MicroEngine®
Integrated Security Systems

User Manual

Version 1.1

Contents

xPortal3000 Checklist

IMPORTANT!

Step 1:   Check your **computer requirements**.

System	Requirements
CPU	Intel Core i3-3220, 3.3 GHz or higher
RAM (Minimum)	2 GB (3 GB recommended)
OS	Microsoft Win7/ 8 Pro, 2003/ 2008 Server (Home & Starter Editions not supported)
Microsoft .Net Framework	Yes (Version 3.5)
Ethernet & Serial Port	Yes
USB Port	Optional – for USB Dongle
Display	Yes (1024 x 768 x 16 bit colours)
Mouse/ Keyboard	Yes
Hard Disk (Free Space)	50 GB
Firebird Database	Version 1.5 & above
Windows Media Player	Yes (To play installation guide video)

Step 2:   xPortal3000 supports only **Firebird v1.5** and above. If your computer has installed Firebird Database with below Version 1.5 (such as v1.0), please **uninstall the existing Firebird Database first.**

Step 3:   If **Standalone or Full edition:**
Plug in **USB dongle** to USB port.

Step 4:   Insert the **software CD** into CD drive to start installing xPortal3000.

Step 5:   Choose to **watch the Installation Guide Video, To start Installing Server** or **Client** from xPortal3000 Installation launcher.

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xPortal3000 Quick Installation Guide

Important Note: *If you plan to upgrade from xPortal2005 v1.x, please check the current version from 'About' menu. This is to ensure a correct version is selected for database migration later. Before proceed, make sure you have exit the xPortal2005 completely.*

*Insert software CD to start the installation. If your software is **Standalone** of **Full** edition, please plug in USB dongle to USB port before starting the installation.*

Visit our Youtube channel to watch xPortal3000 Installation Guide video at ***http://www.youtube.com/channel/UCa3aOR6ke60eHzdgzDVUnhg***

A. xPortal3000 Server

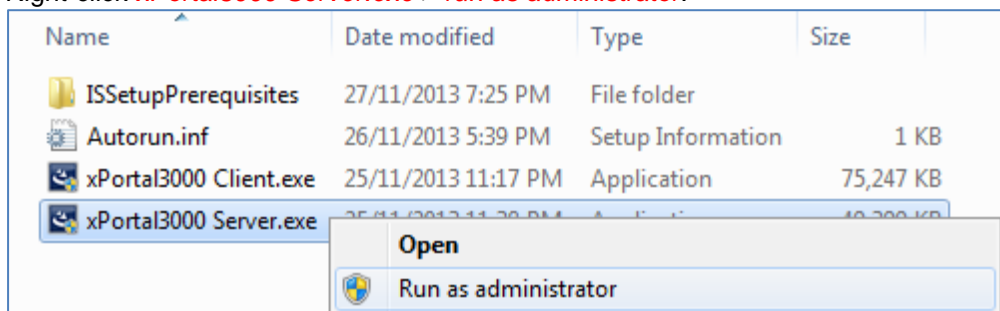1. Right-click *xPortal3000 Server.exe* > *run as administrator*.

Figure 1 - xPortal3000 Server.exe

2. Click *Install*. *Microsoft .Net Framework 3.5 will be installed automatically if does not exist.
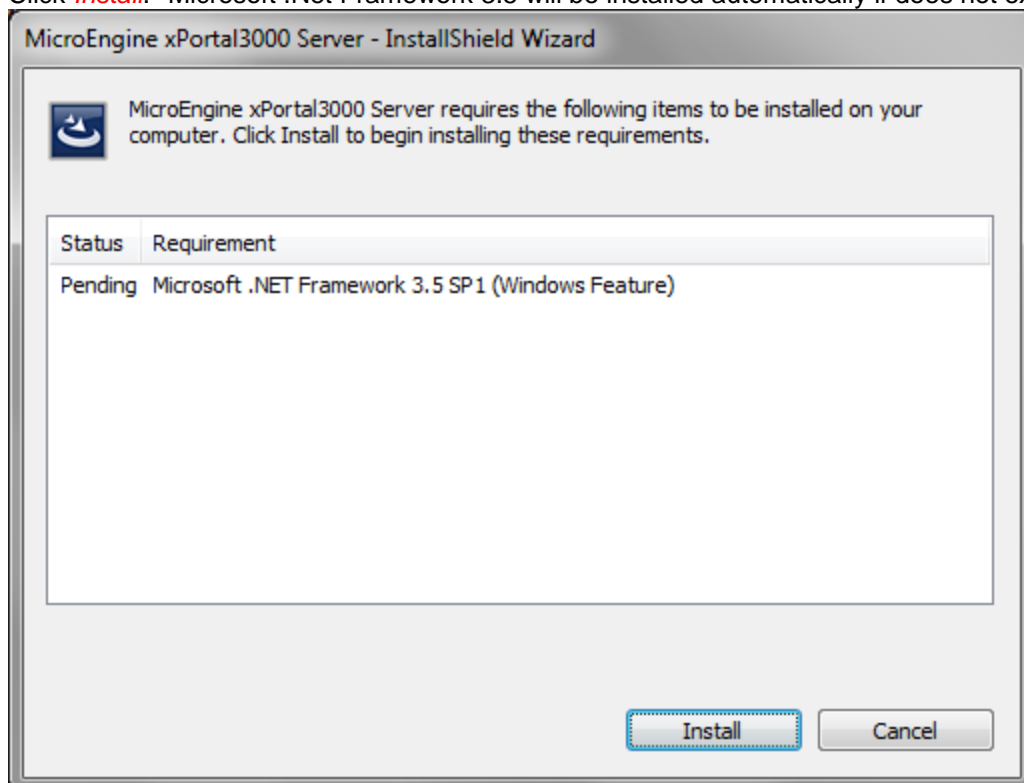

Figure 2 - Install Microsoft .Net Framework

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3. xPortal3000 Server InstallShield Wizard window will appear.
   a. Click *Next*.

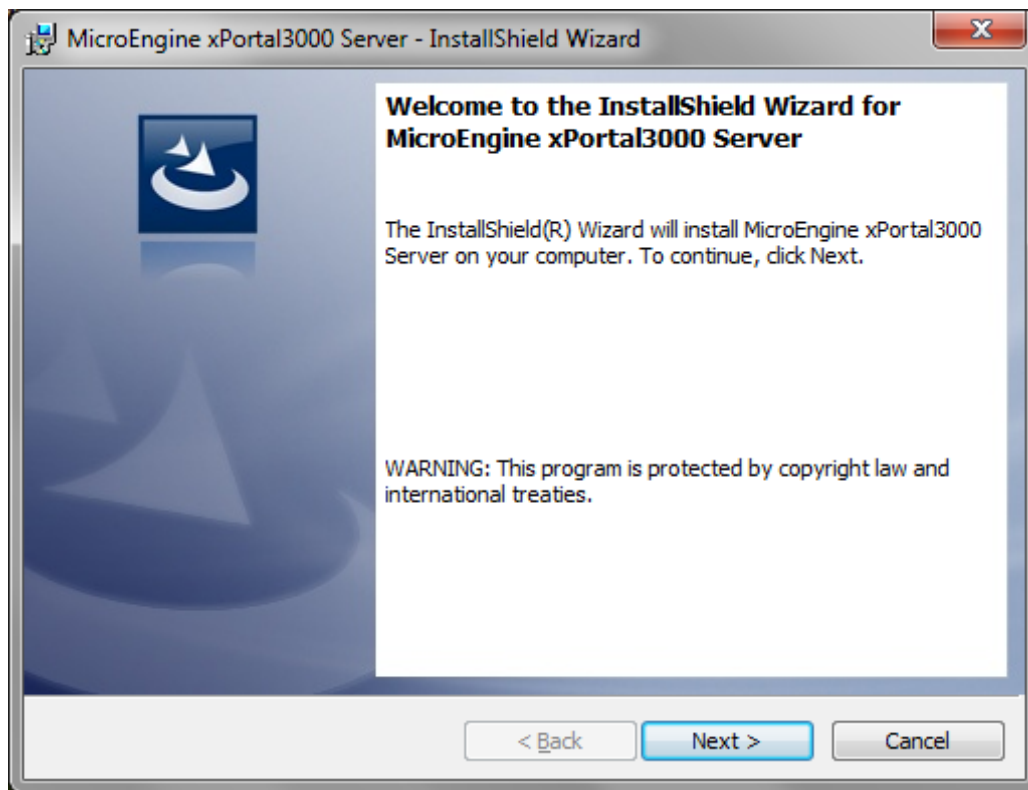*Figure 3 - InstallShield Wizard*

b. License Agreement: Please read the license agreement carefully. If you accept and agreed with the terms in license agreement, Select *I accept the terms in the license agreement* > Click *Next*.

Figure 4 - License Agreement

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c. Customer Information: Enter *User Name & Organization*.

Figure 5 - Customer Information

d. Destination Folder: Click *Change* to install at other location.

Figure 6 - Destination Folder

e. Ready to Install the Program: Click *Install*.

Figure 7 - Ready to Install Program

4. Database Settings Configurations Wizard will appear.

a. For a new database, configuration wizard will continue to step 4 (b) > Click *Next*.

Figure 8 - Configure Database Settings Wizard

b. For existing xPortal2005 database(s): Select database version to be migrated from > Click *Next*.

Figure 9 - Database Migration

c. General Information: Enter *Company Name & Description* > To save database at different location, click [...] > *choose the location*.

Figure 10 - General Information

d. Target Database Engine: Change *database settings* if necessary.

Figure 11 - Target Database Engine

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e. Initialize Database: Set a *new password* if necessary.

Figure 12 - Initialize Database

f. Database configuration and initialization will start.

g. Company Logo: Untick *Use Default Logo* > click *Browse* to upload the company logo.

Figure 13 - Company Logo

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h. Click *Finish*.

Figure 14 - Completing the wizard

5. *Tick the checkbox* to start xPortal3000 Service after installation.

Figure 15 - Installation Status

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6. Plug in *USB dongle* if applicable.

Figure 16 - USB Dongle message box

7. Click *Finish*.

Figure 17 - Successfully installed xPortal3000 Server

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B. xPortal3000 Client

1. Right-click *xPortal3000 Client.exe* > *run as administrator*.

Figure 18 - xPortal3000 Client.exe

2. Click *Install*. *Microsoft .Net Framework 3.5 will be installed automatically if it does not exist.

Figure 19 - Install Microsoft .Net Framework

3. xPortal3000 Client InstallShield Wizard window will appear.

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a. Click *Next*.

Figure 20 - InstallShield Wizard

b. License Agreement: Please read the license agreement carefully. If you accept and agreed with the terms in license agreement, Select *I accept the terms in the license agreement* > Click *Next*.

Figure 21 - License Agreement

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c.   Customer Information: *Enter User Name & Organization*.

Figure 22 - Customer Information

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d. Ready to Install the Program: Click *Install*.

Figure 23 - Ready to Install

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4. Click *Finish*.

Figure 24 - Successfully installed xPortal3000 Client

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Getting started with xPortal3000 Server Configuration

xPortal3000 Server runs as a Windows service. The service will run
1. After completed xPortal3000 Server's installation.
2. When computer starts.

Launching xPortal3000 Server Configuration Manager

i. To run xPortal3000 Server Configuration Manager, double-click on [xPortal3000 Server Configuration Manager] icon at Windows Desktop. The following screen will be shown *(Refer **Figure 25 & 26**)*.

Note: *If your software package comes with USB dongle, please ensure that USB dongle is inserted into the computer's USB port before starting/ restarting the computer in order to get USB dongle key detection successful upon service startup.*

Figure 25 - xPortal3000 Server Configuration Manager (Standalone/ Full version)

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Figure 26 - xPortal3000 Server Configuration Manager (Free version)

ii.   Listed below are the common symbols that are used in the operation.

Table 1 - Common System Status Symbol

Symbol	Indication
	Database connection success.
	Database connection failed.
	Service is running, license key is not detected. *(Free version).*
	Service is running, license key is detected. *(Standalone/ Full version).*

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	Service is not running.
	Controller is connected.
	Controller down or not connected.
Startup xPortal3000 Server successfully	xPortal3000 Server successfully startup.

xPortal3000 Service

i. What is Service?

A windows service is a computer program that operates in the background. Windows services can be configured to start when the operating system is started and run in the background as long as Windows is running. Alternatively, they can be started manually or by an event. These services can be automatically started when the computer boots, can be paused and restarted, and do not show any user interface.

ii. When does Service run?

By default, xPortal3000 Service will automatically started when the computer is boots. To change the Startup Mode, please (*Refer **Table 4***) below.

iii. What are the operations that can be done to Service? Where it can be done?

For xPortal3000, we can perform Start and Stop operation (*Refer **Table 2 & 3***) below:

Table 2 - xPortal3000 Startup Service

Symbol	Indication
	Start the service
	Stop the service

Alternatively, you may also configure xPortal3000 Service manually at Windows Services *(Refer **Table 3)*** below:

Table 3 - Location of Windows Services

Operating System	Location of Windows Services
Windows XP	Control Panel → Administrative Tools → Services
Windows Vista	Control Panel → System and Maintenance → Administrative

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Windows 7 & 8	Tools → Services
	Control Panel → System and Security → Administrative Tools → Services
Windows Server 2003, 2008 & 2008 R2	Administrative Tools → Services
Windows Server 2012	Server Manager → Tools → Services

iv.   Changing Service Startup Mode
1. Go to Software Settings tab.
2. Select the Startup Mode. (**Recommendation:** *Automatic Startup Mode*).
3. Click on Save button to confirm and save settings.

Table 4 - Startup Mode

Startup Mode	Description
Automatic	Service will automatically run when computer is started
Manual	Service will run manually
Disabled	Service will be disabled

Figure 27 - xPortal3000 Server Configuration Manager (Startup Mode)

v.   Server Connection Setup
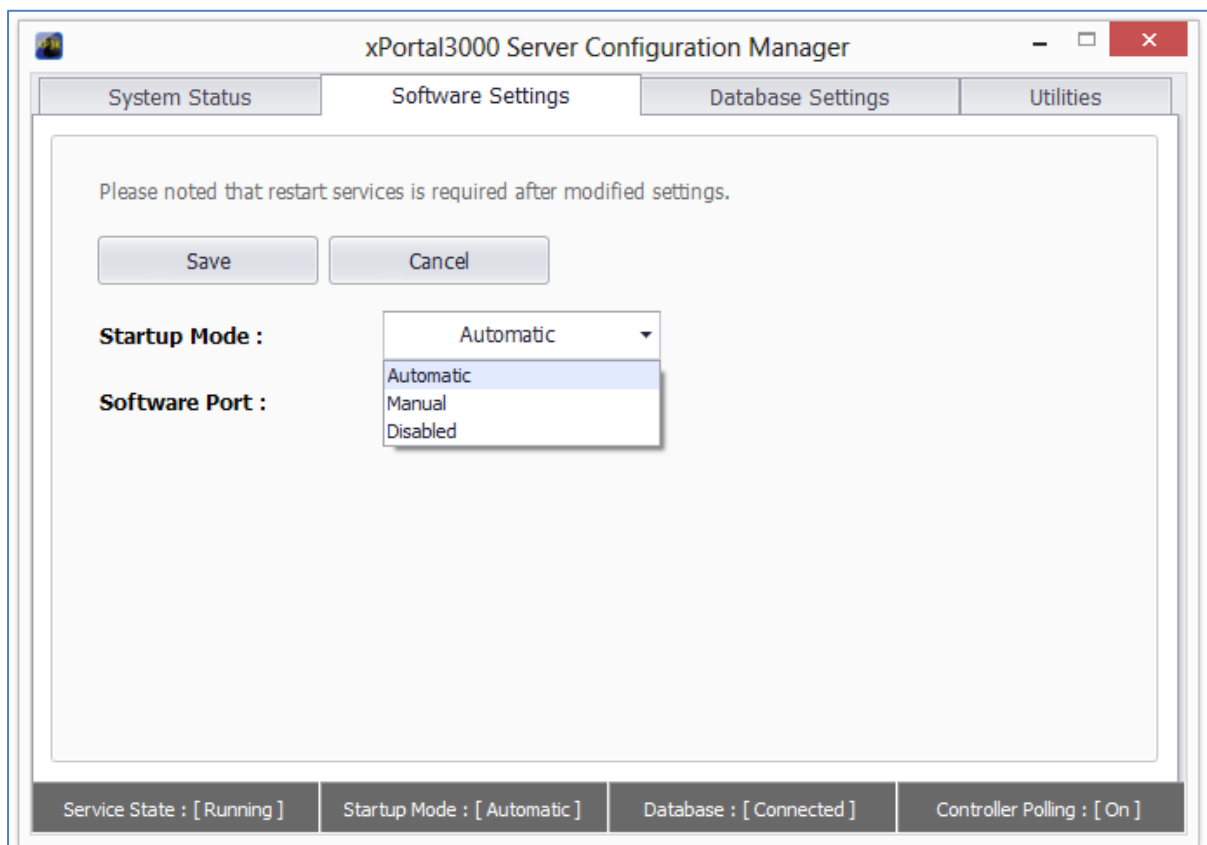You need to setup the server connection setting by specifying the TCP port number that is used in communication between your Server and Client applications. By default, Software Port number is set to 7381 *(Refer **Figure 28)** below*.

(**Recommendation**: *It is recommended to not make any changes here*).

vi. **Changing Service Software Port**
1. Go to Software Settings tab.
2. Set your Software Port number in the text box provided.
3. Use the same Port number in Server Connection Setup when you run xPortal3000 Client later.
4. Click on Save button to confirm and save settings.

Figure 28 - xPortal3000 Server Configuration Manager (Software Port)

Configuring Database Settings

In Database Settings tab (*Refer* **Figure 29**), you may configure your configuration file location, initialize new database, configure your schedule backup settings, backup software database, restore from backup database and also rollback to xPortal2005.

Restore Transaction

In Utilities tab (*Refer* **Figure 30**), you may launch restore transaction tool to restore database transaction.

Figure 29 - xPortal3000 Server Configuration Manager (Database Settings)

Figure 30 - xPortal3000 Server Configuration Manager (Utilities)

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Getting started with xPortal3000 Client

Launching xPortal3000 Client

i.   To run xPortal3000 Client, double-click on icon at Windows Desktop. The following window will appear.

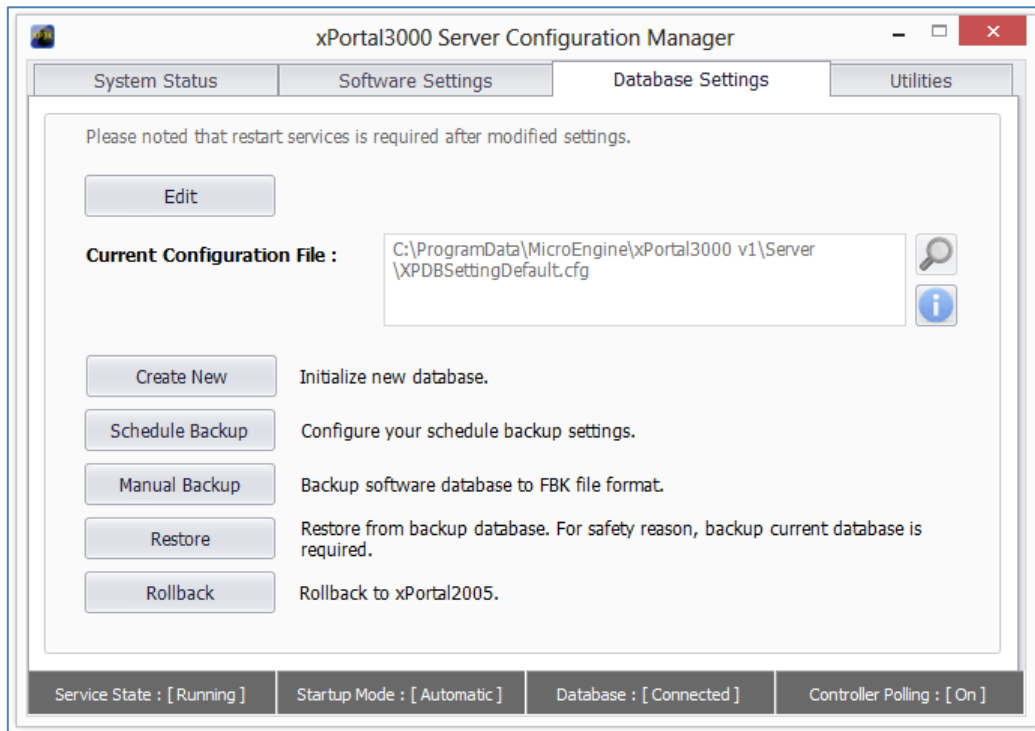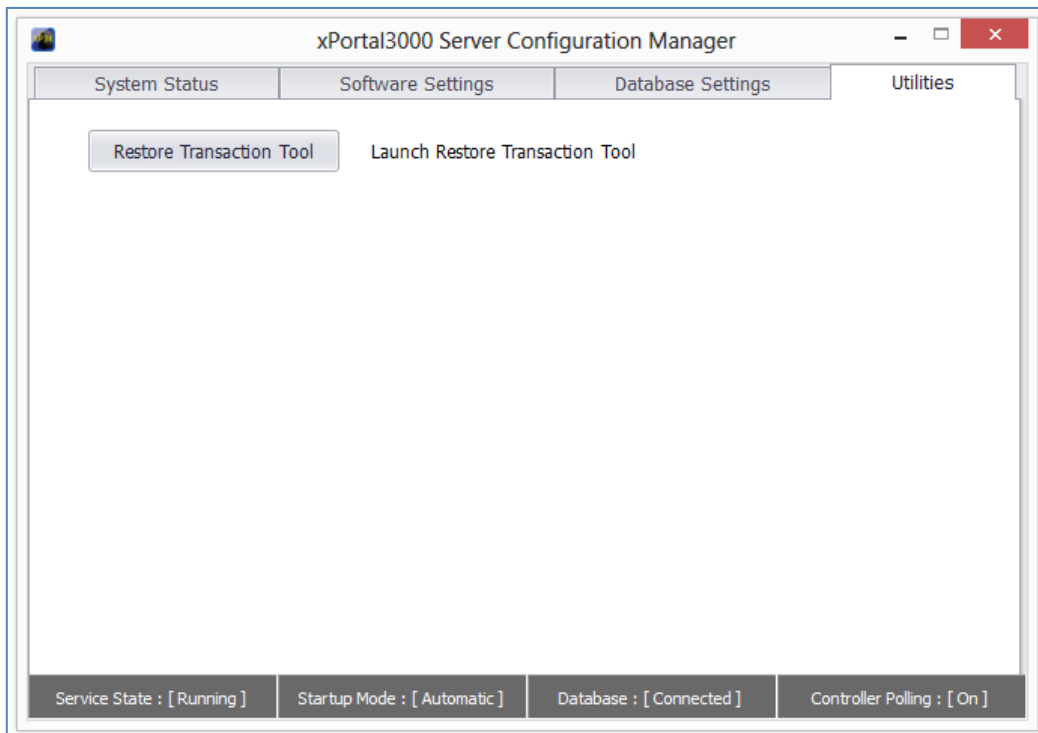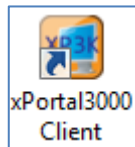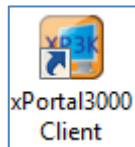*Figure 31 - xPortal3000 Client Login Window*

ii.   If you are starting xPortal3000 Client for the first time, you need to setup the server connection setting by specifying the TCP Port number that is used in communication between Server and Client applications.

Table 5 - Client Login Window Description

Name	Description
Language	You may choose your interface language either English or Bahasa Malaysia for your client
User ID	Default user ID is **Manager** *(case-sensitive)*
Password	Default password is **Manager1** *(case-sensitive)*
Connection Setup	You may choose your server location from options provided and specify the Port Number. *(Refer **Figure 31**)*

Note: *Only one user can logged in to xPortal3000 Client at one time*

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Server Connection Setup

i.   **Configuring Connection Setup:**

1. Click on [Connection Setup] button.
2. The following window will be shown:

Figure 32 - Server Connection Properties

3. Choose Server Location according to your system configuration *(Refer **Table 6**)* :

Table 6 - Server Location Description
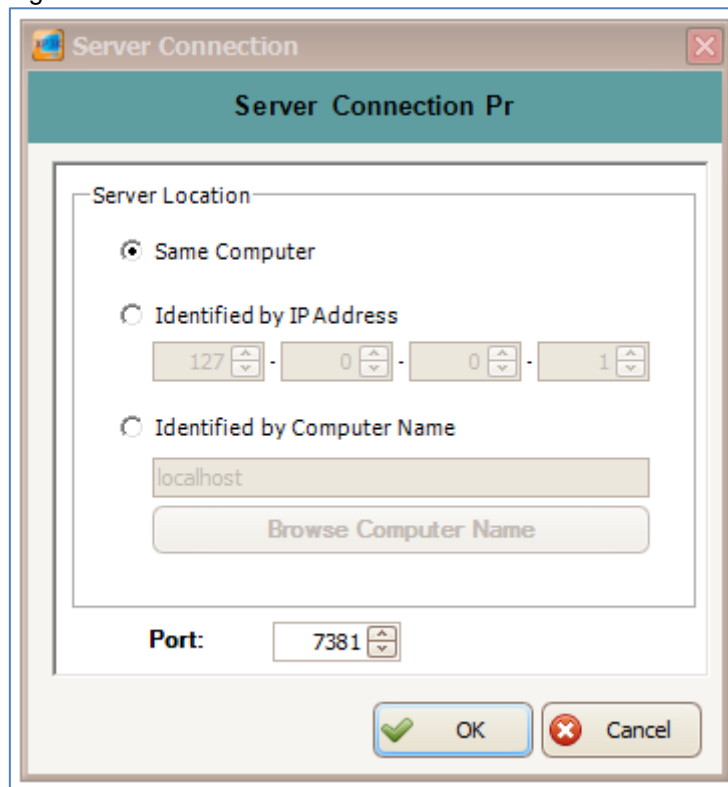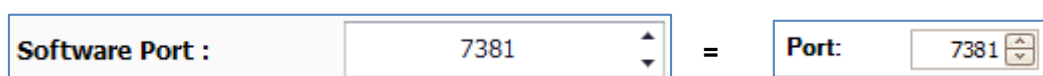
Server Location	Description
Same Computer	The xPortal3000 Server application is installed and run within the same workstation.
Identified by IP Address	The IP address of workstation where the xPortal3000 Server application is installed and run.
Identified by Computer Name	The xPortal3000 Server application is installed and run in the computer that is connected with the same LAN. You can browse the computer name from the list by clicking on Browse Computer Name button.

4. Set port number. Default is 7381. The value must be same with the port number set in the **Server Configuration Manager.**

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5. Click OK to confirm and save settings.

Startup Wizards

A Startup Wizards will be shown after you logged in to the xPortal3000 Client. Using this startup wizard, it will guide you step by step on how to setup the hardware, work schedule, and manage card users' details and generating report.
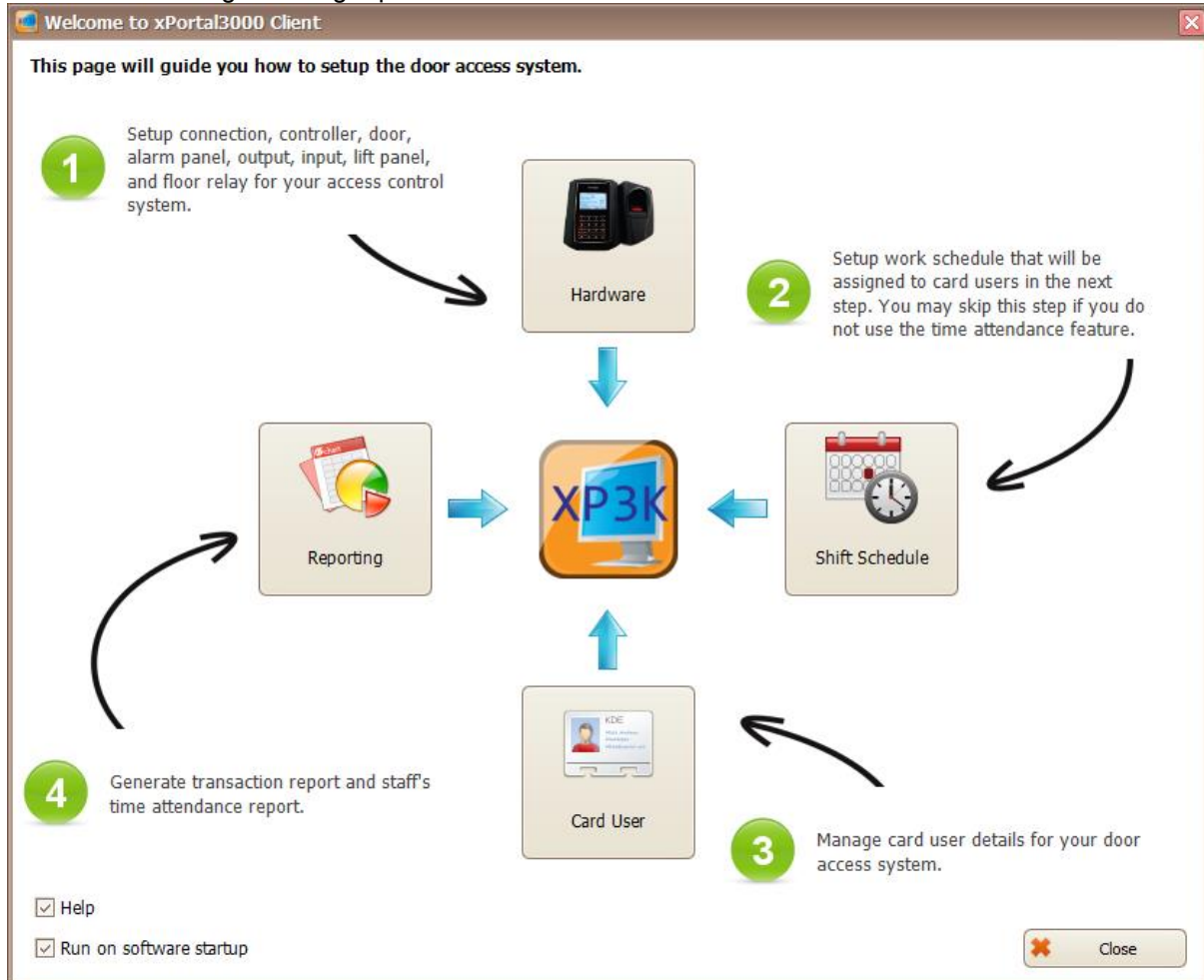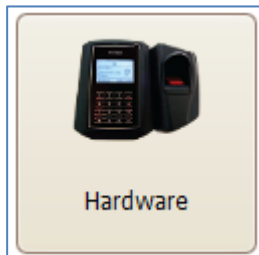

Figure 33 - Startup Wizards

Table 7 - Startup Wizards Description

Name	Description
Hardware	Setup connection, controller, door, alarm panel, output, input, lift panel, and floor relay
Shift Schedule	Setup work schedule that will assigned to card users. (Skip if not use time attendance feature)
Card User	Manage card users details
Reporting	Generate report

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Hardware

A. New Controller Wizard

1. Click on [Hardware] button.
2. The following window will be shown. You can select the operating mode such as Door Access/ Car Park, Lift Access and Door Access + IO. For this example, we will choose Door Access/ Car Park operating mode *(Refer **Figure 34**)*.
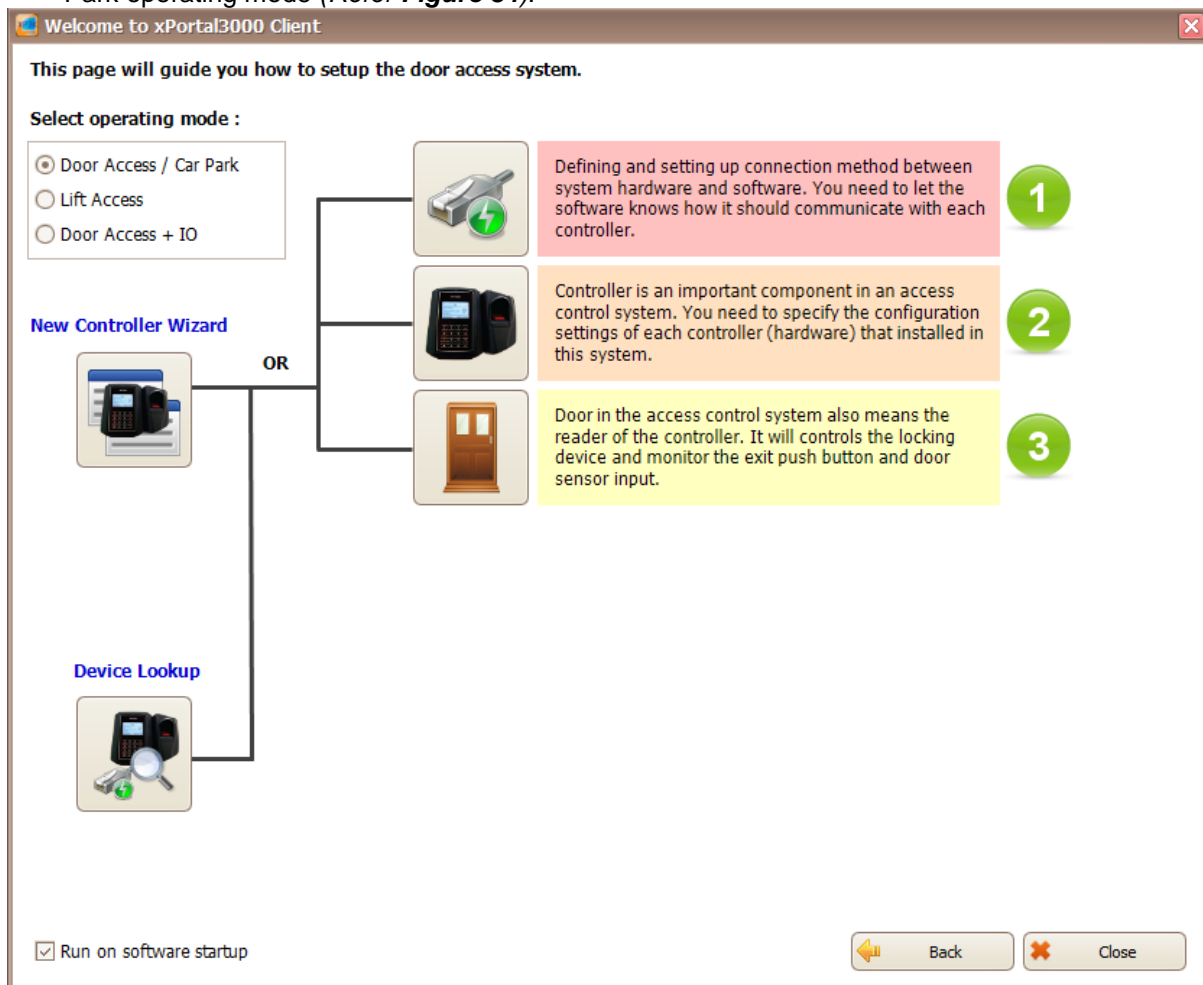

Figure 34 - Startup Wizards (Door Access/ Car Park)

3. To configure the hardware, you can use the Controller Wizard by clicking on
   button.
4. The following window will be shown *(Refer Figure 35)*.

Figure 35 - Controller Wizard

5. Please check your controller model from the Supported Controller List provided.
6. Click Next to continue.
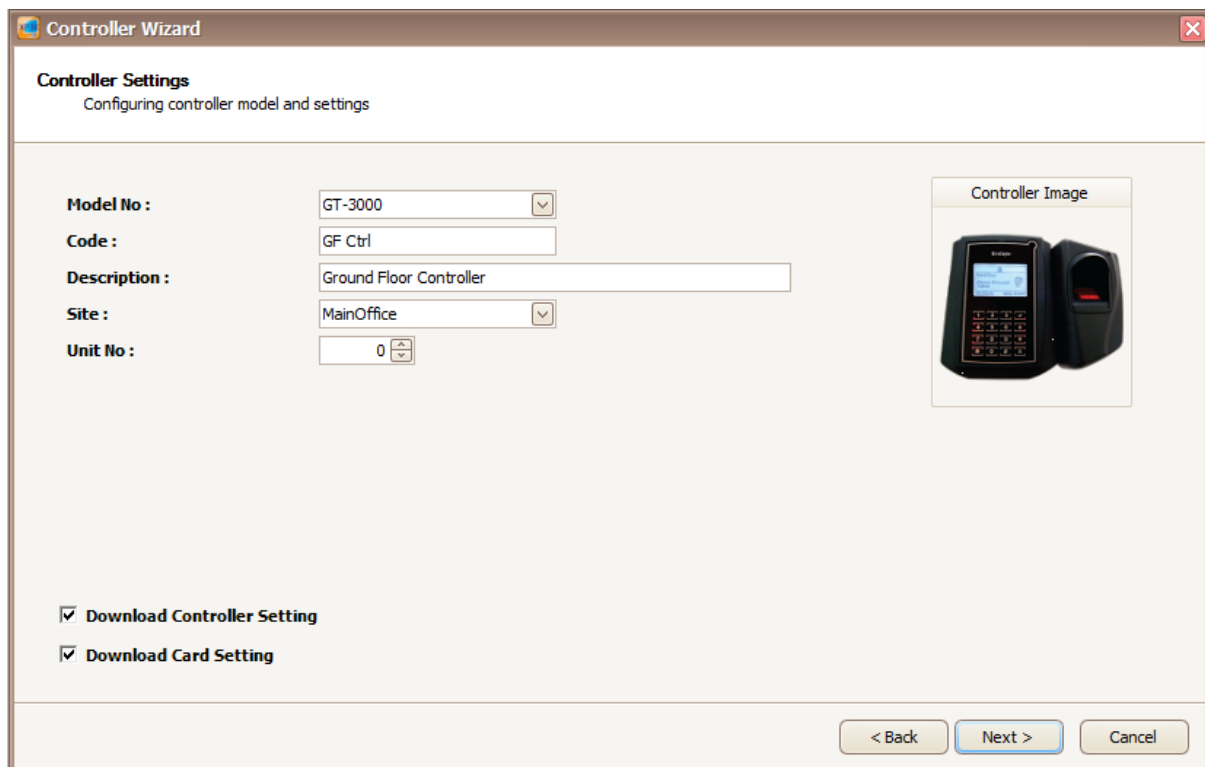7. The following window will be shown *(Refer Figure 36)*.

Figure 36 - Controller Settings

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

Table 8 - Controller Settings Description

Fields	Description
Model No	Controller model.
Code***	A short name to represent this controller. Max Length = 15.
Description	A descriptive name about his controller. Max Length = 40.
Site	Specify site where this controller is located.
Unit No	Specify address of this controller, must be unique by connection. Value = 00 to 15.

Note: *If your controller is a single-door controller, your Unit No must be set to 0.*
***Note:** *This field cannot be edited after saved the setting.*

Table 9 - Download Setting

Fields	Description
Download Controller Setting	The software will automatically send the Controller Setting to the selected door controller(s) if you tick the checkbox.
Download Card Setting	The software will automatically send the Card Setting to the selected door controller(s) if you tick the checkbox.

9. Click next to continue.
10. The following screen will be shown.
    - You may use the existing connection which is using Direct Serial Port (Default using **COM 1**) or you may create another new connection.
    - If you check the "Create New Connection" checkbox, you may create either Direct Serial Port connection or Local Area Network (LAN) connection. Refer **Figure 37** below for LAN connection setup.
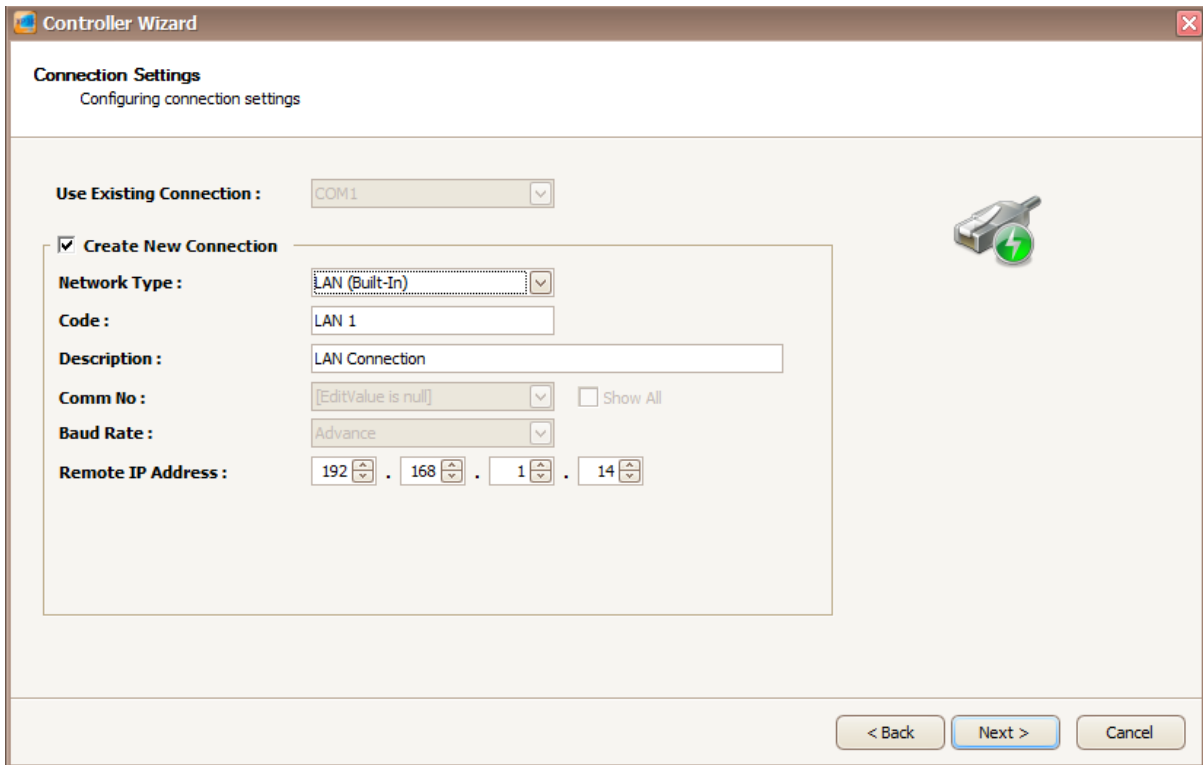
Figure 37 - Connection Settings (LAN Connection)

11. This is the connection setup using Direct Serial Port *(Refer **Figure 38**)*.
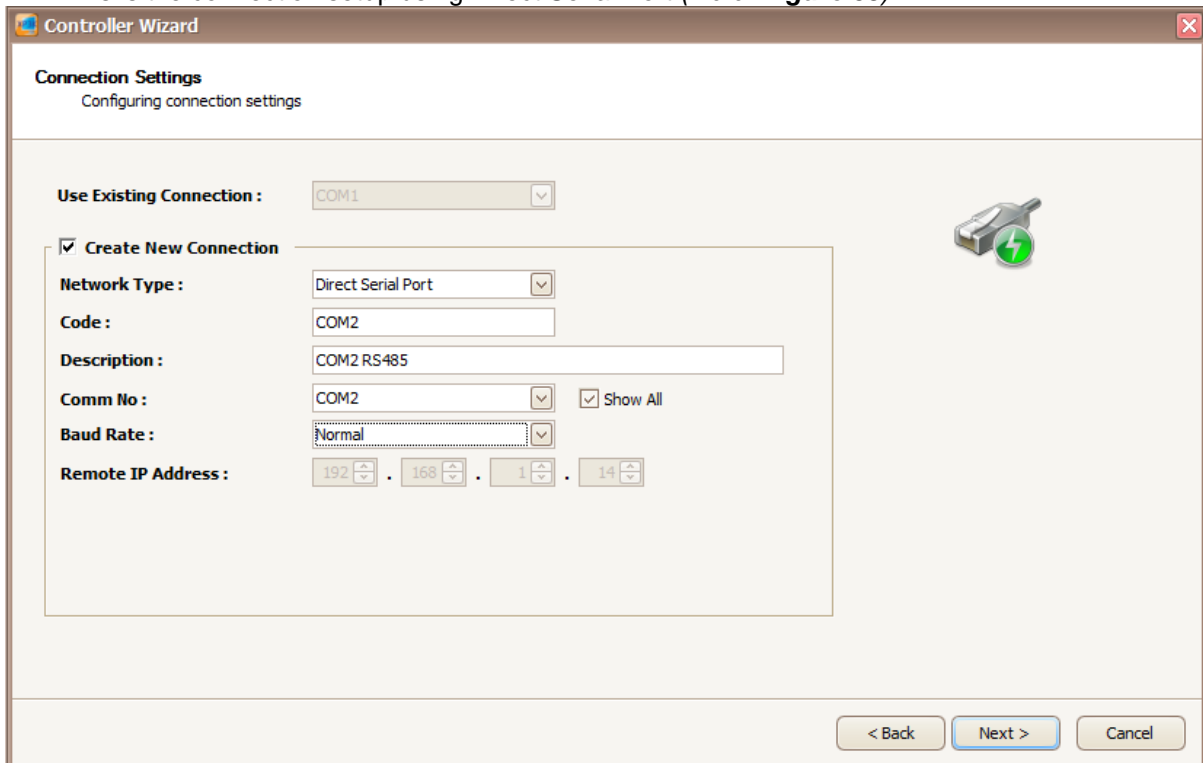

Figure 38 - Connection Settings (Direct Serial Port)

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

Table 10 - Connection Settings Description

Fields	Description
Network Type	Specify a connection method. Available choices are as follow: **1) Direct Serial Port** - The controller is connected to PC using RS232 or RS485 (through MCI/ USB to RS485 converter). **2) LAN (Built-In)** - The controller is connected to PC using controller's built-in interface module or using external LAN interface unit.
Code***	A short name that describes the connection. Max length = 15.
Description	Longer description for the connection. Max length = 40 characters.
Comm No	Specify Serial Comm Port number.
Baud Rate	Specify Direct Serial port connection speed in bits per second (bps), **1) Normal** - Data will be transmitted at 2400 bps. **2) Advance** - Data will be transmitted at 9600 bps. **2) Super Advance**** - Data will be transmitted at 19200 bps.
Remote IP Address	Specify controller's IP Address or Remote IP Address of the external LAN interface unit.

Note: *If your MCI jumper is shorted, set the baud rate to Advance. Otherwise, set to Normal.*
Note: *MCI = MicroEngine Serial Converter.*
****Note:** *This is applicable for C2000 controller.*
*****Note:** *This field cannot be edited after saved the setting.*

13. Click next to continue.
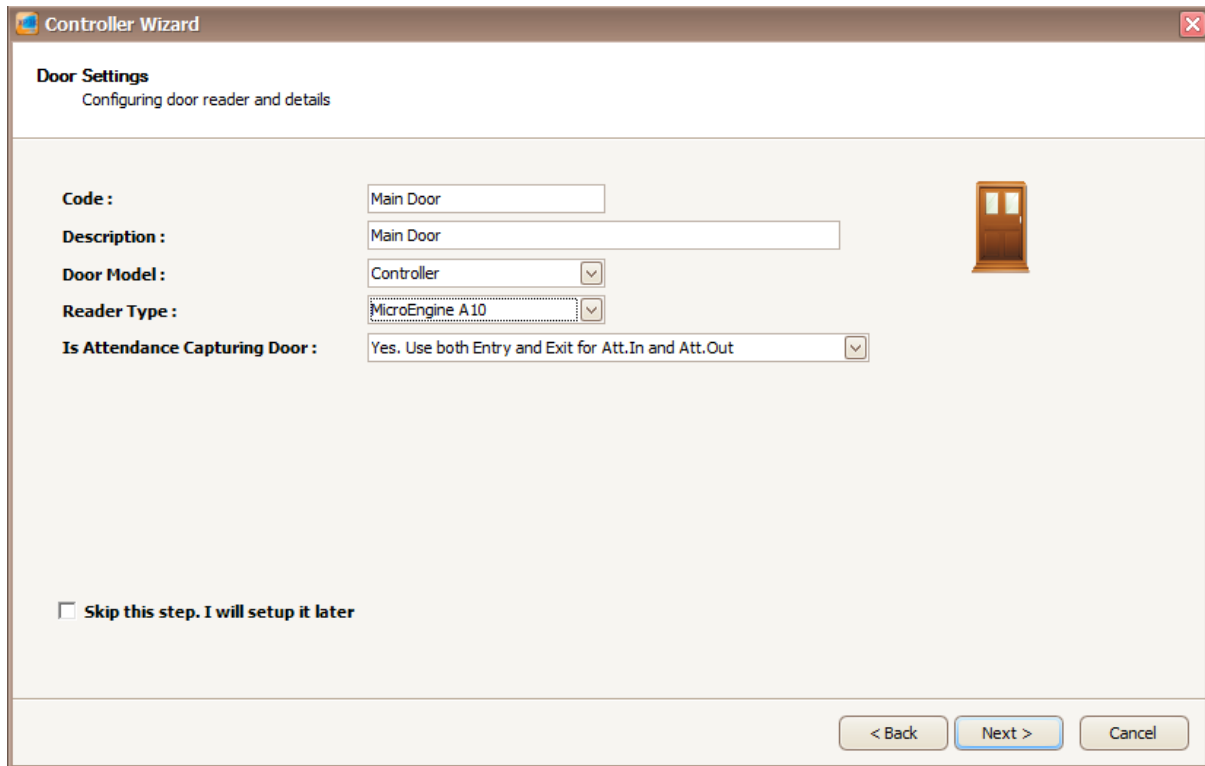14. The following screen will be shown *(Refer **Figure 39**).*
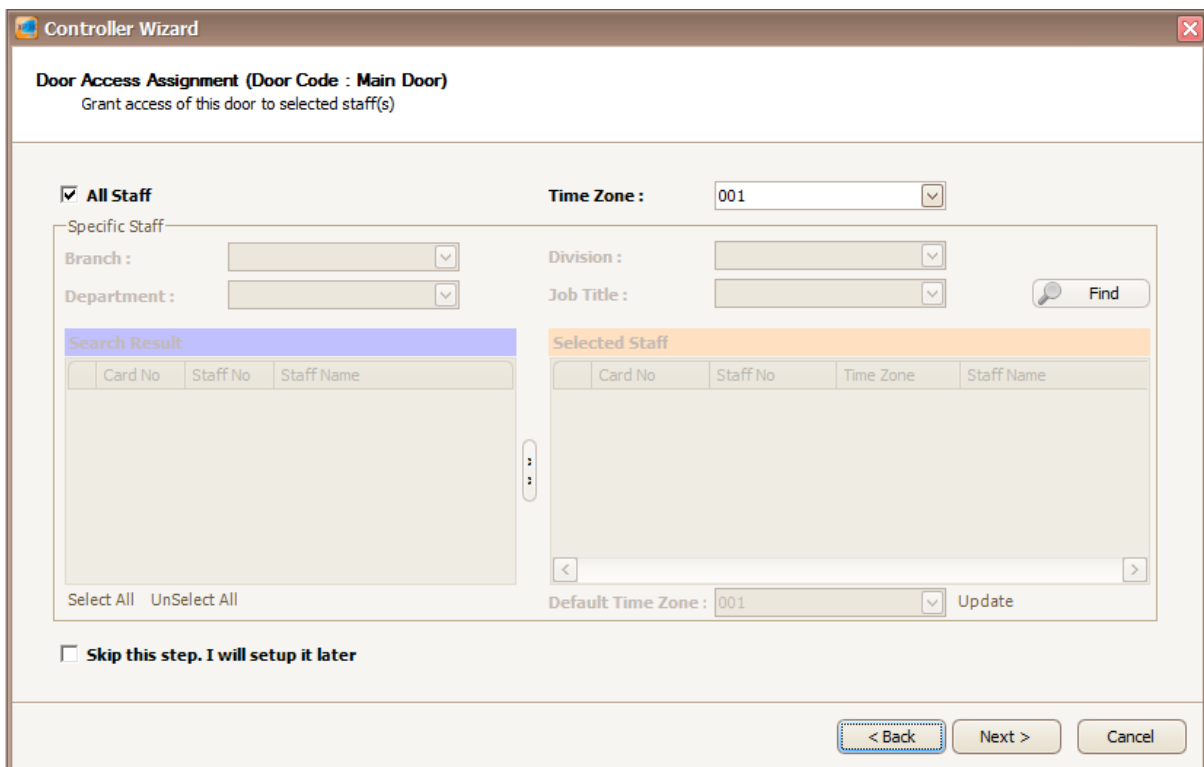
Figure 39 - Door Settings

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

Table 11 - Door Settings Description

Fields	Description
Code***	A short name to represent this door. Max length = 15.
Description	A descriptive name about this door. Max Length = 40.
Door Model	Specify Reader Interface model.
Reader Type	Specify reader output format.
Is Attendance Capturing Door	Specify how this door will be used in attendance calculation.

Note: *If you wish to setup the door settings later, check the "Skip this step. I will setup it later" checkbox.*
***Note:** *This field cannot be edited after saved the setting.*

16. Click next to continue.
17. The following screen will be shown *(Refer **Figure 40**).*

Figure 40 - Door Access Assignment

If you are configuring the door access for the first time:
- You will not see any staff records yet so you will not be able to select specific staff.
- The Time Zone will only show you the default Time Zone which are 000 **(No Access)** and 001 **(Full Access)**.
- Please check "All Staff" checkbox and select the Time Zone 001.

Note: *If you wish to setup the door access assignment later, check the "Skip this step. I will setup it later" checkbox.*

18. Click Next to continue.
19. The following screen will be shown (*Refer **Figure 41***).
20. The summary will show you settings that you have set, before you continue on saving the settings.

Figure 41 - Controller Wizard Summary

21. Click Next to continue.
22. The following screen will be shown *(Refer **Figure 42**)*.

Figure 42 - Refreshing controller window

23. The refreshing controller record pop up message will be shown. Click OK to proceed.
24. Make sure your delivery report has no error and all sending data is OK (*Refer* **Figure 43**).

Figure 43 - Delivery Report

25. Click Close to continue.
26. A completing the controller setup wizard screen will be shown *(Refer **Figure 44**)*.

Figure 44 - Completing the Controller Setup Wizard

27. Click "View Summary" button to see the summary of the device settings that you just performed.
28. Click "Test Connection" to check the controller's connection status (*Refer **Figure 45***).

Figure 45 - Diagnose Controller

29. Click Close to exit the wizard.

B. Device Lookup

1. Device lookup will search for controllers that connected to the same subnet. To start searching for controller, click on button.
2. The following screen will be shown (Refer **Figure 46**).

Figure 46 - Device Lookup

3. A Device Discovery window will be shown (Refer **Figure 47**). Device discovery will search for available controller and display the controller in Controller Discovery window (Refer **Figure 48**).

Figure 47 - Device Discovery

Figure 48 - Controller Discovery

4. Click on icon to add the controller.

5. To configure the controller, click on icon to configure the controller without going to web diagnostic. Configure controller window will be shown (Refer **Figure 49**).

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Figure 49 - Configure Controller

6. You can change the settings in the controller such as IP Address, Server IP Address, Subnet Mask and Gateway. Click OK to save the changes.

Note: *Device Lookup only applicable for XP-M1000i and XP-M2000i controller using LAN connection.*

Shift Schedule

A. Method 1 Using existing shift schedule

1. Click on [Shift Schedule] icon.
2. The following screen will be shown *(Refer **Figure 50**).*

Figure 50 - Shift Schedule

3. Choose the existing shift that you want to use click [More...] to edit or delete the shift schedule
   (*Refer **Figure 51**).*

Figure 51 – Shift Info

4. When you click [Edit], you will be directed to the following screen (*Refer **Figure 52)**.*

Figure 52 - Edit Shift Setting

5. You can right click on the grid to edit the Start Working Time, End Working Time, Lunch Start, Lunch End, Lunch Start Capture Begin, Lunch Start Capture End, Lunch End Capture Begin, Lunch End Capture End, OT Claims, Min Working Hour and Is Flexi.
6. Click OK to update the record.

B. Method 2 Using wizard to create new shift

1. Click on _____ icon.
2. The following screen will be shown *(Refer Figure 53)*.

Figure 53 - Shift Setup Wizard

3. Click Next to start using the wizard.
4. The following screen will be shown (*Refer* **Figure 54**).

_____

Figure 54 - Assign shift name

5. Enter the information in the blank field. Click Next to proceed.

Table 12 - Shift Setting Description

Fields	Description
Shift Name	Assign shift name for the new shift.
Long Description	A description about the new shift. Eg: Shift for Block A.

6. The following screen will be shown (*Refer **Figure 55***). You need to select the formula to calculate the total working hour and formula to calculate the total lunch break. Click Next to proceed to the next screen.

Figure 55- Configure formula of shift work and lunch break

7. In this screen, you need to configure the starting time of capture transaction and grace period (*Refer Figure 56*). You can refer to the description provided to configure the settings. Click Next to proceed to the next screen.

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Figure 56 - Configure start time of capture transaction and grace period

8. The following screen will be shown when you click Next (*Refer **Figure 57***). You can configure the calculation for staff who working overtime. You can refer to the description provided to configure the OT. Click Next to proceed to the next screen.

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Figure 57 - Configure calculation of OT

9. After you click Next, you will be directed to this screen (*Refer **Figure 58)**.* You can configure the weekly schedule for the new shift you have created. Right click on the grid row to change the time.

Figure 58 - Configure weekly schedule

10. The following screen will be shown after you right click on the grid row (*Refer **Figure 59***). You can configure shift hour and lunch hour in this screen. Click OK to update the changes.

Figure 59 - Edit schedule

11. A screen to duplicate setting will be shown to duplicate setting for other day of the week (*Refer Figure 60 and Figure 61*).

Figure 60 - Duplicate settings

Figure 61 - Day to duplicate the schedule

12. Click Next and save setting screen will be shown (*Refer* **Figure 62**). Click Yes to confirm and you have already create a new shift.

Figure 62 - Save setting

C. Method 3 Manually add new shift record

1. Click on [   ] icon.

2. The following screen will be shown (*Refer* **Figure 63**).

Figure 63 - Add shift setting

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

Table 13 - Shift Setting Description

Fields	Description
Code***	A short name to represent the shift. Max Length = 15.
Description	A descriptive name about the shift. Max Length = 40.
Working Hour Formula	Specify formula to calculate Normal Working Hour in daily attendance report.
Lunch Break Formula	Specify formula to calculate Lunch Deduction Hour in daily attendance report. This setting is not applicable if the lunch shift is not set.
In Grace (mins)	Specify compassionate time that determines whether a staff is Early In or Late In.
Out Grace (mins)	Specify time that will be deducted from OT work time. This is applicable if OT Claims is Y and Is Flexi is N.
Transaction Coverage Start Time	Specify the start time when attendance transactions will be considered as valid.

***Note:** This field cannot be edited after saved the setting.*

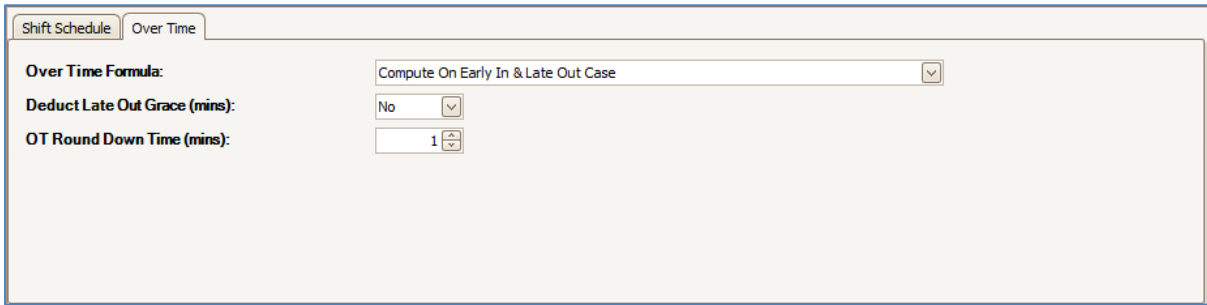4. If you click on Over Time tab, the following screen will be shown (*Refer* **Figure 64**).

Figure 64 - Over Time tab

Table 14 - Over Time Setting Description

Fields	Description
Over Time Formula	Specify formula rule to calculate OT Work Time.
Deduct Late Out Grace (mins)	Deduct or ignore Out Grace in OT Work Time calculation.
OT Round Down Time (mins)	Specify time block for OT Work Time calculation. This setting is applicable if OT Claims is Y.

5. In Schedule Details, you can configure the time for the shift (*Refer **Figure 65***). Right click on the grid row to edit the time.

Figure 65 - Schedule Details

6. To edit the time for the shift, the following screen will be shown (*Refer **Figure 66***). You can change the time according to your workplace.
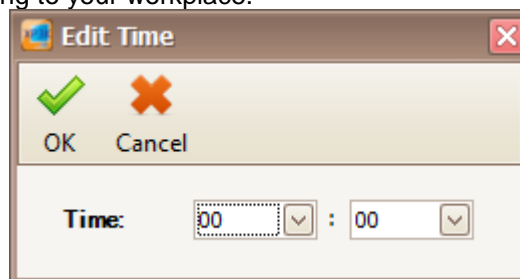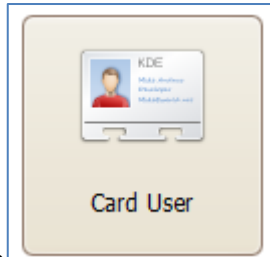
_____

Figure 66 - Edit Time

7. After you have finished configure the shift setting, click OK to save the setting.

Card User
A. Method 1: Creating Card User Record by Normal Mode

1. Click on [icon]icon.
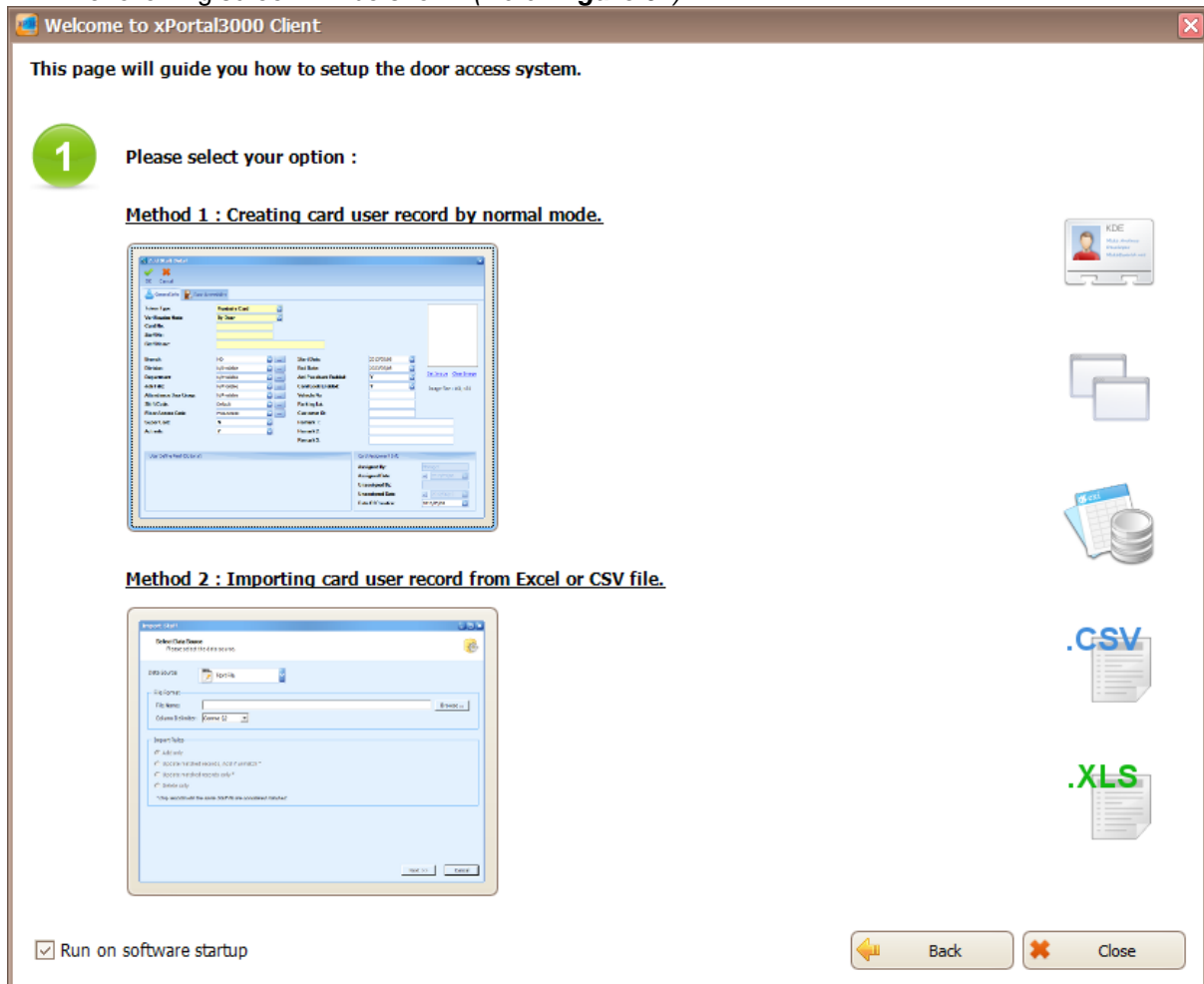2. The following screen will be shown *(Refer **Figure 67**)*.

Figure 67 - Startup Wizard (Card User)

This is startup wizard for card user. There are 2 methods to add user records.
   a. **Method 1:** Creating card user record by normal mode.
   b. **Method 2:** Importing card user record from Excel or CSV file.
3. Please click on method you wish to use.

_____

4. If you choose Method 1, the following screen will be shown. *(Refer **Figure 68**)*.

Figure 68 - No Record Found

5. You will see this message because you have not added any staff record yet. Click OK to continue.
6. The following screen will be shown. *(Refer **Figure 69**)*.
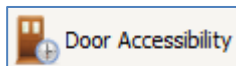

Figure 69 - Add Staff Detail

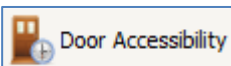7. Enter the information of the Staff as described below:

Table 15 - Add Staff Description

Fields	Description
Token Type***	Specify token type that represents staff's identity.
Verification Mode	Specify verification mode that staff need to pass to gain access.

Allow 1:N Finger Print Identification	Enable this staff to access a door by using finger print only. **(Note:** *This option only applicable for finger print controller)*
Card No/ ID No***	Enter unique Card number/ ID number.
Staff No***	Enter unique staff ID.
Staff Name	Enter name of staff.
Branch	Specify branch of the staff attached to.
Division	Specify division of the staff attached to.
Department	Specify department of the staff attached to.
Job Title	Specify job title of the staff.
Attendance Door Group	Specify preset Door Group that will be included in staff's attendance calculation.
Shift Code	Specify preset Work Schedule of the staff.
Floor Access Code	Specify preset Floor Accessibility of the staff. Floor Accessibility defines staff's accessibility to certain group of Floor Zone(s).
Super Card	Specify staff's Super Card status. A Super Card staff can toggle the Inhibit mode of the door which its Supervisor Mode is Yes.
Activate	Enable or disable the card.
Start Date	Specify activation date of the card.
End Date	Specify expiry date of the card.
Anti Passback Enabled	Enable or disable anti passback for the staff. **(Note:** *This is applicable to XP-M1000i and XP-M2000i only.)*
Card Lock Enabled	Enable or disable card lock out for the staff. **(Note:** *This is applicable to XP-M1000i and XP-M2000i only.)*
Vehicle No	Enter staff's vehicle plat number.
Parking Lot	Enter staff's parking lot number.
Customer ID	Enter customer ID.
Remarks 1-3	Enter comment about the staff.
Assigned By	System User code who create this staff record (not editable).
Assigned Date	Create date of this staff record (not editable).
Unassigned By	System User code who delete this staff record (not editable).
Unassigned Date	Staff record deletion date.
Date of Creation	Creation date of the staff record.
Get Image	Load a staff's image (Supported format are .bmp and .jpg only).
Clear Image	Remove the staff's image from the system.

***Note: *This field cannot be edited after saved the setting.*

8. Click on tab to set the door accessibility for your staff.
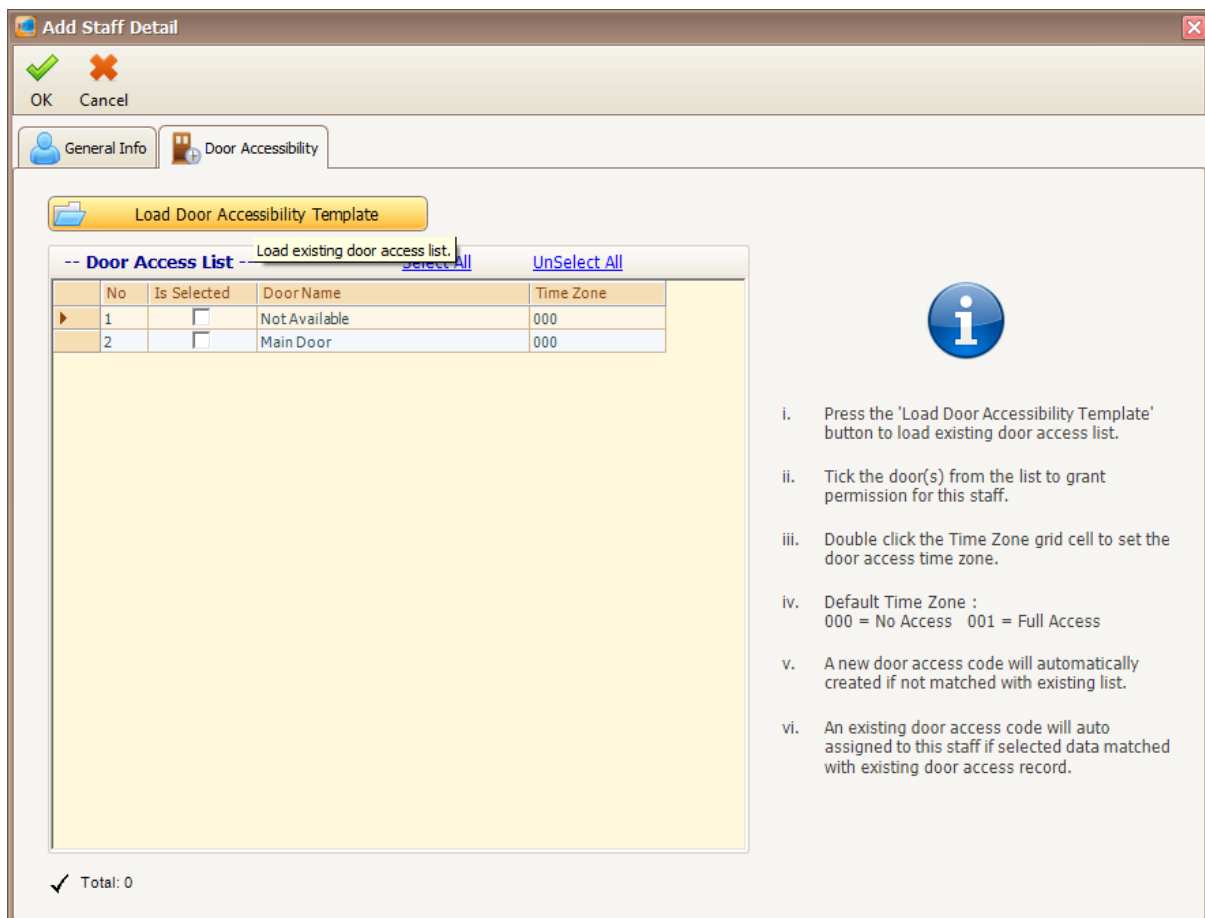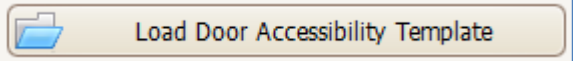9. The following screen will be shown *(Refer **Figure 70**).*

Figure 70 - Door Accessibility

Note: *You may see there are descriptions tooltips when you hover your mouse to the text field.*

10. Click icon to load your Door Accessibility Template.

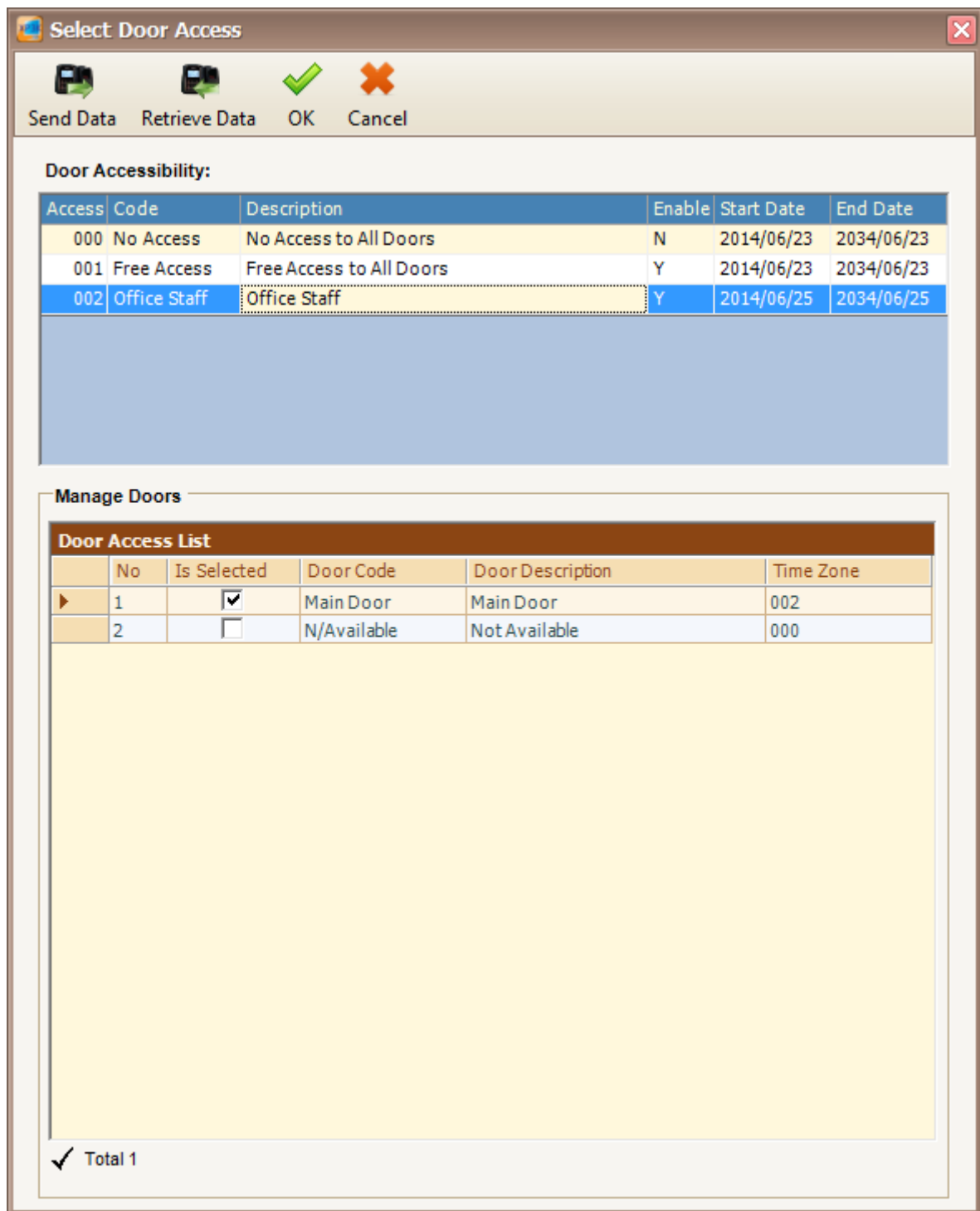11. The following screen will be shown *(Refer **Figure 71**).*

Figure 71 - Select Door Access

12. Select your Door Access code and then click OK to confirm.
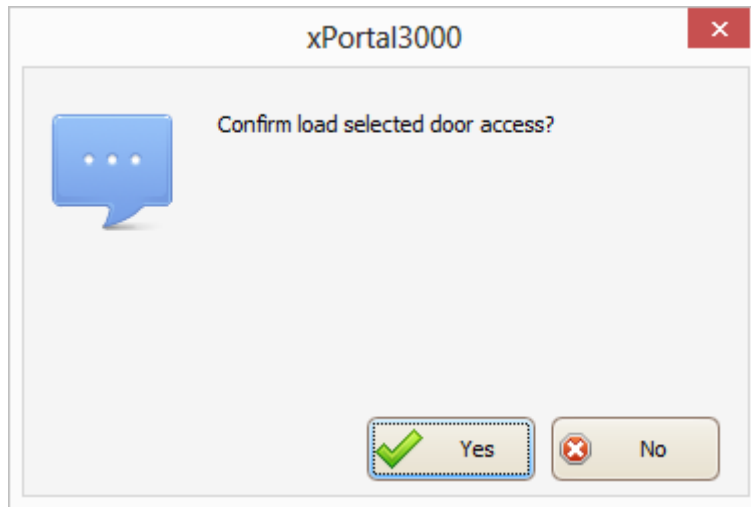13. The following screen will be shown *(Refer **Figure 72**).*

_____

Figure 72 - Confirm Load Door Access

14. Click Yes button to confirm load the selected door access.
15. The following screen will be shown *(Refer **Figure 73**)*.

Figure 73 - Loaded Door Access

16. Your Door Access List will show the selected Door Accessibility.
17. Click OK to confirm and save changes.
18. A "Record Added!" message will be shown. Click OK to continue *(Refer **Figure 74**)*.

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Figure 74 - Record Added

19. The software will automatically send user setting (install card) to all controllers.
20. After downloading all the settings, it will display a report of data being sent. Click Close to return to Staff Detail Setup menu *(Refer **Figure 75**)*.

Figure 75 - Delivery Report (Install User)

21. The newly added staff record will be added to the staff record list.

Staff No	Card No	Staff Name	Branch	Department	Division	Job Title	Door Acc
795649	795649	LEE GI KWANG	HQ	N/Available	N/Available	N/Available	002

Figure 76 - Staff Record List

B. Method 2: Importing card user record from Excel or CSV file

1. Create your staff record using Text File *(Refer **Figure 77**)* or Microsoft Excel *(Refer **Figure 78**)*.

_____

Figure 77 - Staff Records.txt

Figure 78 - Staff Records.xls

2. Click on [Card User] button.

Method 2 : Importing card user record from Excel or CSV file.

3. Then click on button.
4. The following screen will be shown *(Refer **Figure 79**)*.
5. Click on *Data Source* drop down list and select your data source type. There are 2 types of source you can choose which are **Text File** or **Microsoft Excel**.

Figure 79 - Import Staff

6. You can select your **Column Delimiter** if you select Text File Data Source *(Refer **Figure 80**)*.

Figure 80 - Column Delimiter (Text File)

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7. You can select your **Sheet Name** if you select Microsoft Excel Data Source *(Refer Figure 81)*.

Figure 81 - Sheet Name (Microsoft Excel)

8. Select Add Only under Import Rules.

Figure 82 - Import Rules

9. Click Next.
10. The following screen will be shown *(Refer Figure 83)*.
11. Set the column number at Source Column No. for each Destination Field you wish to add. Double click to update the value.
12. Make sure you set the right **Start From Row** and **End At Row** number.

Figure 83 - Import Staff (Column Mapping)

13. Click Next.
14. The following screen will be shown *(Refer **Figure 84***).

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Figure 84 - Ready to Import Staff

15. Click Confirm to continue.
16. The following screen will be shown *(Refer **Figure 85**)*.
17. Click Close to continue.
18. The software will automatically send User setting (install card) to all controllers.
19. After downloading all the settings, it will display a report of data being sent. Click Close to return to Staff Detail Setup menu *(Refer **Figure 86**)*.

Figure 85 - Import Staff Result

Figure 86 - Delivery Report (Install Card)

20. The newly added staff record will be added to the staff record list *(Refer **Figure 87**).*

Figure 87 - Staff Record List

Reporting

1. Click on [Reporting] icon.
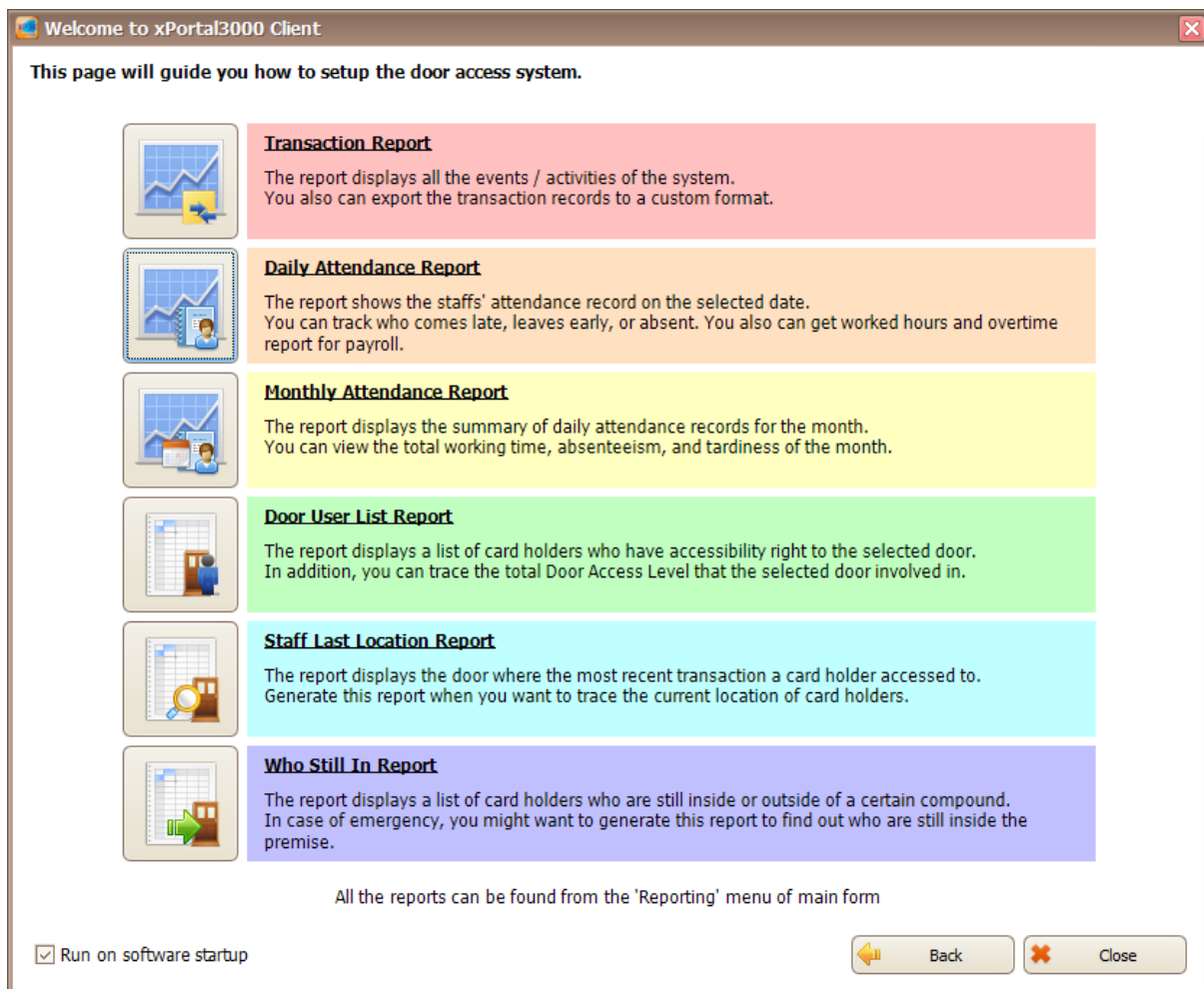2. The following screen will be shown (*Refer **Figure 88***).

Figure 88 - List of Reports

3. You can choose many types of reports by clicking on the icon on the left side.

A. Transaction Report

The report displays all the events/ activities of the system. You also can export the transaction records to a custom format.

1. Click on ⬜ icon to open Transaction Report screen.
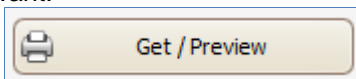2. View Transaction screen will be shown (*Refer **Figure 89***).
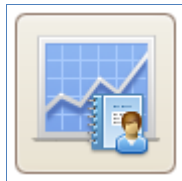
Figure 89 - View Transaction Screen

3. You can select From Date Time, To Date Time and Report Type to view the transaction that you want. To select for specific card no, staff or branch, you can use the Advanced Selection. Uncheck the checkbox at the right side and use the drop down list to search for the cards that you want.

4. Click icon to view the Transaction Report.

5. A report viewer will be shown to view the report.

B. Daily Attendance Report

The report shows the staffs' attendance record on the selected date. You can track who comes late, leaves early, or absent. You also can get worked hours and overtime report for payroll.
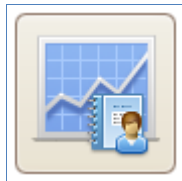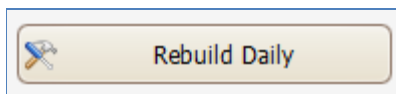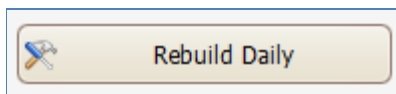
1. Click on icon to open Daily Attendance Report screen.
2. The following screen will be shown (*Refer* **Figure 90**).

Figure 90 - Daily Attendance

3. Click icon to rebuild daily attendance.
4. You can select From Date and To Date to view the daily attendance date that you want. To select for specific card no, staff or branch, you can use the Advanced Selection. Uncheck the checkbox at the right side and use the drop down list to search for the cards that you want (*Refer* **Figure 91**). Click OK to continue.
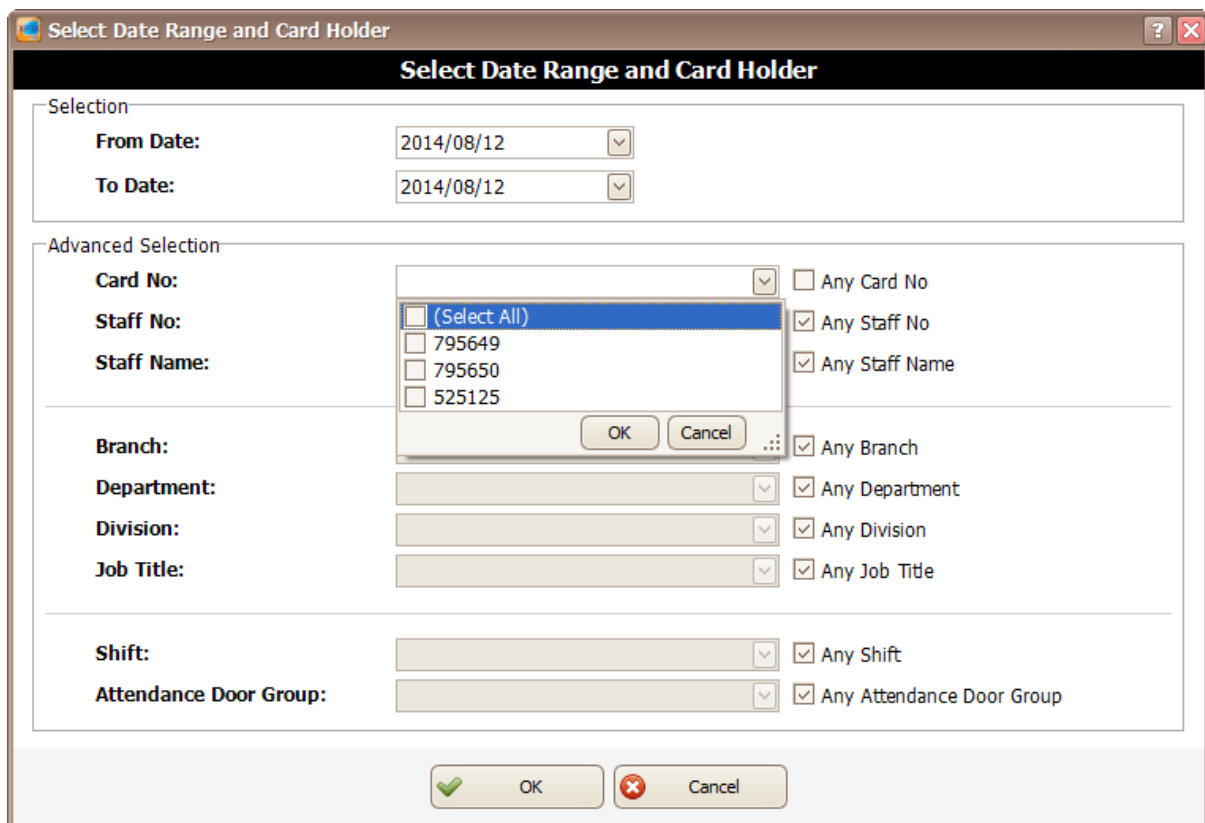
Figure 91 - Select Date Range and Card Holder

5. The following screen will be shown (*Refer **Figure 92***). You need to wait for the date selected to finish rebuild.
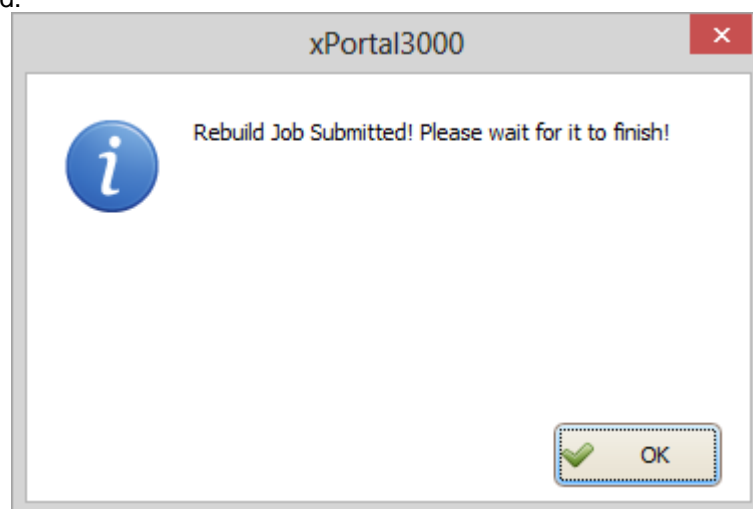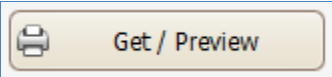

Figure 92 - Wait for the job to rebuild

6. After the rebuild is finish, click [Get / Preview] icon to view the report.
7. The following screen will be shown (*Refer **Figure 93***). You can select From Date Time, To Date Time and Report Type to view the daily attendance report. To select for specific card no, staff or branch, you can use the Advanced Selection. Uncheck the checkbox at the right side
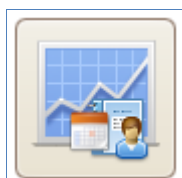
and use the drop down list to search for the cards that you want. Click Get/ Preview to continue.

Figure 93 - Daily Time Attendance Reporting

8. xPortal3000 Report Viewer will be shown to display Daily Attendance Report.

C. Monthly Attendance Report

The report displays the summary of daily attendance records for the month. You can view the total working time, absenteeism, and tardiness of the month.

1. Click on [icon] icon to open Monthly Attendance Report screen.
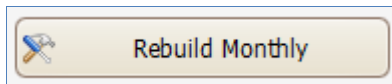2. The following screen will be shown (*Refer **Figure 94***).

Figure 94 - Monthly Attendance

3. Click icon to rebuild monthly attendance.
4. You can select Attendance Month to view the monthly attendance that you want. To select for specific card no, staff or branch, you can use the Advanced Selection. Uncheck the checkbox at the right side and use the drop down list to search for the cards that you want (*Refer Figure 95*). Click OK to continue.
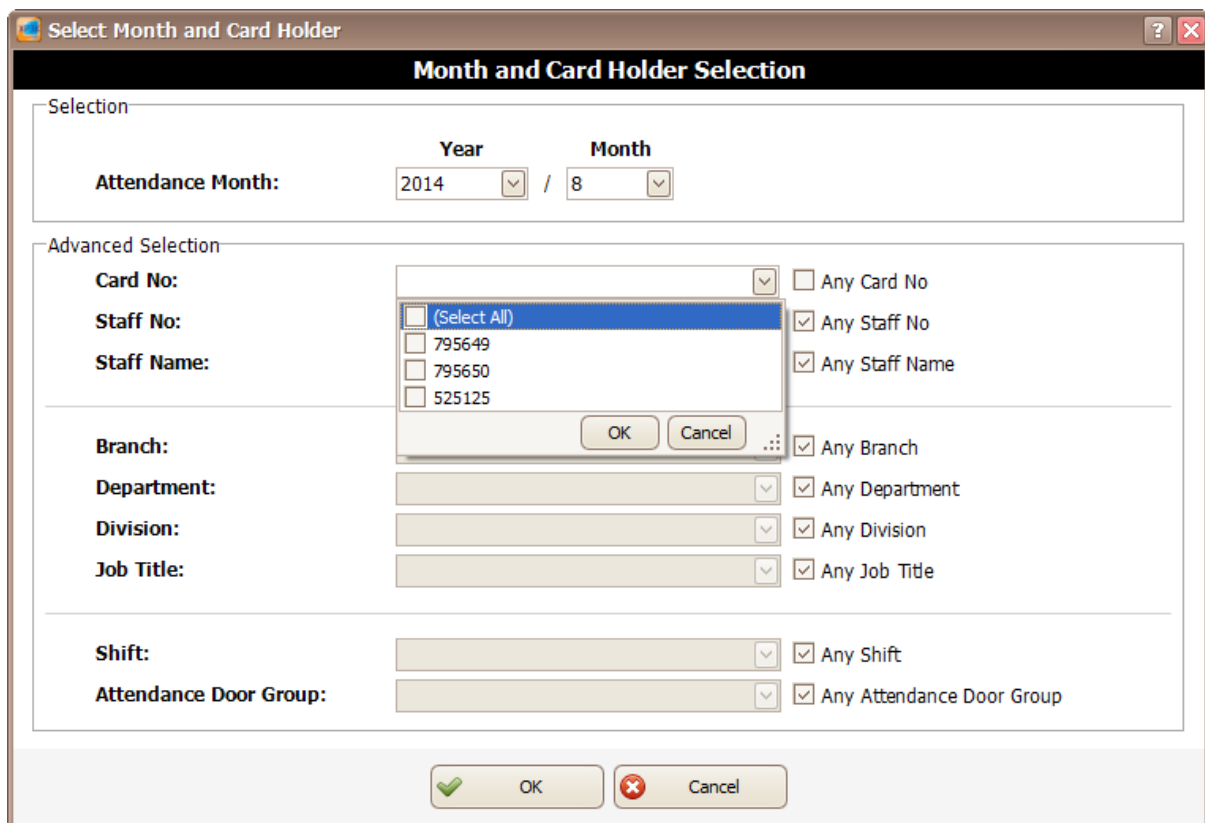
Figure 95 - Select Month and Card Holder

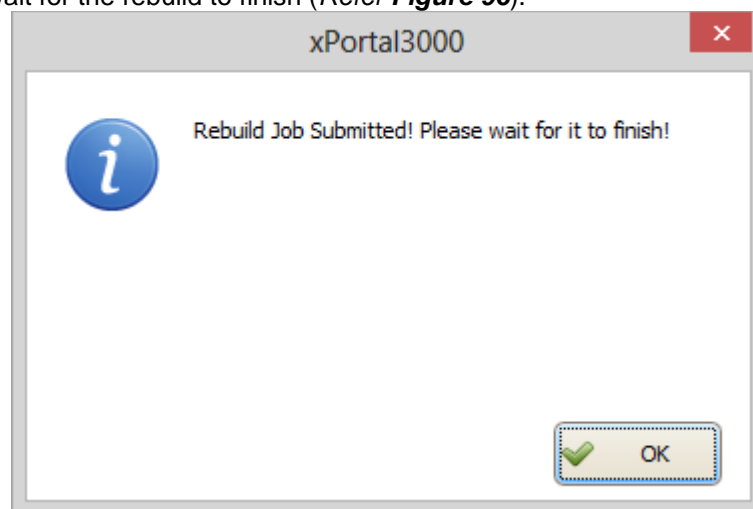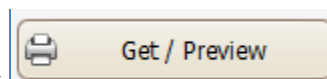5. You have to wait for the rebuild to finish (*Refer* **Figure 96**).
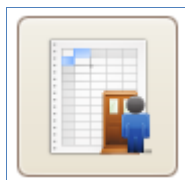

Figure 96 - Wait for the job to rebuild

6. After the rebuild is finish, click icon to view the report.
7. The following screen will be shown (*Refer* **Figure 97**). You can select From Month, To Month and Report Type to view the monthly attendance report. To select for specific card no, staff or branch, you can use the Advanced Selection. Uncheck the checkbox at the right side and use the drop down list to search for the cards that you want. Click Get/ Preview to continue.
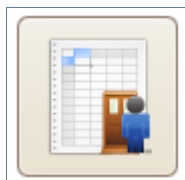
Figure 97 - Monthly Time Attendance Reporting

8. xPortal3000 Report Viewer will be shown to display Monthly Attendance Report.

D. Door User List Report

The report displays a list of card holders who have accessibility right to the selected door. In addition, you can trace the total Door Access Level that the selected door involved in.

1. Click on [icon] icon to open Door User List Report screen.
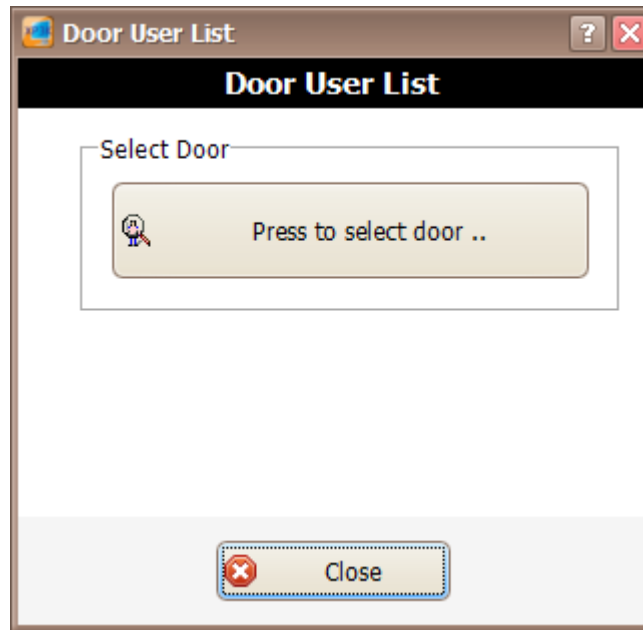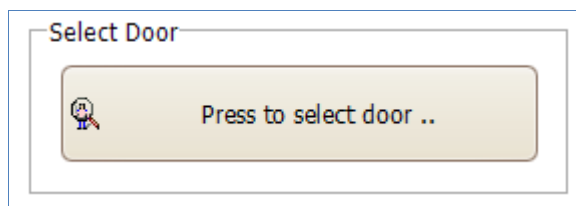2. Door User List screen will be shown to select door (*Refer **Figure 98***).

Figure 98 - Door User List

3. Click on [Press to select door ..] icon to select door. Select door screen will be shown and allow you to select the door that you want (*Refer* **Figure 99**). Click OK to continue to the next screen.
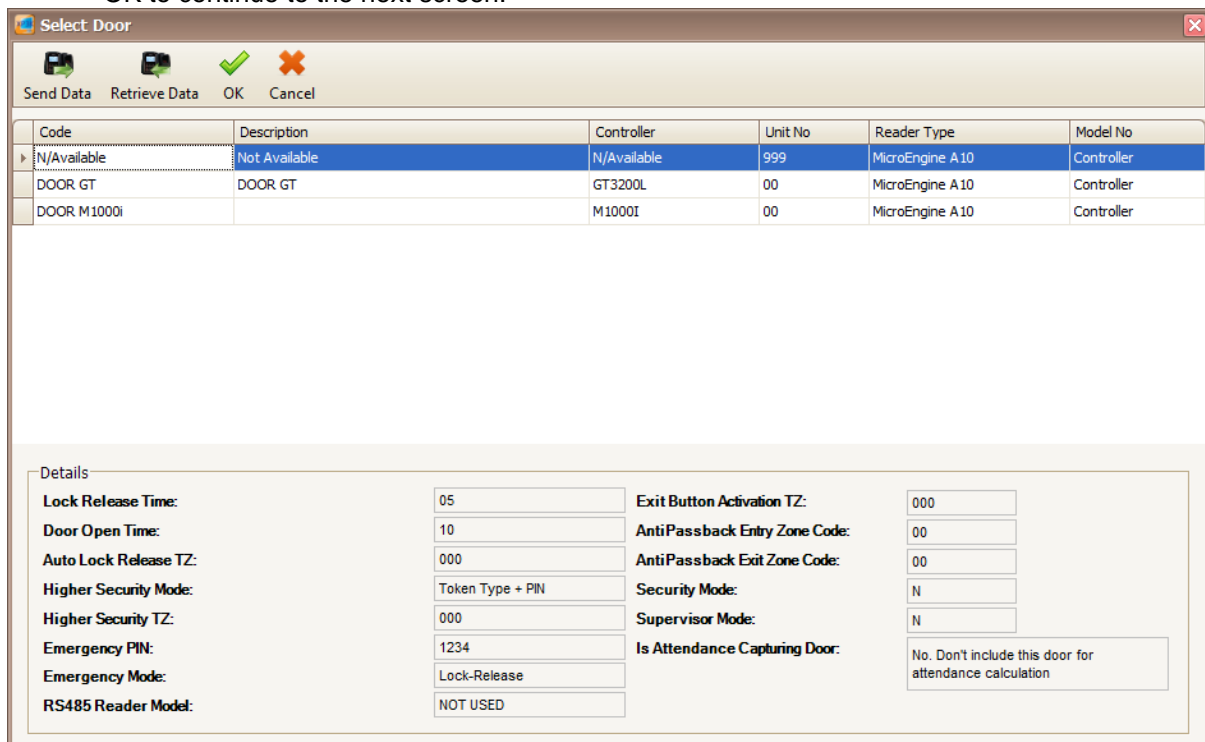
_____

Figure 99 - Select Door

4. A screen will display the total door accessibility related with the selected door (*Refer **Figure 100***).
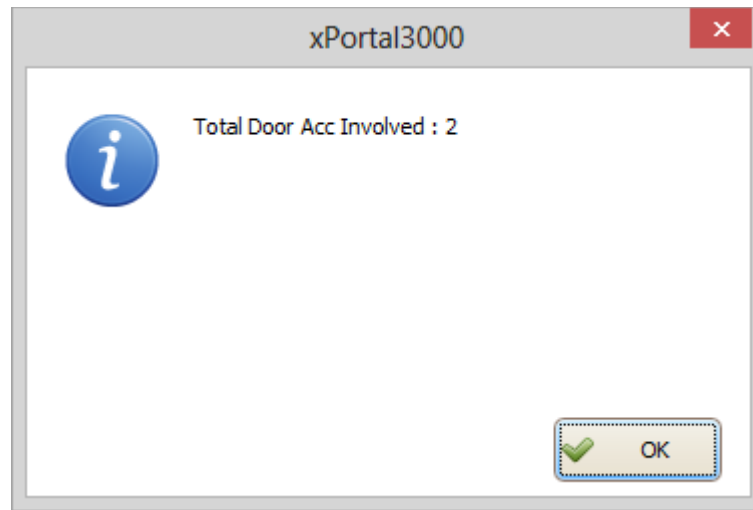

Figure 100 - Total Door Accessibility Involved

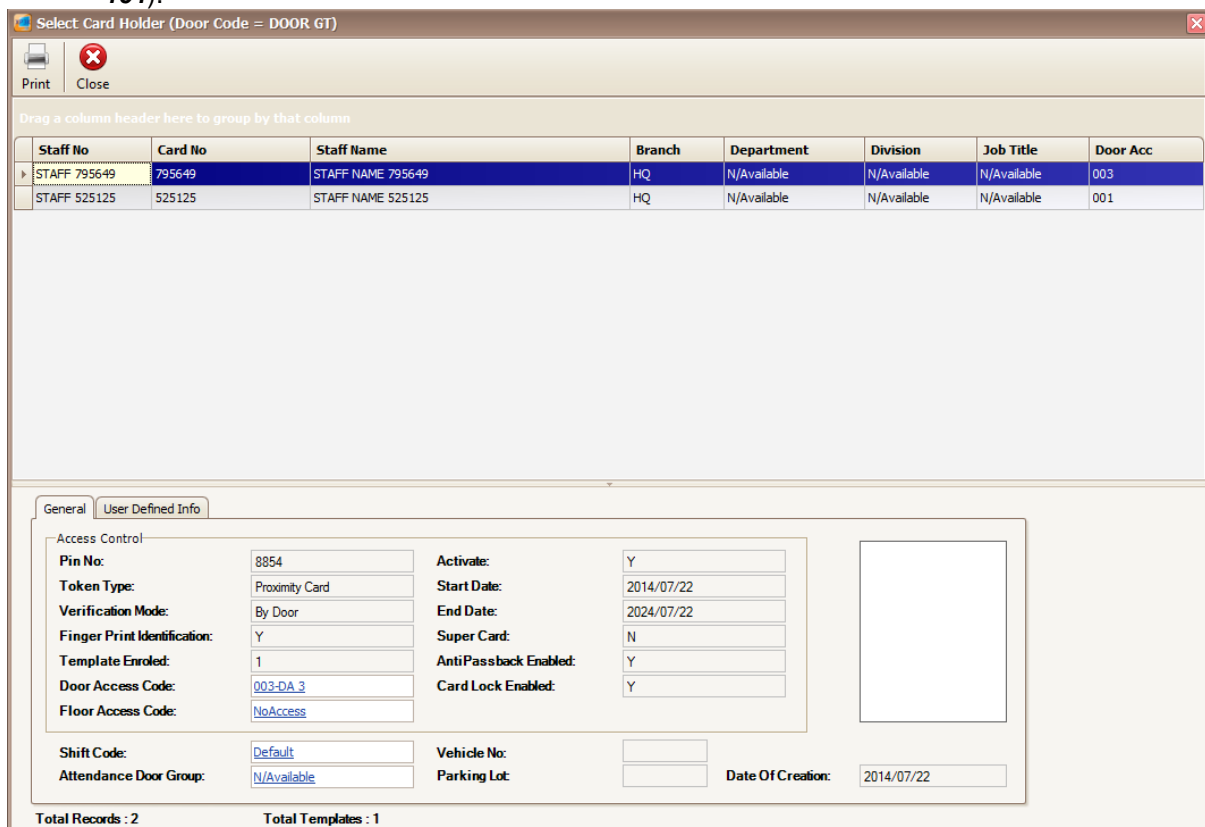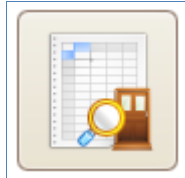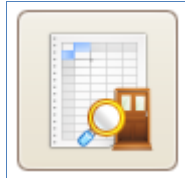5. A list of card holder that has been assign to the door access will be shown (*Refer **Figure 101***).

Figure 101 - List of Card Holder

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E. Staff Last Location Report

The report displays the door where the most recent transaction a card holder accessed to. Generate this report when you want to trace the current location of card holders.

1. Click on [icon] icon to open Staff Last Location Report screen.
2. An xPortal3000 report viewer will be shown to display the staff last location (Refer **Figure 102**).
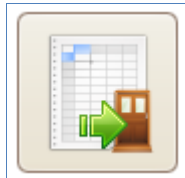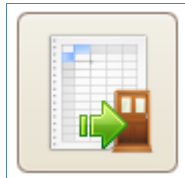

Figure 102 - Staff Last Location Report

Note: *Staff Last Location Report only applicable in xPortal3000 Standalone/ Full version.*

F. Who Still In Report

The report displays a list of card holders who are still inside or outside of a certain compound. In case of emergency, you might want to generate this report to find out who are still inside the premise.

1. Click on [icon] icon to open Who Still In Report screen.
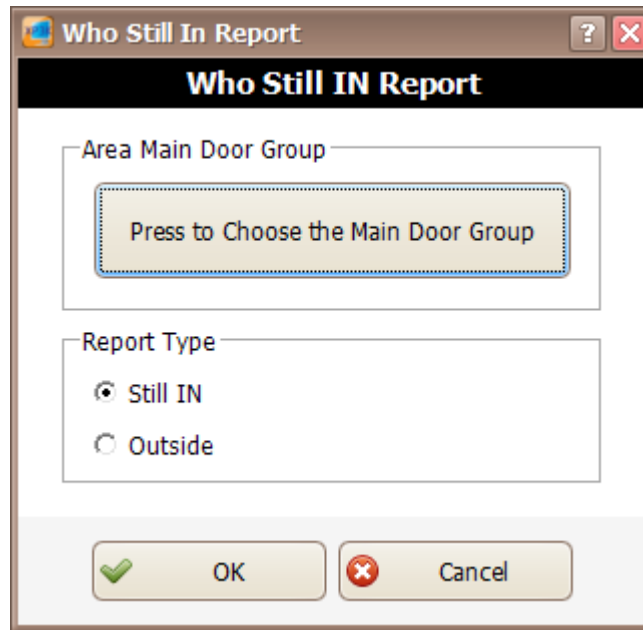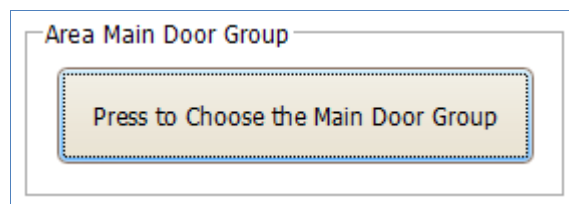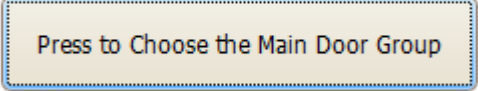2. Who Still In screen will be shown to choose the Main Door Group (Refer **Figure 103**).

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Figure 103 - Who Still In screen

3. Click on [image] icon to choose the Main Door Group. Select area door screen will be shown and allow you to choose the area door that you want (*Refer* **Figure 104**). Click OK to continue to the next screen.
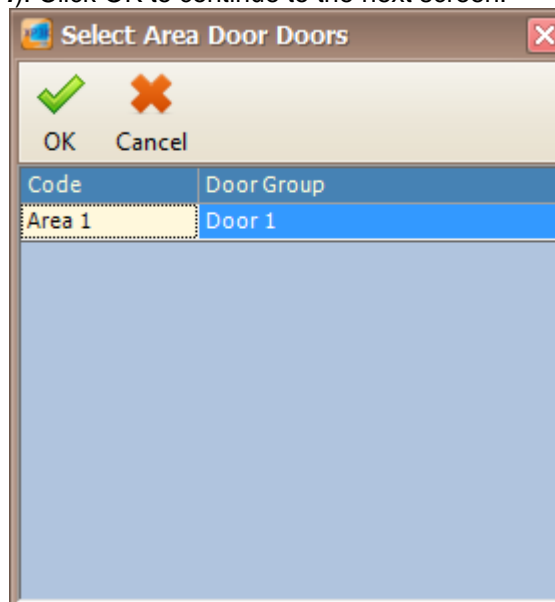

Figure 104 - Select Area Door

4. Select the report type by choosing Still In or Outside (Refer **Figure 105**).
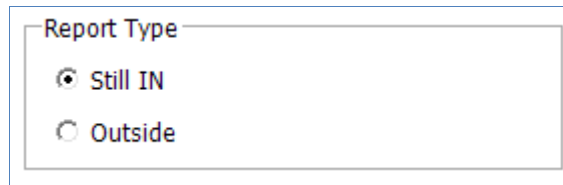
_____

Figure 105 - Report Type

5. Click OK to view the report. A report viewer will be shown to display the Who Still In report (Refer **Figure 106**).

Figure 106 - Print Who Still In Listing

Control Panel

i. To open Control Panel in xPortal3000 Client, click on icon at the top menu. The following window will appear *(Refer Figure 107)*.

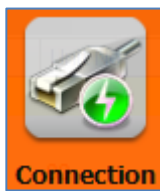*Figure 107 - xPortal3000 Client Login Window*

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ii.   There are 3 sections in the Control Panel which are System Settings, Accessibility Settings and Staff Settings.

Table 16 - Control Panel Description

Name	Description
System Settings	All settings related to the system.
Accessibility Settings	All settings related to the accessibility of the hardware and card user.
Staff Settings	All settings related to staff.

System Settings

A. Connection

1. Click on **Connection** icon.
2. The following window will be shown *(Refer **Figure 108**).* On the Connection Setup window, you can see the information of the connection settings on the bottom of the window.
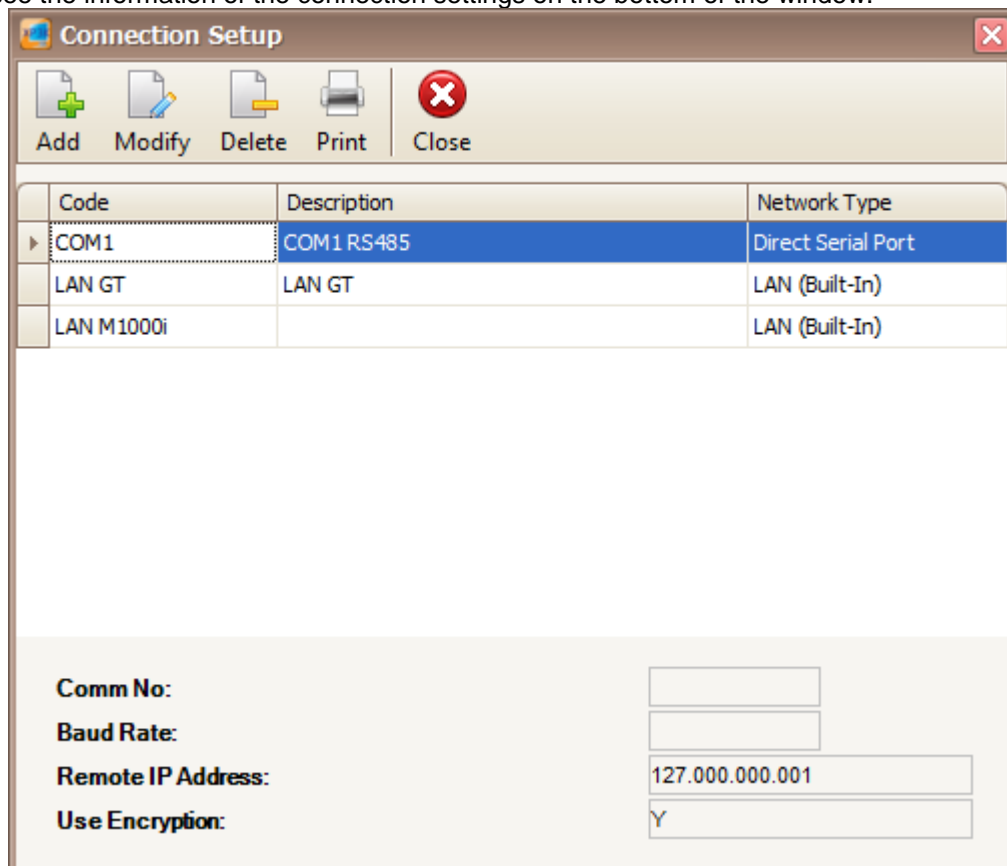

Figure 108 - Connection Setup

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3. To add connection, click the Add button on the top menu. The following window will be shown (Refer **Figure 109**).
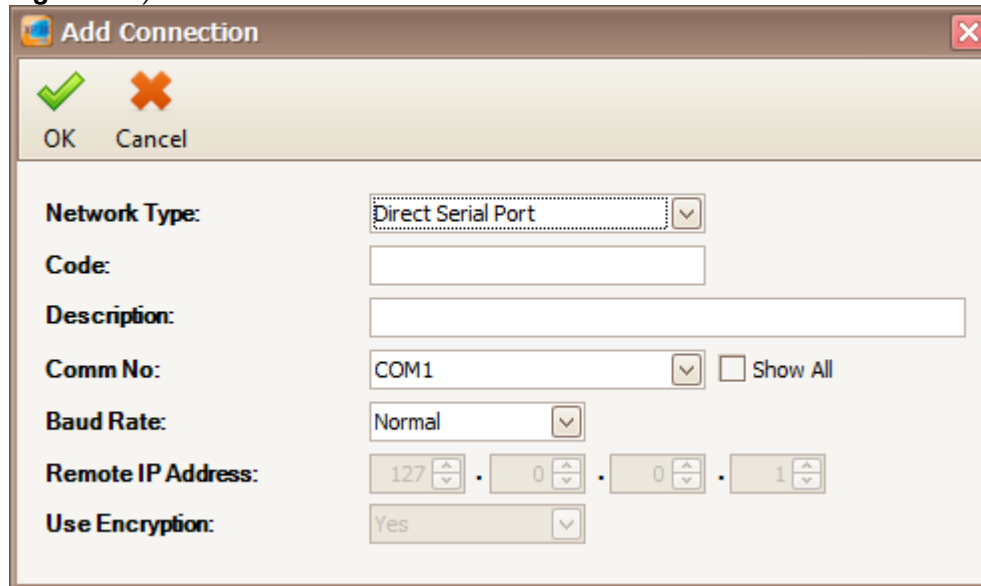

Figure 109 - Add Connection

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

Table 17 - Controller Settings Description

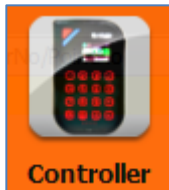| Fields	Description
Network Type	Specify a connection method. Available choices are as follow: **1) Direct Serial Port** - The controller is connected to PC using RS232 or RS485 (through MCI/ USB to RS485 converter). **2) LAN (Built-In)** - The controller is connected to PC using controller's built-in interface module or using external LAN interface unit.
Code***	A short name that describes the connection. Max length = 15.
Description	Longer description for the connection. Max length = 40 characters. Eg.: COM2 RS485
Comm No	Specify Serial Comm Port number.
Baud Rate	Specify Direct Serial port connection speed in bits per second (bps), **1) Normal** - Data will be transmitted at 2400 bps. **2) Advance** - Data will be transmitted at 9600 bps **3) Super Advance** - Data will be transmitted at 19200 bps (only support C2000)
Remote IP Address	Specify controller's IP Address or Remote IP Address of the external LAN interface unit.
Use Encryption	Specify to use the encryption.

***Note:** This field cannot be edited after saved the setting.*

5. Click OK to save the settings.
6. Click on Modify button to change the connection settings.
7. Click on Delete button to delete the connection.
8. Click on Print button to print the connection settings that you want *(Refer **Figure 110**).*

_____

Code	Description	Network Type	Comm. No	Speed	Is User IP No	IP No
COM1	COM1 RS485	Direct Serial Port	1	Normal	N	
LAN GT	LAN GT	LAN (Built-In)			Y	192.168.001.028
LAN M1000i		LAN (Built-In)			Y	192.168.001.027

Total Record : 3

Figure 110 - Print Connection Listing

B. Controller

1. Click on **Controller** icon.
2. The following window will be shown *(Refer **Figure 111**).* On the Controller Setup window, you can see the information of the controller settings on the bottom of the window.
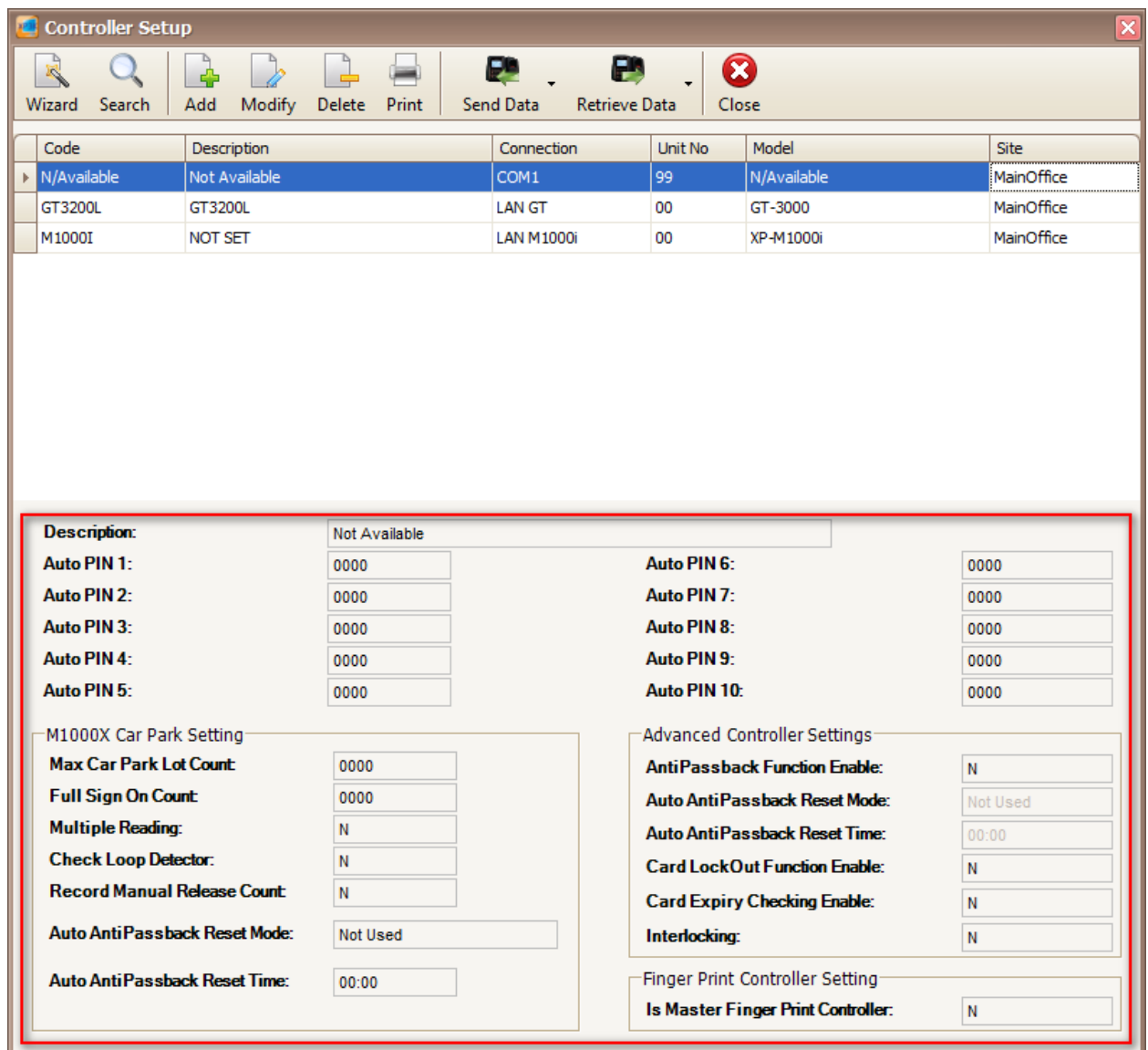
_____

Figure 111 - Controller Setup

3. Click on Wizard button to add controller.
4. Click on Search button to use the Device Lookup.
5. Click on Add button to add controller manually *(Refer **Figure 112***).

Figure 112 - Add Controller

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

Table 18 – Controller Description

Fields	Description
Code***	A short name to represent the controller. Max Length = 15.
Description	A descriptive name about the controller. Max Length = 40.
Connection	Select the connection for the controller.
Unit No	Specify address of the controller, must be unique by connection. Value = 00 to 15.
Model No	Controller model.

***Note: This field cannot be edited after saved the setting.*

7. You can setup the controller settings at the General Settings, Auto PIN Settings and Advanced Settings *(Refer **Figure 113, Figure 114 and Figure 115**).*

Figure 113 - General Setting

Table 19 - General Setting Description

Fields	Description
Site	Indicate the Site of the respective controller.
Operation Mode	Defines the controller operation mode. There are 5 modes to select: • Door/Gate Access Only • Lift Floor Access • Alarm Only • Door Access + Alarm • Guard Tour
AntiPassback Function Enable	AntiPassback is a function to prevent Double Entry or Double Exit access through a door or area. When enabled, it will take effect on all the doors under the control of the controller.
Auto AntiPassback Reset Mode	Auto Antipassback Reset Mode.
Auto AntiPassback Reset Time	Auto Antipassback Reset Time.
Card LockOut Function Enable	When this function is enabled, if a card holder supplies wrong Card PIN three times consecutively, that particular card number will be blocked until its Card LockOut status is reset in Send User Setting menu.
Card Expiry Checking Enable	Every card has a validity period. When Check Card Expiry Function is enabled, the system will check whether a card is expired or not.
Interlocking	Indicate the interlocking function for the controller.

Figure 114 - Auto PIN Setting

Table 20 - Auto PIN Setting Description

Fields	Description
Auto PIN 1-10	Auto PIN also stands for Authorized PIN is a 4-digit number that is used to access a door when there is keypad reader installed. There are 10 sets of Auto PIN. Anyone set of the Auto PIN can be used to access a door.

Figure 115 - Advanced Setting

Note: *Advanced Setting only applicable for M1000X for Car Park Setting.*

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8. Click OK to save all the settings.
9. Click on Modify to change the controller settings.
10. Click on Delete to delete the controller.
11. Click on Print to print the controller settings *(Refer **Figure 116**).*
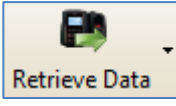

xPortal3000 System
MicroEngine
Controller Listing

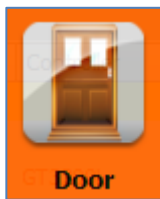| Controller Code	Description	Site Code	Unit No	Model No	Network Type	Connection Type
GT3200L	GT3200L	MainOffice	00	GT-3000	LAN (Built-In)	LAN GT
M1000I	NOT SET	MainOffice	00	XP-M1000i	LAN (Built-In)	LAN M1000i
N/Available	Not Available	MainOffice	99	N/Available	Direct Serial Port	COM1
Total Record : 3						

Figure 116 - Print Controller Listing

12. Click on [Send Data] button to download the settings to the controller.

13. Click on [Retrieve Data] button to retrieve the settings from the controller.

Note: *Send Data and Retrieve Data only applicable in xPortal3000 Standalone/ Full version.*

C. Door

1. Click on [Door] icon.

2. The following window will be shown *(Refer **Figure 117**).* On the Door Setup window, you can see the information of the door settings on the bottom of the window.

Figure 117 - Door Setup

3. Click Add button to start adding a door manually *(Refer **Figure 118**).*

Figure 118 - Add Door

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

Table 21 - Add Door Description

Fields	Description
Code***	A short name to represent the door. Max Length = 15.
Description	A descriptive name about the door. Max Length = 40.
Controller	Select the controller for the door.
Unit No***	Specify address of the door, must be unique by connection.

***Note:* This field cannot be edited after saved the setting.*

5. You can set the door settings in the General Settings and Advanced Settings *(Refer **Figure 119 and Figure 120**).*

Figure 119 - General Setting

Table 22 - General Setting Description

Fields	Description
Model No	Reader Interface model name.
Reader Type	Specify current reader format.
TTL In Reader No**	Specify TTL reader port number that will be assigned as an entry reader.
TTL Out Reader No**	Specify TTL reader port number that will be assigned as an exit reader.
RS485 Reader Model	Specify RS485 reader model.
Is Attendance Capturing Door	Specifying whether this door is used for calculating attendance. There are 10 types of capturing way: • No. Don't include this door for attendance calculation • Yes. Use both Entry and Exit for Att.In and Att.Out • Yes. Use both Entry and Exit for Att.In Only • Yes. Use both Entry and Exit for Att.Out Only • Yes. Use Entry Only for Att.In and Att.Out • Yes. Use Entry Only for Att.In • Yes. Use Entry Only for Att.Out • Yes. Use Exit Only for Att.In and Att.Out • Yes. Use Exit Only for Att.In • Yes. Use Exit Only for Att.Out

***Note:** This is applicable to M1000i and M2000i.*

Figure 120 - Advanced Setting

Table 23 - Advanced Setting Description

Fields	Description
Lock Release Time	Duration for the lock to release before it automatically locks back if the door is never push open.
Door Open Time	Duration for the door to remain open after an access is granted after which the buzzer will sound.
Auto Lock Release TZ	This is a time driven event that will release the lock automatically according to the time and day set in the assigned Time Zone (TZ).
Higher Security Mode	Specify enhanced authentication mode that this door will be operating in. Token type = Proximity Card/ ID Number/ Mifare Card/ MyKad 1) Token Type + PIN: Present token, then enter PIN 2) Token Type + Finger Print: Present token, then place a finger for verification.** 3) Token Type + PIN + Finger Print: Present token, enter PIN, then place a finger for verification.**
Higher Security TZ	Specify a preset Time Zone that specifies at which day and what time the door will be operating in enhanced authentication mode.
Exit Button Activation TZ	Specify a preset Time Zone that specifies at which day and what time the exit button will be usable.
AntiPassback Entry Zone Code	This is the code to be stored when Card users access through the Entry Reader of this door.
AntiPassback Exit Zone Code	This is the code to be stored when Card users go out using the Exit Reader of this door. This code must be different from the AntiPassback Entry Zone Code that defined above.

Emergency PIN	This PIN can be used to access the door in case of emergency (e.g. Fire).
Emergency Mode	There are 3 emergency modes: • Lock-Release - The system will release the lock in case of system malfunction. • Check Site Code - The system will recognize the front 4-digit number of the full 10-digit proximity card number. • Emergency PIN - Allow user to gain access by using the Emergency PIN that defined above.
Supervisor Mode	When this function is enabled, the system allows Super Card holder to enable or disable Inhibit Mode.

**Note: *This is applicable for GT controller.*

6. Click OK to save the settings.
7. Click Modify to change the settings.
8. Click Delete to delete the door.
9. Click Print to print the door details *(Refer* **Figure 121***)*.

Figure 121 - Print Door Listing

10. Click on [Send Data] button to download the door settings to the controller.

11. Click on [Retrieve Data] button to retrieve the door settings from the controller.

Note: *Send Data and Retrieve Data only applicable in xPortal3000 Standalone/ Full version.*

D. Alarm Panel

1. Click on [Alarm Panel] icon.

2. The following window will be shown *(Refer **Figure 122**).*

Figure 122 - Alarm Panel Setup

3. Click Add button to add the new alarm panel. Add Alarm Controller window will be shown *(Refer **Figure 123**).*

Figure 123 - Add Alarm Controller

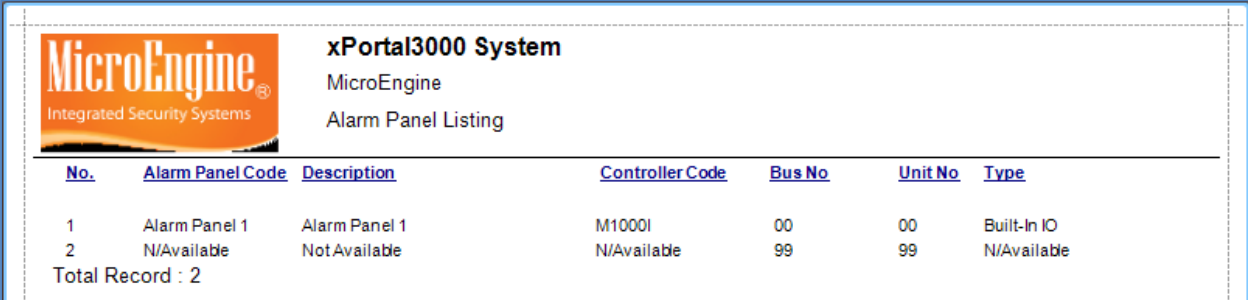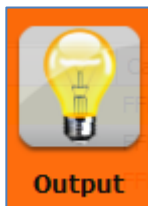4. Enter the information of the alarm panel as described below.

Table 24 - Alarm Panel Description

Fields	Description

Code***	A short name to represent the alarm panel. Max Length = 15.
Description	A descriptive name about the alarm panel. Max Length = 40.
Controller	Select the controller for the alarm panel.
Bus No	Specify the bus no of the alarm controller.
Unit No	Specify address of the alarm panel.
Model No	Specify the model no of the alarm controller.

***Note:** This field cannot be edited after saved the setting.*

5. Click OK to save the settings.
6. Click Modify to change the settings.
7. Click Delete to delete the alarm panel.
8. Click Print to print the alarm panel listing *(Refer **Figure 124**).*

Figure 124 - Print Alarm Panel Listing

E. Output

1. Click on [Output] icon.
2. The following window will be shown *(Refer **Figure 125**).*

_____

Figure 125 - Output Setup

3. Click Add button to add new output. The following window will be shown *(Refer **Figure 126***).

_____

Figure 126 - Add Output

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

Table 25 – Add Output Description

Fields	Description
Code***	A short name to represent the output. Max Length = 15.
Description	A descriptive name about the output. Max Length = 40.
Alarm Panel	Choose the alarm panel related to the output.
Point No	Specify the point number for the output.

***Note: *This field cannot be edited after saved the setting.*

5. You can setup the output settings in the General Settings, Event Trigger On and Event Trigger Off *(Refer **Figure 127, Figure 128 and Figure 129**).*

Figure 127 - General Setting

Table 26 - General Setting Description

Fields	Description
Signal Type	Select a signal type for the output. • Constant – Output will be activated until its state is changed manually at Output List tab or by Instruction Control. • Pulse – Output will be activated for a period stated in Pulse Time.
Pulse Time	Specify a period in minutes and seconds for the pulse output activation.
Output Activation TZ	This is a time-driven event that will activate the output automatically according to the time and day set in the assigned Time Zone (TZ).
Delay Activation Time	Define a default delay time before the output is activated.

Figure 128 - Event Trigger On

Table 27- Event Trigger On Description

Fields	Description
Device Type	Specify device type that will trigger this output on.
Device Code	Specify device code that will trigger this output on.
Transaction	Specify transaction that will trigger this output on.

Figure 129 - Event Trigger Off

Table 28 - Event Trigger Off Description

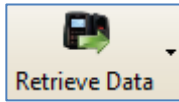| Fields	Description
Device Type	Specify device type that will trigger this output off.
Device Code	Specify device code that will trigger this output off.
Transaction	Specify transaction that will trigger this output off.

6. Click OK to save the settings.
7. Click Modify to change the settings.
8. Click Delete to delete the output.
9. Click Print to print the output details *(Refer **Figure 130**).*

Figure 130 - Print Output Point Listing

_____

10. Click on button to download the output settings to the controller.

11. Click on button to retrieve the output settings from the controller.

Note: Send Data and Retrieve Data only applicable in xPortal3000 Standalone/ Full version.

F. Input

1. Click on icon.
2. The following window will be shown *(Refer **Figure 131**).*

_____

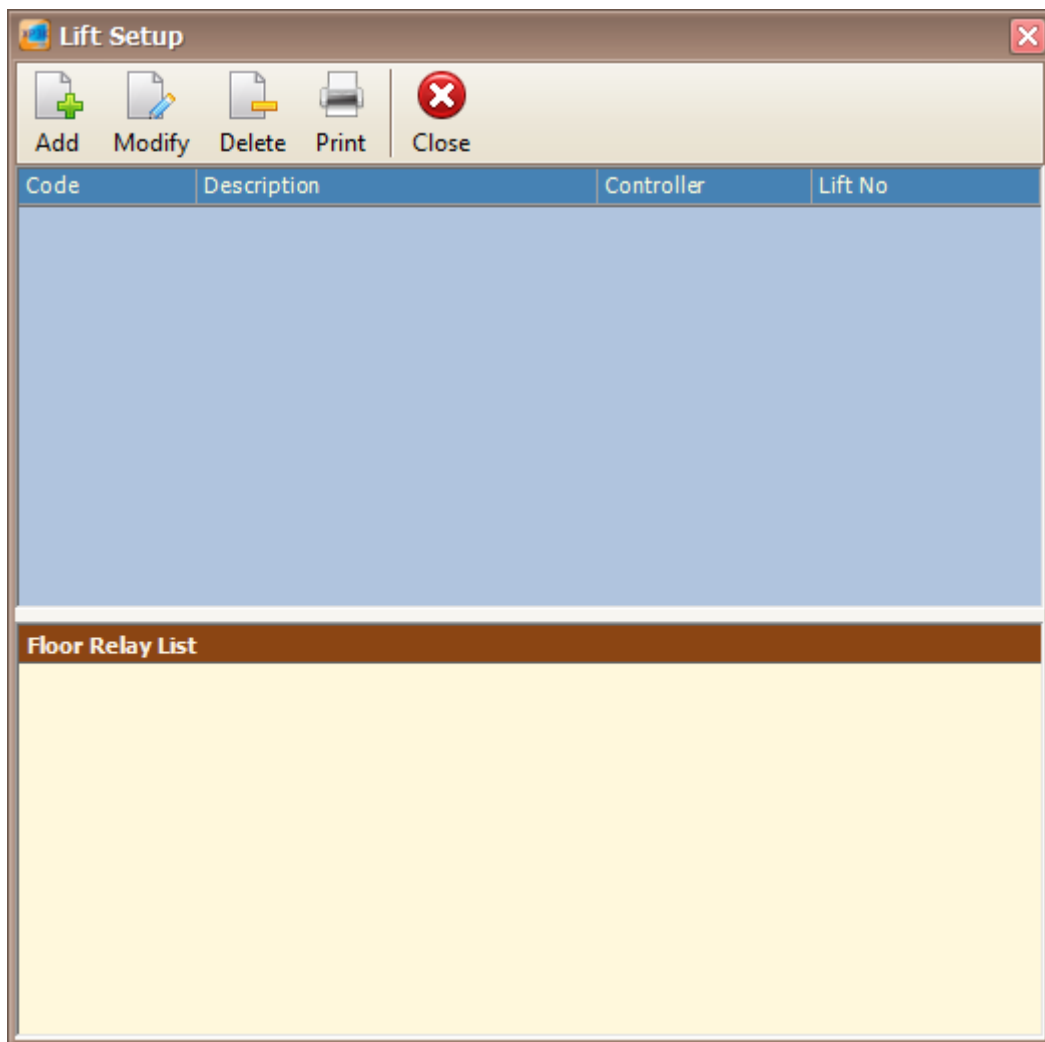
Figure 131 - Input Setup

3. Click Add button to add new input. The following window will be shown *(Refer* **Figure 132***).*

Figure 132 - Add Input

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

Table 29 - Add Input Description

Fields	Description
Code***	A short name to represent the door. Max Length = 15.
Description	A descriptive name about the door. Max Length = 40.
Alarm Panel	Choose the alarm panel related to the input.
Point No	Specify the point number for the input.

***Note: This field cannot be edited after saved the setting.*

5. You can set the input settings in the General Settings, Event Trigger Arm and Event Trigger Disarm *(Refer **Figure 133, Figure 134 and Figure 135**).*

Figure 133 - General Setting

Table 30 - General Setting Description

Fields	Description
Delay Alarm	Specify the delay time (seconds) before this input triggers the output.

Time (Sec)	
Input Arming TZ	Specify a preset Time Zone that specifies at which day and what time the input will be active.

Figure 134 - Event Trigger Arm

Table 31 - Event Trigger Arm Description

Fields	Description
Device Type	Specify device type that will activate this input.
Device Code	Specify device code that will activate this input.
Transaction	Specify transaction that will activate this input.

Figure 135 - Event Trigger Disarm

Table 32 - Event Trigger Disarm Description

Fields	Description
Device Type	Specify device type that will deactivate this input.
Device Code	Specify device code that will deactivate this input.
Transaction	Specify transaction that will deactivate this input.

6. Click OK to save the settings.
7. Click Modify to change the settings.
8. Click Delete to delete the input.
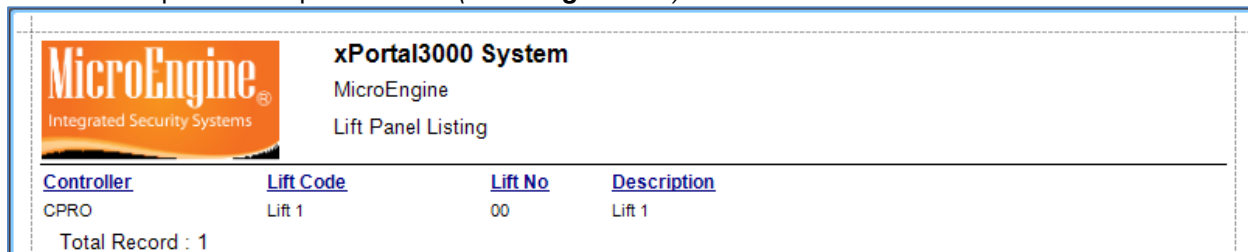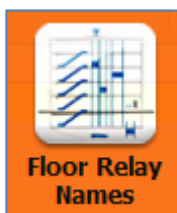9. Click Print to print the input details *(Refer **Figure 136**).*

_____

xPortal3000 System
MicroEngine
Input Point Listing

No	1				
Input Code	N/Available				
Description	Not Available				
Alarm Panel	N/Available	Bus No	99	Point No	99
Input Type	M/C				
Input ON Text					
Input OFF Text					
Is Alarm	☐				
Delay Alarm Time	000			Delay Arm Time	000
Input Arming TZ	000				

Total Record : 1

Figure 136 - Print Input Point Listing

10. Click on [Send Data] button to download the input settings to the controller.

11. Click on [Retrieve Data] button to retrieve the input settings from the controller.

Note: *Send Data and Retrieve Data only applicable in xPortal3000 Standalone/ Full version.*

G. Lift Panel

1. Click on [Lift Panel] icon.
2. The following window will be shown *(Refer **Figure 137**).*

Figure 137 - Lift Setup

3. Click Add button to add new lift panel. Add Lift window will be shown *(Refer Figure 138)*.

Figure 138 - Add Lift

4. Enter the information of the lift as described below.
Table 33 – Add Lift Panel Description

Fields	Description

Code***	A short name to represent the lift panel. Max Length = 15.
Description	A descriptive name about the lift panel. Max Length = 40.
Controller	Choose the controller for the lift panel.
Lift No***	Specify the lift number for lift panel.

***Note:** *This field cannot be edited after saved the setting.*

5. Click OK to save the settings.
6. Click Modify to change the settings.
7. Click Delete to delete the lift panel.
8. Click Print to print the lift panel details *(Refer **Figure 139**).*

Figure 139 - Print Lift Panel Listing

H. Floor Relay Name

1. Click on [Floor Relay Names] icon.
2. The following window will be shown *(Refer **Figure 140**).* On the right side of the Floor Relay Name Setup window, you can see the relay number for MTA-R16.

Figure 140 - Floor Relay Name Setup

3. Click Add button to add the new floor relay. The following window will be shown *(Refer **Figure 141**).*

Figure 141 - Add Floor Relay

4. Enter the information of the floor relay as described below.

Table 34 – Add Floor Relay Description

Fields	Description
Lift	Choose the lift for the relay.
Relay No	Specify the relay number.
Floor Name	Specify a name for the floor name.
Auto Floor Release TZ	Choose the Time Zone for the floor.

5. Click OK to save the settings.
6. Click Modify to change the settings.
7. Click Delete to delete the floor relay.
8. Click Print to print the floor relay details *(Refer **Figure 142**).*

Figure 142 - Print Floor Relay Name Listing

I. Real-Time Transaction Export

1. Click on [Real-Time Trans. Export] icon.
2. The following window will be shown *(Refer **Figure 143**).*

Figure 143 - Export Transaction

3. Enter the information of the export transaction as described below.

Table 35 - Export Transaction Description

Fields	Description
Destination Folder	Specify the directory path to store the file that going to be written.
File Creation	Determine whether the file creation duration is by day or by hour.
File Name Prefix	The file that will be created is named according to the combination of file name prefix, time stamp, suffix.
File Name Time Stamp	*<File Name Prefix><File Name Time Stamp><File Name Suffix>*
	If you wish to append the transaction record in a predefined file only, then you only need to specify the file name prefix (or file name suffix) and file name
File Name Suffix	extension. Or else you prefer to create the file daily or hourly, you have to define the time stamp format.
	If you want the file to be created is named by date, then you can select the date format (year, month, day, hour, _, -) that you preferred.
	The last part of the filename.
File Name Extension	The default file extension is ".txt" and ".csv" only.
Export Format	Select how the transaction record should be formatted.
Transaction Type	There are two type of transactions that can be exported:
	1. Attendance Transaction (only Valid Entry/Valid Exit) - Only export valid entry and valid exit transaction that occurred at attendance captured door.
	2. All Transactions - Export all transactions

4. Click [Activate] [☐ Activate] to activate the real-time export.
5. Click Save to save the settings.

J. System Properties

1. Click on System Properties icon.
2. The following window will be shown *(Refer **Figure 144**).*

Figure 144 - System Properties

3. Click Modify to change the system properties settings *(Refer **Figure 145**).*

Figure 145 - Edit System Properties

4. Enter the information of the system properties as described below:

Table 36 - System Properties Description

Fields	Description
Company Name	Store the company of the site. This name will be displayed in the header of reports.
Main Comm Port	Defines the comm port number that is used to communicate with the controllers through MCI signal converter unit.
Monitoring Port	This is the comm port number that the software will use for Remote Console Monitoring. The remote console will see transactions of the system in a DOS program.
Modem Port	Defines the comm port that the modem is connected when dial up remote monitoring is used.
Pin Offset	This is an offset number that is used to generate default Card PIN for every card installed in the system. You can change this number to increase security so that even the same card number will not get same Card PIN in different sites.
Site Code 1-4	Site code is the front 4-digit of a 10-digit card number. It is the batch number of the card. We can use it to differentiate card numbers between sites. You can set 4 different site codes to a system. When a site code is set, the system will compare the full 10-digit card number instead of just the last 6-digit card number. This can improve the security of the system because it prevents duplicated 6-digit card numbers to have access.
Audit Trail	Audit Trail is a tracking feature that is used to log all activities in the software in both Server and Client application. When this flag is set to Yes, it will record all System Users activities in software such as Add Card or Delete Card and

	save them as transaction records for later viewing. Currently this setting has been defaulted to Yes.
Card No Length	This setting is used to set how many digits of card number the system will use as both storage and identification. This feature is reserved for future use and is currently defaulted to 6-digit.
Card No Start Position	This setting is used to set start position of the card number.
Simple Mode	This is the Simple Mode setting for the software. When this flag is set to Yes, there will be less features and settings available in the system. This feature is reserved for future use and is currently defaulted to No.
Password Expire?	This flag is used to set whether the system will check for System User's password expiry date. When a password expires, the system will prompt the user to change their password before they can continue log in to the system. Currently this setting has been defaulted to Yes.
Default Password Expiry Duration (Days)	This setting sets the validity period of System User's password. Currently it has been defaulted to 30 days.
Network Port No	This is the port number that is used to communicate with remote sites that uses Ethernet communication between the Server application and controllers. You can change this to another port number but you must set the same port number for the LAN interface as well.
Fire Alarm Auto Release	This setting is used to activate or deactivate door release during fire emergency. Only doors specified in Fire Alarm Group will be released after fire alarm signal is received by a specific controller. This function will work only when the software is running.

5. Click OK to save the settings.

K. Site

1. Click on   button.
2. The following window will be shown *(Refer **Figure 146**).*

Figure 146 - Site Setup

3. Click Add button to add a new site *(Refer **Figure 147**)*.

Figure 147 - Add Site

4. Enter the information of the site as described below.

Table 37 – Add Site Description

Fields	Description
Code***	A short name to represent the site. Max Length = 15.

_____

Description	A descriptive name about the site. Max Length = 40.
Remote Modem Phone No	This is the phone line number that has assigned to the modem at remote site.
Use IP Address	Indicate whether this site setting is using IP address or not.
Remote IP Address	Specify controller's IP Address or Remote IP Address of the external LAN interface unit.
Remote Computer Name	Specify the remote computer name.

***Note:** This field cannot be edited after saved the setting.*

5. Click OK to save the settings.
6. Click Modify to change the settings.
7. Click Delete to delete the Site.
8. Click Print to print the site details *(Refer **Figure 148**).*

Figure 148 - Print Site Listing

L. Door Group

1. Click on [Door Group] icon.
2. The following window will be shown *(Refer **Figure 149**).*

Figure 149 - Door Group Setting

3. Click Add button to add a new door group *(Refer **Figure 150**).*

Figure 150 - Add Door Group

4. Enter the Code and Description for the Door Group. Then, click OK to save the information.

_____

5. Click on [Add Door] button at the bottom of the window to add door to the door group *(Refer **Figure 151**).*

Figure 151 - Select Door

6. Select door from the door list and click OK to save the settings.

7. Click on [Delete Door] to delete the door in the Door Group.
8. Click Modify to change the settings.
9. Click Delete to delete the door group.
10. Click Print to print the door group details *(Refer **Figure 152**).*

Figure 152 - Print Door Group Listing

_____

M. Area Main Doors

1. Click on [Area Main Doors] icon.
2. The following window will be shown *(Refer **Figure 153**).*

Figure 153 - Area Main Doors Setting

3. Click Add button to add the new area main doors *(Refer **Figure 154**).*

Figure 154 - Add Area Main Doors

4. Enter the code and click the Door Group button to select the door group *(Refer **Figure 155**).*

_____

Figure 155 - Select Door Group

5. Click OK to save the settings.
6. Click Modify to change the settings.
7. Click Delete to delete the area main door.
8. Click Print to print the area main door *(Refer **Figure 156**).*

Figure 156 - Print Area Main Door Group Listing

N. Floor Plan

1. Click on [Floor Plan] icon.
2. The following window will be shown *(Refer **Figure 157**).*

Figure 157 - Floor Plan Setup

3. Click on Add button to add the new floor plan *(Refer **Figure 158**).*

Figure 158 - Add Floor Plan

4. Enter the code and description for the new floor plan. Click OK to save the information.
5. Right click on the blank section in Floor Plan Setup window and click Load Image *(Refer **Figure 159**)*.

Figure 159 - Load Floor Plan

6. Browse for the floor plan image that you wish to load.
7. After the floor plan image has been loaded, right click on the floor plan image to add device such as controller or door *(Refer **Figure 160**)*.

_____

Figure 160 - Add Device

8. You can add the device in the floor plan *(Refer **Figure 161**).*

_____

Figure 161 - Devices on Floor Plan

9. Click Modify to change the settings.
10. Click Delete to delete the floor plan.

O. System User

1. Click on [System User] icon.
2. The following window will be shown *(Refer **Figure 162**).*

_____

Figure 162 - System User Setup

3. Click Add button to add new system user *(Refer Figure 163).*

_____

Figure 163 - Add System User

Note: *To add System User, you need to use xPortal3000 Standalone/ Full version.*

4. Specify the information in every field. Then, click OK to save the settings.

Table 38 - System User Description

Fields	Description
User ID***	This is the User ID for the System User that will be used during login to the software.
Name	The name of the System User.
Is Super User	Specify whether this System User is a SuperUser. A SuperUser has authority to access every functions of the software.
Menu Access Level	If the user is not a SuperUser, you need to assign a menu access level setting to the System User.
Branch	Choose a branch that the System User belongs to.
Division	Choose a division that the System User belongs to.
Department	Select the department of the System User.
Job Title	Select the job title of the System User.

_____

Change Password Next LogOn	If this is set to Yes, the System User will be prompted to change the log in password. After that, this flag will be reset to No.
Next Change Password Date	You can set the date when the System User will be prompted to change the log in password again. This is to increase the security of the system.
Wrong Password Lock Out	Set whether the System User will be lock out from the system if the user enters the wrong password exceed the Wrong Password Lock Out Count.
Wrong Password Lock Out Count	Set how many times a System User can retry if wrong password is received.
Check Password Expiry	Set whether the software should check for System User password expire date as stated by Next Change Password Date.
Expiry Date Start	Defines the start date of the System User validity period.
Expiry Date End	Defines the end date of the System User validity period.
Suspend	Select Yes to suspend the System User and No to restore user status.
Remarks 1-2	Extra field to enter System User information.

***Note:** This field cannot be edited after saved the setting.*

5. If the system user has been locked out, click on [Reset Lock Out] to reset the system user.

6. To reset the password of the system user, click on [Reset Password] at the bottom of System User Setup window.
7. Click Modify to change the settings.
8. Click Delete to delete the system user.
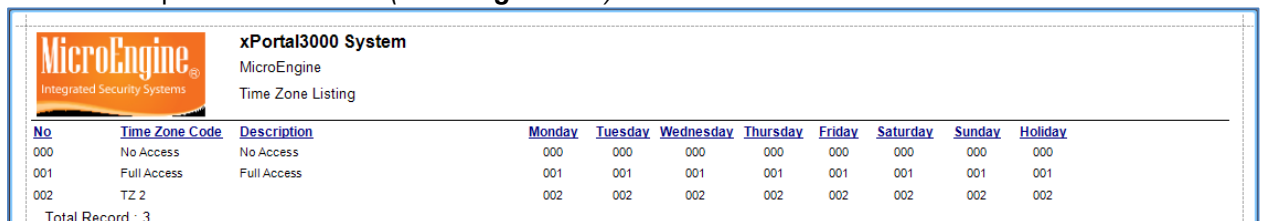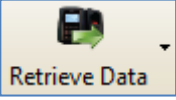9. Click Print to print the system user *(Refer **Figure 164**)*.

Figure 164 - Print Software User Listing

_____

P. Software Skin

1. Click on ![Software Skin] icon.
2. To change the skin, click on the drop down list and choose the skin that you want *(Refer **Figure 165)**.*

Figure 165 - Skin Setting

3. Click OK to save the skin setting.

Note: *Software Skin only applicable in xPortal3000 Standalone/ Full version.*

Accessibility Settings

A. Menu Access Level

1. Click on ![Menu Access Level] button.
2. The following window will be shown *(Refer **Figure 166)**.* On the Menu Access Level Setup window, you can see the information of the Menu Resource Control and Site Access.

_____

Figure 166 - Menu Access Level Setup

3. Click Add to add a new access level *(Refer **Figure 167**)* and click OK to save the settings.

Figure 167 - Add Menu Access Level

4. Click on to configure the access level *(Refer **Figure 168**).*

_____

Figure 168 - Edit Resource Access

5. In the edit resource access window, you can set the access level of the system user. Just tick the checkboxes to allow access to the system user. Click OK to save the settings.
6. Click Modify to change the settings.
7. Click Delete to delete the access level.

Note: *Menu Accessibility Control only applicable in xPortal3000 Standalone/ Full version.*

B. Time Set

1. Click on [Time Set] icon.
2. The following window will be shown *(Refer **Figure 169**).*

_____

Figure 169 - Time Set Setup

3. Click Add button to add new time set *(Refer **Figure 170**).*

Figure 170 - Add Time Set

4. Use the Interval to set the time for the time set. Eg: Working hour 9.00 am until 6.00 pm. Then click OK to save the time set.
5. Click Modify to change the settings.
6. Click Delete to delete the time set.
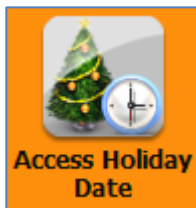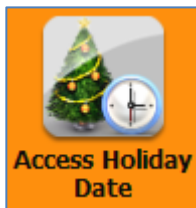7. Click Print to print the time set *(Refer **Figure 171**).*

Figure 171 - Print Time Set Listing

8. Click on [Send Data] button to download the settings to the controller.

9. Click on [Retrieve Data] button to retrieve the settings from the controller.

Note: *Send Data and Retrieve Data only applicable in xPortal3000 Standalone/ Full version.*

C. Time Zone

1. Click on [Time Zone] icon.
2. The following window will be shown *(Refer **Figure 172**).* On the Time Zone Setup window, you can see the time zone for each day.

Figure 172 - Time Zone Setup

3. Click Add button to add new time zone *(Refer **Figure 173**).*

_____

Figure 173 - Add Time Zone

4. Choose the time set for each day including holiday and click OK to save the time zone.
5. Click Modify to change the settings.
6. Click Delete to delete the time zone.
7. Click Print to print the time zone *(Refer **Figure 174**).*

Figure 174 - Print Time Zone Listing

8. Click on ⬜ button to download the settings to the controller.

9. Click on ⬜ button to retrieve the settings from the controller.

Note: *Send Data and Retrieve Data only applicable in xPortal3000 Standalone/ Full version.*

D. All Holiday Dates

1. Click on ⬜ icon.
2. The following window will be shown *(Refer **Figure 175**).*

Figure 175 - Holiday Setting

3. Click Add button to add a new holiday date *(Refer **Figure 176**).*

Figure 176 - Add Holiday

4. Choose the holiday date in the calendar and click OK to save the holiday date.
5. Click Modify to change the settings.
6. Click Delete to delete the holiday date.
7. Click Print to print the holiday *(Refer **Figure 177**).*

Figure 177 - Print Holiday Listing

E. Access Holiday Dates

1. Click on [icon] icon.
2. The following window will be shown *(Refer **Figure 178**).* On the Holiday Access Setting window, you can see the EmptyDate in Set 1 and Set 2.

Figure 178 - Holiday Access Setting

3. Click on Modify button to modify the EmptyDate *(Refer **Figure 179**).*

Figure 179 - Edit Holiday Access

4. Choose the Holiday Code and click OK to save the settings.
5. Click Print to print the holiday access *(Refer **Figure 180**).*

Figure 180 - Print Holiday Access Listing

6. Click on button to download the settings to the controller.

7. Click on button to retrieve the settings from the controller.

Note: *Send Data and Retrieve Data only applicable in xPortal3000 Standalone/ Full version.*

F. Floor Zone

1. Click on icon.

2. The following window will be shown *(Refer Figure 181).*

Figure 181 - Floor Zone Setup

3. Click Add button to add new floor zone *(Refer Figure 182).*

_____

Figure 182 - Add Floor Zone

4. Specify the code, description and lift. Choose the lift panel that you already created.

5. To change the zone setting, double click or click [Change Floor] and Floor Relay window will be shown *(Refer **Figure 183**).*
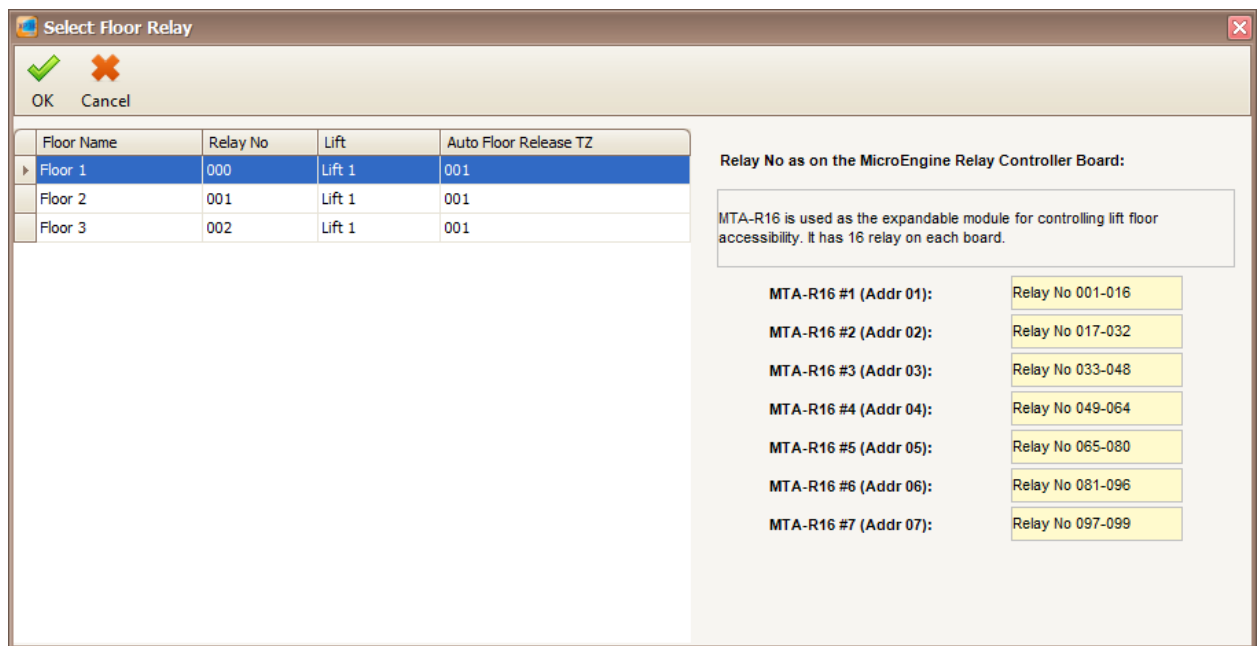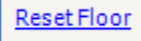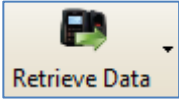
Figure 183 - Select Floor Relay

6. Choose the floor relay and click OK to save the settings.

7. Click on [Reset Floor] to reset the floor relay.
8. Click Modify to change the settings.
9. Click Delete to delete the floor zone.
10. Click Print to print the floor zone *(Refer **Figure 184**).*

Floor Zone No	003							
Floor Zone Code	Zone 2							
Description	Zone 2							
Lift	Lift 1							
	From		**To**	**TZ**		**From**	**To**	**TZ**
Range #01	002-Floor 3	-	001-Floor 2	000	**Range #02**	999-Floor Not Found	- 999-Floor Not Found	000
Range #03	999-Floor Not Found	-	999-Floor Not Found	000	**Range #04**	999-Floor Not Found	- 999-Floor Not Found	000
Range #05	999-Floor Not Found	-	999-Floor Not Found	000	**Range #06**	999-Floor Not Found	- 999-Floor Not Found	000
Range #07	999-Floor Not Found	-	999-Floor Not Found	000	**Range #08**	999-Floor Not Found	- 999-Floor Not Found	000
Range #09	999-Floor Not Found	-	999-Floor Not Found	000	**Range #10**	999-Floor Not Found	- 999-Floor Not Found	000
Range #11	999-Floor Not Found	-	999-Floor Not Found	000	**Range #12**	999-Floor Not Found	- 999-Floor Not Found	000
Range #13	999-Floor Not Found	-	999-Floor Not Found	000	**Range #14**	999-Floor Not Found	- 999-Floor Not Found	000
Range #15	999-Floor Not Found	-	999-Floor Not Found	000	**Range #16**	999-Floor Not Found	- 999-Floor Not Found	000

Figure 184 - Print Floor Zone Listing

11. Click on [Send Data] button to download the settings to the controller.

12. Click on [Retrieve Data] button to retrieve the settings from the controller.

Note: *Send Data and Retrieve Data only applicable in xPortal3000 Standalone/ Full version.*

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G. Door Accessibility

1. Click on icon.
2. The following window will be shown *(Refer **Figure 185**).*
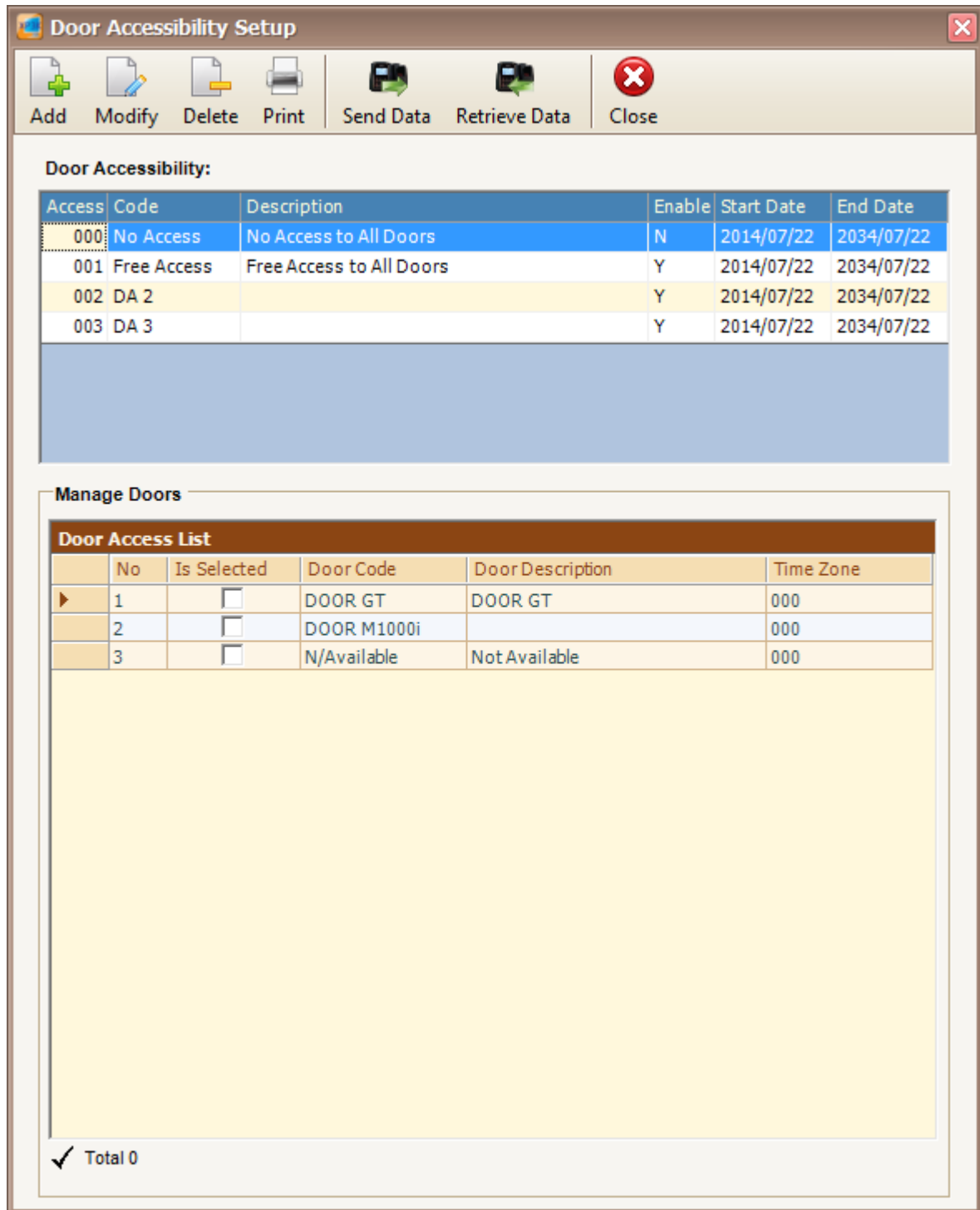
Figure 185 - Door Accessibility Setup

3. Click Add button to add the new door accessibility *(Refer **Figure 186**).*

Figure 186 - Add Door Accessibility

4. Specify the code and description. Choose the door code for the door access by clicking on the checkboxes at the manage doors section *(Refer **Figure 187**).*

Figure 187 - Manage Doors

5. To change the time zone for the door access, click on the time zone to open Select Time Zone window. Choose the time zone that you want *(Refer **Figure 188**).* Click Ok to save the settings.

Figure 188 - Select Time Zone

6. Click Modify to change the settings.
7. Click Delete to delete the door accessibility.
8. Click Print to print the door access *(Refer **Figure 189**).*

Figure 189 - Print Door Access Listing

9. Click on **Send Data** button to download the settings to the controller.

10. Click on **Retrieve Data** button to retrieve the settings from the controller.

Note: *Send Data and Retrieve Data only applicable in xPortal3000 Standalone/ Full version.*

H. Floor Accessibility

1. Click on icon.

2. The following window will be shown *(Refer **Figure 190**).*
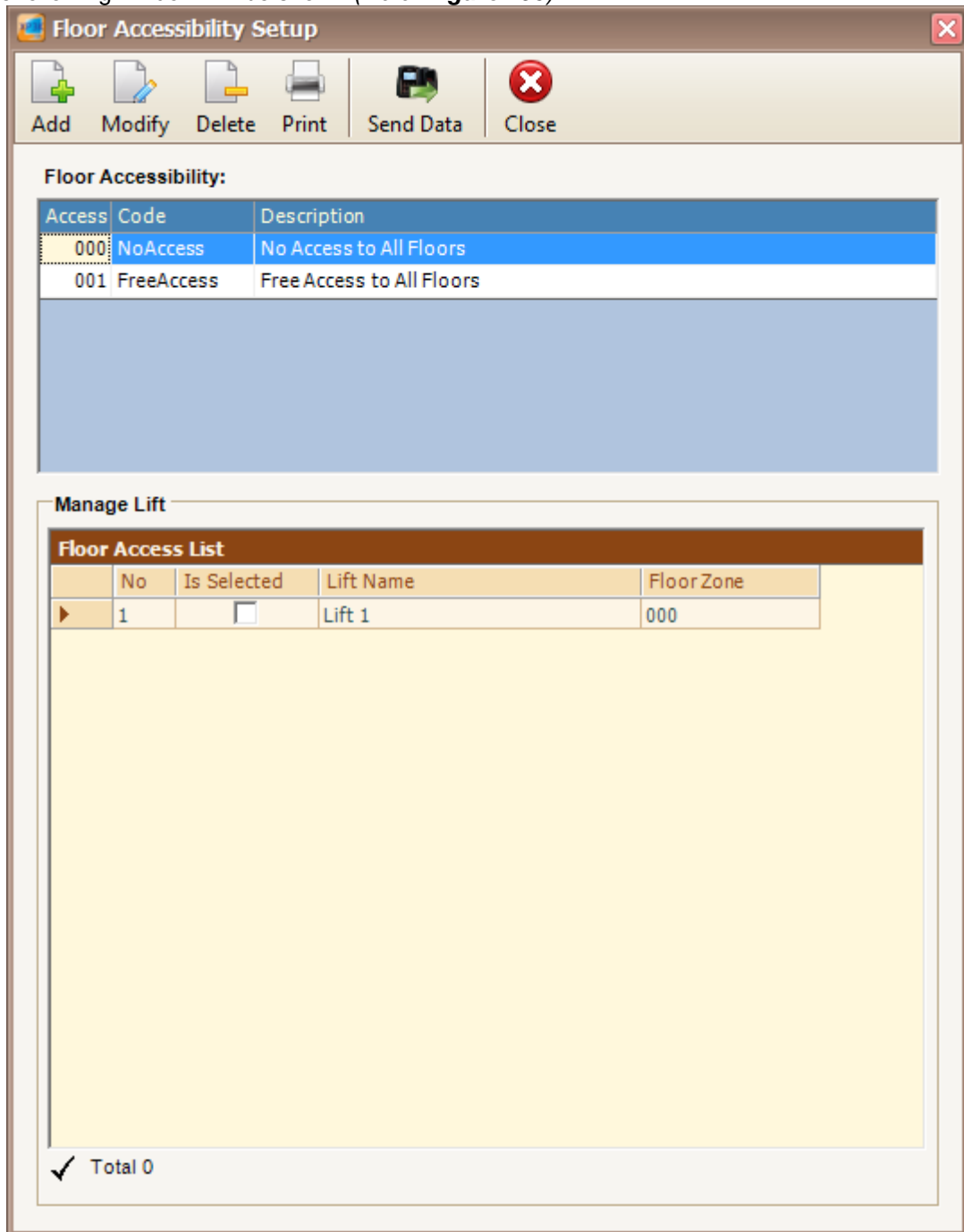

Figure 190 - Floor Accessibility Setup

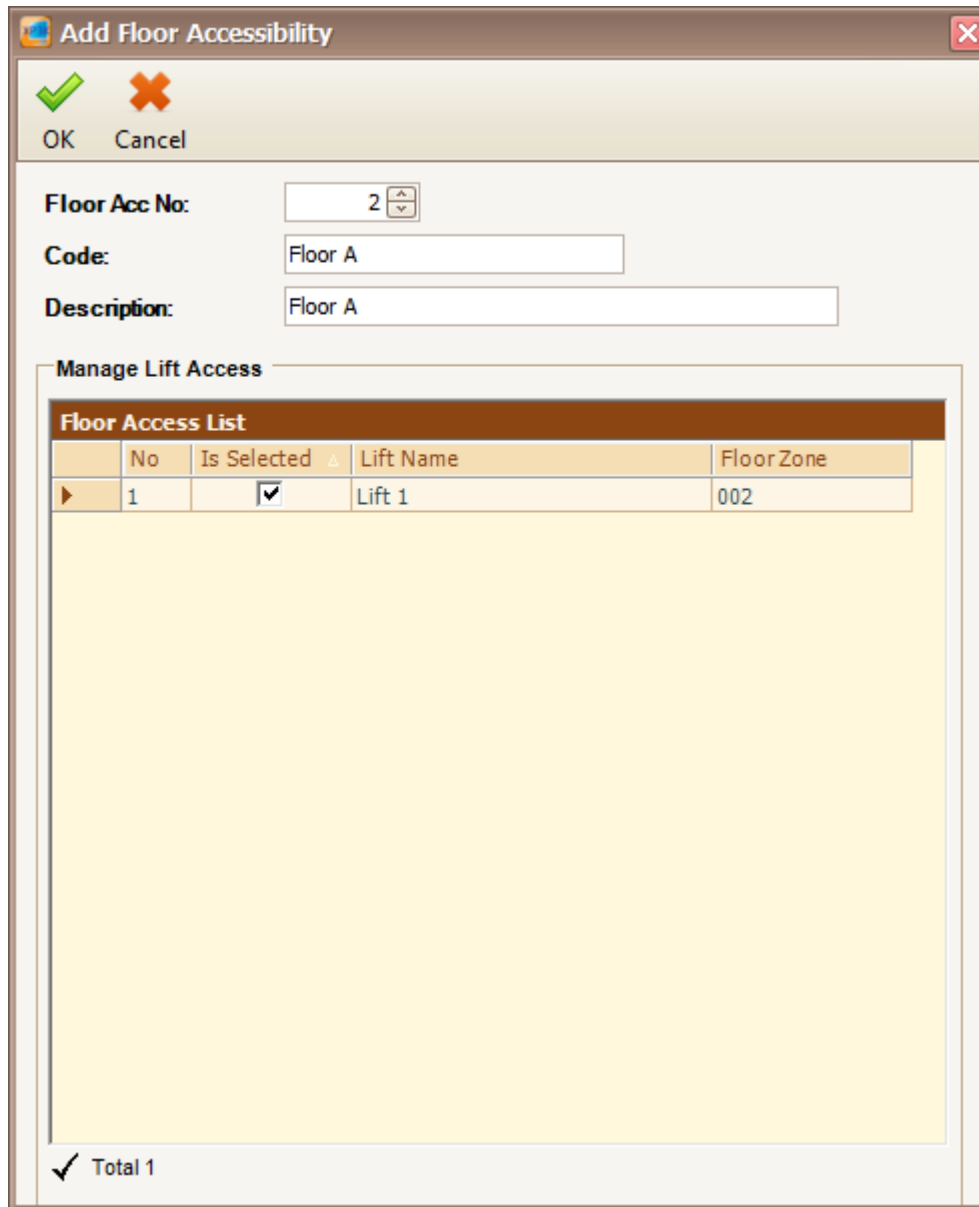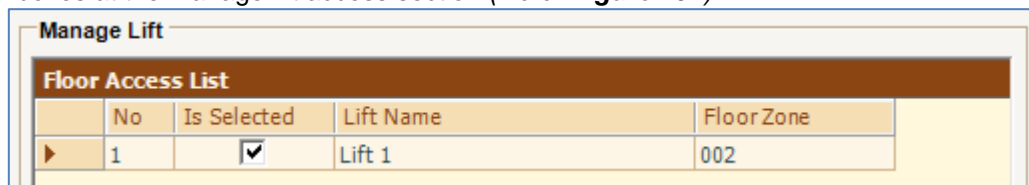3. Click Add button to add new floor accessibility *(Refer **Figure 191**).*

Figure 191 - Add Floor Accessibility

4. Specify the code and description. Choose the lift name for the floor access by clicking on the checkboxes at the manage lift access section *(Refer **Figure 192**).*

Figure 192 - Manage Lift

5. To change the floor zone for the floor access, click on the floor zone to open Select Floor Zone window. Choose the floor zone that you want *(Refer **Figure 193**).* Click Ok to save the settings.
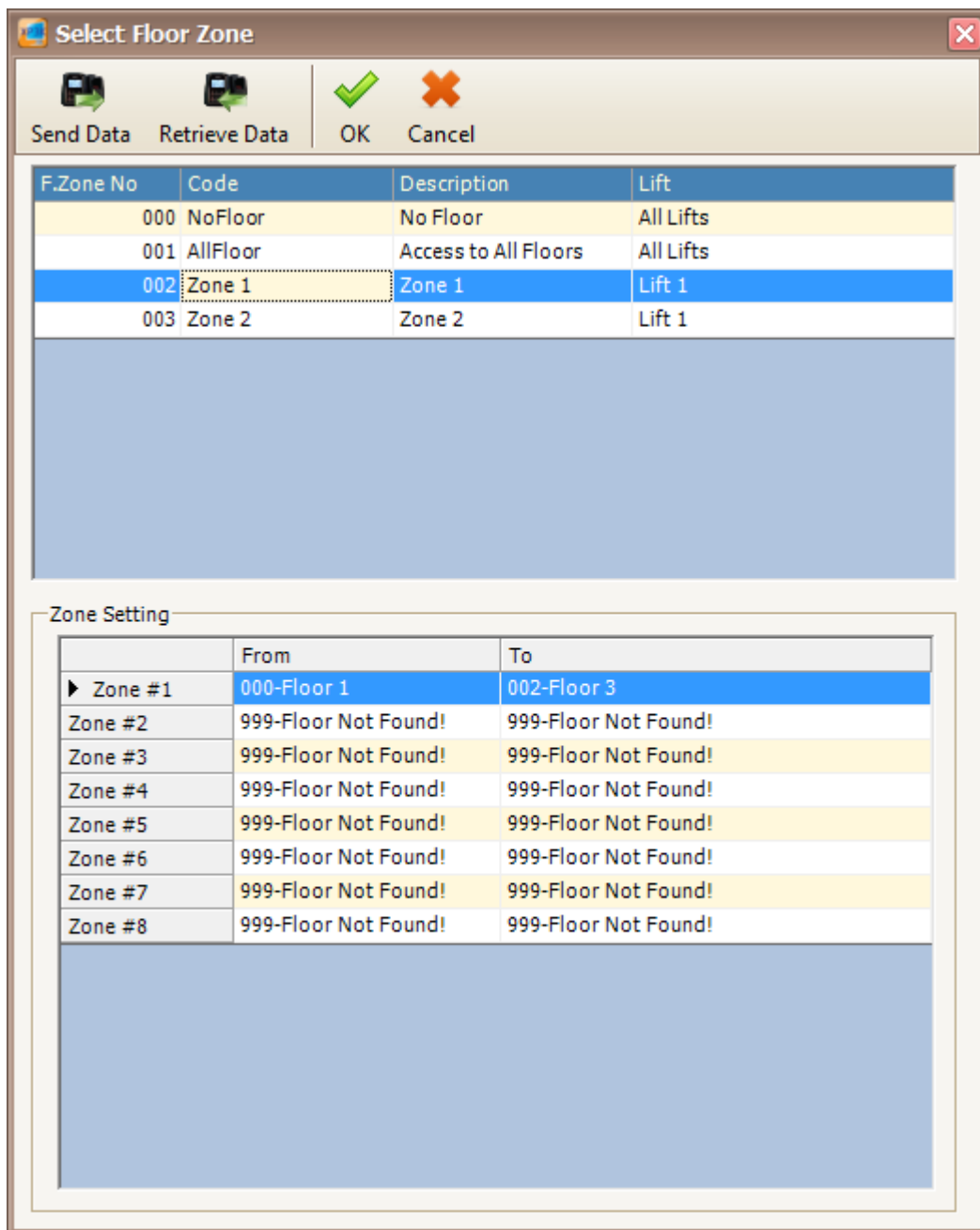
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Figure 193 - Select Floor Zone

6. Click Modify to change the settings.
7. Click Delete to delete the floor accessibility.
8. Click Print to print the floor access *(Refer **Figure 194**).*

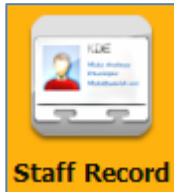

Figure 194 - Print Floor Accessibility Listing

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9. Click on [Send Data] button to download the settings to the controller.

Note: Send Data and Retrieve Data only applicable in xPortal3000 Standalone/ Full version.

Staff Settings

A. Staff Record

1. Click on [Staff Record] icon.
2. The following window will be shown *(Refer **Figure 195**)*. On the Staff Detail Setup window, you can see the staff menu, list of staff, staff centric view and staff details.
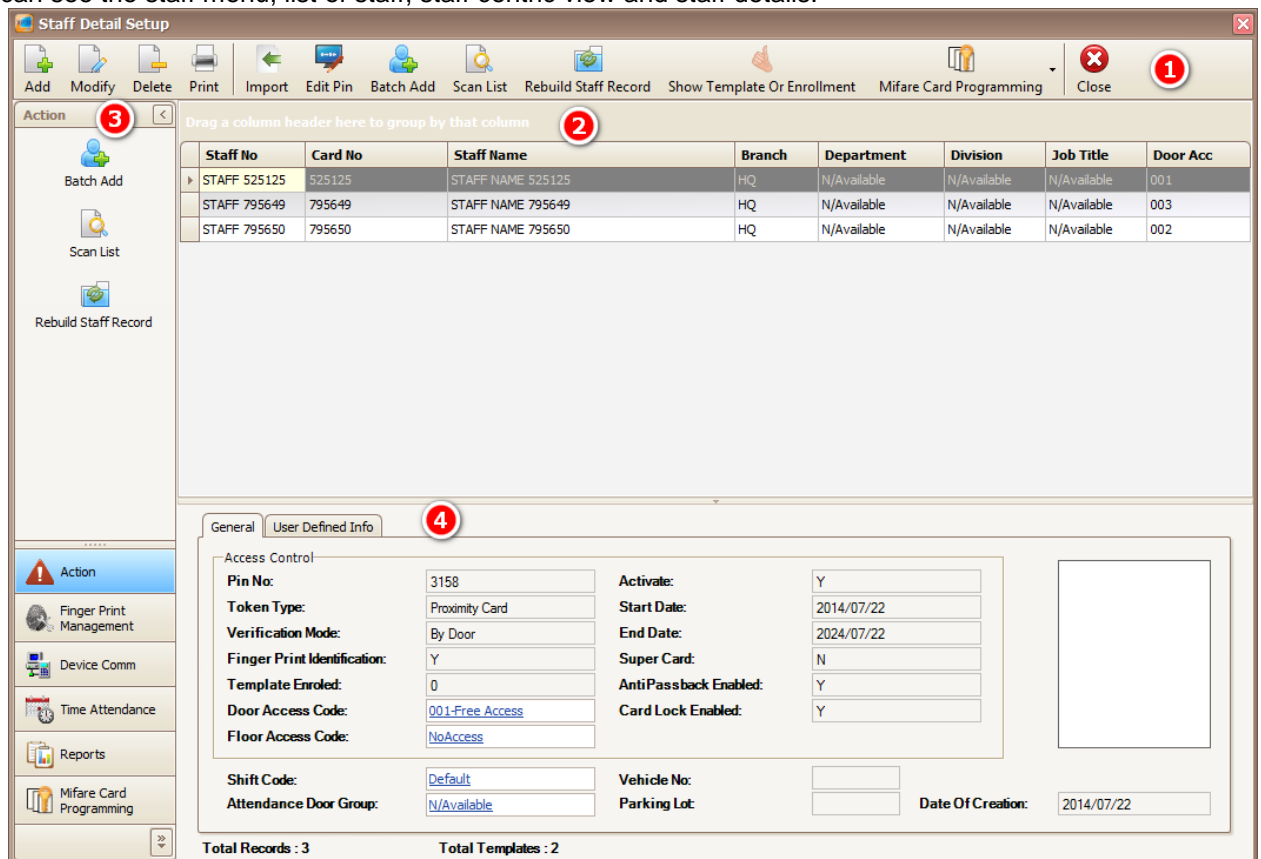

Figure 195 - Staff Detail Setup

Following are the description of the user interface:

Table 39 - Staff Details Setup Window

No	User Interface	Description
1	Staff Menu	Allow user to access the functions available in the staff

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			records.
2	Staff List		Display the entire staff list.
3	Staff Centric View		Shortcuts to configure settings related to staff records.
4	Staff Details		Display the staff details.

Note: *Staff Centric View only applicable in xPortal3000 Standalone/ Full version.*

B. Staff Menu

1. Click Add button to add staff using Normal Mode.
2. Click Modify button to edit the staff records.
3. Click Delete button to delete the staff records.
4. Click Print button to print the staff details *(Refer* **Figure 196***).*

Figure 196 - Staff Detail Listing

5. Click Import button to import the staff records using csv or txt file format.
6. Click Edit PIN button to change the PIN for the selected staff.
7. Click Rebuild Staff Record to synchronize the staff records *(Refer* **Figure 197***).*
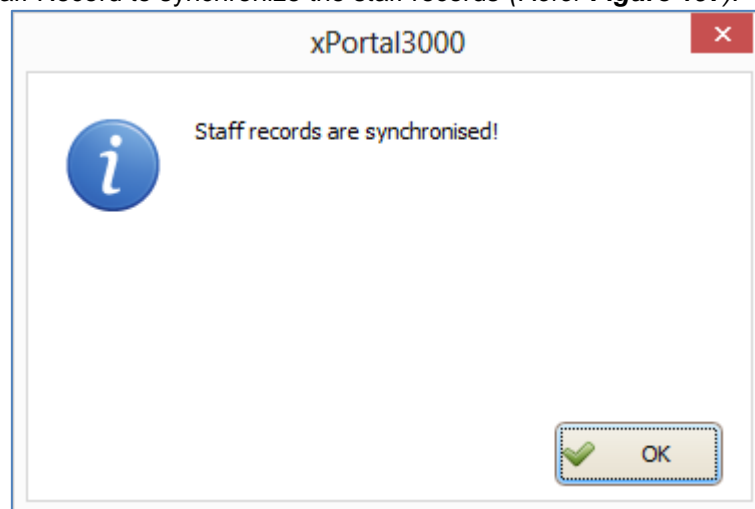

Figure 197 - Rebuild Staff Records

8. Click on Show Template or Enrolment to view the template for the selected staff records *(Refer* **Figure 198***).*
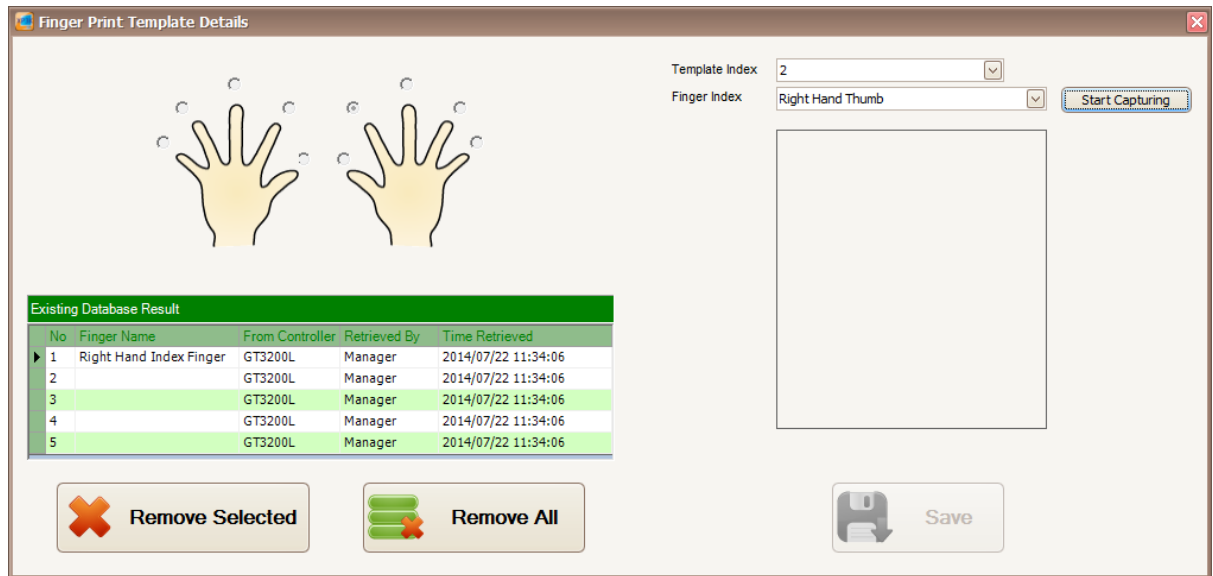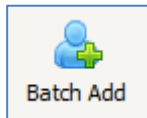
Figure 198 - Finger Print Template Details

C. Batch Add

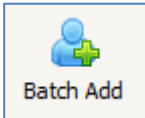*You may use this method if you wish to add staff record in a batch (Sequence card numbers).*

1. Click on [Batch Add] to add staff using Batch Add method.
2. The following screen will be shown *(Refer **Figure 199**).*

Figure 199 - Batch Add

3. Entered all the necessary fields, click OK to confirm and save settings.
4. For Start Card No and End Card No, the card number must be sequence.

    Eg.:   **Start Card No.:** 000001.

                End Card No.: 000005.

This is batch add for 5 staff cards number.

5. Click on **Door Accessibility** tab to select the door accessibility.
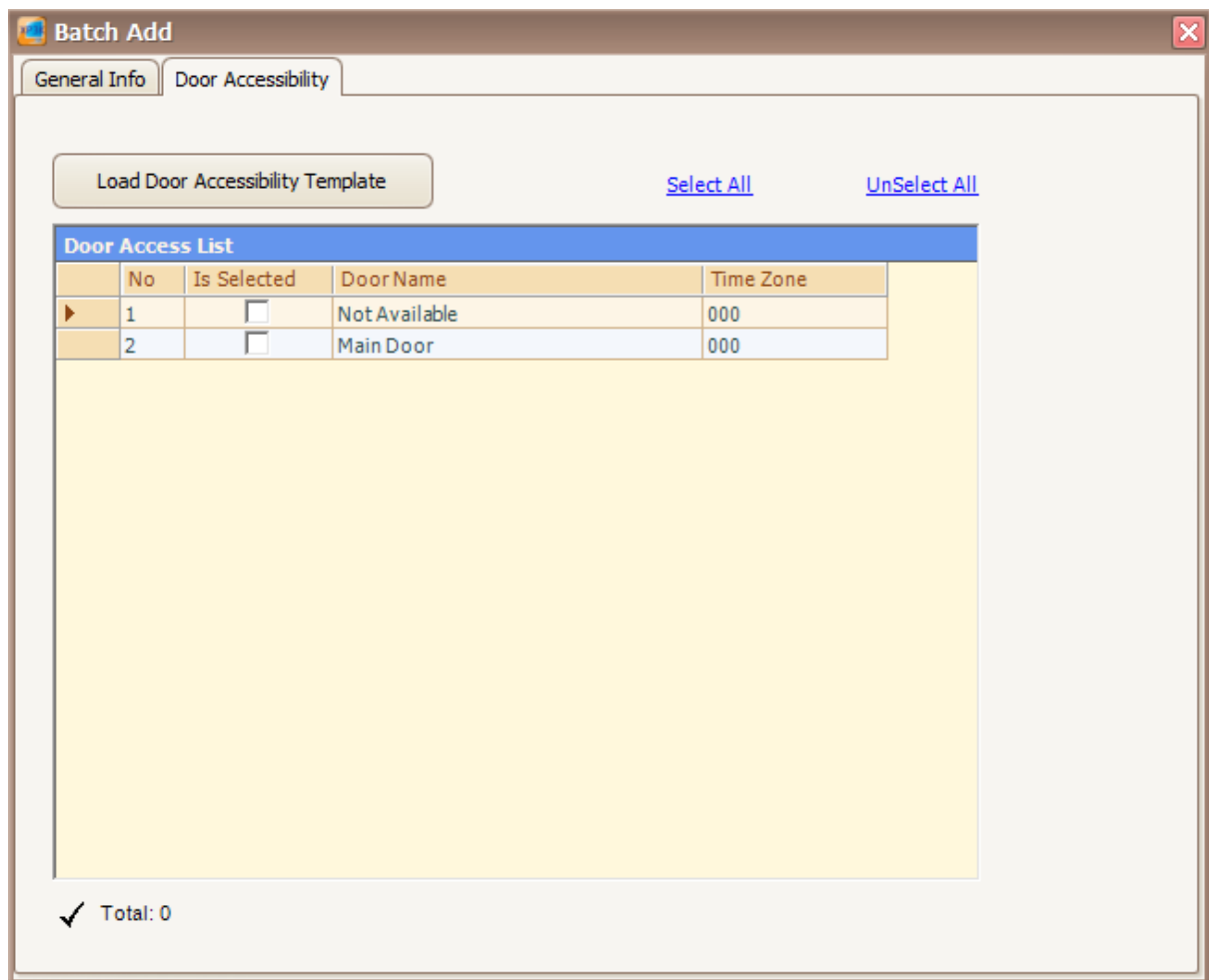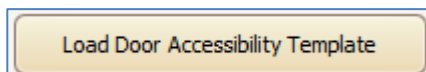6. The following screen will be shown *(Refer **Figure 200**)*.

Figure 200 - Batch Add (Load Door Accessibility)

7. Click **Load Door Accessibility Template** icon to load your Door Accessibility Template.
8. The following screen will be shown *(Refer Figure 201)*.
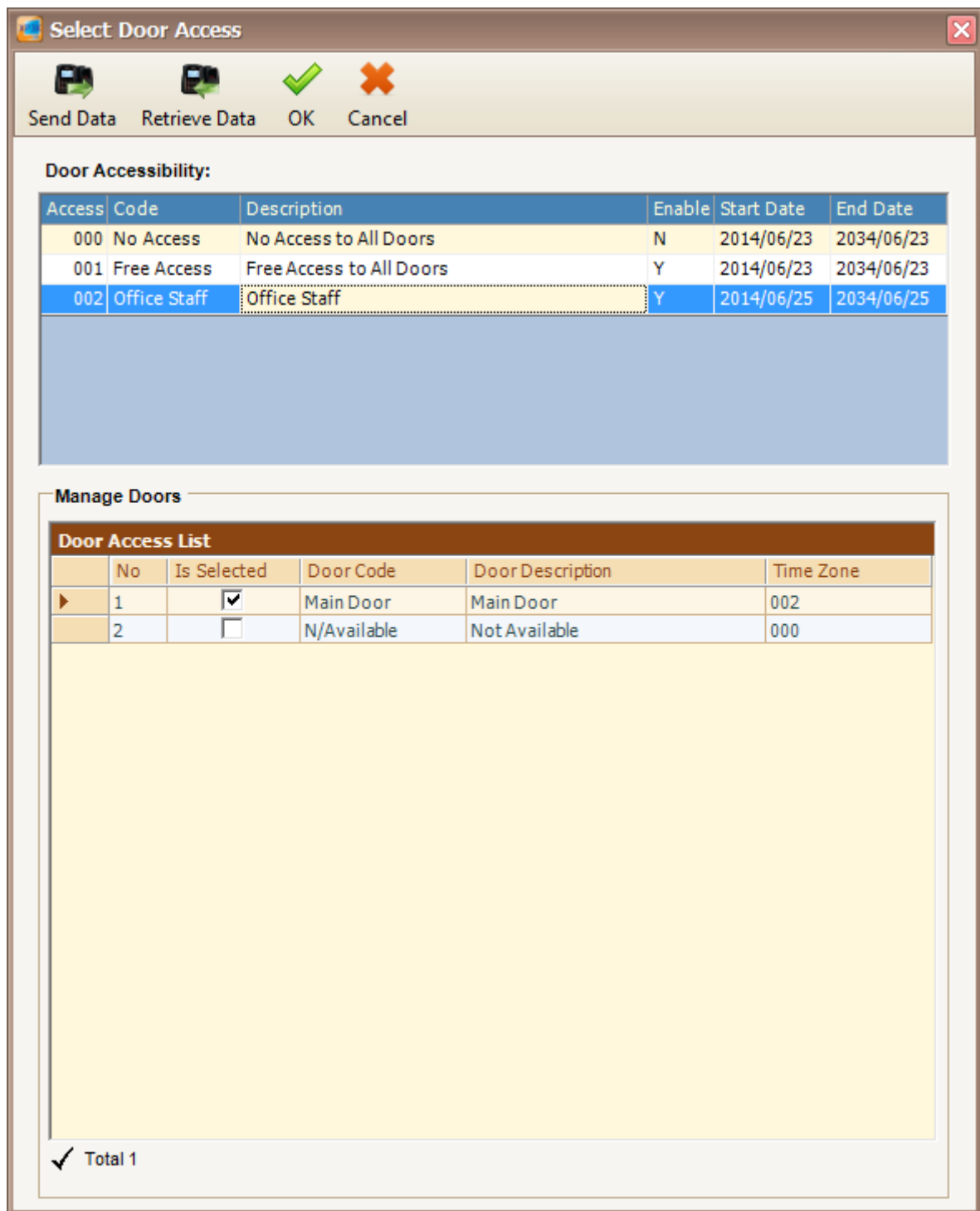
Figure 201 - Select Door Access

9. Select your door access and then click OK to confirm.
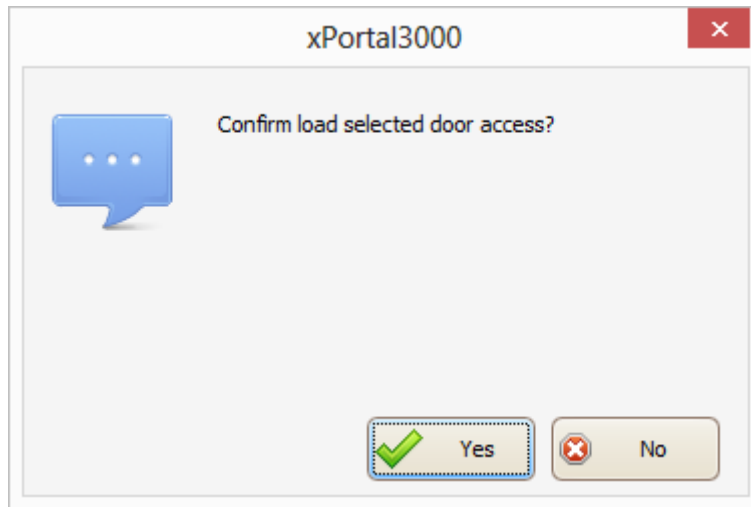10. The following screen will be shown *(Refer **Figure 202**).*

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Figure 202 - Confirm Load Door Access

11. Click Yes button to confirm load the selected door access.
12. The following screen will be shown *(Refer **Figure 203**).*
13. Your door access list will show the selected door accessibility.
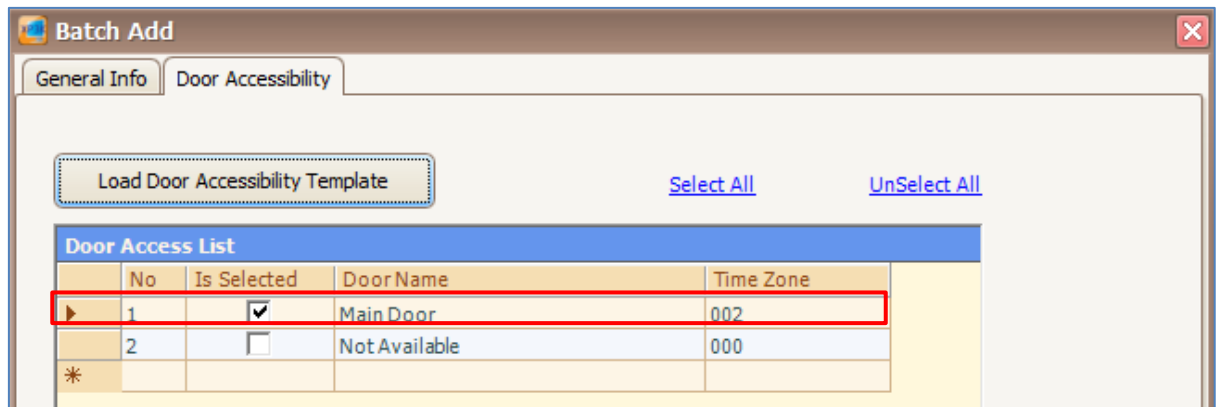14. Click on [General Info] tab.
15. Click OK to confirm and save changes.

Figure 203 - Loaded Door Access

16. The software will automatically send user setting (install card) to all controllers.
17. After downloading all the settings, it will display a report of data being sent. Click Close to return to Staff Detail Setup menu *(Refer **Figure 204 and Figure 205**).*
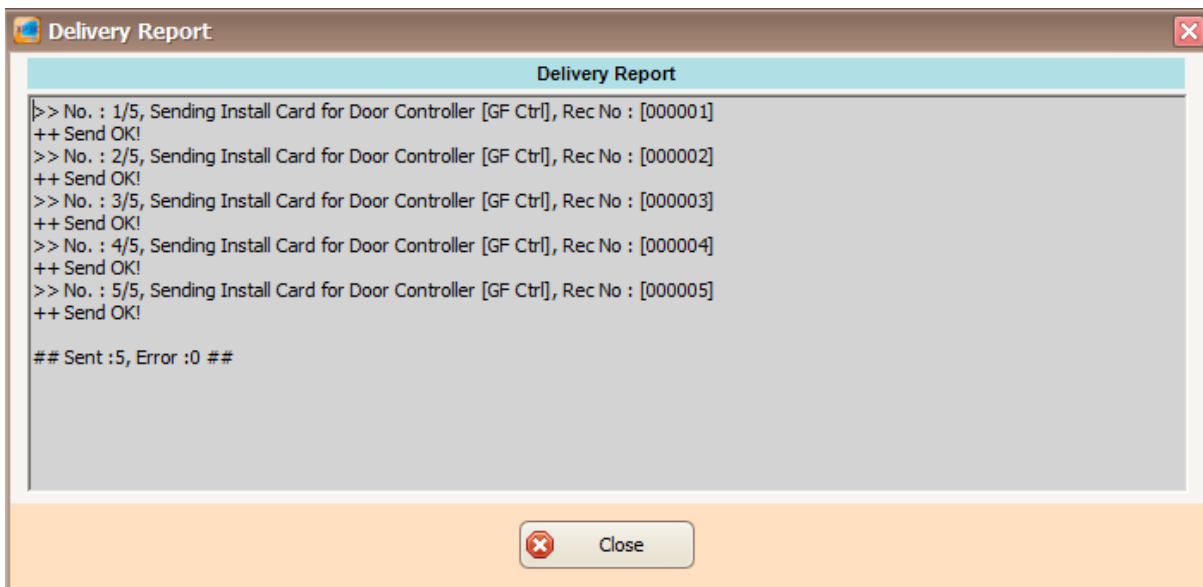
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Figure 204 - Batch Add Result

Figure 205 - Delivery Report Install Card (Batch Add)

18. The newly added staff record will be added to the staff record list *(Refer Figure 206).*

Staff No	Card No	Staff Name	Branch	Department	Division	Job Title	Door Acc
795649	795649	LEE GI KWANG	HQ	N/Available	N/Available	N/Available	002
STAFF 000001	000001	STAFF NAME 000001	HQ	N/Available	N/Available	N/Available	002
STAFF 000002	000002	STAFF NAME 000002	HQ	N/Available	N/Available	N/Available	002
STAFF 000003	000003	STAFF NAME 000003	HQ	N/Available	N/Available	N/Available	002
STAFF 000004	000004	STAFF NAME 000004	HQ	N/Available	N/Available	N/Available	002
STAFF 000005	000005	STAFF NAME 000005	HQ	N/Available	N/Available	N/Available	002
STAFF 525129	525129	STAFF NAME 525129	HQ	N/Available	N/Available	N/Available	002

Figure 206 - Staff Record List

D. Scan List

*You may use this method if there are any unlisted users listed in your Latest Event List (Refer **Figure 207**).*

Card No	Name	Transaction
525129	Unlisted User	(P2) Unknown Card Number

Figure 207 - Unlisted User

1. Click on to add staff using Scan List method.
2. The following screen will be shown *(Refer **Figure 208**)*.
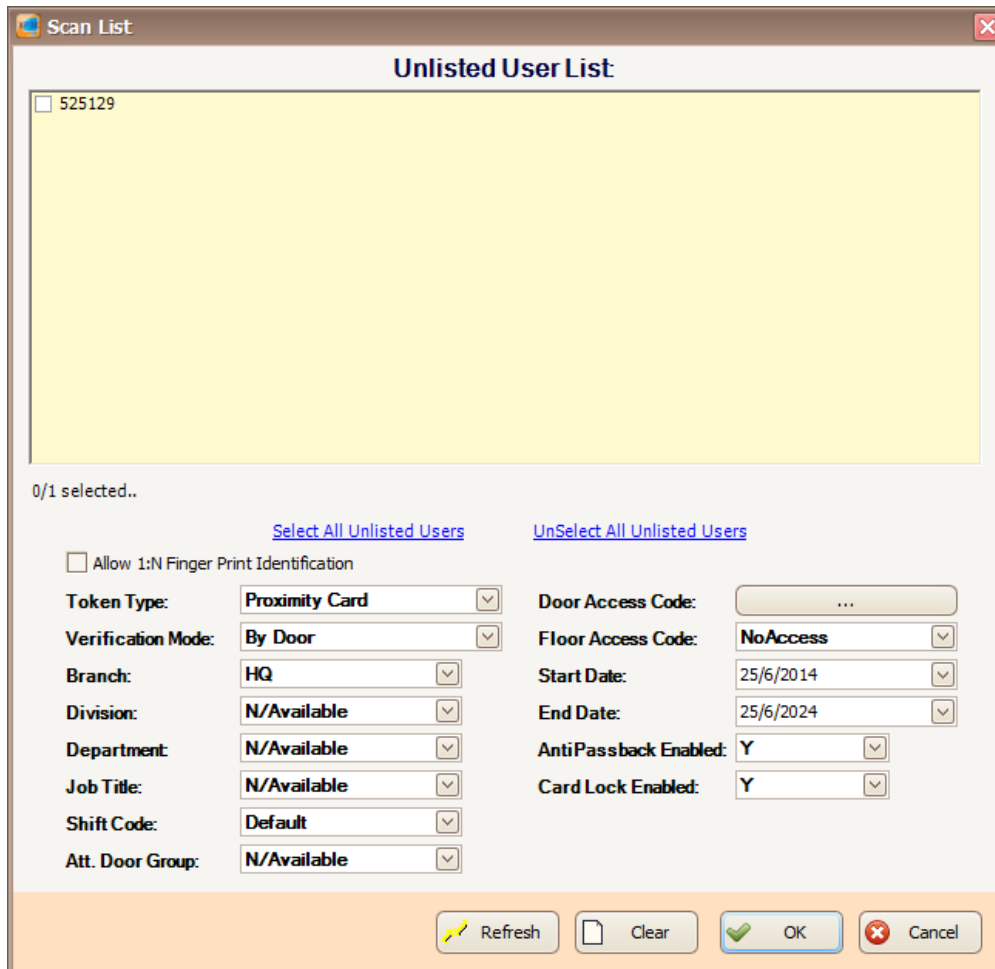
Figure 208 - Unlisted User List

3. Check the staff card number from the unlisted user list.
4. Entered all the necessary fields, click OK to confirm and save settings.

5. Click on **Door Access Code:** [...] to select the door accessibility.
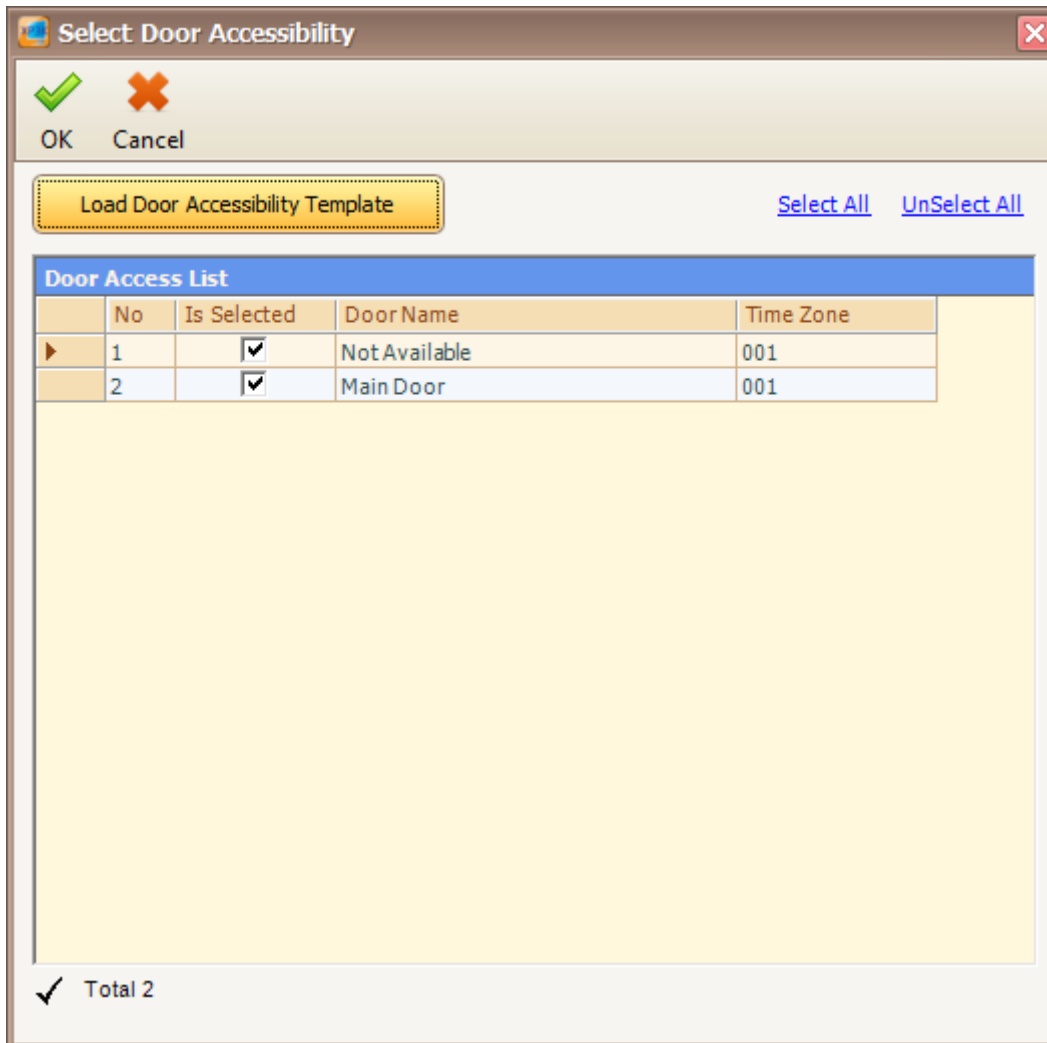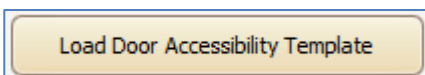6. The following screen will be shown *(Refer **Figure 209**).*

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Figure 209 - Select Door Accessibility

7. Click Load Door Accessibility Template icon to load your door accessibility template.
8. The following screen will be shown *(Refer Figure 210).*

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Figure 210 - Select Door Access

9. Select your door access code and then click OK to confirm.
10. The following screen will be shown *(Refer Figure 211).*

Figure 211 - Confirm Load Door Access

11. Click Yes button to confirm load the selected door access.
12. The following screen will be shown *(Refer **Figure 212**).*

Figure 212 - Loaded Door Access

13. Your door access list will show the selected door accessibility.
14. Click OK to confirm and save changes.
15. The software will automatically send user setting (install card) to all controllers.
16. After downloading all the settings, it will display a report of data being sent. Click Close to return to Staff Detail Setup menu *(Refer **Figure 213 and Figure 214**).*

Figure 213 - Adding Unlisted User Result

Figure 214 - Delivery Report (Install User)

17. The newly added staff record will be added to the staff record list.

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Staff No	Card No	Staff Name	Branch	Department	Division	Job Title	Door Acc
795649	795649	LEE GI KWANG	HQ	N/Available	N/Available	N/Available	002
STAFF 525129	525129	STAFF NAME 525129	HQ	N/Available	N/Available	N/Available	002

Figure 215 - Staff Record List

Note: *If you add staff using Scan list, your Staff No and Staff Name will automatically generated.*

E. Branch

1. Click on [Branch] icon.
2. The following window will be shown *(Refer **Figure 216**).*

Figure 216 - Branch Setup

3. Click Add button to add new branch *(Refer **Figure 217**).* Specify the code and description for the new branch.

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Figure 217 - Add Branch

4. Click OK to save the new branch.
5. Click Modify to change the settings.
6. Click Delete to delete the branch.
7. Click Print to print the branch.

F. Department

1. Click on icon.
2. The following window will be shown *(Refer **Figure 218**).*

Figure 218 - Department Setup

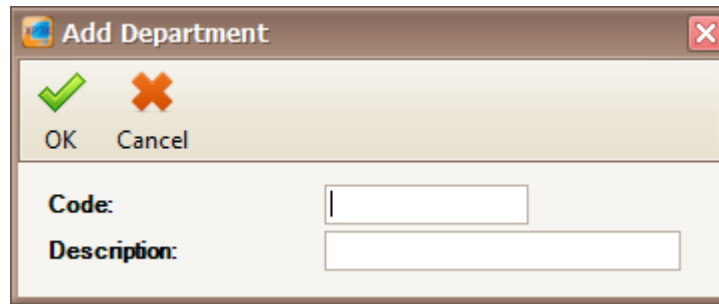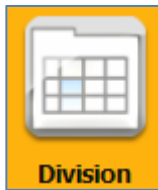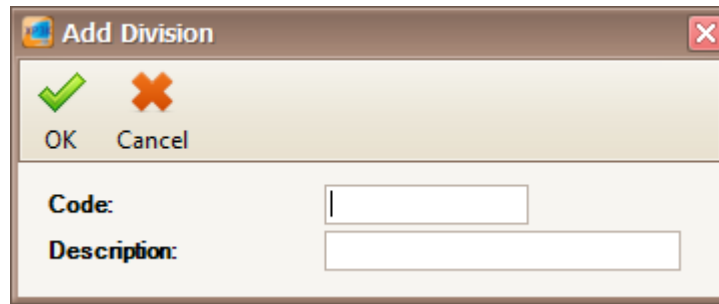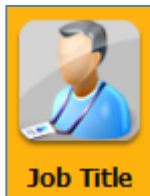3. Click Add button to add new department *(Refer **Figure 219**).* Specify the code and description for the new department.

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Figure 219 - Add Department

4. Click OK to save the new department.
5. Click Modify to change the settings.
6. Click Delete to delete the department.
7. Click Print to print the department.

G. Division

1. Click on **Division** icon.
2. The following window will be shown *(Refer **Figure 220**)*.

Figure 220 - Division Setup

3. Click Add button to add new division *(Refer **Figure 221**)*. Specify the code and description for the new division.

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Figure 221 - Add Division

4. Click OK to save the new division.
5. Click Modify to change the settings.
6. Click Delete to delete the division.
7. Click Print to print the division.

H. Job Title

1. Click on [Job Title] icon.
2. The following window will be shown *(Refer **Figure 222**)*.

Figure 222 - Job Title Setup

3. Click Add button to add new job title *(Refer **Figure 223**).* Specify the code and description for the new job title.

Figure 223 - Add Job Title

4. Click OK to save the new job title.
5. Click Modify to change the settings.
6. Click Delete to delete the job title.
7. Click Print to print the job title.

I. Default Staff PIN

1. Click on [Default Staff PIN] icon.
2. The following window will be shown *(Refer **Figure 224**).* On the Change PIN window, you can see the Card Holder Selection and Sort Order for you to select.

Figure 224 - Default Staff PIN

3. Click on card holder selection to select the card holder or tick the all card checkbox to choose all card holders.

4. Click [ReGenerate] to generate a new PIN for the card holder.

5. Click [Get / Preview] to preview the card holder PIN *(Refer **Figure 225**).*

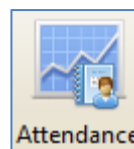*Figure 225 - Print Staff PIN Listing*

J. Change PIN

1. Click on **Change PIN** icon.
2. The following window will be shown *(Refer **Figure 226**).* On the Change PIN window, you can see the card holder and new PIN field for you to select.

Figure 226 - Change PIN

3. Choose the card holder and assign a new PIN to the card holder by entering 4 digit number in the textbox. Click OK to save the changes.

Attendance

i. To open Attendance in xPortal3000 Client, click on **Attendance** icon at the top menu. The following window will appear *(Refer **Figure 227**).*

Figure 227 - xPortal3000 Client Login Window

ii.   There are 2 sections in the Attendance which are Attendance Settings and Attendance Reports.

Attendance Settings

A. Schedule Rebuild

1. Click on [Schedule Rebuild] icon.
2. The following window will be shown *(Refer **Figure 228**).* There are 2 schedule rebuild that you can use.

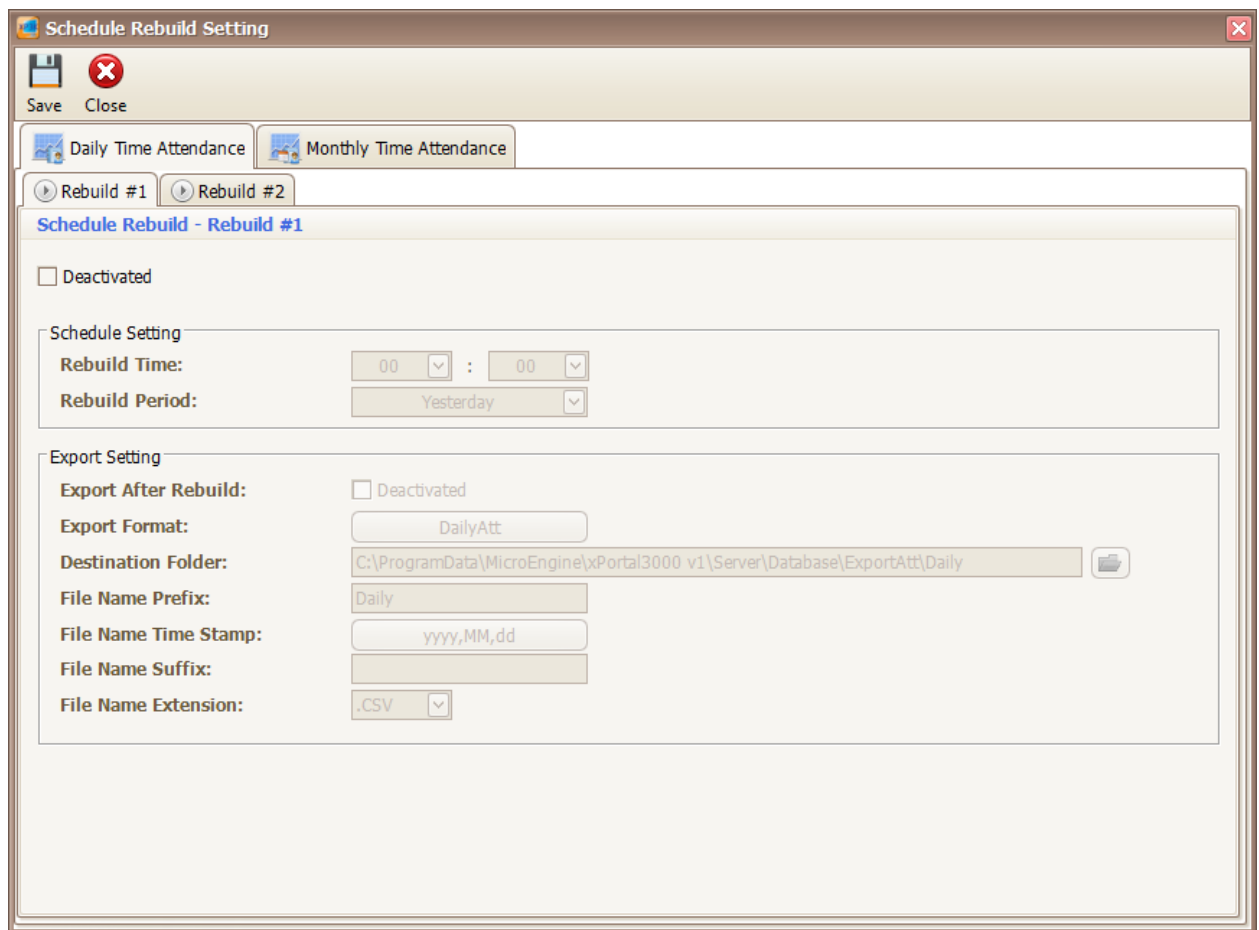*Figure 228 - Schedule Rebuild Setting*

Note: *Schedule Rebuild for Daily and Monthly Attendance only applicable in xPortal3000 Standalone/ Full version.*

3. Tick the ☐ Deactivated checkbox to activate the Daily Time Attendance Schedule Rebuild.
4. Set the rebuild time and rebuild period *(Refer Figure 229).*

Figure 229 - Schedule Setting

5. You can configure the Export Setting by activate the Export After Rebuild checkbox *(Refer Figure 230)*.

Figure 230 - Export Setting

6. To choose the Export Format, click on **DailyAtt** button. The following window will be shown *(Refer Figure 231)*.

Figure 231 - Daily Attendance Export Setting

7. You can choose the default Daily Attendance Export Setting or add a new export setting.
8. To add a new export setting, click on Add button. The following window will be shown *(Refer Figure 232)*.
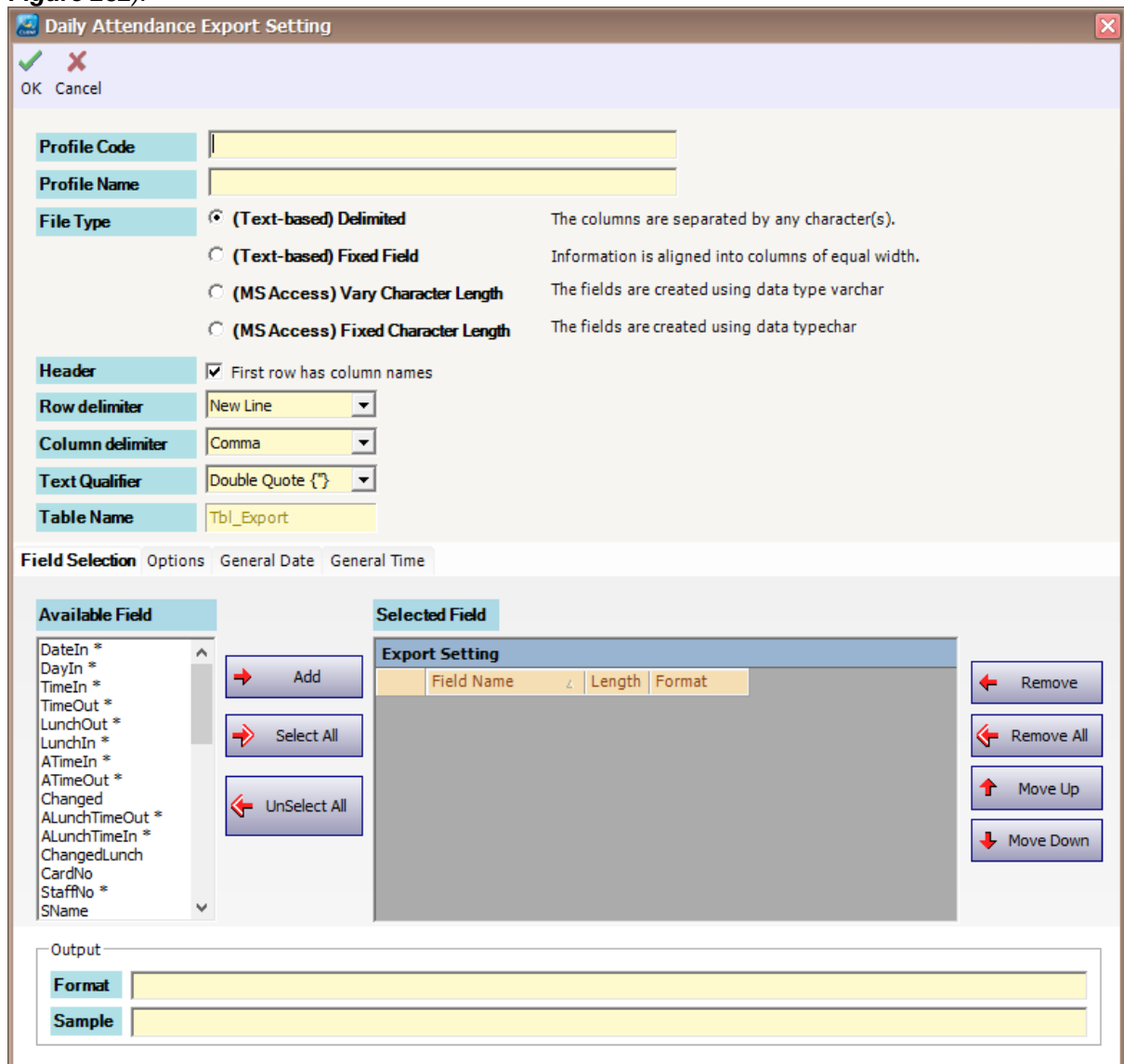

Figure 232 - Add Daily Attendance Export Setting

9. Enter the information as described below:

Table 40 - Export Setting Description

Fields	Description
Profile Code	A short name that describes the export format.
Profile Name	Longer description for the export format.
File Type	There are two options for file type: 1. Delimited - Each data item (field) is separated by a certain character. Refer to Column Delimiters. 2. Fixed Field - Pertaining to a characteristic of a file in which all of the records are the same length. Every record in such a file has the same length, which is specified by the field length. Refer to Field

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	Setting.
Header	Specify that the first row in the text file has column headings rather than data.
Row Delimiter	Specify that each row in the file is separated from the next with a character sequence. Click one of the following: New Line; Semicolon; Comma; Tab; Vertical Bar.
Text Qualifier	Specify which character marks were used in the delimited data files to qualify text.
Table Name	Table name that store export setting in the database.

10. From tab Field Selection, select field (data item) that you wish to save into the file by clicking the Add button or double-click on the selected field *(Refer **Figure 233**).*

Figure 233 - Field Selection

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

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

12. For Monthly Time Attendance Schedule Rebuild, tick the ☐ Deactivated checkbox to activate the rebuild

13. Choose the rebuild time and the rebuild period. You can select the date to rebuild the attendance *(Refer **Figure 234**).*

Figure 234 - Schedule Setting for Monthly Time Attendance

14. To choose the Export Format, click on MonthlyAtt button.

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15. Click Save to save the settings.

B. Leave Type

1. Click on [Leave Type] icon.
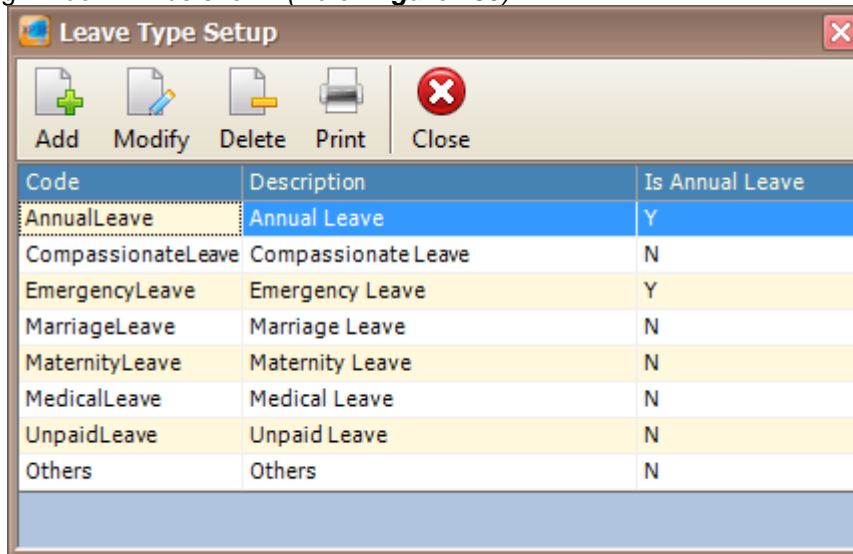2. The following window will be shown *(Refer **Figure 235**).*

Figure 235 - Leave Type Setup

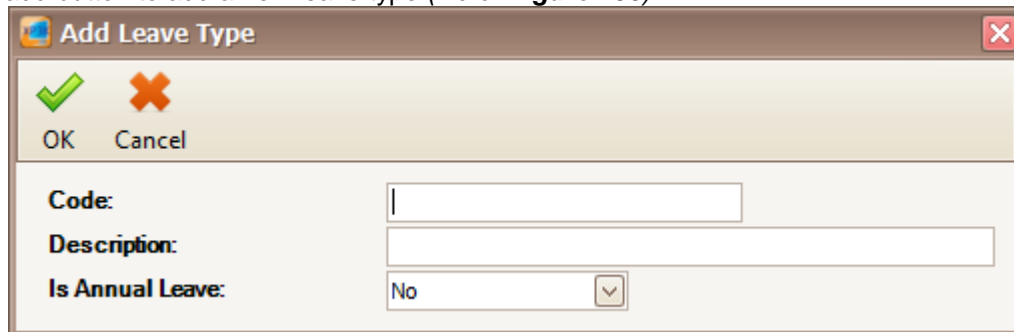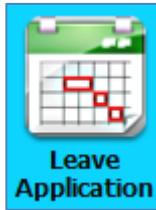3. Click add button to add a new leave type *(Refer **Figure 236**).*
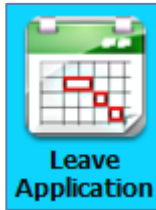

Figure 236 - Add Leave Type

4. Specify the code, description and is annual leave. Then, click OK to save the settings.
5. Click Modify to change the settings.
6. Click Delete to delete the leave type.
7. Click Print to print the leave type.

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C. Leave Application

1. Click on [Leave Application] icon.
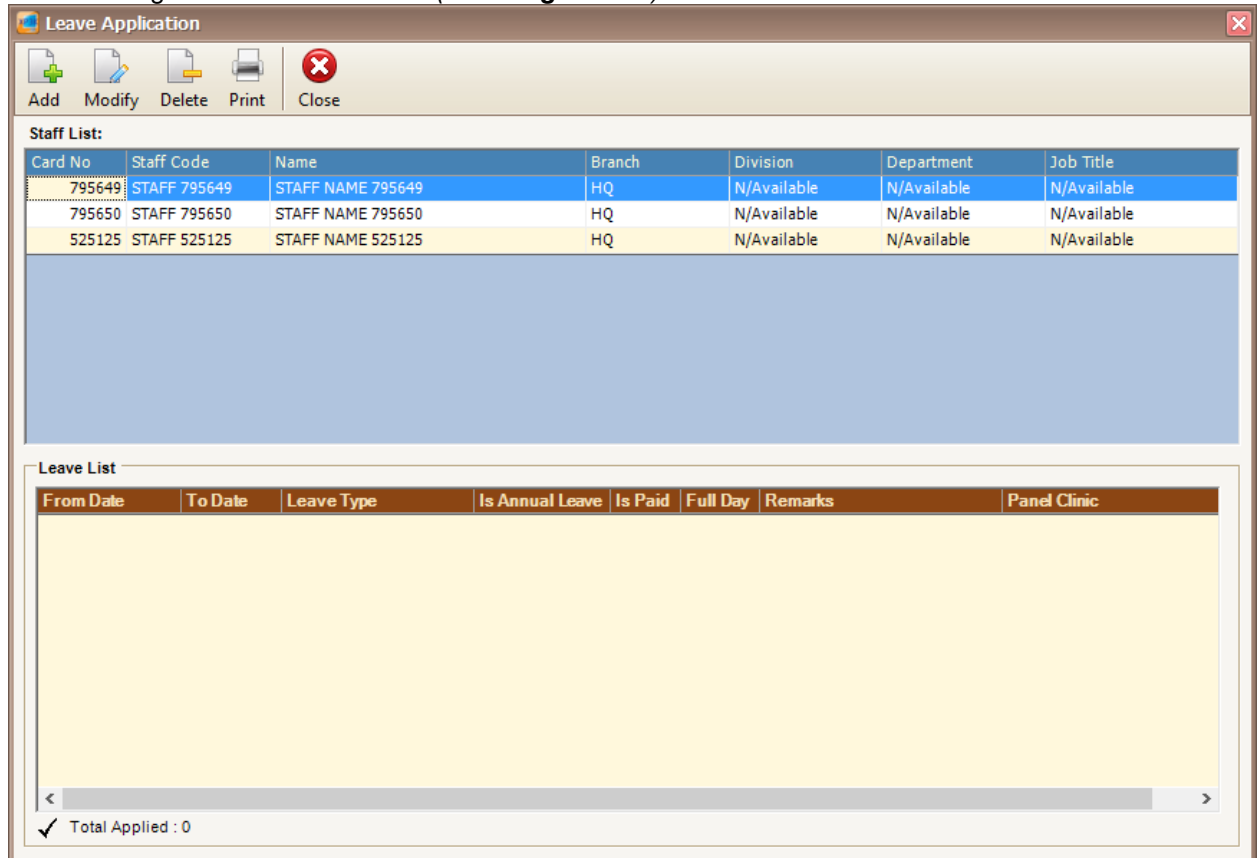2. The following window will be shown *(Refer **Figure 237**)*.

Figure 237 - Leave Application

3. Click add button to add a new leave application *(Refer **Figure 238**)*.

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Figure 238 - Apply Leave

4. Enter the information of the leave application as described below:

Table 41 - Leave Application Description

Fields	Description
Staff Code***	Staff number you want to add the leave to.
From Date***	Starting date for the leave.
To Date***	Ending date for the leave.
Leave Type	Type of leave applied. This field cannot be empty.
Is Annual Leave***	Indicates whether the leave is an annual leave. This can only be change from the Leave Type menu.
Is Paid	Indicate whether the leave is paid leave.
Full Day	Indicate the leave duration of Full Day or Half Day.
Remarks	Comment on the leave (i.e. Reasons, Morning Half or Afternoon Half, etc)
Panel Clinic	Specify the panel clinic if the staff is applying for a medical leave.

***Note: *This field cannot be edited after saved the setting.*

5. Click OK to save the application.
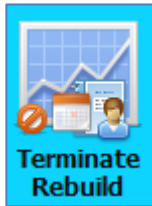6. Click on the user to display the leave application at the leave list *(Refer* **Figure 239***).*
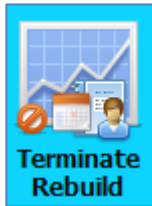

Figure 239 - Leave List

7. Click Modify to change the settings.
8. Click Delete to delete the leave application.
9. Click Print to print the leave application.

Attendance Reports

A. Terminate Rebuild

1. Click on [Terminate Rebuild] icon to cancel the daily or monthly attendance rebuild.
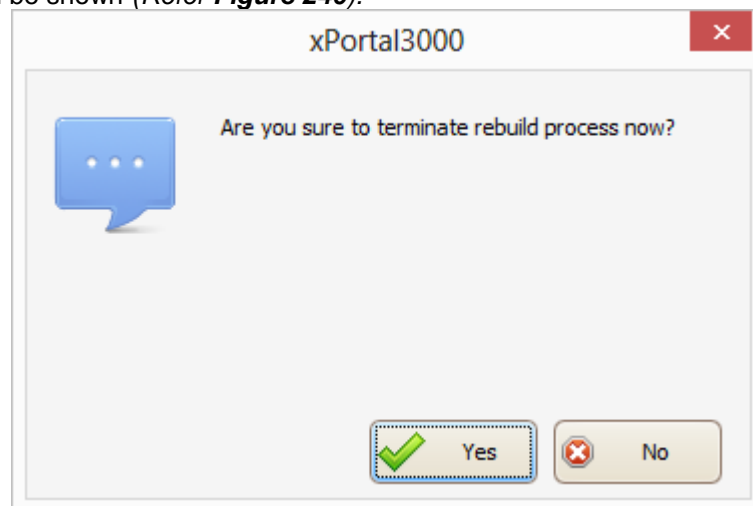2. A dialog box will be shown *(Refer **Figure 240**).*

Figure 240 - Terminate Rebuild

3. Click Yes to cancel the rebuild or click No to continue rebuild the time attendance.
4. A dialog box will be shown if the termination is successful *(Refer **Figure 241**).*
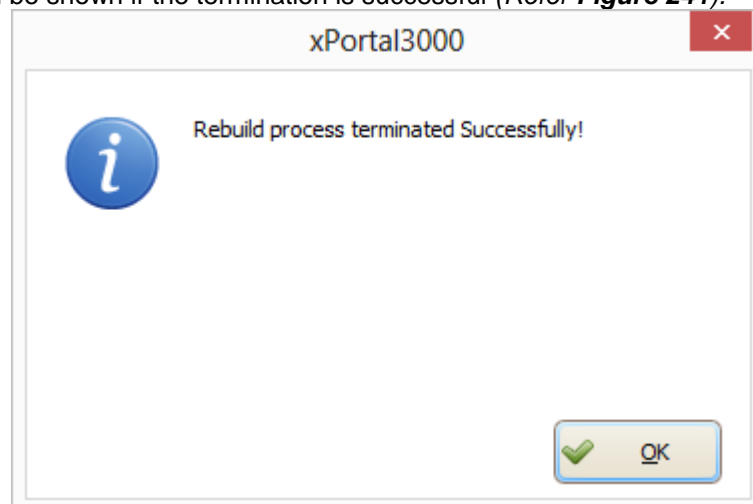

Figure 241 - Successfully Terminate Rebuild

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Device Comm

i.   To open Device Comm in xPortal3000 Client, click on Device Comm icon at the top menu. The following window will appear *(Refer Figure 242)*.
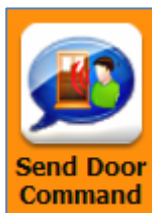

Figure 242 - xPortal3000 Client Login Window

A. Send Door Command

1.   Click on [Send Door Command] icon.
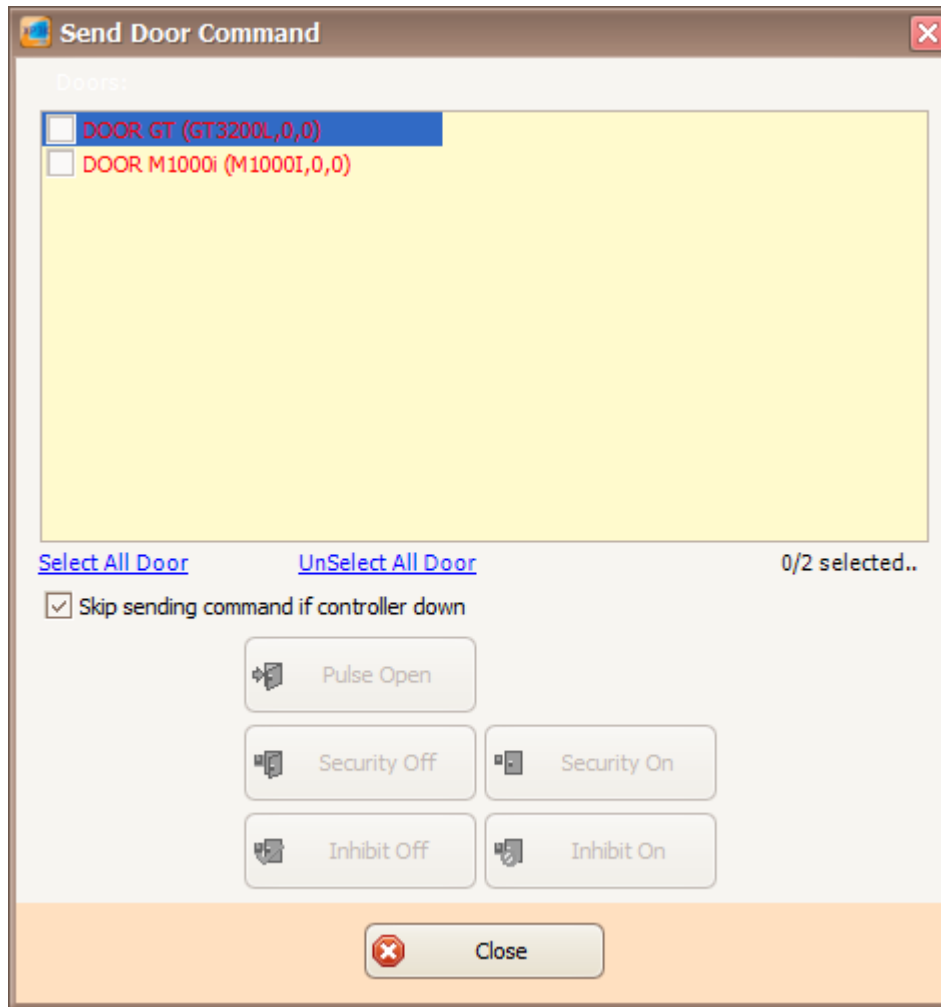2.   The following window will be shown *(Refer Figure 243)*.

Figure 243 – Send Door Command

3. Tick the checkboxes to choose the door.
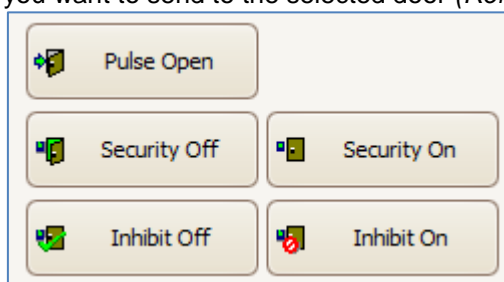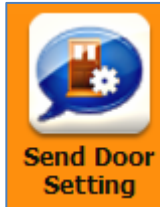4. Choose the command that you want to send to the selected door *(Refer **Figure 244**).*

Figure 244 - Door Command

Table 42 – Door Command Description

Door Command	Description
Pulse Open	Allow the door's lock to be released according to the Door Open Time setting.
Security Off	Release the door's lock, which means no card is required to access the door.
Security On	Turn on the Security Mode, only verified user can access the door.

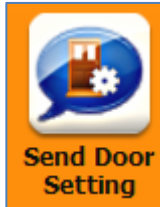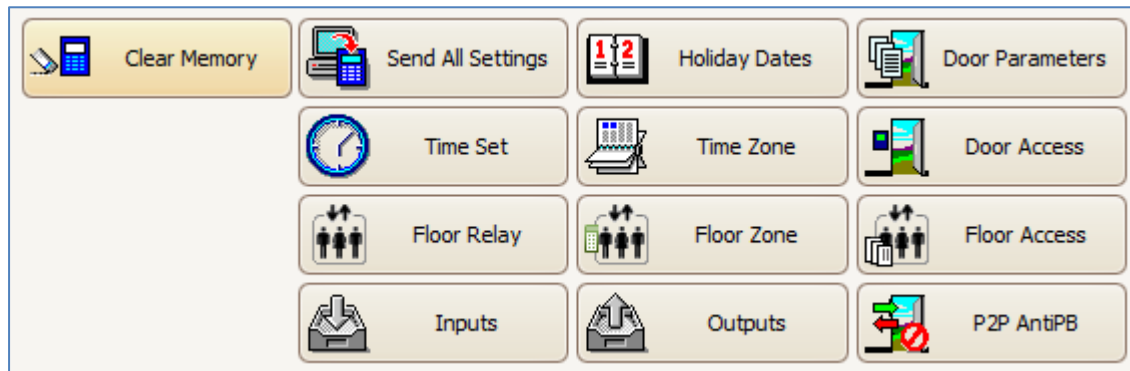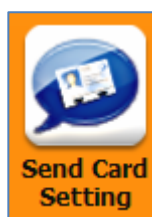| Inhibit Off | Turn off the Inhibit Mode. |
| Inhibit On | The door is locked and programmed in sleep mode. A valid card holder won't have access right unless he is granted as SuperCard holder. |

B. Send Door Setting

1. Click on [Send Door Setting] icon.
2. The following window will be shown *(Refer **Figure 245**).*

Figure 245 - Send Door Setting

3. Tick the checkboxes to choose the controller.
4. Choose the setting that you want to send to the selected controller *(Refer **Figure 246**).*
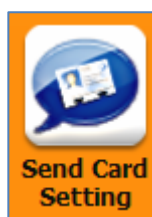
_____

Figure 246 - Door Setting

Table 43 – Door Setting Description

Controller Command	Description
Clear Memory	Reset the controller's memory. This will clear all the memory still kept in the controller including transaction data that has yet to be uploaded.
Send All Settings	Settings such as Holiday, Time Set, Time Zone, Door Access, Controller Setting, Door Data for Door Controller will be sent to the door controller.
Holiday Dates	Send Holiday Dates to the selected controller.
Door Parameters	Send the setting of the controller and doors that under control to the selected controller.
Time Set	Send Time Sets to the selected controller.
Time Zone	Send Time Zone Setting to the selected controller.
Door Access	Send Door Accessibility Setting to the selected controller.
Floor Relay	Send Floor Relay Setting to the selected controller.
Floor Zone	Send Floor Zone Setting to the selected controller.
Floor Access	Send Floor Access Setting to the selected controller.
Inputs	Send Input Point Setting to the selected controller.
Outputs	Send Output Point Setting to the selected controller.
P2PAntiPB	Send P2P Antipassback Setting to the selected controller.

C. Send Card Setting

1. Click on [icon] icon.
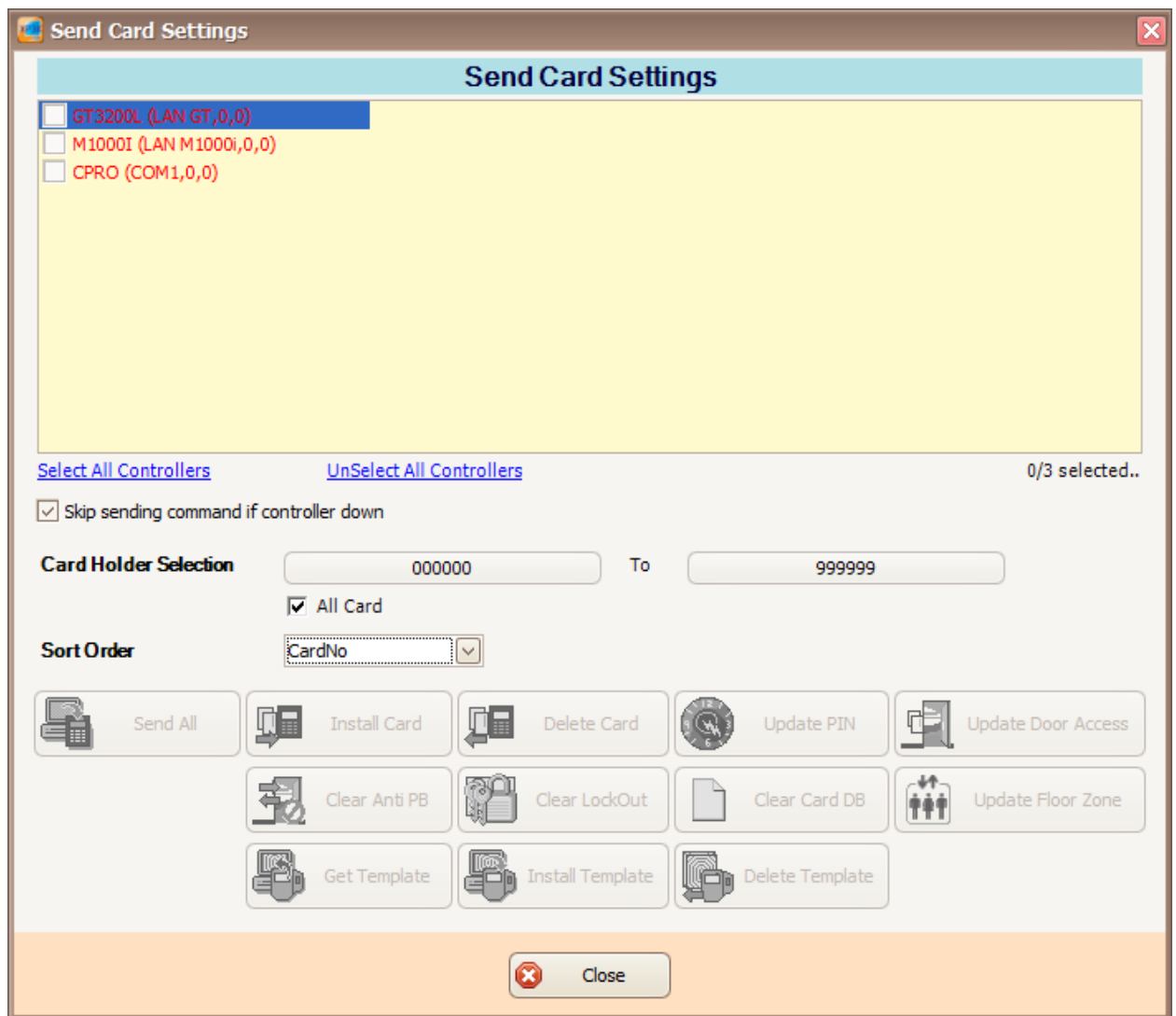2. The following window will be shown *(Refer **Figure 247**)*.

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Figure 247 - Send Card Setting

3. Tick the checkboxes to choose the controller.
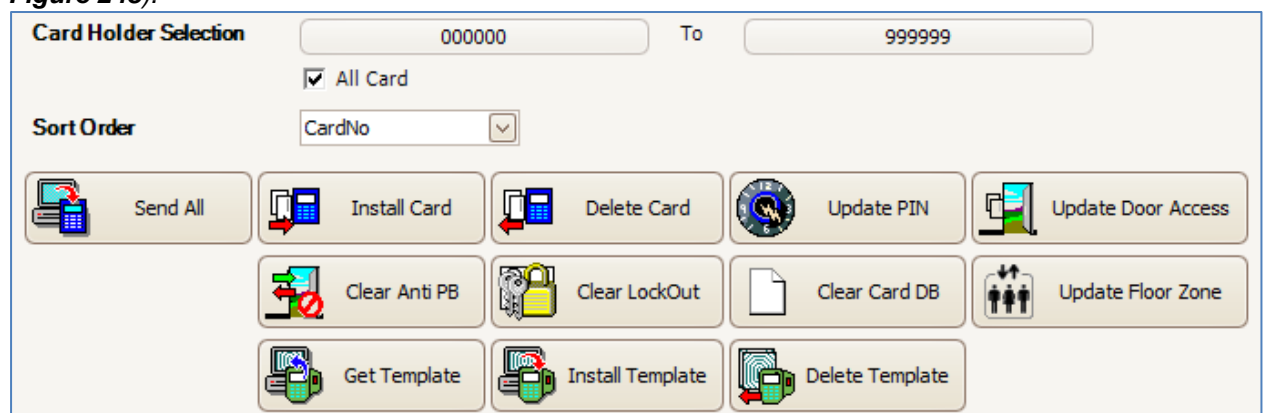4. Choose the card holder and the setting that you want to send to the selected controller *(Refer Figure 248).*
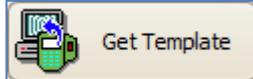

Figure 248 - Card Setting

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Card Setting Command	Description
Send All	Download all card holders' setting to the controller.
Install Card	Download the card holders' setting to the controller.
Delete Card	Remove the card holder setting from the controller.
Update PIN	Download Staff Default PIN to the controller.
Update Door Access	Download Door Access of card holder to the controller.
Clear Anti PB	If a user had violated the anti passback (double Entry or Exit), the card will be blocked. The Clear Anti PB command will reset the Card Anti PB status.
Clear Lock Out	Card Lockout feature is only available in Card + PIN mode. After 3 attempts of supplying CardPIN, the card will be blocked. This command can be used to reset the Card Lockout status.
Clear Card DB	Delete all card holders' setting that stored in the controller.
Update Floor Zone	Download the card holder's floor zone settings to the controller.
Get Template**	Retrieve finger print template's data from controller. The data will be stored in the software database so that the template can be installed to another controller afterwards.
Install Template**	Download the finger print template to controller.
Delete Template**	Remove the finger print template from controller.

***Note:** This is applicable for GT controller.*

Get Template

1. To get template, you must enrol the fingerprint at any GT controller. In the Send Card Setting window, you need to choose the GT controller and set the Card Holder Selection.

2. Click on ![Get Template] button. Send Data and Command window will be shown *(Refer **Figure 249**).*

Send Data And Command

>> No. : 1/10, Sending Get Template 01 for Door Controller [GT], Rec No : [252525]
++ Send OK!
>> No. : 2/10, Sending Get Template 02 for Door Controller [GT], Rec No : [252525]
++ Send OK!
>> No. : 3/10, Sending Get Template 03 for Door Controller [GT], Rec No : [252525]
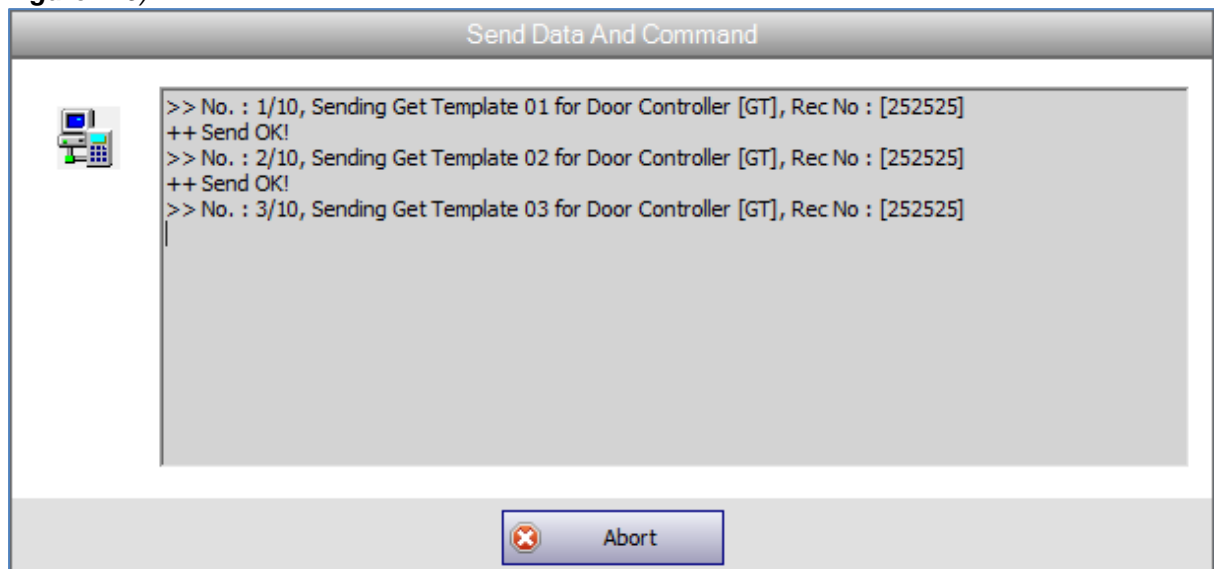
Abort

Figure 249 - Send Get Template

3. A Communication Retrieval Result window will be shown to display the result from the get template *(Refer **Figure 250**).* Click Close to continue to the next screen.
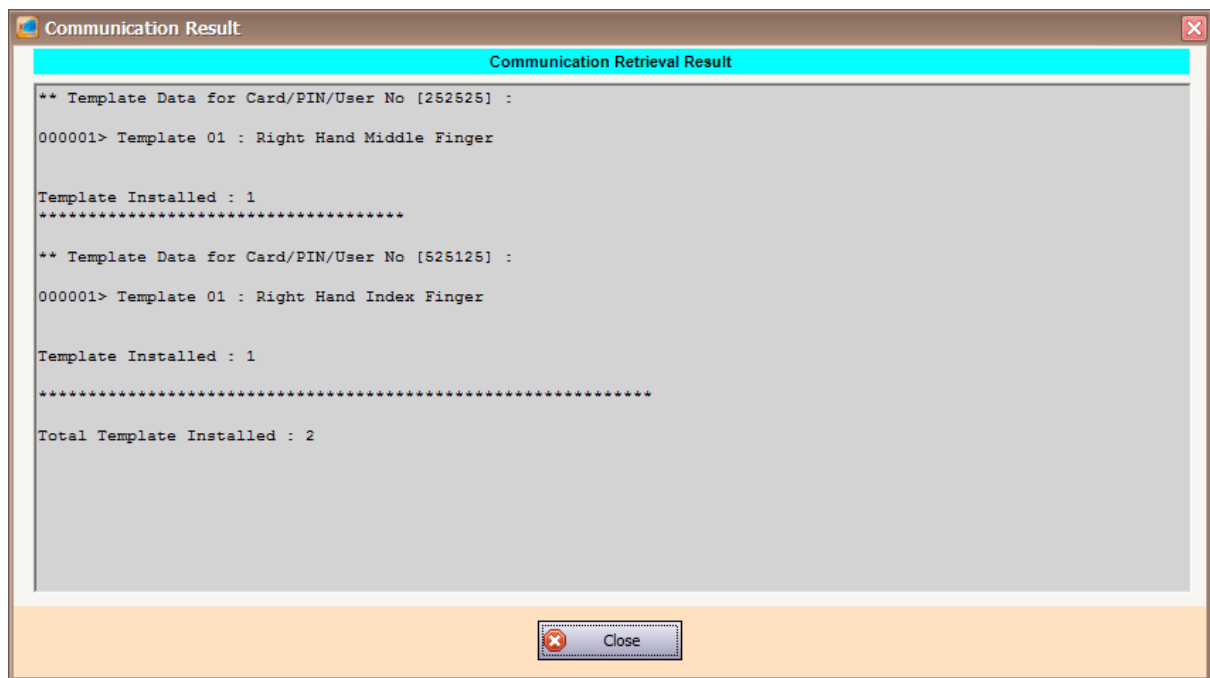
_____

Figure 250 - Communication Retrieval Result

4. A Get Template Retrieval Result window will be shown. You need to tick the checkboxes to overwrite the fingerprint template *(Refer **Figure 251**)*. Then, click OK.
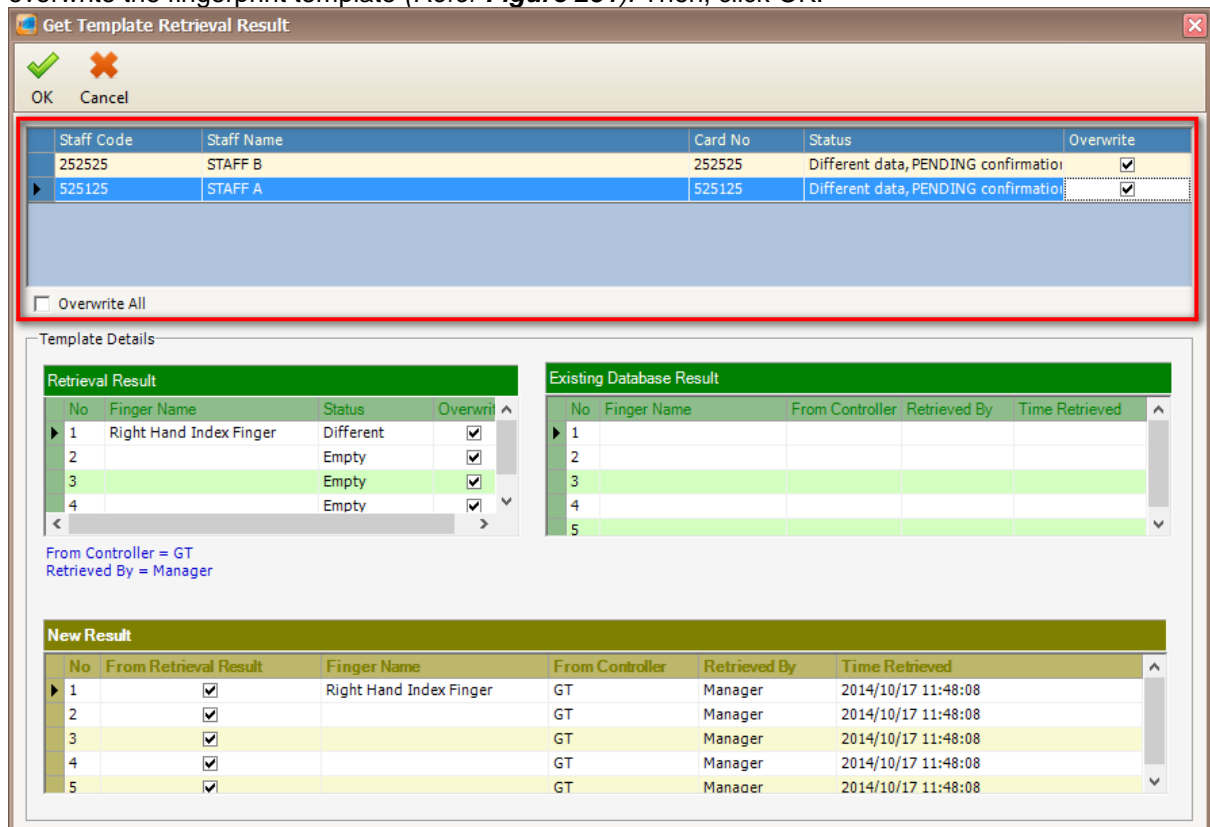

Figure 251 - Get Template Retrieval Result

Install Template

1. To install template into other GT controller, you need to choose the GT controller that you want to install and set the Card Holder Selection.

2. Click on [Delete Template] button. Send Data and Command window will be shown.

3. A Delivery Report window will be shown to display the data *(Refer Figure 252)*. Click Close to continue.

Figure 252 - Delivery Report to Install Template

4. A Communication Retrieval Result window will be shown to display the install template result *(Refer Figure 253)*.

Figure 253 - Communication Retrieval Result

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> **Note:** *If the template already exists, you can delete the user's template from the controller before installing the new template. This can ensure finger print template data is consistent throughout the entire GT controller.*

Delete Template

1. To delete template in the GT controller, you need to choose the GT controller and set the Card Holder Selection.

2. Click on button. If you select all card holders and the GT controller is set as Master Finger Print Controller, a warning dialog box will be displayed *(Refer Figure 254).* Click Yes to continue and click No to cancel the command.

Figure 254 - Warning for Master Finger Print Controller

3. If you click Yes, Send Data and Command window will be shown.
4. After finished sending the command, a Delivery Report window will be shown to display the result *(Refer Figure 255).*

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Delivery Report

>> No. : 1/1, Sending Delete Template for Door Controller [GT], Rec No : [252525]
++ Send OK!

Sent :1, Error :0

Close

Figure 255 - Delivery Report for Delete Template

D. Send Input Command

Send Input Command

1. Click on [Send Input Command] icon.
2. The following window will be shown *(Refer **Figure 256**).*

Figure 256 - Send Input Command

3. Select the input by clicking on "Select Input Here" link. Select Input window will be shown *(Refer Figure 257)*.

Figure 257 - Select Input

4. To get the status of the input, click on Get Status button *(Refer **Figure 258**).*

Figure 258 - Input Point Info

5. To change the state of the input, you can click Arm or Disarm button *(Refer **Figure 259**).*

Figure 259 - Arm and Disarm Button

E. Send Output Command

1. Click on [Send Output Command] icon.
2. The following window will be shown *(Refer **Figure 260**).*

Figure 260 - Send Output Command

3. Select the output by clicking on "Select Output Here" link. Select Output window will be shown *(Refer **Figure 261**).*

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Figure 261 - Select Output

4. To get the status of the output, click on Get Status button *(Refer **Figure 262**).*

Figure 262 - Output Point Info

5. You can configure the output by choosing the Output Type or Pulse Time and turn the Fix and Trigger to On or Off *(Refer **Figure 263**).*

Figure 263 - Configure Output

F. Retrieve Alarm Panel Status

1. Click on [icon] icon.
2. The following window will be shown *(Refer **Figure 264**).*

Figure 264 - Retrieve Alarm Panel Status

3. Choose the controller and click Get Status button to retrieve the alarm panel status.

G. Retrieve Device Status

1. Click on icon.
2. The following window will be shown *(Refer **Figure 265**).*

Figure 265 - Retrieve Door Controller Settings

3. Tick the checkboxes to choose the controller and click on the controller settings to retrieve the data *(Refer **Figure 266**).*

Figure 266 - Retrieve Door Setting

Table 45 – Retrieve Device Setting Description

Device Setting	Description
Version	Get the controller's version.
Holiday Dates	Get the Holiday Dates that had been downloaded to the controller.
Time Set	Get the Time Set Settings that had been downloaded to the controller.
Time Zone	Get the Time Zone Settings that had been downloaded to the controller.
Door Access	Get the Door Accessibility Settings that had been downloaded to the controller.
Door Parameters	Get the door settings (such as Lock Release Time, Door Open Time, AntiPB Entry Zone Code, AntiPB Exit Zone Code) and the controller's settings (LockOut, AntiPB, Check Expiry, and Site Code #1-4) as well.
Date Time	The date and time setting of the controller.
Card Data	Get the Card Settings (such as Card No, CardPIN, Door Access Level and etc.) that had been downloaded to the controller.
Floor Relay	Get the floor relay setting that had been downloaded to the controller.
Floor Zone	Get the floor zone and zone setting that had been downloaded to the controller.
Floor Access	Get the floor access setting that had been downloaded to the controller.
Floor Release TZ	Get the floor release time zone setting that had been downloaded to the controller.
Inputs	Get the input points that had been downloaded to the controller.
Outputs	Get the output points that had been downloaded to the controller.
Serial No	Get the serial number that had been downloaded to the controller.
Board Info	Get the board information that had been downloaded to the controller.

Update Firmware

1. Click on ![Update Firmware] icon.
2. Remote Update Firmware window will be shown _(Refer **Figure 267**)._
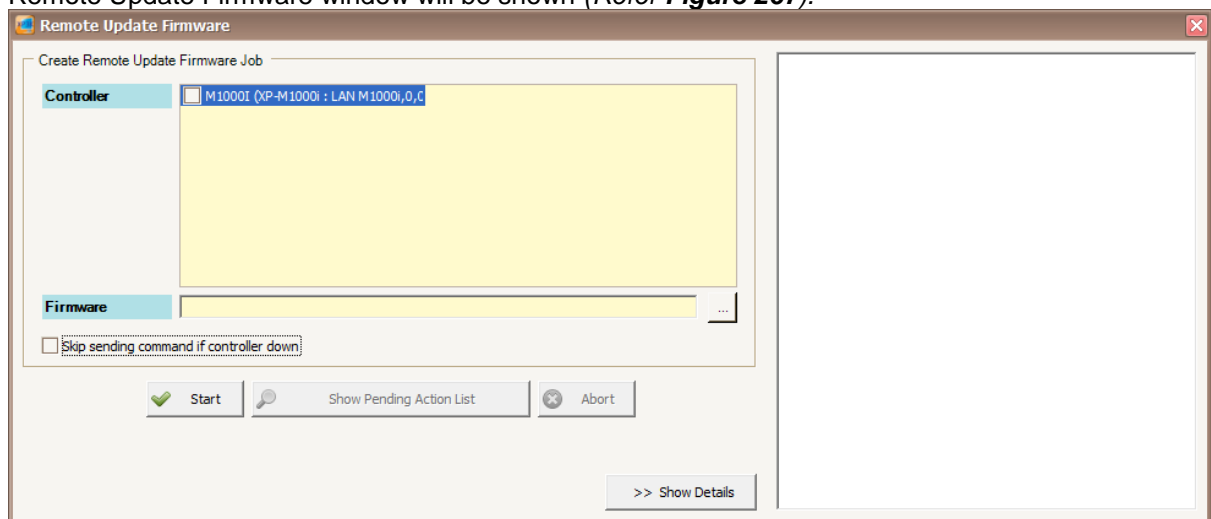

Figure 267 - Remote Update Firmware

3. Choose the controller and browse for the controllers' firmware. Click Start to remote update the firmware _(Refer **Figure 268**)._
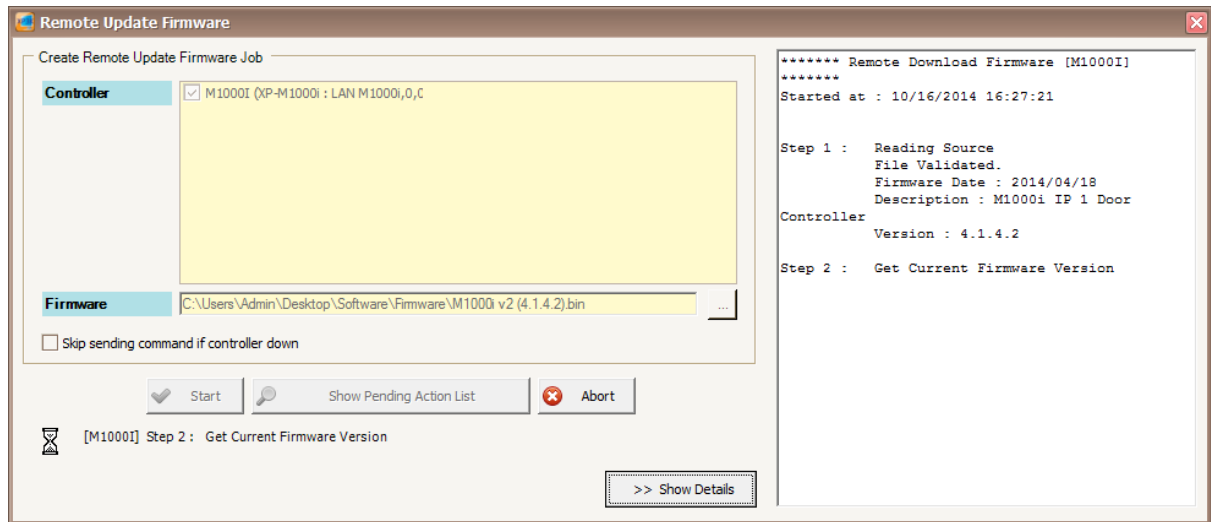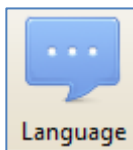
Figure 268 - Remote Update Firmware Job

4. Click Abort to cancel the update firmware.

Language

1. Click on ![Language] icon.
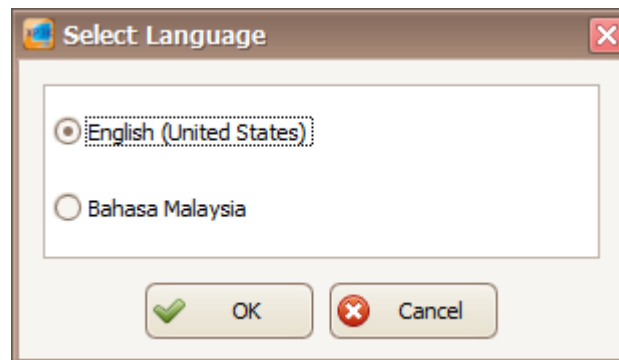2. Select Language window will be shown. Choose the language that you want and click OK *(Refer Figure 269)*.

Figure 269 - Select Language

Note: *This feature is only applicable in xPortal3000 Standalone/ Full version.*

Change Password

1. Click on ![Change Password] button.

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2. You need to enter your old password and click OK to proceed *(Refer **Figure 270**)*.

Figure 270 - Change Password

3. Enter your new password and confirm your new password by entering again the password. Click OK to proceed *(Refer **Figure 271**)*.

Figure 271 - Enter New Password

4. Make sure you get a message box to verify that the password has been changed successfully *(Refer **Figure 272**)*.

Figure 272 - Successfully Changed Password

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Help

1. Click on [icon] icon. A Help menu will be shown for you to select the menu.
2. Click on System Info to retrieve the controller and system information *(Refer **Figure 273**)*.

Figure 273 - System Information

3. Click on About to view the software version (*(Refer **Figure 274**)*.

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Figure 274 - About

4. Click on Check Server Info to view the server information *(Refer **Figure 275**).*

Figure 275 - Check Server Info

Information Tabs

A. Latest Event List

1. In the Latest Event List, you can see all the latest activities events from the software and hardware that are captured by the software *(Refer **Figure 276**).*

Figure 276 - Latest Event List

2. Click on [Show Online Photo] to view the staff photo and information *(Refer Figure 277).* Make sure you click on the CardNo in Latest Event List.

Card Holder Information

[Controller] = GT, [Door] = Door 1, [Trans] = (P0) Valid Entry Access

Card No	525125
Staff No	525125
Staff Name	STAFF A
Branch	HQ
Division	N/Available
Department	N/Available
Job Title	N/Available
Door Access	001
Floor Access	001

Figure 277 - Show Online Photo

3. Click on [Capture List] to capture the transaction *(Refer **Figure 278**).*

Figure 278 - Capture List

4. You can right click on the CardNo in the latest event list to display the user shortcuts *(Refer Figure 279)*.

Figure 279 - Staff Records Shortcuts

Note: *Capture List and user shortcuts only applicable in xPortal3000 Standalone/ Full version.*

B. Latest Alarm List

1. Latest Alarm List will display the all the alarm events that used to alert the user *(Refer **Figure 280**)*. An image will be blinking to indicate warning of existing alarm event that had not been acknowledged.

Figure 280 - Latest Alarm List

2. Click on ![Acknowledge Alarm] to acknowledge the entire alarm list.

3. You can toggle the alarm alert sound by clicking on the button ![Off] and choose the type that you want.

Table 46 - Alarm Sound Description

Device Setting	Description
Continuous	This is the default setting. The alarm will sound continuously until the alarm event had been acknowledged.
20 Secs	The alarm will sound for 20 seconds only.
1 Minute	The alarm will sound for 1 minute to alert the user.
5 Minutes	The alarm will sound for 5 minutes to warn the user.
Off	The alarm sound is turned off.

C. Floor Plan

1. Floor Plan shows the floor plan that had been loaded *(Refer **Figure 281**).*

Figure 281 - Floor Plan

2. The device icon in the floor plan will be changed real-time to reflect the status of the device.
3. The right side of the floor plan screen will display the thumbnail for the floor plan available *(Refer Figure 282)*.

Figure 282 - Floor Plan Thumbnail
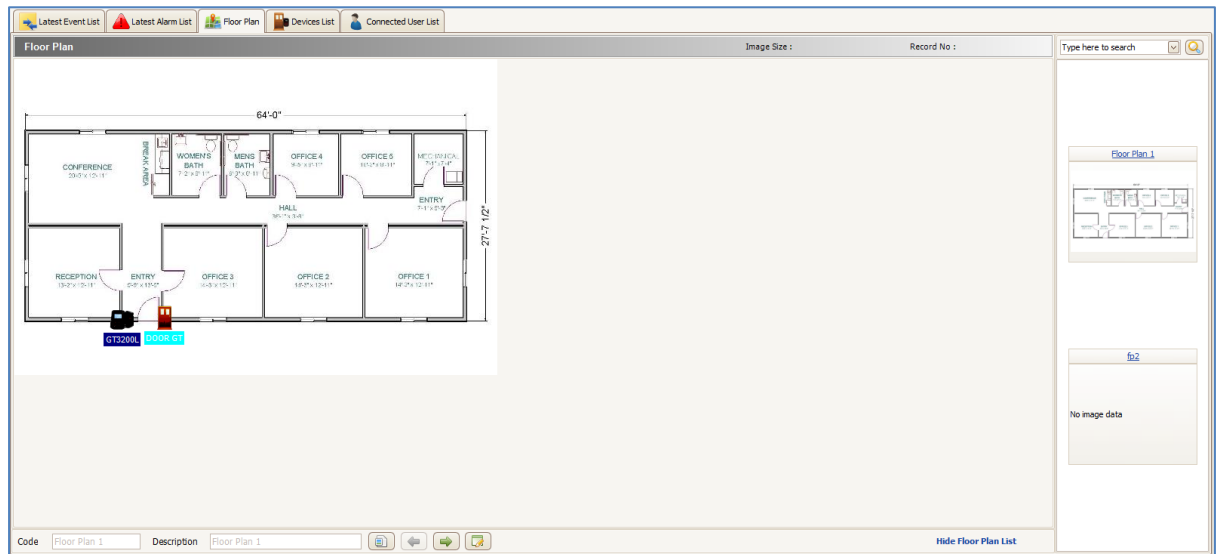
Note: *Thumbnail view only applicable in xPortal3000 Full version.*

D. Devices List

1. All hardware devices that had been setup in the system will be listed in the Device List. Device List will show basic information of a device and their current status *(Refer **Figure 283**).*

Figure 283 - Devices List

2. If the controller is down, you can click on [Run Diagnostics] to diagnose the controller *(Refer **Figure 284**).*

Figure 284 - Diagnose Controller

3. Click on possible causes to display the troubleshooting tips *(Refer **Figure 285**).*

Figure 285 - Troubleshooting Tips

4. Click on **[Edit Controller]** to edit the controller.

5. Click on **[Refresh Connection]** to refresh the connection of the controller.

E. Connected User List

1. Connected User List will display the all the System User that connected to the system *(Refer **Figure 286**)*.

Figure 286 - Connected User List

2. You can see the User ID, Name, Workstation and Log On Time for the System User.
3. Right click on the System User to terminate user session *(Refer **Figure 287**)*.

Figure 287 - Terminate User

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Appendix

Table 47 - Supported Firmware Version

Controller Model	Supported Firmware Version for Remote Update
XP-M1000i	5.09 and above
XP-M2000i	4.40 and above
XP-C2000	1.20 and above

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xPortal3000 Frequently Asked Question (FAQs)

1. **USB dongle inserted but the USB Detection Status showed fail/ System shows xPortal3000 Server is a Free Edition.**

    a. **Restart the service.**
       Unplug and plug in the USB dongle > At xPortal3000 Server Configuration Manager window click Stop to stop service > Click Start to start the service.

    b. **Restart the computer.**
       Run xPortal3000 Server Configuration Manager > Ensure that USB detection is successful.

    c. **Unplug and plug in the USB dongle to other USB port.** Try steps (a) or (b). If problem persists, please contact MicroEngine Technical Support.
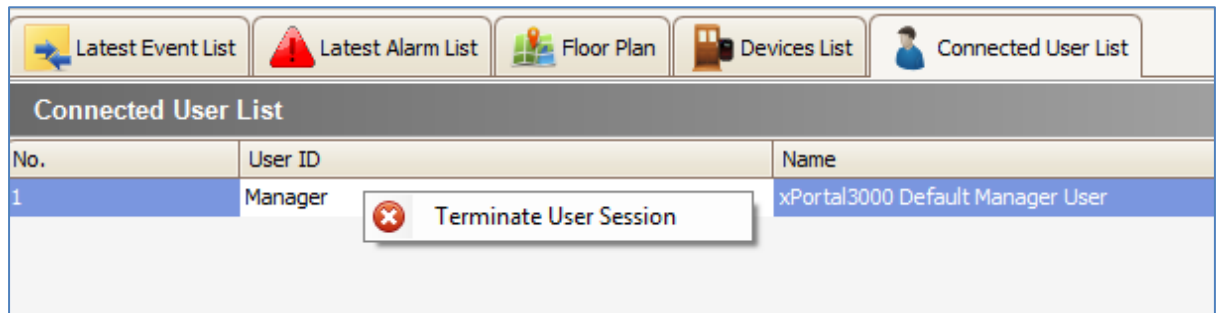
2. **xPortal3000 Client log in failed, error message asked me to ensure that the server service has started and running at IP Address [e.g. 192.168.1.24]**

Figure 288 - xPortal3000 Error Message

    a. **Start/restart the service.**
       At xPortal3000 server Configuration Manager window click Stop to stop the service > Click on Start to start the service. Please ensure that xPortal3000 startup is successful.

    b. If xPortal3000 startup successful, **ensure that Server computer's IP address matches with Server Connection Setup at xPortal3000 Client.**
       Run xPortal3000 Client > Click Connection Setup > At Server Location, choose Identified by IP address and enter correct Server computer's IP address.

    c. Ensure that **Server** computer has been assigned with a **fixed IP address**.

    d. If you have tried steps (a), (b) and (c) but the problem persists, please ensure that xPortal3000 Server and Client are allowed to communicate through **Windows Firewall.**

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3. **xPortal3000 Client Log in failed, error message showed "Invalid Setting".**

Figure 289 - xPortal3000 Invalid Setting

   a. **Check software port number**
   Run xPortal3000 Server Configuration Manager > At System Settings, check the port number > Run xPortal3000 Client at login menu > Click Connection Setup, check the port number. **Ensure that both port numbers match**.

   b. If you have tried step (a), but the problem persists, please ensure that xPortal3000 Server and Client are allowed to communicate through **Windows Firewall**.

4. **Can I connect USB dongle via a USB hub?**

   USB dongle works with most USB hubs. On rare occasions the dongle may not be detected through the hub due to inadequate output voltage. Please check the integrity of the USB port by trying a different USB device in the same port. For **USB 2.0 hubs** in particular, **please ensure that the power supply is connected**.

5. **Why does my monitor displayed an "Unknown Device" after I plugged in the USB dongle?**

   It may be caused by **interference or bad contact points**. Try **unplugging** the device and then **plugging** it in again.

6. **I have existing Firebird v1.0 installed on the computer. Error message showed "1 existing Firebird or Interbase version has been found" when installing the xPortal3000.**
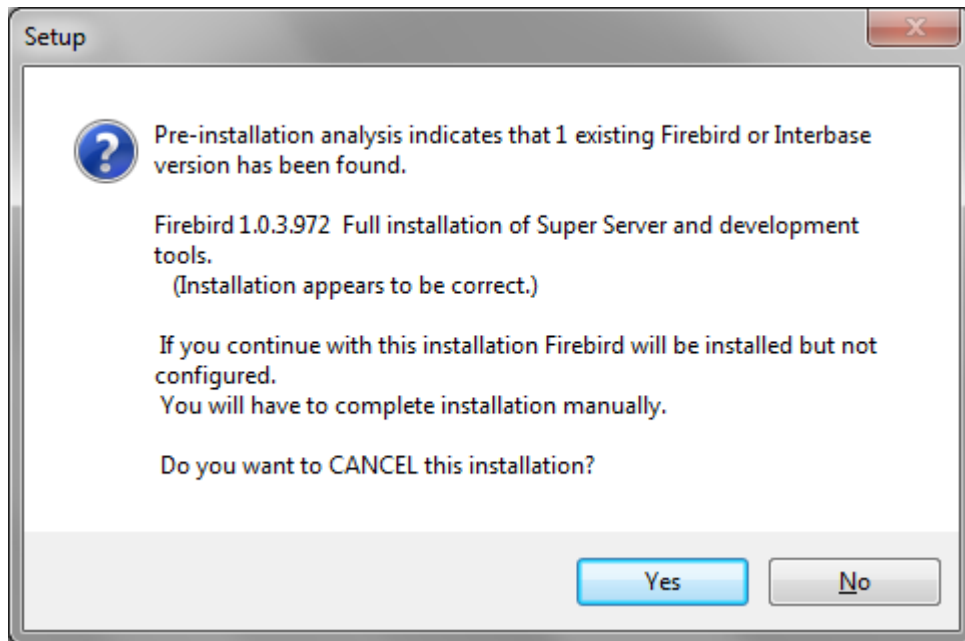
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Figure 290 - xPortal3000 Setup

xPortal3000 supports only **Firebird v1.5 and above**. You need to **uninstall the existing Firebird Database below v1.5 (such as v1.0) first.**

    a. **IMPORTANT: Do not proceed to initialize database.**
    b. **Uninstall the existing Firebird v1.0.**
    c. **Run xPortal3000 Server Configuration Manager to initialize xPortal3000 database.**