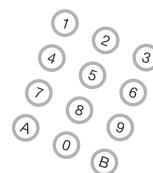


ACPlus



FERMAX

AC PLUS ACCESS

INSTALLATION AND PROGRAMMING MANUAL
ADVANCED MANUAL



Code 97308Ib V10_18

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INTRODUCTION

Characteristics of the AC PLUS Access

- Management of up to 2046 users.
- Grouping users by Departments.
- 32 profiles (which define the user access restrictions) + 4 system profiles.
- Management of Areas, Timetables and Holidays.
- Register of incidents.
- Generating reports
- Backup copies.

Recommended requirements

The application has the following requirements:

- Processor: 1Ghz processor, 32 or 64 bits
- Operating System: Windows 7
- RAM: 1 Gb RAM (32 bits) 2Gb RAM (64 bits)
- Port: 1 RS-232 series or USB
- Hard Drive: 256 Mb

AC PLUS ACCESS

The AC PLUS Access application is a **Client Application** tool that makes it possible to manage access control installations.

By means of AC PLUS Access, you can manage and control users, doors and incidents of the application, create access restrictions and generate reports.

This application is dependent on the AC PLUS Server and Database applications, and this application being activated.

AC PLUS ARCHITECTURE

The CAC Access access installation is made up of hardware: AC PLUS centre, readers, decoders, etc. and software that makes it possible to manage access control installations.

With regard to the system's software management, AC PLUS has several applications that will enable you to configure and manage the different options and possibilities it offers.

These applications are grouped under "Server Application" and "Client Application":

- **Server Applications:**

- **AC PLUS Server:** this is the application in which the installer defines the hardware elements of the installation, and which, in turn, acts as the server for the AC PLUS architecture's client application and as communications server with the AC PLUS installation.

The PC in which the AC PLUS server is installed should be connected directly to the installation through an adequate interface.

This application also manages the database where all information pertaining to the installation is stored (users, incidents etc..) , which supplies the rest of the user applications and the AC PLUS Server itself.

The whole AC PLUS system must have a single AC PLUS Server application.

- **Client Application:** this is the application developed for the user which allows maximum use of the functions offered by the AC PLUS system, through a simple, highly intuitive graphical interface, allowing you to act on the installation, search and view information relevant to the installation (events, users etc..), all in online/offline mode via the server applications.

Furthermore, thanks to the architecture employed in AC PLUS, the client application may be installed in one or various computers on the same network, being multi-station applications.

AC PLUS ACCESS Rapid Configuration Guide

We will now explain (textually and graphically) the steps to follow in order to configure the access restrictions and create the users of the installation:

1) Defining Restrictions.

If you want to control the access of a user or group of users to an Area of the building at certain times, you must define Spatial Restrictions (Areas) and Time Restrictions (Timetables).

1.1.- Spatial Restrictions:

1.1.1. Defining Areas *(up to 32 areas).*

An area is composed of a group of one or more doors (previously defined by the installer via the AC PLUS Server software), through which the user can access the area. The Area is assigned to the user in his/her Profile.

1.2.- Time Restrictions:

1.2.1. Defining Timetables.

The Timetables define the days and times during which a user can access a given area. The Timetable is assigned to the user in his/her Profile.

1.2.2. Defining Holidays.

You can define holiday periods and days during which all the users are forbidden access to all areas, with the exception of users with super-user profiles or ones without restrictions.

2) Defining Profiles *(up to 32 profiles).*

Profiles are assigned to users and define the user's level of access to a given area and at given times. A profile is composed of a group of up to 3 Area + Timetable combinations.

3) Creating Departments.

To facilitate the management of users, you can create departments, associating each user with his or her department.

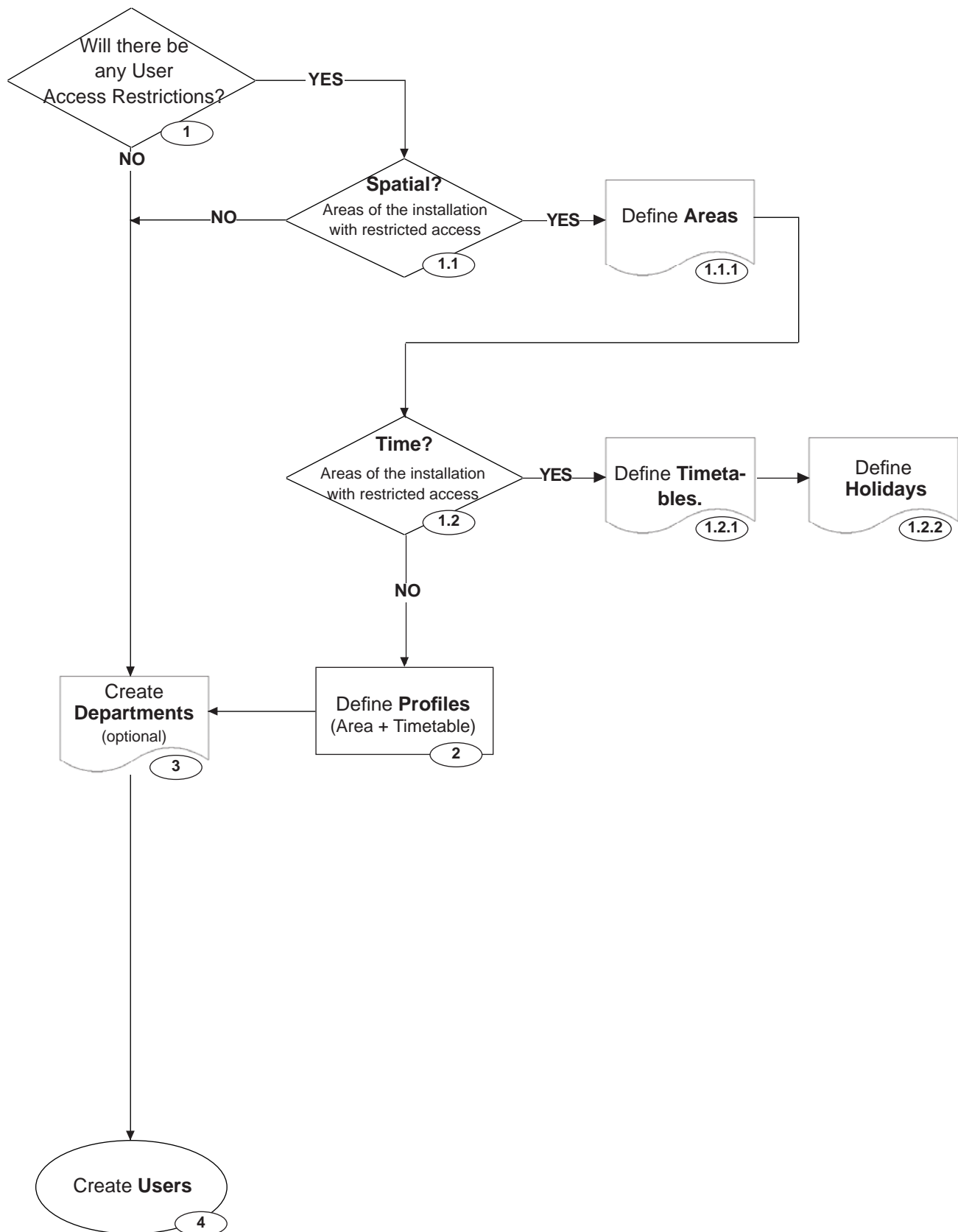
You can create an unlimited number of departments.

4) Creating Users.

Each user will be identified by his/her personal data, a profile (which defines the level of access in the installation), a department, his/her access code...

Once all the parts of the installation have been defined (profiles, users, etc.), the AC PLUS Access application makes it possible to carry out actions on the different components: block users, do tests, manage the register of incidents, etc.

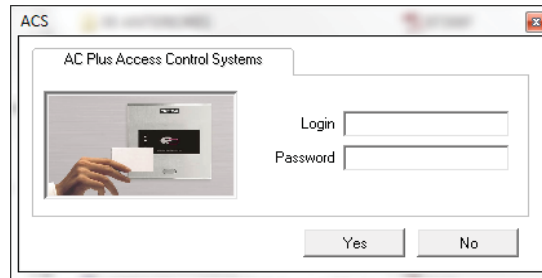
RAPID GUIDE TO MANAGE USERS AND CONFIGURE ACCESS RESTRICTIONS



START. Login & Password

To access the AC PLUS Access application, it is necessary to enter a login and password.

Upon installing the application a direct access icon to each application in the computer's directory appears:



Each login has a certain level of access to the application (assigned by the installer).

There are three access levels:

- **Administrator**
- **Operator**
- **Reports.**

Each level can have one or more access logins associated with it.

If you press the "No" button or at the third attempt the login is not validated, the system will automatically close down.

The information shown and the actions it is possible to carry out on the components of the installation vary, depending on the access level of the login through which the application is started.

The table below shows the available options depending on the level of the access login:

	Create, Modify, Delete			Consult/Display Information			Actions on devices (block, activate, open, etc.)		
	Administrator	Operator	Reports	Administrator	Operator	Reports	Administrator	Operator	Reports
Plans	NO *	NO	NO	YES	YES	NO	YES	YES	NO
Zones	NO *	NO	NO	YES	YES	NO	YES	YES	NO
Doors	NO *	NO	NO	YES	YES	NO	YES	YES	NO
Users	YES	YES	NO	YES	YES	NO	YES	YES	NO
Profiles	YES	NO	NO	YES	YES	NO	-	-	-
Areas	YES	NO	NO	YES	NO	NO	-	-	-
Timetables	YES	NO	NO	YES	NO	NO	-	-	-
Departments	YES	NO	NO	YES	YES	NO	-	-	-
incidents	YES	NO	NO	YES	YES	NO	-	-	-
Backup	YES	YES	NO	YES	YES	NO	-	-	-
Reports	-	-	-	YES	YES	YES	-	-	-

* Some parameters can be edited; see the corresponding section.

Logins are managed (created, modified or deleted) from the AC PLUS Server application by means of the **installer** login.

Ask your installer for the logins and passwords created, by levels, for access to the AC PLUS Access application.

Important note: Enter Login and Password . If the installer hasn't changed them as described above, the default password login and password are:

Login: system

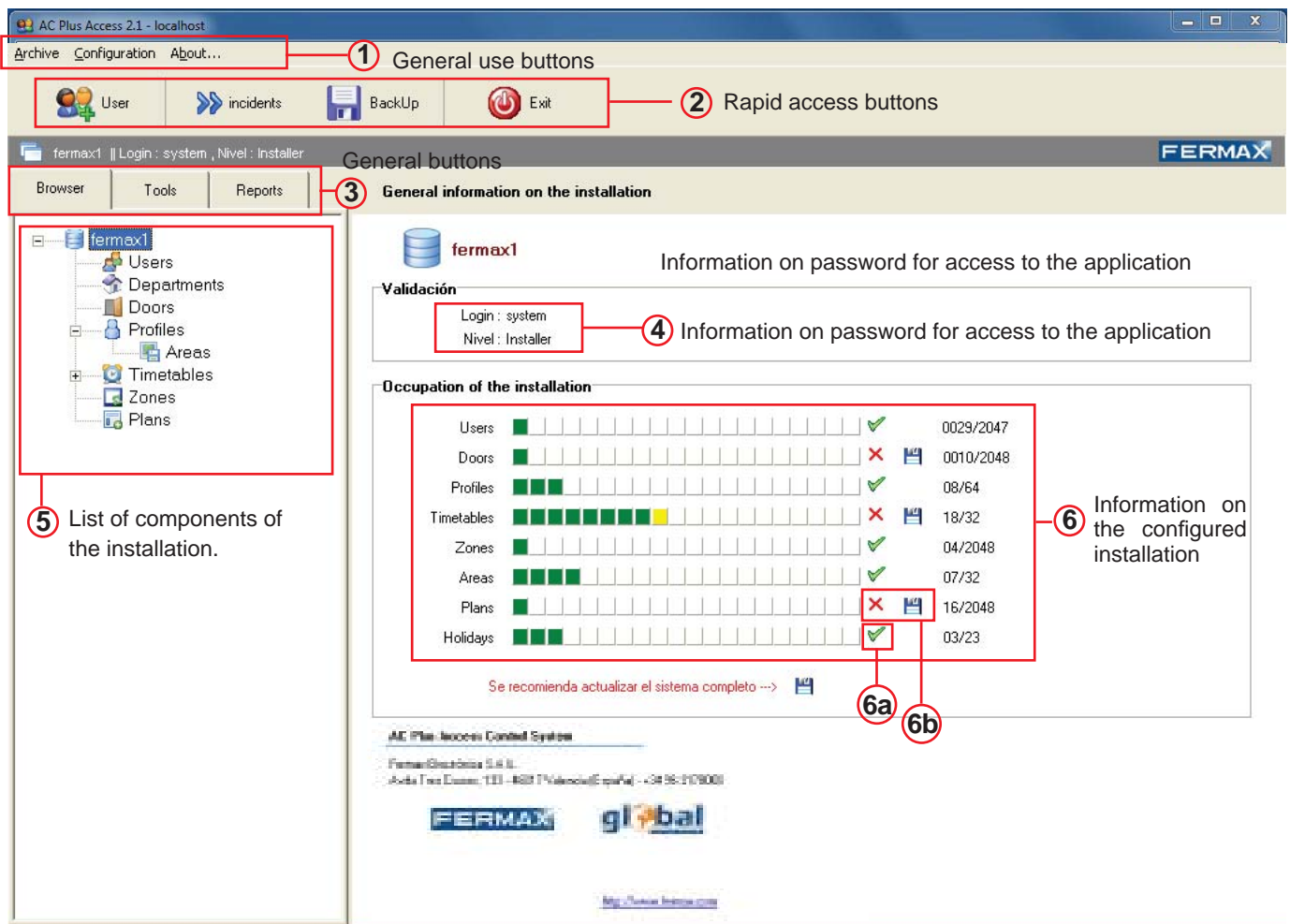
Password: fermax

We will now explain the screens and the functioning of the application at "Administrator" level (level with total permission).

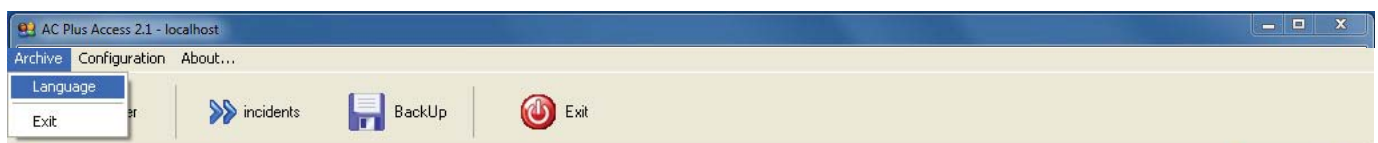
When accessing the application at other levels, the functioning of the available options is similar to that explained in the administrator version.

MAIN PAGE of the AC PLUS ACCESS APPLICATION

Once the access password has been entered, the application starts up and shows the main screen of the installation:

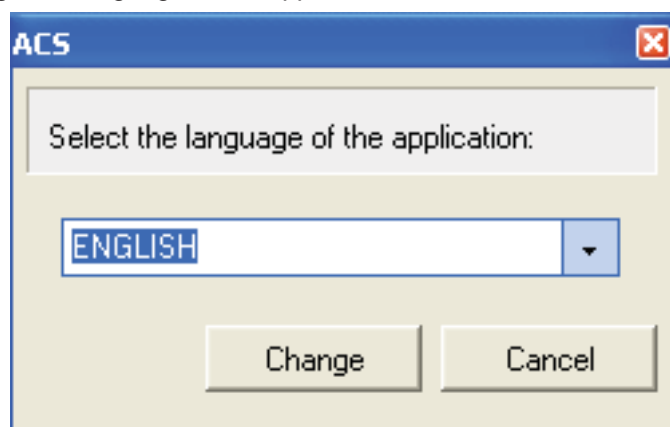


1 General use buttons

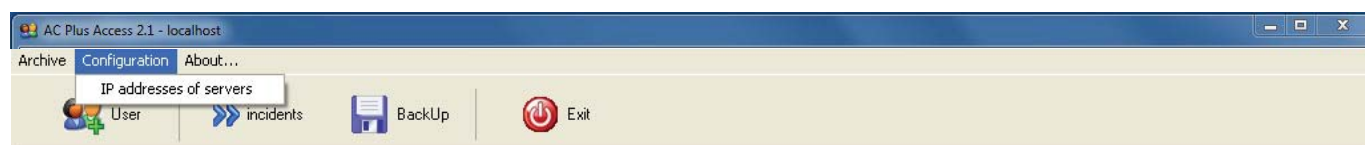


* Archive

- **Language:** Change the language of the application.

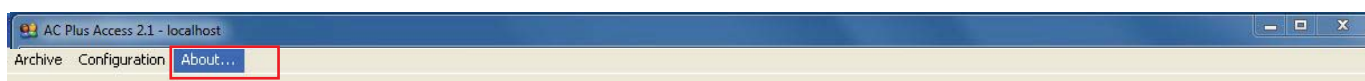
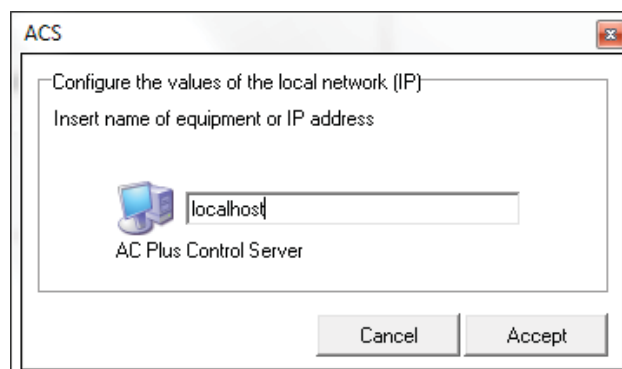


- **Exit:** Exit the application



* Configuration





- **Server's IP Address:** In this option you can change the **server** application's location.



- * **About ...** : Shows information on the company, the name of the application and its version.



② Rapid access buttons

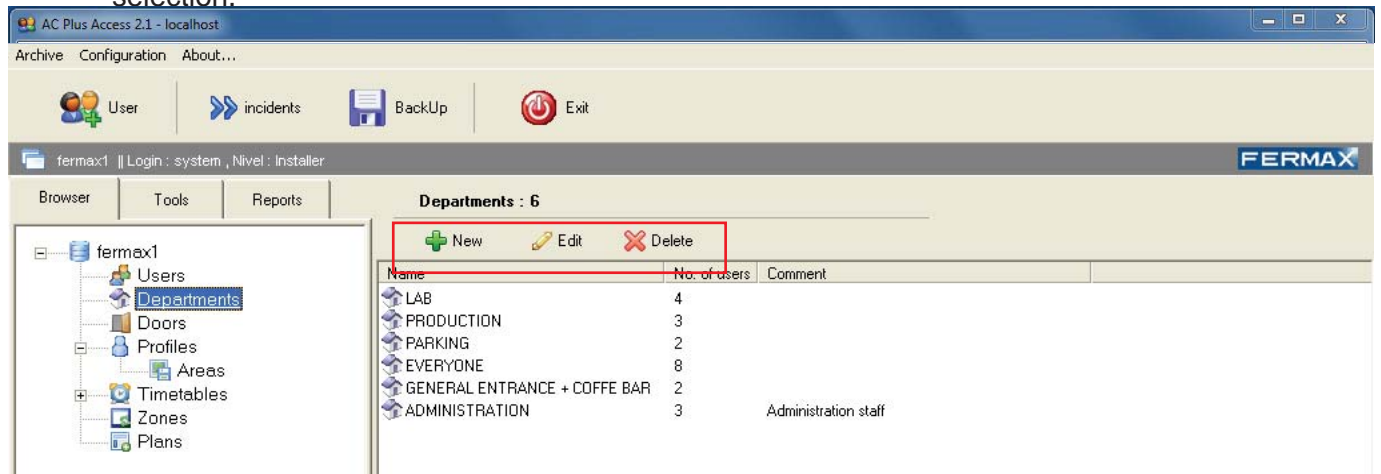
 User	Direct access to the "Enter Users" screen. You can also access this screen from the "List of components of the installation" tree in the main screen.
 incidents	Direct access to the "Register of Incidents"
 BackUp	Direct access to the "Backup" screen
 Exit	Direct access to exit the application

③ General buttons



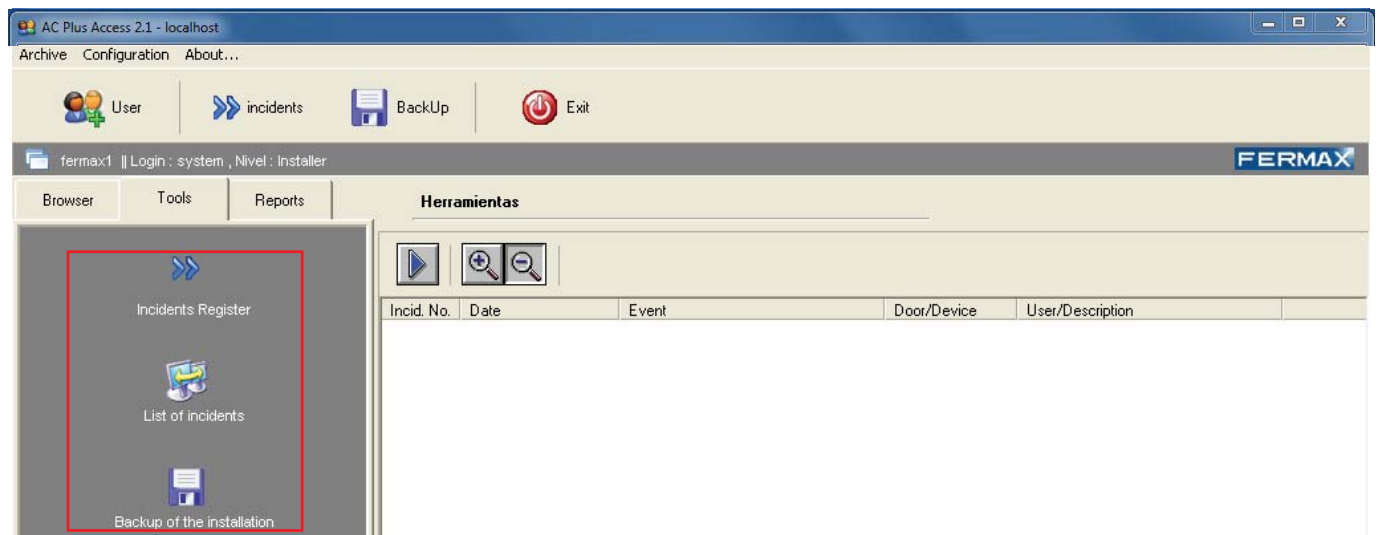
* **Browser:**

- Shows the main screen that appears when the password is entered.
- or, if you on an element in the tree, it makes it possible to enter, edit and delete, depending on the selection.

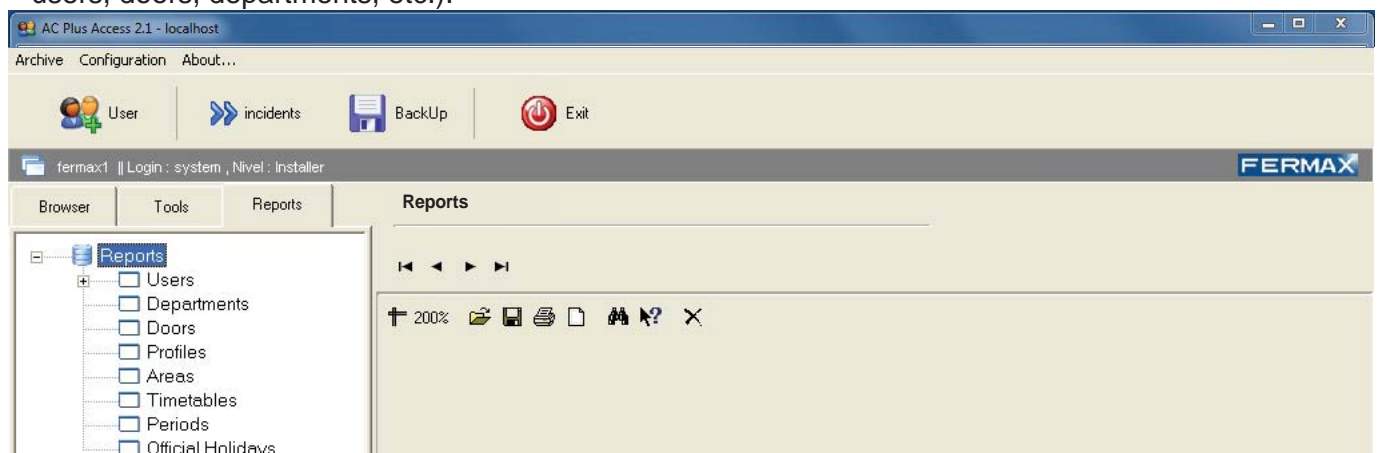


* **Tools:** Makes it possible to manage the following options:

- **Register of Incidents:** Makes it possible to monitor the different events that take place in the installation in real time: user access, door-opening...
- **List of Incidents:** Makes it possible to filter the incidents to be displayed.
- **Backup of the installation:** Makes it possible to make a backup or restore the complete content of an installation, including the incidents.



* **Reports:** Makes it possible to generate different lists that show information on the installation (lists of users, doors, departments, etc.).



AC Plus Access 2.1 - localhost

Archive Configuration About...

User incidents BackUp Exit

fermax1 Login : system, Nivel : Installer

Browser Tools Reports

General information on the installation

fermax1

Validación

Login : system
Nivel : Installer

Occupation of the installation

Component	Progress (Squares)	Status	Count
Users	100% Green	✓	0029/2047
Doors	100% Green	✗	0010/2048
Profiles	100% Green	✓	08/64
Timetables	~80% Green, ~20% Yellow	✗	19/32
Zones	100% Green	✓	04/2048
Areas	100% Green	✓	07/32
Plans	100% Green	✓	17/2048
Holidays	100% Green	✓	03/23

6c : Se recomienda actualizar el sistema completo --->

Click on the icon of this option to update all the elements marked with the symbol ✗ at the same time.

Note: In the **Installation used**, the green, yellow and red squares visually indicate the percentage used.

AC Plus Access 2.1 - localhost

Archive Configuration About...

User incidents BackUp Exit

fermax1 Login : system, Level : Installer

Browser Tools Reports

General information on the installation

fermax1

Validation

Login : system
Level : Installer

Occupation of the installation

Component	Progress (Squares)	Status	Count
Users	100% Green	✓	0052/2046
Doors	100% Green	✓	0018/2047
Profiles	100% Green	✓	14/64
Timetables	~80% Green, ~20% Yellow, ~10% Red	✓	31/32
Zones	100% Green	✓	04/2047
Areas	100% Green	✓	14/32
Plans	100% Green	✓	05/2047
Holidays	100% Green	✓	04/23

Defining Restrictions

If you want to control the access of a user or group of users to an Area of the building at given times, you must define Spatial Restrictions (Areas) and Time Restrictions (Timetables).

Creating Spatial Restrictions - AREAS

To create spatial restrictions, it is necessary to create Areas.

An area is composed of a group of one or more doors (previously defined by the installer via the AC PLUS Server software), through which the user can access the area defined.

The Area is assigned to the user in his/her Profile.


The CAC system makes it possible to manage up to 32 different areas.


To create an area, proceed as follows:

- 1- Select the Areas component.** Left-click with the mouse on the Areas component.
- 2- Click on 'New':** An Area Creation screen will then appear.
- 3- Enter the information requested for the Area to be created:** When you have entered all the data, click on "Enter". The new area appears in the list of existing areas.


*** Description:** Name identifying the area to be created.


*** Doors of the installation:** Select the doors that will comprise the area to be created.

To include a door, select it and press the button 



To include all the doors, click on the button 

*** Selected:** List of doors belonging to the area.

To remove a door from the area, select it and then click on 

To delete all the doors, click on 

To delete or modify an area, select the area in the list and click on the corresponding button:

 Edit  Delete

Creating Time Restrictions - TIMETABLES

To create time restrictions, it is necessary to create Timetables

The Timetables define the days and times during which a user can access a given area.

The Timetable is assigned to the user in his/her Profile.

To create a timetable, proceed as follows:

- 1- Select the Timetables component.** Left-click with the mouse on the Timetables component.
- 2- Click on 'New':** A Timetable Creation screen will then appear.
- 3- Enter the information requested for the Timetable to be created:** When you have entered all the data, click on "Enter". The new timetable appears in the list of existing timetables.

The screenshot shows the AC Plus Access 2.1 interface. The 'Timetables' component is selected in the left sidebar (labeled 1). The 'New' button is clicked (labeled 2), opening the 'Edit timetable' dialog box (labeled 3). The dialog box shows the 'Description' field set to 'Manager Timetable'. The days of the week are selected with green checkmarks. The 'Time 1' field is set to 00:00 - 23:59. The 'Modify' button is highlighted.

***Description:** Name identifying the timetable to be created.

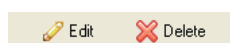
***Days of the week:** Select the days on which you want access to be permitted by clicking on them.

The days on which access is permitted are shown in green and the others in red

*** Timetable 1 and/or 2:** Enter the times during which access will be permitted on the previously selected days.

Timetable	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Period 1	Period 2
TUESDAY Planner	✗	✓	✗	✗	✗	✗	✗	9:59:00 - 10:02:59	
Manager Timetable-2	✓	✓	✓	✓	✓	✗	✗	5:00:00 - 22:00:59	
Always	✓	✓	✓	✓	✓	✗	✗	0:00:00 - 23:59:59	
Evening shifts	✓	✓	✓	✓	✓	✗	✗	18:00:00 - 19:00:59	19:30:00 - 23:59:59
Manager Timetable	✓	✓	✓	✓	✓	✗	✗	0:00:00 - 23:59:59	
Part time Timetable	✓	✓	✓	✓	✓	✗	✗	8:30:00 - 14:30:59	16:00:00 - 16:30:59
Morning shifts	✓	✓	✓	✓	✓	✗	✗	7:00:00 - 15:00:59	

To delete or modify a timetable, select the timetable in the list and click on the corresponding button:



Defining HOLIDAYS

You can define holiday periods and days during which all the users are forbidden access to all areas, with the exception of users with **super-user profiles** or **ones without restrictions**.

To define holidays, proceed as follows:

- 1- Select the Holidays component.** Left-click with the mouse on the Holidays component.
- 2- Click on 'New':** A Holidays Creation screen will then appear.
- 3- Enter the information requested for the Holidays (periods and days):** When you have entered all the data, click on "Enter". The holidays appear in the list of existing holidays.

Shows information on the existing holidays (initially blank)

Using the tabs, you can move between the screens for definition of holiday periods and days.

Holiday periods

- * **Description:** Name identifying the holiday period to be created.
- * **Start-End:** Enter the day and month of start and end of the holiday period.

Holiday days

- * **Description:** Name identifying the holiday day to be created.
- * **Day and Month:** Enter the day and month of the holiday day.

Description	Type	Start Day	End Day
Boxing Day	Individual Day	26/12	
Christmas Day	Individual Day	25/12	
Spring Bank Holiday	Individual Day	25/05	
Early May	Individual Day	04/05	
Easter Monday	Individual Day	13/04	
New Year's Day	Individual Day	01/01	
Good Friday	Individual Day	10/04	
Summer Bank Holidays	Period	27/08	31/08
Easter	Period	10/04	16/04

To delete or modify a holiday period or day, select the period or day in the list and click on the corresponding Edit Delete

Defining Profiles

Profiles are assigned to users and define the user's level of access to a given area and at given times.

A profile is composed of a group of up to 3 Area + Timetable combinations.

The AC PLUS system makes it possible to define up to 32 different profiles. In addition, there are 4 pre-defined system profiles.

System Profiles

There are four predefined system profiles:

User without restrictions

These are users whose only access restriction is the times when access is permitted, defined at each one of the doors (the times of doors are assigned using the Server application).

The incidents generated by the user (access permissions, intrusion, etc.) are recorded.

Super-user with incidents

These users do not have any kind of access restriction. They have access through any door.

The incidents generated by the user (opening of door, etc.) are recorded.

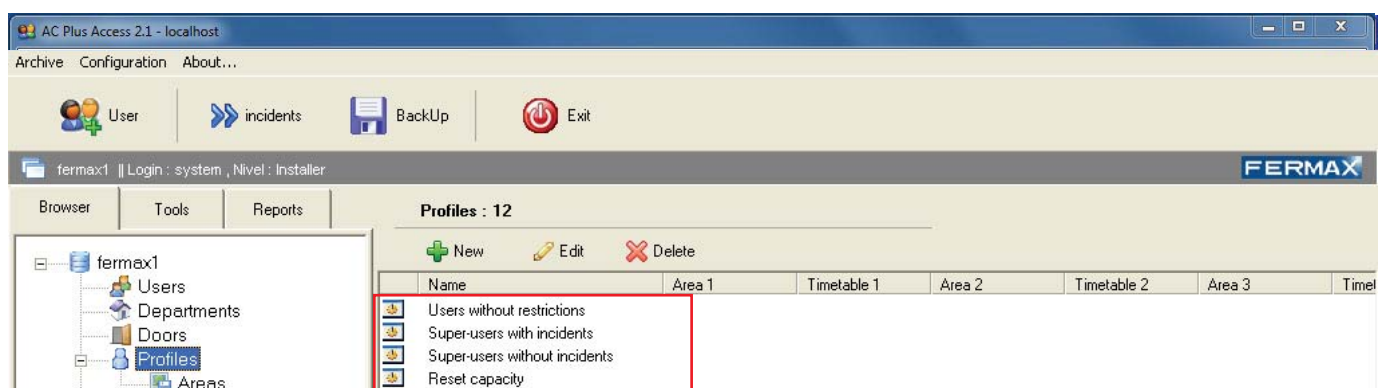
Super-user without incidents:

These users do not have any kind of access restriction. They have access through any door.

The incidents generated by the user (opening of door, etc.) are not recorded.

Reset Capacity:

This profile is normally associated with a card that is presented at the access to a Zone (with capacity control) at any time to reset that zone to zero (capacity). It is useful if a user has exited the zone without presenting his/her card.



Predefined Profiles

Creating Profiles

To create a profile, of the 32 possible, proceed as follows:

1- Select the Profiles component. Left-click with the mouse on the Profiles component.

2- Click on 'New': A Profiles Creation screen will then appear.

3- Enter the information requested for the Profile to be created: Select the access Area and Timetable for the profile, creating the Sub-profiles that comprise the Profile.

You can create up to 3 Sub-profiles combining different Areas and Timetables.

When you have entered all the data, click on "Enter". The new profile appears in the list of existing profiles.

Shows information on the existing profiles (initially blank)

***Description:** Name identifying the profile to be created.

***Area:** From the drop-down menu, select the access area permitted to the profile.

***Timetable:** From the drop-down menu, select the Times when access is permitted to the profile.

***+ :** Makes it possible to access the screen for creation of Areas or Timetables.

***Sub-profile:** is the combination of different Areas and Timetables. The Sub-profiles create the **Profile**. You can create up to 3 Sub-profiles combining different Areas and Timetables.

- Area 1 - Timetable 1
- Area 2 - Timetable 2
- Area 3 - Timetable 3

Name	Area 1	Timetable 1	Area 2	Timetable 2	A
Users without restrictions					
Super-users with incidents					
Super-users without incidents					
Reset capacity					
management staff	Manager Area	Manager Timetable			
Administration Staff	Administration Input/Output	Morning shifts			
Medical Staff	Medical Center Input/Output	Always			
Guests	GUESTS	Morning shifts			
All Departments	PARKING Input/Output	Part time Timetable	General Entranc+LAB Dept.	Manager Timetable	G
Parking Input/Output	PARKING Input/Output	Always			
Production Staff	General Entranc+Produc. Dept.	Part time Timetable			
Lab Staff	General Entranc+LAB Dept.	Morning shifts			

To delete or modify a profile, select the profile in the list of existing profiles and click on the corresponding button:



Creating Departments

To facilitate the management of users, you can create departments, associating each user with his or her department.

You can create an unlimited number of departments.

To create a department, proceed as follows:

- 1- Select the Departments component.** Left-click with the mouse on the Profiles component.
- 2- Click on 'New'.** A Departments Creation screen will then appear.
- 3- Enter the information requested for the Department to be created:** When you have entered all the data, click on "Enter". The new department appears in the list of existing departments.

Shows information on the existing departments (initially blank)

* **Name of the Department:** Name identifying the department to be created.

* **Comments:** Makes it possible to enter optional information on the department to be created.

Name	No. of users	Comment
LAB	4	
PRODUCTION	3	
PARKING	2	
EVERYONE	8	
GENERAL ENTR...	2	
ADMINISTRATION	3	Administration staff

To delete or modify a department, select the department in the list of existing departments and click on the corresponding button:



Users

The AC PLUS Access application makes it possible to manage up to 2046 users.

Creating Users

To create users, proceed as follows:

- 1- **Select the Users component:** Left-click with the mouse on the Users component.
- 2- **Press the + button:** A Users Creation screen will then appear.
- 3- **Enter the information requested for the User to be created:** When you have entered all the data, click on "Enter". The new user appears in the list of existing users.

The screenshot shows the AC Plus Access 2.1 application window. The 'Users' component is selected in the left sidebar, indicated by a red circle and arrow labeled '1'. The main window displays a list of existing users, indicated by a red circle and arrow labeled '2'. Below the list, the 'New User' dialog box is open, showing the 'General information' tab. The dialog contains fields for Name, Surname, Department, Profile, Identifier, PIN, Device, Company, Address, Start Date, Expiry Date, and a BATCH checkbox. A red arrow points from the 'Insert' button in the dialog to the 'Users' list.

Shows information on the existing users (initially blank)

- * **Name and surnames:** User's personal details.
- * **Dept.:** From the drop-down menu, select the department the user belongs to.
- * **Profile:** From the drop-down menu, select the Profile that will define the level of access permitted to the user.
- * **+**: Makes it possible to access the screen for creation of Departments or Profiles.
- * **Identifier:** No. of the access control device assigned to the user (proximity card, keypad code, etc.).
- * **Read:** The cards can be automatically registered via a proximity reader (the installation's), if this option is selected.
- * **Pin:** In order to enter the PIN code when double access control technology is used: proximity + keypad. Double security function. Here a 4 digit PIN code is entered.
- * **Device:** the user can activate a device relative to his/profile, (relay or sensor).
- * **Company, Address, etc.** General information.
- * **Batch:** If you activate the BATCH box, the information in the Department and Company fields remains the same for the next user.
- * **Click to insert photo.** The photos must be in the corresponding directory: Carpeta **Photos** de la aplicación, (C:\ Program Files \ Fermax \ AC PLUS_Access \ Photos).
- * **Expiry Date:** Expiry date programmed on the system's card (Start-Stop) and time.

fermax1 Login : system , Nivel : Installer

Browser Tools Reports

Users : 53

Search << < 0 > >> Do not block Block

USR No.	Surnames, Name	Profile	Identifier	Department	Device	Start (Expiry date)	End (Expiry date)
1	Moreno, Maivi	empleado lab	0002676640	LAB	Relay Señalizaci...		
2	antonino, jose luis	empleado lab	0002687600	LAB	Relay cesar		
3	DARÍO, LÓPEZ	empleado lab	0003134000	LAB	Relay rele 103		
4	Antoñito, ALDEGUER	empleado lab	0002973900	LAB	Relay Señalizaci...		
5	moril, jose	empleado lab	0002967660	LAB		11/07/2014 14:30:00	11/07/2014 15:00:00
6	cabrera, alberto	empleado produc	0135312820	PRODUC			
7	martinez, mila	empleado produc	0072535370	PRODUC		11/07/2014 13:00:00	11/07/2014 23:30:00
8	00 Corazon DERECHO	huella	0000000020				
9	camilleri, danielle	ent parking	0167746440	PARKING	Sensor Sensor 3...		
10	4, ENFERMERO	empleado enfermeria	223349E4C2	ENFERMERIA			
11	2, ENFERMERO	empleado enfermeria	2233495136	ENFERMERIA			
12	Médico, General	empleado enfermeria	2233495226	ENFERMERIA			
13	2, visita	visitas	0002833770	TODOS			
14	1, super jefe	Super-users without i...	0088829070	TODOS			
15	2, super jefe	todos dptos	0088819130	TODOS			
16	01 Anular DERECHO	huella	0000000030				
17	general, seguridad	Users without restrict...	0058322920	TODOS			
18	1, 1 JEFE	empleado direccion	0167751560	TODOS			
19	03 Meñique DERECHO + Teclado 22...	huella	222200				
20	04 SOLO Teclado 1111	huella	111100				
21	martinez, ascen	empleado administra...	333333	ADMINISTRACION			
22	Martinez Ferrer, Raquel	ent parking	0100669590	LAB			
23	3, enfermero	empleado enfermeria	2233495AC5	ENFERMERIA			
24	2, 2 JEFE	empleado direccion	0135441200	TODOS			
25	TIRAR, nada	Users without restrict...	0029279810	PRODUC			
26	05 SOLO Teclado 112233	huella	112233				
27	06 Pulgar + Indice IZQUIERDO + 888...	huella	888888				
28	07 Pulgar DERECHO + Tarjeta 1	huella	0074110370				
29	uroz, juani	empleado administra...	888999	ADMINISTRACION			
30	sanchis, amparo	empleado administra...	777888	PRODUC			
31	08 Corazon + Anular IZQUIERDO + T...	huella	0009909690				
32	22 SOLO Tarjeta 2	huella	0006598160				
33	23 SOLO Tarjeta 4	huella	0049631780				
34	izquierda pulgar_6	empleado lab	0000000006	LAB			
35	Black, Mary	Laboratory employ	0002967660	LAB			
36	Ussano 1	huella	0000000001				
37	00 Corazon DERECHO	huella	0000000002				
38	01 Anular DERECHO	huella	0000000003				
39	CODIGO, PRUEBA	Super-users with inci...	123456	ADMINISTRACION			

To delete or modify a user, select the user in the list of existing users and click on the corresponding button:



Actions on Users

In the Users screen, in addition to adding, deleting or modifying users, it is also possible to carry out other actions such as:

- **Searching for users:** You can carry out a search for users by Identification Number, surname or profile. Click on the "search" button to open the search options screen.

fermax1 Login : system , Nivel : Installer

Browser Tools Reports

Users : 1

Search << < 0 > >> Do not bloc Block

USR No.	Surnames, Name	Profile	Identifier	Department	Device	Expiry Dat
27	Black, Mary	Administration Staff	0002967660	ADMINISTRATION		

ACS

Search for users by surname: Search for users by identifier:

Black

Search

Search for users by profile:

Search



- **Moving around the List of Users:** The list of users shows a maximum of 100 users per screen. To view other users (groups of 100), use the arrows.

Next users.



Previous users.

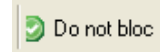


- **Blocking users:** A user blocked by the application cannot access the premises through any door.

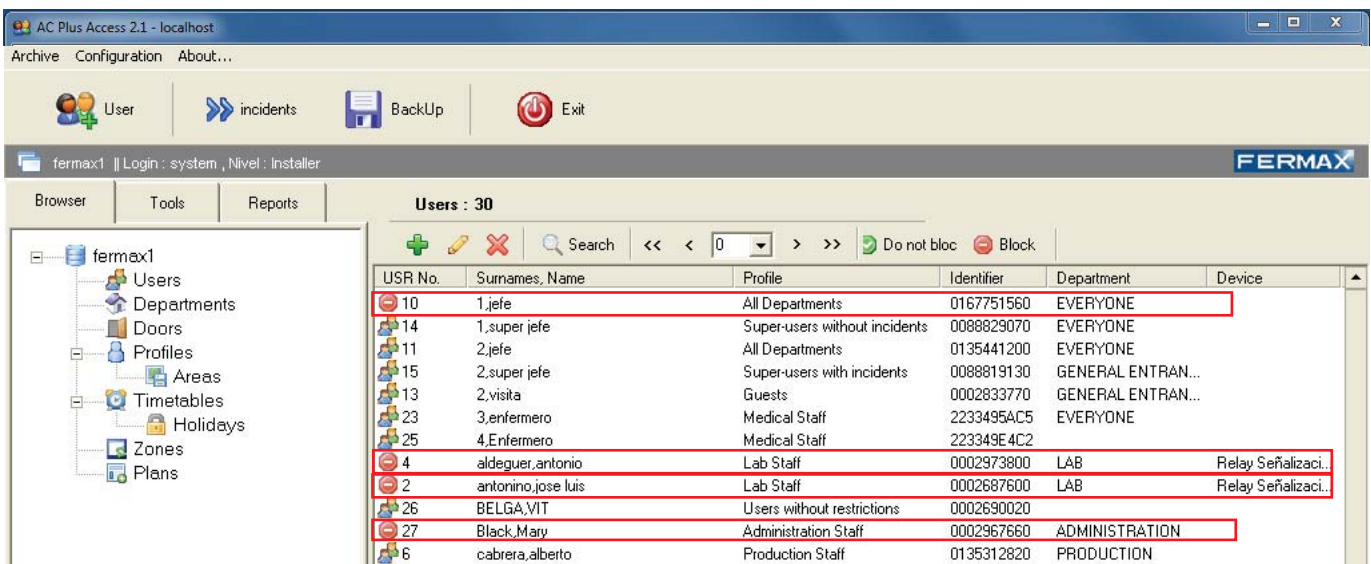
To **block** users, select the user(s) with the mouse then click on



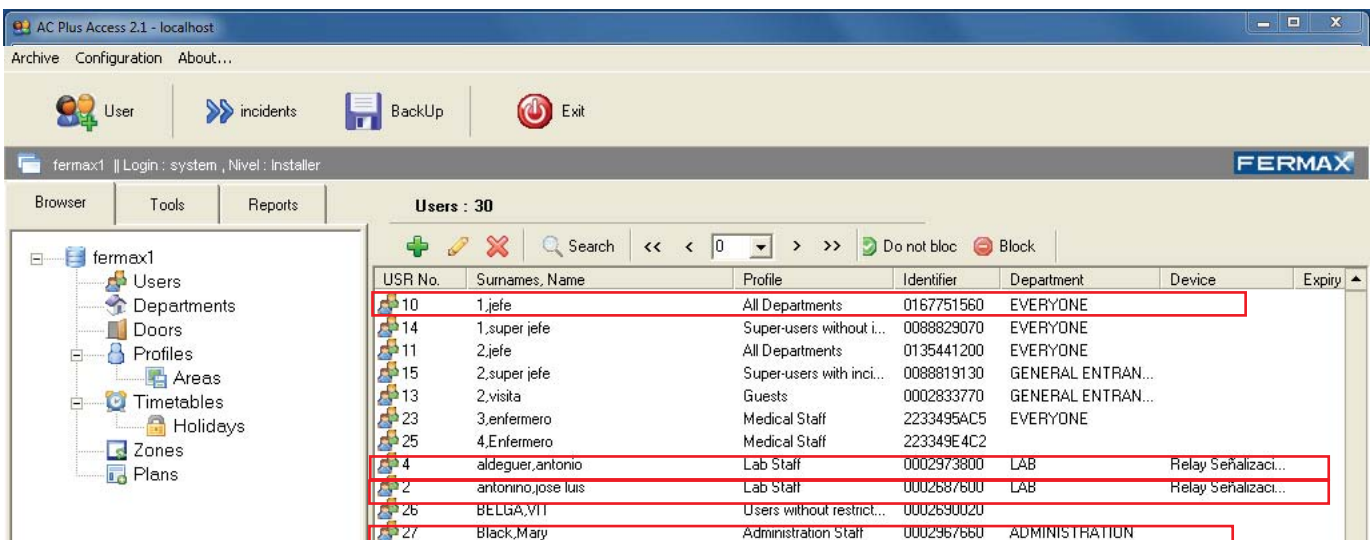
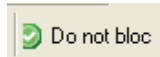
To **unblock** users, select the user(s) with the mouse then click on



Blocked users appear in the list of users preceded by the icon



2 of the 3 selected users are unblocked by clicking on



General Information on configured users.

7	martinez,mila	Production Staff	0072535370	PRODUCTION	
22	Martinez Ferrer,Raquel	Administration Staff	0003113030	ADMINISTRATION	
12	Médico,General	Medical Staff	2233495226		
1	moreno,mari	Lab Staff	0002676640	LAB	Relay Señalizaci...
5	moril,jose	Production Staff	0088828770	PRODUCTION	
8	perez,enrique	Parking Input-Output	0029602030	PARKING	
16	reset,capacidad	Reset capacidad	0002681540	EVERYONE	
30	sanchis,amparo	Administration Staff	777888	ADMINISTRATION	
31	Seelan,Yaga	Lab Staff	369852	LAB	
32	Smith,David	Production Staff	0002952770	PRODUCTION	
29	uroz,juani	Administration Staff	888999	ADMINISTRATION	



: This means that the user has been updated in the devices (installation).



: This means that the user has not been sent to the installation. Open it and edit it or, if there are a lot of them, go to the main screen and send them all. This may mean:

- Expired user.
- Modified user (from those existing in the devices)
- Non-existent user (in the devices).

Occupation of the installation

Users				0032/2047		
Doors				0010/2048		
Profiles				08/64		
Timetables				07/32		
Zones				04/2048		
Areas				07/32		
Plans				17/2048		
Holidays				09/23		

: Means that the element has been modified and has not been updated. Click on the icon to update the information in the installation.

Occupation of the installation

Users				0032/2047		
Doors				0010/2048		
ACS				08/64		
				07/32		
				04/2048		
				07/32		
Plans				17/2048		
Holidays				09/23		

Occupation of the installation

Users				0032/2047		
Doors				0010/2048		
Profiles				08/64		
Timetables				07/32		
Zones				04/2048		
Areas				07/32		
Plans				17/2048		
Holidays				09/23		

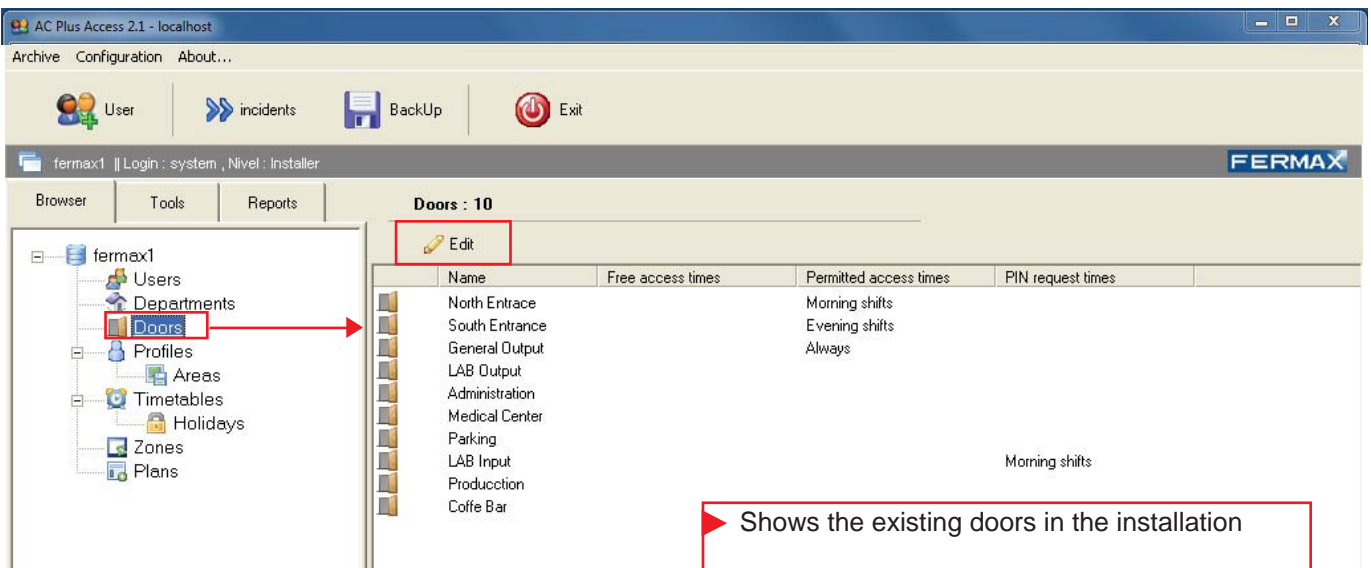
: Means that the element has been updated.

Note: Relative to the expiration date (programmed validity period), the user's text's colour changes according to their status:

- Blue: prior to the activation period.
- Black: active user.
- Red: expired user.

Doors

The AC PLUS Access application makes it possible to carry out certain actions on the doors of the installation. To access the doors screen, select the Doors component in the browser tab:

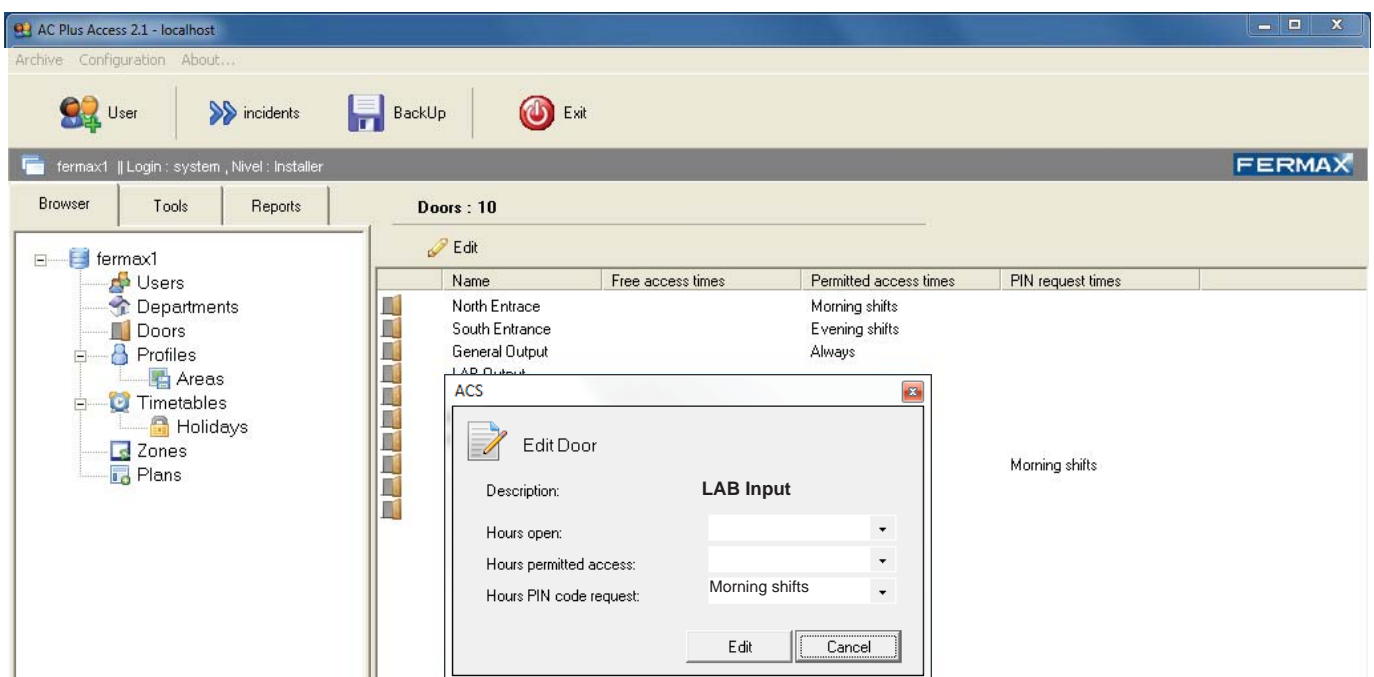


Actions on Doors

You can only edit  certain fields of the doors defined from the Server application by the installer.

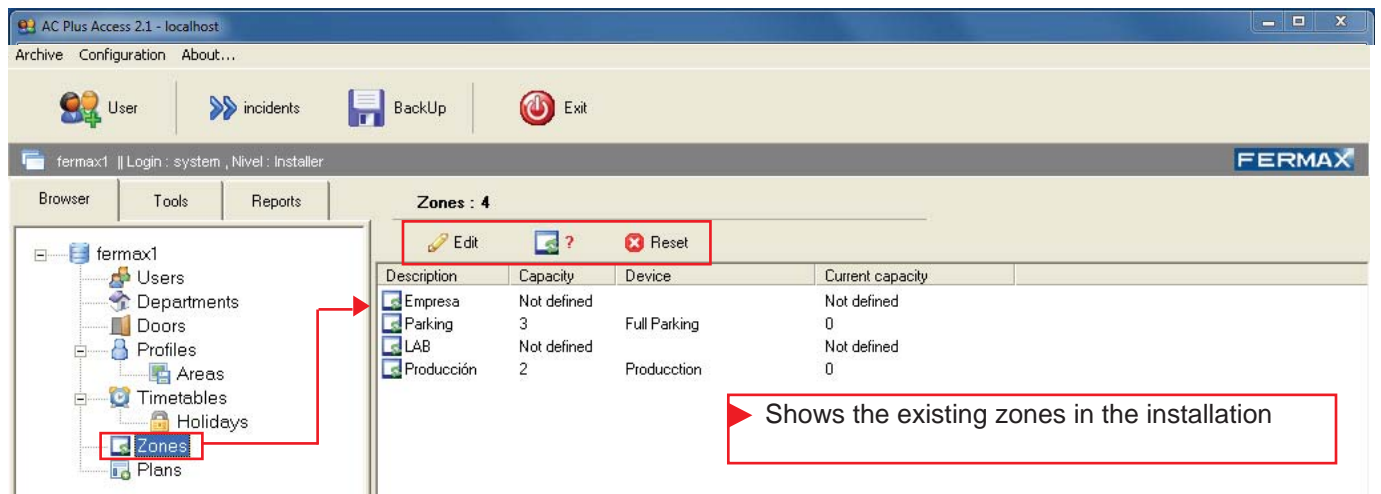
The fields that can be edited are:

- Free access times
- Restricted access times
- PIN CODE request times:



Zones

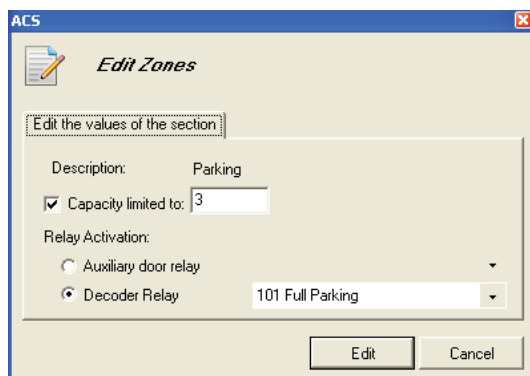
The AC PLUS Access application makes it possible to carry out certain actions on the zones of the installation. To access the zones screen, select the Zones component in the browser tab:



Actions on Zones



- **Edit:** You can only edit certain fields of the zones defined from the Server application by the installer.

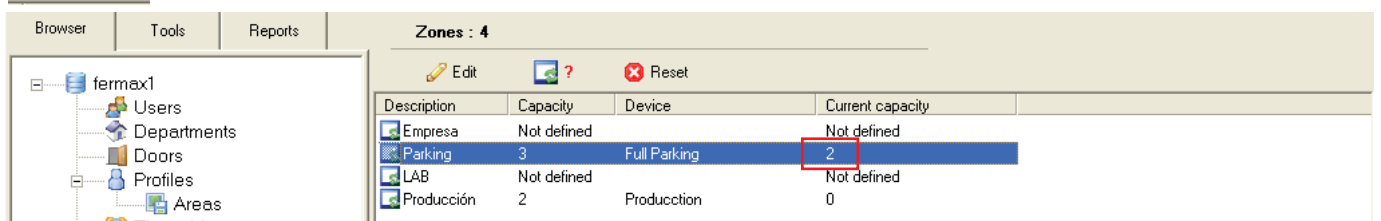


The fields that can be edited are:

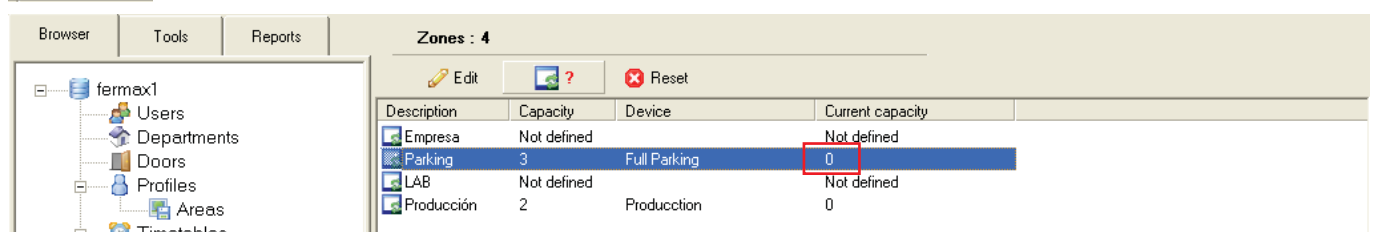
- **Limited capacity:** Number of Users who can access the zone (through the corresponding door(s) associated with that zone).
- **Relay Activation:** Relay that will be activated when the maximum capacity is reached. It is deactivated if a user leaves the zone, i.e. when the maximum capacity of the zone is no longer reached.



- **Current Occupancy:** Indicates the occupancy of the zone when the consultation is made, i.e. the number of users in that zone.

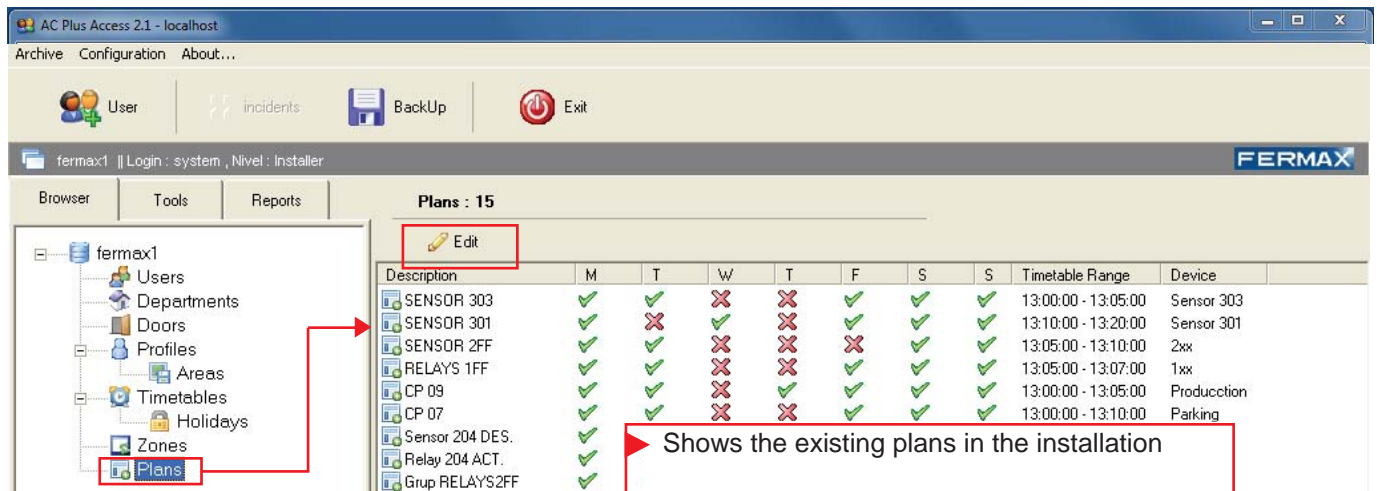


- **Reset Current Occupancy:** Returns the occupancy of the selected zone to 0.




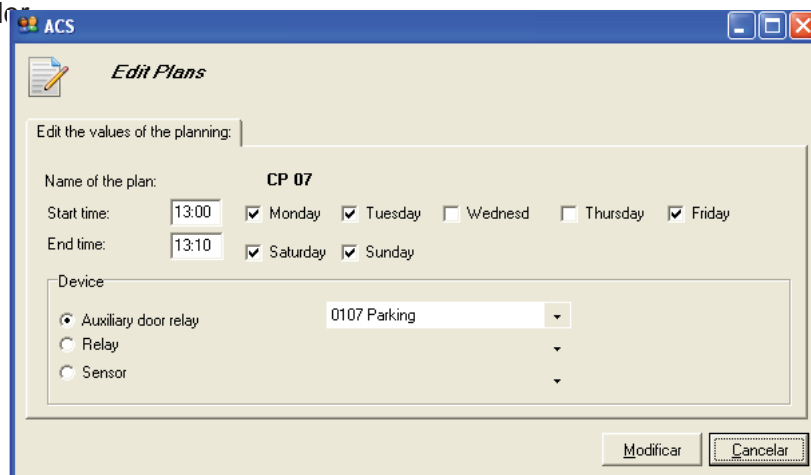
Plans

The AC PLUS Access application makes it possible to carry out certain actions on the plans of the installation. To access the plans screen, select the Plans component in the browser tab:



Actions on Plans

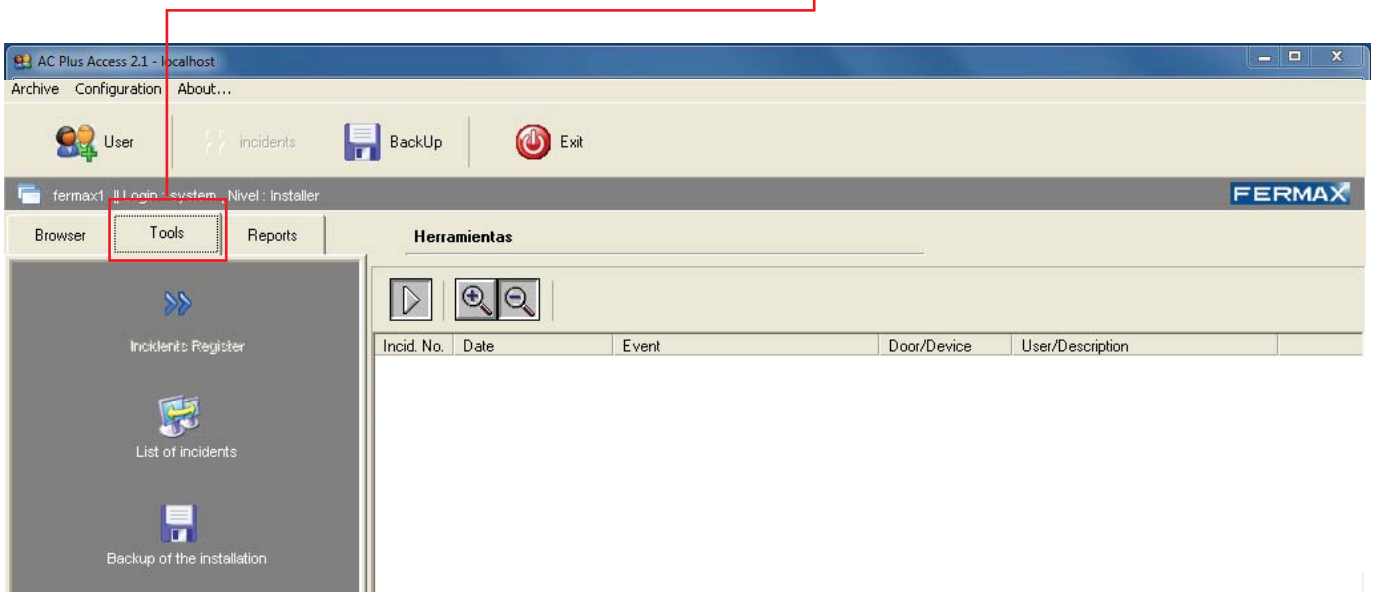
From the AC PLUS Access application, you can only edit  the plans defined from the Server application by the installer.



- **Start time:** Indicates the hour and minutes at which a certain activity takes place (24-hour format HH:MM). In the case of sensors, they are deactivated. In the case of relays, they are activated
 - Sensors: Deactivated.
 - Relays: Activated.
- **End time:** Indicates the hour and minutes at which a certain activity takes place (24-hour format HH:MM). In the case of sensors, they are activated. In the case of relays, they are deactivated.
 - Sensors: Activated.
 - Relays: Deactivated.
- **Days of the week:** Select the days of the week on which the plan will be carried out.
- **Device:** Device selected for the plan.
You can choose from these 3 options (consult the installer):
 - Auxiliary door relay.
 - Relay (a relay output from the relay decoder).
 - Sensor (a sensor input on the sensor decoder).

TOOLS

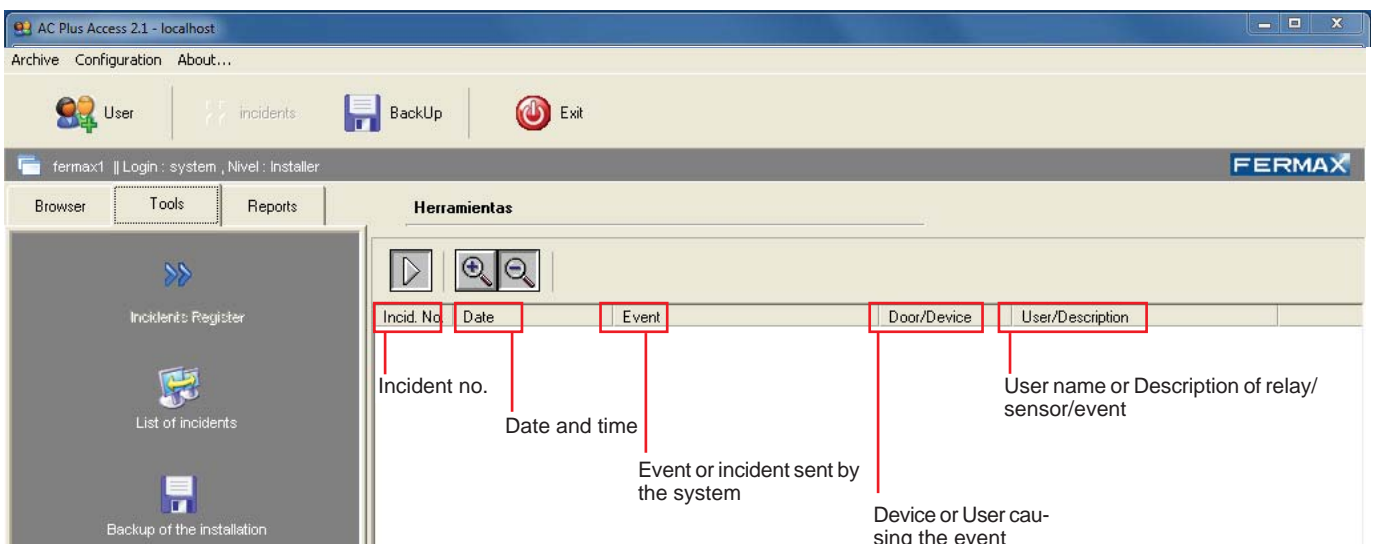
To display the Tools components, select the tools tab in the main screen:



- *Register of Incidents*: Makes it possible to monitor the different events that take place in the installation in real time: user access, opening of doors, etc.
- *List of incidents*: Screen showing the complete list of incidents that the system can manage.
- *Backup of the installation*: Makes it possible to make backup copies of the installation, users, register of incidents...or restore the information in already-existing backup copies.

Register of incidents

Makes it possible to monitor the different events that take place in the installation in real time: user access, opening of doors, etc.



Activate/Deactivate the Register of Incidents

To activate/deactivate the register of incidents, click on:



- Register of Incidents *deactivated*.



- Register of Incidents *activated*.

Once the register of incidents has been activated, all events that occur in the installation will be shown in the list of incidents (while the register is active):



The screenshot shows the AC Plus Access 2.1 software interface. The 'Incidents' menu is active, and the 'List of incidents' window is displayed. A red box highlights a table of incident data.

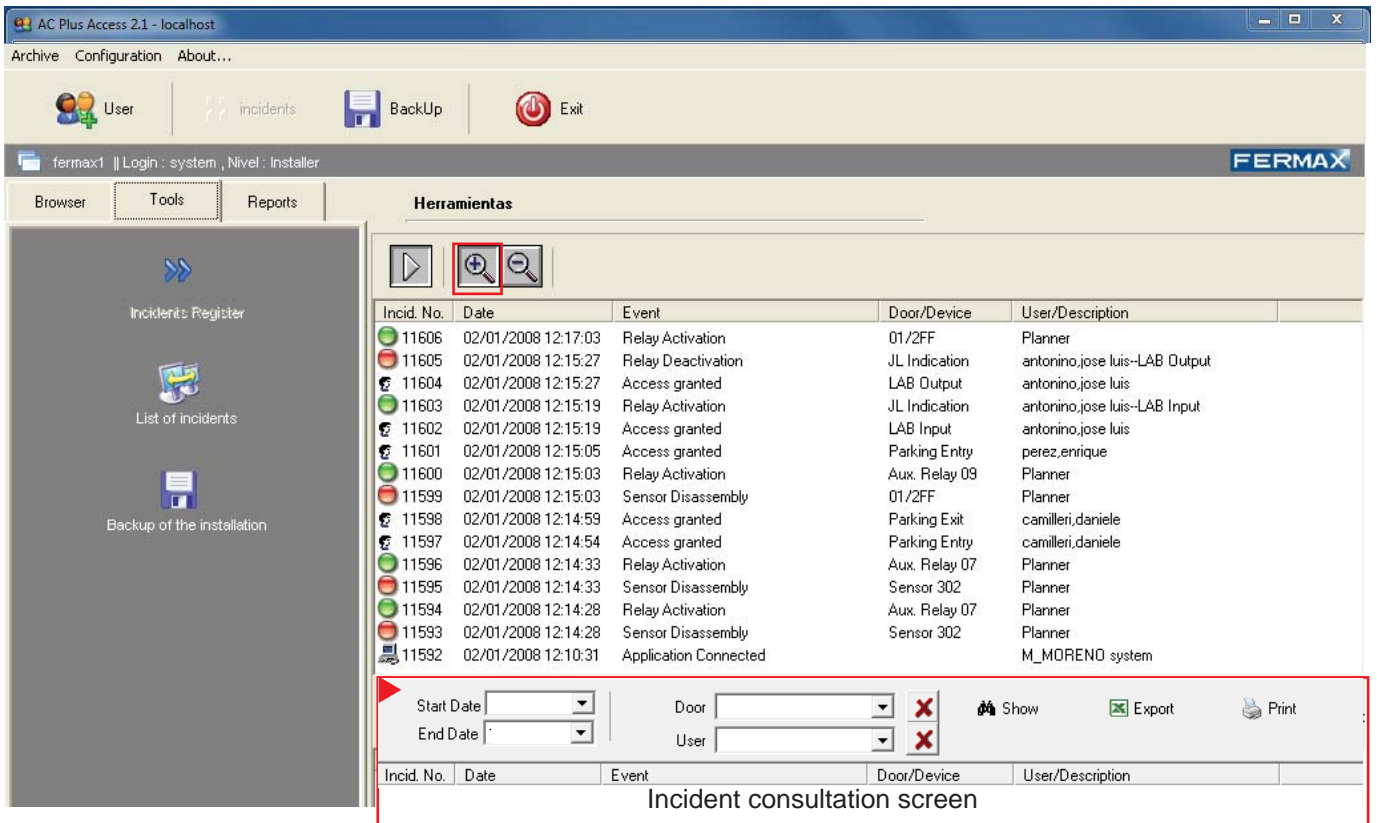
Incid. No.	Date	Event	Door/Device	User/Description
11606	02/01/2008 12:17:03	Relay Activation	01/2FF	Planner
11605	02/01/2008 12:15:27	Relay Deactivation	JL Indication	antonino,jose luis-LAB Output
11604	02/01/2008 12:15:27	Access granted	LAB Output	antonino,jose luis
11603	02/01/2008 12:15:19	Relay Activation	JL Indication	antonino,jose luis-LAB Input
11602	02/01/2008 12:15:19	Access granted	LAB Input	antonino,jose luis
11601	02/01/2008 12:15:05	Access granted	Parking Entry	perez,enrique
11600	02/01/2008 12:15:03	Relay Activation	Aux. Relay 09	Planner
11599	02/01/2008 12:15:03	Sensor Disassembly	01/2FF	Planner
11598	02/01/2008 12:14:59	Access granted	Parking Exit	camilleri,daniele
11597	02/01/2008 12:14:54	Access granted	Parking Entry	camilleri,daniele
11596	02/01/2008 12:14:33	Relay Activation	Aux. Relay 07	Planner
11595	02/01/2008 12:14:33	Sensor Disassembly	Sensor 302	Planner
11594	02/01/2008 12:14:28	Relay Activation	Aux. Relay 07	Planner
11593	02/01/2008 12:14:28	Sensor Disassembly	Sensor 302	Planner
11592	02/01/2008 12:10:31	Application Connected		M_MORENO system

The incidents are stored in the database of the server application (Server).

Note: Upon activating this option, it automatically downloads all incidents stored in the central unit.

Consultations and Management of incidents

It is possible to make a detailed consultation of the incidents that have previously taken place. The consultation can be made for a period of time or a specific day. To access the incident consultation screen, click on  and to close it click on .



Incid. No.	Date	Event	Door/Device	User/Description
11606	02/01/2008 12:17:03	Relay Activation	01/2FF	Planner
11605	02/01/2008 12:15:27	Relay Deactivation	JL Indication	antonino,jose luis-LAB Output
11604	02/01/2008 12:15:27	Access granted	LAB Output	antonino,jose luis
11603	02/01/2008 12:15:19	Relay Activation	JL Indication	antonino,jose luis-LAB Input
11602	02/01/2008 12:15:19	Access granted	LAB Input	antonino,jose luis
11601	02/01/2008 12:15:05	Access granted	Parking Entry	perez,enrique
11600	02/01/2008 12:15:03	Relay Activation	Aux. Relay 09	Planner
11599	02/01/2008 12:15:03	Sensor Disassembly	01/2FF	Planner
11598	02/01/2008 12:14:59	Access granted	Parking Exit	camilleri,daniele
11597	02/01/2008 12:14:54	Access granted	Parking Entry	camilleri,daniele
11596	02/01/2008 12:14:33	Relay Activation	Aux. Relay 07	Planner
11595	02/01/2008 12:14:33	Sensor Disassembly	Sensor 302	Planner
11594	02/01/2008 12:14:28	Relay Activation	Aux. Relay 07	Planner
11593	02/01/2008 12:14:28	Sensor Disassembly	Sensor 302	Planner
11592	02/01/2008 12:10:31	Application Connected		M_MORENO system

Incident consultation screen

You can make the consultation by selecting the options outlined below and then clicking on: 

Start Date: 14/07/2014
End Date: 14/07/2014

- **Start Date - End Date:** To make the consultation for a specific day or period.

Door:

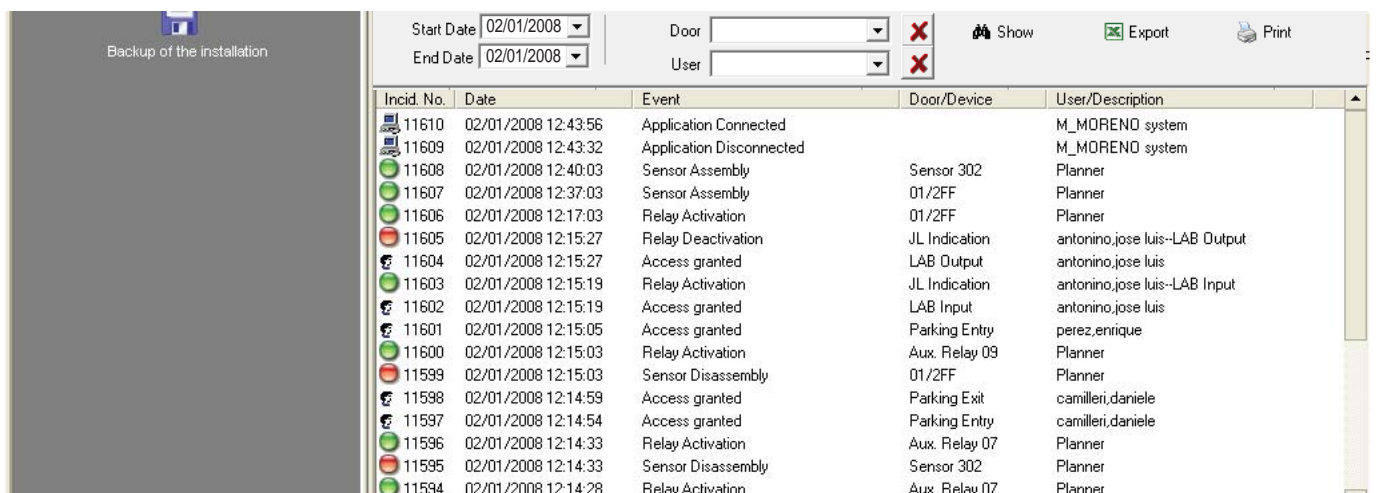
- **Door:** To make the consultation only on the selected door. If it is left blank, the consultation will be made for all the doors in the installation.

A period of time will previously have been selected.

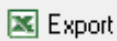
User:

- **User:** To make the consultation only on the selected user. If it is left blank, the consultation will be made for all the users in the installation. A period of time will previously have been selected.

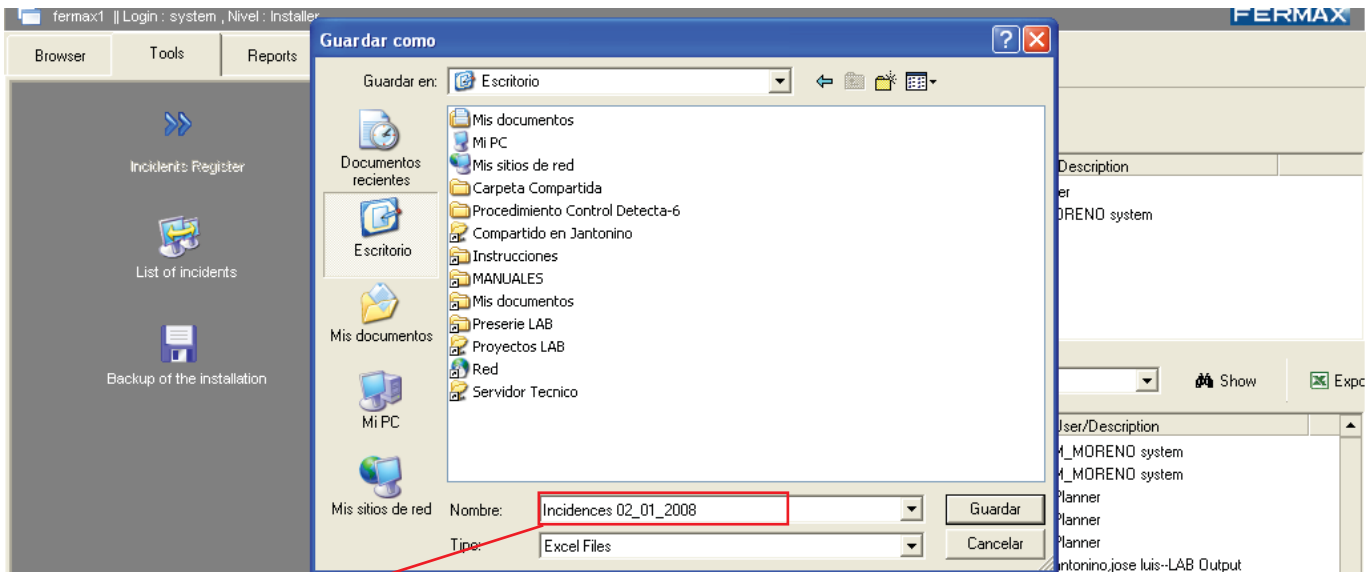
 Deletes the chosen selection.



Incid. No.	Date	Event	Door/Device	User/Description
11610	02/01/2008 12:43:56	Application Connected		M_MORENO system
11609	02/01/2008 12:43:32	Application Disconnected		M_MORENO system
11608	02/01/2008 12:40:03	Sensor Assembly	Sensor 302	Planner
11607	02/01/2008 12:37:03	Sensor Assembly	01/2FF	Planner
11606	02/01/2008 12:17:03	Relay Activation	01/2FF	Planner
11605	02/01/2008 12:15:27	Relay Deactivation	JL Indication	antonino,jose luis-LAB Output
11604	02/01/2008 12:15:27	Access granted	LAB Output	antonino,jose luis
11603	02/01/2008 12:15:19	Relay Activation	JL Indication	antonino,jose luis-LAB Input
11602	02/01/2008 12:15:19	Access granted	LAB Input	antonino,jose luis
11601	02/01/2008 12:15:05	Access granted	Parking Entry	perez,enrique
11600	02/01/2008 12:15:03	Relay Activation	Aux. Relay 09	Planner
11599	02/01/2008 12:15:03	Sensor Disassembly	01/2FF	Planner
11598	02/01/2008 12:14:59	Access granted	Parking Exit	camilleri,daniele
11597	02/01/2008 12:14:54	Access granted	Parking Entry	camilleri,daniele
11596	02/01/2008 12:14:33	Relay Activation	Aux. Relay 07	Planner
11595	02/01/2008 12:14:33	Sensor Disassembly	Sensor 302	Planner
11594	02/01/2008 12:14:28	Relay Activation	Aux. Relay 07	Planner



- Export to Excel: Directly exports the incidents corresponding to the selected options (Start Date - End Date - Door and User) into an excel file.



Save the file with a specific name

If you open this file, you will see the selected incidents

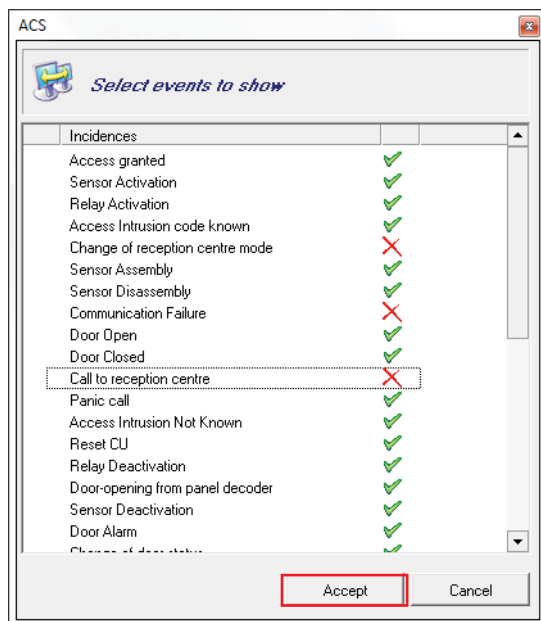
Microsoft Excel - Incidences 02_01_2008									
Archivo Edición Ver Insertar Formato Herramientas Datos Power Translator Ventana ?									
Escriba una pregunta									
A1	N								
	A	B	C	D	E	F	G	H	I
1	N	Date	Event	Door	Desc				
2	11610	02/01/08 12:43	Application Connected		M_MORENO system				
3	11609	02/01/08 12:43	Application Disconnected		M_MORENO system				
4	11608	02/01/08 12:40	Sensor Assembly	Sensor 302	Planner				
5	11607	02/01/08 12:37	Sensor Assembly	01/2FF	Planner				
6	11606	02/01/08 12:17	Relay Activation	01/2FF	Planner				
7	11605	02/01/08 12:15	Relay Deactivation	JL Indication	antonino,jose luis--LAB Output				
8	11604	02/01/08 12:15	Access granted	LAB Output	antonino,jose luis				
9	11603	02/01/08 12:15	Relay Activation	JL Indication	antonino,jose luis--LAB Input				
10	11602	02/01/08 12:15	Access granted	LAB Input	antonino,jose luis				
11	11601	02/01/08 12:15	Access granted	Parking Entry	perez,enrique				
12	11600	02/01/08 12:15	Relay Activation	Aux. Relay 09	Planner				
13	11599	02/01/08 12:15	Sensor Disassembly	01/2FF	Planner				
14	11598	02/01/08 12:14	Access granted	Parking Exit	camilleri,daniele				
15	11597	02/01/08 12:14	Access granted	Parking Entry	camilleri,daniele				
16	11596	02/01/08 12:14	Relay Activation	Aux. Relay 07	Planner				
17	11595	02/01/08 12:14	Sensor Disassembly	Sensor 302	Planner				
18	11594	02/01/08 12:14	Relay Activation	Aux. Relay 07	Planner				
19	11593	02/01/08 12:14	Sensor Disassembly	Sensor 302	Planner				
20	11592	02/01/08 12:10	Application Connected		M_MORENO system				
21	11591	02/01/08 12:10	Sensor Disassembly	Sensor 302	Planner				
22	11590	02/01/08 12:04	Application Disconnected		M_MORENO system				
23	11589	02/01/08 11:56	Relay Deactivation	JL Indication	perez,enrique--Parking				
24	11588	02/01/08 11:55	Relay Activation	JL Indication	perez,enrique--Parking				
25	11587	02/01/08 11:54	Relay Activation	JL Indication	antonino,jose luis--LAB Input				
26	11586	02/01/08 11:54	Access granted	LAB Input	antonino,jose luis				
27	11529	02/01/08 11:50	Application Connected		M_MORENO system				
28	11585	02/01/08 11:00	Relay Deactivation	RELAY 204	Planner				
29	11584	02/01/08 10:00	Relay Activation	RELAY 204	Planner				
30									
31									
32									
33									
34									



- Print: It directly prints the incidents of the selected options (Start date- End date, Door and User) on the PC's default printer (quick print).

List of incidents

Screen showing the complete list of incidents that the system can manage.



The icon to the right of the incident indicates whether the incident is activated (that is, managed by the system) or deactivated (it will not be managed by the system).

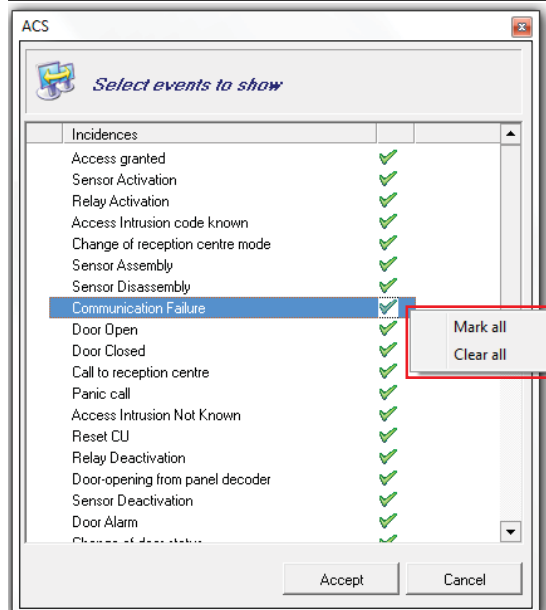


Indicates that that incident is managed by the CU. It is **activated**.



Indicates that that incident is **NOT** managed by the CU. It is **deactivated**.

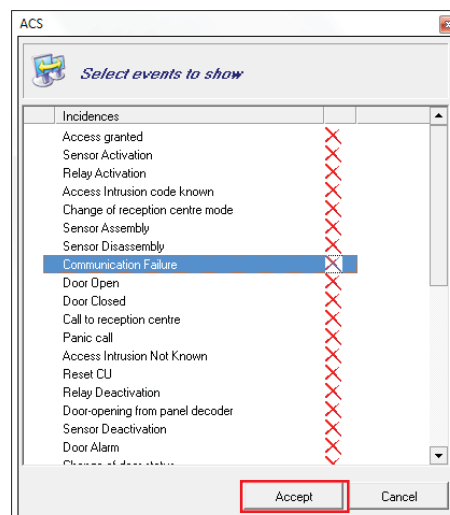
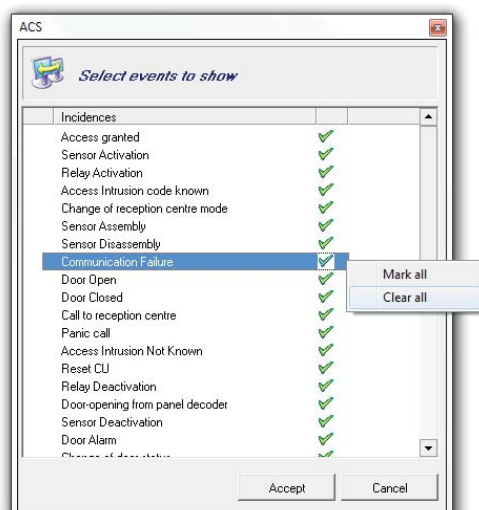
To activate/deactivate an incident, select the incident and double-click with the left-hand mouse button. The incident goes from activated to deactivated and vice versa. Once you have chosen the corresponding icon in the incident(s), click on "accept".



You also have the option of selecting-deselecting all the incidents.

Select an incident, click with the right-hand mouse button and this window will appear

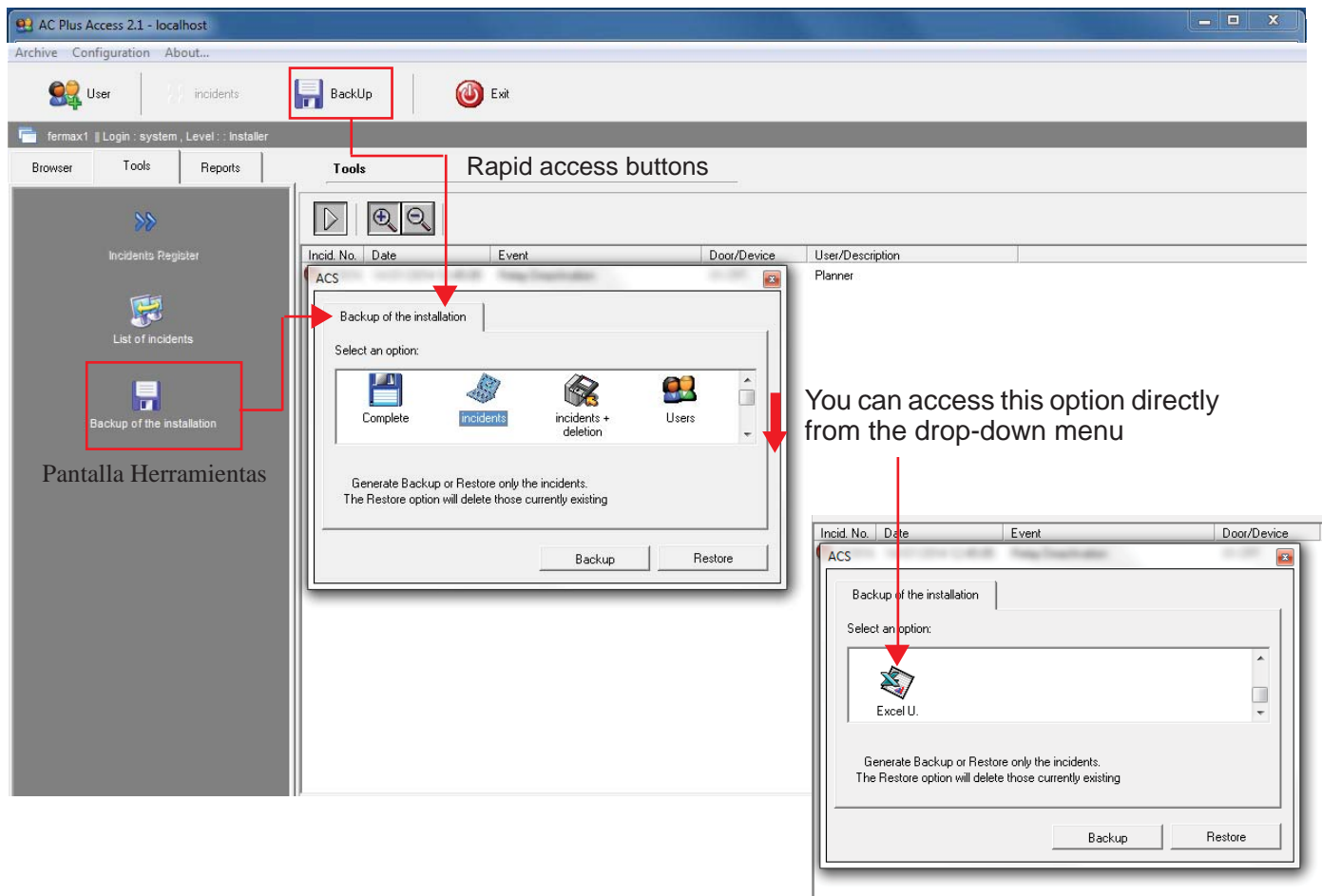
For example, select the option of deselecting all the incidents. After making your selection, you always have to click on "accept".



Backup

In the Main screen (rapid access buttons) or the Tools screen, you can make backup copies of different elements of the installation, or restore information from already-existing backup copies.

To access the Backup screen, click on the "Backup" component.



Then, select the type of backup copy to be made or restored, from the possible options:



Complete

Complete: Makes a backup copy or restoration of all the elements of the installation, including the incidents.



Incidents

Incidents: Makes a backup copy or restoration of only the incidents. The Restore option deletes the currently existing incidents.



Incidents + deletion

Incidents + Deletion: Makes a backup copy of only the incidents, deleting current incidents.



Users

Users: Makes a backup copy or restoration of all the users of the installation. The Restore option deletes the currently existing users.

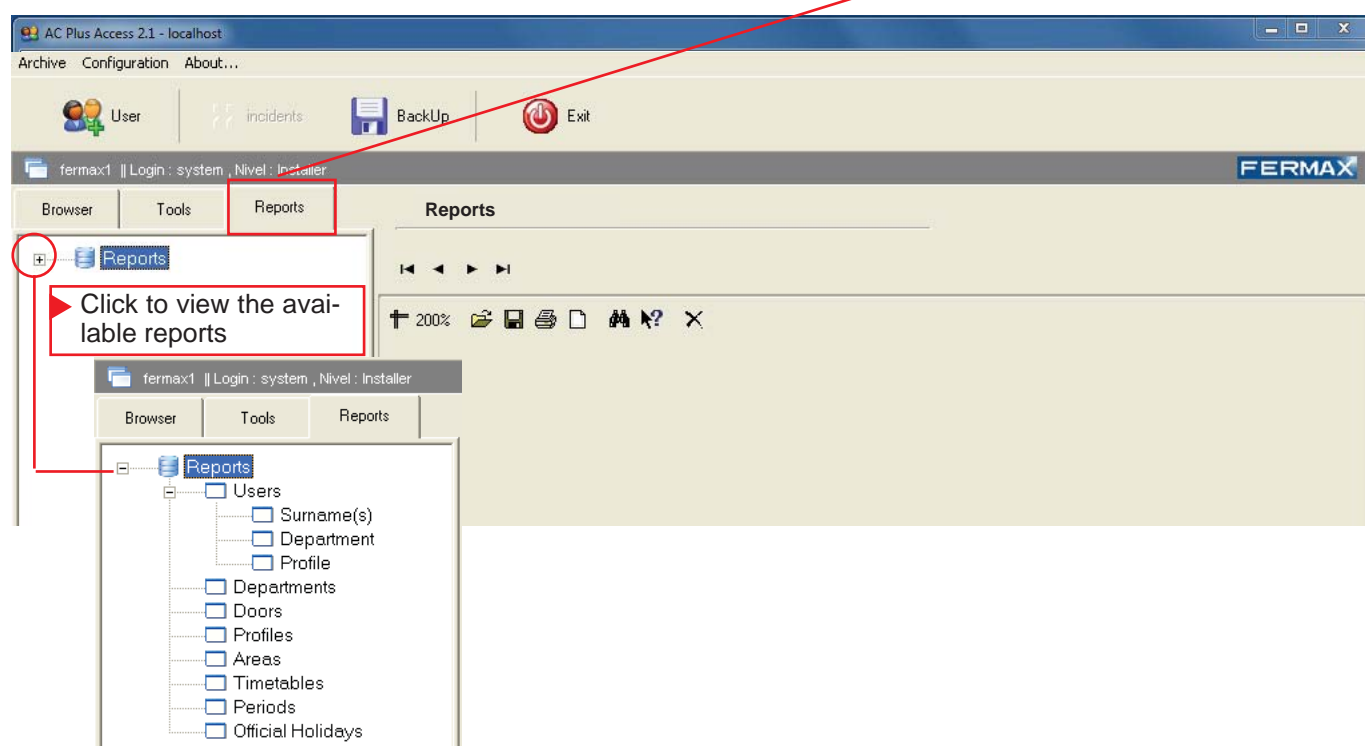


Excel U.

Excel U: Makes a backup copy in an excel file or restoration from excel files of all the users of the installation. The Restore option deletes the currently existing users.

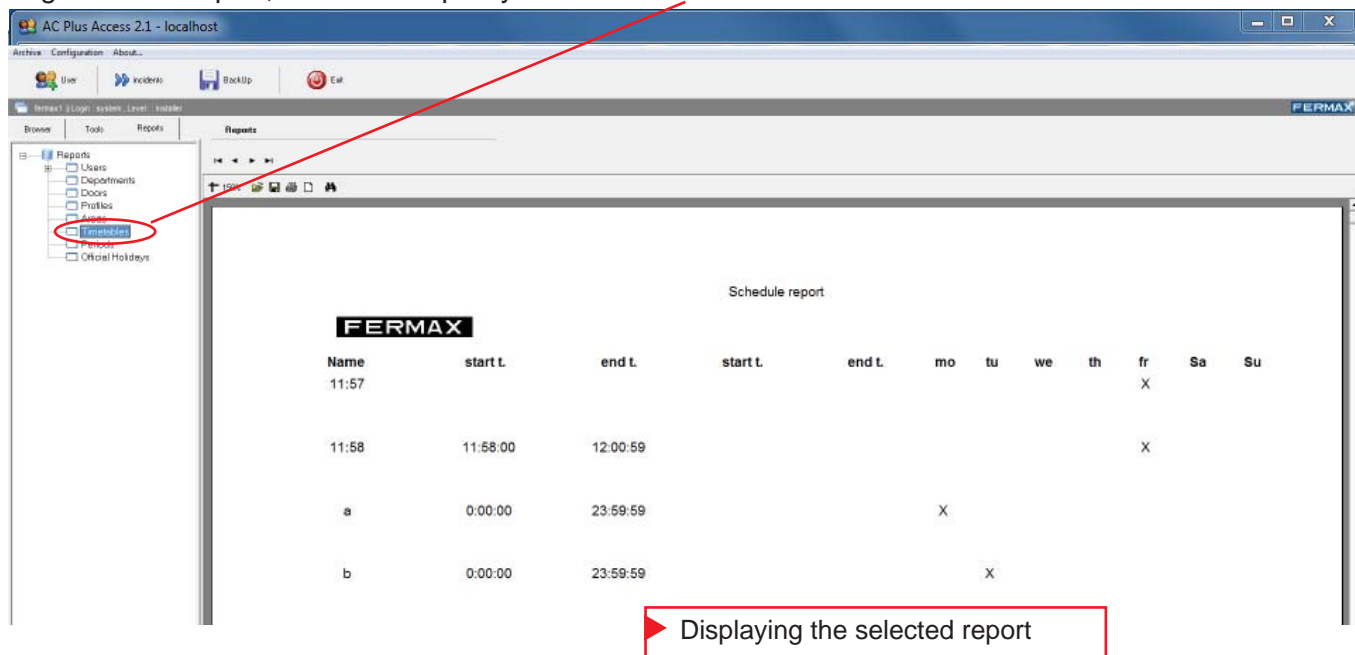
REPORTS

In this section of the application, you can generate different reports giving information on the installation. To access the Reports screen, click on the "Reports" tab:



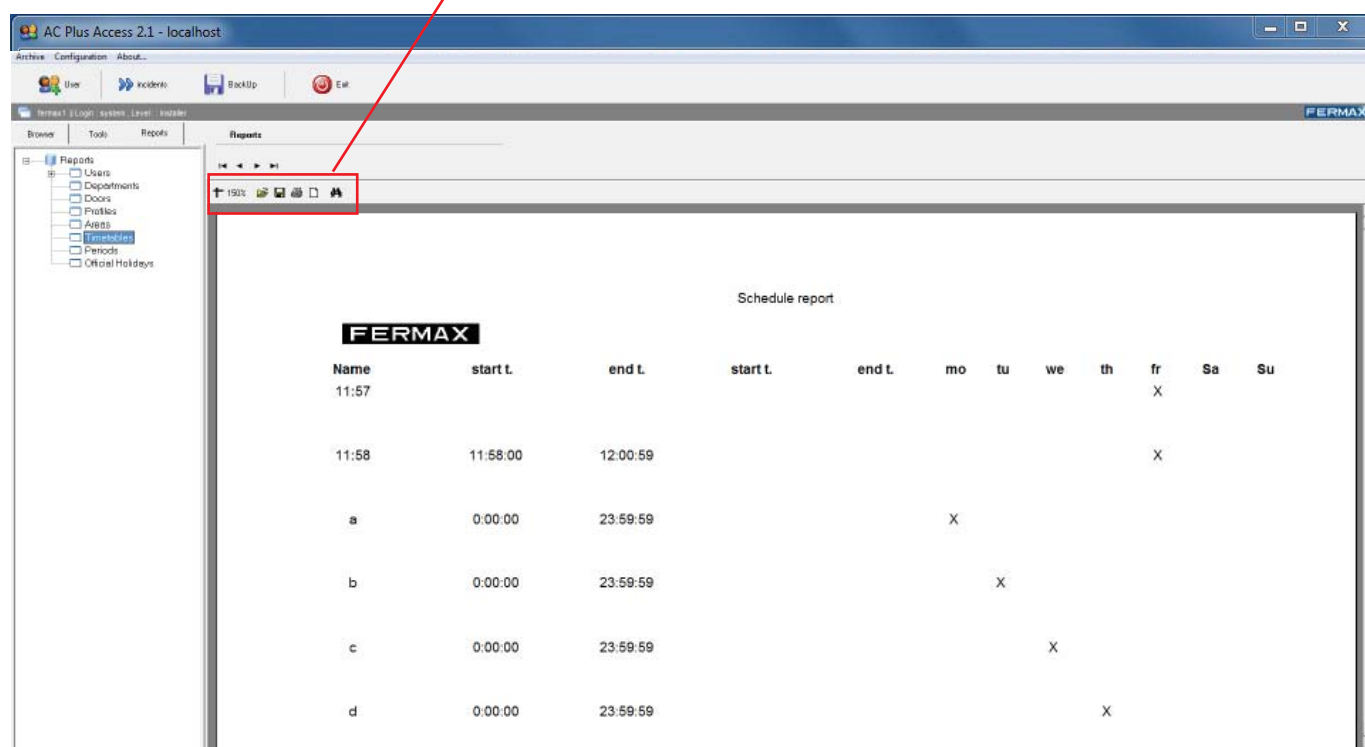
Generating Reports

To generate a report, select the report you wish to view from the list:









Report Options

The reports generated can be printed, saved, searched...



Once the information has been generated, click on the corresponding icon to carry out the action you want:

	Makes it possible to Zoom in/out on the Report.
	Makes it possible to Open a previously-saved report.
	Makes it possible to Save the current report on the PC.
	Makes it possible to Print the current report.
	Makes it possible to Configure different print and display options of the current report.
	Makes it possible to Search in the current report.

	Make it possible to move between the different pages of the report (if there is more than one).
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