PART VI – NEXUS 220 SOFTWARE MODULES

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Chapter 1: Web Enrollment Module

Introduction

General

The Web Enrollment Module is intended for use for example, by an operator using a PC at a location remote from the System's Base Application (Host PC).

This Module requires no extra Nexus 220 Software installation, simply installing Java Runtime Environment V1.40 or above allows any member of your staff access to the Module.

The Module's basic function is enrolling Tags so **general Tagholders** and **visitor Tagholders** may access selected areas at named times. As this is an enrollment Module, each PC running the Web Enrollment Module must connect to a Registration Reader.

In software preceeding the Web Enrollment Module, clients uploaded a large portion of the Database to the client PC. The Web Enrollment Module creates minimal network traffic, thereby offering improved network speed

You may use the Web Enrollment Module with Windows® Internet Explorer 7 (and above) or alternatively Firefox 2 (and above).

Installing Java Runtime Environment (JRE)

1. Using Windows® Internet Explorer go to **www.java.com**.
2. On the Home Page, click on the **Free Java Download** button.
3. At the Internet Explorer – Security Warning dialog, click the **Install** button.
4. At the Java Setup – Welcome dialog, click the **Accept >** button.
5. At the Java Setup – Complete dialog, click the **Finish** button.
6. Close Internet Explorer.
7. Restart your PC.

Starting up the Web Enrollment Module

On upgrade of your Nexus 220 Software, ensure that you clear the cache on the client PC.

Ensure that you unlock your Registration Interface for Web Tagholder Enrollment or Web Visitor Enrollment (or both) before using the Web Enrollment Module. See Part V – Advanced Configuration for further information.

Ensure that you do NOT open more than 1 instance of this Module per PC workstation.

*If the Web Server resides on a Port other than Port 80, the URL becomes: http://localhost:**XX**/220Web/homepage.html. The **XX** highlighted in the URL refers to the new Port number, for example 82, 83 or 84 and so on.*

Open the Nexus 220 Base Application as follows:

1. In Windows®, click **Start**>**All Programs**>**Nexus220**>**Nexus220**.
2. Enter your **Username** and **Password**.

*The default administrator username is **SYSDBA**, and the default password is **masterkey**.*

3. Click the button.
4. From the Menu Bar, select the **Web>Web Home Page**.

*Alternately using a separate PC workstation, you may startup the Web Enrollment Module from Windows® Internet Explorer using the following URL: **http://localhost/220Web/homepage.html**. Replace the term **Localhost** with the IP Address for the System's Host PC.*

5. At the Nexus 220 Home Page, select the (Web Enrollment) Icon.

*The same Tagholder configuration settings apply whether you select **Tagholder** or **Visitor Enrollment**.*

Figure 1 – Enroll Dialog

6. At the **Enroll Selection** dialog, make your selection.
7. At the **Login** dialog, enter your **Username** and **Password**.

Figure 2 – Logon Dialog

*The default administrator username is **SYSDBA** and the default password is **masterkey**.*

8. Click the **Submit** button.

User Interface

The standard **Add** and **Delete buttons** are available at the bottom of the screen. Move between Tagholder records by using the back and forward buttons displayed at the base of the Tagholder Table (see Figure 3 for details).

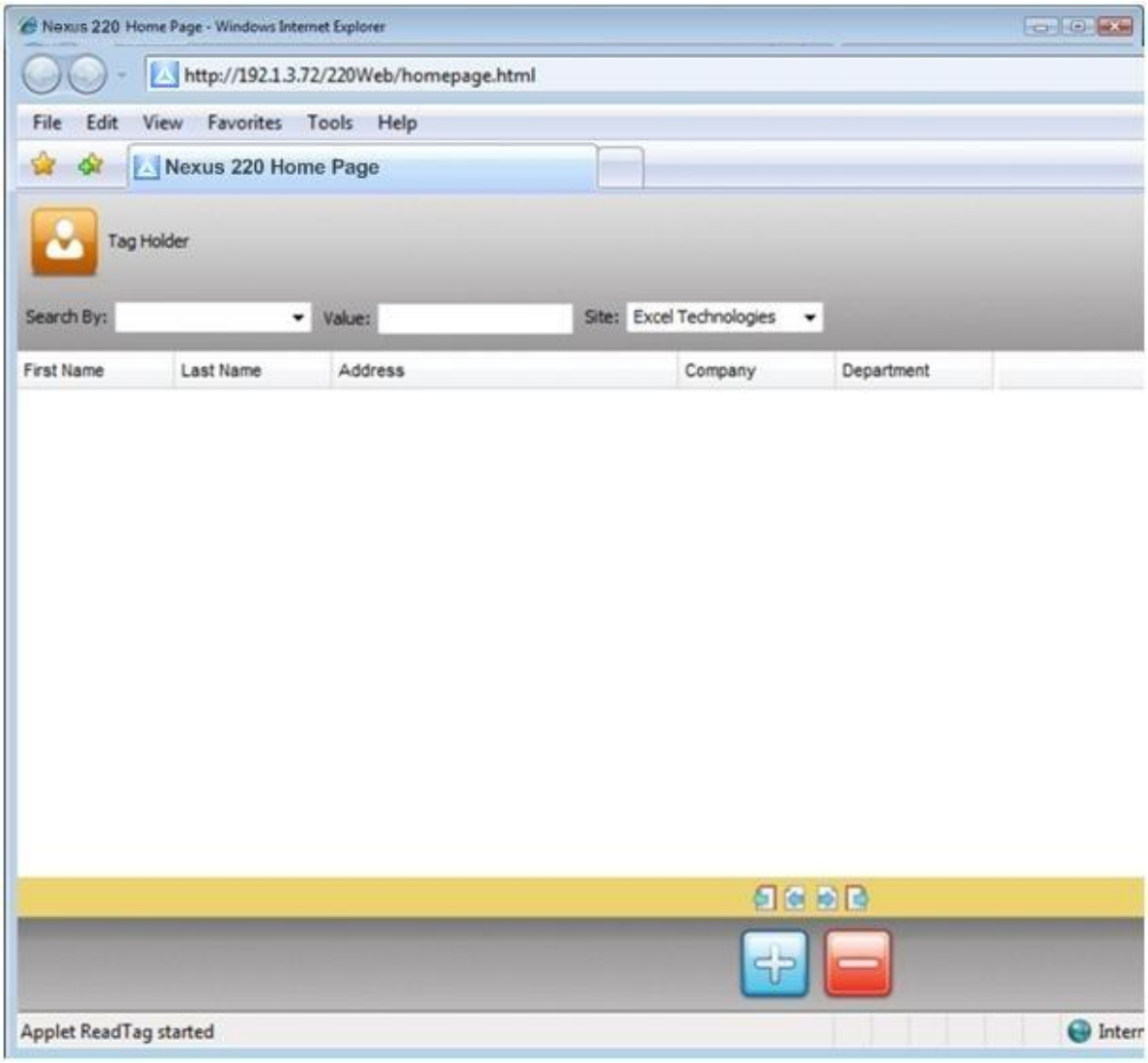

Figure 3 – Web Enrollment Module User Interface

Table 1 gives a brief description of all the fields associated with the Web Enrollment Module, the information displayed in these fields and button functions.

Item	Description
Search By	Searches by First and Last Name, Address, Company, Department, Employee Number, ID Number or Tag Code.
Value	The Software searches for the closest match to the entered text.
Site	Allows the selection of another Site, to enable Site specific Tagholders to be viewed.
First Name	Tagholder's first name displays in this field.
Last Name	Tagholder's last name displays in this field.
Address	Tagholder's address displays in this field.

Item	Description
Company	Tagholder's company name displays in this field.
Department	Tagholder's department name displays in this field.

Table 1 – Web Enrollment Module User Interface

You may set the sort order of the records by clicking your mouse over any column header. The Arrow indicates the direction (ascending or descending) of the sort order applied. Alternatively right-click your mouse over any column header and select either the Sort Ascending or Sort Descending option.

*You may show or hide columns, by right-clicking your mouse over any column header and select the **Column** option. Select or deselect the checkboxes to show or hide the columns as you require.*

Add a Tagholder

Add a Tagholder as follows:

1. Click the button.
2. Select a **Configuration Level**:
   - Standard Configuration
   - Advanced Configuration

*For the sake of this example we selected the **Advanced Configuration** radio button.*

3. When asked **Would you like to Keep Advanced Settings for this Session?** click **Yes**.

Figure 4 – Tagholder: Dialog Showing General Tab Selected

4. In the Tagholder : dialog, on the General tab, enter the following information:

*The minimum information needed for the System to accept the data is the **First Name** and **Last Name** fields.*

- Enter the Tagholder's **First Name** and **Last Name**.
- If required, in the **PIN Used with Tag** textbox, enter a PIN-code of up to 5 digits. (PIN-codes range from **2 to 65534**).
- Enter the **Company Name**.
- In the ID No. textbox, enter the Tagholders **ID Number**.
- In the **Department** field select the required Department from the drop-down list.

*Add extra **Department s** as follows:*

1. *Click the **Department** button.*
2. *Click the button.*
3. *In the **Departments** textbox, enter a suitable name for the Department.*
4. *Click the button.*
5. *Click the button.*

Click the button to edit a Department or the button to delete a Department.

- Enter the **Employee Number**.
- In the Tel textbox, enter the Tagholders **Telephone Number**.
- Enter the Tagholder's **Date of Birth**.
- From the **Type** drop-down list make your selection.

*The value selected, once captured in the master table, lets the third-party Time and Attendance Software determine who to calculate and who not to calculate. For Sites using third-party Time and Attendance Software we therefore recommend that you select the **Access and Time** option, for all other installations select the **Access Only** option.*

- Enter the Tagholder's **Address**.
- Use the **Notes** text area to enter other information about the Tagholder.

Add a Tagholder Image

1. Click on the **Browse…** button.
2. From the **Choose File** dialog, navigate to and select your image file.
3. Click the **Open** button.

The image field updates when you save the Tagholders details.

5. Save the Tagholders details, click the button.

Assign Tags to Tagholders

1. Select the **Tag** tab.
2. Click the button.

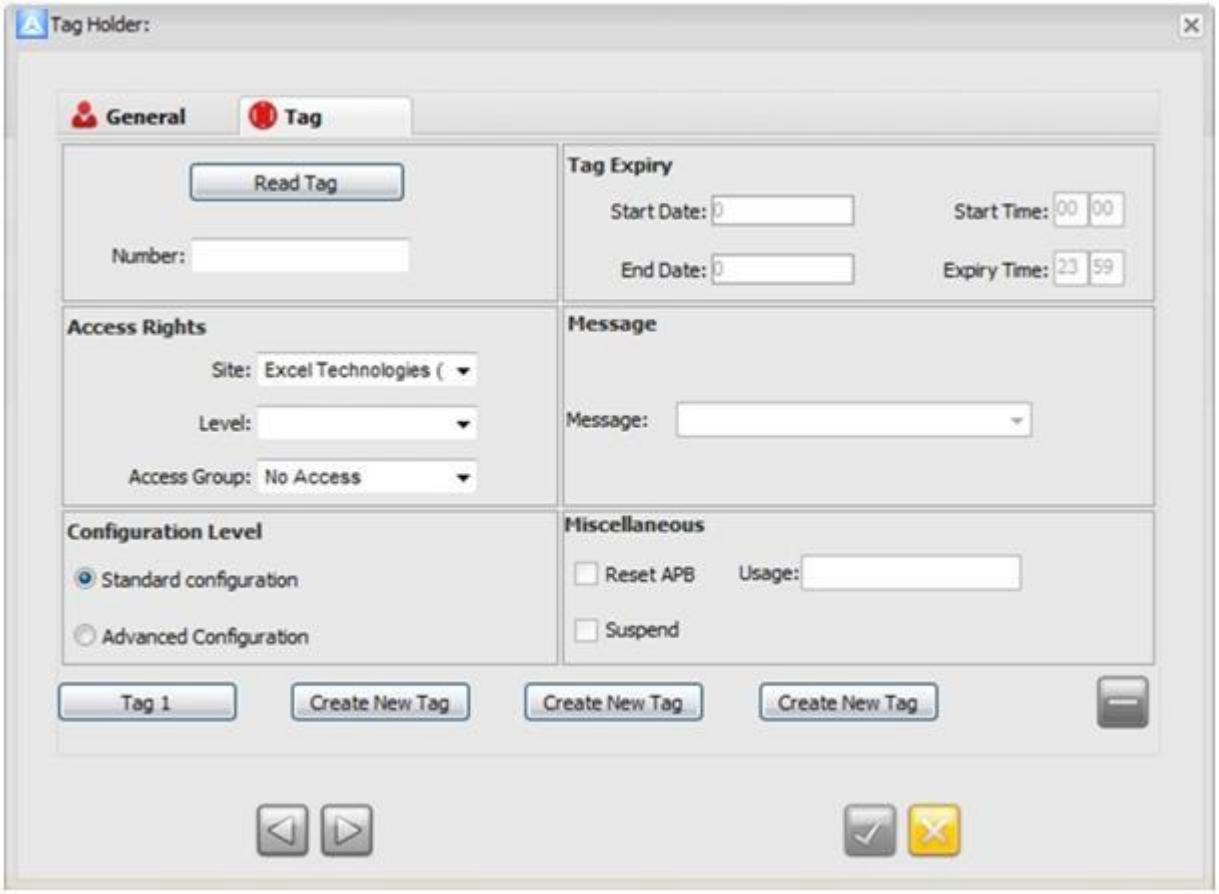

Figure 5 – Tagholder: Dialog Showing Tag Tab Selected

3. Select a **Configuration Level**:
   - Standard Configuration
   - Advanced Configuration

*For the sake of this example we selected the **Advanced Configuration** radio button.*

4. Present your Tag to the **Enrollment Reader**.
5. Click the **Read Tag** button.

*When the Nexus 220 Software detects the Tag, the Tag number displays in the **Number** textbox.*

6. From the **Site** drop-down list, select the Site name.
7. From the **Level** drop-down list make your selection from the following choices:
   - **Visitor**—restricted access, valid for day of issue only.
   - **Normal**—employee Tagholder. Access restricted by Door Mode.

- **Supervisor**—opens Doors in Supervisor Mode, overrides Anti-passback (APB) and may cancel alarms.
- **Administrator**—opens Doors in Supervisor Mode and ignores No Entry Mode.

8. From the **Access Group** drop-down list, make a selection.

You must assign a Tagholder Access Group for the Tag to have any access rights.

Tag Expiry Configuration

For temporary Tagholders, proceed as follows:

1. From the **Start Date** drop-down list, select a suitable start date.
2. In the **Start Time** textboxes, enter a suitable start time.
3. From the **Expiry Date** drop-down list, select a suitable expiry date.
4. In the **Expiry Time** textboxes, enter a suitable expiry time.

Message Configuration

*For information on adding Messages, refer to the **Messages** section in Part III – General Configuration.*

From the Message drop-down list, select a Message for display.

Miscellaneous Configuration

- **Reset APB**—resets the Anti-passback (APB) status for the Tagholder.
- **Suspend**—suspends the Tag in the event the Tag is lost or no longer required.
- **Usage**—stores a description of the usage of the Tag.

1. Click the button.
2. Click the button.

If necessary, repeat the **Assign Tags to Tagholders** procedure for any extra Tags.

Delete an Assigned Tag

To delete an assigned Tag, proceed as follows:

1. From the list of Tagholder records displayed, double-click the Tagholder record for editing.
2. In the **Tagholder** dialog, select the **Tag** Tab.
3. Click the assigned Tag button (that is **Tag 1**, **Tag 2**, **Tag 3** *or* **Tag 4**) for deletion.
4. Click the button.
5. Click the button.
6. Click the button.

Delete a Tagholder

Before deleting a Tagholder, first delete all Tags assigned to the Tagholder.

To delete a Tagholder from the Nexus 220 System, proceed as follows:

1. From the list of Tagholder records displayed, select the Tagholder record for deletion.
2. Click the button.
3. At the Warning dialog, click the **OK** button.

Searching for Tagholders

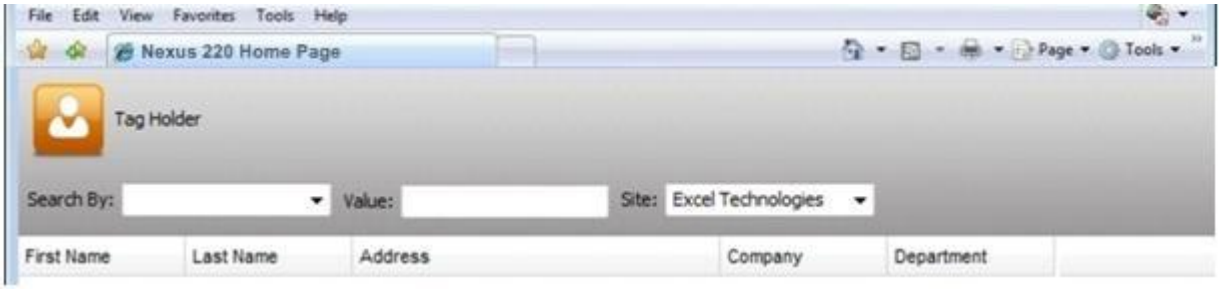

Figure 6 – Tagholder Search Facility

1. In the **Search By** drop-down list, select the Search Category (see Table 1 for details of search categories).
2. In the **Value** field, type in the relevant Tagholder data.

Only the row(s) matching the Search By criteria display on the Tagholder page.

Chapter 2: Card Designer Module

Introduction

The Amano Card Designer Software Module lets you design and store templates for printing information on adhesive labels or directly onto Credit Card Tags.

When used with the System Database, a design could typically provide information such as the Tagholders Name, Department, Tag Code, and so on.

Starting the Card Designer Module

Ensure that you unlock your Registration Interface (Card Designer Licence) before using the Card Designer Module.

Open the Nexus 220 Base Application as follows:

1. In Windows®, click **Start**>**All Programs**>**Nexus220**>**Nexus220**.
2. Enter your **Username** and **Password**.

*The default administrator username is **SYSDBA**, and the default password is **masterkey**.*

3. Click the button.
4. From the Menu Bar, select the **Tagholder**>**Card Designer**.

*The **New Template** dialog displays the first time you use the Software. Thereafter, once you have existing templates, the **Select Template** dialog displays when the Software's used. For a new installation, continue from point 5 below. For an existing installation select one of the templates shown in the Select Template dialog and click the button.*

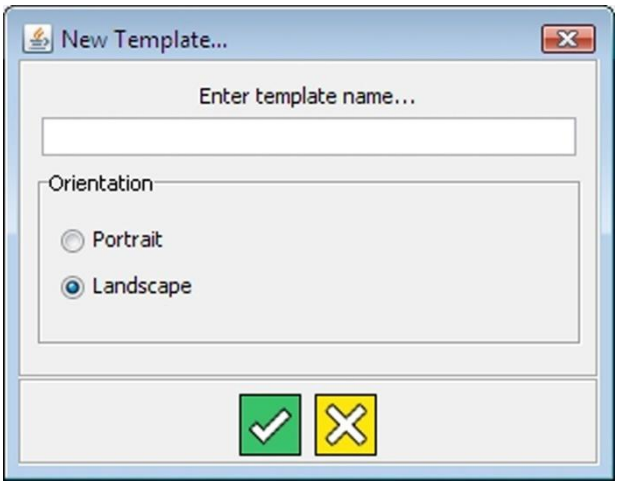

Figure 7 – New Template Dialog

5. In the **Enter Template Name** dialog, enter a **name** for your template.
6. Using the **Portrait** or **Landscape** radio buttons, select the orientation of your template.
7. Click the ☑ button.

User Interface

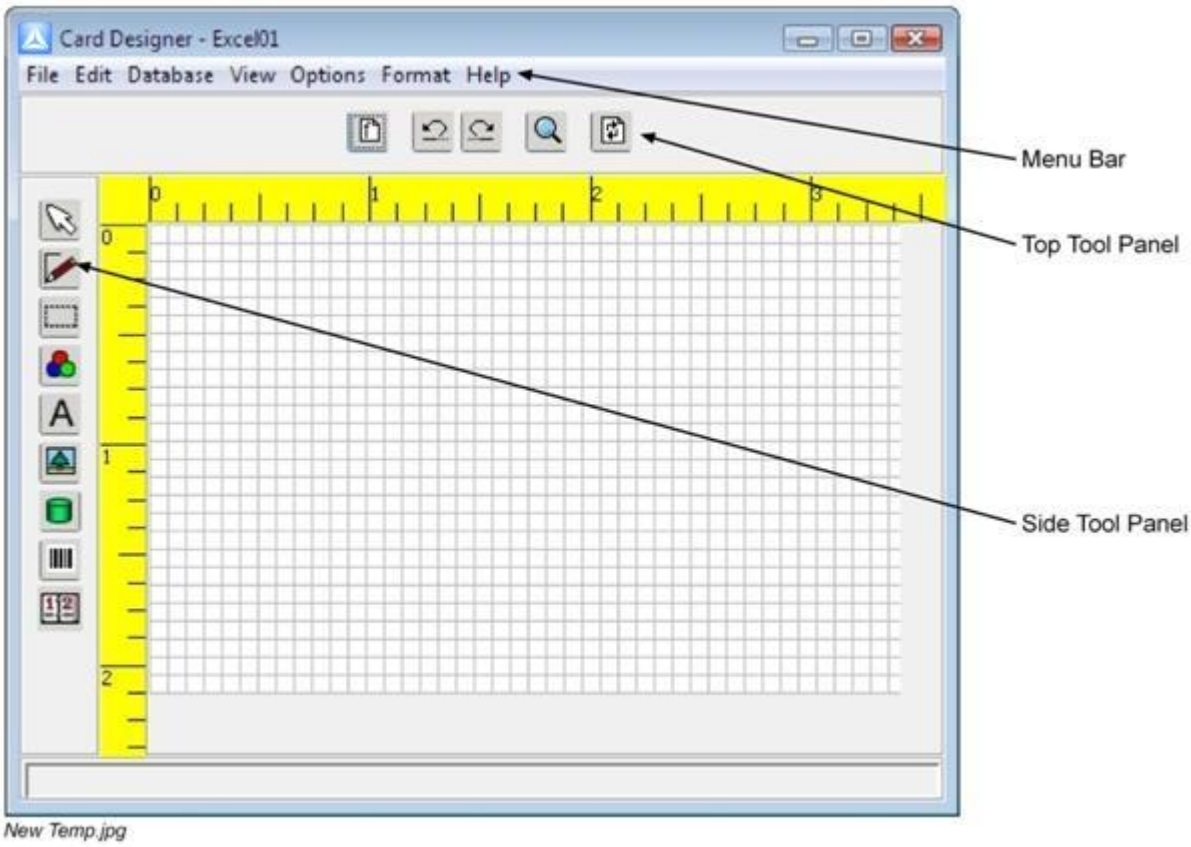

Figure 8 – New Blank Template

The Card Designer principles of operation are similar to other drawing application packages, and are largely intuitive. If you have experience of these and wish to start designing immediately, skip to the section titled Designing a Typical Template on page 17.

Menu Bar

File

Option	Description
New	Creates a new blank template.
Open	Opens an existing template from a list provided.
Rename	Renames the open template.
Delete	Lets you permanently delete a single template.
Import	Lets you import templates into Card Designer.
Export	Lets you export your templates created in Card Designer.
Choose Locale	Allows the choice of the area and language for translation purposes.
Translate	Displays a list of all terms used in the Card Designer Module for translation.
Print Preview	Lets you preview your print job prior to printing.

Option	Description
Properties	Allows setting of the printer settings (including printer options (card or label layout), print margins, and units of measurement).
Exit	Exits the Card Designer Module.

Table 2 – File Menu Options

Edit

Option	Description
Undo	Undoes the previous action.
Redo	Restores the previously cancelled action.

Table 3 – Edit Menu Options

Database

Option	Description
Base Query	Allows users with experience in SQL Syntax to custom configure fields. You may then drop these custom fields onto the card template.

Table 4 – Database Menu Options

View

Option	Description
Grid	Allows you to display or hide the background grid. Note, however, that elements still align to the gridlines even when the grid's hidden.
Zoom	Allows the selection of three magnification settings: Small, Medium and Large. (Large is the default setting on start-up).

Table 5 – View Menu Options

Options

Option	Description
Snap to Grid	With the menu item checked, drawing elements line up to the nearest grid lines. With the menu item unchecked, you may place drawing elements freely.
Grid Interval	Allows the selection of grid intervals (in pixels) of 5, 10 or 15. (10 is the default setting on start-up).
Default Text Font	Sets the default font style, colour or size for future placement of text fields.
Card Colour	Allows a choice, from 255 colours, as to the background colour of the printed card.

Table 6 – Options Menu Options

Format

The Format drop-down list activates when you select more than one object.

Option	Description
Align	(Top, Middle, Bottom, Left, Centre, Right) enables alignment of objects.
Same Size	(Vertical, Horizontal) enables matching of object sizes.

Table 7 – Format Menu Options

Help

Option	Description
Help	Activates Card Designers on-line Help.
About	Tells you about the Card Designer version running.

Table 8 – Help Menu Options

Top Tool Panel

At the top of the Card Designer Screen the following icons appear (from left to right):

Symbol	Icon Name	Description
	Reverse Card	Allows the selection of the front or back of a card.
	Undo	Undoes previous action (except delete).
	Redo	Restores previous action (except delete).
	Zoom	Increases or decreases magnification.
	Refresh	Refreshes screen contents.

Table 9 – Top Tool Panel

Side Tool Panel

The **Side Panel Icons** control the generation of Fields. To place a field:

1. Select one of the field types from the Side Tool Panel.
2. Then drag an area on the card representing the area for the field.

Symbol	Icon Name	Description
	Pointer	Allows the selection of any object in the template.
	Line Draw	Allows drawing of horizontal or vertical lines.
	Rectangle	Allows drawing of rectangles.
	Ellipse	Allows drawing of ellipses.
	Text	Allows entry of text.
	Image	Allows import of an image (such as a logo) in JPEG or GIF format.
	Database	Allows the insertion of database fields.
	Barcode	Allows the display of a barcode in one of several formats.
	Date	Provides the date (YYYY-MM-DD) of issue. This field's format is configurable.

Table 10 – Side Tool Panel

Each of the above icons allows the creation of a "field". Each such field is a defined area on the card that contains the data specified by the icon when the card prints from the System Software.

For example, a **Text** field contains text included by you, the designer; a **Database** field contains specified information from the System Database, such as the Tagholder's name.

Database Fields

The standard Database Fields available in the Nexus 220 System include:

Item	Description
MST_SQ	*Seldom used – for database maintenance only.*
MST_TITLE	The Tagholder's title (Mr, Mrs, etc).
MST_FIRST NAME	The Tagholder's first name.
MST_MIDDLE NAME	The Tagholder's middle name.
MST_LAST NAME	The Tagholder's last name.
MST_SUFFIX	The Tagholder's suffix.
MST_ID	The Tagholder's access ID number.
MST_GENDER	The Tagholder's gender.
MST_PIN	The Tagholder's access PIN number.
MST_TYPE	System data determining whether a Tagholder is an employee or a visitor.
MST_CURRENT	System data which determines whether a Tagholder is still valid.
EMP_EMPLOYEENO	The Tagholder's employee number.
EMP_EMPLOYER	The Tagholder's employer's name.
EMP_POSITION	The Tagholder's position in the employer's organisation.
DEPT_NAME	The name of the Tagholder's Department.
SITE_SLA	Site address.
IMG_IMAGE	The Tagholder's photograph.
MSTNT_MEMO	General information specific to the Tagholder.

Table 11 – Database Fields

Barcode Fields

The **Barcode** icon gives you access to the same database fields as the Database icon. Database items chosen for barcoding depend on your requirements. A typical example could be an ID number, if this is available in the Database for the System concerned. You could use the ID barcode for example, if a barcode reader controls access to a company car park.

Modifying Field Properties

To change the properties of a field:

1. Using the **Pointer** icon, select the field for editing.
2. Right-click the mouse over the field.
3. Select **Properties** from the menu.
4. Edit the settings as necessary.

Designing a Typical Template

General

Card Designer lets you to define where on the card data prints. A card template typically contains:

- one Image field
- one or more Text fields
- one database Image field (for example the Tagholder's photo)

- several other Database fields (for example the Tagholder's name, and so on)

Text fields *and* ***Image fields*** *contain information common to all cards for printing using a given template, while* ***Database fields*** *contain information specific to a Tagholder.*

The typical steps in designing a template are:

1. Show or hide the Grid.
2. Select Snap to Grid ON or OFF.
3. Select the Grid spacing.
4. Insert and format Text Fields.
5. Set the card colour.
6. Insert, define and format Database Fields.
7. Insert Image Fields.
8. Insert a Barcode Field.
9. Draw the outlines required (such as the card outline, and frames for images, etc).
10. Print Preview the card.
11. Alter the template elements as required.
12. Test Print the card.
13. Batch Print the cards.

Typical Example Template

The typical example template, used below, is that for the Manufacturing Department for a company called Excel Technologies.

Card Designer saves templates automatically; therefore Card Designer has no ***Save*** *button.*

The dimensions of the outer edges of the Grid are the same as those of an ISO Credit Card Tag.

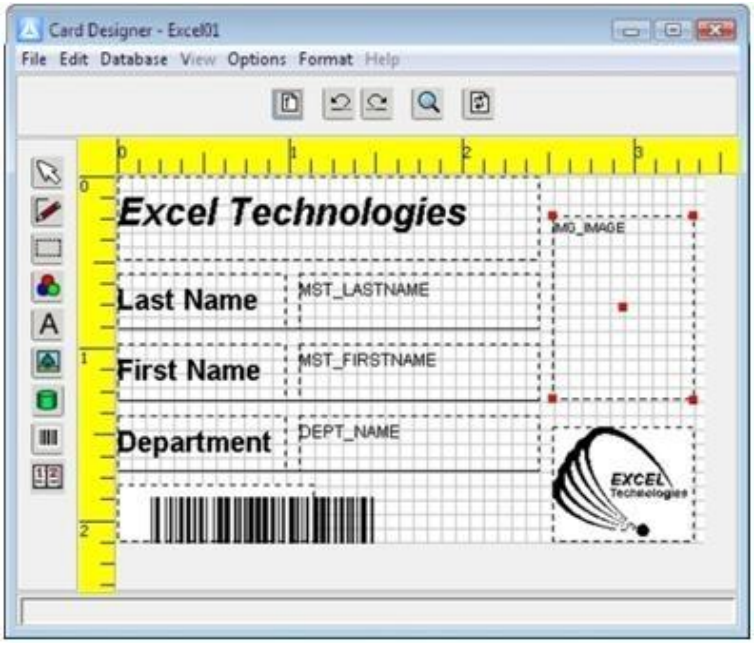

Figure 9 – Typical Example Template

Show or Hide the Grid

1. From the **Menu Bar**, select the **View** drop-down menu.
2. From the **View** drop-down menu, select the **Grid** option.

*A **tick** mark alongside the Grid option shows the Grid options active. No tick mark alongside the Grid option shows the Grid options NOT active.*

Snap to Grid ON or OFF

1. From the **Menu Bar**, select the **Options** drop-down menu.
2. From the **Options** drop-down menu, select the **Snap to Grid** option.

*A **tick** mark alongside the Snap to Grid option shows the options active. No tick mark alongside the Snap to Grid option shows the options NOT active.*

Set the Grid Spacing

1. From the **Menu Bar**, select the **Options** drop-down menu.
2. From the **Options** drop-down menu, select the **Grid Interval** option.
3. From the **Grid Interval** menu, select one of the following options:
   - 5
   - **10** (default)
   - 15

Add Text and Set Font Properties

1. From the **Side Tool Panel**, click the A icon.
2. Using the Left mouse button, drag the mouse over the grid to place the text.
3. In the **Default Text Font** dialog, select a font from the list:
   - **Dialog** (default)
   - SansSerif
   - Serif
   - MonoSpaced
   - DialogInput
4. For **Bold** or **Italic** text, check the appropriate checkbox.
5. From the **Size** drop-down list select an appropriate size for the font.
6. Click on the **Colour** button.
7. In the **Text Colour** dialog, select the new colour for the font.
8. Click the **OK** button.
9. In the **Write Text Here** text area, type in the text you want to appear on the template.
10. Click the button.

Set the Card Colour

1. From the Menu Bar, select the **Options** drop-down menu.
2. From the Options drop-down menu, select the **Card Colour** option.
3. Select the new colour for the card.
4. Click the **OK** button.

In this example we left the card with the default setting of White.

Add Database Fields

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid to place the Database Field.
3. In the **Select Database Field** dialog, select a Field from the list.
4. Click the button.
5. Using the **Pointer** icon, select the field for editing.
6. Right-click the mouse over the Database Field.
7. Select **Properties** from the menu.
8. In the Query Properties dialog, click on each of the following tabs for editing options:
   - **Border**—allows update of the border position, colour and line width.
   - **Font**—allows selection of a new font, selection of the bold and italic format, selection of the font size and colour.
   - **Query**—allows selection of a new Database Field.
   - **Alignment**—allows selection of the horizontal and vertical alignment and rotation of the text within the Database Field.
9. Click the button.

Insert Image Fields

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid to place the Image Field.
3. In the **Open** dialog, select the required image file.
4. Click the **Open** button.
5. Right-click the mouse over the Database Field.
6. Using the **Pointer** icon, select the field for editing.
7. Select **Properties** from the menu.
8. In the **Image Properties** dialog, click on each of the following tabs for editing options:
   - **Border**—allows update of the border position, colour and line width.
   - **Alignment**—allows selection of the horizontal and vertical alignment and an image only property.
9. Click the button.

*If the Card Printing Module uses third-party tables, then any image fields, **must** contain the word "IMAGE".*

Insert a Barcode Field

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid to place the Barcode Field.
3. In the **Select Database Field** dialog, select a Field from the list.
4. Click the button.
5. Using the **Pointer** icon, select the field for editing.
6. Right-click the mouse over the Barcode Field.
7. Select **Properties** from the menu.
8. In the **Barcode Properties** dialog, click on each of the following tabs for editing options:
   - **Border**—allows update of the border position, colour and line width.
   - **Query**—allows selection of a new Database Field.
   - **Barcode**—allows selection of general and text settings.
9. Click the button.

Drawing Tools

Borders (Rectangle)

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid in the position that you want the Border.
3. Using the **Pointer** icon, select the Border for editing.
4. Right-click the mouse over the Border.
5. Select **Properties** from the menu.
6. In the **Rectangle Properties** dialog, update of the border position, colour and line width as necessary.
7. Click the button.

Lines

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid in the position that you want the Line.
3. Using the **Pointer** icon, select the Line for editing.
4. Right-click the mouse over the Line.
5. Select **Properties** from the menu.
6. In the **Line Properties** dialog, update of the border position, colour and line width as necessary.
7. Click the button.

Print Preview the Card

1. On the **Menu Bar**, select **File**.
2. From the **File** drop-down menu, select **Print Preview**.

Figure 10 – Typical Example – Print Preview Mode

Test Print

You may have to adjust printer driver settings to ensure that printings performed as needed. These settings differ from printer to printer.

Single or double-sided card printing is possible. For details of double-sided printing, please refer to the on-line Help facility.

1. On the **Menu Bar**, select **File**.
2. From the **File** drop-down menu, select **Print Preview**.
3. In the **Print Preview** dialog, click the **Print Test Card** button.
4. In the **Print** dialog, select your printer's settings.
5. Click the **OK** button.

Set the Card Properties

1. On the **Menu Bar**, select **File**.
2. From the **File** drop-down menu, select **Properties**.
3. In the **Printer Settings** dialog, select from the following options:
   - **Print Options**—allows selection of **Card Layout** or **Label Layout** and offers a preview of the Label Layout facility. In Preview you may adjust the Page Width and Height, the X and Y Origin and the X and Y Space.
   - **Printing Margin**—allows selection of the printing margins width and height, the **Default** button lets you return the settings to the default (**0**).
   - **Units of Measurement**—allows selection of imperial or metric units of measurement.
4. Click the button.

Close Card Designer

1. On the **Menu Bar**, select **File**.
2. From the **File** drop-down menu, select **Exit**.

Hints and Tips

Set the Default Card Template

Purpose

This is a facility provided by Card Designer, but used in Tagholders configuration. The facility allows you to select from a library of Card Templates (when configuring a Tagholder in the Nexus 220 Base Application), the template to be used as the default when printing Credit Card Tags for a specific Tagholder.

Procedure

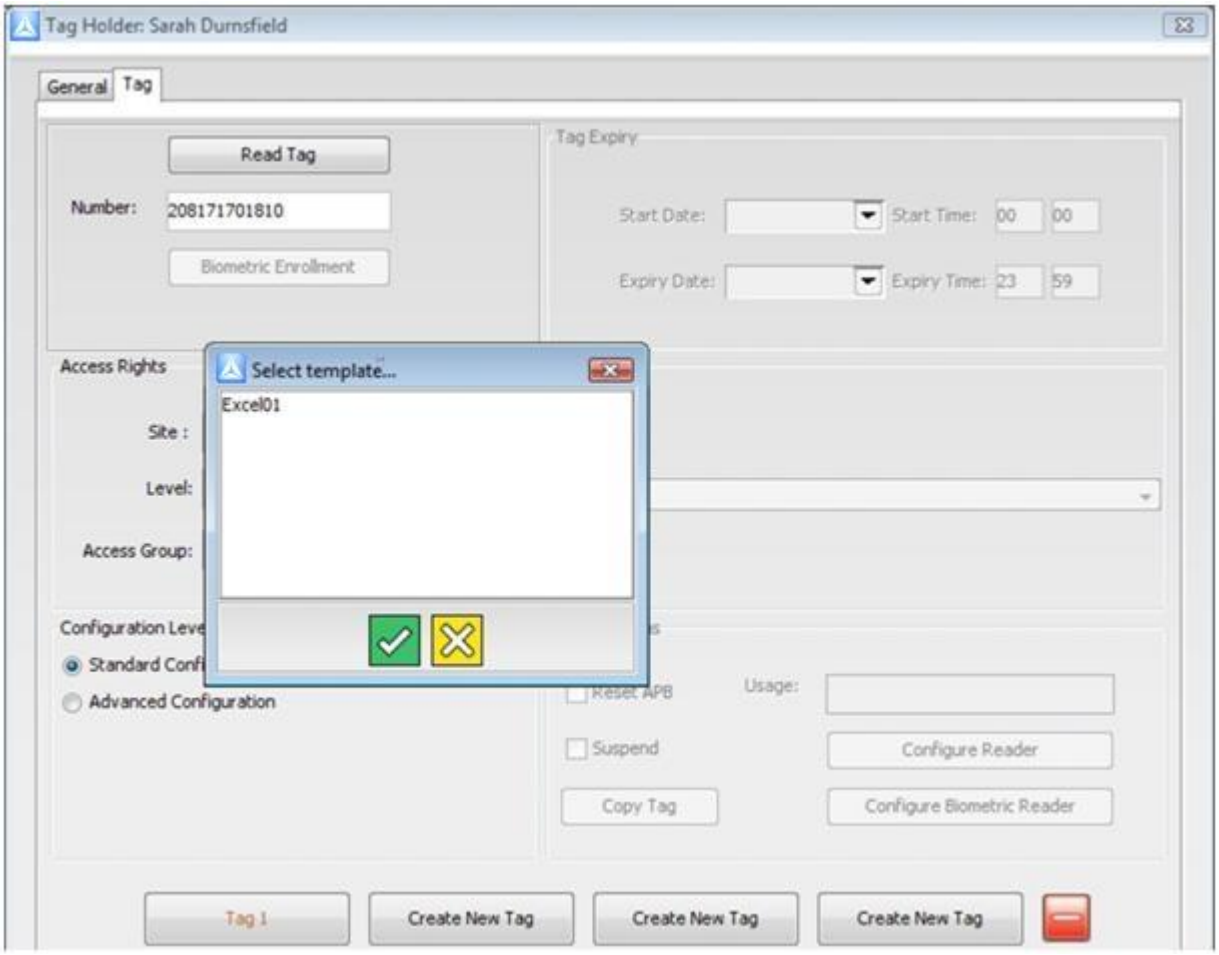

Figure 11 – Default Card Template Selection

1. In the Nexus 220 Base Application, select the Page Tab.
2. In the Configuration Pane, select the required Tagholder record.
3. Double-click the record, opening it for editing.
4. In the Tagholder dialog, select the **Tag** Tab.
5. Click the assigned Tag button (that is **Tag 1**, **Tag 2**, **Tag 3** *or* **Tag 4**) for editing.
6. Hold down the **Ctrl** key, and click the button. The Select Template dialog appears (see Figure 11).
7. From the **Select Template** dialog select the required template.
8. Click the button.

All Credit Card Tags printed for this Tagholder will now use the selected Template.

Image Quality

To get the best quality image of a Tagholder, It is better to use a logo image (that is, one stored on the Hard Drive) than an image from the Tagholder field in the Database.

Specifying large images can adversely affect Database performance and size.

When using a Logo Image

- Set the X and Y margins to **0**.
- If the image requires a border, use a rectangle.
- Do not use auto-stretch (right-click the **image**>**properties**).
- Make sure the field dimensions are in proportion, so the image proportions are not changed when imported, this would produce a distorted image.

When using a Database Image

- Set the X and Y margins to **0**.
- If the image requires a border, use a rectangle.

USER NOTES

ANX102600	Issue 01	February 2009	