CHAMBERLAIN SENTEX®

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ERMAWin

Event Record Monitoring and Analysis Software

User's Guide

Software Version
4.0 and up

Doc 6001648, Rev B

Table of Contents

Overview.....3
About ERMAWin 3
System Requirements **Error! Bookmark not defined.**
Installing ERMAWin 4
Helpful Hints and Edit Functions 4
Starting ERMAWin 5
Exiting ERMAWin 5

Transaction Reports: Analyzing Your System.....6
Getting Access to Transactions 6
Types of Reports and Analyses: An Overview 6
Printing a Report 7
Report Using Selected Data Only 8
Transaction Detail Report 10
Transaction Summary Report 11
Transaction History Report 12
Transaction Type History Report 13

Real-Time Event Monitoring.....14
Monitoring Events 14
Monitoring Multiple Units 15
Setting Alarm Profiles 17

Timestamp Edit Utility 19
Selecting Transaction Batches 19
Editing Timestamps 20

Housekeeping and Your Database 21
Selecting a Database 21
Purging All Transactions 22
Purging a Unit's Transactions 23
Changing Purge Defaults 24
Deleting a Database 24
Creating a Database 24
Other Database Functions 25

Utilities.....26
Archiving Transactions 26
Changing Archive Defaults 27
Exporting Transactions 28
Changing Export Defaults 29

Help.....30
Getting Help 30
Technical Support 31
About ERMAWin (Menu Option) 32

Overview

This chapter will cover . . .

- About ERMAWin Page 3
- Installing ERMAWin Page 4
- Helpful Hints and Edit Functions Page 4
- Starting ERMAWin Page 5
- Exiting ERMAWin Page 5

About ERMAWin

Event **R**ecord **M**onitoring and **A**nalysis Software

Transaction Reports

ERMAWin gives you the power to **analyze transactions** from your Infinity or Multi-Link telephone entry systems. By providing a wide variety of formats and choices, data can be arranged to track system operation according to **your** needs.

Real Time Event Monitoring

Use ERMAWin to **monitor** the activities of your telephone entry systems in real time. You can even monitor multiple units simultaneously.

Set Alarm Profiles

ERMAWin allows you to **create customized alarm profiles.** You can send messages explaining who to call or what to do in case of an alarm.

Correct Invalid Timestamps

ERMAWin gives you the capability to **correct invalid timestamps,** should one of the units mark transactions with an invalid date or time.

Database Maintenance

ERMAWin can perform database housekeeping chores like saving transactions in **archive files** and **purging old records,** so your databases don't become too large and unwieldy. You can also export files to different applications, such as spreadsheets.

Convenience of Windows™

ERMAWin gives you all the **convenience of Windows,** including Toolbar, Taskbar, function tabs and drop-down menus that allow instant access to all ERMAWin features.

Icons and Highlights

ERMAWin's eye-catching **icons and highlighting** help you to sort through and analyze transactions with ease. You no longer have to look for data differences — ERMAWin icons and highlighting make the information jump off the screen at you.

The procedures in this manual assume that . . .

- You have basic computer knowledge. If not, please review your computer manuals before continuing.
- You have already reviewed the manuals for your telephone entry system (Infinity or Multi-Link). If not, please review the appropriate manual(s) before continuing.

Installing ERMAWin

For installation information, please refer to the *SPSWin Installation Instructions*.

Helpful Hints and Edit Functions

HELP

ERMAWin has four "help" aids:

- **Tool Tips** are brief identifying statements describing most buttons and many screen features - activated when the cursor is positioned on top of a button or icon.
- **Status bar help** is located at the bottom of the Main Screen and is activated by mouse movement.
- **Online Help** is an online version of this manual provided for reference.
- **Help buttons** are available in most of the dialog boxes by pressing F1 or from Help menu.

ICONS

The ERMAWin Main Window displays six icons which can be used quickly to access the main functions of ERMAWin.

- Click once on any icon to start its function.
- Move the cursor over an icon. At the bottom of the window, you will see a short explanation of the icon's function (Status Bar Help).

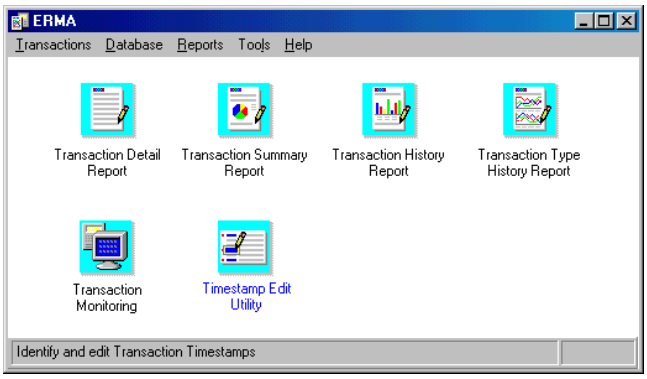


Figure 1: ERMAWin Main Window

KEYBOARD SHORTCUTS

- Many menus and buttons have an underlined letter. To access a menu or button from the keyboard, simultaneously press the **[ALT]** key and the underlined letter key.
- To move the highlight within a screen, use the **[TAB]** key.
- Most options within menus have an underlined letter in their name. To access an option on a menu from the keyboard, press the key for the underlined letter.

CORRECTING DATA INPUT

To correct a mistake while keying in data, do one of the following:

- **Select and Delete:** Highlight the incorrect data with the mouse by placing the I-beam over the beginning of the data that is to be deleted. Press and hold the left mouse button. While still pressing and holding the mouse button, drag the I-beam over the data. The data becomes highlighted. When all the data is highlighted, press the **[DELETE]** key. All highlighted data is deleted.
- **Backspace:** Place the cursor to the right of the word(s) or data that is incorrect. Press the **[BACKSPACE]** key until the data is deleted.
- **Delete:** Place the cursor to the left of the incorrect data and press the **[DELETE]** key.

EDIT FUNCTIONS

Select and/or edit the various functions in the following ways:

- **Round Buttons:** Round buttons (also called radio buttons) which are highlighted (filled in) indicate that the corresponding option is currently selected. To select a different option, click on the corresponding round button. That button becomes highlighted. Usually, you may only select one of these buttons at a time.
- **Text Entry Boxes:** Blank text entry boxes indicate that no value has been set for the corresponding option. To enter a value, place the mouse I-beam in the box and key in the desired value. To edit a text entry box with a value displaying, drag the mouse I-beam over the value. The value becomes highlighted. Enter the desired value. The new value replaces the previously displayed value.
- **Check Boxes:** Check boxes are used to select one or more items in a category. When they have a check (✓) in them, the corresponding option is currently selected. To select a different or additional option, click on the corresponding check box. That box will display a check (✓). To deselect an item, click on the box. The check (✓) will disappear.
- **Apply:** After completing screen entries, click the **Apply** button to save the work you have done. The window will remain open so you can continue working.
- **Done:** After completing the screen entries, click the **Done** button or the **OK** button (if available) to return to the Main Screen.
- **Cancel:** Selecting **Cancel** will close a window without making any changes.

Starting ERMAWin

1. Click on Start.
2. From the fly-up START menu, select **PROGRAMS** >> **Sentex Applications** >> **ERMAWin**.

- **Sentex Applications** is the default name of the program group and will appear unless the user has changed the program group name.
- To create a shortcut to ERMAWin, drag the ERMAWin icon onto the desktop (see *Windows User Guide* for details).

Exiting ERMAWin

From the Main Window:

1. From the toolbar, select **Transactions**.
2. From the drop-down menu, select **Exit**.
3. Select **Yes** at the confirmation dialog box.
4. When you exit ERMAWin, the program checks to see if any transactions need to be purged. If so, the Ready to Purge Transactions dialog box will be displayed. This box appears only when there are transactions to be purged, so you probably won't see it the first few times you exit ERMAWin.
5. From here, you may archive and purge old transactions. Purge transactions you no longer need to see. For more information about archiving and purging records, see **Purging a Unit's Transactions** on page 23.
6. Select **Yes** to purge or archive, and exit ERMAWin. Select No to exit ERMAWin without purging or archiving.

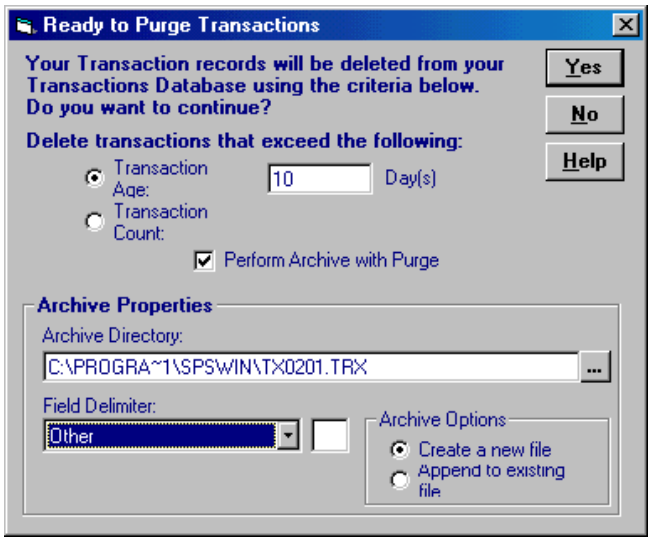


Figure 2: Ready to Purge Transactions Screen

Transaction Reports: Analyzing Your System

This chapter will cover . . .

- Getting Access to Transactions Page 6
- Types of Reports and Analyses: An Overview Page 6
- Printing a Report Page 7
- Report Using Selected Data Only Page 8
- Transaction Detail Report Page 10
- Transaction Summary Report Page 11
- Transaction History Report Page 12
- Transaction Type History Report Page 13

Getting Access to Transactions

There are two ways to get access to the unit transactions: real-time event monitoring and retrieving the transactions from the unit(s) through SPSWin.

- For real-time event monitoring, see **Real-Time Event Monitoring** on page 14.
- To use SPSWin to retrieve the transactions, see the *SPSWin User's Guide*, **Downloading Transactions**, under **Viewing and Printing Transactions**.

Types of Reports and Analyses: An Overview

ERMAWin provides you with four different types of reports. Each report includes the following information in the header:

- **Unit Name and Description**
- **Unit Type** – Infinity or Multi-Link
- **Multi-Link Chain Information** – if applicable
- **Number of Transactions for the Unit**

Transaction Detail Report provides you with a list of the transactions that took place at the unit or units you choose. The transactions are printed in date and time order. This is a powerful tool for checking security because it lists results of events. For example, you may see a pattern of alarm conditions if someone is leaving a particular door open when it should be closed; or you can check to insure time zones and schedules are operating correctly.

Transaction Summary Report provides you with three pie graphs illustrating the transactions that have taken place at a unit. The first graph shows the percentage of Transactions by Date; you can see what days are busiest and adjust your schedules accordingly. The Transactions by Source graph shows which keypads, doors, etc. are busiest; you can use this information to evaluate where you may wish to place lights or closed circuit TV cameras in the future. The last graph, Transactions by Result, illustrates the results of each transaction.

Transaction History Report provides you with bar graphs illustrating the number of transactions that took place on each date. This can help you evaluate the busiest times and days of week for each unit. Use this information to adjust your schedules.

Transaction Type History Report provides you with bar graphs illustrating the number of transactions by source and result that took place each date. The report includes a table of the dates and the source-result count for each transaction. You can use this report to evaluate what is happening at each of your doors, keypads, etc. Use it to adjust your schedules, times zones, and general security.

To Access Reports

In the Main Window, click the icon for report of your choice **OR**

1. From the menu bar, select **Reports**.
2. From the drop-down menu, select the report of your choice (Figure 3).
3. The Create Report window will appear (Figure 4). From the Create Report Window, you can structure your report in the way that will best suit your needs.

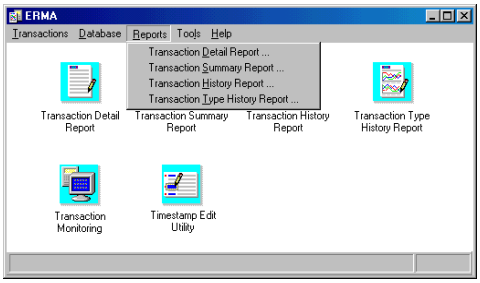


Figure 3: Main Window, Reports Drop-Down Menu

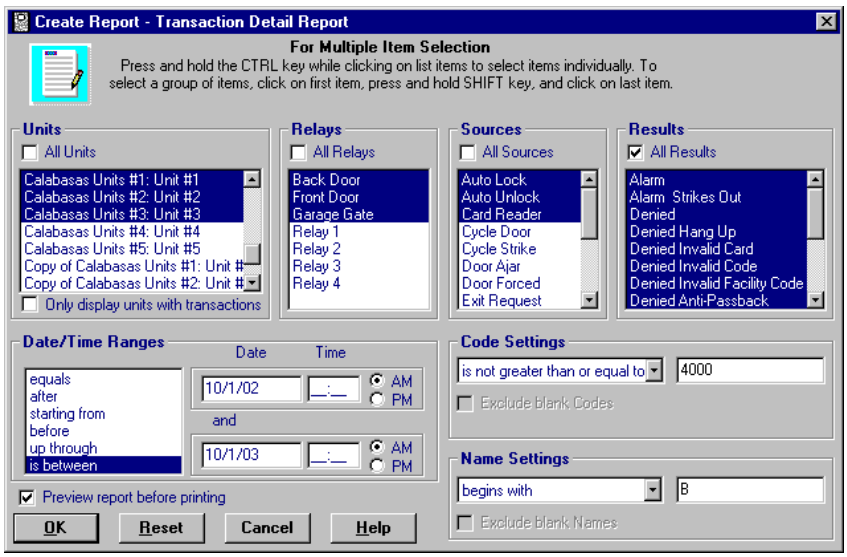


Figure 4: Create Report Window

Printing a Report

All reports have a default print layout (e.g., portrait or landscape). Please note that changing report layouts from **landscape to portrait** (when landscape is the default setting of a particular report) may truncate areas of the report.

1. Specify the unit, units or all units.
2. Specify the relay, relays, or all relays.
3. Specify the source, sources or all sources.
4. Specify the result, results or all results.
5. Choose all dates/times, a range of dates and times, or a particular date/time.
6. Chose all access/directory codes, a range of codes, or a particular code. You may exclude blank codes.
7. Choose all Names, a range of names, or a particular name. You may exclude blank names.
8. If you wish to display the report on screen, make sure there is a check (✓) in the box next to **Preview report before printing**. If you wish to print the report, click in the box; the checkmark will disappear.
9. To reset your selection to the defaults, click the **Reset** button. To return to the Main Window without printing, click the **Cancel** button.
10. Click the **OK** button. The report will be displayed or printed. Click the **Cancel** button to return to the Main Window without printing or displaying the report.
11. When previewing a report:
    - Click the Printer Setup icon to change the printer's default settings (e.g., paper orientation).
    - Click the Print icon to print the report.

Report Using Selected Data Only

You may filter the transactions you wish to see on your reports using the following options (see Figure 4). You may print the same types of reports, filtered many different ways, from the same set of transactions. ERMAWin will not purge transactions until you are ready.

- **Units:** select one unit, several units, or all units.
- **Relays:** select one relay, several relays, or all relays.
- **Sources:** select one source (such as a keypad, or door), several sources, or all sources.
- **Results:** select one result (such as access denied, or alarm condition), several results, or all results.

Other methods of filtering transactions include:

- **Date/Time Ranges:** print transactions for a specific date, range of dates, or exclude a date or range of dates.
- **Code Settings**: print transactions initiated by a certain access/directory code, a range of codes, or exclude a code or range of codes.
- **Name Settings:** print transactions initiated by a particular person by specifying a name, a set of names, or exclude a name or set of names.

STEP 1: SPECIFY THE UNITS TO USE

- **To choose all units**, make sure there is a check (✓) in the box next to All Units. If you choose one or more units, but not all, the checkmark will disappear.
- **To select one unit**, click on the unit in the list. Use the up and down arrows on the right side of the Units box to scroll through the list of units.
- **To select several contiguous units** from the list, hold down the SHIFT key, move the pointer over the first unit, and *press and hold the left mouse key.* Pull down until all the units you want to select are highlighted.
- **To select several units**, hold down the CTRL key and click on the units you wish to see.

STEP 2: SPECIFY THE RELAYS AND/OR SOURCES TO USE

If you have defined names for relays in SPSWin (e.g., Front Door, Back Door, etc.), they will appear rather than the regular relay number. The relay and source will both appear on the report in the example (see right):

Unit	Relay Name	Source	Appears in Report as . . .
Unit A	Front Door	CARD READER	CARD READER, Front Door
Unit A	Back door	DOOR AJAR	DOOR AJAR, Back Door
Unit B	Relay 1	CARD READER	CARD READER 1
Unit B	Relay 2	DOOR AJAR	DOOR AJAR 2

- **To choose all relays and/or sources**, make sure there is a check (✓) in the box(es) next to All Relays and/or All Sources.
- **To select one relay/source**, click on the relay/source in the list. Use the up and down arrows on the right side of the Relays/Sources box to scroll through the list.
- **To select several contiguous relays/sources** from the list, hold down the SHIFT key, move the pointer over the first unit, and *press and hold the left mouse key.* Pull down until all the relays/sources you want to select are highlighted.
- **To select several relays/sources**, hold down the CTRL key and click on the relays/sources you wish to see.

STEP 3: SPECIFY THE RESULTS TO USE

- **To choose all Results**, make sure there is a check (✓) in the box next to All Results. If you choose one or more results, but not all, the checkmark will disappear.
- **To select one result**, click on the result in the list. Use the up and down arrows on the right side of the Results box to scroll through the list of results.
- **To select several contiguous results** from the list, hold down the SHIFT key, move the pointer over the first unit, and *press and hold the left mouse key.* Pull down until all the results you want to select are highlighted.
- **To select several results**, hold down the CTRL key and click on the results you wish to see.

STEP 4: SELECT A DATE OR RANGE OF DATES

You may select a date or range of dates. For example, you may wish to see the transactions that occurred over a three-day weekend, such as Labor Day. You may enter the Time you wish the report to begin (12:00 am, Midnight, to see all events on the date(s) you chose).

- To see transactions for one date, select **equals** in the Date/Time Ranges box. In the Date box, enter the date. Enter a time *only* if you want to see transactions that happened at that specific time.
- To exclude one date, select **not equal to** in the Date/Time Ranges box. In the Date box, enter the date. Enter a time *only* if you want to exclude transactions that happened at that specific time.
- To choose all dates after a particular date, select **after** in the Date/Time Ranges box. In the Date box, enter the date; you may enter a time.
- To choose all dates starting from a particular date, select **starting from** in the Date/Time Ranges box. In the Date box, enter the date; you may enter a time.
- To choose all dates prior to a specific date, select **before** in the Date/Time Ranges box. In the Date box, enter the date; you may enter a time.
- To choose all dates starting up to and including a specific date, select **up through** in the Date/Time Ranges box. In the Date box, enter the date; you may enter a time.
- To choose transactions between two specific dates, select **is between** in the Date/Time Ranges box. In the top Date box, enter the date on which to begin the report; you may enter a time. In the bottom Date box, enter the date on which to end; you may enter a time.

STEP 5: SELECT AN ACCESS/DIRECTORY CODE OR RANGE OF CODES

You may select a particular access/directory code or range of codes.

- To see transactions for one access/directory code, select **is equal to** in the Code Settings box. In the Code box, enter the access/directory code.
- To exclude one access/directory code, select **is not equal to** in the Code Settings box. In the Code box, enter the access/directory code. You may not want to see events that have no codes. Click in the box next to Exclude blank Codes. A checkmark (✓) will appear.
- To choose all access/directory codes greater than a particular access/directory code, select **is greater than** or **is not less than or equal to** in the Code Settings access/directory code. In the Code box, enter the access/directory code.
- To choose all access/directory codes starting from a particular access/directory code, select **is greater than or equal to** in the Code Settings. In the Code box, enter the access/directory code.
- To choose all codes lower than a specific access/directory code, select **is less than** or **is not greater than or equal to** in the Code Settings box. In the Code box, enter the access/directory code.
- To choose all access/directory codes starting up to and including a specific access/directory code, select **is less than or equal to** or **is not greater than** in the Code Settings box. In the Code box, enter the access/directory code.
- To choose transactions between two specific access/directory code, select **is between** in the Code Settings box. In the top Code box, enter the access/directory code you wish the report to begin. In the bottom Code box, enter the access/directory code to end the report.
- To exclude transactions between two specific access/directory code, select **is not between** in the Code Settings box. In the top Code box, enter the access/directory code you wish the report to begin excluding. In the bottom Code box, enter the access/directory code to end the report excluding.

STEP 6: SELECT A NAME OR RANGE OF NAMES

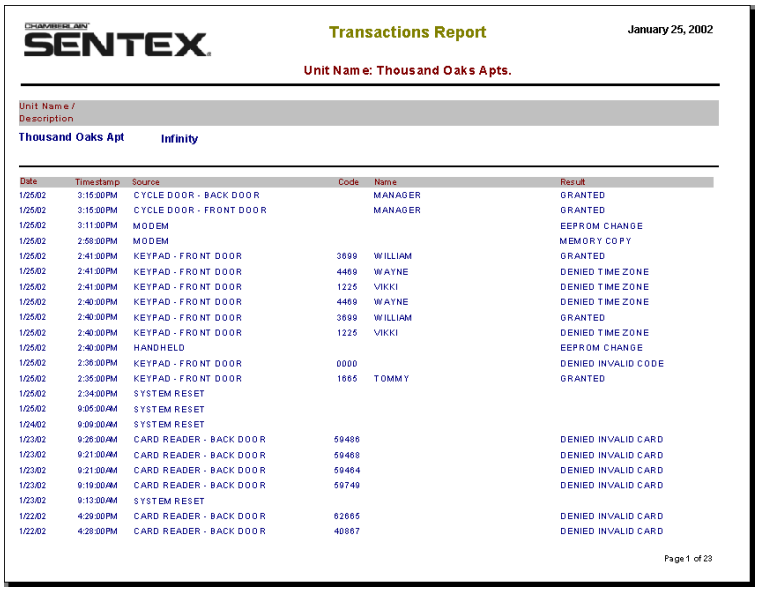
You may select a particular name or range of names. For example, if you wish to see the transactions for a particular family, you may wish to see events initiated by everyone with the last name Smith.

- To see transactions for one name, select **is equal to** in the Name Settings box. In the Name box, enter the name.
- To exclude one name, select **is not equal to** in the Name Settings box. In the Name box, enter the name. You may not want to see events that have no names. Click in the box next to Exclude blank Names. A checkmark (✓) will appear.
- To choose names starting with a letter or set of letters, select **begins with** in the Name Settings access/directory code. In the Name box, enter the name.
- To exclude names starting with a particular letter or set of letters, select **does not begin with** in the Name Settings. In the Name box, enter the name.
- To choose names ending with a letter or set of letters, select **ends with** in the Name Settings box. In the Name box, enter the name.
- To exclude names starting with a letter or set of letters, select **does not end with** in the Name Settings box. In the Name box, enter the letter(s).
- To choose names that contain a letter or set of letters, select **contains** in the Name Settings box. In the top Name box, enter the letter(s).
- To exclude names that contain a letter or set of letters, select **does not contain** in the Name Settings box. In the top Name box, enter the letter(s).

Transaction Detail Report

The Transaction Detail Report provides you with a list of the transactions which took place at the unit(s) of your choice. The transactions are listed in date and time order, beginning with the oldest transaction. Information provided includes:

- **Timestamp:** Date and Time the transaction took place.
- **Unit Number:** Displays the unit's number within a multi-link chain (used only in a multi-link configuration).
- **Source:** What initiated the event such as a scheduled activation, telephone entry, or alarm condition.
- **Code:** The access/directory code used.
- **Name:** The name associated with the access/directory code.
- **Result:** What action the system took such as access granted or denied (and the reason).



CHAMBERLAIN SENTEX

Transactions Report

January 25, 2002

Unit Name: Thousand Oaks Apts.

Unit Name / Description

Thousand Oaks Apt Infinity

Date	Timestamp	Source	Code	Name	Result
1/25/02	3:15:00PM	CYCLE DOOR - BACK DOOR		MANAGER	GRANTED
1/25/02	3:15:00PM	CYCLE DOOR - FRONT DOOR		MANAGER	GRANTED
1/25/02	3:11:00PM	MODEM			EEPROM CHANGE
1/25/02	2:58:00PM	MODEM			MEMORY COPY
1/25/02	2:41:00PM	KEYPAD - FRONT DOOR	3699	WILLIAM	GRANTED
1/25/02	2:41:00PM	KEYPAD - FRONT DOOR	4469	WAYNE	DENIED TIME ZONE
1/25/02	2:41:00PM	KEYPAD - FRONT DOOR	1225	VIKKI	DENIED TIME ZONE
1/25/02	2:40:00PM	KEYPAD - FRONT DOOR	4469	WAYNE	DENIED TIME ZONE
1/25/02	2:40:00PM	KEYPAD - FRONT DOOR	3699	WILLIAM	GRANTED
1/25/02	2:40:00PM	KEYPAD - FRONT DOOR	1225	VIKKI	DENIED TIME ZONE
1/25/02	2:40:00PM	HANDHELD			EEPROM CHANGE
1/25/02	2:36:00PM	KEYPAD - FRONT DOOR	0000		DENIED INVALID CODE
1/25/02	2:35:00PM	KEYPAD - FRONT DOOR	1665	TOMMY	GRANTED
1/25/02	2:34:00PM	SYSTEM RESET			
1/25/02	9:05:00AM	SYSTEM RESET			
1/24/02	9:09:00AM	SYSTEM RESET			
1/23/02	9:26:00AM	CARD READER - BACK DOOR	59486		DENIED INVALID CARD
1/23/02	9:21:00AM	CARD READER - BACK DOOR	59468		DENIED INVALID CARD
1/23/02	9:21:00AM	CARD READER - BACK DOOR	59464		DENIED INVALID CARD
1/23/02	9:19:00AM	CARD READER - BACK DOOR	59749		DENIED INVALID CARD
1/23/02	9:13:00AM	SYSTEM RESET			
1/22/02	4:29:00PM	CARD READER - BACK DOOR	62665		DENIED INVALID CARD
1/22/02	4:28:00PM	CARD READER - BACK DOOR	40867		DENIED INVALID CARD

Page 1 of 23

Figure 5: Transactions Report

Transaction Summary Report

The Transaction Summary Report provides you with three pie graphs illustrating the transactions that have taken place at a unit. The report includes the following information:

- **Transactions by Date:** a pie graph showing the percentage of events occurring each date within the time period of the report, along with the Daily Transaction Count (the number of transactions that occurred on each date).
- **Transactions by Source:** a pie graph showing the percentage of events occurring at each source along with a Transaction Source Count (the number of transactions that occurred at each source).
- **Transactions by Result:** a pie graph showing the percentage of each result (Figure 7) along with a Transaction Result Count (the number of each type of transaction result that occurred).

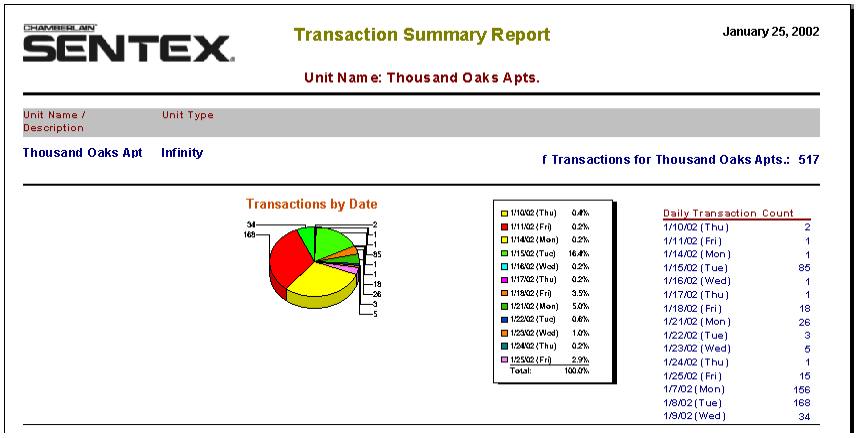


Figure 6: Transaction Summary Report (Page 1)

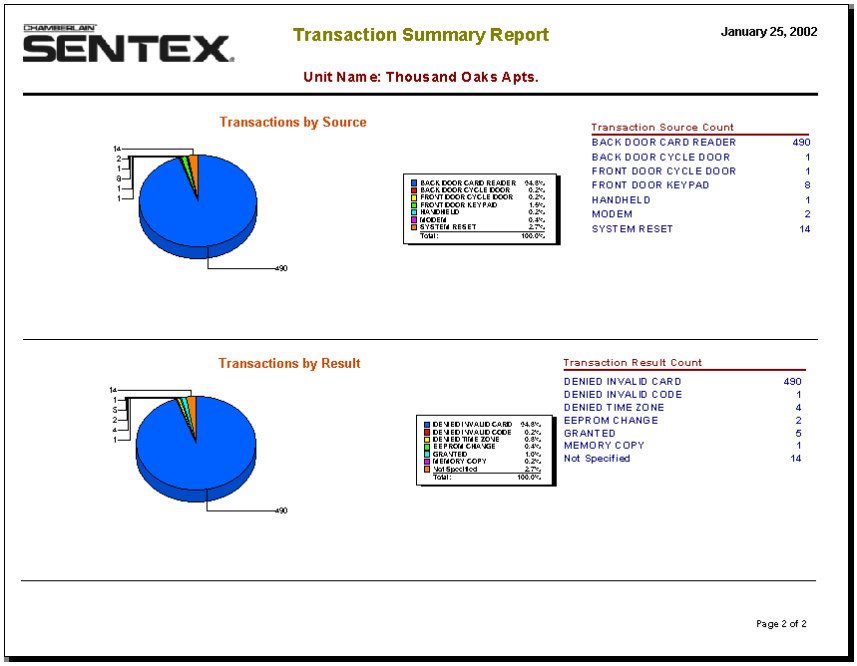
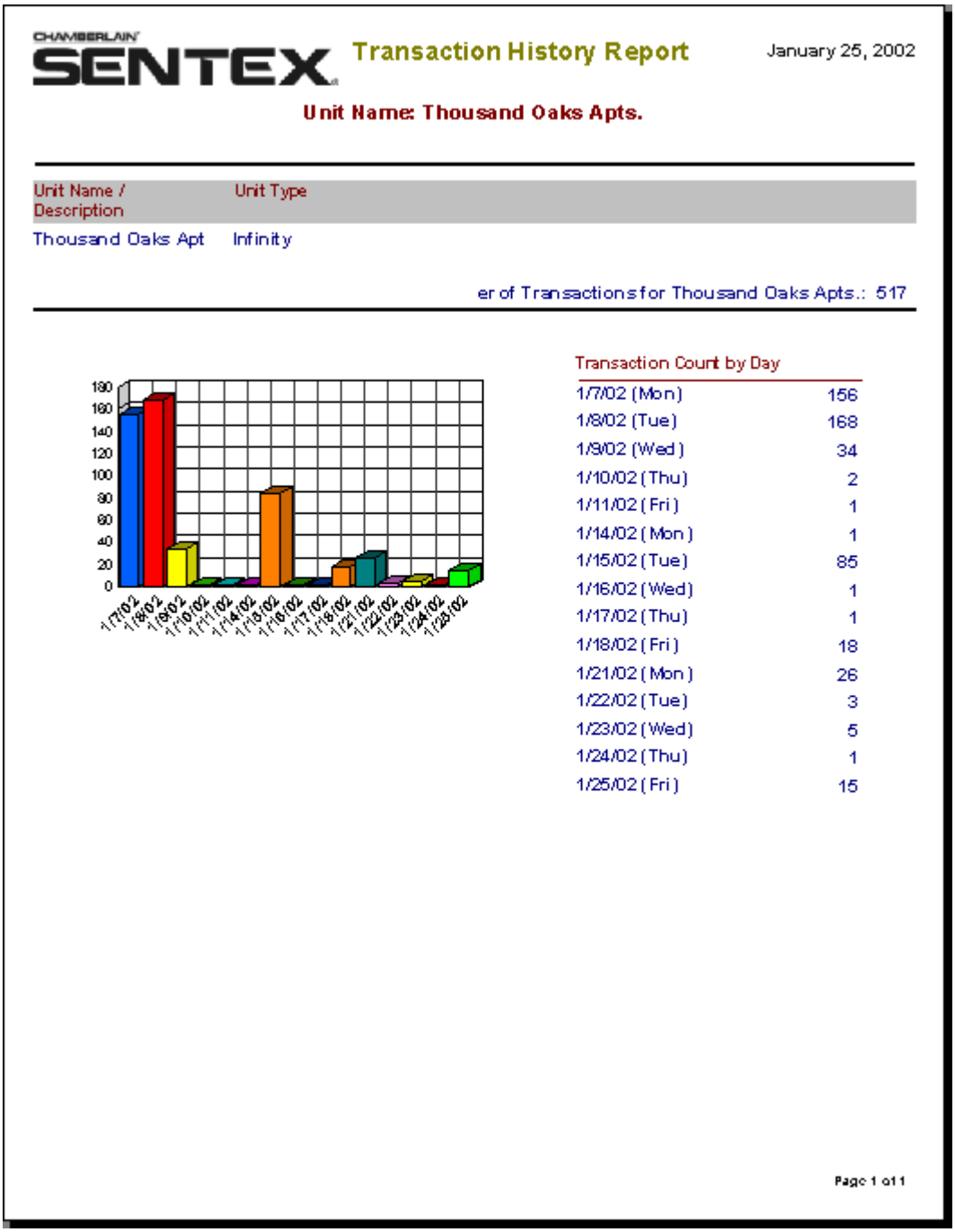


Figure 7: Transaction Summary Report (Page 2)

Transaction History Report

The Transaction History Report provides you with bar graphs illustrating the number of transactions that took place each date. The report includes the following information:

- **Bar Graph:** showing the number of events occurring each date. The date is shown on the x-axis; the number of transactions is shown on the y-axis.
- **Transaction Count by Day:** The number of transactions that took place on each date.



CHAMBERLAIN SENTEX Transaction History Report January 25, 2002

Unit Name: Thousand Oaks Apts.

Unit Name / Description	Unit Type
Thousand Oaks Apt	Infinity

er of Transactions for Thousand Oaks Apts.: 517

Transaction Count by Day	
1/7/02 (Mon)	156
1/8/02 (Tue)	168
1/9/02 (Wed)	34
1/10/02 (Thu)	2
1/11/02 (Fri)	1
1/14/02 (Mon)	1
1/15/02 (Tue)	85
1/16/02 (Wed)	1
1/17/02 (Thu)	1
1/18/02 (Fri)	18
1/21/02 (Mon)	26
1/22/02 (Tue)	3
1/23/02 (Wed)	5
1/24/02 (Thu)	1
1/25/02 (Fri)	15

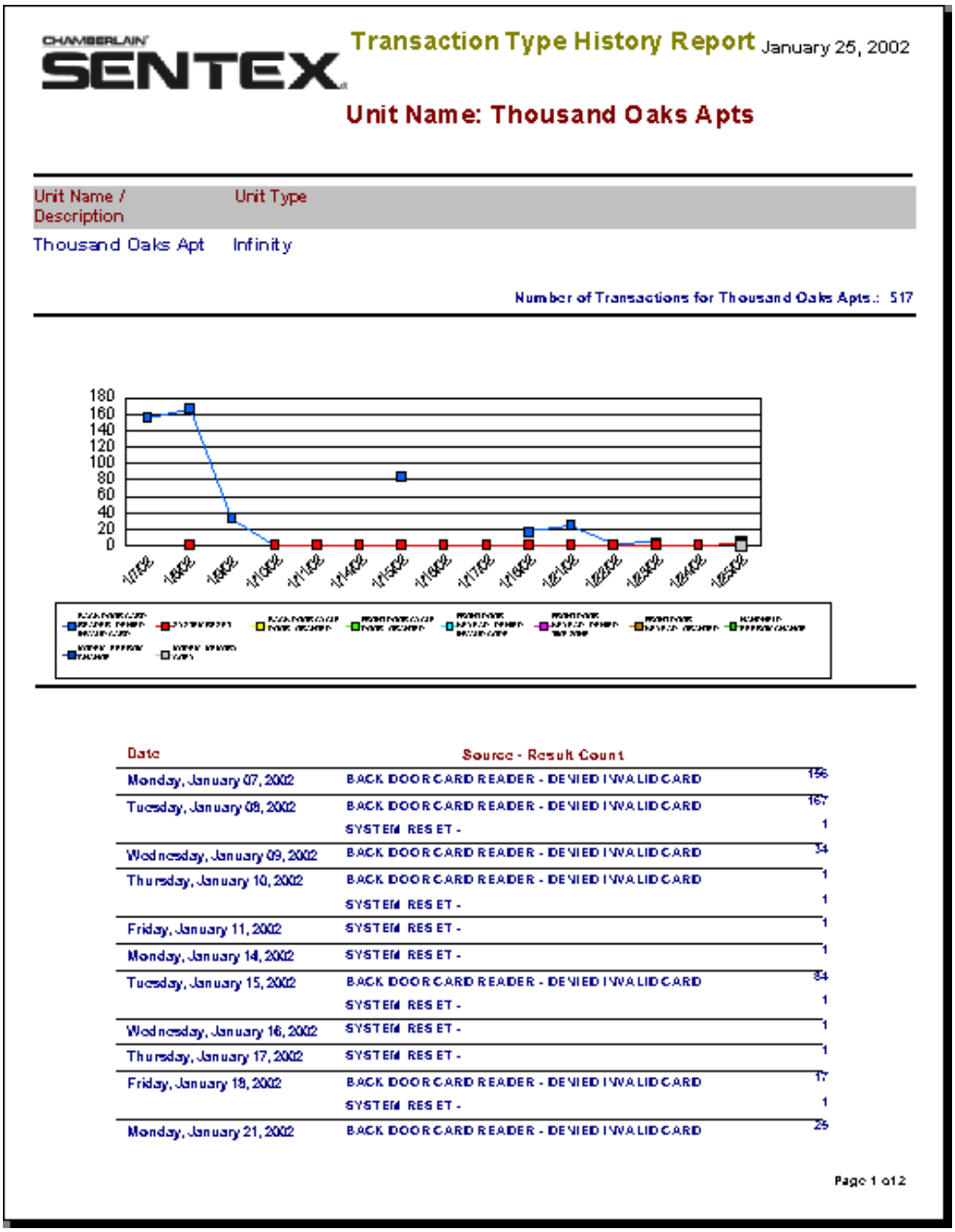
Page 1 of 1

Figure 8: Transaction History Report

Transaction Type History Report

The Transaction Type History Report provides you with line graphs illustrating the number of transactions by source and result that took place on each date, as well as a count of the transactions by date.

- **Transactions by Source-Result Line Graph:** the dates are shown on the x-axis; the number of transactions by source and result are shown on the y-axis.
- **Table of Dates with List of Source and Result Counts:** The report includes a table of the dates and the source-result count for each transaction.



CHAMBERLAIN SENTEX

Transaction Type History Report January 25, 2002

Unit Name: Thousand Oaks Apts

Unit Name / Description	Unit Type
Thousand Oaks Apt	Infinity

Number of Transactions for Thousand Oaks Apts.: 517

Date	Source - Result Count	
Monday, January 07, 2002	BACK DOOR CARD READER - DENIED INVALID CARD	156
Tuesday, January 08, 2002	BACK DOOR CARD READER - DENIED INVALID CARD	167
	SYSTEM RESET -	1
Wednesday, January 09, 2002	BACK DOOR CARD READER - DENIED INVALID CARD	34
Thursday, January 10, 2002	BACK DOOR CARD READER - DENIED INVALID CARD	1
	SYSTEM RESET -	1
Friday, January 11, 2002	SYSTEM RESET -	1
Monday, January 14, 2002	SYSTEM RESET -	1
Tuesday, January 15, 2002	BACK DOOR CARD READER - DENIED INVALID CARD	84
	SYSTEM RESET -	1
Wednesday, January 16, 2002	SYSTEM RESET -	1
Thursday, January 17, 2002	SYSTEM RESET -	1
Friday, January 18, 2002	BACK DOOR CARD READER - DENIED INVALID CARD	17
	SYSTEM RESET -	1
Monday, January 21, 2002	BACK DOOR CARD READER - DENIED INVALID CARD	25

Page 1 of 2

Figure 9: Transaction Type History Report

Real-Time Event Monitoring

This chapter will cover . . .

- Monitoring Events Page 14
- Monitoring Multiple Units Page 15
- Setting Alarm Profiles Page 17

Monitoring Events

Important: In order to monitor real-time events, you must be **directly connected** to the Infinity unit or the first unit in a Multi-Link Chain via **RS-232**.

1. Click on the **Transaction Monitoring** icon.

   OR select **Transactions** from the Toolbar; then, select **Monitor** from the drop-down menu (see Figure 10). The Transaction Monitoring Window will be displayed (see Figure 11 on page 15).

2. From the toolbar, select **New**. A fly-out menu of units will be displayed.

3. From the fly-out menu, select the unit you want to monitor. The Connection window will be displayed.

4. ERMAWin will bring up a default Connect Set. If the **Connect Set** is blank, use SPSWin to set it up (see *SPSWin User Guide*, **Configuring Your Modem**).

   If you need to use a different connect set, click on the down arrow. Highlight and select your choice. You may need to do this if you have direct connection to multiple units using different COM ports.

5. ERMAWin automatically brings up the unit password, which you setup through SPSWin.

6. Click on the right arrow button to start monitoring events. OR, on the toolbar, click on **Monitor**. Select **Start** from the drop-down menu.

   Events are recorded in the **Event** box at the bottom of the window. The **Connection Progress** box will display messages pertaining to the connection with the unit.

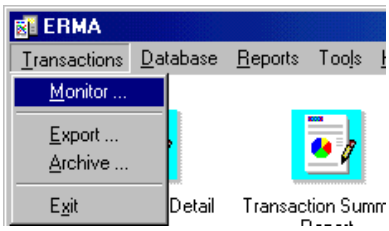


Figure 10: Monitor Option

7. Click the pause button to pause monitoring OR, on the toolbar, click on **Monitor**. Select **Pause** from the drop-down menu. ERMAWin does not stop recording, but does stop displaying new messages. **Note:** You cannot pause monitoring with Multi-Link units.

8. To stop monitoring, click the stop button OR, on the toolbar, click on **Monitor**. Select **Stop** from the drop-down menu.

9. To hide the Connection area, click the button. The Connection Progress and Connection Properties boxes disappear.

10. To bring up the Connection area, click the button. The Connection Progress and Connection Properties boxes reappear.

11. When you are done monitoring, click the button in the upper right hand corner. You will be returned to the Transaction Monitoring Window.

Note: You must stop real-time monitoring before you will be allowed to close the Connection Window.

Transactions are displayed in descending order, from the newest to the oldest.

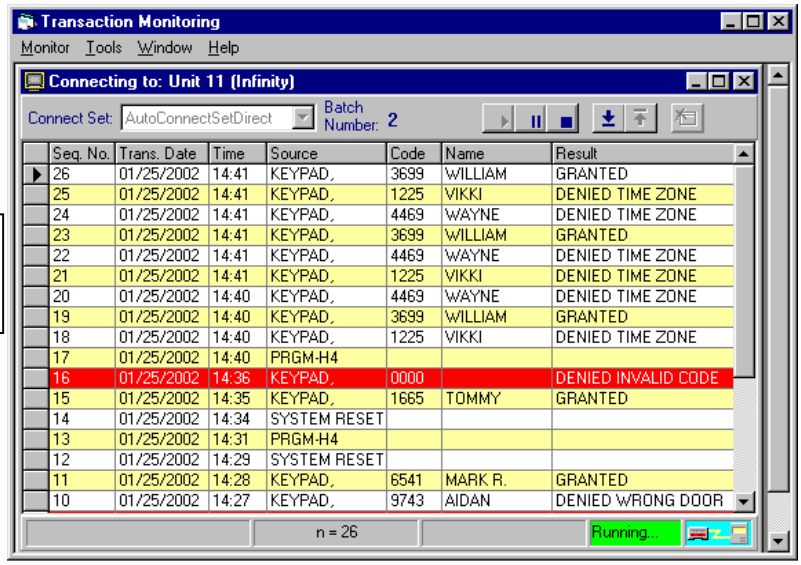


Figure 11: Connection Window

Monitoring Multiple Units

Important: To monitor multiple units, each unit must be connected to a separate COM port on your computer.

1. From the Transaction Monitoring window, select **Monitor**. A fly-out menu of units will appear.
2. From the fly-out menu, select the unit you wish to monitor. A Connection window for that unit will be displayed.
3. Use the buttons at the top of the window to start, pause or stop monitoring. OR, on the toolbar, click on **Monitor**. Select Start, Pause, or Stop from the drop-down menu.
4. You can arrange the way the Connection windows are displayed. On the toolbar, click on **Window**.
   - **Cascade** will display the Connection windows one on top of the next, diagonally across the Transaction Monitoring window (Figure 12).
   - **Tile Horizontally** will arrange the Connection windows in horizontal rows (Figure 13).
   - **Tile Vertically** will arrange the Connection windows in vertical columns (Figure 14).

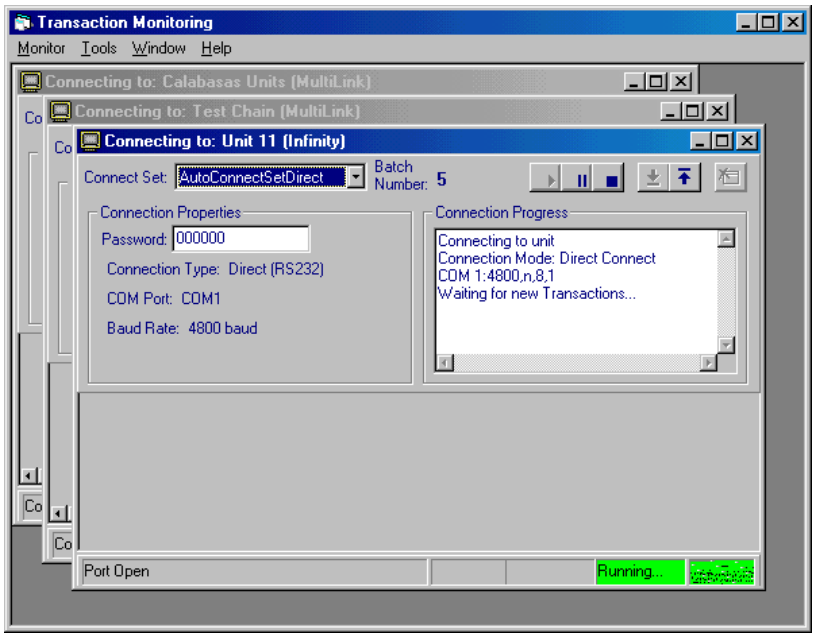


Figure 12: Multiple Connection Windows

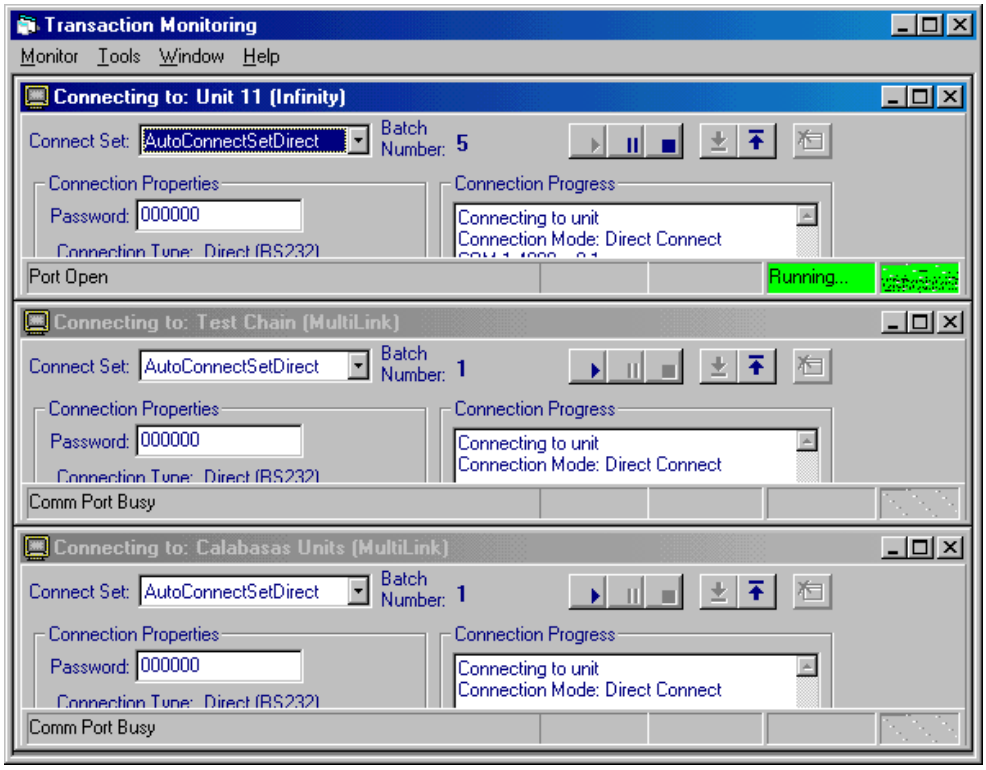


Figure 13: Multiple Connection Windows, Tile Horizontally

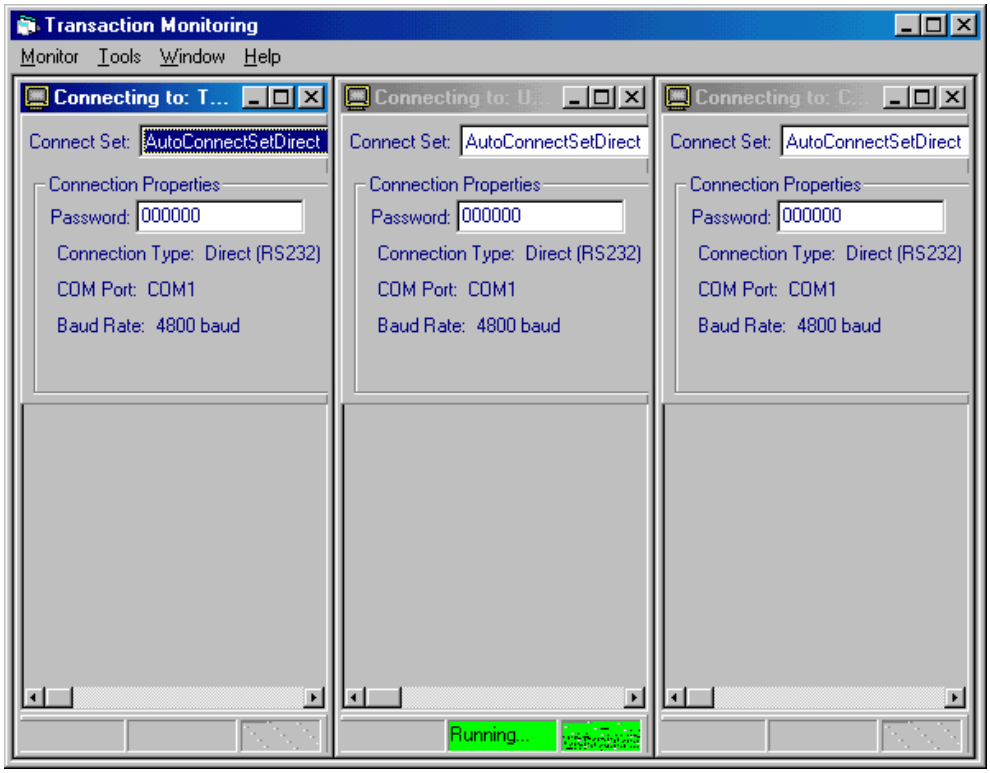


Figure 14: Multiple Connection Windows, Tile Vertically

Setting Alarm Profiles

ERMAWin allows you to create a message for certain alarm conditions. The alarm message will be displayed while you are doing real-time event monitoring. Three alarm conditions will cause a response:

1) Door ajar 2) Door forced 3) Struck out	If one of these conditions occurs, the alarm window will be displayed on the screen. You can program ERMAWin to display the alarm window until someone clicks the OK button or for a period of time you specify.

The alarm window operates only while ERMAWin is monitoring events in real time.

1. From the **Main Window**, select **Tools** from the toolbar.

   OR from the **Transaction Monitoring** window, select **Tools** from the toolbar. The Tools drop-down menu will be displayed.
2. From the Tools drop-down menu, select **Alarm Profiles** (Figure 15). The Setting Alarm Parameters window will be displayed.
3. Select the unit. Use the scroll bar on the right to view your choices.
4. Select **OK** to continue; the Alarm Settings Window is displayed. Select **Cancel** to return to the Main Window. To edit the settings for a particular door or other relay, click in the column on the left. The right-arrow points to the current selection.
5. To display an alarm for any of the three alarm conditions, make sure there is a check (✓) in the Display Alarm column.
6. If you want to require a response, make sure there is a check (✓) in the **Response Required** column.
7. You can change the length of time the alarm warning is displayed in the **Display Time** column. Or you can choose **Wait For Response**; the alarm is displayed until someone responds.
8. In the **Alarm Text** column, you can enter instructions on how to handle the alarm conditions. For example, you may want to enter the name and telephone number of a security service.
9. To preview your alarm message, select **Preview**; OR click in the **Preview on Click/Keystroke** box.
10. Repeat steps 5 through 10 to set alarm profiles for more unit relays.
11. Select **Done** to save the alarm profiles. Select **Cancel** to exit without saving. You will be returned to the Main Window.
12. Figure 17 shows a sample preview alarm window.

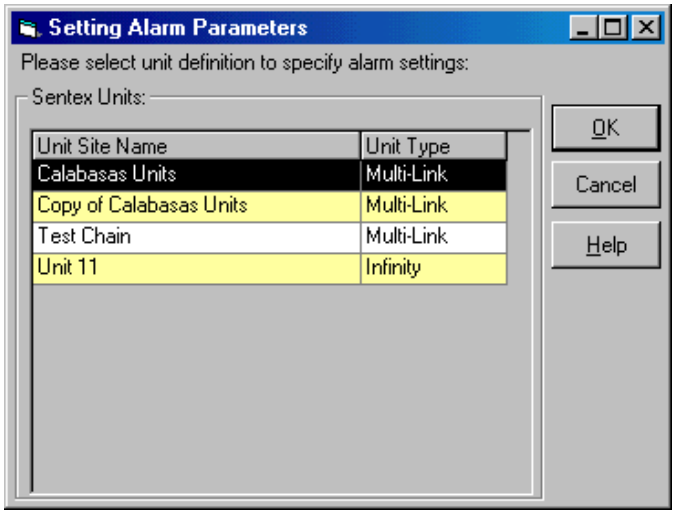


Figure 15: Setting Alarm Parameters Window

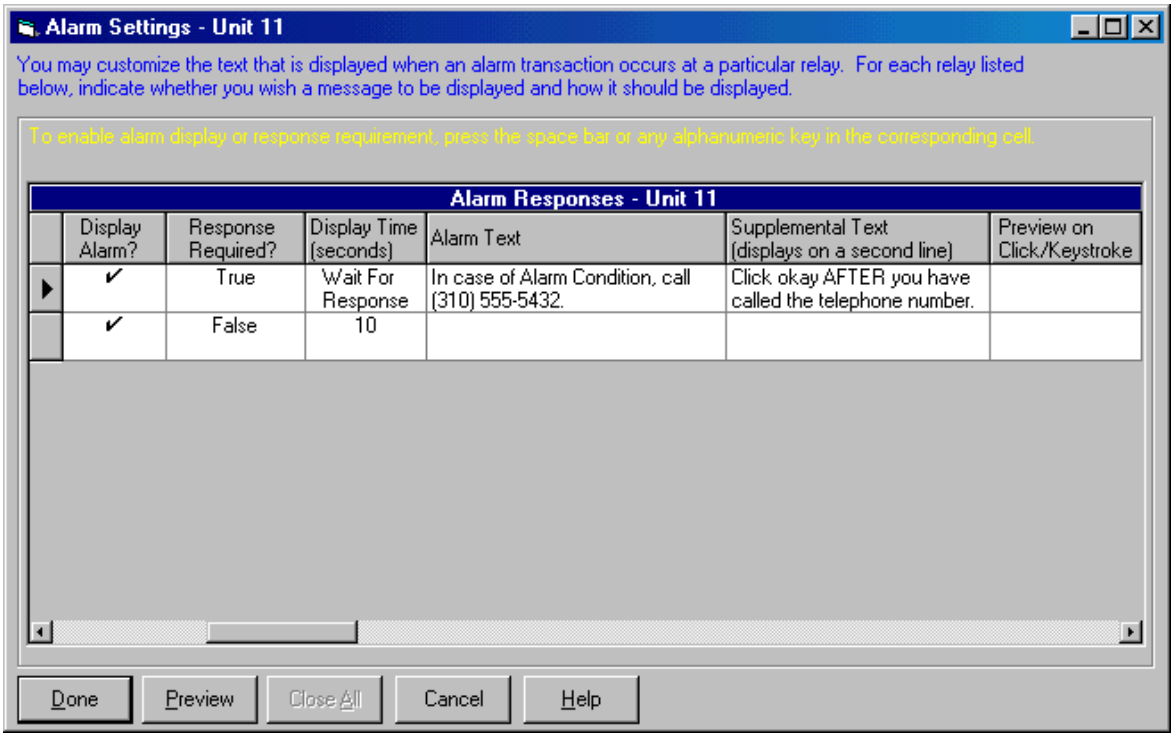


Figure 16: Alarm Settings Window

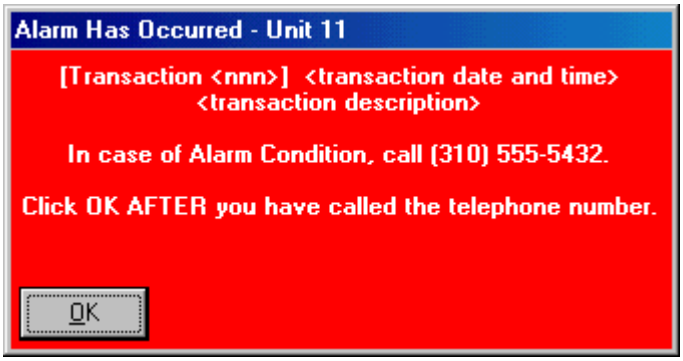


Figure 17: Alarm Has Occurred Screen

Timestamp Edit Utility

From time to time, transactions downloaded through SPSWin may have invalid timestamps. ERMAWin allows you to correct the invalid timestamps through the Timestamp Edit Utility.

This chapter will cover . . .

- Selecting Transaction Batches Page 19
- Editing Timestamps Page 20

Selecting Transaction Batches

1. From the Main Menu, click on the **Timestamp Edit Utility** icon. **OR**

   From the toolbar, select **Tools**. From the drop-down menu, select **Timestamp Edit Utility**.

2. At the top of the Timestamp Edit Utility window, you will see a box labeled **Transaction Batches**. Each batch contains a group of transactions downloaded from the unit (see **Unit Site Name** in Figure 18).

   2a. Use the up and down arrows on the right side of the box to scroll through the batches. Use the right and left arrows at the bottom of the box to see more information about the batches.

   2b. Move the right-arrow into the box next to the batch you want to look at; the line will be highlighted.

3. Select **Retrieve**. ERMAWin will retrieve the batch of transactions for that unit from the database.

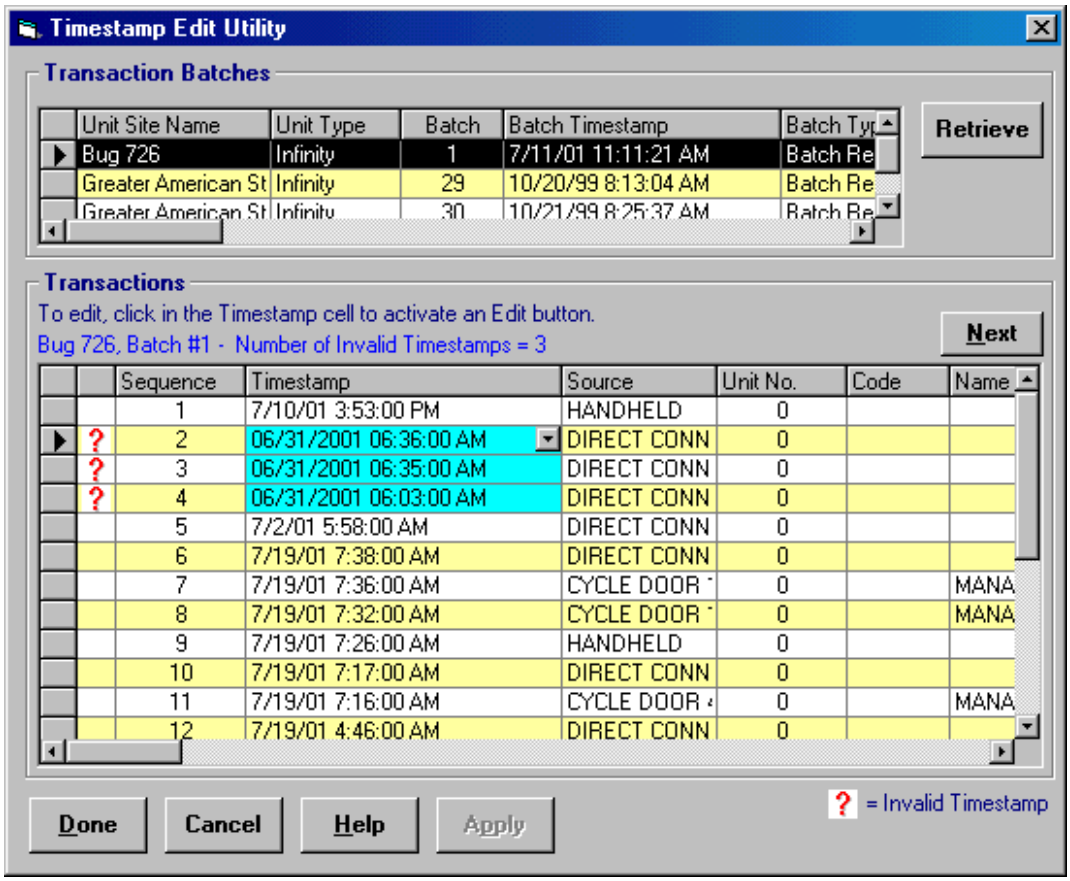


Figure 18: Timestamp Edit Utility Window

Editing Timestamps

1. In the large Transactions box at the bottom of the window, the transactions are listed. Use the up and down arrows to the right of the box to scroll to the bottom.

   Transactions with invalid dates will have a red question mark ("?") in the left column and the timestamp will be highlighted.

   Note: ERMAWin does not allow you to change timestamps that are valid.

2. Click on the down arrow next to the timestamp to make a correction. The Modify Transaction Timestamp box will appear (Figure 19).
3. In the **Date** text box, the date will be highlighted. Type in the month, date and last two digits of the year. You do not need to type a slash ("/").
4. In the **Time** text box, highlight the time. Type the hour and minutes. You do not need to type a colon (" : ").
5. Select **Done** to save the new date and time. Select **Cancel** to leave the Modify Transaction Timestamp box without saving. You will be returned to the Timestamp Edit Utility window (Figure 18).
6. Click on the **Next** button to move to the next invalid timestamp.
7. Repeat steps 1-6 as many times as necessary.
8. Select **Apply** to save the new timestamps and continue. Select **Done** to save the new timestamps and return to the Main Window. To return to the Main Window without saving the timestamps, select **Cancel**.

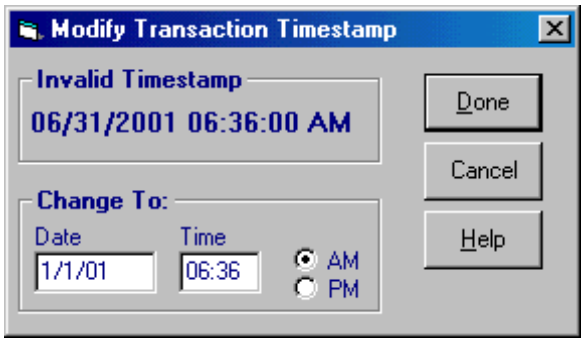


Figure 19: Modify Transaction Timestamp Box

Housekeeping and Your Database

This chapter will cover . . .

- Selecting a Database Page 21
- Purging All Transactions Page 22
- Purging a Unit's Transactions Page 23
- Changing Purge Defaults Page 24
- Deleting a Database Page 24
- Creating a Database Page 24
- Other Database Functions Page 25

Selecting a Database

You may select an existing database or create a new one by entering a name that doesn't exist.

Note: If you select the wrong type of database (e.g., an SPSWin database), you will receive an error message.

1. From the Main Window, select **Database** from the toolbar. A drop-down menu will be displayed (Figure 20).
2. Choose **Select** from the drop-down menu. The Select ERMAWin Database dialog box will be displayed (Figure 21). From here you may choose the drive, folder, file type and file name to use.
3. Select **Open** to choose the displayed database. Select **Cancel** if do not want to select a different database. You will be returned to the Main Window.

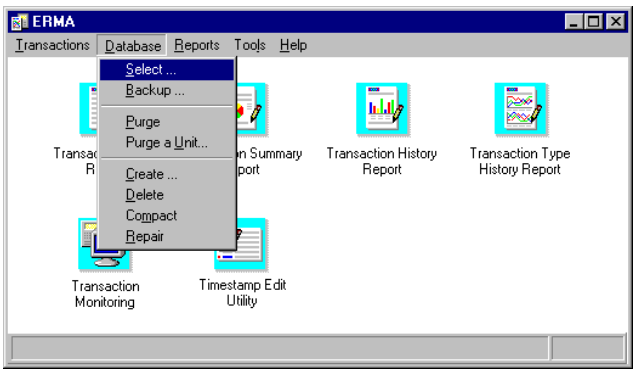


Figure 20: Main Window, Database Drop-Down Menu

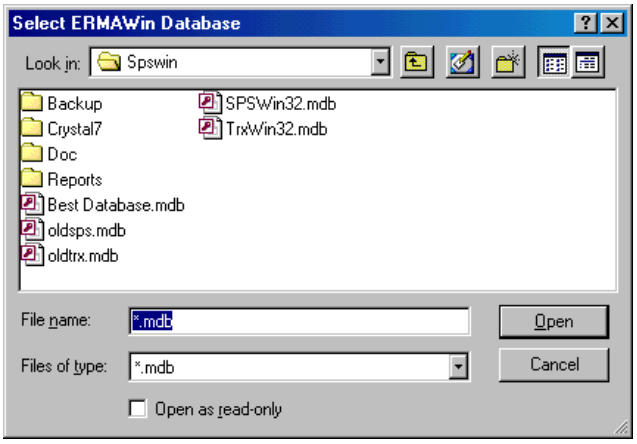


Figure 21: Selecting a Database

Purging All Transactions

After analyzing particular data, you can delete and/or archive the transactions from your transactions database. This insures that your database of transactions is manageable and that ERMAWin continues to work quickly. Whenever you exit, ERMAWin checks if any transactions need to be archived and/or purged. For example, when archiving and/or purging transactions that are 10 days old or older, ERMAWin checks the databases for transactions that old. If any exist, ERMAWin asks you to confirm when to archive/purge.

Perform the following instructions only if you want to purge your transactions without exiting ERMAWin; the purge option is also available on exiting ERMAWin.

1. In the Main Window, select **Database** from the toolbar (see Figure 20).
2. From the drop-down menu, select **Purge**. The Ready to Purge Transactions dialog box is displayed (Figure 22). Changes made in this dialog box will **not** be saved. To change the default Purge settings, see **Changing Purge Defaults** on page 24.
3. You may purge transactions by Transaction Age or Transactions Count.

   Transaction Age: Enter the number of days old the transactions should be in order to be purged. For example, if you want to purge all transaction one week old or older, enter 8 days. ERMAWin will subtract 8 days from the current date and delete all transactions with a timestamp of the purge date or older, beginning at midnight of the purge date.

   Transaction Count: Enter the number of transactions you would like to keep. For example, if you enter 100, ERMAWin will keep the 100 most recent transactions for each unit and purge the rest. If a unit has fewer than the specified number of transactions in the database, no transactions will be deleted.
4. You can save the transactions you are purging in an archive file. Make sure there is a check (✓) in the box next to **Perform Archive with Purge**. If you do not want to archive transactions, click in the box to un-check it.

   If you choose to archive the older transactions, they will be saved in a text file. You may look at the text file using any text editor; or you can import the data into another application, such as a spreadsheet or database.

   In the **Archive Properties** box (see Figure 22), you can specify the archive directory and file name. If you want to change the default directory or file name, click on the ... button. The Change Archive File Dialog Box will be displayed.
5. Specify the field delimiter. Click on the down-arrow to the right of the **Field Delimiter** box for a list of choices. *A delimiter is a character (e.g., a backslash "/") that marks the beginning or end of a unit of data.*
6. In the **Archive Options** box, choose whether to **Create a new file** or **Append to an existing file**. Click in either of the radio buttons. Make sure a black dot is showing in the button next to your choice.
7. When you have completed your choices, select **Yes**. The transactions will be archived if you chose to archive; and purged. If you change your mind, select **No**. You will be returned to the Main Window.

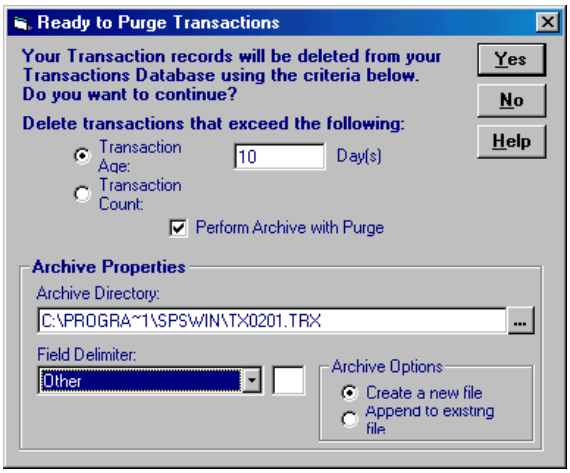


Figure 22: Ready to Purge Transactions Dialog Box

Purging a Unit's Transactions

Use the **Purge a Unit** command (see Figure 23) to delete **all** the data for a **specific unit** from the transactions database. You may want to do this if a unit's data is still present in the transactions database after you have deleted the unit from SPSWin.

1. At the Purge Unit Definition window (Figure 24), select the unit(s) to purge from the **All Units** box.

Tip: To select multiple units, hold down the [Ctrl] or [Shift] key on your keyboard and click the desired units.

Note: If you select a multi-link chain name to purge, all the units within the chain will also be purged. To purge individual units within a chain, select each unit by its number within the chain (e.g., Unit #1, Unit #2, etc.).

2. Click the single right arrow button [>]. The selected unit(s) will appear in the **Selected Units** box.

   - Clicking the double right arrow button [>>] selects all units.
   - Clicking the single left arrow button [<] removes a highlighted unit from the Selected Units box.
   - Clicking the double left arrow button [<<] removes all units from the Selected Units box.

3. Click **OK** and then click **Yes** at the confirmation dialog box.

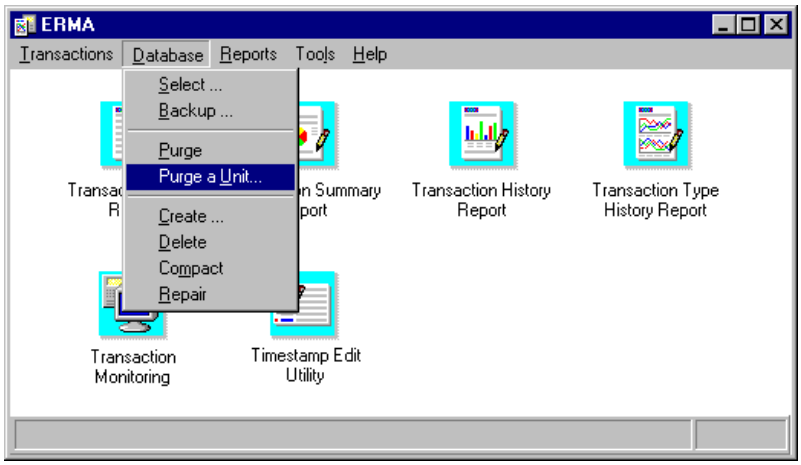


Figure 23: Purge a Unit

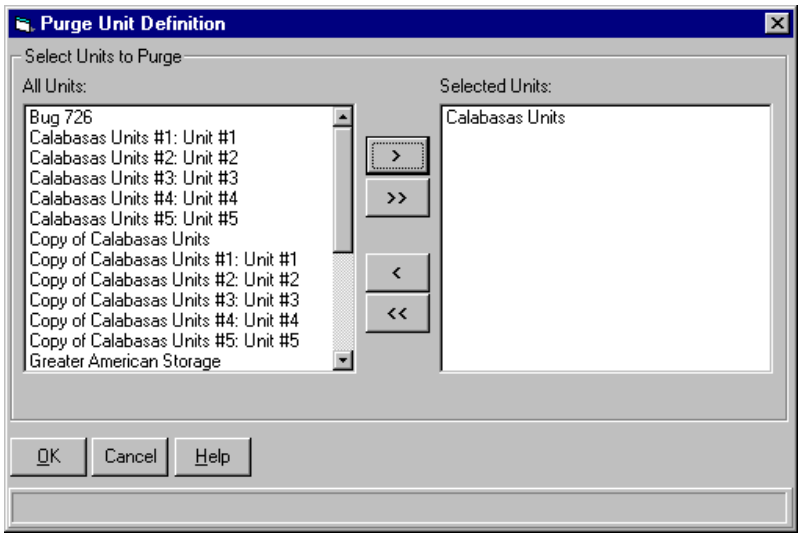


Figure 24: Purge Unit Definition Window

Changing Purge Defaults

1. In the Main Window, select **Tools** from the toolbar (Figure 25).
2. Select **Preferences**. The File Maintenance Preferences window, Purge page, is displayed (see Figure 26).
3. In the **Purge By** box, click in the circle next to your selection; a black dot will appear. Select either **Transaction Age** and the number of days; or **Transaction Count** and the number of transactions to keep in the database for each unit (starting with the most recent).
4. You may choose to write the transactions into an archive file when you purge them, or you may simply erase them. Make sure there is a check (✓) in the box next to **Perform Archive with Purge** if you want to archive your transactions.
5. Select **Apply** to save the changes you entered. Select **Done** to save the changes and return to the Main Window. Select **Cancel** to return to the Main Window without saving changes.

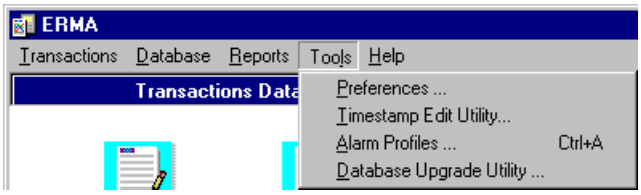


Figure 25: Main Window, Tools Drop-Down Menu

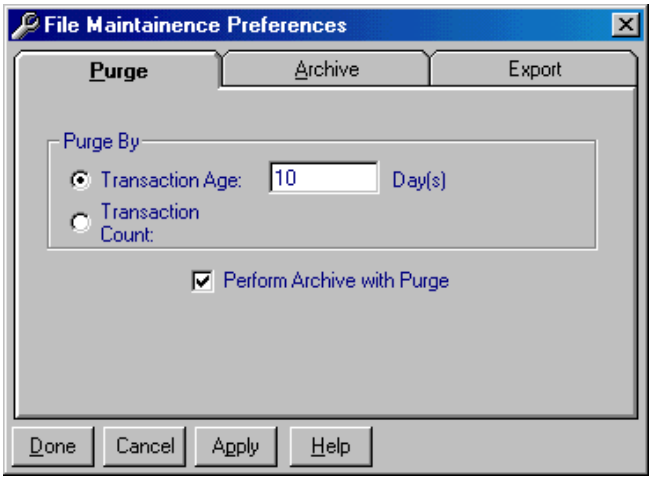


Figure 26: File Maintenance Preferences Window, Purge Page

Deleting a Database

If a database is corrupted beyond repair or if you want to run with a "fresh" database, you can delete your current database. ERMAWin will automatically create a new database for you or you can create a new database (see **Creating a Database** below).

1. In the Main Window, select **Database** from the toolbar. The Database drop-down menu will be displayed.
2. From the Database drop-down menu, select **Delete**. ERMAWin will ask you to confirm that you wish to delete the database.
3. After the database is deleted, you will be returned to the Main Window.

Creating a Database

ERMAWin gives you the ability to create a new database if you have deleted it. If you want the new database to have the same name as the old one, you must delete the old database (see **Deleting a Database** above). To create one with a different name, use the Select a Database utility (see **Selecting a Database** on page 21).

1. In the Main Window, select **Database** from the toolbar. The Database drop-down menu will be displayed.
2. From the Database drop-down menu, select **Create**. ERMAWin will ask you to confirm that you wish to create a new database. The new database will be named TRXWIN32.MDB (or the name of your last database).
3. After the database is created, you will be returned to the Main Window.

Other Database Functions

BACKUP

ERMAWin lets you create a backup file of your ERMAWin database. You may specify the backup database name and directory.

Note: If your directory does not have enough disk space to hold a copy of the database, your backup will fail. In this case, delete the failed copy and back up your database again.

DATABASE UPGRADE UTILITY

Launches the database upgrade utility. Once the utility has completed its task, you must either re-"Select" the database (from the database menu) or close ERMAWin and re-launch it. For more information about running this utility, refer to the *SPSWin User's Guide* or On-line Help.

The following functions should be used only under the qualified guidance of your local Sentex Systems dealer.

COMPACT

This function allows you to compact an existing database in order to minimize memory usage and speed up data access. A faulty database must be compacted before it can be repaired.

REPAIR

This and the Compact function (above) are used to clean up a sluggish or hard-to-open database. This feature should only be used after trying Compact.

Utilities

This chapter will cover . . .

- Archiving Transactions Page 26
- Changing Archive Defaults Page 27
- Exporting Transactions Page 28
- Changing Export Defaults Page 29

Archiving Transactions

Archive transactions when they're no longer needed, to keep an audit for historical records, and when you want to look at them using another application such as a text editor, spreadsheet, or database. The transactions will be deleted from the database and written to a text file. The first few lines will be a descriptive header.

1. In the Main Window, select **Transactions** from the toolbar (refer to Figure 10).
2. From the drop-down menu, select **Archive**. The Transaction Archive Utility window will appear (see Figure 27).
3. A right arrow points to the name of unit for which transactions will be archived.

   Scroll left or right for more information about the transactions.

   Scroll up or down to see more units.

   Select the unit.
4. Select what you want to archive: No Transactions, All Transactions, Date Limited, or Count Limited.

   Date Limited: allows you to specify the beginning and ending date of the transactions you want to archive.

   Count Limited: allows you to archive a specific number of transactions. Transactions are archived beginning with the oldest transaction.
5. Specify the drive, folder and name of the archive file. If you wish to change the default drive, folder and name, click on the button.
6. Select whether to create a new file or append the transactions to an existing file.
7. Specify the delimiter to use between fields. *A delimiter is a character (e.g., a backslash "/") that marks the beginning or end of a unit of data.* Click on the down-arrow to the right of the **Field Delimiter** box for a list of choices.
8. Select **Apply** to save the settings. Select **Archive** to save the settings and archive the transactions. Select **Cancel** to leave without archiving.

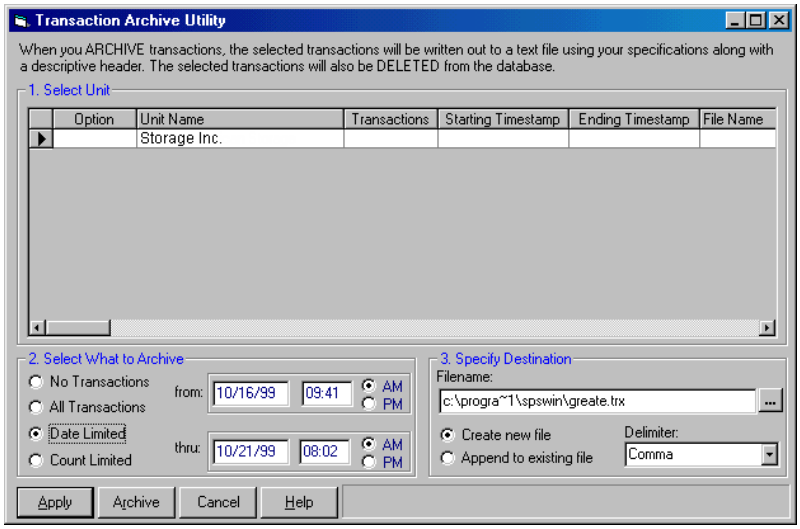


Figure 27: Transaction Archive Utility Window

Changing Archive Defaults

1. In the Main Window, select **Tools** from the toolbar (see Figure 25).
2. Select **Preferences**. The File Maintenance Preferences window is displayed (Figure 28).
3. The default directory appears in the Archive Directory text box. You may type in the extension you wish to use; **OR** click on the browse button. The **Browse for Folder** box is displayed (Figure 29).
4. The default field delimiter is displayed in the **Field Delimiter** box. *A delimiter is a character (e.g., a backslash "/") that marks the beginning or end of a unit of data.*

   To change the delimiter, click on the down-arrow to the right of the Field Delimiter box. Select a delimiter from the list.
5. You may create a new archive file or append the new transactions to an existing archive file. Click in the circle next to your choice. A black dot will appear in the circle.
6. Select **Apply** to save the archive settings. Select **Done** to save the settings and return to the Main Window. Select **Cancel** to return to the main window without changing the archive preferences.

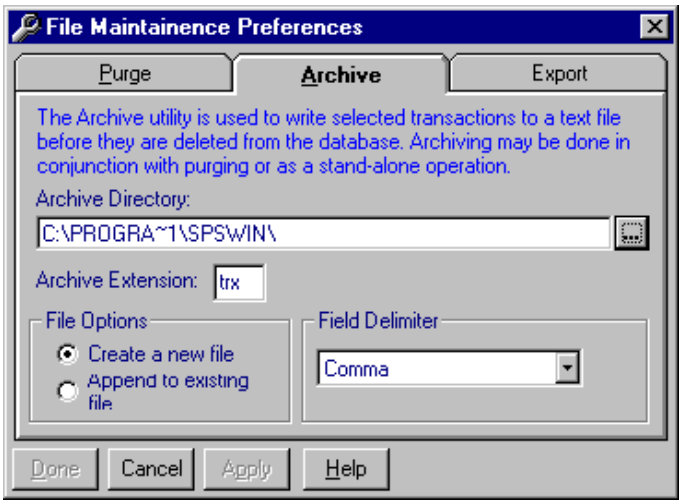


Figure 28: File Maintenance Preferences Window, Archive Page

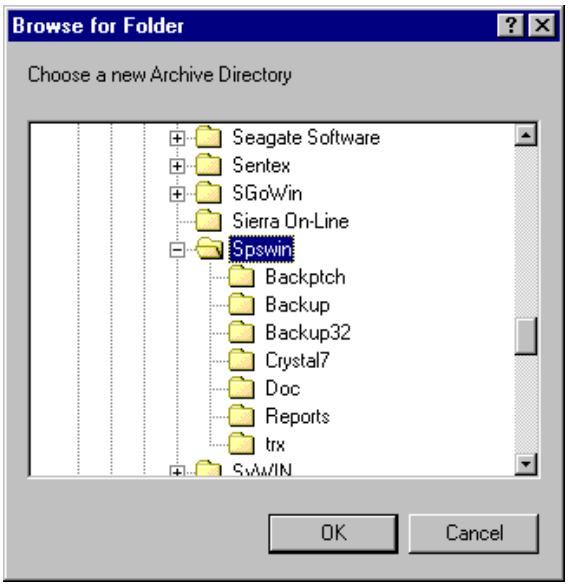


Figure 29: Browse for Folder Window

Exporting Transactions

Exporting transactions copies the transactions into a file, but does **not** delete them. The transactions are written to a text file without a header. You can then import the transactions into another application such as a spreadsheet or text editor.

1. In the Main Window, select **Transactions** from the toolbar.
2. From the drop-down menu, select **Export**. The Transaction Export Utility Window is displayed.
3. A right arrow points to the name of the unit for which transactions will be exported. Select the unit.
4. Select what you want to export: No Transactions, All Transactions, Date Limited, or Count Limited.

   Date Limited: allows you to select the beginning and ending date of the transactions you want to export.

   Count Limited: allows you to export a specific number of transactions. Transactions are exported starting with the most recent.
5. Specify the drive, folder and name of the export file. If you wish to change the default drive, folder and name, click on the ... button.
6. Select whether to create a new file or append the transactions to an existing file.
7. You may specify the delimiter to you use between fields. *A delimiter is a character (e.g., a backslash "/") that marks the beginning or end of a unit of data.* Click on the down-arrow to the right of the **Field Delimiter** box for a list of choices.
8. Select **Apply** to save the settings. Select **Export** to save the settings and export the transactions. Select **Cancel** to leave without exporting. You will be returned to the Main Window.

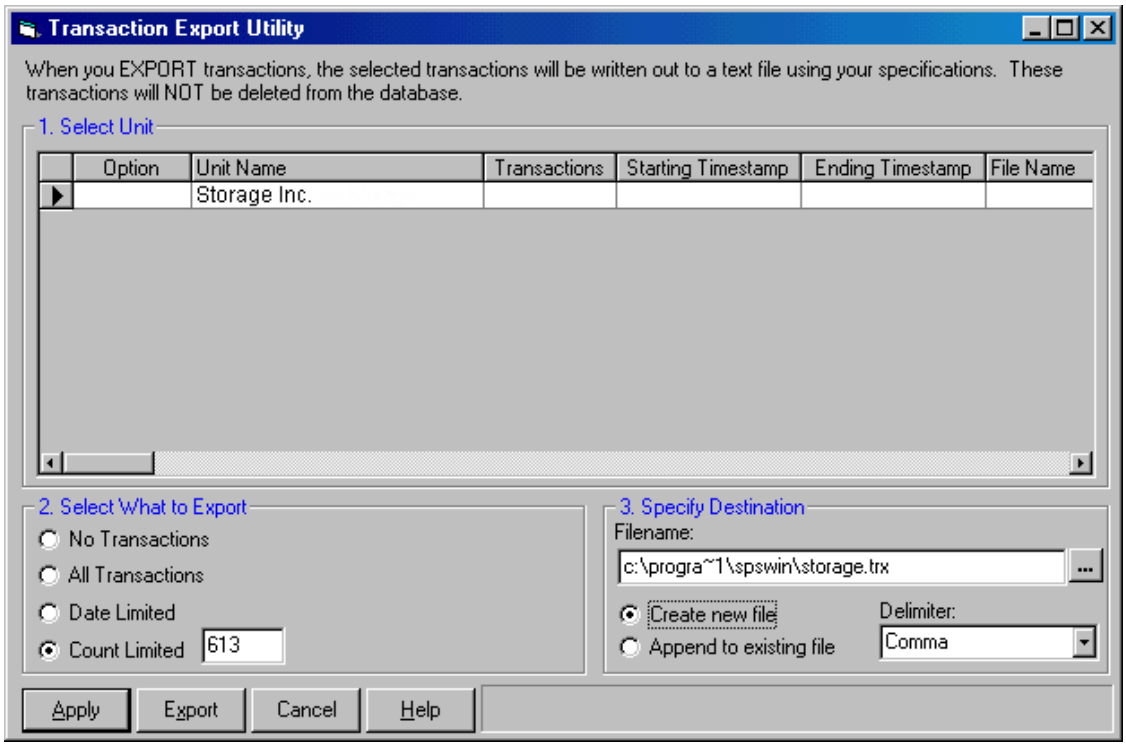


Figure 30: Transaction Export Utility Window

Changing Export Defaults

1. In the Main Window, select **Tools** from the toolbar.
2. Select **Preferences**. The File Maintenance Preferences window is displayed.
3. The default directory appears in the Export Directory text box. To change the drive or directory, type in your choice. **OR** click on the ... button.
4. The default file extension is displayed in the Export Extension text box (Figure 31). You may change the extension by typing in your choice.
5. The default field delimiter is displayed in the **Field Delimiter** box. *A delimiter is a character (e.g., a backslash "/") that marks the beginning or end of a unit of data.* To change the delimiter, click on the down-arrow to the right of the Field Delimiter box. Select a delimiter from the list.
6. You may create a new export file or append the new transactions to an existing export file. Click in the circle next to your choice. A black dot will appear in the circle.
7. Select **Apply** to save the export settings. Select **Done** to export the transactions and return to the Main Window. Select **Cancel** to return to the main window without changing the export preferences.

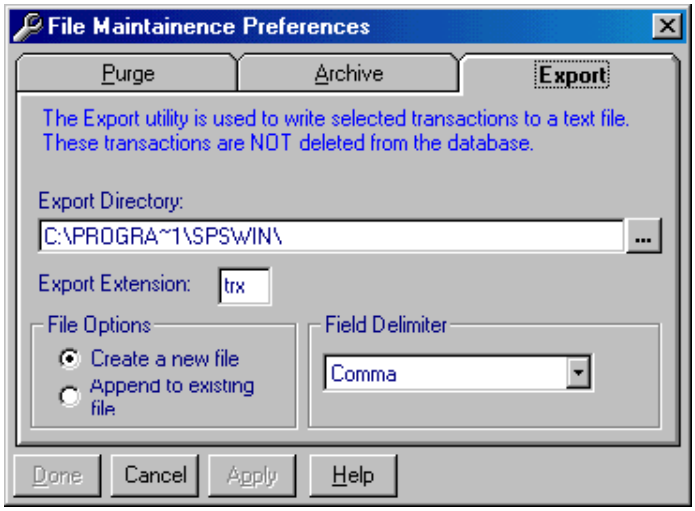


Figure 31: File Maintenance Preferences Window, Export Page

Help

This chapter will cover . . .

- Getting Help Page 30
- Technical Support Page 31
- About ERMAWin (Menu Option) Page 32

Getting Help

To access the ERMAWin online help, press F1 at any time, **OR**

1. From the Main Window, select **Help** on the toolbar. The drop-down Help menu will appear.
2. Select **Help** to start the online help on the Contents tab. **OR**

   Select **Help Index** to start the online help on the Index tab.

Keep Help on Top: When enabled, ERMAWin Help will remain in front of all other ERMAWin windows.

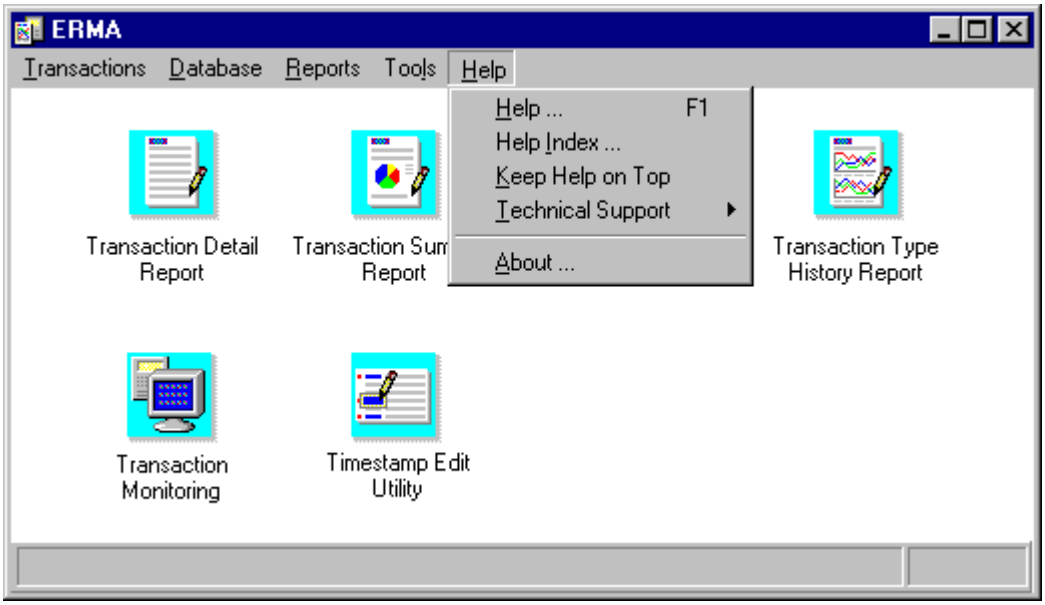


Figure 32: Main Window, Help Drop-Down Menu

Technical Support

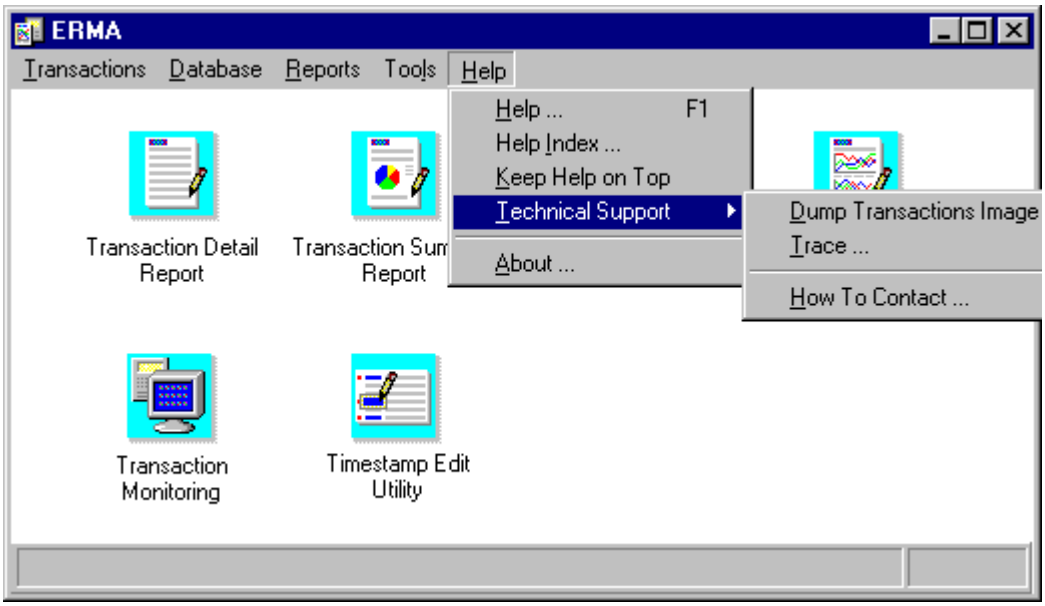


Figure 33: Help Drop-Down, Technical Support Fly-Out Menu

DUMP TRANSACTIONS IMAGE

Displays the Dump Transactions Image screen (Figure 34). This screen allows you to select the desired unit transactions which will then be dumped into a file at <ermawin path><shortname.dbg>. This feature is usually used for debugging.

Note: This function should be used ONLY under the guidance of qualified technical support personnel.

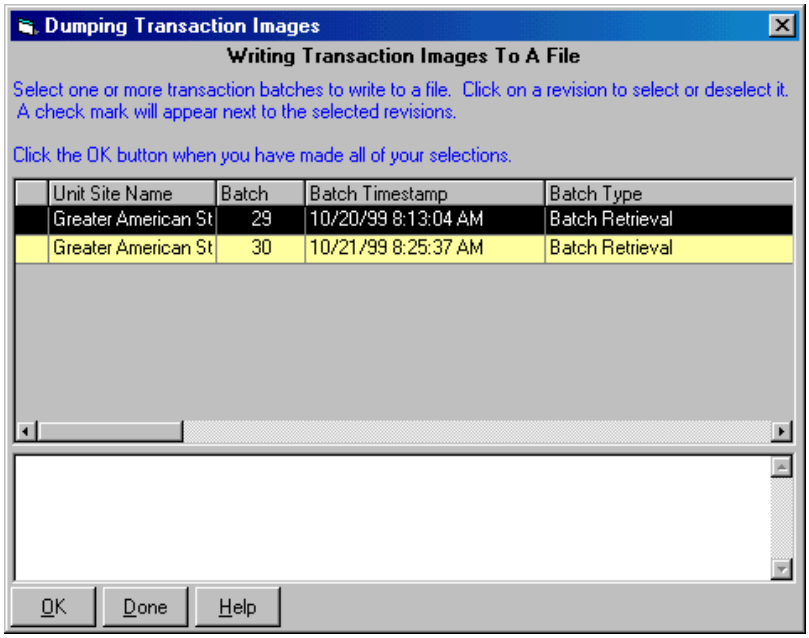


Figure 34: Dumping Transaction Images

TRACE

Displays the Trace Options window, containing a list of program functions which can be selected to create a log of ERMAWin program activity.

Notes:

- The factory default for Trace functions is None.
- This feature should ONLY be used under the guidance of qualified technical support personnel.

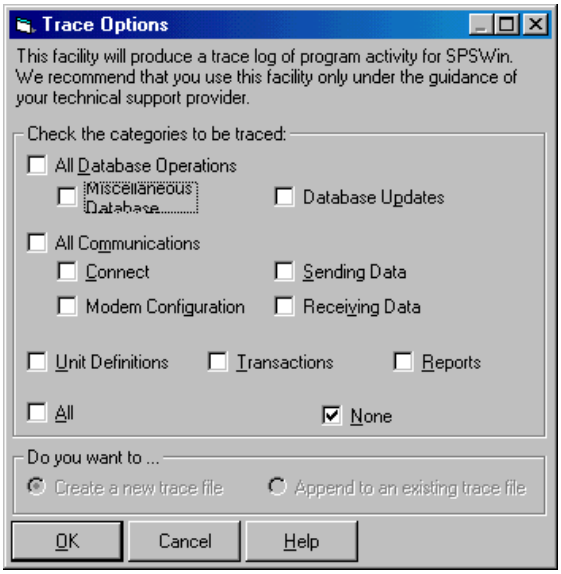


Figure 35: Trace Options

HOW TO CONTACT

Select this feature for information about whom to contact for technical support.

About ERMAWin (Menu Option)

Selecting this option will display information about the version and release of your copy of ERMAWin, along with the full path of the EXE files and databases. You may need this information when calling Technical Support.

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FOR TECHNICAL SUPPORT, PLEASE CONTACT YOUR LOCAL SENTEX SYSTEMS DEALER