We strongly recommend you use the tools provided by Axeze to manage your setup. You need to track which doors are located where, which Network they Controllers will work on and the Controller ID.

All Axeze Controllers are to be given an ID number. To do this you need to open the KENCfg software and connect the Controller to the Hardware lock. Follow the prompts.

Once you have given the Controllers an ID you will need to setup the Controllers in Phoenix.

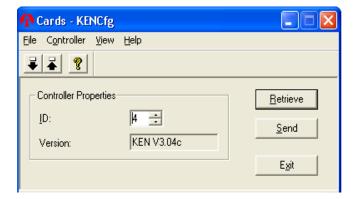
Configuring Controllers

Refer to Operations Manual p11-12.



Each Controller on an Axeze network must have an ID that is unique to that network. This ID is referred to as the Internal ID. To set the ID on the Controller you need to follow these steps.

- Remove the Controller cover
- Plug Hardware Lock into 8 Pin Connector
- Plug into USB port (depending on the version you may need a USB to Serial converter)
- Open KENCfg software
- Select the appropriate port
- Enter ID number as per your Planning Sheet
- Click Send



Note: Firmware version is displayed

Check ID Number of a Controller If you need to check the ID number of a controller, disconnect the power, reconnect the power, and count the LED flashes.

- Green 10's
- Yellow ones

DEFINITIONS

ANTENNA

This is a coil of wire used to create the RF field that energizes the transponders placed in the field and also used to pick up the signals from the transponders feeding them back to the receiver circuits in the reader. It can be internal to the reader assembly or external to the reader assembly. External antenna assemblies have a Tri-colour LED indicator and may have a sounder.

AUI

Axeze Universal Interface (AUI) - A Network support module that has a real-time clock on it with a battery backup system to maintain correct time on KEN Controller while the system is offline.

AXEZE DATABASE MANAGEMENT

The Axeze Database Management component of the system is a wizard based management program for KENCore and Phoenix DB's. Operations such as backup, restore, deploy, upgrade and attach are assisted through the use of this wizard.

CARD

A card refers to the card form of transponder. Cards come in a variety of formats. Please refer to our website >>axeze.com.au->static->files->Cards">http:>>>axeze.com.au->static->files->Cards and Tags.pdf.

CREDENTIAL

A card (or transponder) is a passive electronic device that relies on a reader to provide the necessary power for start-up and communication. The card consists of an application-specific integrated circuit connected to a multi-turn antenna, that when combined, creates the relevant resonant frequency. The card can also be manufactured with unique data for the purpose of anti-collision, as well as the personalized cardholder data for physical access control. A credential is a physical->tangible object, or a facet of a person's physical being, that enables an individual access to a given physical facility. The typical credential is an access card or key fob. There are many card technologies including magnetic stripe, bar code, Wiegand, 125 kHz Proximity, 26 bit card-swipe, contact smart cards, and contactless smart cards. Also available are key-fobs which are more compact than ID cards and attach to a key ring. Typical biometric technologies include fingerprint, facial recognition, iris recognition, retinal scan, voice, and hand geometry.

DEFINITION

A process to create and configure the Controllers

DONGLE

A Dongle is normally called a *Hardware Lock*. This unit is required by various items of hardware to prevent unauthorized interference with a database and the configuration stored in a reader. It connects between the reader and the PC and allows communication between the two.

EVENT

An event is a condition of the KEN system that can be detected by KENCore or an AUI.

EXPIRE A CREDENTIAL

The term "To expire a Lost or Stolen Tag" is to set the expiry date to the current date. The "Does Not Expire" setting for the credential must be set to false (Un-ticked). To Unassign or Delete a Credential will have the same effect but the relationship with the previous holder will be lost and as a result new events pertaining to this credential will contain less information.

FOF

A fob refers to the key fob form of transponder. It has a hole to facilitate placing on a key ring. Fobs come in a variety of formats, refer to our website >->axeze.com.au->static->files->Cards">http:>>->axeze.com.au->static->files->Cards and Tags.pdf

GROUP

Groups are used to make allocation of access rights simpler to manage. Personnel with the same basic access rights are placed into groups and then access is granted based on the groups. Simply adding a person to a group gives that person all access that has already been established for the group. Granting individual access should be avoided wherever possible.

KENCORE AGENT SERVICE

KENCore Agent service is a Windows Service that monitors the KENCore Service ensuring that it is operating.

KENCORE MANAGER

The KENCore service is a Windows Application GUI for the KENCore Service and KENCore Agent Service.

KENCFG

KENCfg.exe is the configuration software used to retrieve a unit's firmware version and configuration and to set its network ID.

KENCORE SERVICE

Windows Service - handles communication with the access control Network.

LED

Light Emitting Diode. There are two types used in the Axeze systems. A Red LED is used to indicate power and a Tri-colour LED that can be red, yellow or green, is used to indicate status. A blue->amber combination is used in the WPA-05.

MAPPING

This label refers to the action creating a relationship between components of the system i.e. a credential to a controller, a controller to a group or a controller to a zone.

NETWORK

A group of KEN readers connected to a particular COM port or LAN module is said to be on the same Network

NETWORK ENABLER

The Network Enabler provides LAN connection between KENCore and Axeze Controllers. Network enablers, offer Ethernet connectivity to Network-enable RS-232 (NE-4110S) and RS-422->485 (NE-4110A) serial devices and can be easily integrated into serial devices. They are an RJ-45 design is suited to any type of Ethernet connector. The TCP->IP stack supports TCP Server, TCP Client, UDP, and Real COM operation modes. Serial devices such as card readers, SCADA systems, and Controllers that have been Network-enabled can be monitored in real time over a Network. This data can be integrated with business systems to create business information systems.

Axeze Networked Access Solutions provide partners an open architecture, IP-enabled platform for deploying a broad range of access control systems. Axeze's versatile and easy-to-use Networked access control solutions bring intelligence to the door, enabling remote management and report generation via standard Web browsers. Designed to meet organizations' evolving requirements and future system expansion, Axeze's innovative solutions protect the value of customers' overall investments.

OFFLINE KEYS

User credentials that are saved on the KEN reader enabling the reader work offline.

PHOENIX

Phoenix is a Web Application (GUI) that is used to administrate, maintain and manage the Axeze access control Network.

PROXIMITY CREDENTIAL

Tags, cards, fobs, wristbands, finger, face etc. in the Axeze system

READER

An RFID or Proximity (Prox.) unit used to energise transponders placed in the RF field produced by the reader's antenna and then receive the data sent by the transponder. It is based on the TIRIS 134.2KHz RFID. Readers can be Wiegand 125 KHz, Mifare 13.56MHz. A reader is an electronic component of a physical access control system. Usually a self-contained unit, the reader is an autonomous device that performs the single purpose of interfacing to a card and providing an output to an access control panel. The core is encapsulated in a potting material to protect the reader electronics from the environment and vandalism.

SYNCHRONIZATION

The process used to align the information in the database with the information in the Controller.

TAG

This is a device, when energized by a specific signal, stores some of the energy from that signal to shortly later power a microchip. The micro-chip then transmits a signal containing a unique number and error checking information. It can be read

only (RO) or read write (RW). The tags referred to in this system are the RO type. Tags are available in a variety of formats. Please refer to our website ->axeze.com.au->static->files->Cards">http:->->axeze.com.au->static->files->Cards and Tags.pdf

TRANSPONDER

Another name for Tag.

UNIVERSAL INTERFACE

The Universal Interface is the Offline event handler that allows us to use events occurring when the Network is offline to control the relay outputs on the IO boards. It broadcasts the time from its battery backed real time clock 30 seconds after power is applied, setting the time in all the Controllers.

WRISTBAND TAG

The WB Transponder Wristbands can be used with all Axeze LF readers which currently include the KEP, KEN and KES ranges of Readers and Reader-Controllers. The strap is made from quality black leather or silicon. A range of silicon bands is available with EM4100 or Mifare transponders.

ZONE

Area restricted by entry and exit KEN readers.

Permissions and Tasks Available in Phoenix

Tasks	Super Administrator	Administrator	Supervisor	User	Unassigned
Showing Phoenix entities IDs	Yes	No	No	No	No
Home – Get started	Yes	Yes	Yes	Yes	No
Home –Enrolment	Yes	Yes	Yes	Yes	No
Home – Proximity	Yes	Yes	Yes	No	No
Commands					
Account – change password	Yes	Yes	Yes	Yes	Yes
Account - change					
password question and	Yes	Yes	Yes	Yes	No
answer					
Account – User	Yes	Yes	No	No	No
management				110	140
Account – recent activity	Yes	Yes	Yes	No	No
Account –Event log –	Yes	Yes	No	No	No
software log View – Controller Events	Yes	Yes	Yes	Yes	No
View - Controller					
Configuration	Yes	Yes	Yes	Yes	No
View – Event Handler	Voc	Vos	Vos	No	No
Actions	Yes	Yes	Yes	No	No
View – Zone Occupancy	Yes	Yes	Yes	Yes	No
System - Networks	Yes	Yes	No	No	No
System – Controllers - Definition	Yes	Yes	No	No	No
System – Controllers – Mapping	Yes	Yes	Yes	Yes	No
System – Controllers –					
Mapping – Directly map	Yes	No	No	No	No
credential to the controller					
System – Controllers –					
Mapping – Access Control	Yes	Yes	Yes	No	No
Synchronization System – Controllers –					
Proximity controller	Yes	Yes	Yes	No	No
System – Controllers – AUI	V				N
controller	Yes	Yes	Yes	No	No
System – Controllers – IO	Yes	Yes	Yes	No	No
controller					
System – Groups	Yes	Yes	Yes	Yes	No
System – Zones	Yes	Yes	Yes	Yes	No
System - Lift — Directly map	Yes	Yes	Yes	Yes	No
credential to the lift-floor	Yes	No	No	No	No
System - Lift – Lift Control	Yes	Yes	Yes	No	No
System – Lift – Lifts – New,					
Edit and Delete	Yes	Yes	Yes	No	No
System – Lift – Lifts – Detail –	Yes	Yes	Yes	No	No
Edit					
System – Event Handler	Yes	Yes	Yes	No	No
System – Date/Time Synchronization	Yes	Yes	Yes	No	No
Credential - Credential					
Data	Yes	Yes	Yes	Yes	No
Credential - Proximity	Voc	Vos	Vos	Vos	No
Credential	Yes	Yes	Yes	Yes	No
Data – Personnel Data	Yes	Yes	Yes	Yes	No
Data – Building Data	Yes	Yes	Yes	No	No
Data – Holidays	Yes	Yes	Yes	No	No
Data – Options	Yes	Yes	Yes	No	No

SOFTWARE REQUIREMENTS

	Windows Installer 4.5 (Included in setup package)	Windows Imaging Component	Microsoft .NET Framework 4 (Included in setup package)	SQL Server 2008 R2 Express (Included in setup package)	Microsoft .Net Framework 3.5 SP1	Windows PowerShell	SQL Server® 2008 Managemen t Studio Express	SQL Server® 2012 Managemen t Studio Express	Application Server - Internet Information Service	Application Server - IIS 6 Compatibilit Y		Application Server - ASP .NET
Microsoft Windows Server 2003		Optional (On Windows XP or Windows 2003 you might need to install it before installing Microsoft .NET Framework 4)	Needed	Needed (Before installing it you need to make sure there is no SQLEXPRESS instance name for SQL Server 2000, SQL Server 2005 or SQL Server 2008 and if exist it should be uninstalled)	Optional (You might need to install it before installing SQL Server® 2008 Managemen t Studio Express)	Optional (You might need to install it before installing SQL Server® 2008 Managemen t Studio Express)	Optional	Not applicable	Needed	Not applicable	Needed	Needed
Microsoft Windows XP	Needed	As above	Needed	As above	As above	As above	As above	Not applicable	Needed	Not applicable	Needed	Not applicable
Microsoft Windows Server 2008	Needed	Not applicable	Needed	As above	As above	As above	As above	Not applicable	Needed	Needed	Not applicable	Needed
Microsoft Windows Server 2008 R2	Needed (Built in)	Not applicable	Needed	As above	As above	As above	As above	Not applicable	Needed	Needed	Not applicable	Needed
Microsoft Windows 7	Needed (Built in)	Not applicable	Needed	As above	As above	As above	As above	Not applicable	Needed	Needed	Not applicable	Needed