



Access Control Management Software Web Client V28.0.2.X

User Guide



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This manual's sole purpose is to assist installers and/or users in the safe and efficient installation and usage of the system and/or product, and/or software described herein.



Before attempting to install and/or use the system, the installer and the user must read this manual and become familiar with all safety requirements and operating procedures.

- The system must not be used for purposes other than those for which it was designed.
- The use of the software associated with the system and/or product, if applicable, is subject to the terms of the license provided as part of the purchase documents.
- This manual describes the maximum configuration of the system with the maximum number of functions, including future options. Therefore, not all functions described in this manual may be available in the specific system and/or product configuration you purchased.
- Incorrect operation or installation, or failure of the user to effectively maintain the system, relieves the manufacturer (and seller) from all or any responsibility for consequent noncompliance, damage, or injury.
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- All graphics in this manual are for reference only, some deviation between the image(s) and the actual product may occur.
- All wiring diagrams are intended for reference only, the photograph of the PCB(s) are intended for clearer illustration and understanding of the product and may differ from the actual PCB(s).

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1. Introduction

The Rosslare AxTraxPro™ Web Client software is a web-based software management system intended for the ongoing management of the AxTraxPro™ Server. Operators can access the system from a web browsers for daily tasks. The AxTraxPro access control system is user-friendly, intuitive, and rich in functionality.

AxTraxPro is the foundation for the Rosslare Cloud Services Platform for delivering innovative value-added services. The AxTraxPro platform includes the AxTraxPro Server / AxTraxPro Desktop Client and the AxTraxPro Web Client.

Use the AxTraxPro Web Client to unlock or lock an electrical door lock, add and edit users, manage a lockdown in an emergency, monitor events, manage access control networks, and view reports. This manual is compatible with AxTraxPro Access Control Management Software V28.0.2.X.

2. Setting up the AxTraxPro Software

The AxTraxPro platform includes the AxTraxPro Server / AxTraxPro Desktop Client and the AxTraxPro Web Client.

The configuration for the system including the doors, users, lockdown groups, and networks is done with the AxTraxPro Server/Client Access Control Management software program. Install the AxTraxPro Access Control Management software program onto the server that controls the access control panels and manages the database.

One AxTraxPro server can serve an unlimited number of AxTraxPro web-based users.

3. Signing in to AxTraxPro Software

To sign in to AxTraxPro:



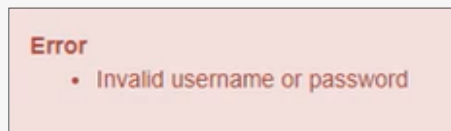
Your username and password are set by the approved person that does the **Add User** process.

1. Enter your username.
2. Enter your password.

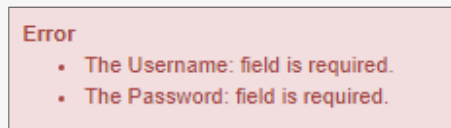
3. Click  .



An error message is shown if an incorrect username or password is entered.



An error message is shown if a username or password is not entered.



4. Scope

This document contains the procedures to use the Rosslare AxTraxPro Web Client software. The document includes the following sections:

Section	Description
Getting to Know the Interface	Describes the structure of the AxTraxPro Web Client software.
Signing in to AxTraxPro Software	Describes how to sign in to the AxTraxPro Web Client software.
Setting up the AxTraxPro Software	Describes how to set up the AxTraxPro software.
Managing Doors	Describes how to manage doors.
Managing Users	Describes how to manage users.
Managing Lockdown	Describes how to manage a lockdown.
Monitoring Events	Describes how to monitor events.
Managing Networks	Describes how to manage networks.
Viewing Reports	Describes how to view reports.

4.1. Related Documentation

The AxTraxPro platform includes the AxTraxPro Server / AxTraxPro Desktop Client and the AxTraxPro Web Client. The access control system is configured with the AxTraxPro Server/Client.

The following related documents are available from the Partner Zone on the Rosslare web site:

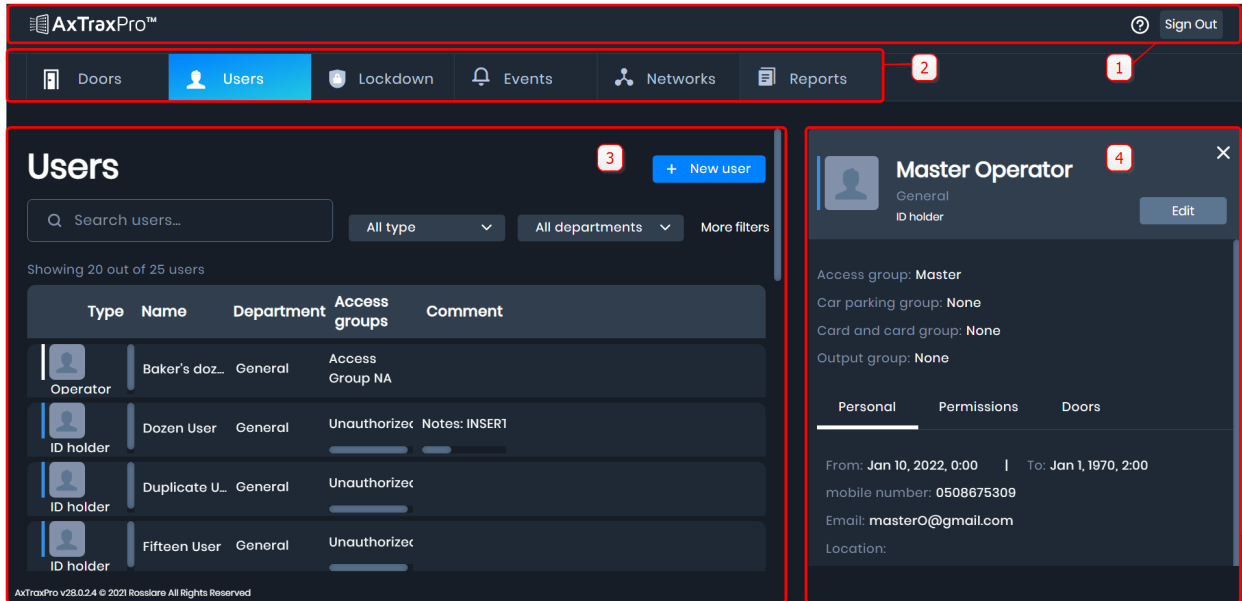
- AxTraxPro Desktop Client User Guide V28.0.2.X
- AxTraxPro V28.0.1.X Datasheet

5. Getting to Know the Interface

The Rosslare AxTraxPro Web Client is a web browser interface for the daily management of a Rosslare access control system.

The following image and table describe the Rosslare AxTraxPro main window.

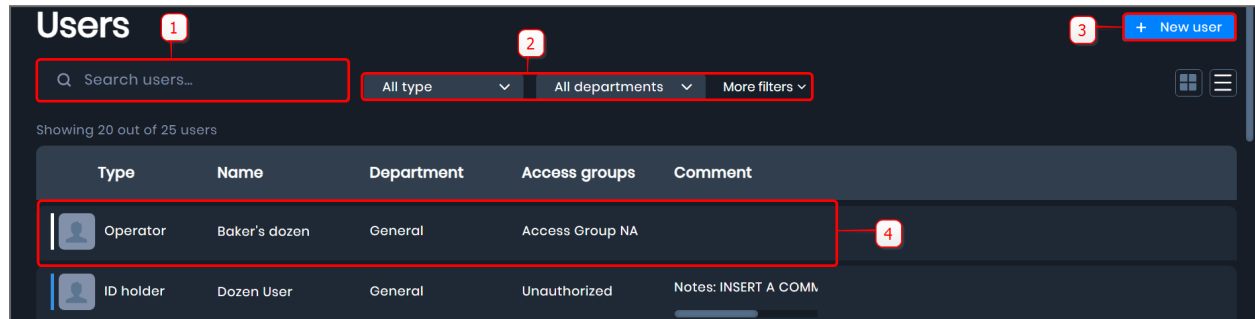
AxTraxPro Main Window




#	Item	Description
1	Taskbar	System tasks <ul style="list-style-type: none"> • Sign out
2	Navigation bar	Modules to see more information.
3	Workspace	Information for the module selected in the navigation bar.
4	Details pane	More information for a row selected in the workspace.

Workspace

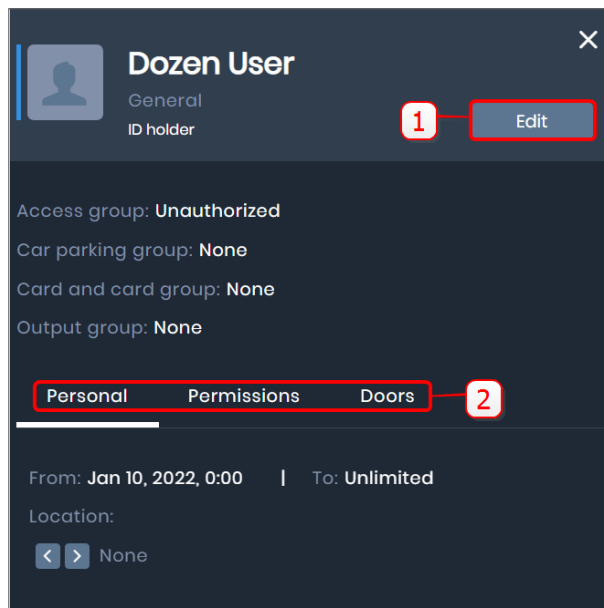
The following image and table describe a typical AxTraxPro workspace.




#	Item	Description
1	Search box	Text box for search
2	Filter list boxes	Selection of keywords to filter the information <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;">  The quantity of filters is different for each workspace. </div>
3	Action button	Some workspaces have a button to do an operation, an example is New User .
4	Row that shows general information	Click in the row to open the details pane to see more information.

Details Pane

The following image and table describe the details pane.



#	Item	Description
1	Action button	Some panes have a button to do an operation, an example is Edit .
2	Properties selection tab	Selection of properties to see more information.

 When the length of text is larger than its text box, hover over the text to see all of the text as shown:

Card : 127, 000000000001037 (Ca...

Card : 127, 000000000001037 (Card)

6. Managing Doors

- In the doors workspace an approved user can search for and manage a door. The doors workspace shows door status and has buttons to unlock and lock an electrical door lock.
- The doors pane gives more door information and also has buttons to lock and unlock an electrical door lock.

6.1. Doors Workspace

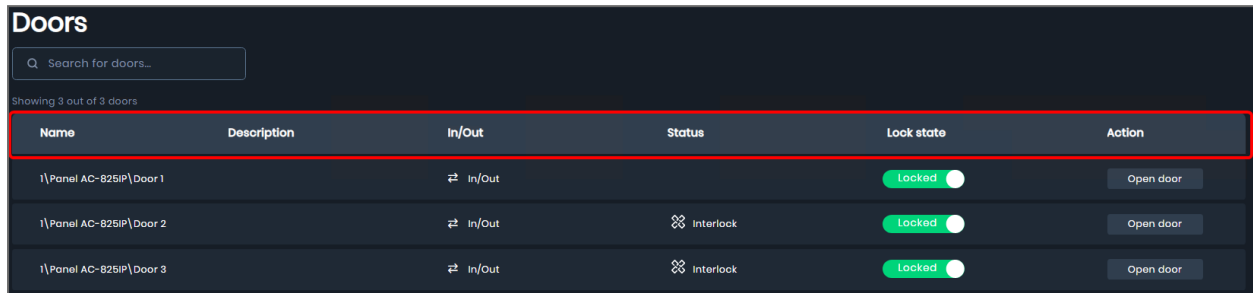
The doors workspace shows a list of all the doors and door status. It also has buttons to unlock or lock an electrical door lock.



The doors shown to the user are only the doors that the user has the permission to see and manage.

Information Shown in the Workspace

The following image and table describe the doors workspace.



Column	Description
Name	Door name specified in the AxTraxPro Desktop Client
Description	Text entered in the Notes field in the AxTraxPro Desktop Client
In/Out	An arrow and text shows if the reader is used to exit or to enter
Status	<ul style="list-style-type: none"> • Door is physically open or closed (shown only if a door monitor is connected) • Time that the door was forced open • Time period that a door was held open • Interlock, if this door is part of interlock group • Antipassback, if this is part of antipassback • Lockdown, if it is in lockdown state • Dual authentication • Lock state timer (the time that the door will automatically lock)

Operations Available in the Workspace

In the doors workspace the following table gives the operations available.

Column	Operation
Lock state	<ul style="list-style-type: none"> • Unlock the electrical door lock • Lock the electrical door lock
Action	<ul style="list-style-type: none"> • Unlock the electrical door lock for the Door open time specified in the AxTraxPro Desktop Client

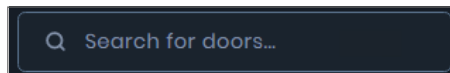
6.1.1. Searching for a Door



In the doors workspace, the first 20 doors are shown. To see more doors, click [Show more](#).

To search for a door in the doors workspace:

1. Type the door name in the search box.





- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

6.1.2. Lock State Operations

Lock State Icons

The lock state icons are:


-  when the electrical door lock is locked.
-  when the electrical door lock is unlocked.

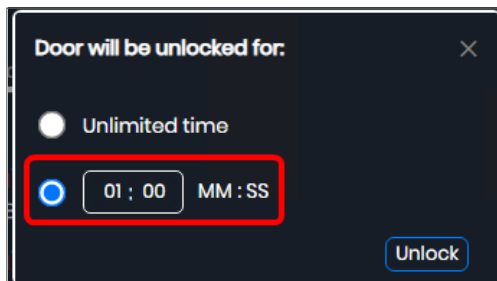


- A locked door is a door that requires a credential to be presented to a reader.
- An unlocked door is a door that does not require a credential to be presented to a reader.

Open door operation is the same as "open momentarily" and "open permanently" in the AxTraxPro Desktop Client (under manual "door operation").

To unlock an electrical door lock for a specified amount of time:

1. Click  to unlock the electrical door lock.
2. Enter the amount of time for the door to be unlocked.



- Enter the time value in the format of "minutes : seconds".
- The maximum permitted time is 59:59 MM : SS.

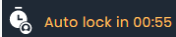
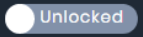

3. Click .



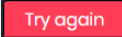
When the unlock door operation is in progress, a popup message is shown.



When the electrical door lock is unlocked, the status, lock state, and action icons have the following changes:

- A countdown timer to indicate when the electrical door lock will be locked is added to the status column. 
- The lock state icon changes to .
- The action icon changes to .


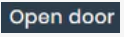


When the unlock door operation is not successful, a  icon is shown in the action column.


After the specified time, the electrical door lock is locked.

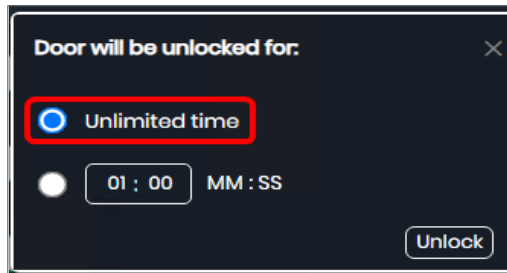


When the door is locked:


- The lock state icon changes to .
- The action icon changes to .


To unlock an electrical door lock for an unlimited amount of time:


1. Click  to unlock the electrical door lock.
2. Select **Unlimited**.






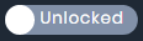
3. Select **Unlock**.

 When the door unlock operation is in progress, a message is shown

 Unlocking door... ×





- The lock state icon changes to 
- The action icon changes to 

 It is necessary to select  to lock the door.

To lock an electrical door lock:



1. Click .

 When the door lock operation is in progress, a message is shown

 Locking door... ×



When the door is locked:

- The lock state icon changes to  .
- The action icon changes to  .

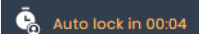

6.1.3. Door Action Operations

To unlock an electrical door lock:

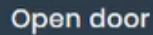
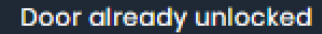
1. Click  .



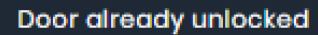
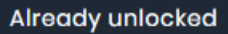
When the electrical door lock is unlocked:

- A countdown timer to indicate when the electrical door lock will be locked is added to the status column  .
- The action icon changes to  .
- The electrical door lock is unlocked for the default time period of 4 seconds or for the time configured in AxTraxPro Desktop Client.




When the door has been unlocked by another user, the  button is replaced with  .




When **Doors pane** is open, the  icon changes to  .

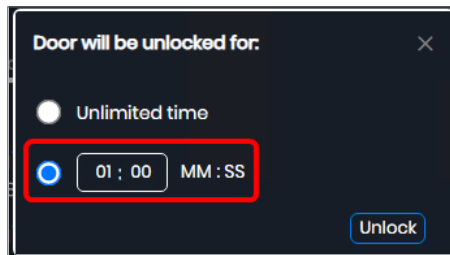


When the unlock door lock operation is not successful, a  icon is shown.

6.1.4. Unlocking an Electrical Door Lock

To unlock an electrical door lock for a specified amount of time:

1. Click  to unlock the electrical door lock.
2. Enter the amount of time for the door to be unlocked.

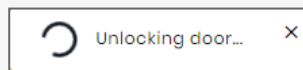


- Enter the time value in the format of "minutes : seconds".
- The default time to give access to a door is 4 seconds or for the time configured in AxTraxPro Desktop Client.
- The maximum permitted time is 59:59 MM:SS.

3. Click .

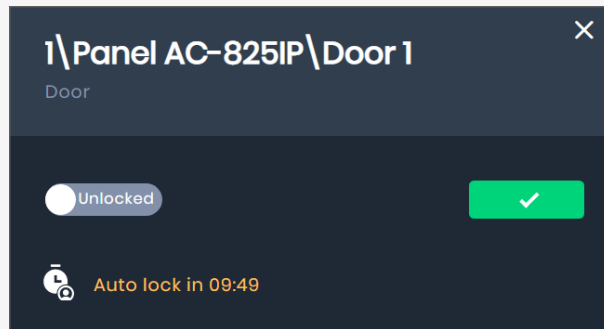


When the unlock door operation is in progress a message is shown.





- After the electrical door is unlocked, the icons in the **Doors** pane change as shown:

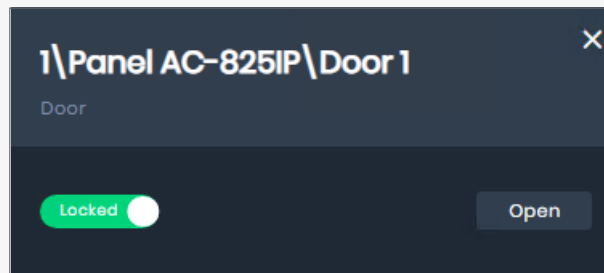


When the unlock door operation is not successful a **Try again** icon is shown.

After the specified time period, the electrical door lock is locked.



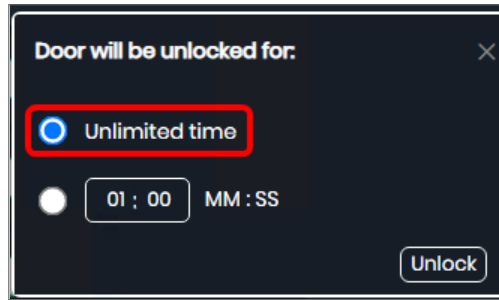
When the door is locked the icons are shown as before:



To unlock an electrical door lock for an unlimited amount of time:

1. Click  to unlock the electrical door lock.

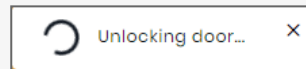
2. Select **Unlimited**.



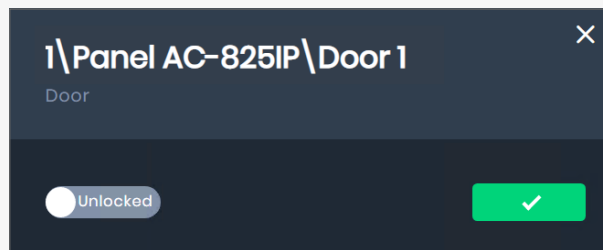
3. Select **Unlock**.

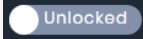


When the unlock door operation is in progress a message is shown.



- After the electrical door lock is unlocked, the icons in the **Doors** pane change as shown:



It is necessary for the operator to select  to lock the door.

To lock an electrical door lock:

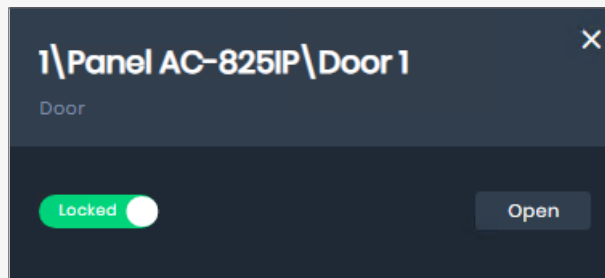
1. Click .



When the door lock operation is in progress a message is shown.



When the door is locked the icons are shown as before:

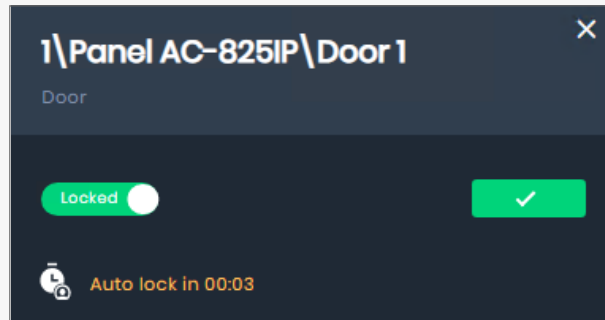


To unlock an electrical door lock:

1. Click .

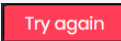


- After the electrical door lock is unlocked, the icons in the **Doors** pane change as shown:



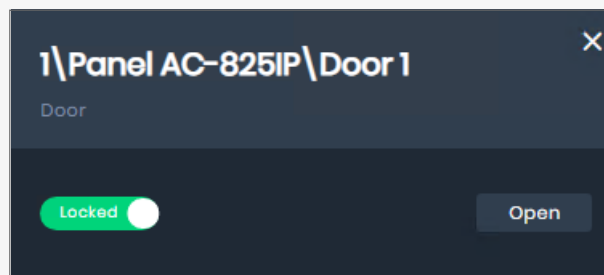
The electrical door lock is unlocked for the default time period of 4 seconds or for the time configured in AxTraxPro Desktop Client.



When the unlock door operation is not successful a  icon is shown.

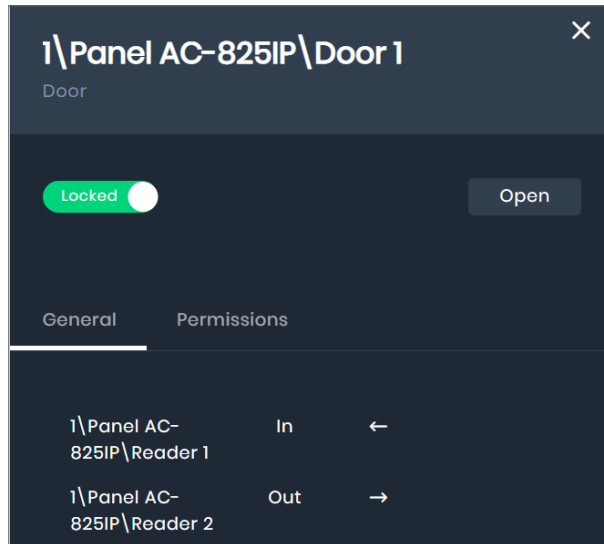


When the door is locked the icons are shown as before:



6.2. Doors Pane

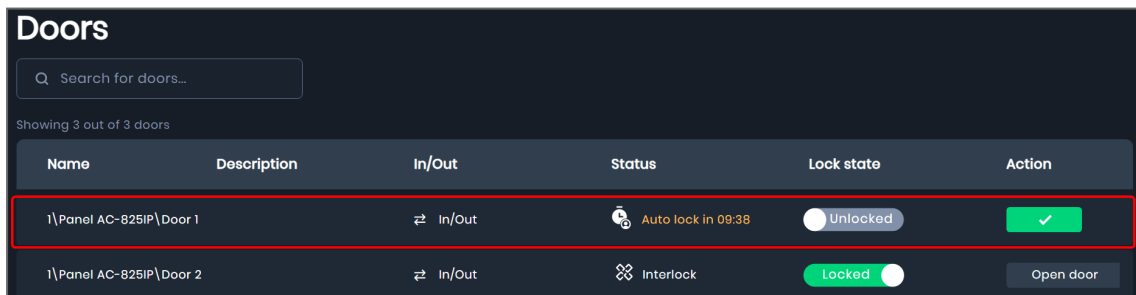
The doors pane gives more door information including permissions. It is also possible to unlock or lock an electrical door lock in the doors pane.



6.2.1. Opening the Doors Pane

To open the doors pane:

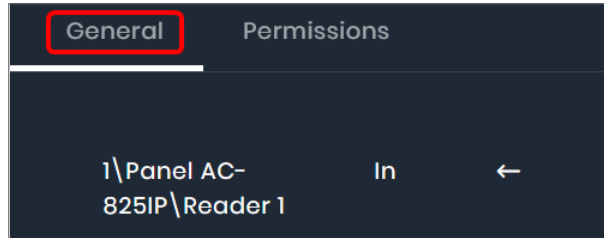
1. Click on the row for a door.



6.2.2. Viewing General Door Information

To see general door information:

1. Click **General** tab.



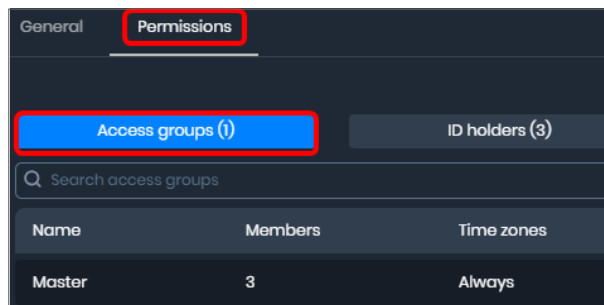
6.2.3. Viewing Access Group Door Permissions



An access group is a list of door readers and the time zones during which each of those door readers are available for access. Each user is assigned to an access group. A user can be assigned to more than one access group.

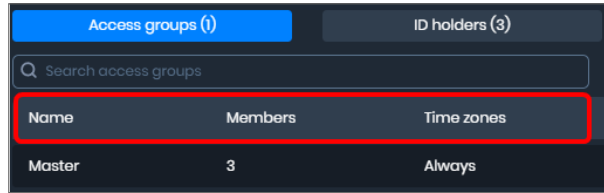
To see the door permissions for an access group:

1. Click **Permissions**.
2. Click **Access groups (1)**.



Information Shown in the Pane

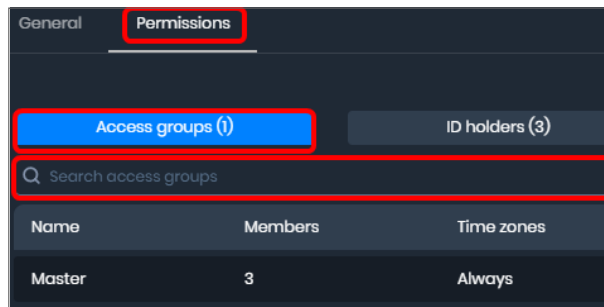
The following image and table describe the **Access groups** tab in the doors pane.



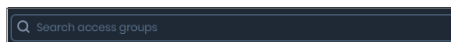
Column	Description
Name	Access group name specified in the AxTraxPro Desktop Client
Members	Number of members specified in the AxTraxPro Desktop Client
Time zones	Time zones specified in the AxTraxPro Desktop Client

When a number occurs in a parentheses **Access groups (1)** it indicates the number of records available to see.

To search the list for an access group:



1. Type the access group name in the search box.



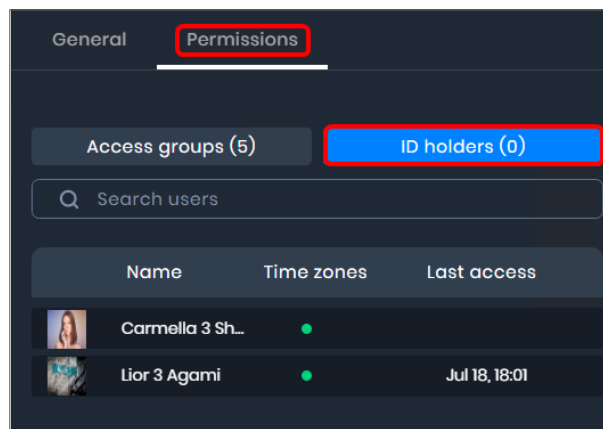


- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

6.2.4. Viewing ID Holder Door Permissions

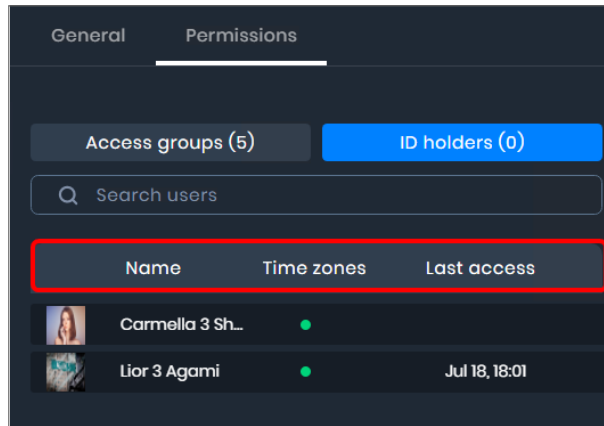
To see ID holder permissions:

1. Click **Permissions**.
2. Click **ID holders**.




Information Shown in the Pane

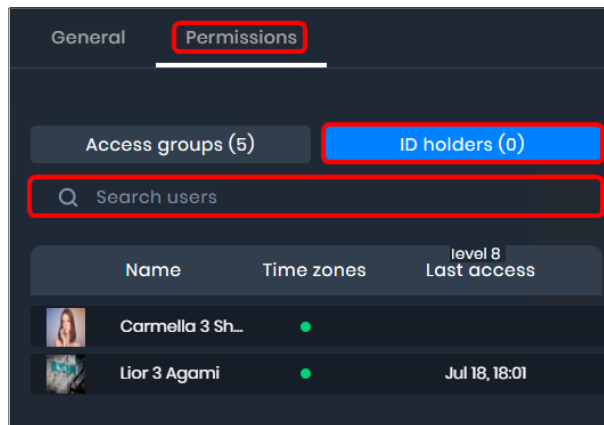
The following image and table describe the **ID holders** tab in the doors pane.



Column	Description
Name	Access group name specified in the AxTraxPro Desktop Client
Time zones	<ul style="list-style-type: none"> ● for when a time zone is not active ● for when a time zone is active. Hover over the icon for more information
Last access	Last access recorded by the system


 When a number occurs in a parentheses **ID holders (2)** it indicates the number of records available to see.

To search the list for ID holder:



1. Type the user name in the search box.



- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

7. Managing Users

The AxTraxPro system divides users into categories. The categories are:

- ID holder - an ID holder is a person that is given specified access rights.
- Operator - an operator is an ID holder that also has access to the AxTraxPro software. Some operators may have complete control over the system while another operator may only be approved to view one section.
- Visitor - a visitor is a person that is given temporary access rights.

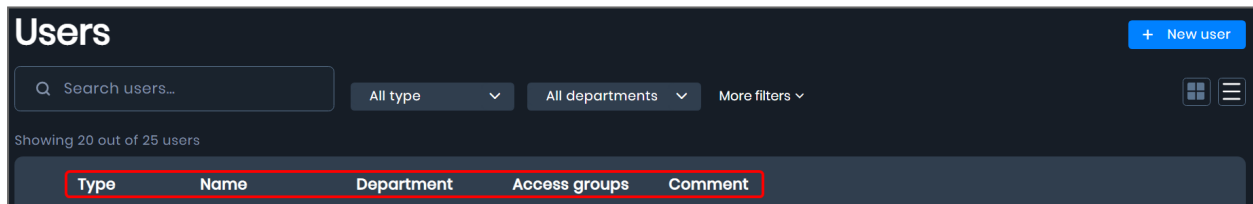
To see a user profile, to add a new user, and to edit a user profile can be done in the users workspace and users pane.

7.1. Users Workspace

The users workspace shows all the users. The users can be seen as a list or as a group of cards.

Information Shown in the Workspace

The following image and table describe the users workspace.



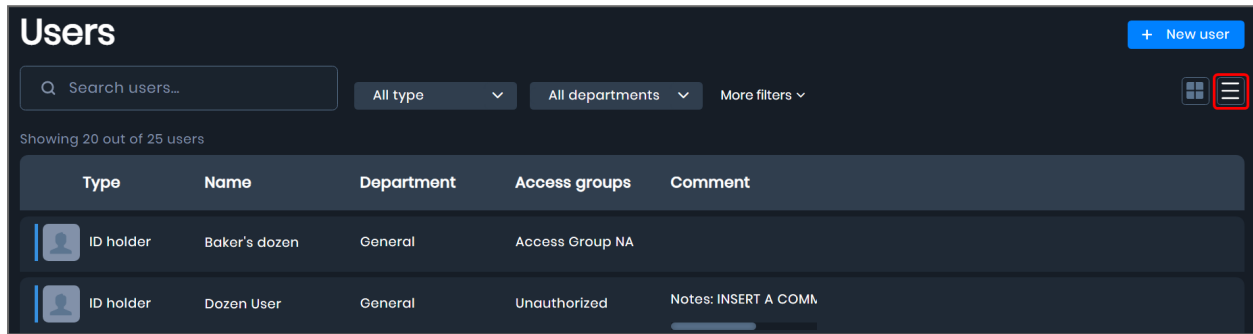
Column	Description
Type	User type specified in the AxTraxPro Desktop Client for User Properties or AxTraxPro Web Client.
Name	User name entered in the General tab in the AxTraxPro Desktop Client for User Properties or AxTraxPro Web Client.
Department	Department selected in the General tab in the AxTraxPro Desktop Client for User Properties or AxTraxPro Web Client.
Access group	Access group selected in the General tab in the AxTraxPro Desktop Client for User Properties or AxTraxPro Web Client.
Comment	Text entered in the "Notes" field in the Details tab in the AxTraxPro Desktop Client for User Properties .

7.1.1. Viewing Users in the System

The users workspace shows all the users. The users can be seen as a list or as a group of cards.

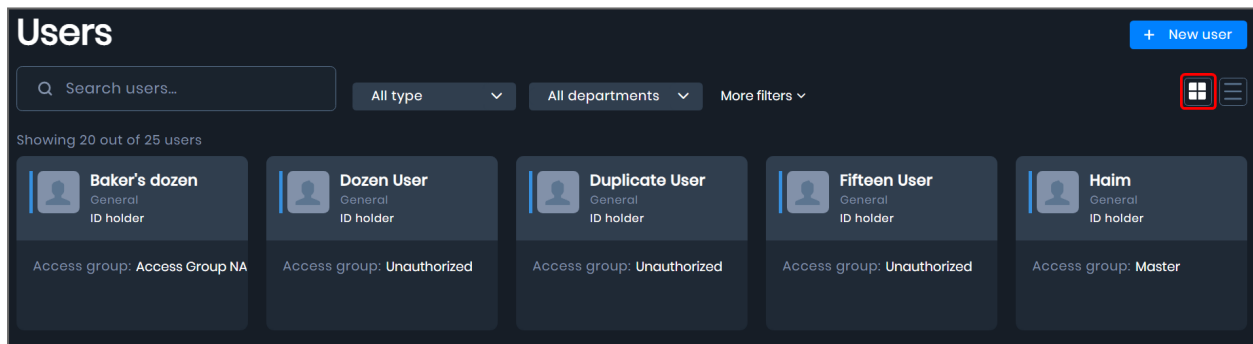
To see the users in a list:


1. Click .



To see the users as group of cards:

1. Click .

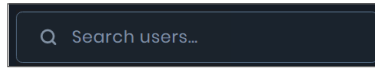


 The first 20 users are shown. To see more users, click [Show more](#).

7.1.2. Searching for a User

To search for a user:

1. Type the user name in the search box.



- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

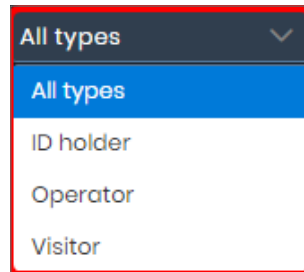
7.1.3. Using a Filter to Find a User



You can use one or more filter to find a user.

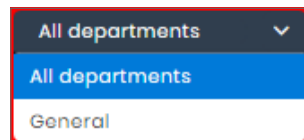
To filter by user type:

1. Select the user type in the **All Types** list.



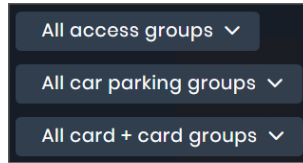
To filter by department:

1. Select the department in the **All Departments** list.



To filter by access group:

1. Select **More filters**.
2. Select the access group in the list.



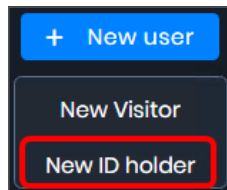
To clear all filters:

1. Click **Clear all filters**.

7.1.4. Adding an ID Holder

To add an ID holder:

1. Click **+ New user**.
2. Select **ID holder** in the **+ New user** list.



To add the ID holder personal information:

1. Enter the ID holder personal information.



The required information is shown in a red box.

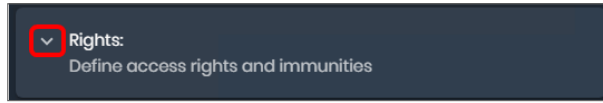
2. To add **Access Groups**, click **Next**.



To add **Rights**, **Authentication override**, and **Links** continue as shown below.

To add rights:

1. Click the down arrow.



The following table gives the list of rights.


Right	Description
Antipassback immunity	<p>A method that gives one-way access into and out of a secure area. It prevents a user to enter a secure area and then pass that card back to someone else to enter that same area.</p> <ul style="list-style-type: none"> • Select Never, Always, or a time zone.
Extended door open time	Keeps the electrical door lock unlocked for a specified time longer than the default.
Interlock immunity	Lets a user unlock an electrical door lock within an applicable access group whatever the interlock status.

2. Select the time frame for Antipassback immunity .



3. Select the check box next to each right to add.

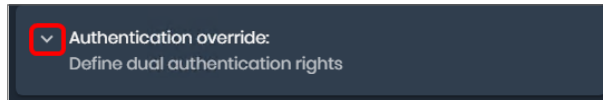


 To add **Authentication override** and **Links** continue as shown below.

4. To add **Access Groups**, click **Next**.

To add authentication override:

1. Click the down arrow.



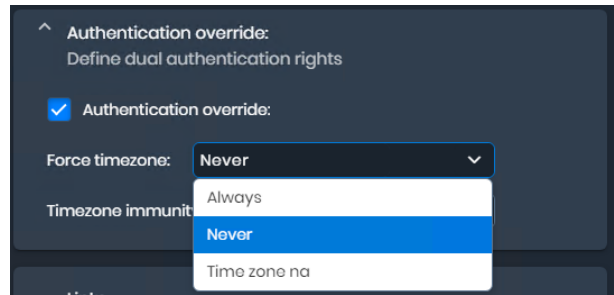
The following table gives the list of authentication override permission rights.

Authentication Override	Description
Force timezone	The user must present two credentials, even though the reader does not require it. <ul style="list-style-type: none"> • Select Never, Always, or a time zone.
Timezone immunity	User is granted access per one credential and not per two credentials, even though the reader might be in "User Dual Authentication" mode. <ul style="list-style-type: none"> • Select Never, Always, or a time zone.

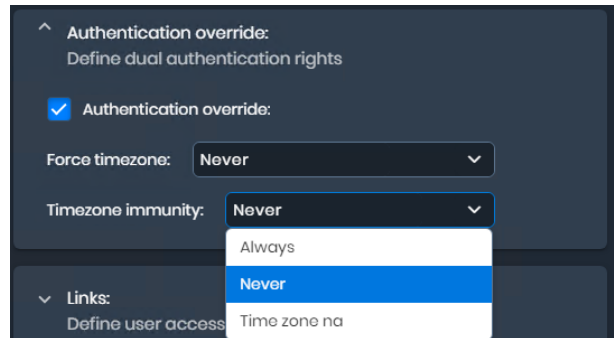
2. Select the **Authentication override** check box.




3. Select the time frame for Force timezone.



4. Select the time frame for Timezone immunity.

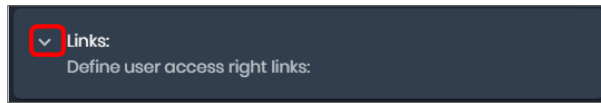


 To add **Links** continue as shown below.

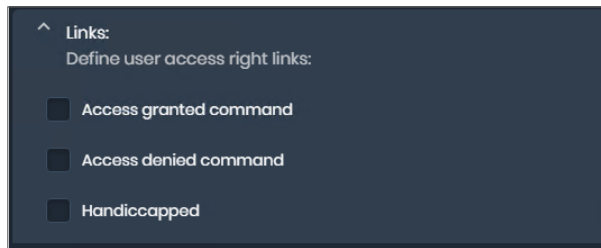
5. To add **Access Groups**, click **Next**.

To add links:

1. Click the down arrow.



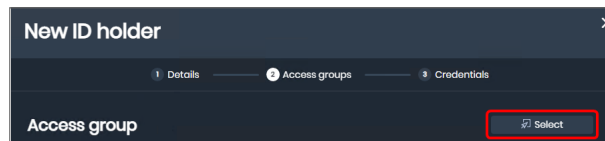
2. Select the check box next to the link to add.



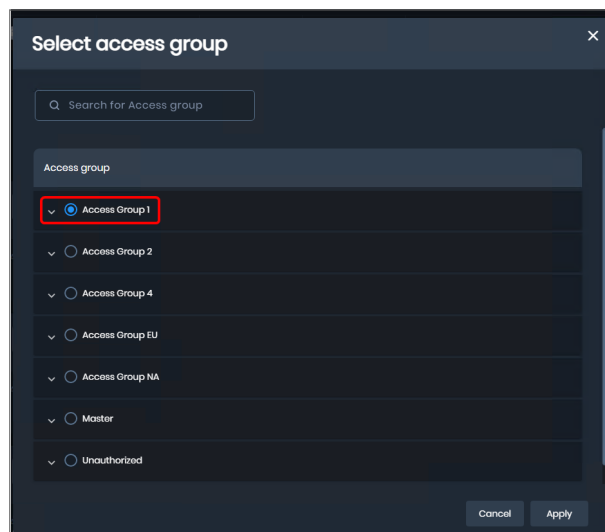
2. Click **Next**.

To add an access group.

1. Click **Select**.



2. Select the check box for an **Access Groups**.



3. Click **Apply**.

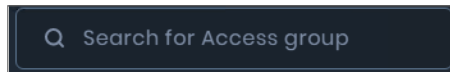


To add **Additional access groups** and **Additional readers** continue as shown below.

4. To add **Credentials**, click **Next**.

To search for an access group:

1. Type the access group name in the search box.



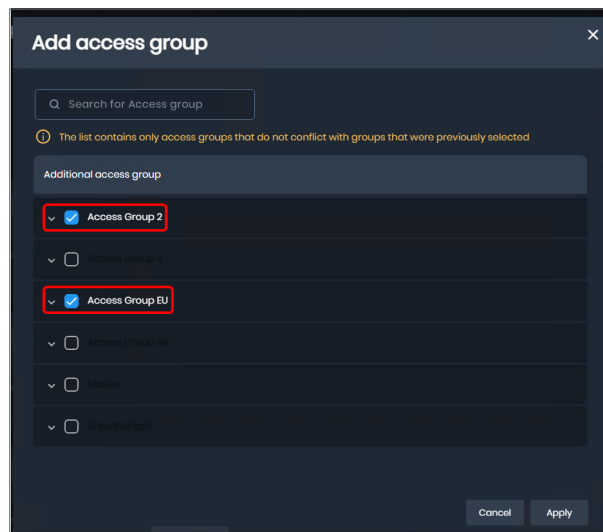
- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

To add additional access groups.

1. Click **Add**.



2. Select the check boxes for the **Access Groups**.



The list contains only access groups that do not conflict with groups that were previously selected.

3. Click **Apply**.

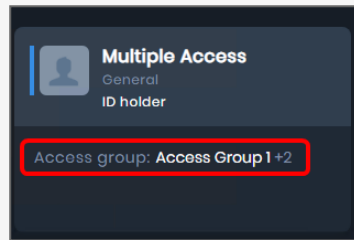


To add **Additional readers** continue as shown below.

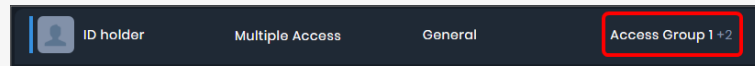
4. To add **Credentials**, click **Next**.



When an ID holder is assigned to more than one access group, the card view for the ID holder the number of additional access groups is shown next to the name of the main access group.

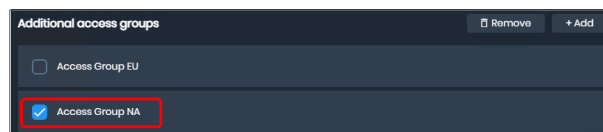


When an ID holder is assigned to more than one access group, the ID holder list view shows the number of additional access groups is shown next to the name of the main access group.



To remove additional access groups.

1. Select the check boxes for the **Access Groups**.



2. Click **Remove**.

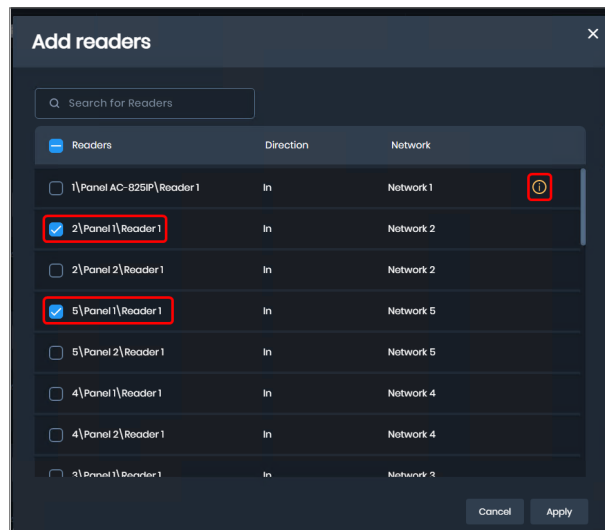



To add additional readers.

1. Click **Add**.



2. Select the check boxes for the **Readers**.



When the reader selected is in access group that was previously selected reader, the  icon is shown.

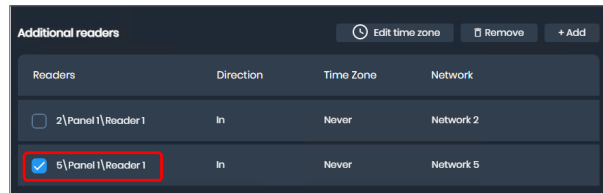


The time zone assigned to the additional reader selected overrides the time zone for all the readers that are part of the selected access groups.

3. Click **Apply**.
4. To add **Credentials**, click **Next**.

To remove additional readers.

1. Select the check boxes for the **readers**.

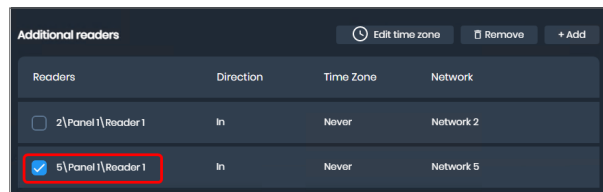


2. Click **Remove**.



To edit a time zone for a reader.

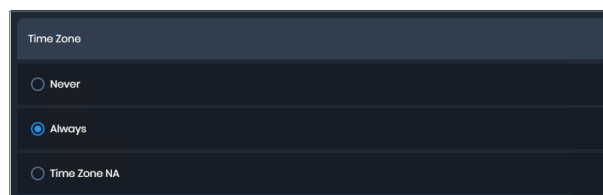
1. Select the check box for the **readers**.



2. Click **Edit time zone**.



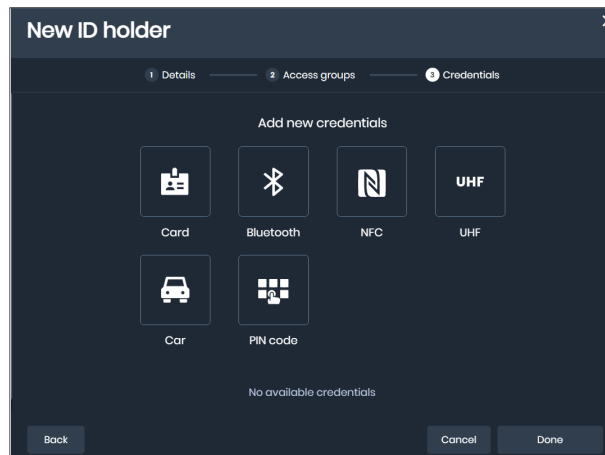
3. Select a time zone.









4. Click **Apply**.

To add new credentials:

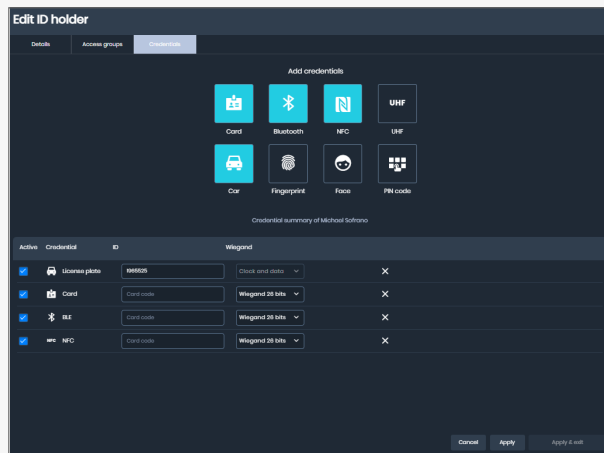
1. Select the credential type.



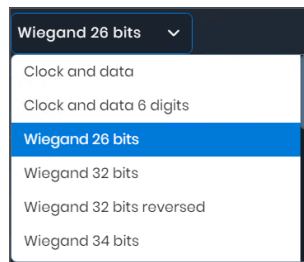
- a. Click  to add a card.
- b. Click  to add Bluetooth ID.
- c. Click  to add NFC.
- d. Click  to add UHF.
- e. Click  to add a car license plate.
- f. Click  to add a PIN code.



A row is inserted into a list of credentials.



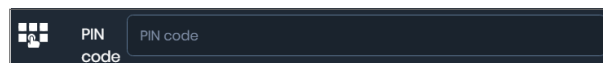
2. To select Wiegand bits, click the Wiegand bits list box.



3. In the text box, type a facility code (if necessary) and credential ID.



4. For a PIN code, enter 4 to 8 digits.

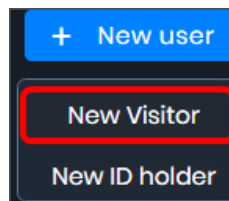


5. When complete, click **Done** to add the ID holder
or
6. Click **Cancel** to cancel the add ID holder procedure.

7.1.5. Adding a Visitor

To add a visitor:

1. Click **+ New user**.
2. Select **Visitor** in the **+ New user** list.



To add visitor personal information:

1. Enter the visitor personal information.

The screenshot shows the 'New visitor' form with the following fields and options:

- First name:** Visitor first name (highlighted with a red box)
- Middle name:** Visitor middle name
- Last name:** Visitor last name
- Valid from:** 05/03/2023
- Valid to:** Unlimited
- Host department:** None
- Host user:** None
- Phone:** Visitor phone number
- Email:** Visitor email
- Identification:** Visitor identification
- Card + card group:** None
- Car parking group:** None
- Output group:** None
- Notes:** Type...
- Rights:** Define access rights and immunities
- Authentication override:** Define dual authentication rights
- Links:** Define user access right links



The required information is shown in a red box.

2. To add **Access Groups**, click **Next**.



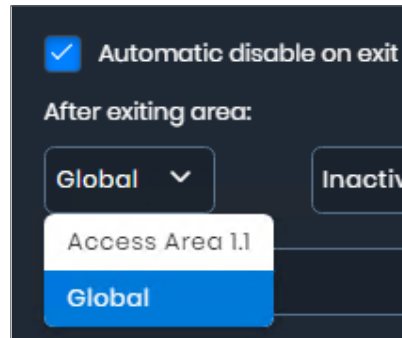
To add **Rights**, **Authentication override**, and **Links** continue as shown below.

To add automatic disable on exit:

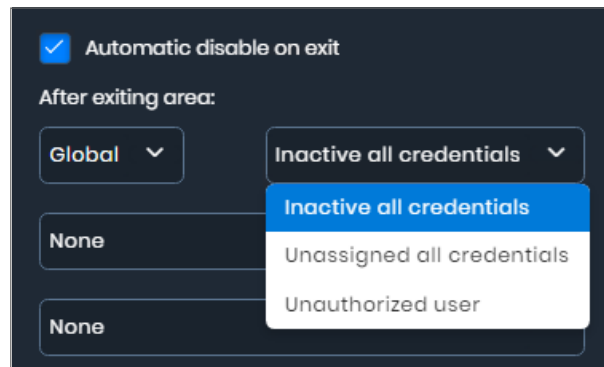
1. Select the check box.




2. Select the area.



3. Select the condition.

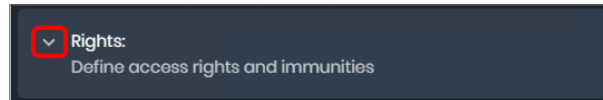


4. To add **Access Groups**, click **Next**.

 To add **Rights**, **Authentication override**, and **Links** continue as shown below.

To add rights:

1. Click the down arrow.



The following table gives the list of rights.

Right	Description
Antipassback immunity	A method that gives one-way access into and out of a secure area. It prevents a user to enter a secure area and then pass that card back to someone else to enter that same area. <ul style="list-style-type: none"> • Select Never, Always, or a time zone.
Extended door open time	Keeps the electrical door lock unlocked for a specified time longer than the default.
Interlock immunity	Lets a user unlock an electrical door lock within an applicable access group whatever the interlock status.

2. Select the time frame for Antipassback immunity .



3. Select the check box next to each right to add.

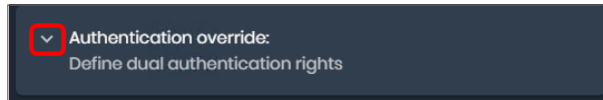


 To add **Authentication override** and **Links** continue as shown below.

7. To add **Access Groups**, click **Next**.

To add authentication override:

1. Click the down arrow.



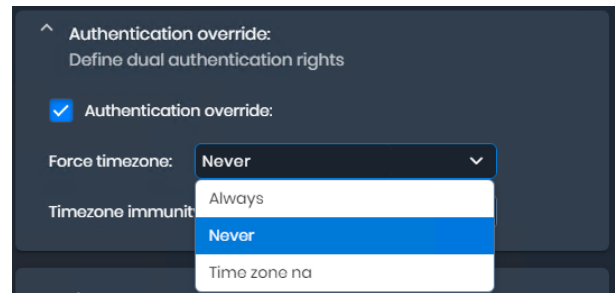
The following table gives the list of authentication override permission rights.

Authentication Override	Description
Force timezone	The user must present two credentials, even though the reader does not require it. <ul style="list-style-type: none"> • Select Never, Always, or a time zone.
Timezone immunity	User is granted access per one credential and not per two credentials, even though the reader might be in "User Dual Authentication" mode. <ul style="list-style-type: none"> • Select Never, Always, or a time zone.

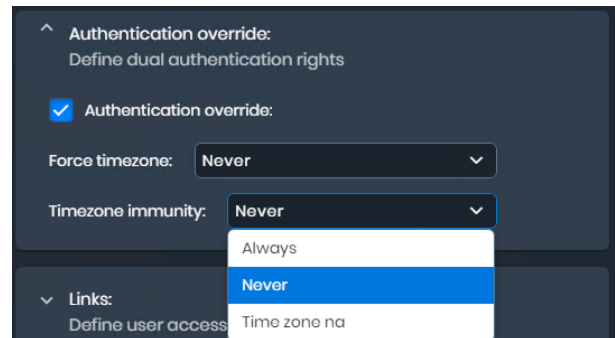
2. Select the **Authentication override** check box.



3. Select the time frame for Force timezone.



4. Select the time frame for Timezone immunity.

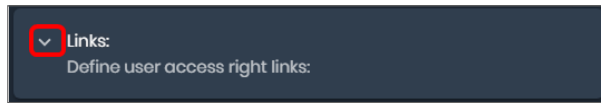


To add **Links** continue as shown below.

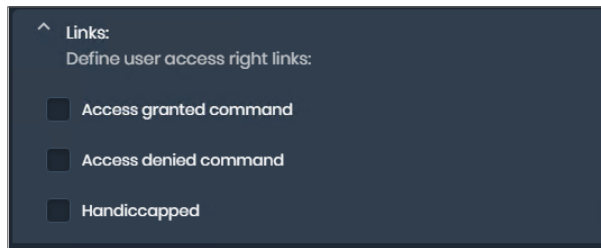
5. To add **Access Groups**, click **Next**.

To add links:

1. Click the down arrow.



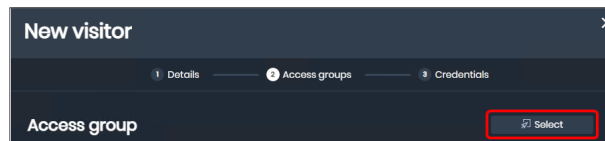
2. Select the check box next to the link to add.



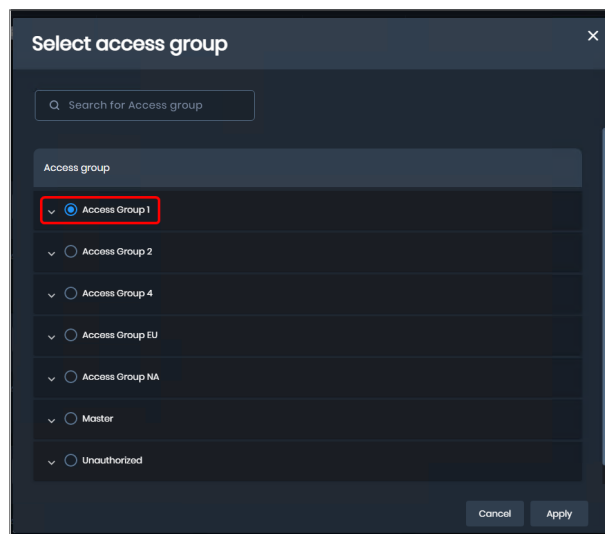
2. Click **Next**.

To add an access group.

1. Click **Select**.



2. Select the check box for an **Access Groups**.



3. Click **Apply**.

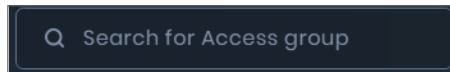


To add **Additional access groups** and **Additional readers** continue as shown below.

4. To add **Credentials**, click **Next**.

To search for an access group:

1. Type the access group name in the search box.



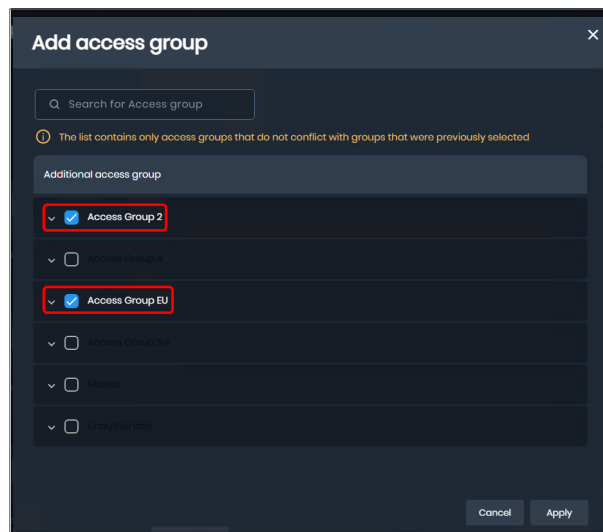
- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

To add additional access groups.

1. Click **Add**.



2. Select the check boxes for the **Access Groups**.





The list contains only access groups that do not conflict with groups that were previously selected.

3. Click **Apply**.

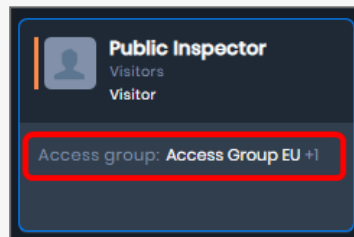


To add **Additional readers** continue as shown below.

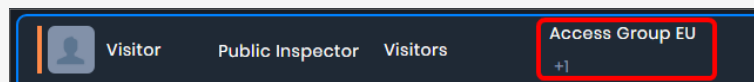
4. To add **Credentials**, click **Next**.



When a visitor is assigned to more than one access group, the card view for the visitor the number of additional access groups is shown next to the name of the main access group.

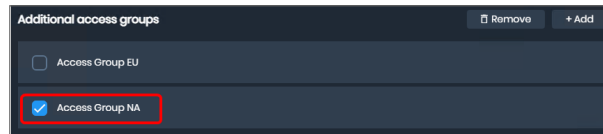


When a visitor is assigned to more than one access group, the visitor list view shows the number of additional access groups is shown next to the name of the main access group.



To remove additional access groups.

1. Select the check boxes for the **Access Groups**.



2. Click **Remove**.

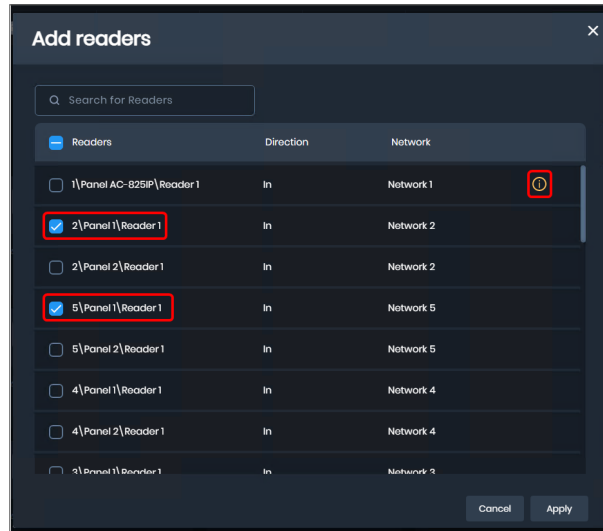



To add additional readers.

1. Click **Add**.



2. Select the check boxes for the **Readers**.



When the reader selected is in access group that was previously selected reader, the  icon is shown.



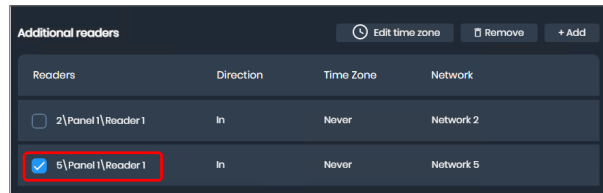
The time zone assigned to the additional reader selected overrides the time zone for all the readers that are part of the selected access groups.

3. Click **Apply**.

4. To add **Credentials**, click **Next**.

To remove additional readers.

1. Select the check boxes for the **readers**.

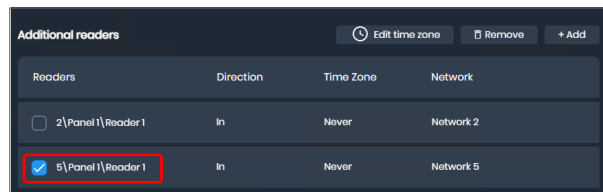


2. Click **Remove**.



To edit a time zone for a reader.

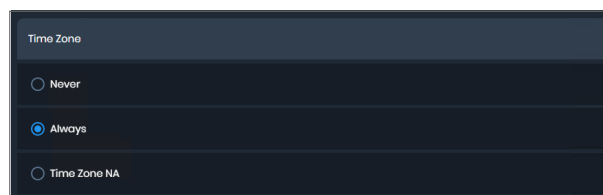
1. Select the check box for the **readers**.



2. Click **Edit time zone**.



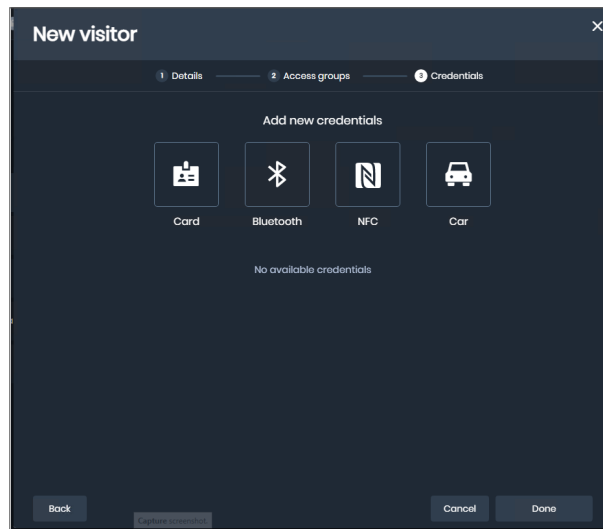
3. Select a time zone.







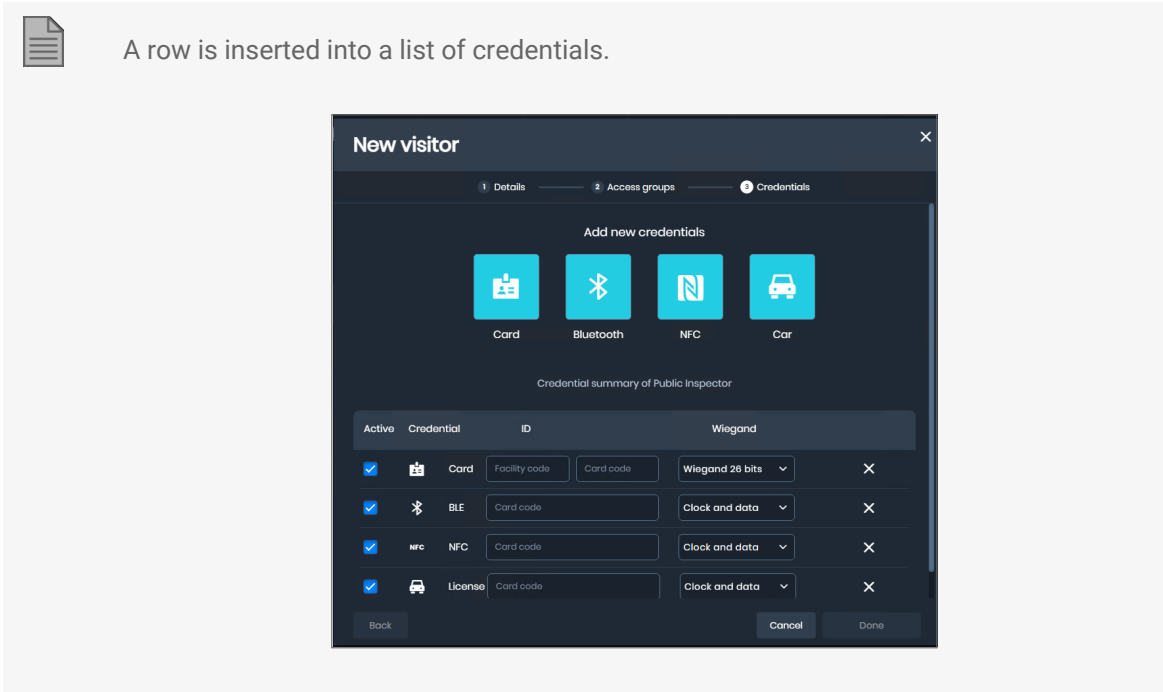
4. Click **Apply**.

To add new credentials:

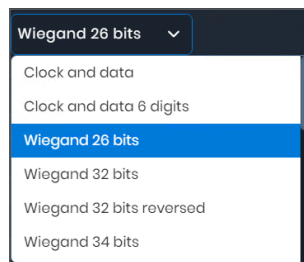
1. Select the credential type.



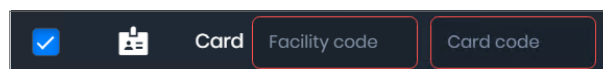
- a. Click  to add a card.
- b. Click  to add Bluetooth ID.
- c. Click  to add NFC.
- d. Click  to add a car license plate.



2. To select Wiegand bits, click the Wiegand bits list box.



3. In the text box, type a facility code (if necessary) and credential ID.

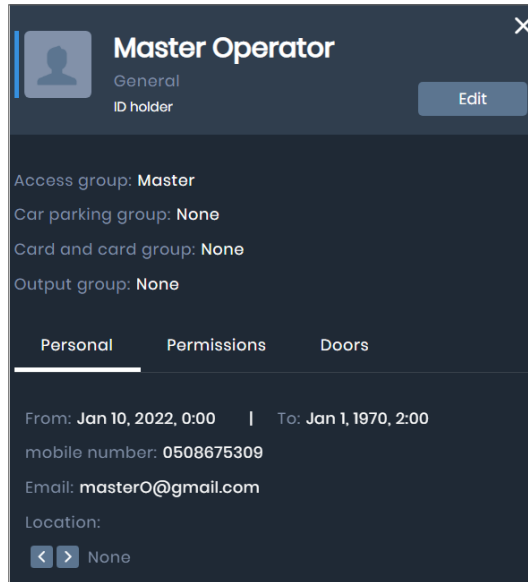


4. When complete, click **Done** to add the visitor
or

5. Click **Cancel** to cancel the add visitor procedure.

7.2. Users Pane

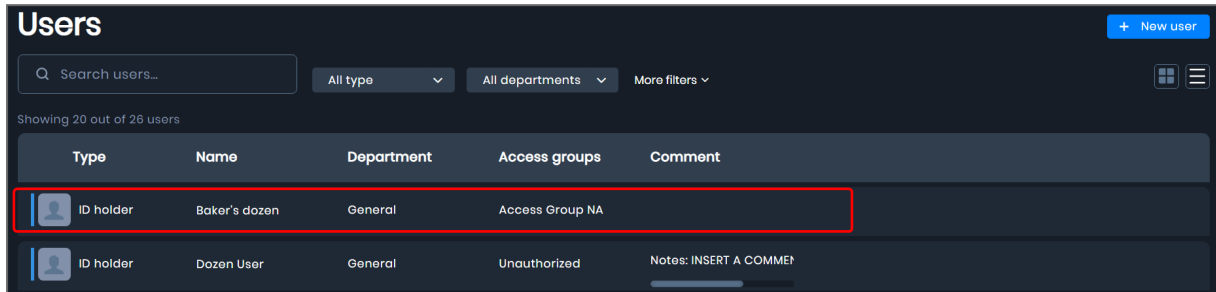
The users pane gives more user information and has an **Edit** button to edit a user profile.



7.2.1. Opening the Users Pane

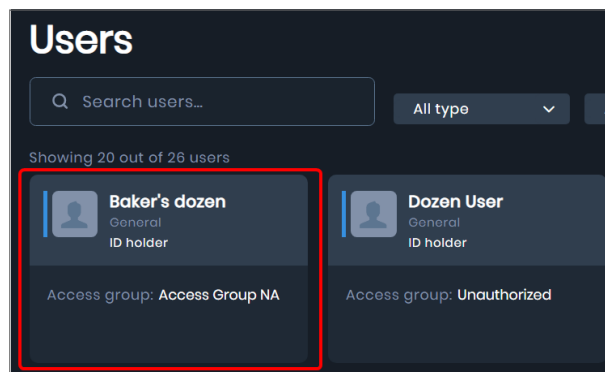
To open the users pane:

1. Click on the row for a user.



or

2. Click on a user card.

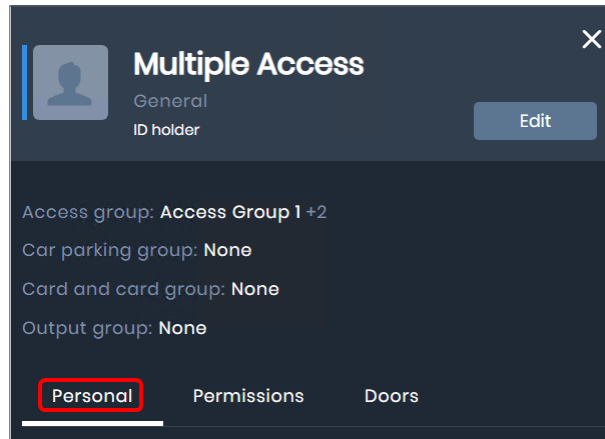


To close a users pane, click on the same row for the user in the list view or click on the user card again.

7.2.2. Viewing User Personal Information

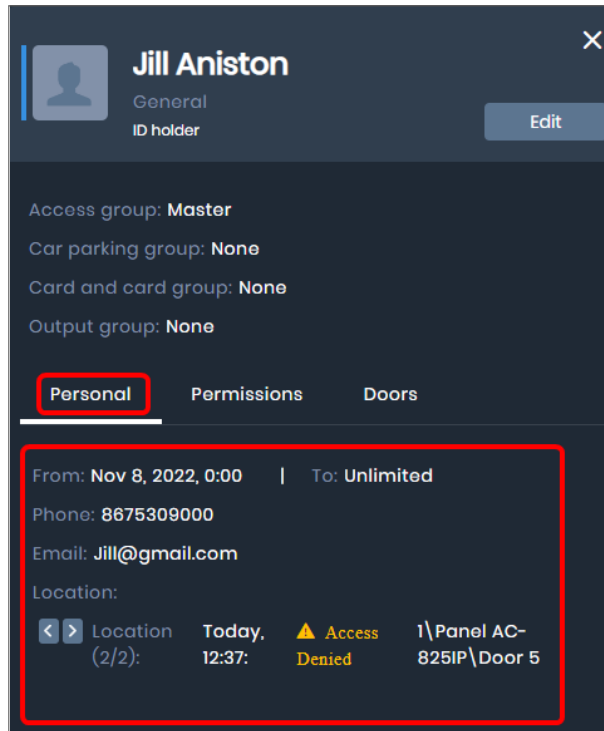
To see user personal information:

1. Click **Personal**.



Information Shown in the Personal Tab in the User Pane

The following image and table describe the Personal tab in the user pane.

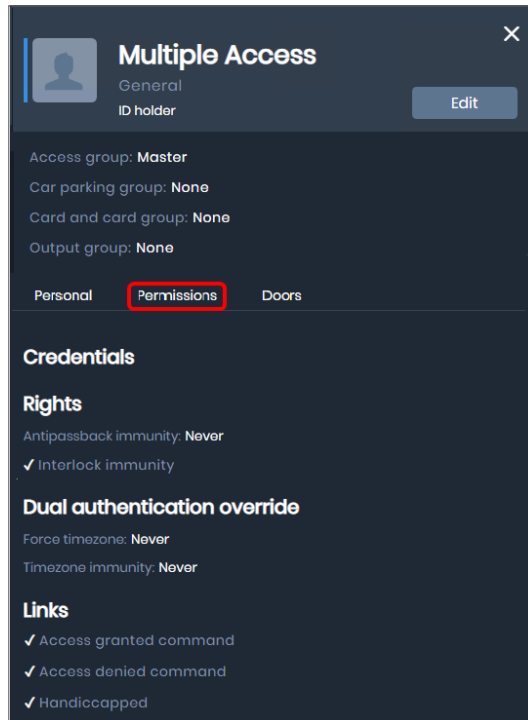


Row	Description
From	The date and time for the user's access rights.
Phone	Contact phone number for the user.
Email	Email address of the user.
Location	<ul style="list-style-type: none"> List of locations (maximum of five) Time and recorded when the event occurred Event Door name specified in the AxTraxPro where the event occurred.

7.2.3. Viewing User Permissions

To see user permissions:

1. Click **Permissions**.



7.2.4. Viewing Information for an Operator

To see information for an operator:



The **Operator** tab is not available for an ID holder or a visitor.

1. Click **Operator**.

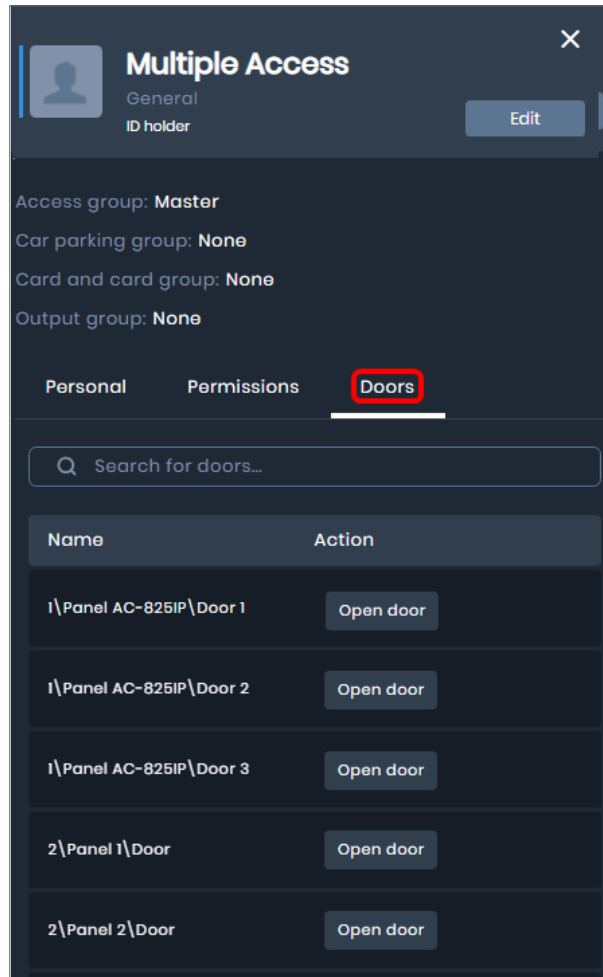
The screenshot shows a user profile for "Baker's dozen" in the "Operator" tab. The profile includes general information such as access groups, car parking group, card and card group, and output group. Below this, there are tabs for "Personal", "Permissions", "Operator" (which is highlighted with a red box), and "Doors". Under the "Operator" tab, there are sections for "Software permissions" (Auto logout, Email, Phone number) and a list of configuration items with "Modify" buttons.

Configuration	Modify
Events	Modify
Lockdown	Modify
Networks	Modify
Operators	Modify
Reports	Modify
Users and cards	Modify
Visitors	Modify

7.2.5. Viewing User Door Information

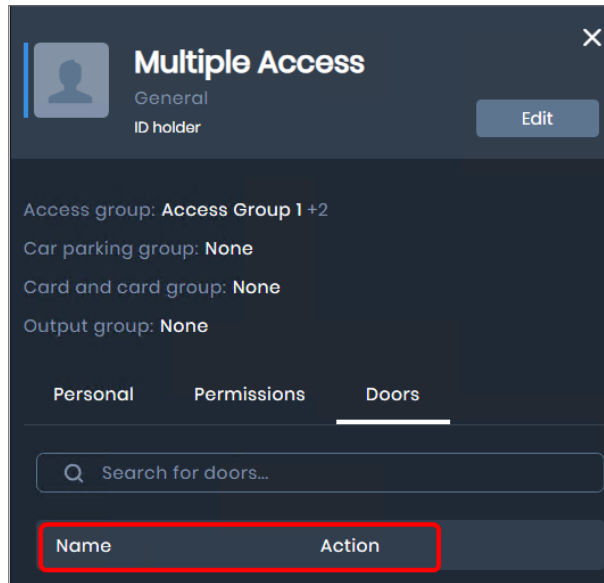
To see the door information for a user:

1. Click **Doors**.



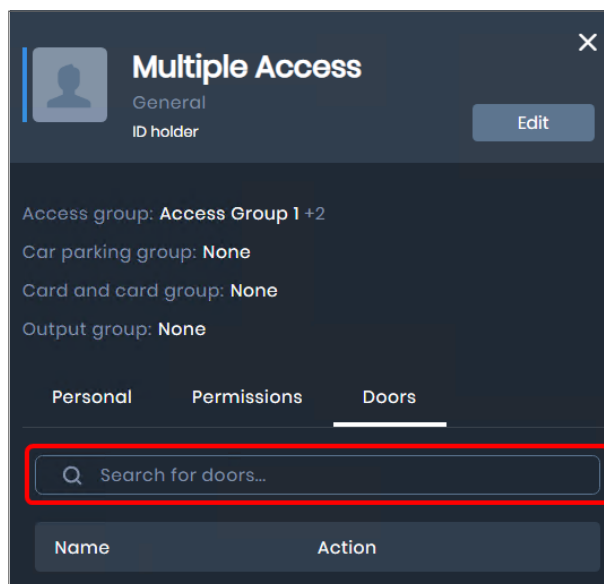
Information Shown in the Doors Tab in the User Pane

The following image and table describe the doors tab in the user pane.

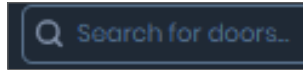


Column	Description
Name	Door name specified in the AxTraxPro Desktop Client
Action	Button to unlock an electrical door lock

To search for a door in the doors tab in the user pane:



1. Type the door name in the search box.

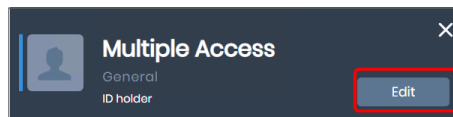






- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

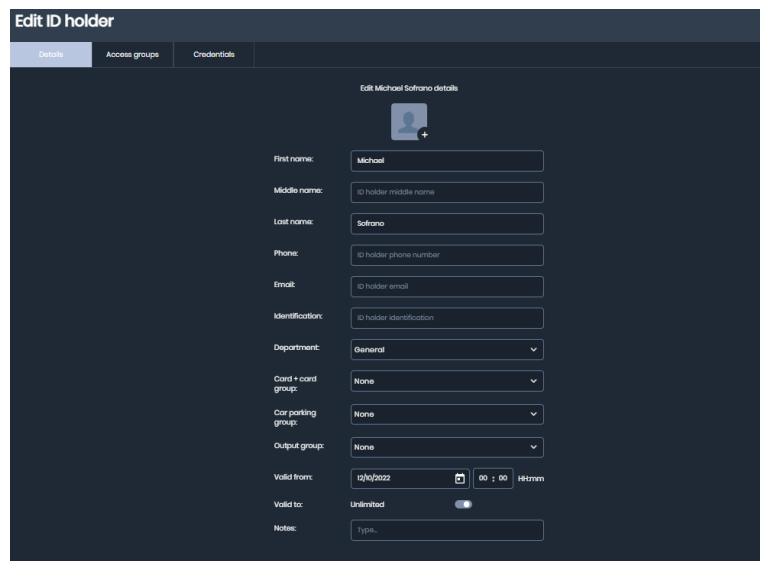
7.2.6. Editing ID Holder Information

To edit personal information for an ID holder:

1. Click .

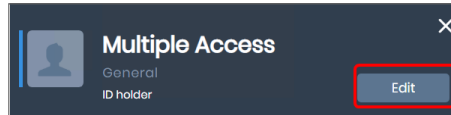


2. Click .
3. Make the necessary changes.
4. When complete:
 - a. Click  to apply the changes
or
 - b. Click  to apply the changes and exit
or
 - c. Click  to cancel the changes.

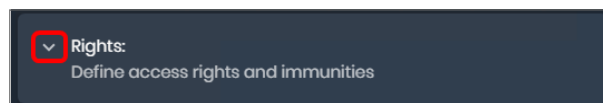


To edit rights for an ID holder:

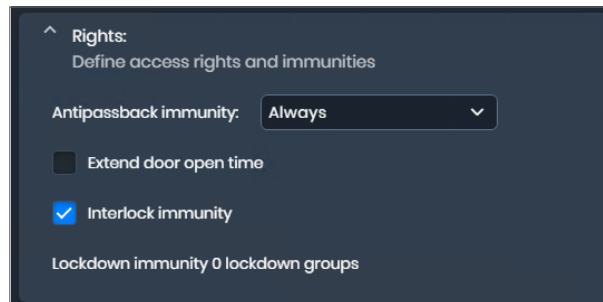
1. Click .






2. Click .
3. Click the down arrow.



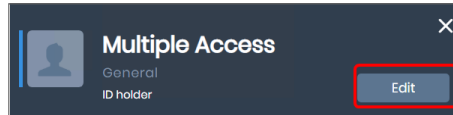
4. Make the necessary changes.



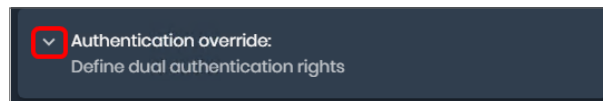
5. When complete:
 - a. Click  to apply the changes
or
 - b. Click  to apply the changes and exit
or
 - c. Click  to cancel the changes.

To edit authentication override for an ID holder:

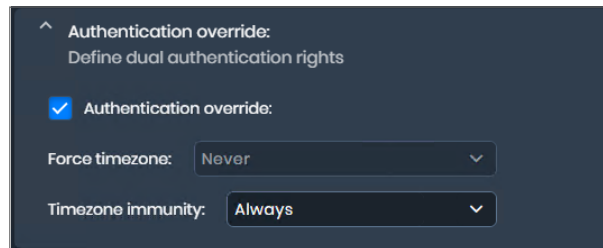
1. Click .


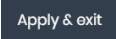



2. Click .
3. Click the down arrow.



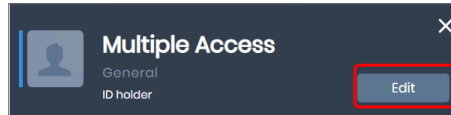
4. Make the necessary changes.



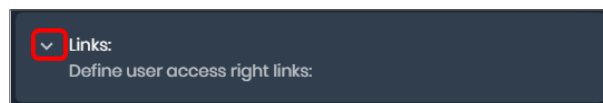
5. When complete:
 - a. Click  to apply the changes
or
 - b. Click  to apply the changes and exit
or
 - c. Click  to cancel the changes.

To edit links for an ID holder:

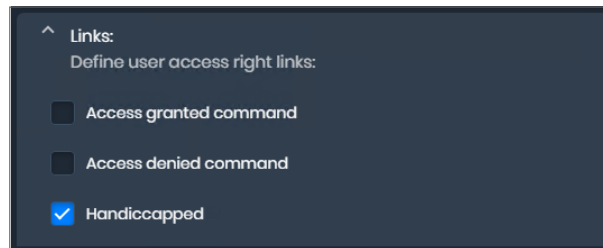
1. Click .


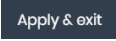



2. Click .
3. Click the down arrow.



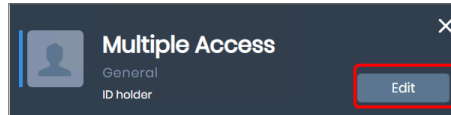
4. Make the necessary changes.







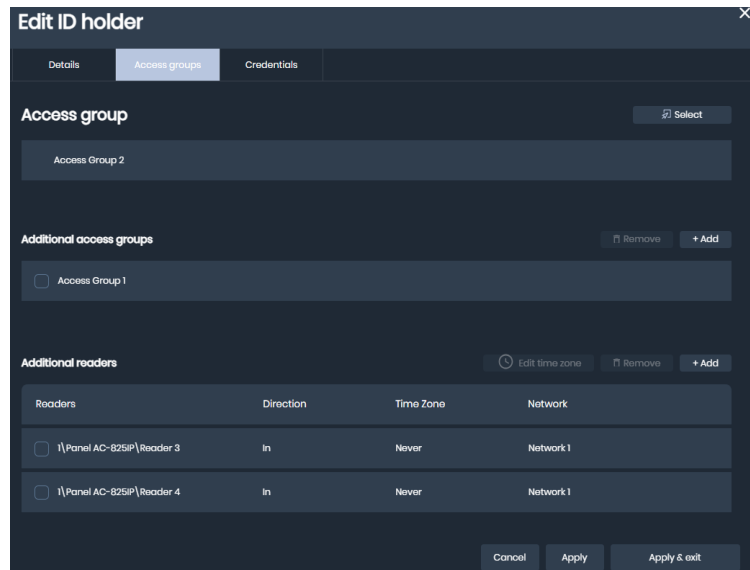
5. When complete:
 - a. Click  to apply the changes
or
 - b. Click  to apply the changes and exit
or
 - c. Click  to cancel the changes.

To edit access groups for an ID holder:

1. Click .

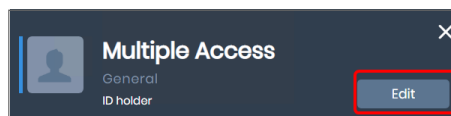


2. Click .
3. Make the necessary changes.
4. When complete:
 - a. Click  to apply the changes
or
 - b. Click  to apply the changes and exit
or
 - c. Click  to cancel the changes.

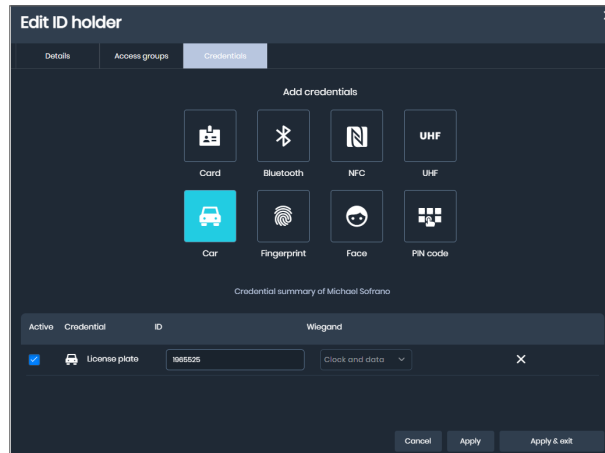


To edit credentials for a user:

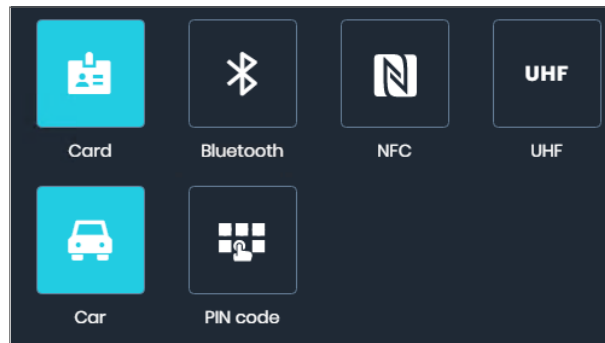
1. Click .









2. Click **Credentials**.
3. Select the credential to edit.



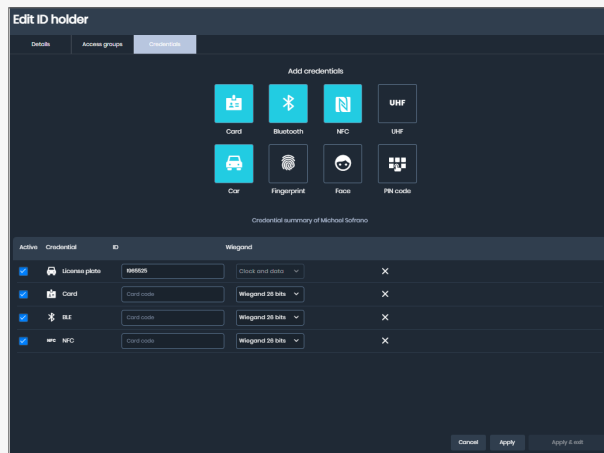
4. Select a credential to add.



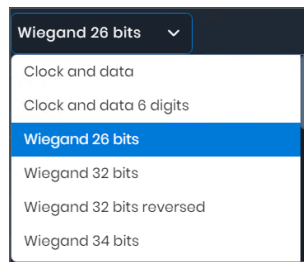
- a. Click  to add a card.
- b. Click  to add Bluetooth ID.
- c. Click  to add NFC.
- d. Click  to add UHF.
- e. Click  to add a car license plate.
- f. Click  to add a PIN code.



A row is inserted into a list of credentials.



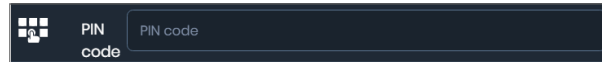
3. To select Wiegand bits, click the Wiegand bits list box.



4. In the text box, type a facility code (if necessary) and credential ID.



5. For a PIN code, enter 4 to 8 digits.



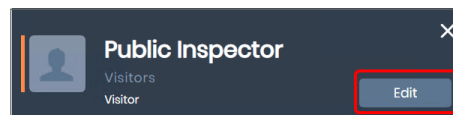
6. When complete:

- a. Click **Apply** to apply the changes
or
- b. Click **Apply & exit** to apply the changes and exit
or
- c. Click **Cancel** to cancel the changes.

7.2.7. Editing Visitor Information

To edit personal information for a visitor:

1. Click **Edit**.



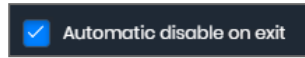
2. Click **Details**.
3. Make the necessary changes.
4. When complete:
 - a. Click **Apply** to apply the changes
or
 - b. Click **Apply & exit** to apply the changes and exit
or
 - c. Click **Cancel** to cancel the changes.

The screenshot shows the 'Edit visitor' interface with the following fields and options:

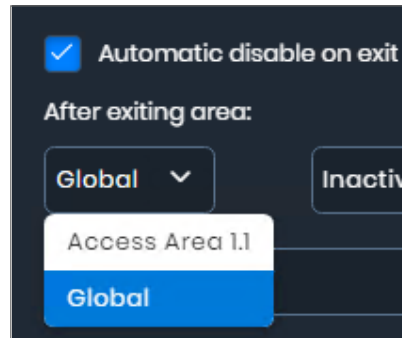
- First name:** Public
- Middle name:** Visitor middle name
- Last name:** Inspector
- Valid from:** 05/03/2023 (with a calendar icon) 00 : 00 H:mm
- Valid to:** Unlimited (with a toggle switch)
- Automatic disable on exit
- Host department:** None (dropdown)
- Host user:** None (dropdown)
- Phone:** Visitor phone number
- Email:** Visitor email
- Identification:** Visitor identification
- Card + card group:** None (dropdown)
- Car parking group:** None (dropdown)
- Output group:** None (dropdown)
- Notes:** Type...
- Rights:** Define access rights and immunities
- Authentication override:** Define dual authentication rights
- Links:** Define user access right links

To edit automatic disable on exit:

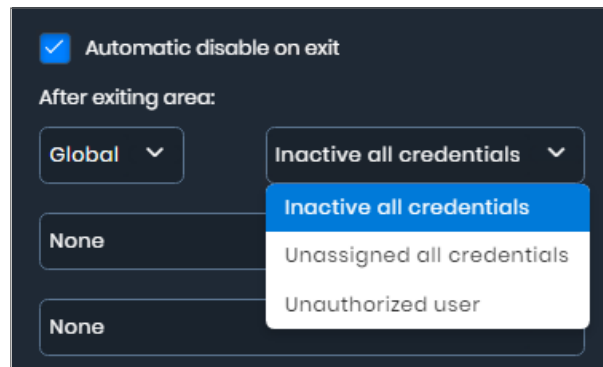
1. Select the check box.



2. Select the area.

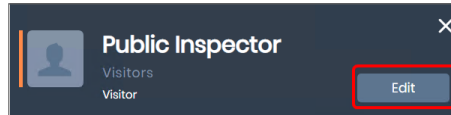


3. Select the condition.

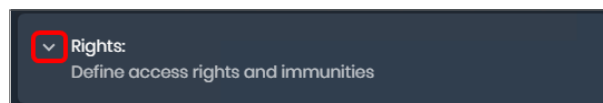


To edit rights for a visitor:

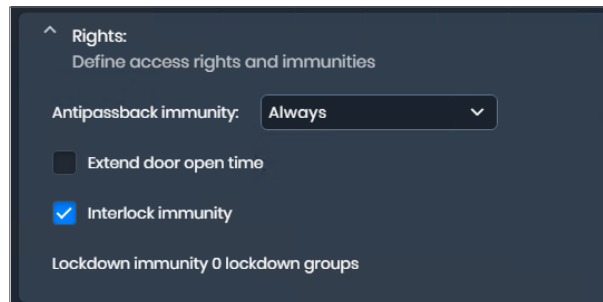
1. Click .


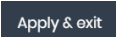



2. Click .
3. Click the down arrow.



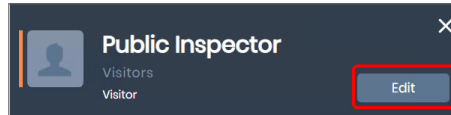
4. Make the necessary changes.



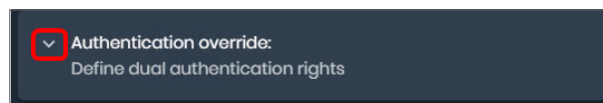
5. When complete:
 - a. Click  to apply the changes
or
 - b. Click  to apply the changes and exit
or
 - c. Click  to cancel the changes.

To edit authentication override for a visitor:

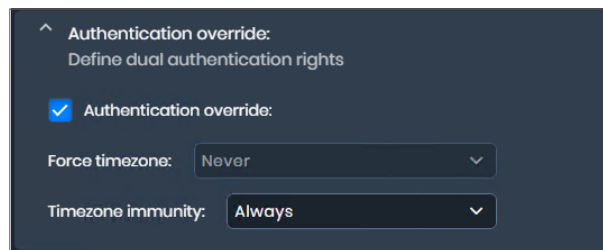
1. Click .






2. Click .
3. Click the down arrow.



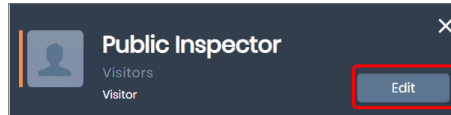
4. Make the necessary changes.



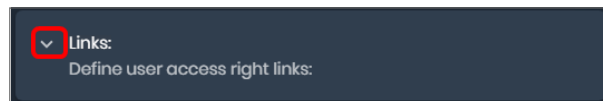
5. When complete:
 - a. Click  to apply the changes
or
 - b. Click  to apply the changes and exit
or
 - c. Click  to cancel the changes.

To edit links for a visitor:

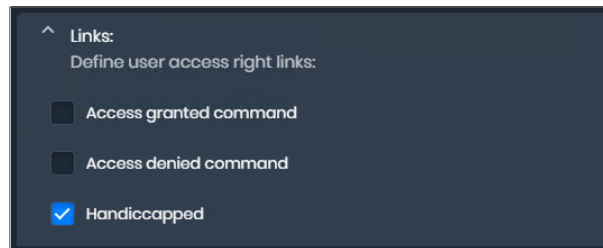
1. Click .


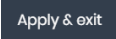



2. Click .
3. Click the down arrow.



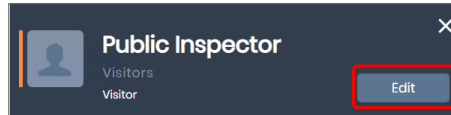
4. Make the necessary changes.







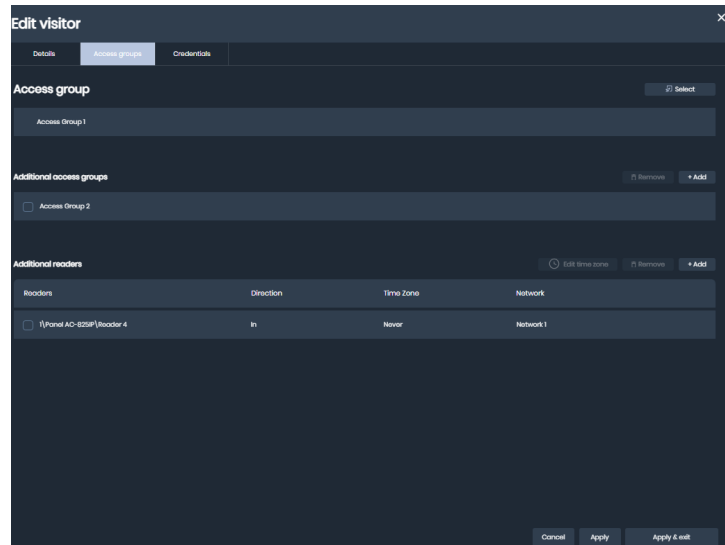
5. When complete:
 - a. Click  to apply the changes
or
 - b. Click  to apply the changes and exit
or
 - c. Click  to cancel the changes.

To edit access groups for a visitor:

1. Click .

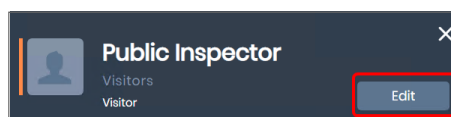


2. Click .
3. Make the necessary changes.
4. When complete:
 - a. Click  to apply the changes or
 - b. Click  to apply the changes and exit or
 - c. Click  to cancel the changes.



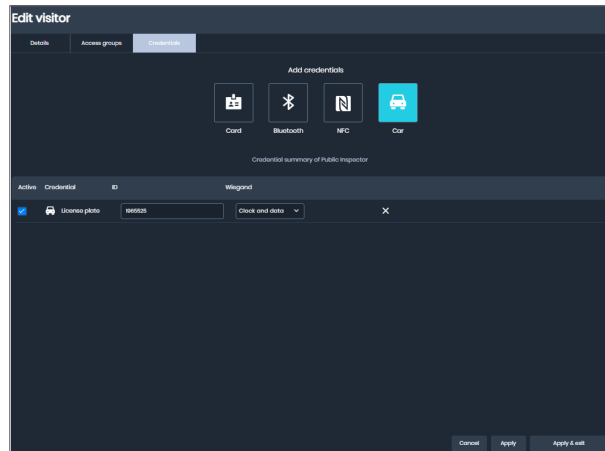
To edit credentials for a visitor:

1. Click .

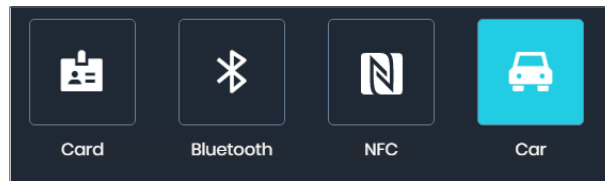






2. Click **Credentials**.

3. Select the credential to edit.



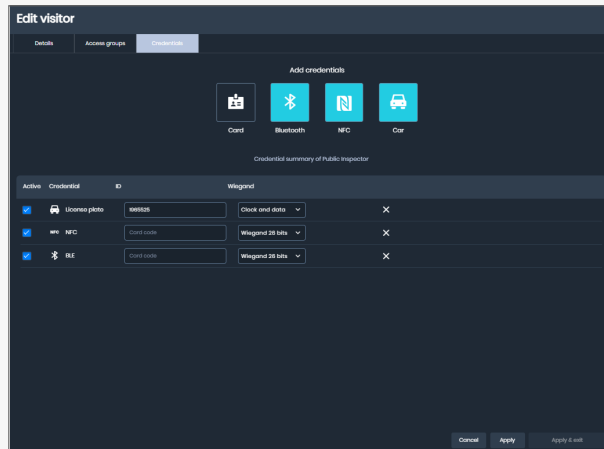
4. Select a credential to add.



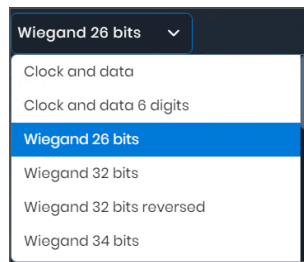
- a. Click  to add a card.
- b. Click  to add Bluetooth ID.
- c. Click  to add NFC.
- d. Click  to add a car license plate.



A row is inserted into a list of credentials.



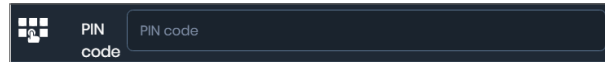
3. To select Wiegand bits, click the Wiegand bits list box.



4. In the text box, type a facility code (if necessary) and credential ID.



5. For a PIN code, enter 4 to 8 digits.



6. When complete:

- a. Click **Apply** to apply the changes
or
- b. Click **Apply & exit** to apply the changes and exit
or
- c. Click **Cancel** to cancel the changes.

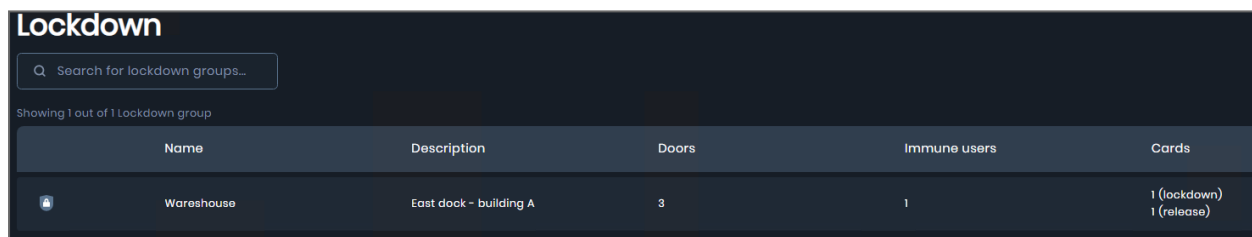
8. Managing Lockdown

A lockdown is a group of doors that will be locked and cannot be accessed during an active lockdown. A lockdown will also activate specified output operations. The areas that can be locked down manually or when triggered by a predefined security event are specified in a Lockdown Group. When a lockdown is active, only immune lockdown users can access or exit the premises.

- The lockdown workspace is a list of the lockdown groups.
- The lockdown pane gives more lockdown information and has a **Lockdown** button and a **Release** button to manually do a lockdown operation on all or some doors. It also has an **Open** button to momentarily unlock the electrical door lock for the preconfigured time that was set in AxTraxPro Desktop Client.

8.1. Lockdown Workspace

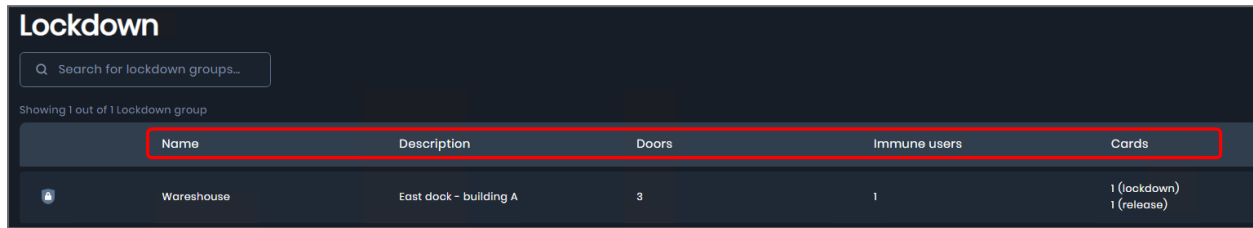
The lockdown workspace is a list of all the lockdown groups that were predefined in AxTraxPro Desktop Client.



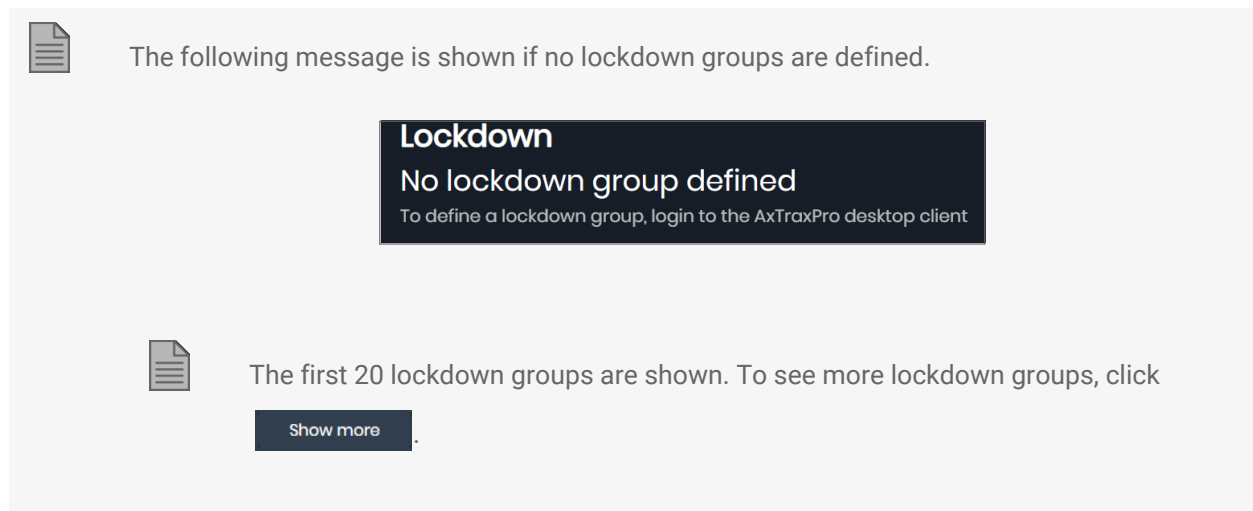
Name	Description	Doors	Immune users	Cards
Warehouse	East dock - building A	3	1	1 (lockdown) 1 (release)

Information Shown in the Workspace

The following image and table describe the lockdown workspace.



Column	Description
Lockdown icon	<ul style="list-style-type: none"> when all doors in a lockdown group are not locked when all doors in a lockdown group are locked when only some of the doors in a lockdown group are locked
Name	Name of the lockdown group
Description	Description of the lockdown group
Doors	Number of doors in the lockdown group
Immune users	Number of immune users in the lockdown group
Cards	Lists the number of lockdown cards and the number of release cards



To search the list for a lockdown group:

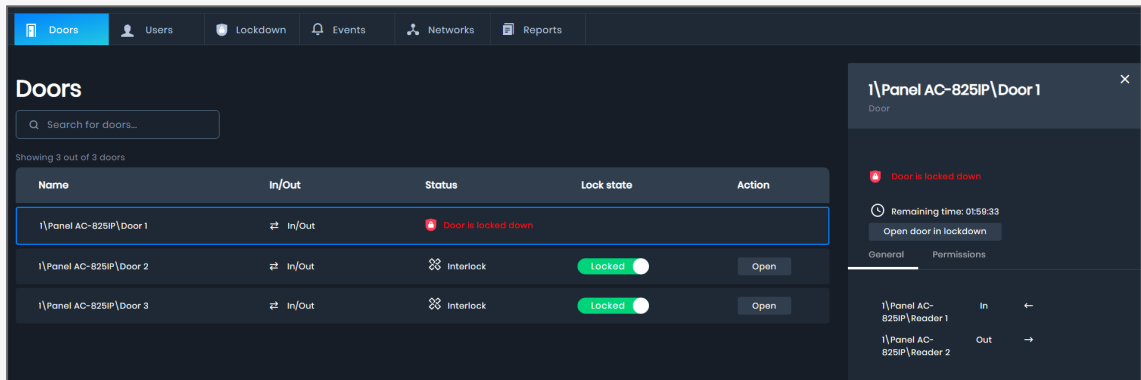
1. Type the group name in the search box.



- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.



The lockdown status for a door that is in a lockdown is shown in the workspace and pane of the **Doors** module





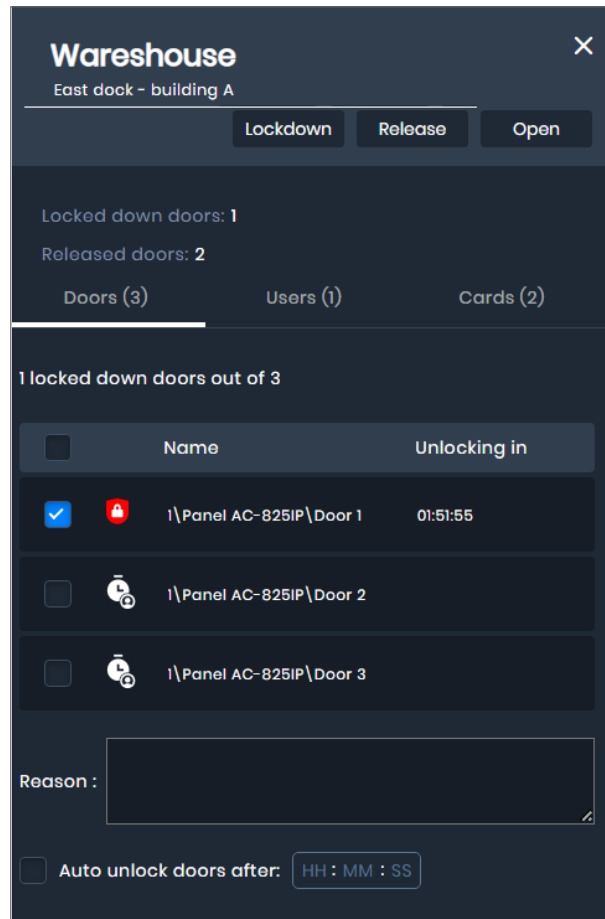
The lockdown status for a door that is in a lockdown is also shown in the pane of the **Users** module.

The screenshot shows the user profile for 'Master Operator' in the 'Users' module. The profile includes a header with a user icon, the name 'Master Operator', and the role 'General ID holder'. Below this, there are tabs for 'Personal', 'Permissions', and 'Doors', with 'Doors' being the active tab. A search bar is present above a table of doors. The table has two columns: 'Name' and 'Action'. The first row shows '1\Panel AC-825IP\Door 1' with a red padlock icon in the 'Action' column. The second row shows '1\Panel AC-825IP\Door 2'. The third row shows '1\Panel AC-825IP\Door 3'. The fourth row shows '2\Panel 1\Door' with an 'Open' button in the 'Action' column.



Name	Action
1\Panel AC-825IP\Door 1	
1\Panel AC-825IP\Door 2	
1\Panel AC-825IP\Door 3	
2\Panel 1\Door	Open

8.2. Lockdown Pane

The lockdown pane gives more lockdown information and has a **Lockdown** button and a **Release** button to manually do a lockdown operation on all or some doors. It also has an **Open** button to momentarily unlock the electrical door lock for the preconfigured time that was set in AxTraxPro Desktop Client.



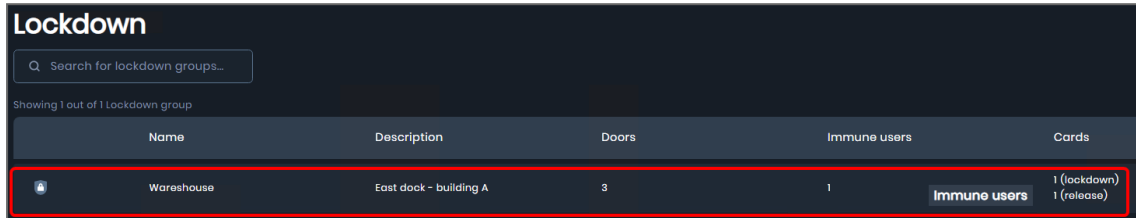
Lockdown pane icons:

-  when a door in a lockdown group is not locked
-  when a door in a lockdown group is locked

8.2.1. Opening the Lockdown Pane

To open the lockdown pane:

1. Click on a row for a lockdown group to see the lockdown group information and to manage the lockdown group.

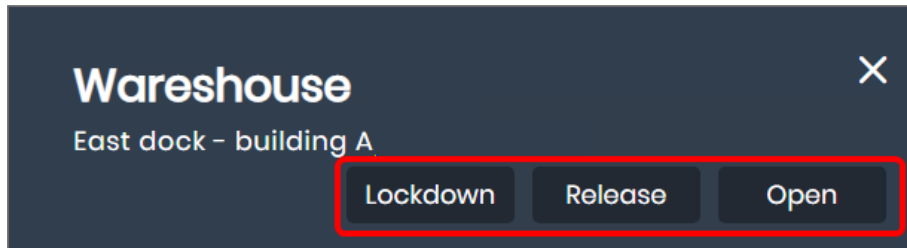


When the lockdown pane is open, a colored frame is shown around the row for a lockdown group that refers to its status as shown below:

Status	Color	Example										
No doors in lockdown	Blue	<table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> <th>Doors</th> <th>Immune users</th> <th>Cards</th> </tr> </thead> <tbody> <tr> <td>Warehouse</td> <td>East dock - building A</td> <td>3</td> <td>1</td> <td>1 (lockdown) 1 (release)</td> </tr> </tbody> </table>	Name	Description	Doors	Immune users	Cards	Warehouse	East dock - building A	3	1	1 (lockdown) 1 (release)
Name	Description	Doors	Immune users	Cards								
Warehouse	East dock - building A	3	1	1 (lockdown) 1 (release)								
Partial lockdown	Orange	<table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> <th>Doors</th> <th>Immune users</th> <th>Cards</th> </tr> </thead> <tbody> <tr> <td>Warehouse</td> <td>East dock - building A</td> <td>1/3 locked down</td> <td>1</td> <td>1 (lockdown) 1 (release)</td> </tr> </tbody> </table>	Name	Description	Doors	Immune users	Cards	Warehouse	East dock - building A	1/3 locked down	1	1 (lockdown) 1 (release)
Name	Description	Doors	Immune users	Cards								
Warehouse	East dock - building A	1/3 locked down	1	1 (lockdown) 1 (release)								
All doors in lockdown	Red	<table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> <th>Doors</th> <th>Immune users</th> <th>Cards</th> </tr> </thead> <tbody> <tr> <td>Warehouse</td> <td>East dock - building A</td> <td>3/3 locked down</td> <td>1</td> <td>1 (lockdown) 1 (release)</td> </tr> </tbody> </table>	Name	Description	Doors	Immune users	Cards	Warehouse	East dock - building A	3/3 locked down	1	1 (lockdown) 1 (release)
Name	Description	Doors	Immune users	Cards								
Warehouse	East dock - building A	3/3 locked down	1	1 (lockdown) 1 (release)								

8.2.2. Lockdown Pane Operations

The following image and table describe the operations that can be done in the lockdown pane.

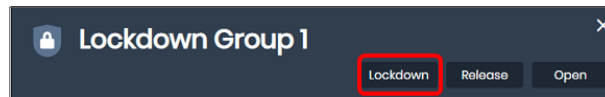


Column	Description
Lockdown	To lock all or some doors in a lockdown group, see To lockdown doors: .
Release	To release all or some doors in a lockdown group, see To release doors: .
Open	To momentarily unlock the electrical door lock for all the doors for the preconfigured time that was set in AxTraxPro Desktop Client, see Unlocking a Lockdown door.

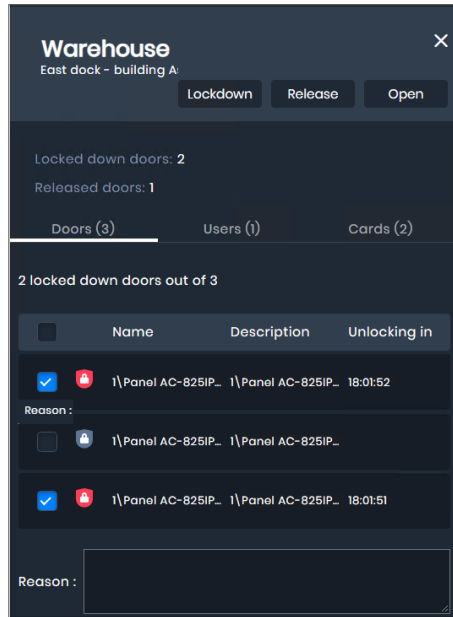
8.2.2.1. Locking or Releasing

To lockdown doors:

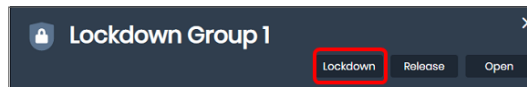
1. Click **Lockdown** to lock all the doors in the list.



2. To lock only some of the doors, remove the check mark for the doors that will stay unlocked.



3. Click **Lockdown**.

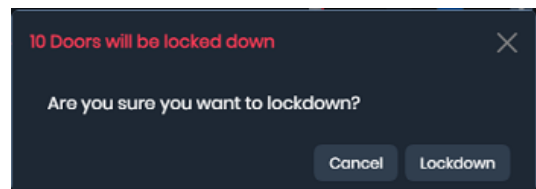


4. Type a reason to lock doors.



5. Click **Lockdown** to lockdown
or

6. Click **Cancel** to cancel the lockdown.

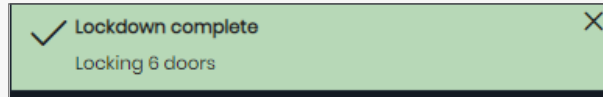




For the condition of a partial lockdown a message will show how many doors will be locked and the total number of doors that are available to be locked.



A popup message is shown.



Example of the lockdown workspace for a partial lockdown.

Lockdown

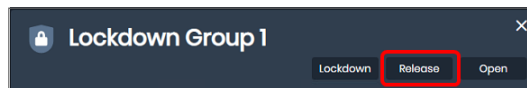
Search for lockdown groups...

Showing 1 out of 1 Lockdown group

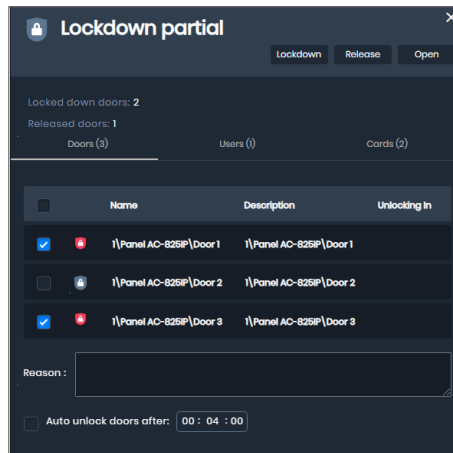
Name	Description	Doors	Immune users	Cards
Warehouse	East dock - building A	1/3 locked down	1	1 (lockdown) 1 (release)

To release doors:

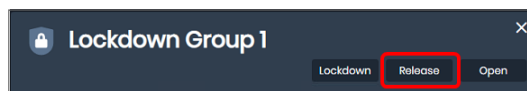
1. Click **Release** to release all the doors in the list.



2. To release only some of the doors, remove the check mark for the doors that will stay locked.



3. Click **Release**.

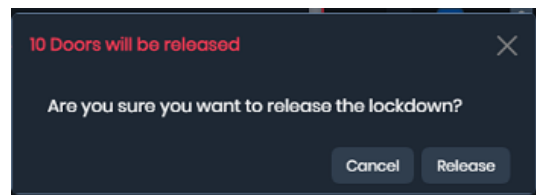



4. Type a reason to unlock doors.



5. Click **Release** to release the lockdown
or

6. Click **Cancel** to cancel the lockdown release.



 For the condition of a partial release a message will show how many doors will be released and the total number of doors that are available to be released.



A popup message is shown.



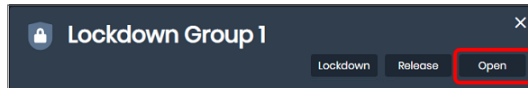
8.2.2.2. Unlocking A Lockdown Door



In a lockdown, only one door can be unlocked.

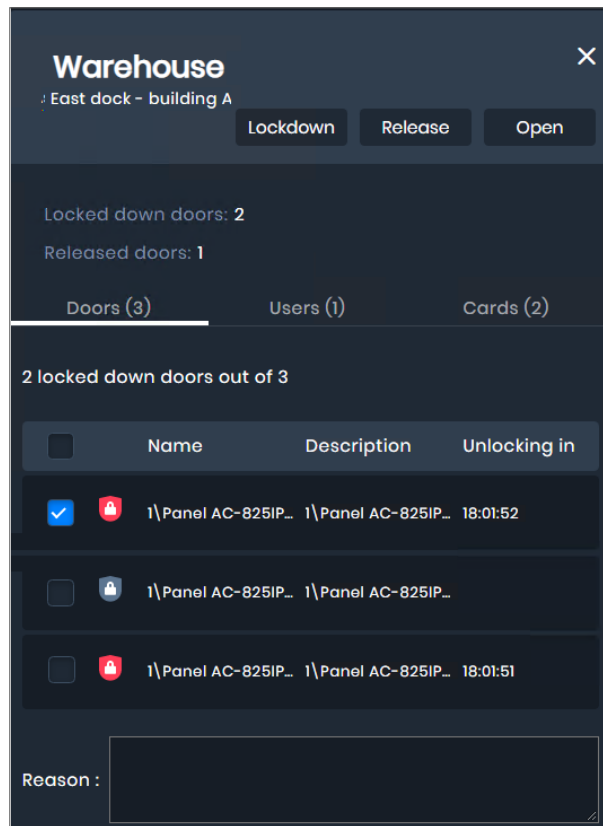
To unlock the electrical lock for a lockdown door:

1. Click  .




Only one door can be opened in a lockdown.

2. Select the door to unlock.



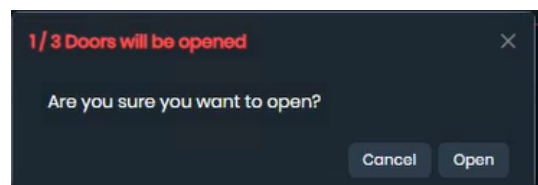
3. Type a reason to unlock the door.



 The electrical door lock will be unlocked for the preconfigured time that was set in AxTraxPro Desktop Client.

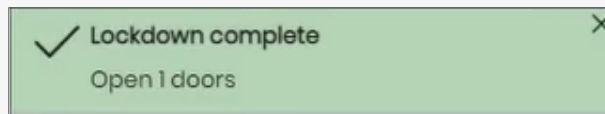
4. Click **Open** to unlock the door
or

5. Click **Cancel** to cancel.





A popup message is shown.



8.2.3. Viewing a List of Doors

To see a list of doors:

1. Click **Doors (3)**.

Warehouse ✕

East dock - building A

Lockdown Release Open

Locked down doors: 0
Released doors: 3

Doors (3) Users (1) Cards (2)

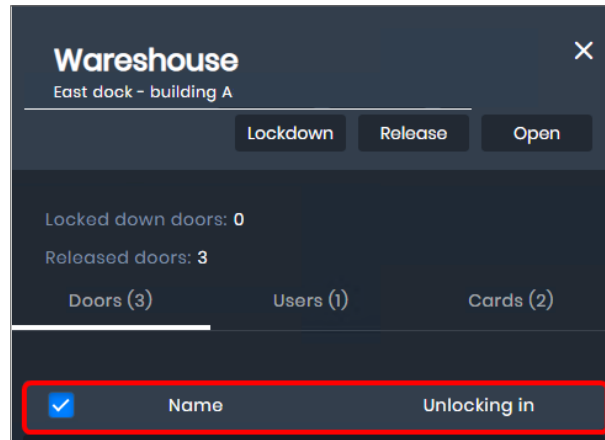
<input checked="" type="checkbox"/>	Name	Unlocking in
<input checked="" type="checkbox"/>	1\Panel AC-825IP\Door 1	
<input checked="" type="checkbox"/>	1\Panel AC-825IP\Door 2	
<input checked="" type="checkbox"/>	1\Panel AC-825IP\Door 3	


Reason :


Auto unlock doors after:

Information Shown in Doors Tab in the Pane

The following image and table describe the **Doors** tab in the lockdown pane.



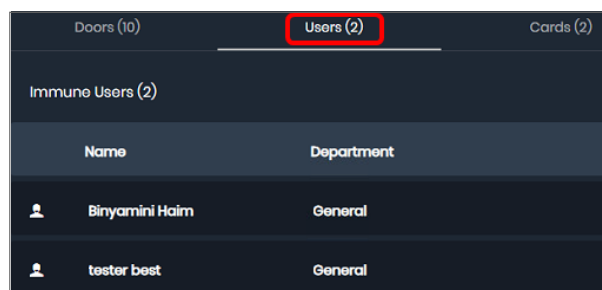
Column	Description
	Check box to select or to clear a lockdown group
Name	Name of the lockdown group
Unlocking In	Time specified for the Default Lockdown Time in the AxTraxPro Desktop Client.

 When a number occurs in a parentheses **Doors (3)** it indicates the number of records available to see.

8.2.4. Viewing User Information

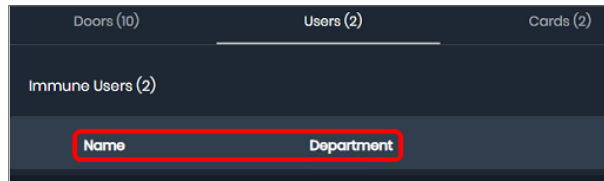
To see user information:

1. Click **Users (2)**.




Information Shown in Users Tab in the Pane

The following image and table describe the **Users** tab in the lockdown pane.



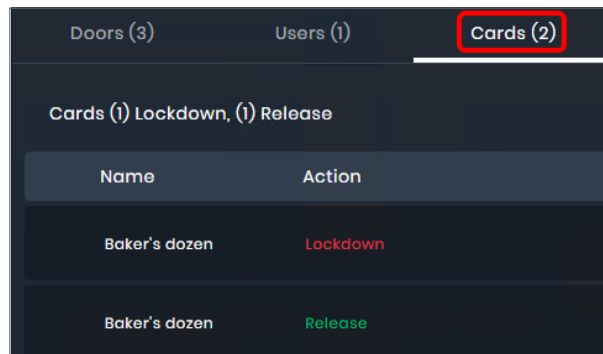
Column	Description
Name	User name
Department	User's department

 When a number occurs in a parentheses **Users (2)** it indicates the number of records available to see.

8.2.5. Viewing Lockdown Cards

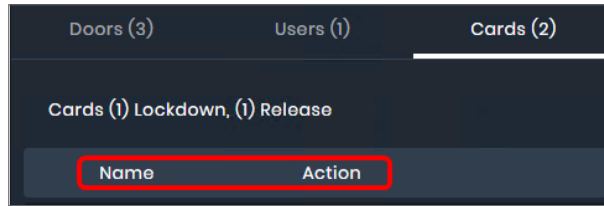
To see lockdown cards:

1. Click **Cards (2)**.



Information Shown in Cards Tab in the Pane

The following image and table describe the **Cards** tab in the lockdown pane.



Column	Description
Name	Card ID
Action	Initiate or release a lockdown



When a number occurs in a parentheses **Cards (2)** it indicates the number of records available to see.

9. Monitoring Events

The AxTraxPro system records generated events.

- A list of events can be seen and filtered by type and time in the events workspace. An alarm can also be dismissed in the events workspace.
- The events pane gives more information for events. It has a button to dismiss an alarm and a button to unlock an electrical door lock.

9.1. Events Workspace

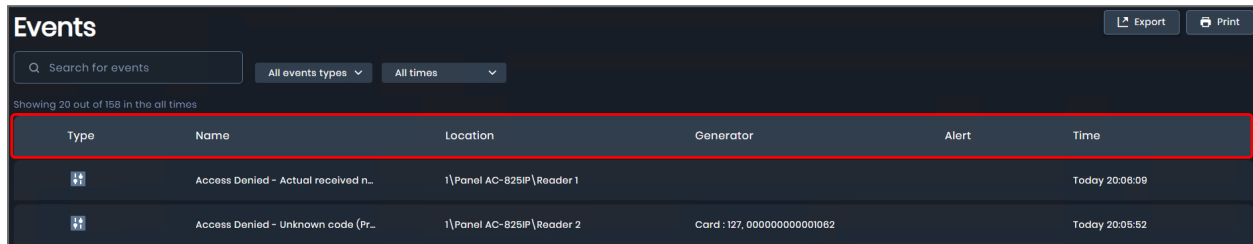
The events workspace is a list of recorded events.

The screenshot shows the 'Events' workspace interface. At the top right, there are 'Export' and 'Print' buttons. Below the title, there is a search bar labeled 'Search for events' and two dropdown menus for 'All events types' and 'All times'. Below these, it says 'Showing 20 out of 155 in the all times'. The main content is a table with the following data:

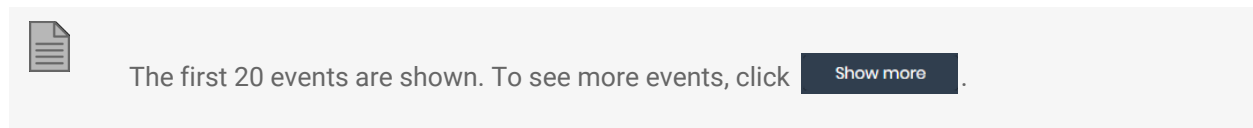
Type	Name	Location	Generator	Alert	Time
	Access Denied - Unknown code (Pr...	1\Panel AC-825IP\Reader 2	Card : 127, 000000000001073		Today 20:04:28
	Access Denied - Actual received n...	1\Panel AC-825IP\Reader 1			Today 20:03:34

Information Shown In The Workspace

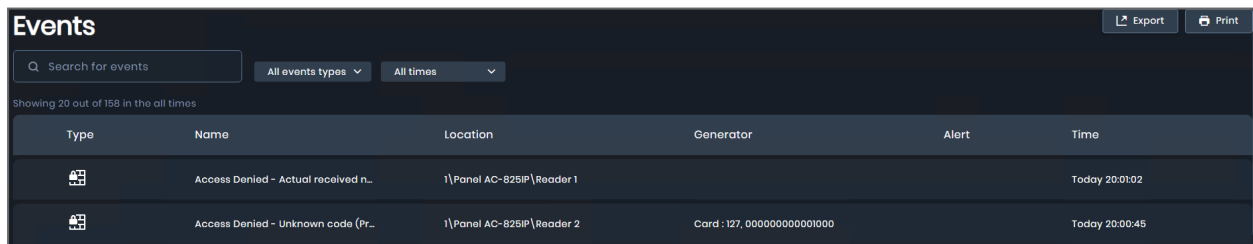
The following image and table describe the events workspace.



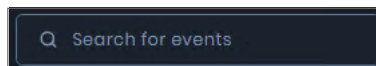
Column	Description
Type	Event type
Name	Event name
Location	Panel where the event occurred.
Generator	Operation that caused the event.
Alert	If this event was set to alert, a Dismiss button is shown. An operator can use this button to dismiss the alert, see Dismissing an Alert for more information.
Time	Time when the event occurred.



To search the list by event type:



1. Type the event name in the search box.





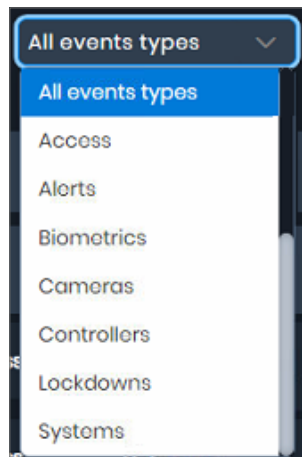
- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

To filter by event type:



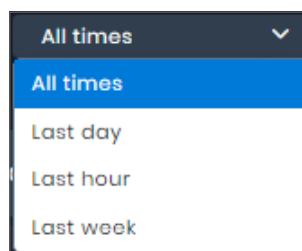
You can use more than one filter to find an event

1. Select the event type in the **All events types** list.



To filter by time:

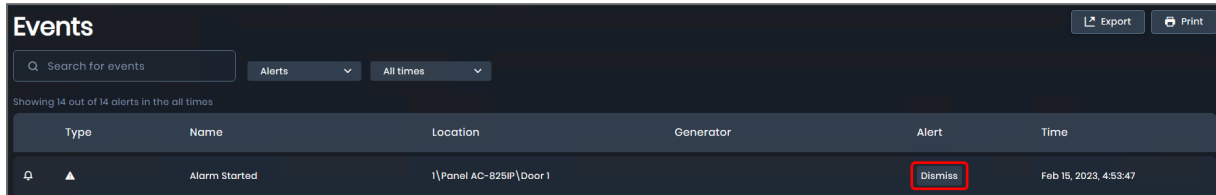
1. Select the time frame in the **All times** list.



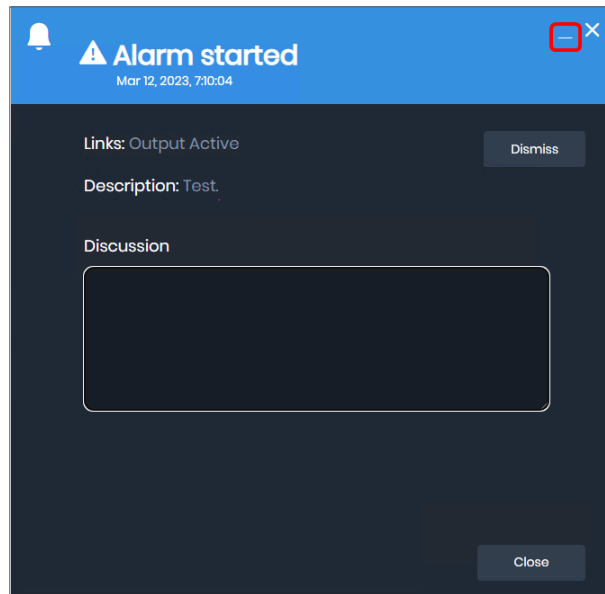
9.1.1. Dismissing an Alert


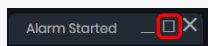
To dismiss an alert:

1. Click **Dismiss**.



2. Type comments in the discussion text box.



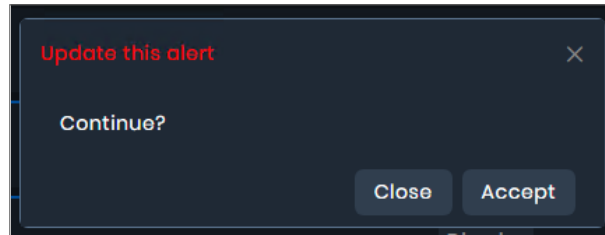
Click  to minimize the **Alarm started** window. Click  to restore the window to its full state.

3. Click 

or

4. Click  to cancel the dismiss operation.

5. Click **Accept** or **Close**.

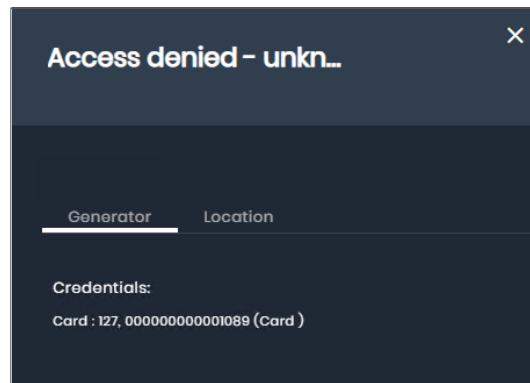


9.2. Events Pane

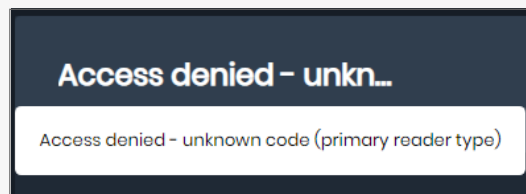
The events pane gives more information for events. It also has a button to dismiss an alarm.



The information shown is different for the different types of events.



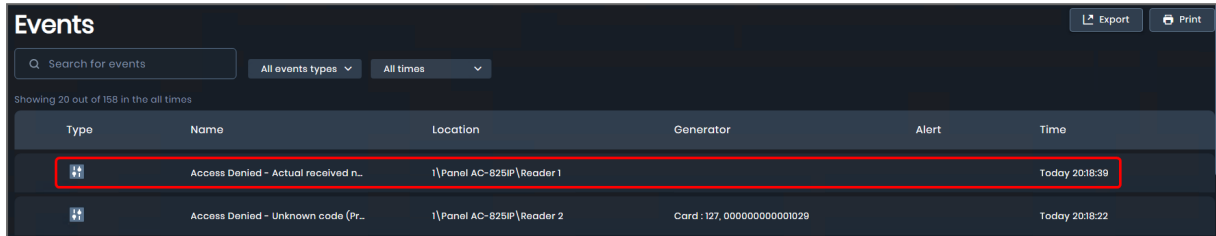
Hover over the header to see the full access denied description.



9.2.1. Opening the Events Pane

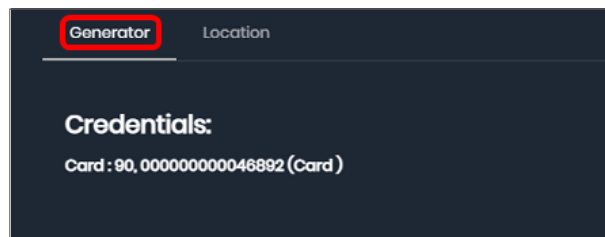
To open the events pane:


1. Click on the row for an event.



To see the generator for an event:

1. Click **Generator**.

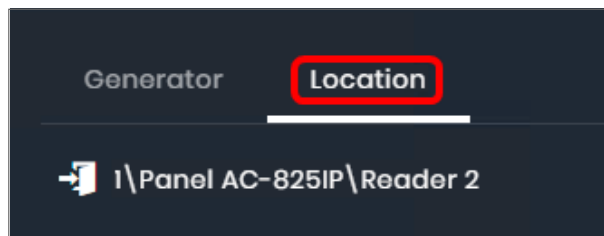


 The **Generator** tab is only available for access or controller events.

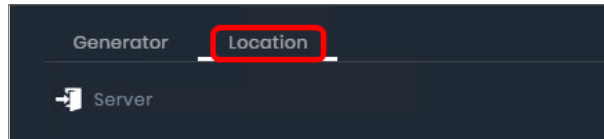
To see the location for an event:

1. Click **Location**.

The following image shows the content in location tab access, alerts, and controllers events in the event pane.

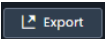


The following image shows the content in location tab for lockdown and systems events in the event pane.



9.3. Exporting and Printing Events

To export a list of events:

1. Click .
2. Select a file type from the list.



The file is saved to the default download location.

To print a list of events:

1. Click .

10. Managing Networks

Each access control panel is part of a network. The AxTraxPro access control system communicates with each access control panel in the network.

- The networks workspace shows the status of all installed networks.
- The networks pane shows all connected controllers preconfigured in the AxTraxPro Desktop Client and all network events. It is also possible to do a controller troubleshooting test.

10.1. Networks Workspace

The networks workspace is a list of networks and network status.

Status	Type	Name	Controllers	Address	Controllers status
OK	TCP / IP	Network 1	1	192.168.10.88	OK
Disabled	Serial	Network 2	2	0.0.0.0	Disabled


Information Shown in the Workspace

The following image and table describe the networks workspace.

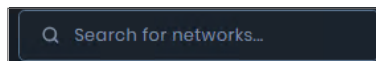
Status	Type	Name	Controllers	Address	Controllers status
OK	TCP / IP	Network 1	1	192.168.10.88	OK
Disabled	Serial	Network 2	2	0.0.0.0	Disabled

Column	Description
Status	Network status
Type	Model of control panel connected
Name	Specified network name in the Description field in the AxTraxPro Desktop Client
Controllers	Number of controllers in the network
Address	Network IP address
Controller status	Controller connection status

Status	Type	Name	Controllers	Address	Controllers status
OK	TCP / IP	Network 1	1	192.168.10.88	OK
Disabled	Serial	Network 2	2	0.0.0.0	Disabled

 The first 20 networks are shown. To see more networks, click [Show more](#).

1. Type the network name in the search box.





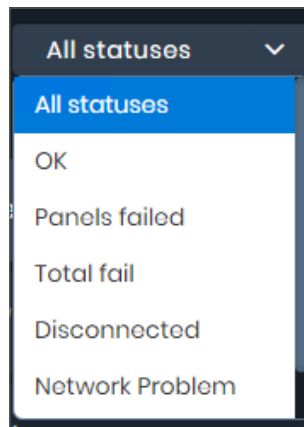
- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

To filter network status:

The following table gives the list of the different network statuses.

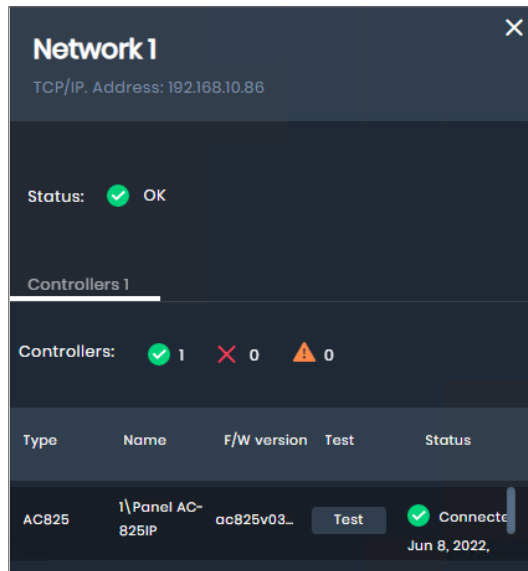
Status	Description
OK	The network is connected and up to date.
Panels failed	One or more panels in the network failed
Total fail	All panels in the network failed
Disconnected	The network is disconnected.
Network Problem	There is a problem with the network.
Disabled	The network is disabled.

1. Select the network status in the **All Statuses** list.



10.2. Networks Pane

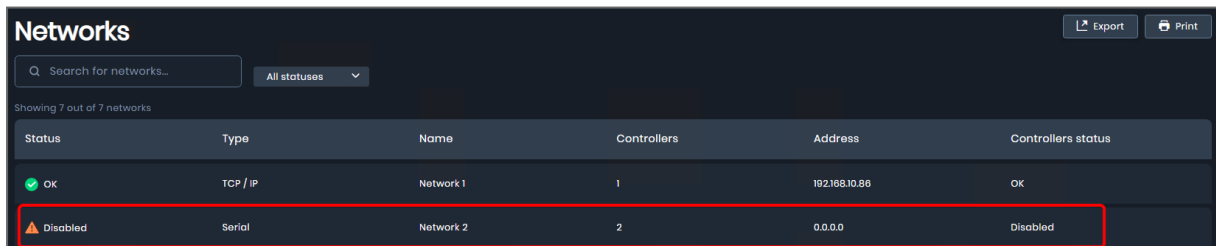
The networks pane shows all connected controllers and all network events. It is also possible to do a controller troubleshooting test.



10.2.1. Opening the Networks Pane

To open the networks pane:

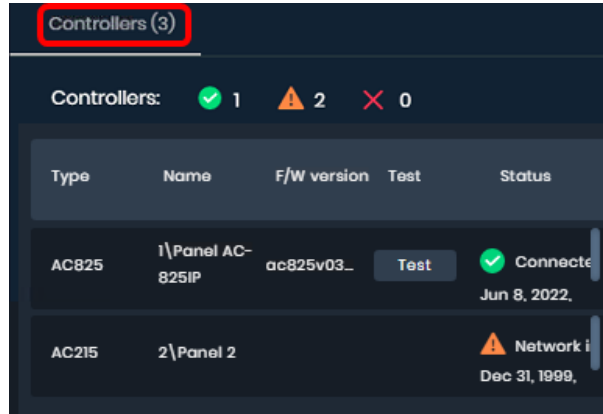
1. Click on the row for a network.



10.2.2. Viewing a List of Controllers and Testing a Network

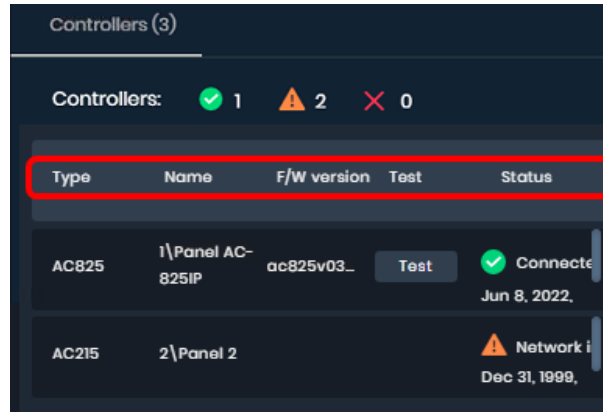
To see a list of controllers:

1. Click **Controllers (3)**.




Information Shown in the Pane

The following image and table describe the Controllers tab in the networks pane.

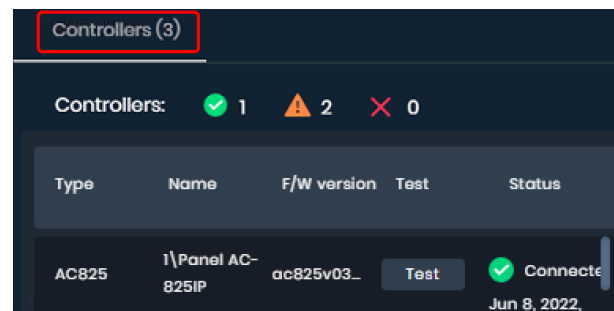


Column	Description
Type	Model of control panel connected
Name	Specified network name in the Description field in the AxTraxPro Desktop Client
S/W version	Control panel firmware version
Test	Test button to do a controller troubleshooting test
Status	Network status

 When a number occurs in a parentheses **Controllers (3)** it indicates the number of records available to see.


To test a network:

1. Click **Controllers (3)**.
2. Click **Test**.



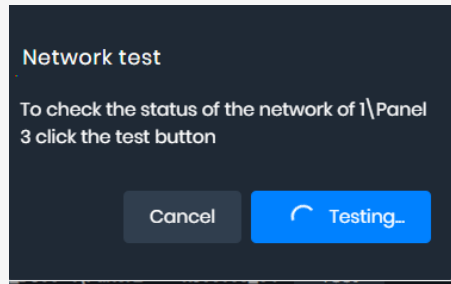
3. To continue, click **Test** to test the network

or

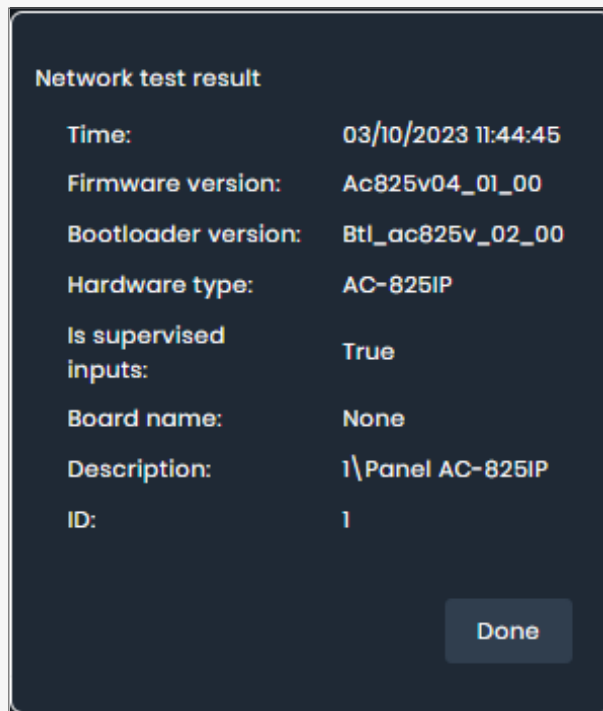
4. Click  to cancel the network test.



When the test is in progress a status message is shown.



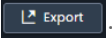
After the network test is complete, a Network Test Result window is shown.



5. Click  to return to the networks pane.

10.3. Exporting and Printing Networks

To export a list of networks:

1. Click .
2. Select a file type from the list.

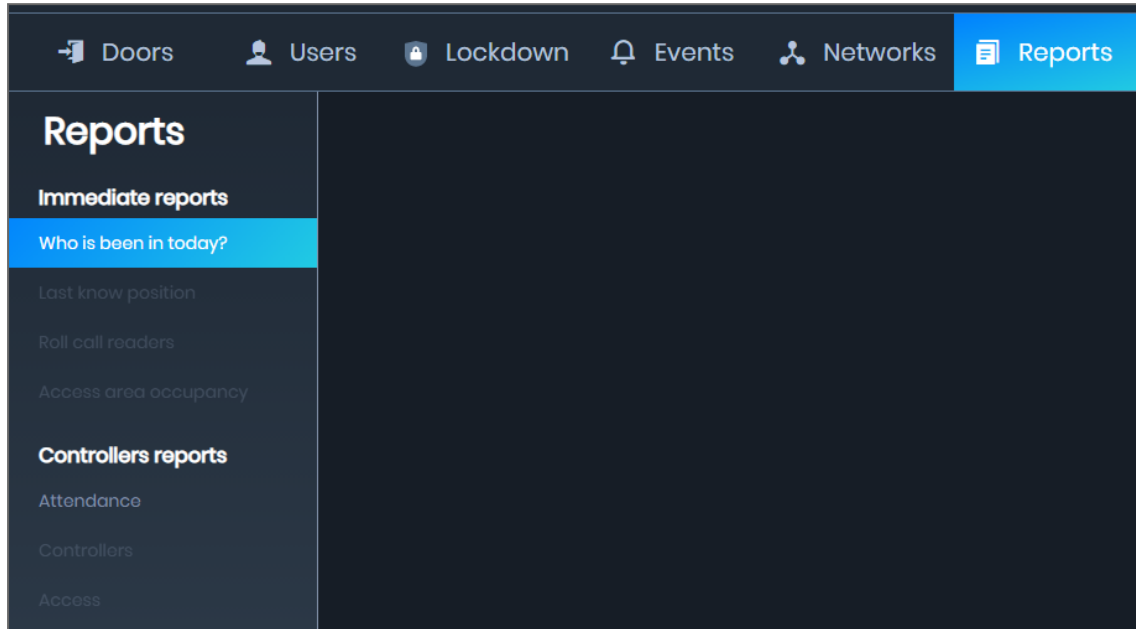


To print a list of networks:

1. Click .

11. Viewing Reports

The following image and table describes the types of reports available in AxTraxPro:

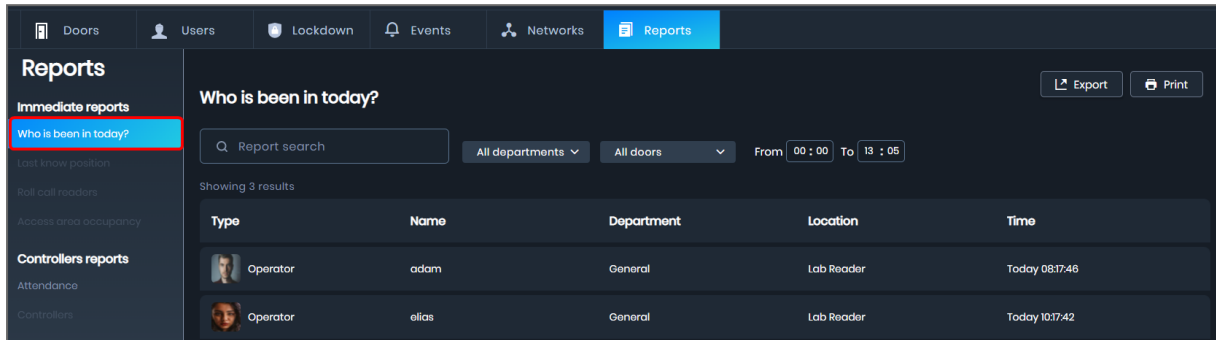


Category	Report Name	Description
Immediate Reports	Who is been in today?	A list that shows where and at what time each user was first granted access today.
Controllers Reports	Attendance	A list that shows the attendance hours for specified users. The results include hours present, time in, and time out. By default the list is sorted by date.

11.1. Who is Been in Today?

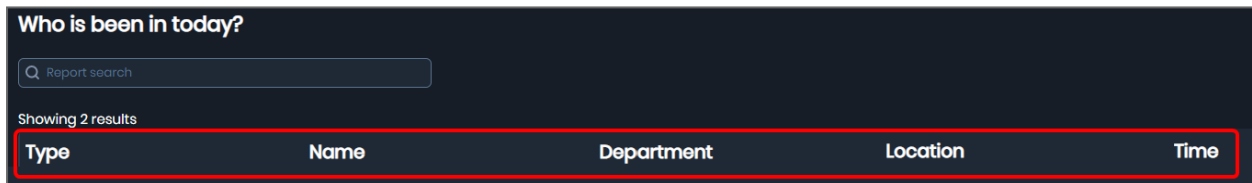
To see who is been in today:

1. Click Who is been in today?.



Information Shown in the Report

The following image and table describe the Who is been in today report.



Column	Description
Type	User type specified in the AxTraxPro Desktop Client for User Properties or AxTraxPro Web Client.
Name	User name
Department	Department selected for the user
Location	Panel used by the user
Time	Time recorded by the panel

To search the report:

1. Type the user name in the search box.





- The search operation is a dynamic search and updates the information it displays.
- The search is not case-sensitive.

11.1.1. Using a Filter to Find a Who is Been Today Record

To filter by department:

1. Select the department in the **All departments** list.

All departments ▾

To filter by doors:

1. Select the door name in the **All doors** list.

All doors ▾

To filter by time:

1. Enter a start in the **From**.
2. Enter an end time in **To**.

From 07 : 00 To 08 : 15

11.2. Exporting and Printing Who is Been In Today Record

To export the contents of the database:

1. Click .

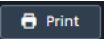
2. Select a file type from the list.



To print the contents of the database



Send the current Display Area view to the printer

1. Click .
2. Enter a file location.
3. Click **Save**.

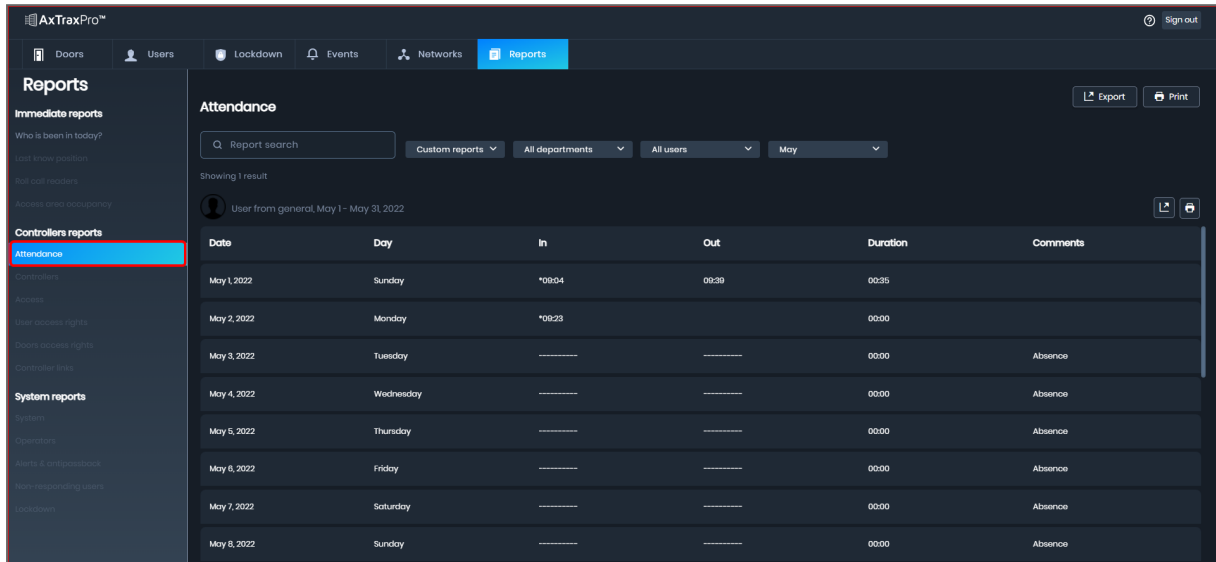


Save the file to the PC where it can be easily accessed.

11.3. Attendance

To see attendance:

1. Click Attendance.



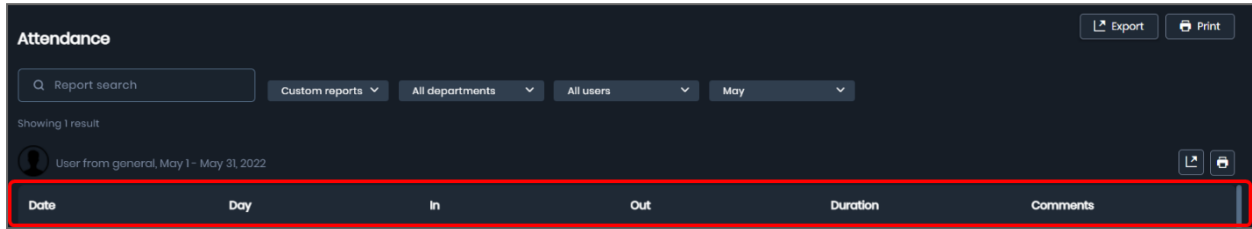
By default, the attendance record for all users is shown.



By default, the attendance records for the current month are shown.

Information Shown in the Report

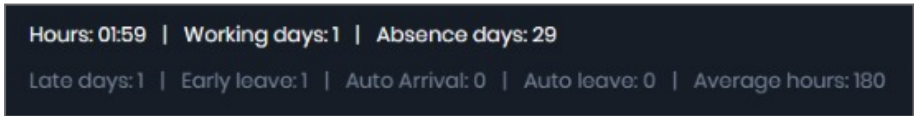
The following image and table describe the attendance report.



Column	Description
Date	Date
Day	Day of the week
In	Time the user entered
Out	Time the user exit
Duration	Time period
Comments	Attendance record: <ul style="list-style-type: none"> • Absence • Day off • Holiday

Attendance Summary

The last entry in the attendance report is a summary of the attendance record.



To search the report:

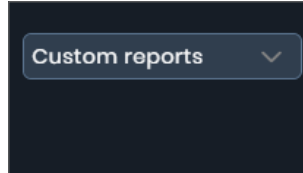
1. Type the user name in the search box.



11.3.1. Using a Filter to Find an Attendance Record

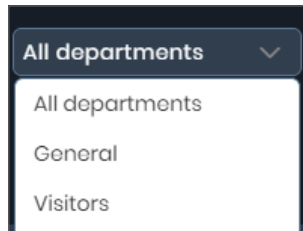
To filter by custom report:

1. Select the custom report type in the **Custom reports** list.



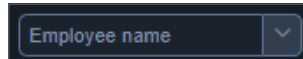
To filter by department:

1. Select the department in the **All departments** list.



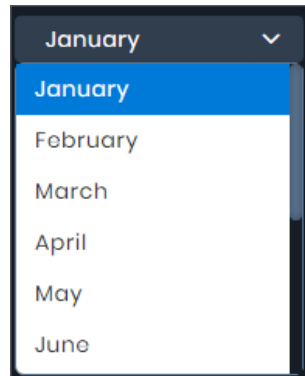
To filter by user:

1. Select the user in the **Employee name** list.



To filter by month:

1. Select the month in the list.

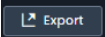


11.4. Exporting and Printing Attendance Reports




Each attendance record must be exported independently.

To export the first record of the database:

1. Click  Export.
2. Select a file type from the list.



To export the second and all other records of the database:

1. Click .
2. Select a file type from the list.




11.4.1. Printing the Contents of the Database



Each attendance record must be printed independently.


To print the first record of the database:

1. Click .
2. Enter a file location.
3. Click **Save**.



Save the file to the PC where it can be easily accessed.

To export the second and all other records of the database:

1. Click .
2. Enter a file location.
3. Click **Save**.



Save the file to the PC where it can be easily accessed.

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