KEN Whereabouts Login System (WLS)

Ver. 1.0

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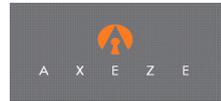
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Disclaimer:

This manual is intended to be used for the Axeze Whereabouts Login System only. No reference should be drawn to any other Axeze product or a third party product. Axeze has taken utmost care to provide correct and up to date information about Axeze products and related third party products. However, we suggest you contact our local supplier, Axeze or visits www.axeze.com.au for updated information. It is the responsibility of the customer to test and determine the suitability of this product for specific applications. The customer / installer is responsible to make sure that they have latest updated information on Axeze products.

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KEN Whereabouts Logging System

Introduction to WLS

The Axeze KEN Whereabouts Logging System (WLS) is an extension to the Axeze Network Management System (NMS) that allows users to go out of a building or area and leave the details of their destination, contact number and return date/time plus other details for management and admin staff (receptionist) to view on their PC workstations.

One reader on the KEN network is allocated as an "Out" reader in the WLS system and another is allocated as the "In" reader. The two readers may be dedicated to the WLS task or may be part of the building Access control system. If they are dedicated to the WLS the lock open time should be set to 0 seconds for best performance.

There are two components to the WLS:

- The KEN-WLS Workstation desktop application
- The KEN-WLS Reception desktop application

The applications are written in Java. The applications are run on two or even three different PCs.

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Glossary

Administrator: Super user who has all access rights.

Card: A card refers to the card form of transponder.

Database: Database is the structured collection of user records or data stored in the computer system

Dialog box: A window that would appear on the computer screen, presenting information or requesting input.

Default location: Most common location where user can go. Default location can be defined and changed by the administrator.

KEN-WLS: Keyless Entry Network Whereabouts Logging System. KEN-WLS is same as WLS.

KENMon: Network Management Software used to configure, manage and monitor KEN network

IP Address: IP address is the address of a computer in the xxx.xxx.xxx.xxx format.

Location: Address of the place / site where the user is going.

Logs: Log files contain all Login and Logout entries. These files are used to create reports.

Port: Port is an identifier that represents an application that communicates on the network.

Report: A report is the structured output in a predefined format of processed data. The report is normally generated in XML and can be viewed in a browser.

TCP/IP: Communication protocol to transfer information from one computer

WLS: Whereabouts Logging System.

WLS-Workstation: Whereabouts Logging System workstation software. WLS-Workstation is used to input information when a user is going out of the building or an area.

WLS-Reception: Whereabouts Logging System reception software. WLS-Reception is used to view the current location of the users. It's non-interactive software.

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Installing WLS-Workstation and WLS-Reception

Please delete any older version of KEN-WLS workstation or KEN-WLS Reception.
You can use the Windows uninstall software utility to remove the software if it is no
longer required or an updated version is to be installed.

After ensuring an older version is removed, click on WLS Workstation setup.exe to
set up the workstation program. It will ask you to create a shortcut on the desktop
and add the program in the start up folder. We suggest you do that just incase the
setup login is different from the application login.

Follow the same process to install the WLS reception setup.exe on the reception PC.

Note: Please ensure that the PC running both the applications has JVM loaded.
Installation contains JVM 1.6. Please ensure that the version is 1.6 or later.

Connecting the PCs

The different modules of the system talk to each other using TCP/IP. Ensure the
TCP/IP command interface is enabled in KENMon (tools/options/TCP-IP) before
trying to use the system. If they reside on the same PC they will connect using "Local
Host" which has the IP address of 127.0.0.1 and if they reside on different PCs then
the IP will be the LAN IP allocated by the system administrator to those PCs. If
automatic allocation of IP addresses is in operation the operator must find the IP
address by using applicable utilities such as IPConfig.exe. Communication with

NMS is done on Port 8033 and is setup in the Workstation application. WLS
Workstation operates on port 7033 which can be changed in its Configuration. If this
port is already occupied, it displays a warning message and displays the port
number which has been acquired. WLS Reception must be configured to connect to
that port. Any port that is available may be used.

Note: Stick to a port between 7030 and 7040 and you should not have any problems.

Configuring KENMon

Preparation
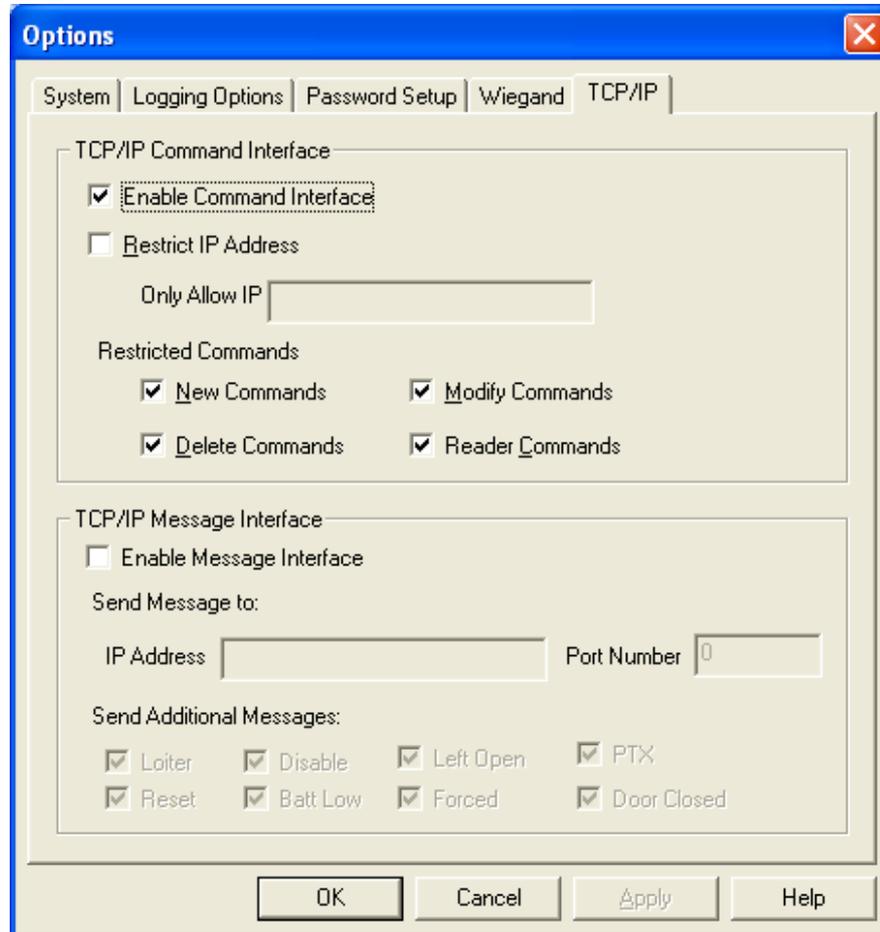
- Start NMS, open the normal database file.
- Ensure the TCP/IP command interface is enabled.
- Ensure there are two readers setup and enabled to use as the log out and log in readers.
- Ensure there are at least some active cards in the database with access to the two logging readers to test the WLS.

Configuring WLS-Workstation

On the work station open the Configuration dialogue box from the File menu and follow the steps:

Note: The configuration dialog box can only be opened using a username and a password.
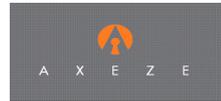
1. Set IP address as IP of the KENMon PC and Port as 8033 in the fields provided.

2. Setup and administrator password. The administrator will be the only one who can make any changes to the system.

3. Tick "Connect Automatically" to connect automatically on startup and incase of loss of connection. Once it has been enabled, Workstation keeps trying to connect to KENMon after every one minute.

4. Enter the port number 7033 in the WLS Reception box. This is the port number at which WLS Workstation will listen for a connection request from WLS Reception. Use this port number in the configuration of WLS Reception.

5. Log files will be stored in the logs folder by default. You can choose any other location to store the log files.

6. In the configuration dialog box, Log In and Log out Reader names fields are case sensitive so the reader names must match exactly the reader names in KENMon. In order to synchronize them with KenMon, write names that do not exist, save the configuration and then restart the application. On start up the user will be prompted to select the correct readers to use for log in and log out.

7. The locations list may be added to by clicking on the "Add Location" button. Simply type in the new location and select OK. If you want to delete a location simply select the location and press the "delete" button on the keyboard. In order to modify a location, double click on the location and a popup would appear where you can modify it. Tick the default check box to make it a default location. The default location appears in bold blue font.
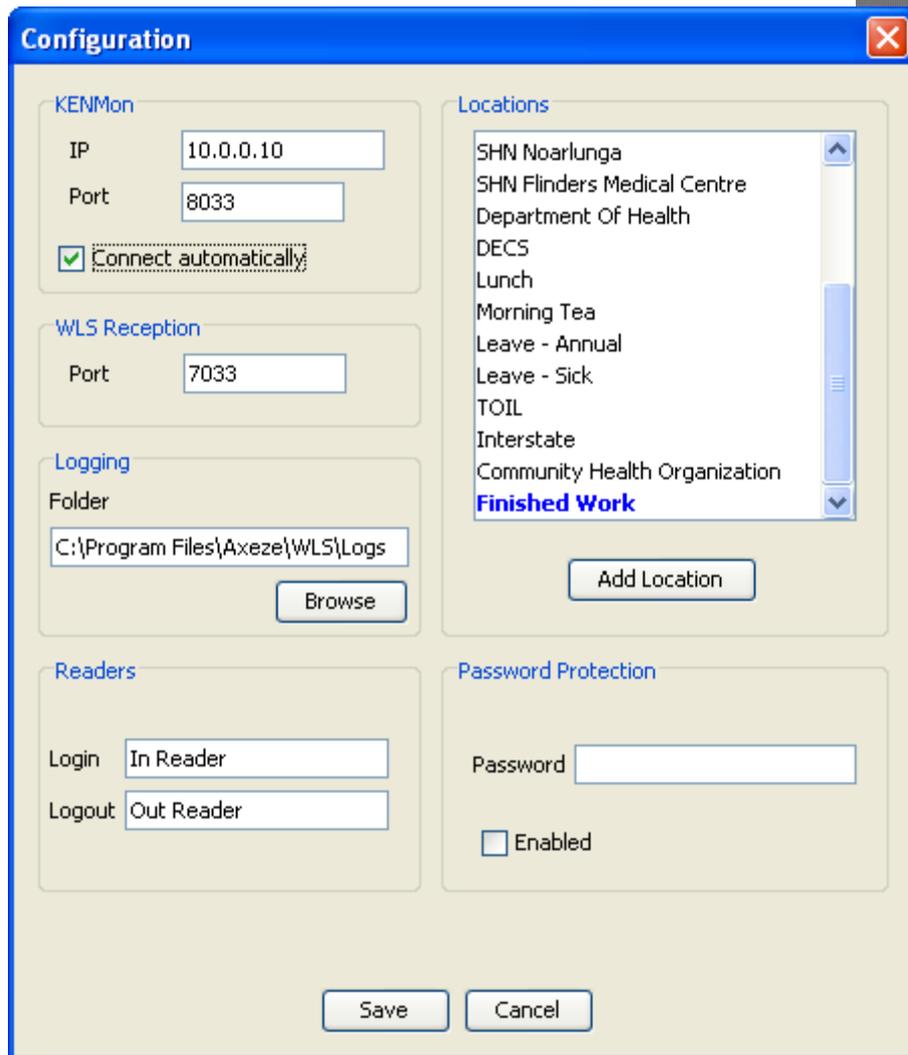
Configuration

KENMon
IP   10.0.0.10
Port   8033
☑ Connect automatically

WLS Reception
Port   7033

Logging
Folder
C:\Program Files\Axeze\WLS\Logs
[Browse]

Readers
Login   In Reader
Logout   Out Reader

Locations
SHN Noarlunga
SHN Flinders Medical Centre
Department Of Health
DECS
Lunch
Morning Tea
Leave - Annual
Leave - Sick
TOIL
Interstate
Community Health Organization
Finished Work

[Add Location]

Password Protection
Password   [   ]
☐ Enabled

[Save]   [Cancel]
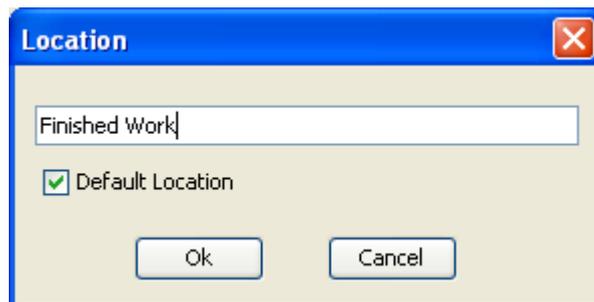
Location

Finished Work
☑ Default Location
[Ok]   [Cancel]

8. Press the "Save" button to complete the configuration procedure

   Note: The setup should be done in the administrator account and the WLS software can be used in any login as long as it's in the startup menu or a short cut on the desktop is created.

Configuring WLS-Reception

On the WLS-Reception PC open the Configuration dialogue box from the File menu and:
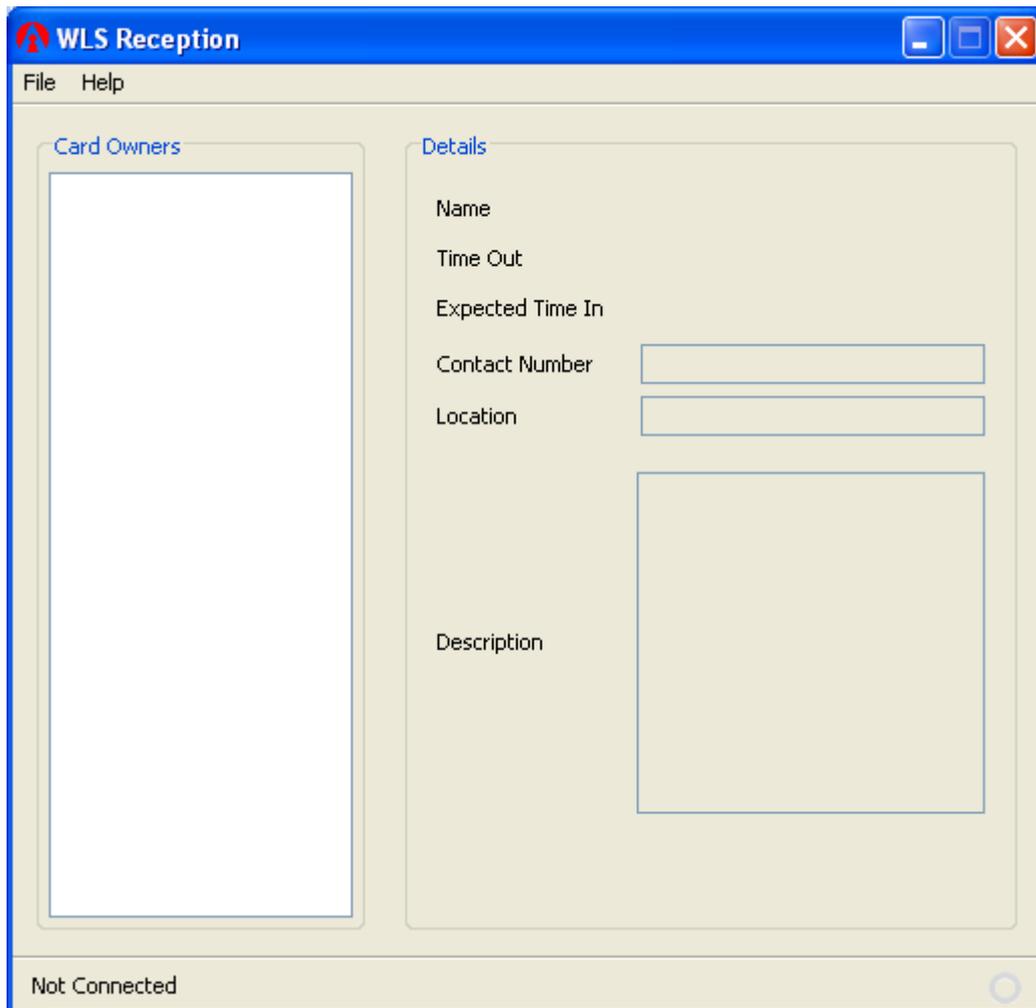
1. Set the Workstation IP (IP address of the workstation PC) and Port as 7033 or any other port as discussed above. This is not the IP of the local machine but the machine that is running the WLS Workstation software.
2. Tick "Connect Automatically" to connect WLS Reception on startup, once the PC looses connection to the WLS workstation PC.
3. Click on Ok to complete the configuration.
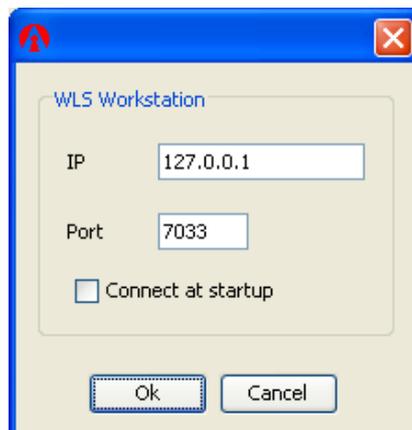
4. Select Connect from File menu and WLS Reception would connect to WLS Workstation as shown in the figure.
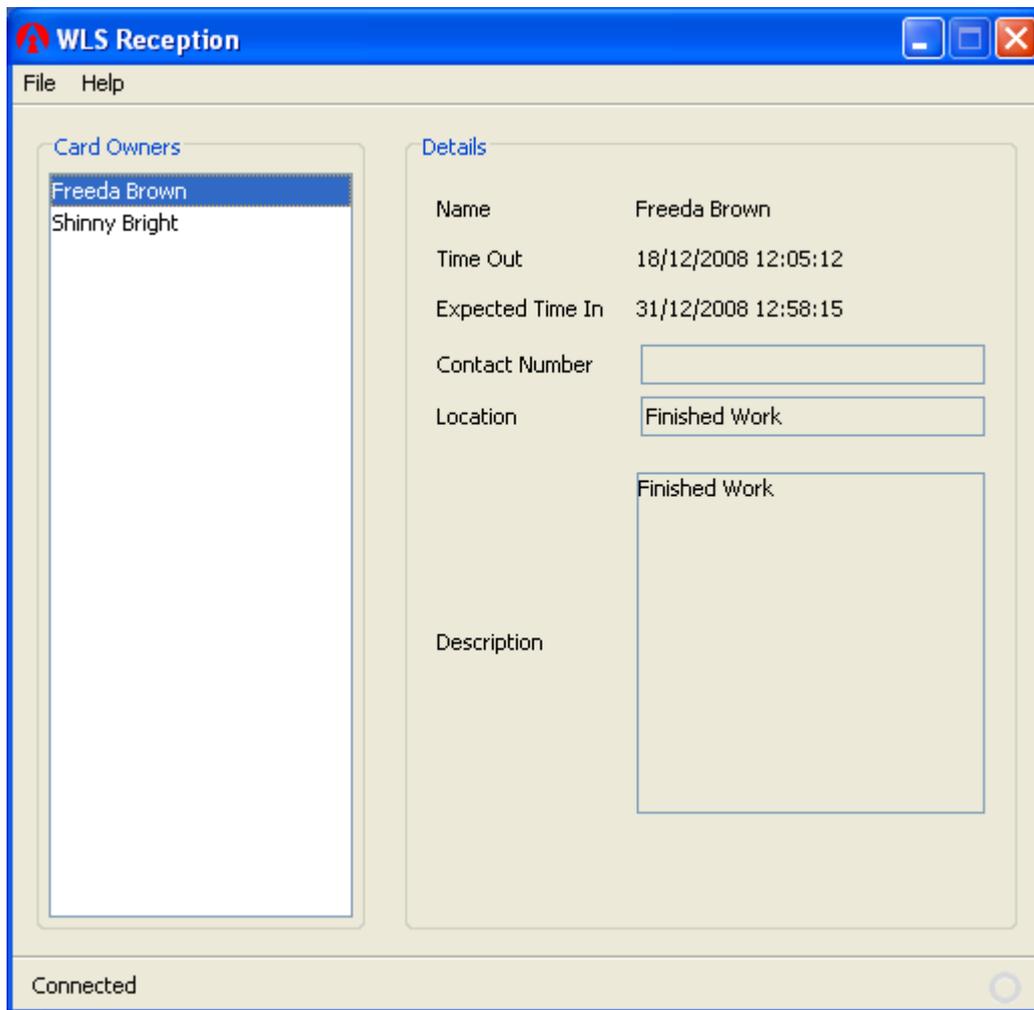
Note: The setup should be done in the administrator account and the WLS software can be used in any login as long as it's in the startup menu or a short cut on the desktop is created.

WLS Reception can be installed at more than one PC to view the current location of the users. The number of PCs on which WLS Reception can be installed is limited to the number of available ports on the WLS Workstation PC.

Authorization

WLS Workstation operates in two modes: Administrator and non-privileged modes. In administrator mode, user is allowed to connect, disconnect, view reports and configure.

To enter into Administrator mode:

1. Select Login from File menu.
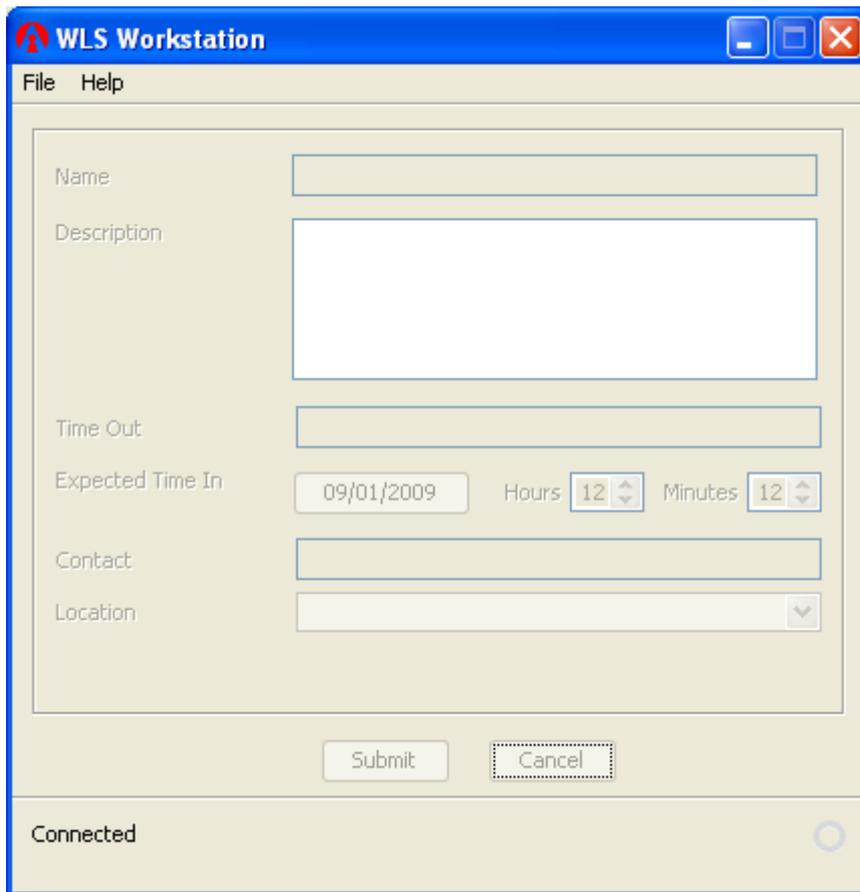
Non-Privileged mode

2. Password Prompt window would appear. Enter the password.

Password Prompt

3. If correct password is entered, system would change to Administrator mode.

Administrator mode

Operation

When WLS Workstation is connected and idle, all the fields remain grayed-out.
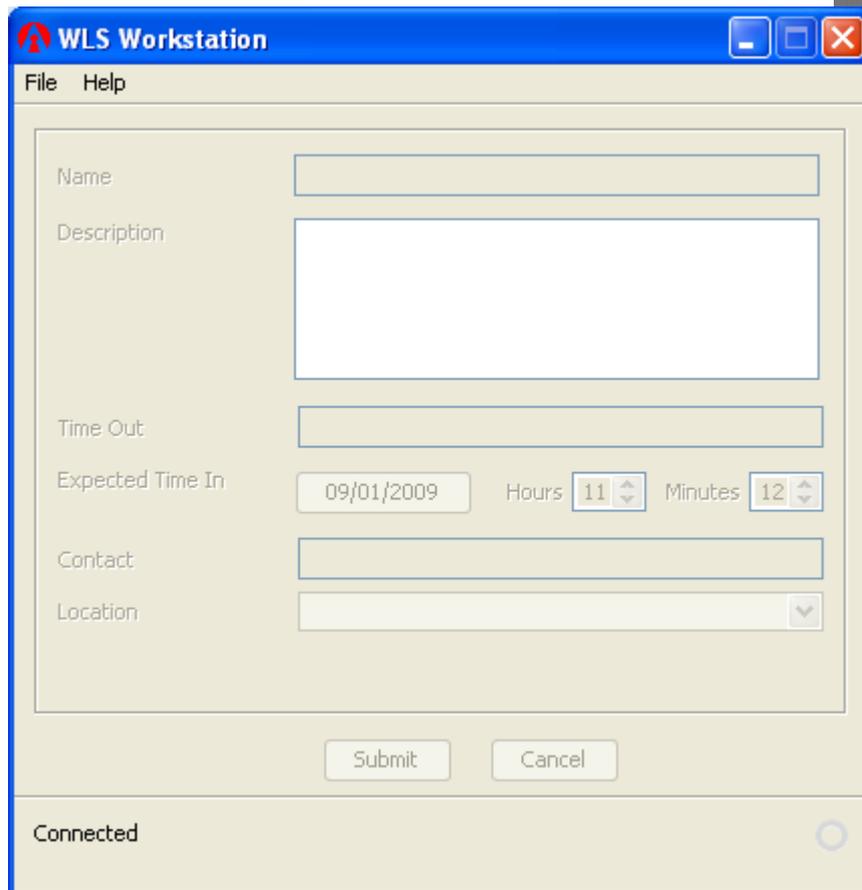
As soon as a card is badged on the Logout reader, input fields get enabled and user can enter their whereabouts. There are 6 fields:

  a. **Description**: Enter purpose of leaving.

  b. **Timeout**: Displays time when card was badged on the Logout Reader

  c. **Expected Time In Day**: When clicked, displays a calendar where the day of expected return can be selected.

  d. **Expected Time In Hours & Minutes**: Enter time when you would be back.

  e. **Contact**: Contact number where you can be reached while you are away.

  f. **Location**: A predefined list of locations that can be selected. Administrator can modify this list in Configuration dialog box. If a location is not specified, selecting Other will display another field where you can enter a different location or multiple locations.

When you press submit, these entries are reflected in WLS Reception immediately.

When a card is badged on the Login Reader, the entry for the owner of the card is removed and the change is reflected in the WLS Reception.
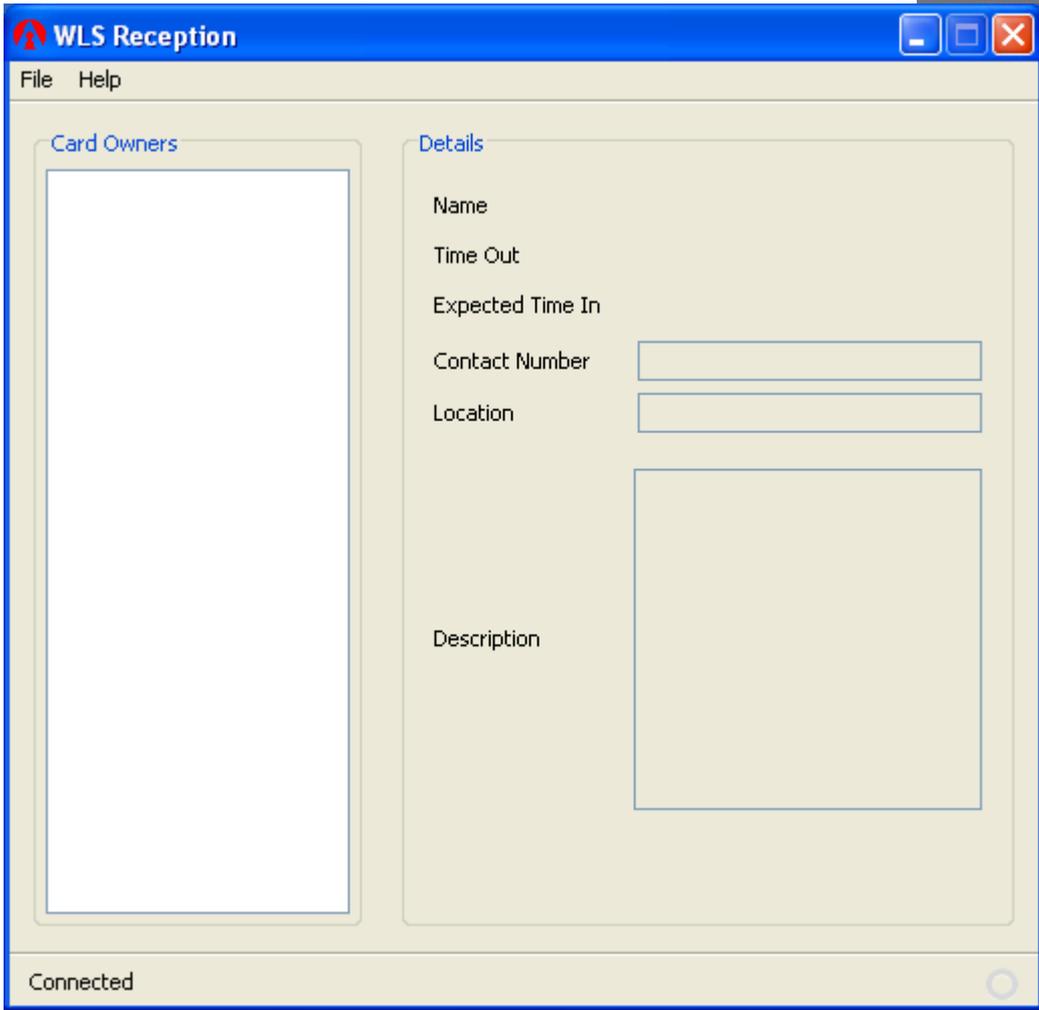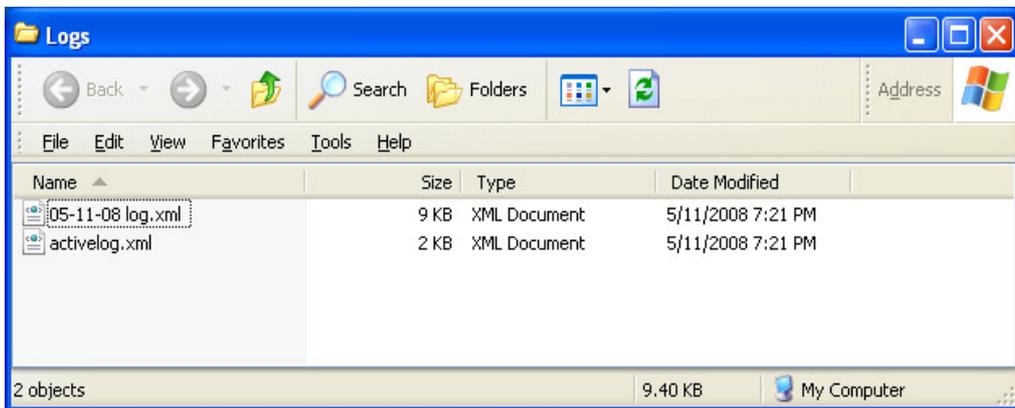
Log Files

The log files are saved in the log folder created during the Workstation Set-up. They are contained in the computer where workstation is running.

The log files are xml type files and can be opened in the default web browser. Activelog.xml contains entries for those employees who are out at the moment. In order to retrieve updated log files, select Archive Logs from the File menu.
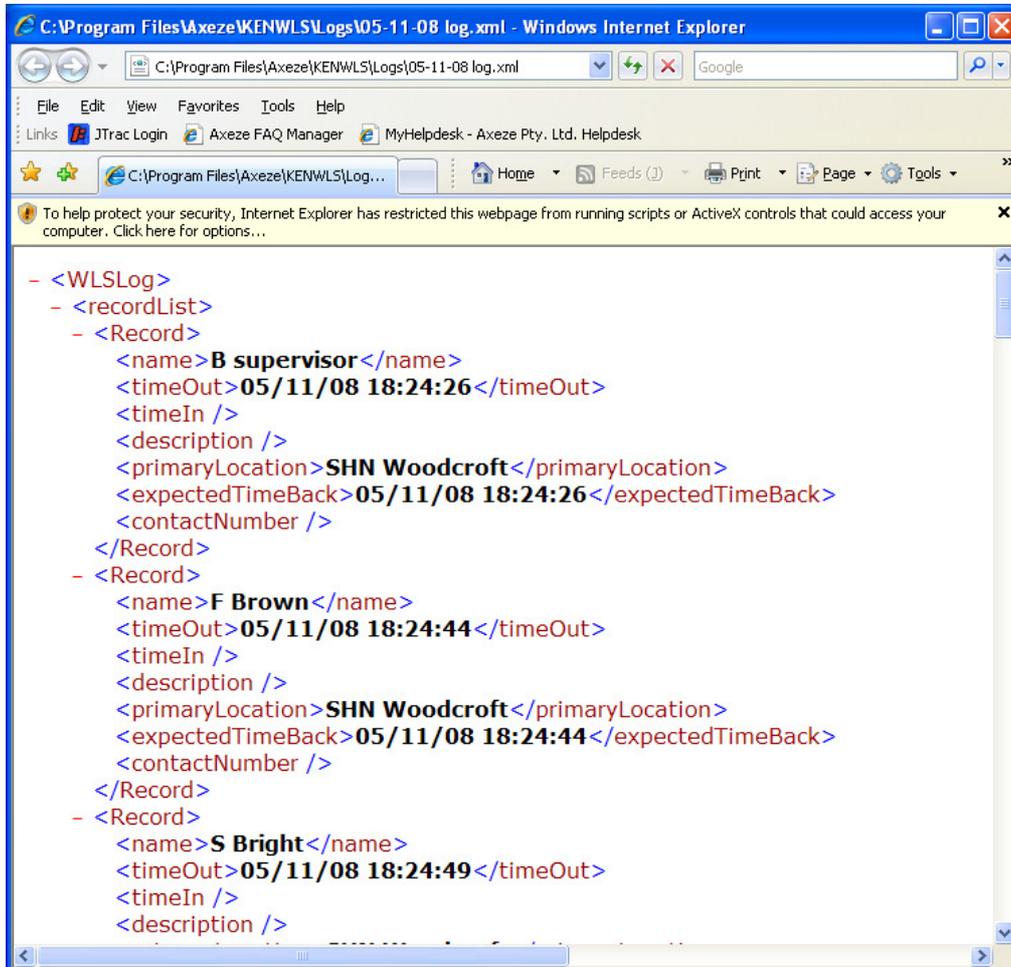
Reports

Reports can be printed on the WLS Workstation file menu.

Set the start and end dates for the report and click on the Create report button. The report will open in the browser and it can be printed from the file menu.

Reports are stored in the Reports folder inside the folder where WLS Workstation is installed. Reporting structure uses XML stylesheet saved as display.xml. In order to copy a report, you need to copy display.xml as well, otherwise report would be displayed as an xml file.

Saving the report in other formats

The report can be opened in Excel 2007 format. Steps to create report in Excel 2007.

    a. Using Windows Explorer, browse to the reports folder and right click on the report you want to open.
    b. Select Open with Excel and the Import XML dialog box will appear.
    c. Choose the second option (apply stylesheet) , select display.xsl and click on OK.
    d. Click yes to open a file with a "different format than specified by the file extesion".
    e. The file will be read-only but may be saved in many diferent formats using" save as" from the File menu.

Important notes:

    a. For WLS Workstation to work properly, the following conditions apply:

        1. KENMon should be running at all times.
        2. TCP/IP Interface must be enabled in KENMon.
        3. WLS Workstation must be running during the time WLS reception is in use. If the application is closed, the WLS workstation will not log any activity. Hence WLS Reception will give updated real time reports.
        Note: Please note that logging out from the account in which Workstation was started will force WLS Workstation to shut down.
        4. Workstation must be connected to KENMon all the time.
        5. The LAN network should be very stable.

    b. For WLS Reception to work properly, the following conditions must hold:

        1. KENMon and Workstation should be running and connected at all times.
        2. Reception PC must be connected to the Workstation PC at all times.

    c. The cards are non-magnetic and can be kept near the PC. However, care must be taken not to expose them to high temperature (>80°C).

Trouble shooting:

If you are facing any errors / bugs please refer to the attached list or the help file.

S. no	Bug / error reported	Solution
1	I want to turn off the beep on the reader	Please refer to the installation diagram. Remove the cable connecting the buzzer.
2	When the main receptionist PC is logged out it loses the information from the program	If the receptionist has logged out it will get disconnected. Once the WLS –Reception is connected again, you will automatically get the updated report.
3	In Reader gets offline	The USB port has to be set as *'not in a power saver mode'* Go to Device manager → Universal serial bus controllers → USB root hub→ (You will have to select USB root hub individually)→ right click on properties→power management→ and uncheck '*Allow the computer to turn off this device to save power*'
4	Creating report fails and gives an error message that report could not be created.	The path for the log files might be changed. Please ensure that the logs are saved at c:\program files\Axeze\WLS\Logs or put the correct path in Configuration→ Logging folder.
5	When the user accidently badges on the out reader instead of In reader.	Just use the clear button on the WLS Workstation screen.
6	Not able to connect to KENMon PC and WLS-Workstation PC.	Ping the IP of WLS-Workstation PC from WLS-Reception PC. If it's not pinging, then there is some problem with the LAN. If the LAN is configured to use DHCP protocol, IP addresses of PCs are different every time you connect them. Both PCs must have reserved IP addresses.

KEN-WLS Configuration Test

1. Check that the Work station application is "connected" to KENMon
2. Badge a card on at the Log out reader
3. Enter some data in the description
4. Note the logout time is correct
5. Change the date / time in to some future date/time
6. Enter some data in the contact field
7. Make a location selection from the drop down box.
8. Click on the "Submit "button
9. Do the same with another card but this time select "Other" from the location drop down box
10. "Enter location box will appear". Type in a location not already in the list and then select "submit"
11. Open the Reception application and connect if not already connected (note that only the first copy opened will receive data from the system)
12. Note that the card holders names are listed in the Card Owners box
13. Click on each name and observer that the details entered during log out are correct
14. Badge the same cards on the login reader and note that the card is removed from the card Owners box
15. Enter another card or one of the same cards again and observe that the new location has not been saved in the master list of locations. Cancel the operation using the windows red box in the top right hand side.
16. Go to the Log folder and click on the latest log file. It is xml and it will open in the default web browser. Note that the raw data is logged as appropriate (log out or log in).
17. On the workstation select File/Report
18. Check that the Start date and End Date are set correctly (default is the current date)
19. Click on the "Create Report" button – The report will appear in the default web browser.
20. Print the report using File/Print.
21. Check that password feature works. Enable password protection and close the configuration dialogue box. Note that the system items in the file menu have been removed but the system is still working. Login and check the menu items are back to normal.
22. Make sure all staff that will use the system have active cards issued and have access rights to the two WLS reader.
23. The system is now ready to use.