

SPSWIN: USING THE ACCESS CODES PAGE

The Access Codes page (see Figure 3) allows you to enter access codes and create your directory from the same window, since data entered here becomes part of the database.

About Display Sets

Before entering data or searching for entries, understand the way SPSWin displays its access code entries. SPSWin displays these entries in “Display Sets”. Similar to an Internet search that yields too many records to display all at once, a display set is a defined amount of entries displayed on the grid at one time. You can define the amount of entries yourself, definable at the **Entries to Load** option under the **Access Codes** menu bar option (see Figure 1 and Figure 2).

Let’s look at an example. Imagine that you have roughly 1000 Access Code entries and you’ve set the Entries to Load at 100. You will end up with roughly ten display sets, each containing 100 entries. To view different display sets, you can jump from set to set with the Get First, Get Previous, Get Next, and Get Last buttons (see **Searching & Sorting** on page 5).

TIP: As with any software application, the more entries the application tries to load at one time, the longer the application will take to load them. Enter the number of Entries to Load accordingly.



Figure 1: Entries to Load Location

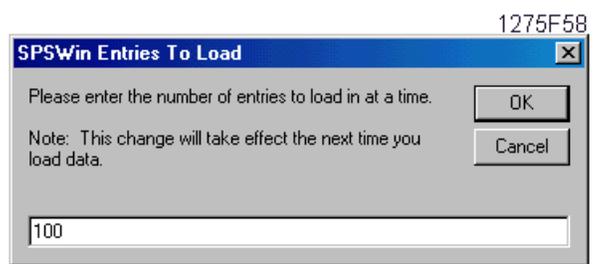


Figure 2: Entries to Load Window

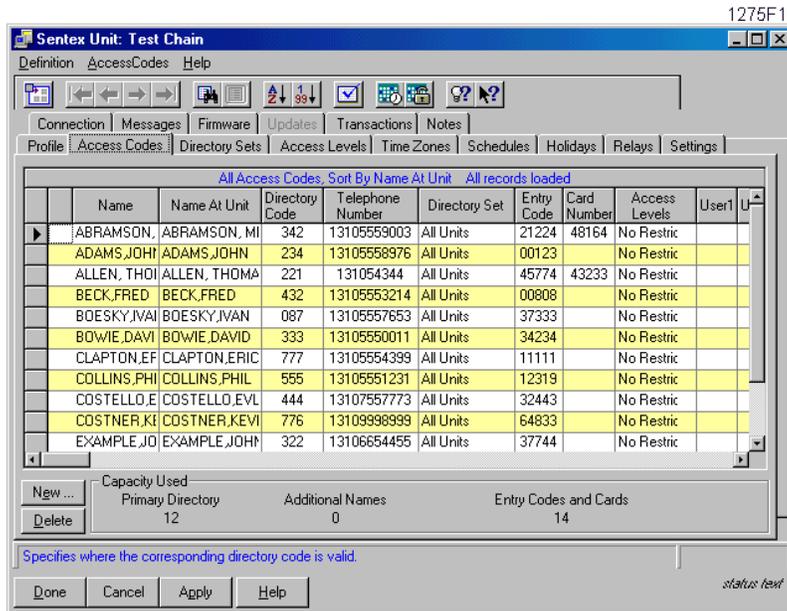


Figure 3: Unit Definition Window Access Codes Page

Entering Access Codes

Enter Access Codes as follows:

- 1 **Name:** Enter the tenant's full name, using up to 50 characters.
- 2 **Directory Name/Name at Unit:** The name that will be sent to the unit. When you click on this field, SPSWin automatically enters the tenant's name in uppercase letters; you can enter an alternate name (i.e., MANAGER) or delete the entry. The number of characters allowed is as follows:
 - For Horizons, Infinity L, Infinity S, and Infinity M: **13**.
 - For Infinity L and Infinity M (both with Commercial Firmware): **35**.
- 3 **Directory code:** Enter the code visitors will key in to dial the tenant's telephone number, if the tenant will need a directory code.
- 4 **Telephone number:** Enter the tenant's telephone number (required if you entered a Directory code for the tenant).
- 5 **Entry code/card:** Enter the entry code or card code the tenant will use to gain access to the building, if required.
- 6 **Access levels:** Enter the access levels by clicking on the data field. A drop-down menu will appear, listing all access levels available. Select the desired level and the menu will roll up and display your choice.
-  **NOTE:** You must first create Access Levels (see the *SPSWin User's Guide or online help*) AND you must enter an Entry Code to use Access Levels.
- 7 **Date Limit (optional) Infinity and Multi-Link Only:** You have the option of limiting the time an Access Code can be used. Enter the last date on which you want the Access Code used. The Access Code will grant access from the time you send data to the unit, until the end of the date you entered. For example, if you enter "09/30/2003", the Access Code will grant entry until midnight, 1 October, 2003.
- 8 To the right of the Access Levels column are five user-defined columns or fields (see Figure 7), which can be used to store any type of (optional) data the user wants to track. **This data will not be sent to the unit. This data field is for user purposes only.**
- 9 Enter all additional access codes, then select either the Apply or Done button to save the data. If the data is not saved, by leaving this window, you will lose all entered data.



IMPORTANT NOTES: You must click Apply to save any changes.

Also, if your entry disappears after you select the Apply button, this behavior is normal. The application may (depending on your search/sort and Entries to Load settings) move the entry out of view (see **About Display Sets** on page 1 for more information).

Multi-Link

Use Limit (optional): You can place a limit on the number of times an Access Code can be used. Enter the number of times (1-9) you want the Access Code to grant access. After you send the data to the unit, the number of uses will begin counting down. For example, if you enter "6", the Access Code will deny access on the 7th try.



NOTE: Only the Multi-Link has the capability of specifying both a Date Limit and a Use Limit for any one Access Code.

Bulk-Loading Codes

The Enter Range of Codes feature allows you to bulk-load a large number of entry codes/cards into the system at one time. Names cannot be associated with entry codes/cards when entered as a group, but may be added to individual records later.



EXAMPLE: You have just received 250 cards to enter into the system. Why bulk-load them? Every time someone needs a card, you won't have to individually generate a new card in SPSWin right away. You can give someone the group card, which has its own code, and then return later to assign a name to that card.



NOTE: All cards entered in the same group will have the same access level.

- 1 At the Unit Definition window, under the **Access Codes** menu option, select **New --> Code Group**. You will arrive at the Enter Range of Codes window (see Figure 4 and Figure 5).

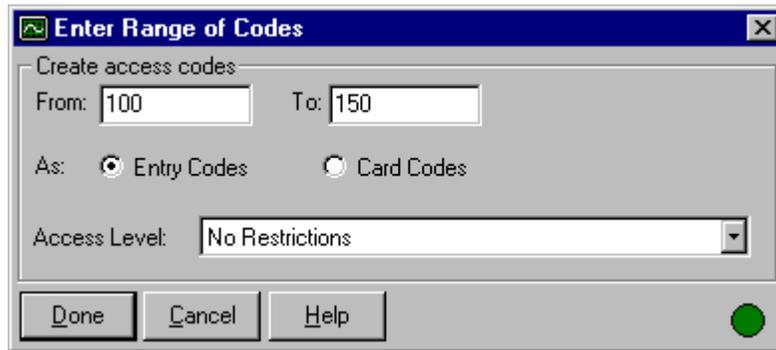


Figure 4: Enter Range of Codes Window (Units Supporting Entry Codes and Cards)

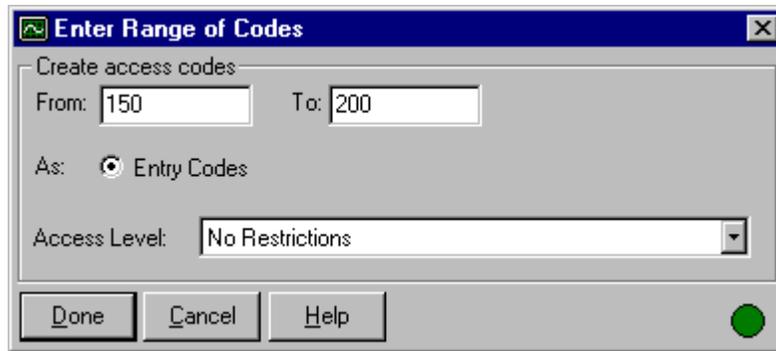


Figure 5: Enter Range of Codes Window (Units Supporting Entry Codes Only)

- 2 **From/To:** Enter the code range in the **From** and **To** boxes.
- 3 **As:** If your system supports both entry codes and cards, select to enter **Entry Codes** or **Card Codes**.
- 4 **Access Level:** Assign an access level to the group of cards/codes.
- 5 Click the **Done** button.

Deleting Access Codes

The Delete Access Codes feature allows you to . . .

- Delete a single access code record.
OR
 - Delete all access codes from the current display set (see page 1 for more information on display sets).
 - Delete all of the directory codes, entry codes, and/or card codes from the current display set.
- 1 At the Unit Definition window, under the **Access Codes** menu option, select **Delete**. *You will arrive at the Delete Access Codes window (Figure 6).*
 - 2 Select your delete options.
 - 3 Click **OK**.



Figure 6: Delete Access Codes Window

User Defined columns

You may wish to track additional information about each person listed in the directory. SPSWin gives you five additional columns (fields) in which to enter such information.

To use the additional column headings:

- 1 Click on the Access Codes menu at the top of the Unit Definition Window (Figure 3).
- 2 Click on the **User-Defined Fields ...**
- 3 The User-Defined Fields Entry screen displays.
- 4 Click in one of the boxes under **User-Defined Field Name**. Enter the name of the field you wish to use. For example, "No. of persons using unit". You may enter up to five field names.
- 5 When you are finished, click on the Done button. This will save the fields. If you do not wish to save the field names, click on the Cancel button. The Access Codes Page will be displayed. You may now continue editing the access code and directory information including your new fields.

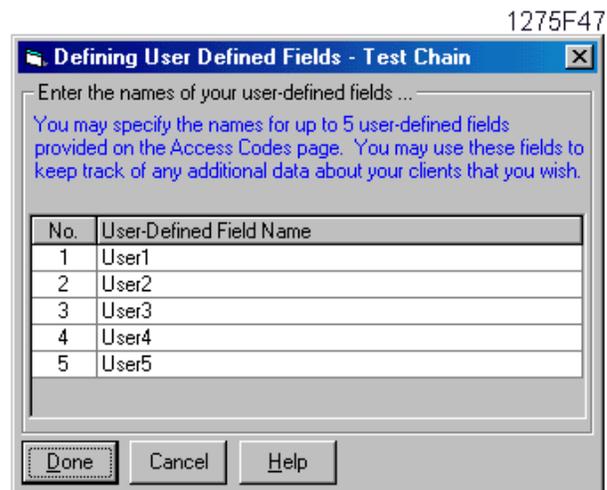
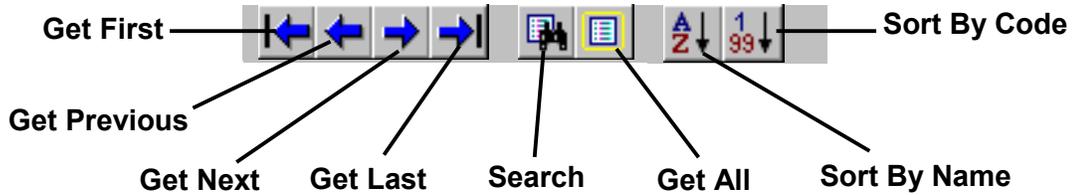


Figure 7: User Defined Fields Entry Window

Searching & Sorting Entries

When you're working with a large number of entries, SPSWin provides search and sort features that allow you to locate a specific group of entries or one particular entry.

Use the reference section below to perform all the related search/sort functions:



TOOLBAR BUTTON	PRESS THIS BUTTON TO . . .
Get First	Move to the first display set if you have multiple sets.
Get Previous	Move to the previous display set if you have multiple sets.
Get Next	Move to the next display set if you have multiple sets.
Get Last	Move to the last display set if you have multiple sets.
Search	Perform a entry search (see Figure 8).
Get All	Re-retrieve all entries. This function is useful after you finish validating data, bulk-loading entries, or performing a entry search.
Sort By Name	Sort the display by tenant name (see Figure 9).
Sort By Code	Sort the display by directory, entry, or card code (see Figure 10).

Step 1: Select the type of data you want to search.

Step 2: Select the comparison value (e.g., begins with, contains, etc.)

Step 3: In the Value field, enter the name, code, etc. you are want to locate.

Step 4: Click OK.

Figure 8: Record Search Window

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Step 1: Select the Sort By option.

Step 2: Select the Sorting Order. Ascending sorts from **A to Z**. Descending sorts from **Z to A**.

Step 3: Click **OK**.

Figure 9: Sorting by Name

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Step 1: Select the Sort By option.

Step 2: Select the Sorting Order. Ascending sorts from **1 to > 1 (greater than 1)**. Descending sorts from **> 1 (greater than 1) to 1**.

Step 3: Click **OK**.

Figure 10: Sorting by Code

SEARCH TIPS

- Explore the different ways of searching and sorting access code records by reviewing the Data and Comparison drop-down boxes on the SPSWin Specify Access Code Record Subset screen (above).
- **Sorting Only Directory Codes:** To view a list of directory codes, click the **Search** button, select “Directory Code” from the Data drop-down box, select “is greater than or equal to” from the Comparison drop-down box, and enter “0” in the Value text box.
- **Sorting Only Entry Codes:** To view a list of entry codes, click the **Search** button, select “Entry Code” from the Data drop-down box, select “is greater than or equal to” from the Comparison drop-down box, and enter “0” in the Value text box.
- **Sorting Only Card Codes:** To view a list of card codes, click the **Search** button, select “Card Number” from the Data drop-down box, select “is greater than or equal to” from the Comparison drop-down box, and enter “0” in the Value text box.

Validating Data

When you validate your data, SPSWin checks for conflicting or erroneous data and displays the invalid entries on the Access Codes page (see Figure 11).

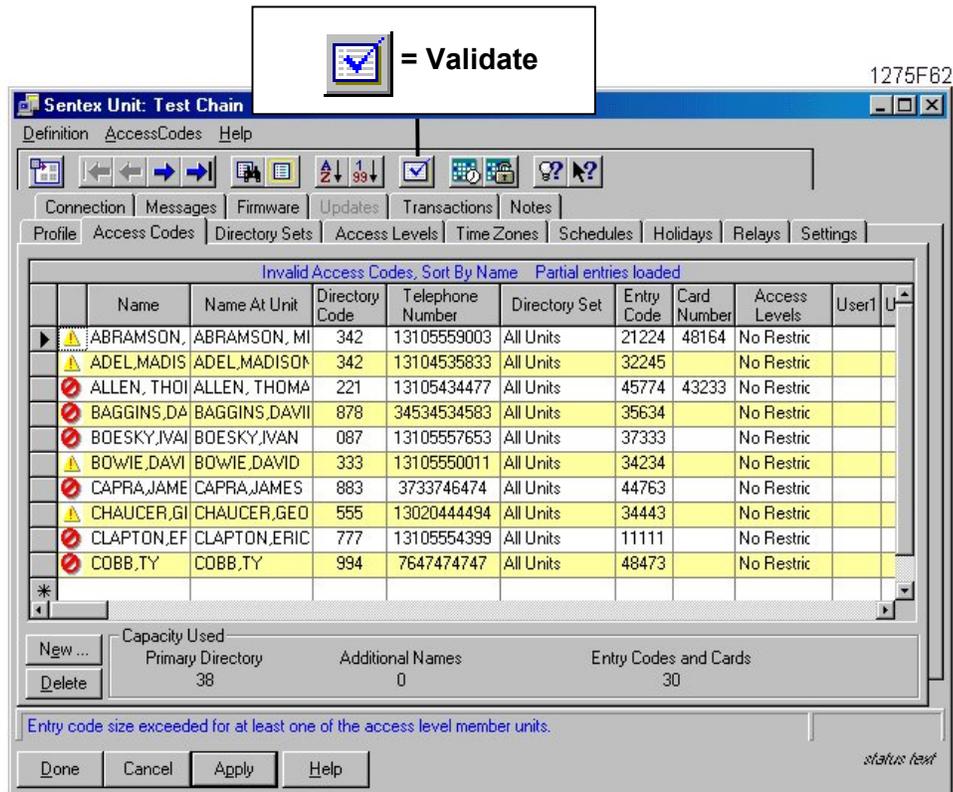


Figure 11: Validating Data

Sentex Systems recommends that you validate your data if:

- You have added a significant amount of entries.
- You are experiencing system difficulties.

To return to the normal view after validating your data, click Get All.



NOTE: After correcting any invalid entries, re-do the validation to ensure all problems have been corrected.

ERROR MESSAGES

Incorrect or insufficient data is indicated either by a yellow exclamation mark or a lined red circle, and explanatory messages appear on the status bar at the bottom of the grid as follows:

- **Invalid dir code – no phone number:** Directory codes must have telephone numbers to be valid.
- **Mismatched directory code & telephone number:** Once directory code and telephone number have been entered, if entered again (i.e., for another person in the apartment), they must match. **HINT:** To group the mismatched entries together, sort by directory code.
- **Duplicate entry code / card number for at least one of the access level member units:** Duplicate entry codes / card numbers exist. **HINT:** To group the duplicate codes together, sort by card or entry code.
 - 📌 **NOTE:** An entry code and a card code with an equal numeric value (e.g., entry code 0001 and card code 00001) are considered duplicate numbers (since the value of the aforementioned example equals “1”).
- **Dir code size exceeded:** The directory code has too many digits.
- **Entry code size exceeded – (Individual Units):** The entry code has too many digits.
- **Entry code sized exceeded for at least one of the access level member units – (Multi-Link):** The entry code has too many digits for one of the units in this particular access level.
- **Both a date limit & use limit are defined – (Multi-Link only):** Date limits and use limits cannot both be specified. Choose one.
- **Invalid Entry/Card –** An entry or card code exceeded 65534. Enter a lesser number.

CHAMBERLAIN

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