

Quick start guide for SimpleID GUI

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1. Configure doors and controllers:

If controllers are configured correctly then they will be detected by SimpleID automatically so you don't have to worry about them and just focus on the door configuration.

First you should switch to the "Doors" sub-window and create some doors. One door can be controlled by 2 readers at maximum, but you can also configure it to be only entry or only exit door or to be controlled by entry reader and request-to-exit button.

When you press the "Add new item to the list" button a new door will be created with only the entry reader. So you should enter the name for the door (to be able to save it) and configure other details e.g. select a controller by using the "Device IP address" or "Device MAC address" drop-down lists.

Configure as many doors as you need and when done move on to the next section.

2. Configure schedules:

The second step is to configure schedules to be used by 'Access Levels' and 'Time & Attendance' calculations.

There are already 2 default schedules created by the system. You can use these schedules. If you plan on using 'Time & Attendance' calculations you must configure your own schedules.

- To create a new schedule use the "New item" button.
- First you should enter the name of the schedule.
- After that you can add time intervals to each day. To add a new interval press the left mouse button above a day-line and drag it to the right and when the interval is enough just release the left mouse button. When you are creating a new interval it snaps to the grid (every 5 minutes).
- To edit an existing interval select it and drag the arrows in the sides of the interval. When you edit an interval by mouse it does not snap to grid.
- To set an interval to a particular time, select the interval and use the time choosers below the name of the schedule.
- Use the "Active during holidays" option if you want people to be able to use their cards during holidays (how to configure holidays is explained further in this document).
- Use the workday change time if you are configuring a schedule which spans across two days (e.g. night-shift schedules).

When You are done, press OK to save the schedule (remember to save more often because unexpected hardware or software crashes can make you loose any unsaved data!).

If You want to discard changes made to this schedule, use the Cancel button (discarding deletes the schedule from the list, if it was not saved before).

3. Configure access levels:

There are already 2 default access levels created by the system. Access level "Nowhere" is just a dummy access level (works the same as if a user does not have any access level at all). "Everywhere" access level gives you access to all doors at all times. New doors are added automatically to this access level. If you do not want all users to have access to all the doors in the system, you should configure your own access levels.

- To add a new access level click the "New Item" button.
- Enter a name for this AL or otherwise you will not be able to save it.
- If you plan on using the same schedule for all doors in this AL, select the schedule from the "Assign schedule" list.
- Now click the "Add door" button to start adding the doors to this AL. A new window will pop-up. Select the doors you want to add and click "OK" button.
- The doors are now added to the list.
- If you want to change schedules for the doors you can set them individually for each reader.

Once you are done setting up the AL, you can save it by pressing "OK" button or discard any changes by pressing "Cancel" button.

4. Configure Holidays:

You can configure holidays for all years or for a one-time only holidays.

- To add a holiday press the "Next Item" button in the holidays list panel.
- Enter the name of the holiday.
- Select the date of the holiday.
- If the holiday happens every year at the same day, then you should check the "Same day every year" checkbox (e.g. "New Years" holiday happens the same day every year). This will automatically change the year value to the next year when the holiday passes.

Once You are done setting up the holiday, you can save it by pressing "OK" button or discard any changes by pressing "Cancel" button.

5. Configure Maps:

You can configure maps to monitor the doors and see all events in real time.

- Switch to "Monitoring" tab in the main window.
- Now switch to "Maps" tab in the "Monitoring" sub-window.
- Now click on the "New Item" button to create a new map.
- First you should enter a name for the map.
- Now press the button which is beside the map picture above the "map name" field to select a new picture for this map from your PC. SimpleID supports PNG, JPEG and XAML picture files.
- Select a map icon from the list or add a new icon by pressing the "+" button.
- If you want to see this map icon in the quick map navigation panel, which is above the map field, check the "Show in the quick navigation bar" checkbox. You will be able to switch to the map quickly using it.
- Press the "OK" button to save the map.
- Now you should switch to the "Doors" tab in the monitoring sub-window.
- Select the map in the "quick navigation bar" and press the "Edit map" button.
- Now press the left mouse button on the door you wish to add to this map and drag the door on the map. Release the left mouse button to place that door on the map.
- Do this for all the other doors which you want to add to that map. Remember that it is better to place the doors side-by-side of each other, as the events will be shown above the doors.
- Press the "save" button in the "quick navigation bar" to save the changes made to this map.
- You can also add "Inputs" to the map the same way you did with doors.

6. Configure Users:

The best time to configure users is when you at least have configured doors, schedules and access levels.

- To start configuring users first you have to switch to the "Users" tab.
- To add a new user press the "Add new record" button.
- In the right side of the window there are fields of the user information.
- Make sure that you enter all mandatory data in the "Required fields".
- You can add a photo to the user from an existing file or you can capture the photo from an attached camera.
- To add an access level just select it from the "Access level" list. You can add several access levels to the same user.
- To add a card press the "Add new card" button. You can enter the card number manually or if you have a configured card scanner, you can scan the card number automatically with it.
- To add a fingerprint you must have a USB fingerprint scanner or a door with a configured fingerprint reader. Press the "Add new fingerprint" button. Select the scanner from the list. The user will have to place his finger on that scanner. It can scan up to 4 different fingerprints so it is best to use fingers on both hands (in case an accident occurs and the user loses one of his fingers or hands).
- Make sure you have configured at least one card format for iClass and Proximity cards. This is required to separate the Facility Code from the Card number. Mifare cards do not have any facility code, so they can be used without any Card format.
- If you want to be able to generate Time & Attendance reports for this user, you must select a schedule in the "Work schedule" field. If you select a wrong schedule, you might get a report which says that the user is late all the time, or that he is working overtime.

Once You are done setting up the user information, you can save it by pressing "OK" button or discard any changes by pressing "Cancel" button.