

Access PE 3.0



BOSCH

en Installation Manual

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1 System Overview

Access Professional Edition System (hereunder referred to as **Access PE**) consists of four modules

- LAC Service: a process which is in constant communication with the LACs (Local Access Controllers – hereafter referred to as Controllers). AMCs (Access Modular Controllers) are used as Controllers.
- Configurator
- Personnel Management
- Logviewer

These four can be divided into server and client modules.

The LAC service needs to remain in constant contact with the controllers because firstly it constantly receives messages from them regarding movements, presence and absence of cardholders, secondly because it transmits data modifications, e.g. assignment of new cards, to the controllers, but mainly because it carries out meta-level checks (access sequence checks, anti-passback checks, random screening).

The Configurator should also run on the server; however it can be installed on client workstations and operated from there.

The modules Personnel Management and Logviewer belong to the Client component and can be run on the Server in addition, or on a different PC with a network connection to the server.

The following Controllers can be used.

- AMC2 4W (with four Wiegand reader interfaces) - can be extended with an AMC2 4W-EXT
- AMC2 4R4 (with four RS485 reader interfaces)

1.1 Restrictions and options

You can use Access PE for systems that do not exceed the following thresholds for connectable components and manageable data volume.

- Max. 10,000 cards
- Up to three cards per person
- PIN length: 4 to 8 characters (configurable)
- PIN types:
 - Verification PIN
 - Identification PIN
 - Arming PIN
 - Door PIN
- Access variants:
 - Only with card
 - Only with PIN
 - PIN or card
- Max. 255 time models
- Max. 255 access authorizations
- Max. 255 area-time authorizations
- Max. 255 authorization groups
- Max. 16 workstations
- Max. 128 readers
- Max. one I/O extension board (AMC2 8I-8O-EXT, AMC2 16I-16O-EXT or AMC2 16I-EXT) per Controller
- The following restrictions apply to each controller type:

Controller	AMC2 4W	AMC2 4W with AMC2 4W-EXT	AMC2 4R4
Readers/entrances			
Max. readers per AMC	4	8	8
Max. readers per interface/bus	1	1	8

Table 1.1: System limits – readers and entrances

Video system – restrictions and options

- Max. 128 cameras
- Up to 5 cameras per entrance
 - 1 identification camera
 - 2 back surveillance cameras
 - 2 front surveillance cameras
 - You can configure one of these cameras as an alarm and log book camera.

Offline Locking System (OLS) – restrictions and options

- Max. 1024 doors
- The number of entrances and authorization groups in the authorizations depends on the dataset length that can be written to the cards.
- Max. 15 time models
- Up to 4 periods per time model
- Max. 10 special days/holidays (from the online system)

1.2 Installation on one computer

The following figure shows a complete Access PE system installed on a single computer. Controllers can be connected via a serial interface. If a dialog reader is used then this is also connected via a serial interface.

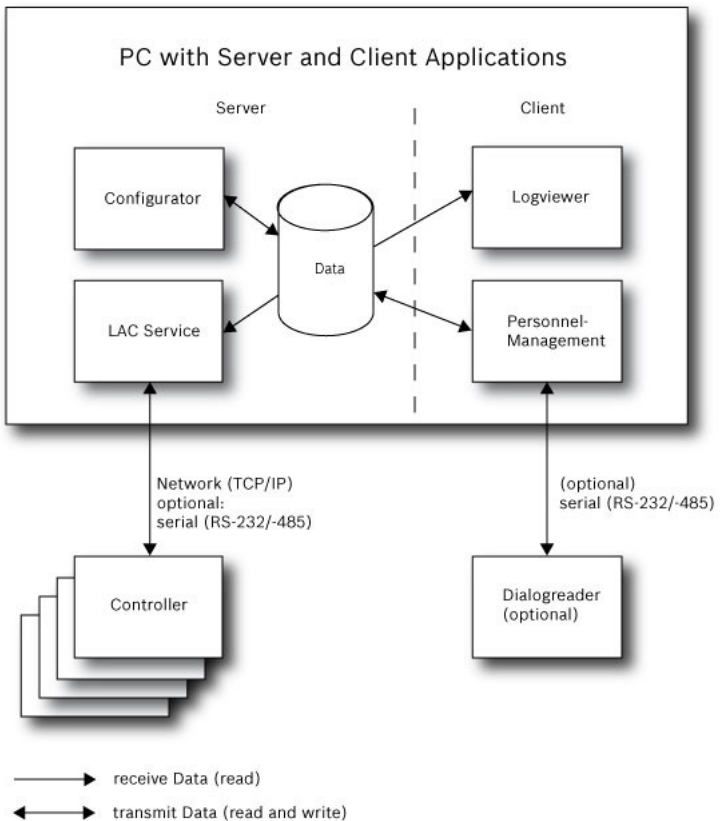


Figure 1.1: System Overview – Single Computer Configuration

1.3 Installation on multiple computers

The following figure shows an Access PE system distributed across 2 computers. This is particularly beneficial in cases where the Server to which the Controllers are connected is in a locked computer room, but the personnel data is maintained, for example, by the personnel department elsewhere.

The Access PE Client can be installed on up to 16 computers, which access common data on the Server via the network.

Client workstations can be configured to use two monitors.

Window positions maintained by the operating system, ensure a familiar operators' environment across login sessions.

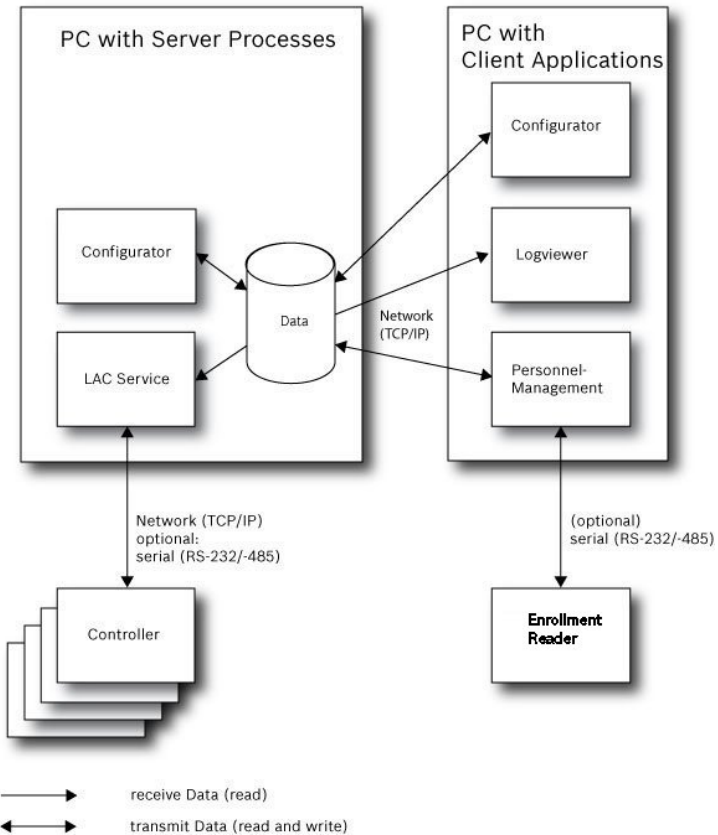


Figure 1.2: System overview – Distributed System

1.4 System Prerequisites

The installation of Access PE requires:

Operating Systems (one of):

- Windows XP SP2 Professional
- Windows XP SP3 Professional
- Windows 2008 Server
- Windows 7

Other software:

- To run the AmclpConfig application supplied (and the Bosch Video SDK), you need the **.NET Framework 4.0** platform.
- To create and display lists and reports, you must install **Crystal Reports** applications.

Separate setups are available on the installation CD.

Hardware Requirements

Both Server and Client require a Standard Windows PC with:

- 4 GHz CPU
- 4 GB RAM at least
- 20 GB free disk space (Server)
- 1 GB free disk space (Client)
- 100 Mbit Ethernet Network Card (PCI)
- Graphical adapter with 1024x768 resolution and 32k colors
- Resolution support:
 - 1024 by 768
 - 1280 by 1024
 - 2048 by 768
 - 2560 by 1024
- CD/DVD-ROM Drive
- I/O Expansion Option
- USB Keyboard and Mouse

Notice!



Microsoft Windows XP Professional is required for any video integration.

Please consult the documentation of the chosen devices and ensure that you can use an operating system supported by both software and devices.

2 General

2.1 Introduction

Access PE is an Access Control System which has been designed to offer the highest standards of security and flexibility to small and medium sized installations.

Access PE owes its stability and upgradeability to a 3-tier design: The top tier is the administration level with its controlling services. All administrative tasks are carried out here, e.g. the registration of new cards and the assignment of access rights.

The second tier is formed by the Local Access Controllers (LACs) which govern each group of doors or entrances. Even when the system is offline a LAC is able independently to make access control decisions. LACs are responsible for controlling the entrances, governing door opening times or requesting PIN-codes at critical access points.

The third tier consists of card readers which, like the Controllers, are identical across all BOSCH access controls. They provide not only a consistently high degree of security, but also a simple upgrade and expansion path for the system, protecting previous investments.

Access PE multi-user version allows multiple workstations to control the system. Customizable user rights levels regulate access and guarantee security. In this way it is possible, for example, to maintain card data from one workstation whilst using another to verify whether an employee is present in the building.

Access PE offers exceptionally flexible configuration of access rights, time models and entrance parameters. The following list gives an overview of the most important features:

Quick & Easy card Assignment

Cards (up to three) can be assigned to persons either manually or using a dialog reader connected to a PC via a serial connection. Only one card can be active per person at any one time. When upgrading cards the old card is automatically overwritten and becomes invalid, thus preventing old cards from gaining access even if those responsible forgot or were unable to cancel them.

Access Rights (including Group Privileges)

Each person can inherit group privileges as well as having individual rights assigned to him. Privileges can be restricted by area and time to an accuracy of one minute. Group privileges can be used to grant and limit access rights for any or all cardholders simultaneously. Group privileges can be made dependent on time models which restrict their access to certain times of day.

Access tracking

By defining Areas it is possible to track and enforce a correct sequence of accesses. Even without monitoring, this configuration makes it possible to display a cardholder's location.

Anti-Passback

When a card has been read it can be blocked for a defined period from entering at the same access point. Hence it is possible to prevent "passback", where a user hands his card back across a barrier to provide access for an unauthorized person.

Automatic Cancellation of cards upon Expiration

Visitors and temporary staff frequently require access for a limited period only.

cards can be registered for a specific time period, so that they automatically lose their validity when that period expires.

Time Models and Day Models

A cardholder can be assigned to specific time models which regulate the hours in which that person has access. Time models can be defined flexibly using day models which determine how specific weekdays, weekends, holidays and special days deviate from normal working days.

Identification via PIN-Code

Instead of a card a person can use a special PIN-Code to enter.

Verification via PIN-Code

Particularly sensitive areas can be programmed to require additional PIN-Codes. This protection can in turn be made dependent on time models, so that, for instance, a PIN-Code is only required for access during holiday times or outside of defined working hours.

Flexible Door Management

Flexible parameterization of individual door models allows an optimum balance between security and comfort. The "shunt" or alarm suppression period can be individually specified to regulate for how long a door may remain open. In cooperation with an alarm system the access point can then optionally be locked.

Periodic Door Release

In order to facilitate access, door alarms can be shunted to release doors for specific periods. Door release periods can be defined manually or automatically via a time model.

Time and Attendance

Access points can be parameterized to record ingress and egress for time & attendance purposes.

Card Design

The graphical add-in module **Card Personalization** (CP) is fully integrated into the Access Control system to allow the operator to create cards without switching applications.

Assignment of Photos

If the add-in module **Card Personalization** (CP) is not activated photographic identification can nevertheless be imported and associated with cardholders.

Offline locking system

Areas which are not covered, for whatever reason, by the high-availability online access control system can nevertheless be locked offline.

Administration of video devices

Entrances can be equipped additionally with cameras to identify and track the movements of persons using them.

2.2 User Login

- Start the user applications using the desktop icons:



Personnel Management



Configurator



Logviewer








Map and Alarm Management



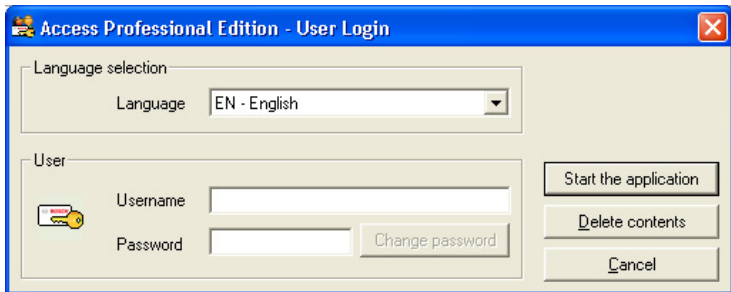
Video Verification

or choose the tools via : **Start > Programs > Access Professional Edition**

- Start the : **Map & Alarm Management** application using the desktop icon  or via : **Start > Programs > Access Professional Edition > Map & Alarm Management**.
- Start the : **Video Verification** application using the desktop icon  or via : **Start > Programs > Access Professional Edition > Video Verification**.
- Start the : **Configurator** application using the desktop icon  or via : **Start > Programs > Access Professional Edition > Configurator**.

- Start the : **Logviewer** application using the desktop icon  or via : **Start > Programs > Access Professional Edition > Logviewer.**
- Start the : **Personnel Management** application using the desktop icon  or via : **Start > Programs > Access Professional Edition > Personnel Management.**

The system's applications are protected from unauthorized use. A login with a valid **username** and **password** is required in order to invoke the dialog-based subsystems.



The upper drop-down list can be used to select the desired interaction **language**. The default is that language which was used to install the application. If there is a change of user without restarting the application then the previous language is retained. For this reason it is possible for a dialog box to appear in an undesired language. In order to avoid this, please log in to Access PE again.

Access PE applications can be run in the following languages:

- English
- German
- Russian
- Polish
- Chinese (PRC)
- Dutch
- Spanish

– Portuguese (Brazil)

Notice!



All facilities such as device names, labels, models and user-rights schemes are displayed in the language in which they were entered. Similarly buttons and labels controlled by the operating system may appear in the language of the operating system.


If a valid username/password pair are entered then the button : **Change Password** appears. This can be used to start a new dialog to change the password.





The button **Start the application** checks the user's privileges and, based on these, starts the application. If the system is unable to authenticate the login then the following error message appears: : **Wrong username or password!**


Login via Personnel Management

If the user is already logged into the Access PE Personnel Management application, and if the user's rights include the other tools, he can start the : **LogViewer**, : **Configurator**, : **Alarm Management** and : **Video Verification** using the toolbar buttons.

If the user is already logged into the Access PE **Personnel Management** application, and if the user's rights include : **LogViewer**, then : **LogViewer** may be invoked directly using the  button in the tools list, without requiring a separate login to the LogViewer application.


If the user is already logged into the Access PE **Personnel Management** application, and if the user's rights include : **Configurator**, then : **Configurator** may be invoked directly using the  button in the tools list, without requiring a separate login to the Configurator application.





If the user is already logged into the Access PE **Personnel Management** application, and if the user's rights include : **Video Verification**, then : **Video Verification** may be invoked directly using the  button in the tools list, without requiring a separate login to the Configurator application.

If the user is already logged into the Access PE **Personnel Management** application, and if the user's rights include : **Alarm Management**, then : **Alarm Management** may be invoked directly using the  button in the tools list, without requiring a separate login to the Configurator application.









2.3 Menu and Tool bar









The following functions can be invoked via the menus, the icons in the toolbar or specific keyed shortcuts.



Function	Icon/ Shortcut	Description
Menu File		
New	 Ctrl + N	Clears all configuration dialog boxes (except for default settings) in order to define a new configuration.

Function	Icon/ Shortcut	Description
Open...	 Ctrl + O	Opens a dialog box to select a different configuration for loading.
Save	 Ctrl + S	Saves changes into the current configuration file.
Save as...		Saves the current configuration into a new file.
Activate Configuration		Activates a loaded configuration and saves the hitherto active configuration.
Send Configuration to LAC		Propagates saved configuration changes to the LAC-Service.
List recently active configurations		Opens configurations directly, circumventing the Open function's selection dialog.
Exit		Shuts down Access PE Configurator.

Function	Icon/ Shortcut	Description
Menu View		
Tool bar		Toggles display of the tool bar (default = on).
Status bar		Toggles display of the status bar at the bottom edge of the window (default = on).

Function	Icon/ Shortcut	Description
Menu Configuration		
General		Opens the General Settings dialog for setting up Controllers and general system parameters.
Input signals		Opens the dialog box for parametrizing input signals.
Output signals		Opens the dialog box for parametrizing output signals.
Entrances		Opens the Entrances dialog for parametrizing doors and card readers.
Areas		Opens the Area Configuration dialog for dividing the protected installation into virtual areas.
Holidays		Opens the Holidays dialog box for defining holidays and special days.
Day Models		Opens the Day Models dialog box for defining time periods within a day for the activation of access functions.
Time Models		Opens the dialog Time Models for defining timezones dependent on days of the week or calendar.

Function	Icon/ Shortcut	Description
Personnel Groups		Opens the dialog box Personnel Groups for dividing personnel into logical groups.
Access Authorization Groups		Opens the dialog box Access Authorization Groups for defining groupings of authorizations to entrances.
Offline locking system		Opens the Offline locking system dialog for configuring special elements of the installation (Entrances, Time models, Authorization groups).
Display Texts		Opens the dialog box Display texts for editing the texts to be displayed at the card readers.
Log Messages		Opens the dialog box Log Messages for editing and categorizing log messages.
Additional personnel fields		Opens the dialog box Additional personnel fields for defining data fields for personnel.
Wiegand - cards		Opens the dialog box Wiegand-cards for defining the structures of card data.
Administering video devices		Opens the Video devices dialog for configuring cameras to be used in video verification.

Function	Icon/ Shortcut	Description
Map Viewer and Alarm management		Opens the Map Viewer for an areal view of maps and control devices and the alarm list for alarm handling.
Menu ? (Help)		
Help topics		Opens this help text.
About Access Professional Edition - Configurator		Displays general information about Access Professional Edition - Configurator

2.4 General system settings

General system settings are displayed below the list of controller settings. These are valid for all installations.

Default card data Country code <input type="text" value="00"/> Customer code <input type="text" value="056720"/>	PIN code Number of digits <input type="text" value="4"/> Number of retries before blocking <input type="text" value="3"/> <input type="checkbox"/> use separate IDS pin
LAC subsystem process Poll interval on serial connected LAC in ms <input type="text" value="200"/> Read-timeout on serial connected LAC in ms <input type="text" value="500"/> Create TA-data at <input type="text" value="00:01"/> <input type="checkbox"/> Export personnel and TA data	Directories Database <input type="text" value="C:\BOSCH\Access Professional Edition\PE\data\DI"/> Event log <input type="text" value="C:\BOSCH\Access Professional Edition\PE\data\Mi"/> Import files <input type="text" value="C:\BOSCH\Access Professional Edition\PE\data\Im"/> ... Export files <input type="text" value="C:\BOSCH\Access Professional Edition\PE\data\Ex"/> ... DLL-files <input type="text" value="C:\BOSCH\Access Professional Edition\PE\data\DI"/> Pictures <input type="text" value="C:\BOSCH\Access Professional Edition\PE\data\Pi"/> ... Test logs <input type="text" value="C:\BOSCH\Access Professional Edition\PE\data\Lo"/>
<input checked="" type="checkbox"/> Show welcome/leaving message <input checked="" type="checkbox"/> Show cardholder name in display	

Parameter	Default value	Description
Country Code	00	Some card data are appended to the manually entered card number.
Customer Code	056720	

Parameter	Default value	Description
Poll interval on serial connected LAC in ms	200	The time interval in milliseconds between pollings by the LAC-Service to verify intact connections to a controller.
Read-Timeout on serial connected LAC in ms	500	Range of values for poll interval: 1 to 500 Possible values for read-timeout: 1 to 3000
Create TA data at	00:01	Specification of the time at which the Time & Attendance data file should be created.
Export personnel and TA data	deactivated	When activated this option causes time & attendance data to written continuously to the export file. When not activated the data file is created at the time specified by the parameter Create TA data at .
<p>The file containing attendance time-stamps is created in the following directory: C:\Program Files\Bosch\Access Professional Edition\PE\Data\Export Under the name TA_<Current date YYYYMMDD>.dat</p>		

Parameter	Default value	Description
Show welcome/ leaving message	activated	Given appropriate reader type and settings (Arriving, Leaving or Check ok in the Entrances dialog) the reader will display those welcome and leaving texts which are stored for the cardholder in the Personnel Data dialog of the Personnel Management application. Does not apply to Wiegand readers.
Show cardholder name in display	aktiviert	Readers with display will show the Display Name as stored in the cardholder's Personnel Data. Does not apply to Wiegand readers.
Number of digits	4	Determines the number of digits a verification or arming PIN requires. This setting applies also to the door PIN which can be set during the configuration of entrances. Possible values: 4 to 8

Parameter	Default value	Description
use separate IDS PIN		If no separate IDS PIN is set, then a verification PIN can be used to arm the IDS. Only if the check box is selected do the input fields for the arming-PIN become active in the Personnel dialog screen. In this case the verification PIN can no longer be used to arm the IDS.

Parameter	Default value	Description
Count of retries before blocking	3	Number of failed attempts to enter the PIN. If the cardholder mistypes the PIN this many times then s/he will incur a system-wide block which can only be removed by an authorized system user (Personnel Management). Possible values: 1 to 9
Directory paths to: Database Log file Import files Export files DLL files Image data Test-Logging	C:\Program Files \BOSCH \Access Professiona I Edition\PE \Data... \Db \MsgLog \Import \Export \DII \Pictures \Log	These are the default paths. The directories for import, export and image files can be changed.

**Notice!**

When using Wiegand controllers and readers, in order to use Identification-, arming- or door-PINs the Wiegand card definition **PIN or Card** (Nr. 6) needs to be activated.

2.5 Layout of the main dialog

The dialog consists of the following parts:



- 1 = **Menu bar** – contains dialog functions displayed according to the menu order.
- 2 = **Toolbar** – contains shortcut keys for the most important dialog functions.
- 3 = **Title bar** – conforms to Windows standard and contains buttons for minimizing or closing the dialog window. The name of the registered user appears in square brackets.
- 4 = **Personnel table** – lists all people known in the system along with their attendance status (authorization and location).


- 5 = **Dialog field** – the first time this field is opened or when no user is logged in, it shows a neutral image (map of the world). When an entry is selected from the Personnel list, this person's data is displayed.
- 6 = **Online swipe** – lists the last five people (with database image) that have swiped their cards at the entrance selected.
- 7 = **Device status** – lists the configured devices and entrances along with their connection status. Enables door control functions.
- 8 = **Event display** – faults are indicated by a flashing red bar (flashes three times) with details on the cause.
- 9 = **Status bar** – displays information on buttons and menu entries that are controlled with the cursor. Status display on card personalization program (CP), dialog readers and LAC service.





When you enable the **Video Verification** component, additional facilities will be added to this dialog; see Personnel Management.

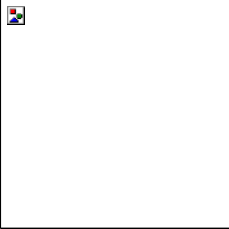
When you enable the **Video Verification** component, additional facilities will be added to this dialog.







2.6 Menu and tool bar


The following functions are available via the menus or the icon buttons.

Function	Icon	Description
Menu Options		
Refresh		Refreshes the Personnel list

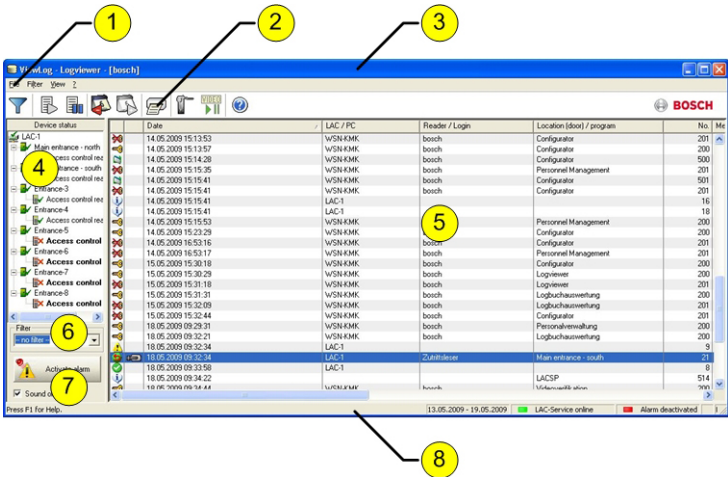
Function	Icon	Description
Exit		Exits the Access PE Personnel Management application
Menu Persons		
New person		Opens a blank personnel and card data dialog
Modify person		Opens the personnel and card data dialog with the data of the selected person.
Delete person		Deletes the selected person (after confirming a safety check dialog).
Transmit selected person to the LAC service		Transmits the selected person's data to the LAC service and reports success.
Transmit all persons to the LAC service		Transmits all persons' data to the LAC service and reports success.
Set all persons absent		Sets all persons absent (after confirming a safety check dialog).
Set location of all persons present to unknown		Sets the location of all persons to unknown and deactivates access tracing for the next booking of each person.
View/print reports		Calls the dialog for creating report lists.

Function	Icon	Description
	List control	Restricts the persons shown to those of the selected group. 
Menu View		
Symbol bar		Toggles display of the tool bar. Default = on.
Status bar		Toggles display of the status bar. Default = on.
Personnel data: State Card No. Personnel-No. Company Personnel Group Phone Location		Choice of columns displayed in the personnel overview in addition to symbol and name columns. Default = State - Company - Location
Menu Door management		
open door	These functions are also available via	The entrance selected in the device list is displayed and can be opened (one-off).

Function	Icon	Description
Long-term open	the context menu (right click on the desired door/entrance)	The entrance selected in the device list is displayed and can be opened (long-term).
lock door		The entrance selected in the device list is displayed and can be locked.
Menu Tools		
User logon		Log in/off Personnel management.
Execute the Configurator		Executes Configurator and transfers data from personnel management.
Execute log viewer		Executes Log viewer and transfers data from personnel management.
Execute Video verification		Starts the application for executing video verification.
Execute Alarm and Map management		Starts the Map viewer and Alarm management processing application.
Video panel		Shows four displays in the dialog field for individual video camera feeds.
Properties		Opens a dialog box for general system settings.
Menu ? (Help)		

Function	Icon	Description
Help topics		Opens this help file.
About Access Professional Edition - Personnel Management		Displays information about Personnel Management.

2.7 Layout of the main dialog









- 1 = **Menu bar** - Contains all dialog functions arranged in menus.
- 2 = **Tool bar** - Contains the most important dialog functions as icon buttons
- 3 = **Title bar** - Conforms to Windows standard and contains buttons to minimize and close the main dialog window. The name of the current user is displayed in square brackets.




- 4 = **Device status** - List of the configured devices and entrances along with their connection status.
- 5 = **Message list** - List of messages arrived hitherto. The display can be modified by specific filter settings.
- 6 = **Filter selection** - Predefined and customized filters can be selected from the combo-box.
- 7 = **Alarm activation** - Triggers the activation/deactivation of alarms for messages. An incoming message can be accompanied by an acoustic signal.
- 8 = **Status bar** - Dates of the log files opened. Status of the LAC Service. Alarm settings.

2.8 Menu and Tool bars

The following functions are available for log evaluation via menus and icon buttons.

Menu	Function	Icon button	Description
File	Print...		Print the log messages displayed
	Exit		Closes the LogViewer application.
Filter	Filter definition		Opens the message filtering dialog.

Menu	Function	Icon button	Description
	Continuous mode on		Starts continuous message display. This icon is only active when the function is not already running and the message filter is set to the current day. Continuous message display is the default setting.
	Continuous mode off		Pauses the continuous message display. This icon is only active when continuous message display is running.
	Events previous day		Switch to previous day's messages.
	Events next day		Switch to next day's messages.
View	Symbol bar		Hides/Displays the tool bar. Default = on.
	Status bar		Hides/Displays the status bar. Default = on.
without a menuitem			

Menu	Function	Icon button	Description
			
			
? (Help)	Help topics		Opens this help file.
	About LogViewer		Opens Help About Access PE LogViewer.

2.9 Enrollment Configuration

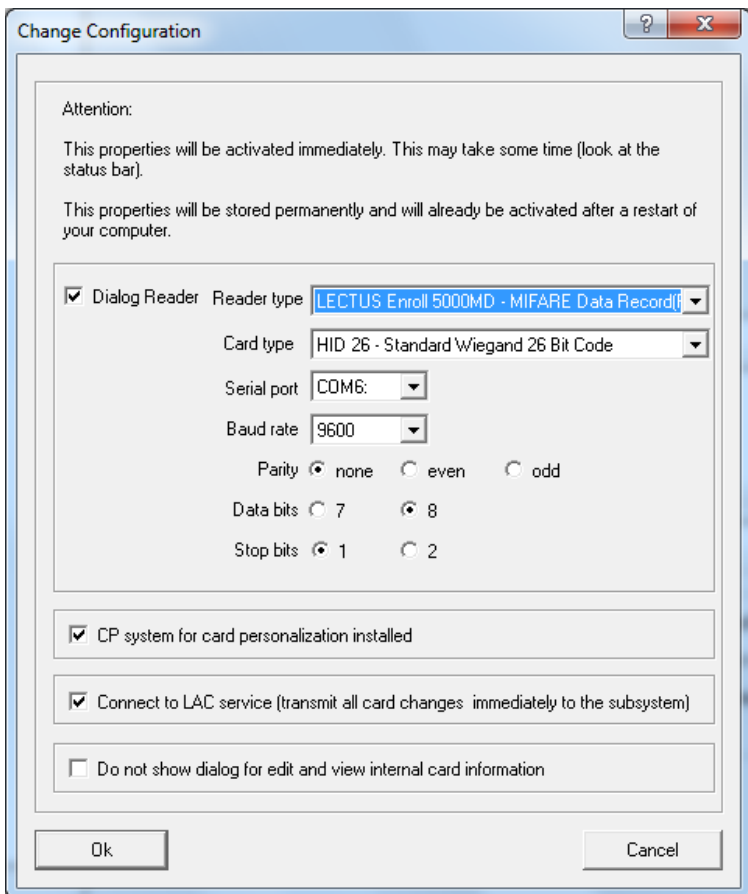
Enrollment Readers (RS 232) > Tools > Settings calls a dialog in which it is possible to perform basic configuration tasks (activate, modify) from any workstation.

- Administrative workplaces, where persons are assigned cards, can be fitted with an enrollment reader. This must be parameterized and configured according to the manufacturer's specifications, or those delivered with the device. If an enrollment reader is set up then manual card checking is deactivated.

The required settings for supported readers are:

Reader name	BAUD	D	P	S
DELTA 1200 Prox RS232	9600	8	N	1
DELTA 1200 iClass RS232	57600	8	E	1
DELTA 1200 USB Hitag, Legic, Mifare	9600	8	N	1
DELTA 1200 RS232 Hitag, Legic, Mifare	19200	8	N	1
Rosslare ARD-1200EM USB	9600	8	N	1
LECTUS secure 5000 MD	9600	8	N	1

D =	Data bits	N =	none
P =	Parity	E =	even
S =	Stop bits	O =	odd



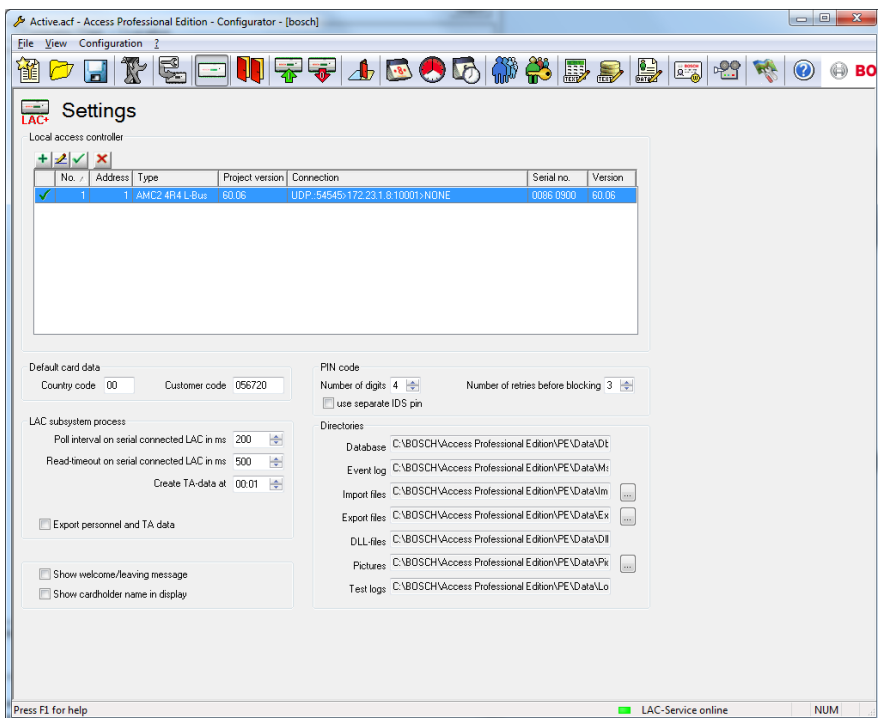
- If the system has been installed with the optional **Card Personalization** (CP) module then the corresponding check box is selected in settings. Unchecking this box blocks all functions for card design/creation.

- In addition the automatic transfer of personnel data via **Connection to the LAC Server** is also checked. This box should always remain checked.
- The display of card information during card assignment can be disabled here. This display is only necessary when, contrary to default settings (see General Settings in Access PE Configurator) card data are required which do not conform to the company standard settings.

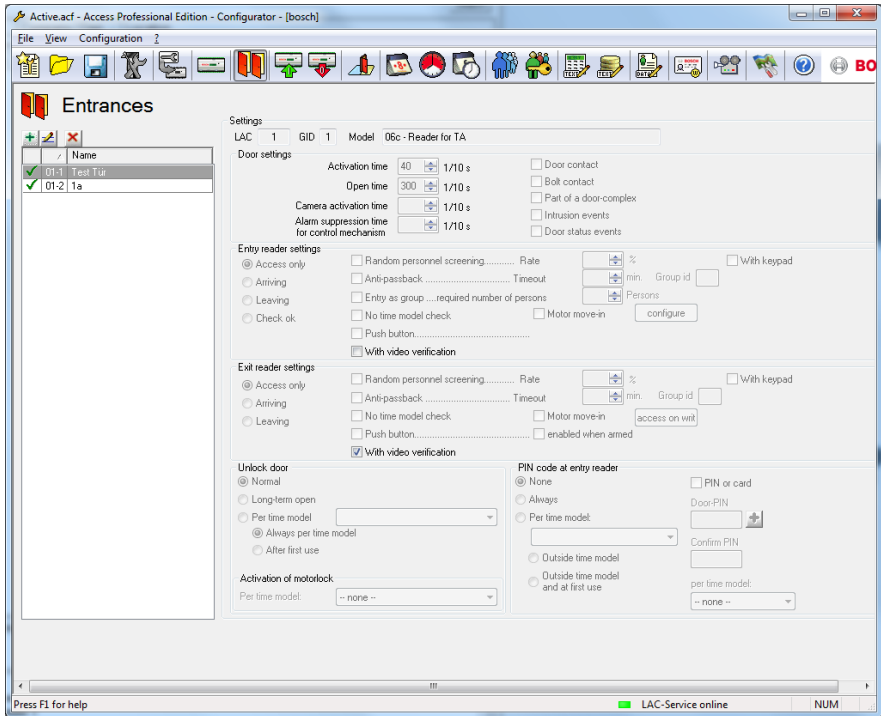
2.9.1 Enrollment via AMC connected readers

Make sure that at least one reader is configured with a **Door Model 06c**, which is the door model for enrollment.

Start the **Configuration Browser** and select a **Local Access Controller (LAC)** (e.g. AMC2...)



Click the **Entrances** symbol and add a new Entrance reader:



The dialog window **Define Entrance** opens:

Define Entrance

Description

Please configure LAC, GID and doormodel

LAC GID

Door model

Video verification Surv. camera:

Reader configuration

Reader type Address (1..8)

Access-reader ✓

In this dialog:

- Enter a Description (e.g. Enrollment Reader AMC)
- Select a LAC and a group ID (GID)
- Select a reader type (e.g. Wiegand)
- Select a number between 1 and 8 as Access Reader Address

Click OK to conform the enrollment configuration.

Access Professional Edition - Personnel Management - [bosch]

Options Persons View Door management Tools

Name	Company / Dep.	Location
Administrator	-- unknown --	-- unknown --
jkghjkhg	-- unknown --	-- unknown --
Textperson	-- unknown --	-- unknown --

Device states | Areas | Video devices

- LAC1
 - Access point
 - Access control reader
 - Enrollement reader AMC
 - Access control reader

Administrator

(Person has no card assigned)

Current Absent Set present

Remark:

Memo:

Phone:

Location: -- unknown --

Special messages on the reader

Name: Administrator

On arrival:

On leaving:

Card status

- valid
- explicit blocked
- 3 x wrong pin input
- selected for random screening

Buttons: Memo preview, Memo print, Save, Cancel, Close

Status bar: Ready | CP online | Reader online | LAC-Service online | NUM

3 Installation

In addition to the access control applications **Personnel Management, Configurator** and **Logviewer**, Access Professional Edition Installation also includes a facility for setting up the **LacSp** (LAC Subprocess) service and the **Card Personalization** automatic background process (if CP is to be installed).

The following applications are also installed and can all be accessed via **Start > Programs > Access Professional Edition**.

–

- Alarm Management
- AMC IP Configuration
- Badge Designer
- Bosch Video Player
- Card Personalization Configuration (German and English)
- Card Personalization Interface
- Database Management
- Video Verification

Notice!



If you wish to migrate from **[MISSINGDISPLAYTEXT: Access Personal Edition]** to **[MISSINGDISPLAYTEXT: Access Professional Edition]**, you should first remove the existing software via **[MISSINGDISPLAYTEXT: Start > Settings > Control Panel > Add or Remove Programs]** before installing the new software, making use, if necessary, of the data backup feature described in the installation guide.

3.1 Requirements

You must have the following software components to enable fault-free operation of the Access PE software and its tools. If these software components are not available on your computer, you can install them from the Access PE installation CD. Details regarding the products you require are as follows.

1. **dotnetfx40.exe** (= .NET Framework 4.0) is needed for...
2.
 - ... the **AmclpConfig** application for configuring the Access Modular Controllers (AMC) on the network.
 - ... for the **Bosch Video SDK** if you wish to use the video components in your system.
Details on the exact version are available from the README.txt on the software CD.
3. **VideoSDK_Redist443.exe** and **VideoSDK_Redist510.exe** (= Bosch Video SDK) for the functionalities associated with the integrated Video System.
For selecting the proper VSDK please refer to the VSDK device compatibility sheet included on the DVD.
4. **CRXI_R2_SP4Runtime.msi** (= Crystal Reports) for creating and displaying reports and lists.



Notice!

We recommend that you install the components in the order they are listed above.

3.2 Beginning the Installation

Before starting the installation please close all other programs. Log in as **Administrator** or use an account which has administrator privileges. Place the installation CD in the CD Drive and begin the installation by double-clicking the file **Access Professional Edition Setup.exe** in the main directory.

Notice!



The installation and the way it is carried out does not depend on the components ordered for your access control system. All components are installed, and these are either released or blocked by the licensing procedure performed later; see .

3.3 Language Selection and Preparing

Choose the desired language (English or German) for you installation from the list. Confirm your choice by clicking **OK**.

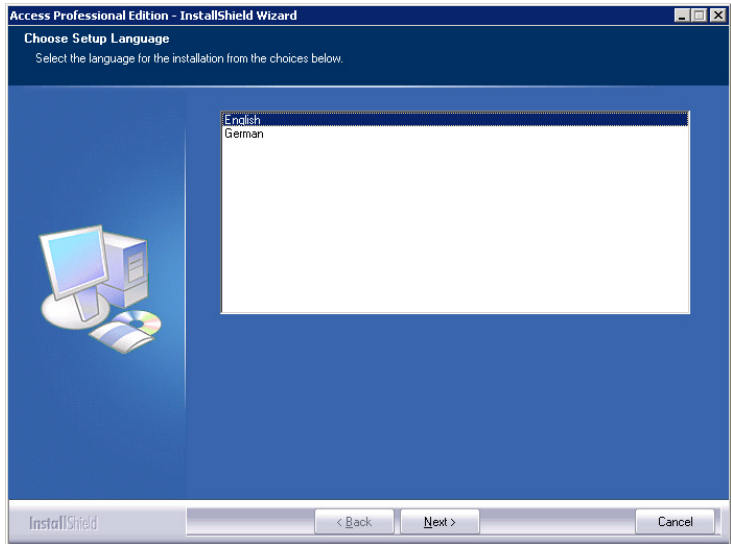


Figure 3.1: Installation – Language Selection

This selection only relates to the language used in the installation wizard dialogs during installation. It does not affect the languages of applications used later.

After setup the Install Shield wizard will start up in the chosen language. Press **Next**

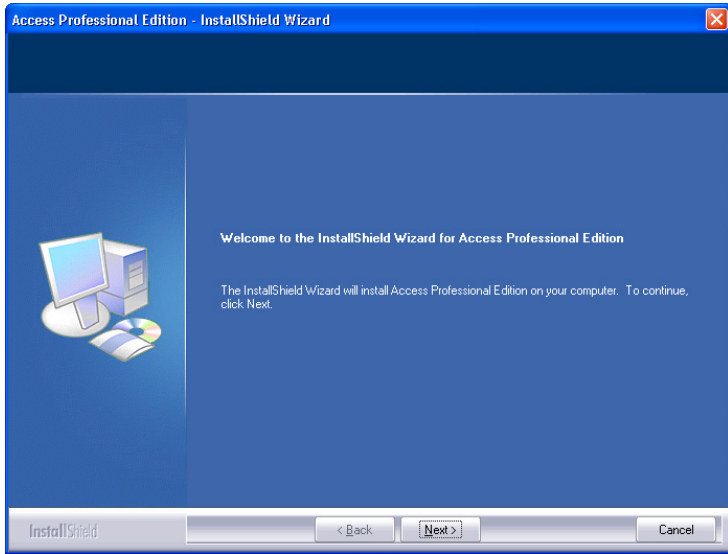


Figure 3.2: Installation - Start of the Install Shield Wizard

Notice!



If you have chosen for the installation a language other than that of the operating system, it is nevertheless possible that some system elements (particularly button labels) appear in the language of the operating system.

3.4 License Agreement

In order to continue the installation it is necessary to accept the terms of the license agreement. Please read these carefully and indicate your acceptance by clicking **I accept the terms of the license agreement**.

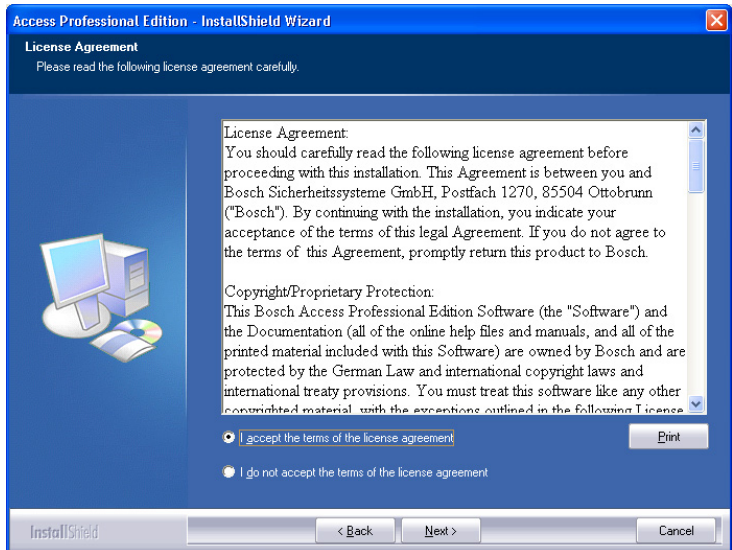
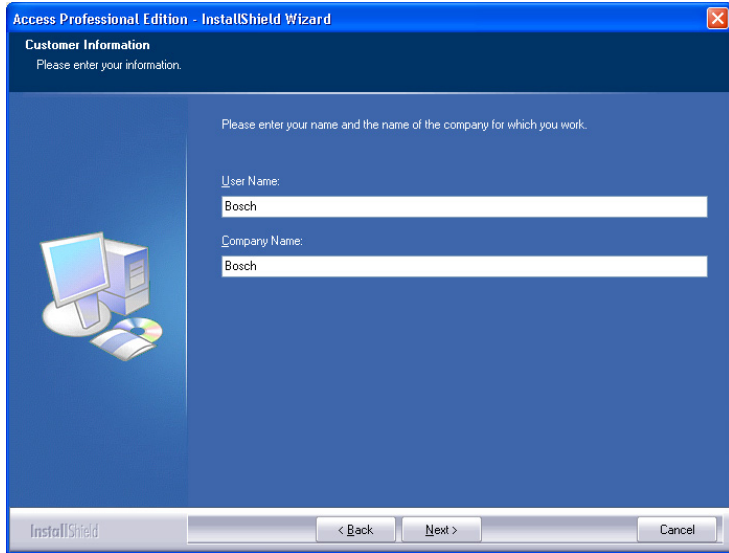


Figure 3.3: Installation - License Agreement

Only then will the button **Next** be activated so that the installation can proceed to the next stage.

3.5 Customer Information

Enter the user and company information in the fields provided. The default values shown are those which were entered during the installation of the operating system.



Access Professional Edition - InstallShield Wizard

Customer Information
Please enter your information.

Please enter your name and the name of the company for which you work.

User Name:
Bosch

Company Name:
Bosch

InstallShield < Back Next > Cancel

Figure 3.4: Installation – Customer Information

Confirm your entries by clicking **Next**.

3.6 Choosing the type of Installation.

You can choose between **Server** and **Client** type installations.

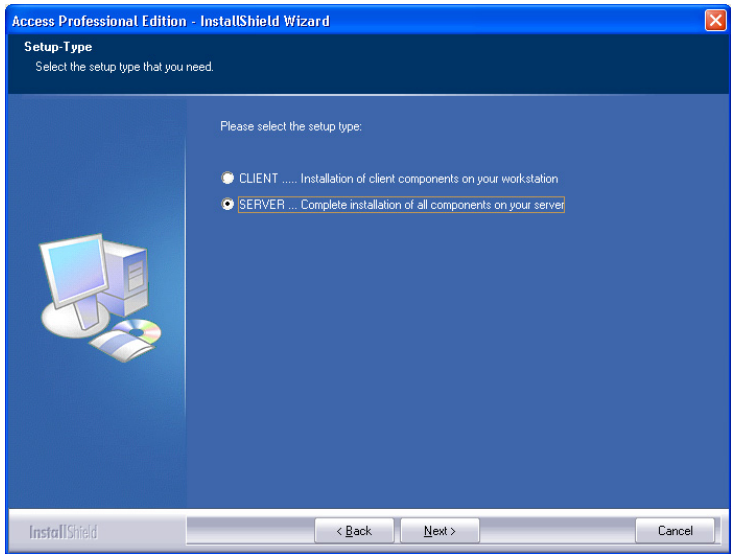


Figure 3.5: Installation – Choosing the type of installation

Confirm your choice by clicking **Next**.



Notice!

Install Access PE on the server first. When installing the clients you need to enter the computer name of the server where the Server component of Access PE has been installed.



Notice!

Additional information is necessary for Client installations. Any such divergences from the steps of the Server installation will be described at the appropriate points in this guide.

3.6.1 Entering the Server for Client installations

If you have chosen **Client** installation, you will first need to enter the computer name of the Server to which the Client will connect, and on which Access PE has already been installed.

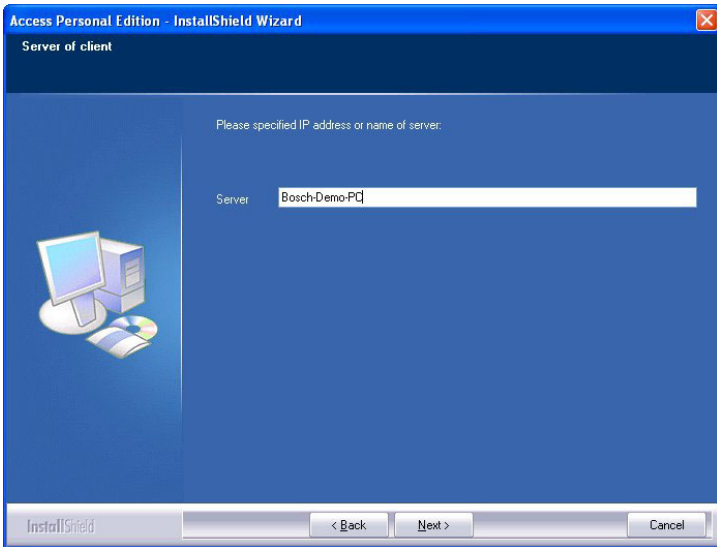


Figure 3.6: Installation - Client: Entering the Server name

Confirm your input by clicking **Next**.

3.7 Choosing the installation path

Choose the directory where the Access PE files are to be installed.

The default path is on the C-partition of your computer. The various components are located in the following directory structure:

C:\BOSCH\Access Professional Edition

The subdirectories **CP** and **PE** contain the files for Card Personalization, and access control respectively.

**Notice!**

Access PE documentation assumes the default paths shown here. If you choose a different directory structure be sure to inform the users so that they can later find the relevant files.

**Caution!**

If you are installing the components in **Vista**, do not use the programs folder on your operating system (**C:\Programs** or **C:\Program files**) if you change the installation path. This is specially protected (from write access) so that database access is limited.

This restriction only applies to the installation of Access PE and is not generally applicable to other installations.

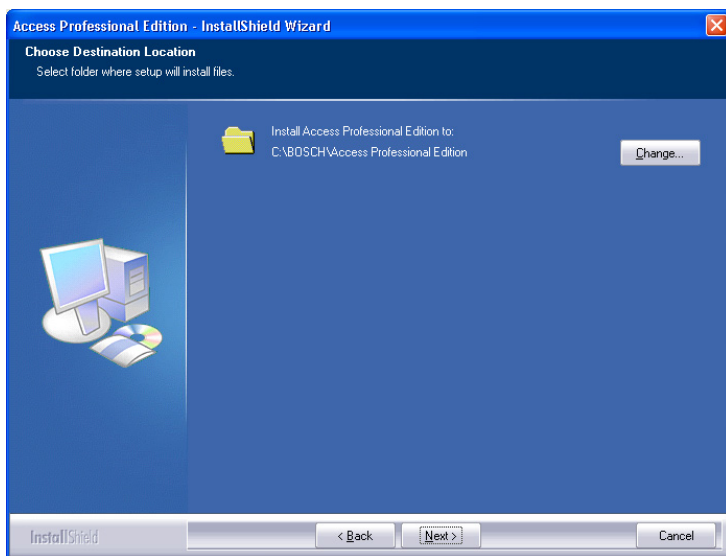


Figure 3.7: Installation - Choosing the installation path

Confirm your choice by clicking **Next**.

3.8 Choosing Components

According to the default settings all components are installed on the server. By clearing the relevant check-box you can exclude individual components from the installation.

The following components are available:

Personnel Management

Installs the dialogs for Personnel Administration.

Log Viewer

Installs the application for log book evaluation including a link on the desktop and in the Personnel Management dialog.

Configurator

Installs the Configurator program, for setting up devices and systems, with a link on the desktop and in the Personnel Management dialog. These components should be installed at least on the server. They can however be executed from any client.

Card Personalization

Installs the Card Personalization application in the CP folder. Functions for card processing (e.g. importing pictures, printing receipts) can only be executed if the badge designer program is installed and running.

Notice!



It is recommended that you install all components on the server, so that in the case of network problems between Server and Clients there is always one computer from which these tasks can be performed.

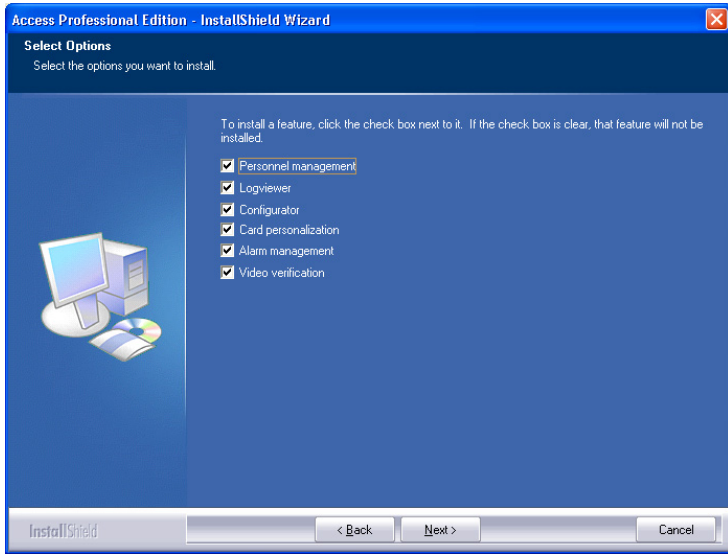


Figure 3.8: Installation - Server: Choosing Components

Confirm your choice by clicking **Next**.

3.8.1 Client Installation

The component **Configurator** is deselected by default in the components for Client installation.

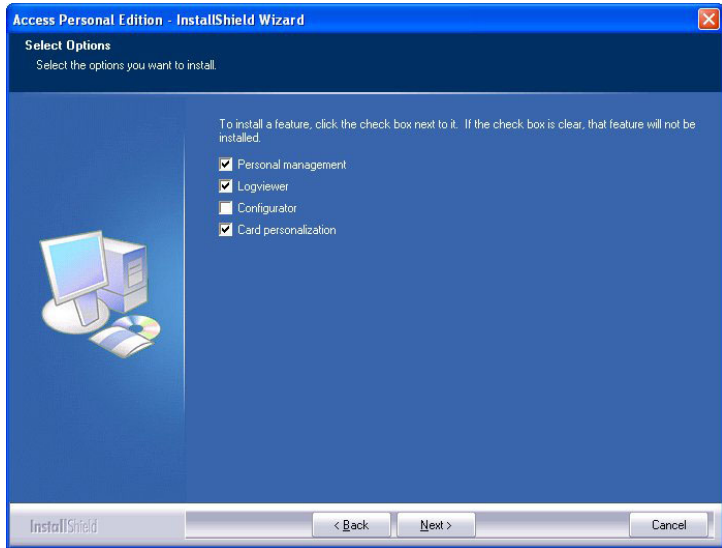


Figure 3.9: Installation - Client: Choosing Components

The **Configurator** can however be installed on any client so that configuration changes do not have to be carried out on the Server.

Confirm your choice by clicking **Next**.

3.9 Selecting supported languages

Select from the list of available languages those which the user-interface should offer.

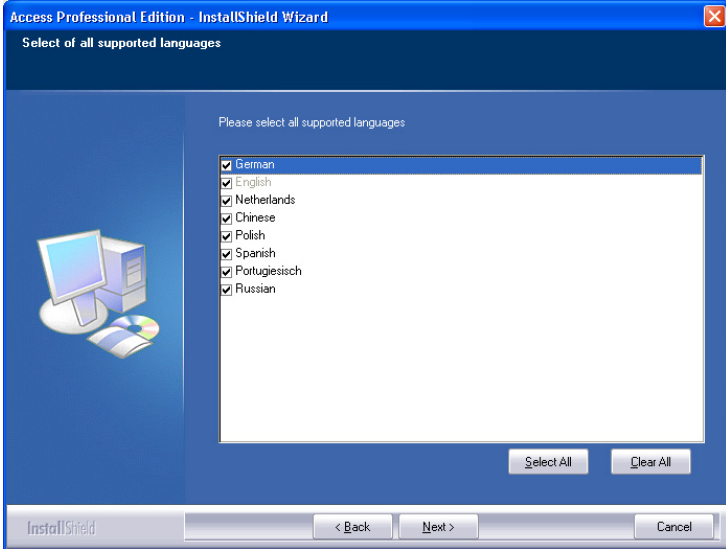


Figure 3.10: Select the supported languages

By default all available languages are selected, however individual languages can be excluded from your installation by clearing the appropriate check-box.



Notice!

English is always installed and the selection can not be cleared. This is to provide technical support access in cases where, for example, only East Asian languages have been installed.

Languages thus installed can be selected in the login dialogs of the applications in order to display the user-interface in the desired language.

To retrospectively change the language selection you make here, you must uninstall the Access PE software and then reinstall it.

Click **Next** when you have made your choice of languages.

3.10 Default configuration language (server only)

Predefined configuration data (including public holidays) are available, in principle, in all of the languages listed here. Select the language in which these configuration data are to be loaded and maintained.

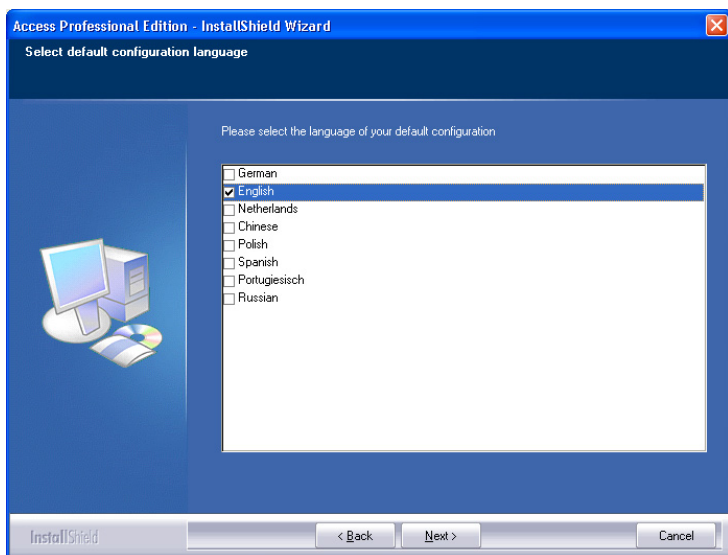


Figure 3.11: Select the default configuration language

The default configuration language is, like the installation language, the language of the operating system. Nevertheless any listed language can be selected. As only one default configuration language is possible the check-box for the default language will be cleared whenever a different language is selected.

3.11 Confirming Choices

The information entered up to now can be re-examined here and changed or confirmed as required.

Changes can be made via the **Back** button, which can recall the last and all previous dialog screens.

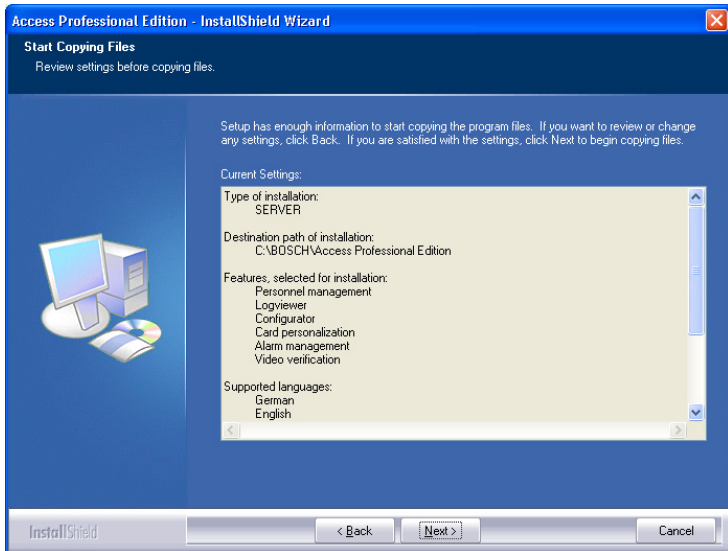


Figure 3.12: Installation – Confirming choices and starting file copy

In order to check all settings it may be necessary to scroll down the list. The illustration below shows a full list of choices.

Confirm your choice by clicking **Next** if all settings are satisfactory.

3.12 Setup Status

The actual installation process begins now. Its status can be tracked via the progress bar displayed.

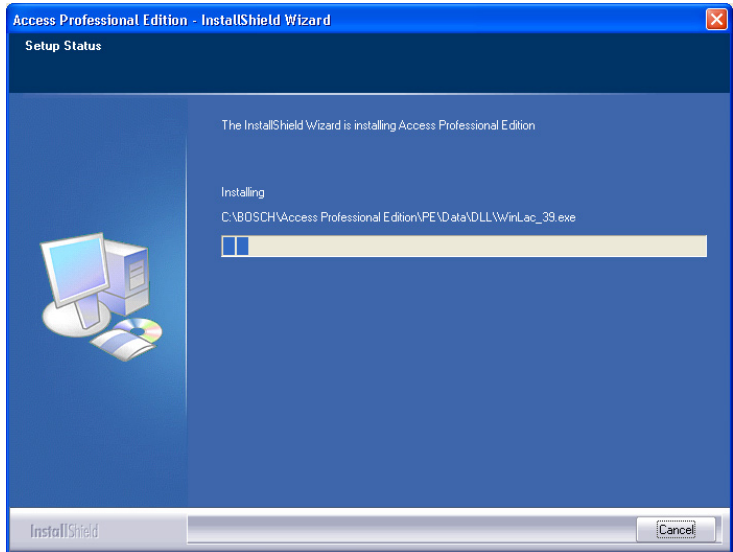


Figure 3.13: Fig. 3.12 Installation – Progress bar

3.13 Installation completed

The installation is complete and the Install Shield Wizard can be closed. To do this click **Finish**.

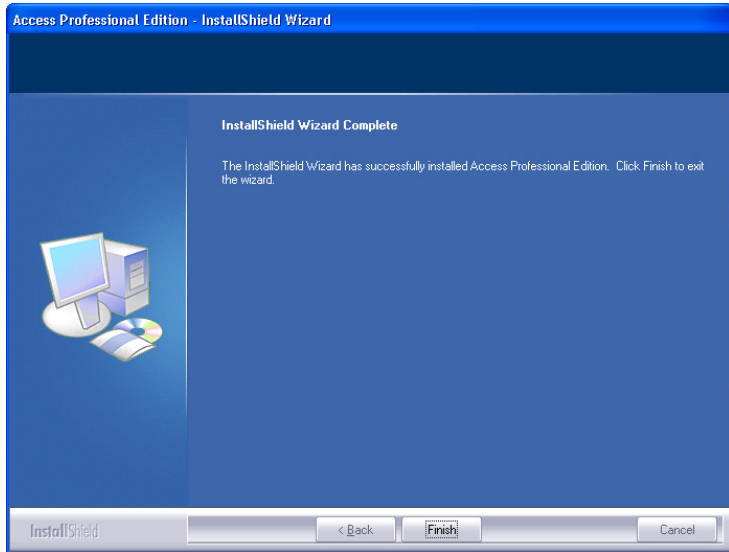


Figure 3.14: Installation completed

4 Product usage

At the time of installation, default and sample data was also created for Access PE; this can help when you are setting up the system. This preinstalled data makes it possible for a user to log on and make changes.

Nevertheless, it is necessary to configure a few settings before you can use the system in the way and to the extent you require. The following sections describe the details regarding the definitive implementation.

4.1 Licensing

Once you have installed the Access PE software, you will only have limited access to the applications until you activate your licenses. Installation enables Access PE components to be used in demo mode. In addition to the standard components (Personnel Management, Configurator and Logviewer), this includes the release of the following facilities:

-
- 1 workstation
- 400 cards
- 2 AMCs
- 8 readers
- 2 cameras

In order to operate and use the software according to the scope of your order, you must activate the licenses you have purchased.

4.1.1 License packages and their content

License name	SAP no.	CTN
	Functionality provided	
Access PE – Basic License	F.01U.127.354	ASL-APE2P-BASE
	Enabling the standard Access PE components: Personnel Management, Configurator, Logviewer, Card personalization 1 workstation = one user logged on 16 readers 2000 cards	
Access PE – Extended License	F.01U.127.352	ASL-APE2P-BEXT
	Enabling the standard Access PE components: Personnel Management, Configurator, Logviewer, Card personalization 2 workstations = two users logged on at the same time 64 readers 10,000 cards	
You must order one of these two licenses; otherwise, you will not be able to use the following extension options.		
Access PE – Reader Expansion License	F.01U.127.353	ASL-APE2P-RDR

License name	SAP no.	CTN
	Functionality provided	
	16 additional readers You can also purchase several of these licenses up to the maximum of 128 readers.	
Access PE – Client Expansion License	F.01U.127.355	ASL-APE2P-CLI
	1 further workstation = one user logged on You can also purchase several of these licenses up to the maximum of 16 workstations.	
Access PE – Video Activation License	F.01U.127.356	ASL-APE2P-VIDB
	Enabling the video components. 16 channels	
Access PE – Video Expansion License	F.01U.127.357	ASL-APE2P-VIDE
	16 further channels You can also purchase several of these licenses up to the maximum of 128 cameras.	
Access PE – OLS Activation License	F.01U.127.358	ASL-APE2P-OLSB
	Enabling the offline locking system. 16 doors	

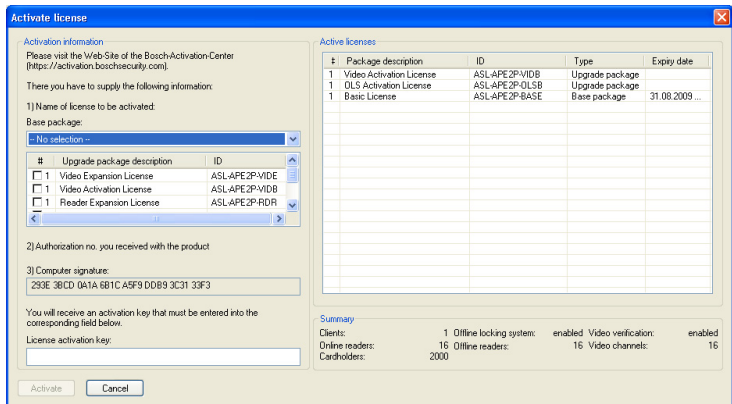
License name	SAP no.	CTN
	Functionality provided	
Access PE – OLS Expansion License	F.01U.127.359	ASL-APE2P-OLSE
	1 further door You can also purchase several of these licenses.	

4.1.2 Activating licenses

There are two steps to activating a license:

1. Activating the base package.
2. Activating all purchased extensions.

The base packages are ASL-APE2P-BASE and ASL-APE2P-BEXT - all other software components are extensions.



To activate the software licenses, proceed as follows:

- Start the Access PE Configurator.
-
- Select **Configuration > License activation...** from the menu to open the activation dialog.
- In the activation dialog...
-
- ... select the appropriate **base package** from the selection list under no. 1 the **first** time you activate the license and skip point **b.** in this list.
- (the **second** time you activate the license, do not select a base package) ... select the extension and additional packages you have purchased by clicking the checkbox for the corresponding list entry from the list field (more than one selection is possible).

If you have bought several packages of the same type, click again in the corresponding field in the # column to activate write mode and adjust the number to the actual number of purchased licenses.

- Have the authorization no. (2 – Authorization no.) you received with the product CD ready.
- Copy or manually input the computer signature—shown in field 3 of the dialog—to a text file.
- If necessary, switch to a computer with Internet access and start the browser.
-

- Enter the following URL in the address bar:

<https://activation.boschsecurity.com>

If you do not have an access account for the Bosch License Activation Center, you have two options:

Create a new account (recommended) or click the link to activate the new license without registering. If you create an account and register before activation, the License Manager records your activations. You can display this log at any time.

- Follow the instructions for retrieving the license activation key.
- Switch to the Access PE activation dialog and enter the activation key you retrieved from the License Manager in the bottom field.
- Complete your inputs by clicking **[MISSINGDISPLAYTEXT: Activate]**.

The activated software package appears in the right-hand list box (**[MISSINGDISPLAYTEXT: Active licences]**) and the activated components appear in the **Summary** area below the list box.

Notice!



If during use of the access control system the limits set by the licences are exceeded, then a license-violation message will appear every time the configurator is opened, and every time configuration data are saved.

4.2 Setting Server access rights

The standard protection settings under **Windows XP Professional, Windows 2008 Server, and Windows 7** have changed vis-à-vis previous versions such that Client applications can not access the folder

C:\BOSCH\Access Professional Edition\PE\Data (= default installation path) even when that folder is shared. This issue exists for changed installation paths, too.

Windows users who are logged into the workstations must have at least **write-access** to this folder. This access right for users and groups can be instated via the folder's **Properties** menu, **Security** tab.

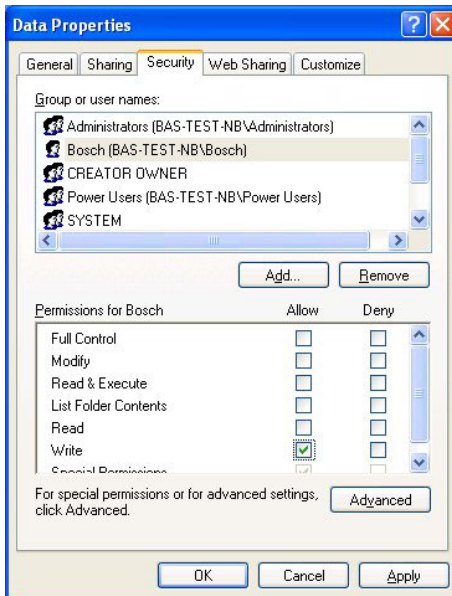


Figure 4.1: Write-access for workstation users

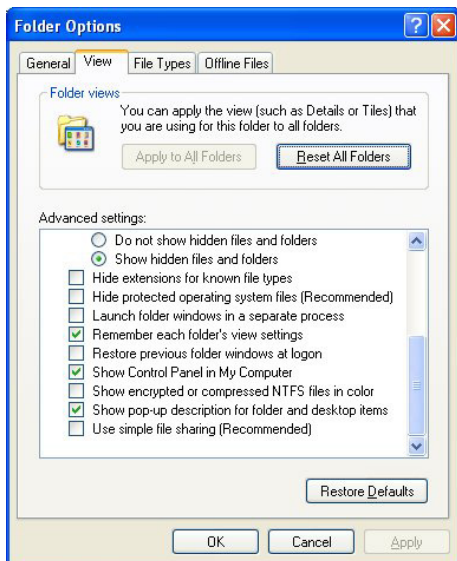
The System administrator can choose whether to assign these rights to each individual user or to all users within the domain.

Showing the Security tab

If your system is using standard settings it can happen that the Security tab is not displayed.

To change the standard settings invoke Folder Options as follows:

Start > Settings > Control Panel > Folder Options



On the View tab clear the check-box **Use simple file sharing (Recommended)** and confirm the changes with **Apply** and **OK**.

4.3 Changing the backdrop

The backdrop for the **Personnel Management** and **Video Verification** dialogs is set by the installation procedure to the BOSCH world map.

This backdrop can be replaced by any jpg file, for instance one showing a floor-plan.

To do this first open the file **Client.ini** in the directory **C:\BOSCH\Access Professional Edition\PE\Data\Cfg** with the text editor of your choice.

Change the entry **MapImage=BOSCH_WorldMap** (line 28) so that the path to the desired jpg file appears after the equals sign - e.g. C:\BOSCH\MyImage.jpg.

**Notice!**

These jpg backdrops are simple images and do not support control elements for user interaction.

4.4 Language settings

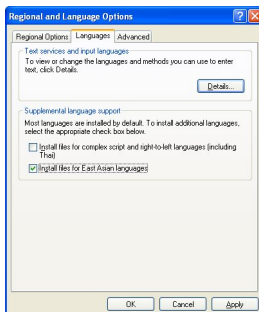
Ideally only those languages are used in Access PE which are compatible with the language of the operating system, e.g. under a German operating system only Western European languages.

If it should prove necessary to install languages in Access PE which do not correspond to the operating system, e.g. Chinese under a German operating system, then the following settings need to be made. We demonstrate the individual steps here using the example of Chinese.

Invoke the **Regional and Language Options** dialog under:
Start > Settings > Control Panel

Install additional languages

Open the **Languages** tab, and select in the **Supplemental language support** field the language group to which the desired language belongs.



In the case of Chinese the appropriate option is **Install files for East Asian languages**.

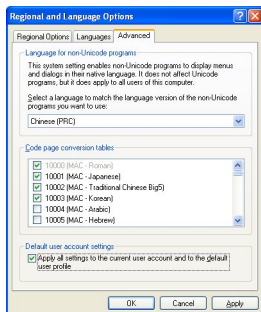


Notice!

During the installation you will be required to insert the installation CD for the operating system. Continue with this installation only if the operating system CD is available to you.

Click the **Advanced** tab and select from the upper combo-box (**Select a language to match the language version of the non-Unicode programs you want to use**) the appropriate entry. In our example this is Chinese (PRC).

In addition, check the box marked **Apply all settings to the current user account and the default user profile** at the lower edge of the dialog.



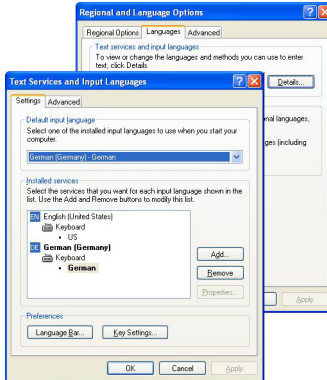
When these settings have been applied you will need to read and confirm various message boxes before being invited to restart the computer. Restart the computer.

After restarting log into an Access PE application and select, for example, Chinese as your language. All dialogs and menus should now contain the appropriate characters.

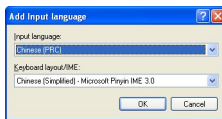
Keyboard settings

If the additional language is to be entered as well as read, then further steps are necessary in addition to the settings described above.

On the **Languages** tab in the field **Text services and input languages** click the button **Details...** This will open a further dialog containing keyboard settings.



In the list field **Installed Services** click **Add...** to install further keyboard layouts.



Choose from the combo-box **Input language** the desired language and, if available, the desired **keyboard layout** and click **OK**.

The list of keyboard layouts will be visible in the task bar alongside the icons representing running programs.








Change the keyboard layout by selecting the desired list entry.

4.5 Configuring the system to your needs

Before your system can enter production usage, it needs to be configured with personnel and location-specific data. The following applications are available for this purpose, and may be

invoked via Start > Programs > Access Professional Edition. For further details, please refer to the online help within the individual applications

Icon	Application	Description
	Personnel Management	For creating and administering personnel data.
	Badge Designer	For designing and creating badge layouts.
	Configurator	For configuring system data.
	AMC IP Configuration	
	Card Personalization Configuration	



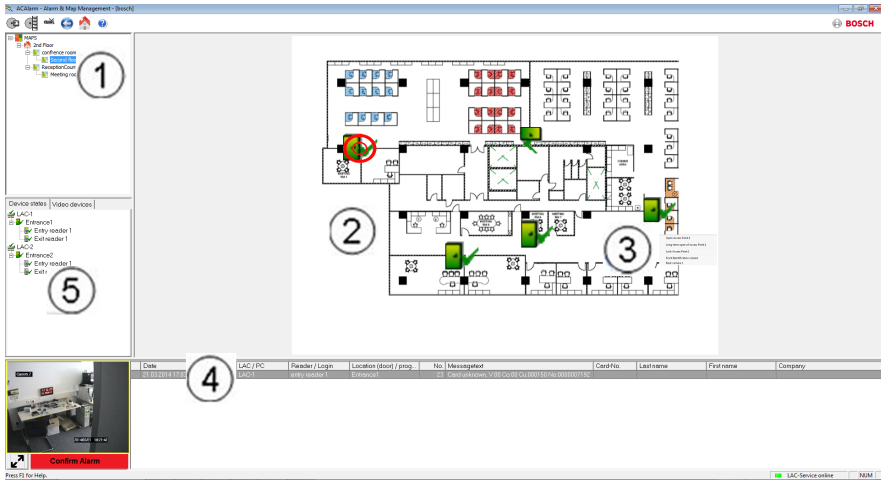
Notice!

AMC IP Configuration requires the presence of the .NET Framework 3.0. If required this can be installed using a separate setup on the installation CD.

4.6 Map Viewer and Alarm Management

The Access PE Map Viewer enables to control devices as entrances, readers, cameras directly from a map.

The Access PE alarm list shows all incoming alarms to the operator. Alarms can be accepted by the operator. In case of an alarm, the location map will be displayed. The icon of the device that triggered the alarm is highlighted by animation. Related video live views are shown to verify the alarm.



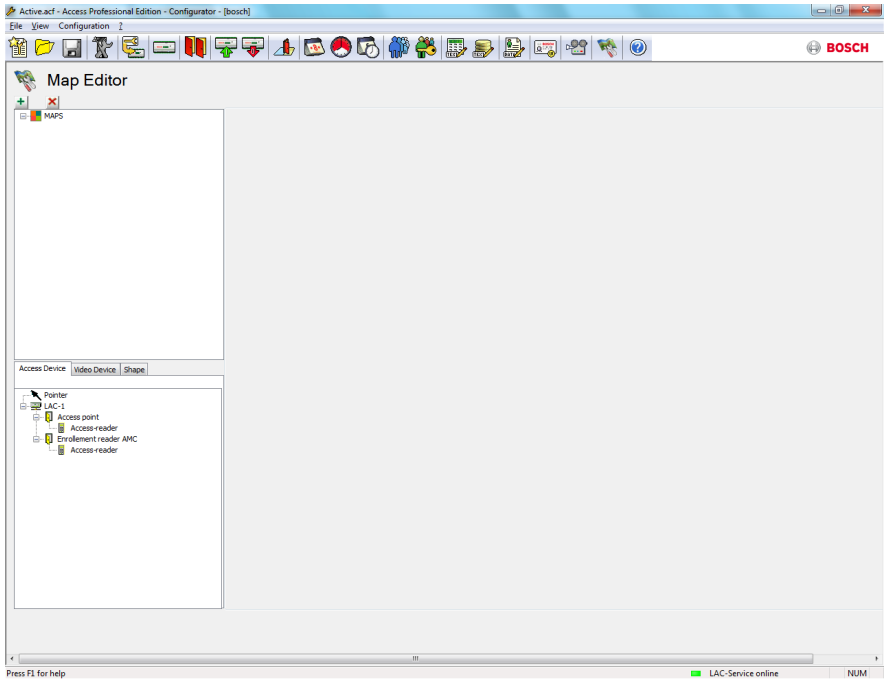
1. Map tree
2. Active location map
3. Device control from the map; controls are shown in the map
4. Alarm list with event information (incl. video)
5. Device tree with status overview and control elements

Mapviewer features:

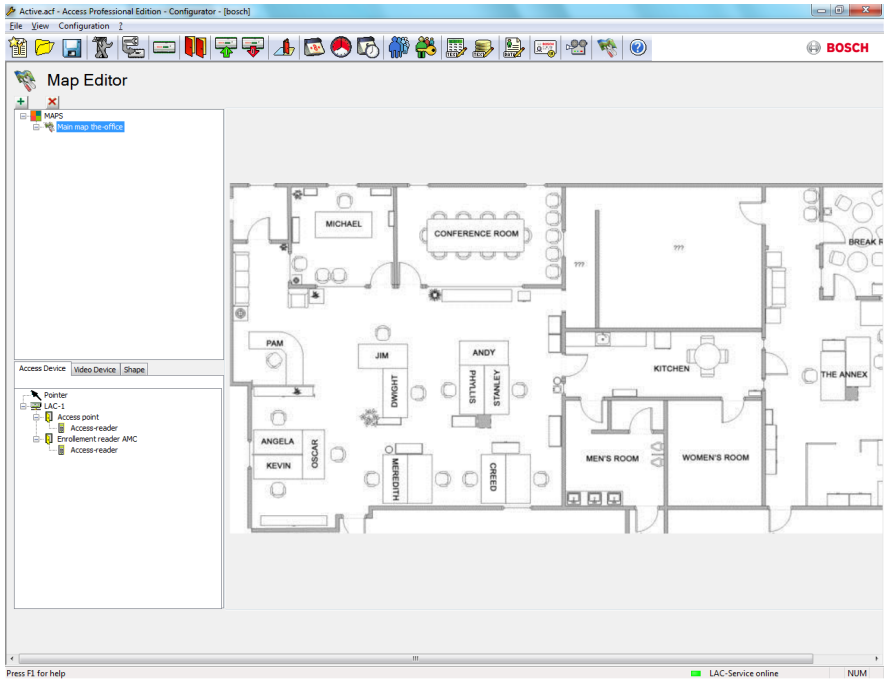
- Home map for easy navigation
- Navigation between photo views and floor plans via hyperlink
- Navigation via device tree structure up to three levels
- Interactive Graphical Maps for alarms with integrated alarm list
- Live view and door control from the map and device tree
- 128 maps per system
- 64 devices per map
- 64 hyperlinks per map
- Max 2 MB per map
- Map viewer use a standard image format .bmp, .jpg, .png

4.6.1 Configuring a map

Start the Map Editor

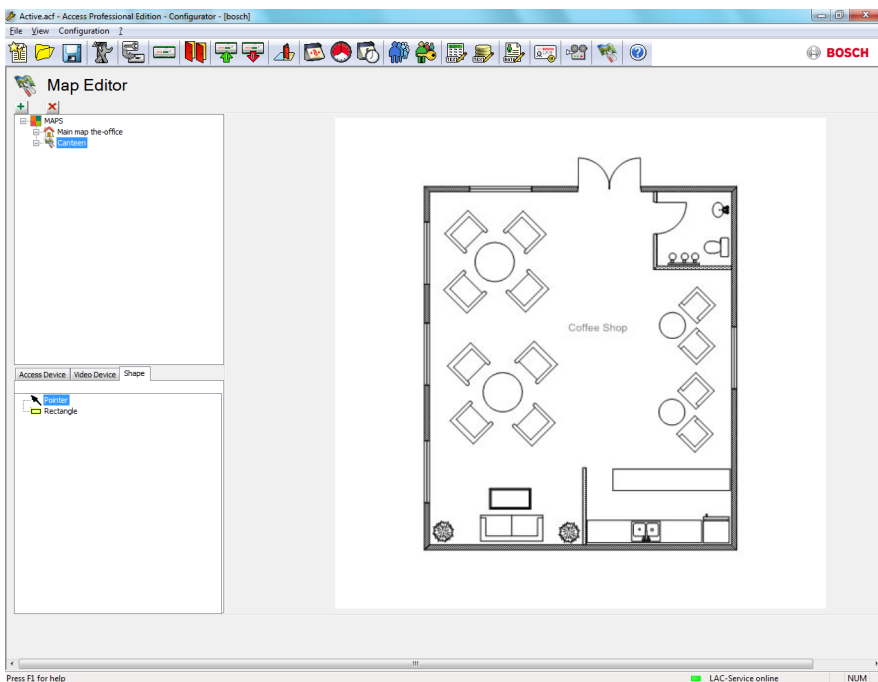


Klick the  button to add a map.

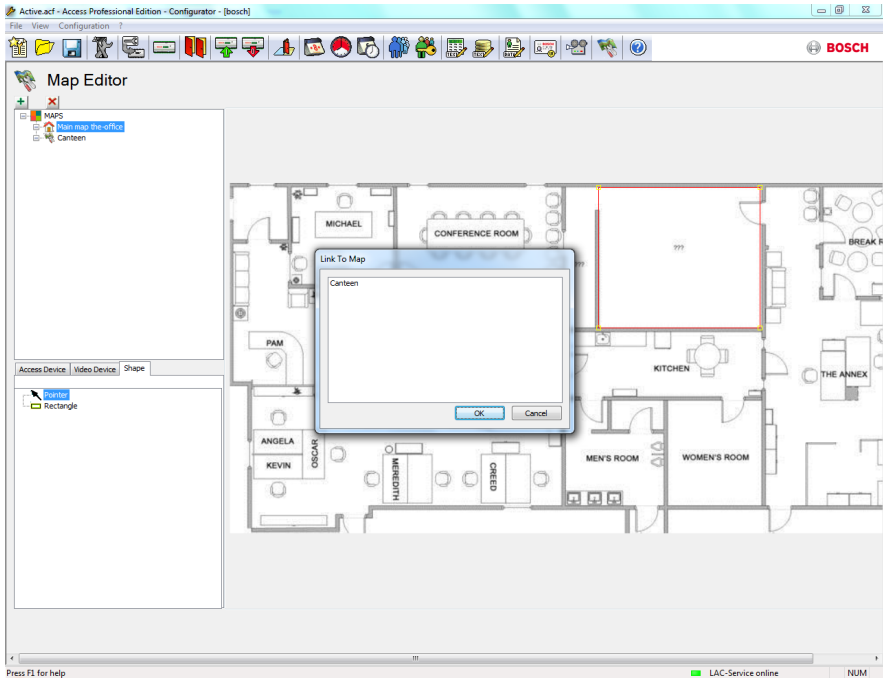


The map is shown on the dialog.

- Optionally configure this map as **Home Map**
- Add a detail view, e.g. the canteen, to the map tree.



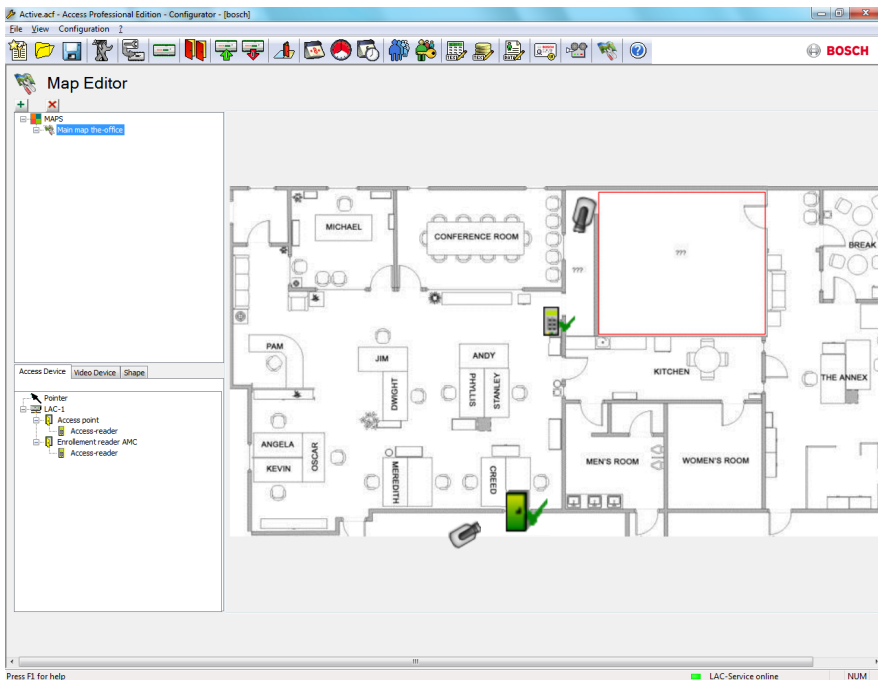
- To connect the new **Canteen map** with the main map, go to the **Shape Tab** and select a **Rectangle**.
- Place the rectangle over the area of the main map that should be shown as a detail view (shown as a red rectangle in the example below).
- In the **Link to Map Display** select the respective detail view, which is “Canteen” in this example.



4.6.2 Adding a device to a map

Select the **Device Tab** and add Devices to the map by pulling them with the mouse into the map. In the example below the following devices have been added:

- One Access point
- One Reader
- Two Cameras



- Click a device in the map and resize by holding the mouse button pressed,
- Click a device and rotate as required using the scroll wheel of your mouse.

Device Types	Control elements
Access Point (Entrance)	Open door
	Open door long-term / Reset door long-term
	Lock door / Unlock door
	Front Identification Camera
	Back Identification Camera

Device Types	Control elements
	Back camera
	Front camera
Reader	All Entrance Controls
Camera	Live Video

Device Types	Alarms
Access Point (Entrance)	Door opened without authorization
	Door opened too long
	(* All Reader alarm also reflect as Entrance Alarm)
Reader	Reader error
Camera	N.A.

*) These alarm events can be customized by the user. That means, a user can configure any event as an alarm event using **AcConfig -> Event Log** message (Double click on second column will cause an alarm).

4.7 X-Protect Integration

The Access PE can be interfaced with the video management system X-Protect from the company

Milestone. Access control and video related features will be subject in the integration between products.

Following integration^{oo} features can be set up between both products:

- Entrance monitoring with simultaneous live view and instant playback
- Video verification via the X-Protect dialogs incl. cardholder details
- Mapviewer with entrance control and device status
- Alarm management with integrated access alarm, maps and video verification
- History event log with correlated video footage and card holder details

Access control management will remain to be operated through Access PE in integrated set-up.

Video management and security management will handled through via the X-Protect system. In the integrated set-up the mapviewer, video features and alarm list will be disabled in the Access PE.

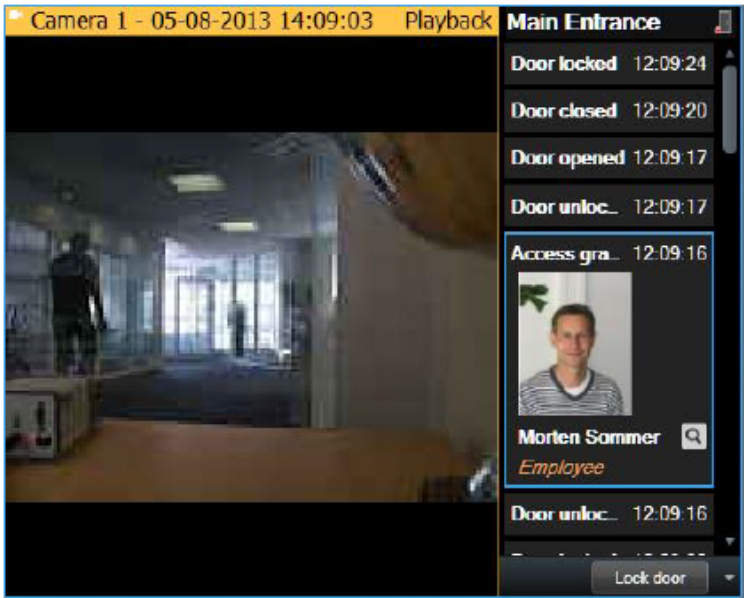


Figure 4.2: APE_3.0_milestoneIntegratioin

5 Deinstallation - Reinstallation

If a reinstallation becomes necessary (e.g. due to a product update) the existing version should first be deinstalled. During the deinstallation process you will be invited to perform a database export. This export is to ensure that your entire data is saved. Your data is saved to your installation folder in the subfolder **\Savedata**. During the following reinstallation you will be invited before completion to perform a database import. This re-import restores all the data from your previous installation. If required by new product functionality, the Export/Import option also supports the simultaneous conversion of your data to a new format.

5.1 Deinstallation

Notice!



Before beginning the deinstallation you should close all **Access PE applications**.

This includes the card personalization program and the Windows Service LAC-Service.

5.1.1 Windows Software

To deinstall Access PE open the Windows dialog box via **[MISSINGDISPLAYTEXT: Start > Settings > Control Panel > Add or Remove programs]**.

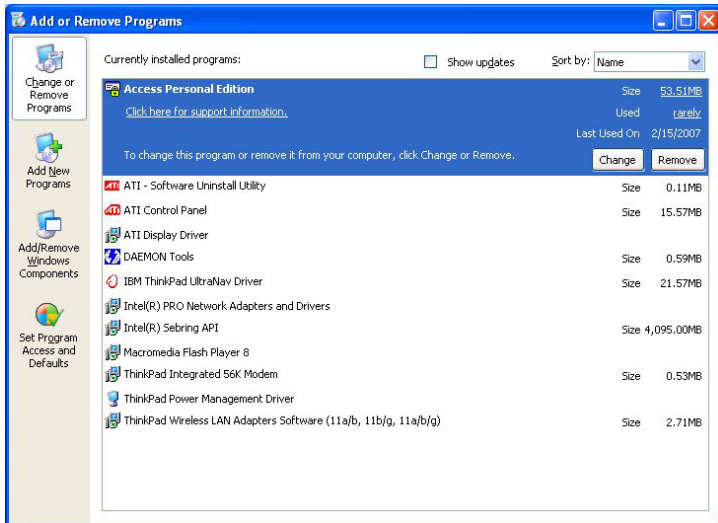


Figure 5.1: Deinstallation - Windows Software dialog

Select the list entry **[MISSINGDISPLAYTEXT: Access Personal Edition]** or **Access Professional Edition** and then click **Change or Remove**.

Whereas the **Remove** function after initializing (see *Initialization*, page 85) invites you to confirm your intention, the **Change** function first presents a dialog box with various options.

- Modify** You can add program components or remove existing ones.
- Repair** All program components will be re-installed.
- Remove** All program components will be removed.

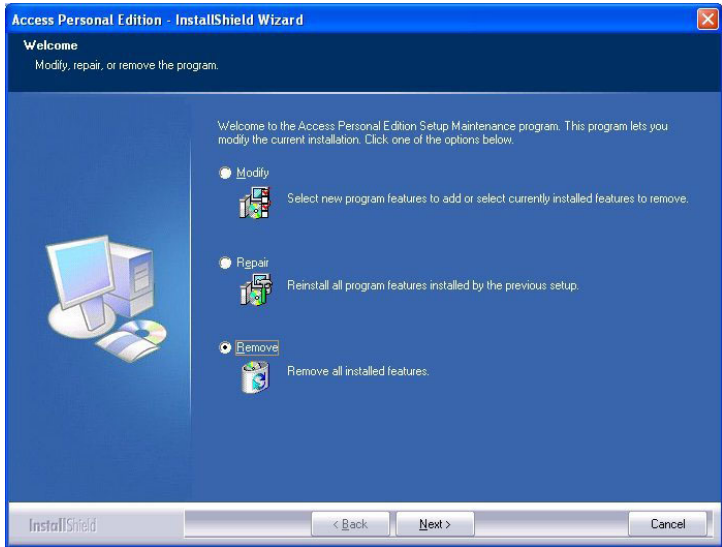


Figure 5.2: Deinstallation - Change options



Notice!

You can also execute an earlier or new **Setup.exe**. The application recognizes an existing installation and offers, like the **Change** option, the alternatives listed above.

5.1.2 Initialization

As with Installation the Deinstallation first initializes.

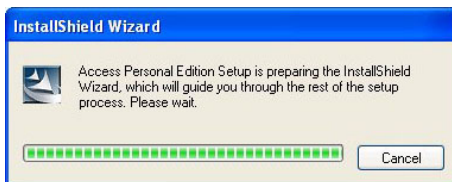


Figure 5.3: Deinstallation - Initialization

5.1.3 Confirming the Deinstallation

When the safety check appears answer **Yes** to the question for the deinstallation to proceed:

[MISSINGDISPLAYTEXT: Do you want to completely remove the selected application and all of its features?]

5.1.4 Close all programs

Before performing a data export in the next step please close all Access PE applications. Do not click **Next** until you have done this.

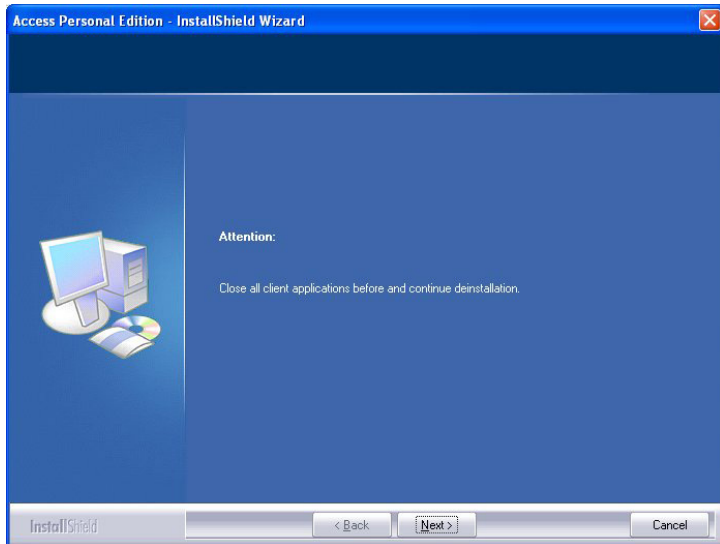


Figure 5.4: Deinstallation -

5.1.5 Performing an Export

Export saves your configuration and data to the folder **SaveData** and creates the following subdirectories in the process:

- cfg_Save** Backup of the configuration data, containing devices and all system settings.
- DB_Save** Backup of the database tables.
- MsgLog_Save** Backup of the logs.
- Pictures_Save** Backup of the pictures.

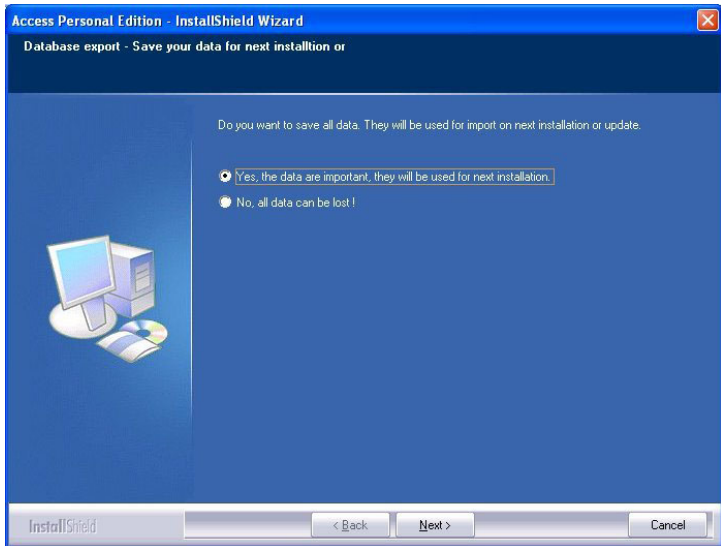


Figure 5.5: Deinstallation – Performing a database export

To perform the export, confirm the default action by clicking **Next**.

5.1.6 Declining the Export

You can forego the export by selecting the option **No, all data can be lost!**

In this case you will have to reconfirm the setting by selecting the option **Yes, I 'm sure, all data can be lost.** in the following dialog box. Alternatively, if you confirm the default setting, the data export will be started.

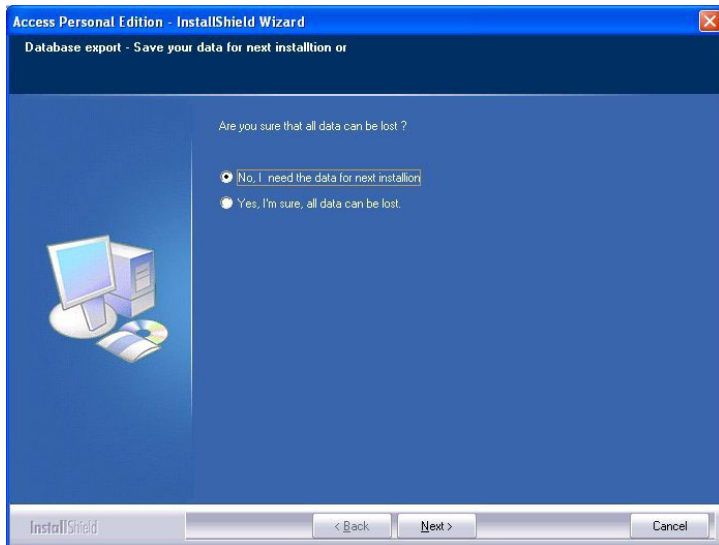


Figure 5.6: Deinstallation – Safety check when declining the Export.

5.1.7 DbiTool

The Export function executes a separate application, also located in the bin directory of Access PE, and exports the selected tables. The default directory for containing exports is called **SaveData** and is created parallel to the software directories under C:\Program Files\BOSCH\Access Professional Edition\

Depending on the amount of data this process can take several minutes.

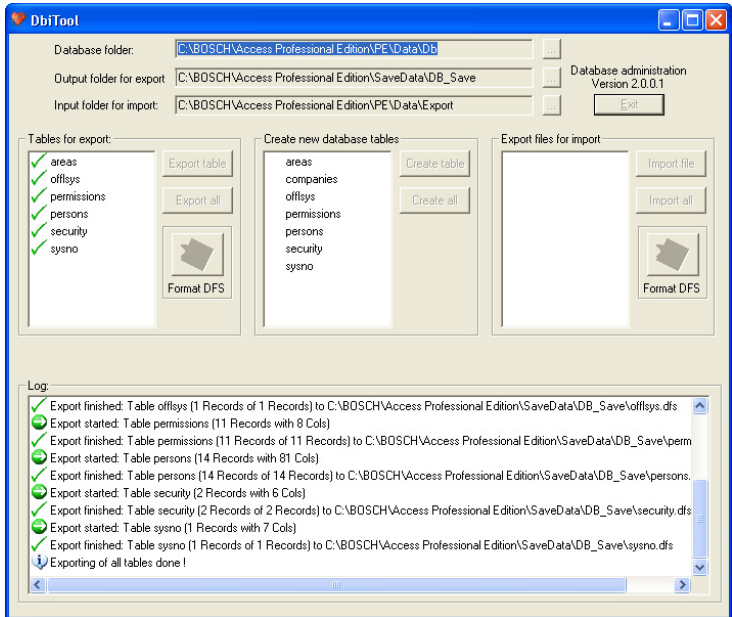


Figure 5.7: Deinstallation - Database-Export

The application is automatically closed upon completion of the export.

The tables contain the following:

- **areas** – Areas and the number of persons in these areas
- **permissions** – access permissions
- **persons** – personnel data with card and permissions information.
- **security** – user permissions
- **sysno** – internal administration table for system counter-data.

Open Applications:

If you have **Personnel Management**, **Configurator** or **Logviewer** open at this time, then a pop-up window will prompt you to close them.

Close the window and wait for a moment before clicking **OK**, to make sure that the application has been completely closed.

If this **OK** button is clicked while an application is running, then an error message is displayed and the deinstallation is aborted.

Notice!

This application can be started manually at any time via **[MISSINGDISPLAYTEXT: Start > Programs > Access Professional Edition > Database Management]** in order to perform a database export.



The default export format can be changed between DFS (default) and CSV using the toggle button. CSV is editable in e.g. Excel.

5.1.8 Setup Status

The window below shows the progress of the deinstallation.

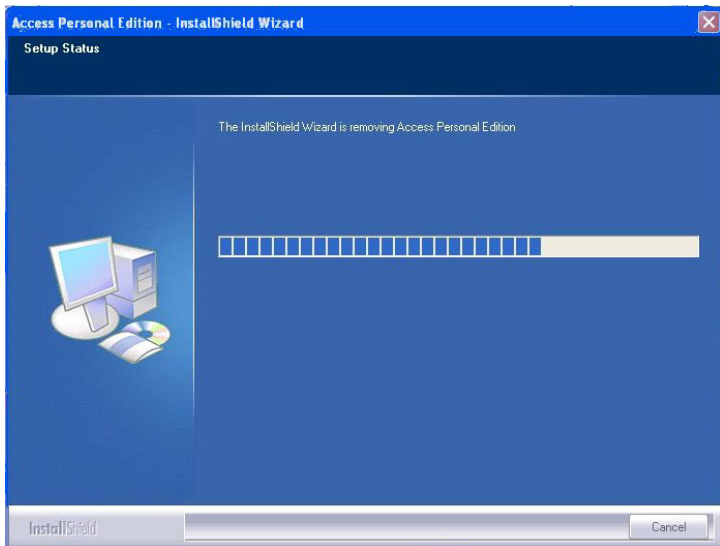


Figure 5.8: Deinstallation – Progress bar.

5.1.9 Completion and Reboot

After the deinstallation has completed the Install Shield Wizard can be closed by clicking **Finish**.

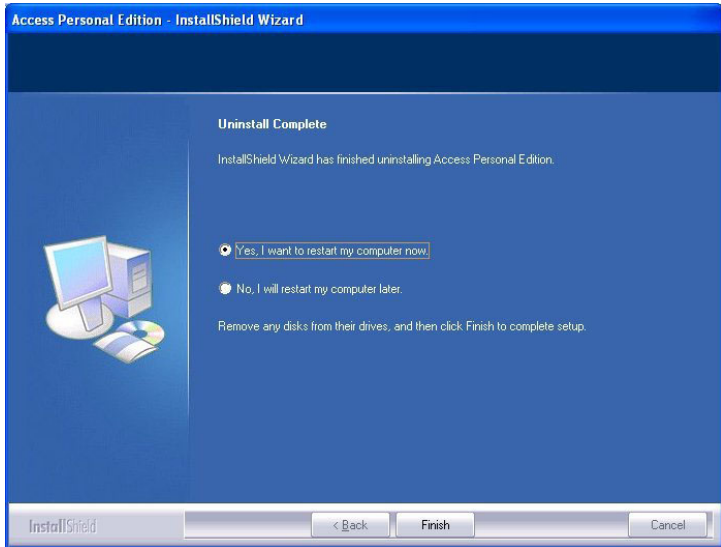


Figure 5.9: Deinstallation – Completing the Deinstallation

A reboot is only necessary if you did not close all programs and services before the deinstallation.

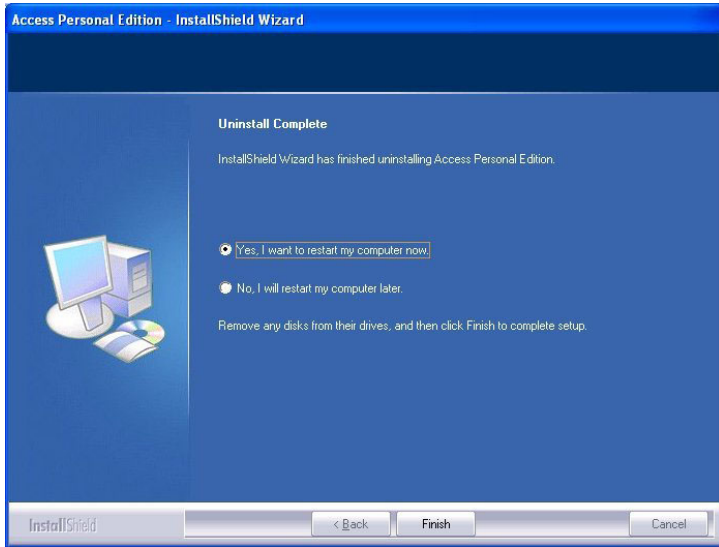
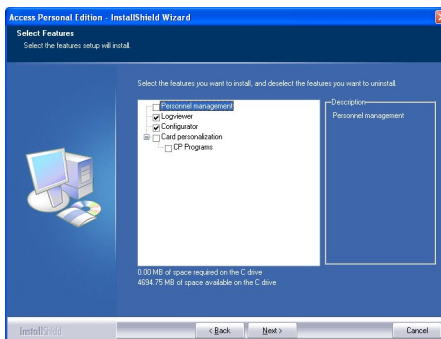


Figure 5.10: Deinstallation - Completion and Reboot

5.2 Modify the software

If the original installation left out one or more applications, or if it is decided that certain applications on certain computers are no longer needed, then use the **Modify** option for subsequent installations and or deinstallations. A dialog appears listing those applications currently installed (box checked) or not installed.



Check the boxes of those applications which you wish to add to the installation.



Notice!

Please do **not** clear the check-boxes of any applications you wish to retain. This would lead to their being deinstalled.

5.3 Reinstallation/Update

Reinstallation can begin immediately after completion of the deinstallation process. This process is identical to a first installation –compare Section 3 Installation- and hence we will only briefly list the steps and their responses here:

- Execute the file **Access Professional Edition Setup.exe**
- Language Selection - **OK**
- Initialization of the Install Shield Wizard - **Next**
- License Agreement – Select the Option **I accept the terms of the license agreement.** - **Next**
- Customer Information - **Next**
- Choose the Installation Type - **Next**
- Choose the Installation Path - **Next**
- Choose the Components - **Next**
- Confirm the current settings - **Next**
- Progress bar
- Database Import – compare *Import, page 95* and *DbiTool, page 97*
- Completing the Installation – **Finish.**

Notice!



It is possible to choose a different installation path for the reinstallation as was used in the previous installation. The backup files will still be found by the Import Tool enabling a data import to be performed.

5.3.1 Import

Before the Installation completion message appears you will be asked whether you wish to import saved data.

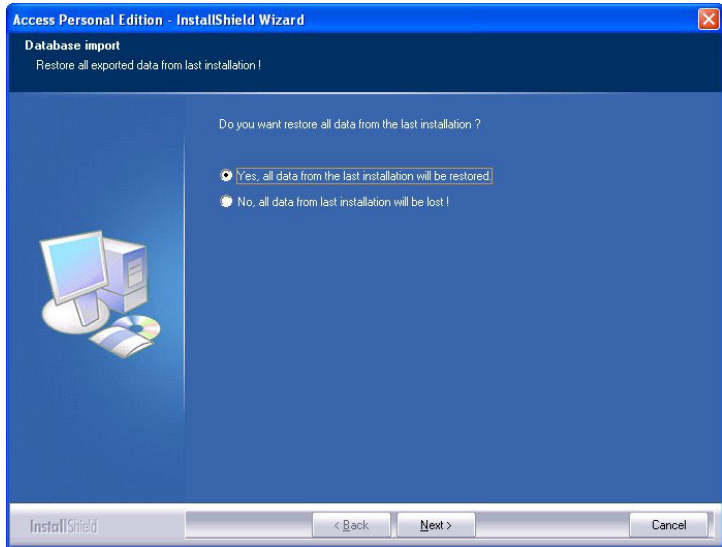


Figure 5.11: Reinstallation - Perform an Import?

Declining the Import

If you do not wish to import the saved data, then select the option **No, all data from last installation will be lost!**

Once again a safety check follows which defaults to a data import. Only selecting the option **Yes, I 'm really sure. All data will be lost.** will prevent a data import.

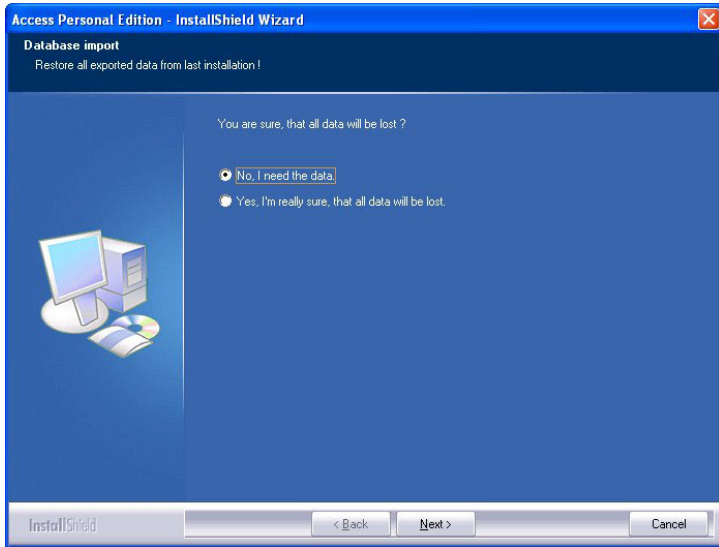


Figure 5.12: Reinstallation – Safety check when declining Data Import.

Notice!



The only way to redo a previously declined data import is manually via Start > Programs > Access Professional Edition > Database Management. Please note however that any data stored in the meantime will be overwritten by the import.

5.3.2 DbiTool

The import function calls a separate application, which also resides in Access PE's bin directory and imports selected tables. Depending on the amount of data this process can take some minutes.

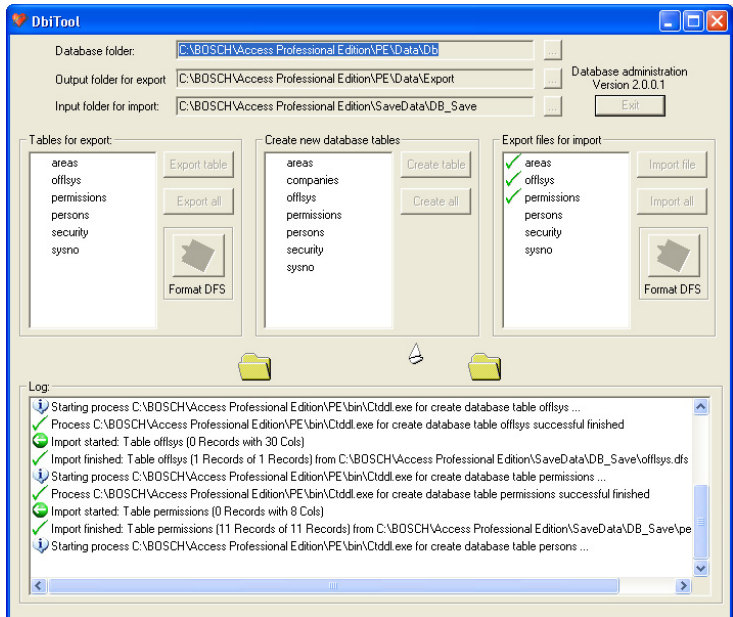


Figure 5.13: Reinstallation – Database Import

5.3.3 Check the Configuration

After importing the data a message appears informing you that the Access PE Configurator is about to be started.

[MISSINGDISPLAYTEXT: Now the configurator will be started. Please check your configuration and save it!]

Click **OK** to start the Configurator and check the configuration data which have been loaded.

5.3.4 **Installation completed**

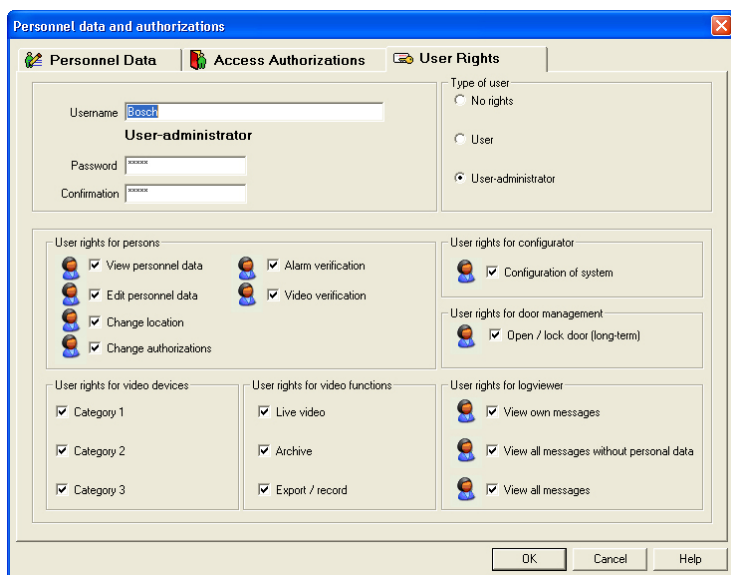
After checking the configuration close the Configurator. At this point the installation can be completed by clicking **Finish** in the final installation screen.

6 User rights

The rights for users of Access PE applications (as well as users of the Configurator and the Logviewer) are assigned in Personnel Management on a special personnel data tab (= User Rights).

6.1 User rights

This tab is only visible if the user currently logged in has administrator rights. Only **administrators** can set and modify their own rights and those of others.



If a person is to receive user rights for Access PE applications, then these must be explicitly assigned. By default all persons are configured **without** user rights.

User rights can be assigned by entering a user name and a password. The person's surname is suggested by default as the user name, but this is arbitrary. The password can be max. 16 characters long, is case sensitive and may contain any special characters.

Notice!



It is highly recommended that you create a separate user for each person who is to use the system. Do not create a generic user under whose name different persons will work. All data entries, modifications etc. are logged under the name of the user who carried them out, but this is only worthwhile if each user has his/her own password and **changes user settings** (*User handover and workstation security, page 104*) as necessary when sharing the workstation with another person.


The default installation contains one predefined administrator. Hence when these predefined users are logged on it is possible to create and modify any other kind of user or administrator. Administrators differ from normal users only in as far as they are able to administrate user rights. There is no difference between the user types as far as the availability of applications or access to data and log files is concerned. Each of the users can be configured with restricted or unrestricted data access. If one of the administrator options is chosen then the various groups of user rights for Access PE applications become active and can be assigned individually. In detail, the assignable user rights are the following:

Application	User right	Description
Personnel data	View personnel data	Only the dialog box with personnel data can be invoked. Locations of persons are not displayed. Modifications are not allowed.
	Edit personnel data	Personnel data can be viewed and modified. Locations of persons are not displayed.
	Change location	Can only be used in conjunction with one of the above options. If View personnel data is active then locations can be displayed only. If Edit personnel data is active then locations can be modified.
	Change authorizations	The tab Access authorizations only becomes active when this box is checked.
Configurator	Configuration of system	Activates full user rights for Configurator.
Door management	Open /lock door (long-term)	Door management is activated for the menu of the same name, and via the context menu in the device status list (in Personnel management and Log viewer).
Log viewer	View own message	Filters out all log messages except those pertaining to the user himself.

Application	User right	Description
	View all messages without personal data	Shows all log messages but masks personal data.
	View all messages	Shows all log messages uncensored.

When you are setting up video verification, special rights are available for authorizing particular people and activities with regard to controlling and operating video facilities; see User Rights.

When you are setting up video verification, special rights are available for authorizing particular people and activities with regard to controlling and operating video facilities.

Active user rights are marked with a tick in the check box and the  symbol next to it. The following picture shows the activation of all rights. All boxes can be checked without fear of rights conflicts, because the more comprehensive set of rights will take precedence.

6.2 Setting user access rights

The system is delivered with a pre configured User-Administrator rights.

A user with the user name and password bosch is provided by default.



Only administrators are allowed to set up other users.



Warning!



This user and his password is part of the standard delivery and not customized for each purchaser of the software. Therefore it is urgently recommended, before entering production usage, that you first use them to set up your own accounts with administrator privileges, and then delete or modify the original.

Set up further users as follows:

1. Start Access PE Personnel Management using the desktop icon  or via **Start > Programs > Access Professional Edition**, and log in with the pre configured User-Administrator account.
2. Open the dialog for adding personnel data using the button  or the menu **Persons > New Person**
3. Add a new user by specifying at least the name and personnel group
4. Click on the User Rights tab and...
5.
 - change the **user name** if necessary
 - assign a **password**.
 - define the type of the user (**User** or **User-Administrator**).
 - assign to this user the **rights** to modify data.
 - Confirm your entries and close the dialog box by clicking **OK**.

6. Log out of Personnel Management by clicking  or the menu **Extras > Logon** and confirming the safety check by answering **Yes**.
7. Use the button  or the menu again to log on using the credentials of the user you have just created.

6.3 User handover and workstation security

User handover

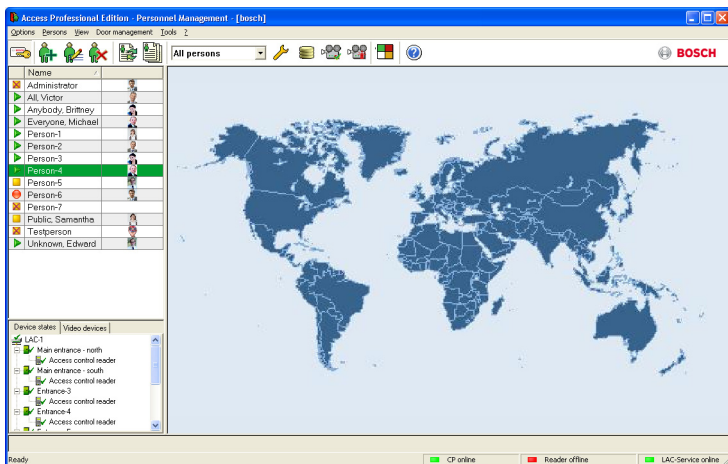
If one user relinquishes control to another at the same workstation then the handover should be made explicitly within the system. This handover can be performed with a running system - there is no need to restart Access PE.


First the current user must log out. To do this s/he clicks the



button in the tool bar. A safety check follows: **Do you want to end your work with user rights?**


After confirming the system switches back to the default view.



The new user **logs in** again using the  button.

Workstation security

In the case of temporarily unoccupied workstations in publicly accessible places it is crucial to protect personal data from unauthorized access. Several measures are available for this purpose:

- In general neither **Configurator** nor **Log Viewer** should be installed on such workstations.
- Log out of **Personnel Management** when not in use, using the  button with safety check as described above. The personnel list remains visible but personal data can no longer be accessed.
- **Close the application** using **File > Exit**, or the Windows **x**-button in the title bar. The application will need to be restarted to view the personnel list.
- **Lock the computer** using the standard Windows function: Press **Ctrl + Alt + Del** and choose **Lock Computer** from the system functions offered there. As this is the default function **Lock Computer** can usually be quickly achieved by simply pressing RETURN. Only the current user or a Windows system administrator can now unlock the system.

Bosch Access Systems GmbH

Charlottenburger Allee 50

52068 Aachen

Germany

www.boschsecurity.com

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