EASY DOOR CONTROLLER

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SOFTWARE USER GUIDE

SUMMARY

1 Overview

EASY DOOR CONTROLLER is operated with the read and write technology through the web site.

This mode means that the keys are encoded with a software and an encoder. When the keys are presented to the readers, the control units are automatically updated. Each new encoded key carries the last modifications of the computer database (new key, removed key, etc.) in order to update the control units.

The system works with a single door serial number in each controller. When you add access control to a door, you just need to read the serial number on the controller label and enter it in the software. When you authorise a key to a door, in fact you write the door serial number inside the key.

Note:

- ✓ The software is on the web so you are sure to always use the last release.
- ✓ The backup of the database is automatically done.
- ✓ The registration is free.
- ✓ The communication between the web software and the encoder requires Java. If java is not installed on your computer, a window will invite you to install it. Thanks to Java, the web software can work on different web browsers. We have qualified it with Internet explorer 8 & 9, Mozilla Firefox and Google Chrome.

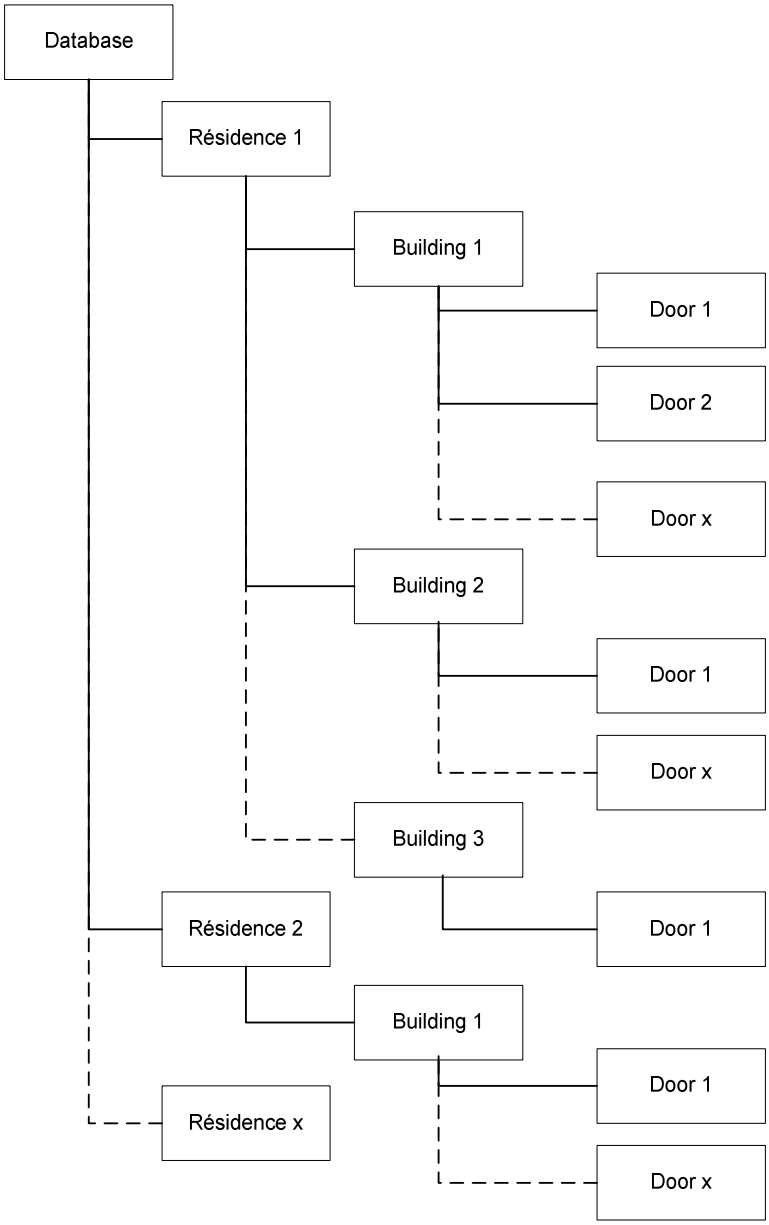
In the software, the database is divided into residences, buildings and doors. The diagram below shows how those items are managed.

A building contains one or more doors.
A residence contains one or more building.

A key can have access to many doors in the same residence but can't have access to different residences. This means that a residence includes doors and buildings where the keys have access.

By default, a new key is authorised to all doors of the building. When some keys need to open door(s) of other buildings, those doors have to be setup as "common door"

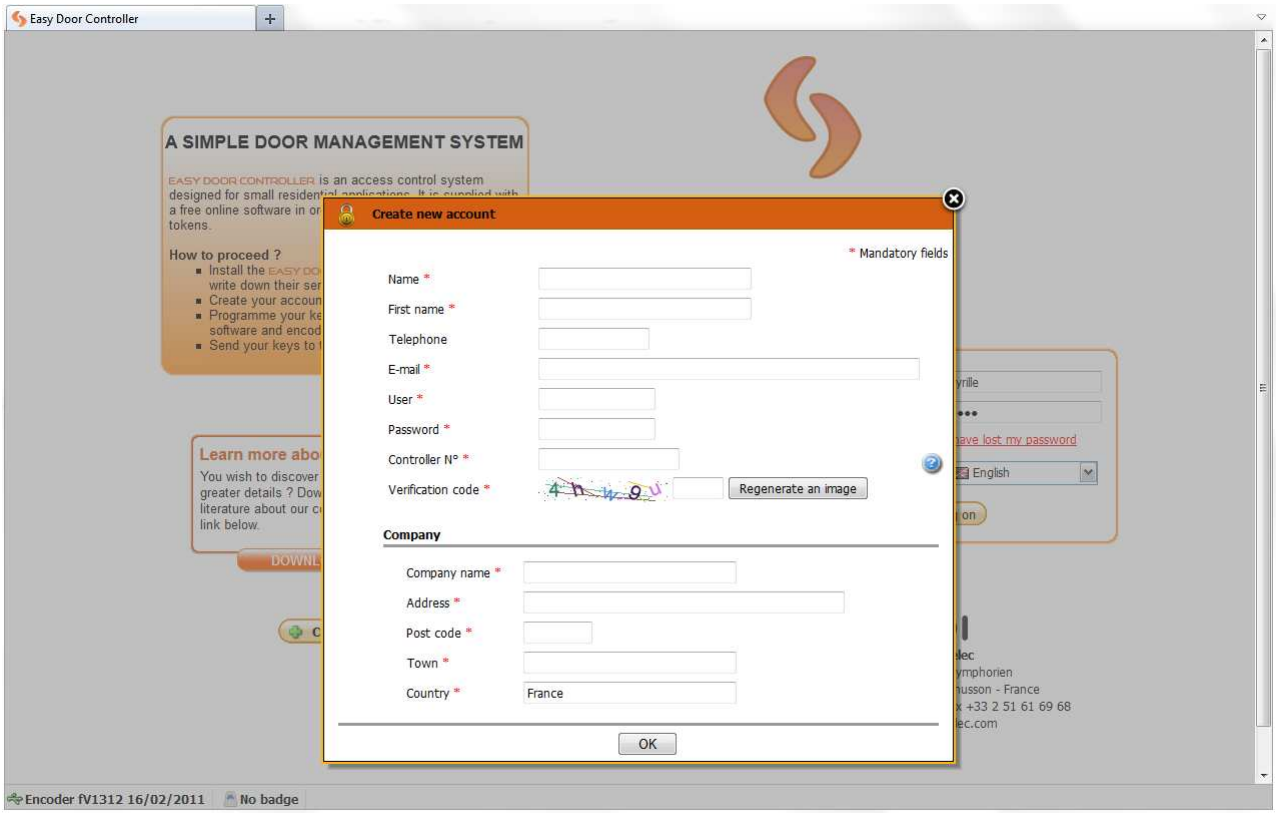
There is no limit to the number of residences but the limit of doors is 50 per residence. When each building only has one door, there can be 50 buildings per residence.



1.1 Create an account

Enter the following address in your web browser: http://www.easydoorcontroller.com, then click on Create an account.

The following window will appear:



At least, enter the fields noted with * then press Ok. An e-mail will be sent to you. In this e-mail, click on “Activate” to finish the registration.

Please note that the serial number of the control unit is mentioned on the controller top label.

2 First start

2.1 Create a residence

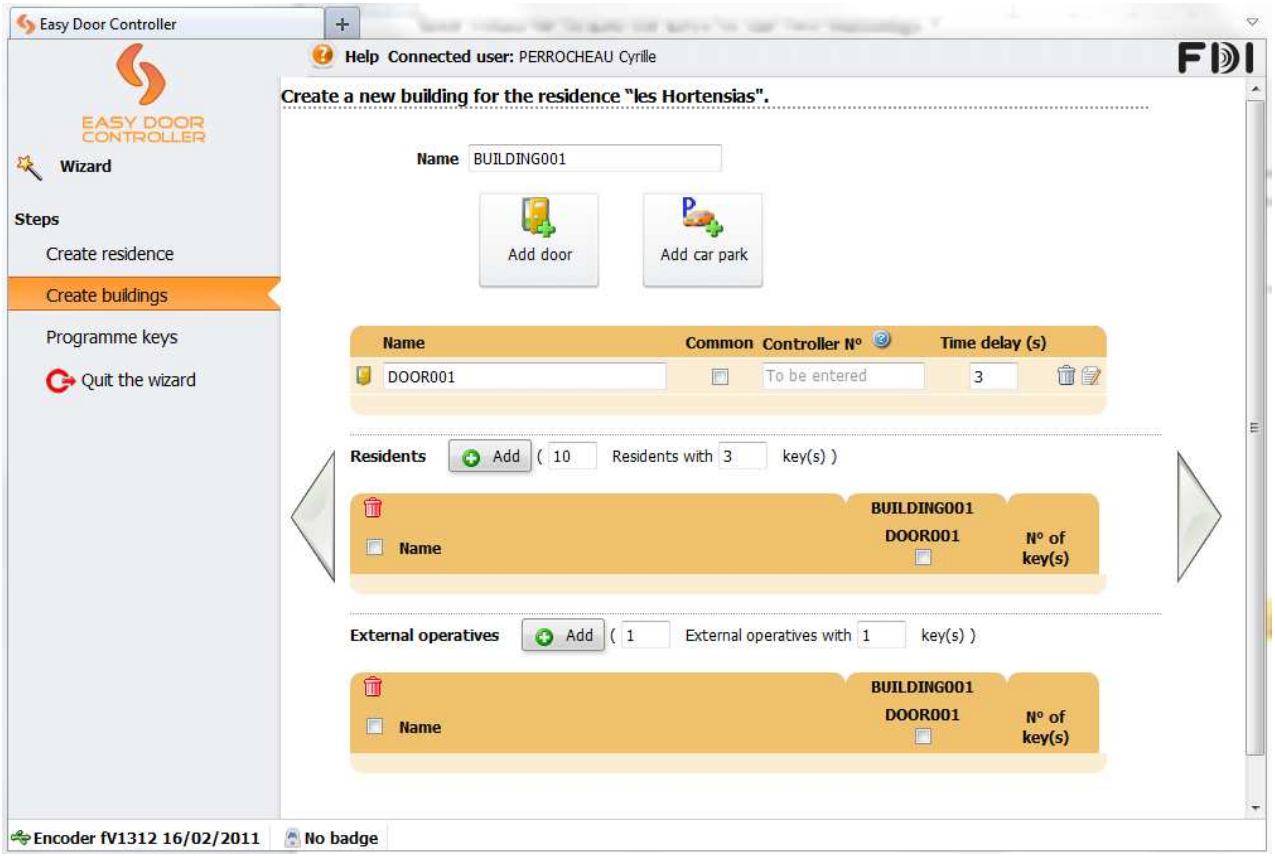
A residence contains one or several buildings, doors and apartments which work together.

A wizard guides you in the site creation.

From the main window, click on the following push button  .

Enter a name for the residence then click on the right arrow.  .

The following window appears:



Enter a name for the building, and then press the following push button  to add a door.

Note: Tick « common » when this door will be used by keys of different buildings.

For example, people of two buildings can have access to a parking door. The parking door has to be “common”, its door can be ticked for keys of both buildings.

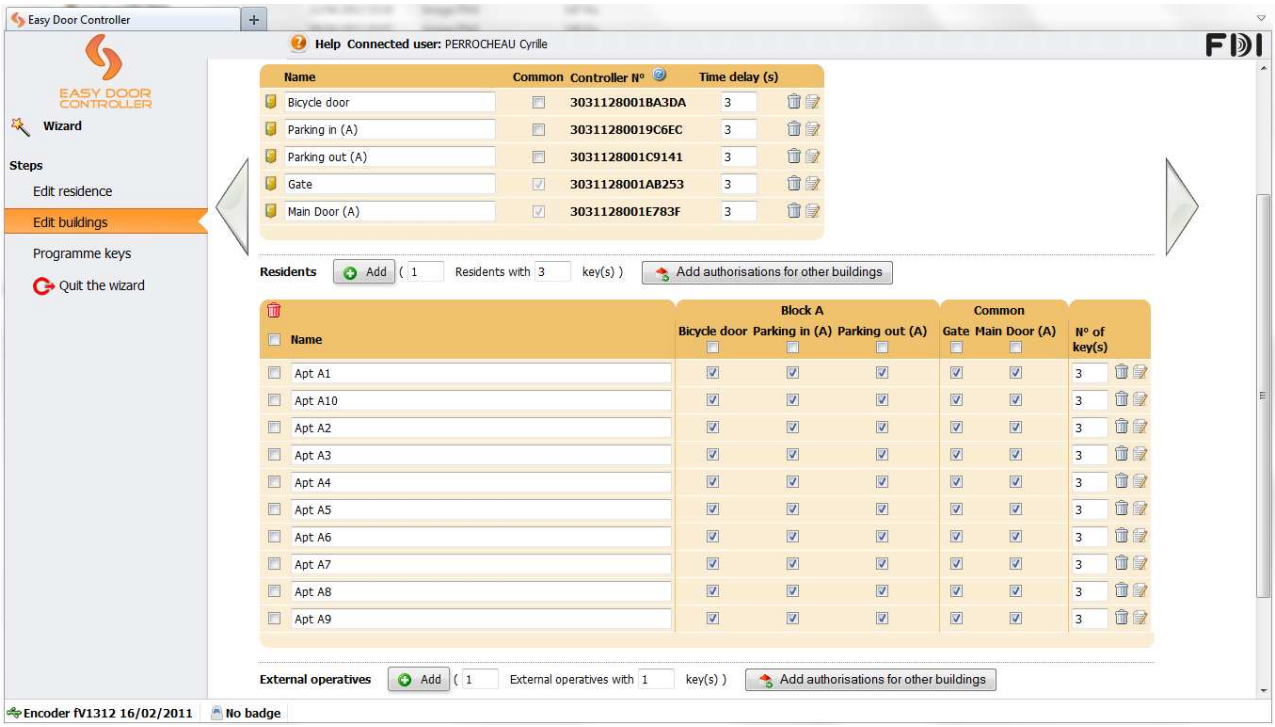
Write the control unit serial number in the specific field.

From this window, you can easily add some apartments and keys.

At the bottom of the page, it is possible to add extra keys (external operatives). Those keys can be used by people who don’t live in the building but must have access to it. These can be people who rent a parking space or a supplier.

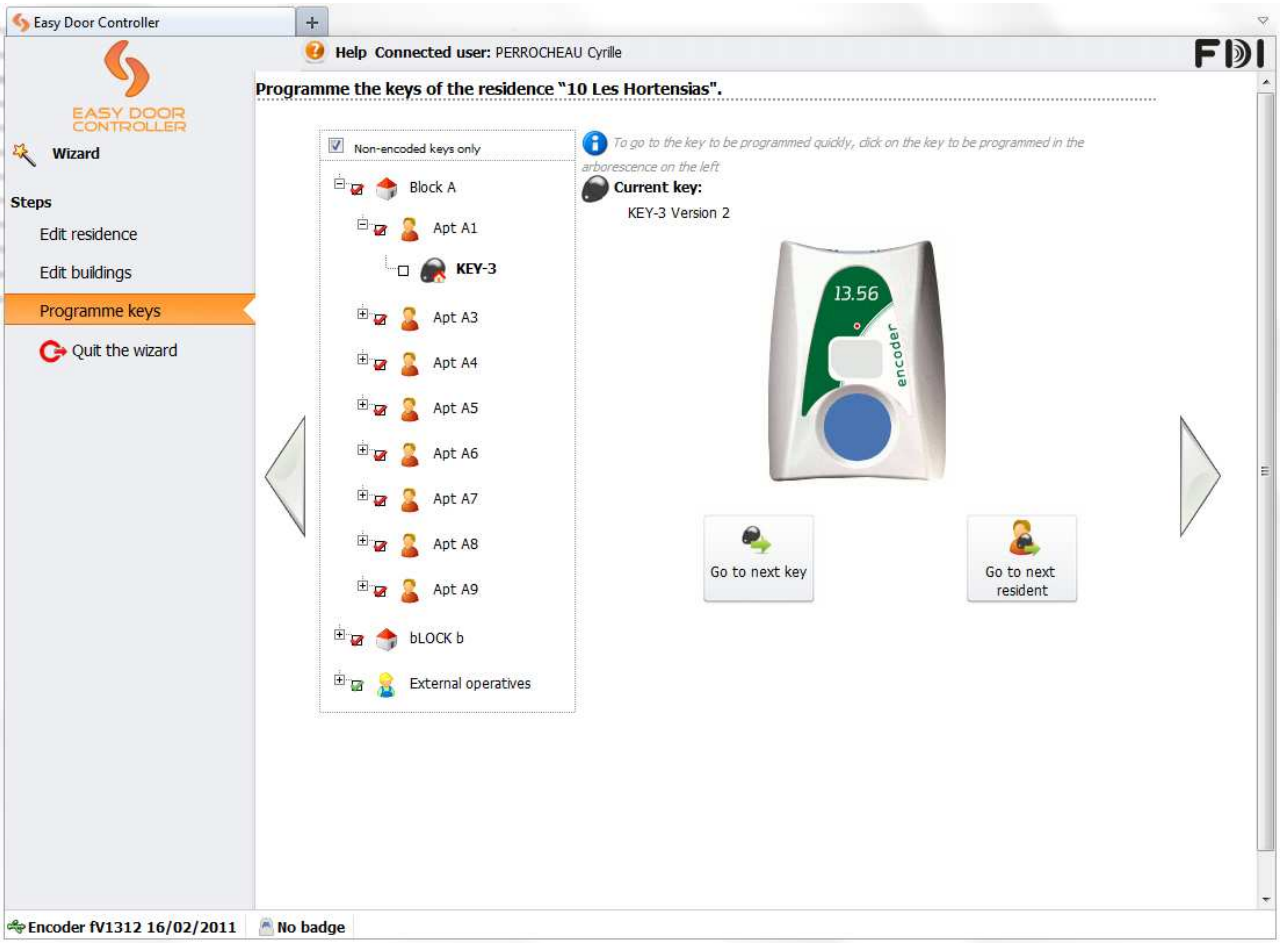
The next screen capture shows an example with 3 doors, 10 apartments with 3 keys each.

All keys have access to the three doors.



Click on the right arrow if you want to create another building or choose « Programme keys » in the left side to programme keys.

The next window will appear:



The middle column shows the apartments and keys. The green ✓ means that this key (or the apartment) is already encoded. The blue dot indicates which key will be encoded.

Present one by one the keys to the encoder and wait every time for the blue dot to switch to the new key. You don't need to press a button on the keyboard between two keys.

Use the following push buttons  or  to jump to the next key or next apartment.

3 Operating mode

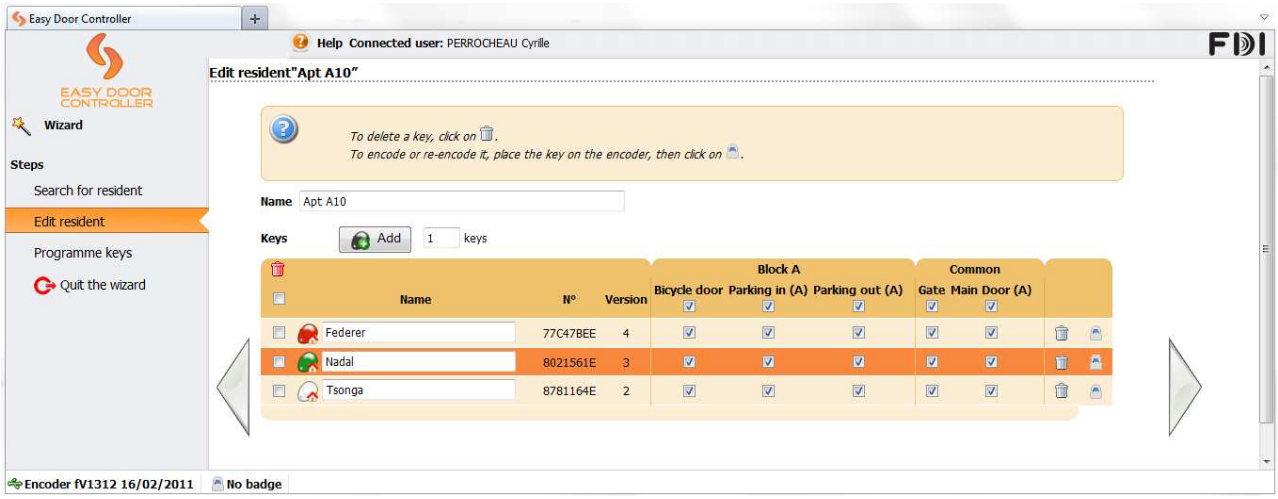
3.1 Add a key

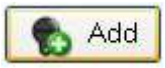
In the top left corner of the main Window, an input box is useful to easily find a key, an apartment, a door, etc. Enter the name of the apartment where you want to add a key and then press on the magnifying glass.

The following window appears:

Click on the apartment in the list (or a key of this apartment).

The following window appears:



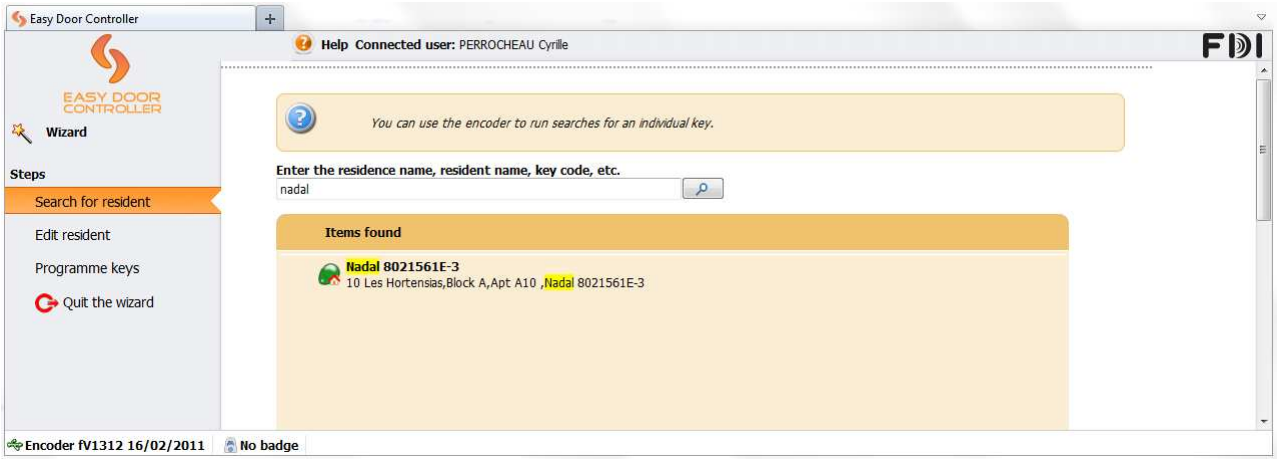
Click on 

to add a key to this apartment. Enter a name, modify the authorisation if necessary and put a new key on the encoder.

Click on the following push button  at the right of the key. When the key is presented to the reader, its data will update the control unit and the key will open the authorised doors.

3.2 Replace a lost key

When a user has lost a key, this one needs to be replaced. Use the tool to enter your choice, the name of the key, its serial number or the name of the apartment then press on the magnifying glass. In the following window, the result of the research appears:



Present the new key to the encoder then click on the right push button  .

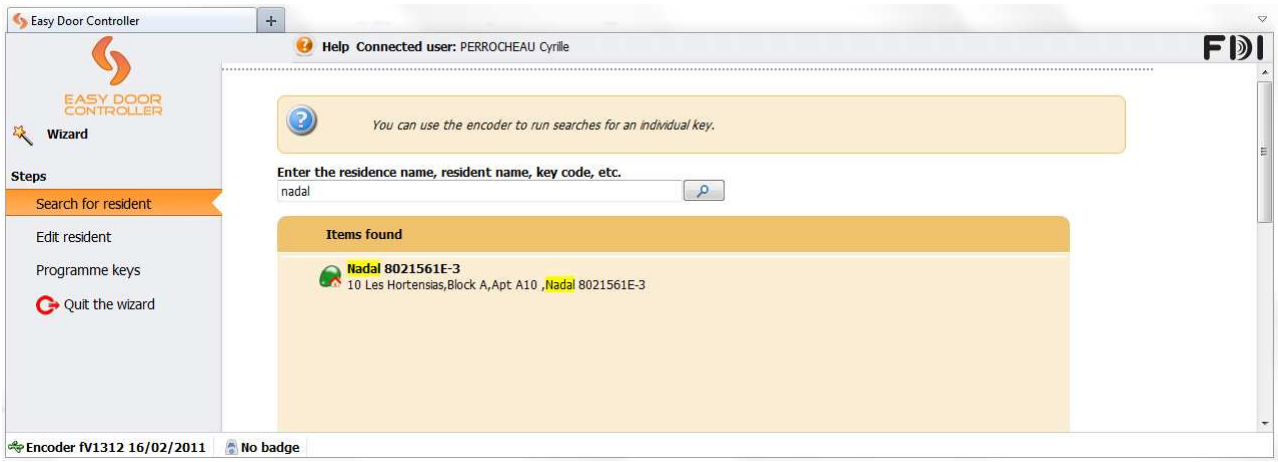
When this new key is presented to the reader, it will be added to the white list (authorised keys) of the controller and the old key will be added to the black list (prohibited keys).

3.3 Delete a key

If a key is lost but doesn't need to be replaced, just add it to the bin. The next encoded key will carry the data to the units.

Use the search tool to find the key in the database.

The following window appears:



Click on the key. Then use the bin on the right on the line to delete the key from the software.

The key will move to the control unit black list when a new encoded key is presented to the reader. It can be a resident key or a transfer key.

It is also possible to use an update key. From the door window, create an update key and present it to the controller. All modifications will be carried into it.

This solution requests the creation of one badge per controller.

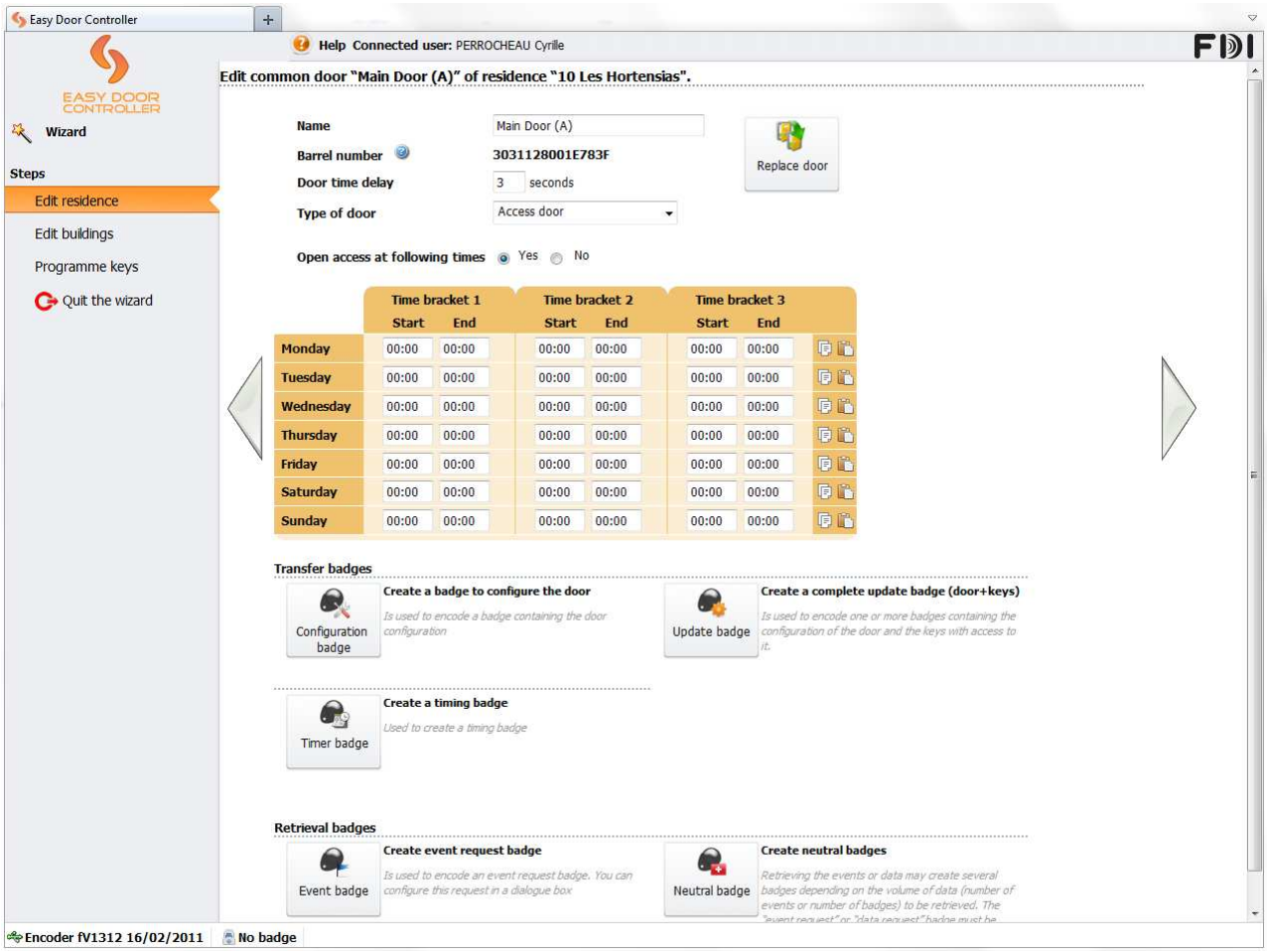
4 Advanced mode

4.1 Modify a door

The controller can manage free access to a door. For example, a door can stay open from Monday to Friday between 9am and 11am. It is possible to set up three time frames per day. Enter the door name in the search tool then click on the door in the list.

The door window appears.

Tick “Open access at the following times”.



Now you can enter up to three time frames per day. On the right of each day, two push buttons are useful to copy and paste the day time frames.

To transfer the time profile to the controller, an update key is required. Present a key to the encoder then click on 

.

As soon as the key is presented to the reader, the controller will operate as you have programmed.

4.2 Retrieve events

Each controller manages 20000 events of the last 30 days. The last event deletes the older one. Those events are retrievable through some special keys. A first event key must be encoded from the door window then you should create some neutral keys. Those neutral keys are used to retrieve older events.

A special badge (events or neutral) stores 40 events. From the software, before you encode the events badge, the filter has to be setup with start and end date.

When the events badge is present to the right controller, the last 40 events are copied from the controller to the badge. At the end of the transfer, the reader led becomes green. Present a neutral badge to download 40 more events and so on.

4.2.1 Encode an event badge

In the web software, edit the door and click on the following push button 

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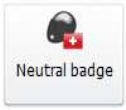
Enter a start date and end date in the filter then press Ok.

4.2.2 Encode neutral badges

From the door window, click on the following push button 

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The following window appears:

Present one by one your badges to the encoder. The counter increments for each new badge.

4.3 Import events

After you present the events and neutral badges to the controller, present those badges to the encoder (event badge first). A popup message appears and offers to import the events from the badge to the database.

5 Access software

By default, when you register to the web software, you are administrator. It's possible to create new software user with different rights. Four access levels are offered by default :

- The Administrator can create and modify anything. He can also manage software access for other users.
- The Manager has full access to the data (residences, buildings, doors, keys, etc) but can't manage software access for other users
- The User can see everything but can only modify the keys
- The Guest can see everything but can't modify anything.

For each user, an administrator selects the site which this user can manage. Those four software permissions can be modified. It is also possible to create specific software access.