Honeywell Integrated Systems

Installation and Quick Setup Guide for Pro-Watch

December 1, 2006

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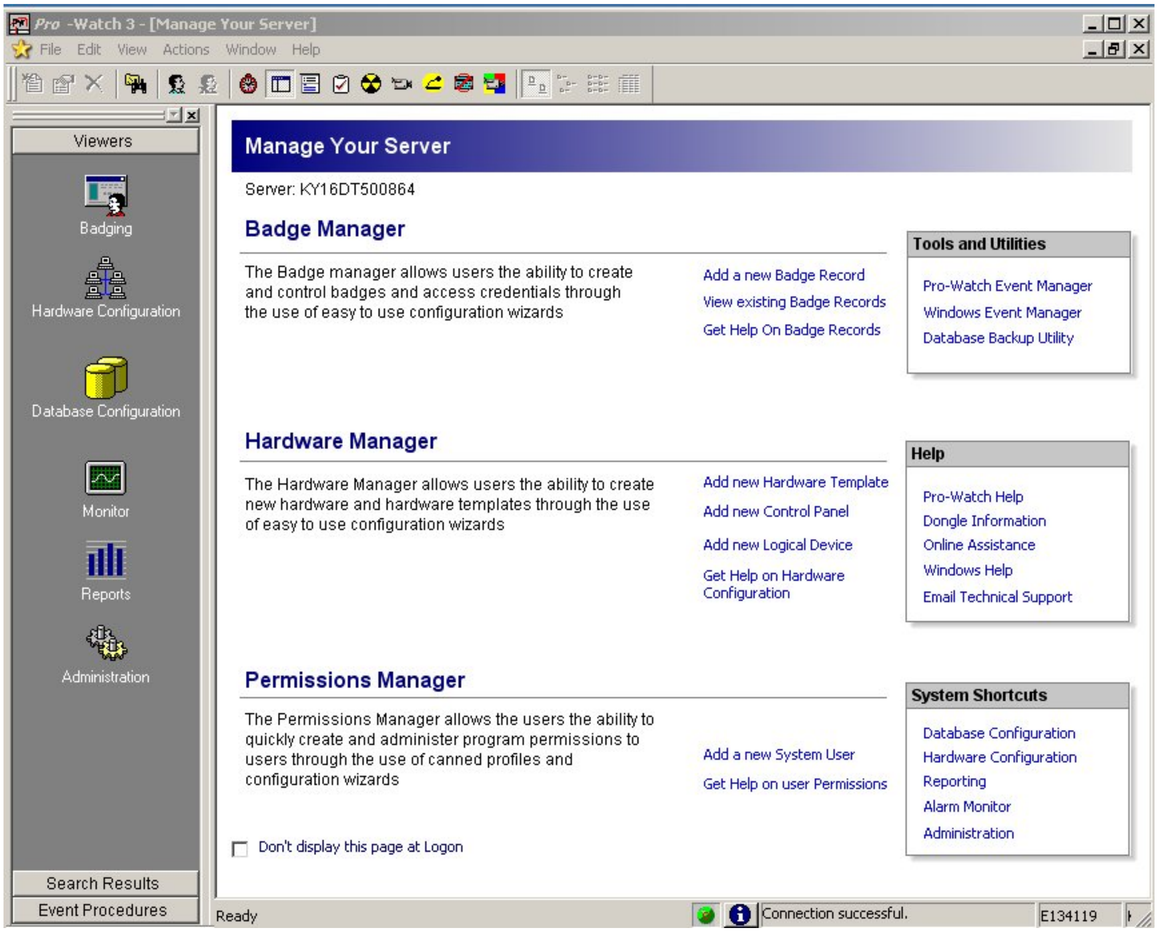
A word about navigation:
Navigation in Pro-Watch is very simple. You can work from the Manage your Server screen, or you can use the Viewer bar on the left side of the window.

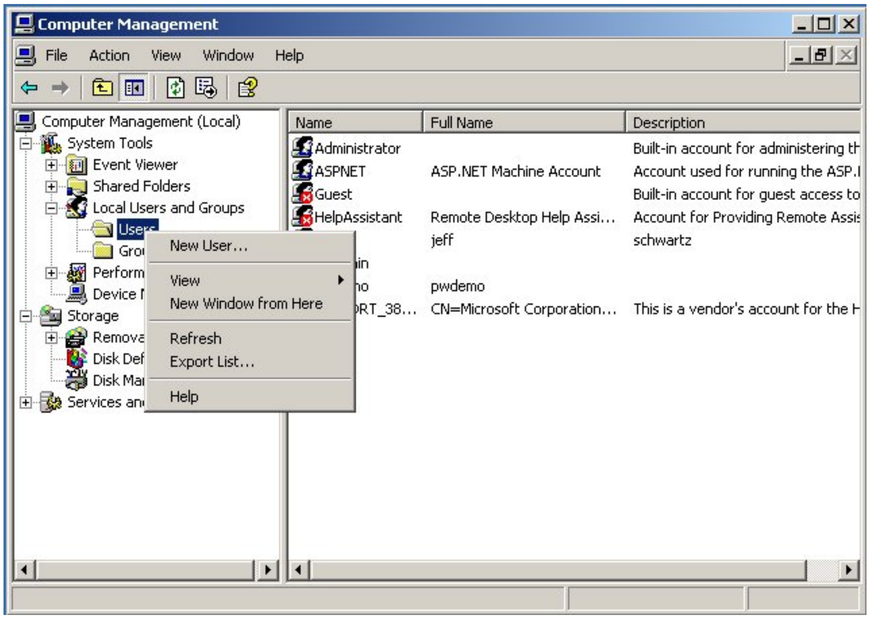


On it are several icons. When you want to work on hardware, click the Hardware Configuration icon to open another column to the right of the Viewer bar that contains the hardware. From here, you can add or edit everything without changing screens, using menu bars, or searching for buried menus. Simply highlight what you want to edit and all the hardware associated with your selection will appear in a new window. To edit the piece of hardware, simply double-click that piece. The same applies to data entry. Click the Database Configuration icon in the viewer bar to view all of the databases in one window.

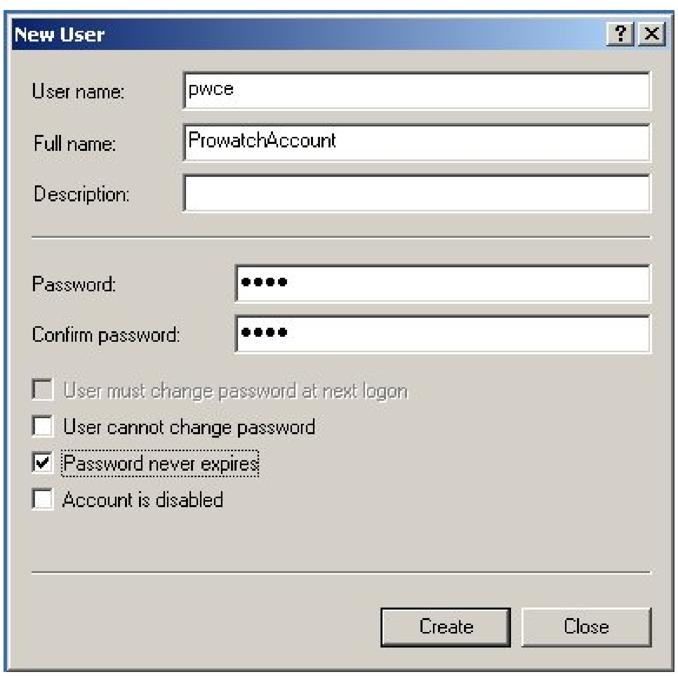
Step 1 – Installation

a. Create an administrative level windows login to be used as the default user in Pro-Watch.

1. Right-click **My Computer** and select **Manage**.
2. Expand **Local Users and Groups**.
3. Right-click **Users** and select **New User**.

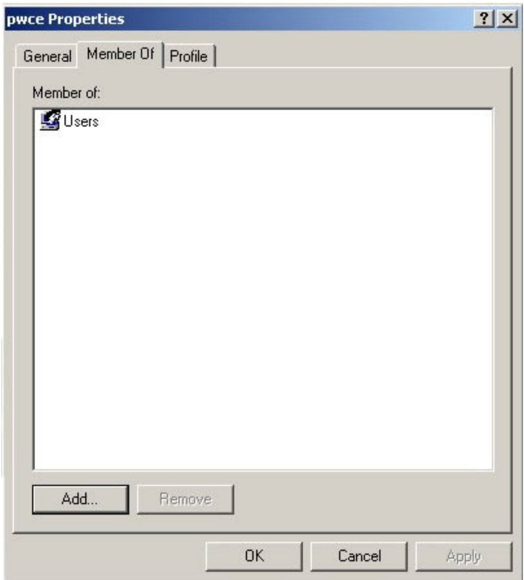


4. Fill in the fields, **deselect** the first check box ("User must change password at next login"), and select **Password never expires**.

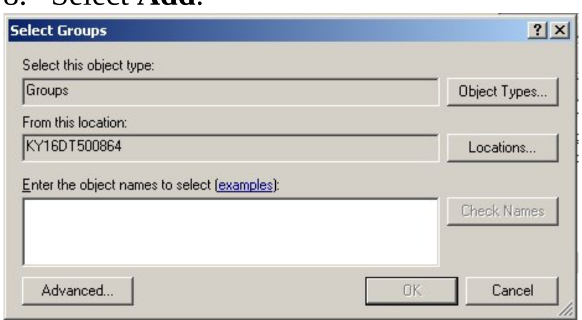


5. Click **Create**.
6. Close the New User window.

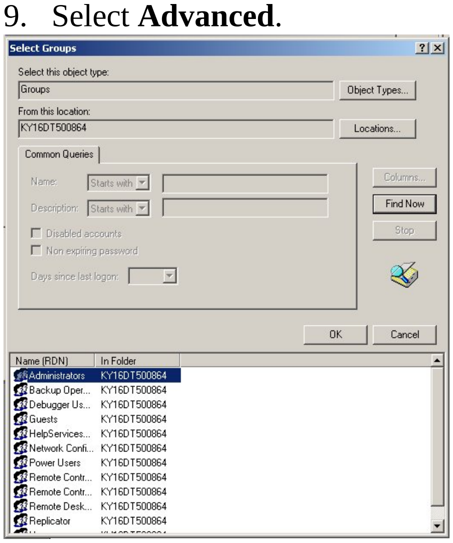
7. Double-click the **new user account** and select **Member of**.



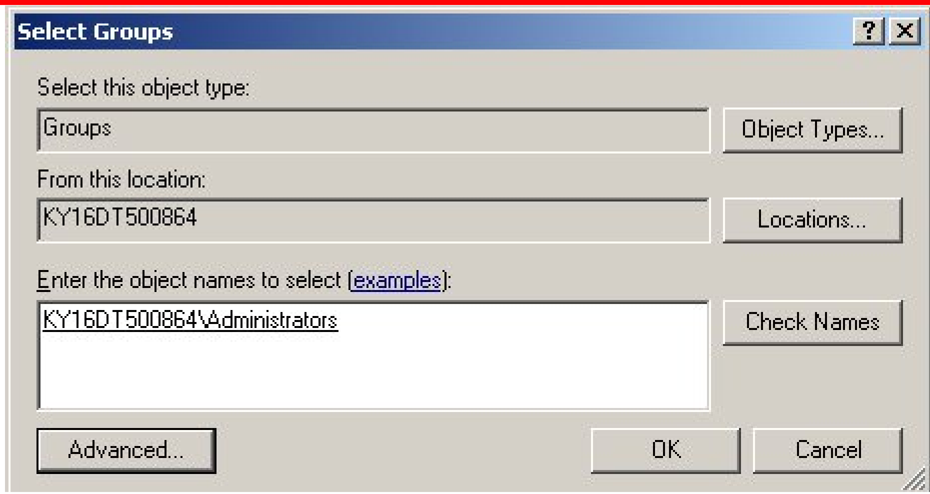
8. Select **Add**.



9. Select **Advanced**.



10. Highlight the **Administrators** group and click **OK**. You will see the Administrators group in the window. Click **OK** to close the window.



11. You will see that pwce is associated with the Administrators group.
12. Close all the windows, log out of Windows and then login as **pwce**.

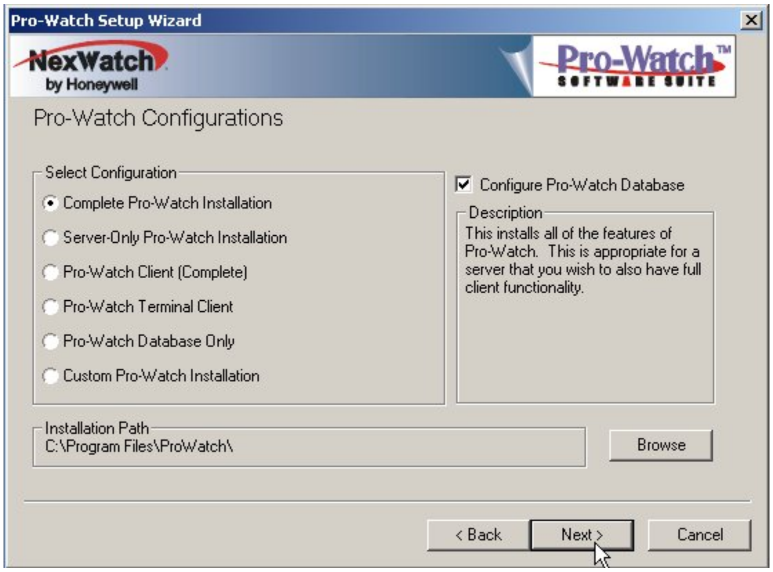
This concludes a and b of Step 1 – Installation.

Step 1 – Installation

c. **Insert** the Pro-Watch Release 3.7 CD.

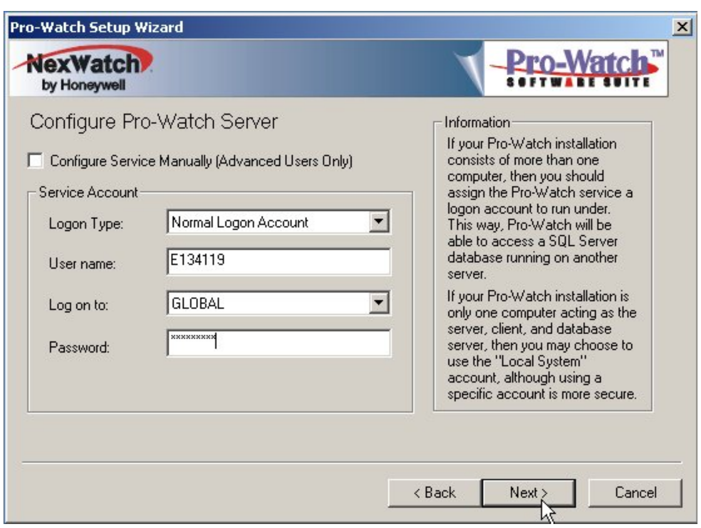
d. Answer a few questions.

1. Decide which type of installation you are going to do and the location on the hard drive.

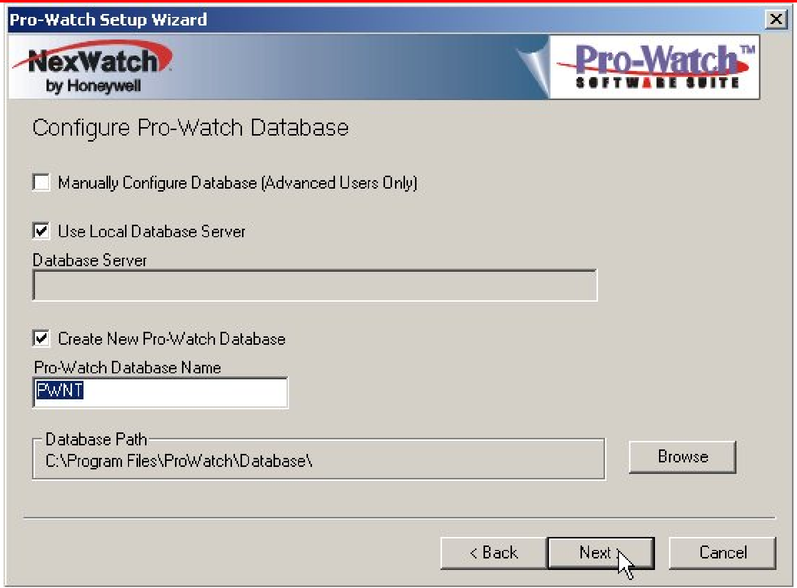


2. The User name window should display the name of the Windows user that you just created and logged in with. If not, type in the name of the Windows Administrator Group user that will be the default user in Pro-Watch.

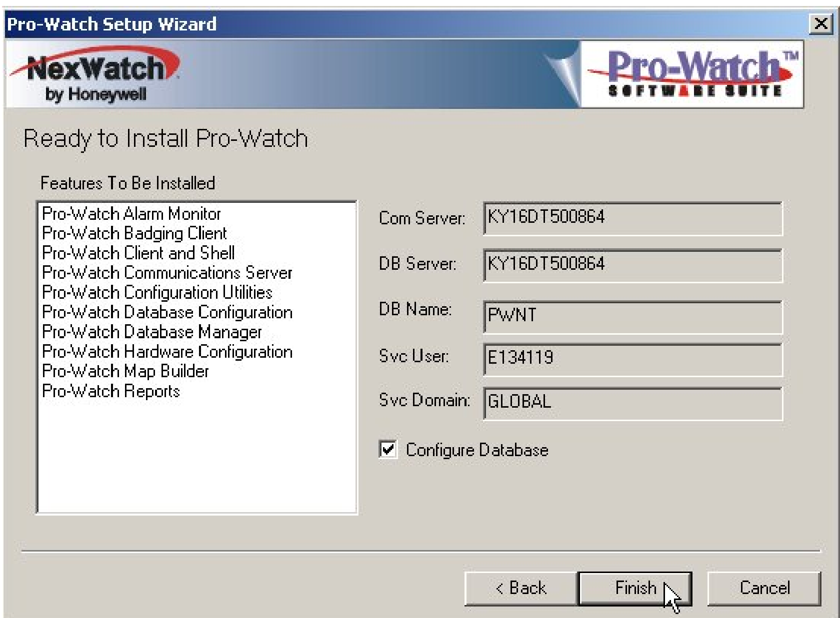
   Note: If you skipped Part a, go back and complete it now. The user name that you enter here will be checked against the user list in Windows. If it is not found or is incorrect, the installation will error out.



3. This screen is asking for the location where the database will be installed.



4. The only selection on this screen is for configuring the database. Leave this checkmark in unless a Pro-Watch technician instructs you to remove it.

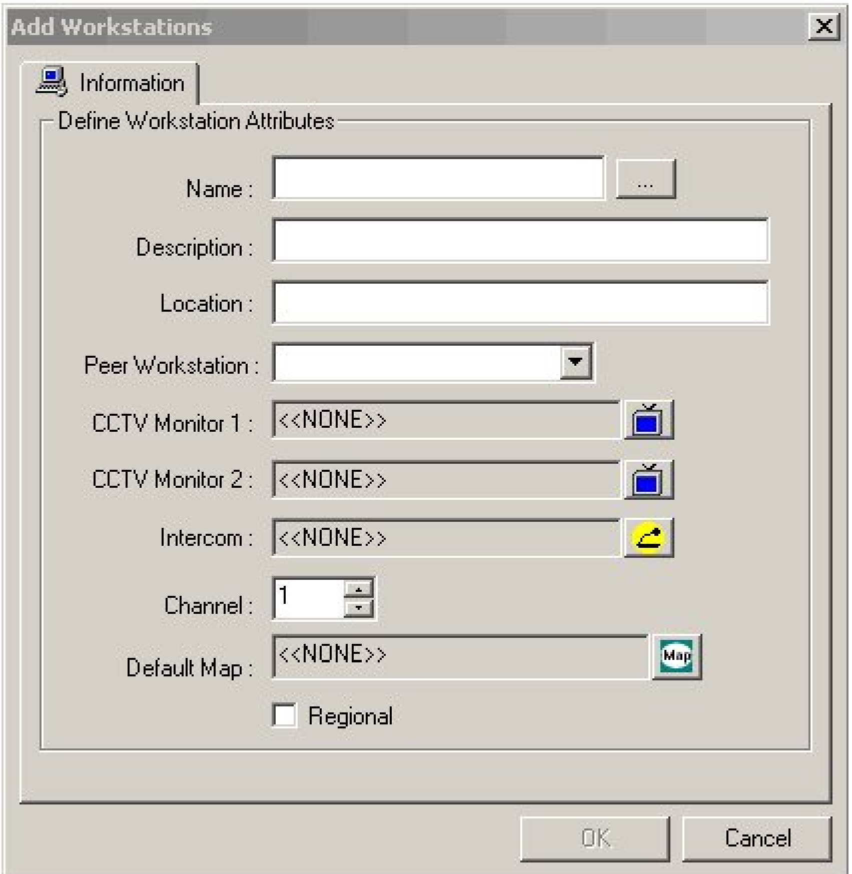


5. Click **Finish** and let the installation complete itself. The length of time will be determined by how many features the system needs to install. The screens following these will inform you what is being installed.

Step 2 – Database Configuration

a. Add additional workstations

1. Right-click **Workstations** in the Pro-Watch Database Configuration tree list to display a pop-up menu.
2. Select **New Workstations** to display the Add Workstations dialog box:



Click the button next to the **Name** field and select a workstation from the tree list.

3. Enter text in the Description field that will identify the workstation.
4. Enter text in the Location field that will identify the workstation's location in the enterprise.
5. Click **OK** to accept the workstation configuration.

b. Add time zones

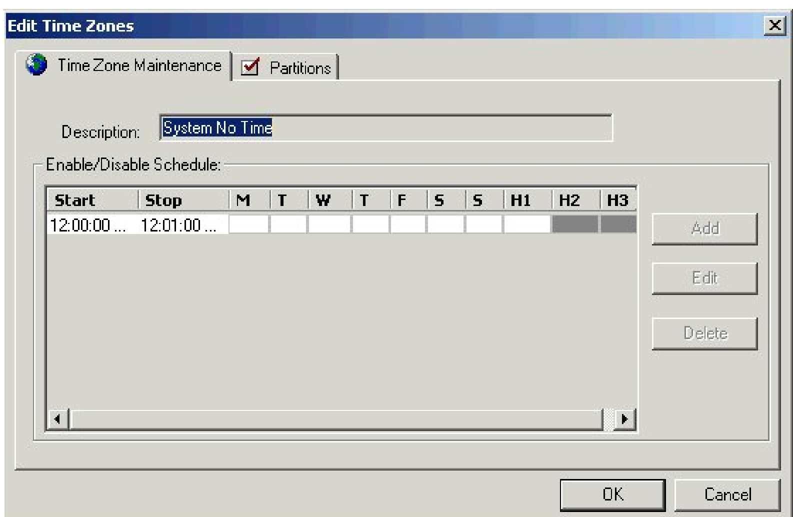
To add a time zone, right-click the **Time Zones** icon in the Pro-Watch Database Configuration tree list (or right-click anywhere in the right pane of the Pro-Watch window), and select **New Time Zones**. The Resources tab in the Add Time Zones dialog box appears.

To edit an existing time zone, right-click the **Time Zones** icon in the right pane of the Pro-Watch window and click **Properties**. The Resources tab in the Edit Time Zones dialog box appears.

Note: The grayed-out fields in the Add Time Zones and Edit Time Zones dialog boxes are not downloaded to the panel.

Examples:

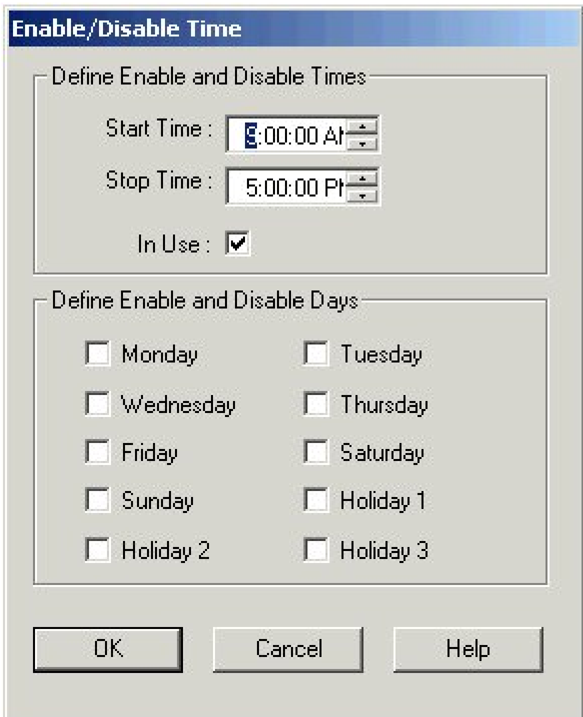
- The H2 (Holiday 2) and H3 (Holiday 3) fields are not supported on the panel configured in the dialog box above. If your panel(s) allows holiday settings within the Time Zone function, you can configure H1-H3 to modify normal time zone behavior on a particular day.
- If your enterprise is scheduled to restrict access into the building on Christmas, you can apply the holiday to a unique time zone to accommodate the modified schedule.



Complete the sections below to configure a time zone:

Time Zone Maintenance Tab

1. From the Add Time Zones dialog box or Edit Time Zones dialog box, enter or modify a description that uniquely identifies the time zone.
2. Click **Add** to display the Enable/Disable Time dialog box:



3. Specify a start time and stop time for each time zone you want, and check the **In Use** box to activate this time zone setting. You can specify multiple time zones for each day and for the entire week.

   Notes:

   - The maximum number of multiple time zones depends upon the panel type. See the appropriate panel section in Chapter 7, Hardware Configuration. (See Holidays for an explanation of Holidays 1-3.)
   - Blue boxes in the time zone schedule indicate when the devices are enabled, and the white boxes indicate when the devices are disabled.

b. Add Holidays

Use this function to modify normal time zone behavior on a particular day. You can define related holiday information to enable the connected panels to modify access for the day(s) on which the holiday falls.

Example: If your enterprise is scheduled to restrict access into the building on Christmas, you can apply the holiday to a unique time zone to accommodate the modified schedule.

To access holiday functions:

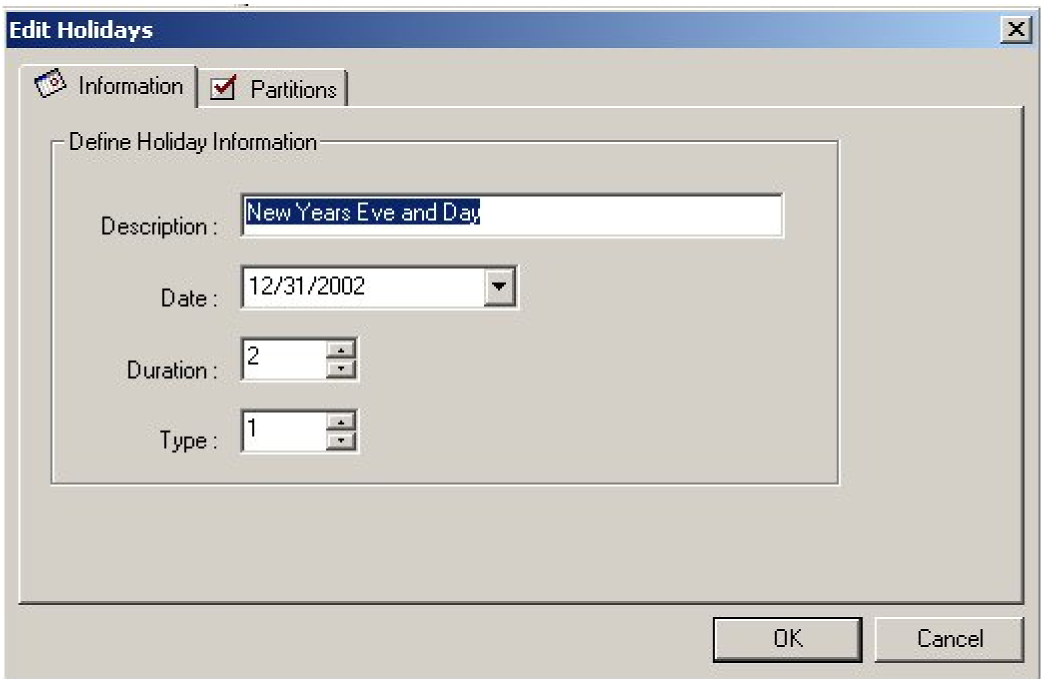
1. Click the **Holidays** icon In the Pro-Watch Database Configuration tree list to display the currently-configured holidays (if there are any) in the right pane of the Pro-Watch window.
2. **Right-click** a holiday icon to display the pop-up menu.
3. Use the following table to select a function:

Click...	To...
New Holidays...	Add a new holiday. See Adding or Editing Holidays.
Delete	Delete a current holiday. See Deleting a Holiday.
Properties...	Edit a current holiday. See Adding or Editing Holidays.
Find Dependencies	Display the names of all resources that depend upon the holiday. See Viewing the Icons.
Copy	Copy a holiday and insert the copy's icon in the Pro-Watch window. See Copying a Holiday.
View	Change the way the icons are displayed in the Pro-Watch window. See Viewing the Icons.

Adding or Editing Holidays

1. To add a new holiday, right-click the **Holidays** icon in the Pro-Watch Database Configuration tree list (or right-click anywhere in the right pane), and select **New Holidays** to display the Add Holidays dialog box.

   To edit an existing holiday, click the **Holidays** icon to display the holidays in the right pane. **Right-click** on the holiday you want and select **Properties** to display the Edit Holidays dialog box.



2. Complete the tab sections below to configure the holiday:

Information Tab

1. Enter a description (or edit the current description) that identifies the holiday in the Description field.
2. Enter the date of the holiday in the Date field. Note that at the start of each new year, you must update the year in the Date field.
3. Enter the duration of the holiday as a number of days.
4. Enter the holiday type. The holiday type is a numeric, 1-3. The number's significance is user-defined. That is, you can define three different holiday types (such as government, cultural, company, etc.) and designate a number to each.

Step 3 – Hardware Configuration

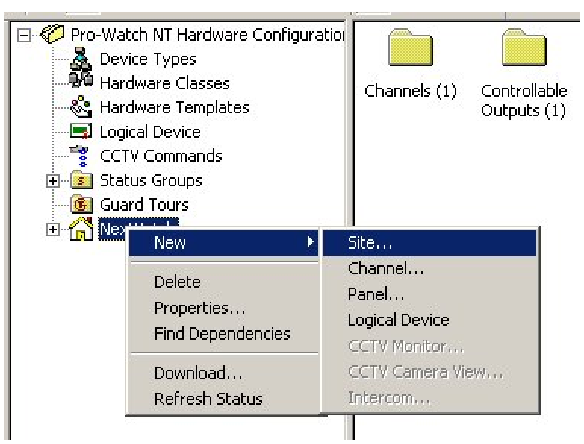
The first step to developing your hardware is to decide how you are going to lay out your hardware tree. The hardware tree is much like the view in Windows Explorer. In windows the tree structure is made up of folders that you name. Inside these folders you can create more folders that are used to sort the files into logical groups. You can have one main folder with many sub-folders or you can have many main folders, each of which can have one or more sub-folders. Pro-Watch follows this same pattern. The Site is the main folder and it will have at least two sub-folders, one for channels and one for panels. The minimum you can have in a site is one channel and one panel. If you have five panels all on different channels then you can have anywhere from one to five sites, but if you have five panels all on the same hardwired channel then you can only have one site. Each site must have at least one channel and one panel. In Pro-Watch the sub-folders are called Hardware Classes. They are used to sort your hardware into logical groups.

The small house at top is the Site or main folder. Do you want one site with numerous channels, or do you want many sites with only one channel each? Keep in mind that if you are going to use partitioning then the more sites you make, the more detailed you can be with the partitions.

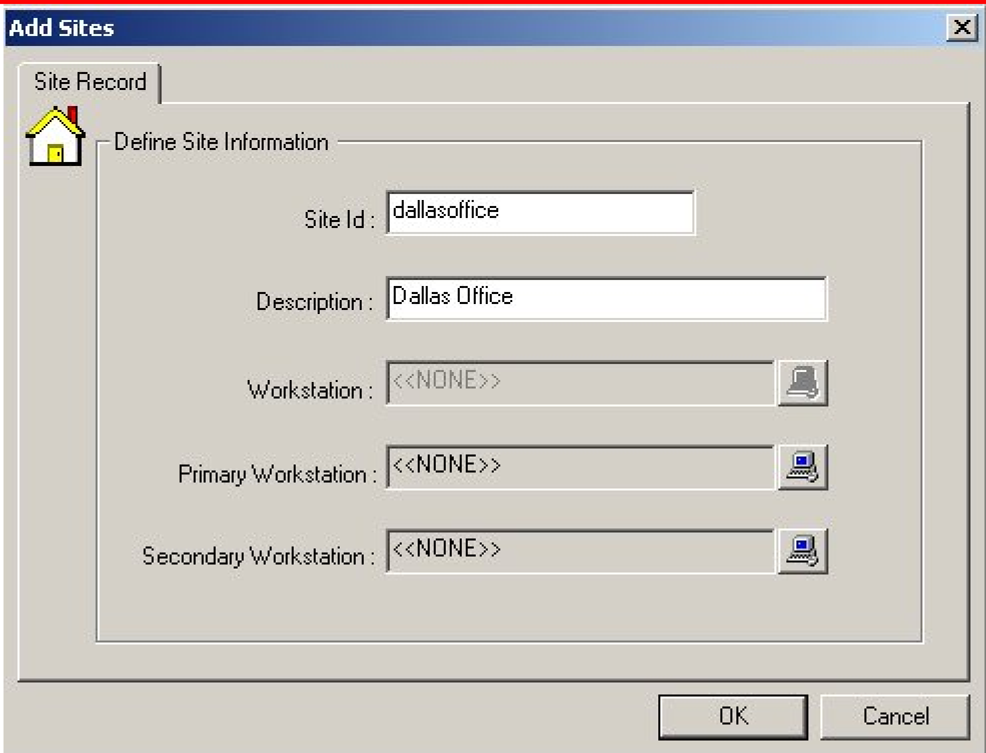
a. Add a site

A Pro-Watch site refers to the area of controlled access. For example, a site could be an airport terminal. You must create a site before you create a channel, panel, and logical device.

1. Adding a Site: From the Hardware Configuration tree view, right-click **New Site**. The Add Sites dialog box appears.



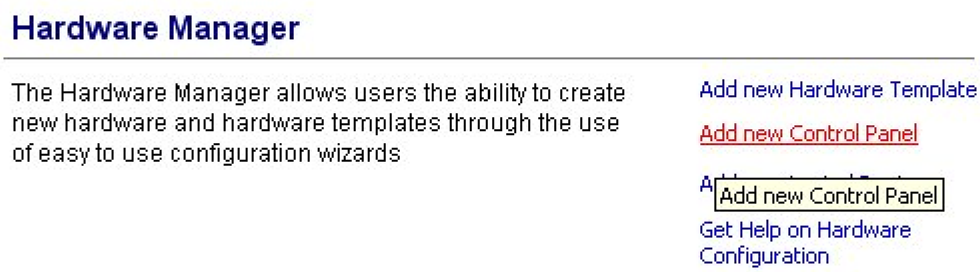
2. **Enter** a Site ID, a unique name that identifies the site. You cannot have duplicate Site IDs and the site ID must be one word.



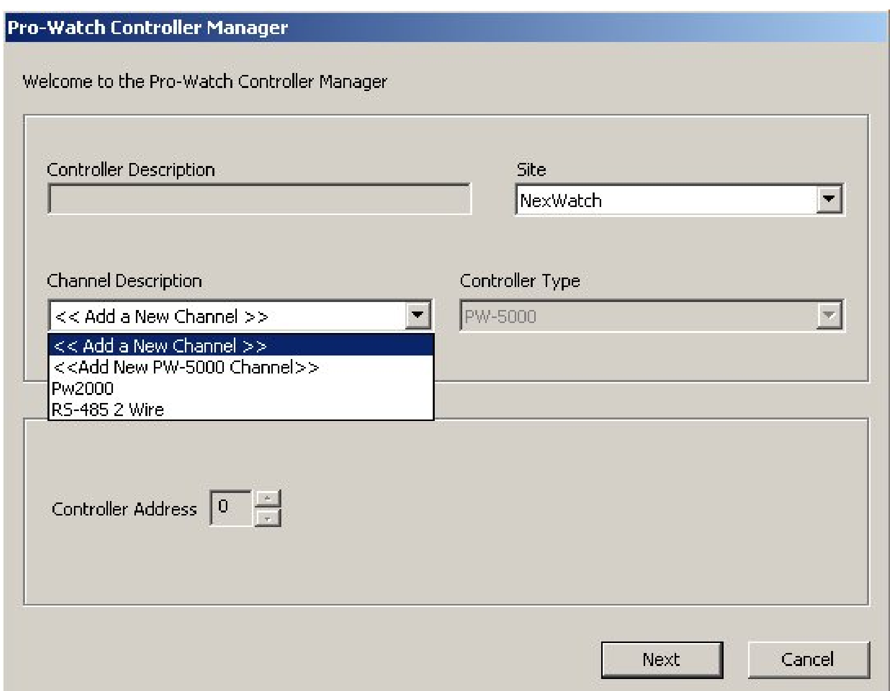
3. **Enter** a brief description of the site.
4. **Click** the icon next to the Workstation field and select the workstation that will be polling the panel.
5. Click **OK**. The new site appears in the Hardware Configuration tree view.

b. Add a panel.

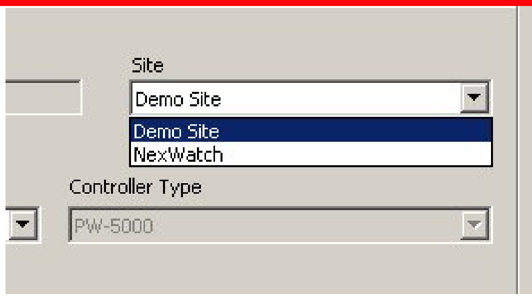
1. From the Manage your Server page select the **Add new Control Panel** link to open the wizard for adding a channel and a panel.



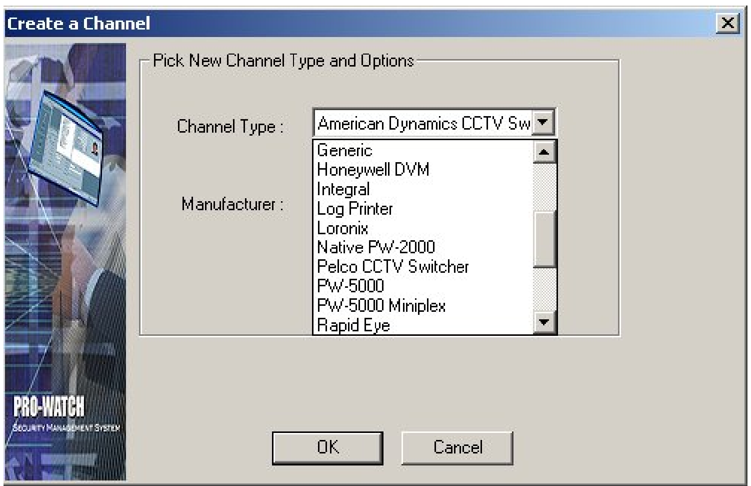
2. From the wizard select **Add New** under Channel Description. If you are adding a PW5000 channel, select that option. Any other type of channel will be added by using the other selection.



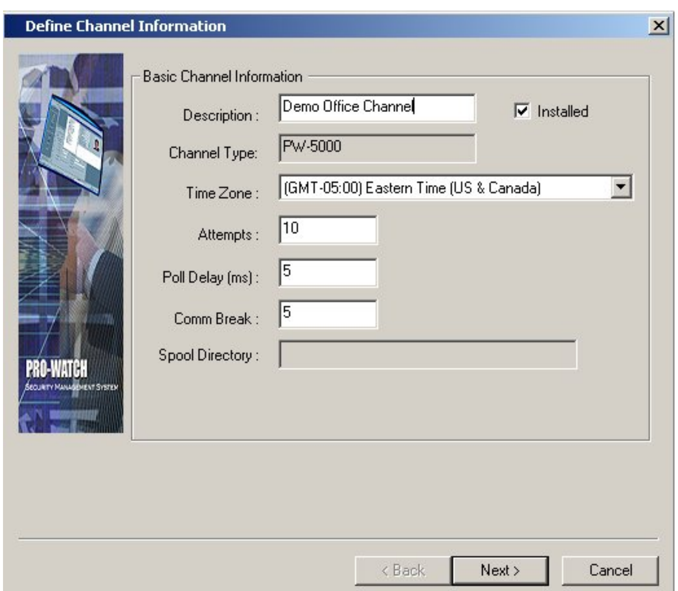
3. Under Site pick the site that you are adding a channel to and click **Next**.



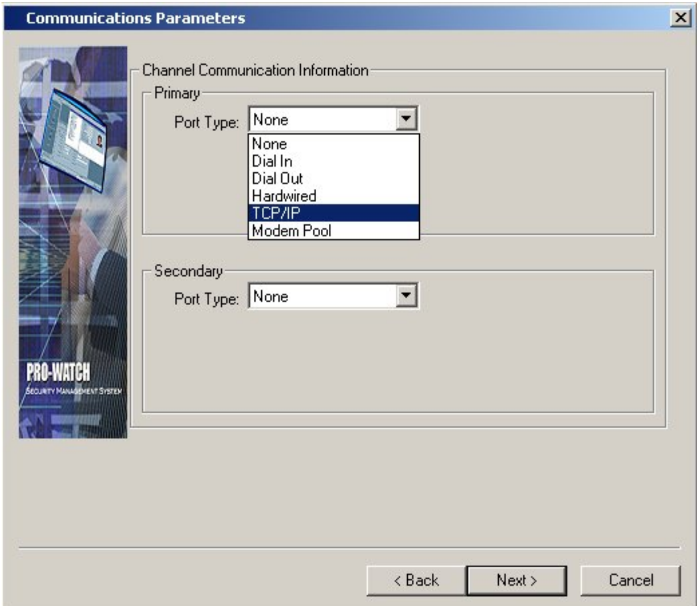
4. From the Create a Channel dialog box choose what type of channel this is going to be.



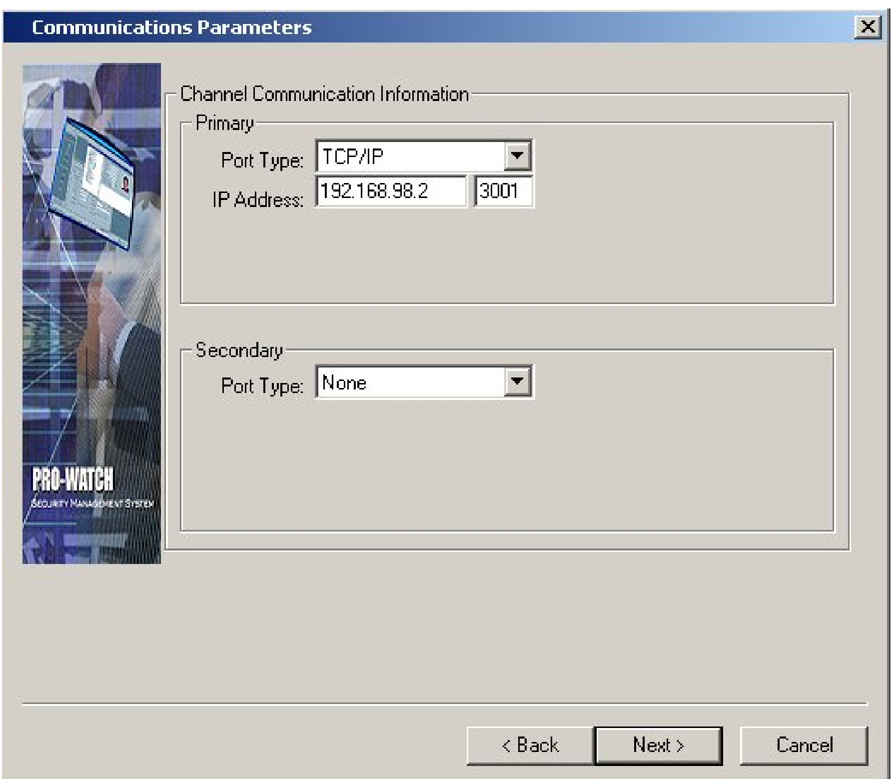
5. Fill in the name and click **Next**.



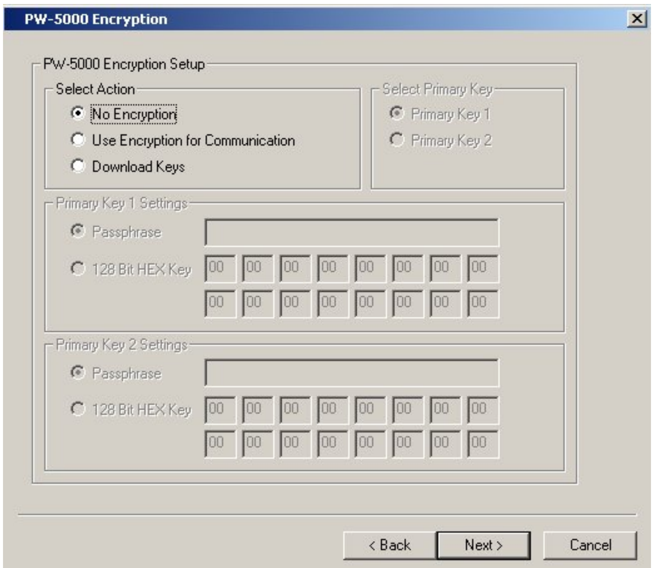
6. Choose the channel type. Click **Next**.



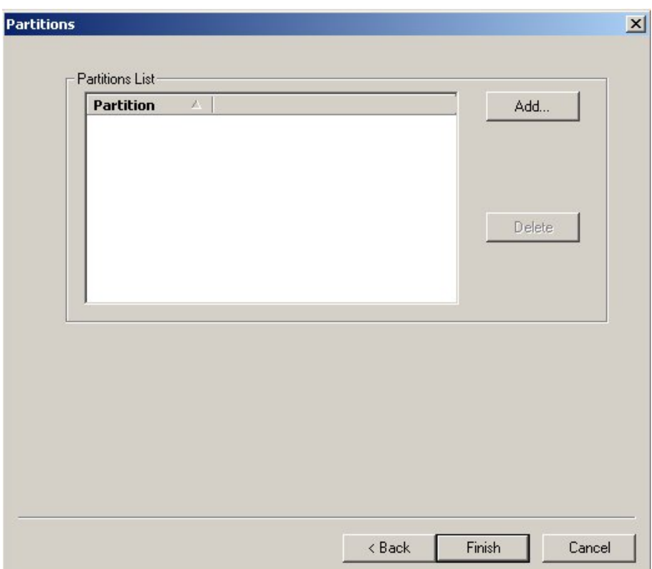
7. Fill in any information. Click **Next**.



8. Click **Next**.



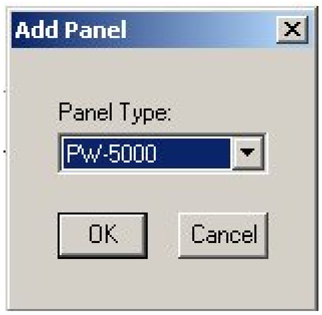
9. Select your Partition information or just click **Next**.



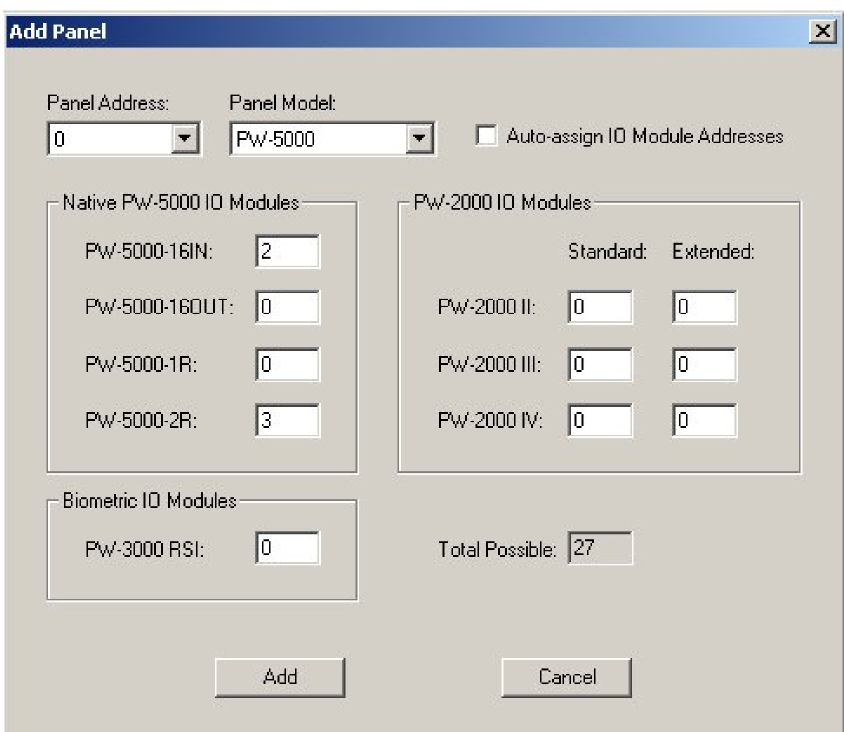
10. You will receive this warning as a reminder to update all of your routing

groups.

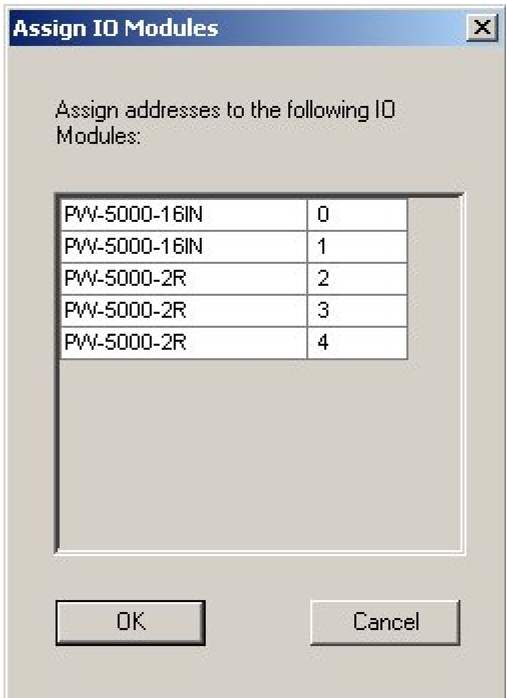
11. That completes the Channel portion and begins the Panel section. **Choose** the correct panel type.

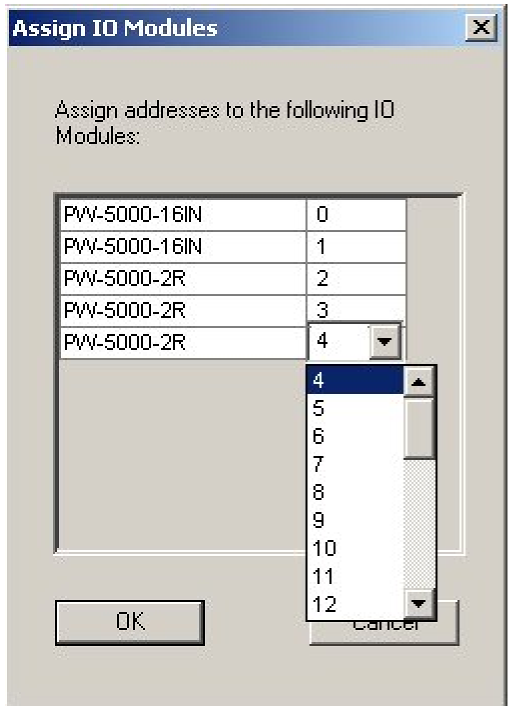


12. Select the address of the IC, the model, whether you want to auto assign addresses to the downstream boards, and how many of each type of downstream boards. When you are finished click **Add**.

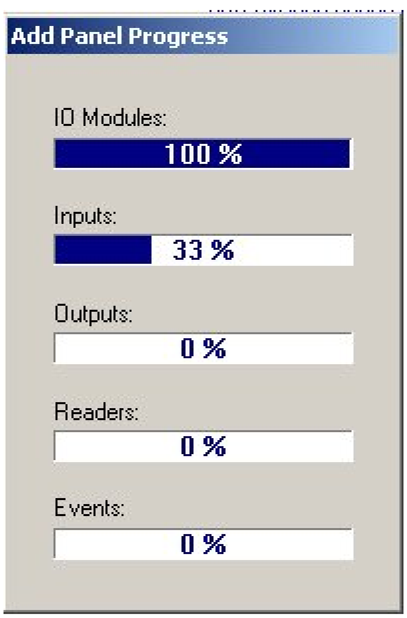


13. You can see the address settings that are defaulted for the downstream boards in the window to the left. If you would like to set them yourself, click the address you wish to change and select a new one from the drop down. (See the window on the right).

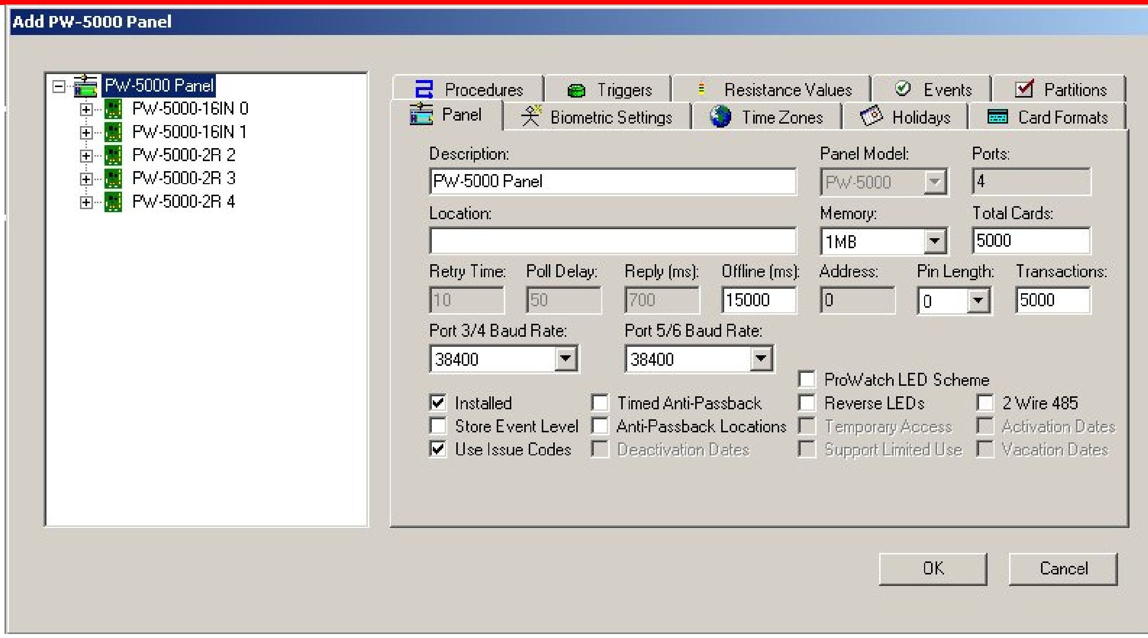




14. When you click **OK** the software will start creating the panel and all downstream IO boards with the options you have selected.



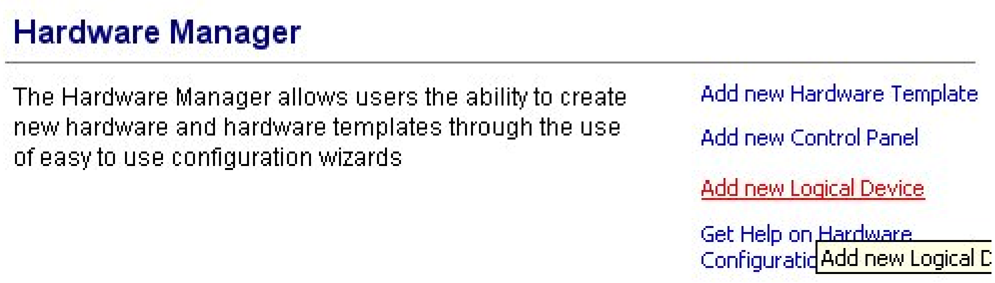
15. At the end of the process the Add xxxxx Panel window will open. You can now name the boards and edit the options for them.



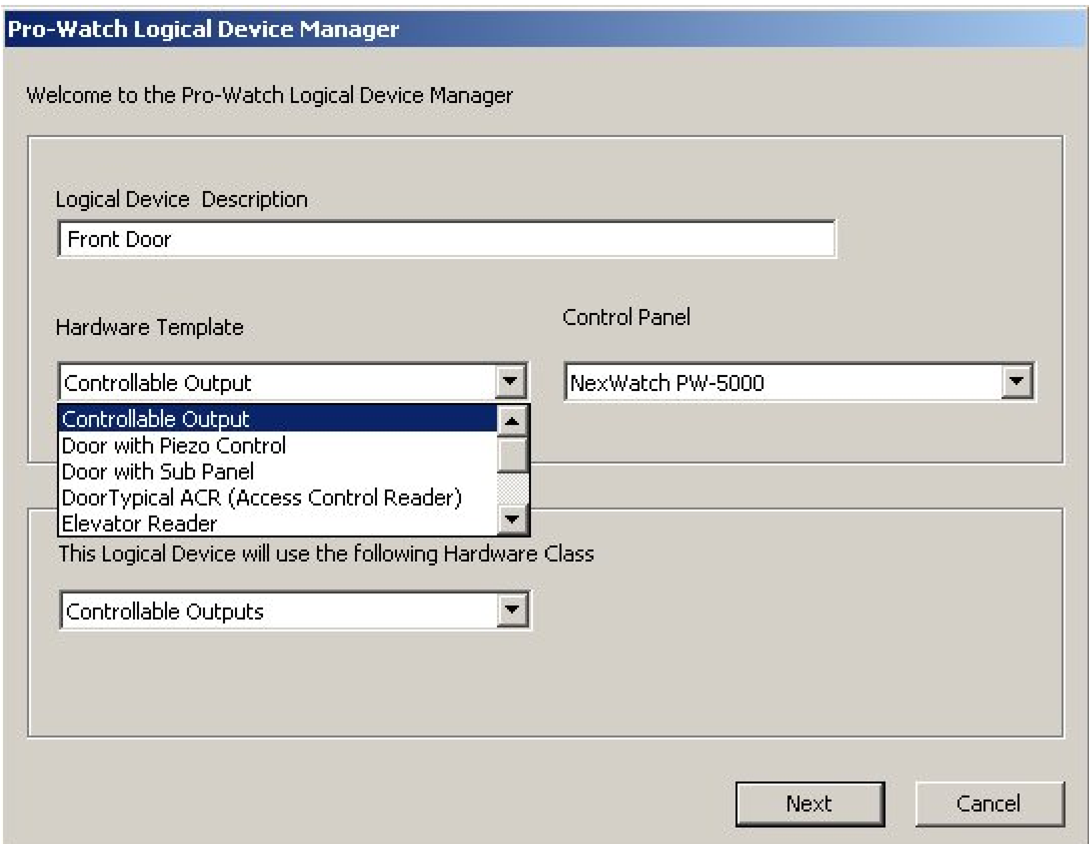
Step 3 – Hardware Configuration

c. Add logical devices

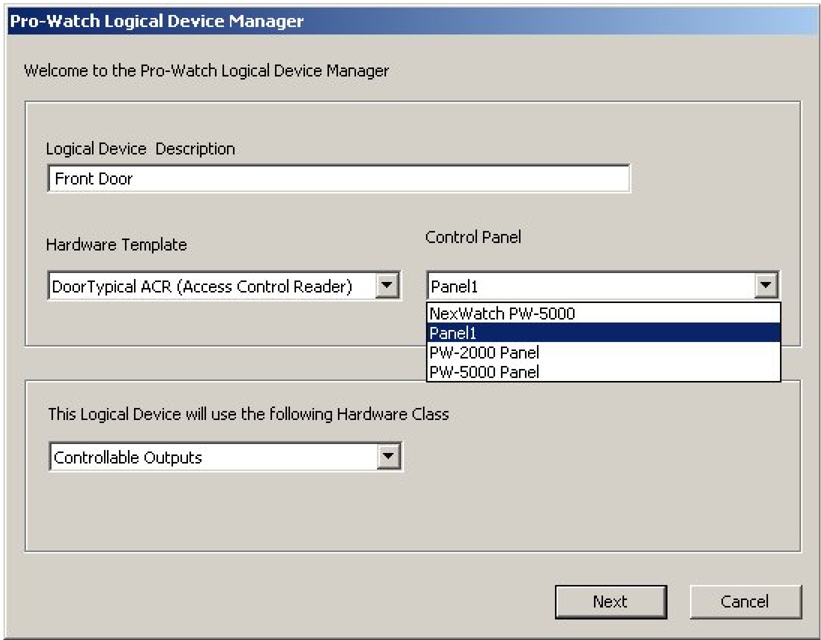
1. Click the **Add new Logical Device** link on the Manage your Server page.



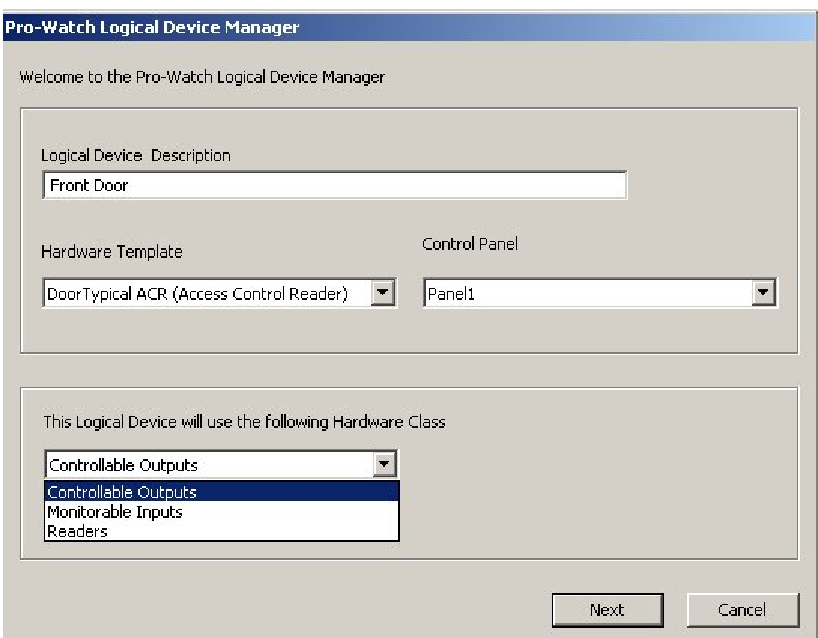
2. From here you will be able to name the logical device and select the template, the panel it connects to, and the folder (Hardware Class) in which it will be located. Give the device a name and select the template that you wish to use.



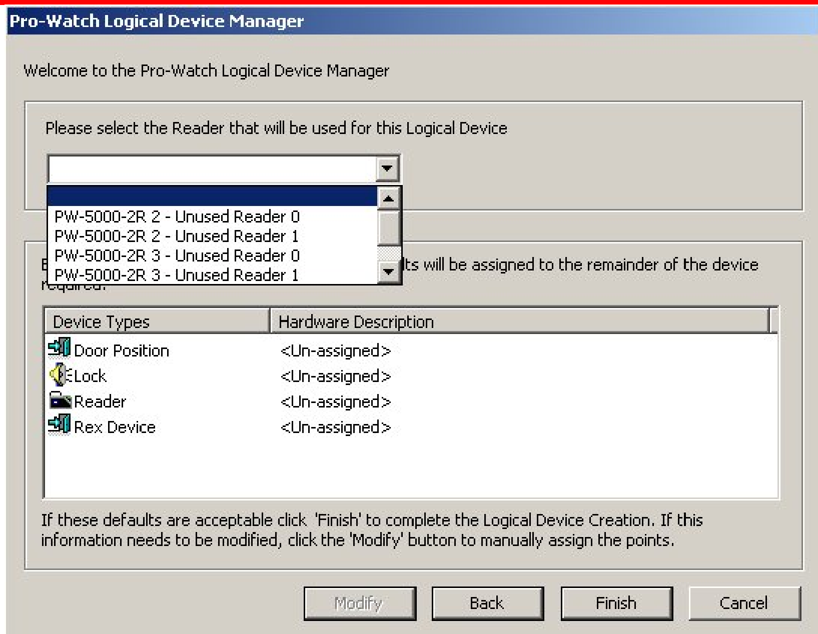
3. Next, select the Control panel to which the device will be connected. If a mistake is made with this selection and the device is created, the only way to correct the mistake is to delete the device and create it again with the proper selections.



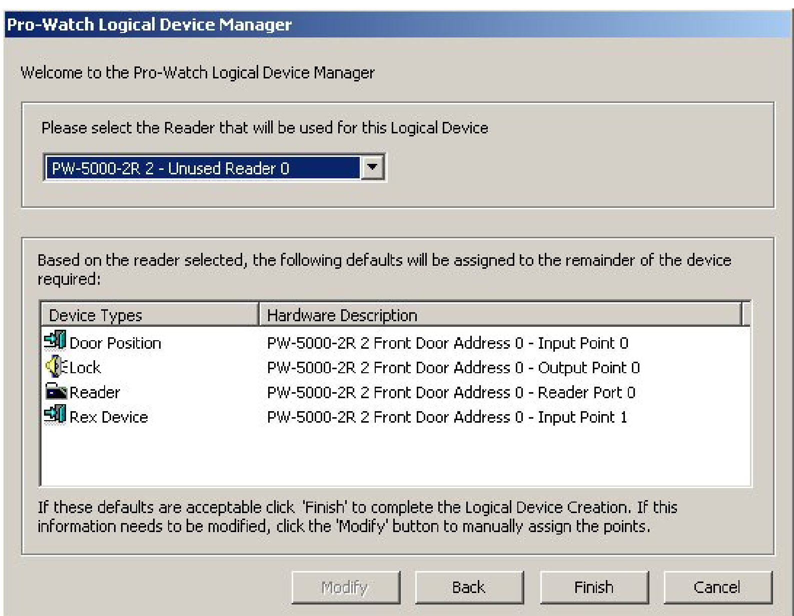
4. Select the folder in which the device will be located.



5. This feature is new to Pro-Watch 3.7. When you select the reader address the software will automatically assign the input and output point addresses. These addresses are taken from the hardware point adjacent to the reader port you select.



6. In the above example we have selected reader address 0 so the software selected the adjacent inputs and outputs. These can be edited to match your requirements but foreknowledge of this feature will save you time. You can have your hardware installation match the default software assignments.

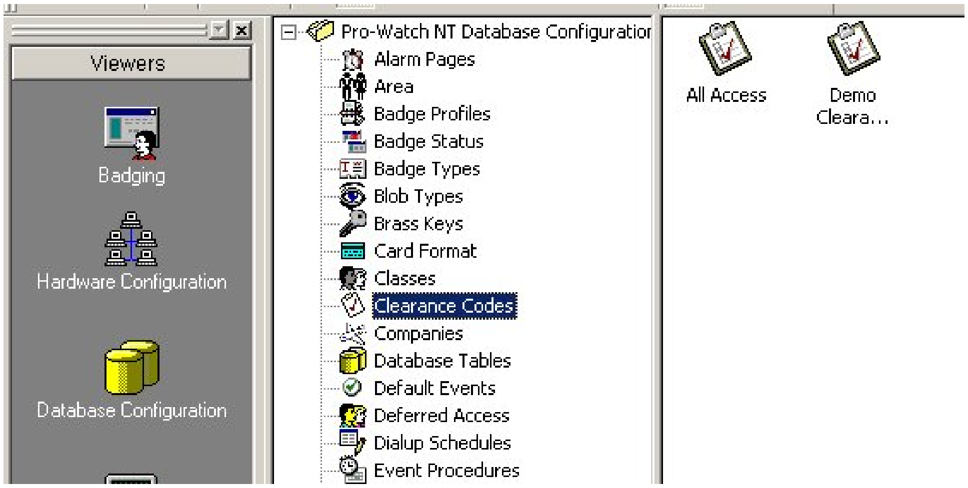


7. Click **Finish** and your logical device will be created.

Step 4 – Badging

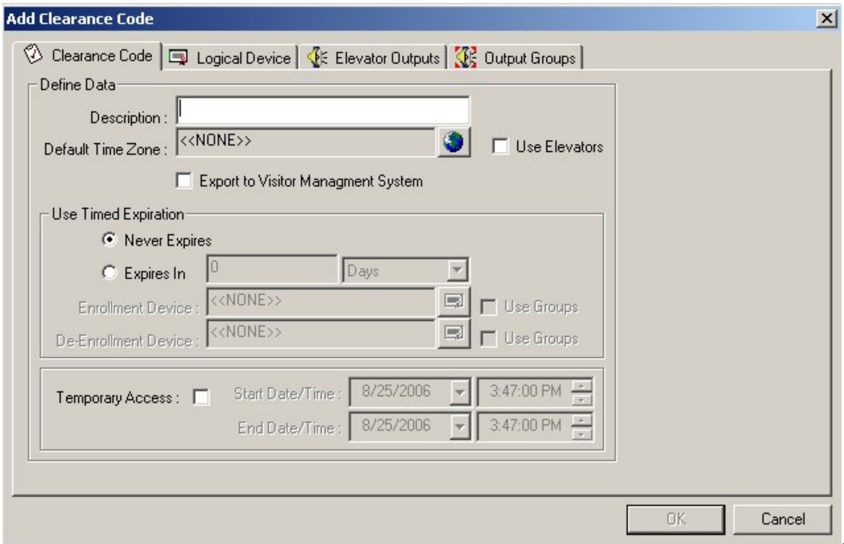
a. Add clearance codes

1. To create a clearance code, open the database configuration menu item. From the database tree select the **Clearance Codes** item.

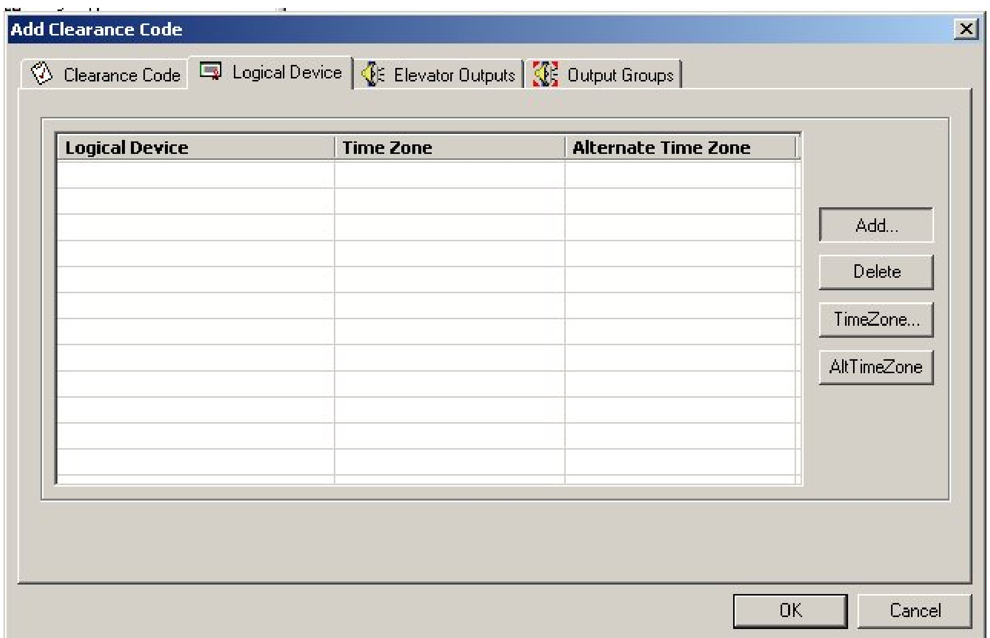


2. Right-click in the window on the right window and choose **New Clearance Codes**.

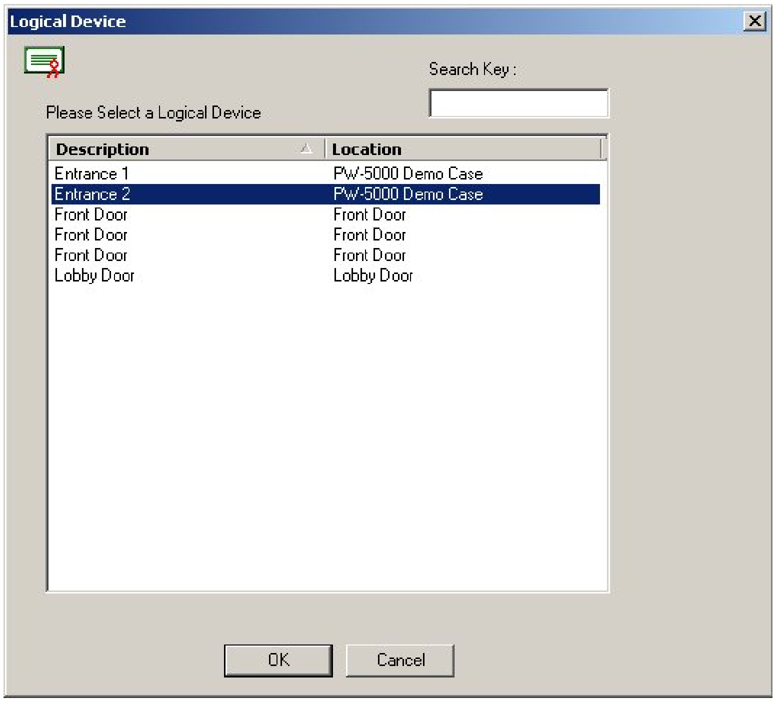
3. The Add Clearance Code dialog will open. Name the clearance code and click the **Logical Device** tab.



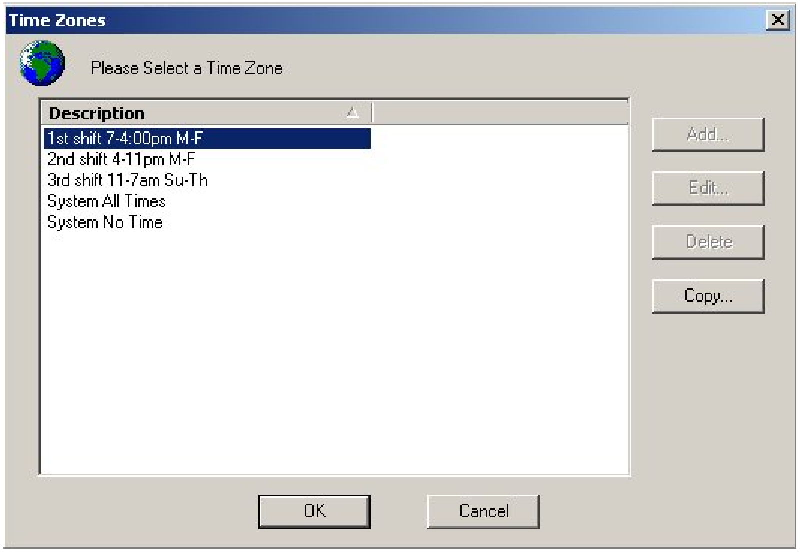
4. On this tab you will add all of the logical devices (Readers) that will be included in this clearance code. Click **Add**.



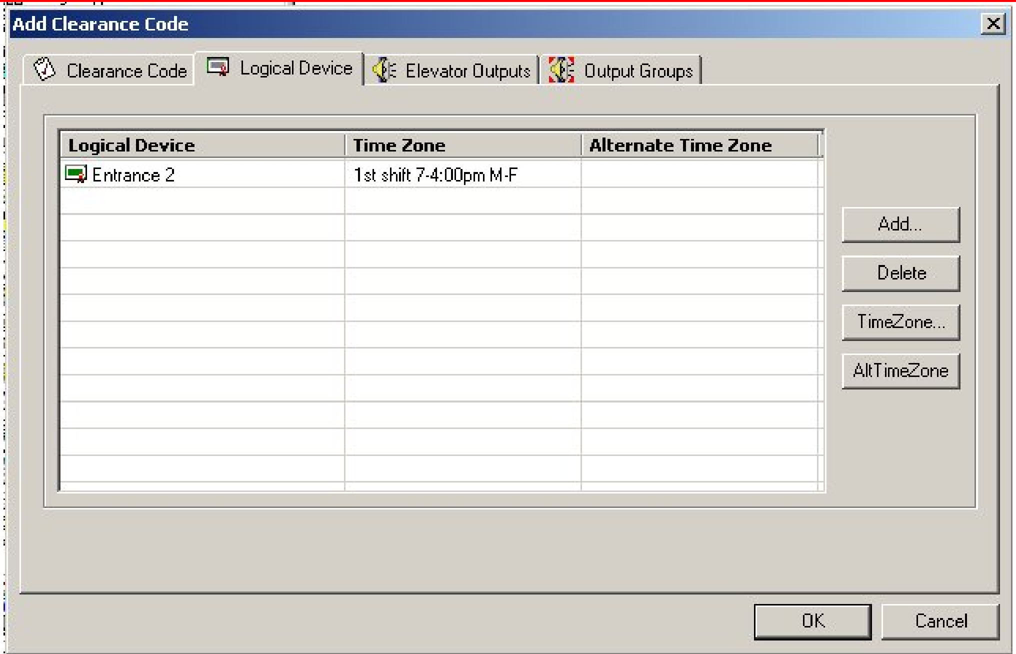
5. Clicking Add will open a window with a list of all of the available readers. Notice that the names of the readers are very important. You have to be able to recognize which is which so make certain to name the logical device with a unique name. **Select** the first reader that you want to add and either double-click it or highlight it and click **OK**.



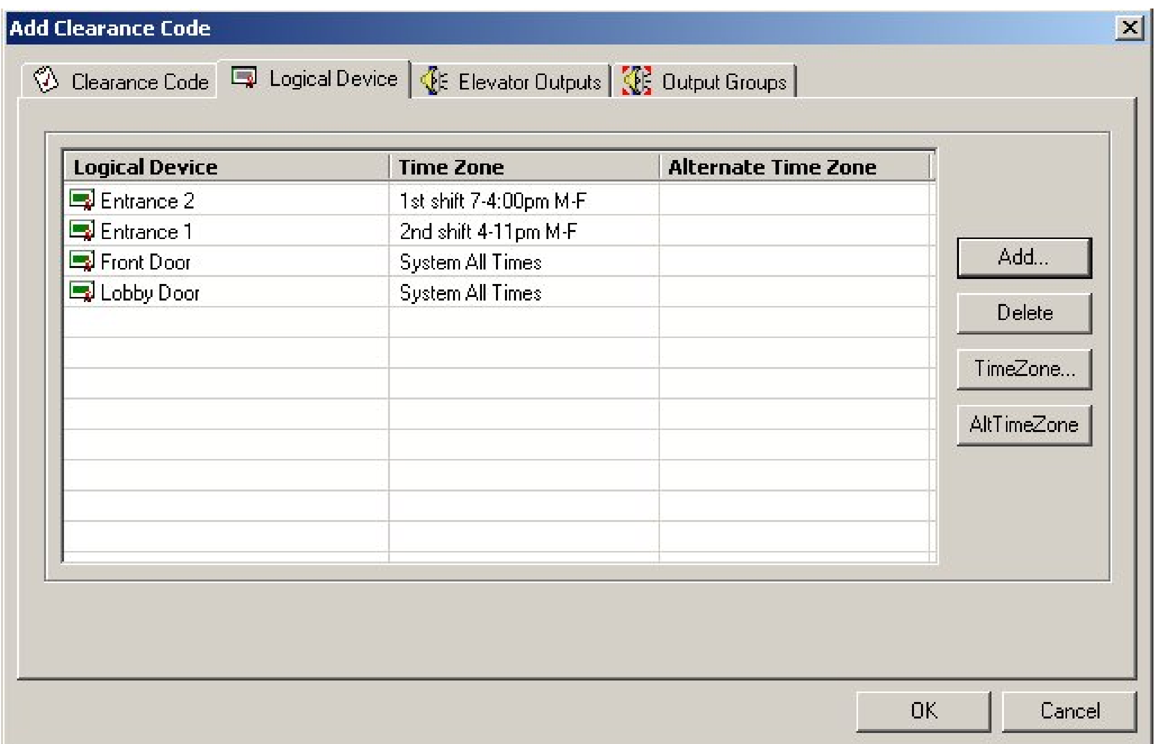
6. Clicking OK will select the reader and close the window. When the window closes another window will open with a list of the available time zones. Select the **time frame** that you want this clearance code to unlock/open the door. Double-click or highlight and click **OK**.



7. You will see the new reader and access times listed in the Logical Device tab window. Continue adding readers and time zones until you have all of the doors in this clearance code that you want.



8. When you have finished adding doors you can click **OK** to finish. You can also delete a door or change a time zone directly from this screen.



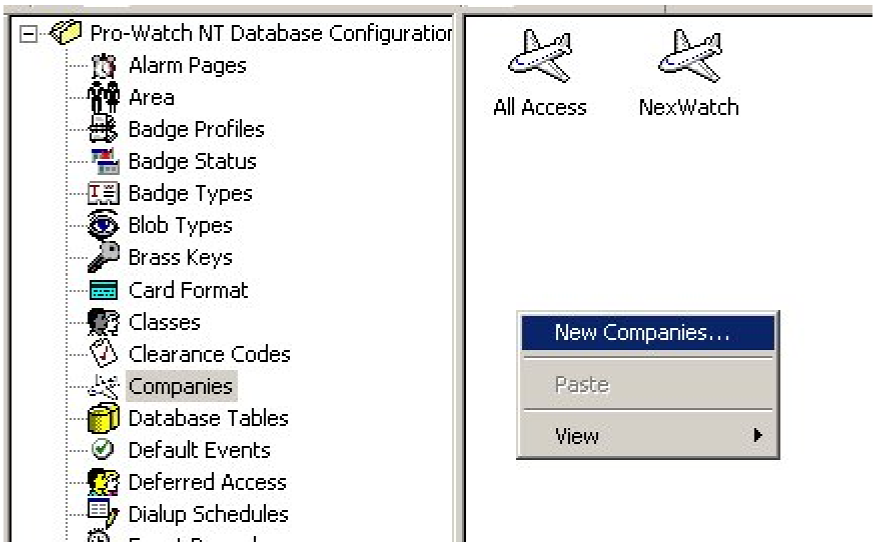
9. When you finish the clearance code it will show up in the database configuration Clearance Codes window.


All Access
Demo Cleara…
Demo Clearance code

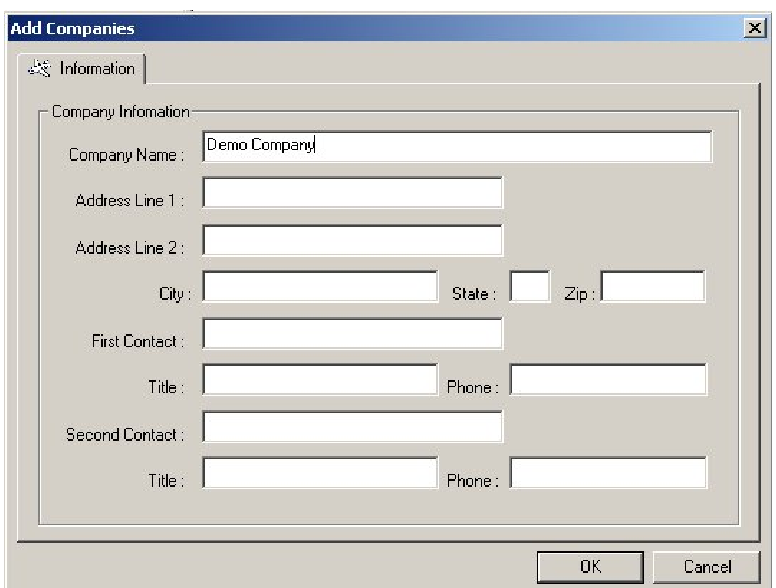
b. Add companies

A company is a way to assign multiple levels of access to a person. A company will contain one or more clearance codes. When adding a new badge record you will be asked to choose the company that will assign access. Therefore, the process of assigning access has three parts. First you will create all of the clearance codes you need, second you will make one or more companies, and finally you will assign a company to a badgeholder's card.

1. Under Database Configuration, highlight **Companies**, and right-click the window on the right. From the dialog box select **New Companies**.

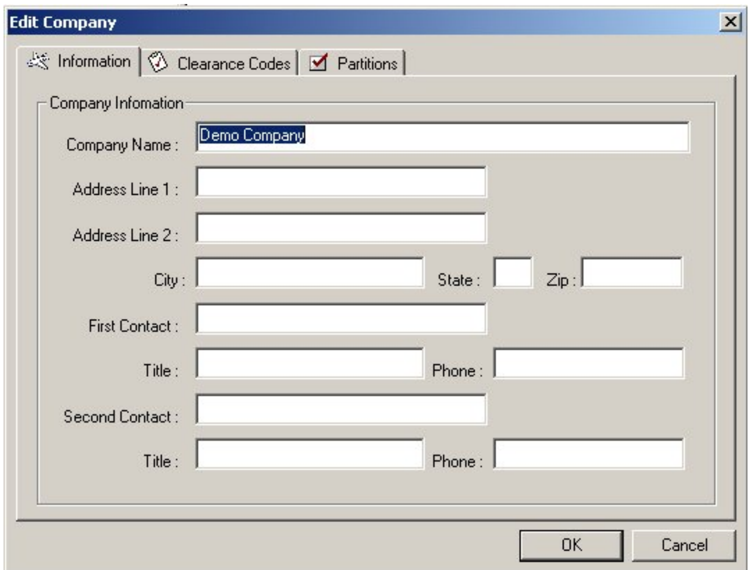


2. Name the company and fill in any necessary data. Click **OK**.

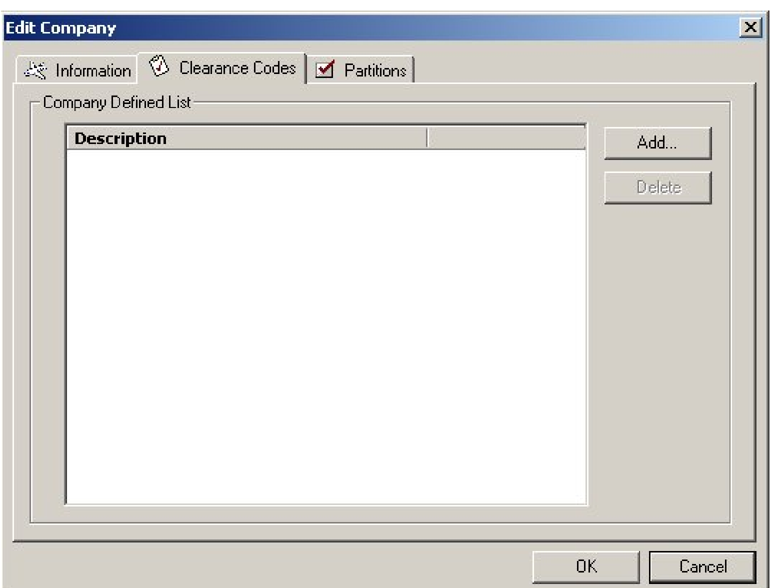


3. You will see the new company appear in the list. Double-click the new company to open the **Edit Company** dialog box.

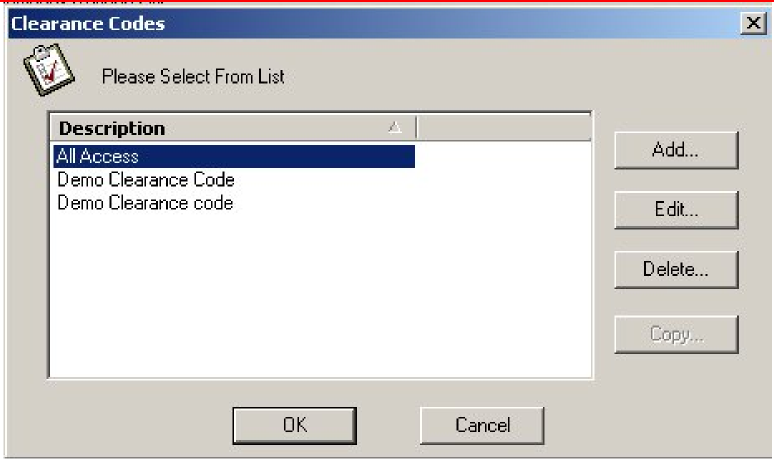
4. You will see the original window and two more tabs. Select the **Clearance Codes** tab.



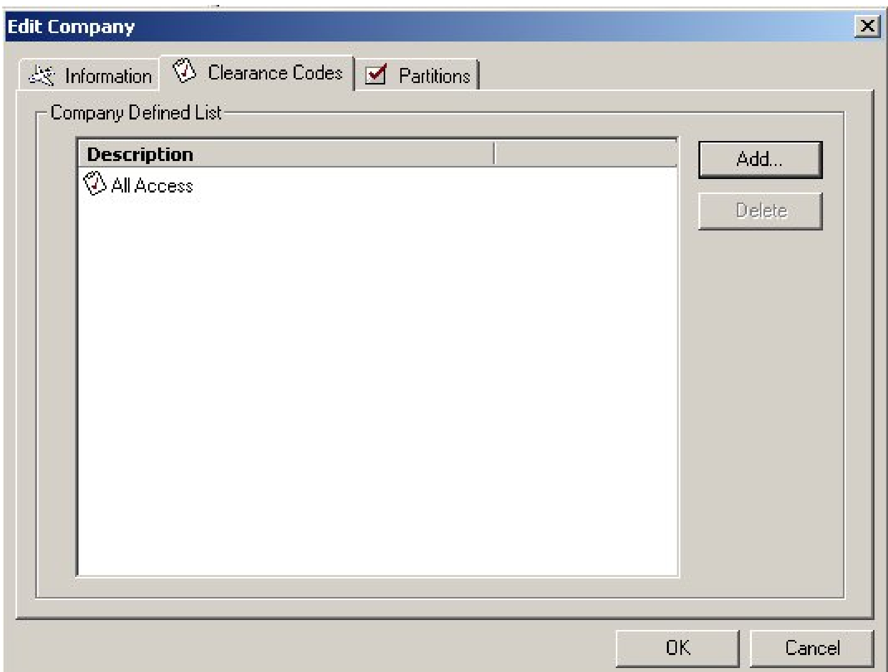
5. Click **Add**.



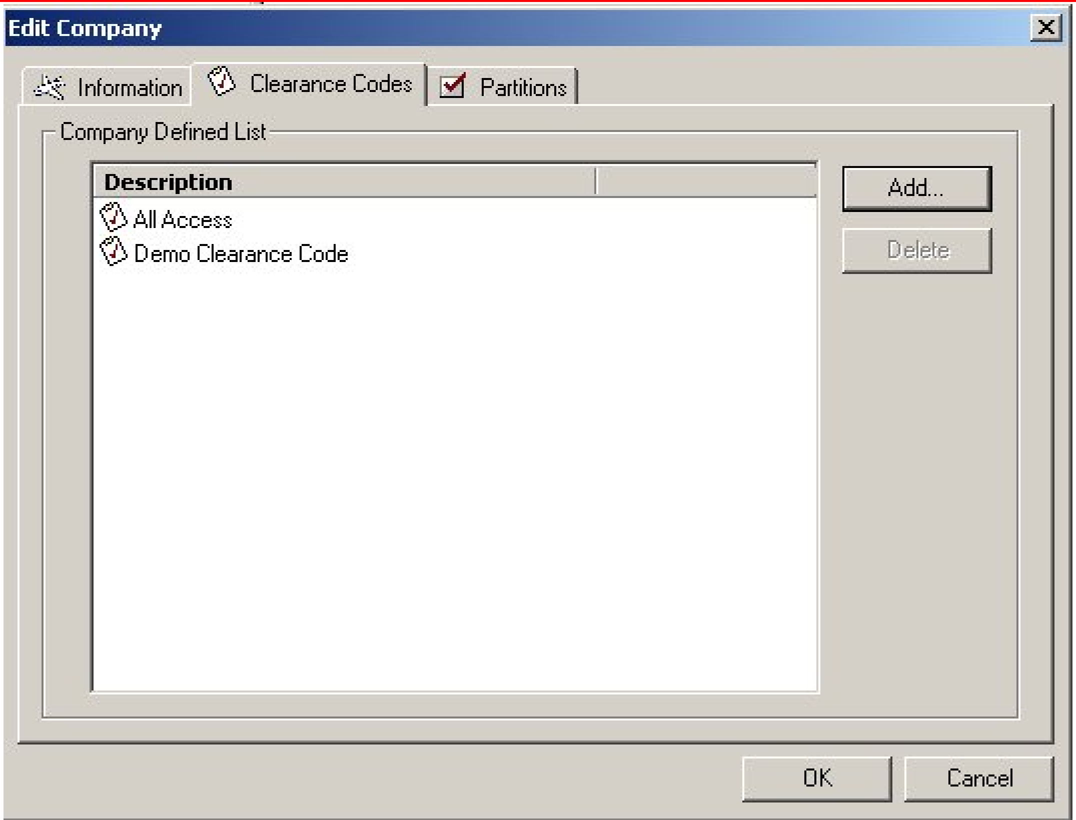
6. Now start adding the clearance codes that you want to be part of this company. Highlight the clearance code you want and click **OK**, or just double-click the clearance code.



7. You will see the clearance code appear in the list. Continue adding clearance codes until you have developed the level of access desired.



8. When you have added all of the clearance codes that you want in this company, click **OK**.



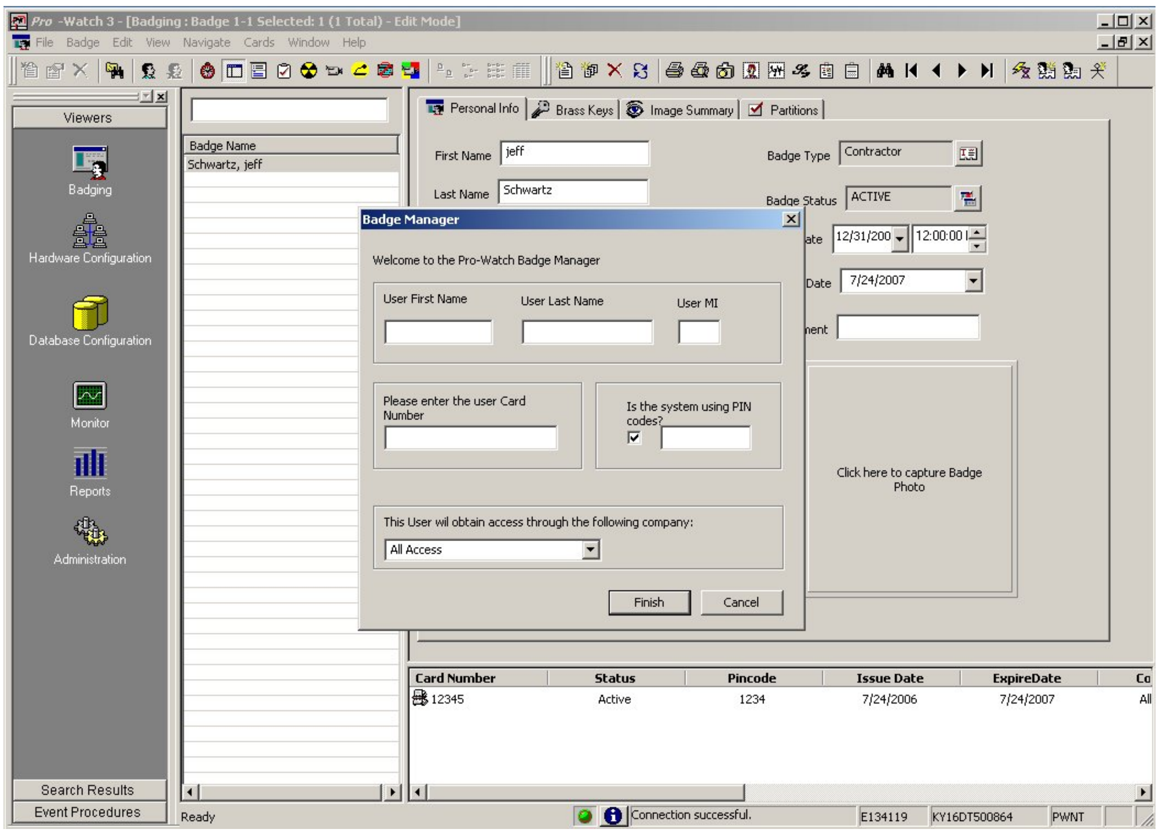
NOTE: The New Badge wizard requires that you use companies to assign the level of access to the new badgeholder's card. Remember that the card will be controlled by all of the levels in the company. If a person requires more or less access than the company contains, either make additional companies to meet your needs or open the badgeholder's record and grant or revoke access for the card by individual logical devices.

Step 4 – Badging

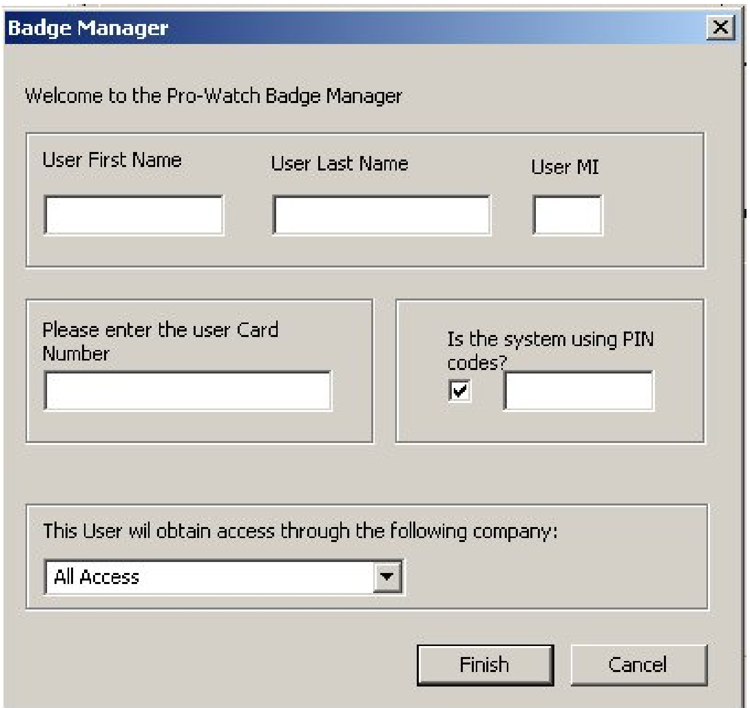
c. Add a badgeholder

1. From the Manage your Server page click **Add a new Badge Record**.

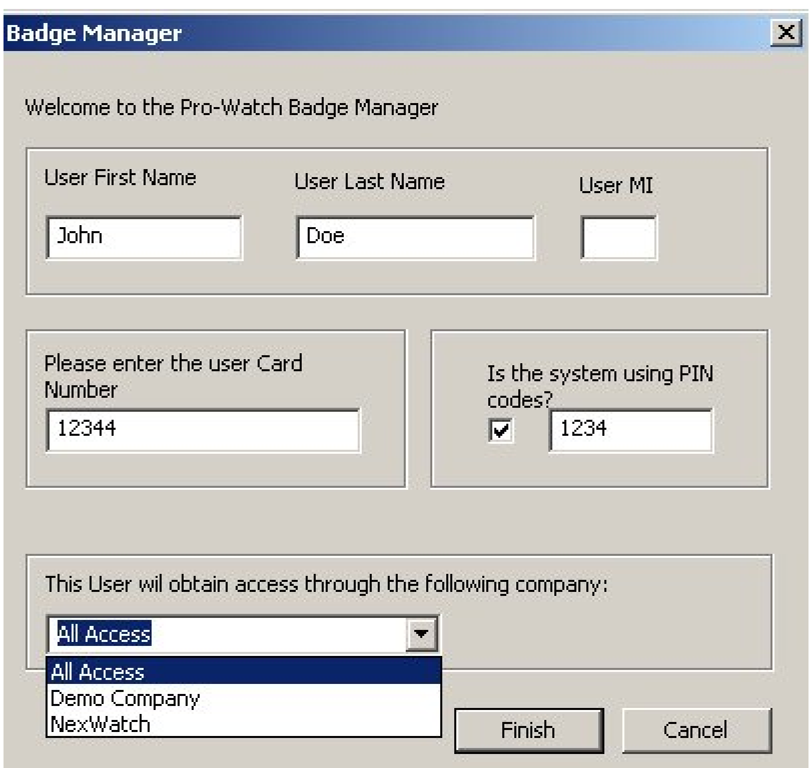
2. This will open the Badging screen and the Badge Manager wizard.



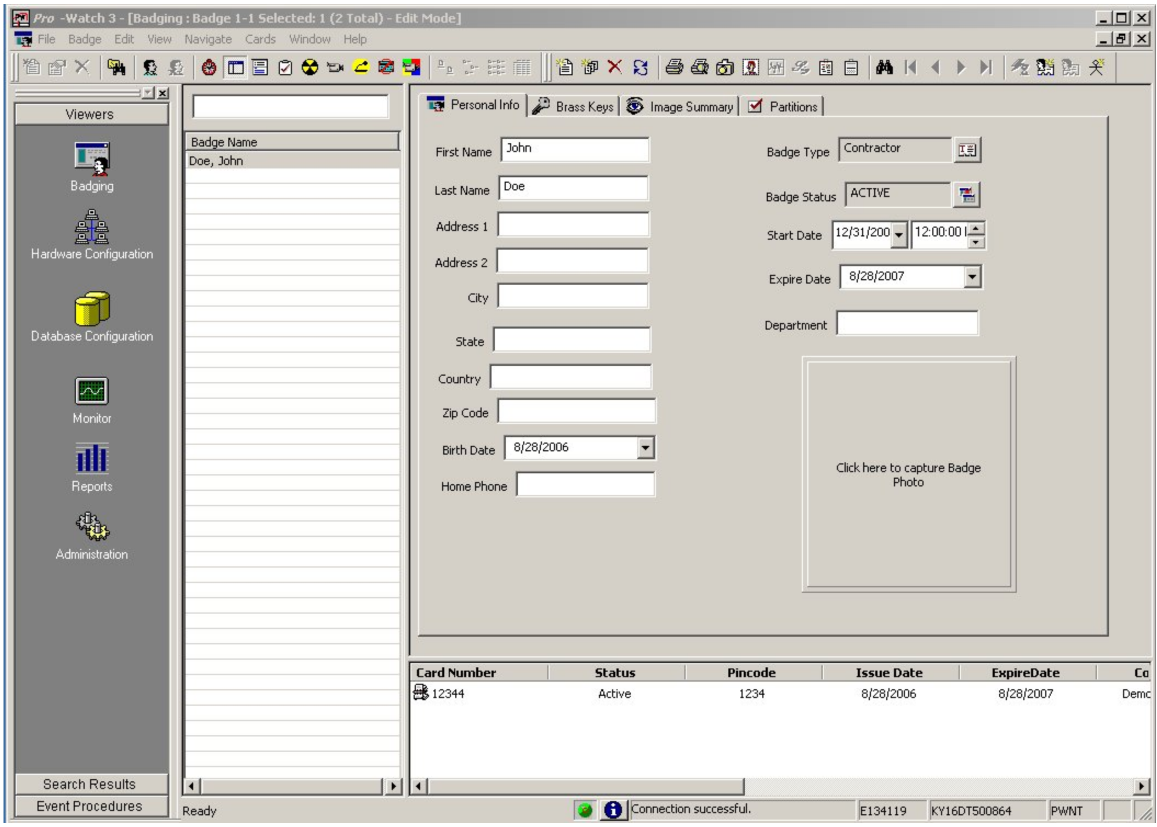
3. From here, the process to add a badgeholder is simple. Enter first name, last name, middle initial if needed, the access cards number, a pin number if you are using one, and finally select the company that will be used to control access of this card.



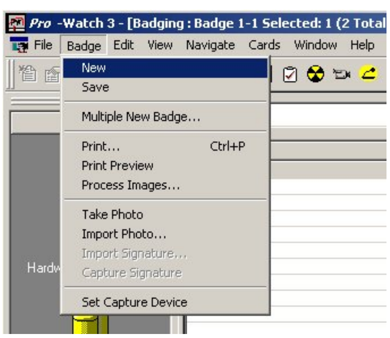
4. When you are finished with this basic information click **Finish**.

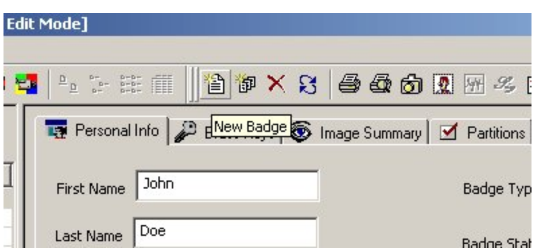


5. The information will be entered into the badgeholder's record which will be open in the edit mode. From here you can capture a photo, capture additional information, or simply print the card.



6. To add additional badgeholder records use the **Badge/New** menu or the **New Badge** icon. These will both open the Badge Manager wizard.



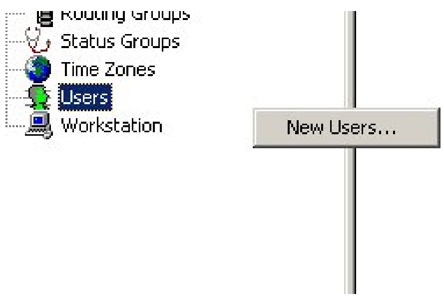


Step 5 – Users

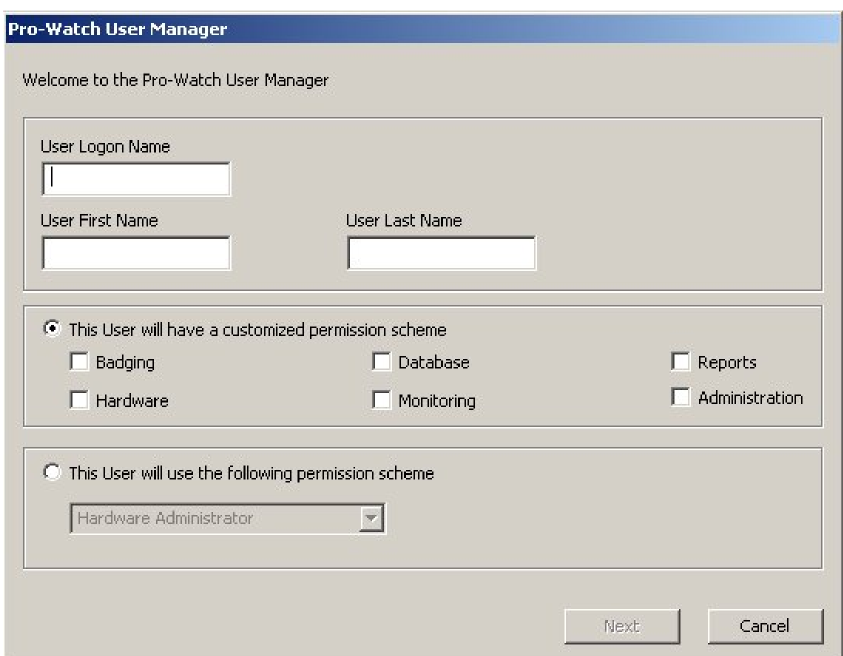
a. Add users

1. To add software users either click **Add new System user** or go to **Database Configuration**, highlight **Users**, and **right-click** the screen.

Or

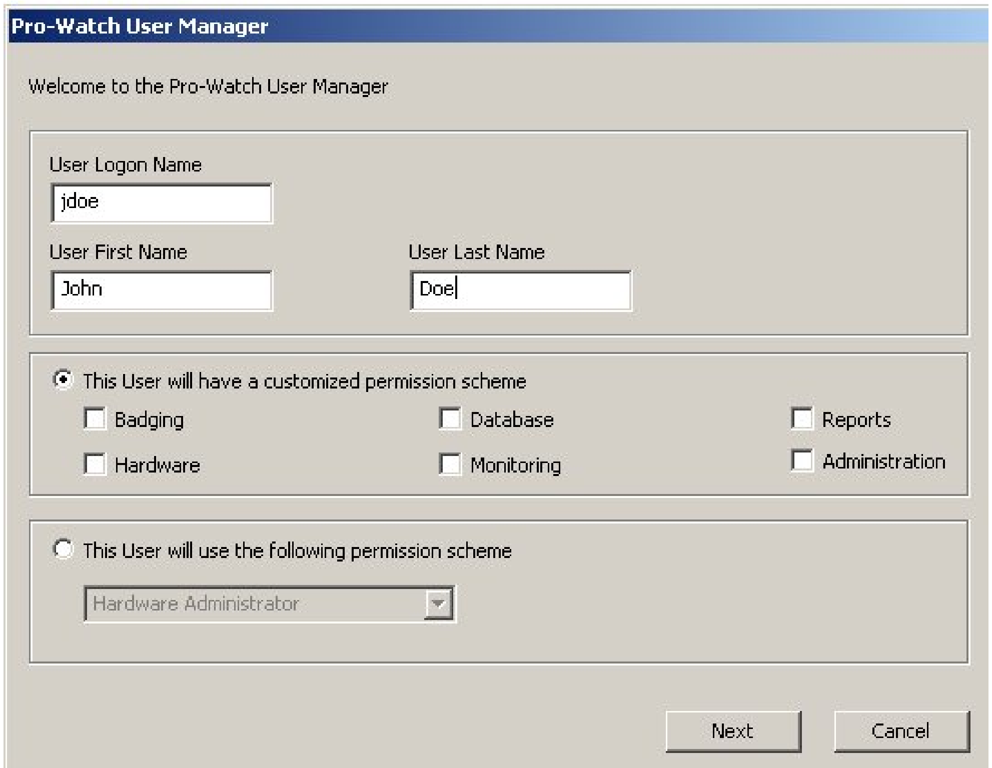


2. Both ways will open the Pro-Watch User Manager wizard.

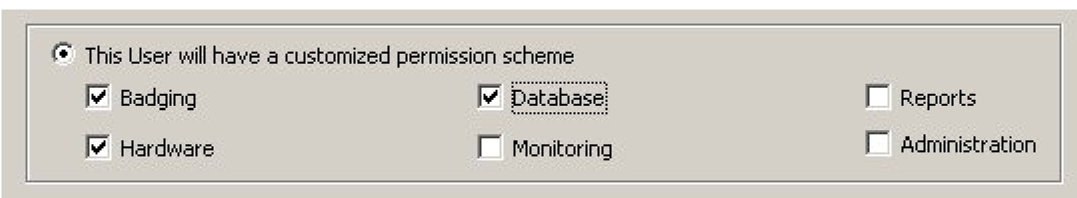


3. The User Logon Name is the name with which the user logs into windows. Make sure your entry is identical to the Windows name. The next two boxes are simply first and last name so you can

identify the person. The bottom two thirds of the window are new to this release of Pro-Watch. Now you only have to select what this person will be doing in the software and Pro-Watch will assign all of the necessary privileges.



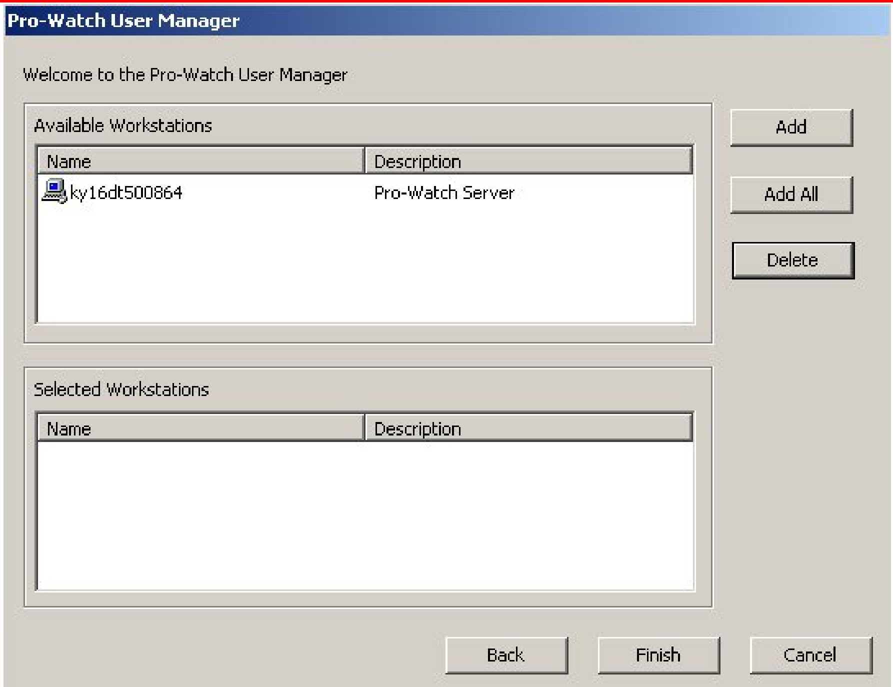
You can use customized permission choices, or…



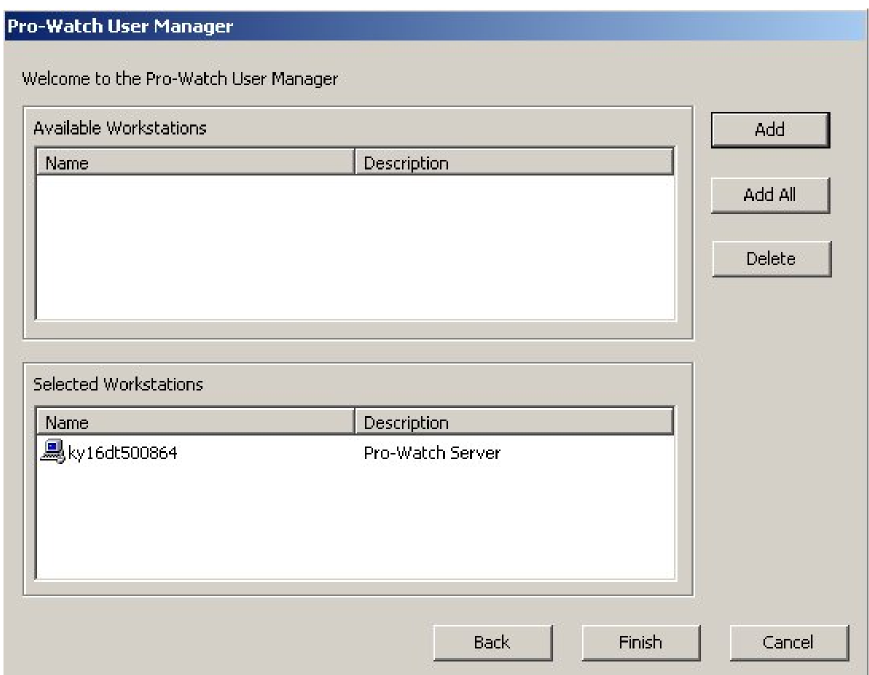
…you can use the pre-made user levels.

Click **Next**.

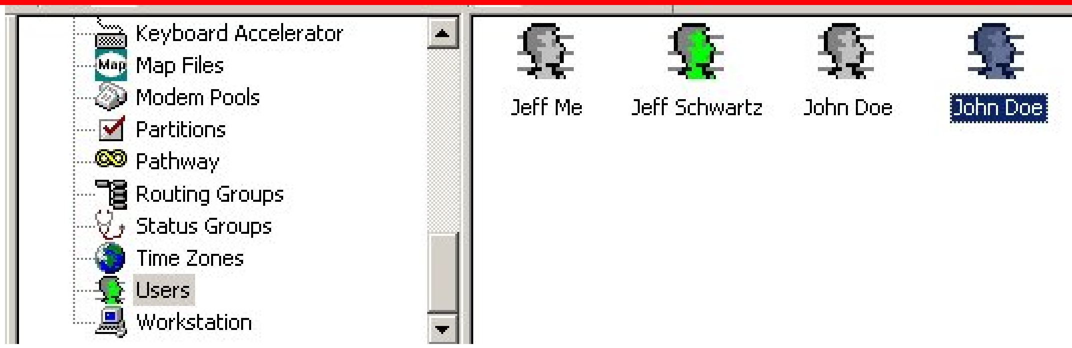
4. This is the last screen. Move the names of the workstations that this person will use to log in to the bottom window. Highlight them and click **Add** or double-click the workstation.



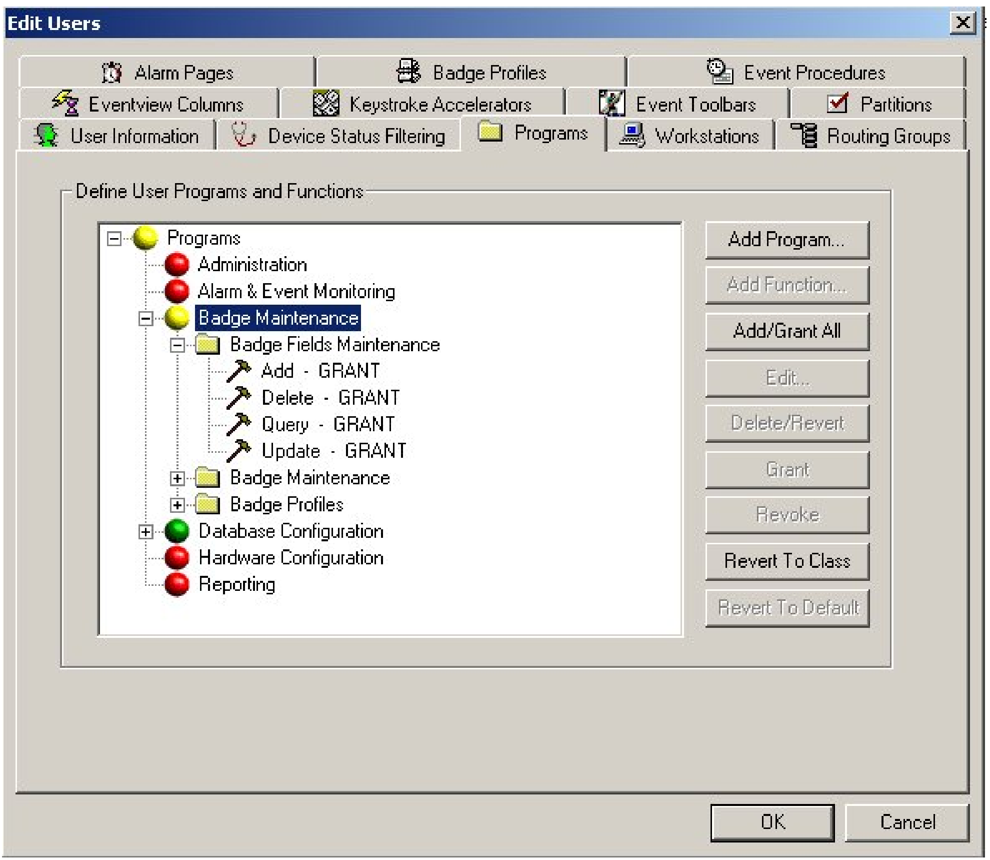
5. After moving the workstation names click **Finish**.



6. When you look at Database Configuration/Users you will see the new user.



If you open that user's record you can see the programs to which the user has rights. If you want to customize the rights even more you can grant or revoke additional privileges by highlighting the program and using the buttons on the right.

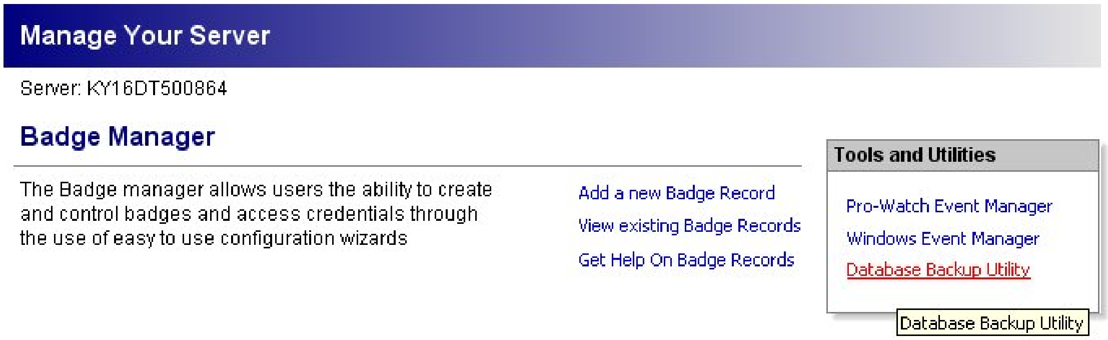


7. Check the rest of the tabs to be sure that this user is configured correctly. Click **OK** to close and save this record.

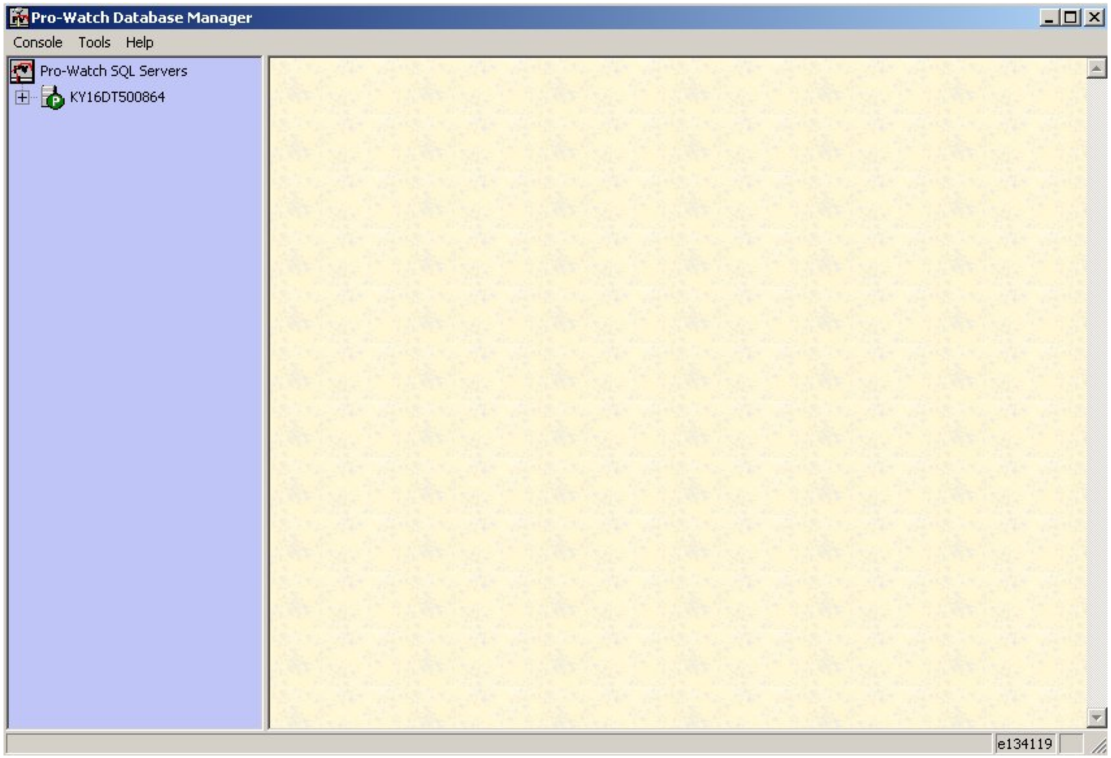
Step 6 – Backups

a. Making a Backup.

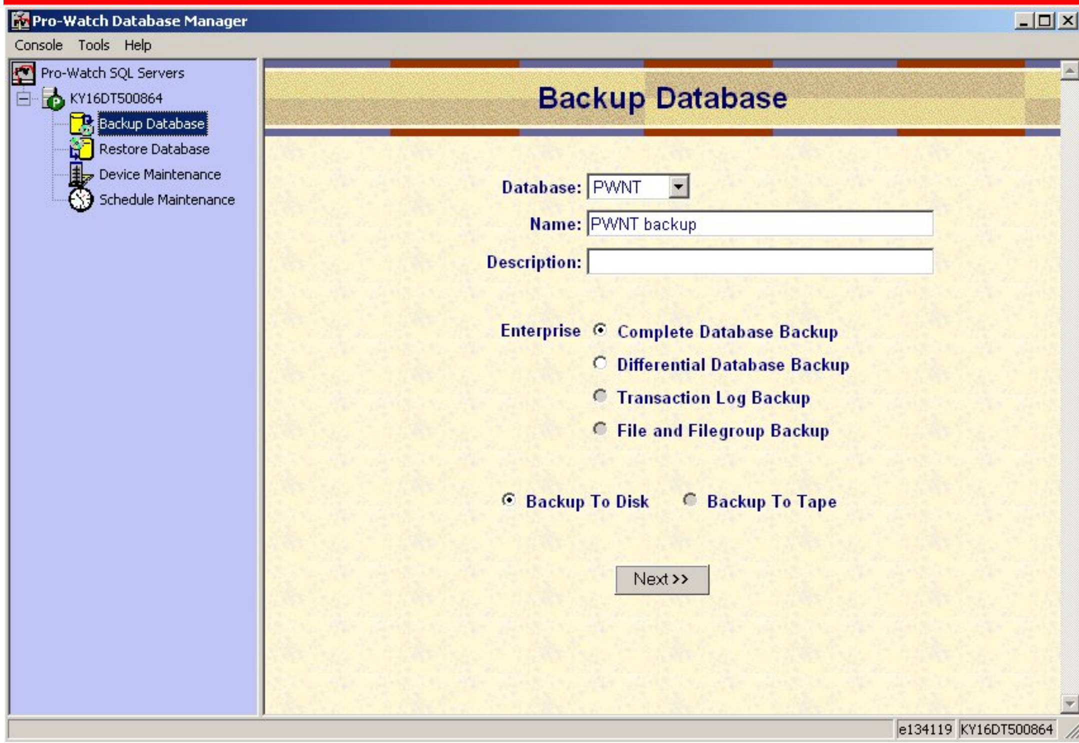
1. To make a backup of the active database, use the link on the Manage Your Server page.



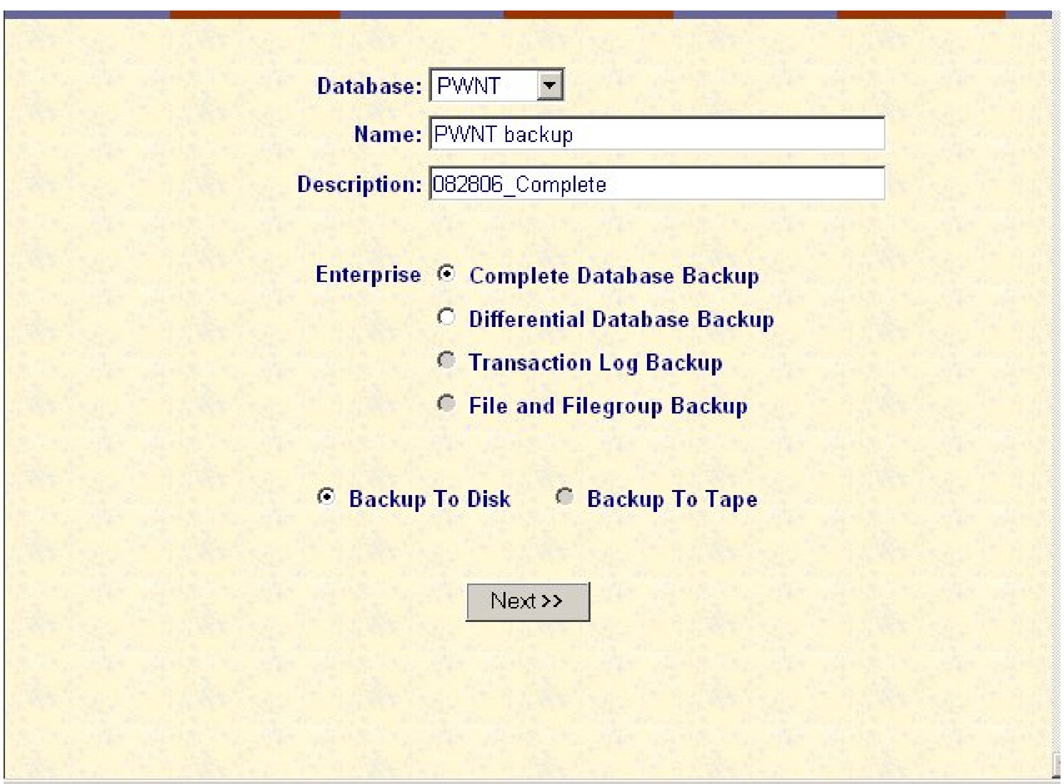
2. Clicking the link will open the Pro-Watch Database Manager screen. Click the + sign on the menu.



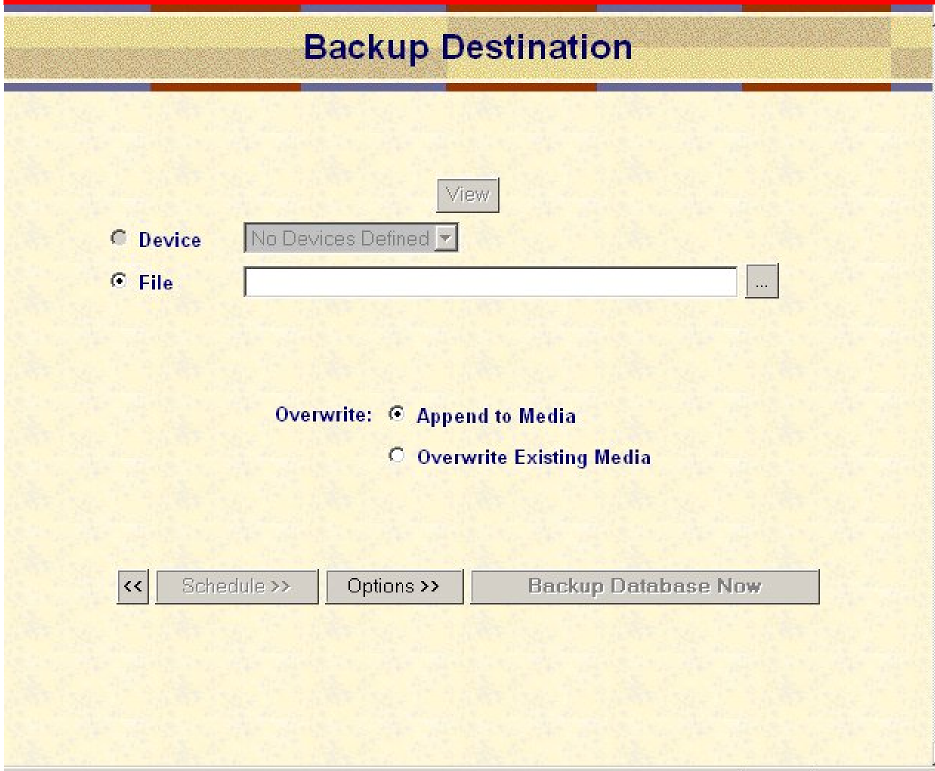
3. Highlight **Backup Database**.



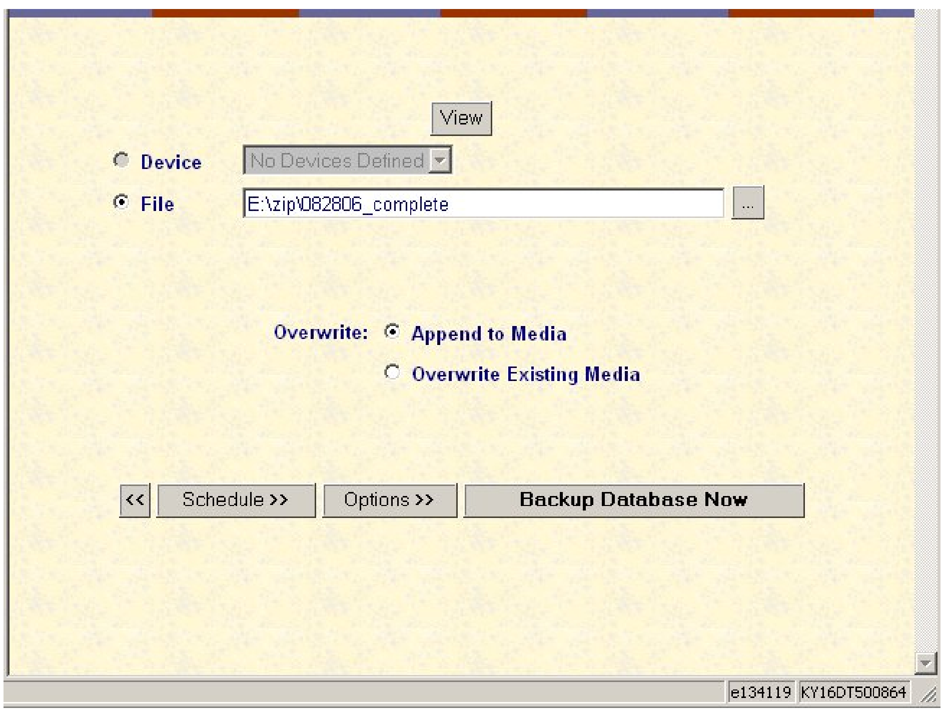
4. Use the **Description** box to give the backup a name. Decide whether it is going to be a complete or differential backup, and whether it will be backed up to disk or to tape. Click **Next**.



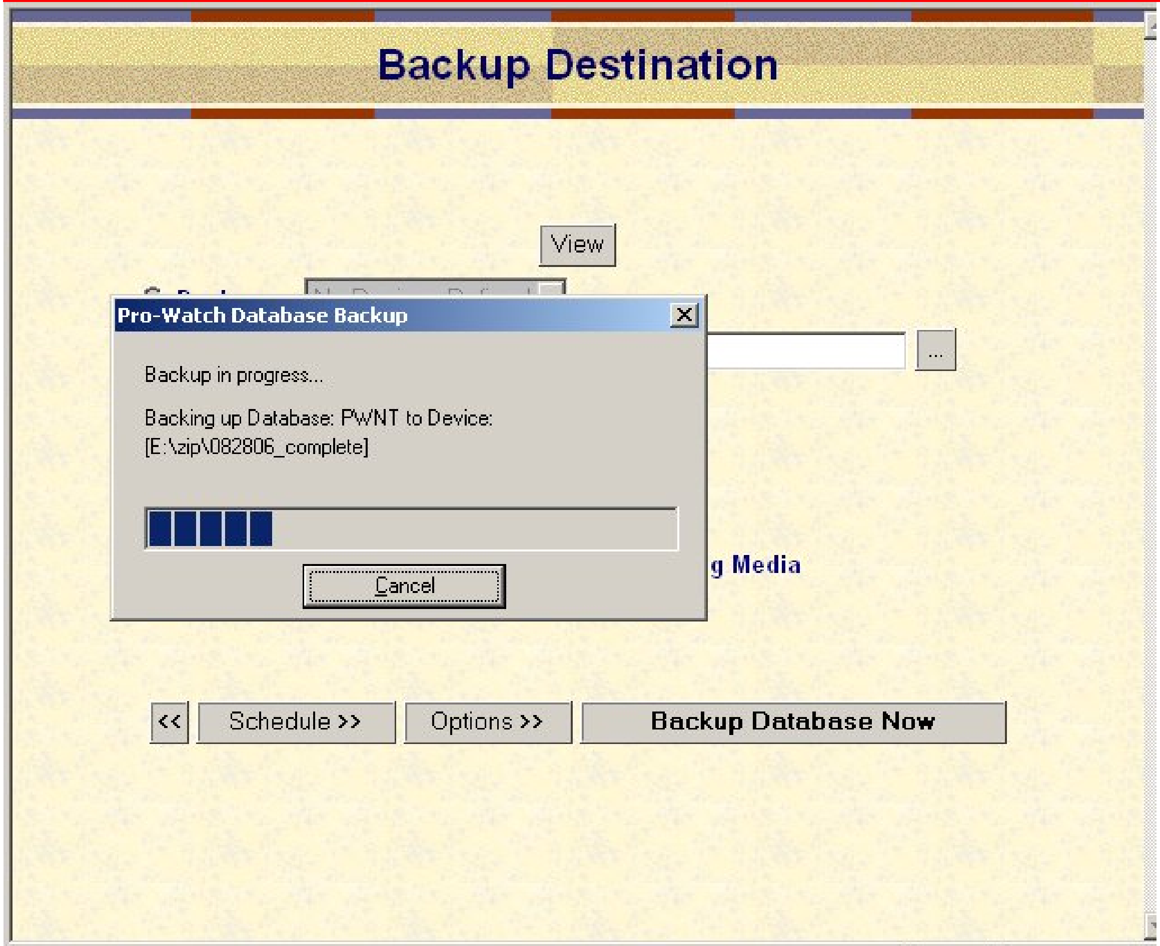
5. Backup to disk was selected so use the **ellipsis** button the search for a location to put the file.



6. After the file name is entered, select **Append to Media** or **Overwrite Existing Media**. Then click **Backup Database Now**.



7. You should see the progress bar move to the right.



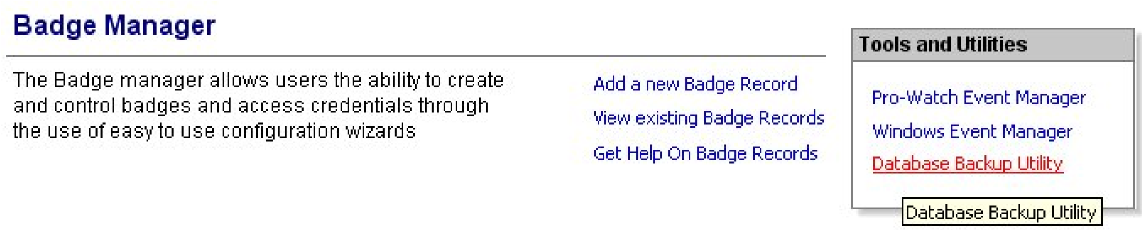
8. When the completed message displays, click **OK**.

Step 6 – Backups

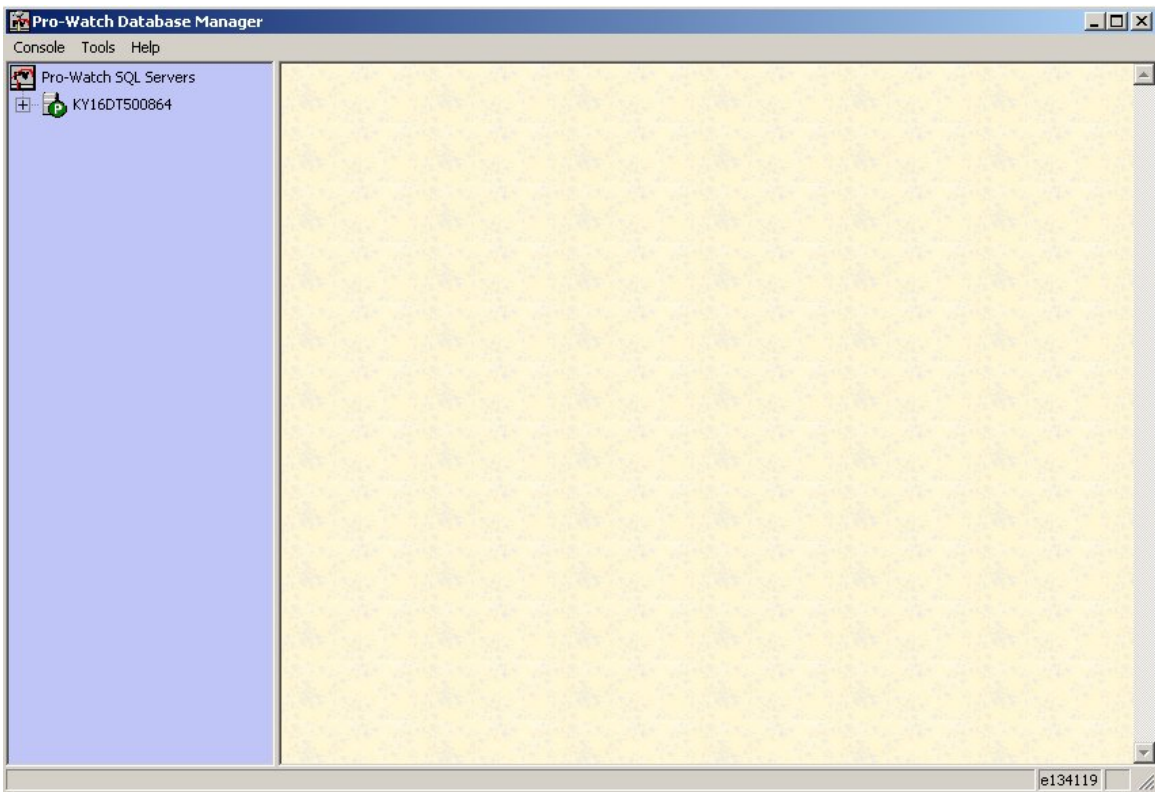
a. Schedule a weekly backup

This part is optional but we recommend that a weekly backup be created on a different drive just in case other backups are done by the end user.

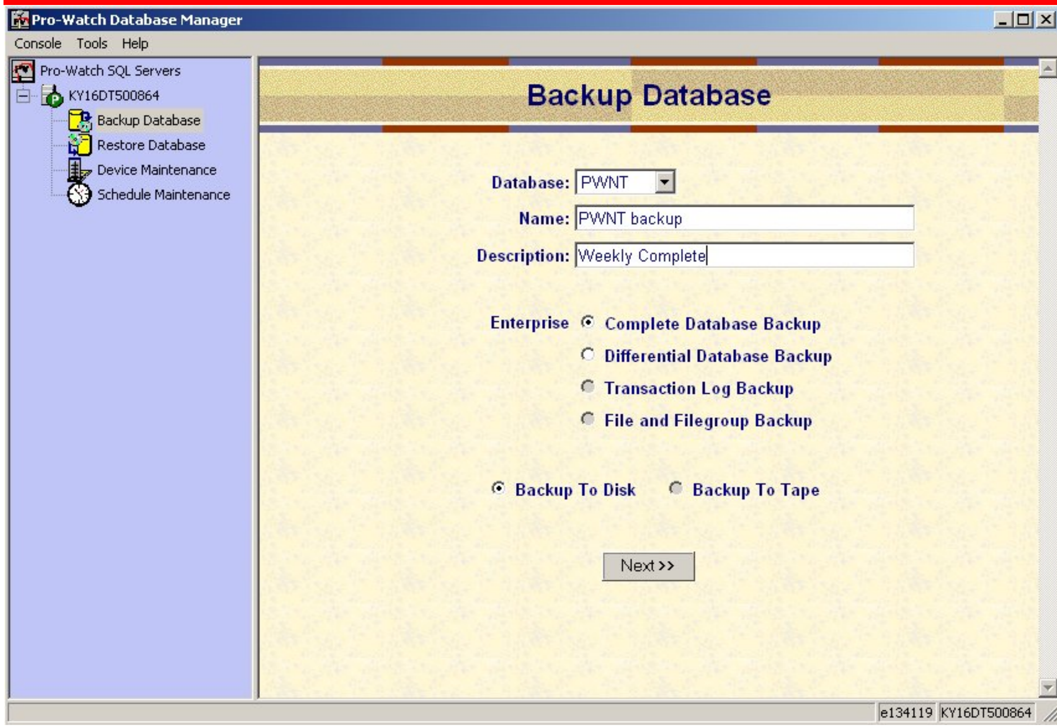
1. Use the link on the **Manage Your Server** page to open the backup routine.



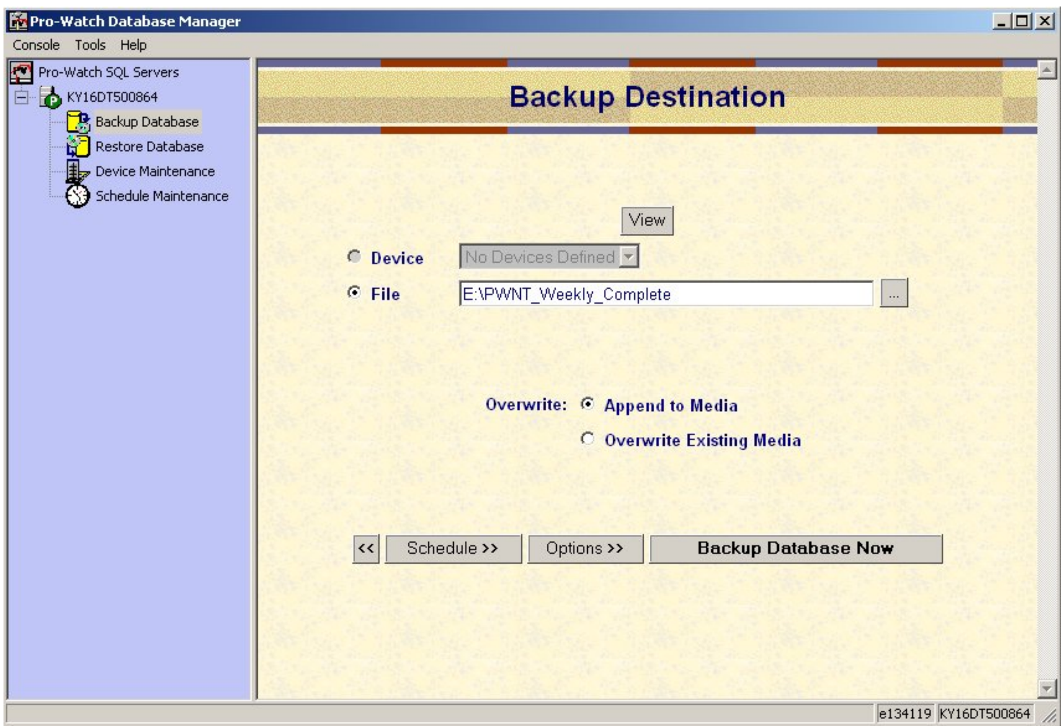
2. Click the + sign on the menu.



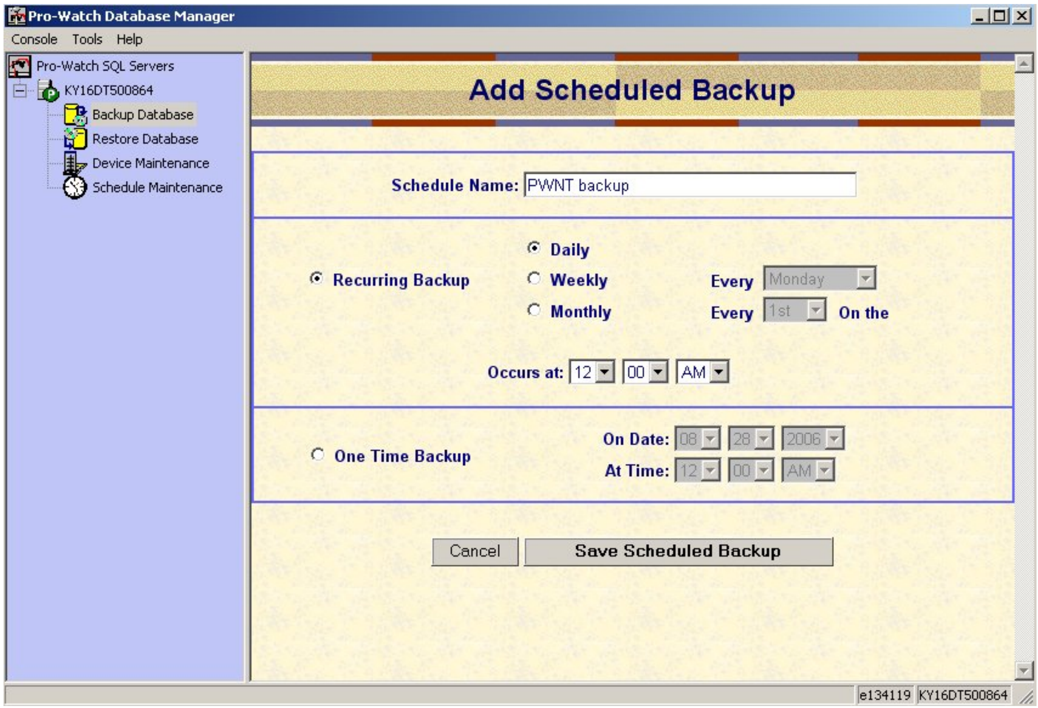
3. Give the backup a name and a description. Select **Complete Database Backup** and **Backup to Disk**. Click **Next**.



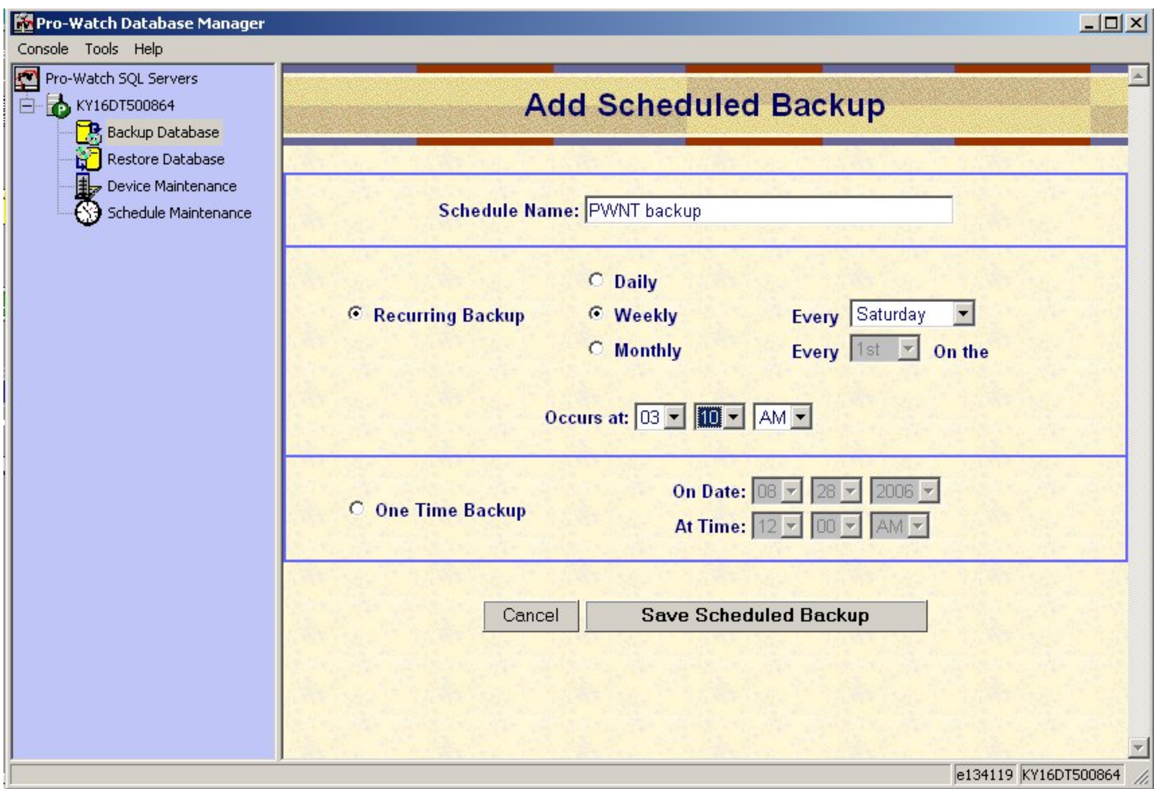
4. Use the **ellipsis** to search for a location for the file. Choose a location on a different disk drive if possible. After entering the file name, click **Schedule**.



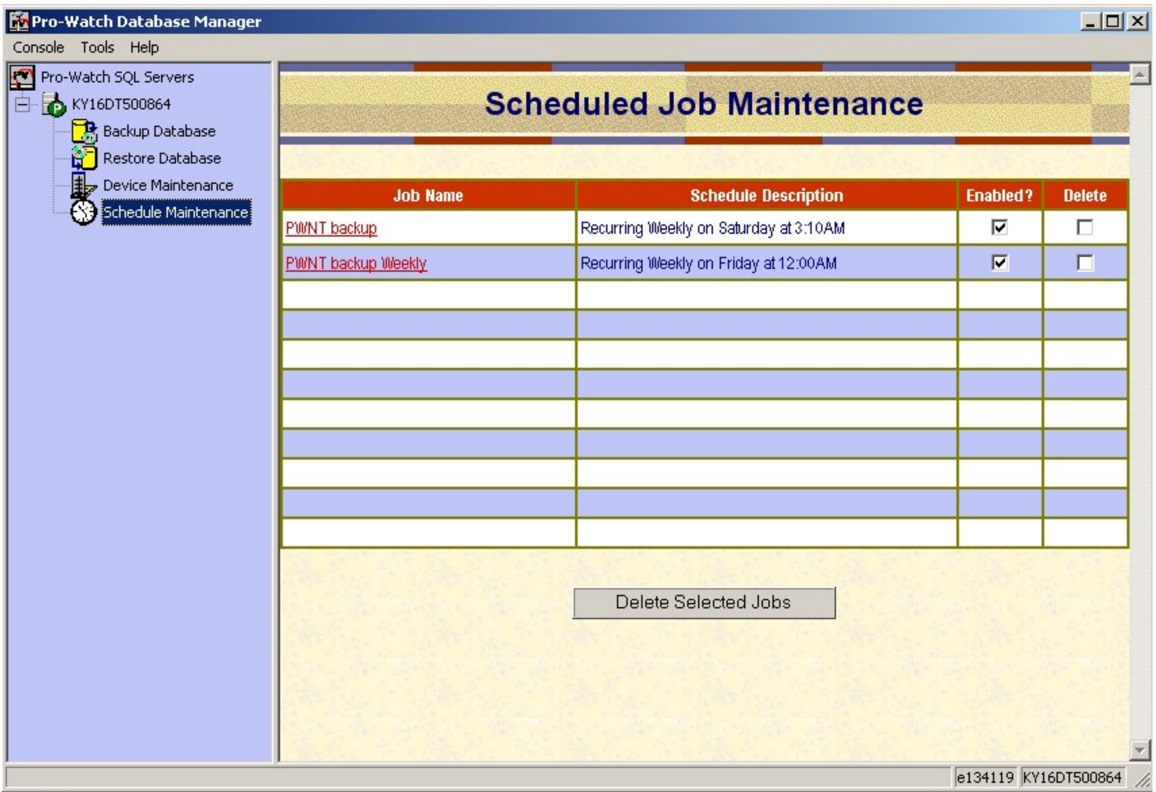
5. Set up a schedule that runs sometime after working hours.



6. We have chosen a recurring backup to be done every Saturday at 3:10 am. Click **Save Scheduled Backup**.



7. Once it's saved, highlight **Scheduled Maintenance**. Your new schedule backup should appear in the list. To disable it, remove the checkmark from the Enabled? column. To edit the schedule, double-click **Job Name**.



8. Your scheduled backup is now complete. Make sure that the SQL Server Agent is running.