Photo ID User Guide

ACFA PSIM 1.1

Last update 01/16/2023

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1 List of terms

Unlock time: When this time has elapsed since a user identification, the lock gets unlocked.

Access: The act of entering and exiting rooms, buildings, zones, and areas by people, vehicles, and other objects.

Actuator: A turnstile, gate, boom barrier, or door fitted with an electromagnetic or electromechanical lock. Actuators are controlled by and send status information to controllers.

Access Control System (ACS): A hardware and software suite for access control and management.

Reader: An electronic device for entering human-memorable PINs with the keypad or for reading PINs from the system's security tokens.

Access point: A point where access control is performed. An access point may be a door, a turnstile, a gate, or a boom barrier equipped with a reader, an electromechanical lock, or other access control devices.

2 Photo ID User Guide. Introduction

On the page:

2.1 Document purpose

The *Photo ID User Guide* is a reference guide for administrators and operators of the *Photoidentification* module. This module is part of access control systems (ACS) implemented based on the *ACFA PSIM* software package.

In this Guide, you will find:

1. A general description of the *Photo ID* module
2. How to set up the *Photo ID* module
3. How to work with the *Photo ID*integration module

2.2 General information about the Photo ID module

The *Photo ID* software module is a component of the *ACFA PSIM* software package and supports the following actions:

1. display photo and data about user while access request;
2. display image from camera while access request;
3. create pass templates displayed in the screen for each reader;
4. select objects on events of which the Photo ID window is displayed;
5. configure actions available for operator in the Photo ID window while access request;
6. record, store and display protocol of operator actions.

3 Licensing policy for Photo ID

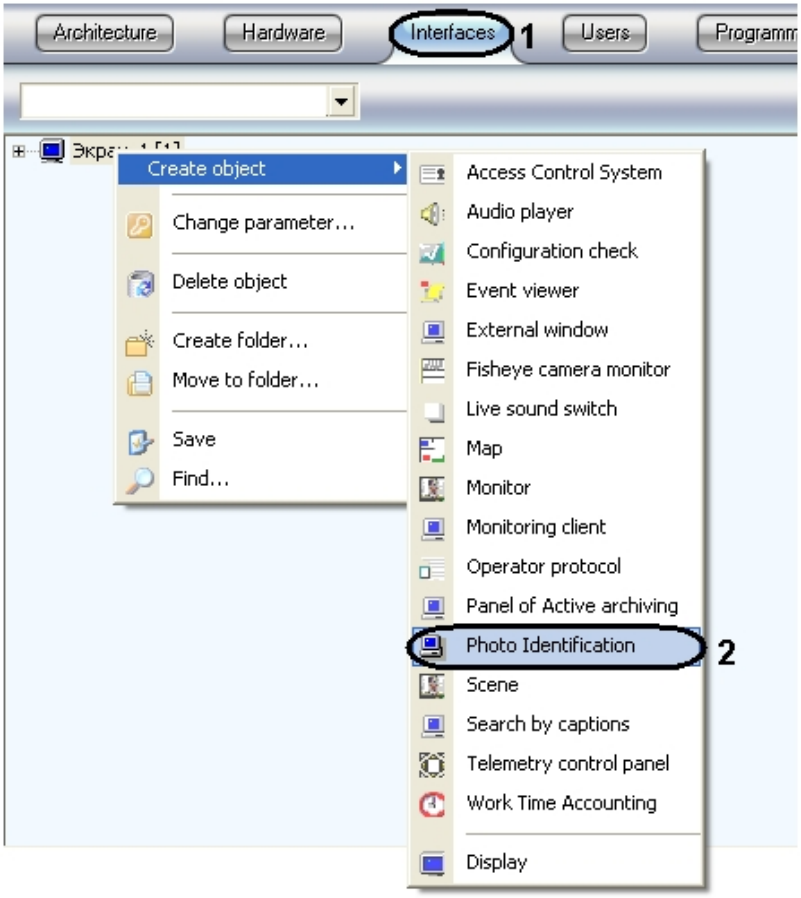
The module is licensed per 1 object.

4 Setting Up the Photo ID module

4.1 Creating Photo ID objects

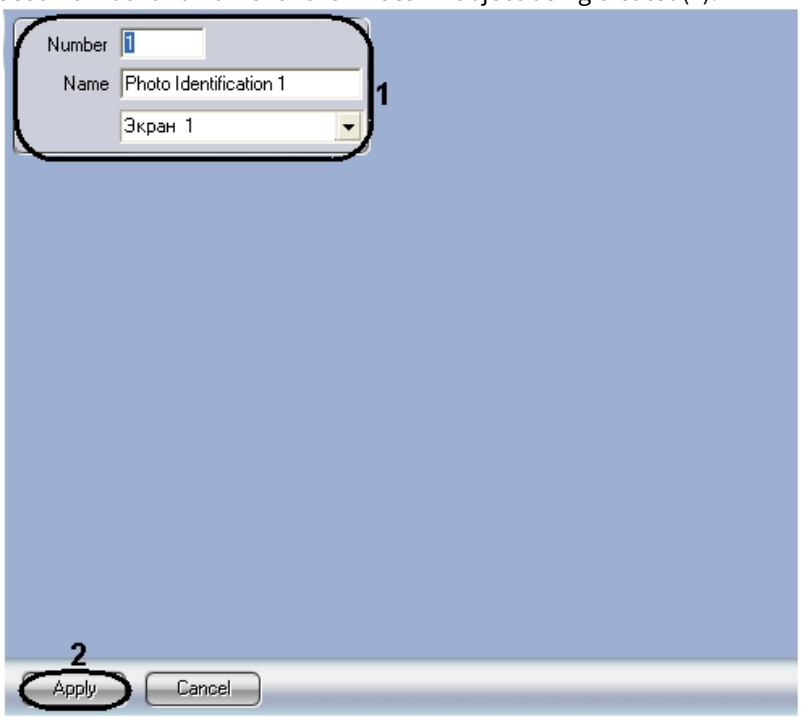
To create a **Photo ID** object:

1. Go to the **Interfaces** tab in the **System setup** dialog box (**1**).

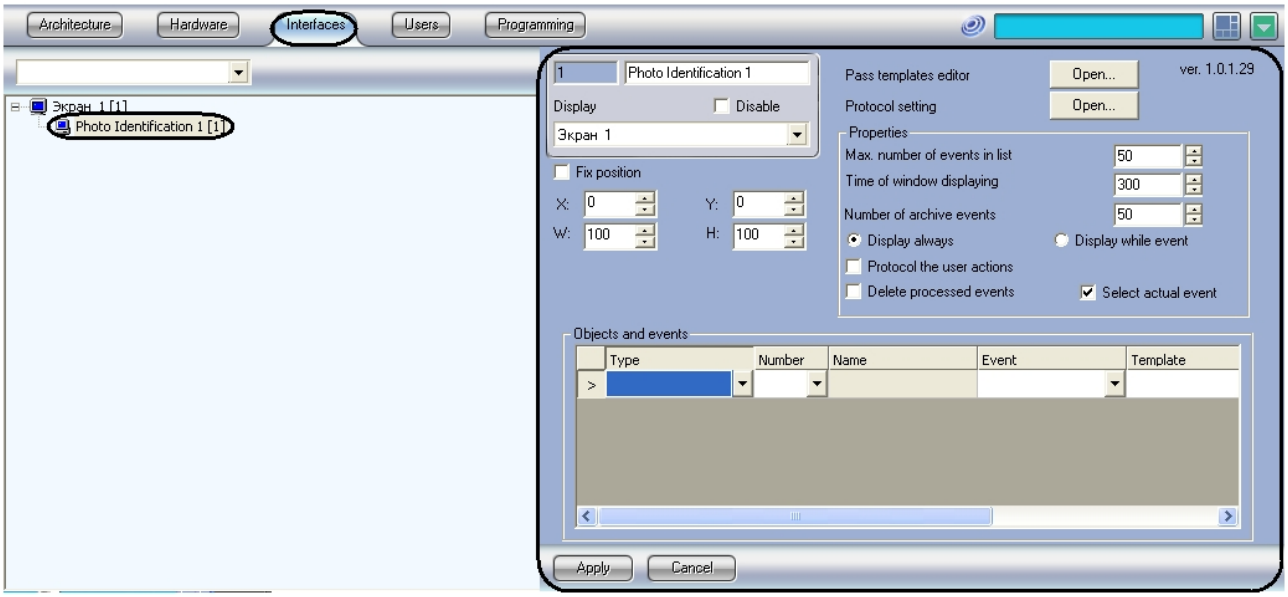


2. Right-click the chosen **Screen** object. A context menu appears. In the menu, go to **Create object** -> **Photoidentification** (**2**).

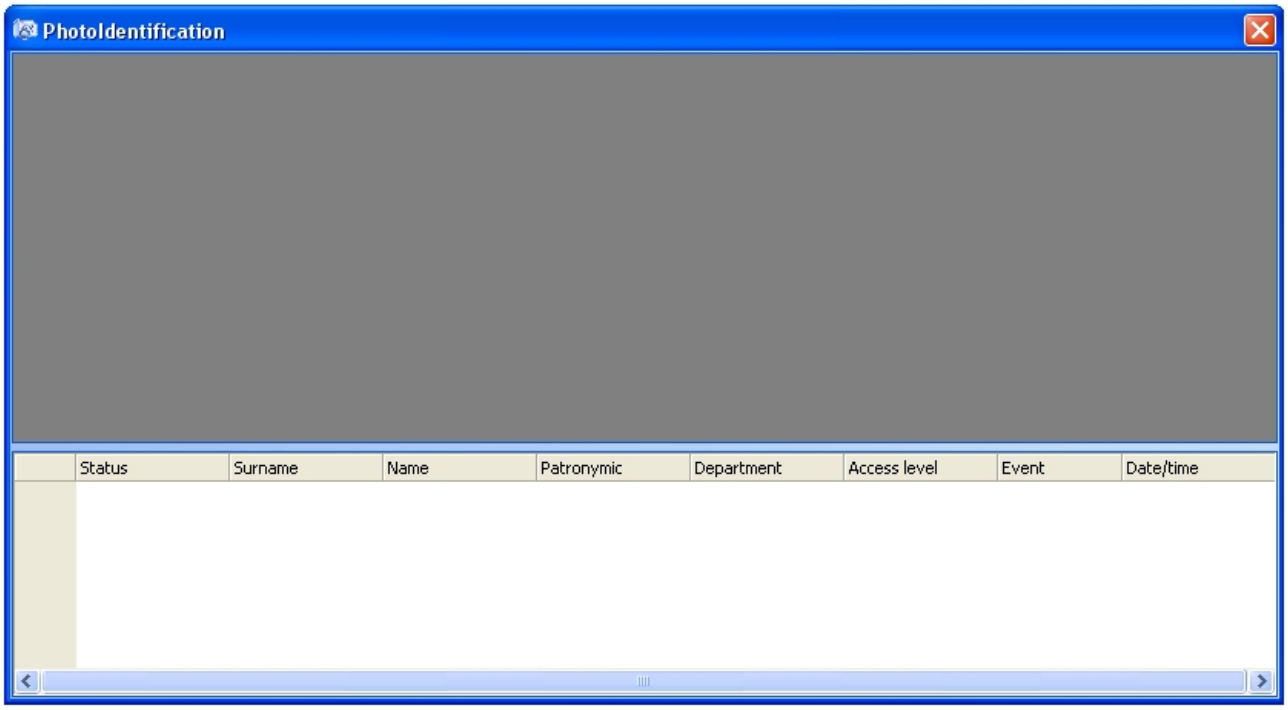
3. Set a number and name for the **Photo ID** object being created(1).



4. Click **Apply** (**2**).
5. As a result, the **Photo ID** object's setup panel appears.



As a result of creating the **Photo ID** object, a Photo ID operator's query pane is created automatically.



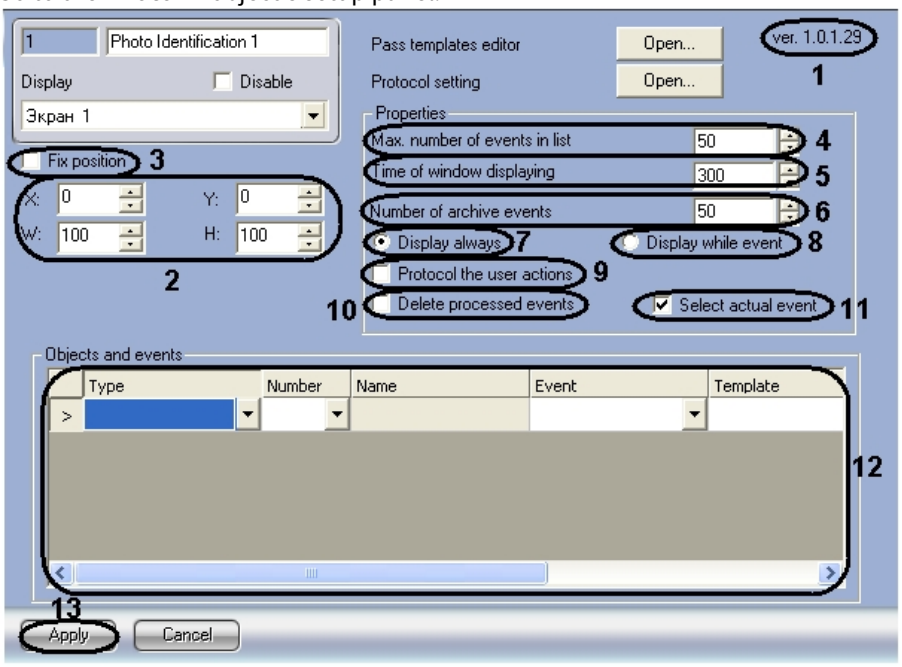
4.2 Configuring the Photo ID module

To configure the *Photo ID* module, go to the **Photo ID** object's setup panel.

> **Note:**
>
> The **ver** text box shows the current version of the Photo ID module.

To configure the *Photo ID* module:

1. Go to the **Photo ID** object's setup panel.



2. To configure the position of the *Photo ID* window, set the coordinates of the window in the **X:**, **Y:**, **W:**, and **H:** text boxes, using the **up** and **down** buttons (**2**).
3. If you want to anchor the window to the selected desktop coordinates, select the **Fix position** check box (**3**).
4. In the **Max. number of events in list** text box, set the maximum number of events to be shown in the access log of the photoidentification window (**4**).
5. In the **Time of window displaying** text box, set the time (in milliseconds) during which the Photo ID window changes its color and blinks when an event occurs (**5**).

> **Note:**
>
> The max. allowed window display time is 3000 milliseconds.

> **Note:**
>
> To enable this feature, select the **Highlight current event** check box (12).

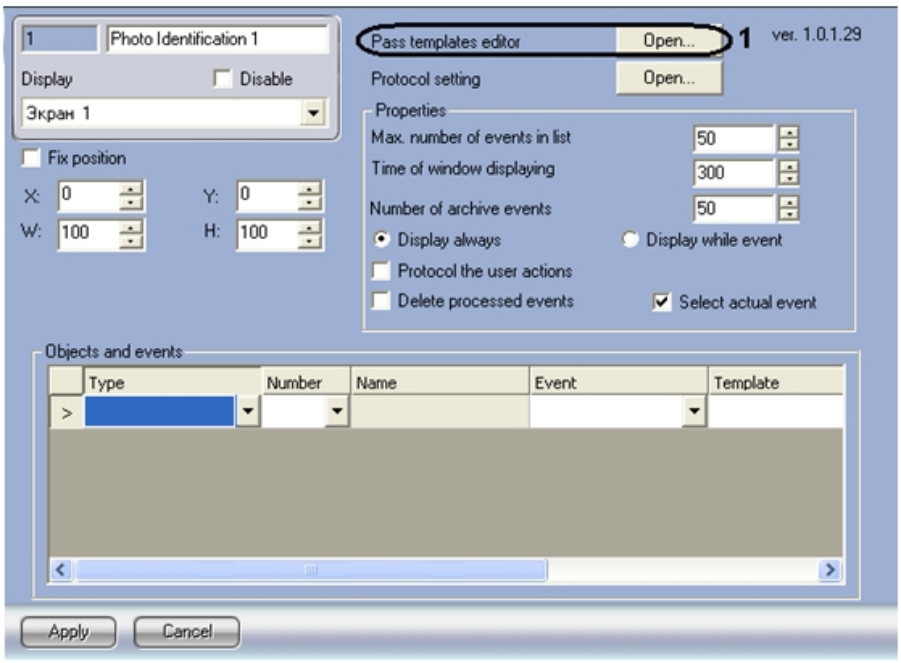
6. In the **Number of archive events** text box, set the number of past events to show in the **Photo ID** window after *ACFA PSIM* is restarted (**6**).
7. If you want to always show the Photo ID window, select the **Display always** radio button (**7**)**.**
8. If you want to show the Photo ID window when a device event occurs and then to minimize the window after the operator is finished working with it, select the **Display while event** radio button (**8**).
9. If you want to log the fact that the operator clicked a button in the pass template of the Photo ID window (the name of the button clicked will appear in the **Additional info** column of the event log), select the **Protocol the user actions** check box (**9**).
10. If you want to remove, from the event list, events that were already processed by the operator and leave only current events, select the **Delete processed events** check box (**10**). If your template does not contain buttons or any other objects that may require the operator's actions, events are removed after the display time elapses.
11. If you want to highlight the line that shows the last event, select the **Select actual event** check box (**11**). The last event remains highlighted throughout the window display time (see item 5). After the set time elapses, the next event (if any) becomes current.

12. In the **Objects and events** table, add objects (whose events must cause the Photo ID window to be shown), templates, text messages, and colors (**12**).
13. Click **Apply** to save changes (**13**).

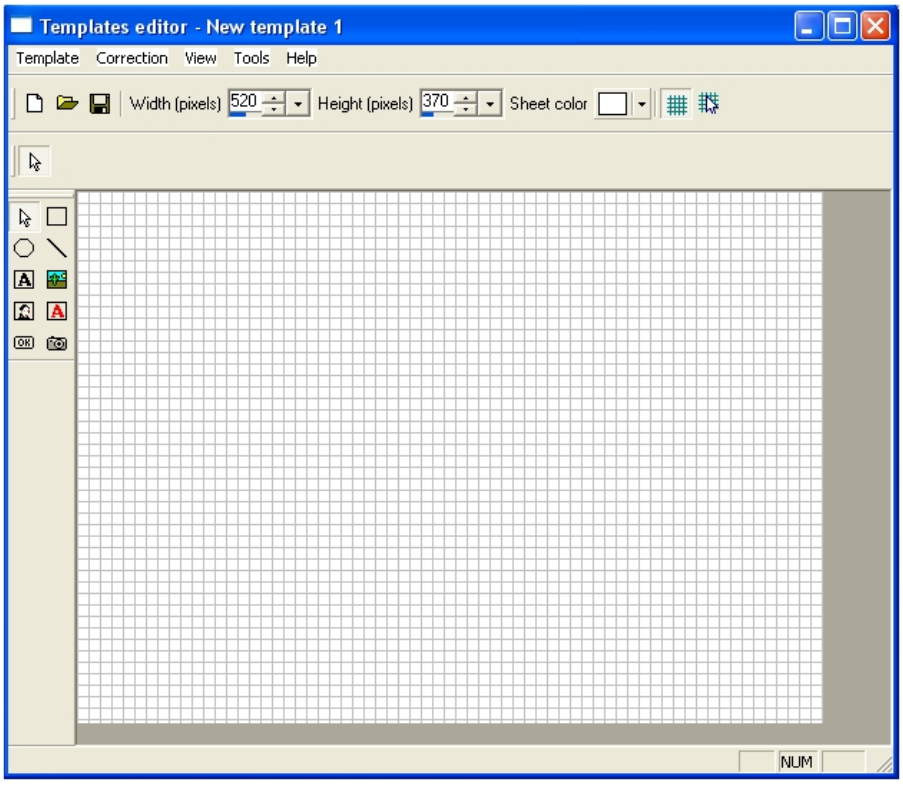
The **PhotoID** object is now configured.

4.3 Configuring pass templates

To launch the pass templates editor, go to the **Photo ID** object's setup panel and click **Open...**



The **Templates editor – New template 1** window opens. Use the window to create a new template or edit an existing one.



The templates editor window contains the following GUI elements.

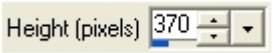
The main menu of the templates editor (template operations, template viewing, template editing, tools for creating templates, and "help").

Creates a new template.

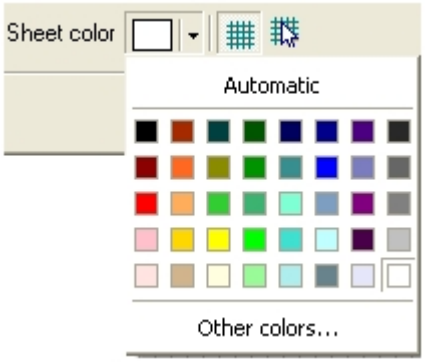
Opens a template for editing.

Saves changes to the open template.

The field to enter a template width (in pixels).



The field to enter a template height (pixels)



The color picker to set the template sheet color

The button to hide/show the grid on the template sheet

The button to align a selected object to the grid

The Select tool: Activates a selected object for editing.

Graphical Object Creation Tools

Rectangle: Creates a rectangle on the template sheet.

Ellipse: Creates an ellipse on the template sheet.

Line: Creates a line on the template sheet.

Image: Inserts an image from a file into a selected area of the template.

Non-Graphical Object Creation Tools

Text: Creates a text box on the template sheet.

Photo: Creates, on the template sheet, a box to hold an employee's photo on the template sheet.

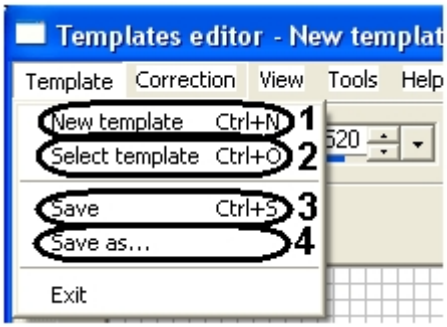
Database field: Creates, on the template sheet, a box to show employee information from Axxon PSIM's database.

Button: Creates, on the template sheet, a box to show employee information from Axxon PSIM's database.

Camera: Creates, on the template sheet, a box to show video from a connected video camera.

4.3.1 Creating new pass templates

To create a new pass template, go to the **Templates editor** dialog box. In the dialog box, go to the main menu and select **Template** ->**New template** or press **Ctrl+N** (**1**).

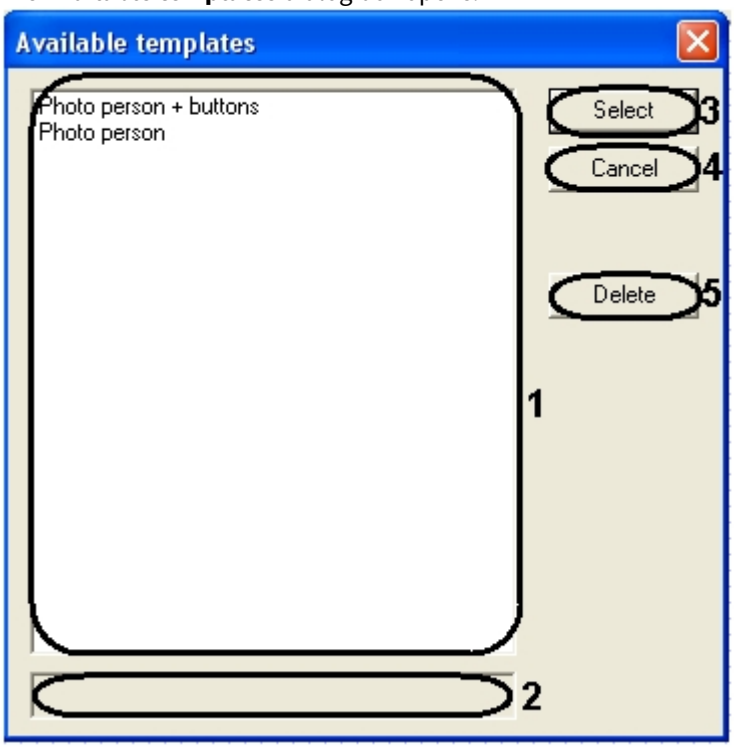


4.3.2 Opening templates for editing

To open a template for editing:

1. Go to the **Templates editor** window. Then, go to the main menu and select **Template** ->**Select template** or press **Ctrl+O** (see the figure in Creating new pass templates, **2**).

2. The **Available templates** dialog box opens.



3. To select a template to edit, go to the list and left-click on the template (**1**).

> **Note:**
>
> By default, you have the following templates:
> Photo person + buttons – this template contains 2 **Button** objects and 1 **Photo** object.
> Photo person – this template contains 1 **Photo** object.

4. The text box now shows the name of the selected template (**2**).
5. To select the template, click **Select** (**3**)**.**
6. If you want to close the **Template list** dialog box, click **Cancel** (**4**).
7. If you want to delete the selected template, click **Delete** (**5**).

The template is now open for editing.

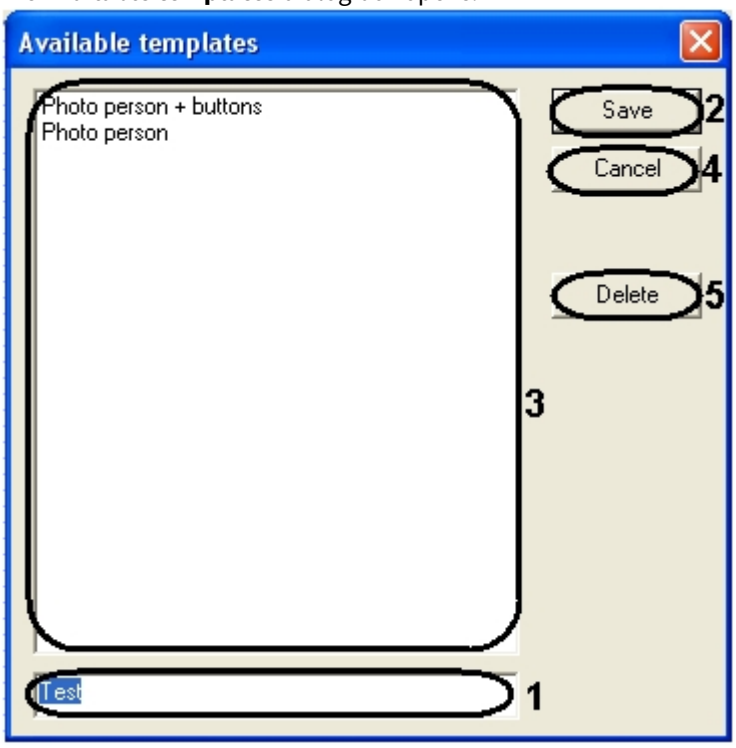
4.3.3 Saving pass templates

To save changes to a template, go to the **Templates editor** window. Then, go to the main menu and select **Template** ->**Save** or press **Ctrl+S** (see the figure in Creating new pass templates, **3**).

To save a template under a new name:

1. Go to the **Templates editor** window. Then, go to the main menu and select **Template** ->**Save as** (see the figure in Creating new pass templates, **4**)**.**

2. The **Available templates** dialog box opens.

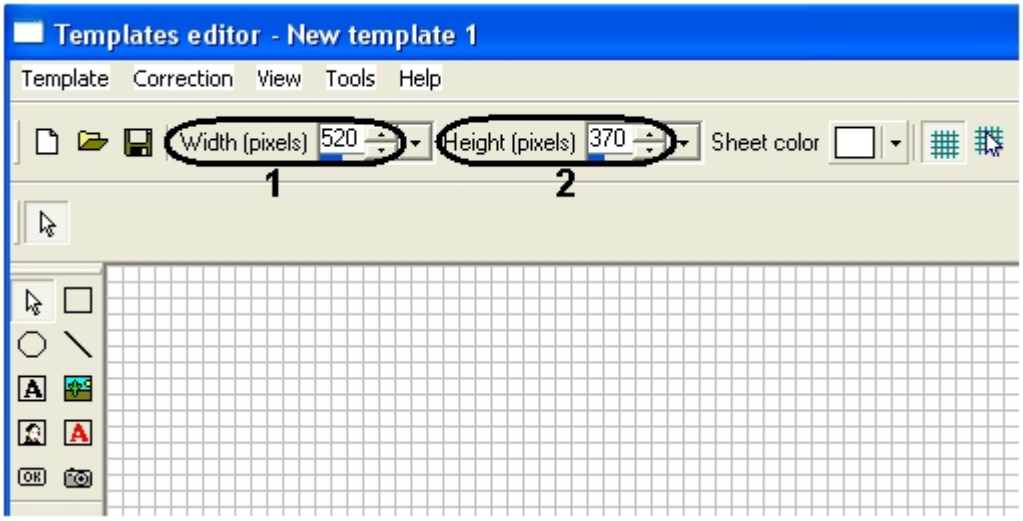


3. In the text box, enter a new name for the template (**1**).
4. Click **Save** to save the template (**2**).
5. The template list now shows the new template name (**3**).
6. To delete a template from the template list, select the template and click **Delete** (**5**).
7. To close the **Template list** dialog box, click **Cancel** (**4**).

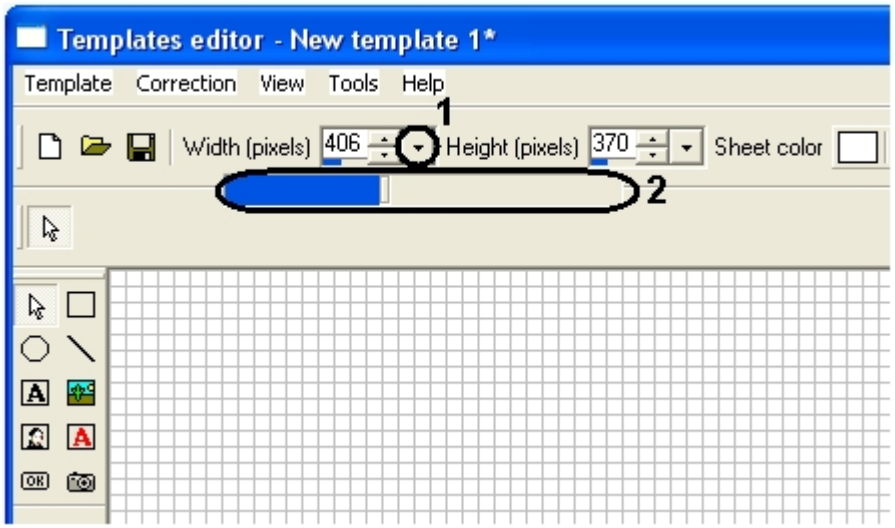
4.3.4 Setting and editing template width and height

There are several ways to set and edit the width and height of a template:

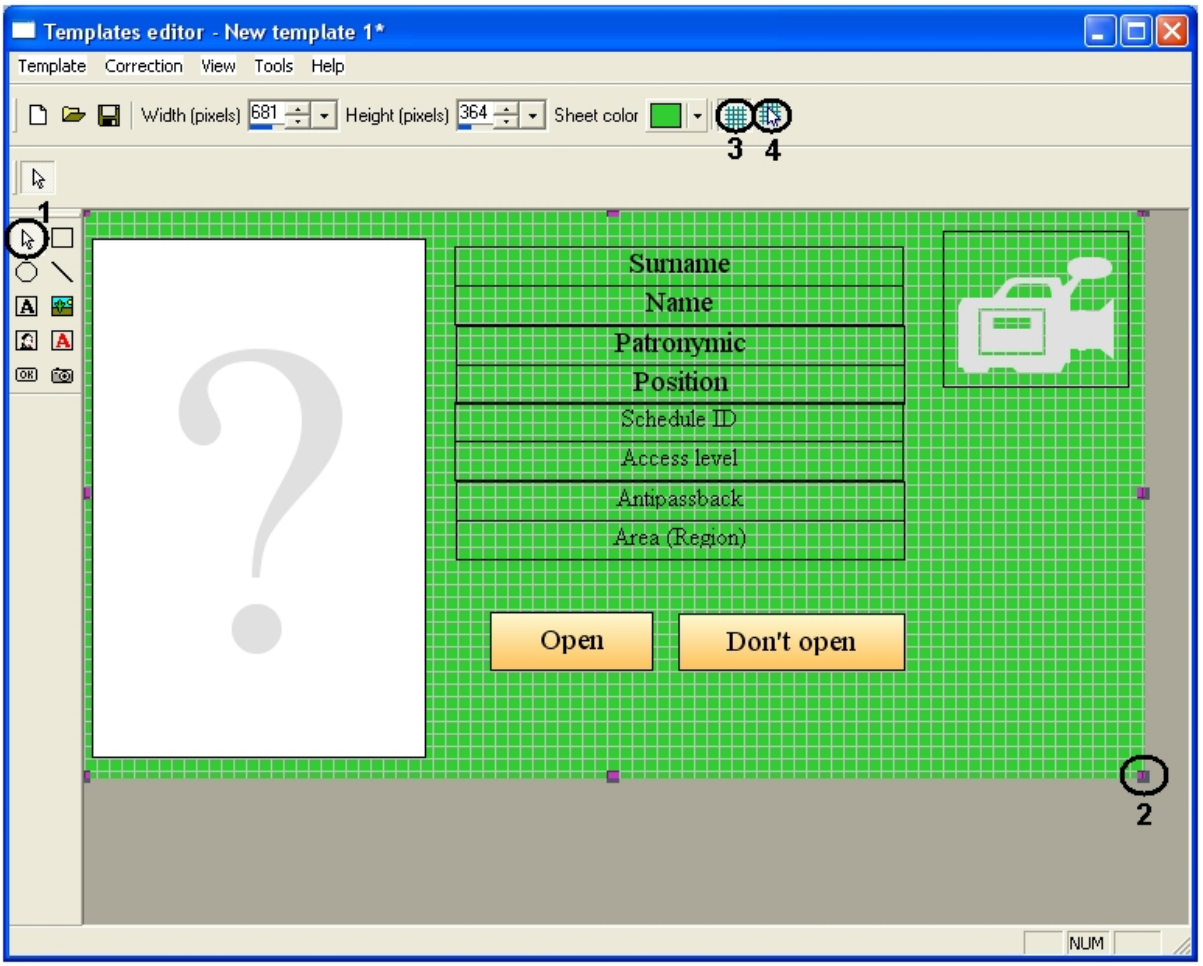
1. Use the **Width (px)** (**1**) and **Height (px)** numeric data entry fields (**2**). You may either enter numbers in the fields or use the **up** and **down** buttons.



2. Use the slider: Click the larger **down** button located next to the smaller **up** and buttons (**1**). The slider will be displayed. While holding the button, move your mouse over the slider's indicator and then drag the indicator to set the required value (**2**). To increase the value, drag the indicator to the left. To decrease the value, drag the indicator to the right.



3. Use the **Select** tool: Click on the tool (**1**) and then click on the displayed (newly created) template and use the markers to set the required width and height (**2**).



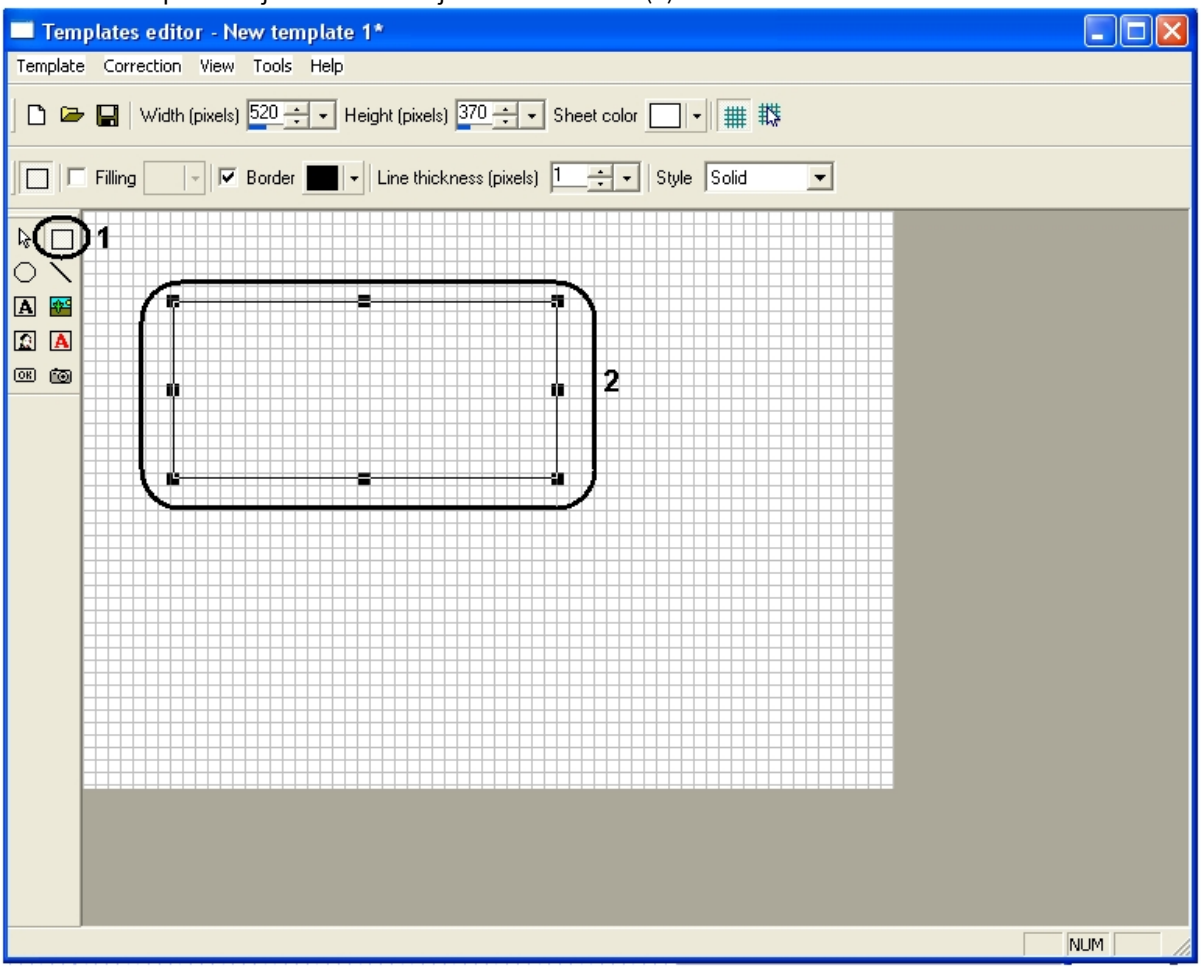
To make it easier to edit the width and height of templates and to place objects inside templates, the templates editor includes the **Grid** feature (**3-4**).

4.3.5 Creating objects and editing object properties

Creating objects in the templates editor

To create an object in the templates editor:

1. Click on the required object from the object creation tools (**1**).



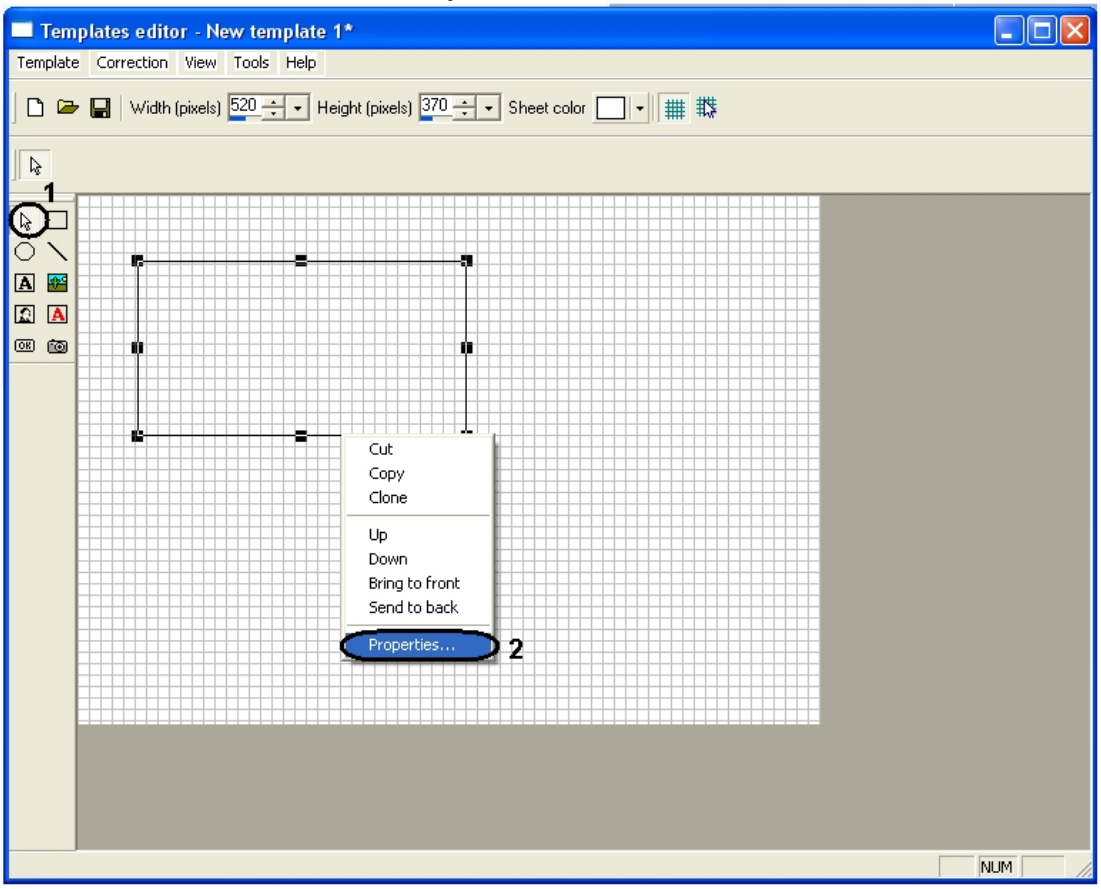
2. Move your mouse over the template; when the mouse pointer enters the template area, it will change its shape from an arrow to a cross.
3. Left-click and, while holding the click, create the required object (**2**).

The object is now created.

Editing object properties in the templates editor

To edit the properties of an object:

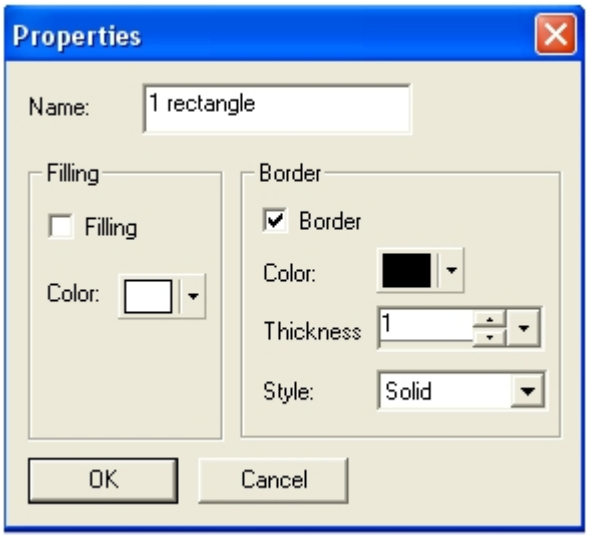
1. Click on the **Select** tool and select the object (**1**).



2. Right-click to open the context menu. Go to the menu and select **Properties** (**2**).

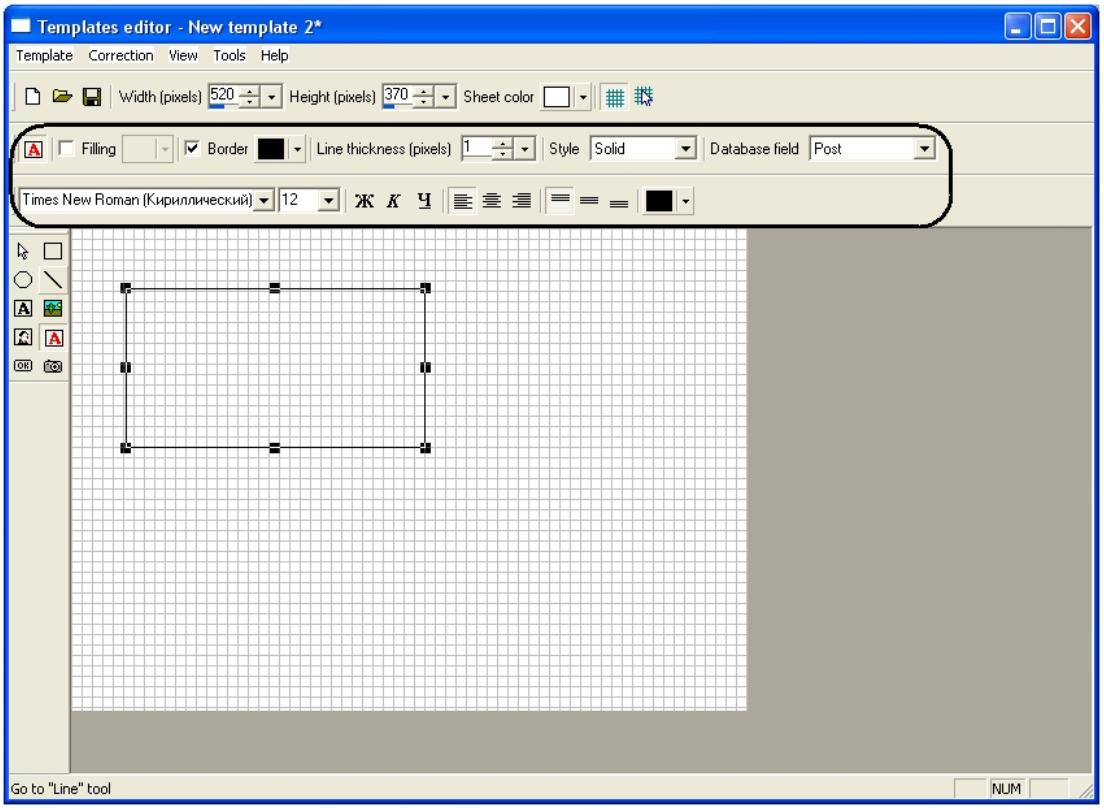
> **Note:**
>
> Another way to open the **Properties** dialog box: Select an object and double-left-click it.

3. The **Properties** dialog box opens.



The object properties are now edited.

You can also edit object properties using the object property toolbar.



Description of menu elements is presented below.

The icon of the active object type (**Rectangle, Line, Ellipse, Text, Image, Photo, Database Field, Button** or **Camera**).

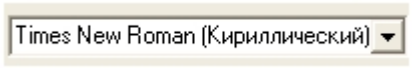
Fills the interior of the object.

Highlights the border of the object and selects its color.

Sets the line thickness for the object being created.

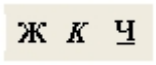
Selects a border style for the object (for all object types except **Button**).

Selects a color (for **Line** objects).



Selects a font (for **Text, Database Field**, and **Button** objects).

Selects a font size (for **Text, Database Field**, and **Button** objects).

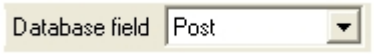


Selects a font style (bold, italic, or underlined) (for **Text, Database Field**, and **Button** objects).

Selects a horizontal alignment style (left, centered, or right) (for **Text, Database Field**, and **Button** objects).

Selects a vertical alignment style (top, centered, or bottom) (for **Text, Database Field**, and **Button** objects).

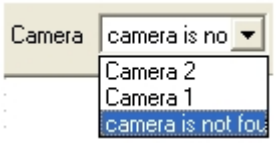
Selects a font color (for **Text, Database Field**, and **Button** objects).



Selects a field from Axxon PSIM's database. The field name is shown on the pass template while the Photo ID window is displayed.

Available database fields: Job Title, Temporary Access Level, Temporary Access Level Valid Until, Employee ID, Passport Number, Official Use Only, Card Number, Place of Registration, Patronymic, Temporary Access Level Enabled, Card Valid Until, Card Lost How Many Times, Place Of Birth, Business Phone, User Blocked, Car Pass Type Car Brand, Xml, First Name, Phone, Visit Purpose, Work Schedule Type ID, Object ID, Card Valid From, Employee Visited, Car License Number, Arrived From, Number, Employed On, Rights For Region's Management Email Address, Temporary Access Level Valid From, Located in Document Type, Card Type, Access Level, Access Level Granted By, Last Name, Rubezh access level, Object code, External ID, Department, Additional Info, Card Issued By, PIN, Double Access Forbidden, Card Issued On.

Fills the interior of the object (for **Button** objects) (the first two colors mean the colors for the unclicked button; and the last two colors mean the colors for the clicked buttons).



Selects a connected video camera to show video from (for **Camera** objects).

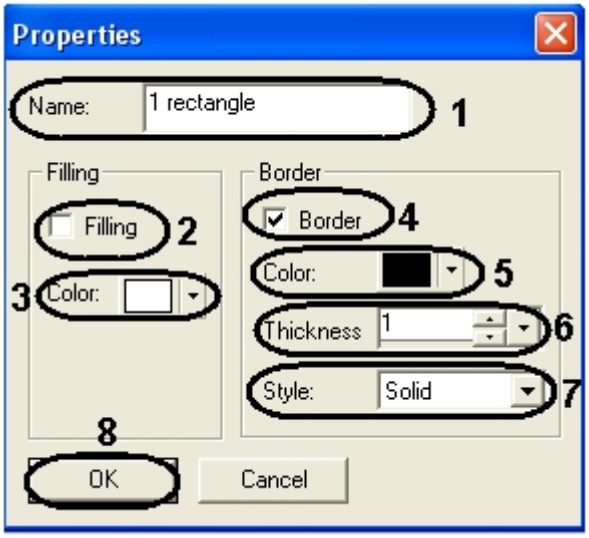
4.3.6 Templates editor object properties

Rectangle, Ellipse, and Line object properties

To open the **Properties** dialog box for a **Rectangle**, **Ellipse**, or **Line** object, see Section Editing object properties in the templates editor.

> **Note:**
>
> The properties of **Rectangle**, **Ellipse**, and **Line** objects are similar. **Line** objects do not have the **Filling** feature.

The **Properties** dialog box opens.



To edit the properties of a **Rectangle** object:

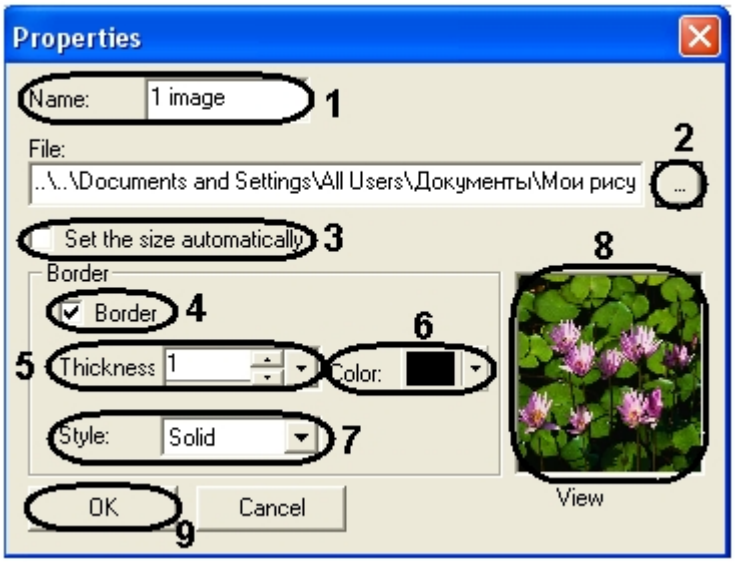
1. In the **Name** field, enter a name for the object (**1**).
2. If you want to fill the interior, select the **Filling** check box (**2**).
3. From the **Color** drop-down list, select a fill color (**3**).
4. If you want to highlight the border, select the **Border** check box (**4**).
5. From the **Color** drop-down list, select a border color (**5**).
6. In the **Thickness** field, set a border thickness value (**6**). Use either the **up** and **down** buttons or the slider.
7. From the **Style** drop-down list, select a border style (solid, dot-and-dash, or dashed) (**7**).
8. To save changes and close the **Properties** dialog box, click **OK** (**8**).

The **Rectangle** object properties are now edited.

Image object properties

To open the **Properties** dialog box for an **Image** object, see Section Editing object properties in the templates editor.

The **Properties** dialog box opens.



To edit the properties of an **Image** object:

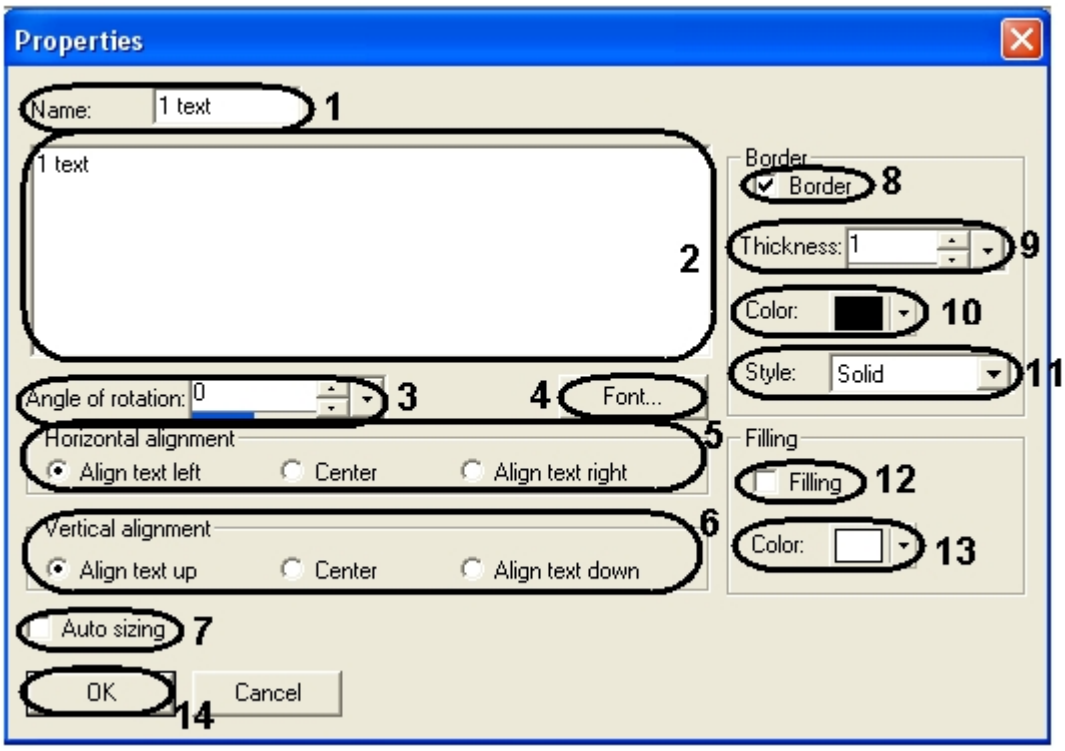
1. In the **Name** field, enter a name for the object (**1**).
2. Specify the path to the file to show in the object's area (**2**).
3. If you want to determine the size of the image automatically, select the **Set the size automatically** check box (**3**).
4. If you want to highlight the object's border, select the **Border** check box (**4**).
5. In the **Thickness** field, set a border thickness value (**5**). Use either the **up** and **down** buttons or the slider.
6. From the **Color** drop-down list, select a border color (**6**).
7. From the **Style** drop-down list, select a border style (solid, dot-and-dash, or dashed) (7).
8. As a result, the preview area now shows the selected image (**8**).
9. To save changes and close the **Properties** dialog box, click **OK** (**9**).

The **Image** object properties are now edited.

Text object properties

To open the **Properties** dialog box for a **Text** object, see Section Editing object properties in the templates editor.

The **Properties** dialog box opens.



To edit the properties of a **Text** object:

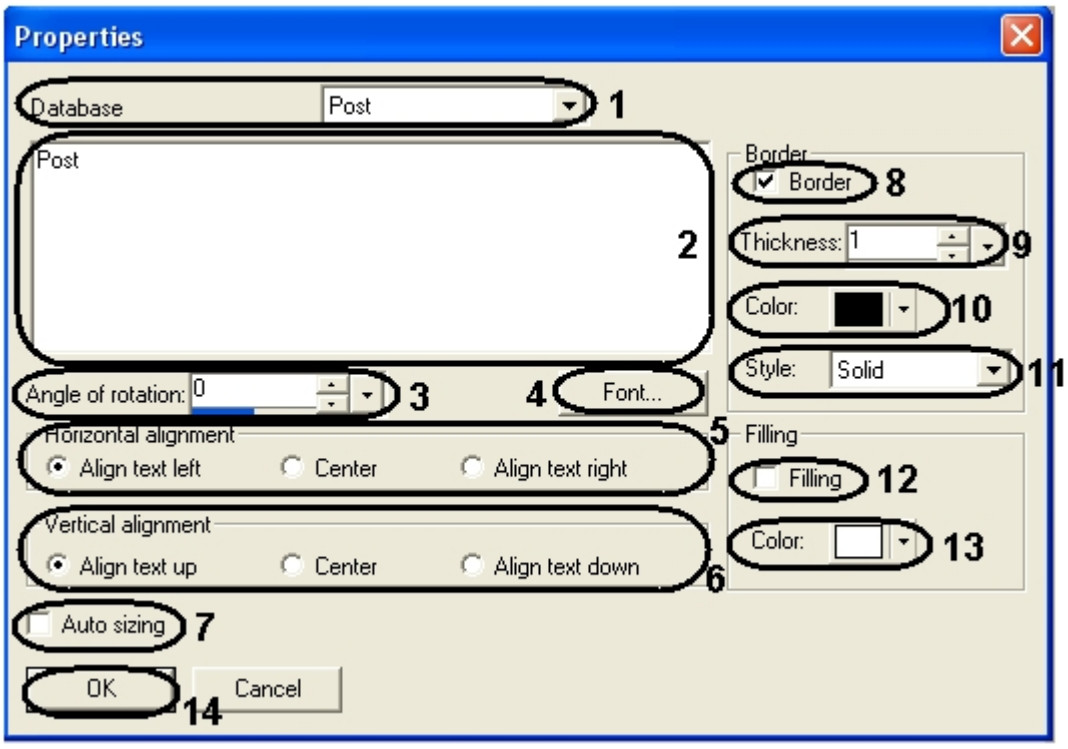
1. In the **Name** field, enter a name for the object (**1**).
2. Enter the text to show in the object's area (**2**).
3. In the **Rotation angle** field, set a text rotation angle. Use either the **up** and **down** buttons or the slider. Values are set in degrees. A positive value rotates the text anticlockwise and a negative value rotates the text clockwise (**3**).
4. To select a text font, click **Font** (**4**).
5. From the **Horizontal alignment** radio button group, select the required radio button (**Align text right**, **Center**, or **Align text left**). This horizontally aligns the text inside the object's area (5).
6. From the **Vertical alignment** radio button group, select the required radio button (**Align text up**, **Center**, or **Align text down**). This vertically aligns the text inside the object's area (6).
7. If you want to determine the size of the text automatically, select the **Auto sizing** check box (7).
8. If you want to highlight the object's border, select the **Border** check box (**8**).
9. In the **Thickness** field, set a border thickness value (**9**). Use either the **up** and **down** buttons or the slider.
10. From the **Color** drop-down list, select a border color (**10**).
11. From the **Style** drop-down list, select a border style (solid, dot-and-dash, or dashed) (11).
12. If you want to fill the object's interior, select the **Filling** check box (**12**).
13. From the **Color** drop-down list, select a fill color (**13**).
14. To save changes and close the **Properties** dialog box, click **OK** (**14**).

The **Text** object properties are now edited.

Database Field object properties

To open the **Properties** dialog box for a **Database field** object, see Section Editing object properties in the templates editor.

The **Properties** dialog box opens.



To edit the properties of a **Database field** object:

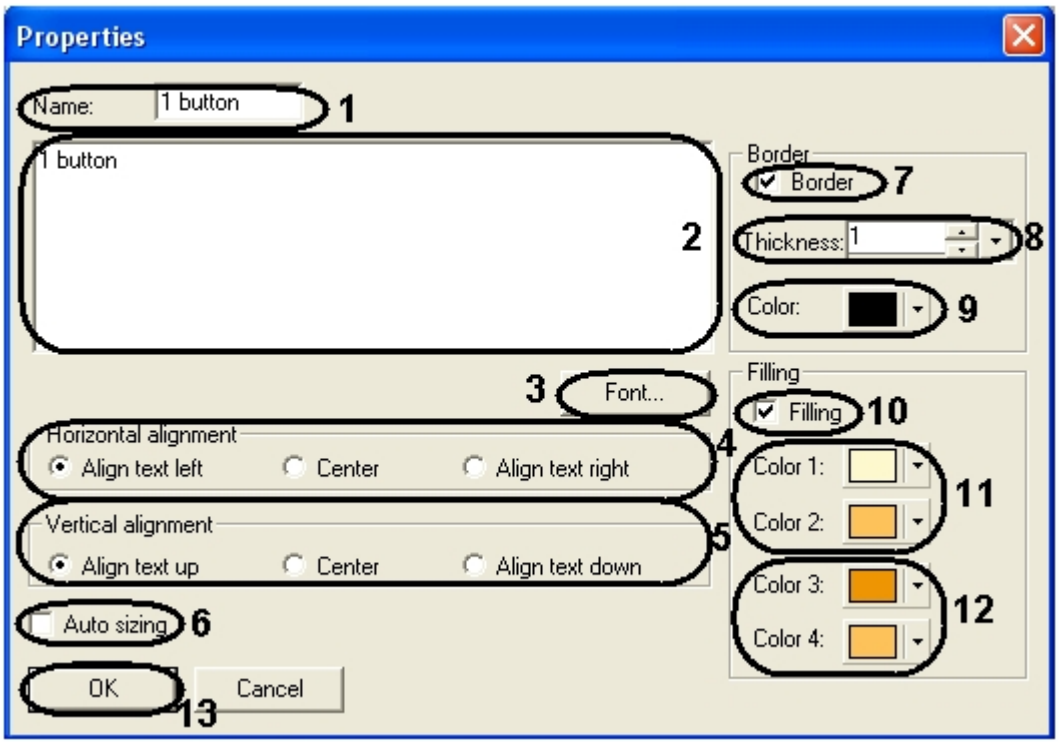
1. From the **Database field** drop-down list, select the field to show on the pass template when the Photo ID window is activated (**1**).
2. Enter the text to show in the object's area (**2**).
3. In the **Rotation angle** field, set a text rotation angle. Use either the **up** and **down** buttons or the slider. Values are set in degrees. A positive value rotates the text anticlockwise and a negative value rotates the text clockwise (**3**).
4. To select a text font, click **Font** (**4**).
5. From the **Horizontal alignment** radio button group, select the required radio button (**Align text right**, **Center**, or **Align text left**). This horizontally aligns the text inside the object's area (5).
6. From the **Vertical alignment** radio button group, select the required radio button (**Align text up**, **Center**, or **Align text down**). This vertically aligns the text inside the object's area (6).
7. If you want to determine the size of the text automatically, select the **Auto sizing** check box (7).
8. If you want to highlight the object's border, select the **Border** check box (**8**).
9. In the **Thickness** field, set a border thickness value (**9**). Use either the **up** and **down** buttons or the slider.
10. From the **Color** drop-down list, select a border color (**10**).
11. From the **Style** drop-down list, select a border style (solid, dot-and-dash, or dashed) (**11**).
12. If you want to fill the object's interior, select the **Filling** check box (**12**).
13. From the **Color** drop-down list, select a fill color (**13**).
14. To save changes and close the **Properties** dialog box, click **OK** (**14**).

The **Database field** object properties are now edited.

Button object properties

To open the **Properties** dialog box for a **Button** object, see Section Editing object properties in the templates editor.

The **Properties** dialog box opens.



To edit the properties of a **Button** object:

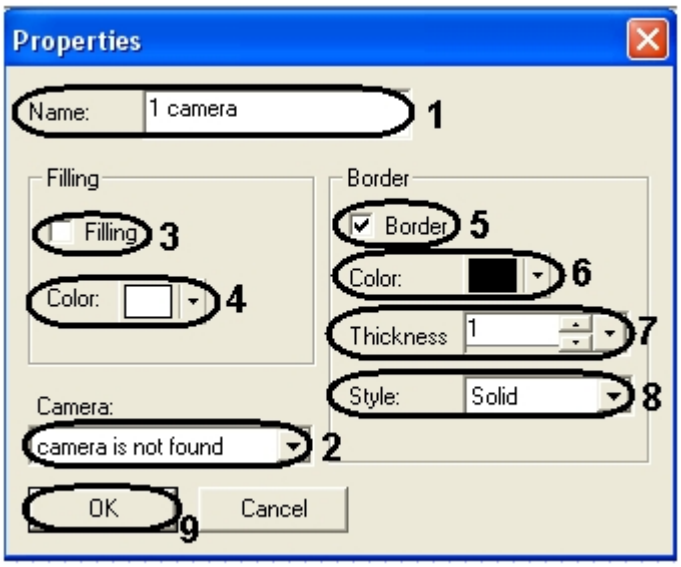
1. In the **Name** field, enter a name for the object (**1**).
2. Enter the text to show on the object (**2**).
3. To select a text font, click **Font** (**3**).
4. From the **Horizontal alignment** radio button group, select the required radio button (**Align text right**, **Center**, or **Align text left**). This horizontally aligns the text inside the object's area (**4**).
5. From the **Vertical alignment** radio button group, select the required radio button (**Align text up**, **Center**, or **Align text down**). This vertically aligns the text inside the object's area (**5**).
6. If you want to determine the size of the text automatically, select the **Auto sizing** check box (**6**).
7. If you want to highlight the object's border, select the **Border** check box (**7**).
8. In the **Thickness** field, set a border thickness value (**8**). Use either the **up** and **down** buttons or the slider.
9. From the **Color** drop-down list, select a border color (**9**).
10. If you want to fill the object's interior, select the **Filling** check box (**10**).
11. From the **Color 1** and **Color 2** drop-down lists, select fill colors for the unclicked button (**11**). **Color 1** fills the button's upper part and **Color2** fills the button's lower part.
12. From the **Color 3** and **Color 4** drop-down lists, select fill colors for the clicked button (**12**). **Color 3** fills the button's upper part and **Color4** fills the button's lower part.
13. To save changes and close the **Properties** dialog box, click **OK** (**13**).

The **Button** object properties are now edited.

Camera object properties

To open the **Properties** dialog box for a **Camera** object, see Section Editing object properties in the templates editor.

The **Properties** dialog box opens.



To edit the properties of a **Camera** object:

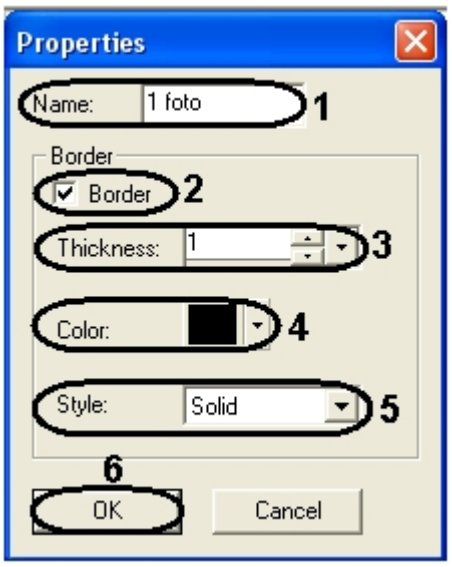
1. In the **Name** field, enter a name for the object (**1**).
2. From the **Camera** drop-down list, select a connected video camera to show video in the object's area (**2**).
3. If you want to fill the object's interior, select the **Filling** check box (**3**).
4. From the **Color** drop-down list, select a fill color (**4**).
5. If you want to highlight the object's border, select the **Border** check box (**5**).
6. From the **Color** drop-down list, select a border color (**6**).
7. In the **Thickness** field, set a border thickness value (**7**). Use either the **up** and **down** buttons or the slider.
8. From the **Style** drop-down list, select a border style (solid, dot-and-dash, or dashed) (**8**).
9. To save changes and close the **Properties** dialog box, click **OK** (**9**).

The **Camera** object properties are now edited.

Photo object properties

To open the **Properties** dialog box for a **Photo** object, see Section Editing object properties in the templates editor.

The **Properties** dialog box opens.



To edit the properties of a **Photo** object:

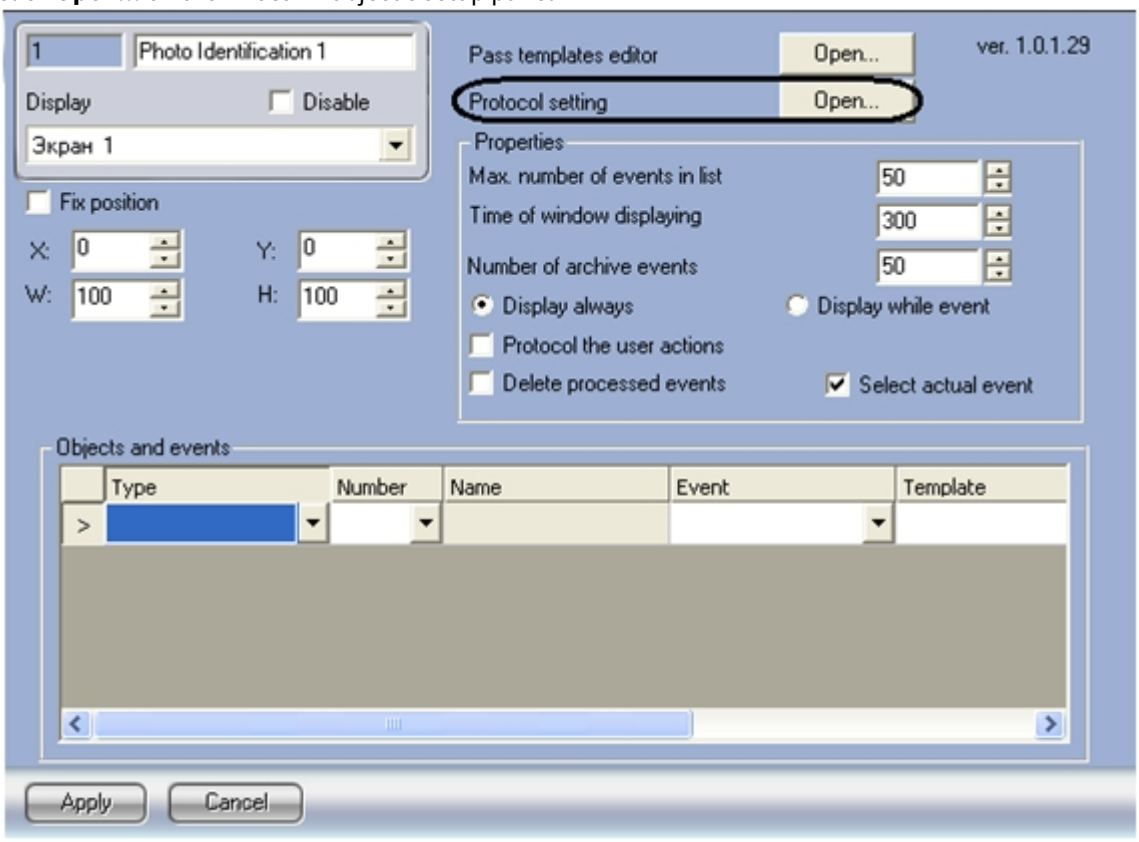
1. In the **Name** field, enter a name for the object (**1**).
2. If you want to highlight the object's border, select the **Border** check box (**2**).
3. In the **Thickness** field, set a border thickness value (**3**). Use either the **up** and **down** buttons or the slider.
4. From the **Color** drop-down list, select a border color (**4**).
5. From the **Style** drop-down list, select a border style (solid, dot-and-dash, or dashed) (**5**).
6. To save changes and close the **Properties** dialog box, click **OK** (**6**).

The **Photo** object properties are now edited.

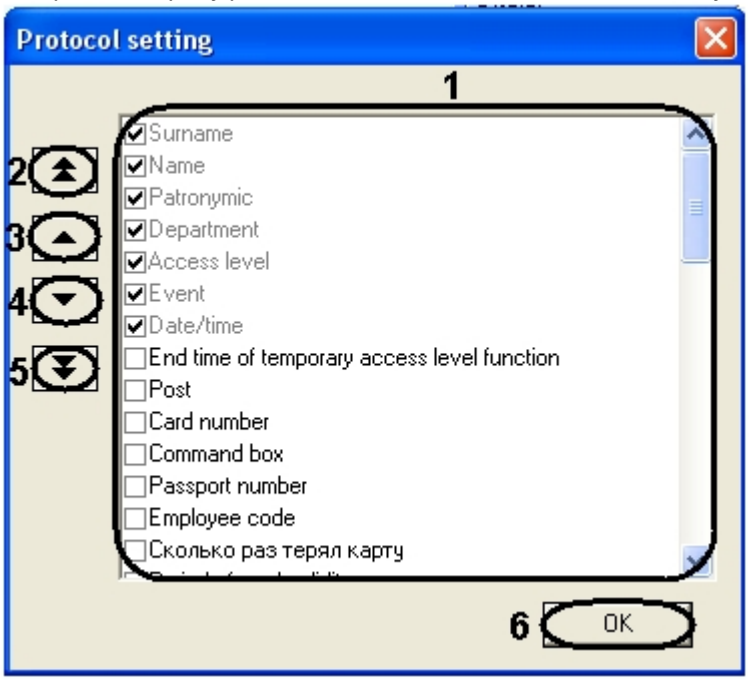
4.4 Configuring the access log

To set the access log:

1. Click **Open...** on the **Photo ID** object's setup panel



The **Access log configuration** dialog box opens. Use the dialog box to select the database fields to show on the operator's query pane when an event occurs. The mandatory fields (always shown) are grayed out.



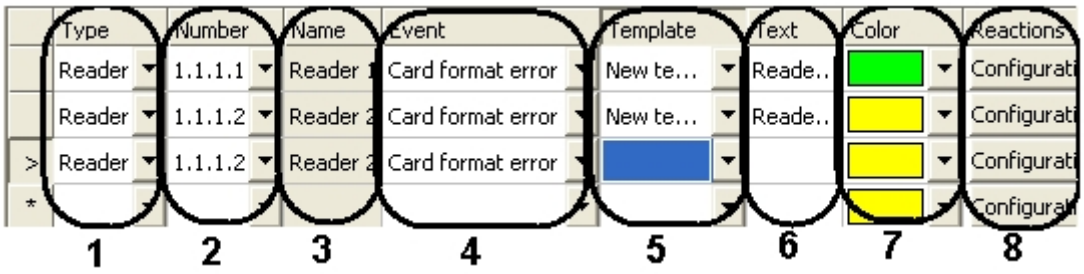
2. Select the check boxes next to those fields that you want to show in the access log (**1**).
3. Use the arrow keys to set the order in which the fields are shown in the Photo ID window:

a. To move a field to the top of the list, use the UP double-arrow key (**2**).
b. To move a field one place up, use the UP single-arrow key (**3**).
c. To move a field one place down, use the DOWN single-arrow key (**4**).
d. To move a field to the bottom of the list, use the DOWN double-arrow key (**5**).
e. Click **Apply** to save changes (**6**).

The access log is now configured.

4.5 Configuring the Photo ID window's objects and events

To configure the objects and their events that cause the Photo ID window to be displayed, go to the **Photo ID** object's setup panel and use the **Objects and events** list.



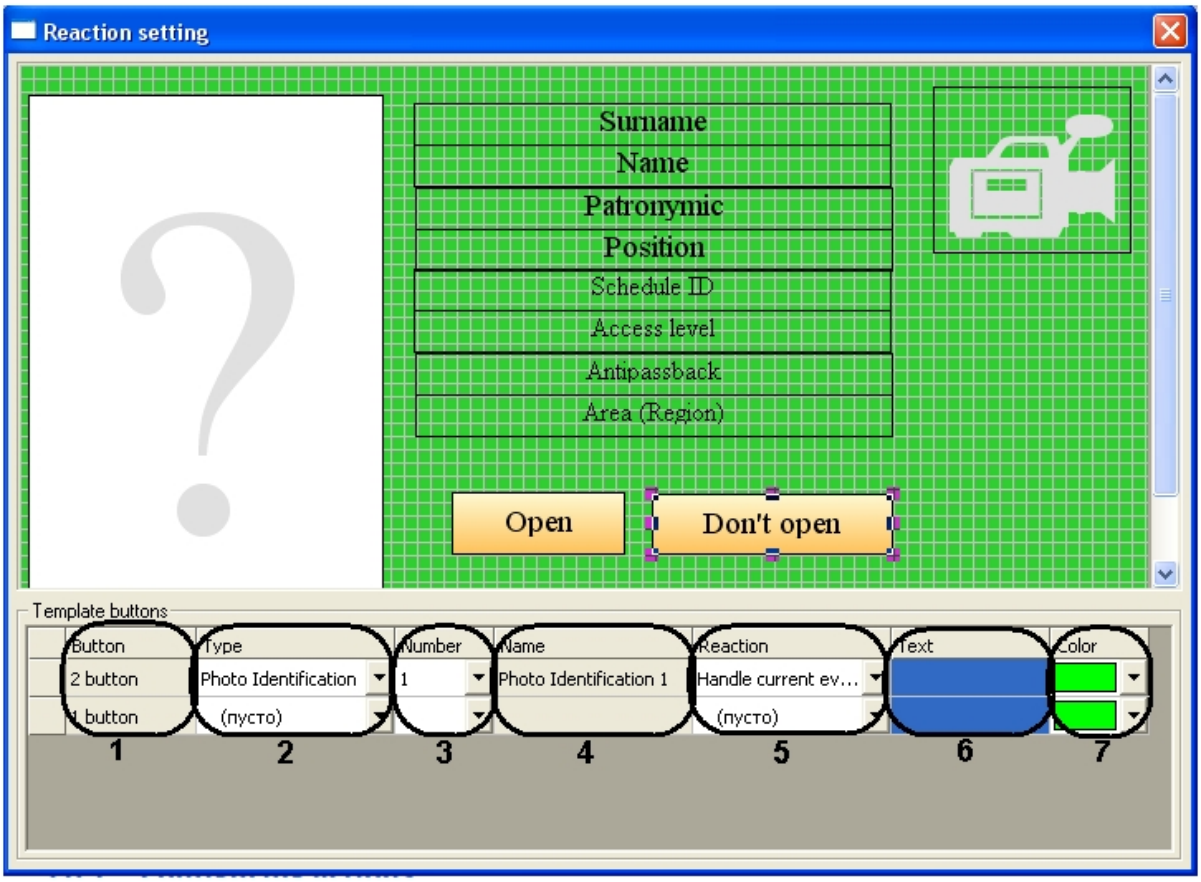
The table below describes the **Objects and events** list elements.

Seq. no.	Field description
1	Use the **Type** field to select an object type (**ACS Reader, Video Camera, Actuator, Security/Fire Sensor**).
2	Use the **Number** field to select an object by number (ID) assigned to it in the *Axxon PSIM* system.
3	The **Name** field shows the name of the object selected.
4	Use the **Event** field to select an event for the object selected. The list contains only those events that are allowed for the object selected.
5	Use the **Template** field to select a template to show for the event selected. The list contains only those templates that are allowed for the event selected.
6	Use the **Text** field to enter the text to show in the info line (the upper part of the template selected) when the selected event occurs.
7	Use the **Color** field to select a color for the info line. By default, the info line has the same color as the template's main color. If you select a different color, the info line will change its color from the template's main color to the color selected (3 times with a frequency of approx. 1 second).

Seq. no.	Field description
8	Use the **Actions** field to assign each button of the template an action. This action is sent to the object when the button is clicked.

4.6 Configuring actions

To go to the action configuration editor, go to the **Actions** field and click **Configure** (see the figure in Configuring the Photo ID window's objects and events, **8**). The action configuration dialog box opens. The dialog box shows the pass template. Use the dialog box to assign each button of the template an action.



In the lower part of the dialog box, you will see the **Template buttons** table, which contains all the buttons of the template.

To assign an action to a button, go to the table and select an action and a device. The action is sent to the device when the button is clicked. In this table, you can also set a text message to show in the Photo ID window when this action is used. You can also set a color to highlight this text message.

The table below escribes the table fields.

Seq. no.	Element name	Element description
1	Button	This field shows the button ID.
2	Type	Use this field to select a device type.
3	Number	Use this field to select an object by number assigned to it in the *ACFA PSIM* system.
4	Name	This field shows the name of the device selected.
5	Action	Use this field to select an action for the device selected. The action is sent to the device when the button is clicked.
6	text	Use this field to enter a text message for the device selected. The text message is shown when the selected action is used.
7	Color	Use this field to set a color. The template's info line is highlighted with this color when the selected action is used.

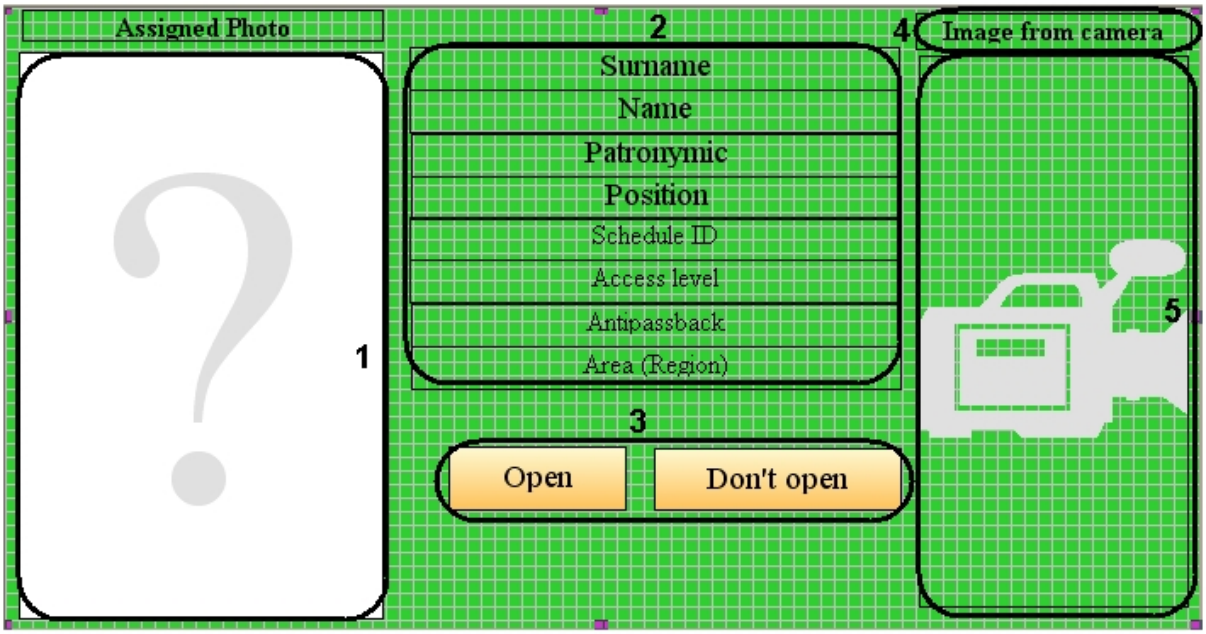
5 Using the Photo ID software module

5.1 Sample session of the Photo ID window

This sample session assumes that the *Apollo* equipment is used. Scenario: You need to track employee access at night and through particular doors equipped with card readers (and with video cameras for matching employee photos and people that use the card readers).

Do the following:

1. Use the templates editor to create a template and add to it the following objects (which you want to show in the Photo ID window):

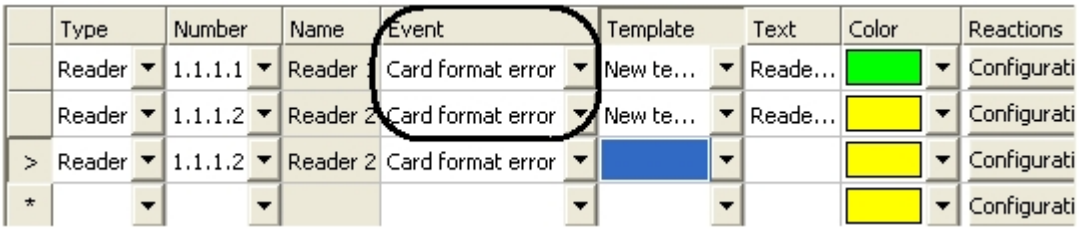


   a. a field to show the photo assigned to the employee that attempts access (**1**)
   b. database fields (**2**)
   c. buttons for controlling actuators (**3**)
   d. a text field with a description (**4**)
   e. a field for showing video from the camera (**5**)

> **Note:**
>
> You may also create one template per reader. This will better illustrate the decision making done by the operator.

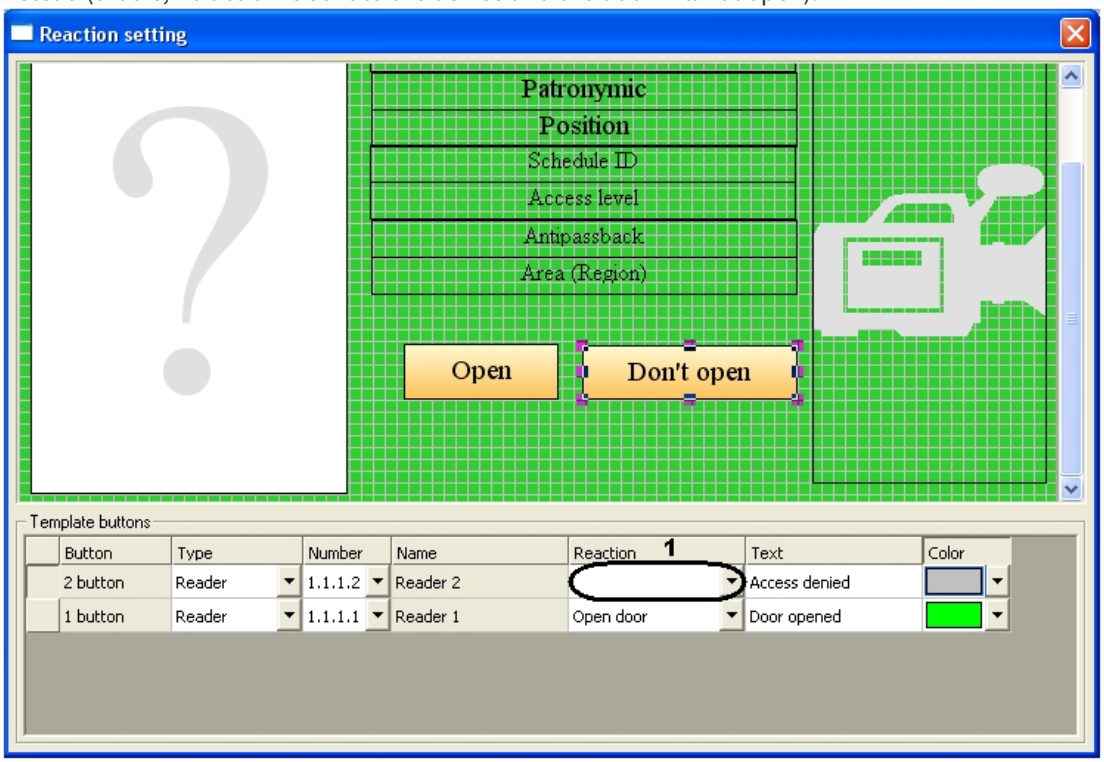
> **Attention!**
>
> In case of using the stratified architecture the template is to be located in the Axxon PSIM/ Modules folder both in the Server and in all computers where the Photo ID module is in use.

2. Configure the Photo ID window's events and actions. Select the **Invalid access level** event and the **Open door** and **Do not open door** actions.



Note:

Each device has its own set of supported actions, depending on the device's capabilities. For example, if a device does not support the **Do Not Open Door** action, then you can use no action instead (that is, no action is sent to the device and the door will not open).



3. After you do the steps 1 and 2 above, when a user uses a card that has an invalid access level, the operator's query pane will look as shown in the figure.

The lower part of the Photo ID window contains the operator action log (1). For each instance of attempted access, the log shows the data for the employee who attempted access, the query creation time and date, and the operator action status.

The action status icons used and their meaning are as follows:

1. Access denied
2. Access granted
3. Waiting for an operator action
4. Past event