



# **3GS+ Enterprise Edition**

## **User Guide**

**Version 3.16**

October 2003

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## About this manual

3GS+ Enterprise access management software has been developed to allow you to manage and monitor 3GS Access Control systems directly from your PC.

This manual assumes a working knowledge of card access control and should be read in conjunction with the 3GS Integrated Systems Technical manuals.

This manual describes 3GS+ Client. For further information on 3GS and 3GS+, contact your distributor or Europlex Technologies Technical Support at the addresses and numbers given below.

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## Europlex Technologies

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# 3GS+ Operation

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## Introduction

The 3GS+ Client System is Windows '95/'98, 2000 and Windows NT compatible, allowing complete management of a 3GS access control system.

3GS+ Client allows for up to 10,000 cards, 64 doors, 128 card readers, 16 time zones (64 on 3GS Version 5 panels) and 250 door groups.

The software interacts directly with a 3GS panel (or network of panels) and allows the card access data to be stored in a database and then downloaded to panel, or entered into panel memory and uploaded to PC.

This flexibility allows you to configure a set of cards at the PC and then download the settings to the panel for immediate use in the system.

**Cards** are assigned IDs within 3GS+ Client, and then given **access**, **visitor** and **function** levels, which determine the time periods and areas for which the card will be valid. If necessary, the card is also given its own PIN code.

The system **doors** are given descriptions, and then assigned open/lock inhibits, anti-passback and other features. A Mustering Door option allows you to use the door to monitor the exit of card users from the building during a fire alarm. Doors with similar access characteristics are combined in **door groups**, which simplifies the control of an area in which there are a number of entry/exits.

Access to a door can be restricted by applying pre-set **time zones**. Time zones are divided into 4 'on/off' **time slots**, which are then customised for different days of the week.

3GS+ Client has extensive **reporting** features. As well as the standard **access** and **general logs**, which detail access and alarm events on the system, the system will create a printable report on all or a specified range of cards, between given dates, for each or all of the panels connected to 3GS+ Client.

The **Maps** feature gives a visual representation of an alarm area, with zones, doors and outputs identified by icons and instantly readable zone status and information.

The system allows for an unlimited number of operators, each with their own pre-allocated functions.

3GS+ Client is easy to install and suitable for any access system of any size.

Other features include:

- 10,000 Card Database with variable fields
- Card Database Search Fields by Name, Card & Department
- Global Anti-passback system
- Named Holiday Settings

- 250 named Door Groups
- Door Control for 64 doors including open, permanently open and permanently locked
- Comprehensive Reporting System for alarm events, access granted, access denied and operator functions
- Reader, door and keypad events.
- Backup and Purge facilities for data archiving
- Roll Call function for system cards

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## PC Date format

The PC date must be set to one of the following formats: **DD/MM/YY** (British standard) or **MM/DD/YY** (US standard). If necessary, set this parameter in Windows 95/98 using the Control Panel, Regional Settings option.

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## Installing 3GS+ Client

For complete Client installation instructions, please see the *3GS+ Engineer's User Guide* or the Engineer section in the Online Help.

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## Upgrading from Earlier Versions of 3GS+

See **Importing Data from Version 2.**

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## Logging In

Enter master user code. The default code is **1111**. Users must logout to exit the system. For security reasons it is advisable to change this default code as soon as possible.

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## Upgrading the Panel Type in 3GS+ 3.0

3GS+ Version 3.x does not support panel software versions 3 and 4. Use an earlier version of 3GS+ to perform the upgrade.




## Uploading/Downloading/Polling/Working Offline/Working On Line with Current Panels

Once all the details have been entered for all the panels on 3GS+ Client, the installation window provides the facilities for direct connect to an installation, dialling remote sites and the facility for working On Line or Offline with any of the installations set up.

### Available Installations

The Installation window displays a list of all the installations that have been set up through **Edit Installation** screen. The icon that appears beside the installation name represents the state of that installation.

	Installation	Autodial ID
	3G3 V5 DIRECT PANEL 2	2


(Red)

Panel Off Line


	Installation	Autodial ID
	3GS V5 DIRECT PANEL 3	3

(Green)


Connection made to panel

	Installation	Autodial ID
	3GS V5 ISDN	9

Remote Panel establishing connection

	Installation	Autodial ID
	3GS V5 ISDN	9

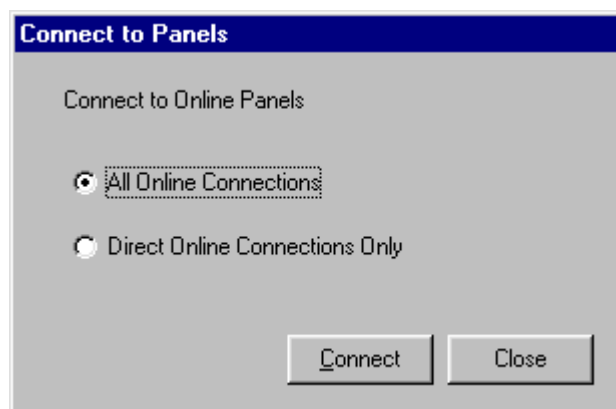
Remote Panel connection unsuccessful

	Installation	Autodial ID
	3GS V5 ISDN	9

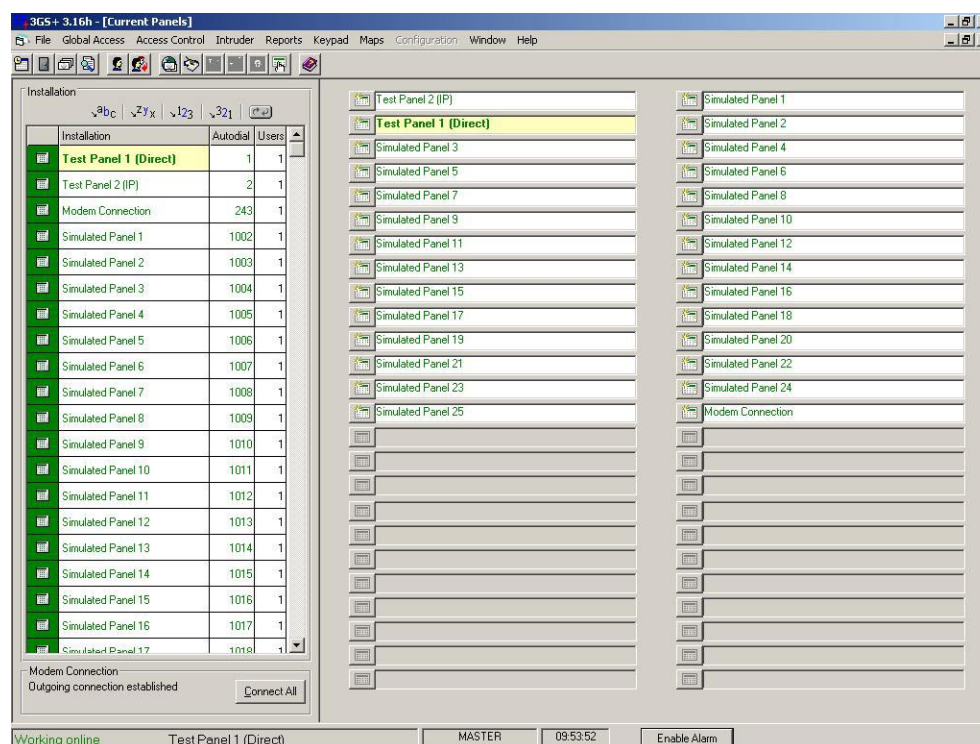
Online connection to panel

## Connect All

From the **Current Panels** screen click on the connect all button and the following window will be displayed.



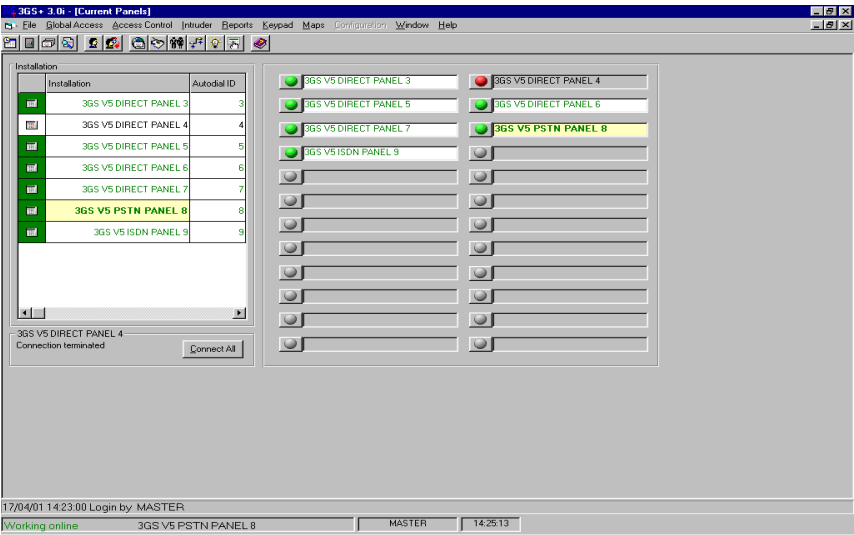
The panels that are being polled by the server are represented by icons at the top of the **Current Panel** screen



To carry out functions like **Set Up Doors** or to upload details from a specific panel etc., you must have that panel set up as the current panel - i.e. you must be online to that panel.

## Polling Panels on the Network

**Red Dot :** If a panel displays a red colour it indicates that communication problems were experienced with this panel. The system will continue to poll this panel until the installation is removed. Failure to remove a panel which has not connected correctly will result in slower operation of the system.



**Note:** 3GS+ Client will continue to poll panels that are displayed with a red dot.

## Work On Line with a Network Panel

If a connection has been made to the network, the panels that are being polled on the network are displayed in the Installation list with the Installation Name in green and this icon beside it.

	Installation	Autodial ID
	3GS V5 DIRECT PANEL 3	3

Click on the **Installation Name** and when prompted say **Yes** to work On Line with the selected Installation.


	Installation	Autodial ID
	3GS V5 DIRECT PANEL 3	3

## Work Off Line with a Network Panel

Off Line network panels are displayed in the **Installation List** with the following icon beside the **Installation Name**.


	Installation	Autodial ID
	3G3 V5 DIRECT PANEL 2	2

Click on the **Installation Name** and when prompted say **Yes** to work Off Line with the selected panel.


	Installation	Autodial ID
	<b>3GS V5 DIRECT PANEL 3</b>	3

## Work On Line with a Remote Panel

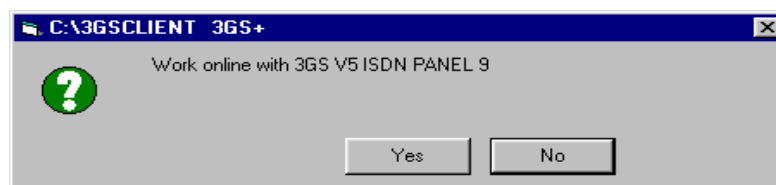
To work online with a remote installation click on the red keypad icon.

	Installation	Autodial ID
	3GS V5 ISDN PANEL 9	9

The icon box will be displayed in yellow while connections are established.

	Installation	Autodial ID
	<b>3GS V5 ISDN</b>	9

When connection has been established the icon turns green. To work online with installation click on the **Installation Name**. When the following window is displayed click on the **Yes** button.




Remote online connection.

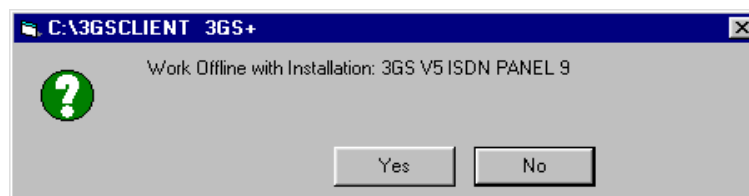
	Installation	Autodial ID
	<b>3GS V5 ISDN PANEL 9</b>	9

## Work Off Line with a Remote Panel


Click on the **Installation Name**

	Installation	Autodial ID
	3GS V5 ISDN PANEL 9	9

When the following window is displayed click on the **Yes** button.




Remote offline connection.


	Installation	Autodial ID
	<b>3GS V5 ISDN PANEL 9</b>	9

## Connect to a Remote Panel


Click on an installation with the following icon

	Installation	Autodial ID
	3GS V5 ISDN PANEL 9	9

Click on the red keypad icon.

	Installation	Autodial ID
	<b>3GS V5 ISDN</b>	9

The icon will be displayed in yellow while connections are established. If there is only one panel on the system, then the **Installation Name** will be highlighted in yellow. This means that as soon as communications have been established you will be connected online to the panel. If there is more than one panel on the system then you will have to click on the **Installation Name** to bring the panel online and the following window will be displayed. To work online click the **Yes** button.

	Installation	Autodial ID
	<b>3GS V5 DIRECT PANEL 3</b>	3
	3GS V5 ISDN PANEL 9	9

Remote connection.


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**Note:** If a remote call is cancelled the modem will require a moment to time out before it will dial another number


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## Disconnect from a Remote Panel

To disconnect from a remote connection click on the green RKD icon.

	Installation	Autodial ID
	<b>3GS V5 ISDN PANEL 9</b>	9

The RKD icon changes to red and the background goes from green to white.

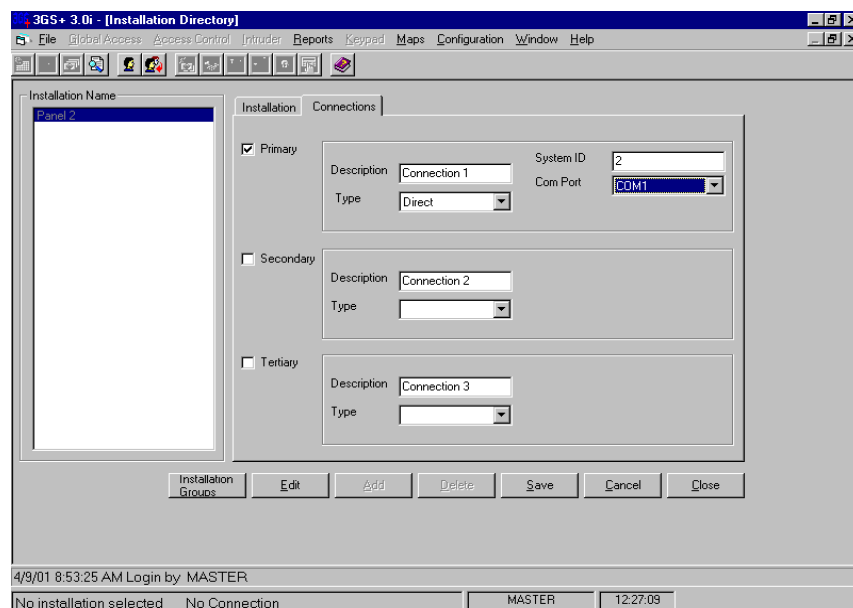
	Installation	Autodial ID
	3GS V5 ISDN PANEL 9	9

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**Note:** In all of the above situations the current Panel - i.e. the Panel that is being uploaded and downloaded to when On Line and written to the database when Off Line - is displayed at the bottom of the main screen in green if Online and Blue if Off Line.

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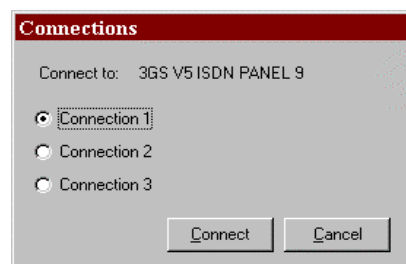
## Multiple Remote Connections



When setting up an installation you have the option to set-up multiple remote connections. To set-up these connections go to the **System Configuration** menu then the **Edit Installations** menu. The **Installation Directory** will then be displayed. If you have already set-up an installation simply select the installation and then the **Edit** button.

Select the **Connections** menu.

To connect to an installation on any of the previously set-up connections simply click on the installation required on the current panels screen. The following window will appear.

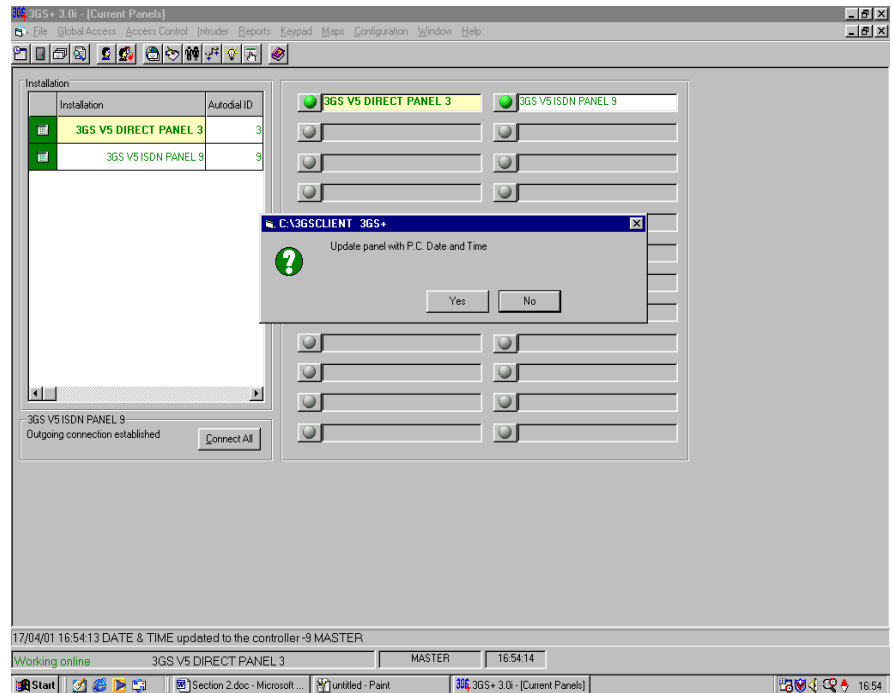


Simply select the connection required and then select the connect key, the system will dial the installation.

## Updating the Panel and PC clocks

To avoid confusion in generated reports, the PC and panel clocks must be synchronised. To do this, simply click on the 3GS+ Client clock shown on the bottom of the screen to the right of the online status and operator connection (master).

You will be prompted to update the 3GS Controller with the PC date/time. Press **Yes** to update the panel clock. The controller will take several minutes before showing the synchronised time.



## Toolbar and Log Screens

The main screen shows the 3GS+ Client toolbar, the **Access** and **General Logs** (both minimised), and the panel status.

The Toolbar features shortcut icons for **Time Zones, Doors, Cards, Log Reports, Operator Settings, Change Operator, Global Cards, Roll Call, User Codes Options, Zone Report, Output Report, Keypad** and **Help**.

The Status Bar at the bottom of the screens indicates (from the left) the network comms status, the remote comms status (blue if off-line, green if on-line), the name of the current installation, the current system operator and the panel clock (see above).

## Access Log

All Access Log events received from the panel are stored in the database and can be accessed at any time through the reporting facility. The **Access Log** displays up to 100 access log events received while on-line to the panel. It is updated immediately with panel activity as it happens, detailing the date, time and nature of each Access event. The latest log being placed at the top of the screen.

The tick boxes running across the top of the screen indicate the different ways in which the log can be filtered: by **Status Alerts**, **Door Activity**, **Card Activity**, **Access Granted**, and **Panel Users Activities**. When the **Enable Alarm Bells** box is checked, alarm activity is indicated immediately by a PC system sound.

The colour coding of the events listed is: black for user events, blue for card events, green for door events, and red for status alerts.

### Status Alerts

If the log is set to filter status alerts (i.e. Door Forced Open), the log screen will indicate the alert with a flashing bell icon in the bottom left corner of the screen and corresponding PC sound.

### Using the Access Log

Log events can be dealt with as soon as they appear on screen. Position the mouse cursor over an event in the log and right-mouse click. You are given 3 options:

- **Accept all alerts at this panel** - This will accept and remove all alert messages at this panel.
- **Clear** - This will clear the event from the log, and log the operator's name and this clearance.
- **Procedure** - Details on what steps to take to deal with each access event can be stored in the system using the **Procedure Setup** menu. When you select this option against a log event, the appropriate procedure for this event will appear on screen.
- **Clear:** This button clears all events in the logs displayed.  
**NOTE:** The panel Intruder/Access Log is cleared on-screen, but is not cleared from the 3GS+ database
- **Filter:** This allows the filtering of specific events in the log, for example, Door Forced Open, Pin Code Alert, etc.

Tick the **Show Literal Filter Number in Log** box, and then click **Save**. Generate the event you wish to filter. A 4/5 digit number will then appear beside the event in the log.

Select the Filter again. Check the Hide box. Enter the literal number in the Literal From/To box and select **Save**. This event will still be entered in the current panel log but will now be hidden in the on-screen log and will not generate an on-screen alarm.



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## General Log

The **General Log** lists all panel activity on all panels within the network.

The log identifies each panel by its Autodial ID and lists all panel events chronologically with the most recent event first.

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## 3GS+ Client Menus

The 3GS+ Client menu system is structured in the following way:

### File

The File menu options allow you to:

- **Change operator** - Used to login and logout new operators
- **Standby Mode** - Prevents unauthorised editing while you are away from the PC
- **Operator settings** - Used to select settings for each operator
- **Import Maps, Icons or V2 Data** (See Importing Data from Version 2)
- **Exit**

### Global Access

- **Global Cards** - Cards that can be assigned to multiple installations (See Global Cards on page 22).
- **Convert to Global** - Allows the conversion of large blocks of Cards to Global Cards. It also allow Global Cards to start at Card ID = 1, instead of 2001, as is now the case. (See Convert To Global Card on page 23.)
- **Procedure setup** - Sets up procedures for the user to follow when particular alarm events are logged. (See Procedure Set Up on page 25).
- **Dialling Schedule** - Enables the user to confirm communications with various panels and optionally to download all changes made to that panel. You can also upload Access and General Log events while off-line. (See Dialling Schedule on page 26).

### Access Control

The **Access Control** menu is where the system cards, time zones, doors and access levels are configured.

### Intruder

The Intruder menu gives a number of 3GS Intruder alarm options to the 3GS+ Client user.

- **Users** - Sets up system users and assigns area setting rights. (See Users on page 52).

- **Zone/Door Report** - Views the system zones/doors and their status. (See Zone/Door Report on page 53).
- **Outputs** - Views the system outputs and their status and generates an output report. (See Outputs on page 53).

## Reports

The **Reports** menu allows you to create and print different types of reports on access and panel activity.

- **Mustering report** - In the case of a fire alarm, creates a report on the number and ID of cards presented to the Mustering Card reader, which can be filtered for unaccounted-for cards. (See Mustering Report (F12) on page 54).
- **Card Reports** - Generates a printable report on the cards active in particular installations. Generates a report on expired cards i.e. cards that are out of date but still passed on the system, or on dormant cards that have not been used since a specified date.
- **Log Reports** - Generates printable reports on access control activity for one or a number of panels. Filters the reports by date, card, door, operator and type of event. (See Card Reports on page 54).
- **Access to Doors Report**: allows you to quickly view all card users assigned to a specific door at a specific installation (See Access to Door Report on page 58).

## Keypad

The Keypad option gives an on-screen remote panel keypad. Allows the user access to the panels menus once a valid user code is entered. (See Keypad Option (RKD) on page 59).

## Maps

The **Maps** function enables the operator to create a visual representation of the alarm zone. The on-screen image represents zones, doors and outputs as icons and immediately reports any change in zone status with flashing icons and PC sounds.

**Configure Maps** - Sets up your installation map by positioning your zone, door and output icons in pre-drawn bitmaps. (See Configure Maps on page 63).

**View Maps** - Views the existing maps by installation and area. (See To display a map on page 63).

## Configuration

The **Configuration** options are also described in the *3GS+ Engineers Guide* or the Engineer section of the online Help.

- **System Options**. Allows you to set a number of 3GS+ administrative options, including autobackup of the database, maximum number of cards per database and map selection.
- **Installation Directory**. Configure your installation details.
- **Communications**. Configure your com port settings.
- **Installation Group**. Organize multiple installations into manageable groups.

## Window

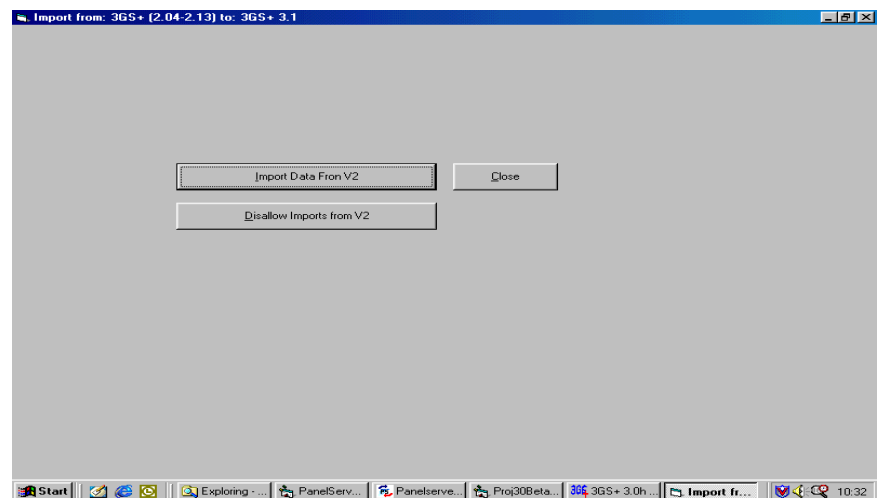
The Window menu gives instant access to the **Access** and **General** logs and all other operation windows that are still open.

## Importing Data from Version 2

**Note:** For 3GS+ Version 2 – 2.13 only . If you have Version 1 please upgrade to Version 2 beforehand (you will need the Version 2 CD). You also have to setup the Com Ports, under the **Configuration** menu, before carrying out the import.

Once you have installed 3GS+ Client you can, if required, import data from Version 2 onto your machine or you can disallow all imports from Version 2. Whichever one you choose to do, this process has to be carried out after communication ports have been setup.

- Click on the dropdown **File** menu and select the **Import Data From V2** option. The screen below will then appear.



- Click on the **Import Data from V2** button if you want to carry out the import and on the **Disallow Imports from V2** button if you don't. You will only disallow the import if you have never had Version 2 software or you want to do a clean installation of the new software.
- If you choose the first option a browse screen will then open to allow you to browse for the Version 2 .exe. Locate the .exe and click **Open**
- The software will then be imported. Click **OK** when upgrade is complete

You then need to assign the correct System ID and Com Ports to the direct connections and you may change the automatically assigned Com Ports for the remote connections.

The Import process can be speeded up if you ensure the following actions have been carried out beforehand:

- Run Backup and Purge on Version 2 before you import it (large and small systems)

**Note:** For information on Backup and Purge, see the *3GS+ Engineer's Guide*.

- Setup the client on the same PC as the server and then run Import from that PC (medium and large systems)
- Manually copy Version 2, over the network, onto that server and then run Import (only for large systems)

**Note:** Currently, the import will not run if you have panels with Version 3 or 4 panel software. If this is the case, please contact your supplier.

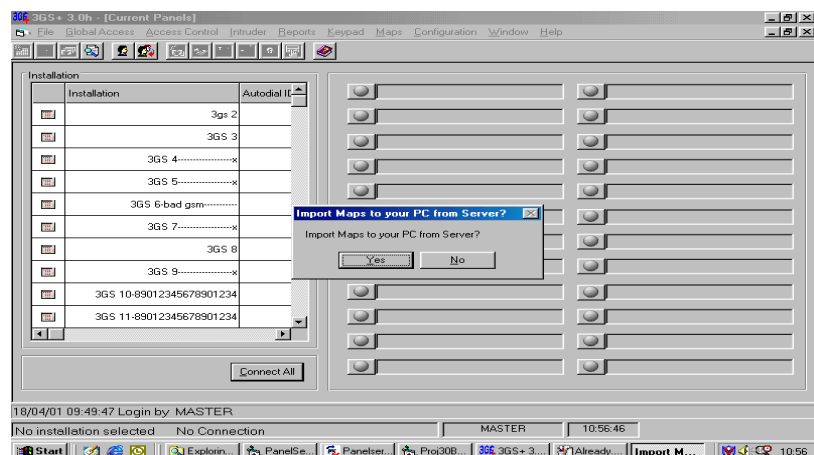
## Importing New Maps and Map Icon Pictures

**Note:** This also applies to 3GS+ Version 2 maps and map icon pictures.

You may want to create your own maps for use with the software. If so, save them in the Maps subfolder found in the PanelServer folder, which is created automatically the first time the client is run. You can then import them by running the Import feature again. A message should appear saying **Data Already Imported from V2, or Import from V2 no longer allowed**. If this message does not appear see [Importing Data from Version 2](#).

Click **OK** to this. You will be prompted to import Maps to your PC. Click **YES** and all new maps will then be copied from that folder into the program.

If importing data from 3GS+ Version 2, the maps are imported to the first importing 3GS+ Client. However, other clients need to import them to their own PC by saying **YES** to the query box shown below.



You will also be prompted with the message **Import Map Icon Pictures to your PC**. Say **YES**. This imports map icon pictures from the MapPictures subfolder in the PanelServer folder. If you want to reduce the size of map icon pictures see [Reducing the Size of Map Icon Pictures](#).

## Reducing the Size of Map Icon Pictures

Typically you will want to do this after reducing the size of map icons to fit onto a crowded map. Doing this may leave your existing map icon pictures too large for the icon. If this is the case, you can reduce them using a graphics utility such as MSPAINT or PaintShopPro, copy the results into the MapPictures folder and then import them to each client.

If importing data from 3GS+ Version 2, any non-standard icon pictures (due to earlier reducing of map icons) are imported to the first (importing) client. However, again other clients need to import them to their own PC by saying **YES** to the Import Map Icon Pictures query box.

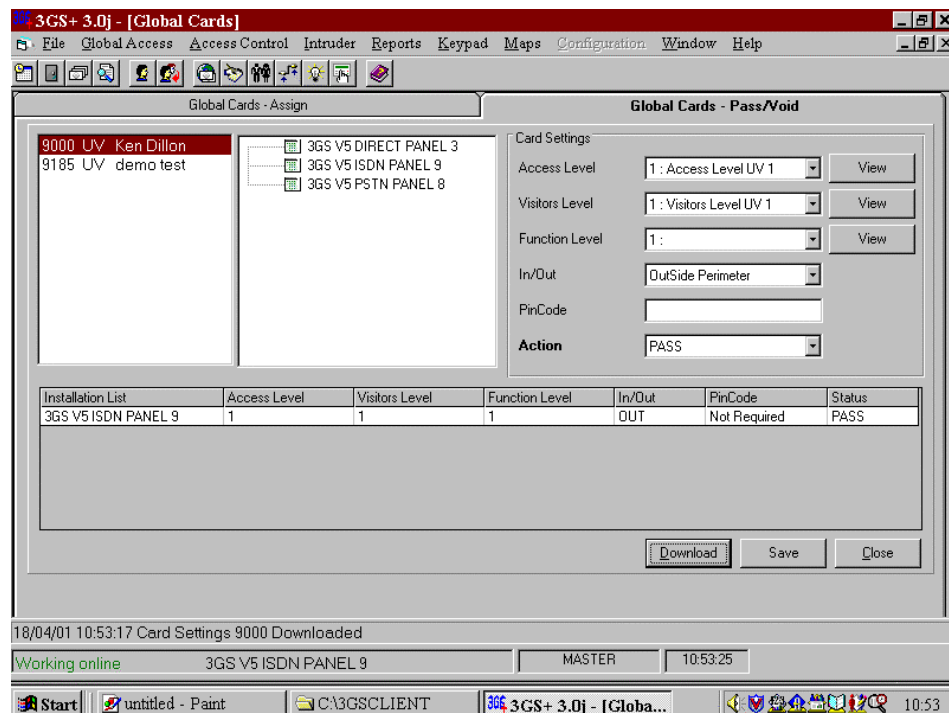
These non-standard icon pictures may be too large, as 3GS+ Version 3 maps are only 92% of the height and width of 3GS+ Version 2 maps. If any exist they are stored in the MapIconPicturesV2Size subfolder of the PanelServer folder. You can then, as with other map icon pictures, reduce their size, copy them into the MapPictures subfolder and import them to the PC of each client.

After importing data from Version 2, you may want to go to Map Configuration to check and possibly amend some map icon pictures. This would normally be due to imperfect shrinking of the map down to 92% of it's original size, a process over which we have no control.

## Global Cards

The number of cards being set aside for global cards is specified through the **System Options** menu. (Default Value = 2000)

Through the **Global Cards** menu the operator can assign the 2000 global cards by entering all the relevant details for each card.



The **Pass/Void** screen in the **Global Cards** menu allows the operator to take a global card that has been assigned and select the installations required. When an installation is selected the Access Levels, Visitor Levels and Function Levels for that installation are displayed. The operator must select the Access Level etc the card requires for that installation. On a **Save**, a record is kept of the card and the Access Levels etc. for each installation. Once the operator is finished setting up the Global Cards a **Download** calls Dialling Schedule and the card details and levels are sent down to each installation.

When working with a specific installation, the operator through the **Current Cards** menu can assign and edit 8000 cards (non-global cards). Global Cards can only be viewed through this menu.

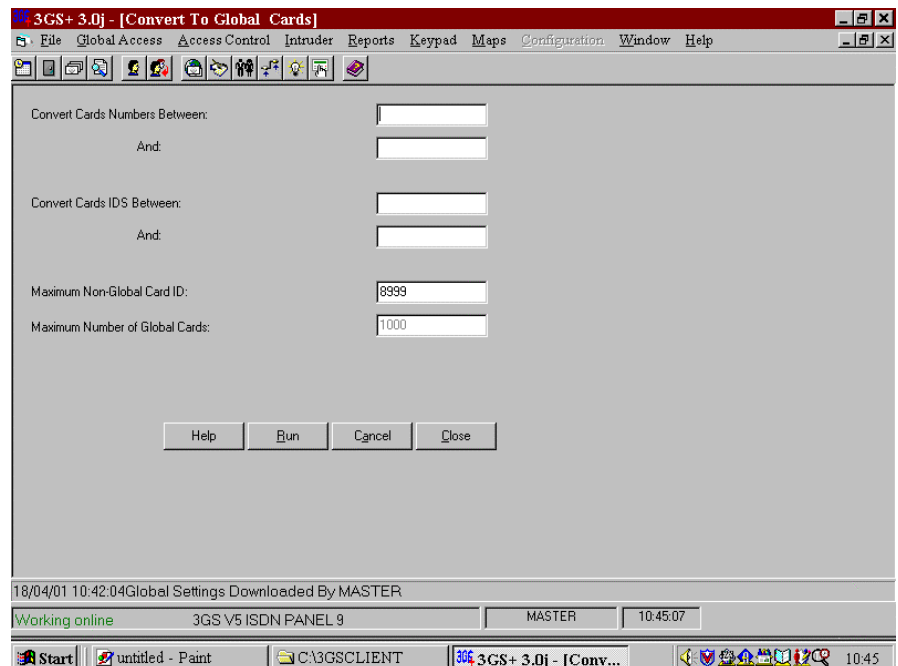
The Access Levels being used in Global Cards must be set up for each installation. This is achieved by setting up door groups, time zones and group times on each installation and assigning the relevant group times to the Access Levels. Visitor Levels and Function Levels must be set up for each installation as well.

## Convert To Global Card

The **Convert to Global** feature allows the conversion of large blocks of cards from the current panel to global cards. It also allows global cards to start at Card ID = 1, instead of 2001, as is now the case.

Master Operators, and Operators with the new Convert To Global Operator Permission, can run the Convert Program, which is then found in the **Global Access** submenu.

**Warning:** Conversions to global can not normally be reversed, except by deleting and re-creating them manually. Also new Card IDs, if any, are normally allocated in Card Number sequence, not the previous Card ID Sequence.



- The program converts to global any card number with any of its Card IDs above the Maximum Non-Global Card ID, when run.

**Note:** in theory a non-global card number may have different Card IDs for different panels.

So if you set this Maximum to zero, you would convert all Cards to Global.

- The Program also ensures that every global card number has only one card ID, and that no other card number is using that ID. This may involve changing card IDs.
- You may also specify a range of card numbers to be converted to global. If necessary, these have their card IDs moved, normally to the first free slot above the Non-Global Maximum. But if a card ID is already above the Non-Global Maximum, it keeps the ID as long as it has only one unique card ID. Subsequent new card IDs may get allocated above this ID, rather than in the lowest available slot. You may also similarly specify a range of card IDs for conversion. A card number with any of its card IDs in this range gets converted.

---

**Note:** Converting even a small range can be time-consuming due to the checks in the points above. A card ID range of 1 to 9999 selects all Non-Global cards.

---

- At its end, the program shows a list of panels which you should now select (or re-select, in the case of current Panel) to work with online and to download card changes made offline. This will only arise if card IDs changed, because the panels don't know or care whether a card is global or not.
- The program will not run unless:
  - all your panels have the same Site Code
  - all your panels have Version 5 Software or later
  - you have no Unstructured Cards (these have Card Number shown as -1) above the Non-Global Maximum
  - you have no Global Cards below your chosen Maximum Non-Global Card ID
  - you are not doing such actions as downloading Global Cards, running Dial Scheduler, etc...
- The **Cancel** button is purely to restore the original Maximum Non-Global Card ID before you have chosen **Run** (which saves your change).
- INTERRUPTS - You can interrupt the run, then terminate it, by clicking on the **Terminate Run** button which appears when the run begins.

---

**Note:** The click works even if the Mouse pointer is showing an Hourglass, but response time can be slow.

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**Warning:** However, if you had lowered the Maximum Non-Global Card ID, this should not take effect, unless you changed it under **System Configuration**. Whether it takes effect or not, it is highly advisable to complete this type of run at the earliest opportunity, as you probably now have several cards on the wrong side of the Maximum Non-Global Card ID.

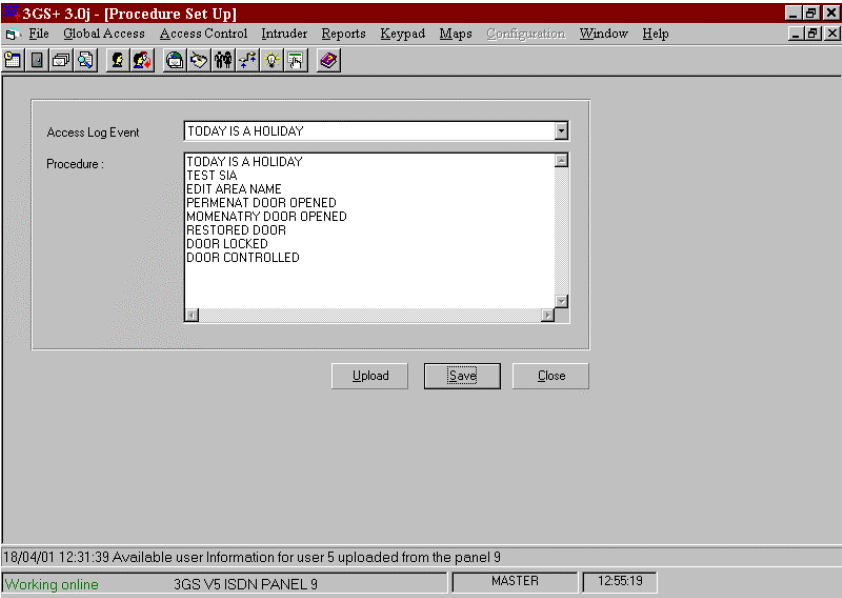
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# Procedure Set Up

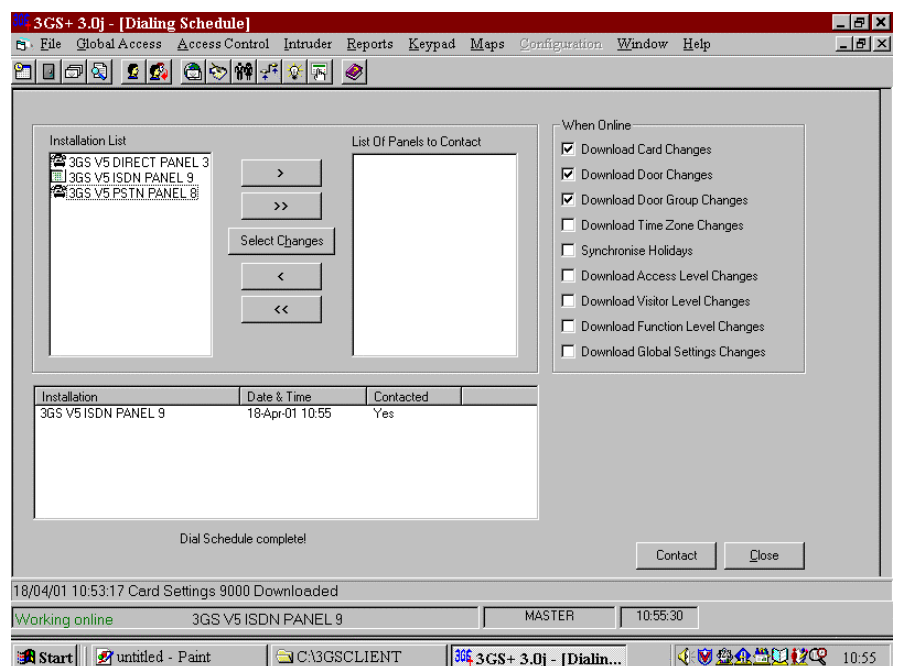
## Procedure Set Up

Against all the different types of Access Log Events that can be received from the panel the user can save a set of procedures that the operator should carry out on receiving a specific type of Access Log event. The procedure set up through this menu is used in the Access Log Event. By right clicking on the screen, **Carry Out Procedure** then appears.



# Dialling Schedule

## Dialling Schedule



The **Dialling Schedule** is accessed under the **Global Access** menu. The Dialling Schedule can be used to go On Line with a predefined list of panels

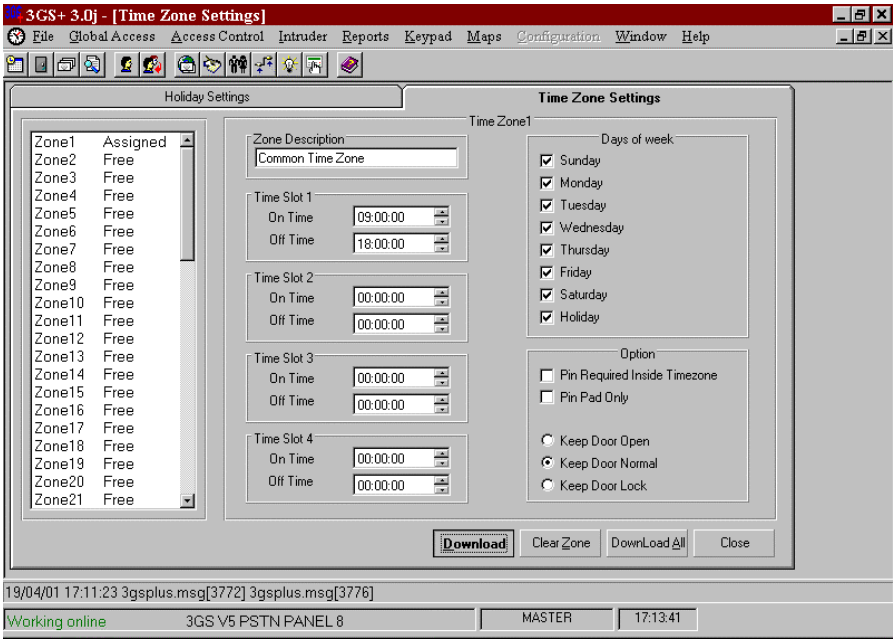
- To confirm communications with the panels
- Download details of cards, time zones, door groups etc. which were set up while the panels were Off Line
- Upload Access or General Logs

If 3GS+ Client cannot establish communications with a panel the user is given the option to retry the panel.

The dialling schedule is displayed from Global Cards when contacting remote sites and displays a summary of the sites that were contacted and also provides a facility for retrying panels that it failed to contact.

# Time Zones

## Time Zones



A **Time Zone** is the period of time during the 24-hour day when a door is unlocked or card access is granted. 3GS+ Client allows for up to 64 time zones and holiday settings. Time zones are divided into 4 'on/off' **time slots** - on a given day, for example Saturday, access to a particular area might be needed from 7:30 to 9:00 am and from 5:30 to 7:30 pm, which would require a time zone of 2 time slots only.

Time zones 1 – 16 are for use for door control, e.g. door and free access, door locked etc, while time zones 1-64 can be used for card control

**Note:** Europlex recommend that you do not use the same time zone for doors and cards

### Keep Door Open (Free Access)

This option will keep the door to which you are assigning the time zone unlocked for the duration of the time zone, allowing freedom of entry/exit through the door.

## Keep Door Lock

This will keep the door locked for the duration of the time zone, preventing entry/exit through the door

## Keep Door Normal

This should be used for time zones for controlled access using cards/pincodes etc.

## PIN required inside Time Zone

This option will assign a PIN requirement to the time zone, so that access will only be granted by keying in the correct code.

The door must be already configured for PINpad and a PINpad fitted (See *3GS Programming* manual).

## PinPad Only

Version 5 panels. The user will be required to enter a PINcode, but will not need to present a card to a reader.

## Downloading the time zone

When the configured time zone has been assigned to a day or days, click on the **Download** button to enter the time zone into the system. The zone's status in the zone list on the left of the screen will change from **Free** to **Assigned**. To clear a zone, select it from the list box and click on **Clear**.

The **Download All** button will immediately download all time zone settings to the panel or flag them for later downloading if the current panel is Off Line.

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**Note:** In order to synchronise the time slots, they should be set-up using 3GS+ Client and then downloaded to the panel. Any changes made to the time slots from the panel can then be uploaded to the PC.

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## Holiday Settings

Holidays are programmed by configuring time zones to allow holiday access, and then assigning these zones to the **Holiday** option.

The specific days during the year to which Holiday will apply are then set using the **Holiday Settings** tab.

Select the month and day of the holiday and enter a holiday description. Click on **Add Holiday** to enter the holiday into the list, and **Download** to enter it into the system. Time zones assigned to holidays will now come into effect on these days.

Holidays can be either **temporary** or **permanent**. When you work On Line with a panel the temporary holidays are deleted from panel memory once the holiday has expired. Permanent holidays remain on the system until deleted through the panel or through 3GS+ Client.

By default, all holidays set up through the panel are permanent. When setting holidays up through 3GS+ Client, you have the choice of making them permanent or temporary. To create a permanent holiday click on the **Permanent** box when setting the holiday up.

The screenshot shows the 'Time Zone Settings' dialog box with the 'Holiday Settings' tab selected. On the left is a calendar for March 2003. Below the calendar is a text field showing 'Today: 12/09/2003'. To the right of the calendar are 'Add >>' and '<< Delete' buttons. On the right side of the dialog is a table listing existing holidays:

Date	Description	Permanent
25/12/2003	Christmas Day	Yes
17/03/2003	St. Patricks Day	Yes

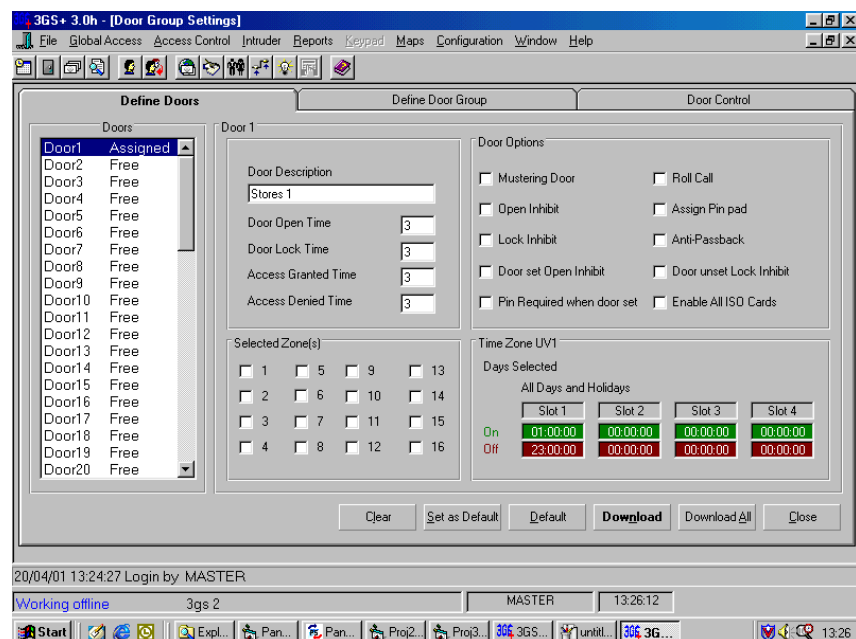
Below the table is a form to add a new holiday. It includes a 'Holiday Description' text field containing 'St. Patricks Day' and a checked checkbox labeled 'Permanent Holiday'. At the bottom right are 'Download' and 'Close' buttons.

# Doors

## Doors

3GS+ Client allows for up to 64 doors and 250 door groups. The **Doors** option allows you to define the system doors, setting descriptions, open/close timers, inhibits and time zones. Doors with similar attributes are combined into groups using the **Door Group** facility. On-line Door Control gives immediate opening and locking control over any door on the system.

## Define Doors



In the screen above, Door 1 has been given the description 'Stores 1'. The Door Open and Lock times have been set to 3 seconds, as have the Access Granted and Denied times. Time Zone details appear on the right of the screen if you point the cursor at one of the sixteen Time Zones in the Selected Zone(s) area.

## Door Open

The **Door Open** time is the number of seconds for which the door can be held open before an alarm will be tripped.

## Door Lock

The **Door Lock** time is the number of seconds for which the lock will be released. Taking the settings from the above screen the user has 3 seconds to open the door once access has been granted.

## Access Granted

**Access Granted** time is the number of seconds for which the green LED will light, indicating access is permitted.

## Access Denied

The number of seconds for which the red LED lights, indicating access is denied.

## Mustering Door

In the event of a fire alarm, a Mustering Door reader can be used to check that all card holders are out of the building. When the building is evacuated, all cards are presented to the reader and logged.

The **F12** key will then bring up a Mustering Report, which lists all the cards presented and reports can be generated on the cards unaccounted for.

## Open Inhibit

When set, this prevents the door from being opened manually, i.e. through the panel or using the door control menu.

## Lock Inhibit

When set, this prevents the door from being locked manually, i.e. through the panel or using the door control menu.

## Door Set Open Inhibit

When an area is set, the entry door to the area cannot be opened when this inhibit is applied.

## PIN required when door set

This option adds a PIN code requirement to a door when the area/system is set. If the door is assigned to an area which is set, it will also require a PIN code and a card swipe for access granted.

## Roll Call

When applied to a door, the door can be used to monitor all card movement in and out of the building.

## Assign PINpad

The door has been assigned a PINpad, so that access is only granted by entering the correct code.

Required when a PIN reader is connected to a door.

## Anti-passback

The **Anti-passback** option ensures that when a card is used to enter through the door, the same card must be used to exit, so that every entry through the door must be followed by an exit using the same card. When a ring of doors is set to anti-passback, the user can enter through one door and exit through any other door in the ring, creating an anti-passback ring and an effective card tracking system. An anti-passback ring, configured for a premises, is referred to as **global anti-passback**.

Click on **Download** to enter the settings for this door into the system. The **Door List** on the left of the screen now changes the status from Free to Assigned.

The **Download All** button will immediately download all door settings to the panel or flag them for later downloading, if the current panel is Off Line.

## Door Unset Lock Inhibit

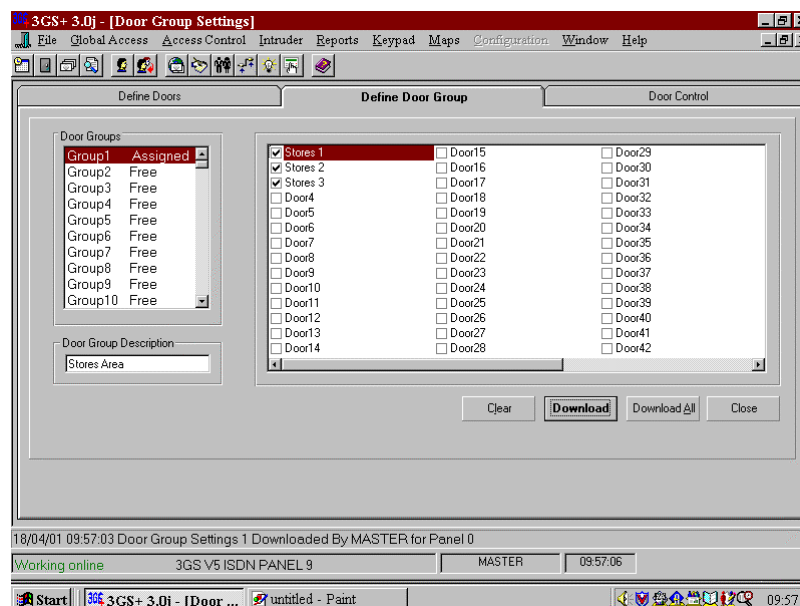
When an area is unset, the entry door to the area cannot be locked when this inhibit is applied

## Enable all ISO cards

All ISO-format cards will be valid for this door when this option is applied.

**Note:** Hovering the mouse over the time zone options on the right produces a pop-up menu detailing the time slots of each time zone.

## Define Door Groups



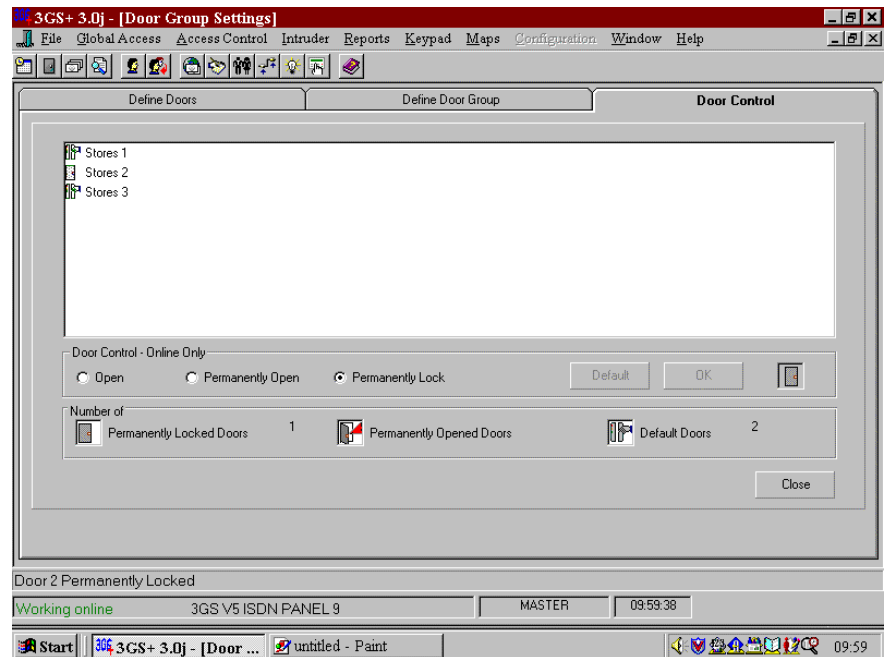
The **Door Groups** option allows you to group together doors with similar attributes or within the same area of the building, and so control access to several doors at once.

In the screen above, the first 3 system doors have been assigned to Stores1, 2 and 3. These can now be grouped as Group1 and given the description Stores Area. Access to the stores area can now be controlled using the Stores Area door group.



The **Download All** button will immediately download all door group settings to the panel or flag them for later downloading, if the current panel is Off Line.

## Door Control



Door Control gives you instant opening and locking capabilities while the panel is on-line.

Any on line system door can be selected and opened for the Door Open Time set in Define Doors, permanently opened or permanently locked (see Open/Lock Inhibits). In the screen shown here, Stores1 has been permanently locked. The **Default** and **OK** buttons are grayed out until you select a door. Click on **OK** to enter the setting into the system, or **Default** to return to the door settings configured in **Define Doors**.

**Note:** **Door Control** can also be performed through the Maps option.

# Cards

The Cards icon brings up the **Current Panel Cards** option.

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**Note:** To select Global Cards, you must use the Global Access menu.

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## Current Panel Cards

3GS+ Client will allow you to pass up to 10,000 access cards into the system. Each card is given a **Card ID** and assigned to a user. Individual card details are entered and saved in the PC database and can be downloaded to the panel.

### Card formats

3GS Panel software supports several card formats including Wiegand 26/30/37, ISO 4-4, and Macrosoft formats.

### Card Numbers and Card IDs

Each card has a number encoded into it at source. Within 3GS+ Client, this number is referred to as the **Card Number**. The number you assign the card when passing it into the system is referred to as the **Card ID**. The card number and ID can be the same: for example, a batch of 200 cards with sequential numbers encoded into them (1 - 200) can be assigned the card IDs 1 - 200. However, you can assign any card ID to a card, providing it has not been previously assigned.

# Assign Cards

The **Assign Cards** section allows the user to setup cards with IDs and descriptions. Individual cards can be given a range of different contact details and information. The card is assigned an ID and the card information written to the PC database by clicking on the **Save** button. The card status then changes to **Assigned** in the Card ID list.

Details are entered in one of two modes: **Edit** and **Search**.

## Marked Cards

A Marked Card can be setup by ticking the Marked Card check box and clicking on the Save Button. An entry appears in the 'Marked Cards' log whenever a marked card is used.

A memo description can also be entered for the card, which is also shown in the Marked Cards log.

This log is selectable from the Windows menu.

## Visitor/User

This option allows you to configure temporary User/Visitor cards, which are valid for the system between specific times.

## Edit Mode

Use **Edit Mode** to enter the details of cards and pass them into the system. There are a number of additional passing options:

- **Next ID** - When you have a range of cards (say, 1-200), click on the NextID button to bring you to the next available card on the system (Card ID 201) in the list.
- **Quick Visitors** - This options brings you directly to the **Visitors Level** screen, where you can assign an existing level to the card selected or configure a new one.
- **QuickCards** - This button brings you directly to the Pass/Void screen for immediate passing of the card selected.

---

**Note:** Saving the card at this stage enters the details in the PC database only. The card information is downloaded to the panel using the **Pass/Void** option.

---

## Search Mode

**Search Mode** enables you to find any of the 10,000 possible cards on the system and view its details.

Key in the card number, user name, designation or any other detail and press **ENTER**.

The system will find all matches of the detail you have entered. Use the up and down arrow keys to move to the next instance of the criteria. Click on **View Report** and a report is generated on the results of the search.

## Insert Picture

This feature allows you to insert a photograph of the card holder onto the card. When the Insert Picture button is clicked a screen opens, which allows you to browse to the location of the picture you wish to insert.

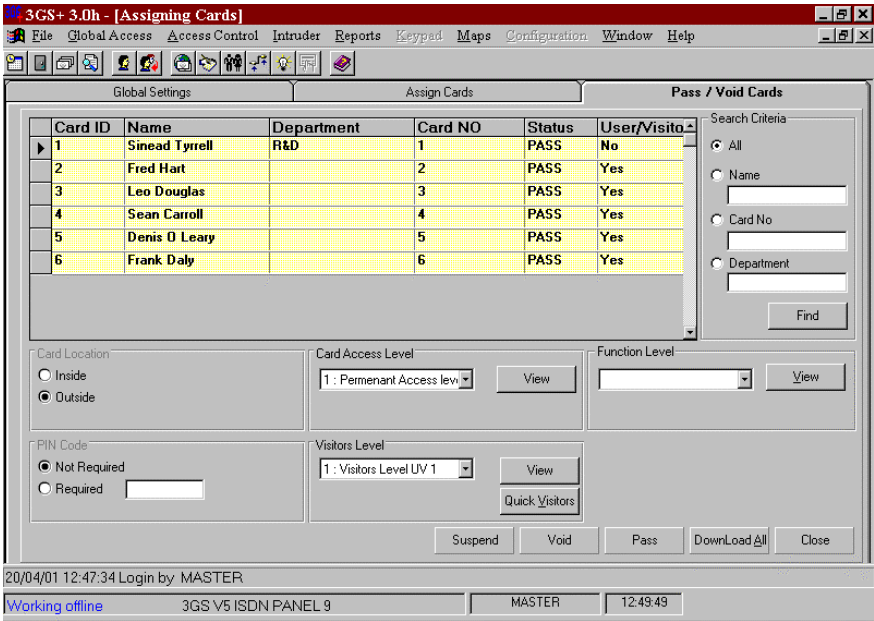
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**Note:** The picture must be saved in a .bmp, .gif, .ico or .jpg format.

---

Once the picture has been located click **Open** and it will be loaded into the picture window on the screen.

# Pass/Void



Cards are passed into or deleted from the system using the **Pass/Void** option.

## Selecting Cards

A card must be selected before it can be passed. Click on the Card ID number to move the arrow to the required card, and then click on the arrow itself to select the card. Once the card details bar have been selected, Access, Function and Visitor levels are then assigned and the card passed onto the system

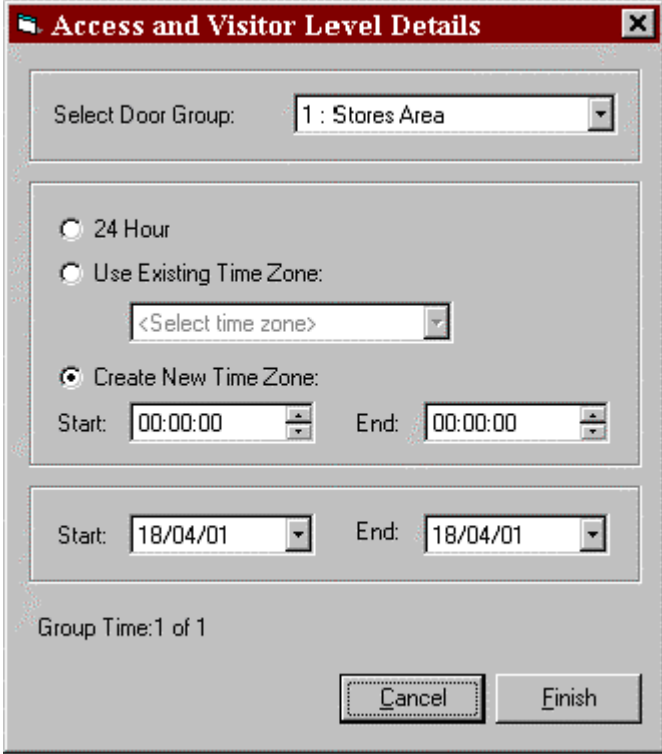
**Note:** Use the **SHIFT** key to select more than one card to pass, and the **CTRL** key to deselect one card from a set of selected cards, or randomly select individual cards. However, if you pass several cards using these keys they all get the same Access Level, Visitor Level, Function Level, Pincode and Location. To download cards with different values together use the **Download All** button.

**Important Note:** Every card must be assigned an Access Level before it can be passed.

## Setting up User-Visitor Access

**Note:** This section only applies to cards that have been assigned as **User-Visitor** cards on the previous Assign page.

On the Pass/Void screen, highlight the User/Visitor card, and double-click on any existing **Access Level** to display the User/Visitor dialog to appear. The Access and Visitor Level Details screen will then appear.



The dialog box titled "Access and Visitor Level Details" contains the following fields and controls:

- Select Door Group:** A dropdown menu showing "1 : Stores Area".
- Time Zone Selection:**
  - ☐ 24 Hour
  - ☐ Use Existing Time Zone: A dropdown menu showing "<Select time zone>".
  - ☒ Create New Time Zone:
    - Start:** A time input field showing "00:00:00".
    - End:** A time input field showing "00:00:00".
- Date Selection:**
  - Start:** A date input field showing "18/04/01".
  - End:** A date input field showing "18/04/01".
- Group Time:** A label indicating "1 of 1".
- Buttons:** "Cancel" and "Finish" buttons at the bottom right.

This allows you to enter the door groups, times and dates you wish the visitor card to be valid for. You can set up the User/Visitor time for a 24 hour period, use an existing time zone or set up a new time zone by specifying a start time and an end time. When the required time zone is selected you must also specify the start date and end date during which the User-Visitor times apply. When all required details have been entered press **Finish** to exit.

## Search Criteria

Within a set of 1 to 10,000 cards, you may only want to pass cards within a certain number range, or department, or one card in particular. The **Search** facility allows you to filter the cards by name, number or department, so that the list shows only those cards meeting the search criteria.

## Card Location

When you have set up a perimeter of anti-passback doors (see Anti-passback on doors) you will need to establish whether the cards valid for these doors are in or outside the perimeter before it is activated. With entry and exit readers on each door, the card must be set as either **inside** (so requiring an exit), or **outside** (requiring an entry) the perimeter, before passing the cards into the system.

## PIN Code

Use this option to assign a PINcode to a card if required. If the card details have been uploaded from the panel, the PINcode will appear as asterisks in the code box.

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**Note:** Master Users have the option to see this PINcode by hovering the mouse over the asterisked code.

---

## Visitors Level

Select the required **Visitors Level** for this card from the drop-down menu. Click on **View** to see the existing levels, and **Quick Visitors** to configure a new level for this card.

## Card Access Level

Select the required **Access Level** from the drop-down lists of access levels that have been set up through access level and group times. The **View** button shows the values for the selected access level.

## Function Level

Select the required function level from the drop-down lists of **Function Levels** that have been set up through the menu item **Function Levels**. The **View** button shows the settings for the selected function level.

---

## Passing/Voiding/Suspending Cards in on-line and off-line modes

### On Line Mode

In on-line mode, changes you make to the status of cards are downloaded to the panel. So when cards are passed or voided, the details are saved to the database and the panel, or deleted from both the database and panel. When you suspend a card, the details are deleted from the panel, but kept on the database, so the card can be passed again if need be.

When on-line, if you edit the ID of a passed card, the card will be rendered void and must be passed again.

### Off Line Mode

When off-line, changes you make to card details will be recorded on the database but not downloaded to the panel. Card status is marked with an asterisk: **PASS\***, **SUSP\***, which notes those cards to be passed or suspended when you re-connect to the panel. Cards that are voided in off-line mode are simply removed from the database.

When you work on line with the panel, you will be prompted to download changes made off line. Click on **YES** to automatically pass those cards that were marked **PASS\***, and suspend those cards that were marked **SUSP\***.

---

**Note:** When re-dialling the panel, the system will also prompt you to download any changes you may have made to doors and time zones.

---

The Status Column in the Pass/Void section indicates the status of the card.

<b>PASS*</b>	Card has been passed off-line
<b>SUSP*</b>	Card has been suspended off-line
<b>PASS</b>	Card passed on-line
<b>SUSP</b>	Card has been suspended on-line
<b>VOID</b>	Card made void on-line

---

**Note:** When a card is suspended the card details are deleted from the panel but are kept on the PC. This card can be passed again when the user wishes to restore the card.

---

### Global Settings

The **Global Settings** tab allows you to set the site code and PIN code length parameters for all 10,000 cards in the system. The parameters are active once the cards are passed.

- The Site Code can be up to 10 digits in length.
- The PINcode Length must be between 4 and 6 digits.
- Stand Alone PINcode. Should the ringnet go down, the Access Control Node will work in stand-alone mode. Enter a PINcode to allow these cards to access the area.

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**Note:** Users need only enter a pin code if a pin code was required before the ringnet went down.

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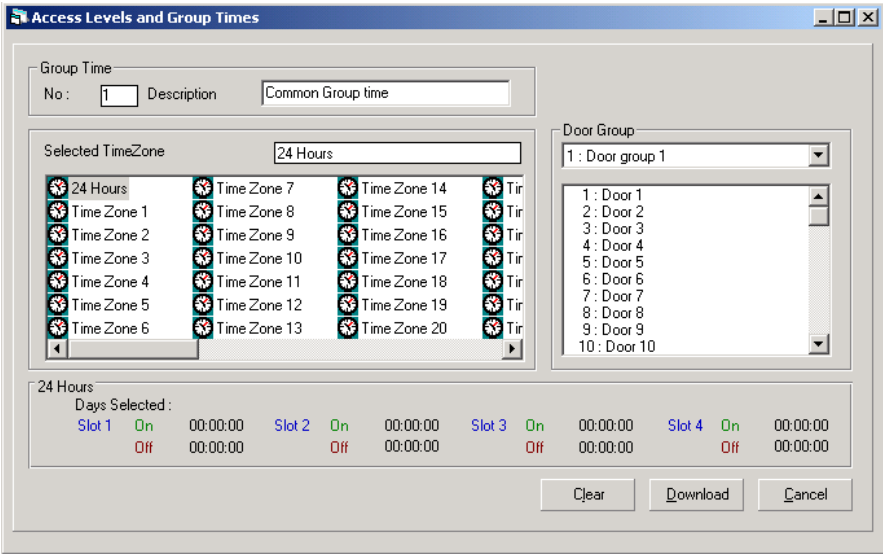
# Access Levels and Group Times

Within the **Access Control** menu there is an option for setting up the 250 Access Levels and 250 Group Times on the panel. Each Access Level and Group Time may be given a description. This is achieved by selecting a set of Door Group and Time zone combinations. In the **Cards** menu a card or group of cards may be passed for an Access Level.

## Setting Up Access Levels and Group Times

The following example shows Access Level 1 has been given the description Permanent Access Level and has been assigned the Common Group Time.

The user can set up 250 Group Times where a group time consists of a Door Group and a Time Zone. To set up Door Group 1 the user clicks on row 1, column 2 on the Access Level screen and the group time screen is displayed.

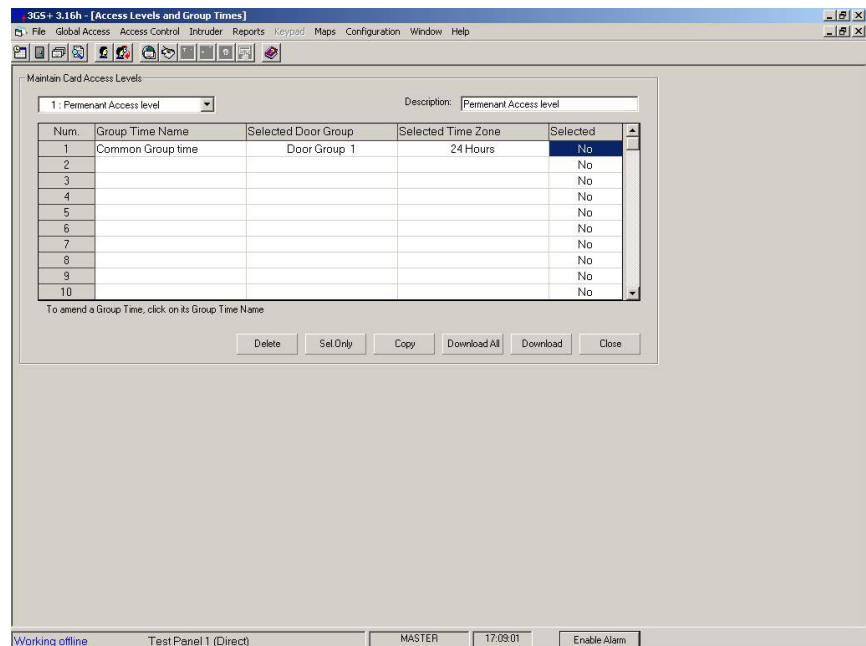


The required Time Zone and Door Group is selected.

**DownLoad** - If working online to the panel, downloads the group time to the panel. Otherwise, if offline, saves the group time to the database only.

**Note:** User can select from the 65 Time Zones – the first time zone is 24 Hours and it means all times and all days.

An Access Level is any combination of the Group Times that have been set up. In this case Access Level 1 has been given the description Permanent Access Level and has been assigned the Common Group Time. Group Times are assigned to Access Levels by clicking in the Selected column, which on a click toggles between Yes and No.



**Set Only** - Displays the group times that are selected for that Access Level.

**Copy** - Copies the group times selected from one Access Level to another.

**Download All** - Downloads all of the group times that have been set up and all of the Access Levels that have been set up.

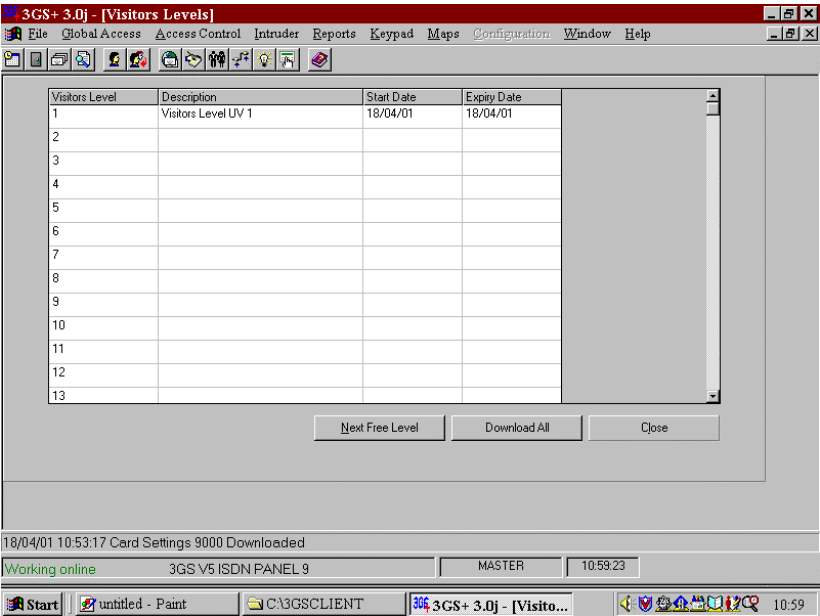
**Download** - Downloads the selected Access Level

**Delete** - Deletes the selected Access Level

# Levels

## Visitor Levels

Under the **Access Control** menu is a menu for setting up 250 Visitor (Temporary) card levels.



**Next Free Level:** Jumps to the next free Visitor Level available

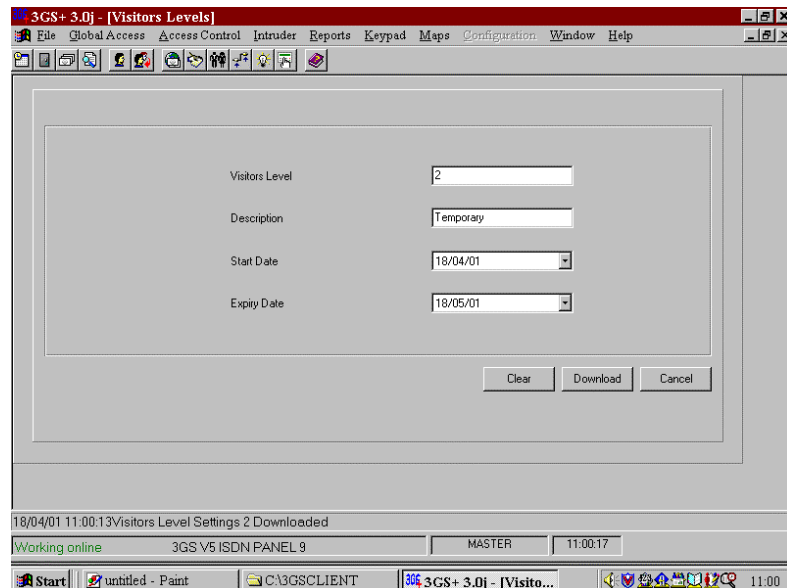
**DownLoad All :** Downloads the 250 Visitor Levels to the Panel if Online or flag them for later downloading if the current panel is Off Line.

Each visitor level must be given a description, a start date and an expiry date. In the **Cards** menu a card or group of cards may be passed as visitor cards and will expire after the expiry date. During the valid dates these cards will have access to the installation according to their individual Access Levels.

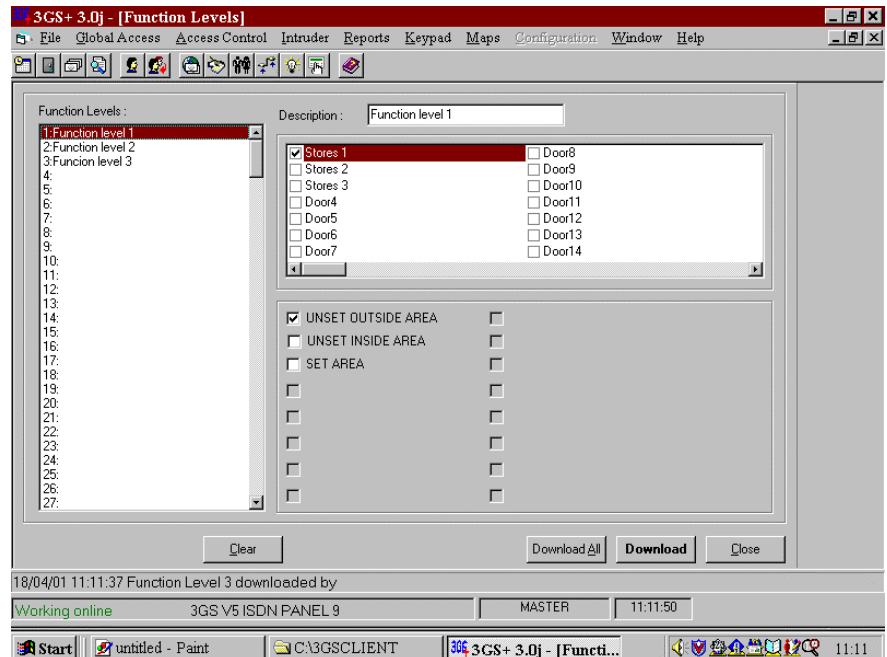
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**Note:** Cards that go past the Expiry Date are automatically suspended and entered into an Expired Cards log.

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# Function Levels



A Function Level gives the card user the ability to set/unset the system or area using his or her swipe or proximity card.

This is achieved by selecting a function and a set of doors the function is to be applied to. The function level can also have a description. Currently on the 3GS controller Version 5.00 there are only 3 Functions available.

**Unset Outside Area** - You can unset an area you are about to enter by presenting a valid card to the entry reader outside the door and opening the door contact.

**Unset Inside Area** – Present a valid card to the entry reader, opening the door contact and tripping the entry timer, and unset the system by presenting your card to the exit reader inside the door (that is, the door through which you entered).

**Set Area** - When leaving the area, you present your card to the exit reader in the normal way. Once outside, you then present your card to the entry reader outside the door within the function enable time (see the *3GS Programming* manual for more information on function enable times). This will set the area.

Create function levels by selecting one of the functions, select the appropriate door(s), and clicking on **DownLoad** to save the setting to the database.

# Roll Call

## Roll Call

The screenshot shows the 'Roll Call' window. At the top is a table with the following data:

Card ID	Card Name	Status	By Door	Date	Time	Department
1	KEN	IN		30/12/1999		
150	Card 150	IN		30/12/1999		
151	PAT O CALLAGHAN	IN	Door 10	15/08/2003	07:49:34	
153	Card 153	IN		30/12/1999		
154	Card 154	IN		30/12/1999		
155	OBSELETE	OUT	Door 9	18/08/2003	15:52:19	

Below the table is the 'Search Criteria' section with the following fields:

- ☒ Card ID: 150
- ☐ Card Name:
- ☐ By Door: Door 1
- ☐ Date: 11/09/2003
- ☐ In
- ☐ Out
- ☐ In/Out
- ☐ All Cards
- Department:

The 'Report Options' section includes:

- Report on: ☒ All Cards, ☐ In Only, ☐ Out Only
- Sort By: ☐ Card ID, ☒ Card Name, ☐ Status, ☒ Other
- Department: Accounts, To: Finance
- Other:

At the bottom, it shows: On 11/09/2003 At 15:23:20, Number Of Cards Assigned: 1336, Number Of Card Holders in the Building: 1334. There are 'Refresh' and 'Close' buttons.

If a card is presented at a door that has been set up to monitor for roll call, the roll call screen is updated with the location of the card whether it is **IN** or **OUT** of the building.

An entry reader with the Roll Call attribute will assign a card on-site while an exit reader with the Roll Call attribute will assign a card off-site.

**Note:** Doors that have not been selected for Roll Call will still appear in the Roll Call window when a card is presented to the reader. However, the In and Out status of these cards will not be updated in the Roll Call list.

## Search Criteria

The Roll Call list that is displayed in the top panel of the window is generated in the Search Criteria panel.

The screenshot shows the 'Search Criteria' panel with the following fields:

- ☒ Card ID: 150
- ☐ Card Name:
- ☐ By Door: Door 1
- ☐ Date: 11/09/2003
- ☐ In
- ☐ Out
- ☐ In/Out
- ☐ All Cards
- Department:

There is an 'Find' button at the bottom right.

You have a number of filtering options:

- By Card ID
- By Card Name
- By Door
- By Date

- By In, Out, In/Out or All Cards

You can also use the two drop-down lists to filter the list by department, access level, visitor level, function, level, designation, phone number, swipe date and swipe time.

Tick the upper box to select a filter, and type in the filtering text in the field on its right, for example, accounts for department or 2 for access level number. **This text is not case-sensitive.**

**NOTE:** Access, Visitor and Function Levels are entered using their level number and not their description.

If entering a swipe date, use the forward slash separator ‘/’ to separate the day/month/year, for example, 10/12/03.

If entering a swipe time, use a full colon to separate the hour:minutes:seconds, for example, 15:23:20.

Use the lower drop-down list if you wish apply a second filter to the results. The lower drop-down list contains the same filters, which are used in the same way. For example, you can apply a first filter of Department: accounts and a second filter of access level number: 2 , which will generate a roll call of all cards assigned to accounts staff which have an access level number of 2.

**Note:** You must tick the box beside the drop-down lists in order to enable the corresponding filters.

In the screen shown above, the filter selected is Department, and the range is alphabetical from Accounts to Finance inclusively. This means that the report will include a Roll Call of All cards for all departments that are listed alphabetically between Accounts and Finance.

If selecting a Swipe Date range, select Swipe Date as the filter, tick the **To** box, enter the ‘From’ date in the first text field and the ‘To’ date in the second text field.

When you have setup your filters, click **Find**. Cards that meet the specified criteria are displayed on the screen.

## Report Options

Use the **Report Options** panel to generate a printable Roll Call report.

Report Options

Report on: ☒ All Cards ☐ In Only ☐ Out Only

☒ Department Accounts ☒ To Finance

☐   ☐ To

☐   ☐ To

Sort By: ☒ Card ID ☐ Card Name ☐ Status ☐ Other

☒ Department ☒ Descending

☒ Name ☐

☒ Card ID ☐

On: 11/09/2003 At: 15:23:20

Number of Cards Assigned: 1336 Number Of Card Holders in the Building: 1334

Refresh Close

## Report On

The **Report On** panel allows you to filter the results in a number of ways:

- Select In, Out or All Cards to select on-site cards, off-site cards or both.
- You can apply three separate filters to your results, using the same drop-down lists as are available in Search Criteria: Department, Access Level, Swipe Time, etc.
- Select your filter from the upper drop-down list and enter filter text in the field immediately to the right. **This text is case-sensitive.**

**Note:** You must tick the box beside the drop-down lists in order to enable the corresponding filters.

- If you wish to span the report across a range, tick the **To** box, enter the start of the range in the first text box, and the end of the range in the second text box immediately to the right of the **To** box.

In the screen shown above, the filter selected is Department, and the range is alphabetical from Accounts to Finance inclusively. This means that the report will include a Roll Call of All cards for all departments that are listed alphabetically between Accounts and Finance.

If selecting a Swipe Date range, select Swipe Date as the filter, tick the **To** box, enter the 'From' date in the first text field and the 'To' date in the second text field.

- You can then apply a second and third filter to the Report as described above.

## Sort By

The **Sort By** panel allows you to sort the report by Card ID, Card Name or Card Status.

When you select the **Other** option, you can use the drop down lists in the middle of the pane to set the order of the report.

Tick the **Descending** box to set the order in which the results are displayed. In the screen above, the display order is by the filters selected: Department, followed by Name, followed by Card ID.

When you have set the reporting options, click **OK** to generate the report. The Report is displayed on screen, and can be saved, exported in different formats and printed.

## Refresh

Click the Refresh button to display the current number of cards assigned on the panel and the current number of cards in the building.

On 11/09/2003 At 15:23:20			
Number of Cards Assigned	1336	Number Of Card Holders in the Building	1334
			<input type="button" value="Refresh"/>

**Note:** The Roll Call is updated through the Access Log Events as they are received from the panel. To ensure that the roll call is up to date **3GS+ Client** must be On Line to the panel and have received all the panels' Access Log Events.

The Roll Call display is updated automatically every 5 seconds.

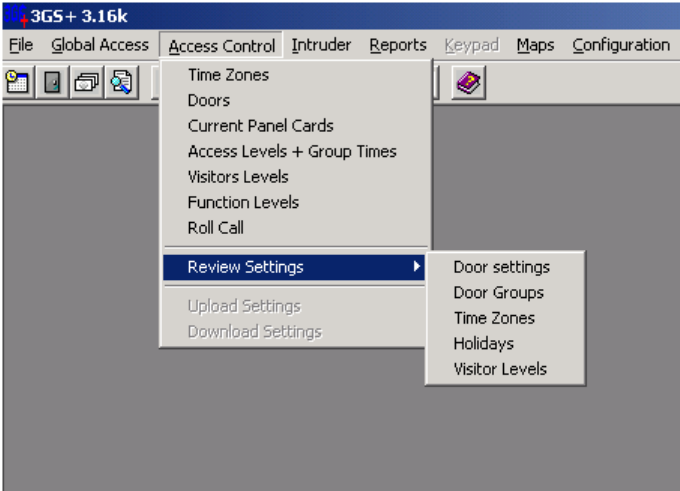


# Review Settings

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## Review Settings

This option gives an instant status summary of the system doors, door groups, time zones and holiday settings. The reports generated can be printed or saved as a file or emailed.

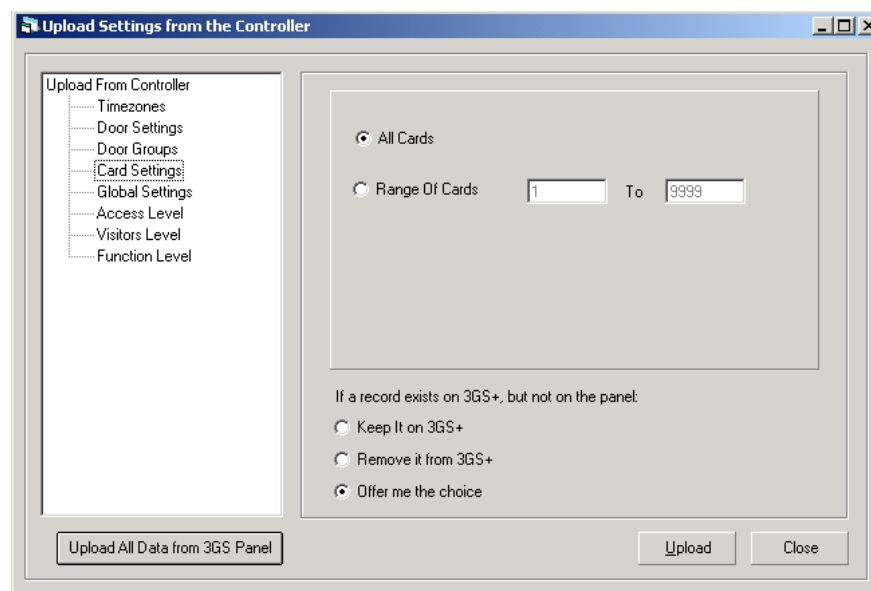


# Upload Settings

## Upload Settings

This option allows you to upload all access control settings from the panel.

When uploading card settings, you will be reminded that uploading the settings for all 10,000 system cards could be time-consuming. The option allows for the uploading of one or a range of cards, instead of all 10,000.



**Keep it on 3GS+.** Selecting this option will keep the 3GS+ data secure if the panel data differs.

**Remove it from 3GS+.** Selecting this option will overwrite the 3GS+ data if the panel data differs.

**Offer me the choice.** This option allows you to overwrite the 3GS+ data or to keep it.

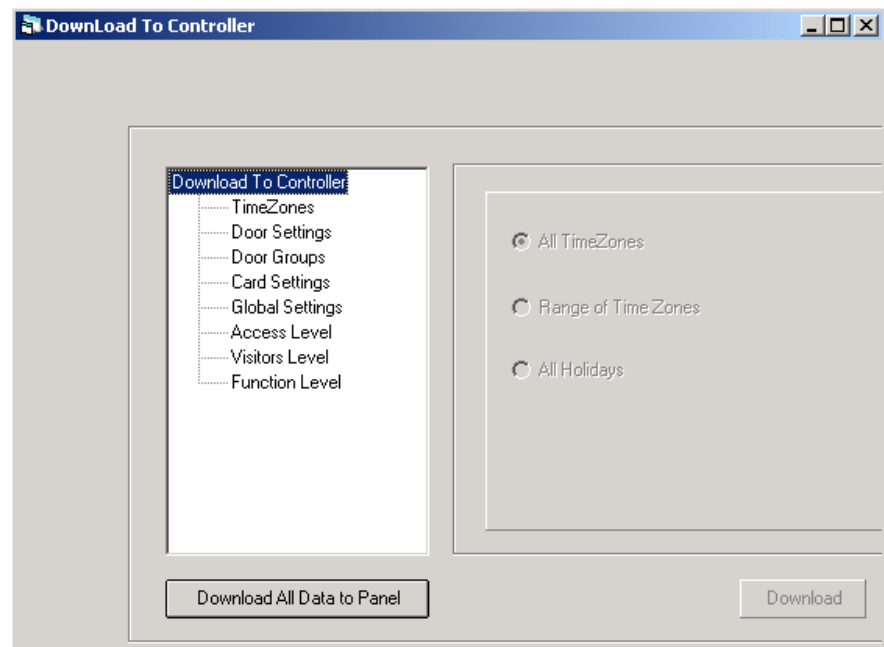
**Upload All Data from 3GS Panel.** Click this button to upload all panel data to the 3GS+ database.

# Download Settings

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## Download Settings

This option allows the user to download selected sections of data from the 3GS+ database to the 3GS panel.



**Download.** Downloads selected sections of data to the 3GS panel.

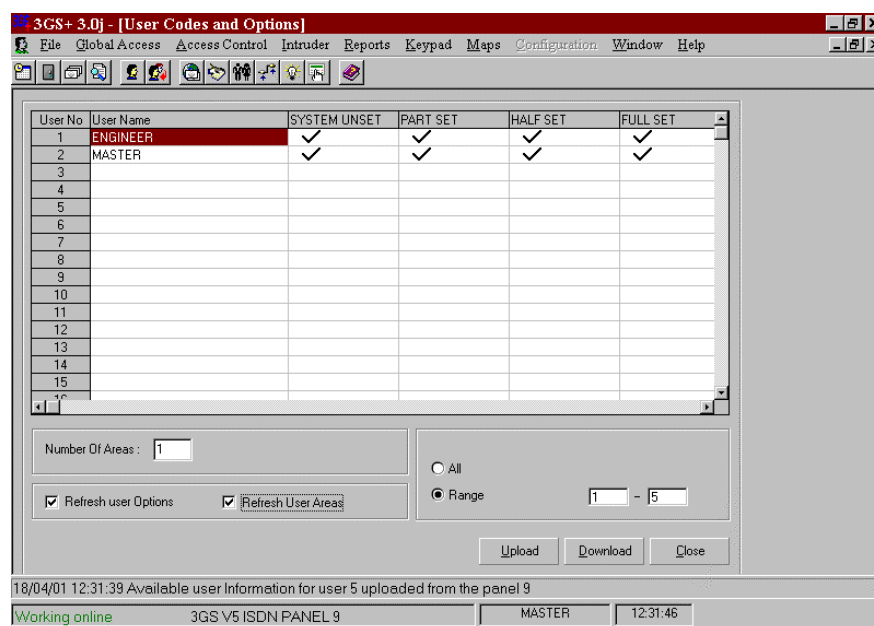
**Download all data to Panel.** Downloads all data to the 3GS panel.

# Intruder

## Intruder

The **Intruder** menu gives a number of 3GS Intruder alarm reporting options to the 3GS+ Client user.

## Users



Users for the 3GS panel can be set up through this menu and assigned codes, options and areas.

**All** - Uploads/Downloads all the users to/from the panel.

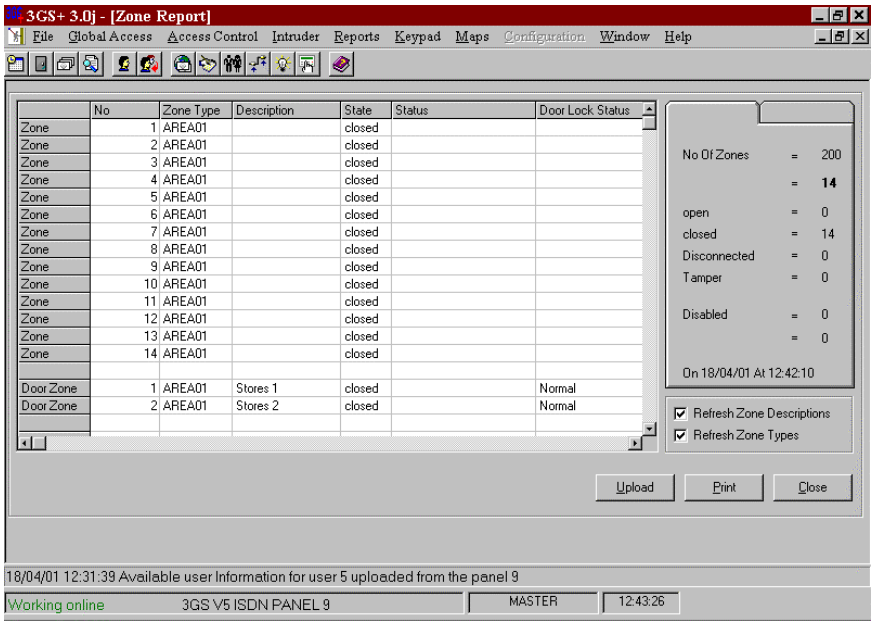
**Range** - Upload/Downloads the specified range of users

**Refresh User Options** - When checked, all the available user options on the panel are uploaded from the panel during an upload.

**Refresh User Areas** - When checked the number of areas for a panel and the area names are uploaded from the panel during an upload of users.

**IMPORTANT NOTE:** When uploading users for the first time, it is important to Refresh User Areas. If the number of areas in the 3GS+ database differs to that on the panel, zone types and attributes can be altered when downloading to the panel.

## Zone/Door Report



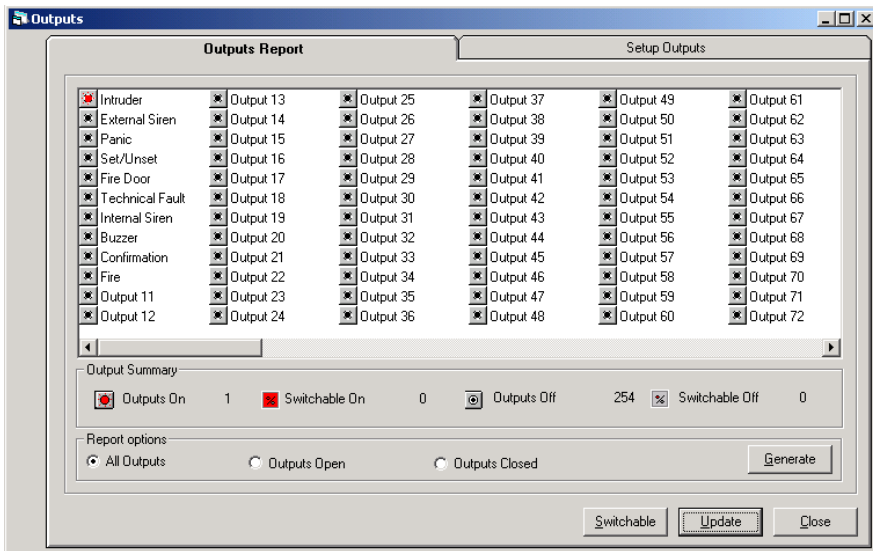
A report can be generated on the state and status of the zones on the panel. A summary of the status of all the zones is displayed.

**Refresh Zone Description** - When checked the zone descriptions are uploaded from the panel before the zone report is carried out.

**Refresh Zone Types** - When checked the zone types are uploaded from the panel before the zone report is carried out.

**Print** - The zone report can be printed off.

## Outputs



Reports can be generated on the system outputs and their status. Outputs for each panel can be assigned their own set of descriptions or the set of descriptions can be copied from one installation to another through the **Copy** button in **Set up Outputs**.

Outputs can also be set as switchable outputs which allows the outputs to be switched after an output report has been carried out or through the maps section.

# Reports

## Mustering Report (F12)

A Door can be set up as a Muster Reader. In the case of a fire being reported from this panel, all cards presented at the muster reader will be recorded. Reports can be generated on all those that were presented at the reader – and if roll call is in use it can generate a report on all those that were in the building and have not been presented at the Muster Reader.

## Card Reports

**Card Reports**

Panel Type  
Select A Panel Type: 3GS V5, Access Levels, etc

Installation List for Specified Panel Type  
Europlex Technologies

List Of Panels For Report

Select >  
Select All >  
< Remove  
< Remove All

Card ID Range  
☒ All  
☐ Range From 1 - 9999

Report Options  
☒ Review Of Card Settings  
☐ Expired Cards  
☐ Dormant Cards

Sequence  
☒ Panel  
☐ Card Name

11/09/2003

Generate Close

Different types of Card Reports can be generated from a number of panels.

## Card Settings Report

This is a report on the cards that are passed on the selected panels.

### Dormant Cards

These are cards that are passed on the system and have not been used since the specified date.

### Expired Cards

Cards that are passed on the system with expired visitor levels.

### Sequence

Global Cards can be passed across multiple panels. The report lists the cards passed on a panel-by-panel basis.

By selecting the card name, you can establish which panels the user is assigned to.

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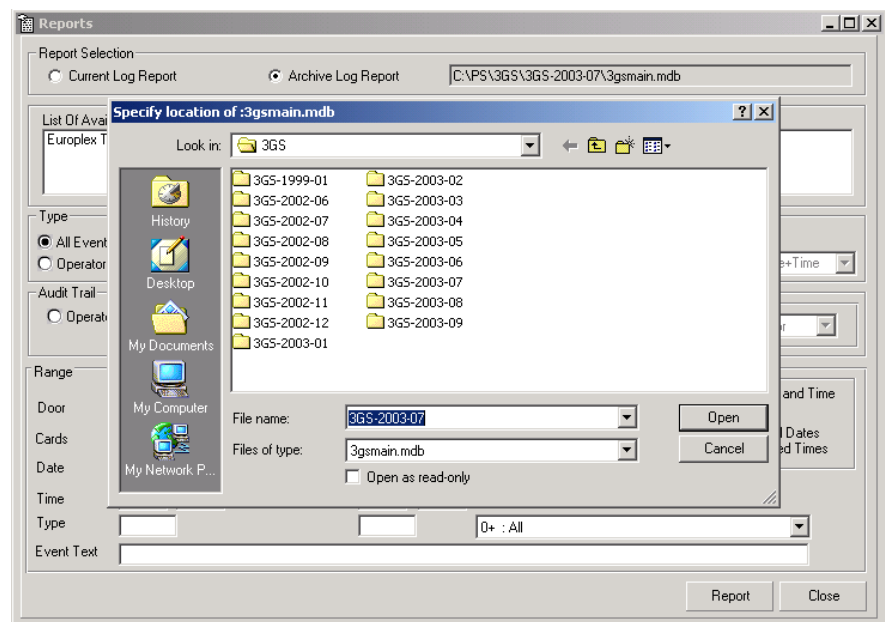
## Log Reports (Current and Archived)

The screenshot shows a 'Reports' window with the following sections:

- Report Selection:** Radio buttons for 'Current Log Report' (selected) and 'Archive Log Report'.
- List Of Available Installations:** A list box containing 'Europlex Technologies'. Buttons: 'Select >', '< Remove', 'Select All >', and '< Remove All'.
- List of Panels for report:** An empty list box.
- Type:** Radio buttons for 'All Events' (selected), 'Alarm Events', 'Access Denied', 'Access Granted', 'Operator Attended Logs', 'Unattended Alarms', and 'Operator Attended Alarms'. A 'Sort By' dropdown menu is set to 'Date+Name+Time'.
- Audit Trail:** Radio buttons for 'Operator Log' and 'All' (selected). A 'Sort By' dropdown menu is set to 'Operator'.
- Range:** Fields for 'From' and 'To' with sub-fields for Door, Cards, Date, and Time.
  - Door: From 1, To 64
  - Cards: From 1, To 9999
  - Date: From 05/09/2003, To 11/09/2003
  - Time: From 00:00, To 15:41
  - Type: 0+ : All
- Event Text:** A text input field.
- Buttons:** 'Report' and 'Close' at the bottom right.

Reports can be generated on Access and General log events that have been received from a range of panels and operator log events. As with review settings these reports can be printed or saved to a file. The reports can be filtered in different ways.

## Choosing Current or Archive Files



The default **Report Selection** within this menu is the **Current Log Report**. However, you can also choose to load an **Archive Log Report** by clicking that radio button (seen at the top of the screen above). A query box then appears asking if you wish to use the previously chosen (most recent) backup file. Clicking **YES** to this loads this file. Clicking **NO** opens up the **Browse** screen at the default folder and allows you to browse to the file you wish to load. The file is called 3GSMain.mdb. To subsequently change the selected archive, click on the path to the right of Archive Log Report, which will bring back up the query screen mentioned above. You can then browse to the required file.

## All Events

A report on all the panel events between the dates specified.

## Alarm Events

A report on all the panel status alerts between the dates specified.

## Access Granted

A report on all Access Granted events between specified dates and times, relating to a specified range of doors and cards. The events are listed by date/time, or date/name/time.

## Access Denied

A list of Access Denied events, sorted and filtered in the same way as Access Granted.

## Operator Attended Logs

Access Log Events that were received from the panel and the current operator cleared off the Access Log.



## Operator Attended Alarms

Status Alerts that were received in the Access Log and that were cleared off the screen by the current operator.

## Unattended Alarms

Status Alerts that were received in the Access Log screen and that scrolled off the screen unattended.

## Audit Trail - Operator Log

The Audit Trail allows you to create a Log for events relating to one, some or all the system operators. This Operator Log lists events by date and time, and between between specified dates.

Use the Door, Cards, Date and Time fields to set the range of the log.

## Search Criteria

Select **Events from the Start Date and Time to End Date and Time** to generate a log of all operator events between the start time and date to the end time and date. For example, if you set a start time and date of 12 noon on 5/11/03 and an end time and date of 1pm on 7/11/03, the log will list all events from 12 noon on 5/11/03 to 1pm on 7/11/03.

In the above example, if you select **Events within the Specified Dates and also within the Specific Times**, the log will list the events within the dates but between the start and end times only. In this case, the log will list the events between 12 noon and 1pm on 5/11/03, between 12 noon and 1pm on 6/11/03, and between 12 noon and 1pm on 7/11/03.

The **Type, 0 +All** and **Event Text** fields allow you to filter the Audit Trail further.

Select a type of event from the drop-down menu on the right (for example, All events, access events, intruder events, cable faults, zone changes). Once the type is selected, the fields to the left are automatically filled.

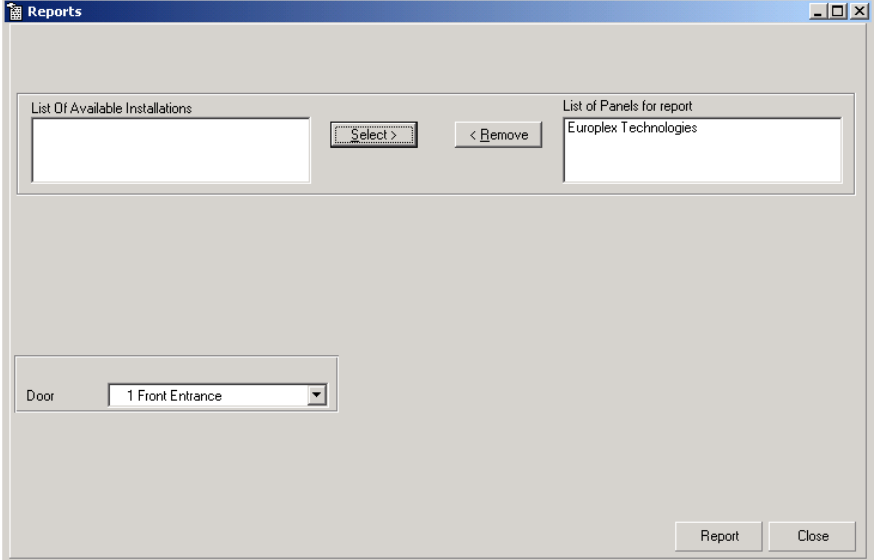
Type text in the **Event Text** field that relates to the event, for example the name of a particular operator, zone or panel. The text can be alphabetical or numeric. **Event Text** is a search operator and will search for events containing the text you enter.

Click **Report** to generate the report. The report will be filtered by the criteria you have just set.

---

## Access to Door Reports

The Access to Door Report allows the operator to quickly view all card users assigned to a specific door at a specific installation.



The screenshot shows a window titled "Reports" with a light gray background. At the top, there are two list boxes: "List Of Available Installations" on the left and "List of Panels for report" on the right. Between them are two buttons: "Select >" and "< Remove". The "List of Panels for report" box contains the text "Europlex Technologies". Below these, there is a "Door" label and a dropdown menu showing "1 Front Entrance". At the bottom right, there are two buttons: "Report" and "Close".

**Select:** Adds an installation to the List of Panels window.

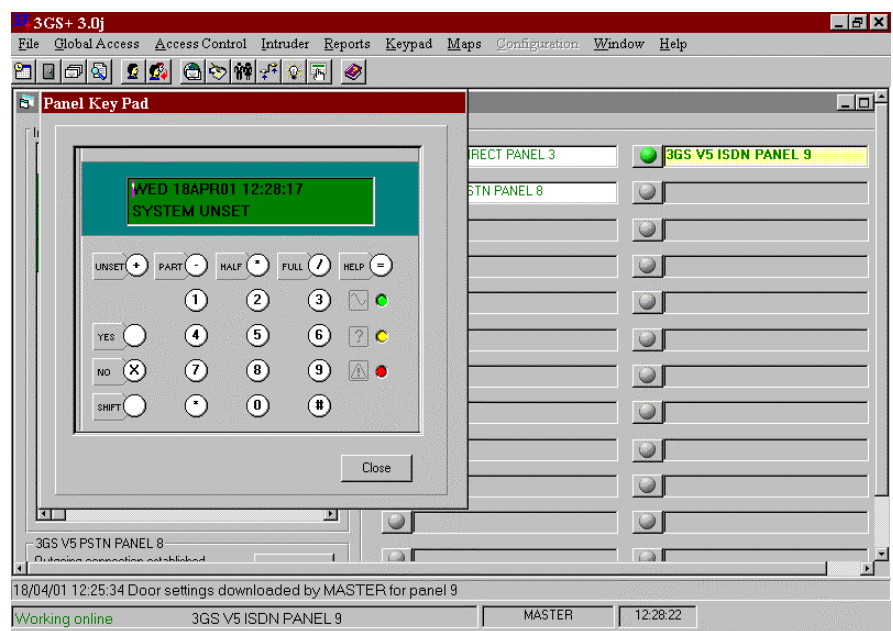
**Remove:** Removes an installation from the List of Panels window

**Door:** Selects any door assigned to the selected installation.

**Reports:** Generates a report on the selected criteria.

# Keypad Option (RKD)

## Keypad



The **RKD** menu gives you a remote panel keypad on your screen. The option is only available when on-line with the panel.

The keypad is a direct interface with the panel, allowing you to operate the 3GS Control Panel and view panel status.

# Maps

# Maps

Maps are a graphical representation of 3GS+ Client panels, alarm areas, zones, doors and outputs. They are designed to give a quick and simple overview of installation set ups.

They can be used to quickly pinpoint the location in a building where a zone or door has gone into alert status.

Having doors and outputs graphically represented on maps provides an easy way for the operator to control the doors and switch the outputs.

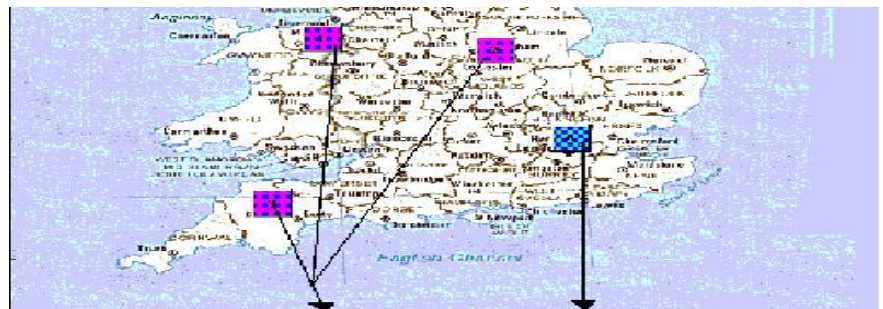
## Importing New Maps and Map Icon Pictures.

See [System Options](#) for more information.

## Different Types Of Maps

**Top Maps** - A top map is a representation of panels or maps which represent more panels (Sub Top Maps) set up on 3GS+ Client. At a glance the operator can see which panels have uncleared alerts. The top map is named MAP-1.bmp.

Sub Top Maps are named Map-1A0 to Map-1Z99.bmp .

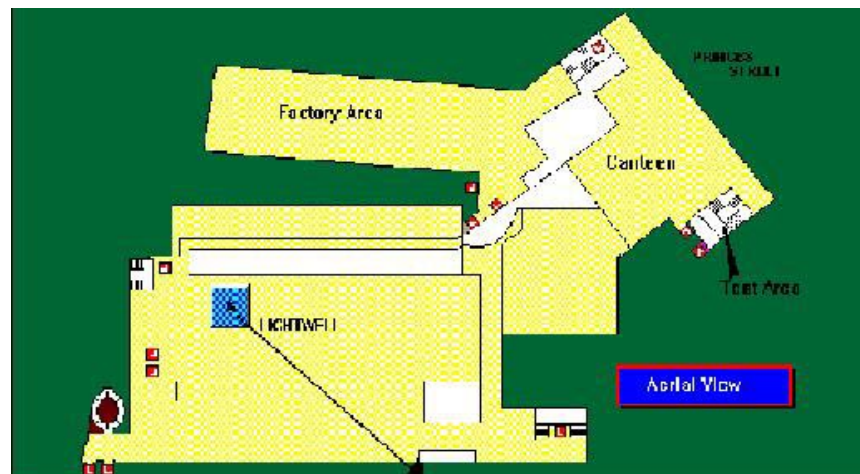


*Top Map (Map-1.bmp) Icons representing panels*



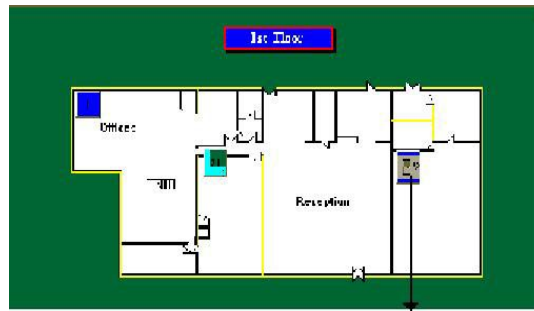
*Icon representing a Sub Top Map (Map-1A.bmp). Icons for panels 4 and 5 are represented on Map-1A.bmp*

**Main Maps:** A main map is the representation of a panel or an installation. A main map may contain sub maps of the panel, zones, doors or outputs. Each panel installation may have 1 main map.



*Main Map for Panel 1 (Map1.bmp). Icon for Sub map "A" placed on the main map*

**Sub Maps:** A sub map is a representation of a section of a main map. Each main map can have over 2000 sub maps named A to Z, and A00 to Z99).



*Sub map for panel 1 (Map1a.bmp). Door Icon on a sub map*

Doors, Zones and Outputs may be placed on these sub maps.

3GS+ Client may be configured to automatically display the appropriate map on detection of a door or zone-related alert. This gives an immediate indication of where in a building the alert has been triggered.

## Getting started with Maps

Before the 3GS+ Client Maps facility may be used a number of steps must be taken:

- Drawing the maps (Top Maps, Main Maps and Sub Maps)
- Assigning Panels to Top Maps, and Sub Maps to Main Maps etc.
- Assigning Doors, Zones and Outputs to Sub Maps

## Drawing a Map

Maps may be drawn using the PaintBrush program which comes with Microsoft windows and must be saved as Bitmaps (File extension .BMP).

A sample map file called 'MAP0.BMP' is provided which is the correct size format for the maps.

## To Draw A Map

1. Run PaintBrush
2. Open the file 'MAP0.BMP' which is located in the directory where 3GS+ Client has been installed.
3. The file may now be edited and the map drawn.
4. When you have completed your drawing, save it using the specified naming format below.

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**Note:** Pictures or Cad drawings scanned into a PC can be used by 3GS+ Client as long as they are saved as .bmp formats.

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## Naming the Maps

Main maps must be saved as 'MAPx.BMP' where 'x' is the number (Autodial ID) of the panel for which the map will be used. e.g. if you have drawn a main map for panel 4 then you must save the file as 'MAP4.BMP'. If the map is for panel 812 then you must save the file as 'MAP812.BMP'.

Top Maps have a dummy panel number –1, so the Main Top Map is 'MAP-1.BMP'.

Sub-maps must be saved as 'MAPxn.BMP' where x is the number of the panel for which the graphic will be used, and 'n' is a letter from A to Z, or the combinations A00 to Z99, which denotes one of the 2626 possible sub-maps. e.g. if the map is to be used as sub-map D32 for panel 5 then its filename must be 'MAP5D32.BMP'

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**Note:** The .BMP suffix is compulsory.

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## Configure Maps

Once you have drawn your maps, you must then assign icons to the various Maps. **Configure Maps** menu option is found under the **Maps** menu. It allows you to view and assign icons to pre-drawn maps.

## To display a map

Click on its panel from the **Select Map** list at the top left of the screen.

To display a sub-map, choose its panel as above, click on it in the sub-maps from the list that then appears, and then click on **Select**.

**Map Description** - A description for the map selected can be entered under the **Select** button.

## To place a Zone/Door or Output on a map

From the drop down list at top right hand corner off the screen select the type of icon you wish to display on the map (An icon type can be a map, a zone, a door, or an output).

Once the icon type is selected the user should proceed and enter an Icon ID in the box below the icon type. e.g. If an icon type “Zone” is selected, a zone number must be assigned to the zone.

Click on **OK**. The icon appears near top left on the map. Using the standard windows Drag and Drop utility the icon can be placed on the map.

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**Note:** Panels can only appear on Top Maps. It is not possible to have the same Zone, Door or Output appearing on a number of maps for the same installation

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## Removing an Icon from a map

Right click on the icon to be deleted and, from the screen that appears, click on **Remove Icon**.

## Editing/Viewing an Icon

Right click on the icon to be edited and from the screen that appears the following fields can be edited.

**Icon description** - Enter the icon description and on a **Write** the new description is saved to the database and can be viewed on mouse move over the icon.

**Memo** - A comment can be entered here and viewed in **View Maps**. You can use it to store anything from Key Holder Names and Phone Numbers to special instructions for handling particular alert types. When you click on the **Write** button this information is saved to the database.

**Icon Subtype** - This allows you to indicate things such as that a door is a fire door, an output is a bell, and so on. By default, most icons currently get created with subtype 0 (ordinary door, zone, etc), while User Defined icons currently have default subtype equal to 0 for Icon Ids 1 to 999, 1 for Icon IDs 1,000 to 1,999, and so on.

**Maintain Subtypes** - Clicking on this button allows you to create new subtypes for each icon type, amend their descriptions and delete them.

## Manually Display Maps

From the maps menu select the **View Maps** option. This displays the maps for all the installations that have been set up on 3GS+ Client. The user can select from the list the panels maps they wish to view. Once the panel has been selected the available sub maps, that apply to the selected panel, are displayed.

## Automatically Display Maps

This option must be selected through **System Options**.

Maps will be displayed/maximised or brought to the foreground automatically when a zone or door alert comes in and the latest alert zone or door flashing.

## Different Options in View Maps

**Panels** - Displays the main map for the selected panel, or the main Top Map

**Maps** - displays the selected sub-map for the displayed panels

By left clicking on a panel icon the Main Map for that panel is displayed.

## Alerts on the Maps

Status alerts are received from the panel when 3GS+ Client polls for Access and General Logs. On the Map screen there appears:

**Alerts** - Displays the main map or a list of maps for the panels that alerts have been received from.

**Maps** - Displays the sub map for the panel selected from the list above.

**Latest** - Displays the main map of the panel on which the latest door or zone alert has occurred.

**Map** - Displays the sub map that contains the latest alert.

## Viewing and Clearing Alerts

Doors and zones that are in alert status are displayed in Red with the latest one flashing.

**Turn Off Beeping** - Stops the beeping.



**Turn Off Flashing** - Stops the flashing and turns off the beeping.

**Turn Off Alerts for Current Panel** - Clears all the alerts on all the maps for the panel selected.

**Turn Off all Alerts for All Panels** - Clears all the alerts on all of the maps for all of the panels.

---

**Note:** Accepting an alert does not change the status of a door or zone at the panel.

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# Configuration

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## Edit Installations

Use the Installation window to enter the details of your panel.

The Autodial ID entered here must be the same as that programmed into the panel using the Autodial ID variable (See *3GS Programming, Set Data Format* menu). The PC and AutoDial IDs must be the same to enable upload/download facilities.

The Access Code will prevent unauthorised editing of the panel details. Again this must match the code entered in the **Set Data Format** panel menu.

Select the correct Panel Type from the drop down list, e.g. 3GS Version 5.

---

## Communication

On entering 3GS+ Client you must first setup Comm ports. To set-up the Comm ports enter the **Configuration** menu then the **Commport** menu. Select the **Add** button and then the **Port** button and the following drop down menu will appear.

There is a similar drop down menu for Port type where you can select either Direct connection or Modem connection via ISDN or PSTN. You also have the option to connect via Winsock, DM1200 or GSM. When you have completed your port type selection you can then select your baud rate.

To select the baud rate simply click on the drop down menu opposite baud rates. You are then given the option to select a baud rate from 300 to 19200. To select the baud rate simply click on the required setting.

The parity and stop bits can be selected in a similar fashion to the baud rate.

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**Note:** Europlex recommended that the comm port is configured by the installation engineer. This option is described in more detail in the 3GS+ Engineer's Guide and in the Engineer section of the online Help.

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## Group Installations

Through the **File** menu or using the **Group Installation** button on the **Installation** directory the screen for setting up installation groups can be displayed. An installation group requires a group installation number and a description. The installation groups that have been set up are then available in the Installation Directory for assigning to panels.

# System Options

System options allows you to configure a number of 3GS+ administrative options:

## General

Set the following options:

**Autobackup Day in Month.** The day of the month on which the reminder message to backup and purge the database will appear.

**Autobackup Rules.** Select Yes to receive a system reminder to backup and purge the database on a monthly basis.

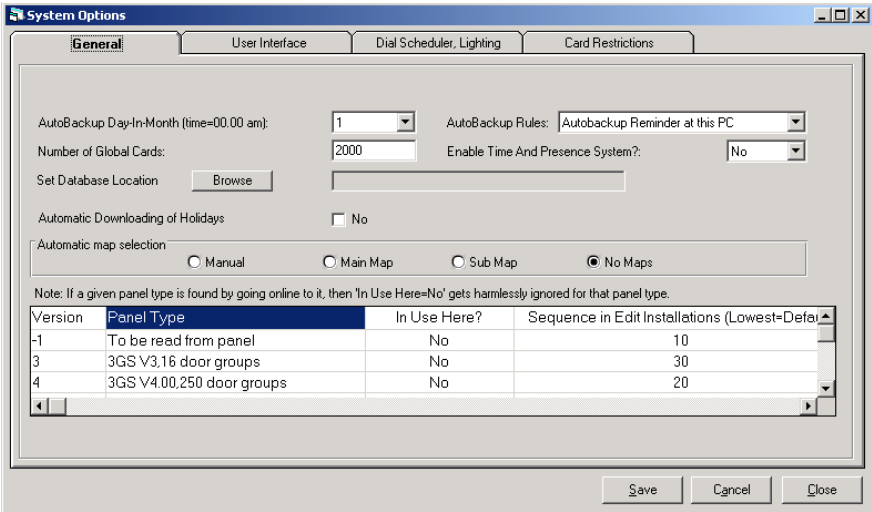
**Number of Global Cards.** The maximum number of global cards permitted in the database.

**Enable Time and Presence System.** Select Yes or No to enable this option. Note that the Time and Presence module is needed for this option, and is not included in Version 3.x by default.

**Set Database Location.** Select a location on the hard drive or network in which to store the backup log events.

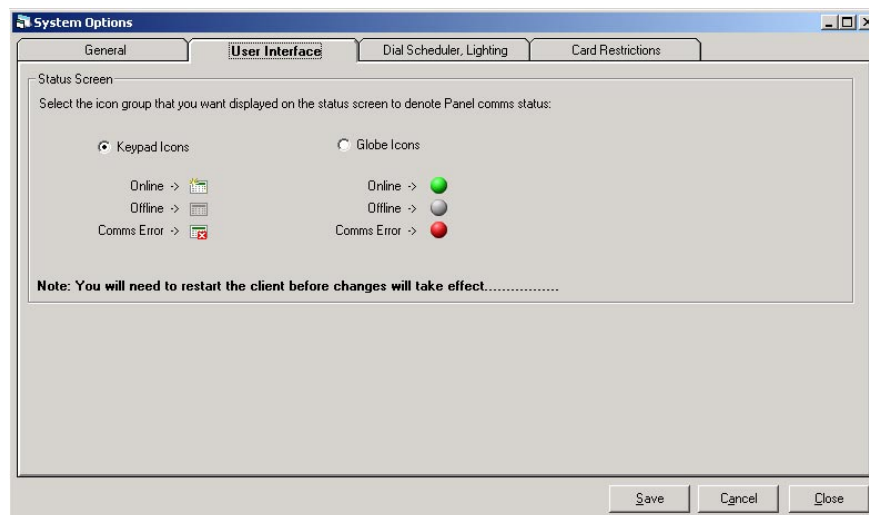
**Automatic Downloading of Holidays.** Automatically download holidays to the panel when you go online.

**Automatic Map Selection.** In the event of an alarm, select the type of map (main map or submap) that will appear on the screen. You can also select No Maps to disallow automatic map popup.



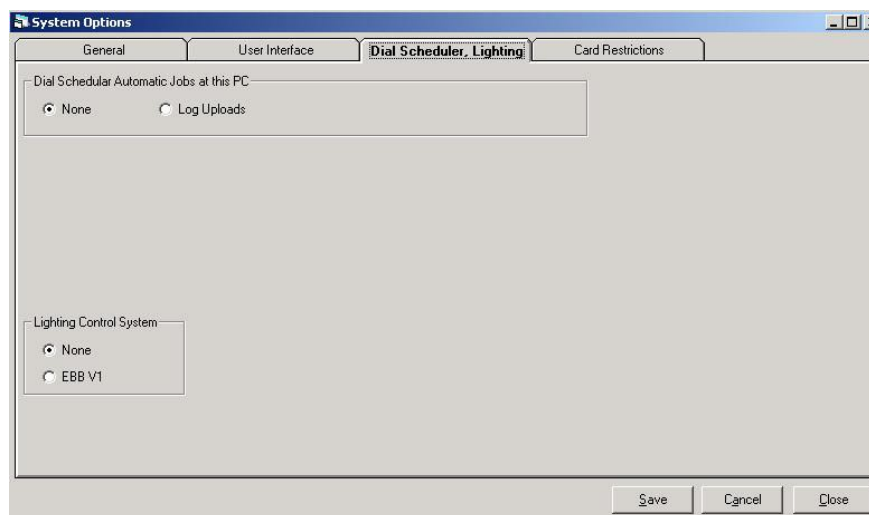
## User Interface

Set the type of screen icon to indicate comms. status, as it is displayed on the current panel window.



## Dial Scheduler/Lighting

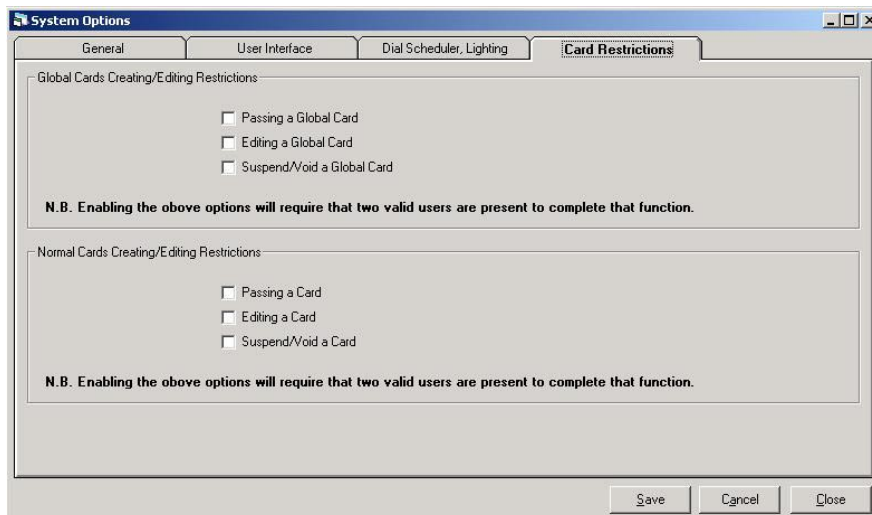
Set options for automatic dialling of the panel and uploading of logs,. The panel lighting option is for use with specific panel lighting systems, and is used in specialised 3GS software.



## Card Interface

Set restrictions for editing and creating Global and Normal Cards.

Note that the options require two valid user passwords to complete the operation.

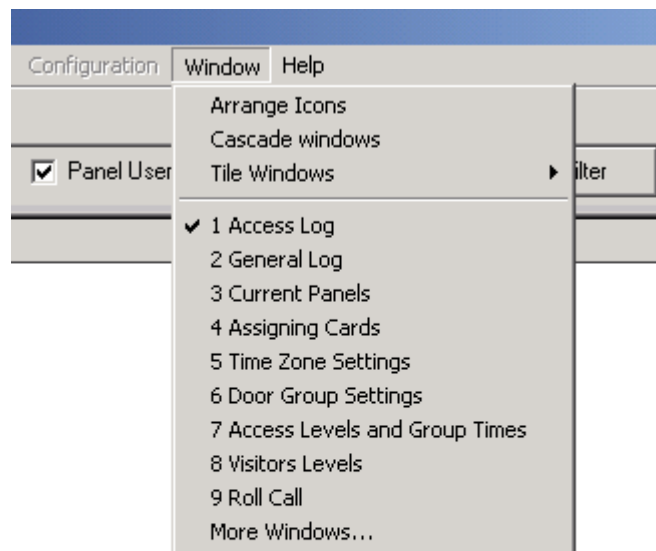


# Window

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## Window

The **Window** menu gives instant access to the Access and General logs and current panels, and displays a list of all the screens that are open in 3GS+ Client.



# Translation

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## Translation

3GS+ Client features a simple translation tool for localising the application in languages other than English and for changing any of the English text on the screen .

The main application directory features a text file containing all the program command strings: **3GSPLUS.txt**.

The translator opens this file in any text editor (in Windows 95/98, double-click on the file to open **Notepad**), translates the terms, closes and saves the file again as ASCII/Text Only. This localised file is then recompiled by running **3GS+ Client Text Translation**.

1. In Windows 95/98, select **Start, Programs, 3GS+ Client, Text Translation**.
2. Select the translated 3GSPLUS.TXT file as the message file (by default, this file is located in C:\ Program Files\ 3GS+ Client).
3. Click on **Update** to update the application with the new translated text strings.
4. Run 3GS+ Client again for the changes to take effect.

# Backup and Purge

The **Backup and Purge** facility saves the current system settings and logs, stores them on the PC hard disk, and purges the current log details.

Backup will then save the current database and date it by the current month. Backup also saves all log information between the current backup and the previous one.

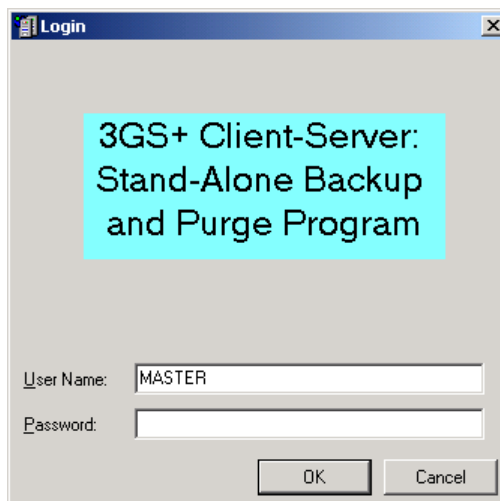
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**Note:** You must shut down all clients and server before beginning Backup and Purge.

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To run Backup and Purge

1. Select **Programs...3GS+Client...Backup and Purge**.
2. Enter your user name and password.



3. Click on the **Run Backup and Purge** button. You are reminded again to shut down all client and Panelserver applications.
4. Click on **Yes** to proceed.

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**Note:** Once Backup and Purge starts, a message prompting you to restart the server and client applications is displayed. You **must not** restart these applications until Backup and Purge is completed.

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Once the backup is complete, you may re-start the Panelserver applications, followed by the client applications.