

# iSafe® Pro

## Software User Guide

## **iSafe Pro – Software User Guide**

Welcome to the iSafe® Pro Software User Guide.

Thank you for your interest in our iSafe® Pro – Offline\Online Access Control system and we hope that you will find all of the necessary information in this document.



Should you need any additional assistance – please refer your questions to [support@isafetechology.ca](mailto:support@isafetechology.ca) or use the "Contact Technical Support" button in the iSafe® Pro site.

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### **1. Before starting**

Before starting to use the software, please follow the instructions in the document "iSafe® Pro – Getting started Guide" (installing the driver for the Encoder and registering to get your own 'User name' and Password).

Access the web-based software with your user name and password.

## 2. Toolbar functions

The toolbar changes according to the page which is presented by the software. Here is a short review of the different icons and their meanings:



'Add Site' – used to create a new site (system).



'Return to Site' – used to go back to the site from some of the general-use pages of the site.



'Add door' – used to add a new door to the site.



'Add group' – used to add a new 'group' to the site. The access rights to the doors are set for the different groups.



'Add profile' – used to add a new 'profile' to the site. A 'profile' is a weekly time schedule that limits the tag user to certain hours within a week.



'Add tag' – used to add a new tag to the site.



'Add visitor tag' – used to add a new visitor\guest tag to the site.



'Manage SW Users' – used to manage the authorizations of the SW users.



'Add SW User' – used to add a new SW user.



'Search Tag by Owner's Last Name' – used to search for a tag by entering the tag owner's last name. The search is done in all existing sites that belong to the SW user (under the User Name that is being used).



'Whose Tag is it?' – used to search for the owner of an unknown tag. The SW will present the apartment of the tag that is placed on the Encoder.



'Read event log' – used to read the event log from the controller.



'Tools' – Used to go into the 'tools' page. This page allows the user to set the time in the controller.



'iSafe – SW User Guide' – used to open/download the SW User Guide.




'Contact Technical Support' – used to send a question to iSafe's Technical Support team.



'Logout' – used to log out from the SW.

### 3. Site

#### 3.1 Creating a new site

To create a new site, click on the 'add site' (  ) button.

Fill the information in the page that is opened:  
 Site name, address, city, post code, your country and your offset from GMT.

Daylight saving time dates for the next 10 years can also be entered. These dates will be stored in the controller.

Click 'Submit' to save the information.

**Add Site**

Site Name

Address

City

Post code

Country

GMT Offset  :

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Daylight Saving Time

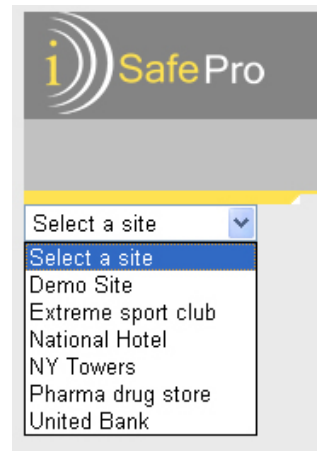
2008:	<input type="text" value="January"/>	:	<input type="text" value="1"/>	-	<input type="text" value="January"/>	:	<input type="text" value="1"/>
2009:	<input type="text" value="January"/>	:	<input type="text" value="1"/>	-	<input type="text" value="January"/>	:	<input type="text" value="1"/>
2010:	<input type="text" value="January"/>	:	<input type="text" value="1"/>	-	<input type="text" value="January"/>	:	<input type="text" value="1"/>
2011:	<input type="text" value="January"/>	:	<input type="text" value="1"/>	-	<input type="text" value="January"/>	:	<input type="text" value="1"/>
2012:	<input type="text" value="January"/>	:	<input type="text" value="1"/>	-	<input type="text" value="January"/>	:	<input type="text" value="1"/>
2013:	<input type="text" value="January"/>	:	<input type="text" value="1"/>	-	<input type="text" value="January"/>	:	<input type="text" value="1"/>
2014:	<input type="text" value="January"/>	:	<input type="text" value="1"/>	-	<input type="text" value="January"/>	:	<input type="text" value="1"/>
2015:	<input type="text" value="January"/>	:	<input type="text" value="1"/>	-	<input type="text" value="January"/>	:	<input type="text" value="1"/>
2016:	<input type="text" value="January"/>	:	<input type="text" value="1"/>	-	<input type="text" value="January"/>	:	<input type="text" value="1"/>
2017:	<input type="text" value="January"/>	:	<input type="text" value="1"/>	-	<input type="text" value="January"/>	:	<input type="text" value="1"/>

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#### 3.2 Opening an existing site

To open an existing site, select your site from the pull-down site list.


Note: if your list contains only one site, the site is opened automatically when you enter the software.



The screenshot shows the iSafePro logo at the top. Below it is a dropdown menu labeled "Select a site" with a downward arrow. The menu is open, showing a list of site names: "Select a site", "Demo Site", "Extreme sport club", "National Hotel", "NY Towers", "Pharma drug store", and "United Bank".

### 3.3 Modifying an existing site

Modifying an existing site is done from the 'Edit site' page.

To go to this page, click on the 'return to site' (  ) button.

Modify the details in this page and then click on 'Update'.

**Edit site**

Site Code: 6C0216B8

Site Name:

Address:

City:

Post code:

Country:

GMT Offset:  :

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Daylight Saving Time

2008:	<input type="text" value="January"/>	<input type="text" value="1"/>	-	<input type="text" value="January"/>	<input type="text" value="1"/>
2009:	<input type="text" value="January"/>	<input type="text" value="1"/>	-	<input type="text" value="January"/>	<input type="text" value="1"/>
2010:	<input type="text" value="January"/>	<input type="text" value="1"/>	-	<input type="text" value="January"/>	<input type="text" value="1"/>
2011:	<input type="text" value="January"/>	<input type="text" value="1"/>	-	<input type="text" value="January"/>	<input type="text" value="1"/>
2012:	<input type="text" value="January"/>	<input type="text" value="1"/>	-	<input type="text" value="January"/>	<input type="text" value="1"/>
2013:	<input type="text" value="January"/>	<input type="text" value="1"/>	-	<input type="text" value="January"/>	<input type="text" value="1"/>
2014:	<input type="text" value="January"/>	<input type="text" value="1"/>	-	<input type="text" value="January"/>	<input type="text" value="1"/>
2015:	<input type="text" value="January"/>	<input type="text" value="1"/>	-	<input type="text" value="January"/>	<input type="text" value="1"/>
2016:	<input type="text" value="January"/>	<input type="text" value="1"/>	-	<input type="text" value="January"/>	<input type="text" value="1"/>
2017:	<input type="text" value="January"/>	<input type="text" value="1"/>	-	<input type="text" value="January"/>	<input type="text" value="1"/>

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### 3.4 Deleting an existing site


Deleting an existing site is done from the 'Edit site' page.

To go to this page, click on the 'return to site' (  ) button.

Click on 'Delete'.

## 4. Groups

### 4.1 Creating a new group

To create a new group, click on the 'add group' (  ) button.

Enter the group name and a general description of the group and then click 'Submit' to save the information.

**Add New Group**

Group Name:

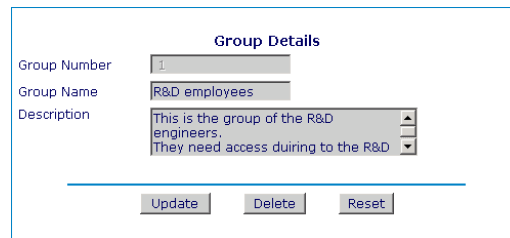
Description:

---

## 4.2 Modifying information of an existing group

To modify the group's details (name or description), open the group from the group list.

Change the information and click 'Update'.



**Group Details**

Group Number:

Group Name:

Description:


## 4.3 Deleting an existing group

To delete an existing group, open the group from the group list.

Click 'Delete'.

## 5. Time profile

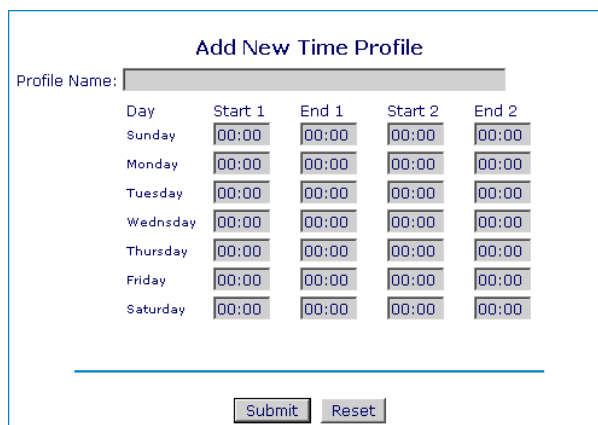
### 5.1 Creating a new time profile

To create a new time profile, click on the 'add new profile' (  ) button.

Enter a name for the profile and the details of the windows of time.

It is possible to create 2 windows of time per day.

There is no need to create profiles for permanent access (ALWAYS) or for access that is always denied (NEVER), since those are 'build-in' options in the door programming section.



**Add New Time Profile**

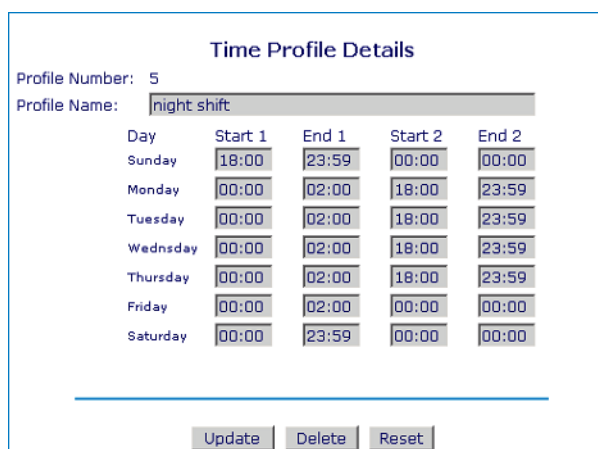
Profile Name:

Day	Start 1	End 1	Start 2	End 2
Sunday	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Monday	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Tuesday	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Wednesday	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Thursday	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Friday	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Saturday	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>

### 5.2 Modifying an existing time profile

To modify the time profile's details (name or time windows), open the profile from the profile list.

Change the information and click 'Update'.



**Time Profile Details**

Profile Number: 5

Profile Name:

Day	Start 1	End 1	Start 2	End 2
Sunday	<input type="text" value="18:00"/>	<input type="text" value="23:59"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Monday	<input type="text" value="00:00"/>	<input type="text" value="02:00"/>	<input type="text" value="18:00"/>	<input type="text" value="23:59"/>
Tuesday	<input type="text" value="00:00"/>	<input type="text" value="02:00"/>	<input type="text" value="18:00"/>	<input type="text" value="23:59"/>
Wednesday	<input type="text" value="00:00"/>	<input type="text" value="02:00"/>	<input type="text" value="18:00"/>	<input type="text" value="23:59"/>
Thursday	<input type="text" value="00:00"/>	<input type="text" value="02:00"/>	<input type="text" value="18:00"/>	<input type="text" value="23:59"/>
Friday	<input type="text" value="00:00"/>	<input type="text" value="02:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Saturday	<input type="text" value="00:00"/>	<input type="text" value="23:59"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>

### 5.3 Deleting an existing time profile


To delete an existing time profile, open the profile from the profile list.

Click 'Delete'.

## 6. Doors

### 6.1 Adding a new door



To add a new door, click on the 'add door' (  ) button.

Enter the needed information:

Door name, delay time (how long should the door stay open after a valid tag was presented to the reader), description.

Then, for each group that was created, select (from the pull-down menu) the time profile for this group in this door.

Note that different profiles can be selected for the same group in different doors.

Click 'Submit' to save the information.

**Door Details**

Door Name:

Delay Time:

Description:

Group	Profile
1 - R&D Employees	<input type="text" value="Never"/>
2 - R&D Managers	<input type="text" value="Never"/>
3 - finance employees	<input type="text" value="R&amp;D or finance emplo"/>
4 - Finance Managers	<input type="text" value="Always"/>
5 - cleaning team	<input type="text" value="cleaning"/>
6 - day shift	<input type="text" value="Never"/>
7 - night shift	<input type="text" value="Never"/>
8 - Management team	<input type="text" value="Always"/>

### 6.2 Configuration of the door

The configuration process is needed in order to update the door's controller with the details the user has chosen in the software.

Once the details are ready, it is time to update the door. Place the Service Card on the Encoder, make sure that the iSafe® Pro driver is activated and click on 'Configure'.

Rapid green flickering light from the USB encoder indicates that the details are being uploaded onto the Service Card. Once the rapid light indication changes to slow flickering light indication, the card can be taken and presented to the door.

**Door Details**

Door Number: 2

Door Name:

Delay Time:

Description:

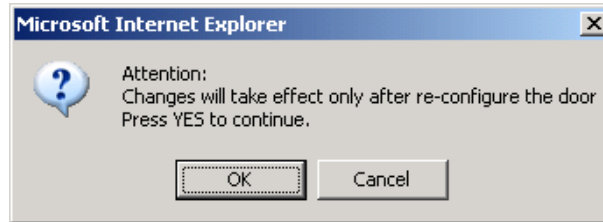
Group	Profile
1 - R&D Employees	<input type="text" value="lunch"/>
2 - R&D Managers	<input type="text" value="lunch"/>
3 - finance employees	<input type="text" value="lunch"/>
4 - Finance Managers	<input type="text" value="lunch"/>
5 - cleaning team	<input type="text" value="cleaning"/>
6 - day shift	<input type="text" value="lunch"/>
7 - night shift	<input type="text" value="Eveing meal"/>
8 - Management team	<input type="text" value="Always"/>

### 6.3 Modifying information of an existing door

To modify the information of an existing door (name, delay time, access rights), open the 'Door details' page (from the list of doors on the left).

Modify the information and click 'Update' to save the changes.

Note that the changes will take effect only after the door is [re-configured](#).




### 6.4 Deleting an existing door

To delete an existing door, open the 'Door details' page (from the list of doors on the left).

Click on 'Delete'.

## 7. Tags

### 7.1 Adding a new tag

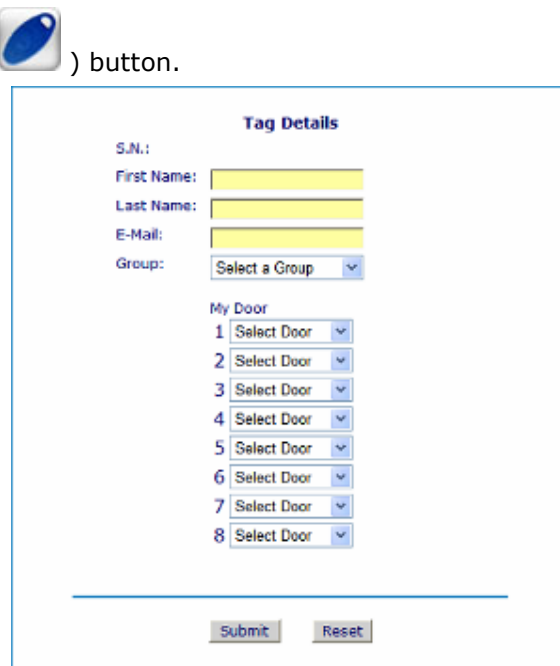
To add a new tag, click on the 'add tag' () button.

Enter the tag holder details: First name, last name, email address.

Select the group from the pull-down menu.

It is also possible to select up to 8 doors where this tag would have permanent access, even when the group the tag belongs to is limited by one of the time profiles.

Click 'Submit' to save the information.



## 7.2 Encoding a tag

Place a tag on the Encoder.

Make sure that the Encoder is connected to your PC and that the iSafe® Pro driver is activated.

Open the 'Tag Details' page and click on Encode.

While the encoding process is being carried out by the encoder, there is a rapid flickering green indication. When the indication changes to slow flickering indication, the encoding is done. A pop-up window will appear to confirm the encoding.

## 7.3 Modifying information of an existing tag

To modify the information of an existing tag (first name, last name, email address, 'my door' list), open the 'Tag details' page (from the list of tags on the left).

Modify the information and click 'Update' to save the changes.

If the changes are to be for the 'My Door' list or the group pertinence of the tag, the changes will take effect only after the tag is [re-encoded](#).

## 7.4 Deleting an existing tag

It is currently not possible to delete a tag if it has been encoded.

First – encode the tag into another site (you should create a "Service" site for this purpose).

Then open the tag details page (from the list of tags on the left) and click 'Delete'.