

***StandAlone***

Code 94958I V12\_04.

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**ENGLISH**

**CE**

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## **STAND ALONE**

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The Stand Alone application lets you manage users/cards and stand alone proximity readers in an access control installation, easily and securely.

With Stand Alone, you can define different access readers in the installation, authorise or cancel users/cards and configure the access permits for each user/card for all the different readers in the facility.

## **Features**

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- Multiple readers (as many as there are PC connection ports available).
- Connection by serial port or via local networks (by IP Serial Port adaptors).
- Multiple installations and backup copies of the same.
- Possibility of exporting/importing Excel files.
- Complete user management and reception (Readers version 2.0 and higher).

## **Minimum Requirements**

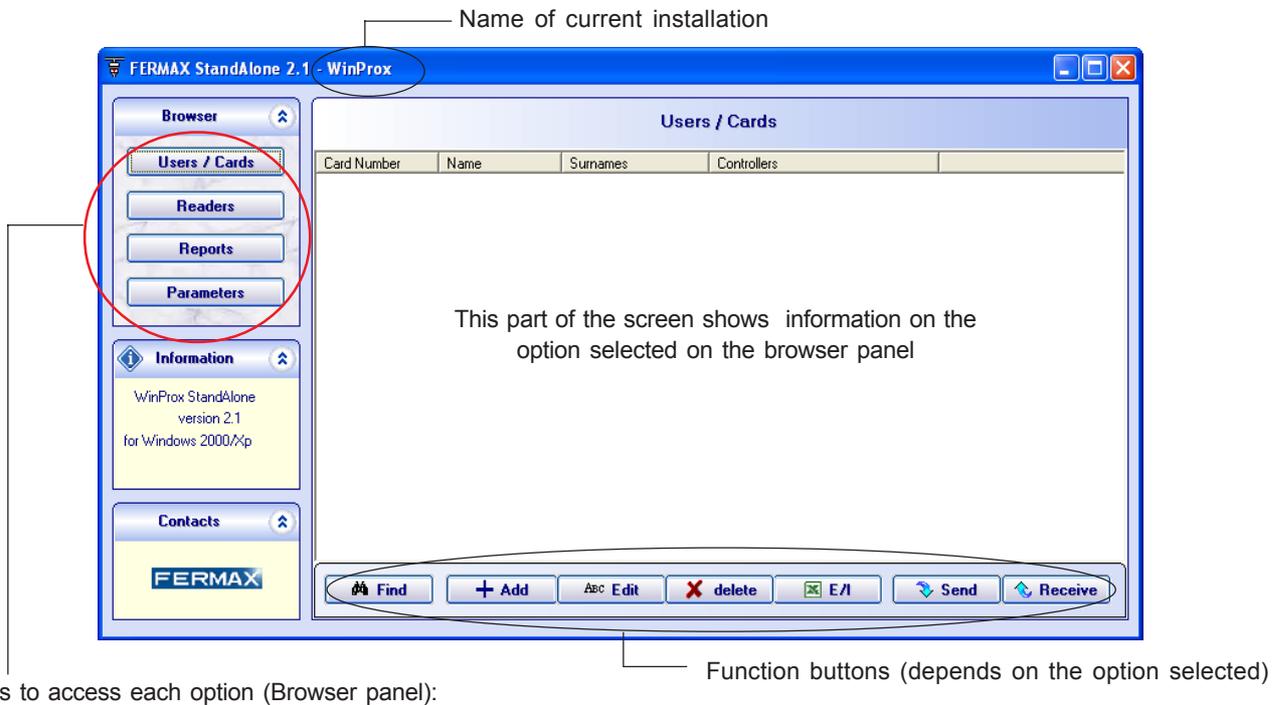
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To run the application, the following are needed:

<b>Requirement</b>	<b>Minimum</b>
Equipment	IBM or PC compatible.
Operating System	W95/98/2000/NT/XP/2003
RAM	64 Mb
Hard Disk	64 Mb free space

**STARTUP - MAIN SCREEN**

When the Stand Alone application is started, the main screen comes up.



All the different application options can be accessed from the browser panel:

**Users/Cards:** Lets you handle the installation users/cards (add, delete, edit, export,/import users)

**Readers:** Lets you manage lthe different readers in the installation (add, delete, edit...).

**Parameters:** Lets you create a new installation and configure different application parameters: current installation, language.

**Reports:** Lets you create different reports showing information on the installation (list of users/cards, readers, etc.).

**Startup and Configuration**

Initially, the Stand Alone application creates a default installation, called Winprox.

If a new installation is not created, the user/card and reader data are stored in the "Winprox" installation by default.

The name of the current installation (the one you are working on) is indicated on the upper part of the main screen.

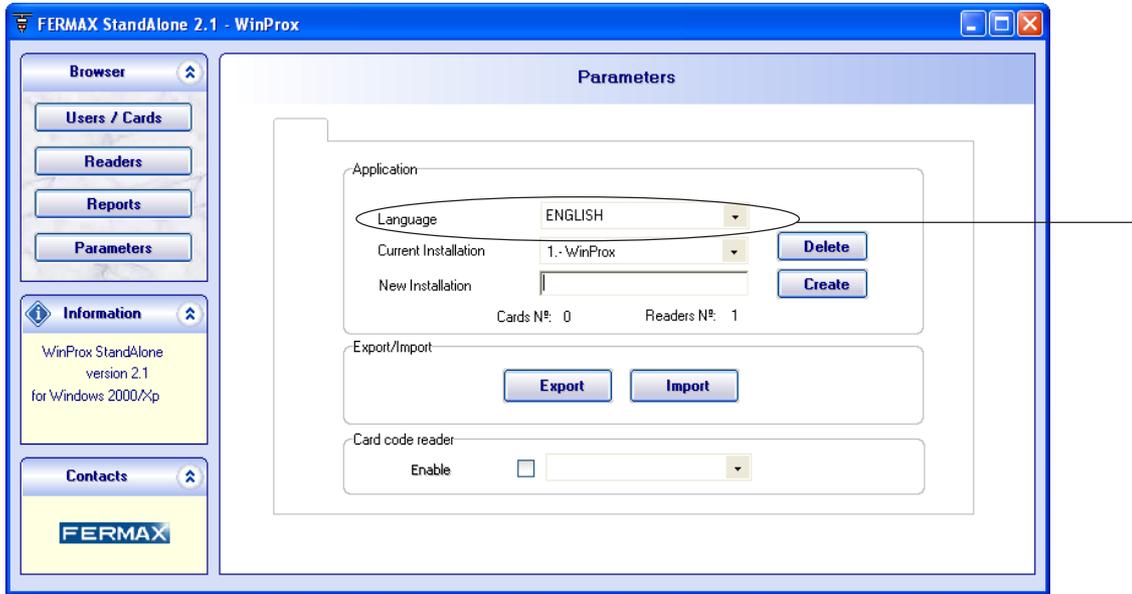
The Stand Alone application lets you create as many installations as you wish, so that you can manage and identify a multitude of installations (each with its own readers, users/cards, etc...).

To create and manage installations, see the "Parameters" section.

## PARAMETERS - INSTALLATIONS MANAGER

Lets you create new installations and manage the existing ones.

Click **Parameters** on the Browser panel to access the screen.  
information on the selected option comes up on the right of the screen:

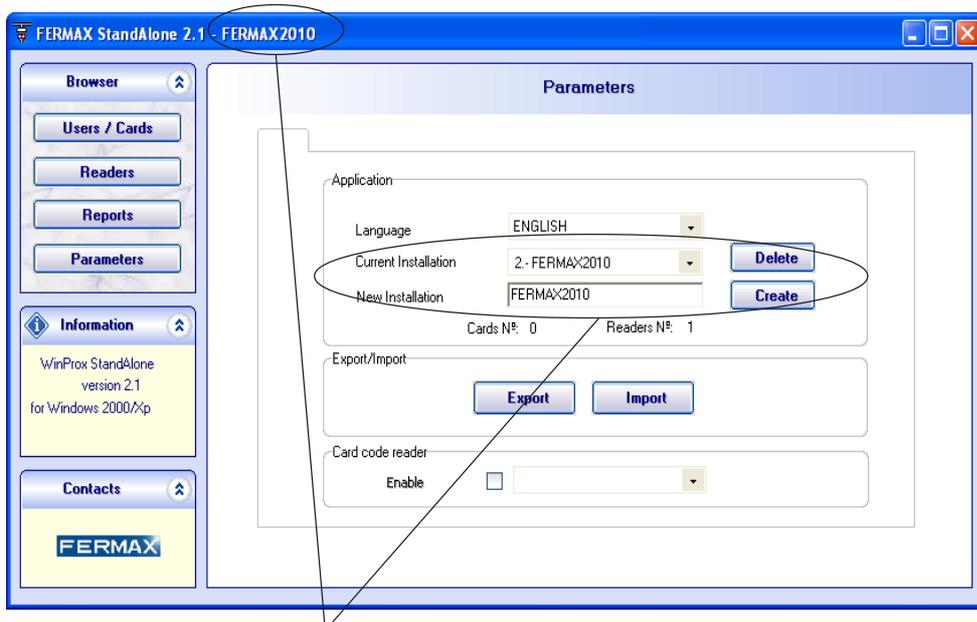


### Language Setup

Select the application language with the "Language" drop-down menu.

### Creating an Installation

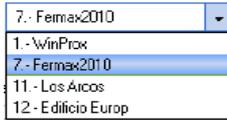
Write the name of the installation to be created in the "New Installation" box and click on the **Create** button.



The name of the installation created appears in the "Current Installation" box and the main screen toolbar.

## Open/Delete an Installation

To **Open** an existing installation, select the one you want to open from the "Current Installation " drop-down menu.



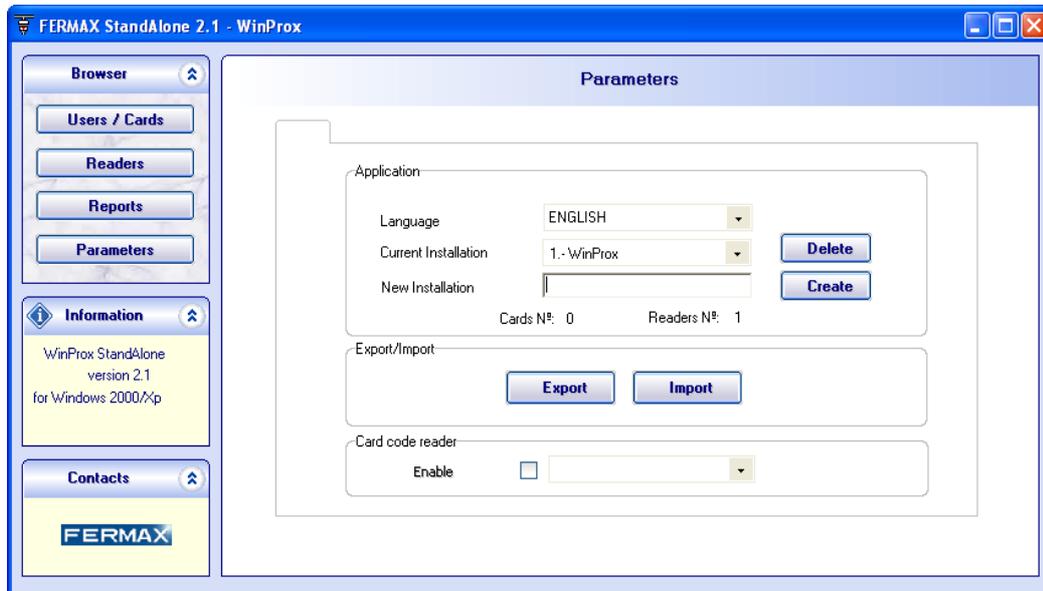
The name of the installation currently open appears in the "Current Installation" box and on the main screen toolbar.

To **Delete** an installation, select the one to erase from the "Current Installation" drop-down list and click the **Delete** button.

## Export/Import an Installation

Click the **Export** button to export the whole current installation to a file.

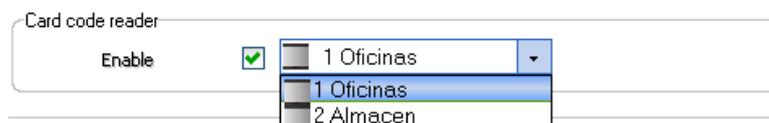
Click the **Import** button to import an installation (exported previously).



## Card Code Reader

This option lets you enable one of the readers in the installation (created previously) to read cards codes. In this way, when a new user/card is created, the card number is obtained automatically whenever the corresponding card is presented to the enabled reader, with no need to key in the number every time a new user is created.

For automatic reading of card codes, select the reader to be used from those already in the installation with the drop-down menu, activating the "Enable" box.

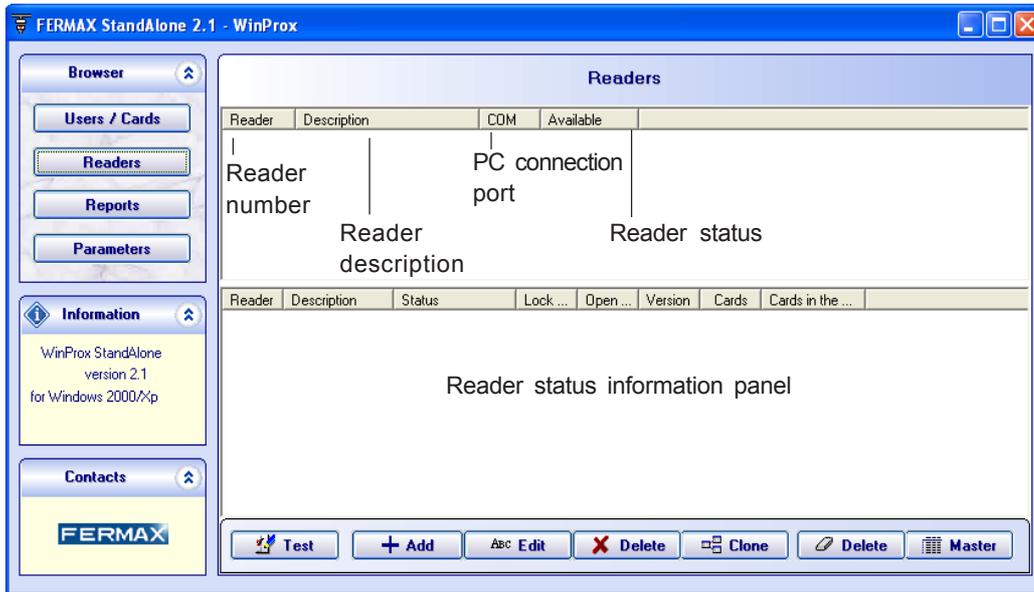


**Important:** Once insertion of user/cards is complete, disable this option. Otherwise, the reader will not operate correctly (the reader stays in code reading mode and will not recognise the system users).

**READERS**

Lets you manage the different proximity readers (controllers) in the installation: add, delete, edit, clone...  
Click  on the browser panel to access the screen.

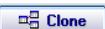
The Readers screen comes up:



**Reader Status Information Panel**

- **Reader** : Reader number.
- **Description**: Reader description
- **Status**: Sensor status
- **Time1**: Open door timing
- **Time2**: Open door sensor timing
- **Version**: Proximity reader version
- **Cards**: N° of cards/users stored in the reader
- **Cards in DB**: N° of cards in the application for this reader

**Description of commands**

	Lets you run a <b>Test</b> of the readers in the installation, informing on their status
	Lets you <b>Add</b> a new reader to the current installation
	Lets you <b>Edit</b> (modify) the data of a reader selected from the list of readers in the current installation
	Lets you <b>Delete</b> readers from the installation
	Lets you <b>Clone (copy)</b> the users in one reader to another reader in the installation
	Lets you <b>Cancel</b> the users/cards of the selected reader
	Lets you change the <b>Master Card</b> of the installation.

**Notes**

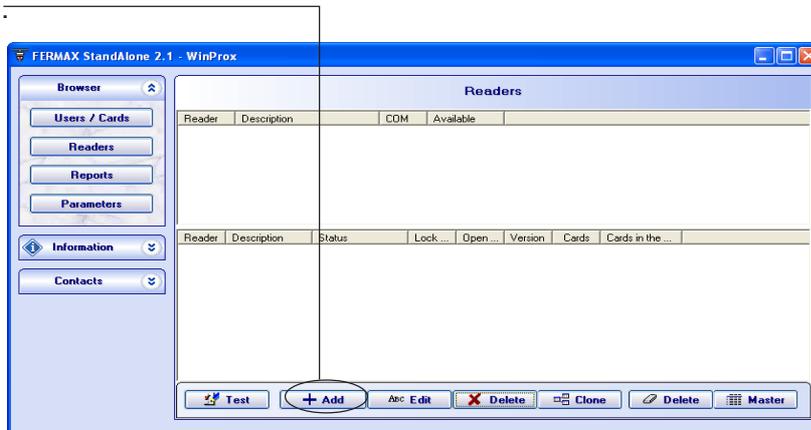


The number of cards stored in the Reader must coincide with the number of cards present in the Stand Alone application (cards in DB ). (See Reader Status and Test).

## Add Readers

**+ Add**

To **Add** readers to the application (once installed and connected to the PC by serial port or local network), click the **+ Add** button.



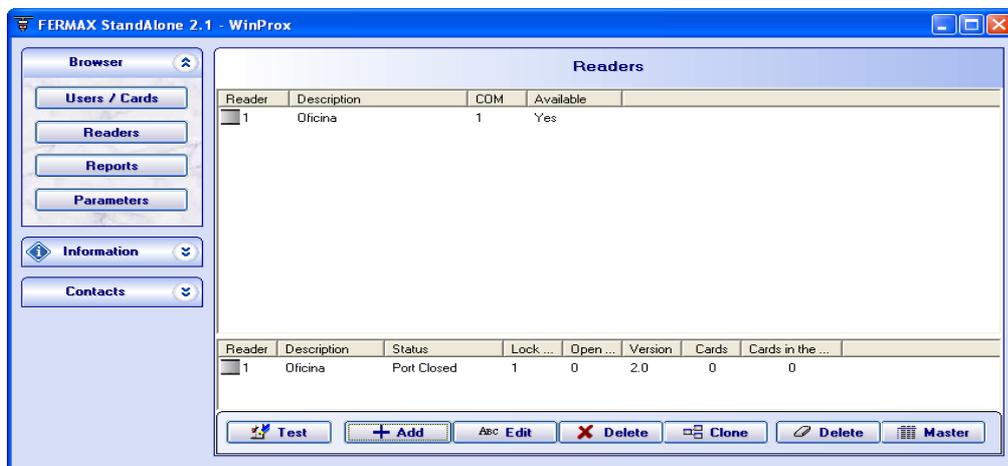
The Add Readers screen comes up.

Enter the following data for the new reader:

- **Number :**  
Number identifying the reader in the application.
- **Description:**  
Description of the reader.
- **Port:**  
PC-to-reader connection port. (\*)

Click **+ Add** to add the Reader to the application (or press **X Cancel** to end Reader insertion).

The new Reader appears in the list on the main Readers screen:



## Notes



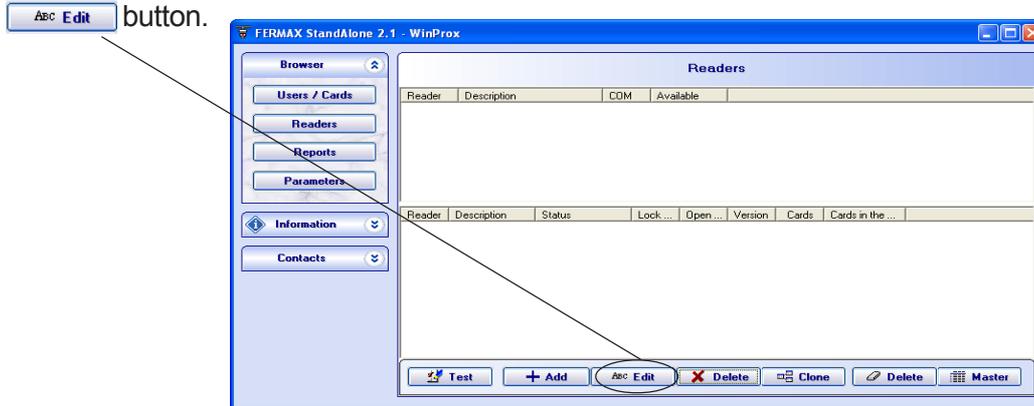
(\*) The PC to reader connection can be made using the PC serial ports (COM1, COM2..) or via special devices for connecting the reader to local networks (configured as COMx virtual ports....)

The port to be entered in the "Add Reader" screen corresponds with the number of the Port (COM) that the reader is connected to: COM1 => 1; COM2 => 2....

## Edit Readers

ABC Edit

To **Edit** a reader already present in the installation, use the mouse to select the reader to be edited and click the **ABC Edit** button.



The Edit Readers screen comes up, enabling you to modify the following parameters and data.



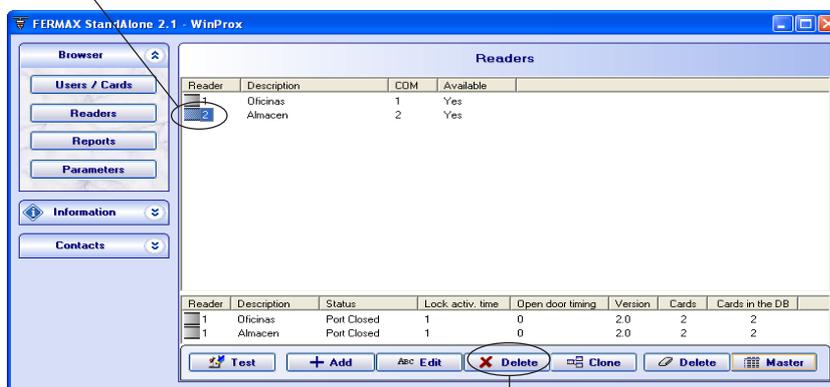
- **Door Release Time:**  
Door release activation time (from 1 to 99 seconds).
- **Open Door Time:**  
Open door time(from 0: deactivated; to 99 sec.)  
Once the time is up, if the door does not shut, the reader starts to emit an acoustic alert.
- **Description:**  
Description of reader.

Click **Edit** to accept the changes in the Reader (or press **Cancel** to cancel the changes).

## Delete Readers

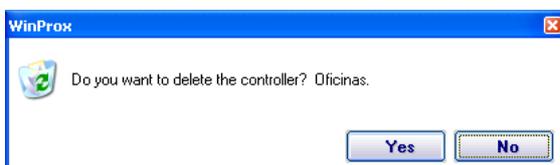
X Delete

To Delete a Reader, select the reader to be eliminated with the mouse (left click on the reader).



Click **Delete**.

The Delete Readers screen comes up:



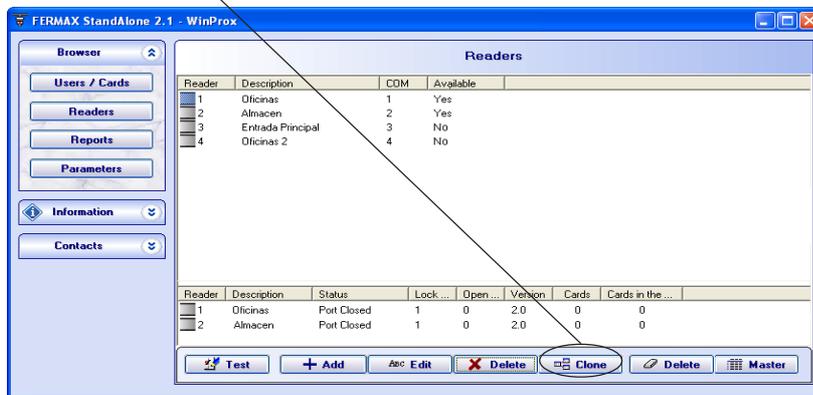
Click **"YES"** to remove the selected reader, or **"NO"** to cancel the action.

## Cloning Readers

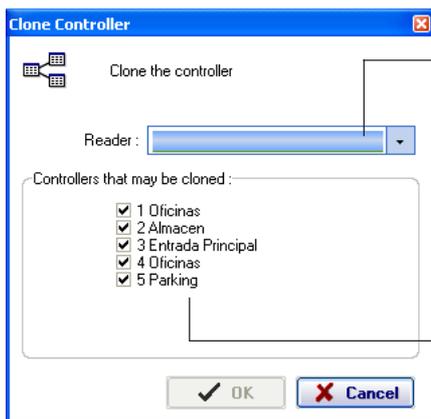


This option lets you "clone", i. e. copy, the users/cards already in the reader to another reader (already existing, or a new one), enabling access to users/cards of the new cloned reader.

To **Clone** a reader, click the **Clone** button.

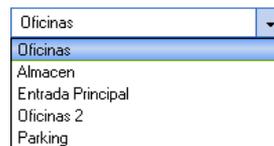


The Clone Readers screen appears:



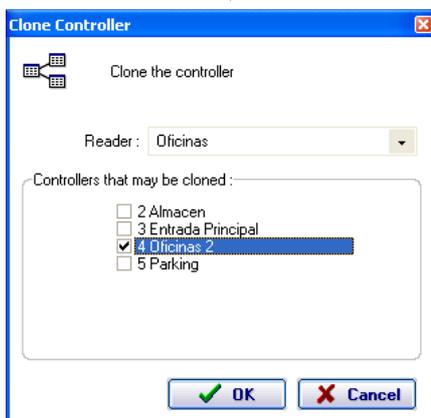
**- Controller:**

Select the reader from the drop-down list (from those existing in the installation) that contains the users/cards you wish to copy (clone) to another reader.

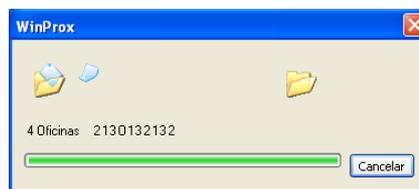


**- Controllers that may clone:**

Shows a list of all the readers present in the installation. Tick the box of the reader (or readers) where you are going to copy the users/cards in the reader selected in the drop-down list.



Click to clone the users/cards in the reader/s selected:



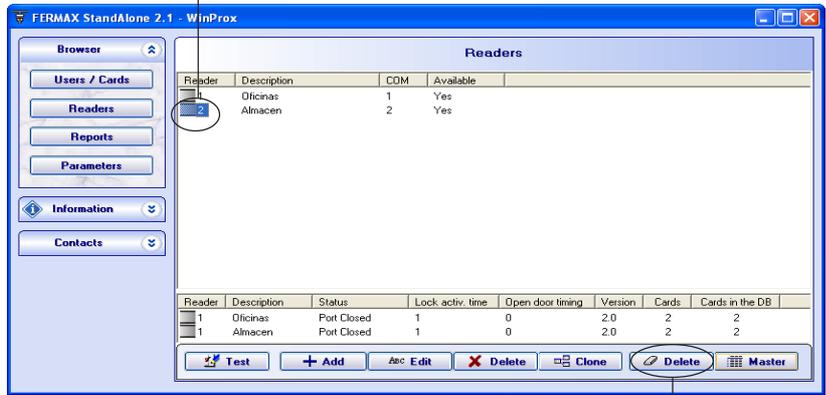
(press to cancel the action).

Delete (remove cards from the Readers)



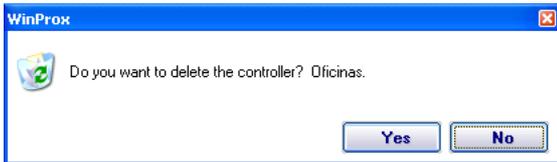
This option lets you "erase" all the users/cards stored in a reader (the reader is emptied).

To **Delete** (empty) a reader, use the mouse to select the reader to be emptied (place the mouse over the reader and click the left mouse button).



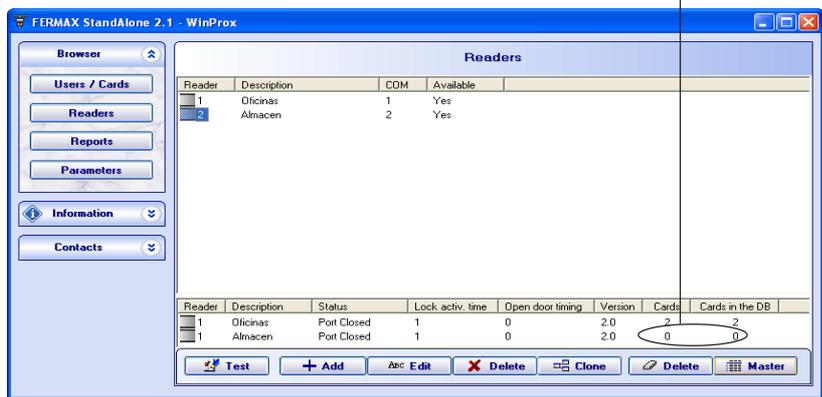
Click the Delete button

The Delete (empty) reader content screen (controller) appears:



Click **"YES"** to empty the reader, or **"NO"** to cancel the deletion.

On the Reader status screen, you will see how the number of users/cards stored in the reader deleted goes to "0".



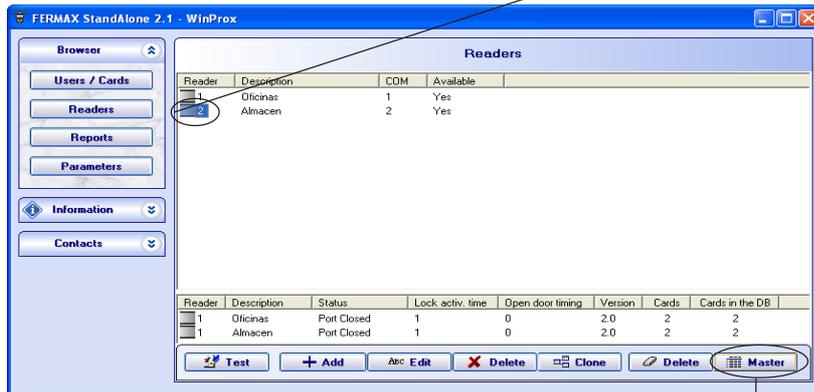
## Master (Master Card)



This option lets you change the Master Card of a reader.

With the Master Card, you can insert or delete users/cards from a given reader, as though from the application (the changes made in the reader are not reflected in the StandAlone application).

To **change the Master Card** of a reader, use the mouse to select the reader whose Master card you wish to change (place the cursor over the reader and left click):



Press the **Master** button (the reader stands by for a few seconds after receiving the ne Master card).

Present the new Master Card to the reader.

The Master Card change confirmation screen comes up:



## Notes



When the **Master** button is pressed, the selected reader stands by for a few seconds (approximately 6 secs), while the new Master Card is presented to the reader.

If no cards are presented before the time is up, the reader goes back into normal working mode and the screen shows that the Master Card change has not taken place.

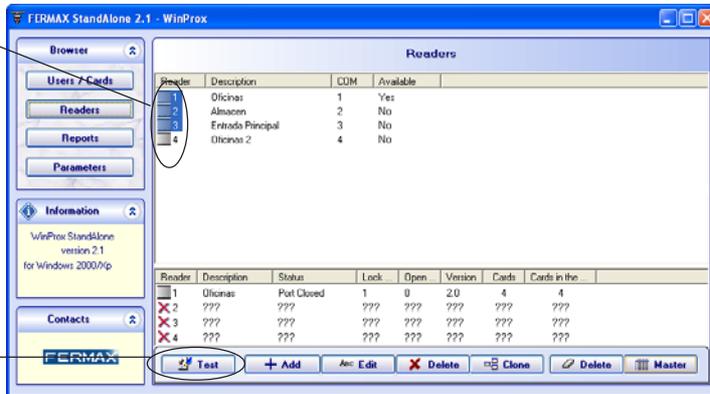


## Reader Testing and Status



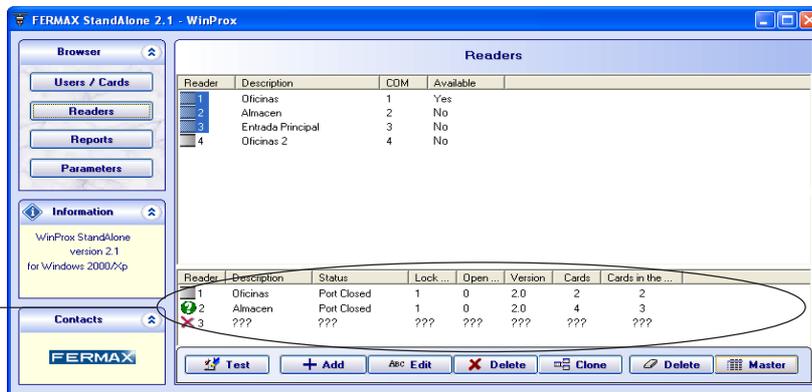
This option lets you run a Test of the readers in the installation, to check their status (number of cards, reader availability, configuration...)

To run a **Test** of the readers, use the mouse to select the reader or readers to be tested (click the left mouse button and drag it over the existing list of readers ),



and click the Test button.

On the lower panel of the Readers Screen, the information on the status of the readers tested is displayed:



The different icons that appear, in front of the reader, along with the other reader data (explained at the start of the Readers section) tell us the current state of each reader:

- Reader status is correct.
- Informs you that the number of users/cards present (stored) in the reader does not coincide with the number of users/cards in the StandAlone application database.  
This situation may arise for two reasons:
  - New users/cards have been entered in the reader with the Master Card. (in this case, get the list of users/cards from the reader. See "Receive" section in the "Users" chapters).
  - New users/cards have been introduced in the application and the reader has not been updated with the new changes (in this case, send the list of application users to the reader. See the "Send" section in the "Users" chapters).
- The reader has not been detected by the application (check that the connection between the PC and the Reader is correct and the reader is working properly. Run the test again).

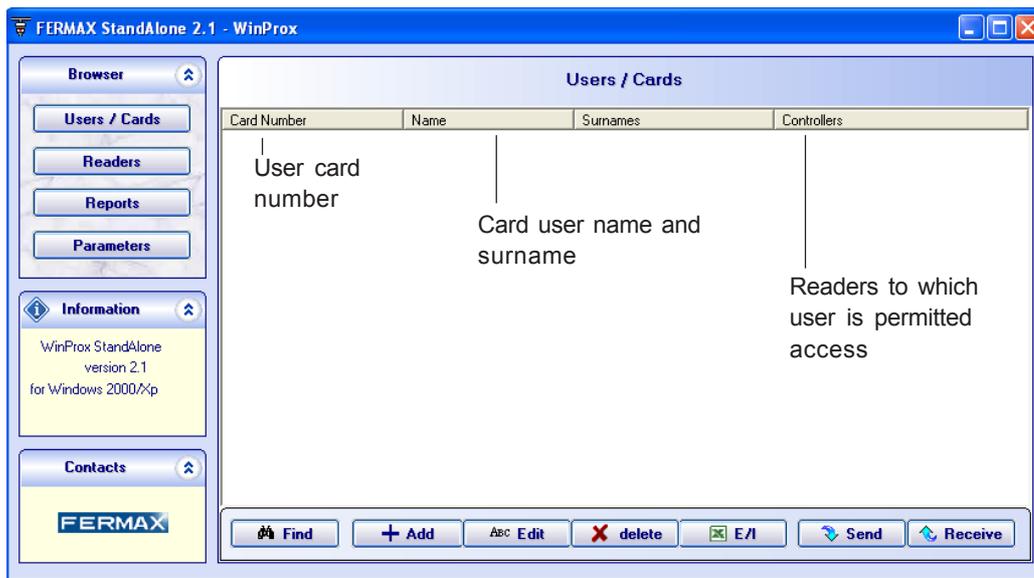
## USERS/CARDS

Lets you manage the users/cards in the system (add, delete, edit, export/import users/cards).

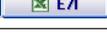
**The readers in the installation that the user may access or not must be defined previously (according to the access permits assigned on this screen).**

Click  on the browser panel to access the screen.

The users/cards screen comes up.



## Description of commands

	Lets you <b>Search</b> for a user/card from the list of users/cards present in the installation.
	Lets you <b>Add</b> a new user/card in the current installation and assign the access permits by the different readers defined in the installation.
	Lets you <b>Edit</b> (modify) the data of a user/card selected from the list of users/cards of the current installation.
	Lets you <b>Delete</b> the users/cards selected from the list of users/cards of the current installation.
	Lets you <b>Export/Import</b> the list of users/cards to EXCEL files.
	Lets you <b>Send</b> the list of users/cards from the PC to the readers in the installation.
	Lets you <b>Receive</b> the list of users/cards from the readers in the installation to the PC. (*)

## Notes

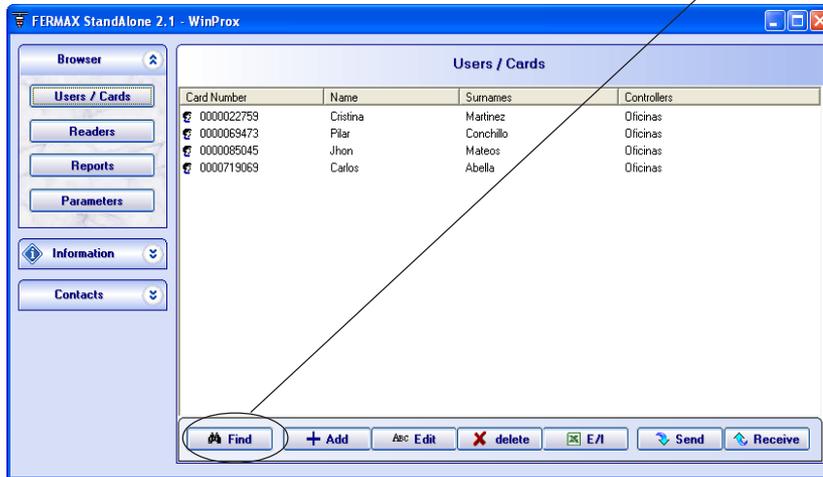


(\*) To receive the lists of users/cards, the stand-alone proximity reader must be version 2.0 or higher.

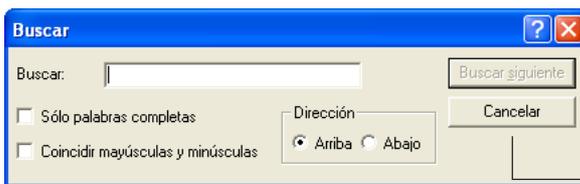
Search for Users/Cards



To search for a given user/card in the list of users in the current installation, click the  button:



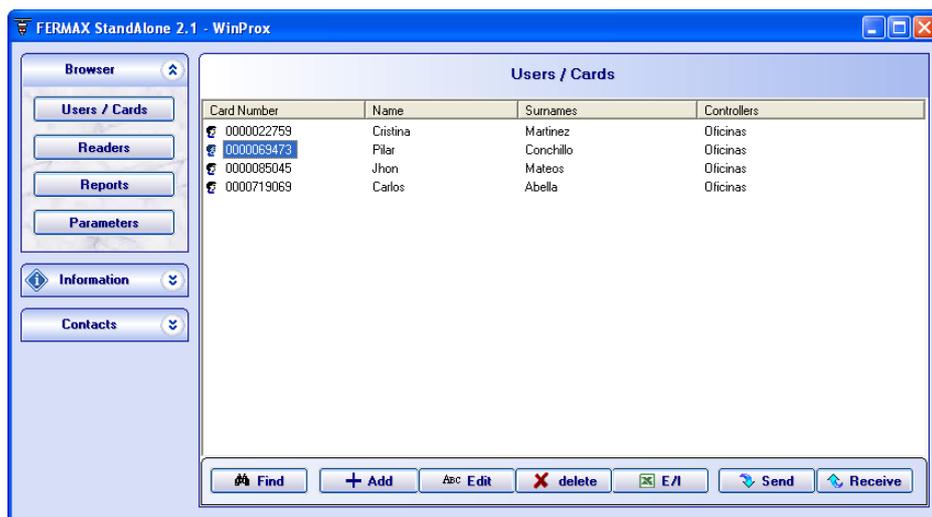
The Search screen comes up:



Enter information on the user/s to search for: user name, card number, access controllers.

Click on "Search Next".

On the list of users shown on the screen, the users/cards that contain any parameter coinciding with the data being searched for appear *highlighted in blue*.

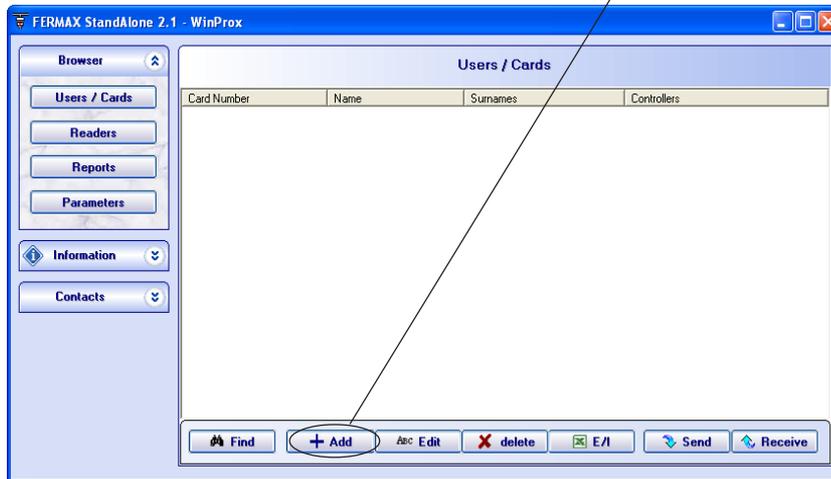


**Add Users/Cards**



Before adding users to the installation, all the readers in the installation must have been defined and installed.

To **Add** (create) a user/card in the current installation, click the  : button



The New User/Card screen appears.

Enter the following data for the new user/card:



- **Card:**  
Proximity card code (indicated on the corresponding card). (\*)
- **Name:**  
Name of user associated with the new card.
- **Surname:**  
Surname of user associated with the new card.
- **Access permits:**  
Select the readers to which the user will have access permitted, by ticking the corresponding box (click on the box with the left mouse button). (\*\*)

Click  to insert the User/Card in the application and the selected readers.

Press  to finalise insertion of Users/Cards.

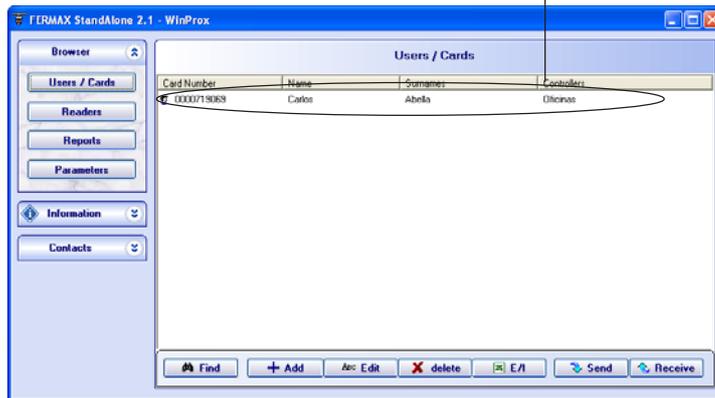
**Notes**



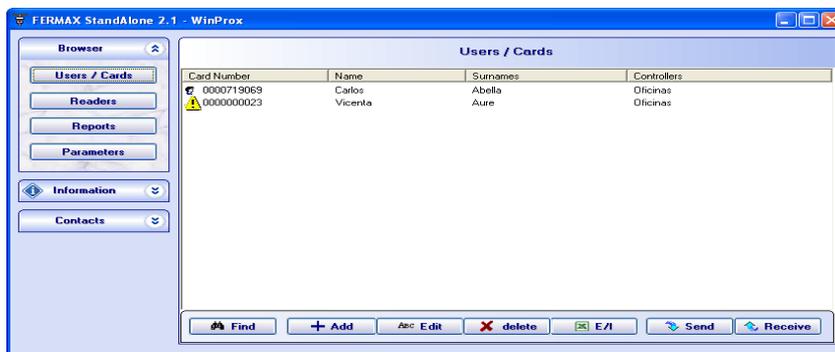
(\*) The card code may be introduced automatically through one of the readers in the installation (presenting the card to the reader). To do so, it is necessary to enable one of the readers as "card code reader" from the "Parameters" option. (see "Parameters" section)

(\*\*) The new user file only shows readers that have been defined and installed in the application previously. Once a user/card is created, the access permits cannot be modified. To modify the access permits, you will need to create a new user/card.

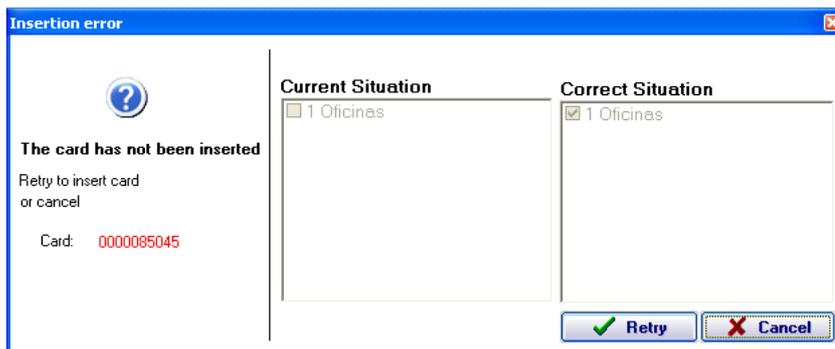
The new user inserted appears in the list of Users/Cards on the screen:



If an insertion failure occurs in any of the readers in the installation, (because one of the readers is disconnected...) when a new user/card is installed, the application reports the fault, indicating with the  icon that the user/card is in an undesirable situation.



Double click on the user in question and the screen below comes up, with information on the fault that has occurred (indicating the current situation of the user/card, and the desired or correct state):



In this example, card "123345669" has only been inserted in the "Offices" reader, whereas the correct situation is that the card should have been inserted in both the "Offices" and "Store" readers.

From this screen you can try inserting the user again to correct the situation:

To do this, click the  button

**Notes**



You can also try inserting the user/card again from the main "Users/Cards" screen, by clicking the  button. (See "Send" section).

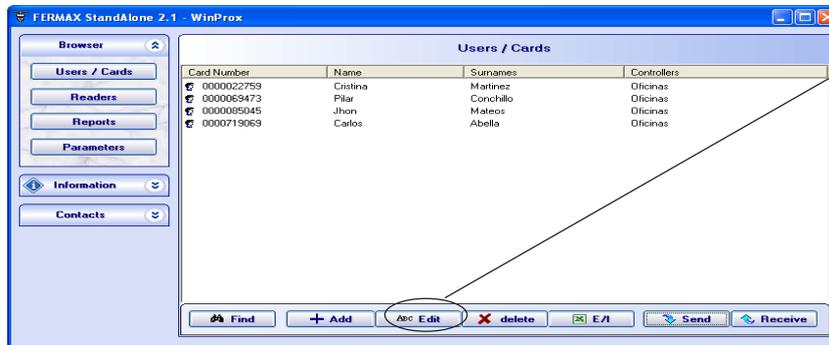
If the fault persists, run a test to check the status of the readers. See "Readers-Test".

## Edit Users/Cards

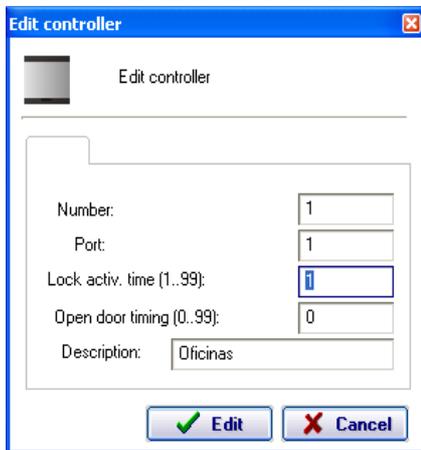
ABC Edit

To Edit a user/card already in the installation, select the user to be edited with the mouse and click the button.

ABC Edit



The Edit User/Card screen appears:



Modify the desired user data and click .

Only the User Name and Surname fields can be edited.

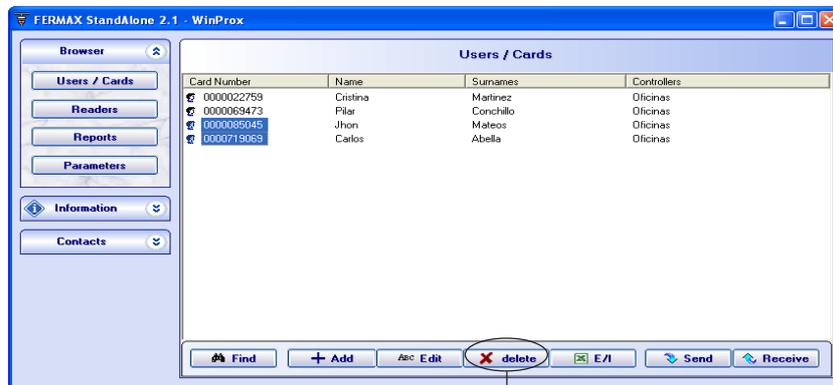
Once a user/card is created, the access permits cannot be modified

To modify the access permits, you will need to delete the user and create it again.

## Delete Users/Cards

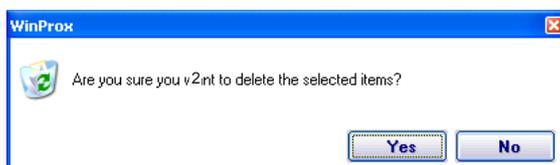
X delete

To remove one or several users/cards, use the mouse to select the user or users to be erased (click the left mouse button and drag it over the existing users list)



Press .

The Delete Users/Cards screen comes up:

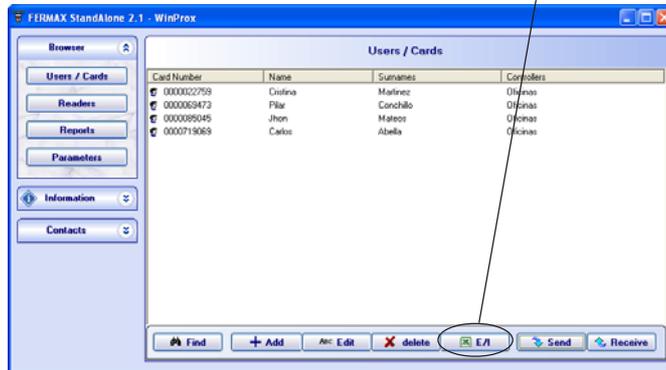


Click "YES" if you wish to delete the selected users, or "NO" to cancel the action.

Export - Import Users/Cards



To Export or Import a list of users/cards to an EXCEL file,click the button.

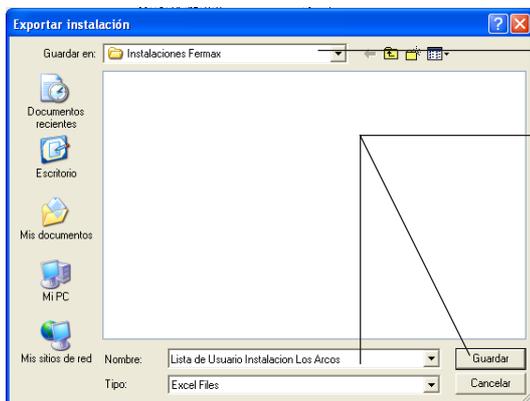


The Export/Import Users/Cards screen comes up:



Export

To Export the list of users/cards from the current installation, press the button; this screen appears:



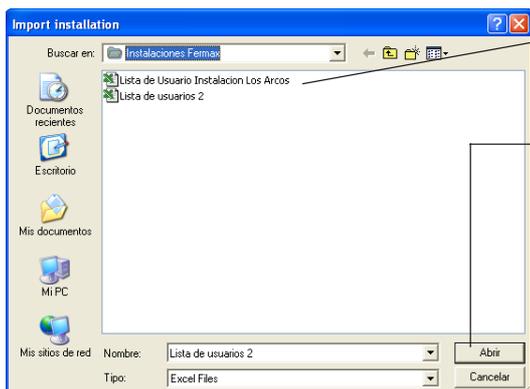
Select the directory where you want to save the (Excel) file that contains the list of users/cards.

Enter the file name and click on "Save".

The users list is stored in the PC in an editable Excel file.

Import

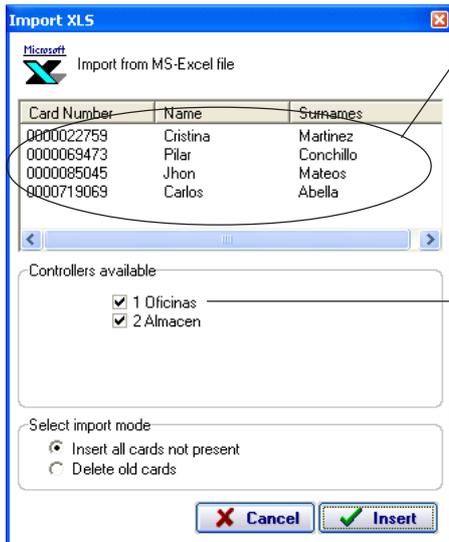
To Import a users/cards list (created in Excel or exported from another installation) to the current installation, press the button; the following screen comes up:



Select the (Excel) file containing the users/cards list to be imported.

Click the "Open" button.

This screen appears:



The screen shows the list of users/cards to be imported to the current installation.

*The list is only imported to the application; it will then be necessary to send the list with the new users/cards to the different readers in the installation.*

Select which controllers (readers) are to permit access to the different users/cards on the list (selection of permits is general for all the users/cards imported).

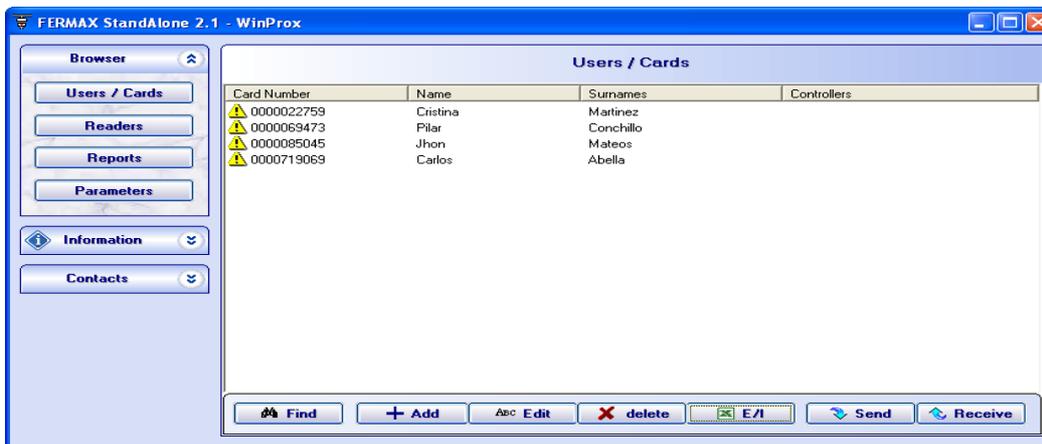
Tick the box corresponding to each reader with access permitted.

Select the import mode, activating the desired option:

- "Insert all cards not already present": only inserts in the installation those users/cards (card codes) not already present in the current installation.
- "Delete old cards": inserts all the imported users/cards, deleting the users/cards previously present in the installation.

Press  to insert the users in the current installation.

The new users imported appear on the Users/Cards screen, identified by the  icon:



The  icon indicates that the users/cards are in an undesirable situation.

In this case, it indicates that the users/cards are present in the installation but not in the readers. (Double click on the user in question; a screen appears with status information, indicating the current situation of the user/card and the desired or correct status):

The list of users/cards must be sent from the application to the readers in the installation every time new users/cards are imported. (See "Send" section).

Once the new list of users has been sent to the readers in the installation, if no errors have occurred in the process, the users/cards list is stored in each reader and each user/card icon changes to  status.

**Send Users/Cards Lists to Readers**

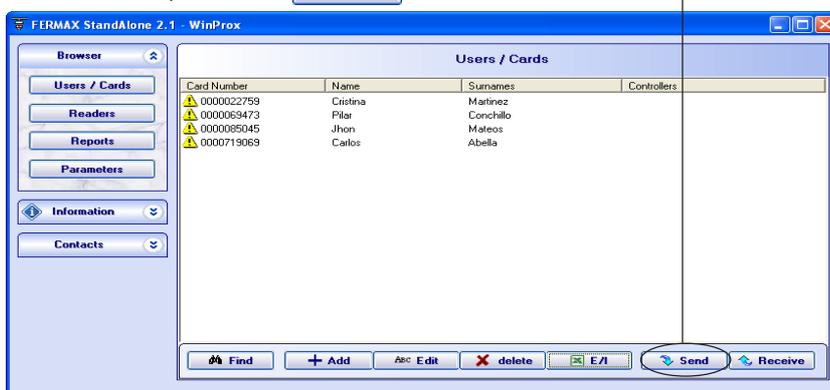


You must Send the list of users of the application to the readers in the installation every time a change is made in the users list: add, delete, modify, import.

In case of **Add, Delete or Modify**, the list of users is sent to the readers automatically, every time the corresponding action is taken, although it is possible that an error may occur in sending (a reader disconnected, etc...), in which case it will be necessary to send the list of users/cards to the readers again, as indicated below.

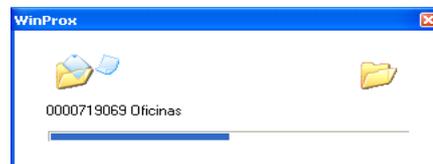
If **importing**, the new list of users/cards present in the application must always be sent to the different readers in the installation to update them.

To **Send** a list of users/cards, click the button.

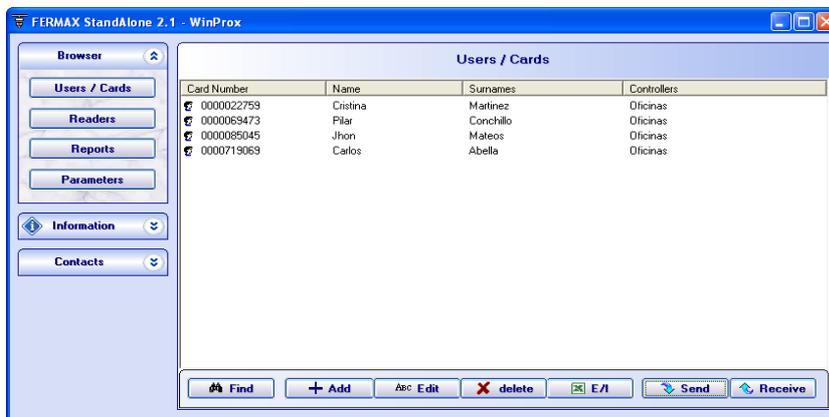


This screen comes up:

Press "Ok" to confirm list has been sent to the readers:



If the sending (updating) process of the users/cards to the readers has been done correctly, on the main screen the user/card icon (indicating that there is an anomaly in this user), changes to (indicating that the user is OK):



**Notes**



Should any updating faults occur in any of the readers in the installation when the list is sent (because one of the readers is disconnected...), the application reports the fault, with the icon indicating the users/cards that could not be sent to all the readers in the installation. Send the list again.

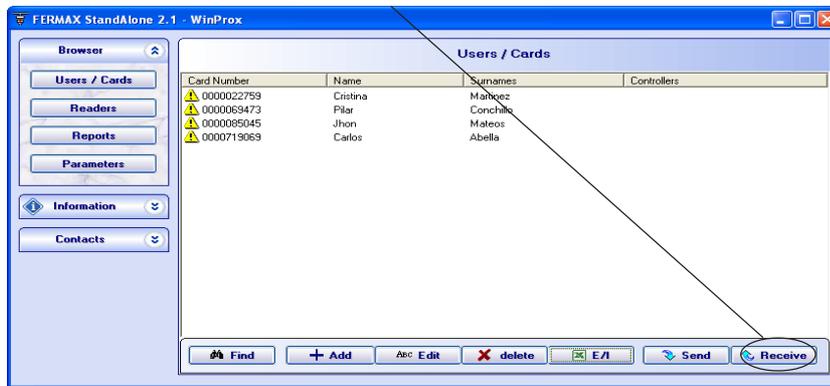
You can check the current status of a user by clicking on them with the mouse. (See Users/Cards Status).

## Receive Lists of Users/Cards from Readers

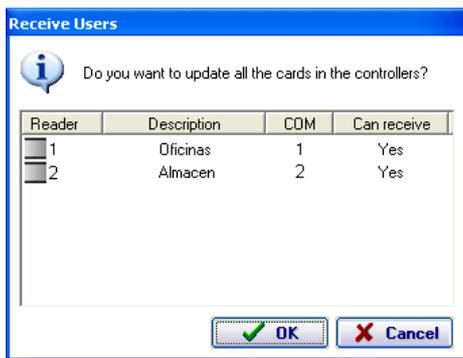


Reception of users/cards lists from the different readers in the application lets you obtain users/cards present in the different readers in the application and update the application lists, in case any new user/card has been added in one or more readers by means of the **Master Card**.

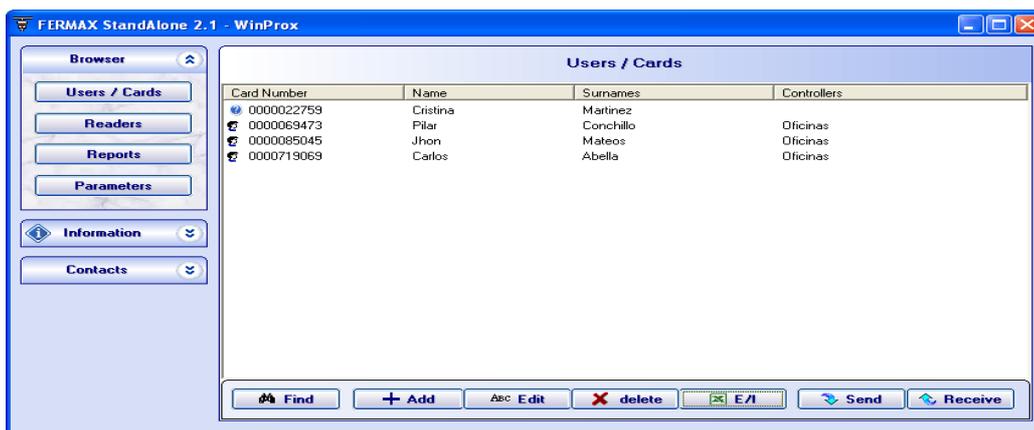
To **Receive** a list of users/cards, click the button.



The following screen comes up, showing the list of readers in the installation (in this case, 2):



Press "Ok" to update the list:



The main users/cards screen shows the list of users received from the readers in the installation.

The "🔍" icon (that precedes each user) indicates that the status of the user/card is correct, i. e. the user is both in the corresponding readers and the Stand Alone application.

The "🔍" icon (that precedes each user) indicates that the user/card was inserted by means of the Master Card in the corresponding reader (indicated in the list on screen), and so was not initially included in the list of application users, until now.

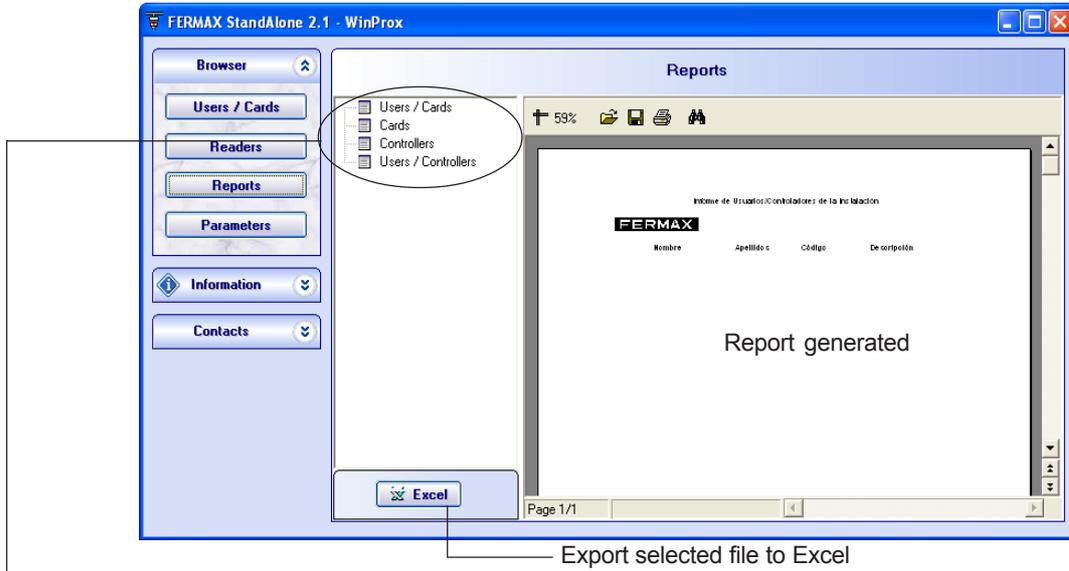
To change the 🔍 status, simply Edit each user and fill in the "Name" and "Surname" fields. (See "Edit" section).

## REPORTS

Lets you generate reports (print, save them, ...) with information on the installation.

Click **Reports** on the browser panel to access the screen.

The Reports screen comes up:

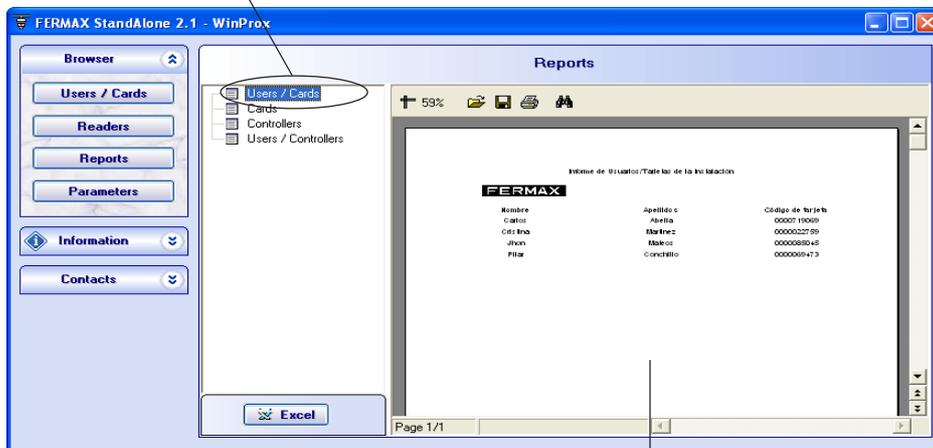


List of reports that can be generated:

- Users/Cards: List of users present in the installation , arranged by name.
- Cards: List of users present in the installation , arranged by card n°.
- Controllers: List of readers defined in the application.
- Users/Controllers: List of the different users, indicating which readers they are permitted access to.

## Generate Reports

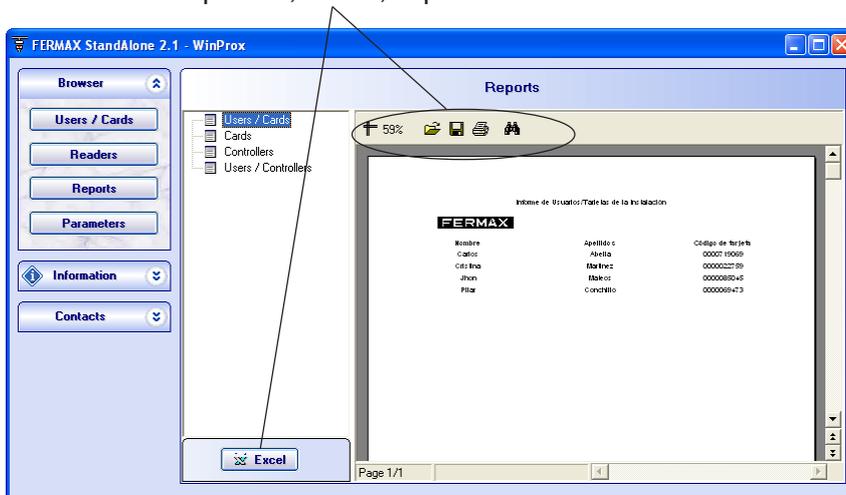
Select the Report you wish to generate from the Reports list.



The information requested appears on the right of the screen.

## Reports Options

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



Once the report is generated, click on the corresponding icon to take the desired action.

 75%	Lets you <b>Zoom</b> in on the report.
	Lets you <b>Open</b> a report saved previously in the PC.
	Lets you <b>Save</b> the current Report in the PC.
	Lets you <b>Print</b> the current Report.
	Lets you <b>Search</b> in the current Report.
	Lets you <b>Export</b> the information from the report to an Excel file.