Admin – How to Use Access+ Software

Access+ Administrator Guide:

This guide will hopefully explain how Access+ works and how you can perform common Administrator tasks (Managing Users).

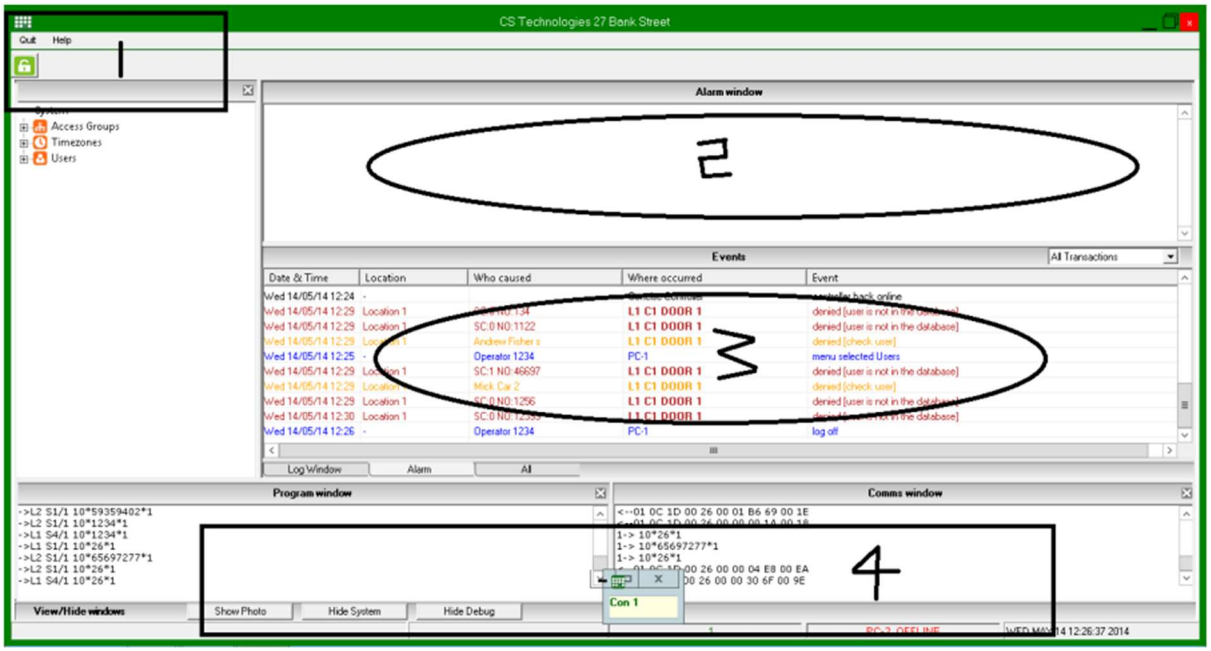
How it works:

Access+ is a Windows based software package that is designed to help you easily manage all your doors, elevators, and alarms in your buildings.

The software does not control the building and does not need to be running. The software is used to make changes and find out what is happening or happened in your building.

The Screen Layout:

When you start the software, it will look similar to the image shown below.



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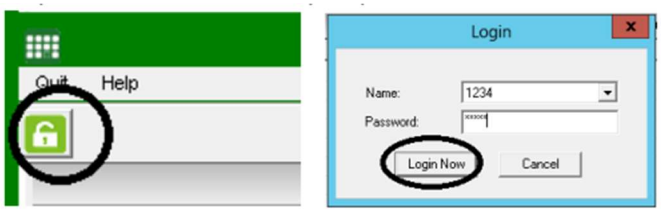
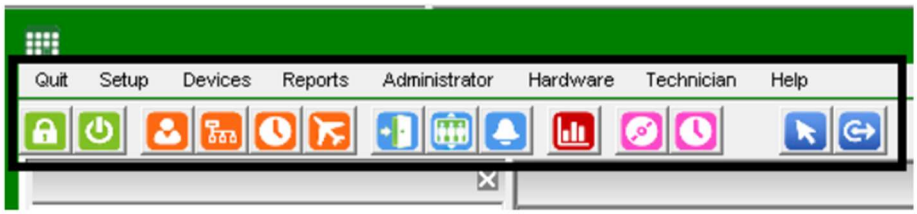
1. Login:

To make any changes or do reports you first must login to the software. Click on the 'key' icon, select your username and enter your password.

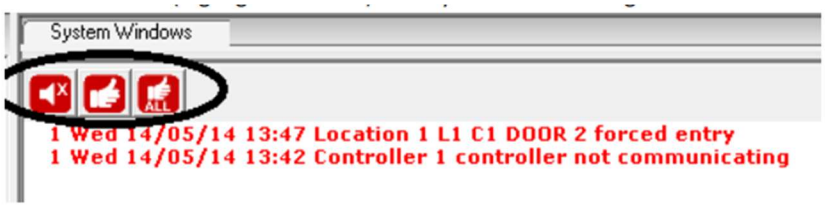


Once you have successful logged in, you will have access to the software (as shown below).



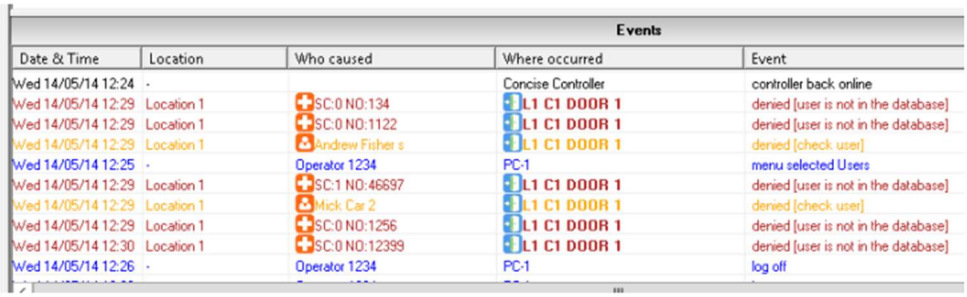
2. Alarm Window

The alarm window is there to highlight if there have been any issues with the system such as area alarms, controllers going offline, etc… The operator should check that these issues have been resolved.



3. Transaction Window:

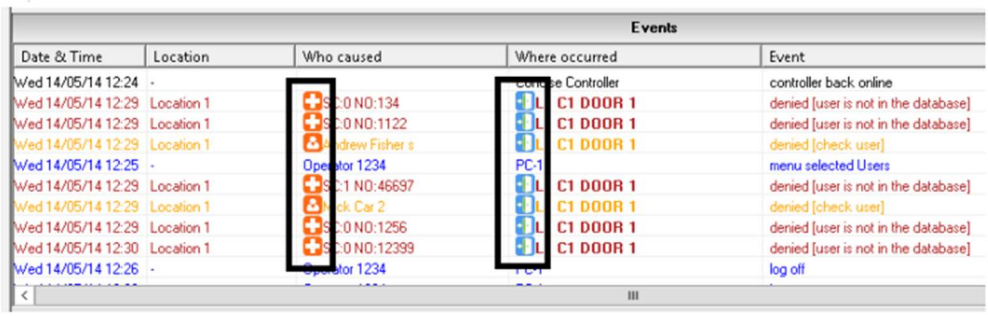
The transaction shows all the events that have happened in the system.



Events

Date & Time	Location	Who caused	Where occurred	Event
Wed 14/05/14 12:24	-		Concise Controller	controller back online
Wed 14/05/14 12:29	Location 1	SC:0 NO:134	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:29	Location 1	SC:0 NO:1122	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:29	Location 1	Andrew Fisher s	L1 C1 DOOR 1	denied [check user]
Wed 14/05/14 12:25	-	Operator 1234	PC-1	menu selected Users
Wed 14/05/14 12:29	Location 1	SC:1 NO:46697	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:29	Location 1	Mick Car 2	L1 C1 DOOR 1	denied [check user]
Wed 14/05/14 12:29	Location 1	SC:0 NO:1256	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:30	Location 1	SC:0 NO:12399	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:26	-	Operator 1234	PC-1	log off

The transaction window also allows you to view/edit and add users by clicking on the icon next to the user's name. You can also view door details by clicking on the door icons (as highlighted below).



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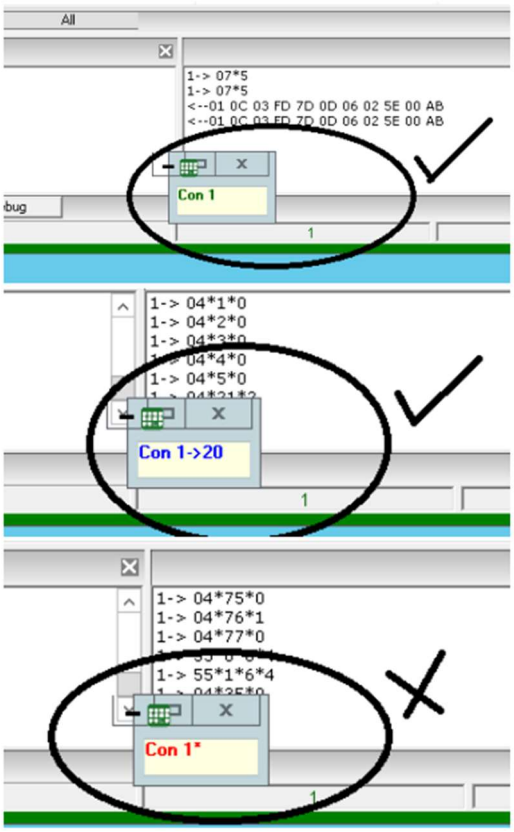
4. Communication:

At the bottom of the screen is the communication polling screen.

This indicates if the software is communicating to the EVO controller system (each controller can control up to 2 or 4 devices depending on type). Each controller number should be shown polling in a certain color.

- GREEN when it is online.
- BLUE with an arrow if the software is currently online and sending or receiving commands to the controller.
- RED* if there is a problem and is unable to communicate to the EVO controller(s).

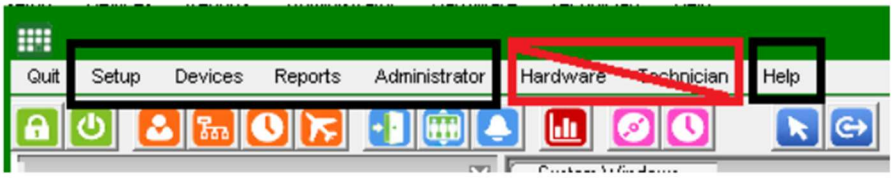


If it is RED (and with a star) there is a problem. Check the PC is connected to the Network or the USB converter is connected correctly at the back of the PC. Try restarting the PC to see if it fixes the issue.

If it is still RED, then you will need to contact Stor-Guard, or your installer, to identify the issue.

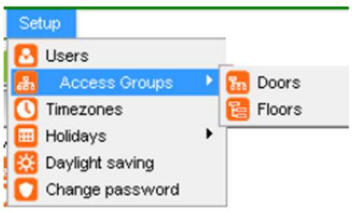
What you can do…

After login, operators have the following menus (see below) that they can use.

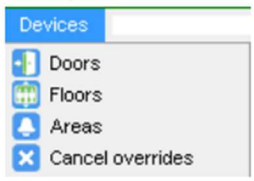


Note: The ‘Hardware’ and ‘Technician’ menus should not be used by the system Administrator. These should only be used by your Security Installer for System Setup.

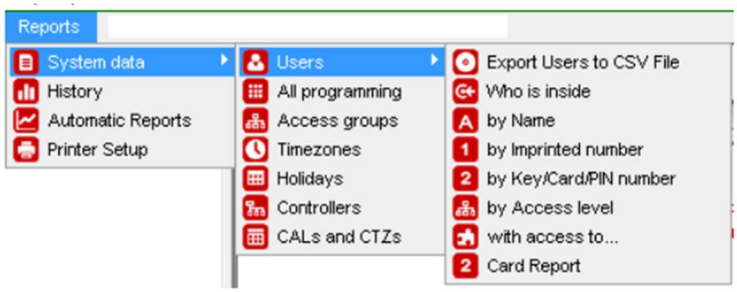
Setup Menu – This menu allows you to add users and decide when and where things can happen.



Devices Menu – Allows you to easily control Doors, Floors, and Areas (lock, unlock, change time zones).



Reports Menu – Allow you to generate reports on system information as well as transaction history reports.



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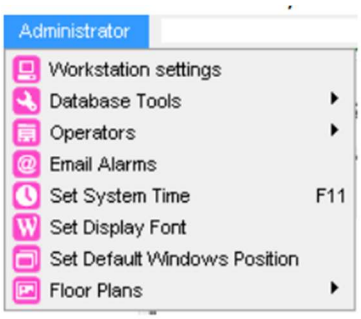
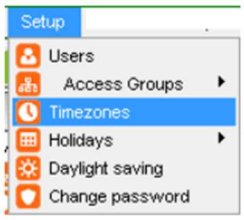
Administrator Menu – Allows you to configure some general software setups.



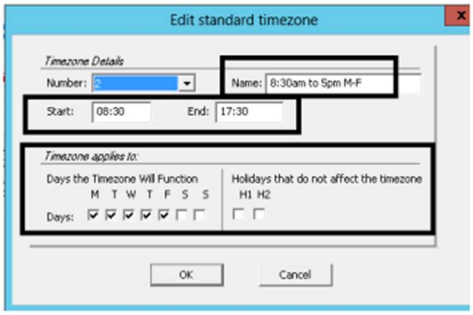
Below we will now quickly explain the main part of the software that you will be using.

Time Zones



Time Zones define periods of time when something can happen. These times can be used to define when a user has access to a door, when a door opens automatically, when an alarm arms, etc… This is where the time period is defined.

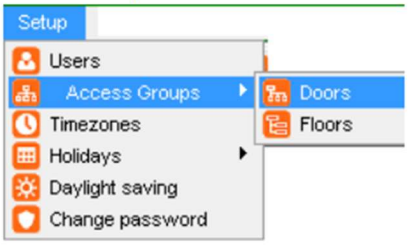
Click the 'Add' to add a new time zone.



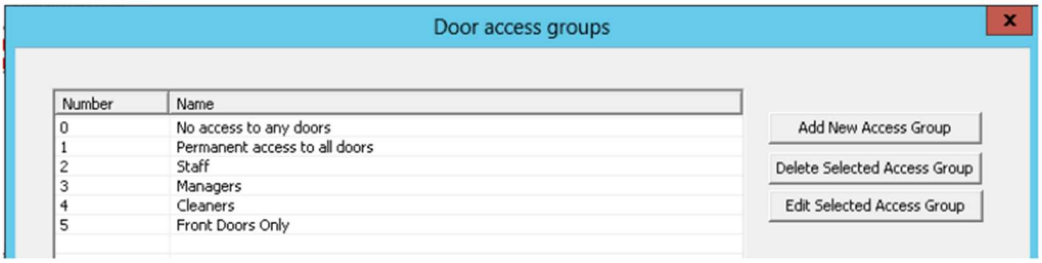
1. Give the time zone a suitable name.
2. Enter the start and end time in 24 HR time (5pm = 17:00).
3. Tick the days of the week.

More complex time zones can be created by combining time zones together. These are called extended time zones (see image below).

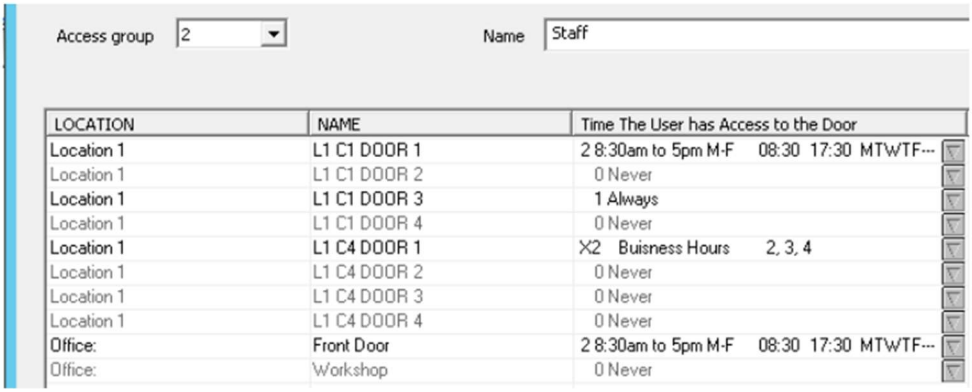
Access Groups



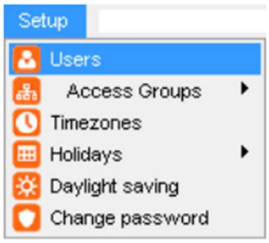
Access Groups help make user programming easier. By grouping users into common groups such as Staff, managers, Cleaners, we can easily make Access Groups to be assigned to users. Do not make an Access Group for Every User. The less Access Groups you have, the easier it is to manage.



Simply select the time period (Time Zone) for each door, that users who will have this group, can access each door.



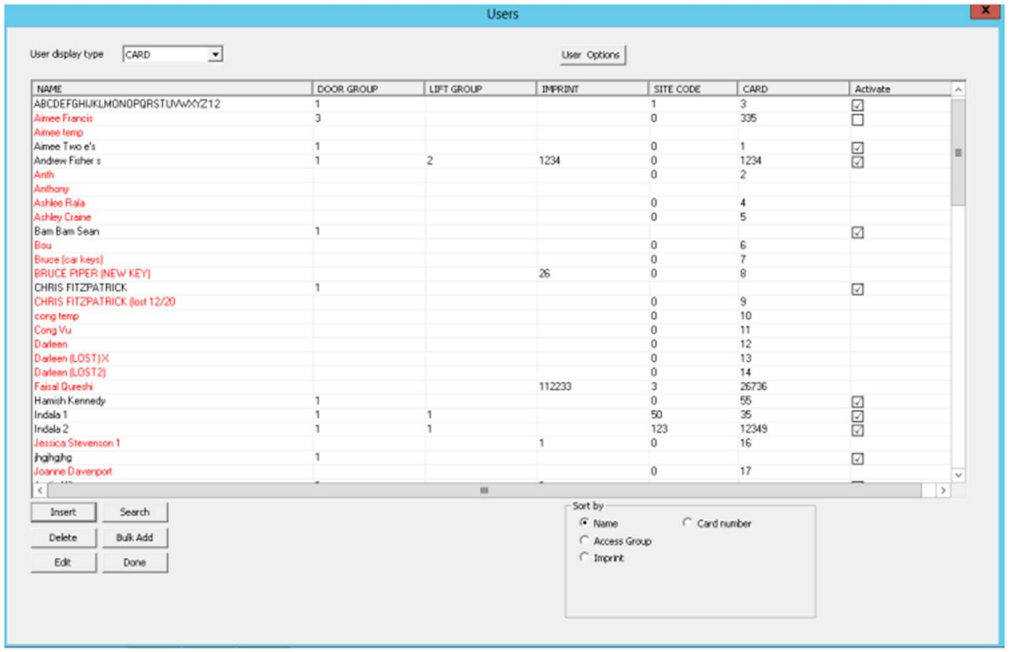
Users



The Users menu is where you add and delete users into the system. In the user screen below, you can click on the column names to sort the users by name, Access Group, Card Number, etc.…

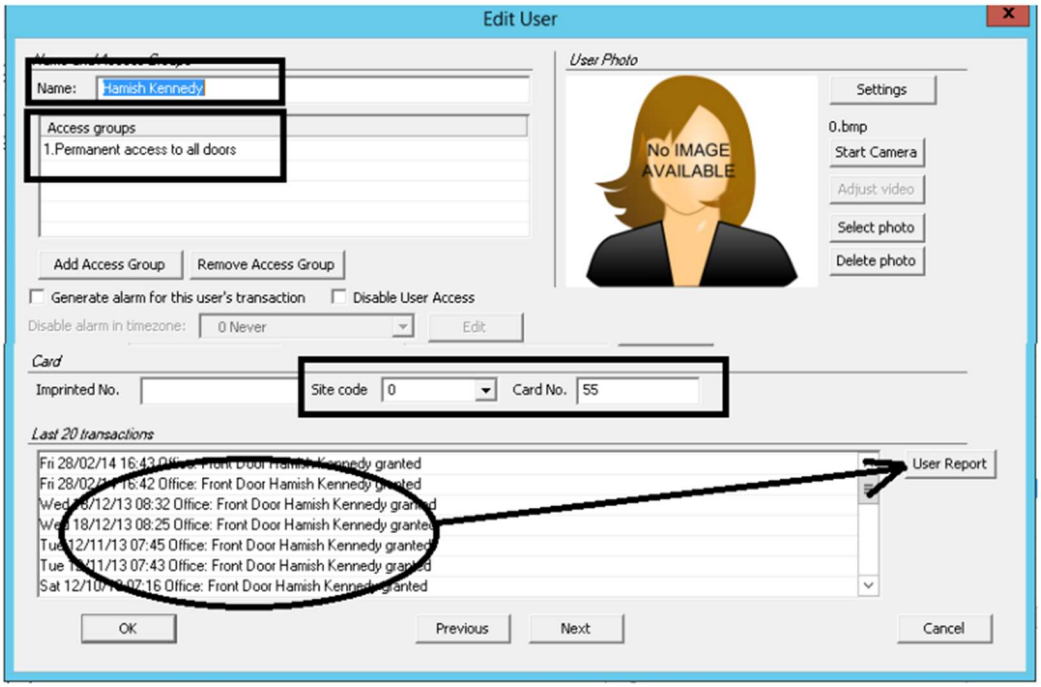
You can also select and highlight more than one user if you want to perform bulk user changes.

To add a new user, click on the 'INSERT' button.



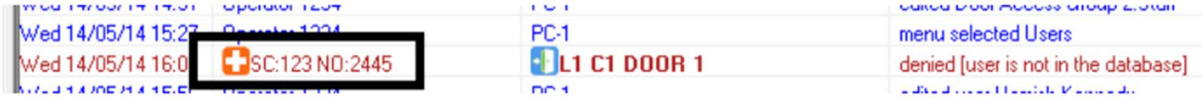
When in the User Screen

1. Enter the Users Name
2. Assign them an Access Group
3. Enter their Card number (note with card systems, cards usually have a site code number. This number must also be added to identify the card correctly).
4. At the bottom of the User screen will be shown their last transactions. If you would like to see more transactions for this user, click on the 'User Report' button.



The most common quest in the above screen is how do we know what the site code and card number is on a card when adding a new card. In the example below, the card number is written on the card. (Some cards do not have any numbers on them.)

Normally the site code is the same for all cards but they can vary. To find out what the site code, and card number are, simply present the card at any card reader in the system. When you do this, Access+ will display the cards details like shown below.

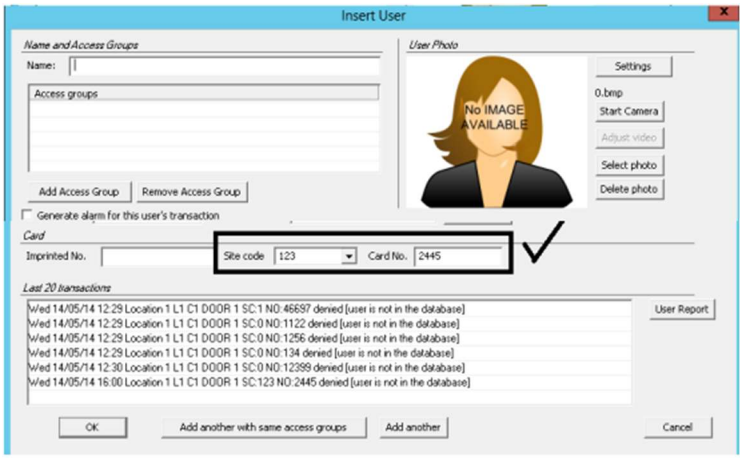


In this example above, the hidden Site Code is '123' and the card number is '2445' which matches what is displayed on the card.

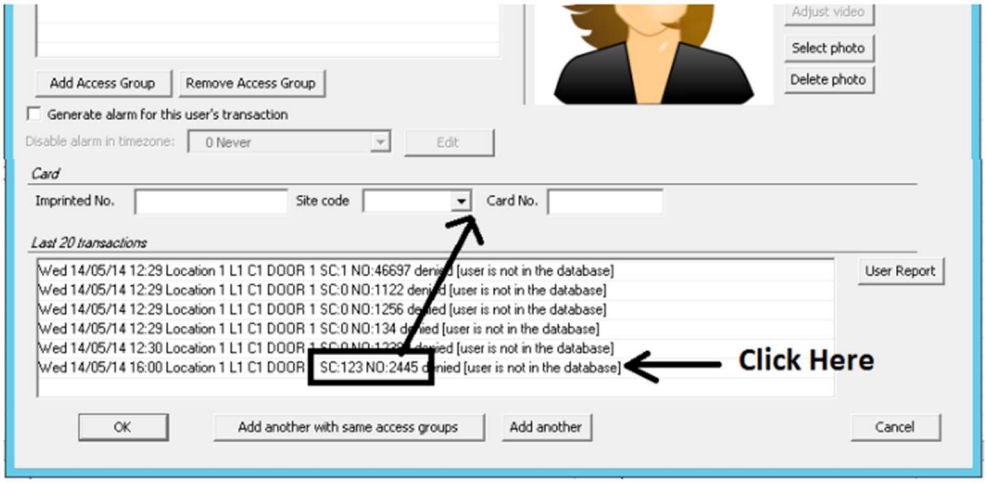
So we now know the details of the card when adding the user.

Some tips. If you click on the '+' icon (shown below)

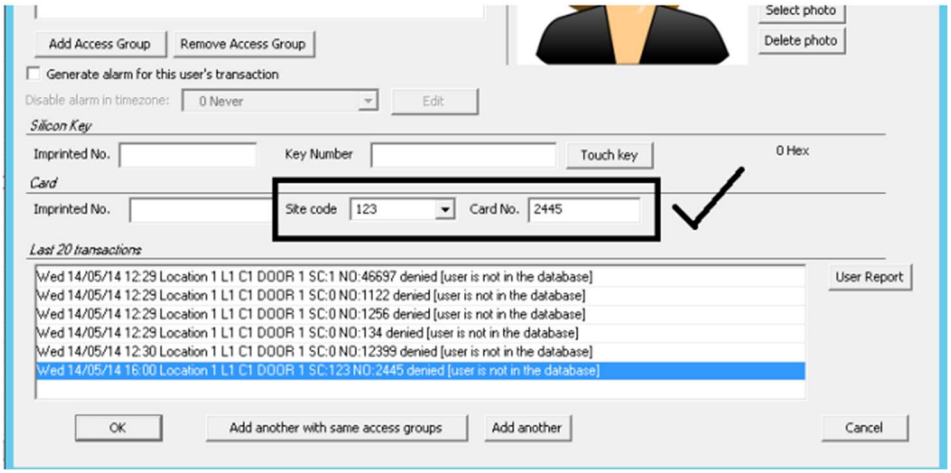
It will bring up the 'ADD USER' screen and automatically enter the site code and card number for you in a new user screen.



Also, when adding a new user manually, the software will display the last unknown cards in the transaction window of the new user.



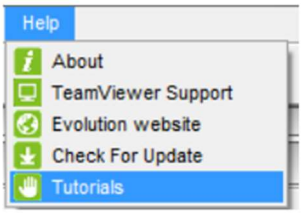
If you click on this transaction, it will add the site code and card number in the user screen for you.



And finally, if you are still having trouble adding a user, the software will always tell you a reason why a user is denied in the event log (see image below).

This concludes this introduction guide to Evolution.

For more information/guides on the DEVISES, REPORTS, and the ADMINISTRATOR menus, go to the ‘Help/Tutorials’ menu.



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