

**PRO Access Management Software**  
**User Manual**

## Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>4</b>
1.1	KEY FEATURES.....	4
1.2	HOW TO USE THIS MANUAL .....	4
<b>2</b>	<b>TECHNICAL DETAILS.....</b>	<b>4</b>
<b>3</b>	<b>INSTALLATION .....</b>	<b>5</b>
3.1	MINIMUM SYSTEM REQUIREMENTS.....	5
3.2	HARDWARE INSTALLATION CHECK.....	5
3.3	INSTALL PRO SOFTWARE .....	5
<b>4</b>	<b>PRO IN ONLINE/OFFLINE MODE.....</b>	<b>8</b>
4.1	PRO IN ONLINE MODE.....	8
<b>5</b>	<b>FILE MENU .....</b>	<b>9</b>
5.1	CONFIGURATION.....	9
5.2	SEQUENTIAL TAGS .....	11
5.3	GLOBAL SYSTEM PARAMETERS.....	12
5.3.1	<i>Communication Settings</i> .....	13
5.3.2	<i>Backup Settings</i> .....	14
5.3.3	<i>Controller Settings</i> .....	15
5.3.4	<i>Synchronization Settings</i> .....	16
5.4	COMMUNICATION .....	17
5.5	SEARCH .....	20
5.6	EXIT .....	20
<b>6</b>	<b>NETWORK.....</b>	<b>20</b>
6.1	FREE ACCESS (DOOR).....	21
6.2	O2LA.....	21
<b>7</b>	<b>READER GROUP .....</b>	<b>24</b>
<b>8</b>	<b>TIME ZONES.....</b>	<b>26</b>
8.1	PRIORITY ALARMS .....	28
8.2	FREE ACCESS (TIME) .....	29
<b>9</b>	<b>HOLIDAYS.....</b>	<b>29</b>
<b>10</b>	<b>USER GROUPS.....</b>	<b>31</b>
<b>11</b>	<b>USERS.....</b>	<b>34</b>
<b>12</b>	<b>EXPORT .....</b>	<b>38</b>
<b>13</b>	<b>IMPORT .....</b>	<b>39</b>
<b>14</b>	<b>OPERATORS SETTING.....</b>	<b>39</b>
<b>15</b>	<b>REPORTS.....</b>	<b>42</b>
15.1	REPORT WIZARD .....	42
15.2	EVENTS REPORT .....	46
15.3	GRAPHICAL REPORT .....	48

15.4	SAVED REPORTS.....	50
15.5	TAG DETAILS REPORT.....	50
15.6	ATTENDANCE REPORT.....	51
<b>16</b>	<b>BACKUP.....</b>	<b>53</b>
16.1	MANUAL BACKUP.....	53
16.2	RESTORE DATABASE.....	54
16.3	CLEAR EVENT DATABASE.....	54
<b>17</b>	<b>DIAGNOSTICS.....</b>	<b>55</b>
<b>18</b>	<b>DISABLE ALARM.....</b>	<b>56</b>
<b>19</b>	<b>SETTING RECORDS.....</b>	<b>56</b>
19.1	READER GROUPS SETTINGS REPORT.....	57
19.2	TIME ZONES SETTINGS REPORT.....	57
19.3	HOLIDAYS REPORT.....	58
19.4	USER GROUPS SETTINGS REPORT.....	59
19.5	USER DETAILS REPORT.....	59
19.6	USER GROUP WITH (APB) SETTINGS REPORT.....	60
19.7	DOOR CONTROLLERS WITH (APB) SETTINGS REPORT.....	60
<b>20</b>	<b>HELP.....</b>	<b>61</b>
20.1	ONLINE HELP.....	61
20.2	ABOUT.....	61
20.3	REGISTRATION.....	61
<b>21</b>	<b>Changing Languages:.....</b>	<b>62</b>
<b>22</b>	<b>TROUBLE SHOOTING.....</b>	<b>63</b>
<b>23</b>	<b>GLOSSARY.....</b>	<b>64</b>
<b>24</b>	<b>FEEDBACK.....</b>	<b>65</b>
<b>25</b>	<b>Disclaimer.....</b>	<b>66</b>
<b>26</b>	<b>COPYRIGHT.....</b>	<b>66</b>

## 1 INTRODUCTION

The Microsoft® Windows™ based **On/Off Line Access control PRO software** has three special features - easy & user-friendly programming, real-time monitoring and reporting. Using normal Windows techniques (**dialogue** boxes, drop-down menus, etc.) programming has been made so user-friendly that **most** novices can program the O2LA system in a few minutes.

### 1.1 Key Features

- Online Monitoring / Controlling / Programming
- Generate customized reports.
- Menu-driven operation (with **dialogue** boxes and drop downs).
- Receives / **transmits** data/events from Extension Units.
- **Extension Unit diagnostics status**
- Image and other details of user can be displayed on computer screen.
- Help menu for online support.

### 1.2 How to Use this Manual

The manual is presented in a step-by-step, rational sequence to facilitate comprehensive understanding of the software and its use. With its logical division into sections, subsections, schematics and labeling it could be used as a Quick reference guide. It is advisable for beginners to read this manual before starting to program.

Notes in the manual are highlighted with this symbol



Cautionary messages are highlighted with this symbol



The manual also presents useful **Tips**.



## 2 TECHNICAL DETAILS

PRO Software will function using the Operating systems listed below.

- Windows 98 Second Edition.
- Windows 2000.
- Windows XP Professional
- Windows XP Home Edition.

Communication using a RS 232 cable is possible up to a **15-meter distance**. Longer distances may be possible, depending upon **the** computer and **type of** cable.

For Online Communication between **O2LA** and **PRO** the following **Modems** are recommended.

Modems
U.S Robotics Message Modem (V.92)
D-Link DFM 562 E++ (V 92)
D-Link DFM 560 ES (V 90)
ZyXEL Omni 56k (V 90)
Lancer 56k



Ideally the same ITU Version V92 or V90 compatible Modems should be used on both sides or it could create problems.

### 3 INSTALLATION

This Chapter specifies requirements for efficient **operation of the O2LA PRO** Software.

#### 3.1 Minimum System Requirements

- Windows 98 SE/2000 / XP Professional/Home edition.
- 64 MB RAM, Preferred 128 & above.
- 60 MB hard disk free space.
- RS 232 SERIAL (COM) Port or USB Port with USB – RS 232 Converter.

#### 3.2 Hardware Installation check

1. Check **all** wiring to the O2LA and Extension Units.
2. Check the Extension Unit addresses. Every RS-485 network device must have a unique address (**these are set using the dipswitches**).
3. Check **that** the **O2LA controller** is connected **to a PC, via a RJ12-RS232 cable**. If the computer does not have an RS232 port, connect the **controller using a USB-RS232**.
4. **Power up the O2LA controller**.



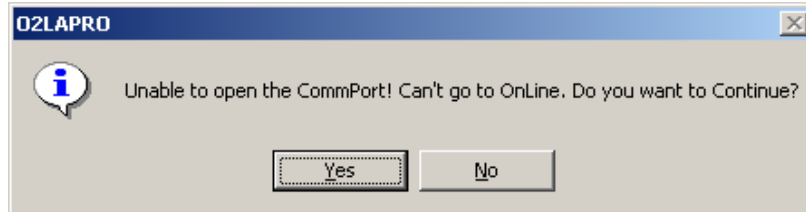
In case of any difficulty, please refer to the O2LA manual for detailed information on the O2LA system, or consult your installer.

#### 3.3 Install PRO software

1. Insert the PRO CD into the CD drive of the computer and follow the on-screen installation instructions. If installation does not start automatically, run the **“setup.exe”** file.
2. When installation is complete, click **Programs→O2LAPRO→ O2LAPRO** from the Start Menu or click on the **O2LAPRO** icon on the desktop.

	<p>The PRO Software will dynamically detect for available COM Ports, and automatically <b>connect</b> to the COM Port to which <b>O2LA</b> is connected.</p>
---	--




If no COM Port is available in the computer or if other devices are using the available ports, the following message is displayed:



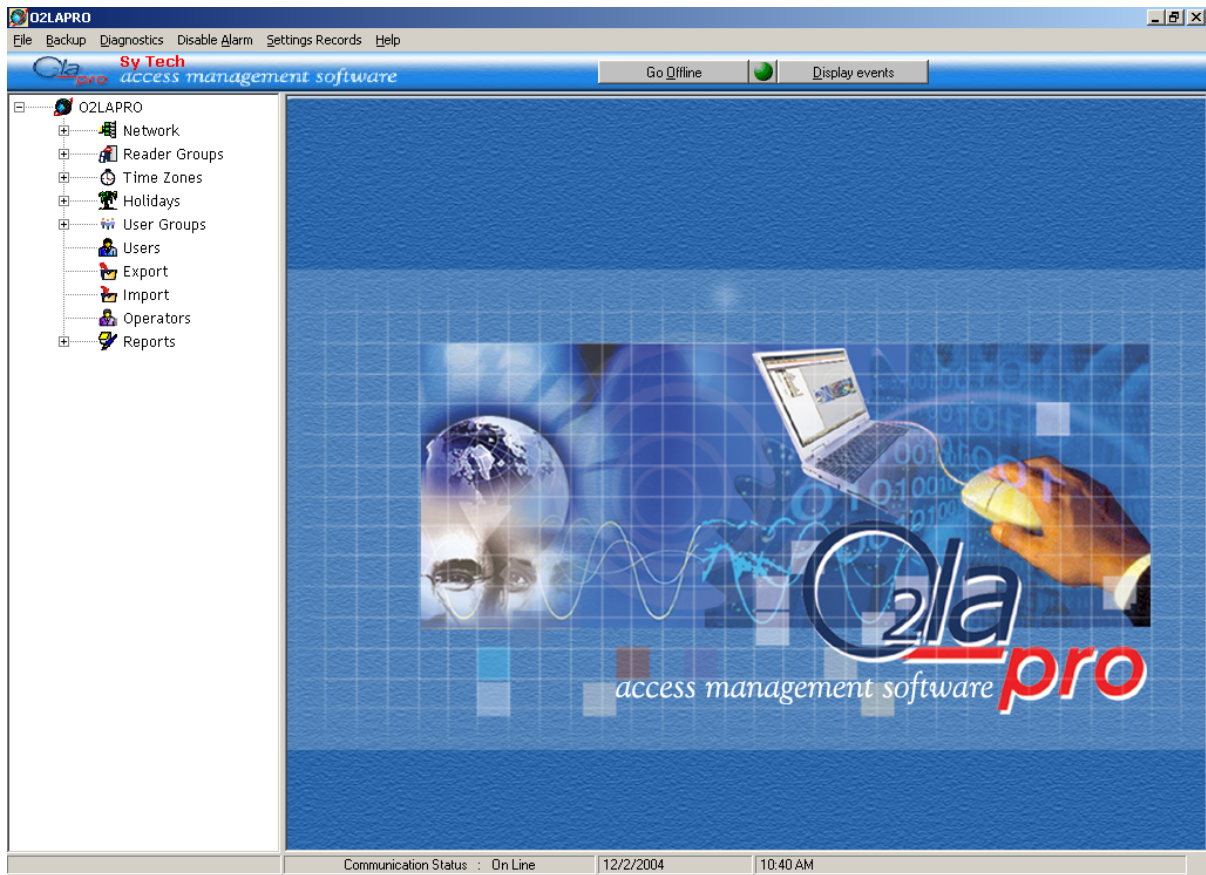
Click **Yes** to continue working in **Offline mode**.


3. **Log in using Name and Password:**



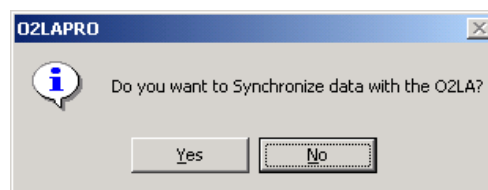
	<p>The factory set default Name and Password are <b>“Administrator”</b> and <b>“admin”</b> which are to be used until they are changed.</p>
	<p><b>Name</b> and <b>Password</b> are <b>case</b> sensitive.</p>
	<p>Use the <b>Operator Settings</b> menu (Refer to page 39) to change the administrator password immediately after installation, and periodically thereafter. It is advisable to keep the administrator <b>Name</b> and <b>Password</b> in a secure place.</p>


4. Similarly, other **Operators** can login with his/her **login name** and **password**, which **have been** assigned by the **Administrator** in the **Operator settings** option (Refer to page 39).
5. **After successfully logging in, PRO's main screen is displayed.**



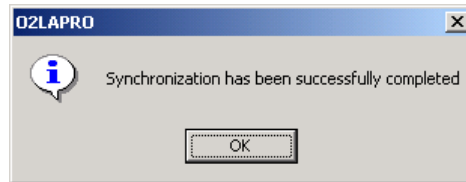
 Once the PRO Software is installed, it can be used in **Offline** mode. Before the PRO Software can communicate with the O2LA controller, the PRO needs to be registered (refer to page 61).

6. When PRO is registered, the following screen is displayed for the synchronization of data between PC and the O2LA Master controller.



 Synchronization is the data transfer between O2LA and the PRO software. In the process of synchronization, data is first imported from O2LA to PRO and then exported back from PRO to O2LA. The purpose of synchronization is to have identical databases in PRO and O2LA.

7. Click **Yes** to synchronize the data and when completed the following message is displayed.




## 4 PRO IN ONLINE/OFFLINE MODE

PRO is in **Online mode** when there is communication between **PRO** and **O2LA**.

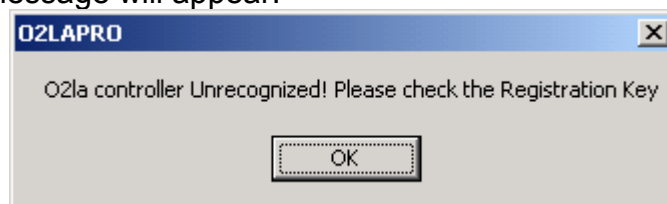
PRO is in **Offline mode** if there is no communication between **PRO** and **O2LA**. However, each of them can function independently.

On the PRO main screen **click** on the **Go Online** button **at** the top right of the screen to switch to Online **operation mode**. The circular green icon is displayed.



	<p>If the Registration details entered for <b>PRO are incorrect</b> or <b>not entered</b>, the <b>message below</b> is displayed and you cannot work in <b>Online mode</b>.</p>
---	---

To **register PRO** in Online mode refer **to** page 61. If the PRO does not recognize the O2LA controller, the following message will appear.



Click **Go Offline on** the PRO main screen to switch to Offline **mode operation**. The circular **red icon** is displayed.




### 4.1 PRO in Online mode

When the PRO software is in **Online mode**, and an event occurs, an online monitoring screen is displayed listing the events as they occur.


#### Online Monitoring

On the PRO main screen click **the Display Events button**. **The Online Monitoring screen, with a list of events, is displayed as shown below.**



No.	User	User	Photo	Date	Time	Location	Events
12	011	Hellen		6/2004	48:27	Door1	Access Granted at In Door
13	009	Susanna		6/2004	48:28	Door1	Access Granted at In Door
14	004	Julianna		6/2004	48:30	Door2	Access Granted at Out Door
15	007	Stephen		6/2004	48:32	Door2	Access Granted at Out Door
16	003	Jonathan		6/2004	48:37	Door1	Access Denied (Anti - passback Mode)
17	003	Jonathan		6/2004	48:42	Door2	Access Granted at Out Door
18	007	Stephen		6/2004	48:47	Door1	Access Granted at In Door
19	007	Stephen		6/2004	48:51	Door2	Access Granted at Out Door
20	003	Jonathan		6/2004	48:55	Door1	Access Granted at In Door
21	007	Stephen		6/2004	48:59	Door2	Access Granted at Out Door
22	011	Hellen		6/2004	49:05	Door1	Access Denied (Anti - passback Mode)
23	007	Stephen		6/2004	49:11	Door1	Access Granted at In Door
24	011	Hellen		6/2004	49:14	Door1	Access Denied (Anti - passback Mode)
25				6/2004	49:15	Door2	Door Open too long
26	009	Susanna		6/2004	49:18	Door1	Access Denied (Anti - passback Mode)
27	005	Katrina		6/2004	49:22	Door1	Access Denied (Anti - passback Mode)
28	004	Julianna		6/2004	49:25	Door1	Access Granted at In Door
29	011	Hellen		6/2004	49:29	Door2	Access Granted at Out Door
30	003	Jonathan		6/2004	49:33	Door2	Access Granted at Out Door
31				6/2004	49:49	Door2	Door Open too long
32	010	Tommy		6/2004	52:45	Door1	Access Denied (Anti - passback Mode)
33	007	Stephen		6/2004	52:48	Door1	Access Denied (Anti - passback Mode)
34	003	Jonathan		6/2004	52:50	Door1	Access Granted at In Door

PRO has a unique feature, in that a photograph of each user that is granted or denied access can be viewed on the Online monitoring screen. To enable this feature, a scanned photo image should be inserted when registering the User.

	<p>For best results, the image size should be as given below:                  Photo size: 23mm (width) x 28 mm (Height)                  Pixels: 69 x 85                  Resolution: 30                  Image type: JPEG                  Scanned images can be edited using an Image editing tool like <b>Photo Shop</b> or <b>Corel Draw</b> to achieve the above specifications.</p>
---	--

## 5 FILE MENU

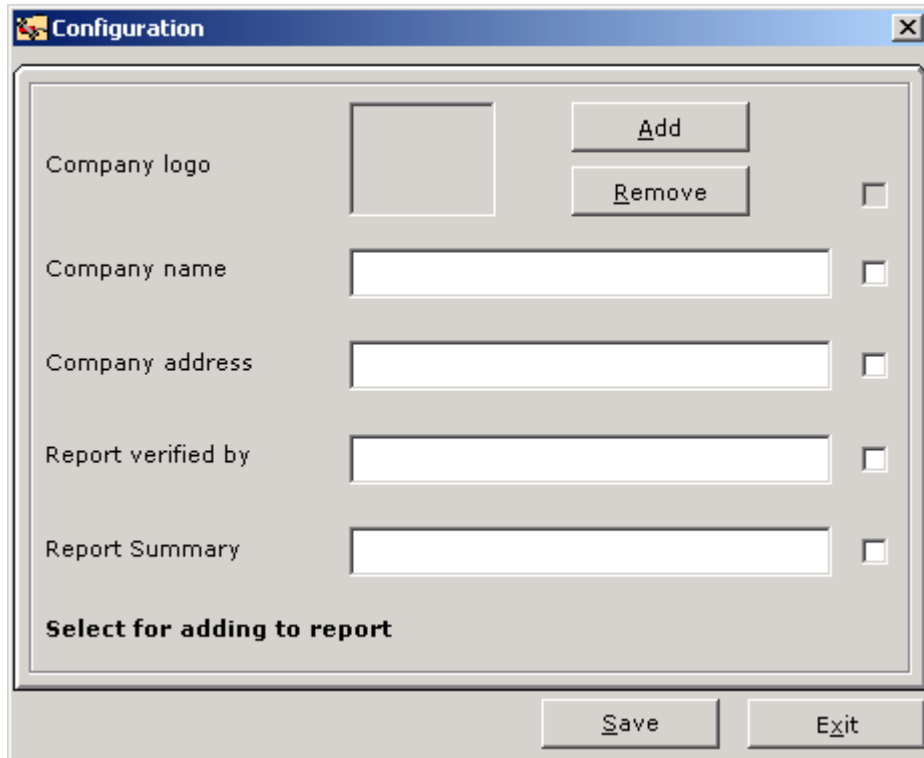
The File menu has **six drop down sub menus**.

- Configuration
- Sequential tags
- Global System Parameters
- Communication
- Search
- Exit

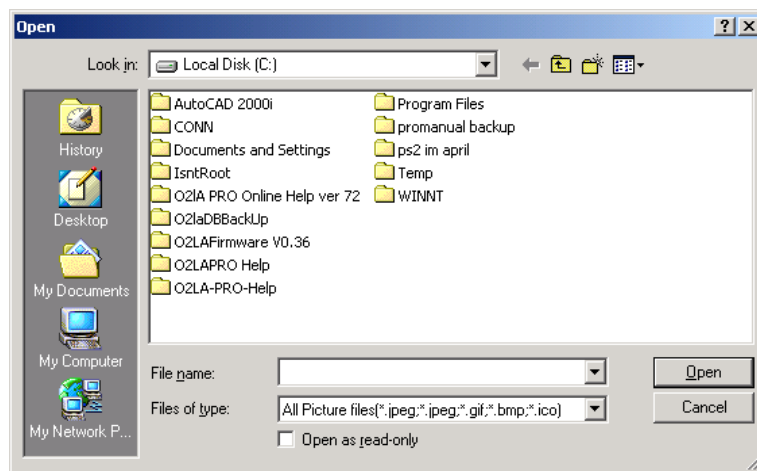
### 5.1 Configuration

With this option the **Company** name, address and logo can be displayed on the **PRO** main screen and **Report** layout can be customized.


Click **Configuration** on the **File** menu and the following screen is displayed:



1. To enter the Company logo, click the **Add** button and the following window is displayed.



2. Navigate and select the image from the folder and click the **Open** button.
3. To remove an existing Company logo click the **Remove** button.
4. Enter the Company name and other details to be displayed in the reports.

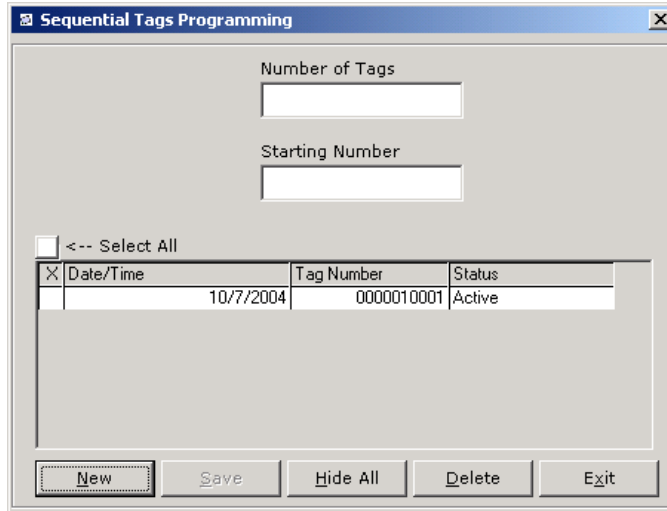
	<p>Even after the data is entered, it will appear on the report only if the relevant <b>checkbox</b> on the <b>Configuration</b> screen is ticked.</p>
---	--

5. Click the **Save** button to save the Configuration details entered.

## 5.2 Sequential Tags

From this menu, Tag numbers can be generated sequentially. It saves time and effort when entering hundreds of numbers. The numbers generated here can be assigned to Users in the **User details** screen (Refer to page 34).

Click **Sequential tags** in the **File** menu and the following screen is displayed.



A list of Sequential tags can be generated at **one time**, and assigned to Users as and when required. Assigning tag numbers to Users need not be sequential.

### To Generate a set of Tags

1. Click the **New** button.
2. Enter the total number of tags to be entered.
3. Enter the number of the first tag in the sequence to be generated.

Enter the last five digits of the starting number of the tags to be generated

4. Click the **Save** button and the set of tags are generated and listed in a table.

X	Date/Time	Tag Number	Status
	10/8/2004	0000065510	Active
	6/8/2004	0000010001	Active
	12/1/2001	0000000012	Available
	12/1/2001	0000000001	Available
	12/1/2001	0000000003	Available
	12/1/2001	0000000004	Available
	12/1/2001	0000000005	Available

**Tag numbers list**

5. If the **tag numbers exist already** an error message “**Created 0 Tags** ” is displayed.



A maximum of 1,000 tags can be generated.

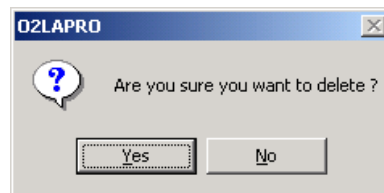
6. Click **the Hide all** to hide the Tag number list.
7. Click **the View all** to view the Tag number list.

**To Delete individual Tag numbers**

1. In the Tag numbers list **select the Tag number(s)** to be deleted.

X	Date/Time	Tag Number	Status
X	12/1/2001	0000000014	Available
X	12/1/2001	0000000015	Available
X	12/1/2001	0000000100	Available
X	12/1/2001	0000000101	Available
	12/1/2001	0000000102	Available
	12/1/2001	0000000103	Available
	12/1/2001	0000000104	Available

2. To select all the Tag numbers, click on **the**  **Select all** checkbox.
3. Click **the Delete** button and the following message is displayed.



4. Click **Yes** to Delete.



Tag numbers with an active status (assigned to a User) cannot be deleted.

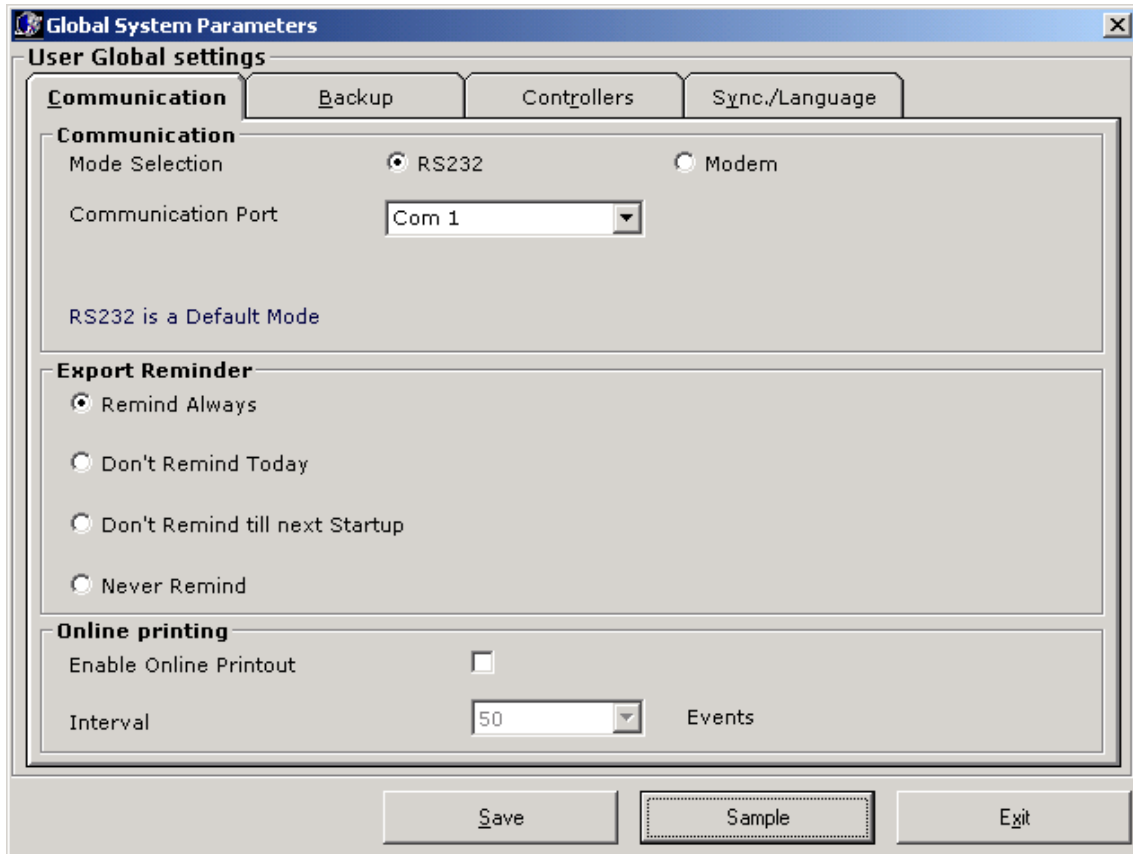


If there are sequential numbers with some gaps, it might be easier to enter the full sequence and **delete numbers where appropriate**.

**5.3 GLOBAL SYSTEM PARAMETERS**

A number of options for configuring the system to suit individual preferences are given on this screen.


There are four tabs under User Global settings:




### 5.3.1 Communication Settings

Communication Mode, Communication Port, Export Reminder and Online Printing options can be selected.


1. Select the Communication **Mode** (RS232 or Modem) for communication between O2LA and the PC.
2. Select the **Communication Port**.

	PRO automatically recognizes all free Serial <b>Ports</b> present in the system and displays them for selection.
---	--


3. If you select **Modem** for **communication**, it is also necessary to enter the telephone number.
4. Select the type of dialing i.e. **Pulse** or **Tone**.

	Enter the Telephone number based on the <b>communication</b> type (Refer to page 17).
---	---

5. Select the type of **Export Reminder**.

	<p>Based on the type of <b>Export Reminder</b> selected, the User is <b>prompted to</b> export data changes (Add, Modify or Delete in User groups, Reader groups, Time zones, etc.) from <b>PRO</b> to <b>the</b> O2LA Controller.</p> <p><b>The Export Reminder is there only as a prompt.</b> Export can always be done using the “Export” option and is automatically done during <b>synchronization</b>.</p>
---	--

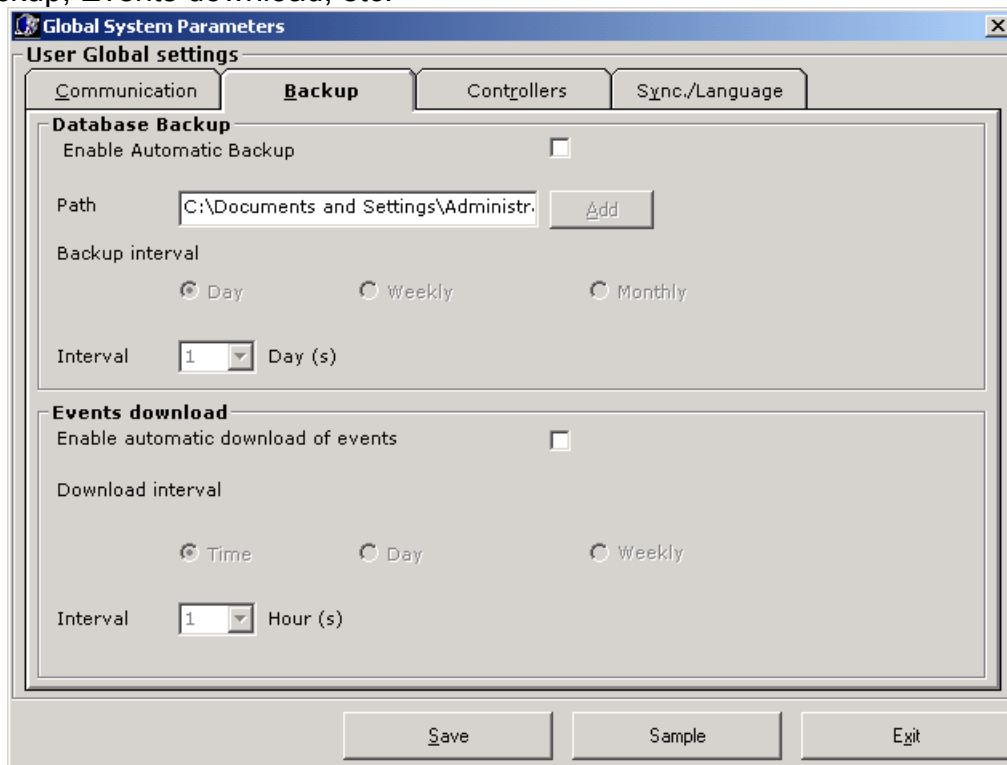
- a. **Remind Always:** PRO immediately prompts to export data as soon as any change is made to the data.
  - b. **Don't Remind today:** PRO does NOT prompt to export data for the whole of that particular day.
  - c. **Don't Remind till next Start up:** PRO does not prompt to export any changes until the next start-up of PRO.
  - d. **Never Remind:** The PRO never prompts to export data.
6. For Online Printing, check **Enable Online Printout** and select the **set of events** to be printed at each **interval**.

	<p>With this option, the frequency with which online printing takes place is selected. Printing can be after 25, 50, ..... 500 (max) events <b>have occurred</b>. For Online printing a serial printer <b>has to</b> be connected to the computer.</p>
---	--

7. Click **Save** to save the **user-defined Communication settings**.
8. Click **the Sample** button to view the Default Communication settings.

### 5.3.2 Backup Settings


This option refers to how frequently certain precautionary steps need to be automatically done e.g. Database backup, Events download, etc.



1. Click on the **Backup** tab.
2. For Database Backup check **the enable automatic backup**.
3. Click **the Add** button and select the path for **the** database backup file.
4. Select **the frequency of the** backup by clicking on the appropriate button.
  - **Day:** Database **backup** is taken automatically when date changes.
  - **Weekly:** Database **backup** is taken automatically after every seven days.
  - **Monthly:** Database **backup** is taken automatically on the change of **each** month.
5. For events download from O2LA (Importing), check **enable automatic download of events** and select the **interval**.
6. **Click the Save** button to save the **Backup settings**.
7. Click **the Sample** button to view the Default Backup settings.

### 5.3.3 Controller Settings

This option is exclusively **for the** selection of Extension units used with the O2LA **Master** unit. Only the EW units selected here are displayed in **Network option**, where settings can be done for O2LA and Extension units.



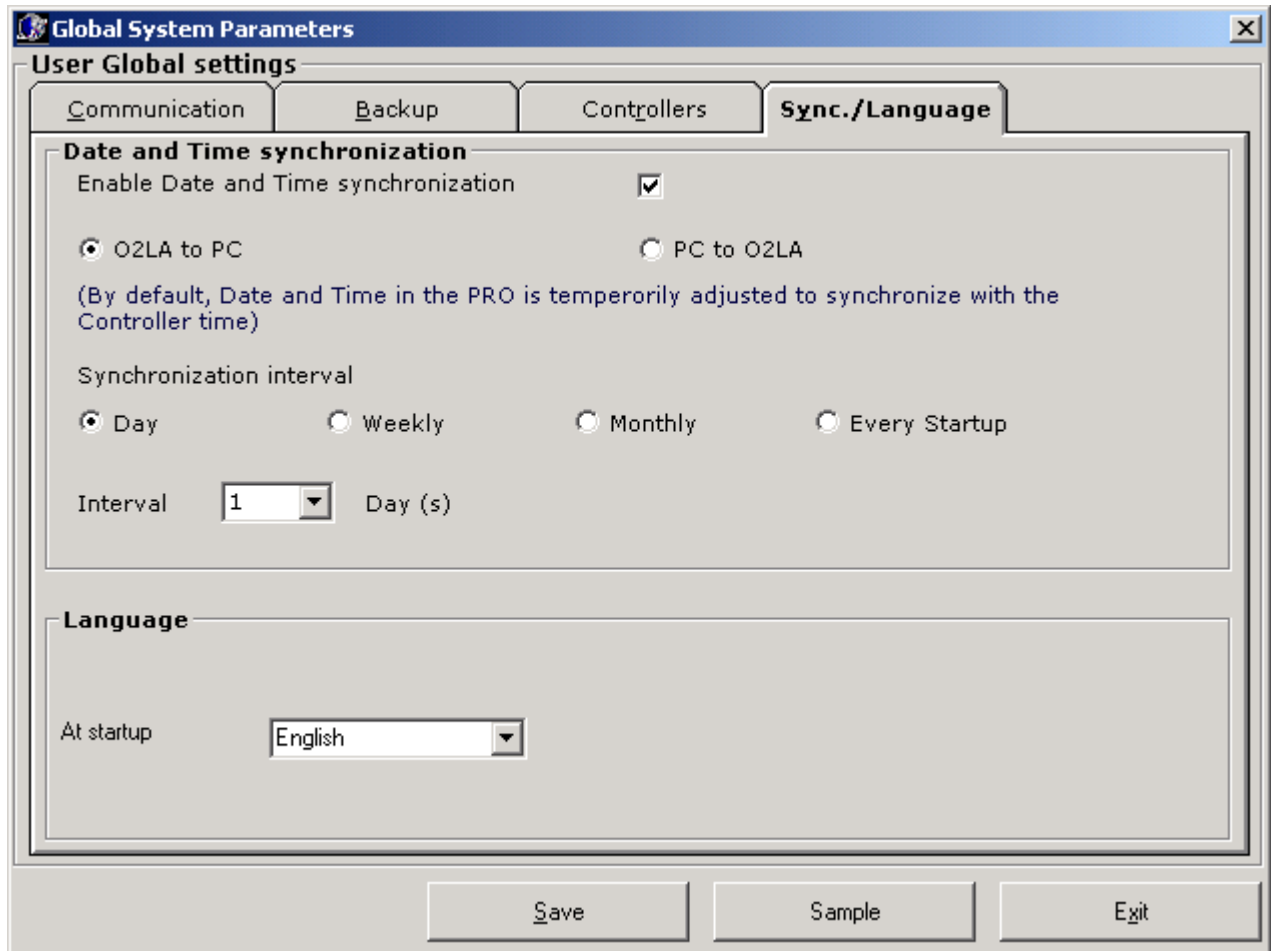
With this feature, it allows the pre setup of all extension units before incorporating them in the network installation at a later date.



1. Select the **EW units** (corresponding to the peripheral numbers assigned to them using **dipswitches**) that are to be incorporated into the network.
2. Click **the Save** button to save the **Controller settings**.
3. Click **the Sample** button to view the Default **Controller** settings.

### 5.3.4 Synchronization Settings

With this screen, as shown below, **Date and Time synchronization** from **the O2LA controller to PC (or vice versa)** is possible.



In general, the date/time **settings in O2LA** and the system settings will not be the same. They can be matched using this screen.

This screen, with the Startup **language selection**, allows the choice of language at the **PRO startup**.

1. Click the **Enable Date and Time Synchronization** checkbox.
2. Click the **O2LA to PC** radio button () , for date and time transfer from O2LA to PC. In this option, the Date and Time displayed in O2LA is imported to PRO and displayed on the PRO main screen.




Date and Time synchronization from O2LA to PC does not change the system date.

3. Select the **PC to O2LA** radio button () , for date and time transfer from PC to O2LA. In this case the Date and Time displayed on the PRO main screen is exported to O2LA.



4. Select the **Synchronize Interval** type as Day, Weekly, Monthly or Every **Startup**.
5. Based on the Synchronize Interval type selected, select the **interval value**.
6. Select the **Language** in which the **login screen** at **startup** is to be displayed.

	<p>The language options available in this particular version of the PRO are shown in the drop down menu.</p>
---	--

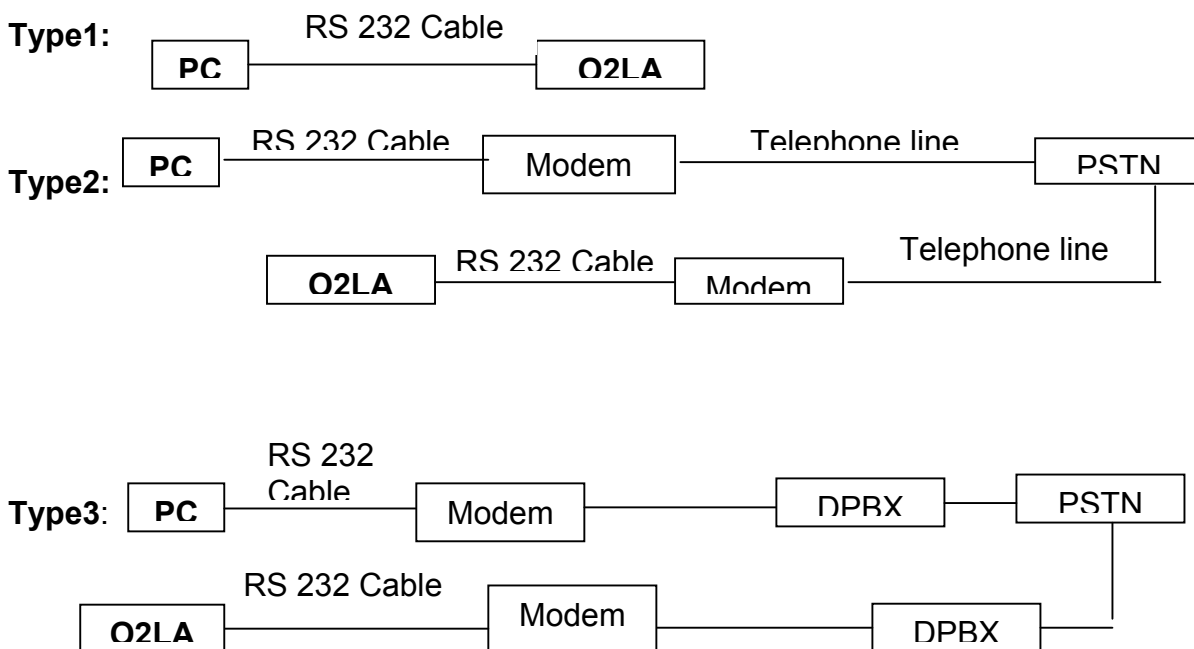
As an example, if the startup language selected is **French**, the next login start up screen will display the following:



7. Click the **Save** button to save the **synchronization settings**.
8. Click the **Sample** button to view the Default Synchronized settings.

#### 5.4 COMMUNICATION

This option allows setting up the mode of communication and its parameters. Communication between O2LA and PC can be in one of three different ways.



Under **Type 3** communication there can arise three different situations, as explained below:

**Situation 1:** The PC is dialed through a DPBX central telephone line and O2LA has a standard PSTN line.

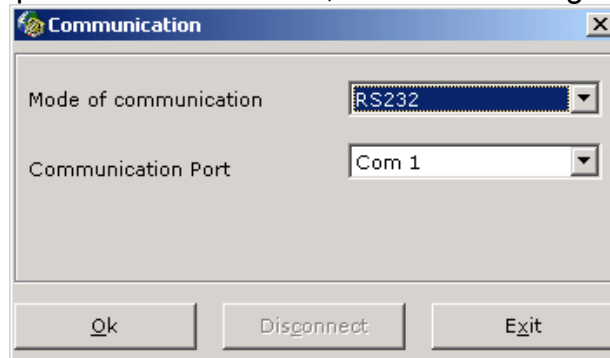
**Situation 2:** The PC is dialed through a standard PSTN line and O2LA has a DPBX central telephone line having, for example, the extension number 215

**Situation 3:** The PC and O2LA have both a DPBX central telephone line.

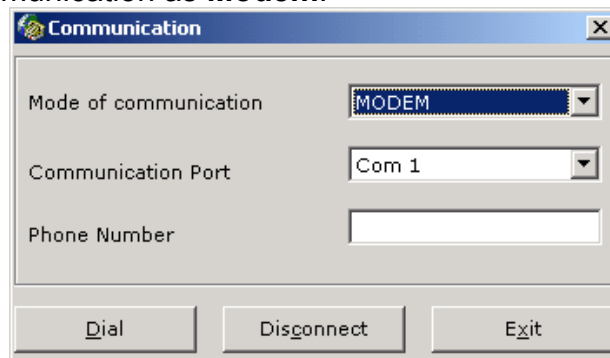
PSTN -> Public Switched Telephone Network.

DPBX -> Digital Private Branch Exchange.


Click **the Communication** option **in the File** menu, and the following screen is displayed:



1. Select the Mode of communication as **Modem**.

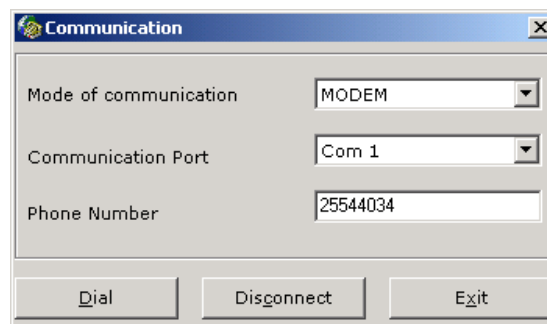


2. Select the Communication Port.

	<p>PRO automatically recognizes all the Communication Ports present in the <b>computer</b> and displays them for selection.</p>
---	---

3. Enter the **telephone number**.

- **If the mode of communication** is of **Type 2**, enter the direct telephone number as shown in the figure below.



- If the mode of communication is of **Type 3: Situation 1**, enter the telephone number as shown in the figure below:

- If the mode of communication is of **Type 3: Situation 2**, enter the telephone number as shown in the figure below (not forgetting the extension number attributed to the O2LA central telephone line).

- If the mode of communication is of **Type 3: Situation 3** enter the telephone number as shown in the figure below (not forgetting the extension number attributed to the O2LA central telephone line).



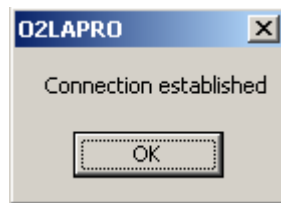
Each Comma induces a time delay of 1 second.  
Enter the number of Comma's based on the time delay required.

4. Click the **Dial** button for starting communications.



The number is dialed according to the configured mode "**Tone**" or "**Pulse**".  
The configuration modes are set in the **Global system parameters** -> **Communication tab** (Refer to page 13).

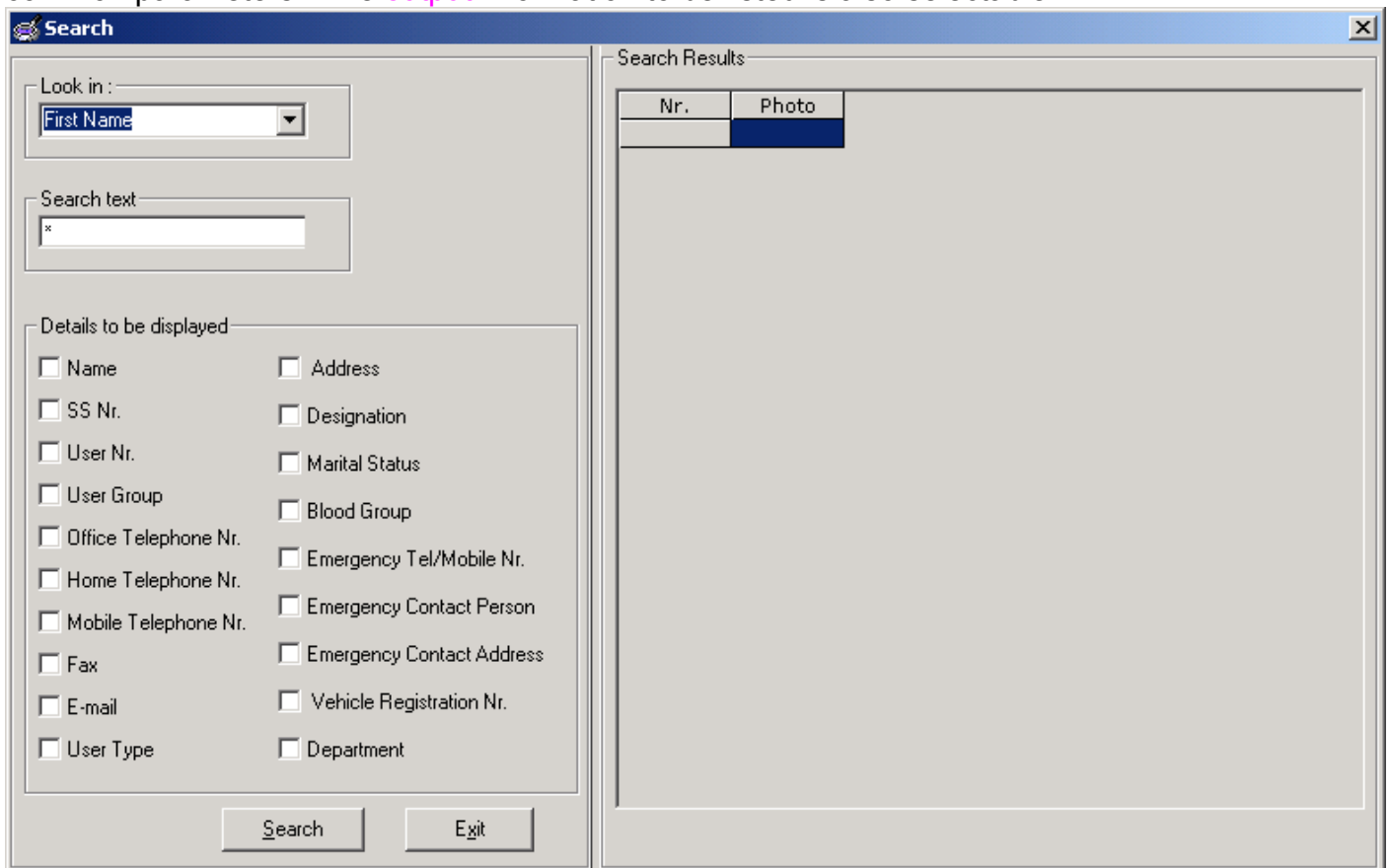
5. When communication with the O2LA is established, the following message screen will appear.



6. Click the **Disconnect** button to disconnect the Modem connection.

## 5.5 SEARCH

The Search option allows you to quickly search for details about any user or group of users with common parameters.. The **output** information to be listed is also selectable.



1. In the **Look in selection box**, click the button (▼) and select the **search parameter**.
2. **Within the parameter selected, enter the text to be searched.**
3. For the **search parameter**, select the details to be displayed in the **Search Results table**.
4. Click the **Search** button to start the search and display the result.

## 5.6 EXIT

Click the **Exit** button in the File menu to close the application.

## 6 NETWORK


The Network menu enables programming of the Controller (O2LA) and Extension Units (EW). It


consists of two default sub-options i.e. **Free Access** and **O2LA**. This menu also lists the EW units selected through the Controllers tab -> Global Parameters screen (Refer to Page 15).

### 6.1 Free Access (Door)

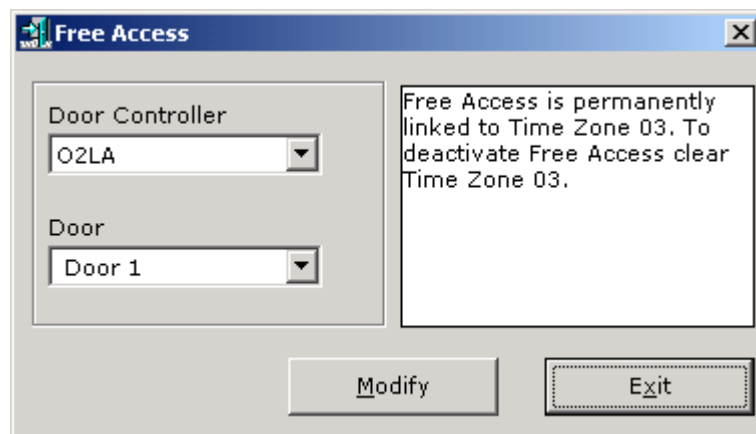
Free Access provides **access** without need for code or card. It can be programmed only for 1 door on the whole system e.g. car park .

In Free Access, one access point is configured and the time schedule for Free Access is defined in Time Zone03 -> Free Access (Time) option (refer section 8.2 ).

	Free Access is linked to the default Time zone 03(Free Access time).
---	--

	Only one door can be configured for Free Access in the O2LA / EW network. Free access should never be used for doors giving access to <b>secure areas</b> or to doors <b>configured with</b> Mantrap.
---	--

1. Double click the Free Access (Door) icon.
- Or**
2. Right click on the Free Access (Door) icon + Click **Open**.



3. Click the **Modify** button.
4. Select the Door Controller (the Controllers selected in **Controllers tab ->Global system parameters** screen are displayed for selection).
5. Select the Door.
6. Click the **Save** button to set the Free Access (Door) settings.

### 6.2 O2LA

This option allows O2LA settings to be programmed. O2LA has three sub options i.e. **Door1**, **Door2** and **Auxiliary Outputs**.

## Door 1 settings

1. Expand the O2LA menu (click on “+”).
2. Double click the **Door 1** sub-option or right click the **Door 1** sub-option and click **View**.

3. Click the **Modify** button.
4. Enter the Door 1 **description** (a convenient door identification name).

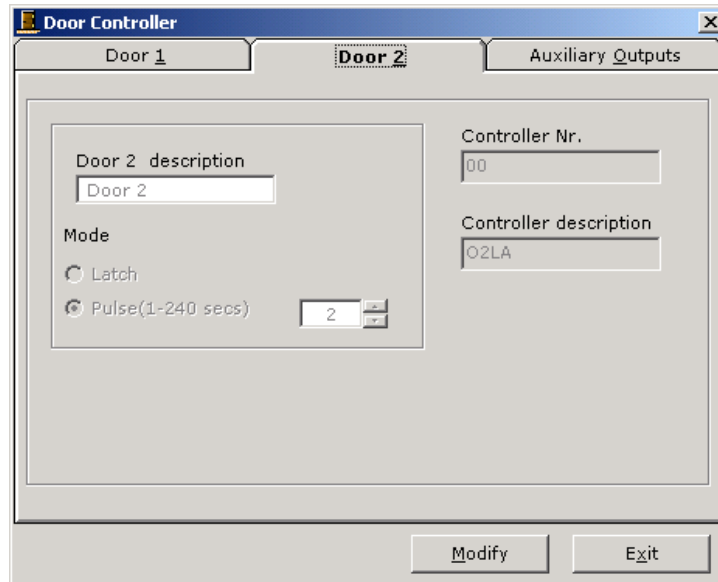


By default the **Controller number** for O2LA is **00** and cannot be changed.  
By default the Controller **description** is given as O2LA, which **can** be changed.


5. Select **either** Latch or Pulse mode for the door. **If Pulse then set the** door timing (1 to 240 seconds).
6. **Tick the Enable Anti-Pass back, if required. When enabled, Reader 2 automatically becomes the OUT reader for Door1.**  
**Or**  
**Tick the Enable Mantrap, if required.**
7. Click the **Update** button to save the settings.

## Door 2 Settings

1. Expand the O2LA menu (click on “+”).
2. Double **click the Door 2** sub-option or right click **on the Door 2** sub-option and click **View**.



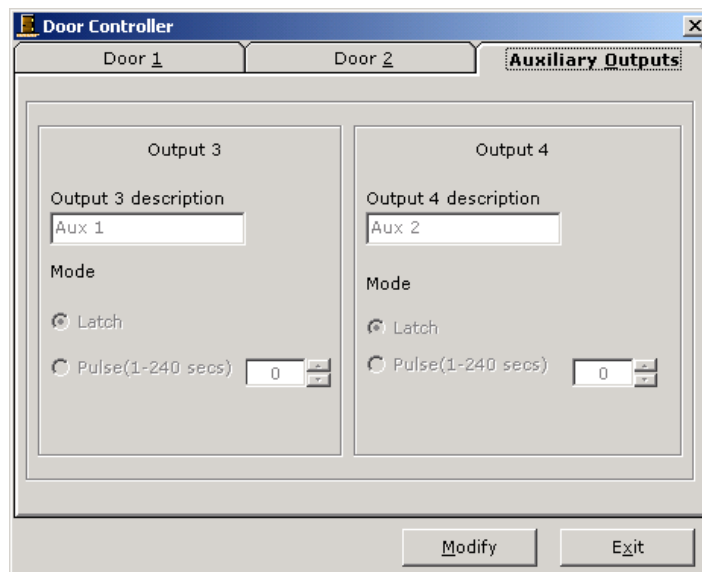
3. Click the **Modify** button.
4. Enter the Door 2 description (a convenient door identification name).
5. Select either Latch or Pulse mode for the door. If Pulse then set the door timing (1 to 240 seconds).

	<p>If Door1 is Anti-Pass back enabled, then the Latch or Pulse mode selected here is for the Out reader of Door 1.</p>
---	--

6. Click the **Update** button to save the settings.

### Auxiliary Output settings

1. Expand the O2LA menu (click on "+").
2. Double click the **Aux1/Aux2** sub option or right click on the **Aux1/Aux2** sub option and click **View**.



3. Click the **Modify** button.
4. Enter the 3<sup>rd</sup> Output **description** ( i.e. a preferred name for the 3<sup>rd</sup> Output).
5. Select **either** Latch or Pulse mode for the 3<sup>rd</sup> Output, if pulse then set the timing (1 to 240 seconds).
6. Enter the 4<sup>th</sup> Output **description** ( i.e. the preferred name of the 4<sup>th</sup> Output).
7. Select **either** Latch or Pulse mode for the 4<sup>th</sup> Output, **if Pulse** then set the timing (1 to 240 seconds).
8. Click the **Update** button to save the settings.



**Settings for Extension Units in the Network menu** are done in a similar manner to that of the O2LA controller, explained above.

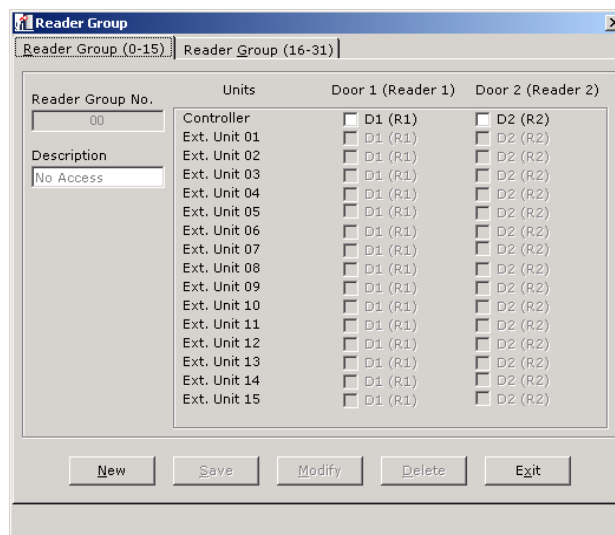
## 7 READER GROUP

The Reader Group is a convenient **grouping** of the O2LA controller and/or Extension Units (00 to 31) with **permissions** for associated readers linked to doors.

Click (+) **Reader Group** and the folder expands, displaying 2 default Reader Groups i.e. **“No Access”** and **“Full Access”**, which cannot be altered.

1. **No Access** (00): Access denied for **all doors** in the system.
2. **Full Access** (01): Permanent access to **all doors** in the system.

Double click on either of the default Reader groups and the following screen is displayed.



Extension unit doors for selection are given based on the EW units selected in the **Global system parameters -> Controllers** screen (Refer to page 15).

### Create a Reader Group

1. Right click the “Reader Group” on the tree structure and then click “new”.



Or

2. Click (+) Reader Group and double click on either of the default Groups “**No Access**” or “**Full Access**” icons
3. In the Reader Group screen click the **New** button.
4. Enter a **description** for the Reader Group.
5. **Tick** against Door1 **and/or** Door2 of one or more Extension Units to form a **Group**.



If the Controller or Extension Units selected are **Anti-Pass back** enabled, the D2(R2) will be the Out Reader for the Door 1 selected.

6. **Click the Save** button, the Reader Group created is saved and added to the Reader Group main menu.



If an **EW unit**, not connected to the network, is programmed, the settings will still be saved and programming will take effect whenever the EW is physically connected to the RS485 bus.

### Modify a Reader Group

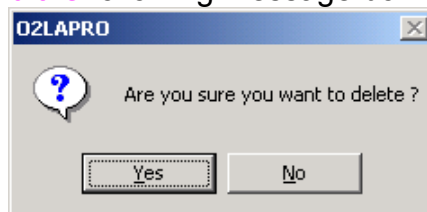


The default Reader Groups i.e. **No Access** and **Full Access** cannot be modified.

1. Double click on the Reader Group to be modified; the Reader Group main screen, with corresponding selections for the Reader Group is displayed.
2. Click the **Modify** button, and make changes in the selection of **EW units to form a group and description for the Reader Group**.
3. Click the **Update** button to **Save** the changes done to the Reader Group.

### Delete a Reader Group

1. Double **click** on the Reader Group to be deleted.
2. **Click on the Delete button and the** following message box is displayed.



3. Click **Yes** to delete the Reader Group.



If the Reader Group is assigned to a **User Group**, it cannot be deleted. The following message is then displayed.

O2LAPRO
✕

You cannot delete this record as it is assigned to a User Group

## 8 TIME ZONES

The Time Zone menu enables time schedules to be defined so that each user can only be granted access within particular time periods on each day of the week.


Click (+) **Time Zone** and the folder expands, displaying four default Time Zones: “**Never**”, “**Always**”, “**Priority**” and “**Free Access (time)**”.

**Never (00):** Access is denied at all periods and all days.

**Always (01):** Full access, 24 hours, 7 days a week, throughout the year.

**Priority (02):** Time zone (02) linked to Priority alarm is User definable.

**Free access time (03):** Time zone (03) linked to Free access is User definable.



Time zones **Never (00)**, and **Always (02)** cannot be modified or erased.

Time zones **Priority (02)**, and **Free Access time (03)** can be modified but cannot be erased.

Double click on either of the default Time Zones and a similar screen shown below is displayed.

Time Zones
✕

Time Zone Nr.  
TZ00

Description  
Never

	Period 1		Period 2		Period 3		
Day	Start Time	End Time	Start Time	End Time	Start Time	End Time	
Mon	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Tue	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Wed	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Thu	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Fri	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Sat	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Sun	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Hol	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>

## Creating a Time Zone

1. Right click the "Time Zone" on the tree structure and then click "new".  
**Or**
2. Click (+) Time Zones and double click on any of the default time zone.
3. In the Time Zone main screen click the **New** button.
4. Enter a description for the **Time Zone**.
5. Enter the Start and End times for one or all of the required periods of a day.



Time Zone times are in a 24-hour format.

6. Clicking on the empty square box to the right of each line will duplicate the Start and End time information from the previous day.
7. Click the **Save** button, the Time Zone created is saved and added to the Time Zone main menu.

## Modify a Time Zone

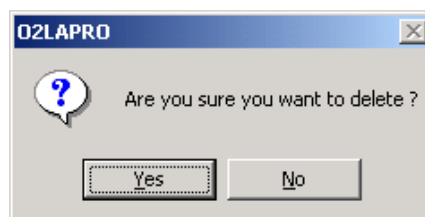


The default Time Zones i.e. **Never** and **Always** cannot be modified.

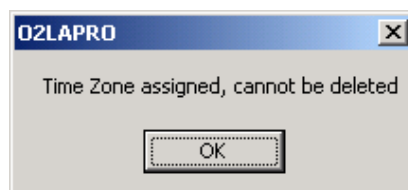
1. Click (+) Time Zones and double click on the time zone to be modified.
2. In the following screen click the **Modify** button.
3. Change the description and set the time for each period and each day as required.
4. Click the **Update** button to save the changes done in the Time Zone.

## Delete a Time Zone

1. Click (+) Time Zones and double click on the **Time Zone** to be deleted.
2. Click the **Delete** button and the following is then displayed.



3. Click **Yes** to delete the Time Zone.
4. If the Time Zone is assigned to a **User Group**, it cannot be deleted and the following message box is displayed.



### 8.1 Priority Alarms

Priority time zone enables time schedules to be defined for triggering of Priority alarm for Door Open Too Long event.

If the Door Open Too Long event occurs within Time Zone 02, Output T5 will be triggered.

If the Door Open Too Long event occurs outside Time Zone 02, Output T4 will be triggered.



By connecting suitable warning devices to Outputs T4 and T5, appropriate signals can be sent out. For example, a voice-messaging unit can be connected to Output T5 and a siren to Output T4, and Time Zone 02 programmed for office hours. Then, during office hours, a Door Open Too Long event will trigger a voice message and outside office hours, the same event will trigger an alarm.

#### To define Time Schedule for triggering of Priority alarm

1. Double click on Priority Time zone and click Modify button.
- Or**
2. Right click on Priority Time zone and click Modify button.

Time Zone Nr.	Description		Reset					
Day	Period 1		Period 2		Period 3			
	Start Time	End Time	Start Time	End Time	Start Time	End Time		
Mon	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>	
Tue	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>	
Wed	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>	
Thu	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>	
Fri	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>	
Sat	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>	
Sun	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>	
Hol	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>	

New Save Update Delete Exit

**Note:** To clear any previously defined time schedules for the Priority alarm, click Reset button.

3. Change the **description** and **set the times** for each period and each day, as required.
4. Clicking on the empty square box to the right of each day will duplicate the Start and End time information from the previous day.
5. Click **the Update** button to save the changes.

## 8.2 Free access (Time)

Free access (Time) enables time schedules to be defined for the Free Access door to be open.

### To define Time Schedule for Free Access

1. Double click on Free Access (time) Time Zone and click Modify button.
- Or
2. Right click on Free Access (time) Time Zone and click Modify.

Time Zone Nr.	Description	Reset					
TZ03	Free Access						
Day	Period 1	Period 2	Period 3				
	Start Time	End Time	Start Time	End Time	Start Time	End Time	
Mon	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Tue	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Wed	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Thu	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Fri	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Sat	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Sun	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>
Hol	00:00	00:00	00:00	00:00	00:00	00:00	<input type="checkbox"/>

New Save Update Delete Exit

**Note:** To clear any previously defined time schedule for Free access, click Reset button.

3. Change the **description** and **set the time** for each period and each day as required.
4. Clicking on the empty square box to the right of each line will duplicate the Start and End time information from the previous day.
5. Click **the Update** button to save the changes.

## 9 HOLIDAYS

Assigning Holidays is done through the **Holidays** menu. **New year** is the default holiday and can be **modified** but cannot be **deleted**.




Holidays entered are automatically carried forward each year and care must be taken to ensure that holidays whose dates change from year to year are re-entered annually.



A user can be given access on a Holiday, if linked to a User Group containing the Time zone in which time periods on a holiday are defined.

## Entering Holidays

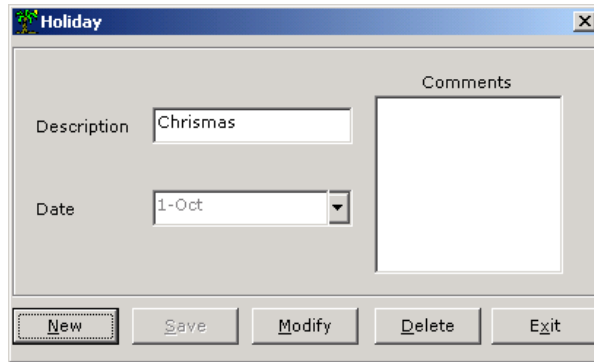
1. To expand the Holiday menu (click on “+”).
2. Double click on New Year (default Holiday). The Holiday screen is displayed.

3. Click the **New** button.
4. Enter the name or description of the Holiday.
5. Click the  button in the date field and select the date from the drop down calendar.

6. Enter any notes for the Holiday in the **Comments** text box.
7. Click the **Save** button and the Holiday name will automatically be added to the **Holidays menu**.

## Modify Holidays

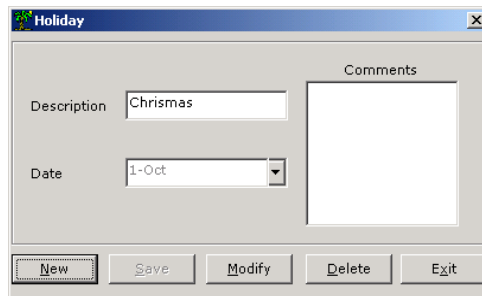
1. To expand the Holiday menu (click on “+”).
2. Double click on the **Holiday** icon from which the details are to be modified.



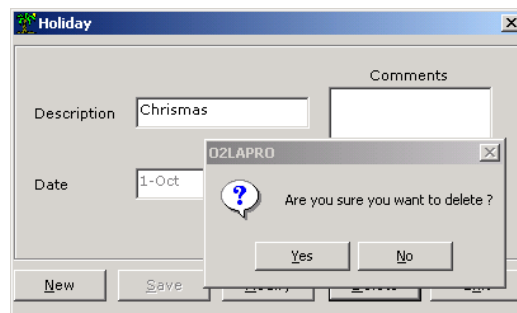
3. Click the **Modify** button.
4. Make the necessary changes (steps 4 – 6 of **Entering Holidays** above).
5. Click the **Update** button to save the Modifications.

### Delete Holidays

1. To expand the Holiday menu (click on "+").
2. Double click on the **Holiday** icon from which details are to be deleted.



3. Click the **Delete** button.



4. Click **Yes** to delete the Holiday.

## 10 USER GROUPS

Reader Groups and Time Zones can define User Groups. A User Group determines where and when a user's Card or Code will be valid (i.e. to a group of doors within a time schedule). Click (+) **User Group** and the folder expands to display two default User Groups: "**Nowhere**" and "**Everywhere**".

1. "00" User Group is pre-defined for 'Nowhere' or no access to the entire system.
2. "01" User Group is pre-defined for 'Everywhere' or full access to the entire system.



User group **Everywhere** overrides **Anti-Pass back** and **Mantrap** settings.

### Create User Group

1. Right click the "User Group" on the tree structure and then click "new".  
**Or**
2. Click (+) User Group and double click on either of the default User Groups "**Nowhere**" or "**Every where**".

3. Click **the New** button.
4. Enter a description for the User Group.
5. Select **an** appropriate Reader **Group** and Time **Zone**.
6. **Tick the** Enable **Anti-Pass back** checkbox, if required.



For **the Anti-Pass back** feature to function in the system, it has to be set for the Controller or Extension units in **the Network menu** and enabled in **the User Group menu**.

7. Select either **Real** or **Timed Anti-Pass back** (with timing from 1 to 30 minutes)
8. Click **Save** and the User Group icon **is** added **to** the folder.

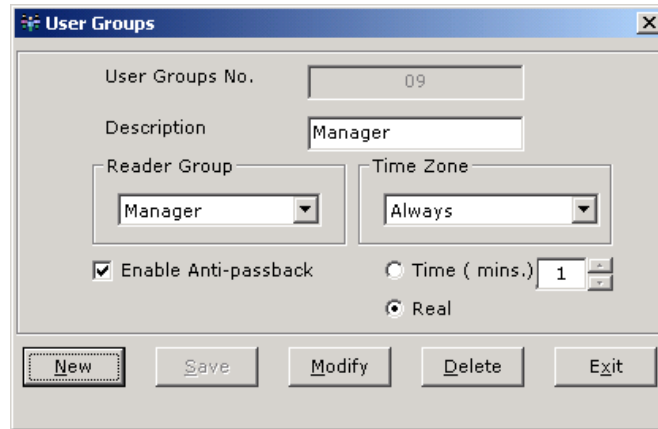


**The** User Group **number** is **auto generated** on **saving** a User Group.

### Modify User Group

1. **To expand the** User Group menu (click on "+").
2. **Double click on the** User Group icon **needing modification**.

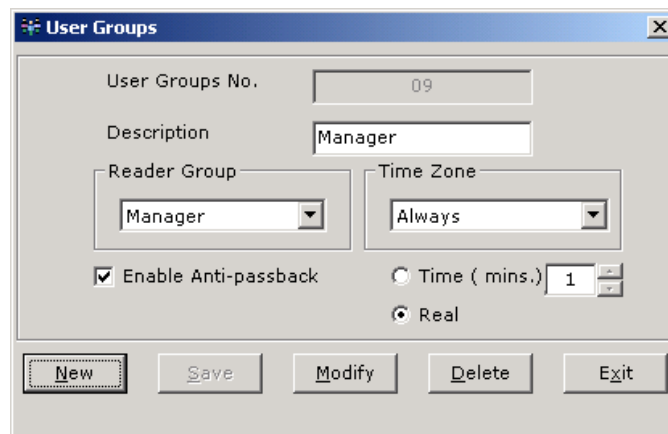




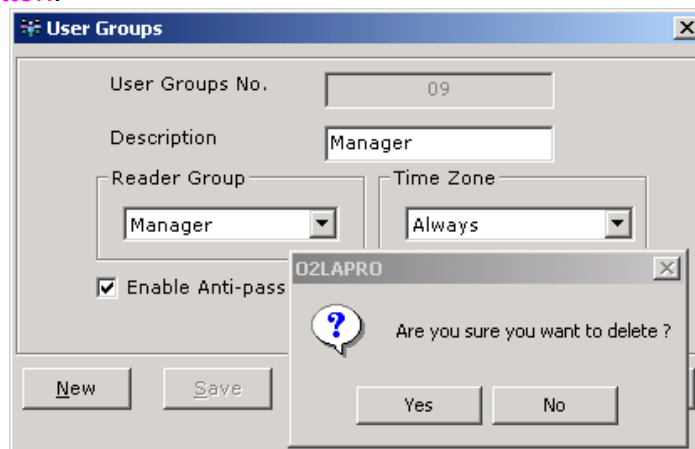
3. Click the Modify button
4. Make the necessary changes (explained in steps 3 – 6 of Creating User Groups).
5. Click the Update button to save the modifications.

### Delete User Groups


1. Expand the User Group menu (click on "+").
2. Double click on the User Group icon needed for deletion.



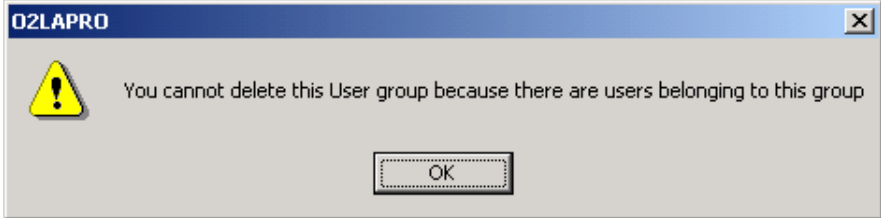
3. Click the Delete button.



4. Click Yes to delete the User Group.



If the User Group contains other **User details** it cannot be deleted and the following message is displayed.

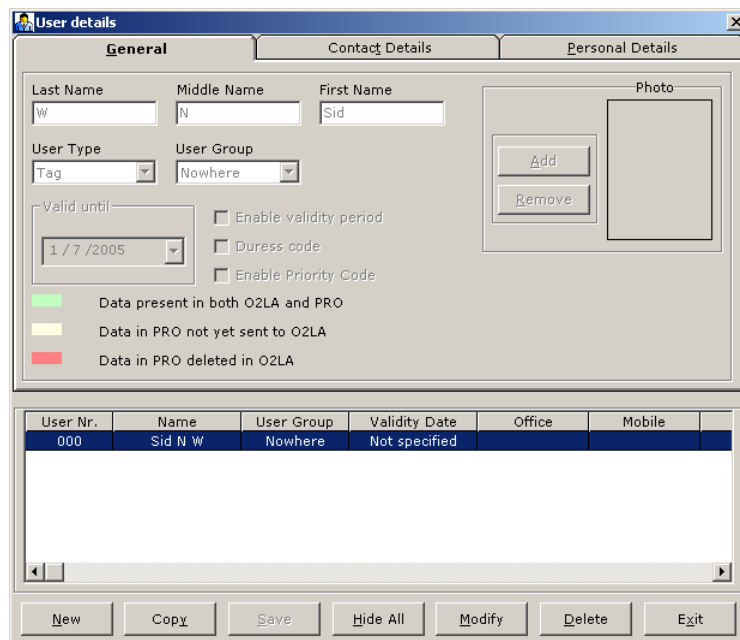


## 11 USERS

This **Users** screen allows to add, modify, view or delete user related information.

### Enter User Details

Double click the **Users** icon and the following window is displayed:



User Nr.	Name	User Group	Validity Date	Office	Mobile
000	Sid N W	Nowhere	Not specified		

1. Click on **New** and then the **General** tab.
2. Enter the user's name in the text boxes provided.
3. Select the User Group (all created User Groups will be listed in the drop down menu).
4. Select the User Type (Code or Tag).
5. Enter or select the User code / Tag number (generated through the sequential card programming screen, refer to page 11).



If cards or key fobs do not have a number marked on them, they can still be assigned. Make sure that **PRO is online**. Place the cursor in the code or tag window, and present the card or key fob on either of the readers of the O2LA controller. The number will be read and automatically entered. Numbers entered this way cannot be edited after entry.

6. Click “**Add**” to browse and select the picture of the User. Before adding an image into the User details screen, the image (i.e. **a digital photograph of the user**) has to be saved **to** the system:
  - a Scan the photograph of the **user**.
  - b **Using an image editing tool, set the picture size to 23mm (width) x 28mm (height).**
  - c **Set the pixels of the image to 69 x 85, and resolution 30.**
  - d **Save the image with a .JPEG extension.**



If the image selected for **a user** does not conform to the above specifications, there is every possibility that it will not be properly displayed during Online Monitoring.

7. **Tick the Enable Validity period checkbox and specify the validity period for the User code/Tag to be active.**
8. **Tick the Enable Priority Code checkbox to assign the User code as a Priority code.**



A priority code user is a person who can gain access-to-access points when the O2LA and / or the RS485 network **is** disabled. Please refer **to the O2LA manual** for more details.

9. **Tick the Duress code checkbox to assign a User code as a Duress code.**



**Duress code** is for use in emergencies. When, for example, a user has been unwillingly forced to open a secure access point, the **Duress code** can be employed. The system can be configured such **that the door will open with the Duress code and, simultaneously, a silent alarm be sent** through an automatic dialer or a distant siren.

10. Click the **Contact Details** tab and enter the contact details of the user.

User No.	Name	User Group	Validity Date	Office	Mobile Number
000	Sid N W	Nowhere	Not specified	Office	Mobile Number
001	NewUser001	Everywhere	Not specified	Office	Mobile Number

11. Click the **Personal Details** tab and enter the personal details of the user.


User No.	Name	User Group	Validity Date	Office	Mobile Number
000	Sid N W	Nowhere	Not specified	Office	Mobile Number
001	NewUser001	Everywhere	Not specified	Office	Mobile Number

12. Click **Save**, and the user details are saved and displayed in the user details list.

13. Click **View All** to view details of all programmed users.


User No.	Name	User Group	Validity Date	Office	Mobile Number
000	Sid N W	Everywhere	Not specified		
001	S Godwin	Everywhere	Not specified		
002	J J John	Everywhere	Not specified		
005	NewUser005	new	Not specified		
006	NewUser006	new	Not specified		
012	NewUser012	Everywhere	Not specified		

User Details List



O2LA and the PRO have been designed to function independently. Therefore it is possible that user information may not be identical for both. To obviate this problem, the following **color-coding system** has been used.

- A user present in both **O2LA** and **PRO** is highlighted in **Green**.
- A user entered in **PRO**, but not exported to **O2LA**, is highlighted in **Yellow**.
- A user deleted directly in **O2LA** but continues to be present in **PRO** after importing is highlighted in **Red**.



If a user is present in both O2LA and PRO, and subsequently deleted in O2LA and the information is imported to the PRO, user details in PRO are not deleted. However, this user's information does not get exported back to O2LA, and the user is not granted access at any time on any access point. This is done advisedly as the PRO can contain a lot of personal information about the user that could be lost on deletion.

**To totally delete all information about a particular user, the user has to be deleted separately in O2LA and the PRO.**

**To Copy and Paste the details of a selected user**

This option is useful when a user is given two different user codes as it reduces tedious re-entering of user details.

1. Select the **user** from **the** User details list.
2. Click **the Copy** button to copy the selected **user** details on to the clipboard.
3. Click **the New** button.
4. Click **the Paste** button to paste the **user** details **that were** copied.



Details like User Group and **User Code** are not copied.

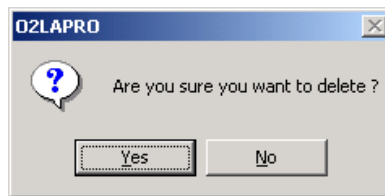
5. Enter the **User Code** and select the **User Group**.
6. Click **the Save** button.

**To Modify User Details**

1. Double click **the Users** icon.
2. Select the **user** from **the** User details list.
3. Click **the Modify** button and change the user information as required.
4. Click **the Save** button.

### To Delete User details


1. Double **click the** Users icon.
2. Select **the user** from **the** User details list.
3. **Click the Delete** button.



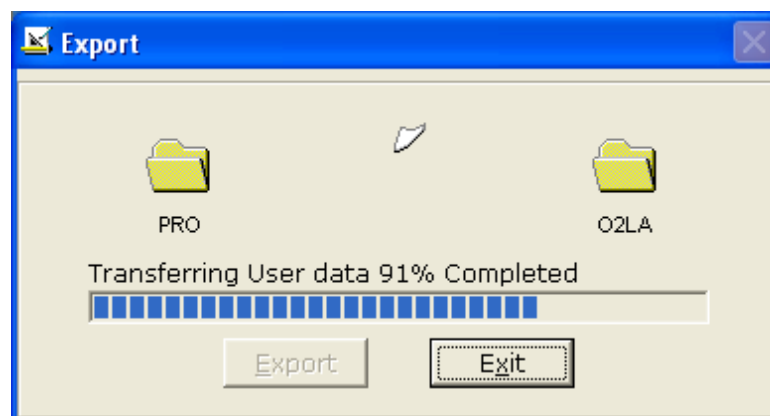
4. Click **Yes** to delete the selected User details.

## 12 EXPORT

Export refers to the transferring of Settings from PC to the O2LA Controller.

	<p>New settings entered in the PRO will be effective only after successful completion of export.</p>
---	--

1. Double click **the Export** option.
2. Click **the** Export button to transfer the settings from PC to Controller. The familiar Windows “copy” screen, with the progress indicator bar (shown below) will appear.



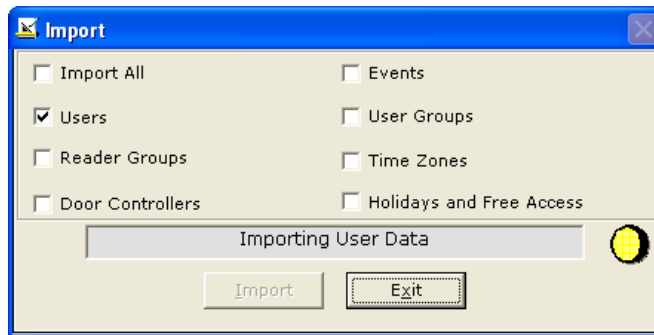
3. After a successful export, click the **Exit** button to exit.

### 13 IMPORT


The import function refers to the transmitting of **Settings** and / or **Events** from the O2LA controller to the PC.

	It is recommended that an <b>Import</b> operation be done daily, during log in, to transfer all previous events to the PRO.
---	---

1. Double click the **Import** option to display the following screen.



2. Check the required **settings or events** to be imported.


	Ensure that the PC is <b>online</b> otherwise error messages will appear.
---	---


3. Click the **Import** button to start receiving data from the **Controller**.
4. **After a successful import, click Exit.**

### 14 OPERATORS SETTING

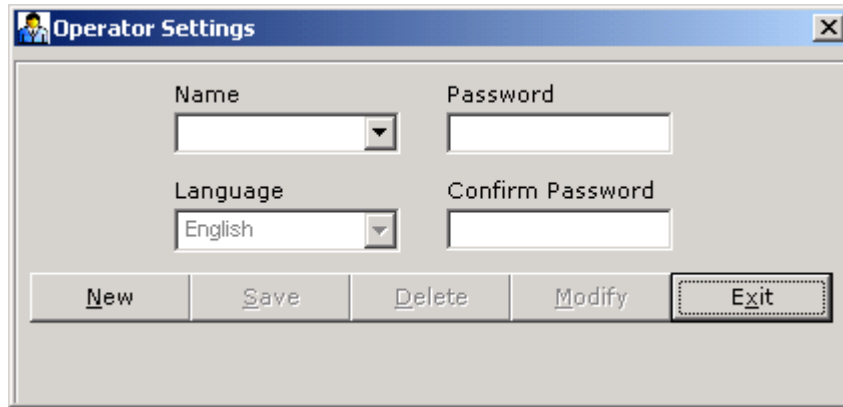
The PRO gives a lot of flexibility to its users (i.e. **PRO users or Operators, as opposed to system users**) different degrees of rights for different features.

Operators are personnel who are given different access rights to screens in the PRO software. **The Administrator** can create up to 10 of these Operators.

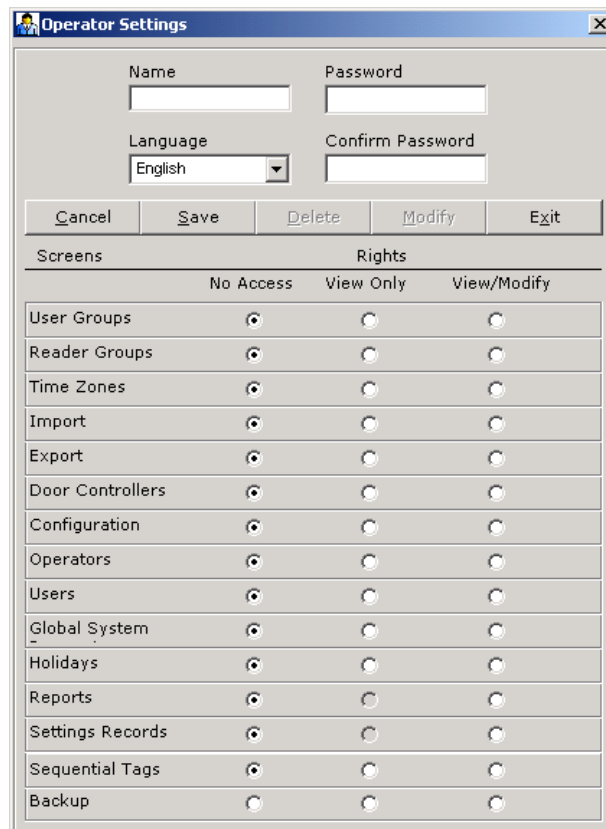
	Operator rights pertaining to the PRO do not, in any way, affect the rights for the Administrator and Engineer in the O2LA.
---	---

	It is advised that the Administrator <b>creates</b> an Operator name and password for himself or herself, giving access to the screens which he / she uses for daily operation. <b>Logging in as an Administrator</b> (which is a very powerful position) <b>is done only when access to screens of a higher security is required.</b>
---	--

Double click **on the Operator** and the **Operator Settings** screen is displayed as below:



1. Click the **New** button to expand the screen.




2. Enter the Operator Name (not more than 20 characters).
3. Provide a **Password** (minimum 5 and maximum 15 characters).
4. Re-enter the password to **confirm**.


	The password entered is case sensitive
--	--

5. **Select the language**. This option ensures that when an Operator logs in, all the menus are in the language selected for that particular operator.




	<p>This is a powerful feature because, on the same PRO installation, Operator A logging in will <b>have</b> menus in one language and Operator B logging in will <b>have</b> menus in a different language.</p>
---	---

6. Set the Access Rights for each screen. Three options are possible.
  - a. No Access: No access for the Operator for the corresponding screen.
  - b. View Only: **The** Operator can only View the corresponding screen and no modifications can be done.
  - c. View/Modify: **The** Operator can View and Modify the corresponding screen.


	<p>If No Access for a screen is specified for a particular Operator, that screen will not even be displayed when the Operator logs in.</p>
---	--

7. Click **Save** to **store** the New Operator Settings.

	<p>When any new User Group <b>or</b> Reader Group, etc. is created, their names and icons <b>will</b> automatically appear on the Tree Menu. However, as a security precaution, when a new Operator is added, the name is NOT displayed on the Tree Menu.</p>
---	---

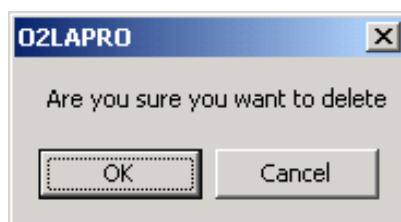
### Modify Operator

1. Double click **the** Operators option.
2. In the screen displayed, select the Operator name from the drop down.
3. Click **the Modify** button and **modify the settings** as required.
4. Click **the Change password** button to change the **Operator's** password.
5. Click **the Update** button to **update modifications**.

	<p>Only the Administrator can change passwords.</p>
---	---

### Delete Operator

1. Double click **the** Operators option.
2. In the screen displayed, select the Operator name from the **Name** drop down.
3. Click **the Delete** button.



4. Clicking **Yes** deletes the selected Operator.

## 15 REPORTS

Double click **Reports** in the **Tree structure** to see a set of standard reports, and a **Wizard** to create customized reports. The following choices will be visible in the Tree menu:

- Report Wizard
- Events Report
- Graphical Report
- Saved Reports
- Tag Details Report
- Attendance Report

### 15.1 Report Wizard

The Report Wizard is a user-friendly procedure for creating customized reports of events relating to a **User**. The Report Wizard consists of **6 steps** with a **Finish button** in each step.

Double click **on the Report Wizard option to display the following screen.**

**Welcome to the Report Wizard.**

This wizard will help you to create customized reports.

Date and Time (e.g. From 9 am to 10 am everyday between 1 Jan to 5 Jan).

From Date: 12/1/2004 To Date: 12/1/2004

Daily From Time: 00:00:00 To Time: 00:00:00

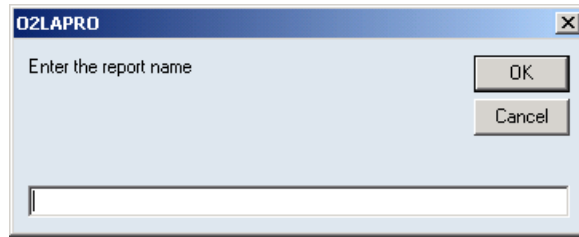
Date with Time (e.g. From 9 am on 1 Jan to 10 am on 5 Jan).

From Date/Time: 12/1/2004 00:00:00

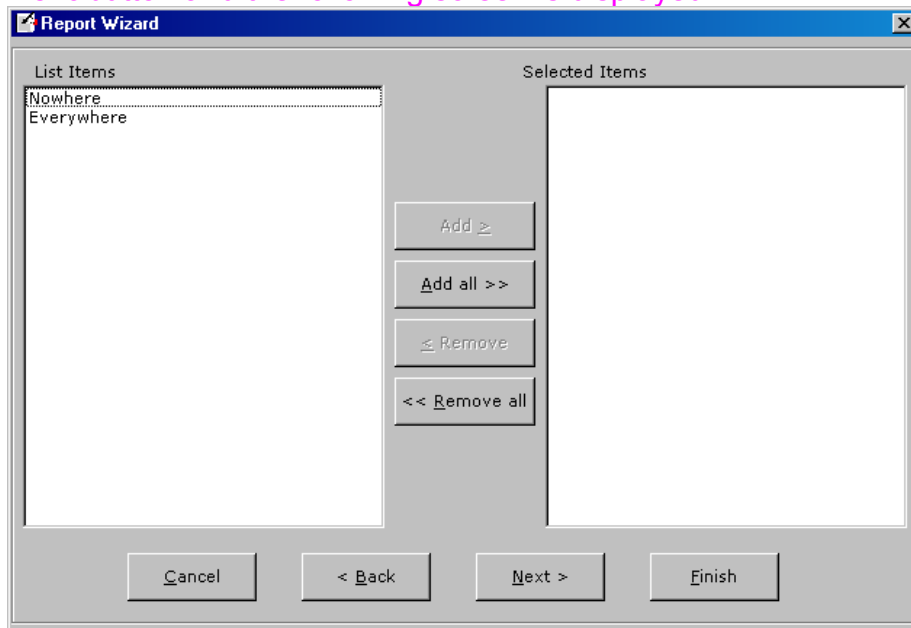
To Date/Time: 12/1/2004 00:00:00

Buttons: Cancel, < Back, Next >, Finish

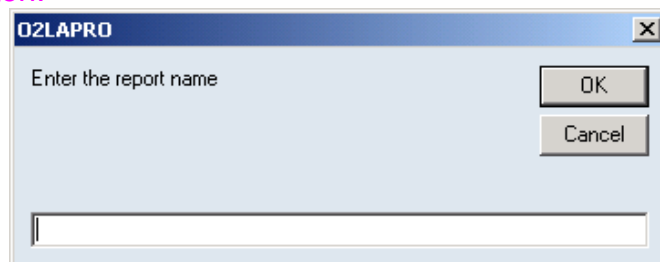
1. Select the Date and Time period for the required events report.
2. To create a Report that includes all the events that occurred within the selected Time period, click the **Finish button**.



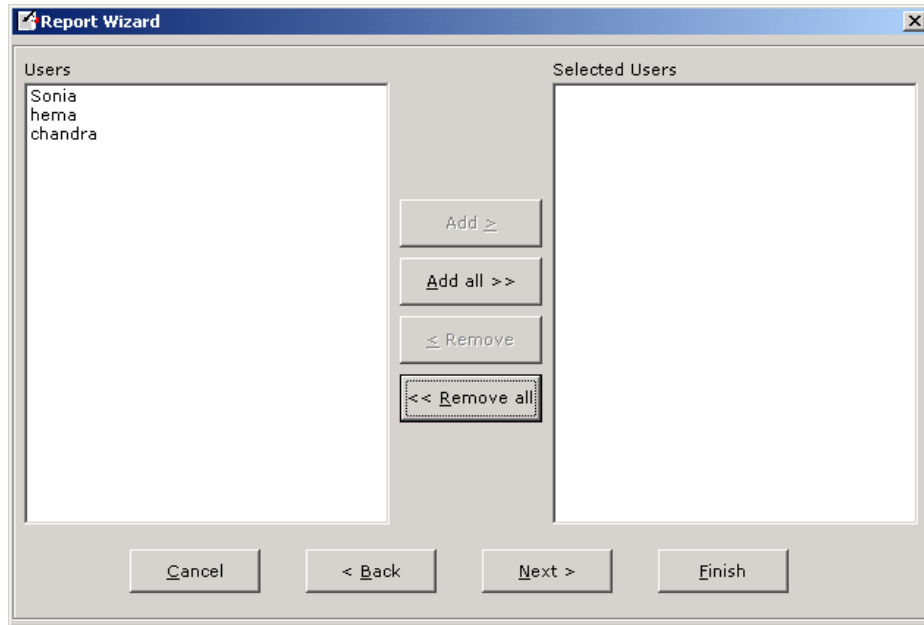
3. Enter the **Report name** to be displayed in the report and click the **OK** button to view it.  
**Or**  
 Click the **Next** button and the following screen is displayed.



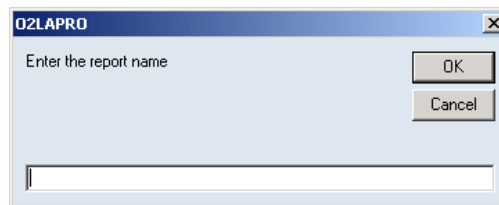
4. Select the **User Groups** and click the **Add** button.
5. To create a Report with all the events for the selected **User Groups** and **Time period**, click the **Finish** button.



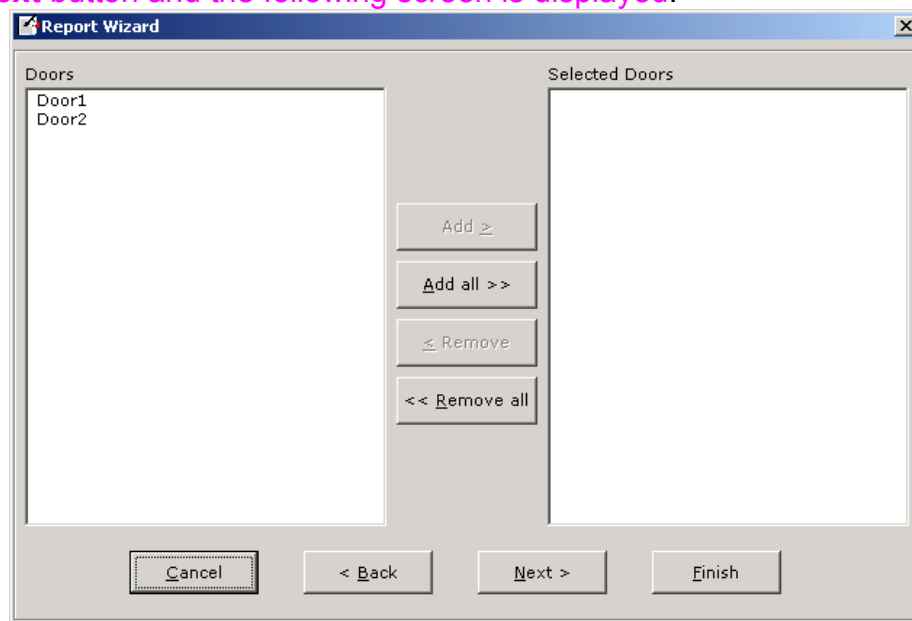
6. Enter the **Report name** to be displayed in the report and click the **OK** button to view it.  
**Or**  
 Click the **Next** button and the following screen is displayed.



7. Select the required **users** and click the **Add** button.
8. To create a Report with all the events for the selected **Users** and **Time period**, click the **Finish** button.

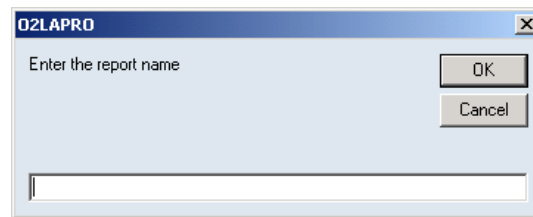


9. Enter the **Report name** to be displayed in the report and click the **OK** button to view it.  
**Or**  
 Click the **Next** button and the following screen is displayed.

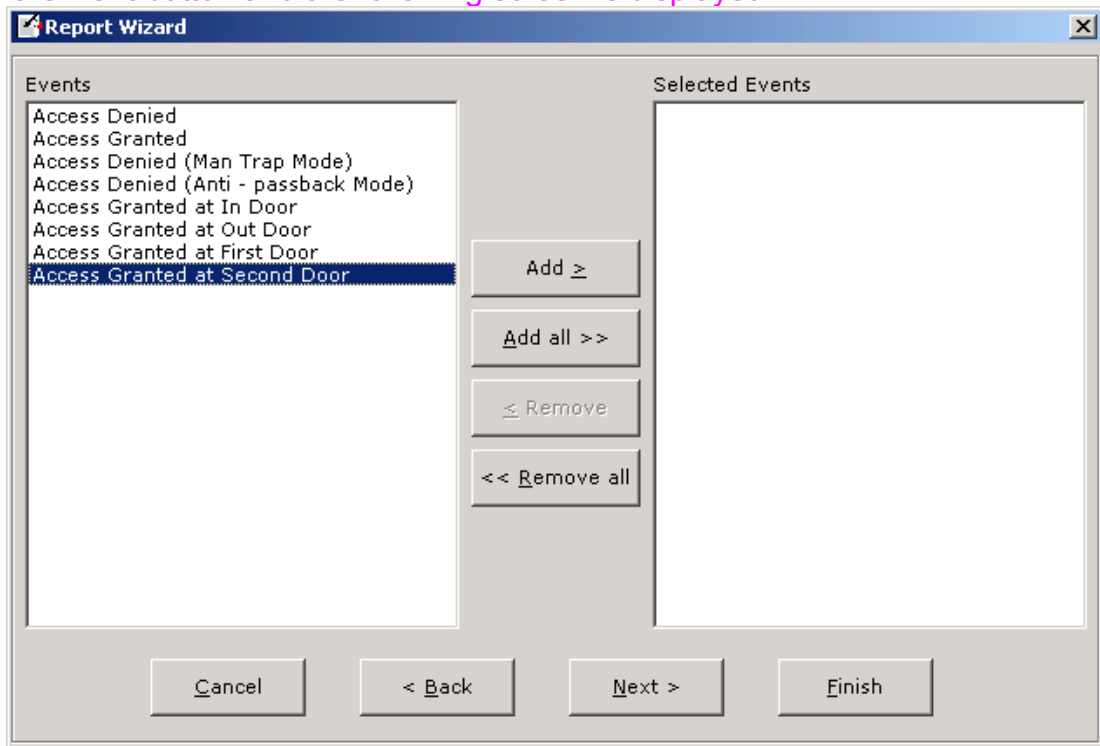


10. Select the **Doors** options and click the **Add** button.

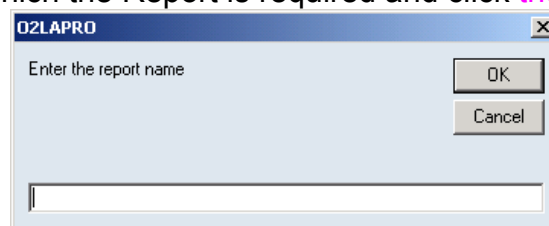
11. To create a Report with all the events for the selected **Doors, Users and Time period**, click the **Finish** button.



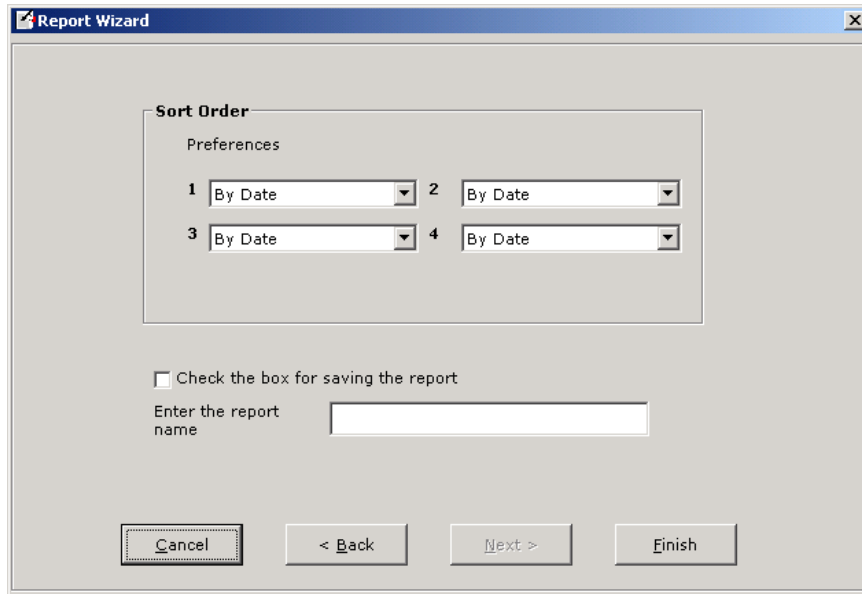
12. Enter the **Report name** to be displayed in the report and click the **OK** button to view it.  
**Or**  
 Click the **Next** button and the following screen is displayed.



13. Select the **Events** for which the Report is required and click the **Finish** button.



14. Enter the **Report name** to be displayed in the report and click the **OK** button to view it.  
**Or**  
 Click the **Next** button and the following screen is displayed.



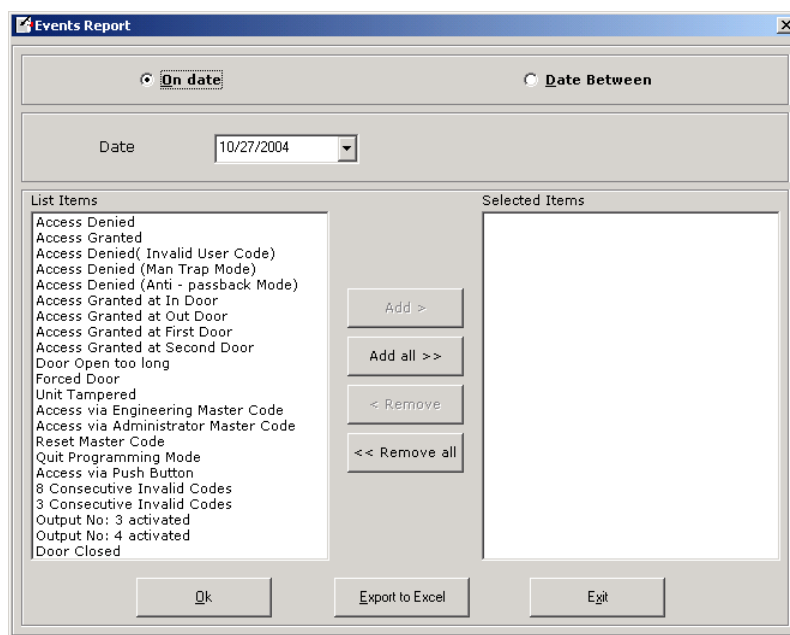
15. Select the **Sort Order** to which the events displayed in the Report are to be sorted.
16. Enter the Report name.
17. If the **Report** is to be **saved**, tick the **Check the box for saving the report** to store it.
18. Click the **Finish** button to view the Final report.

	<p>Click the <b>Cancel</b> button at any time, to quit the <b>Report Wizard</b>.                  Click the <b>Back</b> button at any time, to get back to <b>previous step</b>.</p>
--	--

## 15.2 Events Report

This is a standard report, which can be generated quickly, without going through the procedure in the Wizard. This option generates an **Events report** of **selected types of events** that occurred on a **particular date** or **between two dates**.

Double click on the **Events Report** option displaying the following screen listing all possible types of events.




1. Select the **On date**  radio button.
2. Select the date of the Events report.
- Or
- Select the **Date between**  radio button.
3. Select the 'From' and 'To' dates of the Events report .
4. Select the type of **Events** from the Events list.
5. Click the **Add** button.
- Or
- Click the **Add all** button to add all the Events contained from the **Events list** to the **Selected Events list**.
6. Click the **Remove** button to remove a selected Event from the **Selected Events list**.
7. Click the **Remove all** button to remove all the events from the **Selected Events list**.
8. Click the **OK** button and an Events Report for the selections made is displayed. A sample events report is shown below.


**O2LAPRO**  
15/39,First Floor,Cambridge Road, Ulsoor,  
Bangalore

**User Events Report**

Date	Time	User No	User Name	Door Name	Action
10/7/2004	2:02:28 PM	2	muthu sytech	Door2	Access Granted at Out Door
10/7/2004	2:02:31 PM	3	P.M Alice	Door2	Access Granted at Out Door
10/7/2004	2:02:52 PM	2	muthu sytech	Door1	Access Granted at In Door
10/7/2004	2:02:54 PM	3	P.M Alice	Door1	Access Granted at In Door
10/7/2004	2:02:56 PM	3	P.M Alice	Door2	Access Granted at Out Door
10/7/2004	2:02:59 PM	2	muthu sytech	Door1	Access Denied (Anti - passback Mode)
10/7/2004	2:03:00 PM	2	muthu sytech	Door1	Access Denied (Anti - passback Mode)
10/7/2004	2:03:06 PM	3	P.M Alice	Door1	Access Granted at In Door
10/7/2004	2:03:09 PM	2	muthu sytech	Door1	Access Denied (Anti - passback Mode)
10/8/2004	11:51:43 AM	3	P.M Alice	Door2	Access Granted at Out Door
10/8/2004	11:51:47 AM	3	P.M Alice	Door2	Access Granted at Out Door
10/8/2004	11:51:48 AM	3	P.M Alice	Door2	Access Granted at Out Door
10/8/2004	11:51:49 AM	3	P.M Alice	Door2	Access Granted at Out Door
10/8/2004	11:51:50 AM	3	P.M Alice	Door2	Access Granted at Out Door

9. Click the **Export to Excel** button and an Events Report for the selections made is displayed on an Microsoft EXCEL worksheet.

	<p>The password to edit the Excel sheet is "admin".</p> <p>The password can also be changed using the password change option given in MS Excel.</p>
---	---

	<p>In order that the Report can be displayed on a Microsoft EXCEL worksheet, MS EXCEL must be installed in the system.</p>
---	--

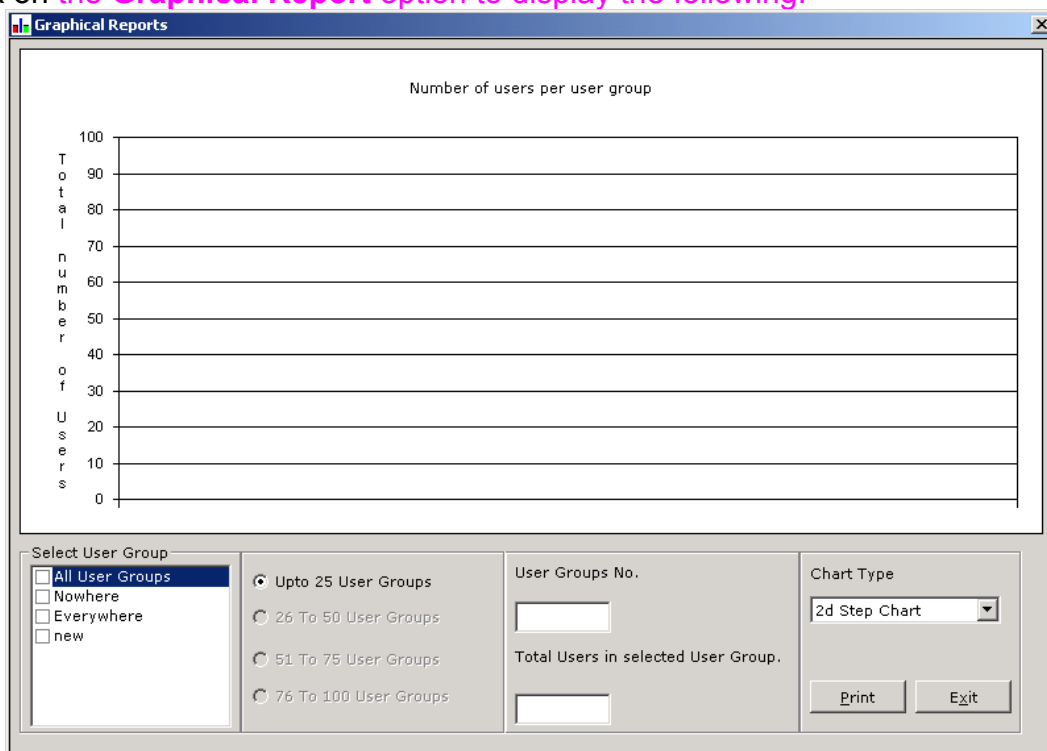
	A	B	C	D	E	F	G	H
85	11/10/2004	6:35:17 PM	2	muthu sytech	Door2	Access Granted at Out Door		
86	11/10/2004	6:35:18 PM	2	muthu sytech	Door1	Access Granted at In Door		
87	11/10/2004	6:35:18 PM	2	muthu sytech	Door2	Access Granted at Out Door		
88	11/10/2004	6:35:19 PM	2	muthu sytech	Door1	Access Granted at In Door		
89	11/10/2004	6:35:20 PM	2	muthu sytech	Door2	Access Granted at Out Door		
90	11/10/2004	6:35:20 PM	2	muthu sytech	Door1	Access Granted at In Door		
91	11/10/2004	6:35:21 PM	2	muthu sytech	Door1	Access Denied (Anti - passback Mode)		
92	11/10/2004	6:35:21 PM	2	muthu sytech	Door2	Access Granted at Out Door		
93	11/10/2004	6:35:22 PM	2	muthu sytech	Door2	Access Granted at Out Door		
94	11/10/2004	6:35:22 PM	2	muthu sytech	Door1	Access Granted at In Door		
95	11/10/2004	6:35:23 PM	2	muthu sytech	Door1	Access Granted at In Door		
96	11/10/2004	6:35:23 PM	2	muthu sytech	Door2	Access Granted at Out Door		
97	11/10/2004	6:35:24 PM	2	muthu sytech	Door2	Access Granted at Out Door		
98	11/10/2004	6:35:25 PM	2	muthu sytech	Door1	Access Granted at In Door		
99	11/10/2004	6:35:25 PM	2	muthu sytech	Door2	Access Granted at Out Door		
100	11/10/2004	6:35:26 PM	2	muthu sytech	Door1	Access Granted at In Door		
101	11/10/2004	6:35:27 PM	2	muthu sytech	Door2	Access Granted at Out Door		
102	11/10/2004	6:35:28 PM	2	muthu sytech	Door1	Access Granted at In Door		
103	11/10/2004	6:35:28 PM	2	muthu sytech	Door2	Access Granted at Out Door		
104	11/10/2004	6:35:29 PM	2	muthu sytech	Door1	Access Granted at In Door		
105	11/10/2004	6:35:29 PM	2	muthu sytech	Door2	Access Granted at Out Door		
106	11/10/2004	6:35:30 PM	2	muthu sytech	Door1	Access Granted at In Door		
107	11/10/2004	6:35:31 PM	2	muthu sytech	Door1	Access Granted at In Door		
108	11/10/2004	6:35:31 PM	2	muthu sytech	Door2	Access Granted at Out Door		
109	11/10/2004	6:35:32 PM	2	muthu sytech	Door2	Access Granted at Out Door		
110	11/10/2004	6:35:33 PM	2	muthu sytech	Door1	Access Granted at In Door		

10. Click the **Exit** button to quit the Events Report option.

### 15.3 Graphical Report

This option is used to generate a graphical report for the total number of **Users** in selected **User Groups**.

Double click on the **Graphical Report** option to display the following.

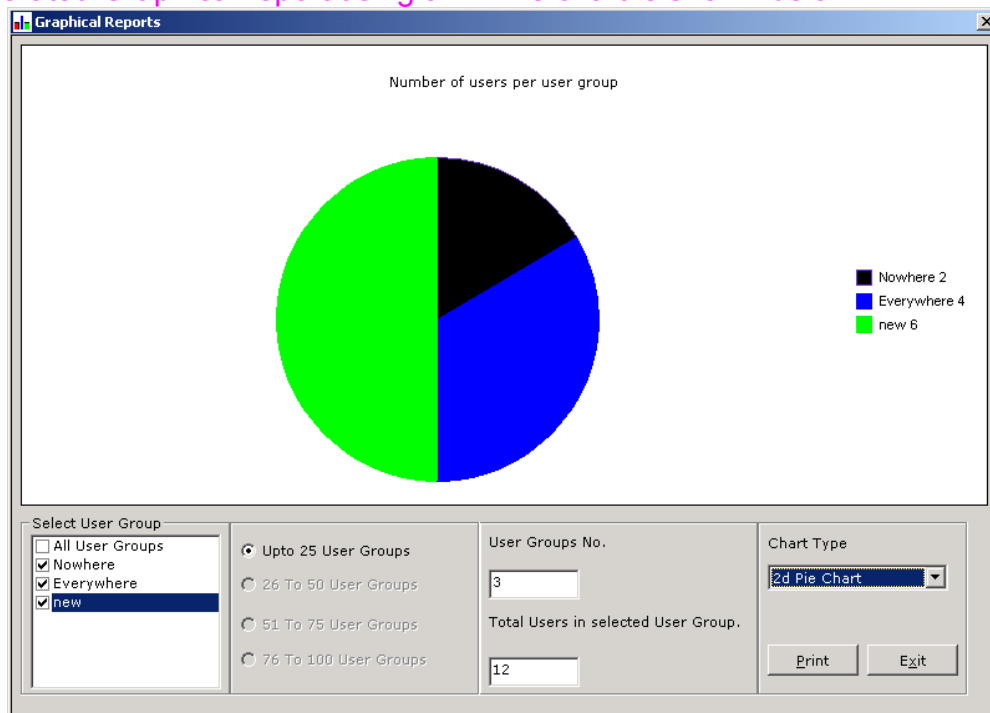


1. Select the User Groups for which the Graphical report is required.



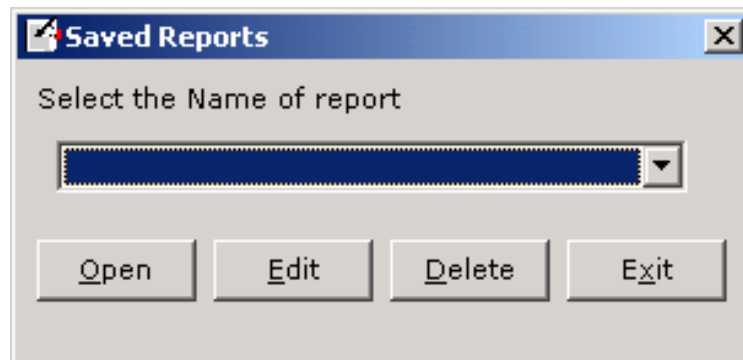
2. Based on the selected User Groups, the **User Group range selection** radio buttons will be enabled.
  - Up to 25 User Groups
  - 26 to 50 User Groups
  - 51 to 75 User Groups
  - 76 to 100 User Groups
3. Select the **User Group range** for which the Graphical report is required.
4. Based on the **User Group range selected**, the **User Group Number** and the **Total Users in selected User Groups** are automatically displayed.
5. Select the **Chart type** to generate the Graphical report.
  - 2D Combination chart
  - 2D Bar chart
  - 2D Line chart
  - 2D Area chart
  - 2D Step chart
  - 2D Pie chart
6. Click the **Print button** to print the generated Graphical report.
7. Click the **Exit button** to quit the Graphical report option.

A sample generated Graphical report using a 2D Pie chart is shown below.



## 15.4 Saved Reports

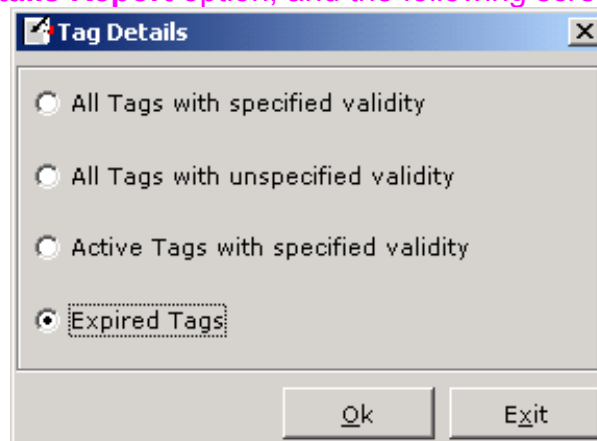
This option lists all the **Reports Generated** that are **Saved** in the **Report Wizard** option. The report selected can be **Edited**, **Deleted** or **Viewed**.



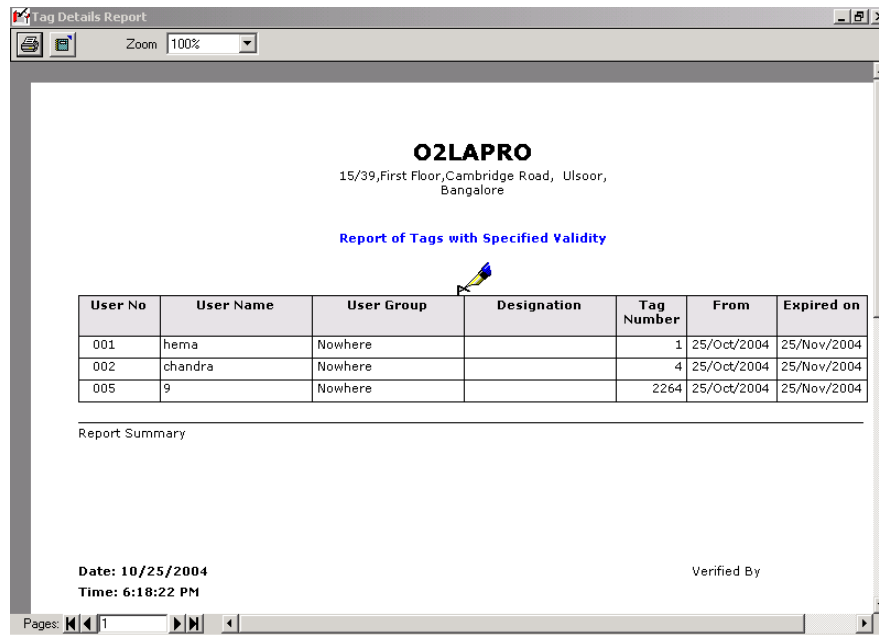
1. Select the **Report** from the drop down.
2. Click the **Open** button to view the selected Report.
3. Click the **Edit** button to change the parameters selected for **report** generation.
4. Click the **Delete** button to delete the selected Report.
5. Click the **Exit** button to quit the **Saved Reports** option.

## 15.5 Tag Details Report

With this option **Tag Details** reports can be generated for different categories of users. Double click on the **Tag Details Report** option, and the following screen is displayed.



1. Select the category for which the **Tag Details Report** is required.
2. Click the **OK** button and the corresponding **Tag Details** report is displayed. A sample of such a report is shown below.



## 15.6 Attendance Report

This option is used to generate an Attendance access report for selected doors from selected controllers and for a selected Time period. The **Attendance Report** generated can be **exported to a Microsoft EXCEL worksheet and printed**.



This feature enables the attendance record to be **processed further**, e.g. for calculating payroll.

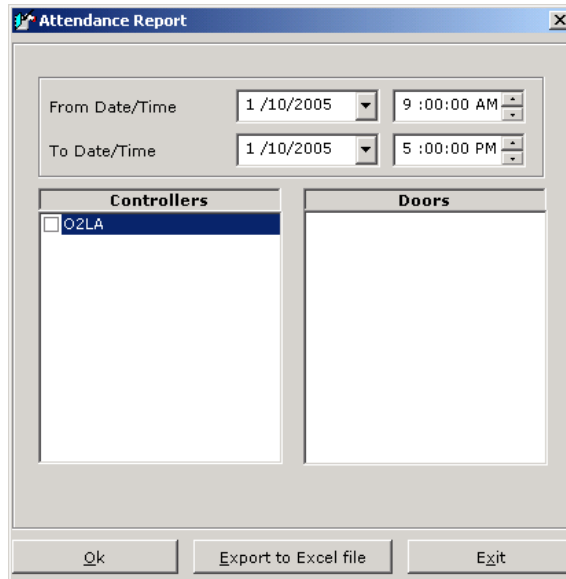


An Attendance report registers the time when a user enters and leaves a secure area. Therefore the doors need to be set in **Anti Pass back enabled and Pulse modes**.





Users assigned with a **“Priority Code”** or users belonging to a User Group **“Every where”** will not be listed in the Attendance Report.

Double click on the Attendance Report option and the following screen is displayed.



1. Select the Controller or Extension **Unit(s)** for which the Attendance Report is to be generated.
2. Select the Time period for the **Attendance Report**.
3. Click the **Export to Excel** button to export the **Attendance report** to an **EXCEL worksheet** for printing.

	<p>The password to edit the Excel sheet is “admin”.</p> <p>The password can also be changed using the password change option given in MS Excel.</p>
---	---

	<p><b>In order that the Report can be displayed on a Microsoft EXCEL worksheet, MS EXCEL must be installed in the system.</b></p>
---	---

**Or**

4. Click the **OK** button to view the Attendance Report and take a print out. A sample of the attendance report is shown below.

**O2LAPRO**  
15/39,First Floor ,Cambridge Road, Ulsoor, Bangalore

**Attendance Report**

Date	Name	ID No	User Group	In time	Out time	Total Duration (HH:mm)		
						Per Session	Per Day	Selected Period
25/10/2004	A. Jacob Carlton	35	Securities	16:25:00	17:04:00	0:39		
25/10/2004	A. Jacob Carlton	35	Securities	17:08:00	17:55:00	0:47		
25/10/2004	A. Jacob Carlton	35	Securities	17:55:00	18:42:00	0:47		
25/10/2004	A. Jacob Carlton	35	Securities	18:44:00	22:06:00	3:22	5:36	5:36
25/10/2004	Aji V S	6	Employees	08:50:00	13:41:00	4:51		
25/10/2004	Aji V S	6	Employees	14:05:00	18:05:00	4:00	8:51	8:51
25/10/2004	Alice P M	7	Employees	09:11:00	17:45:00	8:34	8:34	8:34
25/10/2004	Chandra Shekar S	1	Employees	09:01:00	09:07:00	0:06		
25/10/2004	Chandra Shekar S	1	Employees	16:24:00	17:41:00	1:17		
25/10/2004	Chandra Shekar S	1	Employees	17:43:00	18:08:00	0:25	1:48	1:48
25/10/2004	Gajalakshmi	24	Employees	09:17:00	09:19:00	0:02		
25/10/2004	Gajalakshmi	24	Employees	09:19:00	13:40:00	4:21		
25/10/2004	Gajalakshmi	24	Employees	13:41:00	18:07:00	4:26	8:49	8:49
25/10/2004	Jacob John	39	Employees	16:50:00	18:09:00	1:19	1:19	1:19
25/10/2004	Jagdish M	21	Employees	13:07:00	13:11:00	0:04		

## 16 BACKUP

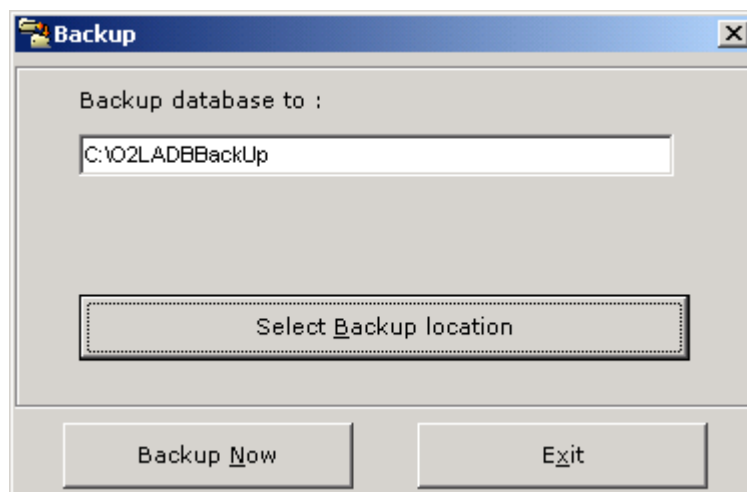
A Backup menu is provided with the three options listed below:

- Manual Backup
- Restore Database
- Clear Events Database

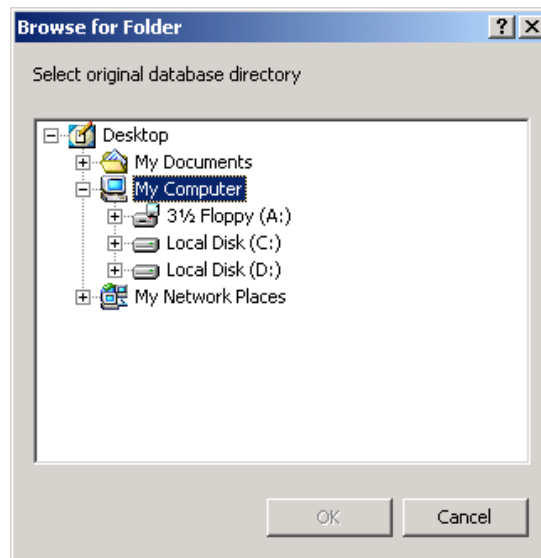
### 16.1 Manual Backup

This option allows a manual backup (make a copy) of the PRO database.

1. Click the Backup menu and select the Manual Backup option.



2. Click Select Backup Location button.

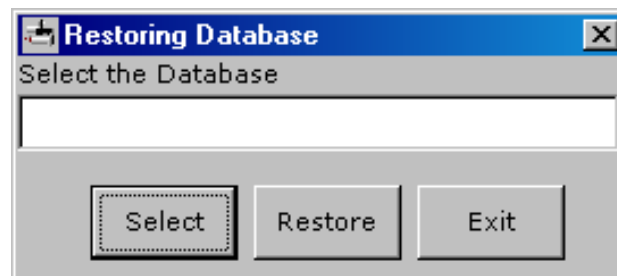


3. Browse and **select the path** for Backup of the PRO database.
4. Click the **Backup now** button to create a backup in the selected path.
5. Click the **Exit** button to quit the Manual Backup option.

## 16.2 Restore Database

This option restores a selected Database into the PRO.

1. Click the **Backup** menu and select the **Restore Database** option.

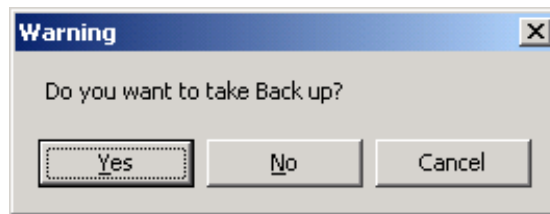


2. Click the **Select** button and choose a database to be restored.
3. Click the **Restore** button to restore the chosen Database.
4. Click the **Exit** button to quit the Restore Database option.

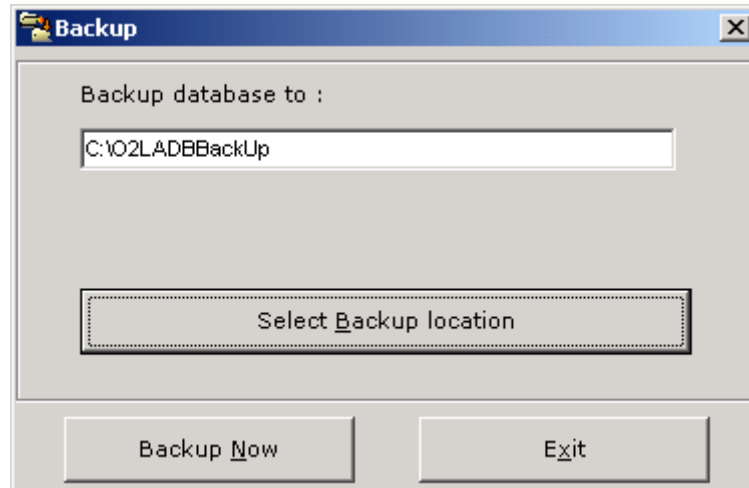
## 16.3 Clear Event Database

The **Clear Events Database** option clears all events from the database.

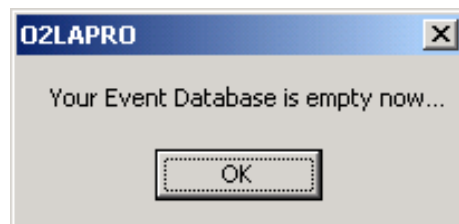
1. Click the **Backup** menu and select the **Clear Event Database** option. A warning message below is then displayed.



2. Click **Yes** to take a Backup of the current database before clearing the events.



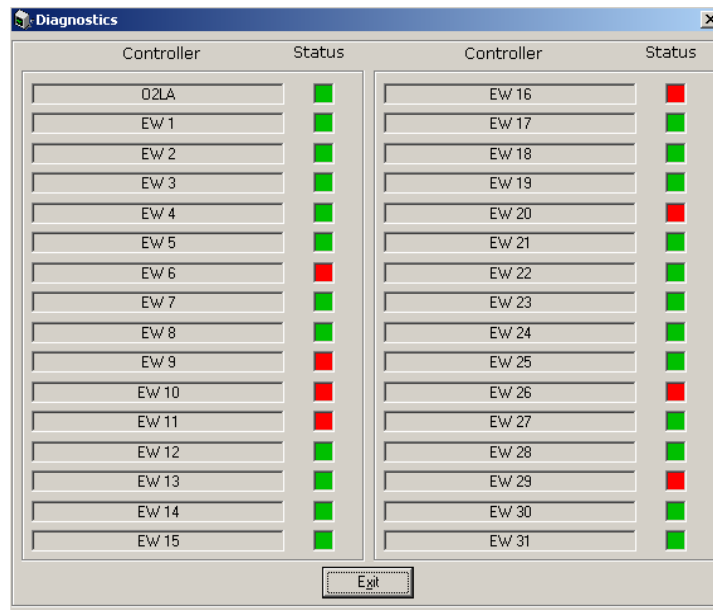
3. To take a Backup follow Steps 2 – 4 of the **Manual Backup** option (Refer to page 53).
4. Clicking **No** clears all the events in the Current database.



## 17 DIAGNOSTICS

This menu displays the status of all 32 units on the RS485 network. This option **functions** only if the O2LA is connected to **a computer running PRO software**.

1. Click **the Diagnostics** menu and select **the Diagnostics** option.



2. Status of all the 32 units on the RS485 network can be viewed.
3. A **Green** symbol against the unit indicates **an active unit**.
4. A **Red** symbol against the unit indicates **an inactive unit**.

	A unit may be inactive for several reasons including power off, RS485 line disruption or an EW may not be properly configured, etc.
--	---

5. Click the **Exit** button to **quit the Diagnostics** option.

## 18 DISABLE ALARM

This option is to **disable** (switch off) the Output 4 (T4) trigger. **Disable alarm** functions only when the computer is connected to O2LA.

	Output 4 (T4) can also be disabled directly <b>with O2LA</b> by entering the <b>Master code</b> .
--	---

## 19 SETTING RECORDS

This menu gives a list of options in PRO for generating reports of settings that can be viewed or printed.

	If it ever becomes necessary to reinstall the PRO software, a hard copy of all settings will be very useful to bring back O2LA to normal operation.
--	---

The options in **the Setting Records** menu are listed below:

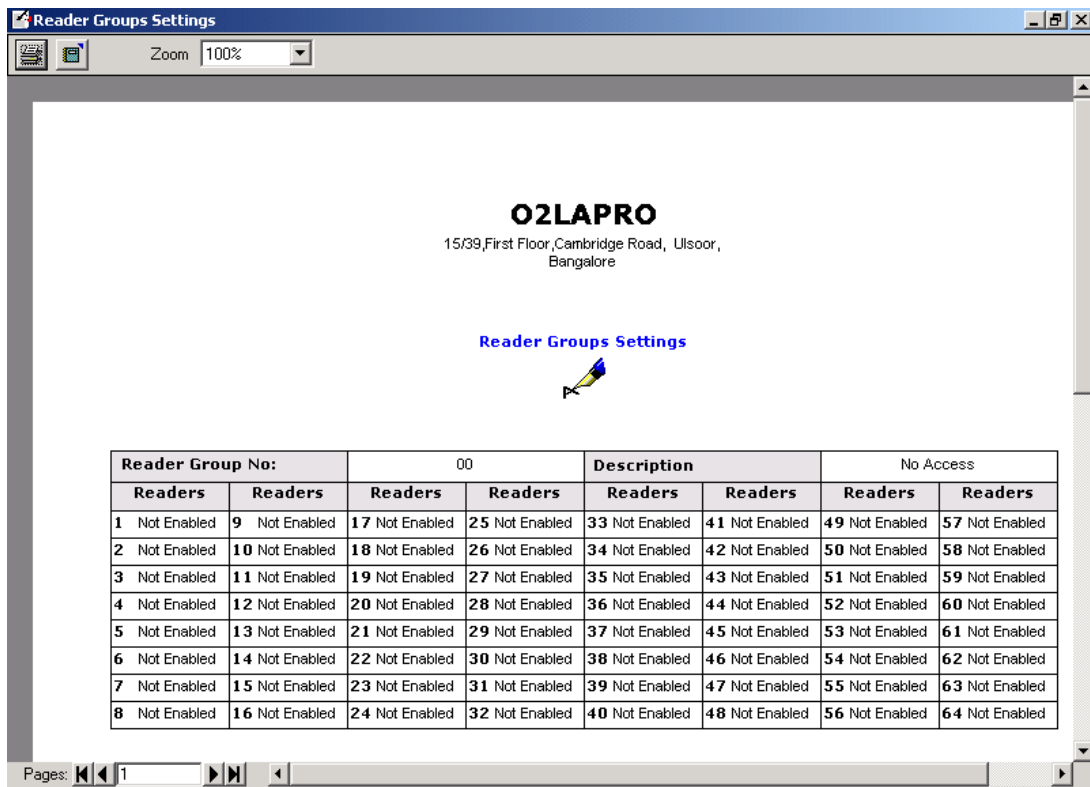
- Reader Groups
- Time Zones
- Holidays
- User Groups



- User Details
- **Anti-Pass back** -> User Groups  
Door Controllers

### 19.1 Reader Groups Settings Report

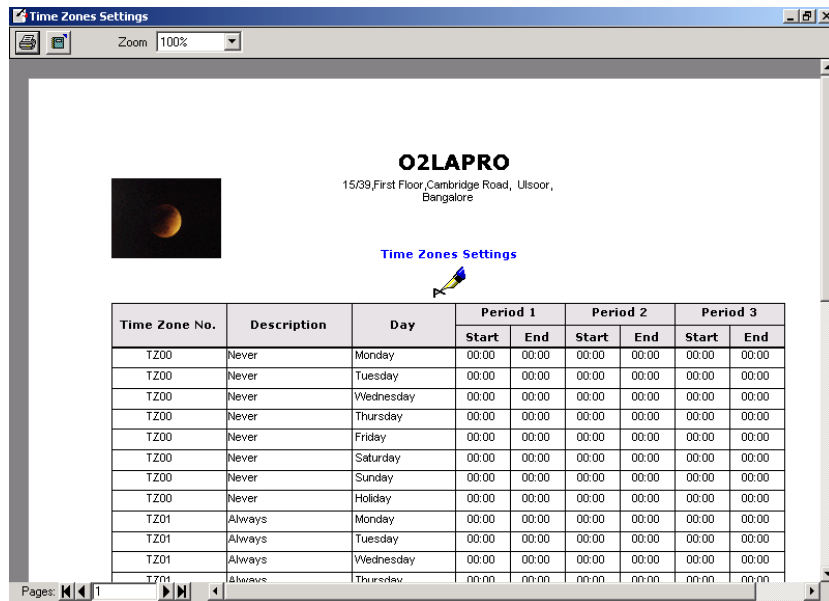
This option gives a **report** displaying all the **Reader Groups** with details created in **the Reader Group option**. **A sample of the report is displayed below:**



1. Click the buttons to navigate between the pages and select the page to be printed.
2. Click **the Print** () button to **make a print**.
3. Click **the** button **to quit the Report**.

### 19.2 Time Zones Settings Report

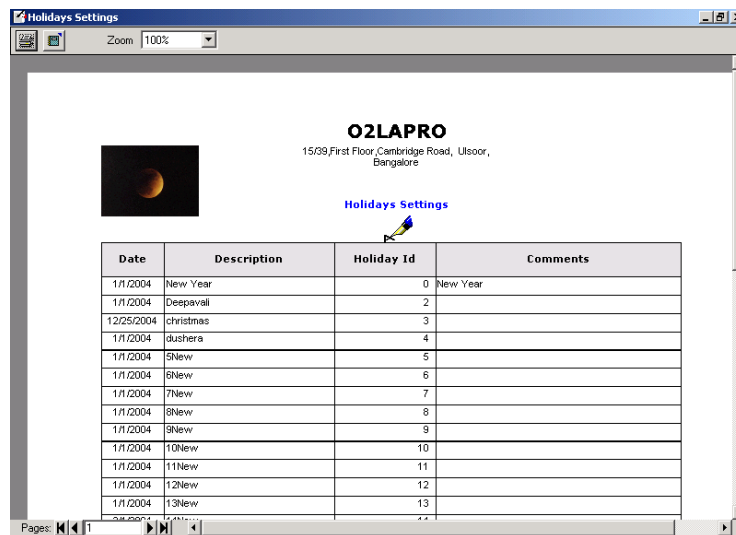
This option **lists a report** displaying all the **Time Zones created**, with details like Time Zone **number**, Description, Day and Period with Start and End time. **A sample of this report is displayed below.**



1. Click on the buttons ◀ ▶ to navigate between the pages and select the page to be printed.
2. Click the Print (🖨️) button to make a print.
3. Click the ✖ button to quit the Report.

### 19.3 Holidays Report

This option lists out a report displaying all the Holidays entered in the Holidays option. A sample of the report is displayed below:



1. Click the buttons ◀ ▶ to navigate between the pages and select the page to be printed.
2. Click the Print (🖨️) button to make a print.
3. Click the ✖ button to quit the Report.

### 19.4 User Groups Settings Report

This option lists a report displaying all the User groups with the details that were created in the User Group option. A sample of the report is displayed below:

User Groups No.	Description	Reader Group	Time Zone	Anti-passback	Anti-passback Time
00	Nowhere	Full Access	Always	Not Enabled	0
01	Everywhere	No Access	Never	Not Enabled	0
02	new	Full Access	Always	Not Enabled	0
03	new	Full Access	Always	Enabled	3
04	new	No Access	Never	Not Enabled	0
05	new	Manager	Office hours	Not Enabled	0
06	new	Manager	Design Hours	Enabled	5
07	new	Front office	Sales Hours	Enabled	0
08	new	Accounts	Cleaning Hours	Not Enabled	0
09	Manager	Manager	Always	Enabled	0
10	new	No Access	Never	Not Enabled	0
11	new	No Access	Never	Not Enabled	0
12	new	No Access	Never	Not Enabled	0

1. Click on the buttons to navigate between the pages and select the page to be printed.
2. Click the Print () button to make a print.
3. Click the button to quit the Report.

### 19.5 User Details Report

This option lists a report displaying all the Users with details, created in the Users option. A sample of the report is displayed below:

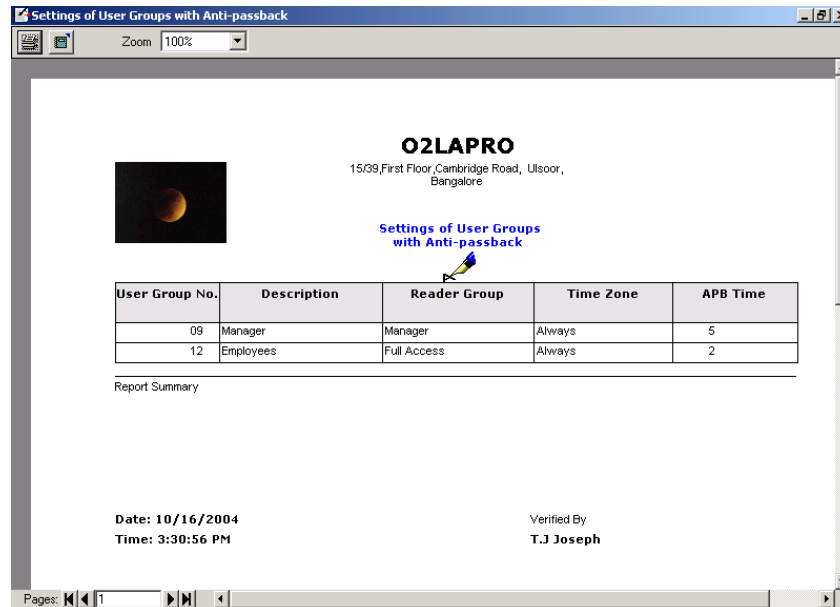
Id	Name	User Group	User Code	Validity	Office Phone	Department	Designation
000	Wayne Andrea	Nowhere	47	Not specified			
001	Chandra S	Employees	36386	Not specified			
002	Sidhartha R	Employees	36387	Not specified			
003	Girish C	Employees	36388	Not specified			
004	Aditya Hemanthraj	Employees	36389	Not specified			
005	Dasrath J	Employees	36390	Not specified			
006	Aji S	Employees	36391	Not specified			
007	Alice M	Employees	36392	Not specified			
008	Mukesh S	Employees	36432	Not specified			
009	Manoj B	Employees	36394	Not specified			
010	Aditya A	Employees	36395	Not specified			
011	Joji George	Employees	36396	Not specified			
012	Sashirekha K	Employees	36397	Not specified			

1. Click the buttons to navigate between the pages and select the page to be printed.

2. Click the Print (🖨️) button to make a print.
3. Click the [X] button to quit the Report.

### 19.6 User Group with (APB) Settings Report

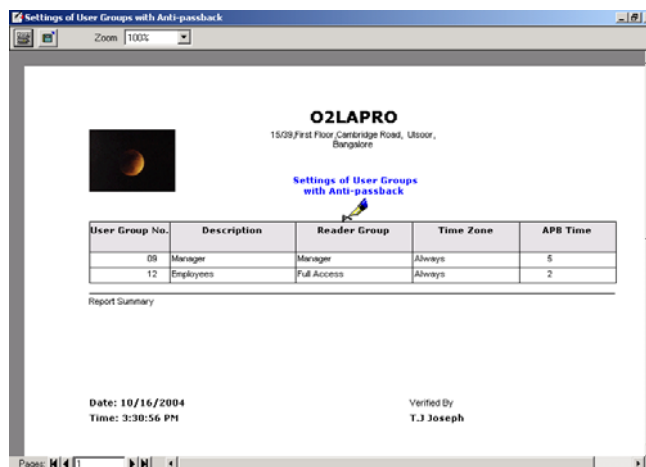
This option lists a report displaying all the User groups with the Anti-Pass back feature enabled. A sample of the report is displayed below:



1. Click the buttons [Left Arrow] [Right Arrow] to navigate between the pages and select the page to be printed.
2. Click the Print (🖨️) button to make a print.
3. Click the [X] button to quit the Report.

### 19.7 Door Controllers with (APB) Settings Report

This option lists a Report displaying the Door Controllers that are Anti-pass back enabled. A sample of the report is displayed below:



1. Click the buttons ◀ ▶ to navigate between the pages and select the page to be printed.
2. Click the Print (🖨) button to make a print .
3. Click the ✕ button to quit the Report.

## 20 HELP

The Help menu is built around the options listed below:

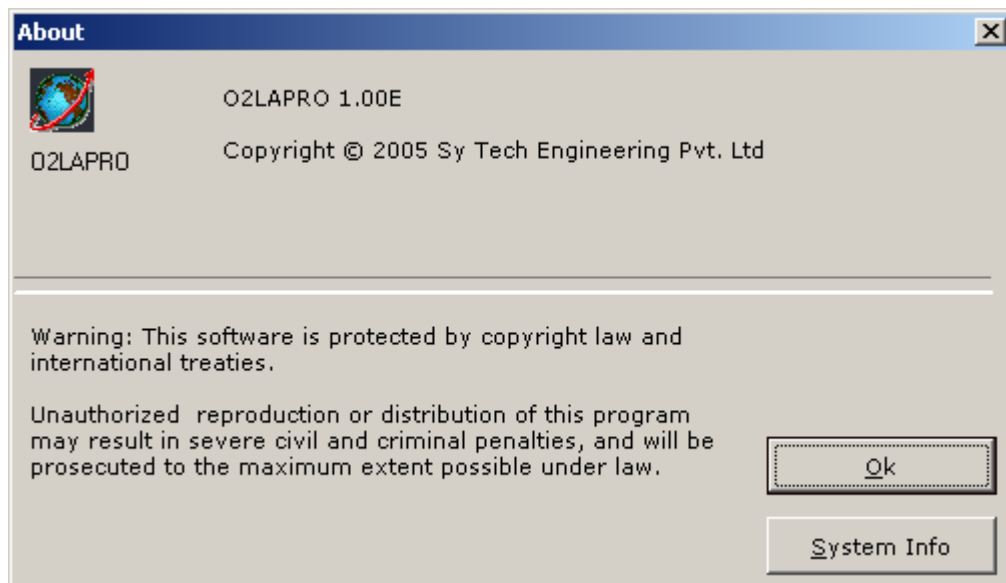
- Online Help
- About
- Registration

### 20.1 Online Help

Click the Online Help option or press the F1 shortcut key to view the help file.

### 20.2 About

Click the About option or press the F2 shortcut key to view the software version information.



### 20.3 Registration

A PRO software CD is sent free with every O2LA shipped out of the factory. O2LA and the PRO, in this situation, function entirely independently. Both can be programmed separately. However, there is no data transfer between O2LA and the PRO.

In order that data transfer can take place between O2LA and the PRO software, the two have to be “linked” together, but only after registration with a Registration Code. The Registration Code accompanies the O2LA or can be procured from the Distributor.



All supplies from the factory contain both the O2LA and the PRO CD. O2LA can be bought either with or without a Registration Code.

Register the PRO software by filling the registration details in the Registration Form.

1. Click the **Help** menu and select the **Registration** option, as displayed below.

2. Enter the **name of the Company**.
3. Click the Retrieve button to **obtain the O2LA Serial Number of the O2LA**.

**Or**

Enter the O2LA Serial number written on the O2LA controller.

4. Enter the unique **Registration code** (Security code) which either accompanies the product at time of purchase or can be bought later directly from your distributor. (Refer also to page 64)
5. Click the **Save** button to **store** the Registration details.
6. Click the **Exit** button to **quit the Registration Form**.

## 21 Changing Languages:

The PRO software currently supports the following languages.

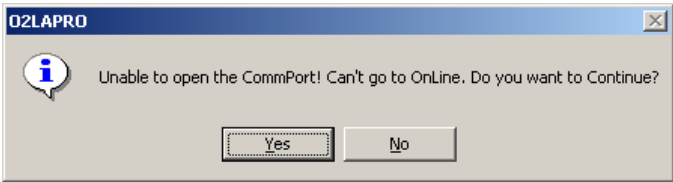
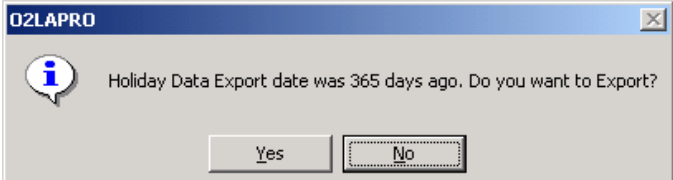
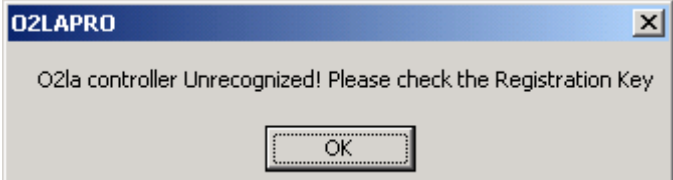
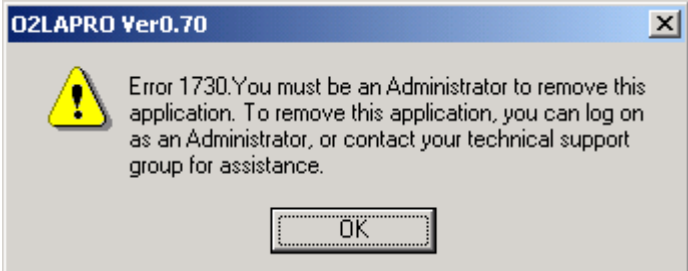
- English
- French

1. The default language is **English**.
2. The **login session** is in the language specified in the Global Setting Parameters -> Sync / Language settings.
3. The PRO Software language for each **Operator** can be set in the **Operators settings** menu. (Refer to page 39)



Certain messages displayed in the PRO software depend on the language of the PC Operating System. For example, if French is selected as the language for **PRO** Software and the Operating System of the PC is set to English, the **PRO** software menus will be predominantly in French with some displayed in English.

22 TROUBLE SHOOTING

Message box	Problem	Solution
	<p>A Com Port may not be available or may be used by some other software.</p>	<p>If a Com Port is not available and the USB Port is present, use a USB – RS 232 Converter (Cable) for Communication. If a Com Port is used by some other software, close the Software using the Com Port and then start PRO software.</p>
	<p>This message box appears if the Holiday data exported to O2LA is 365 days ago.</p>	<p>Click Yes and export the Holiday data to the O2LA Controller.</p>
	<p>The Registration code in the Registration form is not entered or entered incorrectly.</p>	<p>Enter the Unique Registration code given for O2LA</p>
	<p>This message arises if an attempt is made to uninstall PRO when logged in as other than the Administrator.</p>	<p>Log in as Administrator and then uninstall the software.</p>

## 23 GLOSSARY

### Anti-Pass back (APB)

A feature that prevents the misuse of a card by a user giving his or her code/tag to someone else to gain access. There are two types of APB.

#### Real Anti -Pass back

A valid and authorized user is granted access at the 'IN' reader and cannot re-use the code/tag to regain entry into the zone until the same card has been used to leave the area.

#### Timed Anti -Pass back

A valid and authorized user is granted access at the 'IN' reader and subsequently cannot re-use the code/tag to regain entry into the zone until a pre-set time-period has elapsed.

### Mantrap

This function is used to prevent one door opening while another door is still open. It is a special configuration where one door must be closed before another door can open as in an "airlock" situation.

### Priority codes

Priority codes are the codes with super access rights. The PRO software allows programming of up to 10 Priority codes at memory locations between 990 to 999 for use in case of emergencies. These Priority codes are given "FULL" access as they are granted "Always Access" at any reader connected to any EW on the network.

Priority codes are for use in emergency situations such as:

- RS 485 cable cut on the network.
- Communication problem with O2LA.
- System failure or power supply interruption to the O2LA.

These Priority codes are designed for Security Maintenance personnel or the Administrator.



Anti-Pass back or Mantrap settings for the O2LA or the EW extension units are disabled for these codes.

### Registration code

The product is shipped from the factory in one of two ways, depending upon the order request.

1. The O2LA controller together with the PRO software CD, including the Registration code.
2. The O2LA controller together with the PRO software CD, without the Registration code.

The PRO can communicate with the O2LA only if a valid **Registration code** is entered in the PRO.



## Free Access

A special programming feature to enable 1door in the system to remain open for time set in Time zone 03, without need for card/tag validation. Useful, for example, to keep a **parking lot gate open** during the start and close of office hours.

## Readers

Readers are slave units that operate with the controller. They can be either a keypad or a proximity reader with a **26-bit Wiegand communication** protocol. XPR's proximity readers read only EM4002 formatted cards. **If other readers are used then specifications need to be checked for compatibility.**

## Reader Group

A Reader Group is a group to which specific units (00 to 31) are assigned with 'rights' for the readers connected to those units.

## RS232

A popular computer interface for serial data transmission over distances of less than **15 meters (or 50 feet)**. Employs a standard 9-pin D-type connector. The O2LA system uses the RS232 interface to connect to a computer, printer or modem.

## RS485

RS485 is a widely used international standard for multi-point data communications. It enables up to 32 nodes to be connected through a simple twisted-pair cable with a length of up to 1 Km (**or 4000 feet**).

## Tag

A Tag can be card or a key fob with an embedded IC encoded with a number that can then be sensed by a reader. XPR's MULTIX range of readers can read tags compatible with EM4002 format.

## 24 FEEDBACK

If you have any constructive comments about these products please forward them to the following address:

### India Office

M/s. SY TECH ENGINEERING PVT LTD  
#408,4<sup>th</sup> Floor, Citicentre,  
EDC Complex. Patto Plaza,  
Panaji, Tiswadi ,  
**Goa**  
Phone : (91) 0832 - 2437128, (91) 0832 – 2438632.

## **Europe Office**

Rue de l'Etoile 39, 1180, Brussels, Belgium

Tel: (32) 2 – 5520890 / Fax: (32) 2 – 5520899 / E-mail : [xpreur@xprsec.com](mailto:xpreur@xprsec.com).

## **25 Disclaimer**

The Software is to be installed in accordance with XPR's instructions. The Software is provided "as you find it" and XPR does not accept any collateral damage and contingent liabilities arising from misuse or failure of the product.

## **26 COPYRIGHT**

**Copyright © 2004 XPR Ltd. All rights reserved. O2LA-PRO for Microsoft® Windows™.**

The Software should not be reproduced or distributed in any form or by any means in whole or in part without prior written consent of XPR.