User Manual

Version 3.4 Access Plus

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Introduction to Access Plus Access Control

Access Plus is an OEM Access Control System developed in conjunction with CS Technologies.

Access Plus is designed for Self Storage and works with most Management software including, but not limited to:

- EasyStorage
- SiteLink
- Domico
- Centershift
- StorMan
- ETC.

Who?

All users of the system will be assigned a credential or PIN number. This credential may identify

The best credentials are those that cannot be copied but easy to use and convenient to carry.

Lost credentials can be immediately removed from Access Plus providing immediate security. Unassigned keys will also be denied.

Where?

Users will be assigned an access level that specifies where and when they can access certain areas of the facility.

It is important to have a range of access groups with slight variations that may allow, or restrict, certain users to access specific areas of the facility or limit the time they have access.

When?

Time zones provide the ability to specify what times are secure and insecure. These time zones are then selected within each access group to specify when users have access to particular areas.

Doors can also be allocated time zones that will automatically lock or unlock them. This provides the public (i.e. non credential holders) access.

Support

support@stor-guard.com or Call (800)651-3129

Overview

The Access Plus access control system allows powerful management of access to doors, elevators, alarm areas and also provides very cost effective energy management for any self-storage facility.

The system consists of a network of intelligent 'black boxes' each of which controls a group of doors, an elevator or alarm processor. The system works seamlessly with Self Storage management software, so that when a unit is let a user access credential can automatically be assigned, and when a unit is delinquent or vacated then the user automatically is denied access.

It is also possible to alarm all the storage units via the system, and when a user enters the facility their unit is automatically disarmed; when they leave it is automatically armed. Lighting control can also be integrated so that lighting turns on only when required in a particular area.

System Architecture

The heart of the system is the reliable and powerful Access Plus EVO Controller. This 'black box' can be configured to control:

- Up to four doors for access control, many time zones and entry and exit options available

- An elevator with up to 84 floors (including full floor destination reporting and intercom triggering inputs)

- Up to 96 spaces per controller for individual alarms (up to 32,000 spaces) Uses expanders for door inputs

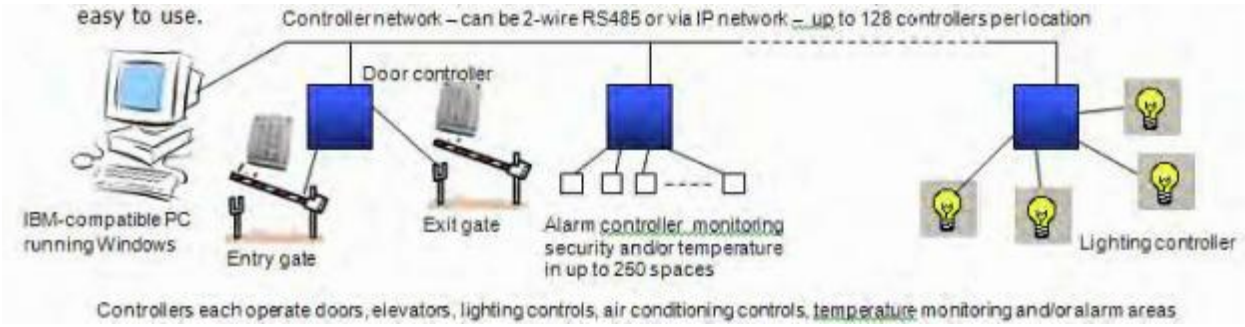
- Lighting control with up to 84 outputs

- The controller can be linked together in a network with up to 128 controllers to form a powerful and flexible system. This network is programmed and monitored from a PC running Access Plus software.

Purpose-designed for Self Storage

The ACCESS PLUS system has been purpose-designed to integrate with popular Self Storage software to provide the ideal access control and security solution for any self-storage facility.
The system features are the result of years of experience with access control and make the system very easy to use.

Based on superior technology, no other system can provide the power and flexibility of the Access Plus Self Storage Security System.
The system is also C ticked for your safety.



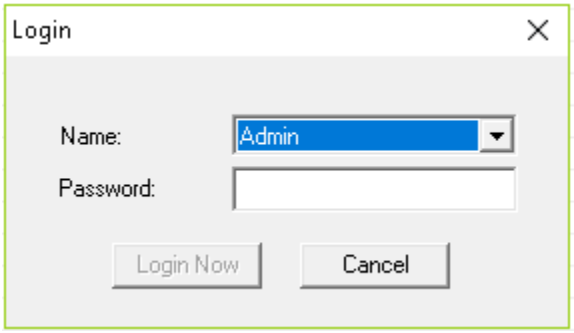
Starting Access Plus and Logging On

Run Access Plus by double clicking the Access Plus short cut on your desktop or by searching for Access Plus and double clicking the application.

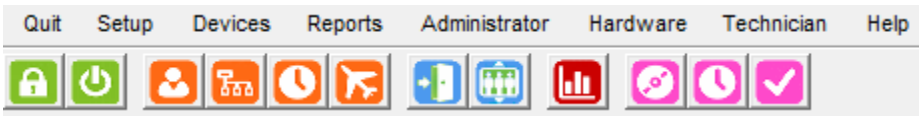
The Access Plus program will automatically begin monitoring the system and display all stored and current transactions on the event log screen as they happen.

Click on the Lock icon and a login prompt option will appear (shown below). To make any changes or operate the system a valid password must be entered. This will give you access to the menus within Access Plus.

Enter your operator Name and Password. (Please check with Stor-Guard for the default password if not changed).



This will allow access to the menu items and if authorized the following icons will appear:



Users

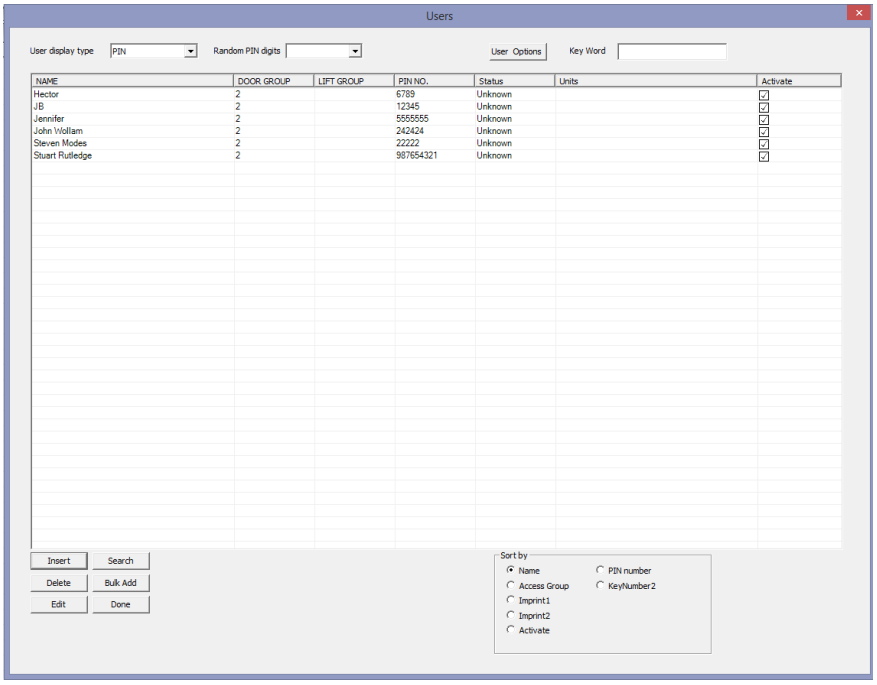
Users are the people who actually use the credentials and readers to gain access to the premises. The system records important information about each user, including:

- User name - the person's name is what appears on the screen whenever they use the system.
- Credential - the key, card or PIN number used to identify that person to the controller.
- Access levels define when and where the user can access different parts of the system.

Customers using management software will not need to insert users as all required data is either preloaded on installation or downloaded as part of the normal operation of the software. Further instructions are included later in this manual.

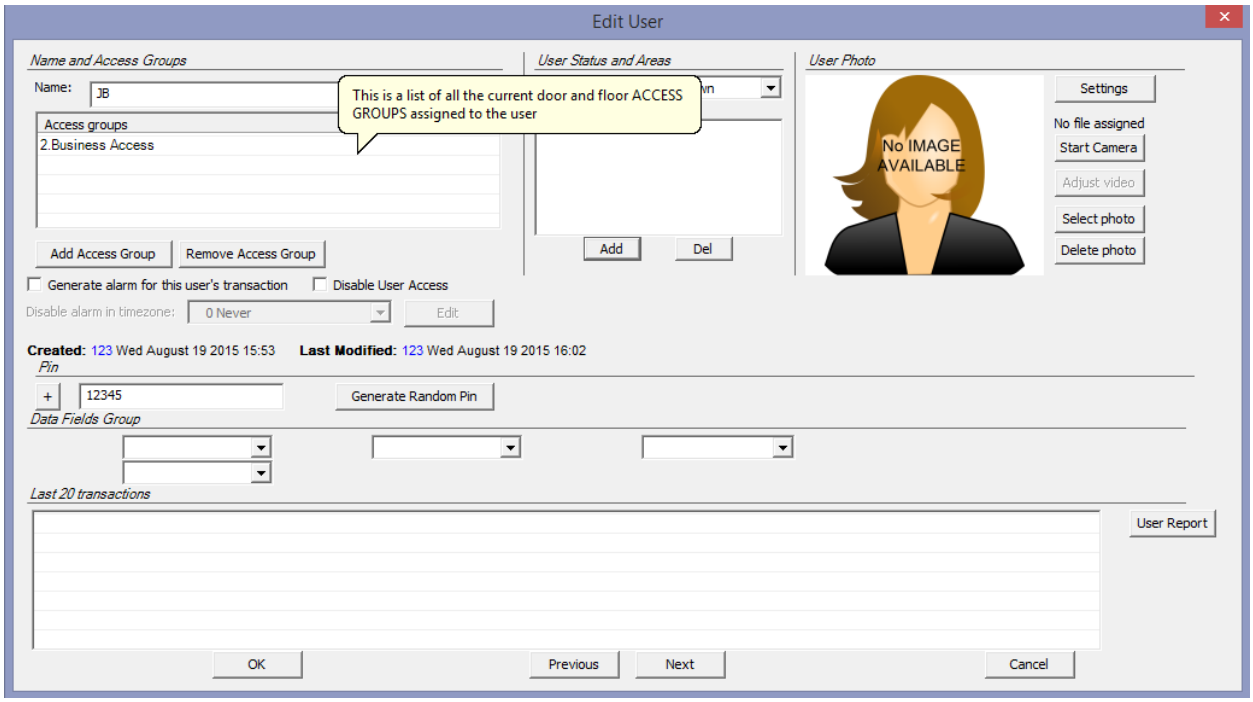
To check on users that have been loaded into Access Plus, Click on the user's icon.

This will open the following window.



All users will be listed with their names, access levels, and access numbers. Users can also be sorted by Name, Access Level, imprint or access number.

User details can be viewed in more detail by double clicking on a name. The following window will appear.



This outlines the customers data including name, units, pin number and the access level that they have been assigned as well as their last 20 transactions.

If you are using management software, user data and information will be updated automatically from that program. Any information attempted to be changed directly in Access Plus will be overwritten by the management software.

Access Levels

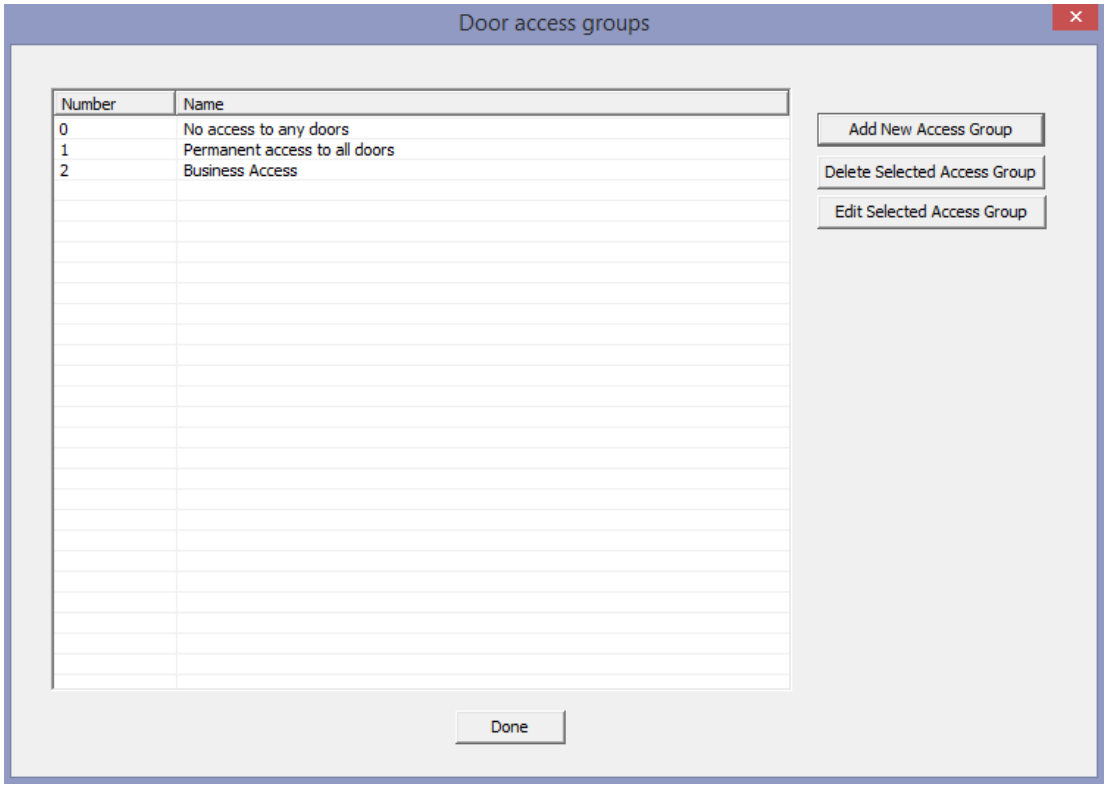
To simplify user programming, the idea of Door Access Levels and Lift Access Levels was introduced. An access level is the grouping of similar users. For example, all customers or staff may be assigned an access level.

Each access level contains a list of doors and/or floors and an associated time zone. Anyone with that access level will be able to enter the door at the times specified by the access level.

It is possible to have different doors with different time zones within one access level. For example, it may be necessary to provide 24 hour access to the building, but only limited times to certain areas.

To view the access levels that have been loaded in to Access Plus, click the Access Levels Icon.

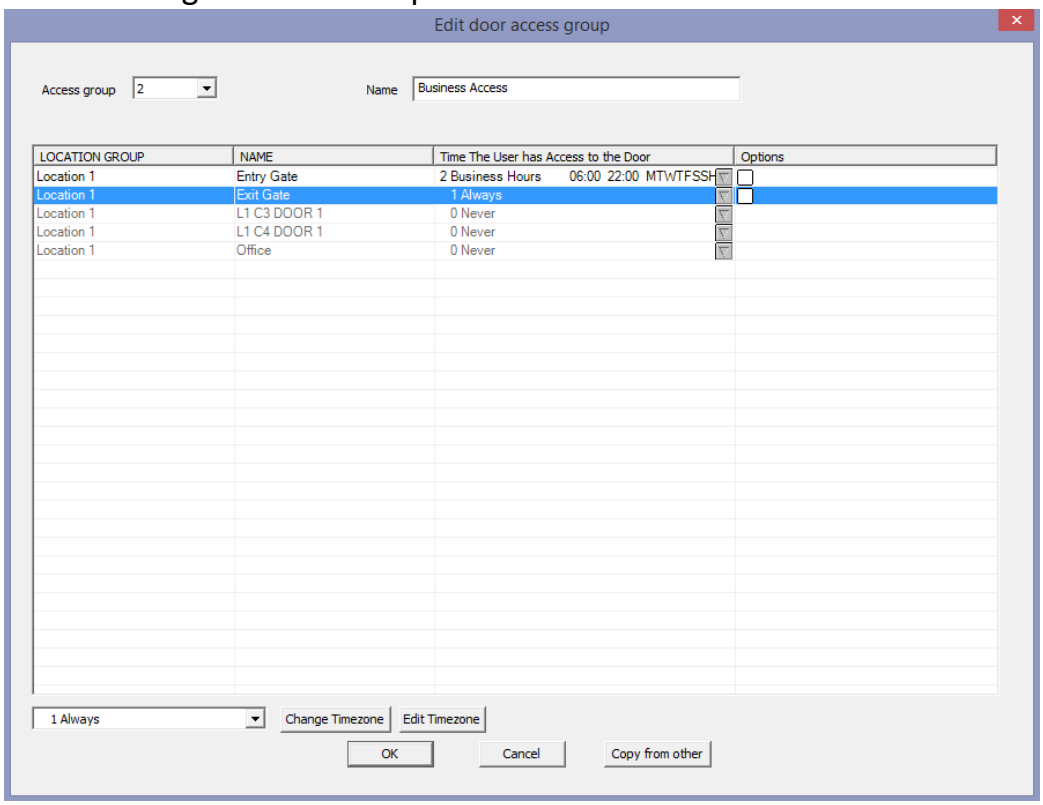
This will open the following window:



NOTE: Any Changes to these levels should be done with great care as they will affect how your staff and your customers move around within your facility.

To make changes double click on an access level or highlight and click edit.

The following window will open.



Here you can add or remove doors for this access level and change their time zones of operations.

You will notice that in the above the exit gate is set to always. This is recommended as it stops people who have entered close to closing from being locked in to the facility.

Management software users need to be aware that for operational reasons the timezone entered in that software is used as the Access Plus access level. It is not

the same as the Access Plus time zone. The time zone in many management software is one number less than its Access Plus access level.

In other words,

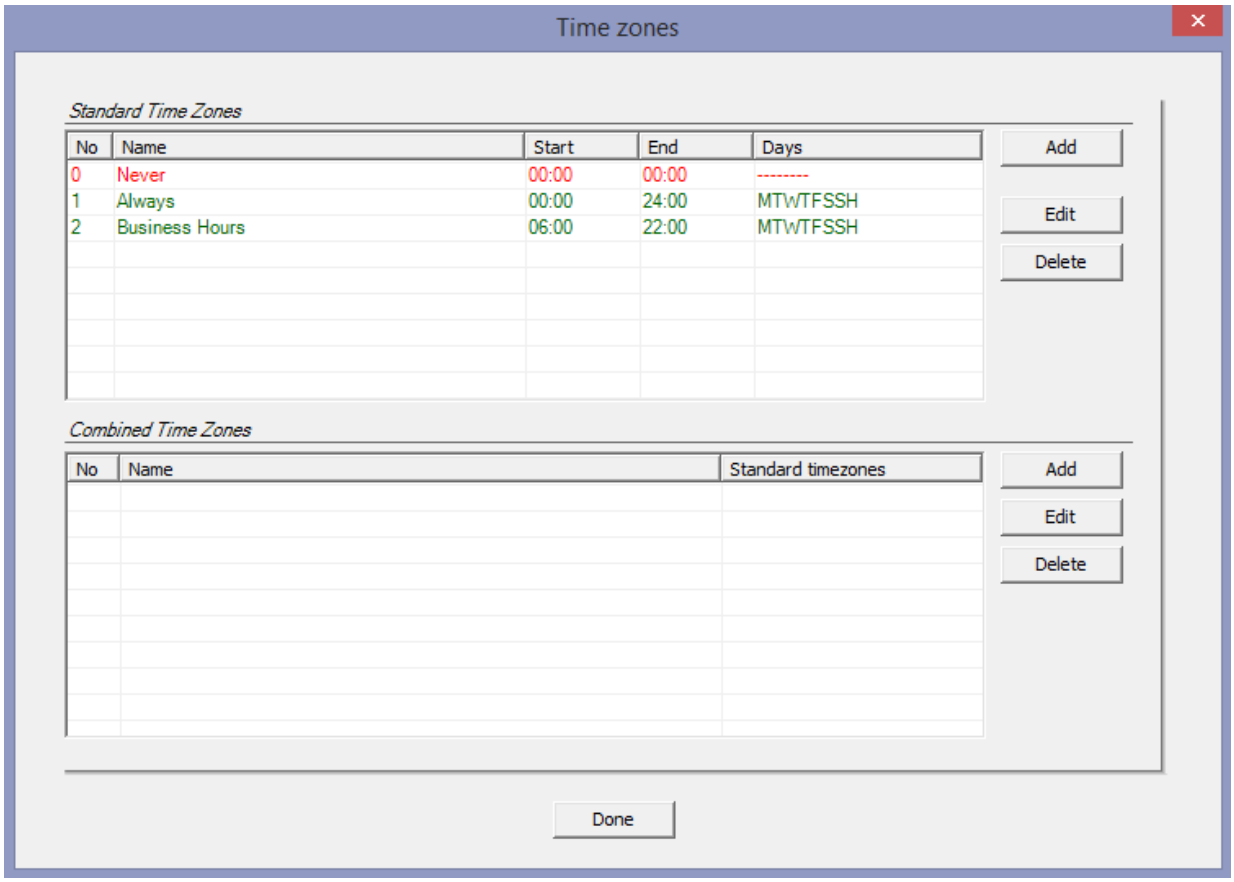
Management software timezone → Access Plus access level.

Software Time zone	Access Plus access level
1	2
2	3
…	…

Time Zones

Time zones are a collection of times and days of week. A time zone does not do anything on its own! Time zones form one of the main building blocks of an access control system. If used wisely, it can save a lot of time and effort when administering a small or large system.

To add/edit time zones click the icon which will open the following screen.



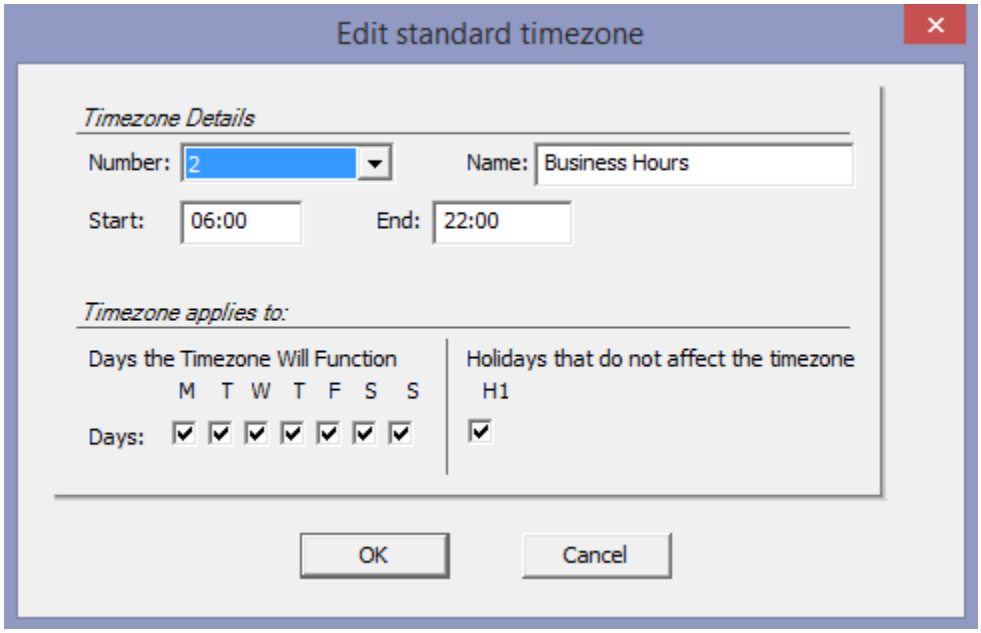
For example, a time zone can be allocated for all doors. It is then decided to change the time the doors can open and close each day. Rather than changing every door setup, only one time zone needs to be modified.

Most facilities will have at least two timezones. A 24Hr time zone to allow managers and others free access to the facility at all times and a working time zone for the customers (i.e. 6am – 10pm).

Extended time zones are also available to enable different timezone access on different days (e.g. shorter hours for the public at weekend).

Holidays can also be added to the system to enable different hours of operation to cater for the specific requirements.

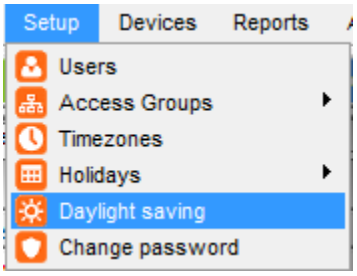
Double Click on a time zone to edit:



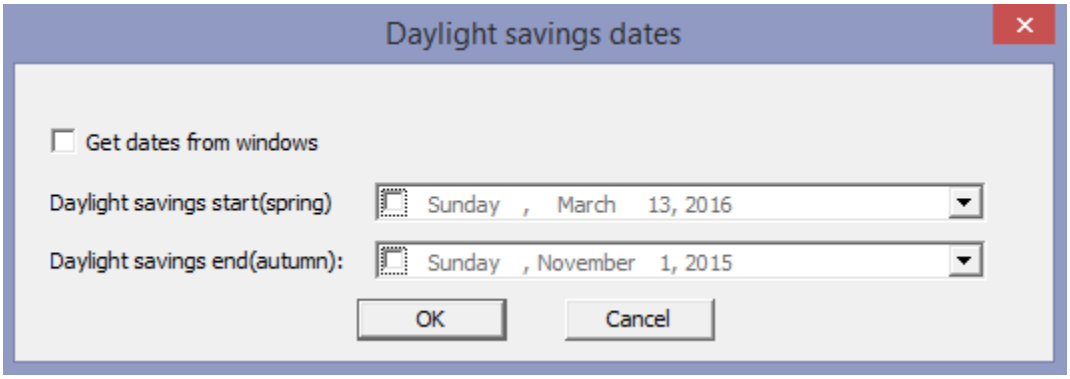
Note: Times are defined in military format. (e.g. 11pm = 23:00)

Daylight Savings Time

Daylight savings time is programmed in the Setup→Daylight saving menu.



The following window will open.

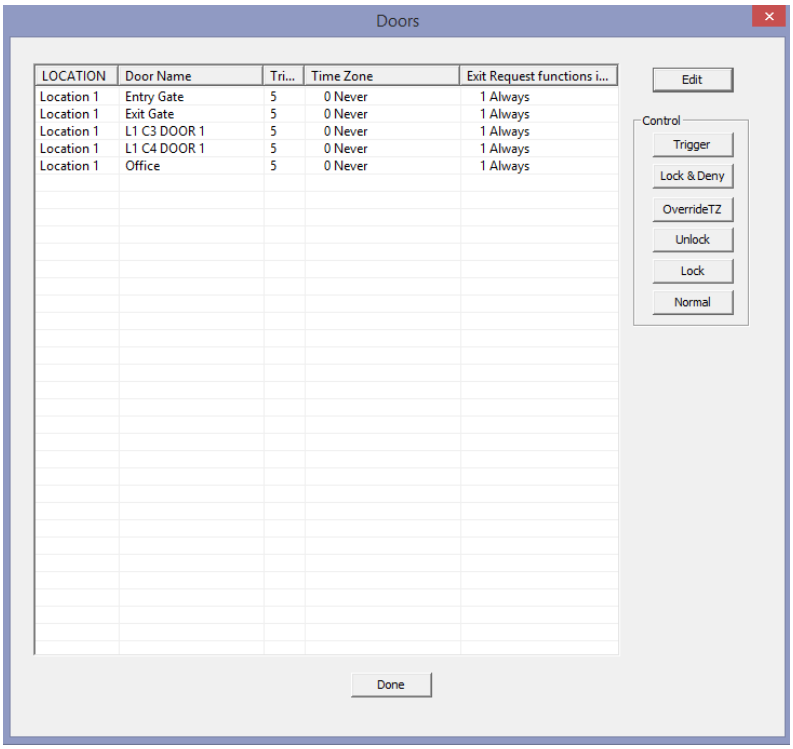


Enter the dates for Daylight savings and once the dates are set, at 2am on the appropriate date the controller time will be adjusted forward or backward by one hour as appropriate.

Your PC can also set these times by selecting the “Get dates from Windows” tick box (This method is recommended).

Doors (Gates, Roller Doors)

To open Devices/Doors menu click on the icon and it will bring up the following screen:
Double click on the door/gate to open menu:



A list of all doors in the system is displayed. From this screen it is possible to select a door and:

Trigger: This is the equivalent of using a valid key or request to exit push button.

Unlock: Permanently release it until it is returned to normal.

Lock: Permanently lock it until it is returned to normal.

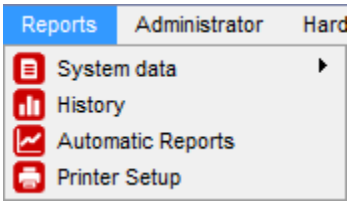
Normal: returns door to its normal settings.

Note: Locking and unlocking a door require that the door be returned to normal to operate normally

Reports

Introduction

The Report menu allows generation of reports for the system. There are two options in this menu.



System data

The system data reports allow lists of all system settings. Reports of users, controllers, time zones, holidays, access levels, alarm and lift programming can be generated.

History

History reports allow generation of reports of activities on the system.

History reports can be for all transactions during a particular period, or for activities of a particular user or activities at a particular reader.

History reports can be displayed on the screen or printed, or also exported to a text file for importing into other programs if required.

Reporting Options

When a report has been generated it is displayed on the screen in a scrolling window which allows the entire report to be easily viewed. It also allows the report to be printed, saved as a text file or just closed.

If the **Print** button is clicked, the report will be printed on the currently selected printer.

If the **Save** button is clicked, a dialog box will be displayed asking for a destination file name and directory. The report will be saved as an ASCII text file which can be edited or otherwise manipulated by other programs.

The '**Another'** button allows the current report to be re-run, allowing the user to modify a selection parameter in the report without having to go back through the menu.

If the **Close** button is clicked the report will be closed and the normal transaction logging window will be displayed. You can add automatic reporting options.

Reporting system data

The system data reports provide an easy way to summarize the current system settings. There are several menu selections available to allow printing of all data or just selected items.

All Programming report

This menu selection will generate a report consisting of all users (sorted alphabetically by name), controllers, time zones, holidays and access levels in a single report.

User Reports

There are various reports available to summarize the users in different sort orders.

Users by Name

This report sorts the users alphabetically by name. This report can be generated quickly by using the keyboard shortcut Shift+F7.

Users by Imprinted number

This report sorts the users alphabetically by the imprinted number data field.

Users by Key/Card/PIN number

This report sorts the users alphabetically by their credential number. The sort order is dependent on the current setting for the user display type (set in the Technician→Site→User Display Type menu).
If the current user display type is set up for Key then the users are displayed in order of Silicon Key id.
If the current user display type is set up for Card then the users are displayed in order of their card id.

If the current user display type is set up for PIN then the users are displayed in order of their respective PIN numbers.

Users by Access level

This report sorts the users and displays them in order of access level.

Access level report

This report generates a listing of the currently programmed access levels. If the system includes elevators the lift access level information will also be included in the report.

Time Zone report

This report generates a listing of the currently programmed time zones.

Holiday report

This report generates a listing of the currently programmed holidays.

Controller report

This report generates a listing of all of the current controller setups. If the system includes elevators then the lift bank settings are displayed here. If the system includes alarms then the alarm settings are displayed here.

History reports

The history report menu allows generation of reports of transactions on the system. Every time anything happens on the controller network - a person goes through a door, an exit pushbutton is pressed, a time zone operation of a door, an alarm event etc - it is logged on the hard disk of the computer. The history report menu provides a way to produce reports of these transactions. When the history report menus selected a dialog box appears which allows entry of the parameters for the required report. This option can also be selected by using the history report toolbar button or via the F7 keyboard shortcut.

The parameters, which can be entered to generate the report, are as follows:

Start date and time

Enter the date and time for the start of the report.

End date and time

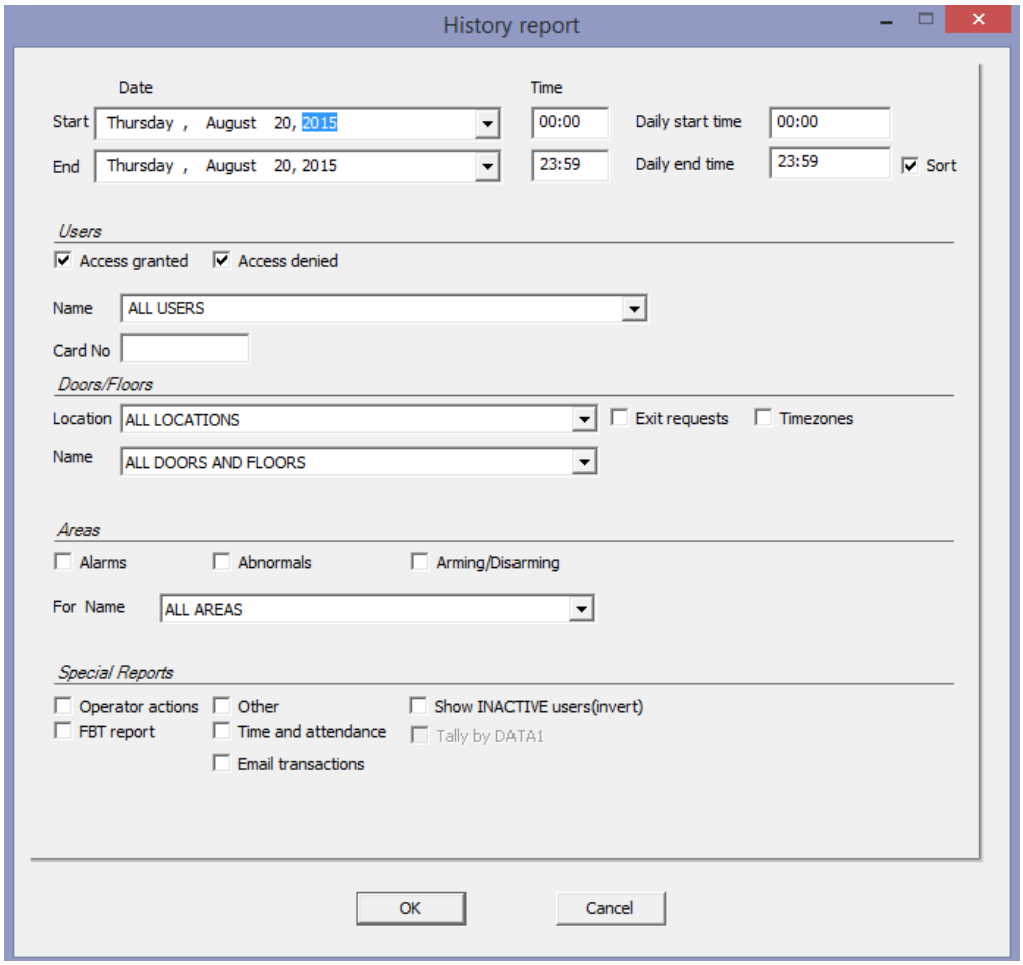
Enter the date and time for the end of the report.

Daily start and end times

Occasionally it is useful to be able to retrieve all the transactions during a particular part of the day for a time period. For example, someone might require everyone who entered the car park during the hours of 9.00am to 5.00pm over the last month to be listed in a report. The daily start and end times allow selection of just part of the day over the period of the report to be included in the report.

Access Report

The most common type of report is an `access report' which allows recording of who has been where when. Under the access report different transaction types can be selected for reporting as follows:



Access Granted: display users who were granted access during the appropriate period

Access Denied: display users who were denied access during the appropriate period.

Exit Requests: display exit request transactions which occurred during the appropriate period.
Time Zones: display time zone changes which occurred during the appropriate period.

It is also possible to `filter' the transactions for particular users and/or particular doors.

Users for Report

This area of the form allows either all users, or a selected user or group of users to be chosen for inclusion in the report. If the `All users' button is checked then all users will be included in the report.

If the `Selected' button is checked then only the selected users will be included in the report.

A drop-down menu of user names is available for selecting a particular user. Alternatively entering a name or part of a name will allow selection of users whose names match the appropriate number of characters entered. For example, entering `SM' would match Smith, Smithson and Smedley. The `case' (upper or lower) of data entered in this field is ignored.

Card numbers for report:

Occasionally a card number is known rather than a user's name. This field allows entry of the card number for searching. If this field is nonzero, only transactions of users with the appropriate card number will be displayed.

Doors For Report

This area of the form allows all doors or alternatively only selected doors to be included in the report. If the `All doors' button is checked then all doors and readers in the system will be included in the report. If the `Selected' button is checked then only the selected doors will be included in the report. A drop-down menu of door names is available for selecting a particular door.

Alternatively entering a door name or part of a door name will allow inclusion of doors whose names match the appropriate number of characters entered. For example, entering `C' would match Carpark and Cooking area. The case of data entered in this field is ignored.

Once the report has been generated it will be displayed, and can be printed or saved as a text file as required.

Show inactive users (invert)

This menu option allows the report criteria to be inverted. Whatever parameters are set up for display in the access report, this check-box will produce a report which inverts them. For example, if the report was run to show all users who have gained access in the last three months, then by selecting this option to invert the output the report would show users who have NOT gained access in the last three months. This can be used to show users who are inactive.

Pressing the OK button will bring up the destination menu for send out the report.

Pressing the 'Save' button will save the report as a text file. The information can then be imported into another application, such as a word processor.

Reporting other transaction types

There are many other types of transactions; currently the software allows these to be selected using the checkboxes under `other reports'. All report types are subject to the time and date start and end points as defined at the top of the form.

Operator Actions

Every time an operator accesses a menu on the system it is logged in the history data file. The operator actions can be reported by ticking this box.

Alarms

Tick this box to report on all alarms which have occurred during the selected period.

Abnormal

Tick this box to report on points which have become abnormal during the selected period.

Other

Tick this box to report all other transaction types during the selected period.

Statistical Reports (Floor Management System)

Floor management systems are used in some facilities, to record the frequency of patrols of areas by security guards and cleaners. Often it is desired to track how often an official presence is in any part of a facility and the Access Plus system can be easily configured for this.

The use of controllers designated as `logging' controllers, which can have up to 8 readers each connected, is part of this setup.

When logging controllers are present in the system, floor management system (FMS) reports are available. The FMS system also allows generation of statistical reports used for `end of period' reporting.

When logging controllers are included in the controller list, the history report screen includes a check box for `Statistical report (Floor Management)'. If this box is checked, instead of a conventional history report being generated, a statistical report by week for the selected period is generated.

The statistical report is tabulated by reader, and gives a weekly figure for each reader for the average time between patrols, the longest period, the shortest period and the total number of patrols at that reader during that period.

The statistics included in this report are as follows:

Week - the weeks are tabulated as 7-day periods commencing with the first day of the month i.e. week 1 is the first seven days of the month, week 2 is the next seven days and so on. If the report is run for a longer period e.g. a quarter or a six-monthly period this still applies. The last week listed thus may not have seven full days included in the report.

Av. - this is the average time between uses of the reader during that week. The average is calculated as follows:

Average per day = (time of last touch - time of first touch) / total number of touches

Average per week = SUM(Average per day) / (number of days)
Using this method of calculating the average means that there is no necessity to record the centre opening and closing times, as for each reader the average is calculated based on the difference between the first read and the last read each day.

Long - this is the longest period between reads at the reader during the appropriate week.

Short- this is the shortest period between reads at the reader during the appropriate week.

Total - this is the total number of reads at the reader during the appropriate week.

Av. Start - this is the average of the start time (i.e. first read time) at the reader during the appropriate week.

Av. End - this is the average of the end time (i.e. last read time) at the reader during the appropriate week.

The floor management system thus allows generation of a wide range of statistics.

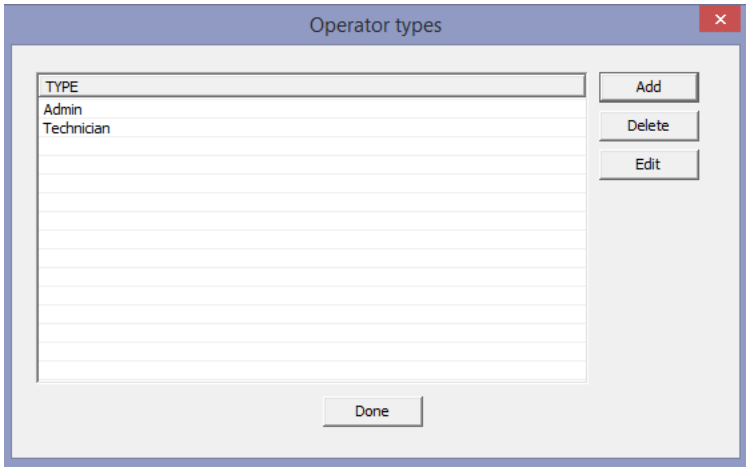
Note: Only doors on controllers which are designated as `logging' controllers will be included in the statistical report.

Operators (Staff)

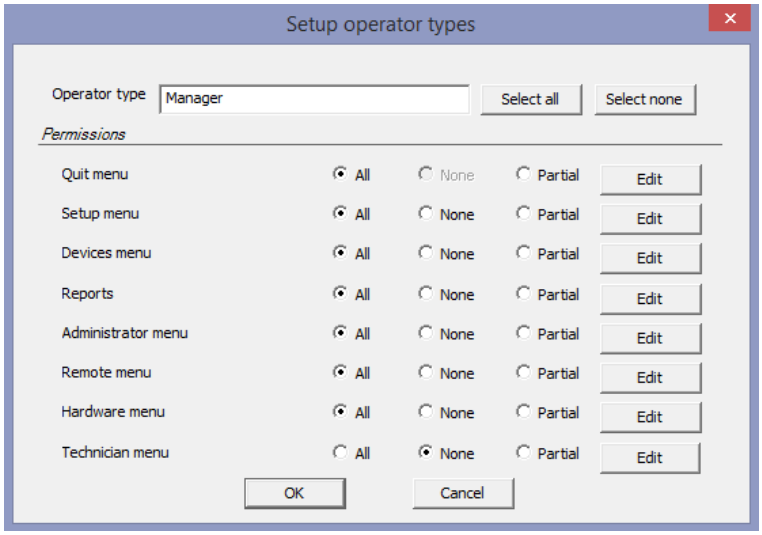
The operators of the system are the people who are authorized to use the PC for programming the system and running reports. Many different operators can be defined in the system, and each can be authorized for different activities. Each time an operator logs on or off this is recorded in the audit trail.

Set Up Operator Types

Select Administration→Operator → Operator Types:

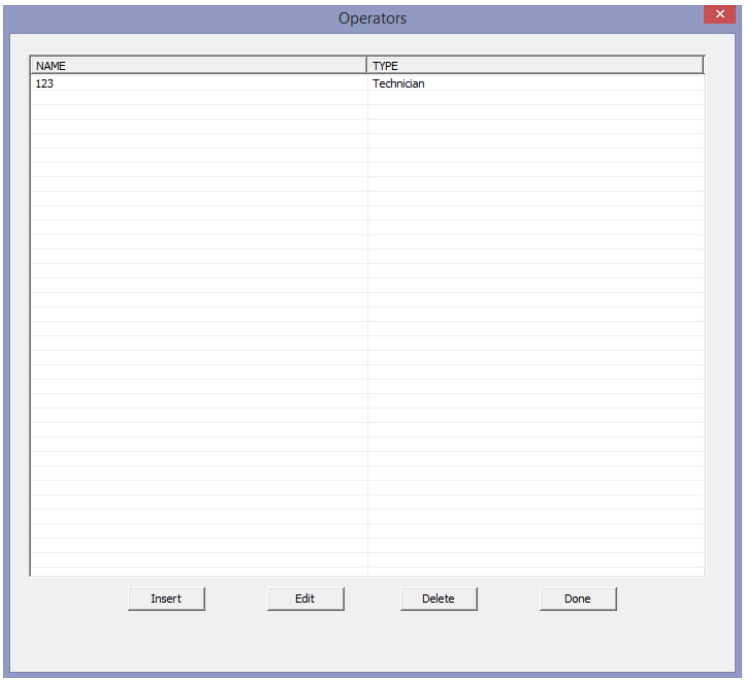


ADD the different rolls you have on site. Determine the access rights they have to Access Plus:

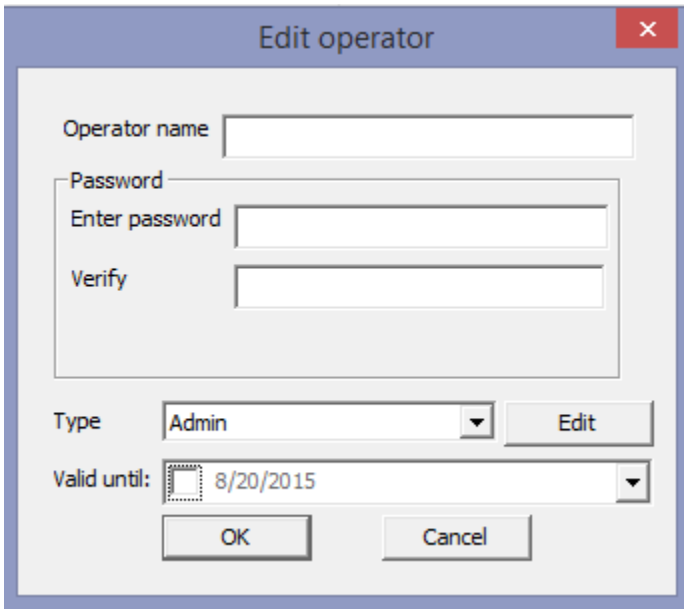


Setting Up Operators (Default is 123)

To add or delete operators, go to the Administration/Operators/Edit Operators menu.



Click on the `Insert' button to add a new operator, or `Edit' to edit an existing operator. The following screen will be displayed:



Operator Name - Enter the name which will identify this operator. The name must be entered when logging into the system. The name is not case-sensitive.

Password - Enter the password for the operator. This password will not display and can be any mixture of numbers and letters. Note that when the password is entered for login case is ignored. The password must be entered twice to ensure that it has been entered correctly.

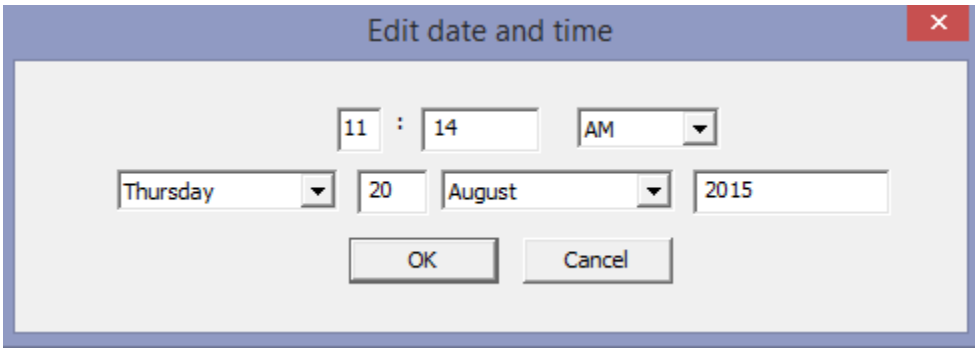
Type - Enter a description of the type of the operator. A drop down list will provide a list of existing operator types, or else press the Edit button to create or modify an existing type.

When adding new operators it is impossible to add an operator with more permission than the currently logged in operator. This ensures the security of the system. It is also impossible to delete the currently logged in operator.

When deleting operators, the system keeps track of the currently assigned operators and tries to stop the operator from deleting an operator which will stop the system from working.

Set System Time

When this menu selection is chosen the following dialog displays.
This can also be accessed by using the set time toolbar button or by using the F11 keyboard shortcut.



This allows the time on all of the controllers to be synchronized to the time on the PC.
Because the Access Plus system is fully distributed, each controller in the system has its own real-time clock and can keep track of the time.

The clocks within the controllers are accurate to within 2 minutes per month in fact their accuracy is much greater than the typical PC clock.

However the PC clock and/or the controller clocks may drift with time.
This menu selection makes it easy to synchronize the time on all of the controllers, and also sets the time on the PC to the same time.

Note: With Access Plus's Master Clock mode enabled this synchronization occurs automatically at 12.05am every day.

US Users: Set US time tick in Workstation Settings

Macros

A Macro is a button located on the menu bar. Macros are simply a way of performing lots of actions with the “push of a button” Up 20 macros can be defined.

Macros are defined under Technician → Macros. Once macros have been defined they appear as additional buttons on the toolbar, and also in the Administration menu.

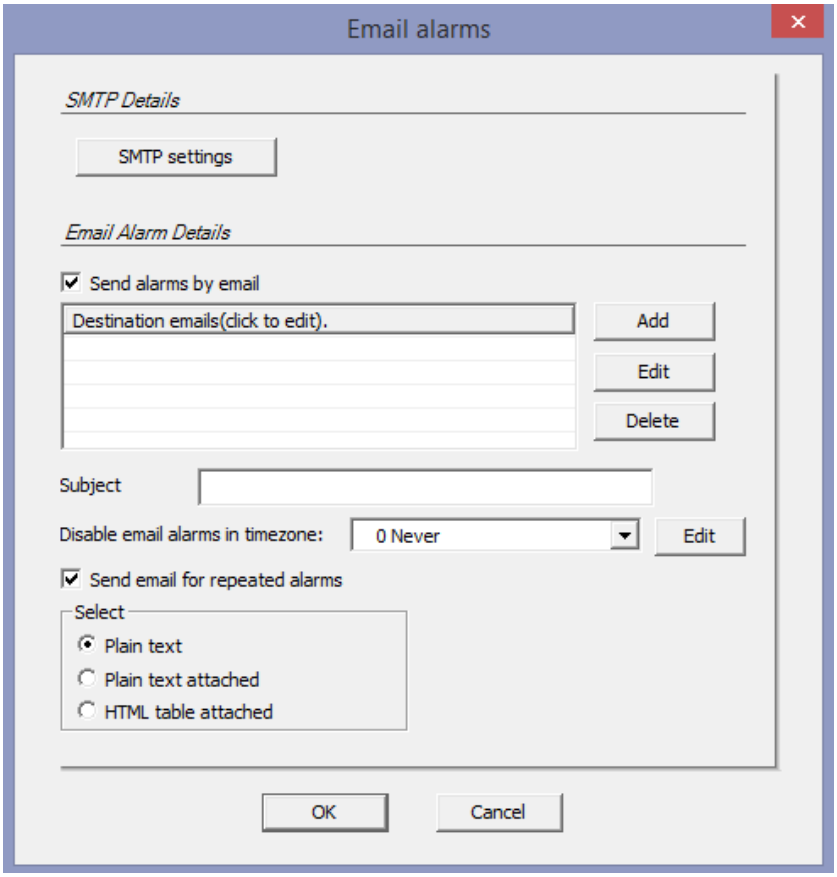
Also once defined they are also automatically assigned a keyboard shortcut which is displayed in the Administration menu. The macro names can be customized so that they describe exactly what function they perform.

Email Alarms

With Access Plus it is possible to send alarms as they occur to up to two email addresses. It also requires a permanent internet connection.

When the system is correctly configured, whenever an alarm occurs, it will be sent to the email addresses specified. The email addresses are set by using the Administration→Email alarms dialog box.

To open select Administration/Email alarms and the following window will appear.

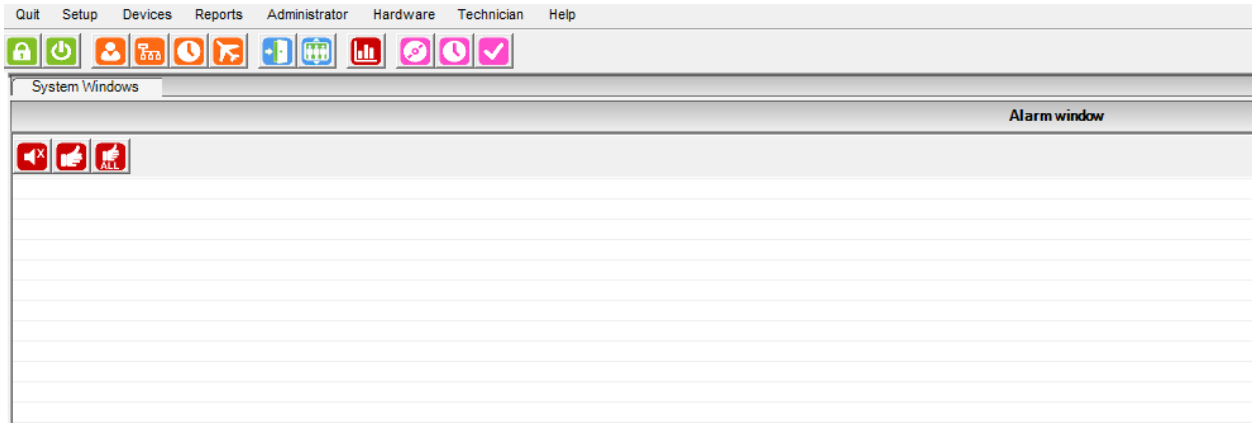


If the `send alarms by email' box is checked then the email addresses specified will receive the alarm text via email.

Use an email to SMS service and you can receive SMS alarms.

Alarms/ Managing Areas

The Alarm Window:

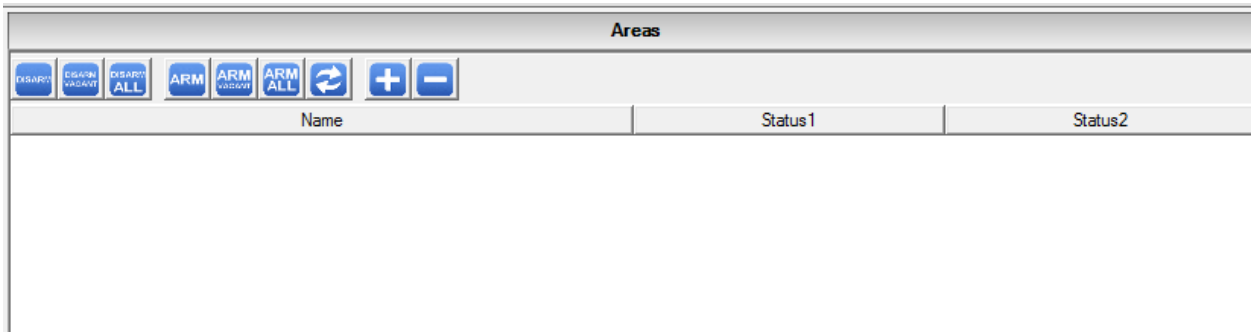


The alarm window is used to display currently active alarms and if controllers are offline (See example). When the alarm window is enabled, alarms will display in the window as they occur, and the PC will also make a sound. The sound can be silenced by clicking the `SHH' icon in the alarm window toolbar, and the alarms can be acknowledged using the 'ACK' icon (to acknowledge a single alarm) or ALL (to acknowledge all alarms) buttons.

Each line in the alarm window displays the alarm priority, the number of activations and the alarm text for each alarm. If an alarm occurs more than once without being acknowledged the `activation count' will be incremented.

The display below indicates what the screen looks like if the alarm window is enabled. The alarm window displays alarms which have not been acknowledged, in order from the most recent (at the top) to the oldest (at the bottom). Individual alarms can be selected and acknowledged.

Areas Window:



If this window is enabled then the screen displays a list of the currently armed and disarmed areas, providing a quick visual check of the status of the site. Areas can be quickly viewed from these screens by double-clicking on them, and disarmed and armed also.

Toolbar buttons are provided to quickly arm or disarm a single unit, the vacant units or all units.

This window updates every 5 seconds unless an operator is in the process of selecting units for example to select a group of units for disarming or arming manually at which stage the window updating slows down to once every 60 seconds.

Selecting any tool button including the refresh icon speeds the updating backup to once every 5 seconds or so.

In this window you have the option of 9 different toolbar buttons.

The **disarm** icon allows disarming of a single unit or multiple selected units.

The **Disarm Vacant** icon allows all vacant units to be disarmed. With this, managers can disarm all vacant units and can show them to potential clients through the day without setting off an alarm.

The **Disarm All** icon will disarm all units.

The **Arm** icon allows arming of a single unit or multiple selected units.

The **Arm Vacant** icon allows arming of all vacant units. This is the counter part of disarm vacant units as at the end of the day managers can secure all vacant units by selecting this button.

The **Arm All** icon will arm all units.

The **Update Status** icon will refresh the status of the desired units.

The **Expand/Collapse All Areas** icons (respectively) will show you complete status of each area.

Note: To select more than one unit hold CTRL and click on the desired units then click the appropriate icon.

Menu bar and toolbar

The menu bar and tool bar are used to initiate any commands on the system. When an operator with full permissions is logged in the menu bar and toolbar are as displayed below.

If an operator with less permissions is logged in then only the appropriate commands and tool buttons will be displayed. Note that some options may not be displayed if they are not required for your site you do not have access to particular menu items The menu has been setup so that the more frequently used functions are towards the left, and the less frequently used (or technical) functions are towards the right.

The menu items include:

Quit: To logoff or exit the program.

Setup: For setting up users, access levels, time zones, holidays and daylight savings. Most operators will use this menu.

Devices: For setting up parameters, monitoring and controlling devices in the field (eg doors, lifts and alarms).

Reports: To run a report on either how the system is setup, or what has happened in the past. Most operators will use this menu.

Administration: For administering the system. This includes archiving (moving old transaction off the hard disk), backing up (copying the setup to another disk), operators, printer, setting the time and user titles. Only a limited number of operators would use these options.

Remote: To manually connect and disconnect from remote sites. Not available where all field hardware is directly connected to the PC.

Hardware: For setting up the site. Only experienced technicians should use them.

Technician: Further options as to how the PC functions. Only experienced technicians should use them.

Windows: To move between windows when more than one window is available.

Help: Online help to assist whenever required.

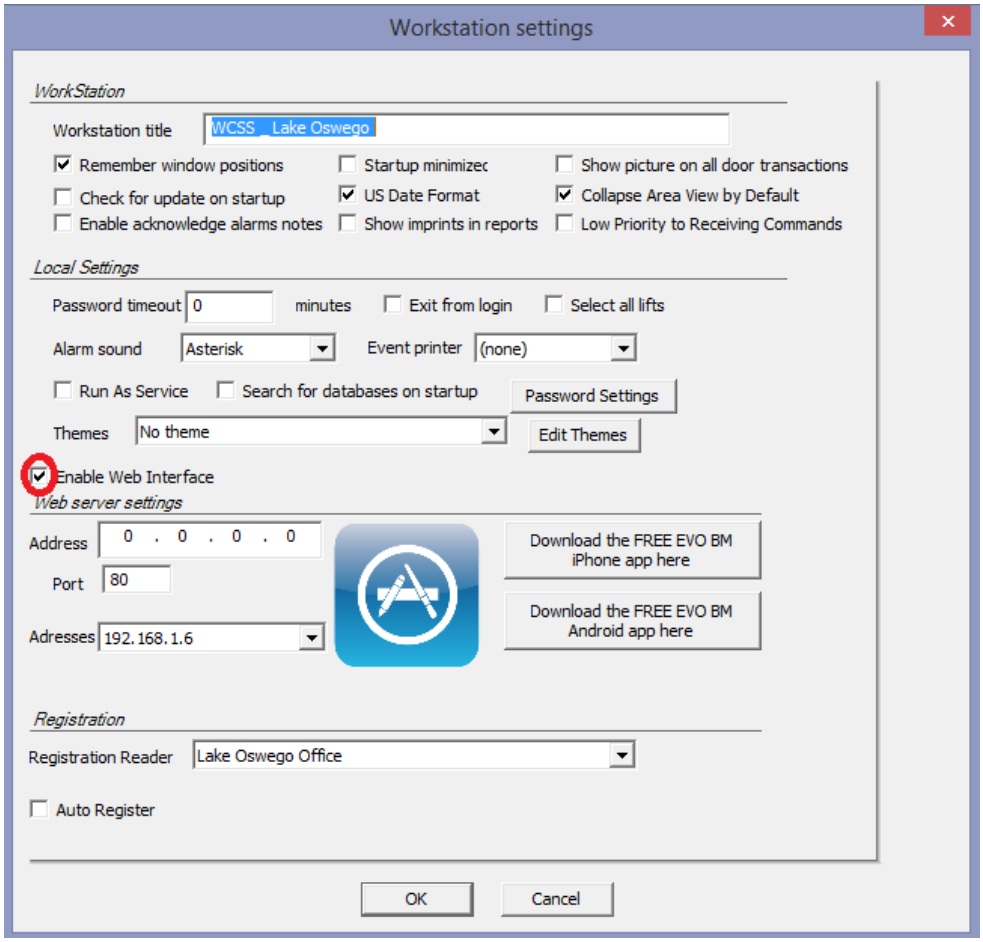
Web Interface

Access Plus Version 2 has A Web interface designed to grant remote access to all functionality of Access Plus. You will need:

- Access Plus EVO Controllers (with TCP/IP
- Internet Explorer or similar
- Internet connection

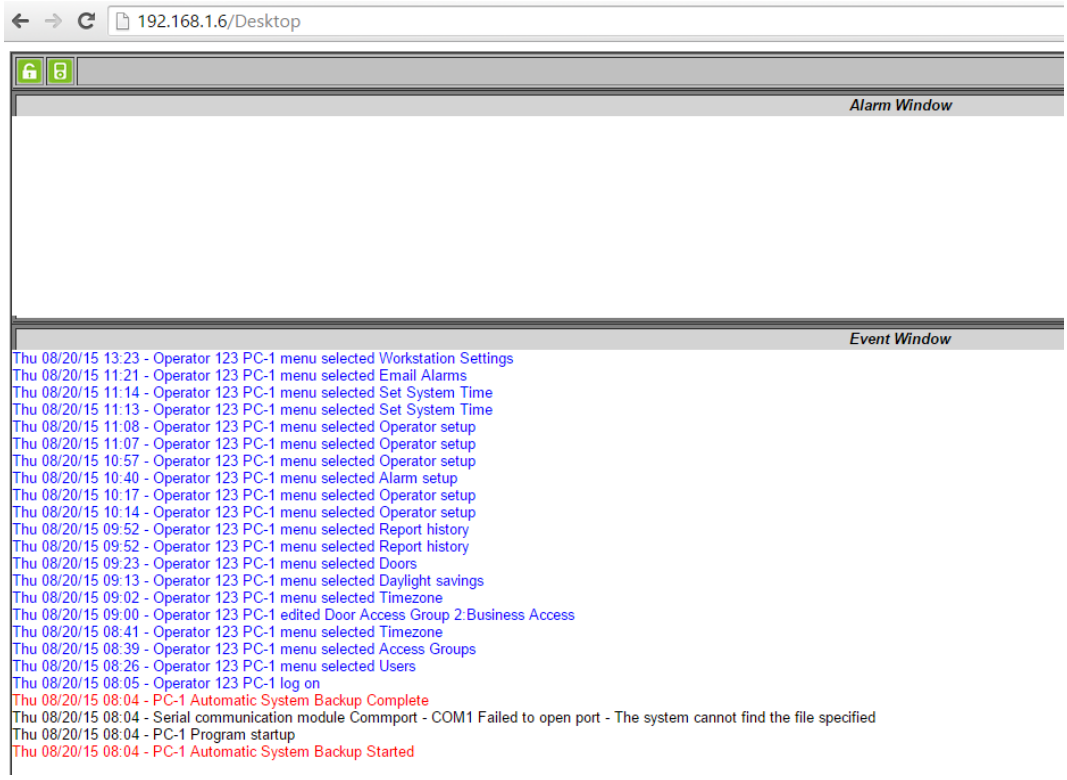
To enable:

Select Administrator→Workstation Settings



Check the 'Enable Web Interface' tick box.
Insert the IP address of the device you are using – e.g your computer.
Ensure port 8080 is open on your fireewall device.

Use your browser to find the controller



A log in window will prompt you for your password. This web interface can be used on phones and mobile devices. Changed can be made to controller setup remotely using this tool or it can be used for remote viewing of the event log.

Mobile Device Interface

The mobile Interface works on mobile phones, ipads and tablet PC's. Enter the IP Address of the Access Plus controller with a :8080 and the interface should appear.

Note: This feature requires Access Plus EVO controllers connected via onboard or off board lantronix IP connection. Ask support for details.

How to Connect to a Site.

To connect to a site using this iPhone or iPad application you first need to do a few things at the site. This guide should help you understand the setup process to enable you to connection this application to your site(s).

Enabling the Web Interface in Evolution

1. At the PC running Evolution go to the menu '**Administrator / Workstation Settings**'.
2. Click the check box **Enable Web Interface**.
3. Enter the **IP Address** and **Port Number** you want Evolution to use. (Note: The IP address is the local IP Address of the PC running Evolution. The default Web Interface port is 80).
4. **Press OK**. If you now get a Windows Security alert warning you that Evolution is now trying to accept incoming network connections, chose **Unblock** to allow external access to Evolution.
5. You should be now able to **enter the web address of the PC running Evolution into a web browser** on the:
    - Same PC Running Evolution
    - And any Local PC's or iPhones (or iPads) connected on t he same local network. (e.g. http://192.168.1.55:80)
6. If you can not open the web page on the PC and or the local PC's, please contact the sites IT staff. They will need to **unblock the PC's firewall** to give the program external access.

Now that the Evolution Web Interface has been enabled and you can open it in a Web Browser, the next step is to configure the Sites router so the interface can be accessed externally via the internet.

(If your Phone and/or Tablet are connected via Wi-Fi to your local network you can skip to the 'Adding the Site into the Evolution Mobile App' instructions below).

Port Forwarding the Router to Allow External Access over the Internet

1. Login to the site's **Router**.

2. You need to configure the router so that it **Port Forwards** information received on the selected port (port 80 by default) externally by the router to the IP Address of the PC running the Evolution Software.

   For more information on Port forwarding Click below.

   1. What is Port Forwarding?
   2. Port Forwarding Instructions for Common Routers

Now we are ready to add the Site into the Evolution Mobile application.

Adding the Site into the Evolution Mobile App.

1. Press the **Add** button.
2. Enter the **Site Name** (e.g. 99 Pitt Street)
3. Enter the **Site Address**. This is the external IP address of the sites Router. (e.g. http://60.249.91.178:80)
4. Enter your **Username**. This is the username you use to login to Evolution
5. Enter your **Password**.
6. Press the **Save** button.
7. If you want the site to automatically login when you start the Evolution Mobile application, simply edit the site and press the '**Set As Default**' button at the bottom.

Backing Up/Restoring Access Plus

As with any data based software it is essential to take backups of your data in case the worst happens.

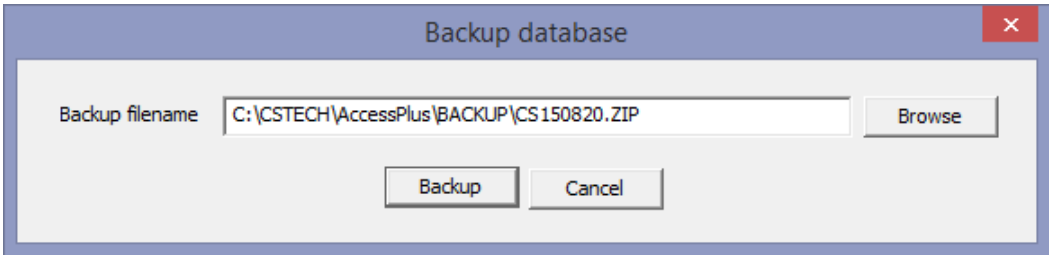
The Administrator →database tools items which allow backup of the system databases, restoral of a previously backed-up database and archiving of history records.

Backup Database

The Administration→Database tools → Backup Database menu allows all of the data files for the system to be backed up. It is wise to regularly back up these files as they can be used to recreate the system in the event of a PC crash. This can also be done by clicking on the backup icon in the toolbar or the Shift+F8 keyboard shortcut.

The data files are stored in the same directory as the program, and are all the files ending in `.DAT'. The backup procedure for advent takes all these files and combines them into a compressed `ZIP' format. The zipped databases can be restored at a later stage if necessary.

A feature of Access Plus is that the databases are automatically backed up each day at 12:00am into a `backup' subdirectory. The backup menu option allows the backup function to be performed on demand. When this menu selection is made a dialog box appears as below.



A backup filename is presented by default; this can be changed or edited if necessary.

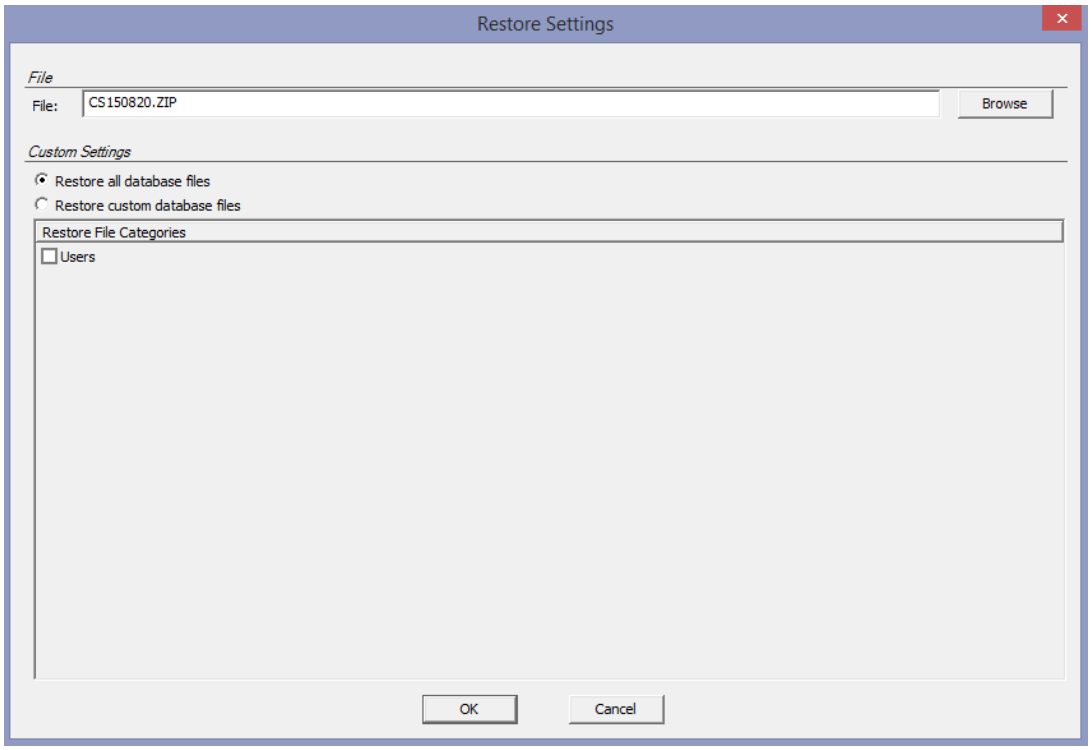
Clicking the `Browse' button will allow the directory and filename to be selected. Clicking on the backup button will perform the backup. The software will create a ZIP file containing all data with the current date as part of its title.

To discuss the best method for your organization to backup its data we recommend that you contact your IT consultant.

Restore Database

Access Plus allows a previously backed up database to be restored. This overwrites the existing data files and because the restored database may have different passwords and permissions for operators the restore procedure also terminates the program requiring you to restart and log in again.

Selecting the Administration/Database Tools/Restore menu will display the following dialog box.



Clicking the `Browse' button will allow selection of the backup file to be restored, or you can simply type it in the window. The automatically backed up files which are created at 10.00am each day are stored in the BACKUP subdirectory and have

a name like CSDDMMYY.ZIP where DDMMYY is the date that the backup was performed.

When the `restore' button is pressed the restoral is done and the program will close.

Restart the program in the usual fashion to use the restored data files.

Forgive All Users/Antipassback

Antipassback is used to stop people `passing back' their credentials to others; they can only enter if they are already outside and vice versa. It is used to enforce the use of entry and exit readers. It can also be used for recording the status of people inside a facility.

When the system is configured for antipassback and there are controllers in the system which are set up with readers designated as entry or exit, the system keeps track of the `antipassback status' (inside or outside) of all users. This antipassback is local to each controller, but also global when the PC is running.

The antipassback status of any user can be observed from the user screen (Setup→Users→Edit user). The status can be `outside', `inside' or `unknown'. With antipassback turned on, if a user is inside the system will not let them re-enter; if they are outside then the system will not let them re-exit.

Occasionally it is desired to `forgive' the antipassback status of all users. This would be the case following commissioning of the system or an evacuation for some reason.

This is done using this menu selection.

Selecting Administration→Forgive all users sets the antipassback status of all users to `unknown' meaning that their credential will work at whatever valid reader they try it at next.

Logging Off/Exiting

Access Plus should be left running on the computer permanently.
Alarms will not report if you turn off Access Plus.

To log off, Click the icon.
To quit the program click the exit icon.
Note: For security reasons to exit Access Plus you must be logged in.

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- Damage resulting from service (including upgrades and expansions) performed by anyone not previously authorized by STOR-GUARD, LLC.
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- Any product, in which the serial number has been removed, tampered with or defaced.

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Trouble Shooting

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