

System Galaxy Quick Guide

CONFIGURATION AND OPERATION



SG LEGACY WEB SERVER & CLIENT

JAN 2021

SG 11.7.0

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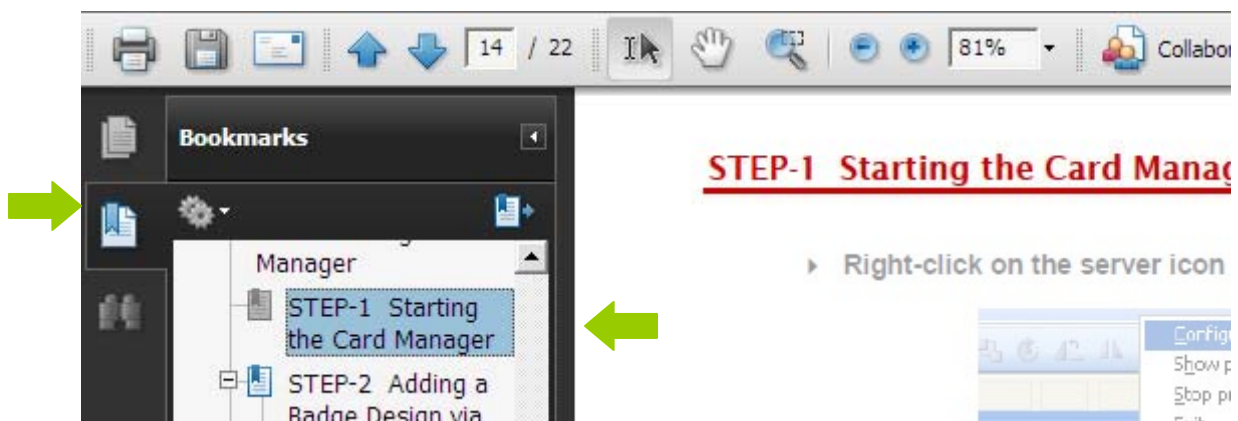
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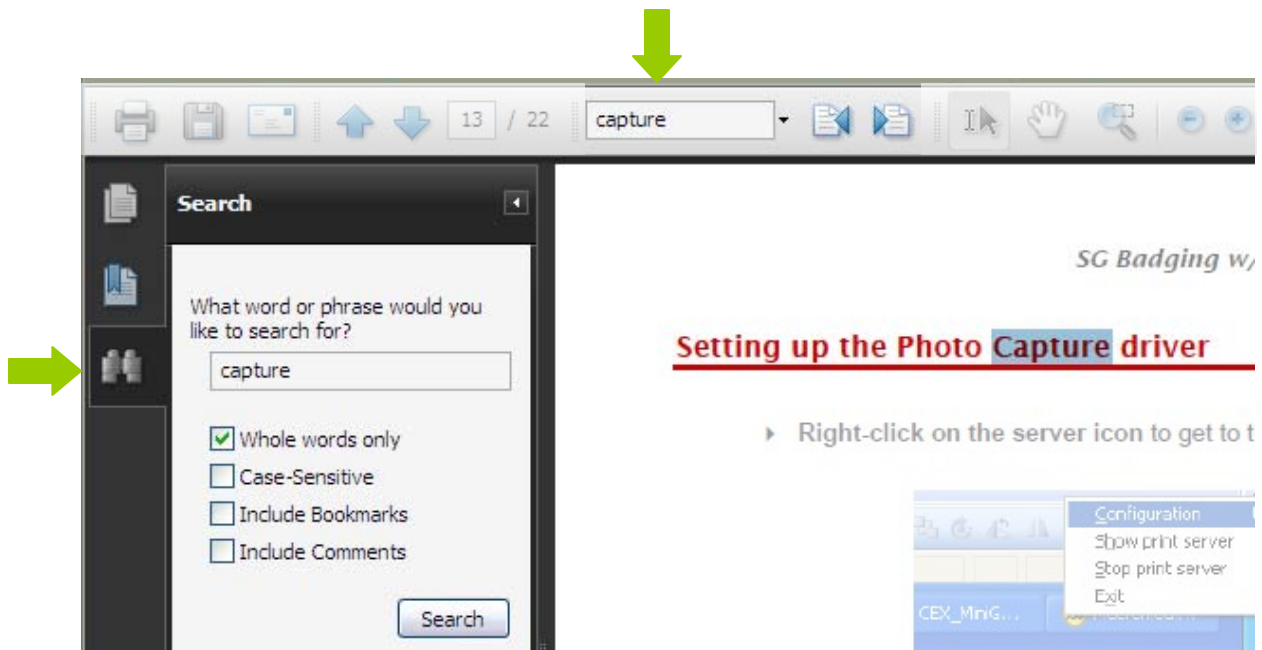


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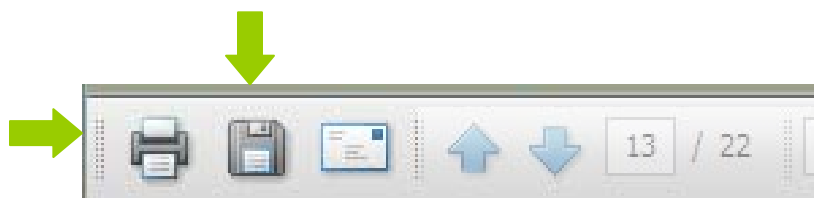


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System Galaxy

SG Web Client User Mini-Guide

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3rd Edition

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Preface

List of Guides

This document is one in a set of guides covering features and components of the System Galaxy system.

LIST OF SYSTEM GALAXY GUIDES for SG-9

- ◆ System Requirements and Planning Guide
- ◆ Software User Guide (System Operation & Administration)
- ◆ SG Web Client Mini-Guide*
- ◆ SG Badging for Card Exchange Mini-Guide
- ◆ SG Time & Attendance with Time America Genesis SQL
- ◆ SG 1- Minute Time Schedules Mini-Guide
- ◆ SG Biometrics using Sagem MA110 Mini-Guide
- ◆ SG Biometrics using Sagem MA520 Mini-Guide

Icons used in this Guide

Icons call attention to important or helpful information.



IMPORTANT: Failure to heed cautions result in incorrect operation or performance.



USER INFO: Information to help the user do something better or faster.



QUICK STEPS: abbreviated listed of steps to perform a task or list of troubleshooting checks.



ALSO SEE: references other Galaxy documentation or help files.



TERMS: assist user with specific instructions. More terms are in the glossary.



SUPPORT: Contact authorized dealer/technical support for assistance.

Conventions used in this Guide

- bold text** : identifies a **keyword** or **term** that you will need to understand. Keywords and terms are defined in the glossary.
- italicized text* : emphasizes a **common term** or **phrase** that you will understand and work with when using the software features.
- 'tick marks' : identify a common word or term that has **specific meaning to System Galaxy** but that could be misunderstood because it has multiple meanings in industry or technology. Example: a *customer* could be someone who buys and uses System Galaxy, but a 'customer' is a database entity in SG that is created and used to separate *cardholder data*, thus allowing them to be managed in exclusive groups.
- "quote marks" : denote an exact *value, character* or *string* that a user must type or enter exactly as it is shown. In technical notation quotation marks are not part of the value or string, user will only type the characters between the quote marks. Always omit quotation marks unless otherwise instructed.
- Footnotes * ¹ ^b : identify a dependency or requirement that supports a statement; **Footnote indicators** are superscripted ¹ when they appear inline with a keyword or statement. **Footnote explanations** will appear on the same page as the indicator (bottom of the page or subsection it applies to).
- (*) (1) (b)

Overview of SG Web 9

This manual focuses on the Web Client Interface. Information outside the scope of this document can be found in the main *System Galaxy Software User Guide* or other appropriate SG manual.

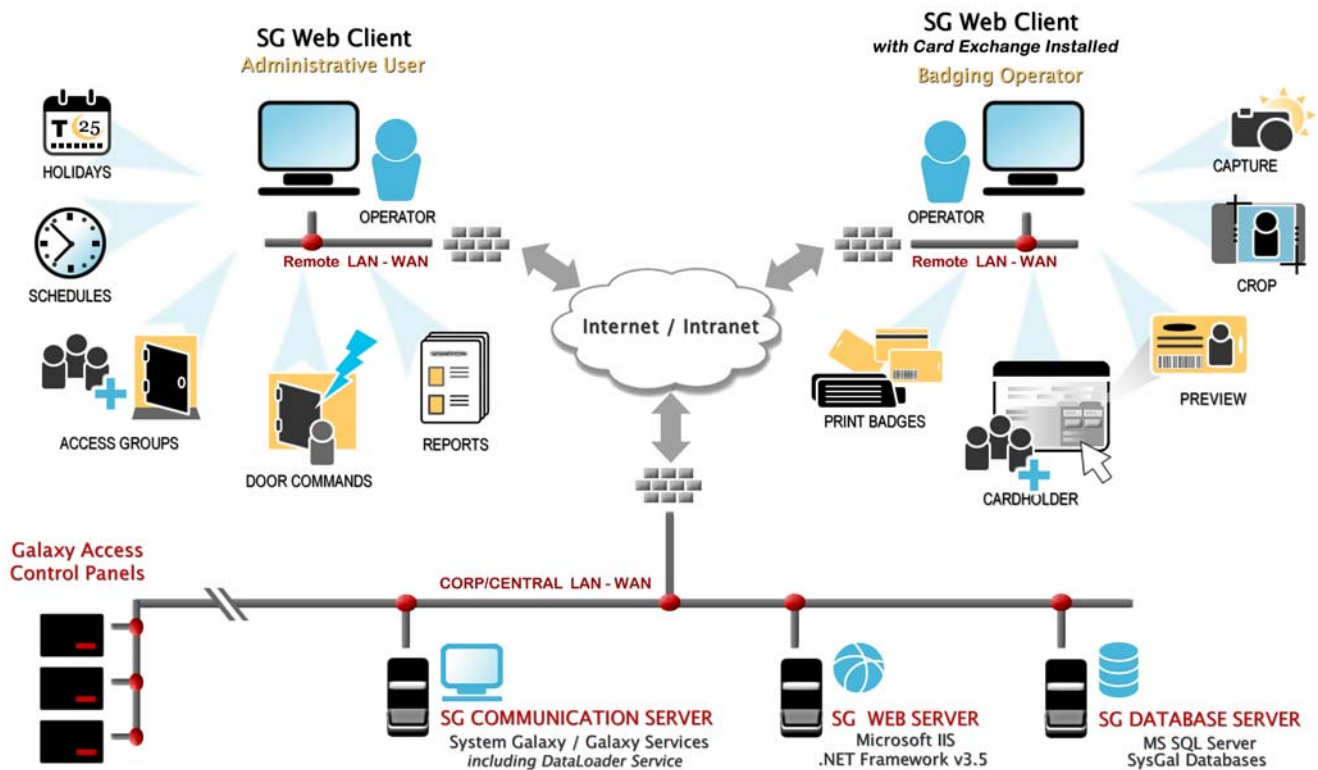
SG Web Client Interface in a Nutshell

The **SG Web Client** allows an *administrative user* to manage system data from a web browser that may, or may not be on the same LAN as the SG Web Server. The Web Client use HTTP/HTTPS over TCP/IP protocols to connect to the SG Web Server over a public or private internet/intranet.

The user must have a valid SG Operator sign-on and password. The user can open the SG Web home page and log into System Galaxy. Valid SG Operators are able to view, add, modify & delete data based on their individually configured SG Operator privileges.

When changes are committed /saved by the SG Operator, the Galaxy **DataLoader Service** detects the changes and then updates the appropriate access control panels.

System Concept Diagram of the SG Web Interface



IMPORTANT: The **Data Loader Service** must be running on the **SG Communication Server** and able to maintain connection to the SG database and panels in order to update the panels successfully.



NOTE: The full **System Galaxy client software** does **not** need to be installed on a web client.

SG Web Client Features

- **Add & manage access cards and cardholders** (personnel)
- NEW** • **Create & manage badges** (including preview and printing) ¹
- NEW** • **Upload, crop & save photographs** (JPG to BLOb format)
- NEW** • **Import Badge Templates** into SG Web Client
- NEW** • **Design badge layouts / templates using Card Exchange Inside®**
- NEW** • **Ability to Synchronize Photograph Files** or build BLOb from JPG files ²
- **Create & manage access rules:** schedules, time periods, holidays, access groups
- **Door/Reader Properties:** door schedules and relay timing
- NEW** • **Issue hardware commands:** pulse, lock, and unlock doors
- **Print Personnel Directories and Door Activity Reports**



BADGING REGISTRATION: The Web Badging features are enabled by System Registration options. Photo and Badge related options will not be available if the system is not registered for Web Photo feature.



ASSETS & DATA RECOVERY: Managing badge templates and photos can be done at each Web Client and require proper care and planning when centralizing or distributing the templates and photos to prevent loss. Always implement a disaster recovery plan that is tested and scheduled properly to prevent loss of data.



BADGING: *Card Exchange Badge Designer & Print Server* is automatically installed during the Web Client installation, and is configured to auto-start when Client PC is powered up. If the workstation will not use badging, it can be disabled on a client by client basis. See a following section for details.

(1) The **Badging Print Server** must be running on the SG Web Client in order to preview and print badges from the Web Client. *Also see the Card Exchange manual for Badging information.*

(2) Photographs captured at the Web Client are stored in the System Galaxy database as blob (Binary Large Object) format.

Photographs in the database can be **synchronized** with JPG files using the Photo Synchronization feature at the SG Communication Server. See a following section for details.

Business Applications for SG Web

The SG Web Client allows administrative user(s) to perform tasks related to the cardholder population (i.e. badging, schedules, loop & access privileges) from a web browser. The Customer identity can be applied to the system to provide additional filtering / partitioning.



CUSTOMER: a 'customer' is a category (entity) in the SG database that is used to partition or divide the cardholder population and related functions. A Customer can be assigned to System Operators, Cardholders, Departments, and Badge Templates. When an operator is assigned to a customer, then only the cardholders, departments and badges that are assigned to that customer are visible. Cardholders, badges, departments, that are assigned to a different customer will not be visible. Loops and access groups are also assigned to operators through the operator-programming.

Typical business cases could include the following:

1. **Corporate Administrative Divisions:** where management of personnel is split between corporate divisions, such as financial, municipal or academic branches, or multiple client locations. In these scenarios, the 'Customer' identity can be used to partition the cardholder population and badge templates in the System Galaxy database.



NOTE: Each *system operator logon* can be assigned to only one 'customer'. Likewise, cardholders are assigned to only one customer.

2. **Partitioned Administration of a Centralized Database:** The SG Web Operators may be separate businesses who need to administer access & cardholder populations locally, but share a centralized database. **In these cases, the 'Customer' entity must be used to separate the cardholders for each business.** Customers are applied to cardholders, departments, badge templates and system operator logon profiles.
3. **Remote or Light Duty Administration:** The SG Web Operator may be someone who performs "on-call" duties outside of core business hours from an off-site location. In this case, the customer entity may, or may not be needed.

In all cases, the following caveats apply:

1. The Operators' abilities are subject to the correct set up of privileges and filters when the SG Operator Sign-on is created. These privileges/filters include system functions that are independent of and in addition to the Customer identity.
2. The System Galaxy Client Workstation software does not need to be installed or registered on a Web Client PC.
3. Web Clients do not support *event monitoring*, surveillance, or major system programming. The System Galaxy Client software will be installed where full monitoring and system programming is required.

Installing and Configuring the Web Module

The steps to install and configure the SG Web Module must be done in sequential order. This chapter describes the install and configuration steps. Please read and ensure you can meet the requirements.



QUICK STEPS: Setting up the Web Module & Web Client

- PART 1.** Meet Operating System Requirements
- PART 2.** Install the System Galaxy Database & Communication server(s)
- PART 3.** Register the SG System for the Web Module
- PART 4.** Install the Microsoft IIS on the Web Server
- PART 5.** Install v3.1 .NET Framework on the Web Server
- PART 6.** Install the Web Server
- PART 7.** Install the .NET Framework on the Web Client PC
- PART 8.** Install the Web Client component on the Web Client PC
- PART 9.** Install Badging Devices
- PART 10.** Create the Customer names needed in System Galaxy
- PART 11.** Create the Department names in System Galaxy
- PART 12.** Create the Badge Design names in System Galaxy
- PART 13.** Create the SG Operators needed for the Web Clients

After the initial system programming is completed at the System Galaxy software, the Web Operators can be able to begin using the system. See the main SG Hardware and Software Guides for information outside the scope of this manual.

PART - 1: SG Web Requirements

This section covers the minimum requirements that apply specifically to the Web Client interface in SG-9.



NOTICE: Additional Requirements for other features or hardware are found in the documentation related to the topic. System Galaxy requirements, compatibilities or recommendations may or may not supersede those of third-party software or hardware. Galaxy makes no claims pertaining to third-party systems or products. Contact your sales representative or technical support for assistance.



ALSO SEE: *System Galaxy PC Recommendations Guide* for additional information about OS, memory, processor, networking and SG system recommendations.

System Galaxy Operating System Compatibility

The minimum OS requirements listed here pertain to the System Galaxy software installation. The SG Install CD includes Microsoft® SQL 2005 Express Database and Management Studio.

System Galaxy is also compatible with full enterprise versions of MS-SQL Databases. The OS, server, and operational requirements for enterprise versions must be additionally considered.

System Galaxy Database Server

Windows® XP Professional
 Windows® Vista™ Business & Ultimate
 Windows® 2003/2008 Server

System Galaxy Communication Server

Windows® XP Professional
 Windows® Vista™ Business & Ultimate

System Galaxy Web Server

Windows® XP Professional
 Windows® Vista™ Business & Ultimate

System Galaxy Client

Windows® XP Professional
 Windows® Vista™ Business & Ultimate



IT GENERAL: You must meet port, speed, processing/memory, ODBC & IP connection requirements for applications & devices on the network. Consider bandwidth, peak demands, IT performance and security when implementing the access control system and web client interface.



OTS/3RD PARTY: You must include the system requirements for integrated third-party software/hardware. Consult the manufacturer's documentation for those devices and applications.



CONNECTIVITY: The System Galaxy Database and Communication Server must be installed and able to establish proper connections in order to install and operate the Web Module.



REGISTRATION: System Galaxy's *system registration* includes options that support Web Module and Web Badging features. Card Importing considerations should be addressed – see the Registration section in this manual for details.

Install Requirements for SG Database Server (install first)

- ◆ Microsoft® .NET Framework v2 minimum (from SG Software CD-1, Part 1)
- ◆ MS-SQL 2005 Express (or full MS-SQL) and Galaxy databases (from SG CD-1, Part 2)
- ◆ The SG-9 database supports storing JPG photo files as BLOB data when using the Web Module. The space it will consume to store a BLOB is approximately equal to the size of the JPG file. Using a lower resolution at the camera will reduce the JPG and BLOB size.
- ◆ The SG Database Server must be installed first and must be online during other installations.
 - Must be able to establish/maintain Network & ODBC Connections with the main SG Communication Server and the SG Web Server.
 - The system IT professional will need to ensure proper firewall and IP port settings are supported at the server & all network devices. *The SG install program automatically opens ports on the server to support the database connections.*



ALSO SEE: the **System Galaxy Software Install Guide (help or manual)**.
ALSO SEE: **System Galaxy PC Recommendations Guide** for OS, IT, SG system.

Install Requirements for the main SG Communication/Event Server

- ◆ Microsoft® .NET Framework v2 minimum (from the SG Software CD - disk 1)
- ◆ The MS-SQL Client components (Native ODBC driver) must be installed from part 2 of Disk 1.
- ◆ The System Galaxy Client software and GCS Services must be installed from part-3 and choose option A to install the software and services
 - Client Gateway, Communication Service, DBWriter are core GCS services and should be running.
 - The Event Service must be running if 600-series hardware is installed.
 - DataLoader service must be running if you are using the web interface.
- ◆ The system must be registered for the purchased options, including the Web Module features. (See the section on registration in this manual for more details)
 - The system registration has a 14-day grace period.
 - An initial Card Import is allowed during the grace period, but must be registered to function for use thereafter. *Some features are not operational until they are registered and configured (including badging, web client, and others).*
 - The Web Badging Photo and Card Exchange features must be registered only if the Web Client will need badging support.
- ◆ The workstation must be registered also within the 14-day grace period
- ◆ Must be able to establish/maintain Network & ODBC connections to the SG Database Server.
 - The system IT professional will need to ensure proper firewall and IP port settings are met at the server & all network devices. *The SG install program automatically opens ports on the server to support the connections for the Galaxy services.*



ALSO SEE: the **System Galaxy Software Install Guide (help or manual)**.
ALSO SEE: **System Galaxy PC Recommendations Guide** for OS, IT, and SG system.

PART - 1: SG Web Requirements (continued)



SECURITY: Remember to consider the customer's LAN / WAN policies and security needs when installing System Galaxy software and web module.



SYSTEM OPERATION: Failure to meet the IT and security requirements for your Access Control System can result in performance issues and improper system operation. Work with the local IT Professional to ensure the System Galaxy IT requirements are met.

Install Requirements at the SG Web Server

- ◆ Microsoft® Internet Explorer 7 (minimum).
If using the Internet Explorer 8, you must enable Viewing Compatibility option.
- ◆ Microsoft® Internet Information Service (IIS)
- ◆ Microsoft® .NET Framework v3.5 (minimum (found on SG Disk 3))
- ◆ System Galaxy Web Server components (found on SG Disk 3)
- ◆ Must be able to establish/maintain Network and ODBC connections to the SG Web Client, SG Database Server.
- ◆ The system IT professional will need to ensure proper firewall and IP port settings are met at the server & all network devices. (uses port 80 by default for web interface).

Install Requirements at the SG Web Badging Client

- ◆ Must install a compatible version of web browser. (IE 7 minimum)
If using the Internet Explorer 8, you must enable viewing compatibility option.
- ◆ Microsoft® .NET Framework v3.5 (minimum (found on SG Disk 3 – Part-1))
- ◆ System Galaxy Web Client with Card Exchange Badging must be installed (SG Disk 3)
Note: if you are not doing badging from your web client then you do not need to install the v3 .NET Framework or install the Web Badging Client component from disk 3
- ◆ Must be able to establish/maintain Network connections to the SG Web Server.
- ◆ The system IT professional will need to ensure proper firewall and IP port settings are met at the server & all network devices. (uses port 80 by default for web interface).
- ◆ Users must have a valid SG Operator Login to access SG Web Pages. System operators are created at the main SG Comm/Event Server.



ALSO SEE: the following sections of this *Web Client Mini-Guide* for details.

PART-2: Install the System Galaxy Servers

The System Galaxy **database server** and **communication server** must be installed before you install the Web Module. Depending upon your system needs you can install the Galaxy servers on a single computer or you can install the database server on a separate computer.



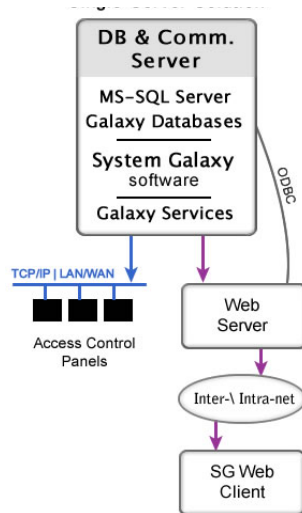
QUICK STEPS: for Installing SG Database & Comm Servers

1. Determine the placement of Servers and Galaxy software
2. Install and setup the Database Server
3. Install and setup the Communication Server

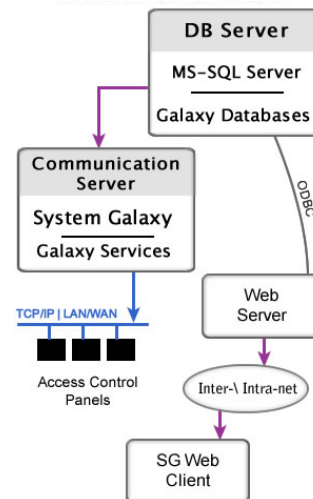
DISTRIBUTION OF SERVERS

1. **Decide whether you will use a *Single-server Solution* or a *Distributed Solution*** for your Database and Communication Servers.
 - a. A **Single-server Solution** (Standalone) means the Database Server and Communication Server are on the same computer.
 - b. A **Distributed Solution** means the *Database Server* and *Communication Server* are on separate computers.

Single-server Solution (standalone)



Distributed Server Solution



ALSO SEE: the ***System Galaxy System Recommendations Guide*** for server requirements and descriptions of the distributed and single-server solutions.

ALSO SEE: the ***System Galaxy Software Installation Guide*** for in-depth instructions about installing the components on Database and Communication servers.

PART-2: Install the System Galaxy Servers

INSTALLING THE SG DATABASE SERVER

2. Install the Database Components using Disk-1 of the Software Install Suite:

- a. Run **Part-1 Prerequisites** on the Database Server to install the v2 .NET Framework
- b. Run **Part-2 Database for New Installs** on the Database Server to install the MS-SQL 2005 Server and new System Galaxy databases (note: you can upgrade an existing database using the upgrade instructions found in the install manual or Disk-1 Help.
- c. If you are installing a single-server solution where the Communication and Database server are on one PC, then you will skip to step 3-c (Installing SG Software) in the following section.



ALSO SEE: the **Software Install Guide** (or **Install Help – CD-1**) for detailed instructions about installing or upgrading the Databases and Software.

INSTALLING THE SG COMMUNICATION SERVER

3. Install the Communication Server using Disk-1 of the Software Install Suite:

- a. Run **Part-1 Prerequisites** on the Communication Server to install the v2 .NET Framework
- b. Run **Part-2 Database Client Components** (native SQL / ODBC components) *if you are using a distributed solution separate PC. This puts down the ODBC datasource needed to connect to the database server. If you are installing a single-server solution and already ran the Database Install, then you do not need to re-run it.*
- c. Run **Part-3 System Galaxy Software** (choose option A) which will install the software and all Galaxy services, on the appropriate computer.



ALSO SEE: the **Software Install Guide** (or **Install Help – CD-1**) for detailed instructions about installing or upgrading the Communication Server and Software.

PART-3: Register the system for SG Web Module:

You must perform the System Registration at the SG Communication Server before you can configure and use the Web Module features.

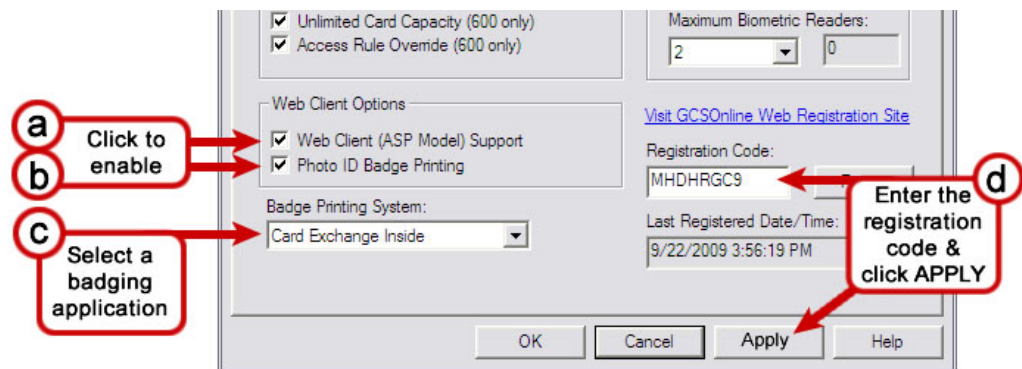
ENABLE THE WEB CLIENT FEATURES

1. To enable the Web Client features you will log-in as a master operator at the SG Communication Server and open the Registration Wizard

[Configure >> Options >> Registration Wizard](#)

2. When the System Registration screen opens, you will enter the necessary information exactly as it appears for the customer purchase order. Also set the Web Client Features as needed.

- Web Client Support (ASP Model):** (check to enable) - **required for all web clients** regardless of whether badging is performed from the Web Client.
- Photo ID Badge Printing:** (check to enable) – **required if using Web Badging features** – i.e. upload/crop pictures, assign badge designs, print/preview badges at the Web Client.
- Badge Printing System:** You **must** set the badging application to “Card Exchange Inside” if using Web badging.
- Finish the Registration:** Once all options are set, enter the valid code and click APPLY.



SUPPORT: Dealers may use the *GCS Online Web Registration* website 24/7, or contact customer service. A valid maintenance agreement is required for upgrading systems.



REGISTRATION: There is a 14-day grace period for the system registration. System Registration must be completed by the *Authorized Dealer* and must match the purchase agreement for the system.



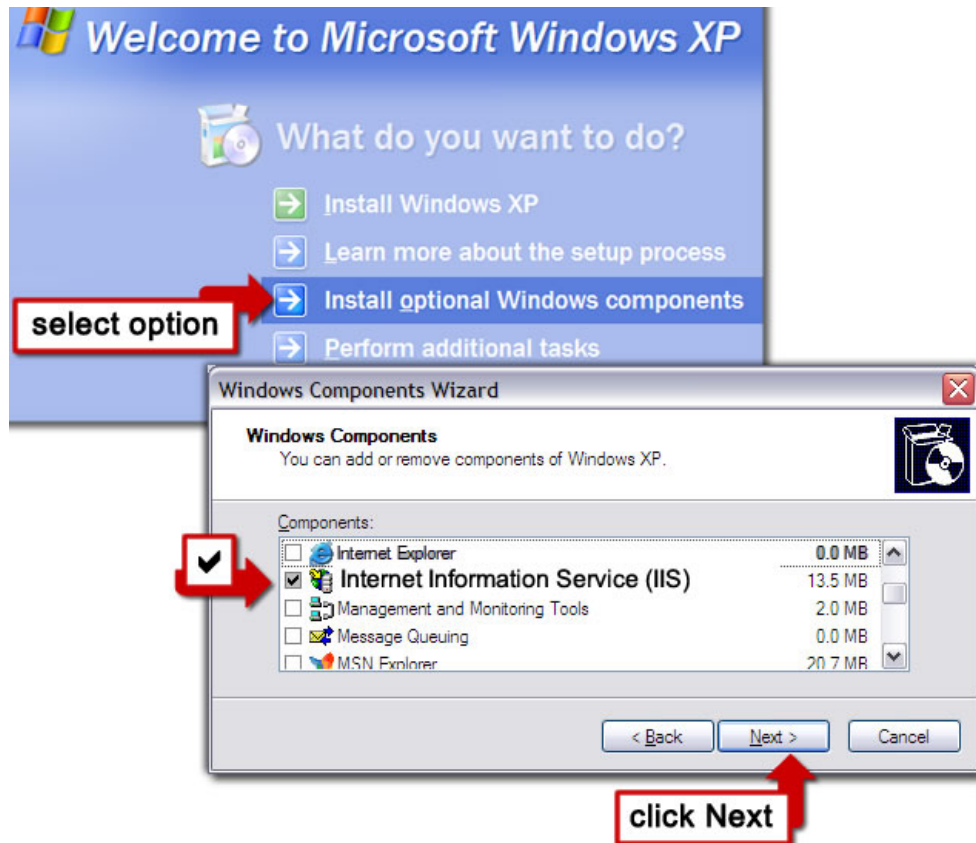
CARD IMPORTING: The **Card Import** is a registration feature. If a system needs a one-time import and is not purchasing the feature you must perform the import **before** the registration is done.



BADGING UPGRADES: If system is upgrading from an older badging product (e.g. G&A Imaging) and will use the badging feature at the web client, then they must convert to Card Exchange. This means they will need to rebuild their badge templates in the Card Exchange Designer. See the **Galaxy Badging Guide for Card Exchange** for instructions on creating badge templates.

PART-4: Install Microsoft IIS on the Web Server

1. Locate the computer you will use for the Web Server.
2. Insert the Microsoft Operating System installation disk.
3. Choose the option [Install optional Windows components].
4. Check the Internet Information Service (IIS) checkbox and finish the install.

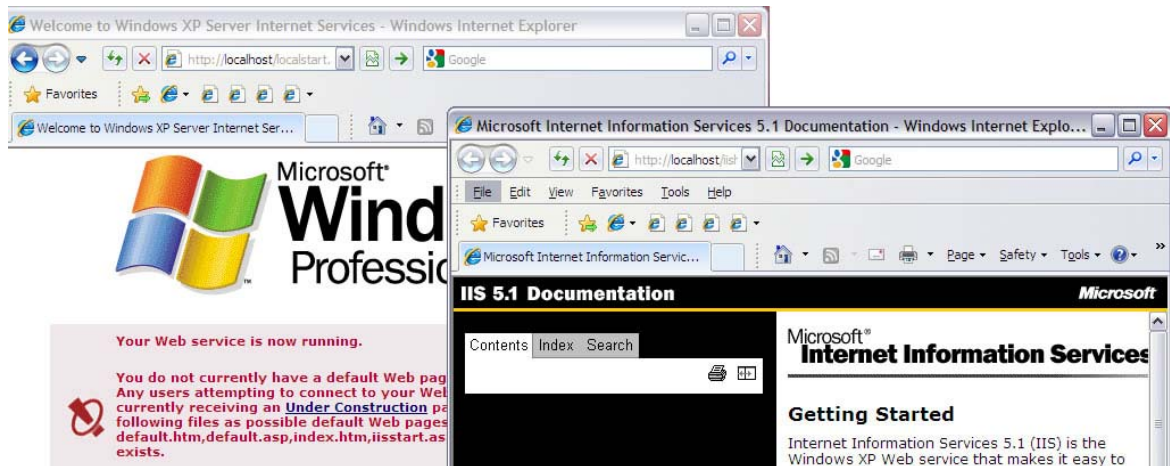


IMPORTANT: Do not uncheck any options that are "checked" by default or they will be uninstalled as you run the IIS install.

- - Instructions continued on next page - -

PART-4: Microsoft IIS (continued)

5. You may be prompted to browse to the Microsoft OS CD and select and open the **i386** folder to complete the IIS installation. Once the i386 folder is selected, the IIS install should automatically complete.
6. **You must reboot your Server** after the install completes for the settings to take effect.
7. Open a web browser and go to the burl "http://localhost/localstart.asp"
The **localstart.asp** page should display.



NOTE: You can verify that the **IIS Service** is running in the Services branch of the PC Management.



NOTE: If you do not get the **localstart.asp** page, the network administrator should verify that the domain login used has permissions to the **wwwroot** folder.



OPEN/UNBLOCK PORTS - The default TCP port used by IIS is port 80 (http) or 443 (https). The IIS Manager allows you to change the TCP port number if port 80 is restricted by local policies. If you change the default TCP port used, you must unblock the new port number in the Server's firewall and on the network devices or firewalls along the network transmission path.



INTERNET PORT - If the network administrator changes the default TCP port used, you must include the new port number in the **URL** by adding it in the browser address field.

PART-5: Install v3.5 .NET Framework on the Web Server

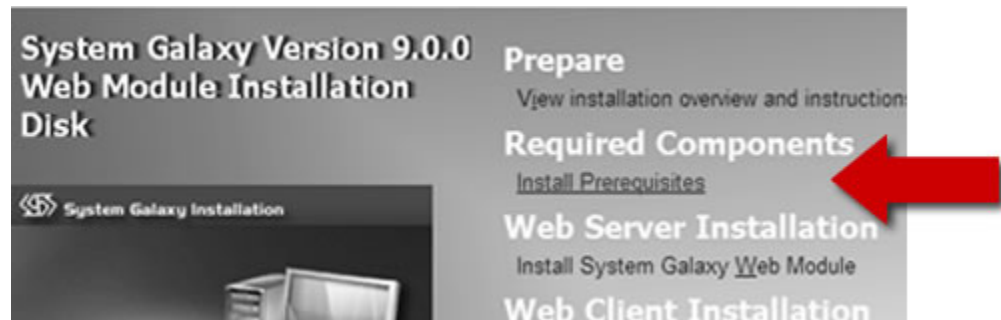
SG Web Interface uses the v3 .NET Framework to support the Web Server Interface. The .NET component is available on the SG Install CD Suite on disk #3.

1. Insert Disk #3 of the System Galaxy software suite into the CD drive. The Gal Suite install program should auto-start.

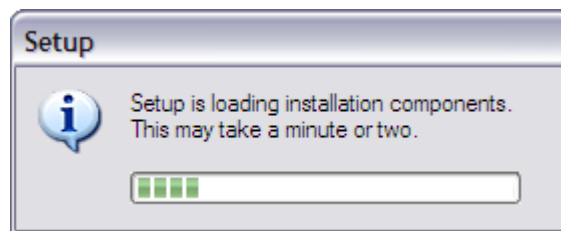


NOTE: If the CD drive does not auto-run, you can start the install program manually. Browse to the CD drive and double-click the 'default.hta' file. This file name may appear as 'default' if you extensions are hidden.

2. Choose the option to **Install Prerequisites** the **Required Components** heading.



3. You will see the following dialog while completing the install.



4. **You must reboot your PC** after the install completes for the settings to take effect.



NOTE: If your computer already has .NET v3.5 (SP1) installed, you do not need to reinstall it. You may have gotten it from a prior installation or a Windows update.

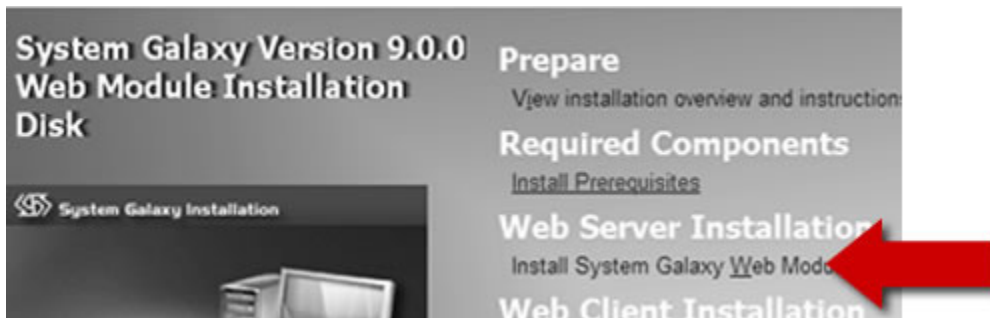


IMPORTANT: If you have an older version of .NET Framework, you must uninstall it before installing the v 3.x .NET Framework.

PART-6: Install the Web Server

The **SG Web Server** is designed to use Microsoft IIS and v3.5 .NET Framework. In order to install the SG Web Server, you must have completed the previous steps. You must be able to connect to the SG Database during this part of the install.

1. Run the Web Server install from Disk #3 of the GalSuite install.



- - this screenshot is cropped to save space - -

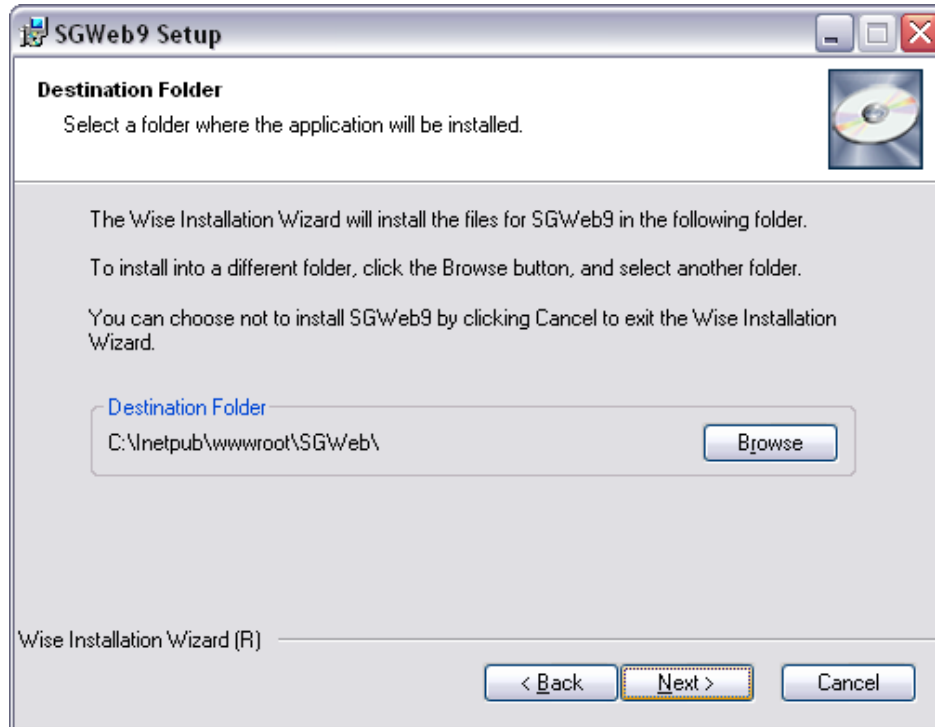
2. Click **NEXT** on the SGWeb9 Welcome Screen.



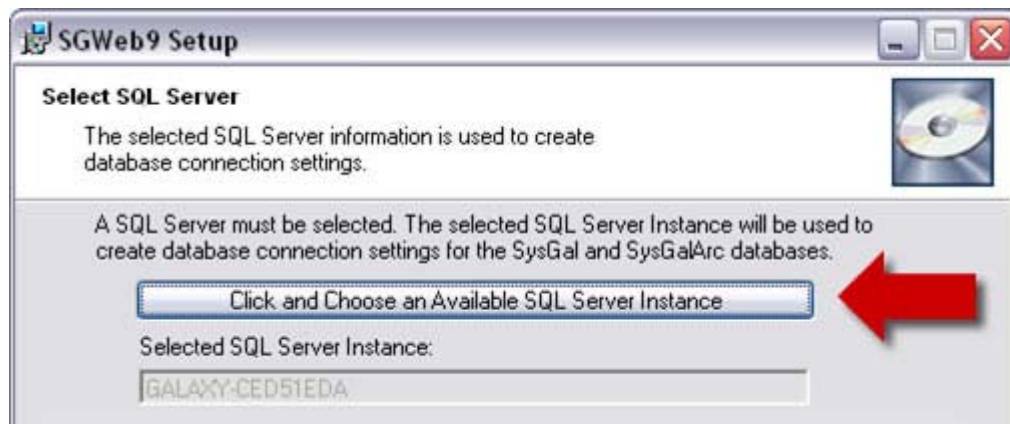
- - this screenshot is cropped to save space - -

PART-6: Install the Web Server (continued)

3. The destination folder should be **C:\inetpub\wwwroot\SGWeb**
4. Click **NEXT**.

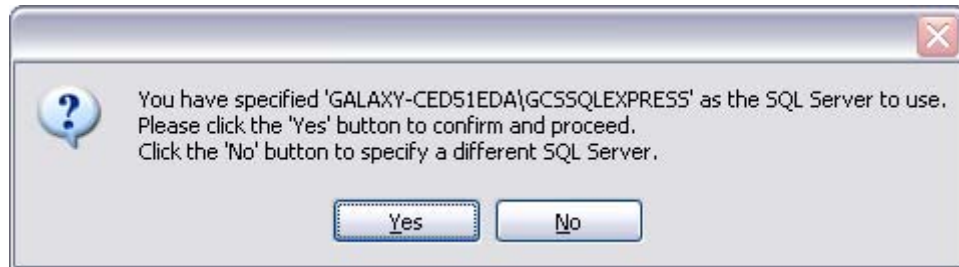


5. Click the **[Choose a SQL Server Instance]** button to select the Server and GCSSQLEXPRESS instance where you installed the SG Database Server.

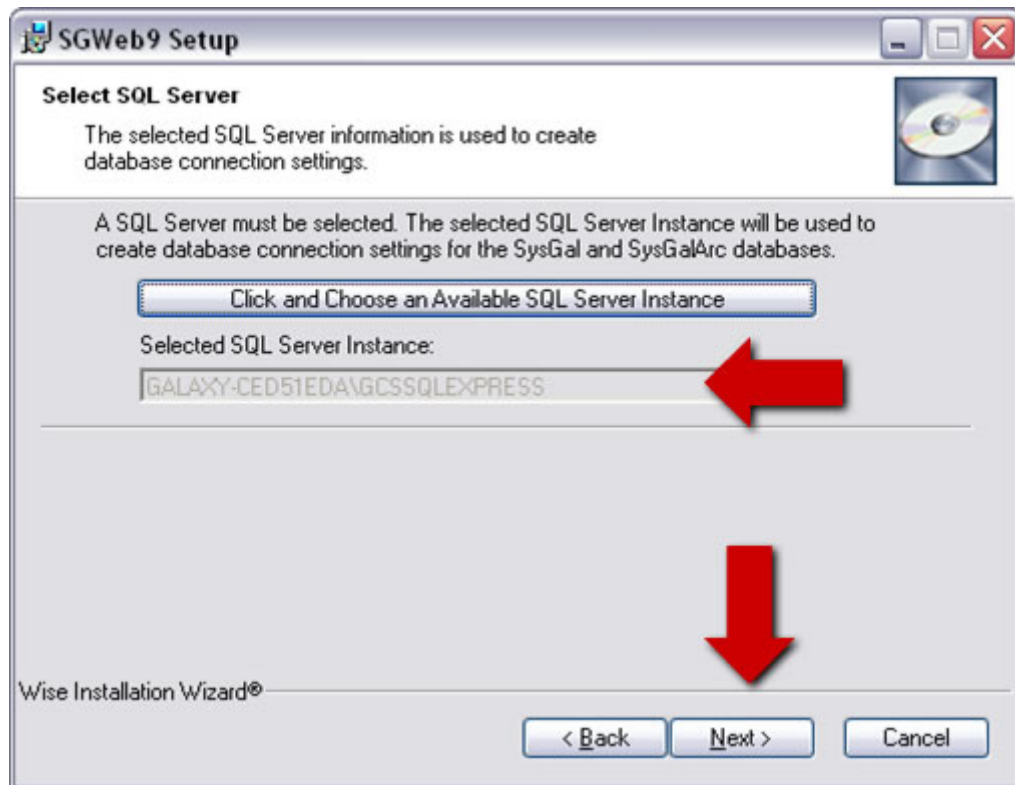


PART-6: Install the Web Server (continued)

6. Click **YES** to confirm your selection.

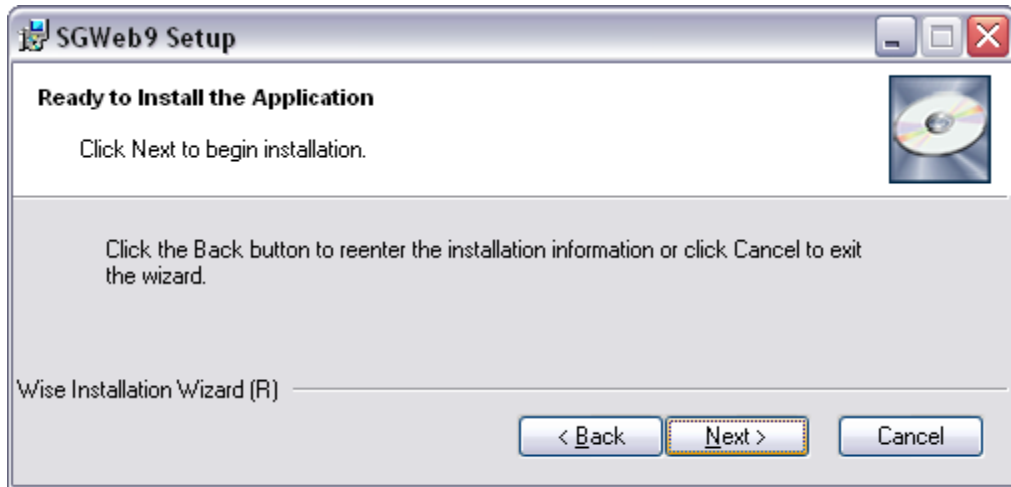


7. You will see your machine name and \GCSSQLEXPRESS instance in the selected field. Click **NEXT** to continue.



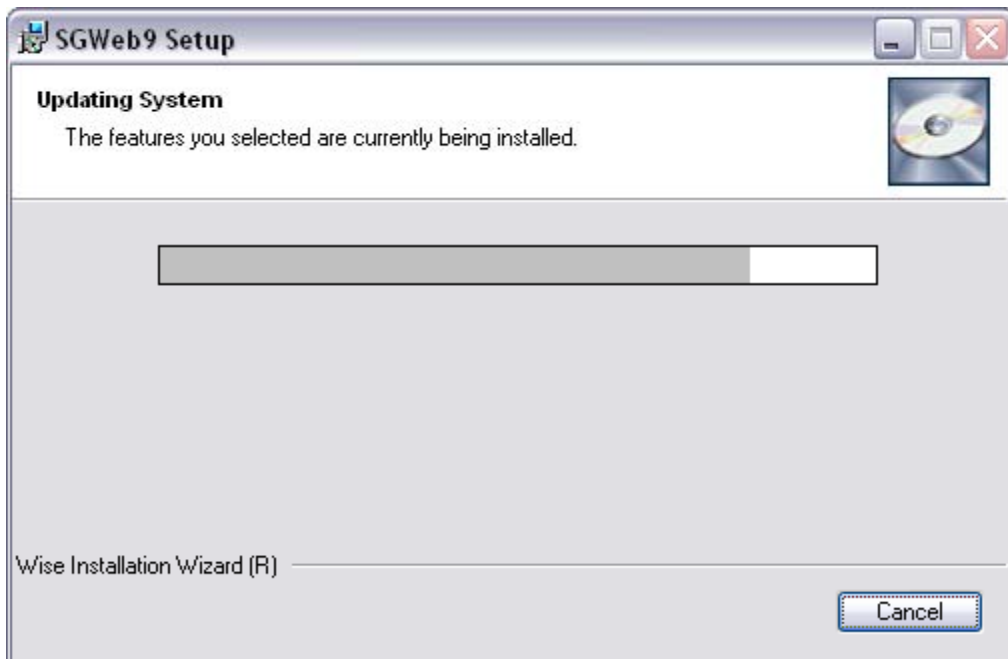
PART-6: Install the Web Server (continued)

8. Click **NEXT** to begin the application install.



- - this screenshot is cropped to save space - -

9. The following screen displays at the installation happens.



- - this screenshot is cropped to save space - -

PART-6: Install the Web Server (continued)

10. Click **FINISH** when the final screen displays.



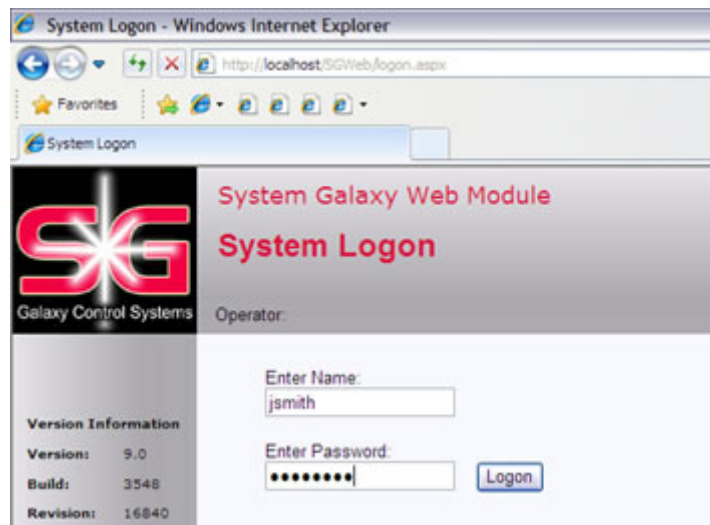
- - this screenshot is cropped to save space - -

PART-6: Install the Web Server (continued)

11. The install program puts a shortcut icon for the **SGWeb home page** on the PC desktop.



12. Double-click the shortcut to go to test the local connection to the SG home URL <http://localhost/SGWeb/logon.aspx> on the Web Server.
13. Enter the operator logon Name and Password and click the [Logon] button to test the connection to the SG Database



OPERATOR LOGONS: The Logon must be a valid/current operator logon in the System Galaxy database. The SG Operator Logons must be configured properly and should not be shared. Expired or invalid passwords will be rejected.



IMPORTANT: SG WEB URL - If the network administrator changes the default TCP port used, you must include the new port number in the *URL* by adding it in the browser address field.

Example: <http://nn.nnn.nnn.nnn/SGWeb> (where the default http port 80 is used)

Example: <https://nn.nnn.nnn.nnn/SGWeb> (where the default https port 443 is used)

Example: <http://nn.nnn.nnn.nnn:800/SGWeb> (where 800 represents the assigned port)

14. TROUBLE SHOOTING THE LOCAL CONNECTION:

- If the browser returns a “**Server Error in SGWEB Application**” with a “**Parser Error Message: Child nodes not allowed**”, you need to validate your datasource connection to the database instance name.

The default instance for the System Galaxy database is the machine name and instance name (i.e. ServerName\GCSSQLEXPRESS) - where “ServerName” is the machine name of your database server. Also you can use the IP address of the server to rule out issues with resolving the machine name.

During the GalSuite Install you were required to choose the server and MS-SQL instance (refer to Steps 4, 5 and 6 in this section (Part-6)).



ALSO SEE: the Appendix in this manual for *Resetting your Data Source*.

PART - 7: Install v3x .NET Framework on Web Badging Client



Web Badging Client: You only need to install this part at web clients that are doing Integrated Badging with Card Exchange.

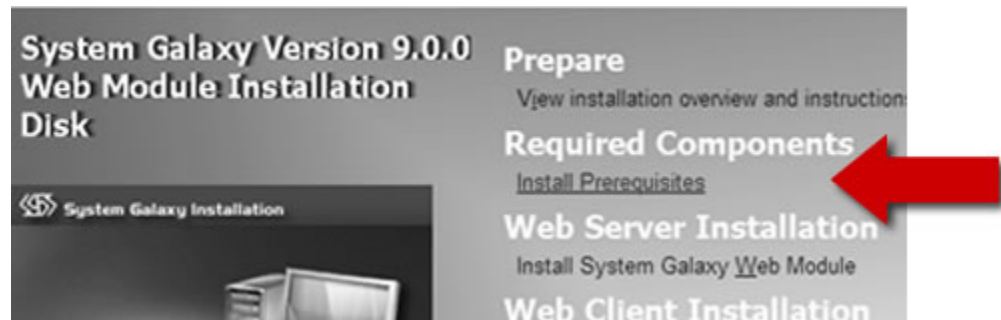
SG Web Badging Interface uses the v3.5 (min.) .NET Framework to support badging at a Web Client. The .NET component is available on the SG Install CD Suite on disk #3.

1. Insert Disk #3 of the System Galaxy software suite into the CD drive. The Gal Suite install program should auto-start.

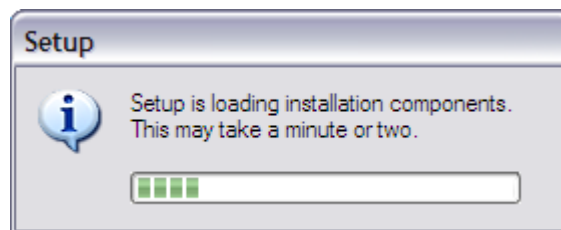


NOTE: If the CD does not auto-run, you can browse to the CD drive and start the install program manually. Double-click the 'default.hta' file.

2. Choose the option to **Install Prerequisites** the **Required Components** heading.



3. You will see the following dialog while completing the install.



4. You must reboot your PC after the install completes.

STEP-8: Install the Web Badging Client

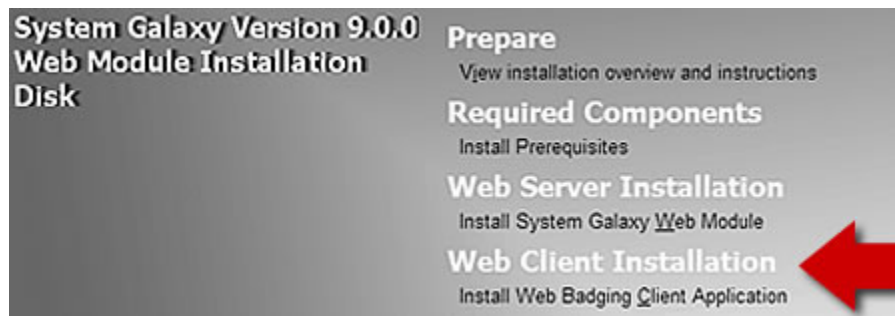


Web Badging Client: You only need to install this part at web clients that are doing Integrated Badging with Card Exchange. Web Clients that are not doing badging can simply connect to the Web Server from the installed browser.

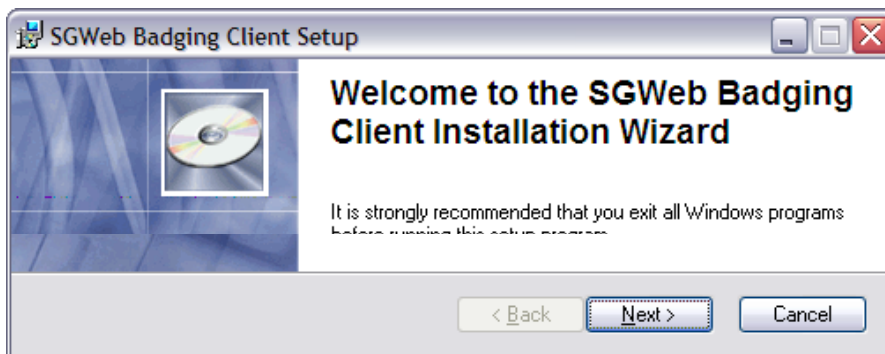
In order to install the **SG Web Badging Client**, you must have performed **STEP-7** installing the .NET Framework v3.5. The Web Client Install lays down the card badging components including the Card Exchange Inside® print server and badge design software, and the default badge templates and folders.

- The *SG Web Module* must be installed correctly on the Web Server.
- The Web Server must be on line and able to accept connections.
- Network devices and firewalls must be set up to allow connects to SG Database Server
- The system registration must be completed and must include enabling the Web Module options and setting the correct badging application.
- The v3.5 .NET Framework must be installed on the Web Client.

1. Run the Web Client install from Disk #3 of the GalSuite install.



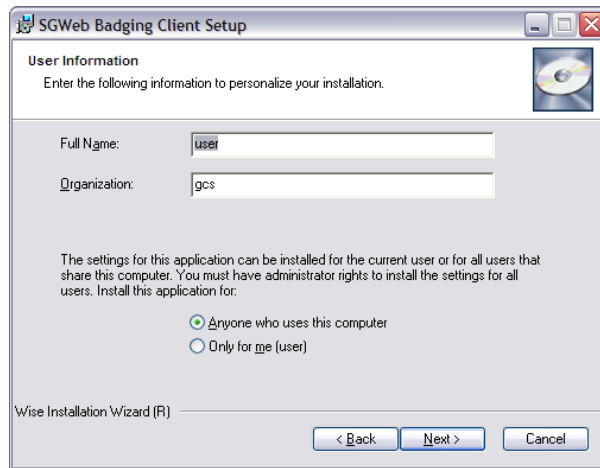
2. Click NEXT on the SGWeb Badging Client Welcome Screen



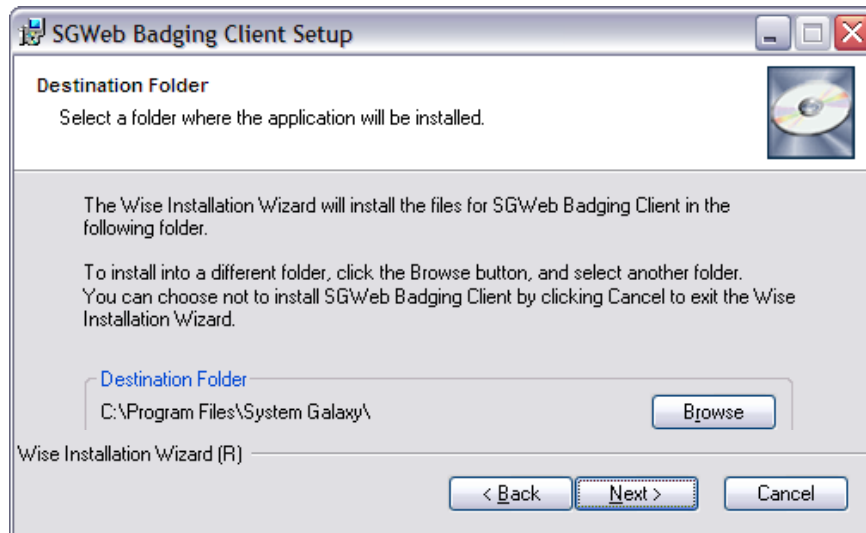
- - this screenshot is cropped to save space - -

PART-8: Install the Web Badging Client (continued)

3. Set the User Information as needed and click NEXT



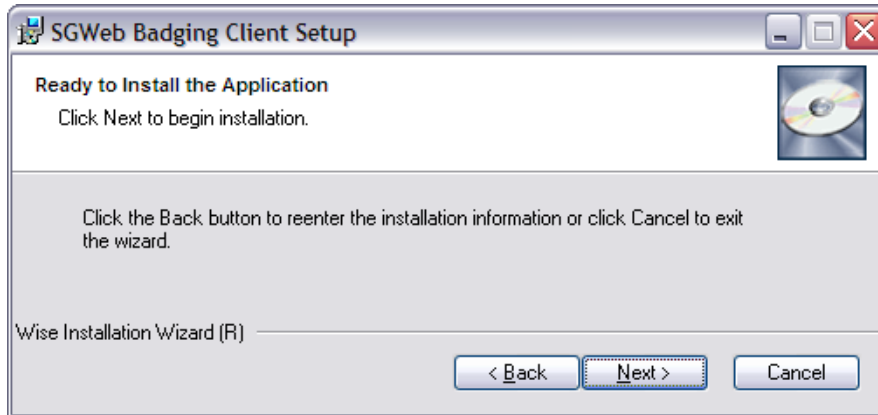
4. Set the installation to the default badging path: **C:\ Program Files\System Galaxy** and click NEXT to continue.



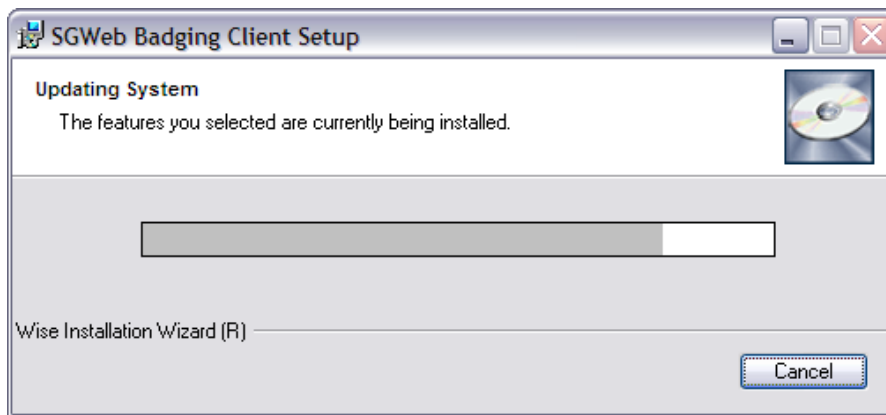
- - this screenshot is cropped to save space - -

PART-8: Install the Web Badging Client (continued)

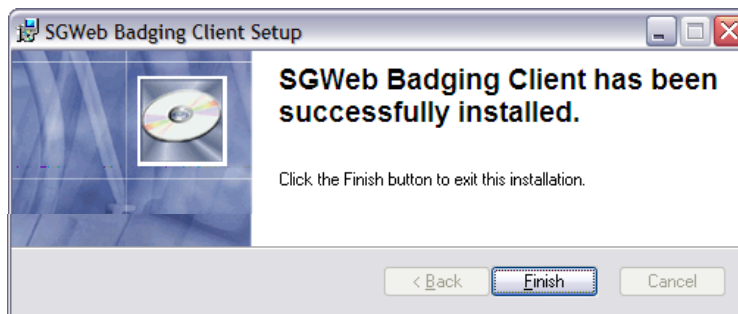
5. Click NEXT in the ready screen to continue with the installation.



6. The following screen will display while Client components install.



7. Click FINISH to complete the install.



STEP-9: Install the Badging Devices

The Badge Printer and Photo Capture devices must be installed on the client PC.



Web Badging Client: You only need to install print and capture devices at web clients that are doing Integrated Badging and/or Photo Capturing.

INSTALLING THE BADGE PRINTER

1. Choose a badge printer that is compatible with your system.
2. Install the badge printer & driver and set up the printing options according to the manufacturer's instructions.
3. Print a test card using the correct type and thickness of card you will be making badges using the manufacturer's instructions



ALSO SEE: the ***SG Badging with Card Exchange Mini- Guide*** for detailed instructions about creating badge designs and printing it from Card Exchange.

INSTALLING THE PHOTO CAPTURE DEVICE

1. Choose a camera driver that is compatible with your system.



File Format: SG Web Client requires photographs to be in JPG format.

2. Install the camera driver according to the manufacturer's instructions.
3. Test capturing a photograph according to the manufacturer's instructions.

STEP-10: Create "Customer" Names

The need to partition or divide the cardholder population depends on your business case. Some systems will not need to partition the cardholders, while other systems will.

System Galaxy makes it easy to partition cardholders between divisions by creating Customers.



CUSTOMER: a 'customer' is a category name in System Galaxy that is used specifically to partition or divide the cardholder population. Cardholders assigned to one customer are not visible to the other customers. Departments, Badge Templates, and System Operators are also divided by customers.

- The *web operator* who is assigned to a customer will see only the *cardholders* that are assigned to the same customer.



Master operators can see all cardholders and change the customer assignment of a cardholder as needed.

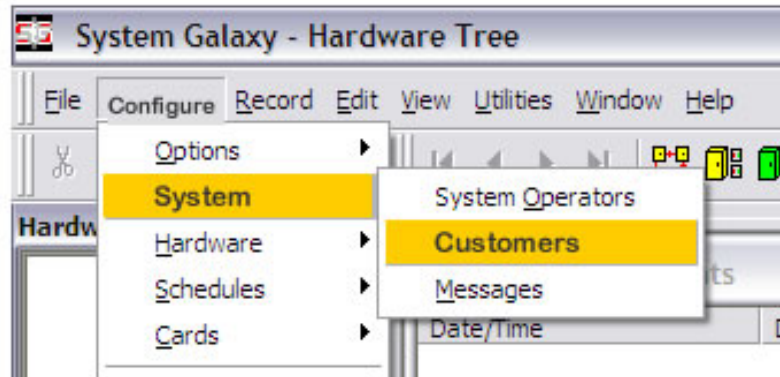
- Any new cardholders added by the operator, will automatically be assigned to the same customer when the operator saves the cardholder data.
- **If Departments are also used, they should be assigned to customers appropriately.** The operator only sees the departments that are assigned to the same customer.

1. From the desktop of the **System Galaxy Communication Server**, double-click the Galaxy startup icon and sign in using a **master operator** logon and password.

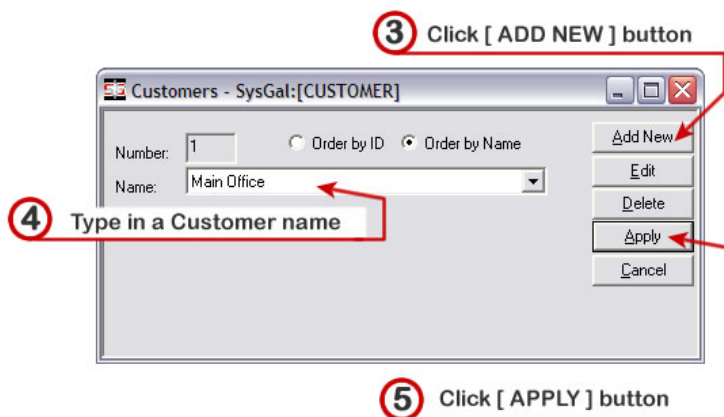


PART-10: Create "Customer" Names (continued)

- From the SG menu, select **Configure > System > Customers** to open the Customer programming screen.



- Click **ADD NEW** button in the *Customer programming screen*.
- Type a unique Customer name.
- Click the **APPLY** button to save.



STEP-11: Create "Department" Names

System Galaxy makes it easy to separate cardholders between departments by creating Department names.



DEPARTMENT: a 'department' name is an administrative category in System Galaxy that is used specifically to separate the cardholder population. Cardholders assigned to one customer are able to be assigned to a department under that customer.

- **If Customers are used, then the department names should be assigned to customers appropriately.** The operator only sees the departments that are assigned to the same customer.
- The *web operator logon* must be granted privileges to use the department names by adding them to the included list in the operator programming screen.



Master operators can see all cardholders and change the department assignment of a cardholder as needed.



ALSO SEE: the **SG Software User Guide** for detailed instructions about Departments.

1. From the desktop of the **System Galaxy Communication Server**, double-click the Galaxy startup icon and sign in using a **master operator** logon and password.



Sign On/Off

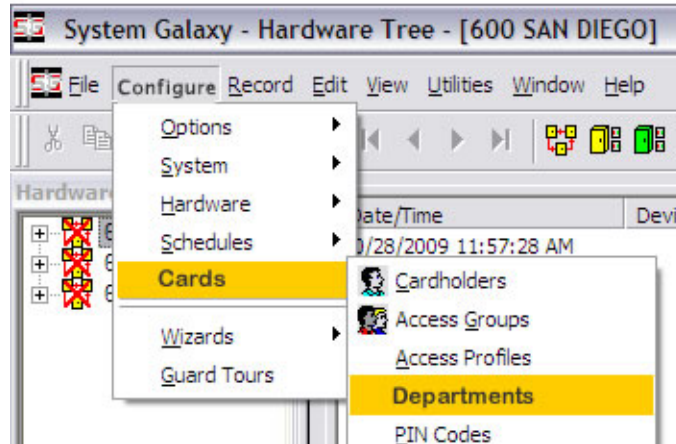
Operator Name:

Password:

Sign On Sign Off Close

PART-11: Create "Department" names (continued)

- From the SG menu, select **Configure > Cards > Departments** to open the Department programming screen.



- Click ADD NEW button in the *Department programming screen*.
- Type a unique Department name.
- Select a Customer (if used).
- Click the APPLY button to save.



STEP-12: Create "Badge Design" Names

System Galaxy allows you to add your Badge Designs to the database from the main software.



BADGE DESIGN NAME: a 'badge design' name is a category in System Galaxy that is used to link the cardholder data to the Badge Template. Badge Designs that are assigned to a customer are available for cardholders assigned to the same customer.



BADGE TEMPLATE: a 'badge template' is the physical template file (.CED) file that contains all the badge layout information. The CED file is created when the user makes a badge layout and saves it from Card Exchange software.



ALSO SEE: the ***SG Badging with Card Exchange Guide*** for additional information about badge designs and templates.

- **If using Customers, the badge design names should be assigned to correct customer name.** The operator only sees the designs that are assigned to the same customer.



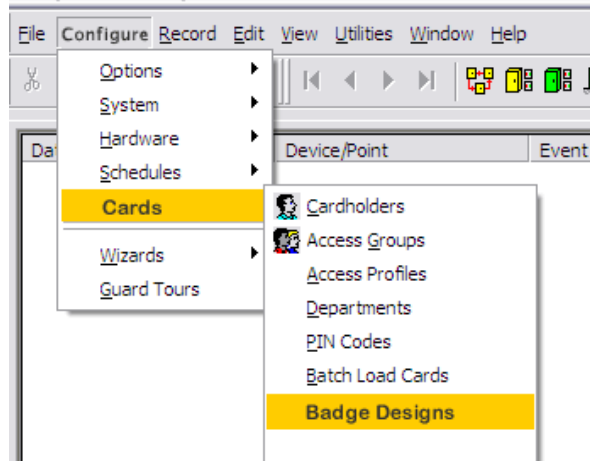
Master operators can see all badge designs and change the badge design assignment of any cardholder.

1. From the desktop of the **System Galaxy Communication Server**, double-click the Galaxy startup icon and sign in using a **master operator** logon and password.

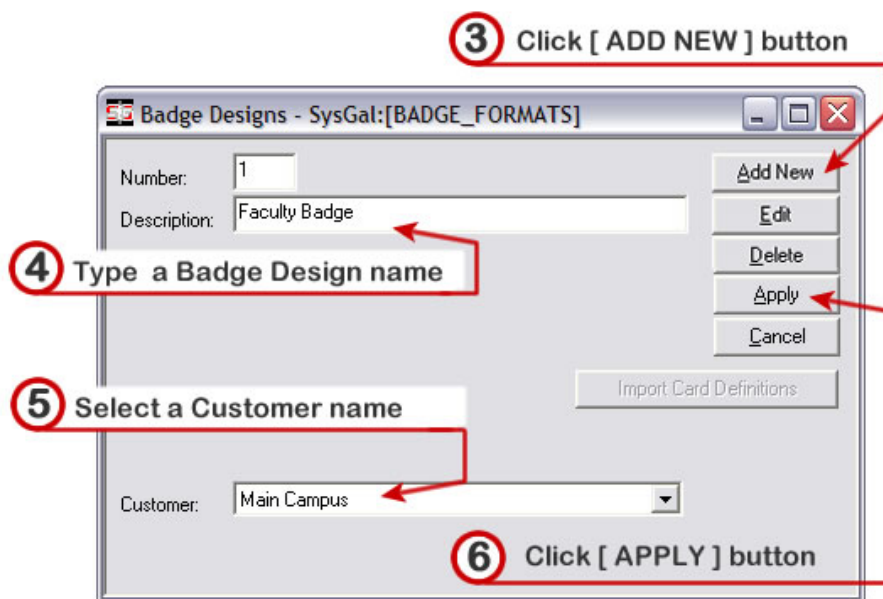


PART-11: Create "Badge Design" Names (continued)

- From the SG menu, select **Configure > Cards > Badge Designs** to open the Badge Design programming screen.



- Click ADD NEW button in the *Badge Design programming screen*.
- Type a unique Badge Design name. (you can import template names if you put a copy of the CED files on the local machine) **All CED file names must be unique. Take care to back up you badge template files and carefully manage overwriting updated files as future updates are made.**
- Select a Customer (if used).
- Click the APPLY button to save.



STEP-13: Create the SG Operators

System Galaxy makes it easy to control what an **SG Operator** can see and do by providing an extensive set of configurable privileges and filters.



SG Operator: an SG Operator is the logon that is created in System Galaxy, or the person who uses a valid operator logon to sign into and operate System Galaxy from a PC Workstation or a Web Client. The operator can be assigned to a customer in order to partition the cardholders, departments and badge templates. The loops and access groups are also assigned to the operator in the Operator Programming screen.



NOTE: Only a master operator can create or change system operator privileges. Only a master operator can renew an expired password. Operator Logons should not be shared.

BENEFITS OF USING UNIQUE OPERATOR LOGONS

System Galaxy supports creating an operator logon for every user that accesses the software from a PC workstation or web client.



SYSTEM SECURITY: The Web Module supports a subset of features and functions that are available at a PC Workstation. Configure the filters and privileges of a web operator to allow or restrict system data and commands if that operator logs onto System Galaxy from a full-featured PC workstation. Setting privileges according to the availability of features at a PC will avoid possible security breaches should that logon be used at the full-featured workstation.

- **Controlling Access to Data & System Commands:** general filters and privileges to information and system commands will govern what an operator can see, edit and do when logged into System Galaxy and from a workstation or web client. This allows administrators to create custom user profiles that are unique to each operator's role and makes it possible customize system privileges to each operator's role.
- **Dividing work responsibilities:** Assigning a specific *Customer* to an operator provides workflow divisions that control which cardholders are visible to an operator. Operator-A can see Customer-A's cardholders and Operator-B can see Customer-B's cardholders. This keeps operators from stepping on each other's changes.
- **Minimizing Security Risks and Maintaining Audit Trails:** The operator logon is included in the system audit reports. Audit reports show when data is altered and who altered it, as well as when system commands are used and who invoked them. For this reason operator logons and passwords should not be shared.



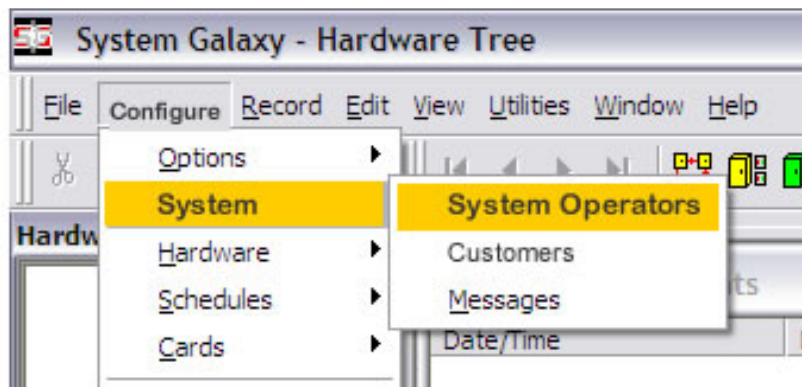
ALSO SEE: the *Software User Guide* for detailed instructions about Operators.

CREATING A NEW OPERATOR LOGON

1. From the desktop of the **System Galaxy Communication Server**, double-click the Galaxy startup icon and sign in using a **master operator** login and password.



2. From the SG menu, select **Configure > System > System Operators** to open the *Operator programming screen*.



ADDING A NEW OPERATOR

You can add a new operator or edit an existing operator if you are logged into System Galaxy as a master operator.

3. Add a **new operator** by editing the following fields:

- a. Click [Add New] button and enter a unique Name (click EDIT if updating an existing operator).
- b. Enter a unique Password into both password fields
- c. Disable/uncheck the [No Filters] option – when enabled/checked this option overrides any filters that are set to limit viewing or editing of data.



NOTE: You can make a 'super-user' logon by enabling (checking) the NO FILTERS option. This option overrides operator filters but does not acquire the rights reserved for a master operator (i.e. system registration, ability to create operators, and other programming or functions are reserved for master operator logons)

- d. Pick the appropriate Customer (*if using customers*).



NOTE: An operator who is assigned to a customer can only see the cardholders, departments, and badge templates that are assigned to the same customer.

- e. A master operator can always see all customers and all cardholders, departments, badge templates in the system.
- f. Either set the password expire date – OR – enable/check the [Password Never Expires] option.



NOTE: The default expiry date is 90 days from the start date of the new operator record. Only a master operator can renew an expiry.

The screenshot shows the 'System Galaxy - [Operators - SysGal:[SYSTEM_OPERATORS]]' window. The interface includes a menu bar (File, Configure, Record, Edit, View) and a toolbar. The main form contains the following fields and controls:

- Operator Name:** Text field containing 'jsmith'. An annotation 'a' points to the 'Add New' button.
- Operator ID:** Text field containing '2'.
- Password:** Two masked password fields. An annotation 'b' points to the first password field.
- No Filters:** A checked checkbox. An annotation 'c' points to this checkbox.
- Customer:** A dropdown menu showing 'San Diego Office'. An annotation 'd' points to this dropdown.
- Expire Date:** A date field showing '1/11/2010'. An annotation 'e' points to this field.
- Password Never Expires:** An unchecked checkbox.
- Buttons:** 'Add New', 'Edit', 'Delete', 'Apply', and 'Cancel' buttons are located on the right side of the form.

Annotations are provided in red boxes with arrows pointing to the relevant UI elements:

- a:** click the ADD NEW button to add a operator and enter a unique name
- b:** enter a password & confirmation
- c:** uncheck [No Filters]
- d:** pick the [Customer]
- e:** pick the Expire Date -OR- check the [PW Never Expires]

CONFIGURING OPERATOR EDITING PRIVILEGES

You can control an operator’s ability to see or edit certain programming in the system.



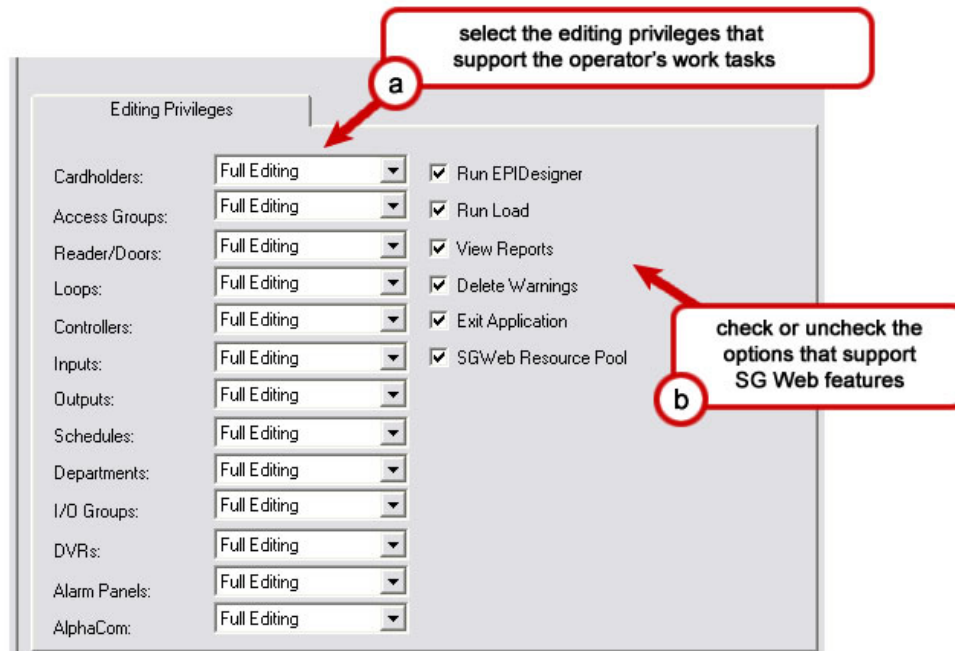
OPERATOR PRIVILEGES AND FILTERS govern whether data can be viewed or edited and whether hardware commands are permitted. Some filters apply to features that are not supported at the SG Web Client. For security reasons, you should program all the filters based on what the operator should be granted at full-featured SG Workstation.



SUPER-USER OPERATORS are created by enabling the **No Filters option**, which overrides any filters and restrictions configured for the operator. Some programming or features in System Galaxy require a master logon and are not controlled or affected by settings in the Operator programming.

4. Set the editing privileges as needed for you SG Web Operator

- a. Set the **Editing Privileges** for each programming screen as needed to support the SG Web Operator duties. The Cardholders, Access Groups, Readers, and Schedules apply to and affect the SG Web operator’s ability to view or edit data.
 - **Full Editing** = the operator can see and edit anything in the screen that is not filtered by other options on these programming tabs
 - **View Only** = the operator can see, but not edit this screen
 - **None** = the operator cannot see the screen
- b. Check or uncheck the additional options as needed. Some of these options do not pertain to SG Web.



CONFIGURING DEPARTMENT FILTERS

You can control which departments an operator can see or assign.

5. Include the **Departments** as needed for your SG Web Operator:
 - a. The departments that are associated with the selected Customer identity are listed in the “Included” list by default.
 - b. Remove any departments you wish to filter out of use for this operator by selecting (highlighting) the department name and clicking the ← button to move it to the “Excluded” list
 - c. Checking the [Ignore Department Filters] will override the settings and allow the operator to see all the departments assigned to this Customer identity (i.e. any departments left are in the Excluded list will become available).

Customer: Main Office Expire Date: 1/20/2010

Editing Privileges Online Privileges Loop Filters
 Cardholder Access Group Filters Department Filters Cardholder Options

Ignore Department Filters

Excluded

...>

<...>

Included

Accounting - HQ

Admin - HQ



NOTE: A Master Operator logon can always see/edit all Departments.

CONFIGURING ACCESS GROUP FILTERS

You can control which Access Group an operator can see or use by placing the name of the group in the *included* or *excluded* list. Only groups in the included list are usable.



IMPORTANT SECURITY CONSIDERATION: Access Groups listed are controlled by loop selection field. Make sure you set all the loops as appropriate.



NOTICE: Customer assignment does not affect which loops or access groups are listed in this screen. Take care that you coordinate the correct combination of loop and access group privileges by considering the operator role and customer assignment.

6. Include the **Access Groups** for your SG Web Operator:



NOTE: You must **include** the Access Groups from the Loops you wish to allow.

- a. The access groups are associated with the selected Loop and are listed in the “excluded” list by default.
- b. Add any access groups to this operator by the following
 - picking the loop name from the droplist
 - then select (highlight) the access group(s)
 - click the → button to move it to the “Included” list
- c. Checking the [Ignore Access Group Filters] will override these settings and allow the operator to see all access groups in both lists.



NOTE: A Master Operator logon can always see/edit all Access Groups.

CONFIGURING CARDHOLDER OPTIONS

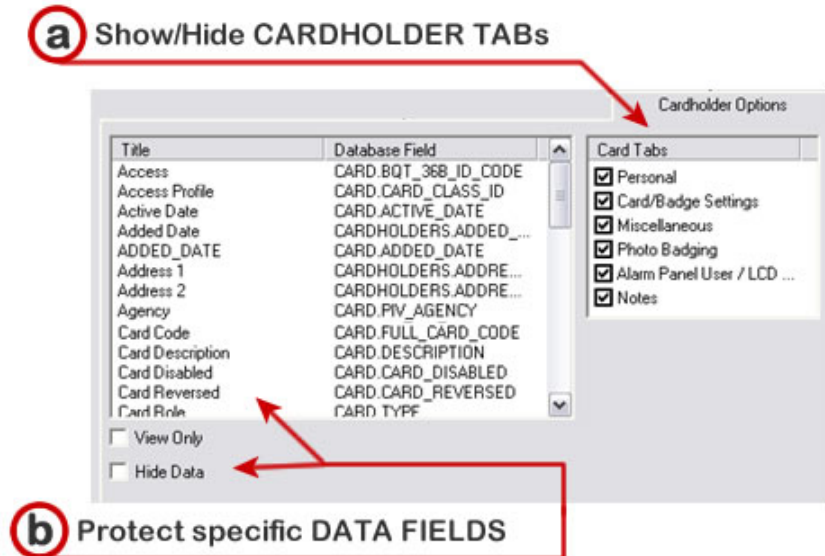
You can hide Card Tab views and protect specific Data Fields in the cardholder screen.



IMPORTANT SECURITY CONSIDERATION: Although some Cardholder tabs/fields are not supported at the Web Client, it is advisable to set all fields and tabs based on the capability at full-featured SG Workstation. Carefully consider operator duties.

7. Configure the *Cardholder Options* for your SG Web Operator:

- a. **SHOW/HIDE CARD TABS:** (right side) You can control which tabs an operator can see when logged on the Web Client or SG Workstation. The entire tab and all fields on it can be hidden.
 - Checking an option makes the tab and its fields/data visible to the operator
 - Unchecking an option hides that tab and its fields/data from the operator
- b. **PROTECT DATA FIELDS:** (right side) You can control whether an operator can view or edit data in a specific field for cases when you don't hide the entire tab.
 - select (highlight) the specific field to be protected
 - check the [view only] option to make the data visible but locked from changes
 - check the [hide data] option to hide the data in a field
 - unchecking both options allows the data to be viewed and changed (unprotected)



CONFIGURING LOOP FILTERS

You can control which loops an operator can see or use by placing the loop in the included or excluded list. Only loops in the included list are usable.



IMPORTANT SECURITY CONSIDERATION: Some Loop programming features are not available at the Web Client. It is advisable to set the operator privileges based on abilities at a full-featured SG Workstation. Carefully consider operator duties.



NOTICE: Customer assignment does not affect which loops are listed in this screen. Take care that you coordinate the correct combination of loop privileges by considering the operator role and customer assignment.

8. Include the *Loop Filters* for your Operator:

a. Add any Loop to this operator by the following

- select (highlight) the Loop name(s)
- click the → button to ADD a loop to the “Included” list
- click the ← button to REMOVE a loop from the “Included” list



Press the <Ctrl> key when clicking on the loop name in order to select multiple loops to move at one time.

CONFIGURING ONLINE PRIVILEGES

You can control which online commands are available to an operator.



NOTE: Only **Door Unlock, Lock & Pulse** commands are supported at the Web Client. Other commands are supported at a full SG Client Workstation.



IMPORTANT SECURITY CONSIDERATION: Although some commands are not supported at the Web Client, it is recommended to set operator privileges based on the capabilities at a full-featured SG Client workstation.

9. Edit the **Online Privileges** for your Operator:

- a. Allow or restrict any Online Command for this operator by the following
 - CHECK to allow a command you want the operator to use.
 - UNCHECK to restrict a command you don't want the operator to use.

Cardholder Access Group Filters	Department Filters	Cardholder Options
Editing Privileges	Online Privileges	Loop Filters
<p>Door/Reader Commands:</p> <input checked="" type="checkbox"/> Unlock <input checked="" type="checkbox"/> Lock <input checked="" type="checkbox"/> Pulse <input type="checkbox"/> Enable <input type="checkbox"/> Disable <input type="checkbox"/> Relay 2 On <input type="checkbox"/> Relay 2 Off	<p>I/O Group Commands:</p> <input type="checkbox"/> Shunt <input type="checkbox"/> Unshunt <input type="checkbox"/> Arm <input type="checkbox"/> Disarm	<p>Input Commands:</p> <input type="checkbox"/> Shunt <input type="checkbox"/> Unshunt <input type="checkbox"/> Service Mode <input type="checkbox"/> Restore
<p>Elevator Commands:</p> <input type="checkbox"/> Early Commands <input type="checkbox"/> Pulse	<p>Output Commands:</p> <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Enable <input type="checkbox"/> Disable	<p>Alarm Panel Commands</p> <input type="checkbox"/> Arm Panel Area(s) <input type="checkbox"/> Disarm Panel Area(s) <input type="checkbox"/> Bypass Point(s) <input type="checkbox"/> Un-Bypass Point(s)
<p>Card Commands:</p> <input type="checkbox"/> Forgive Passback		

RENEWING AN OPERATOR'S EXPIRED PASSWORD

The default password expiration date is 90 days from the day that operator logon is created. Only a master operator can renew a password.

- ❖ To renew an expired password do the following:
 1. Logon as a master operator
 2. Open the System Operator programming screen
 3. Select the operator name that is expired
 4. click EDIT and choose a new future date from the calendar button
 5. click APPLY to save the new expiration date for the operator

CHANGING AN OPERATOR'S PASSWORD

If an operator forgets their password, a master operator can create a new password for the same logon.

- ❖ To reset a forgotten password do the following:
 1. Logon as a master operator
 2. Open the System Operator programming screen
 3. Select the operator name
 4. click EDIT (you will notice that the password fields are locked)
 5. type the operator's logon name to unlock the password field – you can keep the same name by simply retyping it
 6. type a new password in the password and password confirmation fields
 7. click APPLY to save the new expiration date for the operator

Using the Web Client Interface

This chapter describes how the SG Web interface works when the SG Operator has full system privileges. It is possible to filter or restrict what an operator can see or do based on the operator logon (explained in the previous chapter). If you find that an operator cannot see or edit data as expected, remember to check the configuration of the operator's logon profile to ensure you have granted the privileges to access the data or feature.

Getting Started

The *Web Client* interface allows the SG Operator to manage the cardholder population and certain access control functions.



INITIAL HARDWARE, LOOP & DOOR PROGRAMMING: Initial programming of hardware, loops, doors, etc. must be done at the SG PC Workstation (master logon required). Loops and doors will not appear at the Web Client until they are programmed into the database.



CUSTOMER PROGRAMMING: (if used) Customer identities must be created at the SG PC Workstation (master logon required).



OPERATOR PROGRAMMING: Operator Logons must be created before you can assign them to operators, cardholders, badge templates and departments. Customers must be created at the SG Workstation using a master operator logon.

A WEB OPERATOR CAN DO THE FOLLOWING

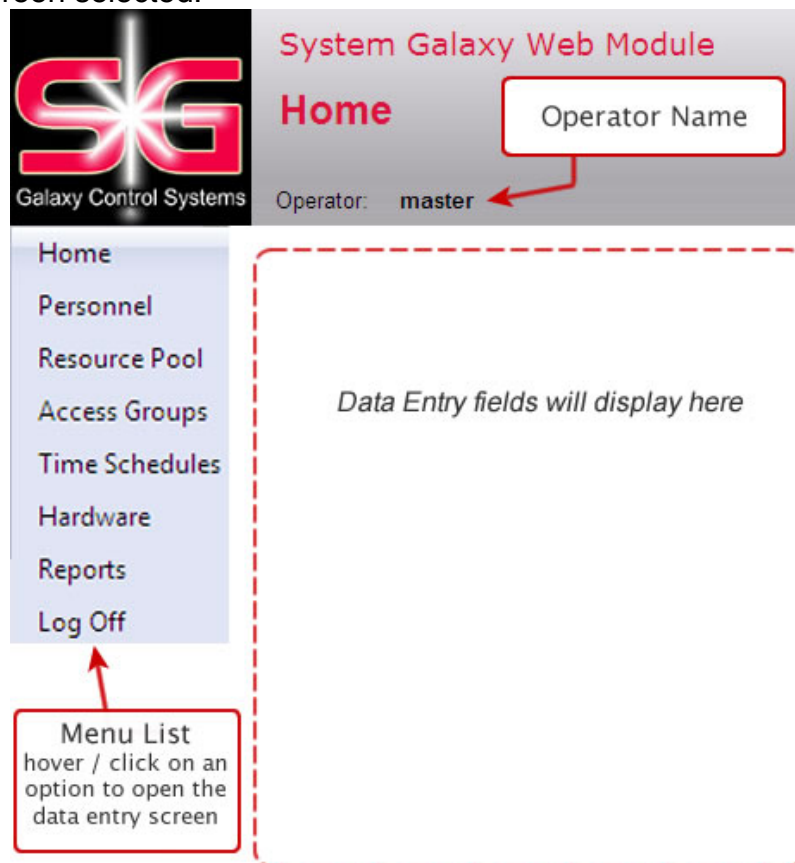
- ❖ **Search for cardholders** (Customer affiliation is applicable)
- ❖ **Add & update Cardholder / Personal and Miscellaneous**
- ❖ **Add & update Card data, Loop and Access Group /Access profiles**
- ❖ **Attach & crop a main photograph and badge templates**
- ❖ **Preview & Print badge designs**
- ❖ **Add & update Schedules, Time Periods, and Access Groups**
- ❖ **Name Doors, set unlock schedules and relay times**
- ❖ **Pull Reader Activity, Cardholder Activity and Personnel reports**

Extended features available at a full-featured SG Workstation are covered in the Software User Guide or other appropriate user guide.

ORIENTATION TO THE SG WEB PAGES/DATA ENTRY SCREENS

Once the operator is logged on, the SG WEB pages will display.

1. The **Heading** (top): will always display the **Operator Name** and the Screen Name (i.e. Home, Personnel, Hardware, etc.).
2. The **Main Menu** (left side): Each menu option will be listed on the menu based on the operator privileges. Clicking or selecting a menu option will open the appropriate data entry screen. Some menu options such as Hardware will have cascading submenus that appear when you hover your mouse over the menu.
3. The **Data Entry** (main area): will display the fields and buttons for the screen or subscreen selected.

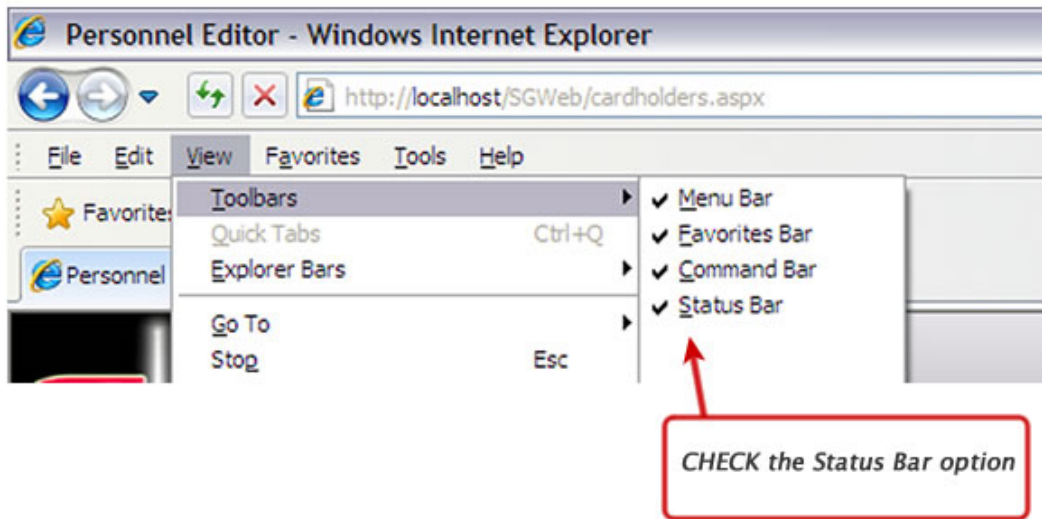


Internet Explorer 8: If you are using IE-8, you need to enable compatibility view. See the following section on *Enabling Compatibility* view for details.

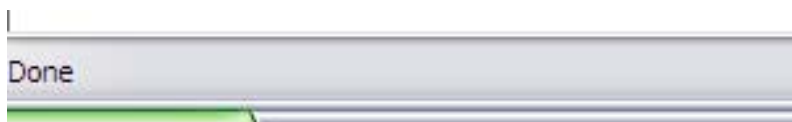
ENABLING THE BROWSER STATUS BAR

It is recommended to turn on the browser's status bar. You can see the status of your browser request and whether it is still processing.

1. From the browser Menu Bar, select the View menu (right-clicking any toolbar will open a shortcut menu that allows you to unhide the Menu Bar if needed)
2. Select 'Tool Bars >' option
3. Select (check) the Status Bar option



NOTE: The browser status bar displays the status of your page request.



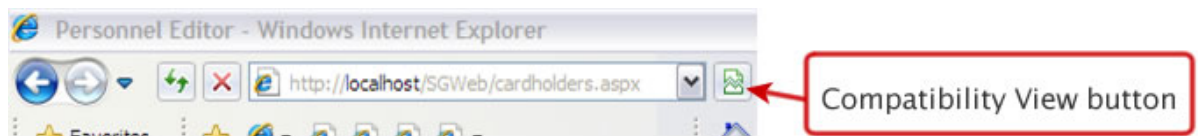
NOTE: The browser status bar displays the progress of your page request.



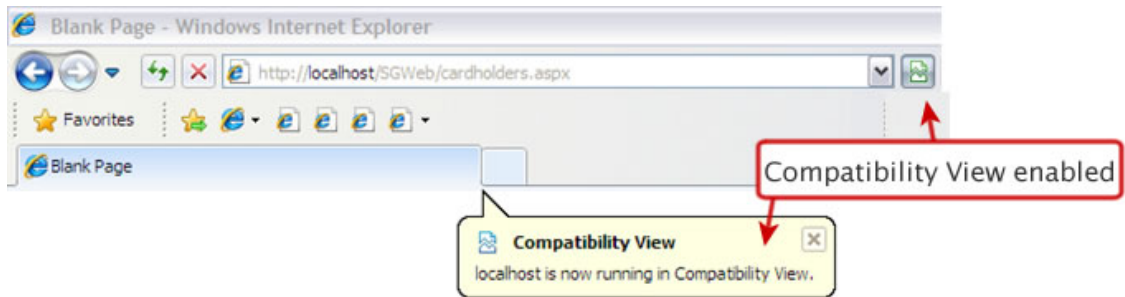
ENABLING IE-8 'COMPATIBILITY VIEW' for BADGING CLIENTS

The SG Web Client's *photo-cropping feature* is fully compatible with Internet Explorer 8 when *Compatibility View* is enabled.

1. open the SG Web in the IE-8 browser
2. next to the address bar, locate the compatibility view button



3. Click the button to enable compatibility view – when this is done a popup note displays telling you that the browser is now running in compatibility view.



Logging onto the Web Client

There are two ways to open the Web Client Logon page.

- ❖ Double-click the shortcut that was placed on the desktop when you installed the Web Server application.
- ❖ Type the URL into your browser address bar: <http://{server}/SGWeb/Logon.aspx>



NOTE: where {server} appears, substitute the machine name of your SG Web server. If the browser is unable to resolve the machine name then you can use the IP address of the server. Include the port number only if the IT Administrator has assigned a different port than the default port (80/443)

1. From the desktop, click the SG WEB shortcut icon or start your browser and type the URL into the address bar
2. When the Web Client logon page displays, type your valid operator name and password into the fields provided

System Galaxy Web Module

System Logon

Operator:

Enter Name:

Enter Password:

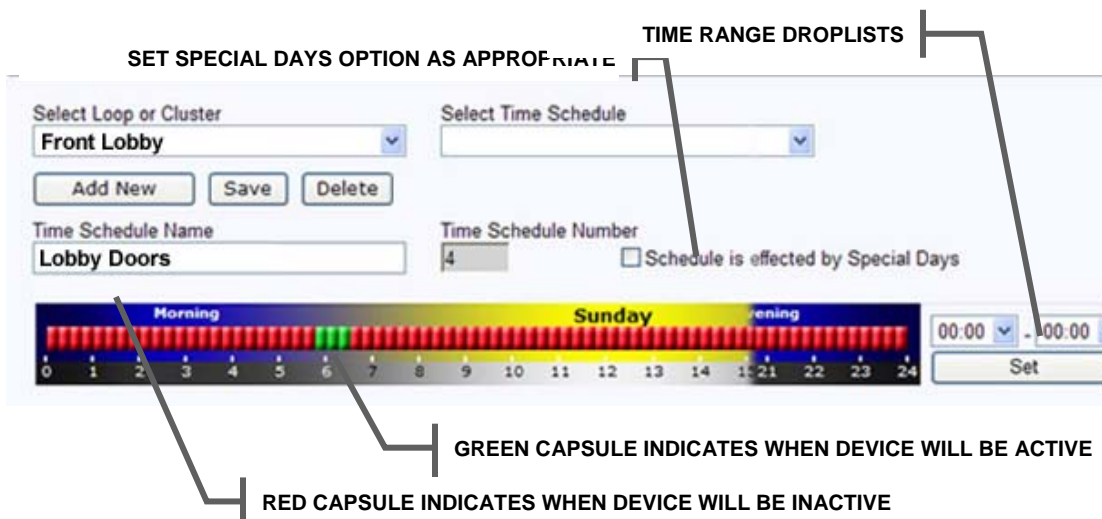
Logon

CREATING TIME PERIODS for SCHEDULES & SPECIAL DAYS

You can create or modify Schedules and Special Days from the Web Client.

Schedules are linked to doors/readers in the access group programming screen and determine when a door will be locked and unlocked. Special Days are days when the normal schedule will not be followed and a different schedule is applied to that day. An example of a special day is when you want to apply a holiday schedule or set a day when a door will be locked or unlocked at a different times than the normal schedule uses.

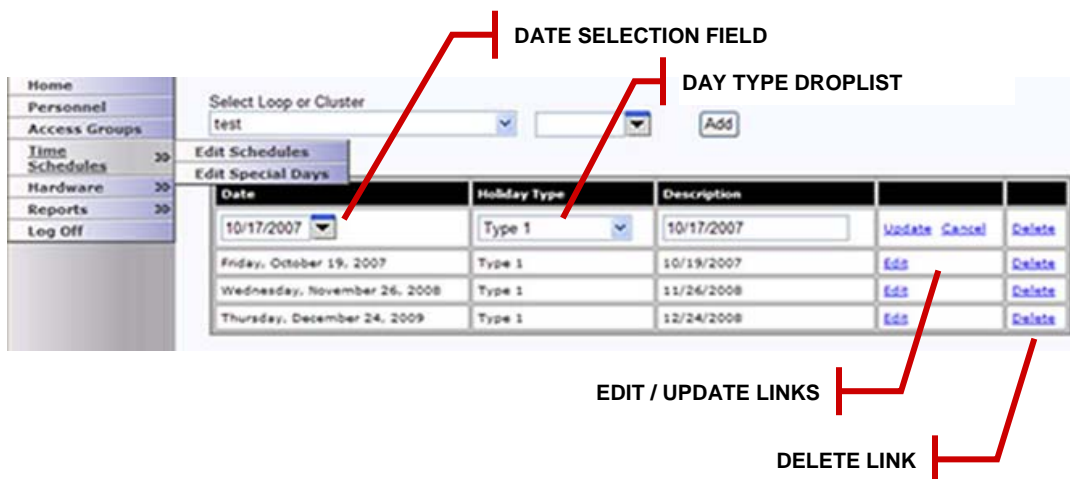
- ❖ If you do not already have the Schedules page open, then LOGON and choose the Schedules page from the menu.
 - Use the left-mouse button to toggle between red (inactive) & green (active)
 - Each capsule represents 15-minute period of a 24-hour day
 - Changes are loaded to the panel via GCS DataLoader after saving
1. Select the Loop or Cluster name you want to make the schedule for
 2. Click the ADD NEW button and type a meaningful name in the Name field
 3. Use the Time Range droplists to choose a start and stop time for the active (green) segments of the schedule
 - Click the SET button to apply the times to the Time Period bar
 - Click any red capsule to change it to green (active)
 - Click any green capsule to change it to red (inactive)
 4. SCROLL DOWN and set any time periods needed for Special Days
 5. Check the Special Days option if schedule is affected by special days
 6. Click the SAVE button to save the schedule in the SG database



CREATING and UPDATING SPECIAL DAYS

You can create or modify Special Days from the Web Client. The time periods for which device is active or inactive are configured in the Schedules screen. This screen is where the operator attached the Special Days time periods to a date in the calendar.

- ❖ If you do not already have the Special Days page open, then LOGON and choose the Special Days page from the menu.
1. Select the Loop or Cluster name you want to make the holiday or special day to apply to.
 2. Click the ADD button
 3. Click Edit to make changes to a Holiday or Special day
 4. In the DATE field choose the calendar day you want to designate
 5. In the DAY TYPE droplist choose which holiday type you want to apply (this links this date to the time period you programmed in the Schedules screen)
 6. In the DESCRIPTION field, type a descriptive name or the date of the special day.
 7. Click the UPDATE link to update the special day
 8. Clicking the DELETE link will delete your holiday or special day



EDITING DOOR SETTINGS

You can change several properties for Doors and Readers from the Web Client. You can also send system commands to the door from the Web Client.

- Change the Name of a Door
- Assign an Automatic Unlock Schedule
- Set the Unlock and Reclose times for the door hardware
- Pulse, Lock, or Unlock a door

❖ If you do not already have the Door Properties open, then LOGON and choose the Door Properties page from the menu.

1. Select the Loop or Cluster name you want to edit
2. Select the Door you want to edit
 - You can edit the Door Name
 - You can set Unlock and Reclose times for the hardware
3. Click SAVE to save the changes
4. Click PULSE or LOCK or UNLOCK as appropriate to send commands
5. You can also pull the Reader activity report for a door from this screen.

Select Loop or Cluster: 600 SAN DIEGO

Select Door/Reader: Cluster: 008, Cont: 001, Brd: 2, Sect: 2-

Door/Reader Name: SD DORM DOOR 2/2

Automatic Unlock Schedule: SD DORM

Unlock Time: 0 5 Minutes:Seconds

Reclose Time: 0 15 Minutes:Seconds

Save Pulse Lock Unlock

Start Date & Time: [Calendar Icon] [Clock Icon]

End Date & Time: [Calendar Icon] [Clock Icon]

Get History

PULSE, LOCK/UNLOCK DOORS

GET ACTIVITY HISTORY ON READER

CREATING and UPDATING ACCESS GROUPS

You can create or modify Special Days from the Web Client. The time periods for which device is active or inactive are configured in the Schedules screen. This screen is where the operator attached the Special Days time periods to a date in the calendar.

- ❖ If you do not already have the Access Group page open, then LOGON and choose the Access Groups page from the menu.
 1. Select the Loop or Cluster name you want to make an Access Group for
 2. Click ADD NEW button
 3. Type a descriptive name in the Access Group Name field.
 4. Set the Crisis Mode if used
 5. Choose which Doors are affected
 6. Click SAVE to save the Access Group name to the database
 7. Choose the Time Schedule you want to apply
 8. Click SAVE to save the access group to the database

Select Loop or Cluster: 600 HQ

Select Access Group: Front Door **

Buttons: Add New, Save, Delete

Access Group Name: Front Door

Access Group Number: 256 Extended Group

Select Crisis Mode Access Group: Front Door **

Notes:

Unauthorized Readers/Doors	Time Schedule	
Loop: 001, Cont: 000, Port: 6	** ALWAYS **	Save Cancel

Authorized Readers/Doors	Time Schedule	
Front Door	Mon-Fri	Edit Schedule Remove
Johnston Front	** ALWAYS **	Edit Schedule Remove

Searching for Cardholders / Personnel

When the Web Operator first logs into the Web Client, the Personnel screen will be blank and the Cardholder List will be empty.

In order to populate the cardholder list with existing records, you must search the database.

- You can retrieve all the cardholders in the database
- You can retrieve all cardholders by customer assignment
- You can retrieve cardholders based on search criteria
- You can retrieve cardholders by customer and based on search criteria

RETRIEVE ALL CARDHOLDERS (NO SEARCH CRITERIA)

The Web Client will return all the cardholders when the SEARCH NOW button is used if the operator does not provide search criteria.

- ❖ If the operator logon is not assigned to a customer, then all the cardholders in the database will be returned.
- ❖ If the operator logon is assigned to a customer, then only the cardholders who are assigned to the same customer will be returned.

1. Logon as a Web Operator (with or without customer assignment)
2. Select the Personnel button on the left-hand menu
3. do not enter search criteria
4. Click the SEARCH NOW button to populate the cardholder list
5. the Cardholder list will be populated with all the cardholders (or all the cardholders associated with an operator's customer as appropriate)



RETRIEVE CARDHOLDERS BY SEARCH CRITERIA

If the operator provides search criteria, then the Web Client will retrieve only the cardholders that match the criteria.

- A **search field droplist** is provided to allow the operator to look for data in a specified field – such as last name, department, first name, customer, etc.
- A **search for textbox** is provided so the operator can enter in the partial or complete value that matches the search request – e.g. smith, john, accounting, etc.
- An **exact match option** narrows the search to exact matches on the search text.
 - Checking the option enforces an exact match on the search criteria
Thus, **Last Name + smith** will result in all cardholders who's last name is Smith.
 - Unchecking the option invokes an inclusive search, which pulls all records that include the characters provided in the search text.

So **First Name + Nathan** will pull any cardholders whose first name includes Nathan – like Nathan, Nathaniel, or Jonathan

The screenshot shows a search interface with the following elements:

- Search Field:** A dropdown menu currently displaying "Last Name".
- Search For:** A text input field containing the text "smith".
- Search Now:** A button to execute the search.
- Exact Match:** A checkbox that is currently checked, indicating that only exact matches will be returned.



NOTE: If the Operator is assigned to a **'customer'**, then the results will be limited to the cardholders who are also assigned to the same customer.
(e.g. all cardholders belonging to Main Campus who's name equals "smith")



NOTE: If the search results do not include the record you want, then

- recheck the spelling of the **search for text**,
- or uncheck the **exact match** option,
- or choose a different search method in the **search field**

A master operator logon that is not linked to a customer can also try the search criteria to eliminate the customer assignment as the barrier.

Managing Cardholders / Personnel

The Web Client supports full capabilities for adding and managing cardholders, cards, access, badge/dossier print/preview.

This section lists the QUICK STEPS for managing cardholders, followed by detailed information.

- Creating a Cardholder and Adding a Photograph
- Adding a Card and Loop / Access Privileges
- Adding Badge and Dossier designs and Preview/Printing from the Web Client

PREREQUISITES FOR PROGRAMMING CARDHOLDERS



Badge Print/Preview: the Card Exchange Print Server must be installed on the Web Client and properly registered.

The CEX print engine must be running locally on the Web Client in order to use the Badge Print/Preview feature.

Badge Print/Preview: the Badge Printer must be physically installed and online in order to use the Badge Print/Preview feature.

Badge Template Names: must be added to the SG Database using the SG software at the main SG Client Workstation



Customer and Department Names: (if used) must be added to the SG Database using the SG software at the main SG Client Workstation.

Loops and Doors: must be added to the SG Database using the SG software at the main SG Client Workstation.

Access Profiles: (if used) must be added to the SG Database using the SG software at the main SG Client Workstation.



SCHEDULES & HOLIDAYS: Schedules & Holidays can be programmed at the main SG Workstation during the initial system programming. The Schedule programming screen at the SG Workstation provides a COPY button to expedite the reproduction of time periods.



CARD IMPORTING: The initial card population can be imported at the main SG Workstation



ALSO: See the **Software User Guide** for instructions on using Card Import feature.

ALSO: See the **SG Badging with Card Exchange Mini-Guide** for instructions on creating Badge Designs with Card Exchange Inside.



QUICK STEPS: Creating a New Cardholder

You must create and save a new cardholder before you can add a Photograph or card and loop privileges.

1. Click the Personnel menu option (left side)
 2. Click the ADD NEW button on the Personnel page
 3. Enter the Last Name, First Name
 4. Select the Customer and Department (if used) – note that if the operator is assigned to a Customer, you will not see the Customer droplist and the cardholder will automatically be linked to the same Customer as the operator.
 5. Click the SAVE button to commit the initial cardholder record to the database
The cardholder name will now appear in the Cardholder droplist after it saves.
-



QUICK STEPS: Adding a Photograph to a Cardholder

NOTE: the Cardholder must already be saved in the database before the CAMERA icon is visible on the Personal tab.

1. Click the Personnel menu option (left side)
 2. Click the SEARCH NOW button (using criteria as needed)
 3. Select the *Cardholder Name* from the Cardholder droplist
 4. Select the Personal Tab and click the CAMERA ICON
 5. Click the BROWSE button to locate the photograph (jpg) file
 6. Select the file name and click OPEN to attach the file
 7. Click UPLOAD IMAGE button to load the photo in the browser
 8. (optional) Use the crop handles to select the part of the photo to be cropped
 9. Click the CROP IMAGE button to accept the picture size
 10. Click the SAVE IMAGE button to add the photo and return to Personal tab
 11. Click the SAVE button to save the cardholder changes.
-



QUICK STEPS: Adding an Access Card to a Cardholder

1. Click the Personnel menu option (left side)
 2. Click the SEARCH NOW button (using criteria as needed)
 3. Select the cardholder name from the Cardholder list
 4. Select the Card Badge Tab and click the ADD NEW CARD button
 5. Enter the Card code and configure card information (as appropriate); including badge & dossier, card technology, PIN, card options, start & expire dates, etc.
 6. Set the Card Role as appropriate (Access Card)
 7. Add any data to fields on the Personal tab as appropriate (trace enabled, forward to T/A, etc.)
 8. Click SAVE CARD button on the Card Badge tab to save the card and enable the ADD LOOP button
-



QUICK STEPS: Adding Loop/Access Privileges to a Card

You must add a card to the Cardholder before you can add the Loop privileges.

Open the Cardholder from the Cardholder list if not already opened.

1. From the Card Badge Tab and click the ADD LOOP button
 2. Select the desired Loop(s) and click the ADD LOOPS TO CARD button
 3. click the BACK TO PERSONNEL button
 4. Add the Access Groups for each Loop you selected
 5. Click the SAVE button to save the record
-



QUICK STEPS: Adding a Badge Design to a Card

Open the Cardholder from the Cardholder list if not already opened.

1. Select the Card Badge Tab
2. Select the desired Badge Design from the droplist
3. Click the SAVE CARD button to save the Design to the Card
4. You can test that your Badge Design will work by clicking the **Preview** link
 - You may need to click ALLOW on the Browser Security message box to allow the GCSEX ClientApp to run.
 - You may also need to UNBLOCK the Windows Security message to allow the ClientApp to run.



QUICK STEPS: Adding a Dossier to a Card

Open the Cardholder from the Cardholder list if not already opened.

5. Select the Card Badge Tab
 6. Select the desired Dossier from the droplist
 7. Click the SAVE CARD button to save the Design to the Card
 8. You can test that your Dossier will work by clicking the **Preview** link
 - You may need to click ALLOW on the Browser Security message box to allow the GCSEX ClientApp to run.
 - You may also need to click UNBLOCK on the Windows Security message box to allow the ClientApp to run.
-

CREATING A NEW CARDHOLDER

You must create a new Cardholder before you can add photographs, cards, loop/access and badge designs.

- ❖ To create a new cardholder, log on the Web Client with a valid operator logon and open the Personnel page
 1. Click the ADD NEW button on the Personnel page
 2. Enter the Last Name (required), First and Middle Names
 3. Select the Customer (if used) – note if you are not a master operator, you will not see the customer field. If your logon is assigned to a customer, your cardholders will automatically be linked to the same customer as your logon.
 4. Select a Department (if used) – note only departments are listed that are included in the Operator logon privileges.
 5. Enter the work phone of the cardholder as desired
 6. Click the SAVE button to commit the cardholder record to the database.
 - The cardholder name appears in the Cardholder list after it saves.
 - The CAMERA icon appears on the Personal tab after the record saves.
 - See the following sections for information about other parts of the cardholder programming.

Select a name

Record ID

Personal	Card/Badge Settings	Miscellaneous	Activity History
----------	---------------------	---------------	------------------

Last Name

First Name

Middle Name

Department

Phone

Customer

ADDING A PHOTOGRAPH TO A CARDHOLDER

You can add a photograph to a cardholder from the Web Client.



PHOTO FILE FORMAT/SIZE: the Web Client must use JPG files. Take care for how big your JPGs are to save space in the SG database since photographs are stored as B.L.Ob. data directly in the database (database size is a consideration).

❖ If you do not already have the cardholder record open, then SEARCH for and select the desired cardholder.

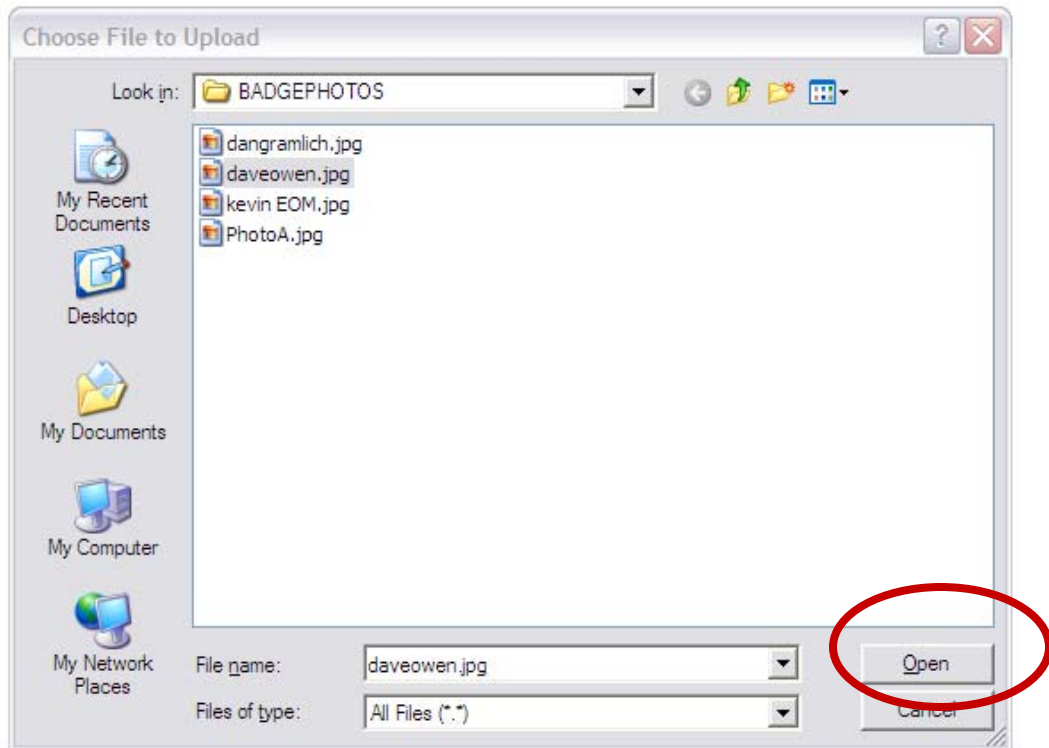
1. Click on the PERSONAL tab
2. Click the CAMERA icon to open the IMAGE UPLOAD page

The screenshot shows a web form for editing a cardholder record. At the top, there is a dropdown menu labeled 'Select a name' with 'Smith, Joe' selected, and three buttons: 'Add New', 'Save', and 'Delete'. Below this is a 'Record ID' field containing the number '8'. There are three tabs: 'Personal' (which is active), 'Card/Badge Settings', and 'Miscellaneous'. The form contains several input fields: 'Last Name' (Smith), 'First Name' (Joe), 'Middle Name' (empty), 'Department' (dropdown), 'Phone' (empty), 'Customer' (dropdown), 'Address 1' (empty), 'Address 2' (empty), 'City' (empty), 'State' (empty), 'Zip Code' (empty), and 'Home Phone' (empty). A camera icon with a green plus sign is circled in red on the right side of the form.

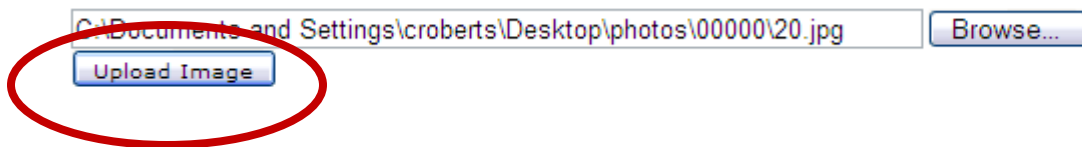
3. Click the BROWSE button to locate the photograph (jpg) file

The screenshot shows a file upload interface. It features a large empty text input field for the image path. Below the input field is an 'Upload Image' button. To the right of the input field is a 'Browse...' button, which is circled in red.

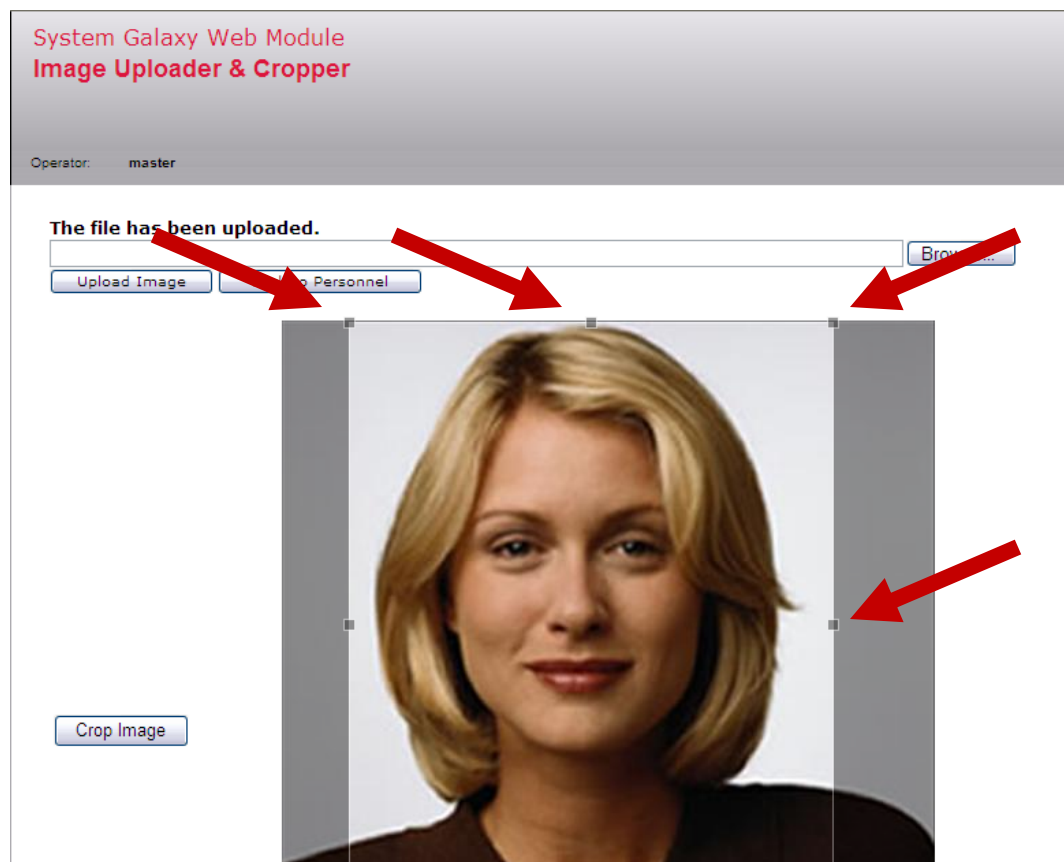
4. Select the file name and click OPEN to attach the file



5. Click UPLOAD IMAGE button to load the photo in the browser



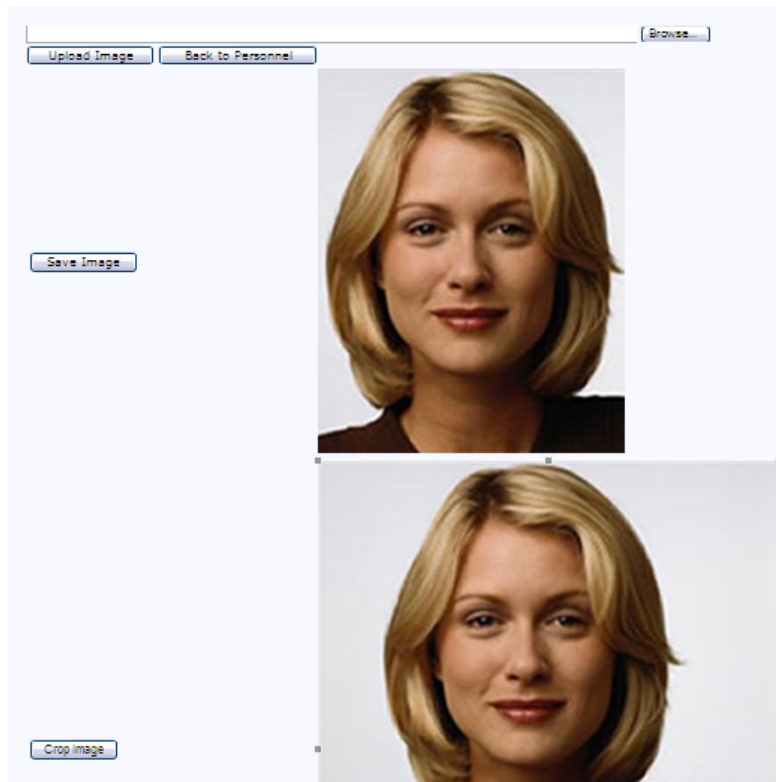
6. (optional) You can use the crop handles to select the part of the photo to be cropped.
- Hover your mouse pointer over the handles at the corner or on the sides to grab the crop tool.
 - Click, hold and drag your mouse to grab the handles and move them.
 - You can adjust the height and width by using the corner handles.
 - Hover your mouse over the middle of the crop area to find your cross cursor. Use this cursor to grab and move the crop area if you need to reposition it without changing the size.



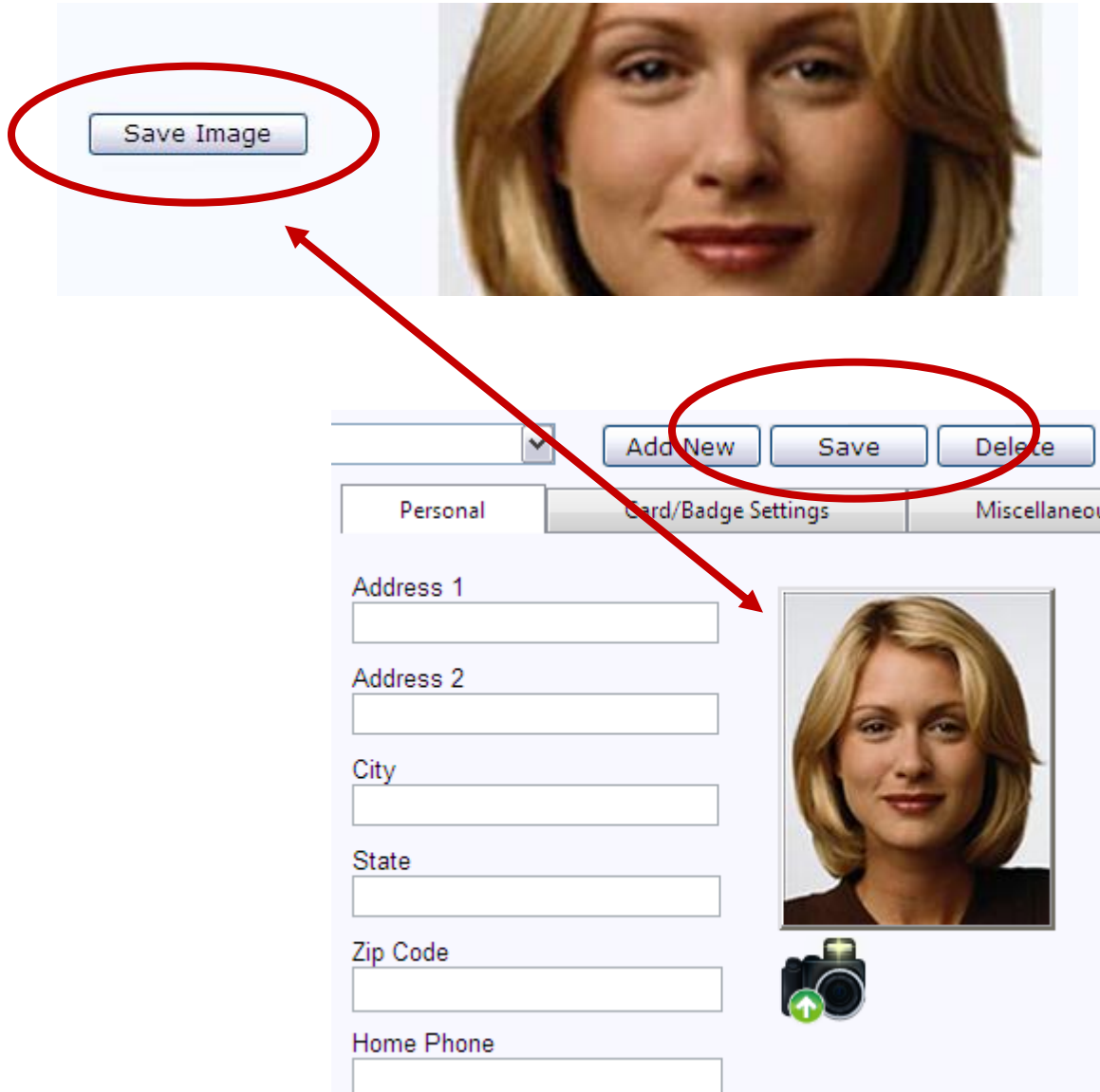
7. Click the CROP IMAGE button to accept the picture size



8. You can reset the image by re-importing it and you can adjust the cropping again by scrolling to the bottom image and resizing it.



9. Click the SAVE IMAGE button to add the photo and return to Personal tab

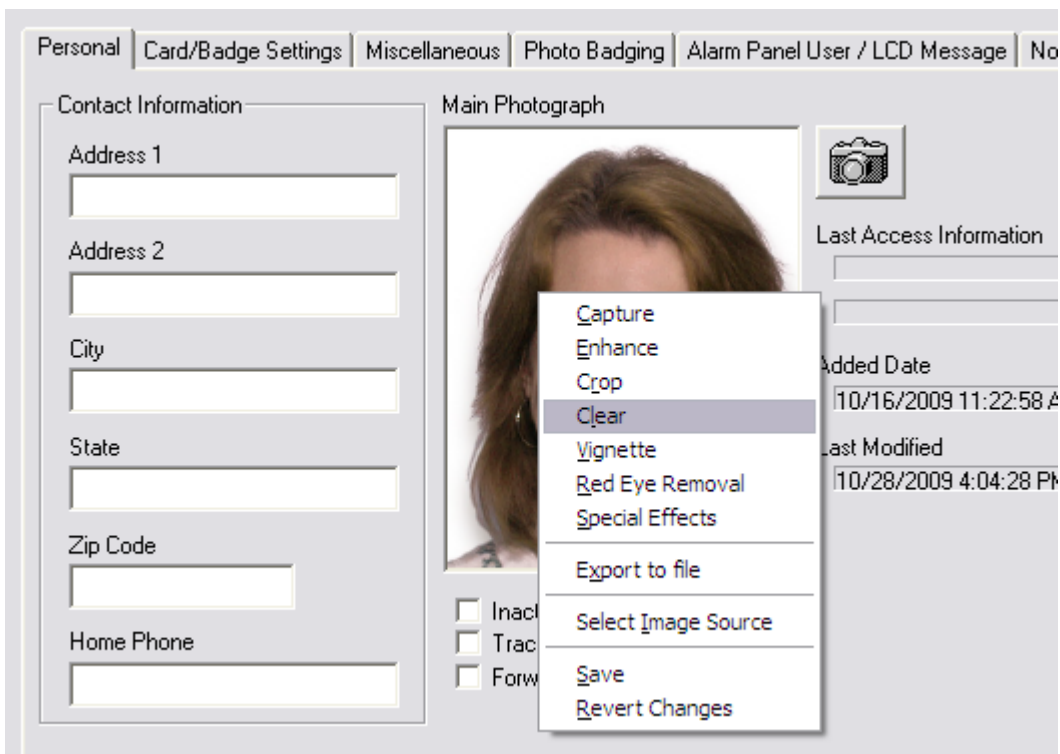


10. Click the SAVE button to save the photograph to the cardholder record.

CLEARING/DELETING A PHOTO FROM THE DATABASE

You can Clear or delete the photo from the database at the System Galaxy software at the main SG Workstation. At the Web Client you can replace the photograph (see next section).

- ❖ Sign into the System Galaxy software and open the Cardholder screen from the main menu **Configure > Cards > Cardholders**.
- 1. Choose a cardholder from the Cardholder droplist
- 2. Select the PERSONAL Tab
- 3. Right-click the photograph and choose Clear from the menu
- 4. Click YES to confirm you want to delete the photo



this screen shot is from the main System Galaxy software

REPLACING A PHOTO IN THE DATABASE

You can replace a photo in the database at the Web Client.

- ❖ Log on the SG Web Client and open the Personnel page and SEARCH for the cardholder.
- 1. Choose the cardholder from the Cardholder droplist
- 2. Select the PERSONAL Tab
- 3. Click the CAMERA icon and BROWSE to the new photo
- 4. Click the UPLOAD IMAGE button to upload the new photo
- 5. Adjust the photo size using the crop handles
- 6. Click CROP IMAGE and SAVE IMAGE to add the photo to the cardholder
- 7. Click SAVE on the Personnel page to save the record



ALSO SEE: the section *Adding a Photograph to a Cardholder* in this manual for screen shots related to this process.

UPDATING A PHOTO IN THE DATABASE

You can update a photo in the database at the Web Client.

- ❖ Log on the SG Web Client and open the Personnel page and SEARCH for the cardholder.
- 1. Choose the cardholder from the Cardholder droplist
- 2. Select the PERSONAL Tab
- 3. Click the CAMERA icon to open the Upload Image page
- 4. BROWSE to and reload the original image



NOTE: You can resize the photo in the SG software without reloading it if needed. However if you cropped too much, you will need to reload your original file.

- 5. Adjust the photo size using the crop handles
- 6. Click CROP IMAGE and SAVE IMAGE to add the photo to the cardholder
- 7. Click SAVE on the Personnel page to save the record



ALSO SEE: the section *Adding a Photograph to a Cardholder* in this manual for screen shots related to this process.

ADDING AN ACCESS CARD TO A CARDHOLDER

You can add cards to a cardholder from the Web Client.

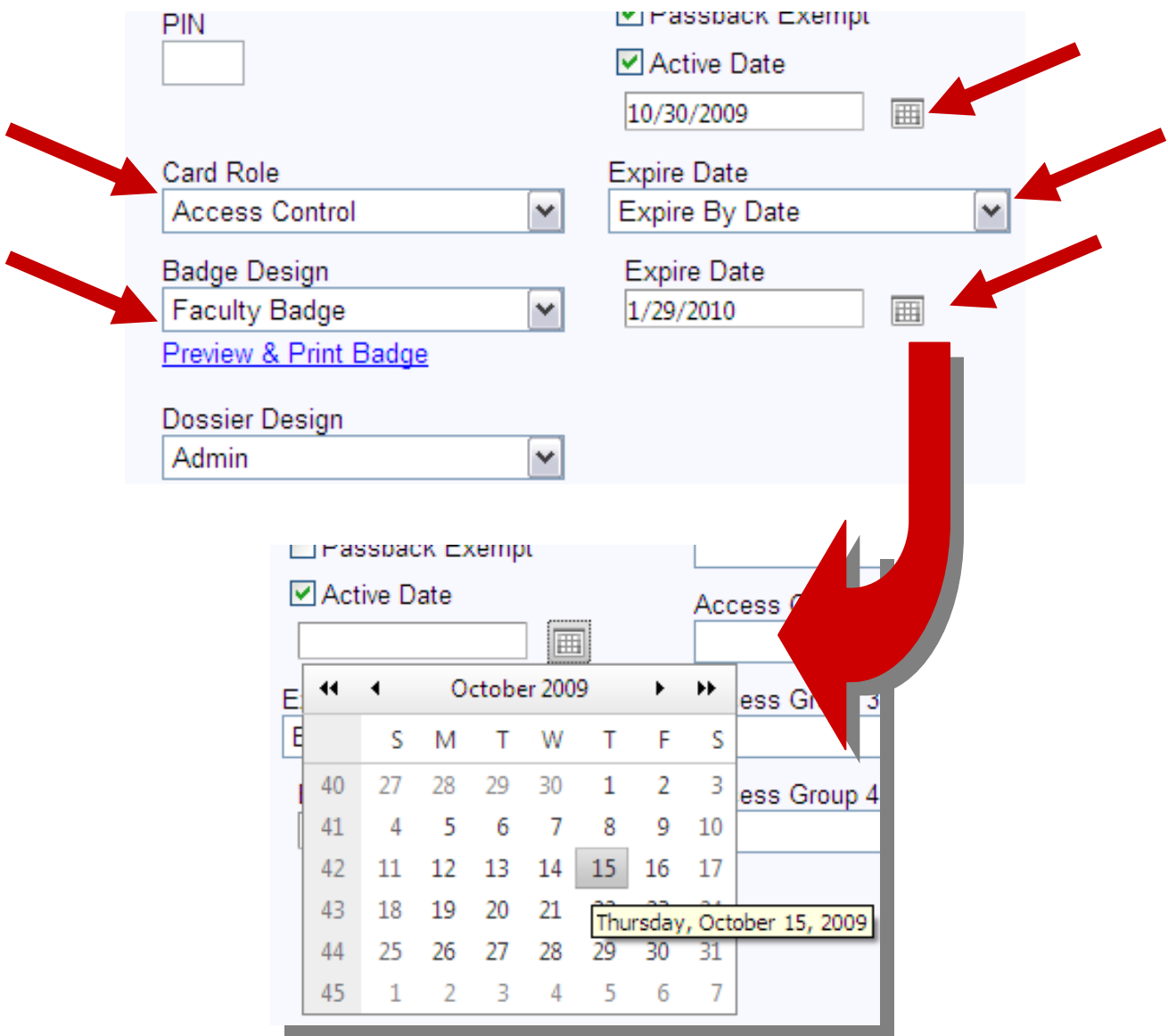
- ❖ If you do not already have the cardholder record open, then SEARCH for and select the desired cardholder from the Cardholder droplist.
- 1. Select the CARD BADGE Tab
- 2. Click the ADD NEW CARD button
- 3. You can edit the Card Description if you want to have a descriptive name for the card (like Access, or the name of the facility it grants access to)
- 4. Enter the Card Code and configure card information (as appropriate); card technology, ID Code, Facility Code, PIN, card options, start & expire dates, etc.

The screenshot displays the 'Card/Badge Settings' tab in the SG Web Client. At the top, there are buttons for 'Add New', 'Save', and 'Delete'. Below these are three tabs: 'Personal', 'Card/Badge Settings', and 'Miscellaneous'. The 'Card/Badge Settings' tab is active, showing the following fields and options:

- Select Card:** A dropdown menu currently showing 'Card 1'.
- Card Description:** A text input field containing 'Card 1'.
- Card Technology:** A dropdown menu showing '26 Bit Wiegand'.
- Facility Code:** A text input field containing '20'.
- ID Code:** A text input field containing '7489'.
- PIN:** An empty text input field.
- Buttons:** 'Add New Card', 'Save Card', and 'Delete Card'.
- Checkboxes:**
 - Card Disabled
 - Card Reversed
 - PIN Exempt
 - Duress Enabled
 - Passback Exempt
 - Active Date

Four red arrows are overlaid on the image, pointing to the 'Add New Card' button, the 'Card Description' field, the 'Card Technology' dropdown, and the 'PIN' field.

5. Set the CARD ROLE as appropriate (Access Card)
6. Select the BADGE DESIGN & DOSSIER if used. See the section on ASSIGNING A BADGE DESIGN for more details.
7. (optional) CHECK the Active Date and click the calendar button to choose a start date for the card to become active
8. (optional) Select the Expire Date method (by date, by usage) and
 - click the calendar button to choose an expire date
 - or enter the number of times the card can be used
9. Click SAVE CARD button on the Card Badge tab to save the card and enable the ADD LOOP button



ADDING LOOP & ACCESS PRIVILEGES TO A CARD

You must add Loop privileges and Access Group privileges to a Card before the cardholder can use the card. Cardholders can have more than one card, so the loop and access privileges will only apply to the selected card.



SYSTEM PROGRAMMING: Loops & Readers/Doors must be created before they can be added to an Access Group. Loops & Doors must be created at the SG Software.



SYSTEM PROGRAMMING: Schedules & Special Days must be created before they can be added to an Access Group. *Schedules and Special Days can be created at the Web Client, but for initial startup it may be faster to create them at the SG Software.*



SYSTEM PROGRAMMING: Access Groups & Profiles must be created before they can be added to a Card. *Access Groups can be created at the Web Client; however access profiles must be created at the SG Software. Workstation Cardholder Options apply to the Access Profiles – see relevant notes in the following steps.*



OPERATOR PRIVILEGES: Loops and Access Groups must be included in the Operator privileges in order for the Operator to see and use them at the Web Client.



CARD PROGRAMMING: you must have already added and saved a card before you can add Loop and Access privileges.

❖ If you do not already have the cardholder record open, then SEARCH for and select the desired cardholder from the Cardholder droplist.

1. Select the CARD BADGE Tab
2. Select the desired card from the Card droplist

3. Click the ADD LOOP button to open the Loop Privileges page

The screenshot shows the 'Card/Badge Settings' tab in a web application. At the top, there are buttons for 'Add New', 'Save', and 'Delete'. Below these are four tabs: 'Personal', 'Card/Badge Settings', 'Miscellaneous', and 'Activity History'. The 'Card/Badge Settings' tab is active. It contains several form fields: 'Select Card' (dropdown menu with 'card1'), 'Card Description' (text input with 'card1'), 'Card Technology' (dropdown menu with 'Galaxy Standard'), and 'Card Code' (text input with '3333'). To the right of these fields are three buttons: 'Add New Card', 'Save Card', and 'Delete Card'. Further right, there are three checkboxes: 'Card Disabled', 'Card Reversed', and 'PIN Exempt', all of which are checked. On the far right, there are two dropdown menus: 'Access Profile' and 'Authorized Loops'. A red circle highlights the 'Add Loop' button, which is located to the right of the 'Add New Card' and 'Save Card' buttons.

4. Use your mouse to click and select the Loop(s) to be added



PICK MULTIPLE LOOPS AT ONCE: Hold down the control key when you click the loop names to choose several loops at once.



CANCELLING THE OPERATION: To cancel the operation and return to the Personnel page without adding the loop, simply click the BACK TO PERSONNEL button **before** clicking the ADD LOOPS button.



OPERATOR PRIVILEGES: The Web Operator must have the Loop(s) included in the logon privileges in order to see the loops in this screen.



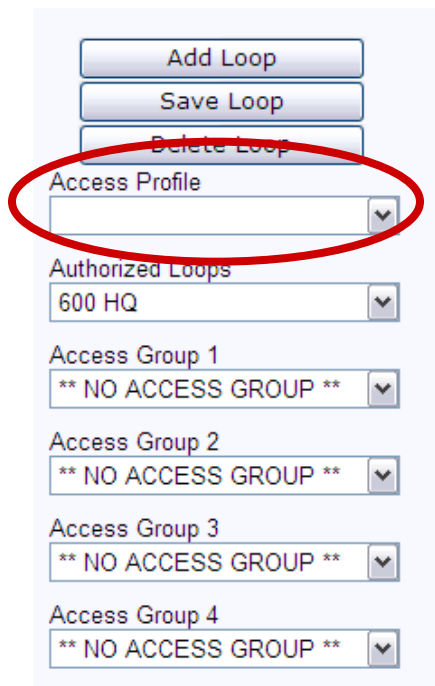
ALSO SEE: the section about **DELETING LOOPS** if you need to remove a loop.

The screenshot shows the 'Add Loop Privileges' page. At the top, the title 'Add Loop Privileges' is displayed in red. Below the title, the text 'Operator: master' is shown. A message reads: 'Select loops to add to the card then click the 'Add Loops To Card' button.' Below this message is a list of three loops: '600 HQ', '600 PHEONIX', and '600 SAN DIEGO'. A red circle highlights this list. To the right of the list are two buttons: 'Add Loops To Card' and 'Back to Personnel'.

5. Click the ADD LOOPS TO CARD button to add your loops – the Web Client will display a message that the loops have been successfully added.



6. Click the BACK TO PERSONNEL button to return to the Card Programming tab – the added loops will appear in the AUTHORIZED LOOPS droplist and all Access Groups will default to NO ACCESS GROUP.
7. Select the Loop from the AUTHORIZED LOOPS droplist that you want to configure for access.



- If you are using Access Profiles, you can choose the desired profile from the ACCESS PROFILE droplist.



ACCESS PROFILE: An Access Profile is a group of up to four access groups that all have doors and schedules assigned to them. Make sure you understand which schedules and doors you are ultimately assigning to the cardholder when applying Access Profiles to a card/cardholder.



OPERATOR LOGON LEVELS: A master operator may be able to see all Access Profiles regardless of their Customer assignment. Therefore care should be taken to select a profile that is assigned to the same customer as the cardholder.



WORKSTATION OPTIONS: The *Specify Access Profile Behavior* option controls how many Access Groups can be added to an Access Profile during system programming. Depending on your selection, one or more of the Access Group droplists will be permanently reserved for use in the Access Profile programming screen.

The fields that are reserved for Access Profiles will become disabled in the Cardholder/Personnel programming screen after an Access Profile is assigned to the card. Therefore, this same option governs how many Access Groups can be added to a card once an Access Profile is assigned.

Access Profile Controls <i>Access Profile Programming screen</i>	droplist status after an access profile is added to a card <i>Cardholder / Personnel Programming screen</i>	
Reserved for use	Droplists Disabled	Droplists Available
The first droplist	Access Group 1	Access Groups 2, 3, & 4
First & second droplists	Access Groups 1 & 2	Access Groups 3, & 4
First second & third droplists	Access Groups 1, 2 & 3	Access Group 4
All four droplists are controlled*	All Access Groups*	None available*

* The system default is that all four Access Groups are reserved for Profiles and thus all four Access Group droplists are disabled if an access group is added to a card.

The *Specify Access Profile Behavior* option is found in the Cardholder Options tab of the Workstation Options screen (master logon required).

(A software reboot is required to permanently enable the changes made).

9. Choose up to four Access Group(s) you want to add to this card for the selected loop. The access group you select will control when and where the card can gain access based on the doors and schedules applied to the access group. *See the appropriate sections on creating Schedules, Special Days and Access Groups for more details.*

- **Extended Access Groups** can be assigned from the ACCESS GROUP 3 or ACCESS GROUP 4 droplists.
- **NO ACCESS GROUP** is a system default setting that means there is no access group applied for that card.
- **UNLIMITED ACCESS** is a system default setting that means you are granting unlimited access to all doors that belong to the selected loop at all times day and night, 365 days a year



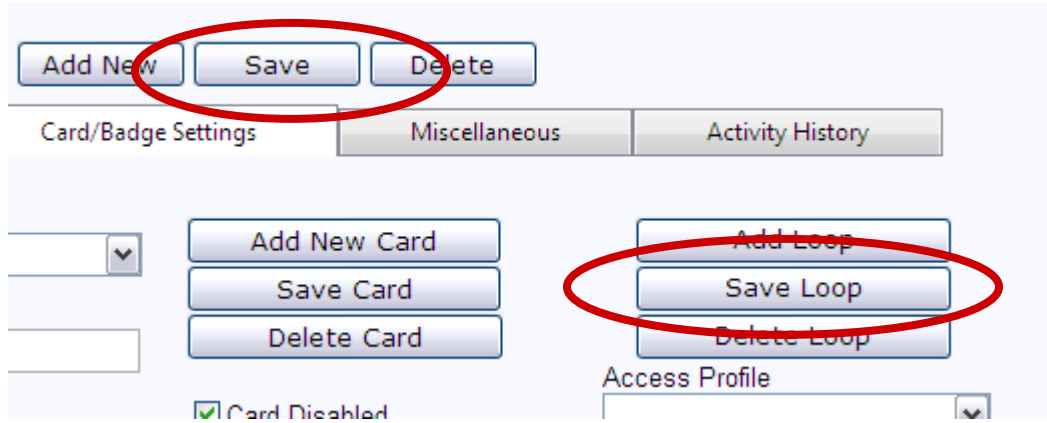
WORKSTATION OPTIONS: A cardholder workstation option that is related to *Access Profiles* will control how many additional Access Groups can be used after an Access Profile is assigned to a card. The system default is that all four Access Group fields will disable when an Access Profile is assigned.

- The Access Profile dependencies are configured in the Cardholder Options tab in the Workstation Options screen at the System Galaxy software (A master operator logon is required to edit workstation options and a software reboot is required to permanently enable the changes made).



OPERATOR LOGON PRIVILEGES: If you do not see an access group you expect, make sure the access group has been programmed and that the Operator Logon has been given the privileges to include the access group.

10. Click the SAVE LOOP button to save the Access Privileges.
11. Click the SAVE button on the Personnel page to save all changes to the Cardholder record.



CHANGING/REMOVING ACCESS PRIVILEGES ON A CARD

You can change or remove Access Privileges on a card from the Web Client. Cardholders can have more than one card, so the access privileges will only apply to the selected card.

- ❖ If you do not already have the cardholder record open, then SEARCH for and select the desired cardholder from the Cardholder droplist.

7. Select the CARD BADGE Tab

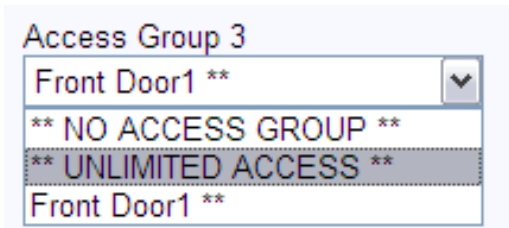
8. Select the desired card from the Card droplist

The screenshot shows the 'Card/Badge Settings' tab in a web client. At the top, there are buttons for 'Add New', 'Save', and 'Delete'. Below these are three tabs: 'Personal', 'Card/Badge Settings' (which is active), and 'Miscellaneous'. In the 'Card/Badge Settings' section, there is a 'Select Card' dropdown menu. This menu is highlighted with a red circle and shows a list of three items: 'card1', 'card2', and 'card3'. To the right of this menu are three buttons: 'Add New Card', 'Save Card', and 'Delete Card'. Below the 'Select Card' menu is a 'Card Technology' dropdown menu set to 'Galaxy Standard'. To the right of this are two checkboxes: 'Card Disabled' and 'Card Reversed', both of which are checked.

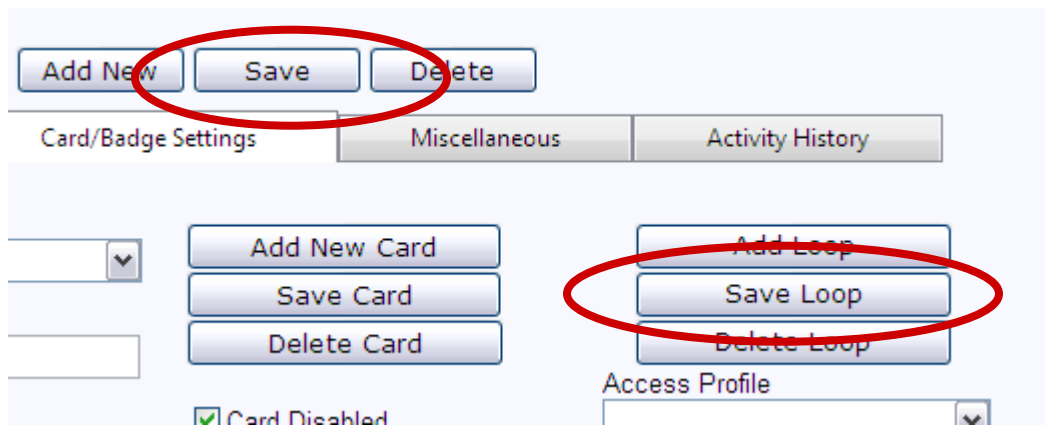
9. Select the Loop from the AUTHORIZED LOOPS droplist that you want to change or remove access privileges to.

The screenshot shows the 'Authorized Loops' configuration section. At the top, there are three buttons: 'Add Loop', 'Save Loop', and 'Delete Loop'. Below these is an 'Access Profile' dropdown menu. The 'Authorized Loops' dropdown menu is highlighted with a red circle and shows a list of one item: '600 HQ'. Below this are four 'Access Group' dropdown menus, each set to '** NO ACCESS GROUP **'.

10. Locate the ACCESS GROUP droplist you want to change
 - EITHER – Choose a different access group in that droplist to change the access rules on the card
 - OR – you can set the ACCESS GROUP field to " ****NO ACCESS GROUP****" to remove the Access Group from the card, Note that setting all four Access Group fields to no access will remove all access



11. Click the SAVE LOOP button to save the Access Privileges.
12. Click the SAVE button on the Personnel page to save all changes to the Cardholder record.



REMOVING LOOP PRIVILEGES FROM A CARD

You can delete a Loop from a card via the Web Client. Cardholders can have more than one card, so the loop privileges will only apply to the selected card.

- ❖ If you do not already have the cardholder record open, then SEARCH for and select the desired cardholder from the Cardholder droplist.

1. Select the CARD BADGE Tab
2. Select the desired card from the Card droplist

The screenshot shows the 'Card/Badge Settings' tab in the web client. At the top, there are buttons for 'Add New', 'Save', and 'Delete'. Below these are three tabs: 'Personal', 'Card/Badge Settings', and 'Miscellaneous'. The 'Card/Badge Settings' tab is active. Underneath, there is a 'Select Card' dropdown menu, which is circled in red. The dropdown menu is open, showing a list of cards: 'card1', 'card1', 'card2', and 'card3'. The first 'card1' is highlighted. To the right of the dropdown are three buttons: 'Add New Card', 'Save Card', and 'Delete Card'. Below the dropdown is a 'Card Technology' dropdown menu set to 'Galaxy Standard'. To the right of this are two checkboxes: 'Card Disabled' and 'Card Reversed', both of which are checked.

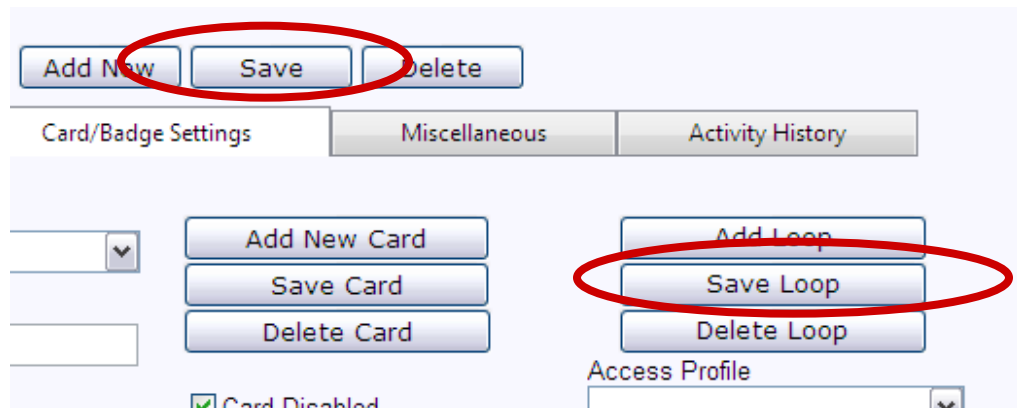
3. Select the Loop from the AUTHORIZED LOOPS droplist that you want to change or remove access privileges to

The screenshot shows the 'AUTHORIZED LOOPS' section. At the top, there are three buttons: 'Add Loop', 'Save Loop', and 'Delete Loop'. Below these is an 'Access Profile' dropdown menu. The 'Authorized Loops' dropdown menu is circled in red and shows the option '600 HQ'. Below this are four 'Access Group' dropdown menus, each set to '** NO ACCESS GROUP **'.

4. Click the DELETE LOOP button – the loop confirmation page opens



5. Click the DELETE LOOP FROM CARD button to delete the loop
6. Click the RETURN TO PERSONNEL
7. Click the SAVE LOOP button and SAVE button on the Personnel page to save the changes to the cardholder record



ASSIGNING A BADGE OR DOSSIER DESIGN TO A CARD

You can assign a BADGE DESIGN (or template) to a card in the Web Client. Since a cardholder can have more than one card, the Badge Design will only apply to the selected card.



BADGE DESIGN: a Badge Design is the logical name in System Galaxy that links the card/cardholder to the Badge Template that was made in the Card Exchange Designer. When the Badge Design is assigned to the card, the cardholder credentials can be printed onto the access card.

- **Badge Templates (.CED) files** are made at the Web Client using the Card Exchange Designer. The CED file are stored locally on the Web Client.
- **Badge Design Names** are added to the SG Database from the System Galaxy software (workstation) by an authorized operator. If you wish to import the badge templates, you must place a copy of the .CED files in the appropriate folder at the main SG Workstation. *See the SG Badging with Card Exchange mini-guide for details on importing the badge designs.*



ALSO SEE: the ***System Galaxy Badging with Card Exchange Guide*** for instructions on creating badge templates in the Card Exchange Designer.

- ❖ If you do not already have the cardholder record open, then SEARCH for and select the desired cardholder.
 1. Select the CARD BADGE Tab
 2. Select the desired card from the Card droplist

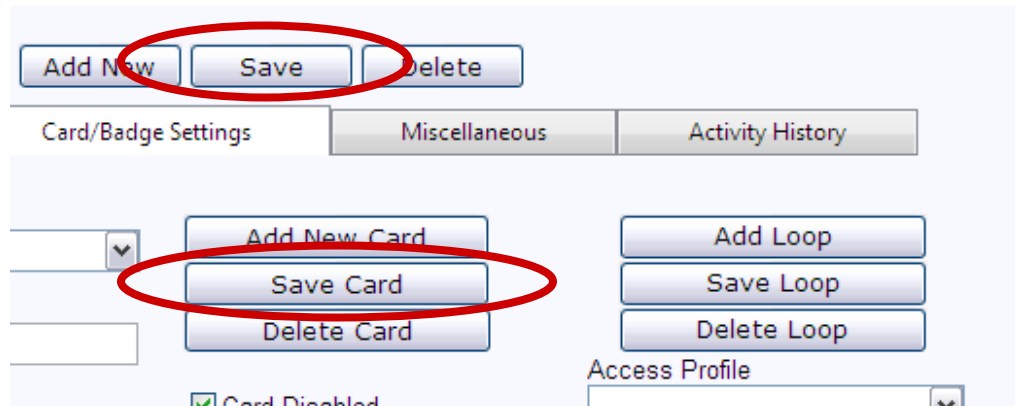
The screenshot shows the 'Card/Badge Settings' tab in the web client. The 'Select Card' dropdown menu is open, displaying a list of cards: 'card1', 'card2', and 'card3'. The 'card1' option is currently selected and highlighted. A red circle is drawn around the dropdown menu. To the right of the dropdown are three buttons: 'Add New Card', 'Save Card', and 'Delete Card'. Below the dropdown, there are two checkboxes: 'Card Disabled' and 'Card Reversed', both of which are checked. The 'Card Technology' dropdown is set to 'Galaxy Standard'.

3. Select the desired design from the BADGE DESIGN droplist



The screenshot shows a web interface for selecting badge and dossier designs. At the top, there is a section titled "Badge Design" with a dropdown menu currently showing "Faculty Badge". Below this is a blue hyperlink labeled "Preview & Print Badge". Underneath, there is a section titled "Dossier Design" with a dropdown menu currently showing "Admin".

4. Select the desired design from the DOSSIER DESIGN droplist if used
5. You can click the PREVIEW BADGE link if you want to confirm what the badge template will look like when printed
6. You can click the PREVIEW DOSSIER link if you want to confirm what the dossier template will look like when printed
7. Click the SAVE CARD button and SAVE button on the Personnel page to save the changes to the cardholder record



The screenshot shows a web interface for managing personnel records. At the top, there are three buttons: "Add New", "Save", and "Delete". Below these are three tabs: "Card/Badge Settings", "Miscellaneous", and "Activity History". Under the "Card/Badge Settings" tab, there are several buttons: "Add New Card", "Save Card", and "Delete Card". To the right of these are buttons for "Add Loop", "Save Loop", and "Delete Loop". At the bottom, there is a checkbox labeled "Card Disabled" which is checked, and an "Access Profile" dropdown menu. Red circles highlight the "Save" button at the top and the "Save Card" button in the middle.

ADDING MISCELLANEOUS DATA TO A CARDHOLDER

You can edit the miscellaneous data fields for a Cardholder. Galaxy provides 22 miscellaneous data fields for storing additional data. Data fields 1 through 4 are on the Personal tab. Data fields 5 through 22 are on the Miscellaneous tab.



OPERATOR PRIVILEGES: Data fields can be locked or hidden in the programming of the Operator privileges. See the operator programming section for details.



WORKSTATION OPTIONS: the Miscellaneous Data fields are configurable fields. The following options are supported in the Cardholder Options tab:

- **Customize the field name** – by selecting the field name and slowly clicking your mouse cursor on the field name until you get into edit mode (in the picture below the Data 1 field has been renamed to say *Data 1 - JOB TITLE*, which will become the name of the field in the Cardholder programming screen.
- **Make the field mandatory** – by checking the Mandatory option. This will make it mandatory to enter data in this field before saving the cardholder
- **Make the field a droplist** – by checking the Select List option. This will make the field become a droplist.

Title	Database Field
Credential	CARD.PIV_CREDENTI
Customer	CARDHOLDERS.CUST
Data 1 - JOB TITLE	CARDHOLDERS.DATA
Data 10	CARDHOLDERS.DATA
Data 11	CARDHOLDERS.DATA
Data 12	CARDHOLDERS.DATA
Data 13	CARDHOLDERS.DATA
Data 2	CARDHOLDERS.DATA
Data 20	CARDHOLDERS.DATA
Data 21	CARDHOLDERS.DATA

Mandatory Field
 Select List

❖ If you do not already have the cardholder record open, then SEARCH for and select the desired cardholder from the Cardholder droplist.

6. Select the PERSONAL Tab to edit Data fields 1 through 4
7. Select the MISCELLANEOUS Tab to edit Data fields 5 through 22
8. Click the SAVE button on the Cardholder record to save the data

PULLING WEB CLIENT REPORTS

You can pull reports about Personnel Credentials and Reader Activity from the Web Client.

PULLING PERSONNEL REPORTS

- Cardholder information and photos for *all employees, by department or badge design*
- Operator can configure the report data fields and create custom field names for the report
- Operator can set the report format for *normal or grid* views



PHOTOS ON REPORTS: UNC Path requirements must be met if photos are being included. .

- ❖ LOGON and OPEN the Personnel Directory Report page from the menu.
 1. Choose a query criteria for generating the directory report (all records, by department, by badge design)
 2. You can add a descriptive Page Title to print on the report
 3. Select up to 5 data fields to appear on the report and provide alternate names for the fields as desired
 4. Check the GRID VIEW option if you want to print in Grid Format
 5. Click the GENERATE PHOTO DIRECTORY button to create the report

Personnel Photo Directory

Generate Directory For: All Personnel Records ▾

Selection: ▾

Page Title:

	Include Columns	Alternate Title
Column 1:	** Unused ** ▾	
Column 2:	** Unused ** ▾	
Column 3:	** Unused ** ▾	
Column 4:	** Unused ** ▾	
Column 5:	** Unused ** ▾	

Generate Photo Directory

Grid View

PULLING READER ACTIVITY REPORTS

- User can pull report for all cardholders or a distinct person (search ability)
- User can include all doors or a distinct door



REPORT FORMATS: PDF, Crystal RPT, MS Excel, MS Word, Rich Text formats are available for exporting, as well as printing. .

- ❖ LOGON and OPEN the Activity History Report page from the menu.
 1. Select the Loop or Cluster name you want to make the holiday or special day to apply to.
 2. Choose a START DATE and START TIME
 3. Choose an END DATE and END TIME
 4. Select the cardholders or person you want to see activity for and provide the search criteria as needed
 5. OR select the reader or readers you want to see activity for
 6. CHECK the Separate Report into pages as desired
 7. Click the VIEW REPORT button to create the report

Reader Activity Report

Operator: demo

Start Date [] Start Time [] End Date [] End Time []

Select Person: ** Everyone **

Select Reader: ** All Readers/Doors **

Search Field: Last Name

Search For: [] Search Now

Exact Match

Separate report into pages

View Report

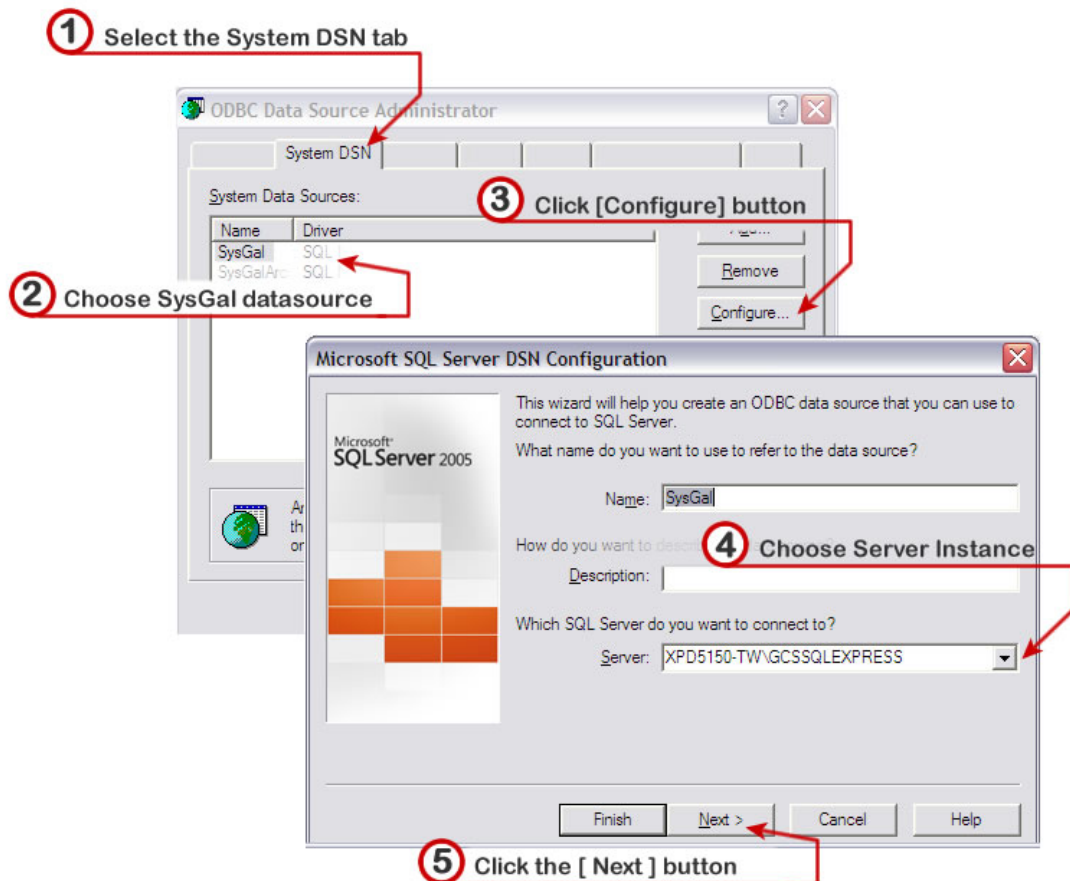
Appendix

Appendix-A: Configure your SG Data Sources

If you cannot connect due to a child node not allowed Server Error, you may need to correct your data source configuration.

Go to **Windows® Start > Control Panel > Administrative Tools > Data Source**

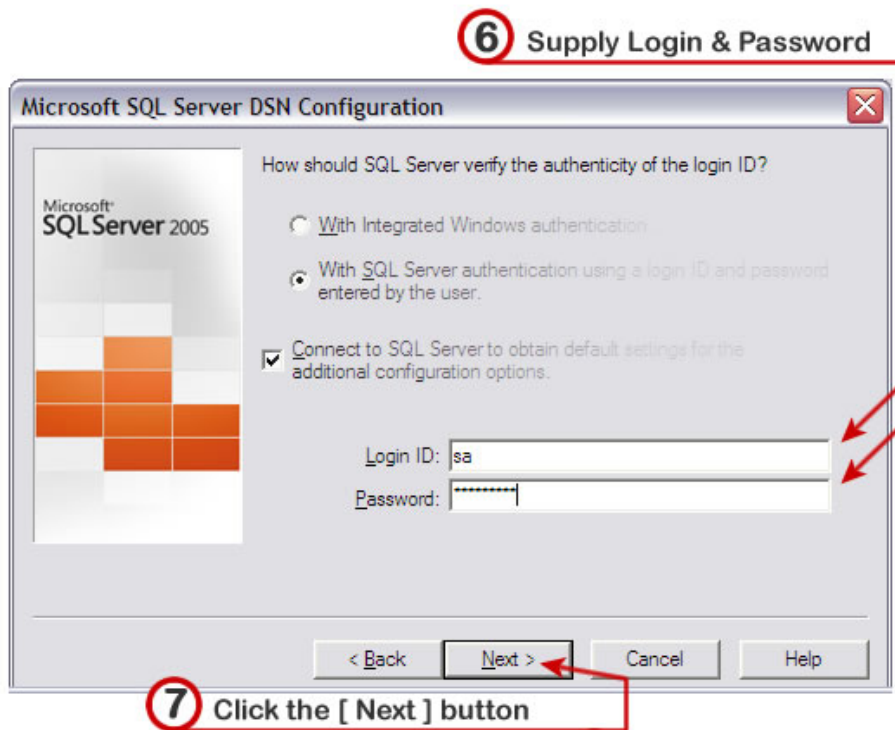
1. Select the System DSN tab
2. Choose SysGal data source
3. Click [Configure]
4. Choose the server\instance name
5. Click [NEXT] to continue



NOTE: SysGal is the default data source name. However, this name can be customized by the system owner during or after the SG Database server is installed. Ensure you see/select the correct data source name for in the listbox.

Configure your Data Sources (continued)

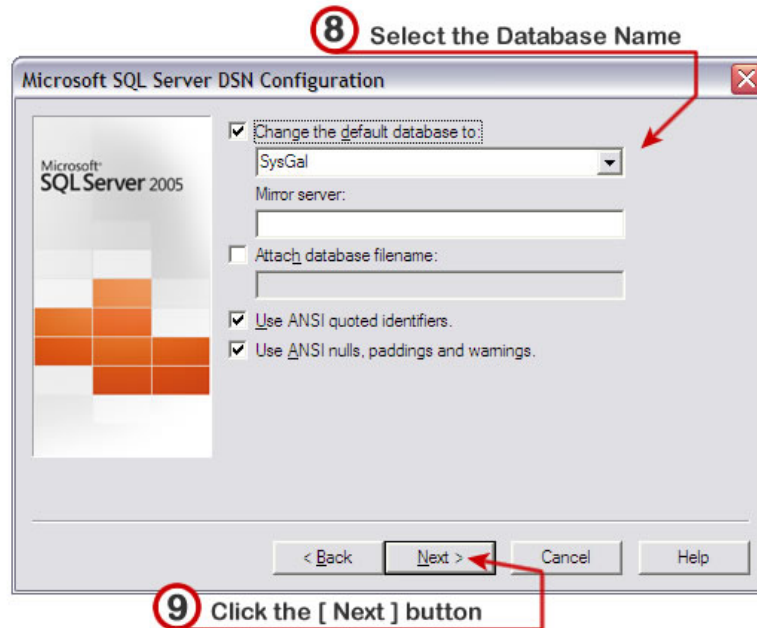
6. Supply the login & password to your database
7. Click [NEXT] to continue



NOTE: the options to *use SQL Server Authentication* and to *Connect to SQL Server...* should be used unless the system owner has chosen to use Integrated Windows Login.

Configure your Data Sources (continued)

8. Select the Database Name
9. Click [Next] to continue



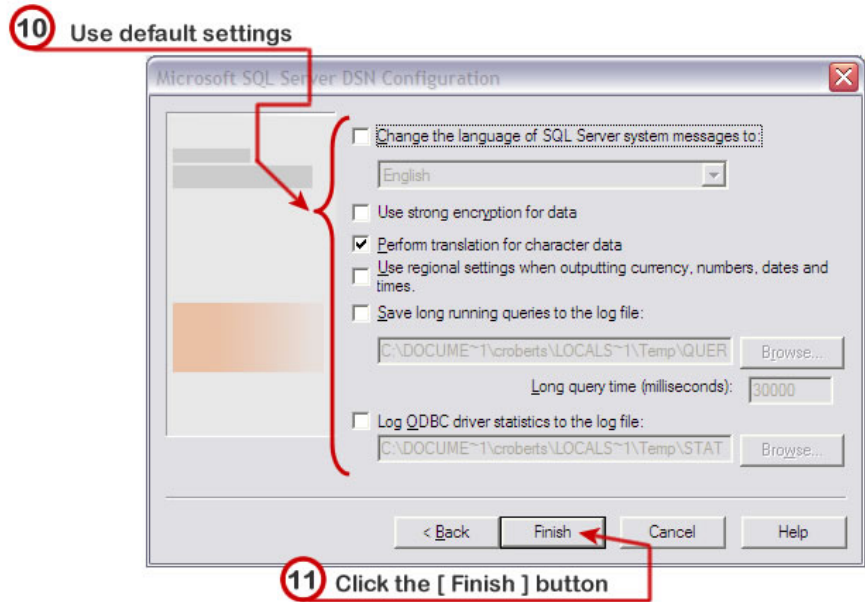
NOTE: SysGal is the default database name. However, this name can be customized by the system owner during or after the SG Database server is installed. Ensure you see/select the correct database name for in this field.



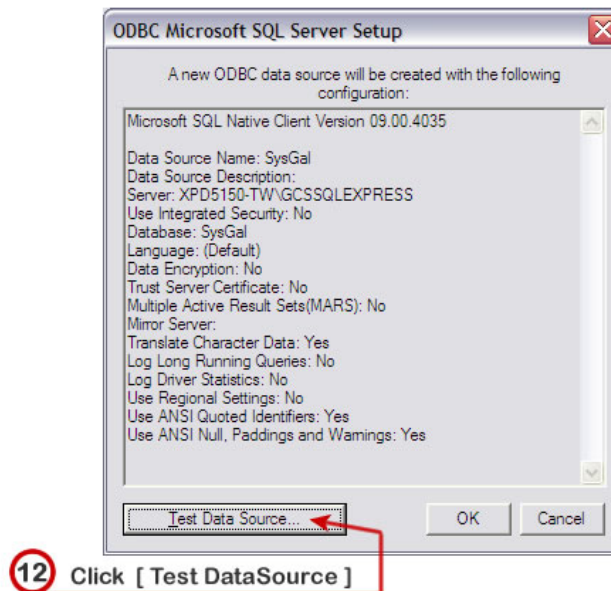
SUPPORT: If you do not know the database name, contact the owner or IT / DB Administrator to determine which database name should be used and resolve any issues with permissions. If you cannot see the expected database name in the list, contact the IT Administrator to resolve network issues (i.e. ports, firewalls, etc.).

Configure your Data Sources (continued)

- 10. use default settings
- 11. Click the FINISH button to continue

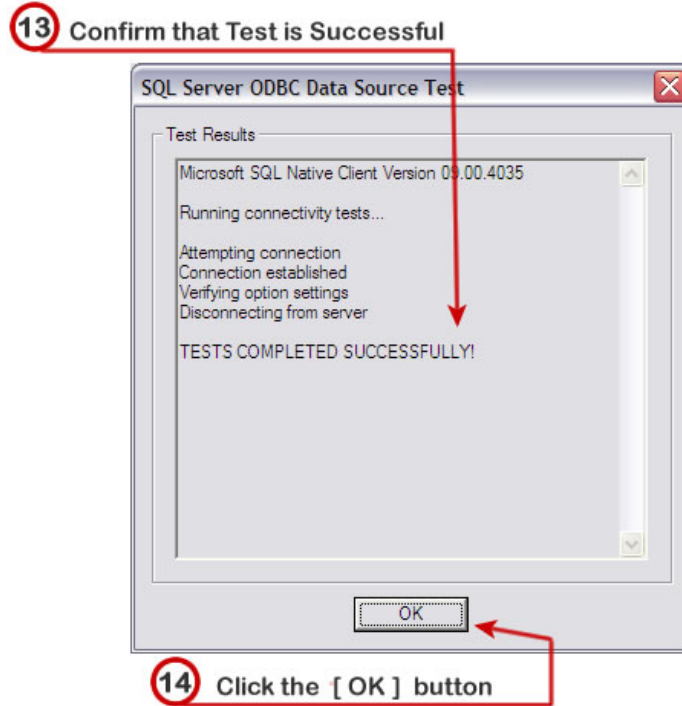


- 12. Click the TEST DATA SOURCE button to verify ODBC connectivity

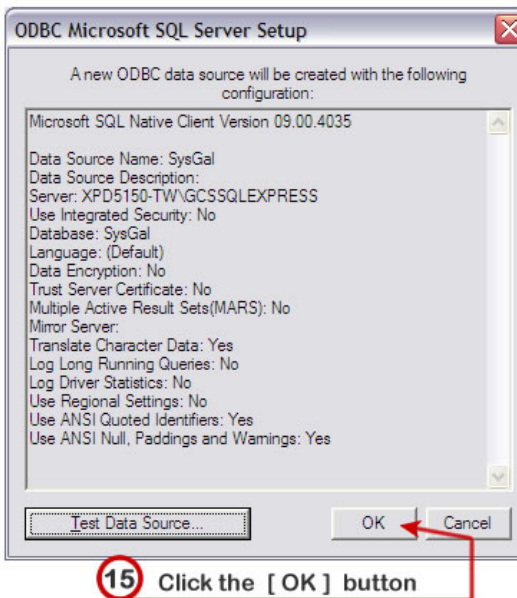


Configure your Data Sources (continued)

13. Confirm that the test is SUCCESSFUL
14. Click the OK button to continue



15. Click the OK button to complete the DSN configuration
16. Repeat all these same steps for the *SysGal Archive* data source



Glossary of Terms for the SG Web Interface

This section includes terms that specifically apply to the installation, set-up and operation of the SG Web Client interface. Terms are marked as (SG) or (general) to indicate how the term is used in this manual.

- 'General' denotes a *common term* that is defined in context with System Galaxy.
- 'SG' indicates a term that is specific to a System Galaxy feature or operation.

A

Access (general)	The right or privilege to gain entry to a door, area or facility.
Access control (general)	The state or ability to control <i>when</i> and <i>to who</i> access is granted. Ability to grant or deny access by individual card.
Access control panel (ACP)	This is the same thing as a controller in System Galaxy. It controls all the card and biometric access, schedules, arming, etc. for the hardware devices that are connected to the panel.
Access control technology (general)	<i>Access Control Technology</i> refers to the type of technology used by a card or a reader. Typical technologies include bar code, magnetic strip, proximity, smart chip, biometric, etc.
Access Group (SG)	<i>Access Group</i> refers to a <i>logical entity</i> within System Galaxy. An access group defines which doors/readers are controlled by chosen timed schedules. When the access group is applied to a card, then that card will operate according to the access rules of the access group. It will only have access to the doors permitted in the group and only during the times designated by the associated schedule. When a card is assigned to a cardholder, an access group must then be applied to the card. Up to 4 access groups can be applied to a single card in the Cardholder screen. <i>See more about access groups and access profiles in the main System Galaxy User Guide.</i>
Access Profile (SG)	<i>Access Profile</i> refers to a <i>logical entity</i> within System Galaxy. An access profile simply combines a collection or group of access groups into one entity. Up to 4 access groups can be assigned to an access profile. The access profile is assigned to a card in the cardholder screen. <i>See more about access groups and access profiles in the main System Galaxy User Guide.</i>

- Access: invalid access (SG)** An **invalid access** message means a card (and cardholder) was **not granted access**, based on the access rules that are applied to that card. Access rules come from the access groups or access profiles that are applied to the card. Simply put, the card-bearer does not have the right to enter a door/area at a certain time, date/day, or at all.
- Access: valid access(SG)** A **valid access** message means a card (and cardholder) is allowed entry to a door/area, based on the access rules that are applied to that card.
- Alarm (SG)** In System Galaxy an alarm is an *event* that has generated an alarm condition and is viewed real-time on the Alarm Monitoring Screen in the SG Client software.
- Application (general)** Can refer to a specific software program (i.e. System Galaxy, Card Exchange Badge Print Server, etc.) Also could mean the method or situation that a software feature is used.

B

- Badge (general)** A *badge* is card that provides both a *visual identification* (e. photo, name) and *access technology* (i.e. card ID formatted into a bar code, mag. stripe, proximity chip, etc.).
- Badge Design (general)** The process of making a badge template - *See badge template.*
- Badge Layout (general)** A *badge layout* is the template that visually shows the positioning of all the fields and elements on the badge. 'Template' and 'Layout' are used interchangeably.
- Badge Printer (general)** A *badge printer* is special printer that prints badges.
- Badge Template (general)** A *badge template* is a file that contains all the layout information and graphical elements that will appear on a badge when it is printed (i.e. photograph, name, access technology, etc.). Printing the badge also depends on the MetaData file.
- Badging (general)** *Badging* is a common term that refers to the act of using badging software or badging features that allow making, viewing or printing a badge.

Badging Software (general) Badging software is the PC application that is used to create **badge templates**, which include elements of identification (i.e. photograph, name, access technology, etc.). The badge design is created and stored by the badging software. Card Exchange is the current application that integrates with System Galaxy.

Blob (B. L. OB.) A BLOB is a Binary Large Object.
 This is a more efficient method of storing photographs for systems with multiple clients. The photographs are stored inside the database with BLOB formatting. This does increase the size of the database as compared to storing files in JPG format. With JPG formatted photo files only the filename is stored in the database. If you are using SG Web interface for managing photos and badges, you must use BLOB format.

C

Card (access) An access card is used to control the access of a cardholder (i.e. which doors and when the cardholder is allowed to pass)

Card Exchange, or Card Exchange Inside The *Card Exchange client software* is the newest badging software that integrates with System Galaxy. It is used to create badge templates and print badges. Users can preview and print badges from inside the SG Client software and SG Web when Card Exchange is installed and running

Card Import (SG) A feature of System Galaxy that is available that SG Client workstation that is controlled by a registration feature. Card import allows importing a batch of cards at one time.

Cardholder (SG) A cardholder is an entity (record) in the database for a person or employee who is given an access card.

Client (general) A *client* is the PC that a person uses to operate or run software that provides a specific purpose (i.e. Web Client, Badging Client, SG Client).
A client is the user interface component in a Client/Server system. Also see server.

Client Software (general) A user-end software program that installs and runs on a client PC. System Galaxy and SG Web are all examples of client software.

Client: SG Client (SG) The *SG Client* is a PC that runs the System Galaxy client software. The SG Client software includes full event monitoring, system programming, badging and data management capabilities (product registration and configuration rules apply).

- Client: SG Web Client (SG)** The *SG Web Client* is the PC that a person uses to connect to a web server and the SG web pages through a browser. The SG Web Client PC does not need the SG Client software installed on it. SG Web Client has badging and related card/cardholder management capabilities.
- Communication Service (SG)** A System Galaxy service. See services.
- Controller (SG)** A *controller* in System Galaxy is the access control panel; a hardware component of the system that controls all the hardware devices in the system. A controller sends and receives access control and device status messages to the System Galaxy database and monitoring software. (a.k.a. access control unit, access control panel)
- Customer (SG)** A *customer* is an entity (record) in the database that represents a group by which the cardholders can be divided. The customer entity is specifically used with SG Web Client to control which cardholders are visible to which operators.

D

- Database Server (SG)** The computer that hosts the System Galaxy Databases. See servers.
- DataLoader Service (SG)** A System Galaxy service. See services.
- Default.hta (SG)** This is the full filename of the GalSuite Installation Program. It may appear as 'default' if you have hidden file extensions.
- Department (SG)** A *department* is an entity (record) in the SG database that represents a group to which the cardholders can be assigned. Cardholders can be filtered by department from the SG Web Client.
- Door Commands (SG)** A door command is an event message that sent to the SG hardware from the SG Software. The SG operator must have the privileges to issue that command.
- Door Lock (SG)** The door lock command can be issued by the SG operator for any individual door that the operator has privileges to command. See the main *Software User Guide* for information outside the scope of this manual concerning operator privileges and operator commands.

Door Pulse (SG)	The door pulse command can be issued by the SG operator for any individual door that the operator has privileges to command. See the main <i>Software User Guide</i> for information outside the scope of this manual concerning operator privileges and operator commands.
Door Unlock (SG)	The door unlock command can be issued by the SG operator for any individual door that the operator has privileges to command. See the main <i>Software User Guide</i> for information outside the scope of this manual concerning operator privileges and operator commands.
DTD file (Card Exchange)	This is a configuration file for Card Exchange that contains the database connection properties for the badge templates. The DTD file is covered in-depth in the Card Exchange Mini-Guide.

E

Event (SG)	An <i>event</i> is a message or logged activity that occurs in the system. Any activity or change in status that creates an event will display on the Event Monitoring screen at the SG Client or on an activity/event report from the database. Card swipes, inputs, arming and disarming of the system, and changes in the state of certain hardware are things that can create events. Events may or may not trigger an alarm condition.
Event Monitoring	Is the act of view the <i>event monitoring screen</i> in System Galaxy.
Event Screen	The <i>event screen</i> displays the events that come in to the system real-time. Historical events are viewed through the activity reports.

F

Fingerprint (SG)	A fingerprint in System Galaxy is the biometric data for the print that is stored in a file format.
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H

Holiday (SG)

A *holiday* is a logical entity in System Galaxy that represents a day or date that will be subject to a different effect on the normal time schedule. The system can treat a time schedule differently on a Holiday than on a normal day.

See the main Software User Guide for information about holidays that is beyond the scope of this manual.

I

Internet Explorer (general)

Microsoft Internet Explorer 8 is required to use with the SG Web Client / Web Server.

Installation Prerequisites

Installation prerequisites are software components that need to be installed first. The remaining components depend on the prerequisites in order to install or operate. All System Galaxy servers and clients require the prerequisite files to be installed first.

L

Load (general)

To send data to an access control panel.

Loader (SG)

A System Galaxy utility that is used to load data into the control panels. GCS Loader is available at the SG Client. SG Web Client relies on the GCS DataLoader Service to load data. See Services, DataLoader.

Logical Entity

A *logical entity* is an object in software application and database. A logical entity can represent a tangible or physical object (i.e. a card, cardholder, reader, door, controller, etc.). A logical entity can also represent an intangible or conceptual object (access group, schedule, holiday, customer, etc.). Logical entities are created in order to control how an object works or allow users to manage data.

M

Metadata file (Card Exchange application)

The *metadata file* in Card Exchange contains information pertinent to the printing of a badge. Metadata files are sensitive to scanning software and should be omitted to avoid corruption. Scanning the metadata file can cause the badges to be unable to be viewed or printed.

See the main Card Exchange Mini- Guide for details about configuring badges and using the Card Exchange software.

Miscellaneous field (SG)

A *miscellaneous field* in System Galaxy is a field in the Cardholder screen. Miscellaneous fields are extra data fields that can be used to store data that does not already have a designated field.

See the main Software User Guide for information about miscellaneous fields and how to configure them.

O

Operator, master (SG)

A *master operator* has unrestricted rights and privileges to view, change, create and delete data in System Galaxy.

Operator, system (SG)

A *system operator* is anyone who uses a valid SG Login to view /change data or perform other operations in the System Galaxy Software or Web Client. System Operator privileges can be configured for each person according to their needs.

P

Photo (SG, Card Exchange)

'photo' is name of a *badge mapping object* that Card Exchange uses to map the photograph on the badge layout to the photograph field in System Galaxy.

Photo cropping	The feature in SG Web that allows the operator to select a part of a photo to be used on a badge. Once a photograph is cropped, only the portion that is selected is saved. This may have the effect of making the face look larger if it fills the same space as before cropping. An aspect ration 4:5 is recommended for badging.
Photograph (SG)	Refers to a picture on file that is stored as a blob in the database or as a JPEG file in the photo directory at the communication server or other specified location.
Photograph filename (SG)	Refers to the <i>name of the photograph file</i> that is stored in the database as a blob by the SG Web Client. NOTE: in older versions of System Galaxy or sites not using SG Web.

Q

Query	Query means to pull or extract data from the database, usually by means of generating a report or setting a <i>data lookup filter</i> . SG Web Client uses query filters in the cardholder lookup fields and in the Photo Directory reports. How a user chooses to pull data affects what data is returned.
Quick Steps	A simple list of steps in order to be performed. Quick Steps serve as an outline of the actions to take and are always followed by the in-depth instructions.

R

Reader (general)	A hardware device that reads access cards at a door or entry point.
Reader activity (SG)	Reader activity refers to the events and card reads that occur at a reader.
Report (general)	A list or summary of information that is stored in the database.
Report: activity history (SG)	A report available at containing the events and activities that occurred at a reader during a specific time period.

Report: Photo Directory (SG) A report that lists the cardholders associated with a “customer” in the database and includes the Photograph if present.

S

Schedule (SG)	<p>A <i>schedule</i> is an entity in the database that represents a time period and dates that access rules are applied to a door/reader or input device. In System Galaxy, a schedule consists of several components: days, day types, time periods, and holidays. The components for a 15-minute format are slightly different than a 1-minute format</p> <p><i>See the main Software User Guide for information about creating and using schedules.</i></p>
Schedule: format (SG)	<p>Two <i>schedule formats</i> are available in SG Web:</p> <ul style="list-style-type: none"> • the 15-minute format for 508i and 600 hardware • the 1-minute format which is only for 600 hardware <p><i>See the main Software User Guide for information about creating and using schedules.</i></p>
Server:	A computer that hosts a service or program and fulfills a server role in a client/server system.
Server: Communication (SG)	The main SG Communication server provides communication control between the software, servers and hardware that controls the access control system.
Server: Database Server (SG)	The computer that hosts the SG databases.
Server: Event Server (SG)	Refers to the computer that hosts/runs the Event service for 600-series hardware. The event server and communication server is typically the same server. However it is possible to have multiple event servers.
Server: Web Server (SG)	A computer that hosts a web service such as IIS. Specifically the System Galaxy Web Server that hosts the SG Web Pages.
Service:	A program that provides communication and connectivity between software, databases, services, and/or hardware.
Service: Client Gateway (SG)	The <i>GCS Client Gateway Service</i> is a System Galaxy service that allows the SG Clients to connect to the database and receive man-readable messages at the event monitoring screen. This service must be running to start the System Galaxy software and facilitate monitoring
Service: Communication (SG)	The <i>GCS Communication Service</i> sweeps the SG database periodically to find changes that need to be loaded to the access control panels. This service must be running to facilitate event logging and monitoring

Service: DataLoader (SG)	The <i>GCS DataLoader Service</i> supports the SG Web Client interface and typically runs on the Communication Server. It supports loading changes from Web Client operators to the panels. The DataLoader will load any changes that are set to be loaded regardless of which client made the change.
Service: DBWriter (SG)	The <i>GCS DBWriter Service</i> provides communication to all panels and supports event monitoring and event logging.
Service: Event (SG)	The <i>GCS Event Service</i> provides global communication between 600-series panels, event monitoring and logging to the database.
SG Operator	<i>See operator.</i>
SG Web Client (SG)	The computer (PC) that an operator uses to connect to the SG Web Server in order to access customer data in the System Galaxy database. An SG Web Client uses Internet Explorer 8 to render the SG Web Pages.
SG Web Server (SG)	The computer (PC) that hosts the System Galaxy Web Pages that are used by an SG Web Client.
System Operator (SG)	<i>See operator.</i>

W

Web (general)	Refers to the internet or ability to connect or communicate via the internet.
Web browser (general)	An application, such as Internet Explorer® that is used to view web pages and connect to a web server from a client PC.
Web Server	<i>See SG Web Server.</i>
Web Client	<i>See SG Web Client.</i>