



WEB MANUAL ENTRAPASS



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EntraPass Help

What's New in EntraPass Web 7.50?

What's New in EntraPass Web 7.50?

Maintenance

EntraPass Web 7.50 includes some bug fixes as well as additional IP addresses to connect to when viewing video from inside (LAN) or outside (WAN) the user's facility.



Login and Password

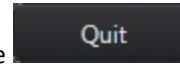
To reset your password or to change it, enter your e-mail address in the textbox.


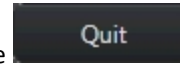
Note...

*The user ID, password and e-mail are defined in the EntraPass Reference Manual under the **System/Operator** menu.*



- 1 - Enter your login ID in the first textbox.
- 2 - Enter your password in the second textbox.



- 3 - Click the  button. To quit EntraPass Web click the  button.
- 4 - If you lost your password or if you want to change it click on **Reset Password**.
- 5 - To add or delete new connections, click on the arrow to display:
 - The connection name is displayed on the right side of the arrow.
 - The last selected connection will be remembered and displayed as default upon the next startup.
 - When clicking the left arrow, the selected site parameters are displayed.
 - Click **Secure** to switch between http or https.

Note...

The Smartservice is already typed in as the web service name.

- You can edit the existing information (the **New** button will disappear and be hidden). Once finished, click **Save** or the arrow once more to cancel.
- Use the **Delete** button to delete a connection.

Note...

The default connection cannot be deleted.

- If you click the **New** button, the **Save** button becomes **Test**.
- Once you click the **Test** button, the system will display the connection name. If the test fails, an error message will be displayed instead of the connection name.



1 - To switch account, select **Switch Account** from the drop-down list at the top right.

2 - From the **Switch Account** dialog, select an account and click **OK**.

- If the user is already logged into an account, the **Log Out** button can be used to log out from the account.
- To find an account, the first few letters of the account name can be typed in.
- The **Cancel** button closes the **Switch Account** dialog and return to the previous window.

Note...

*For more information about account creation, please refer to the **Account** section, in **Create a New Account** from of the *EntraPass Help*.*


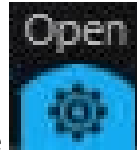


Dockview

In **Dockview** you can configure EntraPass Web main screen to display multiple function windows simultaneously.

- 1 - Click the **DOCKVIEWS** menu button at the top of the screen.
- 2 - Click **New**.
- 3 - Enter a name for the new dock view and click **OK**.
- 4 - From the functions displayed at the bottom of the screen, drag & drop items into the main area. Select between **Operation** and **Configuration** to access more functions.



- 5 - Use the  button to close the edit panel. Use  to edit the dock view.

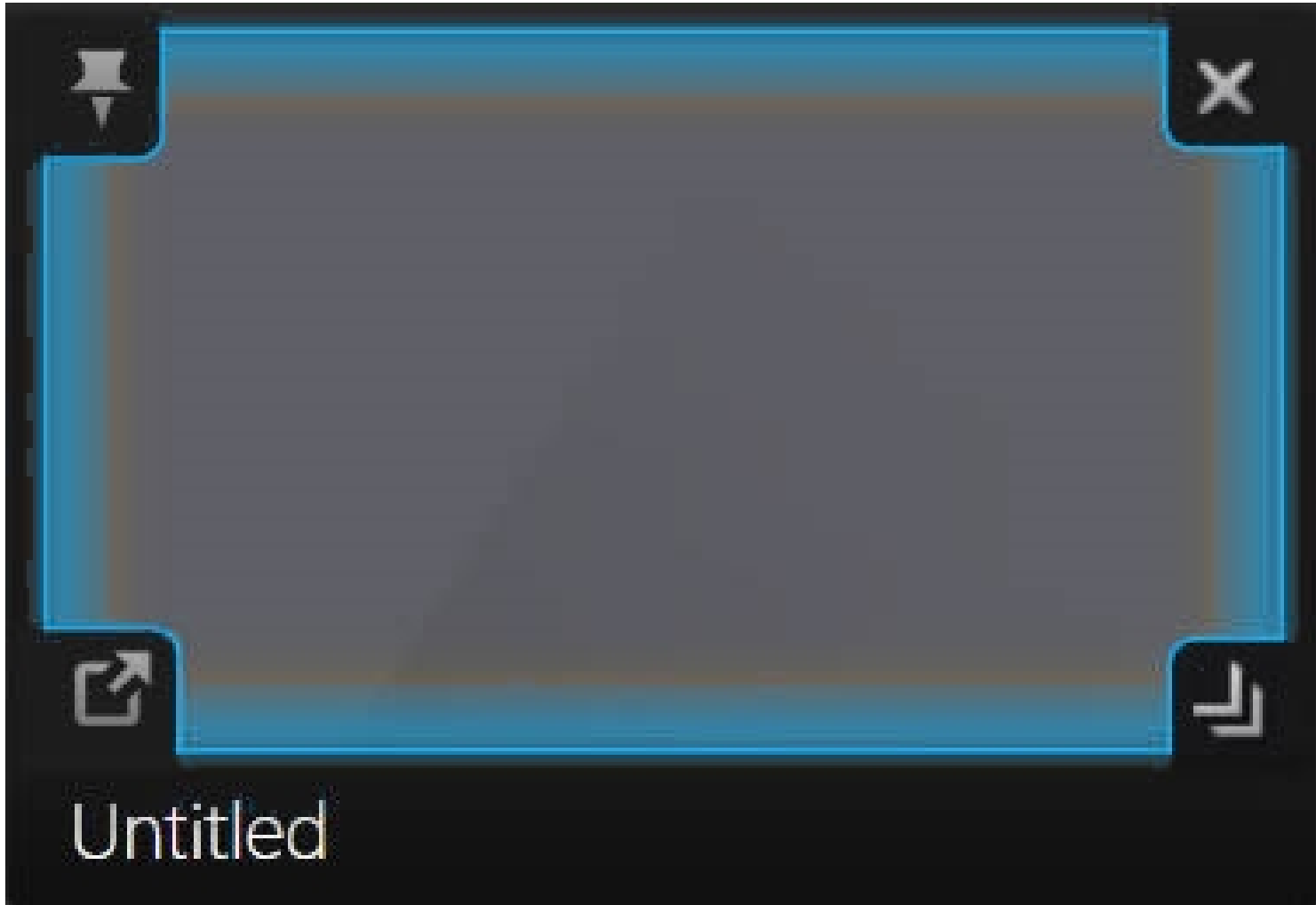
Note...

Windows can be resized and moved through the main area.

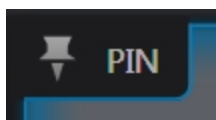


In the **Dockview** List window, you can select the Dock View to be displayed or edit an existing one.

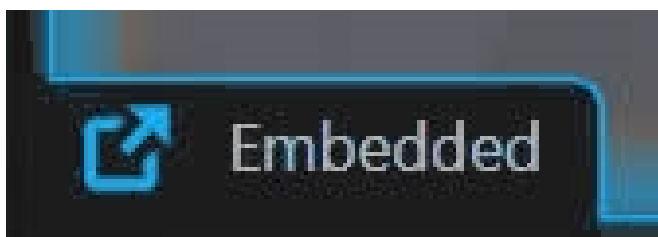
- Hover your mouse on a dock view to see:



- Click the top left corner to pin or unpin the view:

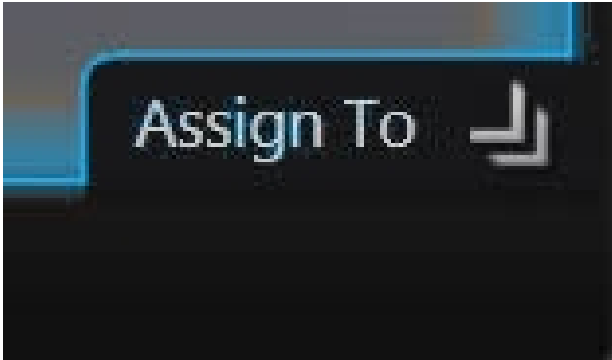


- Click the bottom left corner to embed the view:





Click the bottom right corner to assign the view to an operator:



- Clicking on **Assign To** will display the **Assign Dockview** dialog. Select the name(s) of the operator(s) to be assigned.



Users

- 1 - Enter a new **User Name** or modify the actual one.
- 2 - Select a **Card Type** from the drop-down list.
- 3 - Select **Wait for Keypad** to force the user to enter a PIN on the keypad to access all door.
- 4 - In the editable **PIN** field, enter the PIN that the user will be required to enter for access.

Users

- 1 - Enter the card number (**Card #1**).
- 2 - If you select the **Display** checkbox, the card number will be displayed in reports.
- 3 - Enter an **End Date** manually or click the calendar icon.

Note...

If an end date is selected, the cards will be invalid after this End Date. This new date will be assigned to all cardholders having the selected card type.

- 4 - Check the **Trace** option if you want to monitor the use of a particular card.


Note...

Selecting this option will cause the "Card traced" event to be generated each time this card is presented to a card reader. For example, you can request and generate a report containing the "card traced" event in order to verify user actions.

- 5 - Check the **Stolen** option, if the card has been stolen or lost. The card will not be functional anymore.

Note...

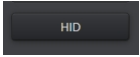
*When the card is used, an **Access denied - Card lost or stolen** event is generated.*

- 6 - Click the  button to configure another card.
- 7 - Select the **GO Pass** check box to enable GO Pass for the selected user.
 - Enter the users email address.
 - Select the users language.
 - Select the **Notify** check box to send a set of instructions to the user.

An email is automatically generated and sent to the user with details on how to download the application to their smartphone. The user's credentials are automatically entered into the application.

HID Mobile Access

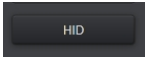
To add a new HID Mobile Access

- 1 - Click the **Operation** tab, and click **User** from the menu.
 - 2 - Select the HID mobile access icon  from the sub menu.
 - 3 - Part numbers represent boxes of cards. If you have multiple Part Numbers you must select a part number from **Part Numbers** list. The **Qty** field displays the number of remaining card numbers.
 - 4 - Select **Send Invitation & Issue Mobile ID** to prompt the user to register their smartphone.
-

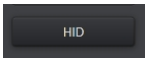


Operation

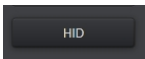
To view the status of an existing HID Mobile Access user

- 1 - Select the HID mobile access icon .
 - 2 - Select the **Advanced** check box to display the advanced options.
 - 3 - Expand the **Invitations** list to view the status of invitations that have been sent.
 - 4 - Expand the **Credentials Container** list to view the list of mobile devices associated with the user.
 - 5 - Expand the **Mobile ID** list to view the card numbers associated with each **Credential Container** for the user.
-

To add multiple devices to single user

- 1 - Select the HID mobile access icon .
 - 2 - Select the **Advanced** check box to display the advanced options.
 - 3 - Select a part number from **Part Numbers** list.
 - 4 - Press the **Send Invitation** button. When the user registers their device, a new container will be created in the **Credential Containers** list .
-

To add multiple cards to a single user

- 1 - Select the HID mobile access icon .
 - 2 - Select the **Advanced** check box to display the advanced options.
 - 3 - Select a part number from **Part Numbers** list.
 - 4 - Select the new device from the **Credential Containers** list.
 - 5 - Select **Issue Mobile ID**.
-

Note...

The **Card Number** field is disabled if a HID card number has been assigned to a user in EntraPass.

Note...

To use the HID Mobile Access integration the following conditions must be true:

- The HID mobile access integration is enabled in EntraPass.
 - The integration is allowed by the associated Security level.
 - The user already exists in the system. The integration only works for existing users.
-

Note...

An error message will be generated under the following conditions:

- The number of available card numbers has been exceeded.
 - There is no e-mail associated with the user.
-

Access Levels

- 1 - For each connection, select an access level from the drop-down lists.
-




Operation

Users

Note...

You have to create access levels ([Configuration > Access Level](#)) first to have them displayed in the **Access Levels** drop-down lists.

- 2 - Click the **Door Access List** button to display the list of doors with an associated schedule for all access levels of the selected user. See [Door Access List](#) for details.
 - 3 - Click the  button to display **Access Level: Advanced Settings**. See [Access Level Advanced settings](#) for details.
-

Date

- 1 - Enter a **Start Date** manually for the user or click the calendar icon.
- 2 - Enter an **End Date** manually for the user or click the calendar icon.
- 3 - Enter an **Hour** manually for the user between 00 and 23.
- 4 - Check the **Delete...** option to automatically delete the card information on the expiry date and hour (using the end date and hour specified).

Note...

The expire hour is only functional on KT-400 and KT-1 door controllers.

Badge

- 1 - Select an existing Layout from the drop-down list.
- 2 - **Preview Badge** button : Pops up a preview window with a .PNG picture of the badge and allow printing in dual side or front or back only (see Preview Badge for details).

Note...

The Preview badge button will not be displayed in EntraPass Web unless the operator's Print badge option is selected under the EntraPass System/Security level menu. See [EntraPass Help](#) for details.

- 3 - To define a new barcode, click the **Edit** button.
 - Choose **Predefined Barcode** or click the **Custom Barcode** radio button and enter a barcode.
 - Click **OK** to accept the changes or **Cancel** to go back without any changes.
 - 4 - To enter a new signature, click the **Edit** button.
 - Click the **Choose file** button to select a signature file.
 - Click the **Reset** button to erase your selection.
 - Click **OK** to accept the changes or **Cancel** to go back without any changes.
 - 5 - Click **OK** to accept the changes or **Cancel** to go back without any changes.
-

Tenants

- 1 - To link the user to a tenant, click the **Link** button.
 - From the left panel, select a tenants list.
 - Select a tenant and click the Select button. All the linked tenants appears in a list under the Tenants section.
 - 2 - You can also select a linked tenant and use the **Unlink** button to remove it from the list.
-

Count

- 1 - Check the **Enable** option to enable the card use count feature in order to limit the number of times a card can be used. Otherwise, it can be enabled with a task on an event trigger.
-



Operation


Users

- 2 - Check **Reset** to reset the count upon saving the record.
 - 3 - Select a maximum value using the spin button.
 - 4 - Select **Count Auto** to automatically increment the **Count Reach** field each time the cardholder uses the card.
-

Options

- 1 - If you are issuing a card for a cardholder with disabilities, check the **Extended Delay** option. To enable this option in the system, you have to define appropriate delays in **Hardware Setup/Door**.
 - 2 - Check the **Disable Passback** option if you want the card to override the passback option when defined.
 - 3 - Check the **Multi-swipe** checkbox to enable the multi-swipe action. This feature allows using double and triple card swipe actions with the new KT400 firmware (KT-400: 1.08; KT-400 V1: 1.11). See [Hardware Setup/Door](#) for more information.
 - 4 - If required, check the **Privilege Operation** option to override any security measures regarding doors.
 - 5 - Set the **Supervisor Level** according to user privileges.
-

Comments

- 1 - Click the  button to flip between the **Edit custom** fields and the **Edit Main** fields windows.
 - 2 - Define the **Card Information** fields. You can access more card information fields by selecting page 1 or 2 at the right side.
 - 3 - Double-click on any label to display the **Change Card label** dialog. Enter the Primary and Secondary names.
 - 4 - Under **Comments**, enter a comment for the selected user.
-



- 1 - Click the **Configuration** top menu.
- 2 - Select a user and click the **Edit** button on the top right or click the **Add** button.
- 3 - Click on the user picture.
- 4 - To add a picture you can:
 - Click the **Snapshot** button to import the picture from a camera.
 - Click the **Import** button to locate a picture file on your computer or on any connected drive.
 - Click the **Crop** button to improve the picture composition or to focus on certain elements in it. Use the resizing arrows on each corner to change the picture composition.

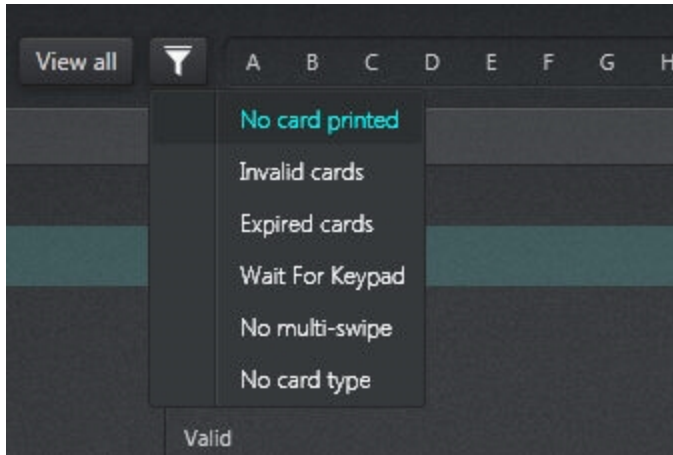
Note...

You cannot import a picture larger than 600 Kb.



Left Panel

- This panel displays the list of users. Right-click on the header zone and select the fields you want to be displayed in the list.
- A filter in the **Users** window was added to display a list of badges that were never printed. This filter is applied by adding the **Badge Print Issue** column and sorting it from the lowest number (0).



- Click on a user in the list to display the card's last transactions in the right panel.

Right Panel

- The upper part of the right panel contains the user's picture, the card number, **Display Nb** to indicate that the card number is displayed or not, the expiry date and indications for **Trace** and **Stolen/Lost**.
- Click the **Preview Badge** button to preview and printout directly from the **Users** window.
- The lower part shows the last transactions with the date and time.

Top Left Buttons

- From the drop-down list, select between **User name** and **Card number**.
- Use the **Filter...** textbox to sort the users/cards according the characters string you have entered.
- Click on a letter to display only the user names beginning with that letter.

Top Right Buttons



- **Add:** Click the **Add** button to add a new user.
- **Edit:** Click the **Edit** button to modify an existing user or use a right-click on a user on the left and select **Edit** from the contextual menu.
- **Save As:** Click the **Save As** button to make a duplicate of an existing user or use a right-click on a user on the left and select **Save As** from the contextual menu.
- **Delete:** Click the **Delete** button to delete an existing user or use a right-click on a user on the left and select **Delete** from the contextual menu.
- **Import:** Click the **Import** button to import a card data CSV file.
- **Export:** Click the **Export** button to export card data in a CSV file.

Note...

See [User Configuration](#) for more details.



Bottom Bar

- **Previous/Next:** Use the **Previous** and **Next** buttons to navigate through the users list.
 - **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



- Use the **Print front side**, **Print back side** and **Print both sides** buttons to see different views of the badge.
- If the template is single sided, then BACK and DUAL will be greyed out.
- Click the **Flip to back side** button to view the other side of the badge if the badge template has 2 sides. Otherwise it will be greyed out.
- Click the **Printer** drop-down to select a printer among the list.
 - If no printer is selected, the message displayed will be: Select printer...
 - If no printer is installed, the message displayed will be: No printer found...
 - If the selected printer is not found, the message displayed will be: Select printer...

Note...

*Once the print command is sent to the printer, the **Print Badge** screen will be closed automatically notifying the operator that the command has been processed. If any error occurs with the printing process (printer not connected, badge gets stuck), a warning message will be displayed.*

*The **Preview badge** button will not be displayed in EntraPass Web unless the operator's **Print badge** option is selected under the EntraPass **System/Security** level menu. See [EntraPass Help](#) for details.*



Events

The **Events** window can receive and display system events (current or historical), alarms, cardholders's picture, system graphics, etc. Events are displayed with their color, date and time, description, picture and video. When a new event is displayed, the window scrolls up. The newest events are added at the top of the list view.



Working Area

- Click on a heading to sort data accordingly.
- Drag & drop a heading to move the corresponding column.

Note..

Colors for events can be customized in the EntraPass WorkStation.

Bottom Bar

- **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



Videos

- 1 - Enter the primary name for the new view.
- 2 - Enter the secondary name for the new view.
- 3 - Click **OK** when you are finished or **Cancel**.



Once the video server is defined and its cameras identified, operators can define video views that will be displayed in the Videos window for viewing and monitoring purposes. EntraPass Web components (sites, controllers, etc.) can be associated with video views.

Left Panel

- This panel displays lists of existing views and cameras.
-

Working Area

- Drag & drop views and cameras from the left panel to any view in the working area.
- Hovering the mouse in an active view (which contains a camera) will display the replay and full screen buttons.
- Double clicking on any of the cameras in any quadrant will bring that camera in a full screen window. Double clicking on it again, brings the view back to its original video view.

Video Playback

- Use a drag & drop on a video server on the left to create a view.
 - Within each camera, click the flip button (on the left) to display the Playback window.
 - A flip button is also available at the bottom left of the main window. This button is labelled **Playback** for the live display and **Live** on the playback window and is use to toggle between Live and Playback windows.
 - Playback features:
 - The time is in 24 hour format.
 - During a playback, the live video function is stopped.
 - The start date is the current date.
 - The time is the current time minus 60 minutes.
 - The default duration is 60 minutes.
 - The maximum number of minutes that can be requested is 23 hours 59 minutes.
 - When requesting a playback a 10% time is added (if the operator requests 60 minutes at 13:40, the resulting playback duration will be 13:34 to 14:40).
 - The **Start** button sends the request to the DVR.
 - The **Cancel** button suppress all requests in progress.
 - A request for playback applies to all cameras displayed.
 - The Export/play toolbar contains the following buttons:
 - **Pause**: Pause the video.
 - The two "triangle" buttons at each end of the play bar are used to move right or left on the time scale. Click the left button to move the play bar 1 entire scale back in time. The playback will start from this point. Click the right button to move the play bar 1 entire scale forward in time. The playback will start from this point.
 - When the player starts, a bar is displayed to show progress. The bar will start from the requested time
 - It is possible to move that bar to move the video backward and forward.
-



- When we release the bar (release mouse click) the video start playing at the time we drop the bar.
- Motion triggers are highlighted in the playback bar. If video has been recorded without a motion or alarm event, the video bar appears green. If an event has been detected a box appears on the timeline of that camera indicating the time and duration of the event. The colour of the bar indicates the type of event that has been captured.
 - The box appears red when an alarm has been detected.
 - The box appears blue when motion has been detected.



Note

When requesting a playback, 10 % time is added (ex: if the operator requests 60 minutes at 13:40, the resulting playback duration will go from 13:34 to 14:40).

Note

*To be available for the operator or to limit its usage, the Video Playback feature has to be enabled in the operator's security levels. Please refer to the EntraPass Online help section **System/Security Level** for more details.*

Video Export

- Click the  button to export the video or  to take a snapshot and save it on disk. A window will prompt you to save locally on the computer and give a name to the file.
-

Video Pan-Tilt-Zoom (PTZ)

If your camera has dome control features a **joystick icon** is visible on the upper-right section of the screen.

- Select a camera to activate the PTZ controls, a **virtual joystick** with arrows in four directions and a circle in the center appears.
- Move the center of the joystick in the direction you want to move the camera.

Note

The border of the camera view will change to represent the selection. The border and the virtual joystick will have the same color that is associated with the operator. You can use all 180° points within the four arrows.

- Use the **mouse wheel** or the + and - signs on the keyboard to zoom the camera in and out.

To preset different camera positions:

- Click the **Preset** icon on the lower-right part of the screen, it will display all the presets associated with the PTZ camera.
- Click the + icon to add a new preset position, enter a new name and click Save.

Note

When you select a preset from the list and either double-click or press OK, you load the preset. The number of presets you can add depends on your camera type.

To see additional commands, select a preset from the menu list:



- **Add:** A dialog box opens and prompts you to enter a name for the new preset.
 - **Rename:** A dialog box opens and prompts you to enter a new name for the preset.
 - **Update/Replace:** If you confirm the prompt, the current position of the camera is saved in the preset.
 - **Delete:** If you confirm the prompt, the current preset is deleted.
-



Top Right Buttons

- **Full-screen:** Click the **Full-screen** button to get a full screen view.
 - **Layout buttons:** The video views can be arranged in nine different ways according to the selected button.
 - **On Screen Display:** Click the **On Screen Display** button to display camera information.
 - **Clear:** Click the **Clear** button to remove all cameras from the displayed view.
 - **Add as a view:** Click the **Add as a view** button to add a new video view.
 - **Delete:** Click the **Delete** button to delete the view from the list (left panel).
-

Bottom Bar

- **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



Maps

Left Panel

- This panel displays the existing maps.
 - Use the **Filter...** textbox to sort the maps according to the characters string you have entered.
-

Working Area

- The working area displays the selected map.
-



Top Right Buttons

- **Add:** Click the **Add** button to add a new map.
- **Edit:** Click the **Edit** button to modify the selected map or use a right-click on the selected map on the left and select **Edit** from the contextual menu.
- **Save As:** Click the **Save As** button to make a duplicate copy of the selected map or use a right-click on the selected map on the left and select **Save As** from the contextual menu.
- **Delete:** Click the **Delete** button to delete the selected map or use a right-click on the selected map on the left and select **Delete** from the contextual menu.

Note...

See [Edit Map](#) for more details.

Bottom Bar

- **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



Adding a Map

- 1 - Enter a name for the new map.
- 2 - Select a connection from the drop-down list.
- 3 - Use the **Filter** box to display the components that contain a certain character string.
- 4 - Drag & drop components from the left panel to the map area.

Note...

*The **System** component includes sites, gateways and controllers.*

- 5 - Right-click anywhere in the map and select **Change background** to import a graphic file for the background.
- 6 - If you right-click on a component on the map, a contextual menu will be displayed.

Note...

For more information on the options available from the door component contextual menu, please refer to [Operation Door](#).

Editing a Map

- 1 - Edit the name of the map.
- 2 - Select a different connection from the drop-down list.
- 3 - Use the **Filter** box to display the components that contain a certain character string.
- 4 - Drag & drop components from the left panel to the map area.

Note...

*The **System** component includes sites, gateways and controllers.*

- 5 - Right-click anywhere in the map and select **Change background** to import a graphic file for the background or select **Delete background**.
- 6 - If you right-click on a component on the map, a contextual menu will be displayed.

Note...

For more information on the available options from the door component contextual menu, please refer to [Operation Door](#).



Doors

This window allows an authorized operator to manually modify the state of a door. Operators can manually lock/unlock a door, temporary unlock a door, enable/disable readers on selected doors and get the full status of a door.

Left Panel

- This panel displays the existing sites in a drop-down list.
- Use the **Filter...** textbox to sort the doors according to the characters string you have entered.

Note...

You can use CTRL and SHIFT keys with the left mouse button to make multiple selections.

Working Area

- The working area displays all the doors according to your selection (using the **Filter...** textbox). If a door is a wireless door the door icon will contain a wireless symbol on the top right hand corner.
-

Top Right Buttons



- **Lock:** Click this button or use a right-click on a door and select **Lock** from the contextual menu to manually lock the selected door.
- **Unlock:** Click this button or use a right-click on a door and select **Unlock** from the contextual menu to manually unlocked and keep unlocked until the next valid change of the unlocking schedule or until an operator manually locks the door.
- **One Time Access:** Click this button or use a right-click on a door and select **One Time Access** from the contextual menu to allow a single access for that door. Once the door contact is triggered, the **One Time Access** is consumed.

Note...



One Time Access will last according to the unlock timer value for the door.

- **Temporary Unlock:** Click this button or use a right-click on a door and select **Temporary Unlock** from the contextual menu to temporarily unlocks a door for a preset delay. Enter a delay in the timer box. Once the delay expires, the door re-lock automatically.
 - **Set Back To Schedule:** Click this button or use a right-click on a door and select **Set Back To Schedule** from the contextual menu to reapply the locking schedule for a door.
 - **Enable Reader:** Click this button or use a right-click on a door and select **Enable Reader** from the contextual menu to enable a previously disabled door reader.
 - **Disable Reader:** Click this button or use a right-click on a door and select **Disable Reader** from the contextual menu to disable a door reader so the users will not be able to access that door, even if they have proper access rights.
 - **Display video:** Video is available only if defined in the door settings.
 - **Set Unlock Schedule:** Use a right-click on a door and select **Set Unlock Schedule** from the contextual menu to allow the system to unlock the door for a predetermine period of time that you have entered.
 - **Enable Floor:** Select from the contextual menu to enable the floor (for elevator door only).
 - **Disable Floor:** Select from the contextual menu to enable the floor (for elevator door only).
 - **Arm:** Send a request to arm on the alarm panel. This feature is not available for wireless locks.
 - **Disarm:** Send a request to disarm on the alarm panel. This feature is not available for wireless locks.
 - **Show Full Status:** Use a right-click on a door and select **Show Full Status** from the contextual menu to view the door status details.
-



- **Icons display mode:** Click the  button to display doors as icons in the working area.
 - **List display mode:** Click the  button to display doors in a list in the working area.
-

Bottom Bar

- **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



Relays

Use this menu to manually change the state of a relay or group of relays. You can activate/deactivate and temporarily activate relays or group of relays manually. The window will also display, in real-time, the status of the selected relay.

Left Panel

- This panel displays the existing sites in a drop-down list.
- Use the **Filter...** textbox to sort the relays according to the characters string you have entered.



Note...

You can use CTRL and SHIFT keys with the left mouse button to make multiple selections.



Working Area

- The working area displays all the relays associated to the selected site.
-

Top Right Buttons

- **Activate:** Click this button or use a right-click on a relay and select **Activate** from the contextual menu to activate a relay which was previously deactivated by an operator, event, schedule or input in alarm.
 - **Deactivate:** Click this button or use a right-click on a relay and select **Deactivate** from the contextual menu to allow an operator to deactivate a relay which was previously activated by an operator, event, schedule or input in alarm.
 - **Temporary Activate:** Click this button or use a right-click on a relay and select **Temporary Activate** from the contextual menu to temporarily activate a relay or group of relays for a preset delay.
 - **Set Back To Schedule:** Click this button or use a right-click on a relay and select **Set Back To Schedule** from the contextual menu to reapply a schedule after a manual operation was performed on a component.
 - **Icons display mode:** Click the  button to display inputs as icons in the working area.
 - **List display mode:** Click the  button to display inputs in a list in the working area.
-

Bottom Bar

- **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



Inputs

Use this menu to manually change the state of an input or group of inputs. You can activate/deactivate and temporarily activate inputs or group of inputs manually. The window will also display, in real-time, the status of the selected input.

This operation window allows you to bring an input back to its normal state, or to stop supervising an input, or supervise a specific input at all times, or to perform a temporary shunt on a selected input, if it had been previously modified from its original state in the [Input Setup](#) window.

Left Panel

- This panel displays the existing sites in a drop-down list.
- Use the **Filter...** textbox to sort the inputs according to the characters string you have entered.



Note...

You can use CTRL and SHIFT keys with the left mouse button to make multiple selections.



Working Area

- The working area displays all the inputs linked to the selected site.
-

Top Right Buttons

- **Normal Supervision:** Click this button or use a right-click on an input and select **Normal Supervision** from the contextual menu to returns an input to its normal state as configured in the Input Setup window.
 - **Continuous Supervision:** Click this button or use a right-click on an input and select **Continuous Supervision** from the contextual menu to monitor the selected input at all times.
 - **No Supervision:** Click this button or use a right-click on an input and select **No Supervision** from the contextual menu to terminate the input monitoring, regardless of its schedule, and start monitoring with the next pre-defined schedule.
 - **Temporary No Supervision:** Click this button or use a right-click on an input and select **Temporary No Supervision** from the contextual menu to stop input monitoring for a preset period of time.
 - **Icons display mode:** Click the  button to display inputs as icons in the working area.
 - **List display mode:** Click the  button to display inputs in a list in the working area.
-

Bottom Bar

- **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-





Intrusion

Use this menu to manually change the state of an integrated component. The window will also display, in real-time, the status of the displayed components.

Note

Only DSC MaxSys, NEO and PowerSeries panels are supported in EntraPass Web.

Top Panel



- This panel displays the existing gateways in a drop-down list.
- Use the **Filter...** textbox to sort the gateways according to the characters string you have entered.
- Select the components to be displayed in the working area by clicking the corresponding button (becomes blue when selected). These buttons are used as filters. The system will remember the selection for each operator.
- Click the  button to display components as icons in the working area.
- Click the  button to display components in a list in the working area.

Note

Selection of multiple items can only be done when at least one filter is selected.



Component Status Icons

	Description	EntraPass Icon	Web and Go Icon
Full Status Text	In Alarm		



	Description	EntraPass Icon	Web and Go Icon
	In Alarm (disarmed)		
	Armed		
	Armed Stay		
	Armed Exit Delay		
	Armed Entry Delay		
	Ready		
	Not Ready		
	Unknown/Not Connected		



	Description	EntraPass Icon	Web and Go Icon
Panel Condition	ByPass		
	Alarm		
	Tamper		
	Fault		
	Open		
	No information from the panel		
	OK		
	Not connected		



Note...

You can use CTRL and SHIFT keys with the left mouse button to make multiple selections.



Working Area

The working area displays all the components linked to the selected gateway with their actual status indicated by an appropriate icon (see previous table).

You can perform manual operations on a component using a right click or the top right buttons (see next section).

- **Zones:** The zones status are displayed through different icons (see previous table). Select **Zone bypass** or **Zone unbypass** as required. When the panel is next disarmed, the zone will return to its unbypassed state.
 - **Partitions** (for NEO and PowerSeries panels): The following operations are available for partitions
 - Partition Arm Away
 - Partition Arm Stay
 - Partition Arm No Entry Delay
 - Partition Arm With Code
 - Disarm Partition With Code
 - **Partitions** (for MaxSys panels): The following operations are available for partitions
 - Partition Arm
 - Partition Disarm
 - Output1 Toggle
 - Output2 Toggle
 - Output3 Toggle
 - Output4 Toggle
 - Output5 Toggle
 - Output6 Toggle
 - Output7 Toggle
 - Output8 Toggle
-

Bottom Bar

- **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



Reports

Quick Report

- 1 - Select an event from the list on the left.
 - 2 - Select a **Start date** and **Time**.
 - 3 - Select a **End date** and **Time**.
 - 4 - Choose the **Output**.
 - 5 - Select the event type.
 - 6 - Click **Next**.
 - 7 - Select filters:
 - Click the checkbox to enable the filter, select a field from the drop-down list and enter a character string in the textbox.
 - Select the site (s).
 - Select controllers.
 - Select card type (s).
 - 8 - Click **Next**.
 - 9 - You can export the report as PDF, as Excel or send it to a printer.
-

User List

- 1 - Select the parameter from which the report will be based on:
 - **Entire Database:** Select **Entire Database** from the drop-down to include all users in the report .
 - **Door:** Select **Door** from the drop-down then check the door (s) to be included.
 - **Card Type:** Select **Card Type** from the drop-down then check the card type (s) to be included.
 - **Access level:** Select **Access level** from the drop-down then check the access level (s) to be included.
 - 2 - Select the card filters to apply:
 - **By field:** Click the checkbox to enable the filter, select a field from the drop-down list and enter a character string in the textbox.
 - **By State:** Click the checkboxes that apply.
 - **By Feature:** Click the checkboxes that apply.
 - **By Group:** Click the checkboxes that apply.
-

Custom Report

A list of all the custom reports created in EntraPass (see EntraPass Reference Manual, chapter Reports) is displayed on the left.

- 1 - Select a report.
 - 2 - Select a **Start date** and **Time**.
 - 3 - Select a **End date** and **Time**.
-



- 4 - Choose the **Output**.
 - 5 - Click **Next**.
 - 6 - You can export the report as PDF, as Excel or send it to a printer.
-

Component List

- 1 - Select a component list report type from the drop-down on the top left.
 - 2 - For a **Door List Based on Access Level**:
 - Select doors to be included.
 - For each selected door, indicate the access level (s) to include.
 - 3 - For a **Door List Based on Card Access Group Assigned to Card Type**:
 - Select the card type (s) to be included.
 - 4 - Click **Next**.
 - 5 - You can export the report as PDF, as Excel or send it to a printer.
-



Configuration

Users

- 1 - Enter a new **User Name** or modify the actual one.
- 2 - Select a **Card Type** from the drop-down list.
- 3 - Select **Wait for Keypad** to force the user to enter a PIN on the keypad to access all door.
- 4 - In the editable **PIN** field, enter the PIN that the user will be required to enter for access.

Users

- 1 - Enter the card number (**Card #1**).
- 2 - If you select the **Display** checkbox, the card number will be displayed in reports.
- 3 - Enter an **End Date** manually or click the calendar icon.

Note...

If an end date is selected, the cards will be invalid after this End Date. This new date will be assigned to all cardholders having the selected card type.

- 4 - Check the **Trace** option if you want to monitor the use of a particular card.


Note...

Selecting this option will cause the "Card traced" event to be generated each time this card is presented to a card reader. For example, you can request and generate a report containing the "card traced" event in order to verify user actions.

- 5 - Check the **Stolen** option, if the card has been stolen or lost. The card will not be functional anymore.

Note...

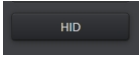
*When the card is used, an **Access denied - Card lost or stolen** event is generated.*

- 6 - Click the  button to configure another card.
- 7 - Select the **GO Pass** check box to enable GO Pass for the selected user.
 - Enter the users email address.
 - Select the users language.
 - Select the **Notify** check box to send a set of instructions to the user.

An email is automatically generated and sent to the user with details on how to download the application to their smartphone. The user's credentials are automatically entered into the application.

HID Mobile Access

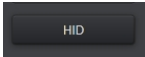
To add a new HID Mobile Access

- 1 - Click the **Operation** tab, and click **User** from the menu.
 - 2 - Select the HID mobile access icon  from the sub menu.
 - 3 - Part numbers represent boxes of cards. If you have multiple Part Numbers you must select a part number from **Part Numbers** list. The **Qty** field displays the number of remaining card numbers.
 - 4 - Select **Send Invitation & Issue Mobile ID** to prompt the user to register their smartphone.
-

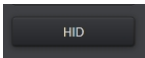


Configuration

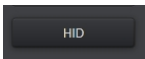
To view the status of an existing HID Mobile Access user

- 1 - Select the HID mobile access icon .
 - 2 - Select the **Advanced** check box to display the advanced options.
 - 3 - Expand the **Invitations** list to view the status of invitations that have been sent.
 - 4 - Expand the **Credentials Container** list to view the list of mobile devices associated with the user.
 - 5 - Expand the **Mobile ID** list to view the card numbers associated with each **Credential Container** for the user.
-

To add multiple devices to single user

- 1 - Select the HID mobile access icon .
 - 2 - Select the **Advanced** check box to display the advanced options.
 - 3 - Select a part number from **Part Numbers** list.
 - 4 - Press the **Send Invitation** button. When the user registers their device, a new container will be created in the **Credential Containers** list .
-

To add multiple cards to a single user

- 1 - Select the HID mobile access icon .
 - 2 - Select the **Advanced** check box to display the advanced options.
 - 3 - Select a part number from **Part Numbers** list.
 - 4 - Select the new device from the **Credential Containers** list.
 - 5 - Select **Issue Mobile ID**.
-

Note...

The **Card Number** field is disabled if a HID card number has been assigned to a user in EntraPass.

Note...

To use the HID Mobile Access integration the following conditions must be true:

- The HID mobile access integration is enabled in EntraPass.
 - The integration is allowed by the associated Security level.
 - The user already exists in the system. The integration only works for existing users.
-

Note...

An error message will be generated under the following conditions:

- The number of available card numbers has been exceeded.
 - There is no e-mail associated with the user.
-

Access Levels

- 1 - For each connection, select an access level from the drop-down lists.
-



Configuration

Users

Note...

You have to create access levels ([Configuration > Access Level](#)) first to have them displayed in the **Access Levels** drop-down lists.

2 - Click the **Door Access List** button to display the list of doors with an associated schedule for all access levels of the selected user. See [Door Access List](#) for details.

3 - Click the  button to display **Access Level: Advanced Settings**. See [Access Level Advanced settings](#) for details.

Date

1 - Enter a **Start Date** manually for the user or click the calendar icon.

2 - Enter an **End Date** manually for the user or click the calendar icon.

3 - Enter an **Hour** manually for the user between 00 and 23.

4 - Check the **Delete...** option to automatically delete the card information on the expiry date and hour (using the end date and hour specified).

Note...

The expire hour is only functional on KT-400 and KT-1 door controllers.

Badge

1 - Select an existing Layout from the drop-down list.

2 - **Preview Badge** button : Pops up a preview window with a .PNG picture of the badge and allow printing in dual side or front or back only (see Preview Badge for details).

Note...

The Preview badge button will not be displayed in EntraPass Web unless the operator's Print badge option is selected under the EntraPass System/Security level menu. See [EntraPass Help](#) for details.

3 - To define a new barcode, click the **Edit** button.

- Choose **Predefined Barcode** or click the **Custom Barcode** radio button and enter a barcode.
- Click **OK** to accept the changes or **Cancel** to go back without any changes.

4 - To enter a new signature, click the **Edit** button.

- Click the **Choose file** button to select a signature file.
- Click the **Reset** button to erase your selection.
- Click **OK** to accept the changes or **Cancel** to go back without any changes.

5 - Click **OK** to accept the changes or **Cancel** to go back without any changes.

Tenants

1 - To link the user to a tenant, click the **Link** button.

- From the left panel, select a tenants list.
- Select a tenant and click the Select button. All the linked tenants appears in a list under the Tenants section.

2 - You can also select a linked tenant and use the **Unlink** button to remove it from the list.

Count

1 - Check the **Enable** option to enable the card use count feature in order to limit the number of times a card can be used. Otherwise, it can be enabled with a task on an event trigger.



Configuration


Users

- 2 - Check **Reset** to reset the count upon saving the record.
 - 3 - Select a maximum value using the spin button.
 - 4 - Select **Count Auto** to automatically increment the **Count Reach** field each time the cardholder uses the card.
-

Options

- 1 - If you are issuing a card for a cardholder with disabilities, check the **Extended Delay** option. To enable this option in the system, you have to define appropriate delays in **Hardware Setup/Door**.
 - 2 - Check the **Disable Passback** option if you want the card to override the passback option when defined.
 - 3 - Check the **Multi-swipe** checkbox to enable the multi-swipe action. This feature allows using double and triple card swipe actions with the new KT400 firmware (KT-400: 1.08; KT-400 V1: 1.11). See [Hardware Setup/Door](#) for more information.
 - 4 - If required, check the **Privilege Operation** option to override any security measures regarding doors.
 - 5 - Set the **Supervisor Level** according to user privileges.
-

Comments

- 1 - Click the  button to flip between the **Edit custom** fields and the **Edit Main** fields windows.
 - 2 - Define the **Card Information** fields. You can access more card information fields by selecting page 1 or 2 at the right side.
 - 3 - Double-click on any label to display the **Change Card label** dialog. Enter the Primary and Secondary names.
 - 4 - Under **Comments**, enter a comment for the selected user.
-



- 1 - Click the **Configuration** top menu.
- 2 - Select a user and click the **Edit** button on the top right or click the **Add** button.
- 3 - Click on the user picture.
- 4 - To add a picture you can:
 - Click the **Snapshot** button to import the picture from a camera.
 - Click the **Import** button to locate a picture file on your computer or on any connected drive.
 - Click the **Crop** button to improve the picture composition or to focus on certain elements in it. Use the resizing arrows on each corner to change the picture composition.

Note...

You cannot import a picture larger than 600 Kb.



- Use the **Print front side**, **Print back side** and **Print both sides** buttons to see different views of the badge.
- If the template is single sided, then BACK and DUAL will be greyed out.
- Click the **Flip to back side** button to view the other side of the badge if the badge template has 2 sides. Otherwise it will be greyed out.
- Click the **Printer** drop-down to select a printer among the list.
 - If no printer is selected, the message displayed will be: Select printer...
 - If no printer is installed, the message displayed will be: No printer found...
 - If the selected printer is not found, the message displayed will be: Select printer...


Note...

*Once the print command is sent to the printer, the **Print Badge** screen will be closed automatically notifying the operator that the command has been processed. If any error occurs with the printing process (printer not connected, badge gets stuck), a warning message will be displayed.*

*The **Preview badge** button will not be displayed in EntraPass Web unless the operator's **Print badge** option is selected under the EntraPass **System/Security** level menu. See [EntraPass Help](#) for details.*



Using Filters

1 - Click the  button to display the contextual menu.



Select All ✕

- Controller #1 Door #1
- Controller #1 Door #2
- Controller #1 Door #3
- Controller #1 Door #4

Show rows with value that

Is equal to ▼

aA


And ▼

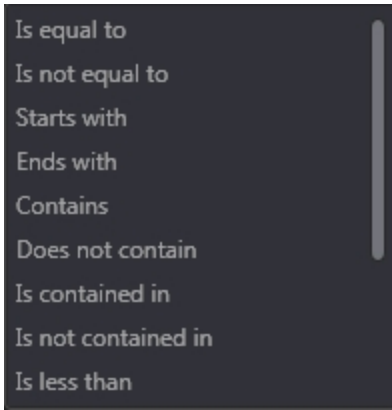
Is equal to ▼

aA



2 - Select the components to be displayed according to the column (Gateway or Site, Door, Schedule or Access).

3 - Click the first down arrow and select a condition. Use the  button to enable the **Match Case** function.



Export as PDF

Click the **Export as PDF** button to export the list in a PDF file.

Export as Excel

Click the **Export as Excel** button to export the list in an Excel file.

Print

Click the **Print** button to send the list to a printer.



Choose a ***Predefined Barcode*** or click the ***Custom Barcode*** radio button and enter a bar code.



- Click the **Choose file** button to select a signature file.
 - Click the **Reset** button to erase your selection.



Select file

- 1 - Click the **Create CSV File** button and enter a name for the export file.
- 2 - Click the **Export** button. Wait for the export process to finish.
- 3 - Click **Close** once complete or **Cancel**.



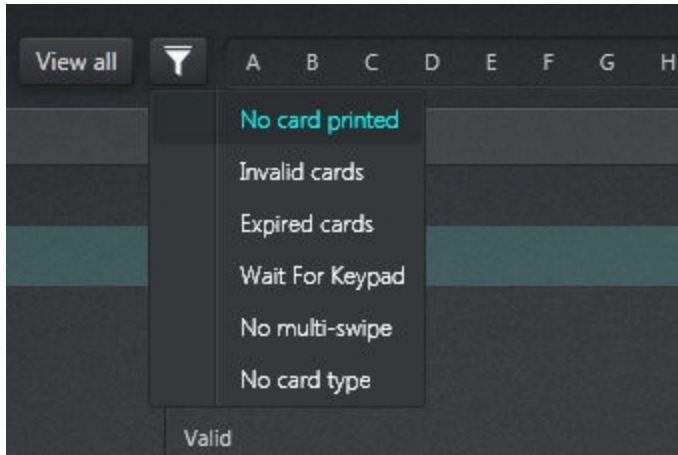
Select file

- 1 - Click the **Select CSV File** button to choose a previously exported CSV format file or click the **Get import pattern** button. This pattern file is used to indicate what should be included in a CSV import file and also how the file should be built for a successful import.
- 2 - Click **Next**.
- 3 - Click **OK** when you are finished or **Cancel**.



Left Panel

- This panel displays the list of users. Right-click on the header zone and select the fields you want to be displayed in the list.
- A filter in the **Users** window was added to display a list of badges that were never printed. This filter is applied by adding the **Badge Print Issue** column and sorting it from the lowest number (0).



- Click on a user in the list to display the card's last transactions in the right panel.

Right Panel

- The upper part of the right panel contains the user's picture, the card number, **Display Nb** to indicate that the card number is displayed or not, the expiry date and indications for **Trace** and **Stolen/Lost**.
- Click the **Preview Badge** button to preview and printout directly from the **Users** window.
- The lower part shows the last transactions with the date and time.

Top Left Buttons

- From the drop-down list, select between **User name** and **Card number**.
- Use the **Filter...** textbox to sort the users/cards according the characters string you have entered.
- Click on a letter to display only the user names beginning with that letter.

Top Right Buttons



- **Add:** Click the **Add** button to add a new user.
- **Edit:** Click the **Edit** button to modify an existing user or use a right-click on a user on the left and select **Edit** from the contextual menu.
- **Save As:** Click the **Save As** button to make a duplicate of an existing user or use a right-click on a user on the left and select **Save As** from the contextual menu.
- **Delete:** Click the **Delete** button to delete an existing user or use a right-click on a user on the left and select **Delete** from the contextual menu.
- **Import:** Click the **Import** button to import a card data CSV file.
- **Export:** Click the **Export** button to export card data in a CSV file.

Note...

See [User Configuration](#) for more details.



Bottom Bar

- **Previous/Next:** Use the **Previous** and **Next** buttons to navigate through the users list.
 - **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



Access Levels

1 - From the **Secondary Access Level** drop-down list (Global gateway only):

- Select access levels.
- For each access level, select a start date using the calendar icon.

2 - From the **Additional Access Levels** drop-down list:

- Select an access level.
- For more information on access levels, please refer to [Access Level Configuration](#).

3 - From the **Door Exceptions** drop-down list:

- Select a door to include or exclude from the access level. Use the **Clear** button to erase your selection.
- Click the second drop-down list and select a schedule. Use the **Clear** button to erase your selection.
- Choose between **Include** or **Exclude** for that door.
- Select another door, or click **Save** or **Cancel**.

Warning: *User list report does not take Door Exceptions into account.*

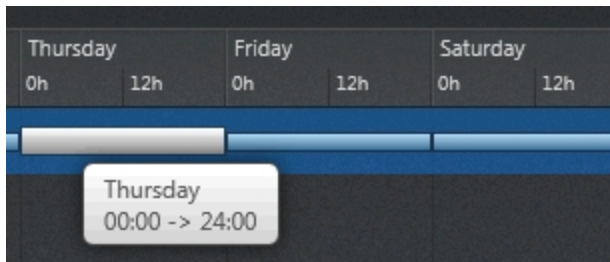


Adding an Access Level

- 1 - Click in the **New access level** textbox and enter a name.
- 2 - For each door on the left, you can assign a schedule to it. Select a door then click the **Assign** button at the top right corner.
- 3 - Select a schedule from the list that is below the **Filter** textbox. You can use the **Filter** box on the right to filter the schedule list.
- 4 - Use the **Add**, **Edit** or **Save As** buttons to perform tasks on schedules. [Click here for more information on schedules.](#)

Note...

You can hold your mouse over any light blue bar to get an overview of the schedule:



Note...

The green vertical line indicates the current date and time.

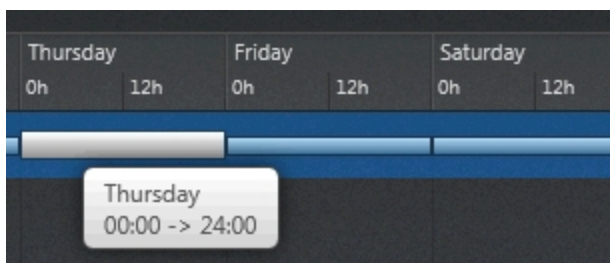
- 5 - Use **+** **-** buttons to increase or decrease time intervals.
 - 6 - Once your schedule selection is complete, click the **Select** button to return to the **Access level** window.
 - 7 - Click the **Save** button once finished.
-

Editing an Access Level

- 1 - Modify the access level name.
- 2 - For each door on the left, you can assign a schedule to it. Select a door then click the **Assign** button at the top right corner.
- 3 - Select a schedule from the list that is below the **Filter** textbox. You can use the **Filter** box on the right to filter the schedule list.
- 4 - Use the **Add**, **Edit** or **Save As** buttons to perform tasks on schedules. [Click here for more information on schedules.](#)

Note...

You can hold your mouse over any light blue bar to get an overview of the schedule:



Note...

The green vertical line indicates the current date and time.



- 5 - Once your schedule selection is complete, click the **Select** button to return to the **Access level** window. [Click here for more information on schedules.](#)
 - 6 - Click the **Save** button once finished.
-

Door View

- 1 - Click the **Door View** button. The list of doors is displayed with the access level and schedule for each door.
 - 2 - Select a door on the left panel. Select from the drop-down menu to change access levels and schedules.
 - 3 - Elevator doors are identified by the **FG** column. Select the elevator icon to edit the floor group.
 - 4 - Click the **Save** button.
-



Schedules

Adding a New Schedule

- 1 - Click in the **New schedule** box and enter a new name.
- 2 - Modify the interval by using the slider buttons.

Note...

The left slider button specify the start time: this is the scheduled time when the interval becomes valid. Specify the end time by using the right slider button: this is the scheduled time when the interval is no longer valid.

- 3 - Check the days of the week and the holidays for which the schedule applies. You can also use the dotted buttons to make multi-selections:
 - : Select all days of the week and the four holidays
 - : Select all seven days of the week.
 - : Select only business days (Monday to Friday).
 - : Select only the four holidays.
 - 4 - Click the **Add Interval** button to add a new interval to the schedule. To remove an interval, select it and click the **Remove Interval** button.
 - 5 - Once your schedule selection is complete, click **Save** or **Cancel** to return to the **Schedule** configuration window.
-

Editing an Existing Schedule

- 1 - Click in the schedule name box at the top right section and modify the name if needed.
- 2 - Modify the intervals by using the slider buttons.

Note...

The left slider button specify the start time: this is the scheduled time when the interval becomes valid. Specify the end time by using the right slider button: this is the scheduled time when the interval is no longer valid.

- 3 - For each interval to modify, check the days of the week and the holidays for which the schedule applies. You can also use the dotted buttons to make multi-selections:
 - : Select all days of the week and the four holidays
 - : Select all seven days of the week.
 - : Select only business days (Monday to Friday).
 - : Select only the four holidays.
 - 4 - Click the **Add Interval** button to add a new interval to the schedule. To remove an interval, select it and click the **Remove Interval** button.
 - 5 - Once your schedule selection is complete, click **Save** or **Cancel** to return to the **Schedule** configuration window.
-



A schedule indicates when the system will execute certain operations such as automatically unlocking doors, permitting access to employees, running automatic reports, monitoring inputs, etc. It also determines when events are to be acknowledged or when to activate relays controlling different functions (lighting, heat, etc.). Each schedule is composed of four intervals. Each interval has a starting and ending time. Each of these intervals can be individually selected for the seven days of the week, and for 4 holidays. EntraPass Web gives you the possibility of programming 99 schedules per site and an unlimited number of system schedules.

EntraPass Web supports three groups of schedules:

- System schedules: System schedules for global functions such as event parameters, operators login schedules and video triggers. These are not loaded in controllers.
- Site schedules: These are defined per site. You can define 99 schedules per site for such purposes as: power supervision (controllers), unlock schedule (doors), Rex schedule (doors), activation mode (relay), monitoring schedule (input).

If you are assigning or defining schedules, make sure that you are selecting the proper category for this schedule. For example, if you are assigning or defining a system schedule (for workstation, operators, event parameters, video triggers) this schedule will be available for selecting components of this category. If you are selecting a schedule for physical components such as controllers, doors, inputs, their schedules will be grouped by site. If you have defined two sites in your system, there will be two separate groups of schedules for each site. You can define up to 99 schedules for each site.

Left Panel

- This panel displays the existing schedules.
- Use the **Filter...** textbox to sort the schedules according the characters string you have entered.

Working Area

- The working area displays the data for the selected schedule.



Top Right Buttons

- Add: Click the **Add** button to add a new schedule.
- Edit: Click the **Edit** button to modify the selected schedule or use a right-click on the selected schedule on the left and select **Edit** from the contextual menu.
- Save As: Click the **Save As** button to make a duplicate of the selected schedule or use a right-click on the selected schedule on the left and select **Save As** from the contextual menu.
- Delete: Click the **Delete** button to delete the selected schedule or use a right-click on the selected schedule on the left and select **Delete** from the contextual menu.

Note...

See [Schedule Configuration](#) for more details.

Bottom Bar

- WatchList button: If a component is "watched", it will be displayed in this list.
- Zoom buttons: Use the  and  buttons to make a zoom out or zoom in of the time scale.



Holidays

Adding a New Holiday

- 1 - Click in the **New Holiday** box at the top left and enter a new name.
 - 2 - Select the date for which the holiday applies by clicking the calendar icon or by entering it manually.
 - 3 - Select **Recurring** if the holiday repeats each year at the selected date.
 - 4 - Select **System** or **Sites** to indicate whether the holiday will apply to a specific site or to the entire system.
 - 5 - Select a site or system from the list at the left. Drag & drop the site or system into one of the four holiday boxes.
 - 6 - Once your holiday configuration is complete, click **Save** or **Cancel**.
-

Editing an Existing Holiday

- 1 - Click in the holiday name box and modify the name if needed.
 - 2 - Modify the date for which the holiday applies by clicking the calendar icon or by entering it manually.
 - 3 - Select **Recurring** if the holiday repeats each year at the selected date.
 - 4 - Select **System** or **Sites** to indicate whether the holiday will apply to a specific site or to the entire system.
 - 5 - Select a site or system from the list at the left . Drag & drop the site or system into one of the four holiday boxes.
 - 6 - Once your holiday modification is complete, click **Save** or **Cancel**.
-



A holiday is treated differently than other days. It is recommended to program holidays at the beginning of the year; this helps to modify floating holidays for the current year (Easter, Thanksgiving, etc.). A holiday may be identified by a specific type (Hol 1, 2, 3, 4). The same day may be defined as a holiday at one site, but as a regular day in another site. Holidays may also be defined as system holidays or by sites.

Left Panel

- This panel displays the existing holidays.
- Use the **Filter...** textbox to sort the holidays according the characters string you have entered.

Working Area

- The working area displays the data for the selected holiday.

Top Right Buttons

- **Add**: Click the **Add** button to add a new holiday.
- **Edit**: Click the **Edit** button to modify the selected holiday or use a right-click on the selected holiday on the left and select **Edit** from the contextual menu.
- **Save As**: Click the **Save As** button to make a duplicate of the selected holiday use a right-click on the selected holiday on the left and select **Save As** from the contextual menu.
- **Delete**: Click the **Delete** button to delete the selected holiday or use a right-click on the selected holiday on the left and select **Delete** from the contextual menu.

Note...

See [Holidays Configuration](#) for more details.

Bottom Bar

- **WatchList button**: If a component is "watched", it will be displayed in this list.
- **Zoom buttons**: Use the **-** and **+** buttons to make a zoom out or zoom in of the time scale.

Operator

Adding a new operator

- 1 - Click **Configuration, Operator**.
- 2 - Click **Add**.
- 3 - Enter the operators **Name**. This is their display name.
- 4 - Enter a **Language**.
- 5 - Enter an **Email** address for the operator.
- 6 - Enter a **Login Name**.
- 7 - Enter a **Password** and confirm.
- 8 - You can select the follow password options.
 - **Change Password on next login**.
 - **Disable on bad password** count.
 - **Days before password reset**.
 - **Disable operator on date**.



9 - Select the **Security Level**.

10 - Select the **Workspace**.

11 - Select **Save** to create the new operator. If you have selected the **Send Welcome Message** check box, a message is displayed to confirm which links to include in the message (EntraPass Web, EntraPass Go and EntraPass Go Install). Select **Yes** to send the welcome message e-mail to the new operator.

12 - Right-click on a selected operator and select **Send Welcome Message**, to send a welcome message to an existing operator.

Editing an existing operator

1 - Select an existing operator from the left side of page. Operators can also be searched for.

2 - Select **Edit**.

3 - To save your changes select **Save**.

Note...

Operators which have been added through the Active Directory can be viewed but cannot be edited or deleted.



Tenants

Adding a New Tenant

- 1 - Enter the **Display Name**. It is the tenant's name (20 characters maximum) that will be displayed in the list.
 - 2 - Enter the **Phone Number**. The first phone number is used when a visitor select the tenant from the KTES directory. If no phone number is entered, the tenant cannot be called by the KTES system and will not be displayed in the KTES directory either (15 digits maximum).
 - 3 - Enter the tenant's **ID**. The tenant's ID is an identification code consisting in a 1 to 5-digit number a visitor can use to call a tenant.
 - 4 - Enter a **PIN**. It is a Personal Identification Number (PIN).
-



Card Number Output

- 1 - Select **Link Card Number** and enter the **Card Number** or select **Link User** and click on from the **Select a user** window.
 - 2 - Select an **Access Schedule** from the drop-down list. An access schedule should be configured in order to link a schedule with the tenant access rights. A tenant can access the building according to specific time, days and holidays defined in the system.
-

Second Phone

- 1 - Enter a **Second Phone Number**. The second phone number is used by the KTES to contact the tenant when there is no answer to the first number.
 - 2 - Select the **Second Phone Number Schedule** from the drop-down list.
 - 3 - Click the **Call Second Phone Number Only On Schedule** checkbox.
-

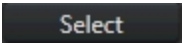
Options

- 1 - Enter a **Start Date** manually or click on  and select a date. The **Start Date** is the date from which the tenant can access the system.
 - 2 - Enter an **End Date** manually or click on  and select a date. The **End Date** is the date at which the tenant cannot access the system anymore and its status is no more valid.
 - 3 - Click the **Show Tenant** checkbox. This option is used if you want the current tenant's name to be displayed.
 - 4 - Select an **Administration Level** from the drop-down list. Select the administration level for the tenant (Installer, Owner, Maintenance or Tenant).
 - 5 - Click the **Prioritize In Display List** checkbox. Prioritized tenants will be shown first in the list. The other tenants will be displayed in alphabetical order.
 - 6 - Select the **Tenant Language** from the drop-down list. Select the default language used by the KTES for the tenant.
 - 7 - Select **Trace**. The trace option allows the activation of a relay and/or the generation of a traceability event.
 - 8 - Select a **Do Not Disturb Schedule** from the drop-down list. This functionality is used to place the tenant in a "Do not Disturb" status if the selected schedule is active.
 - 9 - You would check the **Hide From List (do not disturb schedule)** check box if you would like the tenant to remain hidden from the list or for search option while in the "Do not Disturb" status.
 - 10 - Select **Extended Ring**. The system can allow an extended number of rings in order to give more time for the tenant to answer.
-



- 11 - Click **Hide From List (do not disturb schedule)**. This option is used if you want the current tenant's name to be hidden from the list in accordance with the do not disturb schedule.
- 12 - Click on **Extended Door Access Delay**. The extended delays correspond to the additional time lapse a door should stay unlocked and could be kept opened (for instance, a handicapped person could need more time to access to a building).

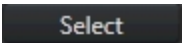
Card Number Output on Access Granted by Tenant

- 1 - Select **Link Card Number** and enter a **Card Number** or select **Link With User** and click on . If **Link Card Number** has been selected, a card number will be sent by the KTES to another controller in the case where the KTES is integrated to another access controller.
- 2 - Click **Save** or **Cancel** to return to the **Tenants List** configuration window.

Editing an Existing Tenant

- 1 - Change the **Display Name**. It is the tenant's name (20 characters maximum) that will be displayed in the list.
- 2 - Change the **Phone Number**. The first phone number is used when a visitor select the tenant from the KTES directory. If no phone number is entered, the tenant cannot be called by the KTES system and will not be displayed in the KTES directory either (15 digits maximum).
- 3 - Change the tenant's **ID**. The tenant's **ID** is an identification code consisting in a 1 to 5-digit number a visitor can use to call a tenant.
- 4 - Change the **PIN**. It is a Personal Identification Number (PIN).



Card Number Output

- 1 - Select **Link Card Number** and enter the **Card Number** or select **Link User** and click on  from the **Select a user** window.
- 2 - Select an **Access Schedule** from the drop-down list. An access schedule should be configured in order to link a schedule with the tenant access rights. A tenant can access the building according to specific time, days and holidays defined in the system.

Second Phone

- 1 - Change the **Second Phone Number**. The second phone number is used by the KTES to contact the tenant when there is no answer to the first number.
- 2 - Select the **Second Phone Number Schedule** from the drop-down list.
- 3 - Click the **Call Second Phone Number Only On Schedule** checkbox.


Options

- 1 - Change the **Start Date** manually or click on  and select a date.
- 2 - Change the **End Date** manually or click on  and select a date. The **End Date** is the date at which the tenant cannot access the system anymore and its status is no more valid.
- 3 - Click the **Show Tenant** checkbox. This option is used if you want the current tenant's name to be displayed.
- 4 - Select an **Administration Level** from the drop-down list. Select the administration level for the tenant (Installer, Owner, Maintenance or Tenant).
- 5 - Click the **Prioritize In Display List** checkbox. Prioritized tenants will be shown first in the list. The other tenants will be displayed in alphabetical order.
- 6 - Select the **Tenant Language** from the drop-down list. Select the default language used by the KTES for the tenant.



- 7 - Select **Trace**. The trace option allows the activation of a relay and/or the generation of a traceability event.
 - 8 - Select a **Do Not Disturb Schedule** from the drop-down list. This functionality is used to place the tenant in a “Do not Disturb” status if the selected schedule is active.
 - 9 - You would check the **Hide From List (do not disturb schedule)** check box if you would like the tenant to remain hidden from the list or for search option while in the “Do not Disturb” status.
 - 10 - Select **Extended Ring**. The system can allow an extended number of rings in order to give more time for the tenant to answer.
 - 11 - Click **Hide From List (do not disturb schedule)**. This option is used if you want the current tenant’s name to be hidden from the list in accordance with the do not disturb schedule.
 - 12 - Click on **Extended Door Access Delay**. The extended delays correspond to the additional time lapse a door should stay unlocked and could be kept opened (for instance, a handicapped person could need more time to access to a building).
-

Card Number Output on Access Granted by Tenant

- 1 - Select **Link Card Number** and enter a **Card Number** or select **Link With User** and click on . If **Link Card Number** has been selected, a card number will be sent by the KTES to another controller in the case where the KTES is integrated to another access controller.
 - 2 - Click **Save** or **Cancel** to return to the **Tenants List** configuration window.
-



Adding a New Tenants List

- 1 - Right click anywhere in the left section under **Tenants List** and select **Add**, or click the **Add List** button at the top right section.
 - 2 - In the **Tenant List Add** window, click in the name box and enter a new name.
 - 3 - Specify the **Code Length**. The tenant's **ID** is an identification code consisting in a 1 to 5-digit.
 - 4 - Specify the **PIN Length**. It is a Personal Identification Number (PIN) consists of a 4 to 6-digit number configured for each tenant.
 - 5 - From the drop-down list, select a Wiegand display format.
 - 6 - Click **Save** or **Cancel** to return to the **Tenants List** configuration window.
-

Copy a Tenants List

- 1 - Select a **Tenants List** for the list at the right side of the window.
 - 2 - Click on the **Save List As** button or use a right click and select **Save As**.
-

Editing an Existing Tenants List

- 1 - Right click anywhere in the left section under **Tenants List** and select **Edit**, or click the **Edit List** button at the top right section.
 - 2 - In the **Tenant List Edit** window, click in the name box and change the name if needed.
 - 3 - Change the **Code Length** for the tenant's **ID**.
 - 4 - Change the **PIN Length**.
 - 5 - From the drop-down list, select a Wiegand display format.
 - 6 - Click **Save** or **Cancel** to return to the **Tenants List** configuration window.
-



The tenant is a resident in an apartment building or an employee in a company. The tenant can grant access to a visitor.

Left Panel

- This panel displays the existing tenants lists.
 - Use the **Filter...** textbox to sort the tenants lists according the characters string you have entered.
-

Working Area

The working area lists the tenants contained in the selected tenants list.

Top Right Buttons

- Add List: Click the **Add List** button to add a new tenants list
- Edit: Click the **Edit** button to modify an existing tenants list or use a right-click on a tenants list on the left and select **Edit** from the contextual menu.
- Save As: Click the **Save As** button to make a duplicate of an existing tenants list or use a right-click on a tenants list on the left and select **Save As** from the contextual menu.
- Delete: Click the **Delete** button to delete an existing tenants list or use a right-click on a tenants list on the left and select **Delete** from the contextual menu.

Note...

See [Tenants List Configuration](#) for more details.

Tenants

- Add Tenant: Click the **Add Tenant** button to add a new tenant to the selected tenants list.
- Edit Tenant: Click the **Edit Tenant** button to modify an existing tenant from the selected tenants list or use a right-click on a selected tenant and select **Edit** from the contextual menu.
- Delete: Click the **Delete** button to delete an existing tenant from the selected tenants list or use a right-click on a selected tenant and select **Delete** from the contextual menu.

Note...

Click [here](#) for more information.

Bottom Bar

- WatchList button: If a component is "watched", it will be displayed in this list.
 - Zoom buttons: Use the **-** and **+** buttons to make a zoom out or zoom in of the time scale.
-





Left Panel

- This panel displays the existing sites.
 - Use the **Filter...** textbox to sort the tenants lists according the characters string you have entered.
-

Working Area

The working area shows the selected site parameters (see [Site Configuration](#) for more details).

Bottom Bar

- WatchList button: If a component is "watched", it will be displayed in this list.
 - Zoom buttons: Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



Sites

A site, as opposed to a physical connection, is composed of one or many physical connections (see [Connection Configuration](#) for more information about connections).

This way, it is possible for a large number of “controllers”, communicating over IP within an EntraPass system, to be linked together into a common “virtual site” regardless of their physical connections.

Left Panel

- This panel displays the created sites.
 - Use the **Filter...** textbox to sort the list of sites according the characters string you have entered.
-

Working Area

- The working area contains the connections associated to the selected site. Use a right-click to perform actions on connections (see next section for details)
-



Top Right Buttons

- **Add button:** Click the **Add** button to add a new site.
 - **Edit button:** Click the **Edit** button to configure the selected site parameters or use a right-click and select **Edit** from the contextual menu.
-

Connections

- **Add Connection** button: Click the **Add Connection** button to add a new connection to the selected site (see [Add Connection](#) for details).
 - **Edit Advanced Settings** button: Click to edit the connection's parameters or use a right-click and select **Edit Advanced Settings** from the contextual menu (see Edit Advanced Settings for more details).
 - **Clone Connection:** Right-click and select **Clone Connection** from the contextual menu to create an identical copy of the selected connection.
 - **Delete:** Right-click and select **Delete** from the contextual menu to delete the selected connection.
 - **View in Connection page:** Click to switch to **Connections**.
-

Bottom Bar

- **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



Adding a New Site

In the **Site** window:

- 1 - Enter a name for the new site in both languages.
 - 2 - Enter data in the **Site information** fields as needed.
 - 3 - Double-click on any **Site information** caption to modify it. The **Change Site Label** dialog will be displayed.
 - You can modify the captions for both languages click **OK** to save your changes or **Cancel** to return to the **Edit Site** window.
 - 4 - You can enter a comment in the **Comment** textbox.
 - 5 - Click **Save** or **Cancel** to return to the **Sites** window.
-

Edit a Site

In the **Site** window:

- 1 - Modify the names for the new site in both languages.
 - 2 - Edit the **Site information** fields as needed.
 - 3 - Double-click on any **Site information** caption to modify it. The **Change Site Label** dialog will be displayed.
 - You can modify the captions for both languages click **OK** to save your changes or **Cancel** to return to the **Edit Site** window.
 - 4 - You can enter a comment or modify the actual one in the **Comment** textbox.
 - 5 - Click **Save** or **Cancel** to return to the **Sites** window.
-



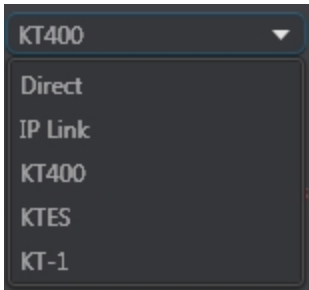
Seven types of connections are available: Direct (RS-232 and USB), Secure IP (KT-400), Secure IP (KTES), Secure IP (IP Link) and Secure IP KT-1. Check the following table for the connection type versus the gateway.

Connection Type	Multi-site Gateway	Global Gateway	KT-NCC
Direct (RS-232 or USB)	Yes	Yes	Yes
Secure IP (KT-1)	Yes	Yes	Yes
Secure IP (KT-400)	Yes	Yes	Yes
Secure IP (KTES)	Yes		
Secure IP (IP Link)	Yes		

Adding a Connection

In the **Connection** window, enter a name for the new site.

- 1 - Select a **Gateway** from the drop-down list.
- 2 - Select a **Time Zone** from the drop-down list.
- 3 - Select a graphic **Map** from the drop-down list.
- 4 - Select a **Camera / Video View** from the drop-down list.
- 5 - Select the connection type from the drop-down list.



- 6 - Enter the **MAC Address**: Enter the device MAC address. The first 6 characters in the MAC address (00-50-F9 in the example above) cannot be modified.

Note...

The MAC address can be found on the device board. It is a 12-Digit hexadecimal code, with each two digits separated by a hyphen (that is:

- 7 - Select the **Controller's loop baud rate**: Select the baud rate. Default is 19200.
- 8 - Select a **Protocol**: Select between TCP and UDP.

Note...

TCP if the site communicates with the gateway through a terminal server using TCP protocol. In this case, you have to configure the terminal server. To do this, follow the manufacturer's instructions or refer to the Terminal server documentation. UDP (User Datagram Protocol), uses the IP protocol to send datagrams from one Internet application to another. It is called "connectionless" because the sender and the receiver are not required to connect before the transmission of data. Check this option if the site you



are configuring uses this protocol.

- Choose between **Static** and **DHCP**: Use **DHCP** to obtain IP address automatically. Otherwise, enter the following parameters:
 - **IP Address**: The static IP address should be provided by the System Administrator.
 - **Subnet Mask**: This address should be provided by the System Administrator.
 - **Gateway (Router)**: This address should be provided by the System Administrator.
 - **DNS Server**: This address should be provided by the System Administrator.
-

Editing a Connection

In the **Connection** window, edit the name of the site in both languages.

- 1 - Select a **Time Zone** from the drop-down list.
- 2 - Select a graphic **Map** from the drop-down list.
- 3 - Select a **Camera / Video View** from the drop-down list.
- 4 - Modify the **MAC Address**: Enter the device MAC address. The first 6 characters in the MAC address (00-50-F9 in the example above) cannot be modified.

Note...

The MAC address can be found on the device board. It is a 12-Digit hexadecimal code, with each two digits separated by a hyphen (that is:

- 5 - Select the **Controller's loop baud rate**: Select the baud rate. Default is 19200.
- 6 - Select a **Protocol**: Select between TCP and UDP.

Note...

TCP if the site communicates with the gateway through a terminal server using TCP protocol. In this case, you have to configure the terminal server. To do this, follow the manufacturer's instructions or refer to the Terminal server documentation. UDP (User Datagram Protocol), uses the IP protocol to send datagrams from one Internet application to another. It is called "connectionless" because the sender and the receiver are not required to connect before the transmission of data. Check this option if the site you are configuring uses this protocol.

- Choose between **Static** and **DHCP**: Use **DHCP** to obtain IP address automatically. Otherwise, enter the following parameters:
 - **IP Address**: The static IP address should be provided by the System Administrator.
 - **Subnet Mask**: This address should be provided by the System Administrator.
 - **Gateway (Router)**: This address should be provided by the System Administrator.
 - **DNS Server**: This address should be provided by the System Administrator.
-

Cloning a Connection

In the **Connection** window, enter a name for the new connection in both languages.

- 1 - Select a **Gateway** from the drop-down list.
 - 2 - Select a **Time Zone** from the drop-down list.
 - 3 - Select a graphic **Map** from the drop-down list.
 - 4 - Select a **Camera / Video View** from the drop-down list.
-



5 - Enter the **MAC Address**: Enter the device MAC address. The first 6 characters in the MAC address (00-50-F9 in the example above) cannot be modified.

Note...

The MAC address can be found on the device board. It is a 12-Digit hexadecimal code, with each two digits separated by a hyphen (that is:

6 - Select the **Controller's loop baud rate**: Select the baud rate. Default is 19200.

7 - Select a **Protocol**: Select between TCP and UDP.

Note...

TCP if the site communicates with the gateway through a terminal server using TCP protocol. In this case, you have to configure the terminal server. To do this, follow the manufacturer's instructions or refer to the Terminal server documentation. UDP (User Datagram Protocol), uses the IP protocol to send datagrams from one Internet application to another. It is called "connectionless" because the sender and the receiver are not required to connect before the transmission of data. Check this option if the site you are configuring uses this protocol.

- Choose between **Static** and **DHCP**: Use **DHCP** to obtain IP address automatically. Otherwise, enter the following parameters:
 - **IP Address**: The static IP address should be provided by the System Administrator.
 - **Subnet Mask**: This address should be provided by the System Administrator.
 - **Gateway (Router)**: This address should be provided by the System Administrator.
 - **DNS Server**: This address should be provided by the System Administrator.
-

Advanced Settings

1 - Enter an **Encryption Key**: Enter a 16-Digit hexadecimal code to secure your connection or use the automatically generated value.

2 - Select **Enable KT-Finder diagnostic for IP Device**: Check this box if you want to use the KT-Finder as a configuration and troubleshooting tool.

3 - Select **Override Gateway IP Address**: Select the checkbox and enter the following parameters:

- **Domain Name**: Enter the computer name or the workgroup from which the EntraPass Server is a member. Once you have entered the domain name, click on the **Test DNS** button. This should display the corresponding IP address.
- **IP Address**: Enter an IP address.

4 - You can select or deselect the **Enable Connection** checkbox at the top right.

5 - Once your connection configuration is complete, click **Save** or **Cancel** to return to the **Sites** window.



Connections

- Direct (RS-232 and USB)
- Secure IP (KT-400/KT-1)
- Secure IP (KTES)
- Secure IP (IP Link)
- Ethernet (polling)

Left Panel

- This panel displays the connections associated with the gateway selected from the drop-down list.
- Use the **Filter...** textbox to sort the list of connections according to the characters string you have entered.

Working Area

- The working area contains the controllers associated to the selected connection. Use a right-click to perform actions on controllers (see next section for details)

Top Right Buttons

- **Add button:** Click the **Add** button to add a new connection to the gateway.
- **Edit button:** Click the **Edit** button to configure the selected connection parameters or use a right-click and select **EditConnection** from the contextual menu.
- **Save As button:** Click the **Save As** button to make a duplicate of the selected connection or use a right-click and select **Clone Connection** from the contextual menu..
- **Delete button:** Click the **Delete** button to delete the selected connection from the list or use a right-click and select **Delete Connection** from the contextual menu.

Note...

See [Connection Setup](#) for more details.



Controllers

Controllers provide audiovisual feedback on the access decision. Typically, a red/green light (LED) indicator on the reader informs the cardholder that the door is unlocked or that access has been denied. A local door alarm can be installed to provide an audible warning if the door is forced open or remains open after an access. The controller definition tells the system how a controller is being used and what devices are associated with it: (doors, input zones and relays). Controllers may be defined during a connection configuration. EntraPass Web supports five types of controllers: KT-100, KT-200, KT-300, KT-400 and KT-1. These provide the ability to activate local functions associated with a controller.

- **Add Controller button:** Click the **Add Controller** button to add a new controller to the selected connection with the **Express Setup** wizard.
- **Edit advanced settings button:** Click the **Edit advanced settings** button to edit the controller's parameters or use a right-click and select **Edit Controller** from the contextual menu (see Controller Advanced Settings for more details).
- **Delete button:** Click the **Delete** button to delete the selected controller from the list or use a right-click and select **Delete Controller** from the contextual menu.
- **Firmware button:** Click the **Firmware** button to update the current firmware of the controller. This is only available if the operator has the rights to update the firmware, if the controller is online and if the current firmware is different from the available firmware update.



Bottom Bar

- **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



1 - Under **Controller name**, enter a name for the new controller.

2 - Select a **Controller Type** from the drop-down list.

Note...

If a **KT-1** or **KT-400** controller is selected the **Wireless Lock** option will be available. Wireless locks use Kantech's licensed door feature. Using this button you can configure wireless locks.

The following options are displayed to configure your wireless lock.

- the wireless lock model
- the number of door licenses you have purchased
- the number of door licenses you have remaining

To add a wireless lock click **Add**. The add button will only be available if the number of remaining doors is greater than zero. A **Device ID** is required. The **Device ID** must be the same ID used to connect the lock to its hub.

Wireless lock details are displayed on a table. The table includes the following.

- the device number
- the door name
- the device ID
- door contact check box
- REX check box

Wireless locks can only be deleted from this menu, they cannot be deleted from the doors menu.

The **KT-1** supports 2 wireless locks. The **KT-400** supports 8 wireless locks.

3 - Select a **Reader Type** from the drop-down list.

Connection Types

Direct or Ethernet Polling

- **Communication port:** Select a COM port.
- **Controller's loop baud rate:** Select the baud rate. Default is 9600.
- **Response time out ratio:**
- **Polling frequency:**

IP Link, KT-400, KT-1 or KTES

- **MAC Address:** Enter the device MAC address. The first 6 characters in the MAC address (00-50-F9 in the example above) cannot be modified.

Note...

The MAC address can be found on the device board. It is a 12-Digit hexadecimal code, with each two digits separated by a hyphen (that is: xx-xx-xx-xx-xx).

-
- **Controller's loop baud rate:** Select the baud rate. Default is 9600.
 - **Protocol:** Select between TCP and UDP.
-



Note...

TCP if the site communicates with the gateway through a terminal server using TCP protocol. In this case, you have to configure the terminal server. To do this, follow the manufacturer's instructions or refer to the Terminal server documentation. UDP (User Datagram Protocol), uses the IP protocol to send datagrams from one Internet application to another. It is called "connectionless" because the sender and the receiver are not required to connect before the transmission of data. Check this option if the site you are configuring uses this protocol.

- **Static/DHCP:** Use **DHCP** to obtain IP address automatically. Otherwise, enter the following parameters:
 - **IP Address:** The static IP address should be provided by the System Administrator.
 - **Subnet Mask:** This address should be provided by the System Administrator.
 - **Gateway (Router):** This address should be provided by the System Administrator.
 - **DNS Server:** This address should be provided by the System Administrator.
-

Advanced

- **Encryption Key:** Enter a 16-Digit hexadecimal code to secure your connection.
- **Enable KT-Finder diagnostic for IP Device:** Check this box if you want to use the KT-Finder as a configuration and troubleshooting tool.
- **Override Gateway IP Address:** Select the checkbox and enter the following parameters:
 - **Domain Name:** Enter the computer or the workgroup from which the EntraPass Server is a member. Once you have entered the domain name, click on the Test DNS button. This should display the corresponding IP address.
 - **IP Address:** Enter an IP address.

1 - You can select or deselect the **Enable Connection** checkbox.

2 - Once your connection configuration is complete, click **Save** or **Cancel** to return to the **Connections** window.



Controllers provide audiovisual feedback on the access decision. Typically, a red/green light (LED) indicator on the reader informs the cardholder that the door is unlocked or that access has been denied. A local door alarm can be installed to provide an audible warning if the door is forced open or remains open after an access. The controller definition tells the system how a controller is being used and what devices are associated with it: (doors, input zones, relays and output devices). Controllers may be defined during a gateway or site configuration; or in the controller definition menu, by selecting either the controller icon (Devices > Controller) or by using Express Setup program. EntraPass supports four types of controllers: KT-100, KT-200, KT-300 and KT-400. These provide the ability to activate local functions associated with a controller. The number of devices associated with a controller varies according to the controller type.

- 1 - Click in the textbox at the top left corner and change the controller's name.
- 2 - Modify the **Serial number**. Usually, the number is found on the controller label. The field is defined to accept only numeric characters, except for the first character which may be an a or A. If a lower case character is entered, the system converts it to a capital letter.
- 3 - Select an **EOL resistor type** from the drop-down list. By default, this choice is set to None. This feature is used as a supervision device for all inputs. In fact, if this feature is enabled and if an input is disconnected, an alarm message is generated.
- 4 - Select a **Map** from the drop-down list.
- 5 - Select a **Camera / Video view** from the drop-down list.

Note...

The video view will only be activated if the video feature is enabled in EntraPass.

Reader

- 1 - From the **Reader** options group, select the **Reader Type 1** from the drop-down list.
 - 2 - Select the **Reader Type 2** from the drop-down list.
-

KeyPad

- 1 - Select the **Keypad Type** from the drop-down list.
 - 2 - Select the **Escape Key** from the drop-down list. This feature is associated with PIN numbers. When a user enters a wrong number, he/she may press the escape key and re-enter the PIN, without incrementing the number of attempts.
 - 3 - Once your controller configuration is complete, click **Save** or **Cancel**.
-

ioSmart Readers

This section is only available for compatible controllers such as KT-400 and KT-1. Use this control to add ioSmart card readers connected to your controller.

- 1 - Click + button to add a new reader.
 - 2 - Enter the **Serial Number** of device. This will be automatically populated if the device is already connected.
 - 3 - Select the **Door** to associate the reader with.
 - 4 - Select the **keypad** option if the reader includes a keypad.
 - 5 - To configure the reader's inputs and outputs, click the + terminal button and select the I1 and IO2 functions.
 - Disabled
 - Single input
 - Dual input
 - Lock output
 - Relay
-



It is possible to configure I1 and IO2 for a maximum of 4 inputs (using both I1 and IO2 in dual inputs mode) or 2 inputs and 1 output (lock output or relay).

Note...

*Once a new module is connected to the system a notification will be generated in the top right hand side of the application. Right-click on the icon to **Define**, **Delete**, or **Cancel** the reader.*



The Kantech Telephone Entry System (KTES) is a telephone entry system that is suited for small and large applications with a separate access control system, or in applications that require telephone entry access only. This system provides visitor access control for a variety of applications: apartment buildings, gated communities, condominiums, office buildings, factories, and industrial sites. Visitors use the KTES to communicate directly with a tenant and are easily identified by voice communication. The tenant can grant or deny the visitor access directly from a telephone land line or a cellular phone. Designed as a stand-alone unit, the system controls one door, auxiliary relay, and supports postal lock access. For larger commercial installations, the KTES integrates with EntraPass Web through a Multi-site Gateway and KT-controllers to provide a complete access control solution. The entire programming of the system can be done directly on the keypad or remotely from a PC via EntraPass Web. The system reports all events directly to EntraPass, where you can obtain a detailed event log. Additionally, programmed alarms can be reported to a pager and/or to the EntraPass system via an integrated modem. For more information on the KTES, please refer to the KTES Installation Manual, DN1769 and the KTES Programming Manual, DN1770.

- 1 - Click in the textbox at the top left corner and change the KTES' name.
- 2 - **Connection:** This is the connection for which the KTES is assigned.
- 3 - **Tenant List Capacity:** By default, the capacity is 250 tenants unless you have registered for 3000 tenants total.
- 4 - **Serial number:** The serial number is unique to each KTES. It is used for communication between the KTES and the EntraPass software. Default value is 00000000.
- 5 - **EOL resistor type:** This parameter defines the input termination as None for no end-of-line resistor (dry contact), Single for single end-of-line resistor (5.6K) or Double for double end-of-line resistor (2 * 5.6K). Default value is None.
- 6 - **Tenant List:** Select a tenants list from the drop-down list. Default value is empty.
- 7 - **Map:** Select a map from the drop-down list.
- 8 - **Camera / Video View:** Select a video view from the drop-down list.

Access

- **Reader Type:** This is the Wiegand Interface output format to be sent to the KTES. Default value is Kantech XSF.
-

Relay Activation

- **Heater Kit Relay:** Relay that will be activated when cabinet inside temperature falls below +5oC. Default value is none.
-

Postal Lock

- 1 - **Input:** This is the input corresponding to the door postal lock (0 to 4). Select an input and click **OK**.
 - 2 - **Schedule:** This is the schedule inside which the input, corresponding to the postal lock, generates a valid postal lock request when that input is in alarm.
 - 3 - **Relay:** Relay that will be activated with an entry request from the front door postal lock. Default value is none.
 - 4 - **Link With user:** To link a user to the postal lock, click the **Link With user** button. Click the **Select** button and select a user. You can also leave the checkbox unselected and enter a **Card Number**.
-

Visitor Call Setting

- 1 - **Keypad key for access granted by tenant:** This telephone key can be used by a tenant to grant access to a visitor. Default value is 9.
 - 2 - **Keypad key for access denied by tenant:** This telephone key can be used by a tenant to deny access to a visitor. Default value is *.
 - 3 - **Keypad key for auxiliary relay by tenant:** This telephone key can be used to grant access to a visitor that is using a secondary entrance. Default value is empty.
-



- 4 - Talk Time:** This is the maximum talk duration in seconds for a normal call between a visitor and a tenant (10 secs to 59 min:59 secs). Default value is 40 secs.
- **Extended:** This is the maximum talk duration in seconds for a extended call between a visitor and a tenant (10 secs to 59 min:59 secs). Default value is 60 secs.
 - **Talk Time Remaining Warning:** The system sends a warning ring (a beep sound), a certain number of seconds (depending on the value entered) to indicate the end of the allowed talking period (1 sec to 59 min:59 secs). Default value is 10 secs.
- 5 - Number of Rings Before Answer:** This is the maximum number of rings allowed for a tenant to answer (4 to 16). Default value is 5.
- **Extended:** This is the maximum number of rings allowed, for a tenant with the extended option, to answer (4 to 16). Default value is 10.
-



Doors

This menu is used to define the door parameters on which readers and/or keypads are installed. A door can be a In/Out door, an entry door for anti-passback, an exit door for anti-passback or an access door. It depends on how the settings are programmed. The controlled door may be secured at all times or only during defined schedules. The common locking devices used are electric door strikes and electromagnetic locks. A door may be equipped with one or two readers; one reader on each side. For doors equipped with two readers, the outer reader has to be defined as an entry reader and the inner reader as an exit reader.



Left Panel

- This panel contains a list of sites with their controllers.
 - Use the **Filter...** textbox to sort the list of sites according to the characters string you have entered.
-



Working Area

- The working area contains the door selected from the left panel. You can display the doors associated to a single controller or to a whole site.
-

Top Right Buttons

- **Edit button:** Click the **Edit** button to configure the selected door parameters (see [Edit Door](#) for more details). You can also right click on a door and select **Edit** from the contextual menu.
 - **Delete button:** Click the **Delete** button to delete the selected door from the list. You can also right click on a door and select **Delete** from the contextual menu.
 - **Icons display mode:** Click the  button to display doors as icons in the working area.
 - **List display mode:** Click the  button to display doors in a list in the working area.
-

Bottom Bar

- **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



- 1 - Enter a name for the door.
- 2 - Select **Fail-Secure** or **Fail-Safe** for the door lock.
 - **Fail-Secure**: The strike is locked when power is removed (door locks, door strikes).
 - **Fail-Safe**: The lock output is energized to lock the door (electromagnetic locks).
- 3 - Select an **Unlock Schedule** from the drop-down list. An unlock Schedule will allow the system to unlock the door for a predetermine period of time that you will select.
- 4 - Select the **First man in** option (Not for KT-200) to keep the door locked until the first granted card access while an unlock schedule is valid. Default is unselected.
 - For KT-400 and KT-1 only, it's now possible to specify an **Unlock Grace Period (mm)**. This feature allows the door to be unlocked under its unlock schedule if the first card access is granted inside the selected time period before the unlock schedule starts. Time range value can be from 0 (disabled) to 59 minutes. Default value is 0 minute. For example, if the door has an unlock schedule that goes from 8 :00am to 5 :00pm and the **First Person In** is enabled with an **Unlock Grace Period** of 15 minutes, a valid access between 7:45am and 7:59am will allow the door to unlock automatically at 8:00am.
- 5 - Select a **Map** from the drop-down list.
- 6 - Select a **Camera / Video view** from the drop-down list.

Note...

The video view will only be activated if the video feature is enabled in EntraPass.

Note...

Wireless locks cannot be deleted from this menu, they must be deleted from the Controller menu.

Access Timing Options

- 1 - From the **Access Timing Options** group, enter an **Unlock Time** in the text box. It is the time during which the door is unlocked on a valid card read or a valid request to exit event (when the REX is defined to unlock the door). The time range value can be from 00:00:01 to 04:15 (255 sec.) for a KT-100, KT-200 and KT-300; or to 18:12:15 (65535 seconds) for a KT-400. Default value is 10s.
 - 2 - Enter an **Open Time** in the text box. It is the time during which a door can remain opened following a permitted access or a valid request to exit request. This applies only to a door defined with a door contact input. The time range value can be from 00:00:01 to 04:15 (255 sec.) for a KT-100, KT-200 and KT-300; or to 18:12:15 (65535 seconds) for a KT-400. After this delay has expired, the system will generate the event "door open too long" and the door piezo will sound to warn the cardholder. It will continue to sound until the door is closed. Default value is 30s.
 - 3 - Enter an **Extended Unlock Time** in the text box. This option allows to keep the door unlocked for an extended period. If you want to use this option, specify the delays in the Unlock time (default is 40s) field. The time range value can be from 00:00:01 to 04:15 (255 sec.) for a KT-100, KT-200 and KT-300; or to 18:12:15 (65535 seconds) for a KT-400.
 - 4 - Enter a **Extended Door Access Delay Open Time** in the text box. This option allows to keep the door opened for an extended period in order to allow people with disabilities to pass through without triggering an alarm. If you want to use this option, specify the delays in the Open time (default is 2 min) field. The time range value can be from 00:00:01 to 04:15 (255 sec.) for a KT-100, KT-200 and KT-300; or to 18:12:15 (65535 seconds) for a KT-400.
-

Multi-Swipe Options

- 1 - From the **Multi-Swipe Options** select the **Enable Multi-Swipe** checkbox. Deselecting will disable the multi-swipe function but keep the parameters entered previously for future use.
 - 2 - Select a schedule from the drop-down list. The schedule applies to both the double swipe and triple swipe actions and will need to be valid when the person swipes the card a second time or a third time for the corresponding action to occur.
-



3 - From the **Double/Triple Swipe Parameters** option groups, select the **Double/Triple Swipe Action**:

- **Arming Alarm System Or Partition**: Equivalent to an arm door manual operation including panel partitions arming functionality. When this action is selected on a global or a KT-NCC gateway, it will be performed only when the door is configured as an arming reader in one or more alarm systems. The operator needs to use a double or triple swipe to arm an alarm system. The double/triple swipe conditions are first verified and then the arming conditions of the alarm system.
- **Toggle door lock**: Relock on access on double/triple swipe will be automatically checked and disabled.
- **Temporarily Unlock Door**: Relock on access on double/triple swipe will be automatically checked and disabled. A delay can be entered (between 00:00:01 and 18:12:15).
- **Toggle relay**: A relay or relay group can be selected.
- **Temporarily Activate Relay**: A relay or relay group can be selected. A delay can be entered. (between 00:00:01 and 18:12:15).
- **Lock Door**: Relock on access on double/triple swipe will be automatically checked and disabled.
- **Unlock door**: Relock on access on double/triple swipe will be automatically checked and disabled.
- **Activate relay**: A relay or relay group can be selected.
- **Deactivate relay**: A relay or relay group can be selected.

4 - Enter a **Delay** for the selected action in seconds. There is a maximum delay of 3 seconds between two card swipes to be considered by EntraPass as a double or triple swipe. A beeping sound will be heard two times for the double swipe and three times for the triple swipe. A long beep indicates a denied entry.

5 - Select a **Relay** to be triggered from the drop-down list.

6 - Select the **Relock on Access On Double/Triple Swipe** checkbox to lock the door before executing the double or triple swipe action.

Access Options

1 - From the **Access Options** option group, select a **Door contact** from the drop-down list.

2 - Select a **Shunt Door schedule** from the drop-down list.

3 - Select the **Door open reading** checkbox. If selected, this option allows the system to read cards while the door is open. However the system will not unlock the door if it was locked. If selected, the event "Access granted" is generated. Otherwise, the event "Access granted - Door open" is generated. Default is checked.

4 - Select the **Door unlock reading** checkbox. If selected, this option allows the system to read cards while the door is unlocked manually by the operator or by a valid unlock schedule. If selected, the event "Access granted - Door unlocked" will be generated on access. To ignore all access events while the door is unlocked, leave this option unselected. Default is checked.

5 - Select the **Unlock on access door open** checkbox. If selected, this option allows the system to unlock access on door opened at any time. Default is unchecked.

6 - Select the **Pre-alarm door open too long** checkbox. If selected, this option allows the system to generate the event "pre-alarm door open too long" and sound the door piezo when half of the delay defined in the time field is expired. It will continue to sound until the door is closed. Default is unchecked.

7 - Enter a delay in seconds in the text box (time field) for the pre-alarm.

8 - Select the appropriate **Relock on access** option between **On door opening** or **On door closing**.

Keypad Options

1 - From the **Keypad Options**, select between:

- **Reader Only**: Select this option if access is granted using a reader. A reader only installation is the most common application.



- **Reader or Keypad:** Select this option if access is granted using a reader or a keypad only. A keypad only installation is generally considered less secure than a reader only installation, because a user may “lend” its PIN to another person but cannot prevent further use (in comparison to getting a card back).
 - **Reader and Keypad:** Select this option if both a reader and a keypad are used to permit access to this door. The keypad will only be used when the “keypad schedule” is valid. Adding a keypad to a reader significantly increases the level of security. PIN code requirement can be limited by a schedule for use only outside business hours, for example, rather than during high traffic hours.
- 2 - Select a **Card and Pin Schedule** from the drop-down list during which cardholders will have to enter their PIN after a valid card read.
-

Intrusion Options

Note...

The Intrusion options option are only available when KT-100, KT-300 or KT-400 controllers have been configured in a Multi-site Gateway. KT-100, KT-300 and KT-400 controllers offer the ability to interface with any external alarm system. When you add these Kantech controllers to an existing alarm system, cardholders can arm/disarm an existing system, simply by presenting a valid card on an entry/exit door. Adding a keypad will increase the system security since cardholders will be required to enter a PIN in addition to presenting a card (does not apply to a KTES door). There are two ways of arming/disarming or postponing an external alarm system:

- *On a valid card read and with the trigger of an arming input.*
- *On a valid arming code entered and with the trigger of an arming input.*

There may be a combination of the options. For example, an alarm system will be disarmed with a correct access code during a valid predefined schedule and after a valid card read.

- 1 - From the **Intrusion** option group, select an **Arming Request Keypad Key** from the drop-down list.
 - 2 - Select an **Arming Request Input** from the drop-down list.
 - 3 - Select an **Arming Request Schedule** from the drop-down list.
 - 4 - Select an **Arming Access Level** from the drop-down list.
 - 5 - Select a **Disarming Access Level** from the drop-down list.
 - 6 - Select a **Partition to Arm** from the drop-down list.
-

REX Options

- 1 - From the **Primary REX Options**, select a **REX Contact** from the drop-down list. This contact is the input to which a “request to exit” detector can be connected. This input must be local; it has to be one of the inputs on the controller operating the door.
 - 2 - Select a **REX Contact supervision schedule** from the drop-down list. When this schedule becomes valid, the controller will detect request to exit signals originating for the exit contact. This option applies only to a door defined with a REX contact.
 - 3 - Select the **Unlock on REX** checkbox to unlock the door if a valid request to exit is permitted by the controller. This option may be useful on exit doors such as interior doors, shipping doors or other push doors through which people carrying packages may pass. The system will permit the exit and generates the “request to exit granted” event rather than “door forced open” event.
 - 4 - Select a **Rex Bypass Message schedule**: when this schedule becomes valid, the event will NOT be stored in archives . When invalid, event is sent to the gateway for archives. On updates, all existing REX will have the ‘Bypass REX message schedule’ set to **NONE** or to **no schedule**. On a new door definition, **Bypass REX message schedule** is set to **always valid** by default.
-



Note...

*The primary and secondary **Rex Bypass message schedule** options will be available upon activation in **EntraPass/System parameters**. Please refer to **System Parameters/Schedule** in **EntraPass Online Help** for additional information.*

- 5 - Select the **Resettable REX function** checkbox to restart the unlock time on a valid request to exit. Open and unlock times are defined in the door definition (Devices > Door > General). Select this option for high traffic area doors such as manufacturing doors where many users may need to exit at short intervals (for example after a work shift) to prevent unwanted door open too long or door forced open events.
 - 6 - Repeat the four previous steps for the **Secondary REX Options**.
 - 7 - Select the door **Relock on REX** option:
 - **On door opening**: The door device will relock following a valid access.
 - **On door closing**: The door device will relock when it closes.
 - 8 - Once your door configuration is complete, click **Save** or **Cancel**.
-



Relays

The output control relays provided on each KT-100, KT-200, KT-300, KT-400 and KTES can be used to activate alarms or other devices such as lighting control, ventilation, and air conditioning. These relays can be activated according to schedules, events reported by the system. They can also be activated to indicate the status of an alarm system or a combination of different logic conditions.



Left Panel

- This panel contains a list of sites with their controllers.
 - Use the **Filter...** textbox to sort the list of sites according to the characters string you have entered.
-



Working Area

- The working area contains the relays selected from the left panel. You can display the relays associated to a single controller or to a whole site.
-

Top Right Buttons

- **Edit button:** Click the **Edit** button to configure the selected relay parameters (see Input Setup for more details).
 - **Delete button:** Click the **Delete** button to delete the selected relay from the list.
 - **Icons display mode:** Click the  button to display inputs as icons in the working area.
 - **List display mode:** Click the  button to display inputs in a list in the working area.
-

Bottom Bar

- **WatchList button:** If a component is "watched", it will be displayed in this list.
 - **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.
-



- 1 - Enter a name for the relay.
- 2 - Select a **Map** from the drop-down list.
- 3 - Select a **Camera / Video view** from the drop-down list.

Note...

The video view will only be activated if the video feature is enabled in EntraPass.

Automated Activation Mode

- 1 - From the **Automated Activation Mode** options group, select a schedule from the drop-down list. When this schedule is valid, the relay will be triggered (activated or deactivated) according to the specified activation mode.
 - 2 - Select a **Disable Action Relay** schedule from the drop-down list. When this schedule is valid, the relay will be deactivated (or activated) according to the predefined operating mode.
-

Operating Mode

- Specify the **Operating Mode** for the relay:
 - **Normal:** The relay is normally de-energized (deactivated) until it is energized (activated) by an operator, an event or any other system schedule.
 - **Reverse:** The relay is normally energized (activated or resting) until it is de-energized (deactivated) by an operator, an event or any other system function.
-



Inputs

Door controllers can monitor the state of input points such as: door contacts, interlocks, alarm points, motion detectors, temperature sensors, any REX and other devices with dry contacts. KT-100 monitors the state of 4 input points, KT-200 monitors the state of 16 input points, and KT-300 monitors the state of 8 onboard input points, with a maximum capacity of 16.

- For KT-200 only, inputs are normally closed or normally open dry contacts connected in series with one resistor. If the dry contact is connected in series with the green resistor, the input number will be odd. If the dry contact is connected in series with the red resistor, the input number will be even.
- Inputs 1 (door contact) and 2 (request to exit device) are ideally reserved for Door 1 of the controller whereas Input 9 (door contact) and 10 (request to exit device) are ideally reserved for Door 2 of the same controller.
- For KT-100 Controllers, input 1 is reserved for door contact while input 2 is reserved for a request to exit device.
- For KT-300 Controllers, input 1 should be reserved for contact on door 1 while input 2 should be used for request to exit device for door 1 of the controller. Input 3 should be reserved for contact on door 2 while input 4 should be used for request to exit device for door 2 of the controller.
- For KT-400 Controllers, input 1 should be reserved for contact on door 1 while input 2 should be used for request to exit device for door 1 (REX Door #1) of the controller.
- Input 5 should be reserved for contact on door 2 while input 6 should be used for request to exit device for door 2 of the controller. Input 9 should be reserved for contact on door 3 while input 10 should be used for request to exit device for door 3 of the controller. Input 13 should be reserved for contact on door 4 while input 14 should be used for request to exit device for door 4 of the controller.



Left Panel

- This panel contains a list of sites with their controllers.
- Use the **Filter...** textbox to sort the list of sites according to the characters string you have entered.



Working Area

- The working area contains the inputs selected from the left panel. You can display inputs associated to a single controller or to a whole site.

Top Right Buttons

- **Edit button:** Click the **Edit** button to configure the selected input parameters (see [Input Setup](#) for more details).
- **Delete button:** Click the **Delete** button to delete the selected input from the list.
- **Icons display mode:** Click the  button to display inputs as icons in the working area.
- **List display mode:** Click the  button to display inputs in a list in the working area.

Bottom Bar

- **WatchList button:** If a component is "watched", it will be displayed in this list.
- **Zoom buttons:** Use the  and  buttons to make a zoom out or zoom in of the time scale.



- 1 - Enter a name for the input.
- 2 - Select **Closed** or **Opened** for the normal condition.
- 3 - Select a **Monitoring Schedule** from the drop-down list. This is the schedule during which the system will supervise the condition of the input. When the schedule is valid, a change in input condition generates either an “Input in alarm” or “Input restore” event.
- 4 - Select the **Suspend status update when not monitored** checkbox to unlock the door automatically when a first access card is granted. Default is unchecked.

Note...

Available for the KT-400 only.

- 5 - Select a **Map** from the drop-down list.
- 6 - Select a **Camera / Video view** from the drop-down list.

Note...

The video view will only be activated if the video feature is enabled in EntraPass.

Loop Response Time

- 1 - From the **Loop Response Time** options group, enter the **Alarm Response Time (mm:ss.cc)**. This is the delay before the system generates the input and alarm event.
- 2 - Enter the **Restore Response Time (mm:ss.cc)**. This is the delay before the system generates the input restore events.

Note...

The Input response time corresponds to a period within which an input must remain in the same state before a transition is recognized. This delay is expressed in minutes (mm:ss.cc). Values range from 10 sec to 10 min:55 sec:35 cc for both the alarm response and alarm restore times. Specifying the input response time allows bouncing time when the contact changes state, and helps to generate only one event for each transition if this time is longer than the bouncing time. For example, a 01:00:00 delay requires that a condition remains stable for at least one minute before it is reported.

- 3 - Select between **Alarm** and **Activation** for **Event Message**. When configuring event parameters with Input in alarm or Input activated as the selected event, only the inputs corresponding to these criteria are displayed.
-

Input In Alarm

- 1 - In **Activate Relay**, select the relay that will be triggered when this input is enabled from the drop-down list.
 - 2 - Selecting **Activate Relay Temporarily** will activate the relay according to the temporary activation parameters defined in the **Edit Relay** window. Default is unchecked.
-

Shunt

- 1 - From the **Shunt Input** drop-down list, select the input that will not be monitored when the input being defined is enabled.
- 2 - Select the **Shunt Input Temporarily** and **Reset Delay For Shunt Temporarily** checkboxes. Default is unchecked for both.
- 3 - In the **Temporary Shunt Timer (h:mm:ss)** field, specify the period during which an input is not monitored. Setting the timer to 0:00:00 will instruct the relay to follow the input state. The maximum value for the Shunt delay (hh:mm:ss) is 18:12:15 when you are using the KT-400 or the KTES. Default is 0s.

Note...

*For the system to process properly the reset delay on a temporary shunt, the **Temporary Shunt Timer** option must be set in the definition of the input that will reset the delay.*





Tool

E-mail Notification

The **E-mail Notification** function will send a message to a defined recipient (s) when an alarm occurs on any of the items included in the **Watchlist**.

- 1 - Enter each e-mail recipients separated with a semicolon.
 - 2 - Select a schedule from the drop-down list.
 - 3 - Click the **Save** button.
-

Installation

- Click on the advanced feature package to download. [Learn more...](#)
-

Settings

- Click the **Enable** button to enable the tutorials.
 - Click the **Reset Operator Settings** button to remove all the operator's personal settings such as created dockviews, customized columns...etc.
-

Version

- Installed EntraPass software versions.
-

CE

