MicroEngine Technology Sdn Bhd®

xPortalNet Server

User Manual

Version 3.0

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Introduction

User's Guide Welcome

Introduction to xPortalNet Server

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User's Guide Welcome

Welcome to xPortalNet Server User's Guide. This User's Guide provides explanations about how-to-use, concepts, functions and processes of using MicroEngine xPortalNet Server Application.

Introduction to xPortalNet Server

MicroEngine xPortalNet is an Integrated Security Access Management System. It was designed to provide a powerful, high security and reliable access control system.

xPortalNet was written based on Microsoft .Net platform which enable user to provide feature-rich and stable access control system. With this platform, it also allows future expandability of the system.

xPortalNet is divided into a Server and Client application. The xPortalNet Server is the main application at control and manage the whole access control system. The functions of xPortalNet Server are as follows:

- Communicate with controllers in the system.
- Download and upload data between controllers and software.
- Database management.
- Activity monitoring.
- xPortalNet Client management.

xPortalNet Server runs as a Windows Service. The Service is a computer application that operates in the background even when computer user is not logged on. In other words, you can log off from Windows while letting the xPortalNet Server runs.

Most of the settings and data entry are done within the xPortalNet Server application. However, the staff records entry and report generation are done in xPortalNet Client application

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Getting Started

Handling xPortalNet Comm Service

Launching xPortalNet Comm Service Controller

Operating xPortalNet Comm Service

Checking xPortalNet Comm Service Info

Software Key Detection

(a) Software Key Detection from Machine Key

(b) Software Key Detection from USB Dongle

Database Connection Status

Exiting xPortalNet Comm Service Controller

Launching xPortalNet Server

First Time Setup

Login

xPortalNet Server User Interface

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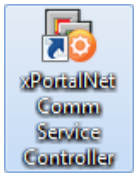
Handling xPortalNet Comm Service

xPortalNet Comm Service will run

1. After xPortalNet Service installation
2. When computer starts

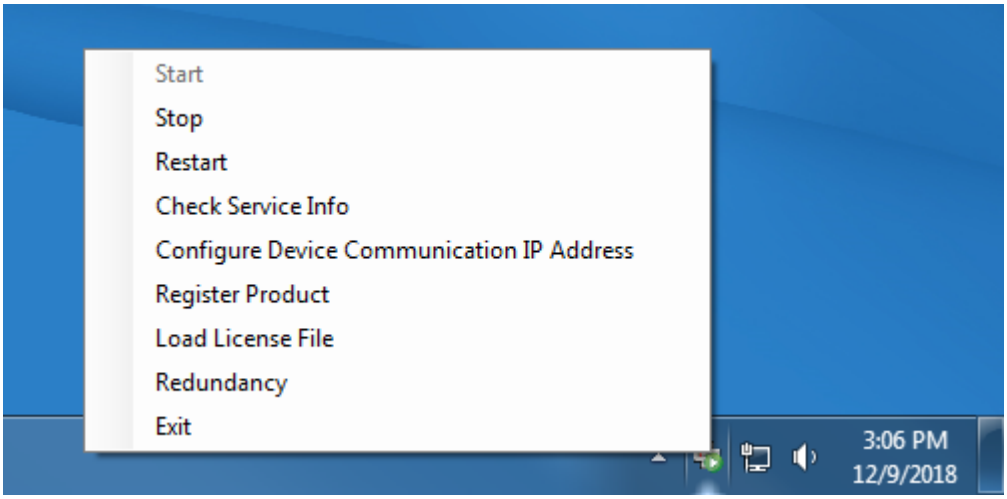
xPortalNet Comm Service Controller is an application that helps you to monitor and control the xPortalNet Comm Service.

Launching xPortalNet Comm Service Controller

To run xPortalNet Comm Service Controller, double-click on 

icon at Windows Desktop. The following icon will appear at the Windows Notification Area.

Right-click on the icon. The following context menu will appear.



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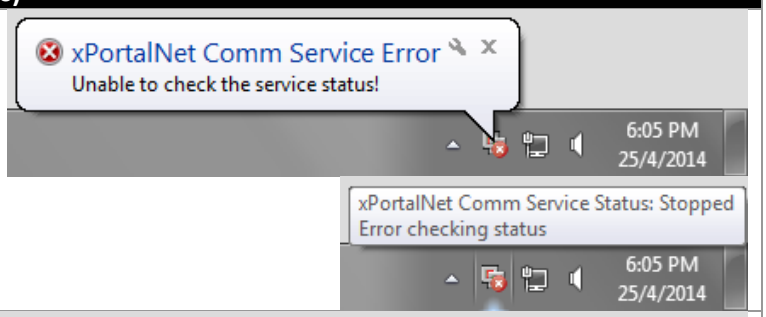
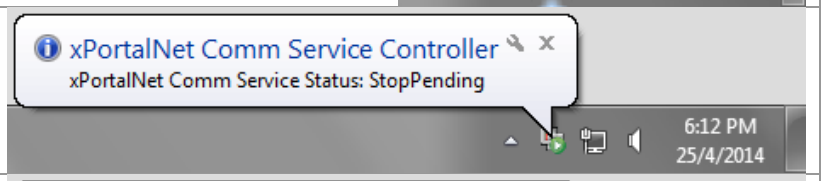
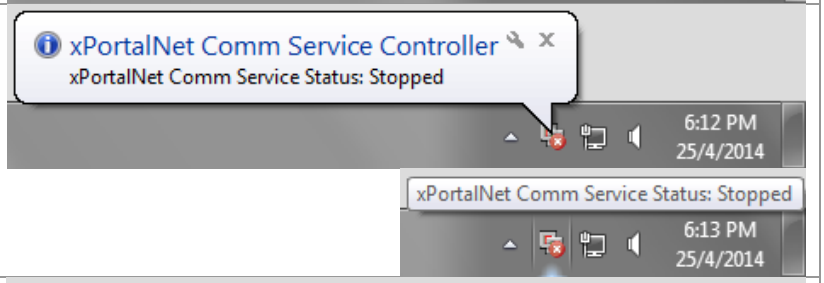
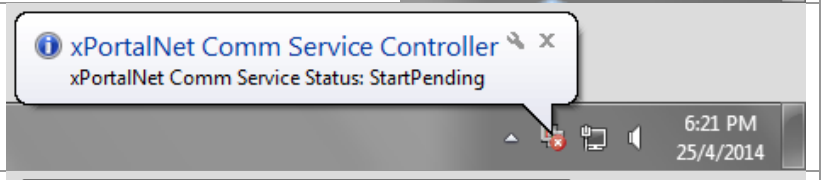
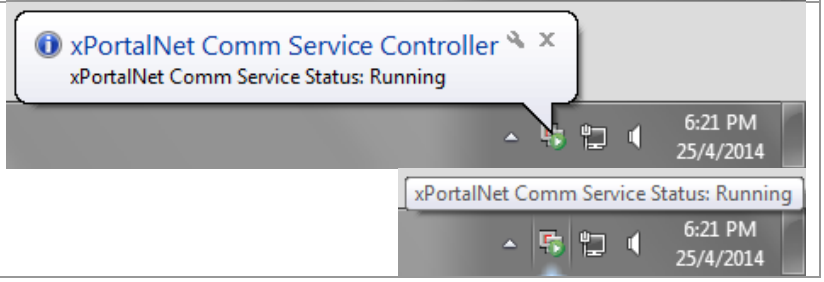
Operating xPortalNet Comm Service

You can perform 'Start', 'Stop' or 'Restart' operations. Following are the xPortalNet Comm Service status messages.

Service Status	Message(s)
Stopped (for longer time)	
StopPending	
Stopped	
StartPending	
Running	

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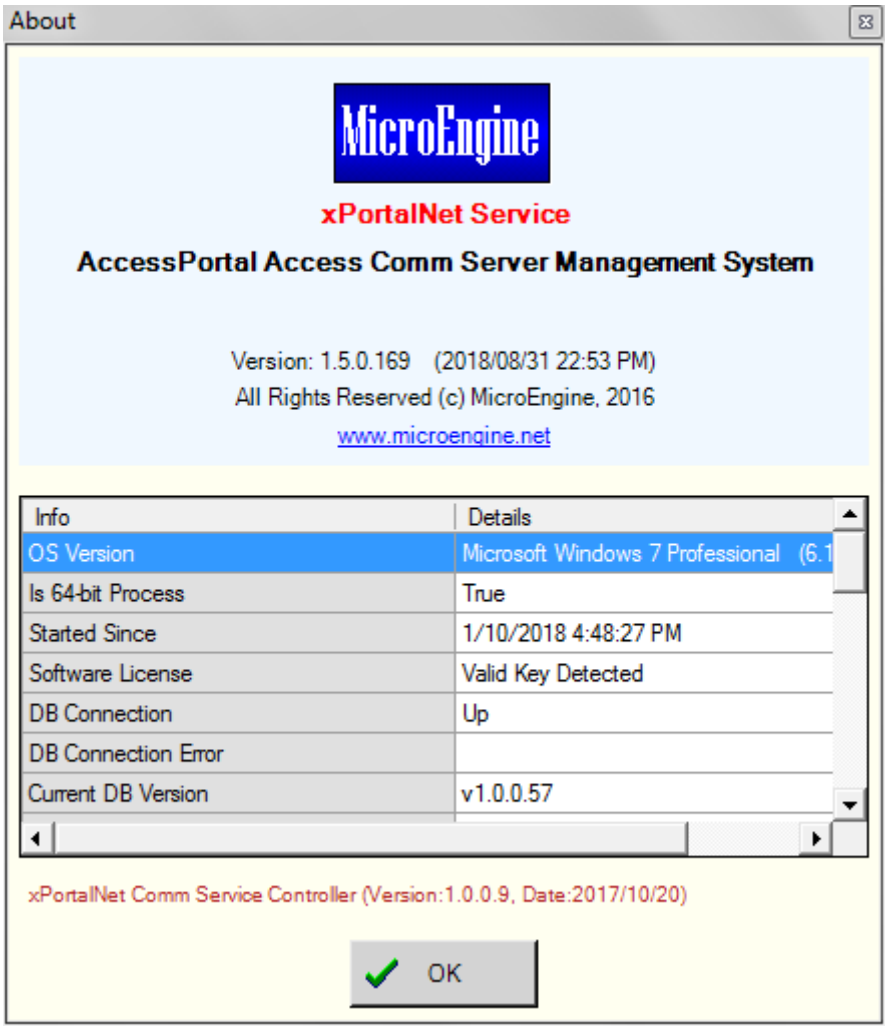
Checking xPortalNet Comm Service Info

To check the xPortalNet Comm Service status, click on Check Service Info at the context menu. The following window will appear.



The information of xPortaNet Comm Service Info as below:

Info Field	Description
OS Version	Operating system version.
Is 64-bit Process	Operating system type. 1. False: 32-bit 2. True: 64-bit
Started Since	Date and time when the service has been started.
Software License	Status of software key detection.
Software License Error	Software key detection error details and settings. **Note:** This field will be shown only if Software License shows 'Key not detected'
DB Connection	Software-database connection status.

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DB Connection Error	Software-database connection error details.
Current DB Version	Current database version.
System Define DB Version	Database version which is defined by system.
API	License Key for API Module 1. True - Valid Key Detected 2. False - Invalid Key Detected
GuardTour	Guard Tour Features 1. True – Applicable for Guard Tour features 2. False – Guard Tour Features not applicable
Partitioning	Data Partitioning Features 1. True – Applicable for Data Partitioning features 2. False – Guard Tour Features not applicable
CCTV	License Key for CCTV Module 1. True - Valid Key Detected 2. False - Invalid Key Detected
Remote Communication Gateway	License Key for Remoyte Communication Gateway 1. True - Valid Key Detected 2. False - Invalid Key Detected
Max. Communication Gateway	Maximum number supported for communication gateway
OPC	License Key for OPC Module 1. True - Valid Key Detected 2. False - Invalid Key Detected
Redundancy	License Key for Redundancy Server Module 1. True - Valid Key Detected 2. False - Invalid Key Detected
Dongle Hardware ID	Display of dongle hardware ID
ProjectCode	Applicable for customize version
Dongle Hardware ID (Add-on Module)	Display of dongle hardware ID
Dongle Serial No (Add-on Module)	Dongle serial number for additional license module
Convert CAD	License Key for Convert CAD Module 1. True - Valid Key Detected 2. False - Invalid Key Detected
Web-based VMS Pre-registration	License Key for Web-based VMS Pre-registration Module 1. True - Valid Key Detected 2. False – Invalid Key Detected
VMS Client API	License Key for VMS Client API Module 1. True - Valid Key Detected 2. False – Invalid Key Detected
MAX. VMS Client API Users	Maximum number of client user to access VMS API
High Level Lift Interface	License Key for High Level Lift Interface Module 1. True – Valid Key Detected 2. False – Invalid Key Detected
Elevator Dispatching Interface Services	License Key for Elevator Dispatching Interface Services Module 1. True – Valid Key Detected 2. False – Invalid Key Detected
Suprema Device Interfacing	License Key for Suprema Device Interfacing Module 1. True – Valid Key Detected 2. False – Invalid Key Detected

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Visitor Document Reader Interfacing	License Key for Visitor Document Reader Interfacing Module 1. True – Valid Key Detected 2. False – Invalid Key Detected

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Software Key Detection

Upon xPortalNet Comm Service startup, it will run software key detection. Software key has two types:

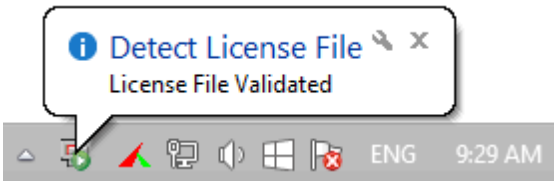
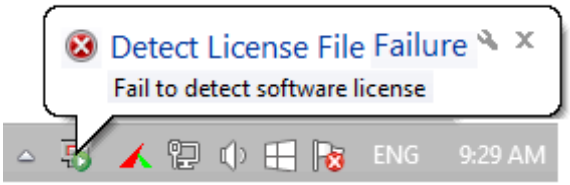
(a) Software Key Detection from Machine Key

(b) Software Key Detection from USB Dongle

(a) Software Key Detection from Machine Key

In order to detect the software key from Machine Key (License File) successfully, please follow the steps below:

1. Make sure the License File has been loaded.
2. Restart xPortalNet Comm Service foror software key re-detection.
3. You will see following message(s) upon the detection.

Software Key Detection Status	Message(s)
Successful	
Fail	

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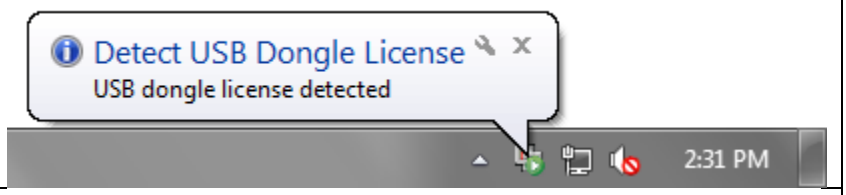
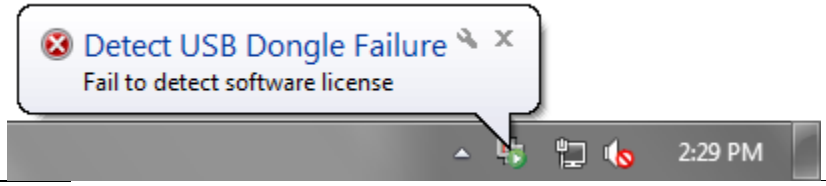
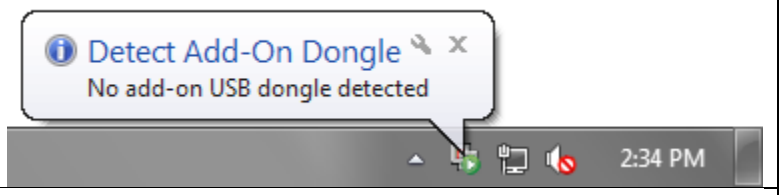
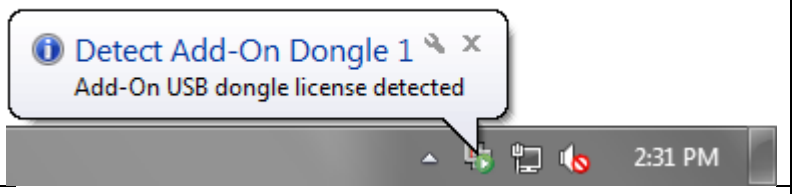
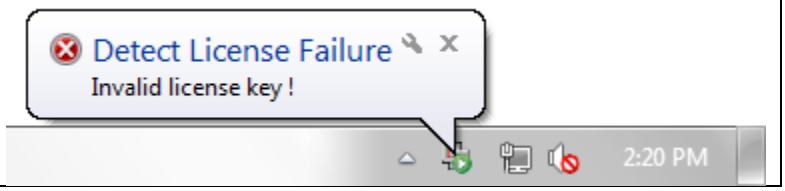
(b) Software Key Detection from USB Dongle

In order to detect the software key from USB dongle successfully, please follow the steps below.

1. Make sure USB dongle driver has been installed.
2. Make sure USB dongle has been plugged in to USB port.
3. Restart xPortalNet Comm Service for software key re-detection.
4. You will see following message(s) upon the detection.

Software Key Detection Status	Message(s)
Successful	
Fail	
No Add-On USB dongle detected	
Add-On USB dongle license detected	
Wrong software key	

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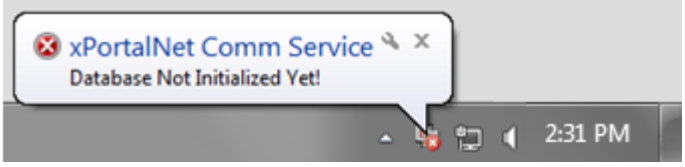
Database Connection Status

If you are using xPortalNet for the first time or you have not initialized a database yet, you will see the message below.

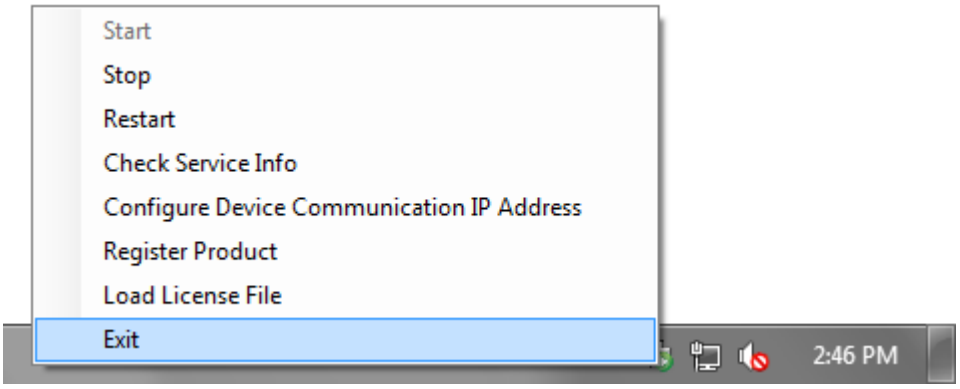


To initialize the database, please refer to **First Time Setup** section below.

Exiting xPortalNet Comm Service Controller

To exit xPortalNet Comm Service Controller application,

1. Right-click on the icon at Windows Notification Area.
2. Select Exit.



Note: Exiting xPortalNet Comm Service Controller will not terminate xPortalNet Comm Service.

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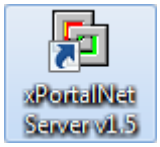
Launching xPortalNet Server

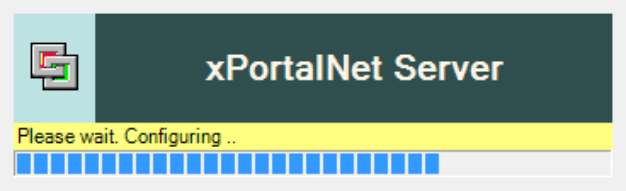
xPortalNet Server application can be started using the following options:

1. Double-click on xPortalNet Server icon at Windows Desktop.



2. Click on xPortalNet Server shortcut from Start > All Programs > MicroEngine > xPortalNet > Server > xPortalNet Server

The initialization screen will appear as follows.



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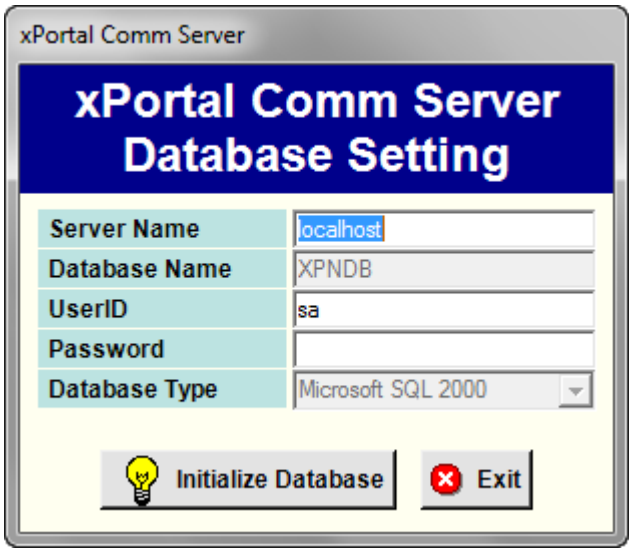
First Time Setup

xPortalNet Server Database Setting window will appear as follows.



1. Specify Server Name, User ID and Password as described below.

Field	Description
Server Name	Server Name that has been configured during Microsoft SQL Server installation. **Note:** Server Name is in the form of 'Computer Name\SQL Server Instance Name' **Example:** Computer name = USER-PC Instance name configured during SQL Server installation = SQLEXPRESS Therefore, Server Name = USER-PC\SQLEXPRESS **Quick Tips:** To check Computer Name, 1. Click Start button 2. Right-click at My Computer or Computer 3. Check Computer Name shown
User ID	UserID is fixed to 'sa'. Please don't change it.
Password	Enter password that has been configured during SQL installation.

2. Click Initialize Database. Software will create and initialize all necessary database files required by the system.

3. Click OK when you see "Database Created Successfully!" message.

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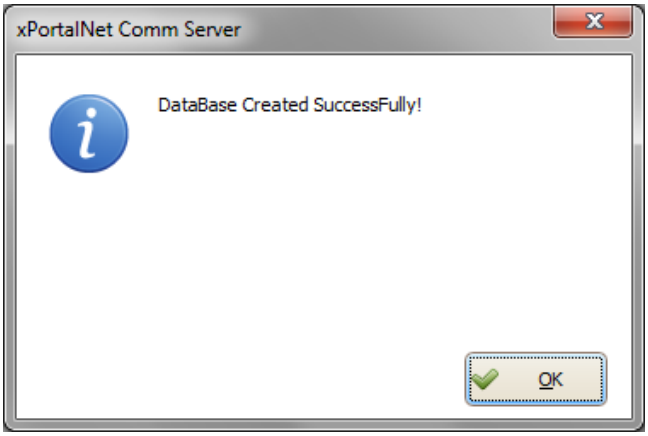

The main database files of xPortalNet software are in the following location:

Operating System	Location
Windows Server 2003	C:\Documents and Settings\All Users\Application Data\MicroEngine\xPortalNet v1\Server
Windows 7 Windows 8 Window 10 Windows Server 2008 Windows Server 2008 R2 Windows Server 2012 Windows Server 2012 R2 Windows Vista Others	C:\Program Data\MicroEngine\xPortalNet\Server

You need to perform these procedures **once** during the initial setup of the system.

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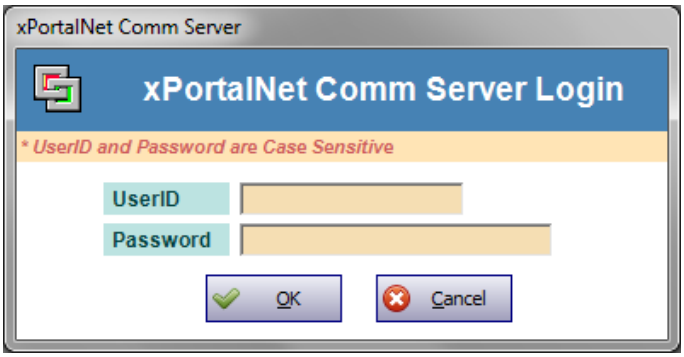
Login

Most of the system settings are done within xPortalNet Server application. You need to log in to the program in order to have access to these settings.

To log in to the xPortalNet Server application, please follow the steps below:

1. Enter the UserID and Password in the menu below:



They are 2 default System Users for the system:

UserID	Password
xPortalNet	xPortalNet
Manager	Manager1

* All the User ID and Password are Case Sensitive.
* A System User can log in to only 1 xPortalNet application (Server or Client) at one time.

2. Click OK to log in. You will see the xPortalNet Server main window.

Please refer to **xPortalNet Server User Interface** section for more information.

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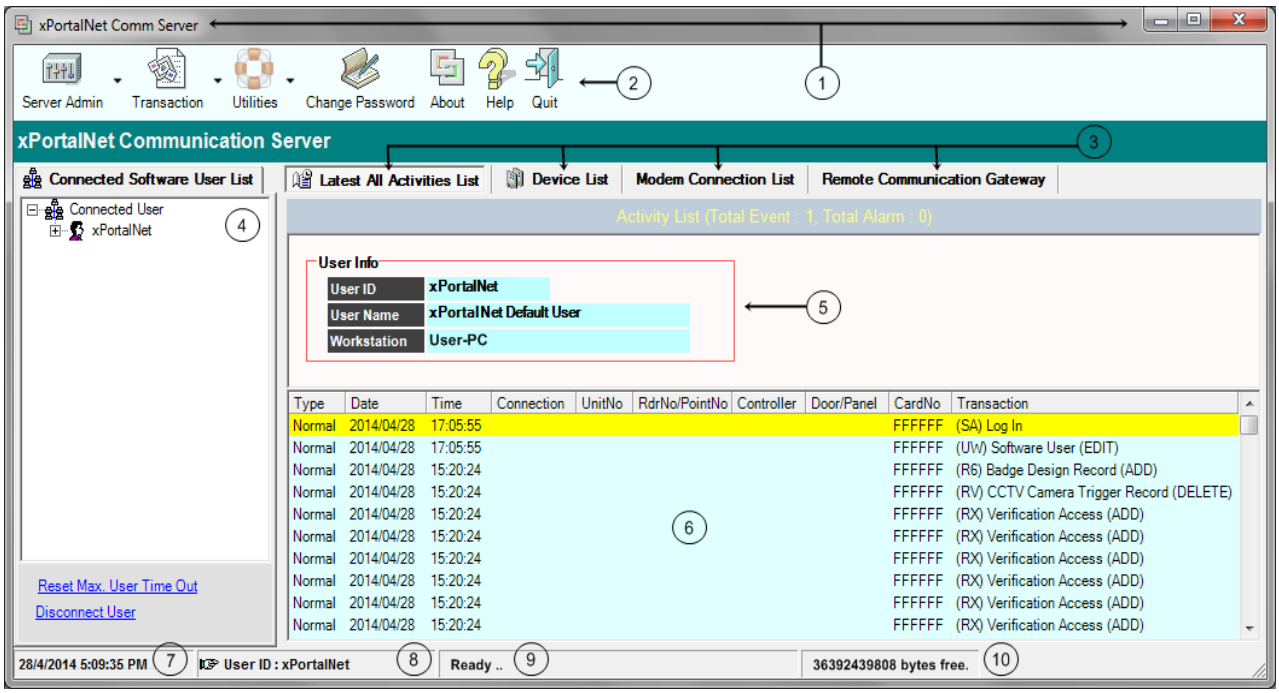
xPortalNet Server User Interface

The xPortalNet Server window consists of two panes and a toolbar menu. The left pane shows the system user list that is connected to the xPortalNet Server application. You can find the latest system events information and hardware status on the right pane. The toolbar menu allows user to access all functions available in the software.



Above is the main window of xPortalNet Server. Following are the descriptions of the user interface:

No.	User Interface	Description
1	Window Title Bar	The left-hand side of the title bar shows the name of the software and on the right-hand side are the three basic Windows control button for Minimize, Maximize/Restore Down and Close.
2	Toolbar	The Toolbar allows user to access all the functions available in the software. The Server Admin button has sub-menus. Click on the down-arrow to show the menu.
3	Information Tabs	This is the information tabs of the xPortalNet Server application. The available tabs are: 1. Latest All Activities List - This tab shows all the latest activities events that are captured by the software. It will show activities from hardware and also activities generated by the software. 2. Device List - This tab shows the status of the hardware installed in the system. There are six sub-tabs: a. Controller b. Door c. Instruction

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		d. Output e. Input f. Alarm Board List 3. Modem Connection List 4. Remote Communication Gateway
4	Connected User List	This pane lists all System Users that have logged in to the system. You'll be able to know a System User's computer name, login date and time and whether the user has logged in to the xPortalNet Server application. You also can disconnect a user in the list by clicking the Disconnect User link.
5	User Info	This box will show the user information for the activities events highlighted. The information is User ID, User Name and User's computer name.
6	Transactions Listing	This is the latest activity transactions listing. All transactions captured will be shown here and saved into transaction files.
7	Current Date and Time	This is the current date and time of the server PC. All the time in the system will be synchronized to this time.
8	User ID	It indicates current System User that has logged in to xPortalNet Server.
9	Attendance Posting Status	This is the status of Time Attendance Record Posting process that is initialized from the xPortalNet Client software. Ready means there is no attendance posting activity going on.
10	Hard Disk Free Space Indicator	This field will show the current hard disk free space available on the xPortalNet Server application PC. The unit is in bytes.

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General System Management

System Properties

General

Email and SMS Notification

Site Setup

Viewing Software Information

Software Text

Event Code

Action Procedure

Purge Visitor

Run an Executable

Auto Sign Out Expired

Event Trigger

Schedule Task

Master Data List Setup

Branch

Department

Division

Job Title

View Software Information

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System Properties

You can define general and global system setting in the System Properties menu. These settings will affect the behaviour and operation of the system. There are 3 sub-tabs;

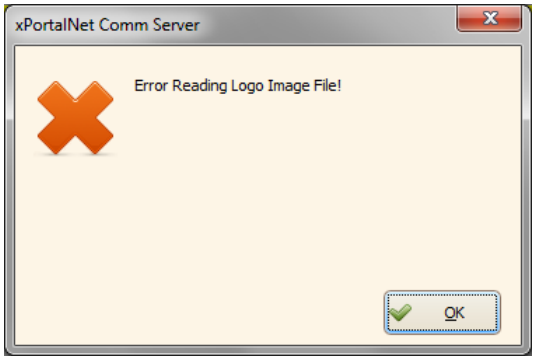
a) General
b) Email and SMS,
c) Miscellaneous

The settings that can be changed in the System Properties menu will be explained below.

General

At the general tab, user is allow to configure the run time paramaters of this software. Please follow the steps below to modify the System Properties.

1. Open the System properties menu from Server Admin > System Properties. Menu as below will be shown.



2. Click OK and then the below window will be shown.

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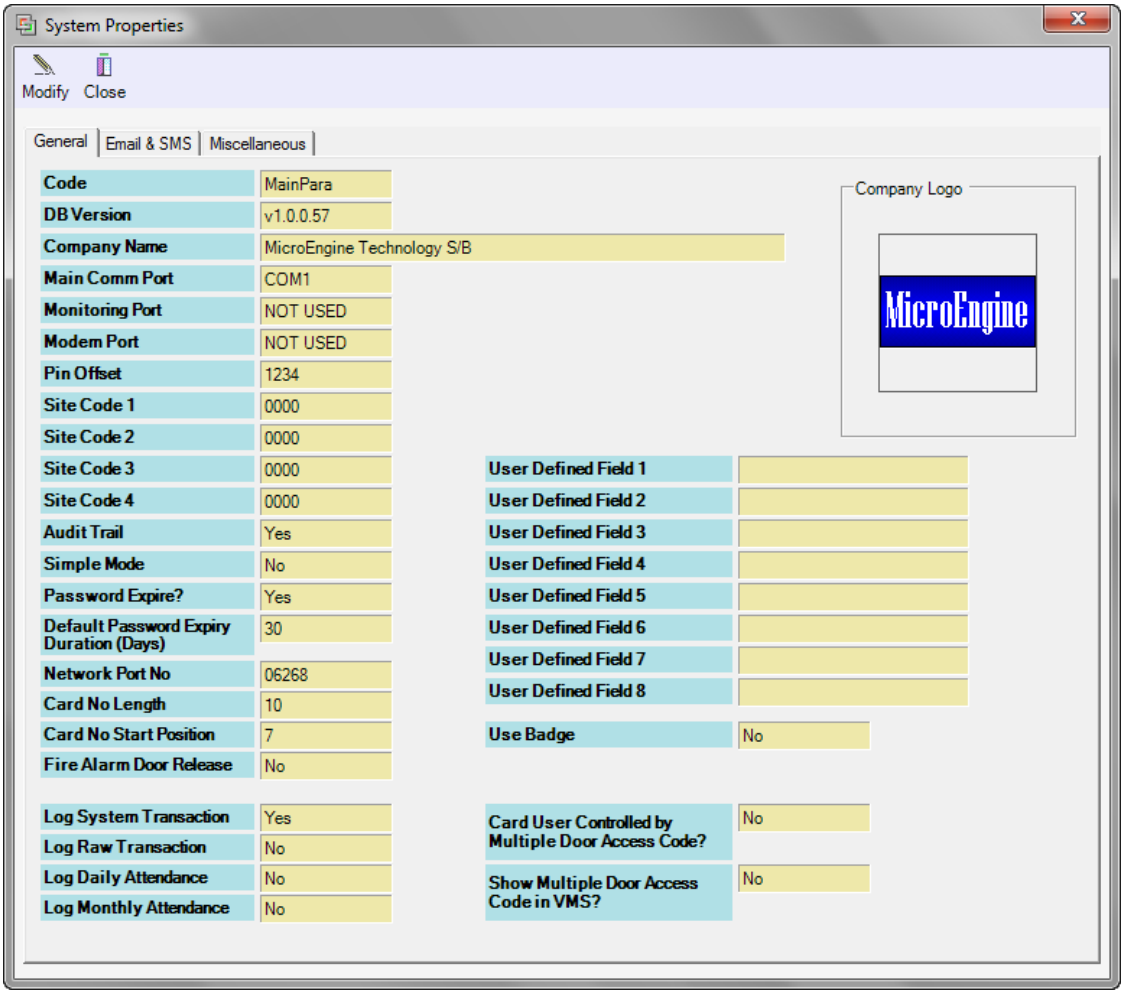

3. Click Modify button to edit the settings and enter the information as described below:

Field	Description
Company Name	Store the company of the site. This name will be displayed in the header of reports.
Main Comm Port	Defines the comm port number that is used to communicate with the controllers through MCI signal converter unit.
Monitoring Port	This is the comm port number that the software will use for Remote Console Monitoring. The remote console will see transactions of the system in a DOS program.
Modem Port	Defines the comm port that the modem is connected when dial up remote monitoring is used.
Pin Offset	This is an offset number that is used to generate default Card PIN for every card installed in the system. You can change this number to increase security so that even the same card number will not get same Card PIN in different sites.
Site Code 1 - 4	Site code is the front 4-digit of a 10-digit card number. It is the batch number of the card. We can use it to differentiate card numbers between sites. You can set 4 different site codes to a system. When a site code is set, the system will compare the full 10-digit card number instead of just the last 6-digit card number.

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	This can improve the security of the system because it prevents duplicated 6-digit card numbers to have access.
Audit Trail	Audit Trail is a tracking feature that is used to log all activities in the software in both Server and Client application. When this flag is set to Yes, it will record all System Users activities in software such as Add Card or Delete Card and save them as transaction records for later viewing. Currently this setting has been defaulted to Yes.
Simple Mode	This is the Simple Mode setting for the software. When this flag is set to Yes, there will be less features and settings available in the system. This feature is reserved for future use and is currently defaulted to No.
Password Expires?	This flag is used to set whether the system will check for System User's password expiry date. When a password expires, the system will prompt the user to change their password before they can continue log in to the system. Currently this setting has been defaulted to Yes.
Default Password Expiry Duration (Days)	This setting sets the validity period of System User's password. Currently it has been defaulted to 30 days.
Network Port No	This is the port number that is used to communicate with remote sites that uses Ethernet communication between the Server application and controllers. You can change this to another port number but you must set the same port number for the LAN interface as well.
Card No Length	This setting is used to set how many digits of card number the system will use as both storage and identification. This feature is reserved for future use and is currently defaulted to 6-digit.
Card No Start Position	This setting is used to set start position of the card number.
Fire Alarm Door Release	This setting is used to activate or deactivate door release during fire emergency. Only doors specified in Fire Alarm Group will be released after fire alarm signal is received by a specific controller. This function will work only when the software is running.
User Defined Field 1 - 8	These are extra information field available for the System Administrator to define what other information shall be recorded in Staff Records database. These are for record-keeping purposes and do not affect the operation of the system.
Use Badge	This setting is used to activate or deactivate Badge Design feature. This feature allows user to design badge cards and print them using a special badge printer.
Company Logo	This is the place where you can import the company logo for the end user. The logo size should not exceed 110 x 100 pixels and can be in .bmp or .jpg format. Click Get Image to choose a company logo and Clear Image to remove a company logo.

4. After all setting has been entered, click OK to save settings and dismiss the menu.

5. Click Close to close the System Properties menu.

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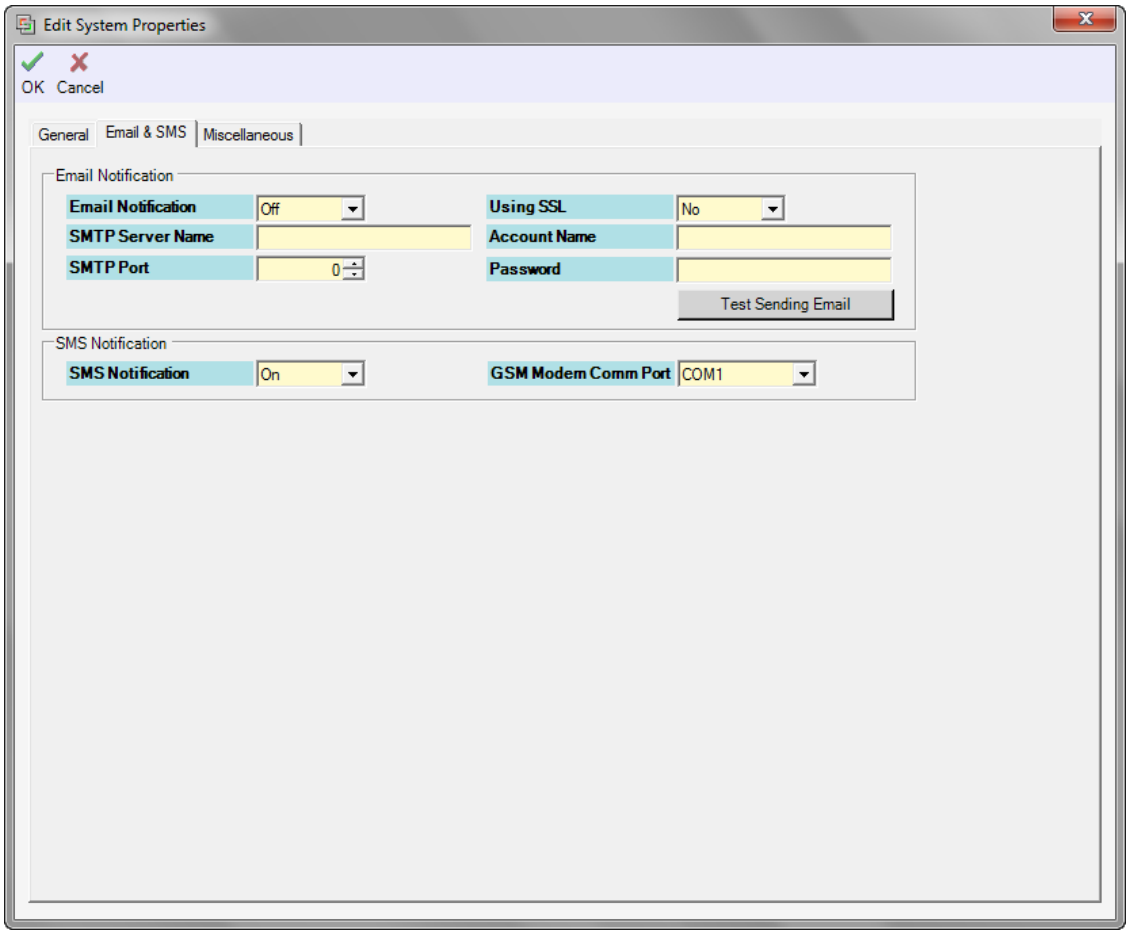
Email and SMS Notification

Email and SMS Notification is a feature that allow user to enable email or text messages to be sent to selected users email or cardholder upon the triggering of certain pre-defined event.

To configure the Email and SMS notification, please follow the steps below:

1. Open the Email and SMS menu from Server Admin > System Properties. Click Modify and go to sub tab Email & SMS. The menu as below will be shown.



2. Enter the information as described below:

Field	Description
Email Notification	
Email Notification	Specify to enable or disable Email Notification.
SMTP Server Name	Specify the SMTP Server Name to access the email
SMTP Port	Specify the SMTP Port Number to access the email
Using SSL	Specify the Authentication to send the email.
Account Name	Specify the Email Address which will be used to send
Password	Specify the Email Account Password.
SMS Notification	

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SMS Notification	Specify to enable or disable SMS Notification.
GSM Modem Comm Port	Specify the comm port to be used.

3. After all setting has been entered, click OK to save settings and dismiss the menu.

4. Click Close to close the System Properties menu.

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Site Setup

MicroEngine xPortalNet has introduced a new concept in access control over previous MicroEngine Access Control software. It has introduced the concept of multiple sites that under one access management system.

In a large scale access control system, there can be more than one individual access control system and each system will be considered as a site. Among the sites, there must be a Main Site or Headquarter that governs the whole access control system. All other sites will link back to the Headquarter through different types of connection method.

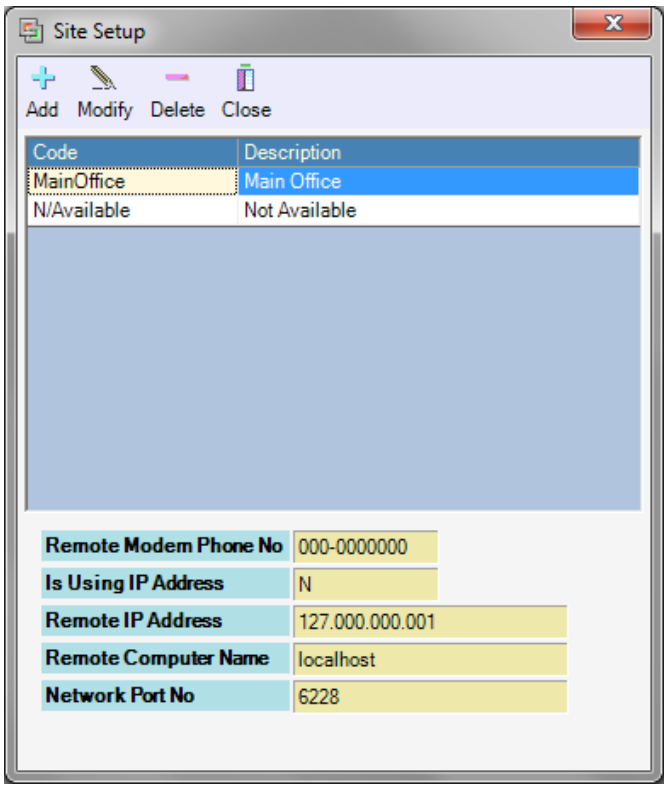
At the Headquarter, you need to setup all the remote sites in the xPortalNet Server software so that they it can establish communication with other site and manage the remote site from the Headquarter.

There are two types of connection method that can be used to communicate with other remote site:

- Modem Dial-up using phone line.
- LAN or Ethernet.

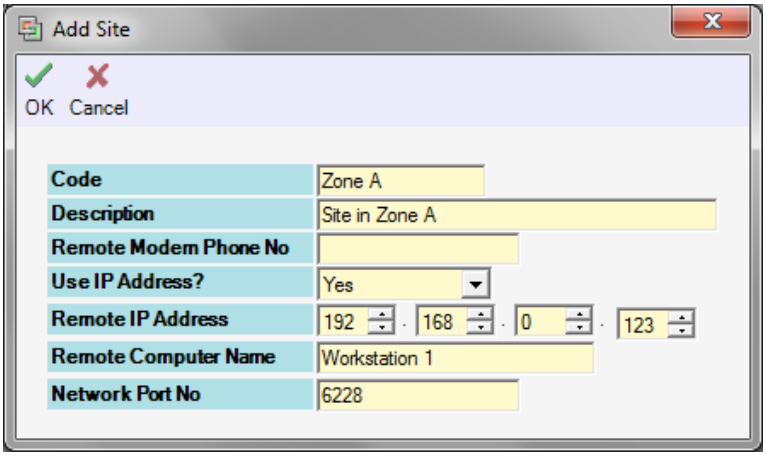
To create a Site Setup, please follow the steps below:

1. Open the Site Setup menu from Server Admin > Site Setup. The menu as below will be shown.



2. The MainOffice and N/Available are two default settings. You can add additional site settings to the system by clicking the Add button. You will get Add Site menu as below:

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.



3. Enter the information of the site as described below:

Fields	Description
Code	A short name that describes the site.
Description	Longer description for the site.
Remote Modem Phone No	If modem dial-up is used, you need to specify the remote site phone number here.
Use IP Address?	Select whether the site is using LAN connection. If yes, select Yes.
Remote IP Address	If LAN connection is used, enter the remote site xPortalNet Server PC IP address.
Remote Computer Name	Enter the remote site xPortalNet Server PC name.
Network Port No	Enter the Port No that you are going to use to communicate with the remote site.

4. When you have entered all the necessary information, click OK to save settings.

5. Click Close in the Site Setup menu to dismiss the menu.

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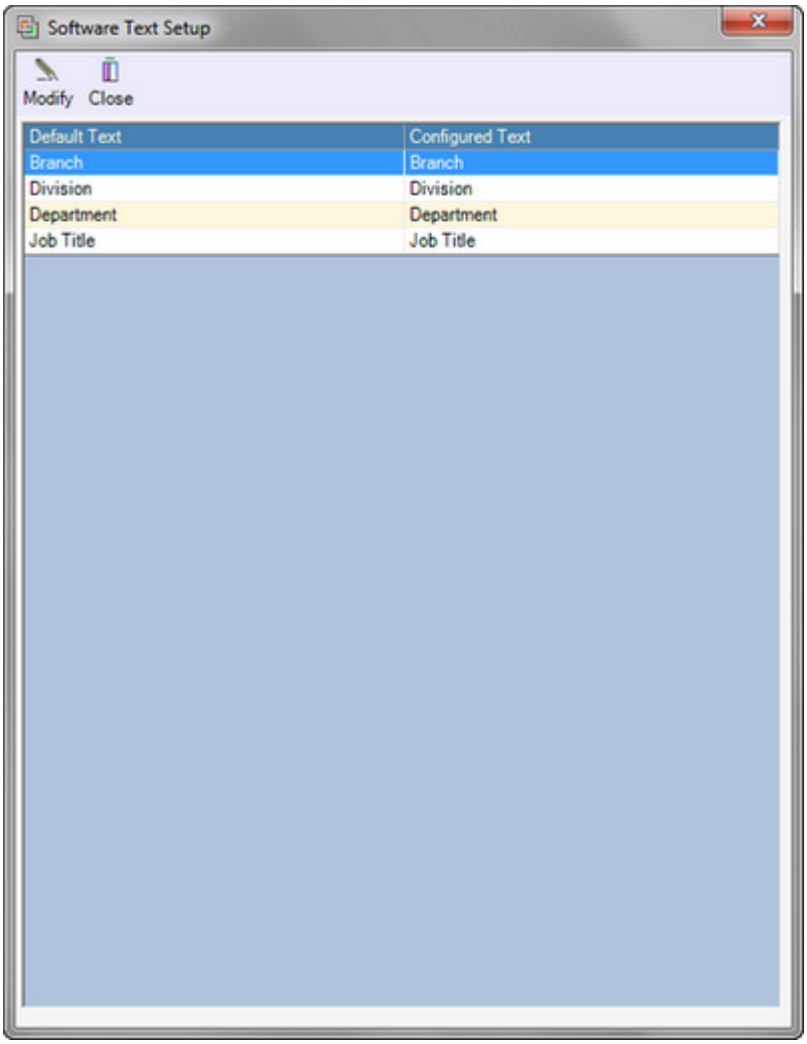
Software Text

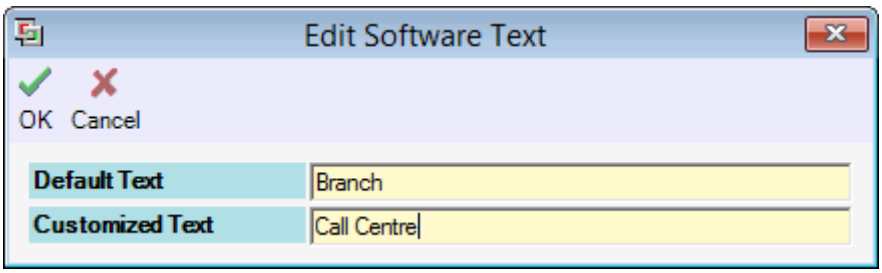
This feature is allowed user to customize the default text for Branch, Division, Department and Job Title.

To change the Default Text, please follow the steps below:

1. Open the Software Text menu from Server Admin > Software Text.The menu as below will be shown.



2. Highlight on the default text and click Modify button to change the text. Menu as below will be shown.



3. Enter the information as described below:

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Field	Description
Default Text	The default text is defined by system
Customized Text	Specify the customized text.

4. When you have changed all the necessary text, click OK to save settings.
5. Click Close in the Software Text menu to dismiss the menu.

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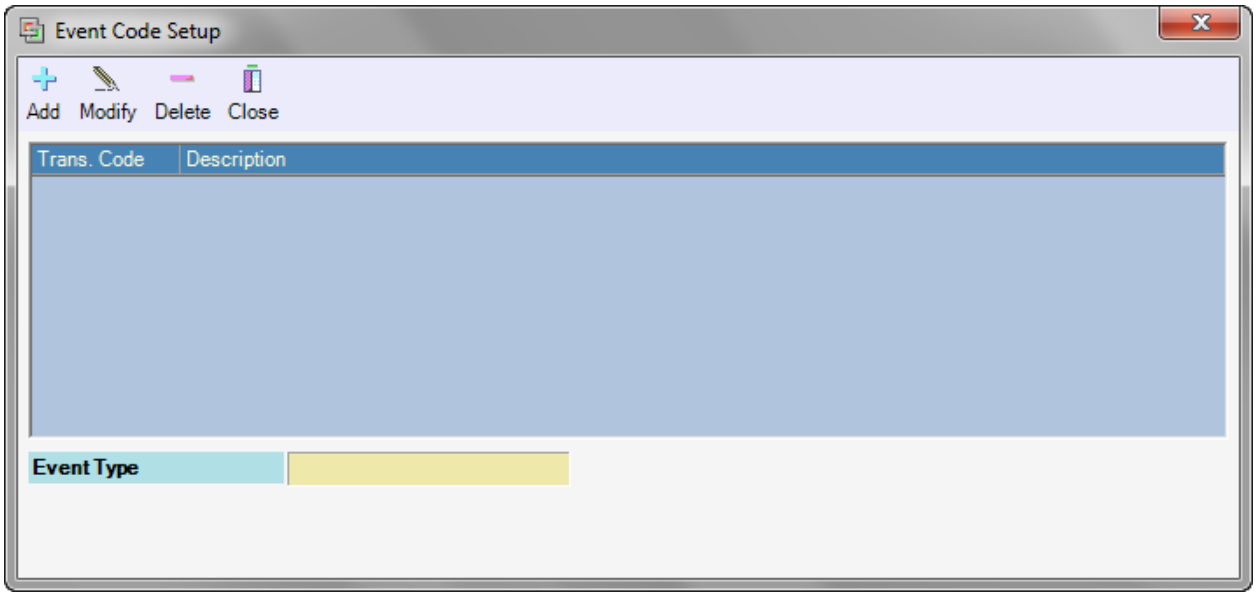
Event Code

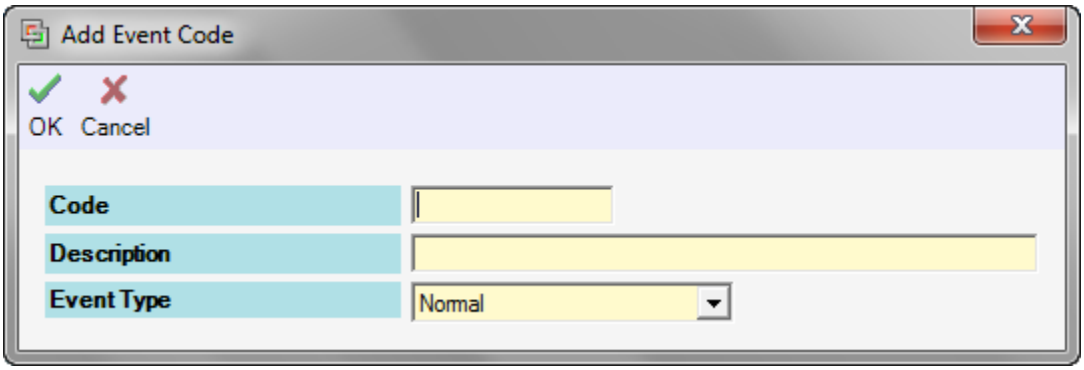
This feature is allowed user to define a new transaction code. When the transaction occurred in xPortalNet, it will display accordingly as user defined transaction's description.

To create an Event Code, please follow the steps below:

1. Open the Event Code menu from Server Admin > Event Code.The menu as below will be shown.



2. Click the Add button to add event code. The following menu will be displayed.



3. Enter the information as described below:

Fields	Description
Code	A short name that describes the event.
Description	Longer description for the event.
Event Type	Indicate the transaction type. Generally there are three types of transaction. • Normal - Normal door access transactions • Alarm - Alarm events such as Door Forced Open, Door Controller Down, etc. • Alert - Abnormal activities such as Unknown Card Number, AntiPB Violation, etc.

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4. When you have entered all the necessary information, click OK to save settings.
5. Click Close in the Site Setup menu to dismiss the menu.

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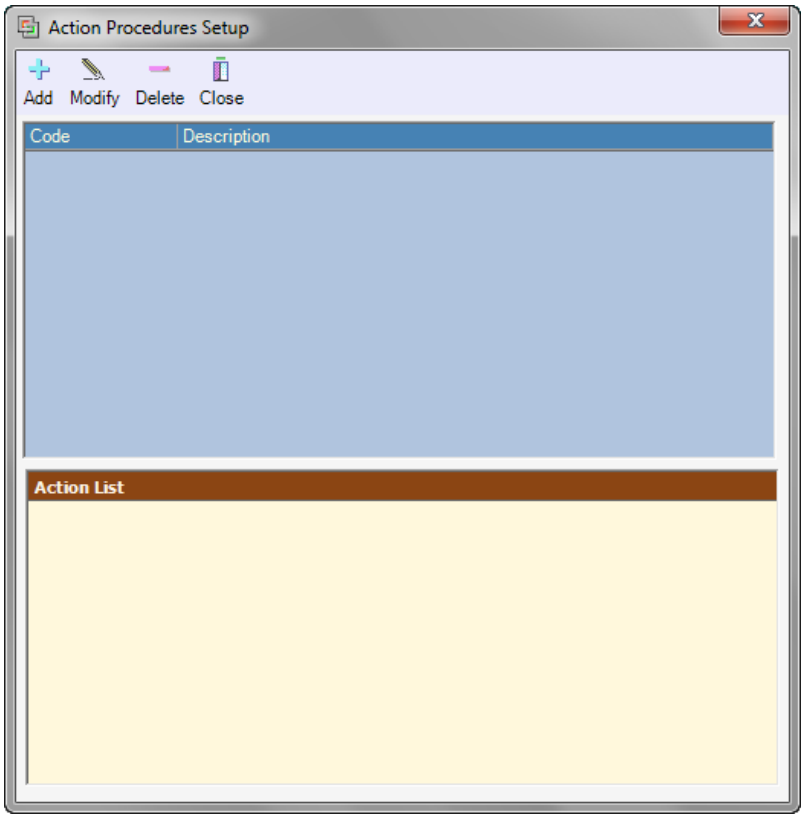
Action Procedure

This features is allow user to define output action by xPortalNet Service when event trigger. There are 3 action available in this features as following:

- Purge Visitor
- Run an Executable
- Auto Sign Out Expired Visitor

To preform the action procedure, please follow the step below:

1. Open the Action Procedure menu from Server Admin > Action Procedure.The menu as below will be shown.



2. Click the Add button to add action procedure. The following menu will be displayed.

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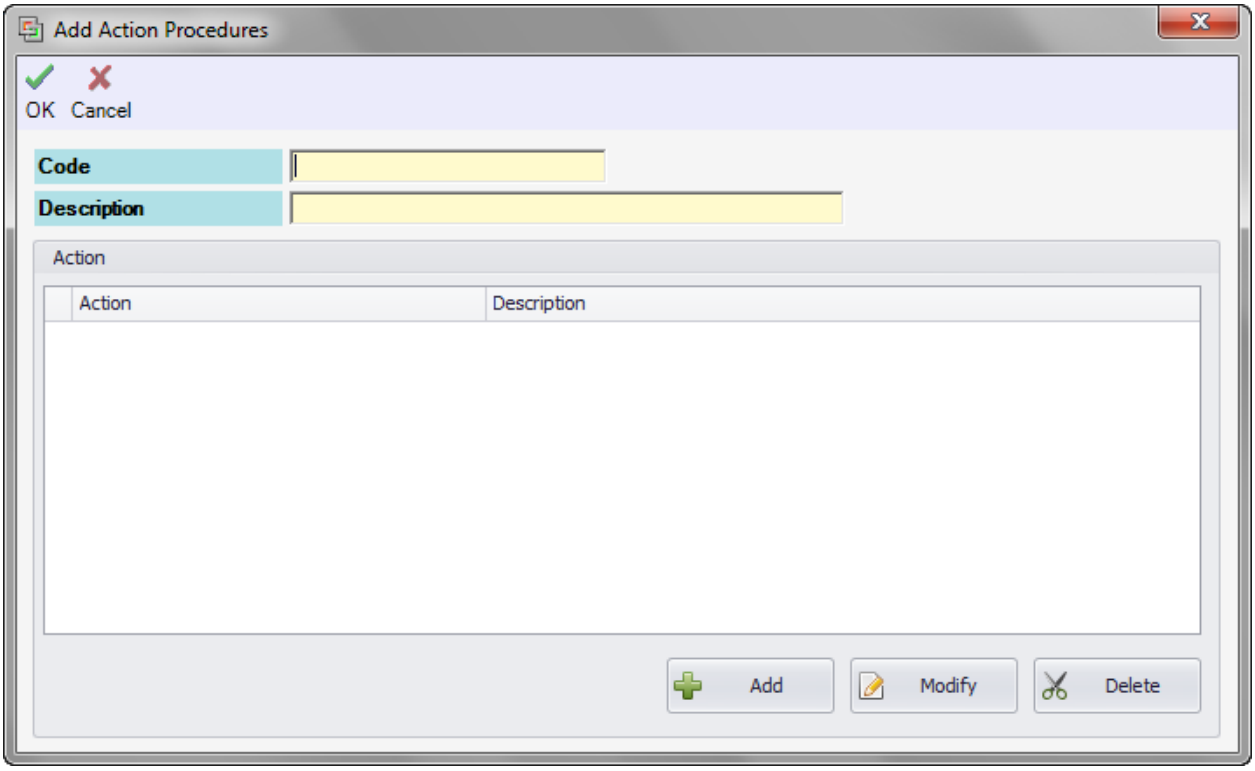

3. Enter the information of the Action Procedure as described below:

Fields	Description
Code	A short name that describes the Action Procedures.
Desciption	Longer description for the Action Procedures.
Action	There are 3 options that can be choose for the Action Procedures. • **Purge Visitor** - By executing this action, the system will delete the existing visitor records. • **Run an Executable –** By executing this action, the system will be executed according to the configured Event Trigger. • **Auto Sign Out Expired Visitor** - By executing this action, the system will auto signing out the visitor which is still signing in but the visits access is already expired.

4. Click Add button to setup the Action configuration. The following window will be shown.

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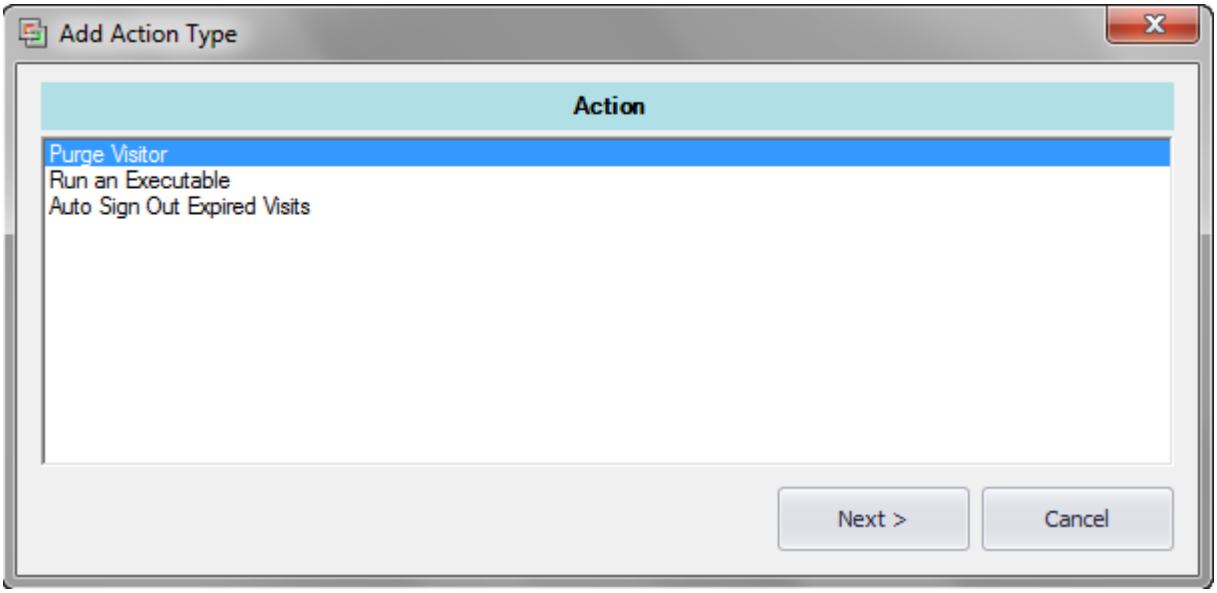

Note: This section will be seperate into 3 action procedures. User can choose the action to be execute. Please refer to step below:

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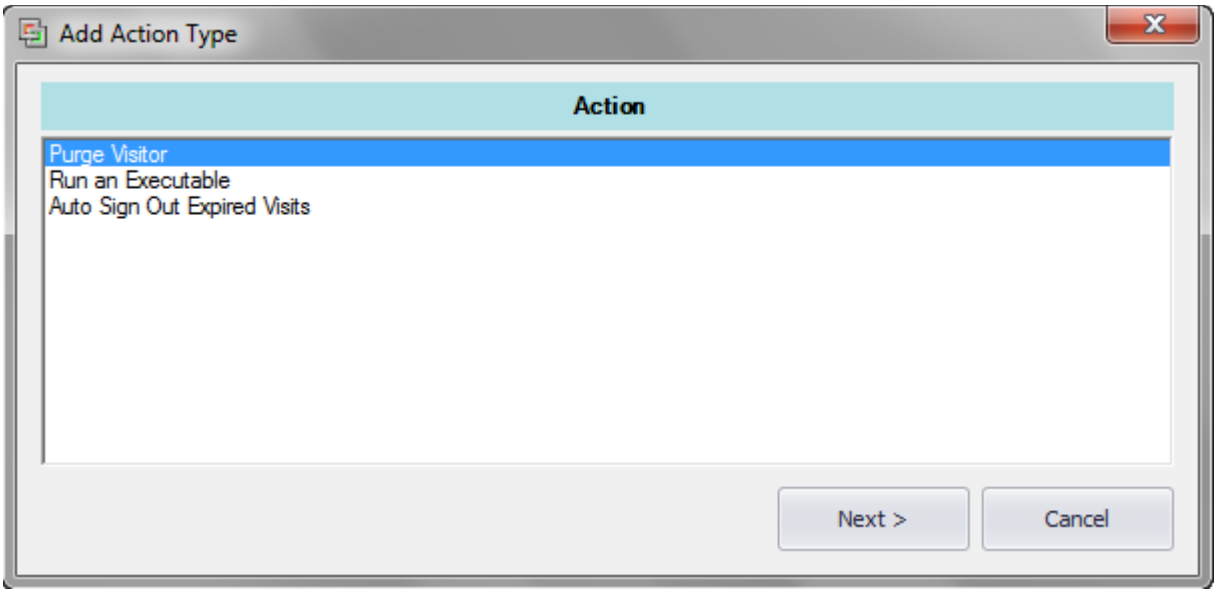
Purge Visitor

Purge Visitor action is a feature to delete data records from xPortalNet database. By execute this action is effective way to manage database size andvisitor log growth. It is important to note the following before using this feature:

- Purged records are permanently deleted and cannot be retrieved. Be certain you no longer need these records before running a purge.

User must configure the Action Procedures and Schedule Task for this operation to be completed.

1. From the Action Procedures menu, click Add to add the Action Type. The below windows will be shown.



2. Select Purge Visitor from the Action list. Then, click Next to configure the Purge Visitor Properties. The following windows will be shown.

3. Specify the Period (in days) after which the existing visitor record will be deleted.

4. Click OK to save settings and following window will be shown.

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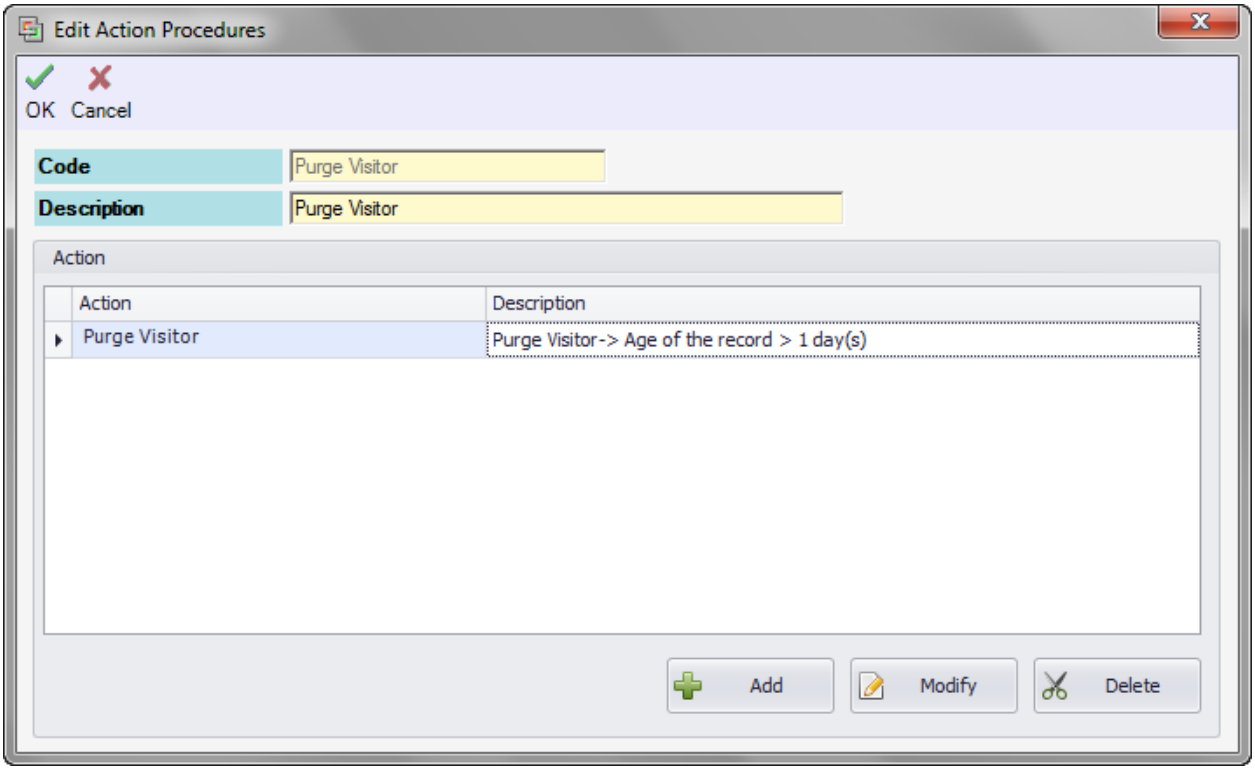

5. Make sure the settings is correct. Then, click OK to save the changes and dismiss the menu.

The newly added action settings will be added to the action procedures list.

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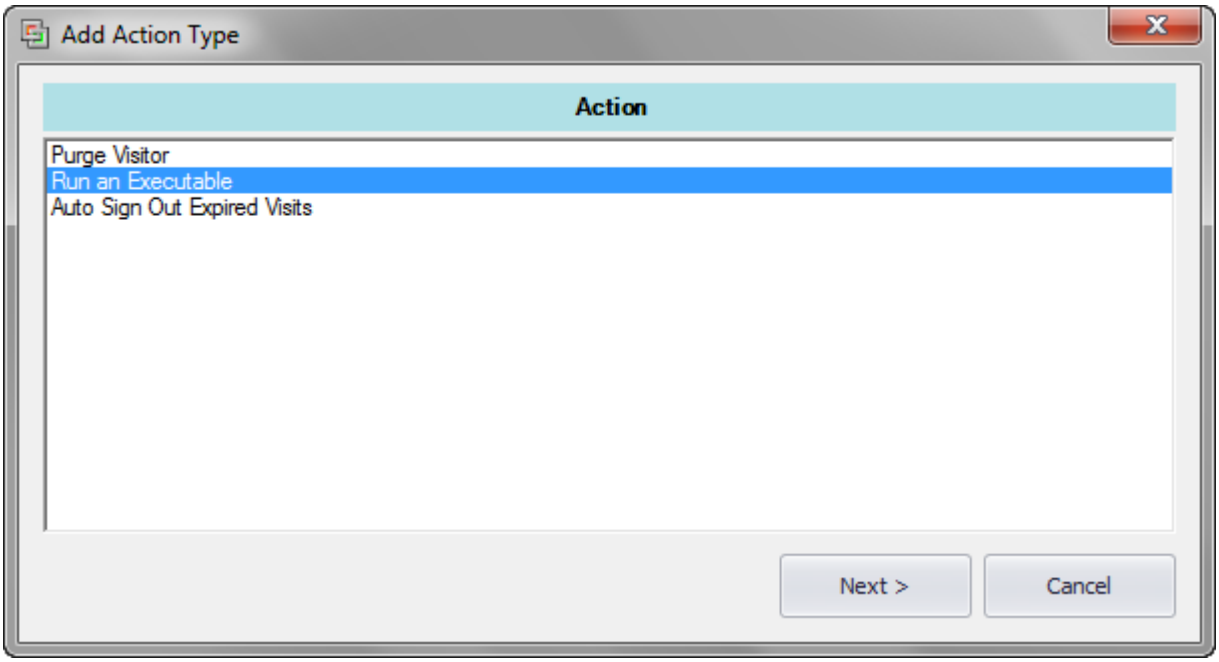
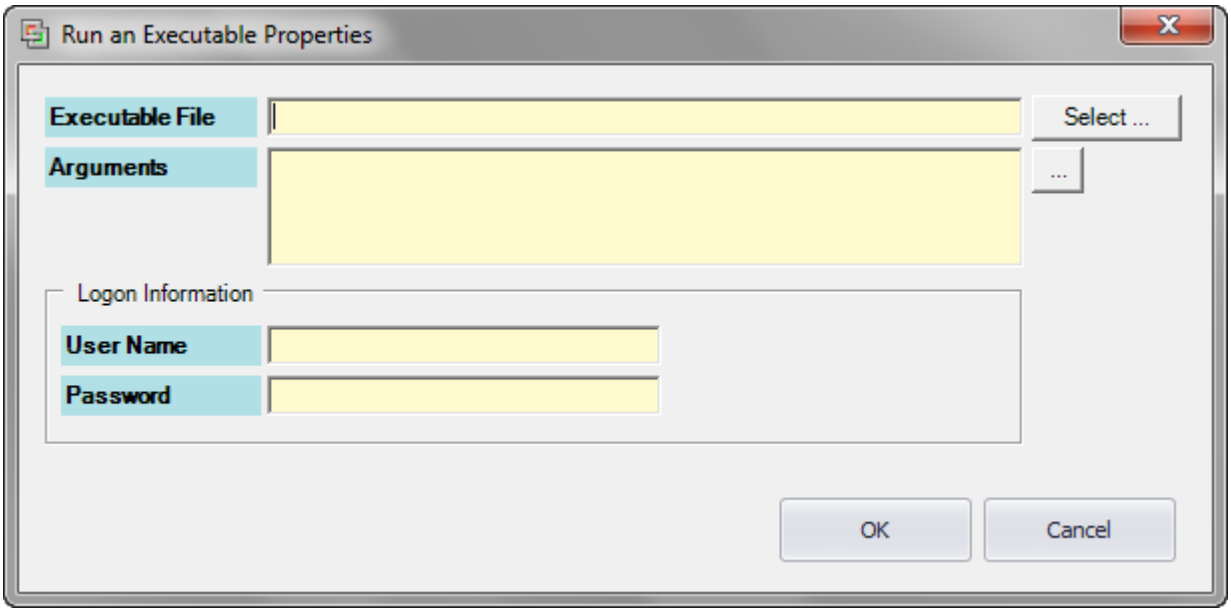
Run an Executable

This Action Procedures will be executed according to the configured Event Trigger. Follow steps below to configure the Action Procedure at xPortalNet Server.

1. Open Action Procedures. Go to Server Admin > Action Procedures.
2. Configure the Action Procedures. Refer to Action Procedure step.
3. From the Action Procedures menu, click Add to add the Action Type. The following window will be shown.



4. Select Run an Executable then click Next button.



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5. Enter the information of Run an Executable as decribe below:

Fields	Description
Executable File	Select the application program files.
Arguments	Specify the arguments to execute the event
User Name	Specify windows Login's User Name
Password	Password for windows user name

6. Make sure the settings is correct. Then, click OK to save the changes and dismiss the menu.

The newly added action settings will be added to the action procedures list.

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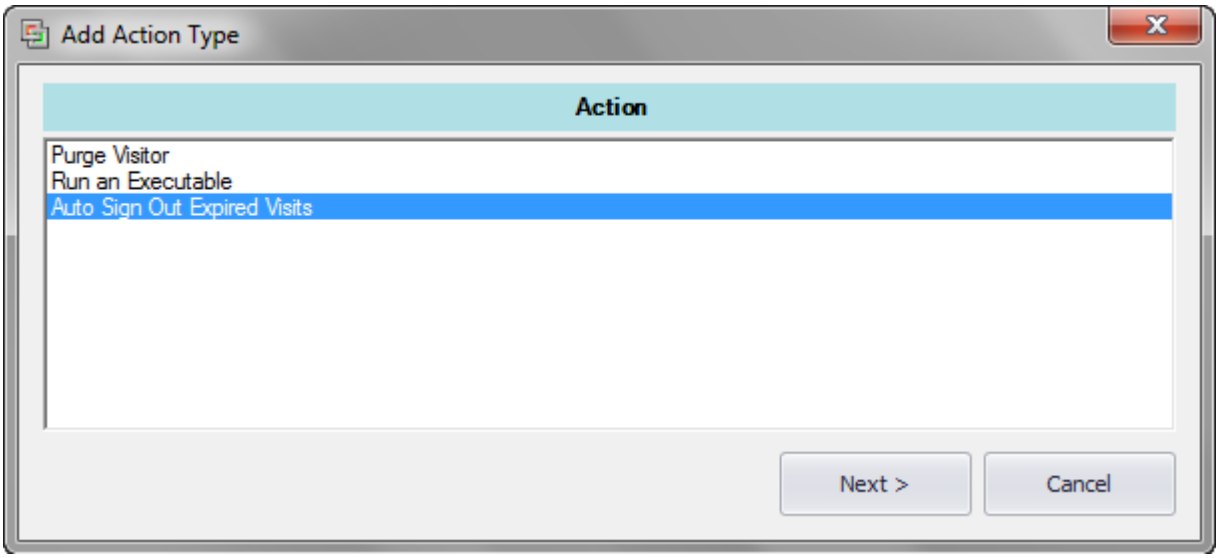
Auto Sign Out Expired Visitor

A guide to configure the Auto Sign Out Expired Visits Action Procedure. By executing this action, the system will auto sign out the visitor which is still signed in, but the visit access has already expired. Once this action procedures is executed, the signed in visitor that matched the expired access condition will automatically be signed out by the system.

User must configure the Action Procedures and Schedule Task for this operation to be completed.

1. Open Action Procedures. Go to Server Admin > Action Procedures.
2. Configure the Action Procedures. Refer to Action Procedure step.
3. From the Action Procedures menu, click Add to add the Action Type. The following window will be shown.



4. Select Auto Sign Out Expired Visits click Next button. The follwing window will be shown.

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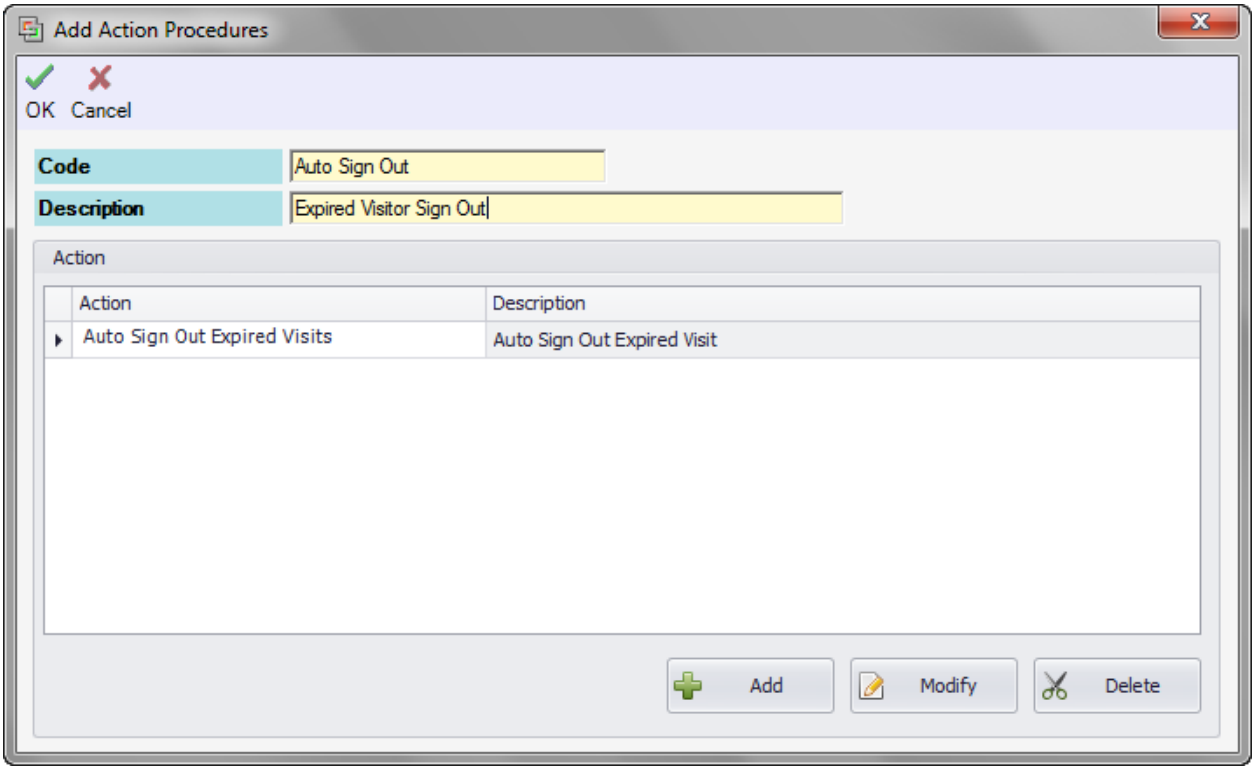

5. Then, click OK to save the changes and dismiss the menu.

The newly added action settings will be added to the action procedures list

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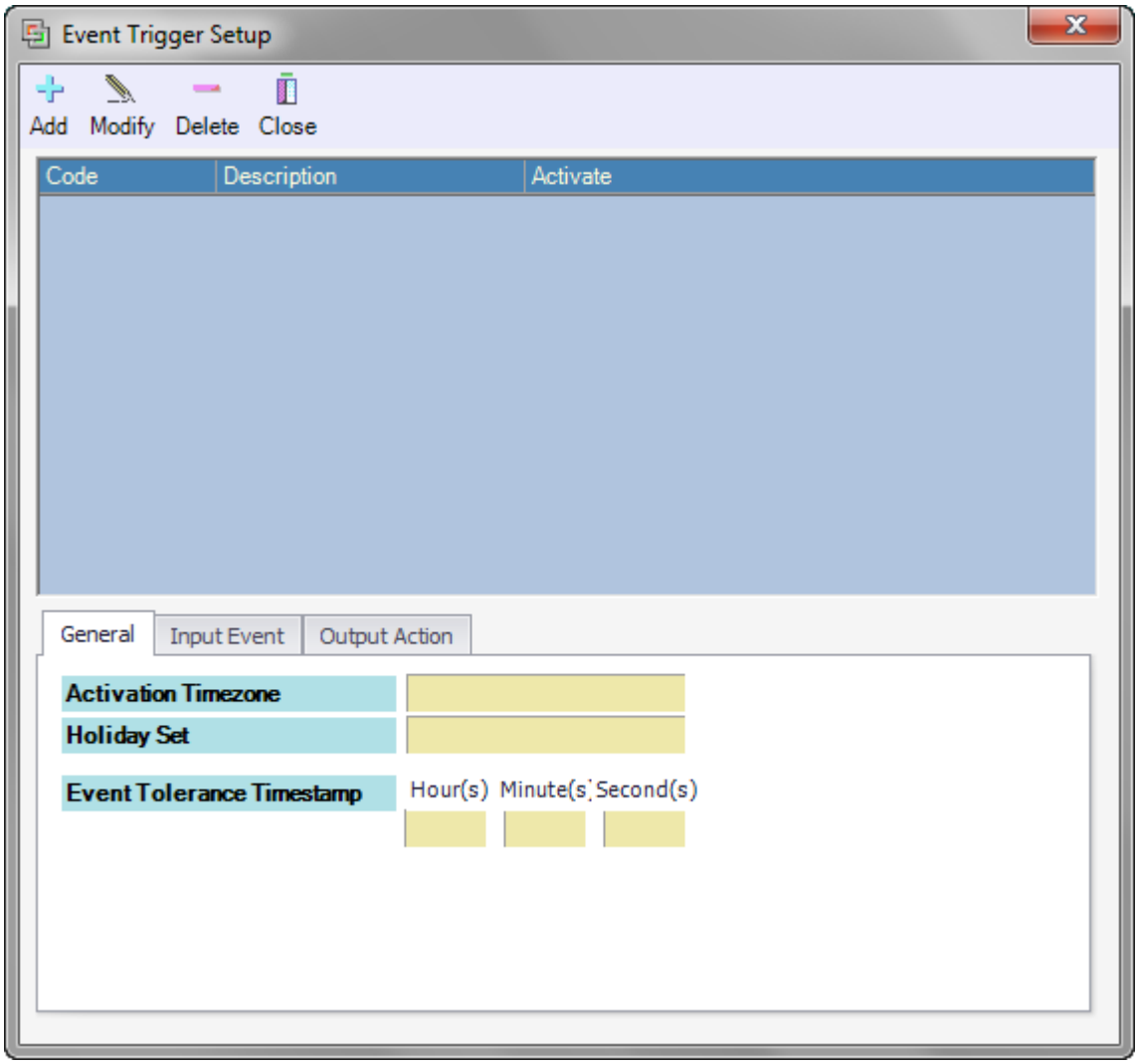
Event Trigger

To allow user to define the condition of input event(s), and its action to be executed from xPortalNet Service when the event triggered.

To create Event Trigger, please follow the step below:

1. Open the Event Trigger menu from Server Admin > Event Trigger. The menu as below will be shown.



2. Click the Add button to create event trigger. The following menu will be displayed.

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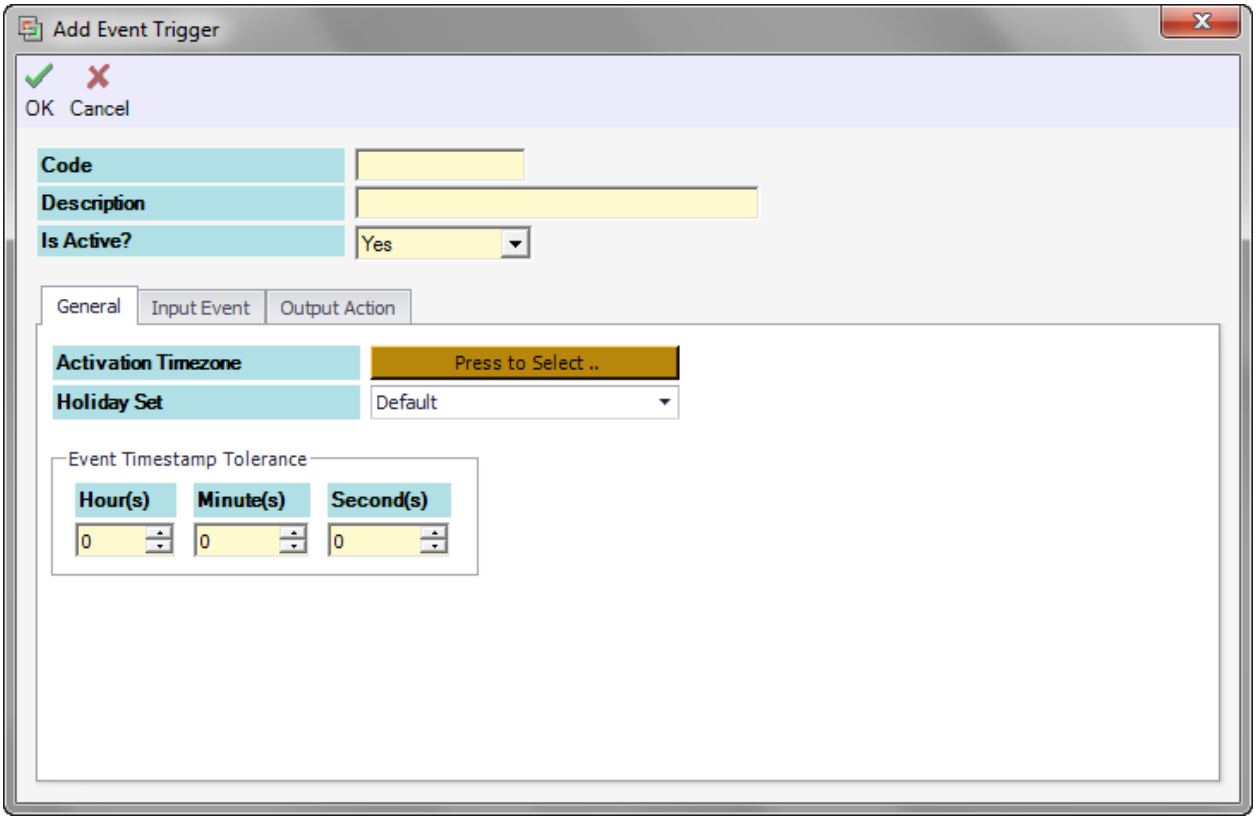

3. Enter the information as describe below.

Fields	Description
Code	A short name to represent this Event Trigger. Max Length = 15. Eg. Unknown Card
Description	A descriptive name about this Event Trigger. Max length = 40. Eg. To Trigger unknown Card No.
Is Active?	Enable or disable this event trigger: 1) Yes: Enable event trigger 2) No: Disable event trigger
General	
Activation Timezone	Specify activation timezone. Event will be triggered within the Activation Timezone
Holiday Set	Specify the Holiday Set. If transaction occured during holiday, the event will be triggered according to the Activation Time Zone for the selected Holiday Set.
Event Timestamp Tolerance	Specify the Event Timestamp Tolerance. If the event occured during downtime but it is within the Timestamp Tolerance, Event trigger will be started. Basically, if set the Event Tolerance to 0, it is not used.
Input Event	
Event Type	Specify the Event Type for this input.
Device Type	Specify the Device Type for this input.
Device Code	Specify the Device Code for selected device type.
Transaction	Specify the Transaction for this input.
Card No	Specify the Card No. If this column is fill up, software will check the

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	transaction on this particular Card No only.
Card Holder No	Specify the Card Holder No. If this column is fill up, software will check the transaction on this Card Holder No only.
Is Visitor	Enable or disable Is Visitor card holder: 1) NA: Not available 2) Yes: Select all visitor card 3) No: Select specified Card No/Card Holder No. If this column is selected, software will check the visitor status on all card regardless of any Card No and Card Holder No selected.
Output Action	
Action Procedure	Specify Action Procedure to be executed when the Input Event is triggered.

4. After you have entered all the necessary fields, click OK to confirm and save settings.
5. A "Record Added!" message will be shown. Click OK to continue

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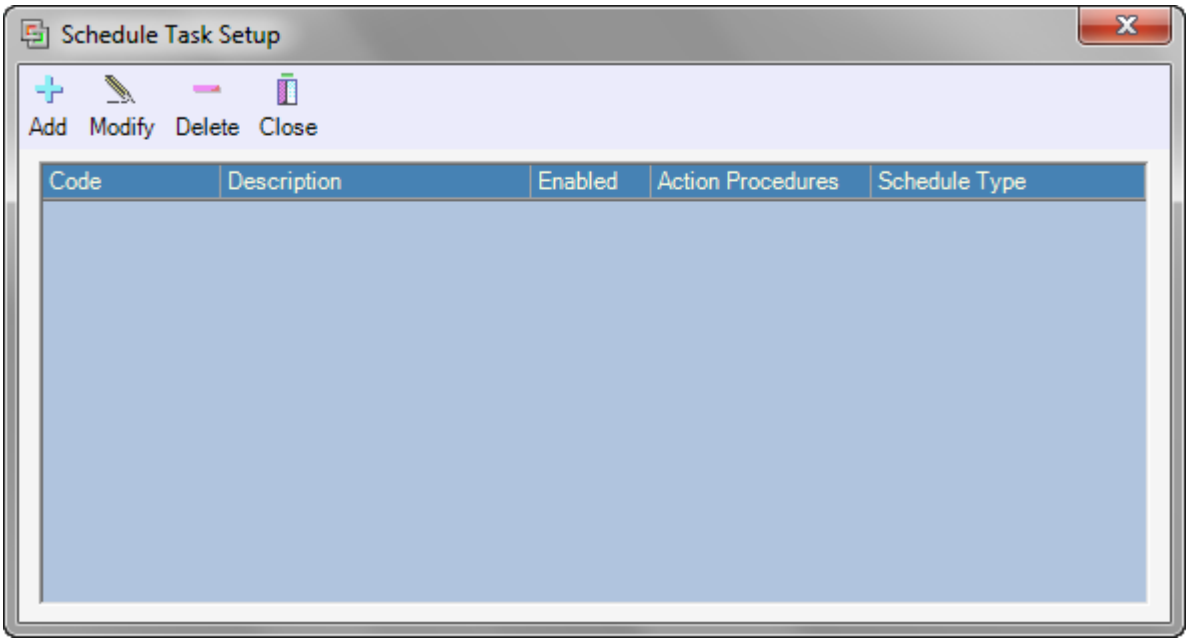
Schedule Task

Allow user to schedule a particular action procedures to be executed at specified schedule. The schedule type can be upon service startup, recurring or one time only.

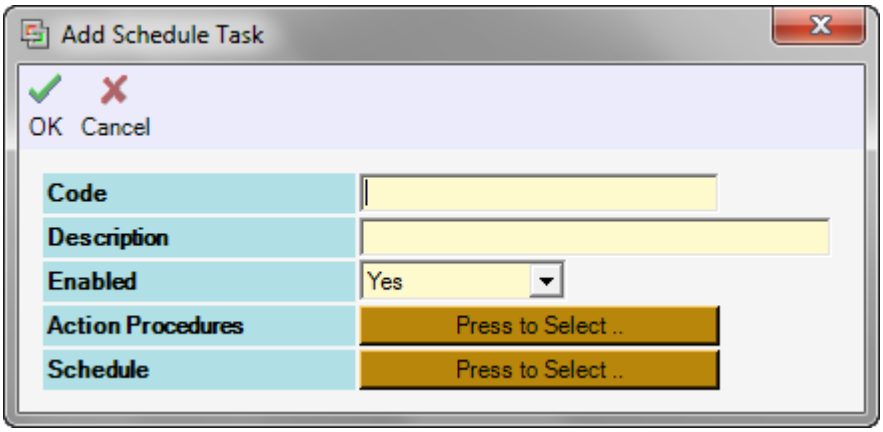
User must configure the Action Procedures prior to configuring the Schedule Task.

To create Schedule Task, please follow the step below:

1. Open the Schedule Task menu from Server Admin > Schedule Task.The menu as below will be shown.



2. Click the Add button to create schedule task. The following menu will be displayed.



3. Enter the information as describe below:

Field	Description
Code	A short name that describes the Schedule Task.
Description	Longer description for the Action Schedule Task.
Enable	To enable or disable the execution.

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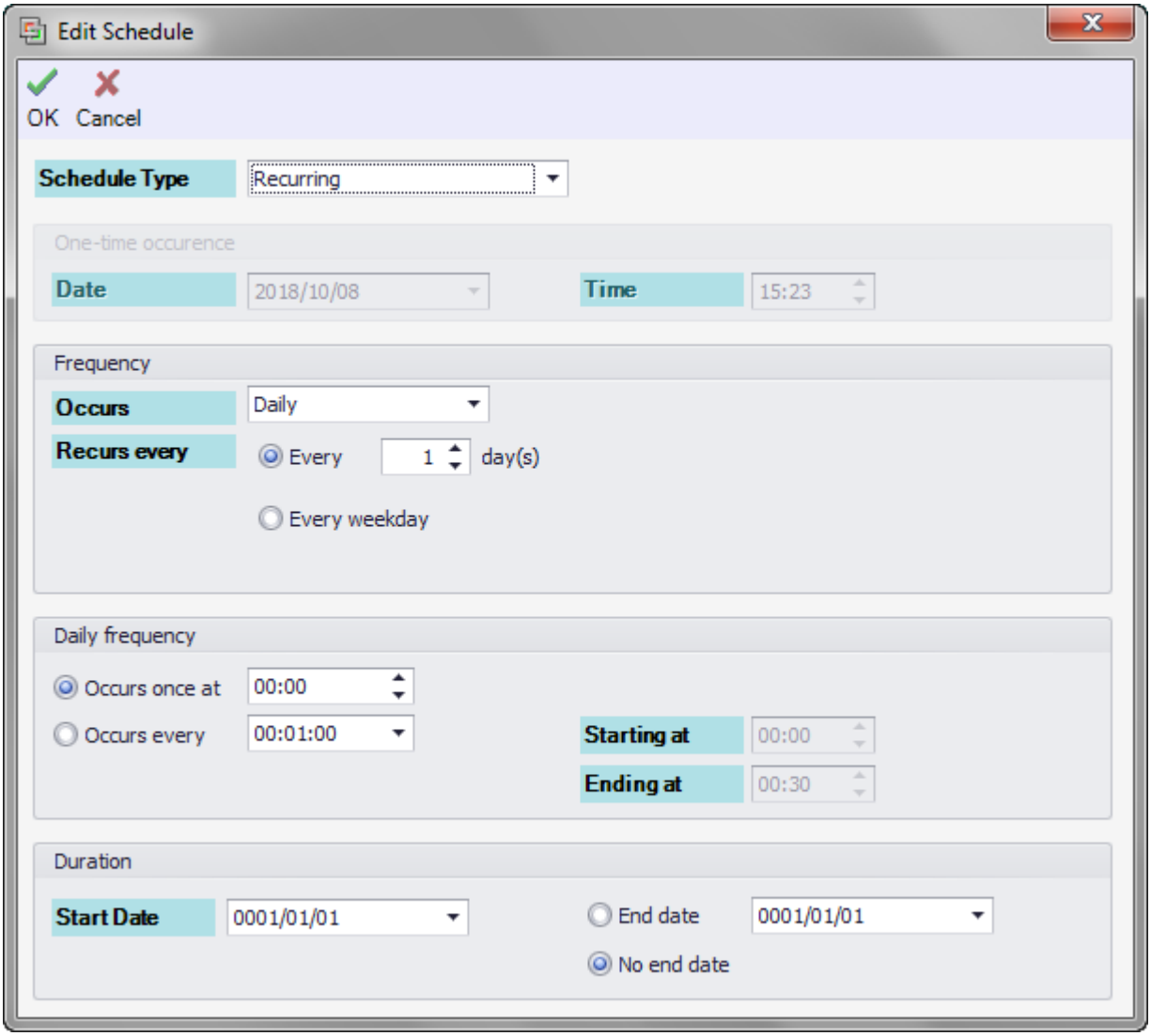
Action Procedures	The pre-defined Action Procedure list window will be shown by click Press to Select button. User required to specify the action procedure to be execute.
Schedule	Configure the Schedule according to the user preferences. By clickPress to Select button, schedule window will be shown.

4. Click Schedule and the following window will be shown.



5. Enter the information of the **Schedule Task** as described below**.**

Field	Description
Schedule Type	Specify the schedule type when user want to execute the Action Procedures. There are 3 option for schedule as below: • **Once at services startup** - execute the Action Procedures only once during the xPortalNet Service startup. • **Recurring -** The Recurring type has several options that user can choose according to their preferences. The option such as *Frequency, Daily Frequency* and *Duration* • **One time -** Once on a specific day and at a specific time.
One Time : Once-time occurence	

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Date	Specific date to be executed.
Time	Specific time to be executed.
Recurring : Frequency	
Occurs	There are 3 option the pre defined action will be occurs: • Daily – If you select the **Daily**, you choose the recurrence interval for the task and the date and time to start the task. An interval of 1 produces a daily schedule and an interval of 2 produces an every other day schedule. The task will start at the specified time each day. • Weekly - If you select the **Weekly**, you choose the recurrence interval for the task, the date and time to start the task, and the days of the week in which to start the task. An interval of 1 produces a weekly schedule and an interval of 2 produces an every other week schedule. The task will start at the specified time on each of the specified days. • Monthly - If you select the **Monthly**, you choose the months in which you want to start the task and the weeks of the month and the days of the week for each month in which you want to start the task. You can also specify that you want to start a task on the last day of each month.

6. After you have entered all the necessary fields, click OK to confirm and save settings.

7. A "Record Added!" message will be shown. Click OK to continue.

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Master Data List Setup

Staffing information. User can add, delet and update the list for Branch, Department,Division and Job Title.

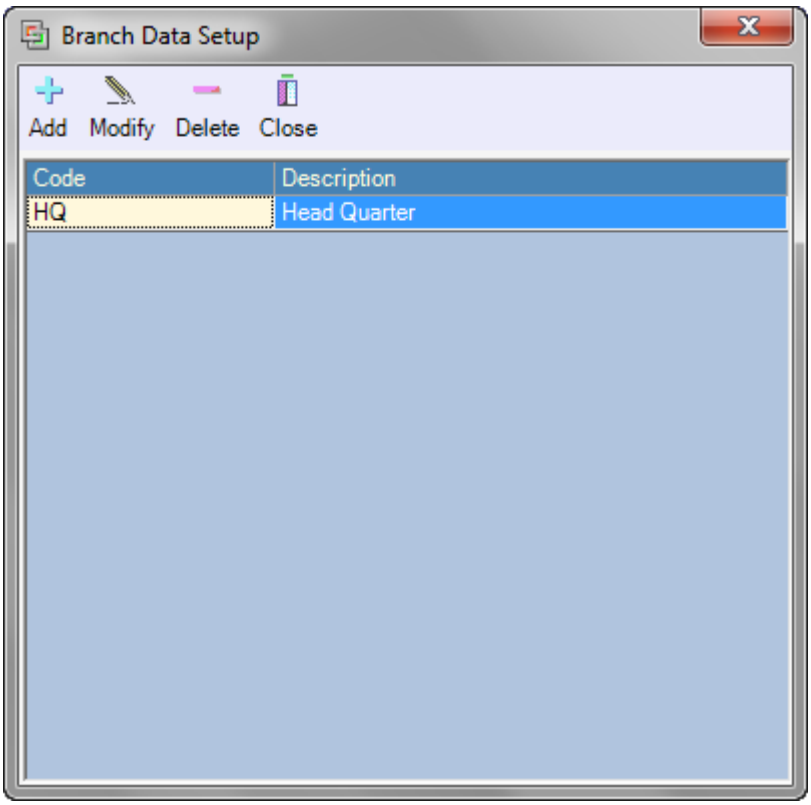
Branch

Branch describes an administrative division of some larger or more complex organization. You can assign staff to a branch that you set in this function. The system is initialized with a default setting - Head Quarter. By the way, the Branch data setup function can be accessed in both xPortalNet Server and xPortalNet Client software.

Adding Branch

Following steps guide you how to create a new Branch data:

1. Open the Branch Data Setup menu from Server Admin > Master Data List Setup > Branch. The menu as below will be shown.



2. Click Add button to create a new Branch. An Add Branch menu will be shown.

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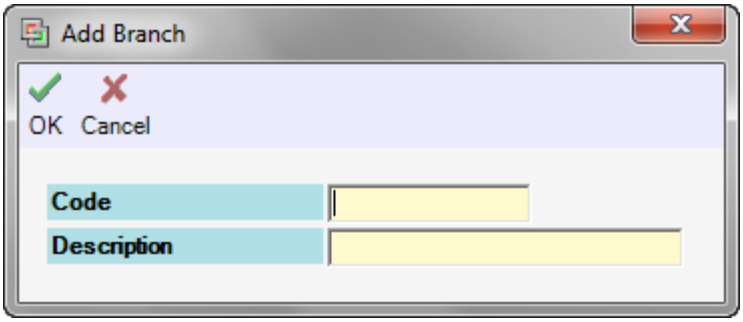

3. Enter the information of the Branch as described below:

Field	Description
Code	A short name that describes the Branch.
Description	Longer description for the Branch.

4. After you have entered all the necessary fields, click OK to confirm and save settings.

5. A "Record Added!" message will be shown. Click OK to continue.

Editing Branch

You can edit the branch's description by following the steps below:

1. Open the Branch Data Setup menu from Server Admin > Master Data List Setup > Branch. A list of Branch and its description will be displayed.

2. Click on the entry that you wish to edit its description, and then click Modify button. An Edit Branch menu will be shown.

3. After modifying the description, click OK to confirm and save settings.

4. A "Record Updated !" message will be shown. Click OK to continue.

Deleting Branch

To delete a Branch entry, please follow the steps as described below:

1. Open the Branch Data Setup menu from Server Admin > Master Data List Setup > Branch.

2. Click on the entry which you wish to delete it.

3. Click Delete button to delete the selected Branch.

4. A dialogue box is displayed to ask confirmation from user. Click OK to confirm the deletion.

5. A "Record Deleted !" message will be shown. Click OK to continue.

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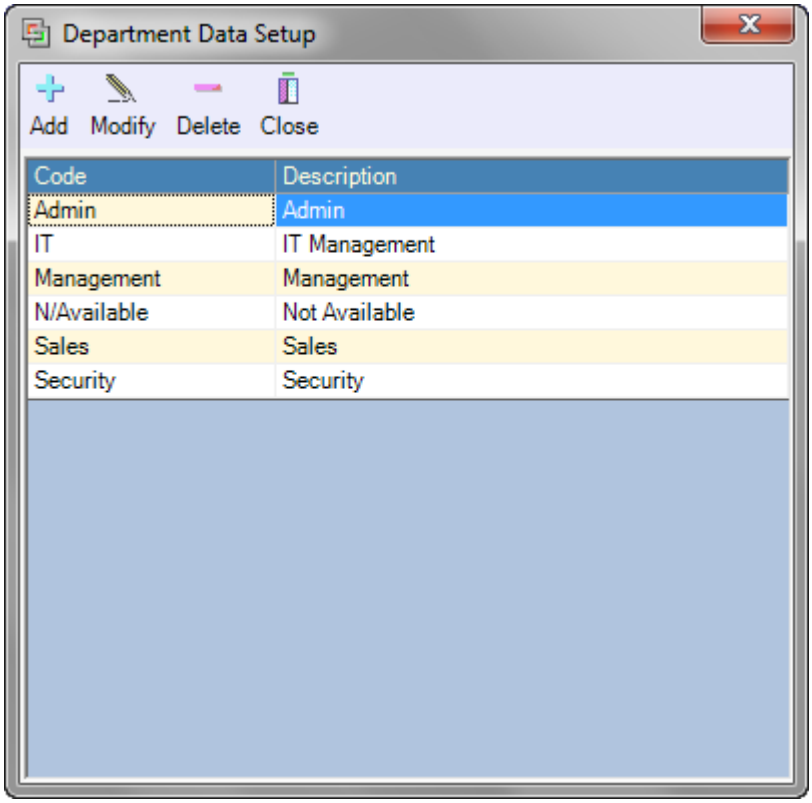
Department

Department describes staff's specialty or particular area of responsibility. You can set options for Department field that can be selected when System User adds a staff record. Therefore the system can maintain the data integrity and reduce works in data entry task. The system is initialized with a few default setting such as Admin, IT Management, Management, Not Available, Sales and Security. Both the xPortalNet Server and xPortalNet Client software include the Department data setup function.

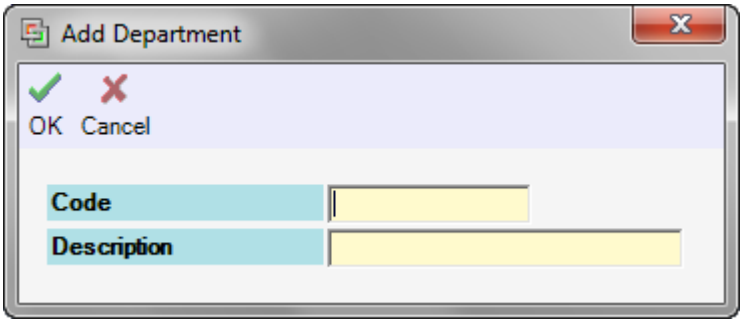
Adding Department

Following steps show how to create a new Department data:

1. Open the Department Data Setup menu from Server Admin > Master Data List Setup > Department. The menu as below will be shown.



2. Click *Add* button to create a new Department. An *Add Department* menu will be shown.



3. Enter the information of the Department as described below:

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

Fields	Description
Code	A short name that describes the Department.
Description	Longer description for the Department.

4. After you have entered all the necessary fields, click OK to confirm and save settings.
5. A "Record Added!" message will be shown. Click OK to continue.

Editing Department

You can edit the department's description by following the steps below:

1. Open the Department Data Setup menu from Server Admin > Master Data List Setup > Department. A list of Department and its description will be displayed.
2. Click on the entry that you wish to edit its description, and then click Modify button. An Edit Department menu will be shown.
3. After modifying the description, click OK to confirm and save settings.
4. A "Record Updated !" message will be shown. Click OK to continue.

Deleting Department

The following steps are performed for removing a Department:

1. Open the Department Data Setup menu from Server Admin > Master Data List Setup > Department.
2. Click on the entry which you wish to delete it.
3. Click Delete button to delete the selected Department.
4. A dialogue box is displayed to ask confirmation from user. Click OK to confirm the deletion.
5. A "Record Deleted !" message will be shown. Click OK to continue.

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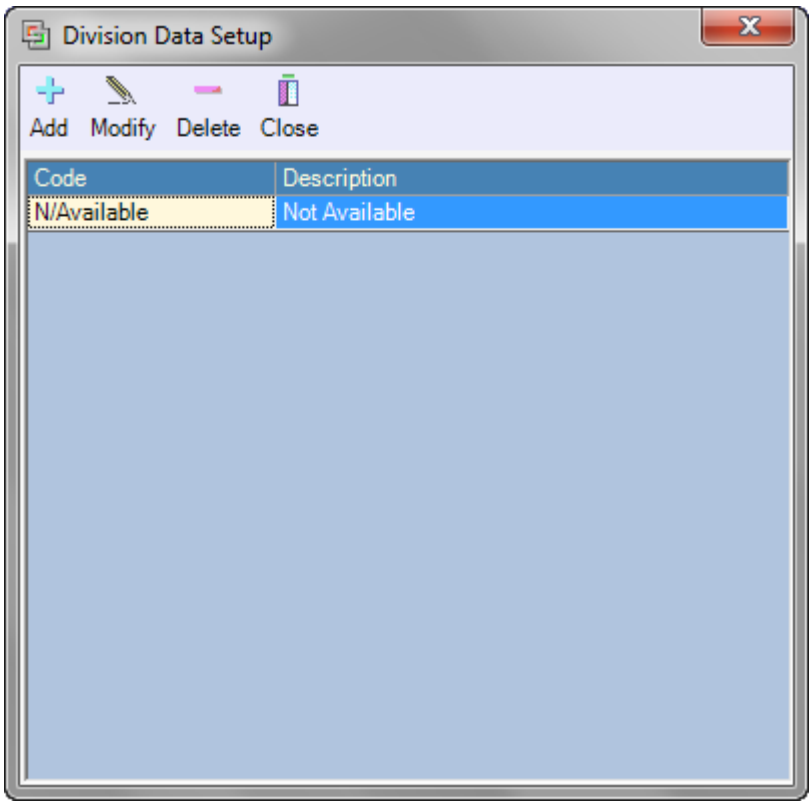
Division

Division defines the portion of the organization. You can set a Division list so that System User can select one of this option during inserting staff record. The system is able to maintain data integrity while reducing the time to enter data. System User can setup the Division data either n xPortalNet IS Server or xPortalNet IS Client software.

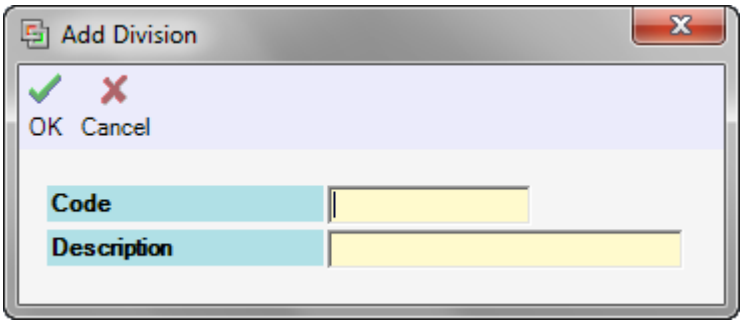
Adding Division

Following steps demonstrate how to create a new Division data:

1. Open the Division Data Setup menu from Server Admin > Master Data List Setup > Division. The menu as below will be shown.



2. Click *Add* button to create a new Division. An *Add Division* menu will be shown.



3. Enter the information of the Division as described below:

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

Fields	Description
Code	A short name that describes the Division.
Description	Longer description for the Division.

4. After you have entered all the necessary fields, click OK to confirm and save settings.
5. A "Record Added!" message will be shown. Click OK to continue.

Editing Division

You can edit the division's description by following the steps below:

1. Open the Division Data Setup menu from Server Admin > Master Data List Setup > Division. A list of Division and its description will be displayed.

2. Click on the entry that you wish to edit its description, and then click Modify button. An Edit Division menu will be shown.

3. After modifying the description, click OK to confirm and save settings.

4. A "Record Updated !" message will be shown. Click OK to continue.

Deleting Division

The following steps are performed for removing a Division entry:

1. Open the Division Data Setup menu from Server Admin > Master Data List Setup > Division.

2. Click on the entry which you wish to delete it.

3. Click Delete button to delete the selected Division.

4. A dialogue box is displayed to ask confirmation from user. Click OK to confirm the deletion.

5. A "Record Deleted !" message will be shown. Click OK to continue.

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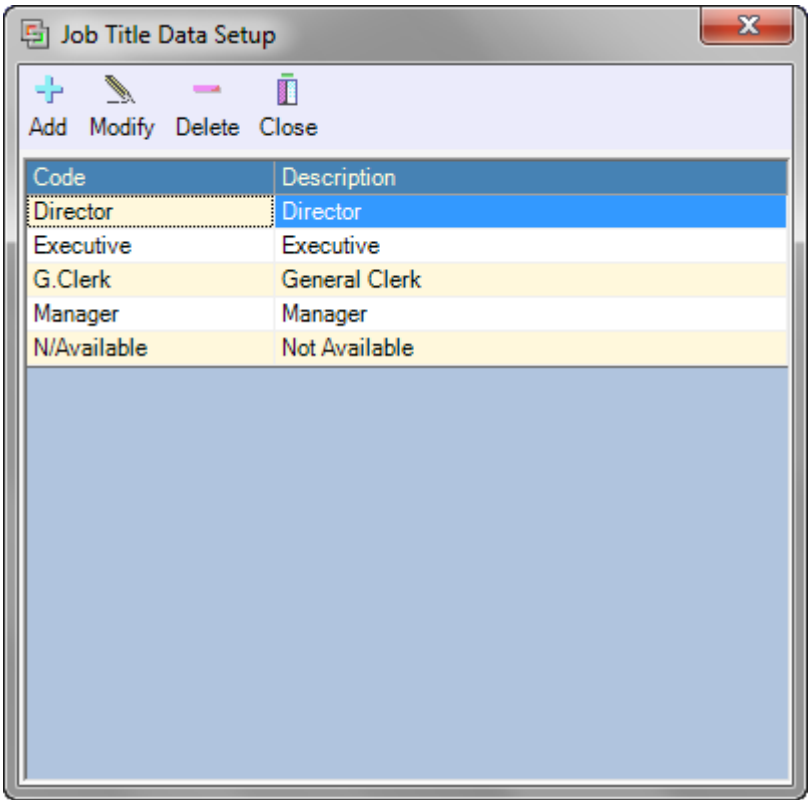
Job Title

Job Title describes the position of the staff. You can set options for Job Title field that can be selected when System User adds a staff record. Therefore System User can insert staff record efficiently and maintain the data integrity. The system is initialized with a few default setting such as Director, Executive, General Clerk, Manager and Not Available. The Job Title data setup can be done in xPortalNet IS Server and xPortalNet IS Client.

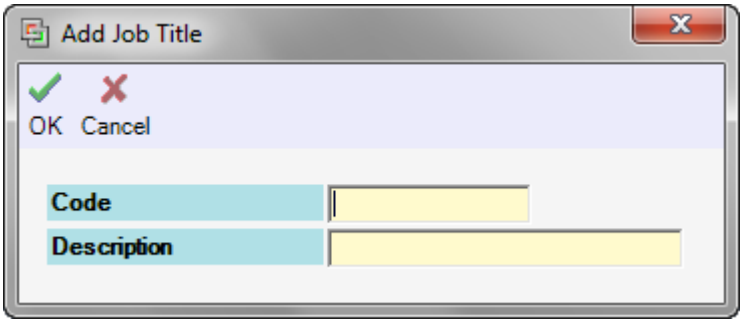
Adding Job Title

Following steps show how to create a new Job Title data:

1. Open the Job Title Data Setup menu from Server Admin > Master Data List Setup > Job Title. The menu as below will be shown.



2. Click Add button to create a new Job Title. An Add Job Title menu will be shown.



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3. Enter the information of the Job Title as described below:

Fields	Description
Code	A short name that describes the Job Title.
Description	Longer description for the Job Title.

4. After you have entered all the necessary fields, click OK to confirm and save settings.
5. A "Record Added!" message will be shown. Click OK to continue.

Editing Job Title

You can edit the job title's description by following the steps below:

1. Open the Job Title Data Setup menu from Server Admin > Master Data List Setup > Job Title. A list of Job Title and its description will be displayed.
2. Click on the entry that you wish to edit its description, and then click Modify button. An Edit Job Title menu will be shown.
3. After modifying the description, click OK to confirm and save settings.
4. A "Record Updated !" message will be shown. Click OK to continue.

Deleting Job Title

The following steps are performed for removing a Job Title:

1. Open the Job Title Data Setup menu from Server Admin > Master Data List Setup > Job Title.
2. Click on the entry which you wish to delete it.
3. Click Delete button to delete the selected Job Title.
4. A dialogue box is displayed to ask confirmation from user. Click OK to confirm the deletion.
5. A "Record Deleted !" message will be shown. Click OK to continue.

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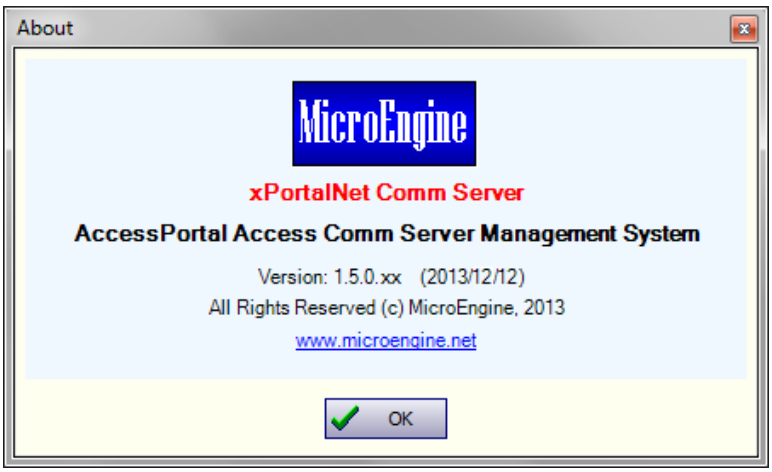
Viewing Software Information

The information about the software can be viewed from the About menu. The information you can get in About menu is as follow:

- Software name.
- Software version number.
- MicroEngine company website address.

To view the information in About menu, please follow the steps below:

1. Click the About icon in the xPortalNet Server main window. Dialog box as below will be shown:



2. Click OK when finish.

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Hardware Management

Communication Gateway

Connection Setup

Controller Management

Controller

GAC

Controller Grouping

Door Management

Door

Door Grouping

Area Main Door

Alarm Management

Alarm Controller

Output Point

Input Point

Alarm Priority

Input Group

Lift Management

Lift Panel

Floor Relay

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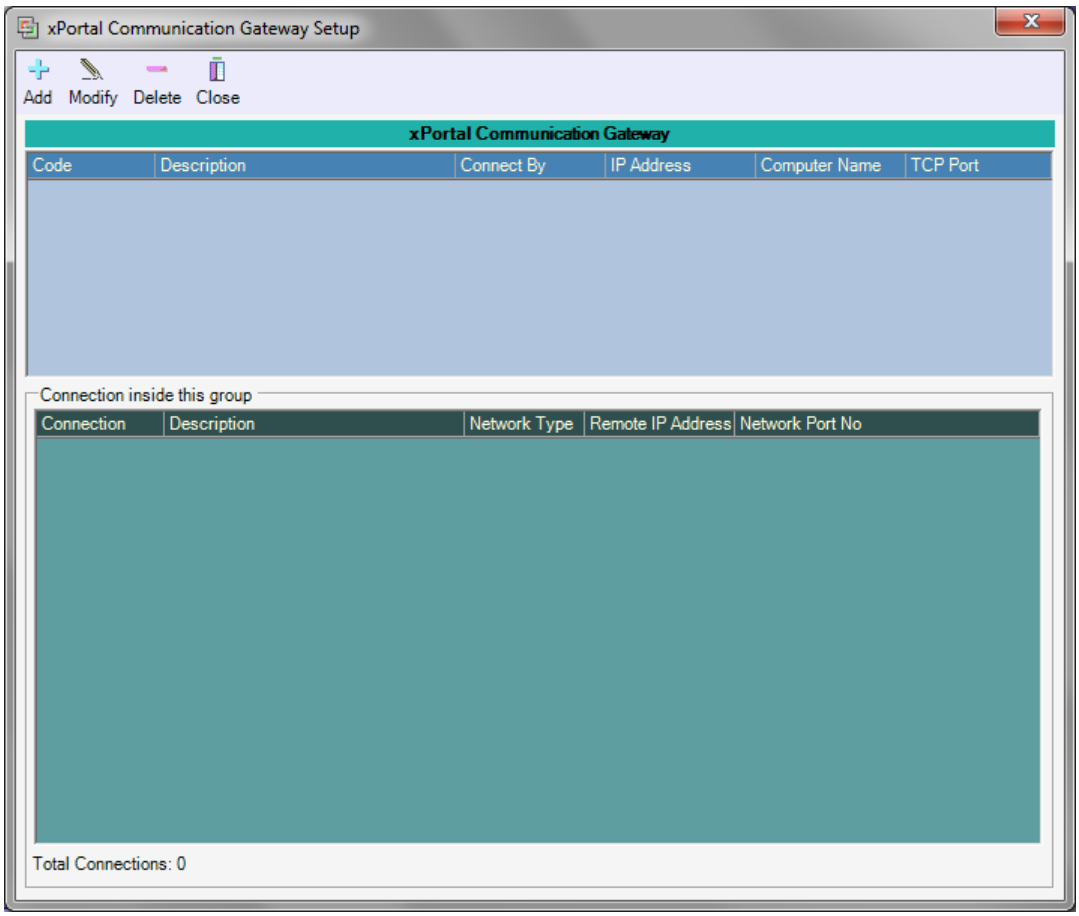
Communication Gateway

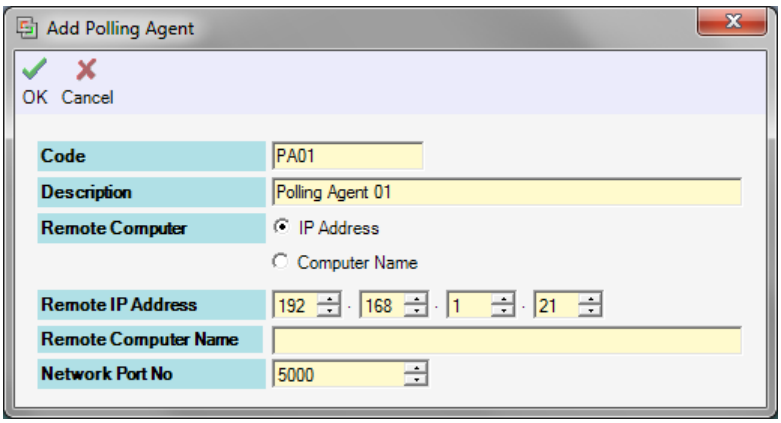
Specifying a PC which is used as a communication gateway to controllers at remote site is done in Communication Gateway. The PC is also known as a Polling Agent. At the PC, you need to install xPortal Communication Gateway software. This is applicable to LAN (Built In) and LAN (MV25) network types only.

To add new communication gateway to the sotware database, please follow the steps below:

1. Open the xPortal Communication Gateway Setup menu from Server Admin > Communication Gateway. The menu as below will be shown.



2. Click Add button to add new communication gateway. The following menu will be displayed.



The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

3. Enter the information of the communication gateway as described below:

Fields	Description
Code	A short name that describes the communication gateway. This name will appear in transaction files.
Description	Longer description for the communication gateway.
Remote Computer	Specify the mode to connect the remote computer (Polling Agent)
Remote IP Address	If IP Address is selected, enter the IP address of the PC.
Remote Computer Name	If Computer Name is selected, enter the name of the PC.
Network Port No	Enter network port number. This number must match with xPortal Communication Gateway's network port number.

4. After you have entered all necessary fields, click OK to confirm and save settings.

The newly added communication gateway will be added to communication gateway list.

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Connection Setup

Defining and setting up connection method between system hardware and software is done in Connection Setup. You need to let the software knows how it should communicate with each controller.

xPortalNet supports the following types of communication medium:

- **Direct Serial Port**: The controllers are directly connected to the host PC serial port through a Signal Converter (MCI). The Signal Converter will convert RS485 signals to RS232 signal that can be accepted by the computer. Besides that, the MCI contains an embedded software key which will be checked by the software for validity before allowing user to access the software.
- **Modem Dial-up**: The software communicates with the controller by dialing a remote site phone number using modem. For modem dial-up remote connection you need to have a modem installed on the host PC and another modem at the controller remote site. You also need a Modem Interface Unit (MV 26) at the remote site to allow the controller to connect to the modem.
- **LAN Ethernet Port**: This connection method allows controllers to use the existing Local Area Network (LAN) as communication medium. The host PC must be on the same LAN as the controllers. At the controller site, you'll need a LAN Interface Unit (MV 25) or LAN Built In as an interface between Ethernet and controllers.

By default, there's one preset connection setting, with a Connection Code as **COM1**. This connection setting utilizes Serial Comm Port 1 to communicate with controllers through a MCI.

You can create other connection settings in the Connection Setup menu. Please follow the steps below:

1. Open the Connection Setup menu from Server Admin > Connection Setup. The menu as below will be shown.

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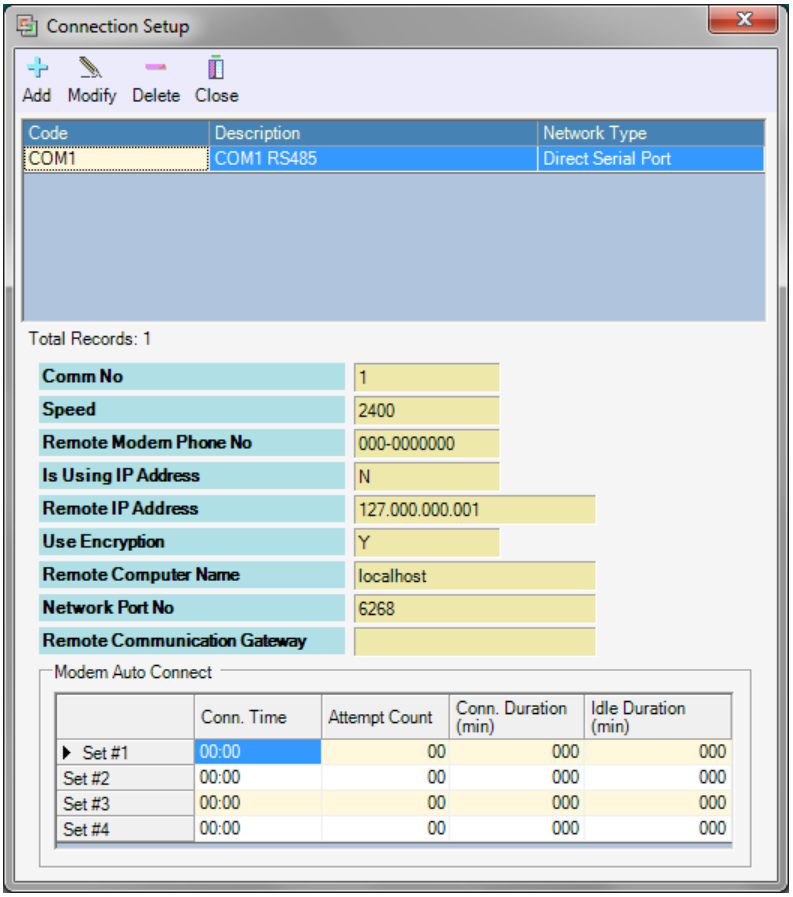

2. By default, there is already one entry in the database, which is **COM1**. Do not delete this entry as it is required by the software to maintain database integrity. When you try to delete the record, it will show a message saying "Must be at least 1 record!".

3. Click Add button to add new connection. The following menu will be displayed.

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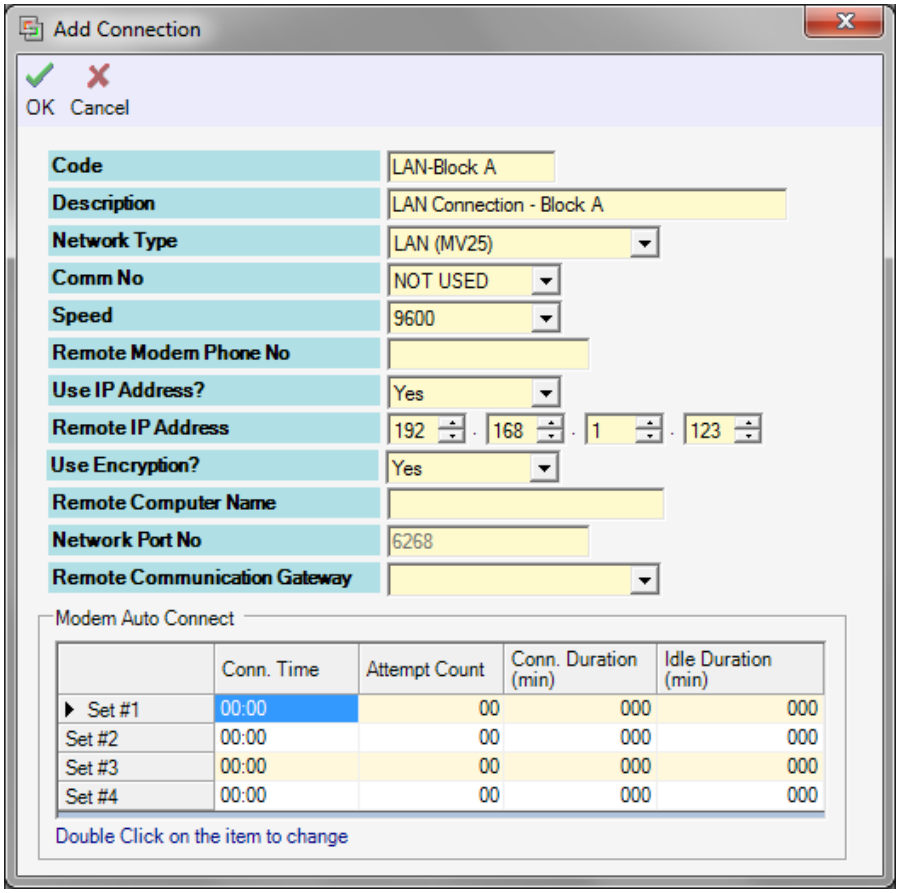

4. Enter the information of the connection as described below:

Fields	Description
Code	A short name that describes the connection.
Description	Longer description for the connection.
Network Type	Specify the connection method. Available choices are as follow: • Direct Serial Port - The controller is connected to PC using RS485 through MCI. • Modem (Built-In) - Using the controller built-in modem interface module. • LAN (Built-In) - Using the controller built-in LAN interface module. • Modem (MV26) - Using the external modem interface unit. • LAN (MV25) - Using the external LAN interface unit. • xPortal Site Server - If the controller is connected to a xPortalNet Site Server PC in remote site, you need to use this setting. This option is reserved for future use. • xPortal Remote Gateway - This is a software installed on a remote site PC. The software enable user to use a PC as a communication gateway to the controllers at remote site. This option is reserved for future use.
Comm No	Specify the Serial Comm Port number if Direct Serial Port was chosen.
Speed	Set the rate, in bits per second (bps) that you want data to be transmitted through the selected direct serial port. Available choices as follow: • 2400 • 9600

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	• 19200
Remote Modem Phone No	The remote phone line number that has assigned to the modem.
Use IP Address	If LAN (Built-In) or LAN (MV25) was chosen, you need to set this setting to Yes, otherwise, set to No.
Remote IP Address	If LAN (Built-In) or LAN (MV25) was chosen, enter the assigned remote IP address for the LAN Interface.
Use Encryption	This setting is used to turn on or turn off encryption by connection. When the flag is set it to No, encryption for the selected connection will be turned off. Particularly, encryption should be turned off when the controller is connected to MV28 using RS485 connection. This is applicable to XP-M1000i and XP-M2000i only.
Remote Computer Name	If xPortal Site Server or xPortal Remote Gateway was chosen, you need to specify the remote computer name here.
Network Port No	This is the port number that the software will use to communicate with the controllers if LAN connection method is use. Currently it has defaulted to 6268.
Remote Communication Gateway	Specify a PC which is used as a communication gateway to controllers at remote site. At the PC, you need to install xPortal Communication Gateway software. At xPortalNet Server, you need to add Communication Gateway record first. This is applicable to LAN (Built In) and LAN (MV25) only.

5. After you have entered all the necessary fields, click OK to confirm and save settings.

The newly added connection settings will be added to the connection list.

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Controller Management

Controller

This section assumes the hardware installation of the controllers is completed. So, now you need to let the software knows how many controllers you have in the system and what their addresses are so that the software will be able to communicate with all controllers.

Below is the information you need to prepare when adding controllers to the software database:

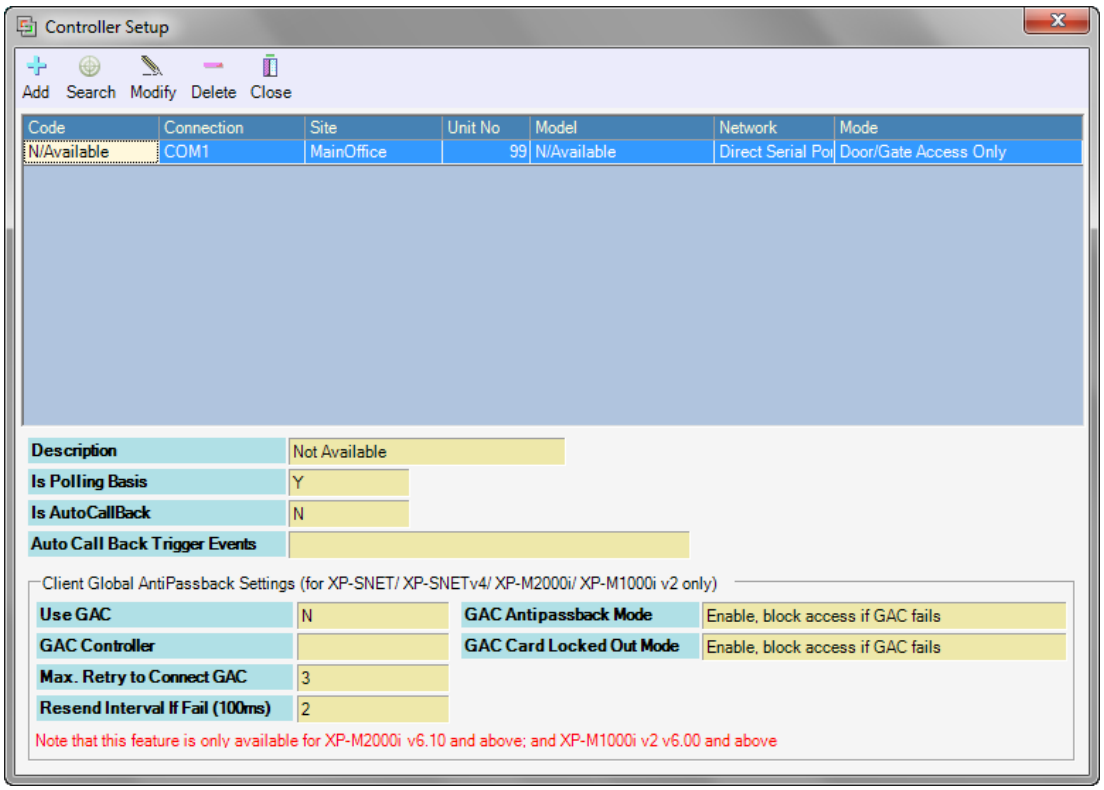
- How many controllers are there?
- What are their addresses?
- What are models of each controller?
- What are the short names you want to assign for each controller?
- What are the descriptions of each controller?
- What is the connection method to each controller (local RS485, LAN and modem dial-up)?

Prepare the information as listed above and if possible, draft them in a table format. With all these information in hand, it will ease the data entry process.

Adding Controller

To add new controller to the software database, please follow the steps below:

1. Open the Controller Setup menu from Server Admin > System Device Setup > Controller. The menu as below will be shown.



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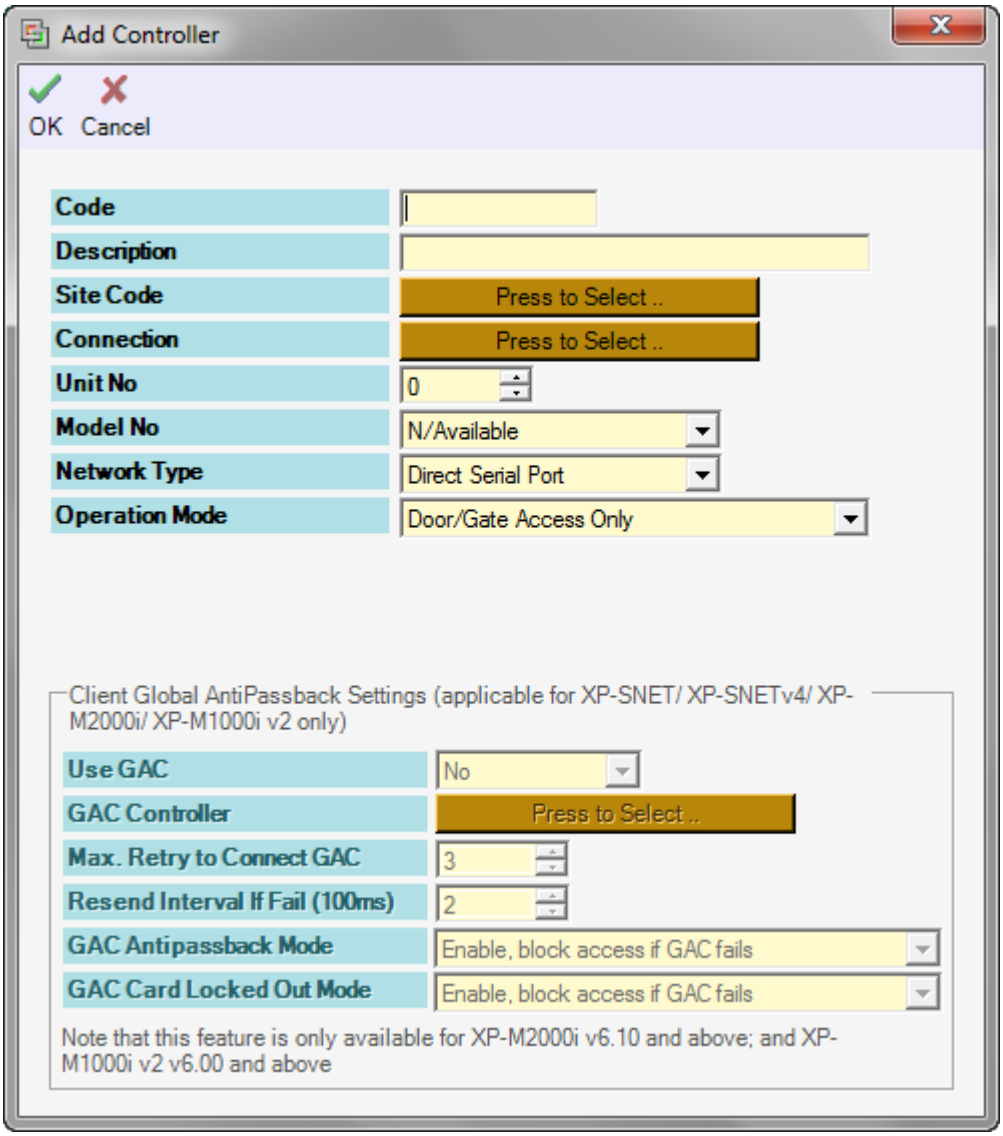
2. By default, there is already one entry in the database, which is N/Available. Do not delete this entry as it is required by the software to maintain database integrity.

3. Click Add button to add new controller. The following menu will be displayed.



4. Enter the information of the controller as described below:

Fields	Description
Code	A short name that describes the controller. This name will appear in transaction files.
Description	Longer description for the controller.
Site Code	Select a Site Code as where the controller is located.
Connection	Select the connection method that is used to connect the controller from the PC.
Unit No	Controller's address number. This number must be unique. You can set address from 00 to 15.
Model No	Controller model name. Eg. XP-CPRO5, XP-CPRO10, XP-SNET etc.
Network Type	Specify the network type for connecting the controller and software.
Operation Mode	Defines the controller operation mode. There are 5 modes to select:

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	• Door/Gate Access Only • Lift Floor Access • Alarm Only • Door Access + Alarm • Guard Tour
Use GAC	Specify whether controller is connected to Global Antipassback Controller (GAC) or not.
GAC Controller	Specify which Global Antipassback Controller (GAC) the controller will be connected to.
Max. Retry to Connect GAC	Maximum retry to connect with Global Antipassback Controler (GAC).
Resend Interval If Fail (100ms)	Resend time interval if communication failed (times 100ms).
GAC Antipassback Mode	Antipassback mode.
GAC Card Locked Out Mode	Card locked out mode.

5. After you have entered all the necessary fields, click OK to confirm and save settings.

The newly added controller will be added to the controller list.

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Deleting Controller

To delete controller to the software database, please follow the steps below:

1. Open the Controller Setup menu from Server Admin > System Device Setup > Controller. The menu will display a list of controllers.
2. Click on the controller entry which you wish to delete it. Make sure you have removed the door, alarm controller, input and output entries that are attached to the controller.

   Note: N/Available entry cannot be deleted.

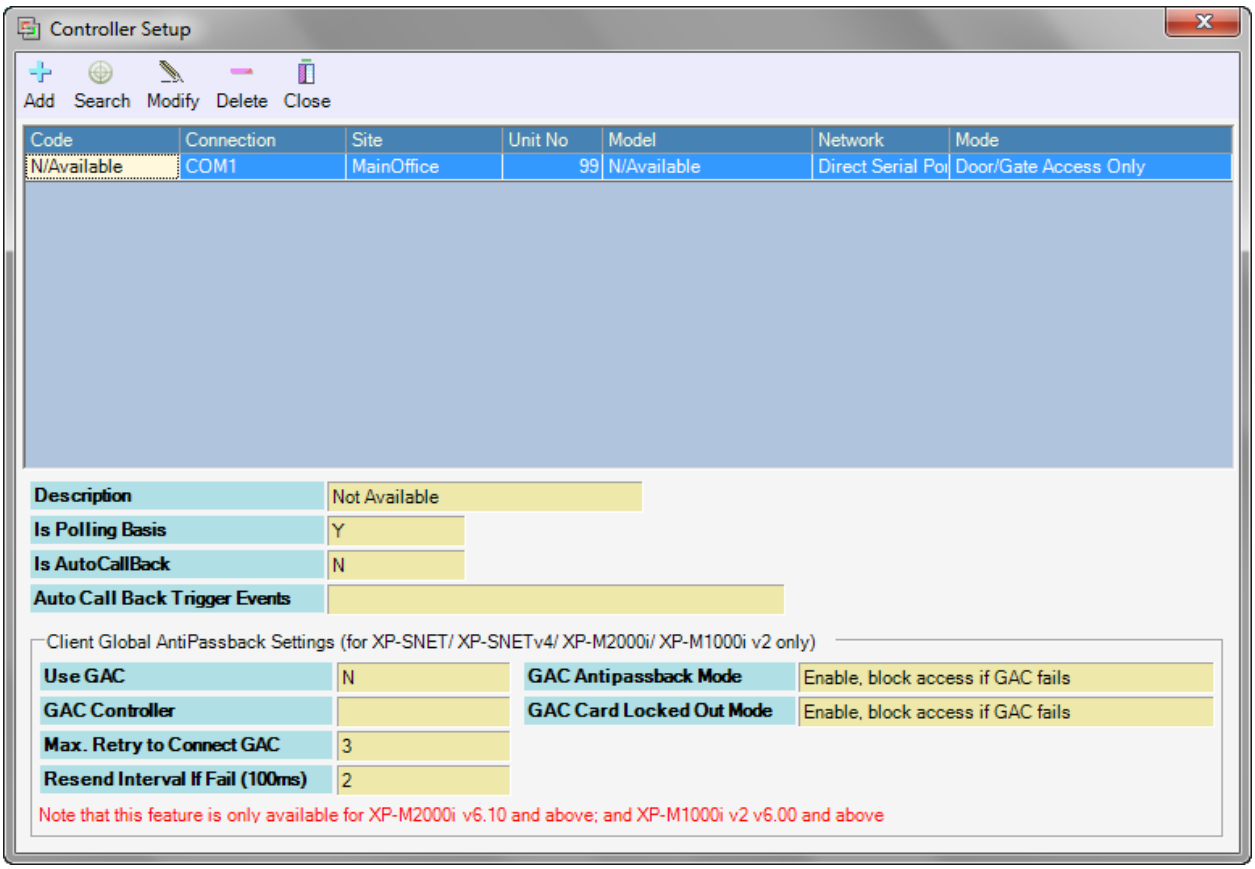
3. Click Delete button to delete the selected controller.
4. A dialogue box is displayed to ask confirmation from user. Click OK to confirm the deletion.
5. A "Record Deleted !" message will be shown. Click OK to continue.

Device Discovery function

Device Discovery function is used to search for controller(s) connected to the same network. Once the Device Discovery found the controller, user can configure the controller as per in Web Diagnostics and also add the controller into the Controller database. This function also applicable to any controller that is found by the Device Discovery.

Please follow the steps below.

1. Open the Controller Setup menu from Server Admin > System Device Setup > Controller. The menu as below will be shown.



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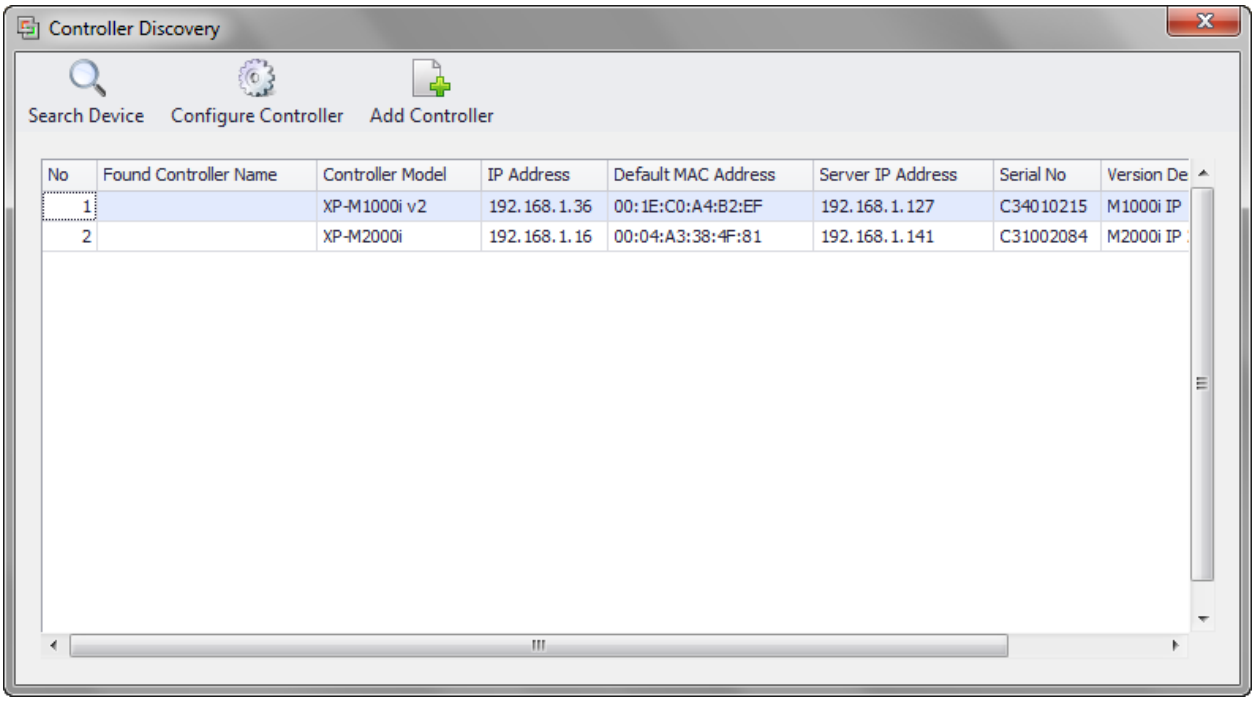
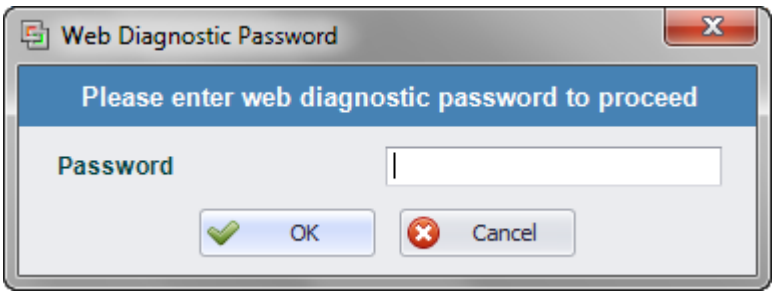
2. Click Search button and the Device Discovery windows will be shown to search the controllers.

3. Once Device Discovery has completed the search, the Controller Discovery windows will be shown as below.



4. After you have configure all the necessary fields, click OK to confirm and Web Diagnostic Password will be displayed as below:



5. Enter the password. Please refer to sticker information on controller's casing.

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GAC

GAC stands for Global Antipassback Controller. It is a controller that integrates antipassback monitoring within multiple door controllers.

First you need to let the software know how many controllers are there in the system. If you haven't done so, please refer to Adding Controller.

So, among the controllers, you need to let the software knows which controllers will serve as GACs in the system and what their communication port numbers are so that the software will be able to communicate with all GACs.

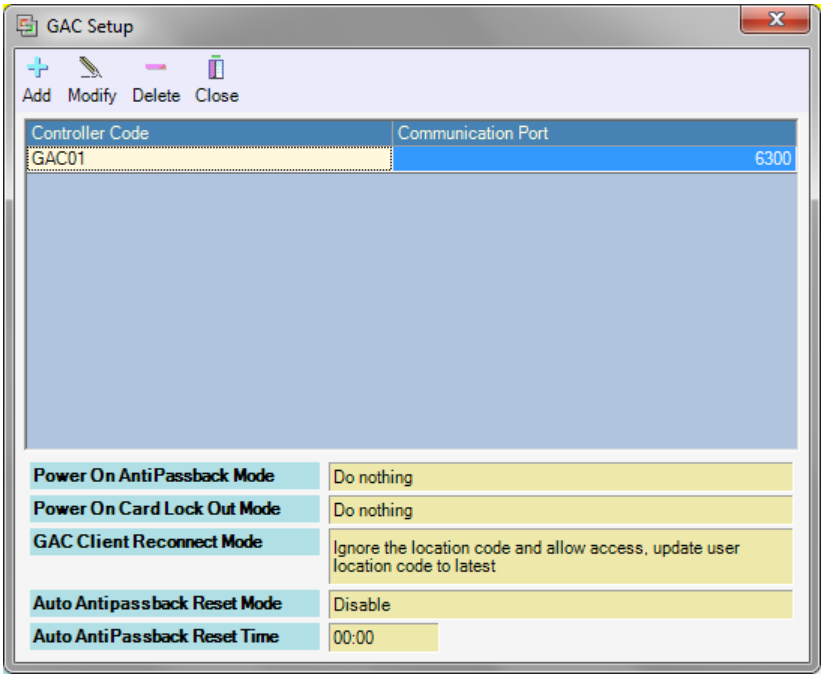
Below is the information you need to prepare when adding GACs to the software database:

- Which controllers will serve as GACs?
- What are their communication port numbers?
- What are their antipassback modes upon power up?
- What are their card lock out modes upon power up?
- What are their GAC client reconnect mode?
- What are their antipassback reset mode?
- If their antipassback reset mode is enabled, what are antipassback reset times?

Prepare the information as listed above and if possible, draft them in a table format. With all these information in hand, it will ease the data entry process.

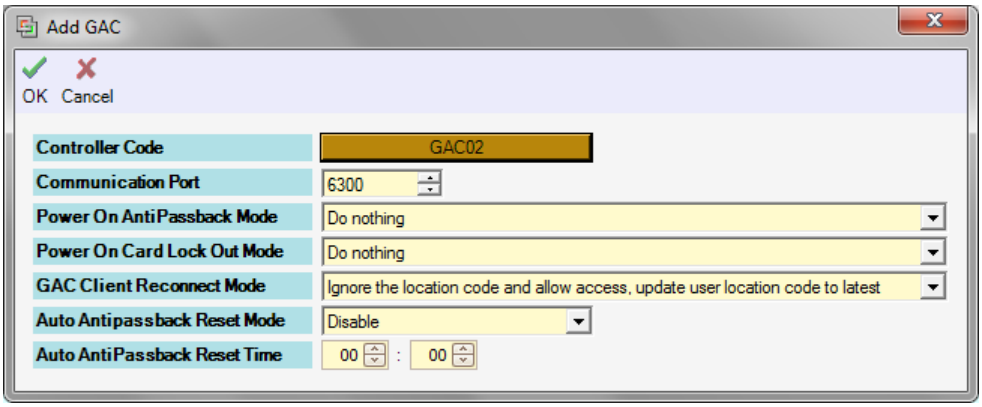
To add new GAC to the software database, please follow the steps below:

1. Open the Controller Setup menu from Server Admin > System Device Setup > GAC. The menu as below will be shown.



The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

2. Click Add button to add new GAC. The following menu will be displayed.



3. Enter the information of the GAC as described below:

Fields	Description
Controller Code	Choose the controller that will serve as a GAC.
Communication Port	This is the port number that the software will use to communicate with the GACs. You can change this to another port number but you must set the same port number for the GACs as well.
Power On AntiPassback Mode	Power On AntiPassback Mode
Power On Card Lock Out Mode	Power On Card Lock Out Mode
GAC Client Reconnect Mode	GAC Client Reconnect Mode
Auto Antipassback Reset Mode	Auto Antipassback Reset Mode
Auto Antipassback Reset Time	Auto Antipassback Reset Time

4. After you have entered all the necessary fields, click OK to confirm and save settings.

The newly added GAC will be added to the GAC list.

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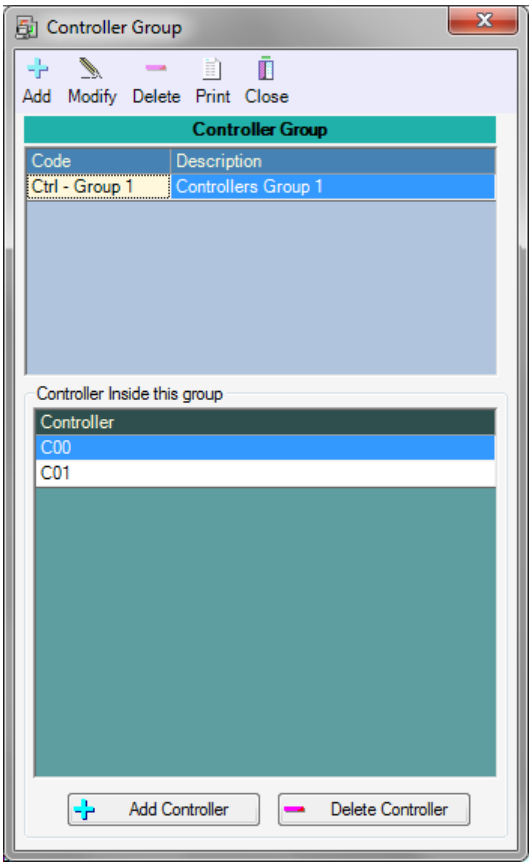
Controller Grouping

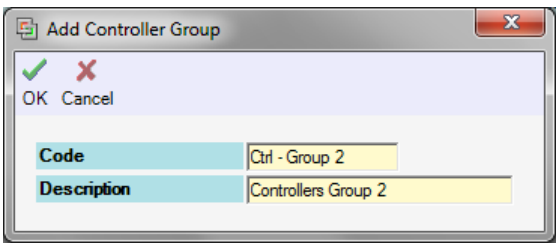
Controllers are added individually to the system's database. You will specify the controller parameters during setting up of controller database. However, controllers can be grouped together. This feature is reserved for future application.

To create a Controller Group, please follow the steps below:

1. Open the Controller Group menu from Server Admin > System Device Setup > Controller Group. The menu as below will be shown. The upper list is the Controller Group code name. The bottom is the list of all the controllers under the selected Controller Group.



2. Click Add button to add new controller group. The following menu will be displayed.

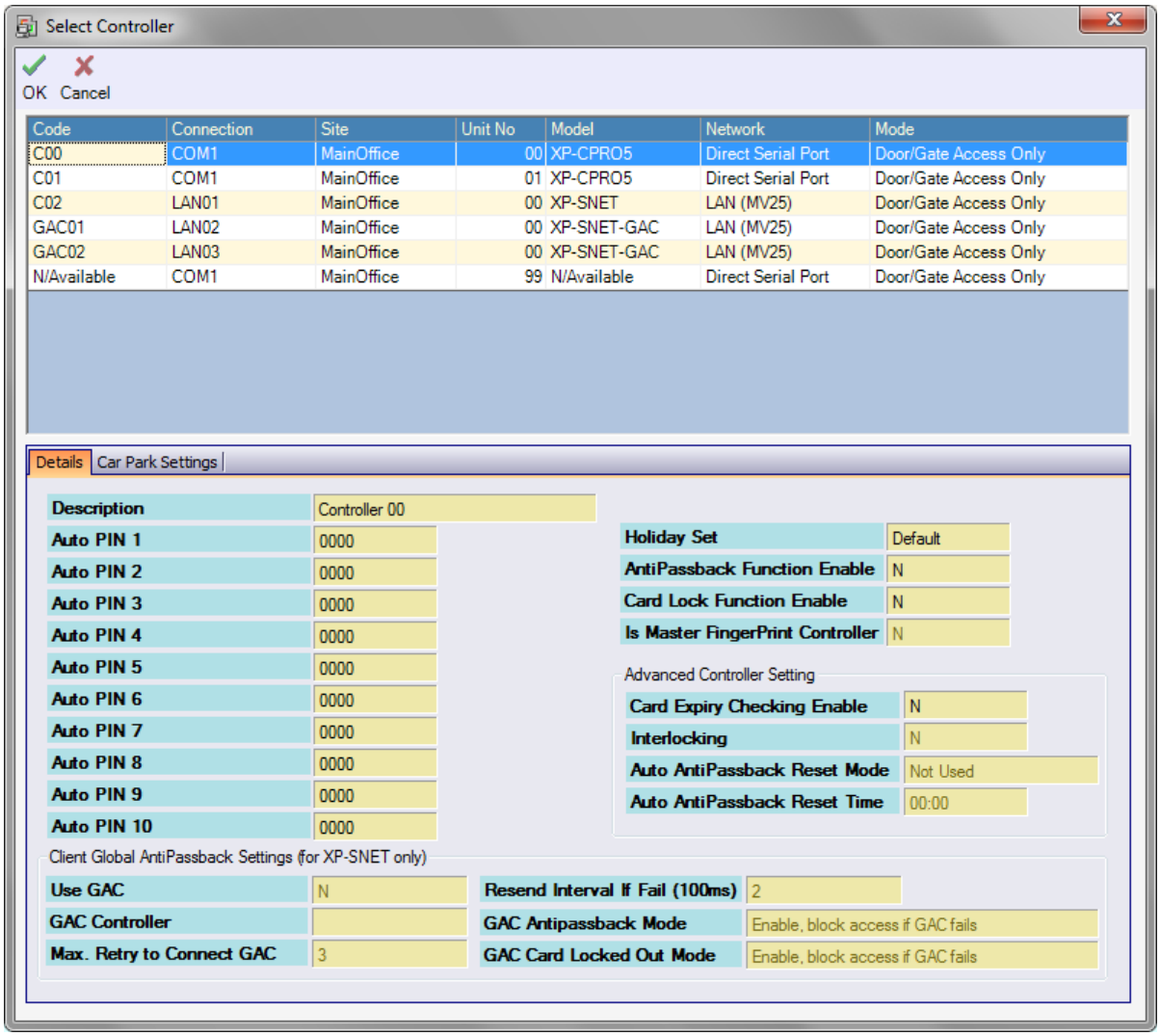


3. Enter the information of the controller group as described below:

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

Fields	Description
Code	A short name that describes the controller group.
Description	Longer description for the controller group.

4. After you have entered all the necessary fields, click OK to confirm and save settings. The newly added Controller Group will appear in the upper Controller Group list.
5. Initially, all new Controller Group has no controller assigned. Click Add Controller button to assign controllers to this group. You will see the Select Controller menu.



6. Select the controller you wish to assign to this Controller Group and click OK to add to the controller list.

7. Repeat Step 5 and 6 to add all the controllers under this group.

8. Click Close to dismiss the Controller Group menu.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

Door Management

Door

First you need to let the software know how many controllers are there in the system. If you haven't done so, please refer to Adding Controller.

After you have key in the controller database, now you need to let the software knows how many doors are there and which controller they are connected to.

Below is the information you need to prepare when adding doors to the software database:

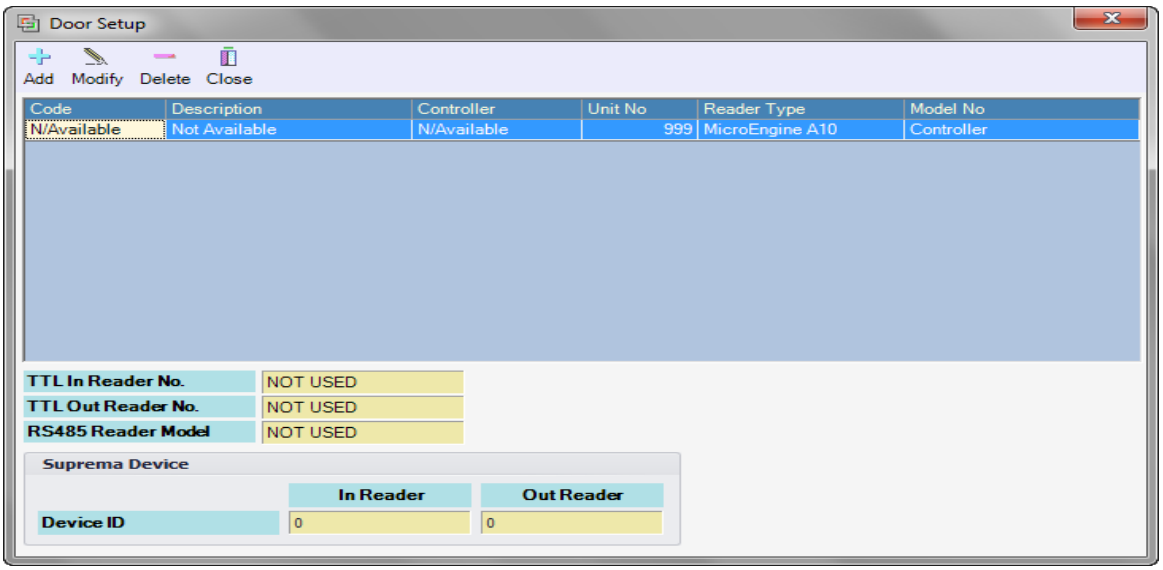
- How many doors are there?
- What are the short names you want to assign for each door?
- What are the descriptions of each door?
- Which is the host controller for each door?
- What are their addresses (door no.)?
- What is the model of each Reader Interface?
- What is the reader output format?

Prepare the information as listed above and if possible, draft them in a table format. With all these information in hand, it will ease the data entry process.

Adding Door

To add new door to the software database, please follow the steps below:

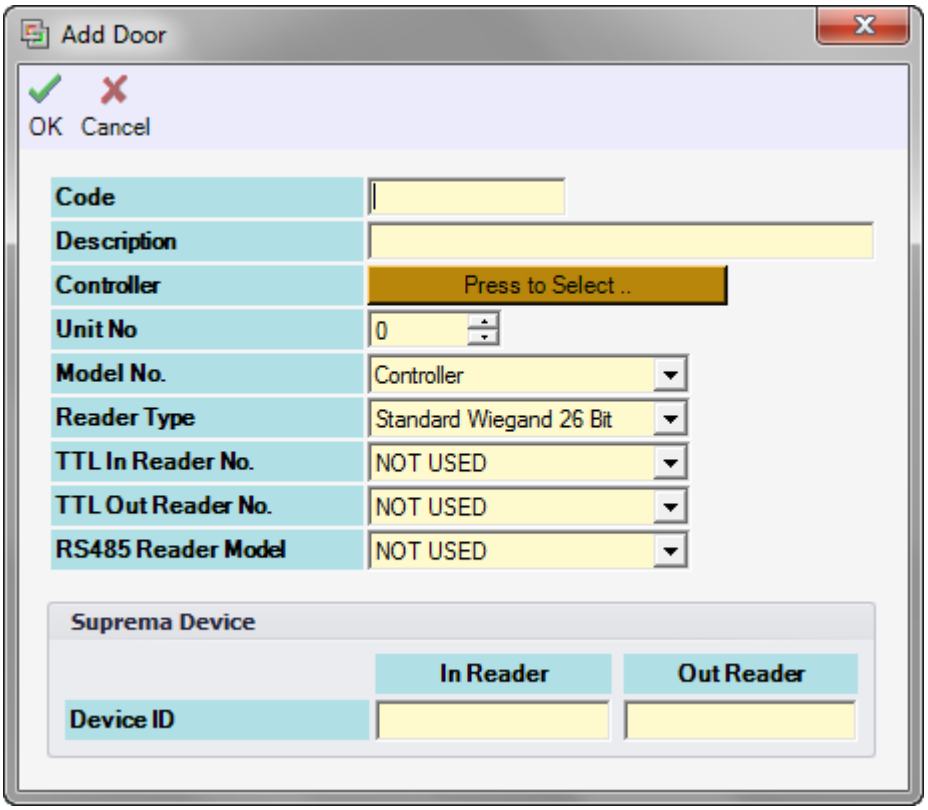
1. Open the Door Setup menu from Server Admin > System Device Setup > Door. The menu as below will be shown.



2. By default, there is already one entry in the database, which is **N/Available**. Do not delete this entry as it is required by the software to maintain database integrity.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

3. Click the Add button to add new door. The following menu will be displayed.



4. Enter the information of the door as described below:

Fields	Description
Code	A short name that describes the door. This name will appear in transaction files.
Description	Longer description for the door.
Controller	Choose the host controller connected to the door.
Unit No	Door's address number. This is address setting of the reader or Reader Interface Unit.
Model No	Reader Interface model name.
Reader Type	Specify reader output format.
TTL In Reader No	Specify TTL reader port number that will be assigned as an entry reader. This is applicable to XP-M1000i and XP-M2000i.
TTL Out Reader No	Specify TTL reader port number that will be assigned as an exit reader. This is applicable to XP-M1000i and XP-M2000i.
RS485 Reader Model	Specify RS485 reader model
Device ID	In Reader/ Out Reader

5. After you have entered all the necessary fields, click OK to confirm and save settings.

The newly added door will be added to the door list.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

Door Grouping

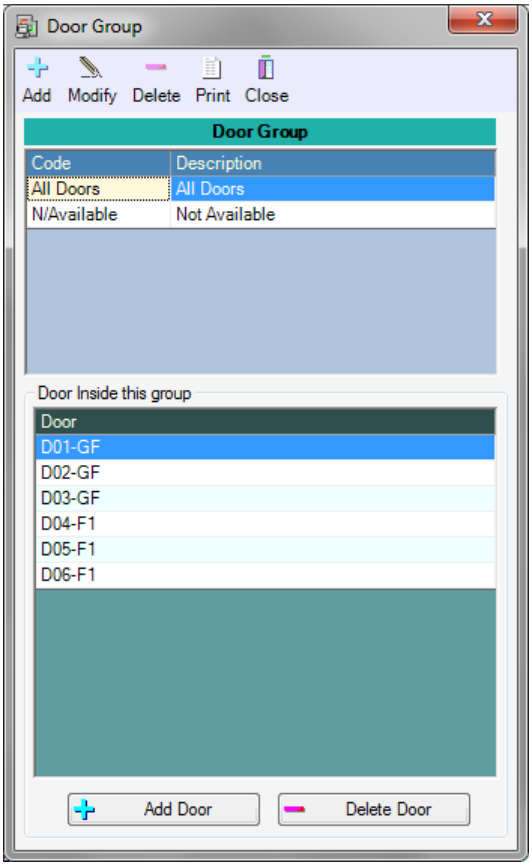
All doors in the Access Control System must be programmed to the software database so that they can be monitored and controlled by the system administrator. To simplify the door management, doors can be grouped together. Functions or settings referencing the a Door Group will affect all doors under that door group.

Door Group is applicable in these area:

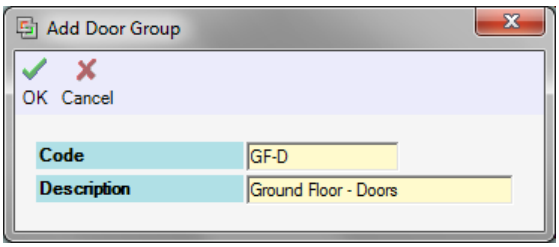
- Area Main Door selection. (in xPortalNet Client)
- Attendance Door Group for capturing time attendance records. (in xPortalNet Client)

To create a Door Group, please follow the steps below:

1. Open the Door Group menu from Server Admin > System Device Setup > Door Group. The menu as below will be shown. The upper list is the Door Group code name. The bottom list lists out all the doors grouped under the selected group.



2. Click the Add button to add new door group. The following menu will be displayed.



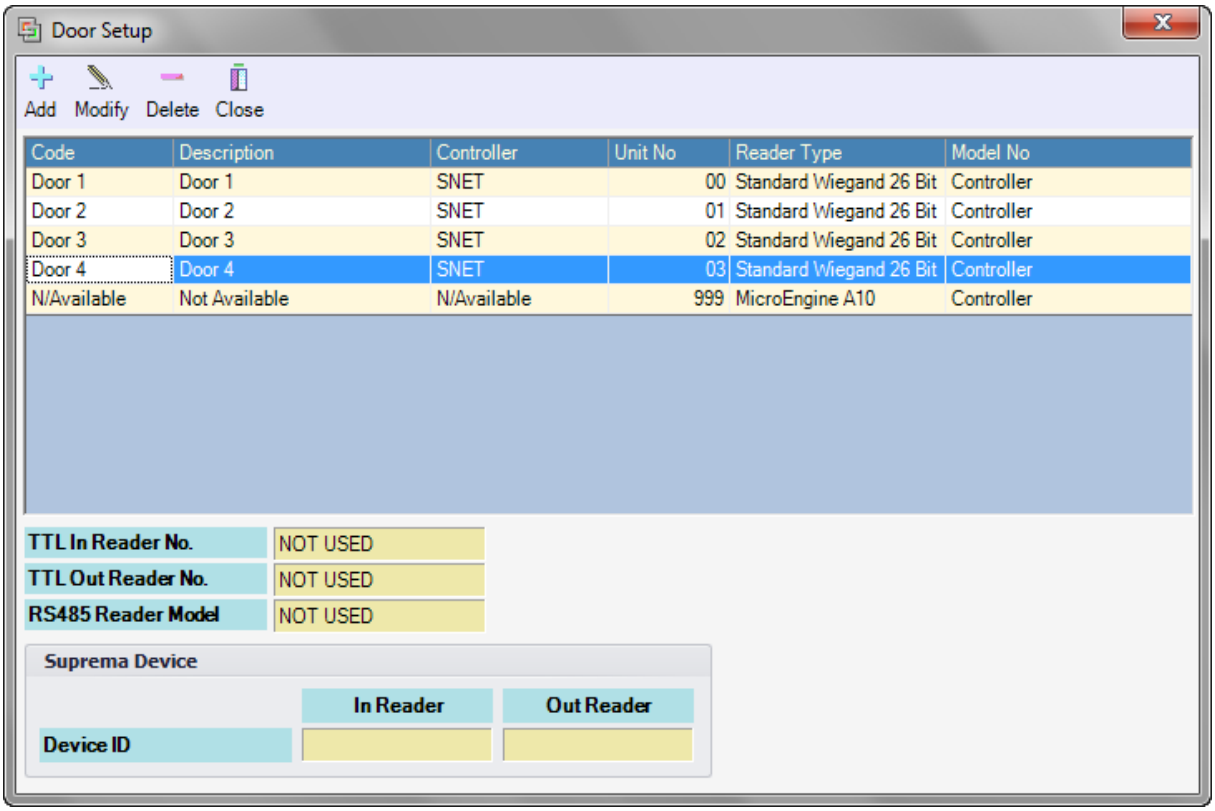
**The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.*

3. Enter the information of the door group as described below:

Fields	Description
Code	A short name that describes the door group.
Description	Longer description for the door group.

4. After you have entered all the necessary fields, click OK to confirm and save settings. The newly added Door Group will appear in the upper Door Group list.

5. Initially, all new Door Group has no door assigned. Click Add Door button to assign doors to this group. You will see the Select Door menu.



6. Select the door you wish to assign to this Door Group and click OK to add to the door list.

7. Repeat Step 5 and 6 to add all the doors under this group.

8. Click Close to dismiss the Door Group menu.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

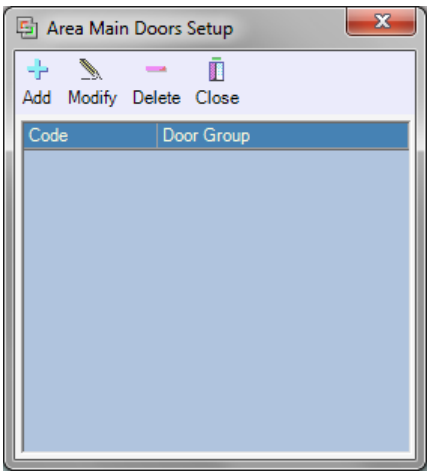
Area Main Door

The software has a special feature called Who Still IN Report (in the xPortalNet Client application). The function of this report is to show who is still inside a building or premises. But in order to use this feature, the user must first defines certain doors as Area Main Door. These doors are the access point in and out of the secured area. Card users that access through the Entry Reader of these Area Main Doors is considered as Still IN and those who go out using the Exit Reader is considered as Not IN.

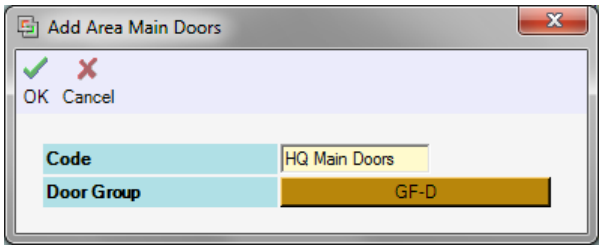
You can create more than one Area Main Doors settings so that you can monitor access of different Area Main Doors group.

To create an Area Main Door, please follow the steps below:

1. Open the Area Main Doors Setup menu from Server Admin > System Device Setup > Area Main Door. The menu as below will be shown. You can modify the existing setting or add a new Area Main Door setting.



2. Click the Add button to add new area main door setting. The following menu will be displayed.



3. Enter the information of the area main doors setting as described below:

Fields	Description
Code	A short name that describes the Area Main Doors.
Door Group	Choose a preset Door Group to be assigned as Area Main Doors.

4. After you have entered all the necessary fields, click OK to confirm and save settings.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

Alarm Management

Alarm Controller

This section assumes the hardware installation of the controllers are completed. So now you need to let the software knows how many alarm controllers you have in the system and what are their addresses so that the software will be able to communicate with all alarm controllers.

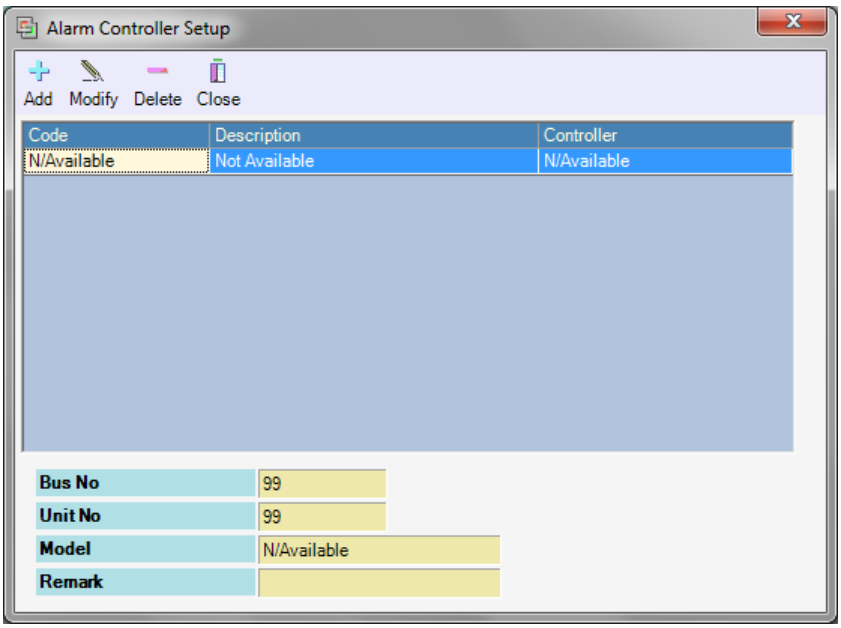
Below is the information you need to prepare when adding controllers to the software database:

- How many alarm controllers are there?
- What are their addresses?
- What are models of each alarm controller?
- What are the short names you want to assign for each controller?
- What are the descriptions of each controller?
- What is the connection method to each controller (local RS485, LAN and modem dial-up)?

Prepare the information as listed above and if possible, draft them in a table format. With all these information in hand, it will ease the data entry process.

To add new alarm controller to the software database, please follow the steps below:

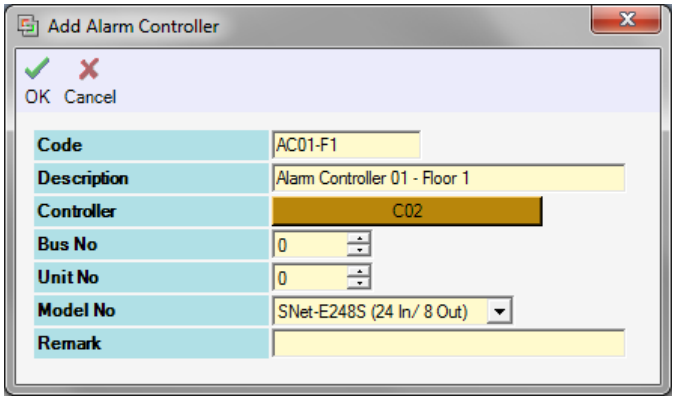
1. Open the Alarm Controller menu from Server Admin > System Device Setup > Alarm Controller. The menu as below will be shown.



2. By default, there is already one entry in the database, which is N/Available. Do not delete this entry as it is required by the software to maintain database integrity.

3. Click the Add button to add new alarm controller. The following menu will be displayed.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.



4. Enter the information of the alarm controller as described below:

Fields	Description
Code	A short name that describes the alarm controller. This name will appear in transaction files.
Description	Longer description for the alarm controller.
Controller	The controller to which the alarm controller is connected.
Bus No	Alarm controller connection.
Unit No	Alarm controller address number. This number must be an unique. You can set address from 00 to 15.
Model No	Controller model name. Eg. MTA-S168, MTA-R16, SNet-E248S etc.
Remark	Additional information with regards to the alarm controller that's about to be created.

5. After you have entered all the necessary fields, click OK to confirm and save settings.

The newly added alarm controller will be added to the alarm controller list.

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Output Point

This section assumes the hardware installation of the output points are completed. So now you need to let the software knows how many output points you have in the system and what are their point number so that the software will be able to communicate with all outputs.

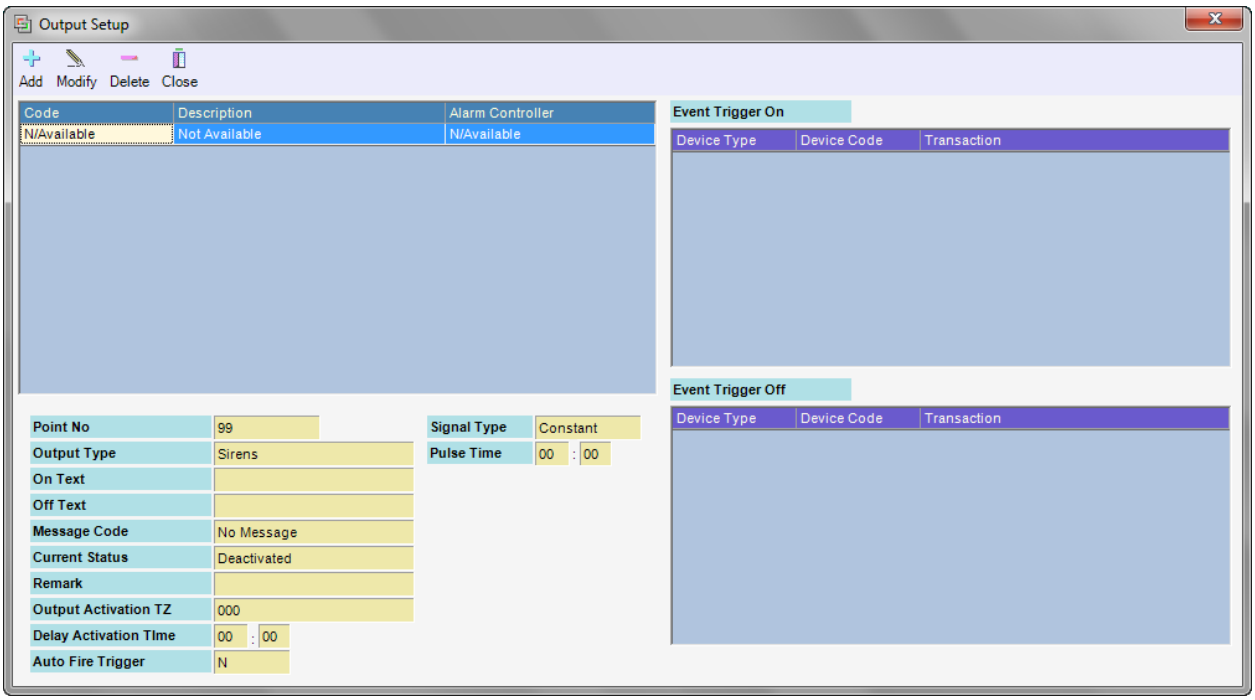
Below is the information you need to prepare when adding output points to the software database:

- How many outputs are there?
- What is their point number?
- Which alarm controller is the output connected?
- What are the short names you want to assign for each output?
- What are the descriptions of each output?
- What type of device is connected to the output?
- What are the output texts to be display during On/Off state?

Prepare the information as listed above and if possible, draft them in a table format. With all these information in hand, it will ease the data entry process.

To add new output point to the software database, please follow the steps below:

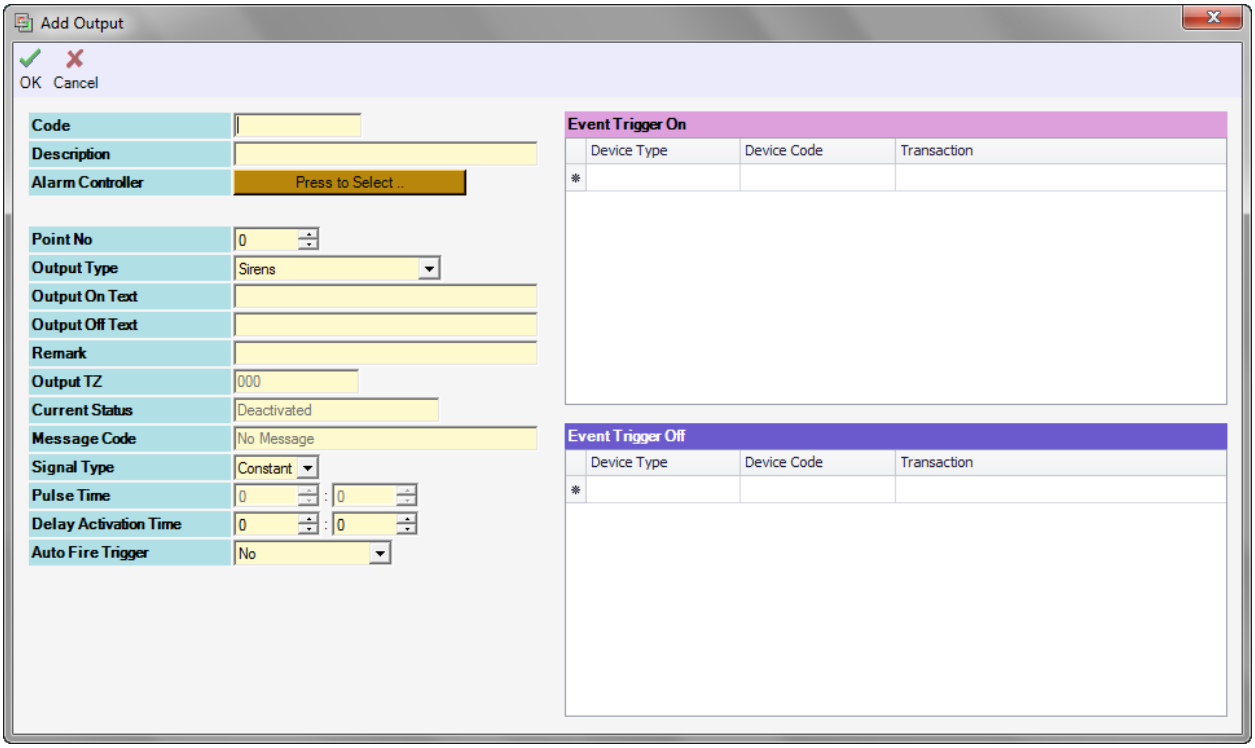
1. Open the Output Point menu from Server Admin > System Device Setup > Output Point. The menu as below will be shown.



2. By default, there is already one entry in the database, which is N/Available. Do not delete this entry as it is required by the software to maintain database integrity.

3. Click the Add button to add new output point. The following menu will be displayed.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.



4. Enter the information of the output point as described below:

Fields	Description
Code	A short name that describes the output point. This name will appear in transaction files.
Description	Longer description for the output point.
Alarm Controller	Select the alarm controller that the output is connected to.
Point No	The output point number connected to the alarm controller.
Output Type	The device that is connected to the output.
Output On Text	A text message that display on the output list when in On state.
Output Off Text	A text message that display on the output list when in Off state.
Remark	Additional information with regards to the output point that's about to be created
Output TZ	A define time zone for the output.
Current Status	The current status in which its in activated or deactivated status.
Message Code	An alarm instruction message.
Signal Type	Select the signal type. Constant – A continuous signal Pulse - A pulse in signal processing is a rapid
Delay Activation Time	Specify time taken for this output to be active after triggered by input.
Auto Fire Trigger	This setting is used to activate or deactivate output triggered during fire emergency. Selected 'Yes' will make the output triggered after fire alarm signal is received by a specific controller.

5. After you have entered all the necessary fields, click OK to confirm and save settings.

The newly added output point will be added to the output list.

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Input Point

This section assumes the hardware installation of the input points are completed. So now you need to let the software knows how many input points you have in the system and what are their point number so that the software will be able to communicate with all outputs.

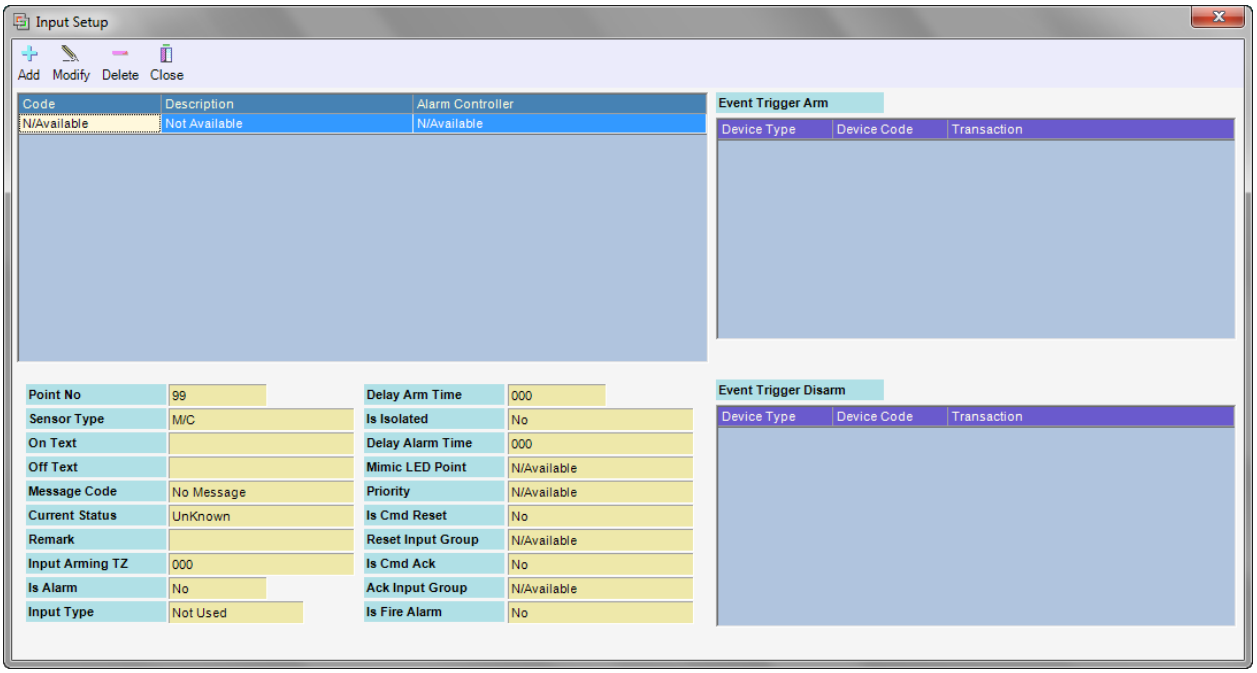
Below is the information you need to prepare when adding input points to the software database:

- How many inputs are there?
- What is their point number?
- Which alarm controller is the input connected?
- What are the short names you want to assign for each input?
- What are the descriptions of each input?
- What type of device is connected to the input?
- What are the input texts to be display during On/Off state?
- Is the input connected to any CCTV camera? If Yes, which camera?
- Is the input a fire input signal?

Prepare the information as listed above and if possible, draft them in a table format. With all these information in hand, it will ease the data entry process.

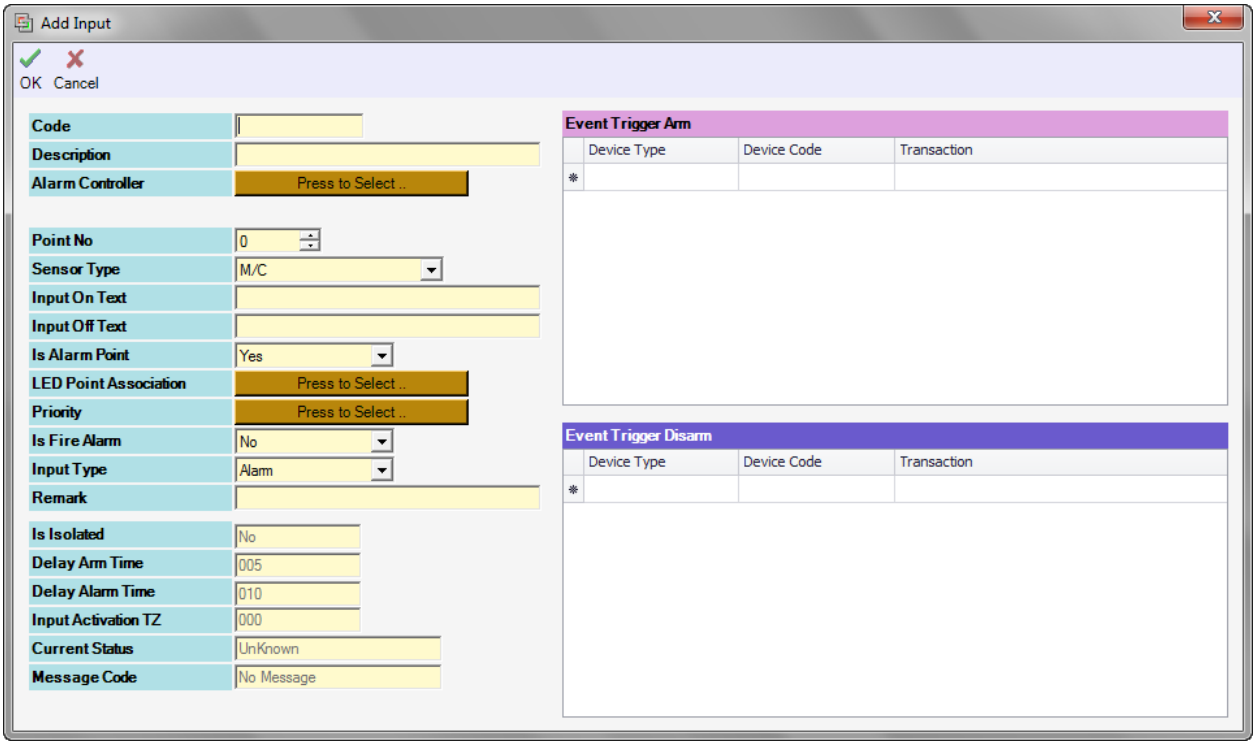
To add new input point to the software database, please follow the steps below:

1. Open the Input Point menu from Server Admin > System Device Setup > Input Point. The menu as below will be shown.



2. By default, there is already one entry in the database, which is N/Available. Do not delete this entry as it is required by the software to maintain database integrity.
3. Click the Add button to add new input point. The following menu will be displayed.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.



4. Enter the information of the input point as described below:

Fields	Description
Code	A short name that describes the input point. This name will appear in transaction files.
Description	Longer description for the input point.
Alarm Controller	Select the alarm controller that the input is connected to.
Point No	The input point number connected to the alarm controller.
Sensor Type	Select the sensor type.
Input On Text	A text message that display on the input list when in On state.
Input Off Text	A text message that display on the input list when in Off state.
Is Alarm Point	Select the input is either an alarm point or just a normal input point.
LED Point Association	Specify the LED Point Association to this input.
Priority	Select a priority for the input point.
Is Fire Alarm	Select the input is either a fire alarm or not.
Input Type	Specify the input type
Remark	Additional information with regards to the input point that's about to be created.

5. After you have entered all the necessary fields, click OK to confirm and save settings.

The newly added input point will be added to the output list.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

Alarm Priority

An Alarm Priority is a defined priority for a list of alarms under a specific alarm queue. Alarm priority can support a maximum of 10 different priorities (with 0 being the lowest priority and 9 the highest).

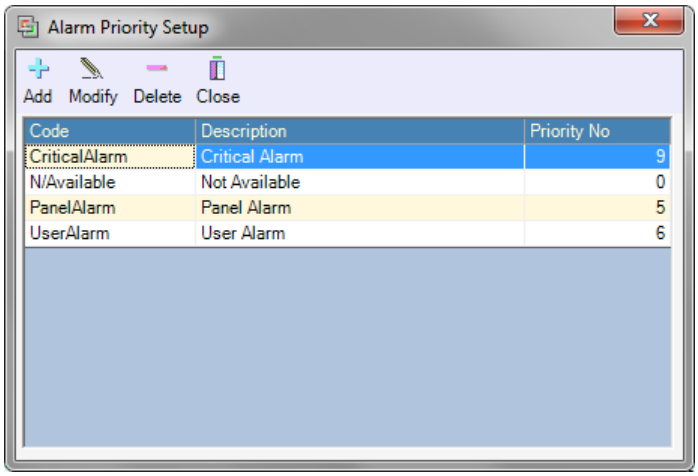
The system will promote to the top of each alarm queue, the most recent, or oldest (depending on user configuration) highest priority alarm that resides within the queue and which is yet to be acknowledged by the operator.

The alarms are also further prioritized in groups (by the system), within each queue, as:

- Unacknowledged
- Acknowledged, but not cleared (applies if immediately clearable for the input is set to 'No')
- Deferred

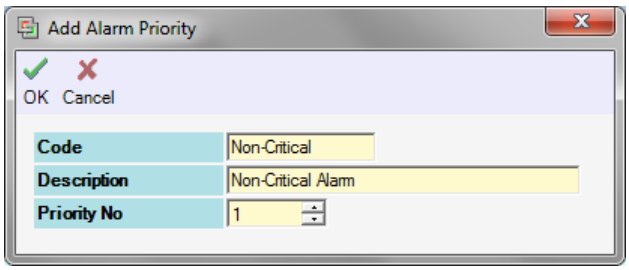
To add alarm priority to the software database, please follow the steps below:

1. Open the Alarm Priority menu from Server Admin > System Device Setup > Alarm Priority. The menu as below will be shown.



2. By default, there are already four entries in the database, which are as shown above.

3. Click the Add button to add new alarm priority. The following menu will be displayed.



4. Enter the information of the alarm priority as described below:

Fields	Description
Code	A short name that describes the alarm panel. This name will appear in the alarm queue list.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

Description	Longer description for the alarm priority.
Priority No.	The priority number to be set with 9 being the highest priority and 0 the lowest priority.

5. After you have entered all the necessary fields, click OK to confirm and save settings.

The newly added alarm priority will be added to the system.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

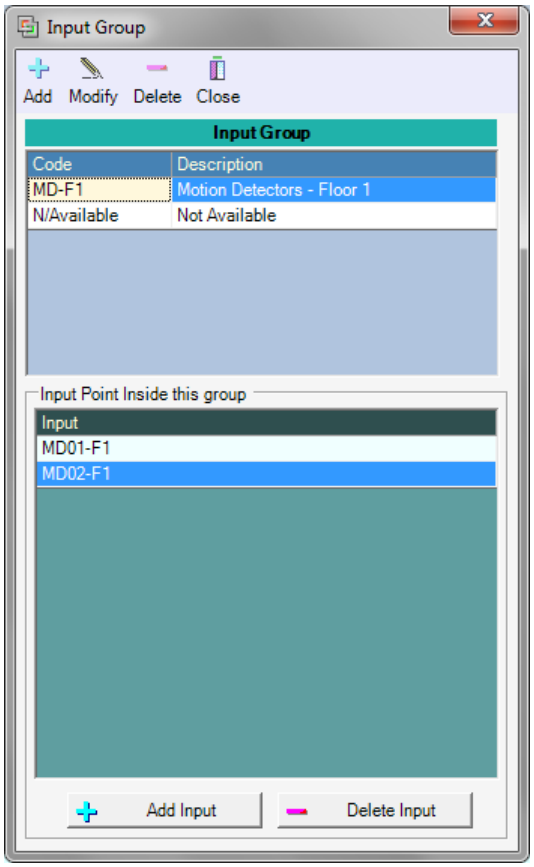
Input Group

All inputs in the Access Control System must be programmed to the software database so that they can be monitored and controlled by the system administrator. To simplify the input management, inputs can be grouped together. Functions or settings referencing the a Input Group will affect all inputs under that input group.

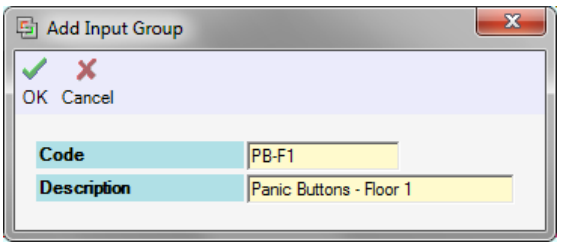
Input Group is applicable in Input List in xPortalNet Client.

To create a Input Group, please follow the steps below:

1. Open the Input Group menu from Server Admin > System Device Setup > Input Group. The menu as below will be shown. The upper list is the Input Group code name. The bottom list lists out all the inputs grouped under the selected group.



2. Click the *Add* button to add new door group. The following menu will be displayed.



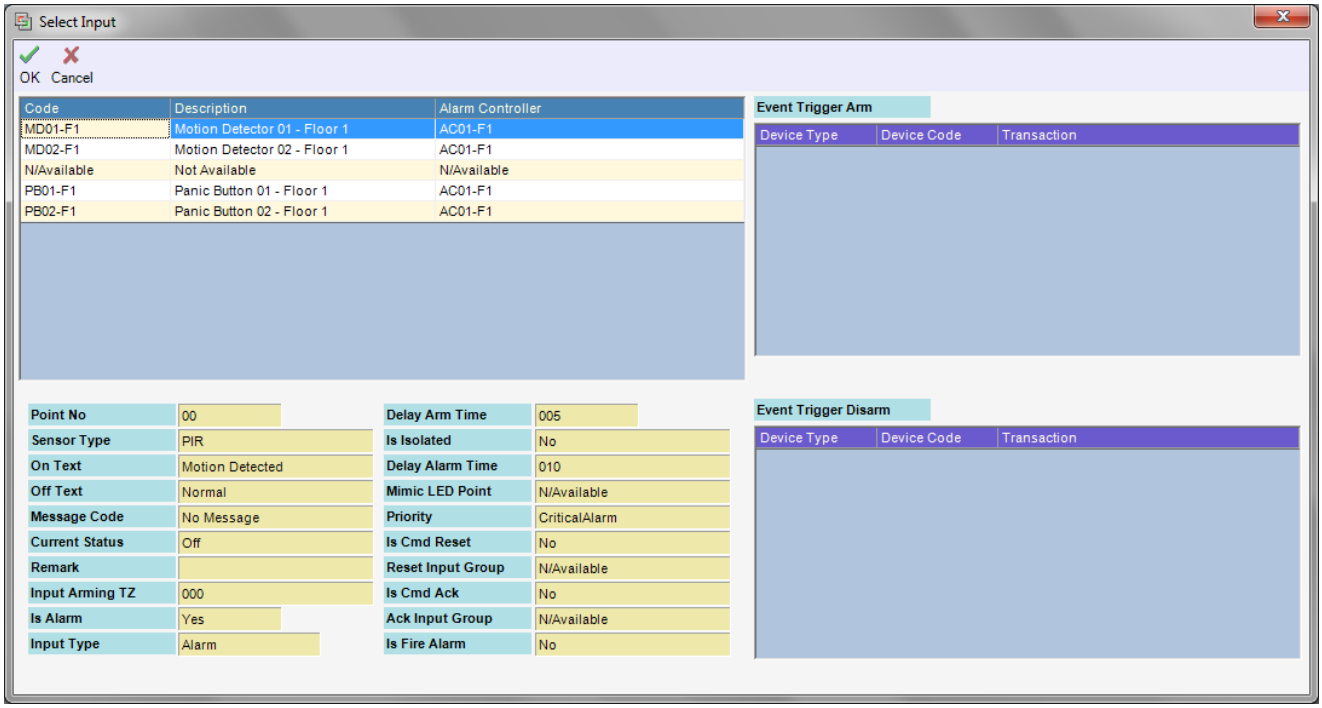
3. Enter the information of the door group as described below:

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

Fields	Description
Code	A short name that describes the input group.
Description	Longer description for the door group.

4. After you have entered all the necessary fields, click OK to confirm and save settings. The newly added Input Group will appear in the upper Input Group list.

5. Initially, all new Input Group has no input assigned. Click Add Input button to assign inputs to this group. You will see the Select Input menu.



6. Select the input you wish to assign to this Input Group and click OK to add to the input list.

7. Repeat Step 5 and 6 to add all the inputs under this group.

8. Click Close to dismiss the Input Group menu.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

Lift Management

Lift Panel

First you need to let the software know how many controllers are there in the system. If you haven't done so, please refer to Adding Controller.

After you have key in the controller database, now you need to let the software knows how many lifts are there and which controller they are connected to.

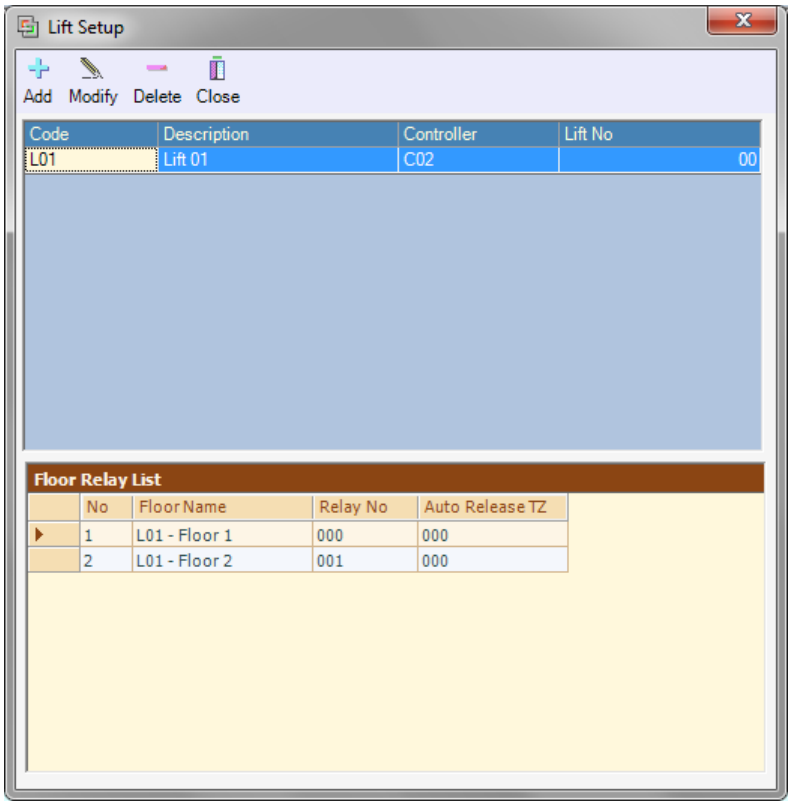
Below is the information you need to prepare when adding lifts to the software database:

- How many lifts are there?
- What are the short names you want to assign for each lift?
- What are the descriptions of each lift?
- Which is the host controller for each lift?
- What are their addresses (lift no.)?

Prepare the information as listed above and if possible, draft them in a table format. With all these information in hand, it will ease the data entry process.

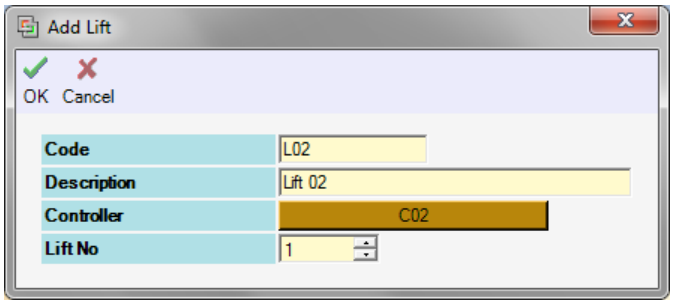
To add new lift to the software database, please follow the steps below:

1. Open the Lift Setup menu from Server Admin > System Device Setup > Lift Panel. The menu as below will be shown.



The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

2. Click the Add button to add new lift. The following menu will be displayed.



3. Enter the information of the lift as described below:

Fields	Description
Code	A short name that describes the lift. This name will appear in transaction files.
Description	Longer description for the lift.
Controller	Choose the host controller connected to the lift.
Lift No	Lift's address number. This is address setting of the reader or Reader Interface Unit.

4. After you have entered all the necessary fields, click OK to confirm and save settings.

The newly added lift will be added to the lift list.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

Floor Relay

This section assumes the hardware installation and software configuration of the floor relay are completed. So now you need to let the software knows what are the relay number so that the floor access functions can be used.

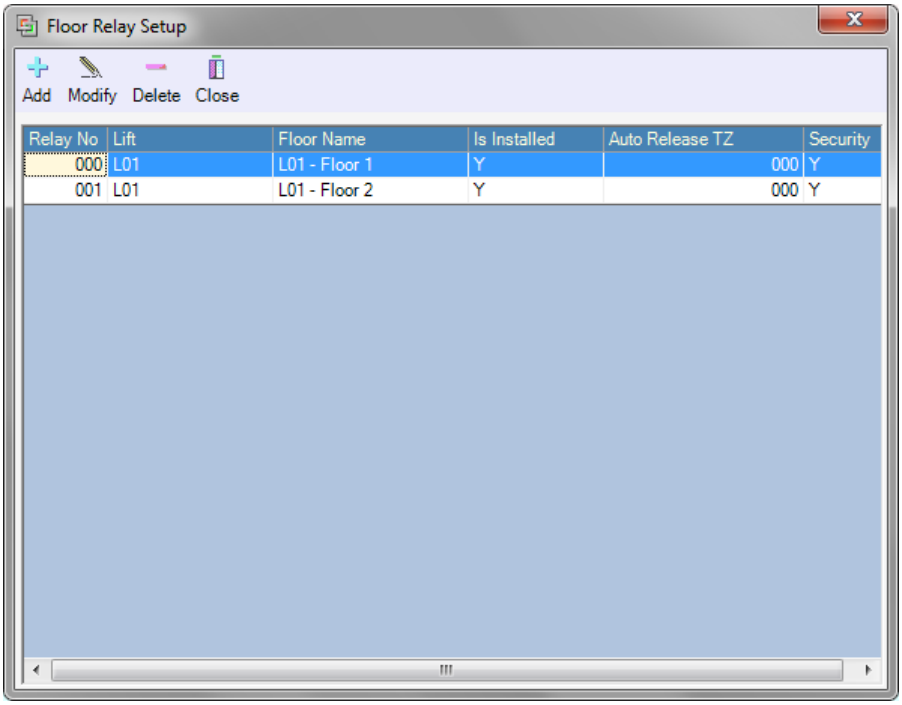
Below is the information you need to prepare when adding floor relay name to the software database:

- How many floors are there?
- Which is the host lift for each floor?
- What is the name you want to assign for each floor?
- What are their addresses (floor relay no.)?

Prepare the information as listed above and if possible, draft them in a table format. With all these information in hand, it will ease the data entry process.

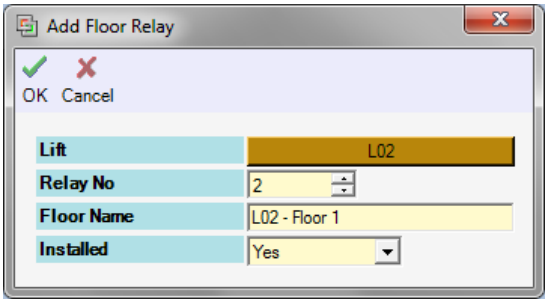
To add new floor relay to the software database, please follow the steps below:

1. Open the Floor Relay Setup menu from Server Admin > System Device Setup > Floor Relay. The menu below will be shown.



2. Click the Add button to add new floor relay. The following menu will be displayed.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.



3. Enter the information of the floor relay as described below:

Fields	Description
Lift	Choose the host lift associated to the floor.
Relay No	A unique relay number as on the MicroEngine Relay Controller Board which is assigned to the floor. For MIO-R16, range is 001-112. For SNET-E32R, range is 000-127.
Floor Name	A name that describes the floor. This name will appear in transaction files.

4. After you have entered all the necessary fields, click OK to confirm and save settings.

The newly added floor relay will be added to the floor relay list.

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System User Management

System User

Changing System User's Login Password

Software Menu Accessibility Control

Site Access

Menu Resource Control

xPortalNet Server

xPortalNet Client

Disconnecting System User

Define Client's Connection Time-Out

Monitoring Station

Event Fliter

**The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.*

System User

System User is the user that has authority to use the xPortalNet software. There can be more than one System User to manage the system. Every System User will have its own User ID and Password for log in to the software. Each user can have different authority depends on the assigned menu access level.

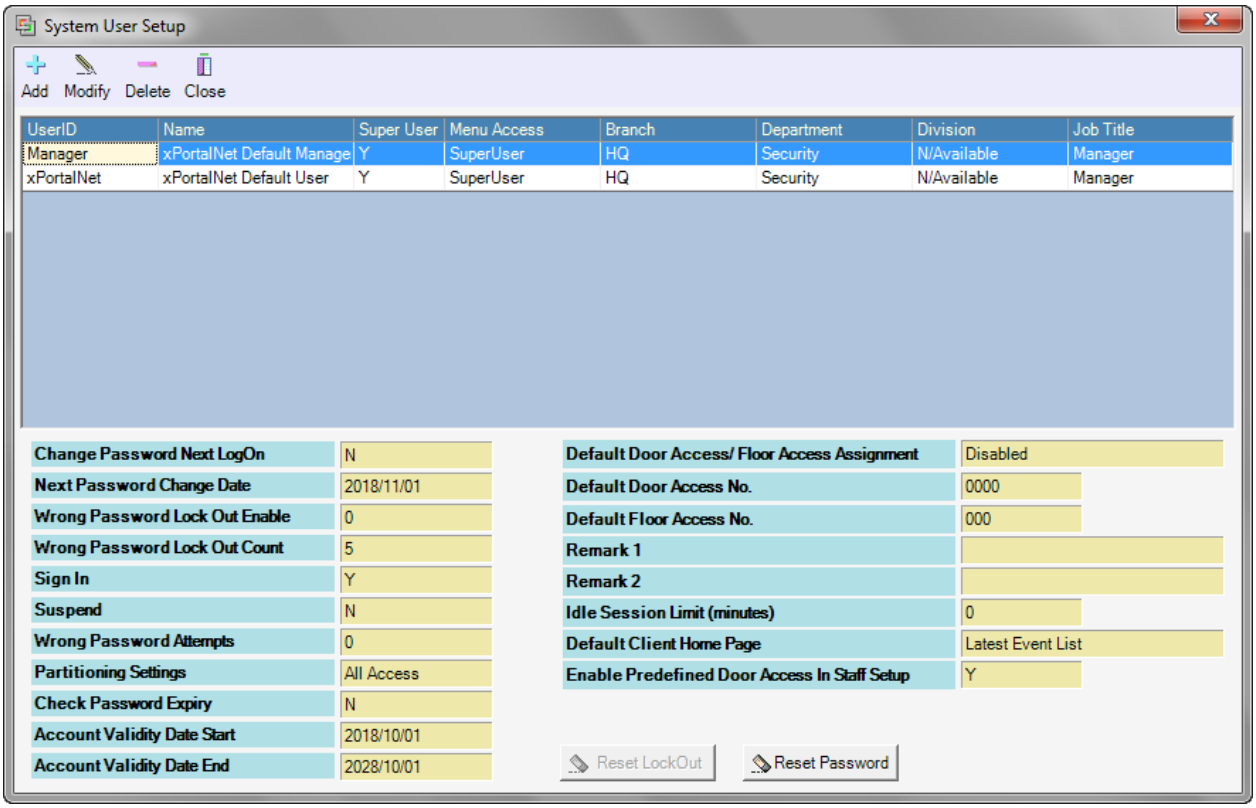
There are two default System Users and below is their respective information:

System User 1
User ID: xPortalNet
Password: xPortalNet
Menu Access Level: SuperUser

System User 2
User ID: Manager
Password: Manager1
Menu Access Level: SuperUser

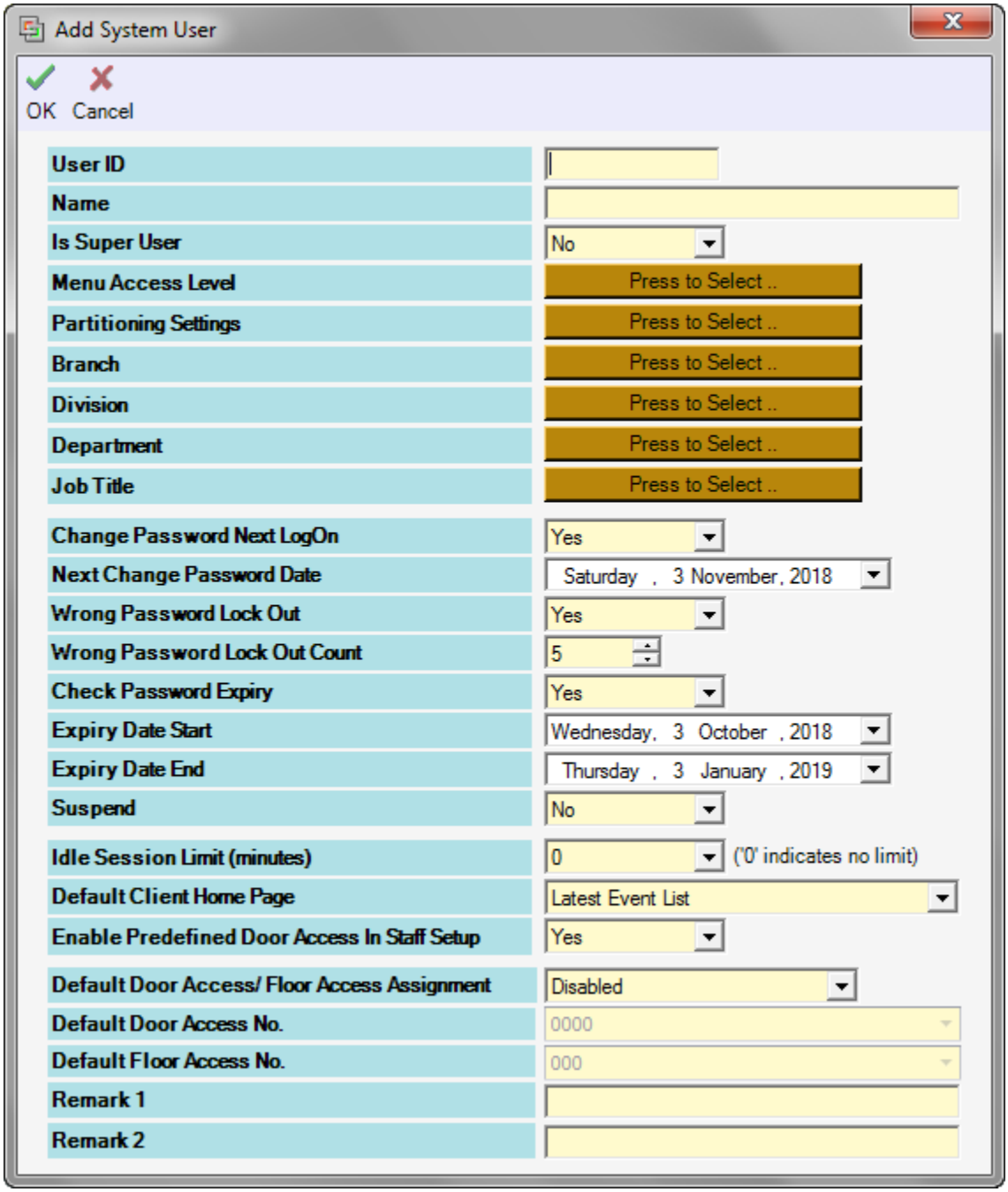
To create new System User, please follow the steps below:

1. Open the System User Setup menu from Server Admin > System User. The menu as below will be shown.



2. Click the Add button to create new System User. The following menu will be displayed.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.



3. Enter the information of the System User as described below:

Fields	Description
User ID	This is the User ID for the System User that will be used during login to the software.
Name	The name of the System User.
Is SuperUser	Specify whether this System User is a SuperUser. A SuperUser has authority to access every functions of the software.
Menu Access Level	If the user is not a SuperUser, you need to assign a menu access level setting to the System User.
Partitioning Settings	Choose a partitioning setting for the System User.
Branch	Choose a branch that the System User belongs to.

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Division	Choose a division that the System User belongs to.
Department	Select the department of the System User.
Job Title	Select the job title of the System User.
Change Password Next LogOn	If this is set to Yes, the System User will be prompted to change the log in password. After that, this flag will be reset to No.
Next Change Password Date	You can set the date when the System User will be prompted to change the log in password again. This is to increase the security of the system.
Wrong Password Lock Out	Set whether the System User will be lock out from the system if the user enters the wrong password exceed the Wrong Password Lock Out Count.
Wrong Password Lock Out Count	Set how many times a System User can retry if wrong password is received.
Check Password Expiry	Set whether the software should check for System User password expire date as stated by Next Change Password Date.
Expiry Date Start	Defines the start date of the System User validity period.
Expiry Date End	Defines the end date of the System User validity period.
Suspend	Select Yes to suspend the System User and No to restore user status.
Idle Session Limit (minutes)	Specify limit of session period in minutes.
Default Client Home Page	Specify default client home page that will be shown when the System User log in to xPortalNet Client.
Enable Predefined Door Access in Staff Setup	Enable or disable the Predifine Door Access features in Staff Setup 1) Yes: To allow user to select predefined Door Access in Staff Setup 2) No: To prevent user from selecting predefined Door Access in Staff Setup.
Default Door Access/Floor Access Assignment	There will be a dropdown option for 'Default Door Access/Floor Access Assignment'. There are 3 options to pick from as the following: • Disabled - Software will NOT automatically select 'Door Access No.' and 'Floor Access No.' and user will have to select manually. • By Tenant- Software will automatically select 'Door Access No.' and 'Floor Access No.' according to the default value configured in 'Tenant Setup'. • By System User - Software will automatically select 'Door Access No.' and 'Floor Access No.' according to the default value configured in 'System User Setup'.
Remark 1	Extra field to enter System User information.
Remark 2	Extra field to enter System User information.

5. After you have entered all the necessary fields, click OK to confirm and save settings. A "Record Updated!" dialog box will be displayed.

4. Click Close to dismiss the System User Setup menu.

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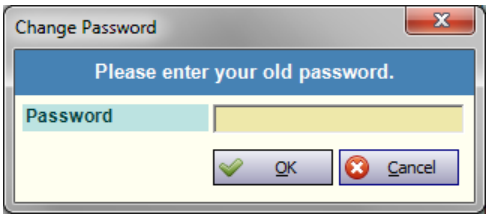
Changing System User's Login Password

It is recommended that System Users change their password regularly to prevent someone memorised the password and to increase the security of the system. You can set the Next Change Password Date in System User menu so that the software will prompt the user for password change when the date arrived or you can change the password manually after you have logged in to the system.

To change the System User password manually, please follow the steps below:

1. Click the Change Password icon of xPortalNet Server main screen. The menu as below will be shown.



2. Enter the current password and click OK.

3. Enter the new password and click OK.

4. Enter the new password again for confirmation and click OK. A dialog box with a "Password Has Been Changed" message will be displayed.

The new password will take effect immediately. That means the System User is required to use the new password to log out and log in the next time.

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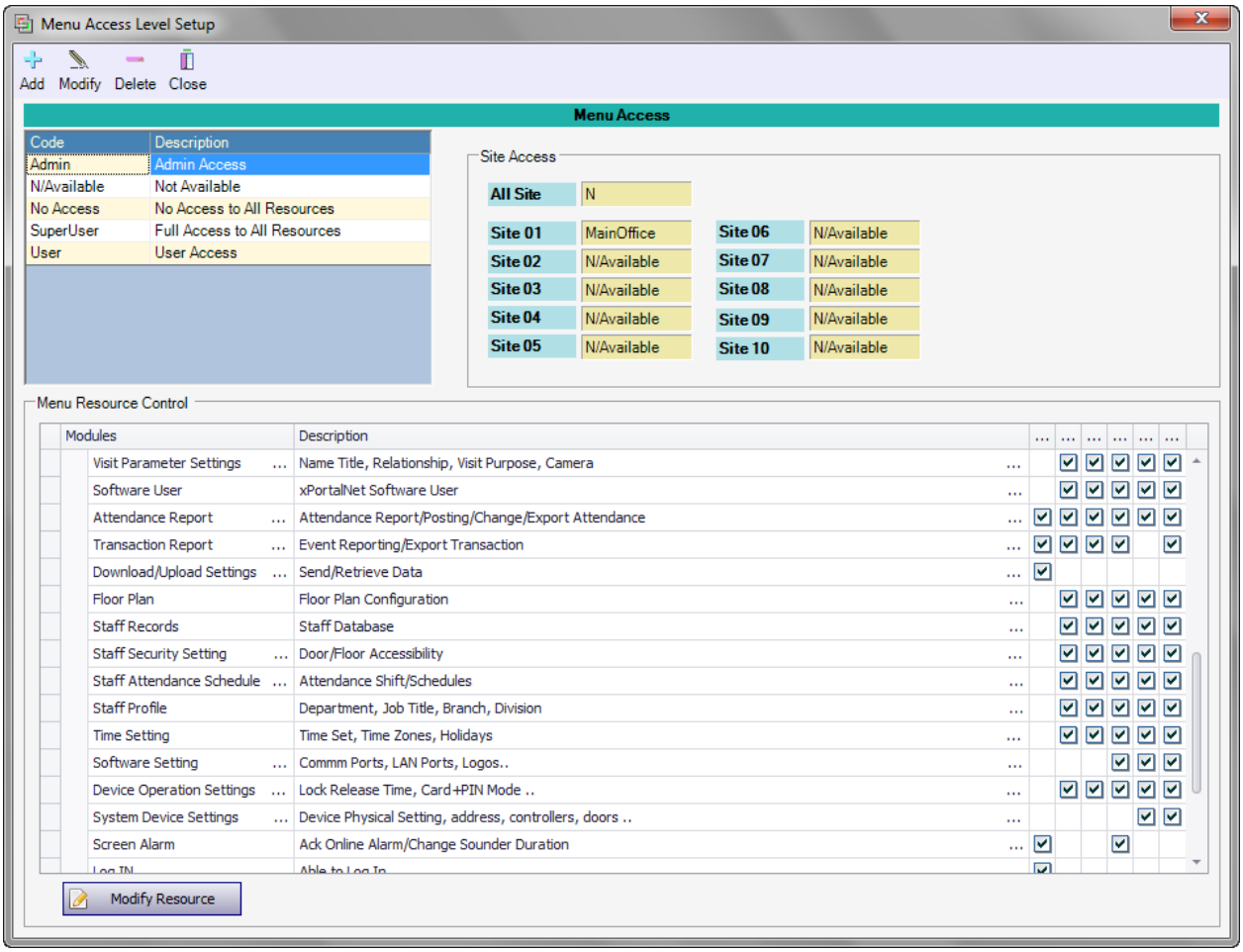
Software Menu Accessibility Control

When there is more than one System User and it is normal that every System User will have different authority to use the software. For example, there must be a SuperUser which has full authority to the system. Other client user might be only allowed to access Staff Records menu or Reporting function. This can be set using Menu Access Setting function.

Menu Access Setting menu is divided into two areas. See screenshot below:



Site Access

Sites are referring to the locations of controllers within the system. It can be local site or remote site. The site definition is defined in Site Setup. You can limit the accessibility of certain System User so that they can only control controllers and doors for their site and no other sites.

Menu Resource Control

The Menu Resource Control is separated into xPortalNet Server resources and xPortalNet Client resources. The following is the grouping of menu resources:

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xPortalNet Server

Modules	Menu Resources
Log In	Log in to Server
Shut Down	Shut Down server from tray icon
System Device Setting	Server Admin > Connection Setup Server Admin > Site Setup Server Admin > System Device Setup > Controller Server Admin > System Device Setup > Controller Group Server Admin > System Device Setup > Door Server Admin > System Device Setup > Door Group Server Admin > System Device Setup > Area Main Door Server Admin > System Device Setup > Floor Relay Name
Software Setting	Server Admin > System Properties
Staff Profile	Server Admin > Master Data List Setup > Branch Server Admin > Master Data List Setup > Department Server Admin > Master Data List Setup > Division Server Admin > Master Data List Setup > Job Title
Software User	Server Admin > Menu Access Setting Server Admin > System User
Manage User Connection	Disconnect User

xPortalNet Client

Modules	Menu Resources
Log In	Log In to Client
Screen Alarm	Can Acknowledge Alarm Can change alarm sounder setting
System Device Setting	Data Setup > System Device Hardware Setting > Connection Data Setup > System Device Hardware Setting > Controller Data Setup > System Device Hardware Setting > Door
Device Operation Settings	Data Setup > System Setting > Controller Data Setup > System Setting > Controller Group Data Setup > System Setting > Door Data Setup > System Setting > Door Group Data Setup > System Setting > Area Main Doors
Software Setting	Data Setup > System Setting > Software Setting
Time Setting	Data Setup > Access Data Setting > Time Set Data Setup > Access Data Setting > Holiday Set > All Holiday Dates Data Setup > Access Data Setting > Holiday Set > Access Holiday Dates Data Setup > Access Data Setting > Time Zone
Staff Profile	Data Setup > Access Data Setting > Job Title Data Setup > Access Data Setting > Department Data Setup > Access Data Setting > Division Data Setup > Access Data Setting > Branch
Staff Attendance Schedule	Reports > Staff Attendance Report > Attendance Schedules
Staff Security Setting	Data Setup > Access Data Setting > Floor Zone Data Setup > Access Data Setting > Door Accessibility Schedule Data Setup > Access Data Setting > Floor Accessibility Setting
Staff Records	Data Setup > Access Data Setting > Staff Records Data Setup > Access Data Setting > Staff Default PIN

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

	Data Setup > Access Data Setting > Door User List
Floor Plan	Data Setup > System Setting > Floor Plan
Download/Upload Settings	Device Comm > Send Door Command Device Comm > Send Door Setting Device Comm > Send User Setting Device Comm > Retrieve Device Setting
Transaction Report	Reports > Event Report > Open Raw Event Listing Reports > Event Report > Transaction Reporting Reports > Who Still IN Report
Attendance Report	Reports > Staff Attendance Report > Daily Attendance Reports > Staff Attendance Report > Monthly Attendance Reports > Staff Attendance Report > Terminate Rebuild Now
Software User	Data Setup > System Setting > Software User Data Setup > System Setting > Menu Access Security Setting

In each of the categories, there are check boxes that let the administrator to have more flexible control of the software menu resources. The check boxes available are as follow:

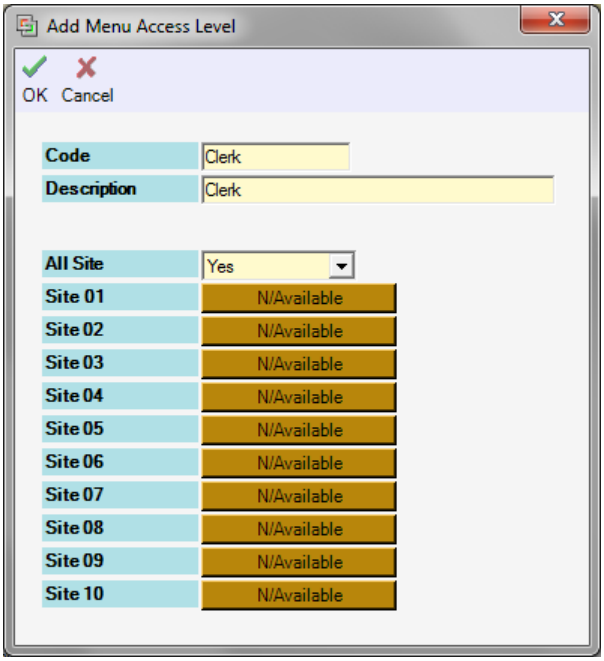
Check Box	Description
CanExecute	Set whether the user can execute certain functions.
CanAdd	Set whether the user can perform Add operation in certain menus.
CanDelete	Set whether the user can perform Delete operation in certain menus.
CanChange	Set whether the user can perform Modify operation in certain menus.
CanPrint	Set whether the user can perform Print operation in certain menus.
CanView	Set whether the user can view the menu in the software. Checking any of the check boxes above will automatically checking this option.

To create new System User, please follow the steps below:

1. Open the Menu Level Access Setup menu from Server Admin > Menu Access Setting. See screenshot above.

2. Click the Add button and the menu as below will be shown:

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.



3. Enter a Code for this Menu Access Level.

4. Enter the Description of this Menu Access Level.

5. Assign the Sites that the user with this Menu Access Level can access. If the user can access to all sites, then just select Yes in All Site drop down list.

6. When finished, click OK to save the settings.

7. Select and highlight the newly added Menu Access Level from the list and click Modify Resource to edit the accessibility. The Edit Resource Access menu will be shown.

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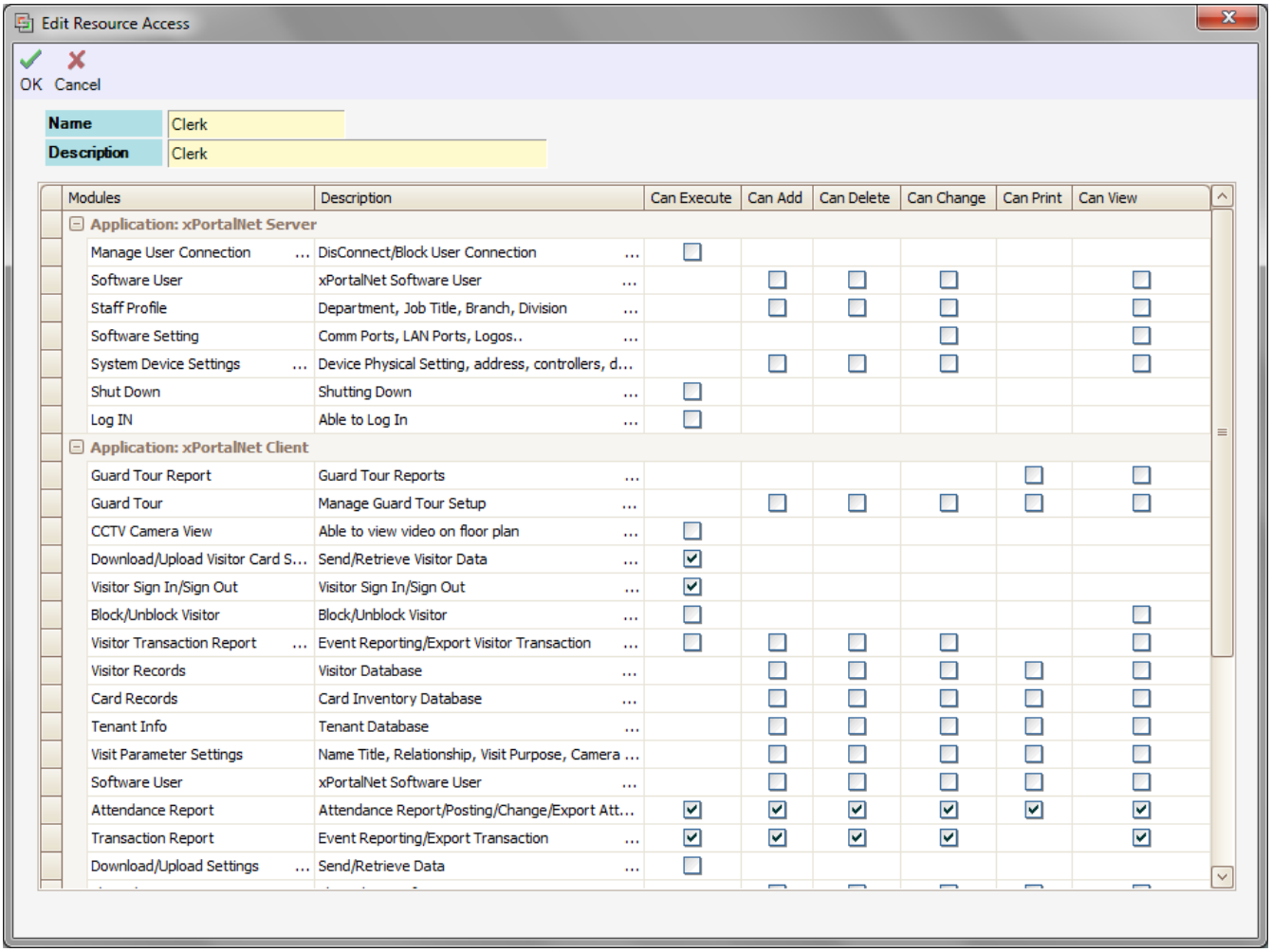


8. Put a check mark on the resources that a user with this access level can access.

9. When finished, click OK to save settings.

10. Click Close in Menu Access Level Setup menu to dismiss the menu.

You can create as many Menu Access Levels as required. These Menu Access Level settings need to be assigned to System User in System User Setup menu.

The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.

Disconnecting System User

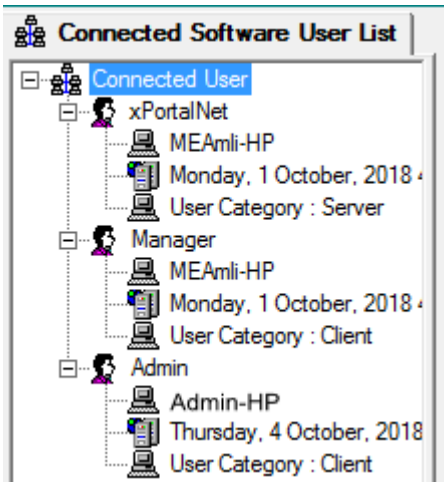
Every System User who has logged in to the system using the xPortalNet Client or Server application will be listed in the Connected Software User List. You can get the following information in this list:

- UserID that a System User used to log in to the system.
- The workstation computer name.
- The time and date the System User logged in to the system.
- It will indicate whether the user logged in to the Server application.

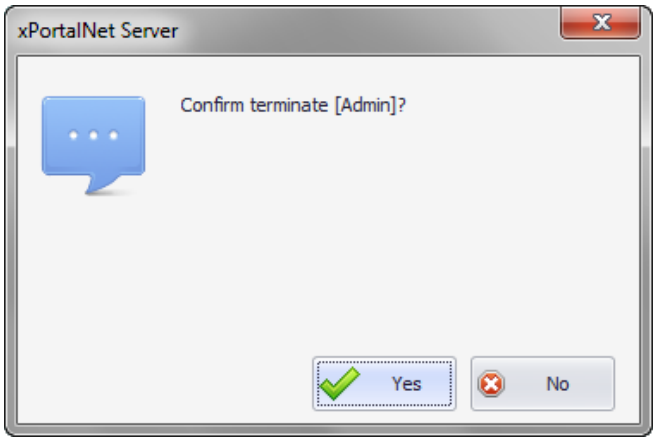
The system administrator can disconnect a user from the list if he or she feels it is necessary to do so. You only can disconnect a Client System User from the system.

To disconnect a System User from the system, please follow the steps below:

1. Select and highlight the System User you wish to disconnect from the system in the Connected Software User List as below:



2. Click the Disconnect User link below and a confirmation prompt will pop up.



3. Click Yes to confirm. A dialog box will appear indicating the user has been terminated.

The terminated System User will receive a "User Session Has Been Terminated !" message and the xPortalNet Client application will be closed automatically.

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Define Client's Connection Time-Out

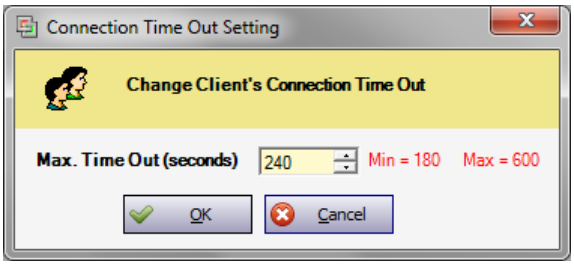
In fact, every System User who has logged in to the system using the xPortalNet Client must reply to xPortalNet Server in order to keep the connection alive. This time-out setting is defined to set the period of time (in seconds) that will be allowed to elapse in a client connection before the session time-out.

The system administrator can adjust the maximum time-out setting if he or she thinks a client's connection may not idle to reply to xPortalNet Server while the client software is busy.

To define the connection time-out setting, please follow the steps below:

1. Click Reset Max. User Time Out link that is displayed above the Disconnect User link.

2. A Connection Time Out Setting window as below will be displayed:



3. Enter the elapsed time (in seconds) that will be allowed.
4. Click OK to save the setting.

Now the client's connection who does not respond to xPortalNet Server in the specified duration will be terminated automatically.

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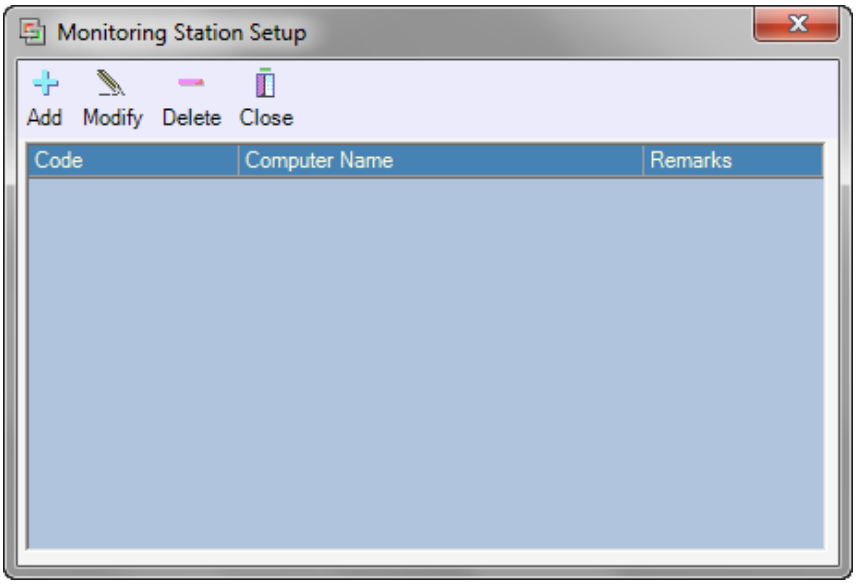
Monitoring Station

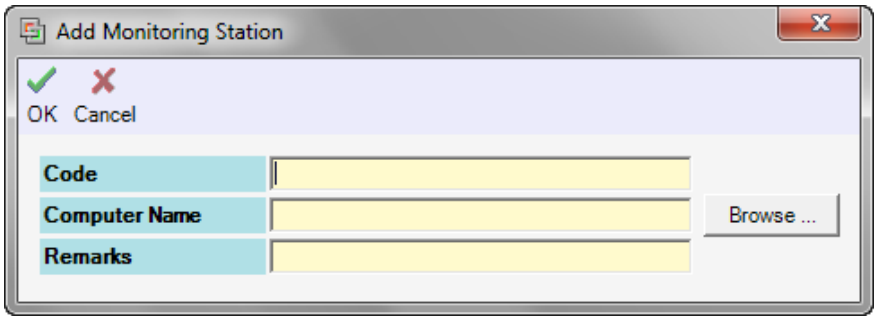
Monitoring Station is allowed user to define different Client machine (another workstation) accessing the same Server. A monitoring stations will occuepied a special computer for xPortalNet Client application. Intended primarily to be used by one person at a time, they are commonly connected to a local area network and run multi-user operating systems.

To add Monitoring Station to the software database, please follow the steps below:

1. Open the Monitoring Station menu from Server Admin > Monitoring Station. The menu as below will be shown.



2. Click the add button to create new Monitoring Station. The following menu will be displayed.



3. Enter the information of the Monitoring Station as described below:

Fields	Description
Code	A short name that describes the monitoring station. This name will be appear in transaction files
Computer Name	A workstation computer's name
Remarks	Additional information with regards to the monitoring station that's about to be created

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4. After you have entered all the neccessary fields, click OK to confirm and save settings.

The newly added monitoring station will be added to the monitoring station list.

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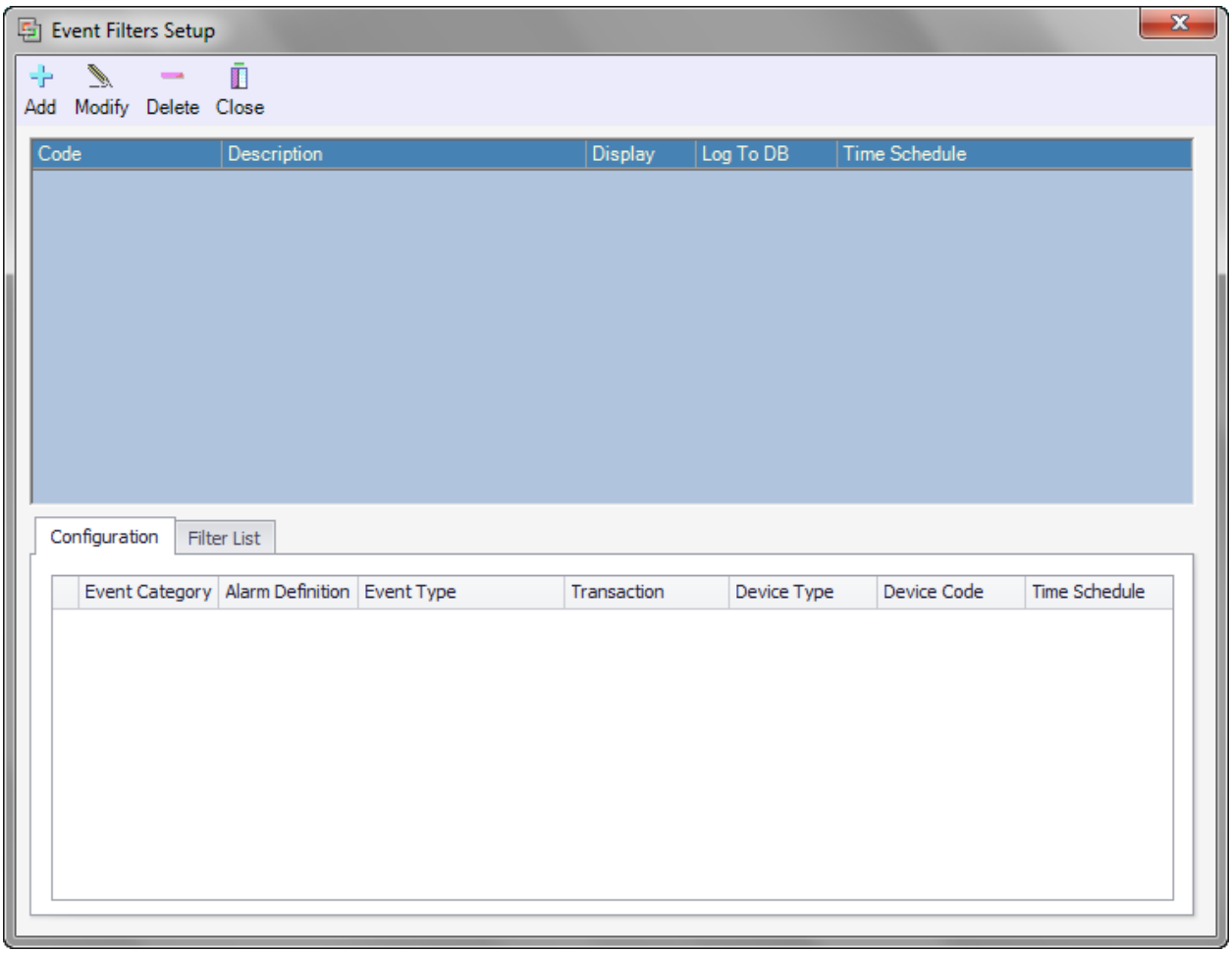
Event Fliter

This feature is applicable when user want to display or filyer or discard specific event transaction in the xPortalNet software.

This is also applicable to different Monitoring Station accessing the same Server. Which means, user can specify the target Client machine for the event filtering.

To add Event Fliter to the software database, please follow the steps below:

1. Open the Event Fliter menu from Server Admin > Event Fliter. The menu as below will be shown.



2. Click the Add button to create new Event Filter. The following menu will be displayed.

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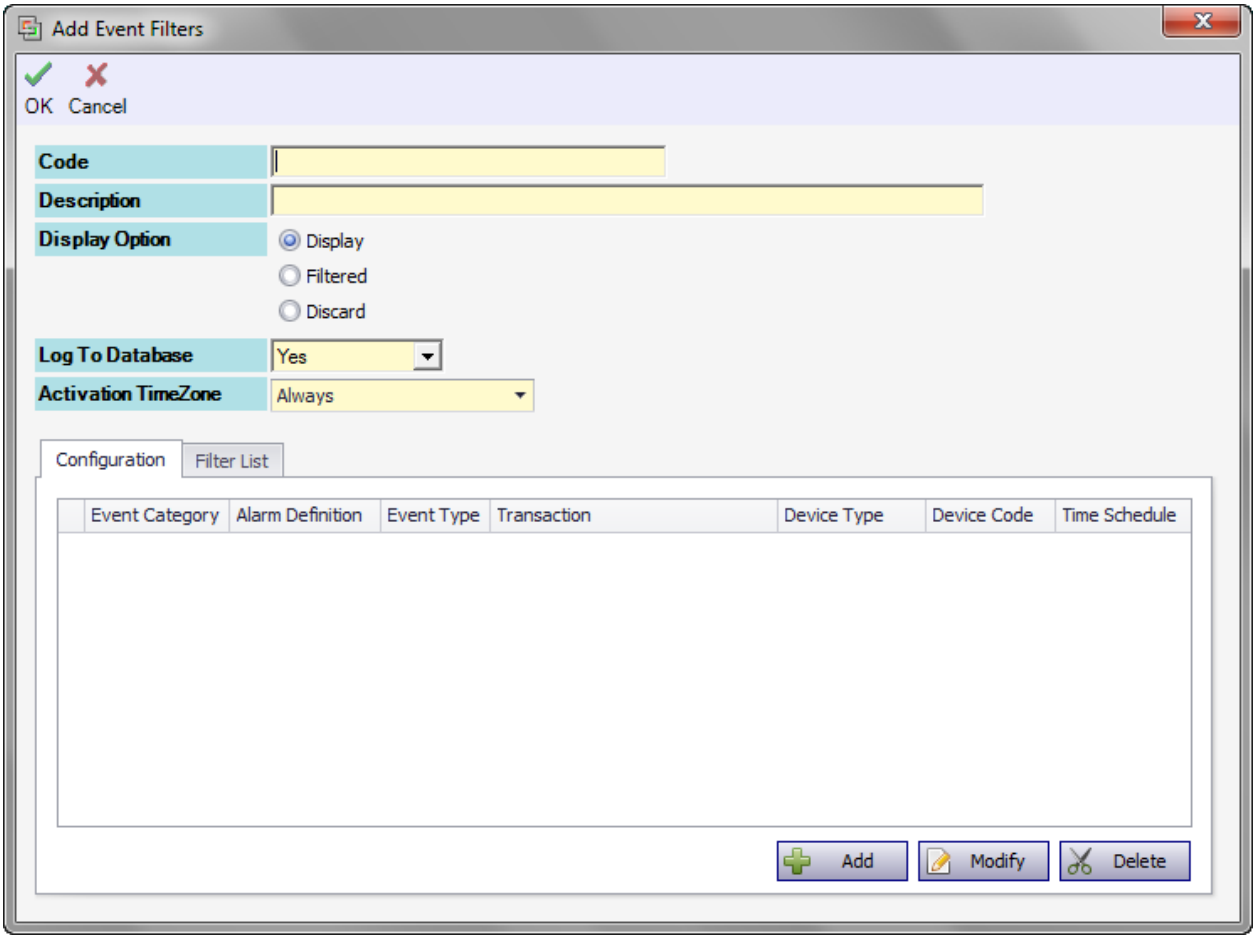

3. Enter the information of the Event Filter as described below:

Fields	Description
Code	A short name that describes the Event Filters.
Descirption	Longer description for the Event Filters.
Display Option	There are 3 options that can be choose for the Event Filtering: • Display - The event transaction will be displayed accordingly. • Filtered - The event transaction will be filtered to be shown from the selected workstation • Discard - The event transaction will be discarded to be shown from all Clients software connected.
Log To Database	• Yes - The filtered event transaction is logged. • No - The filtered event transaction is not logged
Activation TimeZone	Time Zone for this Event Filters to be activated.
Configuration	Alarm Event Configuration.
Filter List	List of Monitoring Station to be applied the Event Filtering

4. Click Add button to setup the Event Filters Configuration. The following window will be shown.

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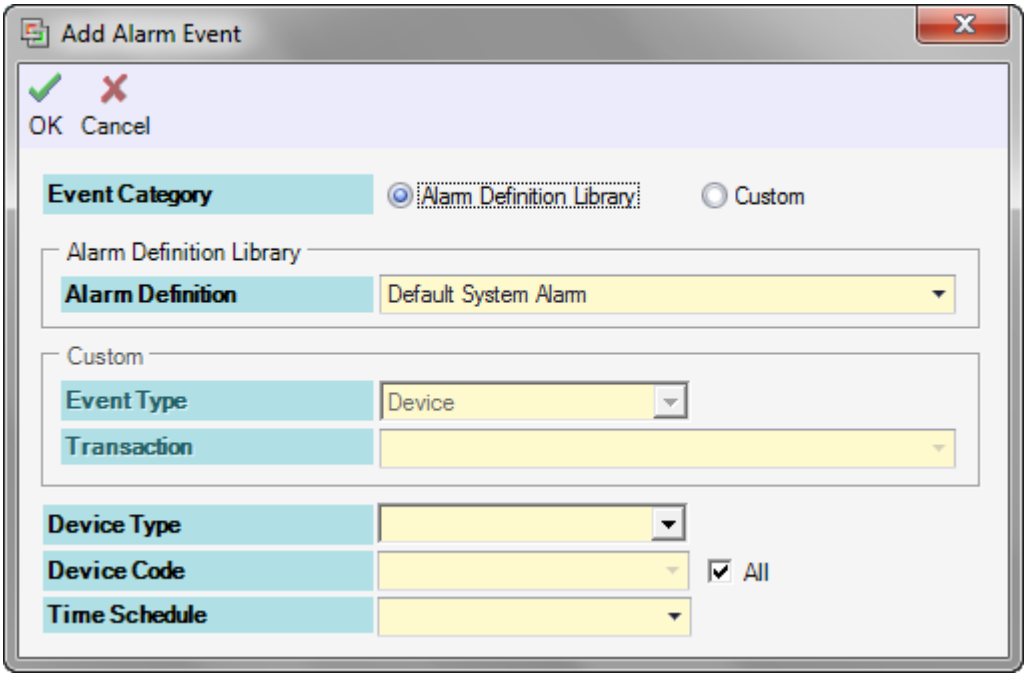

Note: *This section allows user to select which Event transaction that will be filtered. User can choose from the pre-defined Alarm Definition Library or customize the event.)*

5. Setup the Alarm Event according to the description below:

Field	Description
Event Category	There are 2 options of event category that can be choose: • Alarm Definition Library • Custom
Device Type	Specify the Event Device Type to be filtered.
Device Code	Specify the Event Device Code to be filtered. • Tick the 'All' checkbox to select all Device Code
• Alarm Definition Library	
Alarm Define	There are 4 options that can be choose from the predefined alarm definition. • Default System Alarm • Device Alarm • Fire Alarm • Input/Sensor Alarm
• Custom	
Event Type	Specify the Event Type: • Device • System • User • UserDefined
Transaction	Specify the software Event transaction that will be listed based on the selected Event Type.

6. After you have entered all the neccessary fields, click OK to confirm and save settings.

The newly added Event Filter will be added to the monitoring station list.

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Daily Operation

Starting and Logging In to xPortalNet Server

xPortalNet Server Startup

Login

Viewing Latest Transaction List

Viewing Device List

Controller List

Door List

Instruction List

Output List

Input List

Alarm Board List

Viewing Remote Communication Gateway List

Viewing Modem Connection List

Using Transaction Viewer

xPortalNet Server Logout

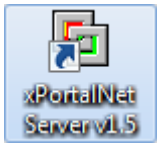
**The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.*

Starting and Logging In to xPortalNet Server

xPortalNet Server Startup

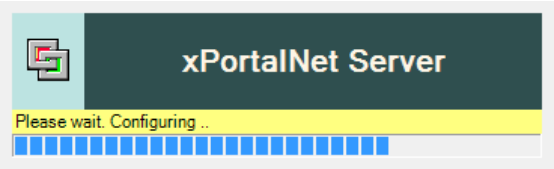
You can start xPortalNet Server application from the following location:

1. Double click xPortalNet Server icon from Windows Desktop.



2. Click xPortalNet Server shortcut from Start > Programs > MicroEngine > xPortalNet > xPortalNet Server.

The software will show the initialization screen as below:

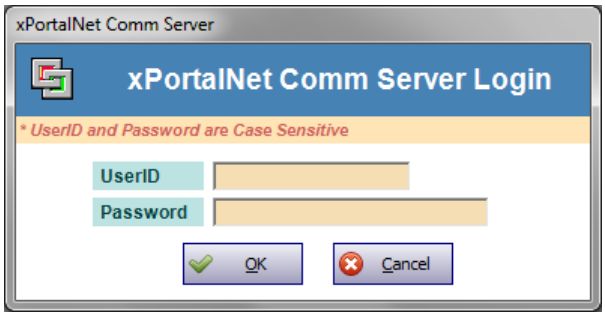


Login

Most of the system settings is done within xPortalNet Server application. You need to log in to the program in order to have access to these settings.

To log in to the xPortalNet Server application, please follow the steps below:

1. Enter the UserID and Password in the menu below:



There are two default System Users for the system.

No.	User ID	Password
1	xPortalNet	xPortalNet
2	Manager	Manager1

Note: All User ID and password are case-sensitive. One User ID can log in to one application only.

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2. Click OK to log in. You will see the xPortalNet Server main window.

Please refer to xPortalNet Server Interface for more information.

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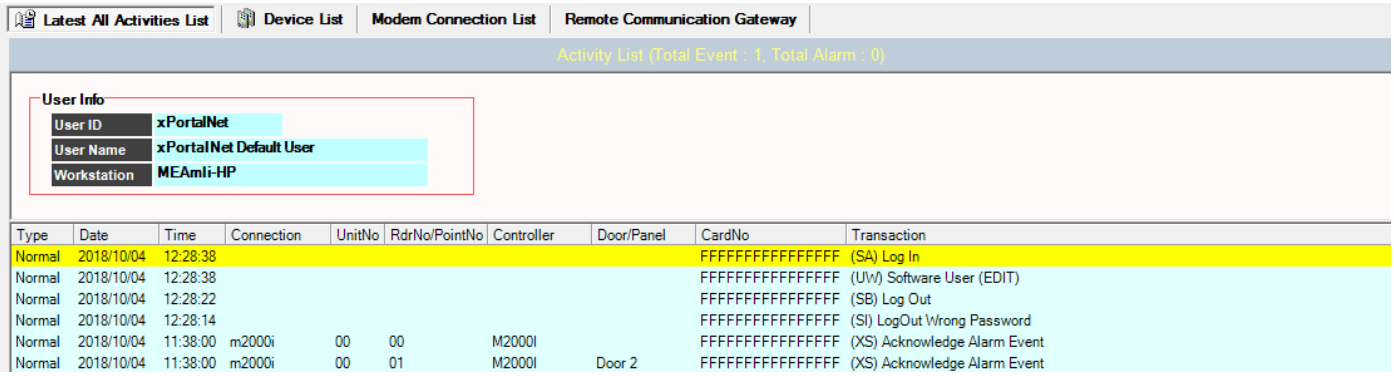
Viewing Latest Transaction List

After you have log in to xPortalNet Server application and the controllers are connected to the main comm port, the software will retrieve transactions stored in all controllers' memory automatically on polling basis. As soon as the transactions are retrieved from the controllers, they will be displayed in the Latest All Activities List and at the same time, they are saved into transaction files according to the transaction date and time.

To view the latest transactions of the system, make sure the Latest All Activities List tab is selected. Below is a sample of the Latest All Activities List:



Below is the description of the information of the Latest All Activities List:

Information	Description
User Info	Displays the User Information that is related to the highlighted transaction.
Type	Indicate the transaction type. Generally there are three types of transaction. • Normal - Normal door access transactions • Alarm - Alarm events such as Door Forced Open, Door Controller Down, etc. • Alert - Abnormal activities such as Unknown Card Number, AntiPB Violation, etc.
Date	This is the date of the activity transaction.
Time	This is the time of the activity transaction.
Connection	This column indicate the connection code of the controllers or sites.
UnitNo	This is the unit number or address of the controller for the transaction being recorded.
RdrNo/PointNo	This is the reader interface number or address for the transaction being recorded.
Controller	This column shows the controller code.
Door/Panel	This column shows the door code.
CardNo	This column shows the user card number if it is an access transactions generated by the card holder. If they are transactions generated by the controller or software itself, it will just show FFFFFF in this column.
Transaction	This column indicates the transaction description such as Valid Entry Access, Valid Exit Access, etc.

The Latest All Activities List will show 200 latest event transactions. All transactions (including those shown in Latest All Activities List) will be saved into respective transaction files as soon as they are received.

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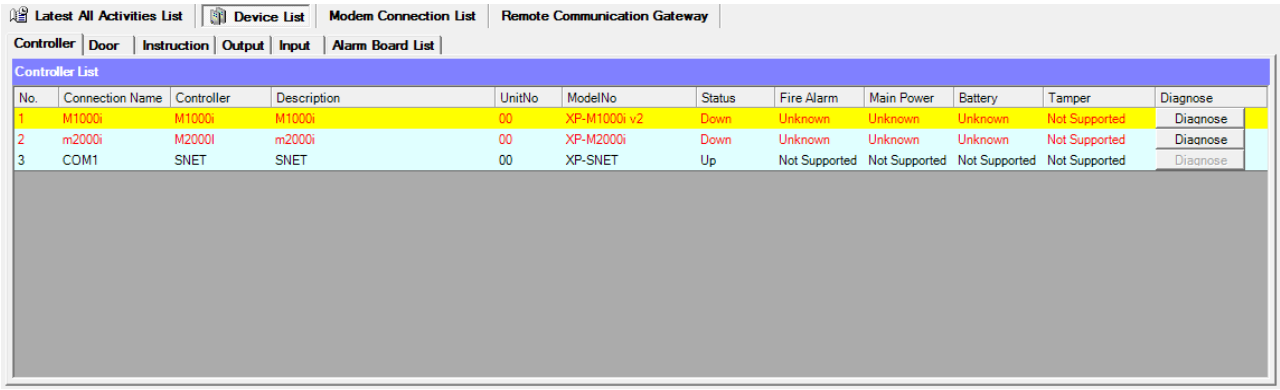
Viewing Device List

All hardware devices that had been setup in the system will be listed in the Device List. It is divided into Controller List and Door List. The Device List will show basic information of a device and their current status.

To view the Device List, click on the Device List tab in xPortalNet Server application main window.

Controller List

Click on the Controller tab inside Device List to show the controller list. The screen as below will be shown:



Below are the descriptions of information shown in Controller List:

Information	Description
No	A sequential number.
Connection Name	This column shows the connection name that is used to connect to the respective controller.
Controller	This is the controller code.
Description	This is a longer description for the controller.
UnitNo	This column shows unit number or address number for respective controllers.
ModelNo	This is the controller model information.
Status	This column will show the current status of every controller.
Fire Alarm	This column will show the current fire alarm status of every controller
Main Power	This column will show the current main power status of every controller
Battery	This column will show the current battery status of every controller
Tamper	This column will show the current tamper state of every controller
Diagnose	This button will runs diagnostic tests on the controller

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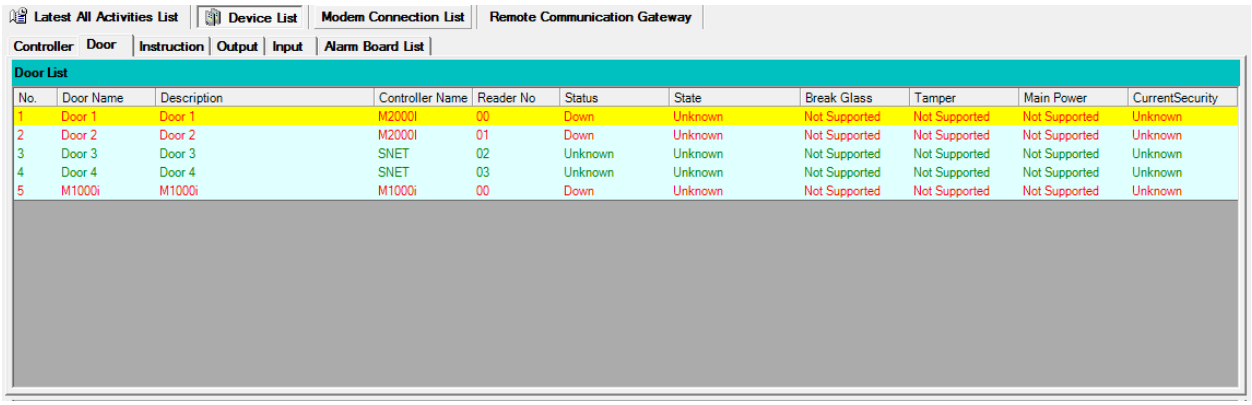
Door List

Click on the Door tab inside Device List to show the door list. The screen as below will be shown:



No.	Door Name	Description	Controller Name	Reader No	Status	State	Break Glass	Tamper	Main Power	CurrentSecurity
1	Door 1	Door 1	M2000I	00	Down	Unknown	Not Supported	Not Supported	Not Supported	Unknown
2	Door 2	Door 2	M2000I	01	Down	Unknown	Not Supported	Not Supported	Not Supported	Unknown
3	Door 3	Door 3	SNET	02	Unknown	Unknown	Not Supported	Not Supported	Not Supported	Unknown
4	Door 4	Door 4	SNET	03	Unknown	Unknown	Not Supported	Not Supported	Not Supported	Unknown
5	M1000i	M1000i	M1000i	00	Down	Unknown	Not Supported	Not Supported	Not Supported	Unknown

Below are the descriptions of information shown in Door List:

Information	Description
No.	A sequential number.
Door Name	This is the door code.
Description	This is a longer description for the door.
Controller Name	This column indicate which controller the respective reader is connected to.
Reader No	This is the Reader Interface number/address number of every door.
Status	This column will show the current status of every door.
State	This column will show the state of every door. There are 3 state list as below: • Door Open • Door Closed • Door Left Open • Door Force Open
Break Glass	This column will show the break Glass status of every door
Tamper	This column will show the current Tamper of every door
Main Power	This column will show the current Main Power status of every door
Current Security	This column will show the current security of evey door

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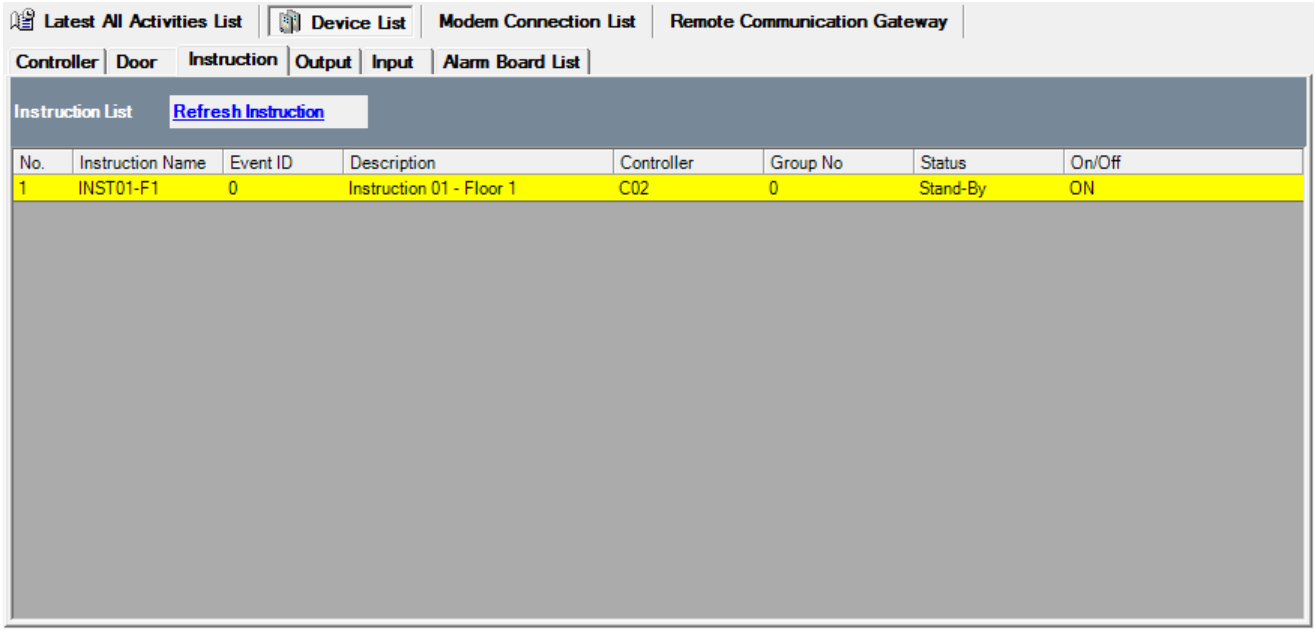
Instruction List

Click on the Instruction tab inside Device List to show the instruction list. The screen as below will be shown:



Below are the descriptions of information shown in Intruction List:

Information	Description
No.	A sequential number.
Instruction Name	This column will display the pre-defined of instruction name
Event ID	This column will display the pre-defined of Event ID
Description	This is a longer description for the instruction control
Controller	This column indicate which controller the respective as an alarm controller
Group No	This column will display the pre-defined of Group No
Status	This column will show the current status of every instruction control
On/Off	This column will show the status of alarm controller

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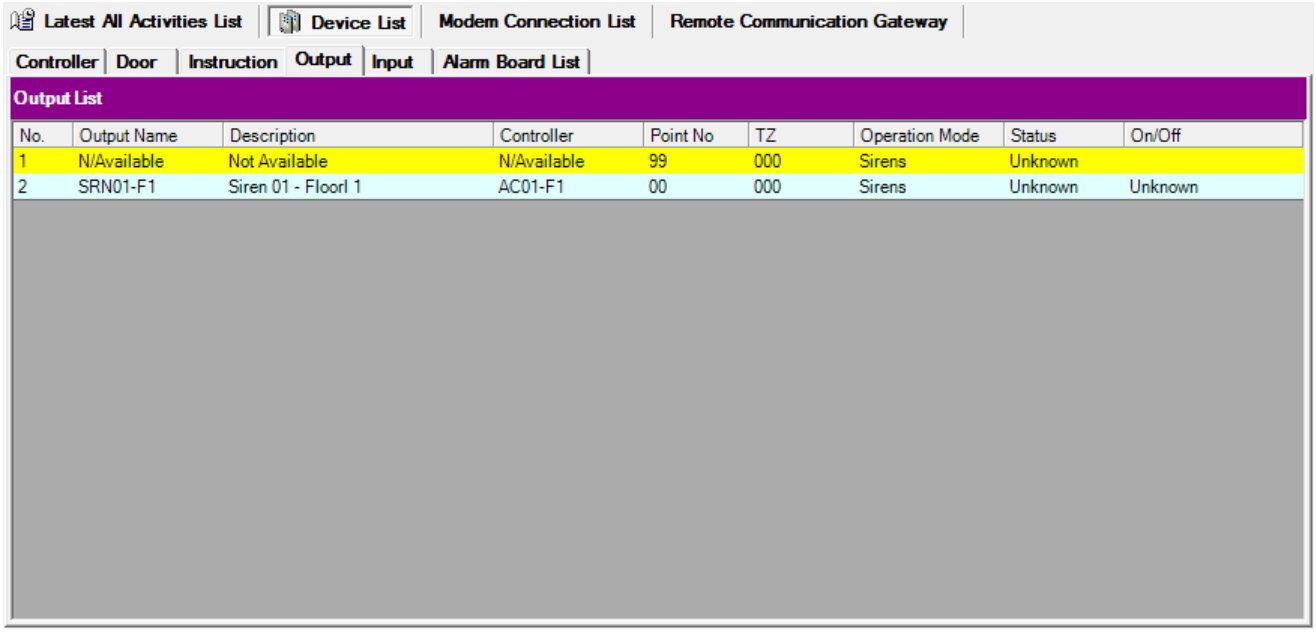
Output List

Click on the Output tab inside Device List to show the output list. The screen as below will be shown:



Below are the descriptions of information shown in Output List:

Information	Description
No.	A sequential number.
Output Name	A short name that describes the output point.
Description	Longer description for the output point.
Controller	This column will show the alarm controller that the output is connected to.
Point No	This column will show the output point number connected to the alarm controller.
TZ	A define time zone for this output to active.
Operation Mode	This column will show the device that is connected to the output.
Status	This column will show the current status of output
On/Off	This column will show the current state of output

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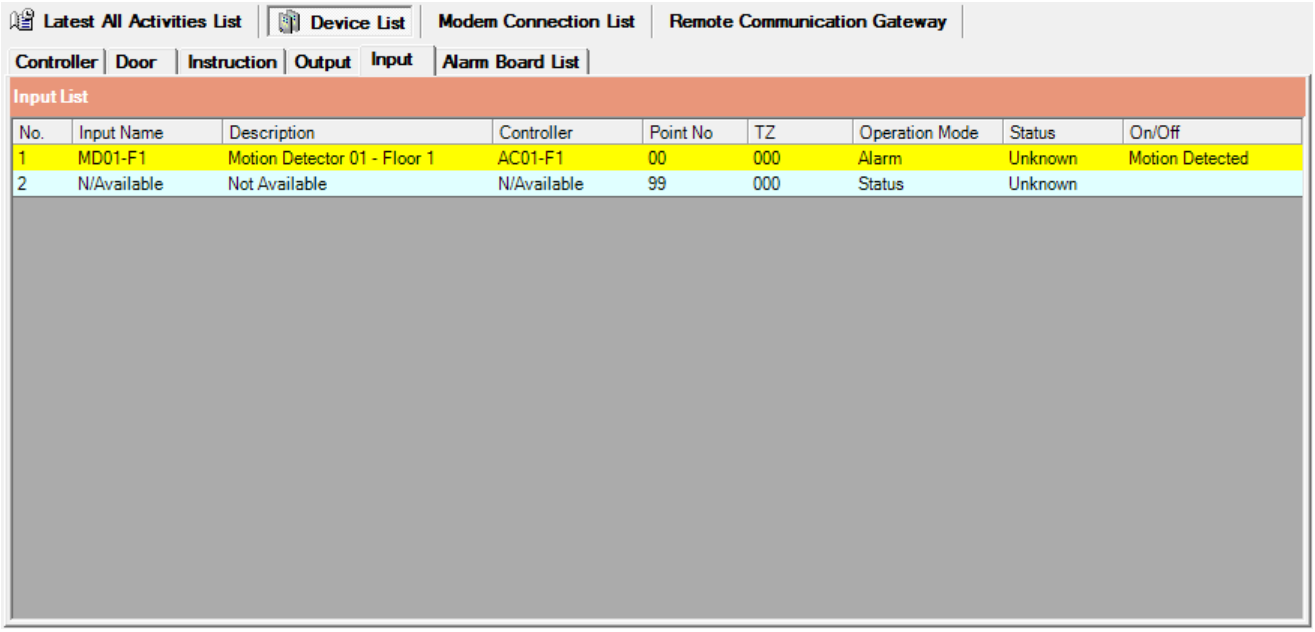
Input List

Click on the Input tab inside Device List to show the input list. The screen as below will be shown:



Below are the descriptions of information shown in Input List:

Information	Description
No.	A sequential number.
Input Name	A short name that describes the Input point.
Description	Longer description for the input point.
Controller	This column will show the alarm controller that the input is connected to.
Point No	This column will show the input point number connected to the alarm controller.
TZ	A define time zone for this input to active.
Operation Mode	This column will show the input type of input.
Status	This column will show the current status of input
On/Off	This column will show the current state of input

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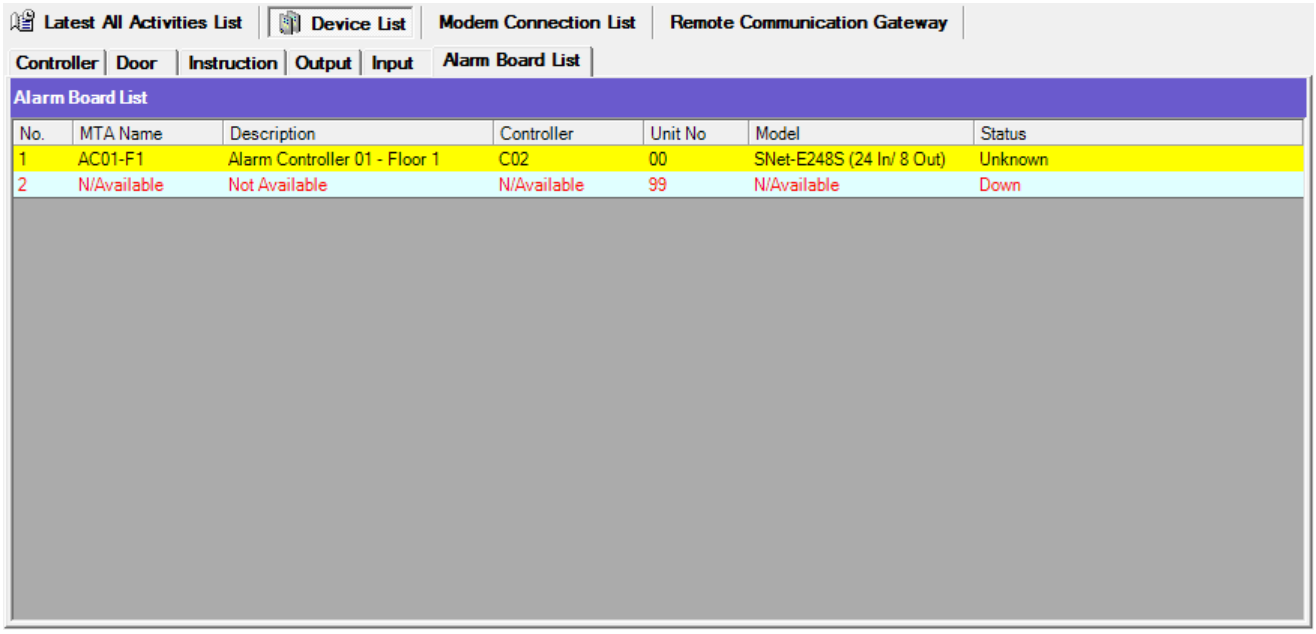
Alarm Board List

Click on the Alarm Board List tab inside Device List to show the alarm board list. The screen as below will be shown:



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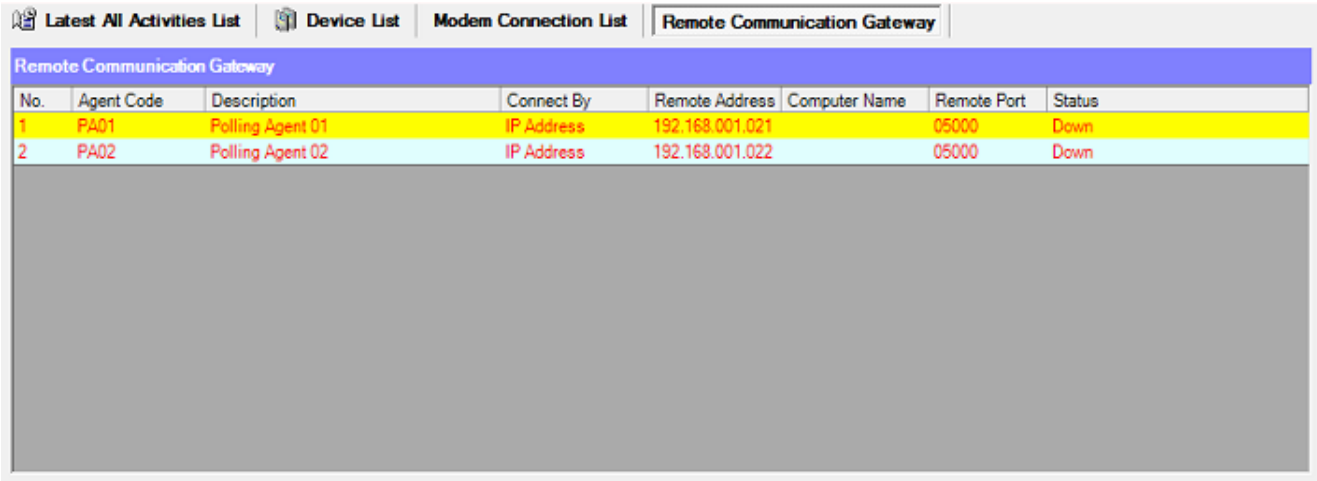
Viewing Remote Communication Gateway List

Click on the Remote Communication Gateway tab show the Remote Communication Gateway list. The screen as below will be shown:



Below are the descriptions of information shown in Intruction List:

Information	Description
No.	A sequential number.
Agent Code	This column will show the a short name the pre-defined commnunication gateway
Description	This column will show the a longer description for the communication gateway.
Connect By	This column will show the mode connection to the remote computer (Polling Agent)
Remote Address	This column will show the IP address of Polling Agent's PC
Computer Name	This column will show the computer name of Polling Agent.
Remote Port	This column will show the remote port number
Status	This column will show the current status of every polling agent software

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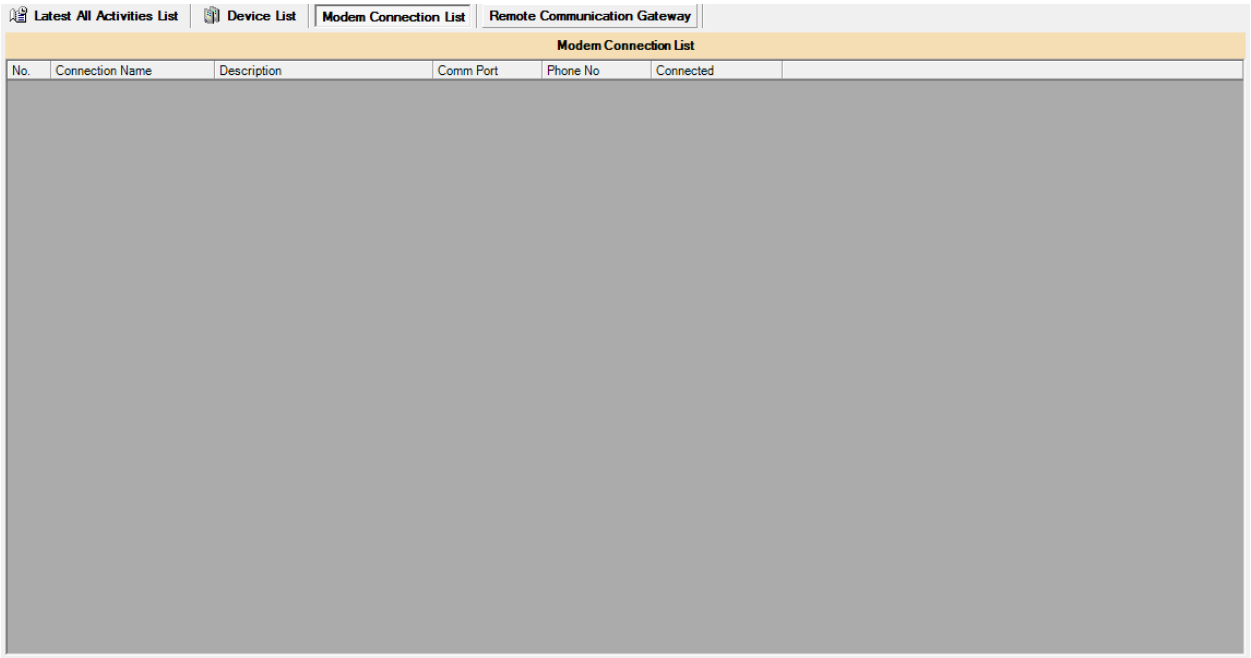
Viewing Modem Connection List

Click on the Remote Communication Gateway tab show the Remote Communication Gateway list. The screen as below will be shown:



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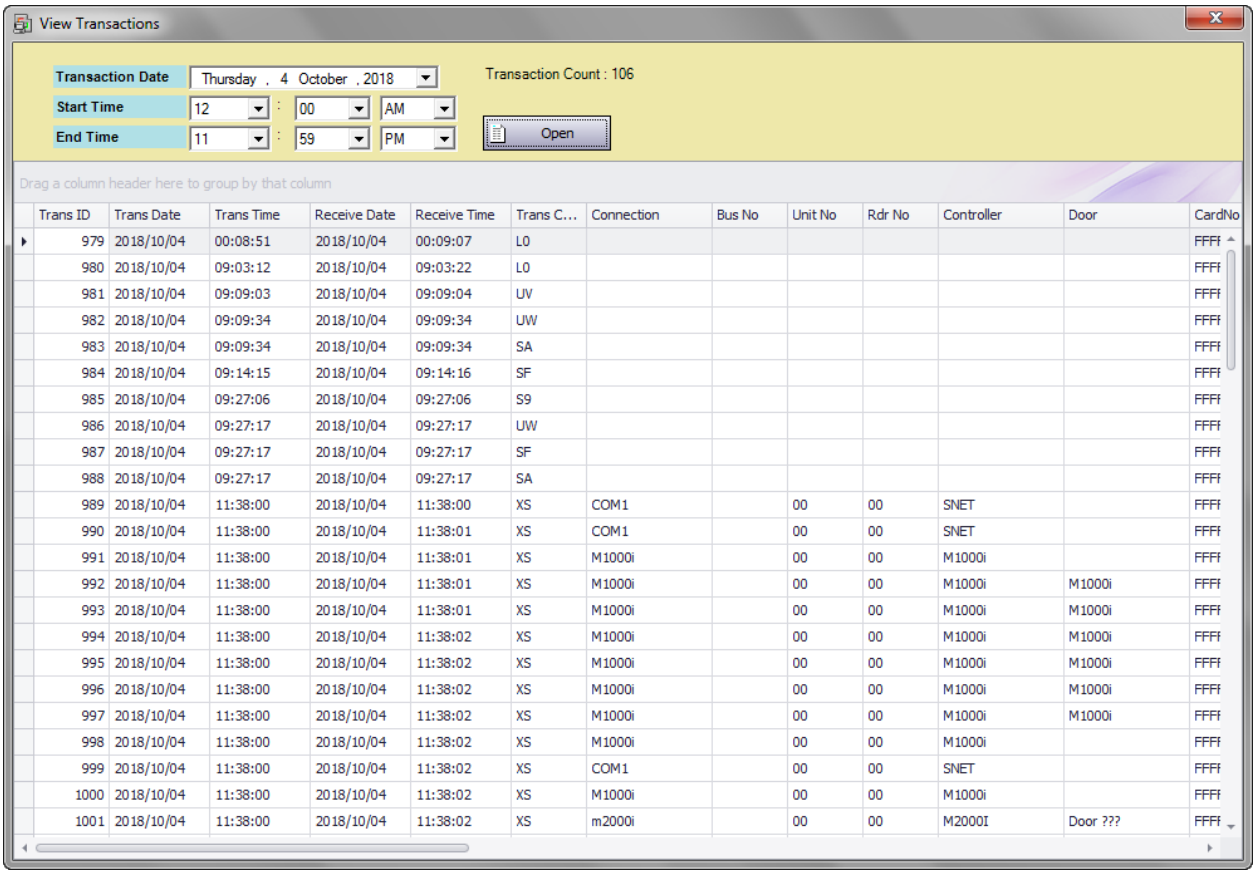
Using Transaction Viewer

Transaction Viewer is a tool in xPortalNet Server that lets user view transaction records saved in the database. The information shown in the Transaction Viewer is the actual data stored in the database.

1. Open the Transaction Viewer window by clicking the Transaction Viewer icon. The window as below will be shown.



Trans ID	Trans Date	Trans Time	Receive Date	Receive Time	Trans C...	Connection	Bus No	Unit No	Rdr No	Controller	Door	CardNo
979	2018/10/04	00:08:51	2018/10/04	00:09:07	L0							FFFF
980	2018/10/04	09:03:12	2018/10/04	09:03:22	L0							FFFF
981	2018/10/04	09:09:03	2018/10/04	09:09:04	UV							FFFF
982	2018/10/04	09:09:34	2018/10/04	09:09:34	UW							FFFF
983	2018/10/04	09:09:34	2018/10/04	09:09:34	SA							FFFF
984	2018/10/04	09:14:15	2018/10/04	09:14:16	SF							FFFF
985	2018/10/04	09:27:06	2018/10/04	09:27:06	S9							FFFF
986	2018/10/04	09:27:17	2018/10/04	09:27:17	UW							FFFF
987	2018/10/04	09:27:17	2018/10/04	09:27:17	SF							FFFF
988	2018/10/04	09:27:17	2018/10/04	09:27:17	SA							FFFF
989	2018/10/04	11:38:00	2018/10/04	11:38:00	XS	COM1		00	00	SNET		FFFF
990	2018/10/04	11:38:00	2018/10/04	11:38:01	XS	COM1		00	00	SNET		FFFF
991	2018/10/04	11:38:00	2018/10/04	11:38:01	XS	M1000i		00	00	M1000i		FFFF
992	2018/10/04	11:38:00	2018/10/04	11:38:01	XS	M1000i		00	00	M1000i	M1000i	FFFF
993	2018/10/04	11:38:00	2018/10/04	11:38:01	XS	M1000i		00	00	M1000i	M1000i	FFFF
994	2018/10/04	11:38:00	2018/10/04	11:38:02	XS	M1000i		00	00	M1000i	M1000i	FFFF
995	2018/10/04	11:38:00	2018/10/04	11:38:02	XS	M1000i		00	00	M1000i	M1000i	FFFF
996	2018/10/04	11:38:00	2018/10/04	11:38:02	XS	M1000i		00	00	M1000i	M1000i	FFFF
997	2018/10/04	11:38:00	2018/10/04	11:38:02	XS	M1000i		00	00	M1000i	M1000i	FFFF
998	2018/10/04	11:38:00	2018/10/04	11:38:02	XS	M1000i		00	00	M1000i		FFFF
999	2018/10/04	11:38:00	2018/10/04	11:38:02	XS	COM1		00	00	SNET		FFFF
1000	2018/10/04	11:38:00	2018/10/04	11:38:02	XS	M1000i		00	00	M1000i		FFFF
1001	2018/10/04	11:38:00	2018/10/04	11:38:02	XS	m2000i		00	00	M2000I	Door ???	FFFF

2. Select the transaction date that you wish to see from the Transaction Date drop down menu.

3. Select transaction start time from Start Time drop down selections.

4. Click Open to list all transactions that meet the date and time criteria you have chosen.

The Transaction Viewer is for viewing purpose only. You cannot print from this window. You need to generate Transaction Report using xPortalNet Client application.

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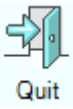
xPortalNet Server Logout

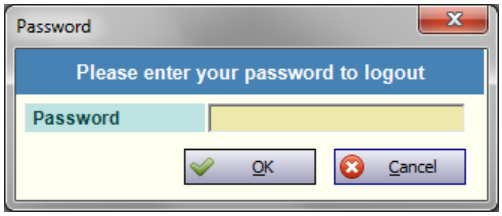
Log out means exit from the xPortalNet Server application. This will only terminate the xPortalNet Server application but the xPortalNet Comm Service will continue to run to retrieve transactions from controllers and to serve all the clients. This means it will not affect the operation of other users.

The user must supply the user password in order to log out from the application. This is to prevent unauthorized personnel to quit the software without permission.

To log out from the xPortalNet Server application, please follow the steps below:

1. Click the Quit icon 

from xPortalNet Server main window. You will be prompted to enter the user password as below:



2. Enter the user password and click OK to confirm.

When a correct password is supplied, the user will logout from the xPortalNet Server application and the software will be terminated.

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Real-Time Export Transaction

Transaction Export Setting

Adding Transaction Export Setting

Editing Transaction Export Setting

Deleting Transaction Export Setting

Adding Transaction Export Setting

Editing Transaction Export Setting

Deleting Transaction Export Setting

Real-Time Export Transaction

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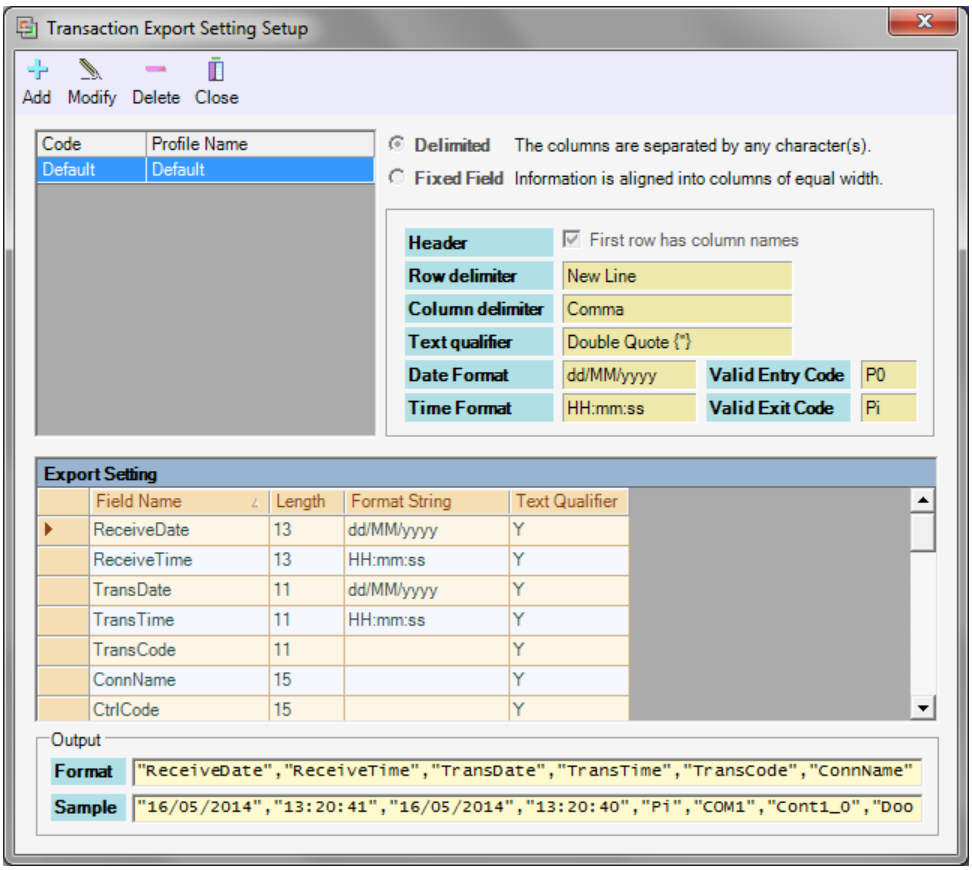
Transaction Export Setting

Transaction Export Setting lets user to configure the format of the transactions records that will be exported using Real-Time Export Transaction feature.

To configure the transaction export setting, please follow the step below:

1. Open the Transaction Export Setting Setup menu from Transaction > Export Setting. A dialog box as below will be shown.



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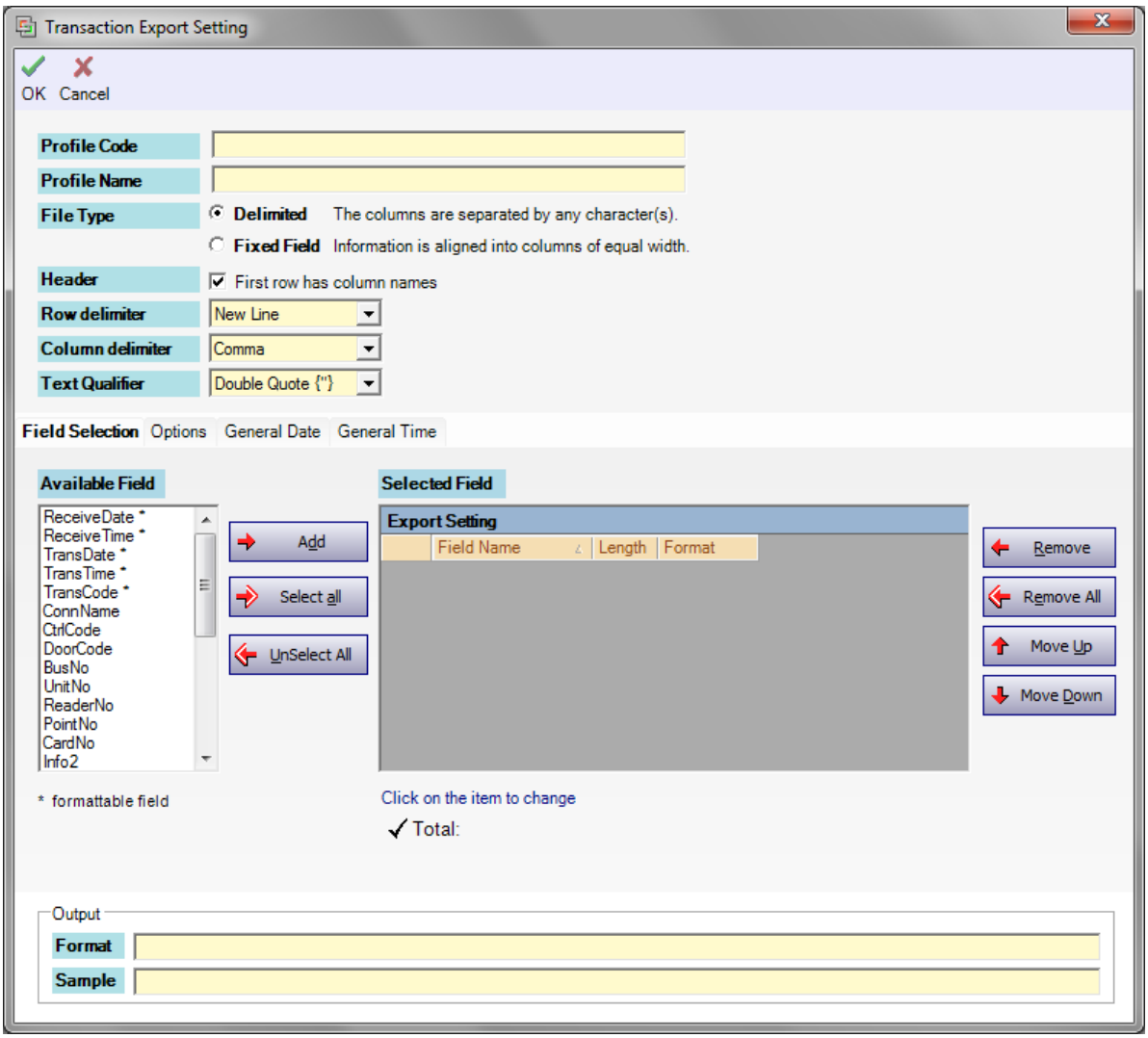
Adding Transaction Export Setting

1. Click Add button from the Export Setting Setup screen to create a new export format.



2. Enter the information of the format as described below:

Fields	Description
Profile Code	A short name that describes the export format.
Profile Name	Longer description for the export format.
File Type	There are two options for file type: 1. Delimited - Each data item (field) is separated by a certain character. Refer to Column Delimiters. 2. Fixed Field - Pertaining to a characteristic of a file in which all of the records are the same length. Every record in such a file has the same length, which is specified by the field length. Refer to Field Setting.
Header	Specify that the first row in the text file has column headings rather than data. Example: ReceiveDate,ReceiveTime,TransDate,TransTime,TransCode,ConnName 06/06/2006,14:23:28,06/06/2006,14:23:27,Pi,COM1

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	07/06/2006,15:24:29,07/06/2006,15:24:28,P0,COM1 ....First row is column headings Example: 06/06/2006,14:23:28,06/06/2006,14:23:27,Pi,COM1 07/06/2006,15:24:29,07/06/2006,15:24:28,P0,COM1 ....First row is data
Row Delimiter	Specify that each row in the file is separated from the next with a character sequence. Click one of the following: New Line; Semicolon; Comma; Tab; Vertical Bar. Example: 06/06/2006,14:23:28,06/06/2006,14:23:27,Pi,COM1 07/06/2006,15:24:29,07/06/2006,15:24:28,P0,COM1 08/06/2006,18:29:32,08/06/2006,18:29:27,Pi,COM1 ....Row delimiter new line Example: 06/06/2006,14:23:28,06/06/2006,14:23:27,Pi,COM1;07/06/2006,15:24:29,07/06/2006,15:24:28,P0,COM1;08/06/2006,18:29:32,08/06/2006,18:29:27,Pi,COM1; ....Row delimiter semicolon
Column Delimiters	Export data files are in a delimited format; that is, each data item (field) is separated by a certain character. Select the character to be used as the field delimiter from this list. Example: 06/06/2006,14:23:28,06/06/2006,14:23:27,Pi,COM1 ....Column delimiter comma Example: 06/06/2006|14:23:28|06/06/2006|14:23:27|Pi|COM1 ....Column delimiter vertical bar
Text Qualifier	Specify which character marks were used in the delimited data file to qualify text. Click one of the following: Double Quote {"}; Single Quote {'}; <none>. Example: "06/06/2006","14:23:28","06/06/2006","14:23:27","Pi","COM1" ....Text qualifier double quote Example: 06/06/2006,14:23:28,06/06/2006,14:23:27,Pi,COM1 ....No text qualifier

3. From tab Field Selection, select field (data item) that you wish to save into the file by clicking the Add button or double-click on the selected field. Below is the example screenshot of field selection:

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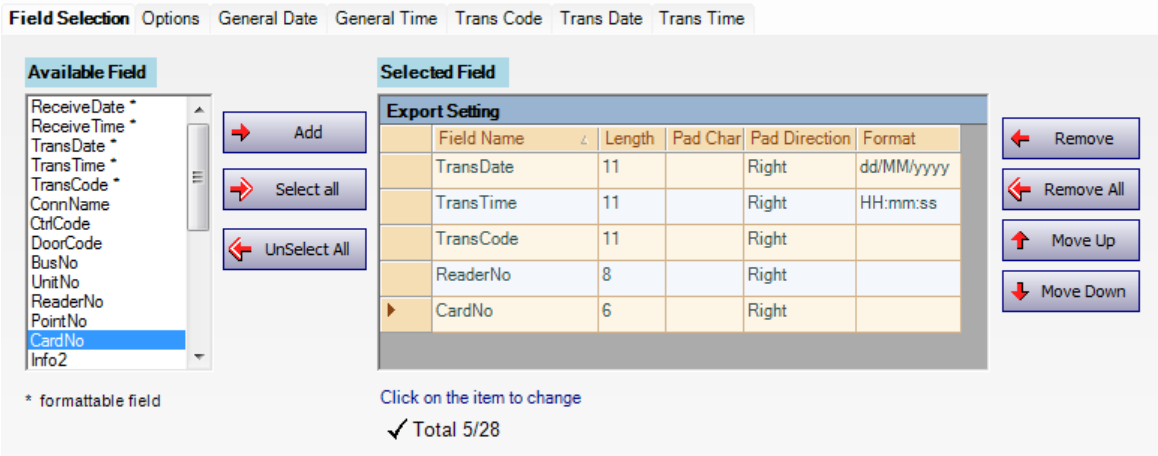

Following is the description of settings that can be applied to the selected field:

Field Setting	Description
Field Name	You can define a more descriptive name for the selected field. This field name will be written on the first line of the file if you have checked the option "First row has column names".
Length	This is the maximum characters of the selected field. This setting only editable if you selected "Fixed Field" file type. Note: The data value will be truncated if you set the length smaller than the field's length in database. Example: COM1****** ....Length 10 Example: COM1********** ....Length 20
Pad Char	This is the character that will be padded to data value if the data value is shorter than the defined field's length. Note: This setting only will be shown if you selected "Fixed Field" file type. Example: COM1****** ....Pad char asterisk Example: COM1 ....Pad char space
Pad Direction	This is the padding direction that will be applied to the data value. Note: This setting only will be shown if you selected "Fixed Field" file type. Example: COM1******....Pad right Example: ******COM1...Pad left
Format	The format that applicable for the formattable field. This setting cannot be edited in

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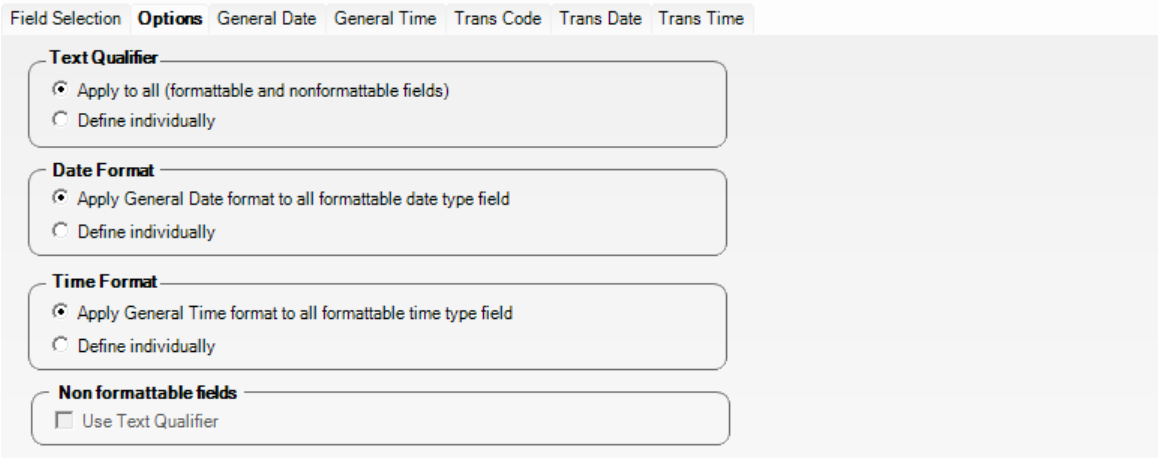
	the grid, but you can change the preferred format in the General Date / General Time / respective field tab i.e Trans Code, Trans Date).

4. Edit other export options such as text qualifier, date format from the next tab, Options.



Define the export output format based on options as described below:

Options	Description
Text Qualifier	• Apply to all (formattable and non formattable fields): To apply the text qualifier character that you defined to all field. • Define Individually: Text qualifier can be applied to certain field only. Example: "06/06/2006","14:23:28","06/06/2006","14:23:27","Pi","COM1" ....Text qualifier apply to all fields Example: "06/06/2006",14:23:28,"06/06/2006",14:23:27,Pi,COM1 ....Text qualifier apply to certain fields i.e date fields only.
Date Format	• Apply General Date format to all formattable date type field: By default, all the formattable date type fields i.e. Receive Date, Transaction Date will follow the date format that you defined in the General Date tab. Note: The date format in each formattable date type tab is not editable when this option is selected. • Define Individually: User can define a different date format for Receive Date, Transaction Date fields that compatible with the target software package.
Time Format	• Apply General Time format to all formattable time type field: By default, all the formattable time type fields i.e. Receive Time, Transaction Time will follow the time format that you defined in the General Time tab. Note: The time format in each formattable time type tab is not editable when this option is selected. • Define Individually: User can define a different time format for Receive Time, Transaction Time fields that compatible with the target software package.
Non	You can decide whether you want to apply the text qualifier for the non-formattable

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formattable fields	fields i.e fields that are none-datetime type. This is useful to differentiate a string or text value from a date or time value. To apply, check this option. Note: This function only enabled if the text qualifier is defined individually.

Note: You can always refer to the Format and Sample at the bottom of the form from time to time to have a better view on the export output format.

5. After you have entered all the fields setting and export options, click OK to confirm and save settings.

6. A "Record Added!" message will be shown. Click OK to continue.

Editing Transaction Export Setting

You can edit the transaction export settings by following the steps below:

1. Click on the entry that you wish to edit its setting, and then click Modify button. A Transaction Export Setting menu will be shown.

2. After modifying the settings, click OK to confirm and save settings.

3. A "Record Updated !" message will be shown. Click OK to continue.

Deleting Transaction Export Setting

The following steps are performed for removing a transaction export settings:

1. Click on the entry which you wish to delete.

2. Click Delete button to delete the selected Export Setting.

3. A dialogue box is displayed to ask confirmation from user. Click OK to confirm the deletion.

4. A "Record Deleted !" message will be shown. Click OK to continue.

Note: You will get an error message if you tried to delete export setting that had been selected as export format in real-time transaction export function of xPortalNet Server application.

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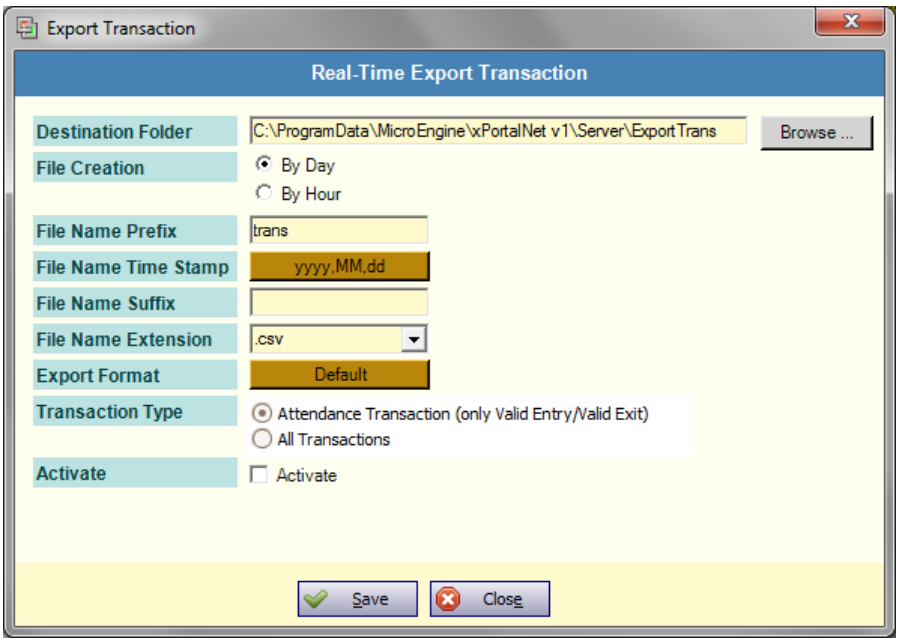
Real-Time Export Transaction

Real-Time Export Transaction is a feature in xPortalNet Server that lets user to export transaction records in real-time basics.

To activate the real-time export transaction feature, please follow the steps below:

1. Open the Export Transaction menu from Transaction > Export Trans. A dialog box as below will be shown.



2. Enter the settings of the real-time export transaction as described below:

Fields	Description
Destination Folder	Specify the directory path to store the file that going to be written.
File Creation	Determine whether the file creation duration is daily or hourly. This setting will take effect to the file name time stamp. If the By Hour option is chosen, then user can select hour (H or HH) in the file name time stamp setting.
File Name Prefix	The file that will be created is named according to the combination of file name prefix, time stamp, and suffix. *<File Name Prefix><File Name Time Stamp><File Name Suffix>* If you wish to append the transaction record in a predefined file only, then you only need to specify the file name prefix (or file name suffix) and file name extension. Or else you prefer to create the file daily or hourly, you have to define the time stamp format.
File Name Time Stamp	If you want the file to be created is named by date, then you can select the date format (year, month, day, hour, _, -) that you preferred.
File Name Suffix	The last part of the filename.
File Name Extension	The default file extension is ".txt" and ".csv" only. However, you can type other file name extension that you like (eg. ".dat")
Export Format	Select format of the exported transaction record. (Refer Transaction Export Setting if you wish to add a new export format)

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Transaction Type	There are two type of transactions that can be exported: 1. Attendance Transaction (only Valid Entry/Valid Exit) - Only export valid entry and valid exit transactions that occurred at attendance captured door. The "Is Attendance Capture Door" door setting and the attendance capture mode that being selected will take effect to the export condition. The transaction that is not fulfilled the condition will be ignored. 2. All Transactions - Export all transactions
Activate	Check the activate checkbox if you want to enable this function.

Attendance Capture Mode	Valid Entry	Valid Exit
No. Don't include this door for attendance calculation.	X	X
Yes. Use both Entry and Exit for Att.In and Att.Out	✓	✓
Yes. Use both Entry and Exit for Att.In Only	✓	✓
Yes. Use both Entry and Exit for Att.Out Only	✓	✓
Yes. Use Entry Only for Att.In and Att.Out	✓	X
Yes. Use Entry Only for Att.In	✓	X
Yes. Use Entry Only for Att.Out	✓	X
Yes. Use Exit Only for Att.In and Att.Out	X	✓
Yes. Use Exit Only for Att.In	X	✓
Yes. Use Exit Only for Att.Out	X	✓

X – Ignore, ✓ – Export

3. Click the Save button to save the settings. The next transaction will be written to the file. You can check the output file from the destination folder that you have specified.

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Utilities

Remote Update Firmware

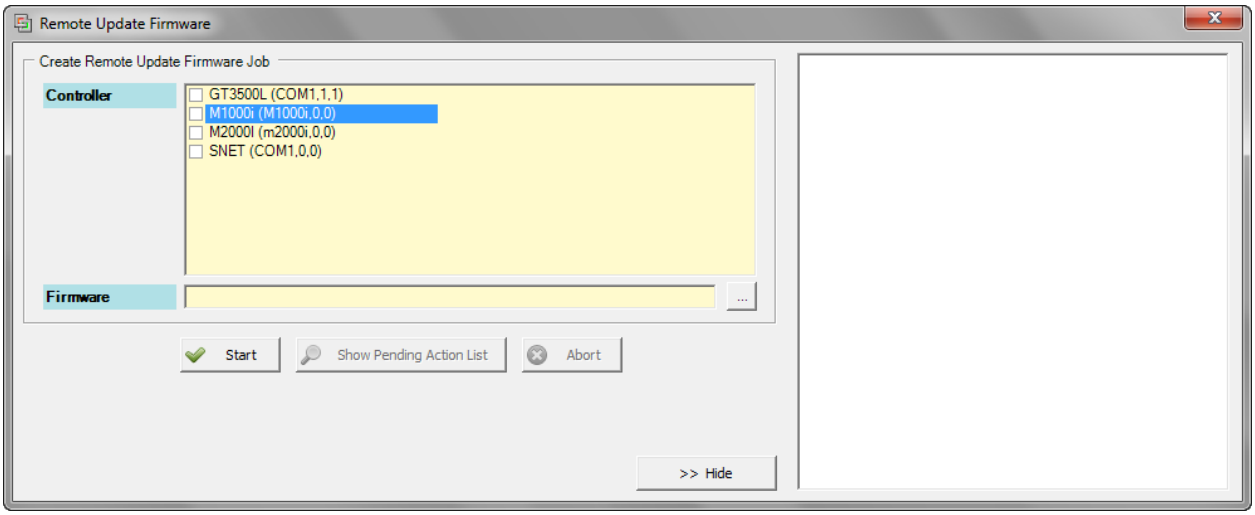
**The information contained in the user's manual may not reflect all features of or the most updated in xPortalNet software.*

Remote Update Firmware

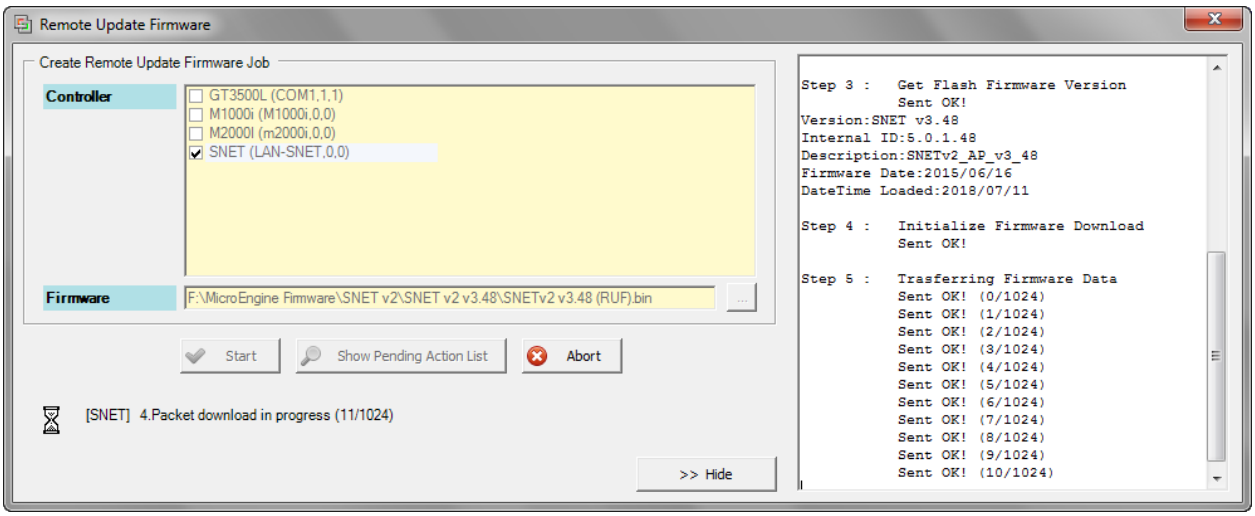
This features is allow user to update their controller's firmware by remotely. This features only applicable for selected controller model.

To remote update firmware, please follow the step below:

1. Open the Remote Update Firmware menu from Utilities > Remote Update Firmware. The menu as below will be shown.



2. Select the controller that you wish to update and check the checkbox
3. Browse for the firmware file. The extension of the file must be in. bin file format.
4. Click Start to update the firmware and you able to see the progress of transferring firmware data.



5. After complete the updating firmware. The following window will be prompt and click confirm button to reset the controller.

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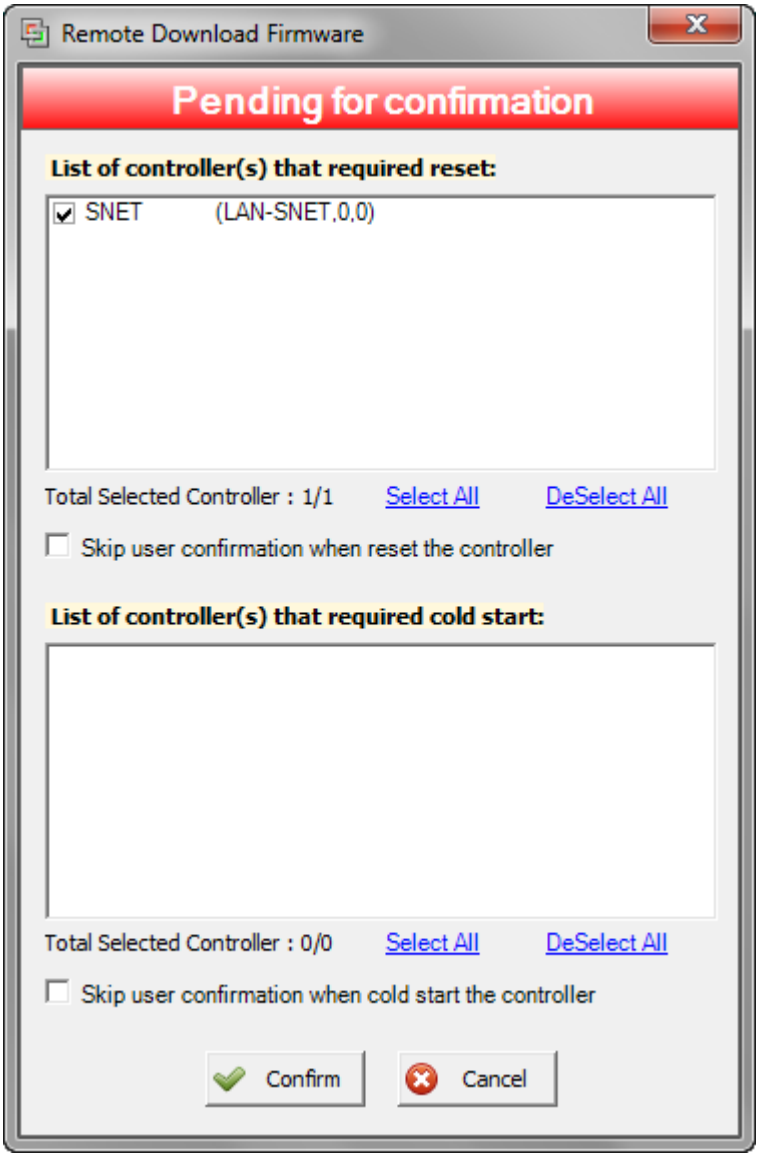

6. Click Yes to continue reset the controller.

The firmware has been downloaded successfully.

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