

Honeywell Integrated Systems

Installation and Quick Setup Guide for Pro-Watch

December 1, 2006

Pro-Watch Release 3.7 Quick Start – Details of the Six Steps

Start:

Step 1 - Installation

- a. Create a windows administrator level login in windows to be used as the default Pro-Watch user (Help - Page 3)
- b. Login as your new admin level user
- c. Insert the Pro-Watch CD and let it auto run
- d. Answer a few questions (Help – Page 6)
- e. When it finishes reboot the computer

Step 2 - Database Configuration

- a. Add additional workstations (Help – Page 8)
- b. Add time zones (Help – Page 9)
- c. Add holidays (Help – Page 11)

Step 3 – Hardware Configuration

- a. Add sites (Help – Page 13)
- b. Add panels (Help – Page 15)
- c. Add logical devices (Help – Page 22)

Step 4 - Badging

- a. Add clearance codes (Help – Page 25)
- b. Add companies (Help – Page 30)
- c. Add a badgeholder (Help – Page 34)

Step 5 – Users

- a. Add users (Help – Page 37)

Step 6 – Backups

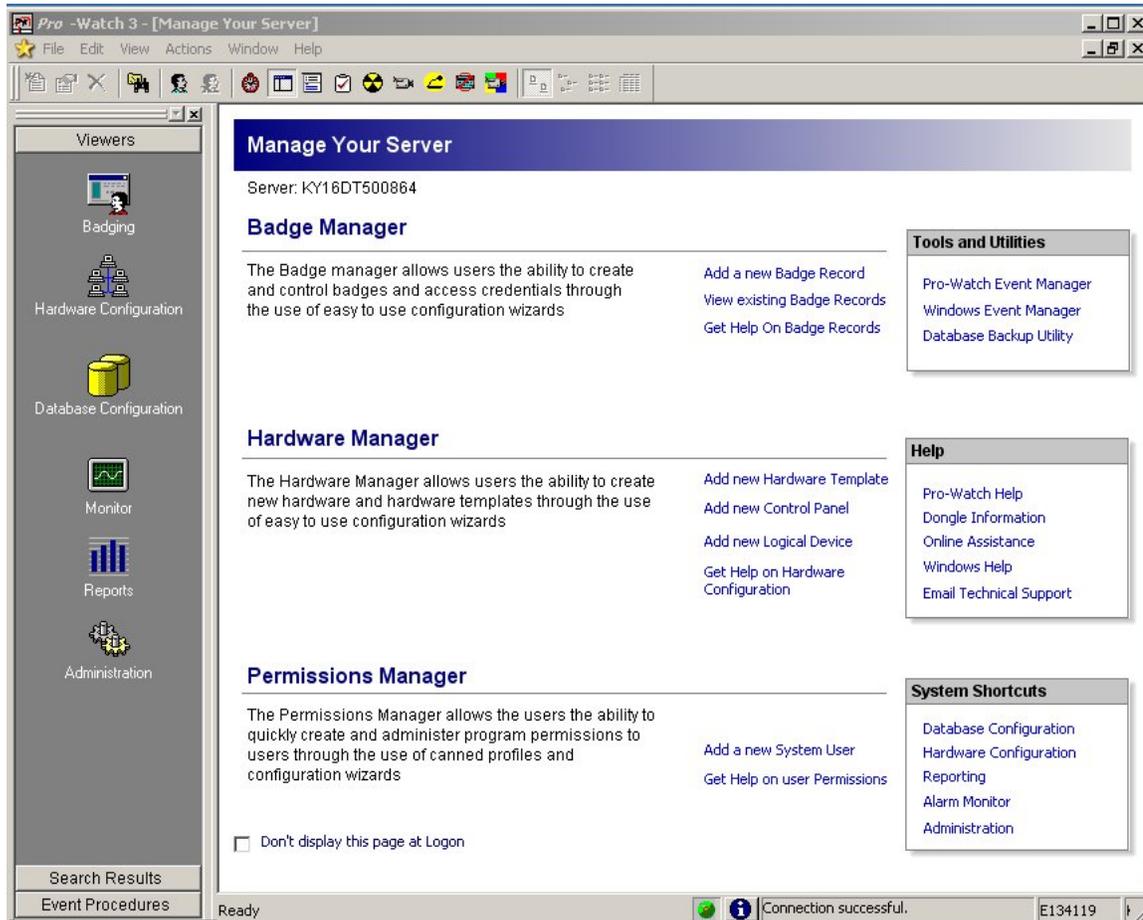
- a. Making a backup (Help – Page 41)
- b. Schedule a weekly backup (Help – Page 45)

Finished

Pro-Watch Release 3.7 Quick Start

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.

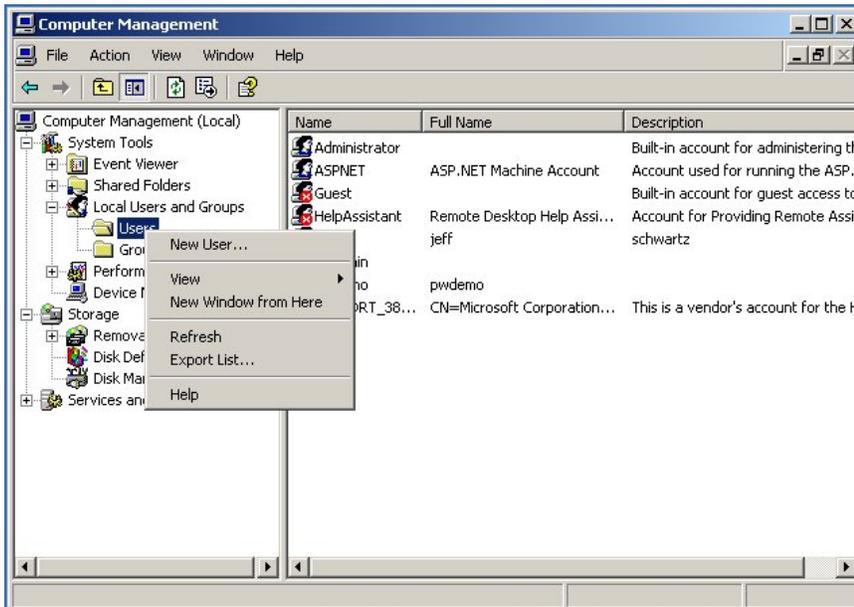


On it are several icons. When you want to work on hardware, click the Hardware Configuration icon to open another column to the right of the Viewer bar that contains the hardware. From here, you can add or edit everything without changing screens, using menu bars, or searching for buried menus. Simply 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.

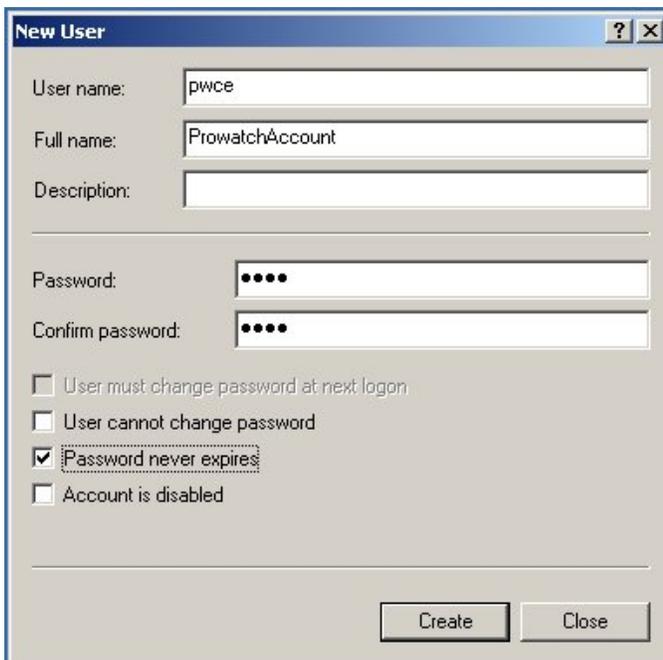
Step 1 – Installation

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**.

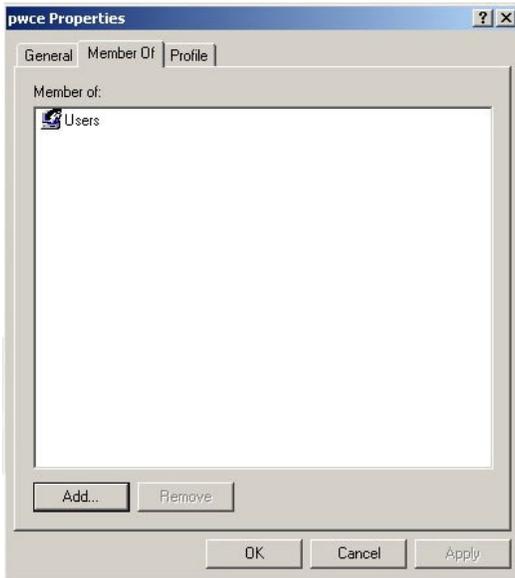


4. Fill in the fields, **deselect** the first check box (“User must change password at next login”), and select **Password never expires**.

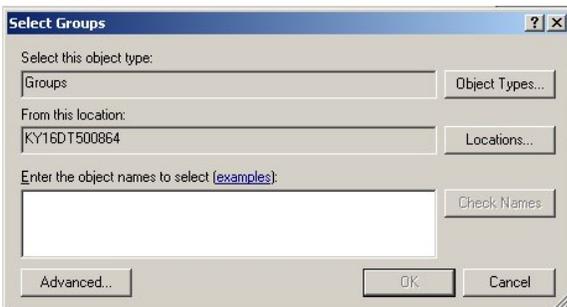


5. Click **Create**.
6. Close the New User window.

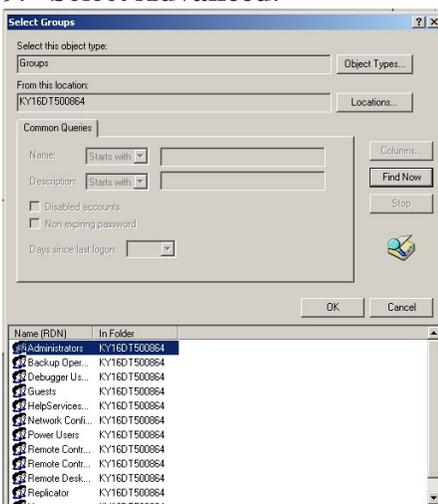
7. Double-click the **new user account** and select **Member of**.



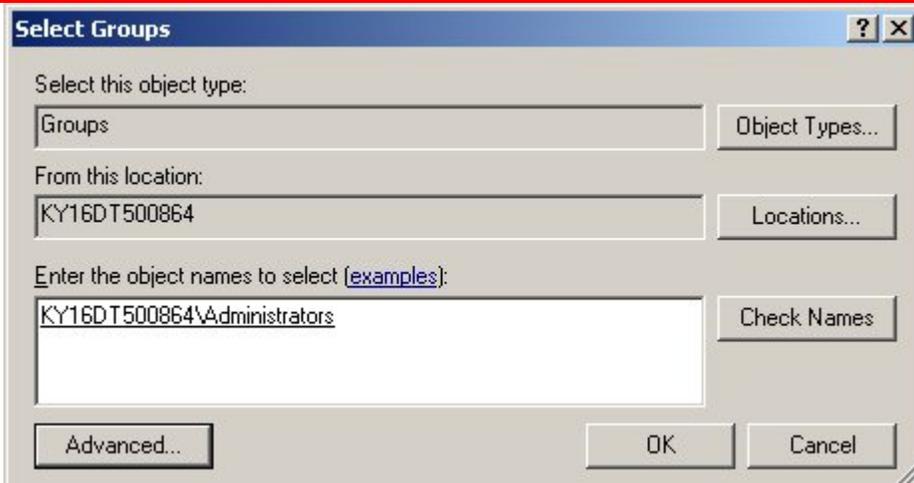
8. Select **Add**.



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:

The screenshot shows the 'Add Workstations' dialog box. It features a title bar with the text 'Add Workstations' and a close button. Below the title bar is an 'Information' tab. The main area is titled 'Define Workstation Attributes' and contains several input fields: 'Name' with a text box and a browse button (...), 'Description' with a text box, 'Location' with a text box, 'Peer Workstation' with a dropdown menu, 'CCTV Monitor 1' and 'CCTV Monitor 2' both set to '<<NONE>>' with monitor icons, 'Intercom' set to '<<NONE>>' with a speaker icon, 'Channel' set to '1' with a spinner, and 'Default Map' set to '<<NONE>>' with a 'Map' button. At the bottom left is a 'Regional' checkbox. At the bottom right are 'OK' and 'Cancel' buttons.

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.

Step 2 – Database Configuration

b. Add time zones

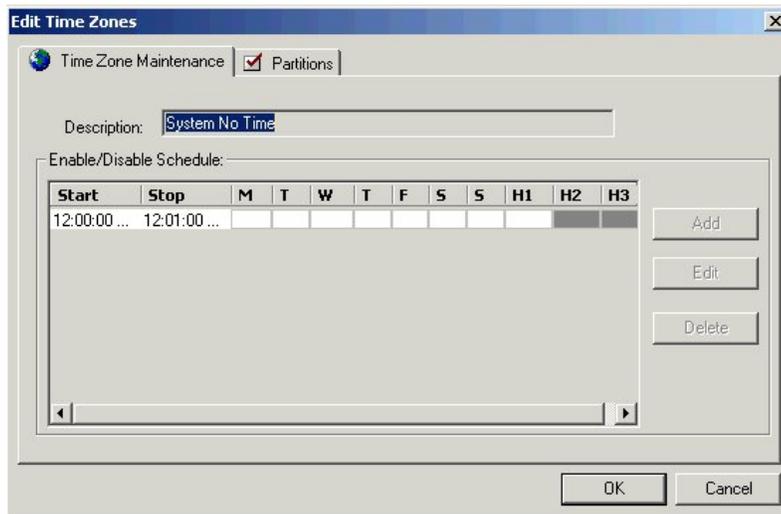
To add a time zone, right-click the **Time Zones** icon in the Pro-Watch Database Configuration tree list (or right-click anywhere in the right pane of the Pro-Watch window), and select **New Time Zones**. The Resources tab in the Add Time Zones dialog box appears.

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:

The screenshot shows a dialog box titled "Enable/Disable Time". It is divided into two main sections. The first section, "Define Enable and Disable Times", contains two time pickers: "Start Time" set to 8:00:00 AM and "Stop Time" set to 5:00:00 PM. Below these is a checked checkbox labeled "In Use". The second section, "Define Enable and Disable Days", contains a grid of checkboxes for each day of the week (Monday through Sunday) and three holiday options (Holiday 1, Holiday 2, Holiday 3). All checkboxes in this section are currently unchecked. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

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.

Step 2 – Database Configuration

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.

The screenshot shows the 'Edit Holidays' dialog box. It has a title bar with a close button. Below the title bar are two tabs: 'Information' and 'Partitions'. The 'Partitions' tab is active, indicated by a checkmark. The main area is titled 'Define Holiday Information' and contains four input fields: 'Description' (text box with 'New Years Eve and Day'), 'Date' (calendar-style dropdown with '12/31/2002'), 'Duration' (spin box with '2'), and 'Type' (spin box with '1'). At the bottom right are 'OK' and 'Cancel' buttons.

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.

The screenshot shows a Windows-style dialog box titled "Add Sites". It has a "Site Record" tab and a "Define Site Information" section. The fields are as follows:

- Site Id: dallasoffice
- Description: Dallas Office
- Workstation: <<NONE>> (with a computer icon)
- Primary Workstation: <<NONE>> (with a computer icon)
- Secondary Workstation: <<NONE>> (with a computer icon)

Buttons for "OK" and "Cancel" are located at the bottom right of the dialog.

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.

Step 3 – Hardware

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.

Hardware Manager

The Hardware Manager allows users the ability to create new hardware and hardware templates through the use of easy to use configuration wizards

[Add new Hardware Template](#)

[Add new Control Panel](#)

[Add new Control Panel](#)

[Get Help on Hardware Configuration](#)

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.

Pro-Watch Controller Manager

Welcome to the Pro-Watch Controller Manager

Controller Description:

Site: NexWatch

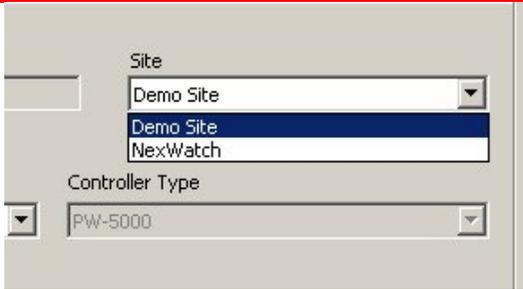
Channel Description: << Add a New Channel >>, << Add a New Channel >>, <<Add New PW-5000 Channel>>, Pw2000, R5-485 2 Wire

Controller Type: PW-5000

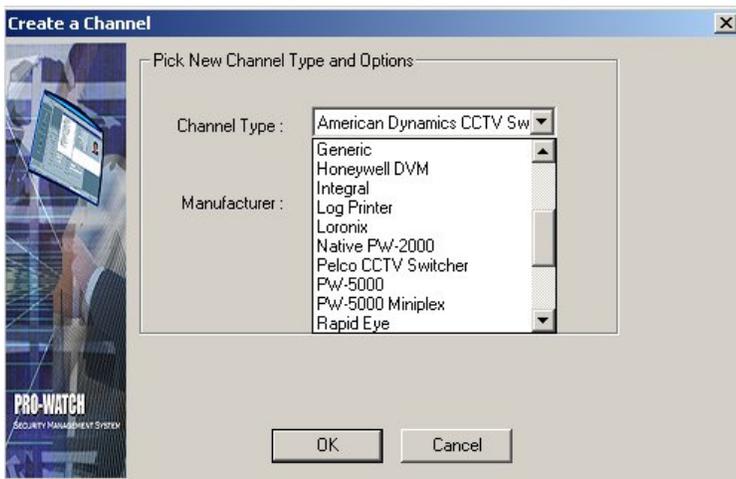
Controller Address: 0

Next Cancel

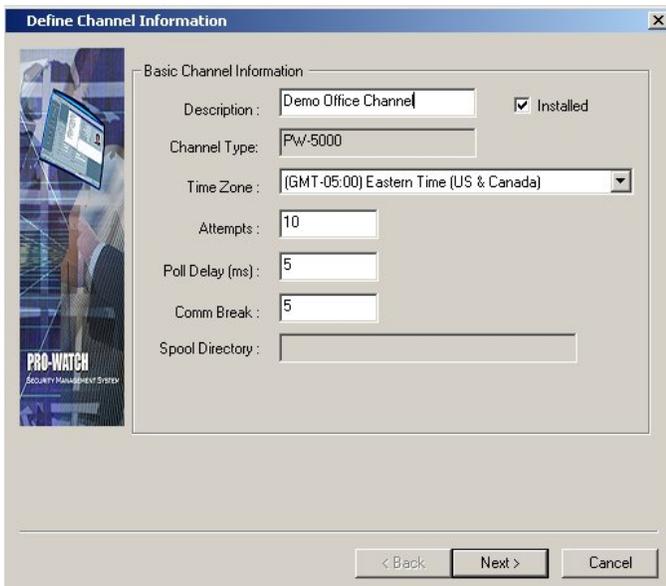
3. Under Site pick the site that you are adding a channel to and click **Next**.



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**.

Communications Parameters

Channel Communication Information

Primary

Port Type:

- None
- Dial In
- Dial Out
- Hardwired
- TCP/IP**
- Modem Pool

Secondary

Port Type:

< Back Next > Cancel

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

Communications Parameters

Channel Communication Information

Primary

Port Type:

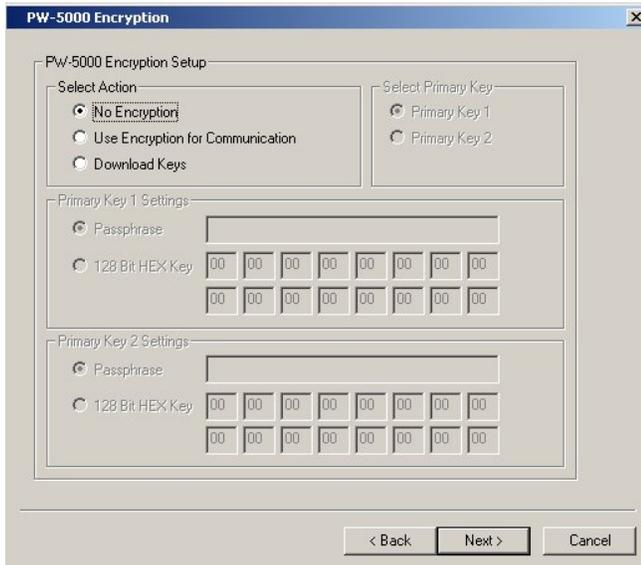
IP Address:

Secondary

Port Type:

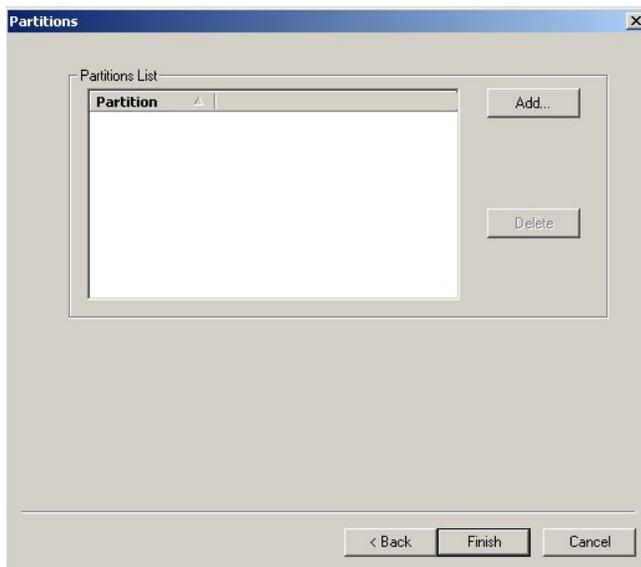
< Back Next > Cancel

8. Click **Next**.



The image shows the 'PW-5000 Encryption Setup' dialog box. It is divided into three main sections: 'Select Action', 'Select Primary Key', and two 'Primary Key Settings' sections. In the 'Select Action' section, the 'No Encryption' radio button is selected. In the 'Select Primary Key' section, the 'Primary Key 1' radio button is selected. Both 'Primary Key Settings' sections have the 'Passphrase' radio button selected, and the corresponding text input fields are empty. Below the settings are three buttons: '< Back', 'Next >', and 'Cancel'.

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



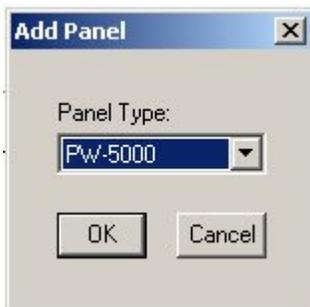
The image shows the 'Partitions' dialog box. It features a 'Partitions List' section with a table that has a header row containing the word 'Partition' and a small upward-pointing arrow. The table body is currently empty. To the right of the table are two buttons: 'Add...' and 'Delete'. At the bottom of the dialog are three buttons: '< Back', 'Finish', and 'Cancel'.

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

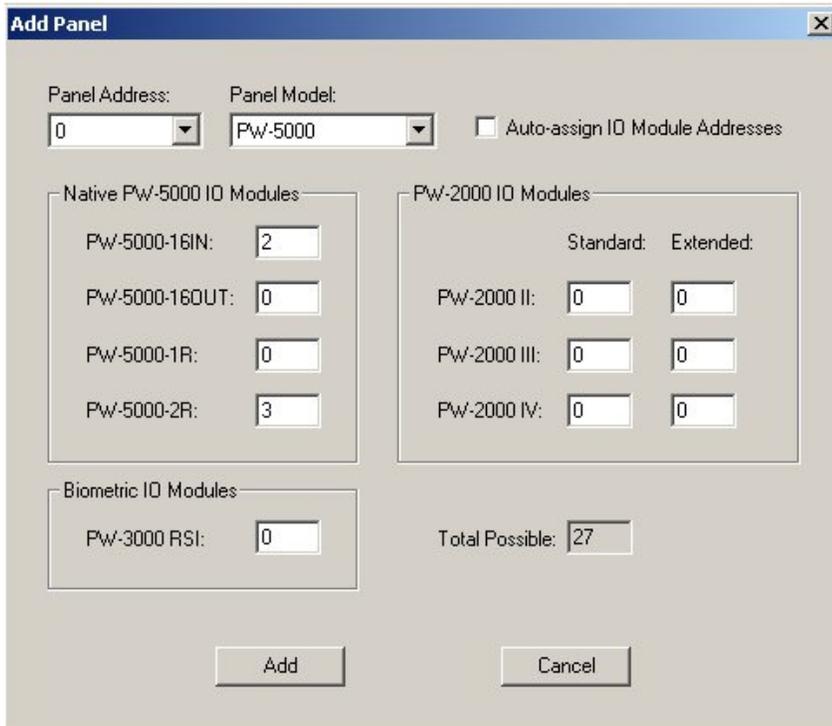


groups.

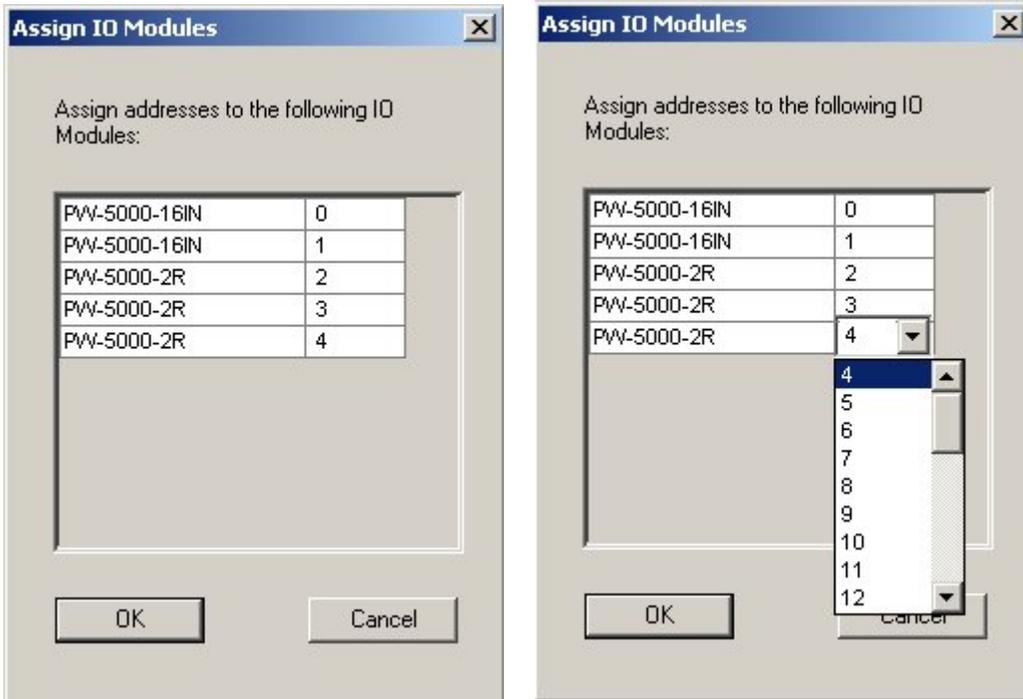
11. That completes the Channel portion and begins the Panel section. **Choose** the correct panel type.



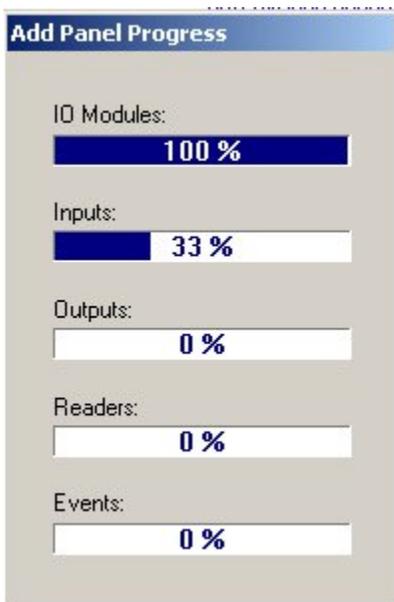
12. Select the address of the IC, the model, whether you want to auto assign addresses to the downstream boards, and how many of each type of downstream boards. When you are finished click **Add**.



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.

Add PW-5000 Panel

Tree View:
PW-5000 Panel
PW-5000-16IN 0
PW-5000-16IN 1
PW-5000-2R 2
PW-5000-2R 3
PW-5000-2R 4

Configuration Panel (Panel Tab):

Description: PW-5000 Panel
Location:
Panel Model: PW-5000
Ports: 4
Memory: 1MB
Total Cards: 5000
Retry Time: 10
Poll Delay: 50
Reply (ms): 700
Offline (ms): 15000
Address: 0
Pin Length: 0
Transactions: 5000
Port 3/4 Baud Rate: 38400
Port 5/6 Baud Rate: 38400

Options:

- Installed
- Store Event Level
- Use Issue Codes
- Timed Anti-Passback
- Anti-Passback Locations
- Deactivation Dates
- ProWatch LED Scheme
- Reverse LEDs
- Temporary Access
- Support Limited Use
- 2 Wire 485
- Activation Dates
- Vacation Dates

Buttons: OK, Cancel

Step 3 – Hardware Configuration

c. Add logical devices

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

Hardware Manager

The Hardware Manager allows users the ability to create new hardware and hardware templates through the use of easy to use configuration wizards

[Add new Hardware Template](#)

[Add new Control Panel](#)

[Add new Logical Device](#)

[Get Help on Hardware Configuration](#)

[Add new Logical Device](#)

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.

Pro-Watch Logical Device Manager

Welcome to the Pro-Watch Logical Device Manager

Logical Device Description
Front Door

Hardware Template
Controllable Output
Controllable Output
Door with Piezo Control
Door with Sub Panel
DoorTypical ACR (Access Control Reader)
Elevator Reader

Control Panel
NexWatch PW-5000

This Logical Device will use the following Hardware Class
Controllable Outputs

Next Cancel

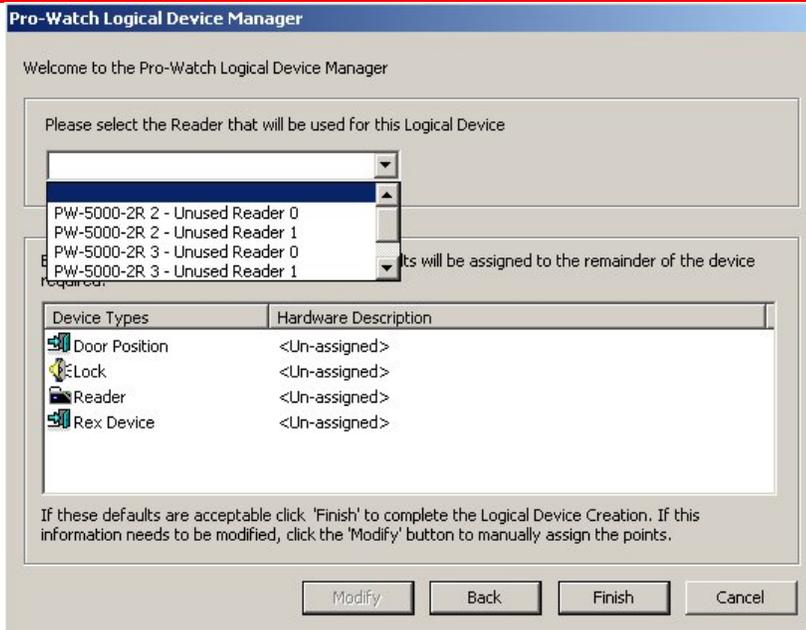
3. Next, select the Control panel to which the device will be connected. If a mistake is made with this selection and the device is created, the only way to correct the mistake is to delete the device and create it again with the proper selections.

The screenshot shows the 'Pro-Watch Logical Device Manager' window. The 'Logical Device Description' field contains 'Front Door'. The 'Hardware Template' dropdown is set to 'DoorTypical ACR (Access Control Reader)'. The 'Control Panel' dropdown is open, showing a list of options: 'Panel1', 'Nex:Watch PW-5000', 'Panel1', 'PW-2000 Panel', and 'PW-5000 Panel'. The 'PW-2000 Panel' option is currently selected. Below this, the 'Hardware Class' dropdown is set to 'Controllable Outputs'. At the bottom right, there are 'Next' and 'Cancel' buttons.

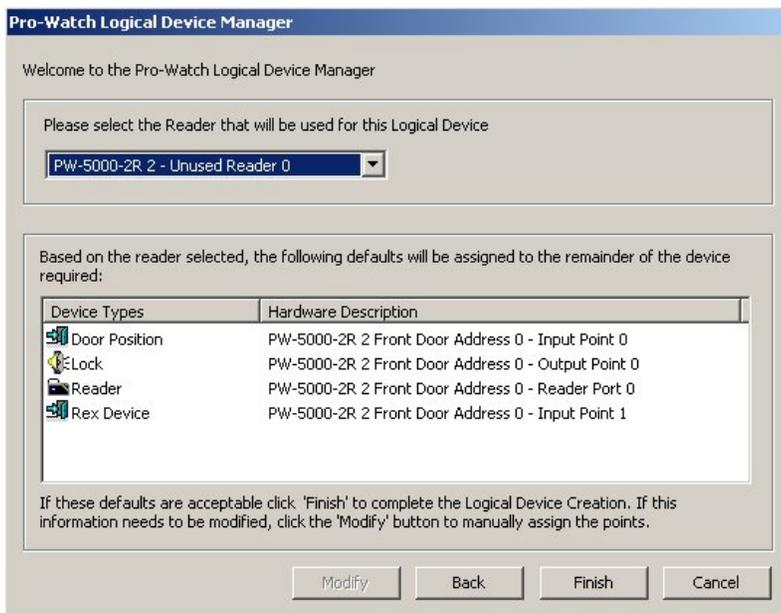
4. Select the folder in which the device will be located.

This screenshot is similar to the previous one, but the 'Control Panel' dropdown is now closed and set to 'Panel1'. The 'Hardware Class' dropdown is open, showing a list of options: 'Controllable Outputs', 'Controllable Outputs', 'Monitorable Inputs', and 'Readers'. The 'Controllable Outputs' option is selected. The 'Next' and 'Cancel' buttons remain at the bottom right.

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.

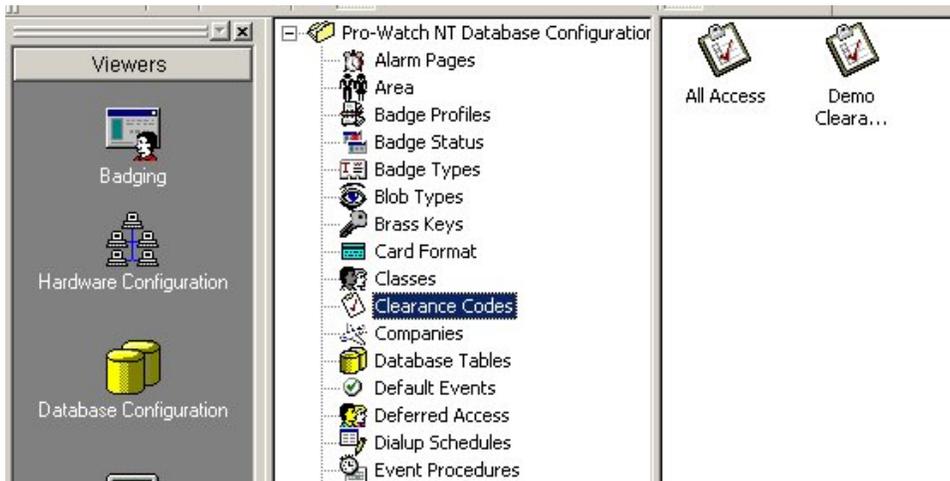


7. Click **Finish** and your logical device will be created.

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.

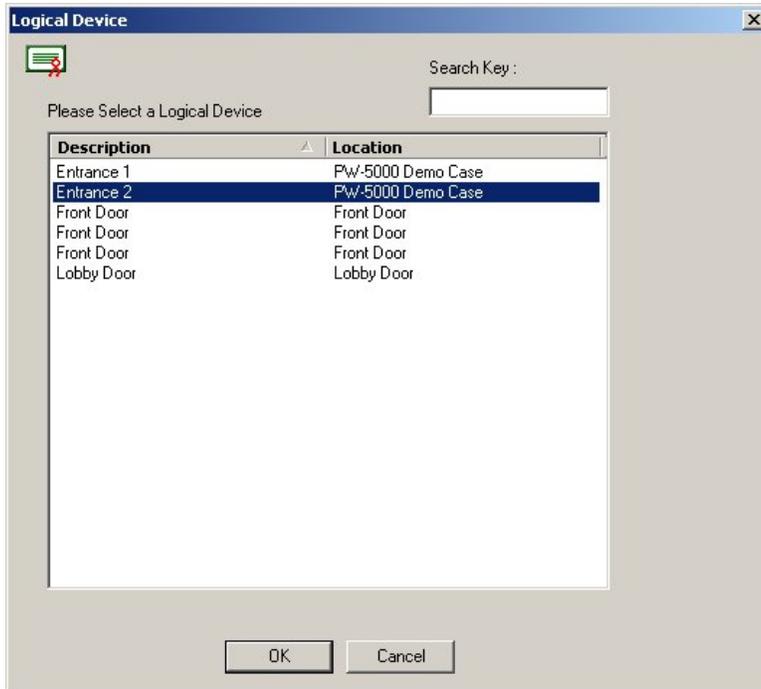
The screenshot shows the 'Add Clearance Code' dialog box with the 'Clearance Code' tab selected. The 'Define Data' section includes a 'Description' field, a 'Default Time Zone' dropdown set to '<<NONE>>', and checkboxes for 'Use Elevators' and 'Export to Visitor Management System'. The 'Use Timed Expiration' section has radio buttons for 'Never Expires' (selected) and 'Expires In' (with a '0' in the input field and 'Days' in the dropdown). Below this are 'Enrollment Device' and 'De-Enrollment Device' dropdowns, both set to '<<NONE>>', with 'Use Groups' checkboxes. The 'Temporary Access' section includes a checkbox and date/time pickers for 'Start Date/Time' and 'End Date/Time', both set to 8/25/2006 3:47:00 PM. 'OK' and 'Cancel' buttons are at the bottom.

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

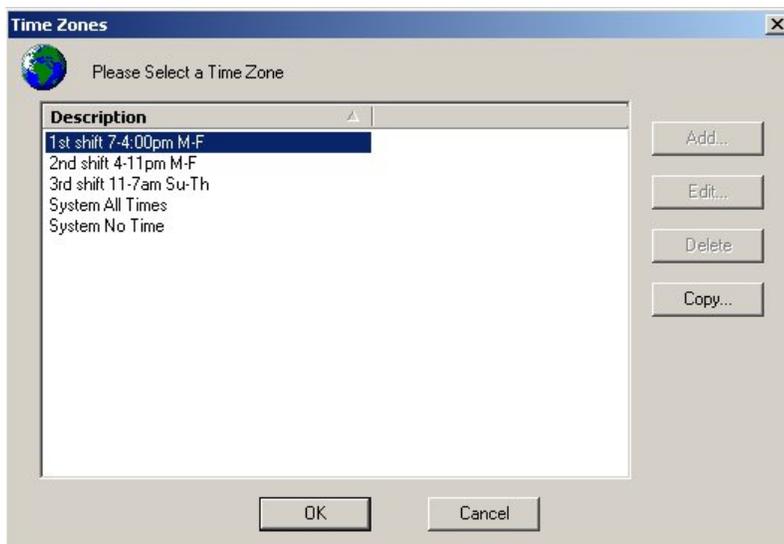
The screenshot shows the 'Add Clearance Code' dialog box with the 'Logical Device' tab selected. It features a table with three columns: 'Logical Device', 'Time Zone', and 'Alternate Time Zone'. The table is currently empty. To the right of the table are four buttons: 'Add...', 'Delete', 'TimeZone...', and 'AltTimeZone'. 'OK' and 'Cancel' buttons are at the bottom.

Logical Device	Time Zone	Alternate Time Zone

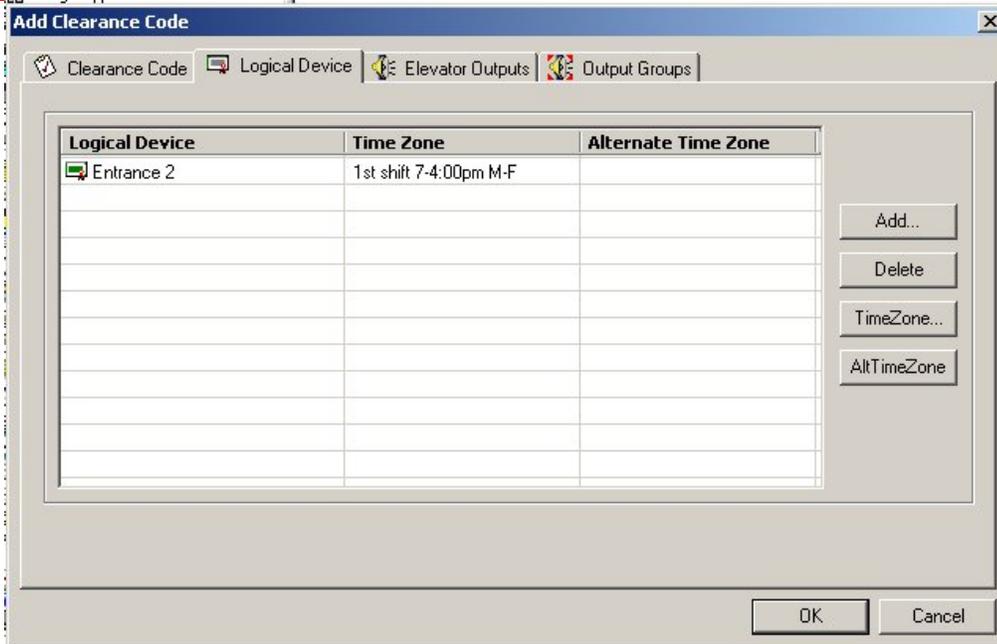
5. Clicking Add will open a window with a list of all of the available readers. Notice that the names of the readers are very important. You have to be able to recognize which is which so make certain to name the logical device with a unique name. **Select** the first reader that you want to add and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



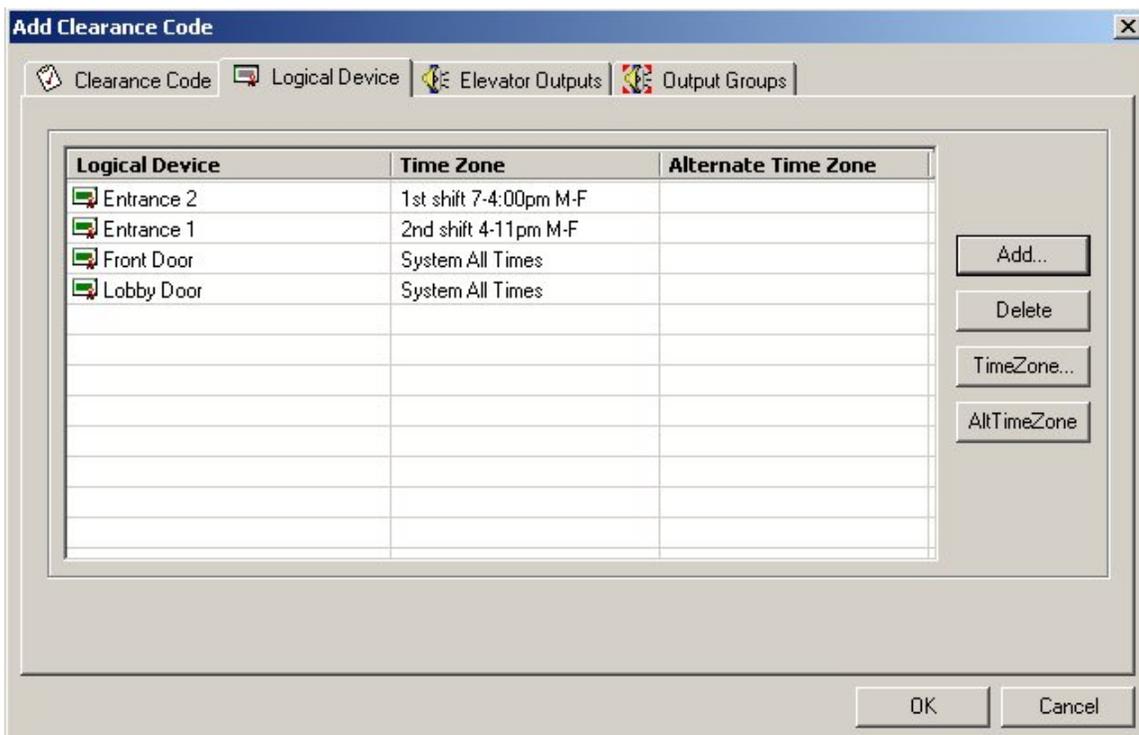
6. Clicking OK will select the reader and close the window. When the window closes another window will open with a list of the available time zones. Select the **time frame** that you want this clearance code to unlock/open the door. Double-click or highlight and click **OK**.



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.



- 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.



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



All Access



Demo
Cleara...



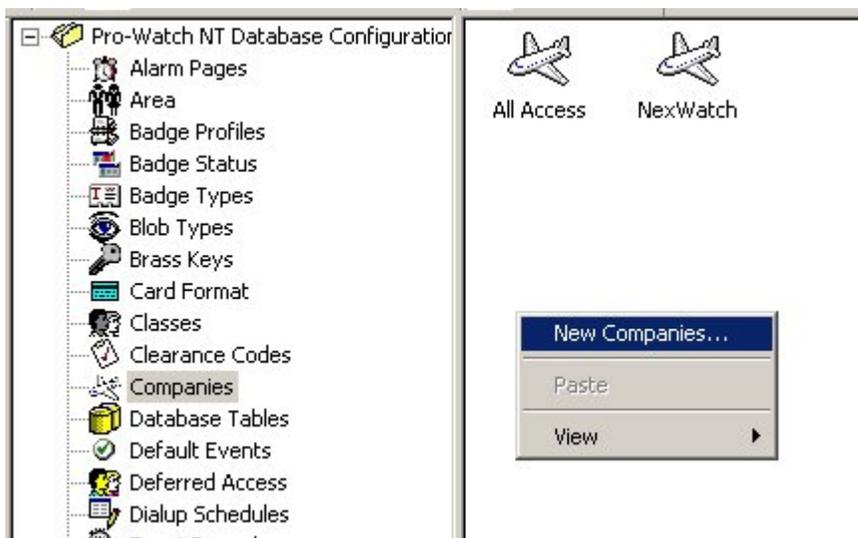
Demo
Clearance
code

Step 4 – Badging

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**.



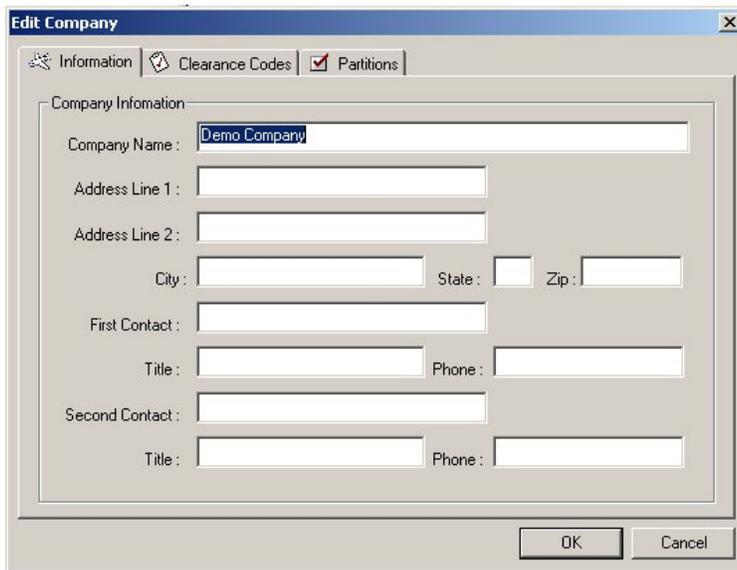
2. Name the company and fill in any necessary data. Click **OK**.

A screenshot of the 'Add Companies' dialog box. The 'Information' tab is active. The 'Company Information' section contains the following fields: 'Company Name' (filled with 'Demo Company'), 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip', 'First Contact', 'Title', 'Phone', 'Second Contact', 'Title', and 'Phone'. 'OK' and 'Cancel' buttons are at the bottom.

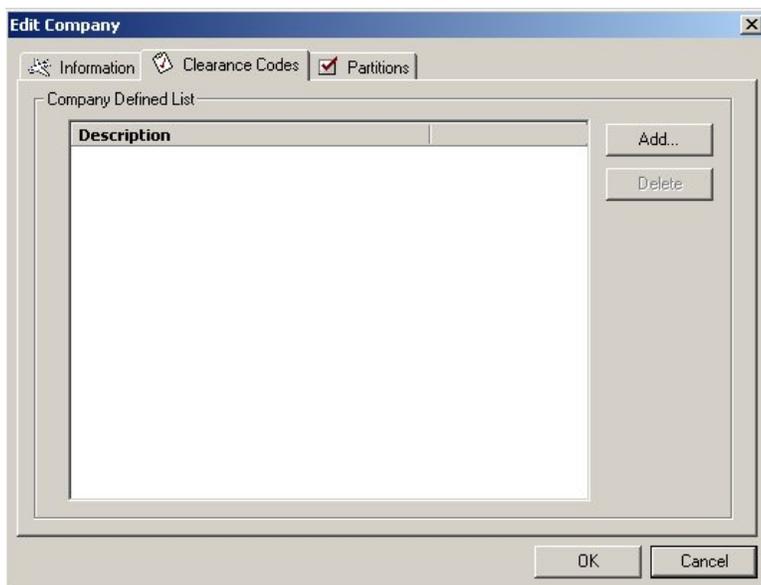
3. You will see the new company appear in the list. Double-click the new company to open the **Edit Company** dialog box.



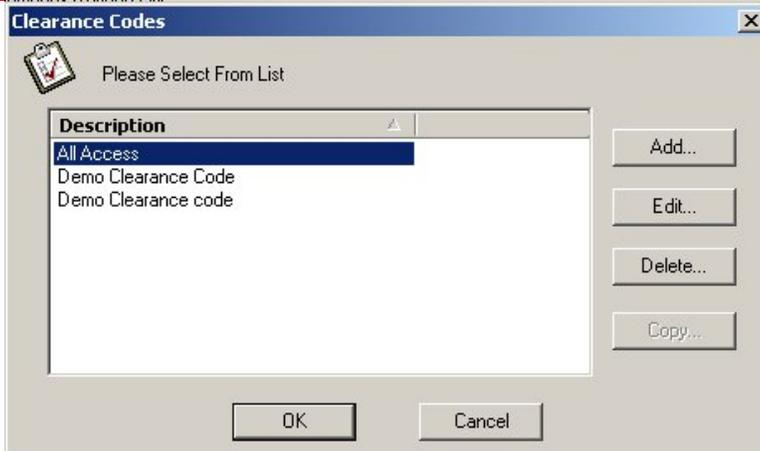
4. You will see the original window and two more tabs. Select the **Clearance Codes** tab.

A screenshot of the 'Edit Company' dialog box. The title bar reads 'Edit Company'. There are three tabs: 'Information', 'Clearance Codes', and 'Partitions'. The 'Information' tab is selected. The 'Company Information' section contains several text input fields: 'Company Name' (containing 'Demo Company'), 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip', 'First Contact', 'Title', 'Phone', 'Second Contact', 'Title', and 'Phone'. At the bottom right are 'OK' and 'Cancel' buttons.

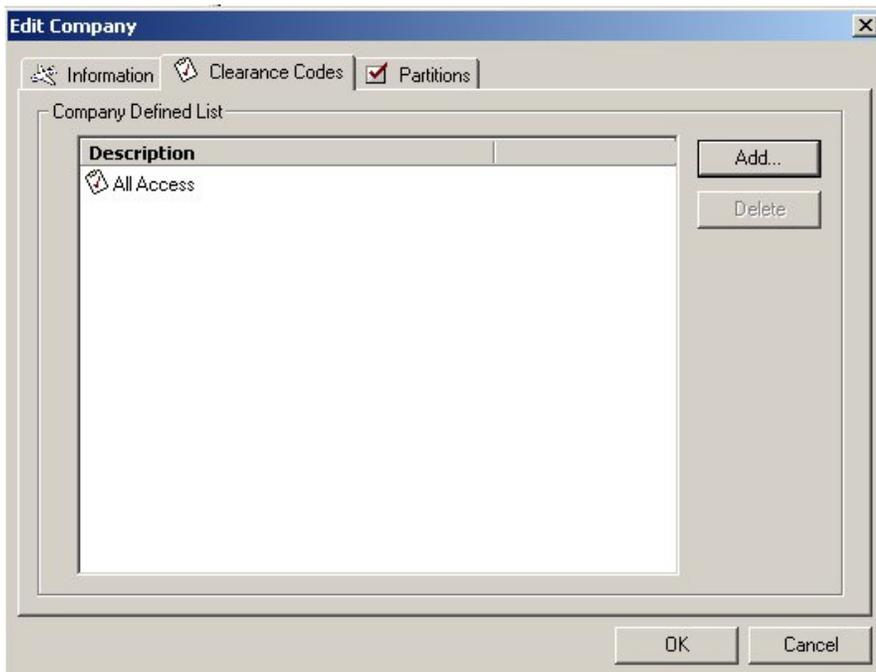
5. Click **Add**.

A screenshot of the 'Edit Company' dialog box. The title bar reads 'Edit Company'. There are three tabs: 'Information', 'Clearance Codes', and 'Partitions'. The 'Clearance Codes' tab is selected. The 'Company Defined List' section contains a table with a header 'Description' and an empty body. To the right of the table are 'Add...' and 'Delete' buttons. At the bottom right are 'OK' and 'Cancel' buttons.

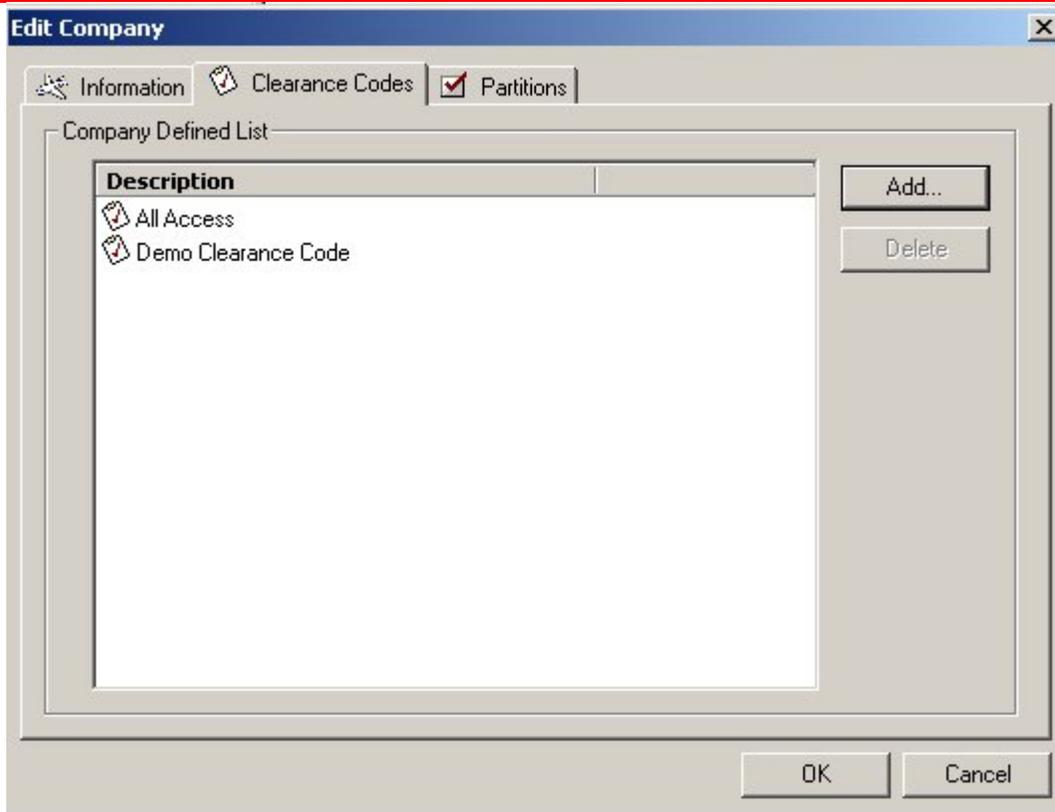
6. Now start adding the clearance codes that you want to be part of this company. Highlight the clearance code you want and click **OK**, or just double-click the clearance code.



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**.

Badge Manager

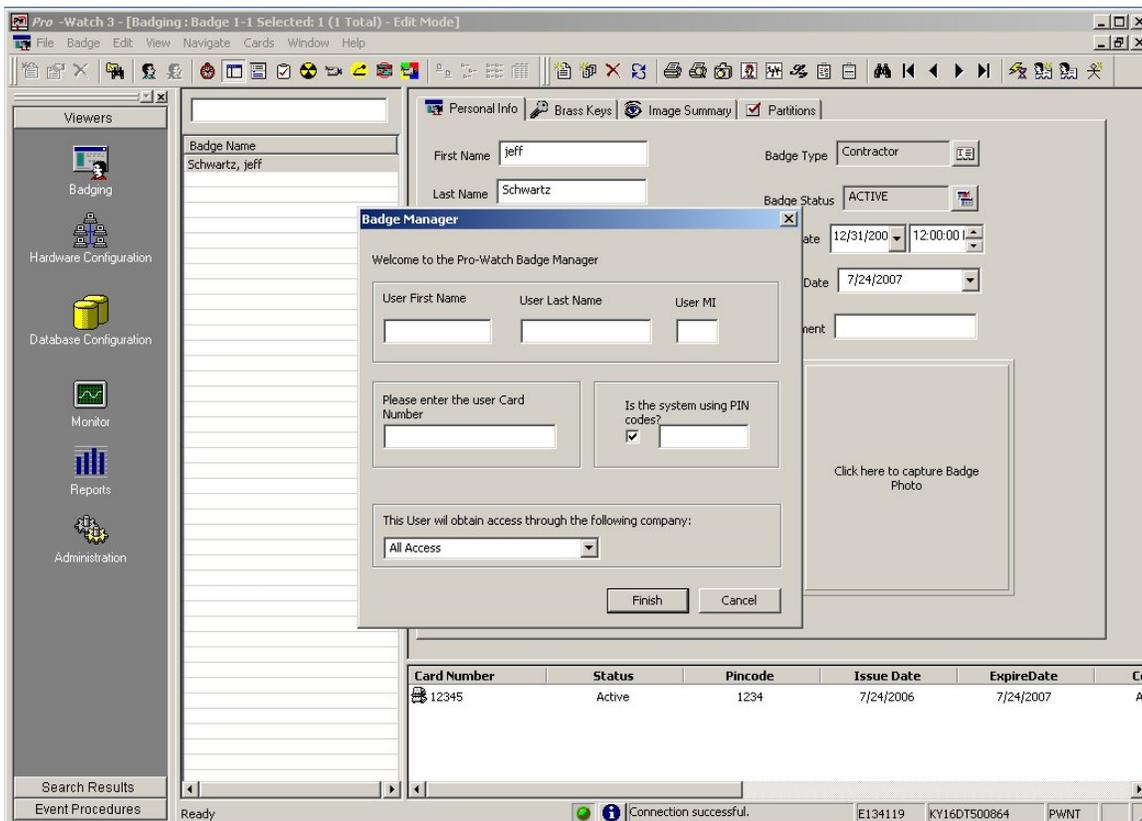
The Badge manager allows users the ability to create and control badges and access credentials through the use of easy to use configuration wizards

[Add a new Badge Record](#)

[View existing Badge Records](#)

[Get Help On Badge Records](#)

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



- 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.

The screenshot shows the 'Badge Manager' window with the following fields and options:

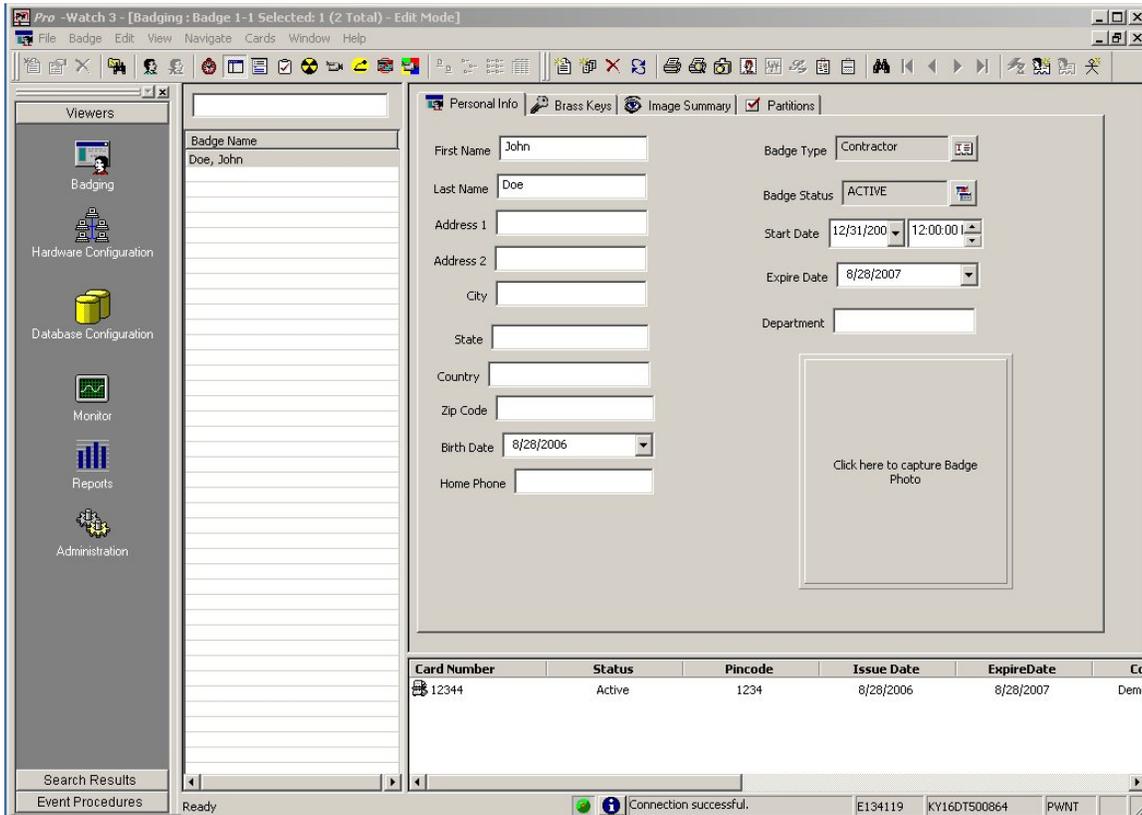
- Fields for 'User First Name', 'User Last Name', and 'User MI'.
- A field for 'Please enter the user Card Number'.
- A checkbox for 'Is the system using PIN codes?' which is checked, followed by a field for the PIN number.
- A dropdown menu for 'This User will obtain access through the following company:' with 'All Access' selected.
- 'Finish' and 'Cancel' buttons at the bottom.

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

The screenshot shows the 'Badge Manager' window with the following fields and options filled out:

- 'User First Name' is 'John', 'User Last Name' is 'Doe', and 'User MI' is empty.
- 'Please enter the user Card Number' is '12344'.
- 'Is the system using PIN codes?' is checked, and the PIN field contains '1234'.
- The dropdown menu for 'This User will obtain access through the following company:' is open, showing 'All Access', 'Demo Company', and 'NexWatch' as options.
- 'Finish' and 'Cancel' buttons are visible at the bottom.

- 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.



- 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.

Permissions Manager

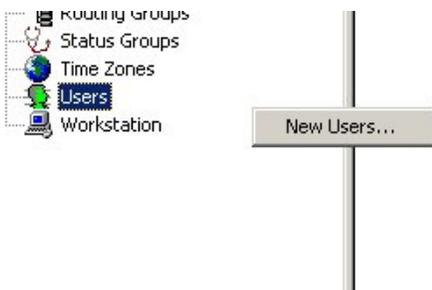
The Permissions Manager allows the users the ability to quickly create and administer program permissions to users through the use of canned profiles and configuration wizards

[Add a new System User](#)

[Get Help on user Permissions](#)

[Add a new System User](#)

Or



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

The screenshot shows the 'Pro-Watch User Manager' dialog box. It has a title bar and a main area with the following elements:

- Header: Pro-Watch User Manager
- Text: Welcome to the Pro-Watch User Manager
- Form fields:
 - User Logon Name: []
 - User First Name: []
 - User Last Name: []
- Radio buttons:
 - This User will have a customized permission scheme
 - This User will use the following permission scheme
- Checkboxes (under the first radio button):
 - Badging
 - Database
 - Reports
 - Hardware
 - Monitoring
 - Administration
- Dropdown menu (under the second radio button): Hardware Administrator
- Buttons: Next, Cancel

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.

Pro-Watch User Manager

Welcome to the Pro-Watch User Manager

User Logon Name
jdoe

User First Name
John

User Last Name
Doe

This User will have a customized permission scheme

Badging Database Reports
 Hardware Monitoring Administration

This User will use the following permission scheme

Hardware Administrator

Next Cancel

You can use customized permission choices, or...

This User will have a customized permission scheme

Badging Database Reports
 Hardware Monitoring Administration

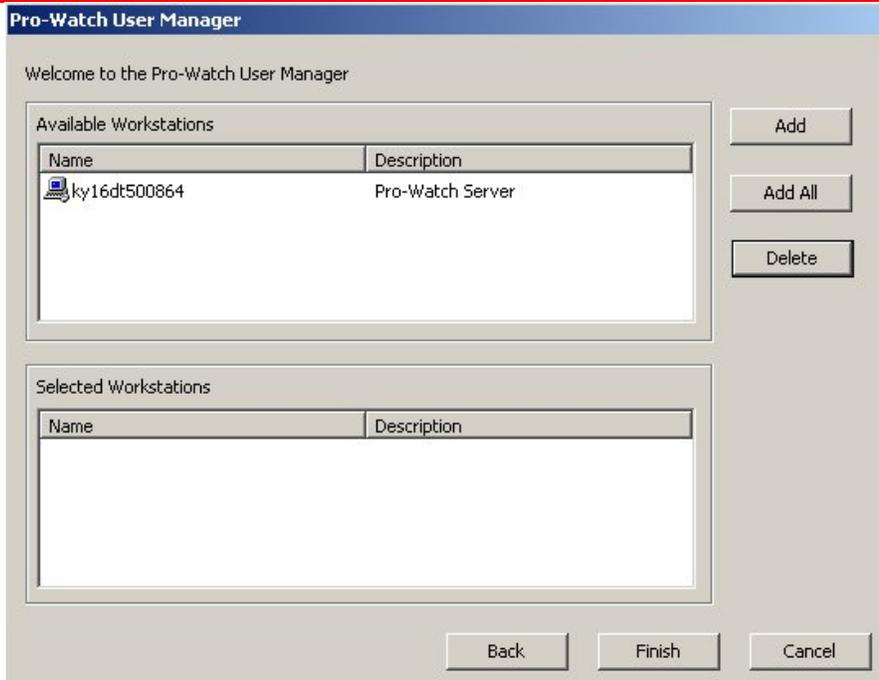
...you can use the pre-made user levels.

This User will use the following permission scheme

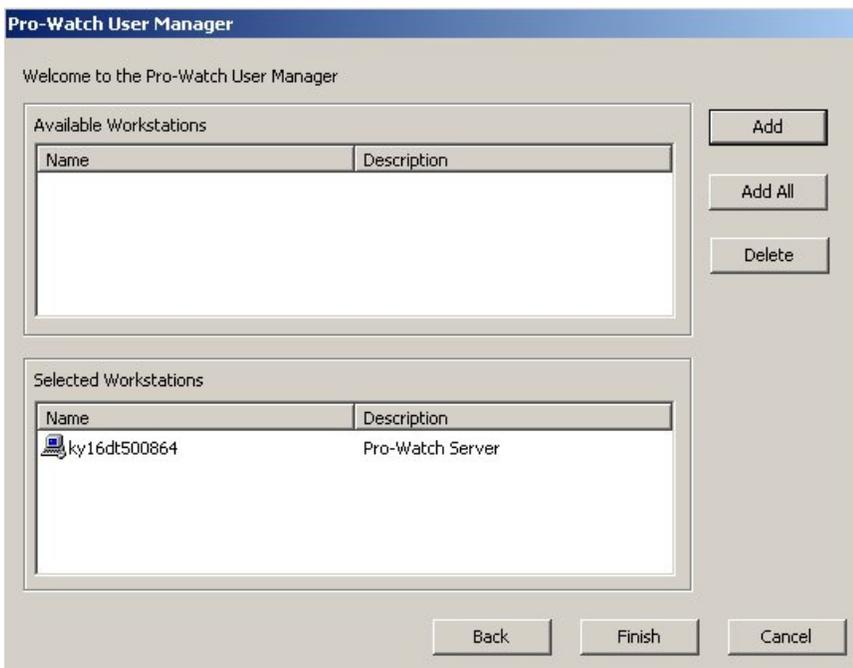
Hardware Administrator

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.



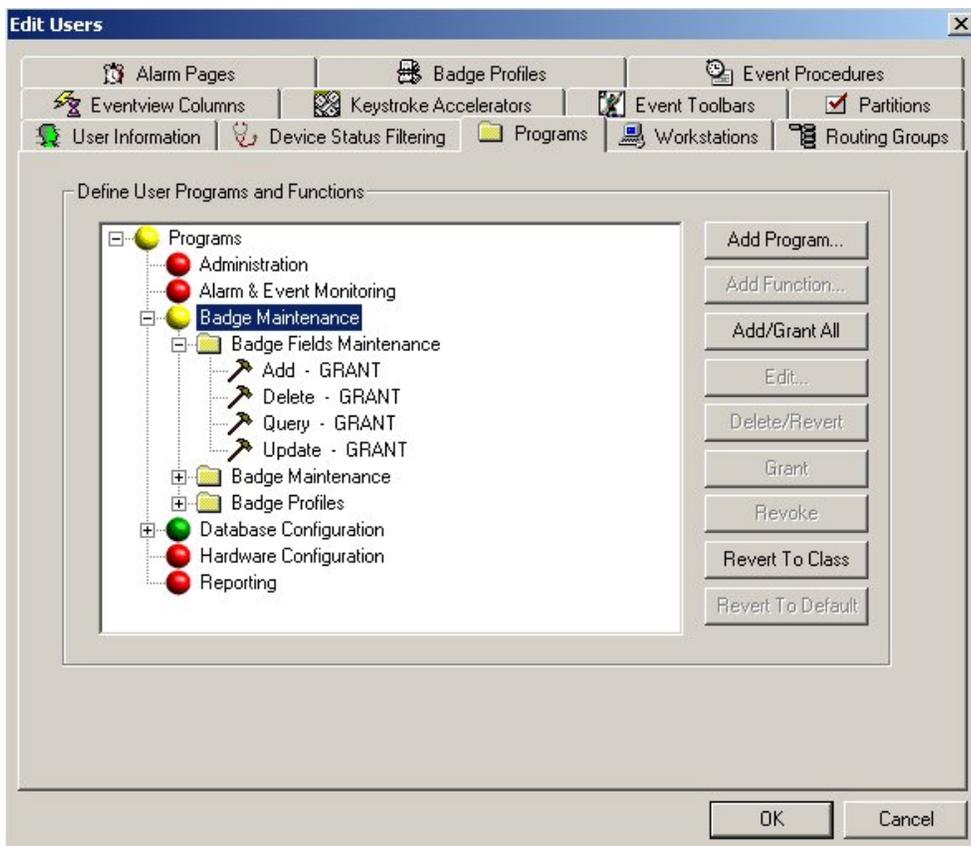
5. After moving the workstation names click **Finish**.



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.

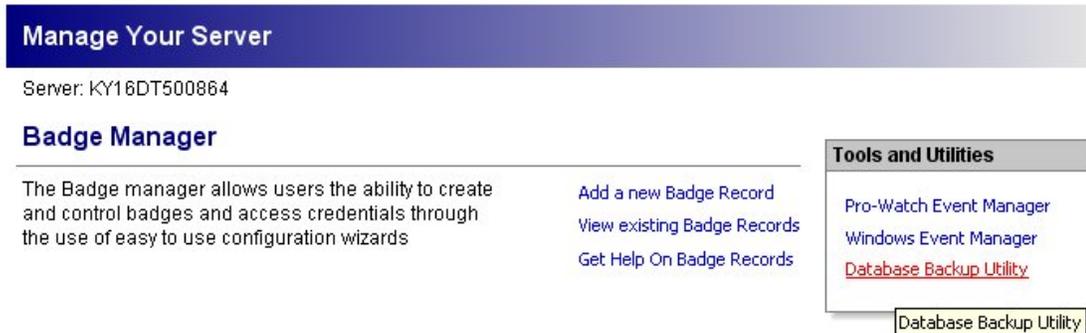


7. Check the rest of the tabs to be sure that this user is configured correctly. Click **OK** to close and save this record.

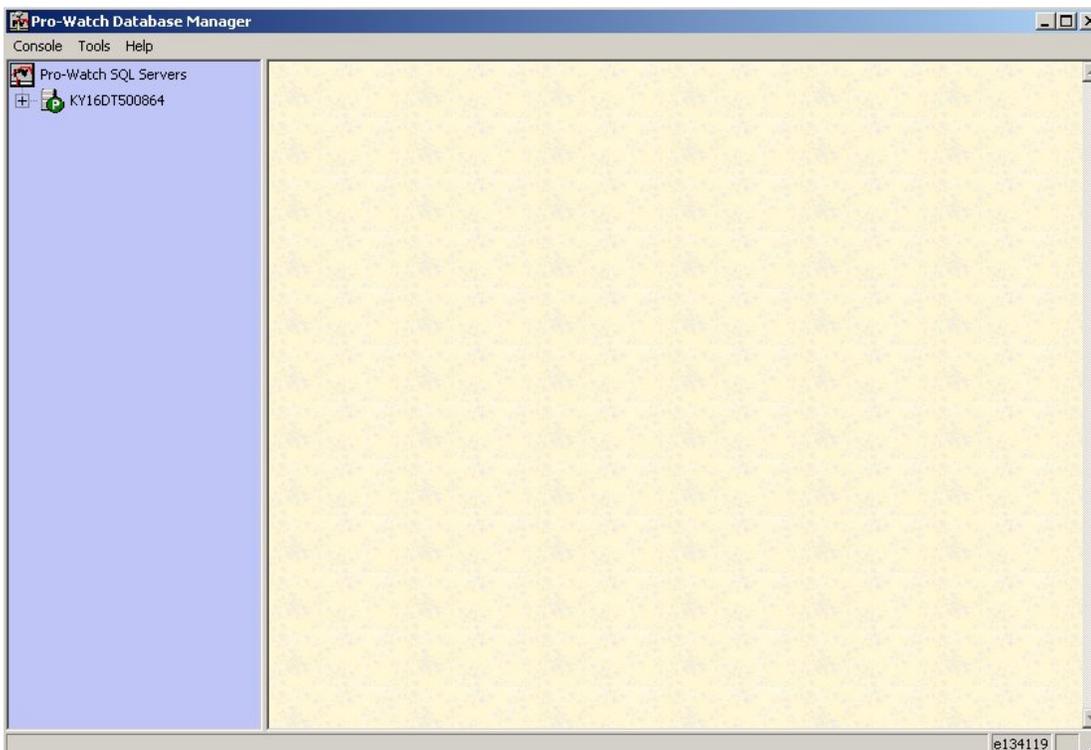
Step 6 – Backups

a. Making a Backup.

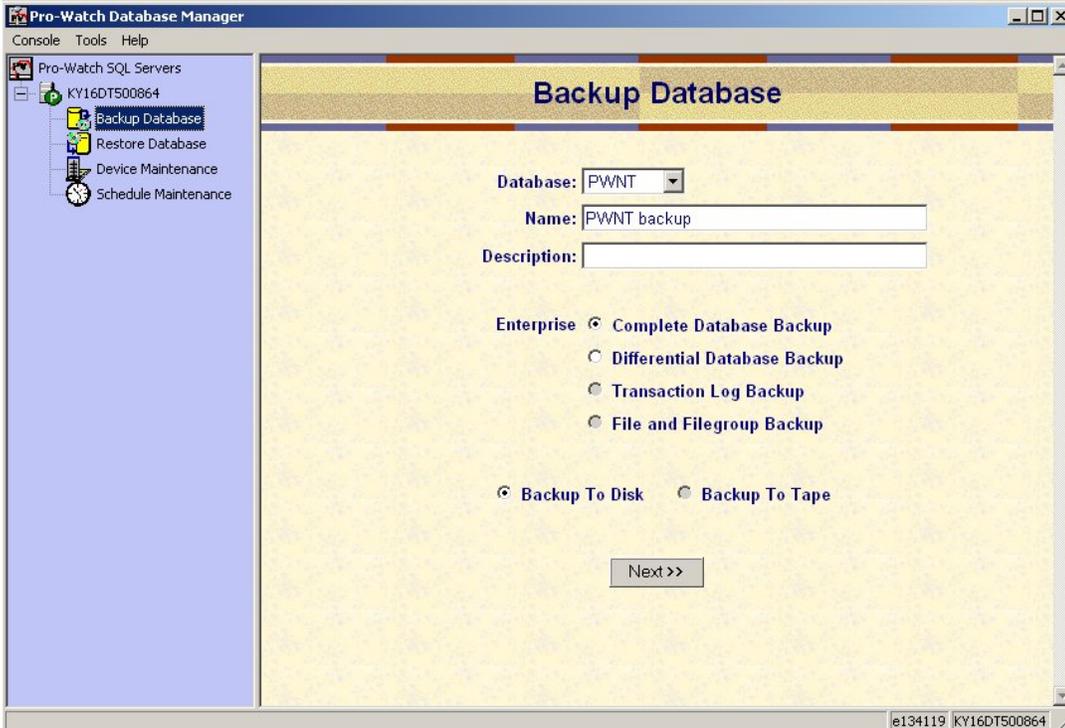
1. To make a backup of the active database, use the link on the Manage Your Server page.



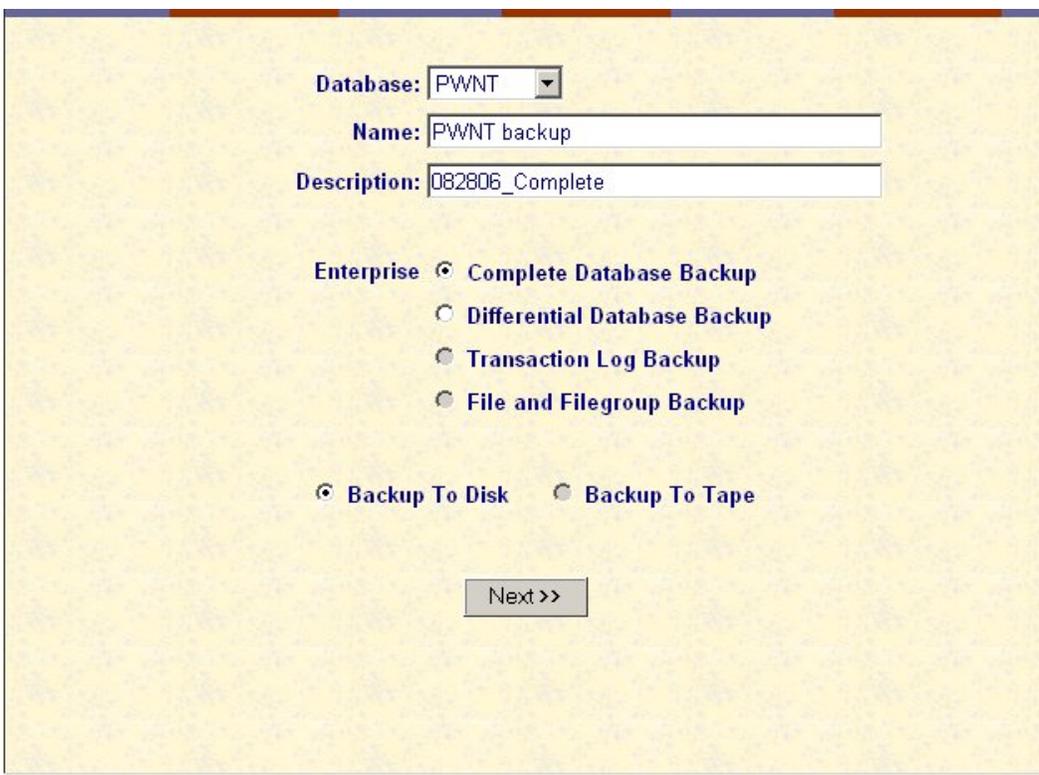
2. Clicking the link will open the Pro-Watch Database Manager screen. Click the + sign on the menu.



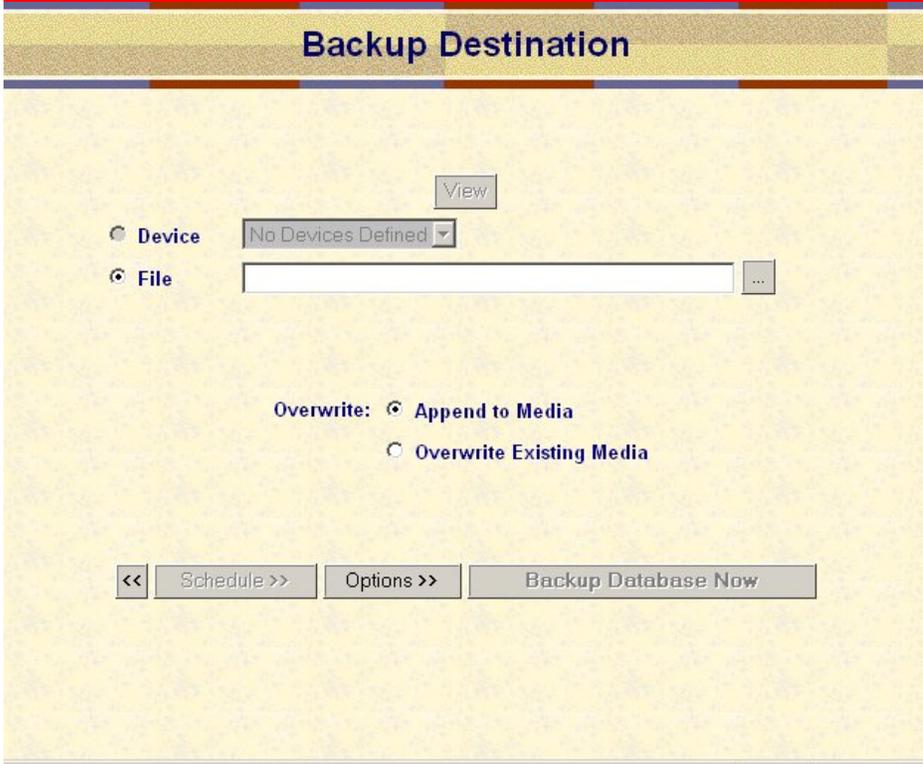
3. Highlight **Backup Database**.



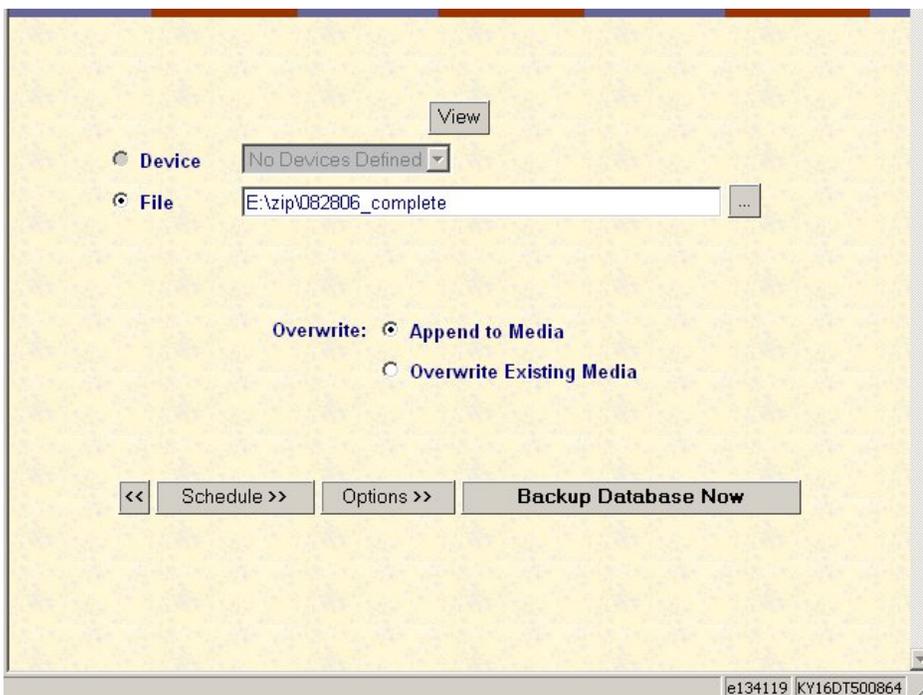
4. Use the **Description** box to give the backup a name. Decide whether it is going to be a complete or differential backup, and whether it will be backed up to disk or to tape. Click **Next**.



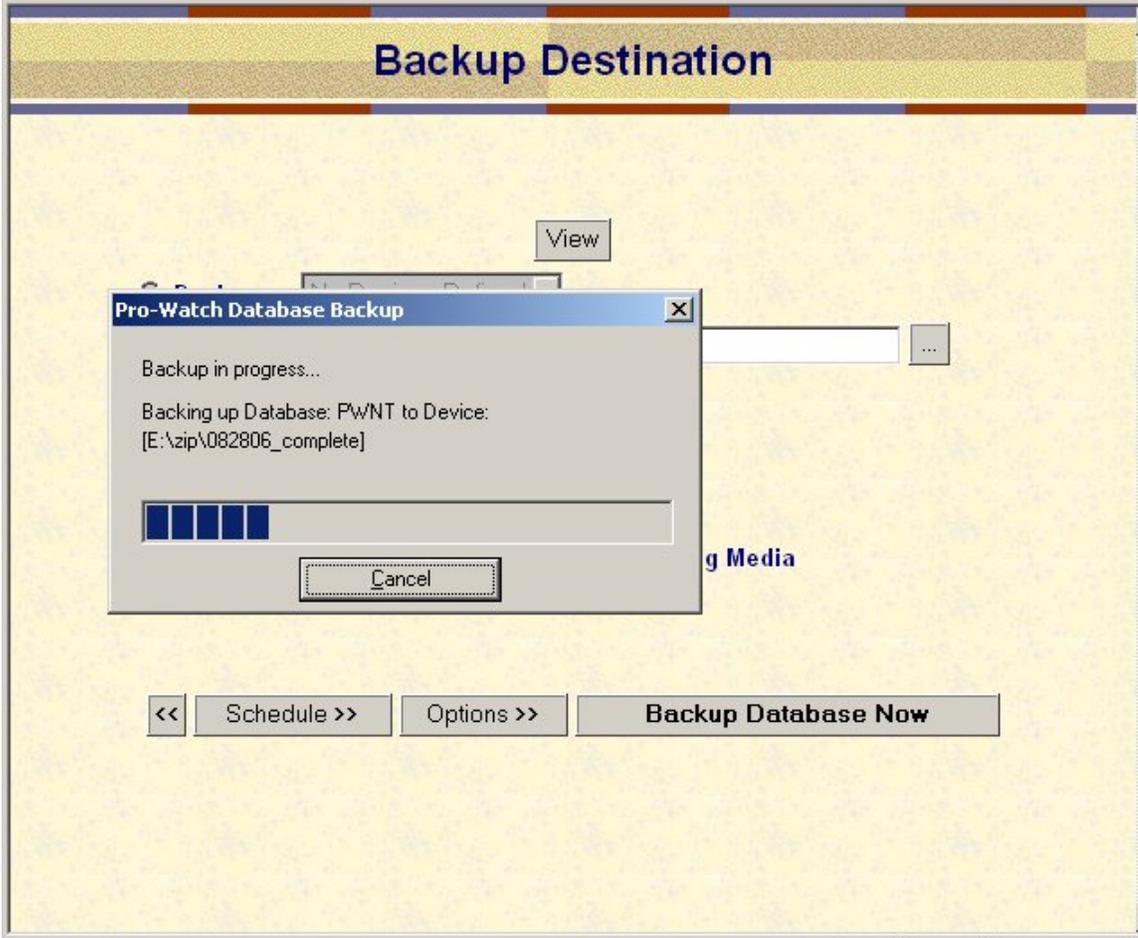
5. Backup to disk was selected so use the **ellipsis** button the search for a location to put the file.



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.

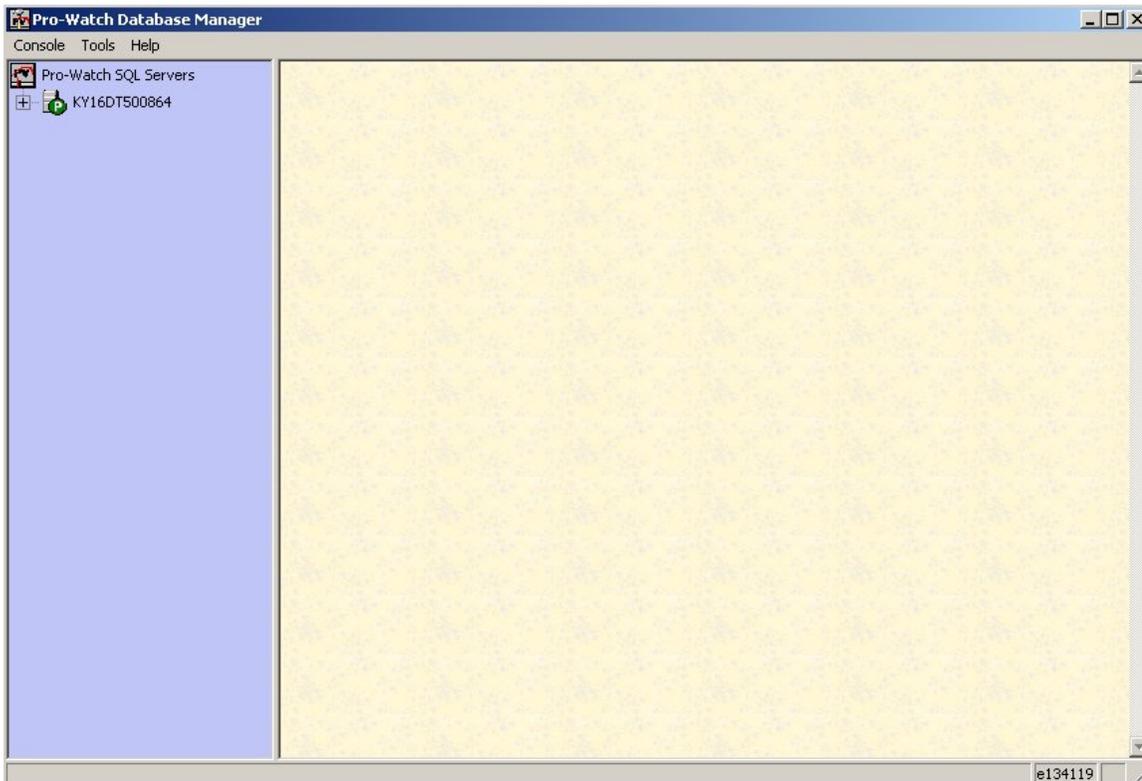
Badge Manager

The Badge manager allows users the ability to create and control badges and access credentials through the use of easy to use configuration wizards

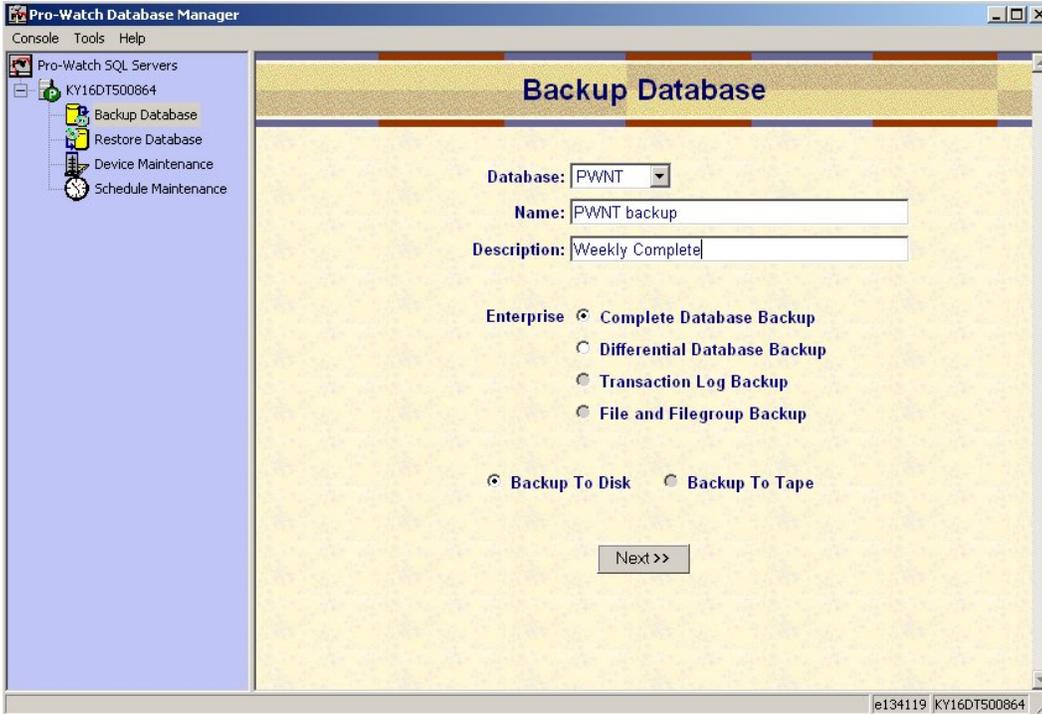
- [Add a new Badge Record](#)
- [View existing Badge Records](#)
- [Get Help On Badge Records](#)



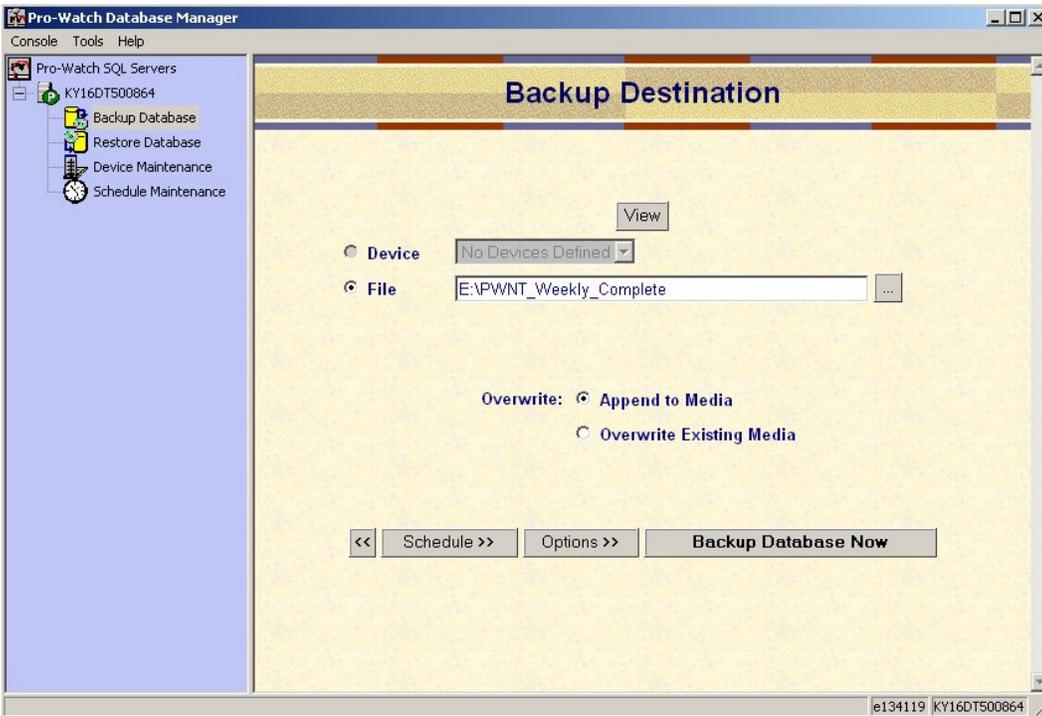
2. Click the + sign on the menu.



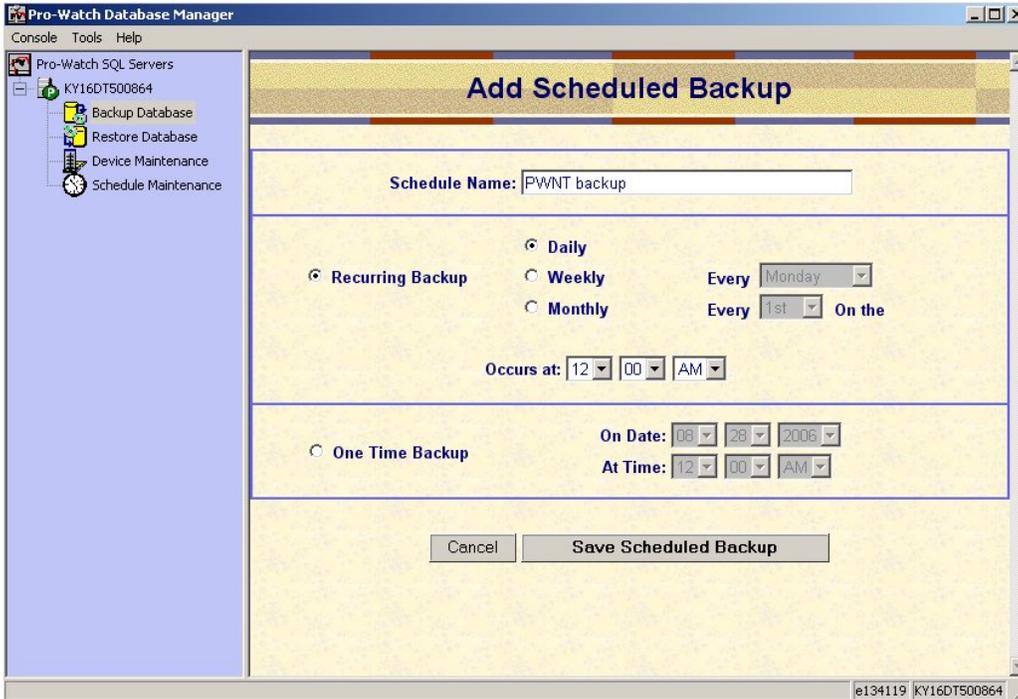
3. Give the backup a name and a description. Select **Complete Database Backup** and **Backup to Disk**. Click **Next**.



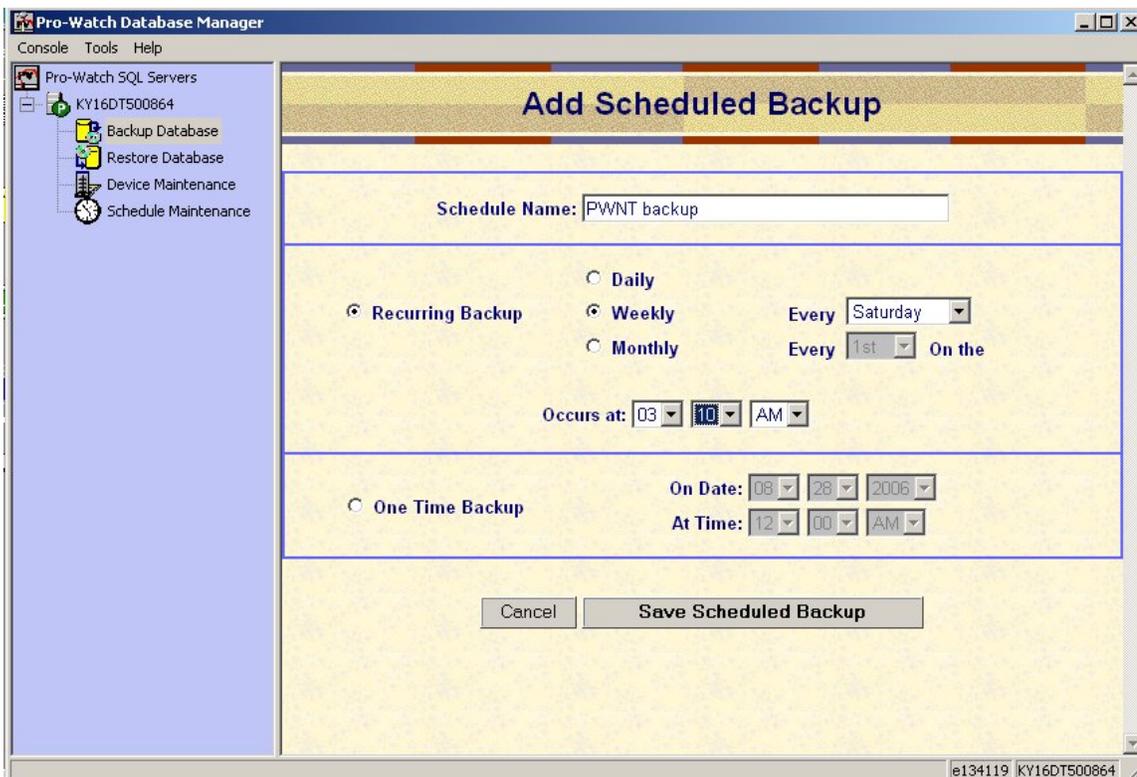
4. Use the **ellipsis** to search for a location for the file. Choose a location on a different disk drive if possible. After entering the file name, click **Schedule**.



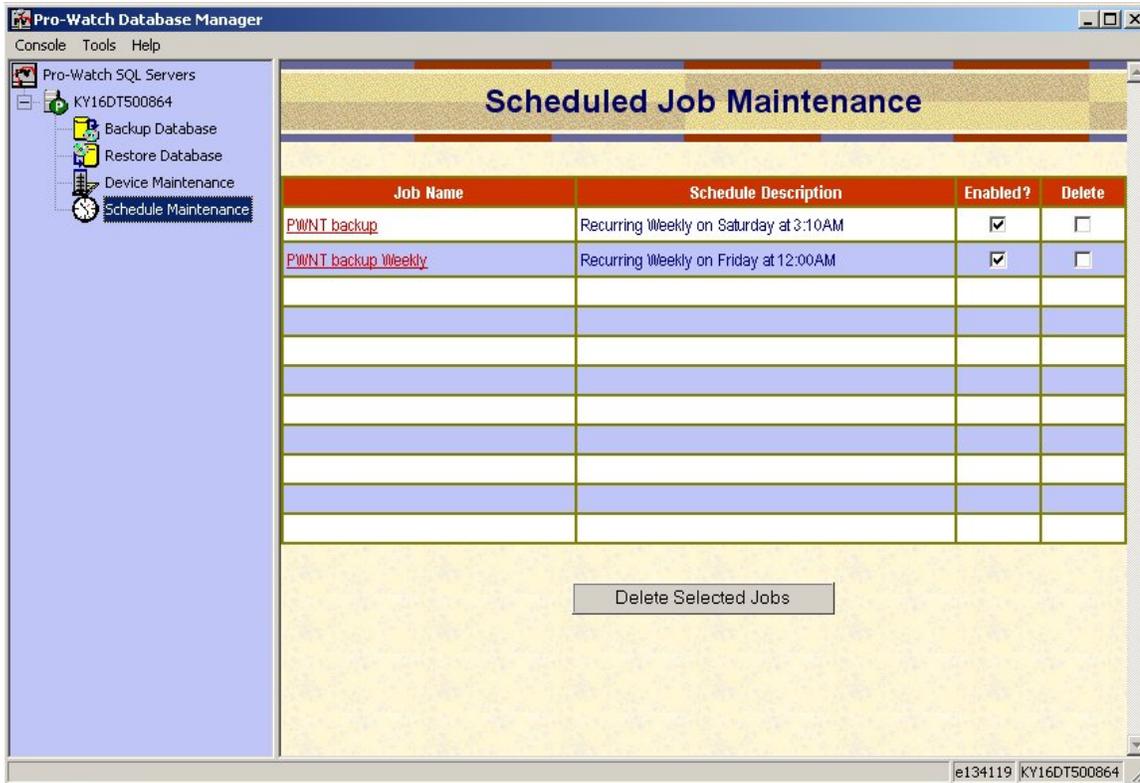
5. Set up a schedule that runs sometime after working hours.



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



- 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**.



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

