Operations Manual

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Document Control Information

Document Title: Operations Manual for Quanika Access Control System Enterprise Doc version: 2.1

Revision History

Version	Date	Primary Author	Description
QN-OPM-ENT 1.0	16/09/2020	AB	Initial Document
QN-OPM-ENT 1.1	26/11/2020	AB	Added New Modules
QN-OPM-ENT 2.1	24/03/2021	AB	Milestone Integration

Contents

Abstract

This document contains all operational instructions for the Quanika Application. It explains in detail, the step by step procedure of how the Quanika application works. All the necessary information related to each application module and its functionality is presented in a vivid and user friendly manner.

Launch Application

You can launch the application by double clicking the Quanika Application icon which is located on the windows desktop. You can also launch the application from the windows start menu.

Startup Screen

The Quanika splash screen appears as shown:

Dashboard- Home Window

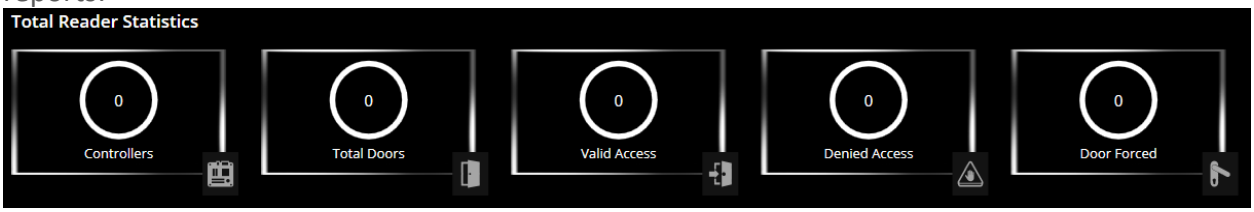
The Home window is divided in to multiple panels which can be adjusted by dragging and a

dashboard menu. Functionality for each is described in sequence as follows:

1. Total Reader Statistics
2. Profile Picture
3. Digital Clock
4. Transaction Logs
5. Video
6. Alarm logs
7. Plan Manager
8. Dashboard Menu
9. Top Menu

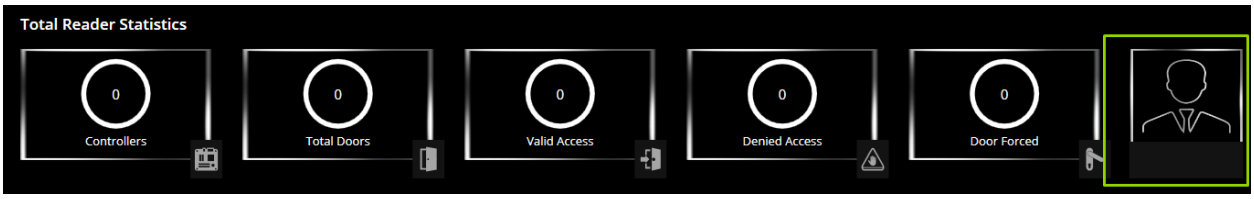
1. Total Reader Statistics

Statistic counters are shown with live data for current date. Click on any counter to see detailed reports.



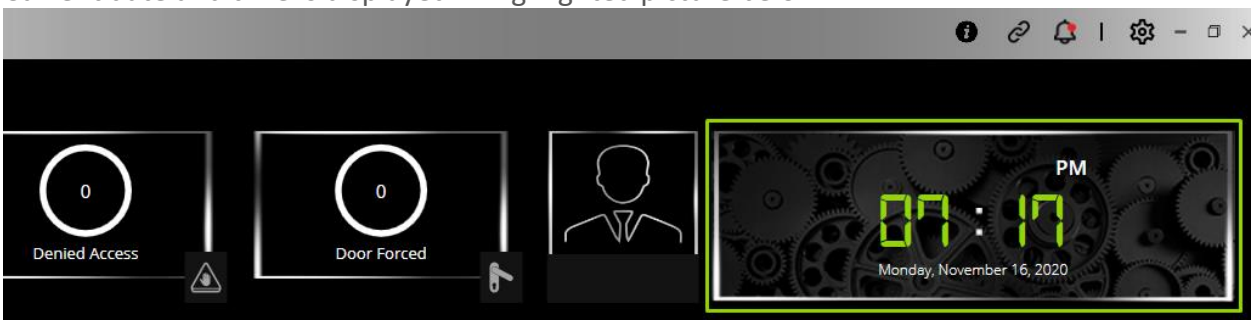
2. Profile Picture

Picture of cardholder will be displayed once transaction with valid access for the cardholder arrives.



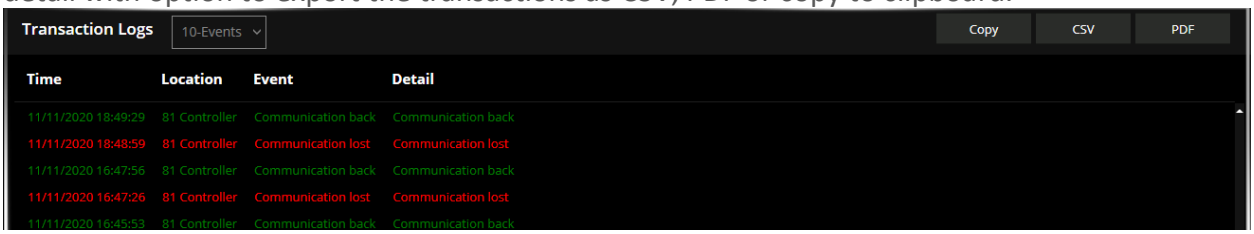
3. Digital Clock

Current date and time is displayed in highlighted picture below.



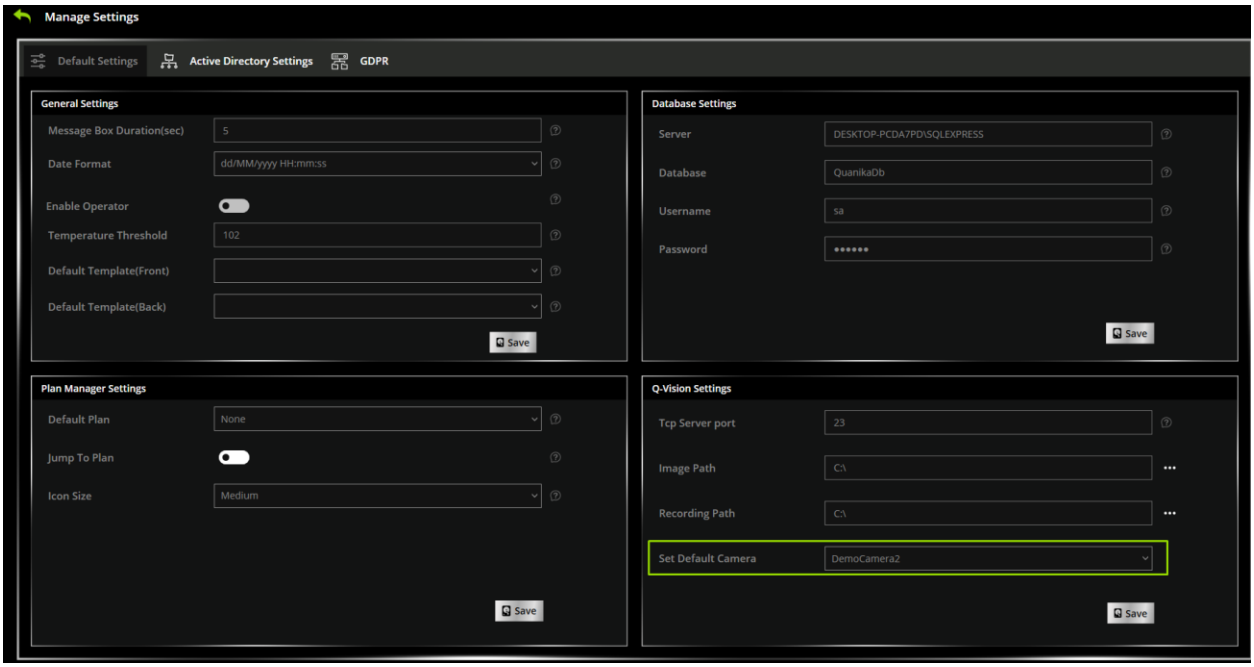
4. Transaction logs

Transaction logs panel show live transactions with Event Time, Event Location, Event and its detail with option to export the transactions as CSV, PDF or copy to clipboard.



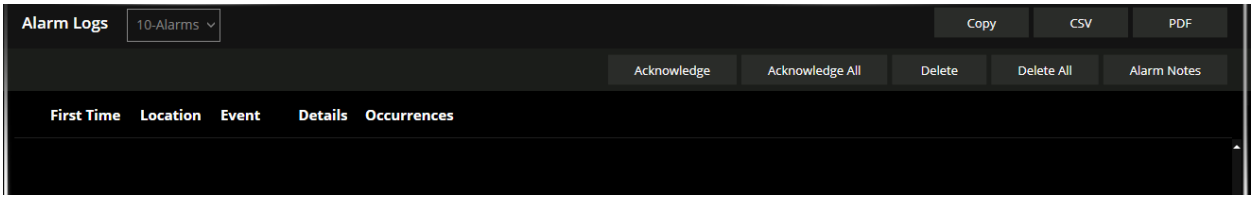
5. Video

Video shows live streaming from camera that can be selected from Configuration → General Settings → Set Default Camera .



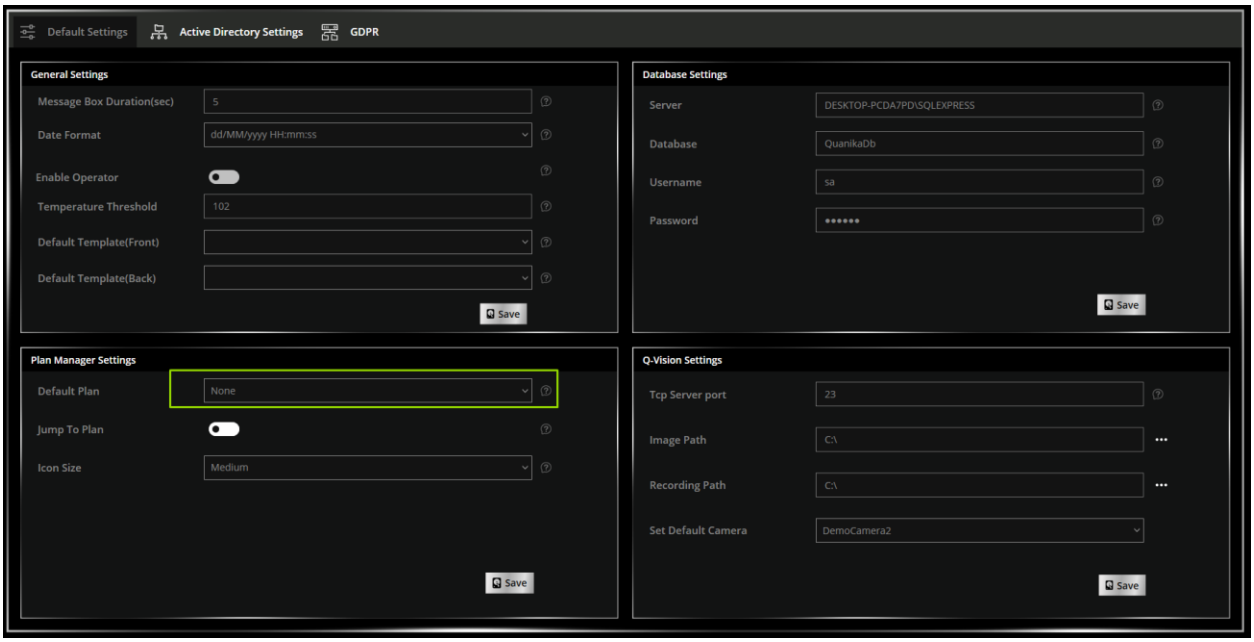
6. Alarm logs

Alarm logs panel shows all the alarms along with their First time, Location, Event associated with the alarm, details and No of time that alarm occurs. Along with that there are options to export alarm logs as CSV, PDF or Copy to Clipboard. Operator has options to Acknowledge alarms, Delete Alarms or Add Alarm Notes to any alarm.



7. Plan Manager

Plan manager is also shown in the dashboard. It shows the default plan that has been selected from Configuration → General Settings → Default Plan.



8. Dashboard Menu

Home

Click on the Home button to navigate to the main application window.

Configuration

You can configure all the application settings here including settings for controllers, sensors, doors and for many more modules.

Card Holder

You can add a new cardholder to application with all the associated details.

Manual Control

Manual control details can be added from here. Existing doors can be searched as well.

e-Mustering

This is primarily used in the event of an emergency, such as a fire alarm, when it can be used to check that everyone is out of the building. Mustering points can be specified from this option.

Plans

Shows the default map of the location that has been set by user.

Reports

Reports associated with all the modules can be checked here.

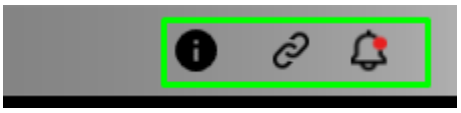
Q-Vision

Camera servers associated with multiple number of cameras. Output from associated cameras can be viewed in the form of a matrix (of different orders).

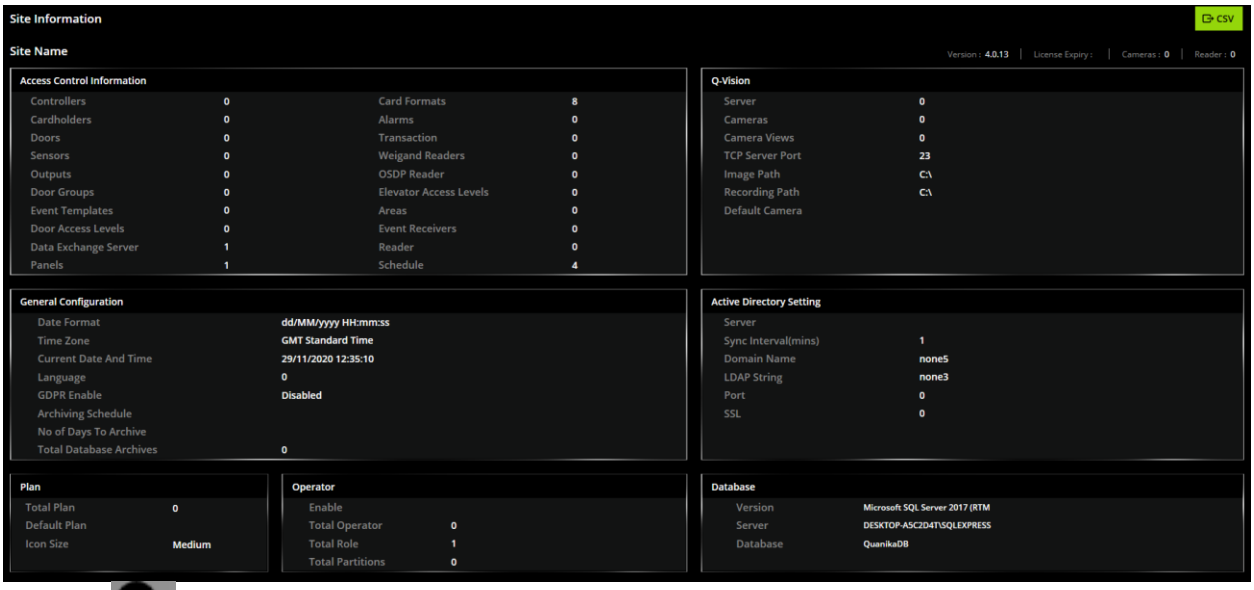
About

Includes detailed information about application version and build. Also includes Live Chat.

7. Top Menu



Site Information

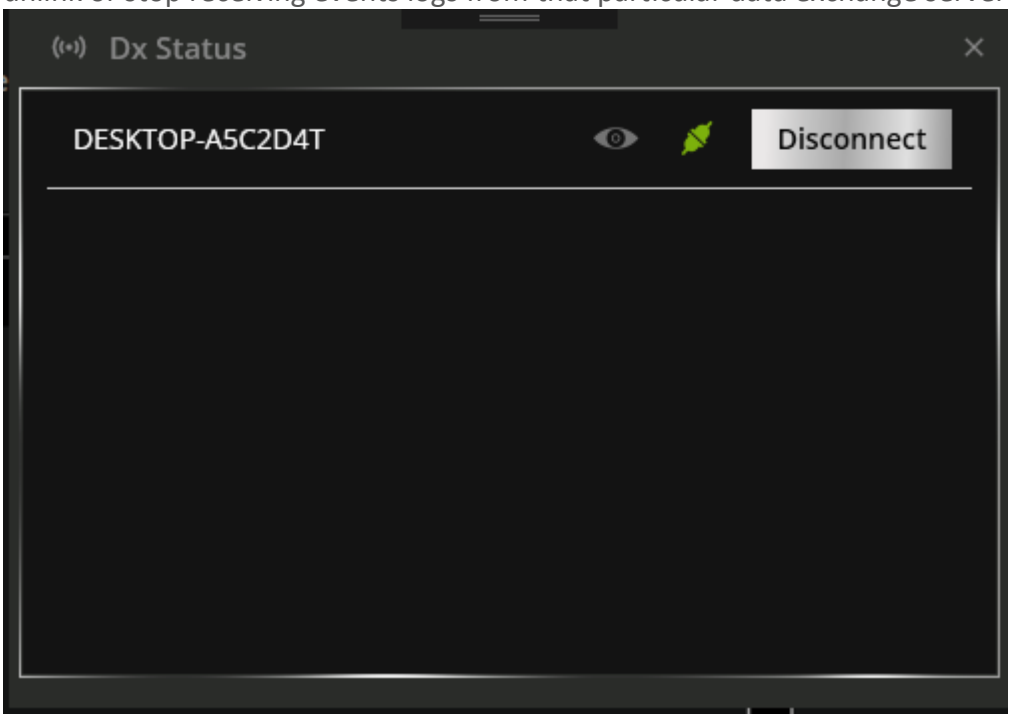


Click on  icon to display the site information module . This module contains all the statistical information related to Quanika Access Control application .

Link Unlink Data Exchange Server

Click  icon on top left menu to access this module . It displays all the Data exchanges

servers linked to this application for live events / alarms logs. Click Disconnect button to unlink or stop receiving events logs from that particular data exchange server .



Mute / Unmute Alarm

Toggle  icon to unmute audio alarms or mute audio alarms .  icons shows that alarms are not unmute likewise  shows that audio alarms are muted .

Configuration

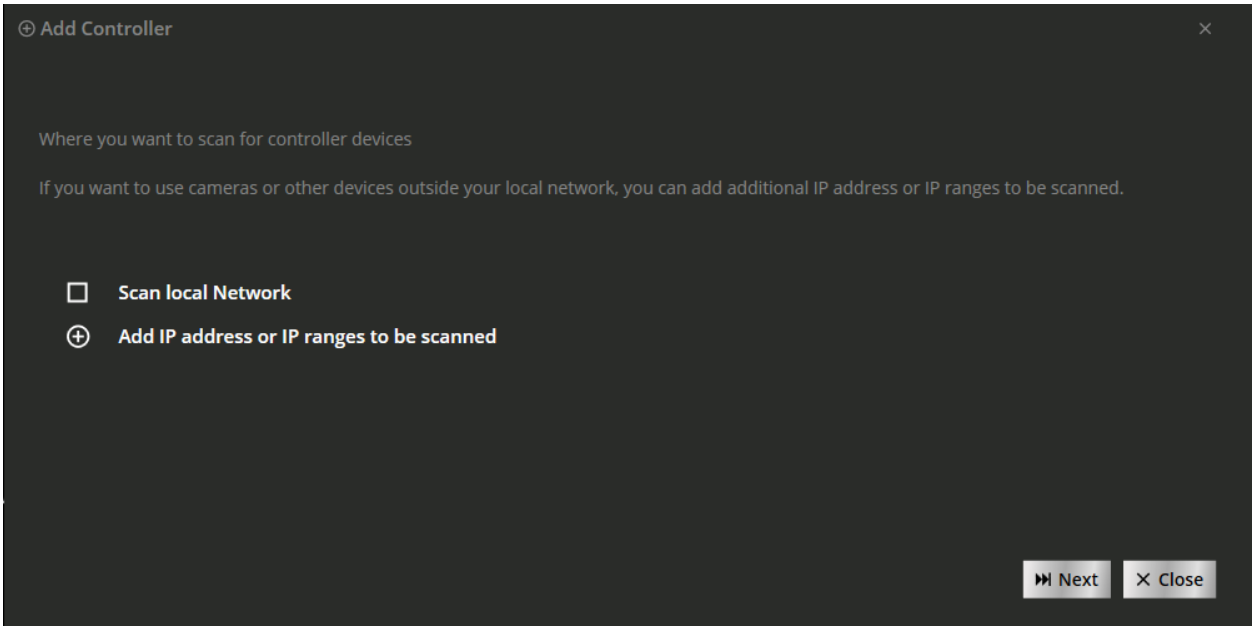
You can access all the major application components from configuration window. All the operations associated with each of the component are described below:

Controller

User can perform the following actions from controller window:

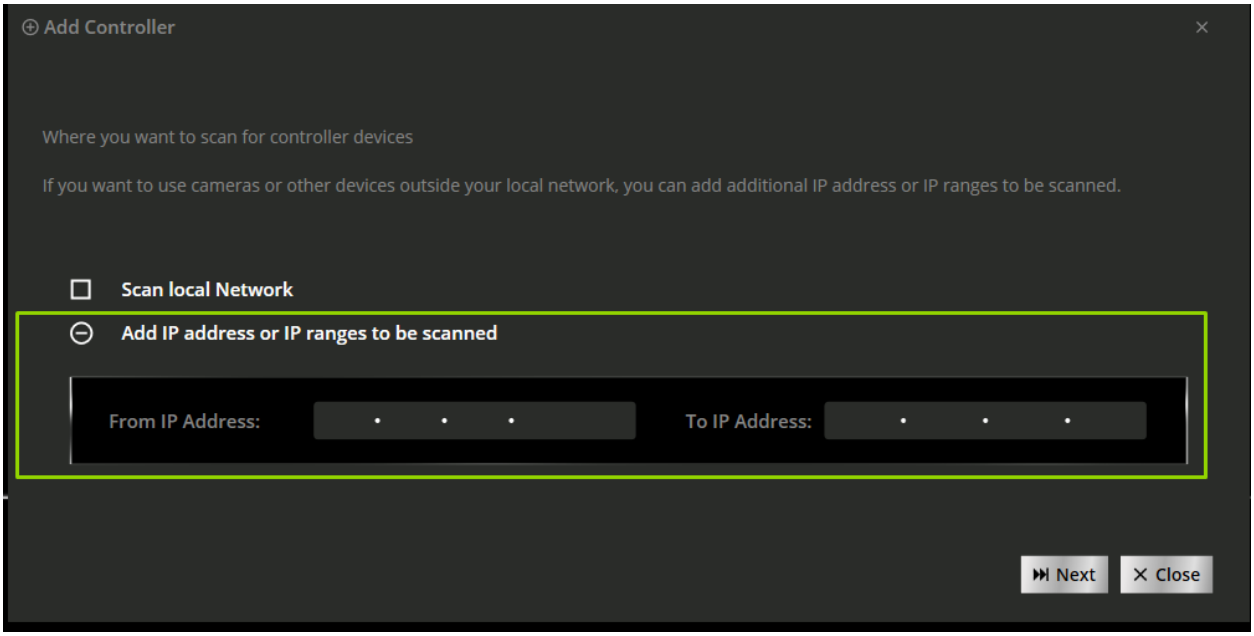
1. Search an available controller on the network
2. Add a controller.
3. Scan list of all the available controllers on the network
4. Add door to a controller.

Figure shows the controller window. Currently, no controller has been added.
In order to add a controller, you can either Add controller manually or Scan controller



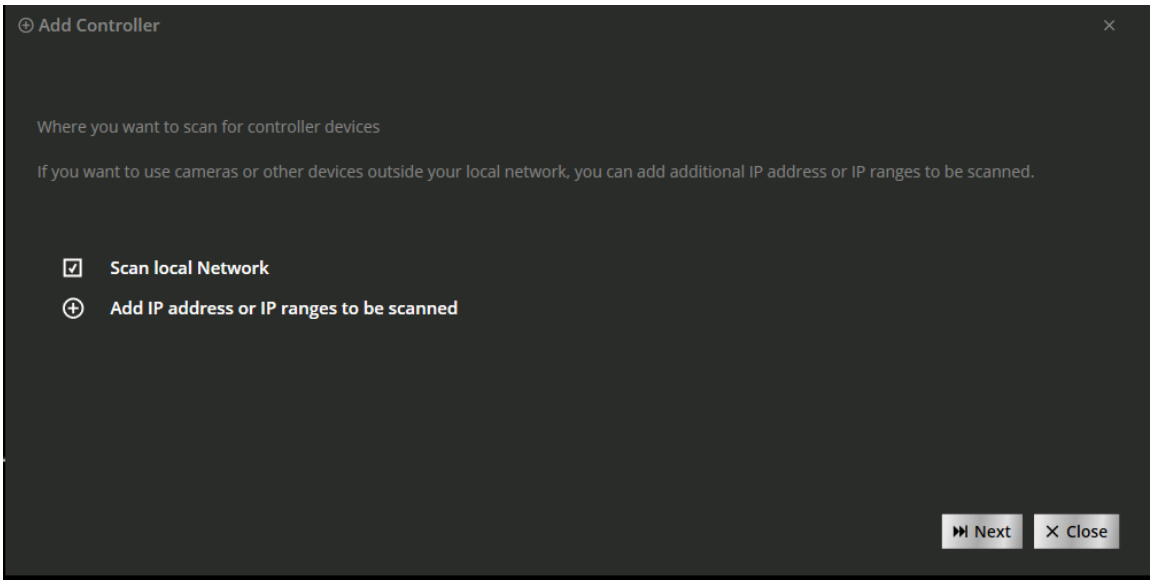
Add controller manually

- You specify the name of the controller in name field
- You specify the IP address of the controller in the IP address field.
- Enable checkbox if you are adding it as an Elevator.

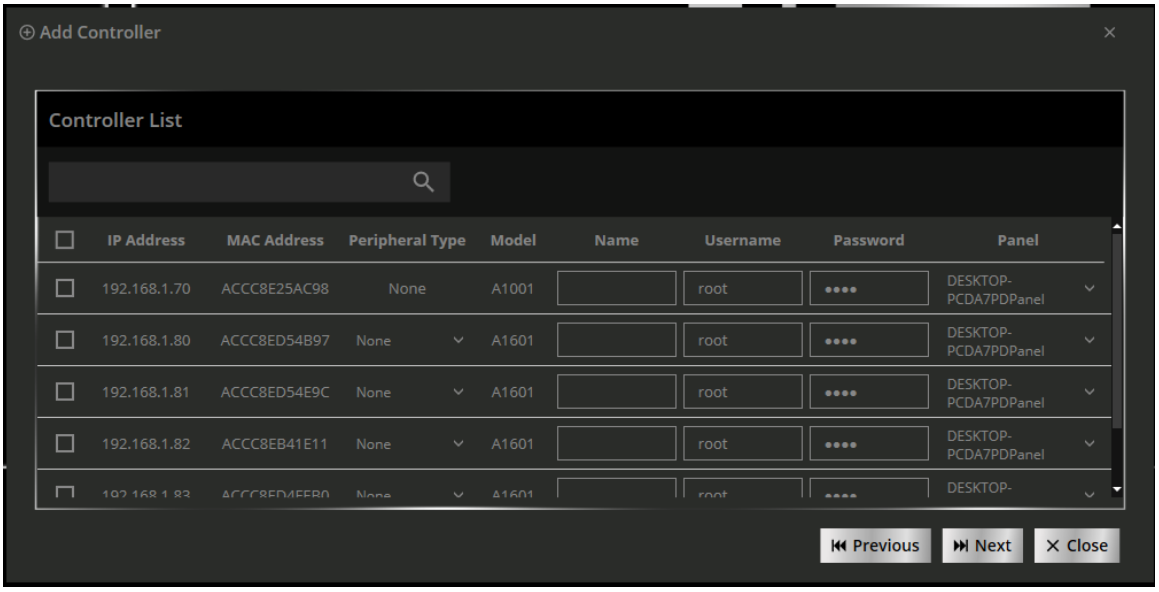


Scan controller

Scan controller module enables you to use devices outside your locally available network. You can simply scan the local network for the controller OR specify your desired IP address OR give an IP range to select from.



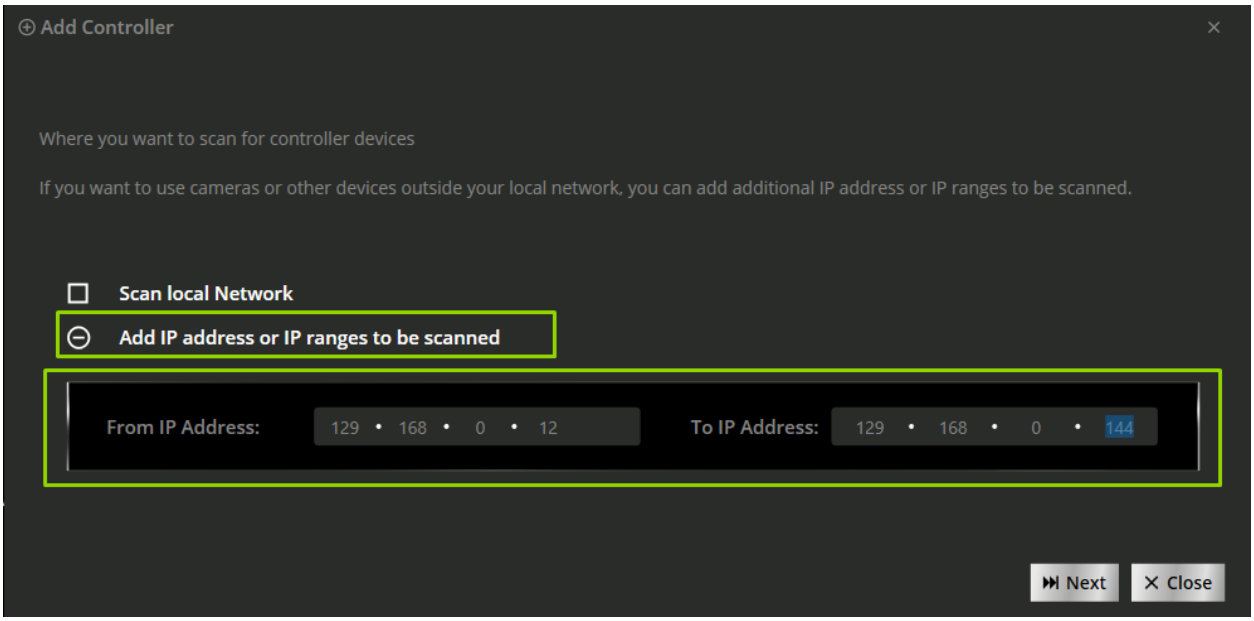
You can select the scan local network checkbox and click on the Next button.



A new window appears. Select from the list of available controllers. This window displays IP addresses, MAC addresses, peripheral type and three types of models available. You can select the controller and specify the name of the controller. All the available controllers can also be selected at this point.

Scan Range of IP Addresses

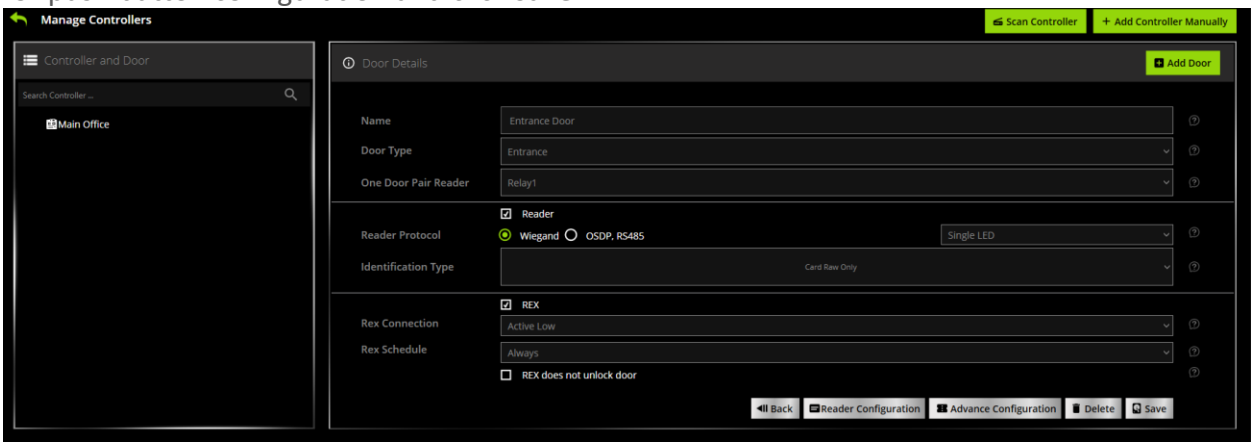
In case user is not sure about a specific controller and wants to search all the available controllers falling under as specific range, he can add the range for address.



Application shall scan any of the controllers available in the user specified range and user can proceed by selecting his desired controller accordingly
In case no controller is available, system shall give the message to user accordingly.

Add Door

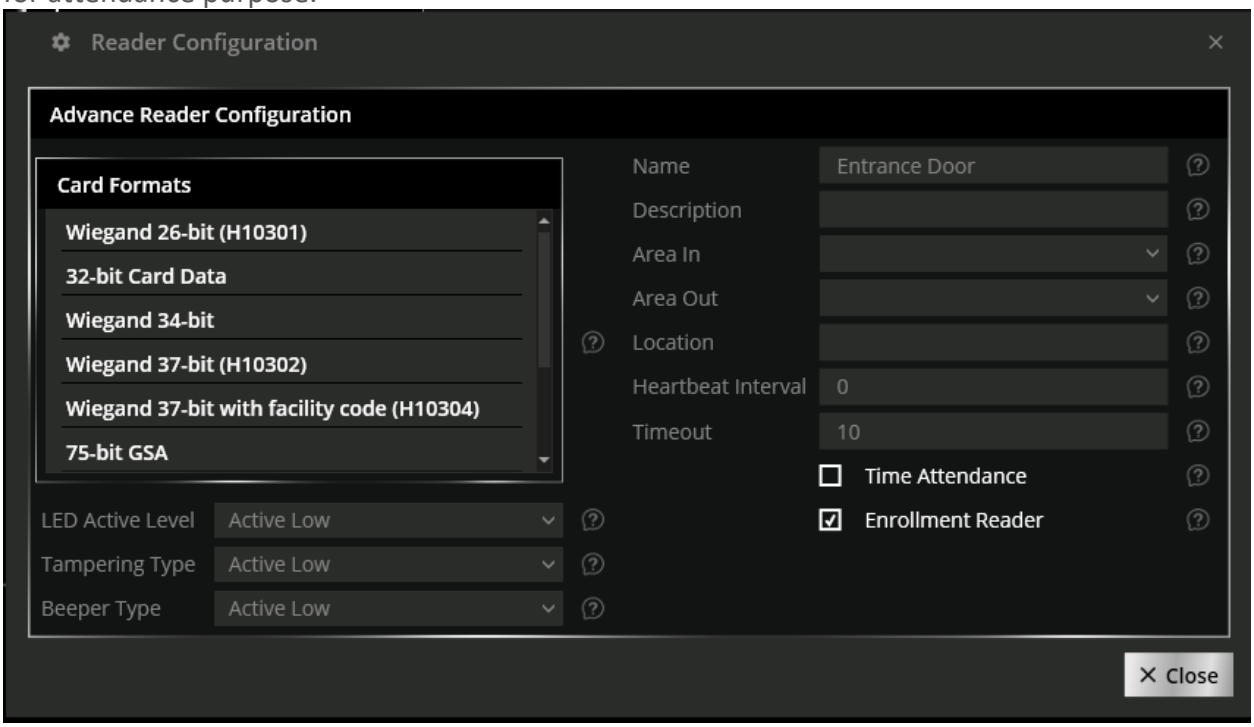
A new door can be added from Add Door button.
Enter door name, select door type from the drop-down list. Enable or disable reader as per your requirement. Select the required protocol for reader either Wiegand or OSDP. Select options from Identification type for reader from different options by default authentication type will be Card Raw Only and door schedule from drop-down lists. Select settings for REX (Request to Exit) for push button configuration and click save.



Reader configuration

You can set reader configuration by specifying the name, description, Area and other associated

settings. All the available card formats are shown in card formats panel from where user can select the desired options as per the requirement.
Enrollment reader setting is enabled by default. This option enables the reader to be listed in cardholder's section for retrieval of card data for cardholder registration.
Enable Time Attendance option to record the Check In / Check Out activity for the cardholders for attendance purpose.



Advanced Configuration

From advanced configuration following settings can be performed.

Door Monitor

1. Enable or Disable **Door Monitor** Sensor. **Open circuit = Open door** means that the door monitor will signal that the door is open when the circuit is open. **Open circuit = Closed door** means that the door monitor will signal that the door is closed when the circuit is open.
2. **Enable Supervised Inputs** Reports on the status of the wiring between the input circuit and the controller. Enable supervised inputs if the readers, REX and door monitors shall report supervised inputs events please, verify that the inputs are wired properly.
3. Enable or Disable Cancel Access Time.

Door Access Time

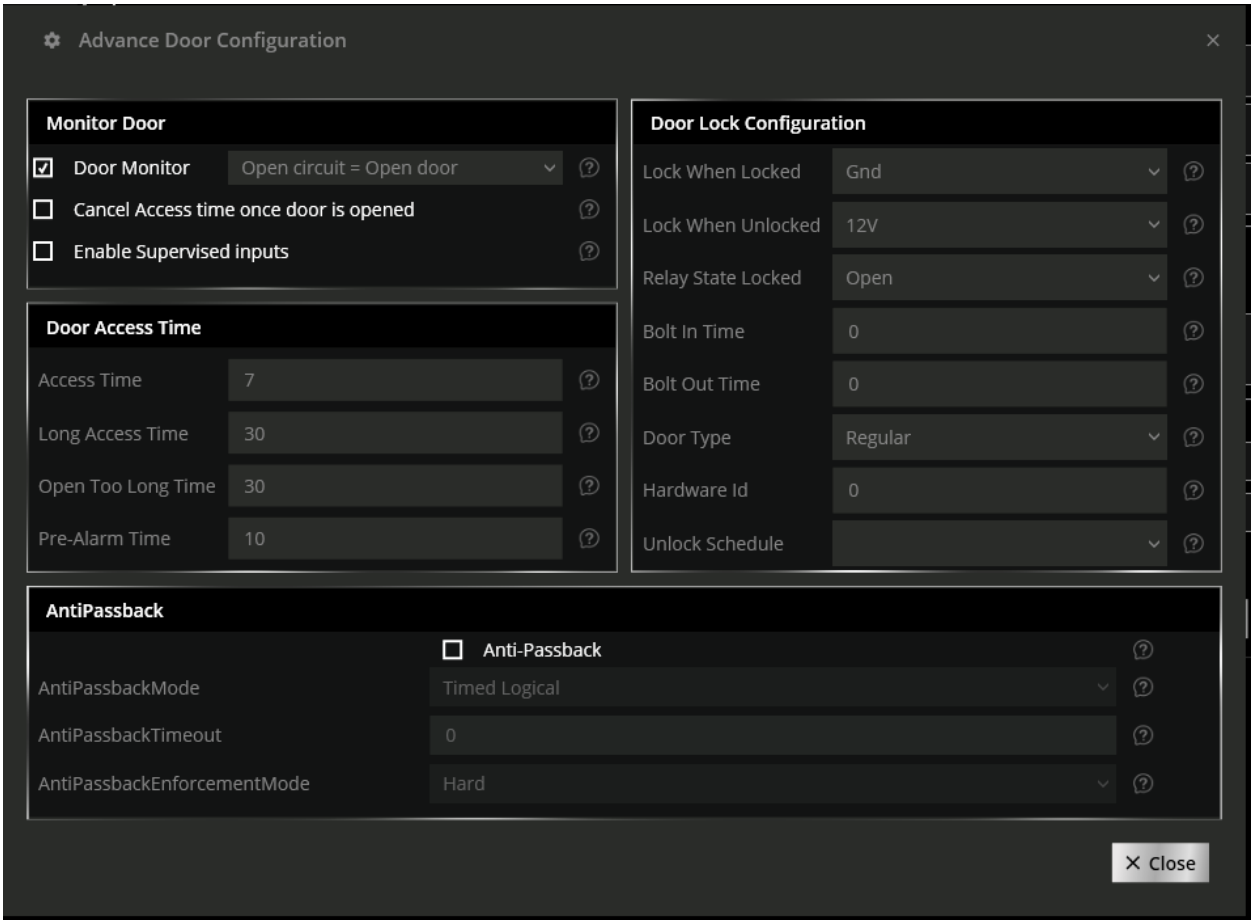
1. Set **Access Time** in seconds for duration of door to be remain unlocked after access has been granted.
2. Set the **Long Access Time** in seconds the door shall remain unlocked after access has been granted for a person using long access time.
3. Set the Open **Too Long Time** in seconds the door is allowed to stay open. If the door is still open when

open too time has been reached, the door held open too long alarm is triggered.

4. A **Pre-Alarm Time** is a warning signal that is triggered before the open too long time has been reached. Set the number of seconds before the open too long alarm is triggered the system shall give the pre-alarm warning signal. If there is a reader with a beeper, the beeper will send the warning signal as a sound. To disable the pre-alarm, set the pre-alarm time to 0.

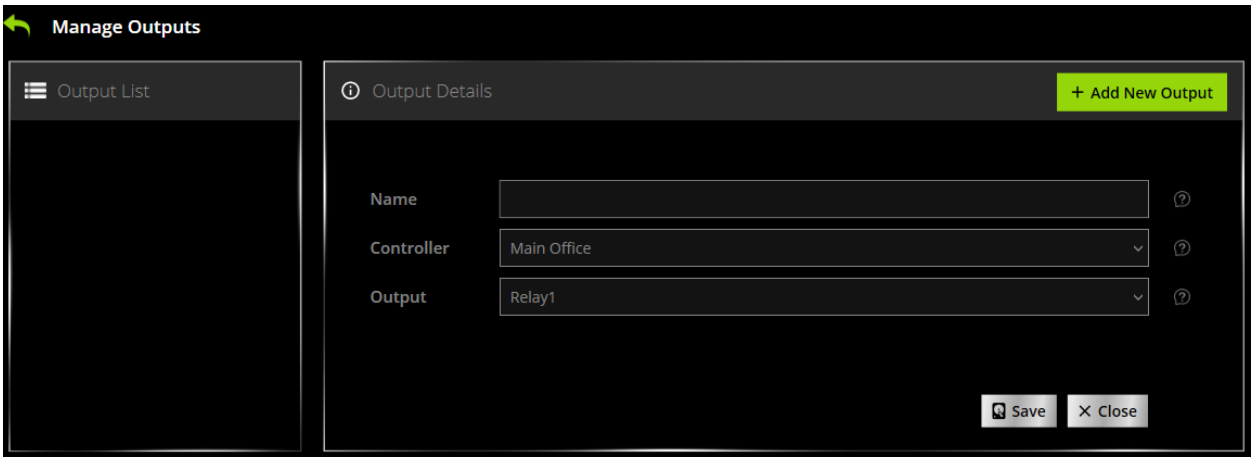
Door Lock Configuration

1. Set **Lock When Locked** to Ground(Gnd) or 12 V based on your requirements.
2. Set the **Lock When Unlocked** to 12V or Ground (Gnd).
3. Set the **Relay State** Open or Closed. This setting determines the default state of relay.
4. **Bolt In Time / Bolt Out Time** can be set in number of seconds.
5. Set **Unlock Schedule** to any custom or predefined schedule to make the door lock open as per the schedule assigned.



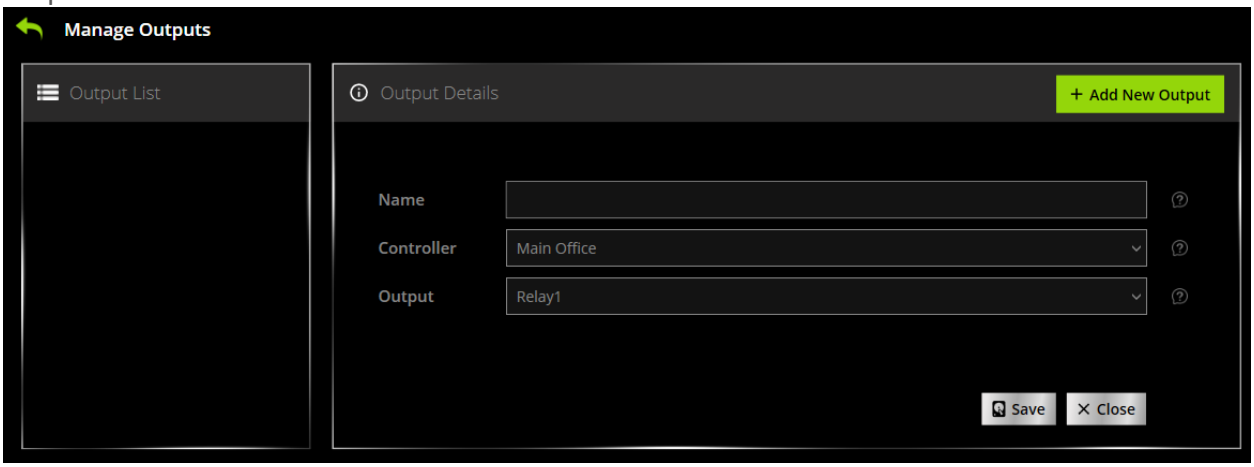
Sensors

Click Configuration → Sensors for sensor configurations . Click on + Add New Sensor to add a new sensor. Specify the name of the sensor and select the desired controller from drop-down list. Click Save to save the details or close button to close the details window. Sensors added by the user shall appear under sensors list on left.



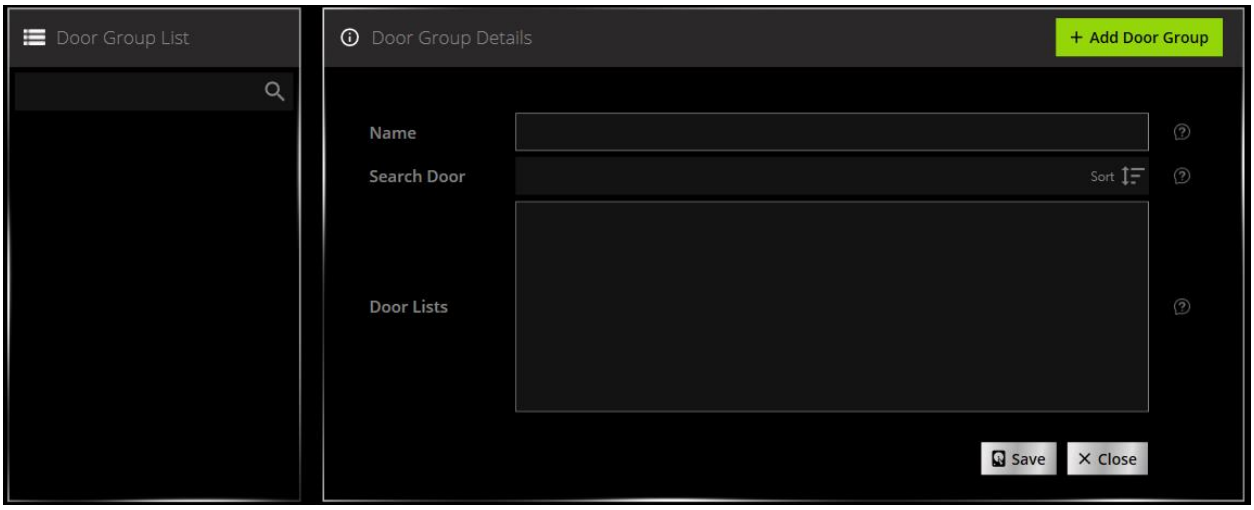
Output

Output can be added by clicking the + Add New Output .Output associated with relays is displayed under output details. Specify the name for the output. Select the associated controller and sensor from the drop-down list. List of all the outputs shall be shown under output list.



Door Groups

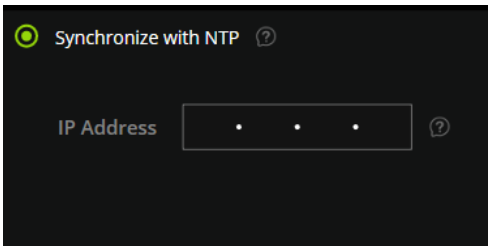
A door group can be added clicking the + Add Door Group. Give the name for the door group. Select the doors to be added in the group. All the available doors available shall appear in the door list.
You can search all the door groups using search widget under Door Group List

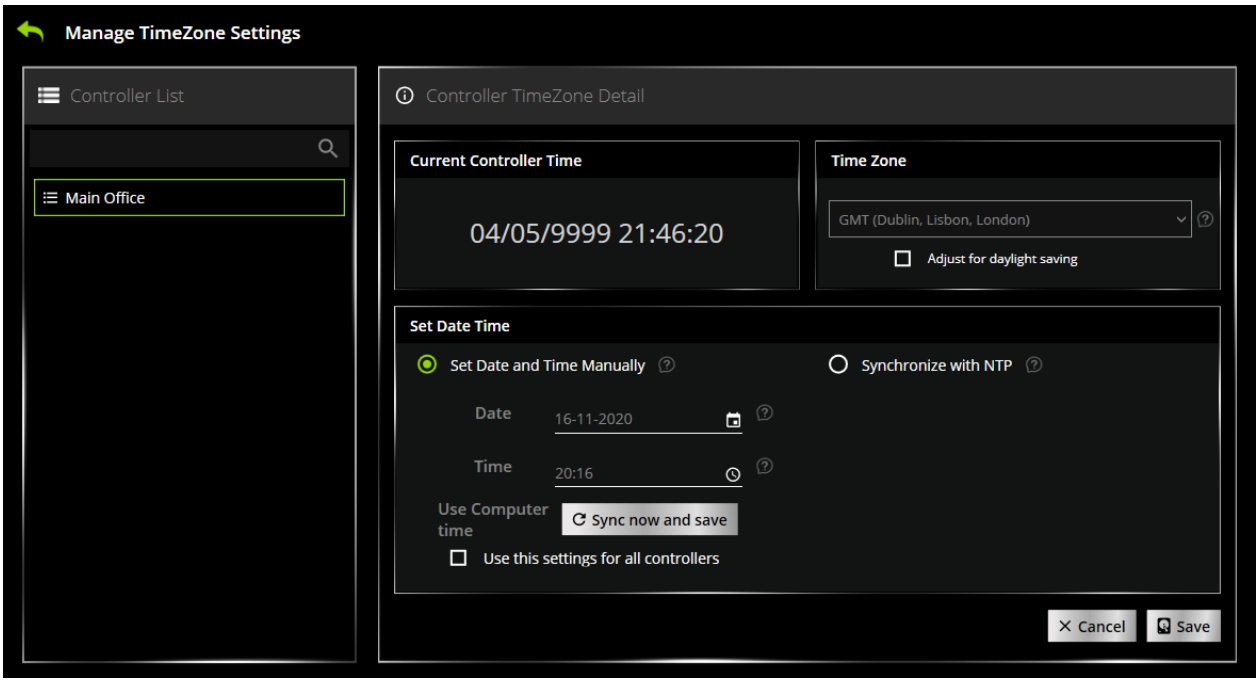


Date/Time zone

This module enables user to set the date and time setting of his desired controller as per the requirement. You can search the controller from search widget. Select the controller and adjust the date time accordingly. Under controller time zone detail panel, current controller time and date is shown
Any time zone can be selected from time Zone drop-down list
Set date and time panel contains three options
User can synchronize his date time settings specifying an IP address
User can set date and time manually by selecting the appropriate options from calendar and clock
User can sync his date and time according to the current computer date and time settings by sync operation.
In case required, one can choose these settings for all the available controllers by enabling the associated check box.
Enable **Use this setting for all controllers** to copy the settings to all the controllers.

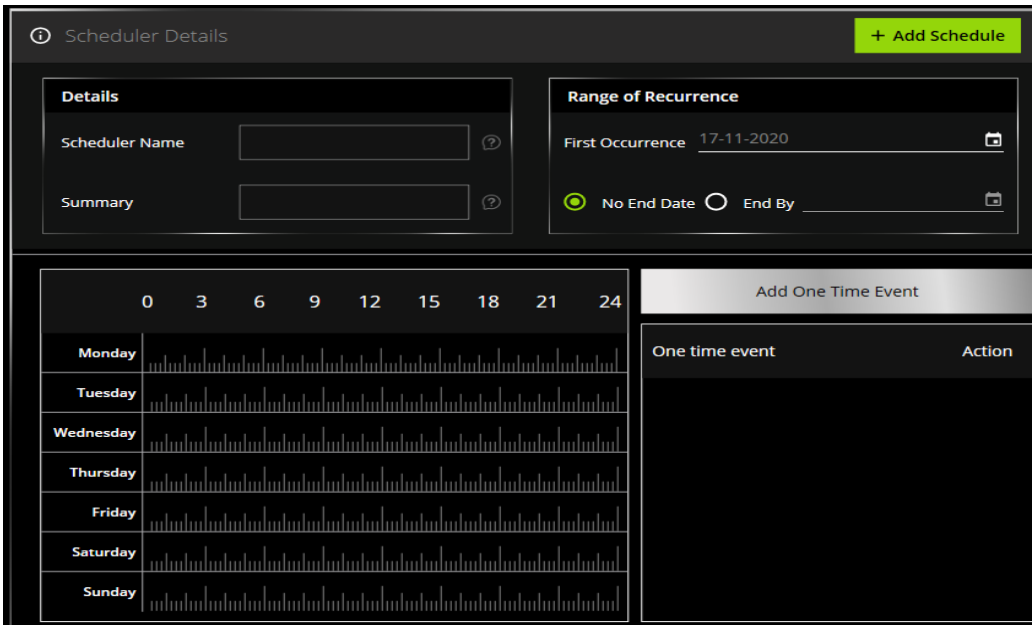
To Synchronize the controller date time with NTP server choose **Synchronize with NTP** and enter the IP Address for the NTP server**.** NTP server can be any standard NTP server with valid IP Address.





Schedules

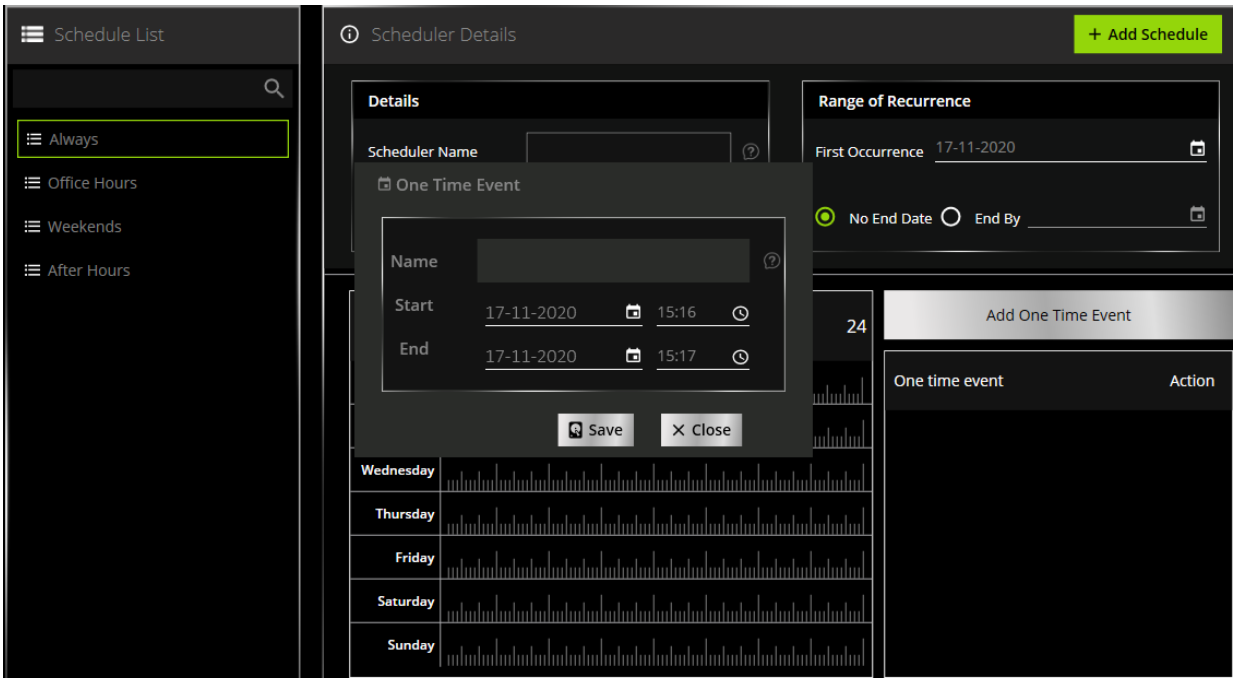
Click on Configuration → Schedules to access this module . All the schedules can be viewed under schedule List. To add a new schedule click + Add Schedule , Write schedule name and summary , choose first occurrence for the schedule and specify end date of for infinite end date



choose No End Date . Provide the associated settings time settings for the associated day of week.

One Time Event

One time Event can be created by clicking on Add One Time Event . Write Name for the onetime event and choose start / end date time for the event.



Event Messages

Click on Configuration → Event Messages to access this module . User can manage the events using this configuration module. All the events can be edited for custom event messages from this module

In event list panel, type the name of the event you want to search.

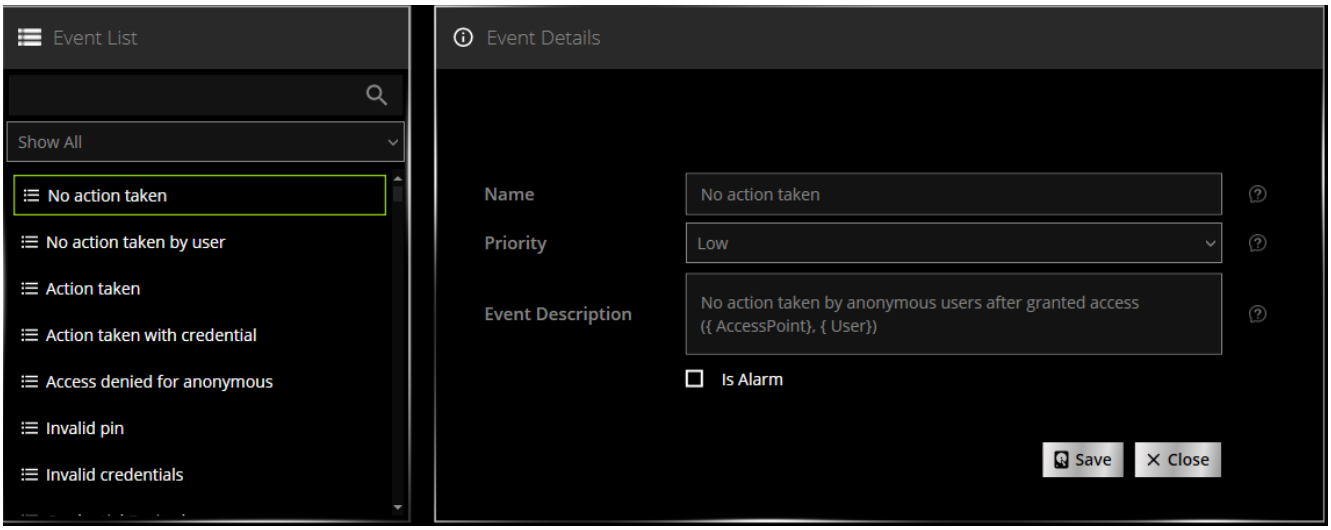
If you want to view all the events and alarms list, select **Show All** from drop-down list.

If you want to view only the events or alarms in the system, choose from drop-down list accordingly

Add an event

In event details panel, give the event name and select the priority from drop-down menu. Enable check box below, if you want to consider this event as an alarm.

Edit an event: Click on any of the events shown in the event list, edit its name and set priority as per requirement. Save to reflect the changes

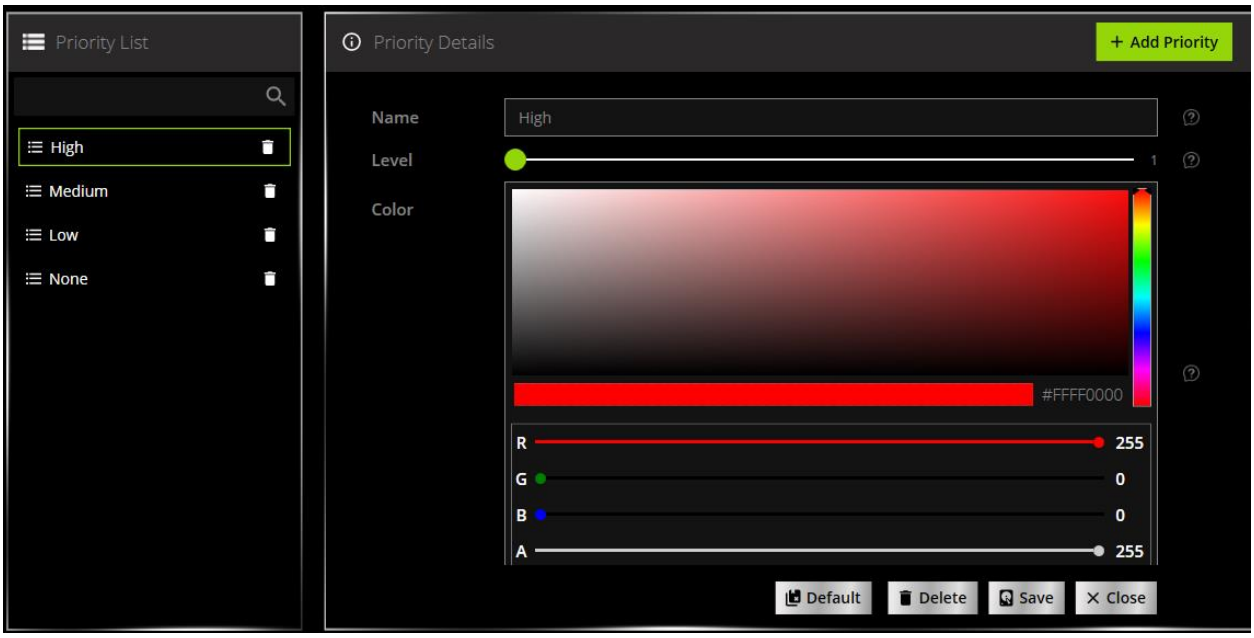


Priority

Click on Configuration → Event Priorities .Depending upon the nature of the event, priorities are assigned. All the priority levels set are shown under the priority list. User can search the name of a specific priority using search functionality.
Description of the selected priority is displayed in the priority details panel.
Name field shows name for the priority level. Priority level can be set by moving the slider provided below the name field. Existing color of the priority is shown in the bar along with the color code. You can set the color of the selected priority level as per required.

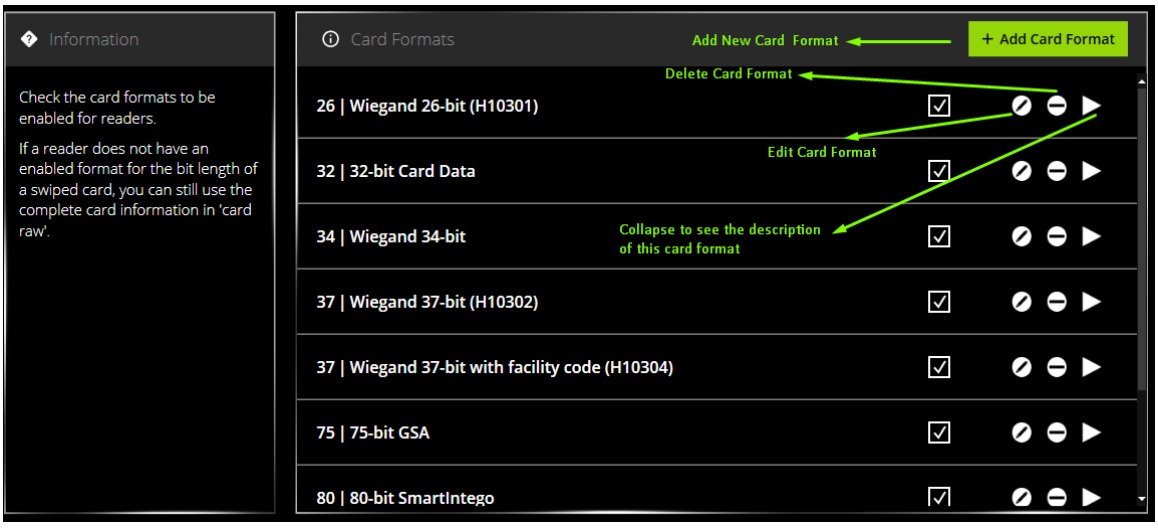
Add a new Priority

In order to add a new priority level, click on + Add Priority . Give name for the priority level, set the level using slider, select color and save.



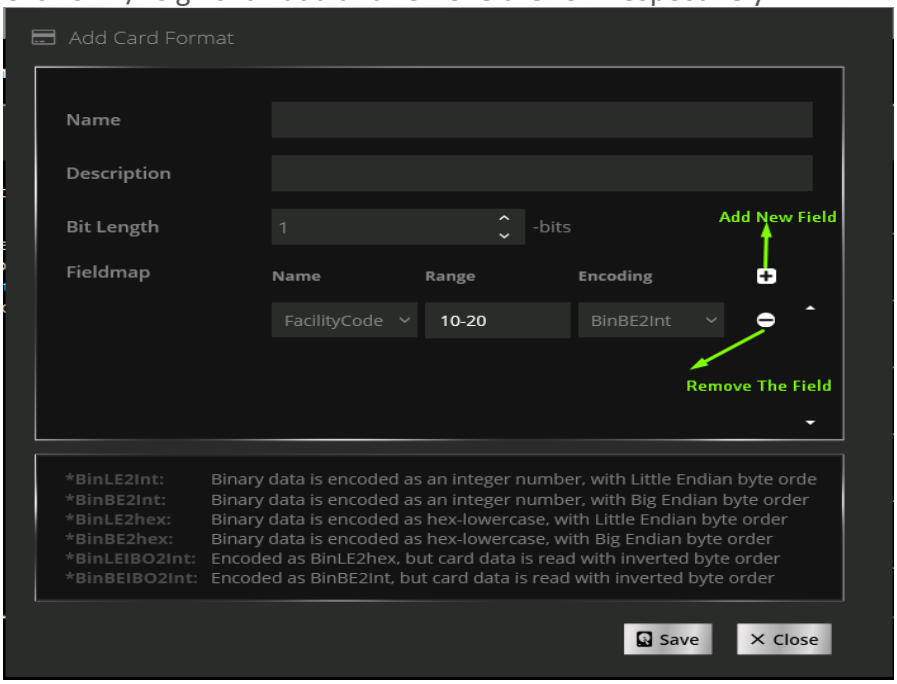
Card Formats

Click on Configuration → Card Formats .All the card formats that have been added to the system are shown here with details. A card format can be edited, deleted, viewed and created as per user requirement using the options provided next to each.



Add a New Card Format

In order to add a new card format, click on + Add Card Format button. Specify the values for name and give description. Choose desired bit length and specify field values. Select the desired options
Clicking on the plus sign will add a new row for field map values.
Click on +/- sign shall add and remove the row respectively.

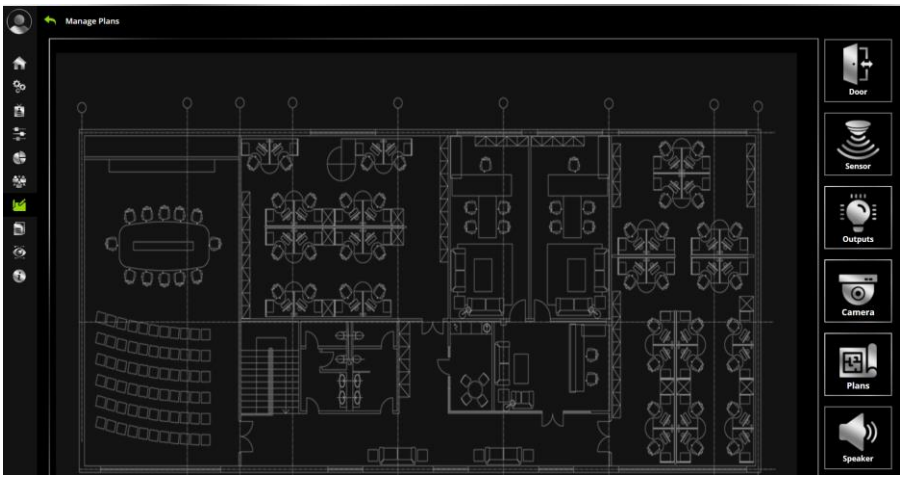


All the encoding options from drop-down and the associated description for each is described in section below

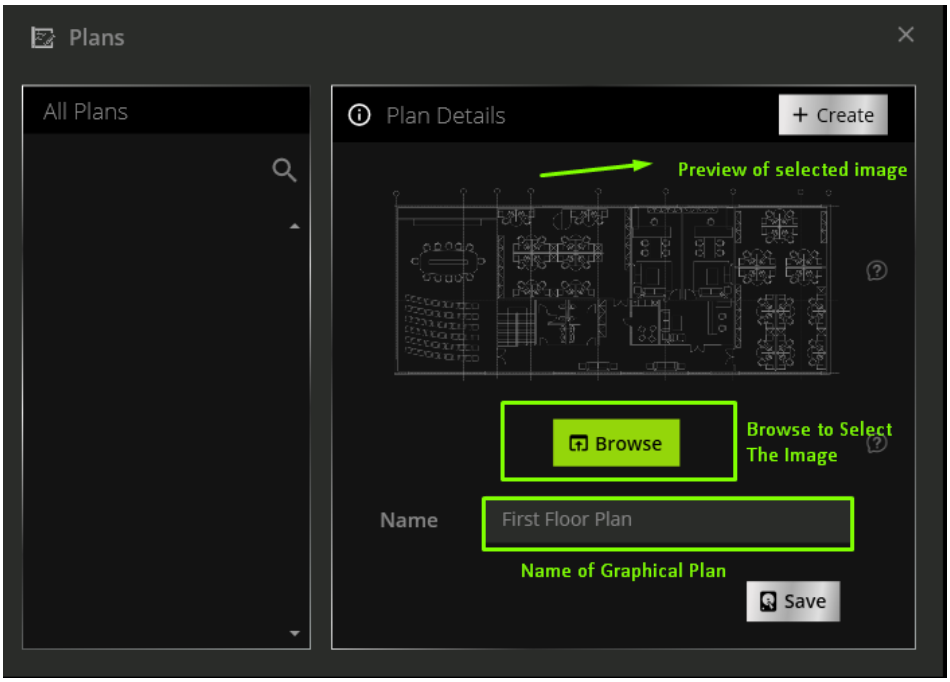
Click save to reflect the changes you made or click close to cancel.

Plans

Click on Configuration → Event Plans to access this module. Plans are graphical representation of all the hardware positions with limited options to perform actions. Menu bar on Plans window is comprised of tabs namely Doors, Sensors, Outputs, Camera, plans, upload and reset.
A plan can be searched using the search widget under All Plans.
All the existing plans shall be displayed under All Plans



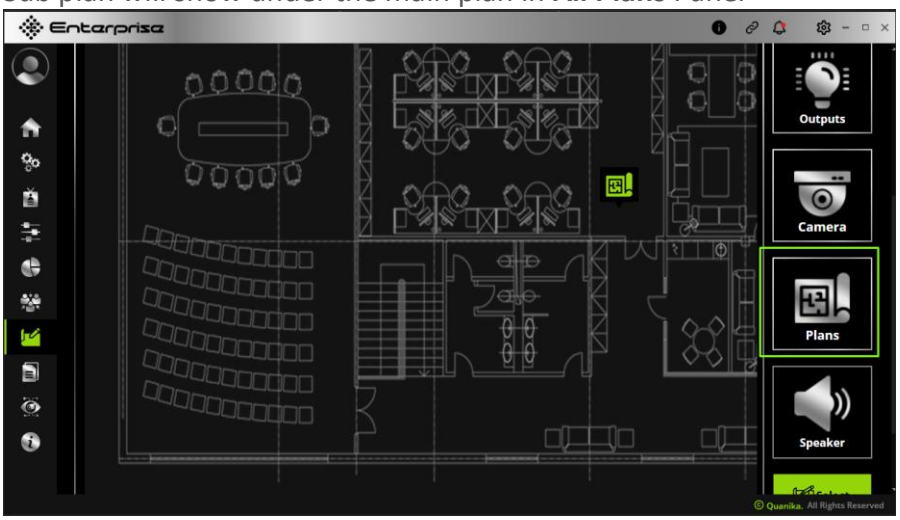
- Click the  button to create a new graphical image.
- Browse to upload the image from your desired location.
- Select the image, specify the name and save.
- Click delete to remove an existing plan from list.



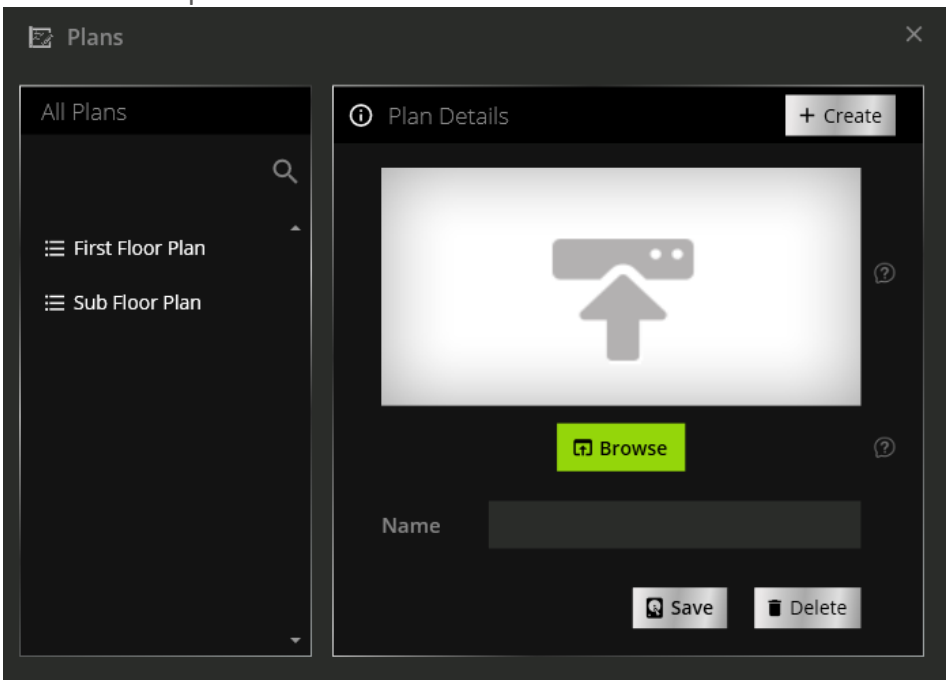
Add Sub Plans

A sub plan lies over the basic plan and is shown under the main plan in All Plans Panel.
In order to add a sub plan, click Select on main **Plan Details Panel**. Select the area, click and drag the pin to the desired area. A panel will open to add details for the sub plan. Browse the image from your new sub plan, give an appropriate name and save.

Sub plan will show under the main plan in **All Plans** Panel



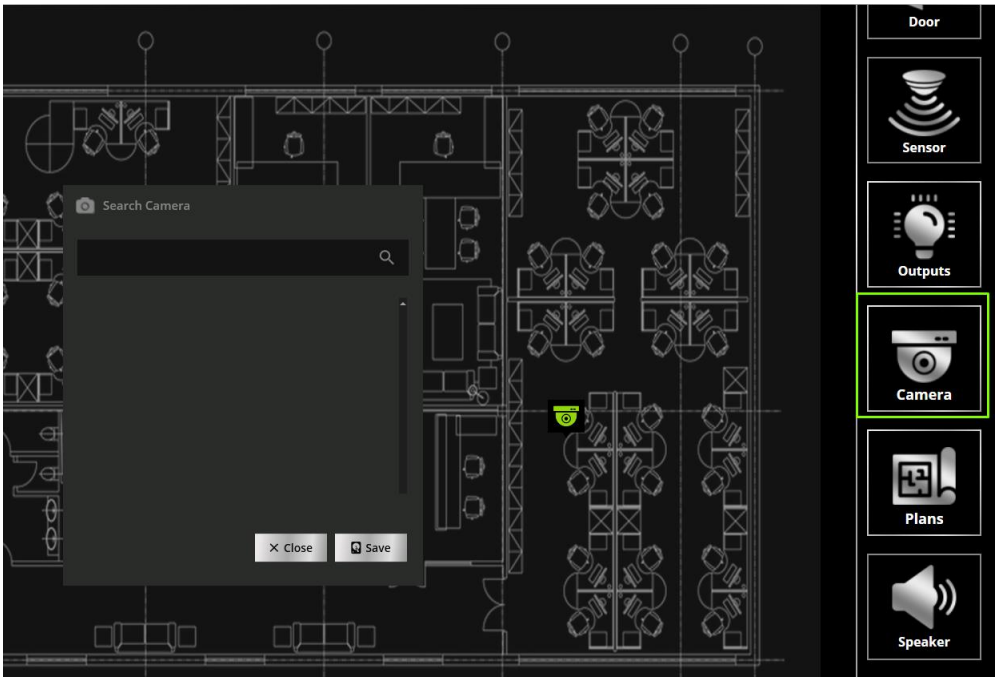
Plans and sub plans are added in the All Plans Panel.



Similarly, user can remove the sub plan in a similar way as that of the main plan by clicking delete button. A main plan can be removed while keeping its sub plan and vice versa.

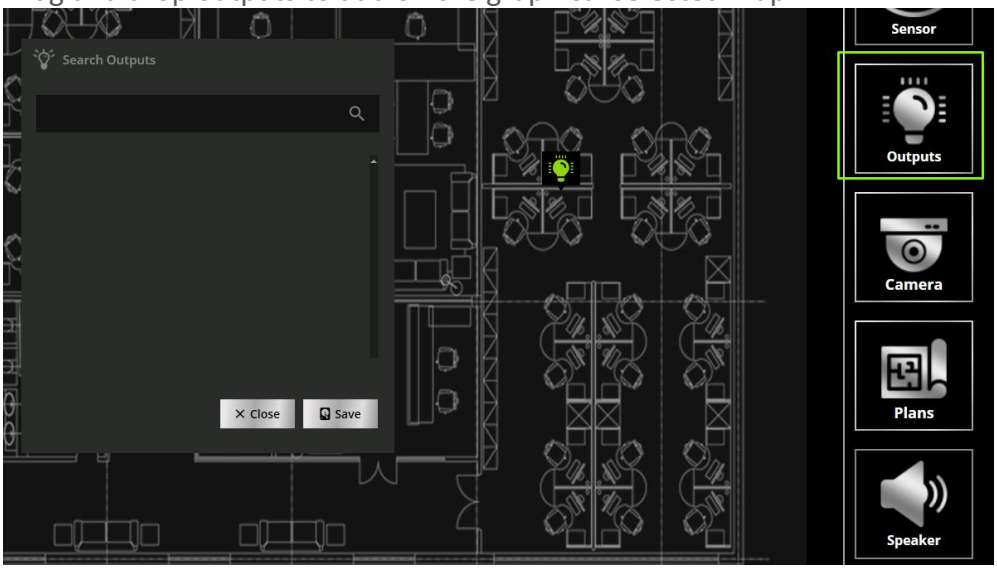
Add Camera

Click and drag the camera icon to the desired location. Search and select the camera available from list and save.



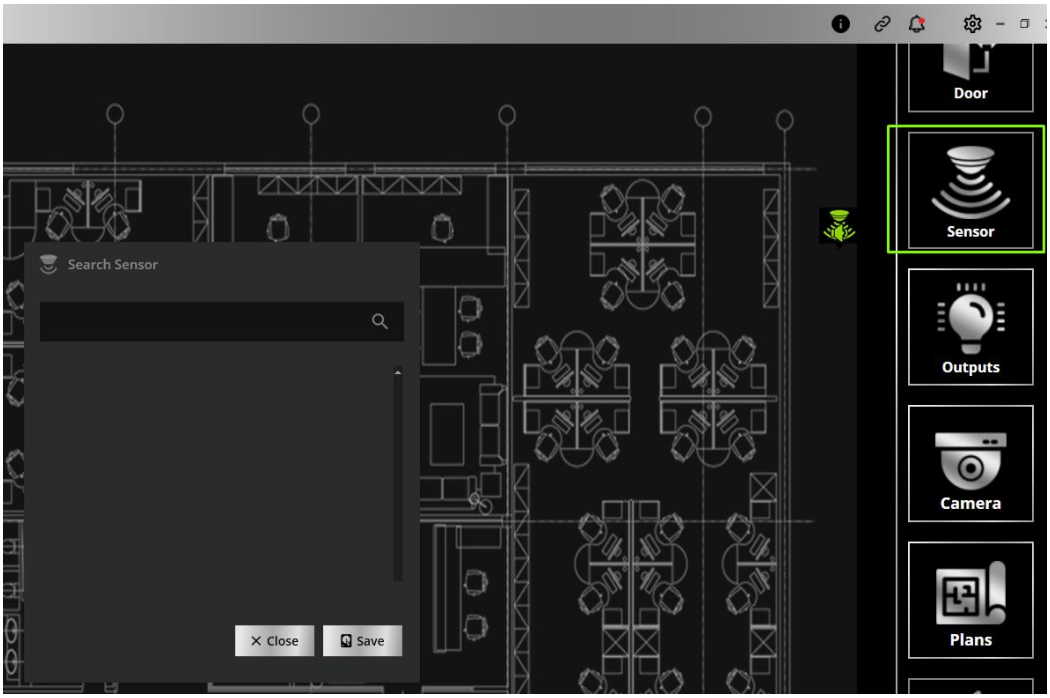
Add Outputs

Drag and drop outputs to add on the graphical selected map.



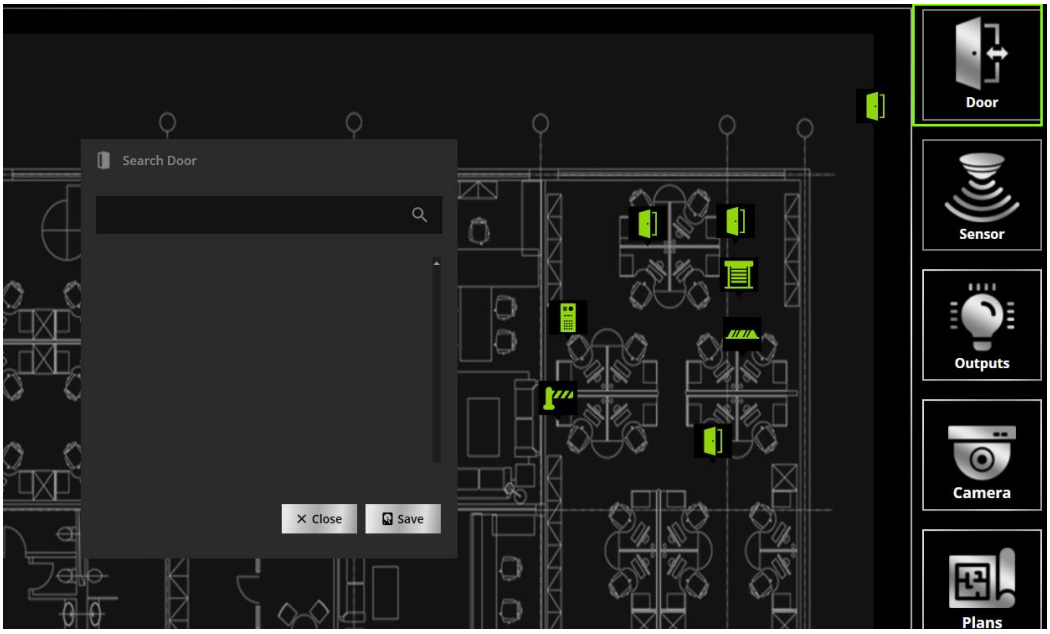
Add Sensor

Drag and drop sensors to add on the graphical selected map.



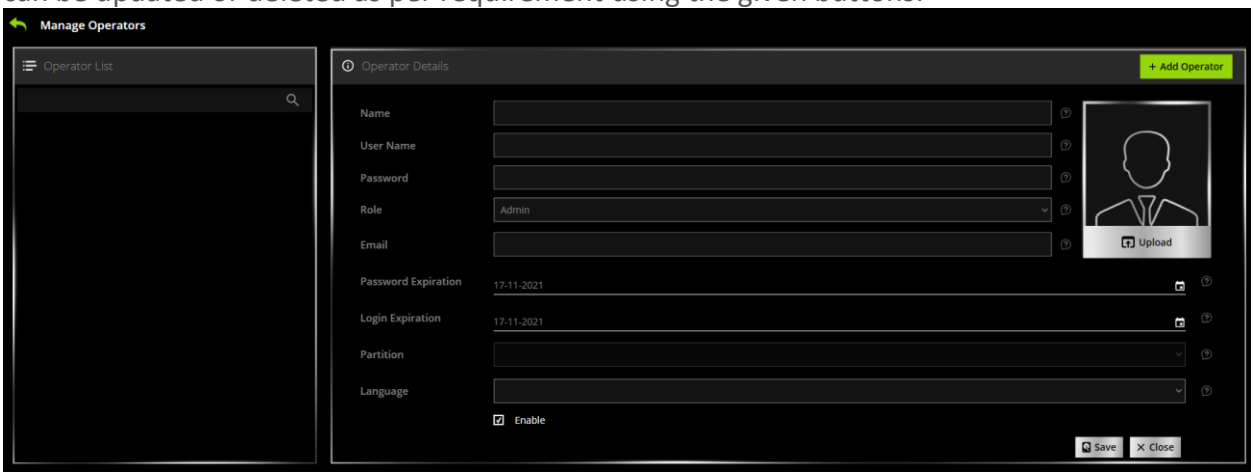
Add Door

Choose from variety of images of Door and select the door from options to add the particular door.



Operators

Click on Configuration → Operators to access this module All the operators for the application can be managed through operator module.
All the existing operators are shown in operator List
User can add a new operator by clicking the add operator button. An existing operator's details can be updated or deleted as per requirement using the given buttons.



Basic Details

Enter Full name, User name, Password and Email for the new operator. Set expiration date for Login and Password. Assign Role for the privileges to operators. Admin is default roles that is predefined but custom role can be created from operator roles module. Choose default language for the operator. Assign partition i.e. privileges based on specified assets in application. Choose **Enable** to activate this account

Operator Roles

Click on Configuration → Operators Roles to access this module . Operators are individuals responsible for application operation. Role of each associated operator is defined through Operator Roles module.

Role List Panel

Enables you to search a specific role and displays the list of all the roles that have already been defined in the application.

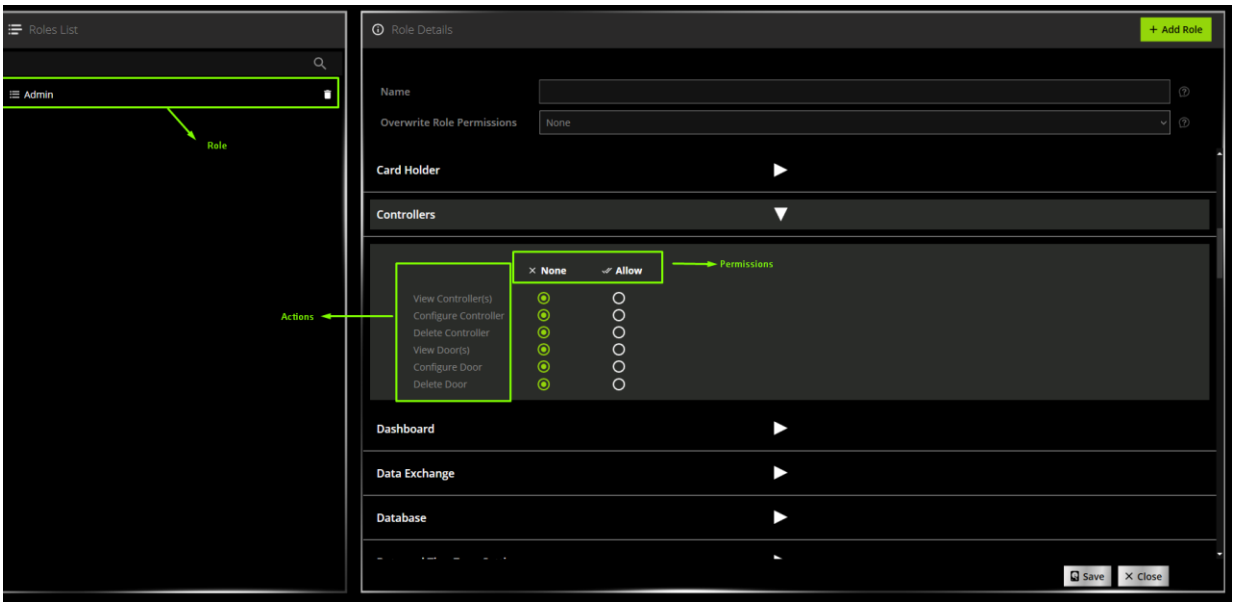
Role Details Panel

Enables you to add, edit or delete an existing operator role.

Add Role

Click on Add role and give a desired name for the role e.g., Admin.

Select from drop-down list if you want to overwrite role permissions. Select the Item from drop-down on which you want to apply your new rule.
In figure, Rule is defined for Admin in which he has been given full access to Controllers. In case we over write operator roles with NONE, then we shall set some permission for the role *[example are* **none, read-only, full Access***]*



Rules

Click on Configuration → Rules to access this module. Rules are programmed into controllers to execute under specified circumstances.

Triggers

A list of triggers is provided in the drop-down list along with the list of associated options with each.

Actions

Against each trigger an associated action can be selected from Action drop-down list.

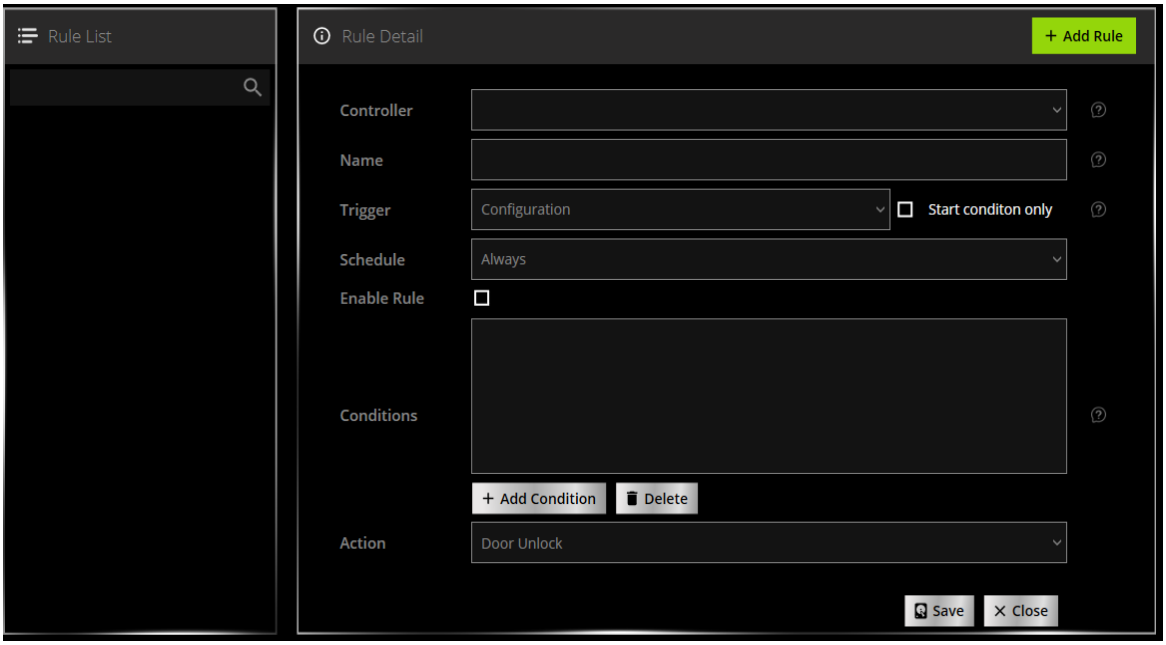
Conditions

User can add multiple conditions which are displayed in Conditions Section. All existing rules are displayed in Rule list and you can search a specific rule here as well.

Add Rule

Click on + Add Rule and select the controller from drop-down list. Enter a name for the rule.

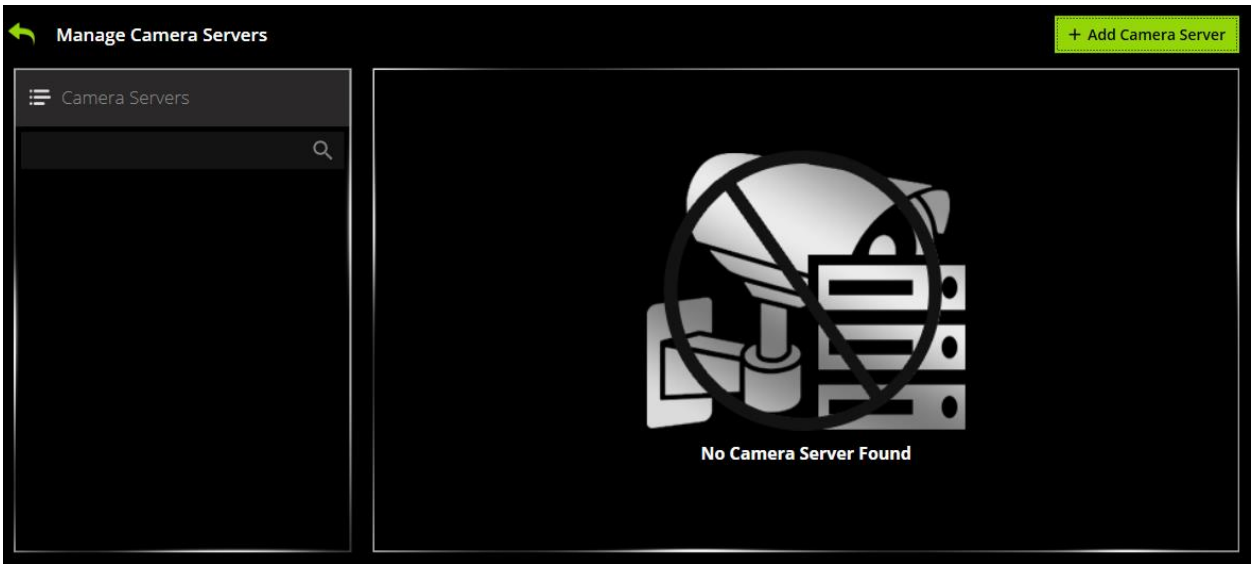
Select the required trigger and the associated option. Enable at start condition only or add more conditions by add condition button.
Select the action from drop-down list that you want the trigger to get associated with as per the rule.



Camera Servers

Click on Configuration → Camera Servers to access this module. A camera server has multiple cameras associated with it.
Camera server module enables user to add and view the existing camera servers available or to add a new camera server. Currently Quanika Access Control System supports integration with following camera servers.

1. Axis Camera Station
2. Milestone XProtect



View Cameras

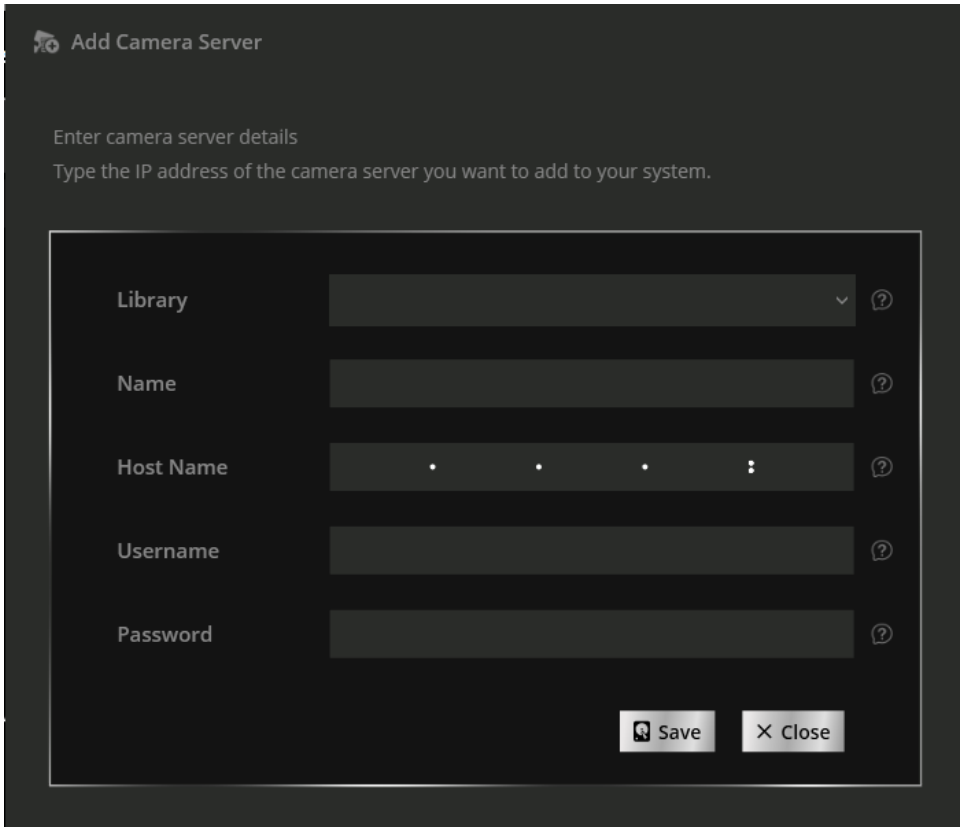
To view all cameras available on server, click on Cameras tab.
Click an available camera from camera servers list to view its settings.
Camera Servers details can be updated or deleted by user.

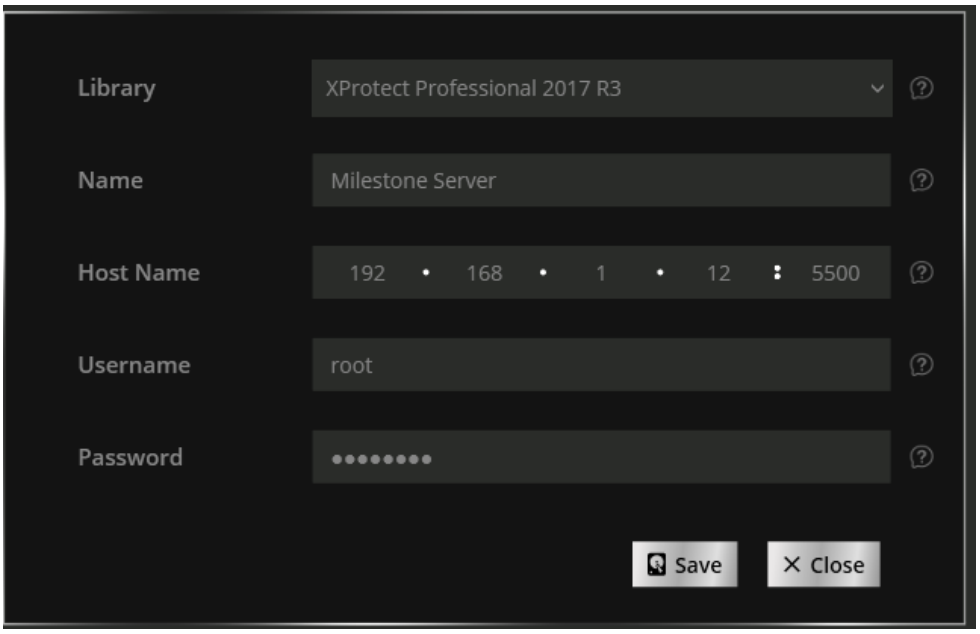
Refresh Cameras

Click on Refresh cameras to get an updated list of available cameras

Add Camera Server

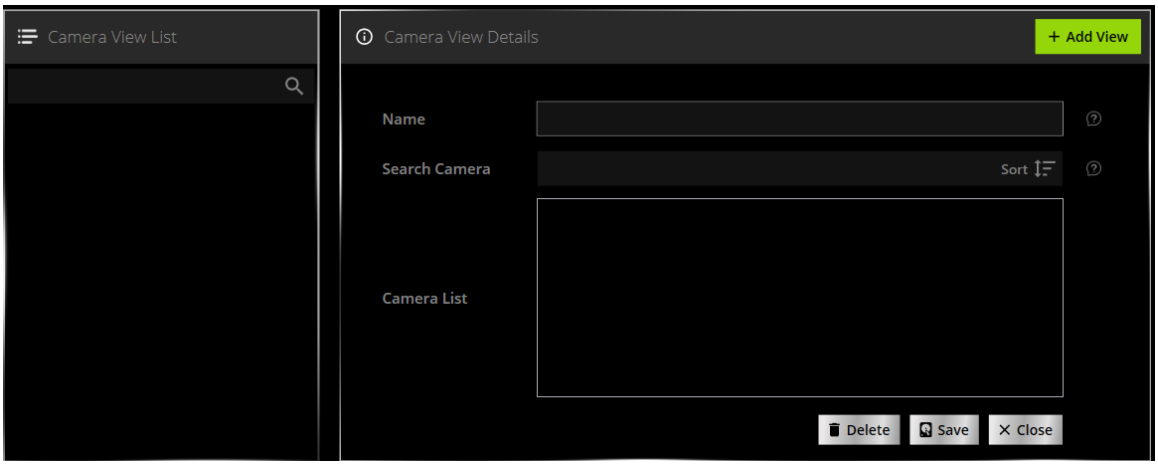
Click on + Add Camera Server and provide the required settings including library, name, host URL, username and password. Click Save
All the cameras in a specific cameras server will be listed for selection.


Add Camera Server
Enter camera server details
Type the IP address of the camera server you want to add to your system.
Library
Name
Host Name
Username
Password
Save
Close



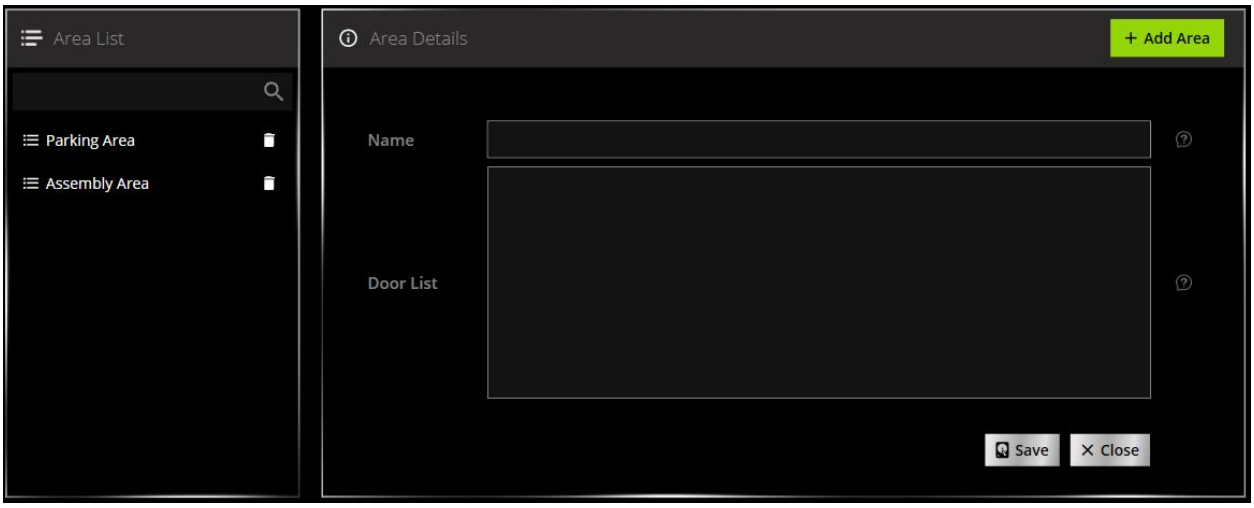
Camera Views

Click on Configuration → Camera Views to access this module . You can check the details of an existing camera view or can create a new view using this module
Search the preferred view from camera view panel.
All existing views are listed here
Add camera View
You can add a camera view using add view button.
Specify the desired name for view
Enter the camera name you want this view to get associated with. You can sort the list to access the desired item quickly.
A list of available cameras is displayed in Camera List.
Add details and Save to reflect the respective changes
Camera views can be accessed in Q-Vision module of the application



Area Management

Click on Configuration → Area to access this module . Areas can be created, removed and modified using area management module. Adding new area can be done by clicking on Add Area button. All the doors in the specific area can be viewed in Door List section for selection for area to be created.



Database

Click on Configuration → Database to access this module . User can set destination to save the database and source to restore the database from.

Manage Database Backups

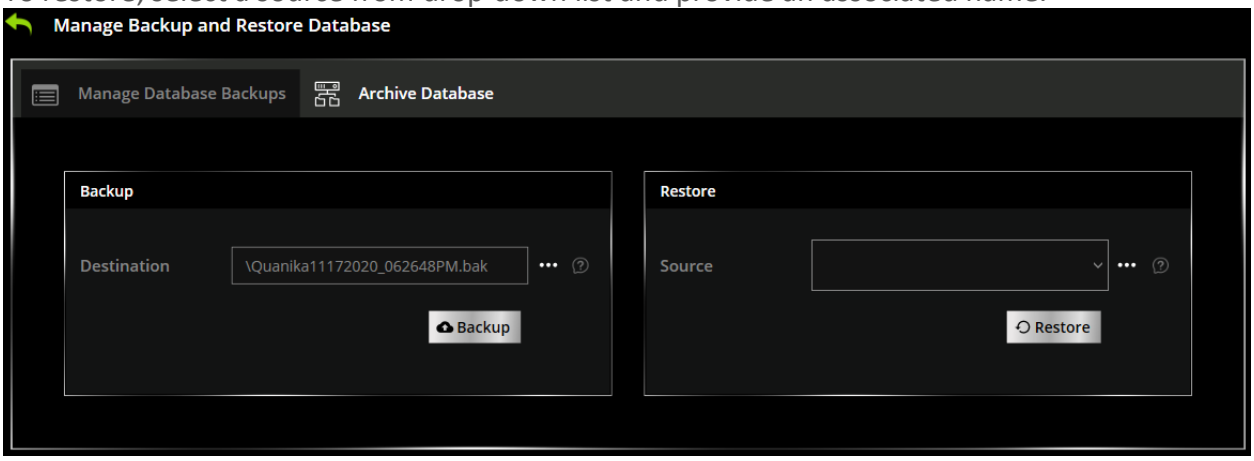
Database module is used for backup and restore of the application data.

Backup

You need to specify a destination where you want the backup file to be created.

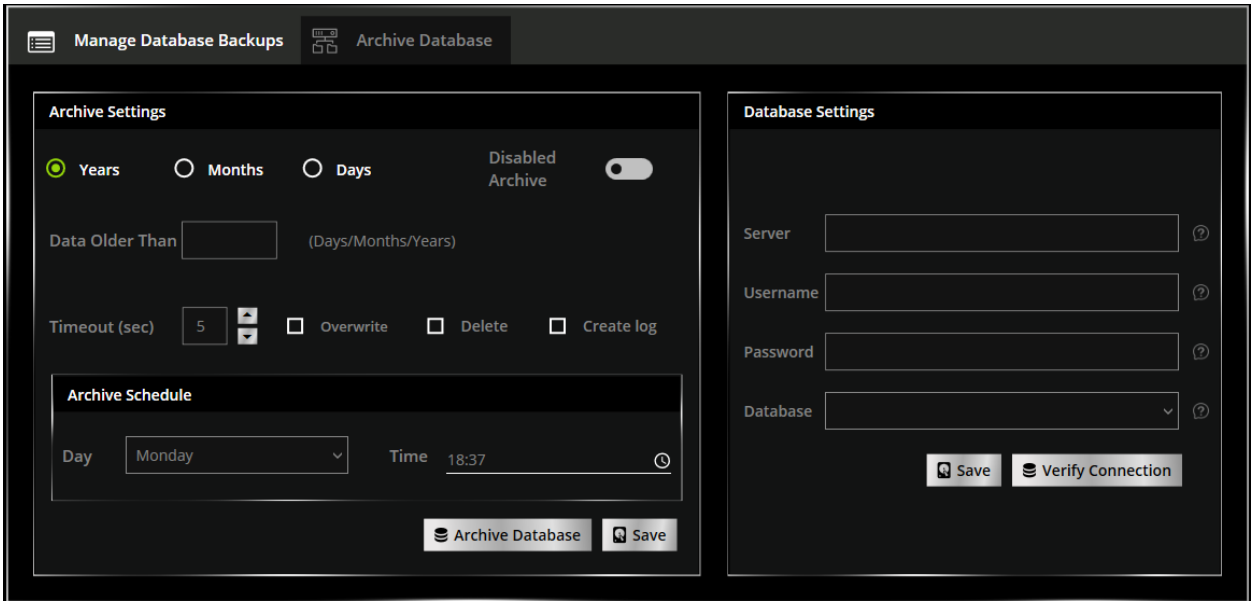
Restore

To restore, select a source from drop-down list and provide an associated name.



Archive Database

This feature archives the database specific tables to same or another database as defined. Archive database can be schedule to run automatically for database older than specific parameters defined in archive settings.



Archive Settings

Choose settings for archiving database. Select **Years**, **Months** or **Days** for the age of database to be archived. Specify the unit for years, months or days as selected for **Data Older Than.** Set **Timeout** in seconds for the response of database selected. Select **Overwrite** to overwrite on previous data. Select **Delete** if you want to delete the previous archive. Select **Create Log** to create log for the archive process.

Archive Schedule

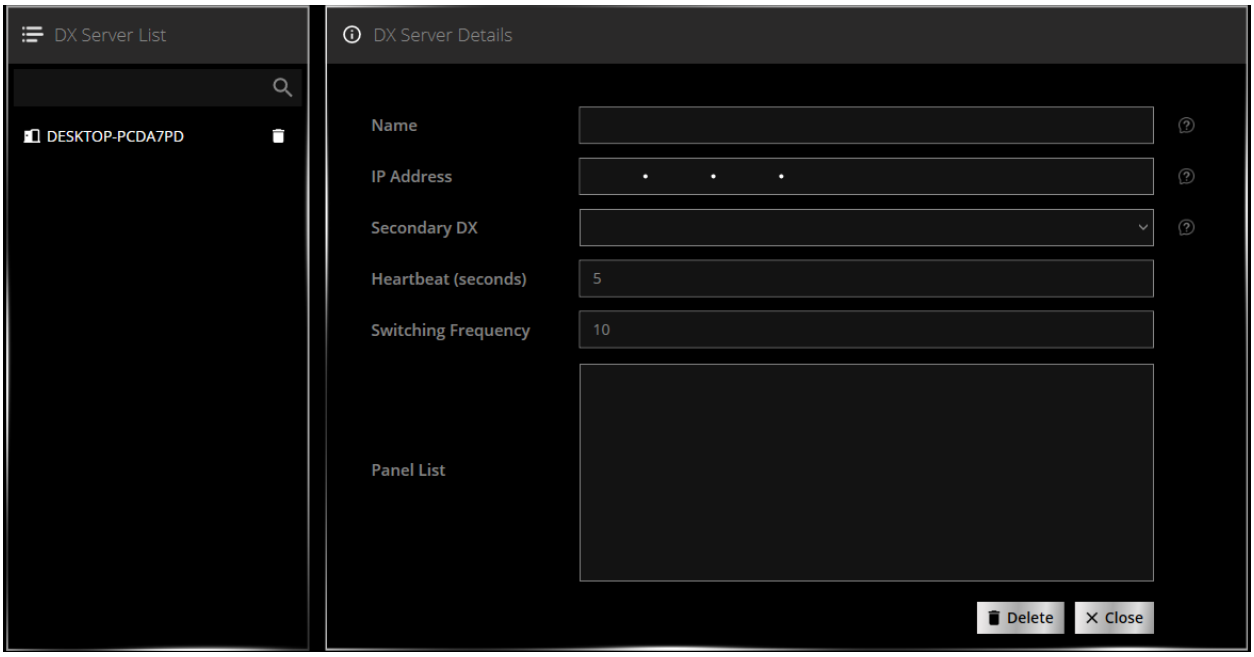
Select day and time for the archive to run with recurrence. Click on **Archive Database** to run the archive process instantly.

Database Settings

Write Server , Username , Password and Database Name for the database where data will be archived .It can be same database as of application as well .

Dx Server

Data Exchange server acts as a bridge between the Quanika application and the Quanika background service. It performs bi-directional communication among the application and background service. It continuously fetches and updates controller events.
Select a DX server from the list on the left side of the window. By default, a data exchange server is defined with the IP address of the computer on which the Quanika application is installed. After selecting a DX server from the list, click on the Save button.
To Add more than one data exchange servers. Write **Name, IP Address** for the machine where Dx server is installed and assign panel accordingly.

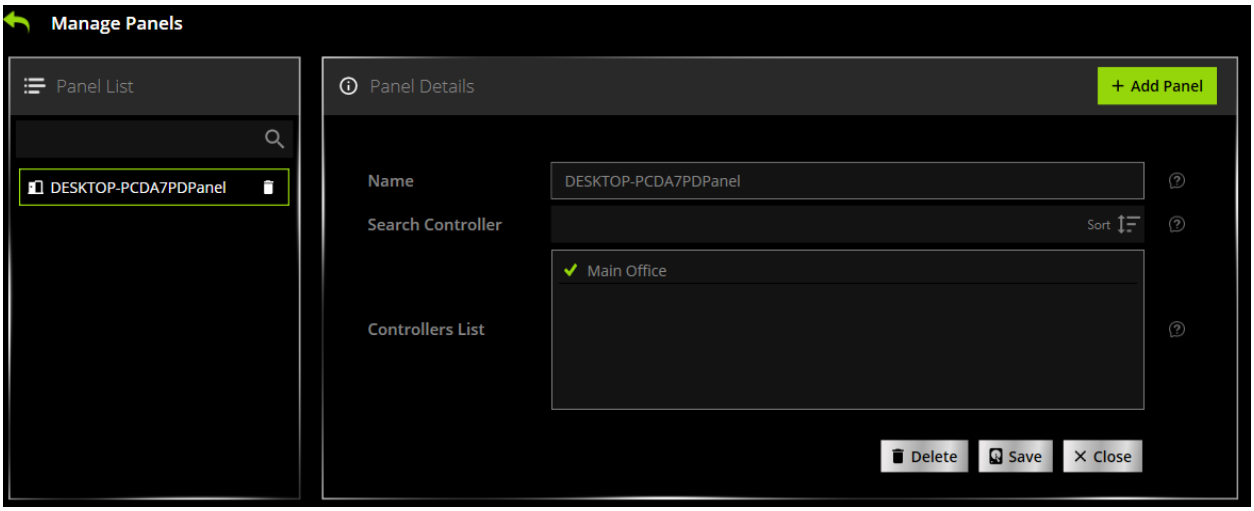


Dx Redundancy

In order to make the Dx server redundant select the **Secondary DX** that will be another Dx server installed on separate machine. Mention **Heartbeat** in seconds for the secondary Dx to check the status with primary Dx server. Mention time period Switching **Frequency** for the Dx to switch after heart beat fails.

Panels

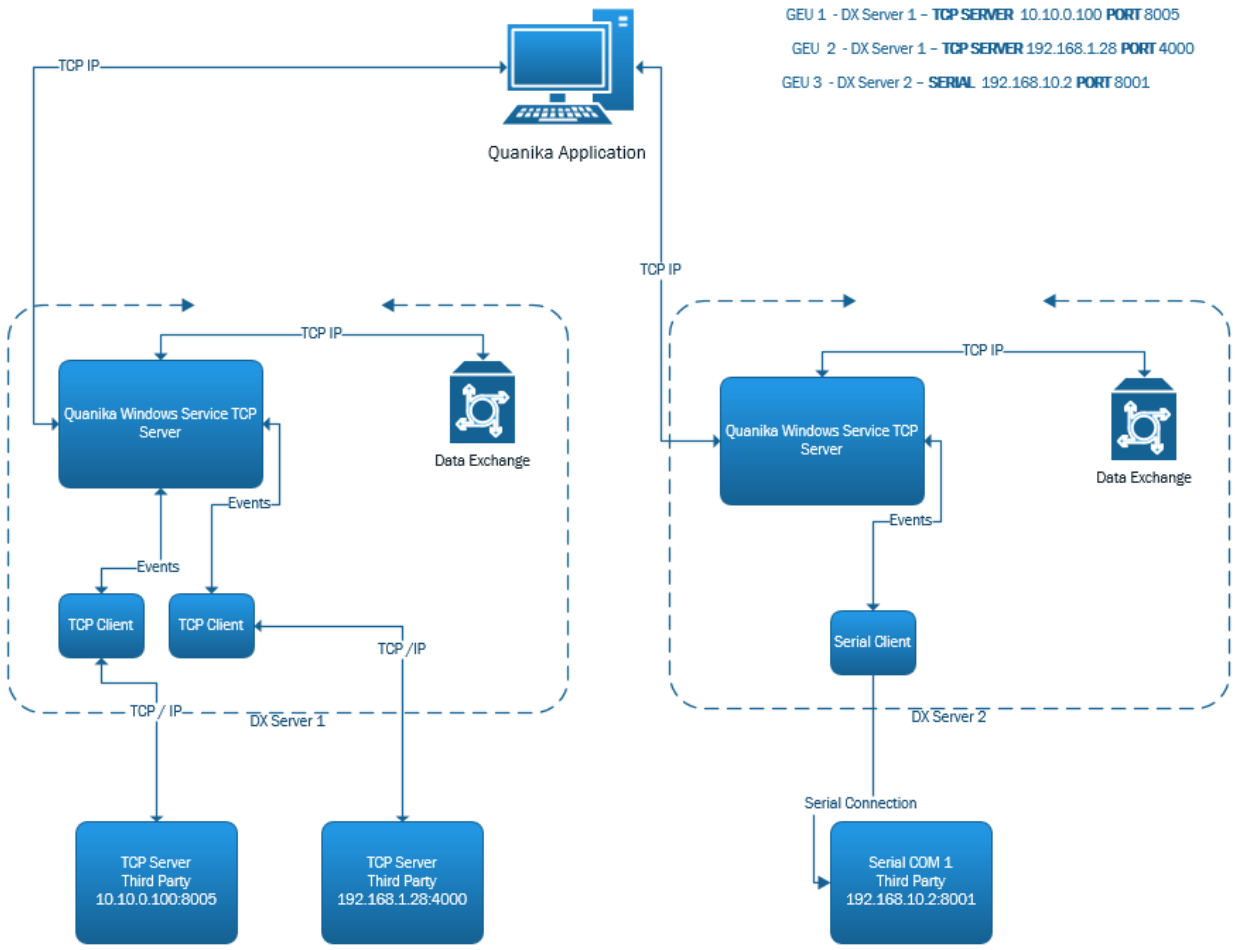
Click on Configuration → Panels. The Panel feature is used to create a group of controllers. You can select pre-defined panels from the list on the left side of the window. Next you will select the controllers you want to group into this panel from the Search Controller drop-down list. Click on the Save button to complete process. Delete the Panel by clicking on  .Modify existing Panel by clicking on the panel on the left side menu and click on  after modification to submit the changes .



Event Receiver

Click on Configuration → Event Receiver to access this module. Event Receiver is used to integrate any third party application to get their events to corresponding virtual sensors in Quanika Application.
All the configuration of Event Receiver will be added from Quanika application. It supports Serial and TCP/IP communication modes for events retrieval. Events received through event receivers and can be mapped on graphical plan as well.

System Design



1. Name

Unique Name for the Event Receiver Utility

2. Server(IP)

IP Address e.g. 192.168.1.20 for the Server where Event Receiver Utility will connect as client to retrieve the events.

3. Server(Port)

Port e.g. 8080 for the Server where Event Receiver Utility will connect as client to retrieve the events.

4. Heartbeat Interval (seconds)

Heartbeat required by some servers to keep the connection alive. Any specified string will be sent as heartbeat for interval mentioned here.

5. Retry Interval (seconds)

Retry Interval to connect after connection is lost to the server.

6. Heartbeat String

Any string defined here can be sent as Heartbeat.

7. DX Server

Data Exchange Server for Event Receiver Utility

8. Communication Type

TCPIP / Serial communication.

9. Enabled

Enable / Disable Event Receiver

10. Template

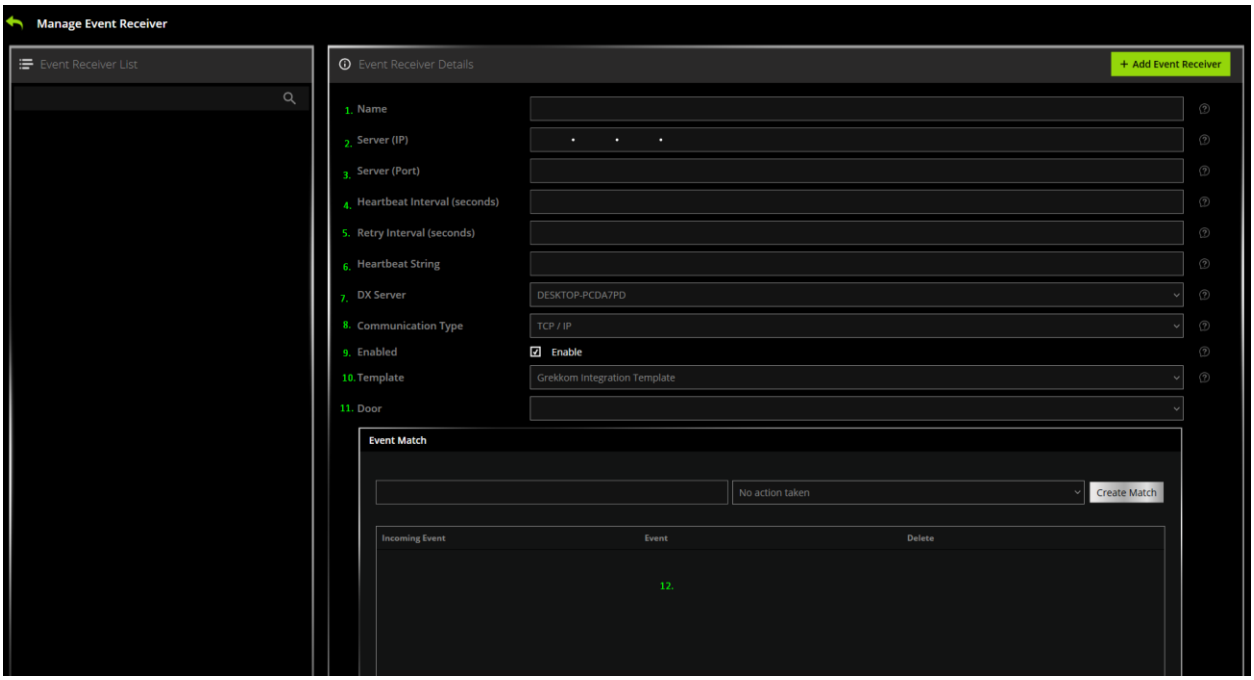
Parsing Template used for parsing the data received.

11. Door

Select Door if there is Grekkom Integration.

12. Event Matches

Create Multiple matches for each event received from third party system.



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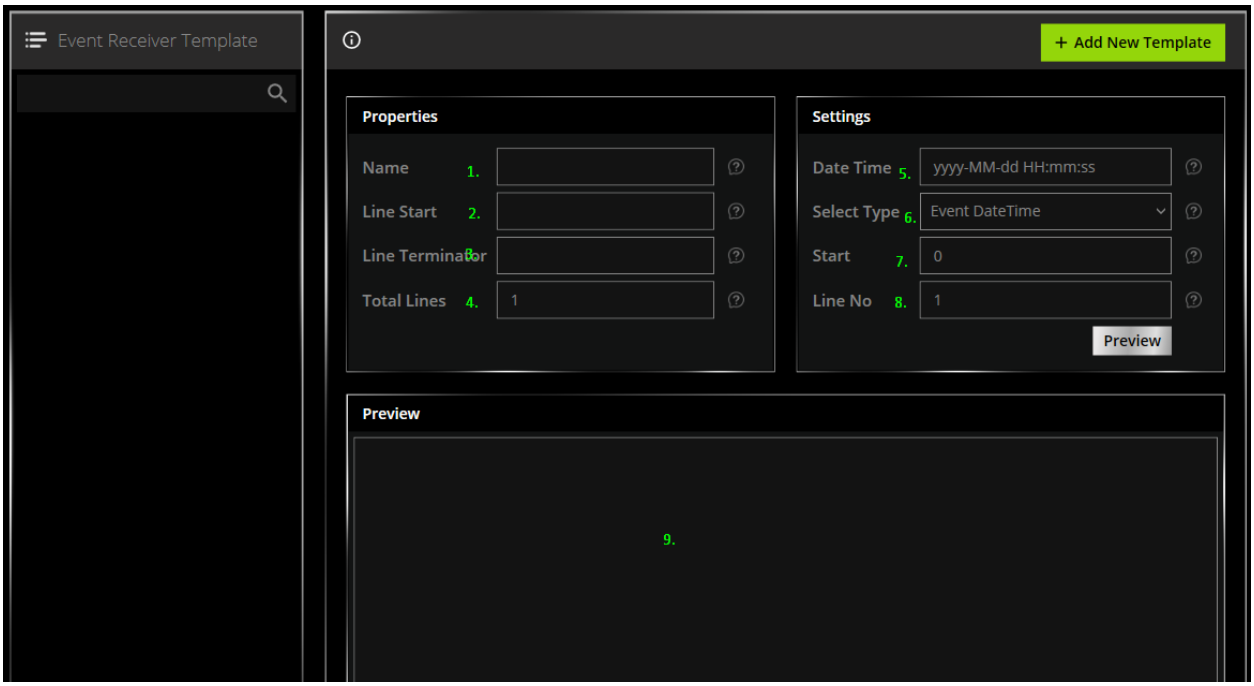
Event Receiver Templates

Click on Configuration → Event Receiver Templates to access this module. All the parsing techniques for different type of data received are defined in this module and then can be associated with any Event Receiver Utility instance. With this module you can define logic to extract data.



1. Name

Define unique name for the template.

2. Line Start

Enter the number of line for the event start

3. Line Terminator

Enter the symbol or string which defines the event terminator for e.g. '@'

4. Total Lines

Defines total number lines the event will contain.

5. Date Time

Defines Date Format for the event received.
d -> Represents the day of the month as a number from 1 through 31.
dd -> Represents the day of the month as a number from 01 through 31.
ddd-> Represents the abbreviated name of the day (Mon, Tues, Wed, etc.)
dddd-> Represents the full name of the day (Monday, Tuesday, etc.)
h-> 12-hour clock hour (e.g. 4).
hh-> 12-hour clock, with a leading 0 (e.g. 06)
H-> 24-hour clock hour (e.g. 15)
HH-> 24-hour clock hour, with a leading 0 (e.g. 22)

m-> Minutes
mm-> Minutes with a leading zero
M-> Month number(eg.3)
MM-> Month number with leading zero(eg.04)
MMM-> Abbreviated Month Name (e.g. Dec)
MMMM-> Full month name (e.g. December)
s-> Seconds
ss-> Seconds with leading zero
t-> Abbreviated AM / PM (e.g. A or P)
tt-> AM / PM (e.g. AM or PM
y-> Year, no leading zero (e.g. 2015 would be 15)
yy-> Year, leading zero (e.g. 2015 would be 015)
yyy-> Year, (e.g. 2015)
yyyy-> Year, (e.g. 2015)

6. Select Type

Select type for which you want to set the start and length for extraction for e.g. Event Location / Event Date Time / Event Details

7. Start / End

Extraction of data from received string i.e. its starting position and length

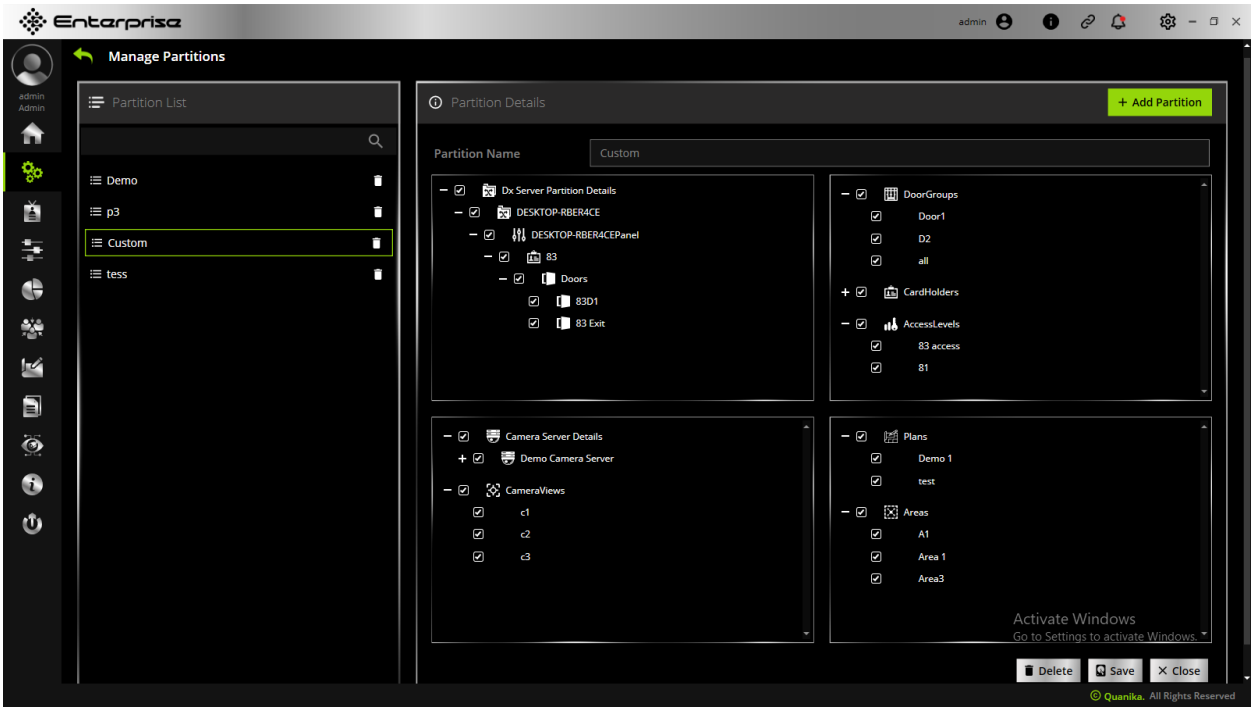
8. Line No

Line No for which the particular Entity exists.

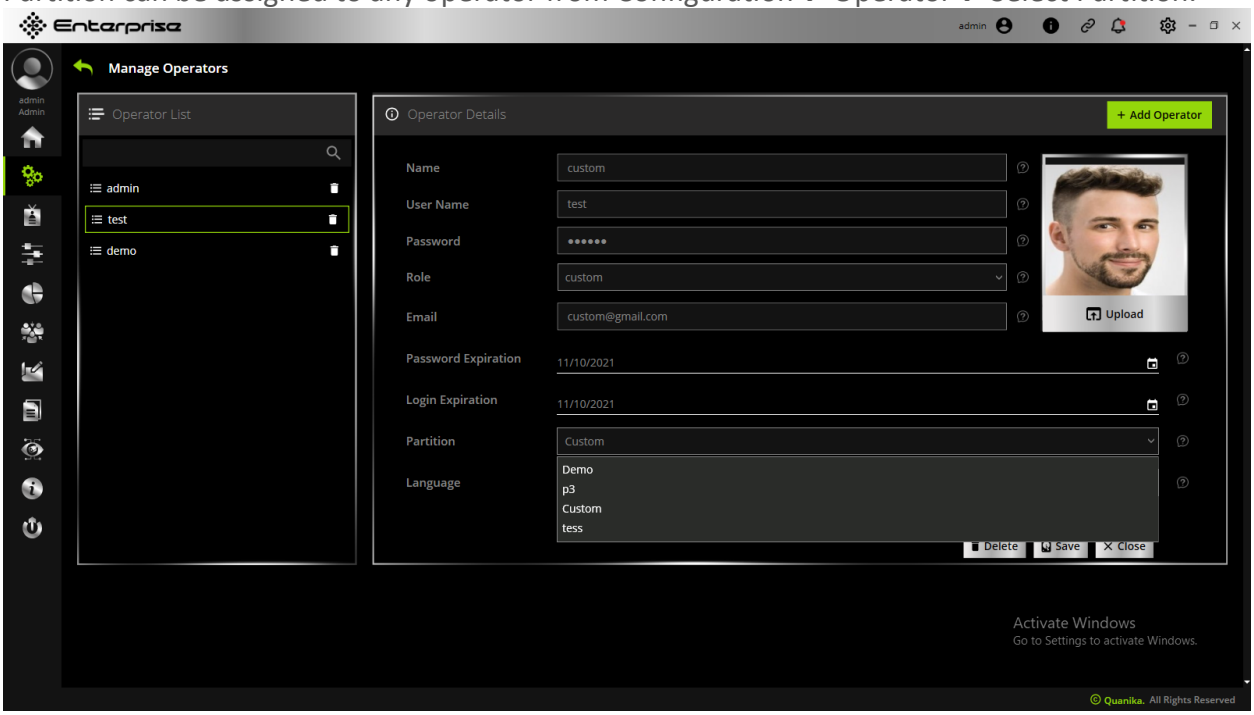
Partition

Click on Configuration → Partition to access this module. This module provides the facility to restrict operator for the exposure to limited privileges of assets. All the existing Partitions are shown in Partition List. User can add a new partition by clicking the 

button. An existing partition's details can be updated or deleted as per requirement.

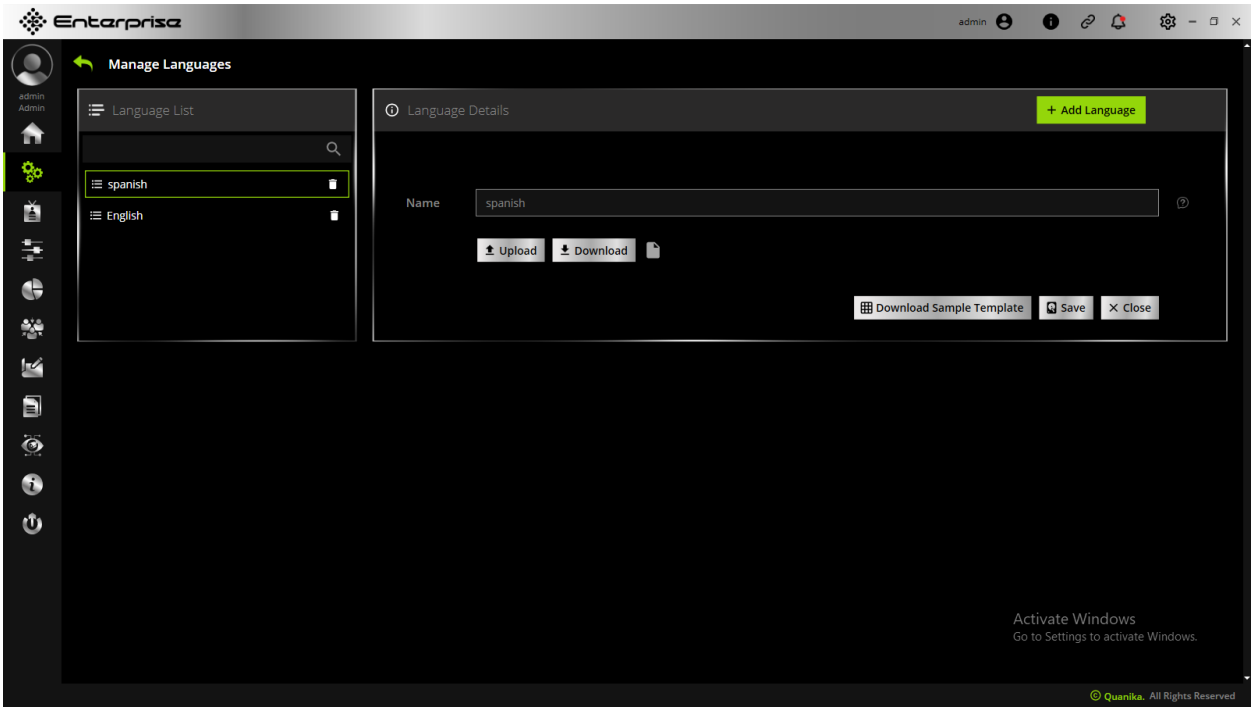


User can also search the existing partition from the search bar for modification or deletion.
Partition can be assigned to any operator from Configuration→ Operator→ Select Partition.

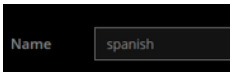


Language

Click on Configuration → Language to access this module. All the existing Languages are shown in Language List. User can add a new language by clicking the add language button. An existing language's details can be updated or deleted as per requirement. User can also search the existing language from the search bar. User can also download the language file from the existing language.



User can add any language by downloading the format of English language and modify it accordingly .Click on 

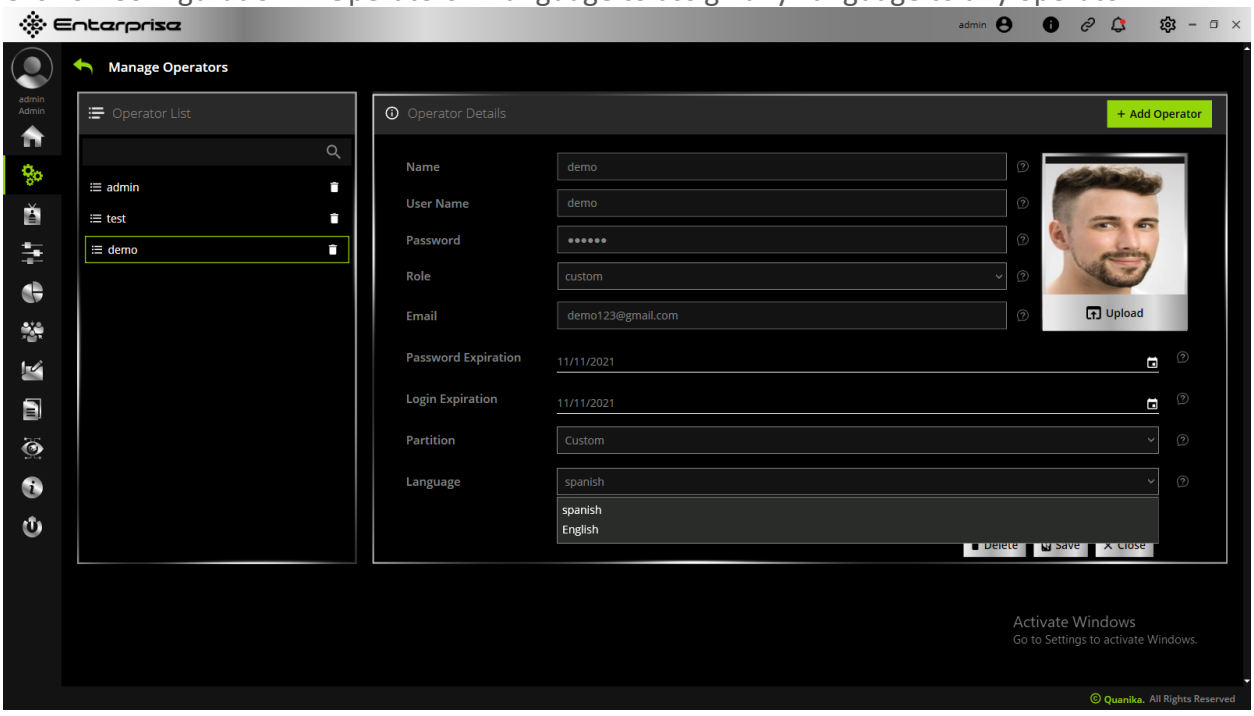
to download sample format . The sample file will be XML format. Edit the **<Value> </Value>** to custom language, write the name of language 

and click on 

to add the language . Sample file is shown below.

```
<?xml version="1.0" encoding="utf-16"?>
<Language xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSche
  <Lang>English</Lang>
  <List>

    <!--  <Dashboard>  -->
    <Label>
      <Name>System Status</Name>
      <Value>System Status</Value>
    </Label>

    <Label>
      <Name>Total Reader Statistics</Name>
      <Value>Total Reader Statistics</Value>
    </Label>

    <Label>
      <Name>Statistics</Name>
      <Value>Statistics</Value>
    </Label>

    <Label>
      <Name>Settings</Name>
      <Value>Settings</Value>
    </Label>

    <Label>
      <Name>Panel Heading</Name>
      <Value>Panel Heading</Value>
    </Label>
```

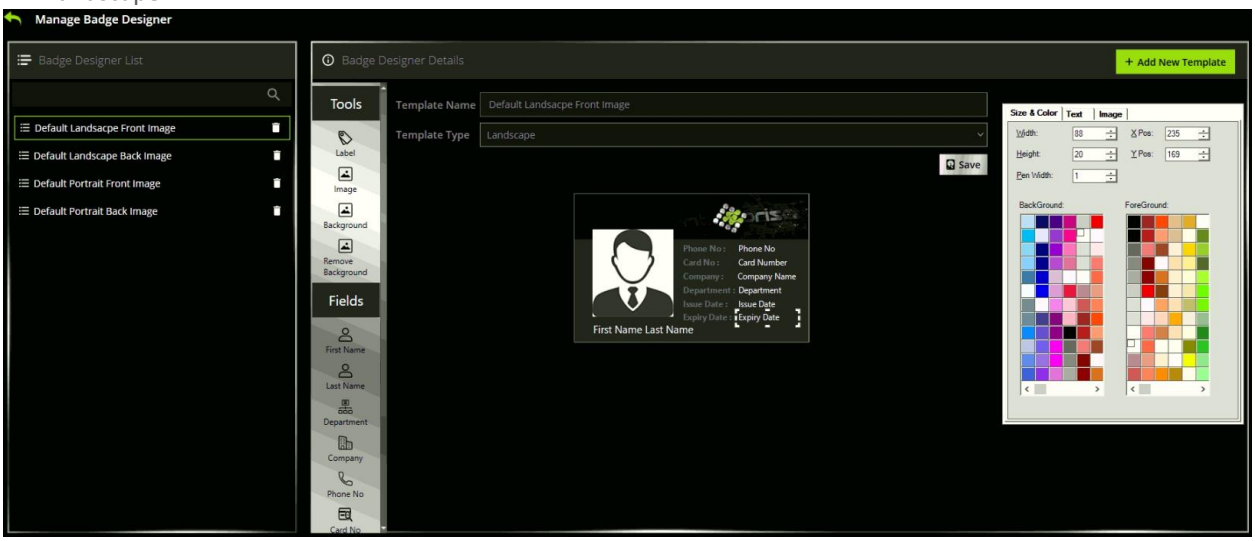
Click on Configuration →Operators→Language to assign any language to any operator.



Badge Designer

Click on Configuration → Badge Designer to access this module. Badge Designer provides the facility to design badges for cardholders. There are two formats supported for the card format.

- Portrait
- Landscape



By Default, four templates come with application after installation for both formats with front and backsides. Multiple formats can be designed and saved for later use. Templates can be modified by clicking on any existing template and click Save to submit the modifications. Click on + Add New Template to create a new template.

Template Name

Write Template Name for the new template.

Template Type

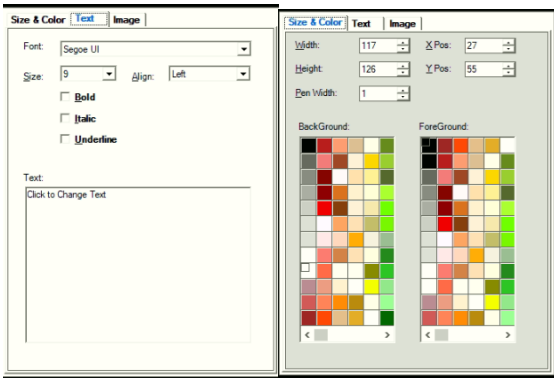
Choose the format of template that can be either portrait or landscape.

Tools

Drag / Drop tools from tool menu on left side to badge custom area. There are four types of tools to choose from.

Label

Click label to add in badge design area. Label can be customized with modification in Font, Size, Text, Color and Alignment from the options available here.



Image

Drag Image to place in badge design area. Browse for any custom image. Image can be customized with modification in Size and Layout.

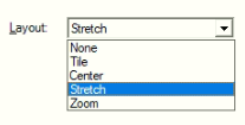
Background

Background image can be customized for the badge by clicking on 

from Tools menu.

After clicking on 

choose image from directory . Background image layout can be changed from available options



Remove Background

Background image can be removed by clicking on 

from the tools menu.

Fields

Background image can be removed by clicking on from the tools menu.

First Name

First name for the Cardholder. Place it by click and drag to position as per requirement.

Last Name

Last name for the Cardholder. Place it by click and drag to position as per requirement.

Department
Department for the Cardholder. Place it by click and drag to position as per requirement.

Company
Company for the Cardholder. Place it by click and drag to position as per requirement.

Phone No
Phone No for the Cardholder. Place it by click and drag to position as per requirement.

Card No
Card No for the credential of Card. Place it by click and drag to position as per requirement.

Card Raw
Hex No for the Credential of Card. Place it by click and drag to position as per requirement.

Image
Image for the Cardholder. Place it by click and drag to position as per requirement.

Issue Date
Start date for the Credential of Card. Place it by click and drag to position as per requirement.

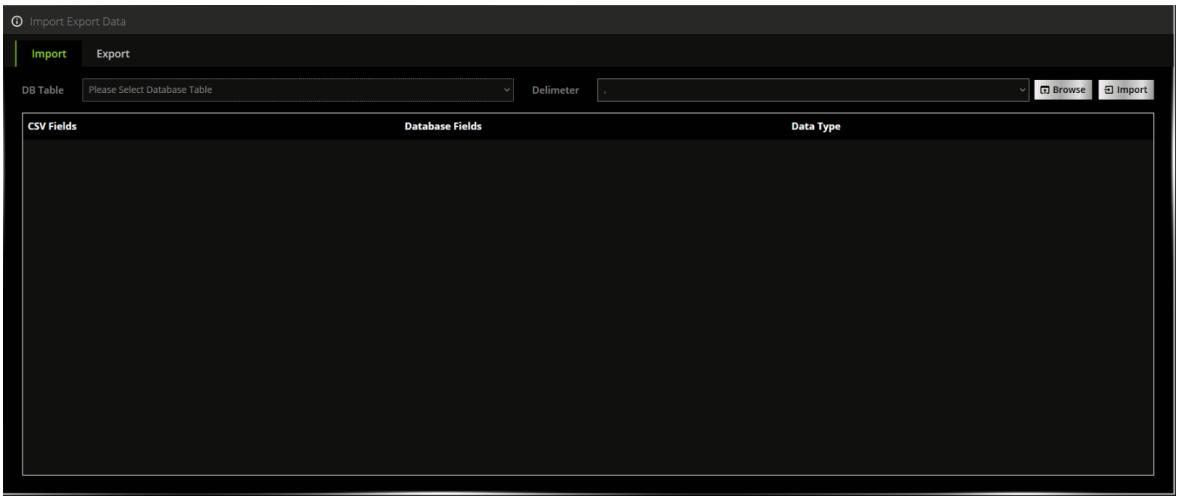
Expiry Date
End date for the Credential of Card. Place it by click and drag to position as per requirement.

Import & Export

Click on Configuration → Import / Export to access this module. This module provides the facility to user to either import data from csv to QAC database or export data from QAC database to CSV with number of options to choose from.

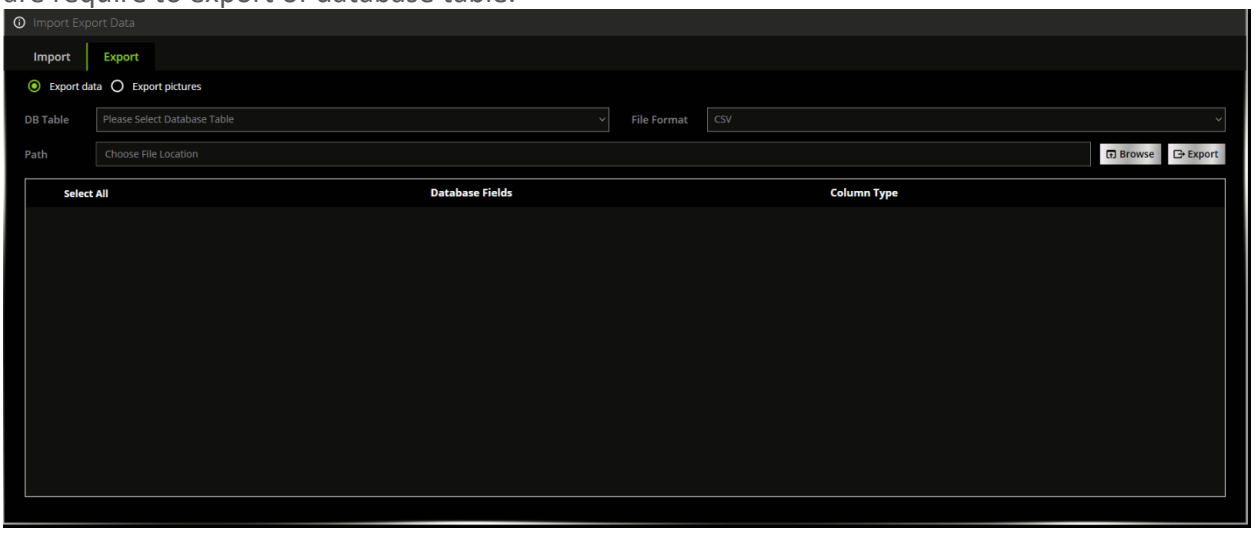
Import

For Import process choose database table from drop down **DB Table select** delimiter for the CSV format from **Delimiter** with two option to select from either; or, .Click Browse button to select the file from directory . Click Import to start the import process . After that choose Fields you want to import from columns available .



Export

In order to export data there are two options available if pictures need to be exported only from database then choose **Export pictures**. For data export choose **Export data** . Select data base table from the drop down **DB Table** . Select the **File Format** from number of options available **CSV** or **PDF**. Choose the **Path** where export file will be saved by clicking on Browse. Click on Export button to start the export process . There are options to choose which fields are require to export of database table.



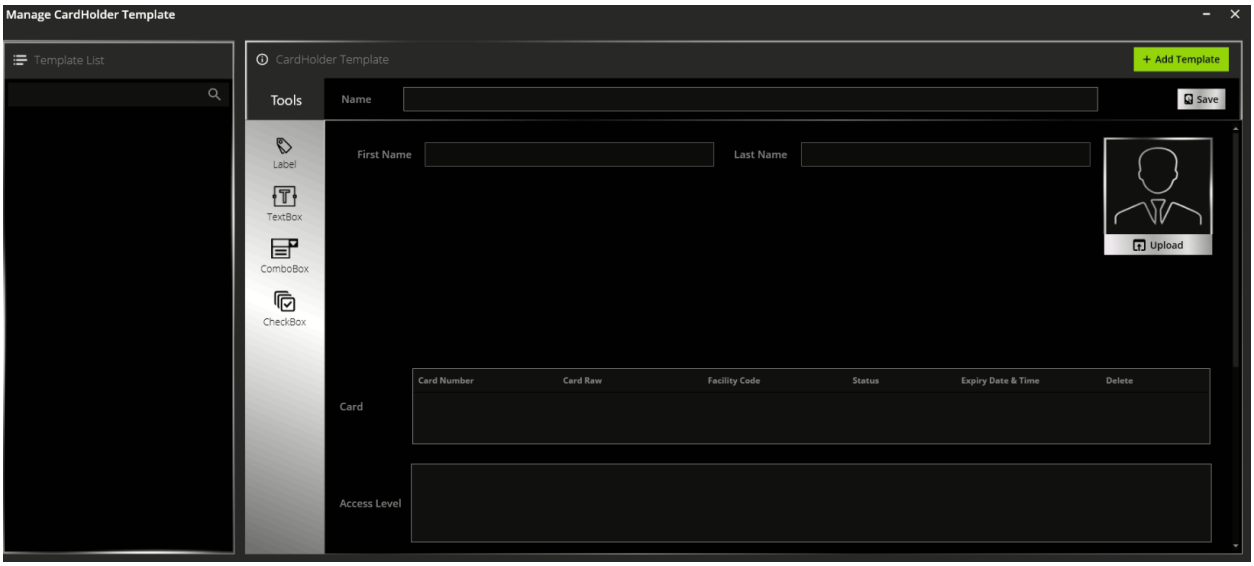
Repository Manager

Click on Configuration → Repository Manager to access this module . This module is data hub

where all the assets can be imported / exported by drag drop for certain type of files. These assets can be utilized in different modules like cardholders, audio alarms ma badge designer and Plan manager.

Cardholder Template Designer

Click on Configuration → Cardholder Template to access this module. To design custom input forms for cardholders this module can be handful. This module's best use is in a scenario where cardholders need to be categorized based on their type like for e.g. Visitor, Contractors with option to add custom fields for data input. Create new template by clicking on + Add Template button . By Default, First Name, Last Name, Cardholder image placeholder, Card and Access Level Are Mandatory for any template design. These fields can be dragged as per the requirement. Click the Save button to add new template



Template List

Shows the existing templates for modification / deletion.

Name

Specify the name of the new template.

Label

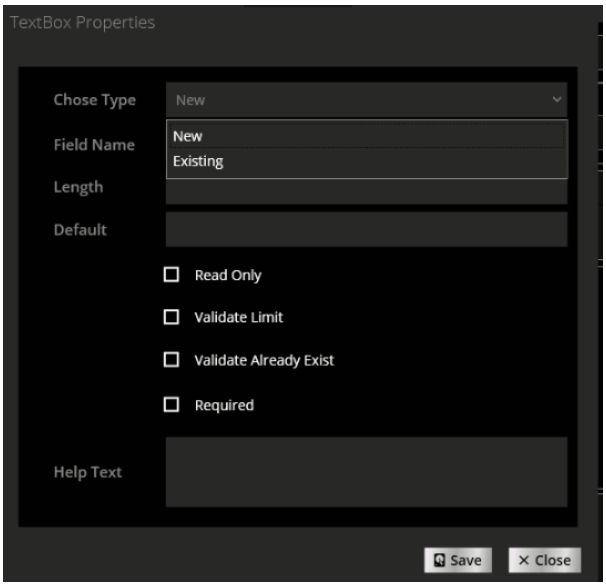
Drag then drop 

to create the new label. Properties box will display after dropping the label icon. Text for the label can be defined in **Text**.

Textbox

Drag then drop 

to create the new input field. A new window for the properties will be displayed with number of options to be choose from.



Choose Type

Choose if new field is to be created or existing filed is to be utilized.

Field Name

Specify the name of the field.

Length

Define the maximum length for the field

Default

Specify the default value for the input field.

Other options

If the input is not required from user choose Read Only. For restricting the user to not to enter the text more than defined Length select Validate Limit. For verification if the same value entered by user already exists in database select Validate Already Exist. If the input field is mandatory field, then select Required.

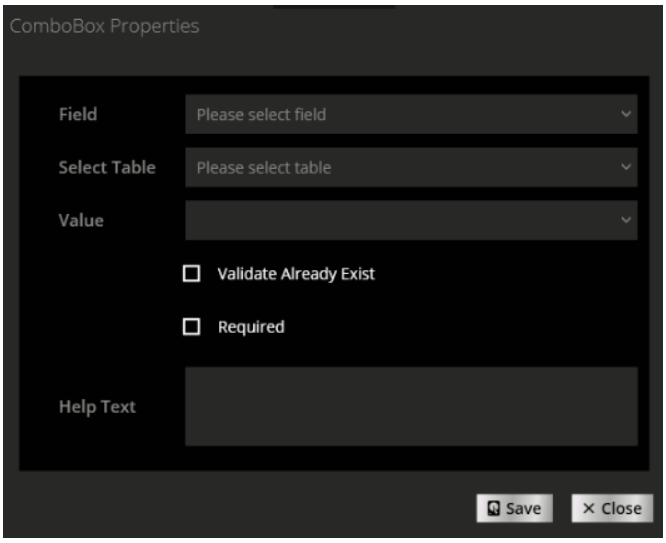
Help Text

Any Helping material for this field can be specified here which will be shown to user as an icon and on placing the mouse over the icon will show that text.

ComboBox

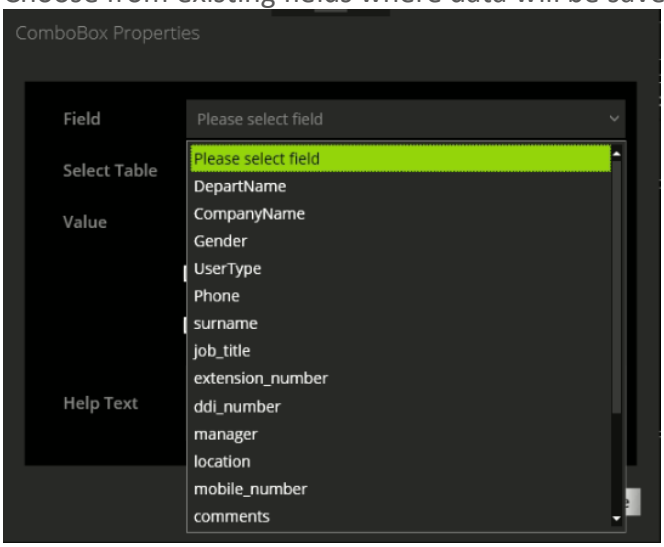
Drag then drop 

to create the new drop down field. A new window for the properties will be displayed with number of options to be choose from.

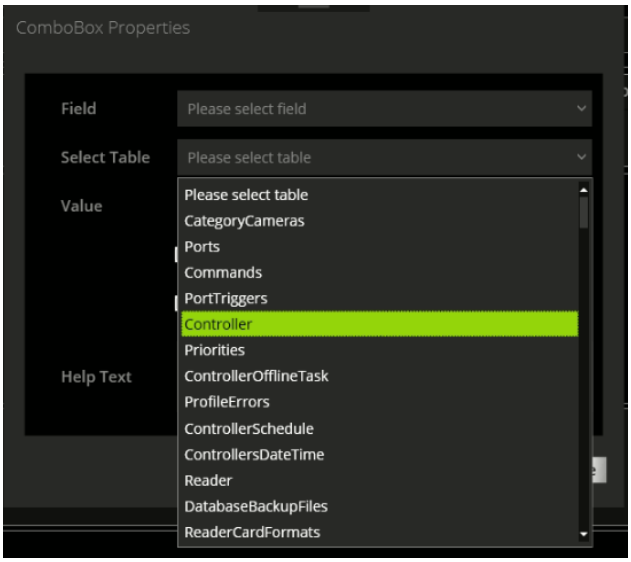


Field

Choose from existing fields where data will be saved.



Select Table



Select table from where the data will be displayed in drop down.

Value

Select the field for the table which will be shown in drop down.

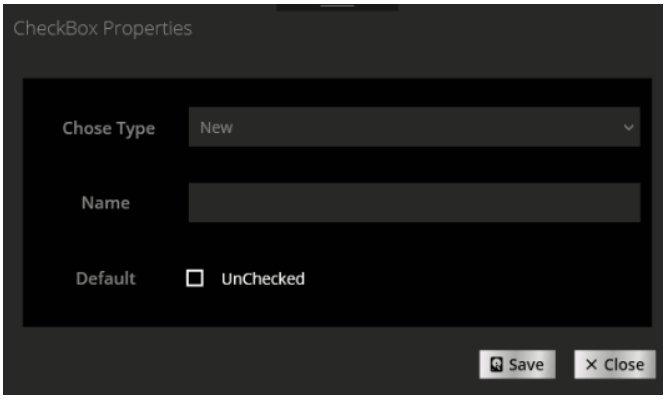
Help Text

Any Helping material for this field can be specified here which will be shown to user as an icon and on placing the mouse over the icon will show that text.

Other Options

Two optional checkboxes are available for making this drop down selection mandatory by selecting Required. For restriction of the field to be selected only as unique select Validate Already Exist.

Check Box.



Choose Type
Choose if new field is to be created or existing filed is to be utilized.

Text
Specify text for the checkbox label

Field
Specify Existing field with checkbox type.

Audio Controller

Click on Configuration → Controller Audio to access this module . Audio Controller is integration of QACS with Axis Audio Products such as

- C1301-E
- C1004-E
- C1410
- C2005

To add audio device to the QACS. Click + Add Audio Controller button.

Name

Specify the name for the controller

IP Address

Mention IP Address for the controller

Username

Enter username to access the controller.

Password

Enter password to access the controller.

Model

Choose type of controller from given number of options.

Audio Mode

Select Audio mode

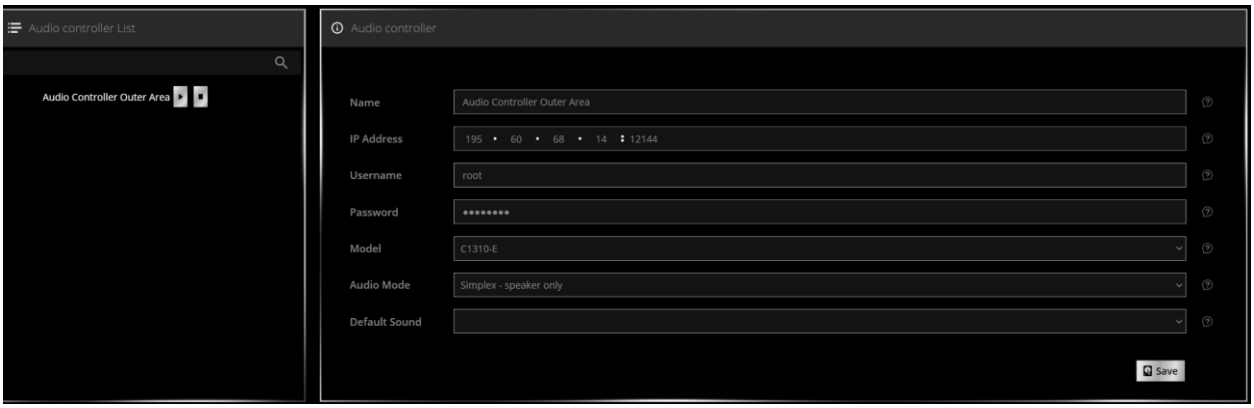
Simplex – Speaker only
One-way audio where audio is transmitted from the client to the Axis product.

Simplex – Microphone only

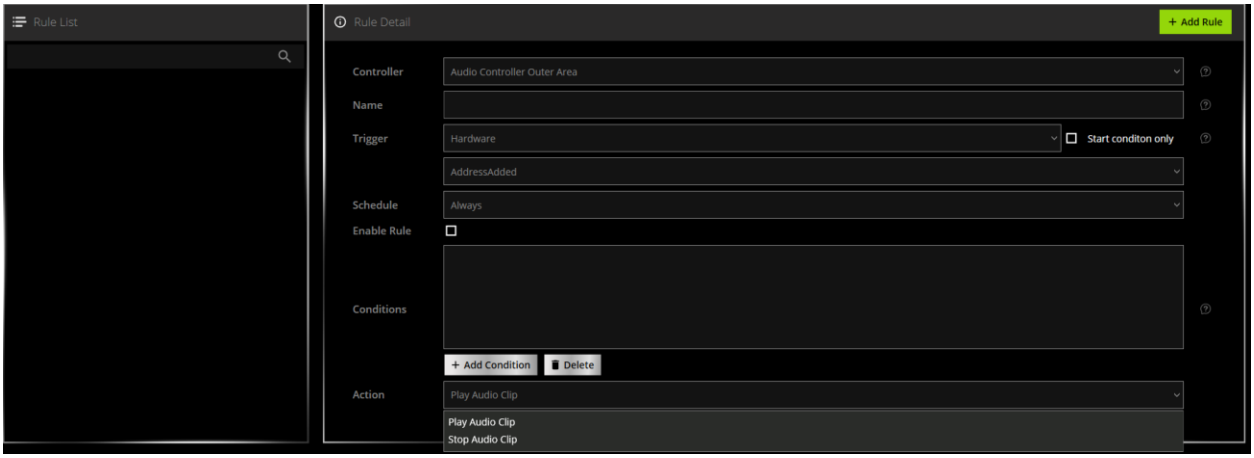
One-way audio where audio is transmitted from the Axis product to the client. Multiple clients can receive audio at the same time.

Default Sound

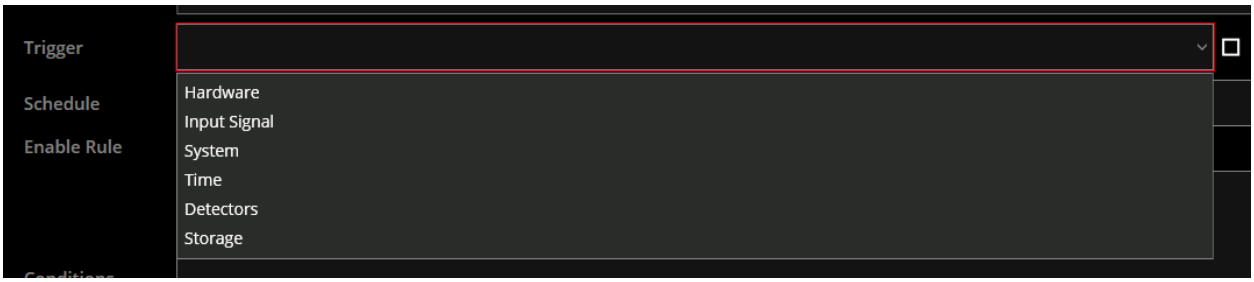
Choose default sound that controller will play from given number of options.



Click Save to submit the credentials. On the left side existing audio controllers are listed for modification, deletion and can be searched as well.



Options in Rules will be added for Audio Controller. New Actions **Play Audio Clip and Stop Audio Clip** can be selected from based on different Triggers as shown.



Audio controllers can be utilized in plan manager by placing its icon on the plan.

On Left Click Audio Controller icon multiple options are available to perform like.

Check Status

Checks if Audio Controller is online or not.

Play

Play default audio Clip

Stop

Stop running audio clip.

Record

Record if Audio Controller has mic enabled.

Exit

Exit the menu

Statistics

Click on Configuration → Statistics to access this module . This module manages the custom statistics counters created for real time events with detail reports. Click on + Add New Counter to create new counter .

Name

Enter the name for the statistical counter.

Time

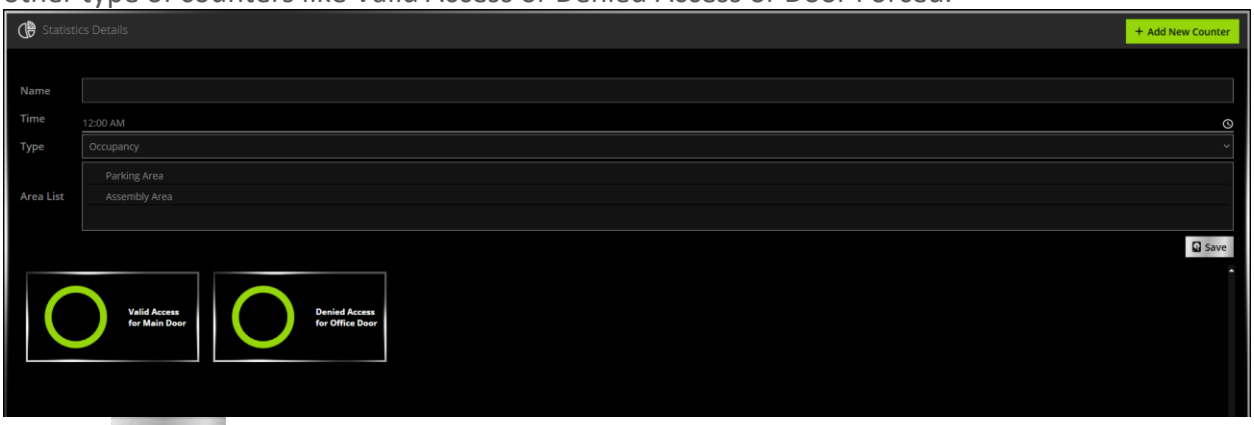
In case of occupancy mention the time limit to check for certain area.

Type

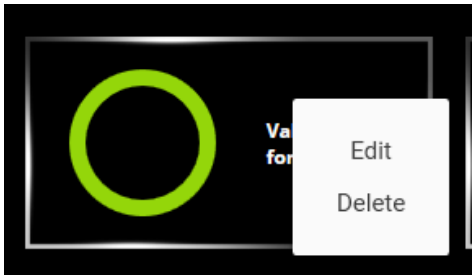
Choose type of counter from options like **Valid Access, Denied Access, Door Forced and Occupancy**

Area List / Door List

Choose Area from list of areas in case of occupancy counter. Doors list is available in case of other type of counters like Valid Access or Denied Access or Door Forced.



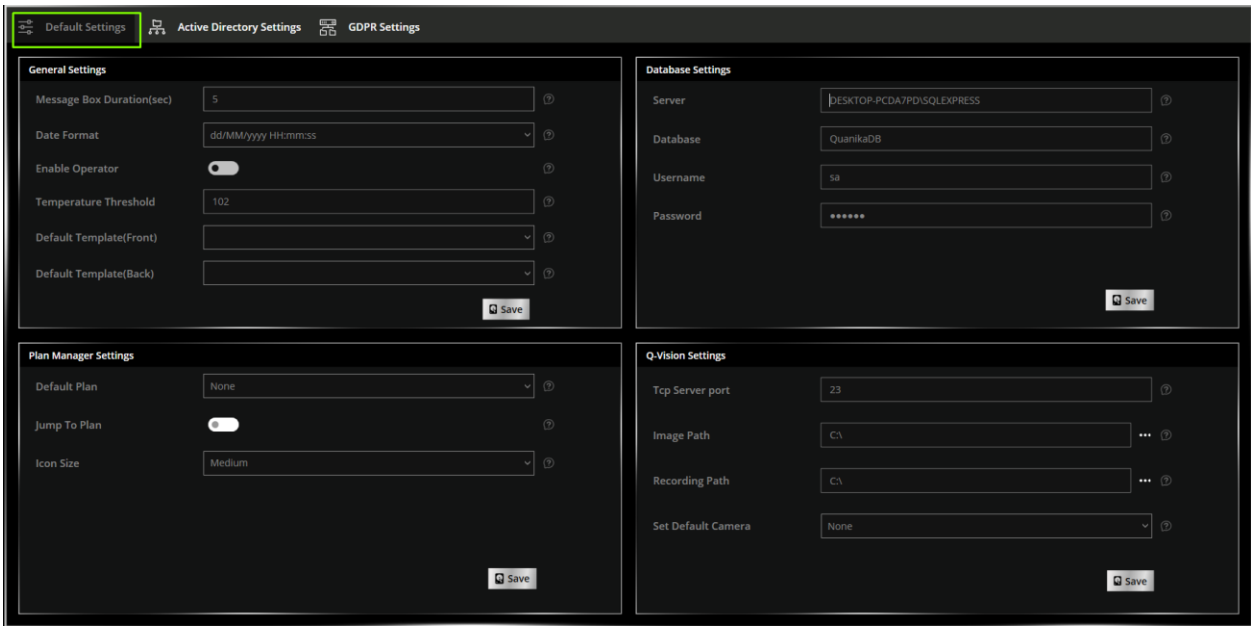
Click on Save to submit the changes to add new counter . Right click on any counter to modify / delete.



All the counters can be previewed from left side bar menu by clicking on  .

General Settings

Click on Configuration → General Settings to access this module . This module contains basic settings for the application.



Default Settings

General Settings

Message Box Duration (sec)

Set the duration time for popup messages that appear for information, error or success.

Date Format

Set Date Format for whole application with two formats available supported for now i.e UK and US date formats.

Enable Operator

Enable this option to apply authentication to the application and other modules.

Temperature Threshold

Set the Max Temperature limit to check. This option only applies to Grekkom Integration

Default Template (Front)

Set default template for badge to be used for the front side of badge from created templates when printed.

Default Template (Back)

Set default template for badge to be used for the back side of badge from created templates when printed.

Database Settings

All settings related to database can be adjusted here.

Server

Mention Server for database

Database

Set Database name for the database to be used.

Username

Set Username for database credentials

Password

Set Password for database credentials.

Plan Manager Settings

Default Plan

Set Default plan image to be displayed at dashboard.

Jump to Plan

By Enabling this option on dashboard when alarm will come it will highlight the icon on graphical plan.

Icon Size

Choose size of icons for graphical plan from given options.

Q-Vision Settings

TCP Server Port

Chooser server port for server hosted for recording.

Image Path

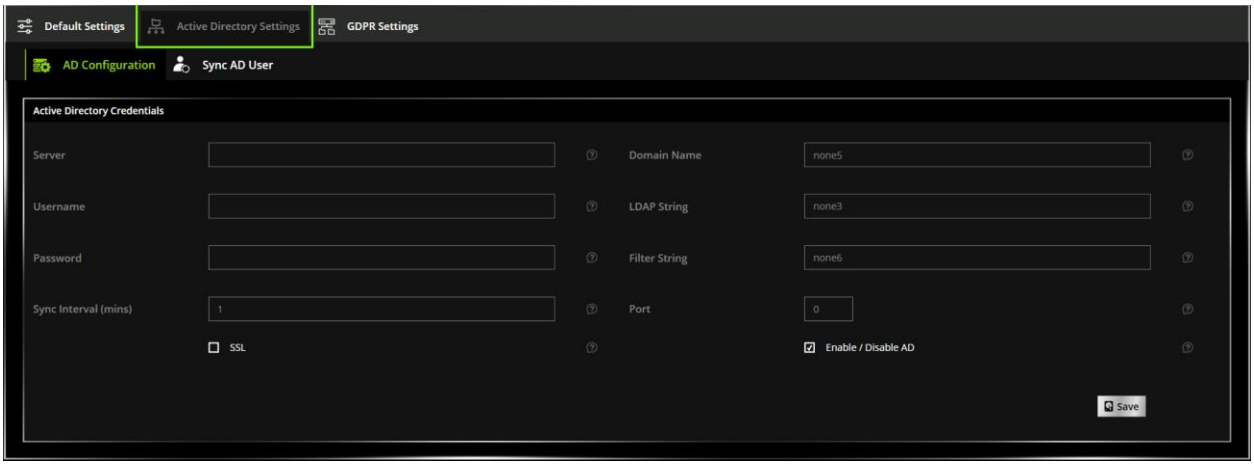
Set Path for camera snapshots.

Recording Path

Set Path where camera recordings will be saved.

Set Default Camera

Set default camera for live streaming to be shown in dashboard.



Active Directory Settings

Active Directory is also integrated with QACS. In order to activate this integration setup can be done from this module. Click Save to submit the changes .

AD Configuration

Server

Mention the server IP Address or Naming convention.

Username

Set the username for Active directory credentials.

Password

Set the password for Active directory credentials.

Sync Interval (mins)

Set the interval for auto synchronization process that concludes retrieval of Active Directory users in QACS.

Domain Name

Set the domain name for Active Directory server.

LDAP String

Set LDAP string for connectivity.

Filter String

Any additional string can be added here for filtration.

Port

Set the port for Active Directory server.

Enable / Disable AD

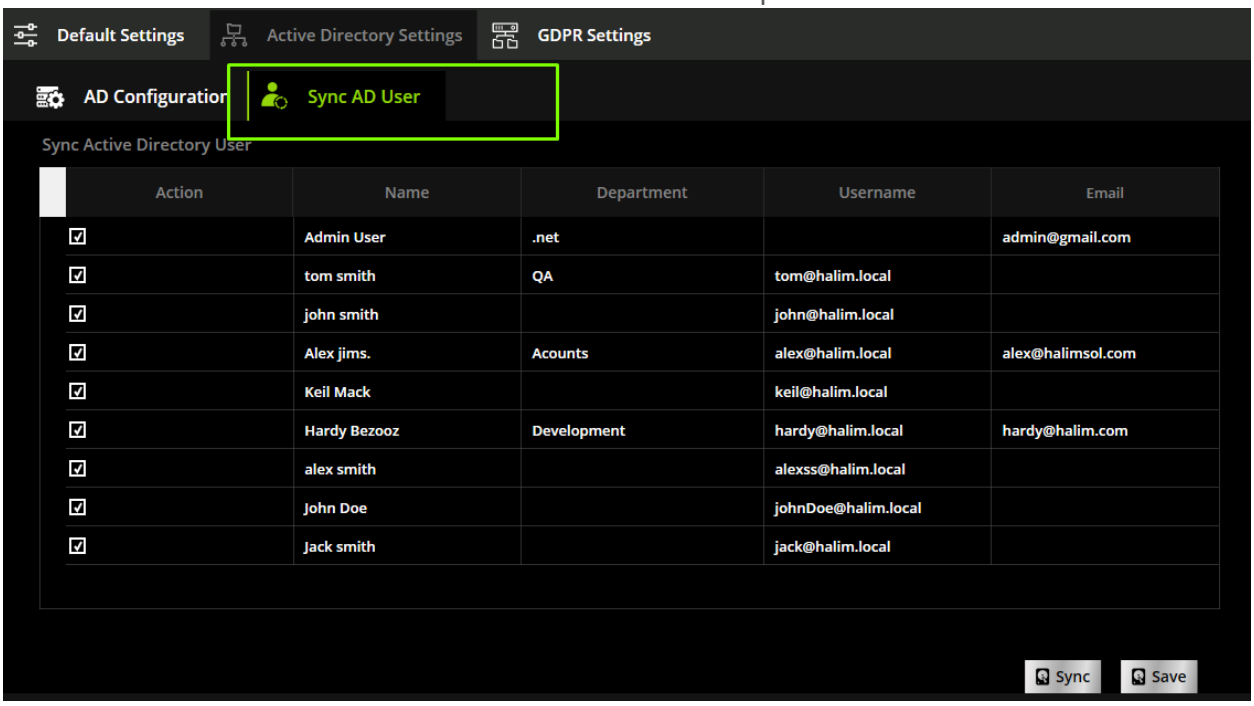
By selecting this option Active Directory will be activated.

Enable SSL

Based on type of communication with Active Directory SSL can be enabled / disabled.

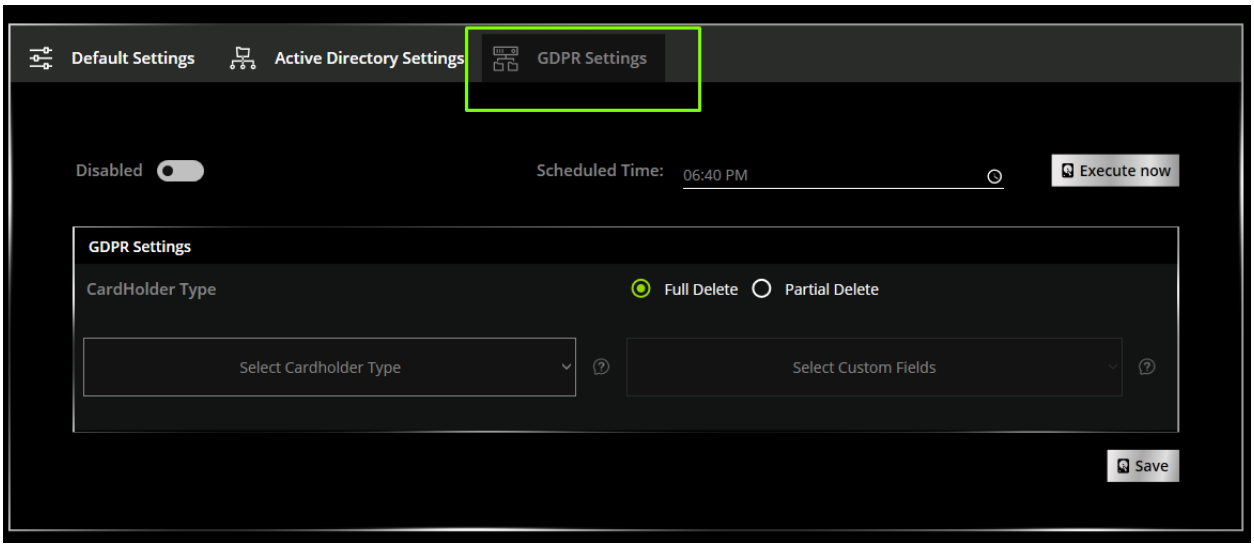
Sync AD User

To retrieve users as cardholders from active directory into QACS click Sync . All users will be listed with their credentials .Click Save to initiate the process .



GDPR Settings

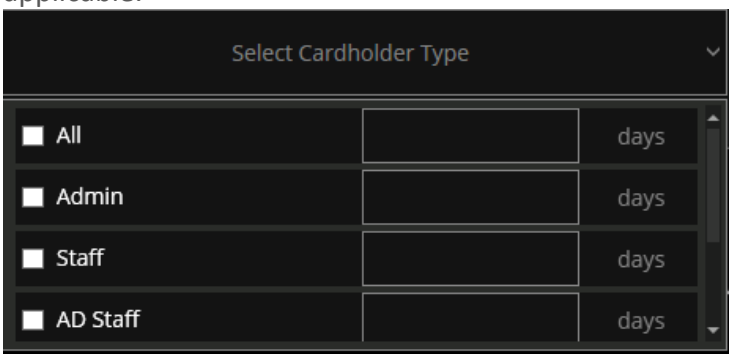
QACS considers the security of the cardholder with General Data Protection Regulation. GDPR service can be scheduled for specified time and can be executed any time manually by clicking Execute now button.



Disabled
Toggle this button to enable / disable GDPR

Scheduled Time
Set schedule time to run the process at set time daily.

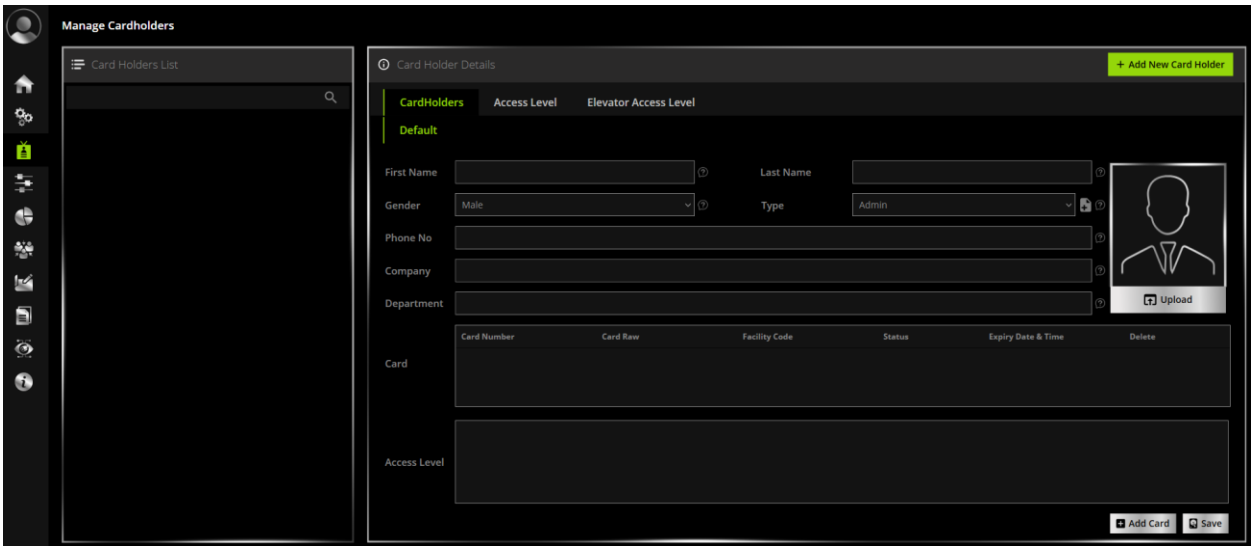
Cardholder Type
Select type of users to apply GDPR policy and number of days before this policy will be applicable.



Full Delete / Partial Delete
There are two modes available for GDPR implication. With Full Delete selected all the data for cardholder will be erased from database. In case of Partial Delete only selected Custom Fields will be erased.

Cardholders

Click  button on main left menu bar to access this module .Managing your card holder data effectively is one of the crucial task you perform in the application



Card Holders List

All existing cardholders are listed in Card Holder List panel on the left side. Card holder can be searched using the search widget.

Card Holder Details

Default

Default template for registering card holders. All the new templates created with Cardholder Template designer will be listed here as discussed earlier here.

First Name

Enter first name for the cardholder

Last Name

Enter Last name for the cardholder.

Gender

Choose gender either male or female.

Type

Choose type of cardholder from number of options like Staff, AD Staff (Active Directory Staff), Admin and Default

Phone No

Phone number for the Cardholder

Company

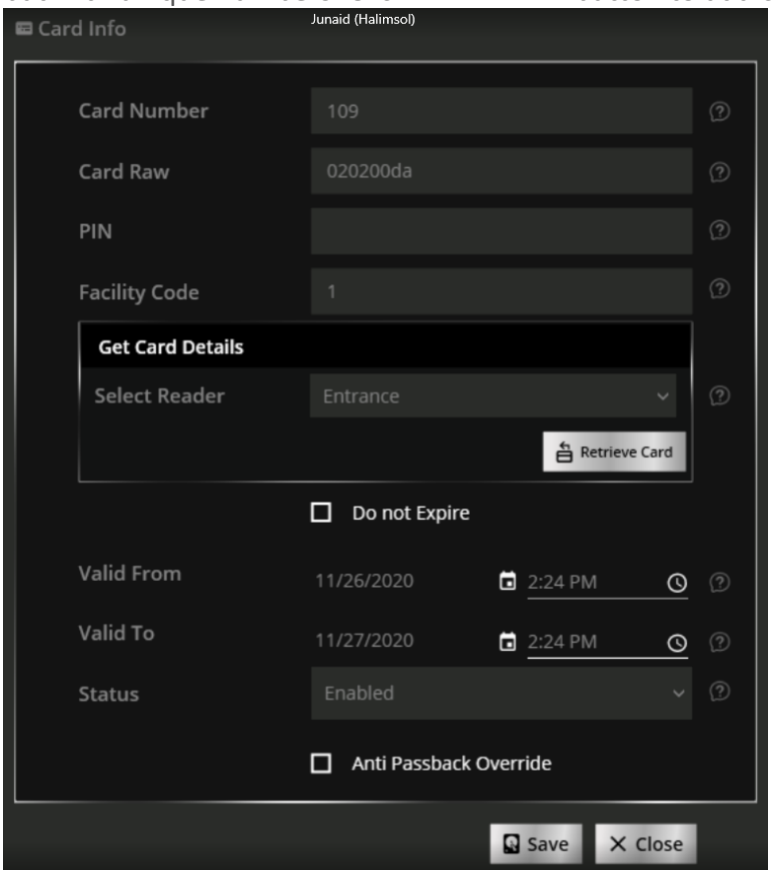
Mention Company name for the Cardholder

Department

Mention Department for the Cardholder

Card

Assign credentials to the cardholder. Multiple credentials can be assigned to same cardholder but with unique numbers. Click Add Card button to add card .



Card Number

Credential for card in number format.

Card Raw

Credential for card in Hex format.

PIN

PIN Number.

Facility Code

Mention if there is any facility code number.

Get Card Details

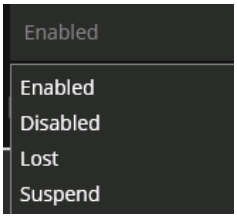
This feature allows user to retrieve the details from card after swiping card once on the selected reader and pressing Retrieve Card button . All the readers listed in drop down are the ones that are marked as Enrollment reader here .

Do not Expire
Choose this optional to have unlimited expire time.

Valid From
Activation date for the credential.

Valid To
Expiry date for the credential.

Status
To change the status of card, choose the desired option. By default, its enabled. To deactivate or disable the access of this card choose Disabled.



Anti-Pass Back Override
To disable the anti-pass back rule on this credential, select this option.

Access Level
Assign access levels to the cardholder from all access levels available.

Manage Access Level

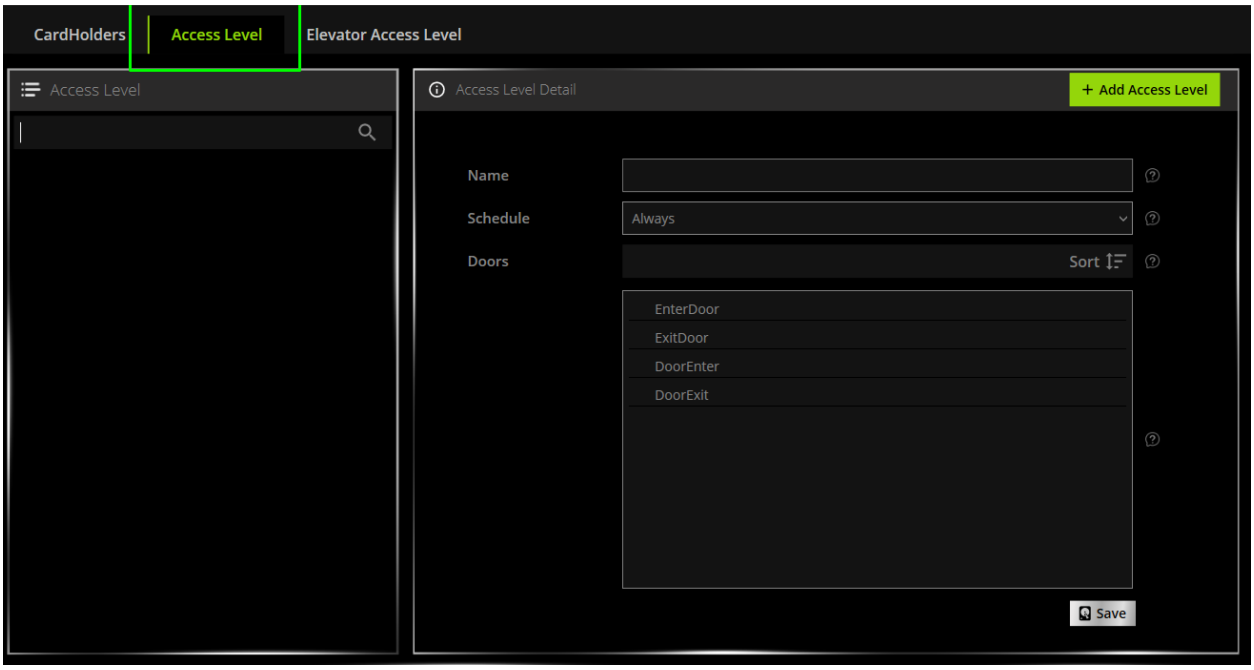
Access levels can be created, modified and deleted from this module. Click on + Add Access Level to create new access level. Click Save to submit the changes .

Access Level
On Left panel all existing access levels are displayed. Using search widget any access level can be searched using the name. Click on any access level to open it in edit mode .

Name
Enter the name for the access level.

Schedule
Choose schedule type for this access level.

Doors
Multiple selection for doors to be grouped in this access level.



Manual Control

Click on main left menu side bar to access this module. This module allows operator to operate the Doors, Door Groups, Sensors and Outputs for following operations

Door Control

Lock / Unlock

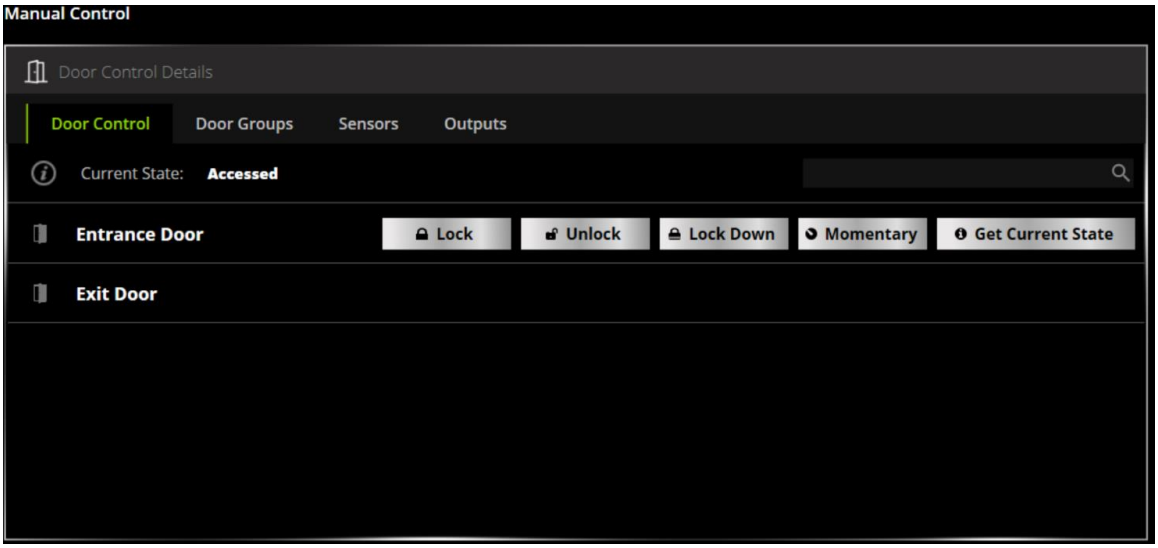
Doors, Door Groups can be locked or unlocked by clicking on desired action. All doors with door monitor sensor enabled cannot be locked back manually unless door is closed.

Momentary

This action on doors, door groups change the lock state to accessed and after access time it locks back automatically. In case if door monitor sensor is activated this action will not work.

Lock Down / Lock Release

This operation allows locking and preventing other actions until a Release Door command is invoked. The Door Mode shall change to Locked Down. If the Door is in a Locked Down state. Access Door, Lock Door, Unlock Door requests are ignored, i.e., it is not possible for door to go to Accessed, Locked, Unlocked, Blocked or Locked Open state

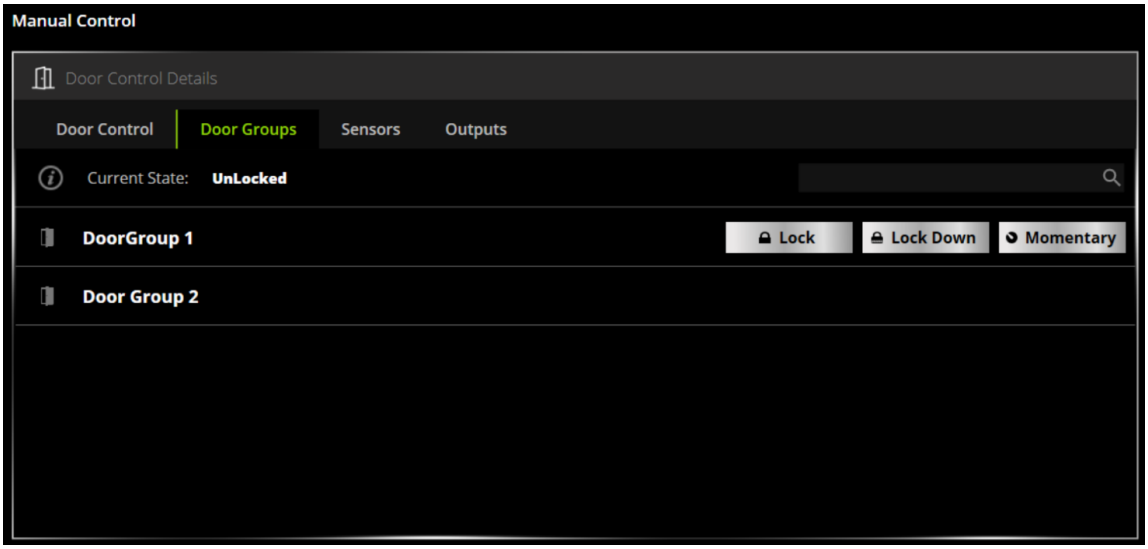


Get Current State

This feature shows the current status of selected door.

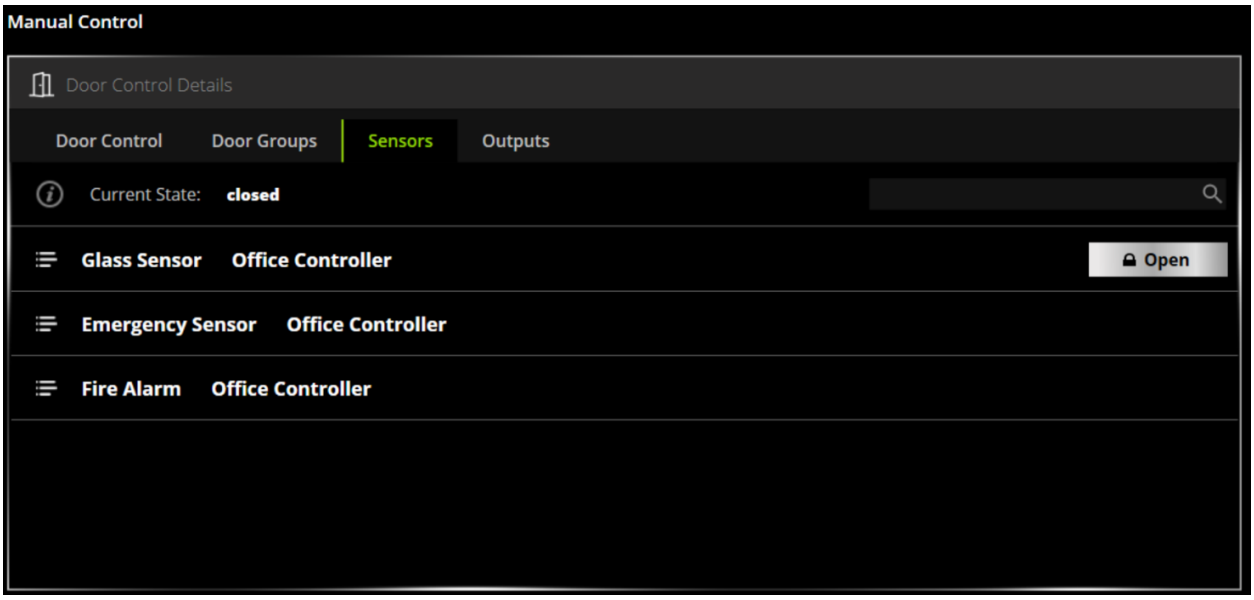
Door Groups

Manual operations can be applied to Door Groups as well.



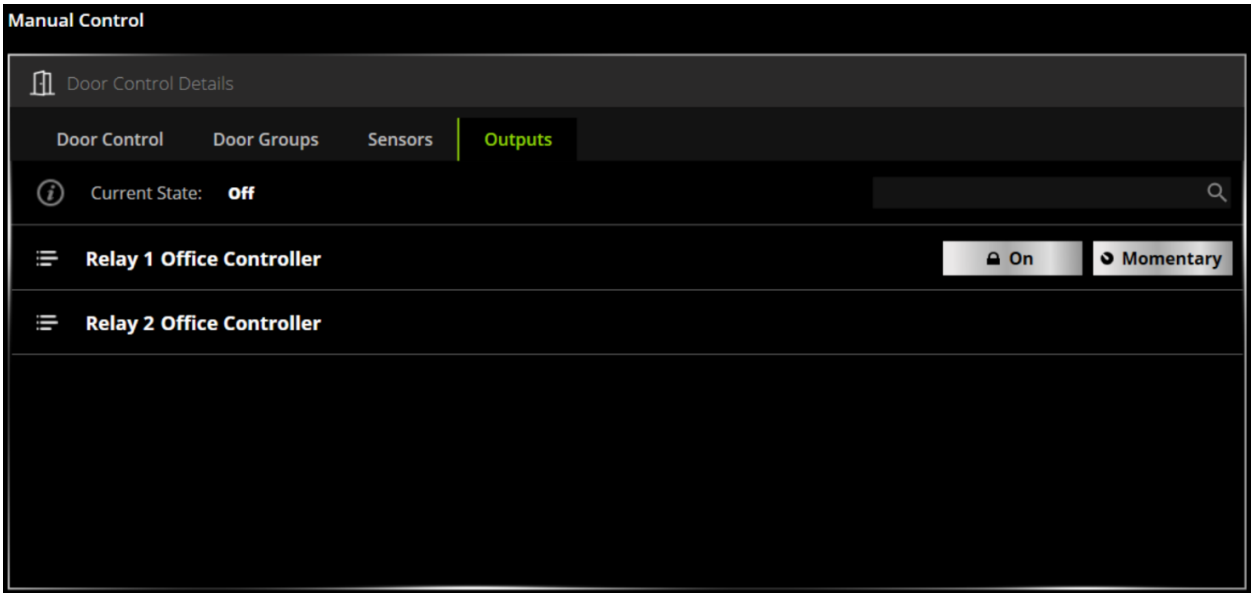
Sensors

Any existing sensor can be triggered from this module by clicking Open button next to the sensor.



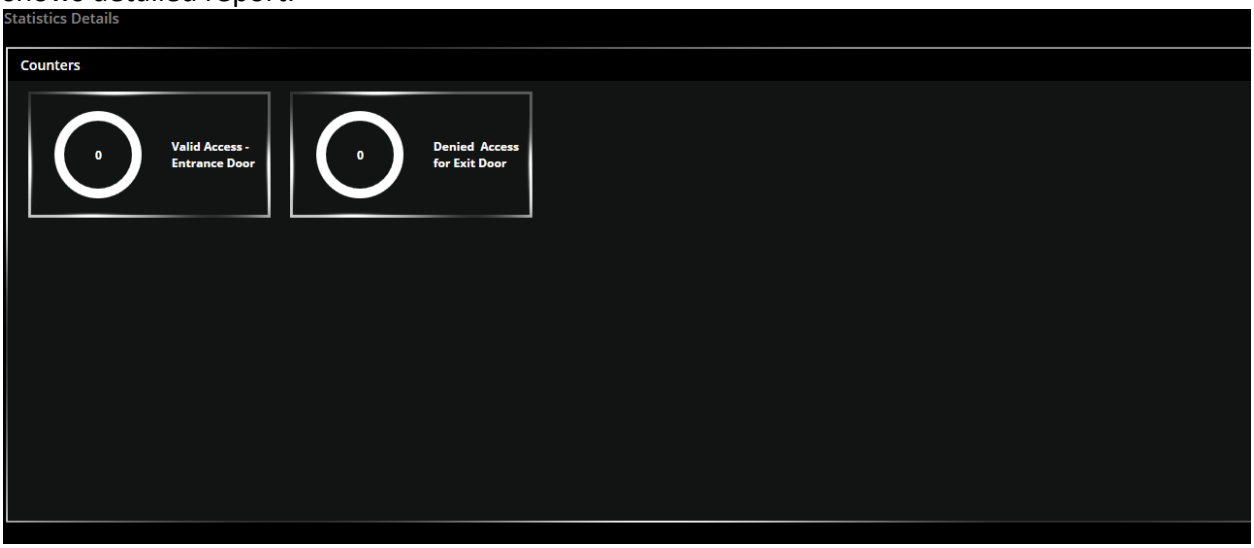
Outputs

Any existing output can be triggered by clicking On button . Relay can be turned off by clicking Off button. By clicking Momentary button output will be triggered for set access time .



General Statistics (Live View)

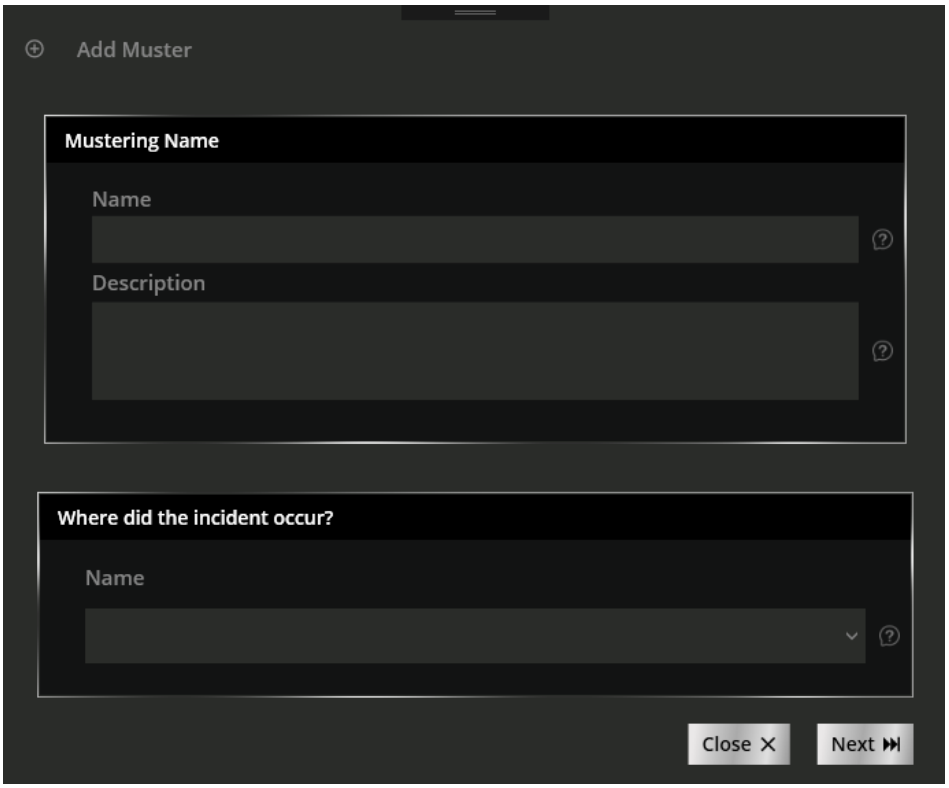
Click on  button in main left menu side bar to access this modules .Counters created in section Statistics Configurations can be viewed for real time data . On clicking any counter, it shows detailed report.



e-Mustering

Being prepared and having emergency evacuation and mustering plans in place are essential. Mustering requires access control software that provides this feature, as the system must distinguish between employees who have not checked into the mustering point from those who are on vacation or not in the building for other reasons at that particular time. Used for specific access situations, mustering is a concept where a specific reader or readers are used to verify that individuals are in a particular place. For example, a reader might be installed outside of a chemical plant or oil refinery which employees are directed to come to in the event of an emergency and have their credential read by the system. This allows a system user to quickly generate a list of all employees who have physically reached the mustering reader, while also generating an exception report of those who have not checked in.
Mustering counters will be created against the entered details and will be showing live data for Assembling point and incident area.

On clicking + Add Mustering Support button new mustering point can be created .



Mustering Name

Name

Write the name for mustering point.

Description

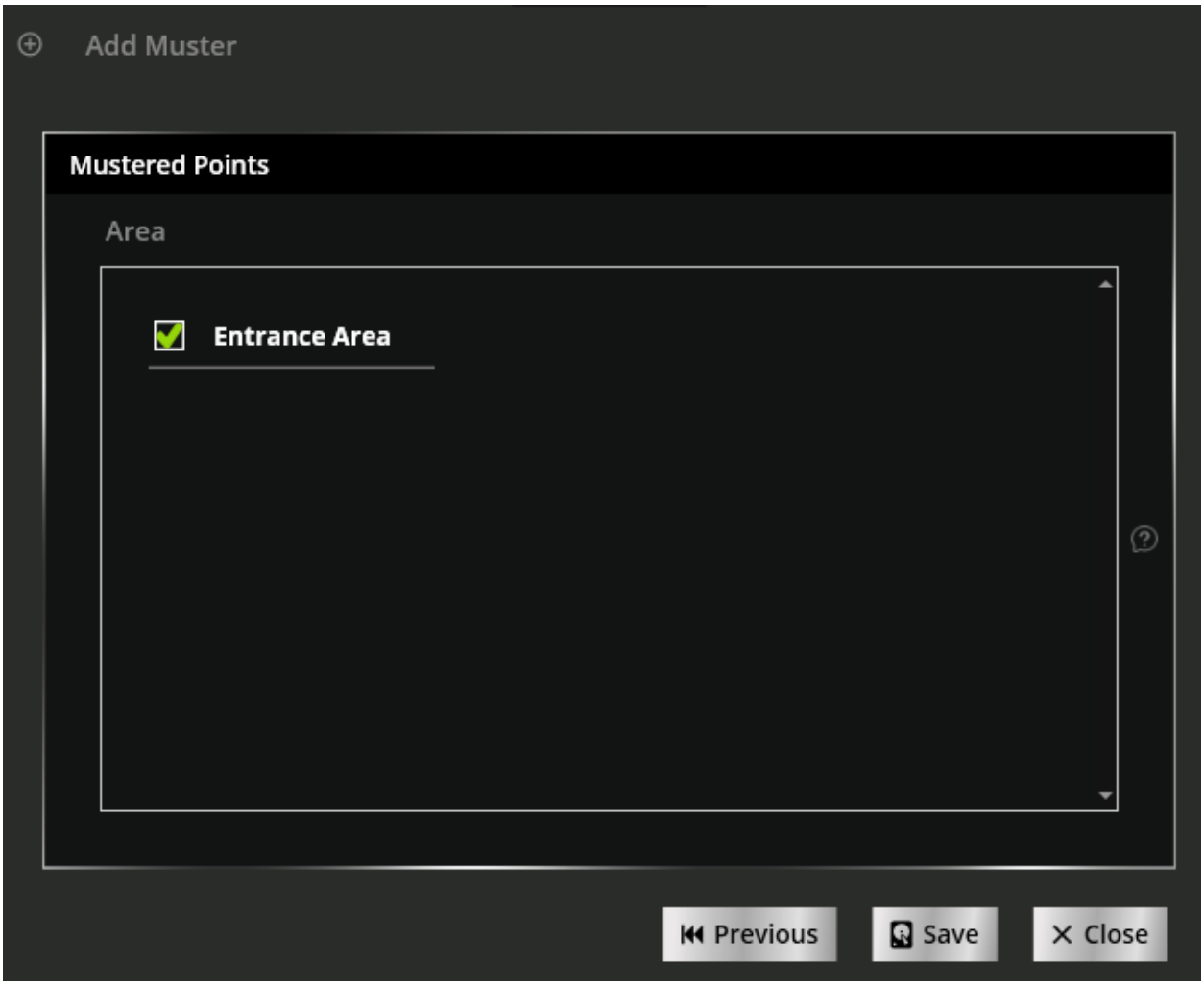
Enter description for the mustering point.

Where did the incident occur?

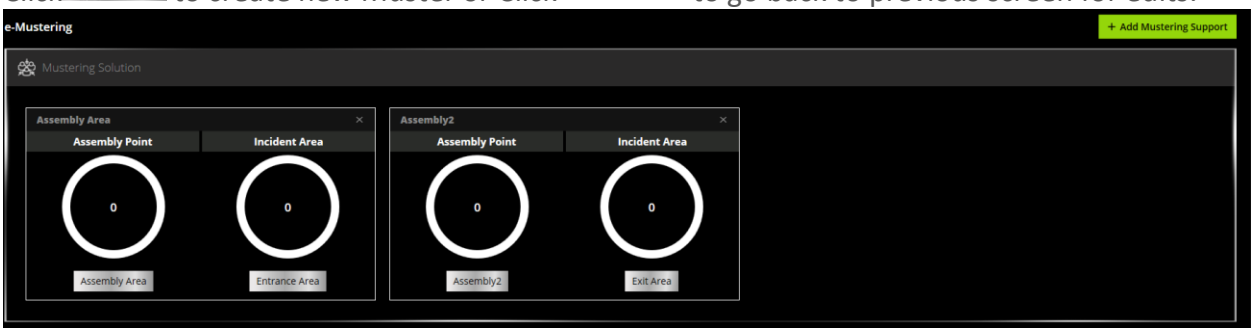
Select Area for the incident. Area can be created in Area Management as discussed earlier. Before that Areas should be assigned to door as discussed here in Reader Configuration .

Mustered Points

Select assembly points from areas listed in Area.

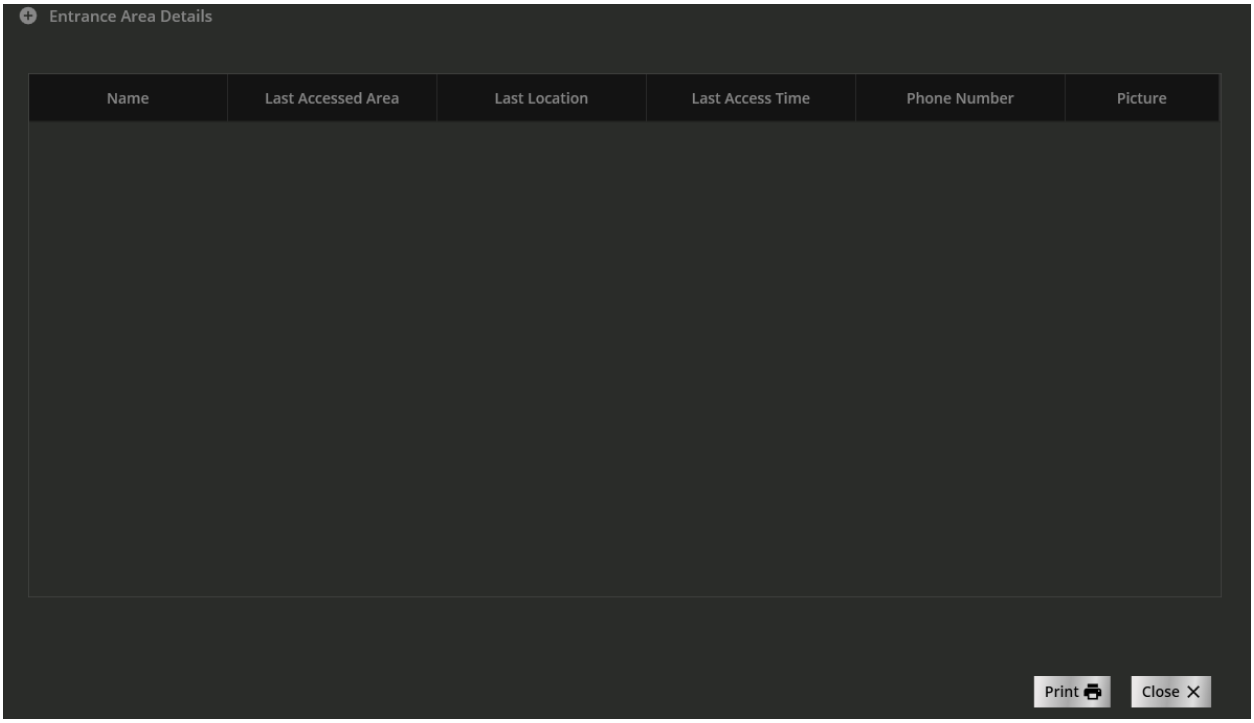


Click Save to create new Muster or Click Previous to go back to previous screen for edits.



On clicking the counters, the detail report will appear which should show

- Name of the cardholders
- Last access area
- Last access location
- Last access time
- Phone number
- Photograph (if any)



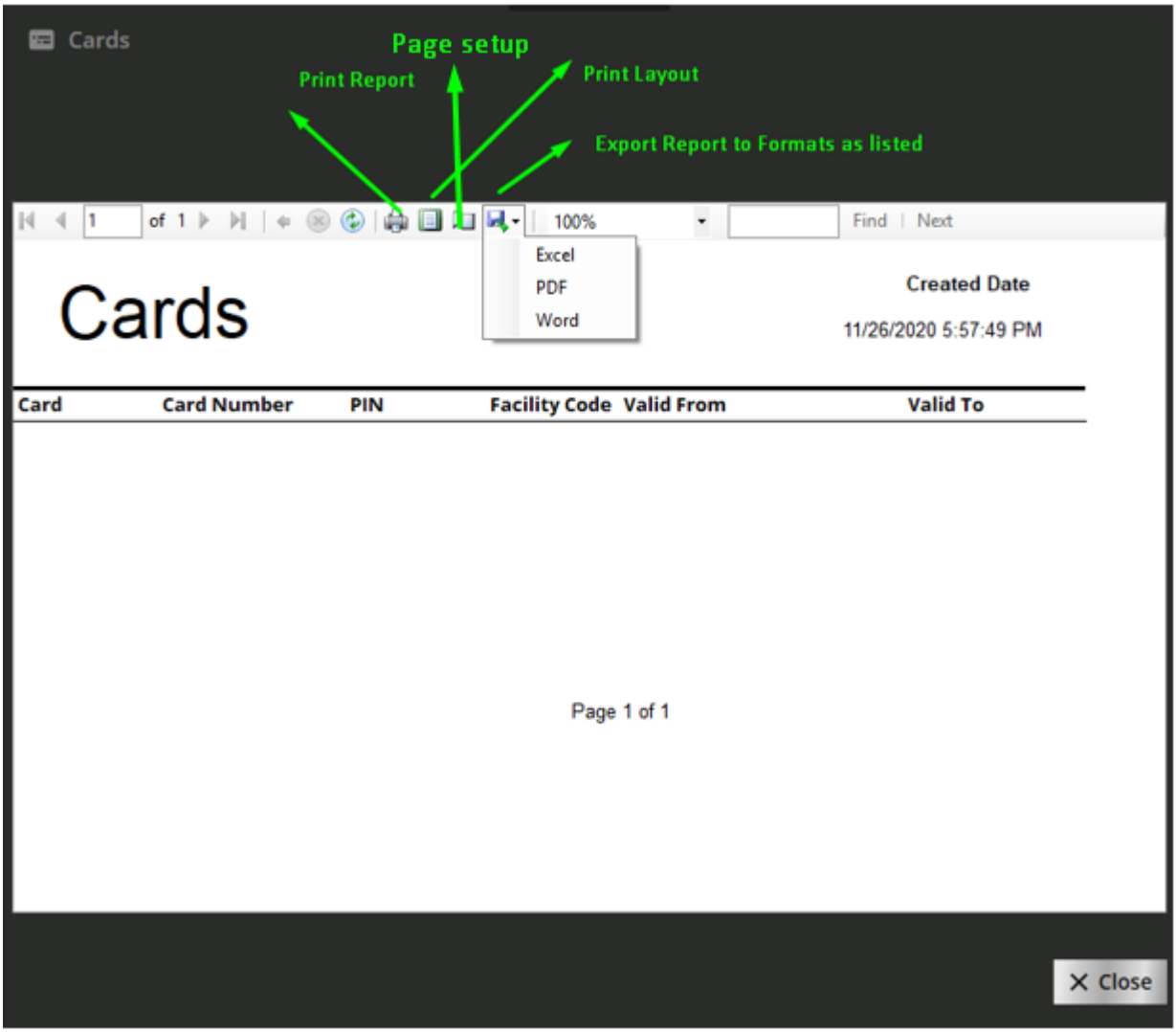
Plans

On clicking the  button on left side menu a popup window will open showing the default plan as selected in General Settings.

Reports

Click on the  button on the left side bar menu to access reports . Detailed reports associated with the functioning of all the application modules can be generated through the reporting module.

By clicking on any of the icon shown as reports , popup window will appear as shown below showing report details.



Q-Vision

Click on  button on left side bar menu to open Q-vision module.

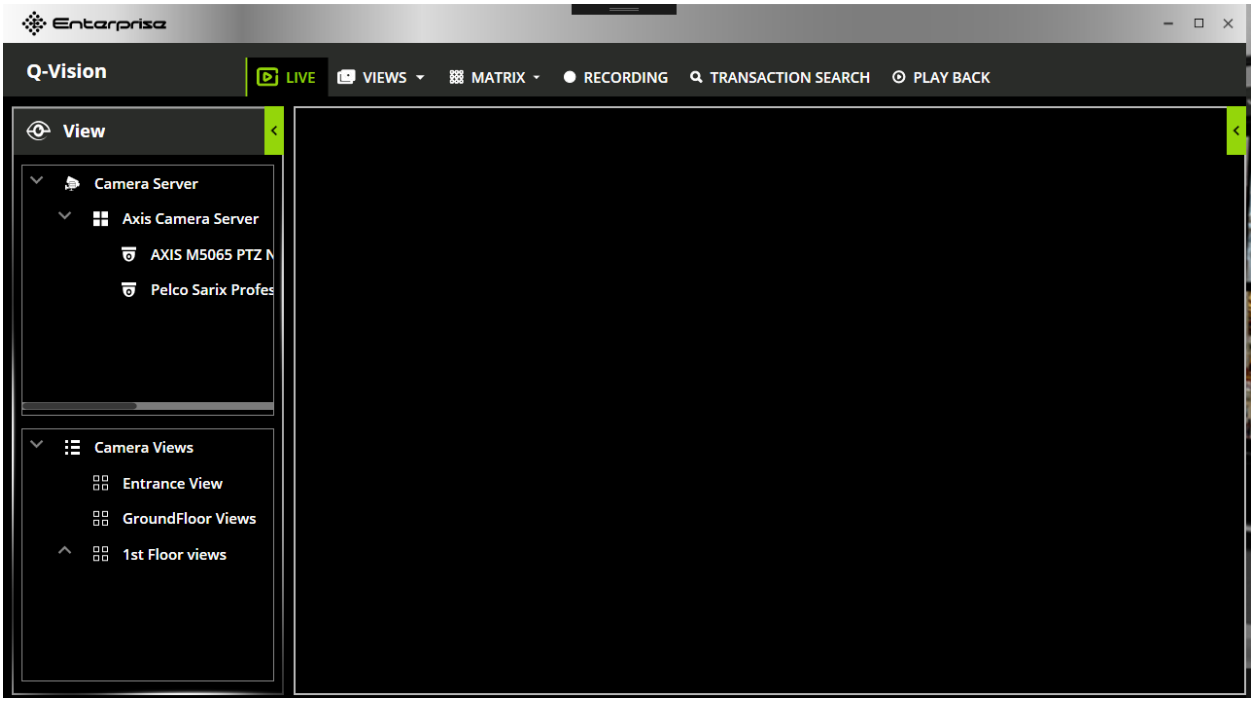
Q-Vision enables you to integrate Quanika access control system with third party VMS. It's a Middle ware system that connects with the VMS and provides interface to embed 3rd party VMS with security management system. Q-Vision includes a full featured User Interface for the configuration monitoring, management, viewing and playback of video sources.

Q-Vision provides control features that include the display of live video either by manual selection of pre-defined views. Control features include full Pan-Tilt-Zoom control of connected PTZ Cameras from on-screen controls. The User can also start and stop recording on selected

camera as well as playback of recorded video for a specific camera or date /time basis.

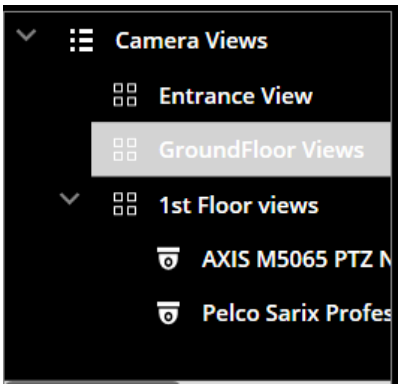
Supported VMS

- Axis Camera Station
- Milestone XProtect 2017 R3 +



View

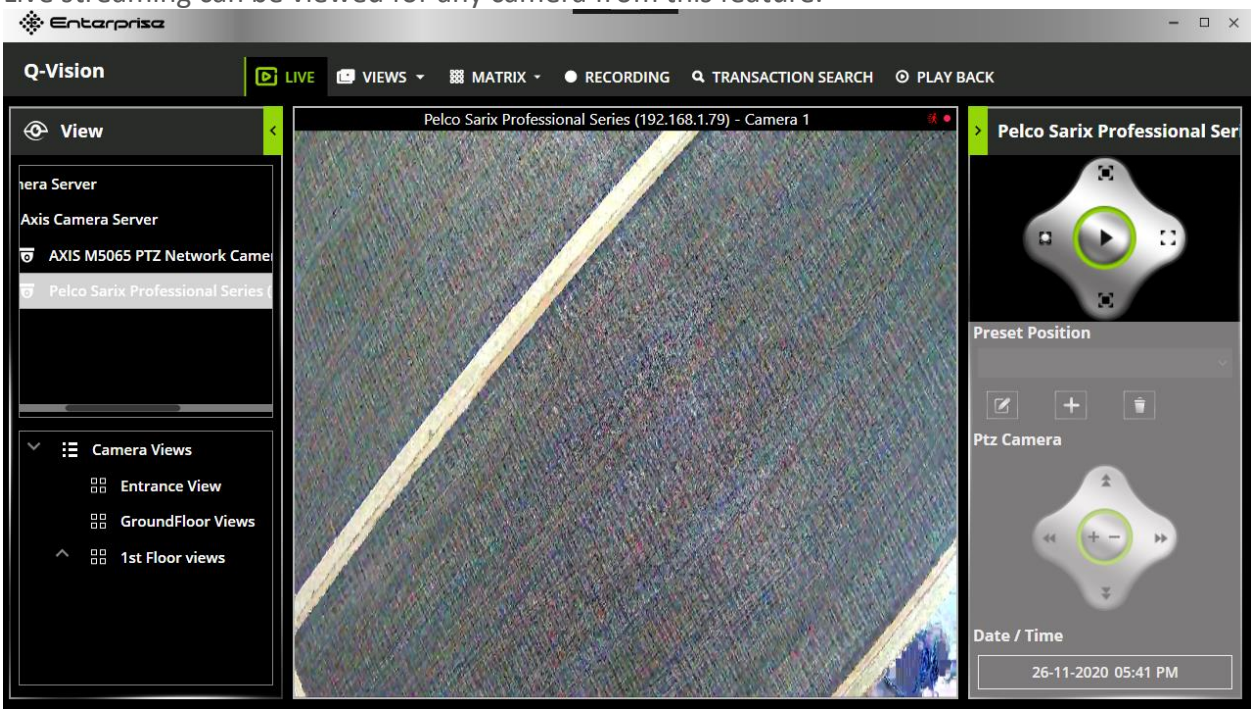
In Left upper panel all the existing Camera Servers and Cameras in each server are displayed. By clicking on any camera shows the live stream view of the selected camera. By clicking on camera server displays all the cameras .Camera Servers can managed from Servers Management. All existing Camera Views are shown in bottom panel and by collapsing all the views it shows the cameras in it. Clicking on camera views shows all the cameras on right panel



And clicking on any individual camera shows the live stream of that camera in right panel. Camera views can be created from Configuration → Camera Views Management

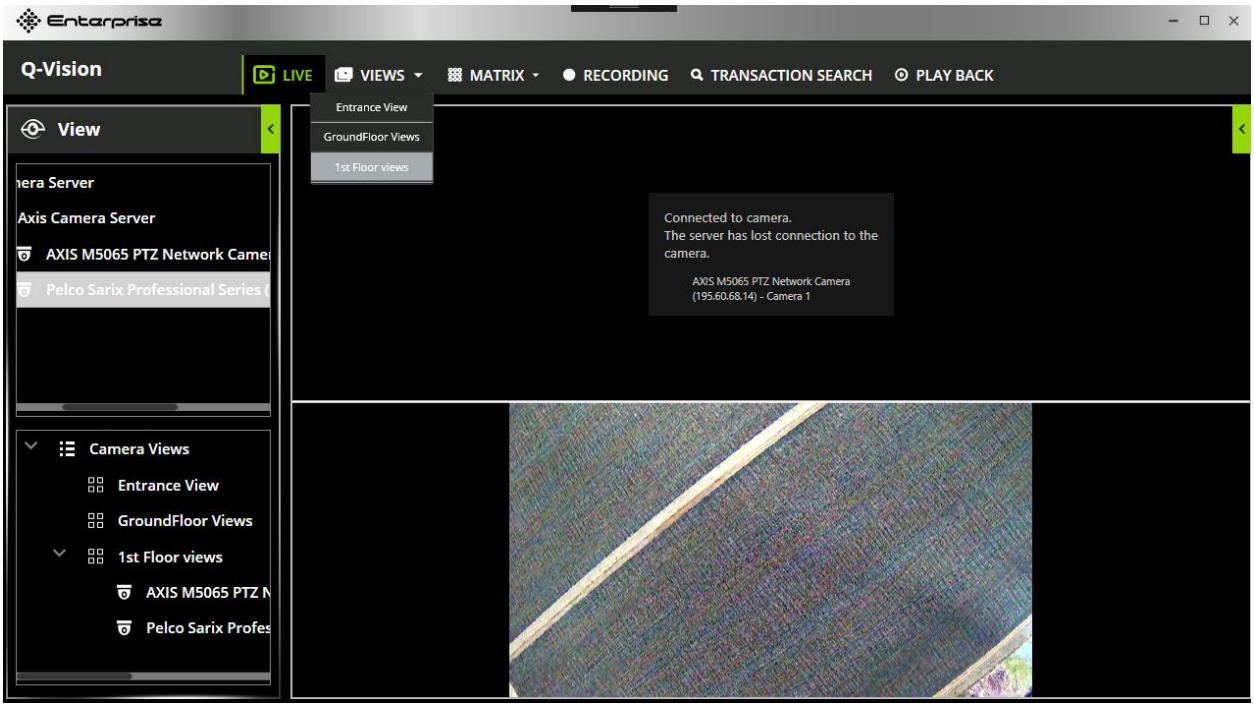
LIVE

Live streaming can be viewed for any camera from this feature.



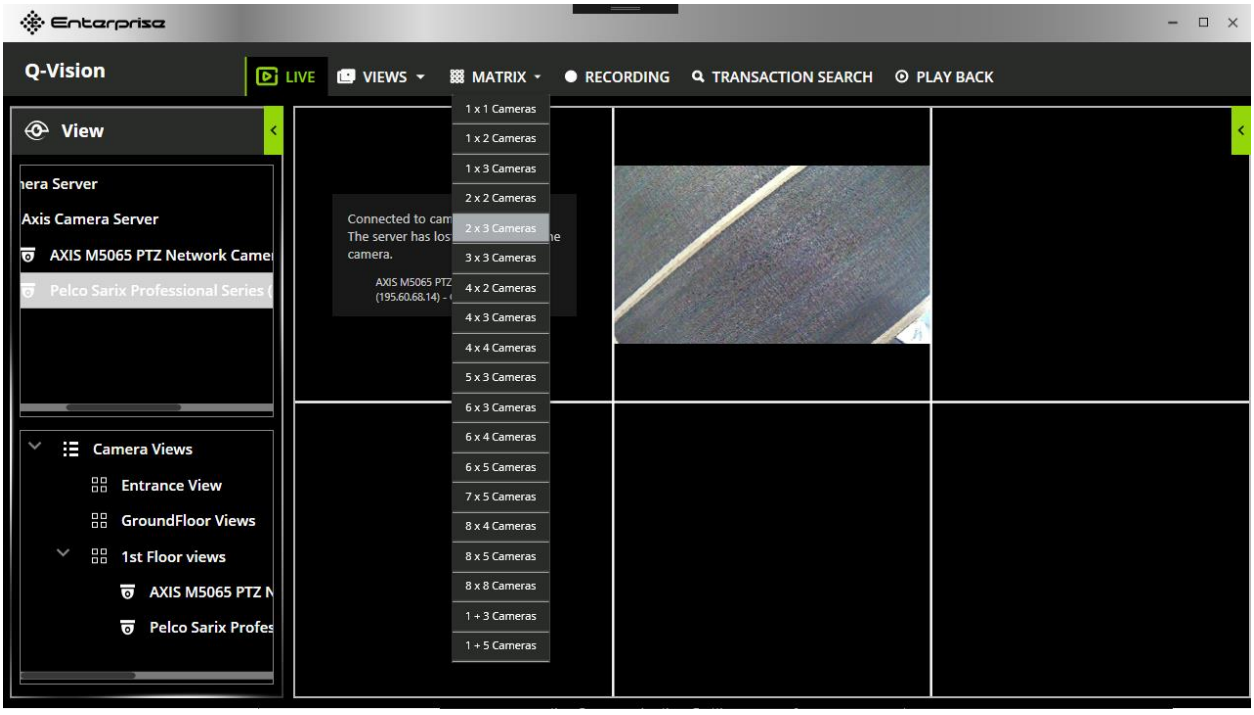
VIEWS

All Camera views can be selected from the menu. After selecting camera views it shows all camera that view contains.



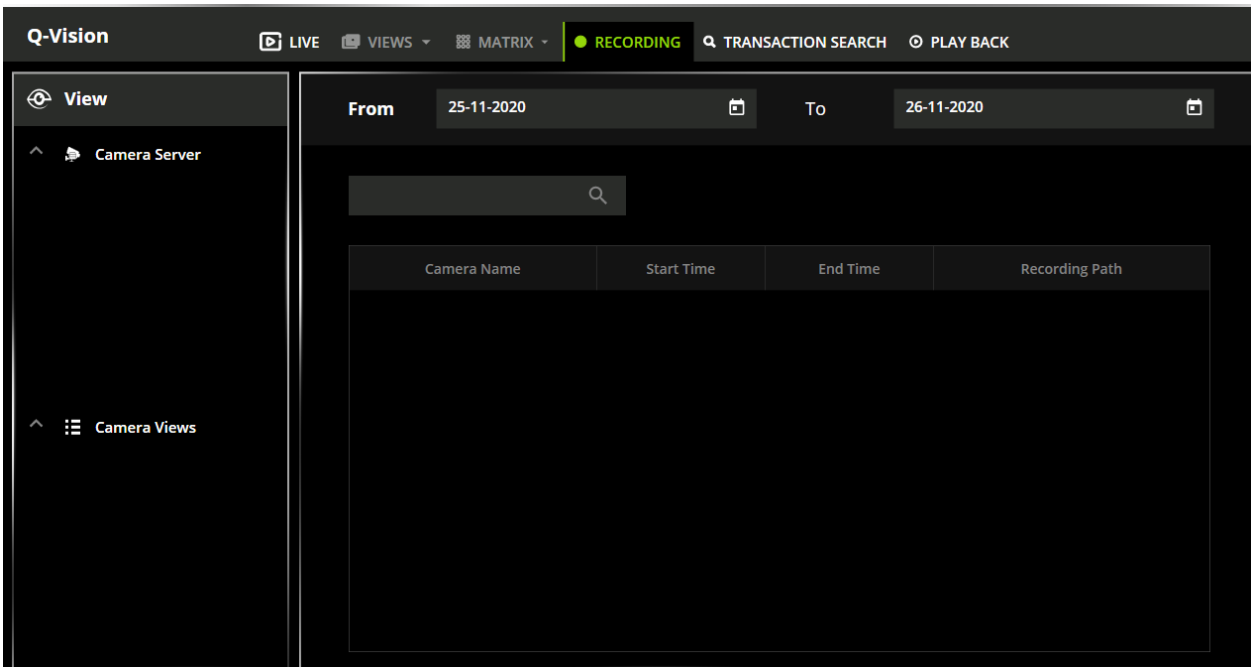
MATRIX

There is ma maximum support of 64 cameras in a grid. By clicking on matrix desired matrix view can be selected.



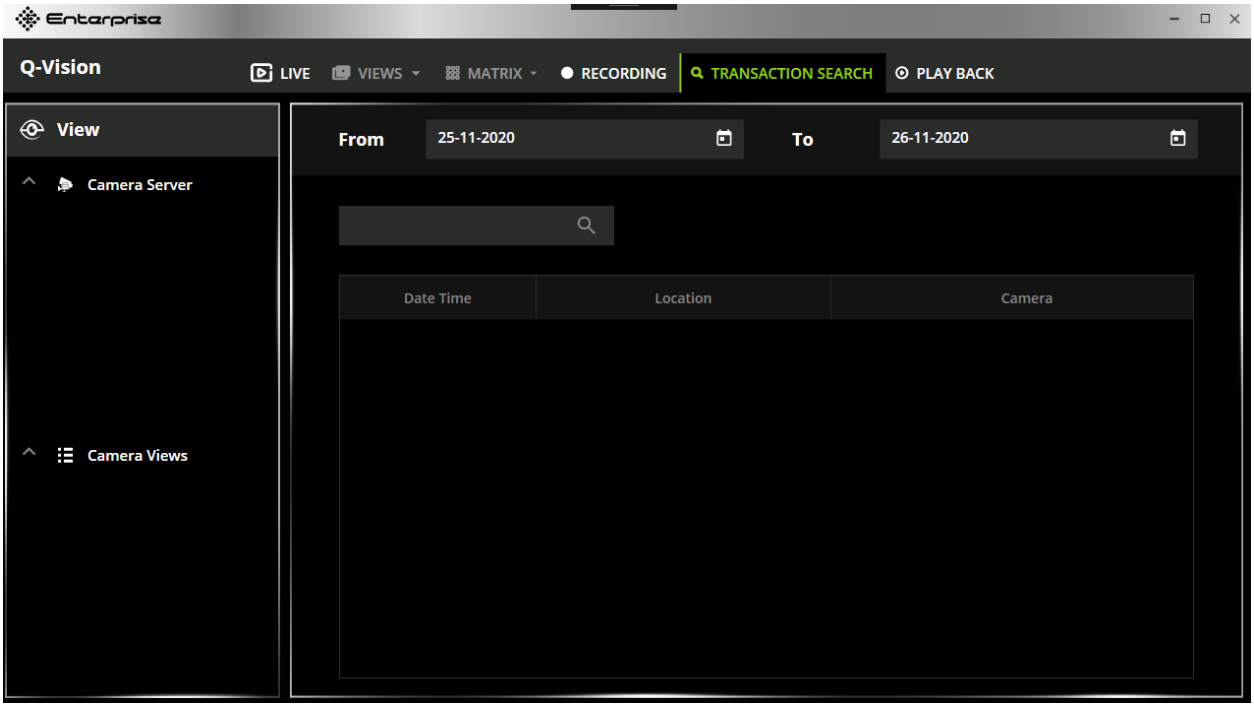
RECORDING

All Recordings can be viewed and filtered based on date. Existing recordings can be playback in this feature.



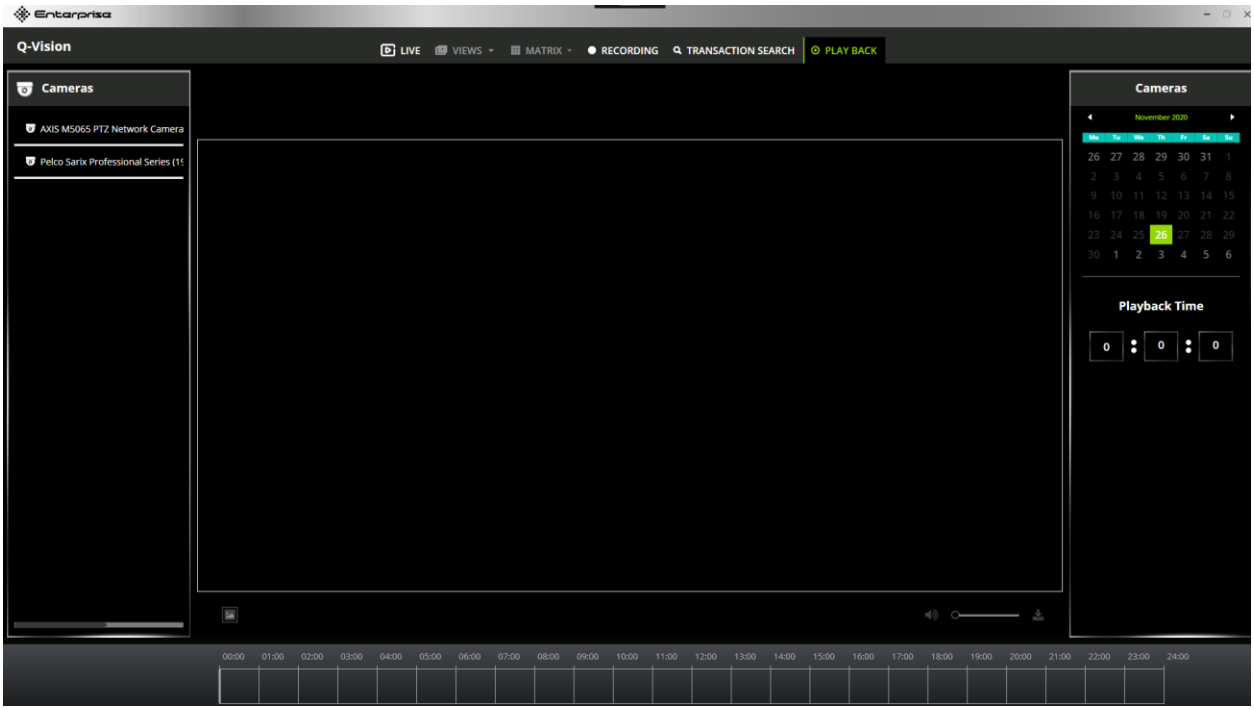
TRANSACTION SEARCH

Transactions Search panel can be used to view all the available recordings saved in the system. Recording within a certain period can be viewed using date filters.



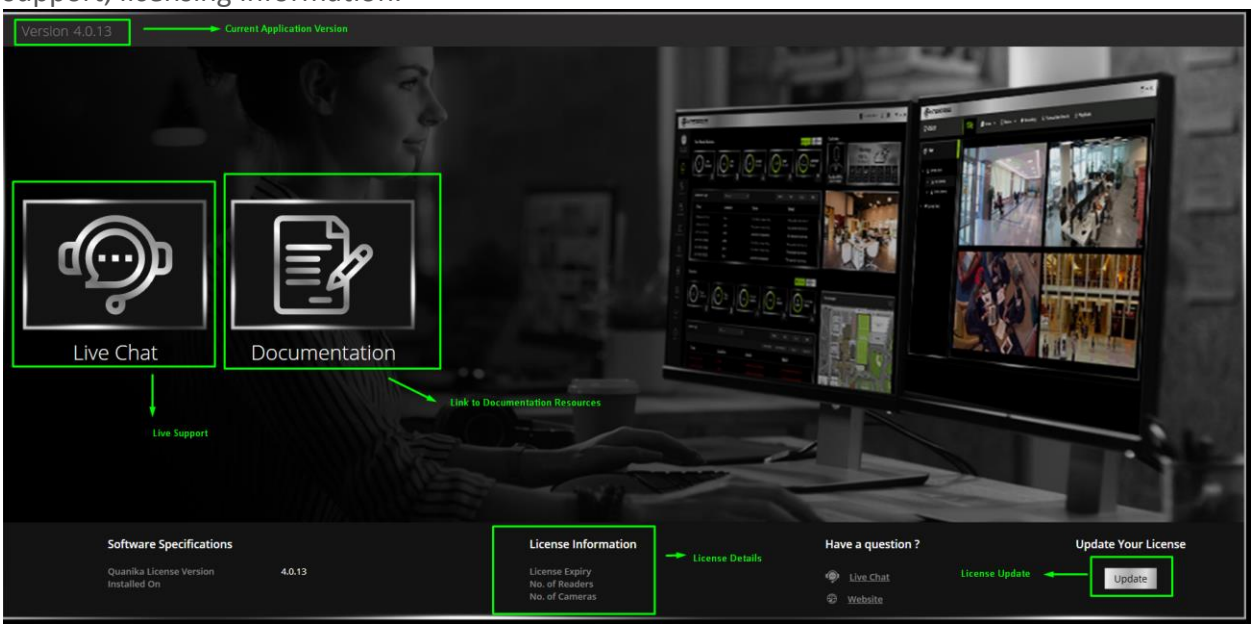
PLAYBACK

Play back features provides facility to view all the recordings with limitation of certain time period. Playbacks for certain date can be selected from calendar.



About

About section is included to provide detailed information about application version and build, support, licensing information.

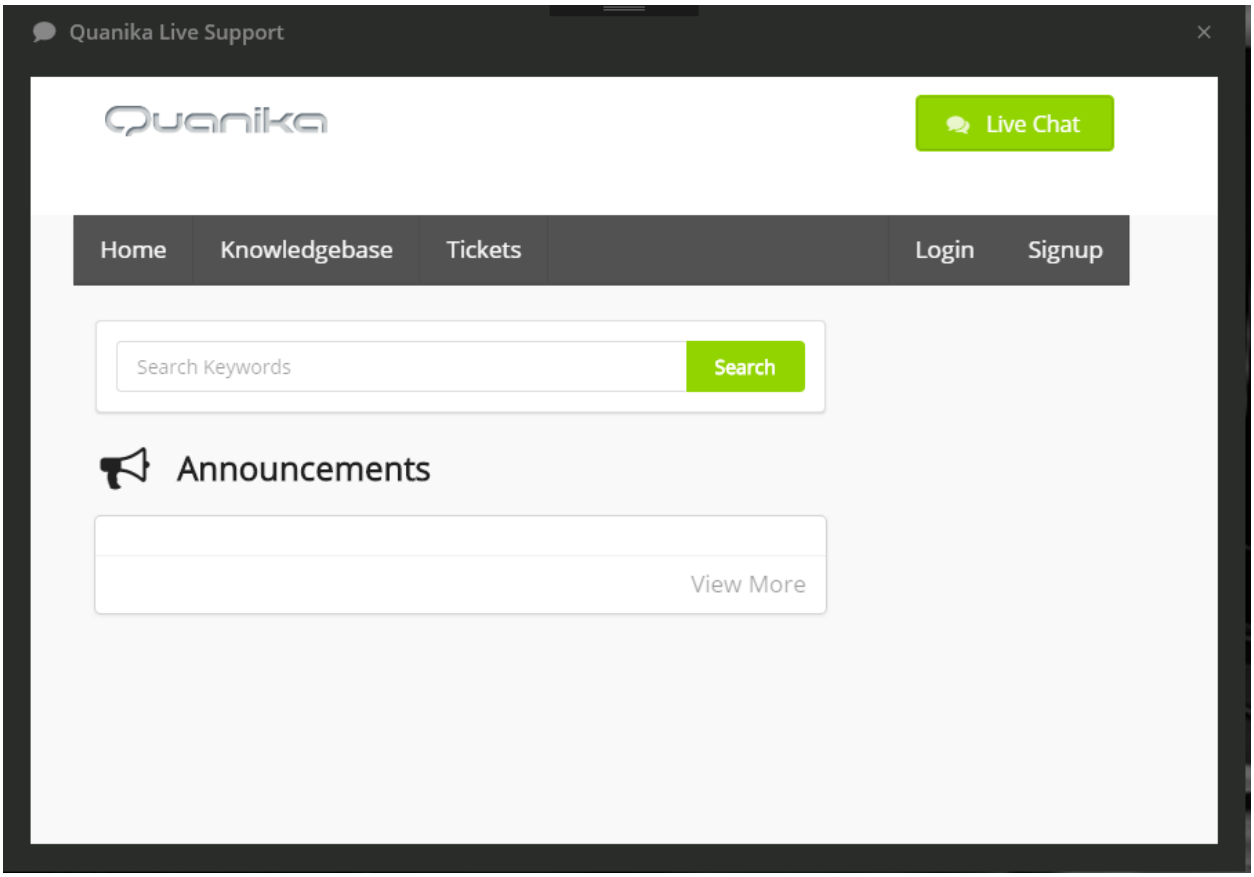


Update License

To update existing license.

Live Chat

Quanika live support via chat is available. Login if already registered or Signup to create a new account for submission of Tickets our support agent will contact and will provide possible solution regarding the ticket. For Live interaction click on Live Chat to chat with the support agent.

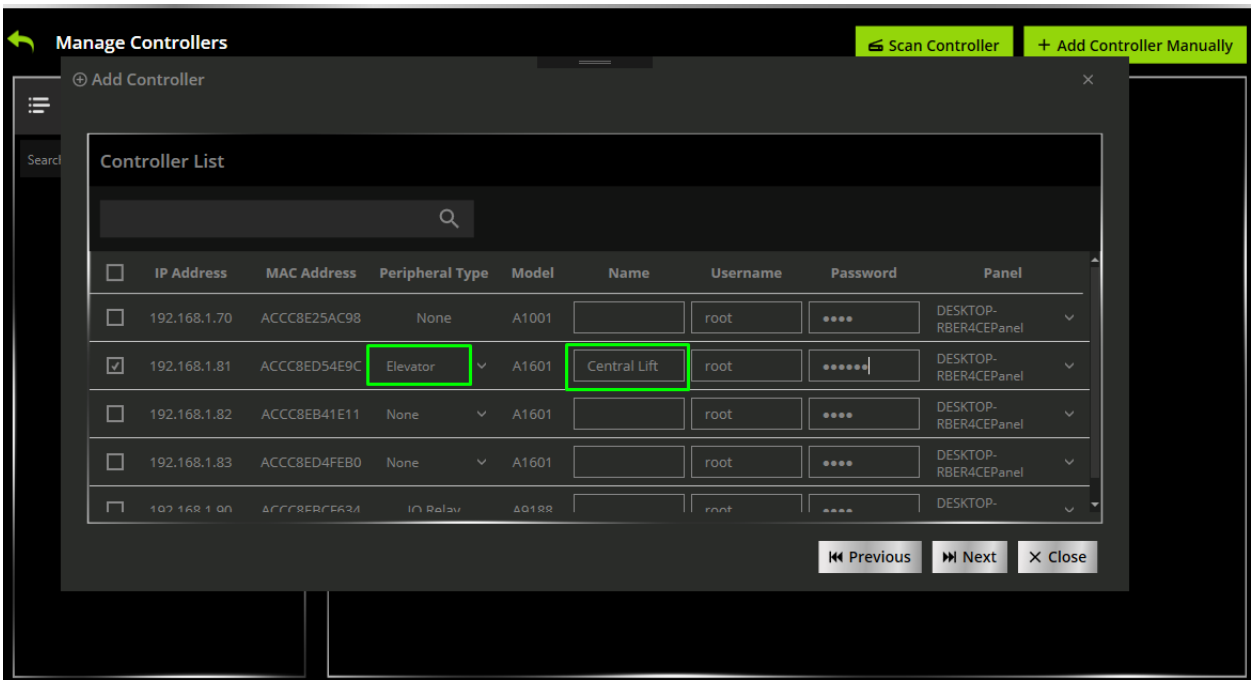


Elevator

QACS provides support for Elevators access with A9188-VE Network I/O Relay Module added as peripheral to A1601 or A1001 controller.
Elevator controller can be added from Configuration → Controllers. Click on Scan Controller or Add Controller Manually.

Peripheral Type

Change the Peripheral type to Elevator for the selected controller as shown in trailing image.
Enter the username and password for the controller.



Elevator Details

Name

Name as specified while adding controller is mentioned here which can have modified as well

IP Address

IP Address for the base controller is mentioned here.

Username & Password

Existing username and password can be mentioned here which can be modified as per requirement.

Readers

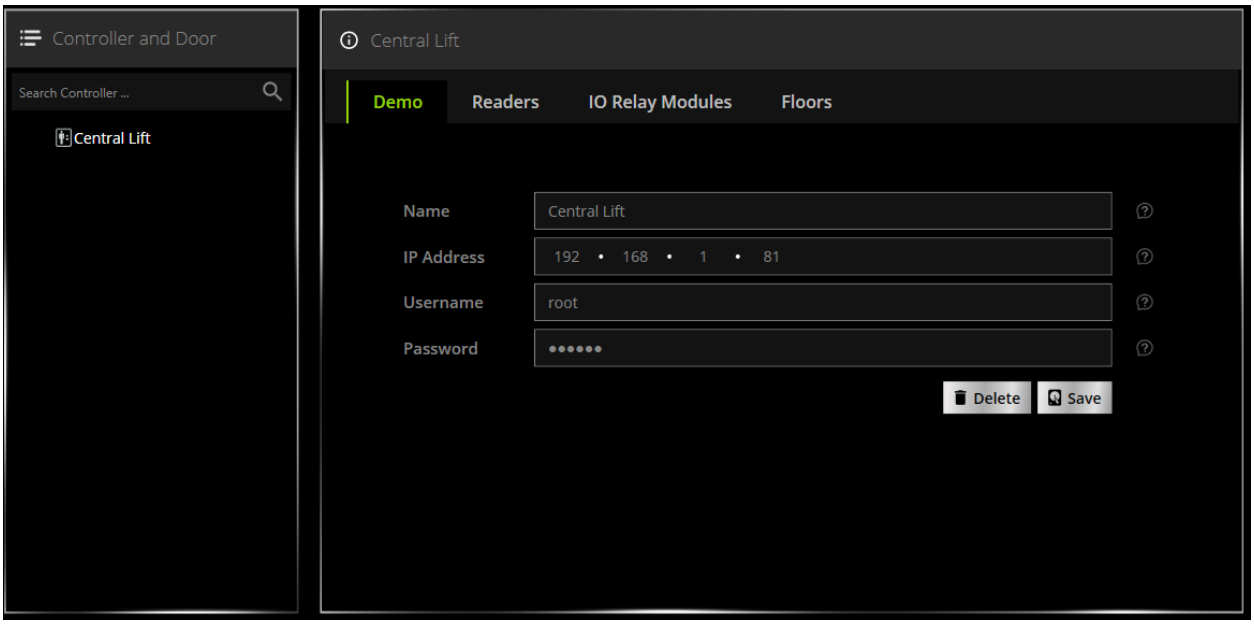
Only one reader can be configured with elevator controller. Readers needs to be added in order to proceed with further configuration for the elevator controller.

Name

Enter the name of the reader .

Configuration

Select type of reader either Wiegand or OSDP. To enable supervised Inputs select the option



IO Relay Modules

IO relay Module A9188 Network I/O Relay Module can be added either by scanning or manually. One Elevator can be added only with one controller.

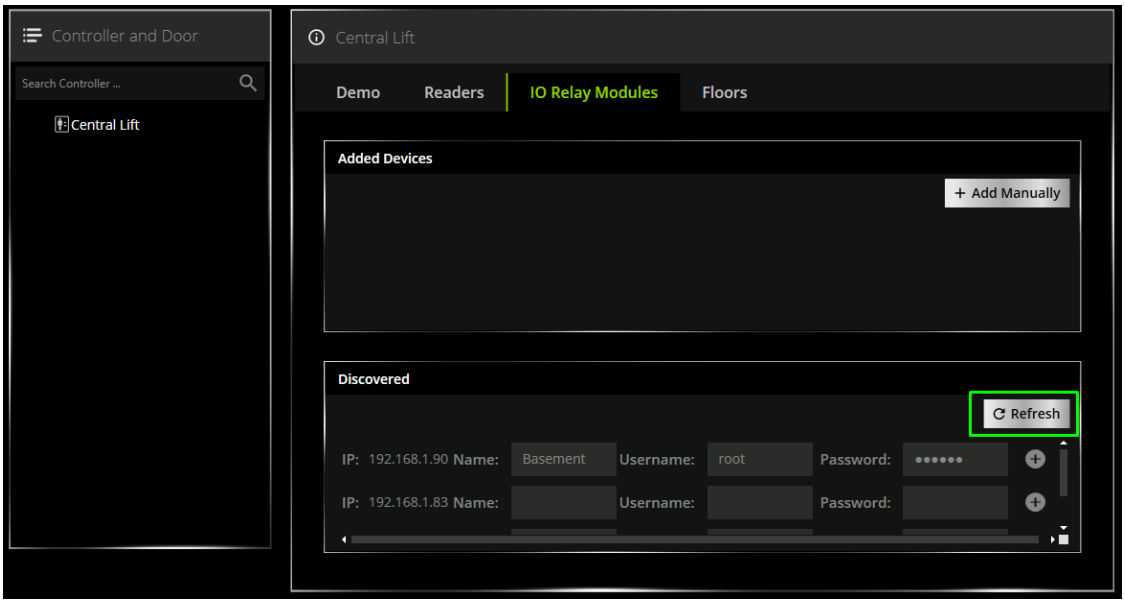
Added Devices

This panel shows the relay modules already added.

Discovered

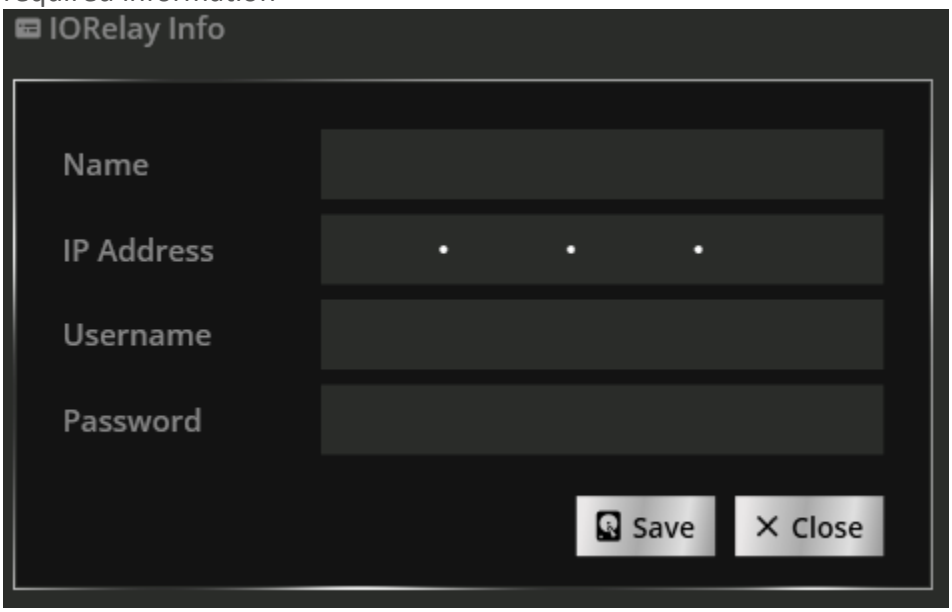
To add new relay module by scanning click on Refresh button to see the list of Relay Modules.

Enter Name , Username and Password and press ⊕ to add the I/O Relay Module



Add Manually

By clicking on + Add Manually button Relay module can be added manually by entering the required information



Floors

Add Floors for the Elevator from this module. Click on + Add Floor button to add new floor.

Floor Name

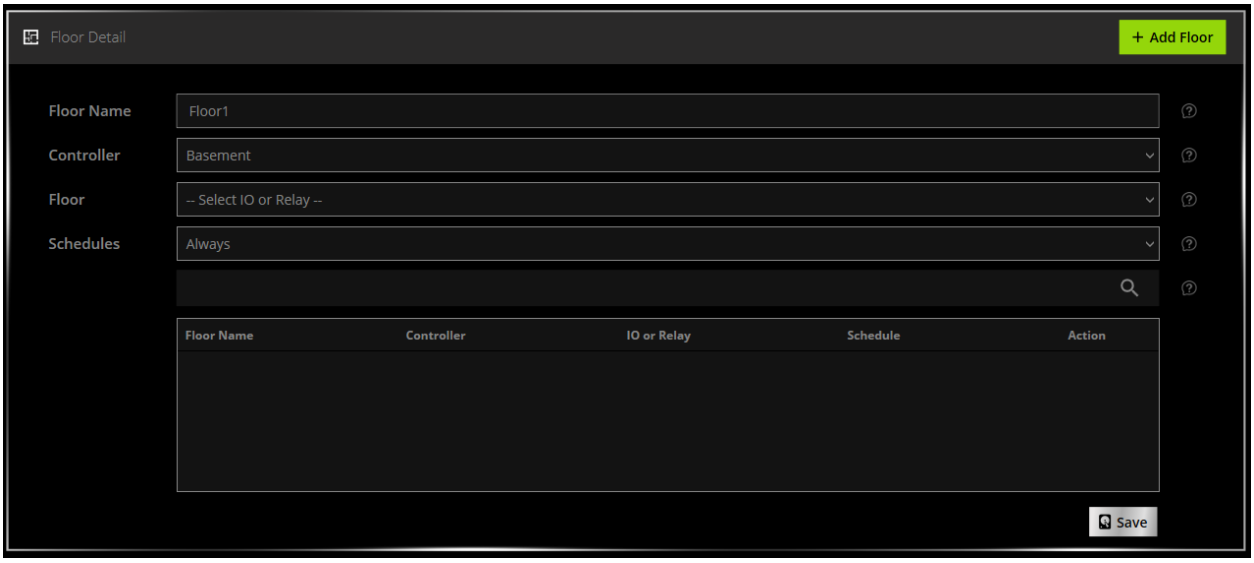
Enter the desired Floor Name.

Controller
Select the I/O Relay Module.

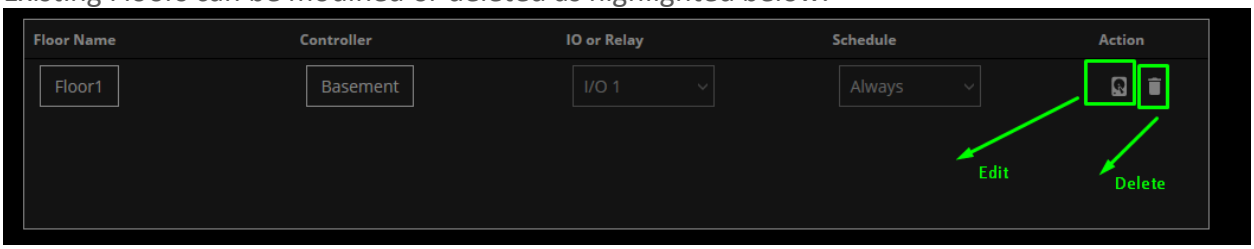
Floor
Select Relay or Sensor Input to be used as output.

Schedule
Choose schedule for the floor access.

Click Save to create new floor for the Elevator.



Existing Floors can be modified or deleted as highlighted below.



Elevator Access Levels

Elevator Access Levels can be managed from Cardholders → Elevator Access Level . Click on + Add Elevator Access Level button to create new access level for elevator.

Elevator Access Levels List
All existing access levels are shown here.

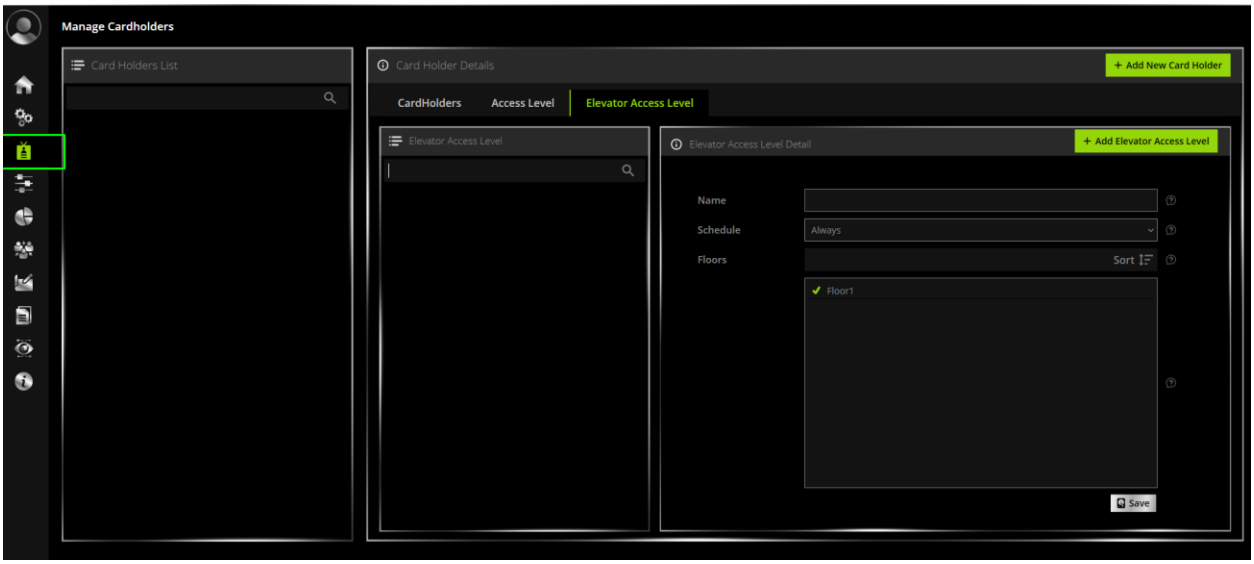
Name
Enter Name for the Access levels

Schedule
Choose Schedule for this access level.

Floors

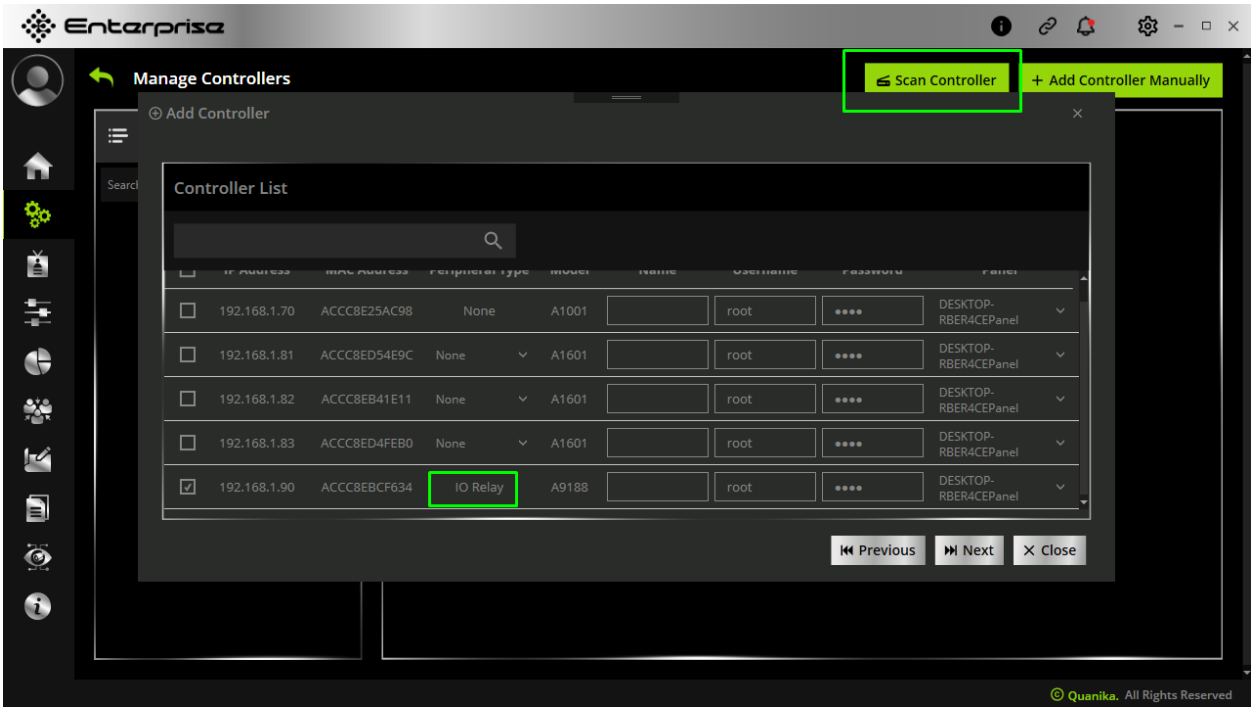
Choose single or multiple floors as a group for this access level.

Click on Save to create new elevator access level .

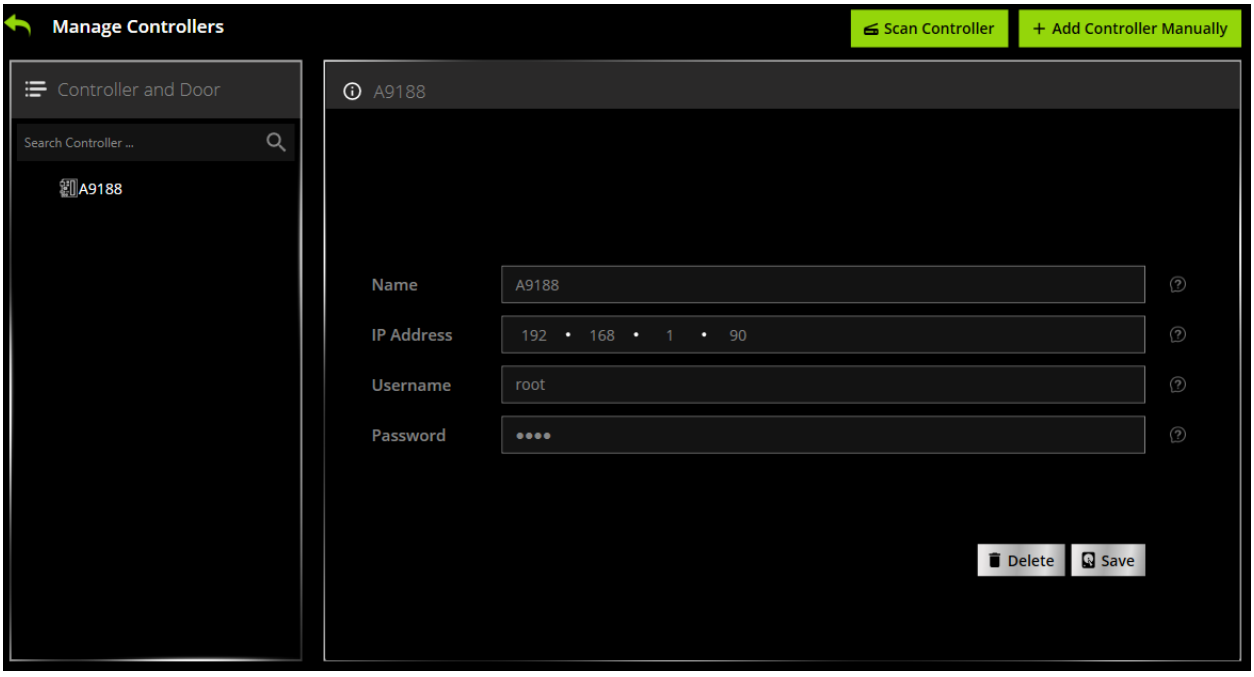


AXIS A9188 Network I/O Relay Module

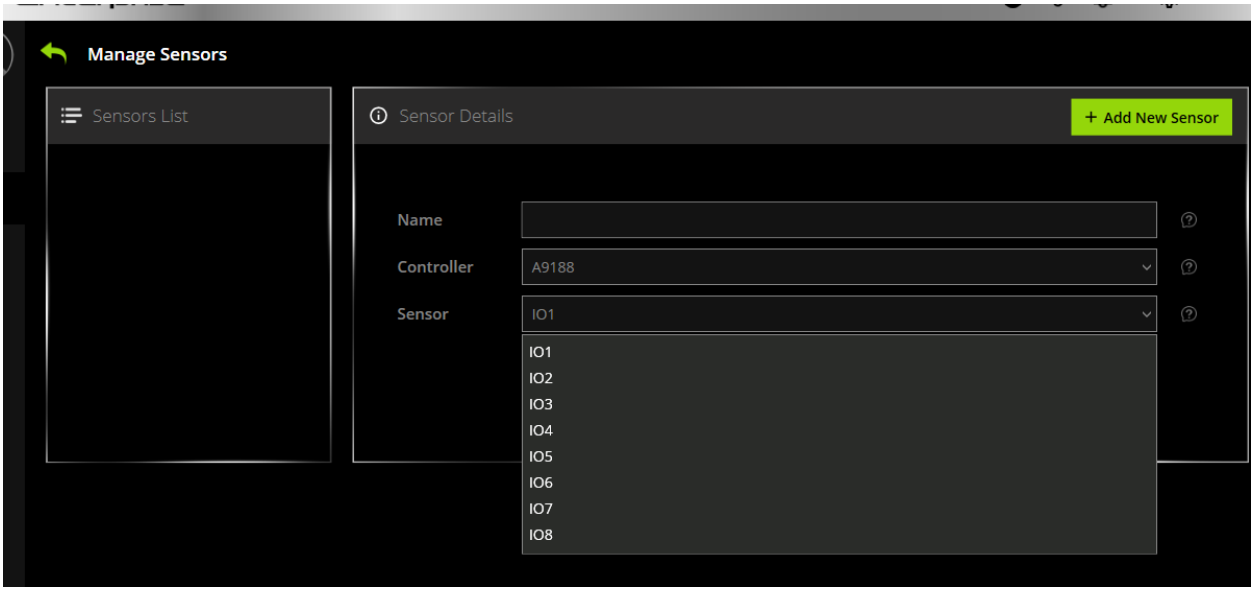
A9188 can be added as a separate controller as an add-on for sensors and outputs only as well. To add this module as an individual controller click on Configuration → Controllers . Click on Scan for Controller or Add Manually.



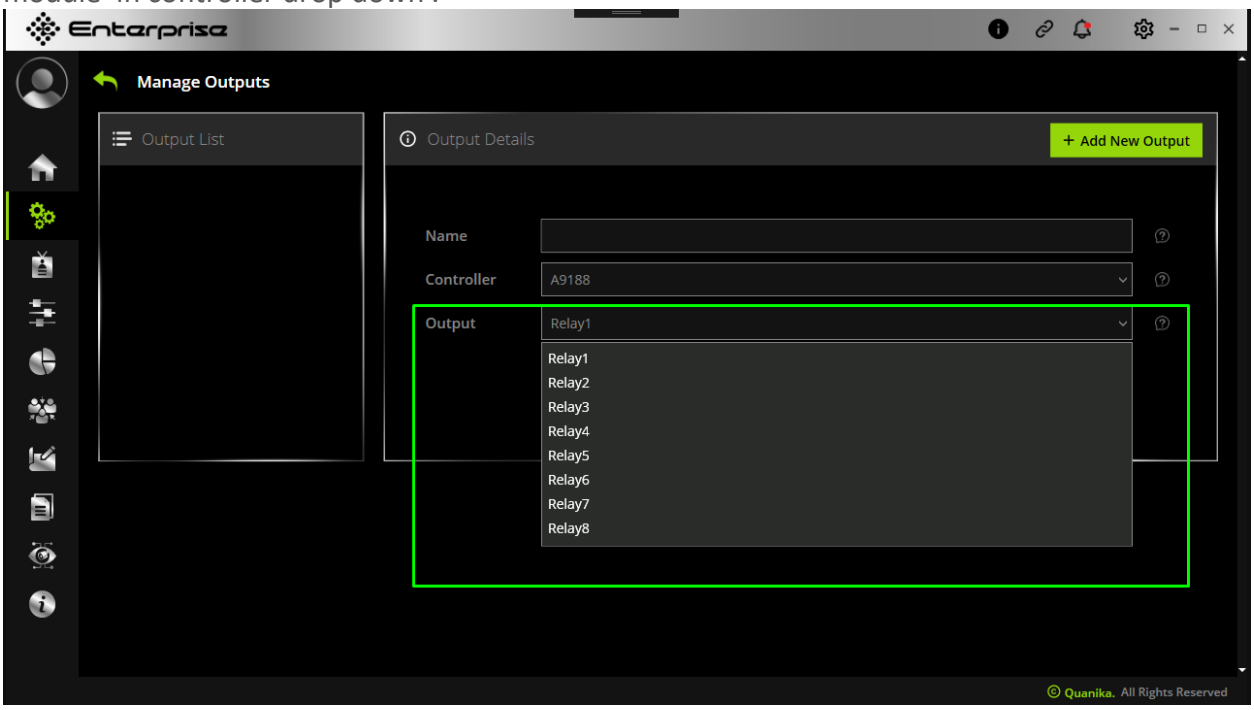
Enter the username and password for the controller and click on Next to add this I/O Module as an individual controller to enhance the range of sensors and relays. Like other controller its shown in Controller List with option to modify its detail.



In Configuration → Sensors list of its sensors for this module will be available to utilize .



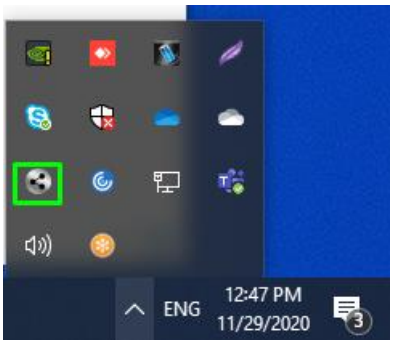
There are total 8 Sensors and 8 Relays available to utilize by add this controller.
Relays of this controller can be utilized as outputs from Configuration → Outputs → Select this module in controller drop down .



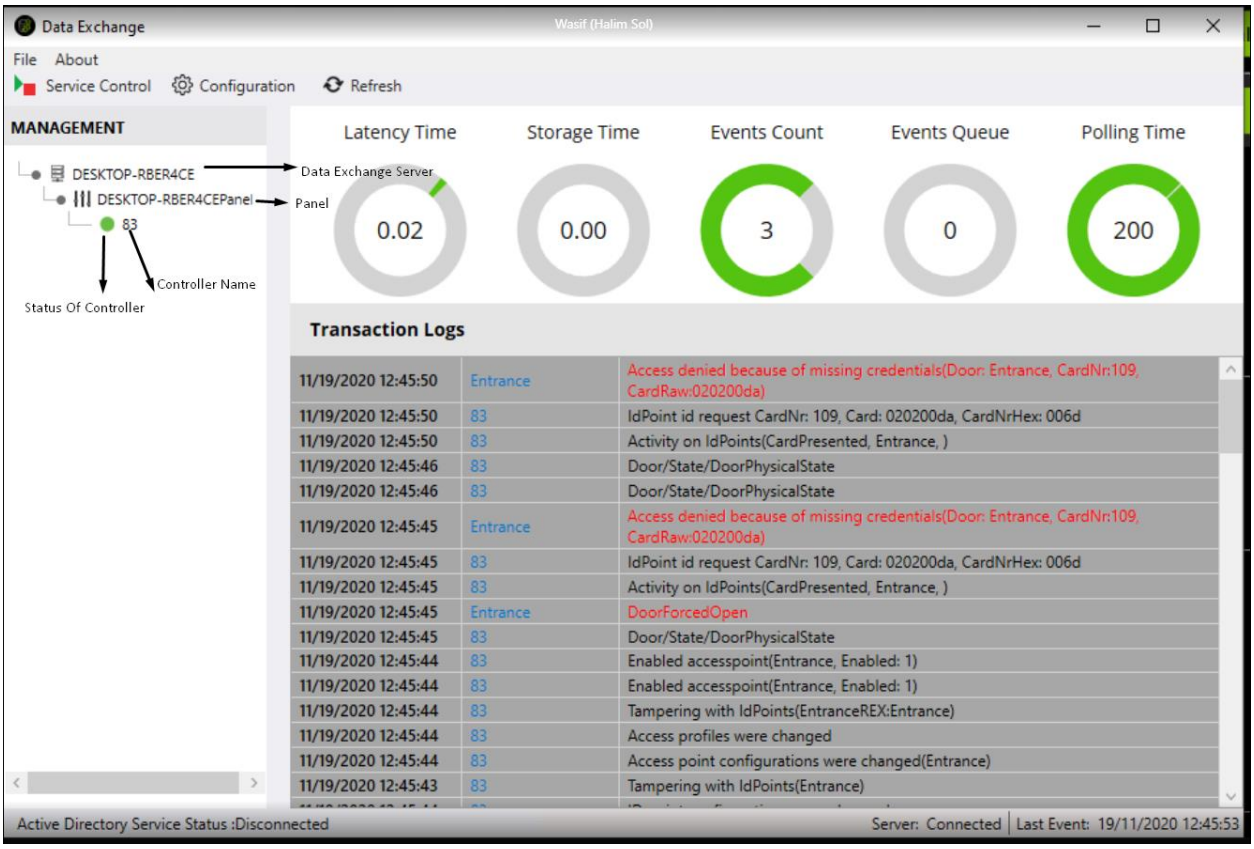
Data Exchange Server

After launching Quanika application DX Server runs automatically or can be individually launch using shortcut on desktop.

By default DX server runs in tray icon and can be accessed by clicking the icon as shown below.



Data Exchange Utility provides facility to manage the hardware and services along with the status of different components used in application. Multiple Data exchange servers can be used to manage the network traffic. Controllers can be grouped together under certain panel and assign to particular Data Exchange server for better management and efficiency.
Data Exchange server is also responsible to execute all the operational commands created by Quanika Application in controllers. It also displays raw events received from controllers for panel assigned to it.

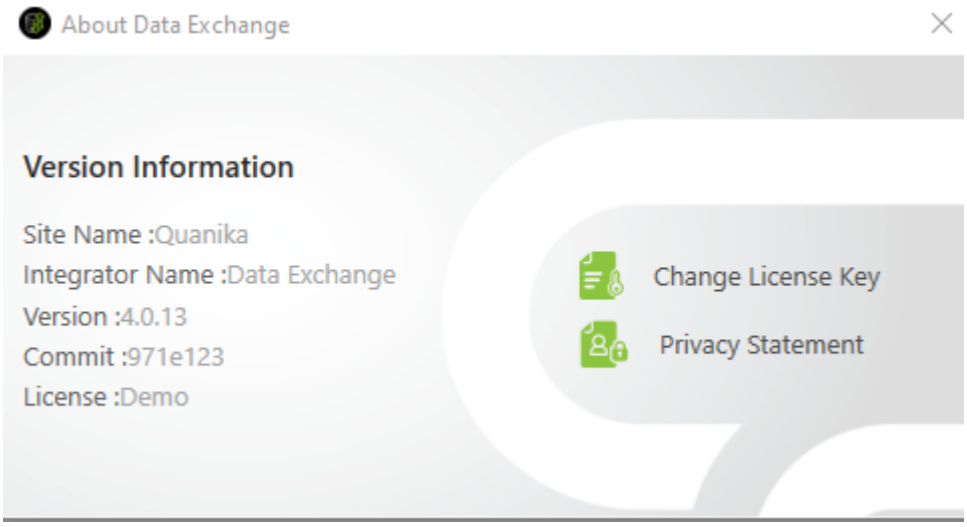


File

Click on File →Exit to close the application . By clicking on ✕ application will minimize to tray but will not close .

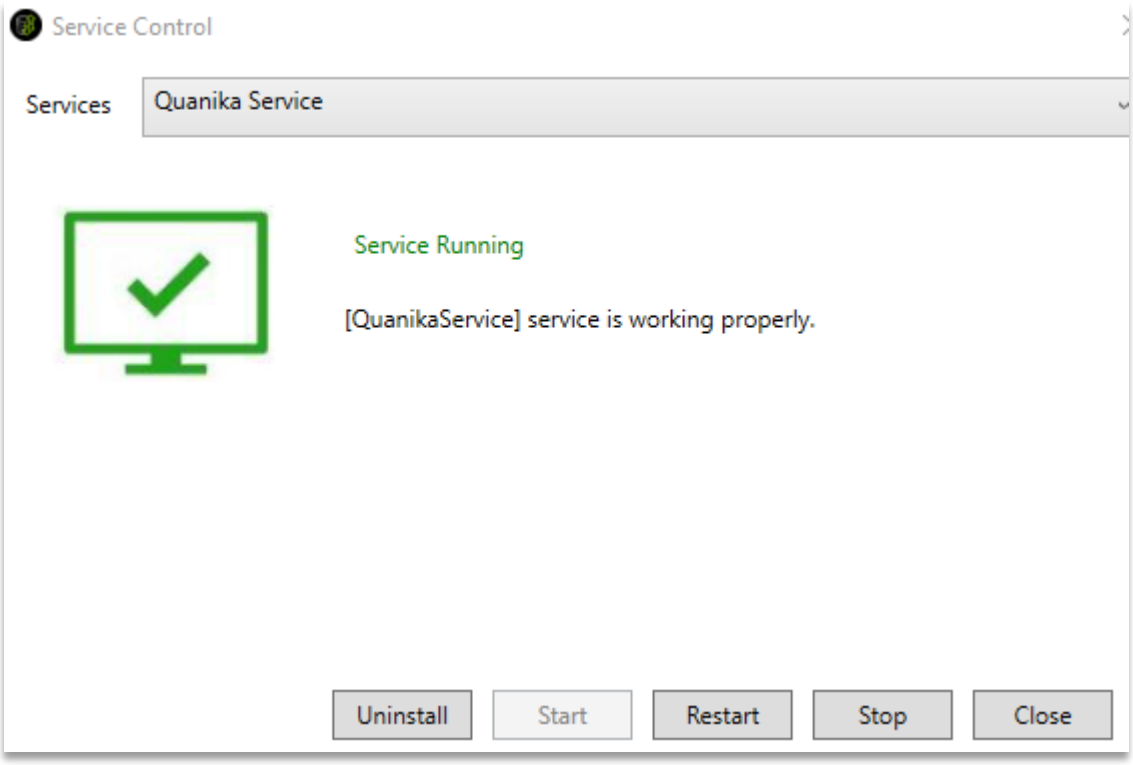
About

Click on About to display the version and other basic information related to the Data Exchange Server as shown.



Service Control

Click on Service Control to open module for service management .



Uninstall

To Uninstall any service choose the service in drop down menu and click on Uninstall button to remove it from the windows .

Start

In order to run any application that is stopped. Click on Start button to run it.

Restart

Click on Restart button to stop and start the chosen service again.

Stop

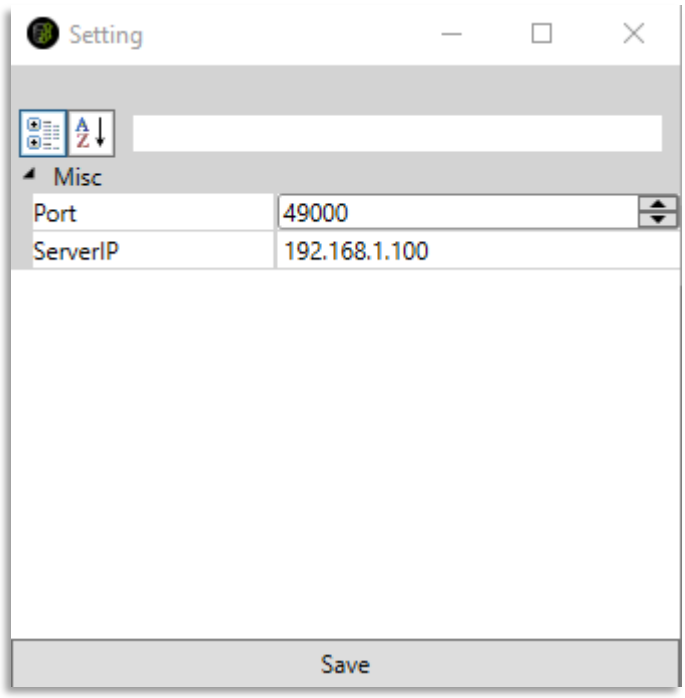
Click Stop button to stop chosen running service.

Close

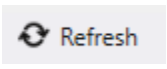
Click Close button to exit this module.

Configuration

Enter any port that is not occupied and IP Address of the current system for the server and press Save to save the configuration. This is configuration for the TCIP Server for the communication.



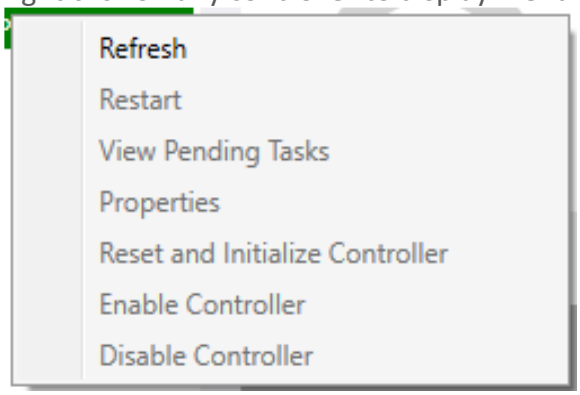
Refresh

Click on 

button to retrieve the information related to servers , panels and controllers in left side bar.

Controller Options

Right click on any controller to display menu with different options for the controller.



Restart

Click on Restart to restart the current controller.

View Pending Tasks

Click on View pending Tasks to see any pending tasks that have not been executed in selected controller.

Properties

Click on Properties to view basic information related to selected controller like number of cardholders, firmware version and model for the controller.

Reset and Initialize Controller

Click on Reset and Initialize Controller to restore the controller to factory settings with same IP Address and Reload all the settings, door configurations, cardholders, access levels and all the controller's settings in the selected controller.

Enable Controller / Disable Controller

Enable or Disable the controller using this option in context menu.

Milestone Integration

Requirements

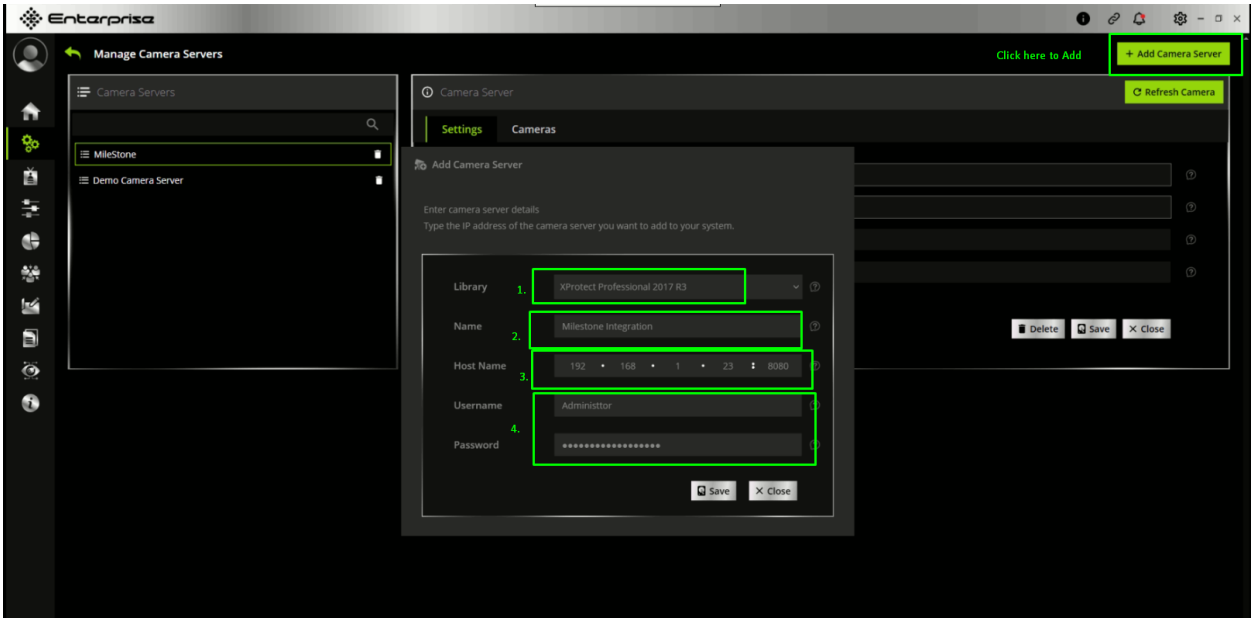
The basic requirement for the Q-Vision to Integrate with Milestone is XProtect 2020 R3 to be installed for latest integration it also supports XProtect 2017 R3 as well but it is recommended to use XProtect 2020 R3 and an administrator user to establish connection with Milestone

server. All the other perquisites required for Milestone integration are installed along with the Quanika Software Installation. Apart from that License is required for Milestone Integration.

Add Milestone Server

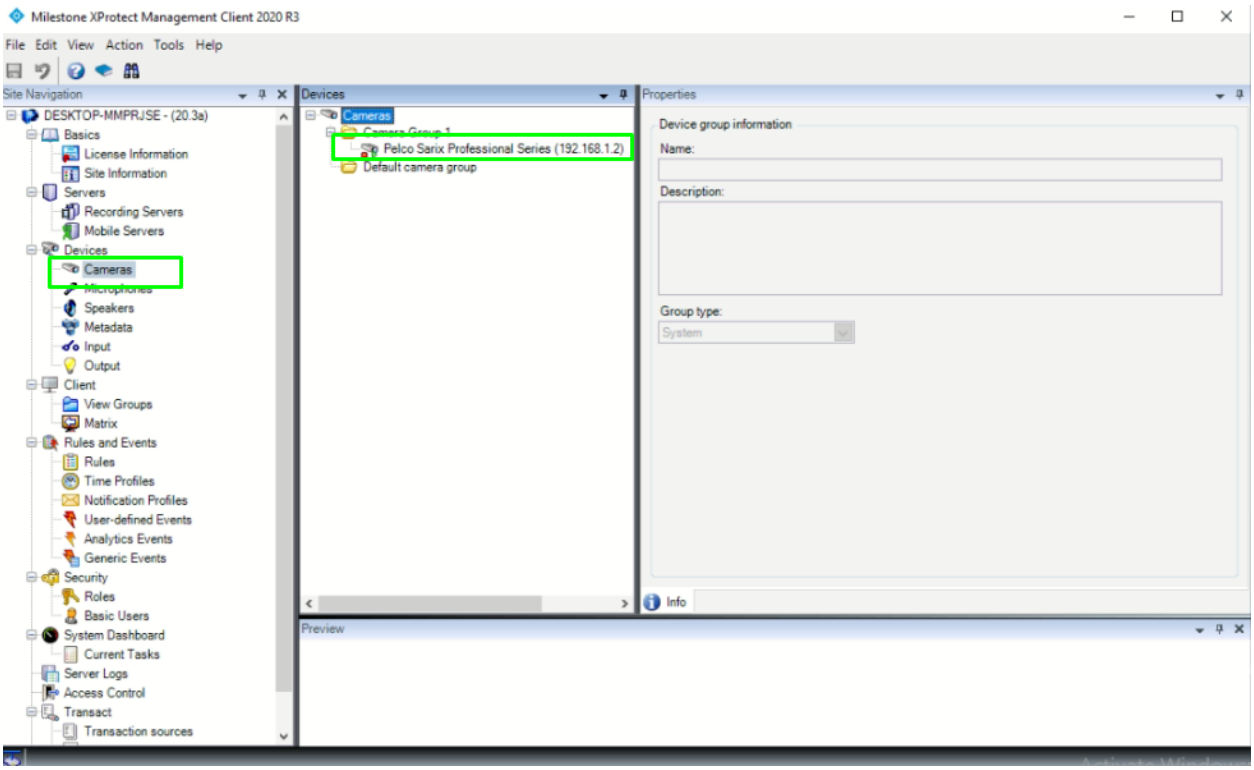
In order to add Milestone server Click on Settings → Camera Server.

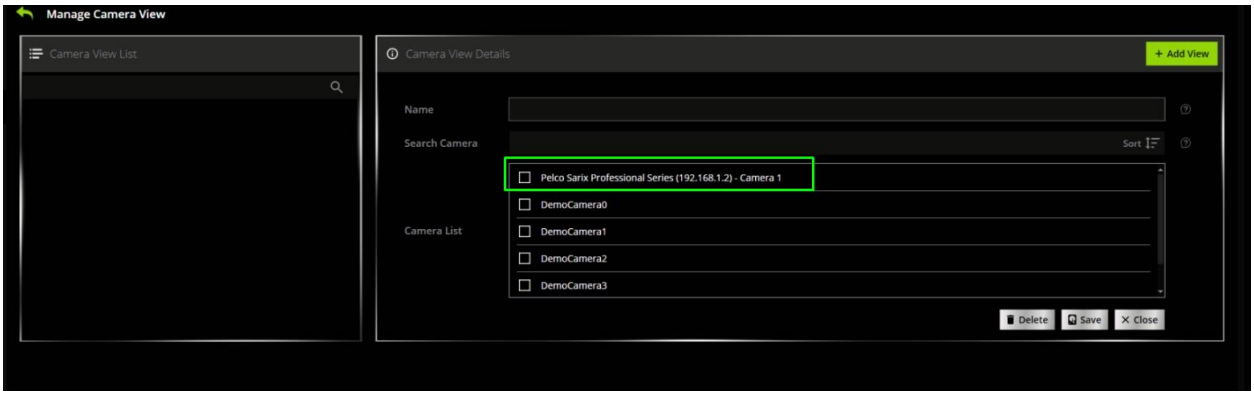
Click on Add Camera server to Add Milestone Server and choose XProtect Library.



1. Library
   Choose the Specified Library for the Milestone Integration.
2. Name
   Write any name as desired.
3. Host Name
   Enter the IP Address and Port for the Milestone Server.
4. Username & Password
   Enter the username /password for the user with administrator permission i in Milestone software.

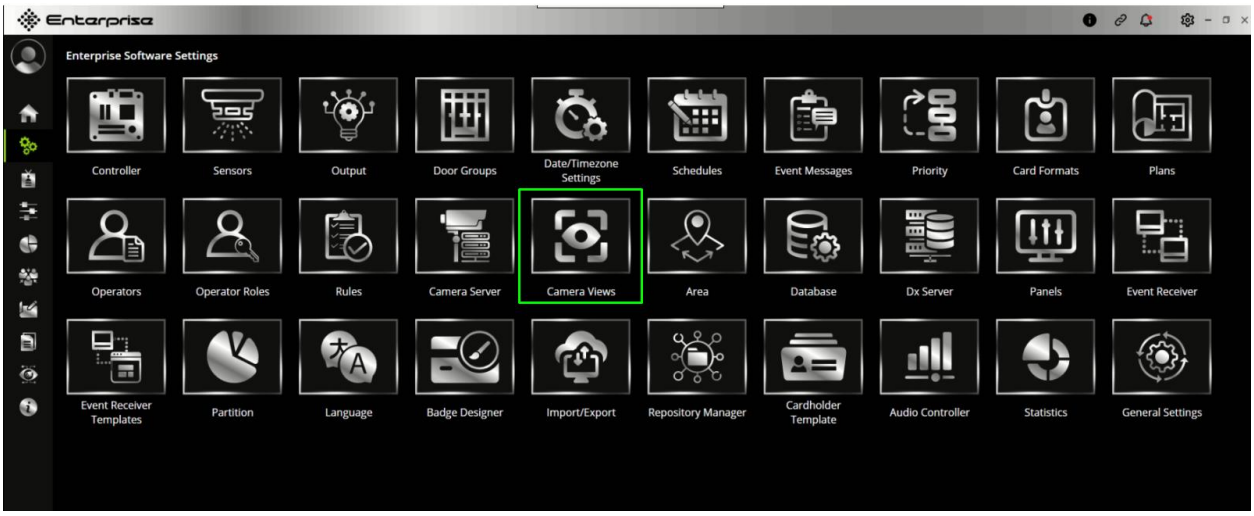
After the server is added all the cameras that have been setup in Milestone will be retrieved into Q-Vision and can be used for different functionalities.



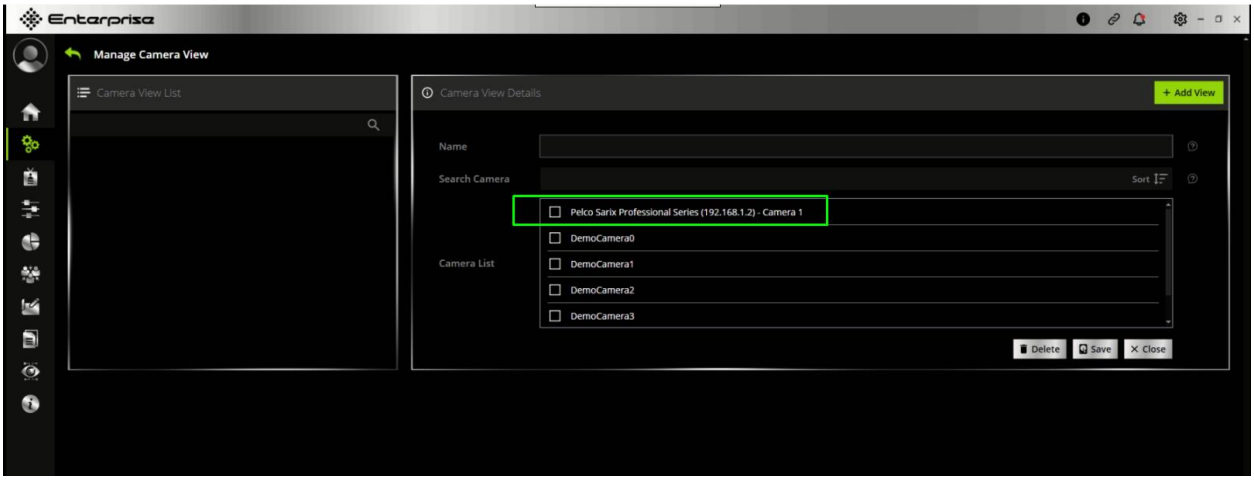


Camera Views

Camera Views has already explained here . Click on Settings→Camera Views . All the cameras retrieved from Milestone Server can be viewed here and grouped together with different combinations as per requirements.

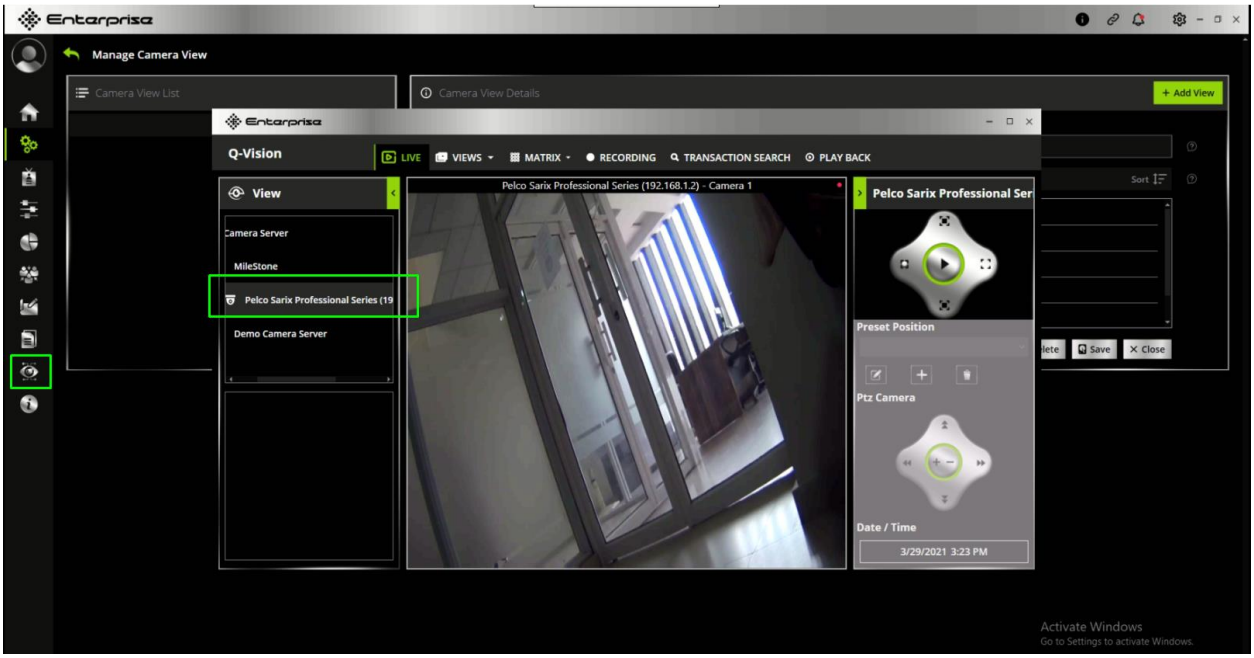


Choose your cameras that are needed to group together for different views.



Q-Vision

Q-Vision is a module that handles all the operations related to Integrations with different Video Management system.



These are the features that Q-Vision provides using the MIP SDK. All the details are already explained for each feature with details at [Q-Vision section.]
Here are the some of the salient features.

1. Live Streaming
2. Matrix
3. Recording
4. Transaction Search
5. Play Back.
6. Rules and Dependencies