



Visitor Management System Module  
Settings and Operation Guide

|                                                                                |    |
|--------------------------------------------------------------------------------|----|
| 1. Visitor Management System Module Settings and Operation Guide. Introduction | 4  |
| 2. Starting and stopping the Visitor Management System software module         | 4  |
| 2.1 Starting the Visitor Management System software module                     | 4  |
| 2.2 Stopping the Visitor Management System software module                     | 5  |
| 3. Visitor Management System software module settings                          | 6  |
| 3.1 Basic settings of the Visitor Management System software module            | 6  |
| 3.2 Advanced settings of the Visitor Management System software module         | 9  |
| 4. Visitor Management System software module interface                         | 10 |
| 4.1 Basic elements of the Visitor Management System software module            | 10 |
| 4.2 Visitor Management System software module interface settings               | 11 |
| 4.2.1 Configuration of the appearance of the menu and toolbar                  | 11 |
| 4.2.2 Configuration of the Visitor Management System module's window style     | 12 |
| 4.2.3 Configuration of the information pane's view                             | 13 |
| 4.2.4 Visitor Management System software module pane display settings          | 14 |
| 4.2.5 Moving the Visitor Management System software module's panes             | 14 |
| 5. Working with the Visitor Management System software module                  | 15 |
| 5.1 Working with time zones                                                    | 15 |
| 5.1.1 Creation of a time zone                                                  | 15 |
| 5.1.2 Editing a time zone                                                      | 16 |
| 5.1.3 Deleting a time zone                                                     | 16 |
| 5.2 Working with shift schedules                                               | 17 |
| 5.2.1 Creation of a shift schedule                                             | 17 |
| 5.2.2 Editing a shift schedule                                                 | 18 |
| 5.2.3 Deleting a shift schedule                                                | 18 |
| 5.3 Working with holidays                                                      | 19 |
| 5.3.1 Assigning holidays                                                       | 19 |
| 5.3.2 Deleting holidays                                                        | 20 |
| 5.3.3 Search for holidays by date                                              | 20 |
| 5.4 Working with access levels                                                 | 22 |
| 5.4.1 Creation of an access level                                              | 22 |
| 5.4.2 Editing an access level                                                  | 23 |
| 5.4.3 Deleting an access level                                                 | 23 |
| 5.5 Working with departments                                                   | 24 |
| 5.5.1 Creation of a department                                                 | 24 |
| 5.5.2 Assignment of department properties                                      | 25 |
| 5.5.3 Building a department hierarchy                                          | 27 |
| 5.5.4 Department search                                                        | 27 |
| 5.5.5 Sorting the list of departments on the ACS bar                           | 28 |
| 5.5.6 Deleting a department                                                    | 29 |
| 5.6 Working with users                                                         | 30 |
| 5.6.1 Creating a user                                                          | 30 |
| 5.6.2 Transferring a user to a different department                            | 33 |
| 5.6.3 Assigning a photograph to a user                                         | 34 |
| 5.6.3.1 Selecting a photograph from a file                                     | 34 |
| 5.6.3.2 Capturing a picture from a video camera                                | 34 |
| 5.6.3.3 Creating a single photograph database                                  | 35 |
| 5.6.4 Printing a user access card                                              | 36 |
| 5.6.5 User search                                                              | 37 |
| 5.6.6 Adding additional user parameters                                        | 38 |
| 5.6.7 Scanning user documents                                                  | 40 |
| 5.6.8 Canceling user cards                                                     | 40 |
| 5.6.9 Deleting a user                                                          | 41 |
| 5.6.10 Adding user access cards using a reader                                 | 42 |
| 5.7 Working with the Scanning documents application                            | 43 |
| 5.7.1 Starting and stopping the application                                    | 43 |
| 5.7.2 Scanning user documents with Scanning documents application              | 44 |
| 5.7.3 Adding and deleting document types                                       | 46 |
| 5.7.4 Editing an image                                                         | 46 |
| 5.7.5 Assigning a photograph to a user in the Scanning documents application   | 49 |

|                                                                                                     |    |
|-----------------------------------------------------------------------------------------------------|----|
| 5.7.6 Deleting documents and images                                                                 | 49 |
| 6. Appendix 1. Setting up the visitor management without using the Visitor Management System window | 49 |
| 6.1 General information on ACFA Intellect objects related to the visitor management system          | 50 |
| 6.2 Settings panel of the Department object                                                         | 50 |
| 6.3 Settings panel of the User object                                                               | 51 |
| 6.4 Settings panel of the Access level object                                                       | 53 |

# Visitor Management System Module Settings and Operation Guide. Introduction

## On the page:

- [Purpose of the document](#)
- [General information about the Visitor Management System module](#)

## Purpose of the document

This *Visitor Management System Module Settings and Operation Guide* is a reference manual designed for *Visitor Management System* module configuration technicians and operators. This module is part of an access control system (ACS) built on the *ACFA Intellect* Software System.

This Guide presents the following materials:

1. general information about the Visitor Management System module;
2. Visitor Management System module settings;
3. working with the Visitor Management System module

## General information about the Visitor Management System module

The Visitor Management System software module is a component of an ACS built on the *ACFA Intellect* Software System and supports the following actions:

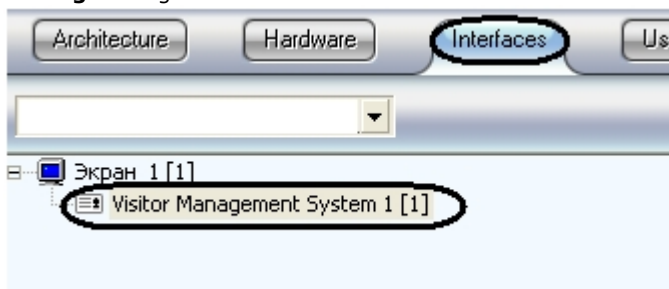
1. observe employees' and visitors' access to objects using automated access control systems and their movement about the objects in accordance with granted access levels;
2. configure user rights to edit and view departments and employees;
3. create and configure access levels for individual employees and entire departments;
4. create templates and stamps for electronic security passes for employees and visitors to protected objects.

## Starting and stopping the Visitor Management System software module

### Starting the Visitor Management System software module

To start the *Visitor Management System* software module, do the following:

1. Create a **Visitor Management System** object based on the **Screen** object on the **Interfaces** tab of the **System Settings** dialog.



2. Go to the **Visitor Management System** object's settings pane.

3. Specify the position parameters for the Visitor Management System module's window:
  - a. Check the **Fix position** box if you need to keep the module's window in a specific place on the desktop.

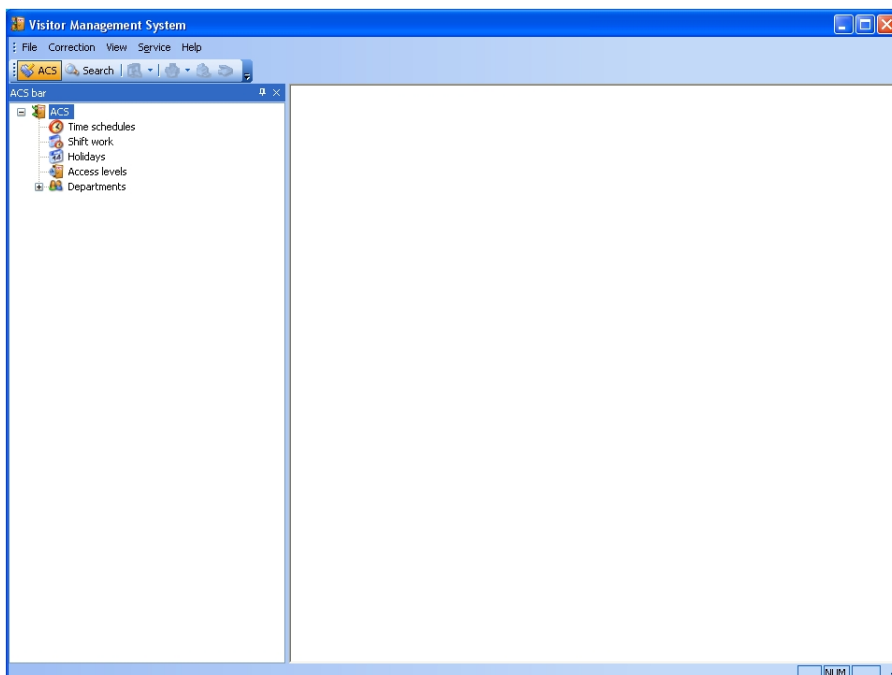
- b. To configure the position of the *Visitor Management System* software module's window, specify the coordinates of the window's upper left corner in the **X** and **Y** fields and its width and height in the **W** and **H** fields.
4. Click the **Apply** button.

Performing these actions will result in the *Visitor Management System* module's window being displayed on the screen.



**Note:**

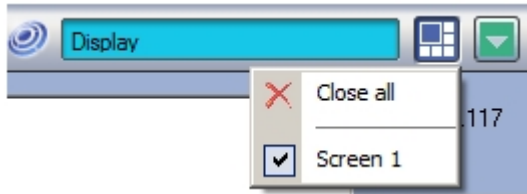
Subsequently, the *Visitor Management System* software module will be started automatically after the *ACFA Intellect* Software System is started.



## Stopping the Visitor Management System software module

To stop the *Visitor Management System* software module, do one of the following three actions:

1. Click the  button on the *ACFA Intellect* Software System's main control panel and select the **Close all** menu item.

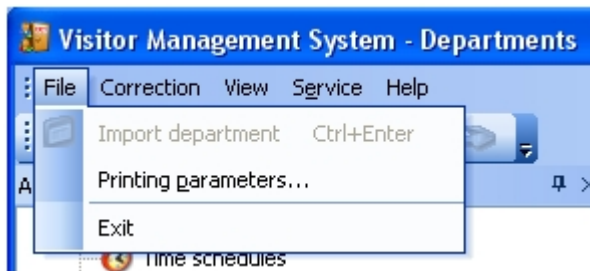


2. Click the  button in the upper right corner of the *Visitor Management System* software module's window.

**Note:**

After using this method to stop the module, you must restart the *ACFA Intellect* Software System to start the *Visitor Management System* software module again.

3. Go to the **File** menu and select **Exit**.



**Note:**

After using this method to stop the module, you must restart the *ACFA Intellect* Software System to start the *Visitor Management System* software module again.

## Visitor Management System software module settings

### Basic settings of the Visitor Management System software module

The Visitor Management System software module's basic settings are configured as follows:

1. Go to the **Visitor Management System** object's settings pane.

2. Specify the department access parameters for *Visitor Management System* operators:
  - a. Select the access level for viewing departments from the **View** dropdown list (1).

Access levels for viewing departments:

| Access level | Description                                                           |
|--------------|-----------------------------------------------------------------------|
| All          | All department properties are viewable                                |
| Some         | Information about department access levels is unavailable for viewing |
| No           | Departments are not viewable                                          |

- b. Select the access level for editing departments from the **Edit** dropdown list (2).

Access levels for editing departments:

| Access level | Description                                     |
|--------------|-------------------------------------------------|
| All          | All department properties are editable          |
| Some         | Editing department access levels is unavailable |
| No           | No department properties are editable           |

- c. Check the **Add** box to grant access to add new departments (3).
  - d. Check the **Delete** box to grant access to delete departments (4).
  - e. Set the **Add new departments** checkbox to add new created departments to the *Visitor Management System* module automatically (5).
3. Specify the user access parameters for *Visitor Management System* operators:
  - a. Select the access level for editing users from the **Edit** dropdown list (1).

Access levels for editing users :

| Access level | Description                      |
|--------------|----------------------------------|
| All          | All user properties are editable |

|      |                                           |
|------|-------------------------------------------|
| Some | Editing user access levels is unavailable |
| No   | No user properties are editable           |

- b. Check the **Add** box to grant access to add new users (2).
  - c. Check the **Delete** box to grant access to delete users (3).
4. In the list of departments, check each department that should be available to a *Visitor Management System* module operator.

5. In the **Access levels** field, check each access level that should be available to a *Visitor Management System* module operator.

6. Check the **Create users with antipassback** box if users should be created with a feature activated that monitors double-entry.
7. To enable the ability to view and edit access parameters, check the **View access parameters** and **Edit access parameters** boxes, respectively (1).

8. Check the **Discharge access card** box to allow the *Visitor Management System* module operator to close (delete) users' security passes (2). Discharging of the user access cards is described in *Canceling user cards* section.
9. Check the **Print access card** box to all the *Visitor Management System* module operator to print security passes from the module's window using the system's default printer (3).

**Note:**  
The utility ARPEdit.exe, which is included with the *ACFA Intellect* Software System, is used to edit the printing format.

10. Check the **Export data** and **Import data** boxes to allow the *Visitor Management System* module operator to import and export data using the integrated *ACFA Intellect* Software System utilities and the corresponding software module (4).
11. Use the **spinbox** buttons to specify the number of additional access levels available to the *Visitor Management System* module operator (5).
12. Check the **Set expiry date** box if the period of the additional access level should be added and taken into account (6).
13. From the **Camera** dropdown list, select the video camera that will be used to capture a picture for the security pass (1).

14. If the selected video camera is connected through a video gateway, select the gateway from the corresponding dropdown list (2).
15. Select the ACS reader that will be used to read codes from user cards from the **Reader** dropdown list (3).
16. Check the **Confirm card entered by operator** box if user card assignments must be confirmed (4).
17. If events occurring in the *Visitor Management System* software module should be displayed on all screens on which a **Visitor Management System** object has been created, check the **Send to all screens** box (5).

**For example:**  
If users add access cards to the system using the *Visitor Management System* module and an access

control reader, and the reader is configured such that operator confirmation of entry is required (e.g. the **Confirm card entered by operator** box is checked), then when the **Send to all** screens box is checked a window prompting to add will appear on all screens where the Visitor Management System module is available.

18. Click the **Apply** button.

This completes the process of configuring the basic settings of the Visitor Management System software module.

## Advanced settings of the Visitor Management System software module

The *Visitor Management System* software module's advanced settings are configured as follows:

1. Go to the **Visitor Management System** object's settings pane.

2. Click the **Configure** button in the **Advanced settings** field  
The **Advanced settings** window will open.

3. In the **Viewed fields** settings group, configure how fields are displayed on the user pane for different departments:

- a. On each tab check the box next to the fields to be displayed on the user pane of the corresponding department (1).



**Note:**

If all basic fields or all advanced fields should be displayed, check the **All fields** and **All extra fields** boxes, respectively.

- b. If user access levels should be displayed, check the corresponding box (1).
4. If the *Scanning documents* application in the *Visitor Management System* module should be activated, check the corresponding box.
5. Configure the interface of the *Scanning documents* interface:
  - a. In the **Documents (tabs)** settings group, check the boxes next to the actions that the *Visitor Management System* module operator will be allowed perform with documents in the *Scanning documents* application (2).
  - b. In the **Pages (images)** settings group, check the boxes next to the actions that the *Visitor Management System* module operator will be allowed perform with images in the *Scanning documents* application (2).
  - c. To enable the ability to assign a photograph to users from the *Scanning documents* application, check the **Assign picture to employee** box (2).
6. Configure the criteria for duplicate records:
  - a. Check the **Set parameters for duplicate records** box if *Visitor Management System* module operator should be warned about duplicate user accounts when creating a new record (3).
  - b. Set the radio button to the desired criteria for identifying duplicate records.

| Criteria         | Description                                                                                                          |
|------------------|----------------------------------------------------------------------------------------------------------------------|
| Surname only     | A new record will be considered a duplicate if the user's surname matches that of a previously created user.         |
| Name only        | A new record will be considered a duplicate if the user's name matches that of a previously created user.            |
| Patronymic only  | A new record will be considered a duplicate if the user's patronymic matches that of a previously created user.      |
| Name and surname | A new record will be considered a duplicate if the user's name and surname match those of a previously created user. |
| Full name        | A new record will be considered a duplicate if the user's full name matches that of a previously created user.       |

7. To save changes and return to the **Visitor Management System** object's settings pane, click **Save**.



**Note:**

To return to the **Visitor Management System** object's settings pane without saving changes, click **Cancel**.

8. Click **Apply** on the **Visitor Management System** object's settings pane.

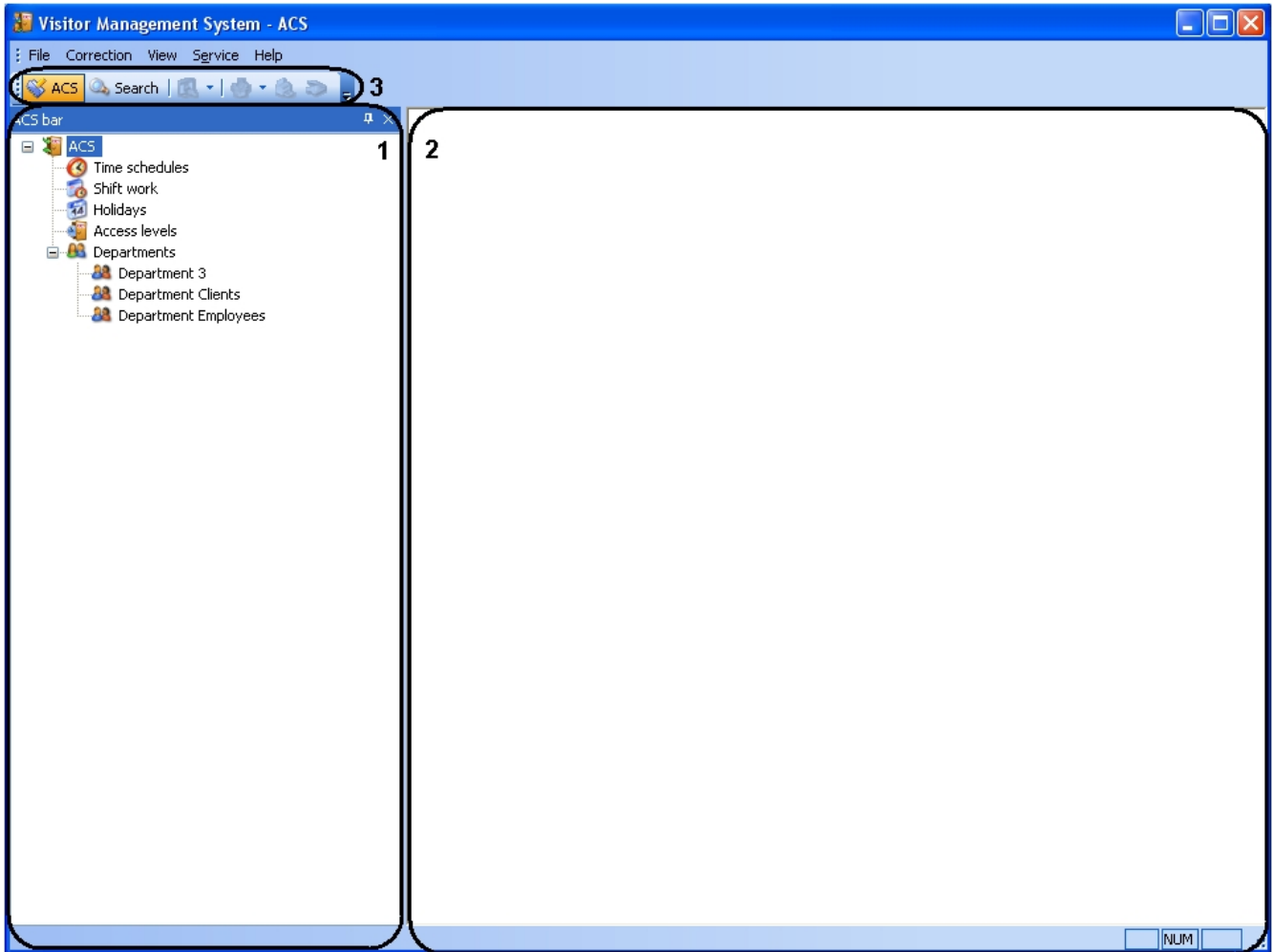
This completes the process of configuring the advanced settings of the *Visitor Management System* software module.

## Visitor Management System software module interface

### Basic elements of the Visitor Management System software module

The *Visitor Management System* software module's interface consists of three basic elements:

1. ACS bar (1);
2. Information pane (2).
3. Toolbar (3);



## ACS bar

The ACS bar is designed for switching between the sections of the software module. It displays the hierarchical department tree.

The ACS bar supports editing of the department tree by adding, deleting, and renaming departments, if the module operator possesses the appropriate rights.

Switching to any section of the software module changes the information pane.

## Information pane

The information pane is designed to display and edit existing (created) time zones, access levels, holidays, shift schedules, departments, and all users of the selected department.

## Toolbar

The toolbar is designed to switch between the ACS bar and the search bar. The toolbar also supports the following actions:

1. Start the *Scanning documents* application.
2. Start printing a user access card.
3. Assign a photograph to a user.
4. Change the appearance of the information pane.

# Visitor Management System software module interface settings

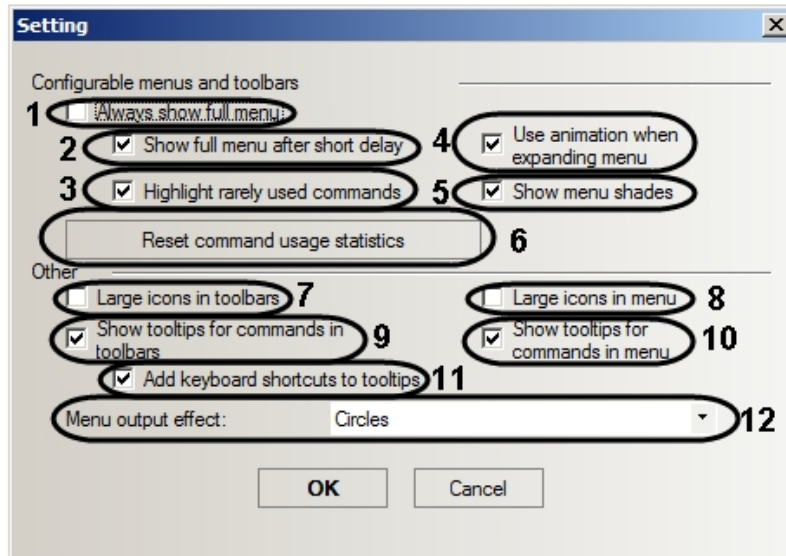
## Configuration of the appearance of the menu and toolbar

To configure the appearance of the *Visitor Management System* software module's menu and toolbar, do the following:

1. Go to the **Service** menu.



2. Select the **Setting...** menu item.  
The **Setting** window will open.



3. Check the **Always show full menu** box if all menu items should be shown immediately (1).
4. Check the **Show full menu after short delay** box if all menu items should be shown after holding the mouse cursor over the **down** button for a while (2).
5. Check the **Highlight rarely used commands** box if rarely used menu items should be highlighted (3).
6. Check the **Use animation when expanding menu** box if the menu should be animated when it expands (4).
7. Check the **Show menu shades** box if the menu should cast shadows (5).
8. Click the **Reset command usage statistics** button to reset menu item usage statistics (6).
9. Check the **Large icons in toolbars** box if large icons should be used in the toolbar (7).
10. Check the **Large icons in menu** box if large icons should be used in the menu (8).
11. Check the **Show tooltips for commands in toolbars** box to display tooltips when the mouse cursor hovers over an icon on a toolbar (9).
12. Check the **Show tooltips for commands in menu** box to display tooltips when the mouse cursor hovers over a menu item (10).
13. Check the **Add keyboard shortcuts to tooltips** box to include the keyboard shortcut for actions in tooltips (11).
14. Select the desired menu animation from the **Menu output effect** dropdown list (12).

**Note:**  
If animations are not required, select **None**.

15. To save any changes made, click the **Apply** button.

**Note:**  
To cancel your changes, click the **Cancel** button.

This completes the process of configuring the appearance of the menu and toolbar.

## Configuration of the Visitor Management System module's window style

The *Visitor Management System* module's window style is configured as follows:

1. Go to the **Service** menu.



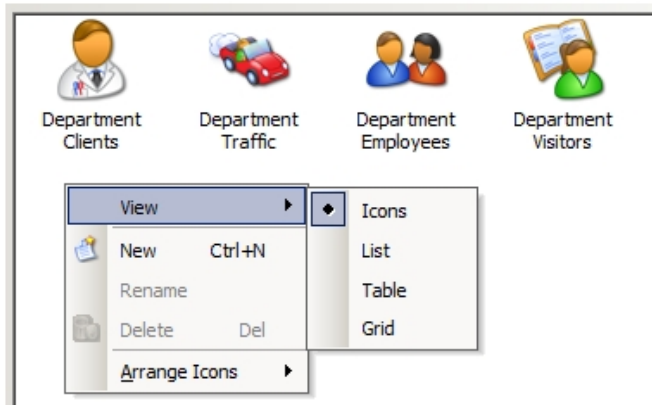
2. Select the menu item that corresponds to the desired style.

This completes the process of configuring the *Visitor Management System* module's window style.

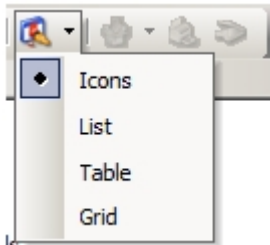
## Configuration of the information pane's view

The information pane's view is configured in three ways:

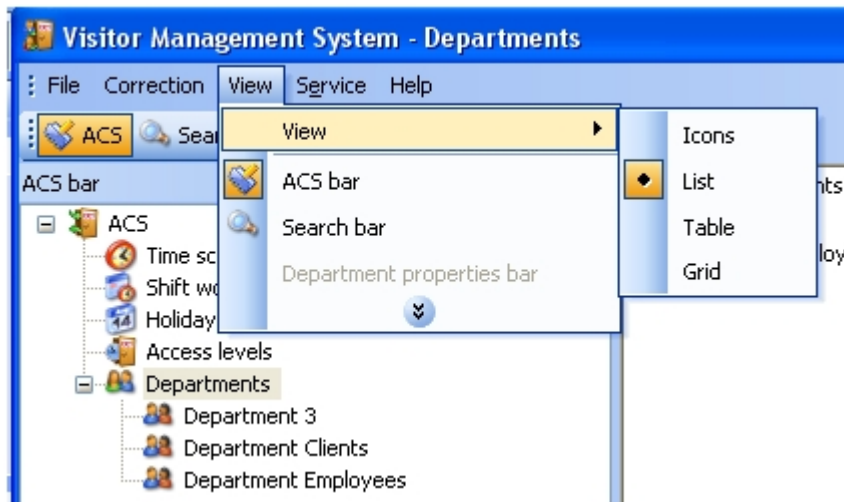
1. Using the information pane's context menu:
  - a. Go to the section of the *Visitor Management System* software module which is to have its view configured by clicking with the mouse on the desired item in the ACS bar.
  - b. Right-clicking anywhere on the information pane will bring up the context menu.



- c. Select the **View** menu item and select the desired view for the information pane from the flyout menu.
2. Using the toolbar:
  - a. Go to the section of the *Visitor Management System* software module which is to have its view configured by clicking with the mouse on the desired item in the ACS bar.
  - b. Click the  button on the toolbar.
  - c. Select the desired view for the information pane from the dropdown menu.



3. Using the menu:
4. Go to the section of the *Visitor Management System* software module which is to have its view configured by clicking with the mouse on the desired item in the ACS bar.
5. Go to the **View** menu.



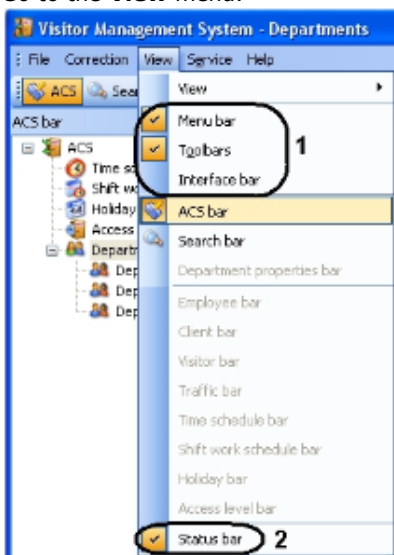
6. Select the **View** menu item and select the desired view for the information pane from the flyout menu.

This completes the process of configuring the information pane's view.

## Visitor Management System software module pane display settings

The display of the *Visitor Management System* module's panes is configured as follows:

1. Go to the **View** menu.

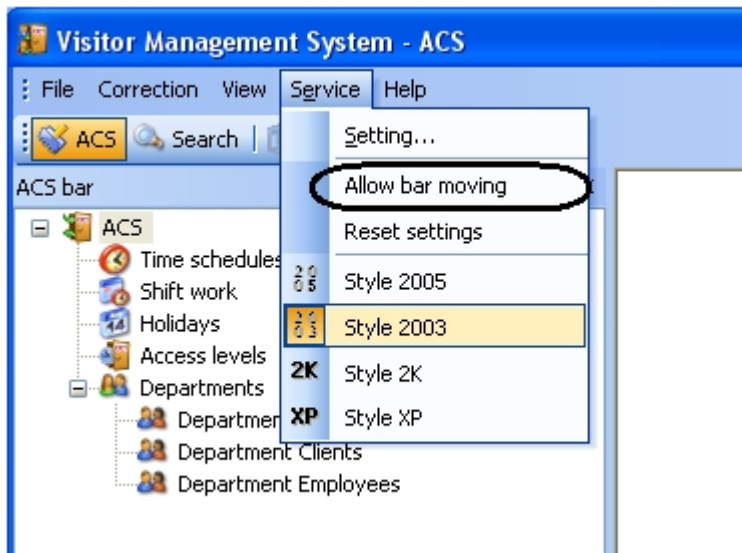


2. To display the menu, put a check next to **Menu bar** item by clicking on it (1).
3. To display the menu, put a check next to the **Menu bar** item by clicking on it (1).
4. To display the interface style selection pane, put a check next to the **Interface bar** item by clicking on it (1).
5. To display the status bar below the *Visitor Management System* module's window, put a check next to the **Status bar** item by clicking on it (2).

This completes the process of configuring the display of the *Visitor Management System* software module's panes.

## Moving the Visitor Management System software module's panes

To enable the movement of the *Visitor Management System* module's panes, put a check next to the **Allow bar moving** by clicking on the corresponding item in the **Service** menu.



Movement of the *Visitor Management System* software module's panes is configured as follows:

1. Left-click the pane's header with the mouse.
2. While holding down the left mouse button, move the mouse cursor to the desired area of the *Visitor Management System* module's window.
3. Release the left mouse button.

Following these steps will result in the pane being moved to the specified location.

## Working with the Visitor Management System software module

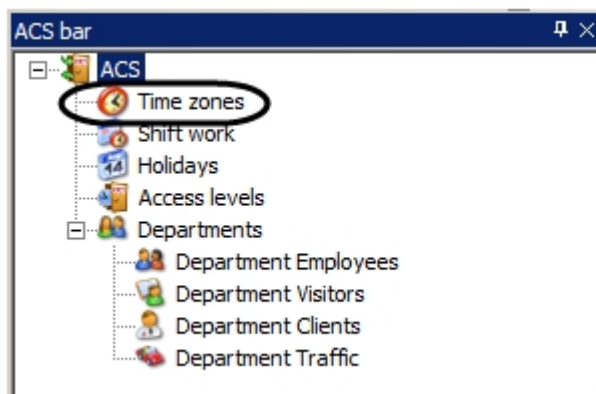
### Working with time zones

In the *Visitor Management System* software module, a time zone defines the time interval in which users access objects. A single time zone can contain several time intervals.

### Creation of a time zone

A time zone is created as follows:

1. Go to the **Time zones** section of the ACS bar.



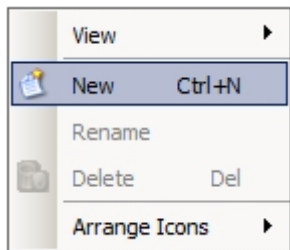
The information pane will show previously created time zones and the time zone bar will open.

2. Click the **New** button (1).



**Note:**

This action can also be performed using the information pane's context menu. Right-click on any point in the information pane to bring up the context menu and then select the **New** menu item.



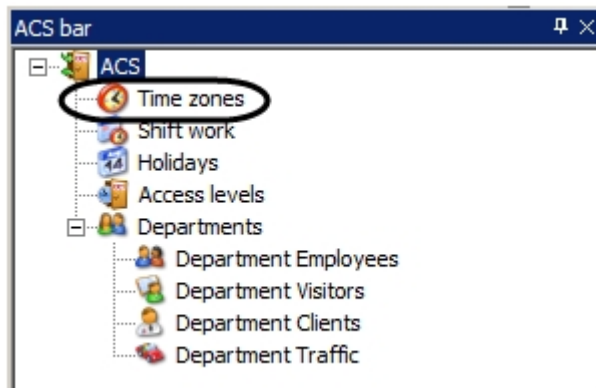
3. In the **Name** field, enter the name of the time zone (2).
4. Configure the time zone's intervals. For each interval, do the following:
  - a. In the **Beginning** column of the table, enter the time interval's start time in HH:MM:SS format (3).
  - b. In the **Ending** column of the table, enter the time interval's end time in HH:MM:SS format (4).
  - c. To include a day of the week in the time interval, check the box in the corresponding column (5).
  - d. Check the **Holidays** box to include holidays in the time interval (5).
5. Click **Save** to save the time zone (6).

The completes the process of creating a time zone.

## Editing a time zone

A time zone is edited as follows:

1. Go to the **Time zones** section of the ACS bar.



2. Select the desired time zone in the information pane by clicking on it with the left mouse button.



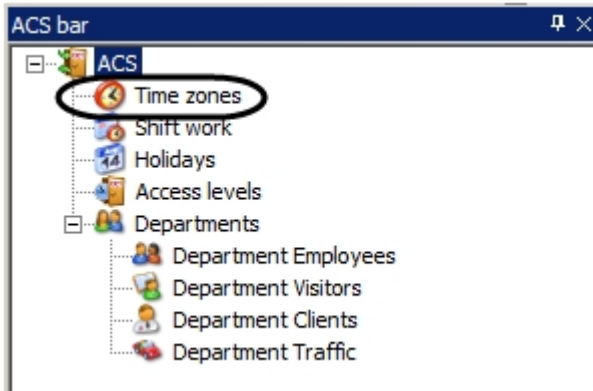
3. Go to the time zone bar and make the desired changes.
4. Save the changes by clicking **Save**.

This completes the process of editing a time zone.

## Deleting a time zone

A time zone is deleted as follows:

1. Go to the **Time zones** section of the ACS bar.



2. Select the desired time zone in the information pane by clicking on it with the left mouse button.



3. Click **Delete** on the time zone bar.

**Note:**  
This action can also be performed using the **Delete** item in the information pane's context menu.

4. Click **Yes** to confirm the deletion.

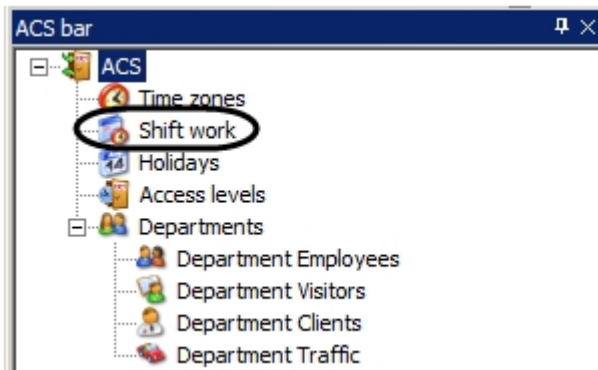
The completes the process of deleting a time zone.

## Working with shift schedules

### Creation of a shift schedule

A shift schedule is created as follows:

1. Go to the **Shift work** section of the ACS bar.



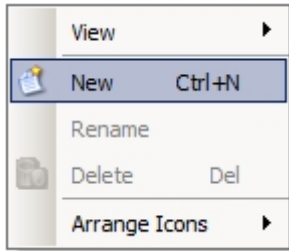
The information pane will show previously created shift schedules and the shift work schedule bar will open.

A screenshot of the 'Shift work schedule bar' form. It contains several fields and buttons. The 'Name' field is circled in red and labeled with a red '2'. The 'Shift start' field, showing '07.03.2013', is circled in red and labeled with a red '3'. The 'Skip holidays' checkbox is circled in red and labeled with a red '4'. The 'Shift time (number of days in a shift)' field, showing '1', is circled in red and labeled with a red '5'. The 'Current day of shift' field, showing '0', is circled in red and labeled with a red '6'. Below these fields is a table with columns 'Shift day', 'Beginning', and 'Ending'. The first row of the table is circled in red and labeled with a red '7'. The second row of the table is circled in red and labeled with a red '8'. The third row of the table is circled in red and labeled with a red '9'. At the bottom of the form are three buttons: 'Save' (labeled with a red '10'), 'New' (labeled with a red '1'), and 'Delete'.

2. Click the **New** button (1).

**Note:**

This action can also be performed using the information pane's context menu. Right-click on any point **in the information pane to bring up the context menu and then select the New menu item.**



3. In the **Name** field, enter the name of the shift schedule (2).
4. Specify the shift's start date in the **Shift start** field in DD.MM.YYYY format (3).
5. Check the **Skip holidays** box to ignore holidays (4).
6. In the **Shift time** spinbox, use the **up/down** buttons to enter the total number of days in the shift schedule, including days off (5).



**Note:**

The current shift day is displayed in the corresponding field (6).

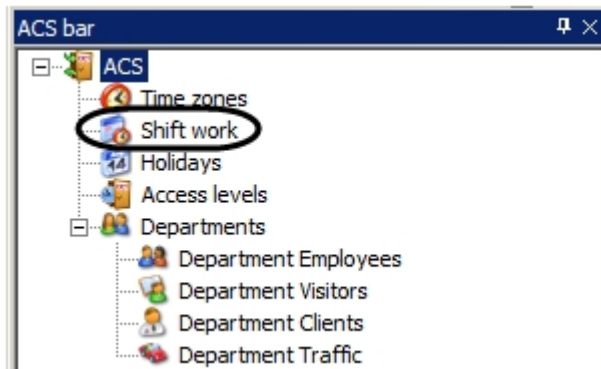
7. Configure the shift schedule's workdays. For each day, do the following:
  - a. In the **Shift day** column, enter the shift day's index number (7).
  - b. In the **Beginning** column of the table, enter the workday's start time in HH:MM:SS format (8).
  - c. In the **Ending** column of the table, enter the workday's end time in HH:MM:SS format (9).
8. Click **Save** to save the shift schedule (10).

This completes the process of creating a shift schedule.

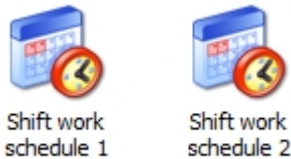
## Editing a shift schedule

A shift schedule is edited as follows:

1. Go to the **Shift work** section of the ACS bar.



2. Select the desired shift schedule in the information pane by clicking on it with the left mouse button.



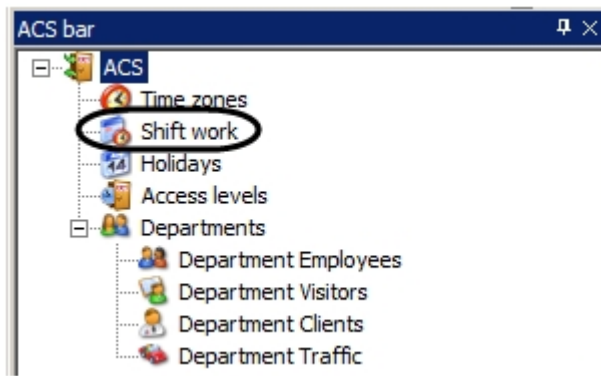
3. Go to the shift work schedule bar and make the desired changes.
4. Save the changes by clicking **Save**.

This completes the process of editing a shift schedule.

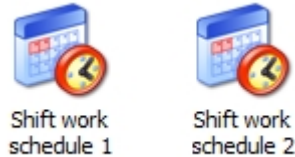
## Deleting a shift schedule

A shift schedule is deleted as follows:

1. Go to the **Shift work** section of the ACS bar.



2. Select the desired shift schedule in the information pane by clicking on it with the left mouse button.



3. Click **Delete** on the shift work schedule bar.



**Note:**

This action can also be performed using the **Delete** item in the information pane's context menu.

4. Click **Yes** to confirm the deletion.

This completes the process of deleting a shift schedule.

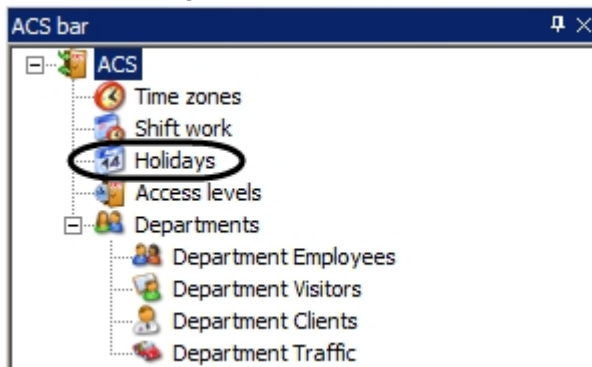
## Working with holidays

Holidays can be included in time zones and shift schedules.

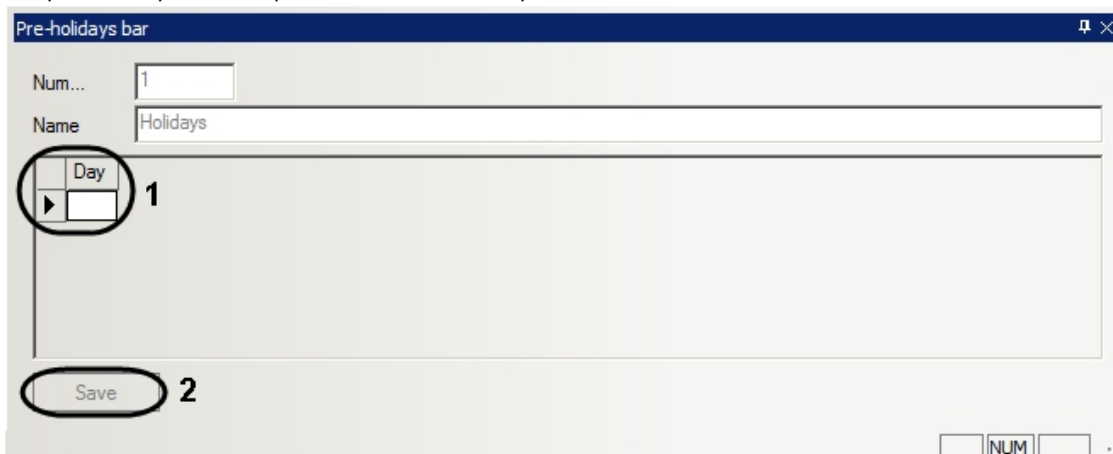
### Assigning holidays

Holidays are assigned as follows:

1. Go to the **Holidays** section of the ACS bar.



The pre-holiday bar will open in the information pane.



2. Enter the dates of the holidays in DD.MM.YYYY format in the **Day** column (1).

**Note:**

Holidays must not be duplicated.

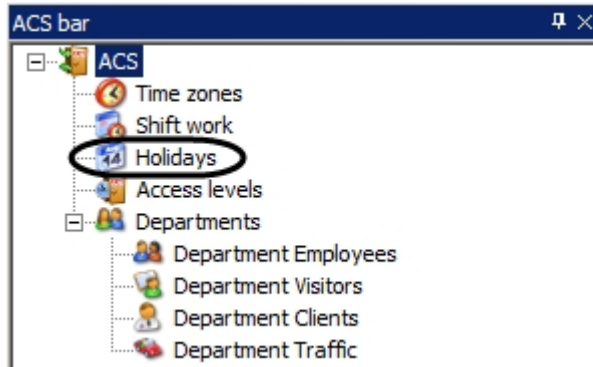
3. To save any changes made, click the **Save** button (2).

This completes the process of assigning holidays.

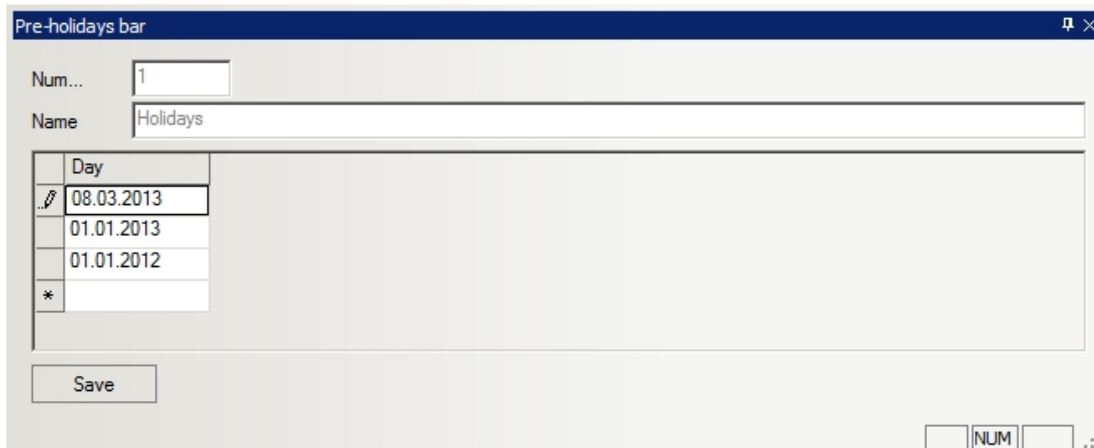
## Deleting holidays

Holidays are deleted as follows:

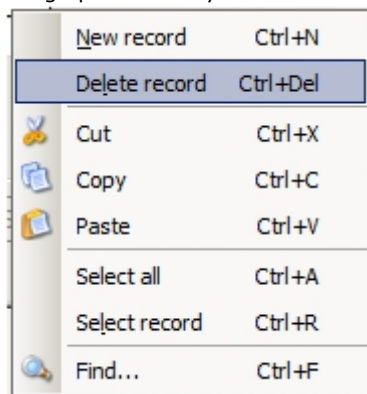
1. Go to the **Holidays** section of the ACS bar.



The pre-holiday bar will open in the information pane.



2. Bring up the holiday context menu. Do this by left-clicking with the mouse in the corresponding table cell.



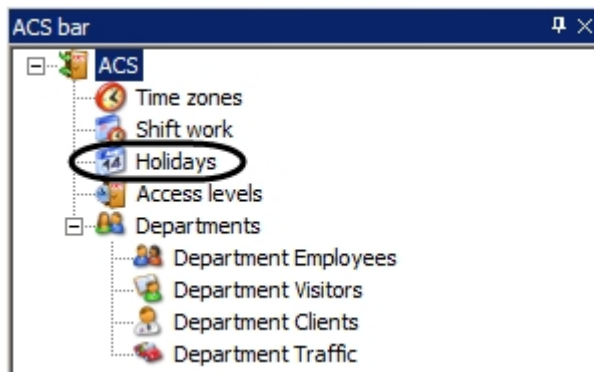
3. Select the **Delete record** menu item.
4. To save any changes made, click the **Save** button (2).

This completes the process of deleting holidays.

## Search for holidays by date

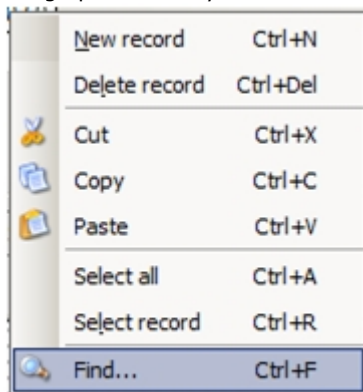
Search for holidays by date as follows:

1. Go to the **Holidays** section of the ACS bar.



The pre-holiday bar will open in the information pane.

2. Bring up the holiday context menu. Do this by left-clicking with the mouse in the corresponding table cell.



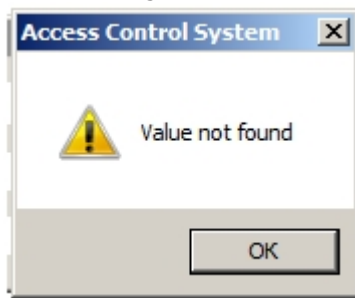
3. Select the **Find** menu item.  
The **Search** window will open.

4. Specify the search parameters:
  - a. In the **Sample** field, enter the search query (a complete or partial holiday date) (1).
  - b. Select the direction of holiday search from the **View** dropdown list (2).
  - c. Select the search type from the **Match** dropdown list (3).

| Search type     | Description                                                                                 |
|-----------------|---------------------------------------------------------------------------------------------|
| Whole field     | The search will find holidays with dates that entirely match the search query               |
| Field beginning | The search will find holidays with dates that begin with values that match the search query |
| Any field part  | The search will find holidays with dates that contain the search query                      |

- d. To perform a case sensitive search, check the corresponding box (4).
- e. To perform a field-format sensitive search, check the corresponding box (5).

- f. To search only in the current field (e.g. the field from which the context menu was brought up), check the corresponding box **(6)**.
5. Click the **Find** button to begin the holiday search **(7)**.  
If no matching dates are found, a message about the unsuccessful search will appear in a popup window.



If a matching holiday is found, then a  icon will appear next to it in the list.

| Day                                                                                          |
|----------------------------------------------------------------------------------------------|
| 01.01.2012                                                                                   |
| 01.01.2013                                                                                   |
|  08.03.2013 |

6. To continue the search, click the **Find next** button **(8)**.  
7. To end the search and close the search window, click **Close** **(9)**.

This completes the process of searching for holidays.

## Working with access levels

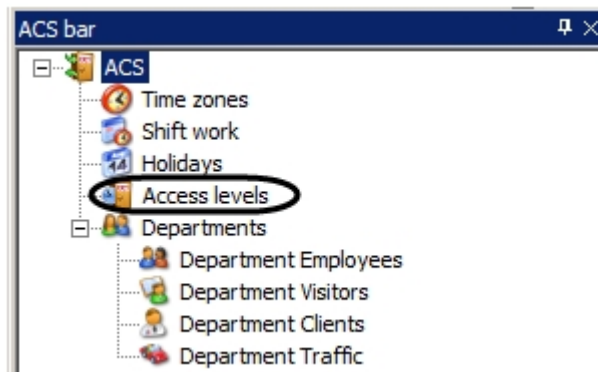
In the *Visitor Management System* software module an access level is a set of special restrictions defined by users' rights to access and move about a protected object.

An access level determines which access point (reader) for a given time zone (shift schedule) will provide user access and, if necessary, forward cards to a controller and armed/disarmed for an object.

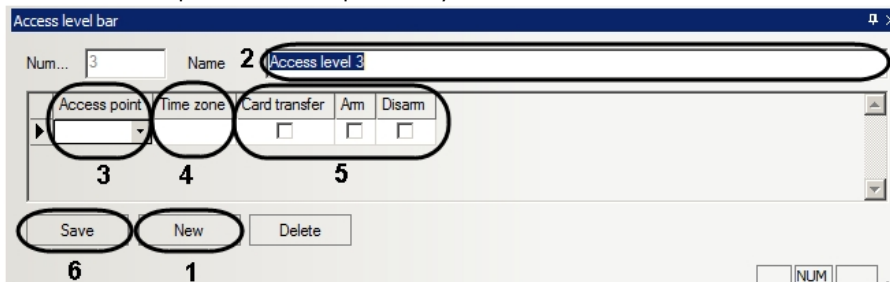
## Creation of an access level

An access level is created as follows:

- Go to the **Access level** section of the ACS bar.



The information pane will show previously created access levels and the access level bar will open.

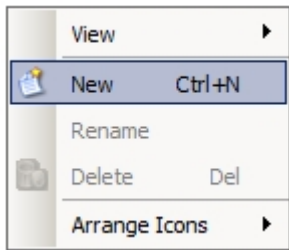


- Click the **New** button **(1)**.



### Note:

This action can also be performed using the information pane's context menu. Right-click on any point in the information pane to bring up the context menu and then select the **New** menu item.

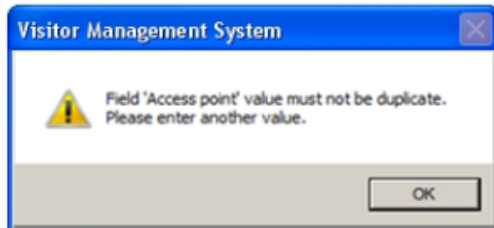


3. In the **Name** field, enter the name of the access level (2).
4. In the **Access point** column of the table, select the reader through which user access will take place (3).



**Note:**

Each reader can only be used once. An error message will appear if you attempt to use a reader multiple times.



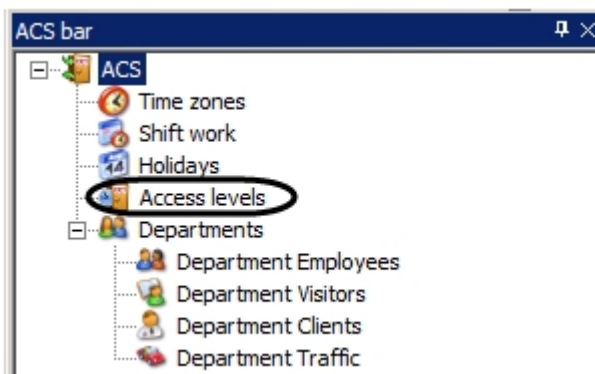
5. In the table's **Time zone** column, select the time zone (or shift schedule) in which access will take place through the access point (4).
6. Check the box in the table's **Card transfer** column to forward access cards to the controller after an access card has been presented by a user (5).
7. Check the box in the table's **Arm** column to arm the access point after an access card has been presented by a user (5).
8. Check the box in the table's **Disarm** column to disarm the access point after an access card has been presented by a user (5).
9. Click **Save** to save the access level (6).

This completes the process of creating an access level.

## Editing an access level

An access level is edited as follows:

1. Go to the **Access level** section of the ACS bar.



2. Select the desired access level in the information pane by clicking on it with the left mouse button.



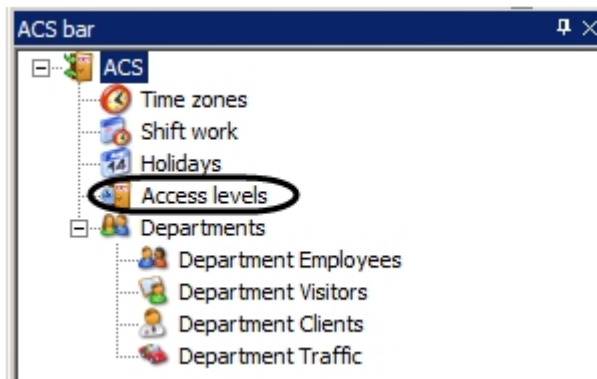
3. Go to the access level bar and make the desired changes.
4. Save the changes by clicking **Save**.

This completes the process of editing an access level.

## Deleting an access level

An access level is deleted as follows:

1. Go to the **Access level** section of the ACS bar.



2. Select the desired access level in the information pane by clicking on it with the left mouse button.



Access level 1



Access level 2

3. Click **Delete** on the access level bar.



**Note:**

This action can also be performed using the **Delete** item in the information pane's context menu.

4. Click **Yes** to confirm the deletion.

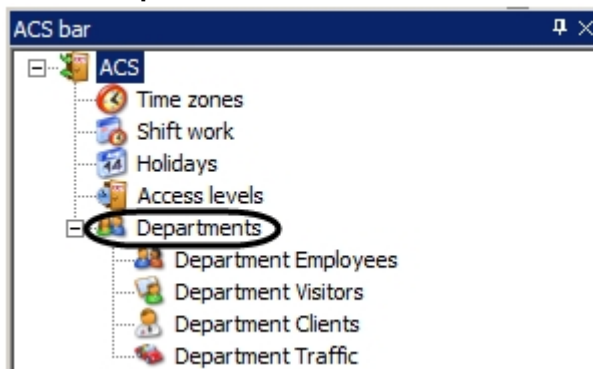
This completes the process of deleting an access level.

## Working with departments

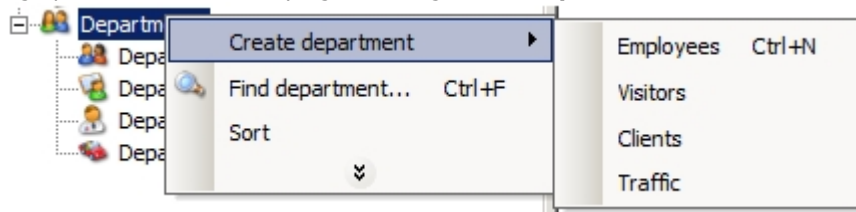
### Creation of a department

There are two ways to create a department in the *Visitor Management System* software module:

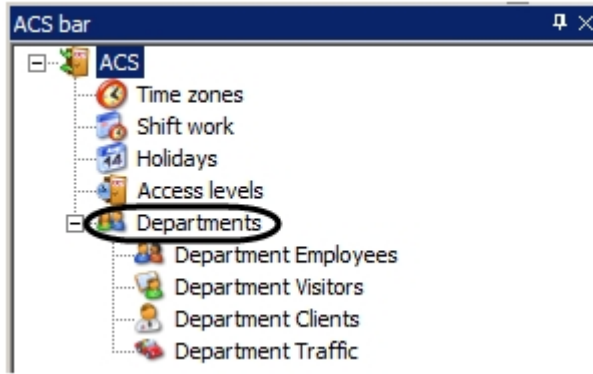
1. Using the context menu on the ACS bar:
  - a. Go to the **Departments** section of the ACS bar.



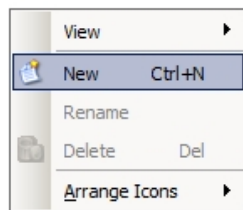
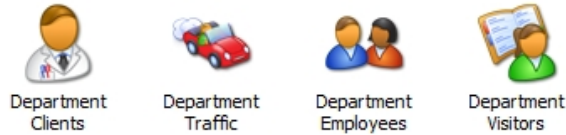
- b. Bring up the context menu by right-clicking on the **Departments** section.



- c. Select **Create department** and select the desired department type from the flyout menu.  
This completes the process of creating a department.
2. Using the information pane's context menu:
  - a. Go to the **Departments** section of the ACS bar.



b. Bring up the context menu by right-clicking on any point on the information pane.



c. Select the **New** menu item.



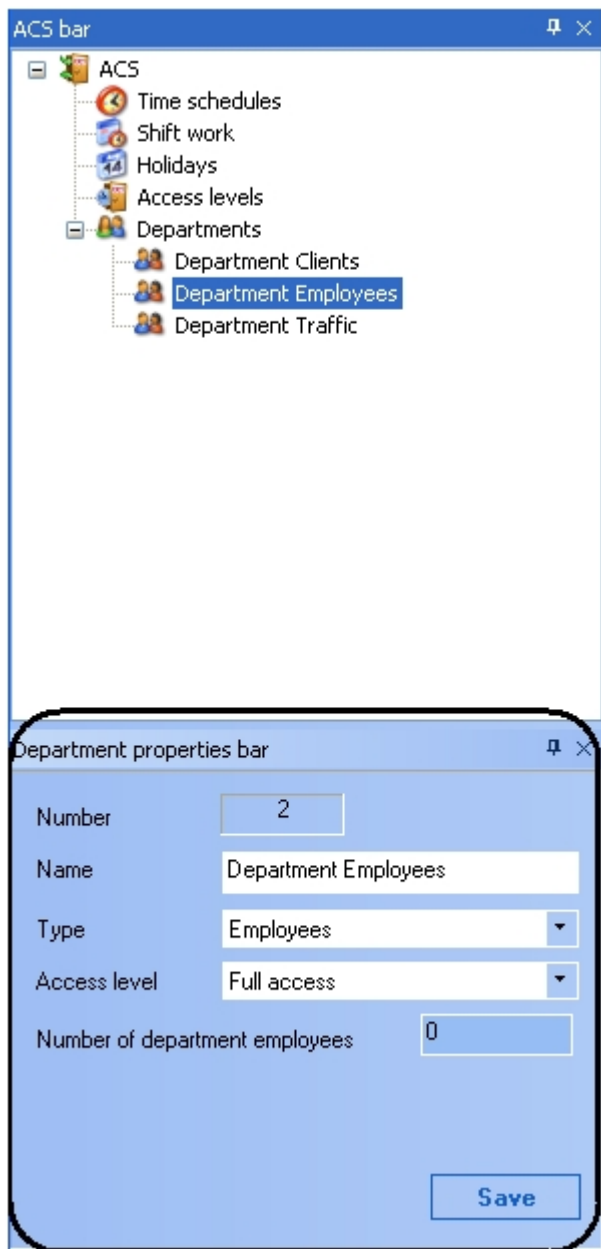
#### **Attention!**

This method only creates Employee-type departments

This completes the process of creating a department.

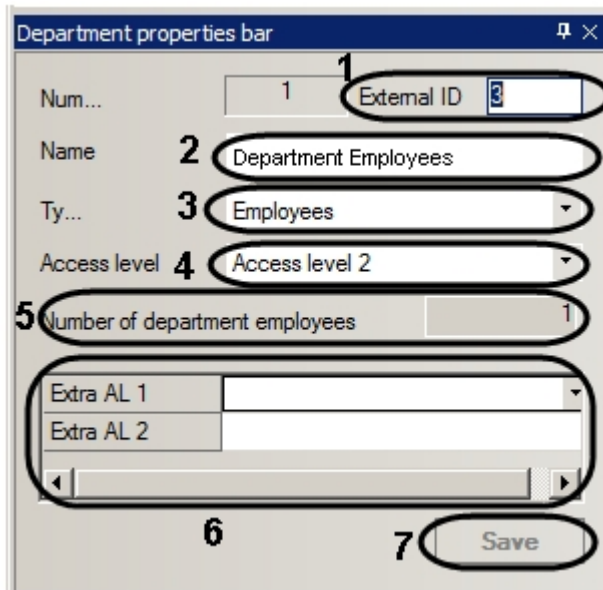
## **Assignment of department properties**

Department properties are assigned on the department properties pane. This pane is displayed on the ACS bar when selecting any department.



Department properties are assigned as follows:

1. In the **External ID** field, enter the department's external identification number (1)



2. In the **Name** field, enter the name of the department (2).
3. Select the department type from the **Type** dropdown list (3).
4. Select the department's access level from the **Access level** dropdown list (4).



**Note:**

The number of employees in the department is indicated in the corresponding field (5).

5. In the **Extra AL** fields, specify the department's additional access levels, if any have been set up in the software module (6). See also [Basic settings of the Visitor Management System software module](#).
6. Click **Save** to save the changes (7).

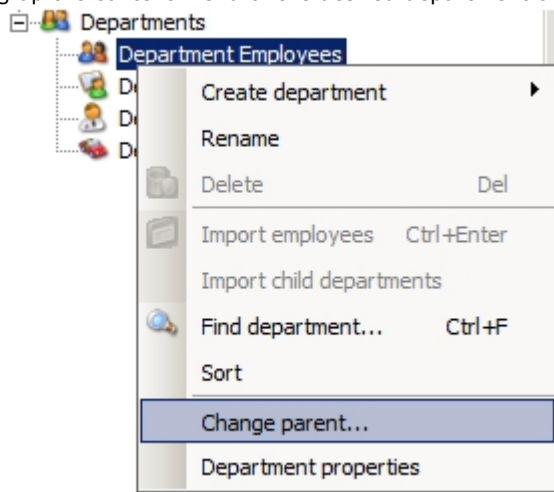
This completes the process of assigning department properties.

## Building a department hierarchy

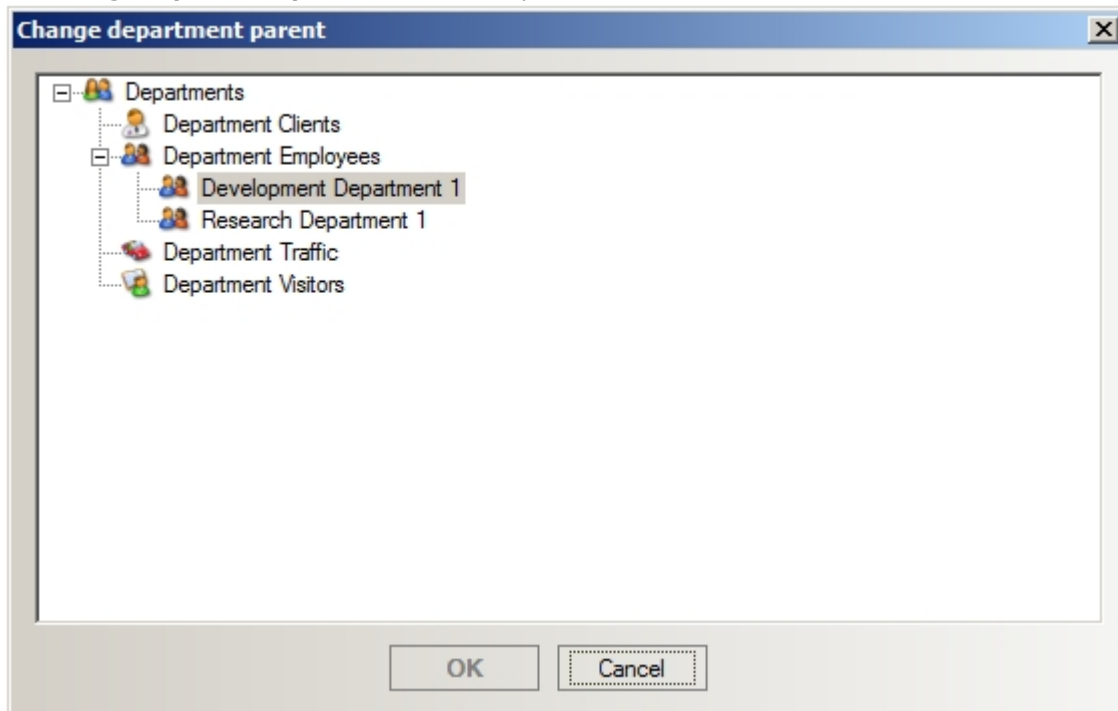
By default, a department is created as a base department, i.e. a parent department. To build a hierarchical department structure, change department parents as desired.

Department parents are changed as follows:

1. Bring up the context menu of the desired department on the ACS bar or the information pane.



2. Select the **Change parent...** menu item.  
The **Change department parent** window will open.



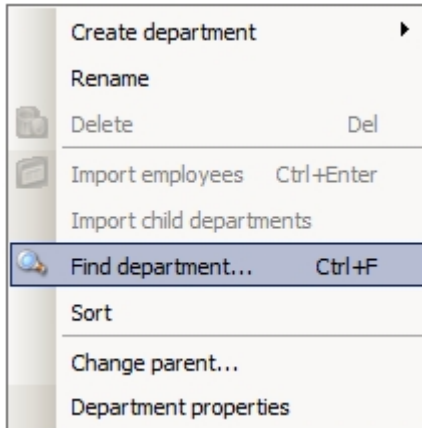
3. Click on the department to be designated the parent department for the selected department.
4. Click **OK**.

This completes the process of changing the department parent.

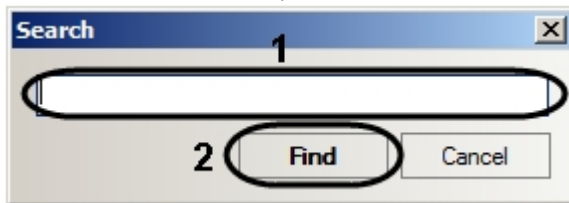
## Department search

Departments are searched as follows:

1. Bring up the context menu of the **Departments** section.



2. Select the **Find department...** menu item.  
The **Search** window will open.



3. Enter the complete or partial name of a department in the field (1).
4. Click the **Find** button (2).

If the search is successful, the matching department is selected on the ACS bar. Otherwise, a message about the unsuccessful search will appear in a popup window.

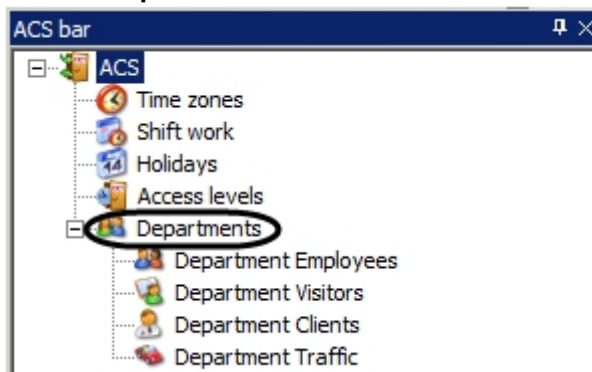


This completes the process of searching for a department.

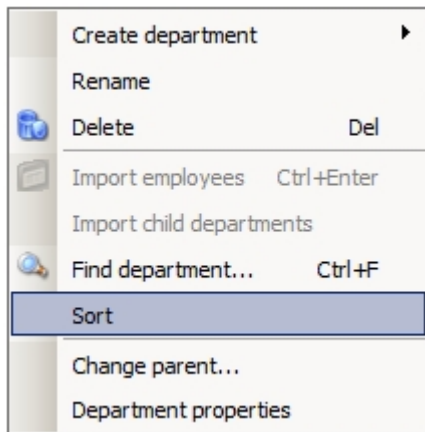
## Sorting the list of departments on the ACS bar

To sort the list of departments on the ACS bar alphabetically, do the following:

1. Go to the **Departments** section of the ACS bar.



2. Bring up the context menu.



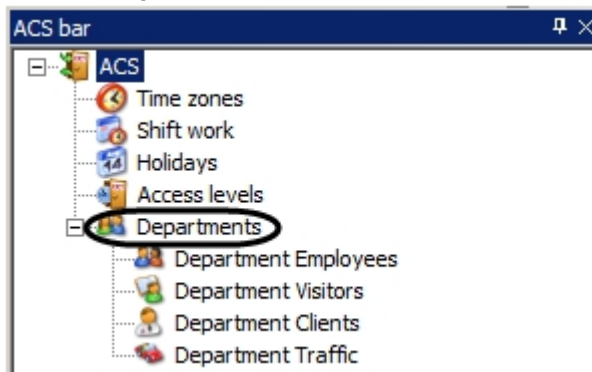
3. Select the **Sort** menu item.

This will sort the list of departments alphabetically.

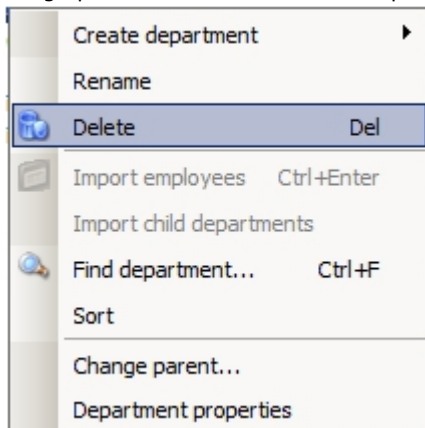
## Deleting a department

There are two ways to delete a department in the *Visitor Management System* software module:

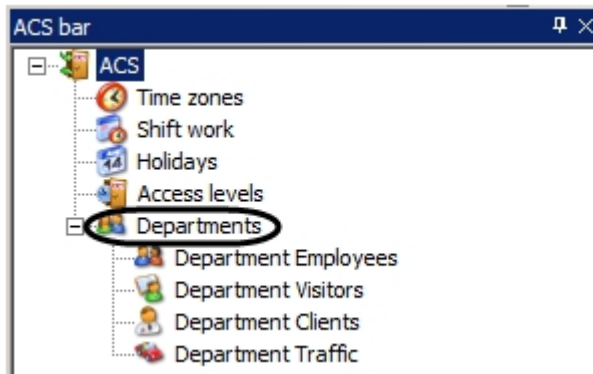
1. Using the context menu on the ACS bar:
  - a. Go to the **Departments** section of the ACS bar.



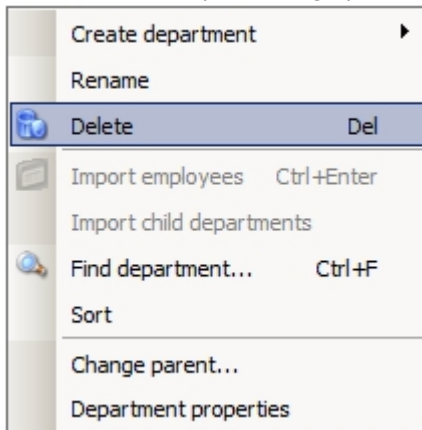
- b. Bring up the context menu of the department to be deleted.



- c. Select the **Delete** menu item.  
This completes the process of deleting a department.
2. Using the information pane's context menu:
  - a. Go to the **Departments** section of the ACS bar.



- b. In the information pane, bring up the context menu of the department to be deleted.



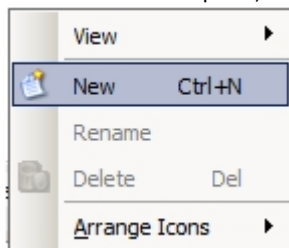
- c. Select the **Delete** menu item.  
This completes the process of deleting a department.

## Working with users

### Creating a user

A user is created as follows:

1. On the ACS bar, go to the department in which the user is to be created.
2. In the information pane, bring up the context menu by right-clicking on any point on any empty space in pane.



3. Select the **New** menu item.  
The user pane is displayed below the information pane.



**Note:**

Depending on the type of department the user belongs to, the user pane will be named as follows: Employee bar, Client bar, etc.

4. Specify the required user properties (1).

|    | Field                   | Format                      | Description                                                                |
|----|-------------------------|-----------------------------|----------------------------------------------------------------------------|
| 1  | <b>Number</b>           | Text field                  | User number                                                                |
| 2  | <b>Personnel</b>        | Text field                  | User personnel number                                                      |
| 3  | <b>External ID</b>      | Text field                  | User ID in the external database                                           |
| 4  | <b>Surname</b>          | Text field                  | User's surname                                                             |
| 5  | <b>Name</b>             | Text field                  | User's name                                                                |
| 6  | <b>Patronymic</b>       | Text field                  | User's surname                                                             |
| 7  | <b>Passport</b>         | Text field                  | Passport number                                                            |
| 8  | <b>License</b>          | Text field                  | Driver's license number                                                    |
| 9  | <b>Department</b>       | Dropdown list               | Department to which the user belongs                                       |
| 10 | <b>Position</b>         | Text field                  | User's position                                                            |
| 11 | <b>Telephone</b>        | Text field                  | Telephone number                                                           |
| 12 | <b>Make</b>             | Text field                  | Make of user's car                                                         |
| 13 | <b>Number</b>           | Text field                  | User's car number                                                          |
| 14 | <b>User locked</b>      | Checkbox                    | <b>Yes</b> – the user is locked.<br><b>No</b> – the user is active.        |
| 15 | <b>Antipassback</b>     | Checkbox                    | <b>Yes</b> – anti-passback enabled.<br><b>No</b> – anti-passback disabled. |
| 16 | <b>Object code</b>      | Text field                  | Facility code of the user's access card                                    |
| 17 | <b>PIN</b>              | Text field                  | PIN code of the user's access card                                         |
| 18 | <b>Card</b>             | Text field                  | User's access card number                                                  |
| 19 | <b>Card lost__times</b> | Text field                  | Number of times the user has lost his or her access card                   |
| 20 | <b>Issued by</b>        | Text field                  | Employee who issued the access card to the user                            |
| 21 | <b>Expiry date</b>      | Text entry or date selector | Date the user's access card expires                                        |
| 22 | <b>Issue date</b>       | Text entry or date selector | Date the access card was issued to the user                                |

|    |                                      |                             |                                                                                                                                                       |
|----|--------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23 | <b>Access level</b>                  | Dropdown list               | User's access level.<br>If <b>Group</b> access level is selected, the user is assigned the access level of the department to which he or she belongs. |
| 24 | <b>AL assigned by</b>                | Text field                  | Employee who assigned the access level to the user                                                                                                    |
| 25 | <b>Temporary AL</b>                  | Dropdown list               | Temporary access level                                                                                                                                |
| 26 | <b>From</b>                          | Text entry or date selector | Start date for the temporary access level                                                                                                             |
| 27 | <b>To</b>                            | Text entry or date selector | End date for the temporary access level                                                                                                               |
| 28 | <b>From where</b> (visitor bar only) | Text field                  | Name of organization to which the visitor belongs                                                                                                     |
| 29 | <b>To where</b> (visitor bar only)   | Dropdown list               | Department being visited                                                                                                                              |
| 30 | <b>To whom</b> (visitor bar only)    | Dropdown list               | Employee being visited                                                                                                                                |
| 31 | <b>Extra AL</b>                      | Dropdown list               | Additional access level of employee                                                                                                                   |
| 32 | <b>Extra temporary AL</b>            | Dropdown list               | Additional temporary access level of employee                                                                                                         |

**Note:**  
The object code and card code of the user's temporary access card are entered in the **Object code** and **Card code** fields after the main access card's object code and card code, separated by a space.

**Note:**  
To display data in the **External ID** field, check the **Export data** and **Import data** on the **Visitor Management System** object's settings pane (4).

**Attention!**  
Assigning of several access levels to employee is possible only in the following ACS systems: *ApolloSDK, Elsys, ParsecNet, HID, Suprema, Salto, Perco S20*.

5. Go to the **Extra** tab.

6. Specify the advanced user parameters (1).

**Note:**  
The addition of advanced parameters to the user pane is described in [Adding additional user parameters](#).

7. If needed, enter additional user information in the corresponding field (2).

8. Click the **Save** button (3).

This completes the process of creating a user.

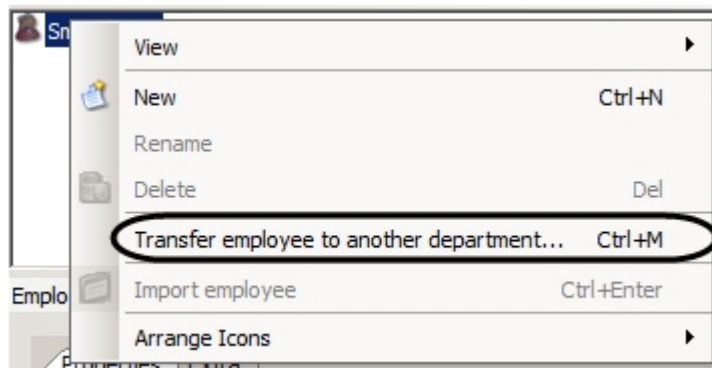
## Transferring a user to a different department

There are two ways to transfer a user from one department to another:

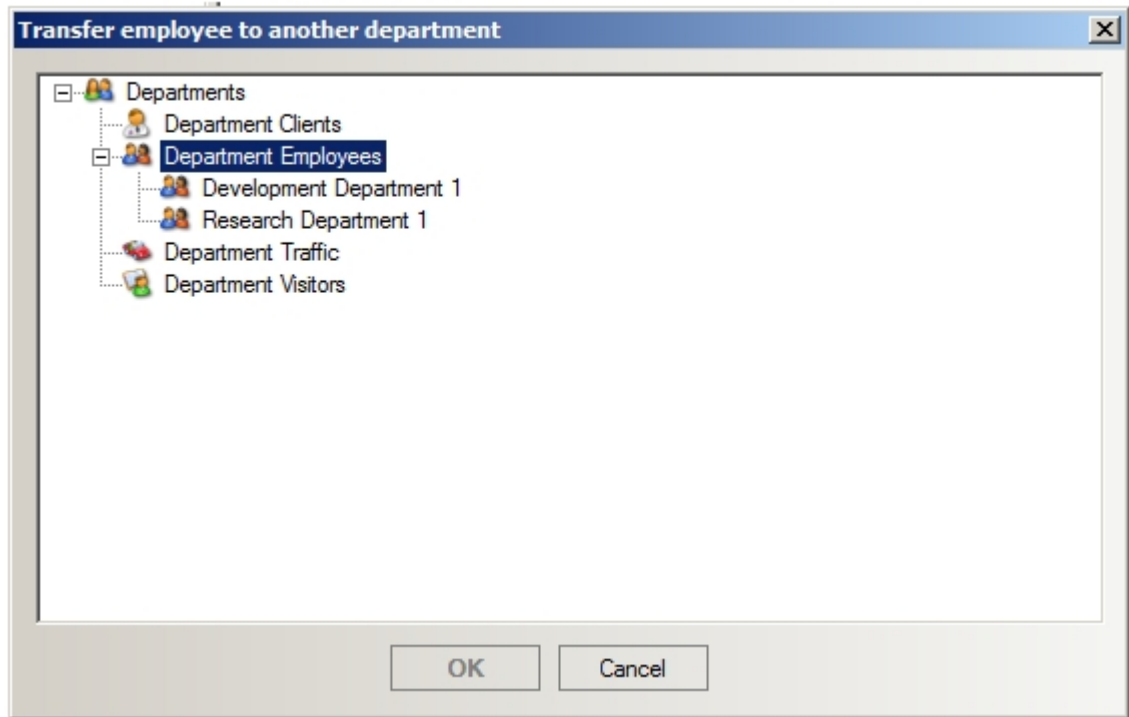
1. Using the user pane, which opens by double-clicking on the user in the information pane:
  - a. From the **Department** dropdown list, select the department to which the user is to be transferred (1).

The screenshot shows the 'Employee bar' window with the 'Properties' tab selected. The 'Department' dropdown menu is highlighted with a red circle and labeled '1'. The 'Save' button at the bottom right is also highlighted with a red circle and labeled '2'. The window contains various fields for user information, including 'Num...', 'Surname', 'Name', 'Passport', 'Position', 'Make', 'User locked', 'Object code', 'Card', 'Issued by', 'Expiry date', 'Access level', 'AL assigned by', 'Temporary AL', 'F..', 'To', 'PIN', 'Card lost', 'times', 'Antipassback', 'Scan', 'Assign picture', 'Print access card', 'Delete', 'Import', 'New', and 'Save'.

- b. Click the **Save** button (2).  
This completes the process of transferring a user from one department to another.
2. Using the information pane's context menu:
  - a. Bring up the user context menu.



- b. Select **Transfer employee to another department...**  
The **Transfer employee to another department** window will open.



- c. Select the department to which the user is to be transferred.
  - d. Click **OK**.
- This completes the process of transferring a user from one department to another.

## Assigning a photograph to a user

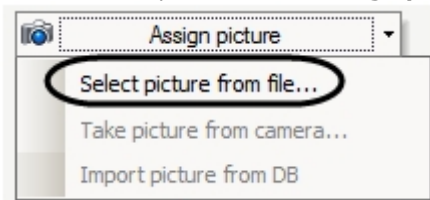
There are two ways to assign a photograph to a user:

1. By selecting a photograph from a file.
2. By capturing a picture from a video camera.

### Selecting a photograph from a file

To select a photograph from a file, do the following:

1. Go to the user pane and click **Assign picture**.



2. Select the **Select picture from file...** menu item and select a file with the user's photograph in the window that opens.

The selected photograph will subsequently be displayed in the user pane.



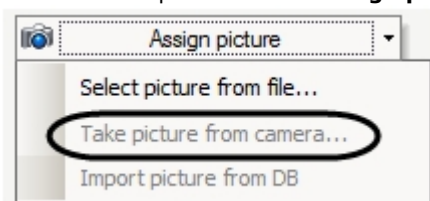
#### Note:

To save changes, click **Save** on the user pane.

### Capturing a picture from a video camera

To capture a picture from a video camera, do the following:

1. Go to the user pane and click **Assign picture**.



2. Select the **Take picture from camera...** menu item. The **Picture from camera** window will open.



3. Use the **Enter** button to capture a picture from the video camera (2). The captured frame will be displayed in the right side of the window.

**Note:**  
To rotate the image by 90 degrees, check the **Flip** checkbox (3).

4. Click the **OK** button (1).

The captured picture will subsequently be displayed in the user pane.

**Note:**  
To save changes, click **Save** on the user pane.

## Creating a single photograph database

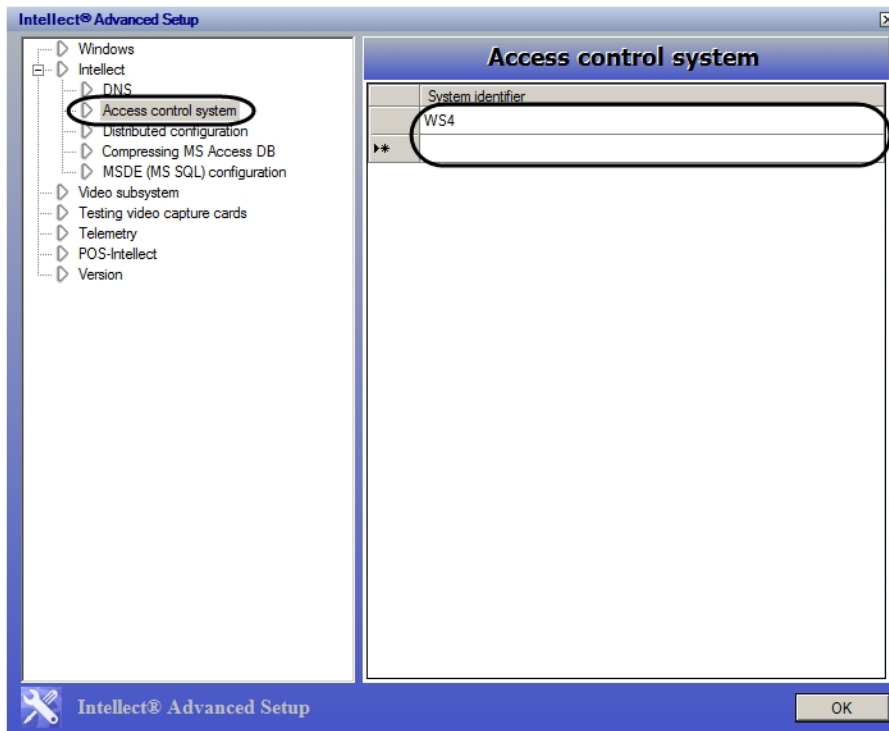
The *ACFA Intellect* Software System supports storing user photographs on several computers.

The *ACFA Intellect* Software System's advanced settings utility *tweaki.exe* is used to create a single photograph database. There are two ways to launch the *tweaki.exe* utility:

1. From the Windows **Start** menu: **Start ->All Programs ->Intellect ->Utilities ->Advanced settings.**
2. From the **Tools** folder of the *ACFA Intellect* Software System's installation directory: <Intellect installation directory>\Tools\tweaki.exe .

To configure the creation of a single photograph database, do the following:

1. Select the **Visitor Management System** mode in the **Intellect Advanced Setup** window (1).



2. In the **System identifier** column, enter the names of the computers that will store the photographs assigned by a user using the *Visitor Management System* module (**2**).

**Note:**  
The specified computers must be connected to the *Intellect* Server. Detailed information about configuring server connections is given in [Intellect Software System: Administrator's Guide](#). However, the *Visitor Management System* module does not have to be installed on the specified computers.

**Note:**  
Only photographs that have been newly added using the *Visitor Management System* module will be placed on the specified computers. Photographs added to the system before the configuration of the creation of a single photograph database will not be distributed to these computers.

**Note:**  
Photographs will be stored on both the computers specified using the *tweaki.exe* utility as well as the computer from which photographs are added. Added photographs are stored in: <Intellect installation directory>\Bmp\Person.

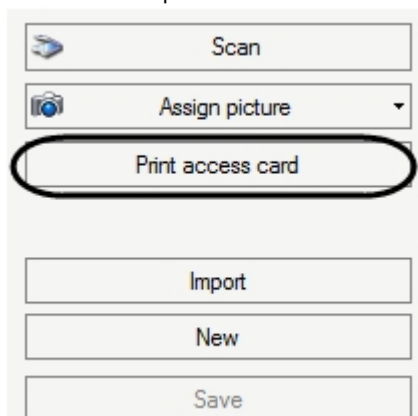
3. Click the **OK** button (**2**).

This completes the process of configuring the creation of a single photograph database.

## Printing a user access card

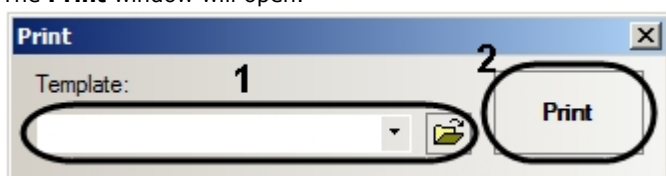
A user access card is printed as follows:

1. Go to the user pane.



2. Click **Print access card**.

The **Print** window will open.



3. From the dropdown list, select the template for printing the access card (1).



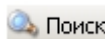
**Note:**

Print templates are prepared in the utility ArpEdit, which is included with the *Intellect* Software System in <Intellect installation director>/Tools/Arpedit/. A description of the utility is given in ArpEdit.pdf.

4. Click the **Print** button (2).

This completes the process of printing a user access card.

## User search

Searching for users happens on the search bar, which is brought up by click the  on the ACS bar.

There are two ways to perform a user search:

1. Specify the search parameters:

- a. In the **Search for** field, enter the word or value to be searched for (1).



**Note:**

The search is not case sensitive.

- b. From the **Search in** dropdown list, select the type of departments that will be searched ( 2).
- c. From the **Field** dropdown list, select the field that will be searched (3).
- d. Select the search type from the **Match** dropdown list (4).

| Search type     | Description                                                                                                                    |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------|
| Whole field     | A search that will find users for which the search field entirely matches the value entered in the <b>Find what</b> field.     |
| Field beginning | A search that will find users for which the start of the search field matches the value entered in the <b>Find what</b> field. |
| Any field part  | A search that will find users for which the search field contains the value entered in the <b>Find what</b> field.             |

- e. In the **Maximum size** field, enter the maximum number of results to be displayed (5).

- f. Check the **Extra fields** box if the search parameters should include other values and fields (6).
  - g. Click **Add** to add a field (7).
  - h. From the dropdown list, select the field that will be searched (8).
  - i. Enter the value that should be contained in the selected additional field (9).
  - j. In the **Or** columns, enter other values that the selected additional field may contain (10).
- This completes the process of specifying the search parameters.



**Note:**

An example of a search with additional parameters is given below.  
 The following parameters have been specified for the search:  
 a substring search to find the value **Ivanov** in the **Surname** field in **Employee-type** departments.  
 The additional field **Card** and values **4154** and **4122** have been specified.  
 Search results:  
 the search returns users from **Employee-type** departments who have a surname that contains **Ivanov** and whose **Card** field is equal to **4154** or **4122**.

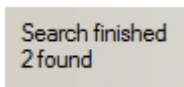
2. Start the search by clicking **Find** (1).



**Note:**

To stop a search, click the **Stop** button (2). To specify new search parameters, click the **New** button (3).

After the search has finished, users that match the specified search criteria will be displayed in the information pane. The number of matching users will be indicated in the lower left corner of the pane.



This completes the process of searching for users.

## Adding additional user parameters

The *Visitor Management System* software module supports adding additional user parameters.

To add additional parameters, add rows to the **OBJ\_PERSON** table and update the *ACFA Intellect* Software System database.

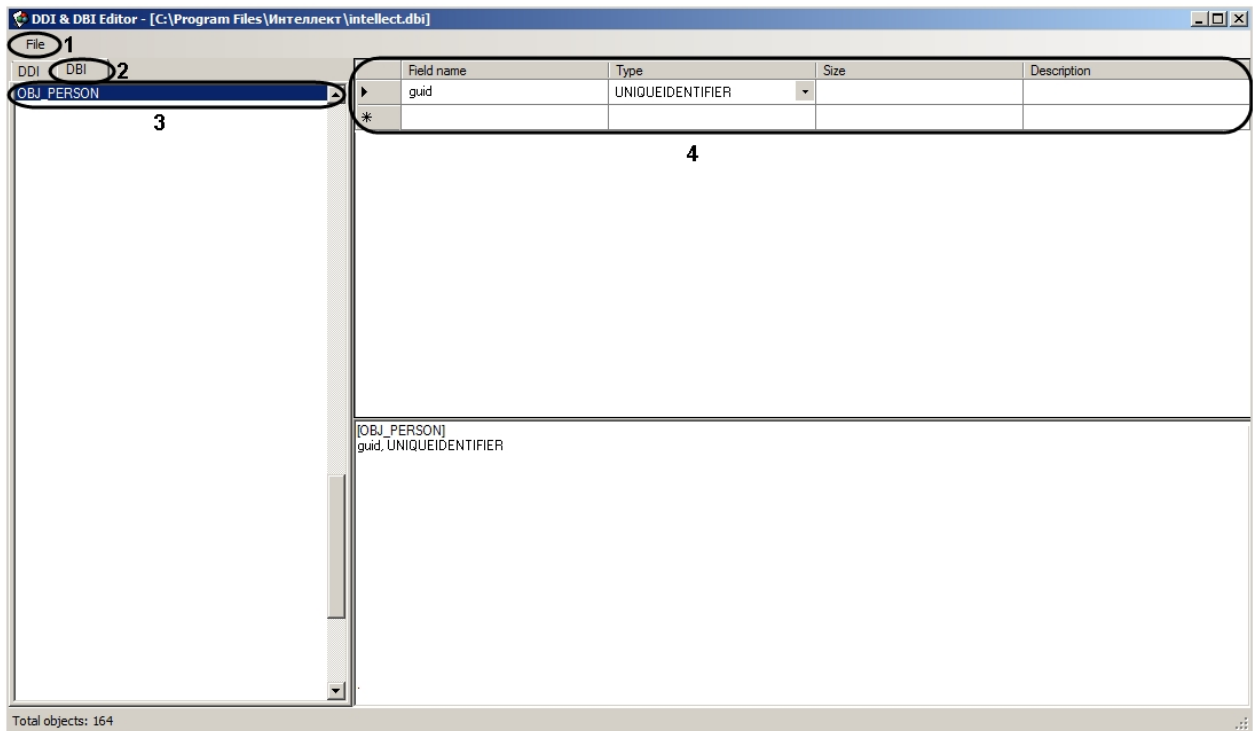


**Caution!**

The *ACFA Intellect* Software System must not be running when adding additional fields.

Additional parameters are added as follows:

1. Open the ddi.exe utility located in *<Intellect installation directory>/Tools/*.



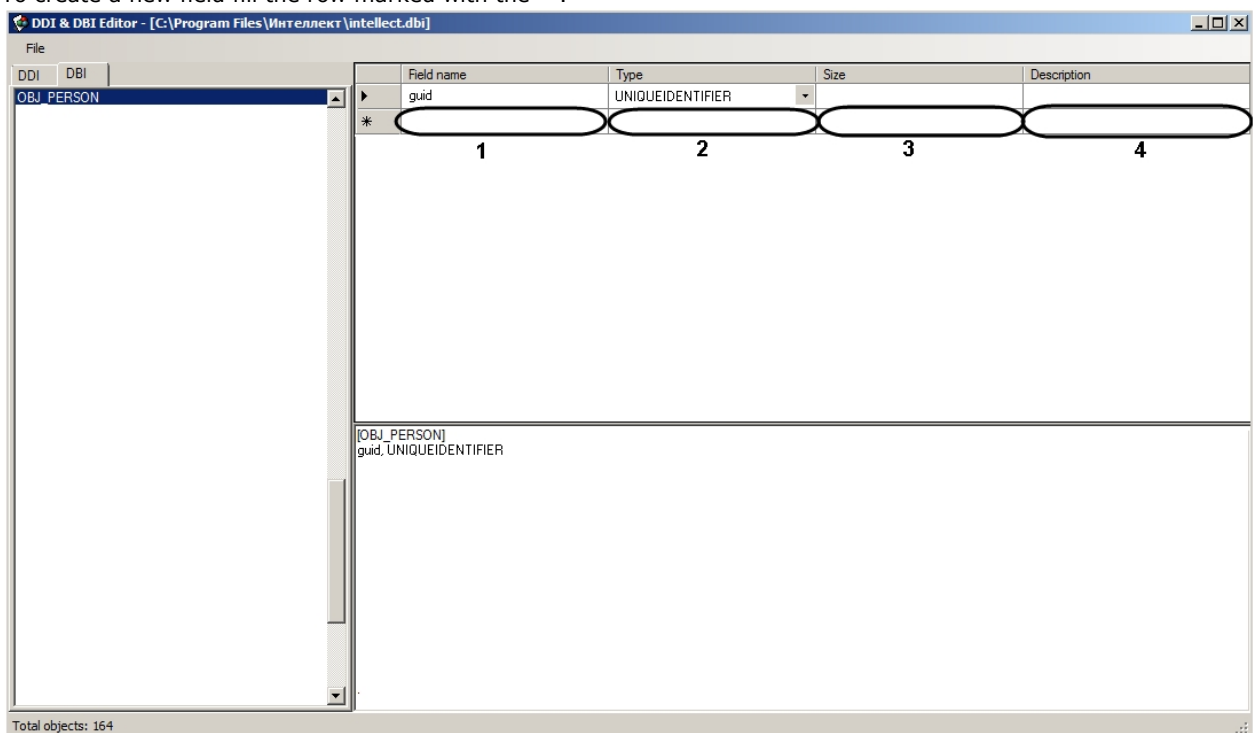
- Open intellect.exe.dbi by selecting **Open** in the **File** menu (1).



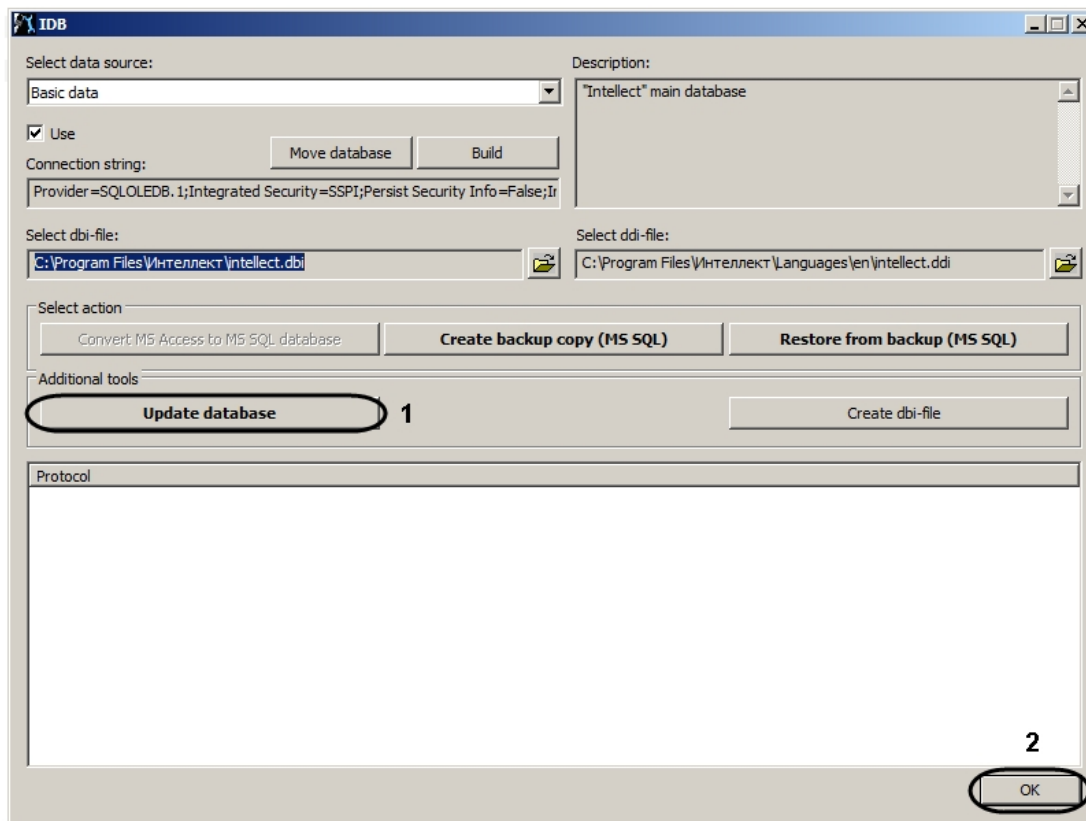
#### Attention!

This file is currently not included with the *ACFA Intellect* Software System. Contact ITV customer support to receive intellect.exe.dbi. The file should be placed in the *ACFA Intellect* Software System's installation directory.

- Go to the **DBI** tab (2) and select the **OBJ\_PERSON** table (3).
- To create a new field fill the row marked with the \* :



- Enter the field name (1).
  - Select the type of the field being added from the **Type** dropdown list (2).
  - In the **Size** field, enter the size in bytes of the field being added (3).
  - In the **Description** field, enter the name of the field being added, which will be displayed in the *Visitor Management System* software module's window (4).
- Add the required number of fields.
  - Save the changes to file by selecting **Save** in the **File** menu (1).
  - Update the *ACFA Intellect* Software System database:
    - Open the idb.exe utility located in the *ACFA Intellect* Software System's installation directory.



- b. Click the **Update database** button (1).
- c. After the database update is complete, click **OK** (2).
8. Start the *ACFA Intellect* Software System and the *Visitor Management System* software module, and go to the **Extra** tab on the user pane.

Search finished  
2 found

The added parameters will be displayed in the *Visitor Management System* software module's window.

This completes the process of adding additional parameters.

## Scanning user documents

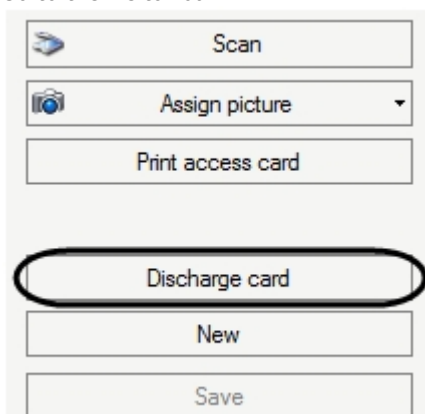
Scanning user documents is performed in the *Scanning documents* application. Working with the *Scanning documents* application is described in [Working with the Scanning documents application](#).

## Canceling user cards

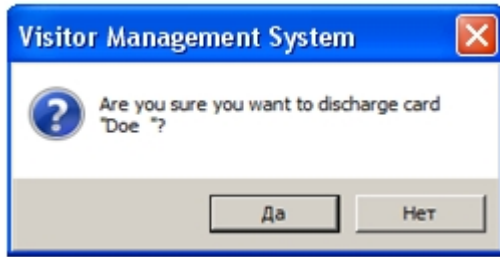
If a user belongs to the **Visitors** group, his or her access card can be canceled.

To cancel a visitor's access card, do the following:

1. Go to the visitor bar.



2. Click **Discharge card**.
3. Confirm the cancellation of the access card by clicking **Yes**.



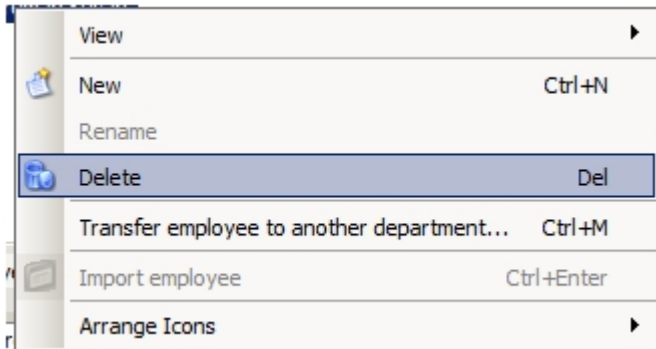
As a result, the user will be deleted from the **Visitors** department.

This completes the process of canceling a user's access card.

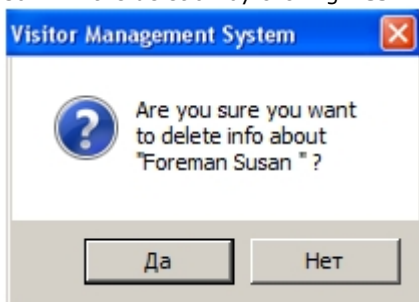
## Deleting a user

A user can be deleted in two ways:

1. Using the context menu:
  - a. In the information pane, bring up the context menu of the user to be deleted.

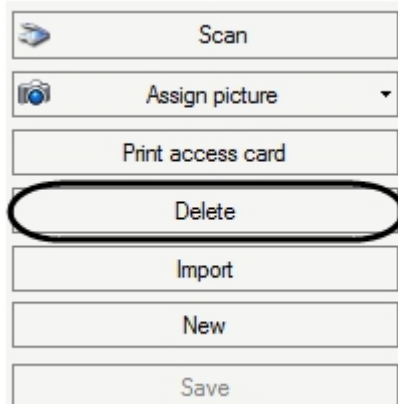


- b. Select the **Delete** menu item.
- c. Confirm the deletion by clicking **Yes**.

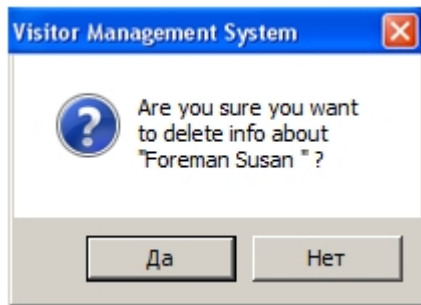


This completes the process of deleting a user.

2. On the user bar:
  - a. Go to the pane of the user to be deleted.



- b. Click **Delete**.
- c. Confirm the deletion by clicking **Yes**.



This completes the process of deleting a user.

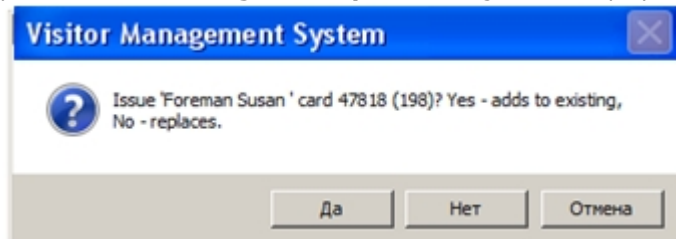
## Adding user access cards using a reader

The *Visitor Management System* software module supports adding permanent and temporary user access cards using an access control reader. The reader to be used to add the cards is indicated on the **Visitor Management System** object's settings pane (see [Basic settings of the Visitor Management System software module](#)).

To add access cards to a user using an access control reader, do the following:

1. Go to the user pane.

2. Insert the access card to be assigned to the user into the selected reader.
3. If the **Confirm card entered by operator** box is checked on the **Visitor Management System** object's settings pane, a **Visitor Management System** dialog will be displayed.



- a. Click **Yes** if the access card being added is temporary. The object code and the card code are entered in the corresponding fields after the codes of previously added access cards, separated by spaces (**1**).
  - b. Click **No** if the access card being added is permanent. The object code and card code of the inserted access card are entered in the corresponding fields on the employee bar in place of the previously specified values.
  - c. Click **Cancel** to not add the inserted access card to the user.
4. If the **Confirm card entered by operator** box is not checked on the **Visitor Management System** object's settings pane, then the object code and card code of the inserted card will be entered in the corresponding fields on the employee bar in place of the previously specified values.
  5. Click the **Save** button (**2**).



### Note:

Temporary access cards are deleted manually.

**Note:**

When working with the ABC integration module, temporary cards are deleted automatically when they expire. The [ABC Integration Module Settings and Operation Guide](#) describes how to configure the expiration date of temporary cards for the ABC module.

This completes the process of adding a card to a user using an access control reader.

## Working with the Scanning documents application

*Scanning documents* is an *Visitor Management System* module software application. The application runs in a separate window.

**Note:**

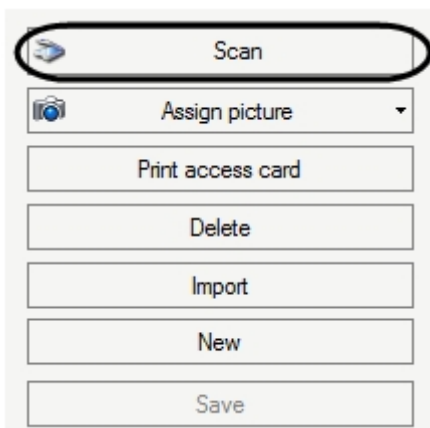
Fullscreen mode is recommended for your convenience when using this application.

**Caution!**

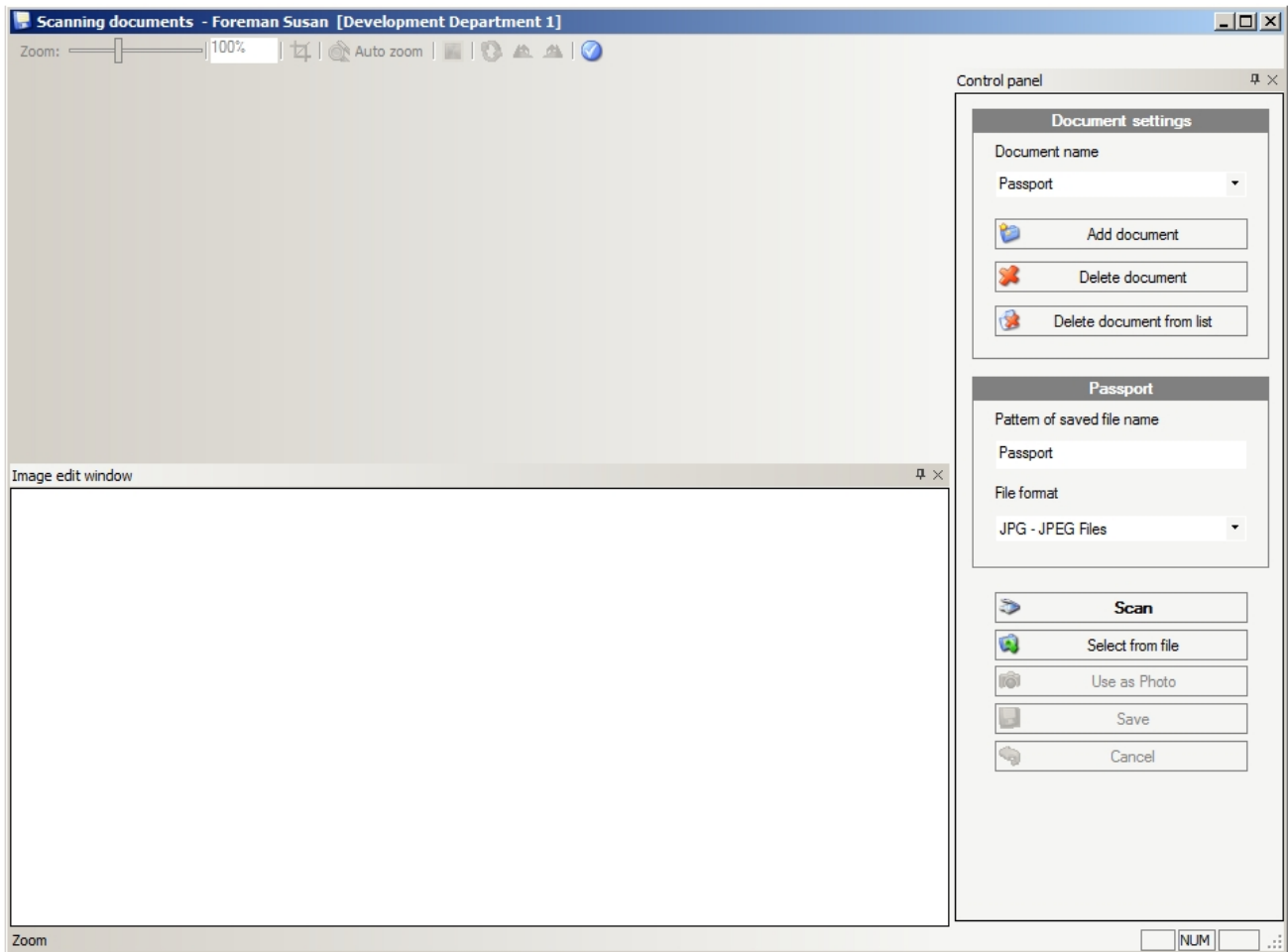
To use the *Scanning documents* application, you must first connect a scanner, and install drivers and software.

## Starting and stopping the application

To start *Scanning documents*, click **Scan** on the user bar.



The application window will open.

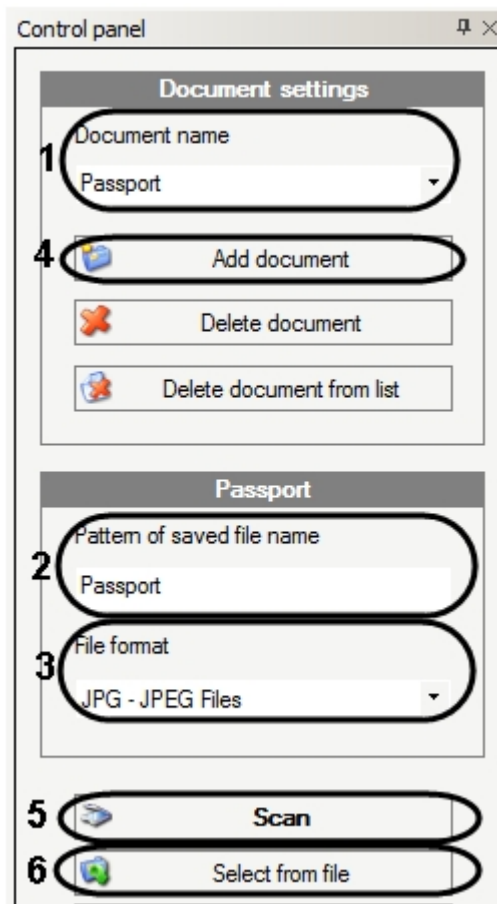


To close *Scanning documents*, click the  button in the upper right corner of the window.

## Scanning user documents with Scanning documents application

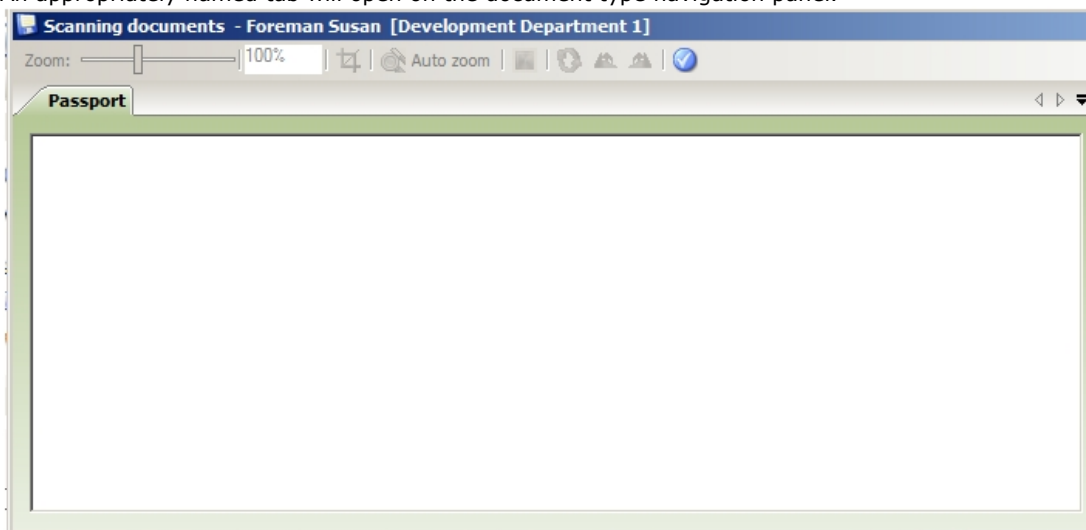
User documents are scanned as follows:

1. Go to the control panel.



2. Select the type of document to be scanned from the **Document name** dropdown list (1).
3. Enter a name template for the output file in the corresponding field (2).
4. From the dropdown list, select the format for the output file (3).
5. Click the **Add document** button (4).

An appropriately named tab will open on the document type navigation panel.



6. Click **Scan** to start the scanning application (5).



**Note:**

If the required document has already been scanned, it can be loaded from a file. To do this, click **Select from file** and indicate the path to the desired file (6).

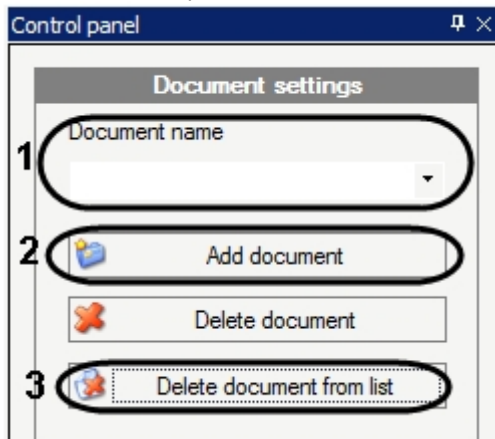
After the scanning is complete, an image of the document will be displayed in the document type navigation pane.



## Adding and deleting document types

To add a new document type, do the following:

1. Go to the control pane.



2. In the **Document name** field, enter the type of the document being added (1).
3. Click the **Add document** button (2).  
The document type will subsequently be available from the dropdown list (1).
4. Select the document type to be deleted from the list (1).

**Note:**  
Only types that were previously manually created can be deleted.

5. Click the **Delete document from list** button (3).

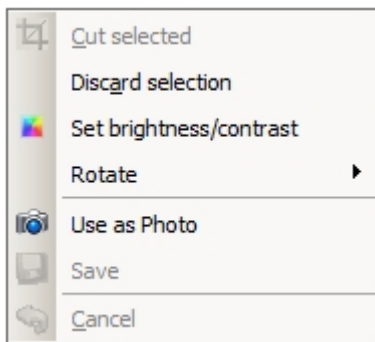
The selected document type will then be deleted.

## Editing an image

Editing a scanned image is performed in the image editor.

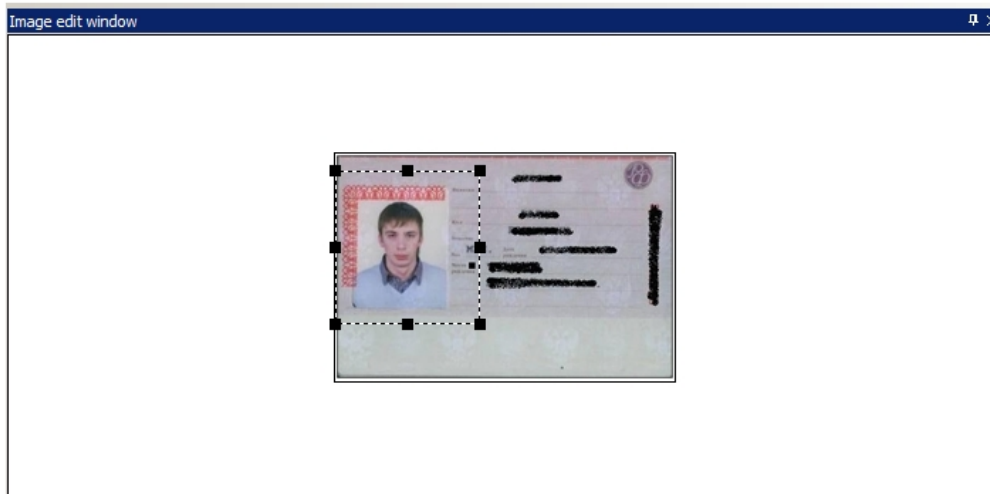


Image editing is performed using the image editor's toolbar and context menu.

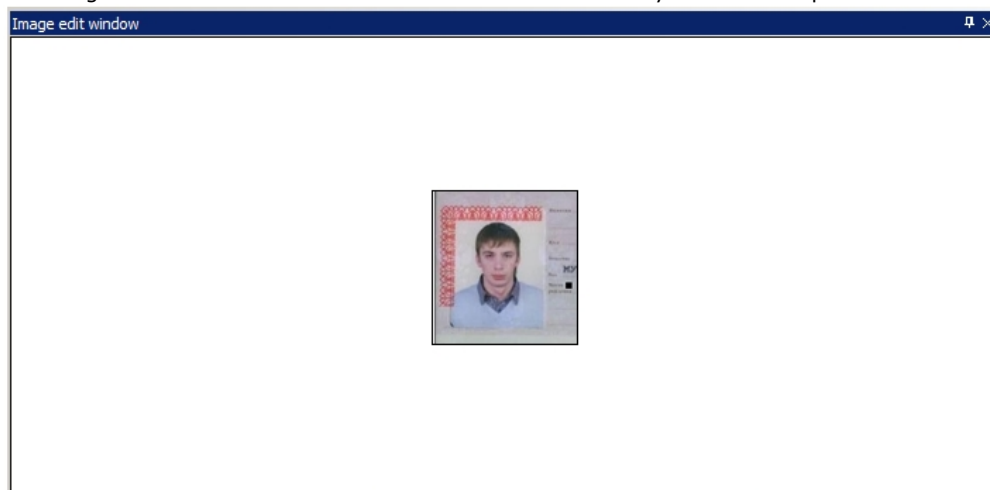


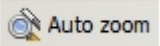
Images are edited as follows:

1. To select a portion of an image, click the  button on the toolbar.
2. Select the desired portion of the image.



3. Selecting **Cut selected** from the context menu will leave only the selected portion of the image on the screen.

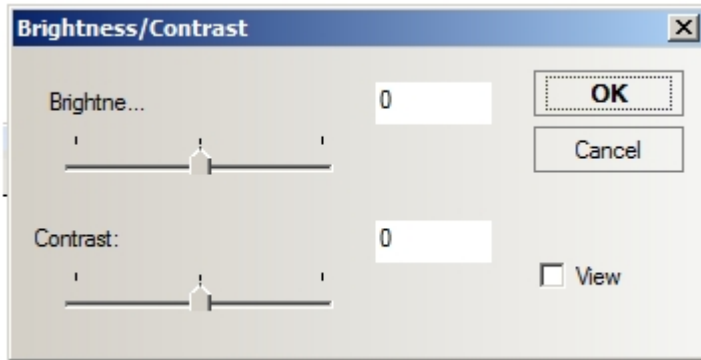


4. To clear the selection, select the corresponding item in the context menu.
5. To change the image size within the image editor, move the  slider on the toolbar.
6. To automatically select the best image size based on screen resolution and window size, click the  button on the toolbar.
7. To switch to image brightness and contrast settings, select **Brightness/contrast** from the context menu or click the  button in the toolbar.
8. In the **Brightness/contrast** window that opens, use the sliders to specify the desired image brightness and

contrast. Then click **OK** to save the changes.

**Note:**  
To cancel your changes, click the **Cancel** button.

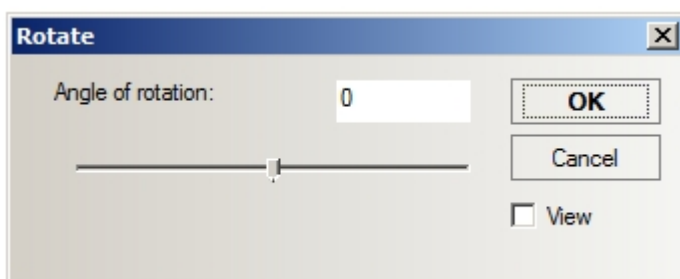
**Note:**  
Check the **View** box to immediately view the changes in the image editor.



9. To rotate the image counterclockwise by 90 degrees, select **Rotate** -> **Rotate 90 left** from the context menu or click the  button in the control panel.
10. To rotate the image clockwise by 90 degrees, select **Rotate** -> **Rotate 90 right** from the context menu or click the  button in the control panel.
11. To rotate the image by an arbitrary angle, select **Rotate** -> **Rotate image** from the context menu or click the  button in the control panel.
12. In the **Rotate** window that opens, use the slider to specify the desired angle of rotation. Then click **OK** to save the changes.

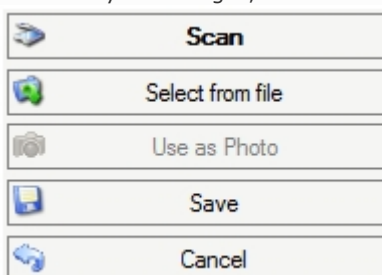
**Note:**  
To cancel your changes, click the **Cancel** button.

**Note:**  
Check the **View** box to immediately view the changes in the image editor.



13. To save changes, select **Save** in the context menu or click **Save** on the control panel.

**Note:**  
To cancel your changes, select **Cancel** in the context menu or click **Cancel** on the control panel.



This completes the process of editing an image.

## Assigning a photograph to a user in the Scanning documents application

A portion of an image or an entire image can be used as a user photograph, e.g. displayed on the user bar.

To assign a photograph to a user, do the following:

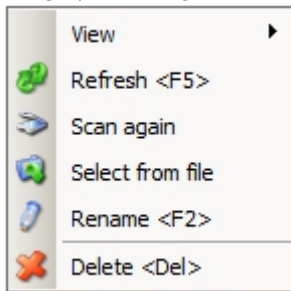
1. Select the desired portion of the image (see [Editing an image](#)).
2. Click **Use as Photo** on the control panel or select the corresponding item in the editing window's context menu.

The selected portion of the image will subsequently be displayed on the user bar as the user's photograph.

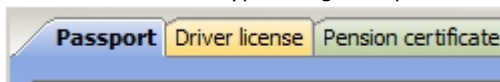
## Deleting documents and images

Documents and images are deleted as follows:

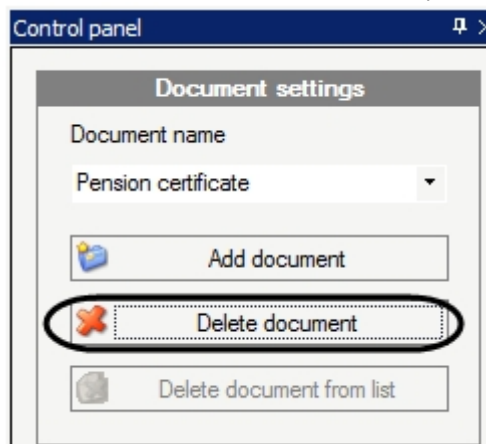
1. Bring up the image's context menu on the document type navigation pane.



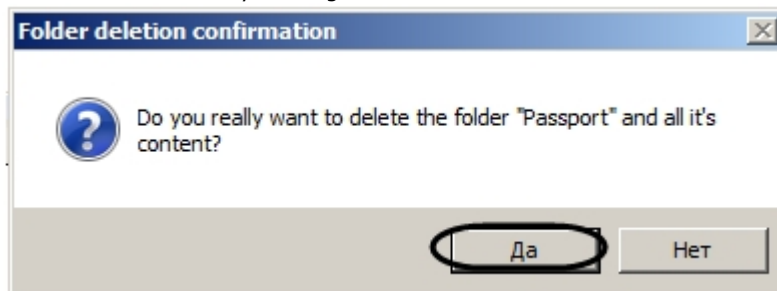
2. Select the **Delete** menu item.  
The selected image will then be deleted.
3. Go to the document type navigation pane to the tab to be deleted.



4. Click **Delete document** on the control panel.



5. Confirm the deletion by clicking **Yes**.



The tab and all of the images in it will then be deleted.

## Appendix 1. Setting up the visitor management without using the Visitor

# Management System window

## General information on ACFA Intellect objects related to the visitor management system

Some of the *ACFA Intellect* software objects can be used to set up the visitor management system without the *Visitor Management System* window, namely:

1. **User** and **Department** objects created on the **Users** tab of the **System settings** dialog box.
2. **Access level** and **Time zone** (which corresponds both to time zone and shift work in the VMS) objects created on the **Programming** tab of the **System settings** dialog box.



### Note.

Settings panel of the **Time zone** object is described in the [Intellect software. Administrator's Guide](#) for this object is used in the *Intellect* software not only for setting up the visitor management system but also for other purposes.

Most of the settings in the settings panels of these objects duplicate the respective settings of the *Visitor Management System* objects. Thus, the setting of the listed objects is designed to operate in the absence of the *Visitor Management System* module in the system (if the module is not purchased). However, as practice shows, the *Visitor Management System* module provides a much more user-friendly interface to perform similar tasks and also has an enhanced functionality, so it is recommended to use the *Visitor Management System* module.

## Settings panel of the Department object

The picture shows the settings panel of the **Department** object.

The table gives the description of the **Department** object settings.

| # | Parameter name                     | Method for setting the parameter value | Parameter description                                                            | Default value | Value range                                                                                                                                                                  |
|---|------------------------------------|----------------------------------------|----------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Identification number</b> field | Automatically                          | Shows the identification number of the <b>Department</b> object in the system    | -             | Depends on number of <b>Department</b> objects in the system                                                                                                                 |
| 2 | <b>Name</b> field                  | Enter the value in the field           | Sets the name of the <b>Department</b> object in the system                      | Department    | A line representing a sequence of any symbols (letters, digits, service characters apart from > and < symbols), not case-sensitive.<br><br>Number of symbols – from 1 to 60. |
| 3 | <b>Disable</b> check box           | Is set in a checkbox                   | Sets the status (enabled/disabled) of the <b>Department</b> object in the system | False         | <b>True</b> - the <b>Department</b> object is enabled and in use<br><br><b>False</b> - the <b>Department</b> object is disabled and not in use                               |

The **Access control** group

|                                       |                                   |                                                                                                                                                        |                                                                          |   |                                                                                                                                                                                         |
|---------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4                                     | <b>Access level</b> dropdown list | Is selected in the list                                                                                                                                | Sets the department's access level                                       | - | The list of <b>Access level</b> objects created in <i>ACFA Intellect</i> (on the <b>Programming</b> tab or via the VMS) and also <b>Full access</b> and <b>Access forbidden</b> levels. |
| 5                                     | List of access levels             | Is selected in the list. To add a new row in the table click left mouse button in any empty space of the table and press "down" arrow on the keyboard. | Sets the department's access level list                                  | - | The list of <b>Access level</b> objects created in <i>ACFA Intellect</i> (on the <b>Programming</b> tab or via the VMS)                                                                 |
| The " <b>Rubezh</b> " subsystem group |                                   |                                                                                                                                                        |                                                                          |   |                                                                                                                                                                                         |
| 6                                     | <b>Region</b> dropdown list       | Is selected in the list                                                                                                                                | Sets the <b>Region</b> object for the <i>Rubeg-07 ACS</i> (discontinued) | - | The list of <b>Region</b> objects in the <i>ACFA Intellect</i> software                                                                                                                 |
| 7                                     | <b>Access level</b> dropdown list | Is selected in the list                                                                                                                                | Sets the access level for the <i>Rubeg-07 ACS</i> (discontinued)         | - | The list of <b>Access level</b> objects created in <i>ACFA Intellect</i> (on the <b>Programming</b> tab or via the VMS) and also <b>Full access</b> and <b>Access forbidden</b> levels. |

## Settings panel of the User object

The pictures show the settings panel of the **User** object.

The screenshot displays the settings panel for a User object, divided into two tabs: 'Access control' (selected) and 'Access Levels'. The panel includes various input fields, checkboxes, and a table. Numbered callouts identify specific elements:

- 1: User name input field (containing 'User 1')
- 2: 'Additional info' section header
- 3: 'Disable' checkbox
- 4: Department dropdown menu (showing 'Department 1')
- 5: Large empty text area under 'Additional info'
- 6: 'Rubezh' subsystem dropdown menu (showing 'Rights for regions management')
- 7: Access level dropdown menu
- 8: 'User locked' checkbox
- 9: 'Antipassback' checkbox
- 10: Object code input field
- 11: PIN input field
- 12: Permanent card input field
- 13: Temporary card input field
- 14: Valid till input field
- 15: Object code in the 'Additional cards' table
- 16: Card in the 'Additional cards' table

Settings panel of the **User** object The **Access control** tab.

Settings panel of the **User** object The **Access levels** tab.

The table gives the description of the **User** object settings.

| #                                     | Parameter name                                    | Method for setting the parameter value | Parameter description                                                              | Default value                               | Value range                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------|---------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                     | <b>Identification number</b> field                | Automatically                          | Shows the identification number of the <b>User</b> object in the system            | -                                           | Depends on number of <b>User</b> objects in the system                                                                                                                                                                                                                                                                          |
| 2                                     | <b>Name</b> Field                                 | Enter the value in the field           | Sets the name of the <b>User</b> object in the system                              | User                                        | A line representing a sequence of any symbols (letters, digits, service characters apart from > and < symbols), not case-sensitive.<br><br>Number of symbols – from 1 to 60.<br><br>Do not use <b>rs</b> as username when registering Operator accounts as this name is used by default in <i>Intellect Web Report System</i> . |
| 3                                     | <b>Disable</b> Check box                          | Is set in a checkbox                   | Sets the status (enabled/disabled) of the <b>User</b> object in the system         | False                                       | <b>True</b> - the <b>User</b> object is enabled and in use<br><b>False</b> - the <b>User</b> object is disabled and not in use                                                                                                                                                                                                  |
| 4                                     | <b>Department</b> dropdown list                   | Is selected in the list                | Sets the parent <b>Department</b> object for this <b>User</b> object               | Name of the parent <b>Department</b> object | Depends on number of <b>Department</b> objects in the system                                                                                                                                                                                                                                                                    |
| 5                                     | Additional info field                             | Enter the value in the field           | Additional user information                                                        | -                                           | A line representing a sequence of any symbols                                                                                                                                                                                                                                                                                   |
| The " <b>Rubezh</b> " subsystem group |                                                   |                                        |                                                                                    |                                             |                                                                                                                                                                                                                                                                                                                                 |
| 6                                     | <b>Rights for region management</b> dropdown list | Is selected in the list                | Sets the permissions for the <i>Rubeg-07 ACS</i> (discontinued) regions management | -                                           | 0 - 16                                                                                                                                                                                                                                                                                                                          |
| 7                                     | <b>Access level</b> dropdown list                 | Is selected in the list                | Sets the access level for the <i>Rubeg-07 ACS</i> (discontinued)                   | -                                           | The list of <b>Access level</b> objects created in <i>ACFA Intellect</i> (on the <b>Programming</b> tab or via the VMS) and also <b>Full access</b> and <b>Access forbidden</b> levels.                                                                                                                                         |
| The Access control tab                |                                                   |                                        |                                                                                    |                                             |                                                                                                                                                                                                                                                                                                                                 |
| 8                                     | <b>User locked</b> checkbox                       | Is set in a checkbox                   | Is set if the user is to be locked.                                                | False                                       | <b>True</b> – the user is locked.<br><b>False</b> – the user is active.                                                                                                                                                                                                                                                         |

|    |                              |                              |                                                                                             |       |                                                                                |
|----|------------------------------|------------------------------|---------------------------------------------------------------------------------------------|-------|--------------------------------------------------------------------------------|
| 9  | <b>Antipassback</b> checkbox | Is set in a checkbox         | Is set if the user is not allowed to go twice through the reader in the same direction.     | False | <b>True</b> – anti-passback enabled.<br><b>False</b> – anti-passback disabled. |
| 10 | <b>Object code</b> field     | Enter the value in the field | Facility code of the user's access card                                                     | -     | Depends on the type of cards in use.                                           |
| 11 | <b>PIN</b> field             | Enter the value in the field | PIN-code of the user's access card                                                          | -     | Depends on the ACS in use                                                      |
| 12 | <b>Permanent card</b> field  | Enter the value in the field | User's access card number                                                                   | -     | Depends on the type of cards in use.                                           |
| 13 | <b>Temporary card</b> field  | Enter the value in the field | User's temporary access card number                                                         | -     | Depends on the type of cards in use.                                           |
| 14 | <b>Valid till</b> field      | Enter the value in the field | Date the user's access card expires (which is specified in <b>the Permanent card</b> field) | -     | Date in DD.MM.YYYY format                                                      |

#### Additional cards table

Note. In the Visitor Management System, the additional cards are specified separated by spaces after the parameters of the main card. The functionality of assigning users additional cards is to be supported by the hardware.

|    |                          |                              |                                                    |   |                                      |
|----|--------------------------|------------------------------|----------------------------------------------------|---|--------------------------------------|
| 15 | <b>Object code</b> field | Enter the value in the field | Facility code of the user's additional access card | - | Depends on the type of cards in use. |
| 16 | <b>Card code</b> field   | Enter the value in the field | Number of the user's additional access card        | - | Depends on the type of cards in use. |

#### The Access levels tab.

|    |                                      |                              |                                                                                                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----|--------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17 | <b>Access type</b> dropdown list     | Is selected in the list      | Sets the way of choosing access level for user                                                              | - | <p><b>Group</b> - the employee is assigned the access level of the department</p> <p><b>Access forbidden</b> - the employee is not allowed to access, even if the department assigned a different access level, allowing access</p> <p><b>Full access</b> - the employee has a full access , even if the department assigned a restricted access level</p> <p><b>List</b> - the employee is assigned a list of access levels having priority over the department access level.</p> |
| 18 | <b>A.L.</b> dropdown list            | Is selected in the list      | Can be used if the List value is selected in the <b>Access type</b> list. Sets the user's access level list | - | The list of <b>Access level</b> objects created in <i>ACFA Intellect</i> (on the Programming tab or via the VMS)                                                                                                                                                                                                                                                                                                                                                                   |
| 19 | <b>Date1</b> and <b>Time1</b> fields | Enter the value in the field | Allow to set the beginning date of the temporary access level.                                              | - | Date in DD-MM-YY and time in HH:MM:SS format.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 20 | <b>Date2</b> and <b>Time2</b> fields | Enter the value in the field | Allow to set the ending date of the temporary access level.                                                 | - | Date in DD-MM-YY and time in HH:MM:SS format.                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Settings panel of the Access level object

The picture shows the settings panel of the **Access level** object.

The table gives the description of the **Access level** object settings.

| # | Parameter name                     | Method for setting the parameter value | Parameter description                                                                     | Default value       | Value range                                                                                                                                                                  |
|---|------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Identification number</b> field | Automatically                          | Shows the identification number of the <b>Access level</b> object in the system           | -                   | Depends on number of <b>Access level</b> objects in the system                                                                                                               |
| 2 | <b>Name</b> field                  | Enter the value in the field           | Sets the name of the <b>User</b> object in the system                                     | <b>Access level</b> | A line representing a sequence of any symbols (letters, digits, service characters apart from > and < symbols), not case-sensitive.<br><br>Number of symbols – from 1 to 60. |
| 3 | <b>Disable</b> check box           | Is set in a checkbox                   | Sets the status (enabled/disabled) of the <b>Access level</b> object in the system        | False               | <b>True</b> - the <b>Access level</b> object is enabled and in use<br><br><b>False</b> - the <b>Access level</b> object is disabled and not in use                           |
| 4 | <b>Access point</b> dropdown list  | Is selected in the list                | Card reader through which the employees are performing access                             | -                   | Depends on the readers created in the system                                                                                                                                 |
| 5 | <b>Time zone</b> dropdown list     | Is selected in the list                | Time zone, during which the access will be allowed through the corresponding access point | -                   | <b>Always</b><br><br><b>Never</b><br><br>The list of <b>Time zone</b> objects created in the system                                                                          |