System Galaxy Quick Guide

INSTALLATION & CONFIGURATION

STOPware PassagePoint™ Global 10

INTEGRATED VISITOR MANAGEMENT

- SG 9.0.4 is compatible with PassagePoint Global 10 after running a required database script.
- SG 10.2 (or higher) is compatible with PassagePoint Global 10 without running a database script.

GALAXY CONTROL SYSTEMS

JAN 2021

SG 11.7.0 to Current

System Galaxy Integration with PassagePoint™ Global v10

Information in this document is subject to change without notice.
Therefore, no claims are made as to the accuracy or completeness of this document.

Integrated 3rd party applications, devices, and technologies may have additional requirements. Please refer to the product manufacturer's documentation for installation and system requirements, recommendations, setup and use.

At the time this manual is published, System Galaxy is compatible with PassagePoint Global v10 software.

2nd edition

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Galaxy Control Systems

3 North Main Street
Walkersville MD 21793

www.galaxysys.com

Revision / Date	Changes
SG 9.0.4	MIN VERSION FOR MOBILE APP
SG 10.2 (4/13)	Updated manual with PassagePoint Global v10 features.
SG 10.5.6 (1/18)	New cover for new release version

1 Introduction to PassagePoint™ Integration

This addendum covers **System Galaxy** (SG) integration with **STOPware PassagePoint™ Global v10** from a System Galaxy perspective. Features and functions that are outside the scope of this topic are covered in other manuals. SG 10.2 (or higher) is required version for System Galaxy to use these features. SG 9.0.4 or and up to 10.2 requires a script to be run on the SG database to work with PassagePoint Global 10.

Chapters in this Addendum:

1. **Introduction:**
   - Overview of system integration
   - Overview of administrative procedures
   - Requirements and important notices

2. **Configuration of System Galaxy:**
   - How to configure System Galaxy Schedule, Access Group and the Access Profile needed to integrate with PassagePoint Global

3. **Configuration of System Galaxy:**
   - How to configure PassagePoint to connect the System Galaxy ODBC data source and setting it as the default Access Control System
   - How to configure PassagePoint to use the correct Access Profile name in the visitor registration screen
   - How to edit the Sign-in and Sign out scripts to work as desired.

4. **PassagePoint User Interface:**
   - How to add a card/cardholder to System Galaxy by signing-in a visitor in the PassagePoint Rapid Registration screen
   - User instructions for disabling or deleting a visitor card/cardholder from System Galaxy by signing-out visitors via PassagePoint Today tab.

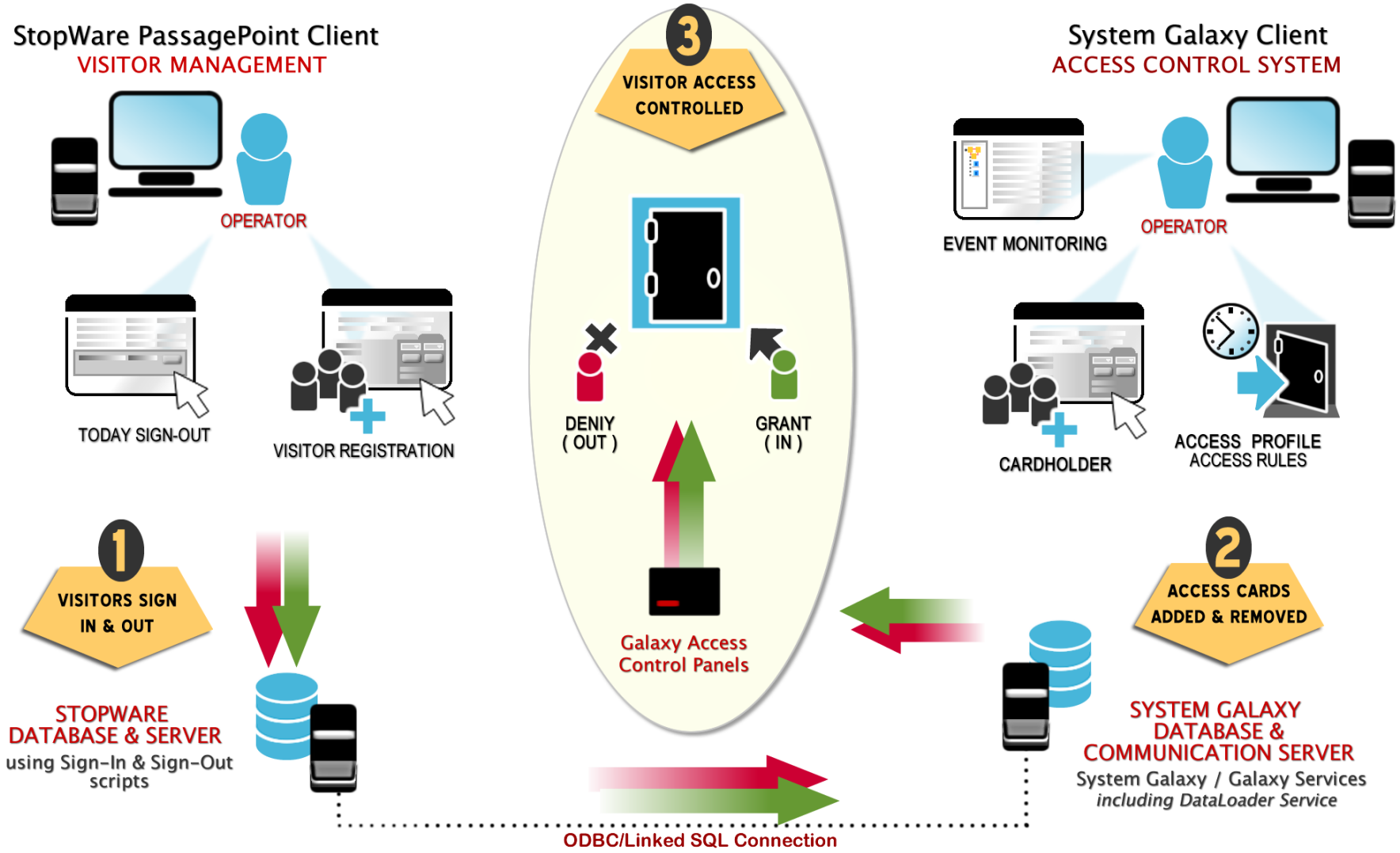
5. **Appendices:** Provides a **Glossary of Terms** used in this document.

IMPORTANT: This document may not supersede requirements and recommendations of STOPware and other integrated peripheral applications, devices, and technologies. You must refer to the product manufacturer's documentation for installation and system requirements, setup & use of third-party products and peripheral devices.

1.1 OVERVIEW OF SYSTEM INTEGRATION:

PassagePoint uses a ***Linked SQL Server ODBC Connection*** in order to **activate** and **expire (dactivate)** access cards in the System Galaxy (SG) **Stored Procedures**. PassagePoint calls two stored procedures in SG (i.e. Stopware_InsertCardholder and Stopware_DisableCardholder) to manage access to visitors.

- **Stopware_InsertCardholder** procedure inserts (adds) or updates (reactivates) a cardholder in SG.
- **Stopware_DisableCardholder** procedure revokes a card and frees it for reuse in PassagePoint /SG.



BASIC VISITOR SIGN-IN PROCESS (Stopware_InsertCardholder)

1. PassagePoint operator signs-in a visitor; assigning a card, access profile and active/expire dates, etc.
2. Visitor is added to the SG database and given privileges via the Access Profile.
3. Galaxy panel is updated & visitor's access card grants access to door.

BASIC VISITOR SIGN-OUT PROCESS (Stopware_DisableCardholder)

1. PassagePoint operator signs-out a visitor.
2. Visitor's card /access privileges are removed from the SG database
3. Galaxy panel is updated and visitor's access card denies access to the specified doors.
   - NOTE: This frees up the card ID to be reused.

1.2 OVERVIEW OF VISITOR MANAGEMENT PROCEDURES:

1.2.1 ADMINISTRATIVE REQUIREMENTS FOR PASSAGEPOINT

Administratively, the following PassagePoint parameters must be configured in PassagePoint:

- the **Directory Link** must be configured to pull ***Host/sponsor names*** from System Galaxy
- the **access profile name** must be configured in System Galaxy and added to PassagePoint (case-sensitive; name must exactly match the name used in System Galaxy); SG supports multiple access profile names; simply add each access profile name into PassagePoint system configuration.
- **SG database connection parameters** (i.e. ODBC, login and password) must be set up in PassagePoint
- the **Sign-in script** must be edited (Access Profile string and if using Prox, the Facility Code value)
- the **Sign-out script** must be edited (DeleteCardData must be set to "1")
- the **PassagePoint ID** is auto-generated in PassagePoint and stored in DATA_20 in SG; you can identify and query (list and activity) of cardholders by filtering on Data_20.

1.2.2 PROCEDURE FOR ADDING A NEW VISITOR CARD

When a visitor is added/signed-in, PassagePoint pushes certain data to System Galaxy. A new corresponding *cardholder record* is created in System Galaxy with the following data:

- the **PassagePoint ID / unique identifier for the visitor** (stored in Data_20 by default)
- visitor **first name** and **last name**,
- **card ID (**and **facility code** if Wiegand**)** – card ID must be unused in SG or it will not be recorded
- **access profile name** (and the loop and schedule related to that profile)
- card **active date** and **expire date** {see System Notes about Card Activation and Expiry}

SYSTEM GALAXY NOTE: if a visitor fails to sign-out, the access card will expire in the panel(s) at midnight of the ***expire date***. An expired card number cannot be reused in PassagePoint until the PassagePoint operator signs out the current visitor.

1.2.3 PROCEDURE FOR REVOKING A VISITOR CARD

When a visitor is signed-out, PassagePoint passed the DeleteCardData integer to System Galaxy along with the PassagePoint identifier. The corresponding *cardholder record* is deactivated in System Galaxy and the following happens:

- the cardholder **Inactive** flag is checked in the Personal tab (cardholder is disabled)
- the **visitor name** and the **PassagePoint ID** (data_20) are preserved (not cleared)
- the **access profile** name is cleared in SG cardholder screen .
- the **card code** (and FAC if Wiegand) is removed from the Card table
- GCS DataLoader updates the control panels to delete the card

1.3 INTEGRATION REQUIREMENTS:

1) SG 9.0.4 (or later) can support PassagePoint but may require a SQL script update to the Galaxy database.

2) System Galaxy 10.2 (or later) supports PassagePoint without running the SQL script.

3) Refer to PassagePoint documentation for operating system requirements of the PassagePoint software.

4) PassagePoint Global 10 requires Internet access to register.

5) Dedicated USB Ports are required for each peripheral device (i.e. camera, scanner, printer, etc.).

a) All drivers for peripheral devices must be installed. NOTE: the scanner device may require you to go directly into the PC Device Manager to complete installation.

6) In System Galaxy:

a) The PassagePoint unique ID for a visitor is pushed to SG and stored in the cardholder Data_20 field. Therefore, Data_20 should be reserved for only storing the PassagePoint ID:
- Data_20 should not be simultaneously used for *non PassagePoint originated* records
- Do not make Data_20 behave as a droplist - field behavior should be set to normal default format
- Do not make Data_20 a mandatory field.
- If for any reason an existing customer has already used Data_20 for other data before integrating with PassagePoint, then the system administrator can define a different (unused) data field. *This requires changes in the PassagePoint scripts and the SG stored procedure. Contact Technical Support.*

b) You must setup Loop, schedules & access groups that you will use for the visitor Access Profile

c) You must create an **Access Profile** and assign the desired schedule and loop privileges

d) The **SysGal Database** must be running and online/able to receive connections

e) **GCS DataLoader Service** must be running to ensure panels promptly update when a visitor logs out.

f) Galaxy **access control panels** (controllers) must be online/connected to receive updates.

7) In PassagePoint:

a) **System_Global_6191** is the name of the install file we use.

b) PassagePoint issues individual license keys for each peripheral device and the **directory linking** feature, these must be registered at the initial client startup.

c) IF you use **Directory Link** to provide host/sponsor names from System Galaxy cardholders, then you must configure Directory Linking after you have configured the database connection parameters.

d) You must add the **access profile name (case-sensitive)** exactly as it is spelled in System Galaxy

SG Access Profile Name	PassagePoint Access Profile	Type-case
Visitor	**Visitor**	**Match = valid**
VISITOR	Visitor	Mismatch/invalid

e) You must configure the ***database connection parameters*** :
- Choose 'Galaxy' as the *Access Control System*
- Supply the correct ODBC Name and database Login (user name and password)

f) You must modify the PassagePoint sign-in and sign-out script parameters:

SCRIPT	SQL PARAMETER / STRING (obey syntax carefully)
AddBarcode Sign-In	**AccessProfileName -> $visit.currentTransaction.accessCardGrant.grant.clearance**
AddProx Sign-In	**AccessProfileName -> $visit.currentTransaction.accessCardGrant.grant.clearance** **FacilityCode2 -> @int:nn** **NOTE:** where the value *nn* is shown above, you must supply the actual facility code that the customer will use.
Sign-Out	**DeleteCardData -> @int:1 (must set to '1' to delete card/free it up for reuse)** **DeleteEntireRecord - > @int:1 (optionally set to '0' to disable instead of delete)**

1.4 IMPORTANT SYSTEM NOTICES:

IMPORTANT (1) : It is the responsibility of the **system *owners***, ***administrators*** and ***operators*** of both PassagePoint and System Galaxy to establish and conduct proper procedures for issuing/managing *visitor credentials* (including activating, expiring, deactivating / deleting visitor cards and cardholder records) to ensure the security and protection of people, assets, and property.

System Galaxy Administrators are advised to establish a security plan/policy/procedure to (a) govern the handling of single & multiple visitor credentials and (b) identify and deactivate left-over visitor credentials that were not properly signed-out or deactivated because of human, mechanical or system failure.

IMPORTANT (2) System Galaxy **GCS DataLoader service** must be running and able to connect to panels in order to ensure the prompt update of card activations/expirations and card deactivations in the Galaxy panels.
IMPORTANT (3) PassagePoint must be properly configured for ODBC SQL Connection to the Galaxy data source (database) and the Galaxy database must be online/able to receive connections. Also the PassagePoint Sign-in and Sign-out scripts must be properly set up. See Requirements Section for full details.
IMPORTANT (4) The card access to doors and dates/times is ultimately controlled by the programming of access profiles in System Galaxy. The PassagePoint operator must assign the correct Access Profile to the vistor when assigning the card. See Requirements Section for full details.

- **Card Activation** (in Galaxy) means that a card becomes VALID for use at doors/readers in System Galaxy based on the activation date from PassagePoint. This is sent to Galaxy when a visitor signs-in to PassagePoint (2) (3) (4).
  - In System Galaxy 9.0.4, the card activation date comes from PassagePoint. The Galaxy *start time* is immediate if the *active date* = (today's date). If the active date = a future date, the active time is at midnight of *active date*.
  - System Galaxy 10.0 (or later) supports ***date & time*** activation from PassagePoint.
- **Card Expiration** (in Galaxy) means that the card becomes INVALID for use at doors/readers in System Galaxy based on the expiration date from PassagePoint. This is sent to Galaxy when a visitor signs-in to PassagePoint (2) (3).
  - In System Galaxy 9.0.4, the card expire date comes from PassagePoint. The Galaxy (*expire time*) is at midnight of the *expire date*.
  - System Galaxy 10.0 (or later) supports ***date & time*** expiration from PassagePoint.
- **Cardholder Deactivation** means that the *Cardholder Record* in Galaxy becomes 'INACTIVE' at the point the visitor signs out of PassagePoint regardless of the expiration date/time or access profile programming. When a visitor signs out, the card is removed from the panel and is no longer valid (2) (3).
- **Cardholder Deletion** means that the *Cardholder Record* in Galaxy becomes deleted at the point the visitor signs out of PassagePoint regardless of the expiration date/time or access profile programming. When a visitor signs out, the card is removed from the panel and is no longer valid (2) (3).
- Ultimate Control of Access: System Galaxy maintains ultimate control over access. Galaxy can change / supersede the original access privileges by system automation or manual operator override. **There is no *system notification* back to the PassagePoint database/system if System Galaxy overrides a visitor's access credentials.**

{CONTINUED ON NEXT PAGE}

- IDENTIFYING VISITOR RECORDS IN SYSTEM GALAXY: System Galaxy stores a unique identifier in the Miscellaneous Data 20 field (default) of the cardholder record. This unique identifier is known as the PassagePoint ID (PPID) and is sent to Galaxy when the visitor signs in to PassagePoint. The PPID may not be visible in PassagePoint's Client Software. System Galaxy retains the PPID for the life of the Cardholder record that was created when the visitor was added to Galaxy. It is possible to filter and search records by the Data_20 field in Galaxy.
- 'Data_20' Reserved for Storing PassagePoint ID (PPID): The **Data_20** field is found in the Cardholder Miscellaneous Data tab. This is the default storage location for the PPID.
    - DO NOT make the Data_20 field work as a droplist or a mandatory field (SG Workstation Options (System Settings).
    - If for any reason a Galaxy customer is already using Data_20 and cannot undo the use of this field, it is possible to configure the interface to use a different field. *Contact Technical Support for assistance*.
- Multiple Cardholder entries in Galaxy for same visitor:
    - System Galaxy creates a new, corresponding cardholder record if the PPID does not already exist in the SG database.
    - *The PPID is auto-generated by PassagePoint, although it cannot be seen in PassagePoint operator screens*. It is sent to Galaxy when sign-in occurs and stored in DATA_20.
    - Each instance of a PassagePoint visitor credential must be signed-out individually, which affects only the corresponding cardholder record in System Galaxy.
- Directory Linking: Directory Linking is an administrative feature within PassagePoint.
    - The PassagePoint Host List is dynamically populated with matching names as the operator types into the host's last name field.
    - The list of names is not exclusive to Galaxy cardholders. Any matching last names that were hand-typed within PassagePoint as hosts for other visitors can also appear in the list.
    - The Host List contains a MORE INFO button that allows the PassagePoint operator to see more data on the list of matching names. The operator can differentiate the host from Galaxy by the data in that screen.
    - The Directory Linking feature requires a registration key from PassagePoint. (contact STOPware Support for assistance).
    - Directory Linking must be properly configured for ODBC SQL Connection using the correct datasource and database login parameters to the SysGal database. See instructions in this manual for details.

2 Installation & Configuration of System Galaxy

This section covers the basic things to be aware of when installing PassagePoint. Also included are the basic configuration instructions that pertain solely to integrating with System Galaxy.

For information on installing or configuring features in PassagePoint that are outside the scope of this manual, please see the PassagePoint guides.

2.1 INSTALLING SYSTEM GALAXY:

This integration depends on the following

- a linked ODBC SQL Server Connection between the PassagePoint and Galaxy databases. That is set up from the PassagePoint side (see the section in this guide on ***Adding a Linked SQL Connection to the System Galaxy database***).
- PassagePoint also requires some special script configuration to support 26bit Wiegand or ABA card code programming. See the following sections of this guide about ***Editing the Sign-In and Sign-out Scripts.***
- a SQL stored procedure in the Galaxy database (SysGal) that insert, update, or delete cardholder records when a visitor is signed in or out of PassagePoint.
    - System Galaxy 10 already includes the STOPware stored procedure in the SysGal database.
    - System Galaxy 9.0.4 requires a SQL script to be run against the SysGal database to insert the STOPware stored procedure. Contact Galaxy Tech Support to install the stored procedure.

THE FOLLOWING NOTES APPLY:

- There are no System Galaxy registration requirements in to integrate with PassagePoint.
- Also there are no special workstation options (system settings) to configure in Galaxy.
- System Galaxy database and communication server can reside on the same as the PassagePoint database; or separate servers can be used.
- You must ensure connectivity between the servers to support Linked SQL Server Connection as well as connectivity between System Galaxy services and Galaxy access control panels.
- Perform the System Galaxy installation & registration according to the customer purchase agreement.

2.2 SETTING UP AN ACCESS PROFILE IN GALAXY:

You can set up an Access Profile with the following quick steps:

- Create the schedule(s) you need for the doors that visitors will access
- Create the access group(s) that will govern visitor access < link the doors with the schedules >
- Crete the visitor access profile(s) <link the access groups to the profile >

2.2.1 CREATING A CUSTOM SCHEDULE:

You will want to control when a visitor can access doors in your facility. This is done by creating a schedule. A schedule is applied to one or more doors on a loop in the Access Group screen.

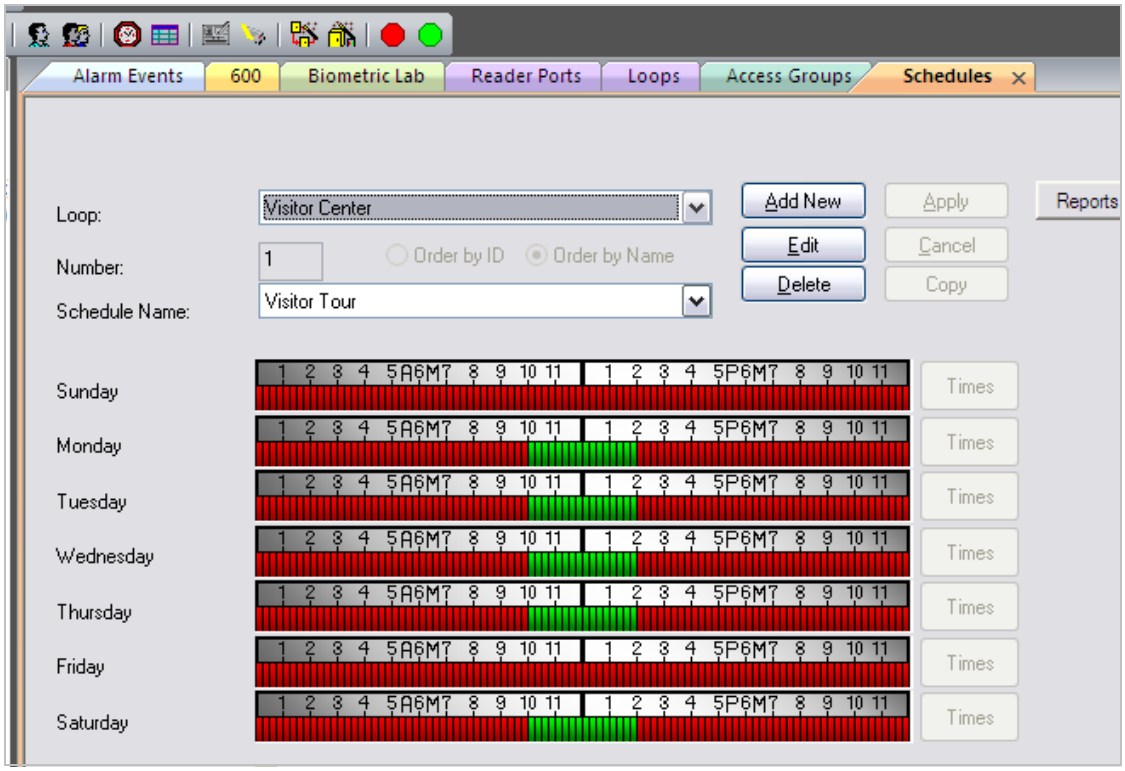
▶ **From the Galaxy menu, choose Configure > Schedules > Time Schedules**

1. **VISITOR SCHEDULE** – you should make a specific SCHEDULE to support visitor access.
   - **Active (green) Time Segments** a visitor card will have access.
   - **Inactive (red) Time Segments** will not have access.

   NOTE: Holidays should be configured and applied with care.

   NOTE: if a visitor needs access to more than one loop, you need to create a schedule for each loop.

In the schedule below, the Visitor Tour schedule applies to the Visitor Center loop from 10am to 2pm.



< Screen shot of Time Schedule screen (SG-10) – see main SG Software Guide for greater details>

2.2.2 CREATING A CUSTOM ACCESS GROUP:

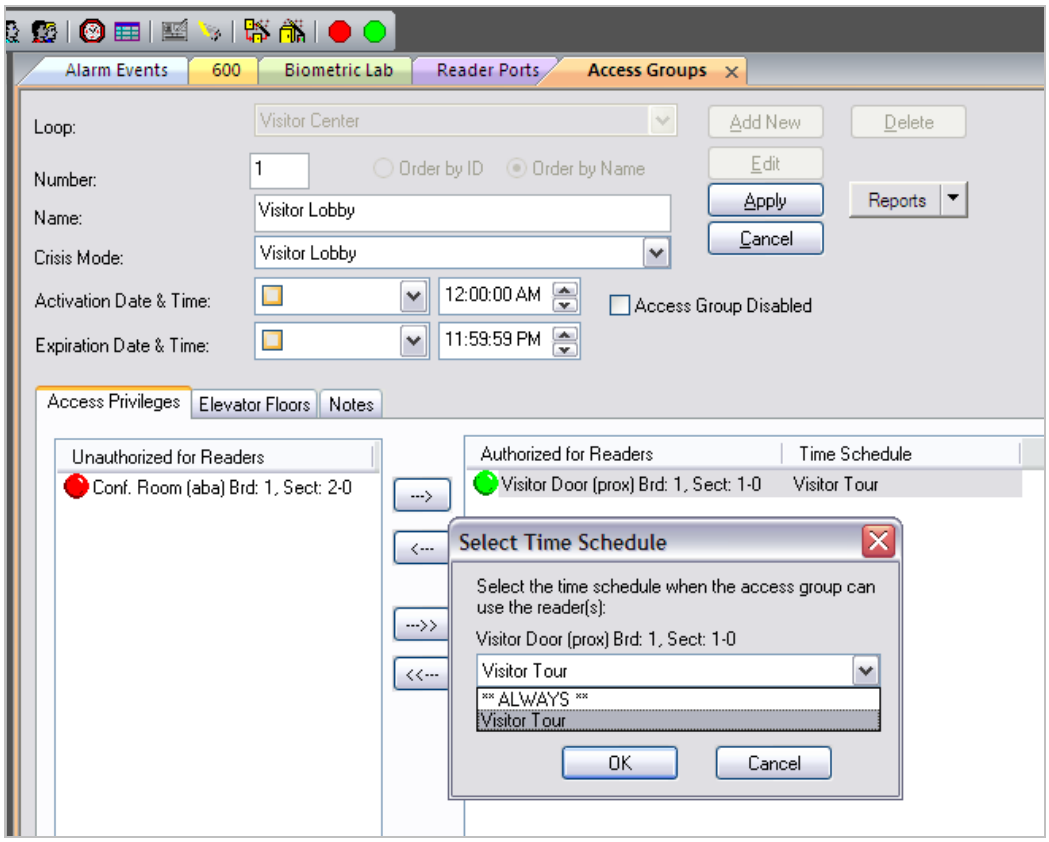
An Access Group allows you to match which doors use which schedules. You create the Access Group based on the Loop, and add any combination of doors you need from that loop. Once you choose the doors you will authorize, you will select the desired schedule. Each door in the loop can have the same schedule or different schedules applied within the Access Group.

- **From the Galaxy menu, choose Configure > Cards > Access Groups**

2. **ACCESS GROUP** – you must create at least one ACCESS GROUP to contain the visitor schedule.
   - You will add only the doors in the loop that the visitor is authorized to use.
   - You will select a specific schedule that you want to apply to each door; add the doors one at a time if you are using different schedules.

   NOTE: if a visitor needs access more than one loop, you must create an access group for each loop where visitors need access; and link the specific schedule to each door.

   In the access group shown below, the Visitor Center loop will now have an Access Group named 'Visitor Lobby' that assigns the Visitor Door to the Visitor Tour schedule that was made in step 1.



< Screen shot of Time Schedule screen (SG-10) – see main SG Software Guide for greater details>

2.2.3 CREATING THE ACCESS PROFILE NAME:

In order to interface with PassagePoint, you must create an Access Profile that contains the Loops and acceSs Groups you desire to assign your visitors.

You must create at least one ACCESS PROFILE to contain the visitor access group(s).

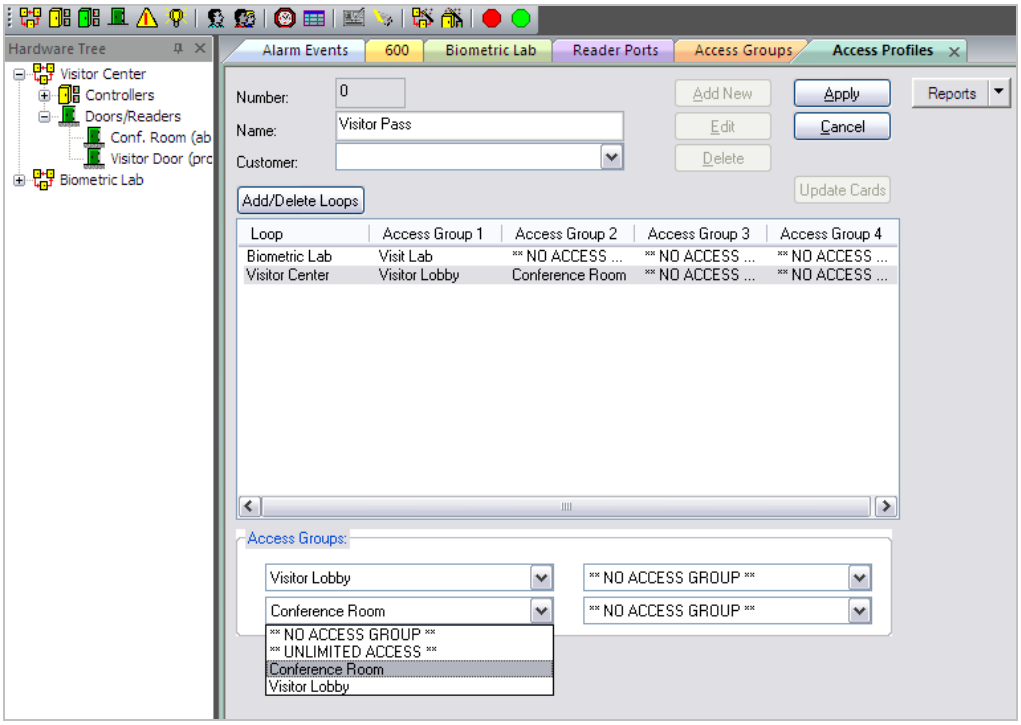
- **From the Galaxy menu, choose Configure > Cards > Access Profiles**

1. **ACCESS PROFILE** –
   - **a)** **create a descriptive profile name** that identifies the purpose of the visit (e.g. 'Visitor Access', 'Tour Group', 'Building Inspector', 'etc.)
   - **b)** add the Loop(s) that contain the doors you want this profile to have access to
   - **c)** for each loop, select the Access Group you want to use for the visitor profile

NOTE: you can select up to 4 access groups per loop.

NOTE: when you add the access profile name to PassagePoint it must match exact spelling and capitalization used in System Galaxy – the name is case sensitive.

In the access profile below, the profile is named Visitor Pass (which will be added to PassagePoint). This profile provides scheduled access to the Visitor's Lab (on the Bio Lab loop) and to the Visitor Center (loop) lobby door and conference room. Additional profiles could be make that only provide access to a different combination of loops and doors (e.g. the Visitor Center lobby only, or just the lobby and conference room doors). Each profile name must be added to PassagePoint.



< Screen shot of Time Schedule screen (SG-10) – see main SG Software Guide for greater details>

3 Installation & Configuration of PassagePoint™

3.1 PASSAGEPOINT INSTALLATION NOTES:

1. Install each of the peripheral devices (camera, scanner, printer, etc.) according to manufacturer's instructions.

2. Install PassagePoint from the STOPware CD:

    a. run the **install file or setup_nnnn file** as appropriate

    b. Bypass the Windows 7 message that complains about compatible versions

    c. Choose the appropriate installation type, such as standalone or network

    d. Use the default install path at the root to avoid Win-7 UAC conflicts.

NOTICE: Refer to STOPware documentation for system, OS and installation requirements and specific installation instructions. This manual covers only outline of install steps known to affect SG integration.

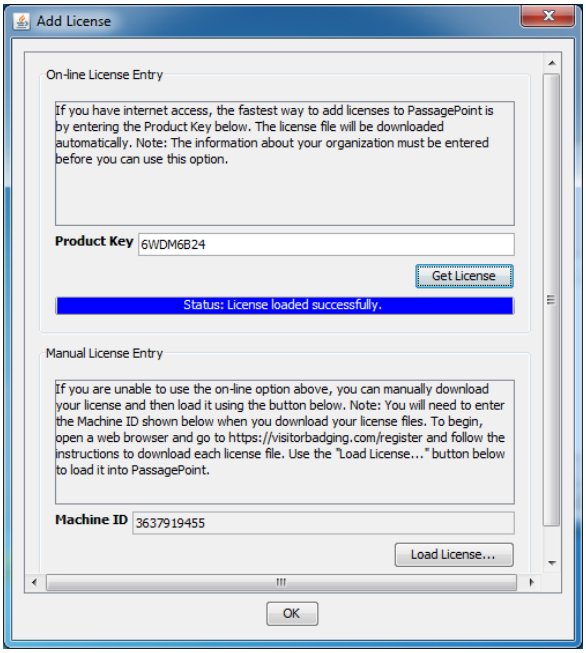
3.2 LOGIN AND REGISTER PASSAGEPOINT:

1. Double-click the PassagePoint desktop ICON to start the software and log in.

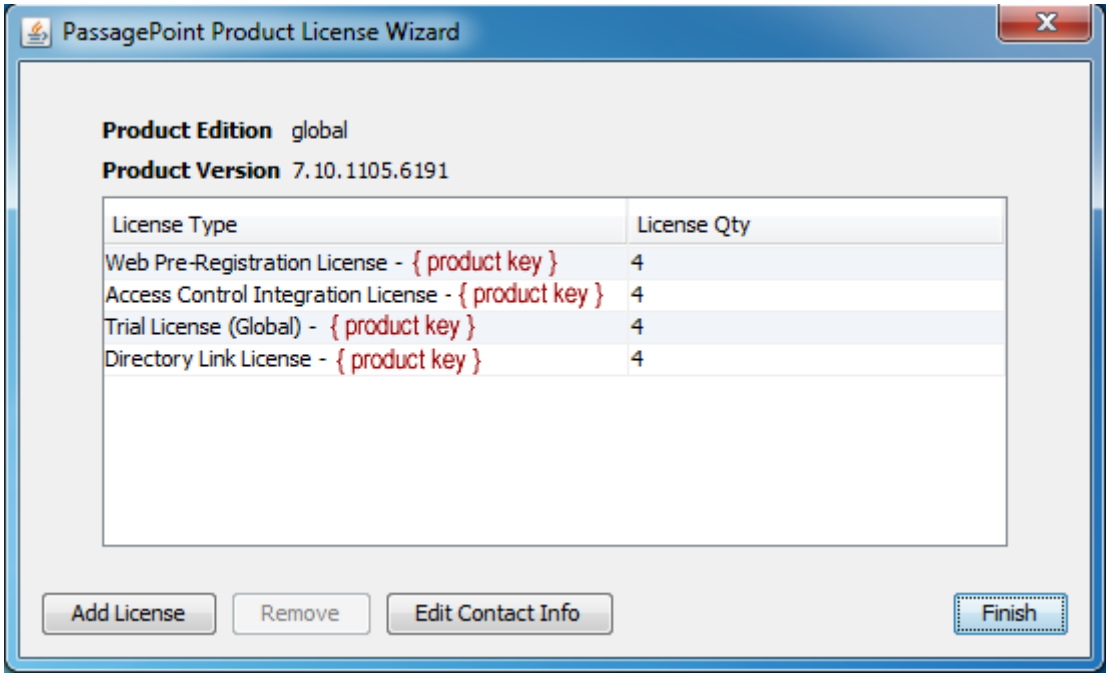
2. The **Add License Wizard** opens; this is where you will add each license key one at a time.
3. Click **[Get License]** button each time after typing each key in ***Product Key*** *field* (internet access required).

> **NOTE:** if you cannot connect the client to the internet to perform the Online License registration, you can go online from another PC and download needed files. In this case you would use the bottom part of the screen to load the license keys manually.

4. Repeat step 3 for each license key. The Status bar will show that the licenses loaded successfully.
5. Click **[OK]** when you are finished.

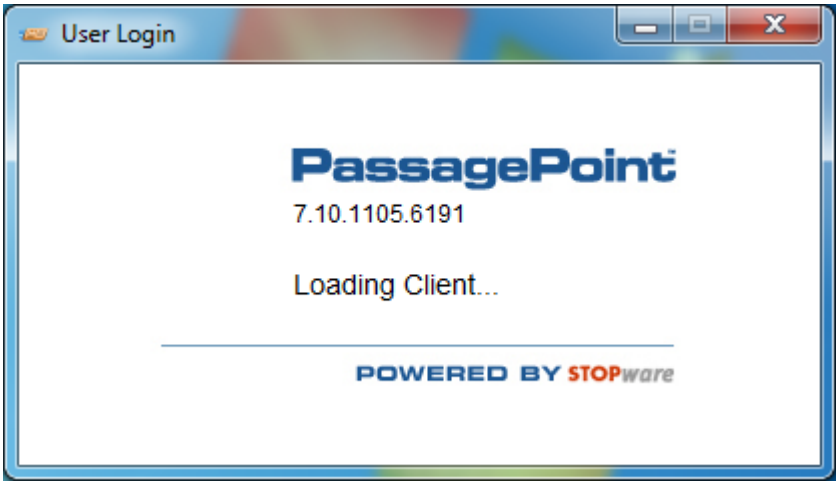


6. the **License Wizard** will show each license you obtained
7. click **[Finish]** to exit



Your screen may vary depending on which licenses you purchased.

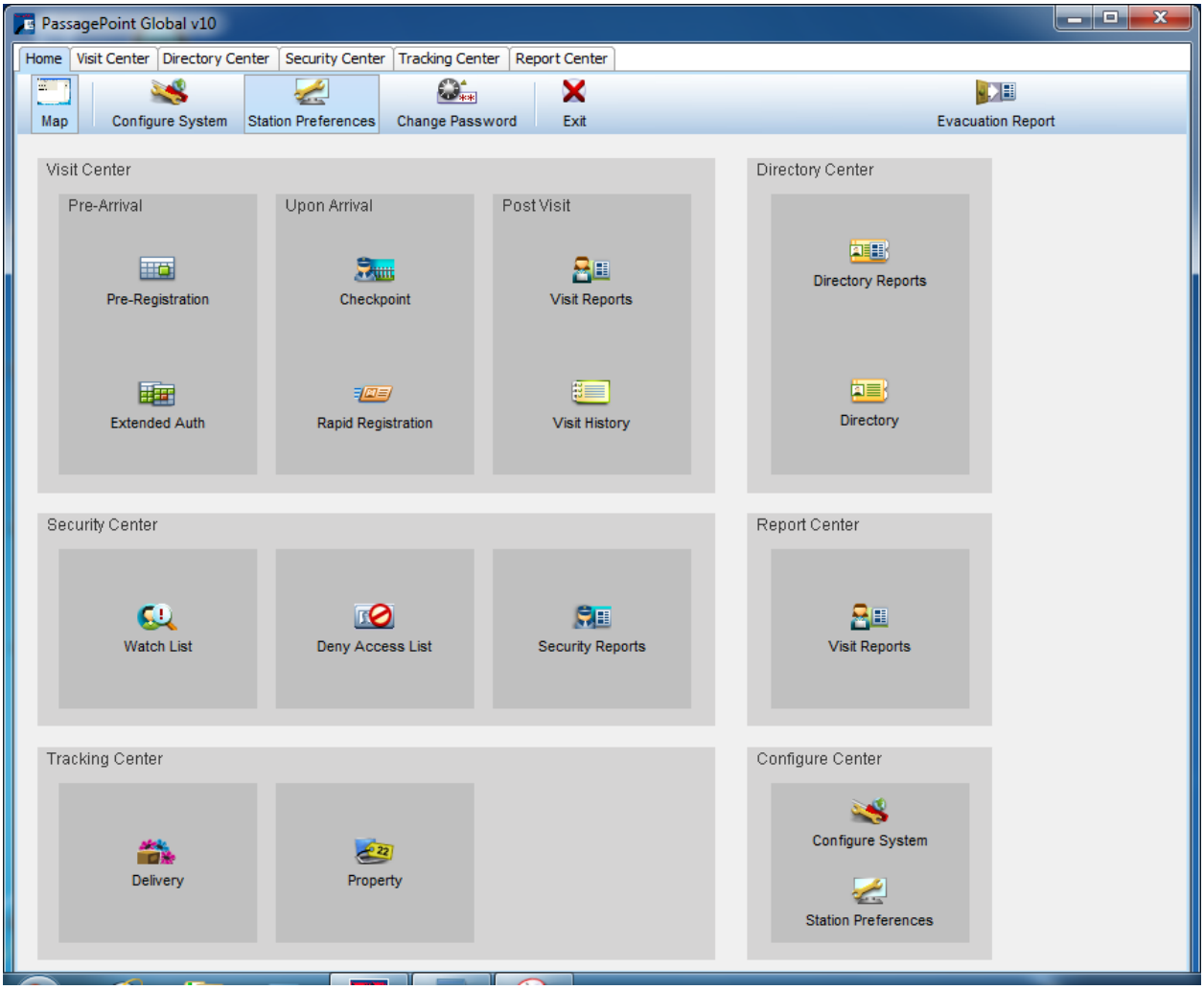
8. the PassagePoint software will start-up with proper login



3.3 PassagePoint CLIENT STATION PREFERENCES:

This section describes installing your peripheral devices, such as printer, camera, license scanner, etc..

1. choose **HOME** tab > **Map** button on the toolbar
2. click the **Station Preferences** at the bottom of the screen

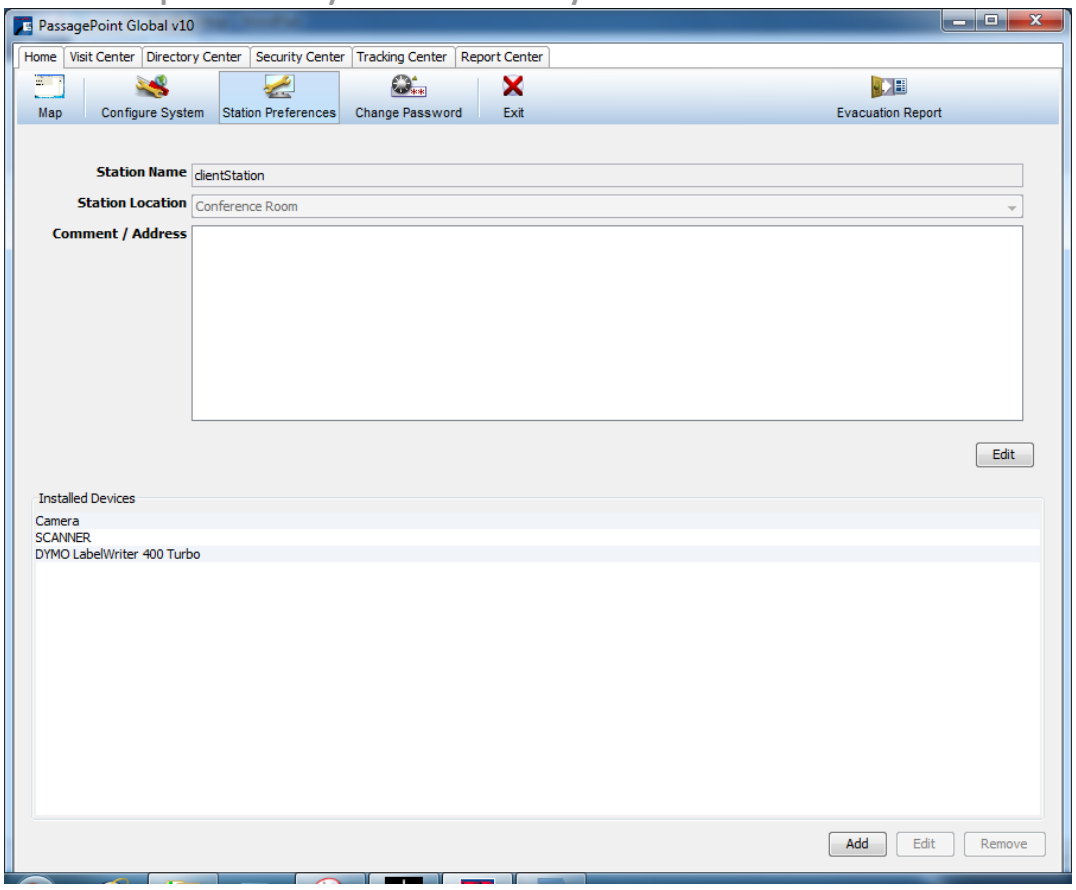


3.3.1 ADDING YOUR PERIPHERAL DEVICES

Devices such as cameras, printers and scanners must be added to the workstation.

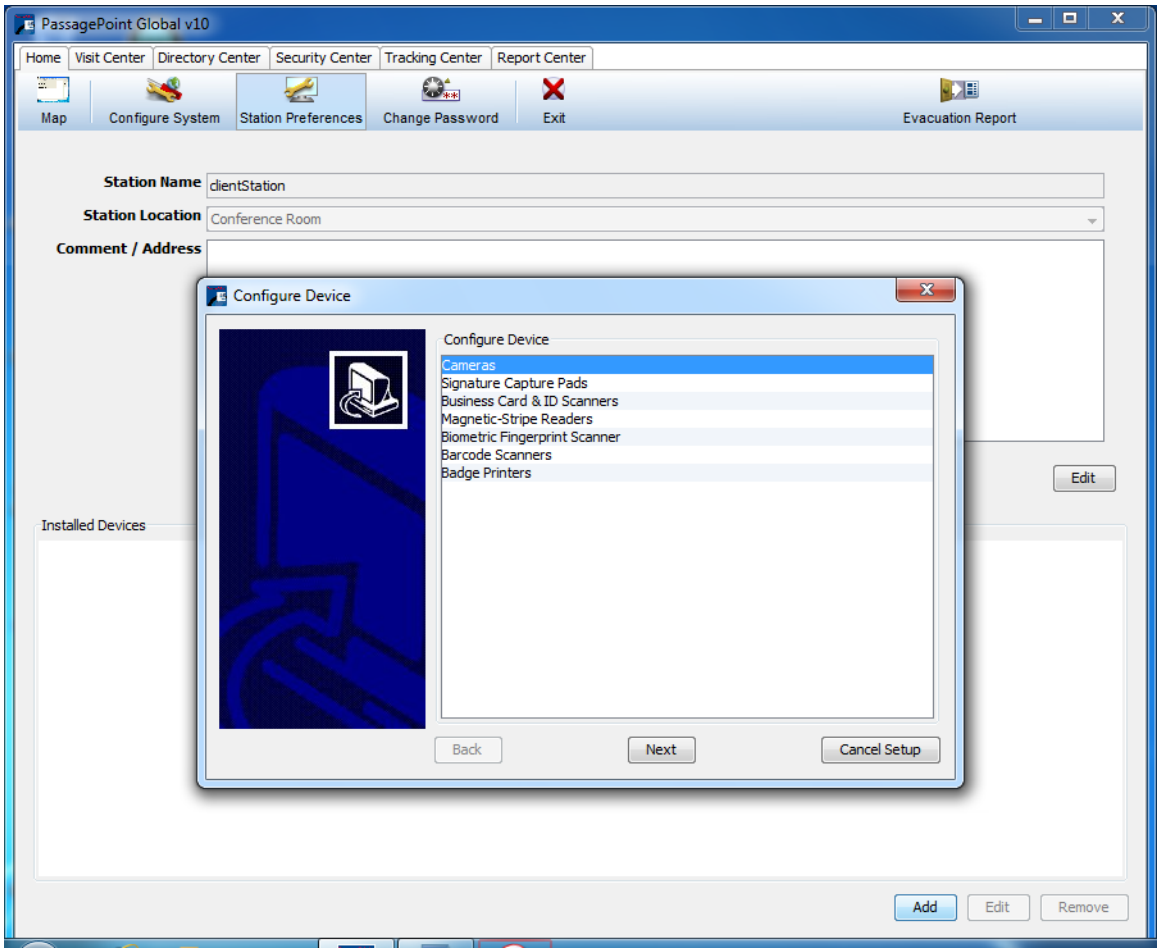
1. click **[ADD]** to open the device wizard

< example screen – your customer may have a different set of devices >

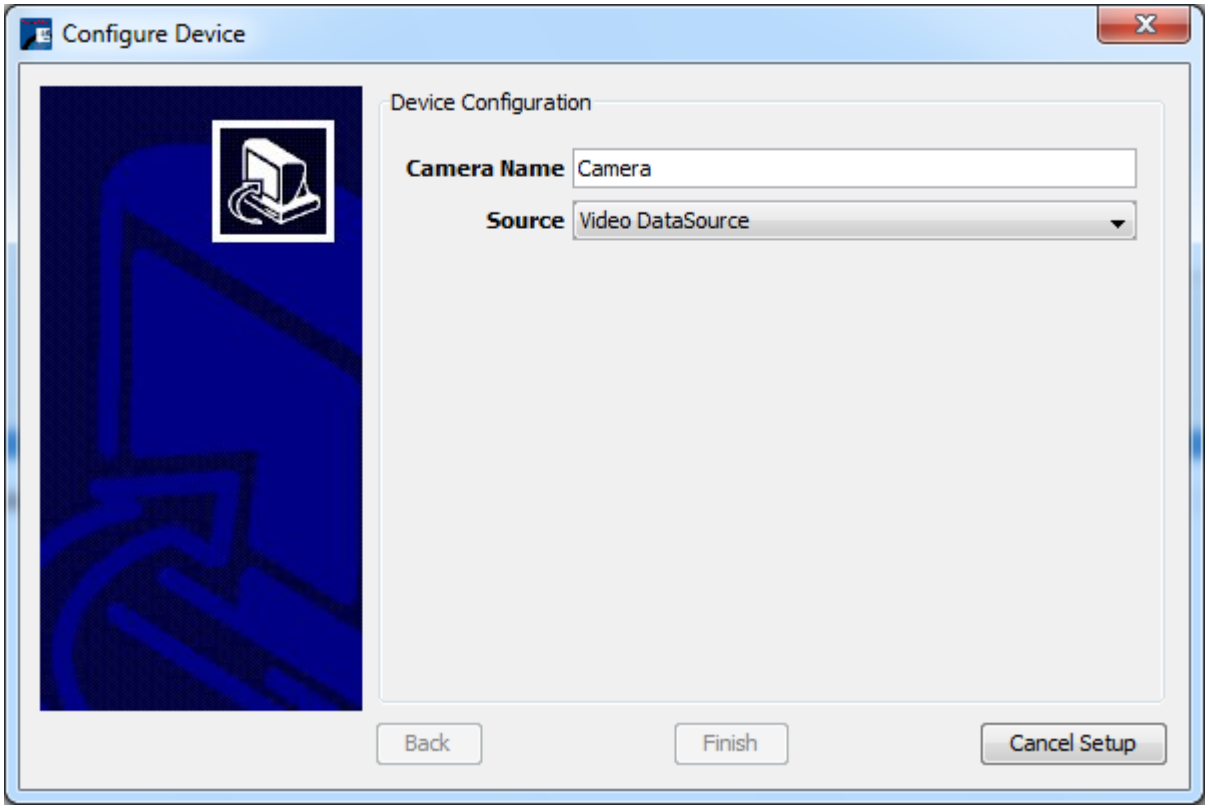


3.3.2 ADDING A CAMERA

1. select (highlight) the desired device (such as camera)
2. click **[Next]** to advance to the next screen



3. type a name for your device (e.g. Camera)
4. click **[Finish]** when you are done

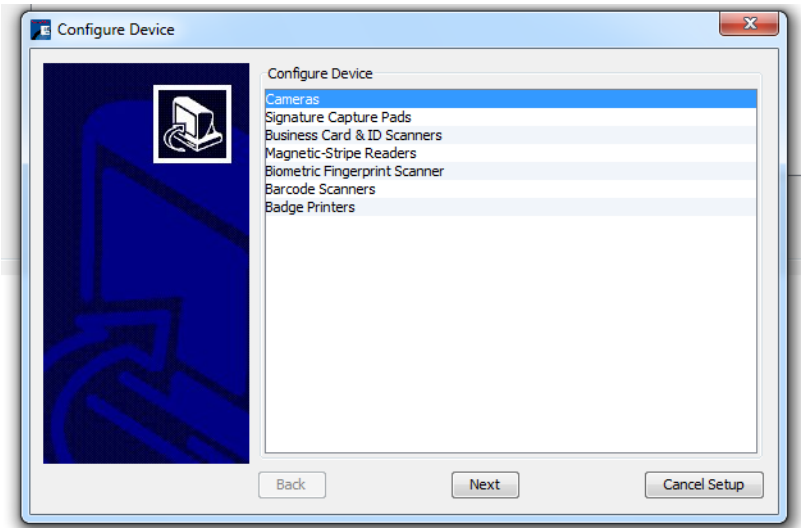


< example screen – your customer may have a different set up >

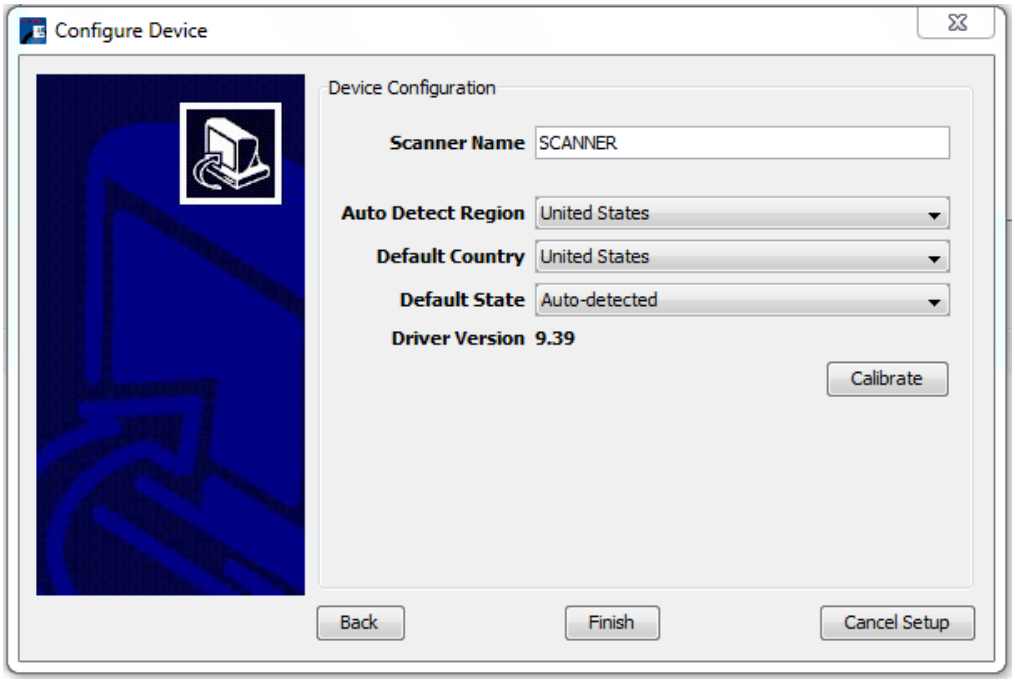
3.3.3 ADDING A SCANNER

The scanner must be connected and calibrated.

1. select the *Business Card & Id Scanners* option
2. click **[Next]** to advance to the next screen

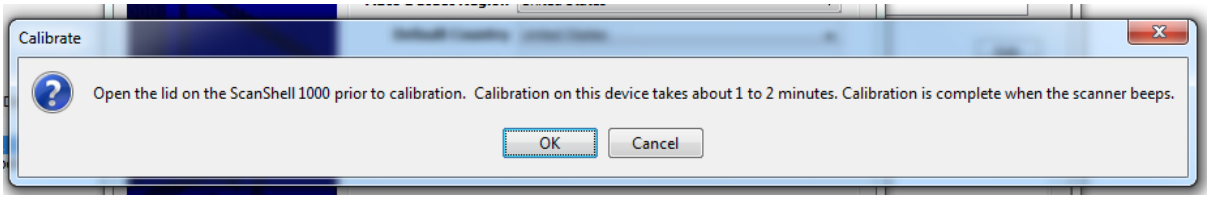


3. type a name for the scanner *such as SCANNER*
4. click **[Calibrate]** to begin calibration process

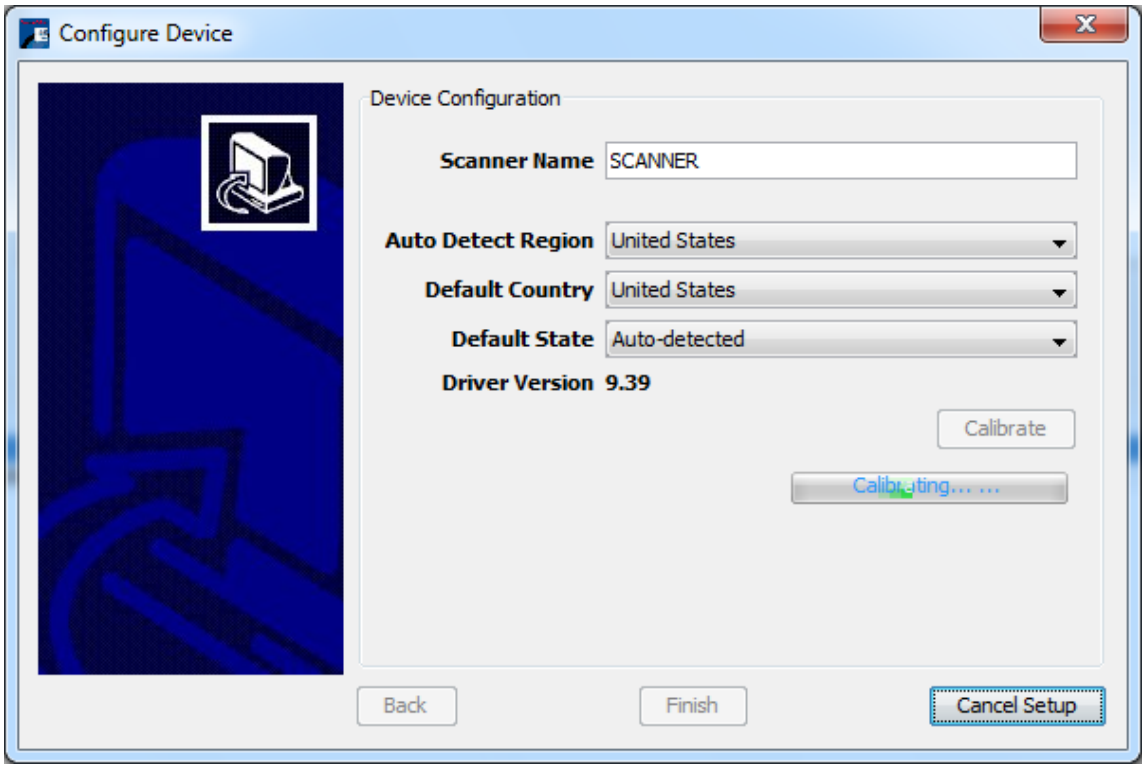


< example screen – your customer may have a different set up >

5. open the lid of the scanner when prompted
6. click **OK** to continue with the calibration process



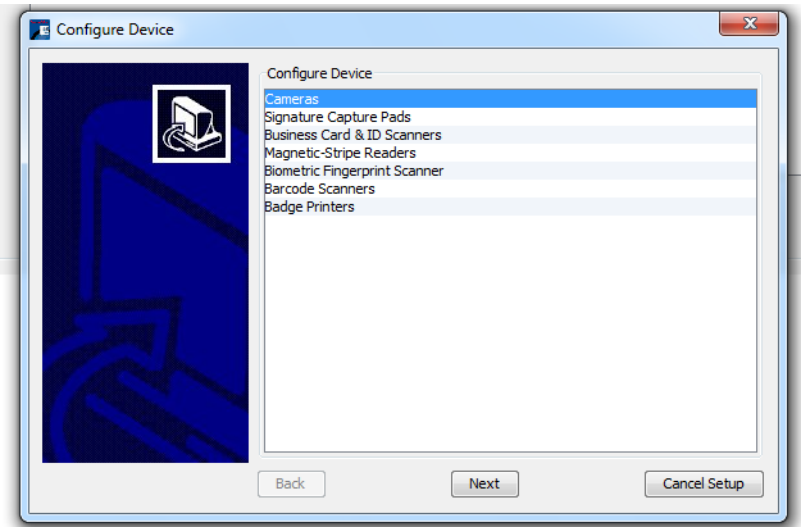
7. you must wait while the scanner is calibrated
8. click **[Finish]** when you are done



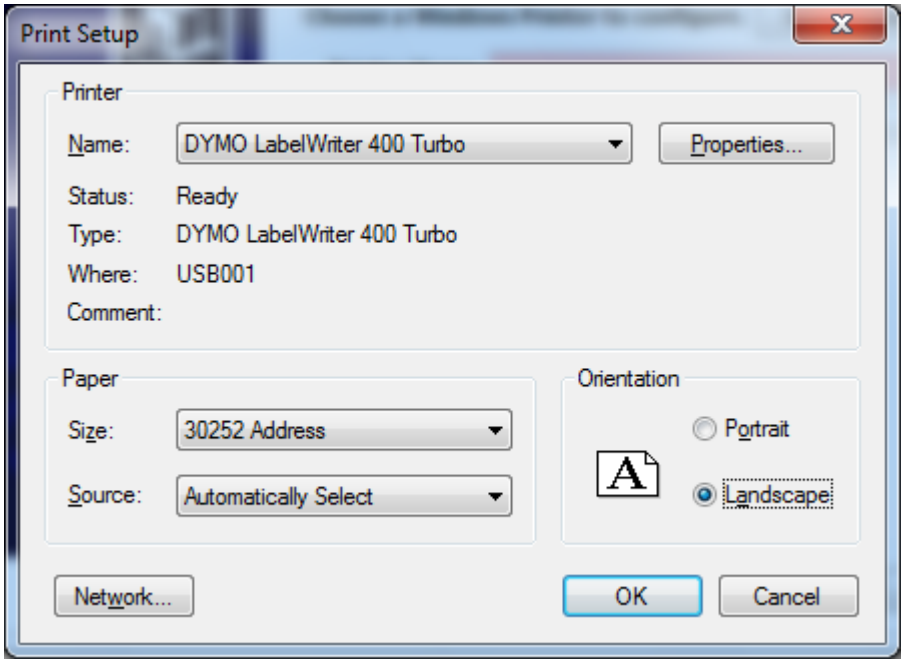
< example screen – your customer may have a different set up >

3.3.4 ADDING A PRINTER

1. select the *Badge Printers* option
2. click **[Next]** to advance to the next screen



3. choose the **printer name**
4. **set properties** as needed (i.e. Landscape if desired)
5. click **OK** to save and exit



< example screen – your customer may have a different set up >

3.4 PassagePoint SYSTEM CONFIGURATION

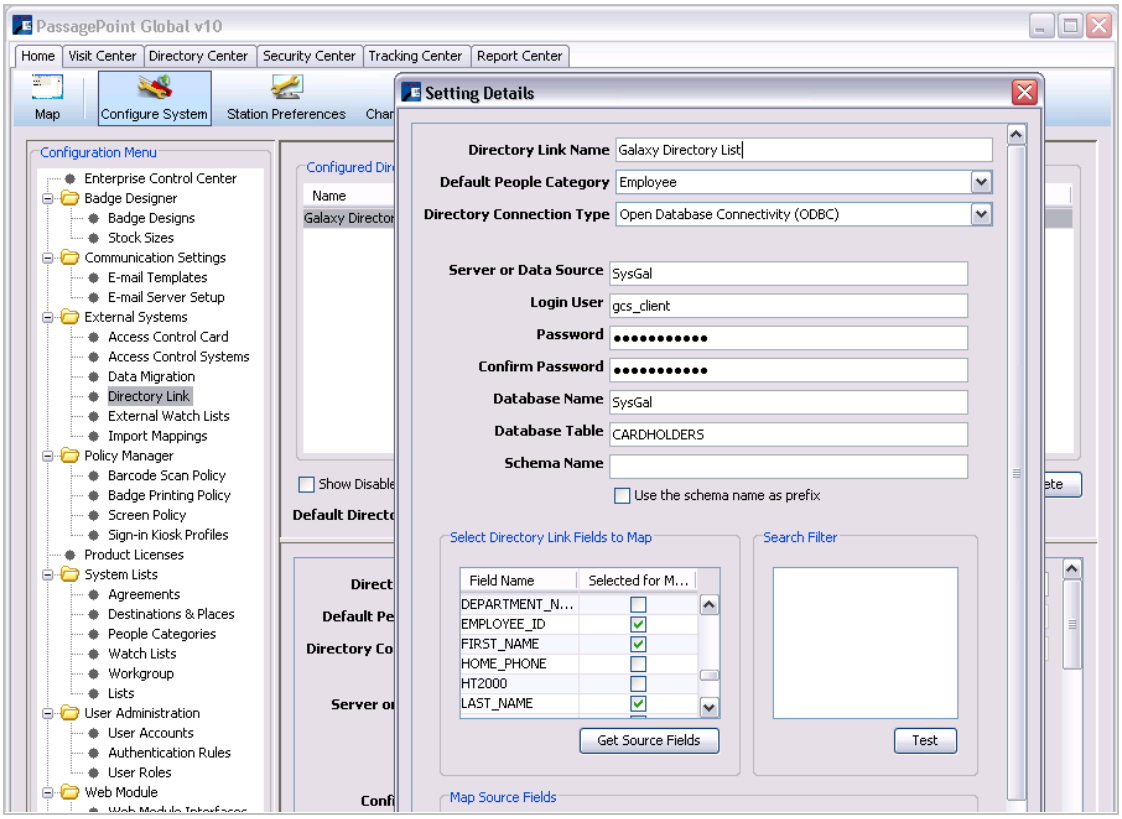
In order to interface with System Galaxy, the PassagePoint software requires initial configuration. You should have already installed System Galaxy Database server and configured the SG schedules and access groups, and assigned them to an access profile in the System Galaxy software (see Chapter 2 of this guide).

3.4.1 ADDING DIRECTORY LINKING (STOPware License Required)

Directory Linking is a STOPware licensed feature that allows PassagePoint to dynamically pull 'Host' names from the Galaxy (SysGal) database using an ODBC SQL Connection. This allows the PassagePoint Operator to assign a host/chaperone to a visitor. PassagePoint auto-populates the host name droplist list as the operator types the last name of the host.

The instructions below show how to set up the Directory Link after registering the license.

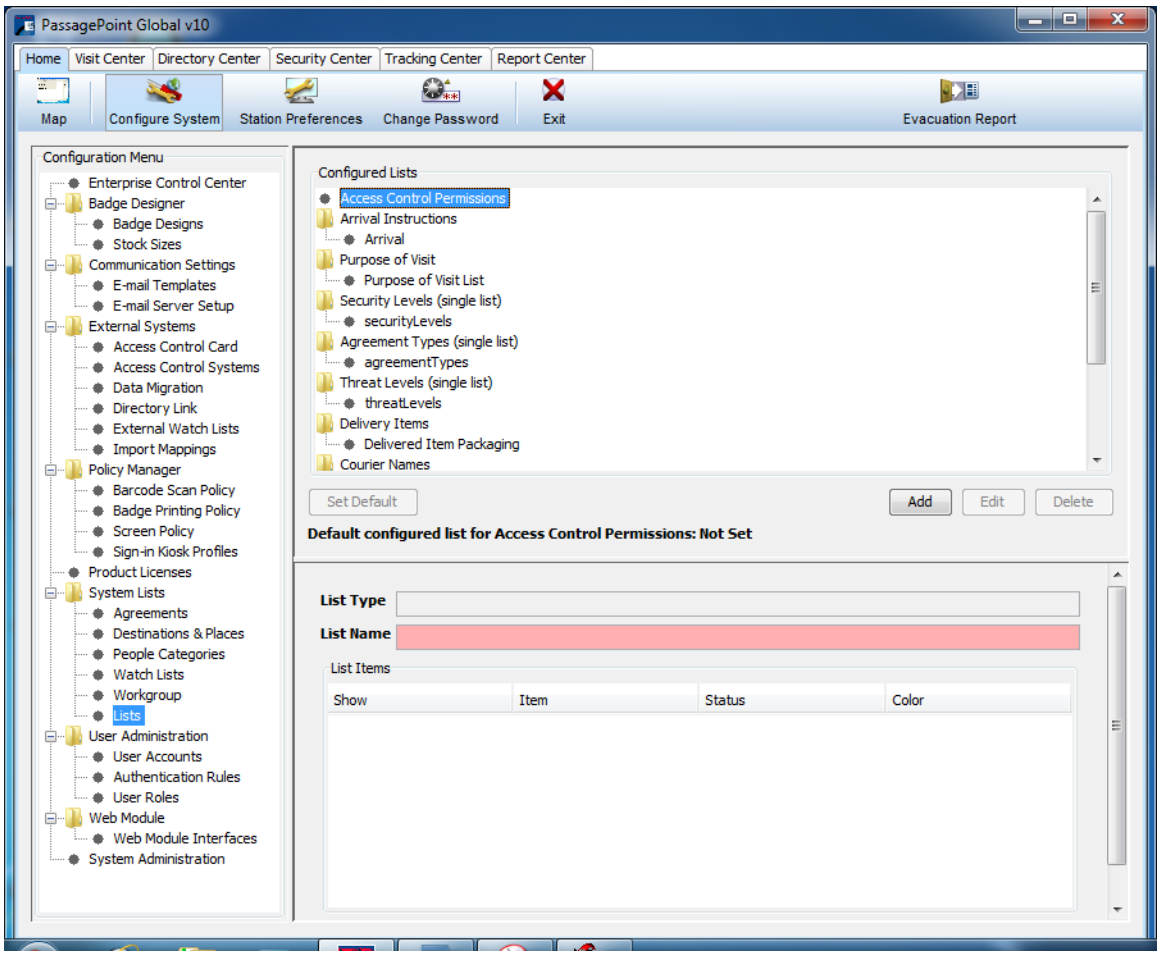
1. choose **HOME tab > Configure System** button
2. expand **External Systems** branch and choose **Directory Link** from the Menu (left side panel)
3. click [**ADD**] button (in the middle of the screen) to open the Settings Detail screen
4. enter a descriptive Directory Link Name (such as Galaxy Directory List)
5. set **People Category** to "employee"
6. set **Connection Type** to ODBC
7. type the **data source name** used by System Galaxy (SysGal is default – must match, case sensitive)
8. type the 'gcs_client" login and its password in the appropriate fields
9. supply the **database name** (i.e. SysGal) and **exact table name** (CARDHOLDERS) – case sensitive
10. click [**Get Source Fields**] button to query the Galaxy Cardholder fields.
11. enable(CHECK) the fields to be linked; (the EMPLOYEE_ID, FIRST_NAME, LAST_NAME must be checked)
12. click [**SAVE**] button (at the bottom of the Settings Detail screen) to save the ODBC connection.



3.4.2 ADDING THE ACCESS PROFILE

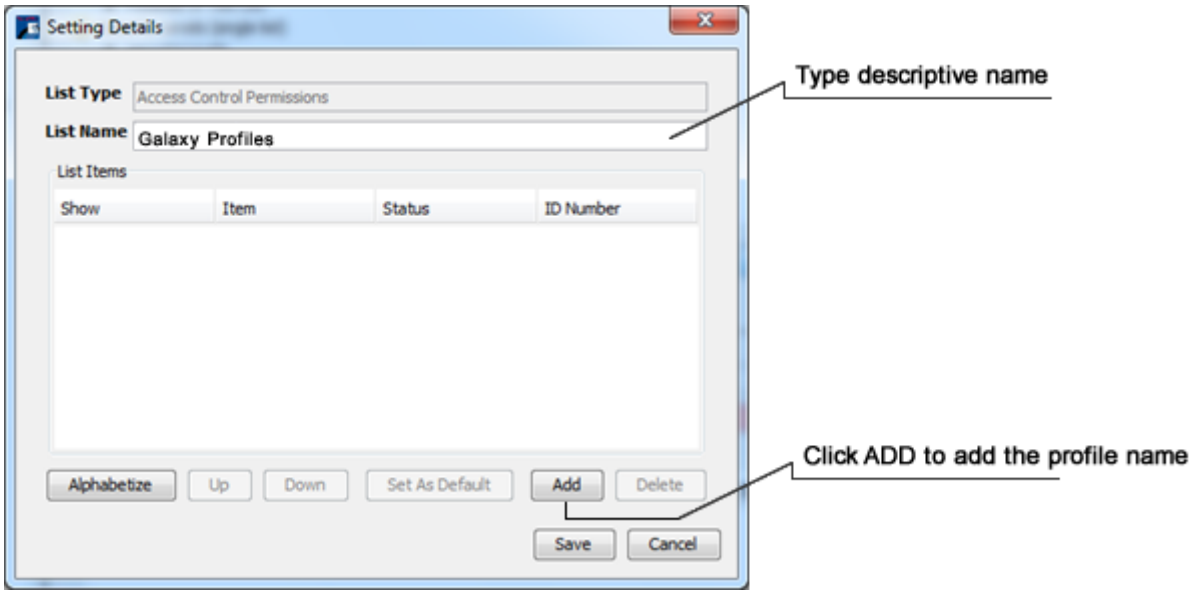
You must add the access profile name in the Access Control Permissions List.

1. choose **HOME tab > Configure System** window
2. choose **System Lists** branch and select **Lists** from the Configure Menu (left side panel)
3. select **Access Control Permissions** in the top of the main window
4. click [**ADD**] button in the middle of the screen



< CONTINUE INSTRUCTIONS ON NEXT PAGE >

5. in the *List Name* field, type any descriptive name you wish to organize your profiles under (*Galaxy Profile* shown here; something descriptive is fine)

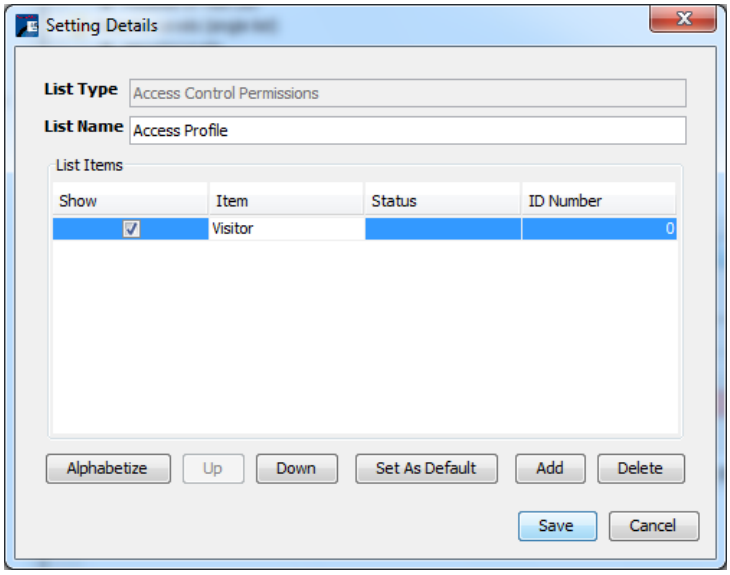


6. click **[ADD]** to add your Access Profile name to this list

7. place your cursor inside the *Item field* (shown in the screenshot below)

8. type the Access Profile name ***exactly as you created it in System Galaxy*** (this name is case-sensitive) (the name "Visitor" is shown in the example below; you must match the name you used in Galaxy)

9. click **[Save]** to create the access profile list



NOTE: See the next section for instructions on setting the Galaxy Profile list as the default in the system.

< CONTINUE INSTRUCTIONS ON NEXT PAGE >

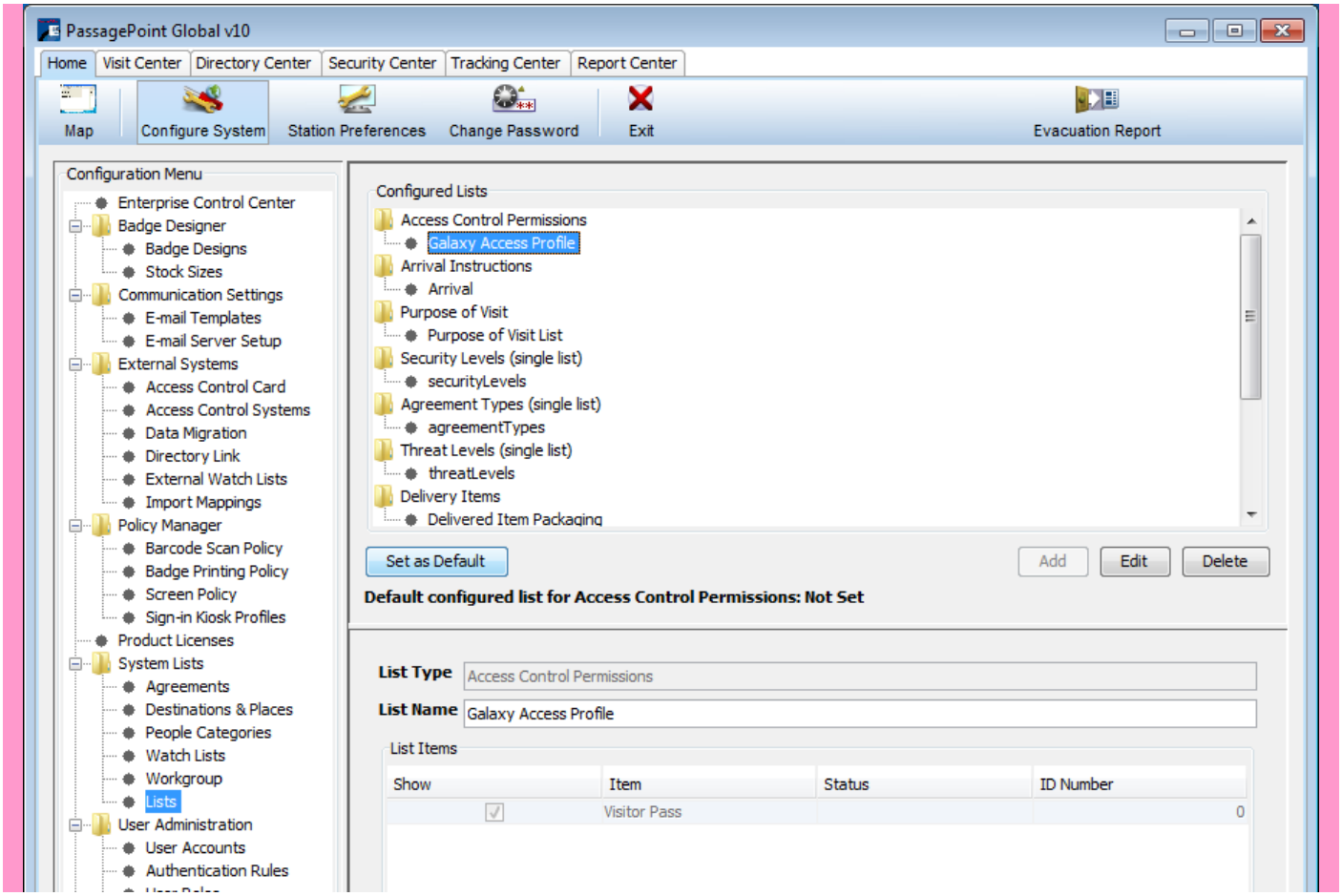
3.4.3 SETTING THE DEFAULT ACCESS PROFILE PERMISSIONS

After adding the Access Profile name to the PassagePoint, you will set the Access Profile permissions as the default. This makes this access profile permissions from SG be used as the default profile when the PassagePoint operator adds a visitor using the Rapid Registration screen.

10. from the ***Configure System*** screen, select the Access Profile Permissions you just added…

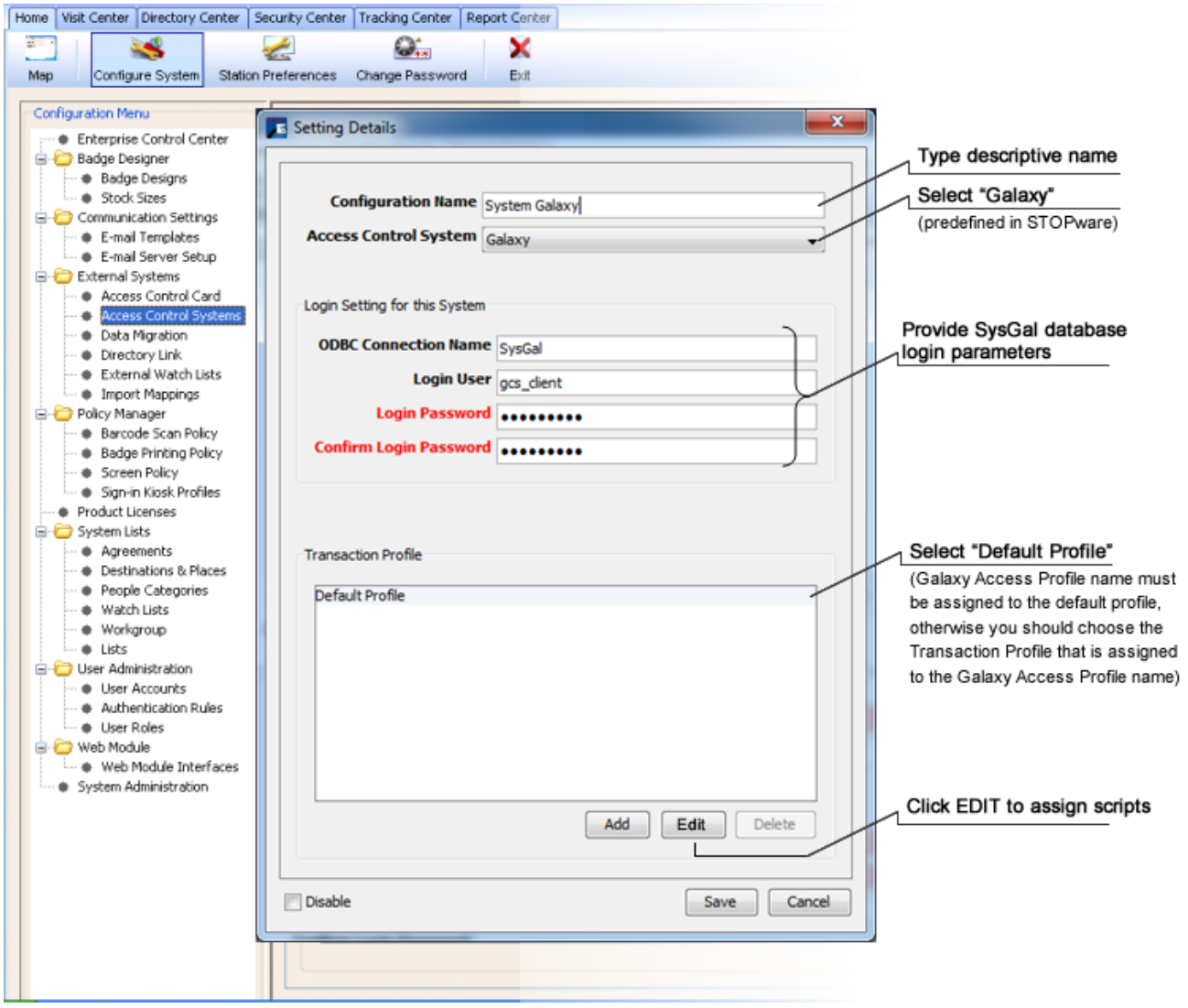
- in the example below, the List is named 'Galaxy Access Profile' and the list item is name

11. click **[Set Default]** button in the middle of the screen.



3.4.4 ADDING A LINKED SQL CONNECTION TO THE SYSTEM GALAXY DATABASE

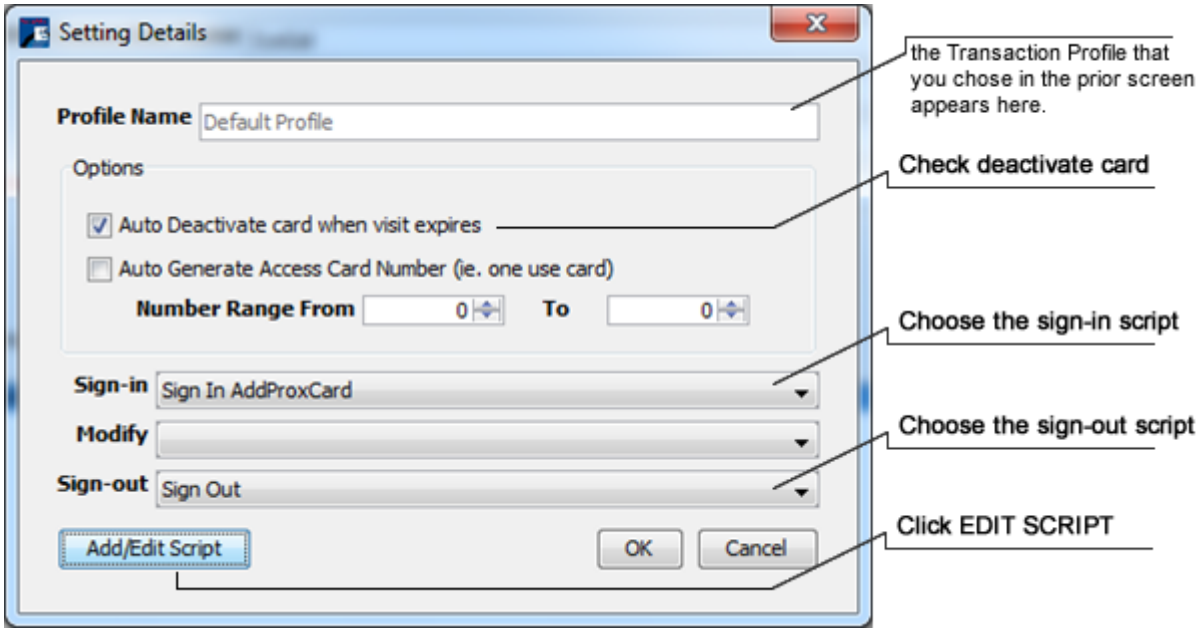
1. choose **HOME** tab > **Configure System** window
2. choose **External Systems** branch and select **Access Control Systems** from the Configure Menu (left side)
3. type **"System Galaxy"** in the *Configure Name field*
4. choose **'Galaxy'** from the *Access Control System droplist*
5. in the *ODBC Connect field*, type **"SysGal"** (or the Data Source name the customer used if they did not use the default name). The name must match your PC's ODBC Data Source name. The Data Source must be pointed to the correct location of the System Galaxy database.
6. type the **Database User Name** and supply the correct **Password**
7. select (highlight) the **'Default Profile'** option in the *Transaction Profile list*
8. click **[EDIT]** button (go to next page to complete the instructions for assigning the Sign-in script)



3.4.5 ASSIGNING A SIGN-IN & OUT SCRIPTS TO THE DEFAULT PROFILE

You must assign the Sign-in & Sign-out scripts to the Access Profile.

1. "check" (enable) the '***Auto Deactivate Card when visit expires'*** option
2. select the '**AddProxCard'** transaction script for the ***Sign In droplist***
3. select the '**Sign Out'** transaction script for the ***Sign Out droplist***
4. click the **[Add/Edit Script]** button (*see the following section for instructions on editing scripts*)



(*see the following section for instructions on editing scripts*)

3.4.6 EDITING THE SIGN-IN TRANSACTION SCRIPT

When a visitor signs into PassagePoint, a matching *cardholder record* is created in System Galaxy. This is done via the PassagePoint ***sign-in script***. You must assign the script in Section 2.6.5

There are two *Sign-In Scripts* available:

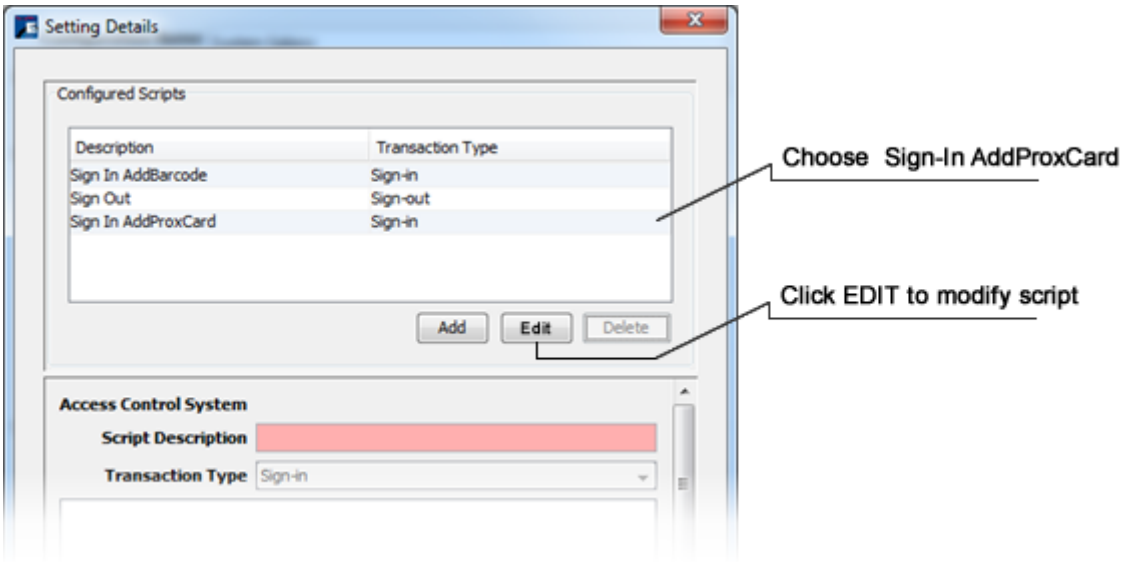
- the ***AddProxCard*** script (see section 2.6.6.1 for instructions on setting up the script)
- the ***AddBarcode*** script (see section 2.6.6.2 for instructions on setting up the script)

You only need to edit the script you will use (prox or barcode).

3.4.6.1 EDITING THE AddProxCard SIGN-IN SCRIPT

You must edit the **AddProxCard** script, if this is the one you will use to sign-in visitors from PassagePoint registration screen. *If you are using AddBarcode, then skip this and go to Section 2.6.1.2.*

1. select the '**AddProxCard'** script for the *Sign In transaction*
2. click the **[Edit]** button (turn to next page for instructions on editing scripts)



3. change facility code integer to match the FACILITY CODE in your prox cards

   FacilityCode2 -> @int:0

   {change the '0' to your actual facility code; obey syntax}

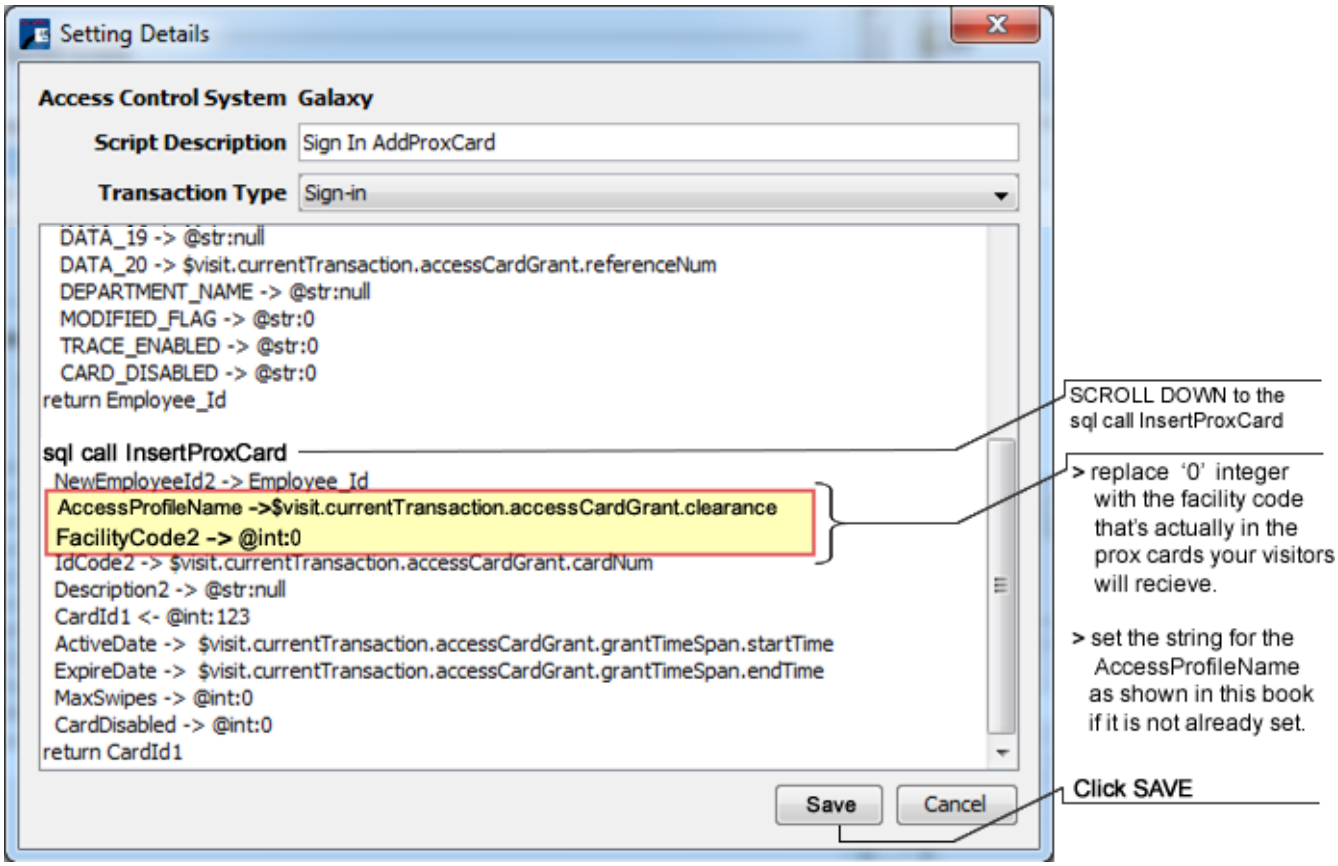
4. the AccessProfileName must contain the following parameter exactly

   - **AccessProfileName ->$visit.currentTransaction.accessCardGrant.clearance**
   - { if the existing line is different than the one shown here, you must carefully change it to match this parameter above; be very careful to obey syntax}

   ❢ If you have an error in your changes, PassagePoint may error out when the operator tries to sign-in the visitor.

5. NOTE: PassagePoint supplies a unique identifier (PPID) to System Galaxy when the visitor signs in. The PPID is not visible in PassagePoint, but it is stored in System Galaxy's Data_20 field when the visitor is inserted into the SysGal database. Note if Data_20 is already reserved for some other purpose, you can use a different data field in this script. However, you must contact technical support for this because it also requires a programming change to the Galaxy SQL procedure.

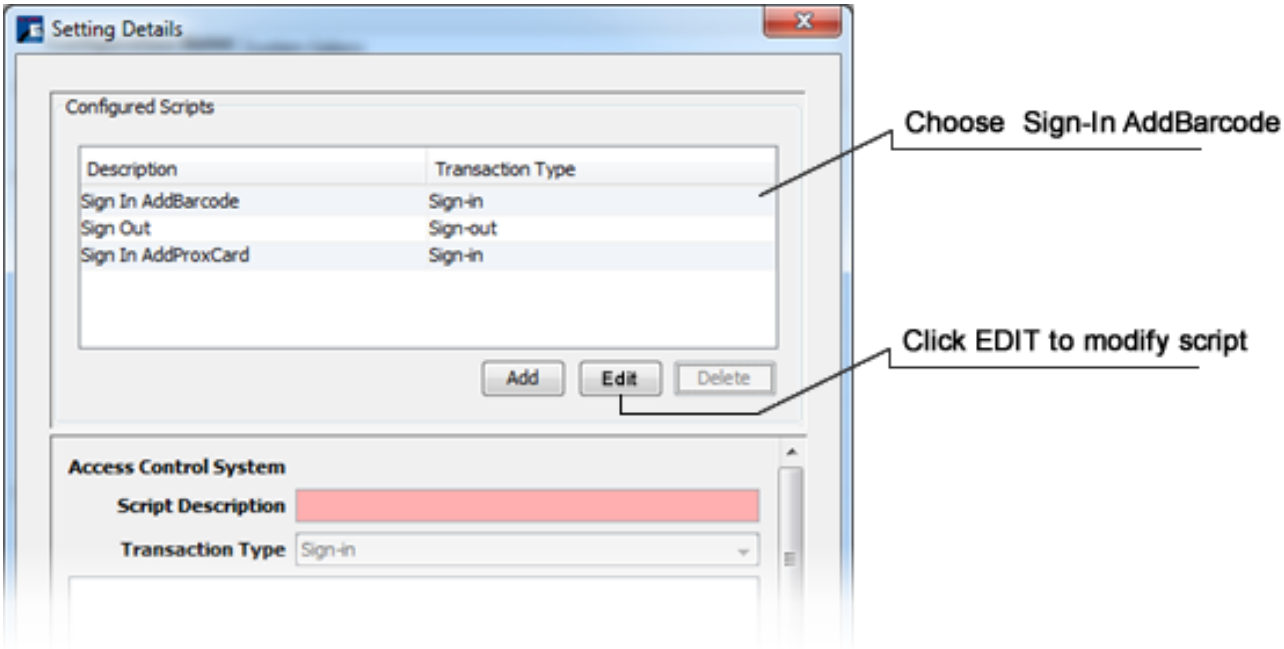
6. click **[Save]** to save your changes



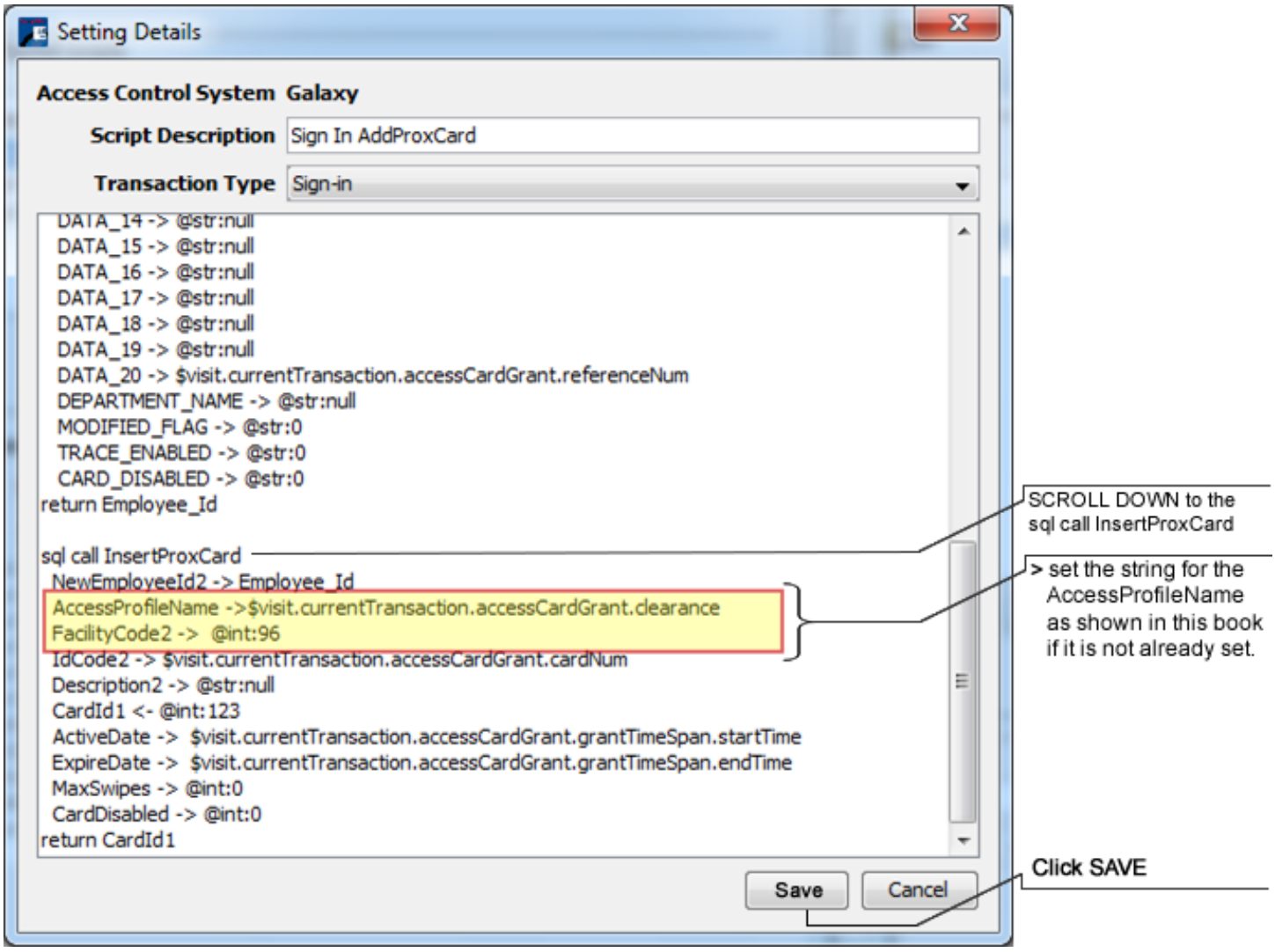
3.4.6.2 EDITING THE AddBarcode SIGN-IN SCRIPT

You must edit the **AddBarcode** script, only if this is the one you will use to sign-in visitors from PassagePoint registration screen. *If you are using the AddProxCard, then skip this and go back to Section 2.6.1.1.*

1. select the '**AddBarcode'** script for the *Sign In transaction*
2. click the **[Edit]** button (turn to next page for instructions on editing scripts)



3. You must edit transaction parameters of the AccessProfileName
   - **AccessProfileName -> $visit.currentTransaction.accessCardGrant.clearance**
   - {replace the existing line with the string shown in this example; be very careful to obey syntax}
   - If you have an error in your changes, PassagePoint will error out when trying to add the visitor.
   - You might wish to make a backup copy of the contents of this file before you make changes.
4. **NOTE:** PassagePoint supplies a unique identifier (PPID) to System Galaxy when the visitor signs in. The PPID is not visible in PassagePoint, but it is stored in the System Galaxy's Data_20 field.
5. click **[Save]** to save your changes



3.4.7 EDITING THE SIGN-OUT TRANSACTION SCRIPT

The ***Sign-Out Script*** is invoked when a PassagePoint operator signs out a visitor from PassagePoint system.

This script contains the information that tells System Galaxy what to do with the visitor's cardholder record. As described in the prior section, when a visitor signs into PassagePoint, a matching *cardholder record* is created in the System Galaxy via the PassagePoint sign-in script. Likewise, when the visitor signs out of PassagePoint, then that corresponding cardholder record is updated* (disabled or deleted).

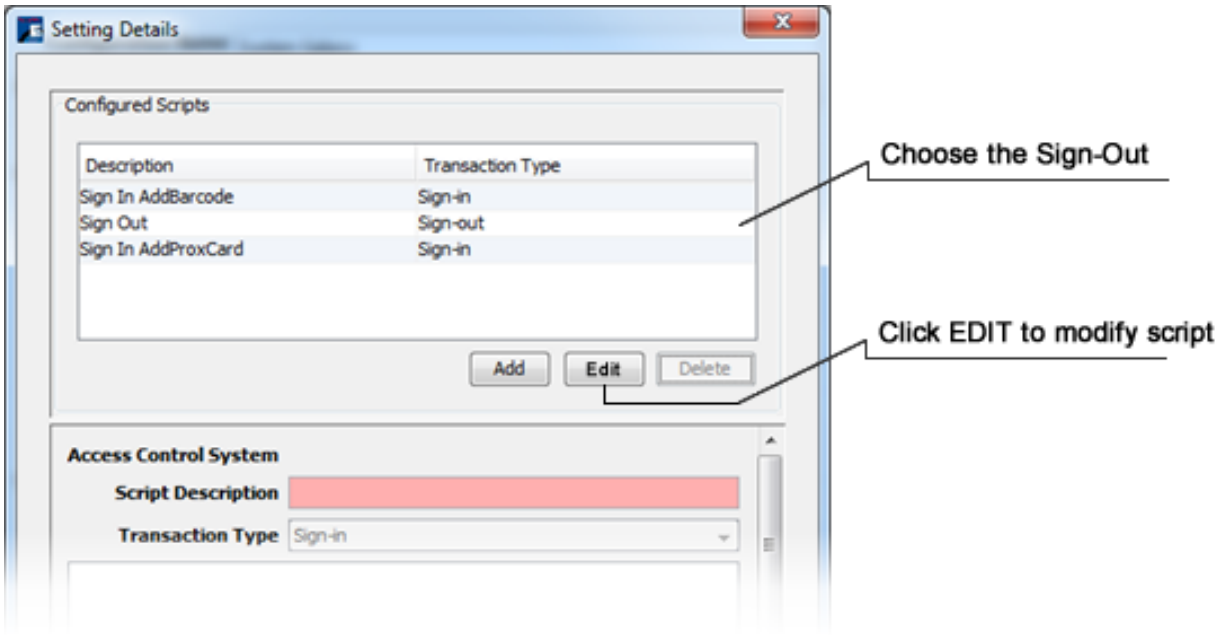
You must edit ***Sign-Out script*** in PassagePoint so that it updates the System Galaxy *cardholder record*. You have a choice of either ***disabling*** or ***deleting*** the cardholder record in System Galaxy. This is a site-wide choice, meaning whichever option you choose, it works the same way for all visitors (cardholders).

a) ***Disabling the corresponding cardholder*** in System Galaxy will disable the cardholder record by 'checking' the *inactive flag* and then deleting the card data which allows it to be reused. **In this case, Cardholder activity reporting will remain intact in System Galaxy (recommended).**

b) ***Deleting the corresponding cardholder*** in System Galaxy will delete the entire cardholder record including card data. In this case, the card number is freed up for reuse; and System Galaxy will to push the Cardholder Activity to the SG Archive database. Cardholder activity reporting only be available from the archive DB.

1. select the '**Sign-Out'** script for the *Sign Out transaction*

2. click the **[Edit]** button (turn to next page for instructions on editing scripts)



3.4.7.1 Stopware_DisableCardHolder (Default Sign-out Procedure Call)

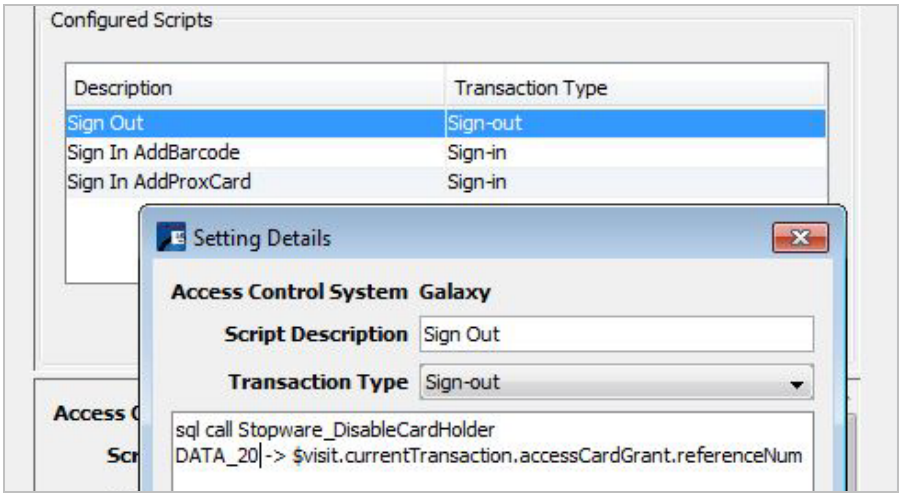
By default, PassagePoint uses the **Stopware_DisableCardHolder** SQL procedure call in the Sign Out script (see the screen shot below). The procedure uses the unique PassagePoint_ID stored in Galaxy's Data_20 field of the cardholder record to determine which card to disable.

1. Set parameters as follows - making sure the **data field name is correct**[1] (Data_20 is used by default):

   sql call Stopware_DisableCardHolder

   Data_20 -> $visit.currentTransaction.accessCardGrant.referenceNum

2. click **[SAVE]** to close the script editor
3. click **[OK]** or **[SAVE]** on each of the subsequent screens to close out and save all changes
4. this will return you to the main **HOME** screen of the PassagePoint software



RESULT OF THIS SIGN OUT PROCEDURE:

- in SG, the Cardholder record will be made INACTIVE ([Inactive] checkbox is checked Personal tab)
- in SG, the card will be disabled ([card disabled] is checked in the Card/Badge Settings tab)
- the **GCS Data Loader** will update the Galaxy Access Control panels that the card is disabled
- the card will no longer have access to any doors in the system once the panel is updated

WARNING: **this procedure disables but does not delete the *access card* from Galaxy.** The SG operator must manually delete the card record from SG before it can be reissued through PassagePoint. Any attempt to reissue a duplicate card to visitor will fail to create a corresponding card record in SG. The new visitor will not have valid access. **Use the "Stopware_SignOut" procedure if you want to automatically remove the card from Galaxy when a visitor is signed out of PassagePoint (see next section).**

(1) *If Data_20 is already used for another purpose, you must reserve a different unused data field in Galaxy for storing the PassagePoint ID. You must edit both the PassagePoint Sign-in and Sign-out scripts to call the correct data field (there are 50 data fields available in SG) – choose one that is not being used for any other purpose.* Also, the data field cannot be made 'mandatory' or made to act as a 'droplist' in the Galaxy system.

3.4.7.2 Stopware_SignOut (DELETE CARD, BUT DISABLE CARDHOLDER)

PassagePoint can also use the **Stopware_SignOut** procedure to automate deleting the card record, so it can be easily reissued through PassagePoint registration.

IF you wish to **disable the Cardholder and delete the card** in System Galaxy, you only need to set the 'delete card' parameter to '1– which keeps card history accessible for future reference'.

1. Set parameters as follows - making sure the **data field name is correct**[1] (Data_20 is used by default):

   sql call Stopware_SignOut

   Data_20 -> $visit.currentTransaction.accessCardGrant.referenceNum

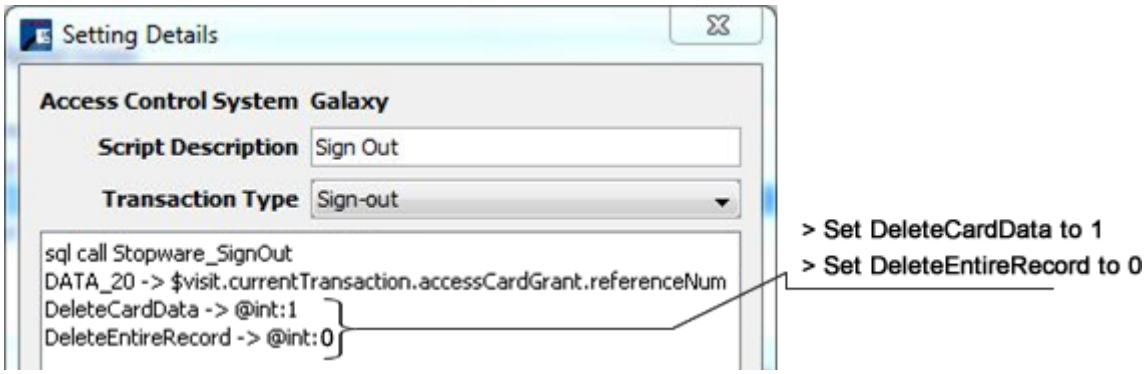
   DeleteCardData - > @int:1

   DeleteEntireRecord - > @int:0

2. click **[SAVE]** to close the script editor

3. click **[OK]** or **[SAVE]** on each of the subsequent screens to close out and save all changes

4. this will return you to the main **HOME** screen of the PassagePoint software



RESULT OF THIS SIGN OUT PROCEDURE:

- in SG, the Cardholder record will be made INACTIVE ([Inactive] checkbox is checked Personal tab)
- in SG, the card will be deleted (in the Card/Badge Settings tab)
- the **GCS Data Loader** will update the Galaxy Access Control panels that the card is deleted.
- the card will no longer have access to any doors in the system once the panel is updated.

(1) *If Data_20 is already used for another purpose, you must reserve a different unused data field in Galaxy for storing the PassagePoint ID. You must edit both the PassagePoint Sign-in and Sign-out scripts to call the correct data field (there are 50 data fields available in SG) – choose one that is not being used for any other purpose.* Also, the data field cannot be made 'mandatory' or made to act as a 'droplist' in the Galaxy system.

3.4.7.3 DELETE THE ENTIRE CARDHOLDER

PassagePoint can also use the **Stopware_SignOut** procedure to automate deleting the entire cardholder record in System Galaxy, so that the corresponding Galaxy cardholder record is automatically cleaned up and disabled cardholders don't have to be manually deleted by the SG Operator.

> **WARNING! Reporting is affected, see paragraph (b) in section 2.6.7. Deleted cards only show up on *card activity reporting* if cardholders are disabled rather than deleted.** If you want to print and save off the Card Activity Reports from SG before deleting the entire cardholder, use the sign-out parameters in the previous section.

IF you wish to **automatically delete the entire Cardholder and Card** in System Galaxy, you must set the 'delete' parameters to '1' – however this deletes card activity history.

1. Set parameters as follows - making sure the **data field name is correct**[1] (Data_20 is used by default):

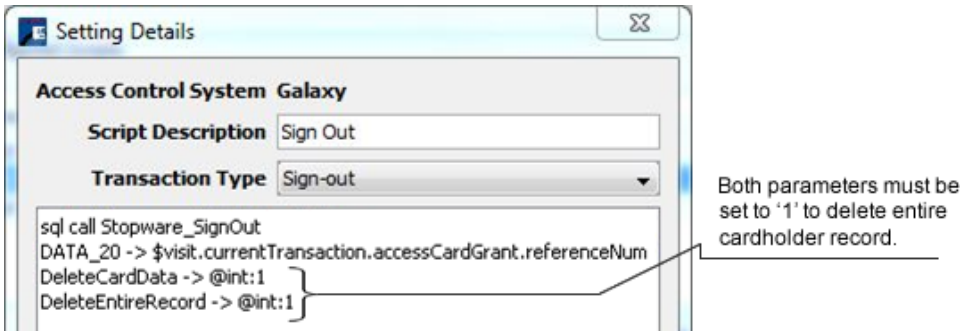
   sql call Stopware_SignOut

   Data_20 -> $visit.currentTransaction.accessCardGrant.referenceNum

   DeleteCardData - > @int:1

   DeleteEntireRecord - > @int:1

2. click **[SAVE]** to close the script editor
3. click **[OK]** or **[SAVE]** on each of the subsequent screens to close out and save all changes
4. this will return you to the main **HOME** screen of the PassagePoint software



RESULT OF THIS SIGN OUT PROCEDURE:

- in SG, the Cardholder record will deleted from System Galaxy
- in SG, the access card will be deleted from System Galaxy and so will its card activity reporting
- the **GCS Data Loader** will update the Galaxy Access Control panels that the card is deleted.
- the card will no longer have access to any doors in the system once the panel is updated.

(1) *If Data_20 is already used for another purpose, you must reserve a different unused data field in Galaxy for storing the PassagePoint ID. You must edit both the PassagePoint Sign-in and Sign-out scripts to call the correct data field (there are 50 data fields available in SG) – choose one that is not being used for any other purpose.* Also, the data field cannot be made 'mandatory' or made to act as a 'droplist' in the Galaxy system.

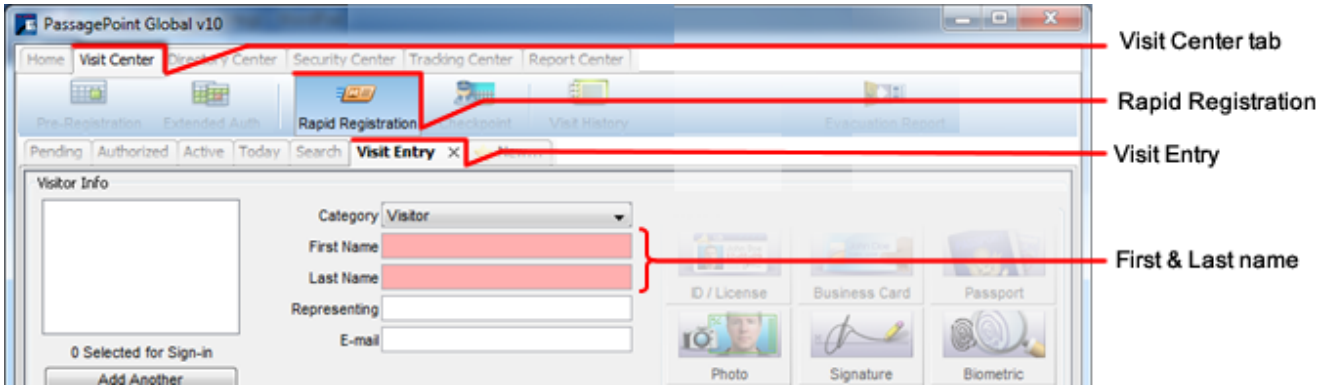
4 MANAGING VISITORS VIA RAPID REGISTRATION

When a PassagePoint operator ***signs in*** a visitor, a card record is automatically added to the System Galaxy database. The visitor's card ID is activated and given the default *access profile privileges* that are configured in PassagePoint. This maps to the Access Profile in SG and the DataLoader service pushes the card record to the Galaxy controller.

4.1.1 ADDING A NEW VISITOR FROM RAPID REGISTRATION

1. choose **VISIT CENTER** tab
2. choose **Rapid Registration** button
3. select the **VISIT ENTRY** tab
4. type the visitor's first and last name

   *This creates a corresponding cardholder record in SG. If a name already exists in PassagePoint, the **Name** field dynamically drops a list that shows all duplicate names. So the operator can choose the existing name or continue creating a new visitor if desired.*



{ ADDING NEW VISITOR CONTINUED on NEXT PAGE }

5. type the unique **Access Card Number** you want to assign to the visitor

6. The **Access Level** will already set to the Galaxy Access Profile (*Visitor* used as example below) if you made it the default value when you created it in the PassagePoint system configuration. If it has not been made the default, then you will need to select it from the droplist.

7. The **Activation** and **Expiration** Date/Time can be set in PassagePoint as desired. This will be pushed into the Galaxy card record and be sent to the access control panel. **The following rules apply:**

    1. **System Galaxy 9.4** accepts the only date (not time) for Activation and Expiration.

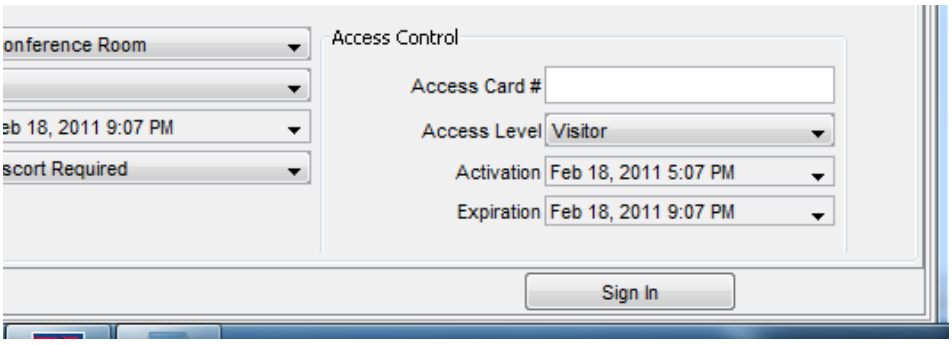
        a) If the visitor does not sign out, the card will expire at midnight of the Expire Date.

        b) If the visitor sign out, the card will be deleted and become invalid in SG

    2. **System Galaxy 10** accepts both date and time for card Activation and Expiration.

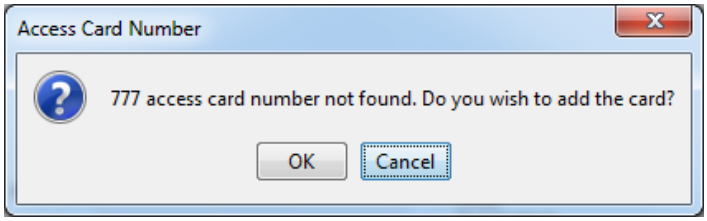
        a) If the visitor does not sign out, the card will expire at the date/time PassagePoint sends.

        b) If the visitor signs out, the card will be deleted and become invalid in SG.



8. click **[Sign In]** (this triggers a procedure to check for a duplicate card code in PassagePoint)

9. click **[OK]** to create the visitor record (this only checks for a duplicate card code within PassagePoint)



(the above message means that the card number is unused ***in PassagePoint*** (i.e. free to use)

IMPORTANT: PassagePoint does not check for duplicate card codes in Galaxy. If the card is already present in the Galaxy database, the new visitor's card record will not be added – and access will not be granted at doors as expected. Make sure the prior visitor's card record is removed. You can do this by searching for the card number in Galaxy or attempt to add the card directly into the SG software.

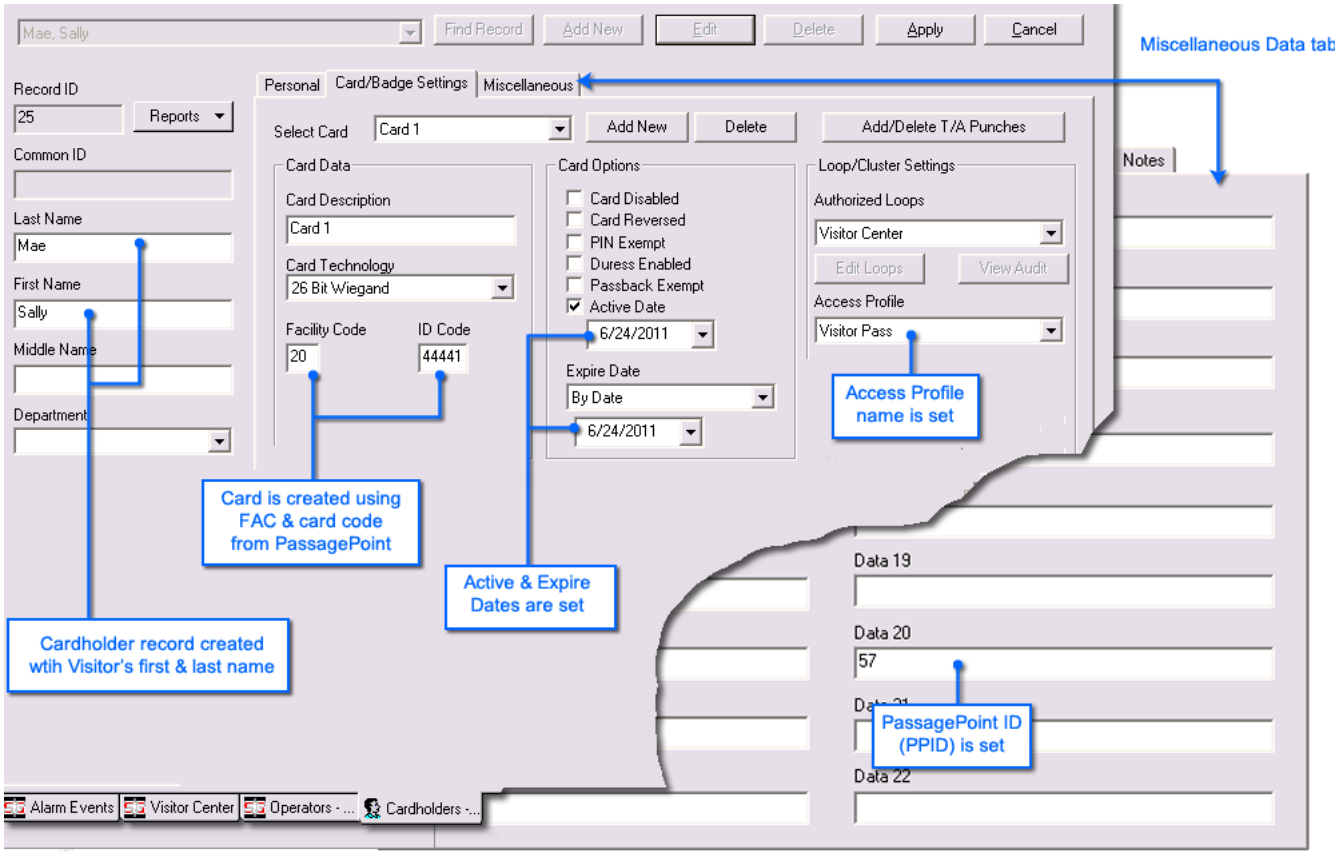
4.1.2 HOW VISITORS ARE INSERTED INTO GALAXY

System Galaxy creates (**inserts**) a new cardholder record for each PassagePoint visitor **sign-in** provided the PassagePoint ID (PPID) is unique in the System Galaxy database.

The following fields are populated in System Galaxy by the Stopware_InsertCardholder procedure:

- **Cardholder First Name** and **Last Name**
- **Card ID** number (and **Facility Code** is passed via the *sign-in* script)
- the **Access Profile Name** is populated with the profile name that PassagePoint is set up to use
- the Miscellaneous **Data_20** field is populated with the **PassagePoint ID**
- **Card Active Date** is set to today's date (**Card Active** is "checked" by SG stored procedure)
- **Card Expire Date** is set to "**by Date**" (method 1) and the **Expire Date** is set to date that was chosen by the PassagePoint operator.

  Note: if you have SG-10, the Expiry is set to **"by date & time"** (method 3) and the date and time is set to the same value that was chosen by the PassagePoint operator.



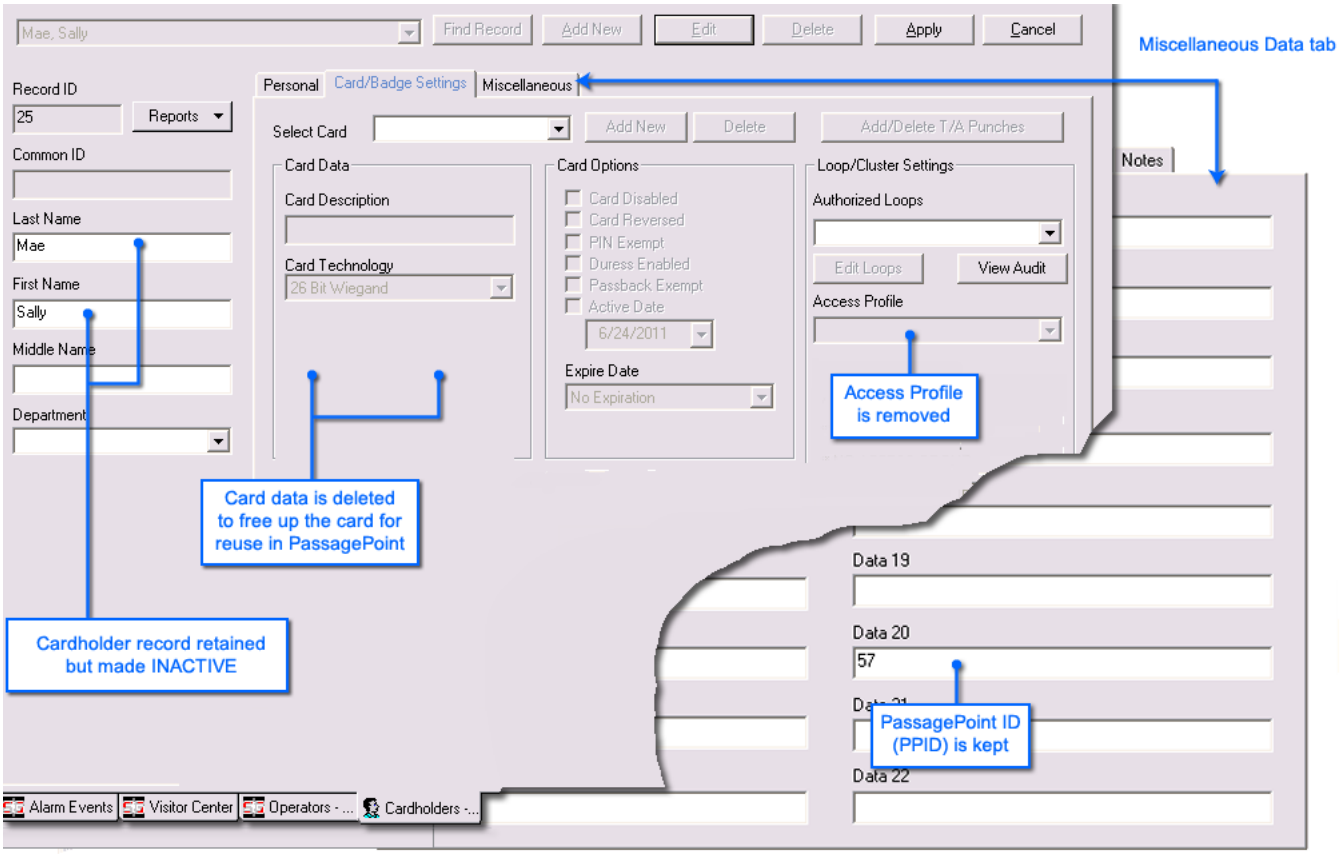
~ Galaxy Cardholder : Card/Badge Settings screen cutaway to show Miscellaneous Data screen ~

4.1.3 HOW VISITORS ARE REMOVED FROM GALAXY

For systems using the *Disable Cardholder Function* in the sign-out script:

- When a visitor signs out of PassagePoint, System Galaxy sets their cardholder record to inactive [provided the *PassagePoint sign out script* sets a '0' for the DeleteEntireRecord parameter (see section 2.6.7.1)].
- *GCS DataLoader service* will detect the change and update the panel that the card is no longer valid.

Note: the PassagePoint ID (PPID) IS NOT REMOVED if a visitor's record is merely disabled. Also, the card activity for that person is tied to the Cardholder record and remains in tact/accessible through reporting.



~ Galaxy Cardholder : Card/Badge Settings screen cutaway to show Miscellaneous Data screen ~

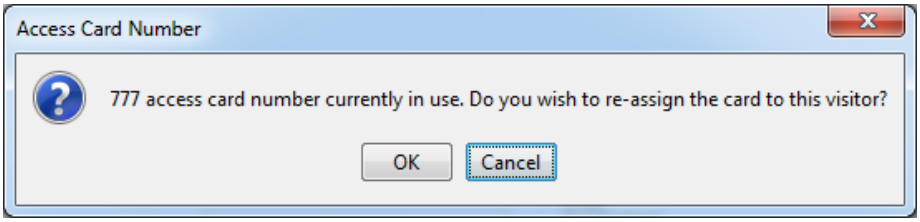
For systems using the *Delete Entire Record Function* in the sign-out script:

- When a visitor signs out of PassagePoint, System Galaxy deletes the entire cardholder (and card) record [if the *PassagePoint sign out script* sets a '1' for the DeleteEntireRecord parameter (see section 2.6.7.2)].
- GCS DataLoader service will detect the change and update the panel that the card is no longer valid.

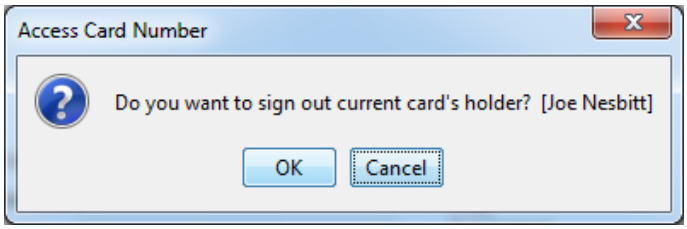
Note: at the time of this action, Galaxy will push the cardholder record into the archive database provided the archive database is set up and accessible.

4.1.4 OTHER WARNINGS IN RAPID REGISTRATION

The following message appears if the card number you are attempting to add is already used ***in PassagePoint***. PassagePoint does not search the Galaxy database for duplicate numbers. However, Galaxy will not allow the card to be added if it already exists in the Galaxy database.

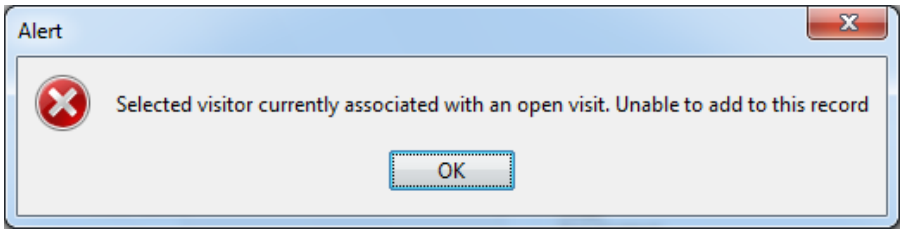


If the PassagePoint operator chooses OK, then the card number will be usurped from the other visitor and the following message displays.



If the PassagePoint operator chooses OK, then the current visitor is signed out of PassagePoint and Galaxy. The Galaxy database must be online for the SQL Update to be received from PassagePoint. The GCS DataLoader must be running and the Galaxy Panel must be online to receive updates to the panel for newly added cards and any updates to remove cards for those who are signing out.

The following PassagePoint message may appear if the visitor you are attempting to add is currently signed in within PassagePoint.



The following PassagePoint message may appear if the card code you are attempting to use is not within the valid range. (for example a prox card code must be between 0 and 65535).

4.1.5 SIGNING-OUT A VISITOR IN PASSAGEPOINT

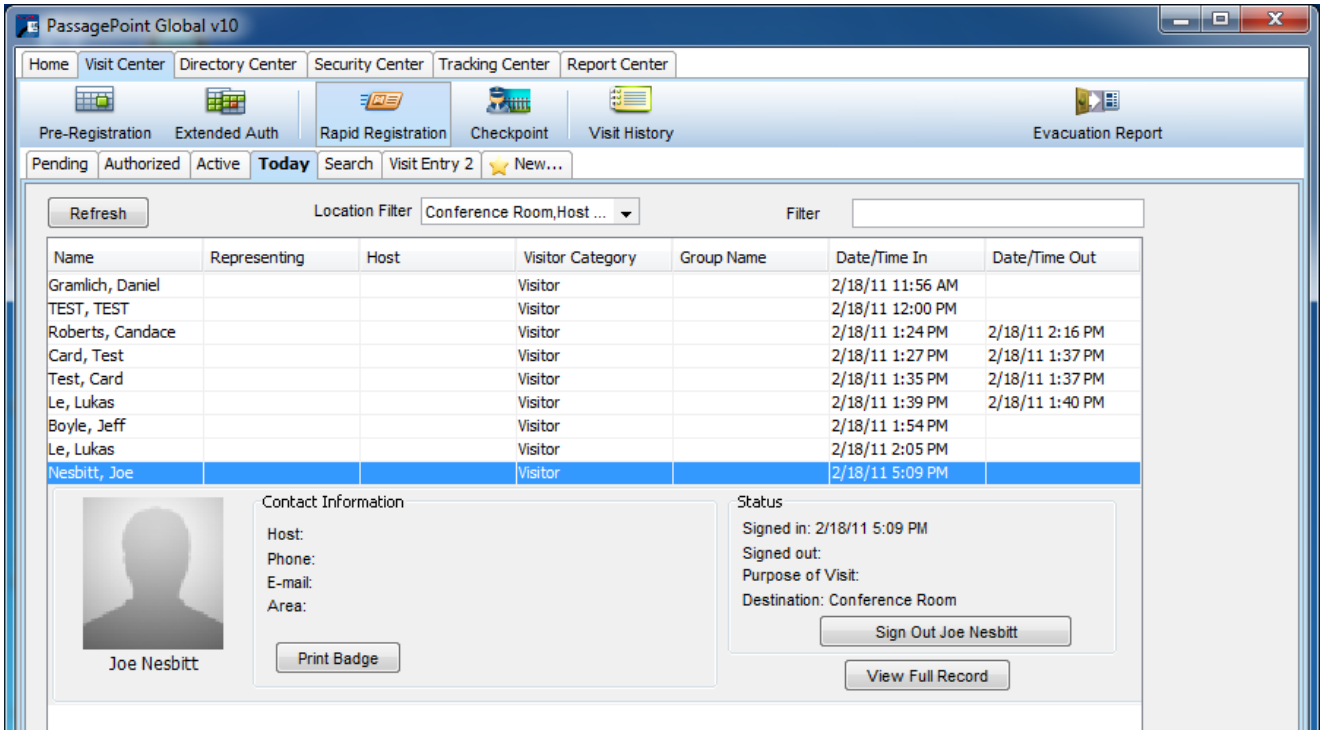
There may be several ways or places to sign-out a visitor in PassagePoint. This document covers the sign-out process from the *Today screen. It is assumed that PassagePoint supports the sign-out routine from all possible screens.*

The responsibility for determining whether the sign-out script calls the the delete entire cardholder or only disable cardholder and delete card commands is determined by the system administrators/owners. See the section on configuring the scripts in Chapter 2 for details.

1. choose **VISIT CENTER** tab > **Rapid Registration** window
2. select the **TODAY** tab and select the **visitor's name** in the list view
3. click the **[Sign Out …]** button
   When the operator *signs-out* a visitor, only the corresponding cardholder record in SG will be affected.

IMPORTANT:

- If the ***sign-out script*** is configured to ***disable the cardholder*** in SG, then the cardholder record is not deleted, but is only made inactive by "checking" the ***inactive checkbox*** on the Personal tab. In this method the card code (i.e. card record) will be deleted in order to free up the code for reuse. Also the loop details and access privileges are removed.
- If the ***sign-out script*** is configured to ***delete entire cardholder***, then System Galaxy deletes the entire cardholder record from the System Galaxy database. BE AWARE: this means that the associated card activity will be removed/no longer available in reports.



5 Appendices

5.1 GLOSSARY OF TERMS:

Term	Meaning or use of the term in this manual
Access Card	An access card is the physical card (e.g. prox card) that is given privileges to doors or areas that controlled by System Galaxy hardware (access control panels). An access card can be assigned to a visitor who registers in PassagePoint. Also see **Card ID:**
Access Control (SG)	(general) control of physical access (access cards/credentials) to a building, or area through doors, gates, turnstiles, etc.
Access Control System (PP)	A system (e.g. System Galaxy) that controls physical access to doors, areas or buildings. 'Galaxy' is already configured in PassagePoint v10.
Access Profile (SG)	(SG) In System Galaxy, the ***access profile*** is an entity that links schedules with door privileges. The profile can be mapped to PassagePoint in System Configuration.
Access Profile Permissions (PP)	(PP) In PassagePoint, the access profile permissions is a list-level group; you must add the Access Profile name exactly as it is spelled in System Galaxy (case-sensitive).
Card ID (card code)	The unique *ID Code* that is embedded in an *access card*; and is stored in the card code field in System Galaxy and PassagePoint.
Cardholder (SG)	In System Galaxy, a cardholder is any person (employee, visitor, etc.) who is added to the SG database and typically assigned an Access Card ID or identification Badge which can include access privileges to doors, areas, buildings, etc. **IMPORTANT: Care should be taken when managing cardholder records, because disabling one record does not affect credentials in a separate record.**
Controller (access control panel) (SG)	In System Galaxy, a ***controller*** is the access control panel that determines if a card is allowed or denied access when it is presented at a reader. The controller stores the card records and access rules in its memory.
DataLoader Service (SG)	GCS DataLoader is a System Galaxy service that sweeps the database checking for changes to cards and loads them to the panel. All Galaxy services that govern data transmission to the panels should be running and connected appropriately.
Delete Cardholder	The PassagePoint integration can be configured to delete the entire cardholder record when the visitor is signed out of the PassagePoint system.
Disable Cardholder	The PassagePoint integration can be configured to disable the cardholder record when the visitor is signed out of the PassagePoint system. in this case the card data is deleted from System Galaxy so that the card can be reused, but the cardholder is
Host / Sponsor (PP) (visitor escort)	In PassagePoint, a host is someone who is assigned to escort or sponsor a visitor on site; host names are pulled from the SysGal database if PassagePoint is registered and properly configured for Directory Linking.

Term	Meaning or use of the term in this manual
Inactive cardholder (SG) **(deactivated visitor)**	In System Galaxy, when a *cardholder record* is set to ***inactive*** status, the cards joined to that cardholder become invalid in the SG hardware, provided the panels are online and the proper services are running to transmit the deactivation.. **IMPORTANT:** it is possible to add multiple ***cards*** (credentials) to a *cardholder record*. Setting a *cardholder record* to ***inactive*** disables all cards associated with that record. **IMPORTANT:** it is possible to have separate (multiple) ***cardholder records*** in the system for a person. When one *cardholder record* is made inactive, only the credentials joined to that record are disabled. Any credentials in a separate record can remain active.
PassagePoint ID (PPID) **(unique identifier)**	Is a unique identifier of the visitor's sign-in transaction in PassagePoint (e.g. record ID). This PassagePoint identifier is passed to SG and stored in Data_20.
Rapid Registration (PP)	The Rapid Registration screen provides a quick way to sign-in a visitor.
Sign-in / Sign-out (PP)	The process of adding/activating and deactivating a person or visitor in the PassagePoint software.
Visitor (PP)	(general) A person/record that is added to the PassagePoint system. (SG) In System Galaxy, a visitor is the same as a ***cardholder*** whose credentials can become ***Active*** or ***Inactive*** when they are ***signed-in*** or ***signed-out*** of PassagePoint.