System Galaxy Quick Guide CONFIGURATION AND OPERATION



HALL-PASS (aka Card Tour)

2024 | SG 11.8.6

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REVISIO	N HISTORY	
REV. #	DATE	REVISION
1.6	11/06/2012	 Hall Pass and CT Board introduced in SG 10.2 controls with v 4.80 Flash.
1.7	11/12/2012	 Update screen shots
1.8	6/2017	▶ UPDATE COVER, TEC, REV,

SUPPORTING DOCUMENTATION:

Galaxy documentation is available on the Galaxy Software DVD and the Galaxy website.

SG Software Galaxy User Guide	The main Software Manual describes the System Galaxy Software and GCS Services in full.
600-635 Galaxy Hardware Install Guide	The main Hardware Manual describes general information and instructions that pertain to installation, specifications, and programming of the hardware.
SG System Requirements Guide	This is a quick reference document for the general system recommendations for SG.

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CHAP-1 INTRODUCTION TO HALL-PASS (CARD TOUR)

The *Hall-Pass feature* (Card Tour) provides an automated way to confirm that a student or person reaches an expected destination within an expected amount of time.

The Hall-Pass deters a student from straying, detouring or delaying their intended arrival (or return) since they must arrive at the final destination, thereby deterring a student from misusing a hall-pass for unauthorized purposes. Placing intermediate-points along the tour route can further discourage straggling and even divert a student away from popular social scenes

CARD TOUR CAPABILITIES

- 1. **1000 Card Tours** supported per hardware loop/cluster.
- 2. Individual Tours (one-way or round-trip tours) supports min. 2 points/max.16 checkpoints per Tour.
- 3. Concatenated Tours ability to link more than one individual tour together
- 4. Multiple Hall-passes per tour supports assigning more than one hall-pass (card) to a Tour.
- 5. **Tour Messaging feature** (optional) updating the teacher for each point reached or overdue.
- 6. Tour Alert feature (optional) activating an output when a tour point becomes "overdue".
- 7. Tour Event Logging Start, Continue, Completed, and Point Overdue events are logged to the SG Event Screen
- 8. System Reporting includes activity/event history by card and tour programming reports.

The **Tour Messaging** feature allows a teacher to see *tour progress* on an LCD Display in the classroom. As each point is reached, a message is sent to the teacher's LCD. Tour Alerts can also be displayed at the LCD unit.

The **Tour Alert** feature allows a teacher or security staff to be alerted that a tour point is overdue. The Alert condition can be used to activate an output (light, bell/buzzer, etc.) in the classroom or in the security office.

Figure 1: One-way Tour - using the Tour Messaging and Tour Alert features



Main Building

ONE WAY vs. ROUND TRIP TOURS

In a one-way tour, the destination or end-point is different from the start reader (see diagram-1). In a round-tip tour, such as a bathroom pass, the end-point and start-point are the same reader (see diagram-2).





Main Building

PLANNING AND PREPARATION FOR HALL-PASS

When implementing the HALL-PASS feature, you will need to determine the following things:

- 1. How many teachers/staff need hall-passes? In Table-1, two teachers need hall-passes.
- 2. How many hall-passes (access cards) will each teacher have? In Table-1, each teacher has three passes; two cards are for the bathroom tour and one card for the office tour.
- **3.** How many *Card Tours* are needed? In Table-1, four tours are created. Notice that each teachers need a hall-pass to the office (same destination/end-point), but since the start-point reader is the different, a different tour is needed.
- **4.** How many *LCD Displays* (optional) will be used? In the case below, each teacher will need a display unit, for a total of 2 displays.

TIP for HIT-N-RUNS: If you want to discourage hit-and-run detours, you can add a checkpoint reader that is installed inside the room of the tour destination (i.e. office, bathroom). This ensures the student doesn't simply hit an entry-reader and run off to a personal detour, thereby misusing the hall-pass for the duration of the tour time.

TIP for LOCKER PASS: you can create tours that allow the student to go to their locker. Simply install checkpoints in the hallways where lockers are located. This discourages misuse of other tours by providing a legitimate locker pass.

ASSIGNING MULTIPLE HALL-PASSES (access cards) TO THE SAME TOUR:

You can link more than one hall-pass for the same tour. You might do this in order to allow more than one student to leave the class at overlapping times, such as a girls and boys bathroom pass. In this case, you will make one tour (i.e. *Bathroom Tour*), but enroll two different cards (a boys & girls pass), then link both of them to the same Bathroom Tour.

In the table below, you can see that each teacher has two bathroom passes that are assigned to the same one tour. Each hall-pass will use a separate/ unique Card ID code. Therefore, you will create one bathroom tour and enroll two different cards. But you will assign both hall-passes (cards) to the same tour.

Hall-pass Owner	LCD	Tours Needed	Number of Tours	Number of Passes
Mr. Smith, Room T-15 (East End)	1	Smith Bathroom (round-trip)	1	2
Start reader = Smith Room		Smith Office (one-way)	1	1
Mr. Ray, Room T-11 (East End)	1	Ray Bathroom (round-trip)	1	2
Start reader = Ray Room		Ray Office (one-way)	1	1
TOTALS	2	4	4	6

Table 1: Sample Planning Table – used to determine how many tours and passes are needed.

ASSIGNING TOUR ALERTS – (I/O Groups & Outputs)

When the hall-pass (access card) becomes overdue at the checkpoint reader, the system can generate a <u>TOUR</u> <u>OVERDUE EVENT</u> at the System Galaxy software Event Monitor. This is accomplished by linking an I/O Group to the tour. If you also have an LCD Unit linked to the tour, the OVERDUE event will display at the LCD also.

What is needed to implement Tour Alerts:

From a planning perspective, you will need to know how many **outputs** and **I/O Groups** you need.

When you assign a **Tour Alert** to the tour, the system can activate an output (visible or audible signal, bell, light, etc.) when an *overdue event* occurs. Tour Alerts are created by assigning an I/O Group to a tour and then assigning it to the desired output.

- 1. I/O Groups: it may be possible to determine how many I/O Groups are needed by counting how many tours will be created, if you are creating one Tour for each teacher. But if you are making more than one tour for a teacher who has only one output signal, then you would make one I/O Group and assign it to both tours.
 - One I/O Group can be assigned to more than one tour
 - One I/O Group can be assigned to more than one output
 - I/O Group Where Used Report: System Galaxy provides a report of where I/O Groups are used.
- 2. Outputs: It is possible to calculate how many Outputs are needed by counting the number of rooms that will have an alert (bell, signal, light) installed. (NOTE: each DIO Board supports up to 4 *output ports* per board.)
 - in the software, one Output can support up to four I/O Groups (with 32 Tour Alerts (offsets) per I/O GROUP INPUT).
 - IMPORTANT: a normally-open (NO) output will only activate for an overdue event if it's assigned schedule is ON/green.

Hall-pass Owner Who holds the hall-pass	LCD's	Hall-Pass (cards)	Tours Names (Tours Needed)	I/O Groups	Output Name
Mr. Ray, Room T-15 (E. End)		Ray Boys	Bathroom (round-trin)		
Start reader = Ray's Room	(LCD#1)	Ray Girls		"Ray's I/O"	RM 201 LED
		Ray Office	Office (one-way)		
Mr. Smith, Room T-11 (E. End)		Smith Boy	Dethus and (named tain)	"Smith I/O	RM 202 LED
Start reader = Smith's Room	(LCD#2)	Smith Girl	Bathroom (round-trip)		
		Smith Office Office (one-way)		"Office I/O"	OFFICE LED
TOTAL NEEDED	2	6	4	3	3

Table 2: Output Planning Table Example - used to determine how many I/O Groups & Outputs

REFERENCING THE TABLE ABOVE:

- Mr. Ray has two Tours that use the same one output (named "Rm 201 LED"). Therefore he only needs one I/O Group ("Ray's I/O"), which will be assigned all three of his tours.
- Mr. Smith has two tours that will use different I/O Groups (Smith-1 and Office I/O) and will trigger two
 outputs. So two I/O Groups and only one output are needed for Mr. Smith.

ASSIGNING TOUR MESSAGING – (LCD Displays)

Tour Messages help the educator/ staff to follow the progress of a hall-pass as the tour is in progress from point to point. From a planning perspective, you will need to know how many rooms will use an LCD Display. Each Tour Event (tour-start, -continue, -complete, as well as reader overdue), are displayed at the LCD Unit. If a tour overdue event occurs, the message is displayed and the tour is ended. Tour Messaging is an optional and independent feature that can be used with or without Tour Alerts.

CONTROLLING MESSAGES AND ALERTS for CONCATENATED TOURS

It is possible to link multiple tours together and thus assign different LCDs or different alarm outputs to each part of the concatenated tour. If an overdue event occurs on the first run of the concatenated tour, the first LCD is updated and the first alarm output is fired. If an overdue event occurs on the second part of the concatenated tour, the second LCD is updated and the second alarm output is fired. You must have at least two readers/points on a tour for the tour to be valid. Also the end-point of the prequel tour must match the start-point of the concatenated tour.





PLANNING FOR SCHEDULES & HOLIDAYS

A **Schedule** is only required if the hall-pass needs to open a *normally locked door* to complete its tour. The system has a default schedule of "**ALWAYS**" BUT THIS IS NOT RECOMMENDED for a HALL-PASS. You should plan on creating a schedule that only allows access during the hours that the tour should be in use.

IMPORTANT: It is not recommended to use the "**ALWAYS**" Schedule for any hall-pass. In the event a pass is lost or stolen, a custom-schedule would restrict the hall-pass from having access to an entry door outside the desired operation.

A Holiday or Special Day is simply a date on the calendar year that the normal hours of operation are varied, such as holidays and school breaks or planned closures. It is recommended that you make the hall-passes subject to holidays by checking the Holiday option when creating the schedule and configuring the hours of access for those. Consult the main Software User Guide for details about configuring holidays.

Since each school's policy for implementing hall-passes can vary, it is best consider the number of schedules that will be needed.

- It is possible to create only one schedule to govern all hall-passes, if the school policy supports allowing all hall-passes to provide valid access for the entire school day.
- However, if certain planned after-school activities need to provide access to bathrooms during times that are outside the normal school day, it may be advisable to create additional custom schedules to cover those purposes. In this way, you limit the exposure of giving after-school access to facilities to the majority of the hall-passes. The table below shows that 90% of the passes are restricted from risk of exposure to valid access during after-school hours.

Name of the Schedule	Purpose of the Schedule	Hours of Valid Access	Number of passes
All-Day Hall-Pass	for passes valid any time during the normal school day	8 am – 4:30pm	85
After-School Hall-Pass	for passes valid only during after-school hours day (sports and theater practice/events)	4:30pm – 9:00pm	10
Half-Day Hall-Pass	For teachers who are normally present half the day	8am – 12pm	5

Table 3: Schedule Guideline - determines which schedules you should create

PLANNING FOR ACCESS GROUPS

An **Access Group** is only required if the hall-pass needs to open a normally locked door. A locked door may or may not be a point on the tour. The table below helps you decide whether a hall-pass needs a Schedule and Access Group.

IMPORTANT: It is not recommended to use the "**UNLIMITED**" Access Group for hall-passes in the event they are lost or stolen. *Unlimited Access* means the card can be used on any day / at any time to gain access.

Therefore, you must consider how you need the card (hall-pass) to behave at doors.

- If the door is normally locked, it must be added to an access group, given a schedule, and assigned to the hall-pass. The door may or may not be on the tour (see table-3).
- If the door is normally open, it does not need to be added to an access group or schedule. The door may
 or may not be on the tour (see table-3).

TIPS for GETTING THROUGH AN ENTRY DOOR: if the hall-pass must get through an entry door, the door must be added to an access group and given a schedule? In this case, the checkpoint reader must be added to an Access Group that is assigned to the hall-pass (card) and must be given an appropriate access schedule to allow the hall-pass to open the door and continue / complete the tour. See the sections on configuring Access Groups and Enrolling Hall-passes.

NOTE: The access door/reader does not have to become a point on the tour; however, it can be added to the tour if you need it in order to meet the minimum 2 points on a tour. You might also add it to the tour if you want to use it as a checkpoint to route the student in a deliberate path away from popular distractions.

Where Hall-Pass Used Reader/door	Is this a tour point	Is door locked during tour?	Is an Access Group needed?	ls a Schedule needed?	Creates a valid access?	Creates a tour event?
Smith class (door)	yes	yes	yes	yes	yes	yes
Office (door)	yes	no	**NO ACCESS**	no	no	yes
Locker Hall (reader)	yes	(no) Does not control a door	**NO ACCESS**	no	no	yes
East Entry (door)	no	yes	yes	yes	yes	no

Table 4: Access & Schedule Planning - determine whether a hall-pass requires access/schedules

UNDERSTANDING EVENT LOGGING

The following Tour Events are logged to the SG Event window when a tour becomes active.

Figure 4: TOUR EVENTS – screenshot of tour events

Alarm Events	Master Event Window 🗙				
Date/Time	Device/Point	Event	User	Loop	PIN / Additional Information
7/16/2012 7:02:52 PM	CLASS - 201 SMITH (Point # 3)	Card Tour - Completed	SMITH BOYS PASS (Card 1)	CTM Loop 1	BOYS TOUR/SMITH (Tour # 1)
7/16/2012 7:02:52 PM	CLASS - 201 SMITH	Valid Access	SMITH BOYS PASS (Card 1)	CTM Loop 1	
7/16/2012 7:02:50 PM	ENTRY - EAST UPPER LEVEL (Point #	2) Card Tour - Continuing	SMITH BOYS PASS (Card 1)	CTM Loop 1	BOYS TOUR/SMITH (Tour #1)
7/16/2012 7:02:50 PM	ENTRY - EAST UPPER LEVEL	Valid Access	SMITH BOYS PASS (Card 1)	CTM Loop 1	
7/16/2012 7:02:48 PM	CLASS - 201 SMITH (Point #1)	Card Tour - Started	SMITH BOYS PASS (Card 1)	CTM Loop 1	BOYS TOUR/SMITH (Tour #1)
7/16/2012 7-02-48 PM	CLASS - 201 SMITH	Valid Access	SMITH ROVS PASS (Card 1)	CTM I,oon 1	
7/16/2012 7:04:04 PM	ENTRY - EAST UPPER LEVEL (Point # 2)	Card Tour - Reader Overdue	BALLE SMITH BOYS PASS (Card 1)	CTM Loop 1	BOYS TOUR/SMITH (Tour #1)
7/16/2012 7:04:00 PM	CLASS - 201 SMITH (Point #1)	Card Tour - Started	SMITH BOYS PASS (Card 1)	CTM Loop 1	BOYS TOUR/SMITH (Tour #1)
7/16/2012 7:03:59 PM	CLASS - 201 SMITH	Valid Access	SMITH BOYS PASS (Card 1)	CTM Loop 1	
7/16/2012 7:18:01 PM	CLASS - 110 BELL Ca	ard Tour - Incorrect Start Reade	er GIRLS ROOM (Card 1)	CTM Loop 1	
7/16/2012 7:18:00 PM	CLASS - 110 BELL Va	alid Access	GIRLS ROOM (Card 1)	CTM Loop 1	

Table 5: List of Card Tour Events – description of each event

Event Name	Description
	occurs when a hall-pass is presented at the start reader/point-1 (start-point) of a tour.
Card Tour - Started	 Event includes: Door/reader Name + Point #, Card Name, and Tour Name + Tour # This event is paired with the <i>valid access event</i> for this card
	occurs when the hall-pass reaches each reader/point in the correct sequence.
Card Tour - Continuing	 Event includes: Door/reader Name + Point #, Card Name, and Tour Name + Tour # This event is paired with the <i>valid access event</i> for this card
	occurs when a tour card is presented at the last reader/end-point in the tour.
Card Tour - Completed	 Event includes: Door/reader Name + Point #, Card Name, and Tour Name + Tour # This event is paired with the <i>valid access event</i> for this card
Reader Overdue	occurs when a tour card was not swiped at a reader/point within the set time interval.
This event fires an output if correctly programmed	 Event includes: Door/reader Name + Point #, Card Name, and Tour Name + Tour # The event is paired with the <i>reader access event</i> for this card.
Incorrect Start Reader	occurs when a tour card skips the start reader, then swipes at any reader/point in its tour.
	Event includes: Door/reader Name, and Card Name
	 The event is paired with the <i>reader access event</i> for this card.
	 You can determine which tour name the card belongs with by opening the card record. Simply right slight the matching reader groups quart and from the encreter
	command menu, select ' <i>Card Commands > Properties</i> '. When the card record opens.
	choose the Card/Badge Settings tab to see the Card Tour field.
Non-Existent Tour	Occurs when you have a hall-pass that is linked to a tour that is not loaded to the CTM board. To correct this situation you must load all data to your CTM Panel using the loop loader.

CHAP-2 SYSTEM REQUIREMENTS (CARD TOUR)

HARDWARE REQUIREMENTS

LOOP/CLUSTER STIPULATIONS

- All controllers (panels) in the Card Tour Loop must use 635 CPU's (min. vers. 4.80 flash (min vers)).
- Only one *CTM Board* per loop is supported (i.e. 1000 tours per loop or CTM board).
- Readers, outputs, and LCD's that are linked to card tours must be in the CTM loop/cluster.

CTM PANEL HARDWARE CONFIGURATION

WARNING: DO NOT interrupt power to boards or panel during the flash update process.

- 1. Requires a **635 model CPU** and must be flashed to ver. **4.80** flash (min vers).
- 2. Requires a 635 model CTM board (ver. 4.80 flash (min vers)).
 - a. The **CTM board ID** must be unique within the panel; factory default ID = '1'; valid ID = 1 thru 16.
 - b. **If the CTM Board is installed in a new panel,** it is recommended to use ID '1' for the CTM Board ID (factory default) and set the other daughter boards to a value higher than '1' via the 635 Config Tool.
 - c. If the CTM Board is installed in an existing panel, use Putty or HyperTerminal to set the CTM board ID to a unique value. Connect directly to the CTM board with the serial programming cable and the connection settings used for the CPU (RS-232 cable = straight thru pins 2-2, 3-3, 5-5; Baud 57600, Data Bits 8, Stop Bit 1, Flow Control NONE, Parity NONE).
- 3. DPIs and other daughter boards must also be given unique board IDs within the panel (1-16).

REQUIREMENTS FOR DAUGHTER BOARDS

WARNING: DO NOT interrupt power to boards or panel during the flash update process. See the *635-600 Hardware Guide* for install instructions for all daughter boards, readers, outputs, LCDs, etc.

- 4. The following daughter boards support Card Tour and can be installed in any panel in the CTM Loop:
 - a. (600 or 635) DPI Reader Board
 - Supports up to 2 readers per DPI/DRM Board.
 - Also, any reader can belong to more than one Tour.
 - A reader can be also be assigned more than once to the same Tour (as in a round-trip tour).
 - b. (optional) **DIO board** is only required if you are using outputs (for tour alerts).
 - DIO board supports up to 4 outputs per board. You must determine how many are needed.
 - An I/O Group must be assigned to the tour alert in order to fire an output. You must determine how you will design your system to know how many outputs and DIO boards you need.
 - c. (optional) **DSI board** is only needed if you are using LCDs (for tour messages).
 - DSI supports **32 LCDs per Board** (16 LCD's per section) You must determine how many are needed.
 - Use the 635-Web Configuration Tool to set a unique ID for each LCD Unit (1-16). Once the LCDs are connected to the 485 section, apply power to each unit one-at-a-time and program its unique ID. Recommended to make a list of which LCDs went to which room (See the Appendix for an LCD mapping chart). This way, you will know which one to choose for each classroom tour.
 - In SG software, the LCDs is mapped to a Tour (not mapped to a reader)

SOFTWARE REQUIREMENTS

The following software configuration requirements must be met.

- 1. System Galaxy version 10.2 (min vers).
- 2. There is no special registration requirement or workstation setting for the Card Tour feature.
- 3. You must enable the LCD feature in the GCS Event Service if you wish to use LCDs for tour messaging.
- 4. Panels (CPUs) must be flashed version **4.80** s28 (min vers). Flash them if needed. Load data after programming the software is completed and all panels are properly connected to the Event Server.

IMPORTANT: Always choose to Validate & Burn flash at the completion of the flashing process from the Loop Loader screen. DO NOT interrupt power to boards or the panel during the flash update process. Allow daughter boards to complete their flash updates without interruption. See 635-600 Hardware Guide for details.

SYSTEM PROGRAMMING REQUIREMENTS FOR 635-CONTROLLER

- 5. In the *Controller Properties screen*: the *CPU Model #* must be set to '635' on the *CPU tab*, before you can add a CTM Board on the *Interface Boards tab*.
- 6. In the *Controller Properties screen*: You must add the CTM board (and any daughter boards) needed:
 - a. For a new panel, import the CTM board and all other boards using the [Get Controller Info] button. The panel must be online (connected / communicating with the Event Server to retrieve board info).
 - b. **IF upgrading an existing panel**, use the **[Add Board] button** to add the CTM board manually. You must know the board ID and manually choose the CTM type.
- 7. DIO board(s) supporting outputs for Tour Alerts can be installed in any panel in the *CTM Loop*. DIO boards are needed only if you are tripping outputs for 'overdue events' (i.e. tour alerts).
- 8. You can add your DSI board(s) to any controller in the *CTM Loop*. DSI boards are only required if you are using LCD Display's in the classroom (i.e. tour messaging).
 - a. You must configure the DSI sections to use LCDs (SG menu Configure > Hardware > Serial Channels)
 - b. You must configure the LCD to use the 4x20 display format this must be done for each section.
 - c. Configuring a default message may not be recommended. A default message will appear on every LCD unit on that DSI section. A default message could be confusing/interfere with reading tour messages.
 - d. Work with the customer to determine how many outputs are needed to drive *overdue alarms* for all the tours. See the Planning section of this guide for general considerations and examples.

----- SOFTWARE REQUIREMENTS ARE CONTINUED ON NEXT PAGE -----

TOUR PROGRAMMING REQUIREMENTS

IMPORTANT: Work with the customer to determine how many Tours, Cards, LCDs are needed, as well as how many I/O Groups are needed to drive outputs for tour alerts. See the Planning section for considerations and examples.

- 9. Tour Name: You must provide a unique tour name for each tour. Up to 1000 tours per loop.
- 10. Tour Alert (optional): You can assign an I/O GROUP to the Tour Alert to trip an alarm for 'tour overdue' event.
 - a. You must create the I/O GROUP before you can assign it to a tour.
 - b. You can use an I/O GROUP on more than one tour.
 - c. Since tours can be concatenated, you can assign different I/O Groups to different parts of the tour.
 - d. Outputs can be configured after you create and assign the I/O Group, but you must correctly complete the configuration of the output before the overdue event will properly trigger the alarm. See the section on configuring the Tour Alert output.
- 11. LCD Text: (optional) If you are using LCDs you can set a 15 character name. If you do not enter anything in this field, the first 15-characters of the Tour Name field will display on the LCD. If you are not using LCDs, you leave this field blank.
- 12. **LCD Unit:** (optional) you must assign the LCD unit to the Tour that matches the one installed in the classroom. The *tour messages* will display at the LCD unit you choose.
- 13. Concatenated Tour: the droplist simply allows you to choose an existing tour to link to. See requirement 14d.

14. ASSIGNING READERS TO A TOUR:

- a. You can assign up to 16 points / readers to a single tour.
- b. A valid tour must have at least 2 readers, although the software will allow you to save & exit the Tour Editor screen with less than 2 readers after you confirm the error messages. BE AWARE that the tour will not work correctly until you properly configure the readers.
- c. You can assign the same reader to a tour more than one time. For example, if you make a round-trip tour, the *start-point reader* and the *end-point reader* will be the same reader (see diagram 2).
- d. In the case of a concatenated tour, the end-reader on the prequel tour must be the same as the startreader on the sequel tour. If they are not the same, the system will warn you when you save. You must correct the mismatch before the tour can properly work. See the configuration chapter for details.
- 15. Time Intervals: the time interval for the start-point/reader can be set to 00:00.
 - a. All other readers (intermediate- and end-point) must have a non-zero time interval.
 - b. In the case of **concatenated tours**, the end-point on the first or preceding tour will be the time interval used to reach the point.

CHAP-3 SYSTEM CONFIGURATION

After you have installed the hardware and have configured the board IDs and CPU network parameters for all the control panels, you are ready to program the software. If you have not completed the hardware install (refer to the *635 Hardware Install Manual* for installation instructions). Use the 635 Config Tool to set the board IDs (reference the corresponding *635 Config Tool Guide* for configuration instructions).

CREATING A LOOP IN THE SOFTWARE

- Open the System Galaxy software on the Communication Server.
- Open the Loops Properties screen from the menu selections Configure > Hardware > Loops
- To Add a Loop, begin by clicking the [Add New] button.
 - Type a **descriptive Loop Name** for the Cluster/Loop. You may want to indicate that this is the CTM Loop by making CTM part of the name.
 - Enter a **Serial Number** of one of the controller panels. This number can be found on a label in the controller itself, on the main CPU board.
 - Set the System Type droplist to "600"
 - On the Communication tab, set the Connection Type to "TCP/IP"
 - Enter the Event Server IP address (IP address of the PC that the Comm and Event services run on)
 - Set the Remote Port to "4003"
 - Enter the *Loop Communication Server name* by clicking the **[This Computer]** button (*NOTE: YOU MUST BE ON THE COMMUNICATION SERVER FOR THIS TO WORK. If you are on a client, you must type the machine name of the communication server.*)
 - Make any other changes you need to make for this loop. See the *Galaxy Software User Guide Chapter 8* for more information beyond the scope of this addendum for configuring loops.
 - Click [APPLY] to save the changes.

Figure 5: LOOP PROPERTIES SCREEN

n#	1	Orde	r by ID	Order by Name	Add New	
ю п	CTMLo	on 1		•	Edit	
Name:	0300000	י <u>בר א</u> ון או			Delete	
berial #: Custom Tunnu	003	-			Apply	Reports 🔻
system Type:	000				Cancel	
Communication Larc	I Settings	Share Uptions	LED Upti	ons Advanced		
Connections	TCP/IF	5		-		
Connect using: Event Server IP:	TCP/IF 63.122	.126.193		-		
Connect using: Event Server IP: Remote Port:	TCP/IF 63.122 4003	- .126.193		*		

ADDING A CONTROLLER IN THE SOFTWARE

All Control Panels in the CTM loop must be 635 model panels.

- Open the Controller Properties screen from the menu: Configure > Hardware > Controllers (600)
- To Add a Controller, select the desired Loop/Cluster and click the [Add New] button.
 - Type a **descriptive Controller Name** for the panel. *If the Panel is the CTM Panel, you may want to indicate that by making CTM part of the name.*
 - Select the CPU Boards tab and set the CPU # field to "1"
 - Also set the **Model** droplist to "635". The serial number & IP Address will auto-fill at a later time.
 - Select the *Interface Boards tab* and click the [Get Board Info] button to retrieve the list of all boards. This method automatically pulls back every board that is connected to the CPU and is completed flashing. (NOTE: the panel must be online and connected to the event server in order to pull back the boards).

PANEL UPGRADE WARNING: manually add the CTM board with the [Add Board] button, if you have already completed the software programming of other boards and their readers or devices that are connected to the 635 panel. *Using the [Get Board info] button will cause you to erase your existing board programming.* To add the board individually, you must know and enter the **board ID** and set the **Board Type** to "Card Tour Manager".

- Make any other changes to the controller that you need to make. See the *Galaxy Software User Guide Chapter 9* for more information about programming controllers.
- Click [APPLY] to save the changes.
- *Repeat these steps for each controller in the loop.*

Figure 6: CONTROLLER PROPERTIES SCREEN

Cluster/Loop:	CTM Loop 1	T Add N	lew
Controller ID:	1 Order by ID Order by N	ame Ed	it
Name: 01 West Side		Dele	te
		Арр	ly Reports
Sypass loading:		Can	cel
Interface Boards	CPU Boards Alarm I/O Groups Options		
Board/Section	# Description	Sections	Add Poord
÷	Dual Reader Interface (600)	2	
	Dual Reader Interface (600)	2	Edit Board
	Dual Serial Interface Board	2	Delete Board
÷ 5			2.2
±	Dual Reader Interface (600)	2	
 	Dual Reader Interface (600) Dual Reader Interface (600)	2	Section In Use
÷	Dual Reader Interface (600) Dual Reader Interface (600)	2	Section In Use Section Not In Use

CONFIGURING THE DSI CHANNELS

This section can be skipped if you are not using LCD Displays for Tour Messaging. If you are installing LCD's, you must program the DSI channels (sections of the board) for each DSI board you have installed.

- Open the Controller Properties screen from the menu: Configure > Hardware > Serial Channels
- Choose the correct CTM Loop/cluster and then select the correct controller that has the DSI boards installed in it.
- In the Description droplist, you must select the correct board and section you wish to configure. This will be the one that has the Displays wired to it.
- To begin, click the [Edit] button.
 - Type a descriptive **Name** for the board section if you desire it may be advisable to include the controller number, board number and section number in the name just for visual reference.
 - Set the **Channel Mode** to "LCD 4x20 Display". If a section is not used, then set it to "not in use".
 - You **do not need to set any** *default header text*. Be aware that if you put text in the default header text field, the text will display at every LCD Unit on the 485 serial channel.
 - Click [APPLY] to save the changes.
 - *Repeat these steps for each LCD Board/section on each controller in the loop.*

Figure 7: DSI (SERIAL PORT) PROPERTIES SCREEN

Cluster:	CTM Loop 1	-	Edit
Control Unit:	02 CTM Panel - East		Apply
			Cancel
	Cluster: 001, Cont: 002, Brd: 6	, Sect: 1	
Description:	DSI LOOP01 (2,6,Sect1)		
Channel Mode:	LCD 4x20 Display		•
LCD Format	Normal Multi-Line Display	•	
LCD 4 x 20 Co	mmon Header Lines	LCD Specia	al Format Codes
Line 1		%a = AM or %d = Day o	PM f Month
Line 2		%H = Hour %h = Hour i	in 24 hour format in 12 hour format
Line 3		%i = 2 Char %M = Mont	acter ID value for the display h
Line 4		%m = Minut %u = Netwo	e ork address (01 - 16)

CONFIGURING THE READER PORTS

You must configure reader properties for each reader installed. Since *access readers* are configured during the normal part of the installation, they may already be configured. If you have installed additional readers solely for tour checkpoints, this section will guide you through the steps needed to set up your tour point. If the reader will be used as an access reader, refer to the main *Galaxy Software User Guide - Chapter 9* for the full details of all the reader options.

- Open the Reader Properties screen from the menu: Configure > Hardware > Readers
- Choose the CTM Loop/Cluster REMEMBER only readers in the CTM loop can be in a tour.
- Select the controller that has the readers you wish to configure.
- Choose the reader you wish to configure. The reader can be a normal access/door reader or it can be a separate reader that serves solely as a tour point (checkpoint).
 - Click the [Edit] button.
 - Type a **descriptive Name** for the reader it is advisable to create a name that reveals the location of the reader (e.g. Ms. Smith's Room or Smith RM 101).
 - If this reader serves as a tour point and does not also control access to a door or entry, then you can leave all options at their default setting. To set up access reader options see the Software User Guide).
 - DO NOT LINK this reader to a TOUR LCD UNIT, which is used to view Tour Messages.
 - » Tour Messages are linked with the TOUR LCD UNIT in the TOUR EDITOR SCREEN.
 - » However, if you are also implementing Access Messaging and have a (separate) LCD Unit that will be used for Access Messages, then you can link to that LCD unit.
 - A Tour LCD Unit is mounted inside the classroom where the teacher can monitor it. While an Access LCD Unit is typically mounted outside of the door next to the access reader to display access messages, which are associated to the normal access card.
 - Click [APPLY] to save the changes.
 - Repeat these steps for each reader on each controller in the loop.

Figure 8: READER PROPERTIES SCREEN

Loop:	CTM Loop 1	*	Control Unit:	All Controlle	rs		Edit
	Cluster: 001, Cont: 002, Brd:	14, Sect: 2-0					Apply
Reader Name:	CLASS - 201 SMITH		Notes:				Cancel
Reader Type	Proximity	•					
	Wiegand Standard						<u>1</u> .
General	Timing/Schedules	Relay 2 Setting	gs Alar	m Options	Passback/Wh	o's In	Group/Interlock Op
Ac	cess Rules	Elevator S	ichedules		Graphic Sym	Graphic Symbols	
 Disable Door Forced Open Message Disable Open Too Long Message Disable Door Closed Message Disable Request To Exit Message Unlock On Request To Exit Enable Duress 		 Time & Attendance Reader Event Log E-Mail Enabled Event Log RS-232 & TCP/IP Transmit Enabled Event Log File Output Enabled Reader Heartbeat Enabled Do Not Decriment Limited Swipe Usage Count 		[nabled Count	Joor Supervis	ision lion Resistors	
Energize B	elau1 during Pre-Arm delau	*** None ***			•		
I ock when	Door Contact closes	Elevator Contr	rol Tune:				

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CREATING I/O GROUPS FOR TOUR ALERTS

Skip this section if you are not creating Tour Alerts. If using Tour Alerts, then you must create I/O Groups.

PURPOSE OF A TOUR ALERT: A *Tour Alert* allows the system to trigger an output (light or bell, etc) when a tour-point goes "overdue" (i.e. when an *overdue condition* is detected). An *overdue event* occurs when a hall-pass fails to reach a point (reader) before its allotted time interval expires.

PURPOSE OF AN I/O GROUP: An I/O Group links a Tour Alert to an output. Once the I/O Group is assigned to a Tour it must be mapped to an Output. System Galaxy supports up to 255 programmable I/O Groups.

TIP: Make a table or chart to determine how many I/O Groups you will need. A Sample chart is provided in the Planning section in chapter 1 of this guide.

You can map the Tour Alerts to outputs in a one-to-one fashion, which means you'll need one I/O Group and one output for every Tour. Or you can map more than one Tour Alert to the same output using fewer I/O Groups. For example, if Mr. Smith has 3 hall-passes and needs only one output, you will assign all his tour alerts to one I/O Group and his output. In which case you need to determine how many I/O Groups and outputs need for the hall-passes of every teacher.

CREATING I/O GROUPS

- Open the I/O Group Programming screen from the menu: Configure > Hardware > I/O Groups
- Select the CTM Loop, and begin by clicking the **Add New** button.
 - 1. Type a descriptive **I/O Group Name**. For example, you might want to have it reference which output you are firing– like Ms. Jones Room, in the case where the I/O Group triggers an output (light or bell) in the teacher's room.
 - 2. Enter Notes as you desire. The notes field may be used to provide additional information about where the I/O Group is used.
 - 3. Set the ARM schedule to **NEVER** (this I/O group is not used for arming inputs).
 - 4. Click [Apply] to save changes.

Figure 9: I/O GROUP PROPERTIES SCREEN

Loop:	CTM Loop 1	•	Add New
Number	5 Order by ID 💿 Order by Nam	е	Edit
Manaa	1/0 for SMITH TOUB (LED)	•	Delete
name.			Apply
Notes:	This I/O Group controls the Tour Alert LED in Mr.	*	Cancel
	Siniers classioon		Where Used
		*	
	× NEVER **		

CONFIGURING OUTPUTS FOR TOUR ALERTS

Skip this section if you are not creating Tour Alerts.

IMPORTANT: You must have already created the I/O Groups and linked them to the appropriate Tours. If you have not already done this, then create the Tour(s) and assign the I/O Groups.

NOTICE: You can use the Latch mode or the Time Out mode depending on how you want the output to behave. In latch mode, the output will fire and remain on until a System Galaxy Operator turns it off from the operator command menu. In time-out mode the output will only remain on briefly – for the duration set in the programming screen.

CONFIGURE OUTPUTS

- Open the Output Programming screen from the menu: Configure > Hardware > Output Devices
- Select the CTM Loop and the desired controller
- Choose output port for the DIO board you wish to configure
- Click the Add New button.
 - 1. Type a descriptive **Output Name**. For example, you might want indicate where the output is located or what it is used for like Smith's Tour Buzzer.
 - 2. Enable (check) the **[Show in Tree]** option, if you want the output to be visible in the Hardware Tree.
 - 3. Set the Input Source Relationship to "Any"

Figure 10: OUTPUT PROPERTIES SCREEN

Loop:	CTM Loop 1	-	Edit	
Control Unit:	02 CTM Panel - East	-	Apply	Reports 🔻
Port Type:	Digital I/O Board (8 Inputs, 4 Outputs) Clust: 001, Cont: 002, B: 2, S: 1, O: 02		Cancel	🔽 Show In Tree
Output Name:	TOUR SMITH			Input Sources Relationship:
Schedule	** ALWAYS **	•	Min:Sec	Any (OR Mode)

- 4. Choose a **schedule**. While the time schedule is in the green/active period, it is in ready state and the output can trigger/ON when an overdue alert occurs. When the time schedule is in the red/inactive period, it will not trigger the output even if an overdue event occurs.
 - If the schedule is set to ALWAYS, the output can be triggered any time since it is always green.
 - If the schedule is set to NEVER, the output will never trigger (basically disabling the output).
 - It is also possible to use a custom defined time schedule, which follows the green/red (active/inactive) behavior.

		Condition of Output	during condition of Tour Alert
Output wired as	Schedule Applied:	Normal / No Alert	When Overdue Alert occurs
Normally Open	ALWAYS (green/active 24/7)	Output = OFF (no alert) Schedule is green/active (always ready)	Output (signal/bell) = ON when overdue alert condition occurs every day/night.
Normally Open	Custom 8a-5p (green)	Output = normally OFF Schedule is green/active 8a-5p (ready between 8a-5p)	Output (signal/bell) = ON when overdue alert condition occurs between 8am and 5pm; Output = OFF if overdue alert occurs in after 5pm.
Normally Open	NEVER (red/inactive 24/7)	Output is OFF	Output remains OFF/never fires for an overdue alert condition.
You must walk tes	t your output by inducing the c	overdue alert event after you have	everything installed, wired & programmed.

Table 6: Output Response during Schedule - determine schedules for Outputs

5. Set the **OUTPUT TYPE** to either *Latch* or *Time Out*: *THIS IS THE METHOD OF RESET FOR THE OUTPUT*

- LATCH MODE: the output will remain ON/LIT/BUZZING until an operator sends an OFF command via the System Galaxy operator command menu.
- TIME-OUT MODE: the output will turn off after a specific amount of time set for the duration.
- 6. If you are using Time Out mode, set the [Duration in minutes/seconds].

Figure 11: OUTPUT PROPERTIES: – *setting the schedule & reset method (Time-out method shown)*

	Clust: 001, Cont: 002, B: 2, S: 1, 0:	02		
Output Name:	TOUR SMITH			
Schedule	** ALWAYS **	•	Min:	Sec
Output type:	Timeout 🔹	Duration	0	20

- 7. Select the *Input Source 1* tab to configure the Tour Alerts
- 8. Choose the desired **I/O Group Name** you want to map to this output. (NOTE: you must have created the I/O Group before it will show up in the *I/O Group droplist*.)
- 9. Set the [Triggering Condition] field to 'Active (on or alarm)'
- 10. Set the [Input Mode] to "any"
- 11. Do not enable or check the [I/O Group Mode] option
- 12. **Select the Tour Alert offset(s) as desired**. Press/hold the keyboard <Ctrl> key while clicking the name of the tour alert to select/highlight it.
 - You must have created and assigned the I/O Group to the Tour before it will show up in the Input Source screen.
 - Offsets (tour alerts) that are listed AND selected/ highlighted will activate the output.
 - Offsets (tour alerts) that are listed, but not selected/not highlighted will not activate the output.
 - Click [Apply] to save your changes.

Input Source 1	Input Source 2	Input Source 3	Input Source 4	Options	Graphic Sym	bols
Select an I/O G	iroup:	Se	elect triggering cor	nditions:		Select input mode:
I/O for SMITH TOUR (LED)			Active (On or Alarm)			🗈 Any (OR)
🔲 1/0 Group M	lode					
03 MR, JAY BO) YS 3 - Card Tour	Alert (02)	Unused	Offset 17		
LEA PART-02	- Card Tour Alert (01)	Unused	Offset 18		
SMITH / NURS	SE - Card Tour Ale	ert (03)	Unused Offset 19			
Unused Offset 04			Unused Offset 20			
Unused Offset 05			Unused Offset 21			
Unused Offset	05		Unuseu	UNSELZI		

You will notice that the *tour alerts* are listed in alphabetical order by the tour name, but their system offset number is notated in parenthesis.

If you are consolidating tour alerts from several tours to trigger one output, you can map up to 32 tours alerts to each *Input Source*. There are four (4) *Input Source* tabs, so you can assign up to four (4)I/O Groups to an output. *Repeat steps 7 thru 12 for each Input Source tab as needed*.

CREATING CARD TOURS

You will assign a set of readers to the tour that serve as the checkpoints.

TIPS & OPERATIONAL RULES:

- You can use the LEARN MODE button to build a tour by walking the actual route you want the hallpass to take. This helps establish accurate time intervals. See the step about Learn Mode for details.
- You must enable the LCD in the Event Service before you can receive Tour Messages.
- You can assign the same LCD to more than one tour.
- A hall-pass must reach each reader in the correct sequence (and before the time intervals elapse) in order to complete a tour. If a reader is reached late/out of sequence, the tour will end.
- You must have already created the I/O Group if you are using tour alerts. And you must assign it to the tour alert before you can finish mapping the output.
- You must assign at least 2 readers to a Tour if you do not, the system will warn you. Although you
 will be allowed to save the tour record, you must correct it before the tour will work.
- If you concatenate tours, then the last reader of the first tour and the first reader of the sequel tour must be the same reader. The system will warn you of a mismatch. Although you will be allowed to save the tour record, you must correct one or both of the tours before the tours will work.
- Any readers added to the Tour must also be added to the Access Group of the hall-pass if they
 control doors that are normally locked during the tour time.

CREATE A TOUR

- Open the Card Tour Editor from the menu: Configure > Hardware > Card Tours > Card Tour Editor
- Select the CTM Loop, and begin by clicking the **[Add New]** button.
 - 1. Type a descriptive **Tour Name**. For example, you might reference the purpose of the tour– like 'Smith's Girls Room Pass'. This way it's clear to the person receiving the SG Event monitoring, and system reports as to which tour is active.
 - 2. Type a short descriptive **LCD Text Name** (15 characters max.) for the LCD Text if you are using an LCD unit. If you do not type a name, the system will use the first 15 characters of the Tour Name.
 - 3. (optional) Also choose an LCD unit for the text messaging, if you are using this feature.

The LCD Text is displayed on line-2 of the assigned LCD Unit when the tour card (hall-pass) is used at any reader on the tour.

Loop:	CTM Loop 1	Add New
Tour Name:	BOYS TOUR/SMITH	Edit
LCD Text	BOYS TOUR/SMITH	Delete
Alashio Casuar		Apply
Aler(10 Group:		Cancel
LCD Display	Display 01 (Board:5, Section:1)	

ASSIGNING AN I/O GROUP TO THE TOUR ALERT

- The Tour Alert is optional.
- You can use the same I/O Group on more than one tour.
- The *tour alert* will active the output when the *tour overdue event* is generated.
- The output programming must be completed before this feature will function.
- 4. (optional) Select an I/O Group name for the Alert I/O Group.

Loop:		CTM Loop 1				Add New
TourNa	ame:	BOYS TOUR/SMITH	4	1		Edit
LCD Te:	xt	BOYS TOUR/SMITH	1			Delete
Alert IO	Group:	1/0 for SMITH TOUR	R (LED)	4		Apply Cancel
LCD Dis	splay	Display 01 (Board:5,	Section:1)	•		
Add/Edi	it/Remove Read	ers:			Concatenated Tour:	
Add Rea	ader To Tour:	CLASS - 201 SMITH		Add To Tour	** No Tour **	
Maximur	m Time To Next F	MM : SS Reader 10 0	Update Inter	val Learn Mode		• • ×
Seq. #	From Point		Interval	To Point		
1 2 3	<start of="" tour<br="">CLASS - 201 S ENTRY - EAS</start>	> Smith T upper level	00:00 02:15 10:00	CLASS - 201 SMITH ENTRY - EAST UPPER CLASS - 201 SMITH	LEVEL	

ADDING READERS TO A TOUR MANUALLY

See the following section for instructions on building a tour with the LEARN MODE.

- 5. Select a reader from the [Add Reader] droplist
- 6. Enter a value for the [Time Interval] (minutes and seconds)
- 7. Click the **[Add to Tour] button** and the reader will be added to the list box. You must add at least two readers for the tour to be valid in the system. The system will warn you to correct this.

NOTE: If you need to change the time interval, you can simply highlight the desired reader by clicking it with your mouse and setting the desired amount of time, then click the [Update Interval] button.

NOTE: Above the top right corner of the Reader List box, you will notice 2 **arrow buttons** that allow you to move readers up and down in the sequence.

NOTE: Also there is a **red-x button** that allows you to remove a selected reader from the list as needed. You must have at least two readers to create a valid tour.

- 8. Choose a **Concatenated Tour** only if you are creating a concatenated tour. The end reader in this tour and the start reader of the concatenated tour must be the same reader. The system will let you save it but you must remember to correct it to achieve proper operation.
- Loop: CTM Loop 1

9. Click [Apply] to save tour

Loop:	LIM LOOP I		*	Add New
Tour Na	me: BOYS TOUR/SMITH		1	Edit
LCD Te:	R BOYS TOUR/SMITH			Delete
		0.0 5 5 1	- 4	Apply
Alert IU				Cancel
LCD Dis	play Display 01 (Board:5,	Section:1)		
Add/Edi	t/Remove Readers:		Concatenate	
Add Rea	ader To Tour: CLASS - 201 SMITH		Add To Tour ** No Tour **	•
	<u>MM : SS</u>			
Maximur	n Time To Next Reader 10 0	Update Inte		
Seq. #	From Point	Interval	To Point	
1	<start of="" tour=""></start>	00:00	CLASS - 201 SMITH	
2	CLASS - 201 SMITH	02:15	ENTRY - EAST UPPER LEVEL	
3	ENTRY - EAST UPPER LEVEL	10:00	CLASS - 201 SMITH	

ADDING READERS USING LEARN MODE

Skip this section if you manually built your tour.

You can physically walk the tour to build the sequence of checkpoints by using the learn mode feature. The actual time it took you to reach the next reader will be captured also. **Depending on the size of your students, you may need to slow the pace at which you walk or wait for a few minutes before presenting your card at the reader.** See the prior section for instructions on building a tour manually.

NOTE: the *Learn Mode card* must already be enrolled, given access privileges to any readers that you will be selecting and must be loaded to the CTM loop. See the section about Creating a LEARN MODE CARD.

- 5. Click the [Learn Mode] button to open the Card Finder.
- 6. Select 'Data Fields' from the **[Search by]** droplist
- 7. In the [Select Field] droplist, choose the "ID Code (CARD.ID_CODE_26W)". Type in the card code or, in the [Or Choose Value] droplist, select the card ID you will use to Learn. Click **OK** to accept the card.
- 8. Walk to the start-point reader and present the card at the first reader.
- 9. Walk to the next reader and present the card, and the system will automatically capture the time interval also. (Do this for each reader in the tour.)

NOTE: If you need to change the time interval, you can simply highlight the desired reader by clicking it with your mouse and setting the desired amount of time, then click the [Update Interval] button.

- 10. Choose a **Concatenated Tour** as desired. The end-reader in this tour and the start reader of the concatenated tour must be the same reader. The system will let you save, but you must remember to correct it to achieve proper operation.
- 10. Click [Apply] to save changes.

Add Rea	ader To Tour: CLASS - 2	201 SMITH	 Add To Tour 	** No Tour **	
Maximur	n Time To Next Reader ¹⁰	M : SS 0 Update Inte	rval Learn Mode		
				•	€ ×
Seq. #	From Point	Interval	To Point	•	€ <mark>×</mark>
Seq. #	From Point <start of="" tour=""></start>	Interval 00:00	To Point CLASS - 201 SMITH		• ×
Seq. # 1 2	From Point <start of="" tour=""> CLASS - 201 SMITH</start>	Interval 00:00 02:15	To Point CLASS - 201 SMITH ENTRY - EAST UPPER	LEVEL	• ×

CREATING THE HALL-PASS, SCHEDULES & ACCESS GROUPS

An **Access Group** is simply the group of readers/doors that a card will to use (or have access to) within a loop/cluster. A **Schedule** controls the days and times that a card (hall-pass) is valid at a door/reader.

- Each reader/door must be given a schedule when it is added to an access group.
- You can give the same (or different) schedules to the readers/doors within an access group.

THINGS TO CONSIDER

USING "NON-ENTRY READERS" TOUR-POINTS: It is possible to install readers that do not control doors, but serve solely as a checkpoint for hall-passes. This might be done to route the hall-pass in a specific path or to avoid using an entry door reader as a checkpoint, especially if the hall-pass does not need to cross an entry door.

a) If the reader does not control a door, you can omit it from the access group if you desire. It will generate a invalid access event but it will still generate the tour events.

USING "ENTRY READERS" AS TOUR-POINTS: It is also possible to use existing door/readers as checkpoints that already serve as access or entry doors. These could be internal doors or external doors, depending on the path of the tour. Your need to add them to the access group is determined by whether the person with the hall-pass needs to have the privilege to open the door of the reader being used.

- b) If the door will be **unlocked** during the tour time, you can omit it from the access group if you desire.
- c) If the door is **locked** during the tour time, you must add the reader to an access group and give it an appropriate schedule so the student can open the door to continue and complete the tour.

PROVIDING ACCESS TO DOORS THAT ARE NOT TOUR-POINTS: It is possible that the tour path must cross a locked entry/door that will not serve as a point on the tour. Such a reader must be added to the access group and given an appropriate schedule, even if it is not a checkpoint on a tour.

IMPORTANT: For security reasons it is NOT recommended to give a hall-pass unlimited access to all doors/readers in the CTM loop. You should make **Access Groups** that include only the readers/doors needed. Likewise you should create **schedules** for the hall-passes that restrict valid access to the desired school hours/days. Therefore, if a card is lost or stolen you restrict the hall-pass from use outside of school hours or to authorized doors.

HOW THE PROCESS WORKS

- 1. Create a custom **Schedule**.
- 2. Create an **Access Group** by adding the readers/doors to it & assigning the schedule you made.
- 3. then **assign the access group** to the hall-pass when you enroll it in the Cardholder screen

CREATING A TIME SCHEDULE

- Open the Time Schedule screen from the menu selections Configure > Schedules > Time Schedules
- Select the CTM Loop, begin by clicking the **[Add New]** button.
 - Give the schedule a **descriptive name** that indicates its purpose and times.

Example: Hall-Pass (8a to 3p)

- Click-and-drag the *left mouse button* across the time segments to turn them green/active and click-and-drag the **right mouse button** across the time segments to turn them red/inactive.
- There is a COPY feature provided to expedite your efforts if each day is the same schedule, you can set one up and copy it to the rest.
- Click [APPLY] to save the changes.

See the software manual for more information on creating schedules and holidays if needed.

Loop:	CTM Loc	op 1 🗸 🗸	Add New	Apply	Reports
Number	3	🔘 Order by ID 🛛 🔘 Order by Name	E dit	Cancel	
Number. Schedule Name:	Hall-Pass	:(8a - 5p)	Delete	Сору	
Sunday	12	3 4 5A6M7 8 9 10 11 1 2 3 4	5P6M7 8 9 10 1	Times	
Monday	1 2 3	3 4 5A6M7 8 9 10 11 1 2 8 4	5P6M7 8 9 10 1	Times	
Tuesday	12	3 4 5A6M7 8 9 10 11 1 2 3 4	5P6M7 8 9 10 1	Times	
Wednesday	1 2	3 4 5A6M7 8 9 10 11 1 2 8 4	5P6M7 8 9 10 1	Times	
Thursday	1 2	3 4 5A6M7 8 9 10 11 1 2 3 4	5P6M7 8 9 10 1	Times	
Friday		3 4 5A6M7 8 9 10 11 1 2 3 4	5P6M7 8 9 10 1	Times	
Saturday	1 2 3	3 4 5A6M7 8 9 10 11 1 2 3 4	5P6M7 8 9 10 1	Times	
Holiday Settings:	🔽 Sched	ule is affected by holidays			
Туре 1 Туре	2 Type 3 Ty	vpe 4 Type 5 Type 6 Type 7 Type 8 1	Гуре 9		
	4 2HQM1 8	3 9 10 1 1 2 3 4 5 P 6 M (8 9	Times		

CREATING AN ACCESS GROUP

- Open the Access Group screen from the menu selections Configure > Cards > Access Groups
- Select the CTM Loop, begin by clicking the **[Add New]** button.
 - Give the access group a **descriptive name** that indicates its purpose.

Example: Smith Boys Pass

- Use the **right-arrow buttons** to move readers to the Authorized column if the hall-pass needs to use the reader for a checkpoint or an access/entry door.
- Choose the appropriate **schedule**, when prompted for each reader you add.

In the example below you can see that the Hall-Pass is expected to go through the East entry door and Mr. Smith's class door during the "hall-pass" schedule.

• Click [APPLY] to save the changes.

Loop:	CTM Loop	1		*	Add New	Delete
Number:	5	🔘 Order by	v ID 💿 Order b	y Name	Edit	
Name:	Smith Boys Pass				Apply	Reports -
Crisis Mode:	Smith Boy	s Pass		-	Cancel	
Activation Date & Time: Expiration Date & Time:			2:00:00 AM 🚔	Access (âroup Disabled	
Access Privileges Elev	ator Floors N	lotes	Authorized for I	Beaders	Time	Schedule
ADMIN - ASSIST F ADMIN - MAIN OF ADMIN - NURSE (AUDITORIUM CAFFETERIA	PRINC FICE OFFICE	> <	CLASS - 20	I SMITH AST UPPER LI	Hall- EVEL Hall-	Pass (8a - 3p) Pass (8a - 3p)

If you install checkpoint readers in your system that do not really control doors, but serve only as checkpoint; they will appear in the system just like readers that are installed at a door when you are adding them to the access group.

ENROLLING A HALL-PASS

You must enroll the hall-pass card just like any normal access card, and give it access to the loop and readers that it will need to use. *Reference the Software User Guide for information outside the scope of this manual.*

TIPS & TROUBLESHOOTING:

- You must enter a unique Last Name into the card record. Keep in mind the 'user name' of this card will appear in the event screen and on reports and text messages as the tour events are logging.
- You must give the Card privileges to the CTM Loop and every reader/door that it must access on the tour route.
- You must assign the card to a tour before it will work as a hall-pass.
- You must save / load the card to the CTM Loop.
- Open the Cardholder screen from the menu selections Configure > Cards > Cardholder
- Begin by clicking the [Add New] button.
 - Give the Hall-Pass a **descriptive LAST NAME** that indicates whose pass it is. The first 15 characters of the last name show up on the LCD unit as well as the SG Event Screen.
 - You may not want to use the first name since it does not show up on the LCD unit.
 - Select the *Card/Badge Settings tab* and place the **cursor inside the card code field** then present the card at the enrollment reader. (you can manually type the card code if you aren't using an enrollment reader)
 - Setup the card type and any other card settings you need.
 - Click the [Edit Loops] button add the Card Tour loop to the Authorized Loops list and click OK.
 - Choose the Access Group name that you created in the last step
 - Select the desired **Tour Name** that you created in the previous steps. If the tour is concatenated, you must pick the tour name for the first tour in the concatenated set.
 - Click [APPLY] to save the changes.

SMITH, BOYS PASS	✓ Find Record	Add New Edit	Delete Apply Cancel	
Record ID	Personal Card/Badge Settings Data Fie	elds 1 Data Fields 2 Photo Badging A	Narm Panel User / LCD Message Notes	
21 Reports V	Select Card Card 1	Add New Delete	Add/Delete T/A Punches	
Common ID 21 Record Type	Card Data Card Description	Card Options	Loop/Cluster Settings Edit Loops View Audit	
Last Name	Card 1 Card Technology	PIN Exempt Duress Enabled Research	Authorized Loops CTM Loop 1	
SMITH	Facility Code ID Code	Active Date 7/16/2012	Access Profile	
First Name BOYS PASS	22 34680	Expire Date	Select Access Groups	Card Tour
Middle Name	PIN / Card Role Access Control	No Expiration 🔻	Smith Boys Pass	BOYS TOUR/SMITH
Customer	Fingerprint Data	Badge Settings Dossier Settings	** NO ACCESS GROUP **	

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LOADING DATA TO THE CARD TOUR LOOP

Once you have programmed everything and enrolled cards, you can load the loop data.

- Open the Hardware Tree from the menu selections View > Hardware Tree
- Begin by right-clicking the CTM Loop name in the hardware tree and choosing 'LOAD' from the command menu.
 - Select the CTM Loop name
 - In the [Controllers] field, select ALL CONTROLLERS
 - Select the Load Data tab, make sure all the options including "all card data" are checked.
 - Click [Load Now] button. All the programming you just completed will be loaded into all the panels in the CTM loop and the CTM Board.
 - Close this screen once the load is completed

Job. 1 L.		-	600 CPU:		Options
ontroller: ** ALL CONTRO)LLERS **	•	All CPUs	-	About
CK From: 02 CTM Panel -	East	•	CPU 1	-	Close
oad Data EZ80 Flash					
☐ Date/Time ☐ Global Settings ☐ Time Schedules ☐ Holidays	 ✓ All Card Data Card Changes Only ✓ I/O Groups ✓ Reader/Elevator Ports 			L	pad Now
I Access Hules	I Input/Output Ports ✓ Controller Options				Abort

CHAP-4 USING THE HALL-PASS (Events & Reports)

Once you have everything programmed and loaded to the panels you are ready to use your hall-pass. See the *Software User Guide* for any information outside the scope of this manual.

The events are displayed on the SG Event Monitoring screen if the software is open. The system generates tour messages to the teacher's LCD unit.

And all tour events appear on activity history reports such as the Card Activity History for the hall-pass and the Reader Activity History. The rd Tour Definition report provided a printed version of the Cart Tour configurations in a crystal template.

TIPS & OPERATIONAL RULES:

- You must enable the LCD in the Event Service before you can receive Tour Messages.
- You must present the hall-pass at the correct start reader (start-point) or you will receive an incorrect start reader event.
- You must present the hall-pass at every reader in the tour in the correct sequence and within the correct time intervals to complete the tour.
- If you reach a reader late or in the wrong sequence, the tour will end with an reader overdue event.
 If you have configured a Tour Alert to trip an output, you should trigger your alert.
- It is a good idea to test-walk your tour cards to be sure your hall-passes are correctly configured and your messages are coming to your LCD as expected.
- It is also a good idea to test the failure of reaching a point to validate that you are getting your output alerts as expected for the overdue reader event.

HALL-PASS EVENTS – COMPLETING A TOUR

The following screenshot shows how the tour events will look when a tour is completed successfully. Notice the *valid access event* is paired with the *tour event* at each tour point. In a real-world situation, other reader activity would fall between the tour event pairs, but are not shown here for clarity.

In this scenario the tour was started, continued and completed within the intervals at each reader.

CLACE DOL CLATTING 1 4 D			LOOP	PIN/ Additional information
CLASS - 201 SMITH (Point # 3)	Card Tour - Completed	SMITH BOYS PASS (Card 1)	CTM Loop 1	BOYS TOUR/SMITH (Tour #1
CLASS - 201 SMITH	Valid Access	SMITH BOYS PASS (Card 1)	CTM Loop 1	
ENTRY - EAST UPPER LEVEL (Point # 2)	Card Tour - Continuing	SMITH BOYS PASS (Card 1)	CTM Loop 1	BOYS TOUR/SMITH (Tour #1
ENTRY - EAST UPPER LEVEL	Valid Access	SMITH BOYS PASS (Card 1)	CTM Loop 1	
CLASS - 201 SMITH (Point #1)	Card Tour - Started	SMITH BOYS PASS (Card 1)	CTM Loop 1	BOYS TOUR/SMITH (Tour #1
CLASS - 201 SMITH	Valid Access	SMITH BOYS PASS (Card 1)	CTM Loop 1	
	CLASS - 201 SMITH ENTRY - EAST UPPER LEVEL (Point # 2) ENTRY - EAST UPPER LEVEL CLASS - 201 SMITH (Point # 1) CLASS - 201 SMITH	CLASS - 201 SMITH Valid Access ENTRY - EAST UPPER LEVEL (Point #2) Card Tour - Continuing ENTRY - EAST UPPER LEVEL Valid Access CLASS - 201 SMITH (Point #1) Card Tour - Started CLASS - 201 SMITH Valid Access	CLASS - 201 SMITH Valid Access SMITH BOYS PASS (Card 1) ENTRY - EAST UPPER LEVEL (Point # 2) Card Tour - Continuing SMITH BOYS PASS (Card 1) ENTRY - EAST UPPER LEVEL Valid Access SMITH BOYS PASS (Card 1) CLASS - 201 SMITH (Point # 1) Card Tour - Started SMITH BOYS PASS (Card 1) CLASS - 201 SMITH Valid Access SMITH BOYS PASS (Card 1) CLASS - 201 SMITH Valid Access SMITH BOYS PASS (Card 1)	CLASS - 201 SMITH Valid Access SMITH BOYS PASS (Card 1) CTM Loop 1 ENTRY - EAST UPPER LEVEL (Point #2) Card Tour - Continuing SMITH BOYS PASS (Card 1) CTM Loop 1 ENTRY - EAST UPPER LEVEL Valid Access SMITH BOYS PASS (Card 1) CTM Loop 1 CLASS - 201 SMITH (Point #1) Card Tour - Started SMITH BOYS PASS (Card 1) CTM Loop 1 CLASS - 201 SMITH Valid Access SMITH BOYS PASS (Card 1) CTM Loop 1

< System Galaxy Event Monitoring screen >

The teacher will see a four-line message displayed on the LCD unit as each reader is reached.

LCD 4-LINE DISPLAY of Tour Messages for a normally completed tour					
START MESSAGE	CONTINUE MESSAGE	COMPLETE MESSAGE			
when hall-pass hits start-point	when hall-pass is at intermediate-point	when hall-pass hits end-point			
CARD: SMITH HALL PASS	CARD: SMITH HALL PASS	CARD: SMITH HALL PASS			
TOUR: BOYS TOUR/SMITH	TOUR: BOYS TOUR/SMITH	TOUR: BOYS TOUR/SMITH			
LAST: (reader name here)	LAST: (name of the next reader)	LAST: (name of the last reader)			
TOUR STARTED 09:15	** REACHED AT 09:17 **	TOUR STOPPED 09:25			

Table 7: Example of Tour Messages – when tour completes normally

HALL-PASS EVENTS – READER OVERDUE

The following screenshot shows how the tour events look when a hall-pass reaches a reader late or after the time interval has elapsed. Notice the *valid access event* is paired with the *tour event* because the hall-pass is authorized to use the reader.

The tour is ended immediately when the overdue event occurs. At this point the teacher would get an overdue message on the LCD. Also, if the tour alert was configured, the output would activate, provided the schedule assigned to the output was active.

In this scenario the tour was started, but NOT completed.

Date/Time	Device/Point	Event	User	Loop	PIN / Additional Information
7/16/2012 7:04:04 PM	ENTRY - EAST UPPER LEVEL (Point # 2)	Card Tour - Reader Overdue	SMITH BOYS PASS (Card 1)	CTM Loop 1	BOYS TOUR/SMITH (Tour #1)
7/16/2012 7:04:00 PM	CLASS - 201 SMITH (Point #1)	Card Tour - Started	SMITH BOYS PASS (Card 1)	CTM Loop 1	BOYS TOUR/SMITH (Tour #1
7/16/2012 7:03:59 PM	CLASS - 201 SMITH	Valid Access	SMITH BOYS PASS (Card 1)	CTM Loop 1	

< System Galaxy Event Monitoring screen >

The teacher will see a four-line message displayed on the LCD unit as each reader is reached.

START MESSAGE	OVERDUE MESSAGE
when hall-pass hits start-point	when hall-pass is late to intermediate-point
CARD: SMITH HALL PASS	CARD: Same
TOUR: BOYS TOUR/SMITH	TOUR: Same
LAST: (start reader name here)	LAST: (name of the next reader)
TOUR STARTED 09:15	** OVERDUE AT 09:17 **

Table 8: Example of Tour Messages – when tour ends abnormally due to overdue

HALL-PASS EVENTS – INCORRECT START READER

The following screenshot shows how the tour events look when a hall-pass is presented at a reader that is not the start reader. Notice the *valid access event* is paired with the *tour event* because the hall-pass is authorized to use the reader.

In this scenario the tour was NOT started.

Alarm Events	Master Event Window X			
Date/Time	Device/Point	Event	User	Loop
7/16/2012 7:18:01 PM	CLASS - 110 BELL	Card Tour - Incorrect Start Reader	GIRLS ROOM (Card 1)	CTM Loop 1
7/16/2012 7:18:00 PM	CLASS - 110 BELL	Valid Access	GIRLS ROOM (Card 1)	CTM Loop 1

< System Galaxy Event Monitoring screen >

REPORTING TOUR EVENTS

The system provides several reports to enhance the Hall-Pass feature.

HALL-PASS EVENTS – READER ACTIVITY REPORT

- To open the report from the Event Screen, right-click on the valid access event and select
 - Reader Commands > Reports > Activity History
 - Card Commands > Reports > Activity History (this reader) or (all readers)
- To open the Hardware Tree, right-click on the *desired reader* and select
 - Reports > Activity History
- To open the Reader Properties screen, click the [Reports] button and choose
 - Activity History
- From the VIEW menu, select View > Reports > Activity History and set up the report to include the reader(s) you wish to see.

		Reader Activity History Report		7/16/2012 9:50:45F
Date/Time	Reader Name	Name (Card Description) - Department	Event Type	Pin
6/26/2012 2:03:57PM	CLASS - 110 BELL	GIRLS ROOM, (Card 1) -	Valid Access	
6/26/2012 2:03:57PM	CLASS - 110 BELL	GIRLS ROOM, (Card 1) -	Card Tour - Incorrect Start Reader	
7/13/2012 9:08:32AM	CLASS - 110 BELL	GIRLS ROOM, (Card 1) -	Valid Access	
7/13/2012 9:08:33AM	CLASS - 110 BELL	GIRLS ROOM, (Card 1) -	Card Tour - Started	
7/13/2012 9:08:59AM	CLASS - 110 BELL	GIRLS ROOM, (Card 1) -	Valid Access	
7/13/2012 9:08:59AM	CLASS - 110 BELL	GIRLS ROOM, (Card 1) -	Card Tour - Started	
7/16/2012 7:17:25PM	CLASS - 110 BELL	GIRLS ROOM, (Card 1) -	Valid Access	
7/16/2012 7:17:25PM	CLASS - 110 BELL	GIRLS ROOM, (Card 1) -	Card Tour - Incorrect Start Reader	
7/16/2012 7:18:00PM	CLASS - 110 BELL	GIRLS ROOM, (Card 1) -	Valid Access	
7/16/2012 7:18:01PM	CLASS - 110 BELL	GIRLS ROOM, (Card 1) -	Card Tour - Incorrect Start Reader	

HALL-PASS EVENTS – CARD ACTIVITY REPORT

• Open the Cardholders screen, click the *[Reports] button* and choose

Activity History

		Curd Metricity Illist	ony nepon	7/16/2012 9:45:19
Date/Tim e	Reader Name	Name	Dep artm ent	Event Type
7/3/2012 9:17:32AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 9:17:37AM	ENTRY - EAST UPPER LEVEL	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 9:17:47AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:08:20AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:08:30AM	ENTRY - EAST UPPER LEVEL	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:08:50AM	ADMIN - NURSE OFFICE	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:08:56AM	ENTRY - EAST UPPER LEVEL	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:09:03AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:32:07AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:32:07AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Card Tour - Started
7/3/2012 10:32:10AM	ENTRY - EAST UPPER LEVEL	ALAN HALLPASS, (Card 1)		V alid Access
7/3/2012 10:32:10AM	ENTRY - EAST UPPER LEVEL	ALAN HALLPASS, (Card 1)		Card Tour - Continuing
7/3/2012 10:32:11AM	ADMIN - NURSE OFFICE	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:32:11AM	ADMIN - NURSE OFFICE	ALAN HALLPASS, (Card 1)		Card Tour - Continuing
7/3/2012 10:32:12AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:32:12AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Card Tour - Completed
7/3/2012 10:44:31AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:44:48AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:56:37AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:56:43AM	CLASS - 110 BELL	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:57:49AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:57:49AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Card Tour - Started
7/3/2012 10:57:55AM	CLASS - 110 BELL	ALAN HALLPASS, (Card 1)		Valid Access
7/3/2012 10:57:59AM	ENTRY - EAST UPPER LEVEL	ALAN HALLPASS, (Card 1)		Card Tour - Reader Overdue
7/3/2012 10:59:01AM	CLASS - 201 SMITH	ALAN HALLPASS, (Card 1)		Valid Access

Card Activity History Report

HALL-PASS EVENTS – CARD TOUR DEFINITION REPORT

- From the VIEW menu, click View > Report > Crystal Reports > Template and choose from the list...
 - CardTourDefinition.rpt

7/16/2012	Card Tour Definition	S	
LEA PART-(03 (6) - CTM Loop 1	L CD: Display 01 (Board:6, Section:2)	IO Group: I/O COMPLETE C (1)
	Door/Reader Name	Seconds to reach this point	
1	CLASS - 112 JAY	10 seconds	
2	CLASS - 114 LEA	600 seconds	
Concati	nated tour: LEA PART-02		
SMITH / NU	RSE (9) - CTM Loop 1	LCD: Display 01 (Board:5, Section:1)	IO Group: I/O for SMITH TOUR (LED
	Door/Reader Name	Seconds to reach this point	
1	CLASS - 201 SMITH	5 seconds	
2	ADMIN - NURSE OFFICE	330 seconds	

APPENDIX-A ~ SETUP TEMPLATES

Templates are used in for certain tasks in the *Software Setup Procedure* (Chapter 3) which correlate to Part D of the main Software Installation Procedure (Chapter 2). **Make as many blank copies as needed.**

LOOP SETUP TEMPLATE

Loop / Cluster	Loop / Cluster Name	Controller Type	Controller IP Addr.
ID	(logical name of area / building)	Serial Number	Event Svr. IP Addr.

CONTROLLER CONFIGURATION TEMPLATE

Keep in mind that this information will be used in software configuration and necessary to Telnet. Dealer will want to maintain a copy of the information for ease of troubleshooting.

Loop	Unit	Controller Name	Serial No	IP Address /	Physical Location
ID.	No.	(descriptive)		password	
1	0	LOBBY CONTRL, primary	01800011	61.121.120.250	Lobby electrical closet Primary controller
2	1	Building B Entrance	0200001	61.121.120.251	<i>Utility closet</i> 600 controller

PORT/SECTION CONFIGURATION TEMPLATE

Loop/ Panel #	Board ID	Section #	Port Type	Descriptive Name
1/1	Board 1	section 1	READER = SMITH	SMITH CLASS ROOM
1/2	Brd 3	Section 2	DSI – LCDs 1 - 16	

15-Minute Schedules Template

Schedule Name	Normally Active Hours	Holiday Hours, if affected
M-F, 8am-5pm, no holiday activity	M-F 8AM-5PM	INACTIVE ALL DAY
M-Sun, 5pm-8am	M-Sun, 5pm-8am	Not affected by holidays

Holidays/Special Days ~ used with 15-minute schedules

Date	Holiday Type	Descriptive Name
JULY 4 th , 2001	Type 1 (Full Day)	INDEPENDENCE DAY

ACCESS GROUPS TEMPLATES

Access Group Name:	HALL PASS =
Authorized Readers:	During this schedule:

Access Group Name:	HALL PASS =
Authorized Readers:	During this schedule:

Access Group Name:	HALL PASS =
Authorized Readers:	During this schedule:

Input/Output Group Templates

I/O Group Names

I/O Group Name	Purpose	TOUR
i/o for Smith hall passes	TOUR ALERT	SMITH BOYS TOUR

Output Linking

Output Name	Output Behavior	Activated By I/O GROUP	During Schedule
SMITH LED	LATCH	I/O for Smith Hall Passes	M-F, 8am – 3pm
OFFICE LED/ALERT	TIME OUT 20sec	I/O for Jones Hall-pass	M-F, 8am – 3pm

APPENDIX-B ~ GLOSSARY

- Access Group = A group of readers that the hall-pass will have permission to use. The readers can be tour checkpoints that don't control a real door, or they can be readers that control a door that the hall-pass must access in order to complete a tour.
 - **NO ACCESS** means the card never has access (invalid access) and will not unlock any doors on the assigned loop.
 - **UNLIMITED** means the card has valid access every day all the time (24/7) and will unlock all doors on the assigned loop (not recommended for a hall-pass).
 - A customer defined (custom) access group only has access to the authorized doors during the active part of the schedule (NOTICE: that the ALWAYS schedule is not recommended for a hall-pass).
- **Card Tour** = A sequence of readers makes up a Card Tour. The Card Tour must have at least 2 readers (a start-point and end-point), but can have up to 16 readers on the tour.
 - A reader can be used more than once, which would be used if the tour route is a round trip as opposed to a one-way tour which would use each reader one time.
- **Card Tour Definition Report =** a crystal report template that shows the configuration of each tour can be viewed on the PC or printed.
- **Card Tour Editor =** the programming screen in System Galaxy that you use to configure a Tour.

Concatenated Tour = is two or more single tours that are linked together.

- **Hall-Pass** = is an *access card* that is configured to work on a *card tour*. The *hall pass* is presented at *checkpoint readers* in the proper sequence to complete the tour.
- **I/O Group** = An I/O Group is a partition that is used link a tour to an output. When a tour point is overdue, the tour alert can trigger the output (light, bell, signal) since they are linked by an I/O Group.
- **Schedule =** a schedule is used to control when something happens in the system, such as when a hall-pass is authorized to use the readers/doors in it's access group; or when an output will be allowed to fire when a tour goes overdue. The schedule is active when the time segments are green, and inactive when the time segments are red.
 - **NEVER** means the card never opens or unlocks door (invalid access) even if they are authorized (included) in the assigned Access Group.
 - **ALWAYS** means the card has valid access every day all the time (24/7) and will unlock any door in the assigned Access Group (not recommended for a hall-pass).
 - A customer defined (custom) schedule only allows access during the active part of the schedule (NOTICE: that the ALWAYS schedule is not recommended for a hall-pass).
- Sequence Number In the Card Tour Editor screen, the tour sequence number identifies the order that the reader/points must be visited. If a point is skipped or visited out of sequence, the tour is ended and the system generates an *overdue event* for the missed point.
- **Time Interval** = the amount of time the hall-pass has to reach the reader. If a hall pass is late reaching any point of the tour, the tour is logged as overdue and the tour is ended immediately.

Tour Alert = a tour alert is a feature that uses and I/O Group to link a tour to an output so that the output will be triggered if a checkpoint is missed or reached late (i.e. overdue event).

Tour Card = see Hall Pass

Tour Event= the event that logs to the PC when a hall-pass reaches each point in a tour.

tour started = occurs when a hall-pass is presented at the start reader.

tour continued = a tour that was started, and hall pass has advanced to the next reader in the tour.

tour completed= occurs when a tour is completed by presenting the *hall pass* at each point (reader) in the correct sequence and within the set time, up to and including the last end-point.

overdue reader = occurs when a hall-pass misses the next point or reaches a point late. The tour ends.

Incorrect start reader = occurs when a hall-pass is presented at the wrong start reader.

Tour Message = the four-line message that logs to the LCD when a hall-pass reaches each point in a tour.

- Tour Point = (i.e. checkpoint) In the SG software, a tour point is a logical point in the Card Tour programming screen that is mapped to a reader. From the hardware perspective, the point is the physical reader mounted on the wall at any point along the tour path that is used for the purpose of presenting a hall pass (card) (e.g. start-, intermediate-, or end-point).
 - **Start-point** = the first point (or reader) on a card tour.
 - Intermediate-point = any point along the tour path that is not the start-point or end-point.
 - End-point = the last point on a card tour (this can be a different reader or the same reader as the start point).

Tour Reader = an access reader that belongs to a *card tour*. The access reader is assigned to a tour in System Galaxy Card Tour screen.