

# **TECHNICAL MANUAL**

WWW.VAUBAN-SYSTEMS.FR

# **FOREWORD**

This document describes all of the Visor Web V1.11 application's features.

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# TO USE THE APPLICATION

## **HOME SCREEN**



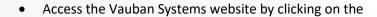




Version 1.11

## From this window, you can:

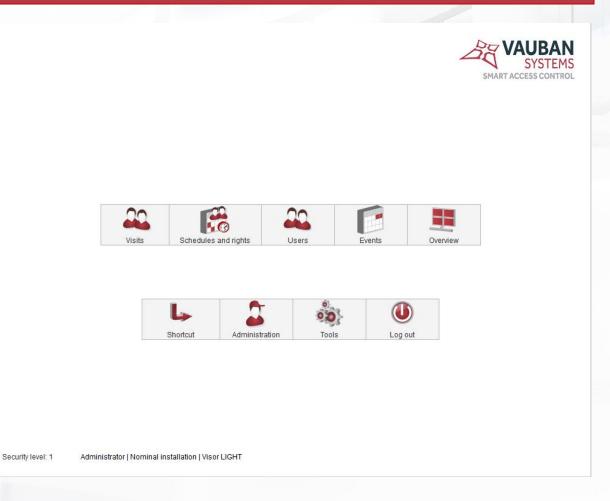
- Log in by clicking on the Connection button
- Change application language (French or English) using the ■ ★ buttons





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## **MAIN MENU**



#### From this menu, you can:

Access the visits window by clicking on the enabled

button if you have a visitor module enabled

- Access the time slot and access rights window by clicking on the Schedules and rights button
  - o In the sub-menu, you can access special days, public holidays and access groups
- Access the user window by clicking on the \_\_\_\_\_\_\_ button
   In the sub-menu, you can access the list of usernames, user creation, attendance
  - time and attendance management
- Access the events window by clicking on the button
- Access the overview window by clicking on the button
- Access shortcuts by clicking on the Shortcut button



o In the sub-menu, you can access shortcut management



Access the administration window by clicking on the Administration button

o In the sub-menu, you can access managers and logs



Access the application's tools by clicking on the button

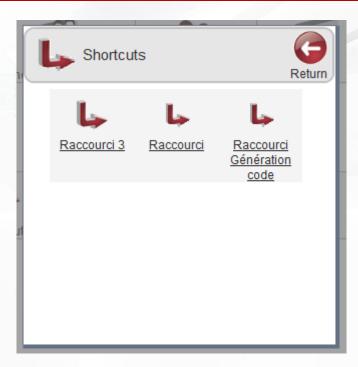
o In the sub-menu, you can access preferences, companies, event settings, code generation (if the smartcode module is enabled)



Log out by clicking on the

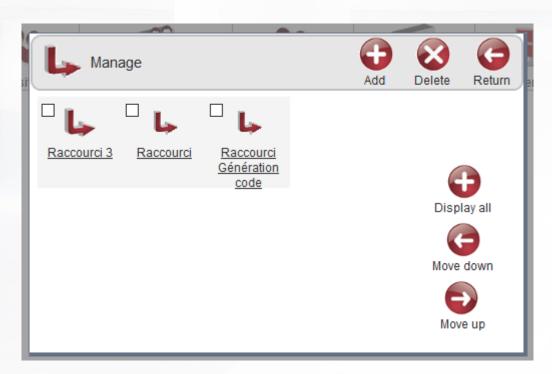


## SHORTCUTS

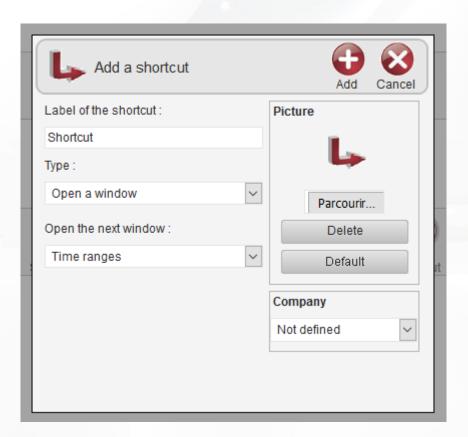


## From this window, you can:

Run a shortcut

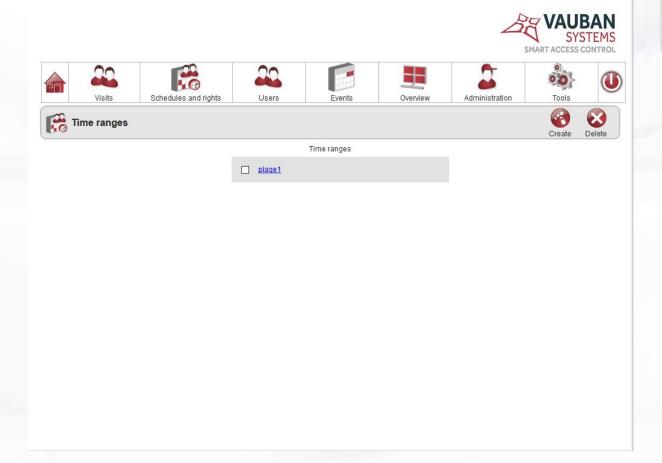


- Display the shortcut file
- Delete a shortcut
- Hide a shortcut
- Forward a shortcut
- Back a shortcut
- Display all shortcuts



• Configure a shortcut

## TIME SLOTS



From this window, you can:

- Display time slots
- Create a time slot by clicking on the create button
- Delete a time slot by clicking on the Delete button
- Click on to create a time period. The following window appears:

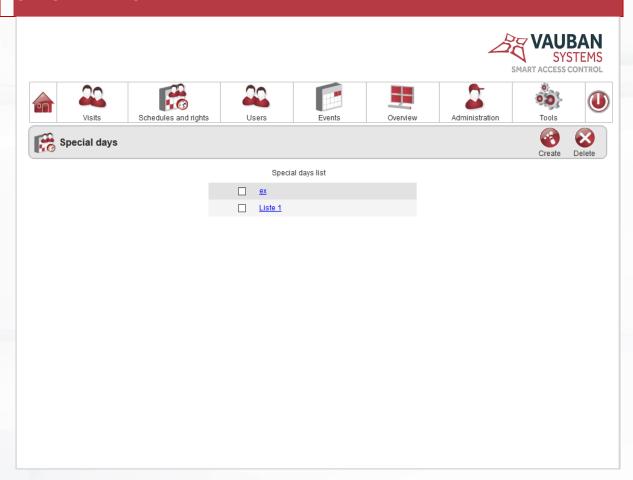


From this window, you can:

• Set a name for the time period

- Add various slots for each day
- Assign a company to the time period
- Delete a time slot

## SPECIAL DAYS

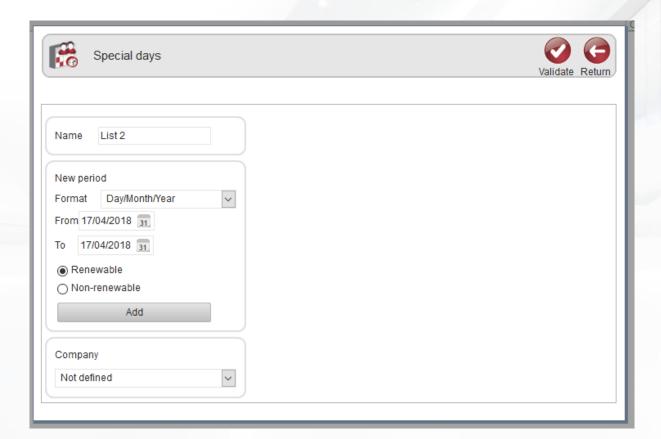


From this window, you can:

- Display special days from a list
- Create a list of special days
- Delete a list of special days



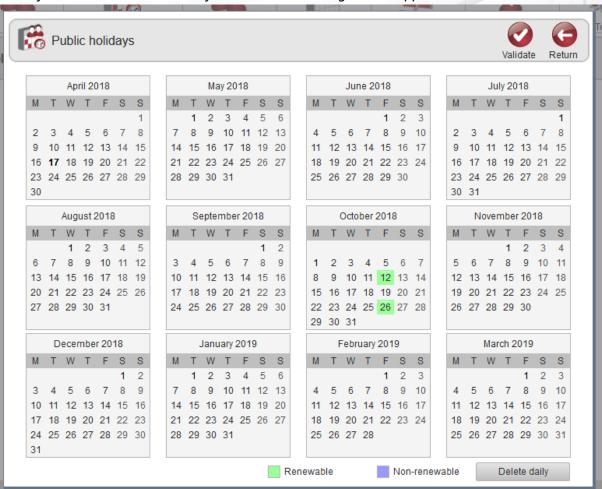
Click on to create a list of special days. The following window appears:



- Set a name for the list
- Add different days
- Assign a company to the time period
- Delete a day from the list

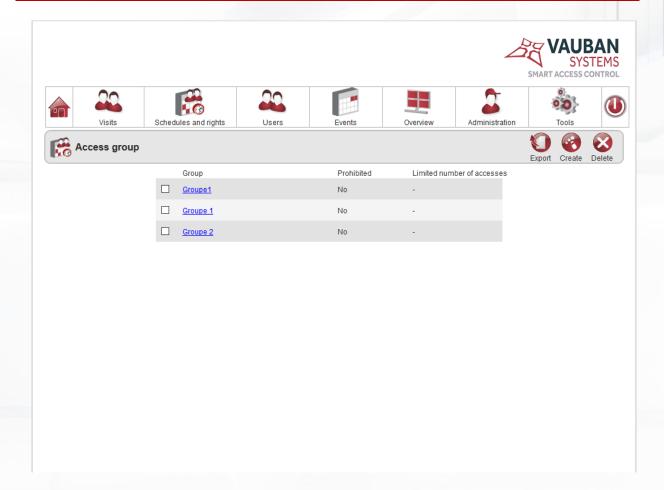
## **PUBLIC HOLIDAYS**

When you select the "Public holidays" menu, the following window appears:



- Add holidays
- Delete holidays

## **GROUPS**



From this window, you can:



Create a group by clicking on the Create button



Delete a group by clicking on the Delete button



Export groups by clicking on the button

Display a group



Click on Create a group. The following window appears:



From this window, you can enter group access information.

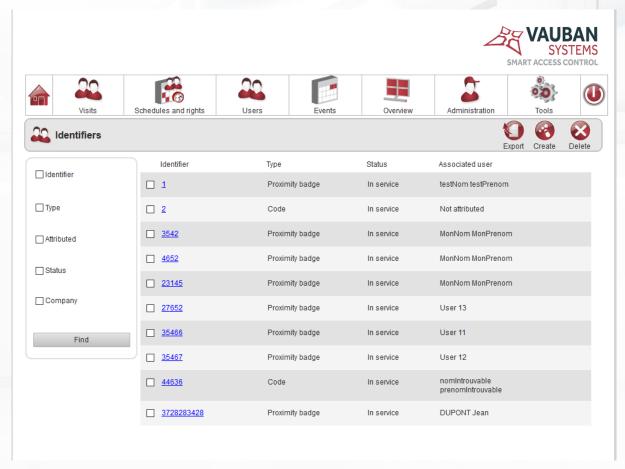


From this window, you can authorise or deny access to readers.



From this window, you can allocate time slots to each reader.

## **IDENTIFIERS**



### From this window, you can:

- Search for usernames by:
  - Username
  - Type
  - Assigned to
  - Status
  - Our company



Export usernames by clicking on the button



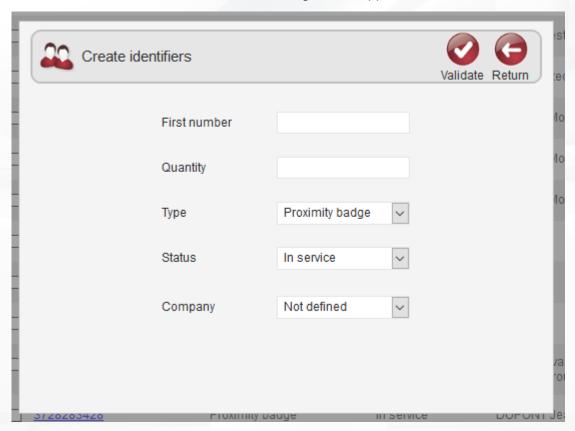
Create usernames by clicking on the Create button



Delete usernames by clicking on the Delete button

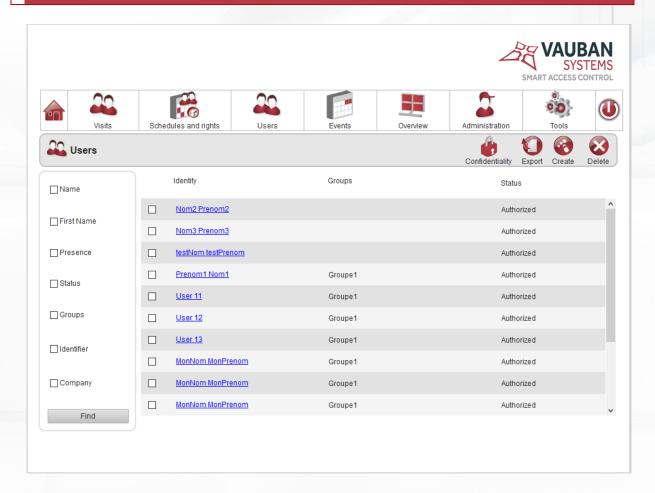


To create usernames, click on create. The following window appears:



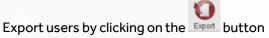
- Enter the first number of the usernames
- Enter the number of usernames
- Select the badge type
- Select the username status
- Assign a company to usernames

## **USERS**



- Search for a user by:
  - o Last name
  - First name
  - o Visit
  - Status
  - o Groups
  - Username
  - o Our company





- Display a user's record
- Add a new user by clicking on the create button
- Edit a user

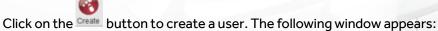


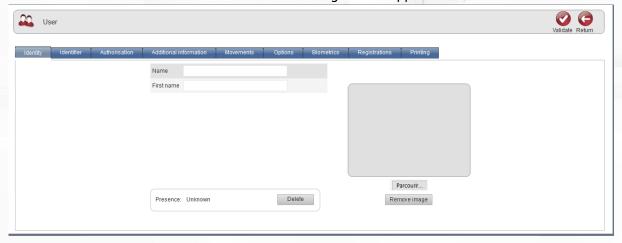


Delete a user by clicking on the Delete button



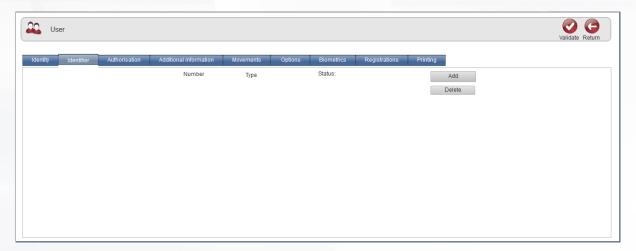
Render the traces of old users anonymous by clicking on the button Confident



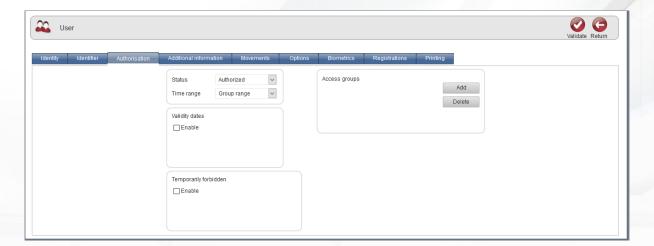


### From this window, you can:

- Identity Change the user's identity by selecting the
- Identifier Change the user's username by selecting the



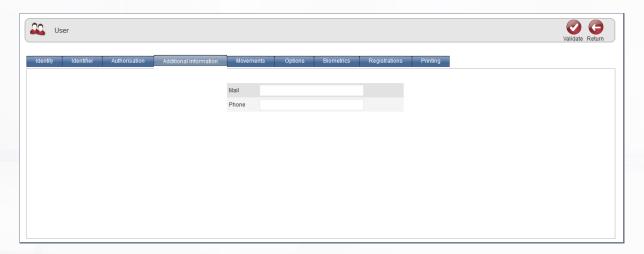
Authorisation Change user permissions by selecting the



Edit additional information that is not part of the identity window by selecting the

Additional information

tab.

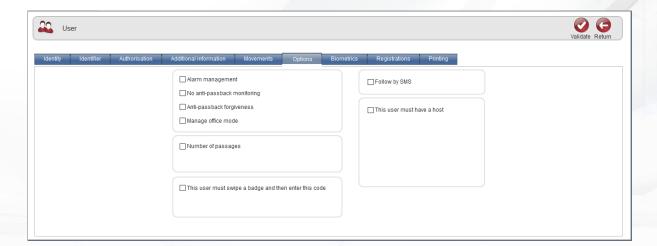


Find out the user's latest actions by selecting the

Movements tab



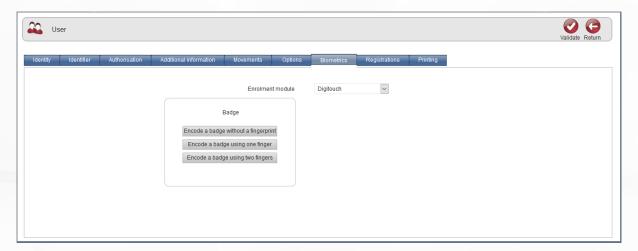
Change user options by selecting the Options tab



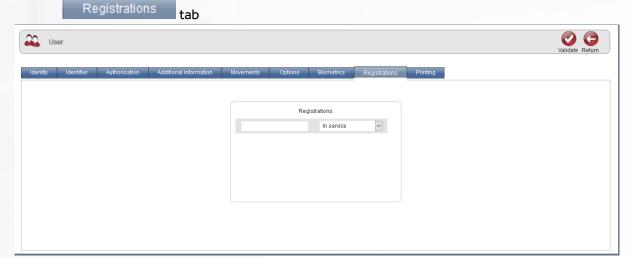
Encode a badge or register a user's fingerprint by selecting the

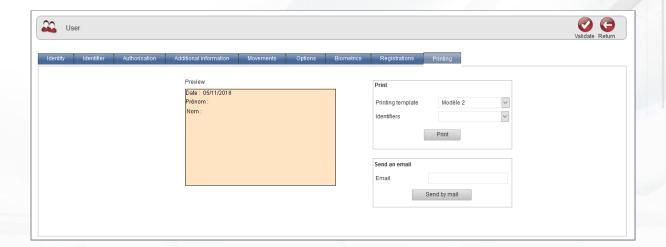
Biometrics tal

tal

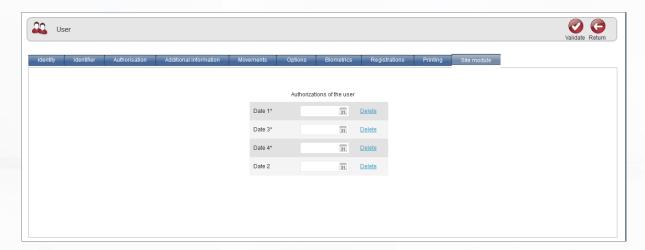


• Assign registration numbers (if the LPR module is enabled) by selecting the



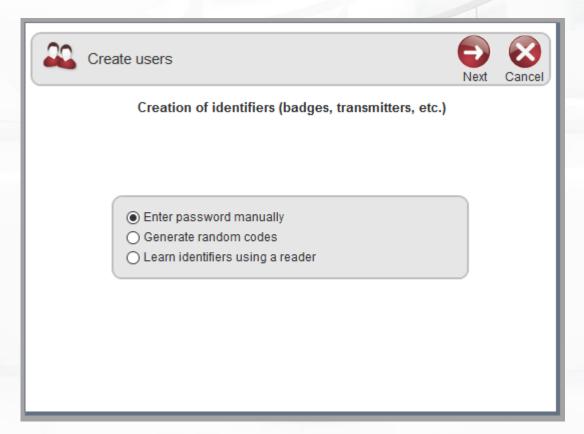


Manage user permissions by selecting the Site module tab



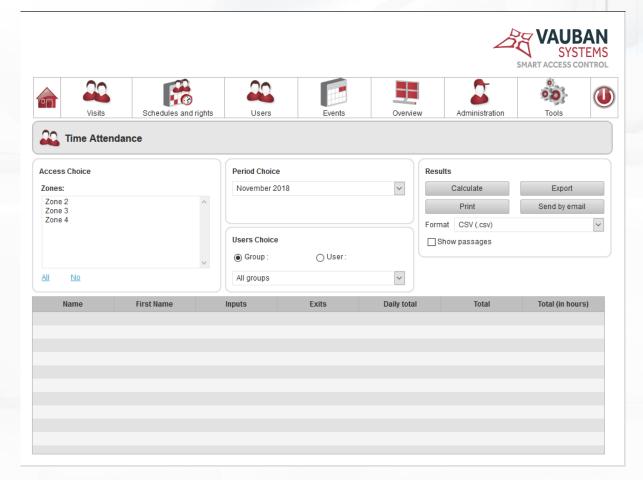
## **CREATION OF USERS**

Click on the "Create users" menu. The following window appears:



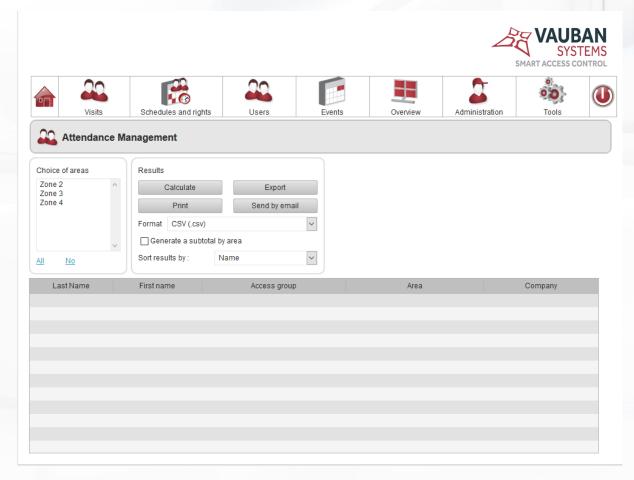
Follow the various steps to create users.

## VISIT TIME



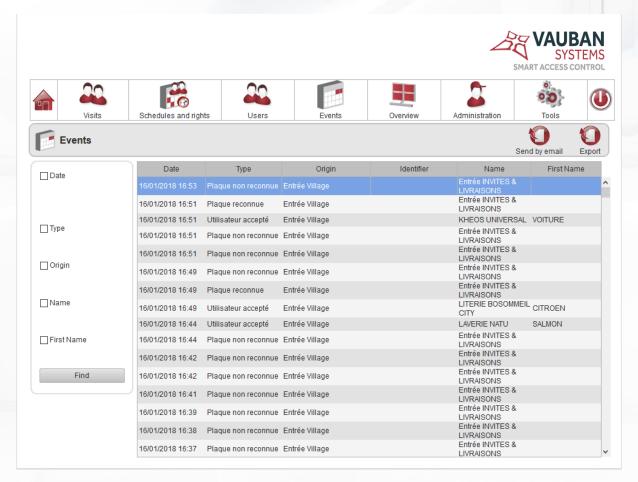
- Select a reader for inputs and outputs
- Select a period
- Select a group or user
- Export the results
- Send the results by email
- Select a format for the results file
- Display visits

## **ATTENDANCE MANAGEMENT**



- Select a zone
- Export the results
- Send the results by email
- Select a format for the results file
- Generate a sub-total per zone
- Select a sorting method

## **EVENTS**



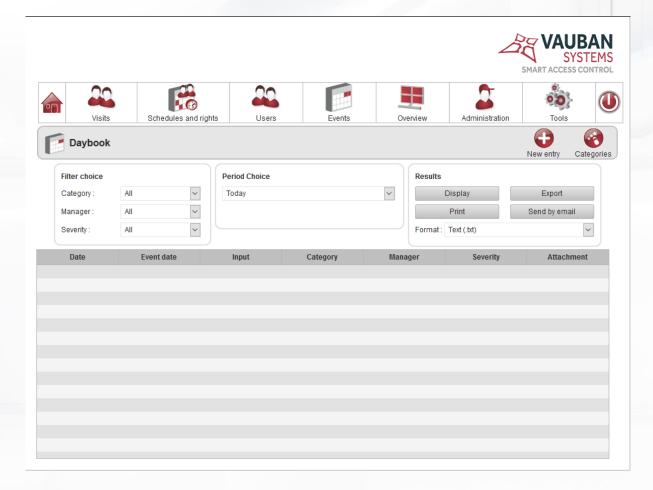
#### In this window, you can:

- Search for events by:
  - o Date
  - o Type
  - o Source
  - o Last name
  - o First name



- Send events by email by clicking on the Send by email button
- Export the events by clicking on the button

## **DAYBOOK**

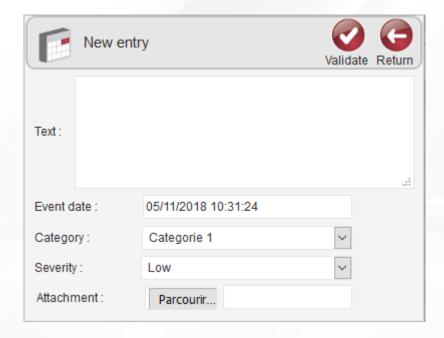


#### Depuis cette fenêtre, vous pouvez :



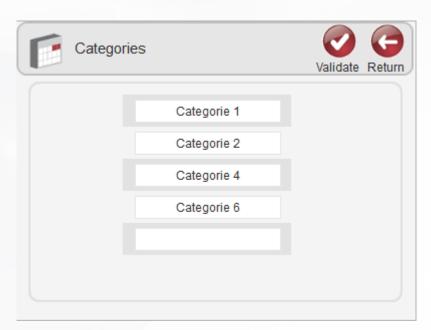
- Define categories by clicking on the Categories button
- Filter events by category, operator, and severity
- Select a period
- Display the results
- Export the results
- Print the results
- Send the results by email

By clicking on the New entry button, the following window appears:



- Enter a label
- Enter a date for the event
- Select a category
- Select a severity
- Select an attachment

By clicking on the Categories button, the following window appears:



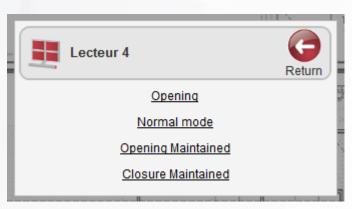
- Add a category
- Edit a category
- Delete a category

## **OVERVIEW**



### From this window, you can:

• Display a floor plan from the list of floor plans.



Click on a reader on the floor plan to control it. The following window appears:

From this window, you can:

• Control the selected reader.

Click on an intrusion zone on the floor plan to control it. The following window appears:



From this window, you can:

Manage the selected intrusion zone

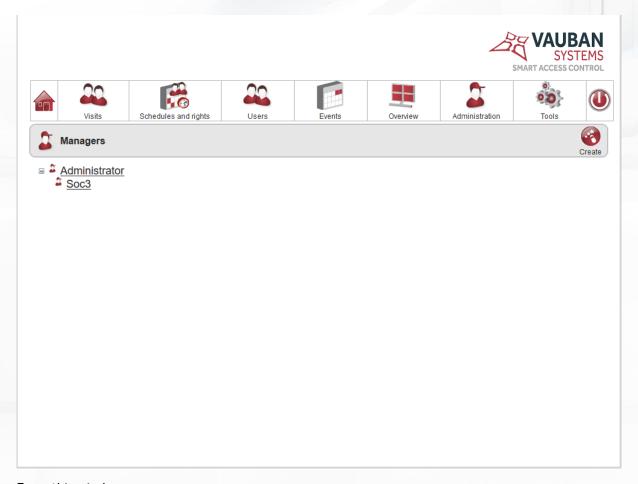
Click on an intrusion group on the floor plan to control it. The following window appears:



From this window, you can:

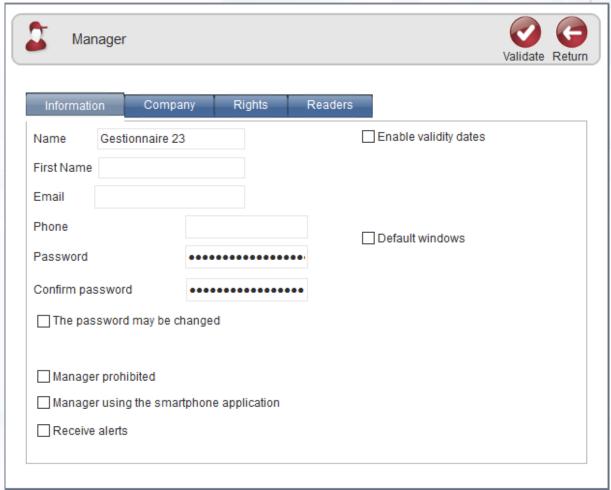
Manage the selected intrusion group

## **MANAGERS**

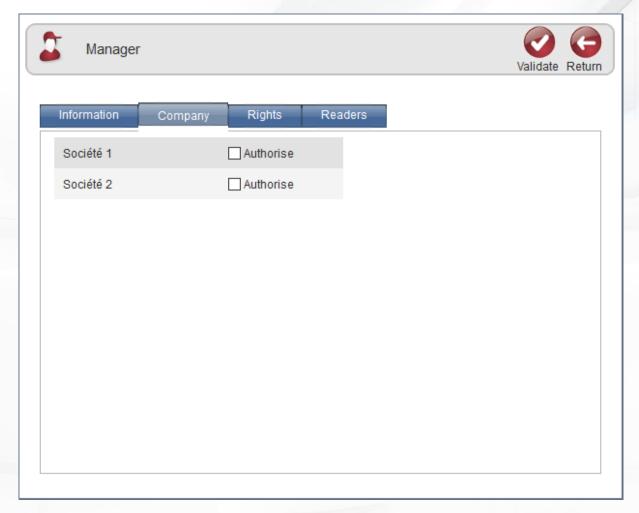


- Display a manager
- Create a manager by clicking on the button

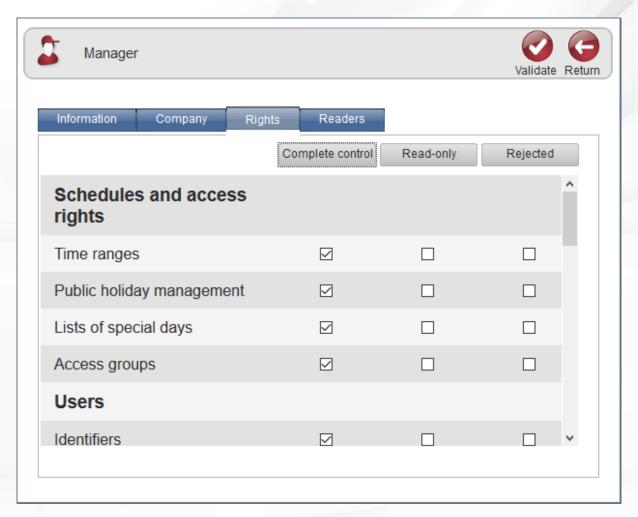
Click on the button to create a manager. The following window appears:



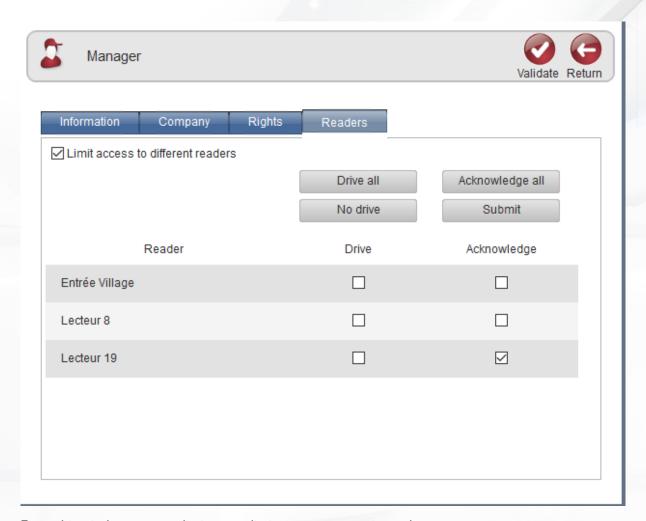
From this window, you can enter manager information.



From this window, you can allocate companies to managers.

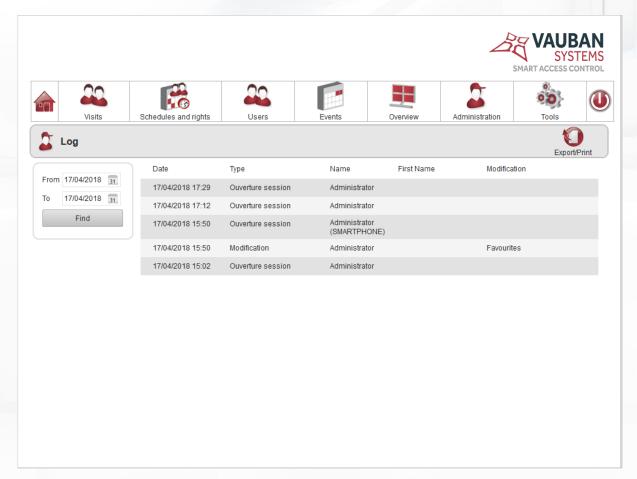


From this window, you can allocate permissions to managers.



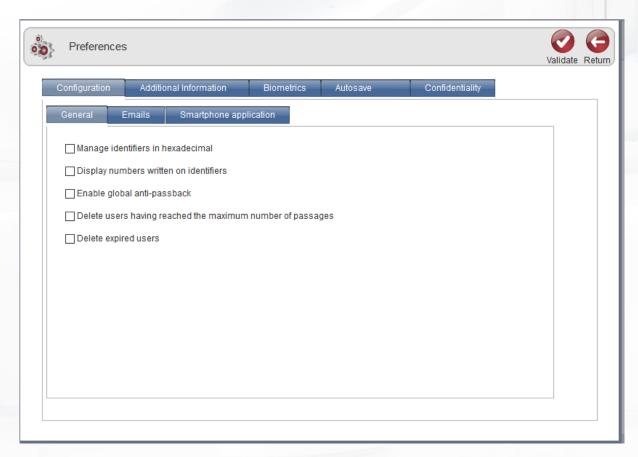
From this window, you can limit or not limit access to certain readers.

## LOG

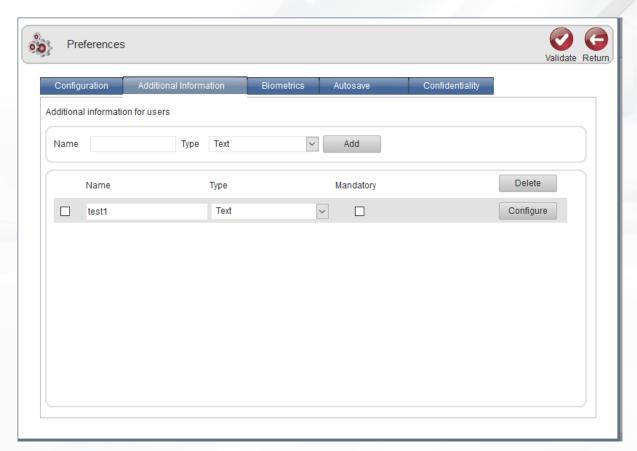


- Display the log entries between a specific start and end date
- Export/Print the log

## **PREFERENCES**



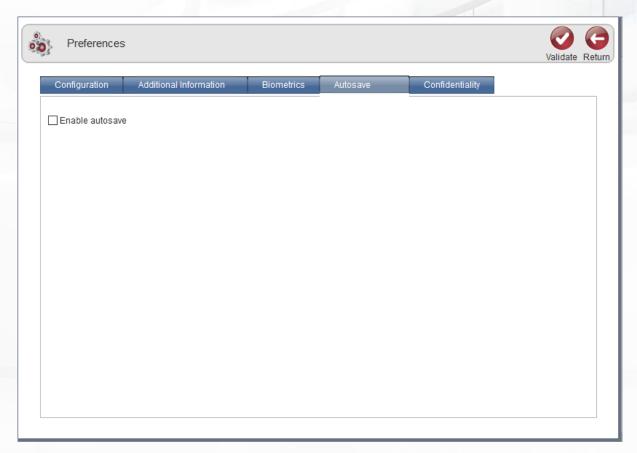
- Configure general preferences
- Configure emails
- Configure access to the smartphone application



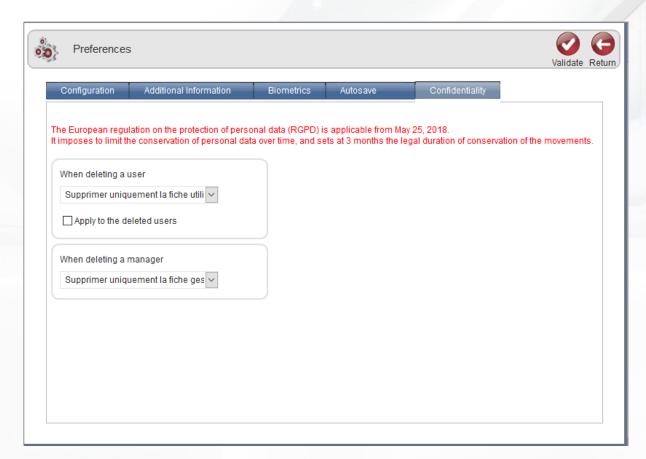
- Create additional fields
- Change an additional field
- Delete additional fields



- Configure the Mifare sector used
- Enable fingerprint management only
- Enable the uploading of photos to biometric readers

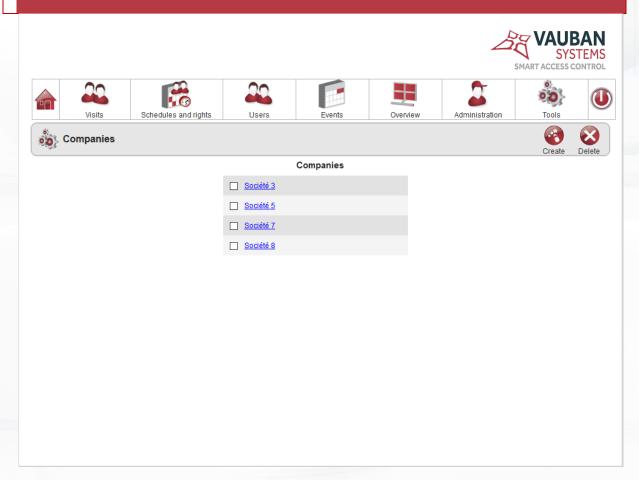


- Enable automatic backup
- Export the backup to an FTP server
- Export to an email address
- Send a report by email

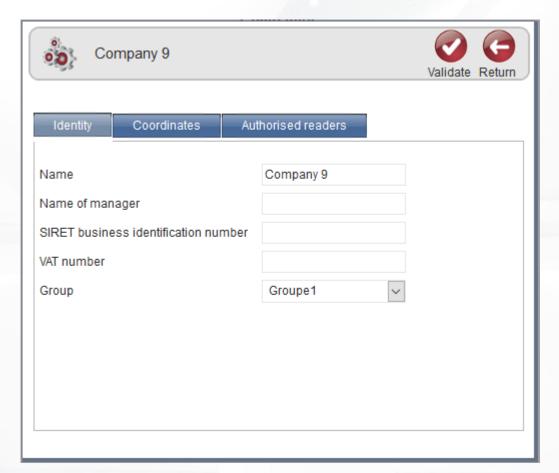


- Define an action when deleting a user
- Apply the action of deleting a user to users already deleted
- Define an action when deleting a manager

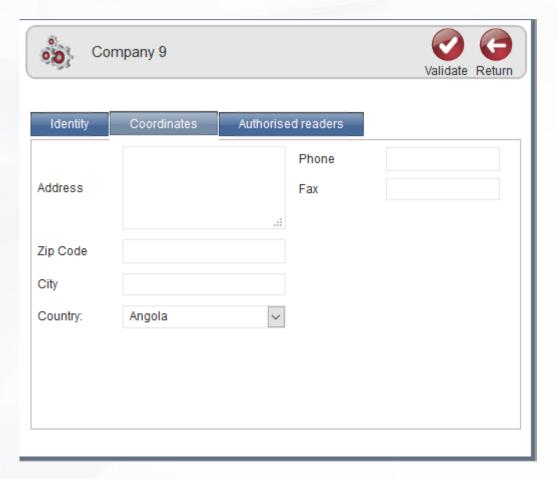
## COMPANIES



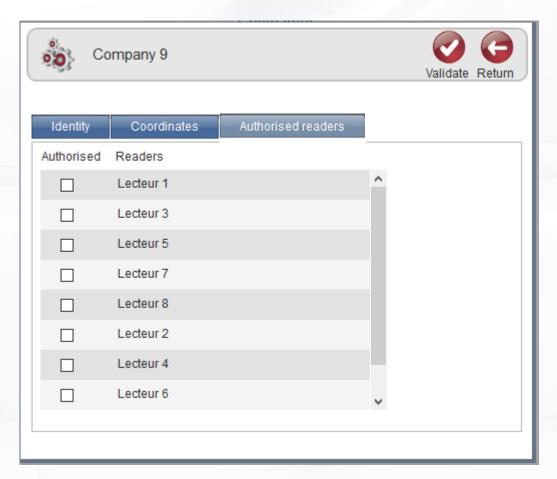
- Display a company
- Create a company by clicking on the Create button
- Delete a company by clicking on the Delete button



• Enter the company ID



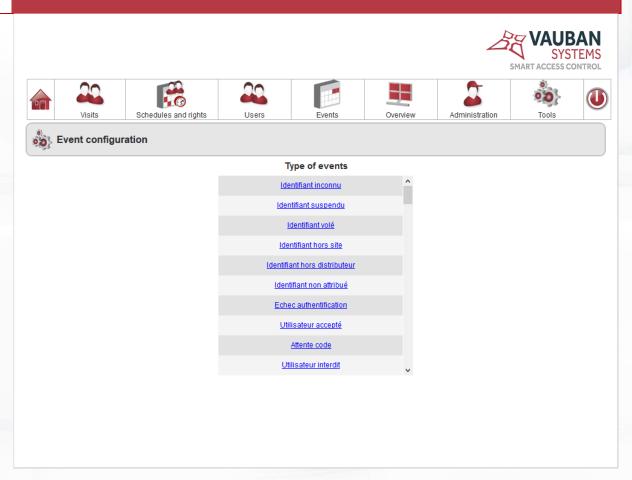
• Enter the company details



From this window, you can:

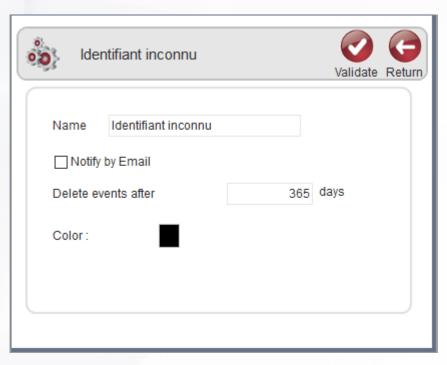
• Authorise or deny access to readers

## **CONFIGURATION OF EVENTS**



#### From this window, you can:

• Display a type of event



From this window, you can configure the type of event.