

Chapter 2 – Entry-Master Quick Start

Welcome to the Entry-Master Quick Start Tutorial. This chapter offers the basics of what you need to know to use the Entry-Master System. This chapter is by no means the final word on using the Entry-Master System. We simply want to show you how quickly you can use the system. In a series of short tutorial lessons, we will show you how to:

- Log into the Entry-Master® System
- Log out of the system
- Change your password
- Define Card Readers
- Define Time Zones and Holidays
- Define Access Groups
- Search for a Cardholder's record
- Edit or Add a Cardholder's record
- Batch update Cards, including:
 - Batch ADD Cards by number
 - Updates by Card Number
 - Updates by specified field
- Forgive Cardholders
- Add or Delete System Users
- Manually raise/open and lower/close a gate or door
- Access the on-line monitoring screen
- Generate and print reports

Important Note from the Editor

As you read this manual and proceed through the lessons, you may find the screens on your system are not exactly like what is displayed in this manual.

The Entry-Master System is a very versatile product, able to adapt to the needs of individual customers. For this reason, your screen may look slightly different from the screen presented in this manual. For example, **Time Zone 04** referred to in a lesson will probably not be the same as **Time Zone 04** on your system. Although a particular screen may be slightly different, the basic

function performed by that screen remains essentially the same, and sometimes additional features may have been added to your system by your dealer.

You may also find that a particular lesson has already been finished by someone else in your organization. For example, **Access Group 0004** may already have been defined in your system, thus causing the system to react differently than is described in the lesson. In this case, consult the person responsible for your system and ask them how you should continue.

Proceed through the lessons and if you encounter difficulty, consult with your System Administrator or call your authorized **Entry-Master Dealer**, who will be happy to assist.

Using New System Parameters – Important Section to Read!

This section will cover a critical aspect of the Entry-Master System that impacts several system functions: *Use New System Parameters* – located in the *Report Utilities Menu*:

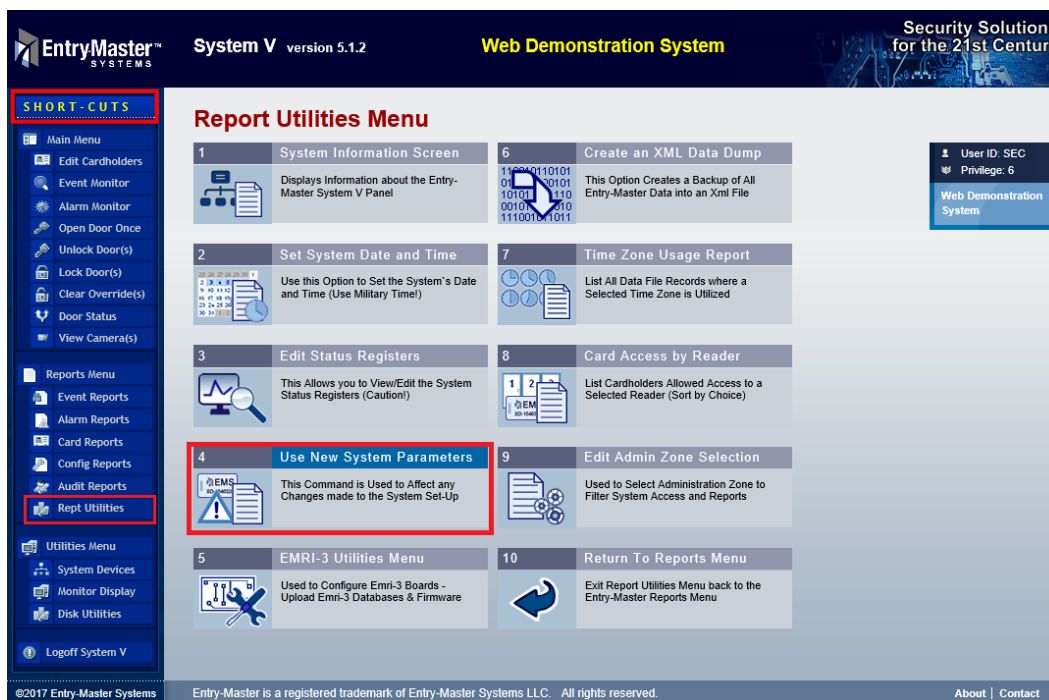


Figure 2-1. Use New System Parameters in the Report Utilities Menu

The “Use New System Parameters” function is necessary when certain settings on an **Entry-Master** system are modified.

The “Rule of Thumb” used to determine when to employ the *Use New System Parameters* function is: *when any modification is made to the system setup in the first five (5) options of the Utilities Menu, the “Use New System Parameters” function needs to be executed.*

Refer to **Figure 2-2** below:

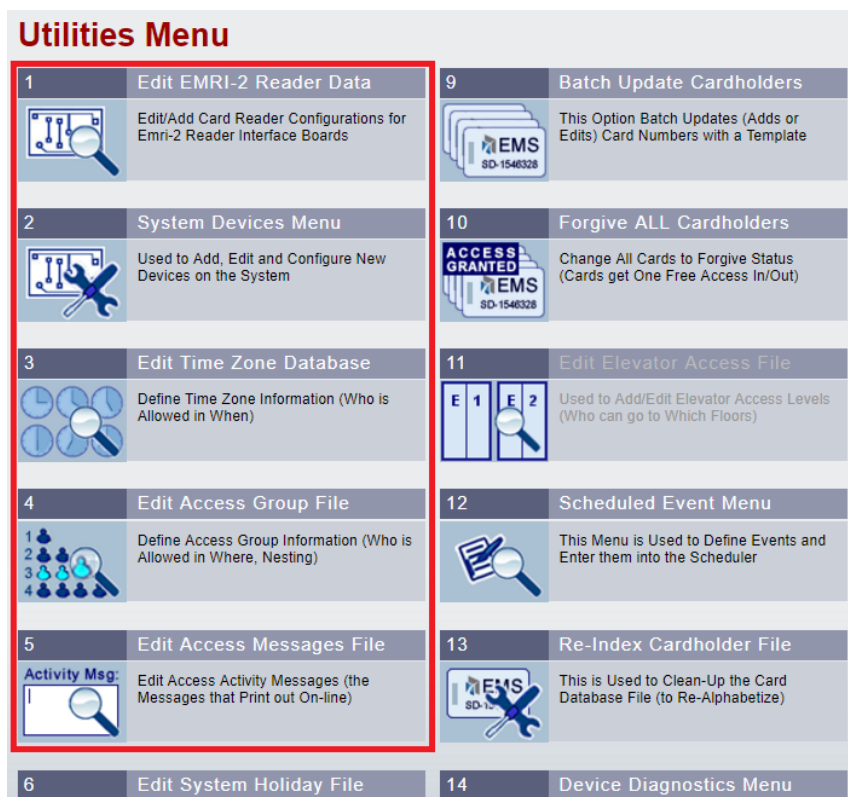


Figure 2-2. The first five options in the *Utilities Menu*

Any modification made to data in **Options 1 through 5** of the *Utilities Menu* (shown above) requires that the *Use New Systems Parameters* option be executed.

This important feature can be found in the *Report Utilities Menu*, which can be accessed in the lefthand navigation (i.e. the *Short-Cuts* in **Figure 2-1**). Screen resolution may not allow the *Short-Cut* link in the navigation to be displayed. For an alternative way to navigate to the *Report Utilities Menu*, follow these instructions:

Select **Option 2: Enter Reports Menu** from the *Main Menu*:

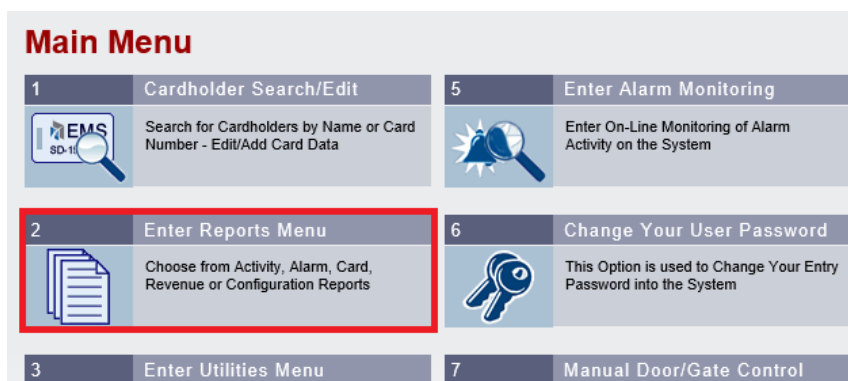


Figure 2-3. Selecting the *Reports Menu* from the *Main Menu*

From the *Reports Menu*, click on **Option 7: Report Utilities Menu**:

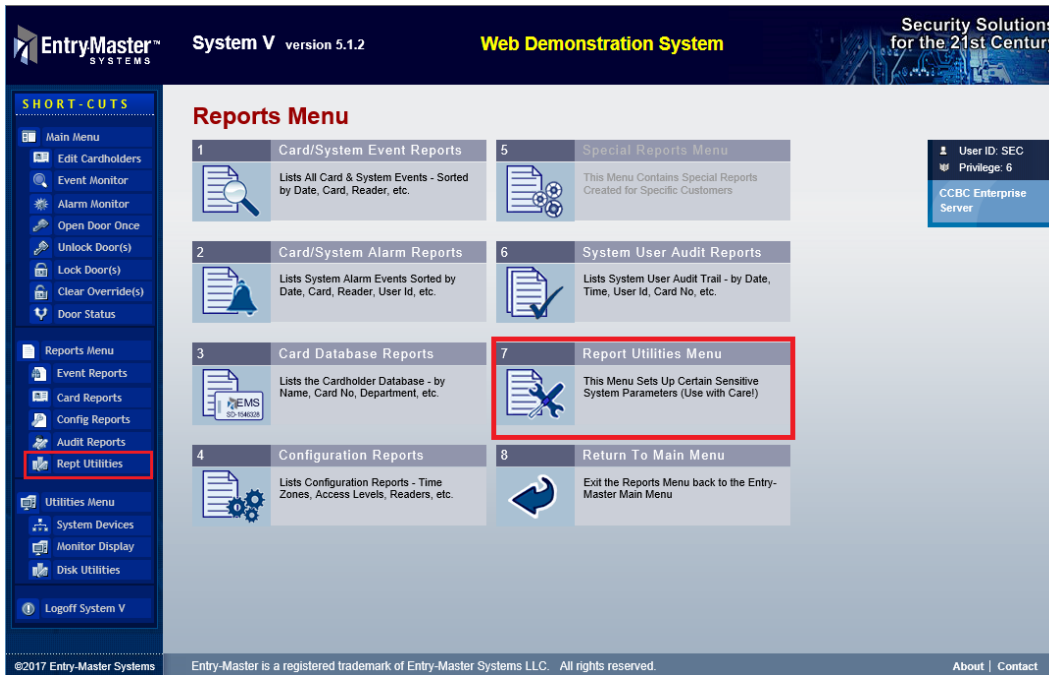


Figure 2-4. Choosing the *Report Utilities Menu* from the *Reports Menu*

On the *Report Utilities Menu*, click on **Option 4: Use New System Parameters**:

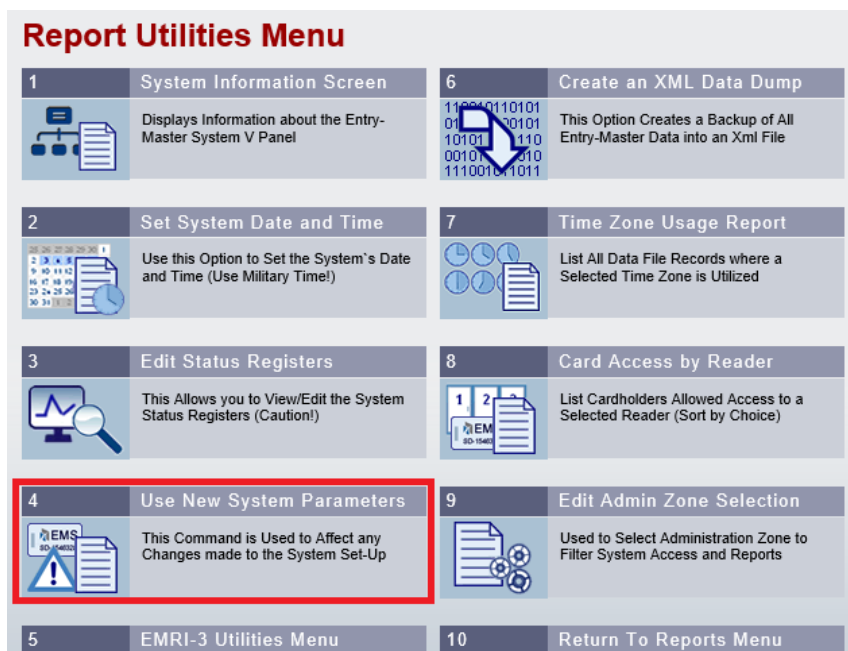


Figure 2-5. Selecting *Use New System Parameters*

Option 4: Use New System Parameters will display the following alert:

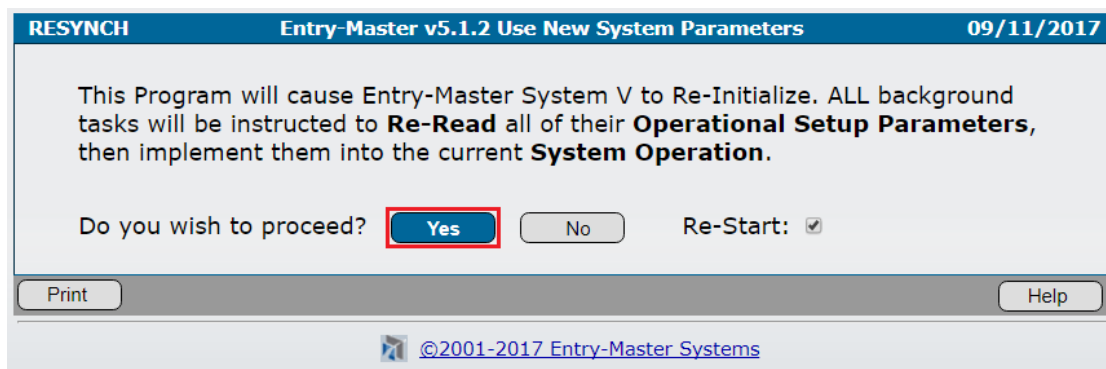


Figure 2-6. Selecting *Use New System Parameters*

Click the “Yes” button to cause all database changes to take effect. Put simply, the *Use New System Parameters* option instructs the **Entry-Master** software to download all of its operational parameters to all devices.

The “**Re-Start**” checkbox is for legacy systems only – **EMRI-2** boards generally do not require the “Re-Start” checkbox to be selected except for changes made to **EMRI-2** devices (**Option 1** of the **Utilities Menu**). **The newer EMRI-3 boards always require the checkbox to be enabled.**

EMRI-2 boards are present only on legacy systems installed before 2013. All newer *Entry-Master* installations will contain only EMRI-3 boards.

For **EMRI-2** boards, checking the “**Re-Start**” checkbox causes the system to stop reading cards for up to a minute. Readers connected to EMRI-3 boards are unaffected by the checkbox being enabled, and in fact, require that the checkbox be selected (i.e. “checked”).

Failure to leave the checkbox selected may result in your database changes to NOT be downloaded to your EMRI-3 boards.

Note that instructing the Entry-Master system panel(s) to “re-boot” – either by using a remote **re-boot command**, instructing the scheduler to re-boot at a particular time, or simply turning the panel(s) OFF for 8-10 seconds and then back ON again, will have the same effect as the *Use New System Parameters* option. All of these methods perform the same function – the *Use New System Parameters* option usually takes less time and is generally less disruptive than a complete system re-boot.