**WINCOM PLUS
OPERATOR MANUAL**

Edition: March 2004.

ENGLISH

CE

INDEX

USER (OPERATOR Management)

To enter, introduce a "name" and "password".

guest

g

Confirm OK
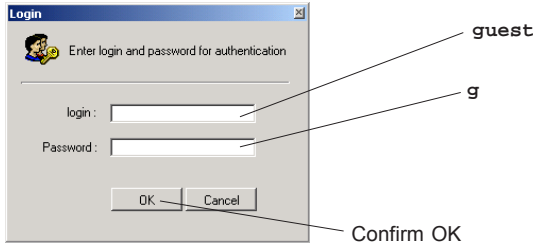
Note

Only lets you manage **Users** and access the **Incidents Register.**

Three consecutive errors introducing the **name** will make the program close automatically.

You can open an installation already existing.
or

Open the last installation used
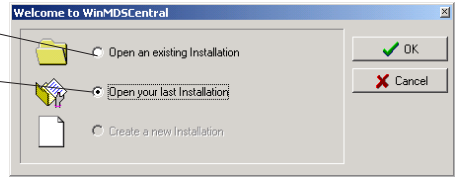
This screen appears when the installation opens. Click close to continue.

Name of Installation

Click to close screen and continue
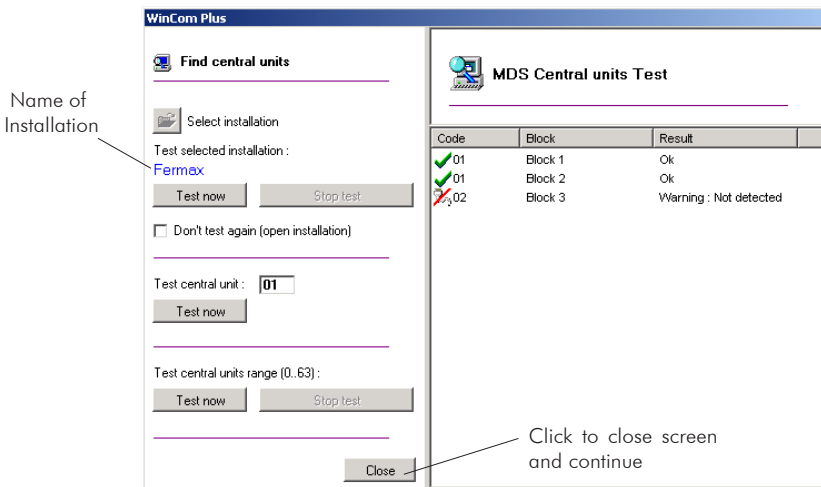
If you detect any anomalies, please check the ANNEX at the end of this manual.

User Management main screen

Enables advanced User Management options. See "Advanced User Management Options" file.

Lets you search the programed users.

Lets you add users to the system

Lets you access the incidents register.

Lets you export the user tables to Excel files.

User Data

User Number | Name | Type | Code | Profile | PIN

User number

Access device type

Profile

name

Access device code

PIN code

Block list

Installation name

This screen shows information on the installation.

This screen shows information on users of the selected block.

The different user data shown are: name, access device type, device code, user profile and PIN code (optional).
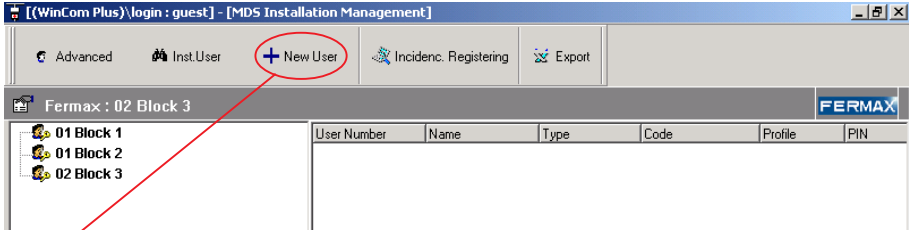
Number of block users

The List of Users may be ordered according to the user data simply by clicking on the selected data.
Click on NAME to order the table alphabetically in ascending/descending order.
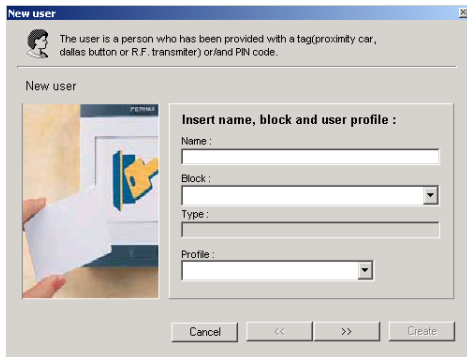
Add User

+ New User

Lets you add new users to the system.

Click on Add User

* Name:

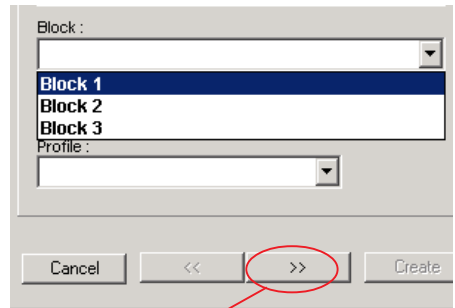*Indicate the user name.*

* Block:

Indicate the block to authorise the new user. A block belonging to the installation must be introduced.

* Type:

Information on type of installation (*)

* Profile:

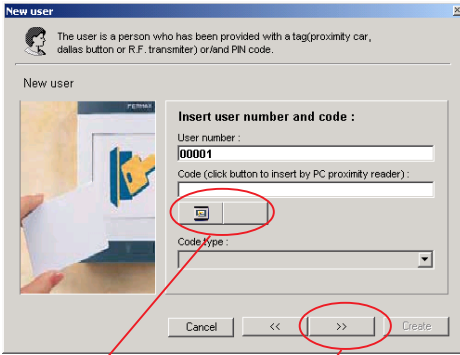*Lets you select the new user profile (*).*

After entering the data on this screen, click to move on to the next one.

Notes

(*) The **Type** and **Profile** options have already been defined by the System Administrator.

The Profile is selected from those defined by the Administrator.

See **details (*)** on this page

After entering the data, click to move on to the next screen.

* User Number:

A number between 1 and 65534 is generated automatically for internal system use.

User numbers cannot be repeated.

* Access Code:

*Access Code Number for user element.*

Every user may have a user device, such as: a proximity card, button key or RF remote control. These devices have a 10-digit code (never repeated) identifying the restrictions of the user in the system. In some cases, the users can open the door using a 4/ 5 or 6 digit personal keypad code in a keypad reader.
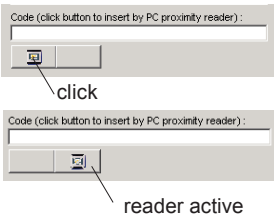
* Access Code Type:

Corresponds to the access device type.

Open the drop-down menu to select.

Code Type may be: proximity card, button key, RF remote control and keykode via keypad.
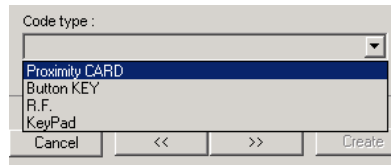
(*) Details on this point of screen:
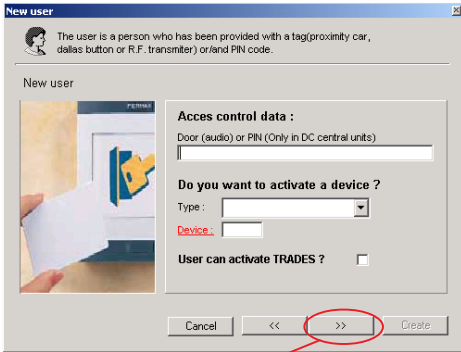
click

reader active

Cards may be authorised manually. Activating the reader icon, by means of a "PC Management Module Ref. 2349" you can read the card codes and transfer them to the computer directly (without having to key them in manually).

N o t e

The other user devices can only be authorised in the system manually.

You can also combine the validity of a user device with a keypad PIN Code.

Once the data are entered in this screen, click to move on to the next one.

Panels needed to use PIN Code.

* Access control data:

 Enter the PIN number.

 Always 4 digits.

* Activate Device?

 Lets you activate a sensor or relay.

 Select from drop-down menu.
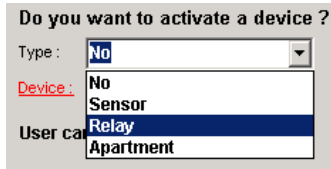
* Device:

 Enter the device number to be activated.
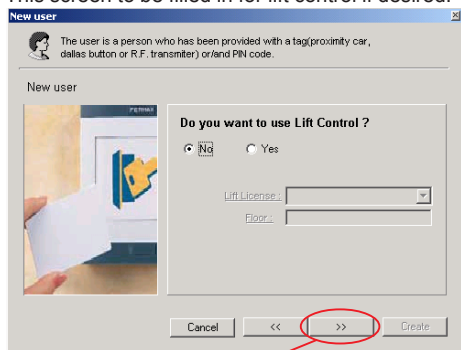
* Free Time (TRADES):

 Used when a user has permission to activate free entry time by presenting his card to the access reader during this period.

Note

All the data on this screen may be consulted with the System Administrator.

This screen to be filled in for lift control if desired.

After entering the data in this screen, click to move on to the next one.

* Lift Licence:

 Lets you assign the user the licence from the drop-down list.

 These licences must be defined previously by the system Administrator (if this option is required).
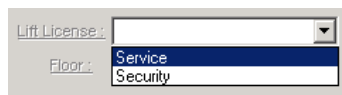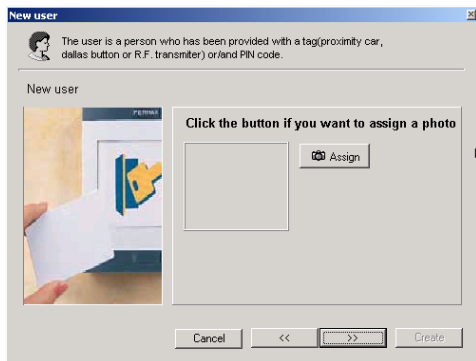
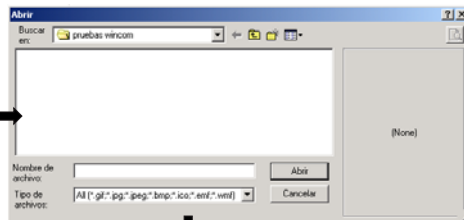

* Floor:

 Indicates the floor said user may access.

A picture or photo may be added to the user (for identification). To do so, click on "assign".

This screen comes up when you click on.

Select the image file from the corresponding directory and click "open" to load the picture.
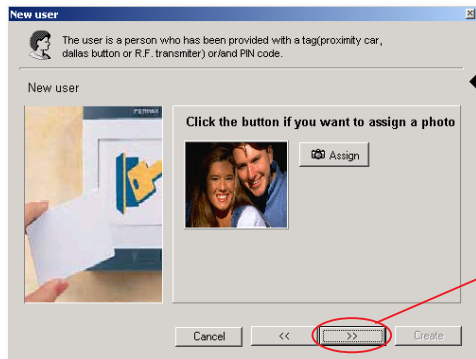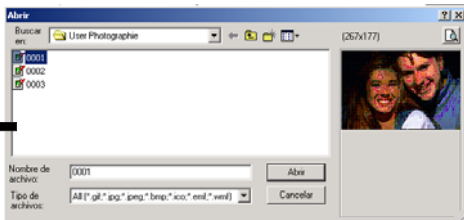
Once the data are entered in this screen, click to move on to the next one.

This screen may be used to enter personal or company information, such as: name, telephone and e-mail.
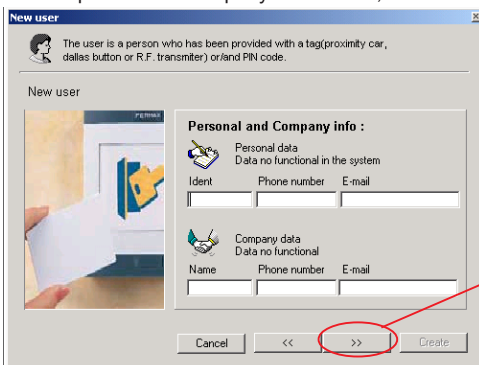
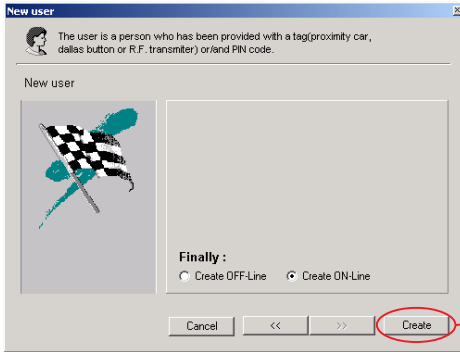After entering the data in this screen, click to move on to the next one.

Note

These data are optional, of an informative nature and will only be stored in the PC.

New user

The user is a person who has been provided with a tag(proximity car, dallas button or R.F. transmiter) or/and PIN code.

New user

Finally :
○ Create OFF-Line   ● Create ON-Line

Cancel   <<   >>   Create

* ON Line/OFF Line user authorisation:

You can create ON Line or OFF Line users, depending on whether you want the user to be updated in the system at that time, or wait and update the data some other time.

If the ON Line box is activated: the user data will be saved in the system at this time.
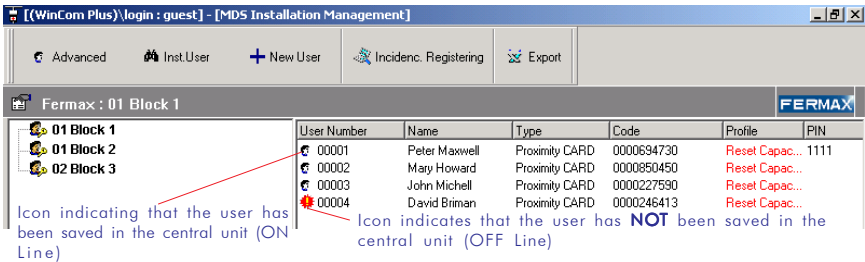
If the OFF Line box is activated: the user data will be updated later.

Click on create to finish

Notes

We know which users are authorised in the system by the icon shown on the "User Data Screen"

[(WinCom Plus)\login : guest] - [MDS Installation Management]

Advanced   Inst.User   + New User   Incidenc. Registering   Export

Fermax : 01 Block 1   FERMAX

01 Block 1
01 Block 2
02 Block 3

User Number	Name	Type	Code	Profile	PIN
00001	Peter Maxwell	Proximity CARD	0000694730	Reset Capac...	1111
00002	Mary Howard	Proximity CARD	0000850450	Reset Capac...	
00003	John Michell	Proximity CARD	0000227590	Reset Capac...	
00004	David Briman	Proximity CARD	0000246413	Reset Capac...	

Icon indicating that the user has been saved in the central unit (ON Line)

Icon indicates that the user has **NOT** been saved in the central unit (OFF Line)

If the user is created ON Line the installation must be connected.

Once the user is created, it will not come on screen until the screen is updated. Select the "refresh list" option by clicking with the right mouse button.
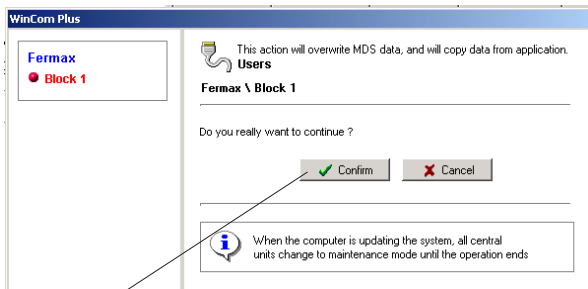
Edit data
Update Data to MDS
Refresh list
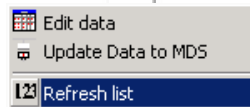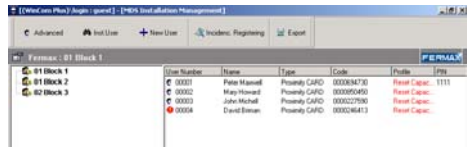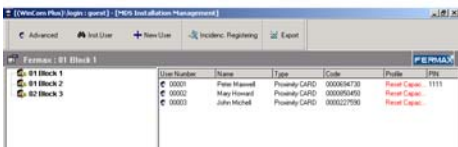
* OFF Line *user authorisation*:

If the OFF Line box is activated: the user data must be updated later. Click on the right mouse button and select "Update" to bring the selected block user list up to date.
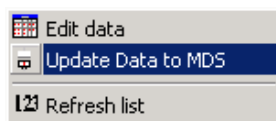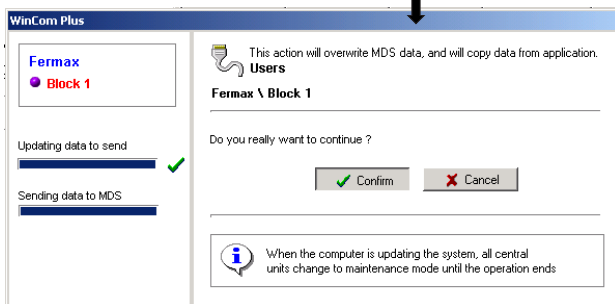

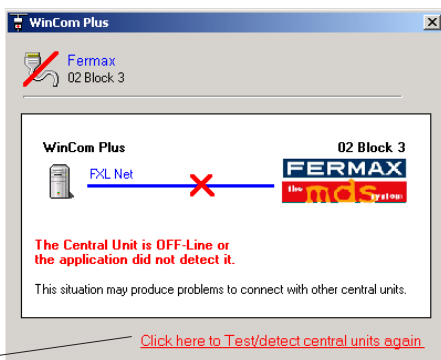*When update is selected we must confirm the data update.*

Enter the password, ferma by default.

Confirm

If the system is not connected to the installation, the following warning message comes up to enable you to run the Test again.
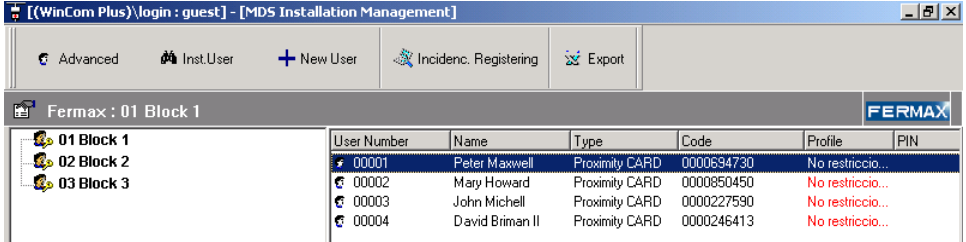

Click to run another test

Modify/Delete User

Modify User

To modify the user data from the "User Data Screen", double click on the the user to be modified.

The following screen comes up

General

Only accesible in audio systems.

You can browse through the data to be modified selecting each of the tabs.

* ***General.***

* ***Info.***

* ***Access Control.***

Info

Access Control
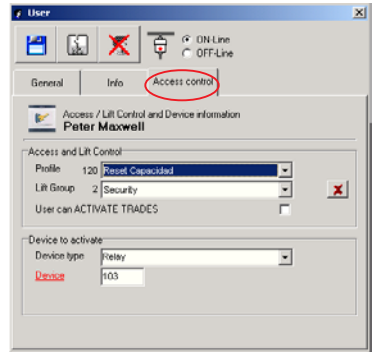
Once all the modifications have been made, save by clicking

Remember that depending on whether the ON Line/OFF Line box is activated or not, the user data will be updated in the system at that time or else will have to be saved later. See OFF Line User Authorisation in the "Add Users" section.

N o t e

If you wish to cancel the changes made, **do not click** 💾 save and close the window.

Delete user

To remove the user data from the "User Data Screen", double click on the the user to be deleted.

User Number	Name	Type	Code	Profile	PIN
00001	Peter Maxwell	Proximity CARD	0000694730	No restriccio...	
00002	Mary Howard	Proximity CARD	0000850450	No restriccio...	
00003	John Michell	Proximity CARD	0000227590	No restriccio...	
00004	David Briman II	Proximity CARD	0000246413	No restriccio...	

This creen comes up

General

Click if you wish to delete a user

Remember that depending on whether the ON Line/OFF Line box is activated or not, the user data will be updated in the system at that time or else will need to be saved later. See OFF Line User Authorisation in the "Add Users" section.
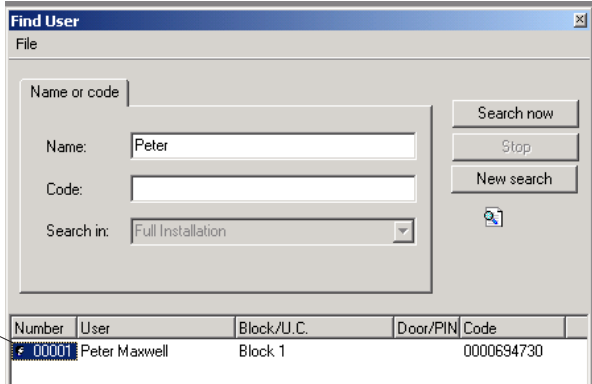
User Search

Lets you search for programed users.

Search can be by Name or Code.
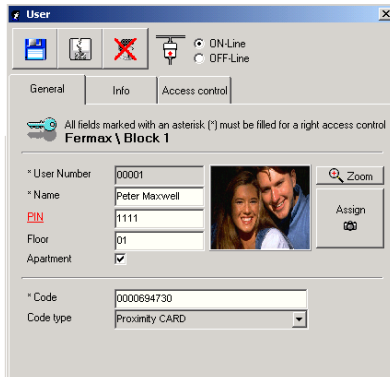
A table with the search results is shown.
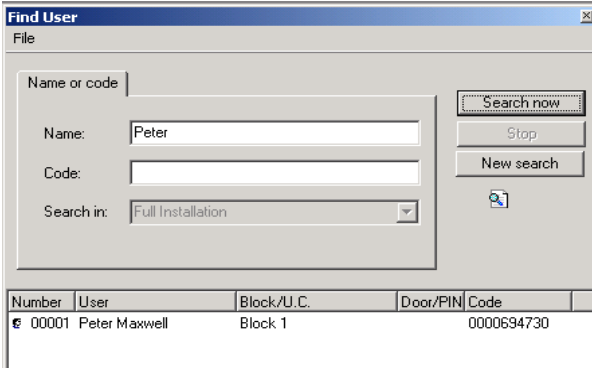
Select

Double click on a user from the table to view and modify their data.

Incidents Register

Incidenc. Registering

We can use this option to access the incidents register.

Incident means any activity that may be controlled or managed by the system.

Shows the incidents stored in a **.db** file created with hourly incidents are shown. The file created is designated **yymmddhh.db.** This means: **yy** 2 numbers for each year, **mm** 2 numbers for each month, **dd** 2 numbers for each, **hh** 2 numbers for every hour.

The MDS system offers 3 incidents register modes:

Incidents Register - Central

Incidents Register - PC

Incidents Register - Central->PC

These modes may be activated on the block selected or else on the whole installation.
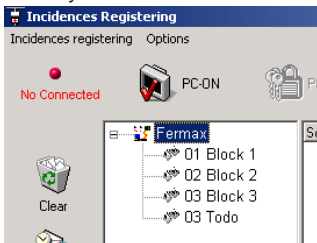
Whole installation
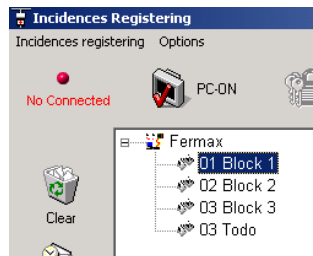
Block selected

To activate or dactivate any of these registers, you will need a password which is: 51968 by default.

Note

The type of incidents shown and stored in the "Incidents Register" are selected and activated by the System Administrator.

Incidents Register - Central

Activates the incidents register in the incidents memory of the central unit/s, then tranfers them to the PC via the Central->PC option.
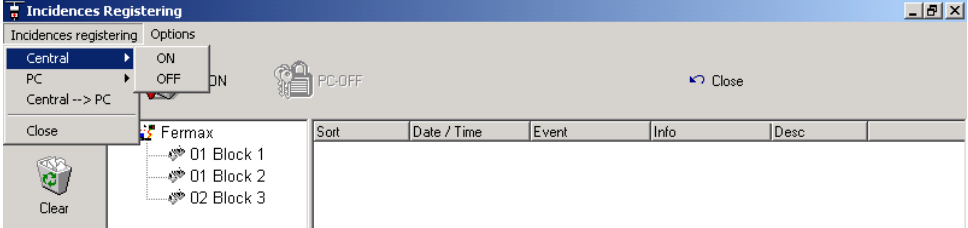
ON: The system starts to record the incidents in the internal memory. The system will ask first whether we want to delete the existing registers.
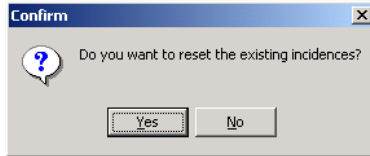
OFF: The system stops recording incidents.

Note

The system stores the last 4000 incidents. If the memory capacity has been exceeded, the oldest register is deleted to make way for the new ones.

Incidents Register - PC

The PC records and shows all the incidents received by the central unit in real time.

select

Enter the password, which is 51968 by default.
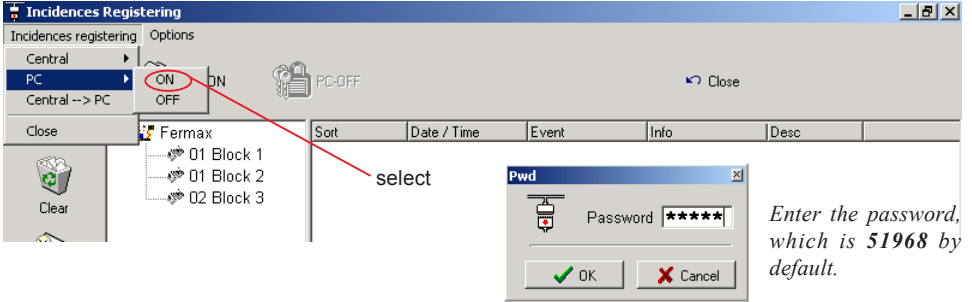
ON: The system starts to send the incidents to the PC. The PC will be connected to the installation by a Programming Module Ref. 2466 or Ref. 2338 and the MDS Wincom PLUS program will also be running.

Incidents may be viewed on the PC screen and are stored in a file created automatically with the following designation: **yymmddhh.db**. Meaning: **yy** 2 digits for the year , **mm** 2 digits for the month, **dd** 2 digits for the day and **hh** 2 digits for the time the incidents register started up.

Tells us we are connected to the system (PC->ON)

You can also access this option by using the icons on the main menu.
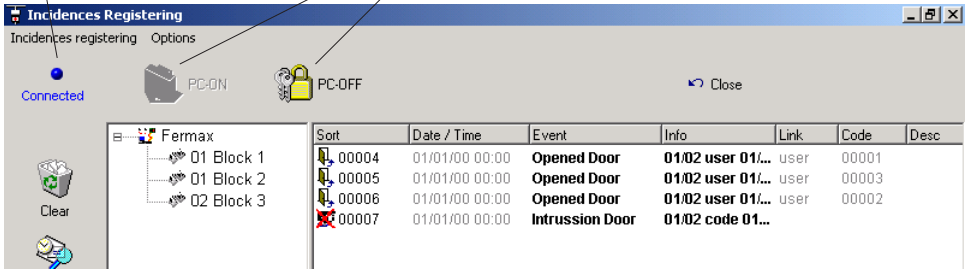
OFF: The system stops sending incidents to the PC.

select

Enter the password, which is 51968 by default.

Incidents Register - Central -> PC

If this option is activated, the incidents stored in the central unit MEMORY are sent to the PC.
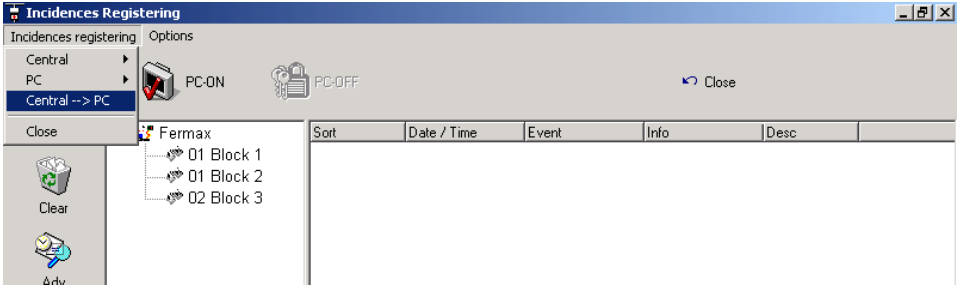
Registers are viewed on the PC screen and stored in a file created automatically with the following designation: **yymmddhh.db**. Meaning: **yy** 2 digits for the year , **mm** 2 digits for the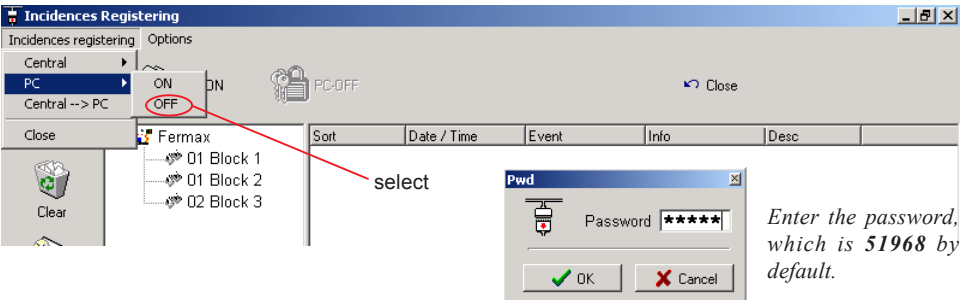 month, **dd** 2 digits for the day and **hh** 2 digits for for the download time of the incident recording from Central to PC.
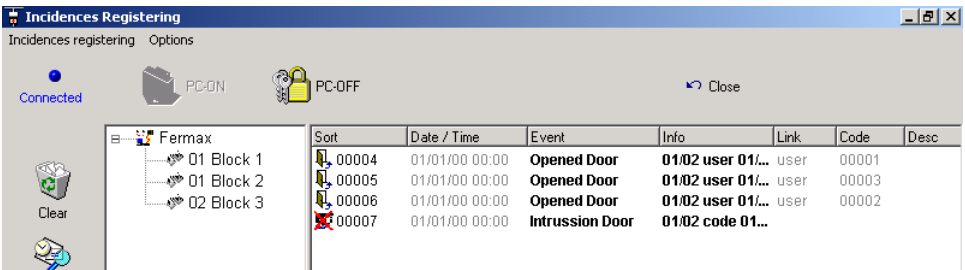
Note

When you exit the **Incidents Register** without logging off (PC-OFF) from the central unit, this warning message appears indicating that the Incidents Register is still active.

Incidents Register - Options

If selected, shows the user data every time an incident is generated.

If selected, the last incident is not repeated.

If the System Administrator has activated the **Alarm Messages** option, the message will appear when an incident occurs.

Lets you write a text that will be saved in the incidents file and may be consulted in the ADVANCED Incidents Register option by clicking on Warning.

If the Administrator has also activated the **Send E-mail** option, an e-mail will be sent automatically to the address configured for that message.

Incidents Register - Advanced.

Adv

Incidences Registering _ ☐ ✕

Incidences registering   Options

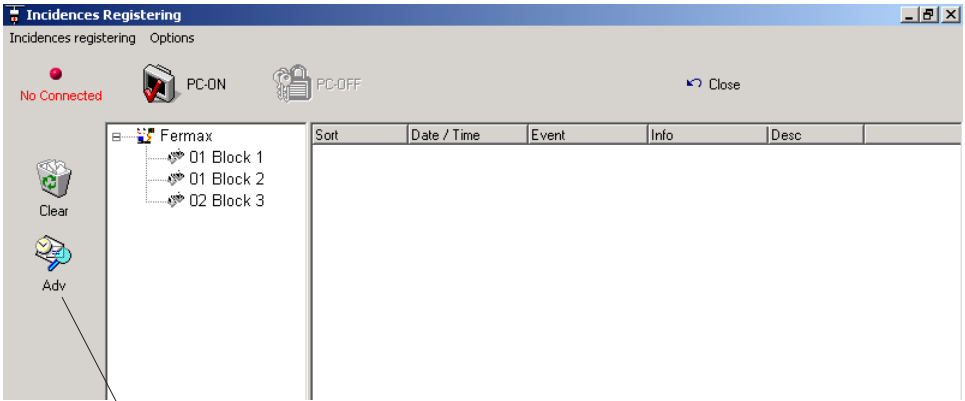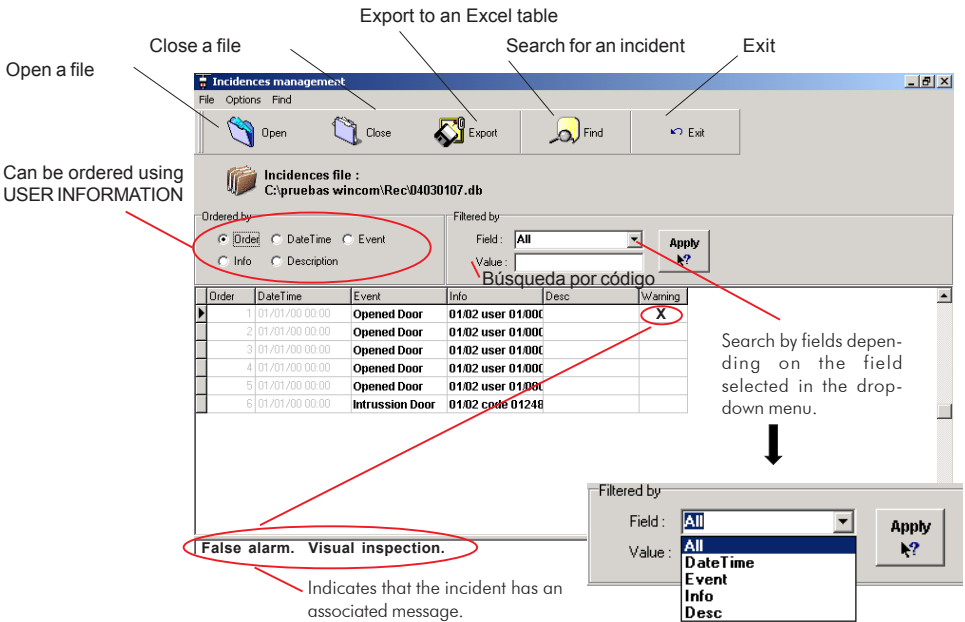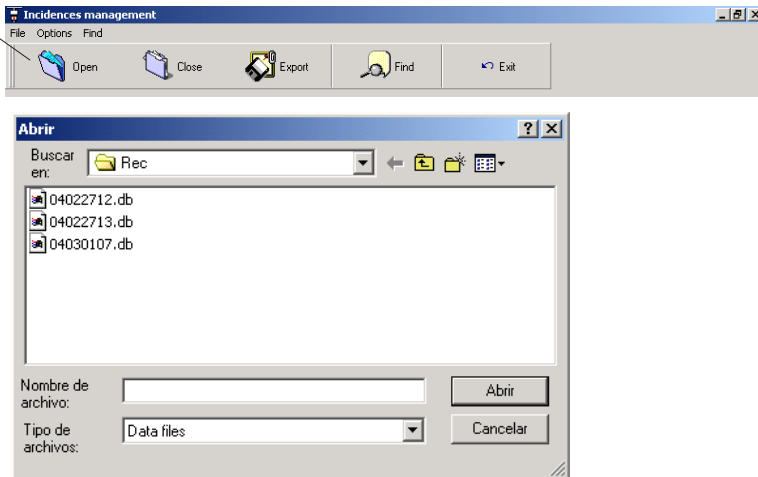No Connected   PC-ON   PC-OFF   ↰ Close

☐ 🖳 Fermax
    ⤳ 01 Block 1
    ⤳ 01 Block 2
    ⤳ 02 Block 3

Sort	Date / Time	Event	Info	Desc

Clear

Adv

The incidents recorded are viewed in a **.db** file created with incidents every hour. The file has the designation **yymmddhh.db**. Meaning: **yy** 2 digits for the year , **mm** 2 digits for the month, **dd** 2 digits for the day and **hh** 2 digits for the time the incidents register started up.

Click to see the current file.

Export to an Excel table

Close a file   Search for an incident   Exit

Open a file

Incidences management   _ ☐ ✕

File   Options   Find

Open   Close   Export   Find   ↰ Exit

Can be ordered using
USER INFORMATION

Incidences file :
C:\pruebas wincom\Rec\04030107.db

Ordered by
○ Order ○ DateTime ○ Event
○ Info   ○ Description

Filtered by
Field : All ▼   Apply ▶?
Value :

Búsqueda por código

Order	DateTime	Event	Info	Desc	Warning
1	01/01/00 00:00	**Opened Door**	01/02 user 01/00[		
2	01/01/00 00:00	**Opened Door**	01/02 user 01/00[		
3	01/01/00 00:00	**Opened Door**	01/02 user 01/00[		
4	01/01/00 00:00	**Opened Door**	01/02 user 01/00[		
5	01/01/00 00:00	**Opened Door**	01/02 user 01/00[		X
6	01/01/00 00:00	**Intrussion Door**	01/02 code 01249		

Search by fields depending on the field selected in the drop-down menu.

⬇

Filtered by
Field : All ▼   Apply ▶?
Value :
    All
    DateTime
    Event
    Info
    Desc

False alarm.   Visual inspection.

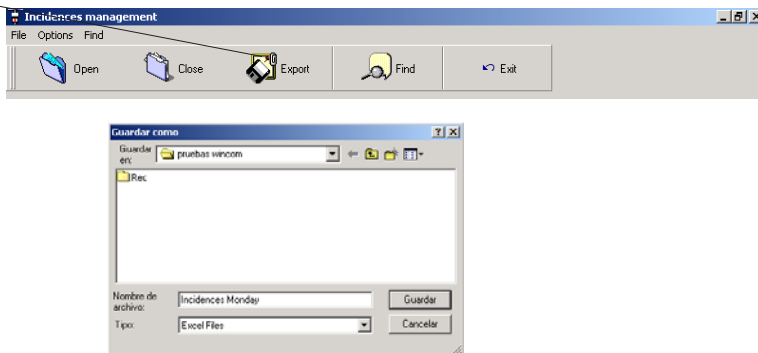Indicates that the incident has an associated message.

Note

You can select any other incidents file from those stored in the system.
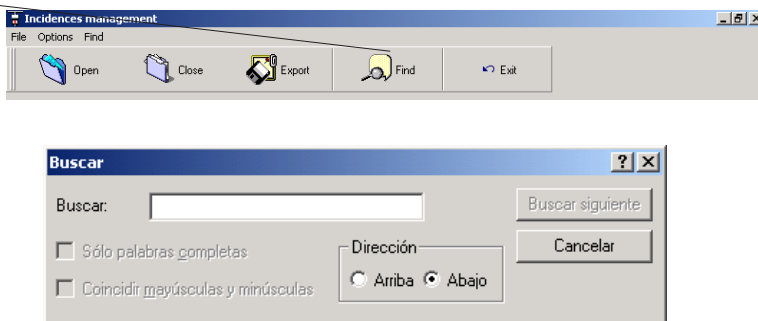
Open a file

Export to an Excel table

Search for an incident

Incidents Report

All incidents registered include the date and time of occurrence as well as the description of the incident, which may be summarised in the following table:

Access Control Incidents:
- Door opened by user.
- Intrusion in access by a known user.
- Intrusion in access by an unknown user.
- Door open.
- Door left open.
- Door forced.
- Door closed.

Alarm:
- Sensor activation.
- Sensor armed from access.
- Sensor disarmed from access.
- Relay activated.
- Relay deactivated.

System Operation:
- Communication error.
- Central Unit Reset.
- Startup of Incidents Register in the Central Unit.
- End of Incidents Register in the Central Unit.

Export Users

`Export`

User tables can be exported to EXCEL files.

To export the user data of a given block, first select "Users" (left of the screen) then the block that contains the users to be exported (right hand part of screen) and click on Export.

Select

Export Main Screen

select
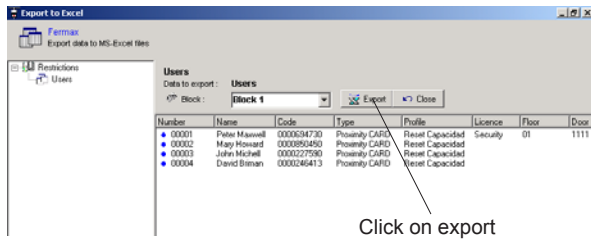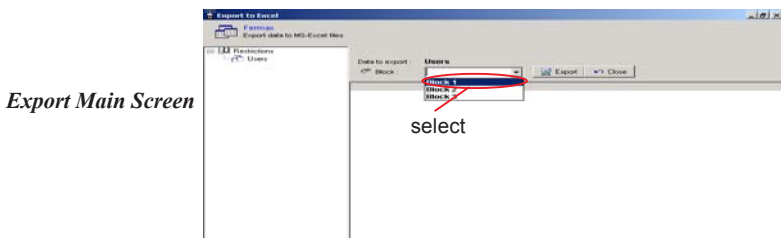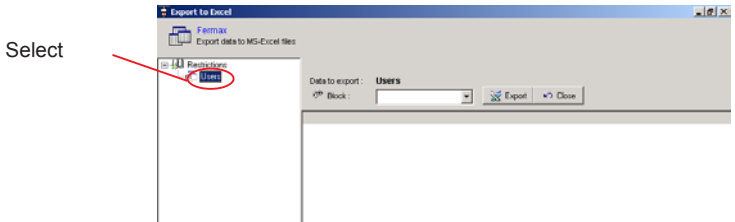
Click on export

Select the directory and name of the Excel file where the data are to be stored.

Click save
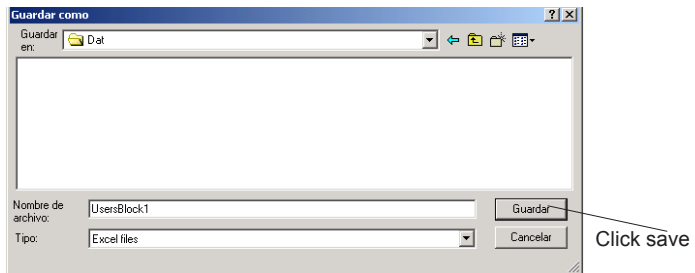
Once saved, go back to "Main Screen Export". Click on close to exit this screen.

ANNEX

When the installation is opened, the Test screen comes up to check that the Central Units are connected. We see the following screen (if the screen does not appear, consult the installer/administrator):

There are 3 Test Options that show/detect the Central Units in our installation.

* OPTION 1.

*Click on "Test Now" to check the central units that make up the active installation.*

The corresponding icon will show whether detected or not.

* OPTION 2.

Clicking on "Test Now" to check a single central unit, you must indictate its number (please consult the installer).

* OPCION 3.

Click on "Test Now" to run a check on the whole range of central units that may be in an MDS FXL system (up to 64).
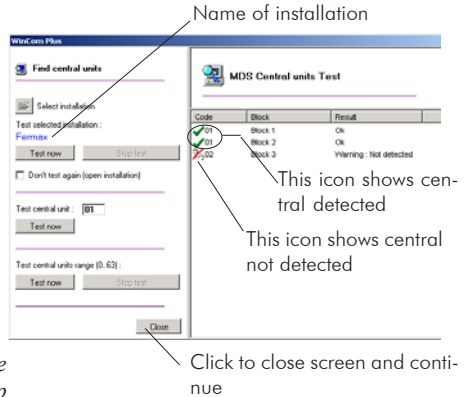
You can also test another installation by clicking on the "Select installation" icon. Select installation

Name of installation

This icon shows central detected

This icon shows central not detected

Click to close screen and continue

Notes

In all three options, you can stop the test by clicking the corresponding "stop test" button.

For correct operation of the installation, all the central units that make up the installation must be detected, otherwise the installation will never allow information to be sent to the system.

If the central unit is not detected, the following screen comes up to let you run another test. Click to run the test again.
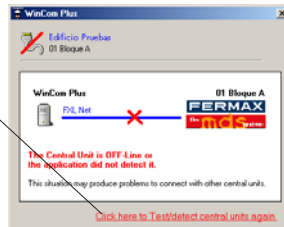
After this process, if the central unit is still not detected, please consult your installer.

Designation: Central Unit = Block

REMARKS: