

AxxonSoft

# ACFA Intellect

Module Settings and Operation Guide

## Visitor Management System

Version 1.5

Moscow, 2014



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# 1 Introduction

## 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 Intellect* Software System.

This Guide presents the following materials:

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

## 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 Intellect* Software System and supports the following actions:

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

## 2 Starting and stopping the Visitor Management System software module

### 2.1 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 (Fig.2.1—1).

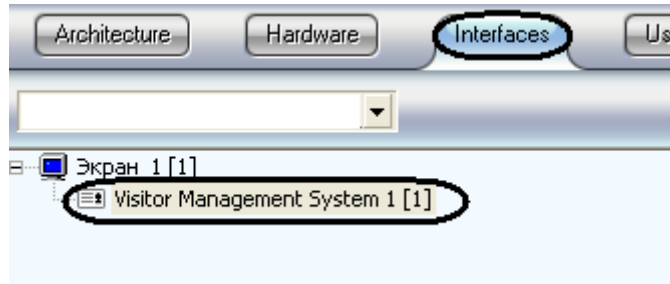


Fig.2.1—1 Visitor Management System object

2. Go to the **Visitor Management System** object's settings pane (Fig.2.1—2).

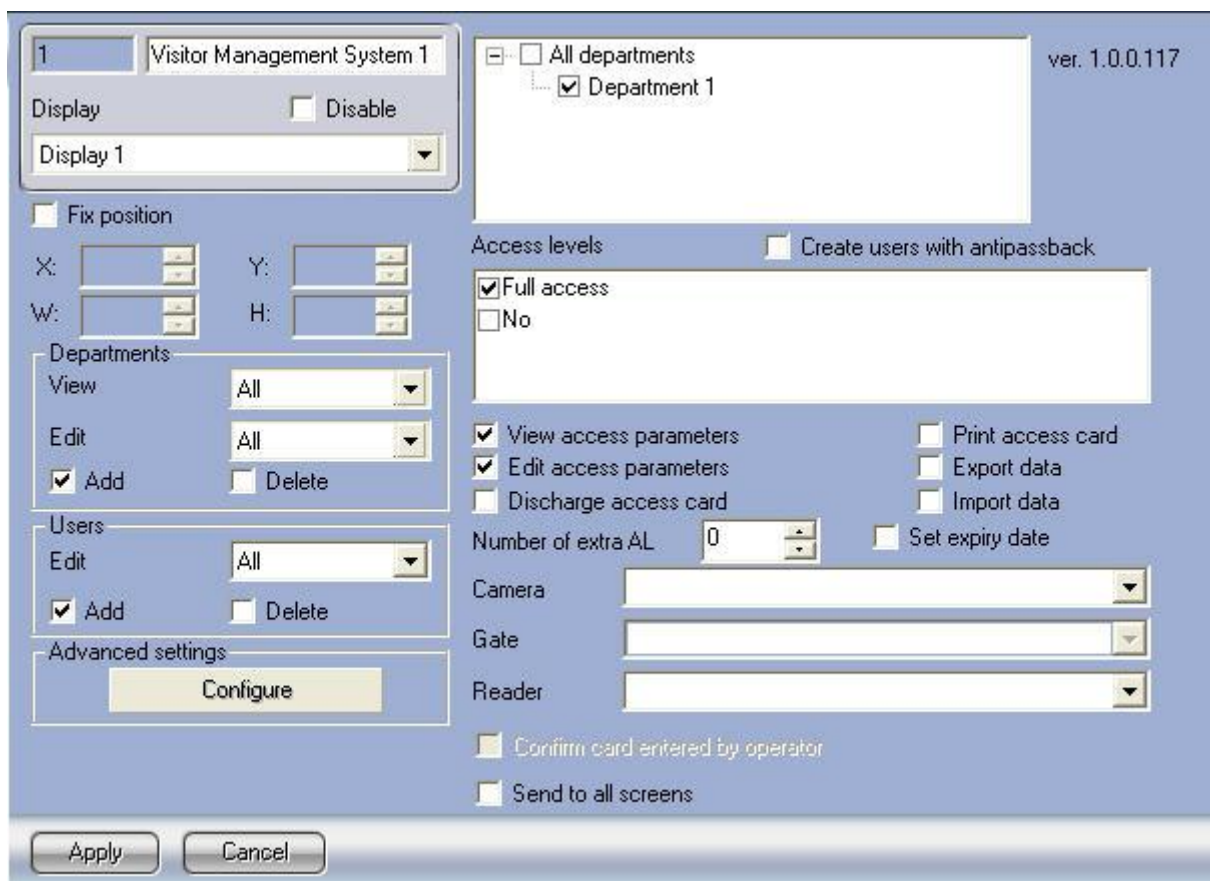


Fig.2.1—2 Visitor Management System object's settings pane

3. Specify the position parameters for the Visitor Management System module's window:
  - 3.1 Check the **Fix position** box if you need to keep the module's window in a specific place on the desktop (Fig.2.1—3).

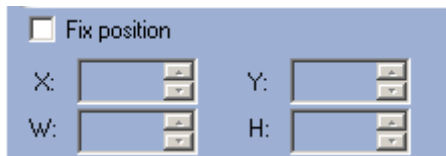


Fig.2.1—3 Position parameters for the module's window

3.2 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(see Fig.2.1—3).

4. Click the **Apply** button.

Performing these actions will result in the *Visitor Management System* module's window being displayed on the screen (Fig.2.1—4).

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

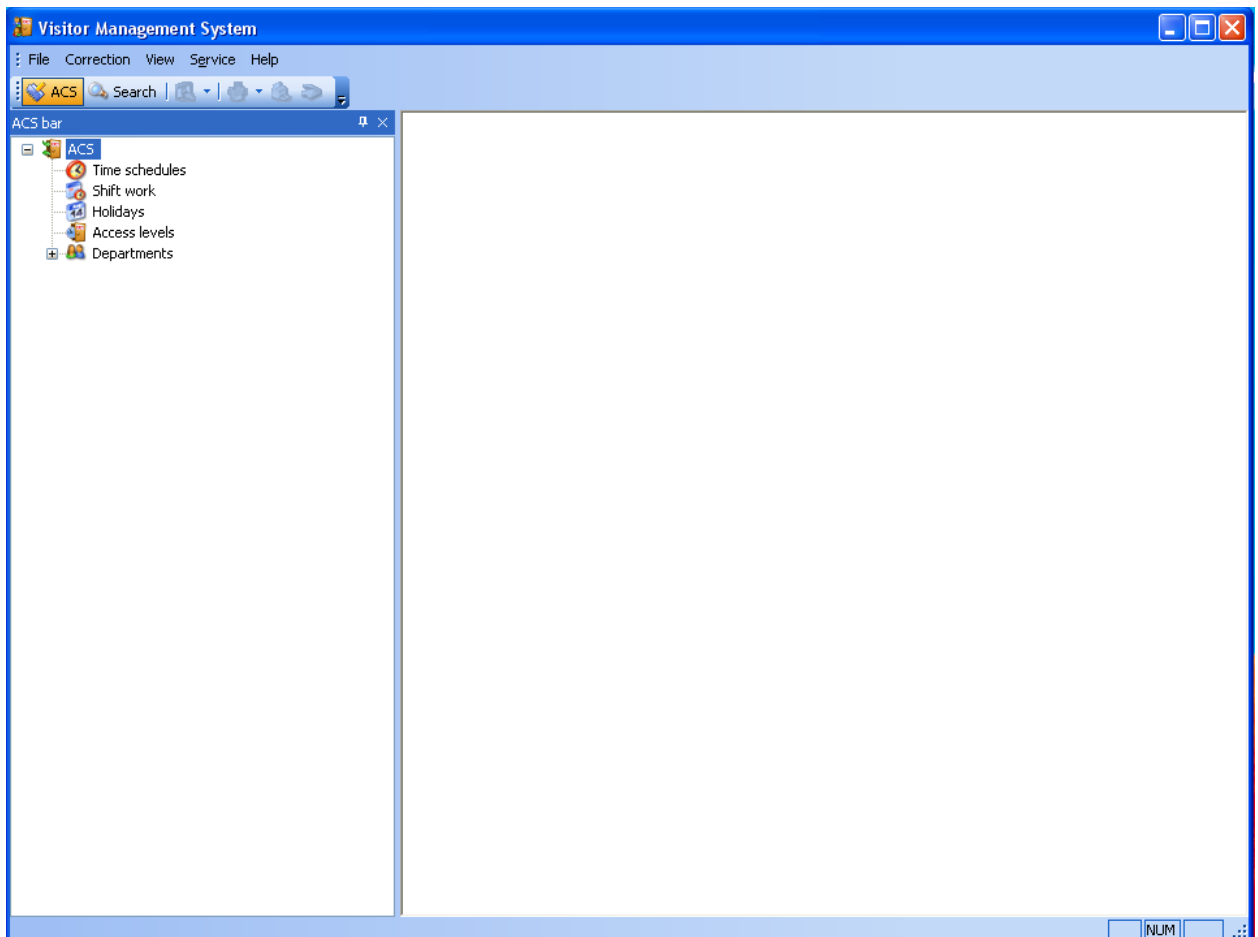



Fig.2.1—4 Visitor Management System module's window

## 2.2 Stopping the Visitor Management System software module

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

1. Click the  button on the *ACFA Intellect* Software System's main control panel and select the **Close all** menu item (Fig.2.2—1).

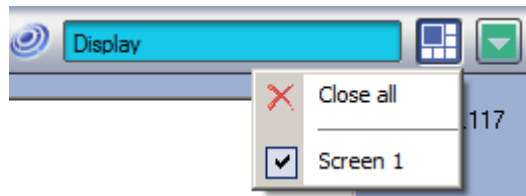



Fig.2.2—1 Exiting the Visitor Management System software module

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

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

3. Go to the **File** menu and select **Exit** (Fig.2.2—2).

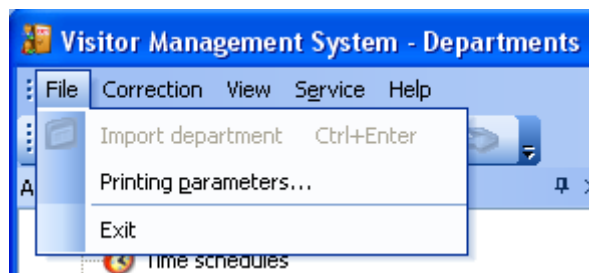


Fig.2.2—2 Exiting the Visitor Management System software module

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

### 3 Visitor Management System software module settings

#### 3.1 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 (Fig.3.1—1).

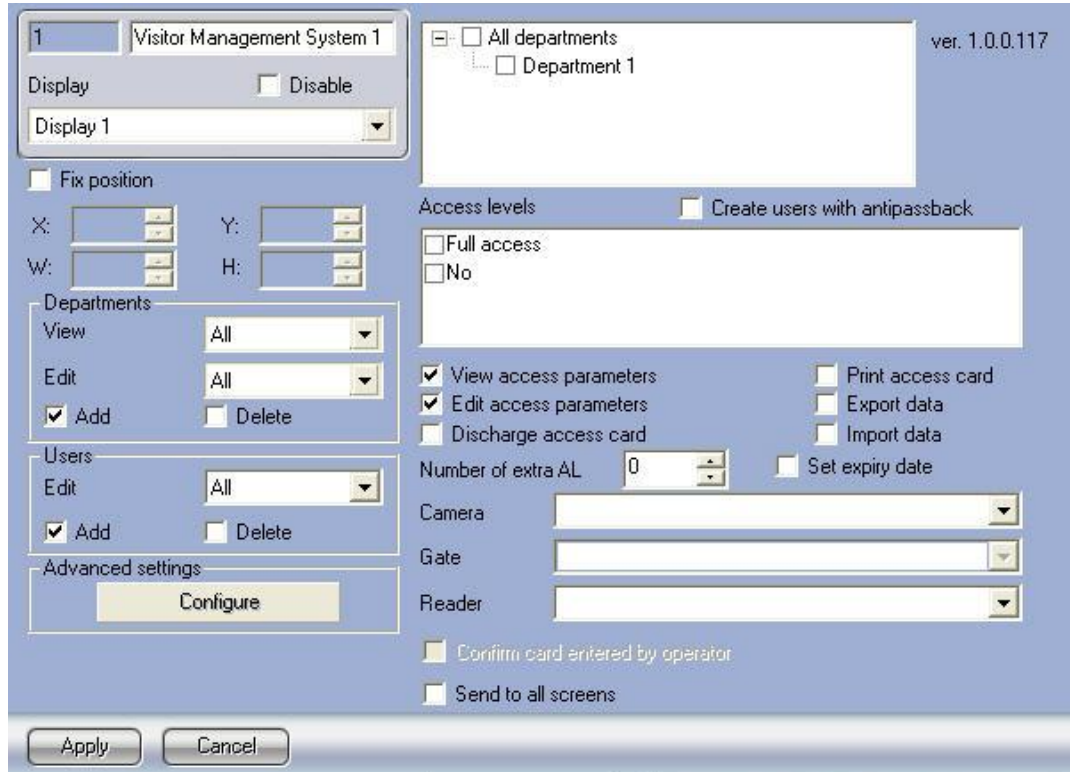


Fig.3.1—1 Visitor Management System object's settings pane

2. Specify the department access parameters for *Visitor Management System* operators:
  - 2.1 Select the access level for viewing departments from the **View** dropdown list (Fig.3.1—2, 1, Table 3.1—1).

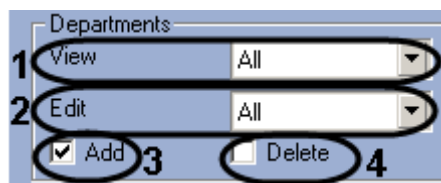


Fig.3.1—2 Department access parameters

Table 3.1—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

- 2.2 Select the access level for editing departments from the **Edit** dropdown list (Fig.3.1—2, 2, Table 3.1—2).

Table 3.1—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

2.3 Check the **Add** box to grant access to add new departments (see Fig.3.1—2, **3**).

2.4 Check the **Delete** box to grant access to delete departments (see Fig.3.1—2, **4**).

3. Specify the user access parameters for *Visitor Management System* operators:

3.1 Select the access level for editing users from the **Edit** dropdown list (Fig.3.1—3, **1**, Table 3.1—3).

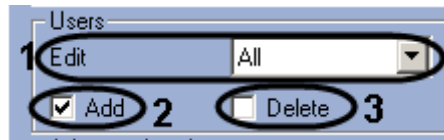


Fig.3.1—3 User access parameters

Table 3.1—3 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

3.2 Check the **Add** box to grant access to add new users (see Fig.3.1—3, **2**).

3.3 Check the **Delete** box to grant access to delete users (see Fig.3.1—3, **3**).

4. In the list of departments, check each department that should be available to a *Visitor Management System* module operator (Fig.3.1—4).



Fig.3.1—4 Department selection

5. In the **Access levels** field, check each access level that should be available to a *Visitor Management System* module operator (Fig.3.1—5).

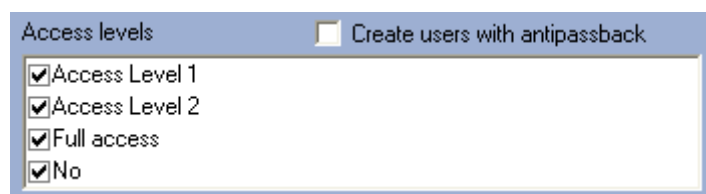


Fig.3.1—5 Access level selection

6. Check the **Create users with antipassback** box if users should be created with a feature activated that monitors double-entry (see Fig.3.1—5).

7. To enable the ability to view and edit access parameters, check the **View access parameters** and **Edit access parameters** boxes, respectively (Fig.3.1—6, **1**).

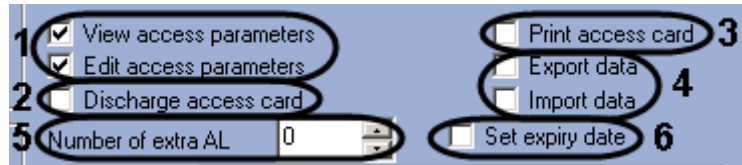


Fig.3.1—6 Visitor Management System module parameters

8. Check the **Discharge access card** box to allow the *Visitor Management System* module operator to close (delete) users' security passes (see Fig.3.1—6, **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 (see Fig.3.1—6, **3**).

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

10. Check the **Export data** and **Import data** boxes to allow the *Visitor Management System* module operator to import and export data using the integrated *ACFA Intellect Software System* utilities and the corresponding software module (see Fig.3.1—6, **4**).
11. Use the **spinbox** buttons to specify the number of additional access levels available to the *Visitor Management System* module operator (see Fig.3.1—6, **5**).
12. Check the **Set expiry date** box if the period of the additional access level should be added and taken into account (see Fig.3.1—6, **6**).
13. From the **Camera** dropdown list, select the video camera that will be used to capture a picture for the security pass (Fig.3.1—7, **1**).

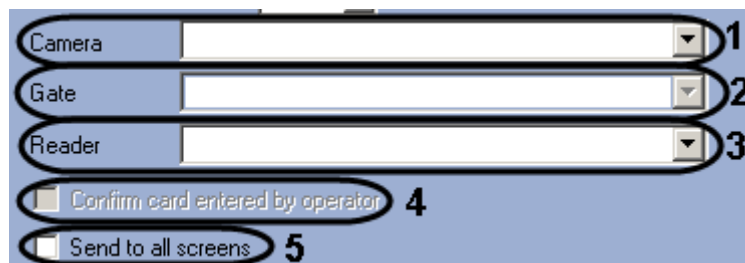


Fig.3.1—7 Device settings

14. If the selected video camera is connected through a video gateway, select the gateway from the corresponding dropdown list (see Fig.3.1—7, **2**).
15. Select the ACS reader that will be used to read codes from user cards from the **Reader** dropdown list (see Fig.3.1—7, **3**).
16. Check the **Confirm card entered by operator** box if user card assignments must be confirmed (see Fig.3.1—7, **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 (see Fig.3.1—7, **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.

### 3.2 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 (Fig.3.2—1).

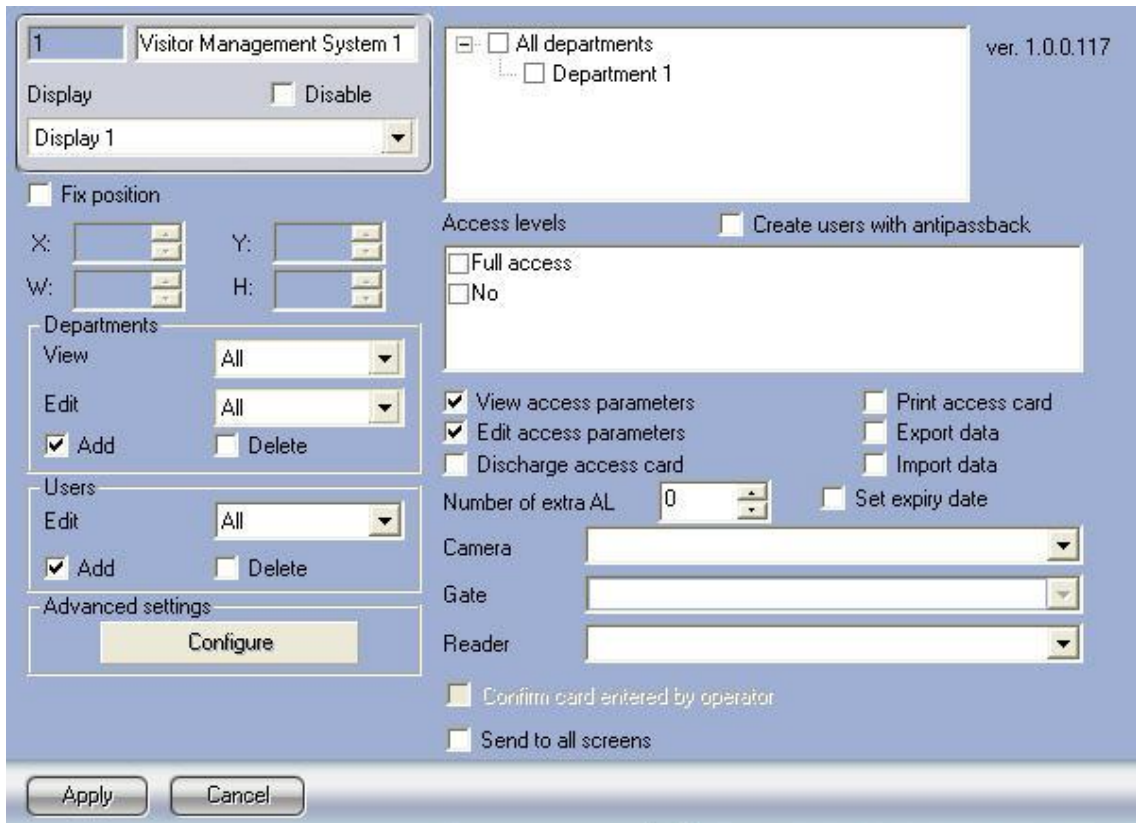


Fig.3.2—1 Visitor Management System object's settings pane

2. Click the **Configure** button in the **Advanced settings** field (see Fig.3.2—1).

The **Advanced settings** window will open (Fig.3.2—2).

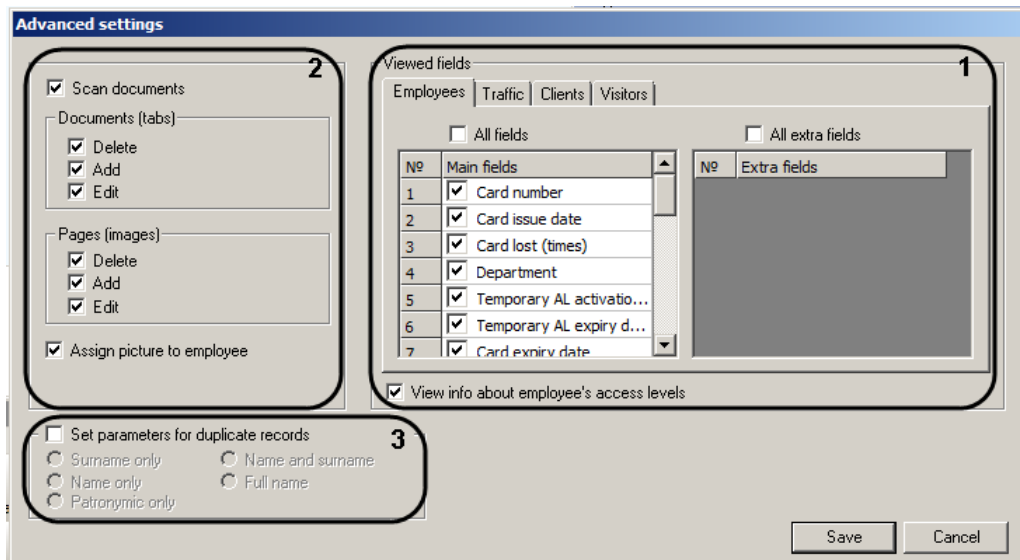


Fig.3.2—2 Advanced settings

3. In the **Viewed fields** settings group, configure how fields are displayed on the user pane for different departments:
  - 3.1 On each tab check the box next to the fields to be displayed on the user pane of the corresponding department (see Fig.3.2—2, 1).

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

- 3.2 If user access levels should be displayed, check the corresponding box (see Fig.3.2—2, 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:
  - 5.1 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 (see Fig.3.2—2, 2).
  - 5.2 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 (see Fig.3.2—2, 2).
  - 5.3 To enable the ability to assign a photograph to users from the *Scanning documents* application, check the **Assign picture to employee** box (see Fig.3.2—2, 2).
6. Configure the criteria for duplicate records:
  - 6.1 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 (see Fig.3.2—2, 3).
  - 6.2 Set the radio button to the desired criteria for identifying duplicate records (see Fig.3.2—2, 3, Table 3.2—1). [Table 3.2—1](#)

Table 3.2—1 Criteria for 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.

- To save changes and return to the **Visitor Management System** object's settings pane, click **Save** (see Fig.3.2—2).

*Note: To return to the **Visitor Management System** object's settings pane without saving changes, click **Cancel** (see Fig.3.2—2).*

- 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.

## 4 Visitor Management System software module interface

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

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

- ACS bar (Fig.4.1—1, 1);
- Information pane (Fig.4.1—1, 2).
- Toolbar (Fig.4.1—1, 3);

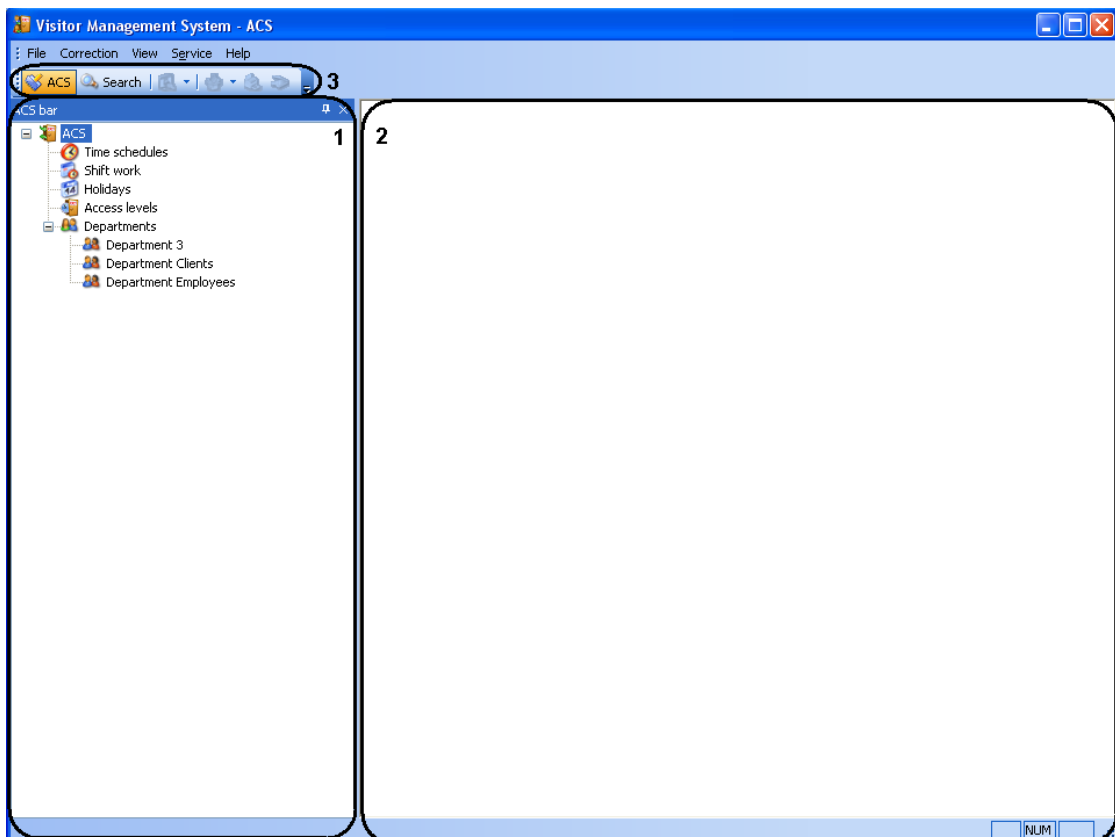


Fig.4.1—1 Visitor Management System software module interface

### 4.1.1 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.

### 4.1.2 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.

### 4.1.3 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.

## 4.2 Visitor Management System software module interface settings

### 4.2.1 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 (Fig.4.2—1).

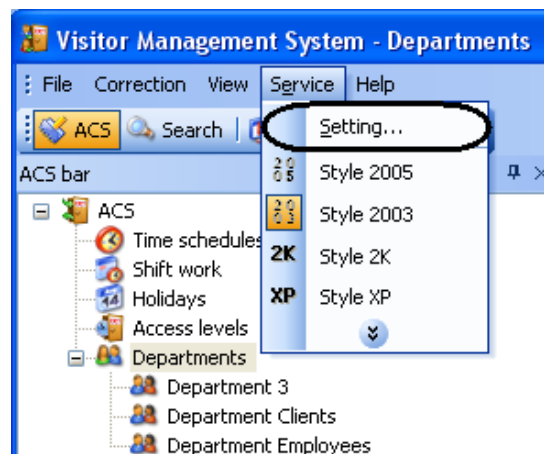


Fig.4.2—1 Service menu

2. Select the **Setting...** menu item (see Fig.4.2—1).  
The **Setting** window will open (Fig.4.2—2).

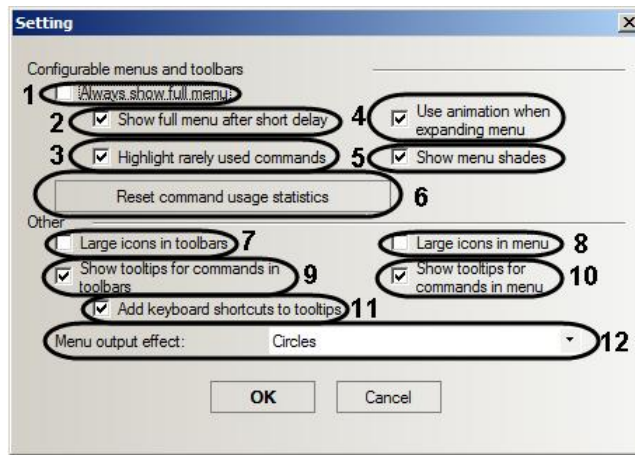


Fig.4.2—2 Configuration of the appearance of the menu and toolbar

3. Check the **Always show full menu** box if all menu items should be shown immediately (see Fig.4.2—2, 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(see Fig.4.2—2, 2).
5. Check the **Highlight rarely used commands** box if rarely used menu items should be highlighted (see Fig.4.2—2, 3).
6. Check the **Use animation when expanding menu** box if the menu should be animated when it expands (see Fig.4.2—2, 4).
7. Check the **Show menu shades** box if the menu should cast shadows (see Fig.4.2—2, 5).
8. Click the **Reset command usage statistics** button to reset menu item usage statistics (see Fig.4.2—2, 6).
9. Check the **Large icons in toolbars** box if large icons should be used in the toolbar (see Fig.4.2—2, 7).
10. Check the **Large icons in menu** box if large icons should be used in the menu (see Fig.4.2—2, 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 (see Fig.4.2—2, 9).
12. Check the **Show tooltips for commands in menu** box to display tooltips when the mouse cursor hovers over a menu item (see Fig.4.2—2, 10).
13. Check the **Add keyboard shortcuts to tooltips** box to include the keyboard shortcut for actions in tooltips (see Fig.4.2—2, 11).
14. Select the desired menu animation from the **Menu output effect** dropdown list (see Fig.4.2—2, 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.

#### 4.2.2 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 (Fig.4.2—3).



Fig.4.2—3 Service menu

2. Select the menu item that corresponds to the desired style (see Fig.4.2—3).

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

#### 4.2.3 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:
  - 1.1 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.
  - 1.2 Right-clicking anywhere on the information pane will bring up the context menu (Fig.4.2—4).

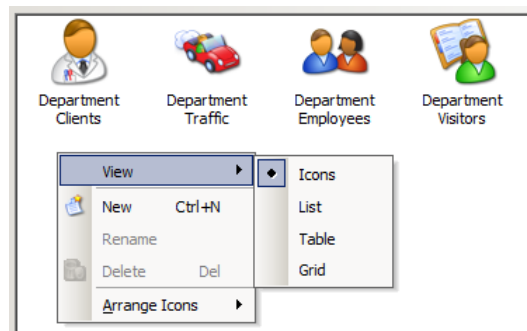



Fig.4.2—4 Context menu of the information pane

- 1.3 Select the **View** menu item and select the desired view for the information pane from the flyout menu (Fig.4.2—4).
2. Using the toolbar:
  - 2.1 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.
  - 2.2 Click the  button on the toolbar.
  - 2.3 Select the desired view for the information pane from the dropdown menu (Fig.4.2—5).

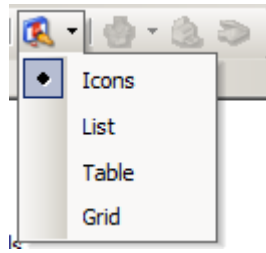


Fig.4.2—5 Configuration of the information pane's view using the toolbar

3. Using the menu:
  - 3.1 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.
  - 3.2 Go to the **View** menu (Fig.4.2—6).

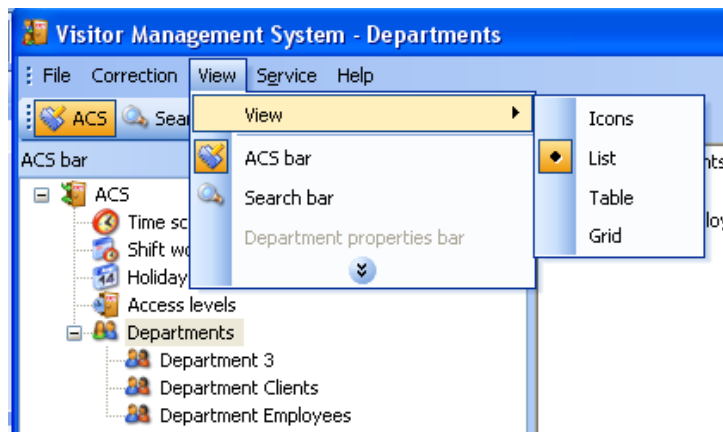


Fig.4.2—6 View menu

- 3.3 Select the **View** menu item and select the desired view for the information pane from the flyout menu (see Fig.4.2—6).

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

#### 4.2.4 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 (Fig.4.2—7).

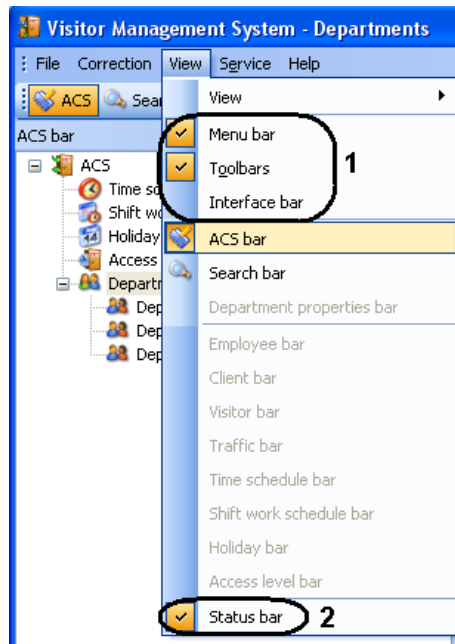


Fig.4.2—7 View menu

2. To display the menu, put a check next to **Menu bar** item by clicking on it (see Fig.4.2—7, 1).
3. To display the menu, put a check next to the **Menu bar** item by clicking on it (see Fig.4.2—7, 1).
4. To display the interface style selection pane, put a check next to the **Interface bar** item by clicking on it (see Fig.4.2—7, 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 (see Fig.4.2—7, 2).

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

#### 4.2.5 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 (Fig.4.2—8).

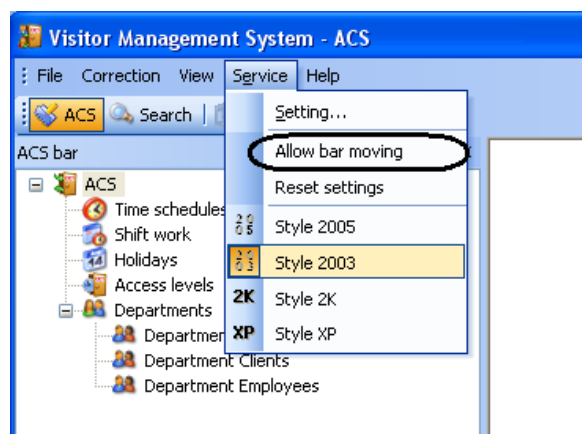


Fig.4.2—8 Enabling the movement of panes

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.

## 5 Working with the Visitor Management System software module

### 5.1 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.

#### 5.1.1 Creation of a time zone

A time zone is created as follows:

1. Go to the **Time zones** section of the ACS bar (Fig.5.1—1).

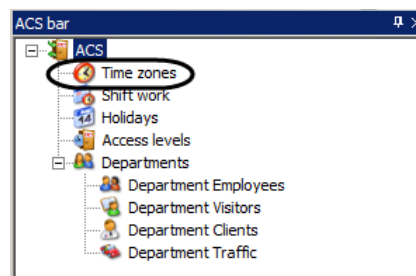


Fig.5.1—1 Creation of a time zone

The information pane will show previously created time zones and the time zone bar will open (Fig.5.1—2).

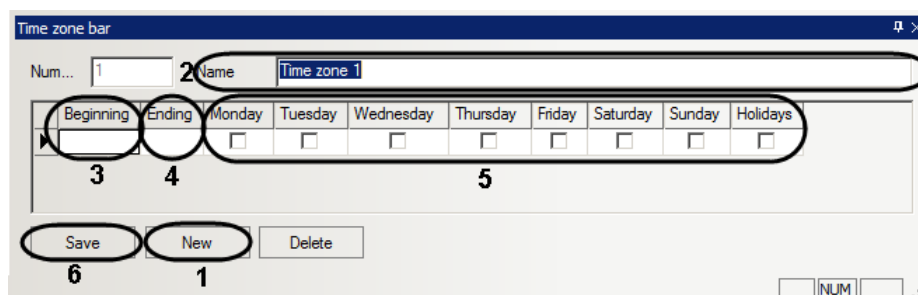


Fig.5.1—2 Time zone bar

2. Click the **New** button (see Fig.5.1—2, 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 (Fig.5.1—3).*

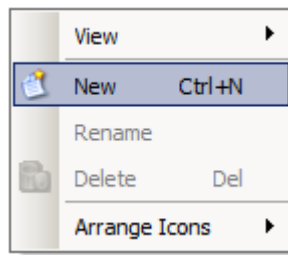


Fig.5.1—3 Context menu of the information pane

3. In the **Name** field, enter the name of the time zone (see Fig.5.1—2, 2).
4. Configure the time zone's intervals. For each interval, do the following:
  - 4.1 In the **Beginning** column of the table, enter the time interval's start time in HH:MM:SS format (see Fig.5.1—2, 3).
  - 4.2 In the **Ending** column of the table, enter the time interval's end time in HH:MM:SS format (see Fig.5.1—2, 4).
  - 4.3 To include a day of the week in the time interval, check the box in the corresponding column (see Fig.5.1—2, 5).
  - 4.4 Check the **Holidays** box to include holidays in the time interval (see Fig.5.1—2, 5).
5. Click **Save** to save the time zone (see Fig.5.1—2, 6).

This completes the process of creating a time zone.

### 5.1.2 Editing a time zone

A time zone is edited as follows:

1. Go to the **Time zones** section of the ACS bar (Fig.5.1—4).

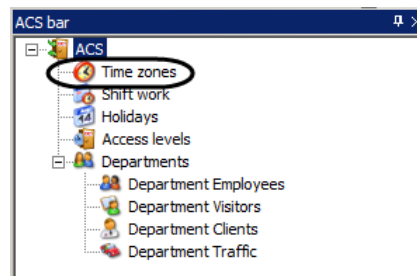


Fig.5.1—4 Editing a time zone

2. Select the desired time zone in the information pane by clicking on it with the left mouse button (Fig.5.1—5).



Fig.5.1—5 Selecting a time zone

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.

### 5.1.3 Deleting a time zone

A time zone is deleted as follows:

1. Go to the **Time zones** section of the ACS bar (Fig.5.1—6).

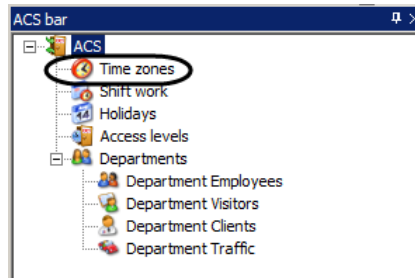


Fig.5.1—6 Deleting a time zone

2. Select the desired time zone in the information pane by clicking on it with the left mouse button (Fig.5.1—7).



Fig.5.1—7 Selecting a time zone for deletion

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.

## 5.2 Working with shift schedules

### 5.2.1 Creation of a shift schedule

A shift schedule is created as follows:

1. Go to the **Shift work** section of the ACS bar (Fig.5.2—1).

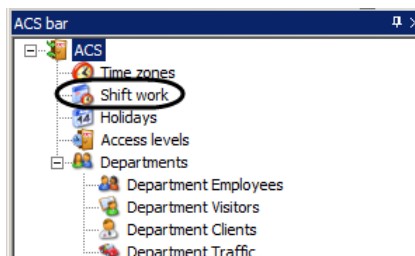


Fig.5.2—1 Creation of a shift schedule

The information pane will show previously created shift schedules and the shift work schedule bar will open (Fig.5.2—2).

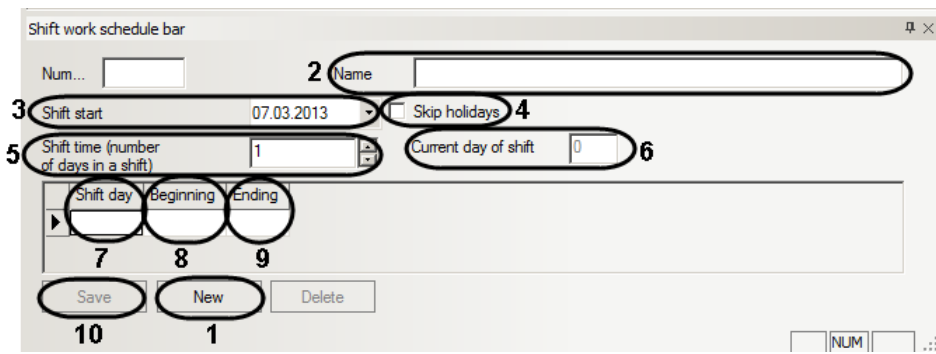


Fig.5.2—2 Shift work schedule bar

2. Click the **New** button (see Fig.5.2—2, 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 (Fig.5.2—3).*

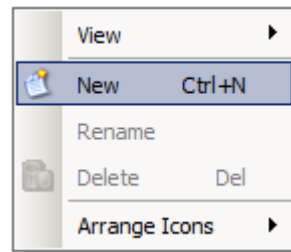


Fig.5.2—3 Context menu of the information pane

3. In the **Name** field, enter the name of the shift schedule (see Fig.5.2—2, 2).
4. Specify the shift's start date in the **Shift start** field in DD.MM.YYYY format (see Fig.5.2—2, 3).
5. Check the **Skip holidays** box to ignore holidays (see Fig.5.2—2, 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 (see Fig.5.2—2, 5).

*Note: The current shift day is displayed in the corresponding field (see Fig.5.2—2, 6).*

7. Configure the shift schedule's workdays. For each day, do the following:
  - 7.1 In the **Shift day** column, enter the shift day's index number (see Fig.5.2—2, 7).
  - 7.2 In the **Beginning** column of the table, enter the workday's start time in HH:MM:SS format (see Fig.5.2—2, 8).
  - 7.3 In the **Ending** column of the table, enter the workday's end time in HH:MM:SS format (see Fig.5.2—2, 9).
8. Click **Save** to save the shift schedule (see Fig.5.2—2, 10).

This completes the process of creating a shift schedule.

### 5.2.2 Editing a shift schedule

A shift schedule is edited as follows:

1. Go to the **Shift work** section of the ACS bar (Fig.5.2—4).

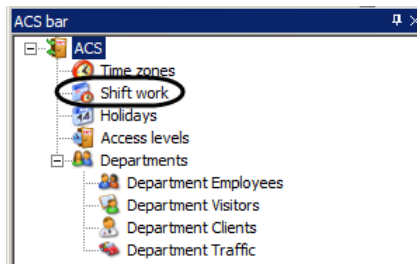


Fig.5.2—4 Editing a shift schedule

2. Select the desired shift schedule in the information pane by clicking on it with the left mouse button (Fig.5.2—5).

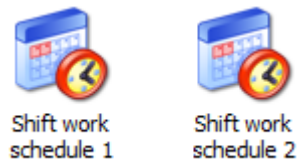


Fig.5.2—5 Selecting a shift schedule

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.

### 5.2.3 Deleting a shift schedule

A shift schedule is deleted as follows:

1. Go to the **Shift work** section of the ACS bar (Fig.5.2—6).

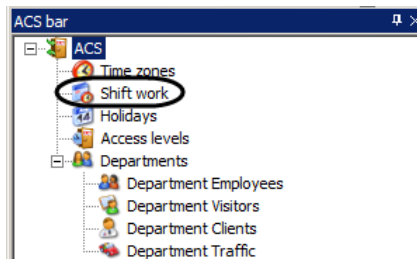


Fig.5.2—6 Deleting a shift schedule

2. Select the desired shift schedule in the information pane by clicking on it with the left mouse button (Fig.5.2—7).

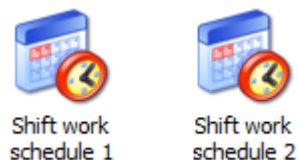


Fig.5.2—7 Selecting a shift schedule for deletion

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.

## 5.3 Working with holidays

Holidays can be included in time zones and shift schedules.

### 5.3.1 Assigning holidays

Holidays are assigned as follows:

1. Go to the **Holidays** section of the ACS bar (Fig.5.3—1).

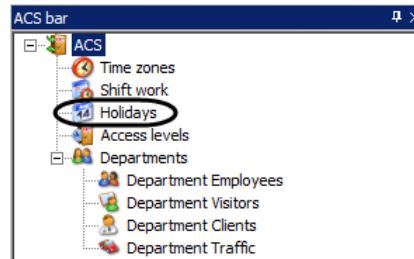


Fig.5.3—1 Assigning holidays

The pre-holiday bar will open in the information pane (Fig.5.3—2).

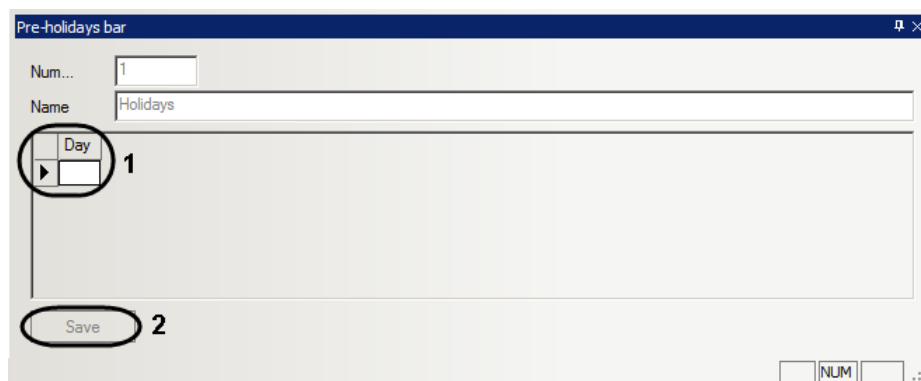


Fig.5.3—2 Pre-holiday bar

2. Enter the dates of the holidays in DD.MM.YYYY format in the **Day** column (see Fig.5.3—2, 1).

*Note: Holidays must not be duplicated.*

3. To save any changes made, click the **Save** button (see Fig.5.3—2, 2).

This completes the process of assigning holidays.

### 5.3.2 Deleting holidays

Holidays are deleted as follows:

1. Go to the **Holidays** section of the ACS bar (Fig.5.3—3).

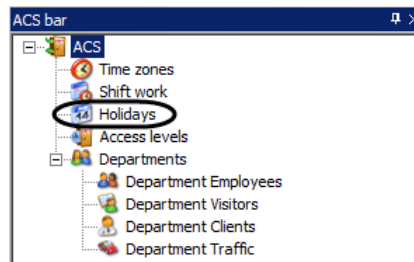


Fig.5.3—3 Deleting holidays

The pre-holiday bar will open in the information pane (Fig.5.3—4).

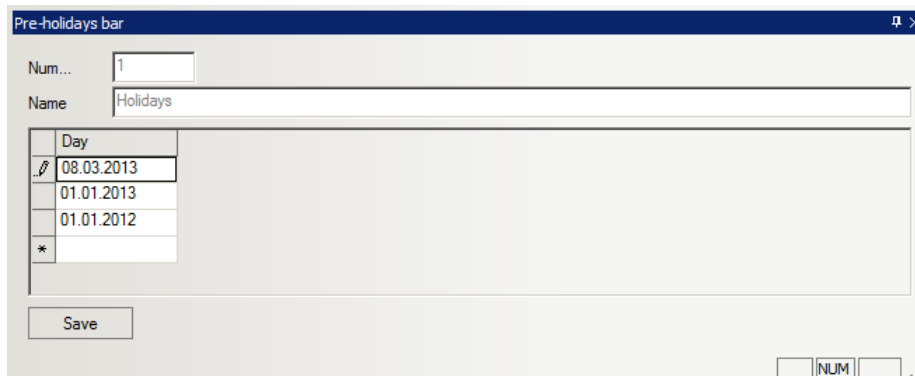


Fig.5.3—4 Pre-holiday bar

2. Bring up the holiday context menu (Fig.5.3—5). Do this by left-clicking with the mouse in the corresponding table cell.

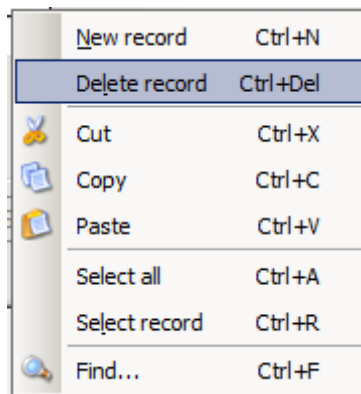


Fig.5.3—5 Holiday context menu

3. Select the **Delete record** menu item (see Fig.5.3—5).
4. To save any changes made, click the **Save** button (see Fig.5.3—4, 2).

This completes the process of deleting holidays.

### 5.3.3 Search for holidays by date

Search for holidays by date as follows:

1. Go to the **Holidays** section of the ACS bar (Fig.5.3—3).

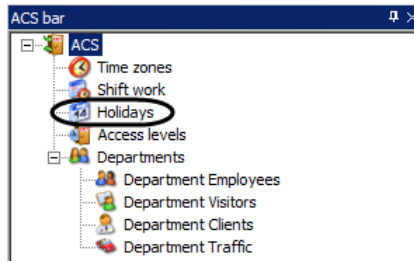


Fig.5.3—6 Searching for holidays by date

The pre-holiday bar will open in the information pane (Fig.5.3—4).

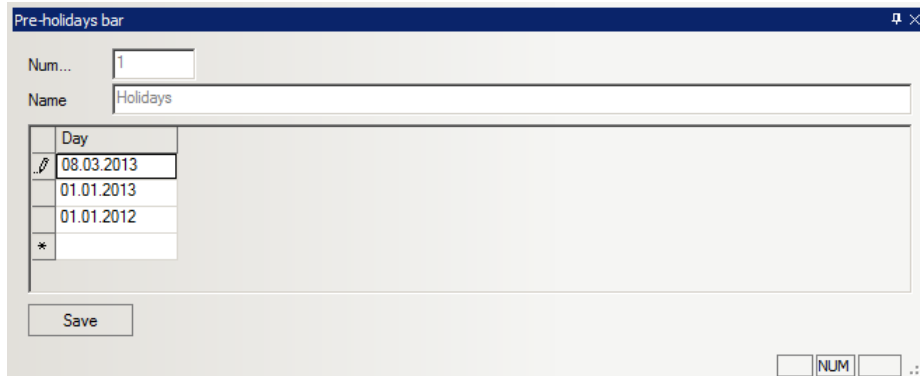


Fig.5.3—7 Pre-holiday bar

- Bring up the holiday context menu (Fig.5.3—5). Do this by left-clicking with the mouse in the corresponding table cell.

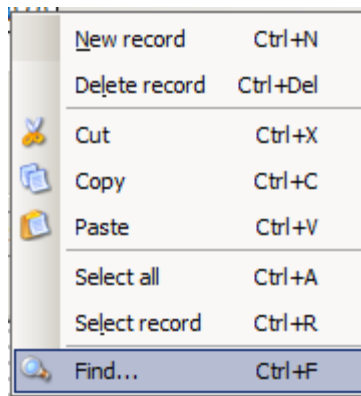


Fig.5.3—8 Holiday context menu

- Select the **Find** menu item (see Fig.5.3—5).

The **Search** window will open (Fig.5.3—9).

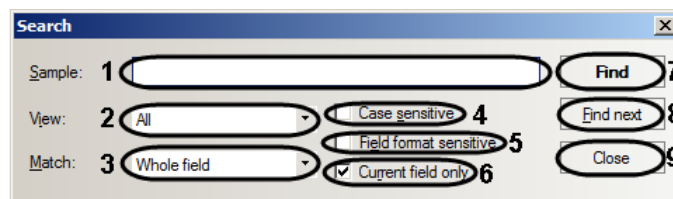


Fig.5.3—9 Search for holidays

- Specify the search parameters:

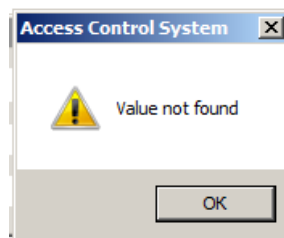
- 4.1 In the **Sample** field, enter the search query (a complete or partial holiday date) (see Fig.5.3—9, **1**).
- 4.2 Select the direction of holiday search from the **View** dropdown list (see Fig.5.3—9, **2**).
- 4.3 Select the search type from the **Match** dropdown list (see Table 5.3—1, Fig.5.3—9, **3**).

**Table 5.3—1 Search types**


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

- 4.4 To perform a case sensitive search, check the corresponding box (see Fig.5.3—9, **4**).
- 4.5 To perform a field-format sensitive search, check the corresponding box (see Fig.5.3—9, **5**).
- 4.6 To search only in the current field (e.g. the field from which the context menu was brought up), check the corresponding box (see Fig.5.3—9, **6**).
5. Click the **Find** button to begin the holiday search (see Fig.5.3—9, **7**).

If no matching dates are found, a message about the unsuccessful search will appear in a popup window (Fig.5.3—10).



**Fig.5.3—10 Matching holidays not found**

If a matching holiday is found, then a  icon will appear next to it in the list (Fig.5.3—11).

Day
01.01.2012
01.01.2013
 08.03.2013

**Fig.5.3—11 Matching holiday found**

6. To continue the search, click the **Find next** button (see Fig.5.3—9, **8**).
7. To end the search and close the search window, click **Close** (see Fig.5.3—9, **9**).

This completes the process of searching for holidays.

## 5.4 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.

### 5.4.1 Creation of an access level

An access level is created as follows:

1. Go to the **Access level** section of the ACS bar (Fig.5.4—1).

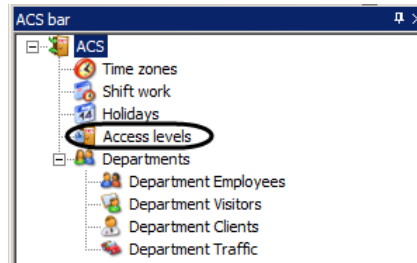


Fig.5.4—1 Access level creation

The information pane will show previously created access levels and the access level bar will open (Fig.5.4—2).

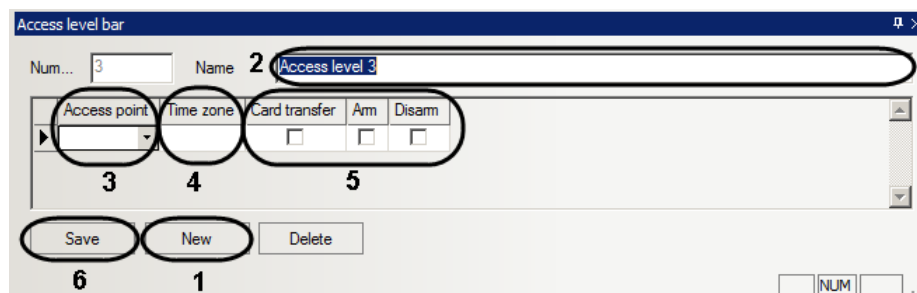


Fig.5.4—2 Access level bar

2. Click the **New** button (see Fig.5.4—2, 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 (Fig.5.2—3).*

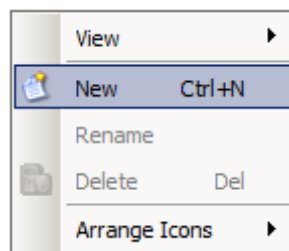


Fig.5.4—3 Context menu of the information pane

3. In the **Name** field, enter the name of the access level (see Fig.5.4—2, 2).
4. In the **Access point** column of the table, select the reader through which user access will take place (see Fig.5.4—2, 3).

*Note: Each reader can only be used once. An error message will appear if you attempt to use a reader multiple times. (Fig.5.4—4).*

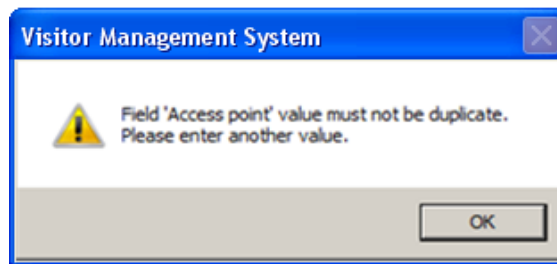


Fig.5.4—4 Error message

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 (see Fig.5.4—2, 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 (see Fig.5.4—2, 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 (see Fig.5.4—2, 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 (see Fig.5.4—2, 5).
9. Click **Save** to save the access level (see Fig.5.4—2, 6).

This completes the process of creating an access level.

#### 5.4.2 Editing an access level

An access level is edited as follows:

1. Go to the **Access level** section of the ACS bar (Fig.5.4—5).

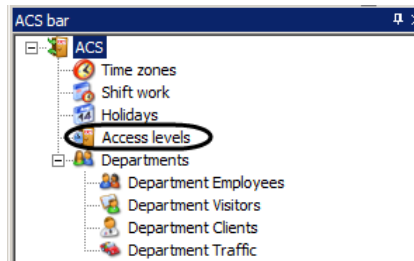


Fig.5.4—5 Editing an access level

2. Select the desired access level in the information pane by clicking on it with the left mouse button (Fig.5.4—6).



Fig.5.4—6 Access level selection

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.

### 5.4.3 Deleting an access level

An access level is deleted as follows:

1. Go to the **Access level** section of the ACS bar (Fig.5.4—7).

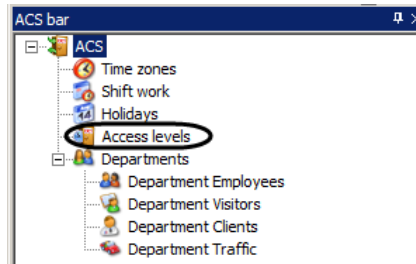


Fig.5.4—7 Deleting an access level

2. Select the desired access level in the information pane by clicking on it with the left mouse button (Fig.5.4—8).



Fig.5.4—8 Selecting an access level for deletion

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.

## 5.5 Working with departments

### 5.5.1 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:
  - 1.1 Go to the **Departments** section of the ACS bar (Fig.5.5—1).

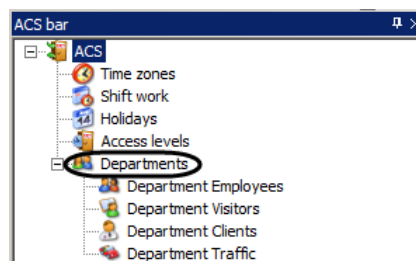


Fig.5.5—1 Creation of a department

- 1.2 Bring up the context menu by right-clicking on the **Departments** section (Fig.5.5—2).

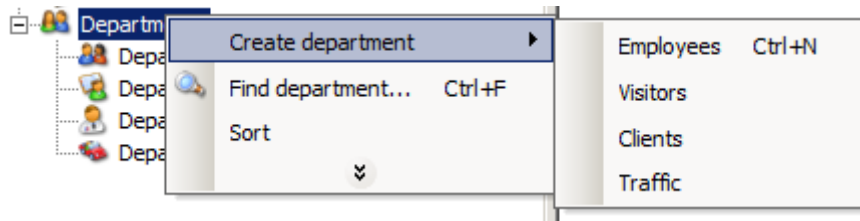


Fig.5.5—2 Context menu of the Departments section

- 1.3 Select **Create department** and select the desired department type from the flyout menu (see Fig.5.5—2).

This completes the process of creating a department.

2. Using the information pane's context menu:

- 2.1 Go to the **Departments** section of the ACS bar (Fig.5.5—3).

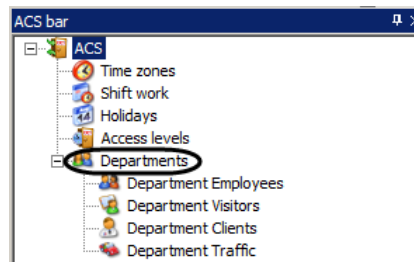


Fig.5.5—3 Creation of a department

- 2.2 Bring up the context menu by right-clicking on any point on the information pane (Fig.5.5—4).

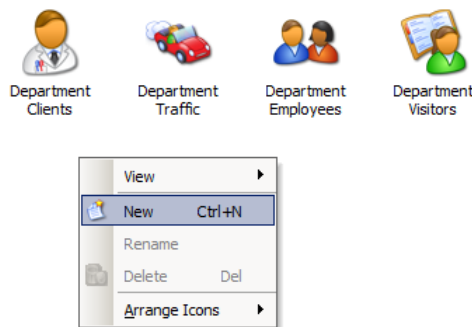


Fig.5.5—4 Context menu of the information pane's Departments section.

- 2.3 Select the **New** menu item (see Fig.5.5—4).

**Caution! This method only creates Employee-type departments**

This completes the process of creating a department.

### 5.5.2 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 (Fig.5.5—5).

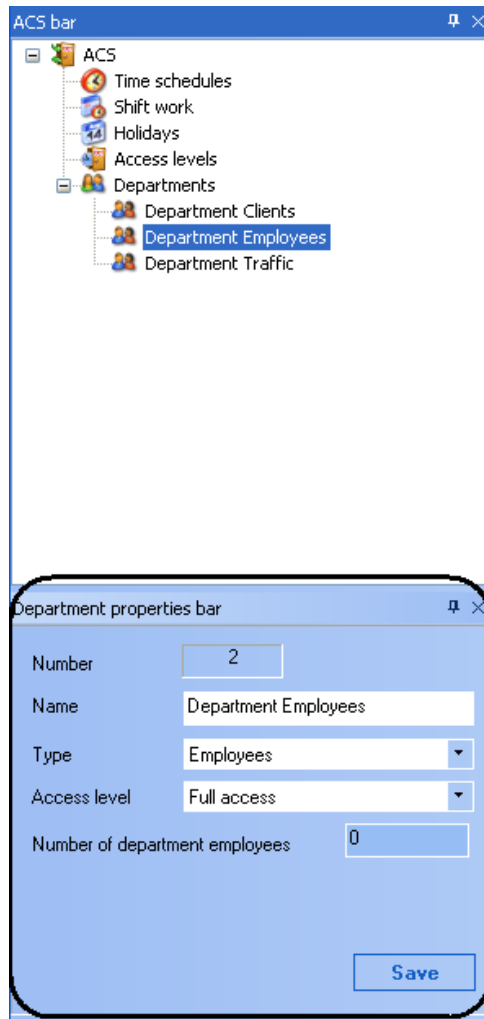


Fig.5.5—5 Department properties pane

Department properties are assigned as follows:

1. In the **External ID** field, enter the department's external identification number (Fig.5.5—6, 1)

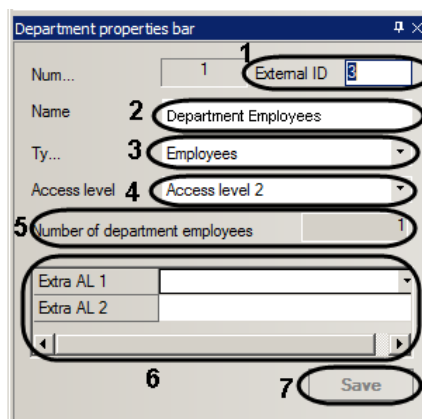


Fig.5.5—6 Assignment of department properties

2. In the **Name** field, enter the name of the department (see Fig.5.5—6, 2).
3. Select the department type from the **Type** dropdown list (see Fig.5.5—6, 3).
4. Select the department's access level from the **Access level** dropdown list (see Fig.5.5—6, 4).

Note: The number of employees in the department is indicated in the corresponding field (see Fig.5.5—6, 5).

5. In the **Extra AL** fields, specify the department's additional access levels, if any have been set up in the software module (see Fig.5.5—6, 6). See also *Basic settings of the Visitor Management System software module*.
6. Click **Save** to save the changes (see Fig.5.5—6, 7).

This completes the process of assigning department properties.

### 5.5.3 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 (Fig.5.5—7).

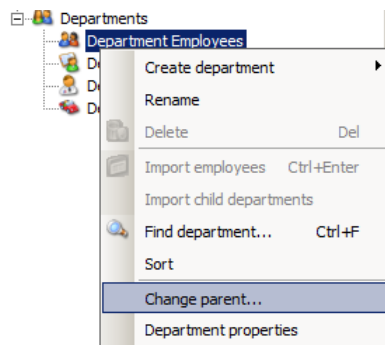


Fig.5.5—7 Department context menu

2. Select the **Change parent...** menu item (see Fig.5.5—7).  
The **Change department parent** window will open (Fig.5.5—8).

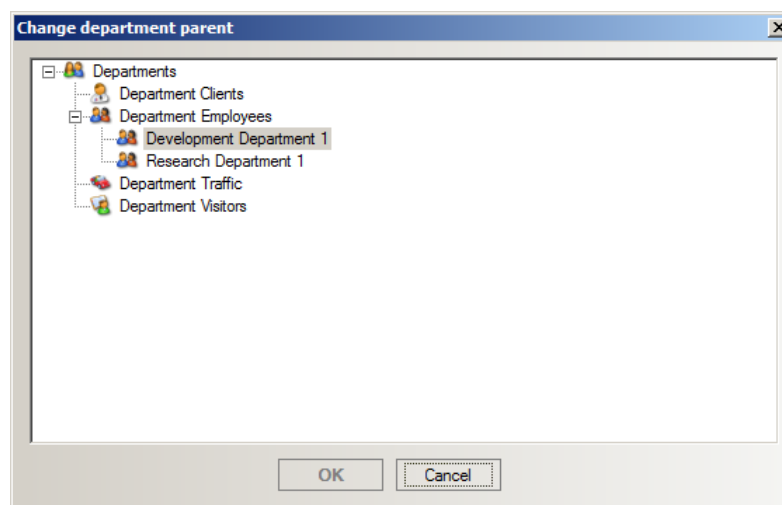


Fig.5.5—8 Changing a department parent

3. Click on the department to be designated the parent department for the selected department (see Fig.5.5—8).

4. Click **OK** (see Fig.5.5—8).

This completes the process of changing the department parent.

#### 5.5.4 Department search

Departments are searched as follows:

1. Bring up the context menu of the **Departments** section (Fig.5.5—9).

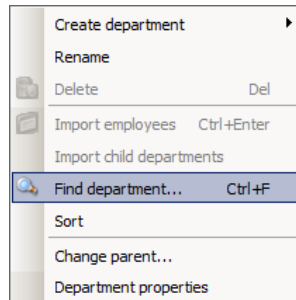


Fig.5.5—9 Department context menu

2. Select the **Find department...** menu item (see Fig.5.5—9).  
The **Search** window will open (Fig.5.5—10).

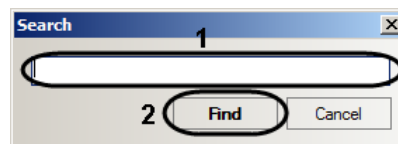


Fig.5.5—10 Department search

3. Enter the complete or partial name of a department in the field (see Fig.5.5—10, 1).
4. Click the **Find** button (see Fig.5.5—10, 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 (Fig.5.5—11).

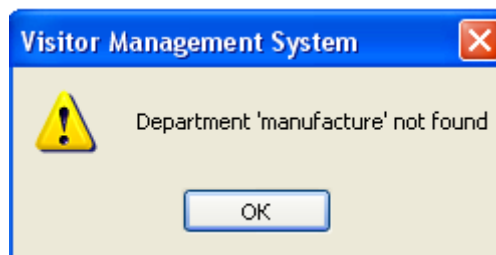


Fig.5.5—11 Unsuccessful search

This completes the process of searching for a department.

#### 5.5.5 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 (Fig.5.5—12).

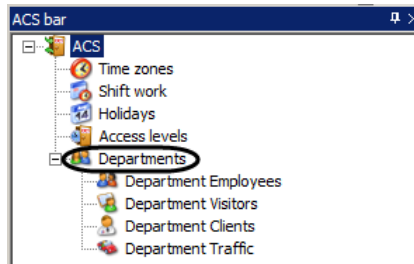


Fig.5.5—12 Sorting the list of departments

2. Bring up the context menu (Fig.5.5—13).

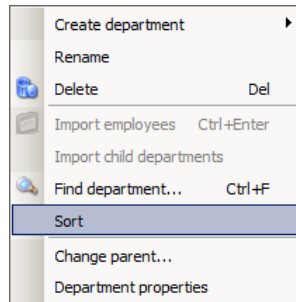


Fig.5.5—13 Context menu of the Departments section

3. Select the **Sort** menu item (see Fig.5.5—13).

This will sort the list of departments alphabetically.

### 5.5.6 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:
  - 1.1 Go to the **Departments** section of the ACS bar (Fig.5.5—14).

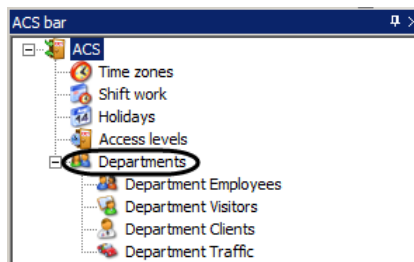


Fig.5.5—14Deleting a department

- 1.2 Bring up the context menu of the department to be deleted (Fig.5.5—15).

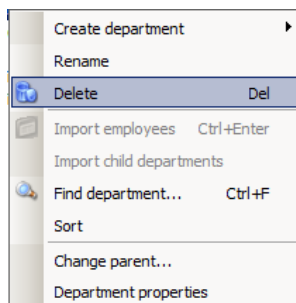


Fig.5.5—15 Context menu of the Departments section

1.3 Select the **Delete** menu item (see Fig.5.5—15).

This completes the process of deleting a department.

2. Using the information pane's context menu:

2.1 Go to the **Departments** section of the ACS bar (Fig.5.5—16).

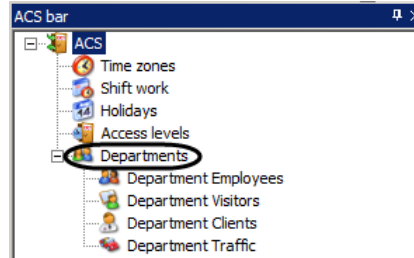


Fig.5.5—16 Deleting a department

2.2 In the information pane, bring up the context menu of the department to be deleted (Fig.5.5—17).

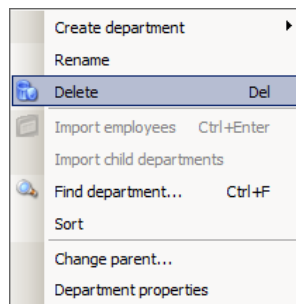


Fig.5.5—17 Context menu of the information pane's Departments section.

2.3 Select the **Delete** menu item (see Fig.5.5—17).

This completes the process of deleting a department.

## 5.6 Working with users

### 5.6.1 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 (Fig.5.6—1).

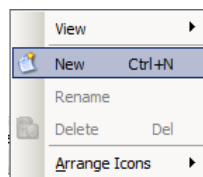


Fig.5.6—1 Context menu

3. Select the **New** menu item (see Fig.5.6—1).

The user pane is displayed below the information pane (Fig.5.6—2).

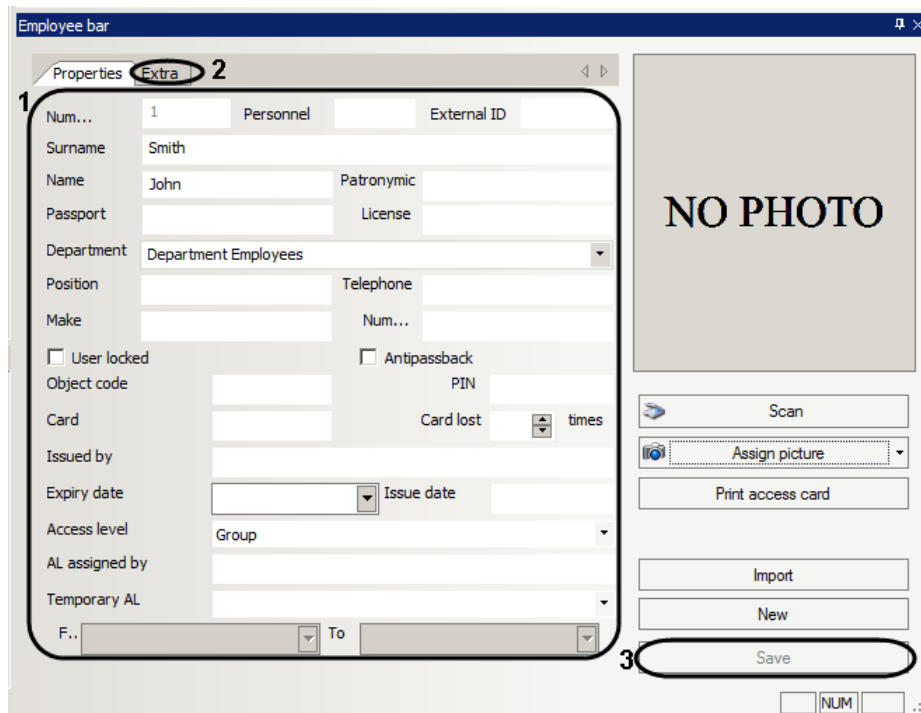


Fig.5.6—2 Settings pane

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

- Specify the required user properties (see Fig.5.6—2, 1, Table 5.6—1).

Table 5.6—1 User parameters

	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
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	<b>Yes</b> – the user is locked. <b>No</b> – the user is active.
15	Antipassback	Checkbox	<b>Yes</b> – anti-passback enabled. <b>No</b> – 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 <b>Group</b> access level is selected, the user is

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

Note 1: 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 2: To display data in the **External ID** field, check the **Export data** and **Import data** on the **Visitor Management System** object's settings pane (Fig.3.1—6, 4).

5. Go to the **Extra** tab (Fig.5.6—3).

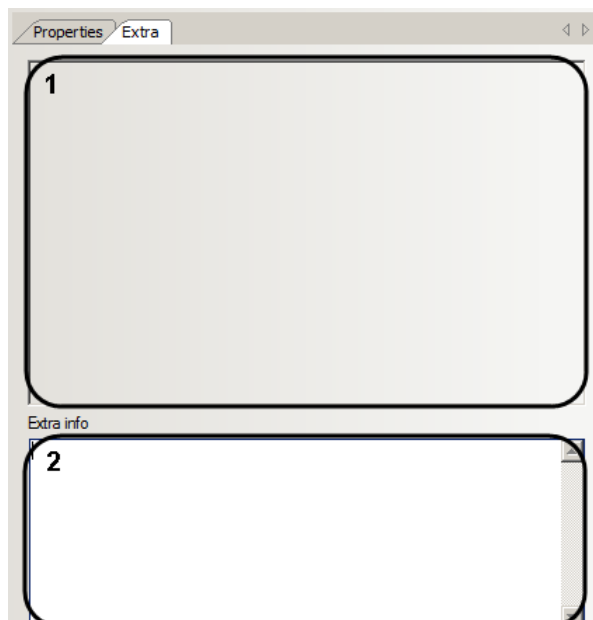


Fig.5.6—3 Advanced user settings

6. Specify the advanced user parameters (see Fig.5.6—3, **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 (see Fig.5.6—3, **2**).
8. Click the **Save** button (see Fig.5.6—2, **3**).

This completes the process of creating a user.

## 5.6.2 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:

- 1.1 From the **Department** dropdown list, select the department to which the user is to be transferred (Fig.5.6—4, 1).

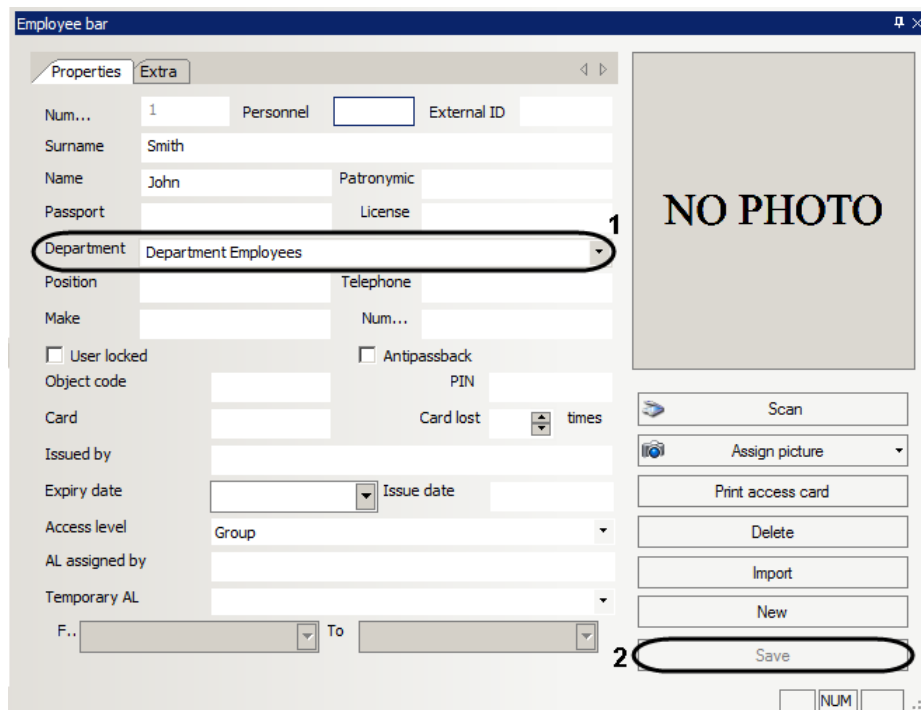


Fig.5.6—4 Transferring a user to a different department

- 1.2 Click the **Save** button (see Fig.5.6—4, 2).

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

2. Using the information pane's context menu:

- 2.1 Bring up the user context menu (Fig.5.6—5).

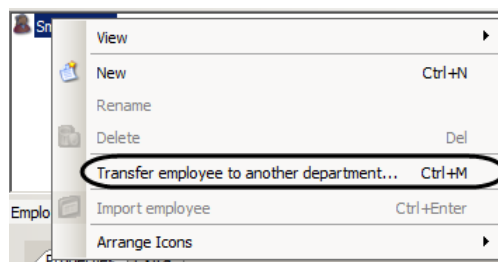


Fig.5.6—5 User context menu

- 2.2 Select **Transfer employee to another department...** (see Fig.5.6—5).

The **Transfer employee to another department** window will open (Fig.5.6—6).

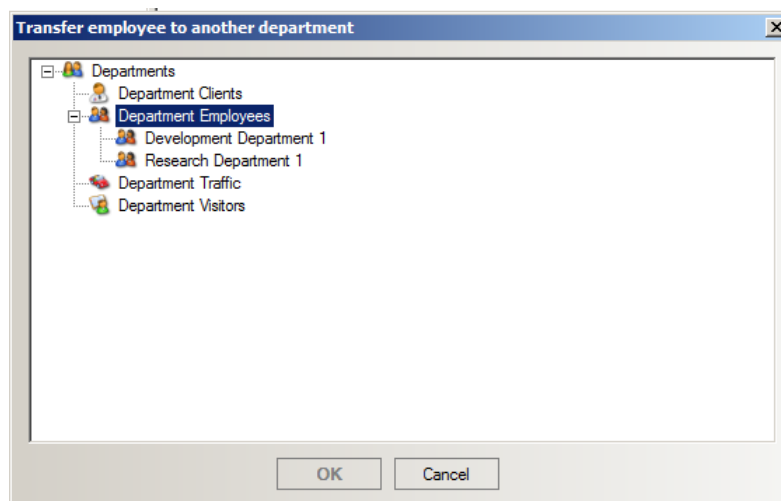


Fig.5.6—6 Transferring a user to a different department

- 2.3 Select the department to which the user is to be transferred (see Fig.5.6—6).
- 2.4 Click **OK** (see Fig.5.6—6).

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

### 5.6.3 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.

#### 5.6.3.1 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** (Fig.5.6—7).

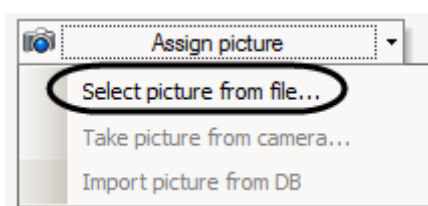


Fig.5.6—7 Selecting a photograph from a file

2. Select the **Select picture from file...** menu item and select a file with the user's photograph in the window that opens (see Fig.5.6—7).

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

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

#### 5.6.3.2 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** (Fig.5.6—8).

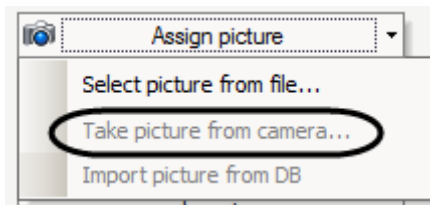


Fig.5.6—8 Assigning a user photograph

2. Select the **Take picture from camera...** menu item (see Fig.5.6—8). The **Picture from camera** window will open (Fig.5.6—9).



Fig.5.6—9 Capturing a picture from a video camera

3. Use the **Enter** button to capture a picture from the video camera (see Fig.5.6—9, 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 (see Fig.5.6—9, 3).*

4. Click the **OK** button (see Fig.5.6—9, 1).

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

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

### 5.6.3.3 Creating a single photograph database

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

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

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

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

1. Select the **Visitor Management System** mode in the **Intellect Advanced Setup** window (Fig.5.6—10, 1).

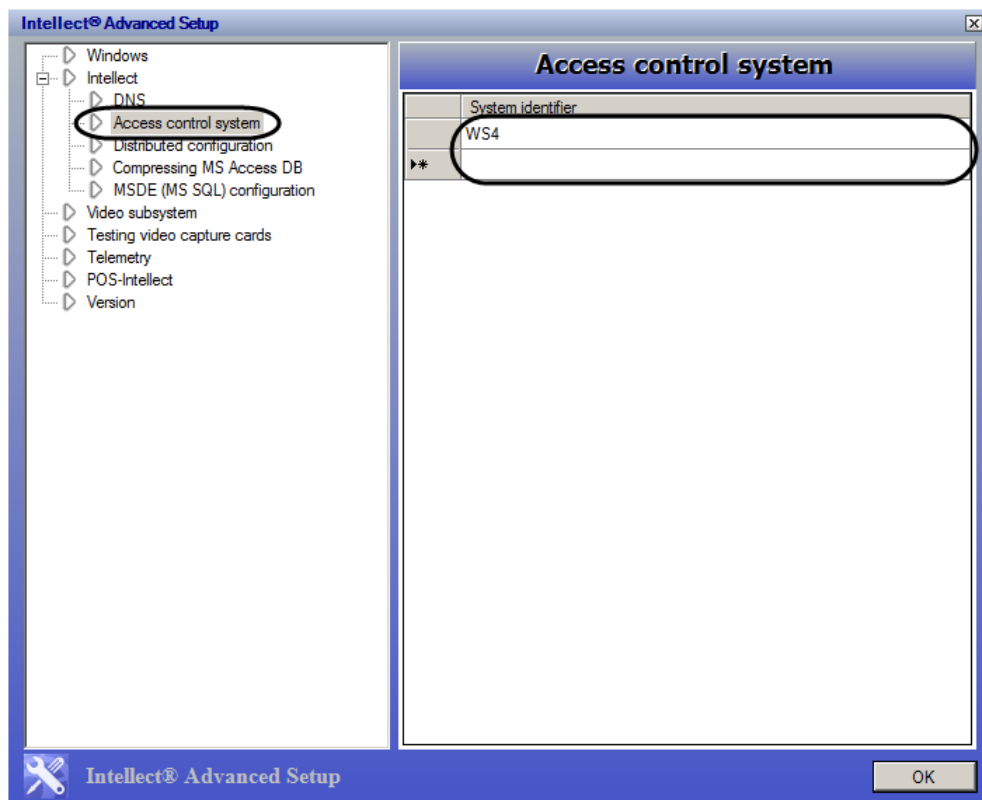


Fig.5.6—10 Creating a single photograph database

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 (see Fig.5.6—10, 2).

*Note 1: The specified computers must be connected to the Intellect Server. Detailed information about configuring server connections is given in "Intellect Software System: Administrator's Guide". However, the Visitor Management System module does not have to be installed on the specified computers.*

*Note 2: 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 3: Photographs will be stored on both the computers specified using the tweaki.exe utility as well as the computer from which photographs are added. Added photographs are stored in: <Intellect installation directory>\Bmp\Person.*

3. Click the **OK** button (see Fig.5.6—10, 2).

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

#### 5.6.4 Printing a user access card

A user access card is printed as follows:

1. Go to the user pane (Fig.5.6—11).

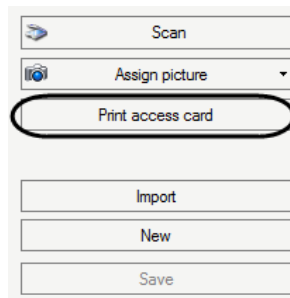


Fig.5.6—11 User pane

2. Click **Print access card** (see Fig.5.6—11).  
The **Print** window will open (Fig.5.6—12).



Fig.5.6—12 Print access card

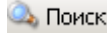
3. From the dropdown list, select the template for printing the access card (see Fig.5.6—12, 1).

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

4. Click the **Print** button (see Fig.5.6—12, 2).

This completes the process of printing a user access card.

### 5.6.5 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 (Fig.5.6—13):

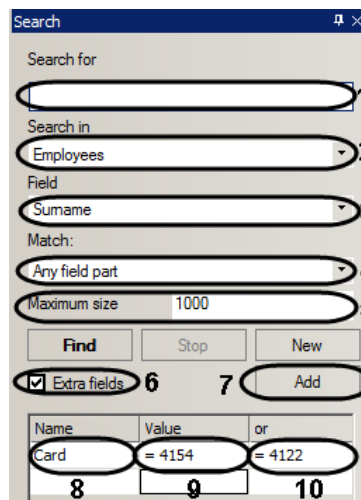


Fig.5.6—13 Specifying search parameters

- 1.1 In the **Search for** field, enter the word or value to be searched for (see Fig.5.6—13, 1).

Note: The search is not case sensitive.

- 1.2 From the **Search in** dropdown list, select the type of departments that will be searched (see Fig.5.6—13, **2**).
- 1.3 From the **Field** dropdown list, select the field that will be searched (see Fig.5.6—13, **3**).
- 1.4 Select the search type from the **Match** dropdown list (see Fig.5.6—13, **4**, Table 5.6—2).

Table 5.6—2 Search types

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

- 1.5 In the **Maximum size** field, enter the maximum number of results to be displayed (see Fig.5.6—13, **5**).
- 1.6 Check the **Extra fields** box if the search parameters should include other values and fields (see Fig.5.6—13, **6**).
- 1.7 Click **Add** to add a field (see Fig.5.6—13, **7**).
- 1.8 From the dropdown list, select the field that will be searched (see Fig.5.6—13, **8**).
- 1.9 Enter the value that should be contained in the selected additional field (see Fig.5.6—13, **9**).
- 1.10 In the **Or** columns, enter other values that the selected additional field may contain (see Fig.5.6—13, **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** (Fig.5.6—14, **1**).

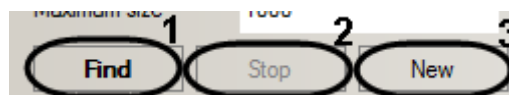


Fig.5.6—14 Starting/stopping a search and specifying new search parameters

Note: To stop a search, click the **Stop** button (see Fig.5.6—14, **2**). To specify new search parameters, click the **New** button (see Fig.5.6—14, **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 (Fig.5.6—15).

Search finished  
2 found

Fig.5.6—15 Search results

This completes the process of searching for users.

### 5.6.6 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 the *ACFA Intellect* Software System database.

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

Additional parameters are added as follows:

1. Open the ddi.exe utility located in <Intellect installation directory>/Tools/ (Fig.5.6—16).

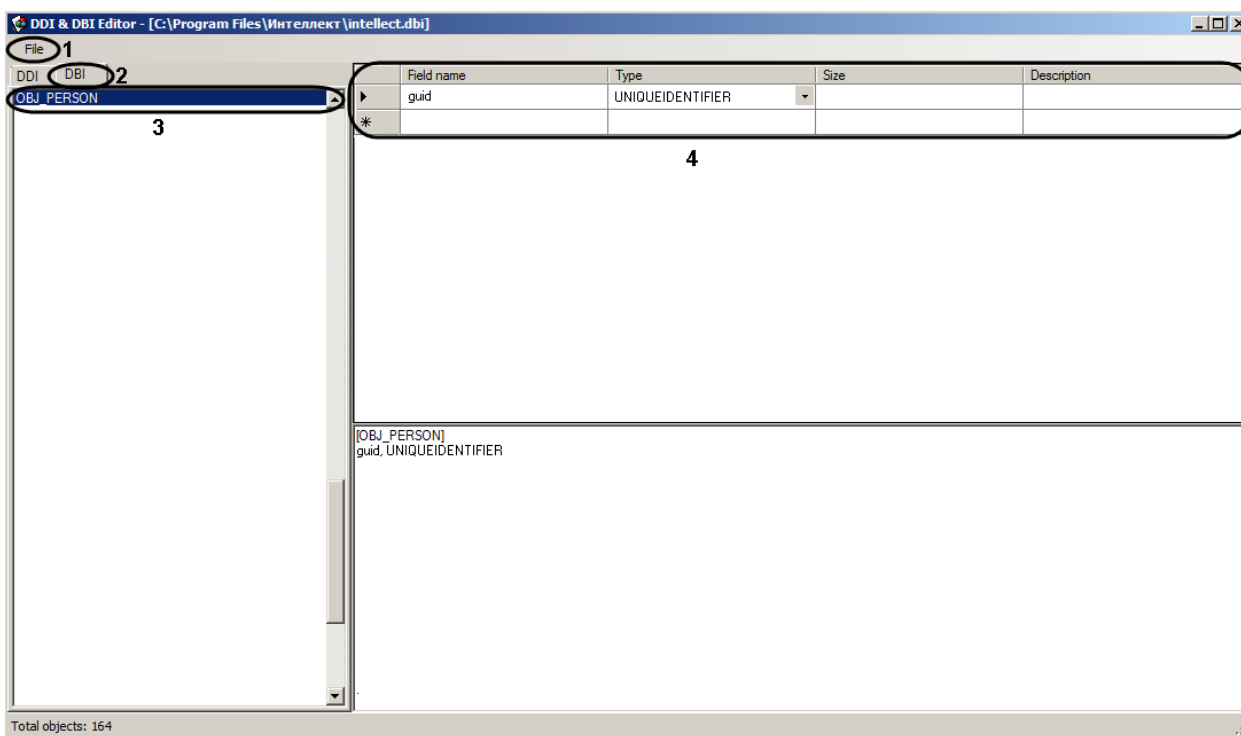


Fig.5.6—16 ddi.exe

2. Open intellect.exe.dbi by selecting **Open** in the **File** menu (see Fig.5.6—16, 1).

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

3. Go to the **DBI** tab (see Fig.5.6—16, 2) and select the **OBJ\_PERSON** table (see Fig.5.6—16, 3).
4. To create a new field fill the row marked with the \* (Fig.5.6-17):

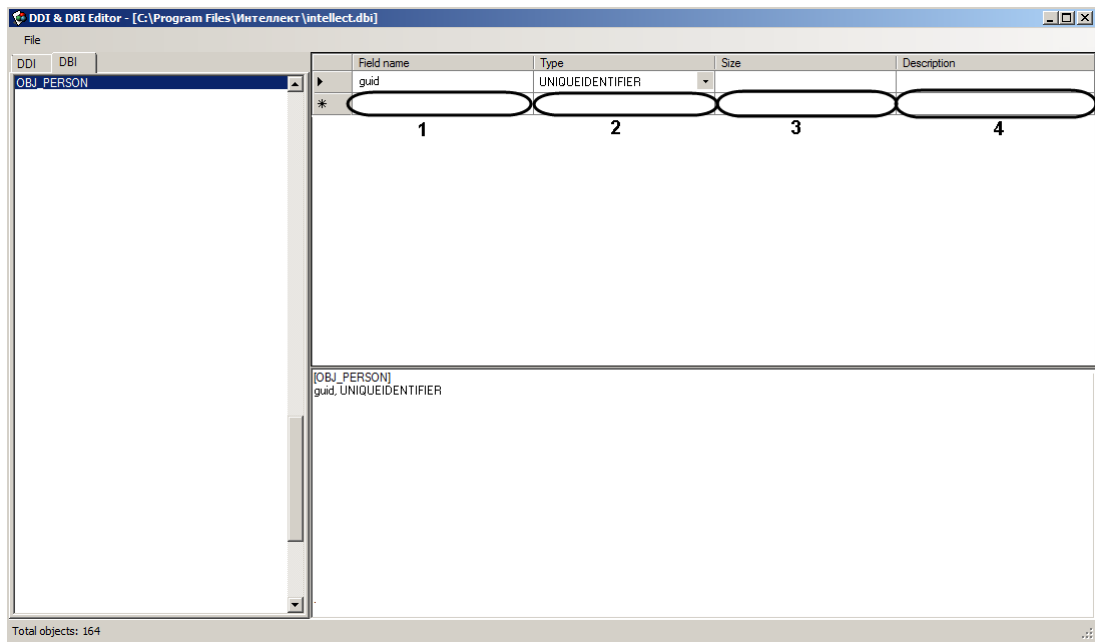


Fig.5.6—17 Adding a new field

- 4.1. Enter the field name (see Fig.5.6-17, **1**).
- 4.2. Select the type of the field being added from the **Type** dropdown list (see Fig.5.6-17, **2**).
- 4.3. In the **Size** field, enter the size in bytes of the field being added (see Fig.5.6-17, **3**).
- 4.4. 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 (see Fig.5.6-17, **4**).
5. Add the required number of fields.
6. Save the changes to file by selecting **Save** in the **File** menu (see Fig.5.6—16, **1**).
7. Update the *ACFA Intellect* Software System database:
  - 7.1. Open the *idb.exe* utility located in the *ACFA Intellect* Software System's installation directory (Fig.5.6—18).

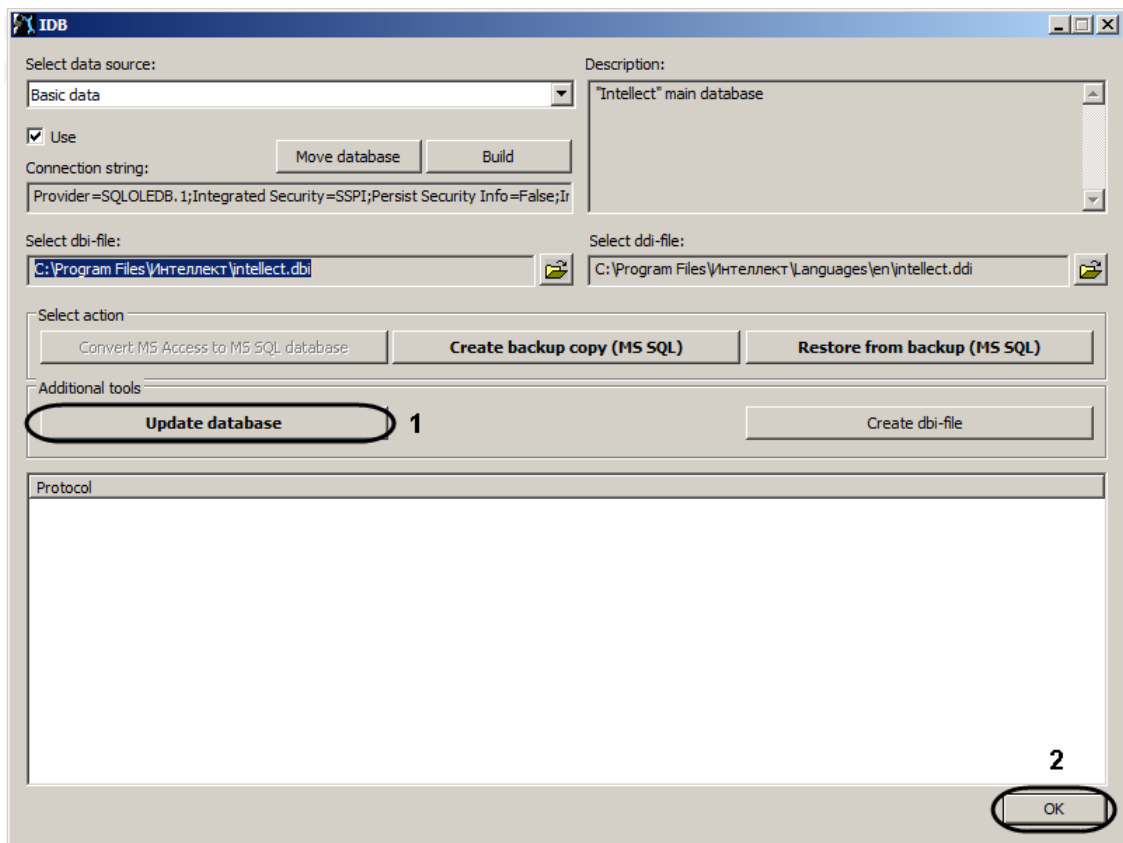


Fig.5.6—18 idb.exe

8. Click the **Update database** button (see Fig.5.6—18, 1).
9. After the database update is complete, click **OK** (see Fig.5.6—18, 2).
10. Start the *ACFA Intellect Software System* and the *Visitor Management System* software module, and go to the **Extra** tab on the user pane (Fig.5.6—19).



Fig.5.6—19 Added parameters

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

This completes the process of adding additional parameters.

### 5.6.7 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*.

### 5.6.8 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 (Fig.5.6—20).

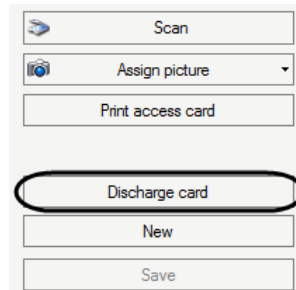


Fig.5.6—20 Visitor bar

2. Click **Discharge card** (see Fig.5.6—20).
3. Confirm the cancellation of the access card by clicking **Yes** (Fig.5.6—21).

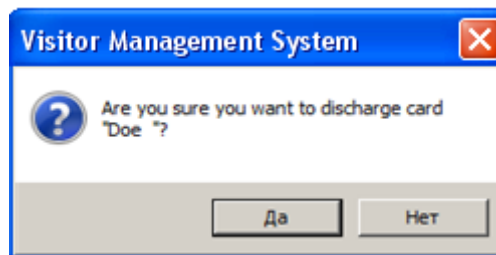


Fig.5.6—21 Canceling a card

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

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

### 5.6.9 Deleting a user

A user can be deleted in two ways:

1. Using the context menu:
  - 1.1 In the information pane, bring up the context menu of the user to be deleted (Fig.5.6—22).

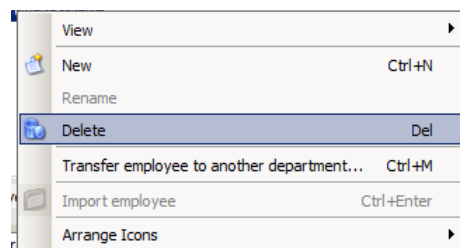


Fig.5.6—22 User context menu

- 1.2 Select the **Delete** menu item (see Fig.5.6—22).
- 1.3 Confirm the deletion by clicking **Yes** (Fig.5.6—23).

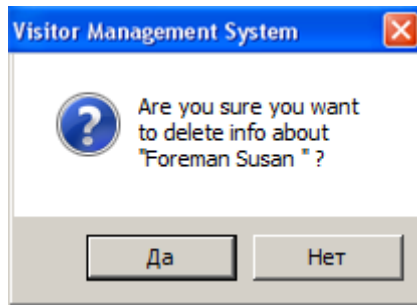


Fig.5.6—23 Confirming deletion of a user

This completes the process of deleting a user.

2. On the user bar:
  - 2.1 Go to the pane of the user to be deleted (Fig.5.6—24).

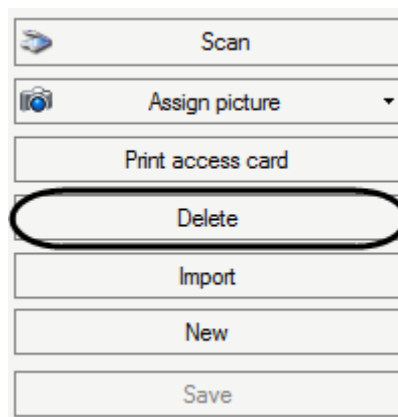


Fig.5.6—24 User pane

- 2.2 Click **Delete** (see Fig.5.6—24).
- 2.3 Confirm the deletion by clicking **Yes** (Fig.5.6—25).

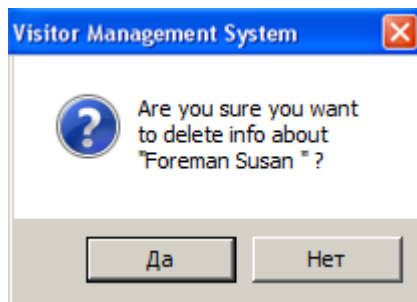


Fig.5.6—25 Confirming deletion of a user

This completes the process of deleting a user.

#### 5.6.10 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 (Fig.5.6—26).

Fig.5.6—26 Employee bar

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 (Fig.5.6—27).

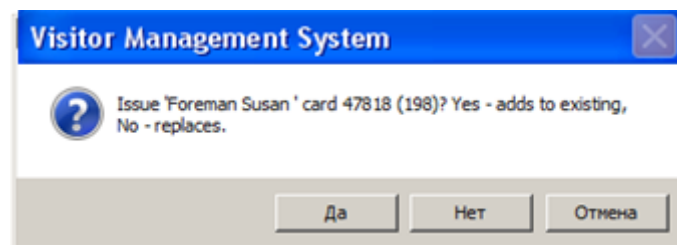


Fig.5.6—27 Window to confirm card entered by operator

- 3.1. 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 (see Fig.5.6—26, 1).
- 3.2. 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.
- 3.3. 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 (see Fig.5.6—26, 2).

*Note 1: Temporary access cards are deleted manually.*

*Note 2: When working with the ABC integration module, temporary cards are deleted automatically when they expire. The "ABC Integration Module Settings and Operation Guide" describes how to configure the expiration date of temporary cards for the ABC module.*

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

## 5.7 Working with the "Scanning documents" application

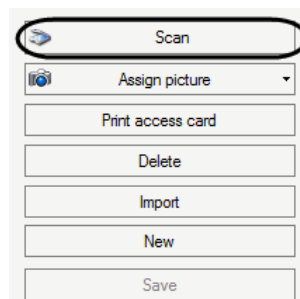
"Scanning documents" is an *Visitor Management System* module software application. The application runs in a separate window.

*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.

### 5.7.1 Starting and stopping the application

To start *Scanning documents*, click **Scan** on the user bar (Fig.5.7—1).



**Fig.5.7—1 Starting the application**

The application window will open (Fig.5.7—2).

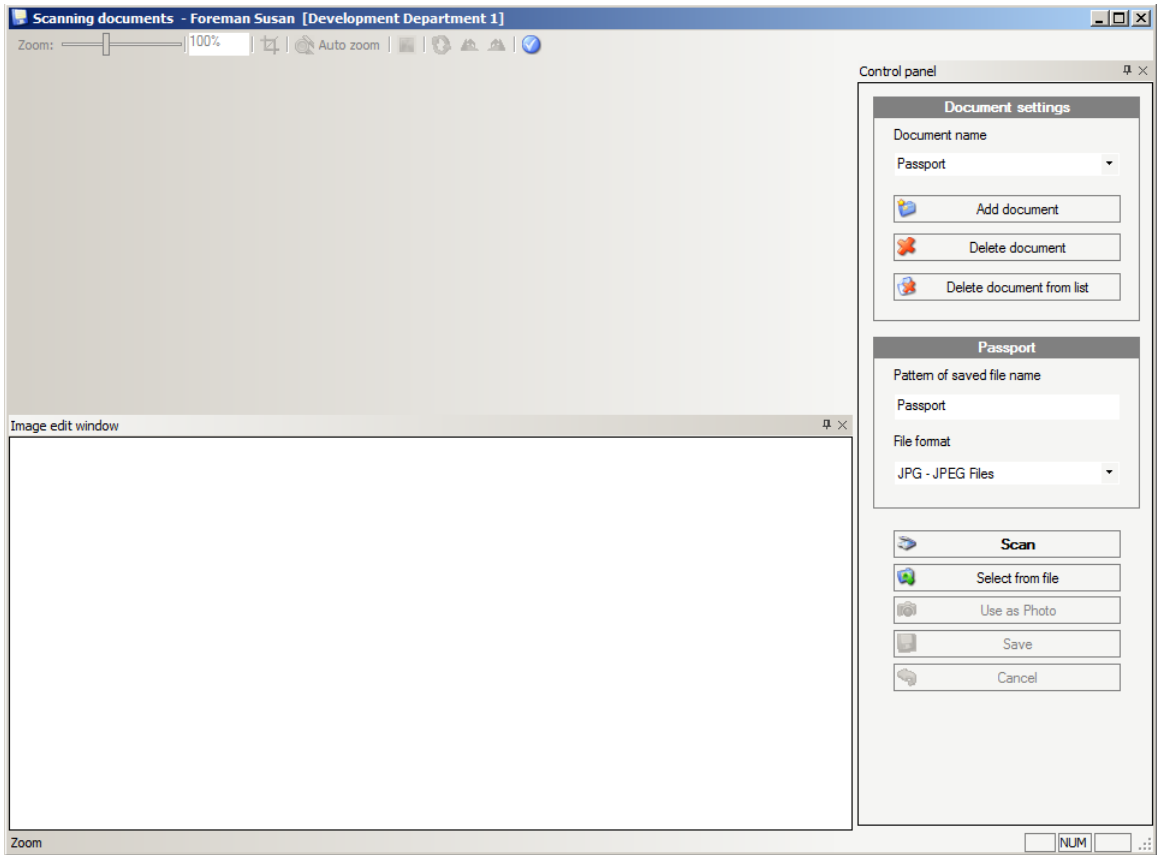



Fig.5.7—2 "Scanning documents" application

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

### 5.7.2 Scanning user documents

User documents are scanned as follows:

1. Go to the control pane (Fig.5.7—3).

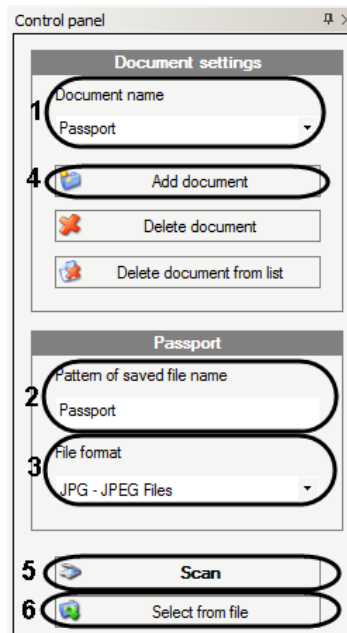


Fig.5.7—3 Control panel

2. Select the type of document to be scanned from the **Document name** dropdown list (see Fig.5.7—3, **1**).
3. Enter a name template for the output file in the corresponding field (see Fig.5.7—3, **2**).
4. From the dropdown list, select the format for the output file (see Fig.5.7—3, **3**).
5. Click the **Add document** button (see Fig.5.7—3, **4**).

An appropriately named tab will open on the document type navigation pane (Fig.5.7—4).

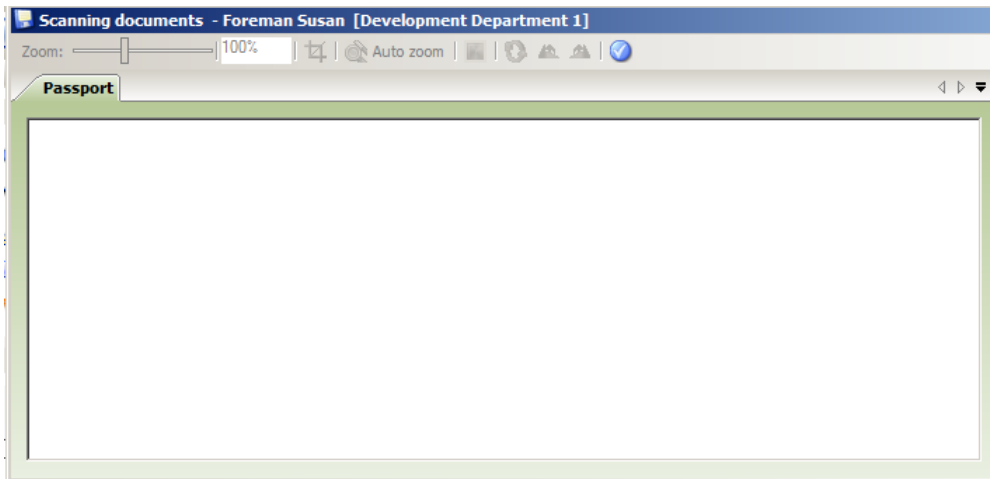


Fig.5.7—4 Document type navigation pane

6. Click **Scan** to start the scanning application (see Fig.5.7—3, **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 (see Fig.5.7—3, **6**).*

After the scanning is complete, an image of the document will be displayed in the document type navigation pane (Fig.5.7—5).

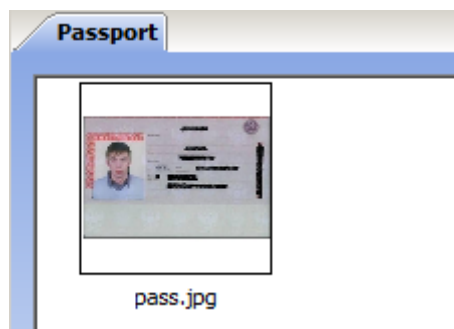


Fig.5.7—5 Scanned document

### 5.7.3 Adding and deleting document types

To add a new document type, do the following:

1. Go to the control pane (Fig.5.7—6).

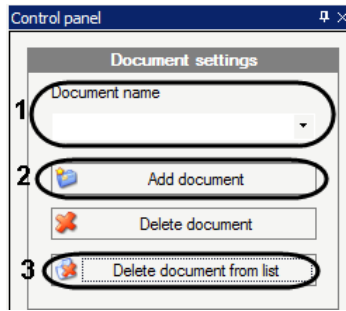


Fig.5.7—6 Control panel

2. In the **Document name** field, enter the type of the document being added (see Fig.5.7—6, 1).
3. Click the **Add document** button (see Fig.5.7—6, 2).

The document type will subsequently be available from the dropdown list (see Fig.5.7—6, 1).

To delete a document type, do the following:

1. Select the document type to be deleted from the list (see Fig.5.7—6, 1).

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

2. Click the **Delete document from list** button (see Fig.5.7—6, 3).

The selected document type will then be deleted.

#### 5.7.4 Editing an image

Editing a scanned image is performed in the image editor (Fig.5.7—7).

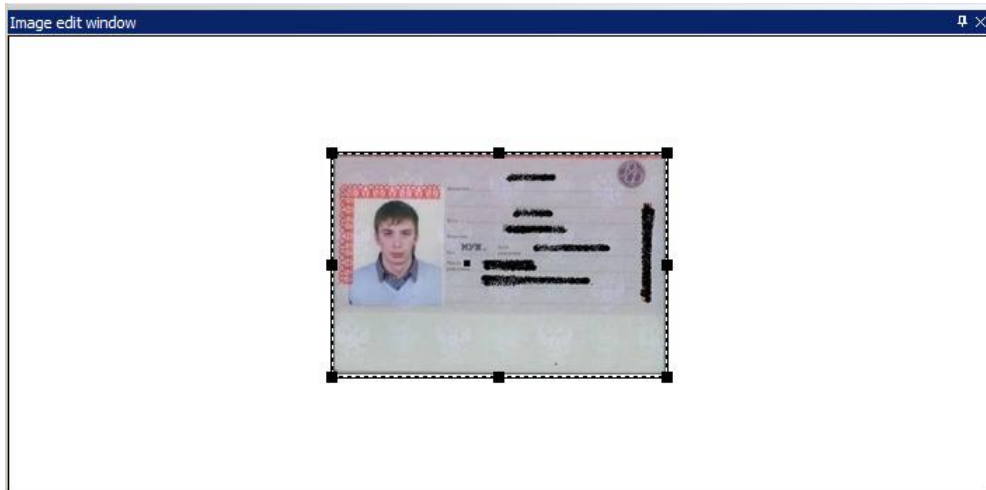


Fig.5.7—7 Image edit window

Image editing is performed using the image editor's toolbar and context menu (Fig.5.7—8, Fig.5.7—9).



Fig.5.7—8 Toolbar

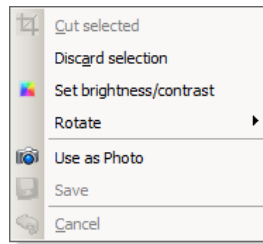



Fig.5.7—9 Image editor's context menu

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 (Fig.5.7—10).

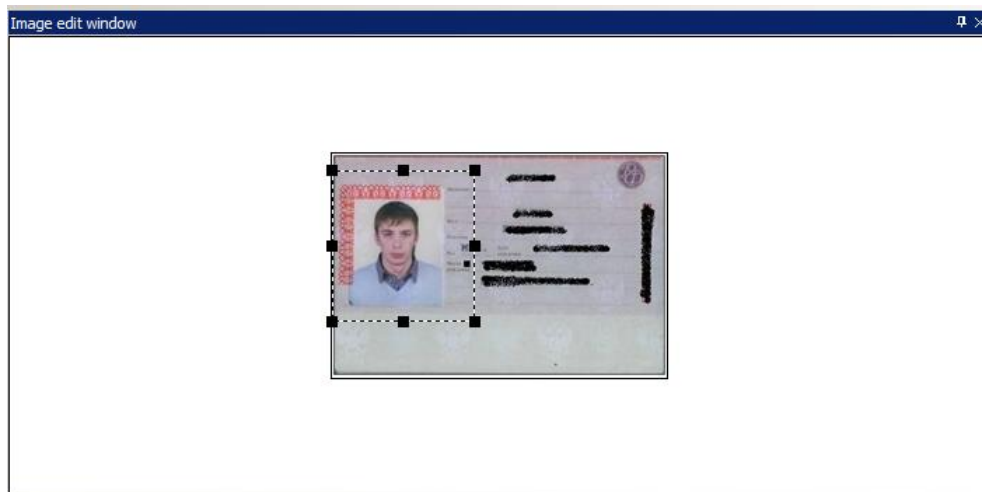


Fig.5.7—10 Selecting part of an image

3. Selecting **Cut selected** from the context menu will leave only the selected portion of the image on the screen (Fig.5.7—11).

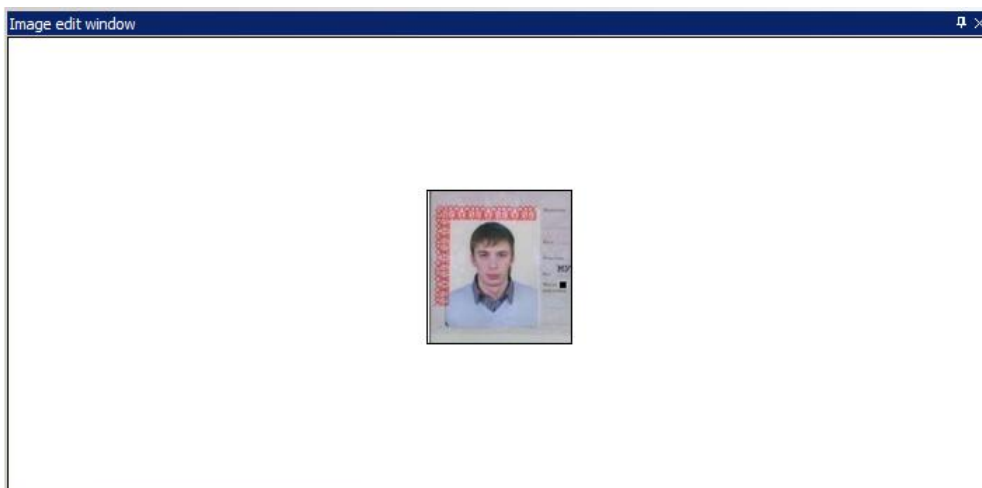

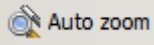



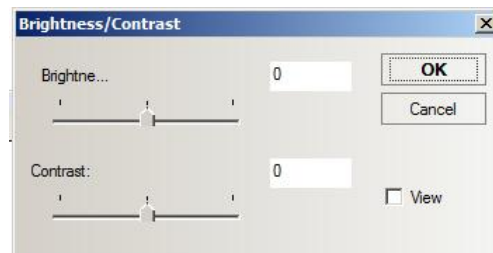
Fig.5.7—11 Cropping an image

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  **Auto zoom** 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 (Fig.5.7—12).

*Note 1: To cancel your changes, click the **Cancel** button.*

*Note 2: Check the **View** box to immediately view the changes in the image editor.*

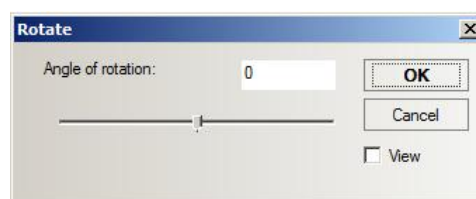


**Fig.5.7—12 Image brightness/contrast**

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 (Fig.5.7—13).

*Note 1: To cancel your changes, click the **Cancel** button.*

*Note 2: Check the **View** box to immediately view the changes in the image editor.*



**Fig.5.7—13 Rotating an image**

13. To save changes, select **Save** in the context menu or click **Save** on the control panel (Fig.5.7—14).

*Note 1: To cancel your changes, select **Cancel** in the context menu or click **Cancel** on the control panel (Fig.5.7—14).*

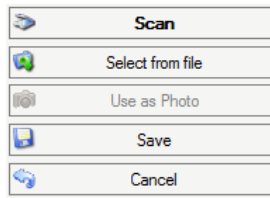


Fig.5.7—14 Control panel

This completes the process of editing an image.

### 5.7.5 Assigning a photograph to a user

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.

### 5.7.6 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 (Fig.5.7—15).

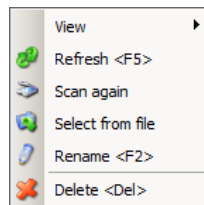


Fig.5.7—15 Image context menu

2. Select the **Delete** menu item (see Fig.5.7—15).

The selected image will then be deleted.

3. Go to the document type navigation pane to the tab to be deleted (Fig.5.7—16).

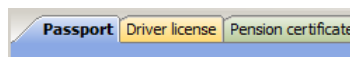


Fig.5.7—16 Document type tabs

4. Click **Delete document** on the control panel (Fig.5.7—17).

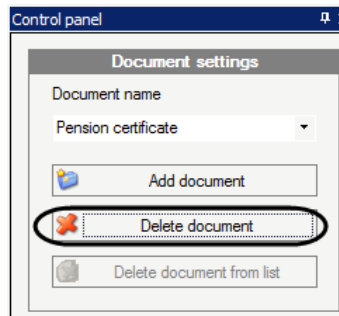


Fig.5.7—17 Control panel

5. Confirm the deletion by clicking **Yes** (Fig.5.7—18).

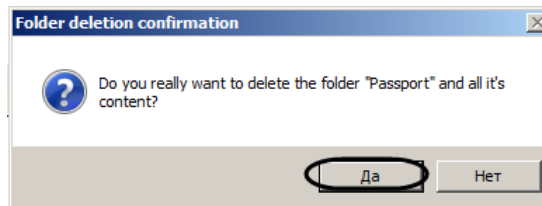


Fig.5.7—18 Confirming deletion

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

## 6 Appendix 1. Setting up the visitor management without using the "Visitor Management System" window

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

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

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

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

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

### 6.2 Settings panel of the "Department" object

The picture shows the settings panel of the **Department** object (Fig. 6.2—1).

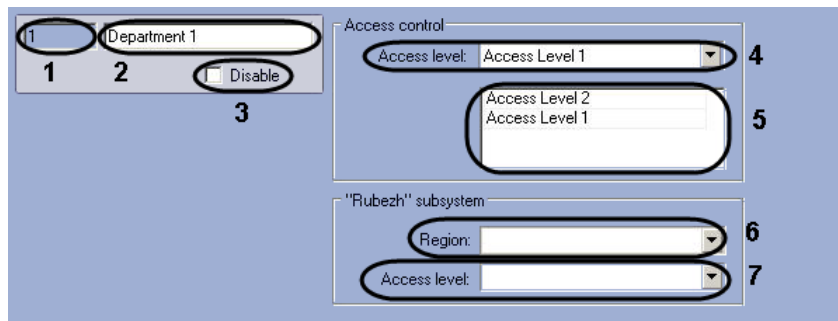


Fig. 6.2—1 Settings panel of the Department object

The table gives the description of the **Department** object settings (Tab. 6.2—1).

Tab. 6.2—1 Settings of the Department object

#	Parameter name	Method for setting the parameter value	Parameter description	Default value	Value range
1	<b>Identification number</b> field	Automatically	Shows the identification number of the <b>Department</b> object in the system	-	Depends on number of <b>Department</b> objects in the system
2	<b>Name</b> field	Enter the value in the field	Sets the name of the <b>Department</b> object in the system	Department	A line representing a sequence of any symbols (letters, digits, service characters apart from >

#	Parameter name	Method for setting the parameter value	Parameter description	Default value	Value range
					and < symbols), not case-sensitive. Number of symbols – from 1 to 60.
3	<b>Disable</b> checkbox	Is set in a checkbox	Sets the status (enabled/disabled) of the <b>Department</b> object in the system	False	True - the Department object is enabled and in use False - the Department object is disabled and not in use
<b>The "Access control" group</b>					
4	<b>Access level</b> dropdown list	Is selected in the list	Sets the department's access level	-	The list of <b>Access level</b> objects created in <i>ACFA Intellect</i> (on the Programming tab or via the VMS) and also <b>Full access</b> and <b>Access forbidden</b> levels.
5	List of access levels	Is selected in the list. To add a new row in the table click left mouse button in any empty space of the table and press "down" arrow on the keyboard.	Sets the department's access level list	-	The list of <b>Access level</b> objects created in <i>ACFA Intellect</i> (on the Programming tab or via the VMS)
<b>The "Rubezh" subsystem group</b>					
6	<b>Region</b> dropdown list	Is selected in the list	Sets the <b>Region</b> object for the <i>Rubeg-07 ACS</i> (discontinued)	-	The list of <b>Region</b> objects in the <i>ACFA Intellect</i> software
7	<b>Access level</b> dropdown list	Is selected in the list	Sets the access level for the <i>Rubeg-07 ACS</i> (discontinued)	-	The list of <b>Access level</b> objects created in <i>ACFA Intellect</i> (on the <b>Programming</b> tab or via the VMS) and also <b>Full access</b> and <b>Access forbidden</b> levels.

### 6.3 Settings panel of the "User" object

The pictures show the settings panel of the **User** object (Fig. 6.3—1, Fig. 6.3—2).

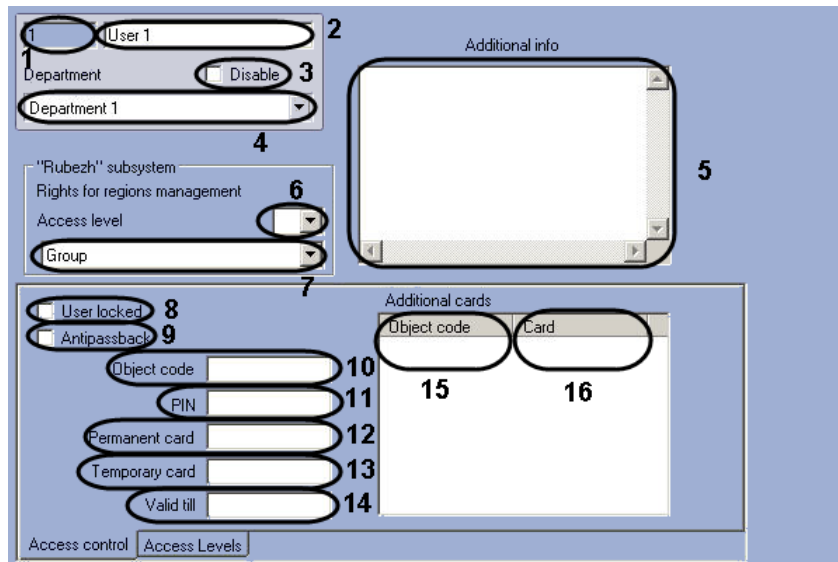


Fig. 6.3—1 Settings panel of the User object The Access control tab.

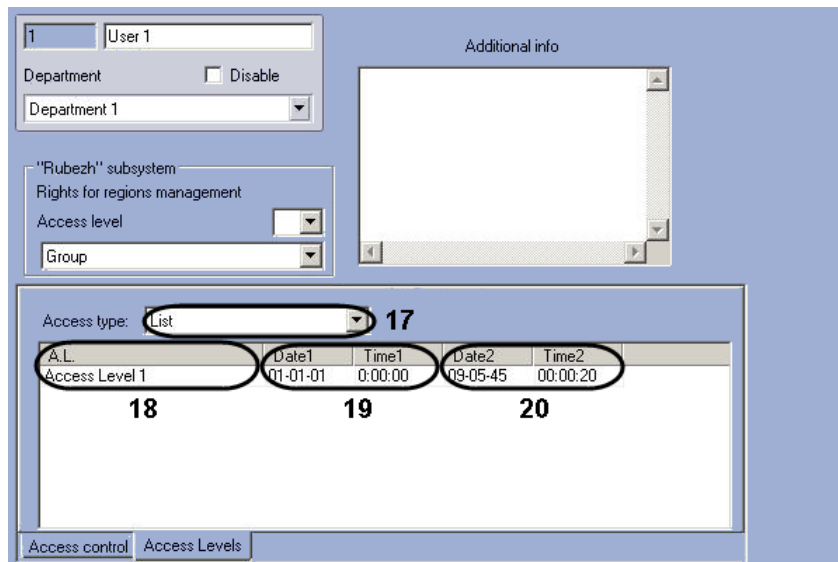


Fig. 6.3—2 Settings panel of the User object The Access levels tab.

The table gives the description of the **User** object settings (Tab. 6.3—1).

Tab. 6.3—1 Settings of the User object

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

#	Parameter name	Method for setting the parameter value	Parameter description	Default value	Value range
			in the system		disabled and not in use
4	<b>Department</b> dropdown list	Is selected in the list	Sets the parent <b>Department</b> object for this <b>User</b> object	Name of the parent <b>Department</b> object	Depends on number of <b>Department</b> objects in the system
5	Additional info field	Enter the value in the field	Additional user information	-	A line representing a sequence of any symbols
<b>The "Rubezh" subsystem group</b>					
6	<b>Rights for region management</b> dropdown list	Is selected in the list	Sets the permissions for the <i>Rubeg-07 ACS</i> (discontinued) regions management	-	0 - 16
7	<b>Access level</b> dropdown list	Is selected in the list	Sets the access level for the <i>Rubeg-07 ACS</i> (discontinued)	-	The list of <b>Access level</b> objects created in <i>ACFA Intellect</i> (on the <b>Programming</b> tab or via the VMS) and also <b>Full access</b> and <b>Access forbidden</b> levels.
<b>The Access control tab</b>					
8	<b>User locked</b> checkbox	Is set in a checkbox	Is set if the user is to be locked.	False	<b>True</b> – the user is locked. <b>False</b> – the user is active.
9	<b>Antipassback</b> checkbox	Is set in a checkbox	Is set if the user is not allowed to go twice through the reader in the same direction.	False	<b>True</b> – anti-passback enabled. <b>False</b> – anti-passback disabled.
10	<b>Object code</b> field	Enter the value in the field	Facility code of the user's access card	-	Depends on the type of cards in use.
11	<b>PIN</b> field	Enter the value in the field	PIN-code of the user's access card	-	Depends on the ACS in use
12	<b>Permanent card</b> field	Enter the value in the field	User's access card number	-	Depends on the type of cards in use.
13	<b>Temporary card</b> field	Enter the value in the field	User's temporary access card number	-	Depends on the type of cards in use.
14	<b>Valid till</b> field	Enter the value in the field	Date the user's access card expires (which is specified in the <b>Permanent card</b> field)	-	Date in DD.MM.YYYY format
<b>Additional cards table</b>					
<i>Note. In the Visitor Management System, the additional cards are specified separated by spaces after the parameters of the main card.</i>					
<i>The functionality of assigning users additional cards is to be supported by the hardware.</i>					
15	<b>Object code</b> field	Enter the value in the field	Facility code of the user's additional access card	-	Depends on the type of cards in use.
16	<b>Card code</b> field	Enter the value in the field	Number of the user's additional access card	-	Depends on the type of cards in use.
<b>The Access levels tab.</b>					
17	<b>Access type</b> dropdown list	Is selected in the list	Sets the way of choosing access level for user	-	<b>Group</b> - the employee is assigned the access level of the department <b>Access forbidden</b> - the employee is not allowed to access, even if the department assigned a different access level, allowing access <b>Full access</b> - the employee

#	Parameter name	Method for setting the parameter value	Parameter description	Default value	Value range
					has a full access , even if the department assigned a restricted access level <b>List</b> - the employee is assigned a list of access levels having priority over the department access level.
18	<b>A.L.</b> dropdown list	Is selected in the list	Can be used if the List value is selected in the <b>Access type</b> list. Sets the user's access level list	-	The list of <b>Access level</b> objects created in <i>ACFA Intellect</i> (on the Programming tab or via the VMS)
19	<b>Date1</b> and <b>Time1</b> fields	Enter the value in the field	Allow to set the beginning date of the temporary access level.	-	Date in DD-MM-YY and time in HH:MM:SS format.
20	<b>Date2</b> and <b>Time2</b> fields	Enter the value in the field	Allow to set the ending date of the temporary access level.	-	Date in DD-MM-YY and time in HH:MM:SS format.

## 6.4 Settings panel of the Access level object

The picture shows the settings panel of the **Access level** object (Fig. 6.4—1).

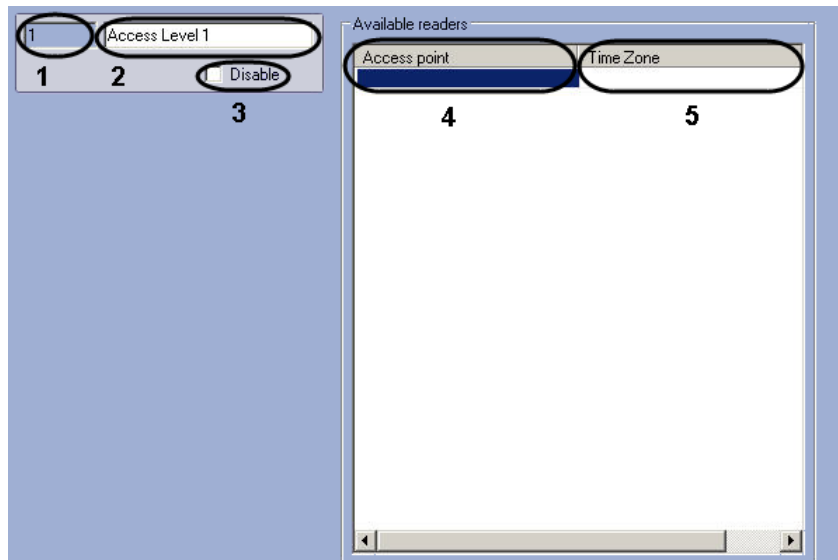


Fig. 6.4—1 Settings panel of the Access level object

The table gives the description of the **Access level** object settings (Tab. 6.4—1).

Tab. 6.4—1 Settings of the Access level object

#	Parameter name	Method for setting the parameter value	Parameter description	Default value	Value range
1	<b>Identification number</b> field	Automatically	Shows the identification number of the <b>Access level</b> object in the system	-	Depends on number of <b>Access level</b> objects in the system
2	<b>Name</b> field	Enter the value	Sets the name of the	<b>Access</b>	A line representing a sequence of any

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