



iPassan Manager user guide

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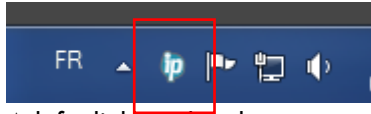
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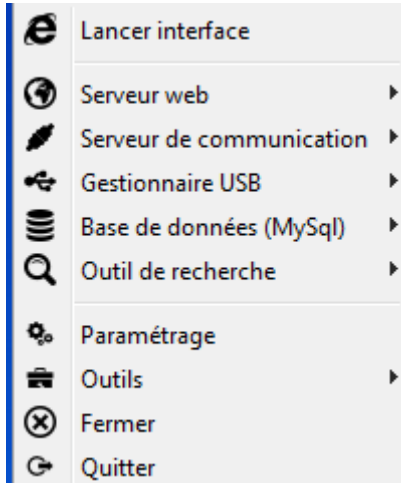


1 First start of the software

The software is web based. Once it is install, you only need a web browser. A shortcut is available through the icon in the task bar (bottom right).



A left click on the shortcut opens the menus. Select launch interface.



The other solution is to create a link to the following web page :

<https://127.0.0.1:8443//ipassan/?Login>

Note, Ipassan is compatible with Microsoft Internet explorer and Edge, Mozilla or Chrome.

1.1 Login

In the login window, enter the e mail + password then click on Server connection.

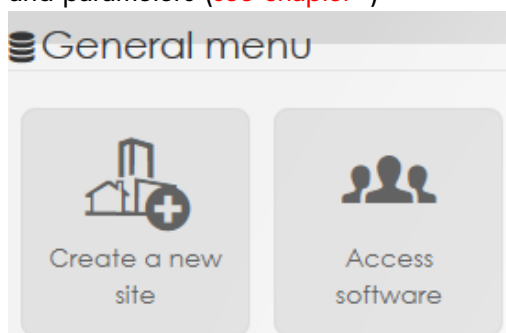


2 Site wizard

Click on Create a site push button from the main window. A site wizard guides you step by step.

Important : all the feature of the system are note included in the site wizard. It has been designed to be easy and doesn't manage all the features.

It could be necessary after creating the site through the wizard to manage advanced features in Settings and parameters (see chapter)



2.1 Site property

The first step consists of the site definition.

- ⇒ Name, manager details, etc
- ⇒ Time zone
- ⇒ Transfer mode
 - Optimised
 - Reconstruction
- ⇒ Transfer option
- ⇒ Type of used technology

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- Contactless
- Remote
- Pin code
- Etc

Transfer mode

Note, in the optimized mode, only the relevant data are transferred to the controllers. For example, the names of the door, access profiles, users don't need to be sent to the controllers to manage the access. The controllers must know the key serial number, door and floor access profiles.

In this mode, the transfer delays are shorter but in case the computer is stolen or damage without backup, it will be possible to rebuild the site on a new computer with the minimum data (keys doors, access profiles etc without name)

In the reconstruction mode, all data are sent to the controllers even if the name of the key, for example, isn't required to provide access to the key.

But in this mode, it will be possible to rebuild the full data from the controllers to the server in case this is necessary.

The transfer delays are longer, especially when the communication between controllers is rs485.

In Ipassan.com, the default choice is Optimised as the backup is managed by FDI Matelec (every night, Europe time)

In local installation of Ipassan manager, the default choice is Optimised in case the operator doesn't manage regular back up of a memory stick for example.

Transfer option

Check the transfer date : the controllers save the time and date of the latest server modification. The server also manages this information.

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When the box is ticked, the server always compares both time and date and if they don't match, it offers the possibility to force an update of the selected controller or to rebuild the site.

This depends of which side (computer or controller) owns the latest data.

UTF 8 protocol : This option is only relevant when using 2Smart panels. This authorizes to send to the controller and the 2Smart panel special characters as Æ, Ø, å, æ, ø for example.

Without this option, those special characters aren't managed.

Enable / disable type of credential

Ipassan manages many types of credential. It could be different generations of FDI keys 125Khz, 13.56Mhz Mifare or Mifare+. Ipassan manages also access codes, car plate number or BLE access for example. When wiegand readers are used, those credential types could be only decimal or hexadecimal.

Plate number : With integrated camera or OCR (optical character recognition), Ipassan manages the access of the cars and users through the plate number.

In this case, it isn't a wiegand conversion. The plate number is read and sent to the controller with full letters and digits. If the car isn't authorized, the events report "AG891CX" / access denied / out of validity for example.

In March 2020, two integrations are managed

- ITC237 Dahua camera for Australian market (European firmware of the camera not compatible)
- Innova OCR software (installed on a computer or built in in an Axis camera)

BLE : since the 1.07 ipassan manager release (and fv1071 firmware for the controller), Ipassan manage BLE access through IOS or android mobile.

The mobiles are used as prox or remote keys depend of number of credits.

This management requires an account on the partner.fdimatelec.com portal where the credits for those virtual credentials are delivered.


2.2 Features

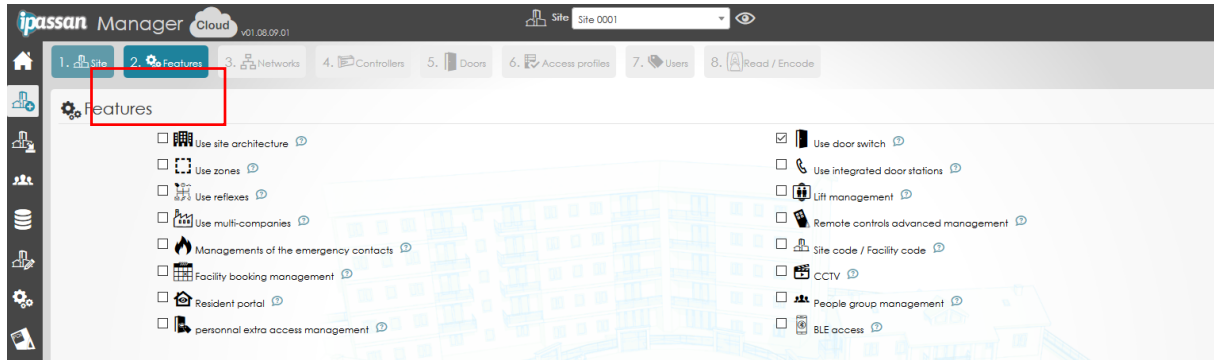
In the second step, features needed for this site have to be ticked. The software is designed to be easy to use but offers advanced features.

When the manager doesn't need counting zone, lift management or just door contacts, the software will not display those settings.

if later, door contacts are used, it's possible to tick the box and discover the tab in the door menu.



Each question mark  shows up a message to give an extended description of associated words



Detail :

- ⇒ Use site architecture (see chapter **Notion of architecture** :)
- ⇒ Use door switches
The door contacts (or door switches) are built in the controller. A door contact is used to detect a door left open, a forced door, etc
- ⇒ Use zones
The zones allow the counting and / or the anti pass back features. On Ipassan system, it is possible to count globally, by access profile, by user, by company.
- ⇒ Use integrate door phone system
Ipassan manages two types of integration.
Integration of 2Smart door station (2Voice panels by FDI Matelec)
integration of 2Voice bus through a 2Voice interface. In this second option, the call modules are from Urmet Italy
- ⇒ Use reflexes
A reflex is a link between a condition and a process. For instance, a relay is activated when a door is forced until a valid key is present to a specific reader.
- ⇒ Use lift
This option authorises the lift management (up to 110 floors per lift car).
Note, when the lift feature is ticked, the architecture feature is automatically ticked because the lift management requires it. (see chapter **Notion of architecture** :)
- ⇒ Companies management
The software is designed to manage operators which cannot see the doors, access profiles, keys or events of other operators.
Different companies use the same building for example, the administrator of Ipassan site see and manage all settings and all keys, access profiles, etc but the operator of the company A see only what he is authorized to. Operator of the company B, see his door, keys, events.
When this building owns a common door or lift, each operator see this door.
The multi companies feature is useful for business and commercial buildings but could be used also for residential jobs where there are, for example, a property manager for some floors + social housing for some other floors. It could be a car park used by different manager, etc
- ⇒ Advanced management of the remote
The system manages 4 push button remotes. In standard mode, we choose for each door one or several push button. With the advanced mode, this choice is made for each user.
For example, all users will open an entrance barrier with the first push button and an exit barrier with the second push button.

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In the advanced mode, a user 1 uses push button 1 and 2, but user 2 uses push buttons 1 and 4 for the same doors.

⇒ Emergency mode

This feature is used with fire alarm system. All time an input is activated, all time the selected door(s) are forced open.

⇒ Site code / facility codes

This option is usefull when a site requires a particular code per block for example

⇒ Facility, booking management

Ipassan manager offers the possibility to manage assets or facilities in the site. Those assets are created in the software so the operators are able to book those assets for themselves, residents or visitors.

An example of asset is a tennis court, a meeting room or a car park for visitors.

⇒ CCTV

Ipassan manager is compatible with the Rtsp (real time streaming protocol). Some cameras are linked in the software to doors, inputs, outputs, etc so the streaming is displayed in live when an event occurs on the linked door, input, etc,

The main benefit is the playback as the software is able to display the video just by clicking on the event when a door has been forced for example.

This is possible because the time & date of both controllers and NVR are synchronised by the same ntp (network time protocol) server. So when the door is forced at 5h01:02, the computer is asking to right NVR, right camera the streaming beginning at 5h00:32 to 5h01:32 (This is settable)

⇒ Resident portal

this option is linked to the facilities booking as it is an extra option. Through a light Ipassan portal, the residents have access to the booking of the tennis court for example. They could book a car spot for their visitors.

This resident portal (<http://residents-portal.ipassan.com/?login>) is designed to be used on a 7" screen, it could be their door phone monitors.

⇒ People group management

The software manages three different views.

Classic => Users and keys are sorted by access profiles

Architecture => Users and keys are sorted by blocks, floors and appartments

Group of keys => keys are sorted by groups. A group could be a department of a company.

Note, all three options could be used in the same time.

⇒ Personal extra access management

With this box ticked, the operator directly adds door(s) to a user. It isn't compulsory to create specific access profiles.

⇒ BLE

This option gives the possibility to link the Ipassan site to the partner account so to provide to users virtual credentials.

The users download K-app from Apple or Android store then receive their authorisations through a notifications.

The building manager manages the mobile access through their phone numbers.

2.3 Network

The software is multi network. Those networks could be TCP/Ip, RS485 or mixt of both.

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What is an Ip network ?

A tcp/ip network contains up to 64 controllers which are communicating together.

When a site requires more than 64 controllers, a second network has to be created.

from a software point of view, several network could be managed.

What is a Rs485 network ?

A RS485 network authorizes 32 controllers on 1km. The first controller of the network communicates with the server through Ip or Usb.

What is a mixt network ?

It is a network which contain Ip and rs485 network.

Important, starting from the server, the network could only be Tcp/ip then Rs485. After a rs485 bus, it's not possible to becomes again a tcp/ip network.

An example of a mixt network is a tcp/ip network between buildings and some rs485 network from the basement of each building to the tops for the lift controllers.

Name	Server connection	Type	Number of controllers	Actions
Network 0001	IP	RS485	4	[Search] [Edit] [Delete]

Enter the number of network and the number of controllers per network then click on Next or click on magnifying glass if the server is already connected to the controllers.

In this case, the server searches on the network (or usb plug) the controller.

This option is helpful because it discovers the controllers, the option cards and the expanders.

2.4 Architecture

Block	Nb. of entrance	Nb. of floors
Block 0001	0	12
Floor 0001		Nb. of apartments or offices: 0
Floor 0002		Nb. of apartments or offices: 0

Notion of architecture :

The software is able to manage buildings, floors, apartments or offices. This notion of architecture is useful, later in the management, to sort devices or users per building, floor, etc

This architecture is optional when the system manages only door access control but is required when lifts access control is used.

This explain why, when you ticked lift management in features, Use architecture is also ticked.

One benefit of this system is the user friendly side. The operator easily finds the users, keys, etc in the software rather than searching in a long list of keys.

The second benefit is the keys are authorized to floors. If a building has 4 lifts, when the operator authorizes the user to a floors, it does in the same time for the 4 lifts.

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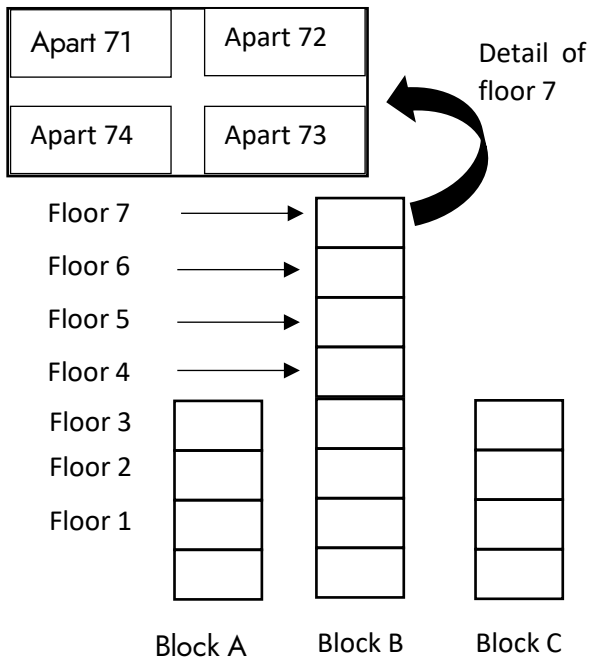
Use :

The first view bellow shows a sort by access profile.

The second one shows a sort by architecture.

Both views are available at any time. An icon on top of the treeview (left frame) is designed to switch from one view to the second one.

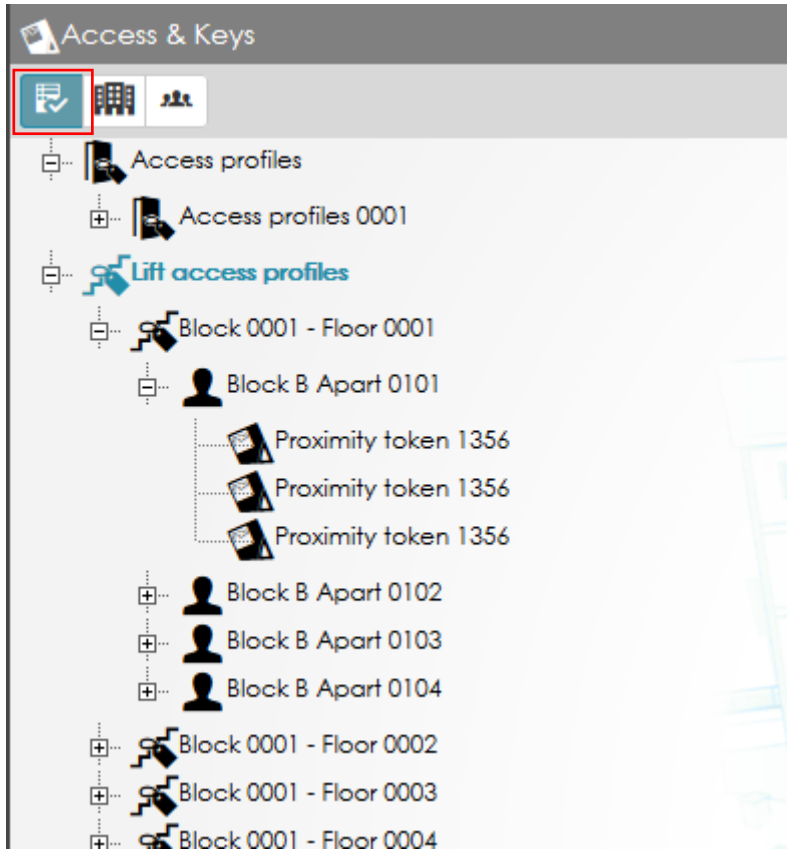
Example, a site contains three buildings. The B one has 7 floors and this 7nd floor has 4 apartments 71 to 74.



Classic view (by access profile)

The users and keys are sort by door and floor access profiles.

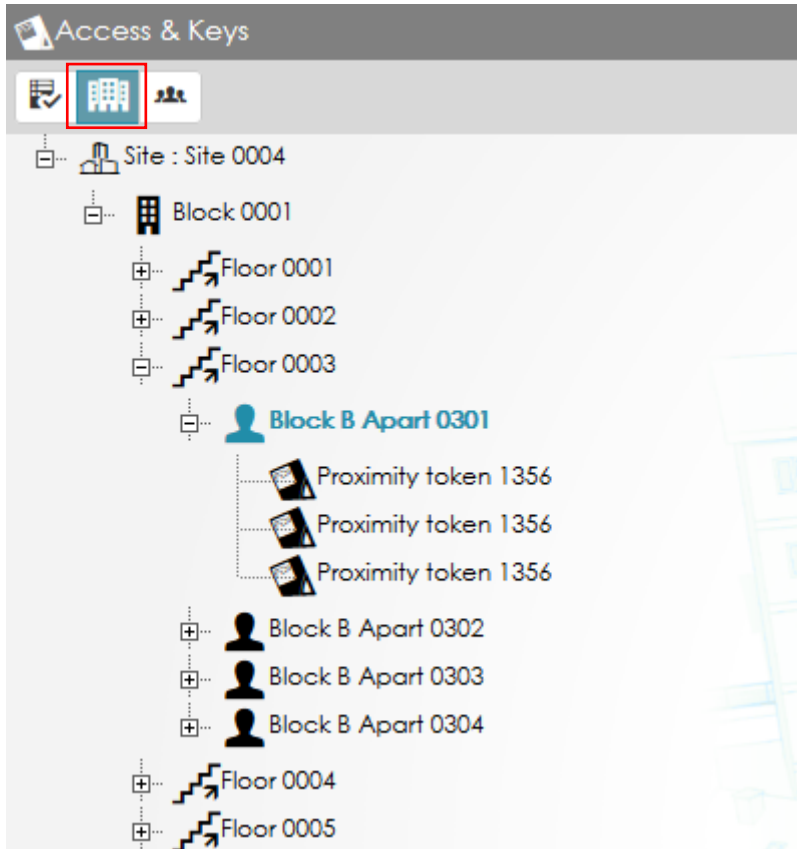
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View by architecture

In this view, users and their keys are sort by building, floor, apartment.

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In the architecture tab, enter the number of main entrance. Those entrances are doors or barriers outside of the buildings. Doors inside the buildings are settable in a new step.

This option is not compulsory but is useful is later, you want to sort doors by building, parking, area, etc

Number of entrance

The number of building is required as soon as lift management is used in the software. When operator gives access to a user for block B floor 5, the software translates to a list of relays even if several lifts are available for this floor.

Number of block

Entre the number of floor.

The field office or apartment is not compulsory. It could help later to sort user and keys.

For example, in an office building, 5 companies uses the same floor, but all use the same door and lift access profiles.

Without notion of office, all users are in the same access profiles. With offices, users are sorted by offices (companies).

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2.5 Controllers

At this step, enter the number of controllers and the options / expanders they manage. The number of door and/or lift per controller has also to be entered.

In the previous window, enter the fields as describe below :

Name of the controller : It is a text including the location for example.

Controller number : it is the number beginning by 24C1xxxx. It is printed on a sticker on the controller and also on the box.

Note, this number includes :

24C11 common part

AF100D60 end of the mac address. (the 4 first digit are 00 0E). This one, for example has the following mac address 00 0E AF 10 0D 60

C973 Checksum

Expansion card : A controller is able to manage an expansion card (12 inputs / 12 outputs or extra doors)

RS485 expanders : Each controller manages a maximum of 10 expanders. Each RS485 expanders could be a 10 inputs or 10 outputs and is able to receive an extra expansion card (12 inputs or 12 outputs)

Doors : Enter the number of doors each controller manages.

Note, a controller manage 6 doors or lifts at maximum.

Lifts : Enter the number of lift, each controller manages.

Note, a controller manage 6 doors or lifts at maximum.

2.6 Doors

In the following view, enter each door of the system.

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1. Site	2. Features	3. Networks	4. Architecture	5. Controllers	6. Doors	7. Lifts	8. Zones	9. Access profiles	10. Tokens	11. Read / Encode
+ Groups of doors										
Doors of Controller 0001										
Door name	Position	Location	Door release time	Time profile	Actions					
Barrier In	1		5 sec	None						
Barrier out	2		5 sec	None						
Block A main entrance	3		5 sec	None						

Extra settings :

- If architecture is used on this site, select the location through the pen.
- Entre a different door delay if needed (5 secs by default)
- Eventually, select a door time profile. A door time has three behavior
 - o Free access, the door is unlock
 - o Forbidden, no access even if a valid card is presented to the reader
 - o Normal, a valid card has to be present to open the door

2.7 Door stations

Two integrations are available in Ipassan. The first one is by using interfaces on the 2Voice bus. The call modules are the ones from Urmet Italy and the FDI interface listens the message on the 2Voice bus. The second integration is the use of FDI Matelec door stations. Those ones are connected to the 2Smart bus of the Ipassan controller then are full controlled by Ipassan manager. The operator of the software manages the names, call numbers or handset numbers in the same way he manages the keys.

2.7.1 2Voice integration through interface

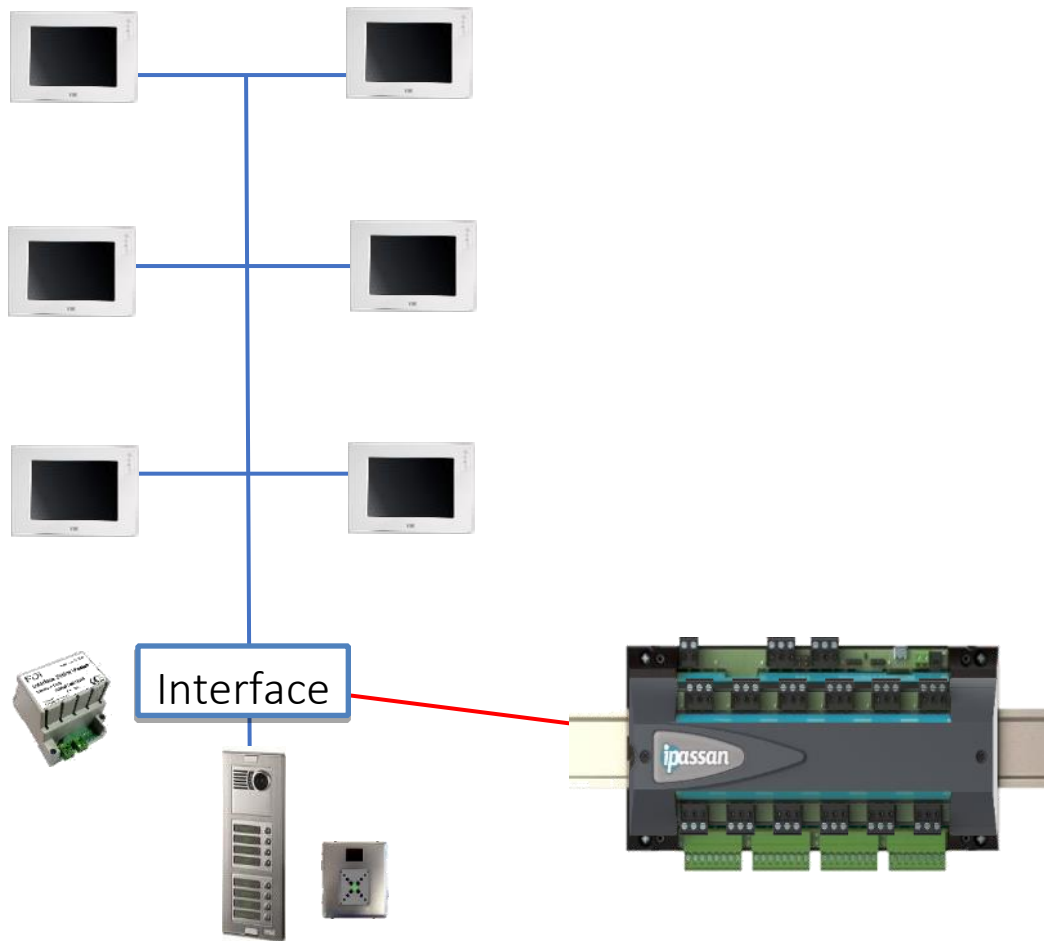
2.7.1.1 Overview

One interface manages up to 4 call modules. One controller manages also up to 4 call modules but the limit of call modules per controller is still 4.

This means if the four call modules are on the same installation, one interface is enough, but in case there are four call modules on four different installation but managed by the same controller, it is necessary to connect 4 interfaces (one per installation)

The interface manages a one way communication from 2Voice to Ipassan. The 2Voice interface constantly listens to the 2Voice bus but doesn't send any data to the bus. It can be considered as a sniffer.

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The benefits of this integration are multiple:

- Manage the doorphone system events such as who opened the door and when
- Improve the security by using the controller relay instead of the call module one to activate the lock. As the relay is inside the building, it is more secure than the call module relay
- Create a high level interface between the doorphone system and the access control which can already manage the lifts, in other words manage an easier integration between the doorphone and the lift.

This integration avoids to use the 2Voice special decoders.

Note: this last feature requires an activation card (ref FD-050-096)

A) How it works ?

Call modules and apartments are created in the “**ipassan Manager**” software. The configuration must match the installation wiring layout.

When a visitor calls a resident from an Urmet call module, the 2Voice interface sends the number to the controller as well as the type of call module and the handset number together with the type of event (call in progress, Push button 1 pressed, door open, etc).

ipassan displays in the event list the right apartment name as entered in the software.

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In second option, the lock push button of the handsets is set to open a door of the same controller, so when the 2Voice interface sends the event “push button 0” to the controller, the right relay of Ipassan is activated.

In this case, the door is wired on the controller, not on the call module.

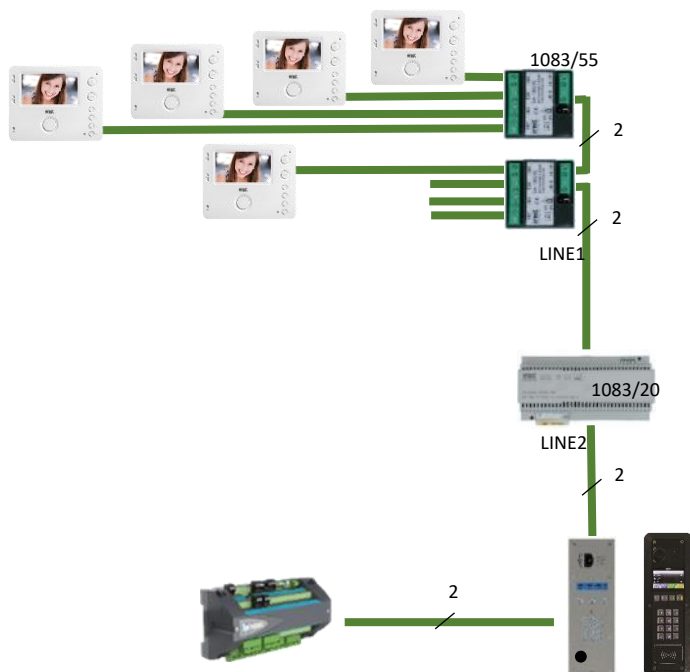
In third option, lift and floor are set for each apartment so when the resident opens the door for the visitor, Ipassan authorises also the right lift and right floor for the visitor. This lift management requires an activation card (ref FD-050-096).

Without this last feature, 2Voice special decoders would be required (at least, one per floor).

2.7.2 2Voice integration through 2Smart panels

A) Overview

Synoptic



By using the 2Smart panels, you will get the following benefits:

- Manage door and lift access control plus intercom system from one software.
- Manage events from the same software
- Simplify the wiring as the controller relay is used for both access (reader and intercom calls)
- Improvement of the security as the door relay is inside the building
- Create a high level interface between the 2Voice system and the access control which can already manage the lifts, in other words manage an easier integration between the door phone system and the lift.

You don't need to use the 2Voice special decoder when you install the 2Smart panel

In term of wiring, the installation of the 2Smart panels is similar to the others 2Voice system

They can be set as main, secondary (0) or secondary (1).

A 2Voice installation can be a mix of 2Smart panels and Urmet panels.

The power supply of the 2Smart panel is provided by the 2Voice bus, so the wiring is very easy. Only 4 wires:

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- 2 for 2Voice Bus
- 2 for 2Smart connection with the controller

The number of 2Smart panels in an installation is limited by the 2Voice system:

- Up to 16 main panels
- Up to 2 secondary panels per riser

The main advantages of those panels are:

- DDA compliance
 - o Braille keypad
 - o Voice message (not available in the fv1002 firmware)
 - o Large display
 - o BLE for hearing impaired loop
- Call number
 - o Up to 8 characters
 - o Could be:
 - Digits
 - Letters
 - Special characters
 - o B2-12 for example

B) How it works ?

Call modules and apartments are created and managed in the software. The setting of the door stations in the software must match the setting of the 1083/50.

When a visitor calls a resident from the 2Smart panel, it sends to the controller the handset number together with the type of event (call in progress, Push button 1 pressed, door open, etc).

Ipassan displays, in the event window, the right apartment name as entered in the software.

Second advantage: the lock push button of the handsets is set to open a door of the controller, so when the 2Smart panel sends the event "push button 0" to the controller, the right relay of Ipassan is activated. There is no need to connect two dry contacts (door phone + access control) in parallel.

Third advantage: lift and floor are set for each apartment so when the resident opens the door to the visitor, Ipassan authorises also the right lift and right floor for the visitor.

Up to four lifts could be linked to the same door phone installation as we don't know which lift will be sent to the ground floor when the building owns more than one.

2.7.3 Setting

The type of integration must have been set previously. See below.

The second option is the choice to manage the call and handset number per apartment or per user.

Both options are possible, the choice depends of the way the manager will assign handset and call number to users.

The "apartment" choice has to be chosen when the manager wants to display "Apart 001", "Apart 002", etc on the door stations. In this case, the manager could change the names of the keys without changing the name of the apartment.

With the choice "per user", when the manager changes the user from "Bond" to "Blair", he updates the key and the directory of all the door stations in the same time.

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With this second option, it is possible to display several names for the same handset. As an example, “Concierge” and “Tigana” are the same handset, but “Concierge” is displayed only on day period.

At the door integration step of the site wizard, enter the type of call module and location. The number is automatically generated by the software.

Type of call module

- Main : the call module is able to call any risers
- Secondary (0) or (1) :the call module calls only the selected riser

Note, the type of call module must match the wiring of the 1083/50, 1083/75, 1083/76

Location: the architecture (blocks, floors, apartments) of the site have to be set at the previous step of the site wizard.

As an example, a site contains five blocks all independent for the door phone. Each block has one riser and one door station.

In this case, there must exist 5 blocks in the software and 5 door stations (1 per block)

If those 5 blocks are linked through main door station(s) from which it is possible to call all blocks then it will be one block and 5 risers in Ipassan manager.

Of course, each riser has a different riser number. This riser number in the software must match the 1083/50 setting.

The position (second column) is the slot where is connected the two wires of the 2smart panel. This matches the position of the door set in the previous step of the site wizard.

Name of the panel	Position	Model	Type	Number	Risers	Actions
Main door	1	2Voice panel	Main	0	Block 0001	[edit] [delete]
Block A door station	2	2Voice panel	Secondary(0)	0	Block 0001	[edit] [delete]
Doorphones of Controller 0002						
Name of the panel	Position	Model	Type	Number	Risers	Actions
Back door	1	2Voice panel	Main	1	Block 0001	[edit] [delete]
Block B door station	2	2Voice panel	Main	4	Block 0001	[edit] [delete]

2.8 Lift

The lift management in Ipassan could be low level (dry contacts) or could be high level. Most often of the time, a high level integration uses tcp/ip connection between Ipassan manager or controllers and the lift server or controllers.

Only the conventional lifts could be set in the site wizard. For high level integration, the setting has to be done in Settings and parameters / lift.

The following paragraphs are given as information.

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2.8.1 Low level integration

The readers are in the lift car. The user swipes their card to the reader then press an authorized floor. Ipassan provides to the lift one dry contact per floor. If a building contains 18 floors and two lifts, Ipassan provides 36 dry contacts through the 22 outputs expanders for example.

2.8.2 Kone COP (car operating panel)

For the users, the way it works is the same than the low level (see above). But when an 80 floors building owns 10 lifts, this would need 800 relays from Ipassan expanders to connect to lift.

Ipassan integrates Kone KGC (Kone group controller) so both systems communicate through tcp/ip. The expanders and dry contacts aren't required.

This high level integration requires an activation card **FD-xxx-xxx**

2.8.3 Kone DOP (destination operating panel)

On each floor of the building, there are Kone destination panels. The users swipe their cards on this panel then press the selected floor. If they are authorized, the panel tells them which lift to use.

Basically, the lift management is more efficient as all users which are going to the same floor at the same time will use the same lift car.

The integration is software to software. Ipassan manager reads from Kone access, the names of the floor access profiles then the Ipassan manager operator assigns one or several floor access profiles to a user/key.

The controllers are not involved in this development.

2.8.3.1 Doorphone integration

The lift management in Ipassan manager concerns the users who own a key but also the visitors who call a resident through the door phone system.

As Ipassan also integrates lift management, the integration is full between the door phone, the access control and the lift.

There are several options to activate only the right floor to those visitors. The first one is a low level integration. Through Ipassan inputs, the door phone system provides one dry contact per floor.

In Ipassan, this input is linked to one block / one floor and up to 4 lifts.

When the resident authorises the visitor to enter, the door phone activates the right relay (right floor).

Ipassan activates the authorised floor for the lift(s) for the programmed time.

Note, Ipassan manages two floor release times. The first one (5 secs by default) is the one used when a user swipe and is authorised to floors.

The second floor release time is the one for the visitor. By default, it is 180 secs so when the resident authorises the visitor, he has 180 secs to open the door, comes in the lobby, call the lift to the ground floor, enter in the lift and press the authorised push button.

Of course, both release times could be adjusted.

Ipassan manages also a high level integration with 2Voice door phone system. So the dry contacts between the intercoms and the Ipassan controllers aren't required. The communication is done through the 2Voice interface or 2smart panels.

As the Ipassan system knows where the handsets are (blocks and floors), Ipassan knows which lift and floor have to be authorised to the visitor.

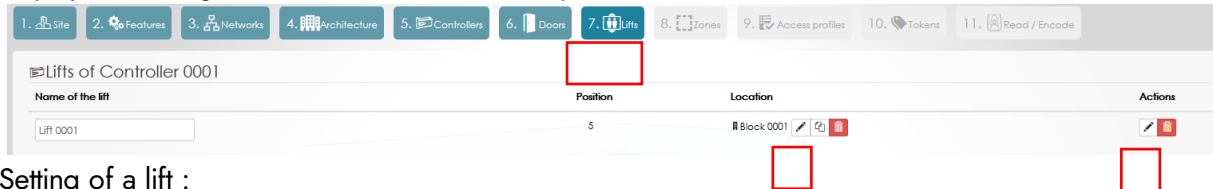
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When lift have been added at the previous step, the software had automatically done the following operations :

- Link the lift to the buildings
- Choose an available reader for the lift cars
- Choose the relays of the expansion card / expanders for the floors

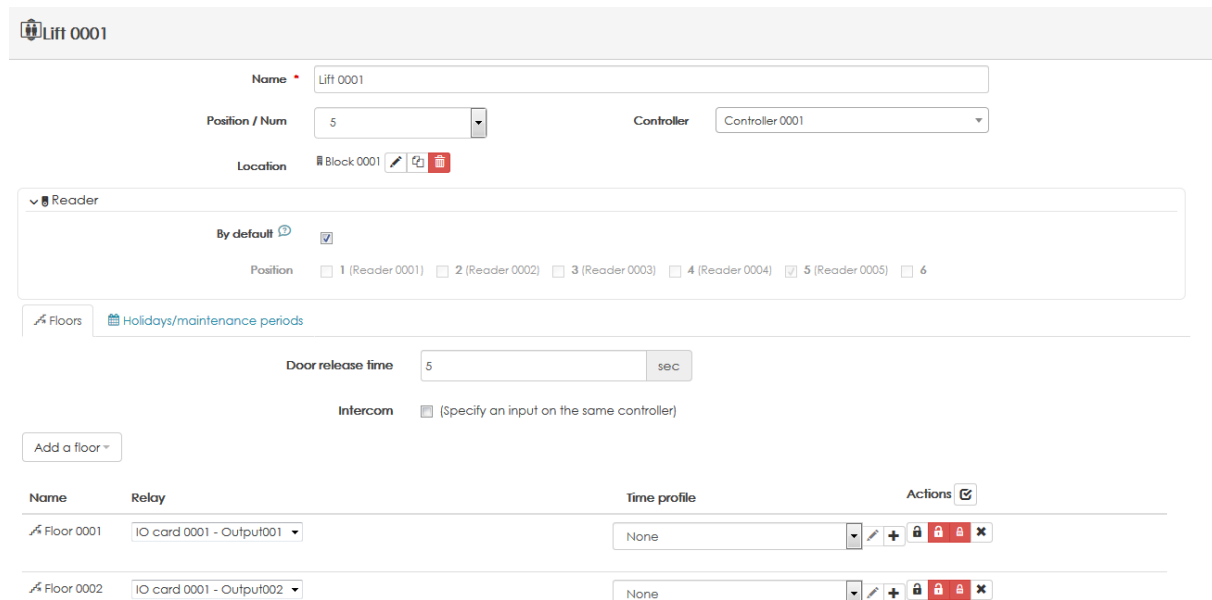
To modify those lifts, use the pen under Building to change the location or the pen under Actions to display the setting of the lift (second screen capture)



Setting of a lift :

In the following view, it is possible to modify those settings :

- Add a second reader : when a lift car is equipped of two readers, they could be added by unticking « By default » then ticking the readers.
- Activation time : the system offers two different activation times. When a valid key is present to the reader, the relay is activating for some seconds but when the authorization for the floor comes from the intercom system, this delay is in min.
- Eventually, affect a floor time profile to each floor. A floor time profile manages three behaviors.
 - o Free access : the push button of the floor is authorized. No need of a key
 - o Forbidden : even a valid key is not authorized to the floor
 - o Normal : a valid key is compulsory to go to the floor



Door phone integration through dry contacts

The below example shows how a door phone is managed in Ipassan manager. One dry contact per floor is linked to one floor.

The same dry contact could be linked in the software up to 4 lifts.

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Door stations: Dry contact

Floor release time from handset: 180 sec

Add a floor

Name	Relay	Time profiles	Door station activation	Actions
Floor 01	Lift floor 01	None	Doorphone floor 01	[Lock] [Unlock] [X]
Floor 02	Lift floor 02	None	Doorphone floor 02	[Lock] [Unlock] [X]
Floor 03	Lift floor 03	None	Doorphone floor 03	[Lock] [Unlock] [X]
Floor 04	Lift floor 04	None	Doorphone floor 04	[Lock] [Unlock] [X]

High level door phone integration

As the apartment details (name, call number, handset number, block and floor) are already entered in the system, it is only necessary to tick "smart link with the panel". The controllers know where is the called handset and which lift(s) and floor have to be authorized for the visitor.

Door stations: Smart link with the panel

Floor release time from handset: 180 sec

Add a floor

Name	Relay	Time profiles	Actions
Floor 01	Lift floor 01	None	[Lock] [Unlock] [X]
Floor 02	Lift floor 02	None	[Lock] [Unlock] [X]
Floor 03	Lift floor 03	None	[Lock] [Unlock] [X]

Note, the high level integration between the 2Voice door phone system and the lift through Ipassan is free when using 2Smart panels but requires an activation card when combined with the 2Voice interface.

2.9 Zones

The Ipassan system is able to manage counting and / or anti pass back zones. The following window is available when « Use the zone » has been ticked in the site property.

Good to know,

A counting zone is useful to

- Know the number of car, of user in an area
- Limit the number of car, user, etc
- Know where is a user, car, etc

Some advanced features are available to make the counting reliable.

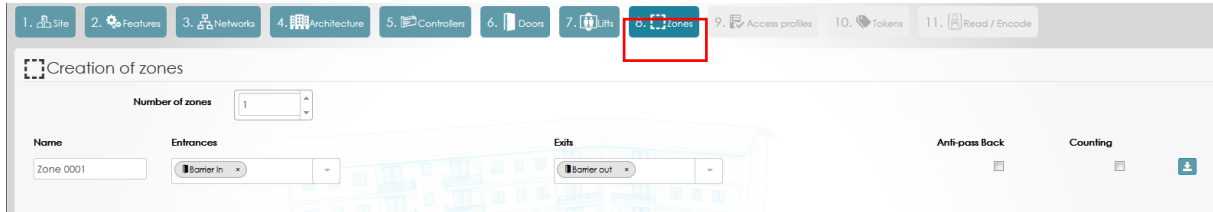
- Confirmation of passage : Ipassan allows to use the door contact as a confirmation of passage. It could be an infra-red barrier on a gate or a dry contact provided by a turnstile.

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- The anti pass back could be added to the counting so a user A can't enter then present its card to a user B.
note, it is possible to use apb without counting

In the following window, enter the number of zone(s) then for each one, select the readers (In and Out) Tick, if necessary, the options anti pass back and counting.



See more information in Equipment & Settings / Zones

2.10 Access profiles

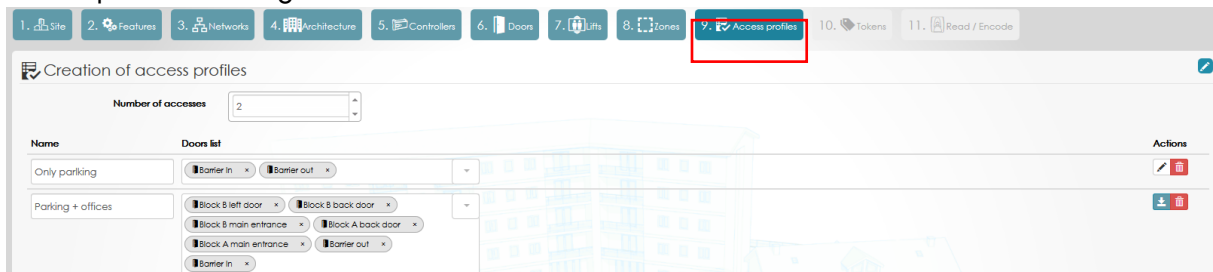
The system works with access profiles. An access profile is a list of authorised doors or authorised floors.

Note, a user has four different access profiles

- A permanent door access profile
- A permanent lift access profile
- A temporary door access profile
- A temporary lift access profile

A temporary access profile is a list of authorised doors or floors that a user could use from a beginning date to an end date.

When a user must have access to the offices and the workshop, the operator has to create an extra access profile including doors of both zones.



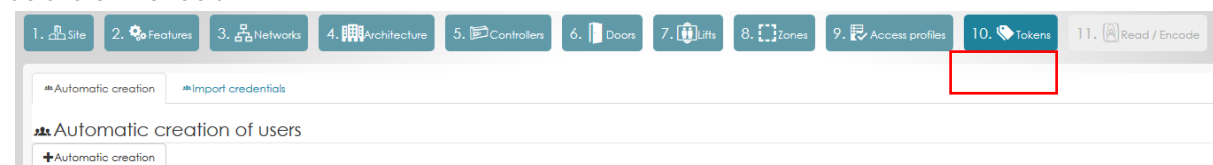
2.11 Keys

The wizard allows to automatically create users, keys, key code, etc

The tool manages different additions. For example, 20 users for a first access profile then 15 for a second one, etc

Those additions are applied to site, building, floor, access profiles or group of people.

Click on Automatic creation on the following screen capture. The second screen capture shows the details of the tool.



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In the following window, enter the number of user to create (access, Building, Floor, etc...)
Then select the access profile, building, floor, etc...

In the part « User Description » you can enter a name and refers to the creation file to manage the automatic creation.

The following example shows how to create 10 users with 1 remote with the access profile « Only parking » and named: "Parking 001", "Parking 002", etc

The second example below shows how to create 6 people (or apartment) per floor for the Block C with the following characteristics:

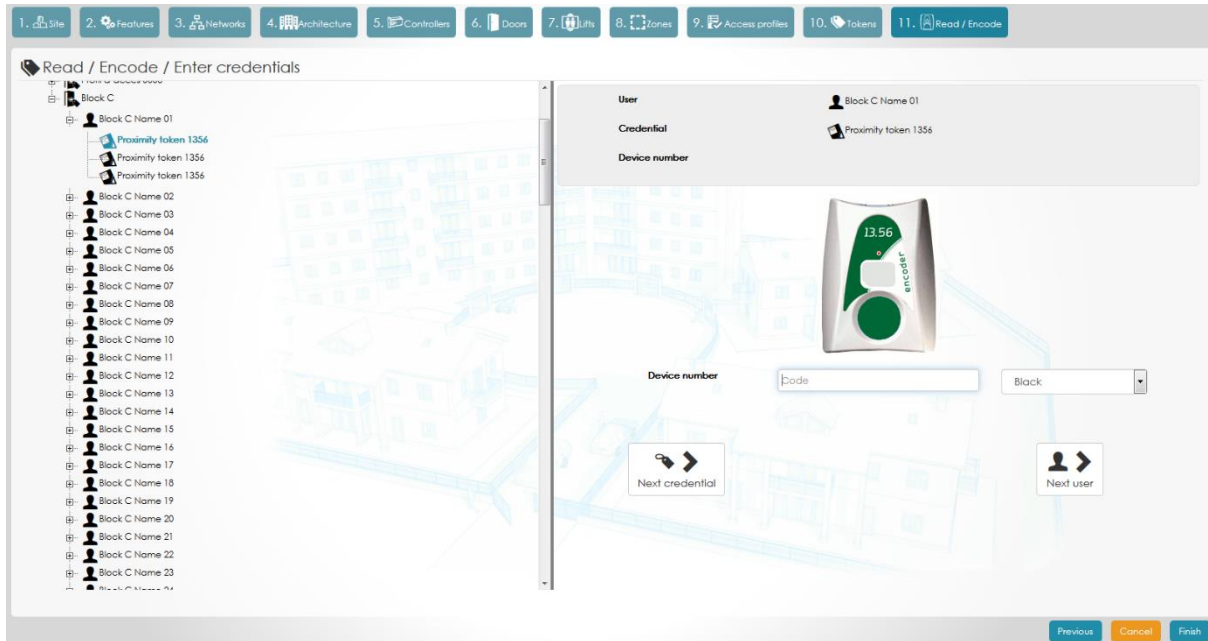
- They all have the access profile « Block C »
- The 6 people of the 1st floor have the floor access « Floor 1 » which will be automatically created
- The 6 people of the 2nd floor have the floor access « Floor 2 » which will be automatically created

2.12 Read / encode

At the final step, the smart wizard will propose you to read the serial number of the credential with the table reader for the designated user which has been automatically created.

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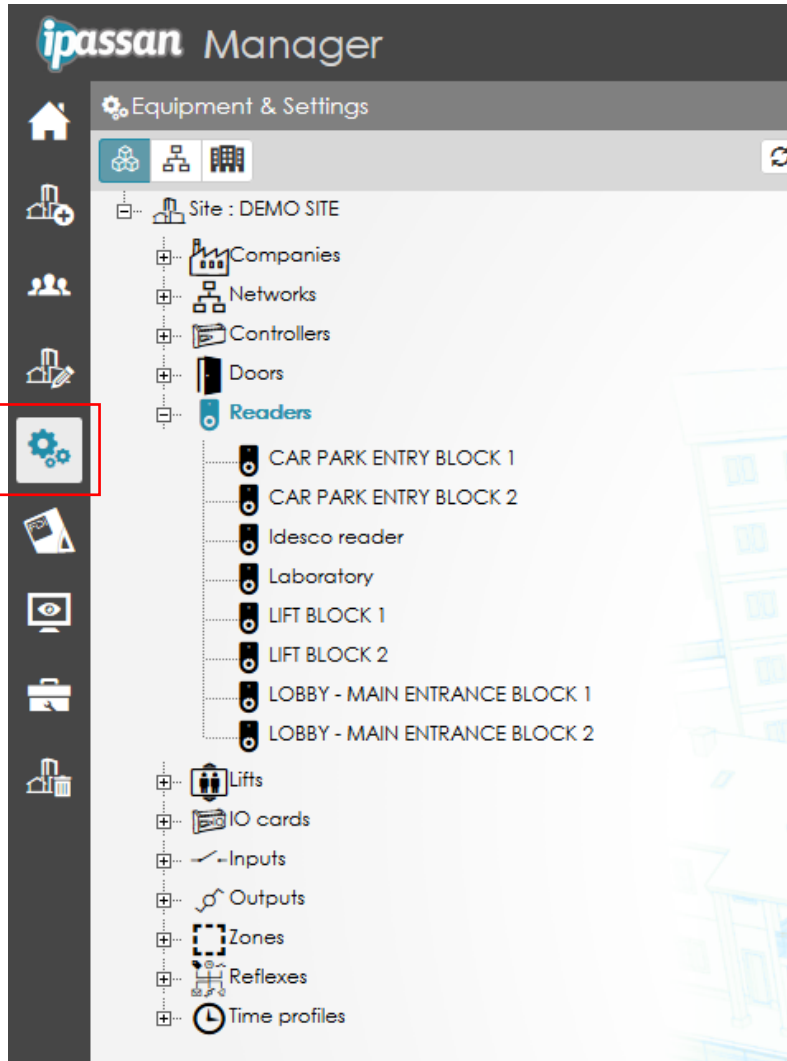
On the right hand side of the screen, you will see the user for whom you are programming the credential. The left part of the screen will give you the opportunity to pass directly to another profile, group, user...

When a credential is programmed the software goes directly to the next user. No extra action is necessary between each key programming.

3 Settings & parameters

You can modify all the parameters by clicking on the button representing on the screen shot below.

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3.1 Companies

This feature is sometimes called “management unit” or “database partitioning”. Depending of his access rights, the operator of the software is only able to see and manage its doors, readers, lifts, etc

Another operator manages its doors, lifts, access profiles, etc

Any door, lift, access profile, etc could be used by different companies. Only the operators with an admin right sees everything on the site.

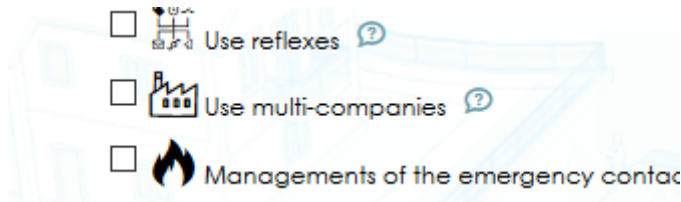
This feature is designed for a building where different companies use different floors for example. Some doors, gates or lift are used by all the companies, but some other doors are private.

It could be used also for a car park where different operators manage their own keys or in a residential building where some floors are managed by a property manager but some other floors by a social housing company.

3.1.1 Activation of the feature

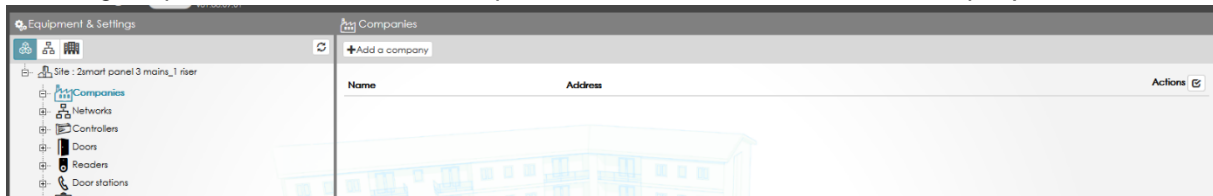
By default, this feature isn't available and needs to be ticked in the site settings / features

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3.1.2 Create companies

In settings & parameters, select the Companies choice then click on Add a company



Repeat the same process for all the companies.

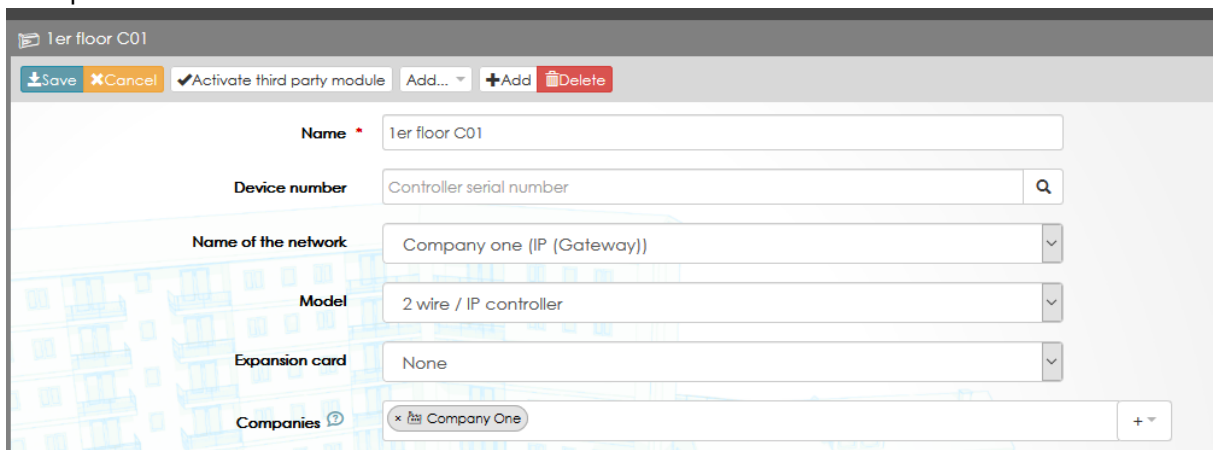
Note, it could be different departments of a company or different operators profiles.

3.1.3 Assign companies to hardware

Each hardware of the site could be restricted to one or more companies. The company choice is available for :

- Controller
- Door
- Reader
- Lift
- Expander, inputs, outputs
- Time profiles (relay, keys, etc)
- Reflexes
- Zones (apb or counting)

Example of a controller



Example of a door

In the following example, the “car park entrance” door is seen by all 4 companies. This means the operators of each company will be authorized to manage access profiles using this door.

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In this second example (see below), only the operator of the company three will be able to manage this door.

3.1.4 Assign companies to access profiles

After the companies have been assigned to hardware, create access profiles and for each one, select one or more companies.

Example of a door access profile.

In the following example, the “Company two master access” profile will be available only by operators of this company two.

Other operators which haven’t this company or haven’t administrator rights couldn’t see nor use this access profile.

Example of a user

In the next screen capture, only operators with “company three” rights could see this user and the keys.



Type	Code	Permanent	Status	Actions
Proximity token 1356	63524163	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

3.1.5 Operator group

In Software operators, Add an operator group, enter a name for this group and tick “Multi companies”. See second screen capture.

Name	Type	Multi companies profil	Nb. of users
Administrator	Default	-	2
CONCIERGE	Custom	-	2
Guardian	Default	-	0
Installer	Default	-	9

In the list of available operations, tick the ones the operators will be authorized to use.

Note, the Setting and Parameter options are only available for operators which have higher rights (configurator or administrator for example). When selecting the multicompaines option, the ability to change the controller, door, lift setting is disable.

Click Save



New

Save Cancel

Name * Manager

Type Custom

Multi companies profil

Rights of the group

Function/Sub-function	View	Edit	Add	Delete
General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment & Settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Time profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3.1.6 Creation of operator(s)

Under this group of operators, click on Add an operator as describe [here](#) but add also onr or more companies to this operator.

Manager

Save Cancel +Add an operator +Add Delete

Name * Manager

Type Custom

Multi companies profil

Companies 2smart panel 3 mains_1 riser - Company four

Add a company

3.1.7 Multi companies & Monitoring

As operators have rights for one or several companies and as doors, readers, users and keys belong to one or several companies, the live or saved events doesn't look like the same for operators.

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For the same event (two following screen capture), an operator with full rights on the door, access profile and user see the bellow event.

Date / Hour	Event	Element	Information	Device number	Prio.
2017-01-30 09:29:48	Access by single credential	Les Landes ICS Porte visiteur * FDI Matelec All access	FDI Pécari Sébastien	451790C4	3

An operator with rights on the door and reader but not on the user see the below event. He knows someone was authorized to open the door but doesn't know who.

Date / Hour	Event	Element	Information	Device number	Prio.
2017-01-30 09:27:48	Access by single credential	Les Landes ICS Porte visiteur * ###	###	451790C4	3

Without rights nor on the door nor the user, the operator doesn't see anything.

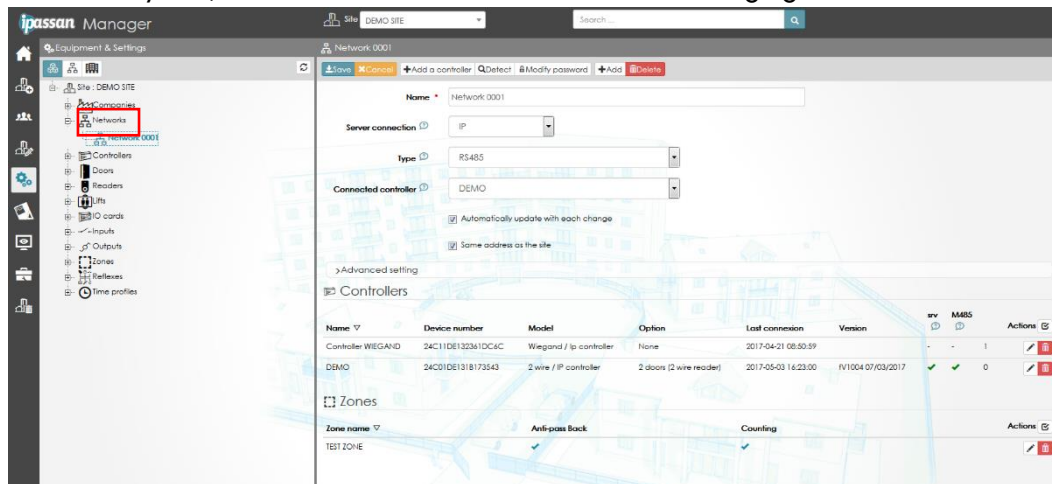
The administrators have all rights so aren't concerned by this filter.

3.2 Network

A network is composed of 64 controllers maximum which will communicate to each other. If you need more than 64 controllers you should create another network.

When 1 site in the software is linked to several sites in different places, we create additional network. For example, a company has several subsidiaries in France and England and a manufacture in a different place, it means that you need to create 3 networks in the software.

For the daily use, the credentials can be added without managing the transfer to one or another network.



We can define a network like this:

Connection: communication between the server and the first controller. The communication could be in TCP/IP or USB. In case of using the USB communication, the communication between the others controllers could be in TCP/IP between them.

Type: "Independent controller" means that each controller asks directly the server. It is the choice by default for an installation on an internal network. "Master/Slave" means that the network is managed through the Internet and one controller is used as a gateway to update the others controllers.

UDP Port: The communication between the controllers use UDP. This port can be modified when the others devices of the network already use it.

You can face this situation when a same physical network has 2 different iPassan networks.

3.3 Controllers

All the controllers of the site appear by clicking on the controller's icon. By selecting a controller in the tree view on the left hand side, a complete detail of the configuration will appear.

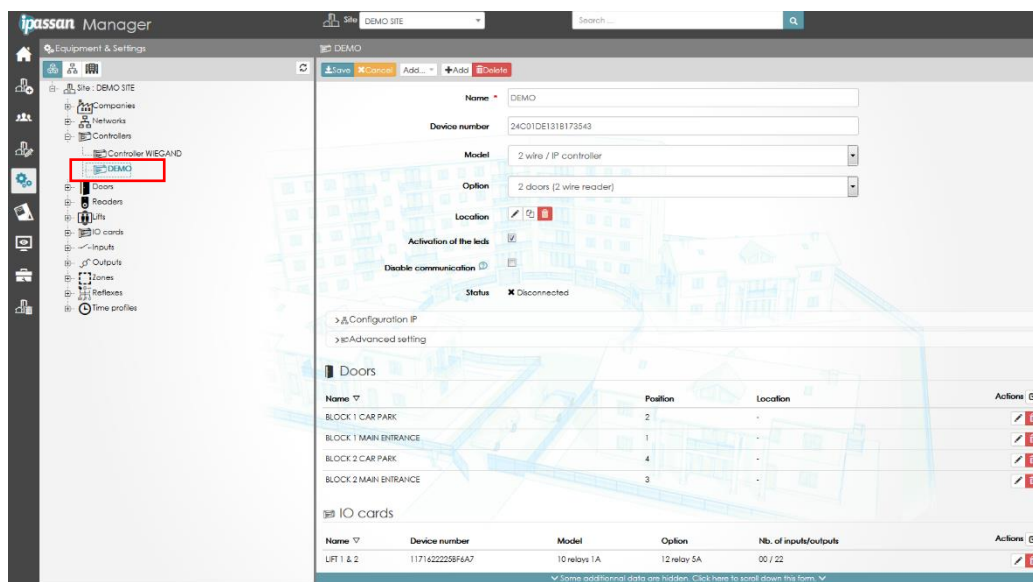
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3.3.1 Basic settings

We can define a controller like this:

- A name with 32 characters
- A material number started with 24C11xxxxxx written on the stickers on the controllers
- A type (no modifications possible)
- A 2 doors option 2 wires or a 4 doors option wiegand / 12 outputs option / 12 inputs option
- Deactivation of the LED
- Deactivation of the communication server / controller. This option is useful when a controller is not in use. The server will not try to communicate with it.
- TCP/IP configuration
 - o DHCP or fix IP
 - o If fix IP: address, mask and gateway
 - o Manual or automatic DNS (domain name server). You should choose one or the other when the controller is managed via ipassan.com for example.
- Advanced configuration: you can plan a daily automatic reboot. In that case you should choose the time of it.



Please note that a tool has been created to modify the configuration of several controllers with only one action.

By clicking on the icon "Controller" on the left hand side of the screen, the controllers appear divided by network on the right. Click on the "Action" button (1) then select the controllers (2) where the TCP/IP configuration must be changed and click on the icon (3).

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Controllers

Name	Device number	Model	Option	Last connexion	Version	svr	M485	Actions
Block A 1st floor		2 wire / IP controller	2 doors (2 wire reader)			-	✓	1
Block A last floor		2 wire / IP controller	2 doors (2 wire reader)			-	✓	2
Block B		2 wire / IP controller	None			-	✓	4
Block C		2 wire / IP controller	None			-	✓	3
Concierge room		Wiegand / Ip controller	None			✓	✓	0

The window below opens:

IP configuration

Mode: DHCP Static IP

IP address: 192.168.1.12

Mask: 255.255.255.0

Gateway: 192.168.1.1

Automatic name server

primary DNS: 8.8.8.8

Secondary DNS: 8.8.8.8

Indicate the first IP address and then follow the indication of the last chapter to choose the others. The software gives a different IP address to each controller but the same mask, gateway and DNS.

3.3.2 Activation card

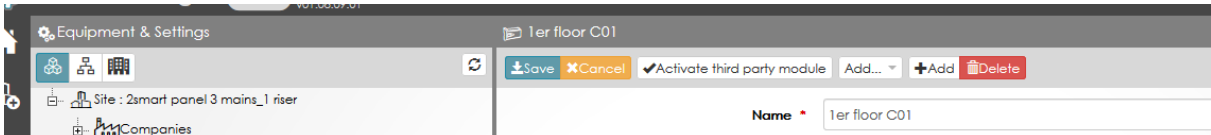
Ipasman manager is free software, nevertheless some extra features require an activation card to be available in the software.

Example of activation cards :

- HLI (high level interface) of ANPR (automatic number plate recognition)
- HLI with lift
- Booking management
- Open reader.

With the last option, all readers of the controller become open. This means they aren't checking the AES encryption of the FDI keys and read any Mifare CSN (card serial number).

An activation card is linked to a controller. Click on the following button on top of the screen.



Note, there are two ways to activate a card : online and offline.

Online :

Using Ipasman.com or a local server connected to internet, choose the first choice "Activate my module card" in the following window.

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✕
Activate third party module

Activate my module card

This card has already been activated. Enter the activation number.

Validate
Cancel

The following window appears.

✕
Activate third party module

Activate my module card

This card has already been activated. Enter the activation number.

Last name *

Phone

Email *

Controller device number *

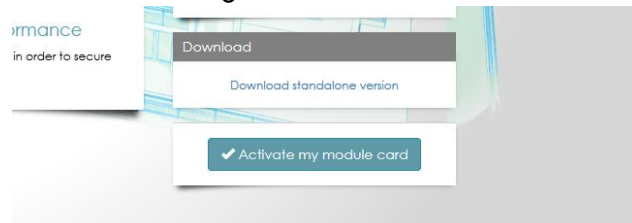
Card number *
This field is required.

Validate
Cancel

Enter the card number (printed on the label) then press validate. That's it.

Offline

The local server isn't connected to internet. From another computer which is connected to internet, open lpassan.com web page then on the following bouton



The following window opens

Enter the details and include the controller id. Press Validate so the website provides you the activation code.

In your **local server**, select the second choice "This card has already been activated . . ." in the following window.

✕
Activate third party module

Activate my module card

This card has already been activated. Enter the activation number.

Validate
Cancel

Enter both card number and activation number (coming from lpassan.com) then press Validate.

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Activate third party module ✕

Activate my module card
 This card has already been activated. Enter the activation number.

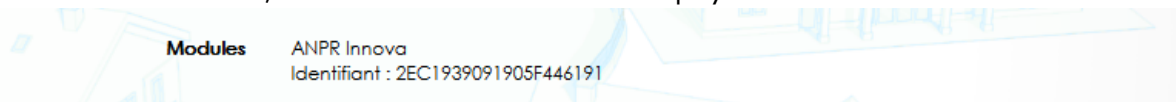
Card number

Activation number ?

Validate
Cancel

3.3.3 How to check the availability of extra features in the controller?

In the controller window, the list of the extra features is displayed as shown below.



The controller is able to manage up to 10 activation cards.

3.4 Doors

From a hardware point of view, a door plug is composed of:

- An input for a reader
- An input for the REX button
- An input for the door contact
- A relay to manage the electrical lock.

In the software, you can modify parameters below:

The name max 32 characters

The localization of the door on the controller and select on which controller. This option is very useful when a door has been declared on a controller but will be managed by another one. In that case the time schedule, door release time or any other information related to the door contact will be also changed automatically without any other manipulation.



*** The type.**

This optional field is added when “Wireless locking device” option is ticked in site’s features list. It offers to specify if this door used a “Wired” (standard) or “Wireless locking device” so the additional field “Lock” to specified which “Wireless device” is attached.

A time profile with free access, forbidden (even a valid credential cannot open the door) and normal access (a valid credential to open the door).

See chapter xxx for the setting of the time profile.

Reverse mode. The relay operates in opposite mode if this box is ticked. So the NO (normally open) contact operates as a NC (normally closed) and vice versa.

With this setting, the installer choose the status of the relay when the psu is off.

Reader: By default, the door 1 is linked to the reader 1 and so on...

You can link 2 reader or more (max 6) on a same door if you need a valid credential to go in and to go out for instance.

Only 1 reader can also be linked to several doors. For example, by swiping a valid credential on a same reader, a user A will open the pedestrian access and a user B the car access.

REX button: By default, the push button works 24/7 but it is possible to set a time profile to limit the using of the push button after a designated time. This functionality can be set to avoid people to go out by one designated door after the working hour, for instance.

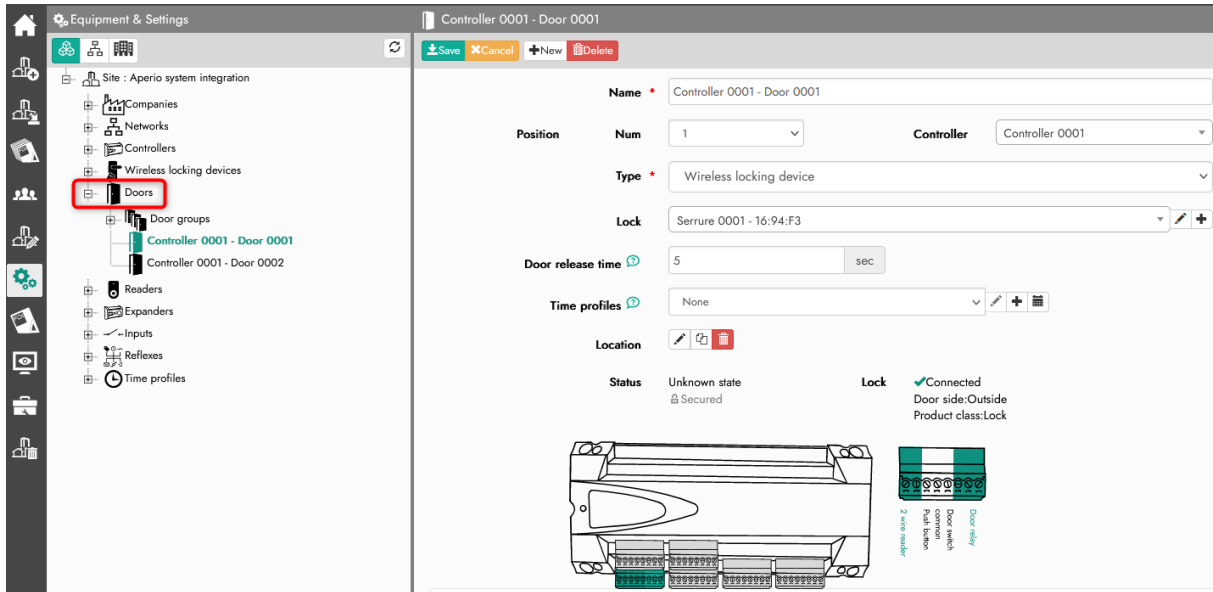
See chapter x.x.y to create a time profile on the REX button.

In advanced mode you can modify the link between the exit push button and the exit of the door. By default, the REX 1 is set to the Door 1, REX 2 => Door 2, etc... but it is possible to linked 2 exit push button for a same door.

Door contact: The door contact input is directly on the controller with no extra devices required. The door contact can be:

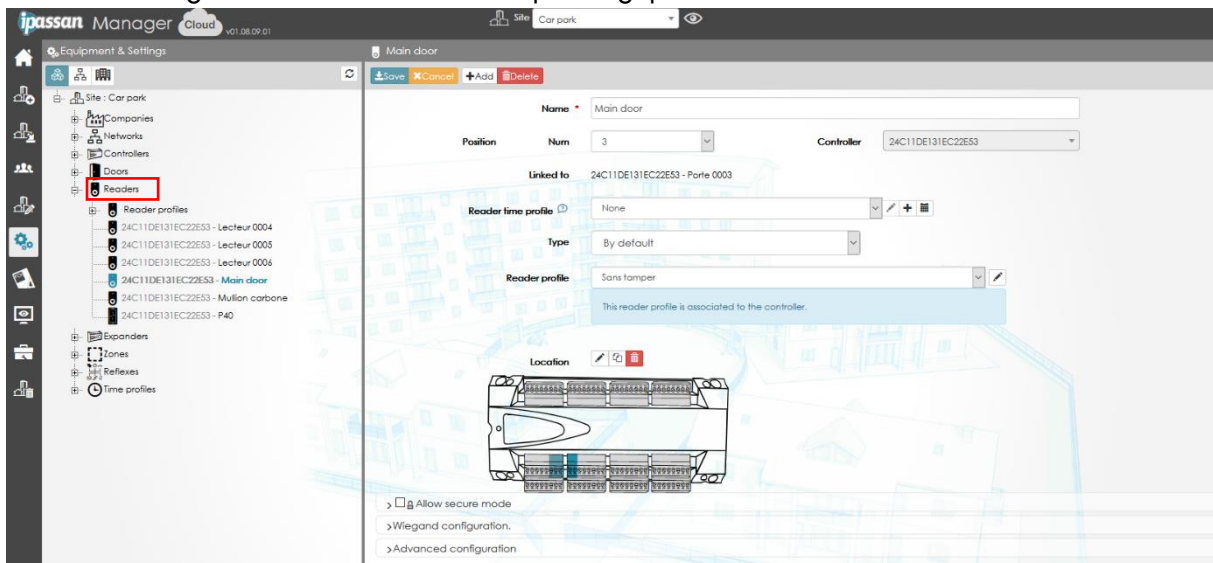
- 2 state input (on/off)
- EOL management input. In that case you should set the value of the end of line resistors
- Remote contact (attached to wireless locks).

You can tick also « monitor the door event » if you want to get the events « Door forced » or « Door open for too long ». Then you should set the time when you consider that the door is open for too long.



3.5 Readers

The readers could be the 2Smart range, the FDI RS485 range or logical readers (LPR for example). It could be wiegand readers with the corresponding lpassan controllers.



3.5.1 Standard settings:

Name: 32 characters maximum

Localisation on the controller and on which controller. This option is used when a reader has been declared on one controller but has to be managed on a different one. In that case, the time profile, the wiegand configuration or any other information regarding the secured mode will be the same.

Reader time profile: The reader manages different behaviors depending of the period of the day or week. See below the different mode.

Secured mode: By default, you just need a valid credential (key, code, finger print...) to open a door. iPassan gives you the opportunity to add a condition depending on the time profile:

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- Double authentication depending on the time profile. A valid card opens the door during the working hour, but you need to swipe your card and type a code after. You can program the time between the presentation of the card and the code (by default 10 seconds).
- Dry contact: for example, to enter in a car park you need a valid credential and the loop has to detect that a car is in front of the barrier to avoid the pedestrian.
- Door contact: to open the door B the door A has to be closed.
- Presence on site of one designated person: for example, in a production site the manager has to be on site if any other person wants to open the door.

Type of reader: the default type is the 2Smart protocol of the FDI Matelec 2Smart range of readers. It is possible here to select a RS485 reader, a LPR camera or Wireless reader. This is explained in the next chapters.

Reader profile: In operating mode, only the blue led of the readers are on. The green led turns on when the key is valid and it is the red led which turns on for a denied access. The setting of custom behavior is explained [below](#).

Wiegand configuration: By default, the controller manages the wiegand protocol received. iPassan accepts the basics wiegand 26, 30, 32 et 34 bits hexadecimal.

You can choose the 34 bits decimal for the brail keypad, for instance.

3.5.2 RS485 reader

Any Rs485 reader in the software uses a slot as if it was a 2Smart one.

A RS485 reader takes of a 2Smart reader. So the limit of the controller stays 6 readers at all Change the type of reader from "By default" to "RS485" then enter the Id (sticker) of the reader in "device number" or click on the magnifying glass to search the reader on the aux Rs485 bus (if connected).

Click Save.

All the other settings are the same than a 2Smart reader.

3.5.3 ANPR reader type

According to technology integration, 2 different types of ANPR reader can be selected :

- **Automatic** : as soon as a Car plate number is read, camera send it to the controller
- **With Trigger** : when a sensor connected to an input detect a car, controller send a request to the ANPR (camera) to receive the current car plate number read used as credential

To add plate number to the users in the software, the "plate number" type of credential has to be ticked in "Site property / Type of credential".

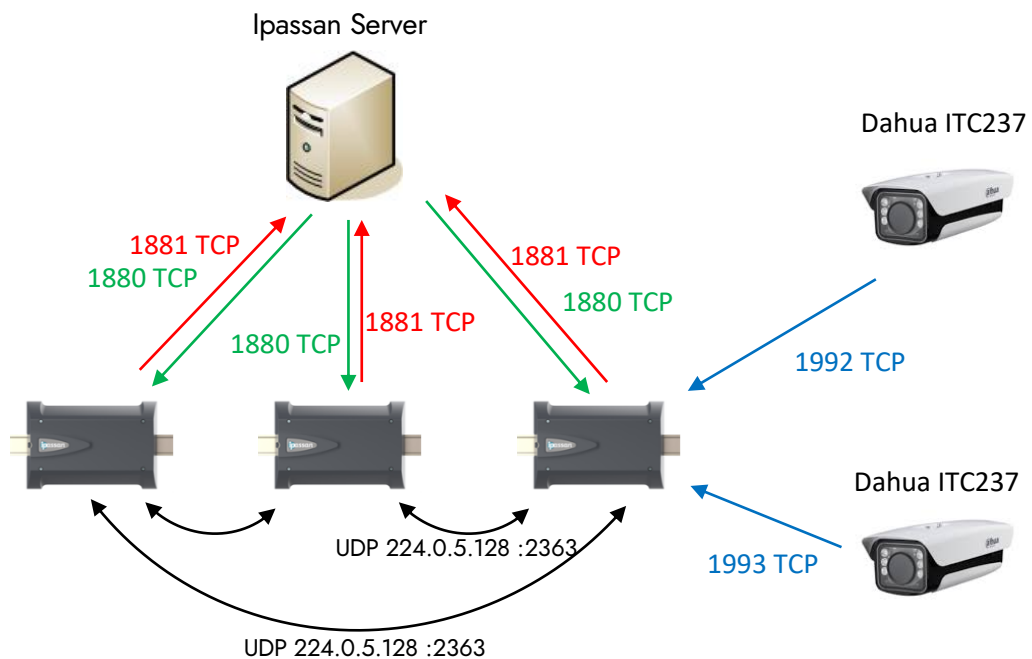
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ANPR type reader feature requires to “actuate a third party module” in controller configuration screen.
Up to 4 ANPR camera can be manage /controller

3.5.3.1 Automatic ANPR

This feature is available for Dahua (ITC type) or CCTV camera with Innova OCR software.
Other camera or ANPR integration, please consult us.



Note: this integration is based on a tcp/ip connection. The controller opens a server connection so the cameras, up to 4 per controller, connect to the controller and provide the plate numbers.

Only after the activation card has been entered in the controller configuration screen, it becomes possible to setup the camera in the Ipassan software: site/reader’s menu.

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Car park main entrance

Save Cancel +New Delete

Name * Car park main entrance

Position Num 1 Controller Block A - Car park

Linked to Block A - Car park - Porte 0001

Reader time profile None

Type Anpr

Anpr setting

Type * automatic ANPR

Mode * Socket communication

Ip address of the camera * 172.10.13.10 Port * 1992

Start characters * #! End characters * \$

Select "ANPR" for the type of reader then enter the Ip address and port of the selected camera.

Note : Start and end characters are the default ones for the Dahua camera and must not be changed.

To define the IP communication between camera and controller a "mode selection box" propose to select available processes :

Anpr setting

Type * automatic ANPR

Mode * Communication by http/json (dahua)

Ip address of the camera * Socket communication

Communication by http/json (dahua)

Socket communication : Available for Dahua Australian firmware camera (ITC237) and OCR Innova scenario n°4

Communication by http/json : Available for current ANPR Dahua camera (ITC 437; ITC 415; ITC 237; ITC 215)

When the setting is done, it is possible to create plate number credential. The max number of characters is 8 (numeric or alpha numeric)

The events show the plate numbers as they are read. In case the car isn't correctly read or is denied, the event shows "Access denied – unknow credential" or "access denied – out of validity" for example.

The ANPR camera needs to be set. See the application note for integrated ANPR.

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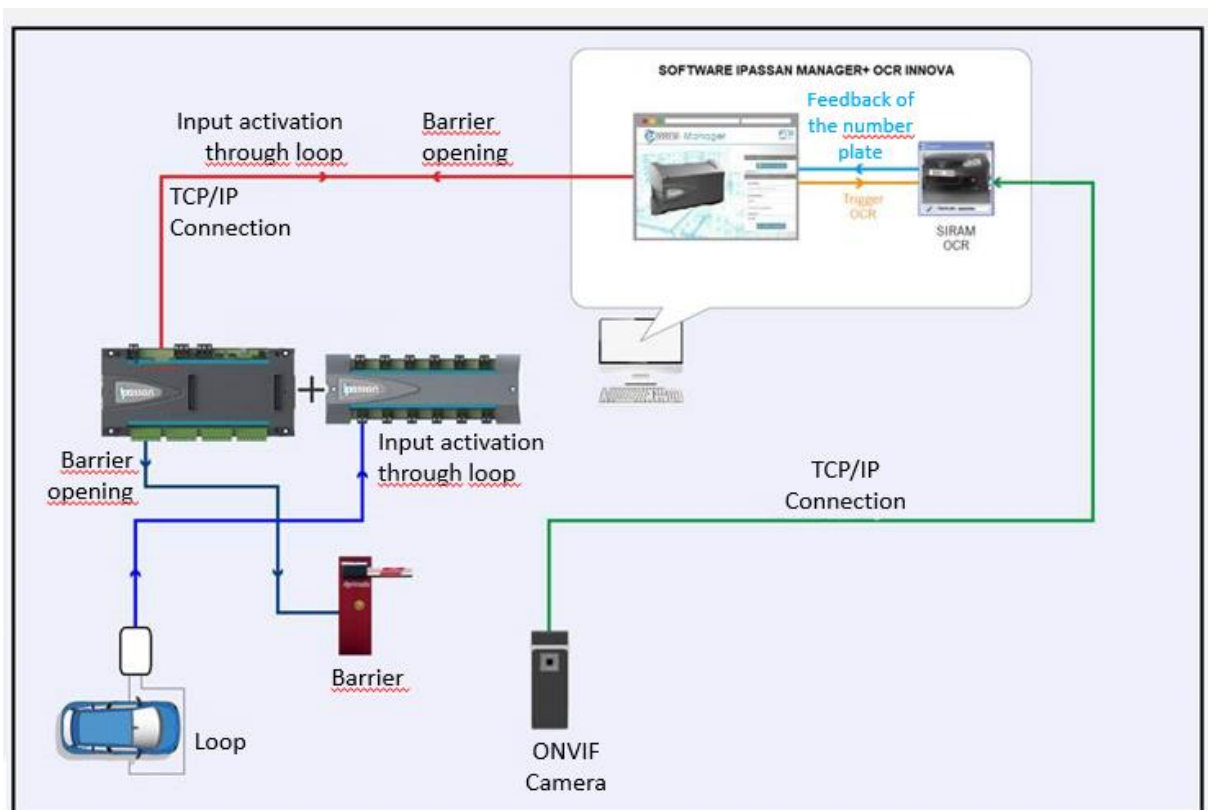
3.5.3.2 ANPR External trigger

This feature is available in any countries where Innova OCR (optical character recognition) is able to read the plate numbers. See the flowing web site www.innovagroupbcn.com

The integration is based on a tcp ip connection between the computer where is installed the Innova OCR and the Ipassan controller. See synoptic below.

Each controller is able to manage up to 4 cameras (four OCR softwares).

To add plate number to the users in the software, the "plate number" type of credential has to be ticked in Site property / Type of credential.



After the activation card has been entered in the software for the controller, it becomes possible to setup the camera in the Ipassan software.

Select "ANPR" for the type of reader then enter the Ip address and port of the selected Innova OCR and select the input which is designed to trigger the car plate reading. This input could be connected to a loop on the floor or an infra-red sensor.

When this Ipassan input is triggered, Ipassan controller asks to the right OCR the plate number. If the car is authorised, the relay of the controller operates.

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Car park main entrance

Save Cancel +New Delete

Name * Car park 1

Position Num 1 Controller Block A - Car park

Linked to Block A - Car park - Porte 0001

Reader time profile None

Type Anpr

Anpr setting

Type * ANPR External trigger

Ip address of the camera * 192.168.10.32 Port * 22601

row number * 1

Selected input * Block A - Car park - Entrée ...

Timeout * 5000 ms

In the previous window, type in :

- The ip address of the computer and the port of the Siram software.
- Line number (row)
- The input where is connected the floor loop (or motion detector)
- Communication Time out adjustment

Note, if there are 4 cameras on site and 4 Siram software, each one uses a different port.

The input has to be set as 2 states (active / not active). The dry contact could be normally closed or normally open.

By default, the line 1 use the port 22601, line 2 => 22602, line 3 => 22603 and line 4 => 22604



Camera to be used must be configured and adjusted following its builder instruction to optimized ANPR

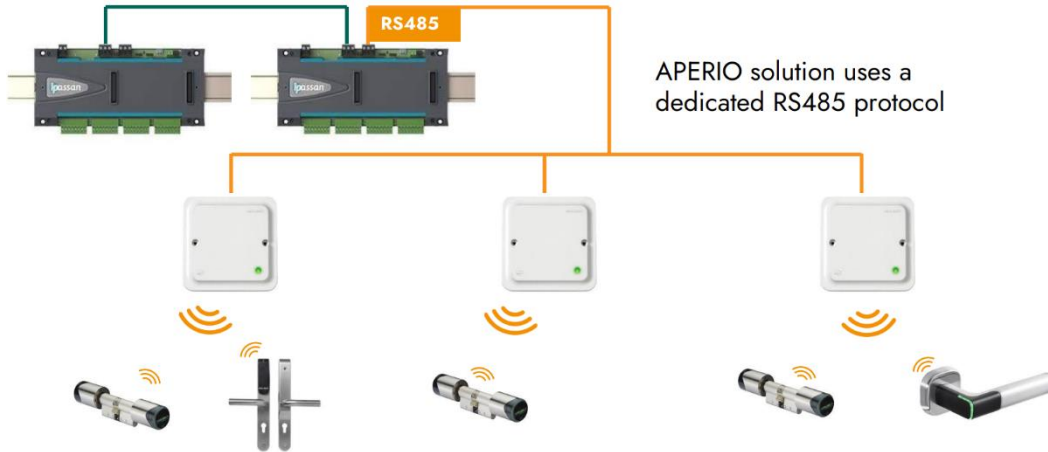
3.5.4 Wireless reader : Aperio

From release 1.17.5, new site feature "Wireless locking device" offer to use integrated wireless reader's technology.

The integration is based on an iPassan controller's RS485 auxiliary bus connection of an Aperio's Hub remotely connected to Aperio readers and lockers : See synoptic below.

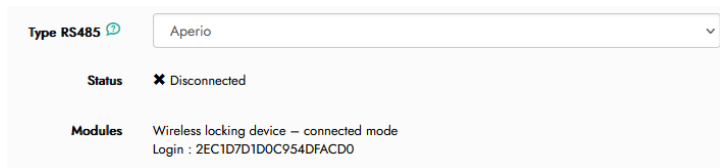
Each controller can manage up to 6 lockers through up to 6 hubs (usual management capacity whatever the reader or door technology)

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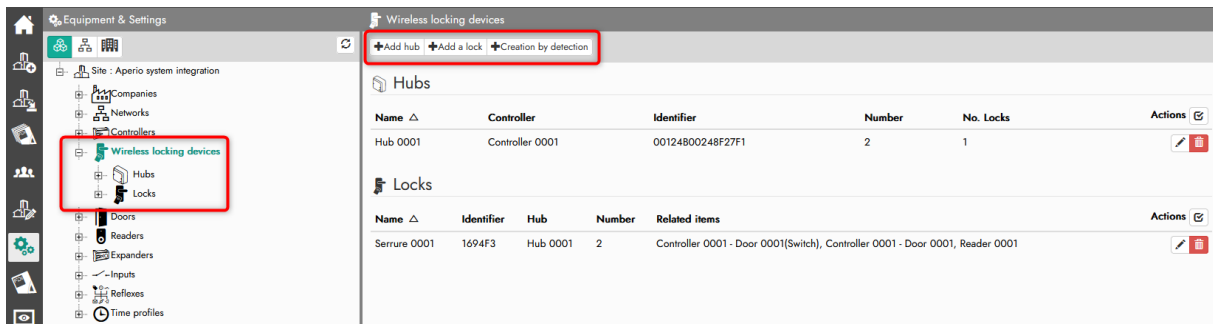
Possibility to combine standard (wired) and wireless readers on a single controller in same limit.

- A- To add Wireless locking device menu in your site, this feature must be ticked in **Site property/Features**
- B- in the controller menu:
 - a. Select **“Aperio rs485 bus type”** only compatible with Aperio items
 - b. Activate a **“third party module”** referenced **FD-050-106**. (1 per controller using wireless technology)



RS485 auxiliary bus selection: Aperio OR standard (no rs485 type mixing)
Wireless activation card validation number

- C- Use **Aperio** configuration software to pair hub(s) and lock(s)
- D- Use new iPassan **“wireless locking devices”** menu to manage Aperio items



Automatic (D-1) OR manual (D-2) configuration of “Aperio” items in iPassan

- D-1** Select **“Creation by detection”** configuration menu if Items are connected on iPassan controller’s Aux RS485 bus
- Every connected Aperio items will be displayed in a detected chart.

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Detect					
<input type="checkbox"/>	Model	Identifier	Type	Id	Expansion card
<input type="checkbox"/>	Lock	1694F3	-	RS485_cylinder-2.0	-
<input type="checkbox"/>	Hub	00124B00248F27F1	-	RS485_gateway-2.0	-

Save Close

Tick the “select box” of each line to automatically register needed Identifier and type information

Hub 0001

Save Cancel +Add a lock +New Delete

Name * Hub 0001

MAC address * 00124B00248F27F1

Location [edit] [delete]

▼ Aperio settings RS485

Controller * Controller 0001

Number * 2

Status Connected
Version 1.0
Product ID:0

D-2 Click on “Add Hub” or “Add a lock” and type in manually the requested fields

Information available on packaging

and switches position

Status (if connected)

Now configuration and connection

are done, those reader/lock will be used as usual reader/door in iPassan configuration to define access profiles and check events

2022-07-28 11:52:26	Access by single credential	Controller 0001 - Door 0001 Reader 0001 Access profiles 0001	Resid 01	7B57485A	3
2022-07-28 11:51:57	Communication Ok Hub	Hub 0001	-	-	3
2022-07-28 11:51:56	Battery level	Serrure 0001	Battery ok	-	5
2022-07-28 11:51:55	Battery level	Serrure 0001	Battery ok	-	5
2022-07-28 11:51:55	Communication Ok Lock	Serrure 0001	-	-	3
2022-07-28 11:51:42	Communication KB Hub	Hub 0001	-	-	6

New events attached will be introduced to diagnose to Aperio’s Hub & locks state and behaviour

See list in Monitoring/Events/Settings/Electronic locks

E- Manual commands and time profile accesses with Aperio’s : idem other door type

3.5.5 Reader custom behavior

The readers have a default behavior that could be customized by the operators.

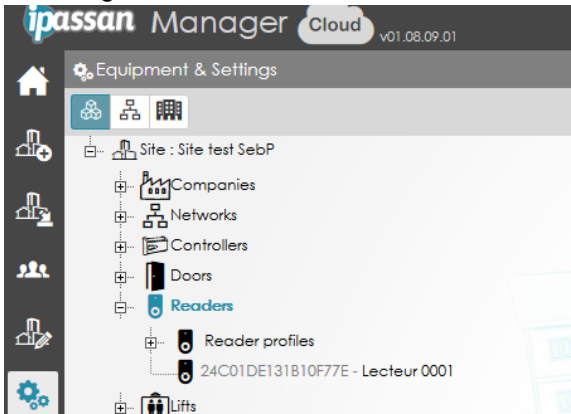
The default choices are :

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Normal behavior	Blue	Fix		
Access granted	Green	Fix	Event	Long bip
Access denied	Red	Quick	Secondes 3 s.	3 short bips
Wait for double identification	Orange	Fix	Event	Off
Door open for too long	Orange	Slow	Event	Continus bip
Forced door	Orange	Slow	Event	Continus bip
Forced door / free access	Green	Fix	Event	Off
Reader tamper	Red	Slow	Event	Continus bip

When those settings don't match the customer needs, it is possible to create different custom behaviors and apply one profile to readers, another behavior profile to other readers, etc
In Settings and Parameters, select readers and readers profiles then click on Add a profile.



In the following window, select for each action or event the way the leds and buzzer must operate. The readers manages a blue led + a red / green led and a buzzer. The behavior for the led could be On / off / flashing 3 times per sec (Quick) / once per sec (Slow) The buzzer could be On / off / one long bip / three short beeps. Note, the choice "event" for the duration means the behavior stays active until the action that triggered is finish. As example,
For an access granted, the green led will stay on for the door release time.
For a door left open, the red led or buzzer stay on until the door is closed.
For a tampering of the reader or a forced door, both red led and buzzer stay active until a valid key is

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presented to the reader.

🔍 List of behaviours +Add a custom behavior

Name	LED	Blinking	Duration	Buzzer
Normal behavior	Blue	Fix		
Access granted	Green	Fix	Event	Long bip
Access denied	Red	Quick	Secondes 3 s.	3 short bips
Wait for double identification	Orange	Fix	Event	Off
Door open for too long	Orange	Slow	Event	Continus bip
Forced door	Orange	Slow	Event	Continus bip
Forced door / free access	Green	Fix	Event	Off
Reader tamper	Red	Slow	Event	Continus bip

▼ This profile is linked to

Element

Select *

In the lower part of this window, select the controllers which will use this new reader profile.

Custom behavior

It is possible to add to this reader profile up to 4 custom behaviors. Those reader custom behaviors will operate on the selected readers through reflexes. For example, the customer wants to turn on the red led of the readers when an alarm is activated.

The alarm provides a dry contact to an input of Ipassan. Through a reflex, the reader behavior is triggered for the selected readers when the alarm is On (input activated). See example below



The screenshot displays two main configuration panels. The top panel, titled 'Condition', shows 'Rules between conditions' set to 'And'. Below this is a table with columns for 'Type', 'Element', 'Status/Value', and 'Actions'. The table contains one row: Type: Input, Element: Alarm, Status/Value: Active, and Actions: (trash icon, copy icon). Below the table is a '+ Add an element' button. The bottom panel, titled 'Process', shows 'Time profiles' set to 'None' and 'Type' set to 'Reader behavior'. Under 'Definition of a reader behavior process', the 'Action' is 'Forced active'. The 'Reader' section lists 'Back door' and 'Main door', each with an eye icon and an 'x' icon. Below this is an 'Add a reader *' button. At the bottom, 'Reader behavior' is set to 'Custom behavior 1'.

3.6 Lift

iPassan manages lift integration through different ways

- Conventional. iPassan provides dry contacts to third party
- Kone COP. iPassan communicates with KGC (Kone group controller)
- Kone DOP. iPassan manager talks to Kone access. It is a software to software integration

3.6.3 Basic settings

A name: 32 characters

Description & position on the controller and the name of the controller

Localization: to use the lift management in iPassan Manager, it is necessary to create at least the building and the floors in the step Architecture describes [above](#).

Reader: by default, we consider 1 reader by lift car, but you can add a second one by unticking the box "by default" and choose them.

Release time: we consider 2 kind of release time:

- One for the card holder in second: they swipe their card in front of the reader inside the lift car and then push the button to go on the designated floor.
- Another one for the visitor in minute: a visitor calls from the door entry panel the reception/apartment then the door is opened by the intercom. With an added button the reception/apartment activates a dry contact of an input of iPassan and gives the access to the designated floor.

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It necessary to tick the box « intercom », indicate the release time in minutes and the input used for each floor.

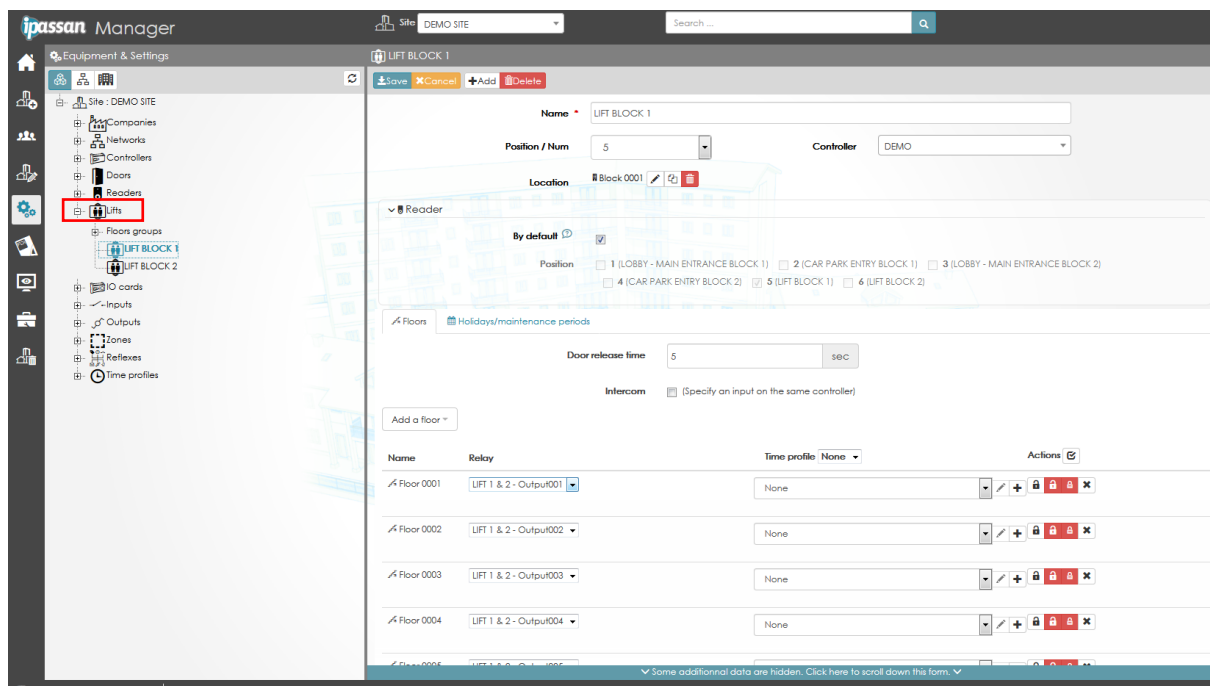
Floor / output: Because you choose the building above, the software shows you the right floor list. Select the relay linked to each floor.

Time profile: a time profile has the time profile when the floor is:

- Free access: you can choose any floors without swiping your credential
- Forbidden: even a valid credential cannot go to one designated floor
- Normal: you need a valid credential to go to one floor

Intercom: when you should give an access to a lift to a visitor via an intercom system, we use in iPassan inputs related to the dry contact of the intercom.

Select the input corresponding at each floor.



3.6.4 Kone Cop lift

With contionnal lift integration, the max number of floors a controller manage is 220. It is equal to 10 expanders + 10 expansion cards so 10 times 22 outputs per controller.

With Kone Cop integration, this number is 232 floors for the sum of the 6 lifts of the controller.

The limit per lift stays 110 floors.

3.6.4.2 Synoptic

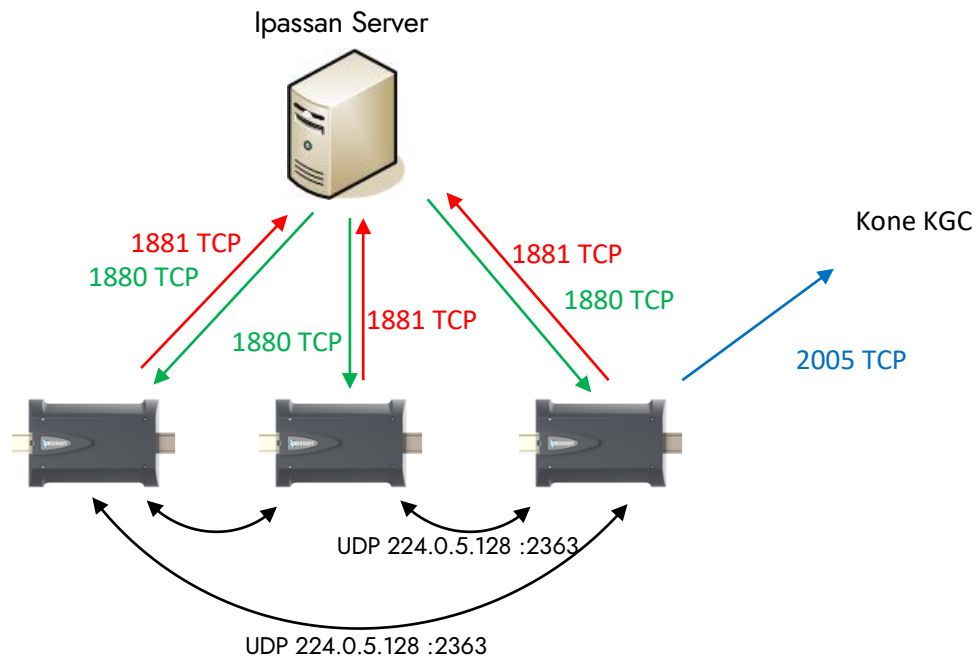
Readers are mounted in the lift cars and are connected to the Ipassan controllers. When a user swipes his key, the Ipassan controller sends to the KGC the serial number of the key plus the floor authorisations.

Note, Ipassan / Kone Cop manages front and back doors in the lifts.

When several controllers are connected to the same KGC (Kone controller group), one controller has to be setup as “master” in the Ipassan software.

The KGC is the server, the controller connects to the KGC.

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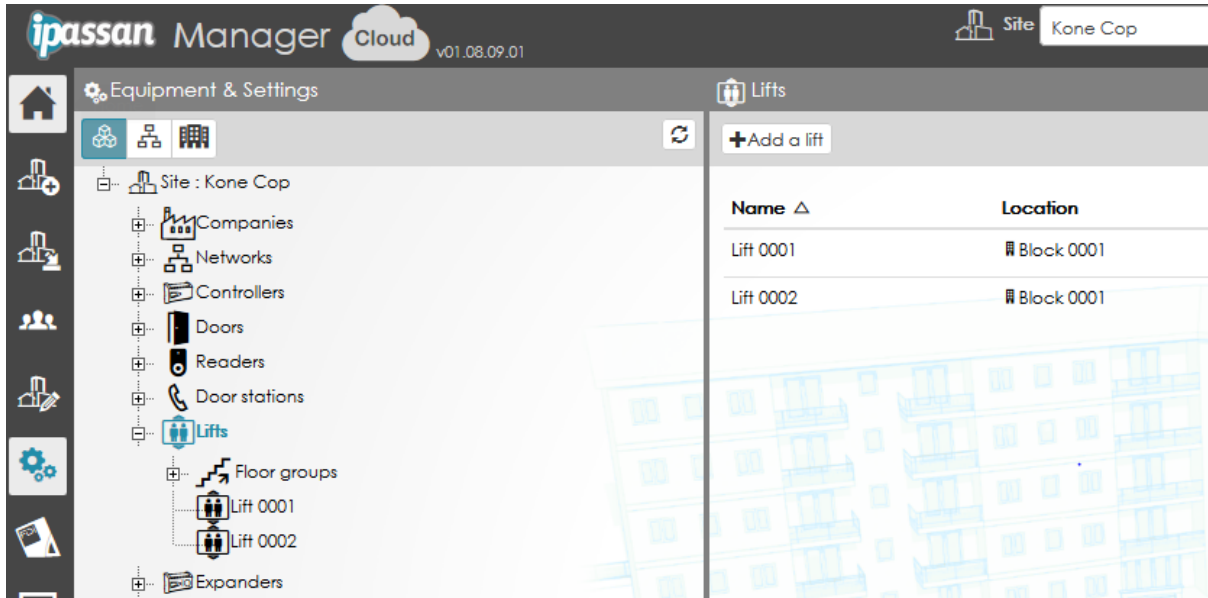
3.6.4.3 Settings

- 1) On both sides, access control and lift, the group id, elevator Id and floor id must match so when the access control authorise a user to elevator 3, floor 15, it gives access to the user to the right lift and floor.
- 2) The Kone high level interface needs to be activated for the controller (s) then it is possible to setup the lifts in the Ipassan manager software. There are three part numbers for Kone COP integration :
 - a. FD-020-091 50 floors
 - b. FD-020-092 100 floors
 - c. FD-020-093 200 floors
- 3) One activation card is for one controller. An activation of 100 floors authorizes the controller to manage 100 floors in total. This could be one lift of 100 floors or 6 lifts for a total of 100 floors.
- 4) When several controllers manage lifts, several activation cards are required.

To activate the feature on the controller see [here](#).

Add the lift from the then select the right controller and position (reader)

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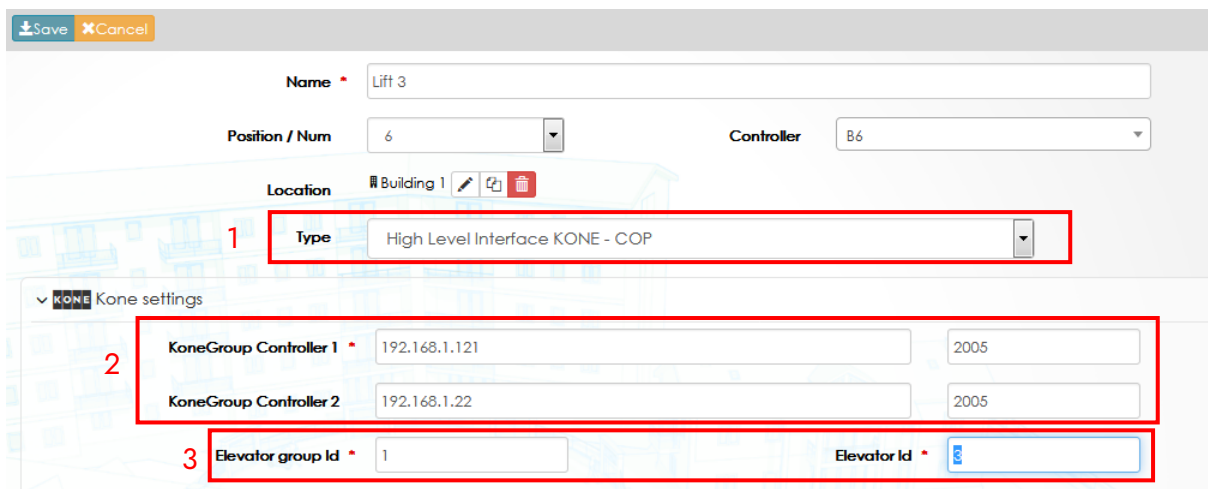


The lift has to be set as “High level interface Kone COP” instead of “Dry contacts (relays)” (See *1) in the following screen capture.

Then enter the Ip address + port of the KGC (s) (see *2)

It could exist a backup KGC, enter this second setting if required.

Enter the group + elevator Id (See *3)



In the second part of the window, assign a floor number to each floor of the building. From Kone point of view, the first available number is 1 so it could exist a mismatch between floors of the building and floor number in the software (see example below).

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Add a floor ▾

Name	Floor number	Numbering	Secure mode ⓘ	Floor secure mode <input type="checkbox"/> ⓘ	Time profile	Actions ⌵
↗ B4	<input type="text" value="1"/>		✓	<input type="checkbox"/>	None ▾	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
↗ B3	<input type="text" value="2"/>		✓	<input type="checkbox"/>	None ▾	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
↗ B2	<input type="text" value="3"/>		✓	<input type="checkbox"/>	None ▾	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
↗ B1	<input type="text" value="4"/>		✓	<input type="checkbox"/>	None ▾	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
↗ Floor 1	<input type="text" value="5"/>		✗	<input type="checkbox"/>	None ▾	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
↗ Floor 2	<input type="text" value="6"/>		✗	<input type="checkbox"/>	None ▾	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
↗ Floor 3	<input type="text" value="7"/>		✗	<input type="checkbox"/>	None ▾	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

In normal operation mode, users and keys are managed as if the lift was conventional.

3.6.5 Kone DOP lifts

The Kone DOP (destination operating panel) is a software to software integration. Ipassan manager reads from Kone access, the names of the floor access profiles then the Ipassan manager operator assigns one or several floor access profiles to a user/key.

This means Kone access software is compulsory on site. The access right have to be set first in this software to be used later in Ipassan manager.

Practically speaking, the user enters his destination floor on the Kone panel then present his key to the reader. If he is authorised to this floor, the display tells him which lift he must use.

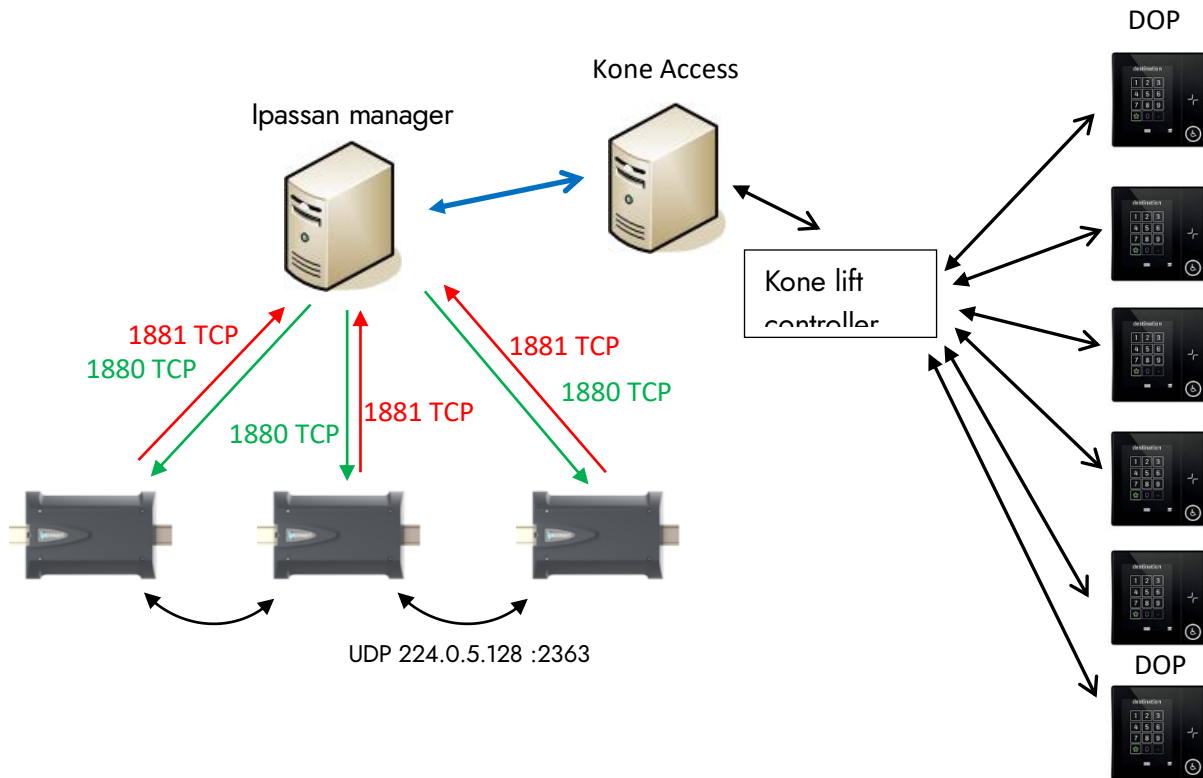
This involves there are as many DOP as they are floors. The solution is different from the COP where there is only one reader in the lift car. The user then calls the lift, enters in the lift car, swipe and press the destination floor.

With the DOP, the floor authorisation is done before the lift is called. Basically, the lift management is more efficient as all users which are going to the same floor at the same time will use the same lift car.

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3.6.5.2 Synoptic



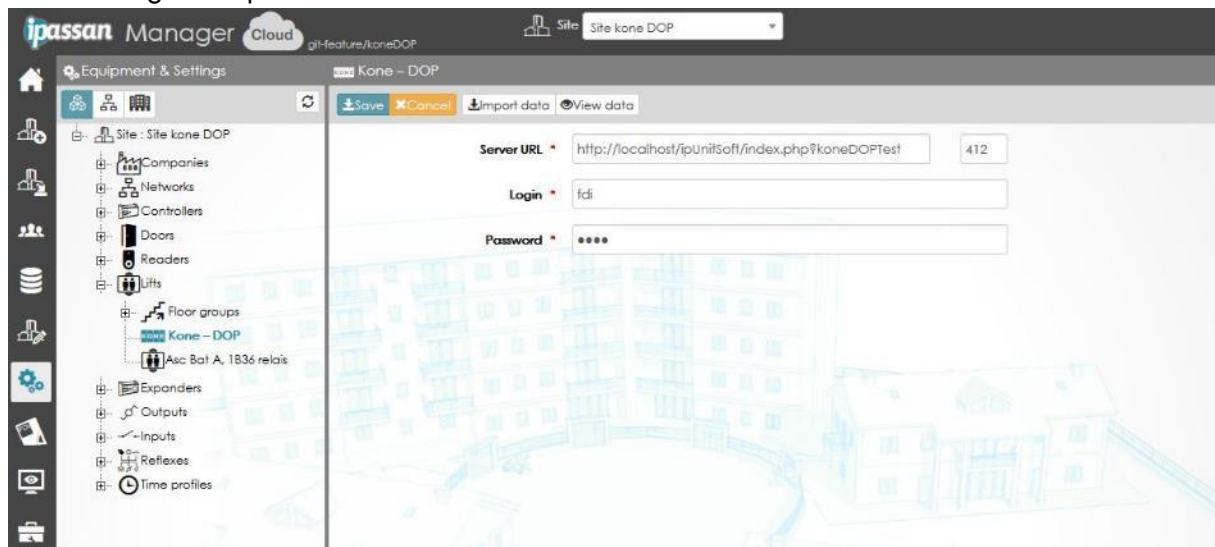
3.6.5.3 Settings

Kone access have to be installed on the same network than Ipassan server but it is two different computers.

This feature requires an activation card which has to be entered on a controller. See [here](#).

In Equipment & Settings, lift node, select "Kone DOP" then enter the url of the Kone API.

Enter the login and password which has been defined in Kone side.



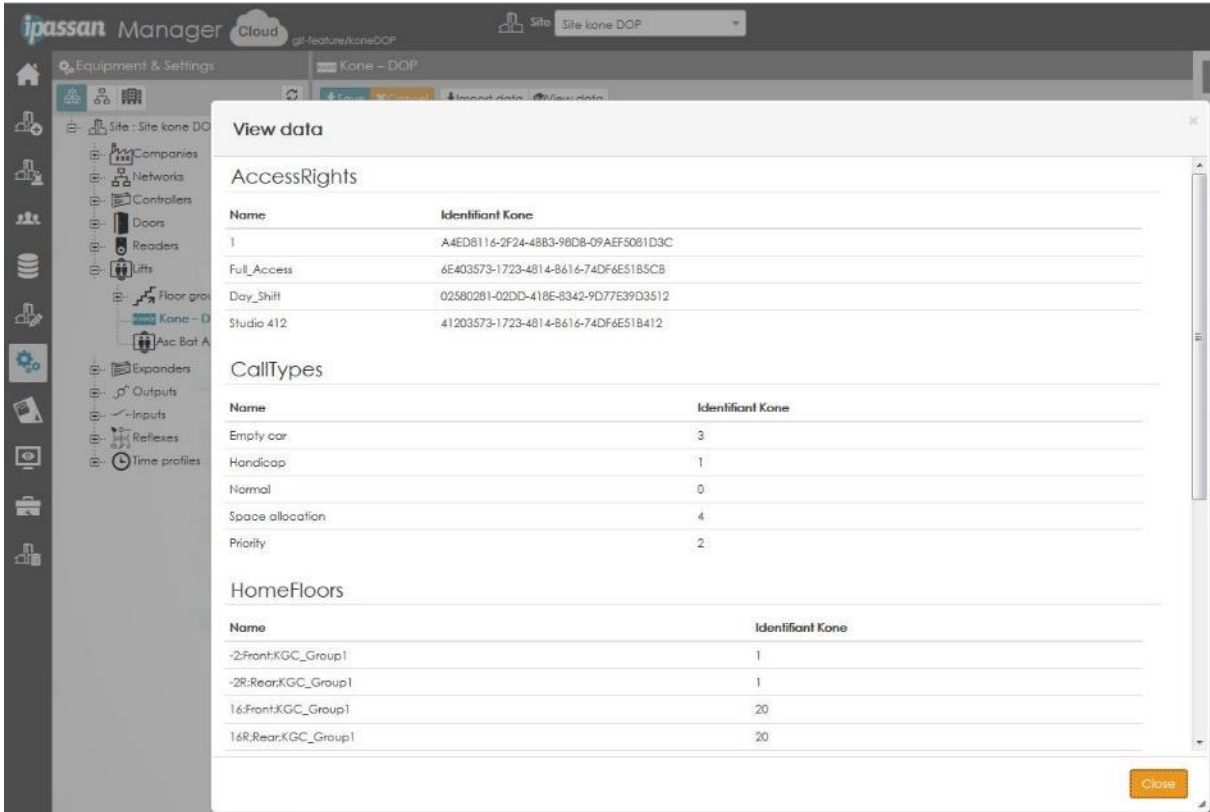
3.6.5.4 Import the data from Kone Access

The groups of lifts, floors, time profiles, floor access profiles and call types have to be previously created in Kone software.

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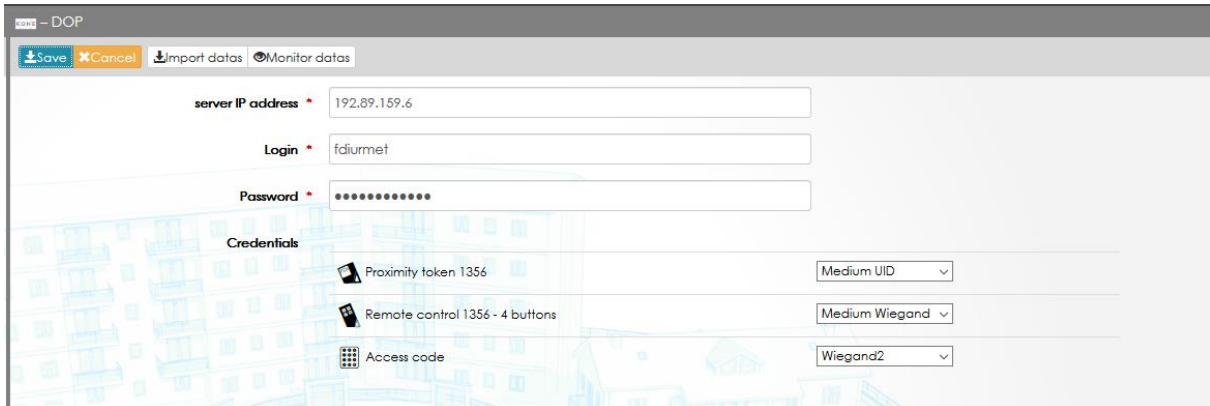


In Ipassan manager, from the Kone DOP node, click on Import Data to update the database. The following window appears:



3.6.5.5 Credential type setting

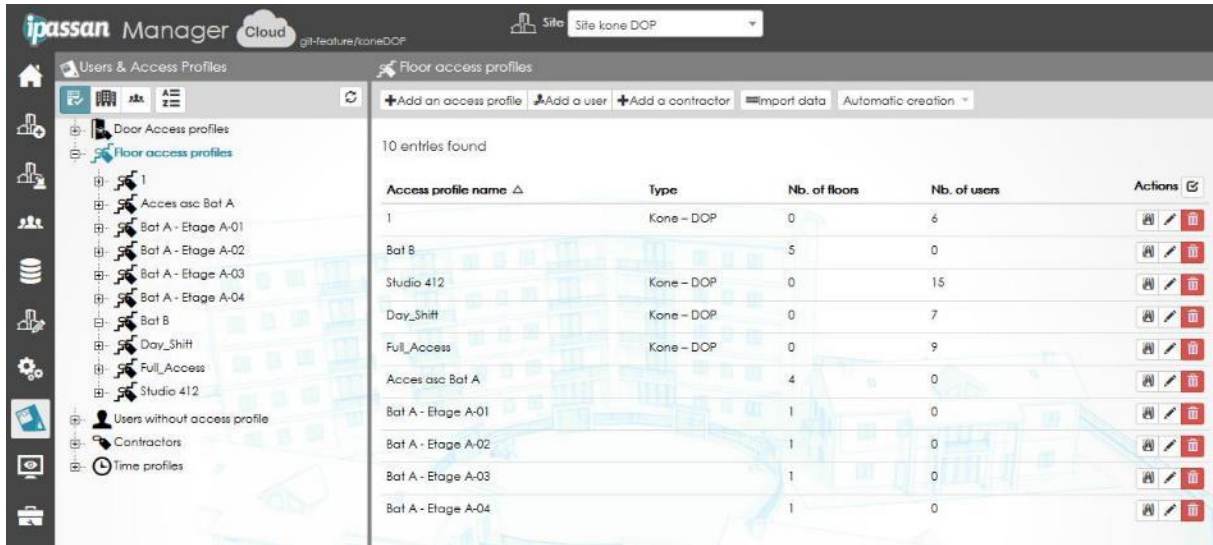
In the following window, select for each ipassan type of credential the relevant one from Kone side.



3.6.5.6 Display / manage the floor access profiles

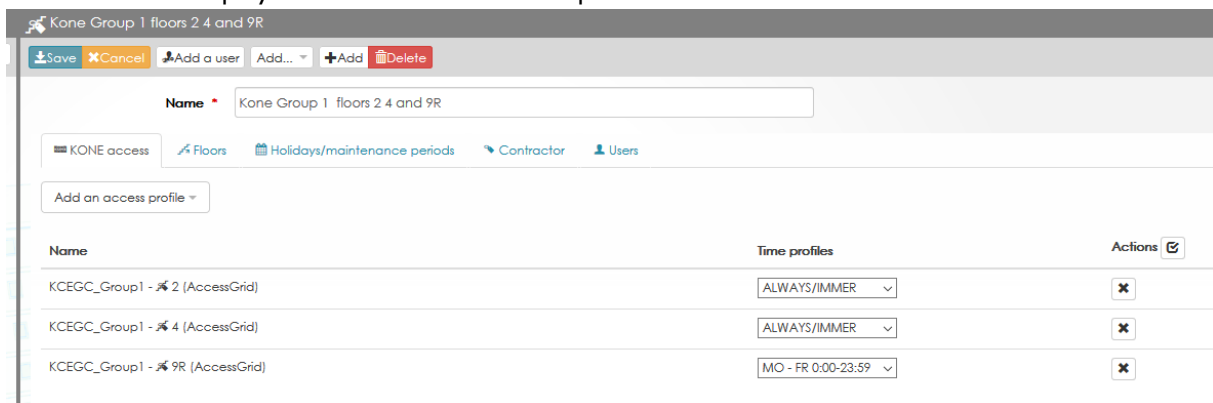
In the following view, the access profiles with the "Kone Dop" type include at least one DOP access profile. The other floor access profiles are only Cop (low level or Kone hli).

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This means it is possible on a site to mix Kone Dop lift and another technology (low level or high level Cop)

In the following screen capture, "Kone Access" tab displays the Kone Access lift floor profile. The Floors tab displays the classic floor access profiles.



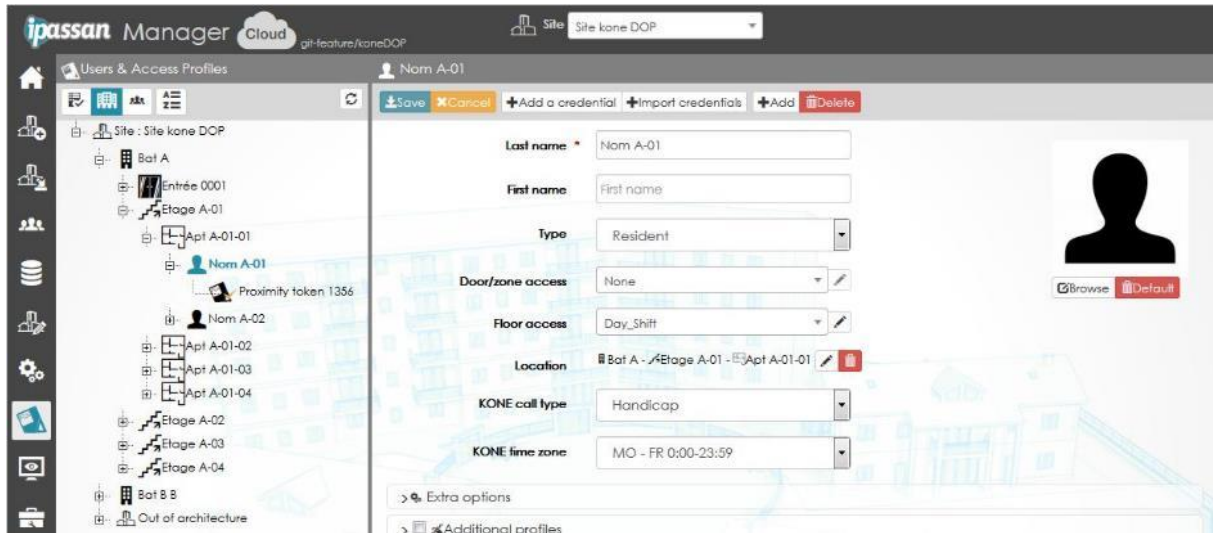
Note, with low level or HLI COP integration, an access profile contains a list of floors / time profiles. With Kone Dop, an Ipassan floor access profile is a list of Kone floor access profiles. In the previous screen capture, "KCEGC_Group1 2(access grid)" could be many floors and / or many lifts.

3.6.5.7 Edit a user

In the following example, the user has access to the floor access profile "Day_Shift" with the time profile "Mo FR 0:00 23:59"

Both Kone floor access profiles and time profiles cannot be edited in Ipassan manager. It has to be done in Kone Access software.

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3.6.5.8 Monitoring

The Kone live events are displayed in Ipassan manager in the same way the Ipassan controller events are displayed.

Manual commands are not available through Ipassan manager. This has to be done in Kone access.

3.7 I/O expander

Each controller manages up to 10 Input / Output expanders. Each expander has a unique number which has to be indicated in the software during the commissioning.

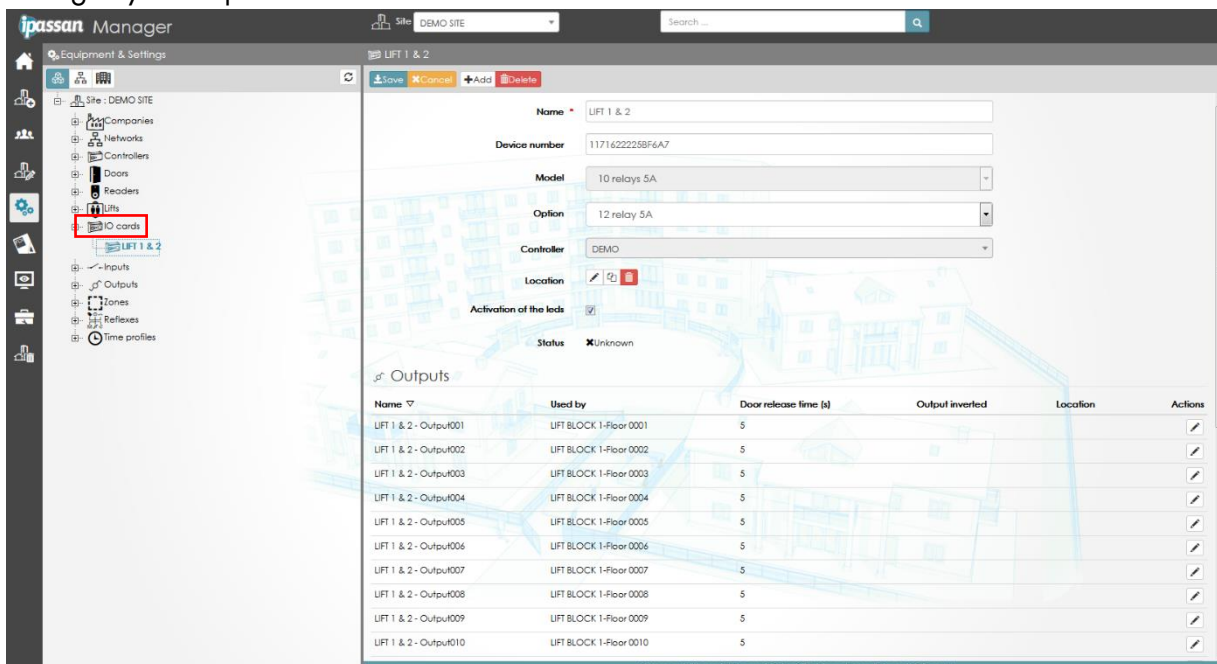
Definition of an expander:

A name: 32 characters

A unique device number like: 517xxxx

An additional option: 12 inputs or 12 outputs.

The software indicates on which controller the expander is linked and also all the details of the I/O manage by this expander.



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3.8 Input

From a hardware point of view, inputs can be an option card of 12 inputs plugged on the controller/expander or an expander of 10 inputs which communicates with the controller via the auxiliary RS485 bus.

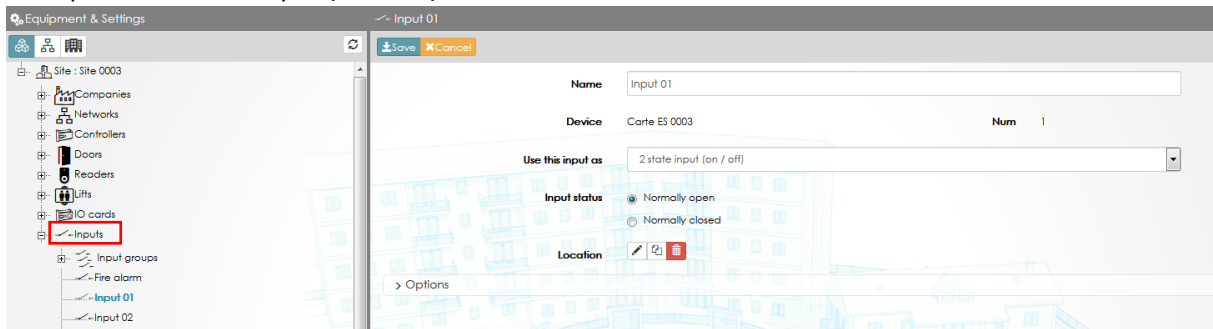
Definition of an input:

A name: 32 characters

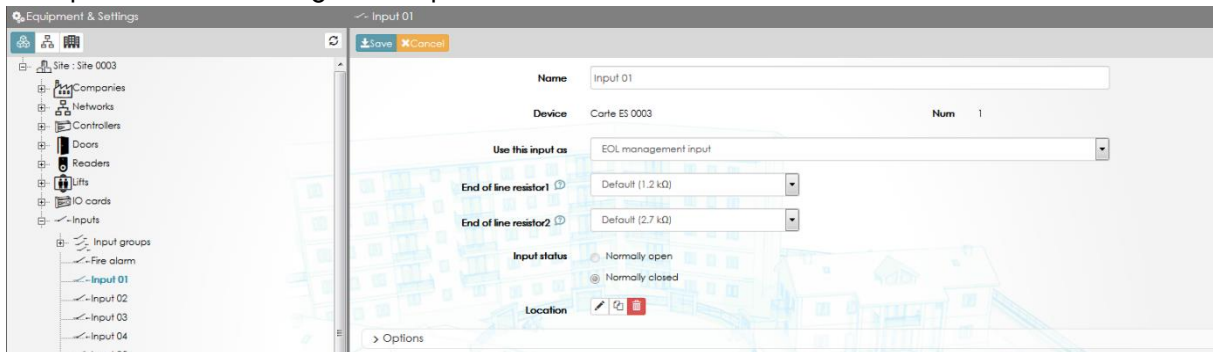
A type of inputs:

- 2 state input (on / off). You can set if the input is normally open or normally close
- EOL management input. There is a difference between an open electrical circuit (cut wires...), a short-circuit, an inactive input and an active input.
You have to choose the value of the resistor 1(series) & 2 (parallel).
Please note that an EOL management input is always NC.
- Decimal. Not in use

Example of a 2 state input (on / off)



Example of an EOL management input. The resistors value has to be indicated.



3.8.3 Input option adjustment

Customizable adjustments offer to balance “electronic behavior” or introduce a timer to adjust the delay before input (or status) turn ON or OFF

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Options

Anti-bounce back value: ms

"Short circuit" time: Hours: Minutes: Seconds:

"No detection" time: Hours: Minutes: Seconds:

"Detection" time: Hours: Minutes: Seconds:

"Unplugged" time: Hours: Minutes: Seconds:

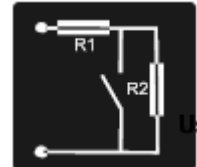
Differential validating the threshold move:

Anti-bounce back value to filter Input signal and prevent parasite disturbances.

Differential validating threshold is the minimum value require before switching from a status to another (Full range is from 0 to 4095)

Short circuit, No detection, Detection and Unplugged are 4 different status calculated according to R1 & R2 resistors selection for the EOL selection OR Activation, Deactivation for 2 states ON/OFF selection.

Those status information transfer to controller can be delayed in the input card introducing a "continuous activation time" before transfer per status to adjust your equipment behavior : "Introduce a 30seconds timer to the position sensor to ensure that the movement is stopped" for example



3.9 Outputs

From a hardware point of view, outputs can be an option card of 12 outputs plugged on the controller/expander or an expander of 10 outputs which communicates with the controller via the auxiliary RS485 bus.

Definition of an output:

A name: 32 characters

A time profile: you have the possibility to set a time profile on an output. A time profile has time profile when the output can be:

- Forced closed: the output remains activated whatever the action programmed (process, relation, lift management)
- Forced inactive: the output remains inactive whatever the action programmed
- Normal: an action is required (process or a card swiped at the reader of the lift for instance) to activate the output

Monostable or Maintained: Monostable means that the output is activated during the time set. Maintained means that the output is activated until the next deactivation.

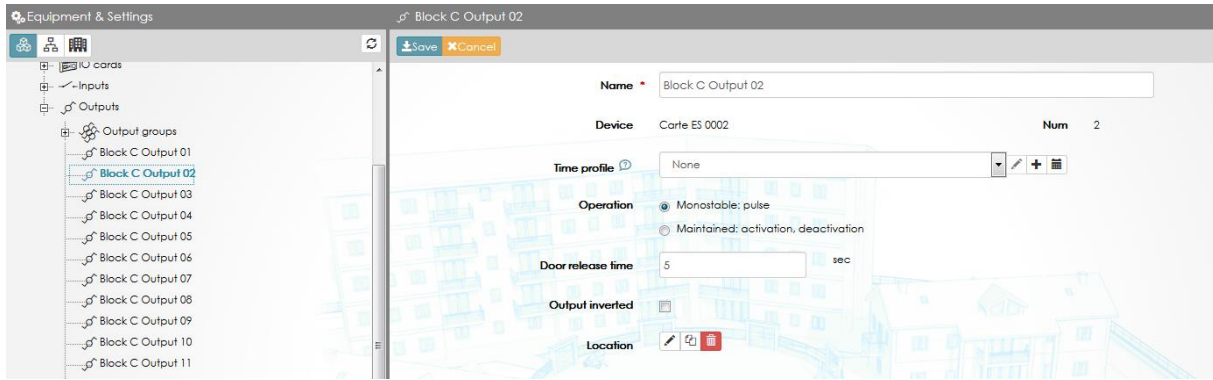
Activation release time: enter the time release in second of the activation of the output

Output inverted: you can choose if the relay is normally close or open in case of power failure. For example, you want to have an output close in normal use but open in case of power failure.

You will then have to wire the NO contact, but indicate an inverted output.

Inverted mode: the NO contact works as a NC contact and vice versa. So the installer choose the status of the relay in case of power failure.

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3.10 Apb / counting zones

Ipassan system gives the possibility to manage the number of credentials in a zone. When the zone is full, it isn't possible to enter another car or user until someone leaves.

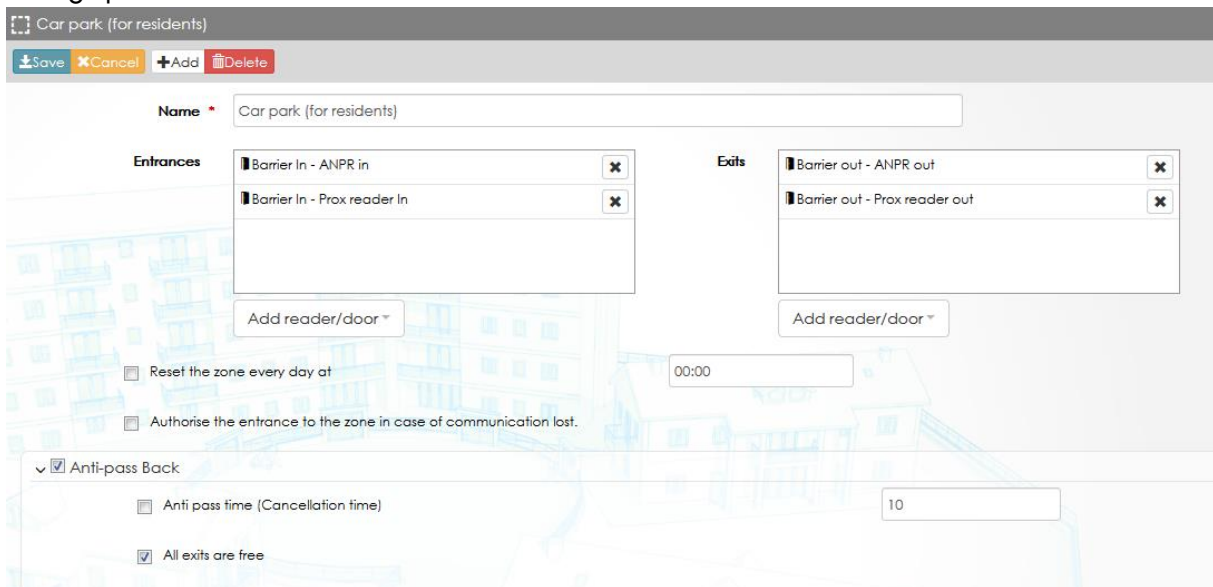
An extra setting is useful to limit the number of car per company, per user or per apartment for residential market.

For example, a residential building has 200 apartments and 300 car spots. Some apartments own 2 car spots, some other only one even if they have 2 authorised credentials. This means the first credential has to leave the car park if the second user of this apartment want to enter his car.

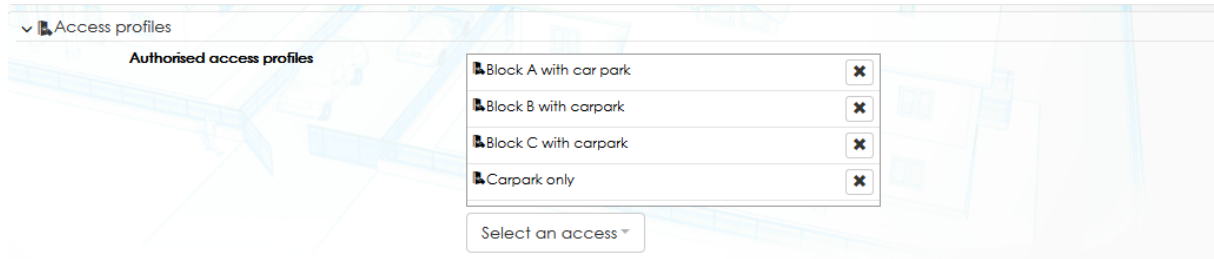
3.10.3 Create a counting zone

Ipassan manages zones which can have option as anti pass back, anti pass time or counting per apartment, per user, per company.

The zone feature must have been ticked in the site setting then click on Add a zone from Equipment and settings push button.



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A zone is defined as below:

- **Reader(s) in**
- **Reader(s) out**
- **List of the access profiles managed by this zone.** For example, the master access as the door keeper or the concierge must have unlimited access to the carpark. Only the residents have restricted access to this zone
- Thresholds
 - o **Warning and intervention threshold** are just events which can be used for the relation (send an e mail, turn on a flash, etc)
 - o **Alarm threshold** is the threshold where no more credential is authorized. In other words, the carpark is full and a valid key is not authorized until someone leaves this zone
- Advanced settings
 - o **Reset the zone daily.** It is possible through this setting to empty the zone every night for example.
 - o **Authorise the entrance to the zone in case of communication lost.** When readers in and readers out are connected to different controllers. The controller where the user swipes must know if the credential is already in the zone or not
To do this, the controller may ask to other controllers. If the network is not working when requested, it is possible in the software to authorise the credential anyway.

Note, the counting feature authorises a user to go in twice and to be counted as once. For a reliable counting, the anti pass back has to be set.

It is possible via the software to make the anti pass back more flexible by adding a delay (anti pass time) so the user cannot enter twice in a short time frame but could after a delay.

It is also possible to use anti pass back only for entrance, but not for exit. In this case, the exit is always free.

The anti pass back is managed on the credential. So in case there are two different technologies to enter or leave in a zone (prox + rf or prox + anpr), the user has to use the same credential for both entrance and exit (until 1.05.xx software release / fv10.5x firmware)

[3.10.3.2 Counting per apartment, user, etc](#)

- 1) Create the architecture

The architecture feature must have been ticked in the site setting.

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2) Create the apartments, users and credentials in the software.

Type	Code	Permanent	Status	Actions
Number plate		✓	✓	[Edit] [Delete]
Number plate		✓	✓	[Edit] [Delete]
Proximity token 1356		✓	✓	[Edit] [Delete]
Proximity token 1356		✓	✓	[Edit] [Delete]
Proximity token 1356		✓	✓	[Edit] [Delete]
Proximity token 1356		✓	✓	[Edit] [Delete]
Proximity token 1356		✓	✓	[Edit] [Delete]
Remote control 1356 - 4 buttons		✓	✓	[Edit] [Delete]
Remote control 1356 - 4 buttons		✓	✓	[Edit] [Delete]

3) Setup the counting per apartment

A counting zone must have been declared first; then tick counting per apartment in the combo box.

By default, the number of car spot(s) is the same for all apartments but could be customized by unticking the box "Setup the same threshold for all elements"

In this case, a new window is displayed where you can enter the number of car spot per apartment.

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Add a Threshold		
Name	Num	Threshold
Block 0001 - Floor 01 - EJU0101	0	<input type="text" value="1"/>
Block 0001 - Floor 01 - EJU0102	1	<input type="text" value="3"/>
Block 0001 - Floor 01 - EJU0103	2	<input type="text" value="2"/>
Block 0001 - Floor 01 - EJU0104	3	<input type="text" value="1"/>
Block 0001 - Floor 01 - EJU0105	4	<input type="text" value="1"/>
Block 0001 - Floor 01 - EJU0106	5	<input type="text" value="1"/>
Block 0001 - Floor 02 - EJU0201	6	<input type="text" value="3"/>
Block 0001 - Floor 02 - EJU0202	7	<input type="text" value="2"/>
Block 0001 - Floor 02 - EJU0203	8	<input type="text" value="1"/>
Block 0001 - Floor 02 - EJU0204	9	<input type="text" value="3"/>
Block 0001 - Floor 02 - EJU0205	10	<input type="text" value="1"/>
Block 0001 - Floor 02 - EJU0206	11	<input type="text" value="1"/>

3.10.4 Apb

The anti pass back feature is an extra security to prevent entering twice in a zone. A tenant who rent a car spot for example, can't get in with a second car as long as he doesn't leave the carpark with the first one.

ipassan manages different level of anti pass back.

- Full managed. Users have to leave first before getting in and had to get in before they can leave.
- Free exit. In this case, the anti pass back feature only operates on entrance. It isn't possible to enter twice, but the exit is always possible.

This option prevents to block people inside the carpark when there isn't door keeper nor door station to call.

In case, the entrance barrier was already opened, the user didn't use his credential so the system considers him outside. With the free exist option, the user can leave the carpark.

- Anti pass time. The anti pass back option is removed after a delay. So you can enter a second time after, for example, 45 minutes.
- Soft Apb. This option authorises to leave the zone even if the validity period is finished. This option could be useful for visitors.

3.11 Time profile & maintenance / holiday time

iPassan offers the possibility to have different time profiles:

- Credential time profile. A credential only works during the time profile set.
- Door/Output/Floor time profile. The door or floor is free access, forbidden or normal access (need a valid credential)
- Reader time profile. According to the moment of the day, a valid credential is enough or another condition has to be activated (enter a valid pin code, an alarm is disarmed...).
- Process time profile. The process used in the relation works according to the time profile set.
- Door phone time profile. The names on the 2Smart panel is displayed on day period but not on night period for example

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The time profile has 7 days a week plus 1 bank holiday and 1 maintenance day. A user can have different access depending on the time profile in action.

In the example below (screen shot chapter 2.3.9.1), considering that the user has the time profile “bureau” and wants to use a door on a Thursday, the access is:

- Granted from 8 am till 5:30 pm during the normal period
- Granted from 8 am till 12:30 during bank holidays
- Refused during the maintenance periods

The holiday and maintenance period have to be programmed at the chapter x.x.x.x. They are then applied on the door, output, floor and process time profiles.

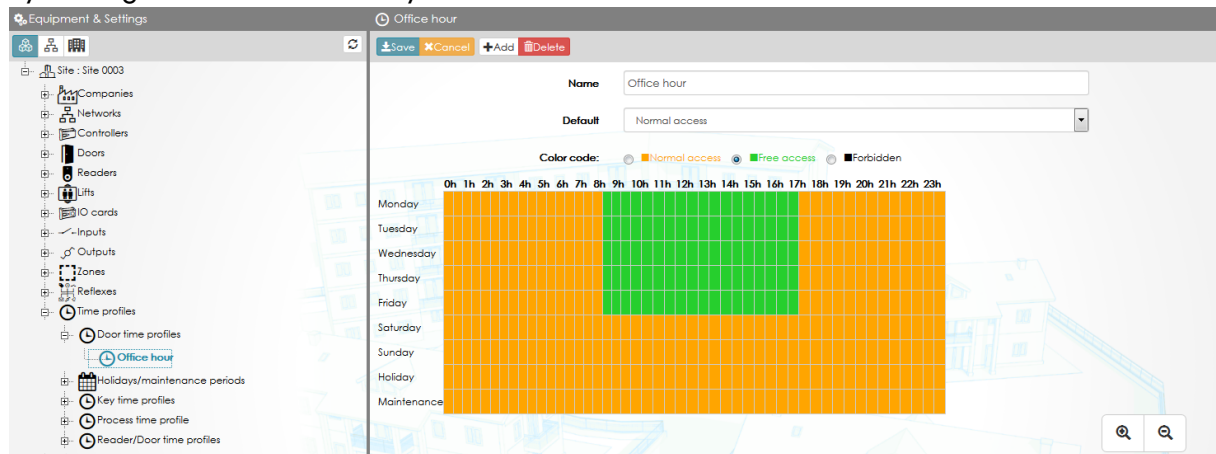
iPassan can have up to 200 time profiles (all included)

3.11.3 Time profile

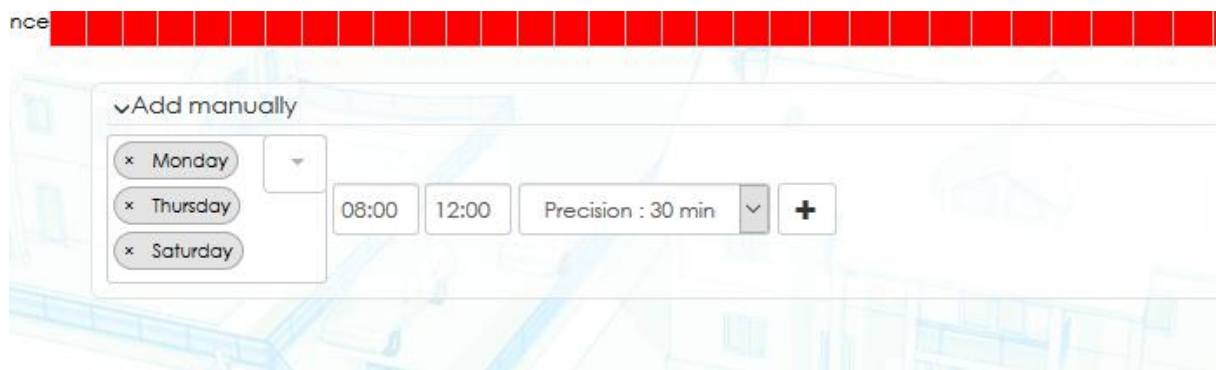
The time profiles are used for any type of door, reader, access profile, process , etc

In the screen shot below the access is granted for the valid credentials during the green periods.

By clicking on the + or – button you can increase or decrease the size of the zone.



Note, for all the following time profiles, it is possible to manually add a frame by selecting the days then entering the time. Click save.



time profile is used by

3.11.4 Time profile for relays (door, output, floor)

The « relays’ time profile » have 3 statuses:

- Forced active: the door, output, floor is activated even if a card is swiping or any others relations

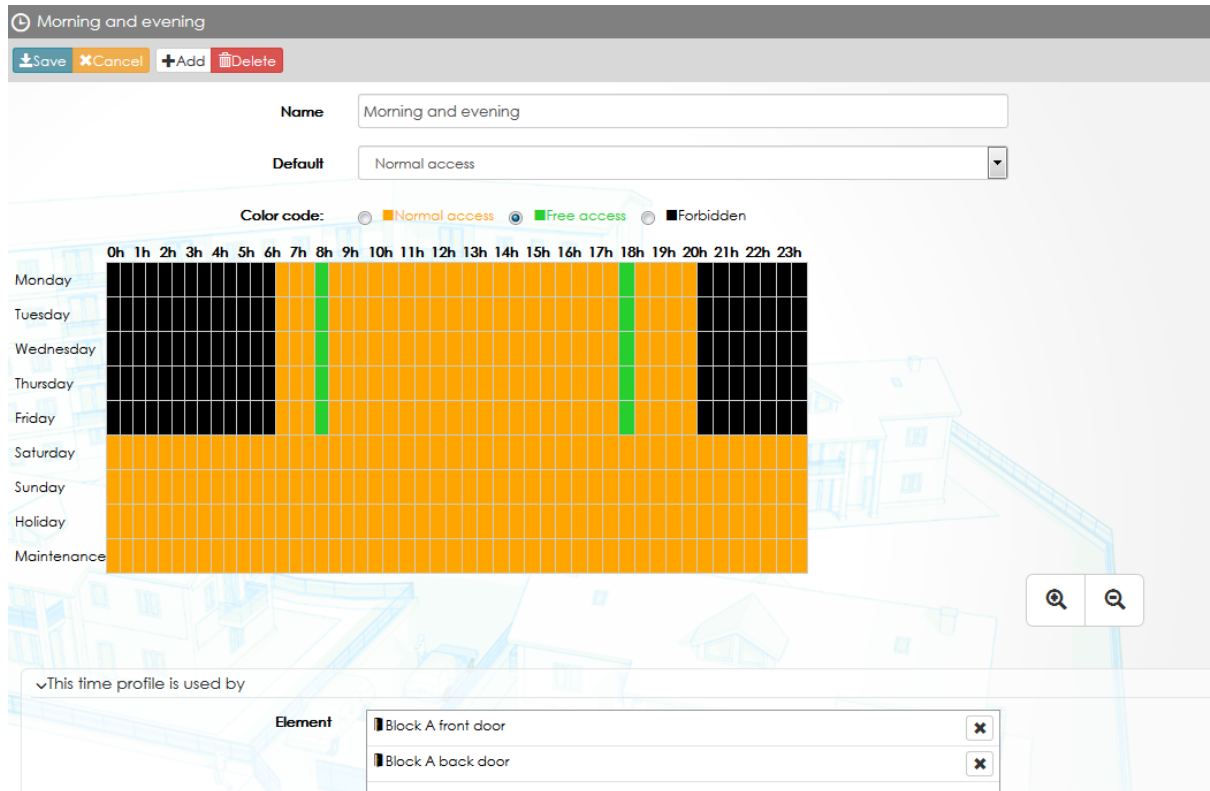
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- Forced inactive: even a valid credential cannot open the door or output
- Normal: the relays are activated according to the process set

In the example below, the selected doors and floors are:

- Forbidden from 8:30 pm till 6:30 am
- Free access from 8 am till 8:30 and from 6 pm till 6:30
- Secured (orange color) but you can have an access by presenting a valid credential



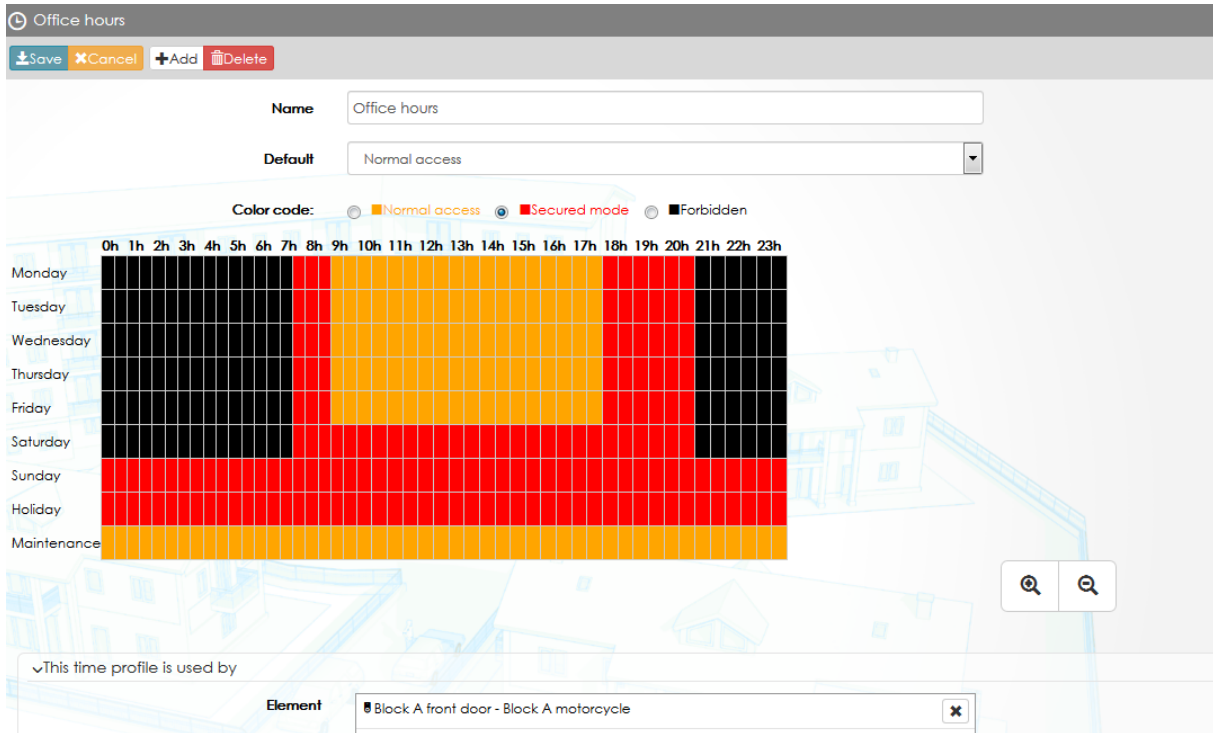
3.11.5 Time profile for readers

A single door can have several readers. An office door can have a reader to go in and a reader to go out for instance. In that case, these 2 readers can have a different configuration (pin & prox to go in but just prox to go out).

In the example below, the reader at the entrance is working as shown:

- No access from 9 pm till 7:30 am from Monday till Saturday included.
- Secured access (swipe a valid credential then enter a valid pin code):
 - From 7:30 till 9 and from 6 pm till 9 pm, from Monday till Friday
 - On Sunday from 7:30 am till 9 pm
 - On Sunday, the all day
- Access by valid credential from Monday till Friday, from 9 am till 6 pm

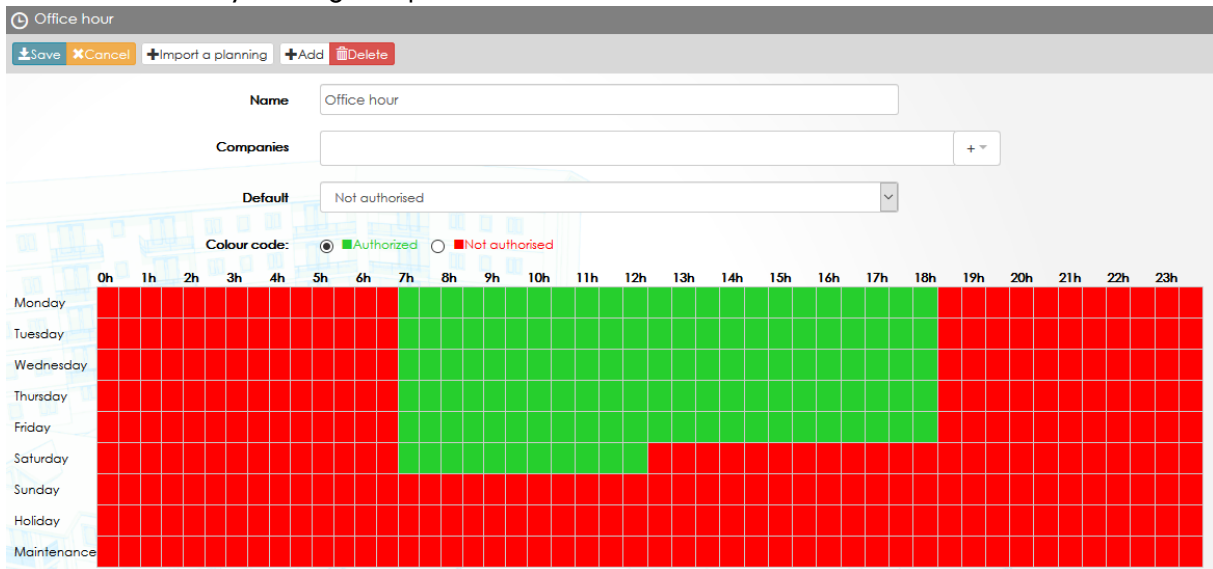
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3.11.6 Key time profile

A user may have access 24/7 to door, but only office hours on other doors.

In the following example, the users and keys which will use this key time profile will have access to the selected doors only in the green period.

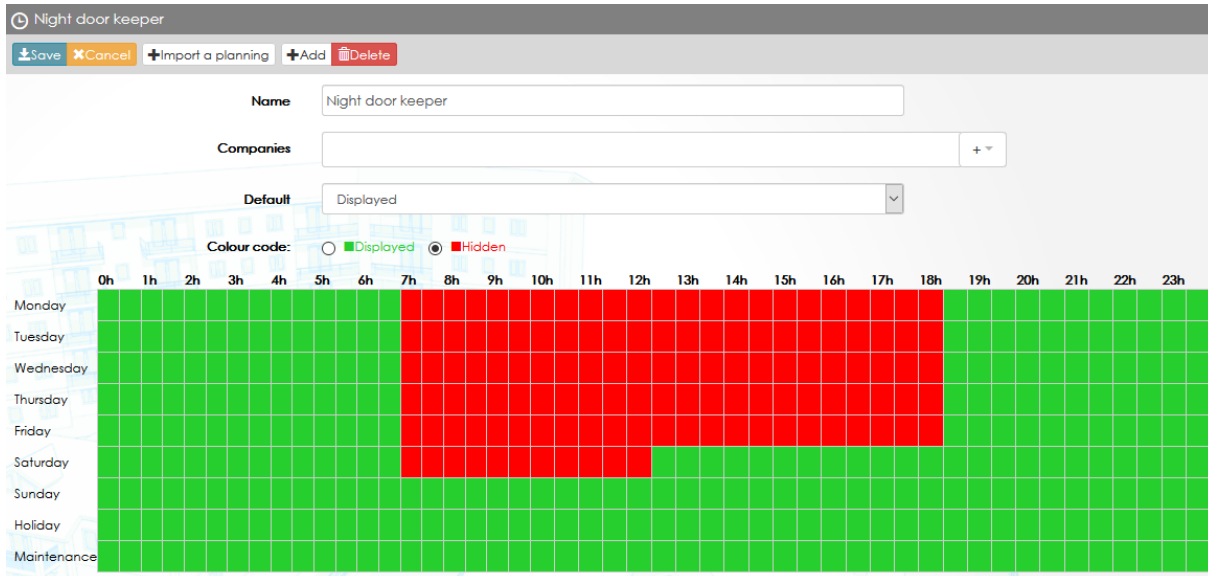


3.11.7 Door phone time profile

When 2Smart panel are used with Ipassan controller. The names of the directory could be displayed or not depending of the time of the day / week.

In the example below, the names on the selected door stations will be displayed only in the green periods (night and week end)

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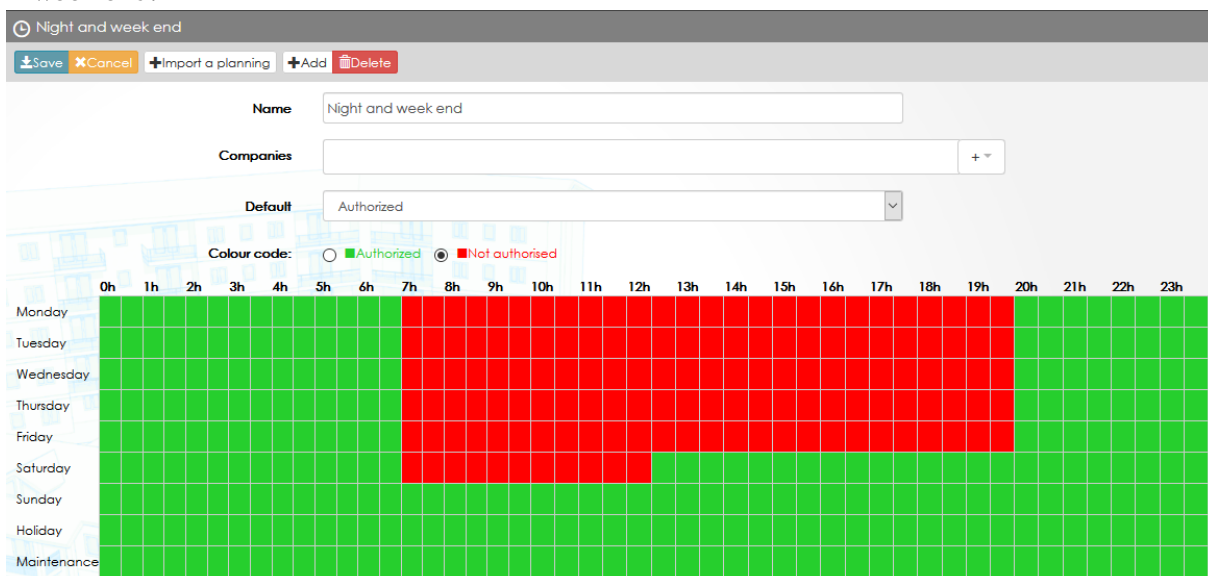
3.11.8 Process time profile

It is possible with Ipassan to manage reflexes. A reflex combines one or more condition which automatically operate some processes.

An example of a reflex could be : if a door is left open for too long time then activate a relay and send an e mail. With the process time profile, it is possible to activate this relay only when this happens on night period. So the e mail is sent any time, but the relay operates on night period only.

The time profile is set for the process not for the reflex.

In the example below, the process (activate a relay for example) will operate only between 8pm and 7am + week end.

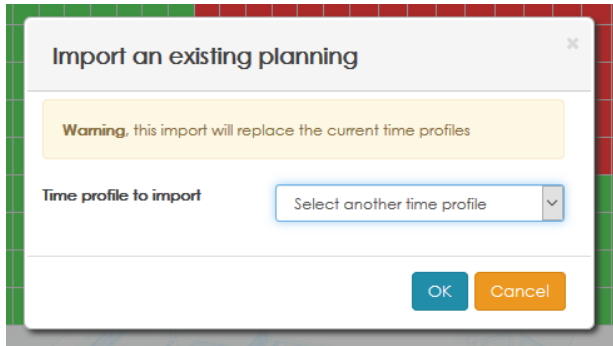


3.11.9 Time profile importation

The software manages many types of time profiles. Sometimes, a time profile could be use for different applications. For example, "Office hours" is needed for doors, readers and users.

On top of the time profile window, press the push button Import a planning then select one to be copied. Press Ok.

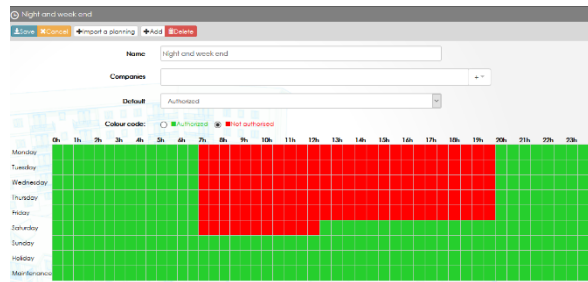
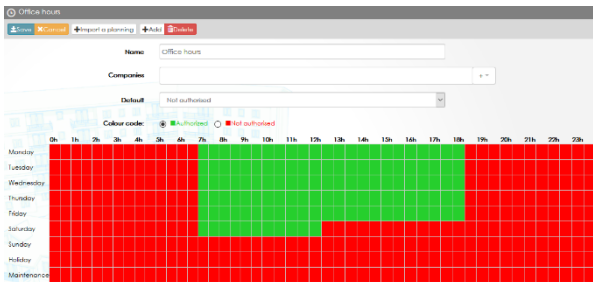
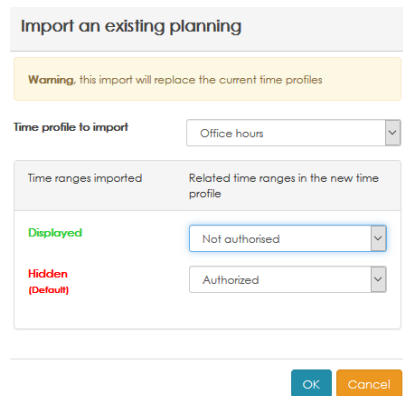
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The following window opens.

Choose for each behavior of the origin time profile, the selected behavior for the new one.

It is easy, for example, to reverse a time profile or to use a door time profile to create a key one, etc. See example below, the left screen shot is the existing one, the right screen shot is the copy but with opposite behaviors.



3.11.10 Holiday period / maintenance period

The holiday/maintenance periods give you the possibility to automatically modify the behavior of the doors, floors, time profiles... according to the time profile set.

You can have more security or less. For example, a floor can have a free access every Thursday morning but the access is secured when the Thursday is a bank holiday; or the access is free every bank holidays. The example below shows you a holiday period starting on the 22nd of December at 5 pm and finishing on the 2nd of January at 7 am.

Note that a box « Repeat every year » make the programing easier for the fix dates.

IMPORTANT: the priority is given to the maintenance period in case a maintenance period and a holiday period is set at the same time.

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The screenshot shows a configuration window for a holiday event. At the top, there are buttons for 'Save', 'Cancel', '+Add', and 'Delete'. The main form includes the following fields:

- Name:** Christmas
- Type:** Holiday (dropdown menu)
- Begin:** 2017-12-22 17:00:00 (with a calendar icon)
- End:** 2018-01-02 07:00:00 (with a calendar icon)
- Repeat every year

Below these fields, a section titled 'This Period is used by' contains a list of elements:

- Block A front door (with a close 'x' button)
- Block A back door (with a close 'x' button)

An 'Add element' button is located at the bottom of the list.

3.12 Video integration

Ipassan manages CCTV. This integration is based on rtsp (Real time streaming Protocol). Any NVR supporting this open protocol is compatible with Ipassan.

3.12.3 Overview

The goal is to associate video streaming to events. Example, a door has been forced in the previous night, the operator sees the event in the Ipassan monitoring then click on the video icon. A new window opens then shows the right pictures on the right time and date.

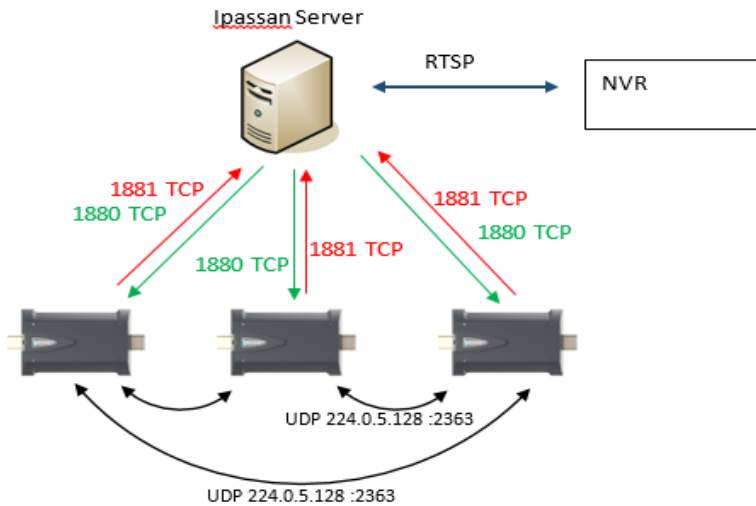
How it works?

A camera is linked to a door, reader, input, output... in the software so when an event is linked to this door, input... the software operator could click on the video push button and see the video recording. This could be done in live or replay.

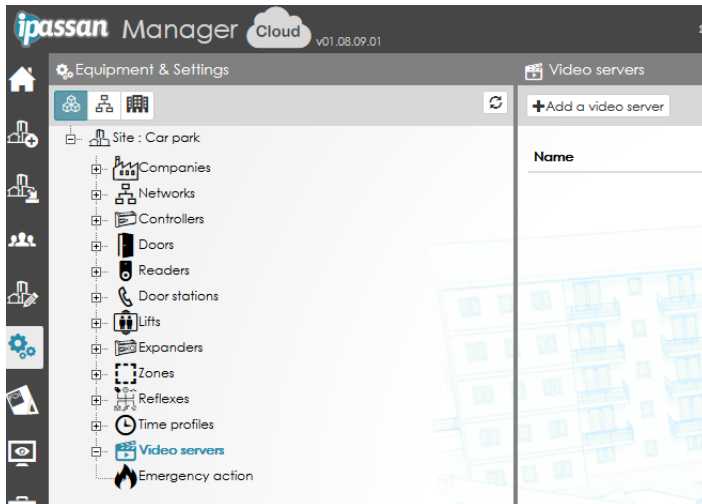
This integration is available only with the local software.

3.12.4 Synoptic

The controllers aren't involved in this feature. They backup the events and send those events to the server which is connected to the NVR or cameras.



3.12.5 Settings



3.13 Emergency action

A feature has been developed to open the doors when an input has been activated. You can then connect a fire alarm to an input to open the doors when the input is activated and remain the doors open until deactivation.

- This function manages a group of doors or all the doors of the network. So you have to create a group of doors which will be opened in case of activation.
- Only the fail secure locks are compatible. The fail-safe locks are not continuously powered.
- The input used for this function could be set as NO or NC.

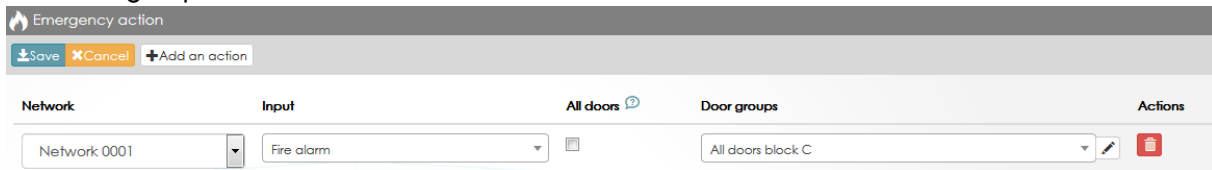
Important, this feature must be seen as an extra option but couldn't be considered as the single option to open the doors in case of fire for example. Green brake glass or any other options should be installed. This feature may be used for example to open many doors from one contact. In a company, when the first employee activate a contact, all doors of the warehouse, stock, etc are released.

The following example displays how one input is linked to the door group "All doors block C".

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The door group has to be created first.



4 Users & access profiles

4.5 Door access profile

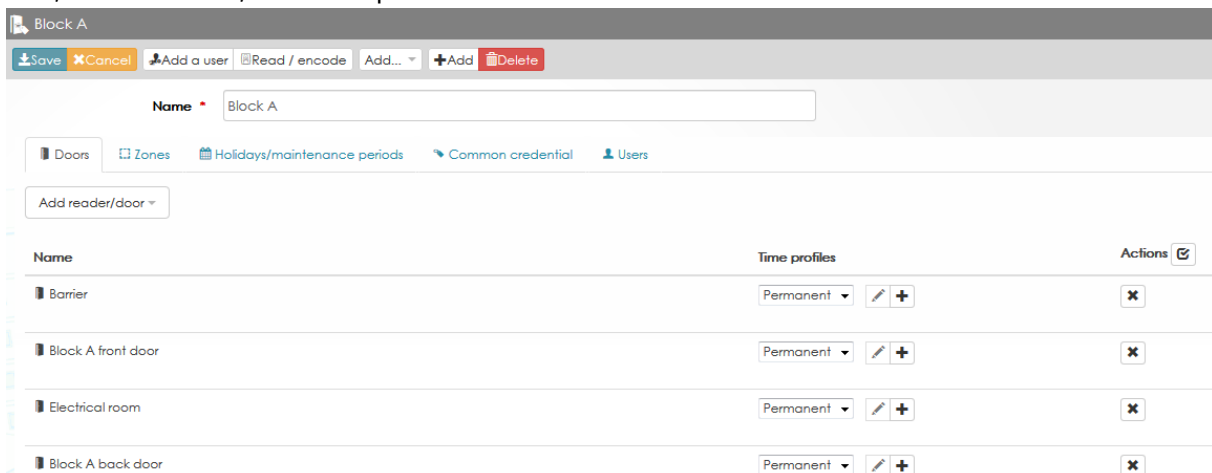
The door access profile is a list of authorized doors. This profiles are applied for the users and credentials.

The software manages up to 2 door access profiles per user and up to 2 floor access profile per user. It is always a permanent time profile and a temporary one (starting & finishing date and hour).

You will find the following parts in the window “access profile”:

- **Door:** list of the authorized doors
- **Zones:** list of the entrance doors of the zone and the exit doors of the zone
- **Holiday/maintenance period:** list holiday and maintenance period for this access profile
- **Common credential:** credentials which have not been related to a user (pin code use by several users or credential for visitors).
- **Users:** list of the people using this access profile

In the screen shot below, you can see the button “Doors” and the 4 authorized doors for this profile with, for each door, their time profile.



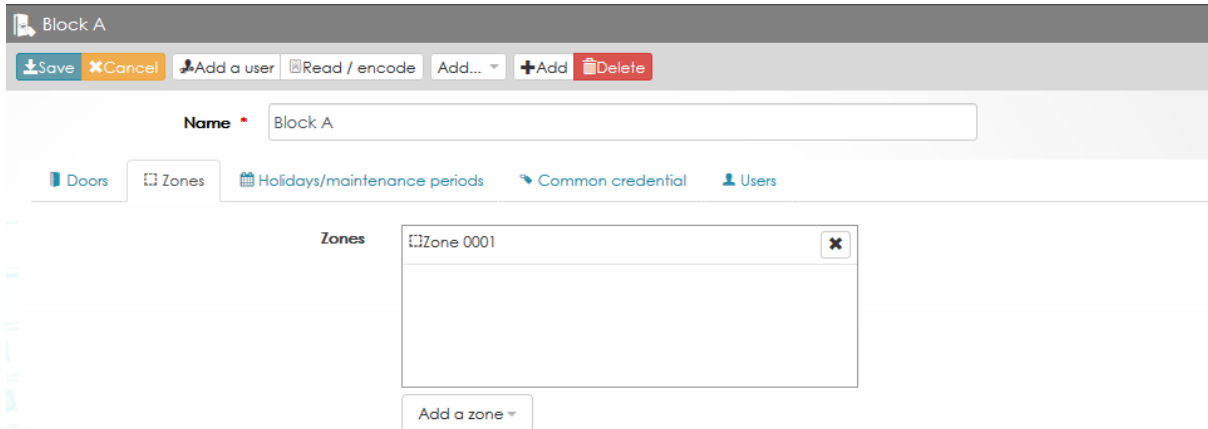
Zones

Counting zones and/or anti-pass back zone have been created during the programming. You can select the access profile, so the users, where you have to apply these parameters.

For example, the group “Manager” is not counted even is the zone is full.

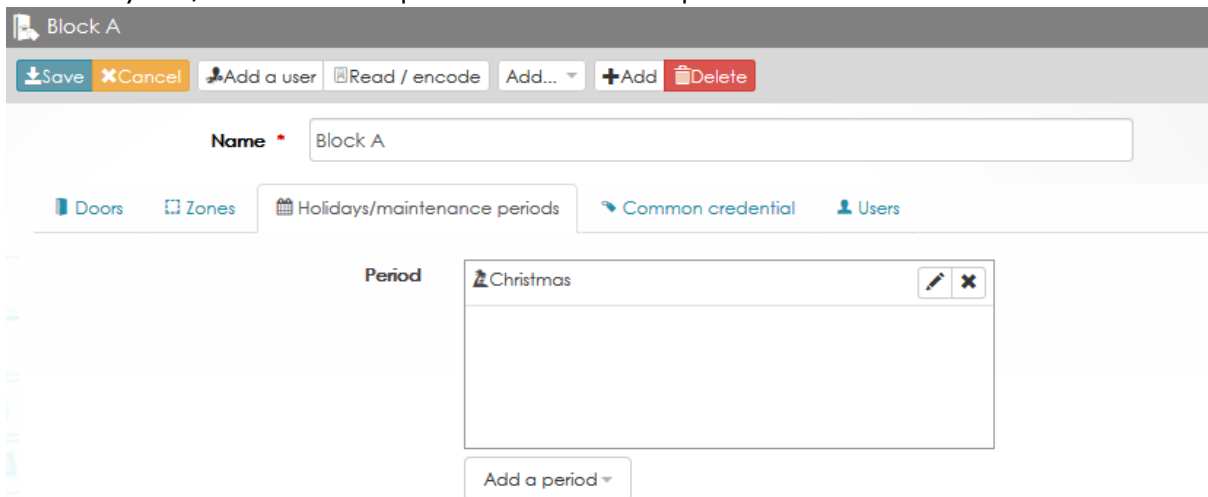
The screen shot below shows you what are the anti-pass back zone and counting zone.

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Holiday/Maintenance period

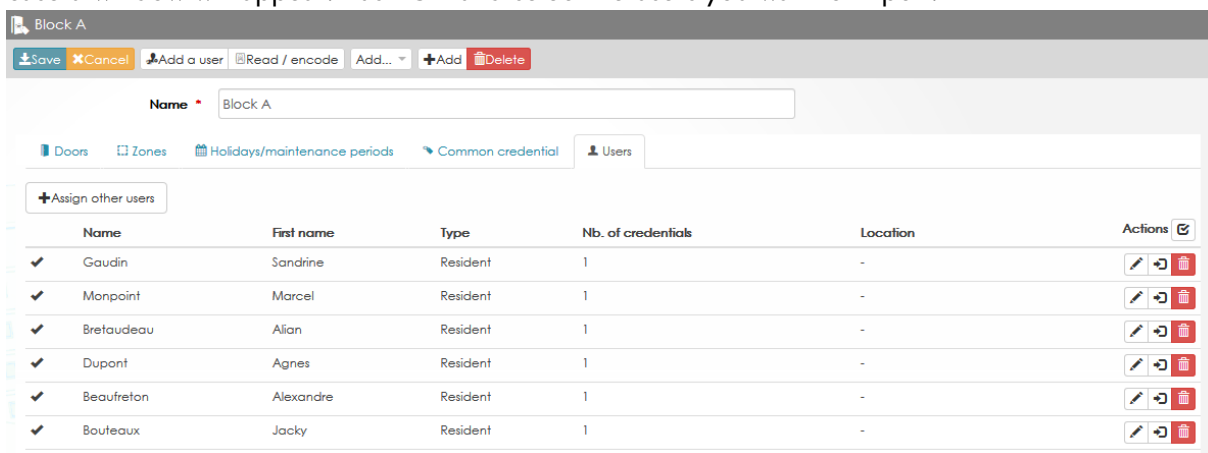
The holiday and/or maintenance periods are set for this access profile. Choose in the following window the holiday and/or maintenance periods for this access profile.



Users

You will see the users having this access profile.

Note that you can import users from others access profile by clicking on "Assign other users". In that case a window will appear. Push Ctrl and select the users you want to import.



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By clicking on the button “Actions” you can export users from this access profile to another one. Tick the box which appeared to select the users you want to export (see below).

	Name	First name	Type	Nb. of credentials	Location	Actions
<input checked="" type="checkbox"/>	Gaudin	Sandrine	Resident	1	-	[edit] [export] [delete]
<input checked="" type="checkbox"/>	Monpoint	Marcel	Resident	1	-	[edit] [export] [delete]
<input checked="" type="checkbox"/>	Brefaudeau	Alian	Resident	1	-	[edit] [export] [delete]
<input checked="" type="checkbox"/>	Dupont	Agnes	Resident	1	-	[edit] [export] [delete]
<input checked="" type="checkbox"/>	Beaufretton	Alexandre	Resident	1	-	[edit] [export] [delete]
<input checked="" type="checkbox"/>	Bouteaux	Jacky	Resident	1	-	[edit] [export] [delete]

Several choices are proposed:

- Apply to the selected users a new permanent access profile (door and/or lift)
- Apply to the selected users a new temporary access profile (door and/or lift)
- Link this selection to a group of users
- Link this selection to an architecture created (building, floor, office...)

4.6 Lift access profile

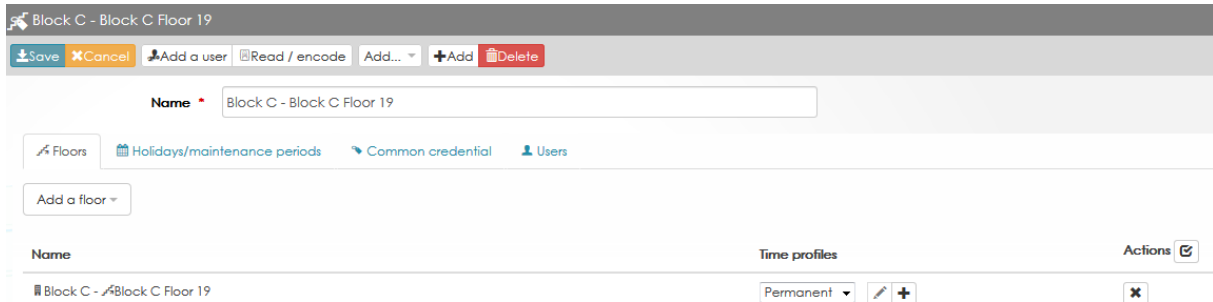
The lift access profile is a list of buildings/floors where the access is granted according to the time profile set. These profiles are applied for the users and their credentials.

Definition of the lift access profile:

- **Floor:** list of the authorized floors
- **Holiday/Maintenance periods:** list of the holiday/maintenance periods applied at the profile
- **Common credentials:** keys, cards, code... which are not designated to a user. It could be a pin code used by several users or a visitor card
- **Users:** list of the user sharing this profile

In the screen shot below, you will see the 1st tab « Floors » and the 3 floors authorized for this profile with, for each one, their own time profile.

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See the chapter 2.4 to set the tabs « Holidays/Maintenance periods », « Common credential » and « users ».

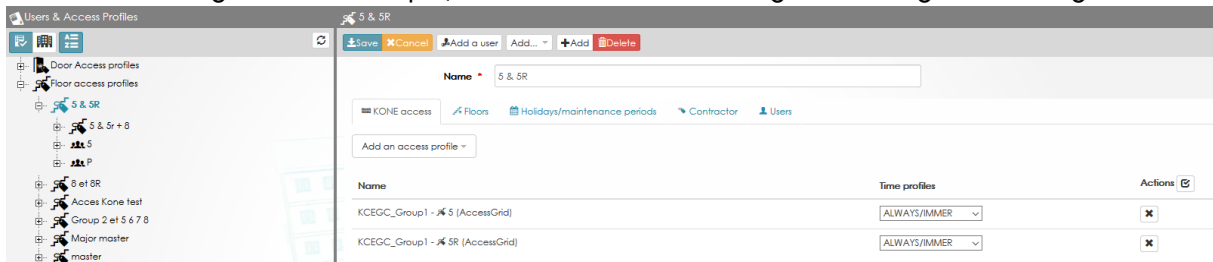
4.6.3 Kone Dop

When the Ipassan site manages also Kone Dop, a new tab appears in the lift access profiles. Select from the Kone list the floor access profiles.

Note, Lift access profiles have to be created first in Kone Access software then they could be used by Ipassan manager.

One Ipassan manager lift access profile could be a sum of several Kone ones.

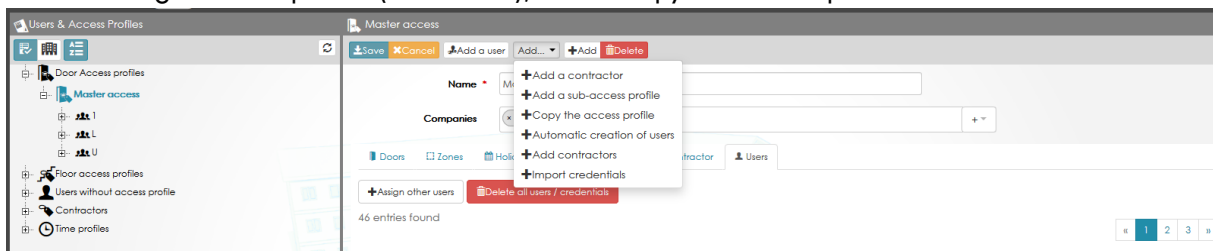
One Ipassan lift access profile could be a mixt of conventional lift + Kone Dop. Some lifts of the building are low level integration for example, but some other lifts are high level integration through Kone DOP.



4.7 Copy an access profile

It is possible to copy and paste an access profile. For example, a first access profile contains 20 doors and you need to create the same one by with 2 extra doors and without 3 other doors.

From the origin access profile (door or lift), select Copy the access profile.



The software creates the new access profile and select the same doors / floors, zones, etc. Enter a name for this access profile, add or remove doors or floors then press Save.

4.8 Sub access profile

Ipassan manages sub access profiles. Instead of using many access profiles, the operator creates one access profile "Block A" for example + sub access profile "Block A + carpark", etc.

All the child access profiles inherit of the doors or floors of the parent access profile. So later, when the operator will change a door or time profile for a top access profile, this will apply to all sub profiles.

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Example of a door access profile / sub access profile:

Parent access profile	Name	Time profiles	Actions
Block A	Main door	Permanent	[Edit] [Add] [Delete]
Block A	Back door	Permanent	[Edit] [Add] [Delete]
-	Gate In	Permanent	[Edit] [Add] [Delete]
-	Gate Out	Permanent	[Edit] [Add] [Delete]

4.9 Individual access

A site may require providing separate door access profile to users. Basically, this needs to create as many access profiles as there are different cases.

Ipasman manages this option as an extra feature. It has to be activated in the site property / features as shown below.

- Use site architecture
- Use zones
- Use reflexes
- Use multi-companies
- Managements of the emergency contacts
- Facility booking management
- Resident portal
- personal extra access management
- Use door switch
- Use integrated door stations
- Lift management
- Remote controls advanced management
- Site code / Facility code
- CCTV
- People group management
- BLE access

For each user, a new option is now available:

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Tick this box then select the extra doors which will be authorised for this user.

Note, those doors are added to the doors already included in the door access profiles (see below in grey).

Parent access profile	Name	Time profiles	Actions
Block A	Main door	Permanent	[X]
Block A	Back door	Permanent	[X]
-	3rd floor Server room	Permanent	[X]

4.10 Users & Credentials

An access control user may have several different credentials.

Definition of « credential »: anything or any action which will be used to have an access granted (prox cards, remote control, pin code, number plate, finger print...).

4.10.3 Users

Definition of a user:

- Surname, first name and others information such as email, address...
- Authorization:
 - A permanent door time profile
 - A permanent lift time profile
 - 2 temporary door/floor access profile (time and date limitation with a time/date validity)
- Its credentials:
- Its specific parameters:
 - Except Anti-pass back. The APB function had to be set first in the site configuration to see this box. No APB for this user.
 - Extra door release time for each door. The door/floor release time will be longer.

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Bretauudeau Alian

Save Cancel Add a credential Import credentials Read / encode Add Delete

Name Bretauudeau

First name Alian

Type Resident

Door/zone access Block A

Floor access Block C - Block C Floor 19

Location

Extra setup

Temporary access

Additional information

Credentials + Add a credential

Type	Code	Permanent	Status	Actions
Remote control 1356 - 4 buttons	741215415	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Proximity token 1356		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Pin code	2485	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

4.10.4 Credentials

Each user scan has an unlimited number of credentials. You can add options for any kind of credentials:

- In use or suspended. Useful option especially when the credential is lost but could be found later. In that case, you will just have to tick « in use » to reactivate it.
- Permanent validity: you can enter a start and an end for the validity of the credential by unticking the box « permanent ».
- Events: By default, you will see the activity of the credential in the events. Nevertheless, you can ignore them if you untick this box.

Proximity token 1356

Save Cancel Add a credential Delete

Type Proximity token 1356


Code 78AE9685

Color

Status In use Suspended

Validity Permanent

Event Trace Hide



4.11 Automatic creation of users & credentials

Ipasman manager offers different ways to add users and credentials in the system. It could be manual adding, importation from an Excel sheet or from events. It could be also an automatic creation.

In an access profile, click on Automatic creation push button then choose automatic creation of users.

ipassan Manager Cloud v01.08.09.01 Site Kone dop demo

Users & Access Profiles Door Access profiles

+ Add an access profile + Add a user + Add a contractor Automatic creation

24 entries found

Access profile name	Nb. of doors	Nb. of users
Back door	1 Door	0

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The following window opens:

- 1) Select the number of users to create.
- 2) Select in the list
 - a. Per door access profile
 - b. Per floor access profile
 - c. Block
 - d. Floor
 - e. Apartment
- 3) Depending of the previous choice, select
 - a. On or more access profiles, floor, blocks
- 4) Enter a **name**
This name contains some digits or letters which will be always the same + contains some variable digits. Those digits could be
 - a. A floor number
 - b. An apartment number
 - c. User number
- 5) It is possible to start by any number (Start with n°)
- 6) **Door access profile:** Select the door access profile
- 7) **Floor access:** Select the floor access profile or choose automatic creation
With this last option, the software will automatically create the floor access profiles
- 8) **Common floors :** If the automatic creation of the lift access profiles is ticked, then select the floors which will be authorized for all the floor access profiles. It could be the basement for example.
- 9) **Validity:** it is possible to choose start and end of validity for all the users the software will create
- 10) **Credentials:** select the number and type of credential per user.
In case access code is ticked, the software could, automatically, generate access code

Click on Validate.

The following capture shows how the software create the floor access profiles, the users and credentials and rename those access profiles and users.

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The screenshot shows the 'ipassan Manager Cloud' interface. On the left, a tree view shows 'Door Access profiles' > 'Floor access profiles' > 'Block A - Floor 0001' > 'U' > 'U0101' through 'U0105'. The main panel shows 'Block A - Floor 0001' with a table of 5 entries:

Name	First name	Type	Nb. of credentials
U0101		Resident	3
U0102		Resident	3
U0103		Resident	3
U0104		Resident	3
U0105		Resident	3

4.12 Excel Importation

In an access profile, click on Automatic creation push button then choose Import credentials.

The screenshot shows the 'ipassan Manager Cloud' interface. The 'Automatic creation' dropdown menu is highlighted with a red box. Below it, a table shows 24 entries found:

Access profile name	Nb. of doors	Nb. of users
Back door	1 Door	0

The following window opens:

Choose File(xls) then click on **Get the file to be completed**. An Excel sheet is downloaded.

The 'Import credentials' dialog box is shown. It has two main sections:

- Import by:** Type: encoding, events, file (.xls)
- Options for Import:**
 - Create as: Contractors, Users (automatic creation)
 - Door/zone access: From file, Select from the list
 - Floor access: From file, Select from the list
 - Companies: [Text input field]
 - Bluetooth: [Dropdown menu]

Validate **Cancel** The

Excel sheet contains different columns as explained below:

		Comment
Code:	compulsory	CSN or access code. Up to 14 digits
Credential Type:	compulsory	Select in the combo box the type :Prox, access code, plate number, etc
Last name	compulsory	Up to 32 characters

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First name	Not compulsory	Up to 32 characters
Number	Not compulsory	Registration number (used in a company for example)
Address	Not compulsory	Up to 32 characters
ZIP code	Not compulsory	Up to 10 digits
City	Not compulsory	Up to 32 characters
Phone number	Not compulsory	“+” + 14 digits
E mail	Not compulsory	
Others	Not compulsory	text field, up to 255 characters
Door access profile	Not compulsory	
Lift access profiles	Not compulsory	

Note, for the two latest columns (door and lift access profiles), there are two ways to manage this.

- 1) When those fields are blanked, the users and credentials are added to the origin access profile. If you launch the automatic creation from “Block A residents”, the users are created in this access profile.
- 2) If you enter in the excel sheet a door and/or lift access profile, the users are created in those access profiles. In case, those access profiles don’t exist yet, they are automatically created in the software without door nor floor.
This means the excel sheet could be created before commissioning the site. The second step is to tick the doors or floors in the access profiles when they are added to the software

After the Excel sheet is filled, save it. Click on Browse in Ipassan Manager, select the file and click on display. The first lines of the excel sheet are shown as example.

In the lower part of the window, extra options are available for the importation:

Contractors or Users: The key could be added in the software as user or as contractors.

Door access profile: The importation uses the door access profiles from the Excel file or uses the selected one from the list.

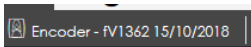
Lift access profile: The importation uses the door access profiles from the Excel file or uses the selected one from the list.

Companies: when the multi companies feature is used on the site, the users will be assigned to the selected company.

Bluetooth: When the BLE feature is activated in the site and an credit account is also linked to the site, it is possible to create mobile access from this import file.

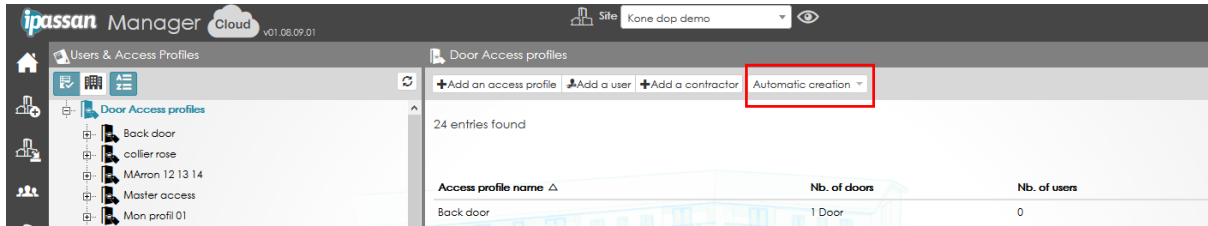
4.13 Importation through the encoder

The encoder must be connected to the computer and detected by the software.

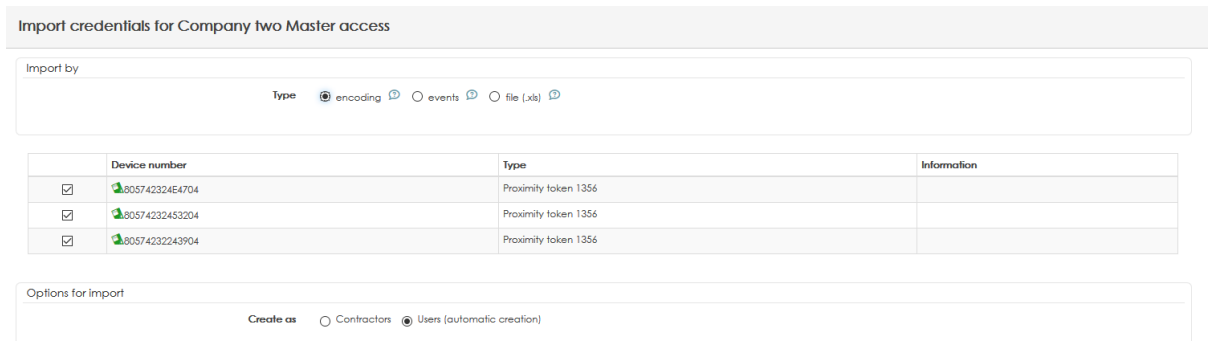


In an access profile, click on Automatic creation push button then choose Desktop reader.

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The following window appears. Present the keys to the encoder, the CSN (card serial number) and type are added to the list.



Select if the keys must be added as “Contractors” or “Users” then press Save.

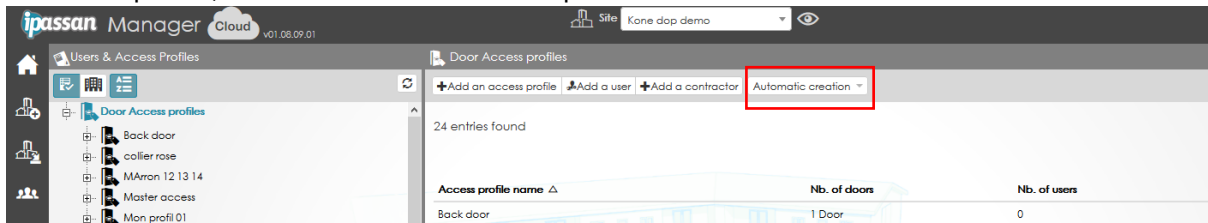
The software automatically names the users user 0001, user 0002, etc

4.14 Importation through the events

Present the keys to a reader of the site. Those keys appear as Unknown credential in the live events. See below.

Date	Event	Reader	Device number	Count
2020-04-09 08:52:43	Access denied (unknown credential)	Lecteur 0002	80574232534304	5
2020-04-09 08:52:41	Access denied (unknown credential)	Lecteur 0002	805742321E6104	5
2020-04-09 08:52:40	Access denied (unknown credential)	Lecteur 0002	80574232335904	5

an access profile, click on Automatic creation push button then choose Events.



Filter by date and or reader then click Display. The unknown keys appear.

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Import credentials for Master access

Import by

Type encoding events file (.xls)

Filter Dates Elements

Display

Device number	Type	Date	Information
<input checked="" type="checkbox"/> 80574232335904	Mifare+	2020-04-09 08:52:40	
<input checked="" type="checkbox"/> 805742321E6104	Mifare+	2020-04-09 08:52:41	
<input checked="" type="checkbox"/> 80574232534304	Mifare+	2020-04-09 08:52:43	

Options for import

Create as Contractors Users (automatic creation)

Door/zone access

Validate Cancel

Select if the keys must be added as “Contractors” or “Users” then press Save.

The software automatically names the users user 0001, user 0002, etc

5 Supervision

By clicking on the screen icon on the left hand side you can have a view on the events and on the status of the network (controllers, connected expanders with the version of the firmware).

ipassan Manager

Site: FDI Matelec

Events Network status Manual commands Reporting Zone Message

Events

Visualisation Download Global settings Settings

Filters

Event database

Result limited to 30 Export Purge

Date / Hour	Event	Element	Information	Device number	Prio.
2017-05-22 17:02:32	End of active condition	Cat-Saisie code clavier P. perso	--	--	5
2017-05-22 17:02:32	Condition is active	Cat-Saisie code clavier P. perso	--	--	5
2017-05-22 17:02:32	Access by single credential	Parte personnel Codes claviers	atelier	2485	5
2017-05-22 16:46:40	Access granted (push button)	Parte visiteur	--	--	5

Several tools give you the opportunity to have a view of the sites:

- The **events** window gives you a view on the live events. All the new events will appear on the screen
- **The network status** will show you if the controllers and expanders are connected and their firmware version
- With **the manual commands**, you can activate the relays of the doors/floors/outputs from a customizable table
- **The reporting** can be used to export in an Excel file the list of credentials, users, events...
- **The zone** tab shows you the list of users on a zone
- **Message** shows you only the events which you set a specific appearance. In general, the events are alert such as “door forced” ...

Events Network status Manual commands Reporting Zone Message

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5.5.3 Events

Each controller can manage 20000 events which will be sent to the server in real time if you have a communication between server ↔ controllers.

5.5.3.2 Visualization

Each kind of events has priority number from 1 to 9 in order to set what kind of events you want to see or only the most important. The event “door forced” has the priority number 8 when the event “door open” has the number 2.

With a level priority of 5 the event “door open” will not be displayed.

You can also add a filter on how to display: by kind of events, by element (door, floor...) or depending of the event (only access refused for instance)

Date / Hour	Event	Element	Information	Device number	Prio.
2017-05-22 17:02:32	End of active condition	Cat-Saisie code clavier P. perso	--	--	5
2017-05-22 17:02:32	Condition is active	Cat-Saisie code clavier P. perso	--	--	5

5.5.3.3 Download

Each controller stores 20000 events off-line. When the network is connected to the server, only the last events are transferred to the server.

By clicking on “download”, you can search in the controller the missing events.

You can also set the filter described above for the downloading.

5.5.3.4 Global settings

You can set which events, by priority, you want to store in the controller and which events will be displayed on the screen.

5.5.3.5 Settings

You can choose a priority and a specific color which will depend on the event.

Then, the events will be displayed with you the colors or priority you choose.

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5.5.4 Network status

A window will show you the network status (connected or disconnected), their firmware version and the associated expanders of each controller.

Name	Status	Version	Last connexion
ΔFDI	✓Connected		-
⊙ Left controller	✓Connected	FV1010 10/05/2017	2017-05-22 17:44:09
⊙ Right controller	✓Connected	FV1010 10/05/2017	2017-05-22 17:44:09

5.5.5 Manual commands

With the manual commands you can lock/unlock a door, output, floor via the software. These commands can be permanent or non-permanent. It is possible to open a door to a visitor or unlock a floor until the software automatically secure it.

You can personalize the view of the software to make the using easier:

Door 0001	Door 0002	Door 0003	Door 0004
Status: ?	Status: ?	Status: ?	Status: ?

5.5.6 Report

The report function is used to create reports on events, users, doors, floors...

It creates et report on an Excel sheet which can be launched manually or via an automatic task or with a specific event.

5 reports are directly set in the software:

- List of users: List of users and their credentials.
- Access permissions to doors: List of authorized doors per access (with time profiles).
- Access permission to floors: List of authorized floors per access (with time profiles).
- User form: User information, list of credentials and their access permissions
- Event export: List of the site events (see the 2nd screen shot below)
- Zone (if you use programed zones in the site functionality): export the list of the users who are on a zone

Name	Description	Selection	Actions
List of users.	List of users and their credentials	Access profiles, User group, Architecture	[Icon]
Access permissions to doors	List of authorised doors per access (with time profiles)	Door access	[Icon]
Access permission to floors	List of authorised floors per access (with time profiles)	Floor access	[Icon]
User form	User information, list of credentials and their access permissions.	User	[Icon]
Event export	List of the site events	Event	[Icon]
Who is in the zone	List of all people present in zone	Zone	[Icon]

Example of the filters for an event report

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Report 0002 - Filters

Filter by

Dates Priority Event family Event

Type of elements Elements Serialnum User

Dates: Yesterday

Cancel Next

Personalize the report

The software gives you the opportunity to create a personalized report. For example, when you want to receive every morning the people on site. In that case, we create a report to see only the people on site (who enter the site via the main entrance), then we create an automatic task which will send you the report every morning.

Example of a list of users which enter the site via the « visitor entrance » the day of the report.

Report 0002 - General information

Report name: Last day main door

Report type: Event

Description: Authorized events of the main door for the previous day

Cancel Next

Select the filters. In the screen shot below: by date (today), by events types (access granted) and the « visitor entrance » only.

Report 0002 - Filters

Filter by

Dates Priority Event family Event

Type of elements Elements Serialnum User

Dates: Yesterday

Event family: Access granted

Elements: Door 001

Cancel Next

Select what you want to see in the Excel file in the last step.

Report 0002 - Columns to display

Columns

Date

Event

Priority

Add one column

Filter

Multiselection + ctrl + click

Element

Info 1

Info 2

OK Cancel

NOTE: the report is dated at today. You can change it for today, yesterday, last week...

5.5.7 People on zone

When you have created a zone in your site, by clicking on the tab « zone » the users in the zone.

3 buttons on right hand side propose you to:

- Edit the zone (pencil)
- See the details of the zone (function only available if you use the counting by company, profiles or users)

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- People on site (tab representing an eye) with the possibility to export this list
- Reset manually the zone



6 Booking management (V3)

6.5 Overview

Software manages assets (or premises) to be booked too.

Asset could be a BBQ area, a meeting room, tennis court or a visitor car park for example.

Numerous advanced parameters are available to define each asset's uses and limits in accordance with users' needs and managers' requirements:

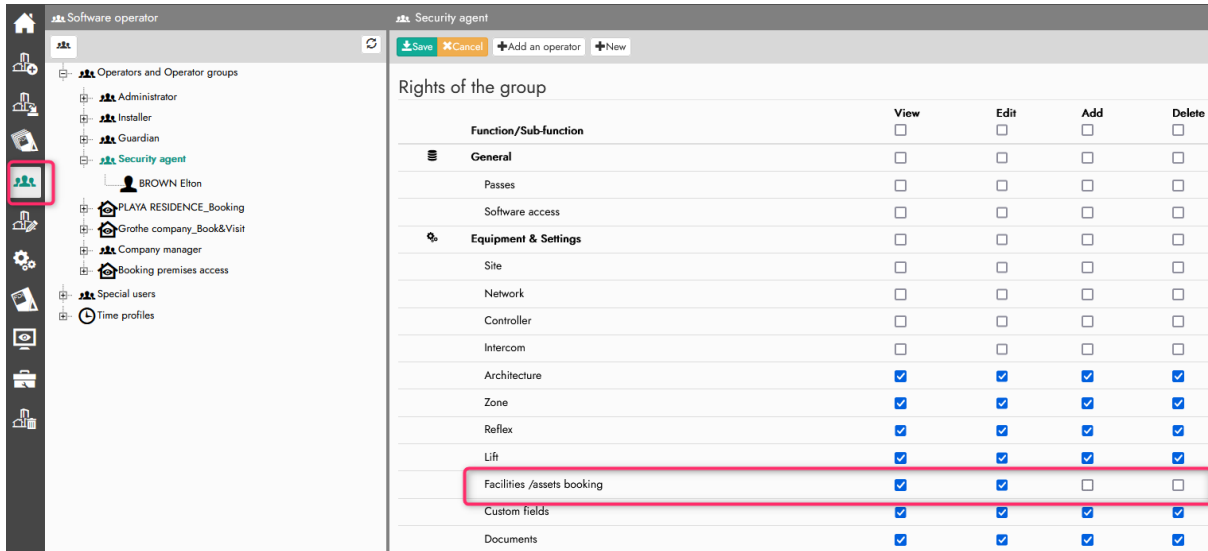
- List of people authorized to book each asset, possibility to add visitors ...
- Quantity of people agreed simultaneously
- time slot and maximum booking time
- limits of booking per designed period (time and /or quantity)
- Possible programming action attached to booking time (at arrival, end of time ...)

Automatic validation or manager agreement required, booking status evolution can be check through user's interface (resident portal) and by every selected "booking managers"

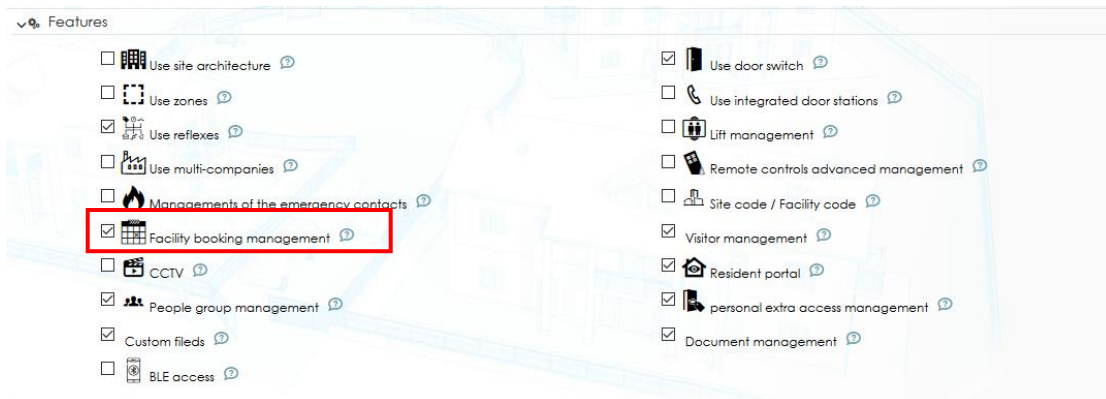
6.6 Booking Asset management

- A- To manage the asset booking, software operator must be authorized.
Automatic for administrator, it must be ticked for the other types of software operators.
In "**software operators**" menu, add this right to concerned operators

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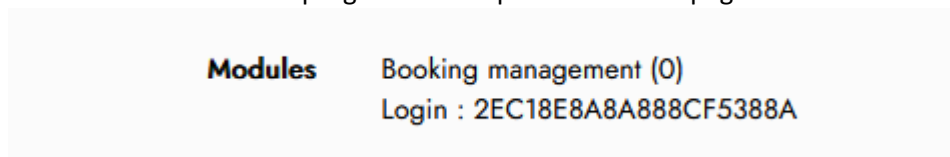
B- "Facility booking management" needs to be ticked in the optional site features to add it in "Equipment and settings" menu.



Even if you can create and define the assets, to use booking function you need to activate the booking module

C- activate a "booking module" ref : xx-050-097 in "Equipment and setting/controllers/Activate third party module"

Module activation list in progress show up in controllers' page:



6.7 Create asset(s)

In "Equipment & settings" click on "Assets" menu, and "Add an asset" . The second screen capture shows the settings and parameters list available to define your asset.

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Click on “Add an asset to start a new asset definition

Every asset’s parameter and definition will be set or adjusted in the following “multi tabs form”

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6.7.3 General asset definition and settings

Name :

You must give a significant name to your asset. To improve its symbolic view for users in planning you can add an icon and select a specific font chart (background & character colour, bold and/or italic)

Type :

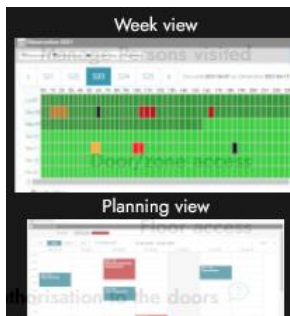
Type define "authorized public" in booking possibility : 1 of the 3 different types can be selected

- Only users registered in site user's list can be authorized
- Asset designed to be booked for visitor(s) (visitor car park ...)
- Both types possible (users & visitors : Tennis court, ...)
-



- Each question mark shows up a message to give an extended description of associated words

Display :



Usual weekly display : single asset display with availability graduation from green (fully available), orange (partially available) to red (fully booked)

New Calendar display : able to display simultaneously several assets with existing booking short description

Asset access behavior :

Not available for "visitor car spot booking" this selection offer to customize each asset access during booking time if needed to prevent damages or for security (on your own needs)

Access with credential : Valid user's key is needed to grant access

Free access : Designed door(s) will keep open during select time range

Free access after planner comes in : Same way **but** in addition a selected "manager" must primary get into the asset to authorized door to keep open

Access with credential after planner : Same way the first selection **but** in addition a selected comes in "manager" must primary get into the asset to valid users key

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Manage Persons visited :

Single user or a group of people (sport association, social group, ...) or a company can be integrated in users list able to book this asset if selected in this setting.

If you want to manage booking for "groups" or "companies" you must primarily add those selections in your site's features.



Limitation in "advanced settings / Limitation periods" (quantity or total time / period) can be applied on group or company too

Door/zone and Floor access :

A specific access profile including every door/reader, levels to access the asset must be define and set in this field. Users will receive it during booking time

Pre authorization to the doors :

Adjustable time users can anticipate access before booking time

Time profile !

Asset booking can be limited on a scheduling time define in a time profile

6.7.4 Advanced settings

Following parameters give an accurate definition of access rules of the asset

Time slot :

Minimum time for booking. Booking time is a multiple of this time . from 15 min to a day

Maximum booking time :

Define the maximum booking time in minutes quantity. From 1 to 65 000 minutes, 0= unlimited

Allow only one booking per time slot :

When ticked this select box, even if "max number of people" isn't reached, no other booking allowed to privatise the asset for example



When group or company are selected in "manage Persons visited" this box is forced to ON

Maximum number of people: Available limit of people in the asset at the same time

Max. number of people per booking : Available limit per booking

Max. number of applicants per time slot : In addition to previous parameter, to prevent "multi-booking user", the manager can define a limit on "total quantity of people booked by a single user"

Authorized recurring booking :

Opportunity to book an asset for recurring date and time If not, single booking only

Linked assets :

A preset association of assets with "same type and mode" can be selected to automatically generate booking for linked assets even if each asset can be booked separately:

A "basket hall" and "main changing room" are linked in a gym but "main changing room" can be booked independently with Dojo for example

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6.7.4.2 Limitations period

In order to automatically manage booking quantity and/or duration on a period, software needs to define period and its starting point.(for week, month or year)

Period can be defined in weeks, month or year quantity

Week can start on any day of the week, **month** any day in a month, **Year** any day in a year to customized to users or manager needs.

“**Limitation by** “: This limitation will be applied on the selected category available in this asset

Now you set a period, you can adjust user’s “quantity and/or duration limit” to book this asset in the next selection box



In automatic (or manual) archive task, “**purge after archiving / visits and reservation**” parameter must be in accordance with “limitation period” to don’t purge information needed in limitation management

6.7.4.3 Visitor management

“Visitor car spot booking” and “mixed booking” asset type require to define visitor’s credential type available

Auto-generation option for keypad or QR code can be selected

6.7.4.4 Users

Software can automatically approve and valid booking requests according to asset settings and already registered booking.

Need to be approved : requires in addition, validation by a designated **manager** in the following list :

- Software operator with asset booking authorization on this site
- Users authorized to book (manage) this asset

Users offer to open the “authorized list of users” and **assign other users** (helpful wizard support)

Add extra users to portal offer (or not) possibility to add other users name in booking form to fill

6.7.4.5 Email sending

To inform users about booking status (pending, validated, rejected) and confirm each date and time which asset is booked, an emailing can be set to every concerned people

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Mail sending

Sending management emails.

Email footer

SMTP

Email footer

Paragraph **B** *I* **A** **A** [List icons] [Link icon] [Image icon] [Table icon]

Proximity car park access
manage by

FDI Friendly
Development
& Innovation

POWERED BY TINYMCE

This standard information can be customized adding an “Email footer” selected in :

- Site settings
- Company settings
- Customized here in the asset settings

SMTP used for this emailing can be the selected one or by default (iPassan sever one)

6.7.5 Actions

iPassan manages automatic actions when booking time start, stop, when users are granted or x minutes before the beginning or end of the time slot.

Those actions are process which need to be previously created. An example of process could be an activation of a relay which will turn on/off the lights.

Actions

Double swipes End of access
 Launch a process

Arrival of a planner + ▾

Start of the time slot + ▾

End of the time slot + ▾

X minutes before the time min + ▾

X minutes before the end time min + ▾

X minutes after the end time min + ▾

Double swipes: when the applicant present his key or code to the asset reader, door opens. Of course, this user must be authorized at this date and time.

When swiping twice in 3 secs, the controller can stop the current booking validity and/or launch a process. This process could be the activation of relays to turn on a heating / air cooling system for example.

Arrival of a planner: According to the “asset access behavior” selection, if a planner is programed then this event can trigger selected process(es)

Start of the time slot: one or more processes could be launched at the beginning of the booking period.

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End of the time slot: One or more processes could be launched at the end of the time slot. The light or air cooling turns off for example. Ipassan output cards provides dry contacts.

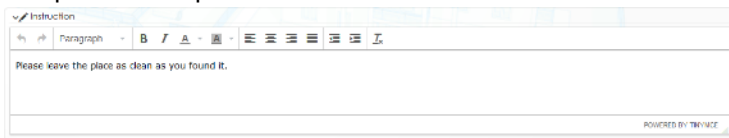
X minutes before the time: one or more processes could be launched. They have to be created first through Materials and settings / Reflexes. The air cooling can automatically start before the persons come in.

X minutes before the end time: through processes, it is possible to decrease the level of the light so inform the users that the booking time is almost finished.

X minutes after the end time: one or more processes may turn off the heating system or air cooling, lights, etc

6.7.6 Instruction

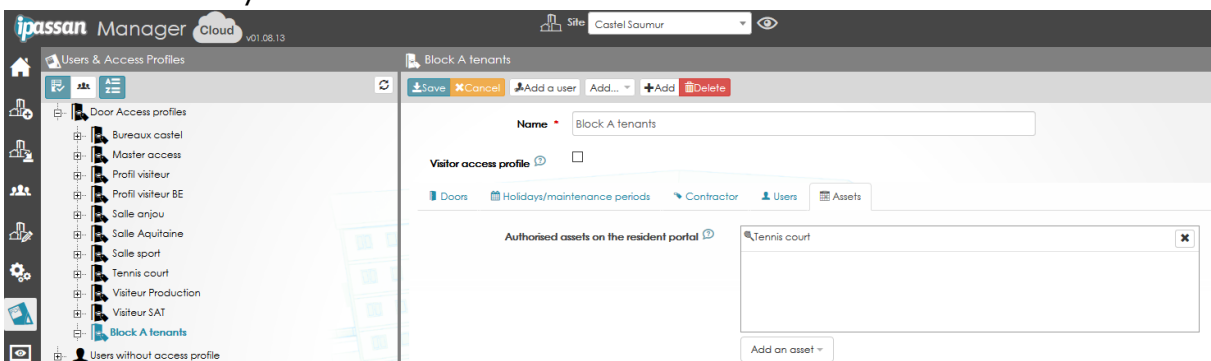
It is possible to post some instructions the residents will read before their booking request.



Instructions are included into emailing

6.8 Add user(s)

As previously described, only the authorized user could book the assets. Those users are added through "Equipment & Settings / Asset management" or could be added from "User & access profiles". From an existing access profile, select the asset tab then click add an asset. Select one or more then click Save to offer access to every associated user.



A second option is available in "Users & access profiles". This time, the users are sorted by asset. Select Asset booking node then choose one. The list of the authorized users appears on the right part of the window. Click "Add users" to add some to the asset (see second screen capture).

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ipassan Manager Cloud v01.08.13 Site: Castel Saumur

Users & Access Profiles

Door Access profiles

- Users without access profile
- Visitors
- Contractors
- Asset booking
- Anjou meeting room
- Aquitaine meeting room
- Fitness room
- Paris agency red office
- Paris agency yellow office
- Patio 2nd floor
- Provence meeting room
- Tennis court
- Visitor car park
- Time profiles

+Add users

Name	First name	Type	Nb. of c
TAXI	2	Resident	1
HERRERA	02 01 08	Resident	1
Yokis ajout le 26 02 16	260216	Resident	5
COMPTABILITE CLE SUP	ACCEO	Resident	2
GRIFFON BERNADETTE	ACCEO	Resident	1
RETAILLEAU	ACCEO	Resident	1
VALLEE JEAN CHRISTOPHE	ACCEO 02 01 08	Resident	1
Beaufretan	Adeline	Resident	1
Alexandre	Alexandre	Resident	1
Yokis Production001	Alexandre	Resident	1

Users who have access to booking through the visitor portal

> User name

✓ Access profiles

Door/zone access: Block A tenants

Select an access

> Operator group

OK Close

6.9 Add a booking request

According to your organization and asset parameters :

- Admin and designed managers can generate booking from software login
- Users can generate booking from resident portal access
- Both with their own login.

On software managers side from “Monitoring/Asset booking” menu every assets are sorted by display selection : Week view.

ipassan Manager Cloud v01.17.05 Site: Demo 6 - Resa

Events Network status Manual commands Reports Message Facilities / assets booking

Facilities / assets booking

Week view Planning view All bookings / search Purge visits

Disabled access car park

Inside car park

New booking Users Add users

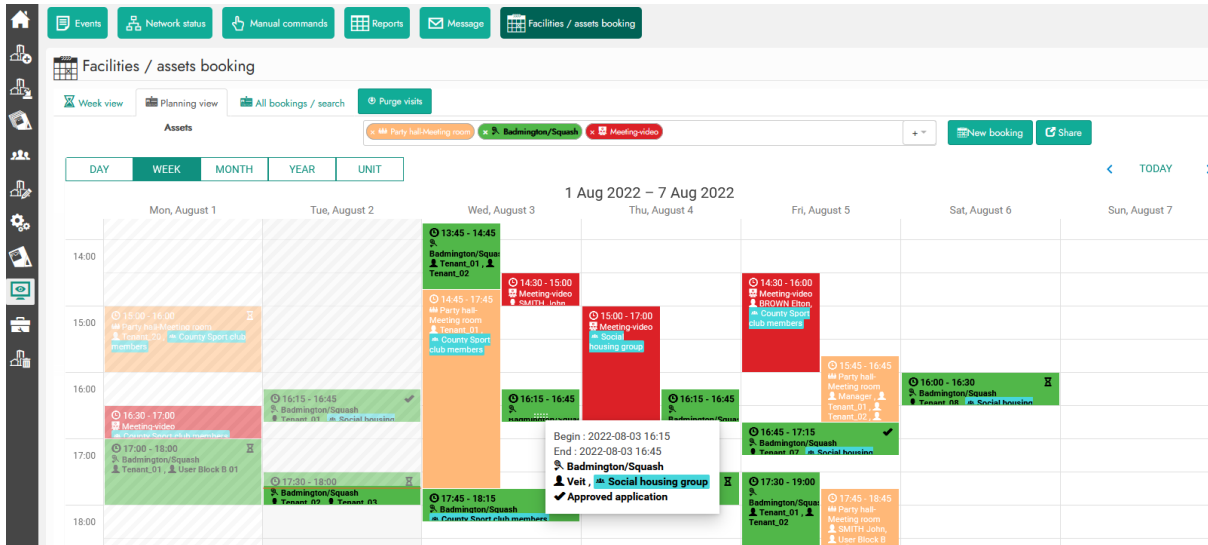
« W29 W30 W31 W32 W33 » From Monday 2022-08-01 to Sunday 2022-08-07

0h 1h 2h 3h 4h 5h 6h 7h 8h 9h 10h 11h 12h 13h 14h 15h

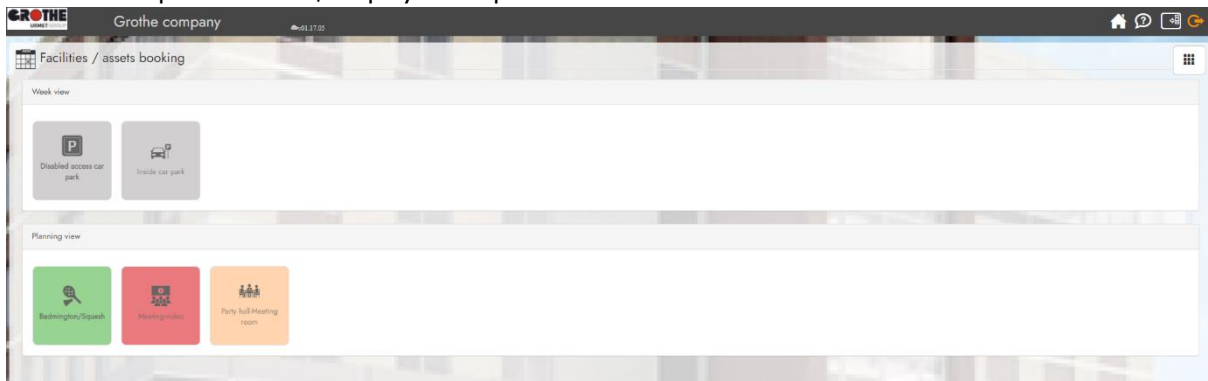
Mo-01
Tu-02
We-03

or Planning view

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Those 2 displays offer the same features and possibilities but on a different frame
On resident portal access, display is simplified and reduced to connected user's information



6.9.3 Booking request from software operator interface

From « Monitoring/assets » menu software operator can generate, monitor and valid past and current bookings.

To register an asset booking request, a booking form must be filled

6.9.3.2 Booking form in “week view”,

- 1- select an asset “dashboard” to monitor in left column asset list
- 2- select which week to display in :



- Green slot: no booking request or validated, fully available
- Red slot: asset not available : Fully booked or out of time range
- Orange slot: asset partially available. A booking request is in progress or validated but a new booking can be done in this time slot.(Example: Max people=20, booking in progress for 10 so 10 more people can book)

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Facilities / assets booking

Week view | Planning view | All bookings / search | Purge visits

Disabled access car park

New booking | Users | Add users

From Monday 2022-08-01 to Sunday 2022-08-07

Begin	End	Frequency	Asset	User	Visitor	Status	Approved by	Date	Actions
2022-08-03 12:00:00	2022-08-03 14:30:00	-	Disabled access car park	Tenant_01	Becker Boris	🔄	-	-	✔️ ✖️ 🗑️
2022-08-03 13:00:00	2022-08-03 14:30:00	-	Disabled access car park	Tenant_01	Callas Maria	🔄	-	-	✔️ ✖️ 🗑️

6.9.3.3 Booking form in "Planning view",

Facilities / assets booking

Week view | Planning view | All bookings / search | Purge visits

Assets

Meeting-video | Party hall-Meeting room

New booking | Share

DAY | WEEK | MONTH | YEAR | UNIT

1 Aug 2022 – 7 Aug 2022

Mon, August 1 | Tue, August 2 | Wed, August 3 | Thu, August 4 | Fri, August 5 | Sat, August 6 | Sun, August 7

11:00 | 12:00 | 13:00 | 14:00 | 15:00 | 16:00

15:00 - 16:00 Meeting-video
15:00 - 16:00 Party hall-Meeting room
16:30 - 17:00 Meeting-video

11:45 - 12:45 Meeting room
12:30 - 13:00 Meeting-video

14:30 - 15:00 Meeting-video
14:45 - 17:45 Party hall-Meeting room
15:00 - 17:00 Meeting-video

14:30 - 15:00 Meeting-video
15:45 - 16:45 Party hall-Meeting room

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Every asset sorted in “planning view” can be displayed simultaneously in the same view
Calendar definition can be adjusted to day, week, month or year and “today” tag on the right always centralized back information on “today”(today’s week, ...)



offer to generate an Url to “display only” scheduling of selection in progress.
No need to connect on software but use this Url for public address monitoring.
Data are regularly updated

Whatever the selected type of view, to open a new booking form to fill, click on “New booking” or straight in desired time slot : following tab is open

- A- On the top, a tab to sum-up asset’s limit in people quantity and time (gentle reminder)
- B-

Assets linked - offer to book in one shot the selected list of assets



Only assets configured with the same “type” and “access behavior” can be linked

Users: Whatever the asset type, user(s) as to be set to valid a booking (who is booking for ?)

Nb of users: this counter will display selected people quantity to don’t exceed asset’s limit and inform if other booking is possible on the same time slot



Except **Allow only one booking per time slot** if is set in advanced settings

Planner : If planner is defined in access behavior, the field to define who is added

Frequency : If “recurring booking” option is set in asset’s parameter, then you must specify if it’s single or recurring booking to open the required optional tab bellow:

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Weekly

Days Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Hours

Begin

Recurrency is weekly, so you can select :

Week frequency, day(s) in a week date and time from the beginning to the end

For "single booking", only date and time



are required to set in Begin/End fields

When booking is validated, users and visitors' credential receive "asset's access profile" rights for booking time range define in booking form

- C- Asset including "visitor" (Visitor car spot or Mixt) need to specify which visitor(s) is waited and requested information if emailing is set

Automatically open in "visitor car spot" type, you need to open this visitor's tab for mixt type

Click [+ Add a new visitor](#) on to add requested information or select "visitor has been here" to show-up list of previous assets visitors. If emailing is selected, visitor email address will be used to transfer information required:

Hello Maria Callas,

You have been invited

A visit has been scheduled at Tenant_01 on 2022-08-04 16:00:00.

Asset Inside car park
Site Demo 6 - Resa
Date 2022-08-04 16:00:00 -> 2022-08-04 17:00:00
Visitor Maria Callas
Access code : 9680

User will receive confirmation and validation email, his visitor only when validation is done

Every registered information about asset, data/time and credential will be report in a customizable email

D- Additional information

Additional information

Object

Description

Visit status

Status

Administrator information

[Save and duplicate](#) [Save](#) [Close](#)

Object and description in the bottom of "booking form" Additional information field are designed for user's communication.

Object is displayed in planning available for all but not description

Object and description are in email sent to manager (if emailing selected for the asset)

Visit status display the current validation status and offer to software operator to valid it straight away before registering

6.9.3.4 Registering and booking request sending:

[Save and duplicate](#) [Save](#)

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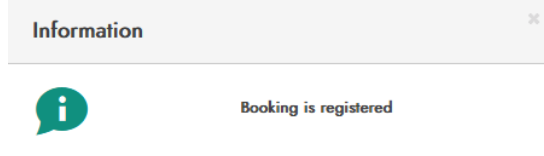
In the bottom, "save" will submit to manager to validate it and trigger emailing and registration (according to asset settings)

Save and duplicate is a way to temporary save a first booking request and keep all selections in order to just modify requested field to duplicate it another day, another time or for other people ...

When last duplication is done, click on "save" to complete those registration

Save trigger booking request registration and validation procedure

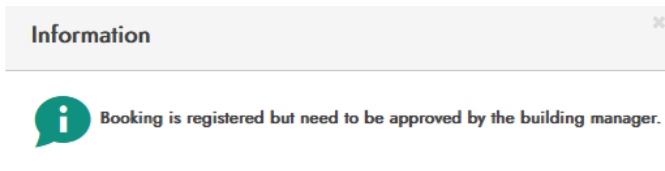
If the request is acceptable then software will validate it and return following message



No "need to be approved selection"



Or will register it to submit it to designed managers in charge to valid or reject it and will show-up:



Every software operator in charge will receive a

message with editing and validation tools

6.9.3.5 Software operator messages for booking requests



if validation is required

Count : 6
Unread : 6
Unackno. : 6



every pending booking are stored and listed in "message tab"

available from "Monitor/message" menu or via "message" tab pending

Date / Hour	Type	Site	Network	Test	Read	Acknowledged	By whom	on	Comment	Actions
2022-08-03 12:03:20	e-mail	Demo 6 - Rosa	Network 0001	Disabled access car park : Tenant_06 : 2022-08-06 10:30:00 -> 2022-08-06 13:00:00	X	X	-			[Icons]
2022-08-03 12:02:58	e-mail	Demo 6 - Rosa	Network 0001	Disabled access car park : Tenant_05 : 2022-08-04 18:00:00 -> 2022-08-04 20:30:00	✓	✓	FDI Matelac Support	2022-08-04 10:47:02	to be checked	[Icons]
2022-08-03 12:02:34	e-mail	Demo 6 - Rosa	Network 0001	Disabled access car park : Tenant_03 : 2022-08-04 15:30:00 -> 2022-08-04 19:30:00	✓	X	-			[Icons]
2022-08-03 12:02:08	e-mail	Demo 6 - Rosa	Network 0001	Disabled access car park : Tenant_02 : 2022-08-05 04:30:00 -> 2022-08-05 06:30:00	X	X	-			[Icons]
2022-08-03 12:01:39	e-mail	Demo 6 - Rosa	Network 0001	Disabled access car park : Tenant_01 : 2022-08-03 13:00:00 -> 2022-08-03 14:30:00	✓	X	-			[Icons]
2022-08-03 11:57:34	e-mail	Demo 6 - Rosa	Network 0001	Disabled access car park : Tenant_01 : 2022-08-03 12:00:00 -> 2022-08-03 14:30:00	X	X	-			[Icons]

Actions field offer tools to valid

"deletion", "read" or "acknowledged" several booking requests in one shot

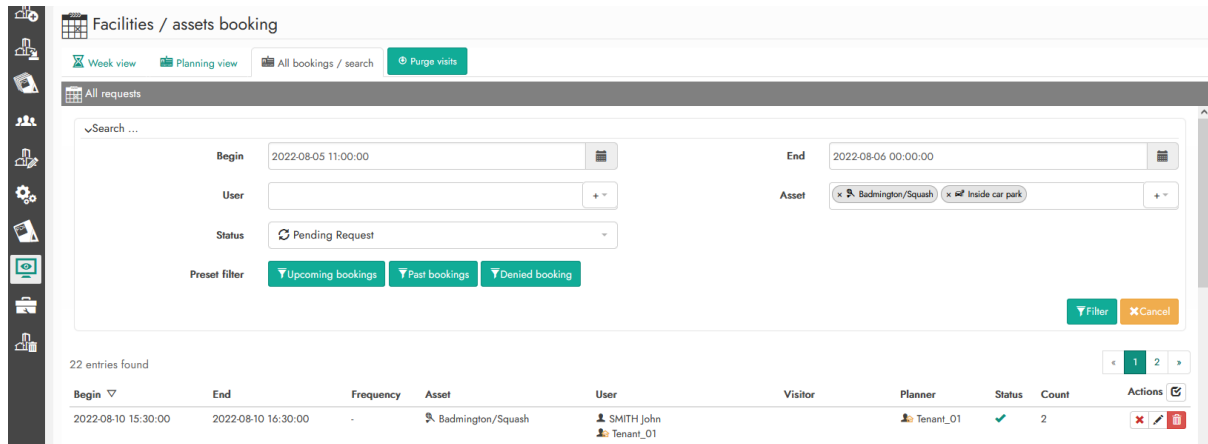
✓ to valid or ✗ to reject."booking request"

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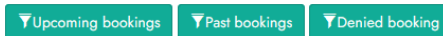


6.9.4 See all booking requests (past and upcoming)

In "Monitor/asset" menu in "All booking/Search" tab, every booking requests are stored and can be filtered via "Search tab menu"



Use the "preset filters" selection boxes to booking requests



or customized your own in the 5 display the desired selection of asset

6.9.5 Check and confirm booking requests (all assets)

In booking request list :

Status show show-up the current status :

✓ for Approved, for Rejected and for pending request.

Action tools for manager :

: to valid and confirm booking request

: to reject and confirm

: to edit booking request to see details and read "Additional information" and/or "Add an Administrator information" in booking form

displays all bookings of all assets. A way to sort booking per asset is explained below.

Booking where the ✓ is displayed are not yet confirmed. Click on this button to confirm the booking or click on the red cross to refuse it.

6.9.6 Purge old booking and visitors

- 1- In order to maintain a safe and dynamic database, it is important to just keep in database latest and current booking and visitors

offer to select the last booking to keep in database.

Select "the latest booking to keep". Example: Older than 30 days will be purged



Purge must be set in accordance with "limitation period" (if this setting is used)

Example: Tennis club limit at 10h per month. Purge must keep 30 days for the less

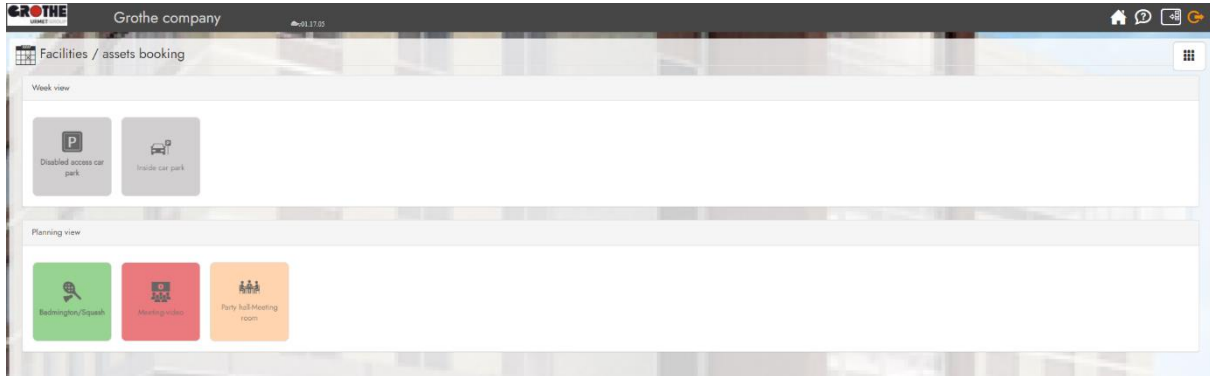
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- 2- Manually in “Users & Acces profiles/ Visitors” menu you can select and modify one or several visitors in one shot or delete them

Delete every visitors **Purge visitors without visits** offer a preset deletion

6.9.7 Booking request from user interface : resident portal



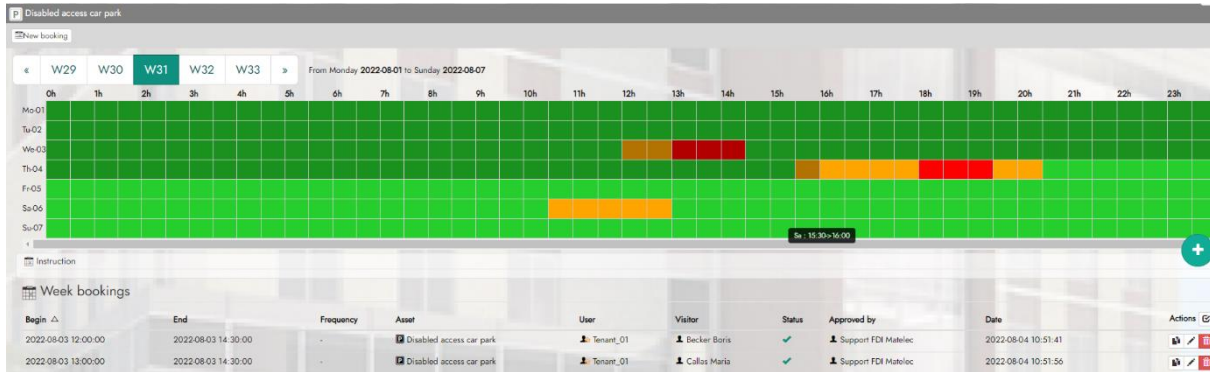
With his login and password a user registered on a resident portal can connect on the installation to monitor previous and generate new booking requests on every assets the manager set.

6.9.7.2 Resident portal Welcome page

Top right, permanent function: Home page, Help and disconnection

Feature available on the top left banner “Facilities/Asset booking” with asset(s) available list sorted by “view type”.

Click on the required asset icon to open “asset dash-board” with calendar and booking request list.



(Dark slots are past and bright present and future)

Use “new booking” or or click on the required “date and time area” in calendar to open a booking form to fill.

Only user’s information and selection are available from his resident portal.

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Booking request status is available in “week booking list” (week view) or in calendar (Planning view)

The screenshot shows the IPassan Manager interface. At the top, there's a calendar view for the week of August 1st to 6th, 2022. Below the calendar, a 'Booking management' pop-up window is displayed. The window contains the following text:

Booking management

Hello, a booking request has been done, please approve it.

Asset Party hall-Meeting room
Site Demo 6 - Resa
Date 2022-08-10 17:45:00 -> 2022-08-10 18:45:00
Additional information
User Tenant_01, Tenant_02, Tenant_03

Don't forget to approve the booking from the site.

Hello Tenant_01,

Your request is approved

Asset Party hall-Meeting room
Site Demo 6 - Resa
Date 2022-08-10 17:45:00 -> 2022-08-10 18:45:00

Instruction:

You are responsible of the furnitures and premise integrity.
 Every damage will be invoiced or substracted of your guaranty

Details and attendees list are only available if user (Tenant_01) is part of booking

Otherwise, only date and time

“Manager/Admin” in charge receive an email to valid a booking request

Quick description ...

Thereafter “Tenant_01” received a validation email.

If a visitor is included, he receives an email containing :

- his host names
- asset description
- Keypad code (or QR code to use)
- Scheduled date & time

This email can be customized adding an email footer and comments ...

7 Resident portal

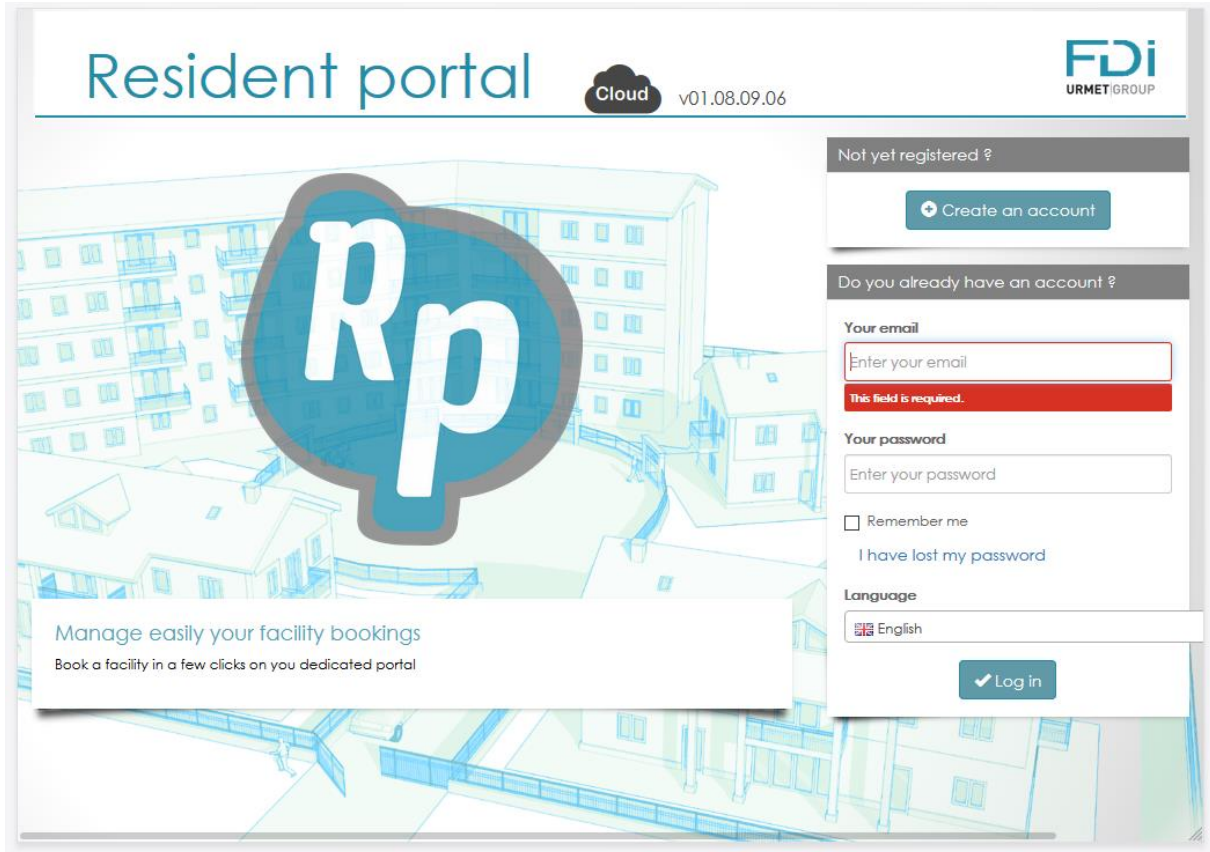
Ipasman managers offers a resident portal. This feature could be seen as a second login page to the software. This portal is web responsive which means it is designed to work on 7” screen for example.

The list of the available features are limited to the asset, booking and the visitor management.

The link is the following one when using ipassan.com.

<http://residents-portal.ipassan.com/?login>

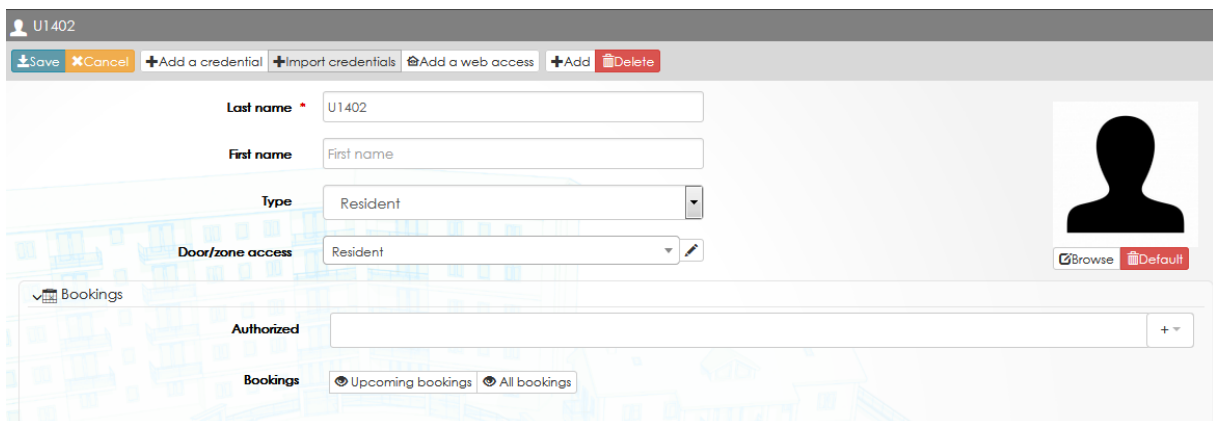
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7.5 Create a user account

Two possibilities. Create the web account from the Ipassan manager user profile or provide an activation code to the user so he will create the web account.

In the following screen capture (user), click on "Add a web access" then the second window appears.



Two choices are offered

- Enter the login, e mail and password of the user
- Provide the activation number to the user

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Add a web access

Group of operators: Facility booking

I know the email address of the resident.

Email:

Password:

Password confirmation:

Ask to change the password next login.

The resident will register later.

Once this dialog box is ok, the resident will have to create a software access with the following activation code : B551P57

OK Close

Create a web access to many users in one shot

In the following view, select the user(s) you want to provide a web access then click on the “Add a web access” push button (red circle)

Name	First name	Type	Nb. of credentials	Actions	
<input checked="" type="checkbox"/>	Auvinet	Emmanuel	Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	Beneteau	Hervé	Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	Brosset	Jean	Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	Cotonnec	Benjamin	Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	Grimaud	David	Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	Guinaudeau	Mathieu	Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	Moreau	Mathieu	Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	Richard	Laurence	Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	Roger	Galaad	Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	U1401		Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	U1402		Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	U1403		Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	U1404		Resident	1	[edit] [add] [delete]
<input checked="" type="checkbox"/>	U1409		Resident	1	[edit] [add] [delete]

Select the right type of account then press Ok.

Add a web access

Group of operators: Facility booking

OK Close

The software provides an excel sheet with the right activation codes. Those activation codes have to be provided to the users so they can create their own account by themselves.

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List of users														
	Last name	First name	Address	Post code	City	Phone	Email	Door access profile	Floor access profile	Group	Location	Ipassan Manager	USER PROFIL	ACTIVATION_CODE
3	U 1510							Access profiles 0002				Facility booking		B5S1P76
4	U 1509							Access profiles 0002				Facility booking		B5S1P75
5	U 1508							Access profiles 0002				Facility booking		B5S1P74
6	U 1507							Access profiles 0002				Facility booking		B5S1P73
7	U 1506							Access profiles 0002				Facility booking		B5S1P72

When the residents create their account, Ipassan manager is automatically updated (name, e mail, etc).

8 Visitor management

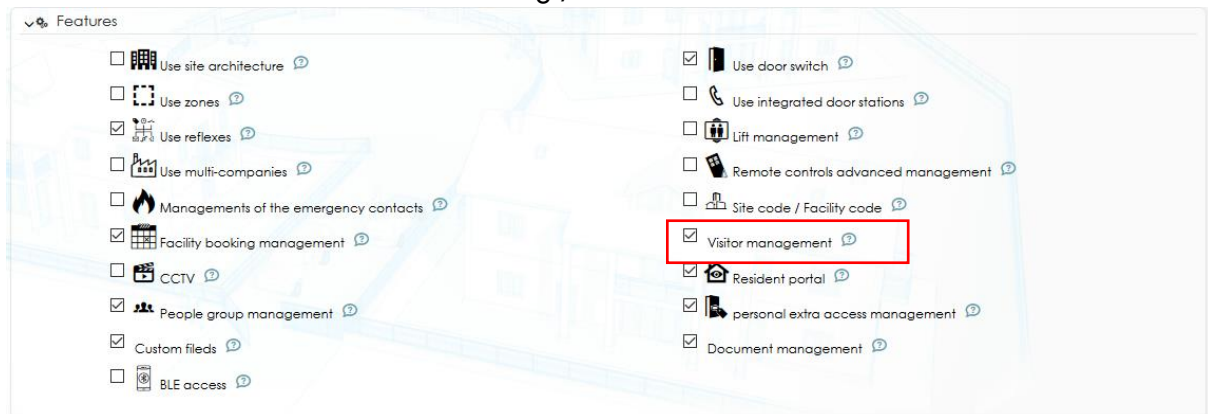
Ipassan manager offers a visitor management feature. The building manager and/or the residents themselves through the resident portal could manage their visitors.

It could be, as an example, a visitor car park in a condominium where residents must book a car spot for the visitors.

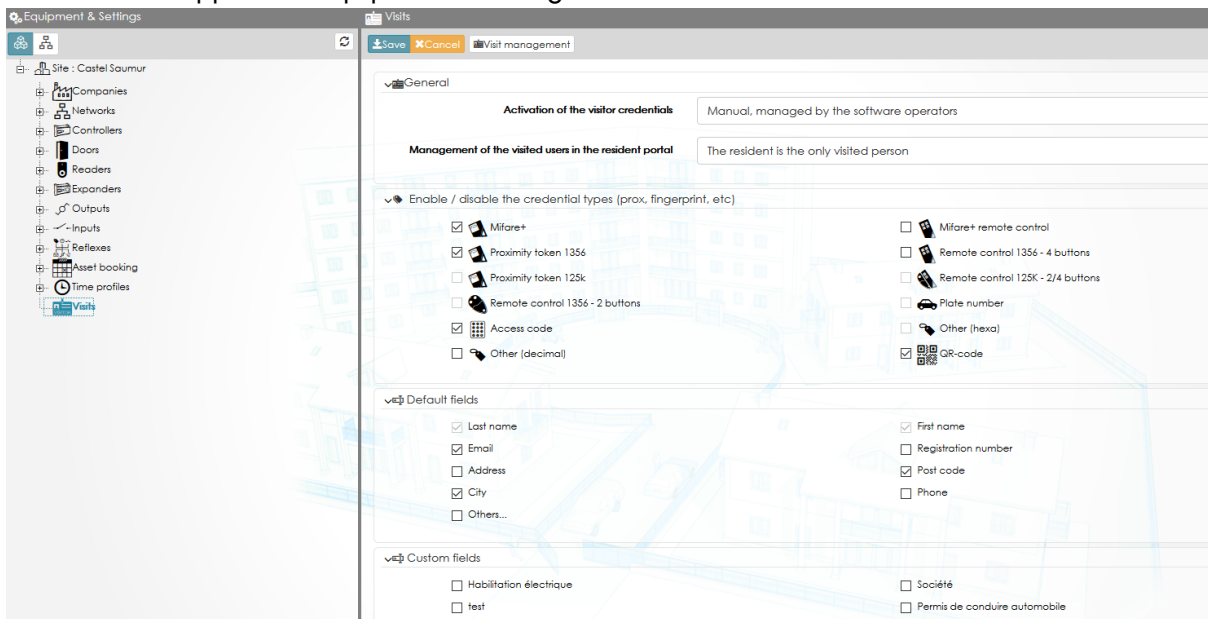
When visitors are authorized in the system, they automatically receive access rights to the right doors and floors. The credential could be a key, an access code or a car plate number for a vivitor car park.

8.5 Activation of the visitor management

The feature has to be ticked in the site setting / features. See below.



A new choice appears in Equipment & Settings.



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Activation of the visitor credentials: The authorization could be automatically managed by the software. So as soon as the visitor is authorized in the access control system, he received the access rights for the scheduled period.

If this choice is set to “Manual, managed by the software operator”, then the credentials will be authorized only when an operator of the software will confirm that the visit starts or is finished. This is the case, for example, when a concierge or door keeper manages the access right of the visitor. it could be also the case in a company.

Management of the visited users in the resident portal: Ipassan manager provides a resident portal where tenants are able to manage their visitors. Two choices are offered, the resident manages visitor for himself only or resident manages visitor also for neighbors.

Enable / disable the credential types

The software manages many types of credential. A first selection has been done in the site property, a smaller selection is possible for the visitor.

For example, the residents have access to a car park through a car plate number or a remote control but the visitor have only the plat number solution. So by filtering the credential type here, the resident or building manager who will add a visitor would not have the choice of the type of credential.

Of course, to authorize a type of credential for visitor, it has to be ticked in the site property.

Default fields:

Select the fields which will be asked when adding a visitor. Only the name is compulsory.

Custom fields:

The software manages some custom fields. It could be text, numbers, boxes to tick, combo box, etc Those custom fields must be added in Tools / custom fields. [See chapter](#)

Select which custom fields must be required for the visitor management.

8.6 Create visitor access profiles

All the door and lift access profiles aren't automatically available for the visitors. Those visitor access profiles need to be ticked as shown below.

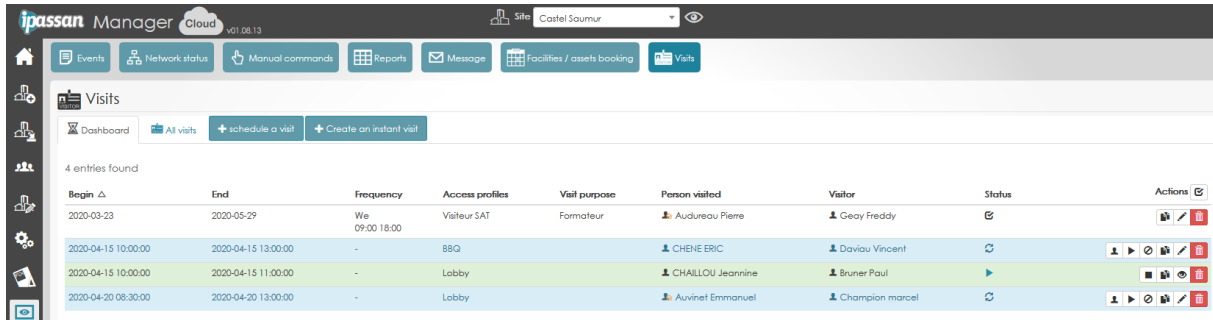
Only those ticked access profiles will be available when adding a visitor in the system.

The screenshot shows a software interface for creating a visitor access profile. At the top, there's a header 'Lobby' and a toolbar with buttons for 'Save', 'Cancel', 'Add a user', 'Add...', '+Add', and 'Delete'. Below the toolbar, there's a 'Name' field containing 'Lobby'. A 'Visitor access profile' checkbox is checked. Below this, there are tabs for 'Doors', 'Holidays/maintenance periods', 'Contractor', 'Users', and 'Assets'. A 'Add reader/door' button is visible. At the bottom, there's a table with columns for 'Name' and 'Time profiles'. The table contains one row: 'Centrale test lg - Porte 0004' with a 'Permanent' time profile.

8.7 Creation of visits

Under Monitoring, a new choice Visits appears.

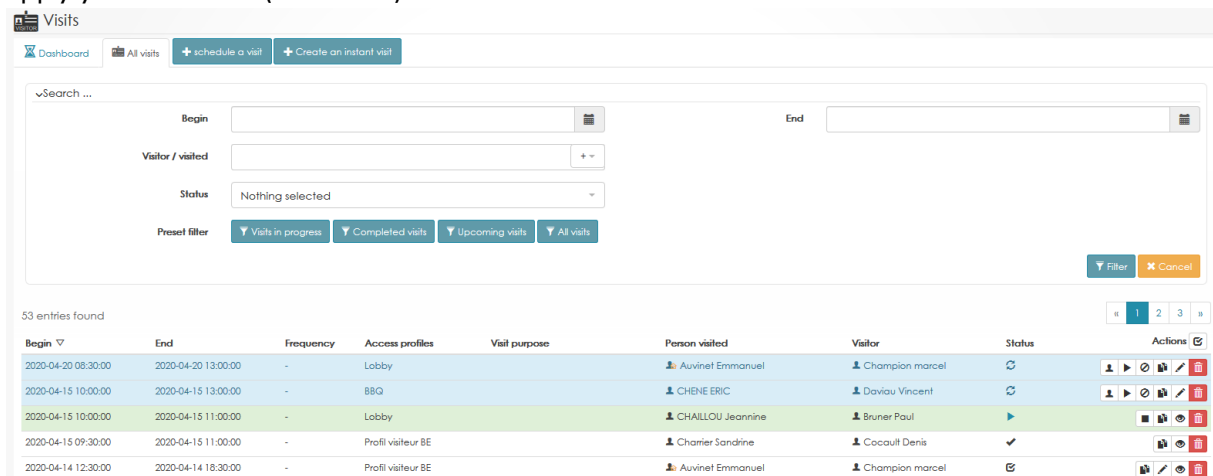
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The different tabs are:

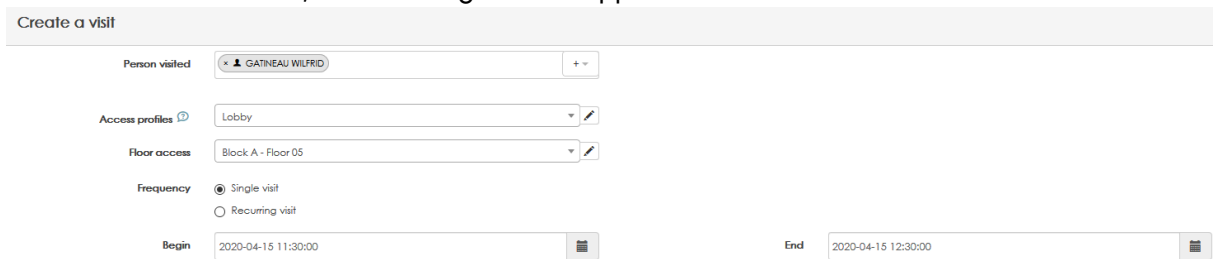
Dashboard: this filter shows only the visits in progress or upcoming

All visits: No filter, all scheduled (passed, in progress or upcoming) are displayed. But it is possible to apply your own filter (see below)



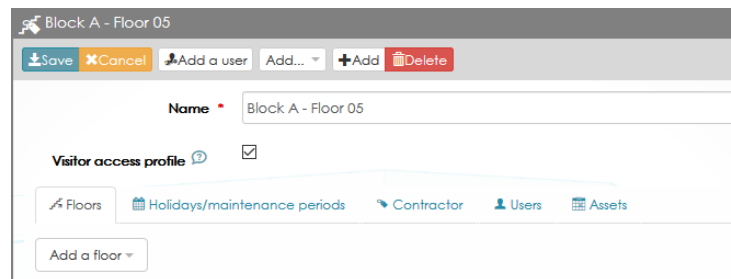
8.8 Add a visit

Click on Schedule a visit, the following window appears:



In the first part of the form, enter the name of the resident or visited person. You could add more than one persons.

Select the access profiles for the doors and for the lifts & floors. Remember those access profiles must be ticked as shown below:



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Select the frequency of the visit. It could be once or recurring and if recurring, the visit could be limited by beginning and end dates. See an example below

Frequency Single visit
 Recurring visit

Weekly

Days Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Hours to

Begin End

Add a visitor or choose an existing one from the list. Select one or more credential as the visitor may have access to a car park with a car plate number then access to building with an access code for example.

It is also possible to add more visitor through the same form.

Enter a purpose for the visit if required and add a description (not compulsory).

Click Save. The visit is added to the list.

Visitor

Add a new visitor
 The visitor is been here before

Visitor

+ Add a credential

Credential

Type

Automatically
 Number

Information about the visit

Visit purpose

Description

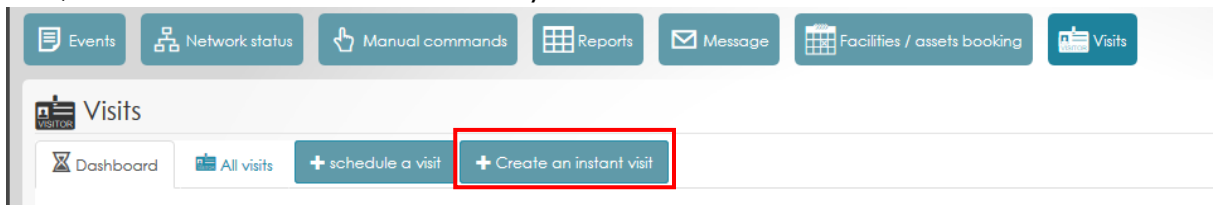
Visit status

Status

OK Close

8.9 Create an instant visit

An instant visit is a visit which starts now. The software offers a shorter way to create those instant visit. In Monitoring, Visits, click on create an instant visit then proceed in the same way than a normal visit. The beginning date is automatically set to the current time and date so as soon as the operator click save, the credentials are authorized in the system.



8.10 Management of the credential validity

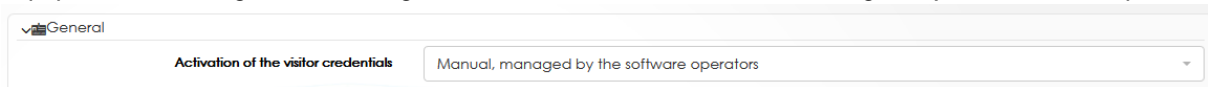
The validity of the credentials could be automatically managed by the software or could be managed by software operators.

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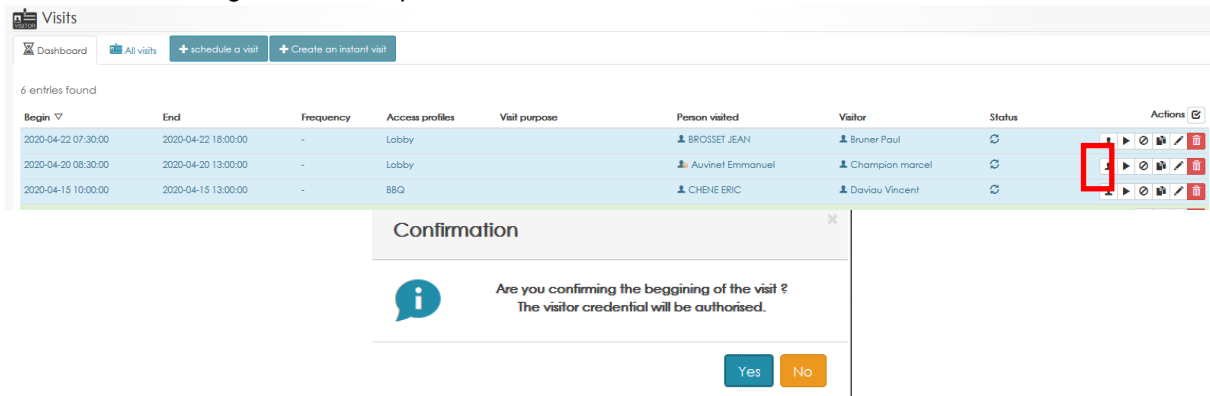


8.10.3 Manual management

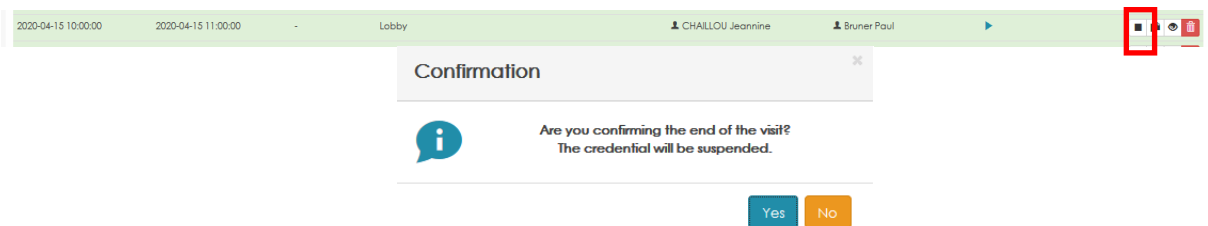
This mode could be chosen only when an operator welcomes visitors and is using the software. In Equipment & Settings, Visit settings, the choice is set to “Manual, managed by the software operators”



In this mode, the credentials aren't authorized to doors and floors until an operator set the visit to started. In Monitoring, Visits, Dashboard, select the visitor(s) then click on the Play triangle to activate the credentials. A message, second capture, informs the credentials are now authorized.

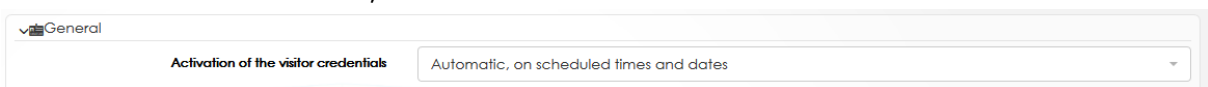


To remove the access rights of the credential after the visit is finished, use the same dashboard but click on the square symbol as shown below. A confirmation is asked. See second screen capture.



8.10.4 Automatic management

In this mode, the credential access rights are automatically managed by the software. The keys and access codes are authorized for all the scheduled visit periods. In Equipment & Settings, Visit settings, the choice is set to “Automatic, on scheduled times and dates”



9 Advanced programming

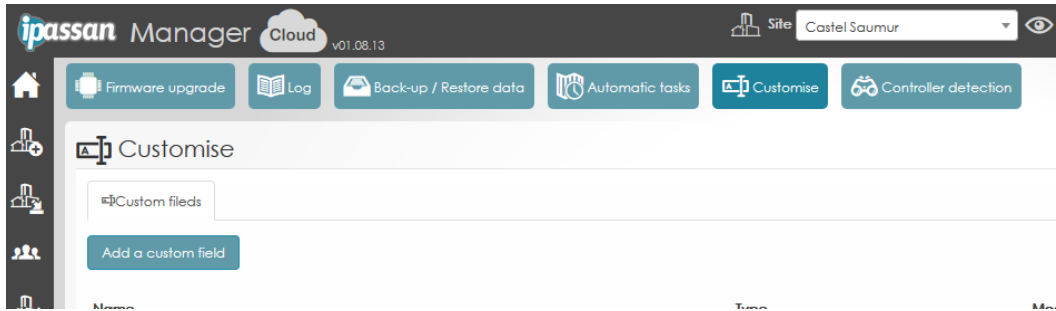
9.5 Custom fields

The software manages many fields for users and credentials. A user is defined, for example, by a name, surname, address, etc

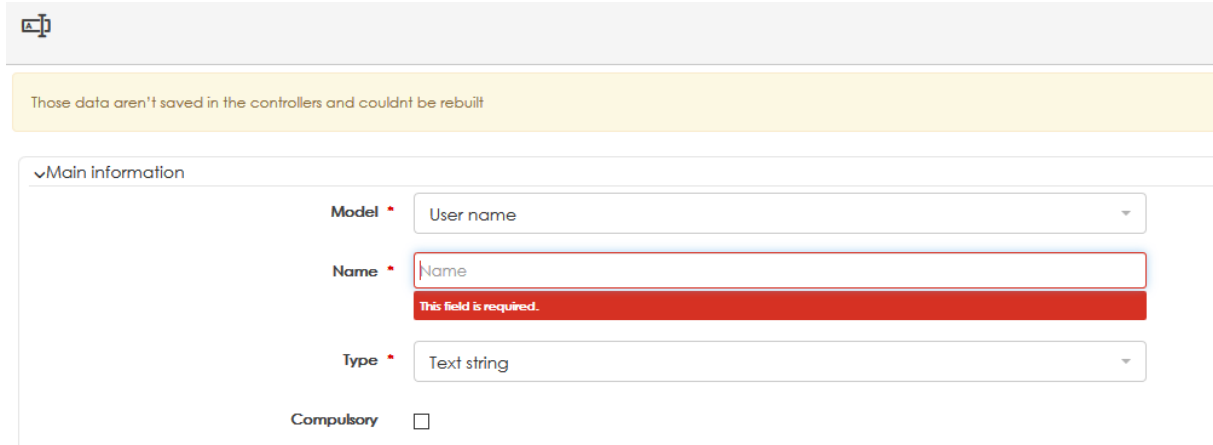
In case, it is requested to add extra field as a car park slot number, a choice yes / no or any numerical or alphanumeric fields, the software manages this with ticked / unticked boxes.

In Tools / Customise, click on Add A custom field.

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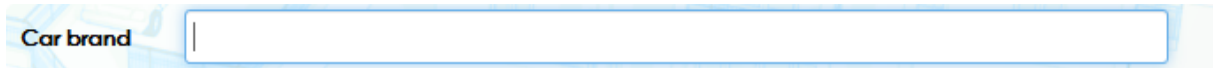


The following window appears:



1) Enter a name for this extra field and select the type of custom field. It could be:

Text string: this field is designed to enter a name, phone n° for example and will appear on one line. See example below



Text field: this field is designed to contain more than a word. It could be a note, comment, etc. The field contains several lines. See example below:

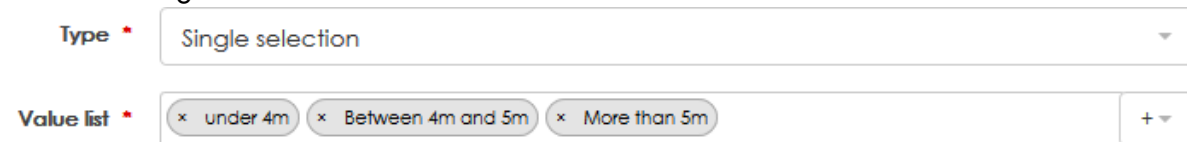


Checkbox: It is a box which could be ticked / unticked. See example below:

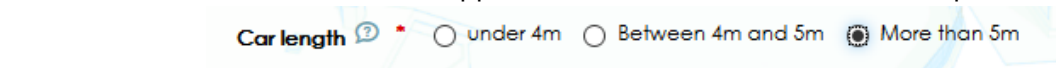


Single selection: It is a list of choice where the operator could select only one. When selecting this type of field, it is also required to add the choices.

Click on the right + to add one or several choices.



When the custom field is created, it appears as shown below to the software operators.



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Dropdown list (or combobox): it is comparable to the single selection but will appear in a different manner.

It is a list of choice where the operator could select only one. When selecting this type of field, it is also required to add the choices.

Click on the right + to add one or several choices.

Type *

Value list * +

When the custom field is created, it appears as shown below to the software operators.

Car length ? *

- under 4m
- Between 4m and 5m
- More than 5m

Multiple list choice: It is the same kind of field (as single selection or dropdown list), but the operator will be able to select more than one choice. See example below.

Car details

Filter

Multiselection = ctrl + click

- Unlead
- More than 5m
- Between 4m and 5m
- Hybrid

Date: this field is designed to contain a date. See example below

Expiry date

- 2) Tick Compulsory if the field must be filled or untick the box if the field is provided as an extra information
- 3) Select the length of the field and the place of the screen where this extra field will appear.

Size and location

Length

Display zone

Field size

Order

Upper zone means, the custom field will appear with the name, surname, access profiles, etc when opening a user in the software. See below

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Lower zone means the custom field will appear under Additional information. See below.

- 4) Select the field size: small, medium or large
It as the length of the input field
- 5) Select the order the custom fields will appear. The n°1 will be the first one.
If for example, you want to display a brand, a model and a size for a car, the order will be 1 for the brand, 2 for the model, and so on.
See example below of how to set the zone (upper or lower) and order.

Add a custom field						
Name	Type	Model	Zone	Order	Actions	
Company	Text string	User name	1	0		
Electrical authorisation	Checkbox	User name	1	1		
Driving license	Checkbox	User name	1	2		
Car brand	Text string	User name	1	3		
Car model	Text string	User name	1	4		
Car details	Multiple choice list	User name	1	5		
Note	Text field	User name	1	6		

- 6) Enter the extra data.

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▼Extra data

Help	<input type="text" value="Help"/>
Unit	<input type="text" value="Meters"/>
Default text	<input type="text" value="Enter the total length in meters"/>
default value	<input type="text" value="450"/>
Control	<input type="text" value="Numerical field"/>

Help: If you enter a sentence here, it will appear when the operator will place the mouse on the custom field

Unit: It is possible to add a unit behind the input field. For example, if the software is waiting for a length in meter, add "Meter" as show below:

Total length

Default text: This word or sentence will appear until the operator enter characters. It will help by informing of the attended data. Example below:

Total length

Control: the software could check the data the operator will enter. The field could be:

- Numeric, only digit
- Hexadecimal, only digit + A to F
- url, www.fdimatelec.com for example
- e mail

9.6 Tool for automatic modification

Several tools have been created to simplify the daily using of the software.

You can use these tools for the controller, inputs, outputs, doors to apply 1 modification for several functions in the same time.

You can change the name of several outputs or change the EOL value in one time.

9.6.3 Modify the IP address of the controllers

Go on the window **Network or Controllers**, then click on the button Action (1) on the right. Tick the box of the controllers you want to change the address in the first column (2).

Click on the button Network (3)

Network 0001

3

Name ▾	Device number	Model	Option	Last connexion	Version	svr	M485	1	Actions
<input checked="" type="checkbox"/> Block A 1st floor		2 wire / IP controller	2 doors (2 wire reader)			-	✓	1	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Block A last floor		2 wire / IP controller	2 doors (2 wire reader)			-	✓	2	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Block B		2 wire / IP controller	None			-	✓	4	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Block C		2 wire / IP controller	None			-	✓	3	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Concierge room		Wiegand / Ip controller	None			✓	✓	0	<input type="checkbox"/> <input type="checkbox"/>

2

The following window appears:

Choose the type of modification you want to do, then type the information required.

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In the example below, the 1st controller of the list will have the IP 192.168.1.51, the next one 192.168.1.52, and so on...

Edit network configuration ✕

Configuration of the network information for all selected controllers :
24C01DE132E0701BC.

Mode DHCP Static IP

First IP address

Mask

Gateway

Automatic name server

9.6.4 Modify the information of the controllers

By selecting a controller as described in the last chapter and by clicking on the pencil tab the following window appears. You can modify:

- The names of the controllers with an automatic increment
- Activate, deactivate the LED (readers, door, communication server,...)
- Program an automatic restart

Multiple edition ✕

Creation title.

\$: Number
\$\$: number with 2 digits

Selection	<input checked="" type="checkbox"/>	Name <input style="width: 80%;" type="text" value="Controller \$\$\$"/>	Controller 0001	First number	<input style="width: 40px;" type="text" value="1"/>
	<input type="checkbox"/>	Activation of the leds	<input checked="" type="checkbox"/>		
	<input type="checkbox"/>	Disable communication	<input type="checkbox"/>		
	<input checked="" type="checkbox"/>	Reboot the controller every day at	<input checked="" type="checkbox"/>	<input style="width: 60px;" type="text" value="02:00"/>	

9.6.5 Modify the inputs

Goes on the inputs window and click on Action (1) and select the inputs you want to modify (2) then click on the pencil (3).

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Carte ES 0003

Name	Used by	Type	Location	Actions
<input checked="" type="checkbox"/> Input 01	-	EOL management input		<input type="checkbox"/>
<input checked="" type="checkbox"/> Input 02	-	EOL management input		<input type="checkbox"/>
<input checked="" type="checkbox"/> Input 03	-	EOL management input		<input type="checkbox"/>
<input checked="" type="checkbox"/> Input 04	-	EOL management input		<input type="checkbox"/>
<input checked="" type="checkbox"/> Input 05	-	EOL management input		<input type="checkbox"/>
<input checked="" type="checkbox"/> Input 06	-	EOL management input		<input type="checkbox"/>
<input checked="" type="checkbox"/> Input 07	-	EOL management input		<input type="checkbox"/>
<input checked="" type="checkbox"/> Input 08	-	EOL management input		<input type="checkbox"/>
<input checked="" type="checkbox"/> Input 09	-	EOL management input		<input type="checkbox"/>
<input checked="" type="checkbox"/> Input 10	-	EOL management input		<input type="checkbox"/>
<input checked="" type="checkbox"/> Input 11	-	EOL management input		<input type="checkbox"/>

This window appears:

It is possible, for all the selected inputs, to modify the name by an automatic increment and choose the type of input.

In the following example, we modify the type of inputs with EOL values of 2.2k and 10k.

Multiple edition

Creation title.
\$: Number
\$\$: number with 2 digits

Selection

Name: Input 01 First number:

Use this input as:

End of line resistor1:

End of line resistor2:

Input status: Normally open Normally closed

9.6.6 Modify the outputs

Goes on the outputs window and click on Action (1) and select the inputs you want to modify (2) then click on the pencil (3).

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Carte ES 0001

Name	Used by	Door release time (s)	Output inverted	Location	Actions
<input checked="" type="checkbox"/> Server room Output 01	Ascenseur 0001-Bat A Etage 01	15			<input type="checkbox"/>
<input checked="" type="checkbox"/> Server room Output 02	Ascenseur 0001-Bat A Etage 02	15			<input type="checkbox"/>
<input checked="" type="checkbox"/> Server room Output 03	Ascenseur 0001-Bat A Etage 03	15			<input type="checkbox"/>
<input checked="" type="checkbox"/> Server room Output 04	Ascenseur 0001-Bat A Etage 04	15			<input type="checkbox"/>
<input checked="" type="checkbox"/> Server room Output 05	Ascenseur 0001-Bat A Etage 05	15			<input type="checkbox"/>
<input checked="" type="checkbox"/> Server room Output 06	Ascenseur 0001-Bat A Etage 06	15			<input type="checkbox"/>
<input checked="" type="checkbox"/> Server room Output 07	Ascenseur 0001-Bat A Etage 07	15			<input type="checkbox"/>
<input checked="" type="checkbox"/> Server room Output 08	Ascenseur 0001-Bat A Etage 08	15			<input type="checkbox"/>
<input checked="" type="checkbox"/> Server room Output 09	Ascenseur 0001-Bat A Etage 09	15			<input type="checkbox"/>
<input checked="" type="checkbox"/> Server room Output 10	Ascenseur 0001-Bat A Etage 10	15			<input type="checkbox"/>
<input checked="" type="checkbox"/> Server room Output 11	Ascenseur 0001-Bat A Etage 11	15			<input type="checkbox"/>

This window appears:
 It is possible, for all the selected outputs, to change automatically the time profile applied, the type of inputs, the release time...
 In the following example, we change the name of the outputs and modify the release time to 15 seconds.

Multiple edition

Creation title:
 \$: Number
 \$\$: number with 2 digits

Selection

Name: Output \$\$ Output 01 First number: 1

Time profile: None

Operation: Monostable: pulse Maintained: activation, deactivation

Door release time: 5 sec

Output inverted

Save Cancel

9.7 Tools for automatic creation of users / credentials

A specific tool has been developed to automatically create users and their credentials.
 You can create X credentials:

- By access profile (buildings/floors/companies/ service
- For one or all the profiles
- Name them automatically
- Select the right access profile for each user
- Create floor access profile for each user. For example, the users created for the floor 6 will use the access profile « Floor 6 » automatically created in the same process
- Choose the number of cards, codes, remotes control per user. The pin code can be automatically created by the software.

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Automatic creation of users

Add users per for

~User description

Name *

Start with n°

Door/zone access

Floor access

Validity Permanent

Creation title

\$: floor number
 \$\$: floor number with 2 characters
 # : apartment number
 ## : apartment number with 2 characters
 ### : apartment number with 3 characters
 % : person/title number
 %% : person/title number with 2 charact.
 ...

~Credential per user

Proximity token 1356 Remote control 1356 - 4 buttons

Pin code

Generate Pin code Automatically Start with n°

9.8 Reflexes

The reflexes have been developed to manage any feature which are not directly included in the system. You will find below some examples of the functions you can set with the relations:

- Activate a relay when a door is forced
- Deactivate the relay when a particular card is swiped in front of a specific reader
- Activate a relay to disarm an alarm when a card with a specific profile is swiped in front of a particular reader
- Display a message in the software when a suspended credential is swiped
- ...

A relation is a link between a condition and a process.

A condition is the state of one or several input(s), door(s), event(s)...

A process is an addition of several actions (manage a relay, activate a floor or a door...)

Important:

- A reflex works on the same network. If controllers are connected to one network and some other controllers to another place / another IP network, both networks aren't able to communicate together so any condition on one side couldn't activate a process on the other side.
- A condition has up to 5 events and/or state
- A relation can be activated by 5 conditions (and/or)
- A process can have up to 5 actions
- A relation can launch up to 5 processes

iPassan offers 2 modes to manage the relation:

- The simplify mode: the user selects in a same view
 - A unique condition, 5 events or states
 - A process, so 5 actions
 - The software creates automatically the condition, the process and the relation
- The advanced mode: at first, the user has to set at least one condition and one process. Then, he can re-use these conditions and process for others relations.

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Example of easy mode: if the door « Block B main door » is forced, then the output n°22 of the I/O card n°3 is activated during the time release set.

Reflex 0001

Save Cancel Advanced mode Add Delete

Name: Block B main door forced

Name of the network: Network 0001 (IP (Master/Slave))

Status: Active Suspended

Condition

Add an element

Type	Element	Status/Value	Actions
Event	Door	Forced door	Block B main door

Process

Time profile: None

Type: Forcing

Description of a forcing

Action: Forced active

Element:

- All doors
- All outputs
- Block C Output 22

Example of the advance mode:

- Step 1: condition on an authorized access at the « Porte hall » of the profile “Bureau”
- Step 2: creation of a process which activates the relay “Controller 0003 output 016”
- Step 3: creation of the relation which links the condition and the process

The 3 following screen shots show the step of creation.

Step 1: condition

Acc granted "All access" barri

Save Cancel Add Delete

Name: Acc granted "All access" barri

Network: Network 0001

Rules between conditions: And

Add an element

Type	Element	Status/Value	Actions
Event	Access granted	All events'''	Barrier
User	All access		

Step 2: process

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Unlock intruder alarm

Save Cancel Add Delete

Name: Unlock intruder alarm

Network: Network 0001

Time profile: None

Type: Forcing

Description of a forcing

Action: Forced inactive

Element

- All doors
- All outputs
- Block C Output 21

Add an element

Step 3 : Reflex

Desarm Int alarm if acc granted

Save Cancel Add a condition Add a process Add Delete

Name: Desarm Int alarm if acc granted

Name of the network: Network 0001 (IP (Master/Slave))

Status: Active Suspended

Rules between conditions: And

Conditions

- Acc granted "All access" barri

Add a condition

Process

- Unlock intruder alarm

Add a process

Virtual relays

A virtual relay could be used to save a status. For example, if the door A and B are closed then a virtual relay is on.

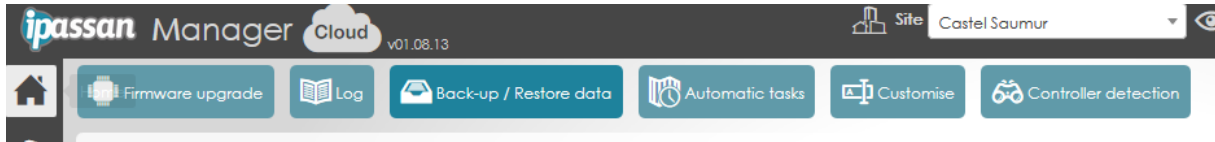
The status of this virtual relay could be used later as a condition in a reflex.

9.9 Message

This tab of the monitoring window (which is only available when the alert messages have been set with relation) displays the alerts, the time and date of the event, and the user which checks it.

10 Tools

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The software gives you the possibility to use tool which can:

- Upgrade the firmware (controller, I/O expanders)
- Import / export sites (add 1 site from one computer to another for instance)
- Reporting
- Automatic tasks: force a controller upgrade, take the events, activate the sending of a report by email
- Detect the controllers of a network and set the parameters

10.5 Export site(s) to Files (back up)

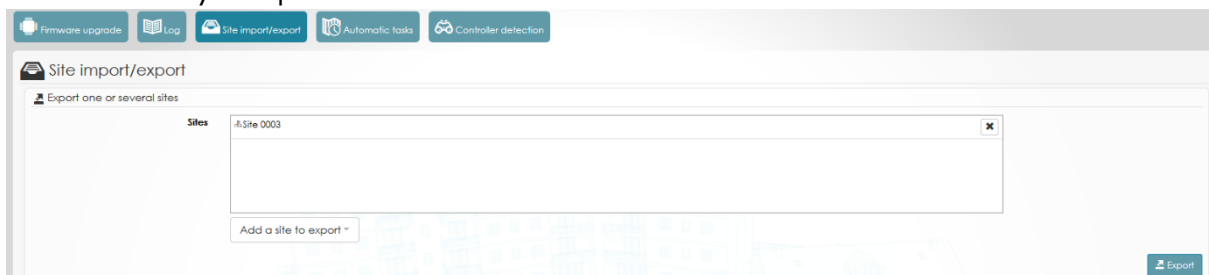
When you want to move a site from one computer to another one (from ipassan.com to the client's computer or from the computer of the installer to the laptop of the client), the software gives you the opportunity to create backup files which will be directly integrated to the other server.

A backup can save several sites. When you will import the site, a dialog box will open and you will select the sites to import.

In the Import / export tab, click on the **Add a site to export** then use the touch Ctrl to select several sites. Click, on the right, on export to create the file.

Depending on the web browser a window directly opens to save the file on the computer.

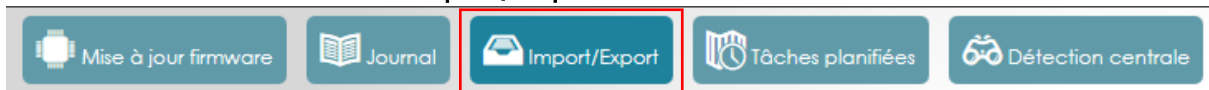
Note that when you export a site it will not be deleted in the data base.



10.6 Import site(s) from file (restore)

This tool is designed to restore a backup from another computer (or web).

Click on the Tools button then on **Import / export**.



In the part « import one or several sites », click on **Browse** and select the file to save. Click on import, the following window appears:



By default, all the sites saved are selected. It is possible to select them by clicking on the button "Add a site to import".

Click on import to launch it.

A last message will appear « Import successful »

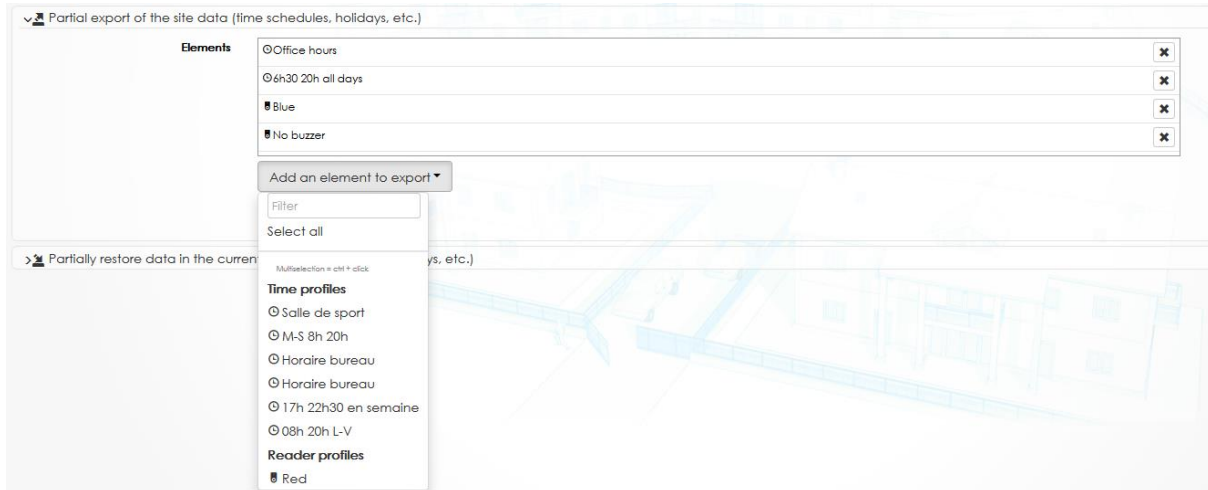
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10.7 Configuration backup

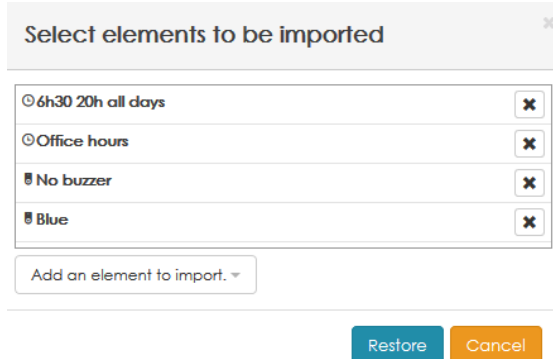
It is possible in one Ipassan site to create time profiles or reader behaviors which have to be duplicate in other sites. For example, a list of holiday days or time profiles are used in many sites.

From the original site, select Tools / Partial export of the site data. Select the time profiles, holiday periods or reader profiles you want to back up then click on Backup.



10.8 Configuration restoration

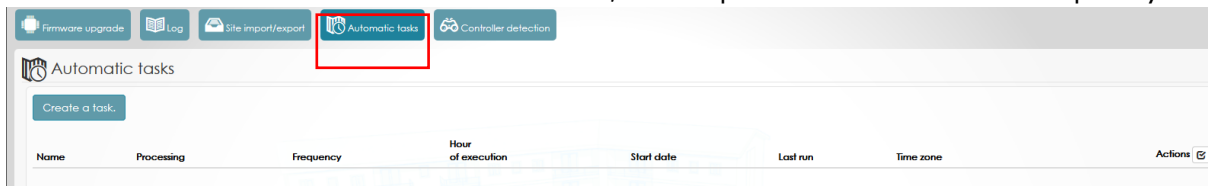
On the destination site, select Tools / Restore data. Click Browse to select the backup file and click Open. By default, all data are selected, but you could choose which one you want to restore. Click Restore.



10.9 Automatic tasks

You can create automatic tasks in iPassan Manager. These actions will be automatically displayed by the server at the time and date set.

An automatic task can be an action on a controller, a backup of a data base or send a report by email.



Example of an automatic task:

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In the example below, the task will be launched every 1st of month and will automatically delete logs older than 6 months from the database.

Task 0001

Name:

Execution frequency:

from:

Execute until the:

Processing to do:

Erase older logs:

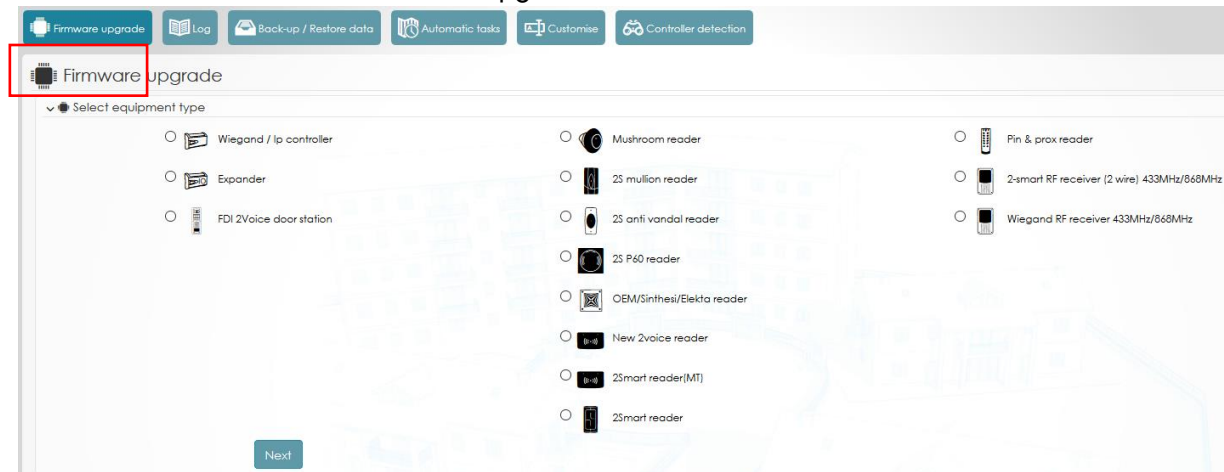
> Watch task

Note this report cannot be sent if it is empty by ticking the option at the bottom of the window. You can check if the task is working well. So another person will receive a report which say that the task is in operation but will not receive the task.

10.10 Hardware upgrade

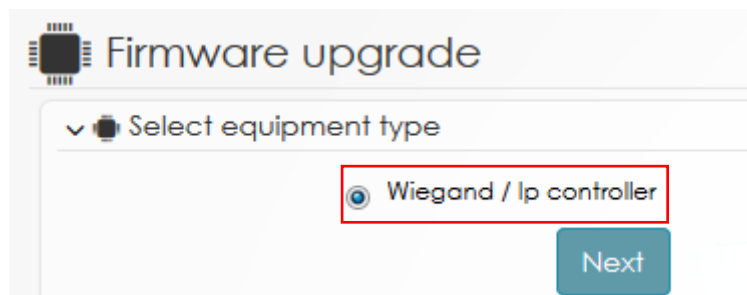
All the devices of the Ipassan system could be upgraded. This is useful when correction or improvements are delivered by the manufacturer FDI Matelec.

In the tool window click on « Firmware upgrade ».



10.10.3 Upgrade the firmware of the controller

Select the model of the controller then click on next.



Select the controller to upgrade then next.

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▼ Select the device(s) to update

- Site : Panneau LG
 - FDI
 - Left controller (fv1010 10/05/2017)
 - Right controller (fv1010 10/05/2017)

Next

Select the firmware version then click on the button upgrade the firmware

▼ Select the firmware to upload

- Test firmware version A ?
- Test firmware version B ?
- fv1010-Wiegand ?
- fv1010 - 10.05.2017 - wiegand ?
- fs10011-T ?
- fv0011 - 15.12.2016 ?

Update the controller firmware

In case the firmware is unknown from the server, you can add it.

At the bottom of the page, under the firmware list, click on Add a firmware then type a name for this new firmware, then search on the computer the file by clicking on browse

When the file is loaded, the page will refresh and it is possible to send it to the controller.

▼ Add a firmware

Name

Description

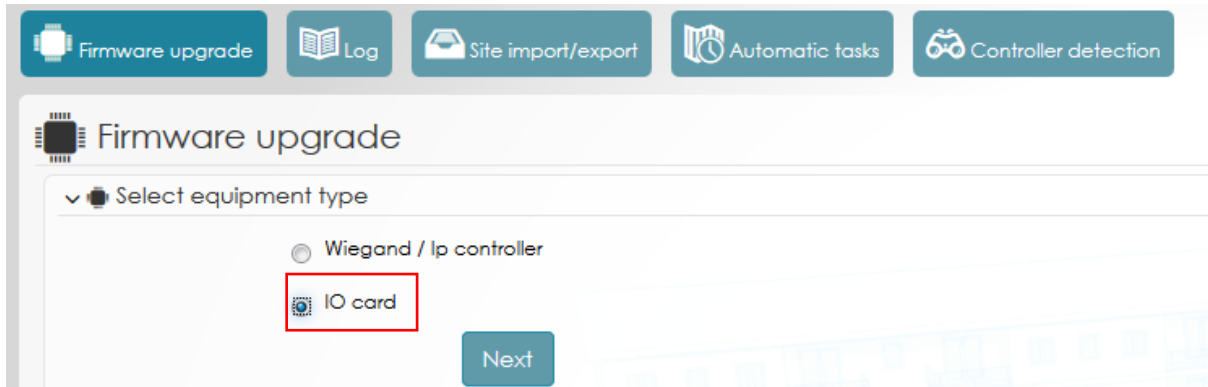
Firmware file

Add

10.10.4 Upgrade the firmware of the RS485 I/O expanders

The firmware of the I/O expanders can be upgrade via the controllers. In the following view, we select Carte ES.

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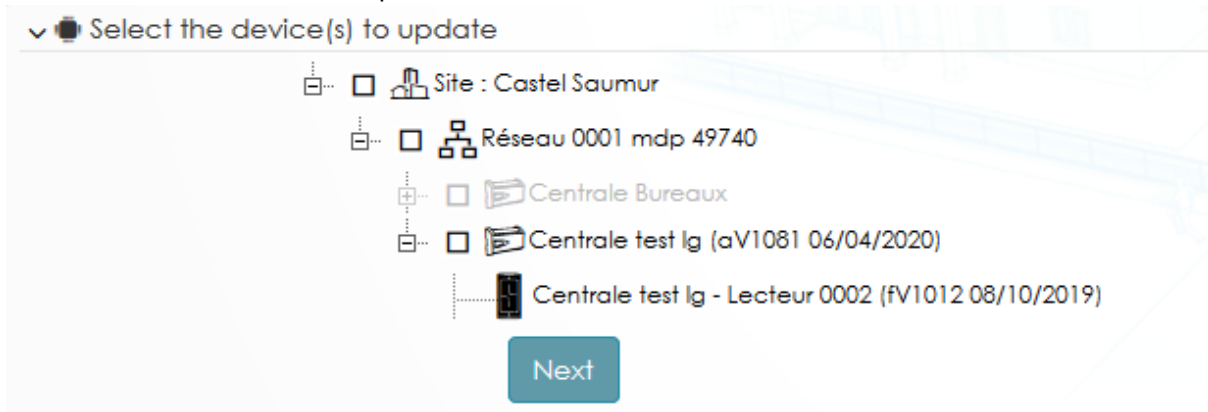
Select the I/O expanders which have to be upgraded. This upgrade step is splitting in 2. The upgrade file is sent from the server to the controllers which have on the auxiliary RS485 bus one or several expanders, then each controller upgrade the expanders.

On the preview in the right hand side, the time of the transfer is displayed: x/3 if 3 controllers have expanders whatever the number of expanders is.

10.10.5 Update the reader firmware

The 2Smart controllers are able to upgrade the firmware of the 2Smart reader range. Select the type of reader you want to upgrade then select the controller(s) and click Next.

Select the firmware and click Update.



Note, all readers connected to the same controller are updated automatically in one shot. This operation takes 30 secondes per reader.

10.11 Controller detection

This tool is designed to detect all the hardware on the network. It could also be used to set Ip settings of the controller or update the firmware.

Compare to the Monitoring / Network status, this tool uses UDP protocol which means the controller may be on a different IP range than the computer.

For example, on a network where there isn't dhcp server, all new controllers will use the following Ip address 182.168.1.250 so using the multicast commands, it is possible to set a different Ip address to

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those controllers.

Controller detection

Detection setting

Search by ip Port

Search by device number

Search in progress for IP/USB controllers ...

Controller name	Device number	Version	Address	Port	dhcp	Option	Actions
24C11DE132382F57	24C11DE132382F57F	FV1010 10/05/2017	172.18.0.125	1880	Yes	Q:05:485 Q:Peripherals	Q:IP
Centrale 10	24C11DE1323648BC1	FB1011 19/05/2017	172.18.0.112	1880	Yes	Q:05:485 Q:Peripherals	Q:IP
24C11DE1323898B0	24C11DE1323898B0C	FV1010 10/05/2017	172.18.0.121	1880	Yes	Q:05:485 Q:Peripherals	Q:IP

10.12 Set the email server

The software is able to send emails with the automatic task or with process. You will then have to set the email account on the server.

From the home page, at the top of the page on the right, a parameters button gives you an access to it.



An email account has to be created and iPassan Manager needs to have an access to this server. Write the information in the right fields then test the sending by clicking on "test".

Parameters of the application.

✉ Email sending

SMTP server

Address Port

Email encryption

Authentication

User

Password

Sender email address

Sender name

Test email

Test

Validate Cancel

11 Access software

You can give an access to a third person and then select the functionalities or the site he will be able to use.

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An administrator has all the rights on the sites of his base and can create others users.
An operator who has the profile « installer » can do everything on the authorized site.

Name	Type	Nb. of users	Actions
Administrator	0	1	[Edit]
Guardian	0	0	[Edit]
Installer	0	2	[Edit]
Security agent	0	0	[Edit]

The others profile, except « administrator », can be modified. You can also create an unlimited number of profile and there is no limit in the number of operators.

11.5 Add or modify an operator profile

When the profiles do not correspond to your need, you can create another profile.

In the screen shot below the profile « Security agent » can see the time profile and the access profile, create and modify a user and see the events.

Function/Sub-function	View	Edit	Add	Delete
General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment & Settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Network:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access profiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11.6 Add, modify an operator

Definition of an operator

- Surname, name, email, password
- Operator profiles (group)
- Optional data (address...)
- A list of authorized site. The rights are the same for each site.

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New

Save Cancel Password modification

Group of users: Security agent

Name: Laffite

First name: Raymond

Password: ****

Password confirmation: ****

Email: raymond@yopmail.com

Registration number: Registration number

Address: Address

Post code: City

Phone: Phone

Others...

Sites: Les Lilas, Panneau LG

Add un site

11.7 Logs

It will show you the operator's action. You can set the filters per user (dates, sites...).

Firmware upgrade Log Site import/export Automatic task Controller detection

Log

Filters

1411 entries found

Log details

Date / Hour	User	Action	Type	Comment
2017-05-23 08:47:05	Gaudry Laurent	User connection	Software access	Login to application
2017-05-23 08:46:55	Gaudry Laurent	User disconnection	Software access	Déconnexion de lgaudry@fdimatelec
2017-05-23 08:46:48	Gaudry Laurent	User connection	Software access	Connexion de lgaudry@fdimatelec.
2017-05-22 21:00:55	---	Run	Task	Envoyer rapport qui est entrée l
2017-05-22 17:14:11	Gaudry Laurent	User connection	Software access	Login to application
2017-05-22 17:12:52	Gaudry Laurent	User disconnection	Software access	Déconnexion de lgaudry@fdimatelec
2017-05-22 17:12:01	Gaudry Laurent	User connection	Software access	Connexion de lgaudry@fdimatelec.
2017-05-22 15:20:47	---	Run	Task	Tâche test lme
2017-05-22 12:00:55	---	Run	Task	Envoyer le rapport qui est entré
2017-05-22 10:17:39	Gaudry Laurent	User connection	Software access	Connexion de lgaudry@fdimatelec.
2017-05-21 21:00:40	---	Run	Task	Envoyer rapport qui est entrée l
2017-05-21 15:20:39	---	Run	Task	Tâche test lme

12 Integration

lpassan manager offers two ways to be integrated by other system. The first one is the availability for a third party system to read or read/write in the lpassan database.

This mode requires knowledge in Sql language and lpassan database structure.

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The second mode is based on Onvif API. The third party system add or remove some keys through this API, it is also able download the events or open doors, outputs, etc

12.5 Special users

Ipasman manager gives access to the Mysql database through special users. Two mode are availables:

- Read only : read but you can not modify the data
this option is secure as those special users could only read data. Insertion or modification aren't possible.
- Read / write : you can modify all data. Be careful, in this mode, you can damage the database and the access control system will no longer work.

With these modes, you can view all events, all persons, all doors

12.5.3 Add a special user

In the software operators, select Special operators then click Add.

Enter a login + password and select the mode (read only or read/write)

Note, the read / write needs an extra security. Ask FDI Matelec for the activation password.

12.5.4 Access to the database

On local installation, if you have created default database, the Mysql port is 3380. (default Mysql port on standard installation is 3306).

If you are integrator, you have to use the driver parameter to access the database.

To test you query and to view the database, you can use the embedded tool "phpminiadmin":

- <https://127.0.0.1:8443//ipassan/phpminiadmin.php>
- Click on "advance setting"

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DB Connection Settings

DB user name:
 Password: [advanced settings](#)

DB name:
 MySQL host: port:
 Charset:

Remember in cookies for 30 days or until Logoff

When you are connected, you can select the database IPU_BASE_XXXX

phpMiniAdmin 1.9.170730 | Databases: - select/refresh - | [Settings](#) | [Logoff](#) | [phpinfo](#)

SQL-query (or multiple queries separated by ";"):

SHOW DATABASES

Empty result area for the SQL query.

Records: 2 in 0.0013 sec

MySQL Server: - [Show Configuration Variables](#) - [Show Statistics](#) - [Show Processlist](#) - Create new database:

Database	show create database	show table status	show triggers
information_schema	scd	status	trig
ipu_base_0010	scd	status	trig

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12.5.5 Event view

A view has been created to facilitate access to events. You can see all events with this sql query :

```
select * from `view_event`
```

You see the list of events:

EVT_ID	SIT_ID	EVT_FAMILY	EVT_NUM	EVT_LEVEL	EVT_TABLE	EVT_TABLE_ID	EVT_BACKGROUND_COLOR	EVT_TEXT_COLOR	EVL_ID	PER_ID	DEV_ID	EVL_DATE	EVL_INDEX	EVL_PRIORITY	EVL_INFO1	EVL_INFO2	EVL_INFOFUP	EVL_IMPORTTYPE
6391	22	0	2	5	40	23	#E1E1E1	#000000	157	NULL	23	2019-06-06 08:41:51	0	5	0000000000000000	00000000	NULL	0
6391	22	0	2	5	40	23	#E1E1E1	#000000	158	NULL	23	2019-06-06 16:33:17	0	21	0000000000000000	00000000	NULL	0
6415	22	0	33	5	40	23	#DC2127	#FFFFFF	159	NULL	23	2019-06-06 16:36:31	0	21	0000000000000000	00000000	NULL	0
6391	22	0	2	5	40	23	#E1E1E1	#000000	160	NULL	23	2019-06-06 16:36:44	0	21	0000000000000000	00000000	NULL	0
6406	22	0	19	5	40	23	#E1E1E1	#000000	161	NULL	23	2019-06-06 16:36:50	0	21	0000000000000000	00000000	NULL	0
6415	22	0	33	5	40	23	#DC2127	#FFFFFF	162	NULL	23	2019-06-06 16:36:51	0	21	0000000000000000	00000000	NULL	0
6391	22	0	2	5	40	23	#E1E1E1	#000000	163	NULL	23	2019-06-06 16:37:15	0	21	0000000000000000	00000000	NULL	0
6406	22	0	19	5	40	23	#E1E1E1	#000000	164	NULL	23	2019-06-06 16:37:21	0	21	0000000000000000	00000000	NULL	0
6427	22	10	0	6	40	23	#51B749	#FFFFFF	165	NULL	23	2019-06-06 16:37:23	0	22	0000000000000001	00000000	NULL	0
6427	22	10	0	6	40	23	#51B749	#FFFFFF	166	NULL	23	2019-06-06 16:37:23	2	22	0000000000000001	00000000	NULL	0
6427	22	10	0	6	40	23	#51B749	#FFFFFF	167	NULL	23	2019-06-06 16:55:30	0	22	0000000000000001	00000000	NULL	0
6427	22	10	0	6	40	23	#51B749	#FFFFFF	168	NULL	23	2019-06-06 16:55:30	2	22	0000000000000001	00000000	NULL	0
6415	22	0	33	5	40	23	#DC2127	#FFFFFF	169	NULL	23	2019-06-06 17:22:37	0	21	0000000000000000	00000000	NULL	0
6391	22	0	2	5	40	23	#E1E1E1	#000000	170	NULL	23	2019-06-06 17:27:19	0	21	0000000000000000	00000000	NULL	0
6406	22	0	19	5	40	23	#E1E1E1	#000000	171	NULL	23	2019-06-06 17:27:25	0	21	0000000000000000	00000000	NULL	0
6427	22	10	0	6	40	23	#51B749	#FFFFFF	172	NULL	23	2019-06-06 17:30:41	0	22	000000000000000F	00000000	NULL	0
6428	22	10	1	6	40	23	#DC2127	#FFFFFF	173	NULL	23	2019-06-06 17:31:23	0	22	000000000000000F	00000000	NULL	0
6427	22	10	0	6	40	23	#51B749	#FFFFFF	174	NULL	23	2019-06-06 17:32:09	0	22	000000000000000F	00000000	NULL	0
7208	25	0	2	5	40	27	#E1E1E1	#000000	175	NULL	27	2019-06-07 10:42:34	0	5	0000000000000000	00000000	NULL	0
7208	25	0	2	5	40	27	#E1E1E1	#000000	176	NULL	27	2019-06-07 10:43:44	0	5	0000000000000000	00000000	NULL	0
7208	25	0	2	5	40	27	#E1E1E1	#000000	177	NULL	27	2019-06-07 10:44:46	0	5	0000000000000000	00000000	NULL	0
7208	25	0	2	5	40	27	#E1E1E1	#000000	178	NULL	27	2019-06-07 10:45:56	0	5	0000000000000000	00000000	NULL	0
7208	25	0	2	5	40	27	#E1E1E1	#000000	179	NULL	27	2019-06-07 10:47:06	0	5	0000000000000000	00000000	NULL	0
7208	25	0	2	5	40	27	#E1E1E1	#000000	180	NULL	27	2019-06-07 10:48:16	0	5	0000000000000000	00000000	NULL	0

Important field:

- EVL_DATE : date of event
- SIT_ID : if you have several site on you database, each site have UID. To know this UID, use the ctrl+alt+D shortcut.

- EVT_FAMILY : family of event (you can see it with ctrl+alt+D command – after v1.7.2):

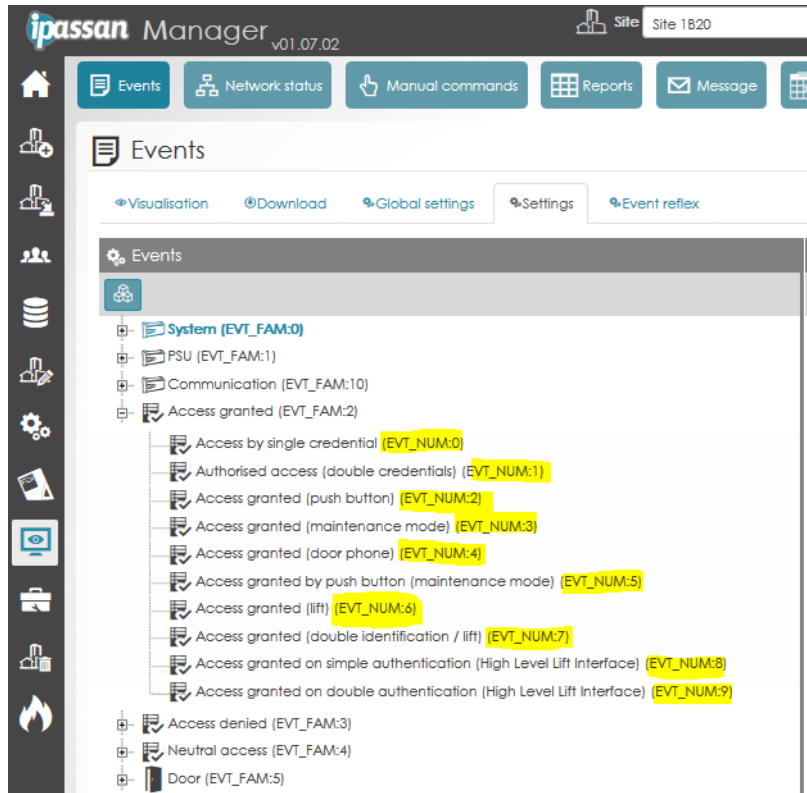
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The information is provided in accordance with the FDI policy of enhanced development, design and specifications.



- 0 : System
- 1 : PSU
- 2 : Access granted
- 3 : Access denied
- 4 : Neutral access
- 5 : door
- 6 : Input
- 7 : Output
- 8 : Status
- 9 : Reflexes
- 10 : Communication
- 12 : zone
- 13 : counter
- 14 : process
- 15 : condition
- 18 : reader
- 19 : peripherals
- 20: lift hli
- 21: intercom

- EVT_NUM : event number in the family (you can see it with ctrl+alt+D command – after v1.7.2):

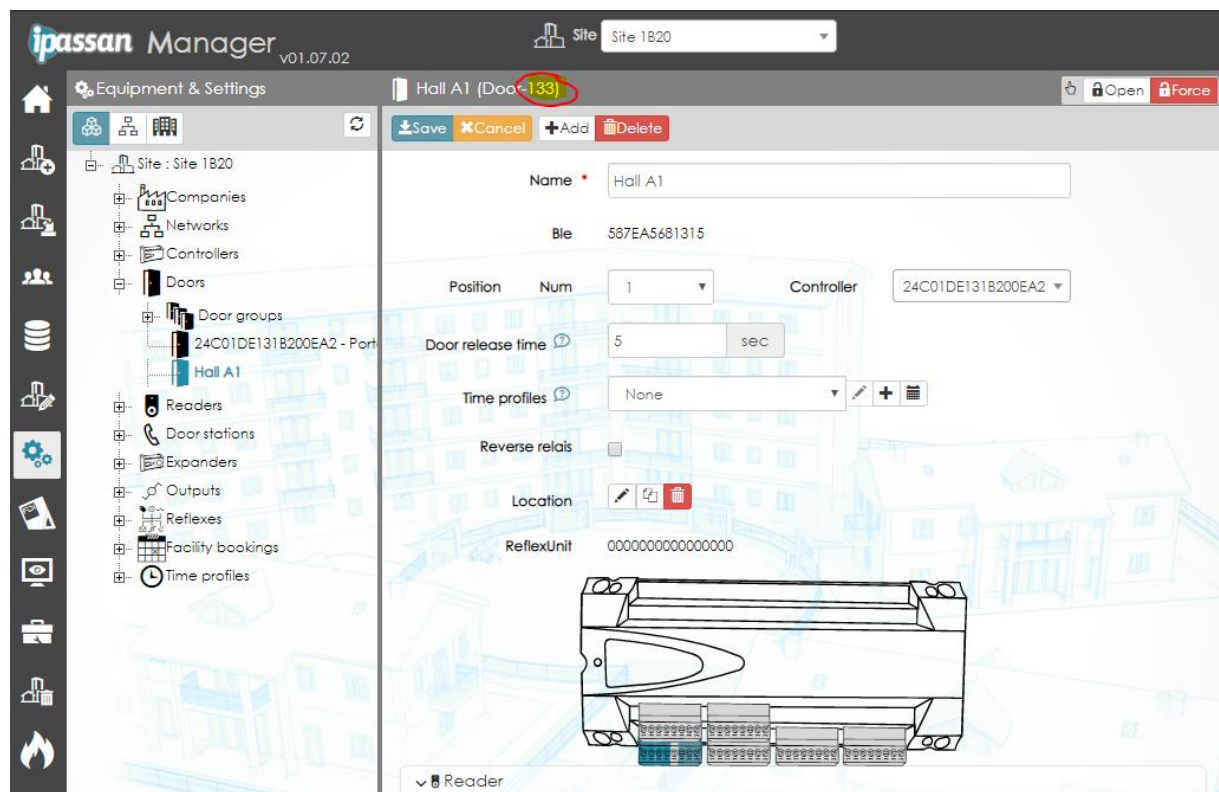


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- EVT_TABLE : type of element :
 - o SITE = 10
 - o NETWORK = 20
 - o DEVICE = 30
 - o UNIT = 40
 - o DOOR = 60
 - o RELAY = 70
 - o READER = 80
 - o RELAY/READER = 90
 - o PERSON = 110
 - o KEY = 120
 - o ZONE = 130
 - o IOCARD = 140
 - o INPUT = 150
 - o OUTPUT = 160
 - o LIFT = 170
 - o REFLEX = 180
 - o PROCESSUS = 260
 - o TASK = 270
 - o COUNTER = 350
 - o VIRTUAL_RELAY = 360
 - o INTERCOM = 500

- EVT_TABLE_ID : Id of the element in the table. You can display the element id with ctr+alt+D shortcut.



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Example, if you want all event on one door, you have to filter on EVT_TABLE = 60 AND EVT_TABLE_ID = 133

```
select EVL_DATE, EVT_FAMILY, EVT_NUM, EVT_TABLE, EVT_TABLE_ID, EVL_INFO1, EVL_INFO2
from `view_event` WHERE EVT_TABLE = 60 AND EVT_TABLE_ID = 133 ORDER BY EVL_DATE DESC
```

The screenshot shows the phpMiniAdmin interface. At the top, it displays 'phpMiniAdmin 1.9.170730 | Databases: ipu_base_0010'. Below this is a navigation bar with links for 'show tables', 'export', 'import', 'Settings', 'Logout', and 'phpinfo'. The main area contains a text input field with the SQL query: 'select EVL_DATE, EVT_FAMILY, EVT_NUM, EVT_TABLE, EVT_TABLE_ID, EVL_INFO1, EVL_INFO2 from `view_event` WHERE EVT_TABLE = 60 AND EVT_TABLE_ID = 133 ORDER BY EVL_DATE DESC'. Below the input field are 'Go' and 'Clear' buttons. To the right are buttons for 'Select', 'Insert', 'Update', and 'Delete'. Below the input area, it says 'Records: 9 in 0.0035 sec' and 'compact view'. The results are shown in a table with the following columns: EVL_DATE, EVT_FAMILY, EVT_NUM, EVT_TABLE, EVT_TABLE_ID, EVL_INFO1, and EVL_INFO2. The table contains 9 rows of data.

EVL_DATE	EVT_FAMILY	EVT_NUM	EVT_TABLE	EVT_TABLE_ID	EVL_INFO1	EVL_INFO2
2019-06-27 16:51:17	5	1	60	133	0000000000000000	00000001
2019-06-27 16:51:13	2	0	60	133	220000001BC4EEFB	00000001
2019-06-27 16:51:13	5	0	60	133	0000000000000000	00000001
2019-06-27 16:51:13	5	1	60	133	0000000000000000	00000001
2019-06-27 16:51:08	5	0	60	133	0000000000000000	00000001
2019-06-27 16:51:08	2	0	60	133	2200000039F3FA32	00000001
2019-06-27 16:51:07	5	1	60	133	0000000000000000	00000001
2019-06-27 16:51:02	2	0	60	133	22000000E78F0D84	00000001
2019-06-27 16:51:02	5	0	60	133	0000000000000000	00000001

- EVL_INFO1/EVL_INFO2 : informations about event. For accesses events, EVL_INFO1 is the serialnum of key

12.5.6 SQL insertion or modification

Ask FDI Matelec for more details.

12.6 Onvif API

12.6.3 What is Onvif?

Official website : <https://www.onvif.org/>

ONVIF (Open Network Video Interface Forum) is a structure whose mission is to provide and promote standardized interfaces for effective interoperability of IP-based physical security products such as IP cameras, video management platform (VMS, NVR) and access control system.

The ONVIF specifications are based on web services and use universal and open protocol like XML, SOAP et WSDL to define the communication between two systems on an IP network.

ONVIF profiles make it easy to recognize how ONVIF conformant devices and clients are compatible with one another. An ONVIF profile has a fixed set of features that must be supported by a conformant device and client. It ensures that a client that conforms to Profile A, for example, will work with a device that also conforms to Profile A. There are also conditional features, which are features that shall be implemented by an ONVIF device or ONVIF client if it supports that feature in any way, including any proprietary way.

The profile use for iPassan Onvif API are Profile C (basic options) and A (access control options).

12.6.4 Network discovery / WS_Discovery

Ipasann must provide an Onvif service and must be visible on the network. This possibility is offered by using the WS_Discovery protocol.

When it is used, it's possible to test the function by using the Onvif Device Manager.

<https://sourceforge.net/projects/onvifdm/>

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12.6.5 Authentication

The iPassan's Onvif server will not be a free service. You must set an authentication with login and password.

In the "software access" section of ipassan, we added the creation of a special user which could be an API. Only these users will have the possibility to communicate with the web service.

This user will be linked to only one site (drop down list added). The Onvif functions don't give the possibility to select the site. This link will be used to filter the required site when the Onvif commands are used.



Some functionalities don't require an access with login and password:

- device.GetWsdlUrl
- device.GetServices
- device.GetServiceCapabilities
- device.GetCapabilities
- device.GetHostname
- device.GetEndpointReference
- device.GetDeviceInformation
- device.GetSystemDateAndTime
- device.GetSystemDateAndTimeRequest
- credential.GetServiceCapabilities
- accessrules.GetServiceCapabilities
- doorcontrol.GetServiceCapabilities
- search.GetServiceCapabilities

12.6.6 Add functions

The specification requires to implement a big amount of functions and commands. It could be mandatory (M), optional (O) ou conditional (C):

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- M = Mandatory: features that must be supported in order to be conformant to the Profile (implemented by the Onvif peripheral)
- O = Optionnal: function that may be implemented by an ONVIF Device or ONVIF Client
- C = Conditional: Function that shall be implemented by an ONVIF Device or ONVIF Client if it supports that functionality.

If an Onvif peripheral is compliant with a service, it must be compliant with all the commands of the WSDL service corresponding. If the specific command is not required for a service and the peripheral is not compliant, the error answer must be the following code:

```
env:Receiver,
  ter:ActionNotSupported.
```

The official documentations of the services are useful to understand the implementation of the features. For example for the service "credential":

<https://www.onvif.org/specs/srv/access/ONVIF-Credential-Service-Spec-v1706.pdf>

12.6.6.2 List of the mandatory features for the Profile A

See the features list in the file [OnvifProfilesOperations](#), section: Profile A.

There are more optional features. See the Profile A specifications.

12.6.6.3 List of the mandatory features for the Profile C

See the features list in the file [OnvifProfilesOperations](#), section: Profile C.

There are more optional features. See the Profile C specifications.

12.6.6.4 Definition of the types of credentials

In the service "credential", there is a command `getSupportedFormatTypes`. This command is related to all kind of format for a credential.

The credential types are defined in the specification file: `ONVIF-Credential-Service-Spec-v1706.pdf`:

- `pt:Card` Supports Card identifier type
- `pt:PIN` Supports PIN identifier type
- `pt:Fingerprint` Supports Fingerprint biometric identifier type
- `pt:Face` Supports Face biometric identifier type
- `pt:Iris` Supports Iris biometric identifier type
- `pt:Vein` Supports Vein biometric identifier type

It means for each credential (`Functionality::${TypeTI}`), define a "FormatType".

The "FormatType" list is described in the ISO-16484-5 specifications.

The command "`getSupportedFormatTypes`" means that we should have, first, defined an authorized list in our Web Service. For that reason, a link is added in the special user section – API.

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In this section, the list of the authorized credentials for each site is added. It is then possible for each credential to define a "FormatType". The type of credential is fixed: *pt:Card* or *pt:PIN*.

Type in ipassan	Type : Name	FormatType possible
TI_BDG125K	pt :Card	FormatType Wiegand
TI_BDG1356	pt :Card	FormatType Wiegand
TI_BDGMIFAREPLUS	pt :Card	FormatType Wiegand
TI_TLC13564	pt :Card	FormatType Wiegand
TI_TLC125K4	pt :Card	FormatType Wiegand
TI_TLC13564_PLUS	pt :Card	FormatType Wiegand
TI_TLC13562	pt :Card	FormatType Wiegand
TI_KEYPAD	pt :PIN	All numeric
TI_IMMAT	pt :PIN	All numeric
TI_OTHER		

FormatType numéric:
SIMPLE_NUMBER16
SIMPLE_NUMBER32

FormatType Wiegand :
WIEGAND26
WIEGAND37
FASC_N_BCD

12.6.7 Testing tools

Onvif is based on soap technology. A free tool gives the possibility to test the protocol:
<https://www.soapui.org/downloads/soapui.html> (version: open source)

When installed, you should select the file: wsdl.

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