




Figure 31: AxTraxNG™ Software Logon Dialog Box

5. Select an **Operator name** and enter a **Password**.



Note By default, the Administrator operator password is "admin".

6. Click **OK**.
The main AxTraxNG™ window opens.

4.2 AxTraxNG™ Main Window

The entire central functionality of the AxTraxNG™ system is available from the AxTraxNG™ Client main window.

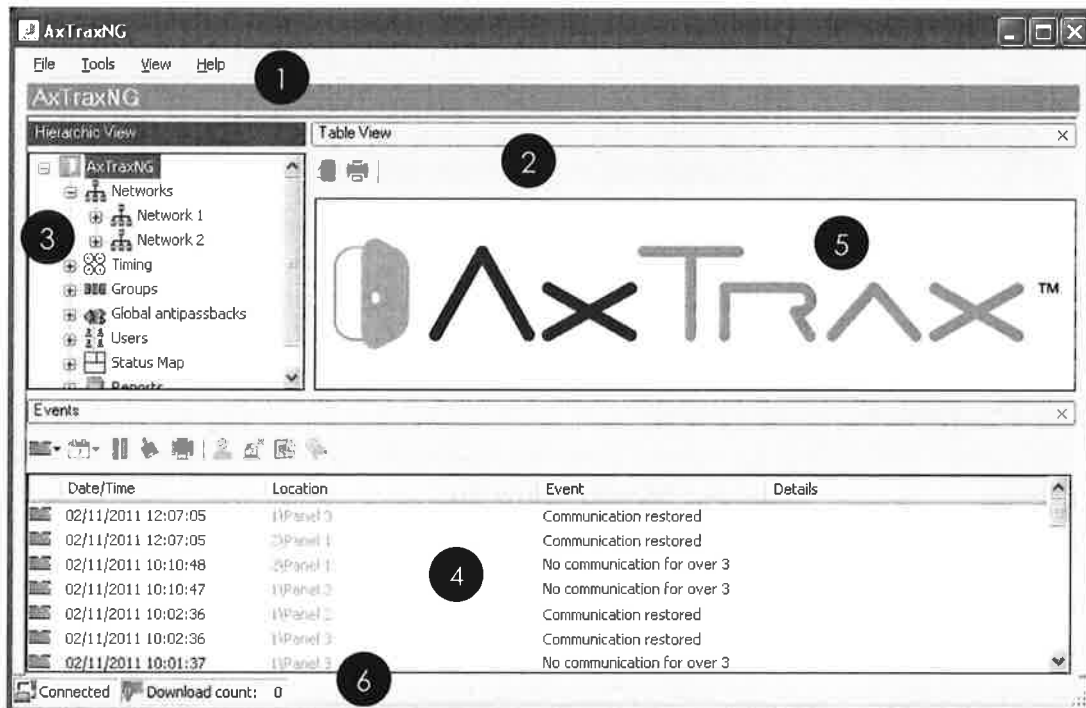


Figure 32: AxTraxNG™ Client Main Window

System Overview

The AxTraxNG™ Client Main window is divided into six adjustable sections:

Section	Description
1 Menu Bar	The Menu bar controls the software's general operation and setup. For more information, see Section 4.3.
2 Toolbar	The main Toolbar consists of icons for the key tasks required in managing access control across a facility. The available icons change according to the view selected. For more information, see Section 4.4.
3 Tree View	The Tree View allows users to configure, monitor, and control every aspect of access control. For more information, see Section 4.5.
4 Event Log	The Event Log displays a detailed log of every time access was granted or denied for every door on the site, as well as when inputs and output are opened or closed. The event log toolbar consists of icons allowing the user to monitor potential door tamper or forced entry attempts. These warnings are logged and displayed as internal system warnings, including video stream archives that are saved to the ViTrax database.
5 Display Area	The Display area displays all items within the selected Tree View element. It also provides options to add, edit, or delete items manually without opening the detailed element windows. In addition, the display area provides various system updates.
6 Status Bar	The Status Bar displays server connection status, Downloads Counter, and the Firmware programming progress bar.

4.3 Menu Bar

The menu bar controls the general operation and setup of the software.

4.3.1 File Menu

The File menu has three options:

Menu	Select Menu item to...
Server Connection	Log on to the AxTraxNG™ server
ViTrax Server	Log on to the ViTrax server
Exit	Exit the AxTraxNG™ software

4.3.2 Tools Menu

Use the Tools menu to manage the database and set software preferences. The menu has three options:

Menu	Select Menu item to...
Database	Open the Database window to back up the database or set a scheduled backup, as well as to import or export the AxTraxNG™ and/or VeriTrax AS-225/AxTrax AS-525 configuration states and events logs
Options	Set software options and preferences, including national holidays, event highlighting, custom user information fields, and GUI language
Import/Export Data	Import/export user information from/to an Excel spreadsheet file.

4.3.3 View Menu

Use the View menu to define and manage the view of the GUI. The menu has four options:

Menu	Select Menu item to...
Events	Check the option to show event logs
Table View	Check the option to show a detailed table view
Restore Docking	Restore the default GUI view
Close All Floating Windows	Close all pop-up windows at once

4.3.4 Help Menu

The help menu has one option:

Menu	Select menu item to...
About	View software, firmware, and database version information, as well as the current operator






4.4 Toolbar

The toolbar controls key tasks required to manage access control across an entire facility. When a new element is selected from the Tree View, the toolbar icons change to suit the selected element.



The following toolbar icons are available:

System Overview





4.4.1 General Icons

Icon	Name	Click icon to...
	Manual Door Operation	Open the <i>Door Manual Operation</i> window (see Section 7.1)
	Print	Send the current display area view to the printer
	Add	Add a new element of the selected type
	Edit	Edit the selected element
	Delete	Delete the selected item






4.4.2 General Network Icons

Icon	Name	Click icon to...
	Add to Status Map	Add available panels and panel components to the Status Map (see Section 4.5.6)
	Download Failed Data Manually	Download the entire panels' failed database (see Section 9.2)






4.4.3 Network Icons

Icon	Name	Click icon to...
	Set Time	Set the time on the selected access control panel (see Section 9.1)
	Find Panels	Find and update panels within the network (see Section Error! Reference source not found.)
	Manual Modem	Open the <i>Modem Status</i> window to allow the operator to connect or disconnect the modem and change the connection password (see Appendix C)
	Camera	View a list of connected cameras, and assign the cameras to panels (see Section 6.2)




4.4.4 Panel Icons

Icon	Name	Click icon to...
	Manual Reader	Change the operation mode of the readers on the selected panel (see Section 7.2)
	Update Firmware	Send a firmware update to the selected access control panel (see Section 7.6)
	Control Output Manually	Change the settings for the outputs on the selected panel (see Section 7.3)
	Control Input Manually	Change the settings for the inputs on the selected panel (see Section 7.4)
	Control Siren Manually	Test the siren for the selected panel (see Section 7.5)


4.4.5 Card\Users Icons

Icon	Name	Click icon to...
	User Counter	View the current user count value (see Section 9.3)
	Add users	Create up to 1000 new users in one click (Section 5.10)
	Add cards	Create up to 1000 new cards in one click (Section 5.10)
	Assign cards	Add and assign cards to selected users or add cards from MD-08 (see Appendix F)
	User Filter	Filter the list of users by various parameters, such as name and card number (see Section 4.5.5.3)

4.4.6 Reports Icons













Icon	Name	Click icon to...
	Produce Report	Produce the selected report (Chapter 8)
	Print	Send the current report to the printer
	View Last Hour Access	Display relevant access events that occurred within the last hour (Chapter 8) Note: This icon appears only when a Roll Call – Readers report is selected.







System Overview

Icon	Name	Click icon to...
	View Periodic Access	Displays relevant access events that occurred within a selected time frame (Chapter 8) Note: This icon appears only when a Roll Call – Readers report is selected.

4.4.7 Events Icons

When clicking an event icon, click the dropdown arrow to change the current view of the display.

Icon	Name	Click icon to...
	Panel	Display all event types uploaded from the access control units
	Access	Display only access events uploaded from access control units
	Alarm	Display only alarm events uploaded from access control units
	Archive	Display video stream archive events stored in either the ViTrax database, the USB key, or snapshots saved on PC
	System	Display events related to the AxTraxNG™ Server operation and operators activity
	Pause	Halt the display of events in the display area. New events are shown again when the Pause button is clicked a second time.
	Refresh	Manually refresh the event list
	View Events within the last Hour	Display all events that occurred within the last hour. Click the dropdown arrow to change the view.
	View Events within the last Day	Display all events that occurred within the last day
	View Events within the last Week	Display all events that occurred within the last week
	View Periodical Events	Display all events that occurred within a selected period
	View All Events	Display all events

Icon	Name	Click icon to...
	Clear	Clear the entire log and empty the current event list view
	Show User	Open the <i>User</i> window for the selected user.
	Clear Alarm	Open the <i>Alarm Details</i> window to allow the operator to reset the alarm.
	Antipassback Forgive	Open the <i>Antipassback Forgive</i> window to allow the operator to cancel an Antipassback restriction for the selected user.
	Camera List	Open a list of all ViTrax cameras attached to the network
	Archive	Open the <i>Archive Camera</i> Window for the selected video stream or snapshot.

4.5 Tree View

The Tree View allows users to configure, monitor, and control every aspect of a facility's access control network.

When the user selects an element from the Tree View, its contents are shown in the main display area, and the toolbar icons change to suit the selected element.

4.5.1 Networks

A network is a group of up to 32 access control panels. The AxTraxNG™ Server connects to the panels across the panel network.

For more information, see Section 5.3.

4.5.2 Timing

The Timing tree branch consists of two elements: time zones and Holidays.

4.5.2.1 Time Zones

A time zone defines a weekly time period or set of time periods; for example, "Office Hours" or "Out of Office Hours". Door access rights, alarms, and input and output behavior can all be set to behave differently within each Time Zone.

For more information, see Section 5.1.

4.5.2.2 Holidays

This element defines annual holiday dates; it is possible to set special access behaviors for holiday time.

System Overview

For more information, see Section 5.2.

4.5.3 Groups

The Groups tree branch consists of three elements: Access groups, Input and Output Groups, and access areas.

4.5.3.1 Access Groups

An Access Group defines when each reader on the site is available for access. All site personnel are assigned to appropriate Access Groups.

For more information, see Section 5.9.1.

4.5.3.2 Input and Output Groups

Input and Output groups define sets of outputs or inputs that should be managed together within a panel.

For more information, see Sections 5.7, 5.9.2, and 5.9.3.

4.5.3.3 Access Areas

A facility can be subdivided into several access areas to configure and manage it more effectively.

For more information, see Section 5.12.

4.5.4 Global Antipassback

Antipassback rules can be applied to each access area to prevent one user's card or entry code from being used for two subsequent entries, and to prevent a second entry without a previous exit.

For more information, see Section 5.13.

4.5.5 Users

The Users tree branch consists of five elements: Departments/Users, Visitors, User Filter, Cards, and Operators.

4.5.5.1 Departments/Users

This element shows a list of all departments and users, as well as any visitors registered in the system. Each user is a member of a department. For each user, it is possible to assign cards and/or a PIN code, set access rights, personal details, and include an identification photograph.

For more information, see Section 5.11.

4.5.5.2 Visitors

This element shows a list of all visitors registered in the system.

Visitor type users can also be created with specific access rights.

For more information, see Section 5.11.

4.5.5.3 User Filter

This element allows you to find users in the database based on various search parameters, such as name, user number, and access group. The filtered list then appears in the main window.

4.5.5.4 Cards

This element lists all cards in the system with their statuses, and allows the manual or automatic addition of cards to the system.

For more information, see Section 5.10.

4.5.5.5 Operators

Operators are people with access to the AxTraxNG™ software. The default operator names are Administrator, Engineer, and Security.

Different operators have wider or more restricted security rights, from complete control over the system to the ability only to view one section. All Operator passwords are case-sensitive.

For more information, see Section 5.14.

4.5.6 **Status Map**

The Status Map creates a graphic display of the statuses for every door, reader, and alarm in the facility on user-selected images.

The system can display multiple nested status maps, allowing users to show either the complete access control network or a specific area in detail. For more information, see Section 5.16.

4.5.7 **Reports**

AxTraxNG™ can produce various reports, including usage reports, attendance records, visitors, and roll calls. The AxTraxNG™ Report Wizard allows users to design their own custom reports based on their needs. For more information, see Chapter 8.

How to Set Up a Site

The window closes and the new output group appears in the display area.

5.10 Adding Users and Cards

The AxTraxNG™ database maintains a list of every user card or PIN that has ever been assigned. The *Add Users and Cards* window is used to define:

- The type of reader needed to read the card
- The number of cards to create
- Whether or not a user should be created for each new card

The *Add Users and Cards* window contains the following fields:

Field	Description
Selection Type	Select what will be added: Users and cards, Users only, or Cards only
Quantity	Type or select the number of cards/users to add
Sequential cards	Define the card properties: <ul style="list-style-type: none">• Reader Type: Select the type of reader appropriate for the new cards being added• Start from: Type the number of the first card in the set• Facility code: Type the site code for these cards. This field is not available for all reader types
Sequential Users – General	Define the users general properties: <ul style="list-style-type: none">• Department: Associate to the new user(s) created to a department• Access Group: Associate to the new user(s) created to an Access group
Sequential Users – Rights	Define the users right properties: <ul style="list-style-type: none">• Antipassback immunity: Select the checkbox to override any antipassback restrictions• Extended door open time: Select the checkbox to activate the extended door option defined for each door
Sequential Users – Pin Code	Select the checkbox to define automatic pin codes, select between: <ul style="list-style-type: none">• Start from: Sequential pin code starting from a predefined number based on a defined number of digits• Random: Random pin codes where the only definition is the number of PIN code digits
Sequential Users – Valid date	Define the access right validity: <ul style="list-style-type: none">• From: Define the date and time to begin allowing access• Until: Select the checkbox to define an end date for the access right validity, then define the date and time

Field	Description
Sequential Users – Links	<p>Select the checkbox to define associated link commands:</p> <ul style="list-style-type: none"> • Access Granted command: Activate a user-defined set of inputs or outputs for access granted events • Access Denied command: Activate a user-defined set of inputs or outputs for access denied events • Handicapped checkbox: Activate a dedicated output a short time after the door is unlocked. The outputs are set in the Links window. • User selected Output group: Select an output group for this user. The outputs are triggered every time the user accesses a door. <p>The operations, inputs, and outputs are defined in the Links window. See Section 5.8.</p>
Sequential Users – Counter	<p>Select the <i>Enable</i> checkbox to use the counter option then type or select the counter number to be used for the first user</p>

To add users and cards:

1. In the Tree View, select **Cards**.
2. On the toolbar, click the icon.
The *Add Users and Cards* window opens.

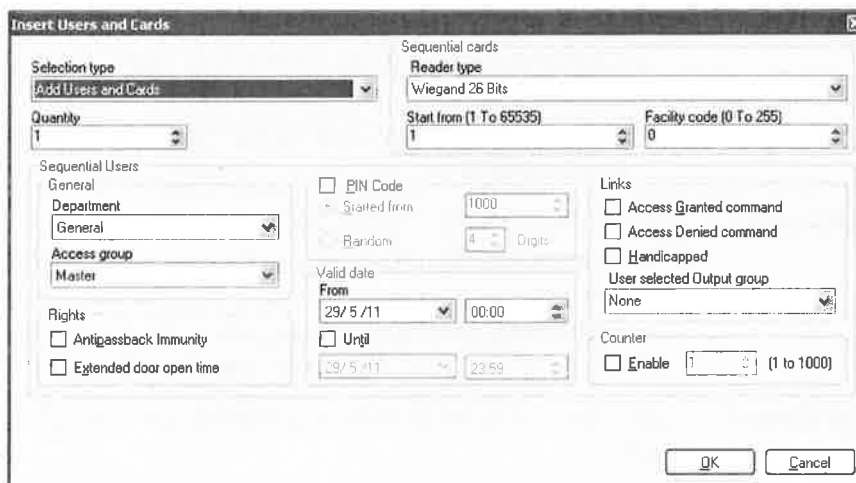


Figure 62: Add Users and Cards Window

3. Configure the user and card properties as required, according to the field descriptions in the table above.
4. Click **OK** to close the window.
The process may take a few minutes after which a dialog reports that the operation has been completed.

How to Set Up a Site

5.11 Adding Departments, Users, and Visitors

Every user is grouped within a department. For each user, AxTraxNG™ stores contact details, associated card details, and access rights.

5.11.1 Adding Departments

To add a department:

1. In the Tree View, select the *Departments, Users and visitors* element.
2. To create a new department, click the **+** icon.
The Add *Department* dialog appears.

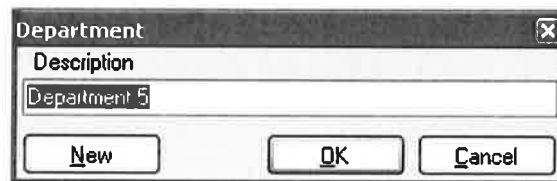


Figure 63: Add Department Dialog

3. In the *Description* field, enter a name for the department and click **OK**.
The window closes and a new department is created.

5.11.2 Adding Users

Adding users to a department is done by using the *Add User* window.

The *Add User* window contains three main tabs:

- *General* tab – Displays identification and control information
- *Codes* tab – Displays card information associated with the user
- *Details* tab – Records user contact details

In addition, there are two content-oriented windows:

- *User Fields* – Stores user-defined data
- *Visitor* Tab – Appears when the user is defined as a visitor

5.11.2.1 General Tab

The General tab displays:

- User identification information
- User validity settings
- Access rights for the user

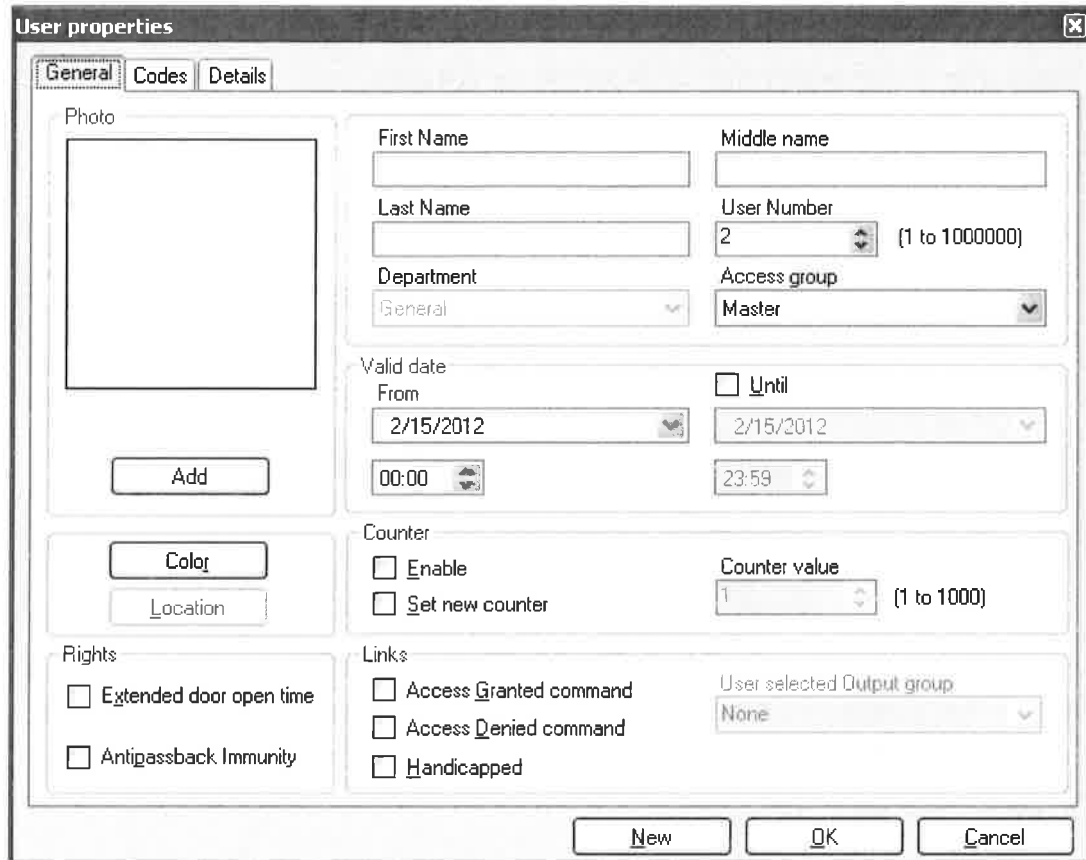


Figure 64: Add User Window – General Tab

The *General* tab contains the following fields:

Field	Description
Photo – Add	Click to add a photo of the user, or to remove an existing photo. The selected photo aspect ratio should be 1.25 H x 1.00 L; otherwise, the photo may be distorted.
First name	Type the user's first name.
Middle name	Type the user's middle name.
Last name	Type the user's last name.
User number	Type a unique user number to identify the user.
Department	Select the user's associated department.
Access group	Select the user's access group.
Select color	Click to select which color to use to highlight this user when the user generates access events. User highlighting must be activated in Tools > Options > General tab.
Location	Click to display a log of doors accessed by this user.

How to Set Up a Site

Field	Description
Valid date/time from	Select the date/time from when the user's access rights begin.
Valid date/time until (checkbox)	Select the checkbox to set the date/time on which the user's access rights end.
Valid date/time until (field)	Select the date/time on which the user's access rights end. This field is only available when the checkbox is enabled.
Enabled	Select the checkbox to set an access rights countdown counter for this user. When the counter reaches zero, the user's access rights end.
Set new counter	Select the checkbox to set a new countdown counter value for this user.
Counter Value	Select a new countdown counter value for this user. This field is only enabled when the <i>Set new counter</i> checkbox is selected.
Rights > Antipassback immunity	Select the checkbox to override any Antipassback restrictions for this user.
Rights > Extended door open time	Select the checkbox to entitle this user to an extended unlocked door duration. The extended duration is set for each door. See Section 5.5.
Links > Access Granted command	Select the checkbox to activate a link rule initiated by access granted commands for this user. See Section 5.8.
Links > Access Denied command	Select the checkbox to activate a link rule initiated by access denied commands for this user. See Section 5.8.
Links > User selected Output group	Select an output group for this user. The outputs are triggered every time the user accesses a door, as specified in the <i>Links</i> window. See Section 5.8.
Links > Handicapped checkbox	Select the checkbox to activate a dedicated output a short time after the door is unlocked. See Section 5.8.

How to Set Up a Site

5.11.2.2 Codes Tab

The *Codes* tab displays:

- The cards assigned to this user (up to 16 cards)
- The PIN code assigned to this user

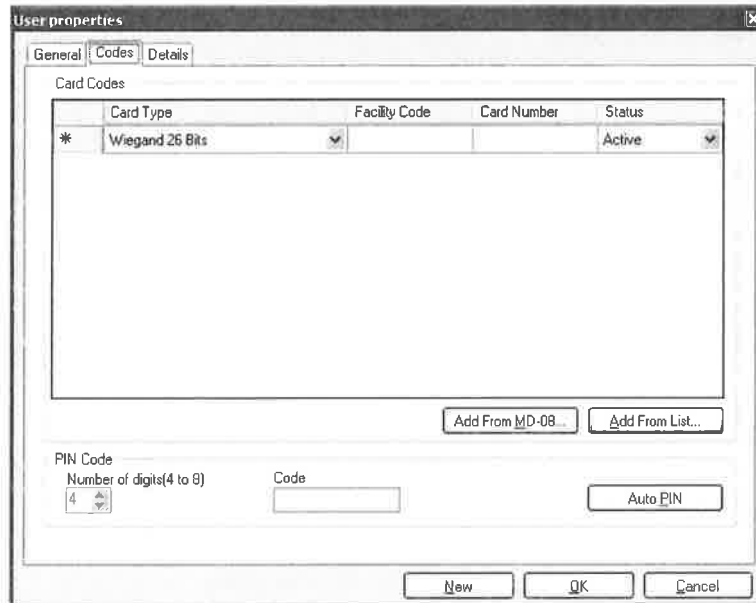


Figure 65: Add User Window – Codes Tab

The *Codes* tab contains the following fields:

Field	Description
Card Type	The card type used by the reader / user
Facility Code	The site code assigned to this card
Card Number	The unique number of this card
Status	Select the status of the card. Inactive cards cannot gain access to the facility
Number of digits	Select the length of the PIN for this user.
Code	Type a PIN.
Auto PIN	Click to automatically generate a random PIN.
Add from MD-D08	Click to read card details using MD-D08 module.
Add from list	Click to add a new card. All cards within the user's specified facility code, are listed

5.11.2.3 Details Tab

The *Details* tab contains detailed contact and identification details about the user.

How to Set Up a Site

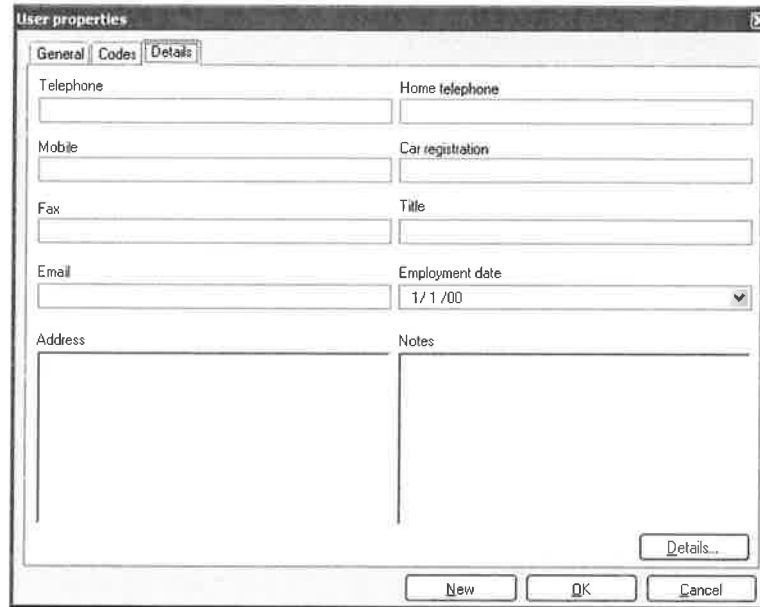


Figure 66: Add User Window – Details Tab

The *Details* tab contains the following fields:

Field	Description
Telephone	Type an office telephone number for the user.
Mobile	Type a cell phone number for the user.
Fax	Type a fax number for the user.
Email	Type an email address for the user.
Address	Type a postal address for the user.
Home telephone	Type a home telephone number for the user.
Car registration	Type the user's license plate number.
Title	Type the user's title (e.g. "Mr. ").
Employment Date	Enter the date that the user joined the firm.
Notes	Type any additional information.
Details	Click to open the user's additional details folder.

5.11.2.4 User Fields Tab


The User Fields tab can be used to store any information required by the system operator.

User fields are defined in the *Tools > Options > User Fields/Default* tab (see Section 9.5.2).

To create a user:

1. In the Tree View, expand the *Departments/Users* element and select a department for the new user.

How to Set Up a Site

2. On the toolbar, click the  icon.
The *Add User* window opens.
3. Enter the user details in the various tabs as explained in detail in the following sections.
4. Click **OK**.
The window closes and the added user is displayed.


5.11.3 Adding Visitors

AxTraxNG™ stores contact details for each visitor, associated card details, and visitor access rights.

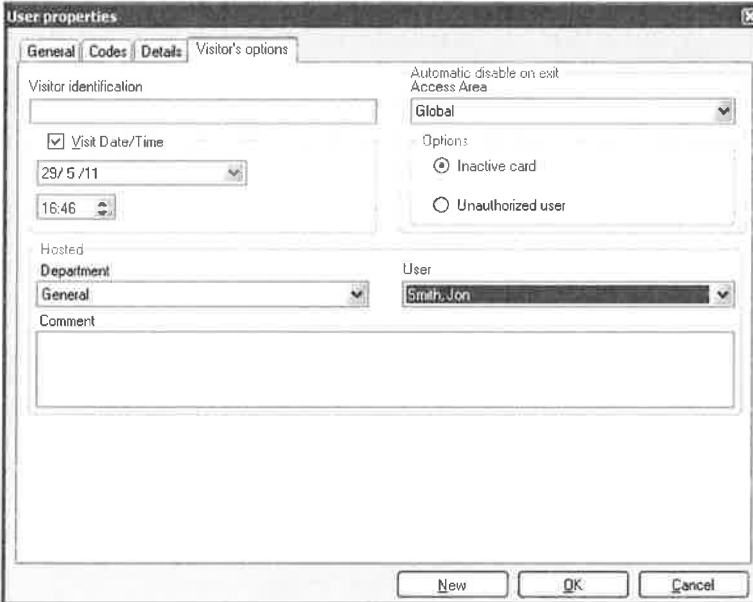
The *Visitor's* options tab contains the following fields:

Field	Description
Visitor Identification	Type a unique visitor identification
Visit Date/Time	Select the checkbox and specify the date and time for the visit
Automatic disable on exit	Define automatic disable access right options <ul style="list-style-type: none"> • Access Area: Select the Access Area to disable access to • Inactive card: The designated card automatically becomes inactive upon exit • Unauthorized user: the designated access group changes to Unauthorized upon exit
Hosted	Define the details for the hosting party: <ul style="list-style-type: none"> • Department: Select the Department • User: Select the hosting User • Comment: Type any additional information

To create visitors:

1. In the Tree View, expand the *Users* element and select **Visitors**.
2. On the toolbar, click the  icon.
The same *Add User* window as before opens; however, now the *Visitor's Options* tab is available.

How to Set Up a Site



The screenshot shows the 'User properties' dialog box with the 'Visitor's options' tab selected. The dialog has four tabs: 'General', 'Codes', 'Details', and 'Visitor's options'. The 'Visitor's options' tab contains the following fields and controls:

- Visitor identification:** A text input field.
- Visit Date/Time:** A checked checkbox.
- 29/ 5 /11:** A date dropdown menu.
- 16:46:** A time spinner control.
- Automatic disable on exit:** A section with a dropdown menu set to 'Global'.
- Options:** Two radio buttons: 'Inactive card' (selected) and 'Unauthorized user'.
- Hosted:** A section with a dropdown menu set to 'General'.
- Department:** A dropdown menu set to 'General'.
- User:** A dropdown menu set to 'Smith, Jon'.
- Comment:** A large text area.

At the bottom of the dialog are three buttons: 'New', 'OK', and 'Cancel'.

Figure 67: User Properties Window – Visitor's Options Tab

3. Enter the visitor specific options as needed.
4. Enter the visitor's details in the various tabs as explained in detail in the user subsections.
5. Click **OK**.
The window closes and the added visitor is displayed.



Note


Users may be moved to other department or redefined as a Visitor. A visitor may be moved into any department and changed to a regular user. Select a user or a visitor row using the mouse and drag & drop it into the relevant Tree View icon.

5.12 Adding Access Areas

A large site can be divided into several smaller, more manageable access areas. Reports can be produced individually for each area. In addition, global Antipassback rules can be applied for each access area. When global Antipassback rules are in effect, users cannot re-enter an access area until they have left it.

Use the *Access Area* window to add entry and exit door readers to and from an area within the facility.

To add an access area:

1. In the Tree View, expand the *Groups* element.
2. Expand the *Access Areas* element and select **Global**.
3. On the toolbar, click the  icon.

The *Add Access Area* window opens.

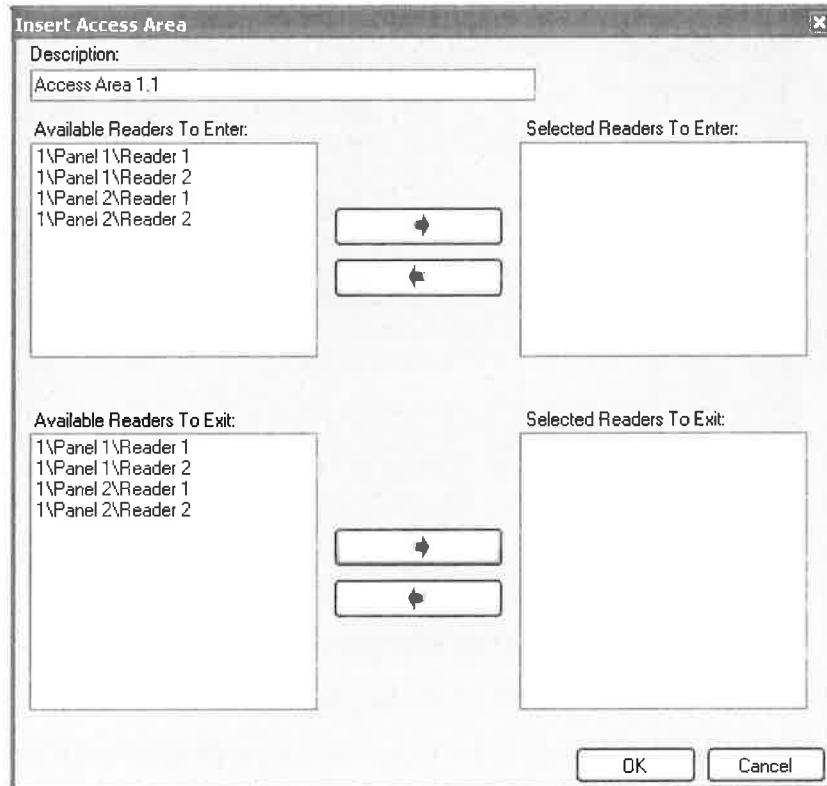


Figure 68: Add Access Area Window

4. In the *Description* field, enter a name for the access area.
5. Select and move the desired readers from *Available Readers to Enter* to *Selected Readers to Enter* using the arrows.
6. Select and move the desired readers from *Available Readers to Exit* to *Selected Readers to Exit* using the arrows.
7. Click **OK**.

The window closes and the new access areas appear in the Display Area.

5.13 Adding Global Antipassback Rules

Global antipassback functionality is only enforced when the AxTraxNG™ Server is connected and monitoring the entire access control system.

How to Set Up a Site

To create antipassback rules:

1. In the Tree View, select **Global Antipassback**.
2. On the toolbar, click the **+** icon.

The *Add Global Antipassback* window opens.

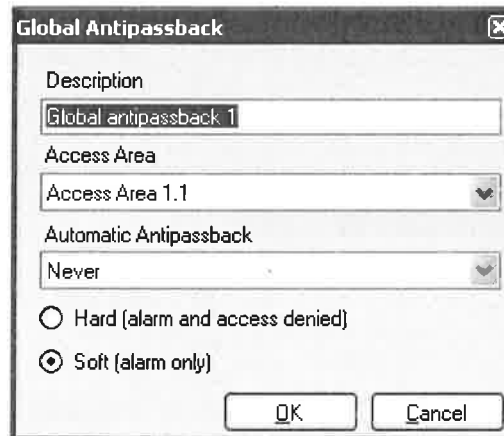


Figure 69: Add Global Antipassback Window

3. In the *Description* field, enter a name for the antipassback rule.
4. From the *Access Area* dropdown, select the access area.
5. From the *Automatic Antipassback* dropdown, select the time zone for which the global antipassback applies.
6. Select either the **Hard** or the **Soft** Antipassback option.
7. Click **OK**.

The window closes and the global antipassback rule appears in the Display Area.



Note

Global Antipassback applies an Antipassback event only on "Enter" readers to the defined "Area".

To implement Antipassback on Exit readers as well, you must define a new area with opposite reader directions:

Readers defined "Enter" in the first area need to be defined again in the new area as "Exit" readers, and "Exit" readers in the first area should be defined as "Enter" readers in the second area.

5.14 Adding Operators

Operators are people with access to the AxTraxNG™ application. The default operator name is Administrator.

Different operators have wider or more restricted security rights, from complete control over the system to the ability only to view one section. All operator passwords are case-sensitive.

How to Set Up a Site

To define operators:

1. In the Tree View, expand the *Users* element and select **Operators**.
2. On the toolbar, click the **+** icon.
The Add *Operator* window opens.

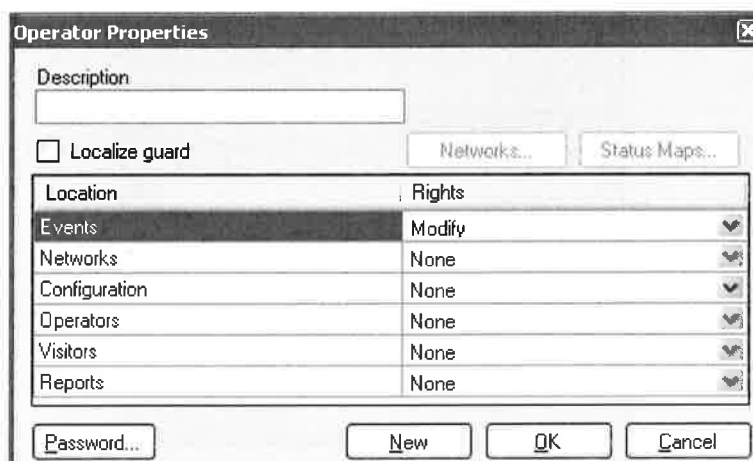


Figure 70: Add Operator Window

3. In the *Description* field, enter the Operator's name.
4. Select the **Localize guard** checkbox to define the operator with limited rights.
5. Click the **Networks...** and **Status maps...** buttons to define the associated operator's local rights.
6. Set the operators global permission rights for each of the screens in the *Location* list.
7. Click **Password...** to open the *Password* dialog.



Figure 71: Operator Password Window

How to Set Up a Site

8. Enter the operators' password in the *Password* field and re-enter the password in the *Confirm Password* field.



Note

On first time use, leave the password field empty and enter (and confirm) your new password.

9. Click **OK** to save your settings.

The dialog closes and the operator is shown in the display area.

5.15 Creating Elevator Control

Elevator control can be created by following four simple steps.

Normally, a reader is associated with a door. For elevator control, a selected reader should be associated with several outputs (floors).

To create elevator control:

1. Assign a reader to the Elevator Control.
2. In the *Reader Properties* window, clear the Open Door checkbox. See Section 5.6.
3. Create output groups (see Section 5.9.3).
Each output group represents a floor or several floors.



Note


When creating an output group for the elevator control, the selection only applies to outputs from the same panel.

4. Create a panel link (see Section 5.8). Only one panel link is required.
5. Associate Users with Elevator Control Rights
Each user can be associated with the relevant access group to allow user access to specific floors, as needed.
6. In the General tab of the User window, associate a user with output groups (see Section 5.11.2.1).

5.16 Creating Status Maps

The Status Map displays the status of every door, input, and output, antipassback rules, and alarms in the facility on user-selected floor plans.

To set up a Status Map:

1. In the Tree View, select **Status Map** and click the  icon.
The *Add Status Map* window opens.

