



ENTRÉ OPERATOR LAB GUIDE

Instructor-Led Training

ADD A PANEL STANDARD NETWORK

1. In the panel's Remote Options programming, set the Entré Path to **NET**
2. Enter the IP address of the Entré server
 - › The Check-in Minutes setting is required for a standard network connection
3. If a passphrase is being used in the Entré server, it must be programmed in the panel as well
4. In Entré, open the Configuration menu and select **HARDWARE**, then **HARDWARE - TREE**
5. Select the DMP Driver, click **ADD**, then select **NEW PANEL WIZARD**
6. Name the panel, and enter the panel's IP address and Account Number
7. If a passphrase is being used, enter it here
8. Click **NEXT** to test the connection to the panel
 - › If the panel can't be reached, review programming and try again
9. Review the information in the following windows to finish adding the panel

ADD A PANEL PERSISTENT NETWORK

1. In the panel's **REMOTE OPTIONS** programming, set the Entré Path to **NET**
2. Enter the IP address of the Entré server, and remove the Entré Incoming TCP Port
 - › The Check-in Minutes setting is required for EASYconnect
3. If a passphrase is being used in the Entré server, it must be programmed in the panel as well
4. In Entré, open the Configuration menu and select **HARDWARE**, then **HARDWARE - TREE**
5. Select the DMP Driver, click **ADD**, then select **NEW PANEL WIZARD**
6. Name the panel, but leave the Host and Port fields blank
7. Enter the panel's Serial Number and Account Number
8. If a passphrase is being used, enter it here
9. Click **NEXT** to test the connection to the panel
 - › If the panel can't be reached, review programming and try again
10. Review the information in the following windows to finish adding the panel

CREATE A USER CODE PROFILE

1. Open the **MANAGEMENT** menu and select **USER CODE PROFILES**
2. Click **ADD**
3. Name the profile **MANAGEMENT**
4. Verify the compatibility drop down displays the correct panel model
5. Choose the permissions for this profile
 - › Users should not have the ability to edit user codes, profiles, or schedules in their profiles

6. Select **ACCESS AREAS** and **ARM/DISARM AREAS** for the profile
7. Click **SAVE AND CLOSE** to save the profile
8. Create another profile named **EMPLOYEE**

ADD A USER

1. Open the **MANAGEMENT** menu and select **PERSONNEL**
 - › A Personnel Record must be created if one does not already exist for this user
2. Click **ADD** to open the Single-Screen Wizard
3. Enter information for the user
 - › First and last name and user ID number are required
4. If an existing badge will be assigned to this user, click **ADD UNASSIGNED** and select the desired credential
5. If a new badge will be assigned to this user, click **ADD** to open the Single-Screen Wizard
6. Enter information for the badge, use the provided access card, and assign the **EMPLOYEE** profile to the badge
 - › Click the 'new' button to create a new profile if needed
7. Click **SAVE AND CLOSE** to save the badge
8. Click **SAVE AND CLOSE** to save the personnel record
 - › Entré will automatically send the user to all online panels defined in the User Code Profile

UPDATE USER PERMISSIONS

1. Open the Management menu and select **PERSONNEL**
2. Locate the user in the list and open their personnel record
3. Double click the user's badge to open the Single-Screen Wizard
4. Change the user code profile assigned to this badge to Management
 - › To disable this badge, remove all the profiles, or set the validity to anything other than Active
5. Click **SAVE AND CLOSE** to save the badge
6. Click **SAVE AND CLOSE** to save the personnel record
 - › Entré will automatically update the user in all online panels defined in the User Code Profile

CREATE A SCHEDULE

1. Open the Configuration menu and select **PANEL SCHEDULES**
2. Click **ADD** to create a new schedule
3. Name the schedule "Mon - Fri", and select a usage type
 - › Time schedules are for XR150 and XR550 Series
 - › Area/Shift and Door/Output schedules are for XR100/500 Series

4. Enter the start and end times for each day the schedule is active
 - Times should start at 7:30 and end at 17:30 Monday through Friday
 - Set Holiday B times to start at 7:30 and end at 12:30
 - Entré uses 24 hour time
5. **CLICK SAVE AND CLOSE** to save the schedule

APPLY A SCHEDULE AREA, DOOR OR OUTPUT

1. Open the Configuration menu and select **HARDWARE**, then **HARDWARE - TREE**
2. Right click the area, door, or output that the schedule will be applied to and select **EDIT**
3. From the Edit window, select **AREA SCHEDULES**, **DOOR SCHEDULES**, or **OUTPUT SCHEDULES**
4. Click **ADD**, then choose the schedule number and name from the drop-down lists
5. Click **SAVE AND CLOSE** to save the schedule
6. Right click the panel, select **PANEL CONFIGURATION**, then **DOWNLOAD CONFIGURATION**
7. Check the **USERS, PROFILES** and **SCHEDULES** box
 - You may also select Clear Users, Profiles and Schedules to remove all Users, Profiles and Schedules in the panel, and replace with only what has been programmed in Entré
8. Click **OK** to send the updates to the panel

SET CALENDAR & HOLIDAY DATES

1. Open the Configuration menu and select **CALENDARS**
2. Click **ADD**
3. In the General section, give the calendar a name
4. Go to the Holidays section
5. Click **ADD**
6. Name the holiday **THANKSGIVING**, set the date for the holiday, and the duration to two days
7. Set the category to National
8. Click **SAVE AND CLOSE** to save the holiday
 - XR150 and XR550 Series support up to 40 holiday dates
9. Open the Configuration menu and select **HARDWARE**, then **HARDWARE - TREE**
10. Right click the panel and select **EDIT**
11. Go to the **CALENDARS** section
12. Select the calendar from the drop down list and select a category for national, company and religious holidays
 - These are the Holiday A, B & C entries in the panel schedule
13. Click **SAVE AND CLOSE** to assign the calendar to the panel

CREATE A FILTER-BASED REPORT

1. Open the management menu and select reports
2. Click **ADD** and select **ADD FILTER BASED REPORT**
 - When creating a SQL based report DMP recommends consulting with a SQL database administrator
3. Name the report **ACCESS DENIED - INVALID CODE**, then select the **EVENTS** from the **ITEM TYPE** drop down list
 - The report type specifies what information the filter will be applied to

4. Click **EDIT FILTER**
5. Click **CHOOSE** to the right of the Log Code field
 - Log codes for specific events can be viewed in the Events Module
6. Expand the **ACCESS** section, then expand **ACCESS DENIED**
7. Select Door Access: Denied invalid code; User code not found
8. Move it to the **SELECTED ITEMS** field using the right arrow
9. Click **OK** to save the log codes and click **OK** to save the filter settings
 - The report can be further customized with the Variable Parameters, Report Settings, and Edit Columns button
10. Test the report by clicking **RUN**
11. Click **SAVE AND CLOSE** to save the report

CREATE AUTOMATION RULES

1. Open the Configuration menu and select **AUTOMATION RULES**
 - DMP does not recommend making changes to or removing the preset automation rules
2. Click **ADD**
3. Name the rule **INVALID CODE REPORT**
4. Click **NEW** to the right of the Trigger field
5. Set the trigger to **MANUAL ONLY**
 - If Periodic or Event is selected, a window to set the time interval or triggering event will open
6. Click the **ADD** button above the Actions field
7. Select Report from the Type drop-down and click **OK**
 - Actions will require further information to be entered depending on the action chosen
8. Click **CHOOSE** to the right of the report field
9. Select the Access Denied - Invalid Code report from the previous lab
10. Click **OK** and then **SAVE AND CLOSE** to add the action to the automation rule
11. Click **NEW** to the right of the Notification field
12. Select **EXPORT TO FILE ON SERVER** from the Type drop-down menu, and click **OK**
13. Click **SAVE AND CLOSE** to save the automation rule
14. To test the automation rule, open the Configuration menu and select **HARDWARE**, then **HARDWARE - TREE**
15. Right click the Automation Driver and select **INVOKE AUTOMATION RULE**
16. Select the Invalid Code Report rule in the Rule drop-down menu, then click **OK**
 - The file will be written to C:\...\Entré\autoexport as a PDF file

CUSTOMIZE EVENT POLICIES

1. Open the Configuration menu and select **EVENT POLICIES**
 - Event policies can also be set from the Events and Audit Trail Modules
2. Locate the Door Access: Denied invalid code; User code not found event in the list
 - Use the search bar to quickly find the event

3. Right click the event and select **EDIT**
4. Click **CHOOSE** to the right of the Background color field
5. Select Yellow and click **OK**
6. Click **SAVE AND CLOSE** to save the changes to the Event Policy
 - Go to the Events Module and confirm the events have a yellow background

CREATE A MAP

1. Open the Configuration menu and select **MAP EDITOR**
2. Click **NEW MAP**
3. Name the map **OFFICE**
4. Click **CHOOSE** in the Background box to select a map
5. Use the file type drop-down to select the format of the image file
6. Click **OPEN**
7. Click **OK** to open the image file
8. Select the Devices tab and locate the system that is associated with this map
9. Click and drag the Back Door and Zone 1 Door onto the map that will be monitored
10. Highlight the panel in the device list and select the **CMDS** tab
11. Click and drag the **ARM** and **DISARM** CMDs onto the map
 - The available CMDs will change depending on the device that is selected in the Devices tab
12. Click **SAVE** to save the map
13. Open the Monitoring menu and select Maps to view the finished map

CREATE A QUICK LAUNCH PANEL

1. Open the Configuration menu and select Quick Launch Editor
2. Click **NEW PANEL**
3. Name the Panel “Reception” Leave the columns and rows set to 4
4. Click **OK** to create the quick launch panel
5. Click on the top right button Select **DEVICE STATUS** from the Type drop-down menu
6. Click **CHOOSE** and select the Back Door
7. Click **OK** to save the device and the button
8. Set button [1,2] to momentarily unlock the back door
 - Button labels and images can be customized as well
9. Click **SAVE** to save the current configuration
10. Open the Navigation menu and select **QUICK LAUNCH** to open the finished quick launch window

USE THE AUDIT TRAIL

1. Open the Management menu and select **AUDIT TRAIL**
2. Click **FILTER**
3. Click **CHOOSE** to the right of the Log Code field
 - Filters can also be used to find a specific personnel record, operator, or device

4. Select the relevant log codes and move them to the Selected Items field using the right arrow
5. Click **OK** to add the log codes to the filter
6. Click **OK** to apply the filter to the audit trail
7. Right click the record and select **VIEW**
8. Use **VIEW BEFORE** and **VIEW AFTER** to look at changes to the record

CREATE AN OPERATOR PROFILE

1. Open the Configuration menu and select **OPERATOR PROFILES**
 - DMP does not recommend making changes to the default Administrators Profile
2. Click **ADD**
3. Click the **TEMPLATE** drop-down, select **LEAST RESTRICTIVE**, and click **OK**
4. Name the profile “No Configuration”
5. Select the **MODULES** tab, and expand the Configuration section
6. Select each item in this section and uncheck **ALLOW ACCESS TO MODULE**
7. Click **SAVE AND CLOSE** to save this operator profile

ADDING OPERATORS

1. Open the Configuration menu and select **OPERATORS**
2. Click **ADD**
3. Set the username and password to “lab1”
4. Go to the Profiles section and select **NO CONFIGURATION** from the previous lab
5. Click **SAVE AND CLOSE** to save this operator
6. To test the new login, open the **FILE** menu and select **LOGIN AS A DIFFERENT USER**
7. Use the login information for the new operator
 - The Configuration menu is no longer available
8. Go back to using the admin login

GIVE IT A TRY

1. Edit **QUICK LAUNCH** to include arming the system and disarming the system
2. Edit **QUICK LAUNCH** to also show status of the Back Door
3. Edit the **MAP** and add the following widgets:
 - Arm System
 - Disarm System
 - Lockdown
4. Label the Back Door as a Public Door in **DEVICE SETUP**
5. From **QUICK LAUNCH**, momentarily unlock the Back Door
 - The door should momentarily unlock and the Door Status widget should follow that action
6. From the **MAP**, right-click the **BACK DOOR** and choose **UNLOCK**
7. Activate the **LOCKDOWN** widget on the **MAP**

