



Visitor Management System Module Settings and Operation Guide

ACFA PSIM 1.1

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1 Visitor Management System Module Settings and Operation Guide. Introduction

On the page:

- Purpose of the document
- General information about the Visitor Management System module

1.1 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 PSIM* 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

1.2 General information about the Visitor Management System module

The Visitor Management System software module is a component of an ACS built on the *ACFA PSIM* 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.

2 Licensing policy for Visitor Management System

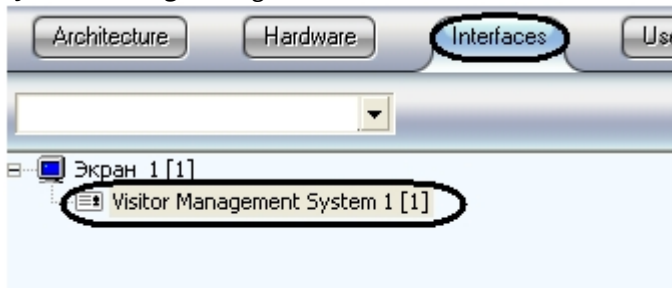
If you acquire 1 license for this module, it will allow you to use any number of the **Visitor Management System** objects on any number of computers (Servers/RAWs and Clients). The same license also opens the **Access Manager reports** object under the **Web Report System** object so that you could use corresponding reports after *WEB Report System PSIM* installation (for more information, see [WEB Report System PSIM. User Guide](#)). In addition, the license allows the use of all integrated control readers (see [Control Readers Settings Guide](#)).

3 Starting and stopping the Visitor Management System software module

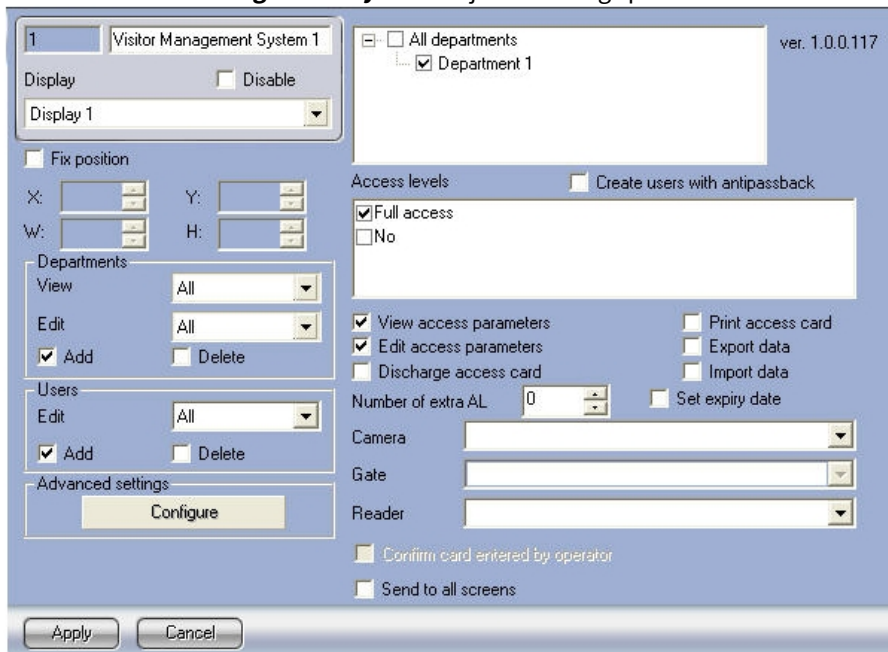
3.1 Starting the Visitor Management System software module

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

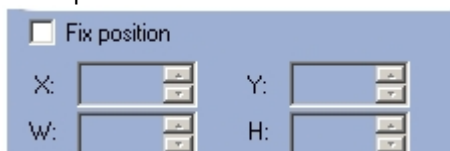
1. Create a **Visitor Management System** object based on the **Screen** object on the **Interfaces** tab of the **System Settings** dialog.



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.



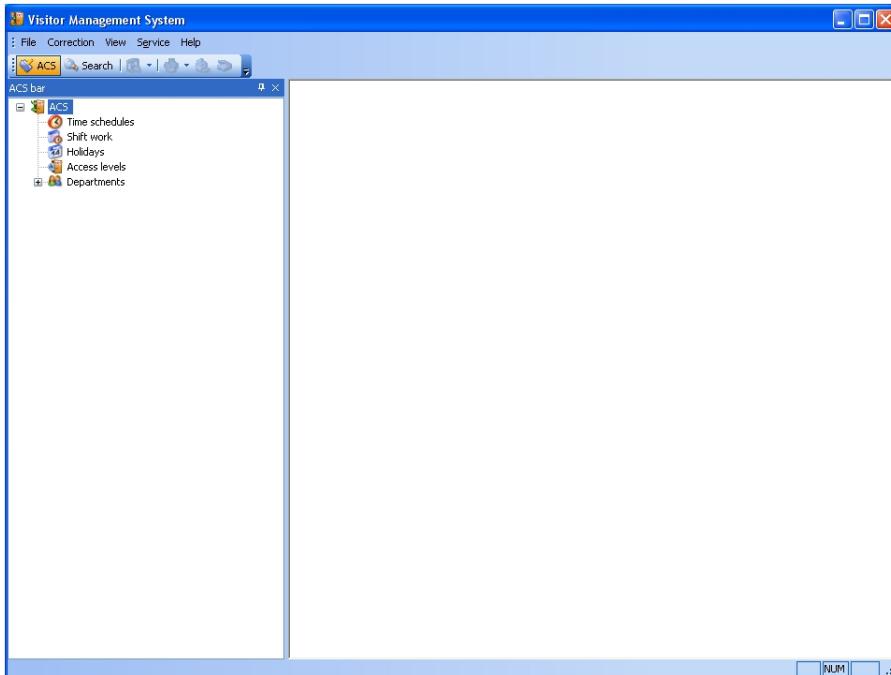
- b. To configure the position of the *Visitor Management System* software module's window, specify the coordinates of the window's upper left corner in the **X** and **Y** fields and its width and height in the **W** and **H** fields.

- Click the **Apply** button.

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


Note:

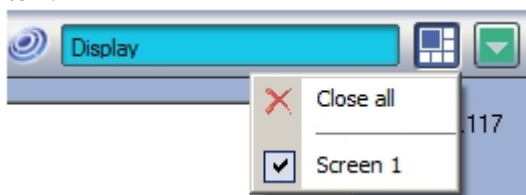
Subsequently, the *Visitor Management System* software module will be started automatically after the *ACFA PSIM* Software System is started.



3.2 Stopping the Visitor Management System software module

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

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

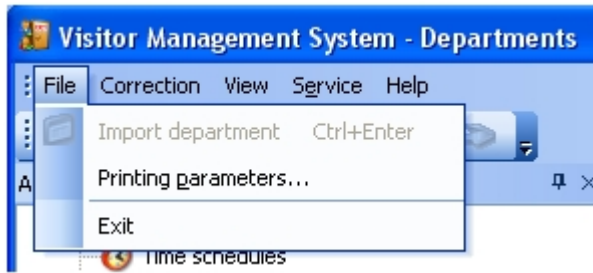


- Click the  button in the upper right corner of the *Visitor Management System* software module's window.

Note:

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

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



Note:

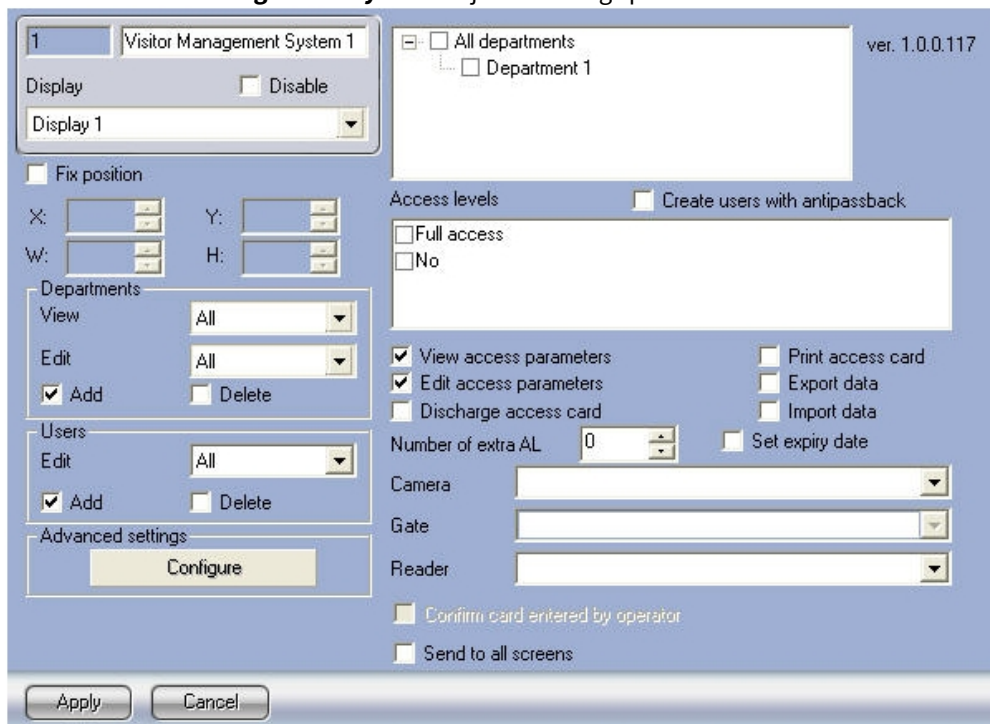
After using this method to stop the module, you must restart the *ACFA PSIM* Software System to start the *Visitor Management System* software module again.

4 Visitor Management System software module settings

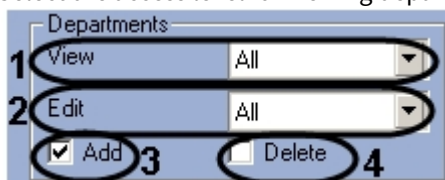
4.1 Basic settings of the Visitor Management System software module

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.

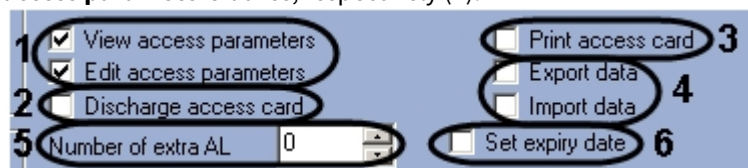


5. In the **Access levels** field, check each access level that should be available to a *Visitor Management System* module operator.



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).

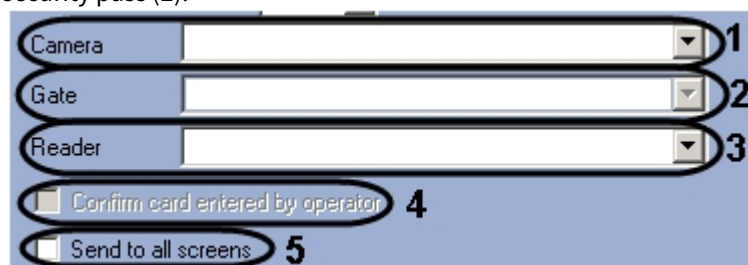


8. Check the **Discharge access card** box to allow the *Visitor Management System* module operator to close (delete) users' security passes (2). Discharging of the user access cards is described in *Canceling user cards* section.
9. Check the **Print access card** box to all the *Visitor Management 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 PSIM* 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 PSIM* 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.

4.2 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.

1 Visitor Management System 1 ver. 1.0.0.117

Display Disable
Display 1

Fix position

X: Y:
W: H:

Departments
View: All
Edit: All
 Add Delete

Users
Edit: All
 Add Delete

Advanced settings

Access levels Create users with antipassback

Full access
 No

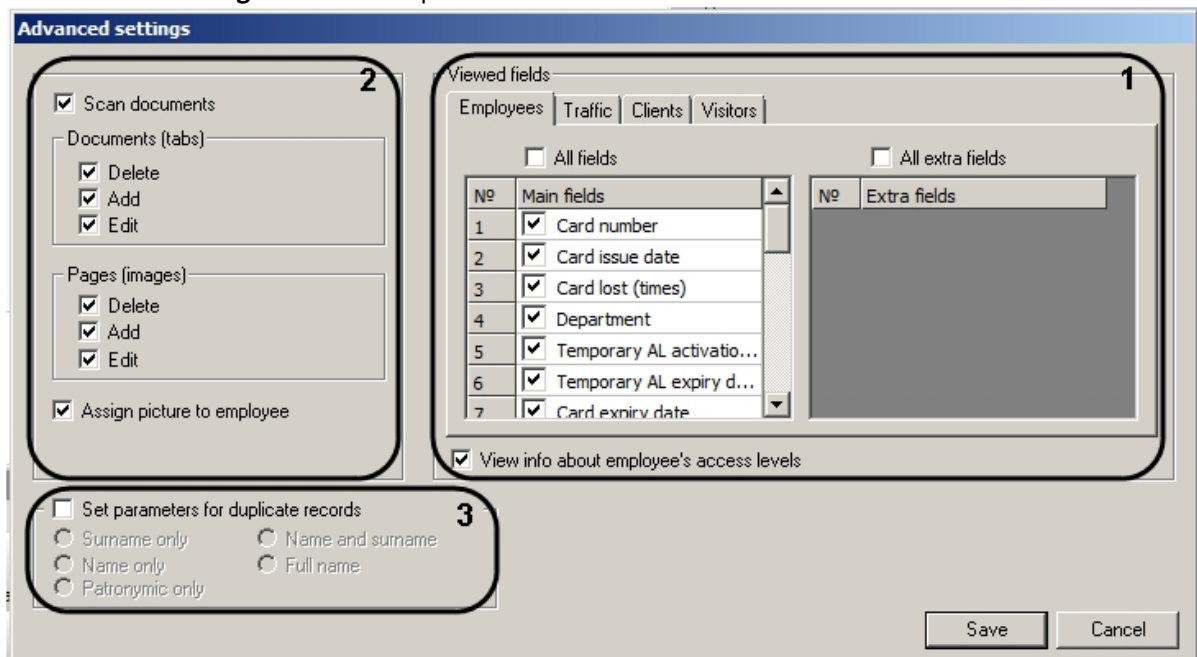
View access parameters Print access card
 Edit access parameters Export data
 Discharge access card Import data

Number of extra AL: 0 Set expiry date

Camera:
Gate:
Reader:

Confirm card entered by operator
 Send to all screens

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.

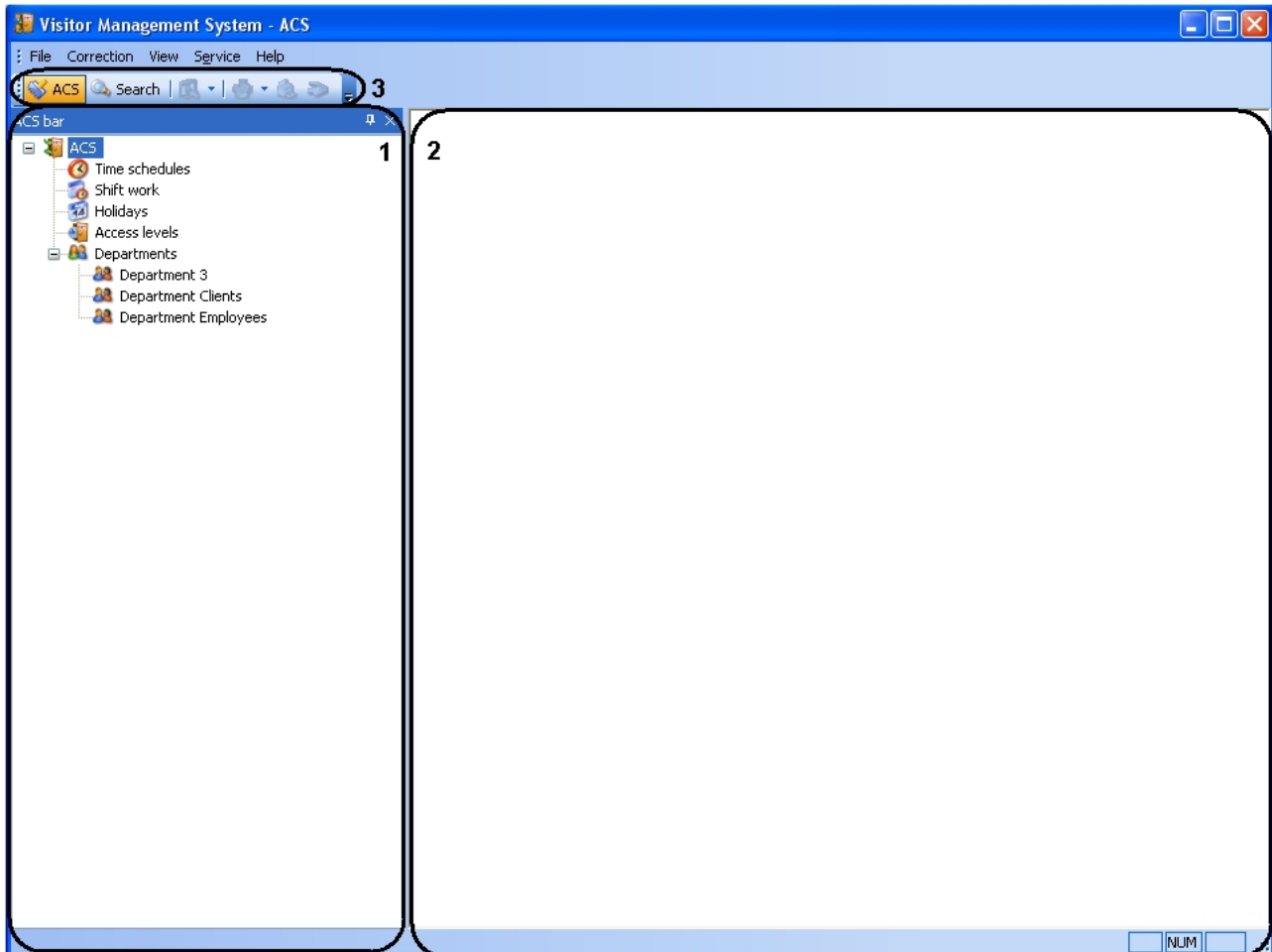
This completes the process of configuring the advanced settings of the *Visitor Management System* software module.

5 Visitor Management System software module interface

5.1 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);



5.1.1 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.

5.1.2 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.

5.1.3 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.

5.2 Visitor Management System software module interface settings

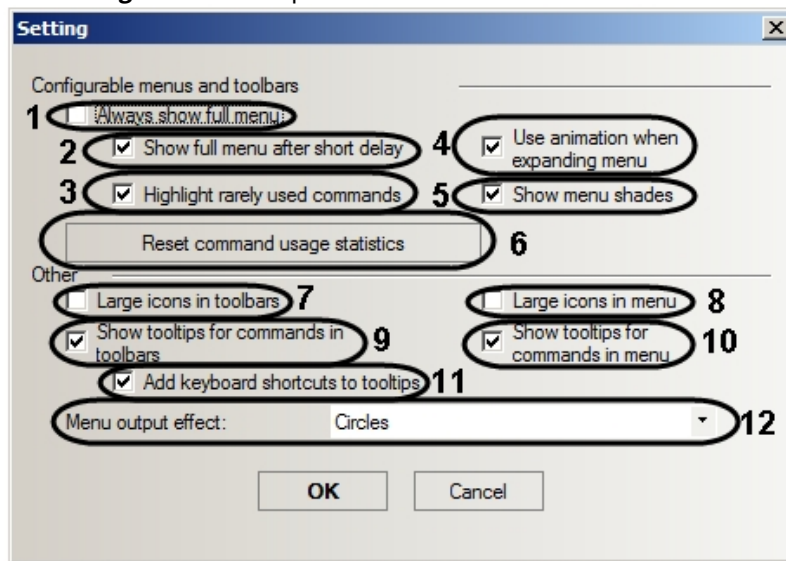
5.2.1 Configuration of the appearance of the menu and toolbar

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.

5.2.2 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.



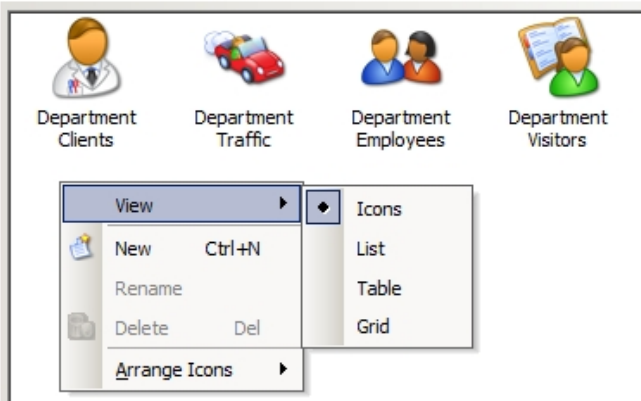
2. Select the menu item that corresponds to the desired style.


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

5.2.3 Configuration of the information pane's view

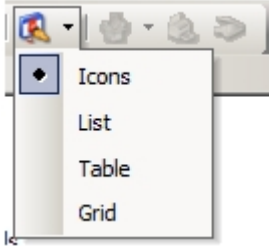
The information pane's view is configured in three ways:

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.

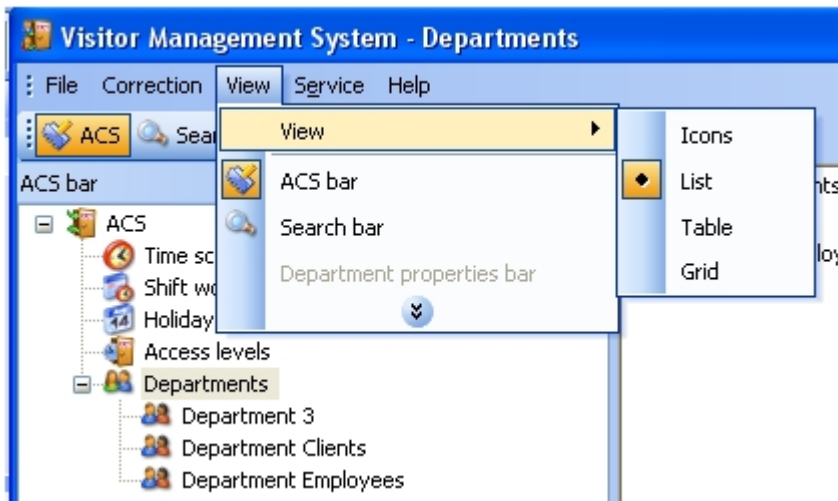


- c. Select the **View** menu item and select the desired view for the information pane from the flyout menu.
2. Using the toolbar:
 - a. Go to the section of the *Visitor Management System* software module which is to have its view configured by clicking with the mouse on the desired item in the ACS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



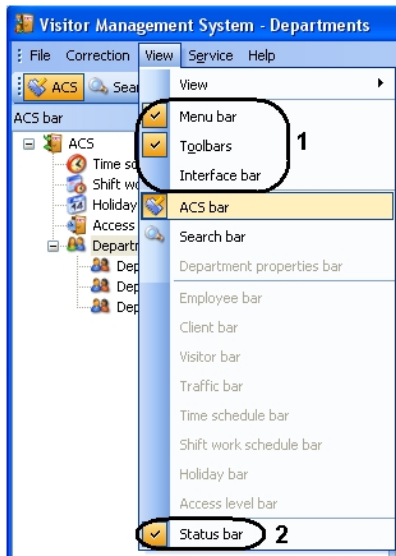
- 6. Select the **View** menu item and select the desired view for the information pane from the flyout menu.

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

5.2.4 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.

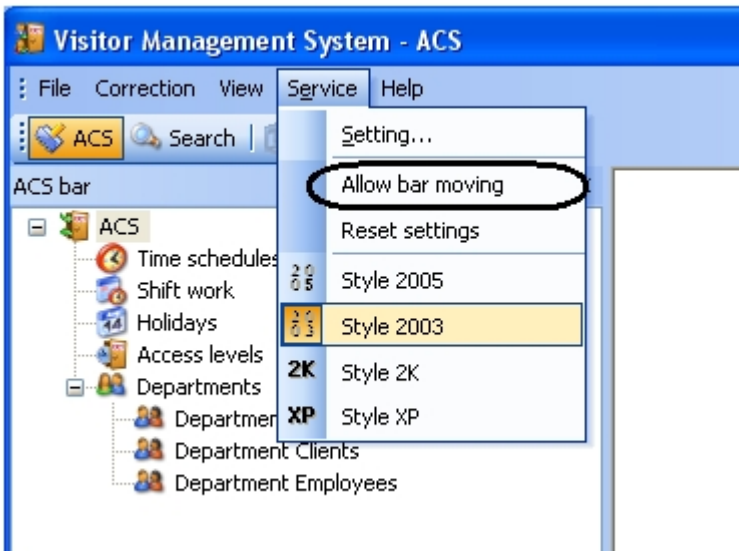


2. To display the menu, put a check next to **Menu bar** item by clicking on it (1).
3. To display the menu, put a check next to the **Menu bar** item by clicking on it (1).
4. To display the interface style selection pane, put a check next to the **Interface bar** item by clicking on it (1).
5. To display 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.

5.2.5 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.

6 Working with the Visitor Management System software module

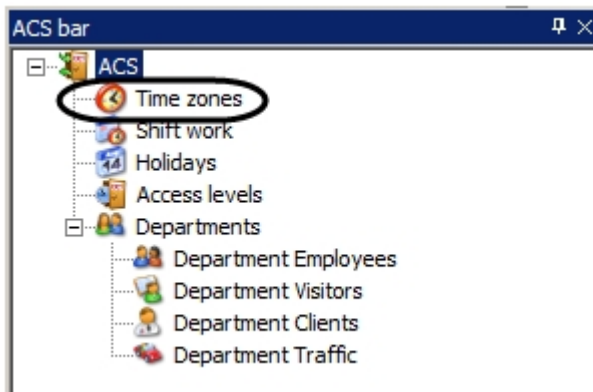
6.1 Working with time zones

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.

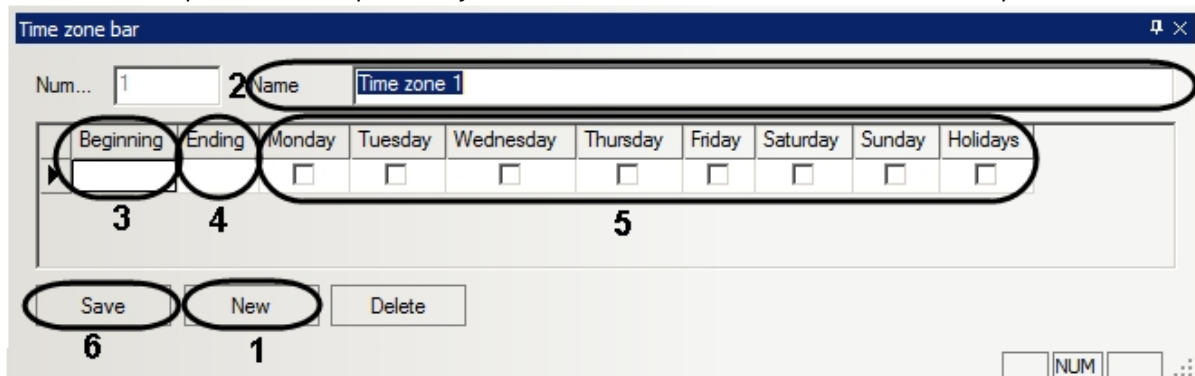
6.1.1 Creation of a time zone

A time zone is created as follows:

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



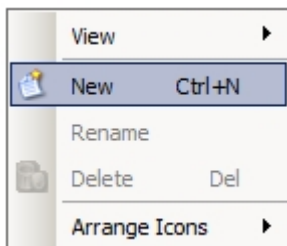
The information pane will show previously created time zones and the time zone bar will open.



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.



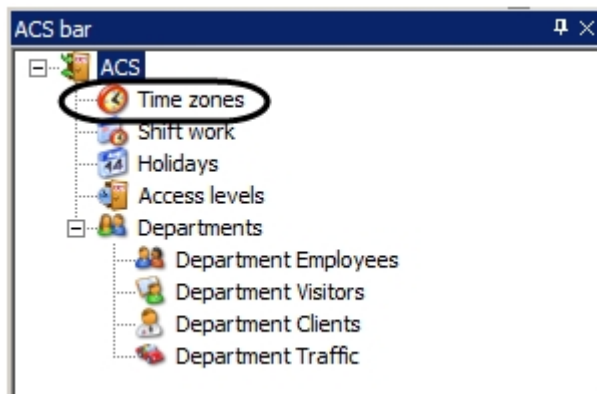
3. In the **Name** field, enter the name of the time zone (**2**).
4. Configure the time zone's intervals. For each interval, do the following:
 - a. In the **Beginning** column of the table, enter the time interval's start time in HH:MM:SS format (**3**).
 - b. In the **Ending** column of the table, 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**).

This completes the process of creating a time zone.

6.1.2 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.



Never



Always

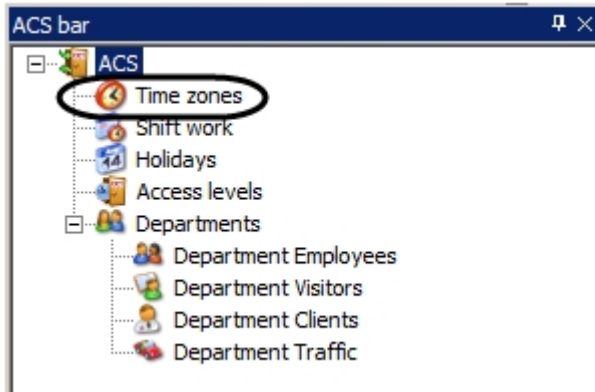
3. Go to the time zone bar and make the desired changes.
4. Save the changes by clicking **Save**.

This completes the process of editing a time zone.

6.1.3 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.

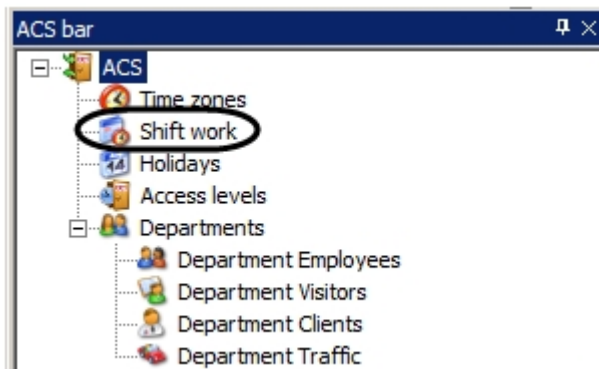
The completes the process of deleting a time zone.

6.2 Working with shift schedules

6.2.1 Creation of a shift schedule

A shift schedule is created as follows:

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

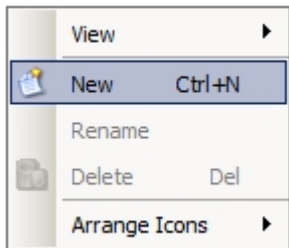


The information pane will show previously created shift schedules and the shift work schedule bar will open.

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).

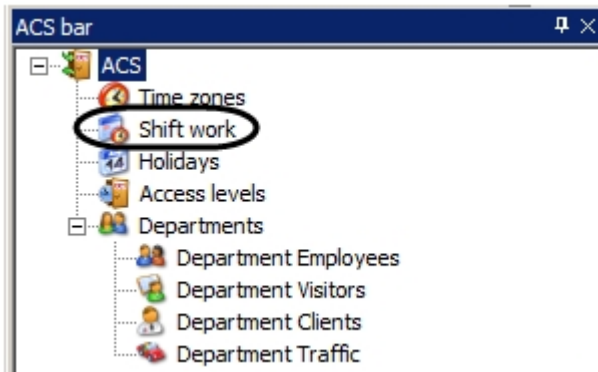
7. Configure the shift schedule's workdays. For each day, do the following:
 - a. In the **Shift day** column, enter the shift day's index number (7).
 - b. In the **Beginning** column of the table, enter the workday's start time in HH:MM:SS format (8).
 - c. In the **Ending** column of the table, enter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

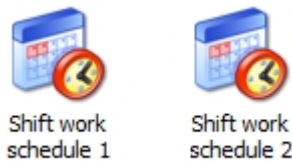
6.2.2 Editing a shift schedule

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.



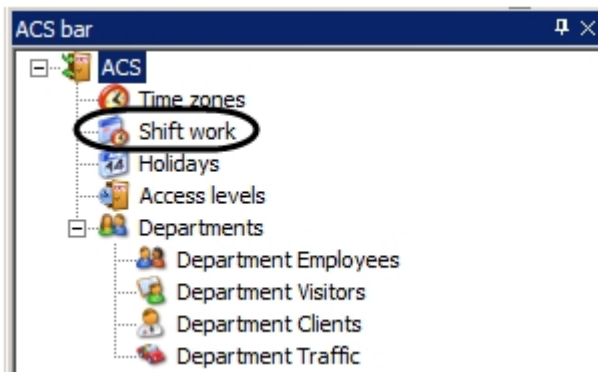
3. Go to the shift work schedule bar and make the desired changes.
4. Save the changes by clicking **Save**.

This completes the process of editing a shift schedule.

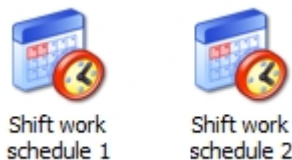
6.2.3 Deleting a shift schedule

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.

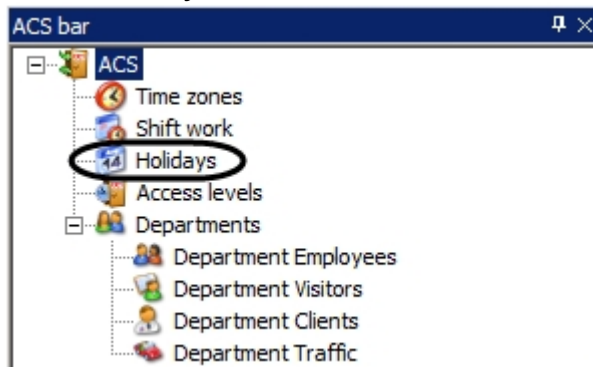
6.3 Working with holidays

Holidays can be included in time zones and shift schedules.

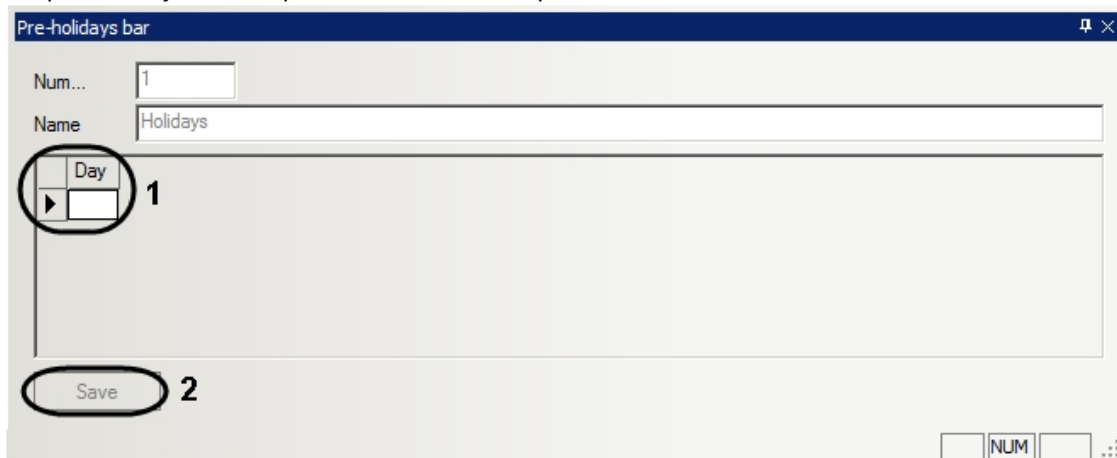
6.3.1 Assigning holidays

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.

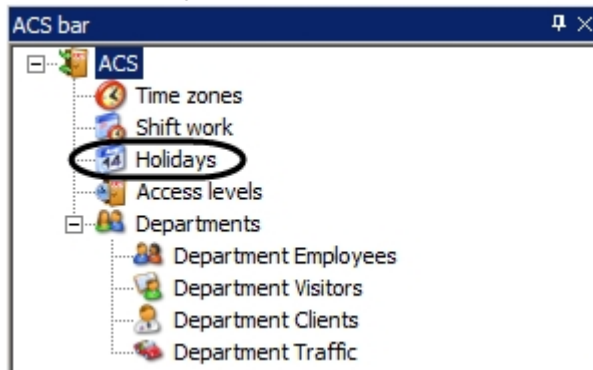
3. To save any changes made, click the **Save** button (2).

This completes the process of assigning holidays.

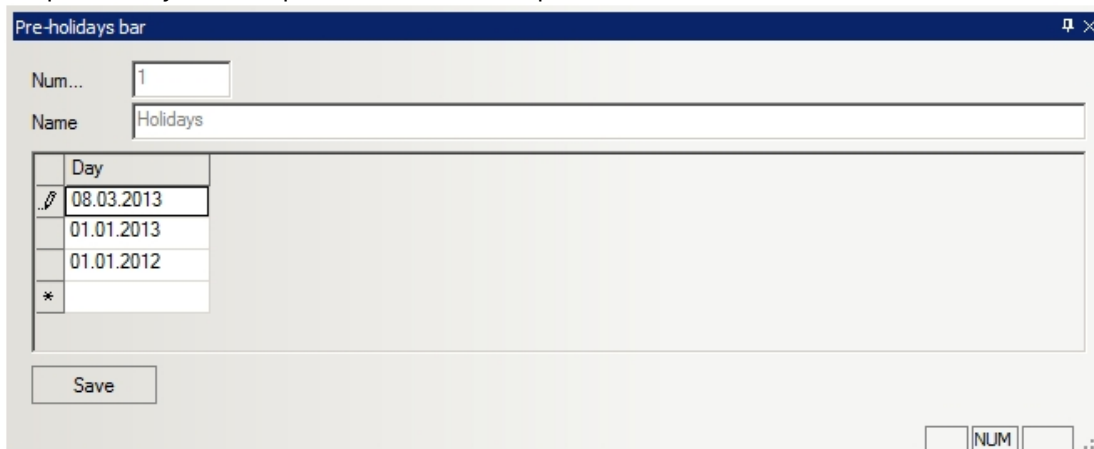
6.3.2 Deleting holidays

Holidays are deleted as follows:

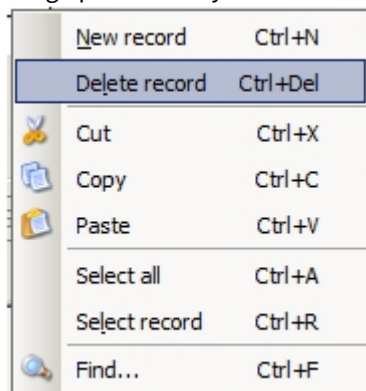
1. Go to the **Holidays** section of the ACS bar.



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.



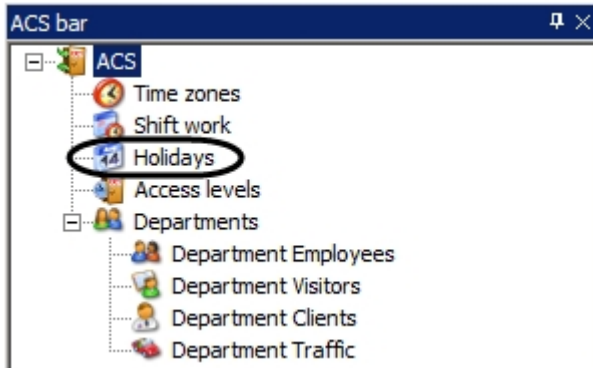
3. Select the **Delete record** menu item.
4. To save any changes made, click the **Save** button (2).

This completes the process of deleting holidays.

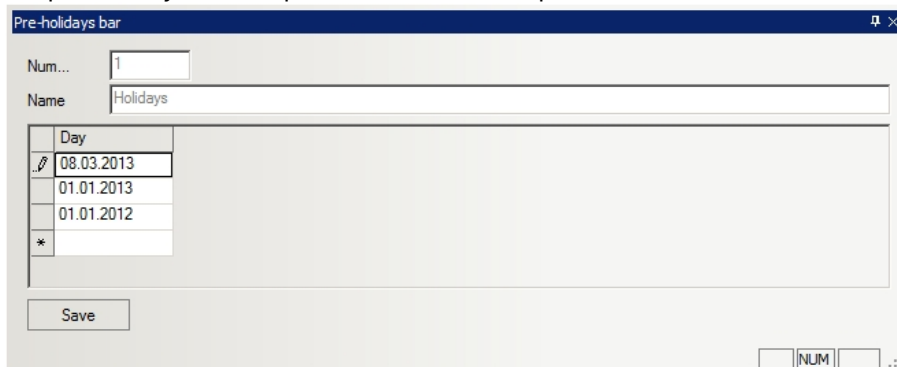
6.3.3 Search for holidays by date

Search for holidays by date as follows:

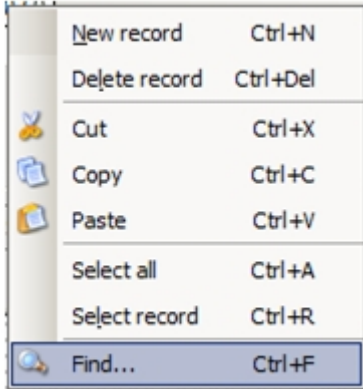
1. Go to the **Holidays** section of the ACS bar.



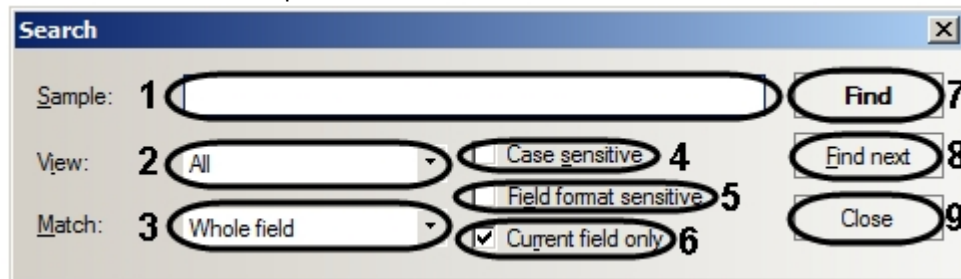
The pre-holiday bar will open in the information pane.



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.

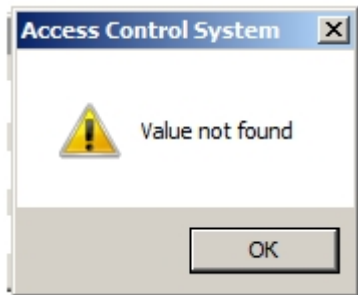


4. Specify the search parameters:
 - a. In the **Sample** field, enter the search query (a complete or partial holiday date) (1).

- 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.

6.4 Working with access levels

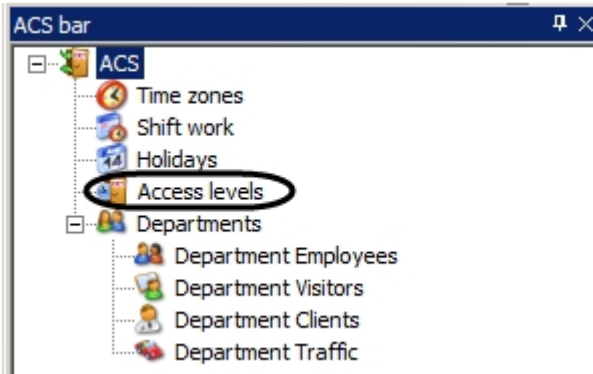
In the *Visitor Management System* software module an access level is a set of special restrictions defined by users' rights to access and move about a protected object.

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.

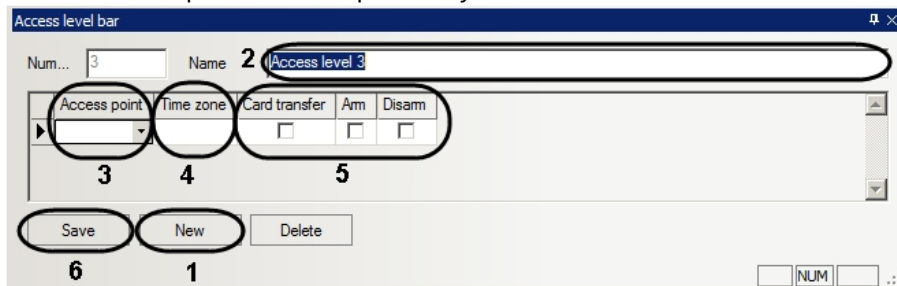
6.4.1 Creation of an access level

An access level is created as follows:

1. 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.



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.

The screenshot shows a context menu with the following items: View, New (Ctrl+N), Rename, Delete (Del), and Arrange Icons. The 'New' item is highlighted with a blue selection bar.

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.

The screenshot shows an error message dialog box titled 'Visitor Management System'. The message reads: 'Field 'Access point' value must not be duplicate. Please enter another value.' There is an 'OK' button at the bottom right.

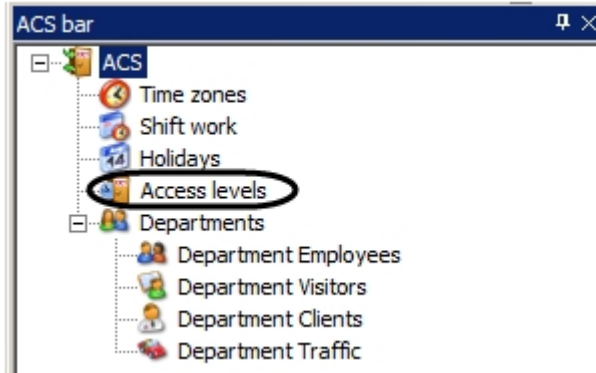
5. In the table's **Time zone** column, select the time zone (or shift schedule) in which access will take place through the access point (4).
6. Check the box in the table's **Card transfer** column to forward access cards to the controller after an access card has been presented by a user (5).
7. Check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

6.4.2 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.



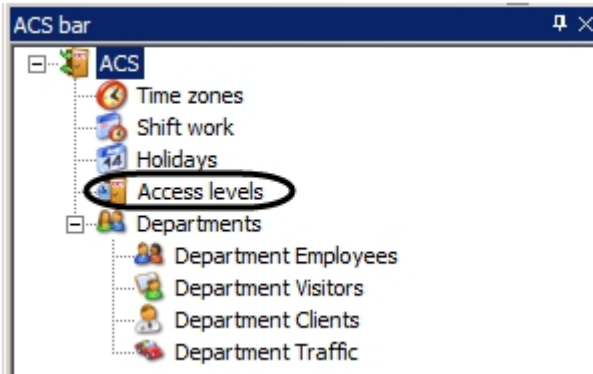
3. Go to the access level bar and make the desired changes.
4. Save the changes by clicking **Save**.

This completes the process of editing an access level.

6.4.3 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.



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.

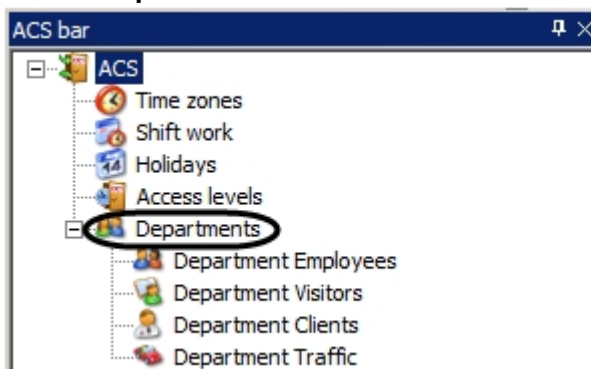
This completes the process of deleting an access level.

6.5 Working with departments

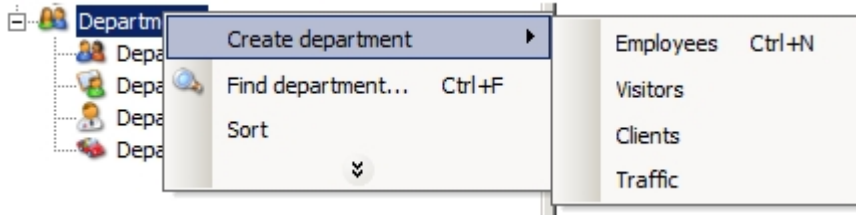
6.5.1 Creation of a department

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

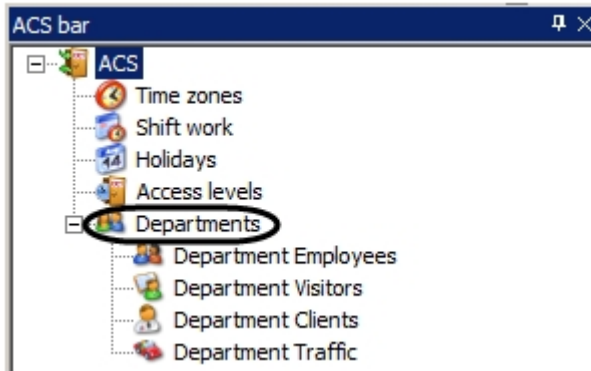
1. Using the context menu on the ACS bar:
 - a. Go to the **Departments** section of the ACS bar.



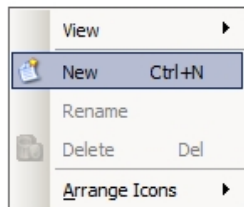
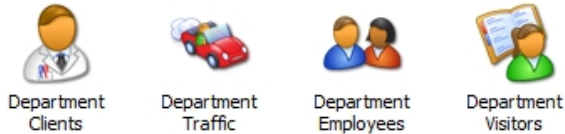
- b. Bring up the context menu by right-clicking on the **Departments** section.



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



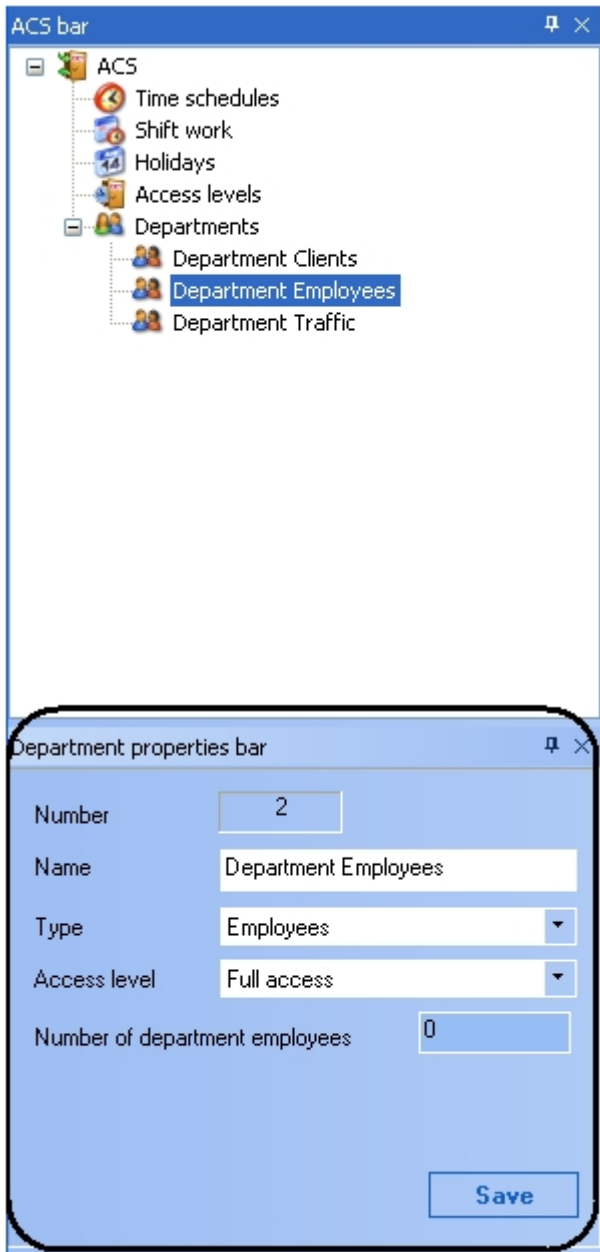
- c. Select the **New** menu item.

⚠ Attention!
This method only creates Employee-type departments

This completes the process of creating a department.

6.5.2 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).

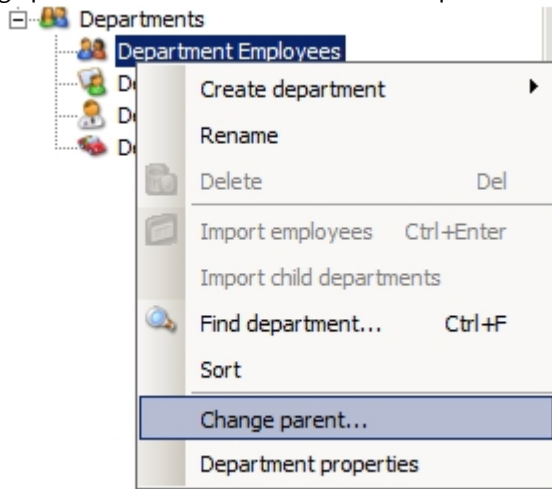
This completes the process of assigning department properties.

6.5.3 Building a department hierarchy

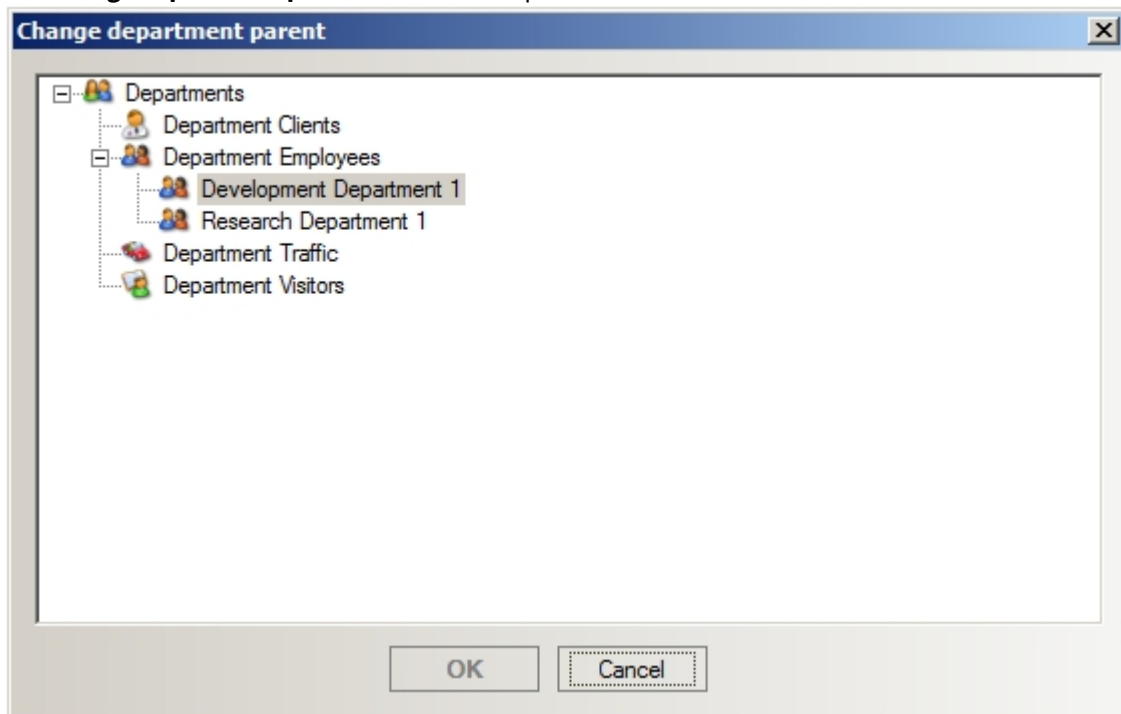
By default, a department is created as a base department, i.e. a parent department. To build a hierarchical department structure, change department parents as desired.

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.



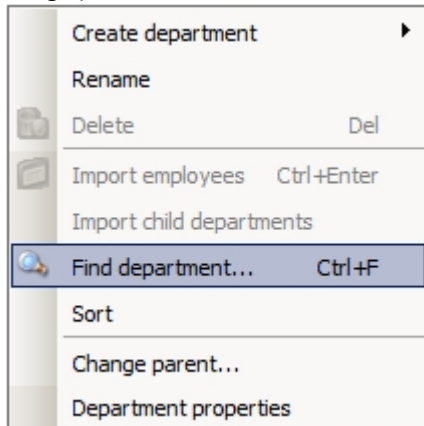
3. Click on the department to be designated the parent department for the selected department.
4. Click **OK**.

This completes the process of changing the department parent.

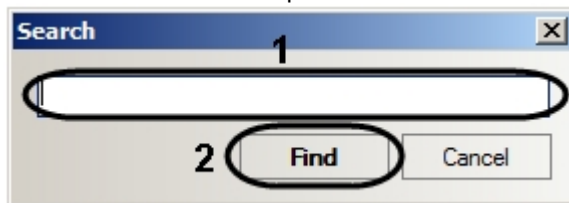
6.5.4 Department search

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.

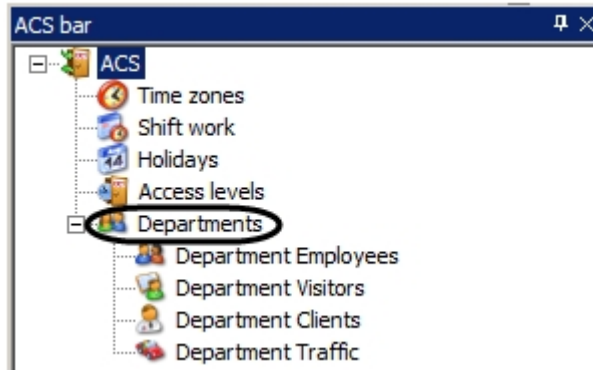


This completes the process of searching for a department.

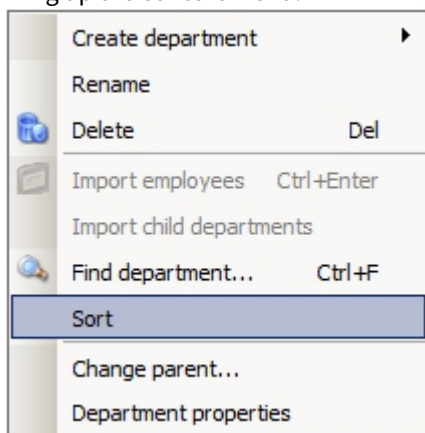
6.5.5 Sorting the list of departments on the ACS bar

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.



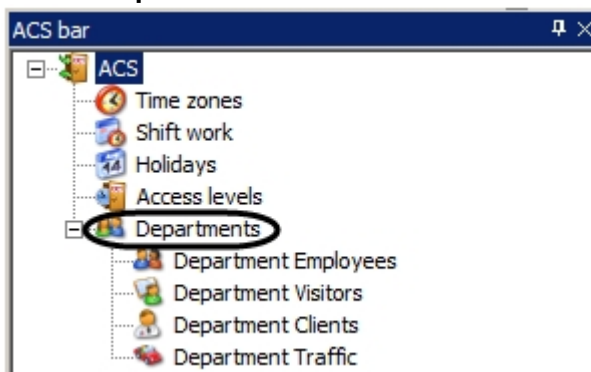
3. Select the **Sort** menu item.

This will sort the list of departments alphabetically.

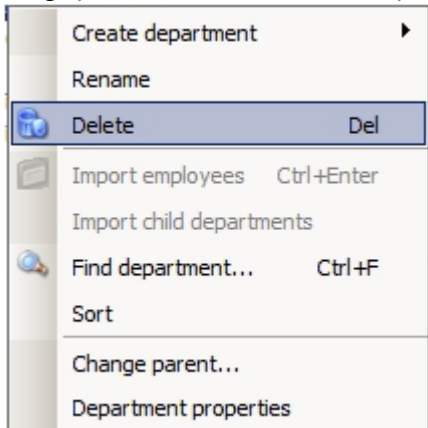
6.5.6 Deleting a department

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.

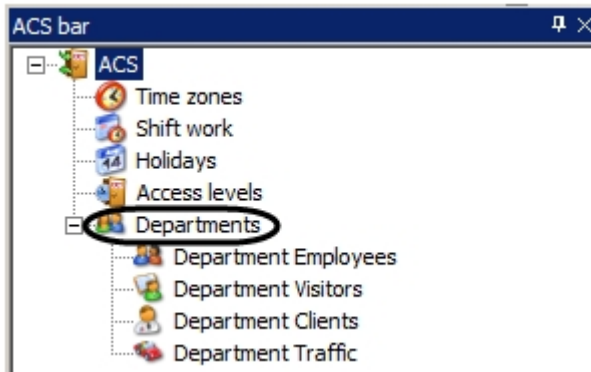


- b. Bring up the context menu of the department to be deleted.

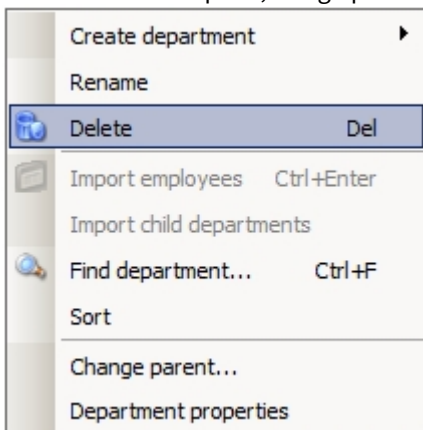


- c. Select the **Delete** menu item.
This completes the process of deleting a department.

- 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.



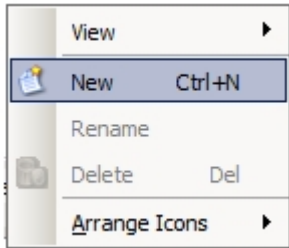
- c. Select the **Delete** menu item.
This completes the process of deleting a department.

6.6 Working with users

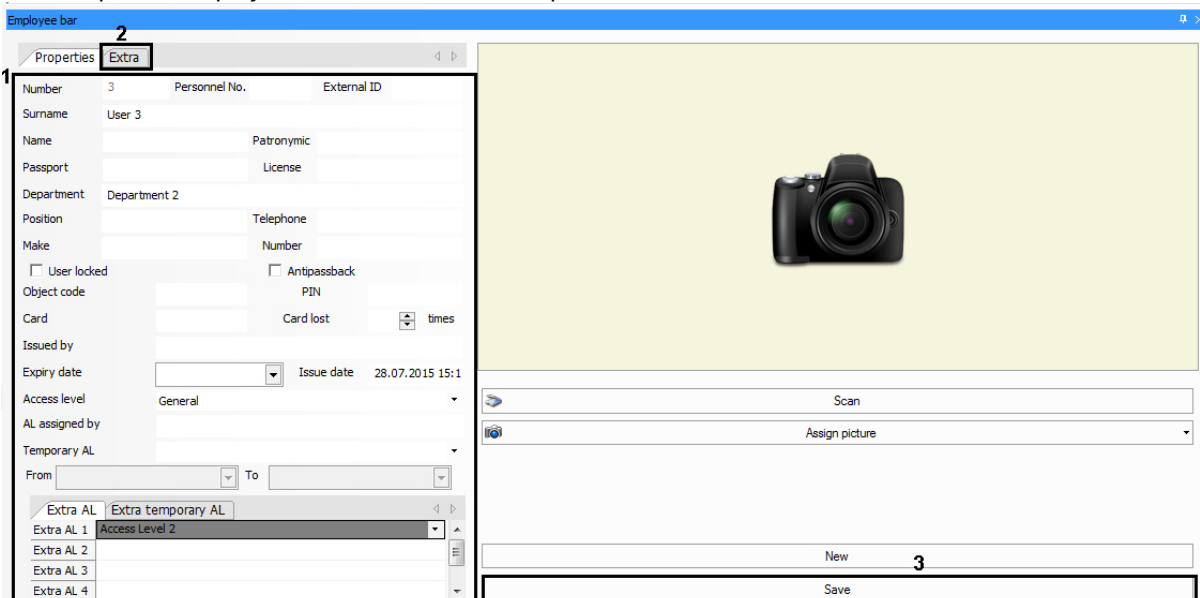
6.6.1 Creating a user

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	Number	Text field	User number
2	Personnel	Text field	User personnel number
3	External ID	Text field	User ID in the external database

	Field	Format	Description
4	Surname	Text field	User's surname
5	Name	Text field	User's name
6	Patronymic	Text field	User's surname
7	Passport	Text field	Passport number
8	License	Text field	Driver's license number
9	Department	Dropdown list	Department to which the user belongs
10	Position	Text field	User's position
11	Telephone	Text field	Telephone number
12	Make	Text field	Make of user's car
13	Number	Text field	User's car number
14	User locked	Checkbox	Yes – the user is locked. No – the user is active.
15	Antipassback	Checkbox	Yes – anti-passback enabled. No – anti-passback disabled.
16	Object code	Text field	Facility code of the user's access card
17	PIN	Text field	PIN code of the user's access card
18	Card	Text field	User's access card number
19	Card lost__times	Text field	Number of times the user has lost his or her access card
20	Issued by	Text field	Employee who issued the access card to the user
21	Expiry date	Text entry or date selector	Date the user's access card expires
22	Issue date	Text entry or date selector	Date the access card was issued to the user
23	Access level	Dropdown list	User's access level. If Group access level is selected, the user is assigned the access level of the department to which he or she belongs.

	Field	Format	Description
24	AL assigned by	Text field	Employee who assigned the access level to the user
25	Temporary AL	Dropdown list	Temporary access level
26	From	Text entry or date selector	Start date for the temporary access level
27	To	Text entry or date selector	End date for the temporary access level
28	From where (visitor bar only)	Text field	Name of organization to which the visitor belongs
29	To where (visitor bar only)	Dropdown list	Department being visited
30	To whom (visitor bar only)	Dropdown list	Employee being visited
31	Extra AL	Dropdown list	Additional access level of employee
32	Extra temporary AL	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.

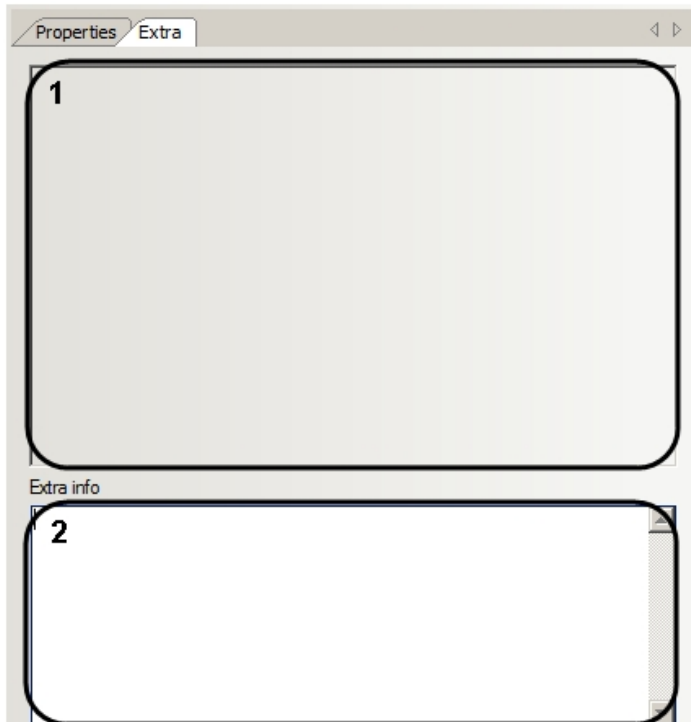
 **Note:**

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*. The prioritization of user access levels depends on the settings of a particular system.

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)**.

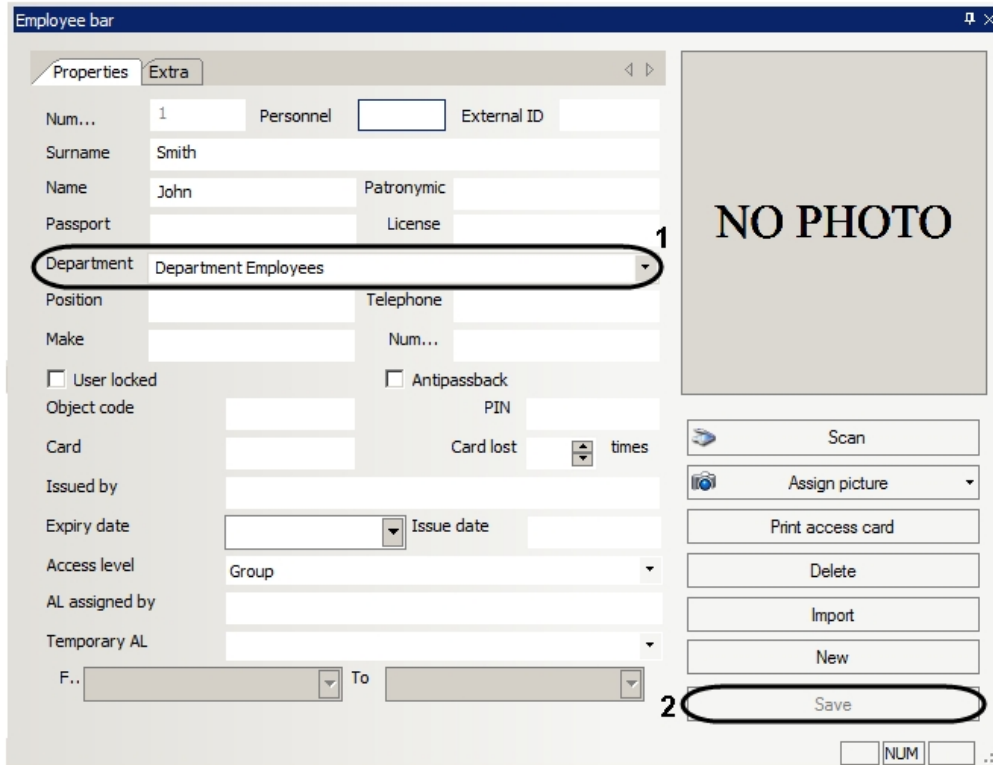
This completes the process of creating a user.

6.6.2 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:

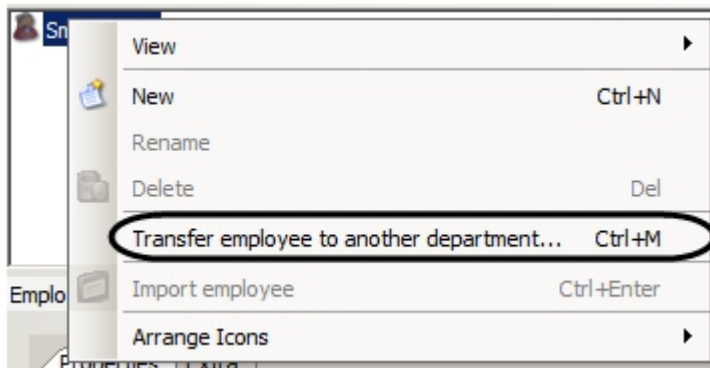
- a. From the **Department** dropdown list, select the department to which the user is to be transferred (1).



- b. Click the **Save** button (2).

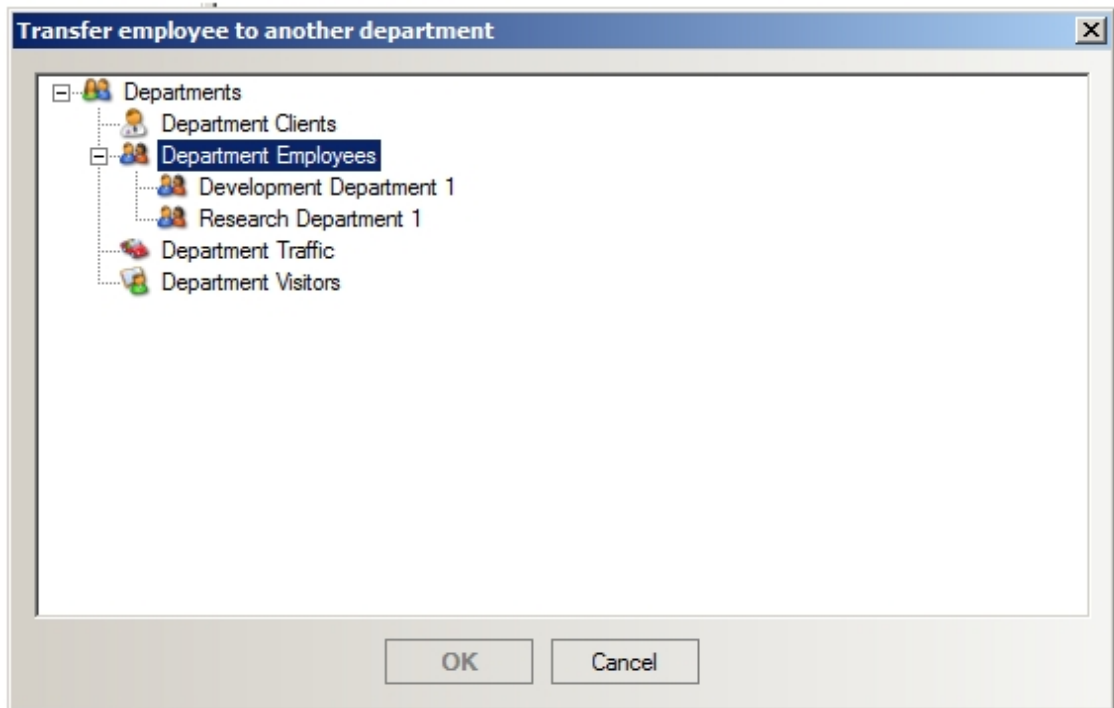
This completes the process of transferring a user from one department to another.

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.

6.6.3 Assigning a photograph to a user

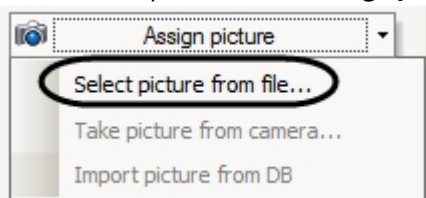
There are two ways to assign a photograph to a user:

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.

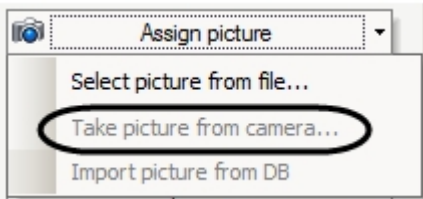
Note:

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

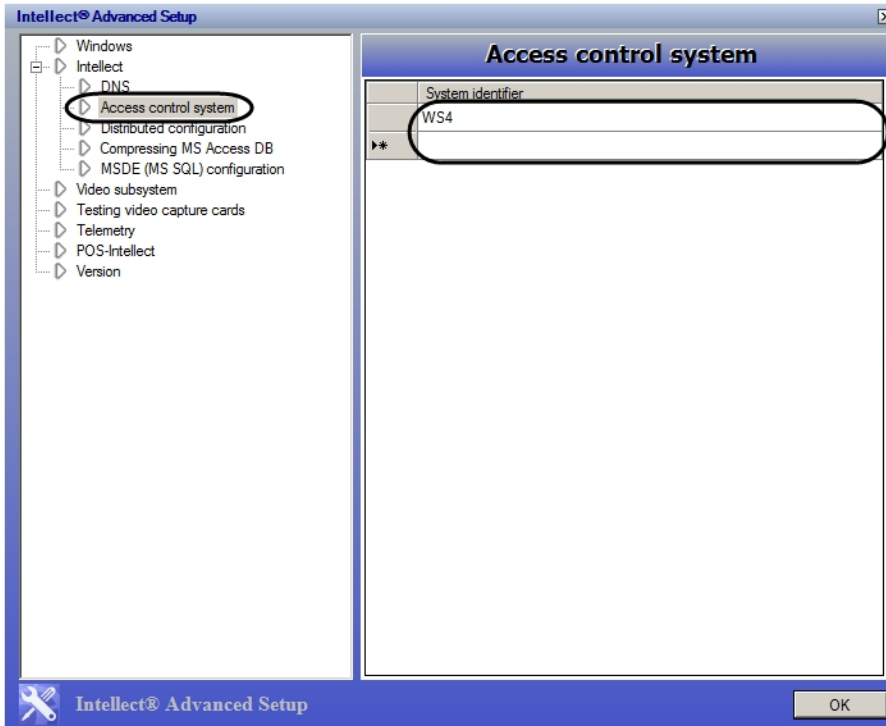
ACFA PSIM supports storing user photographs on several computers.

ACFA PSIM 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 ->Axxon PSIM ->Utilities ->Advanced settings.**
2. From the **Tools** folder of the ACFA PSIM installation directory: <Axxon PSIM 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 **Axxon PSIM 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 *Axxon PSIM* Server. Detailed information about configuring server connections is given in [Axxon PSIM 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: <Axxon PSIM installation directory>\Bmp\Person.

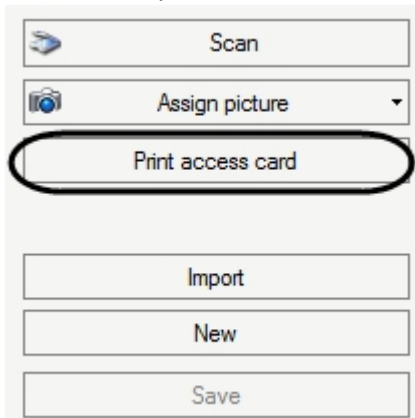
3. Click the **OK** button (2).

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

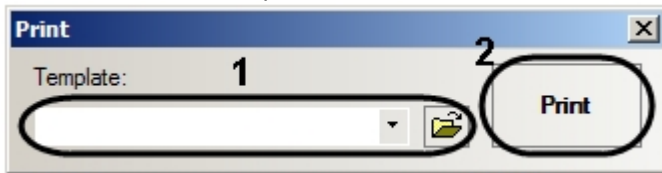
6.6.4 Printing a user access card

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).

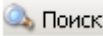
Note:

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

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

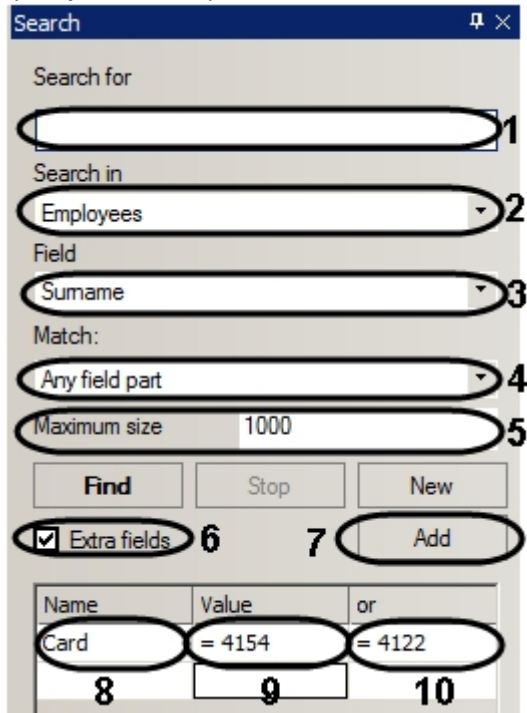
This completes the process of printing a user access card.

6.6.5 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 Find what field.
Field beginning	A search that will find users for which the start of the search field matches the value entered in the Find what field.
Any field part	A search that will find users for which the search field contains the value entered in the Find what 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.

Search finished
2 found

This completes the process of searching for users.

6.6.6 Adding additional user parameters

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

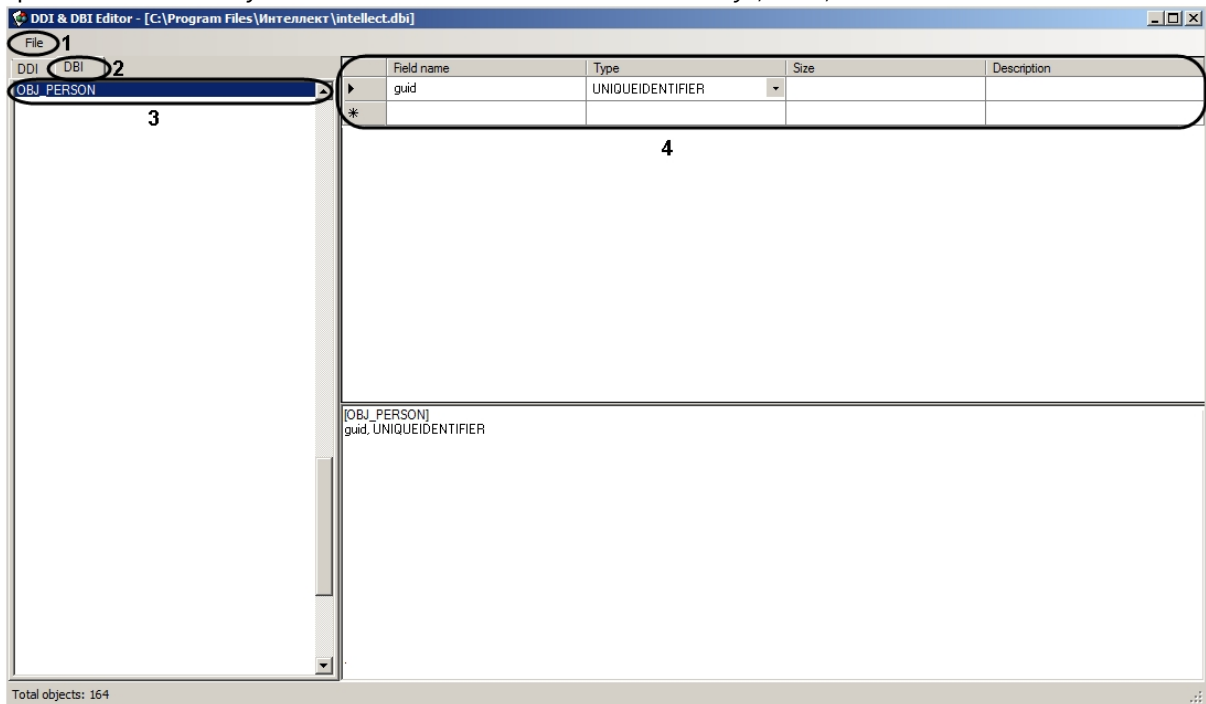
To add additional parameters, add rows to the **OBJ_PERSON** table and update *ACFA PSIM* database.

Attention!

ACFA PSIM must not be running when adding additional fields.

Additional parameters are added as follows:

1. Open the ddi.exe utility located in <Axxon PSIM installation directory>/Tools/.



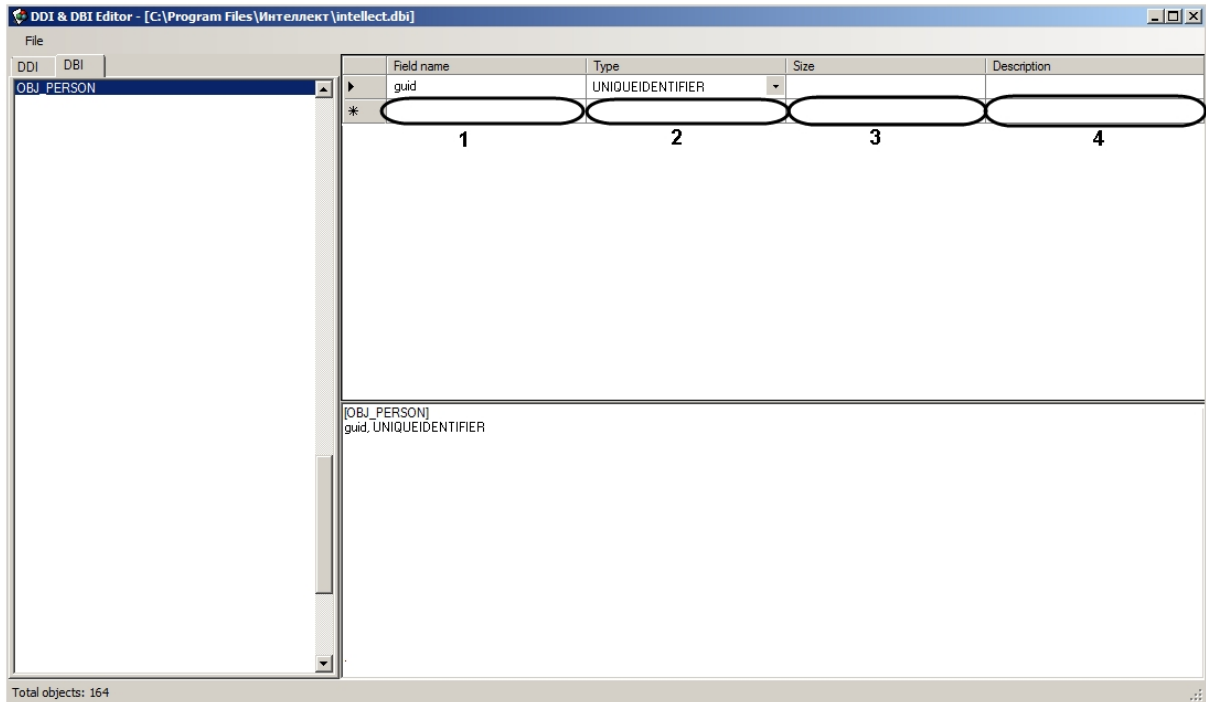
2. Open Axxon PSIM.exe.dbi by selecting **Open** in the **File** menu (1).

⚠ Attention!

This file is currently not included in *ACFA PSIM*. Contact AxxonSoft customer support to receive Axxon PSIM.exe.dbi. The file should be placed in *ACFA PSIM* installation directory.

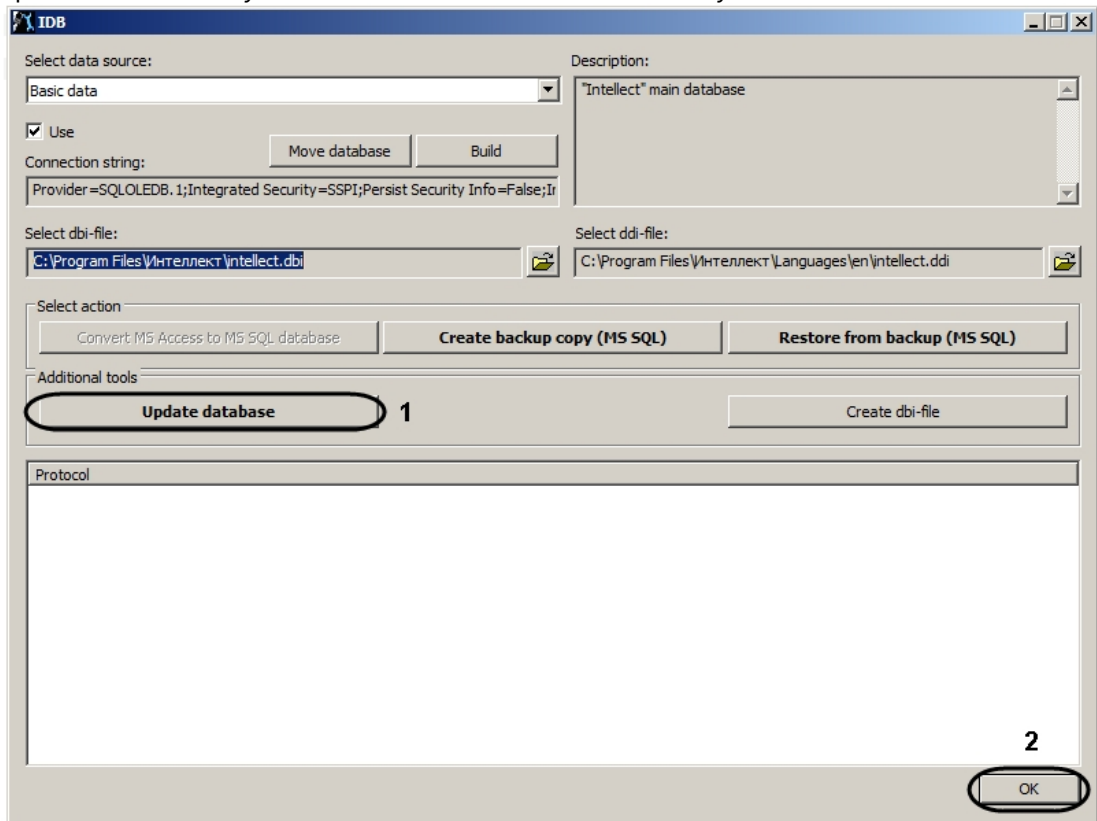
3. Go to the **DBI** tab (2) and select the **OBJ_PERSON** table (3).

4. To create a new field fill the row marked with the * :

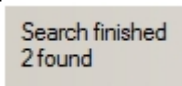


- a. Enter the field name (**1**).
 - b. Select the type of the field being added from the **Type** dropdown list (**2**).
 - c. In the **Size** field, enter the size in bytes of the field being added (**3**).
 - d. In the **Description** field, enter the name of the field being added, which will be displayed in the *Visitor Management System* software module's window (**4**).
5. Add the required number of fields.
 6. Save the changes to file by selecting **Save** in the **File** menu (**1**).
 7. Update *ACFA PSIM* database:

- a. Open the `idb.exe` utility located in *ACFA PSIM* installation directory.



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



The added parameters will be displayed in the *Visitor Management System* software module's window.
 This completes the process of adding additional parameters.

6.6.7 Scanning user documents

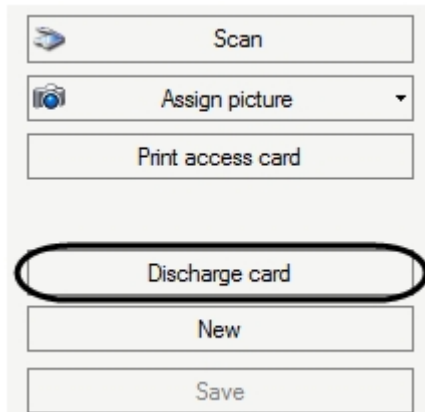
Scanning user documents is performed in the *Scanning documents* application. Working with the *Scanning documents* application is described in [Working with the Scanning documents application](#).

6.6.8 Canceling user cards

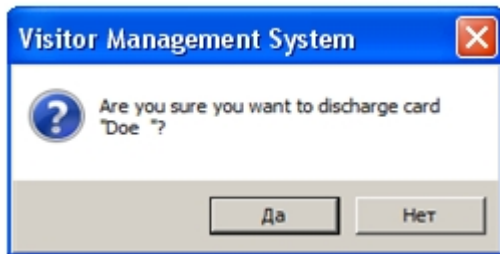
If a user belongs to the **Visitors** group, his or her access card can be canceled.

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**.



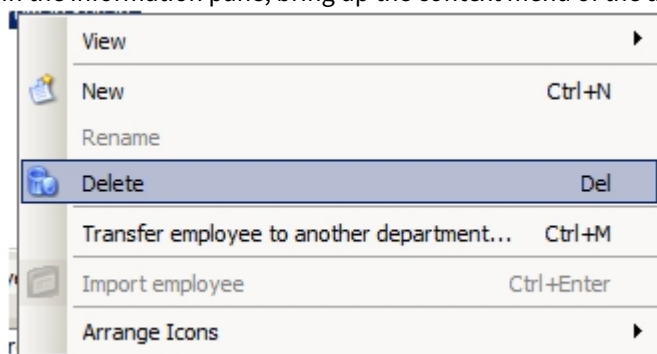
As a result, the user will be deleted from the **Visitors** department.

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

6.6.9 Deleting a user

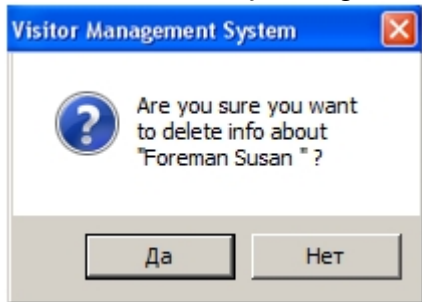
A user can be deleted in two ways:

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



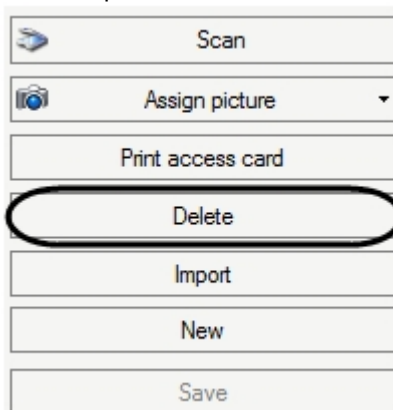
- b. Select the **Delete** menu item.

- c. Confirm the deletion by clicking **Yes**.

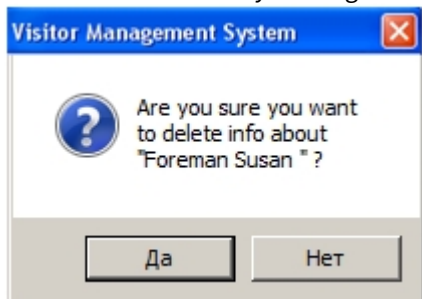


This completes the process of deleting a user.

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



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



This completes the process of deleting a user.

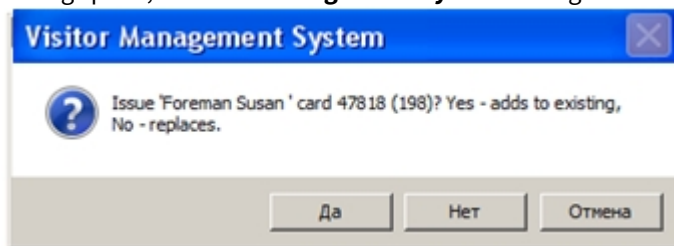
6.6.10 Adding user access cards using a reader

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.

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

6.7 Working with the Scanning documents application

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

Note:

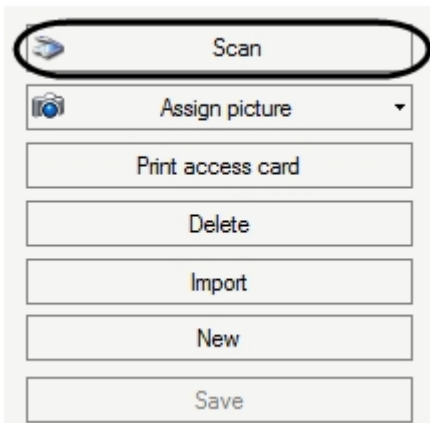
Fullscreen mode is recommended for your convenience when using this application.

Caution!

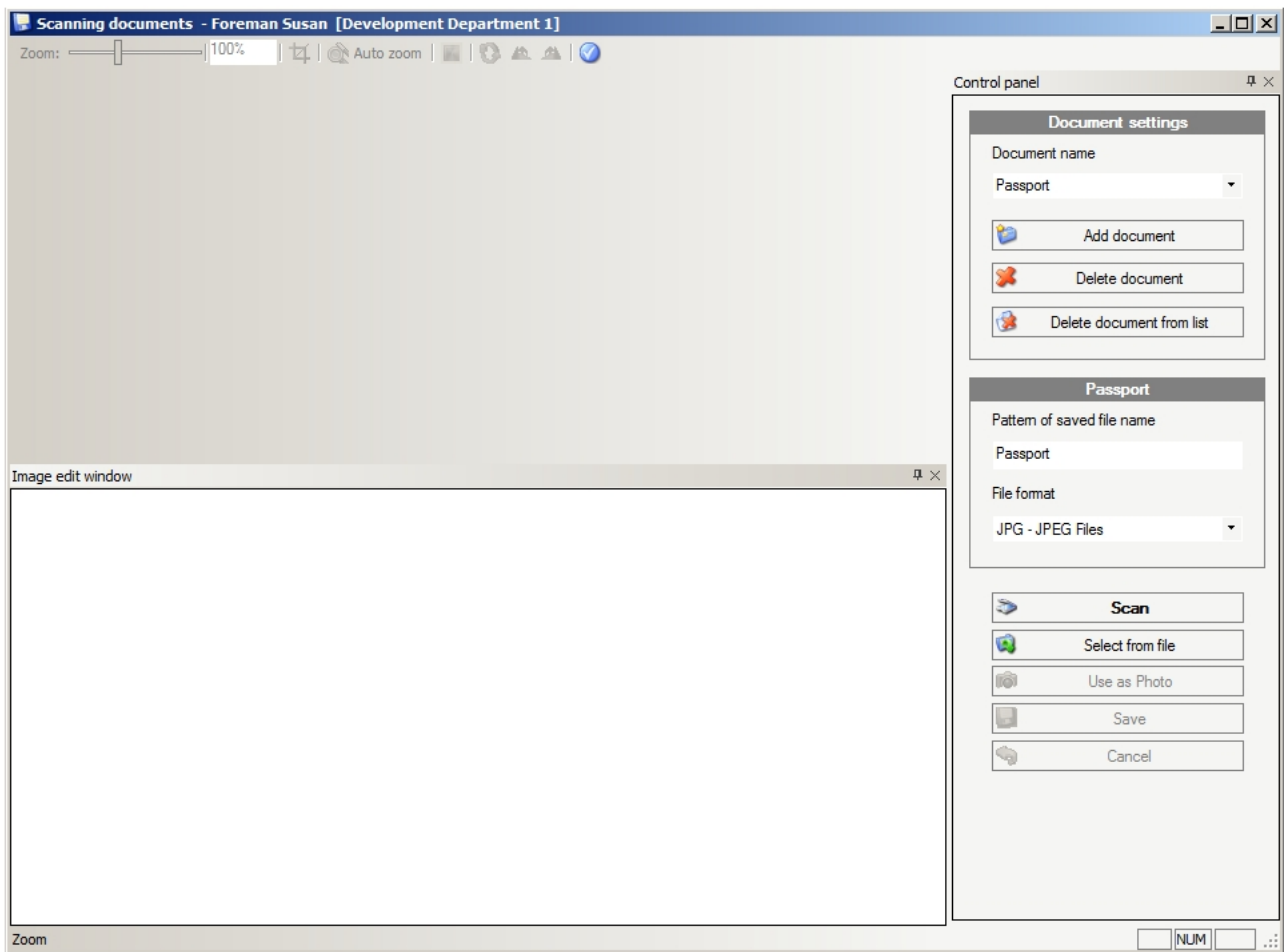
To use the *Scanning documents* application, you must first connect a scanner, and install drivers and software.

6.7.1 Starting and stopping the application

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



The application window will open.

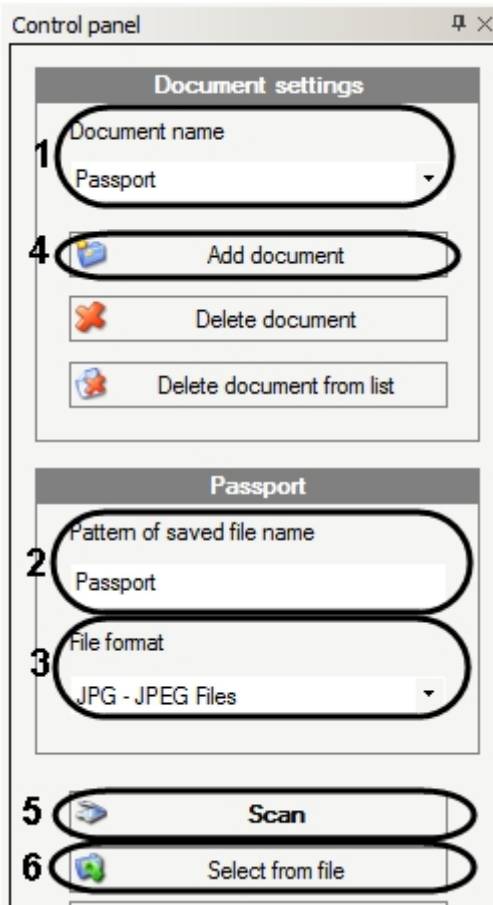


To close *Scanning documents*, click the  button in the upper right corner of the window.

6.7.2 Scanning user documents with Scanning documents application

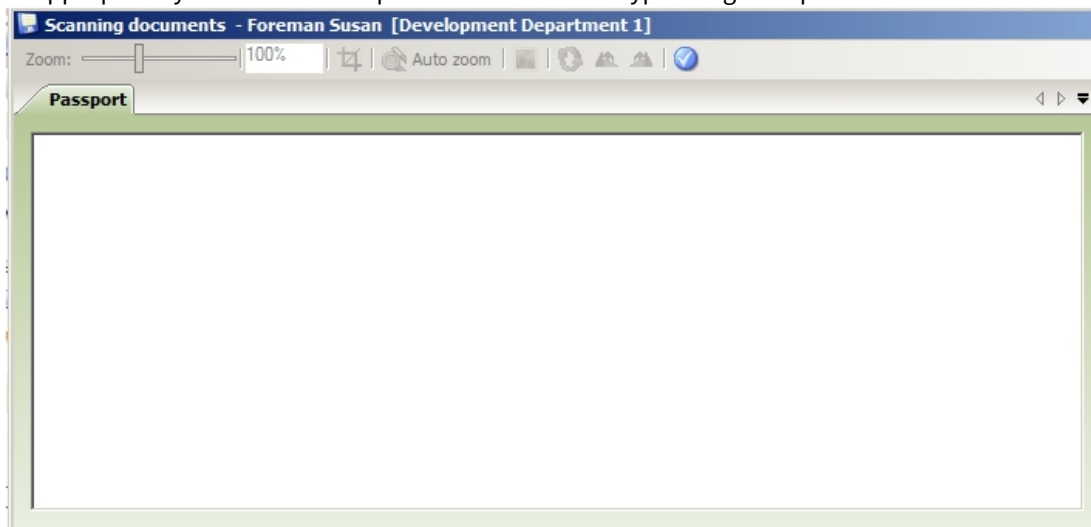
User documents are scanned as follows:

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).

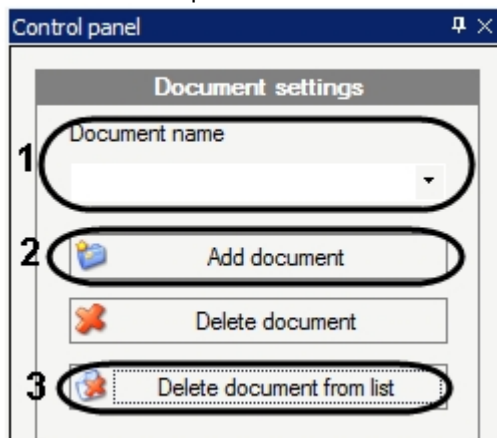
After the scanning is complete, an image of the document will be displayed in the document type navigation pane.



6.7.3 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).
To delete a document type, do the following:
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).

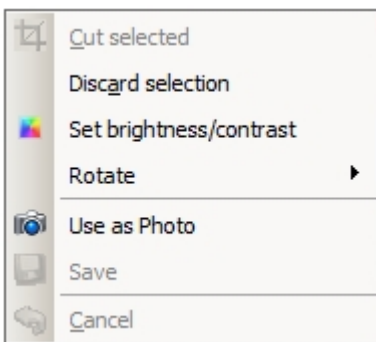
The selected document type will then be deleted.

6.7.4 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.



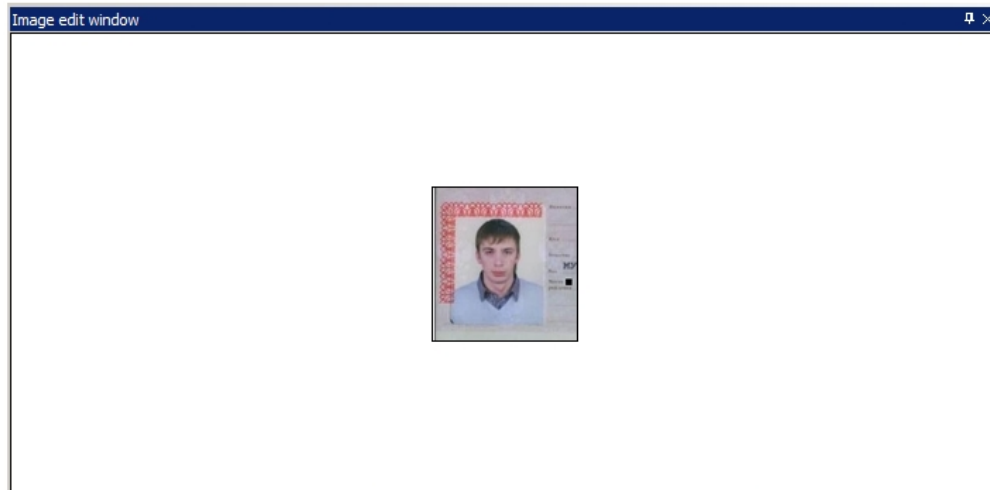
Images are edited as follows:


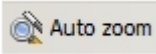

1. To select a portion of an image, click the  button on the toolbar.


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.

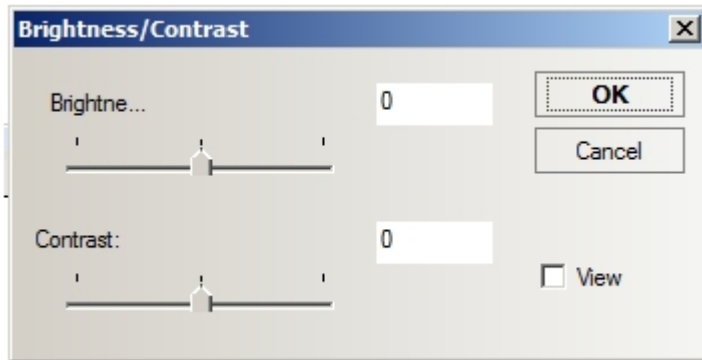





4. To clear the selection, select the corresponding item in the context menu.
5. To change the image size within the image editor, move the  slider on the toolbar.
6. To automatically select the best image size based on screen resolution and window size, click the  button on the toolbar.
7. To switch 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.



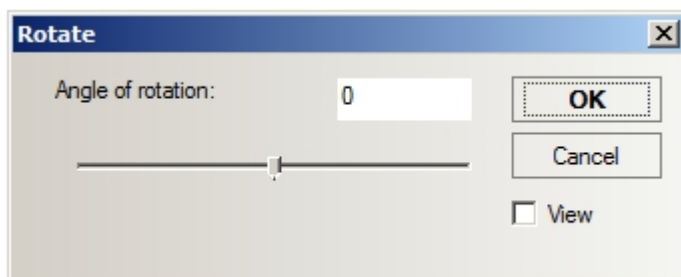
9. To rotate the image counterclockwise by 90 degrees, select **Rotate ->Rotate 90° left** from the context menu or click the  button in the control panel.
10. To rotate the image clockwise by 90 degrees, select **Rotate ->Rotate 90° right** from the context menu or click the  button in the control panel.
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.

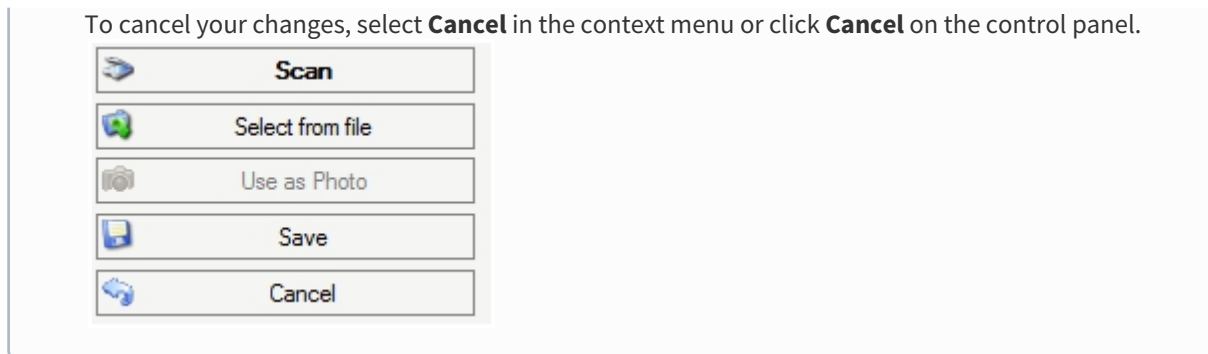
Note:

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:



This completes the process of editing an image.

6.7.5 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:

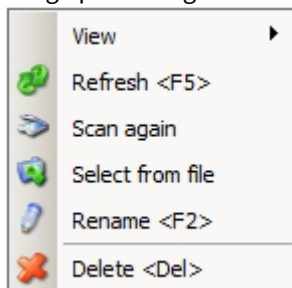
1. Select the desired portion of the image (see [Editing an image](#)).
2. Click **Use as Photo** on the control panel or select the corresponding item in the editing window's context menu.

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

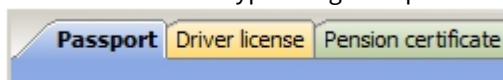
6.7.6 Deleting documents and images

Documents and images are deleted as follows:

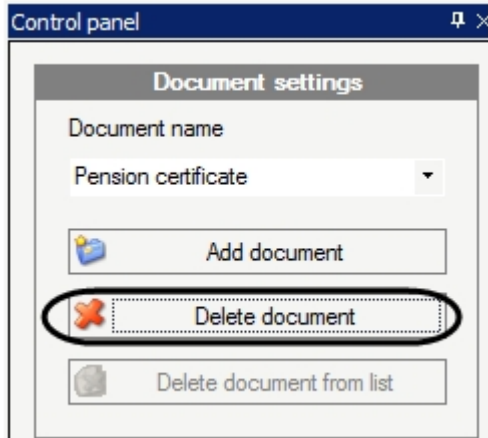
1. Bring up the image's context menu on the document type navigation pane.



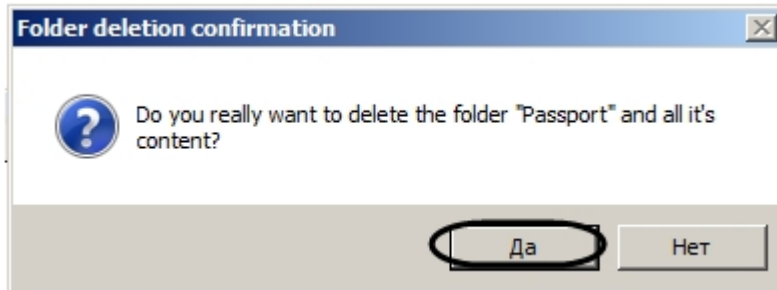
2. Select the **Delete** menu item.
The selected image will then be deleted.
3. Go to the document type navigation pane to the tab to be deleted.



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.