

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.

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Definition	AccessCodes	<u>H</u> elp	
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Connec Profile /	Clear All Ur <u>D</u> elete	nsaved Codes	
	<u>U</u> ser-Define	ed Fields	
	Searc <u>h</u> <u>S</u> ort		•
	<u>E</u> ntries To I	Load	

	1275F58
SPSWin Entries To Load	<u> </u>
Please enter the number of entries to load in at a time.	ОК
Note: This change will take effect the next time you load data.	Cancel
100	

Figure 1: Entries to Load Location



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	option Mason	des Firmware	Updates					1		
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	Name	Name At Unit	Directory Code	Telephone Number	Directory Set	Entry Code	Card Number	Access Levels	User1	1
•	ABRAMSON,	ABRAMSON, MI	342	13105559003	All Units	21224	48164	No Restric		
	ADAMS, JOHI	ADAMSJOHN	234	13105558976	All Units	00123		No Restric		
	ALLEN, THOI	ALLEN, THOMA	221	131054344	All Units	45774	43233	No Restric		
	BECK,FRED	BECK,FRED	432	13105553214	All Units	00808		No Restric		
	BOESKY,IVAI	BOESKY,IVAN	087	13105557653	All Units	37333		No Restric		
	BOWIE, DAVI	BOWIE, DAVID	333	13105550011	All Units	34234		No Restric		
	CLAPTON, EF	CLAPTON, ERIC	777	13105554399	All Units	11111		No Restric		
	COLLINS, PHI	COLLINS, PHIL	555	13105551231	All Units	12319		No Restric		
	COSTELLO,E	COSTELLO, EVL	444	13107557773	All Units	32443		No Restric		_
	COSTNER,KE	COSTNER, KEVI	776	13109998999	All Units	64833		No Restric		
	EXAMPLE, JO	EXAMPLE, JOHN	322	13106654455	All Units	37744		No Restric		
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Delete		y Directory 12	Additio	nal Names 0	En	ry Code: 1	s and Car 4	ds		
20.00										



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.

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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 <u>Access Codes</u> menu option, select <u>New</u> --> Code <u>G</u>roup. You will arrive at the Enter Range of Codes window (see Figure 4 and Figure 5).

🗠 Enter Range of Codes	×
Create access codes From: 100 To: 150	
As: Entry Codes Card Codes 	
Access Level: No Restrictions	•
Done Cancel Help	

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

Enter Range of Codes	×
Create access codes	
From: 150 To: 200	
As: Centry Codes	
Access Level: No Restrictions	-
Done Cancel Help	

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 <u>Access Codes</u> menu option, select <u>Delete</u>. You will arrive at the Delete Access Codes window (Figure 6).
- 2 Select your delete options.
- 3 Click <u>OK</u>.

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:

- 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 6: Delete Access Codes Window

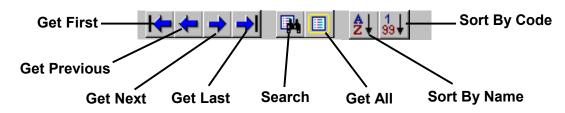
	1275F4
💐 Defi	ining User Defined Fields - Test Chain 🛛 🛛 🔀
Enter t	he names of your user-defined fields
provide	ay specify the names for up to 5 user-defined fields ad on the Access Codes page. You may use these fields to ack of any additional data about your clients that you wish.
No.	User-Defined Field Name
1	User1
2	User2
3	User3
4	User4
5	User5
<u>D</u> one	Cancel <u>H</u> elp



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).

		1275F59
	SPSWin Specify Access Code Record Subset	×
Step 1: Select the type of data you want to search.	You may retrieve a specific portion of the access code records from the SPSWin database. To do so, specify the criteria for selecting the desired records using the controls below.	OK Cancel
Step 2: Select the comparison value (e.g., begins with, contains, etc.)	For example, "Name At Unit begins with M" will retrieve all the access code records where the Name At Unit starts with the letter M.	
Step 3: In the Value field, enter the name, code, etc. you are want to locate.	Data: Name At Unit Comparison: is equal to Value: Smith	- -
Step 4: Click OK.		
	Figure 8: Record Search Wind	vot

		1275F		
	💐 SPSWin Sort By Name			
Step 1: Select the Sort By option.	Sort By: Name At Unit	ОК		
Step 2: Select the Sorting Order. Ascending sorts from A to Z. Descending sorts from Z to A.	O Full Name	Cancel		
Step 3: Click OK.	Sorting Order • Ascending O Descending			
	Warning: This action will re-retrieve and re-sort all unit's access code records from the SPSWin datab			
	Figure 9: Sorting by	Name		

	1275F61
Step 1: Select the Sort By option.	Sort By: O Directory Code
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.	 Entry Code Or Card Sorting Order Ascending Descending Warning: This action will re-retrieve and re-sort all the unit's access code records from the SPSWin database.
	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 <u>Directory</u> 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 <u>Entry</u> 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 <u>Card</u> 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).

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-	-	Invalid			me Partial entr	-	-		1	
	Name	Name At Unit	Directory Code	Telephone Number	Directory Set	Entry	Card Number	Access Levels	User1	υŤ
	ABRAMSON,	ABRAMSON, MI	342		All Units	21224	and the second second second	No Restric		
1	ADEL,MADIS	ADEL, MADISON	342	13104535833	All Units	32245		No Restric	1	
0	ALLEN, THOI	ALLEN, THOMA	221	13105434477	All Units	45774	43233	No Restric		
0	BAGGINS, DA	BAGGINS, DAVII	878	34534534583	All Units	35634		No Restric		
0	BOESKY,IVAI	BOESKY,IVAN	087	13105557653	All Units	37333		No Restric		
1	BOWIE, DAVI	BOWIE, DAVID	333	13105550011	All Units	34234		No Restric		
0	CAPRA, JAME	CAPRA, JAMES	883	3733746474	All Units	44763		No Restric		
<u> </u>	CHAUCER,GI	CHAUCER, GEO	555	13020444494	All Units	34443		No Restric		
0	CLAPTON, EF	CLAPTON, ERIC	777	13105554399	All Units	11111		No Restric		
0	COBB,TY	COBB,TY	994	7647474747	All Units	48473		No Restric		
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ntry co	ide size exceed	ed for at least one	of the acc	cess level memb	er units.					
	1							3		atus te

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.

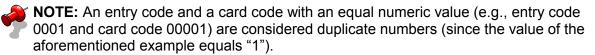
ERROR MESSAGES

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.



- 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.



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