ROSSLARE
Secure Access Solutions

AxTraxPro™

Access Control Management Software Web Client V28.0.1.7

User Guide



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This manual's sole purpose is to assist installers and/or users in the safe and efficient installation and usage of the system and/or product, and/or software described herein.



Before attempting to install and/or use the system, the installer and the user must read this manual and become familiar with all safety requirements and operating procedures.

- The system must not be used for purposes other than those for which it was designed.
- The use of the software associated with the system and/or product, if applicable, is subject to the terms of the license provided as part of the purchase documents.
- This manual describes the maximum configuration of the system with the maximum number of functions, including future options. Therefore, not all functions described in this manual may be available in the specific system and/or product configuration you purchased.
- Incorrect operation or installation, or failure of the user to effectively maintain the system, relieves the manufacturer (and seller) from all or any responsibility for consequent noncompliance, damage, or injury.
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- All graphics in this manual are for reference only, some deviation between the image(s) and the actual product may occur.
- All wiring diagrams are intended for reference only, the photograph of the PCB(s) are intended for clearer illustration and understanding of the product and may differ from the actual PCB(s).

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1. Introduction

The Rosslare AxTraxPro™ Web Client software is a web-based software management system intended for the ongoing management of the AxTraxPro™ Server. Operators can access the system from a web browsers for daily tasks. The AxTraxPro access control system is user-friendly, intuitive, and rich in functionality.

AxTraxPro is the foundation for the Rosslare Cloud Services Platform for delivering innovative value-added services. The AxTraxPro platform includes the AxTraxPro Server / AxTraxPro Desktop Client and the AxTraxPro Web Client.

Use the AxTraxPro Web Client, to unlock or lock an electrical door lock, add and edit users, manage a lockdown in an emergency, monitor events, manage access control networks, and view reports. This manual is compatible with AxTraxPro Access Control Management Software V28.0.1.7.

2. Scope

This document contains the procedures to use the Rosslare AxTraxPro Web Client software. The document includes the following sections:

Section	Description
Getting to Know the Interface	Describes the structure of the AxTraxPro Web Client software.
Signing in to AxTraxPro Software	Describes how to sign in to the AxTraxPro Web Client software.
Setting up the AxTraxPro Software	Describes how to set up the AxTraxPro software.
Managing Doors	Describes how to manage doors.
Managing Users	Describes how to manage users.
Managing Lockdown	Describes how to manage a lockdown.
Monitoring Events	Describes how to monitor events.
Managing Networks	Describes how to manage networks.
Viewing Reports	Describes how to view reports.

2.1. Related Documentation

The AxTraxPro platform includes the AxTraxPro Server / AxTraxPro Desktop Client and the AxTraxPro Web Client. The access control system is configured with the AxTraxPro Server/Client.

The following related documents are available from the Partner Zone on the Rosslare web site:

- AxTraxPro Desktop Client User Guide V28.0.1.7
- AxTraxPro V28.0.1.X Datasheet

3. Setting up the AxTraxPro Software

The AxTraxPro platform includes the AxTraxPro Server / AxTraxPro Desktop Client and the AxTraxPro Web Client.

The configuration for the system including the doors, users, lockdown groups, and networks is done with the AxTraxPro Server/Client Access Control Management software program. Install the AxTraxPro Access Control Management software program onto the server that controls the access control panels and manages the database.

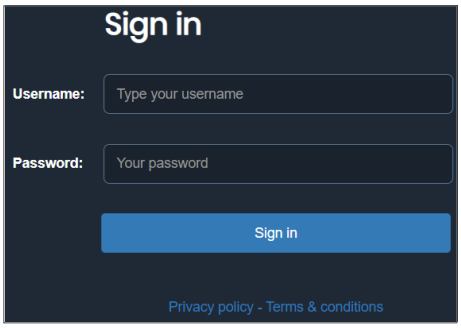
One AxTraxPro server can serve an unlimited number of AxTraxPro web-based users. Install the AxTraxPro Web Client software on any PC from which you wish to access the system.

4. Signing in to AxTraxPro Software

To sign in to AxTraxPro:

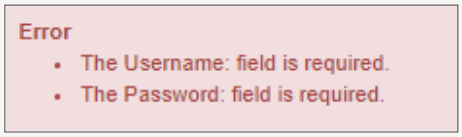
Your username and password are set by the approved person that does the **Add User** process.

1. Enter your username.
2. Enter your password.



3. Click Sign in.

An error message is shown If an incorrect email or password is entered.

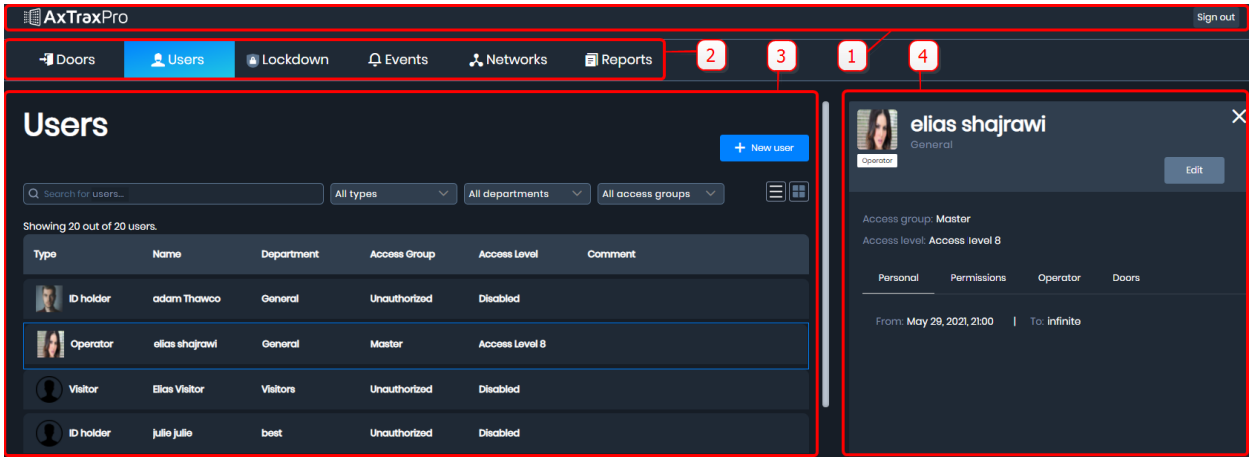


5. Getting to Know the Interface

The Rosslare AxTraxPro Web Client is a web browser interface for the daily management of a Rosslare access control system.

The following image and table describe the Rosslare AxTraxPro main window.

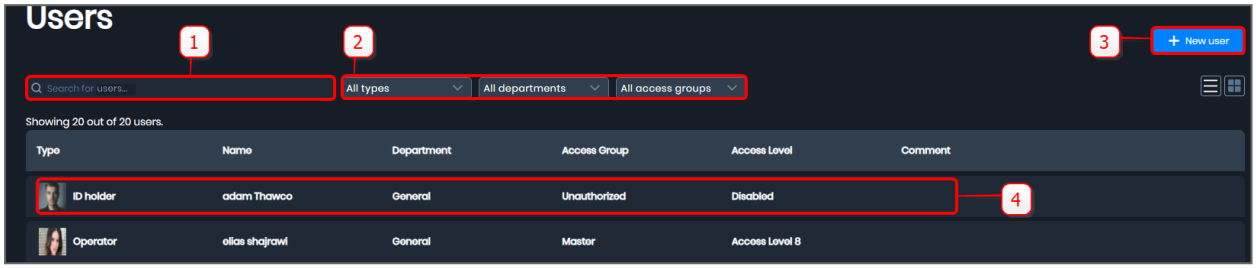
AxTraxPro Main Window



#	Item	Description
1	Taskbar	System tasks • Sign out
2	Navigation bar	Modules to see more Information.
3	Workspace	Information for the module selected in the navigation bar.
4	Details pane	More information for a row selected in the workspace.

Workspace

The following image and table describe a typical AxTraxPro workspace.



#	Item	Description
1	Search box	Text box for search
2	Filter list boxes	Selection of keywords to filter the information The quantity of filters is different for each workspace.
3	Action button	Some workspaces have a button to do an operation, an example is **New User**.
4	Row that shows general information	Click in the row to open the details pane to see more information.

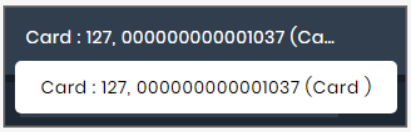
Details Pane

The following image and table describe the details pane.



#	Item	Description
1	Action button	Some panes have a button to do an operation, an example is **Edit**.
2	Properties selection tab	Selection of properties to see more information.

When the length of text is larger than its text box, hover over the text to see all of the text as shown:



6. Managing Doors

- In the doors workspace an approved user can search for and manage a door. The doors workspace shows door status and has buttons to unlock and lock an electrical door lock.
- The doors pane gives more door information and also has buttons to lock and unlock an electrical door lock.

6.1. Doors Workspace

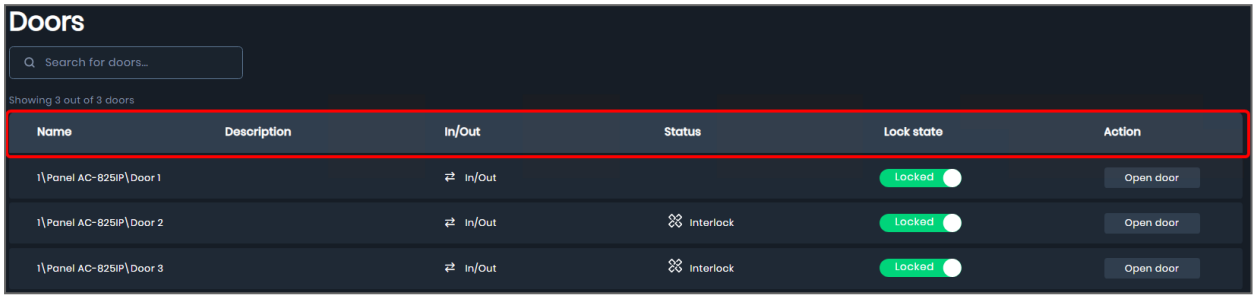
The doors workspace shows a list of all the doors and door status. It also has buttons to unlock or lock an electrical door lock.



The doors shown to the user are only the doors that the user has the permission to see and manage.

Information Shown in the Workspace

The following image and table describe the doors workspace.



Column	Description
Name	Door name specified in the AxTraxPro Desktop Client
Description	Text entered in the **Notes** field in the AxTraxPro Desktop Client
In/Out	An arrow and text shows if the reader is used to exit or to enter
Status	• Door is physically open or closed (shown only if a door monitor is connected) • Time that the door was forced open • Time period that a door was held open • Interlock, if this door is part of interlock group • Antipassback, if this is part of antipassback • Lockdown, if it is in lockdown state • Dual authentication • Lock state timer, (the time that the door will automatically lock)

Operations Available in the Workspace

In the doors workspace the following table gives the operations available.

Column	Operation
Lock state	• Unlock the electrical door lock • Lock the electrical door lock
Action	• Unlock the electrical door lock for the **Door open time** specified in the AxTraxPro Desktop Client

6.1.1. Searching for a Door

In the doors workspace, the first 20 doors are shown. To see more doors, click Show more.

To search for a door in the doors workspace:

1. Type the door name in the search box.



- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

6.1.2. Lock State Operations

Lock State Icons

The lock state icons are:

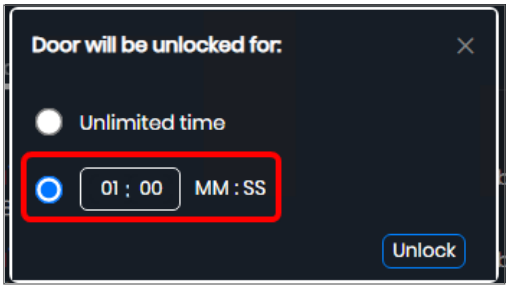
- Locked when the electrical door lock is locked.
- Unlocked when the electrical door lock is unlocked.

- A locked door is a door that requires a credential to be presented to a reader.
- An unlocked door is a door that does not require a credential to presented to a reader.

A locked door is the same as "open momentarily" and "open permanently" in the AxTraxPro Desktop Client (under manual door operation". This operation will unlock the electrical lock for the specified time.

To unlock an electrical door lock for a specified amount of time:

1. Click Locked to unlock the electrical door lock.
2. Enter the amount of time for the door to be unlocked.



- Enter the time value in the format of "minutes : seconds".
- The default time to give access to a door is 4 seconds or for the time configured in AxTraxPro Desktop Client.
- The maximum permitted time is 59:59 MM : SS.

3. Click Unlock.

When the unlock door operation is in progress a popup message is shown.



When the electrical door lock is unlocked, the status, lock state, and action icons have the following changes:

- A countdown timer to indicate when the electrical door lock will be locked 

is added to the status column.
- The lock state icon changes to 

.
- The action icon changes to **Door already unlocked** if only the workspace is open or **Already unlocked** when the workspace and the pane is open.

When the unlock door operation is not successful a **Try again** icon is shown in the action column.

After the specified time, the electrical door lock is locked.

When the door is locked:

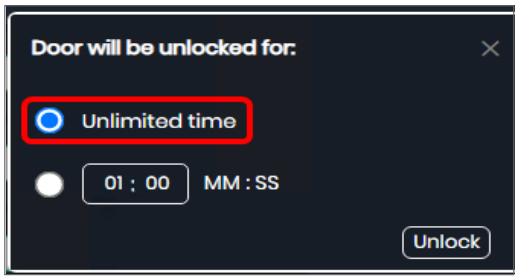
- The lock state icon changes to 

.
- The action icon changes to **Open door**.

To unlock an electrical door lock for an unlimited amount of time:

1. Click 

to unlock the electrical door lock.
2. Select **Unlimited**.

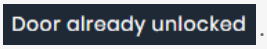


3. Select **Unlock**.

When the door lock operation is in progress a message is shown



- The lock state icon changes to 

.
- The action icon changes to 

.

It is necessary to select 

to lock the door.

To lock an electrical door lock:

1. Click 

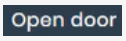
.

When the door lock operation is in progress a message is shown



When the door is locked:

- The lock state icon changes to 

.
- The action icon changes to 

.

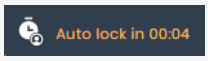
6.1.3. Door Action Operations

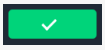
To unlock an electrical door lock:

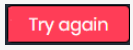
1. Click 

.

When the electrical door lock is unlocked:

- A countdown timer to indicate when the door electrical door lock will be locked is added to the status column 

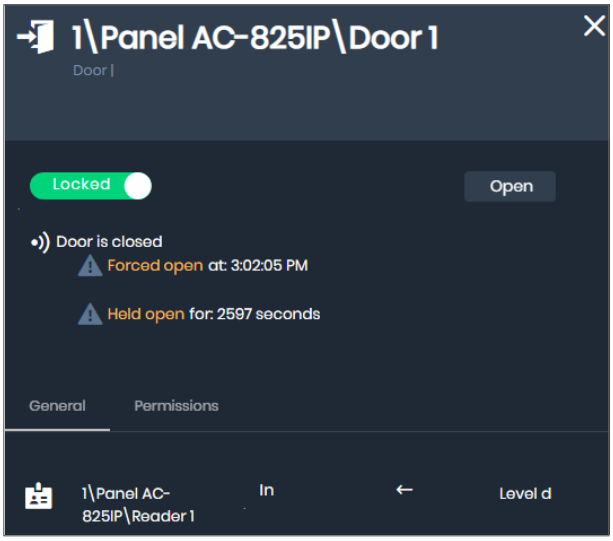
.
- The action icon changes to 
.
- The electrical door lock is unlocked for the default time period of 4 seconds or for the time configured in AxTraxPro Desktop Client.

When the unlock door lock operation is not successful a 

icon is shown.

6.2. Doors Pane

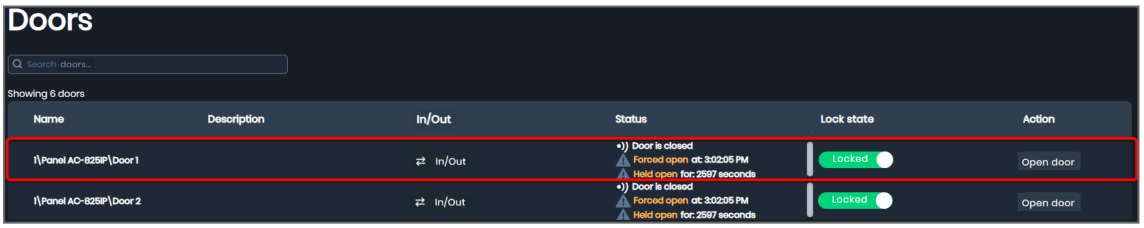
The doors pane gives more door information including permissions. It is also possible to unlock or lock an electrical door lock in the doors pane.



6.2.1. Opening the Doors Pane

To open the doors pane:

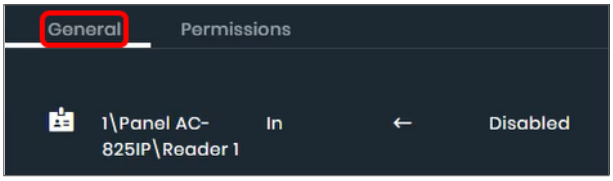
1. Click on the row for a door.



6.2.2. Viewing General Door Information

To see general door information:

1. Click **General** tab.

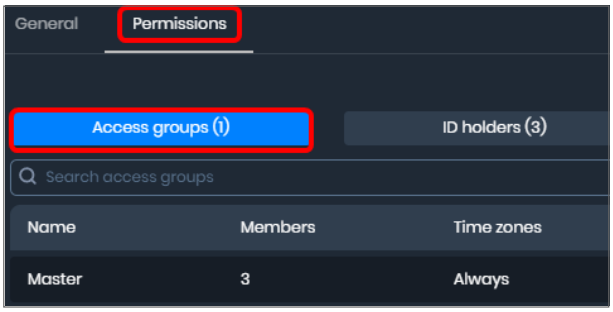


6.2.3. Viewing Access Group Door Permissions

An access group is a list of door readers and the time zones during which each of those door readers are available for access. Each user is assigned to an access group.

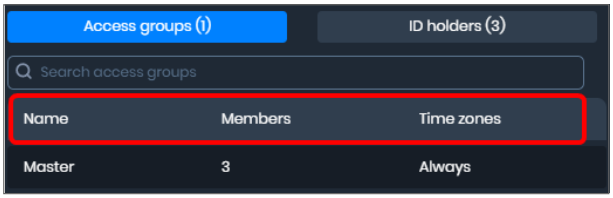
To see the door permissions for an access group:

1. Click **Permissions**.
2. Click Access groups (1).



Information Shown in the Pane

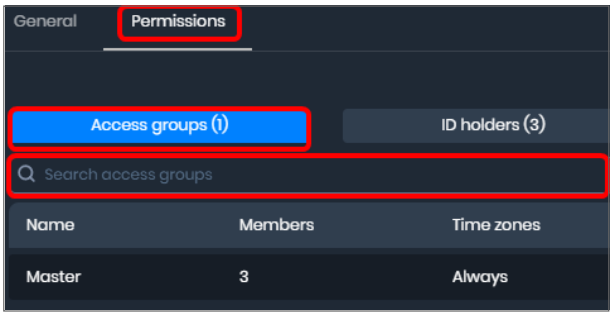
The following image and table describe the **Access groups** tab in the doors pane.



Column	Description
Name	Access group name specified in the AxTraxPro Desktop Client
Members	Number of members specified in the AxTraxPro Desktop Client
Time zones	Time zones specified in the AxTraxPro Desktop Client

When a number occurs in a parentheses Access groups (1) it indicates the number of records available to see.

To search the list for an access group:



1. Type the access group name in the search box.



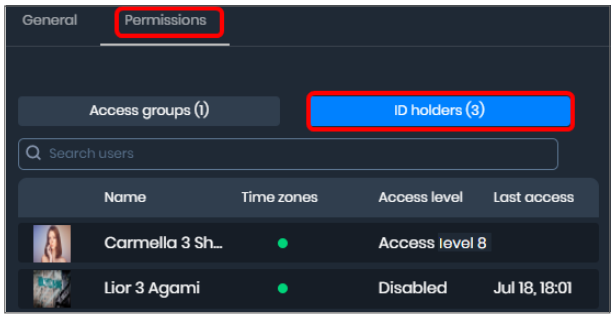
- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

6.2.4. Viewing ID Holder Door Permissions

Access levels can be assigned to users and readers. Thus different security levels can be given to different access areas and only specified users have access.

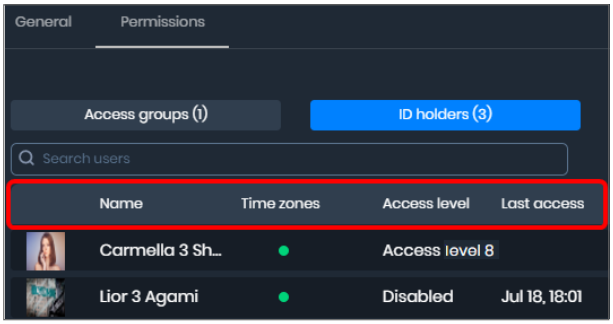
To see ID holder permissions:

1. Click **Permissions**.
2. Click **ID holders**.



Information Shown in the Pane

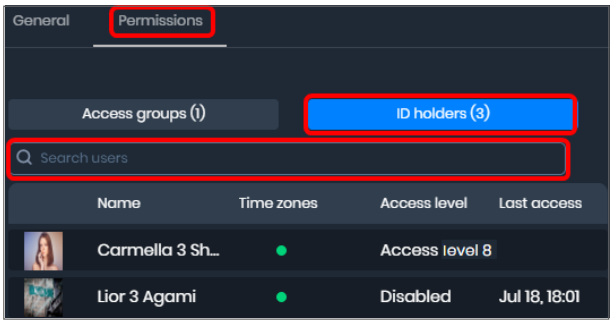
The following image and table describe the **ID holders** tab in the doors pane.



Column	Description
Name	Access group name specified in the AxTraxPro Desktop Client
Time zones	• for when a time zone is not active • for when a time zone is active. Hover over the icon for more information
Access level	Access level specified in the AxTraxPro Desktop Client
Last access	Last access recorded by the system

When a number occurs in a parentheses ID holders (2) it indicates the number of records available to see.

To search the list for ID holder:



1. Type the user name in the search box.



- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

6.2.5. Unlocking an Electrical Door Lock

To unlock an electrical door lock for a specified amount of time:

1. Click 

to unlock the electrical door lock.
2. Enter the amount of time for the door to be unlocked.

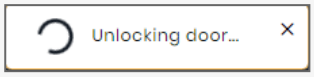


- Enter the time value in the format of "minutes : seconds".
- The default time to give access to a door is 4 seconds or for the time configured in AxTraxPro Desktop Client.
- The maximum permitted time is 59:59 MM:SS.

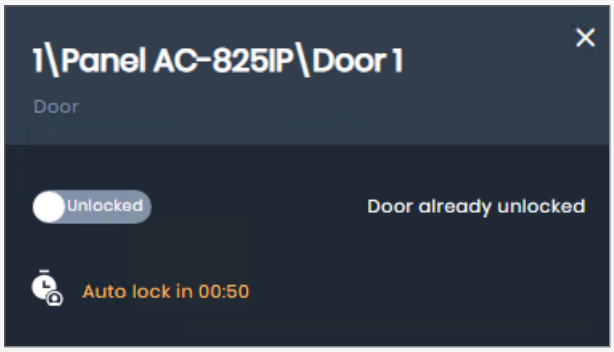
3. Click 

.

When the unlock door operation is in progress a message is shown.



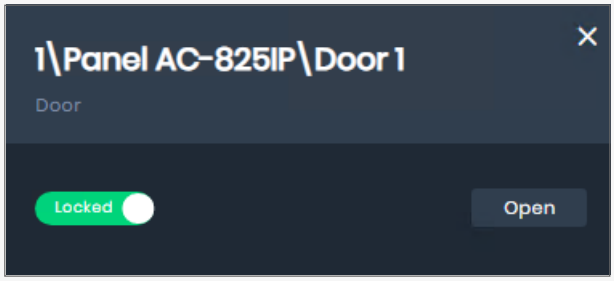
- After the electrical door is unlocked, the icons in the **Doors** pane change as shown:



When the unlock door operation is not successful a Try again icon is shown.

After the specified time period, the electrical door lock is locked.

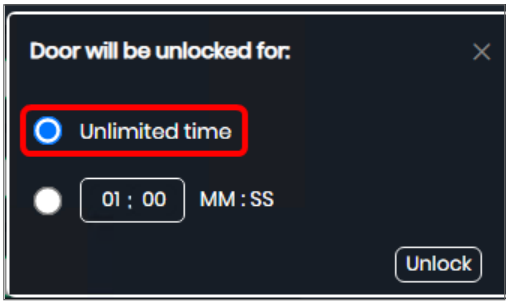
When the door is locked the icons are shown as before:



To unlock an electrical door lock for an unlimited amount of time:

1. Click 

to unlock the electrical door lock.
2. Select **Unlimited**.

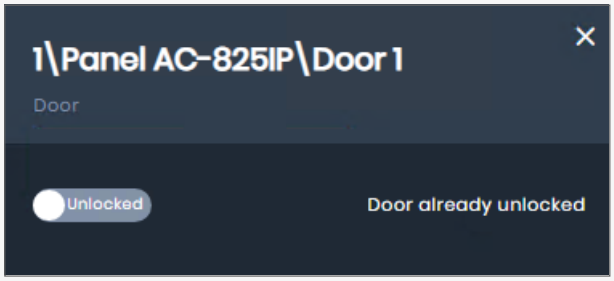


3. Select **Unlock**.

When the unlock door operation is in progress a message is shown.



- After the electrical door lock is unlocked, the icons in the **Doors** pane change as shown:



It is necessary for the operator to select 

to lock the door.

To lock an electrical door lock:

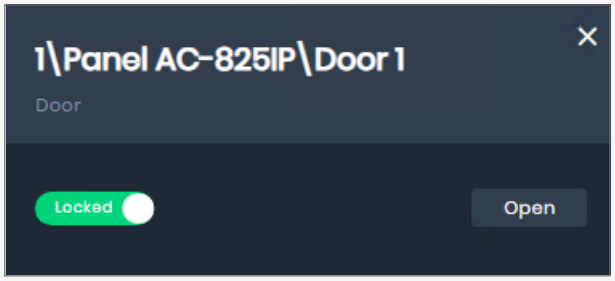
1. Click 

.

When the door lock operation is in progress a message is shown.



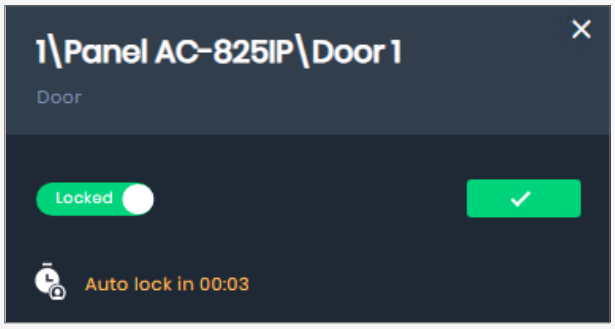
When the door is locked the icons are shown as before:



To unlock an electrical door lock:

1. Click Open.

- After the electrical door lock is unlocked, the icons in the **Doors** pane change as shown:



The electrical door lock is unlocked for the default time period of 4 seconds or for the time configured in AxTraxPro Desktop Client.

When the unlock door operation is not successful a Try again icon is shown.

When the door is locked the icons are shown as before:



7. Managing Users

The AxTraxPro system divides users into categories. The categories are:

- ID holder - an ID holder is a person that is given specified access rights.
- Operator - an operator is an ID holder that also has access to the AxTraxPro software. Some operators may have complete control over the system while another operator may only be approved to view one section.
- Visitor - a visitor is a person that is given temporary access rights.

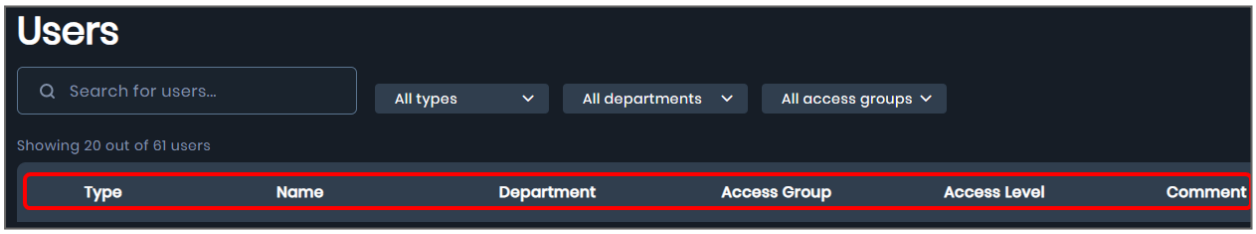
To see a user profile, to add a new user, and to edit a user profile can be done in the users workspace and users pane.

7.1. Users Workspace

The users workspace shows all the users. The users can be seen as a list or as a group of cards.

Information Shown in the Workspace

The following image and table describe the users workspace.



Column	Description
Type	User type specified in the AxTraxPro Desktop Client for **User Properties** or AxTraxPro Web Client.
Name	User name entered in the **General** tab in the AxTraxPro Desktop Client for **User Properties** or AxTraxPro Web Client.
Department	Department selected in the **General** tab in the AxTraxPro Desktop Client for **User Properties** or AxTraxPro Web Client.
Access group	Access group selected in the **General** tab in the AxTraxPro Desktop Client for **User Properties** or AxTraxPro Web Client.

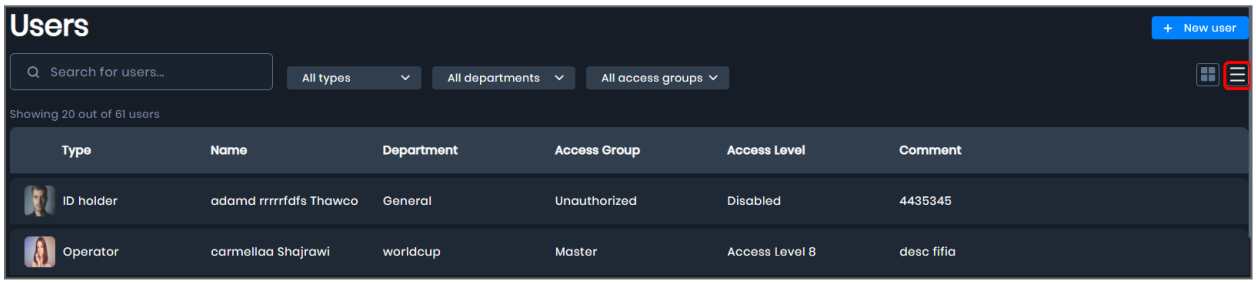
Column	Description
Access Level	Access level selected in the **General** tab in the AxTraxPro Desktop Client for **User Properties** or AxTraxPro Web Client.
Comment	Text entered in the "Notes" field in the **Details** tab in the AxTraxPro Desktop Client for **User Properties**.

7.1.1. Viewing Users in the System

The users workspace shows all the users. The users can be seen as a list or as a group of cards.

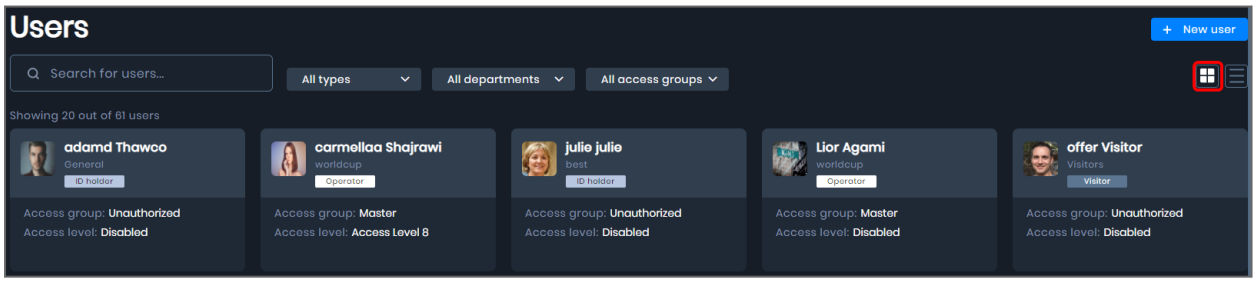
To see the users in a list:

1. Click .



To see the users as group of cards:

1. Click .

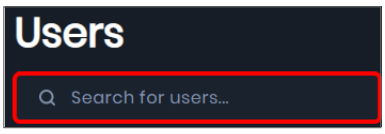


The first 20 users are shown. To see more users, click Show more.

7.1.2. Searching for a User

To search for a user:

1. Type the user name in the search box.



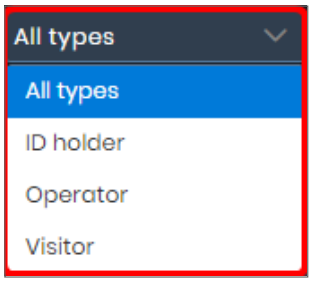
- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

7.1.3. Using a Filter to Find a User

You can use one or more filter to find a user.

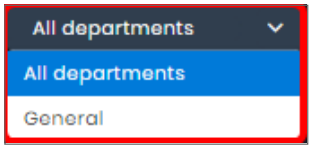
To filter by user type:

1. Select the user type in the **All Types** list.



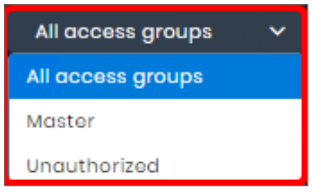
To filter by department:

1. Select the department in the **All Departments** list.



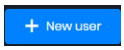
To filter by access group:

1. Select the access group in the **All Access Groups** list.

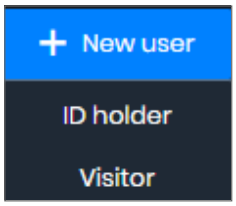


7.1.4. Adding a User

To add a user:

1. Click 

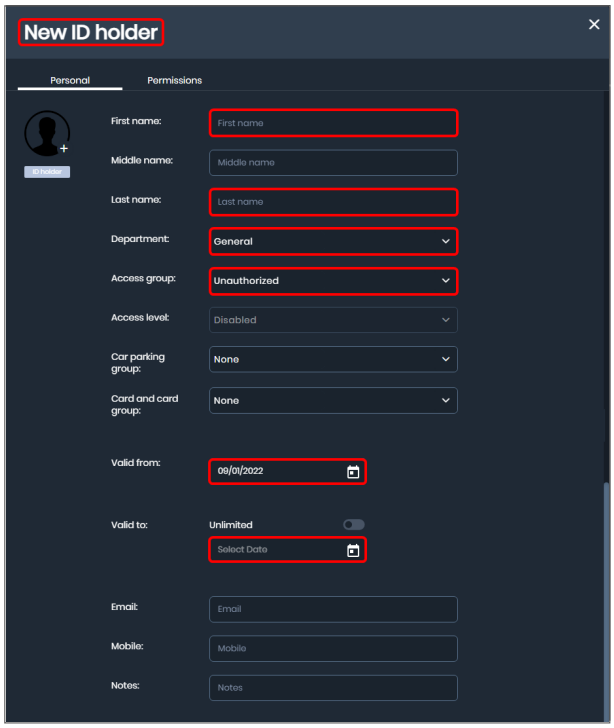
.
2. Select the user type in the **+ New user** list.



7.1.4.1. Adding Personal Information

To add personal information:

1. Click **Personal**.
2. Enter the personal information.



The required information is shown in a red box.

3. When complete, click **Create** to add the user.

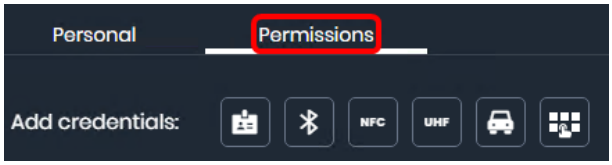
   or

4. Click **Cancel** to cancel the add user procedure.

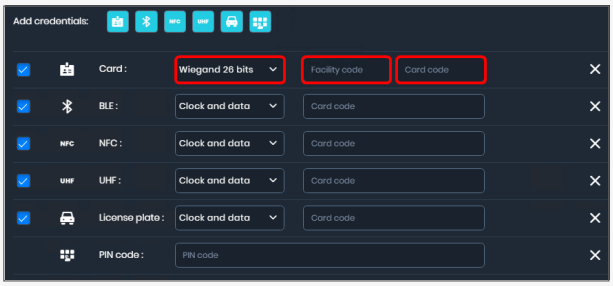
7.1.4.2. Setting User Permissions

To add credentials to permissions:

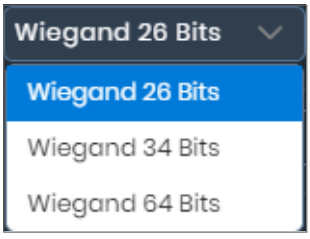
1. Click Permissions.
2. Click to add a card.
3. Click to add Bluetooth ID.
4. Click to add NFC.
5. Click to add UHF.
6. Click to add a car license plate.
7. Click to add a PIN code.



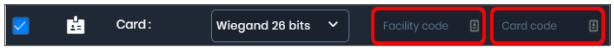
A row is inserted into a list of credentials.



8. To select Wiegand bits, click the Wiegand bits list box.



9. In the text box, type a facility code (if necessary) and credential ID.



10. For a PIN code, enter 4 to 8 digits.



9. When complete, click Create to add the user

   or

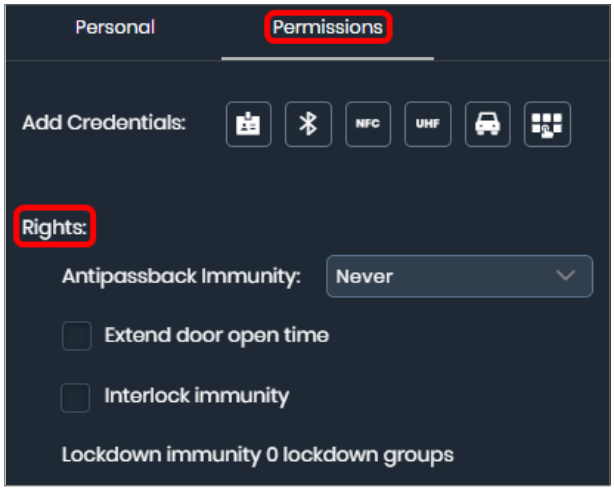
10. Click Cancel to cancel the add user procedure.

To add rights to permissions:

The following table gives the list of permission rights.

Right	Description
Antipassback immunity	A method that gives one-way access into and out of a secure area. It prevents a user to enter a secure area and then pass that card back to someone else to enter that same area. • Select **Never** or **Always**.
Extended door open time	Keeps the electrical door lock unlocked for a specified time longer that the default.
Interlock immunity	Lets a user unlock an electrical door lock within an applicable access group whatever the interlock status.

1. Click Permissions.
2. Click the check box next to each right to add.



3. When complete, click Create to add the user

   or

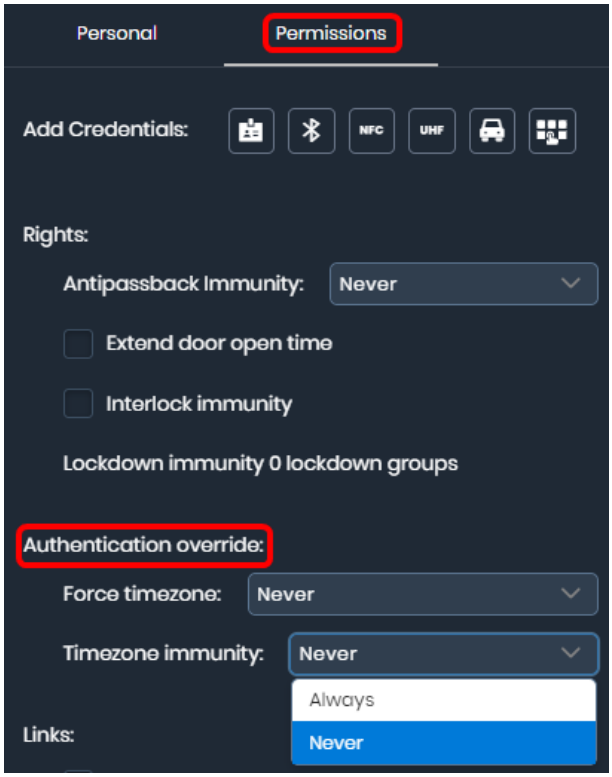
4. Click Cancel to cancel the add user procedure.

To add authentication override to permissions:

The following table gives the list of authentication override permission rights.

Authentication Override	Description
Force timezone	The user must present two credentials, even though the reader does not require it.
Timezone immunity	User is granted access per one credential and not per two credentials, even though the reader might be in “User Dual Authentication” mode.

1. Click Permissions.
2. Select the time frame for Force timezone.
3. Select the time frame for Timezone immunity.



4. When complete, click Create to add the user

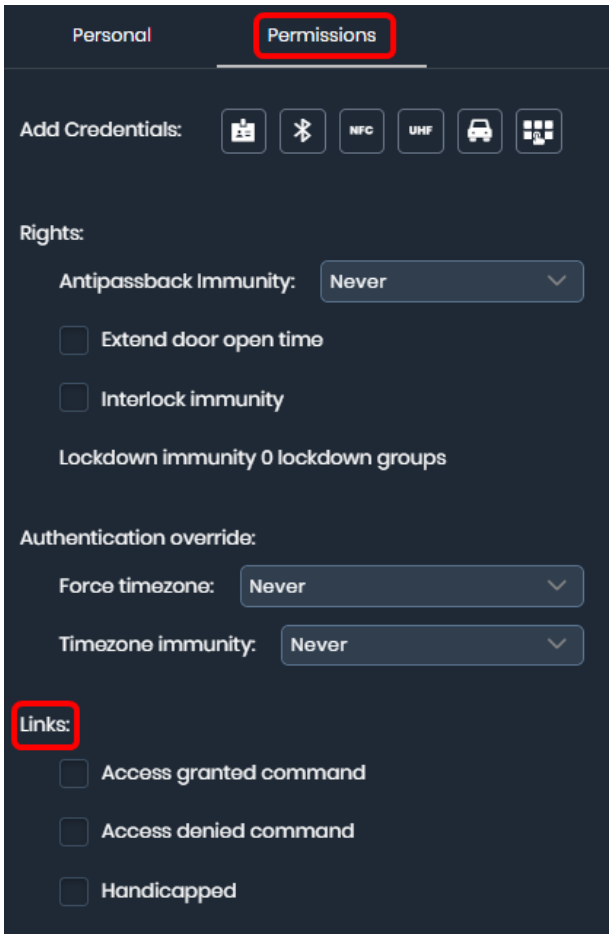
   or

5. Click Cancel to cancel the add user procedure.

To add links to permissions:

1. Click Permissions.
2. Click the check box next to the link to add.
3. When complete, click Create to add the user

   or
4. Click Cancel to cancel the add user procedure.



7.2. Users Pane

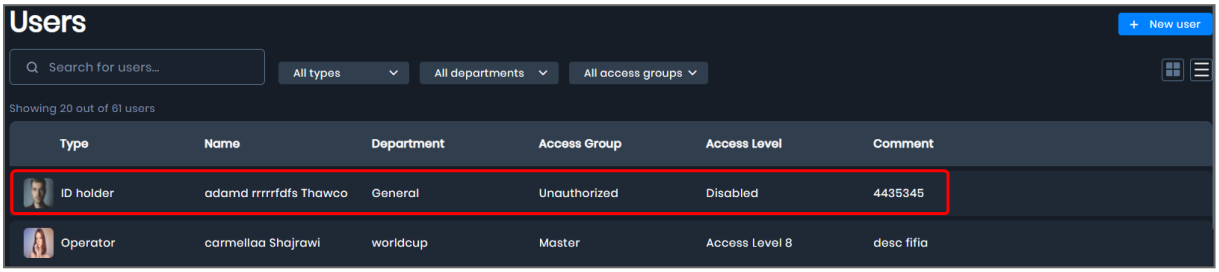
The users pane gives more user information and has an **Edit** button to edit a user profile.



7.2.1. Opening the Users Pane

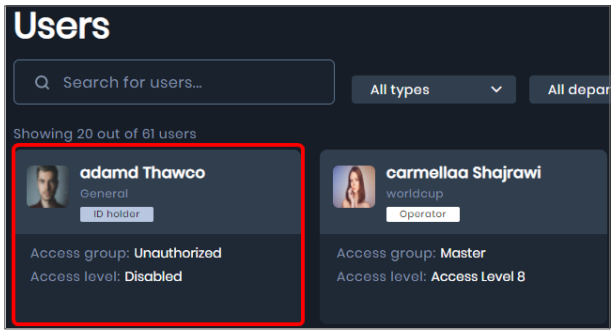
To open the users pane:

1. Click on the row for a user.



or

2. Click on a user card.

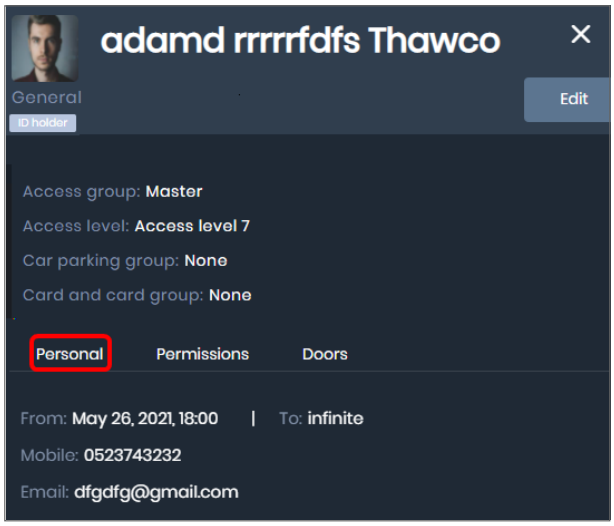


To close a users pane, click on the same row for the user in the list view or click on the user card again.

7.2.2. Viewing User Personal Information

To see user personal information:

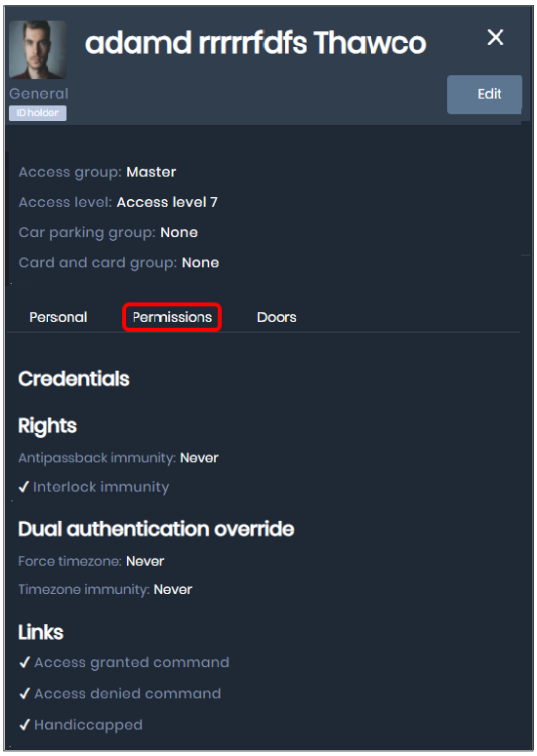
1. Click **Personal**.



7.2.3. Viewing User Permissions

To see user permissions:

1. Click **Permissions**.

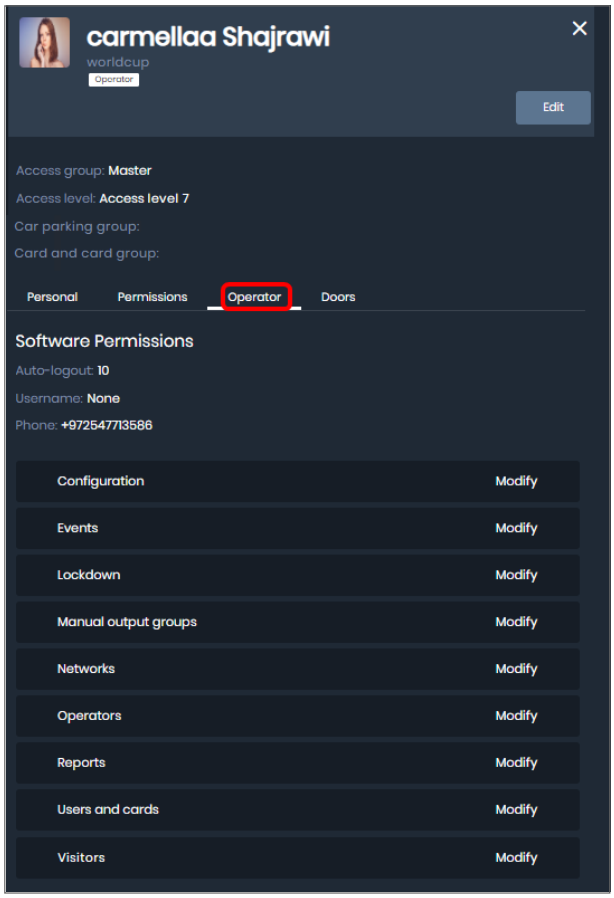


7.2.4. Viewing Information for an Operator

To see information for an operator:

> The **Operator** tab is not available for an ID holder or a visitor.

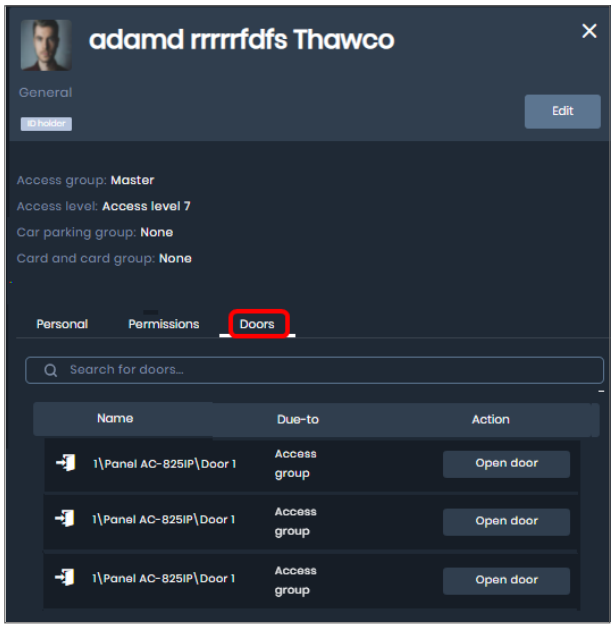
1. Click Operator.



7.2.5. Viewing User Door Information

To see the door information for a user:

1. Click **Doors**.



Information Shown in the Doors Tab in the User Pane

The following image and table describe the doors tab in the user pane.

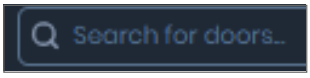


Column	Description
Name	Door name specified in the AxTraxPro Desktop Client
Due to	• Access group • Access level
Action	Button to unlock an electrical door lock

To search for a door in the doors tab in the user pane:



1. Type the door name in the search box.



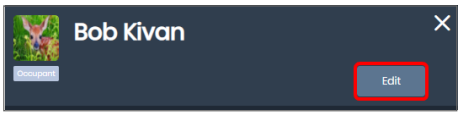
- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

7.2.6. Editing User Information

7.2.6.1. Editing Personal Information for a User

To edit personal information for a user:

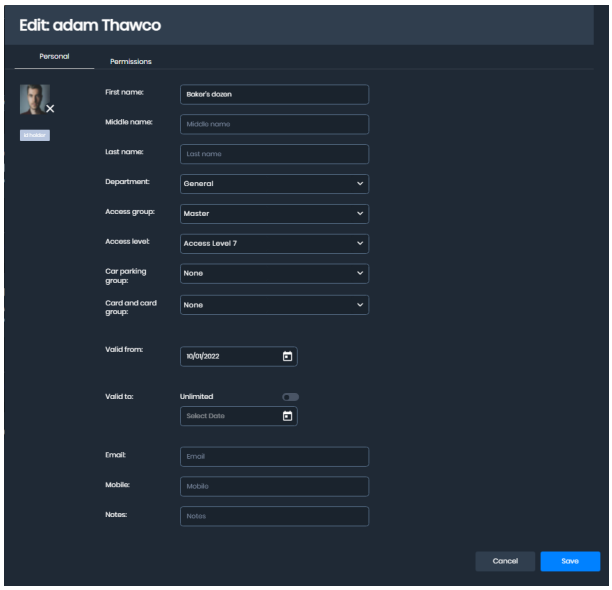
1. Click Edit.



2. Click Personal.
3. Make the necessary changes.
4. When complete, click Save to save the changes

   or

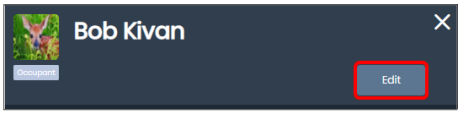
5. Click Cancel to cancel the changes.



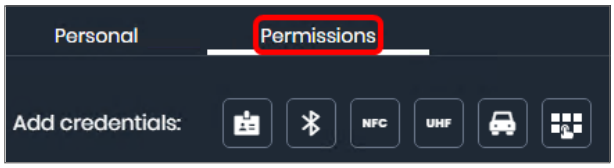
7.2.6.2. Editing Credential Permissions

To edit credential permissions:

1. Click Edit.

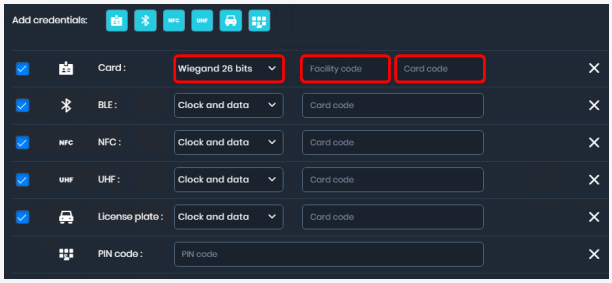


2. Click Permissions.

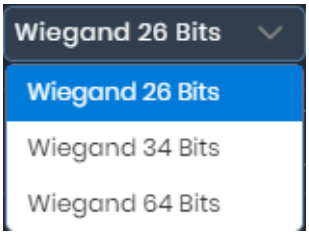


3. Click to add or remove a card.
4. Click to add or remove a Bluetooth ID.
5. Click to add or remove NFC.
6. Click to add or remove UHF.
7. Click to add or remove a car license plate.
8. Click to add or remove a PIN code.

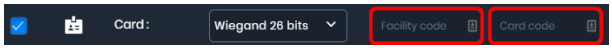
A row with a ☑ shows a list of credentials.



9. To remove a credential uncheck the row with a ☑.
10. To select Wiegand bits, click the Wiegand bits list box.



11. In the text box, type a credential ID.

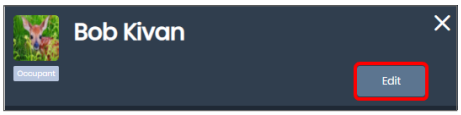


12. For a PIN code, enter 4 to 8 digits.



To edit rights to permissions:

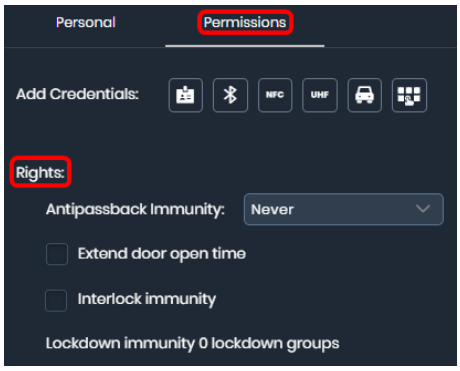
1. Click Edit.



2. Click Permissions.
3. Add or remove a check mark next to the right to change.
4. When complete, click Save to save the changes

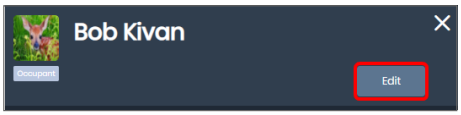
   or

5. Click Cancel to cancel the changes.



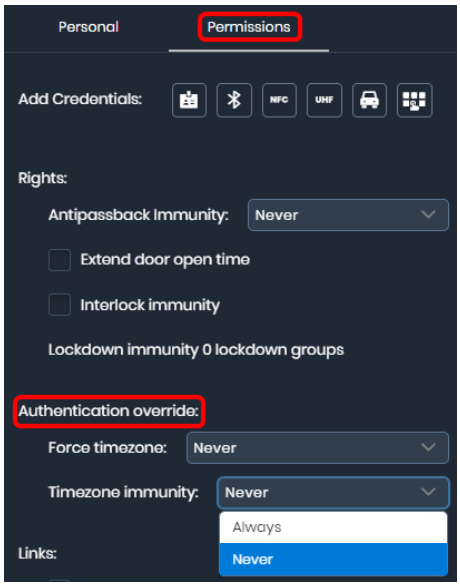
To edit authentication override permissions:

1. Click Edit.



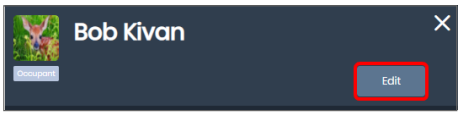
2. Click Permissions.
3. Select the time frame for Force timezone.
4. Select the time frame for Timezone immunity.
5. When complete, click Apply to save the changes

   or
6. Click Cancel to cancel the changes.



To edit permission links:

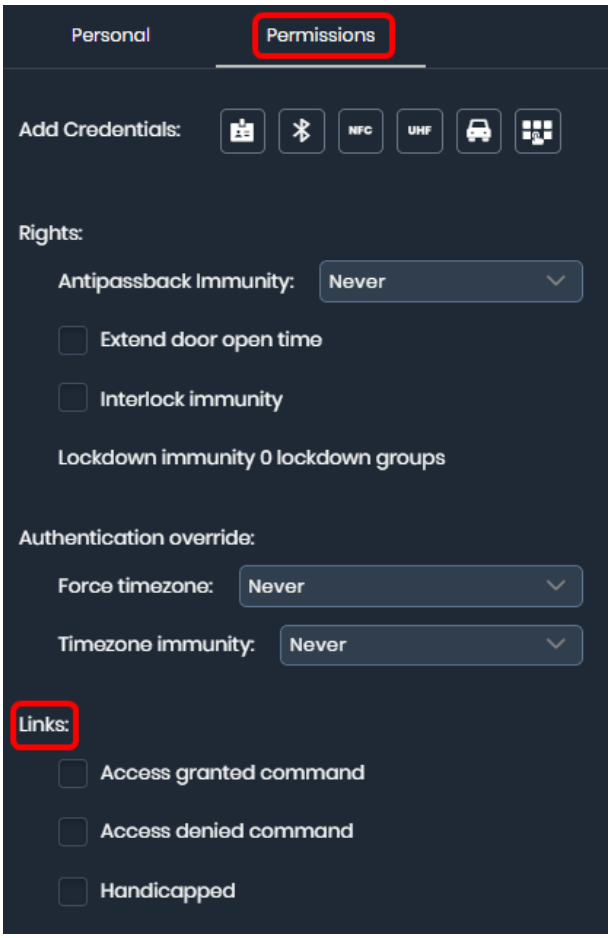
1. Click Edit.



2. Click Permissions.
3. Add or remove a check mark next to the link to change.
4. When complete, click Apply to save the changes

   or

5. Click Cancel to cancel the changes.



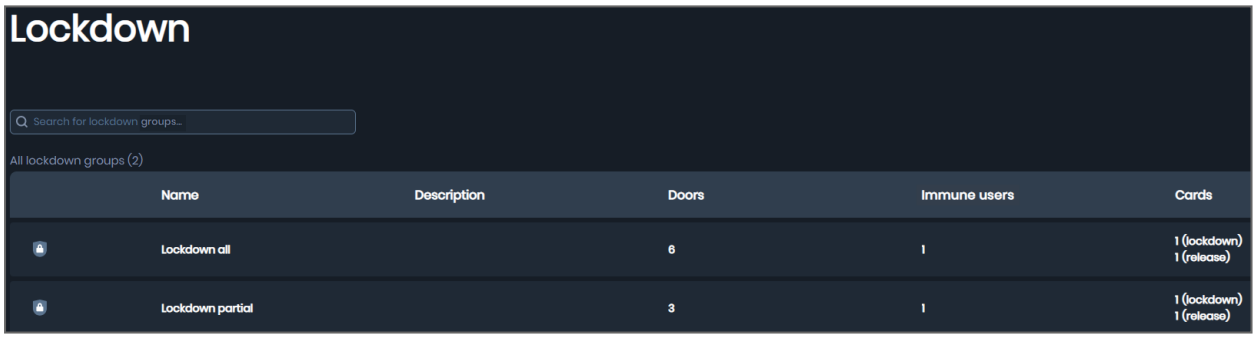
8. Managing Lockdown

A lockdown is a group of doors that will be locked and cannot be accessed during an active lockdown. A lockdown will also activate specified output operations. The areas that can be locked down manually or when triggered by a predefined security event are specified in a Lockdown Group. When a lockdown is active, only immune lockdown users can access or exit the premises.

- The lockdown workspace is a list of the lockdown groups.
- The lockdown pane gives more lockdown information and has a **Lockdown** button and a **Release** button to manually do a lockdown operation on all or some doors. It also has an **Open** button to momentarily unlock the electrical door lock for the preconfigured time that was set in AxTraxPro Desktop Client.

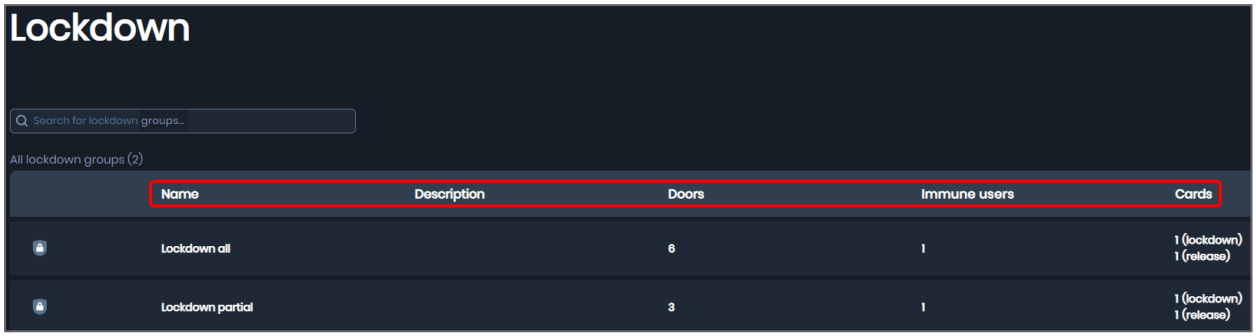
8.1. Lockdown Workspace

The lockdown workspace is a list of all the lockdown groups that were predefined in AxTraxPro Desktop Client.



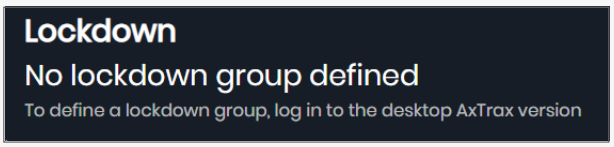
Information Shown in the Workspace

The following image and table describe the lockdown workspace.



Column	Description
Lockdown icon	• when all doors in a lockdown group are not locked • when all doors in a lockdown group are locked • when only some of the doors in a lockdown group are locked
Name	Name of the lockdown group
Description	Description of the lockdown group
Doors	Number of doors in the lockdown group
Immune users	Number of immune users in the lockdown group
Cards	Lists the number of lockdown cards and the number of release cards

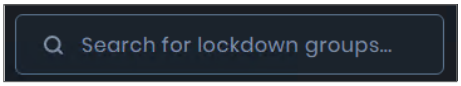
The following message is shown if no lockdown groups are defined.



The first 20 lockdown groups are shown. To see more lockdown groups, click Show more.

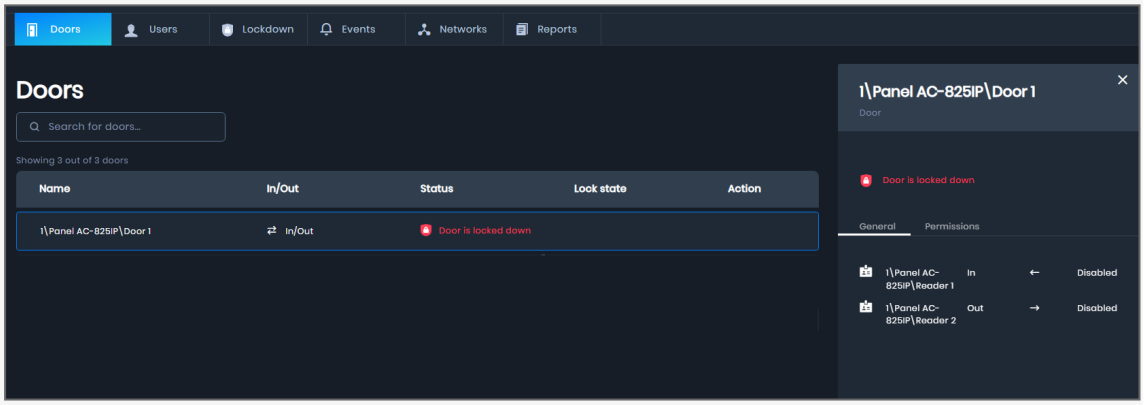
To search the list for a lockdown group:

1. Type the group name in the search box.

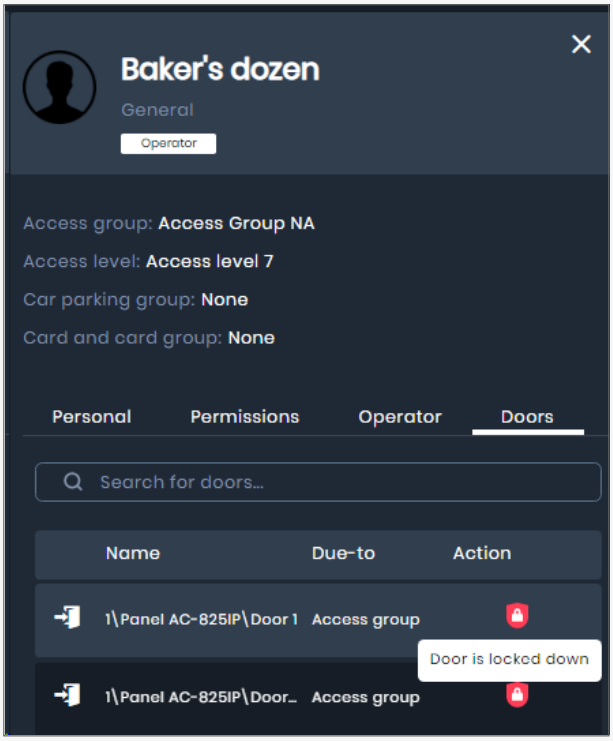


- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

The lockdown status for a door that is in a lockdown is shown in the workspace and pane of the **Doors** module

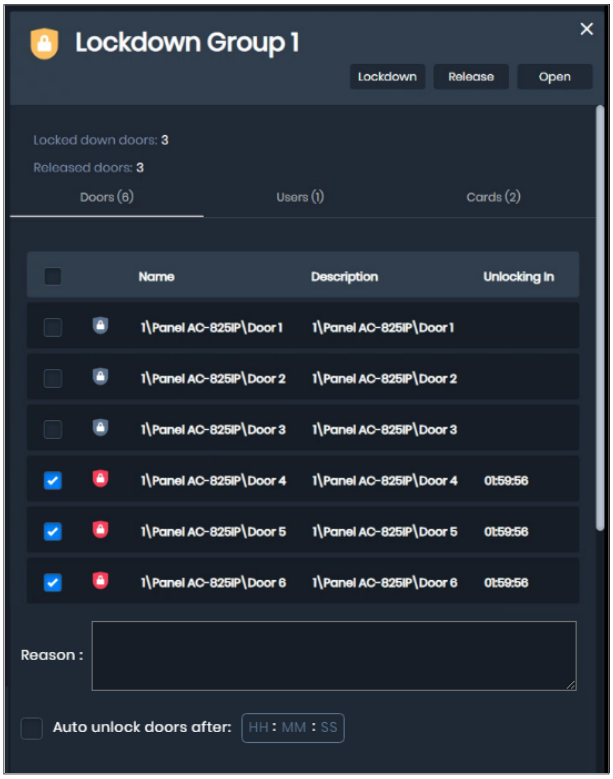


The lockdown status for a door that is in a lockdown is also shown in the pane of the **Users** module.



8.2. Lockdown Pane

The lockdown pane gives more lockdown information and has a **Lockdown** button and a **Release** button to manually do a lockdown operation on all or some doors. It also has an **Open** button to momentarily unlock the electrical door lock for the preconfigured time that was set in AxTraxPro Desktop Client.



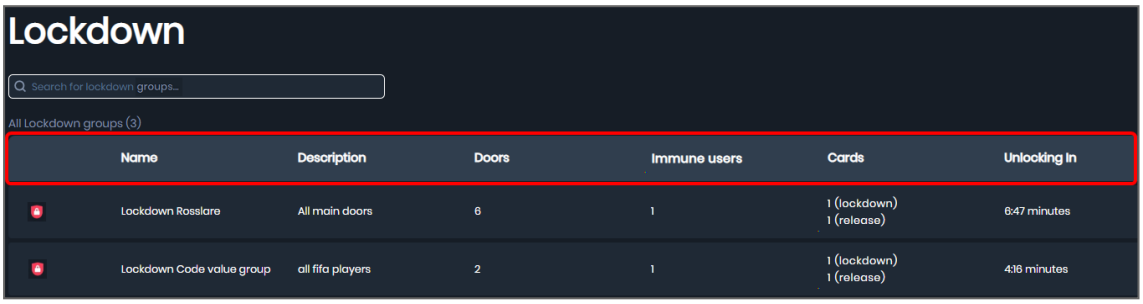
Lockdown pane icons:

- when a door in a lockdown group is not locked
- when a door in a lockdown group is locked

8.2.1. Opening the Lockdown Pane

To open the lockdown pane:

1. Click on a row for a lockdown group to see the lockdown group information and to manage the lockdown group.



8.2.2. Lockdown Pane Operations

The following image and table describe the operations that can be done in the lockdown pane.



Column	Description
Lockdown	To lock all or some doors in a lockdown group, see To lockdown doors:.
Release	To release all or some doors in a lockdown group, see To release doors:.
Open	To momentarily unlock the electrical door lock for all the doors for the preconfigured time that was set in AxTraxPro Desktop Client, see Unlocking a Lockdown door.

8.2.2.1. Locking or Releasing

To lockdown doors:

1. Click Lockdown to lock all the doors in the list.



2. To lock only some of the doors, remove the check mark for the doors that will stay unlocked.



3. Click **Lockdown**.



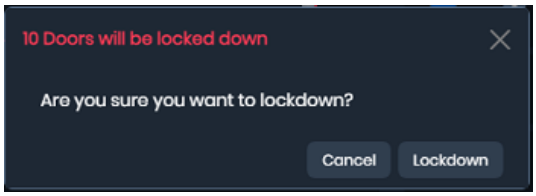
4. Type a reason to lock doors.



5. Click **Lockdown** to lockdown

   or

6. Click **Cancel** to cancel the lockdown.

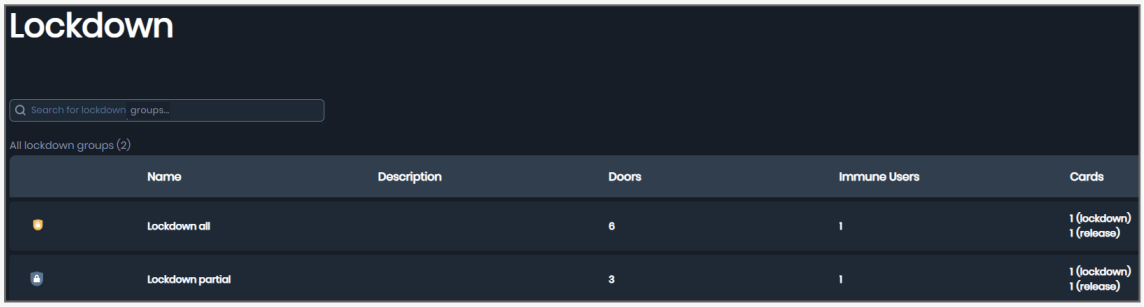


For the condition of a partial lockdown a message will show how many doors will be locked and the total number of doors that are available to be locked.

A popup message is shown.

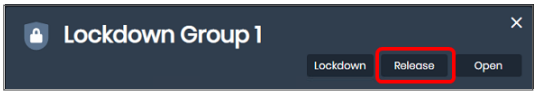


Example of the lockdown workspace for a partial lockdown.

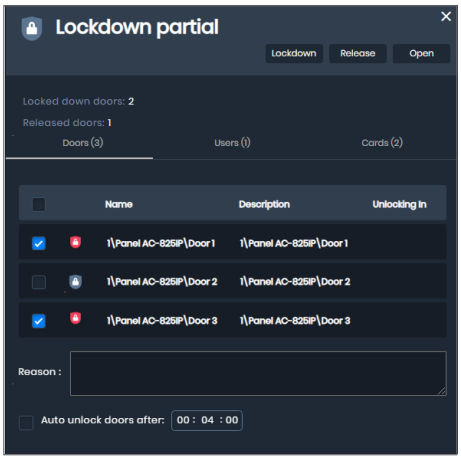


To release doors:

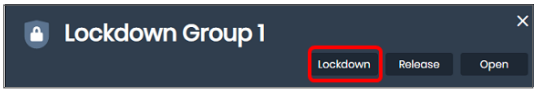
1. Click **Release** to release all the doors in the list.



2. To release only some of the doors, remove the check mark for the doors that will stay locked.



3. Click **Release**.



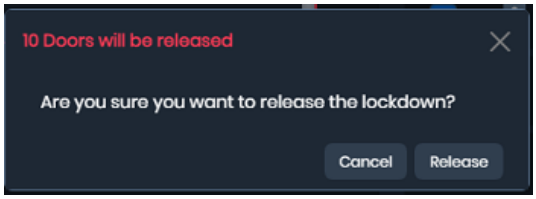
4. Type a reason to unlock doors.



5. Click **Release** to release the lockdown

   or

6. Click **Cancel** to cancel the lockdown release.



For the condition of a partial release a message will show how many doors will be released and the total number of doors that are available to be released.

A popup message is shown.

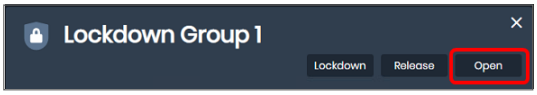


8.2.2.2. Unlocking A Lockdown Door

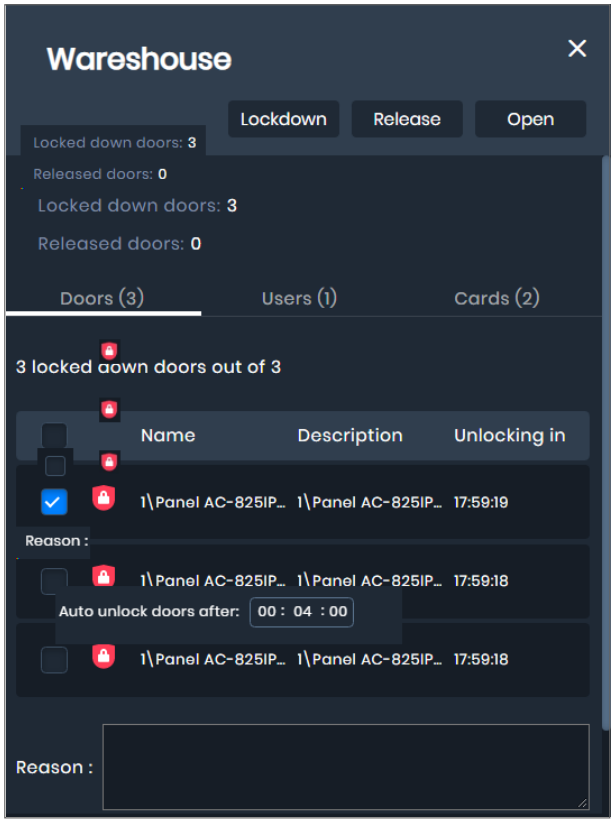
In a lockdown, only one door can be unlocked.

To unlock the electrical lock for a lockdown door:

1. Click Open.

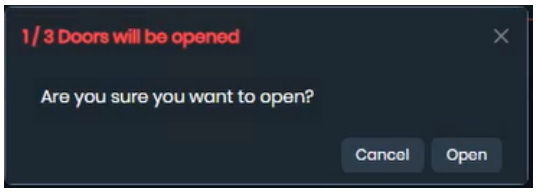


2. Select the door to unlock.



3. Type a reason to unlock the door.
4. Click Open to unlock the door

   or
5. Click Cancel to cancel.



A popup message is shown.

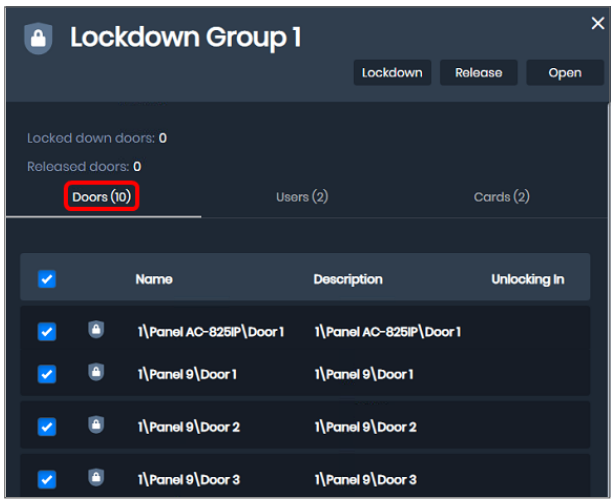


The electrical door lock will be unlocked for the preconfigured time that was set in AxTraxPro Desktop Client.

8.2.3. Viewing a List of Doors

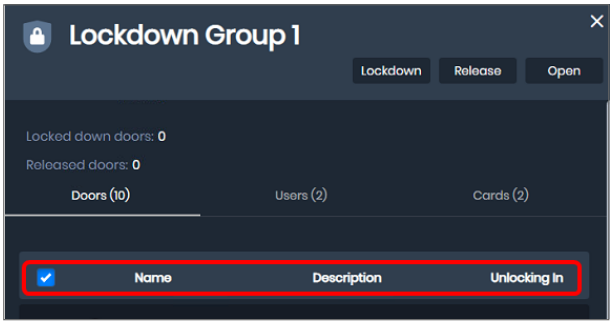
To see a list of doors:

1. Click Doors (6).



Information Shown in Doors Tab in the Pane

The following image and table describe the **Doors** tab in the lockdown pane.



Column	Description
	Check box to select or to clear a lockdown group
Name	Name of the lockdown group
Description	Description of the lockdown group
Unlocking In	Time specified for the **Default Lockdown Time** in the AxTraxPro Desktop Client.

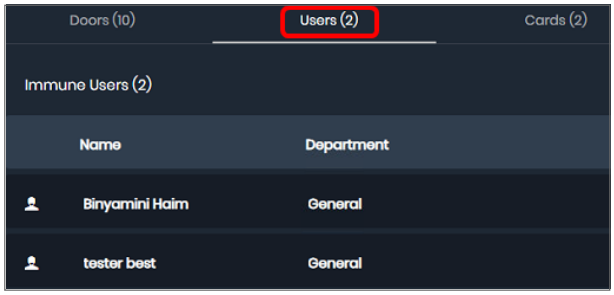


When a number occurs in a parentheses Doors (6) it indicates the number of records available to see.

8.2.4. Viewing User Information

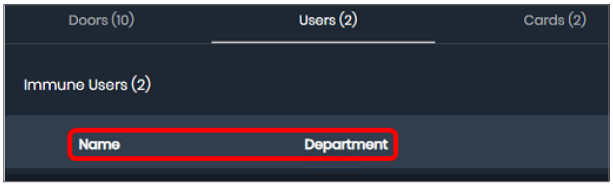
To see user information:

1. Click Users (1).



Information Shown in Doors Tab in the Pane

The following image and table describe the **Users** tab in the lockdown pane.



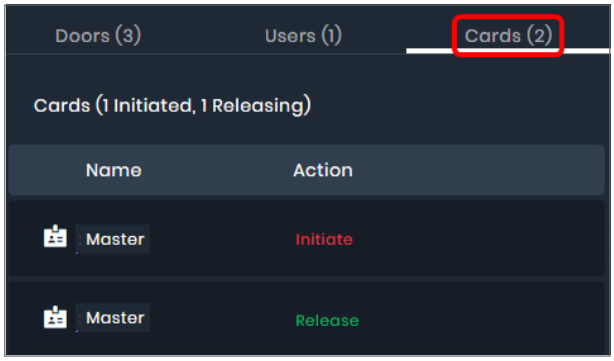
Column	Description
Name	User name
Department	User's department

When a number occurs in a parentheses Users (1) it indicates the number of records available to see.

8.2.5. Viewing Lockdown Cards

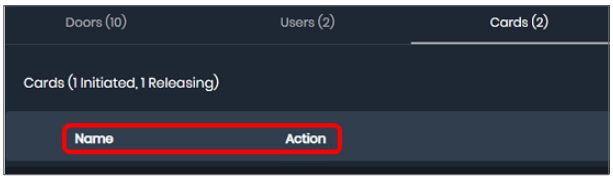
To see lockdown cards:

1. Click Cards (2).



Information Shown in Cards Tab in the Pane

The following image and table describe the **Cards** tab in the lockdown pane.



Column	Description
Name	Card ID
Action	Initiate or release a lockdown

When a number occurs in a parentheses Cards (2) it indicates the number of records available to see.

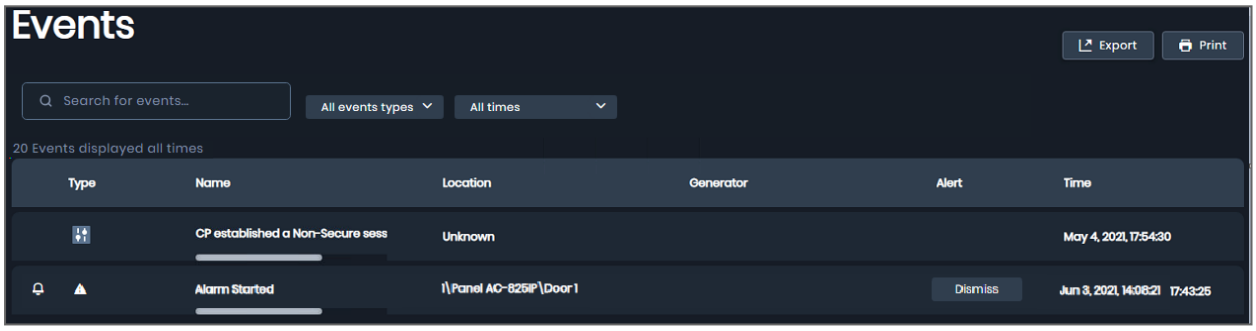
9. Monitoring Events

The AxTraxPro system records generated events.

- A list of events can be seen and filtered by type and time in the events workspace. An alarm can also be dismissed in the events workspace.
- The events pane gives more information for events. It has a button to dismiss an alarm and a button to unlock an electrical door lock.

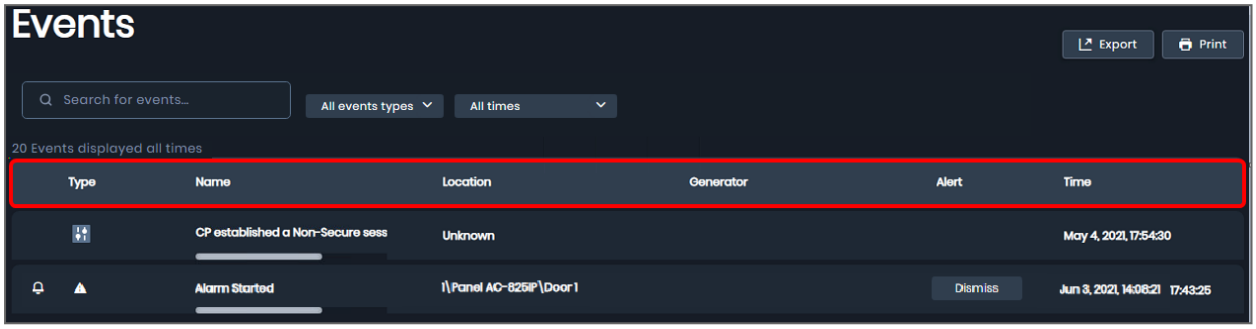
9.1. Events Workspace

The events workspace is a list of recorded events.



Information Shown In The Workspace

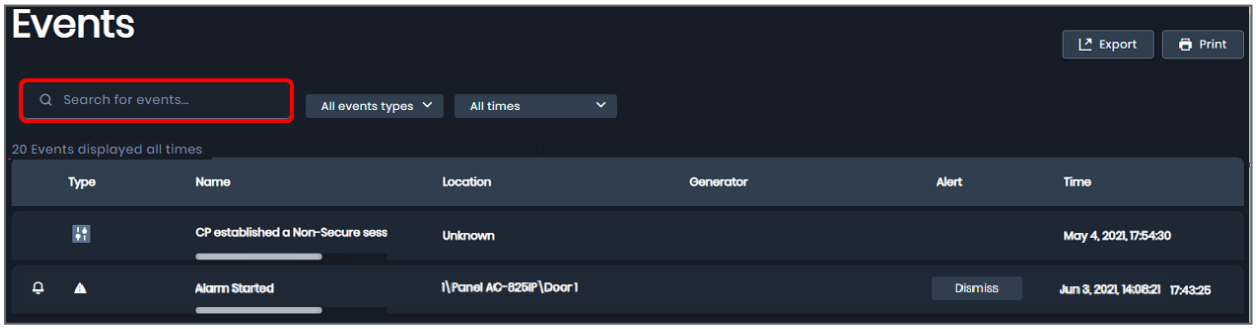
The following image and table describe the events workspace.



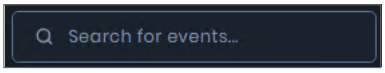
Column	Description
Type	Event type
Name	Event name
Location	Panel where the event occurred.
Generator	Operation that caused the event.
Alert	If this event was set to alert, a **Dismiss** button is shown. An operator can use this button to dismiss the alert, see Dismissing an Alert for more information.
Time	Time when the event occurred.

The first 20 events are shown. To see more events, click Show more.

To search the list by event type:



1. Type the event name in the search box.

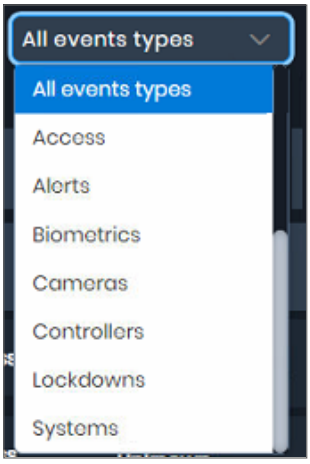


- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

To filter by event type:

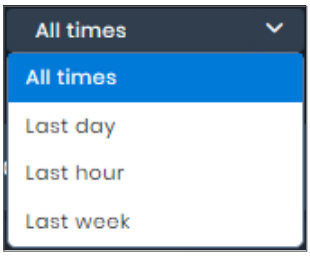
You can use more than one filter to find an event

1. Select the event type in the **All events types** list.



To filter by time:

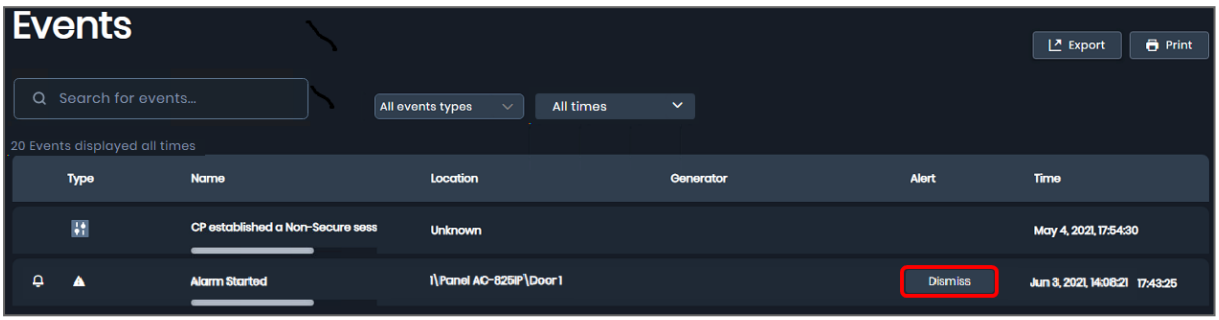
1. Select the time frame in the **All times** list.



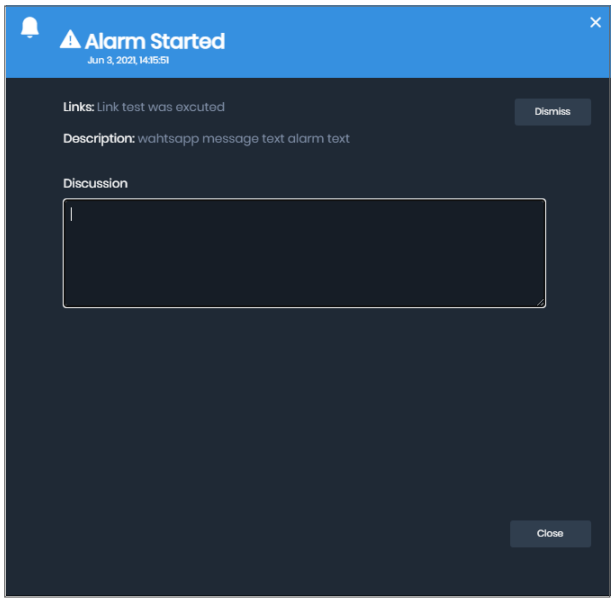
9.1.1. Dismissing an Alert

To dismiss an alert:

1. Click **Dismiss**.



2. Type comments in the discussion text box.

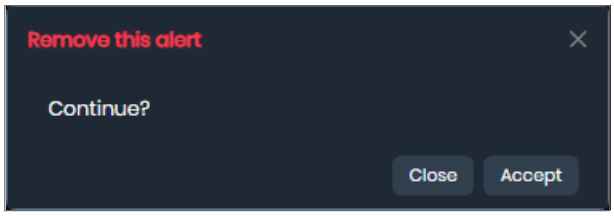


3. Click Dismiss

   or

4. Click Close to cancel the dismiss operation.

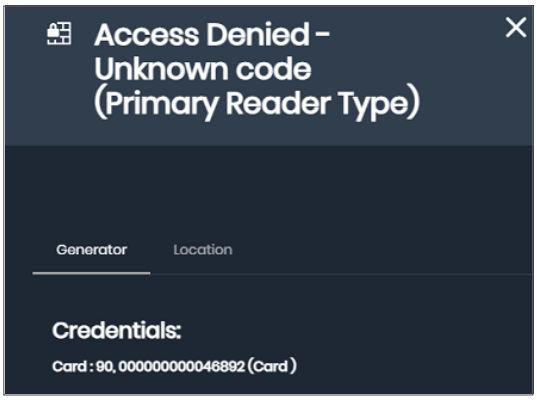
5. Click Accept or Close.



9.2. Events Pane

The events pane gives more information for events. It also has a button to dismiss an alarm.

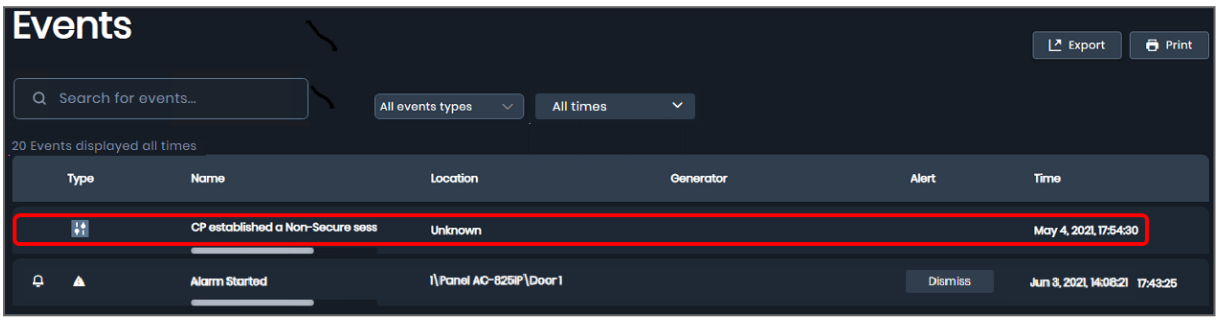
The information shown is different for the different types of events.



9.2.1. Opening the Events Pane

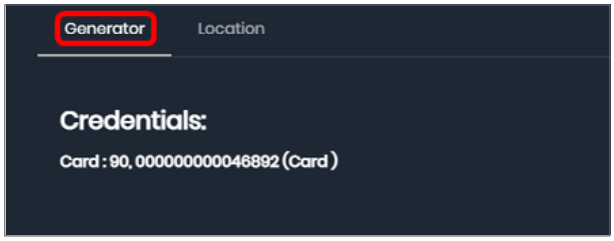
To open the events pane:

1. Click on the row for an event.



To see the generator for an event:

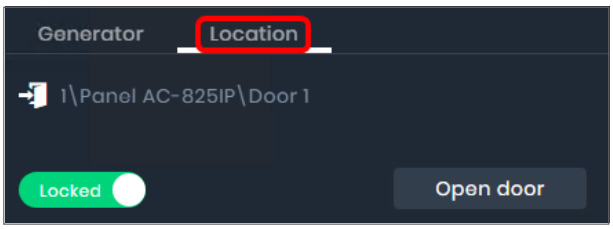
1. Click **Generator**.



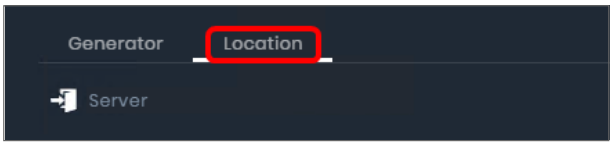
To see the location for an event:

1. Click **Location**.

The following image shows the content in location tab access, alerts, and controllers events in the event pane.



The following image shows the content in location tab for lockdown and systems events in the event pane.



9.2.2. Unlocking a Door

To unlock an electrical door lock for a specified amount of time:

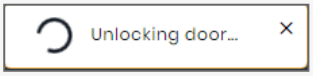
1. Click Locked to unlock the electrical door lock.
2. Enter the amount of time for the door to be unlocked.



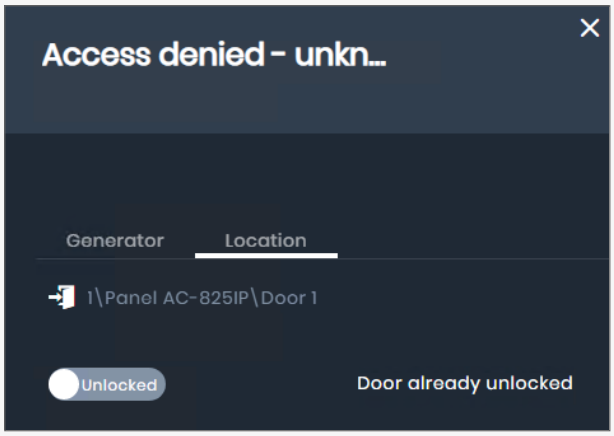
- Enter the time value in the format of "minutes : seconds".
- The default time to give access to a door is 4 seconds or for the time configured in AxTraxPro Desktop Client.
- The maximum permitted time is 59:59 MM:SS.

3. Click Unlock.

When the unlock door operation is in progress a message is shown.



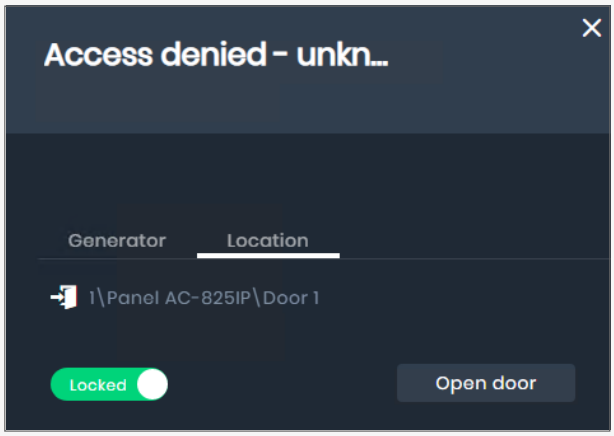
- After the electrical door lock is unlocked, the icons in the **Events** pane change as shown:



When the unlock door operation is not successful a Try again icon is shown.

After the specified time period, the electrical door lock is locked.

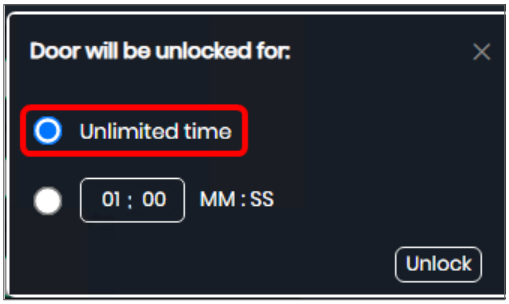
When the door is locked the icons are shown as before:



To unlock an electrical door lock for an unlimited amount of time:

1. Click Locked to unlock the electrical door lock.

2. Select **Unlimited**.

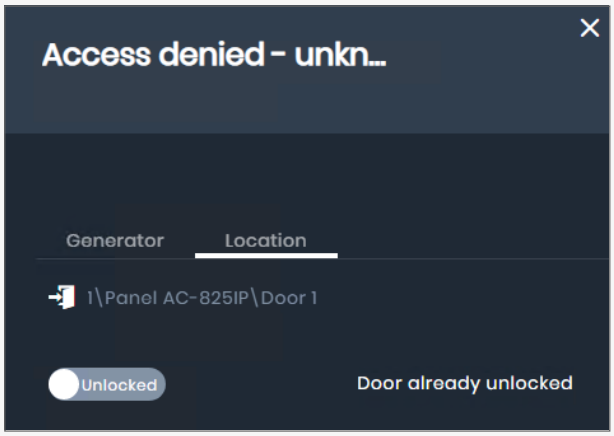


3. Select **Unlock**.

When the unlock door operation is in progress a message is shown.



- After the electrical door lock is unlocked, the icons in the **Doors** pane change as shown:



It is necessary for the operator to select  to lock the door.

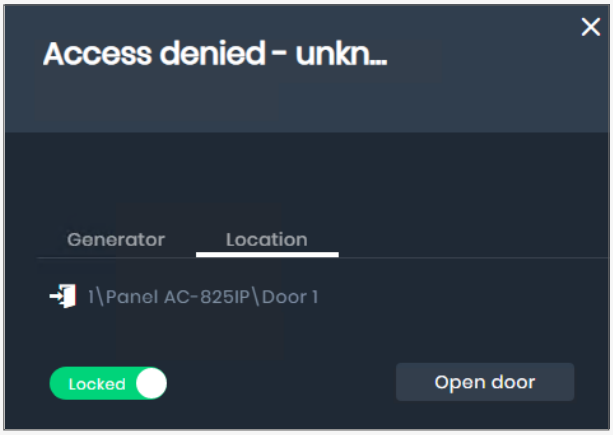
To lock and electrical door lock:

1. Click Unlocked.

When the door lock operation is in progress a message is shown.



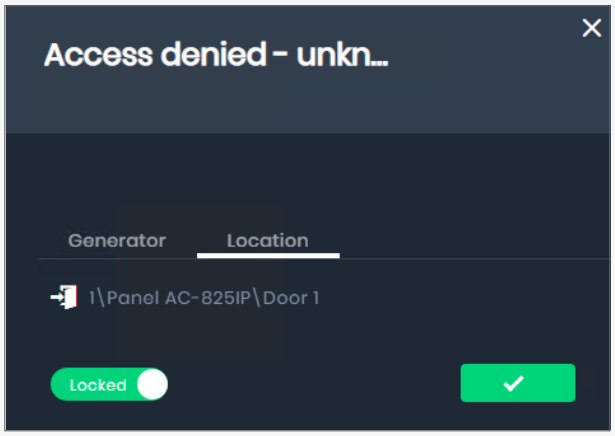
When the door is locked the icons are shown as before:



To unlock an electrical door lock:

1. Click Open door.

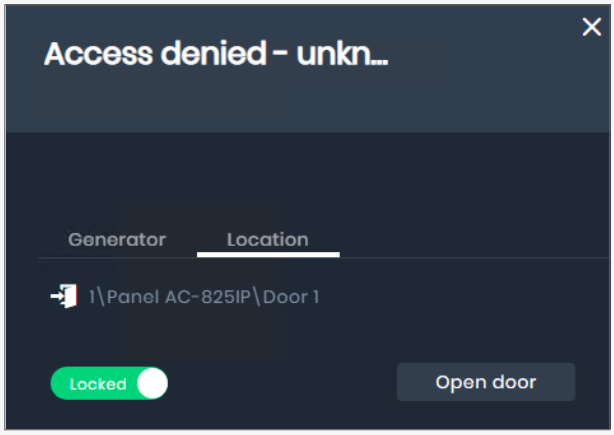
- After the electrical door lock is unlocked, the icons in the **Doors** pane change as shown:



The electrical door lock is unlocked for the default time period of 4 seconds or for the time configured in AxTraxPro Desktop Client.

When the unlock door operation is not successful a Try again icon is shown.

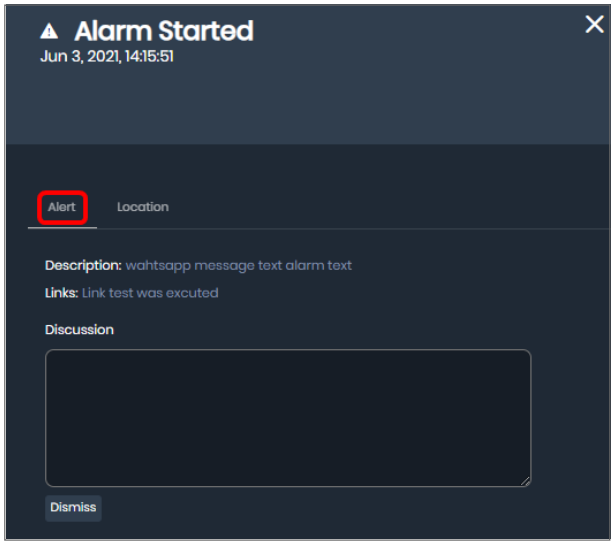
When the door is locked the icons are shown as before:



9.2.3. Dismissing an Alert

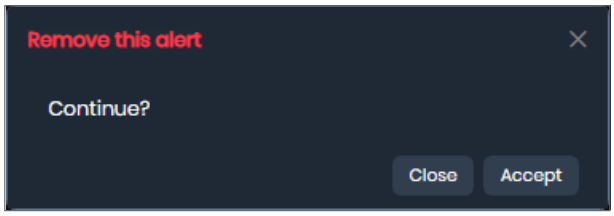
To dismiss an alert:

1. Click **Alert**.



2. Type comments in the discussion text box.

3. Click Dismiss



4. Click Accept or Close.

9.3. Exporting and Printing Events

To export a list of events:

1. Click Export.
2. Select a file type from the in the list.



The file is saved to the default download location.

To print a list of events:

1. Click Print.

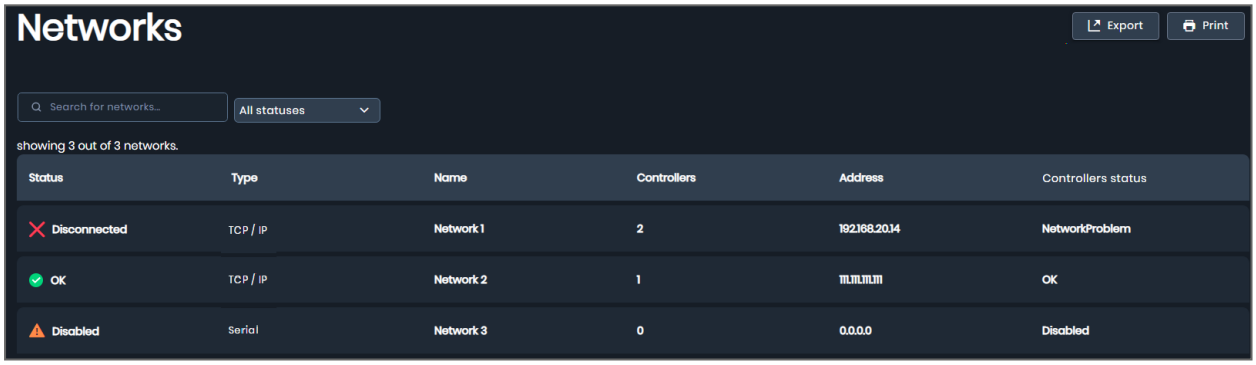
10. Managing Networks

Each access control panel is part of a network. The AxTraxPro access control system communicates with each access control panel in the network.

- The networks workspace shows the status of all installed networks.
- The networks pane shows all connected controllers preconfigured in the AxTraxPro Desktop Client and all network events. It is also possible to do a controller troubleshooting test.

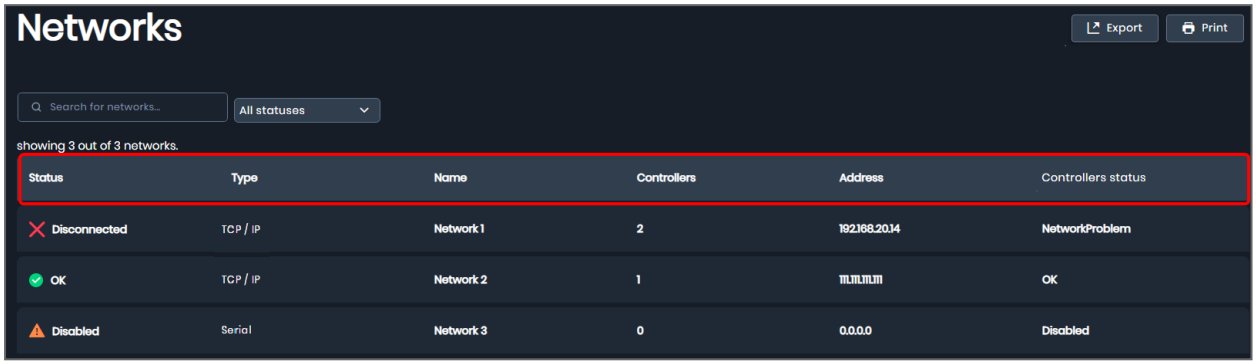
10.1. Networks Workspace

The networks workspace is a list of networks and network status.

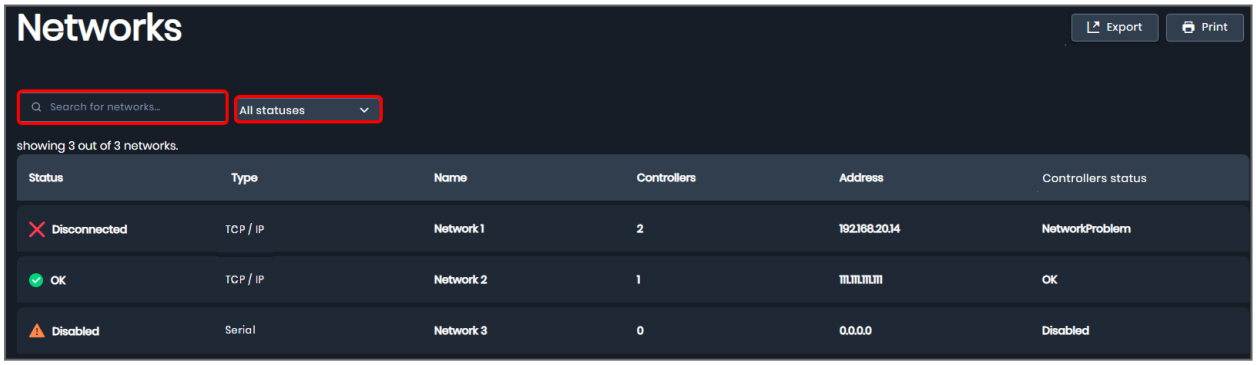


Information Shown in the Workspace

The following image and table describe the networks workspace.

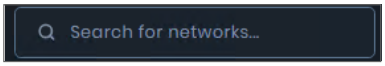


Column	Description
Status	Network status
Type	Model of control panel connected
Name	Specified network name in the **Description** field in the AxTraxPro Desktop Client
Controllers	Number of controllers in the network
Address	Network IP address
Controller status	Controller connection status



The first 20 networks are shown. To see more networks, click Show more.

1. Type the network name in the search box.



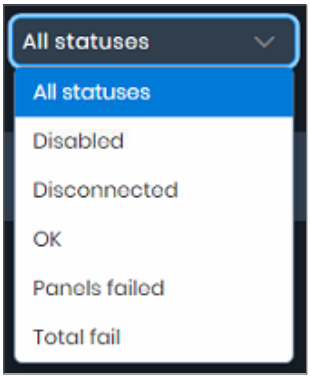
- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

To filter network status:

The following table gives the list of the different network statuses.

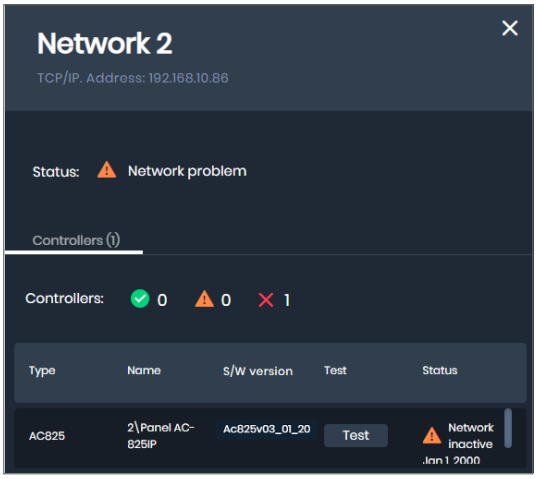
Right	Description
Disabled	The network is disabled.
Disconnected	The network is disconnected.
OK	The network is connected and up to date.
Panels failed	One or more panels in the network failed
Total fail	All panels in the network failed

1. Select the network status in the **All Statuses** list.



10.2. Networks Pane

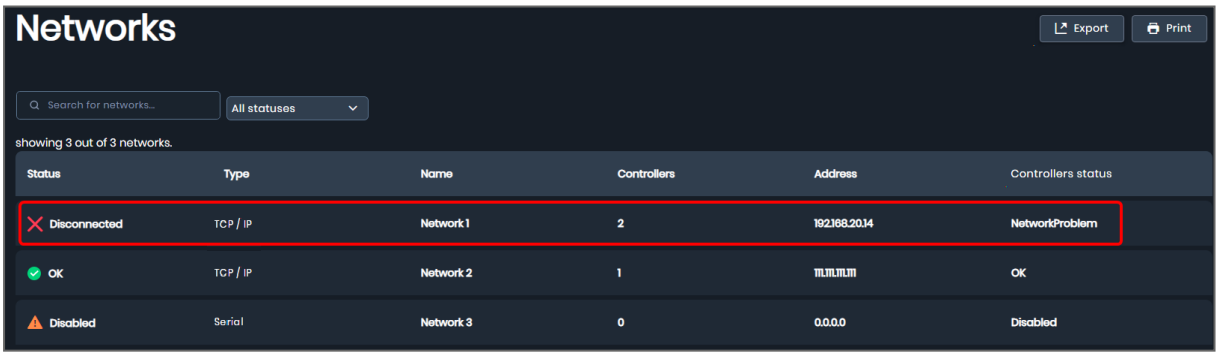
The networks pane shows all connected controllers and all network events. It is also possible to do a controller troubleshooting test.



10.2.1. Opening the Networks Pane

To open the networks pane:

1. Click on the row for a network.



10.2.2. Viewing a List of Controllers and Testing a Network

To see a list of controllers:

1. Click Controllers (1).



Information Shown in the Pane

The following image and table describe the **Controllers** tab in the networks pane.

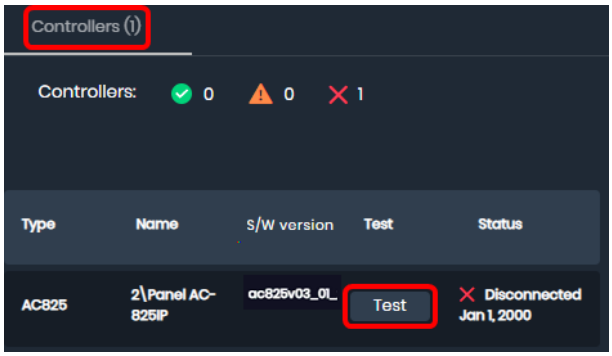


Column	Description
Type	Model of control panel connected
Name	Specified network name in the **Description** field in the AxTraxPro Desktop Client
S/W version	Control panel firmware version
Test	Test button to do a controller troubleshooting test
Status	Network status

When a number occurs in a parentheses Controllers (3) it indicates the number of records available to see.

To test a network:

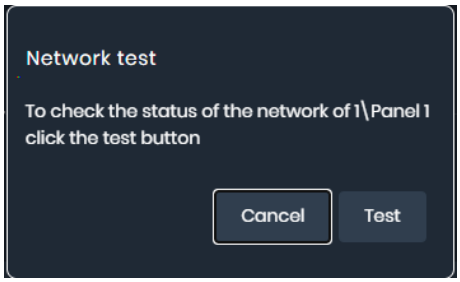
1. Click Controllers (1).
2. Click Test.



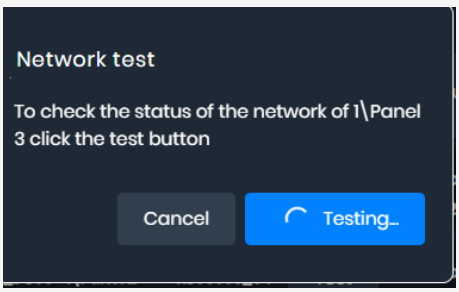
3. To continue, click Test to test the network

or

4. Click Cancel to cancel the network test.



When the test is in progress a status message is shown.



After the network test is complete, a **Network Test Result** window is shown.



5. Click Done to return to the networks pane.

10.3. Exporting and Printing Networks

To export a list of networks:

1. Click Export.
2. Select a file type from the in the list.

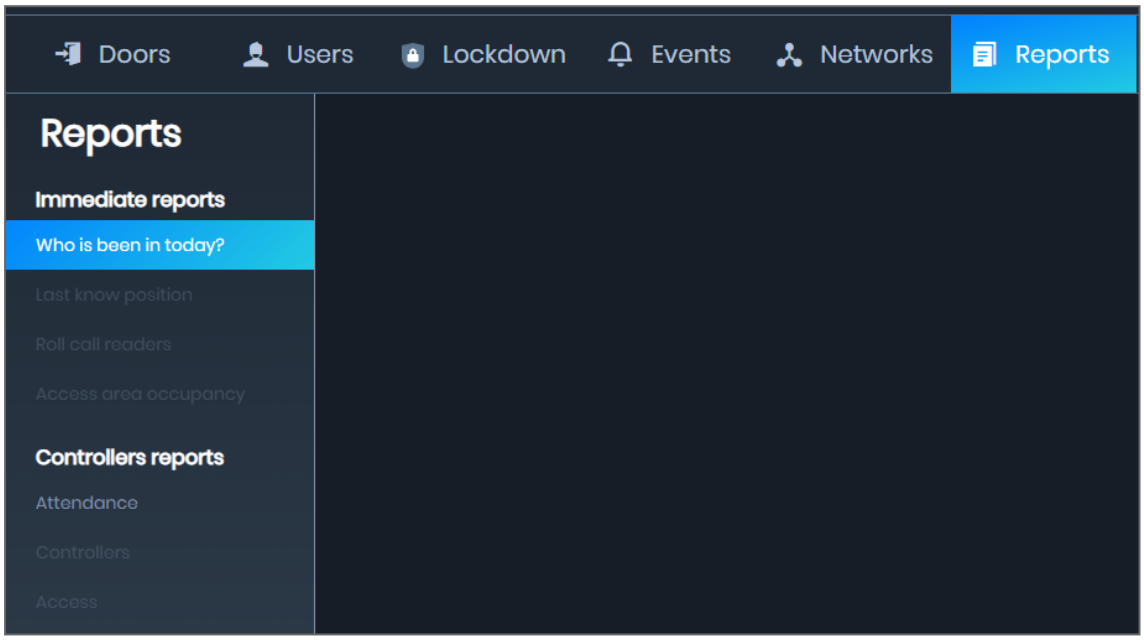


To print a list of networks:

1. Click Print.

11. Viewing Reports

The following image and table describes the types of reports available in AxTraxPro:

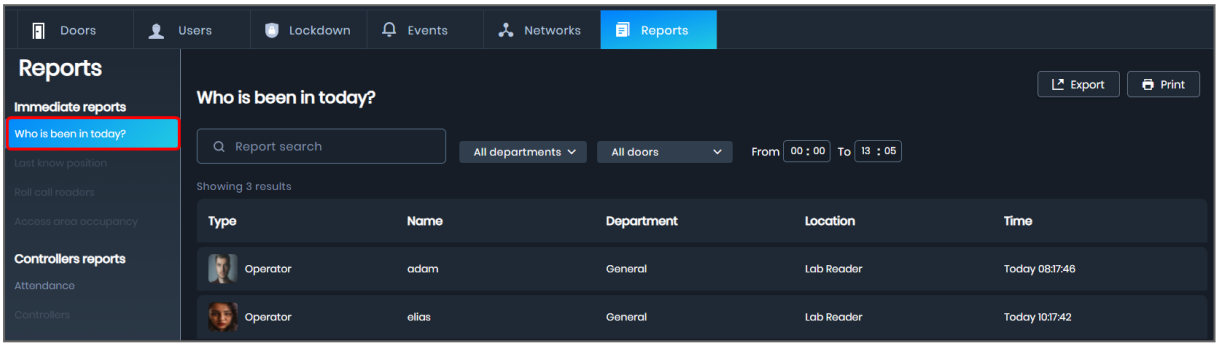


Category	Report Name	Description
Immediate Reports	Who is been in today?	A list that shows where and at what time each user was first granted access today.
Controllers Reports	Attendance	A list that shows the attendance hours for specified users. The results include hours present, time in, and time out. By default the list is sorted by date.

11.1. Who is Been in Today?

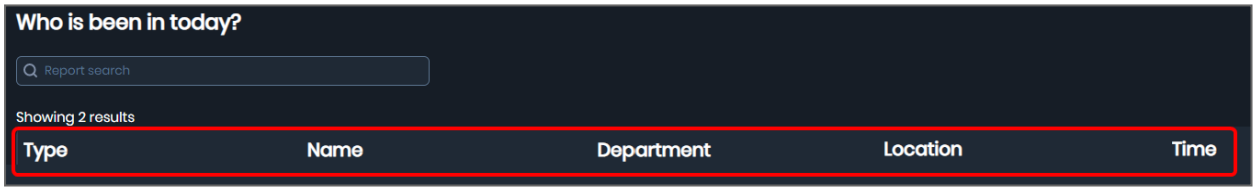
To see who is been in today?:

1. Click **Who is been in today?**.



Information Shown in the Report

The following image and table describe the Who is been in today report.



Column	Description
Type	User type specified in the AxTraxPro Desktop Client for **User Properties** or AxTraxPro Web Client.
Name	User name
Department	Department selected for the user
Location	Panel used by the user
Time	Time recorded by the panel

To search the report:

1. Type the user name in the search box.

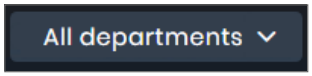


- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

11.1.1. Using a Filter to Find a Who is Been Today Record

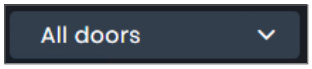
To filter by department:

1. Select the department in the **All departments** list.



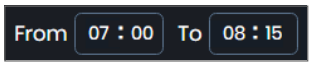
To filter by doors:

1. Select the door name in the **All doors** list.



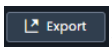
To filter by time:

1. Enter a start in the **From**.
2. Enter an end time in **To**.



11.2. Exporting and Printing Who is Been In Today Record

To export the contents of the database:

1. Click 

.

2. Select a file type from the in the list.



To print the contents of the database

Send the current Display Area view to the printer

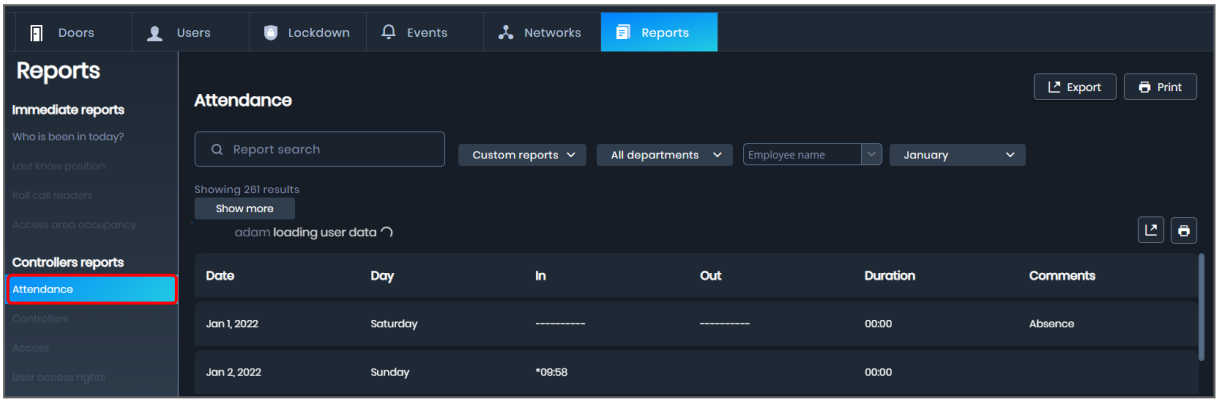
1. Click Print.
2. Enter a file location.
3. Click **Save**.

Save the file PC where it can be easily accessed.

11.3. See Attendance

To see attendance:

1. Click **Attendance**.

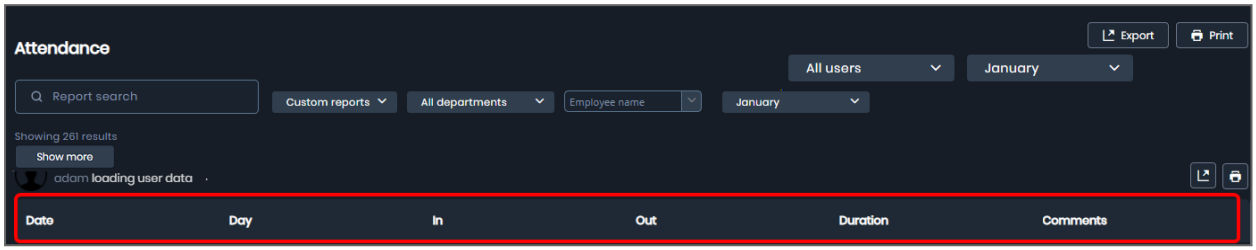


By default, the attendance record for all users is shown.

By default, the attendance records for the current month are shown.

Information Shown in the Report

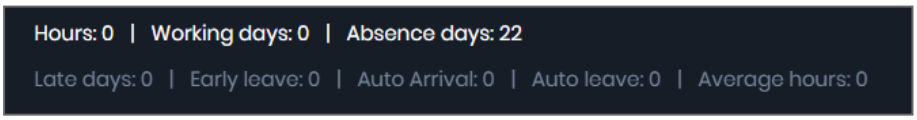
The following image and table describe the attendance report.



Column	Description
Date	Date
Day	Day of the week
In	Time the user entered
Out	Time the user exit
Duration	Time period
Comments	Attendance record: • Absence • Day off • Holiday

Attendance Summary

The last entry in the attendance report is a summary of the attendance record.



To search the report:

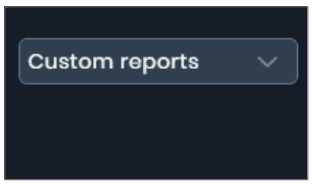
1. Type the user name in the search box.



11.3.1. Using a Filter to Find an Attendance Record

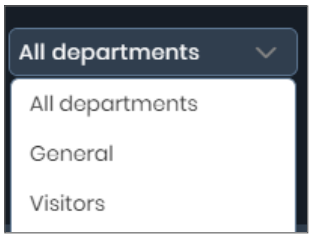
To filter by custom report:

1. Select the custom report type in the **Custom reports** list.



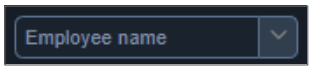
To filter by department:

1. Select the department in the **All departments** list.



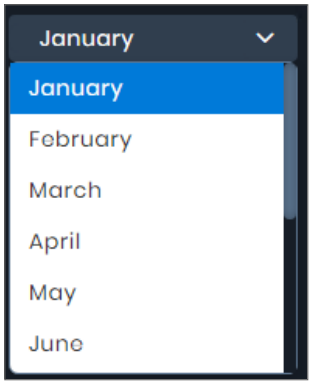
To filter by user:

1. Select the user in the **Employee name** list.



To filter by month:

1. Select the month in the list.



11.4. Exporting and Printing Attendance Reports

Each attendance record must be exported independently.

To export the first record of the database:

1. Click Export.
2. Select a file type from the in the list.



To export the second and all other records of the database:

1. Click .
2. Select a file type from the in the list.



11.4.1. Printing the Contents of the Database

Each attendance record must be printed independently.

To print the first record of the database:

1. Click Print.
2. Enter a file location.
3. Click **Save**.

Save the file PC where it can be easily accessed.

To export the second and all other records of the database:

1. Click .
2. Enter a file location.
3. Click **Save**.



Save the file PC where it can be easily accessed.

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