

EntraPass WebStation

KANTECH™



User name:

Password:

[Forgot your password?](#)

Powered by **KANTECH™**

version 4.03

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User Manual

KANTECH™

DN1709-1004

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General Information

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EntraPass WebStation Documentation The EntraPass WebStation documentation is divided into two manuals:

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

Related Documentation

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

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

Country/Region	Phone Numbers	Hours	Email
North America Toll Free +888 222 1560 (GMT -05:00)			
US and Canada	Direct: +450 444 2030 Fax: +450 444 2029	8:00 to 20:00	kantechsupport@tycoint.com
Latin America (GMT -03:00)			
Argentina	Direct: +5411 4717 2929 Direct: +5411 4717 1320 Direct: +5411 4717 5525 Fax: +5411 4717 1060	9:00 to 18:00	ingenieria@tycoint.com
Asia (GMT +08:00)			
Singapore	Direct: +65 6319 9820 Fax: +65 6319 9821 Direct: +65 6389 8297 Fax: +65 6389 8292	8:30 to 18:00	swhuin@tycoint.com wtooh@tycoint.com
Europe Toll Free +800 CALL TYCO / +800 2255 8926 (GMT +01:00)			
Bahrain	+800 04127	8:00 to 18:00	tfsemea.support@tycoint.com
France	+33 04 72 79 14 83		
Greece	+00 800 31 22 94 53		
Russia	+8 10 800 2052 1031		
Spain	+900 10 19 45		
Turkey	+00 800 31 92 30 37		
United Arab Emirates	+800 0 31 0 7123		
United Kingdom	+44 08701 ADT SUP / 44 08701 238 787 Direct: +31 475 352 722 Fax: +31 475 352 725		

EntraPass WebStation v4.03

Welcome Page

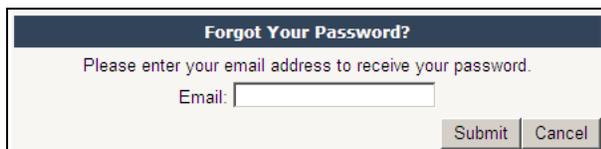
The **Welcome** page introduces you to EntraPass WebStation. From the **Welcome** page, you can select functions through the pull-down menus or the rotating symbols.

Password Recovery

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

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

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



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

Login

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



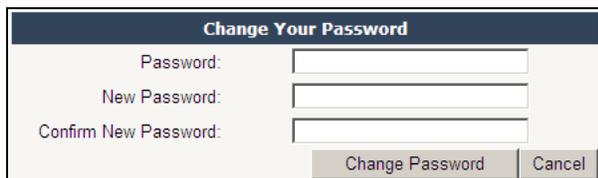
3. Enter the **User Name** and **Password** and click **Login**.

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

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

Changing Password

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

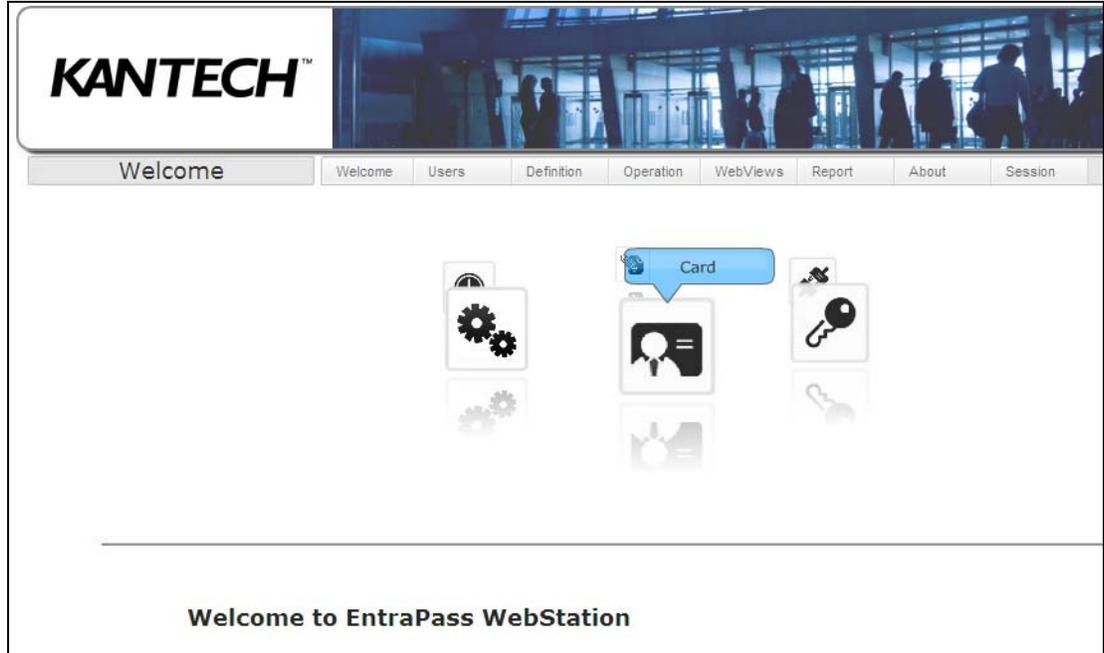


Card Management

Adding a New Card

Users Menu

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



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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Access Level	Use Date	Expiration Date
ACME Demo Site #1 - Always valid	<input checked="" type="checkbox"/>	12/01/2008
ACME Demo Site #1 - 8h to 17h	<input type="checkbox"/>	
None	<input type="checkbox"/>	
None	<input type="checkbox"/>	
None	<input type="checkbox"/>	

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

Gateway / Site	Access Level
Global Gateway	None
Corporate Site	None
KTES	None

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

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

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

15. Enter the start and end dates.

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

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

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

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

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

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

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

The dropdown menu for Supervisor Level is open, showing options from 0 to 15. The 'Save' and 'Cancel' buttons are located at the bottom left. The VTECH logo and version information are visible at the bottom of the window.

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

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

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

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

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

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

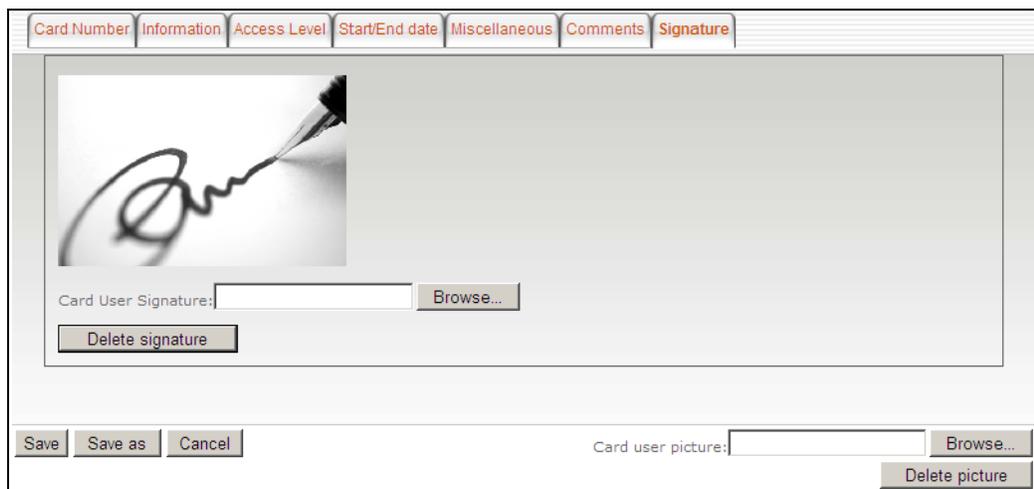
Important: The **Privileged Operation** option and the **Supervisor Level** selection are only available when EntraPass WebStation is connected to an EntraPass Global Edition system with a Global gateway or a KT-NCC.

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



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

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



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

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



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

26. Click **Save**.

Card Last Transactions

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

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

Find user name Start with Go Add Card:

User name	Card number		
Betty Peterson	63:42108		
Jack Smith	C4:32437		
John Smith	12:34454, C4:52344		
Peter	08:39458		
Peter Peterson	CB:42569, F1:31524, F1:34556		

Last Card Transaction Betty Peterson / 63:42108

Event Card	Door Description	Transaction Date
Access granted	(01.01) Entry Door	6/5/2009
Access granted	(01.01) Entry Door	6/5/2009
Access granted	(01.01) Entry Door	6/5/2009
Access granted	(01.01) Entry Door	6/5/2009
Access granted	(01.01) Entry Door	6/5/2009
Access granted	(01.01) Entry Door	6/5/2009
Card definition modified	SmartLink	7/3/2009
Card definition modified	(1) Server Workstation	6/5/2009
Card definition modified	(1) Server Workstation	6/5/2009
Card definition modified	(1) Server Workstation	6/5/2009
Card definition modified	(1) Server Workstation	6/5/2009

Close

Creating New Cards Using the “Save As” Feature

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

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

Save Save as Cancel Card user picture: Browse... Delete picture

4. Enter the new card number.

New card number

OK Cancel

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

Card added successfully. Do you wish to create a new card?

Yes No Back to list

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

Editing a Card

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

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

Find user name Start with Go

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

Card Number Information Access Level Start/End date Miscellaneous Comments Signature

Card number	Display Card Number	Use Expiration Date	Expiration Date	Trace	Stolen / Lost
Card 1: 23:33422	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card 2: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card 3: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card 4: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card 5: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Searching for a Card

1. Click the **Card** symbol or select **Card Management** from the **Users** menu.
2. There are three different ways to find a card:
 - Click **View all cards** and navigate through the pages with the arrows at the bottom of the page.

	Steven Bond	01:00001	
	Frank Rizzuto	01:00002	
	Bruce Springsteen	01:00092	
	Sam Cooke	01:00098	
	Eric Baxter	01:00099	
	Bill Columbo	02:00001	
	Joe Manning	ABCD:00001	

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

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

Find user name Start with Go

Find user name
Find card number

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

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

Find user name Start with Go

Start with
Contains

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

Deleting a Card

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



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

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

Deleting the Picture

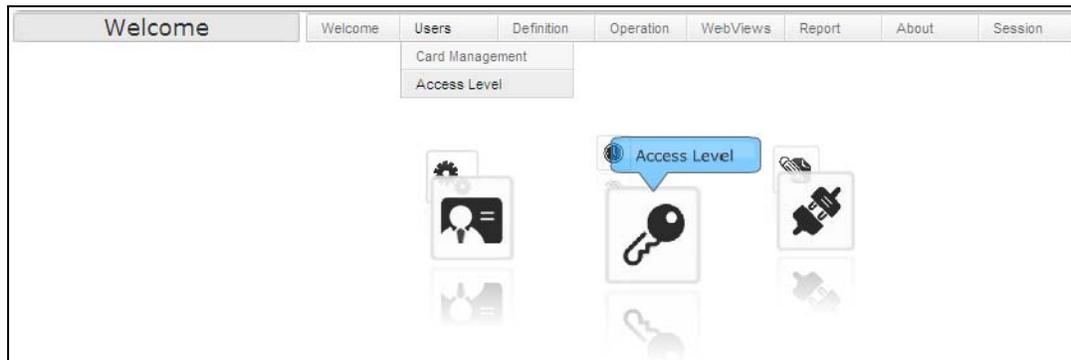
1. Click the **Pencil** icon next to the **User name** you wish to edit.
2. Click the **Delete picture** button.

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



Access Level

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



Display

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



Door	Schedule
Controller #1 Door #1	Business days
Controller #1 Door #2	Business days
Controller #1 Door #3	Business days
Controller #1 Door #4	Business days

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



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

Defining an Access Level

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

Door	Schedule
Controller #1 Door #1	None
Controller #1 Door #2	None
Controller #1 Door #3	None
Controller #1 Door #4	None

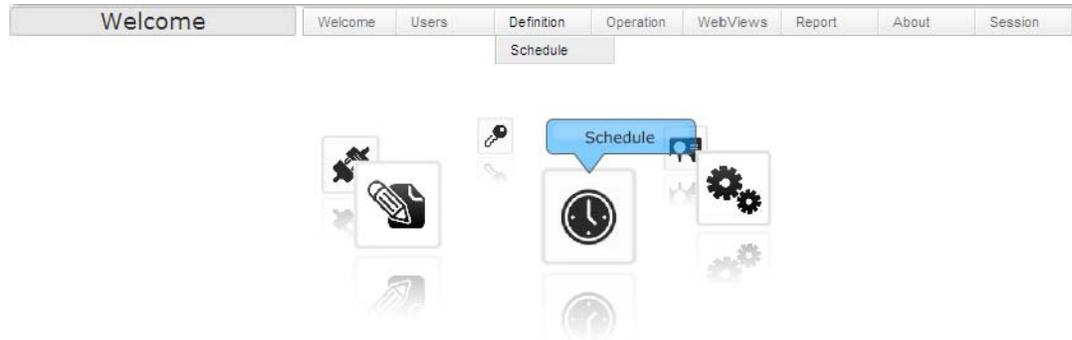
Single vs Multiple Update Mode

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

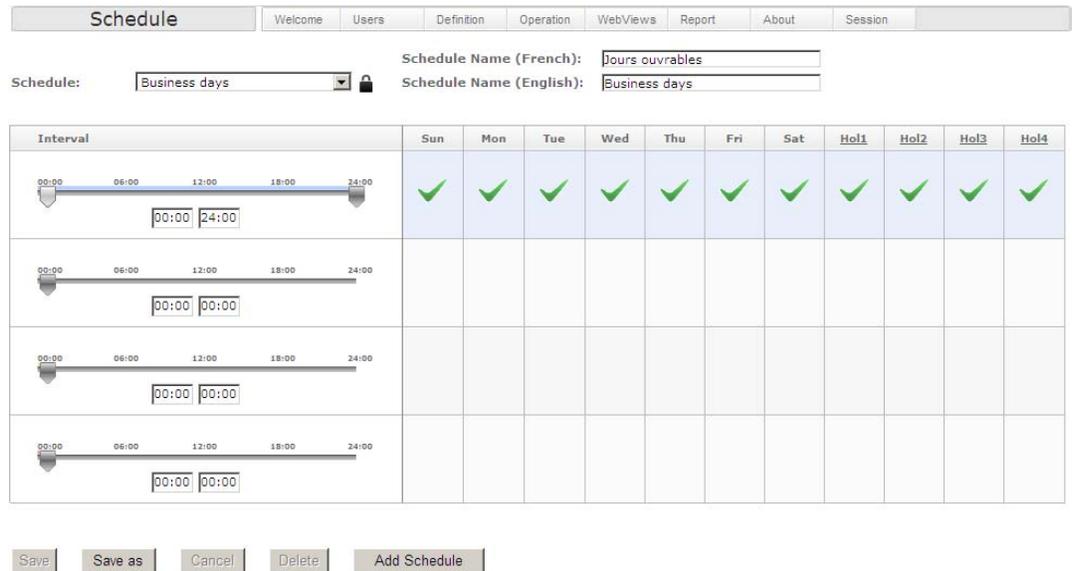
Definition

Schedule

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

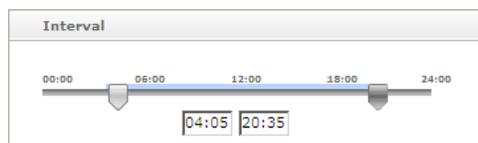


To create a new schedule, click the **Add Schedule** button.



To edit the new schedule:

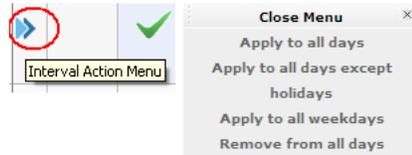
1. Drag the sliders to set the interval period. Repeat for each interval (up to four).



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



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



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

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



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

4. Click the **Save** button.

Operations

Door Operation

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



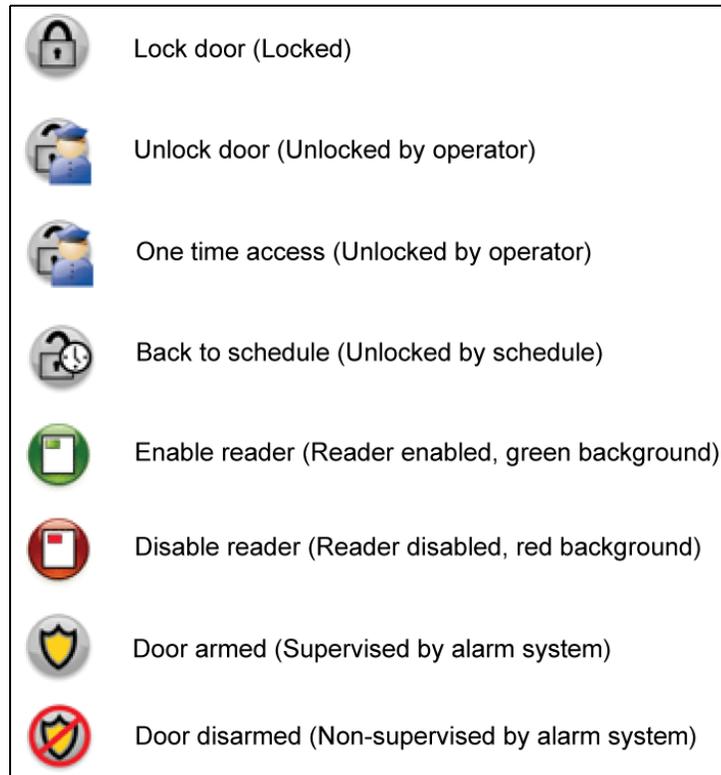
2. Click on the **Gateway / Site** from the list.



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



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



Elevator Operation

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



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



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



Input Operation

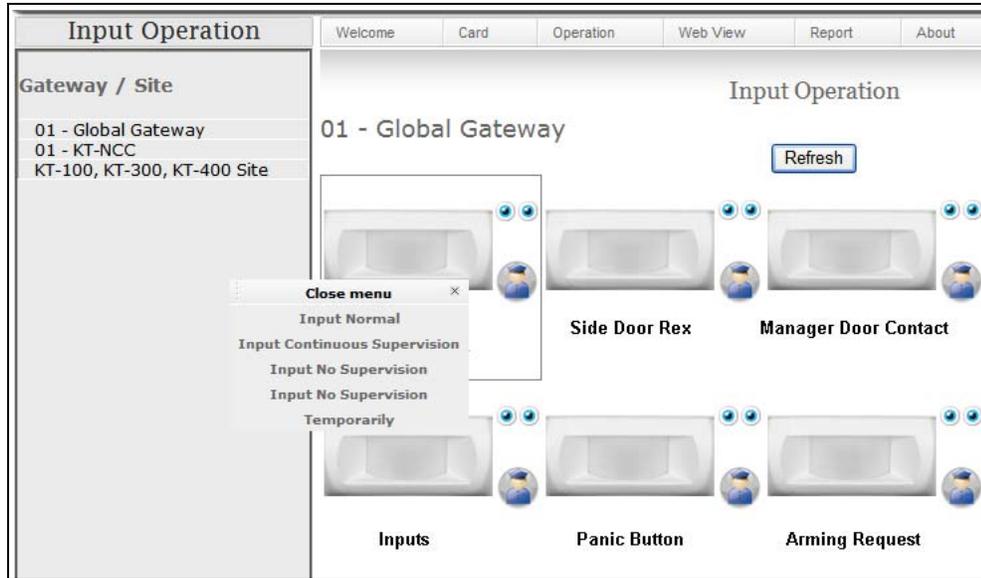
1. From the **Operation** drop-down menu (or the **Operation** icon from the **Welcome** screen), select **Input Operation**.



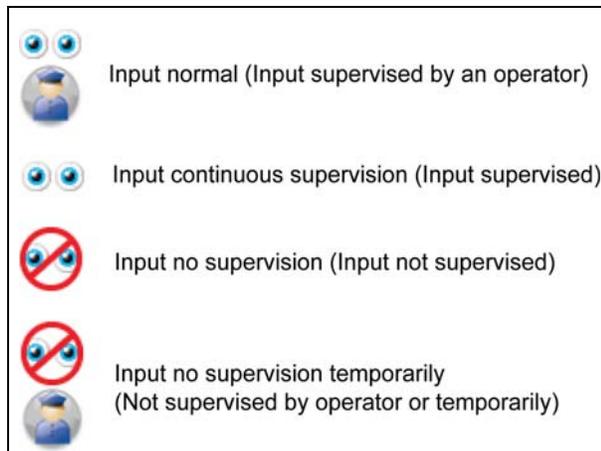
2. Click on the **Gateway / Site** from the list.



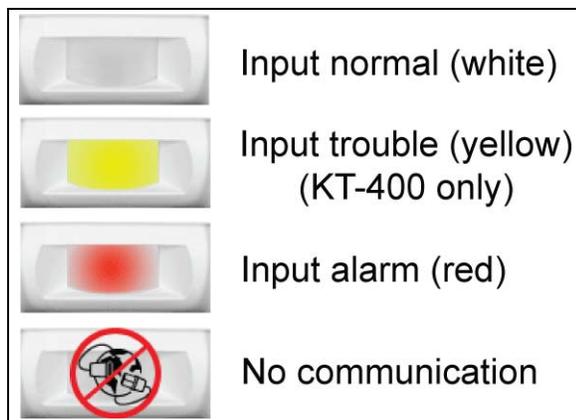
- Click on the input and select the operation from the menu.



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



- The input status is shown in three colors.



Relay Operation

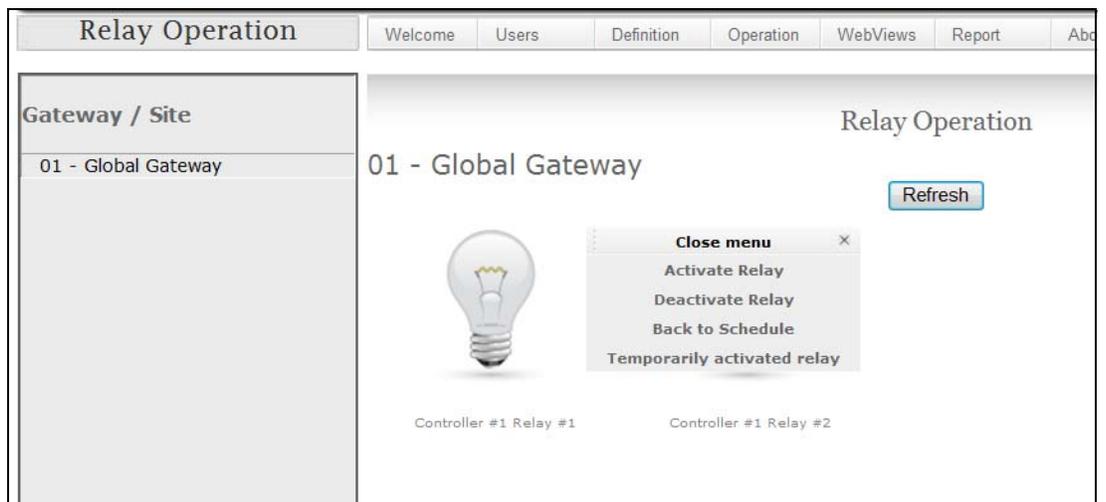
1. From the **Operation** drop-down menu (or the **Operation** icon from the **Welcome** screen), select **Relay Operation**.



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



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



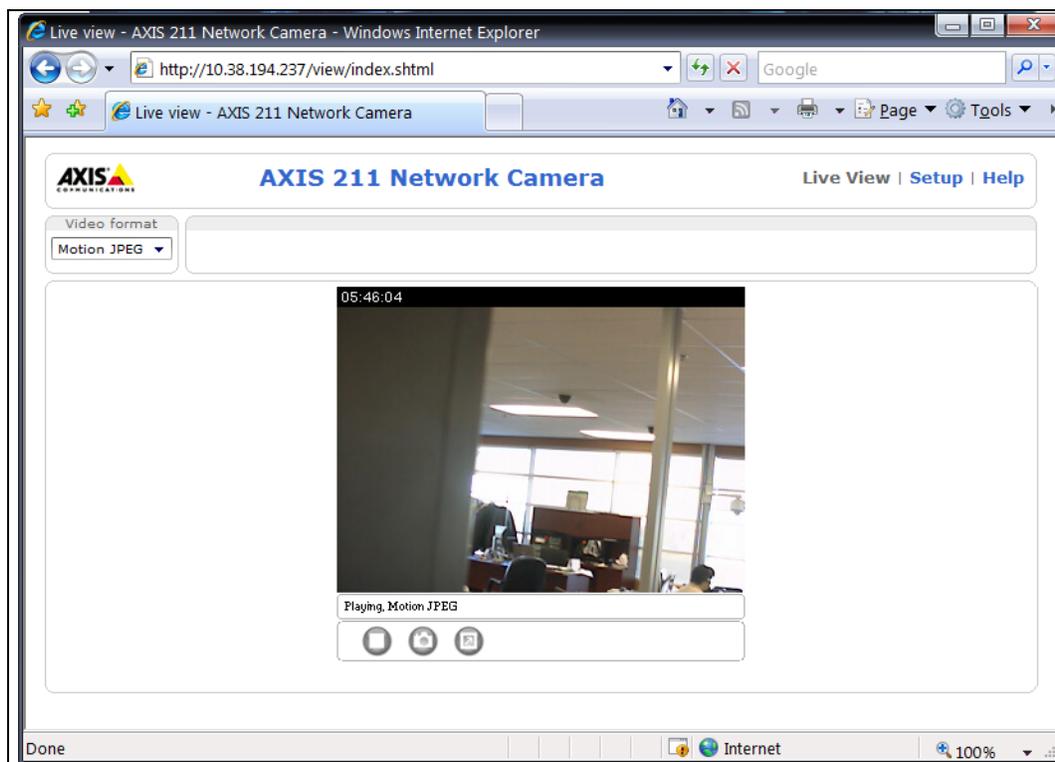
4. Click the **Refresh** button to confirm the operation. The icon must correspond to the selected operation.

	Activate relay (Relay activated by an operator)
	Deactivate relay (Relay deactivated)
	Back to schedule (Relay activated by a schedule)
	Temporarily activated relay (Relay temporarily activated)

WebViews

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

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



Reports

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

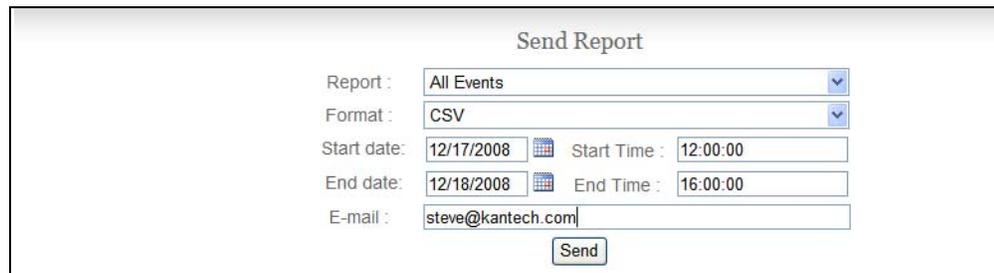
EntraPass Requirement

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

Report Requests

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

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



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

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

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

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