

ICT WX USER MANUAL



By SRSI

SECURITY RESPONSE
SRSI
SERVICES, INC.

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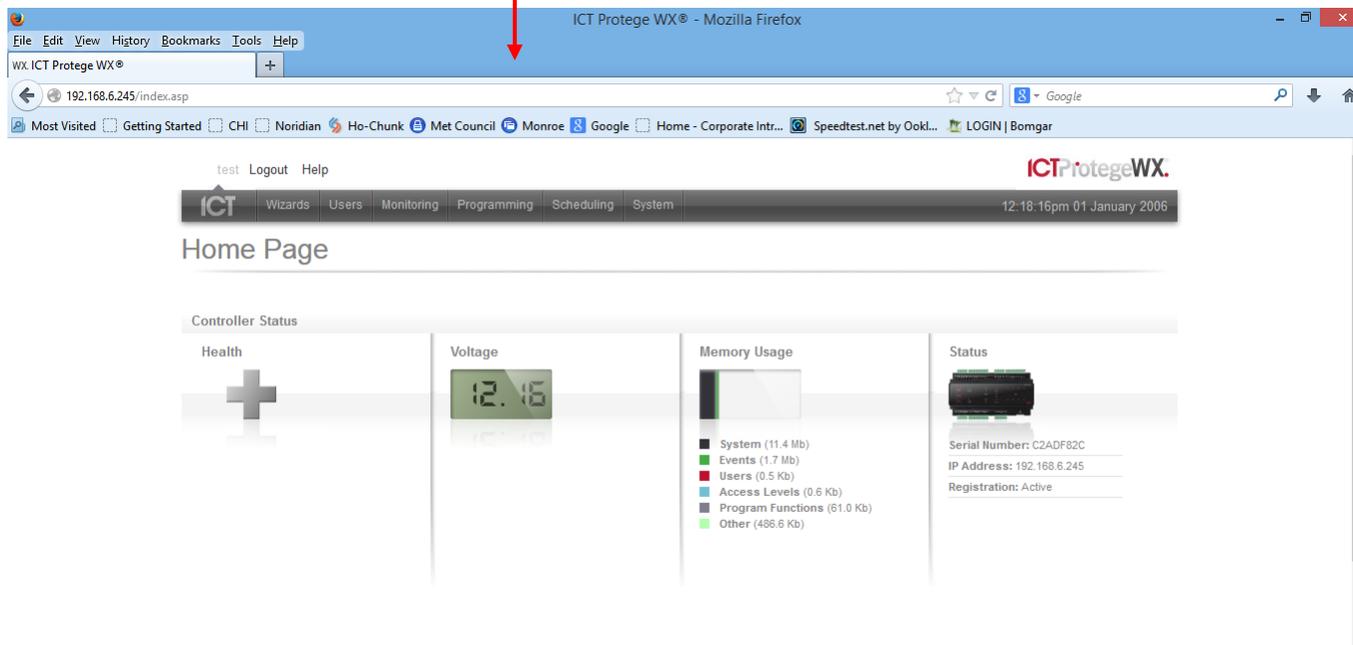
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Logging into ICT WX

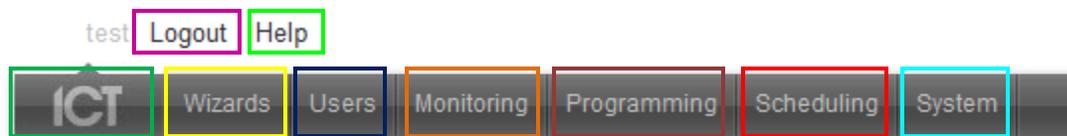
1. After browsing to the IP assigned to the ICT system, it will display a login screen. Simply enter in your username and password then click **Login** or press the enter key.



2. Once logged in, the home screen will display as shown below.



ICT Home Screen



ICT – Clicking the ICT icon will return you to the home screen.

User – This contains the settings for Users (cardholders) and Access Levels.

Programming – This contains settings for the various hardware utilized by ICT such as doors, inputs, outputs and areas.

System – This contains options for operators, roles, and backups.

Help – Clicking this will take you to the Help Documentation page, knowledge base, and how to's.

Wizards – This contains quick setup wizards for various parts of the ICT system.

Monitoring – contains the Event log, and manual controls for doors, inputs, outputs and alarms.

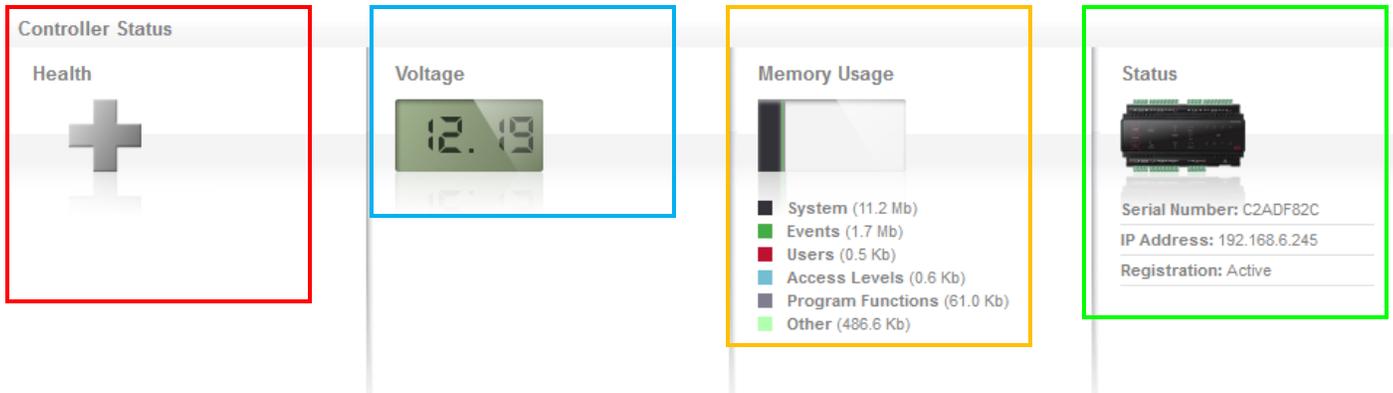
Scheduling – This contains settings for current Time, DST, Holidays and Scheduling.

Logout – Clicking Logout will take you back to the Login screen and end your current session.

Current Time and Date – To the right of the menus above you have what ICT thinks is the current time and date.



Home Page



Controller Status- This will display troubles within in ICT system such as if equipment needs to be restarted or if there is a tamper.

Memory Usage – This displays current and available memory and how much of various types of memory are taking up.

Voltage – This displays a live reading of current voltage for the ICT system.

Status – Displays Serial Number, IP Address, and if the system was registered.

Operator Details – Displayed under the statuses above, this shows current user logged in, what time this user logged in, and the option to change password.

Operator Details

Logged on as	test
Logged on at	12:17pm 01 January 2006

Options

Change Operator Password	Change Password
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Time, DST, Holiday Groups, and Schedules

Time

1. To open the time screen, click **Time** under the **Schedules** menu.

2. Current Time and Date show the date/time ICT is set to. Clicking **Apply PC Time and Date Now** will pull the date and time from the PC you are logged in from and apply it to ICT.

Current Time And Date	
Date	01 January 2006
Time	13:10:51
	<input type="button" value="Apply PC Time and Date Now"/>

3. Under Network Time you can enable the use of a time server to keep the ICT correct with its date and time. Simply enter the IP(s) of the NTPs you wish to use and select the correct timezone. This is highly recommended as if the system loses power, it will revert back to January 1st 2006 without a time server.

Network Time	
<input type="checkbox"/>	Automatically Synchronize With An Internet Time Server
Primary SNTP Time Server	0.0.0.0
Secondary SNTP Time Server	0.0.0.0
Time Zone	GMT-12:00 Dateline Standard Time Eniwetok, Kwajalein

4. To save these settings, click the **Save** icon in the upper right corner.

ICTProtegeWX.

1:28:35pm 01 January 2006

Daylight Savings Time

1. To open Daylight Savings Time, click **DST** under **Schedules**.

2. To setup when you'd like DST to occur, simply name it, then select the start and end dates. You only need to set this up once and not every year unless when DST start/stop changes.

3. Once done, simply click **Save** to create or apply changes on the upper right. You can also delete records by selecting them from the list on the left side of the screen then click **Delete**.

This screenshot shows the configuration form for a Daylight Savings schedule. At the top right, there are three buttons: 'Delete', 'Save', and 'Refresh'. The form is divided into two sections: 'General' and 'Configuration'. The 'General' section has a 'Name' field containing 'DST'. The 'Configuration' section has four rows of fields: 'Start Day' (2nd, Sunday), 'Start Month' (March), 'End Day' (1st, Sunday), and 'End Month' (November). Red arrows point from the text boxes to the 'Name' field, the 'Save' button, and the 'Start Day' field.

General		
Name	DST	

Configuration		
Start Day	2nd	Sunday
Start Month	March	
End Day	1st	Sunday
End Month	November	

This screenshot shows the 'Daylight Savings' interface. On the left, there is a search bar with 'DST' entered. On the right, the configuration form for 'DST' is visible, showing the 'Name' field with 'DST'. At the top right, there are 'Delete', 'Save', and 'Refresh' buttons. Red arrows point from the text boxes to the search bar, the 'Save' button, and the 'Name' field.

Daylight Savings	
Search	DST

General	
Name	DST

Holiday Groups

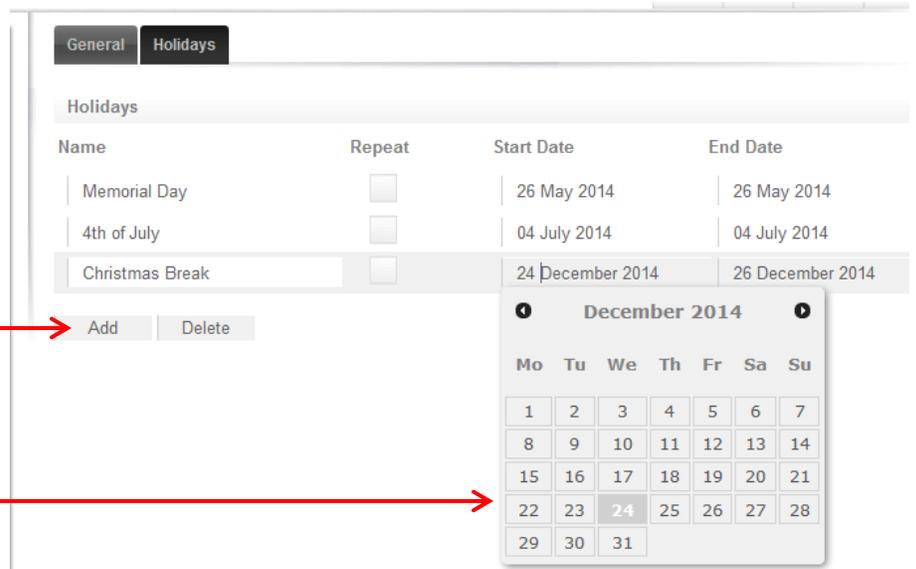
1. To open **Holiday Groups**, click Holiday Groups under the **Scheduling** menu.

2. The only option under the **General Tab** is naming the Holiday Group. Enter the desired name you'd like.



The screenshot shows the 'General' tab of the 'Holiday Groups' interface. At the top right, there are buttons for 'Add', 'Delete', and 'Save'. Below the tabs, the 'General' section is visible, with a 'Name' field that is currently empty.

3. Under the Holidays tab is where you select what day of the year you'd like to be considered holidays. Click **Add**, then name the holiday and select a start and end date by clicking on the date. A Small calendar will appear. **NOTE:** You can create more than one holiday in a Holiday group.



The screenshot shows the 'Holidays' tab of the 'Holiday Groups' interface. It features a table with columns for 'Name', 'Repeat', 'Start Date', and 'End Date'. The table contains three entries: 'Memorial Day' (26 May 2014), '4th of July' (04 July 2014), and 'Christmas Break' (24 December 2014). Below the table are 'Add' and 'Delete' buttons. A calendar for December 2014 is open, showing the date 24th selected.

Name	Repeat	Start Date	End Date
Memorial Day	<input type="checkbox"/>	26 May 2014	26 May 2014
4th of July	<input type="checkbox"/>	04 July 2014	04 July 2014
Christmas Break	<input type="checkbox"/>	24 December 2014	26 December 2014

4. Use the small arrows to the left and right of the month/year to browse between months. Click on the date you'd like to be the start of the holiday. This process applies for the End Date as well. **NOTE:** If it is only for one day, the start and end date need to be the same day. The End Date is the last day of the holiday. Click save to create the group.

Schedules

1. To open **Schedules**, Click Schedules under Schedules.

2. The **Configuration** tab is where you, name the schedule, set your times and which days follow those times. **NOTE:** Schedules can be assigned to multiple objects in ICT such as Access Levels, Doors and Outputs.

3. You have 8 different periods you can setup. So if you wanted you, could have each day follow a different time, or set multiple times in one day.

4. Enter in what times you'd like to schedule to follow. **NOTE:** Schedules are set for the 24hour clock style (AKA military time). So five in the morning is 05:00 and 5 in the afternoon is 17:00. Also select what days you want to follow that time, indicated by the red dot.

5. The **Holiday Groups** tab is where you select the holiday group that affects the schedule. Click **Add** to select which holiday group you created to attach to this schedule.

6. Click on the holiday group you wish to add then click ok.

The screenshot shows the 'Configuration' tab of the Schedules interface. It features a 'General' section with a 'Name' field. Below is a table titled 'Time Periods And Groups' with columns for Start Time, End Time, and days of the week (Sun-Sat), along with a 'Holiday Mode' dropdown. Red arrows point to the 'Configuration' tab and the first row of the table.

Period	Start Time	End Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Holiday Mode
Period 1	00:00	00:00	<input type="checkbox"/>	Disabled On Holiday						
Period 2	00:00	00:00	<input type="checkbox"/>	Disabled On Holiday						
Period 3	00:00	00:00	<input type="checkbox"/>	Disabled On Holiday						
Period 4	00:00	00:00	<input type="checkbox"/>	Disabled On Holiday						
Period 5	00:00	00:00	<input type="checkbox"/>	Disabled On Holiday						
Period 6	00:00	00:00	<input type="checkbox"/>	Disabled On Holiday						
Period 7	00:00	00:00	<input type="checkbox"/>	Disabled On Holiday						
Period 8	00:00	00:00	<input type="checkbox"/>	Disabled On Holiday						

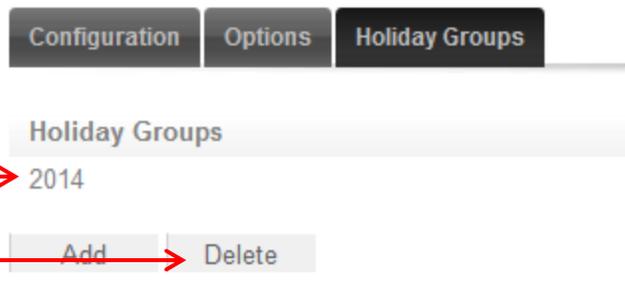
This screenshot shows the 'Configuration' tab with the 'Name' field set to 'Office Hours'. The 'Time Periods And Groups' table is populated with specific times and day selections. Red dots indicate selected days. Red arrows point to the 'Name' field and the first row of the table.

Period	Start Time	End Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Holiday Mode
Period 1	08:00	20:45	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled On Holiday				
Period 2	08:00	12:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Disabled On Holiday
Period 3	00:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled On Holiday
Period 4	00:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled On Holiday

This screenshot shows the 'Holiday Groups' section of the 'Configuration' tab. It includes an 'Add' button and a 'Delete' button. Red arrows point to the 'Add' button and the 'Holiday Groups' section header.

This screenshot shows a 'Holiday Groups' dialog box. It contains a list with the year '2014' selected. Below the list are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. Text on the right says 'Select one or more items in the list and click OK'.

7. If you want to remove a holiday group from a schedule, select it then click **Delete**. Once you have the schedule set to how you want it, click **Save** to create/apply changes.



Attaching a Schedule to a Door

1. To attach a schedule to a door, click **Doors** under the **Programming** menu.

2. Select which door you'd like to follow the schedule from the list on the left.

3. Under the **General** tab, **Unlock Schedule** is where you attach a schedule for the door to follow.

4. Once you have selected the schedule for the door. Click **Save** to apply the schedule to the door.

The screenshot shows a web-based configuration interface for a door. On the left, there is a search bar and a list of doors: 'Main Entrance 1.1.R.1' (highlighted) and 'Spare 1.1.R.2'. On the right, there are several tabs: 'General', 'Outputs', 'Options', 'Advanced Options', and 'Events'. The 'General' tab is active, showing the door's name as 'Main Entrance 1.1.R.1'. Below this, there is a 'Setup' section with various fields: 'Door Type' (Card Only), 'Slave Door' (- Not Set -), 'Area Inside Door' (1st Floor), 'Area Outside Door' (- Not Set -), 'Unlock Schedule' (Never), 'Door Pre-alarm Delay Time' (30), 'Door Left Open Alarm Time' (45), and 'Interlock Door Group' (- Not Set -). The 'Unlock Schedule' field is highlighted with a red arrow pointing to it from the second instruction box. Below the main configuration area, there is a dropdown menu for 'Unlock Schedule' with 'Office Hours' selected, also highlighted with a red arrow from the fourth instruction box.

Unlock Schedule

Office Hours

Access Levels

1. To open **Access Levels**, click **Access Levels** under the **Users** menu.

2. Under the **General** tab, enter the name you'd like the Access Level to be called.

The screenshot shows the 'General' tab of the Access Levels configuration. The 'Name' field contains '24/7 Access'. Below it, the 'Configuration' section includes 'Operating Schedule' set to 'Always' and 'Time To Activate Output (seconds)' set to '0'. There is a checkbox for 'Enable Multi-Entry Access' which is currently unchecked.

3. Under the **Doors** tab is where you assign which doors you want to be in the Access Level. Click **Add** to pick the doors.

The screenshot shows the 'Doors' tab of the Access Levels configuration. It features an 'Add' button and a 'Delete' button. The 'Doors' section is currently empty.

4. After clicking Add, highlight the doors you wish to assign then click **OK**.

The screenshot shows a dialog box titled 'Doors' with a list of items: 'Main Entrance 1.1.R.1' and 'Spare 1.1.R.2'. The 'Main Entrance 1.1.R.1' item is highlighted. Below the list, there is a prompt: 'Select one or more items in the list and click OK'. There are 'OK' and 'Cancel' buttons at the bottom.

5. After adding the door(s) you want in the Access Level, you'll notice that a Schedule column has appeared. This is where you can set a schedule only allowing access to that door for what the schedule is set to. Always is 24/7 access. Simple click the drop-down and select which schedule you want the access for that door to follow. **NOTE:** You need to do this for each door.

The screenshot shows the 'Doors' tab of the Access Levels configuration. It now has a table with two columns: 'Name' and 'Schedule'. The 'Name' column contains 'Main Entrance 1.1.R.1' and the 'Schedule' column contains 'Always'. There are 'Add' and 'Delete' buttons below the table.

6. Click **Save** to create/apply changes.

Adding Users/Cardholders

1. To access Users (people you will use access cards/fobs), click **Users** under the **Users** tab.

2. On the Users page, a list of all your users in the system will be listed on the left and their information will be on the right side such as their name, card and PIN.

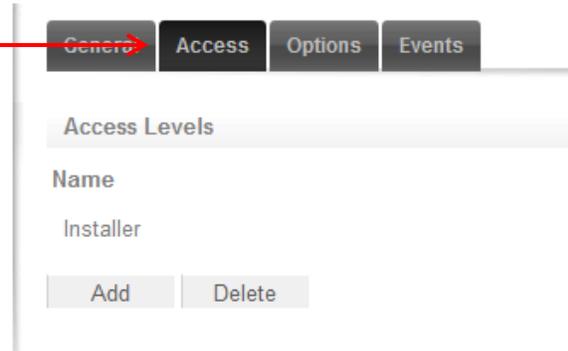
3. If you want to add a new User, click **Add** in the upper right corner. A blank User record will appear. Fill in First/Last Name (display name is optional, it auto-fills with first and last name by default), PIN code if need (**NOTE:** PIN codes are only needed for PIN-pad readers or a keypad for alarms and will always display an asterisk * even if blank), and facility/card number.

4. You can also set start and/or end for when the User's card is active. Select the radio button to enable it then set the date and time. **NOTE:** Times goes by the 24 hour clock.

The screenshot shows the 'Users' management interface. On the left is a list of users: Search, Installer, Master, User (Demo), and Rob Pinter. On the right is a detailed form for the 'Installer' user. The form has tabs for 'General', 'Access', 'Options', and 'Events'. The 'General' tab is active, showing fields for First Name (Installer), Last Name, Display Name (Installer), and Default Language (English). Below this is the 'Access Cards' section with a PIN Code field (displayed as asterisks) and a table for Facility / Card Number. The 'Start / End Times' section at the bottom has radio buttons for 'Enabled' and 'Disabled', with 'Enabled' selected. The Start Date is set to 15 April 2013 at 00:00, and the Expiry Date is also set to 15 April 2013 at 00:00. Red arrows from the instructions point to the 'Add' button, the user list, the form fields, and the 'Start / End Times' section.

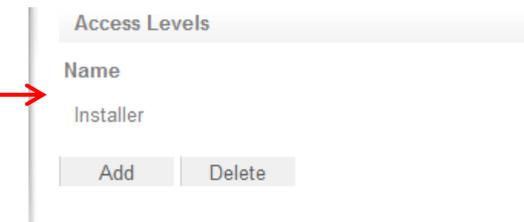
Assigning Access Levels to the User

1. To assign Access Levels to a user, click the **Access** tab.



The screenshot shows a user management interface with four tabs: 'General', 'Access', 'Options', and 'Events'. The 'Access' tab is selected. Below the tabs, there is a section titled 'Access Levels' with a 'Name' field containing the text 'Installer'. At the bottom of this section are two buttons: 'Add' and 'Delete'.

2. Click **Add** to assign an Access Level(s) then select which ones you wish to add and click **OK**.



This screenshot is a closer view of the 'Access Levels' section. It shows the 'Name' field with 'Installer' and the 'Add' and 'Delete' buttons. A red arrow points from the 'Add' button to the next screenshot.

3. Click **Save** to create the new User.



The screenshot shows a dialog box titled 'Access Levels'. It contains a list box with the text 'Master User'. To the right of the list box, there is a prompt: 'Select one or more items in the list and click OK'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons. A red arrow points from the 'Add' button in the previous screenshot to this dialog box.

Adding a Card to a User

1. If the cards/fobs you have don't have the numbers printed on them or the card numbers are illegible you can use the event viewer to find out the card number and facility code, and also add the card to a person. We also have desktop readers for purchase allowing you to connect a "mini reader" via USB to you PC to reader the card and acquire its numbers. Ask your sales rep for details.

2. To do this in ICT click **Events** under the **Monitoring** tab. This displays what actions have been taking place with the ICT system such as who's been trying to go through which door, alarms, activations, and so on.

Description	Time
Read RD001 Data (P1) (20136:11051) +	Sun 01/01/2006 12:08:13pm
Read RD001 Data (P1) (20136:11051) +	Sun 01/01/2006 12:08:13pm
Read RD001 Data (P1) (20136:64277) +	Sun 01/01/2006 12:05:44pm
Input Controller Input 8 Closed	Sun 01/01/2006 12:05:27pm
Report In System Area Trouble Input Keypad 1 Module Tamper [FF] [TP]	Sun 01/01/2006 12:00:33pm
Trouble Input Keypad 1 Module Tamper Opened	Sun 01/01/2006 12:00:33pm
Module KP001 Online	Sun 01/01/2006 12:00:32pm

3. Take the card you wish to find the numbers for then read it at a reader. If the card is NOT in the system it will display as this on the event monitor. The last set of numbers at the end is your facility code, followed by card number. You want to click the + icon at the end of the string to bring up a prompt.

Read RD001 Data (P1) (20136:11051) +
Read RD001 Data (P1) (20136:11051) +
Read RD001 Data (P1) (20136:64277) +

4. That prompt that will come up is Add Card To User. You have two options. Add to and create a new user or attach to an existing user. For existing users, just select them from the drop down list and click OK. For new users, type out their first and last name (be sure to have a space between the first and last. Then click OK. If adding a new user this way, you'll need to do the steps detailed on pages 11 & 12.

Add Card To User

New User

Existing User

OK Cancel

Events and Logs

1. As shown in the steps for finding badge info, click **Events** under the **Monitoring** tab. As stated before this shows what has been happening within the systems world.

All Events		Export
Description	Time	
Read RD001 Data (P1) (00001:00002)	Wed 04/01/2006 08:26:19am	
Read RD001 Data (P1) (00001:00002)	Wed 04/01/2006 08:26:17am	
Read RD001 Data (P1) (00001:00002)	Wed 04/01/2006 08:26:14am	
Output Controller Output 1 ON By Door Main Entrance 1.1.R.1 (LOCK)	Wed 04/01/2006 08:00:27am	
Door Main Entrance 1.1.R.1 Unlocked By Schedule Office Hours	Wed 04/01/2006 08:00:27am	
Time Office Hours Schedule Valid	Wed 04/01/2006 08:00:00am	
Trouble Input Keypad 1 Module Tamper Opened	Wed 04/01/2006 07:26:18am	
Input Keypad 1 Input 1 Tampered	Wed 04/01/2006 07:26:18am	
Input Keypad 1 Input 2 Tampered	Wed 04/01/2006 07:26:17am	

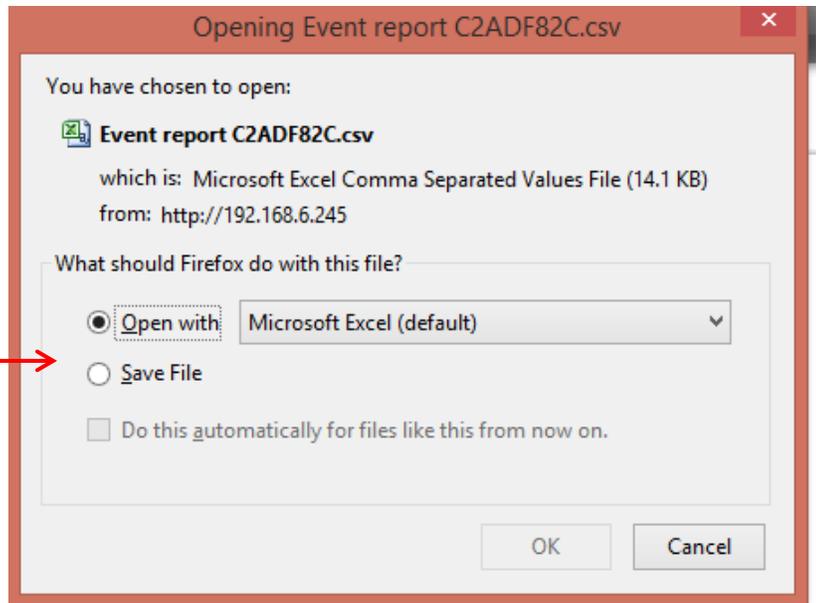
2. To export the report, click **Export** near the upper right of the page.



3. Select the start and end dates/times then click **OK**.



4. Choose if you want to save the file or open it in Excel to be printed (or saved through Excel). **NOTE:** It saves as a CSV file for Excel. Further filtering and sorting can be done from there.



Tech Support Contact Info

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