NORTECH

Usage for N3

USER GUIDE

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1. Scope

This manual applies to the Usage Monitoring package for N3 used in conjunction with Norpass3 versions 2.1 onwards.

2. Introduction

'Usage for N3' is a Usage Monitoring package for Norpass3 that provides features to enable operators to monitor the time that each card holder spends in particular areas, and provides the ability to restrict the time that each card holder is permitted to spend in those areas. The Usage Monitor can be configured to automatically change the Access Level (disable access) where a Usage time limit has been exceeded, with the option to renew the time allocation and re-enable cards to their original access level on a weekly or monthly basis.

3. Getting Started

3.1 Installing Usage for N3

Insert the Usage for N3 CD into the PC's disk drive. If the CD does not automatically start the installation, explore the CD and double-click the setup.exe file. Follow the on-screen instructions to complete the installation, taking note of the option to install the application for 'Everyone' or 'Just Me'. If you choose the 'Just Me' installation option, other users of the same PC will not be able to run the application and shortcuts will not be created on other users' desktops. Unless this is specifically desired, it is recommended that 'Everyone' is selected.

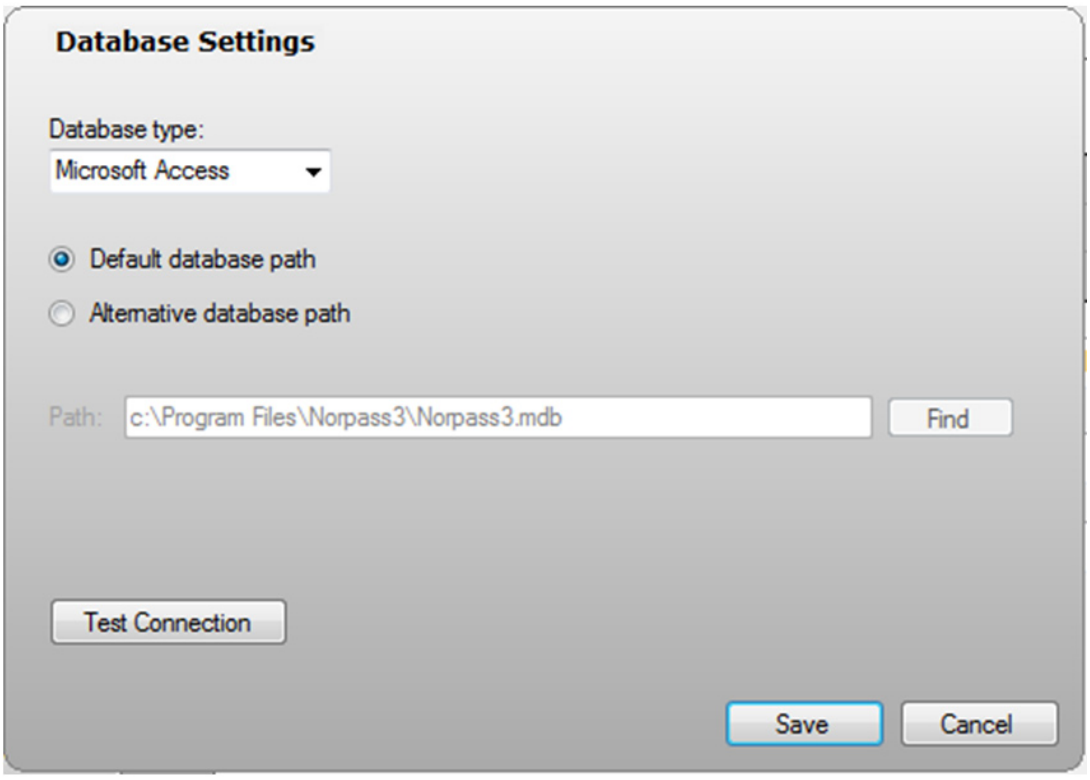
3.2 Running Usage for the First Time

In order to run Usage, double click the icon on the desktop. Before editing any of the settings, a password must be entered. The default password when the application is first installed is 'installer'.

3.3 Locating a Database

When the program is first installed, it will be configured to use a Microsoft Access Norpass3 database at the default path. However, in certain circumstances Norpass3 may use an SQL Server, or it may use a Microsoft Access database that is not stored in the default location. In such cases you must identify the type of server and its location.

Select 'Edit Database Settings' from the menu:



If you use a Microsoft Access database that is not in the default location, choose ‘Microsoft Access’ from the ‘Database type’ drop-down list. Select the radio button for ‘Alternative Norpass3 database’ and browse to the Norpass3.mdb file by clicking the ‘Find’ button. Click ‘OK’ to confirm.

If you use an SQL Server, choose ‘SQL Server’ from the ‘Database type’ drop-down list and then fill in the details for the server and database. You should ask your IT administrator for this information.

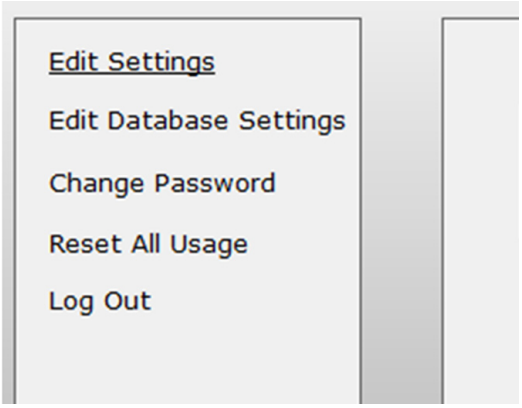
Once the appropriate settings have been entered correctly, you can test that the connection to the database is functioning.

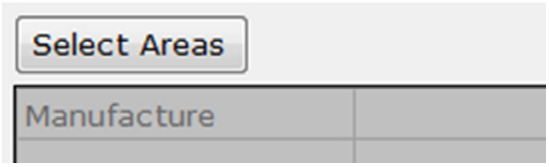
4. Usage Setup

4.1 Setting Usage Areas

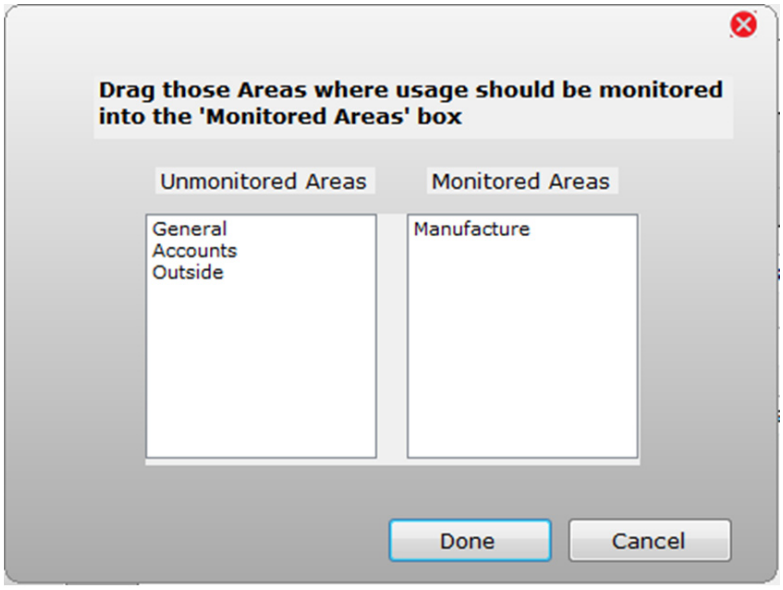
Before the Usage features can be utilised, you will need to select those Areas where Usage should be monitored. If your Norpass3 does not currently utilise the 'Areas' feature, you should consult your Norpass3 Help in order to set them up.

Once Areas have been configured, the Usage Monitor can be used to select which of those Areas you wish to monitor by clicking the 'Edit Settings' link and then clicking the 'Select Areas' button.





Use your mouse to drag and drop those areas that you wish to monitor into the 'Monitored Areas' box and clicking 'Done' when finished.

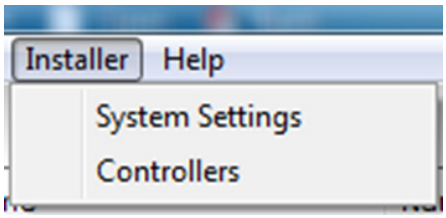


Note: If Norpass3 was running when you selected the Usage Areas, you will need to restart Norpass3 for the changes to take effect.

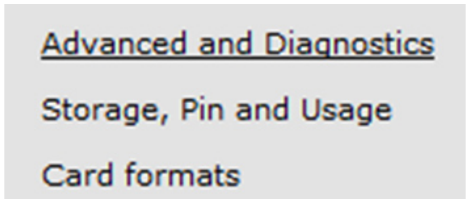
4.2 Configuring Norpass3 for Usage

In order to utilise the Usage Monitor features of Norpass3, the 'Usage' option must be turned on in Norpass3 as follows:

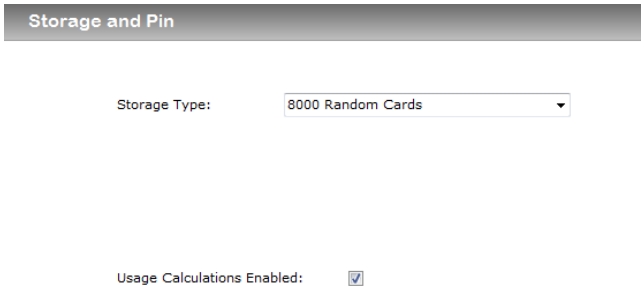
Choose 'System Settings' from the 'Installer' menu.



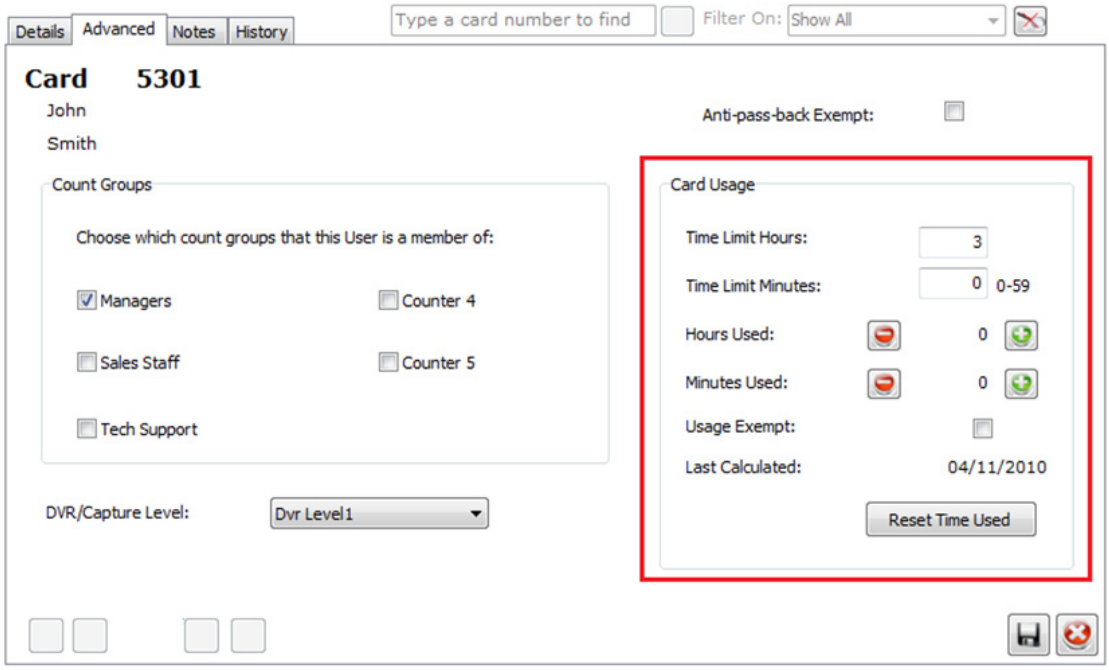
Next click the 'Storage, Pin and Usage' link to open the 'Storage and Pin' window



Choose 'Edit settings', tick the 'Usage Calculations Enabled' option, click 'Save' (diskette icon) and then 'Done'.

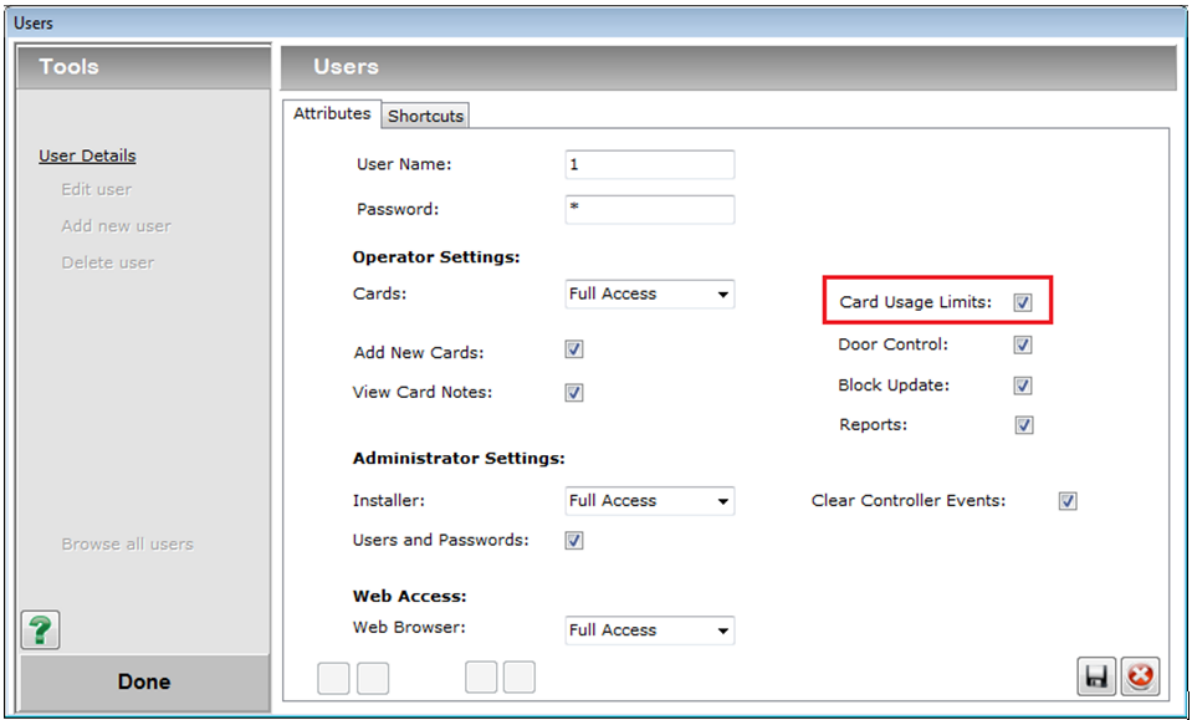


Turning this option on will now enable the 'Card Usage' features, which will appear on the 'Advanced' tab of the 'Edit Cards' screen for each card record as highlighted below. The use of these features is explained in Chapter 5.



For a Norpass3 user to be able to edit the ‘Card Usage’ settings, as an administrator, you must first grant them access by selecting the ‘User Accounts’ option from the ‘Advanced’ menu:

Then tick the ‘Card Usage Limits’ user attribute for the particular user:



The default user accounts for ‘installer’ and ‘user’ will already have this option enabled.

5. Using Usage Monitoring

The Usage Monitoring features are split into two parts:

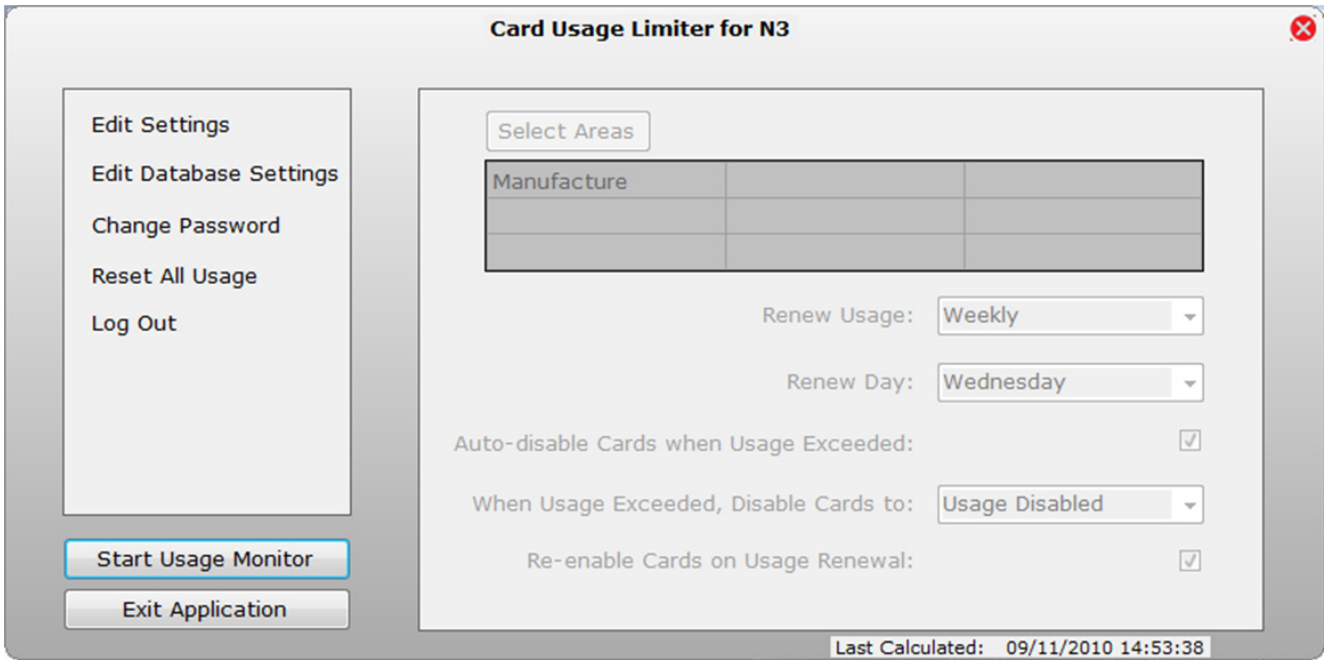
- The Usage Monitor application program
- The Usage features Norpass3

The Usage Monitor application must be set up as described in Chapter 3 to select the areas that you wish to monitor.

The Usage features of Norpass3 allow you to set a time limit for each card holder, which indicates the amount of time that they can spend in the Usage areas. Each time a card holder uses their card to pass through a door, Norpass3 will calculate how long the card holder has spent within a Usage Area. This enables you to monitor the total time that card holders are spending in Usage Areas, and identify those card holders that are exceeding their permitted time limits. The Usage Monitor settings enable you to configure a periodic reset, which sets each cardholder's Usage time back to zero. This can be on a specific day of the week or day of the month.

If you wish the system to automatically enforce the Usage time limits, the Usage Monitor program can be set up so that cards that have exceeded their Usage time are automatically assigned a special 'Usage Disabled' Access Level, which would normally be configured in such a way that it prevents them from re-entering the Usage Areas. If this option is activated, there is an option to automatically re-enable (set to their original Access Level) those cards that had been disabled in this way, when the periodic reset occurs.

Usage Monitor Settings



Select Areas

The 'Select Areas' button is used to select the Usage Areas as described in Chapter 3.

Renew Usage

The application can be set to periodically renew each card holder's Usage. There are three options available:

None: Each card holder's Usage will increase in keeping with the time spent within the 'Usage' areas but will not be automatically reset (individual manual reset is available in Norpass3).

Weekly: Each card holder's Usage will increase in keeping with the time spent within the 'Usage' areas but this data will be reset to zero once a week. When the 'Weekly' option is selected, the 'Renew Day' drop-down box will appear allowing you to specify a day for the reset to take place.

Monthly: Each card holder's Usage will increase in keeping with the time spent within the 'Usage' areas but this data will be reset to zero once a month. When the 'Monthly' option is selected, the 'Renew Day' box will appear allowing you to specify a day of the month for the reset to take place.

Renew Day

If the 'Renew Usage' option is set to 'Weekly', a day of the week can be selected from the drop-down list for the Usage renewal to take place.

Note: The Usage renewal will take place at the end of the chosen day. For example, if 'Wednesday' is selected, the renewal will take place just after midnight on Wednesday, which is technically a few seconds into Thursday morning.

If the 'Renew Usage' option is set to 'Monthly', a day of the month can be entered from 1 to 31.

Note: The Usage renewal will take place at the end of the chosen day. For example, if '5' is selected, the renewal will take place just after midnight on the 5th, which is technically a few seconds into the morning of the 6th. If a particular month has less days than the 'Renew Day' specified, the Usage renewal will take place at the end of the last day of the month.

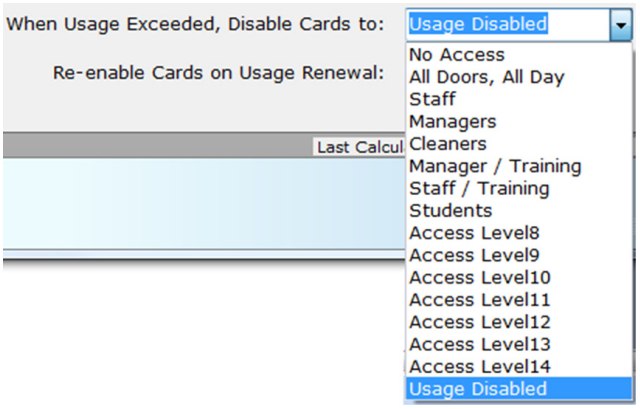
Auto-disable Cards when Usage Exceeded

If this option is ticked, at midnight every night, any card holder who has spent more than their allotted Usage time limit in a Usage Area will have their card automatically transferred to the 'Usage Exceeded' Access Level (see the following paragraph). The 'Usage Exceeded' Access Level should be set up in Norpass3 and would normally be configured so that card holders assigned to it are not allowed access into the Usage Areas.

Note: When configuring the associated Access Level for this option, in the interests of safety, you should be careful not to create the possibility that a card holder can be trapped within a building. It is recommended that you ensure that either the Access Level allows access to exit doors, or 'free-exit' door options are incorporated.

When Usage Exceeded, Disable Cards to:

This option allows you to select the Access Level to be assigned to cards that have exceeded their individual time limits when 'Auto-disable Cards when Usage Exceeded' has been ticked. The drop-down list will show all Access Levels that are currently available on your Norpass3 system. In the example on the right, a special access level called 'Usage Disabled' was created in Norpass3 for this purpose.



Re-enable Cards on Usage Renewal

If this box is ticked, cards that have previously been disabled as a result of exceeding their Usage are automatically returned to their original Access Level. Re-enabling of cards will take place in conjunction with the 'Renew Usage' option described earlier.

Note: This option will only be available when the option to 'Auto-disable Cards when Usage Exceeded' has been ticked.

5.2.1. Other Usage Monitor Settings

Edit Database Settings: This option, as described in Chapter 3, should be used to locate the Microsoft Access or SQL Server database used by your Norpass3 system.

Change Password: The default password of 'installer' can be changed by clicking this option.

Reset All Usage: This option can be clicked to reset Usage for all users and is explained in more detail in later in this chapter.

Log Out: Clicking this option prevents the user from editing the settings without re-entering the password.

5.2.2. Usage Monitoring Behaviour

Once the settings, are decided, clicking the 'Start Usage Monitor' button will make the monitor live and the Usage Monitor application icon will appear in the system tray of the PC.

At midnight each night, the application will run its daily routine. This routine will perform the following tasks:

Calculate Usage up to Midnight

For those cards holders located within a Usage area at the time of the midnight calculation, the application will add the time that they have been there since the last routine to their total Usage.

Disable Cards that have Exceeded Limits

All cards that have exceeded their individual Usage time limits will be assigned the Usage exceeded Access Level, if this option has been turned on. Those cards that have been assigned as Usage exempt within Norpass3 however (see section 5.1), will never be automatically disabled even if the card has exceeded its own Usage limits.

Renew Usage

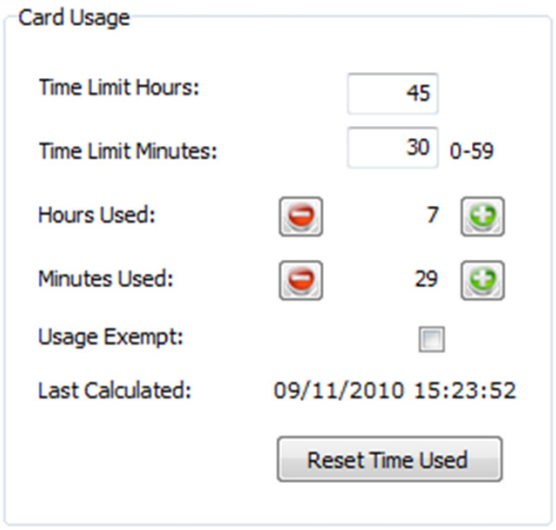
If the 'Renew Usage' option is set as either 'Weekly' or 'Monthly', the application will set Usage to zero for all cards on the system during the first midnight calculation following the specified 'Renew Day'.

Re-enable Cards

If the option to re-enable cards is ticked and the 'Renew Usage' option is set as either 'Weekly' or 'Monthly', the application will not only set Usage to zero for all cards on the system during the first midnight calculation following the specified 'Renew Day', but will also change the Access Level of all cards previously disabled due to excess Usage, back to their original access levels

5.1 Norpass3 Usage Data

The Norpass3 Usage values are located on the 'Advanced' tab within each card holder's details as shown below:



Time Limit Hours / Time Limit Minutes

The individual time limit that determines how long a card holder can spend in a Usage area can be specified in hours and minutes. The time allocation could be for a single period, the weekly limit or the monthly limit, depending on the settings within the Usage Monitor program described in section 5.1.

Hours Used / Minutes Used

A record of the total amount of time that a card holder has spent in a Usage area is displayed in hours and minutes. Each time a card holder uses their card, a calculation is made, and where relevant, this time is increased by the appropriate amount. Although automatically calculated, this data can be incremented or decremented by the Norpass3 operator by clicking the corresponding '+' and '-' buttons.

Usage Exempt

Ticking the ‘Usage Exempt’ option completely excludes the individual card holder from the automatic disabling of cards when they exceed their Usage limits. Usage is still calculated when a card holder uses their card however, and Usage will also be renewed dependent on the Usage Monitor program settings.

Last Calculated

This value shows the last time that the particular card holder’s Usage was calculated. This will be the time that the card was last used to leave a Usage Area during that day, or the time of the midnight calculation if the card had not yet been used to leave a Usage Area on that day.

Reset Time Used

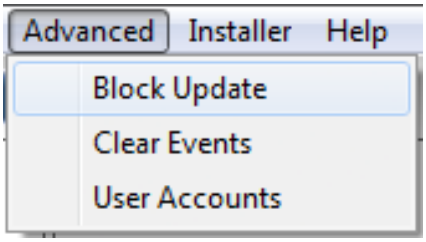
This button is a quick and simple way to reset the individual’s ‘Hours Used’ and ‘Minutes Used’ back to zero.

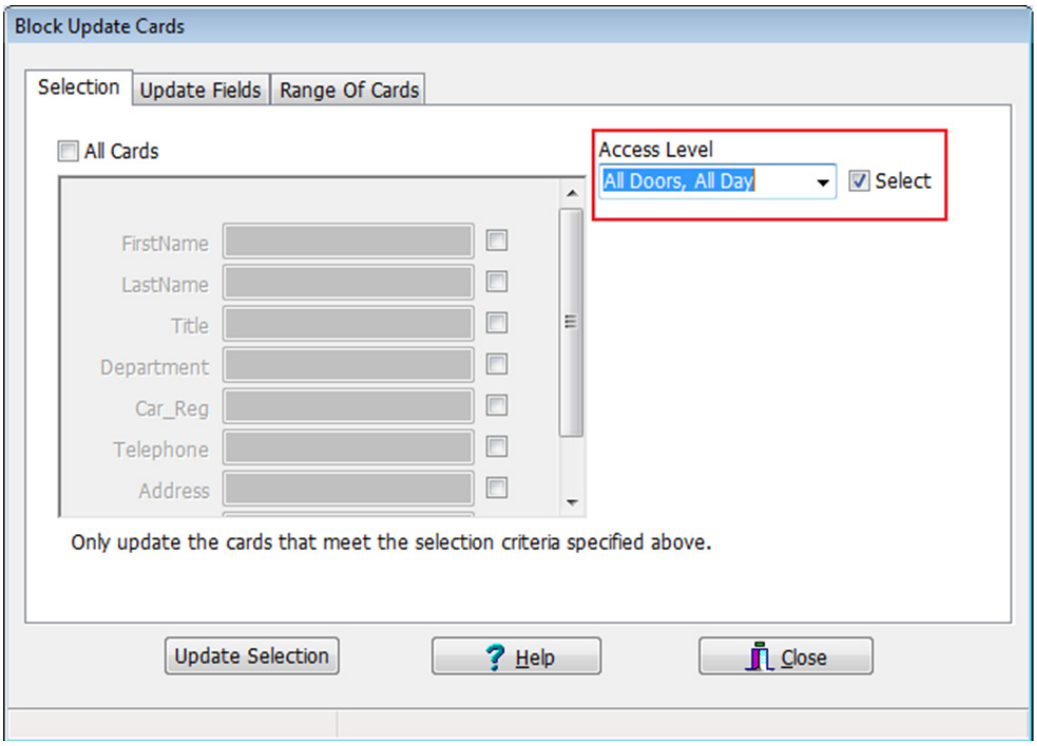
5.1.1. Using Norpass3 Block Update to Set Usage

Although each card holder on the system can have individual time limits, it may be desirable that particular groups of cards have the same time limits. For example, all cards with a particular Access Level may have the same Usage time limits. The 'Block Update' feature of Norpass3 can be used to quickly set groups of card holders with the same Usage time limits.

In the following example, all card holders with the Access Level 'All Doors, All Day' will be set to have a Usage limit of 40 hours.

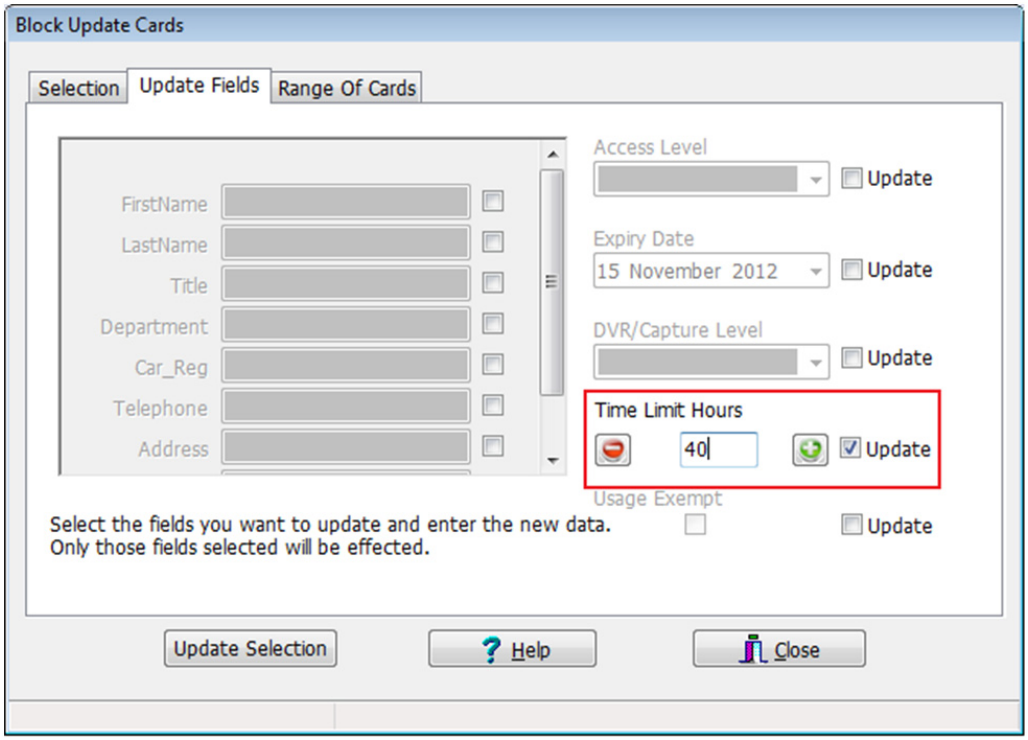
Select 'Block Update' from the 'Advanced' menu.





In the 'Selection' tab, tick the 'Select' option for 'Access Level' and choose 'All Doors, All Day' from the 'Access Level' drop-down box.

Select the ‘Update Fields’ tab:



Tick the ‘Update’ option for the ‘Time Limit Hours’ setting and either enter the number 40 or use the plus and minus buttons.

Finally, click the ‘Update Selection’ button to update the cards.