

Evolution Administrator Guide

This guide will hopefully explain how Evolution works and how you can perform common Administrator task (managing Users).

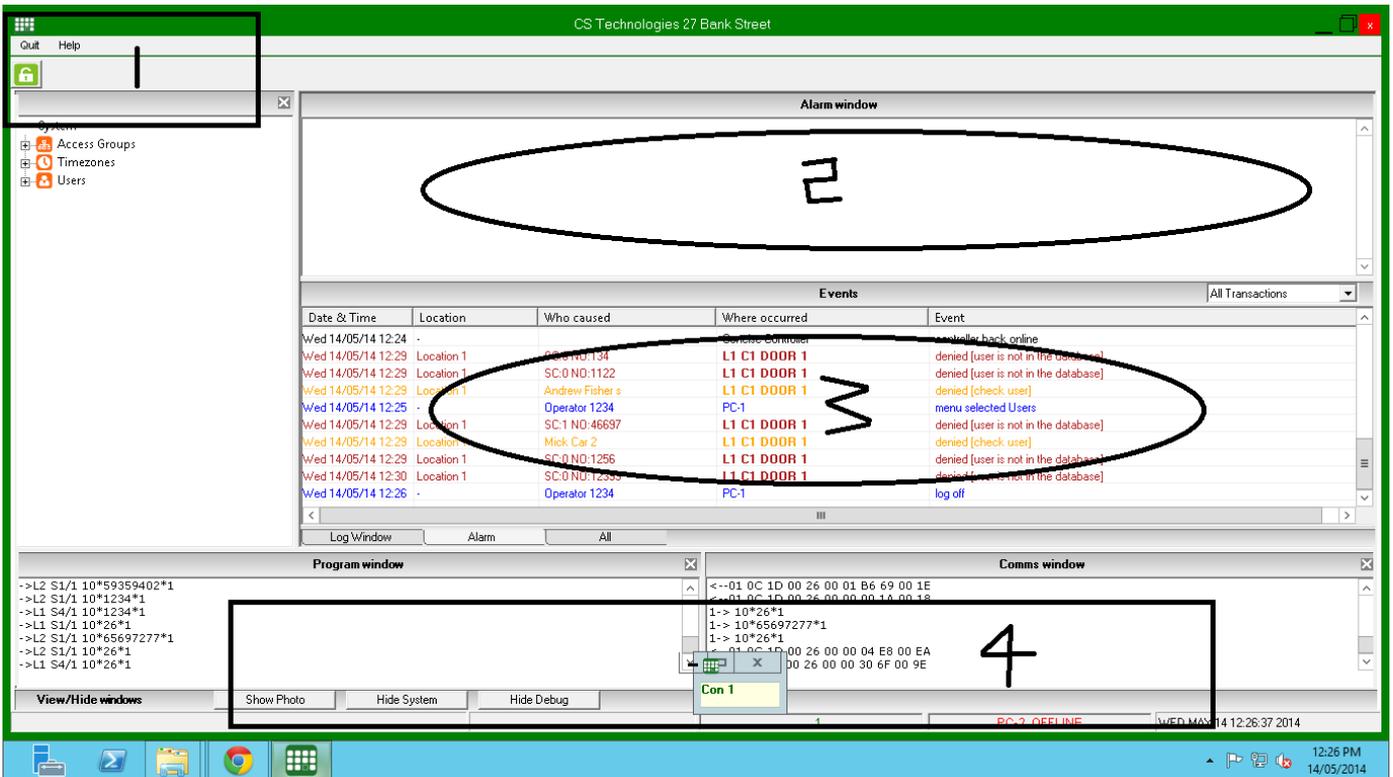
How it works?

Evolution is a Windows bases software package that is designed to help you easily manage all your doors, lifts and alarms in your building.

The software does not control the building and does not need to be running. The software is used to make changes and find out what is happening or happened in your building.

The Screen Layout

When you start the software is will look similar to as shown below

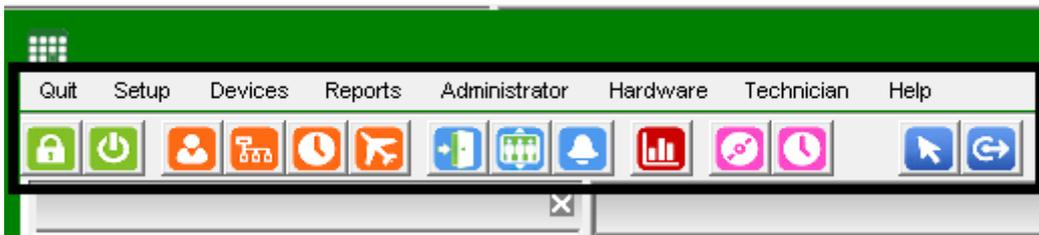


1. Login

To make any changes or do reports you first must login to the software. Click on the 'key' icon, select your username and enter your password.



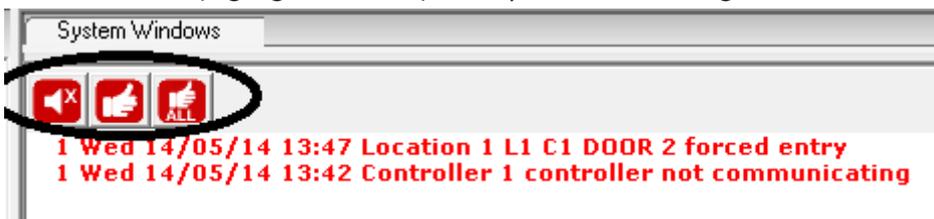
Once you have successful logged in you will now have access to the software (as shown below).



2. Alarm Window

The alarm window is there to highlight if there have been any issues with the system such as area alarms, controllers going offline etc. The operator should check that these issues have been resolved.

The control button (highlighted below) allow you to acknowledge these alarms.



3. Transaction Window

The transaction shows all the events that have happened in the system.

Events				
Date & Time	Location	Who caused	Where occurred	Event
Wed 14/05/14 12:24	-		Concise Controller	controller back online
Wed 14/05/14 12:29	Location 1	SC:0 NO:134	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:29	Location 1	SC:0 NO:1122	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:29	Location 1	Andrew Fisher s	L1 C1 DOOR 1	denied [check user]
Wed 14/05/14 12:25	-	Operator 1234	PC-1	menu selected Users
Wed 14/05/14 12:29	Location 1	SC:1 NO:46697	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:29	Location 1	Mick Car 2	L1 C1 DOOR 1	denied [check user]
Wed 14/05/14 12:29	Location 1	SC:0 NO:1256	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:30	Location 1	SC:0 NO:12399	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:26	-	Operator 1234	PC-1	log off

The transaction window also allows you to view/edit and add users by clicking on the icon next to the users name. You can also view door details by clicking on the door icons (as highlighted below)

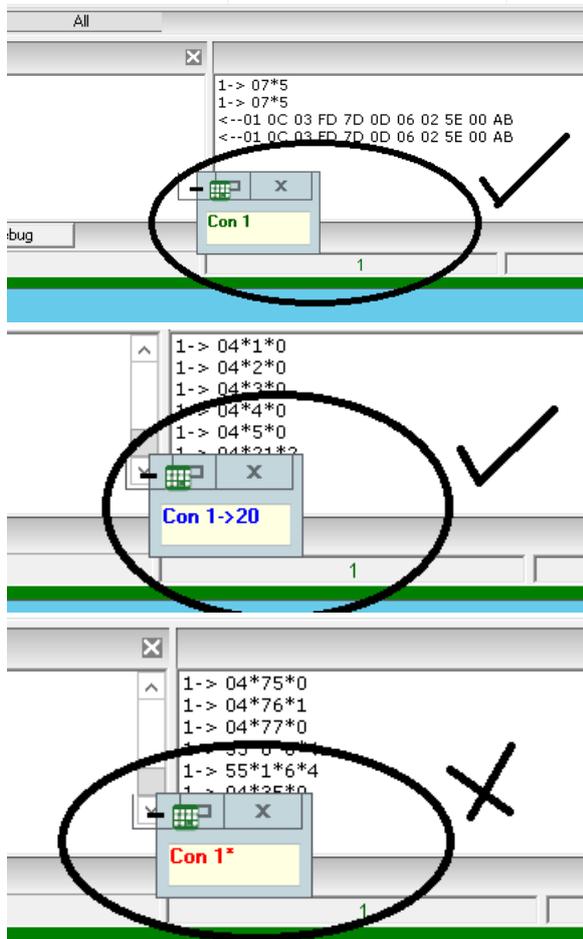
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4. Communication

At the bottom of the screen is the communication polling screen.

This indicates if the software is communicating to the EVO controller system (each controller can control up to 4 doors). Each controller number should be shown polling in a certain colour.

- **GREEN** when it is online.
- **BLUE** with an arrow if the software is currently online and sending or receiving commands to the controller.
- **RED*** if there is a problem and is unable to communicate to the EVO controller(s).

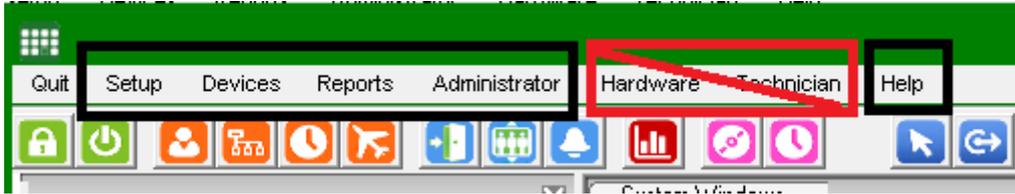


If it is RED (and with a star) there is a problem. Check the PC is connected to the Network or the USB comms converter is connected correctly at the back of the PC. Maybe try restarting the PC to see if it fixes the issue.

If it is still RED then you will need to contact your Security installer to identify the issue.

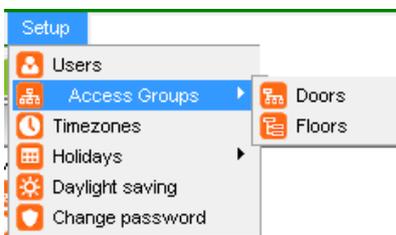
What you can do...

After login, operators have the following menus (see below) that they can use.

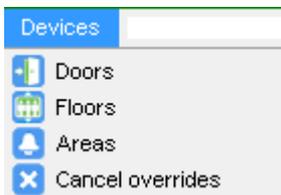


Note: The 'Hardware' and 'Technician' menu should not be used by the system Administrator. These should only be used by your Security Installer for system setup.

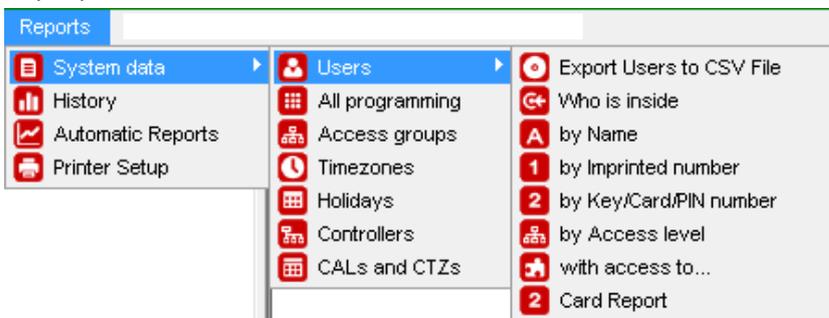
Setup Menu - This menu allows you add users and decide when and where things can happen.



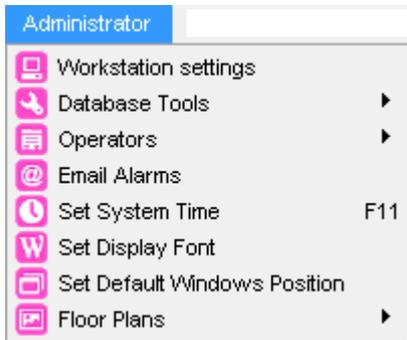
Devices Menu – Allows you to easily control Doors, Floors and Areas (lock, unlock, change timezone)



Reports Menu – Allows you to generate reports on system information as well as transaction history reports.

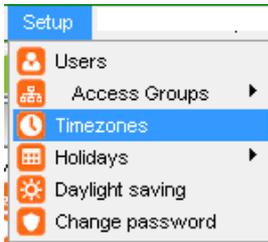


Administrator Menu – Allows you to configure some general software setups.



Below we will now quickly explain the main parts of the software that you will be using.

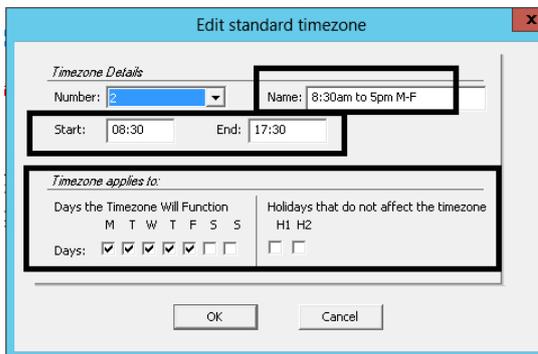
Time Zones



Time Zones define periods of time when something can happen. These times can be used to define when a user has access to a door, when a door opens automatically, when an alarm arms etc. This is where the time period is defined.

No	Name	Start	End	Days	
0	Never	00:00	00:00	-----	Add
1	Always	00:00	24:00	MTWTFSSH	Edit
2	8:30am to 5pm M-F	08:30	17:30	MTWTF--	Delete
3	10am to 4pm Sat	08:00	18:00	-----S-	
4	11am to 2pm Sun + H	11:00	14:00	-----S-HH2	
5	Front Door Timezone	08:00	09:00	MTWTF--H2	

Click the Add to add a new timezone.



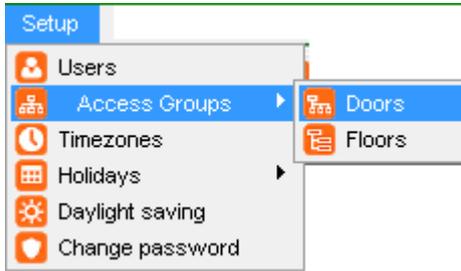
1. Give the time Zone a Suitable Name.
2. Enter the start and end time in 24HR time (5pm = 17:00)
3. Tick the days of the week.

More complex timezone can be created by combining time zones together. These are called extended timezone (see image below).

No	Name	Standard timezones	
2	Buisness Hours	2,3,4	Add
			Edit
			Delete



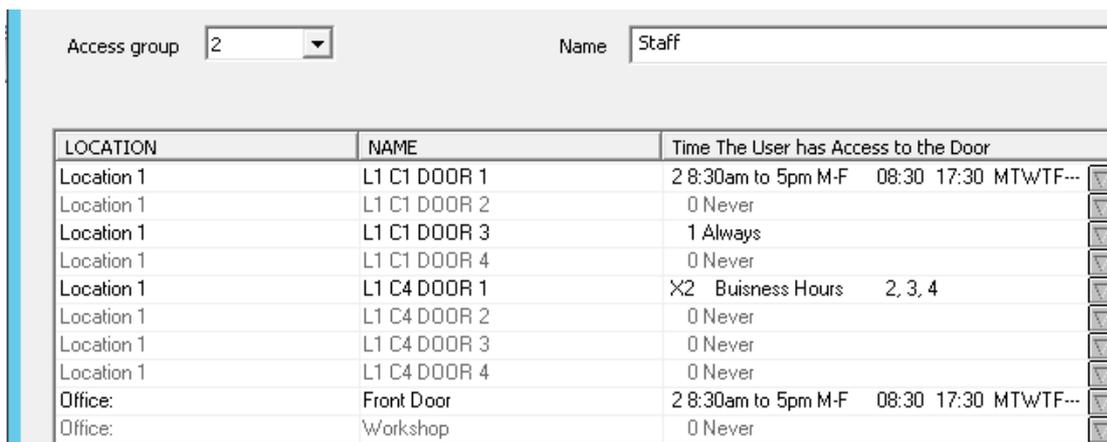
Access Groups



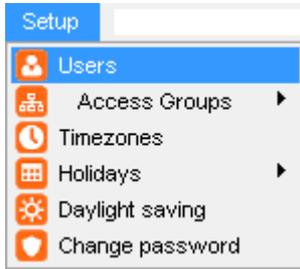
Access Groups help make user programming easier. By grouping users into common groups such as Staff, Managers, Cleaners we can easily make Access Groups to be assigned to users. **Do not make an Access Group for Every User. The less Access Groups you have the easier it is to manage.**



Simply select the time period (Time Zone) for each door that users who will have this group can access each door.



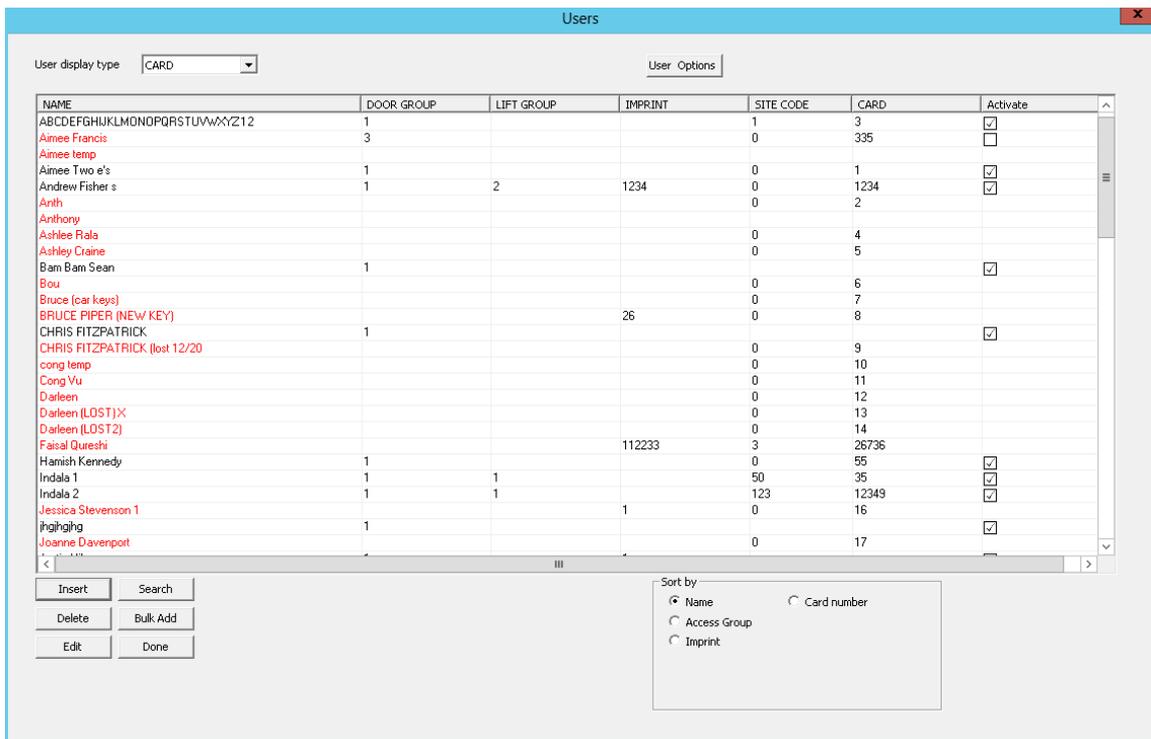
Users



The Users menu is where you add and delete users into the system. In the user screen below you can click on the column names to sort the users by name, access group, card number etc.

You can also select and highlight more than one user if you want to perform bulk user changes.

To add a new user click on the 'INSERT' button.

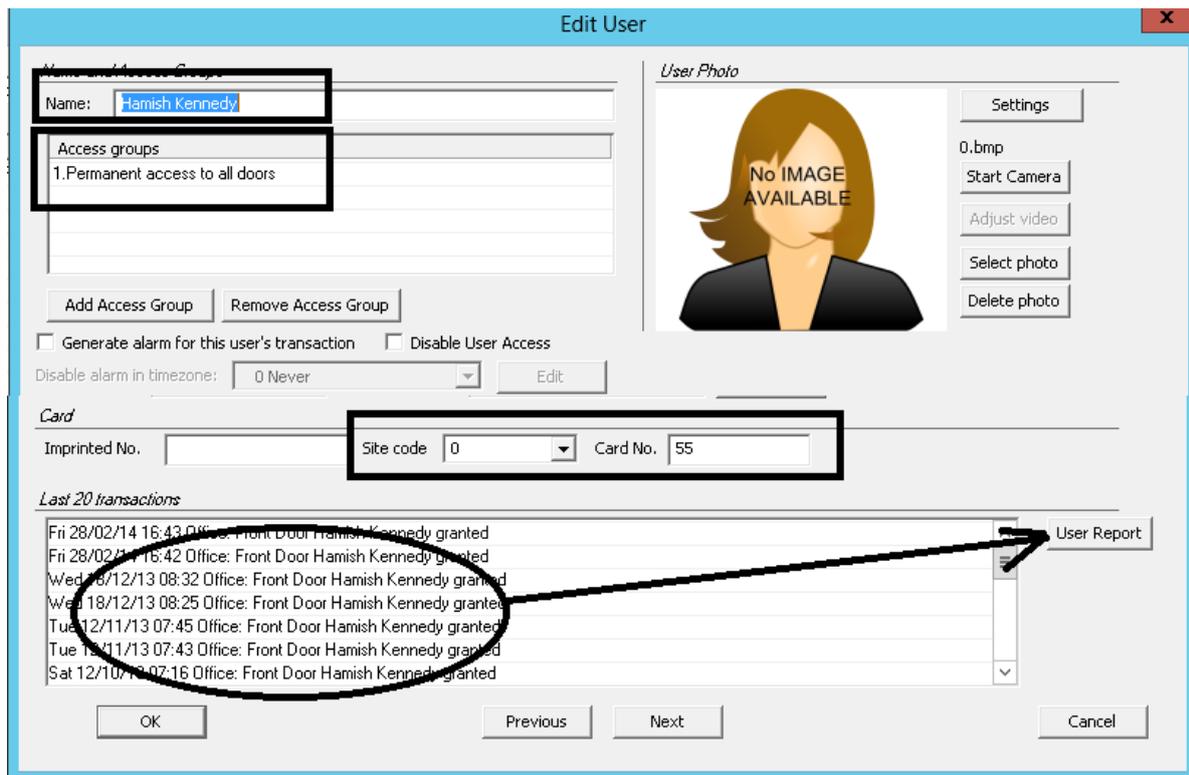


The screenshot shows the 'Users' application window. At the top, there's a 'User display type' dropdown set to 'CARD' and a 'User Options' button. Below is a table with columns: NAME, DOOR GROUP, LIFT GROUP, IMPRINT, SITE CODE, CARD, and Activate. The table contains various user entries, some with red text indicating status changes. At the bottom, there are buttons for 'Insert', 'Delete', 'Edit', 'Search', 'Bulk Add', and 'Done'. A 'Sort by' dialog is open, showing radio buttons for 'Name' (selected), 'Card number', 'Access Group', and 'Imprint'.

NAME	DOOR GROUP	LIFT GROUP	IMPRINT	SITE CODE	CARD	Activate
ABCDEFGHIJKLMONPQRSTUWXYZ12	1			1	3	<input checked="" type="checkbox"/>
Aimee Francis	3			0	335	<input type="checkbox"/>
Aimee temp						
Aimee Two e's	1			0	1	<input checked="" type="checkbox"/>
Andrew Fisher s	1	2	1234	0	1234	<input checked="" type="checkbox"/>
Anth				0	2	
Anthony						
Ashlee Rala				0	4	
Ashley Craine				0	5	
Bam Bam Sean	1					<input checked="" type="checkbox"/>
Bou				0	6	
Bruce (car keys)				0	7	
BRUCE PIPER (NEW KEY)			26	0	8	
CHRIS FITZPATRICK	1					<input checked="" type="checkbox"/>
CHRIS FITZPATRICK (lost 12/20)				0	9	
cong temp				0	10	
Cong Vu				0	11	
Darleen				0	12	
Darleen (LOST)X				0	13	
Darleen (LOST)2				0	14	
Faisal Qureshi			112233	3	26736	
Hamish Kennedy	1			0	55	<input checked="" type="checkbox"/>
Indala 1	1	1		50	35	<input checked="" type="checkbox"/>
Indala 2	1	1		123	12349	<input checked="" type="checkbox"/>
Jessica Stevenson 1			1	0	16	
inghiing	1					<input checked="" type="checkbox"/>
Joanne Davenport				0	17	

When in the User Screen

1. Enter the Users Name
2. Assign them an Access Group
3. Enter their Card number (note with card systems, cards usually have a site code number. This number must also be added to identify the card correctly).
4. At the bottom of the User screen will be shown their last transactions. If you would like to see more transactions for this user click on the 'User Report' button.



Edit User

Name and Access Groups

Name:

Access groups

1. Permanent access to all doors

Add Access Group Remove Access Group

Generate alarm for this user's transaction Disable User Access

Disable alarm in timezone:

Card

Imprinted No.

Site code Card No.

Last 20 transactions

Fri 28/02/14 16:43 Office: Front Door Hamish Kennedy granted
Fri 28/02/14 16:42 Office: Front Door Hamish Kennedy granted
Wed 18/12/13 08:32 Office: Front Door Hamish Kennedy granted
Wed 18/12/13 08:25 Office: Front Door Hamish Kennedy granted
Tue 12/11/13 07:45 Office: Front Door Hamish Kennedy granted
Tue 12/11/13 07:43 Office: Front Door Hamish Kennedy granted
Sat 12/10/13 07:16 Office: Front Door Hamish Kennedy granted

The most common quest in the above screen is how do we know what the site code and card number is of a card when adding a new card. In the example below the card number is written on the card. (Some cards do not have any numbers on them)



Normally the site code is the same for all cards but they can vary. To find out what the site code and card number are simply present the card at any card reader in the system. When you do this Evolution will display the cards details like shown below.

Wed 14/05/14 14:31	Operator 1234	PC-1	Card Door Access Group 2:stan
Wed 14/05/14 15:27	Operator 1234	PC-1	menu selected Users
Wed 14/05/14 16:00	SC:123 NO:2445	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 16:00	Operator 1234	PC-1	Card Door Access Group 2:stan

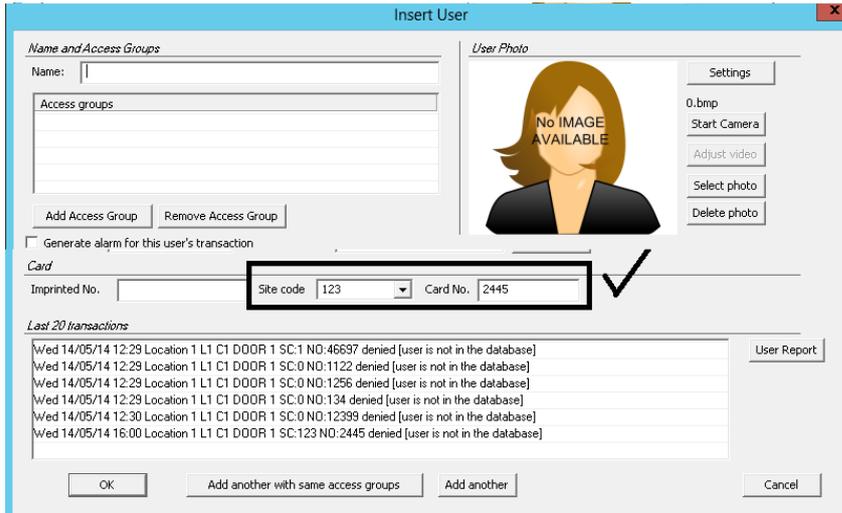
In this example above the hidden Site Code is '123' and the card number is '2445' which matches what is displayed on the card.

So we now know the details of the card when adding the user.

Some tips. If you click on the '+' icon (shown below)

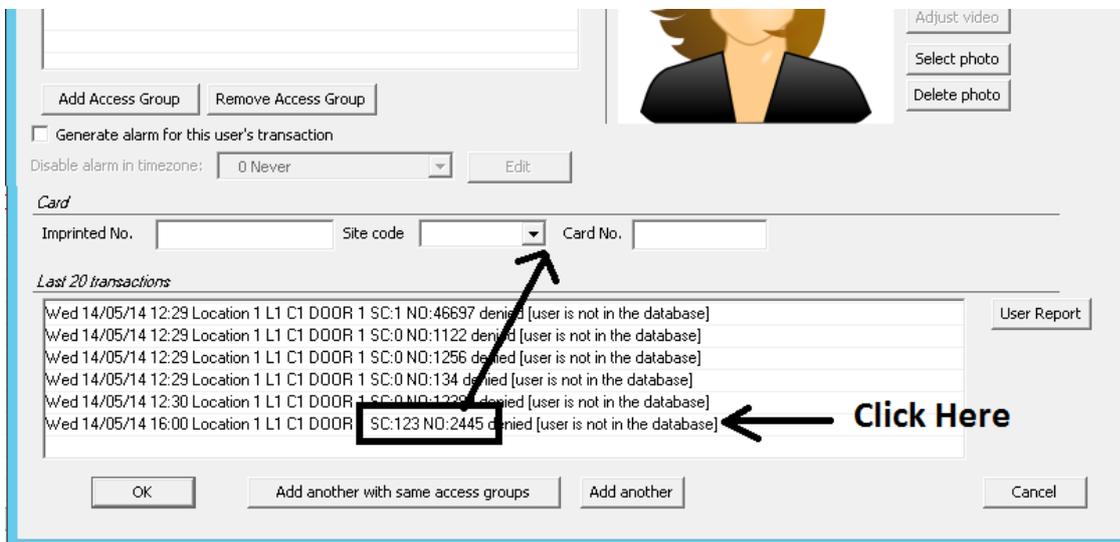


It will bring up the 'ADD USER' screen and automatically enter the site code and card number for you in a new user screen.

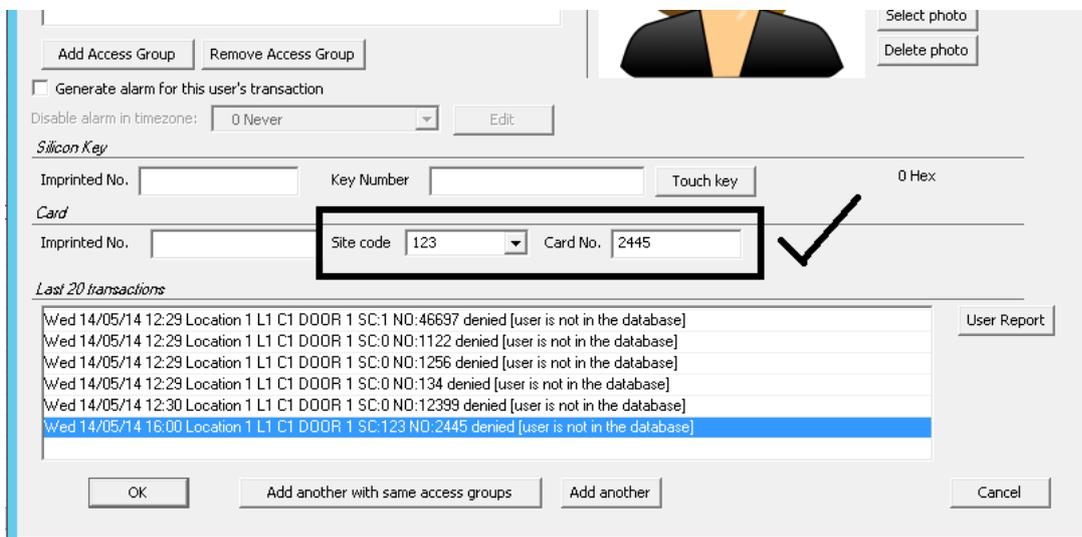




Also when adding a new user manually the software will display the last unknown cards in the transaction window of the new user.



If you click on this transaction it will add the site code and card number in the user screen for you.



And finally if you are still having trouble adding a user the software will always tell you a reason why a user is denied in the event log (see image below)

Wed 14/05/14 16:19	-	Operator 1234	PC-1	added user Test User
Wed 14/05/14 16:23	Location 1	Test User	L1 C1 DOOR 1	denied [user has no access group]
Wed 14/05/14 16:19	-	Operator 1234	PC-1	menu selected Users
Wed 14/05/14 16:24	Location 1	SC:5296 NO:42384	L1 C1 DOOR 1	denied [user is not in the database]

This concludes this introduction guide to Evolution.

For more information/guides on the DEVICES, REPORTS and the ADMINISTRATOR menus go to the 'Help/Tutorials' menu.

