



APS Administrator.VIS

Visitors' registration in APS identification systems

(extending program module for APS Administrator)

Installation and user's guide



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2 Product description, installation

2.1 Product description

APS Administrator.Vis program module extends the *APS Administrator* program package with routines for comfort visitors' registration and visitors' cards management; also it enables to issue spare cards for residents. The product is (as well as *APS Administrator*) designed for multiuser usage in LAN environment.

The program requires *APS400nAdministrator* DB with version 85.

2.2 License terms and conditions

The *VIS* license must be contained in a single piece of HW in the entire system to meet the terms for this extending module use if using *APS Mini Plus*, *APS 400* or combined system. If using *APS Key* only system, no license is needed. In *APS mini Plus* system any reader can contain the *VIS* license. In *APS 400* system the *VIS* license can be contained in the system controller.

2.3 Minimal requirements, recommended equipment

For the program operation a computer with OS *Microsoft Windows 10 / 11* is required. The system must also feature the *Microsoft .NET Framework 4.6.1* environment.

To make the visitors management more comfortable, it is highly recommended to use a pair of enrolment readers: *OCR 312* – reader for *OCR documents reading*, able to read OCR readable data from ID cards, passports, visas, etc.; and an *enrolment reader for local ID cards reading* (specific type is dependent on used ID technology). The data from the readers are supplied to the *APS Administrator.VIS* extension with enrolment reader management tool: *ID MicroServer 2* program.

2.4 Software installation, data safety and backup

The program is installed using its installer.

Using the *APS Administrator.VIS* extending module does not cancel the option to use any other extending module for *APS Administrator* program package.

Due to the integration of *APS Administrator.Vis* software extension data structures into the basic *APS400nAdministrator* database, same rules for security and backups are applied. More information about this concern can be found in *APS Administrator* user's guide.

3 Program configuration in APS Administrator

Before the standard operation of the *APS Administrator.VIS* program can start, it is required that you perform a series of settings first. Some of those settings are done in the basic *APS Administrator* program.

3.1 Access groups for visitors

When you assign a card to a visitor, it is required to select a route, which is used by the visitor to move through the building. The routes consist of 1 or more access groups (max. 1 access group / system); it is appropriate to create special the access groups for visitors.

The definition of access groups is done in *APS Administrator* program: *Configuration > Access rights > Access groups* – here you can create groups with access on proper reader modules.

3.2 Zones, visitors exit

It is possible to define *Zones structure* in *APS Administrator* program; the users get in the zones by passing through specific reader module with specific reason of passage (key code). There is a list of present visitors in *APS Administrator.VIS* program. In order to show the visitor in the list and trace the visitor movement through the building, it is necessary to define zones describing the visitor location, and furthermore to define a zone (zones) for the final leaving of the building – entering such zone will remove the visitor from the list of present visitors.

This setting is done in *APS Administrator* program: *Configuration > Zones*. A zone, which is meant to serve for visitors exiting, must have the *Entering zone is evaluated as exit (VIS module)* option checked.

3.3 Identity of attendant's workplaces

In systems with more workplaces using *APS Administrator.VIS* it is possible to make some routes, zones and tracking visitors available only for some workplaces.

The identity of attendant's workplace is set in *System > Setting > Local setting...* Workplaces need to be first defined in *APS Administrator > Configuration > System > Attendant's workplaces*. The visibility of presence of the visitors in specific *zones* for each workplace is set also in *APS Administrator* in setting of each *zone*. When creating a *route* you can also make it available only for specific workplace in bookmark *Availability*.

If not creating any workplaces is all this setting ignored and everything is available for every workplace.

3.4 Access rights expiration

A visit in a building is usually finished by the end of the day, when the visitors received his visitor's card. If a visitor leaves the building with this card without having the access rights revoked in a standard way, it is appropriate to set up time expiration of his access rights.

The access rights expiration function is globally enabled in *APS Administrator* program: *Configuration > System > Identification > Apply expiration of access authorizations (applied when uploading data to the system)*.

3.5 Privileges for working with *APS Administrator.VIS* module

The users' privileges are defined in *APS Administrator* program, when editing the user's *personal card*, at the *Login and authorization* tab.

Users, which should be able to issue cards to visitors, should have the *Visitors management (ASP Administrator.VIS) – Visitors' cards issue* privilege set. Users, which should be able to issue spare cards to residents, should have the *Visitors management (ASP Administrator.VIS) – Spare cards for residents issue* privilege set.

Users, which should be able to configure basic operation parameters of *APS Administrator.VIS* program, need to have this privilege set: *Global rights (APS Administrator) - Administrator*

3.6 Folder for visitors

In order to make the system better arranged, a folder in the organizational tree of folders in *APS Administrator* is reserved for the visitors. It is appropriate to create such folder; its further setting is done in *APS Administrator.VIS* program.

4 Settings in *APS Administrator.VIS*

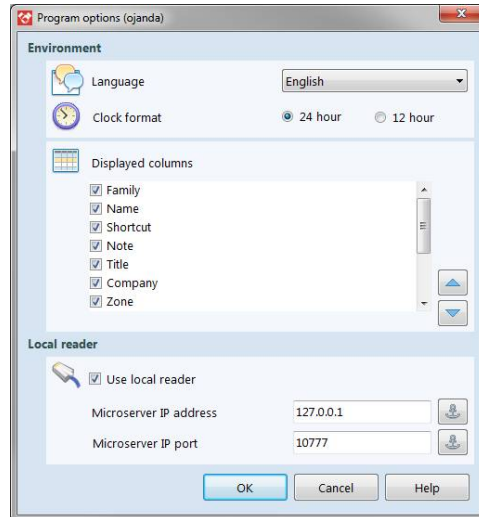
All other settings are done in *APS Administrator.VIS* program. The configuration can only be done by a user with *Administrator* privilege.

When the program is run for the first time, there is a dialog enabling to select the *program language* shown and entering the proper *connection string* for the *APS400nAdministrator* database is required. Use the same connection string as the one used in *APS Administrator* program.

In the login dialog, which follows, only users with one of the privileges mentioned before are able to log in, other users are not.

4.1 Environment settings

This option (pic. 1) is available after selecting **Setting > Environment** in the main menu.





Pic. 1: Environment setting

In the dialog it is possible to change the **language** of the program.

The **clock** can be displayed in 24-hour or 12-hour format.

It is also possible to change the order of the **columns with data of present visitors** (present visitors list is displayed in the right bottom part of the main program window). Only selected columns are displayed in the list.

If there are enrolment readers used at the application (recommended), select the option **Use local reader** in the **Local reader** area. Beneath this setting it is necessary to define the connection properties for connecting to **ID Microserver 2** program (service), which provides the data from enrolment readers to the **APS Administrator.VIS** program. In case of local ID Microserver 2 program operation it is possible to leave the **127.0.0.1** as **IP address** value. The default **IP port** is **10777**. The default values can be set by pressing the anchor buttons.

The current status of the connection to the **ID Microserver 2** program is displayed at the upper tool of the program next to the information about the logged user. If the connection is OK, the  icon is displayed. If the connection is unavailable, the  icon is displayed. After clicking at the icon, a new attempt to connect to the ID Microserver 2 is performed.

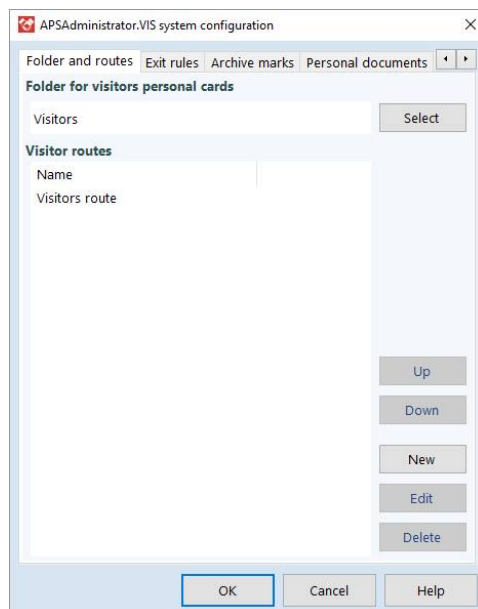
4.2 System settings

This option is available after selecting **Setting > System > System setting** in the main menu. Only user with **Administrator** privilege can enter the setting dialog.

After setting up all required parameters do not forget to save them by pressing the **OK** button.

4.2.1 Folder and routes

At the *Folder and routes* tab (pic. 2) it is possible to define following parameters:



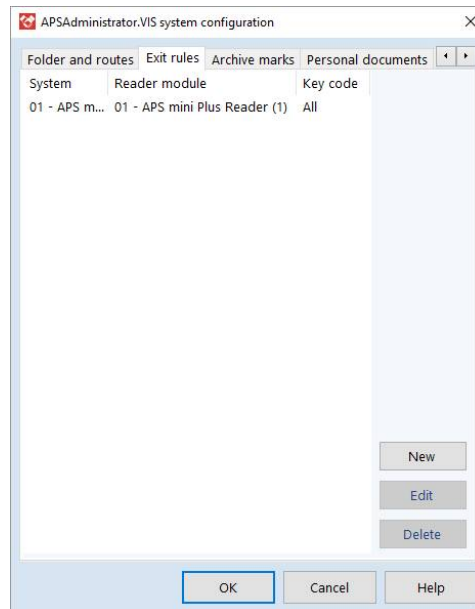
Pic. 2: Folders and rules

Folder for visitors' personal cards – after pressing the *Select* button, it is possible to select a folder for visitors' management in the organizational folder tree.

Visitor routes – here you can define routes, which are assigned to a visitor when the visitor card is issued. A *route* is basically a set of access groups (max. 1 access group / system), which are assigned to the user when the card is issued. After pressing the *New* button, a dialog is shown, where it is possible to define the *Name* of the route and assign the proper access groups with *Assign* and *Release* buttons. In the bookmark *Availability* you can make the route available for specific workplace. By checking *Temporarily disabled* you disable the route for all workplaces. The route setting is saved by pressing the *OK* button. The routes list is offered to the operator in the same order as the one defined in the dialog. The routes can be moved with *Up* and *Down* buttons, edited with *Edit* button, and deleted with *Delete* button.

4.2.2 Exit rules

At the *Exit rules* tab (pic. 3) it is possible to define a list of rules for valid identification events, which will cause a release of visitor's card when such event happens, causing revocation of all access rights of the card.

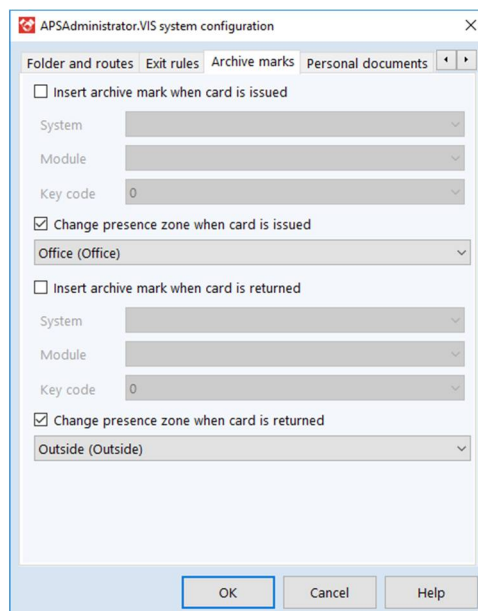


Pic. 3: Exit rules

After pressing the *New* button, a new exit rule can be defined in displayed dialog. *System*, *Module* and *Key code* must be entered. After the rule is saved, visitor card is immediately deleted from the system, if an event following the rule occurs in the system. You can further work with the exit rules with *Edit* and *Delete* buttons.

4.2.3 Archive mark

The *Archive mark* (pic. 4) tab contains resources, which enables to secure the person presence flags integrity when issuing or releasing cards.



Pic. 4: Archive marks

If the reception workplace is located behind the entry reader or before the exit reader, it might be useful to automatically save a virtual event when issuing or returning a card – thus assigning a user in selected area. To use this option this option, select the *Insert archive mark when card is issued*, resp. *Insert archive mark when card is returned* option. Select the *System*, *Module* and *Key code*; this data will be used to create a virtual “Valid ID” event, when the card is issued / returned.

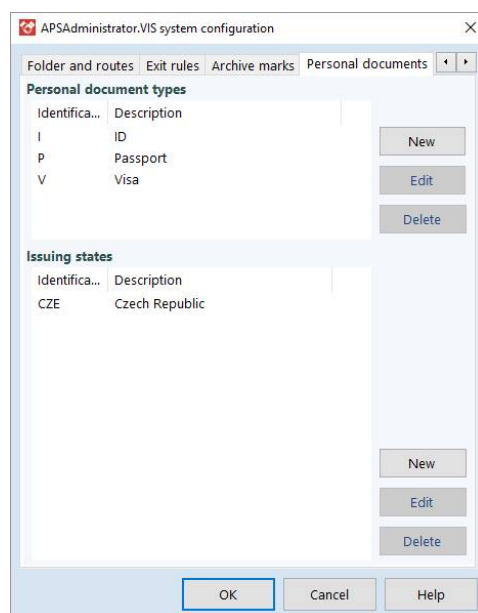
You can also set the zone for the user when a card is issued by checking so named box and setting the wanted zone. It is useful mostly in *APS Key* systems where you cannot see the presence of the users online.

This setting is used generally for all *APS Administrator.VIS* modules. If other workplaces, where the *APS Administrator.VIS* module is used, require different rules, set up other rules for local use for the given workplace.

Exit rules cannot contain any rule including an event defined in *Archive mark* option. Such setting would not be meaningful.

4.2.4 Personal documents

At the *Personal documents* tab (pic. 5) it is possible to define description of individual document types, which are read at the *OCR 312* reader connected using the *ID Microserver 2* program.



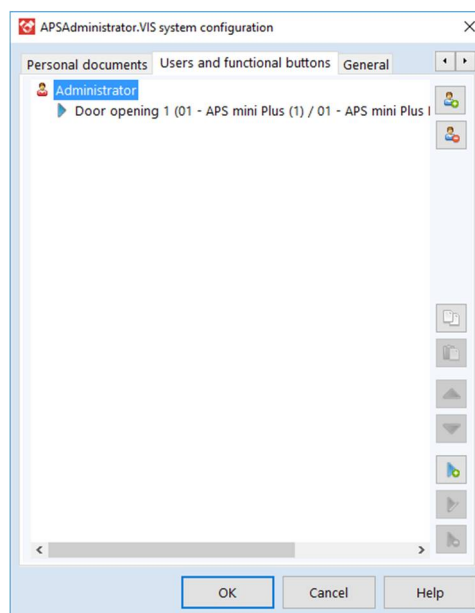
Pic. 5: Personal documents

Those setting are not meaningful, if the reader is not used in the application.

- *Personal document types* – here you can manage the descriptions of personal documents. *New*, *Edit* and *Delete* buttons allow working with this list. Basic single-letter description of document types is:
I – ID
P – Passport
V – Visa
- *Issuing states* – here you can manage the descriptions of states issuing the ID document. *New*, *Edit* and *Delete* buttons allow working with this list. Basic triple-letter description of document types is:
CZE – Czech Republic

4.2.5 Users and functional buttons

At the *Users and functional buttons* tab (pic. 6) you can define users, which will be authorized to work with the *APS Administrator.VIS* module and assign them functional buttons to be able to run system functions.

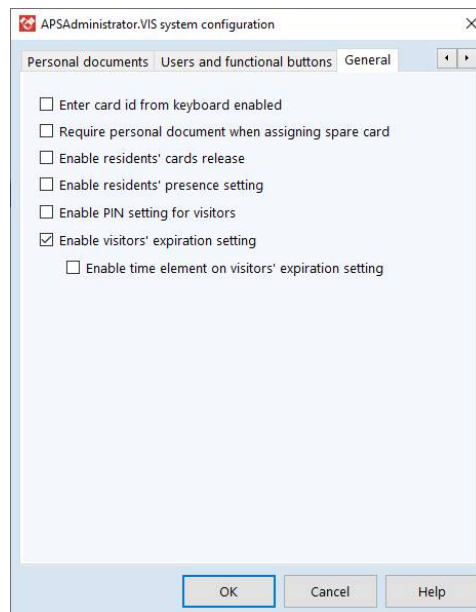


Pic. 6: User and functional buttons

- To add a new user in the list of persons authorized to use the program, press the *Add* button, select the relevant person(s) in the list and then press the *OK* button. The users will have the *Visitors management (APS Administrator.VIS) – Visitors' cards issue* privilege granted. To remove the person from the list, select the relevant person and press the *Remove* button. Administrators (displayed with red icon) cannot be removed from the list by principal.
- To assign a new functional button select relevant person and press the lower *Add* button. Select the *System* and defined *User event* (in APS 400 system), *System module* (APS mini (Plus) system) or *card issuing machine*, define a short *Name* (button designation on toolbar) and *Description* (displayed when mouse hovering over the button). Save the setting by pressing the *OK* button. To change the setting of the functional button, press the *Edit* button; press the lower *Remove* button to remove the button from the list. The buttons can be moved up and down by selecting the button(s) and pressing the *Up* and *Down* buttons. The buttons setting can be copied among the users – to do so, select a source user and press the *Copy* button, then select the destination user and press the *Paste* button.

4.2.6 General

At the *General* (pic. 7) tab you can find option to enter card ID directly from keyboard in the filed for cards searching or entering (the same way as if it was read on local PC reader).



Pic. 7: General

The code is entered in hexadecimal format. To enter the code, go to the relevant field and enter 1-16 characters and press the *Enter* key.

The second option at the *General* tab is setting for spare card assigning. When this checkbox is checked, assigning a resident's spare card is possible only after reading a resident's personal ID at the *OCR 312* reader.

Another option enables you to release a resident card if needed. The card then loses all access rights.

Next option grants a right to release the resident spare cards in *APS Administrator.VIS* module.

Next option is to set PIN code for the visitors – if this is enabled, the appropriate field is shown when issuing a visitor card.

The last option enables to set expiration (and voluntarily even expiration time) by visitor's card.

4.3 Local setting

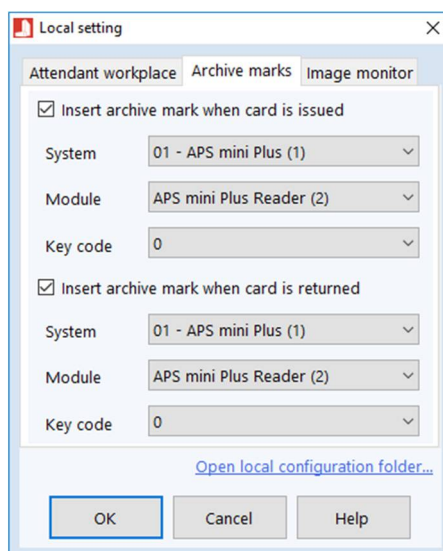
The *Local setting* enables to save a valid identification event of the user when the card is issued at the specific reception. The setting is local; it is applied only at the specific computer, where it is set. The Local setting is available by selecting *Setting* > *System* > *Local setting*.

4.3.1 Attendant's workplace

The setting enables to choose the identity of the attendant's workplace. For more info check part 3.3 of this document.

4.3.2 Archive marks

If the reception workplace is located behind the entry reader or before the exit reader, it might be useful to automatically save a virtual event when issuing or returning a card – thus assigning a user in selected area (*pic. 8*).



Pic. 8: Archive marks

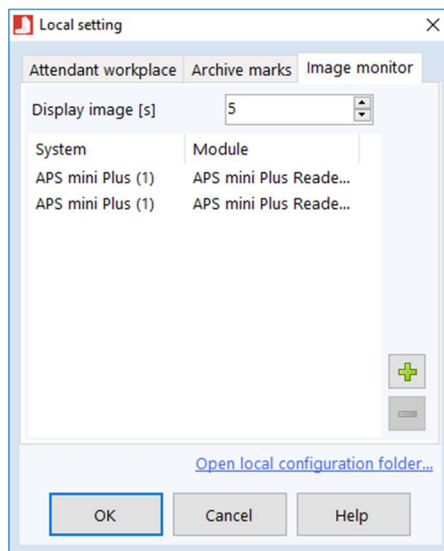
To use this option this option, select the *Insert archive mark when card is issued*, resp. *Insert archive mark when card is returned* option. Select the *System*, *Module* and *Key code*; this data will be used to create a virtual “Valid ID” event, when the card is issued / returned.

This setting is used for local installation of *APS Administrator.VIS* module in the context of logged in user. If this rule is not set for the given workplace, the rules are taken from the global setting, which is described above.

Exit rules cannot contain any rule including an event defined in *Archive mark* option. Such setting would not be meaningful.

4.3.3 Image monitor

Here you can add readers (by  button) where you want to monitor passing users (*pic. 9*).

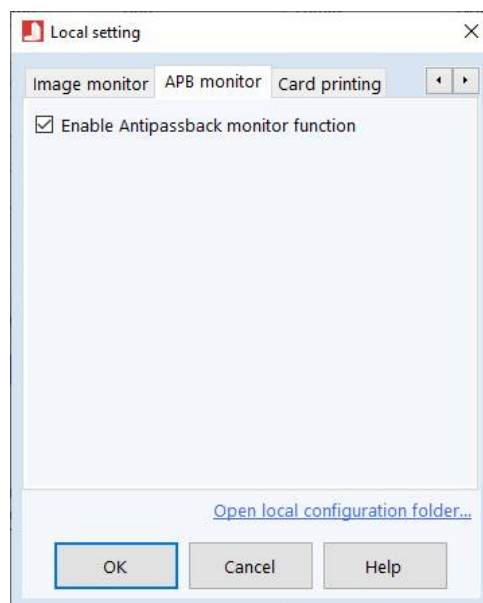


Pic. 9: Image monitor

You can also set the time for which is the picture is displayed.

4.3.4 APB monitor

This tab offers an option to Enable Antibassback monitor function (*pic. 10*).

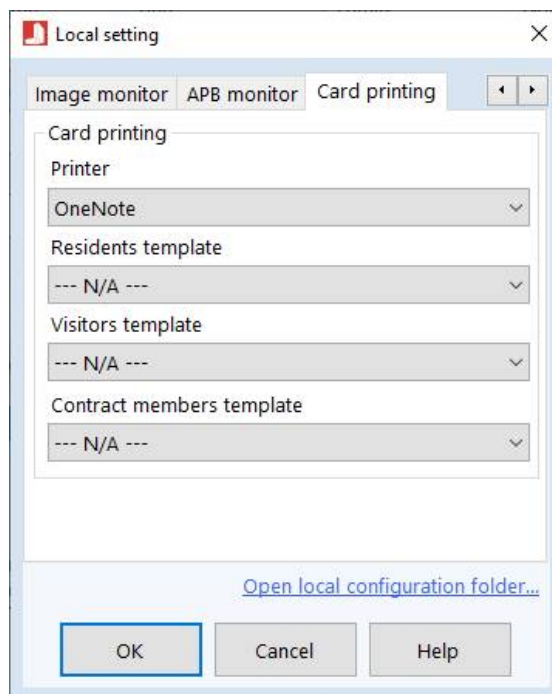


Pic. 10: APB monitor

If the option is selected, the program displays a notification, when an APB event occurs. The program operator can remove the presence flag of the user then.

4.3.5 Card printing

At the *Card printing* tab (pic. 11) it is possible to set up a printer, which will be used to print the stickers on cards.



Pic. 11: Card printing tab

Furthermore, it is possible to create templates for individual cardholder types: residents, visitors, and contract members. The templates themselves are created in Card print designer program.

4.4 Changing the SQL server connection

After the first program run in the specific Windows user account context the connection string to the SQL server has to be entered. If there is need to change this setting in the future, choose the *Setting* > *System* > *Change SQL server* option in the main menu.

5 Working with program

5.1 Program main window

The program main window (*pic. 12*) is divided into several parts:

- Control panel with buttons, functional buttons, clock and connection status information is located in the upper area
- Visitors management area is located in the lower left area
- Present visitors and present contract members list is located in the lower right area

APS Administrator.VIS ((local) - Administrator) - Workplace 1

Program Visit Resident Monitor Registration APS Key Setting UserEvent1

14:00 06
20.06.2019

Administrator OFFLINE

No visitor

Photo Last name First name
Title Company
E-mail Telephone

No document

Number Issuing state Type
CZE (Czech Republic) I (ID)

Number Issuing state Type
Delete

Visit

Card Route Valid until
20.06.2019

Note
Save

Present visitors (0)

Family	Name	Shortcut	Note
--------	------	----------	------

Present contract members (0)

Family	Name	Shortcut	Note
--------	------	----------	------

Pic. 12: Main program window

5.2 Control panel

The control panel is placed in the upper area and contains the main menu with buttons for basic program function, functional buttons, and system clock and connection status.

5.2.1 Main menu

The program can be closed by selecting *Program* > *Exit*. (Alt + F4)

The *Visitor* button is used for creating a new visitor.

The *Resident* button is used to display the Resident panel.

The *Monitor* button is used to show/hide a window for checking the photos of users stored in their personal cards and the photos taken from IP cams to be able to compare them.

The *Registration* tab is used to open the panel with EHS management tab.

The *APS Key* button is used to manage users within the *APS Key* system.

The *Setting* button offers multiple options:

- *Help* – displays this help file
- *About* – information about the program version
- *Environment* – enables to configure the environment of the program
- *System* – enables to change the system settings and the SQL server connection string

5.2.2 Functional buttons

On right next to the main menu, there are *functional buttons* available for logged user. If the system is online, user can run defined system function by pressing these buttons. The procedure for the buttons setting is described above.

5.2.3 System clock and connection status

In the right upper corner of the main program window there is *system clock* displayed in selected format. It is the system time of the computer, where the *APS400nAdministrator* database is located – if there is an *Error* sign displayed instead of the system clock, the connection with the database server cannot be established. Under the clock you can find the status of the communication server (*Online* / *Offline*). Many functions of the program require *Online* communication status, if the status is *Offline*, the user is requested to start the communication service.

5.3 Visitors management

In the lower left part (*pic. 13*) of the main program window there is an area for visitors' management after pressing the *Visit* button at the top toolbar.

Pic. 13: Visitor

When viewing old data, the dialog background is *blue*. When entering new data or changing old data, the dialog background is *orange*.

5.3.1 Creating a new visitor

Before entering the data of a new visitor, it is necessary, that the title of the visitor's personal data says: *New visitor*. If the title says *Known visitor*, press the *Visitor* button at the control panel first. Fill in the required data in the relevant fields (entering the *Last name* is required).

If you use the OCR data reader (*OCR 312*), it is possible to enter a new visitor simply by presenting his identification document. The document saved together with the personal data. Data printed at the identification documents do not contain diacritics and other interesting data – those you can voluntarily change and complete.

5.3.2 Searching for an existing visitor, editing an existing visitor

Searching for a known visitor can be performed by entering several starting characters from his surname in the *Surname* field and clicking the *Search* button (or pressing *F3*). The same action can be used for data in *Company*, *E-mail* or *Telephone* fields. Records corresponding to the search condition will appear in the list under the control buttons. Specific person can be selected by double-clicking the relevant line (or navigating to the line with arrow keys and pressing the *Enter* key). The same procedure can be applied for searching in the personal document number field.

Another option is to find the visitor with the OCR document reader (*OCR 312*). If the read document is found in the database, the person possessing the document is selected.

You can also *alter the data of displayed person*, including the *data in the document* (you need to select the document first). If you want to delete the document from the database, select it and press the *Delete* button.

5.3.3 Issuing a visitor's card

Other data for the visit issuing are required in the *Visit* area.

If the visitor should be able to move through the readers in the building, it is necessary to assign a visitor's card to him. This can be done by selection in the *Card* field.

The second option is to *read the card at an enrolment reader*. If the card is assigned to another visitor, you can *remove it* from him and *assign to the selected user*. If the card is *not saved* in the database, it is possible to *insert* it in the database and use it as a visitor card furthermore. If the card is saved in the database, but it is not equipped with the visitor card flag, it is not possible to assign it to the user – still if you want to use the card for visitors, it is possible to set the card flag in *APS Administrator* program in the ID media properties (*Configuration* > *Access cards*).

Another necessary action, when issuing a visitor card, is the route selection. The route can be selected in the *Route* option.

If you use the *access rights expiration* option (see above), select the proper date of expiration in the *Valid until* option. The card is automatically removed from all modules in the system, when the selected date is exceeded.

You can voluntarily enter a text note (max. 255 characters) in the *Note* field, which will be saved in the events archive together with the information about the visitor card issue and displayed in the present user list on the right.

When all settings are done, the card can be issued and the entire action finished by pressing the *Save* button.

5.4 Issuing spare cards to residents

After pressing the **Resident** button, the left lower part of the main program goes into mode, where you can issue spare cards to residents (pic. 14).

Pic. 14: Residents

To search for a resident, enter any personal data (or its beginning) and press the **Find** button. If the resident is found in the database, all his data is displayed (including his picture), otherwise an information is displayed, that no result matches entered criteria.

In next step select a **visitors' card**, which should be issued to the resident. Any visitors' card can be assigned to the resident as a spare card. The expiration date is present only for information purpose; its value can be set in the **APS Administrator** program only. After pressing the **Save** button, the spare card is assigned to the resident.





If the release of assigned spare cards for residents is allowed, you can do so by selecting a resident and pressing the **Release** button, or by selecting the cards in the list and using proper option in the context menu.

5.4.1 Rented items

If the setting enables to use **Rented items**, appropriate panel is displayed. The items can be rented and returned by selecting appropriate items and pressing relevant buttons or from the context menu.

5.5 Monitor

This window (*pic. 15*) allows you to see pictures from personal cards of users passing through defined readers (*chapter 4.3.3*). This functionality is for checking if the passing user is the owner of the card. Possibilities are displayed in picture below.

Monitor			
APS mini Plus Reader (1)	APS mini Plus Reader (7)	APS mini Plus Reader (11)	APS mini Plus Reader (8)
			
User Thomas 12:55:09	Unknown 12:55:08	User Kate 12:55:09	User George 12:55:08

Pic. 15: Monitor

- 1) User Thomas is valid but doesn't have any photo in his personal card.
- 2) Card is unknown.
- 3) User Kate is valid and has a photo in her personal card.
- 4) User George has a photo in his personal card but is invalid.

You can open the Image monitor by clicking on the icon *Monitor* in the main window. Close it by same procedure.

5.6 Registration

When using the program for EHS system, all related agenda is done on the **Registration** panel (pic. 16).

APS Administrator.VIS ((local) - Administrator) - Workplace 1

Program Visit Resident Monitor Registration APS Key **Setting** UserEvent1

Administrator 14:26 11 20.06.2019 OFFLINE

Registered visits

Contractor	Name	Status
Refresh		

Personnel

Name	From	To
Set picture		
Set qualification		

Present visitors (0)

Family	Name	Shortcut	Note
--------	------	----------	------

Present contract members (0)

Family	Name	Shortcut	Note
--------	------	----------	------

Issue card

Note:

Card Valid from Valid until

20.06.2019 20.06.2019

14:21 14:21

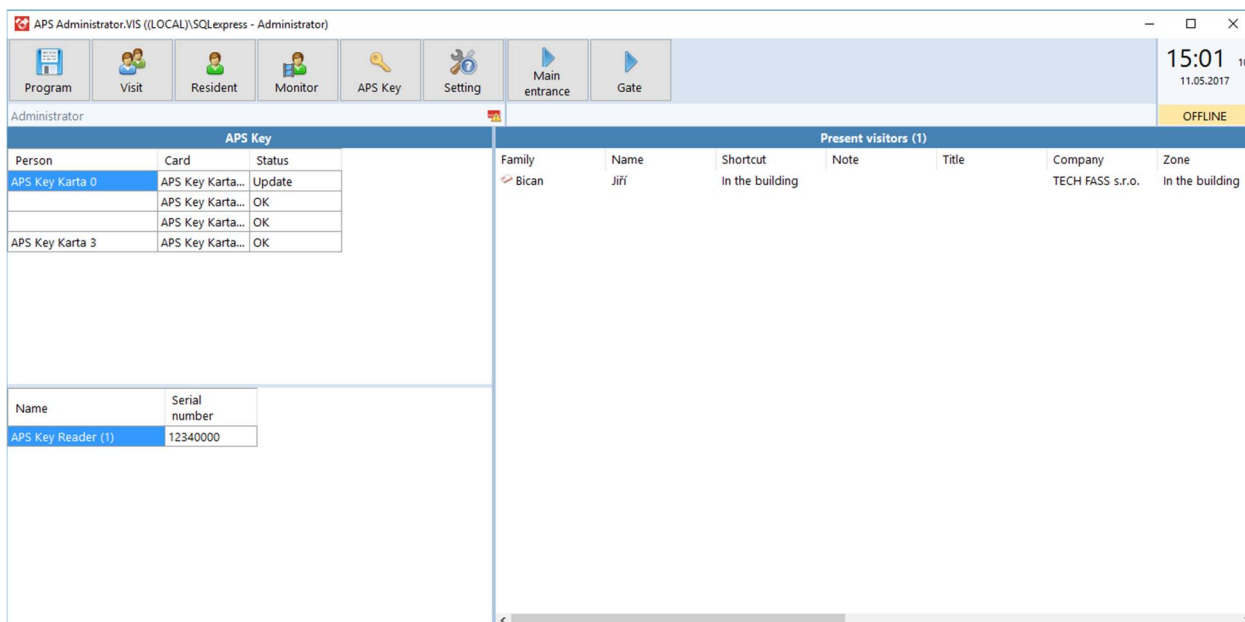
Save

Pic. 16: Registration (EHS)

The **Registered visits** area contains all visits, that are registered and were not deleted or ended. After selecting a visit a list of its members is displayed in the **Personnel** area. If the person has all qualifications for the visit, a visitor card can be issued to it and the visit can be started (if the issued card is the first one issued in the range of the visit). If the person is not qualified for all activities, the qualification can be assigned after pressing the **Set qualification** button (logged user needs to have appropriate rights). Furthermore, it is possible to assign a picture to the person by pressing the **Set picture** button. The **Present contract members** area contains a list of personnel in monitored areas. These persons can be managed from the context menu in the same way as standard visitors.

5.7 APS Key

APS Key dialogue is for overview of APS Key cards, users and modules.



Pic. 17: APS Key

In the left window you can see the list of cards and assigned users. You can also see the card status – if the card is OK or need to update.

In the lower window there are APS Key modules with name and serial number.

5.8 Present visitors

In the lower right part (*pic. 18*) there is a *list of present users*.

Present visitors (8)		
Card issue	Family	Name
8.4.2013 9:03:51	Smith	John
8.4.2013 9:07:33	Blake	Anne
8.4.2013 9:07:56	Kissinger	Mark
8.4.2013 9:08:32	Andersson	Bill
8.4.2013 9:09:07	Jackson	Paula
8.4.2013 9:09:28	Black	Rachel
8.4.2013 9:10:03	Flanders	Jill
8.4.2013 9:11:14	Wilson	Kimberly

Pic. 18: Present visitors

In the title of the list there is information about the *count of actually present users*.

You can find all selected data about the visits performed by actually present visitors in the list then.

Displayed columns with visit data can be changed in the *Setting > Environment* dialog.

The visitor is displayed only if he is present in a zone that is made available for the specific attendant's workplace in *APS Administrator*.

The user is added in the list after passing through any reader, if such action places him in defined zone. If it is required to place a visitor in the list immediately after the card is issued, it is possible to set an automatic virtual event insertion in dialog: *Setting > System > Setting > Exit rules, archive mark > Archive mark*

A user is removed from the list after he passes on any reader with an event, which gets him into a zone with the *Entering zone is evaluated as exit (VIS module)* option (see above).

A user can also be removed from the list manually – select required users in the list and choose the *Change status* option from the context menu. Select the *Target area* for the visitor. If the area is defined with *Entering zone is evaluated as exit (VIS module)* option, the user is removed from the list. Furthermore, if you want to cancel the visitor access rights and remove his card, check the *Release access cards* option.