PaxtonAttendanceWeb

Manual 2.9

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Installation

The application can be installed using a single setup file (PaxtonAttendanceWebSetup.exe), which installs two applications:

- IntoAccessWebServer; the http(s) server for all IntoAccess applications.
- PaxtonAttendanceWeb; the attendance application.

During installation, you will not notice much of IntoAccessWebServer, but be aware that this application will also appear in your list of installed software and can not be removed without disrupting the functionality of the attendance application.

If you have a Windows version that has a problem installing the .exe file, you can also download the application(s) as a zip file and manually install both .msi files that are stored in there.

It is not mandatory to install the software on the Net2 server, but we advise you to do so in order to have the most robust configuration.

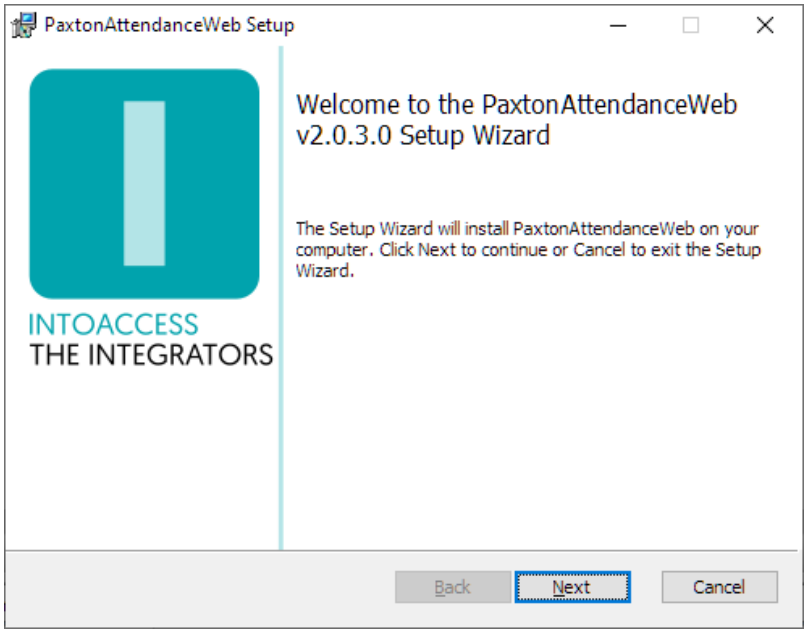


Image 1

Start installation

The fist dialog window will display what application version you will install. Note: the version number you see will most likely be different from the one displayed in Image 1.

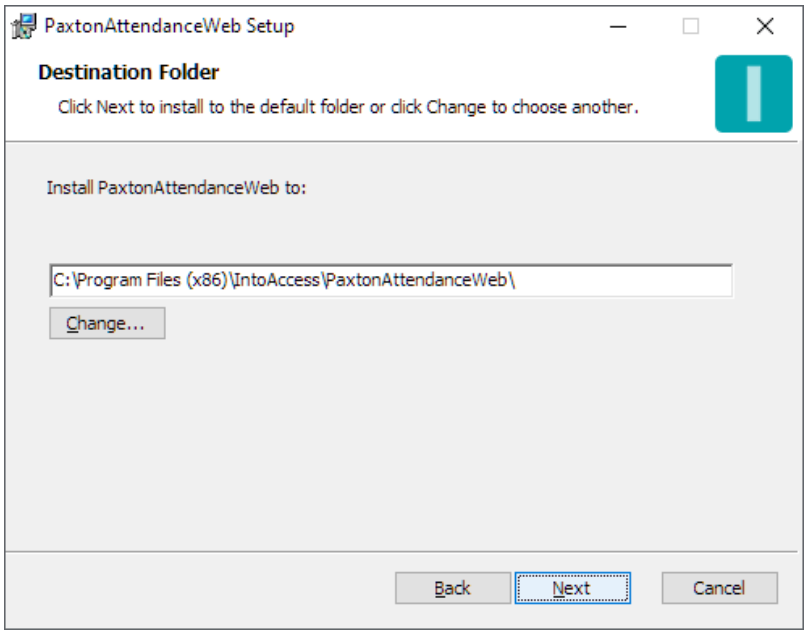


Image 2

The second dialog window shows where the application will be installed. The default value is typically fine.

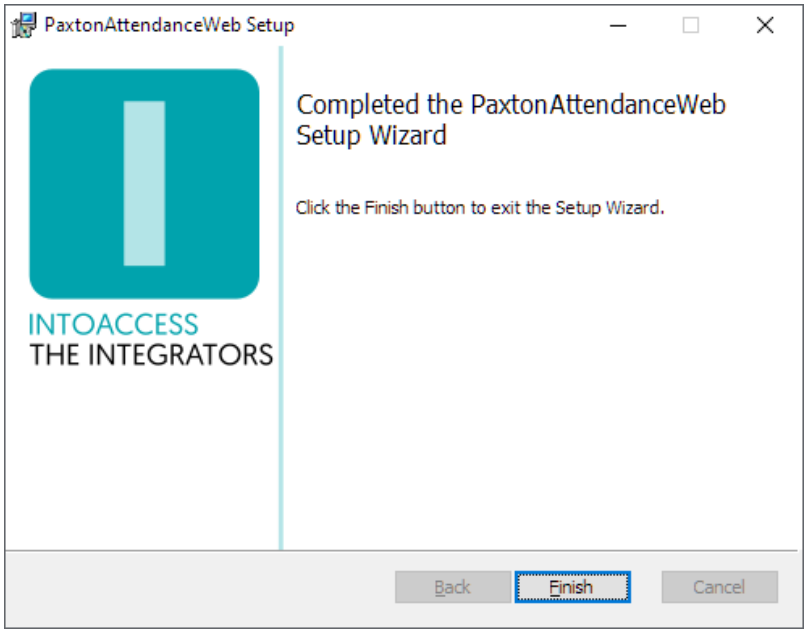


Image 3

The final dialog window will indicate whether the installation was successful.

Configuration

The manager application can be started manually. If you have trouble locating it between all other applications, look for “PaxtonAttendanceWeb Manager”.

With the manager application you can configure the actual PaxtonAttendanceWeb service completely according to your requirements. It also allows you to start and stop the background service.



Image 4

When the manager application starts, it will display a splash screen (see Image 4) for a couple of seconds and then minifies it self to a tray icon the right bottom corner of the screen. By right clicking the icon, a pop-up menu appears offering a number of options (providing the configuration windows is not already opened).

- Language settings (“Taal instellingen”): This option let’s you select your language;
- Configure (first): This will start the configuration of the application;
- Start the service: Start the service (Only allowed after the configuration is successfully finished);
- Stop the service: Stop the service (Provided the application is running);
- Exit this application: Exit the manager application.

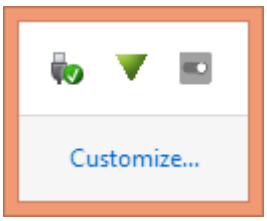


Image 6

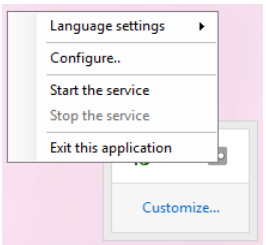


Image 5

The color of the tray icon is indicative of the service state. When the service is not running, its color is gray. The icon gets colored (green) when the service is running.

Net2 connection

This first configuration page is used to set the Net2 connection parameters.

After these settings have been validated and saved, this connection will be established automatically the next time the application is opened.

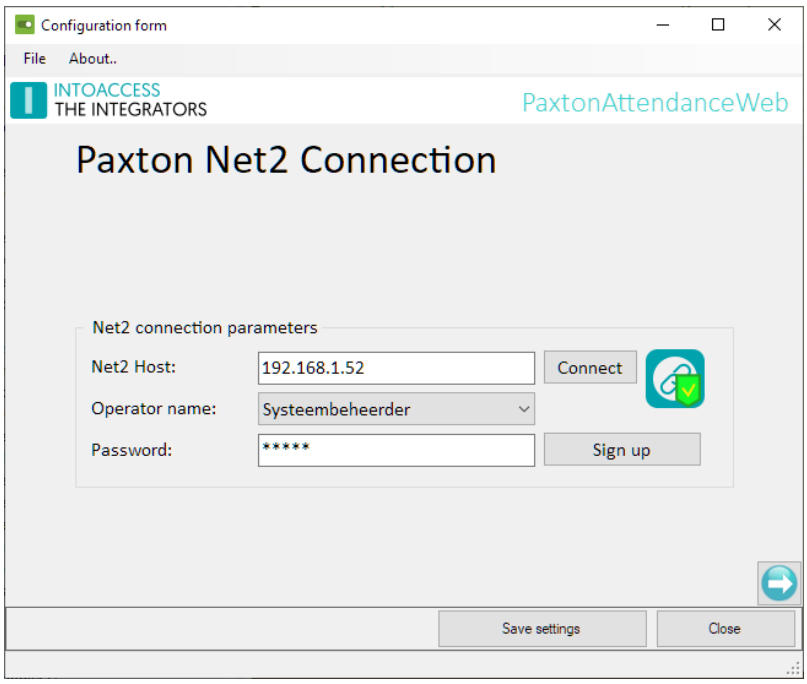


Image 7

- Enter the (ip)address of the Net2 server. If you have installed the attendance tool on the Net2 server it self you can use the default 'localhost' value. Do not use an external adapter ip address in this case!!
- Click the Connect button; the application now tries to fetch the Net2 operators. (these users can be found under “Net2 operators” in the standard Net2 application)
- Select an operator with which the application should log on. It is required that this user has the “System Engineer” role.
- Enter the proper password.
- Click the Sign up button.

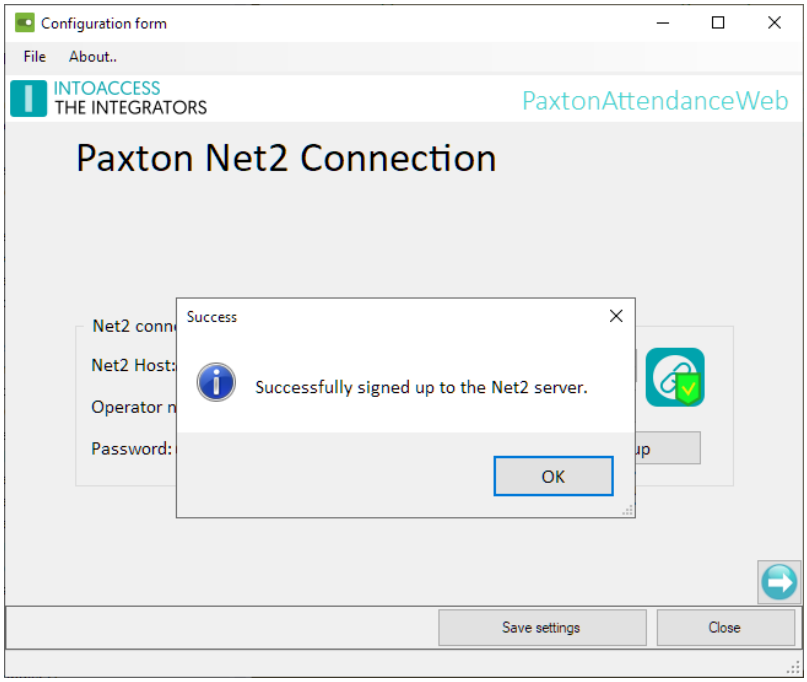


Image 8

If all goes well, a message will appear that the connection was successful and the right hand arrow will change from gray to colored.

After closing the success message, you can proceed to the next configuration window by clicking on the right hand arrow.

Please mind, it is **not** required to save the settings per page, in fact this is even **discouraged** because other pages might become 'invalidated' by this process. When you do you'll be presented with a message as shown in Image 9.

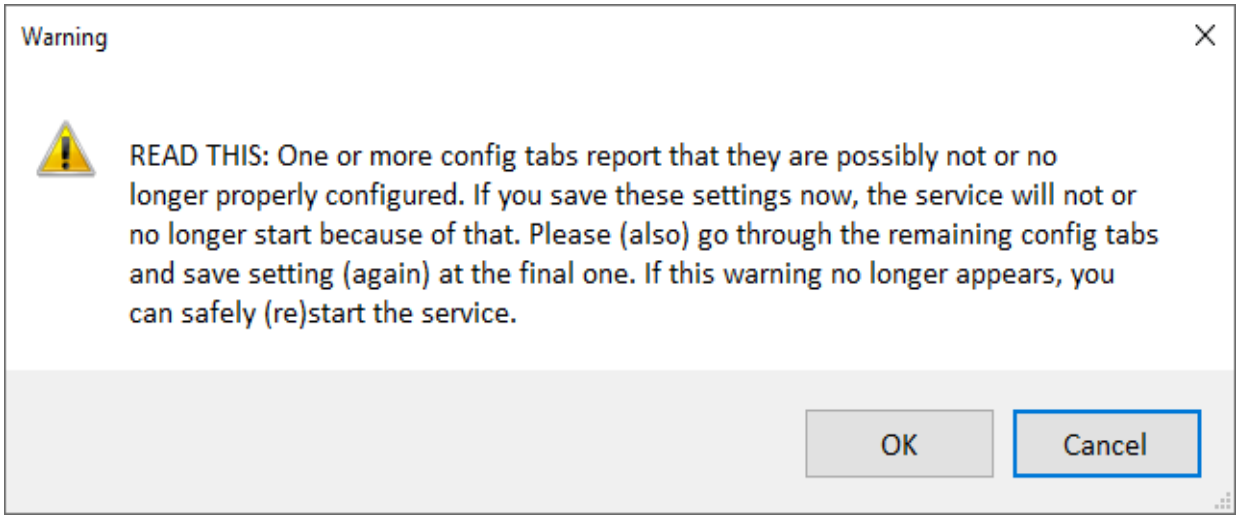


Image 9

Presence Depiction Type Selection

The following configuration window allows you to select one of two modes:

- Show who is clocked in
- Show who is present

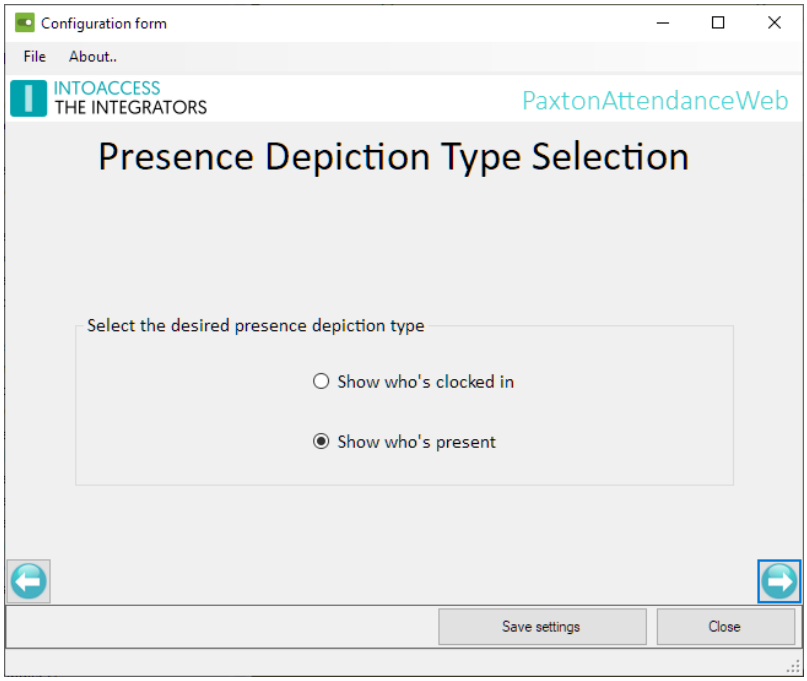


Image 10

Which options are enabled, is determined by the Net2 configuration.

In order to be able to select the '**Show who is clocked in**' mode, it is required that there are readers present in Net2 configured as "clocking in/out reader".

In order to select the '**Show who is present**' mode, it is required that there are readers present in Net2 configured with reading mode "Token only".

After selecting an option, you can proceed to the next configuration window.

Selection of readers to be ignored

This page offers the choice to have the application ignore certain readers.

By default, the application will always report someone present as soon as they are seen at one of the readers, that is not explicitly designated as "providing access to the outside world. This means that if, for example, someone opens the door of a bicycle shed, or the barrier at an exit, this person would be reported (again) as present.

To avoid this type of situation, the option to exclude such readers has been included.

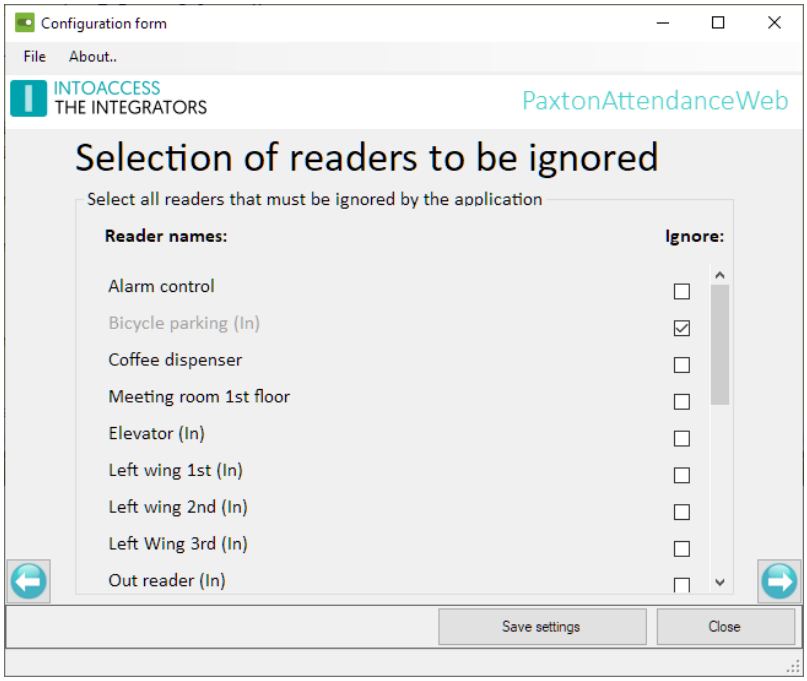


Image 11

ACUs providing access to- and from- the outside world

This page will only be displayed if the option: "Show who is present" is chosen on the 2nd tab.

For all readers, you can specify here whether they give access inward or outward. These readers ultimately determine whether someone is present or not.

In the list shown, the readers for which it is clear in advance that they can never give access inward or outward have been omitted. Thus, doors between two different areas will not be shown here.

Readers whose area definition makes it clear that they give access to the outside world will be marked as such, this also applies to doors that give access to the inside. Therefore, the marking of such readers cannot be changed either.

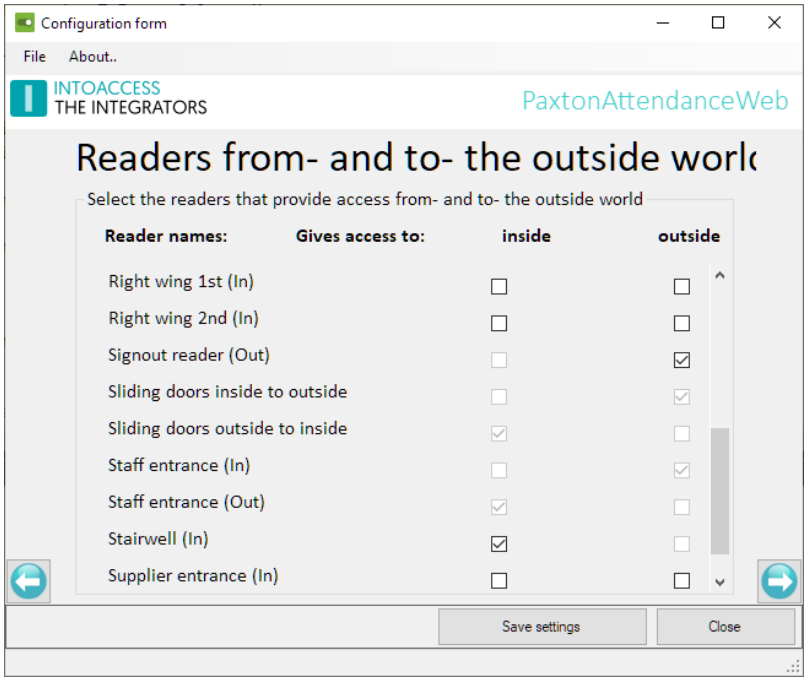


Image 12

If two readers are present at a selected door (see a.o. the 'Staff entrance (in/out) readers above) then the application will automatically mark the opposite reader as giving access in the other direction.

If only one reader is present at a door, the opposite direction will not be made selectable (see the 'Signout reader (out)' reader above)

Mail Settings

The email configuration is optional and allows application notifications to be sent to an administrator. This is especially useful to receive an early indication that there might be something wrong with the operation of the application.

Web mail

To use web mail providers (like Gmail), it may be required to lower the security settings of the mail account.

SMTP

The SMTP settings offers the possibility to set up a 'STARTTLS' secure connection to a mail provider via port 587. Use of an unsecured connection via port 25 is only recommended if this is setup on the local network.

In order to address several people at the same time, a semi colon (';') can be used to separate the different addresses.

The 'Send test email' button allows you to validate your mail setting right away.

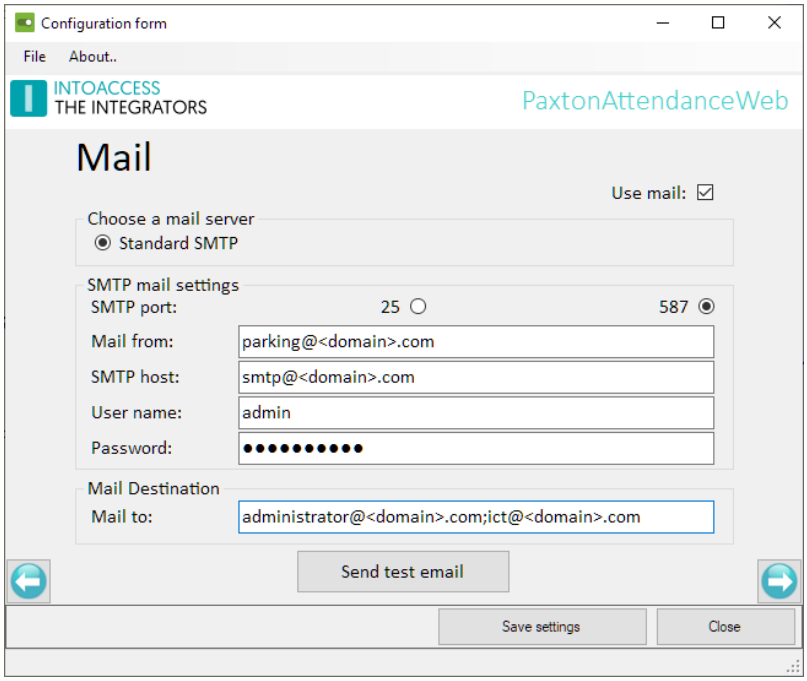


Image 13

Application license

For the **Free** version of the attendance program, this configuration page is not relevant. If you want to upgrade to the **professional** or **ultimate** version however, you need to enter a valid license code. To obtain this you need to (besides the financial obligations) supply the System identifier export file, which can be created by clicking on the green door-icon at the right of System Identifier. *Make sure to select the correct license type, before creating the export file*.

Note: The Free version of the attendance tool requires a Net2 Pro version!

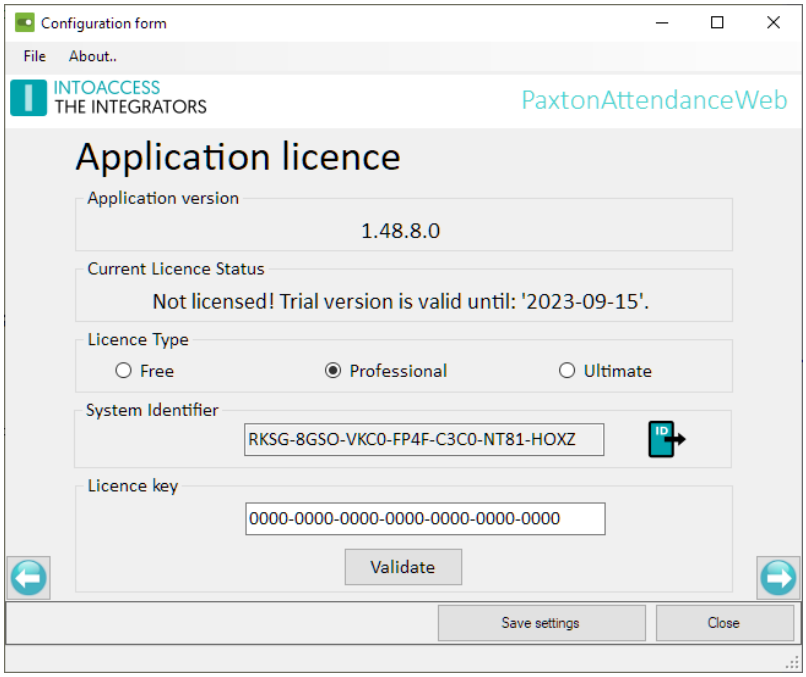


Image 14

When you select the “Professional” or “Ultimate” option, five additional configuration windows will be unlocked that allows the configuration of pro/ultimate specific settings.

The difference between the Professional and Ultimate is that the latter offers additional visitor functionality. This allows you to manage visitors via the web client in order to get a complete overview of all persons present. In addition, the Ultimate version offers a more advanced alarm integration using the ACU hardware also.

Multiple buildings support (Pro/Ultimate)

If your Net2 setup includes multiple buildings, you can configure these buildings on this page. This makes it possible possible to check people in and out, and filter on presence, per building.

Note: you need to have marked at least two controllers as entrance/exit or clock out/in on the 'ACUs providing access to- and from- the outside world' page, to enable this option.

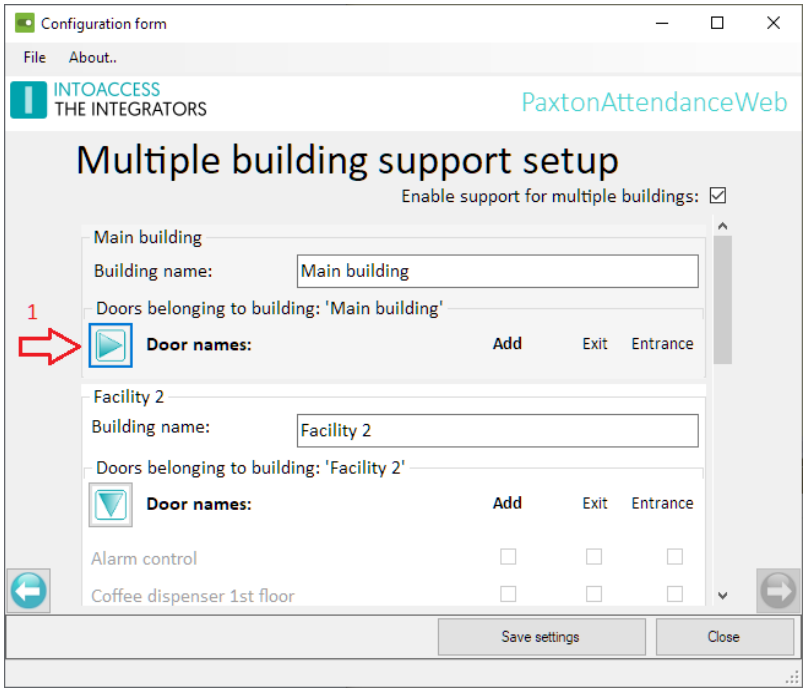


Image 15

Select the option 'Activate support for multiple buildings', at the top right of this page if you want to make use of this option. This option will not be selectable, when only one ACU is defined that gives access to- or from the outside world.

To keep the building definition clear, the data of once-configured buildings can be hidden using the button with the green triangle (see red arrow 1 in the picture above).

Doors already assigned to a building cannot be reassigned to any of the other buildings. Therefore, previously assigned doors are no longer selectable.

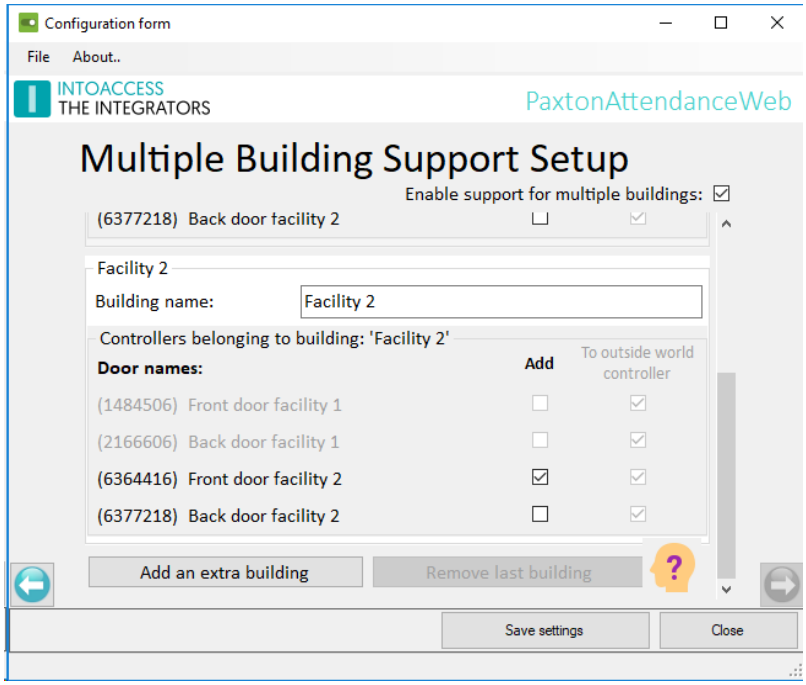


Image 16

Depending on the number of ACUs, buttons 'Add an extra building' and 'Remove last building' are enabled or not. It is also not possible to remove the 2nd building because that would violate the concept of multiple buildings.

Per building, at least one reader must provide access to the outside world and at least one reader must provide access to the inside.



Image 17

I

f the configuration on this page is incorrect or incomplete, the blue arrow on the right (which allows access to the next page) will not be enabled. If you don't understand the reason for the configuration problem, you can click on the icon that will appear in case of a bad configuration (Image 17).

Additional settings (Pro/Ultimate)

Auto clear

With the pro/ultimate version, you can configure that the building will be cleared automatically at a specific moment of the day/night. This can be useful when people forget to clock out or tailgate while exiting without using their badge.

When it is needed to incidentally delay the moment of clearing, for example when people are putting in overtime, a specific (overtime) reader can be configured for that purpose. Both the steps in which delay is applied, as well as the moment that auto clearing is no longer relevant, can be configured. Delaying the auto clear can only be done during the hour before it is planned to take place. When presenting a card multiple time within short intervals, only one delay period will be added. The next delay can be requested one hour before the new auto clear time.

Please be aware that this option applies to all configured buildings (if any) at the same time.

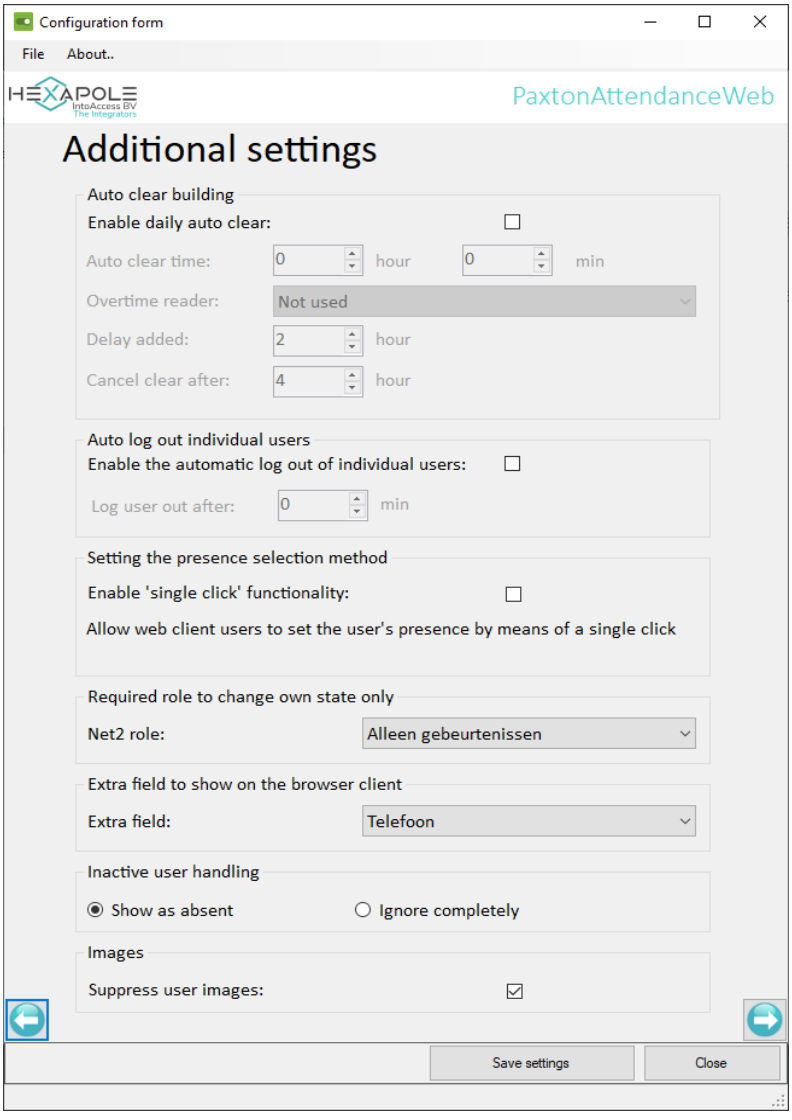


Image 18

Auto log out individual users

As an alternative to signing everybody out automatically at a fixed time, you can also choose to automatically log individual users out after they have been present for 'x' minutes. To do so, activate this option and specify at '*Log users out after:* ' after how much time a user to be reported absent.

Single click presence change

You can change the presence of someone in the attendance overview by selecting where you want that person to be. With this single click functionality, you can change the presence of a person with just one click. This can be useful for example, when you need to check people in/out fast during a fire drill.

Required role to change own state only

You can configure which Net2 role is used to indicate that a web user can only change his/her own state. By default it is set to “Events only”.

Extra field to show on the browser client

Is is possible to select an extra user field, to also publish to the client application. At the client end you can then select this at the settings (sub line: Extra field) to be used as the sub line under the name. Combined with the visitor mode, you could (for example) rename the E-mail or notes field to “Visiting who” and have that value displayed below the name of the visitor. (note: this field will also be displayed for all other users, so please make sure it does not contain anything you do not want to be exposed)

Handling inactive users

Under some circumstances, the Paxton database may still contain personal data of employees who have not been employed for a long time. The application therefore offers the option of not showing these people at all. The alternative is that these people are shown but as absent.

Images

If you have many users and/or large user images in Net2, the application can become sluggish due to the sheer amount of data that needs to be fetched from the DB and sent to the browser clients. To prevent that from happening, you can select to suppress the user images on the server end.

Alarm related settings (Pro/Ultimate)

I/O module

It is possible, when a building becomes empty (either automatically or by correct badge use), to engage a Paxton remote I/O contact. This contact will remain engaged as long as the building is empty and disengages as soon as someone enters.

Possible applications are:

- Switching an alarm on/off;
- Switching the heating or air-co on/off;
- Switching the voice mail on/off;

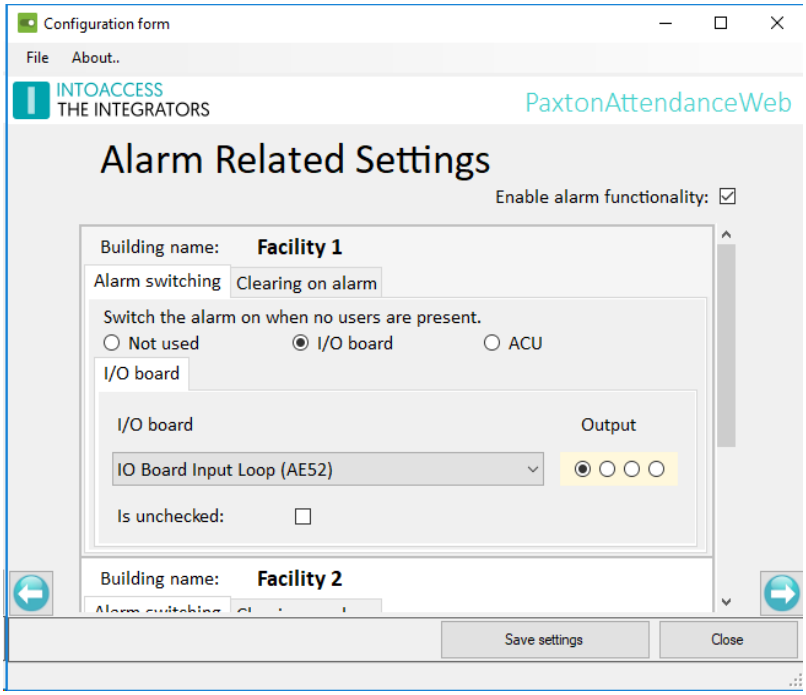


Image 19

Mark the contact as "Is unchecked" when the application needs to control the contact regardless of the status of the contact as reported by the IO module. (This option is present to mitigate the Paxton problem whereby the I/O module refuses to return the actual output state correctly)

ACU (Ultimate)

A more advanced alarm integration is possible with the (Alarm)ACU mode. Here the actual alarm state will be detected over the alarm integration input of a Net2 controller and the will alarm be toggled using Relay 2 (so **not** the contact of the ACU alarm integration!)

If a person wants to enter the building when the alarm is still engaged, the software will first switch off the alarm and once that is completed, allow the person into the building.

Besides saving an I/O module, you will also be offered the possibility to use 'slave' ACUs that will follow the alarm state of the ACU that is connected to the alarm system. This allows you to regulate access to the building using multiple doors, without the need to also link these slave ACUs to the alarm system!

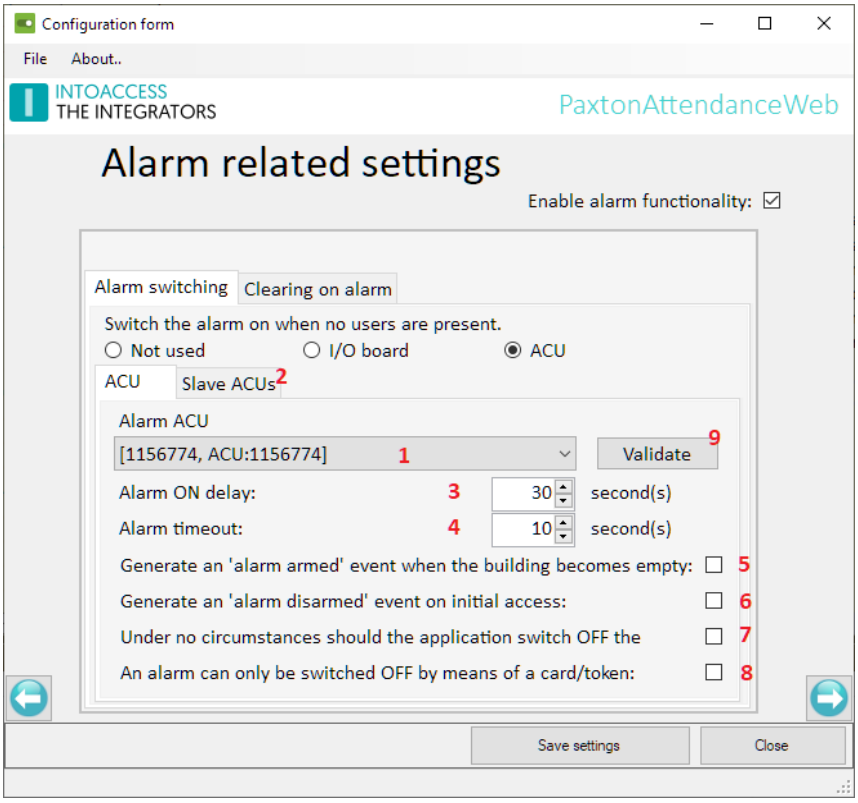


Image 20

Select one ACU as 'AlarmACU' (1) to which the alarm system will be connected. This can be an ACU to which readers are connected, but that is not required.

On the 'SlaveACUs' tab (2), a selection can be made of the ACUs whose alarm integration is also enabled. By default, the application will consider each of these ACUs as 'slave'. This list can be limited on this tab.

At (3) the 'Alarm ON' time, you can set the waiting time between the moment the building becomes empty and the moment the alarm should be turned on.

At (4) the 'Alarm time' time, you can set the maximum amount of time the application must wait for feedback from the alarm system, signaling that it has been switched off. After this time the application will grant access anyway.

At (5) you can indicate whether you want the application to place an 'Alarm armed' event in the Paxton database as soon as the building becomes empty and the waiting time for activating the alarm has started. Based on this message, other actions can then be started using 'Triggers and Actions'.

At (6) a similar message can be placed in the database, but at the moment when the application wants to disable the alarm.

Sometimes it may be undesirable that the application will try to disable the alarm, while in the same time it might be desirable that the application can turn on the alarm. In that case, this can be indicated at (7).

At (8) it can be indicated that the alarm may only be switched off based on a pass movement, and therefore **not** if someone is marked as present 'administratively' (using the web interface).

ACU wiring

Any other ACU that is configured to have alarm integration, will be considered as slave ACU when it has the proper settings. For both the AlarmACU and the slave ACUs, it is required to wire and configure them in a certain way, which is explained in more detail further in this chapter.

Beware: With this configuration, Net2 users can ***not*** *be marked as 'alarm user', since the standard Net2 behavior will interfere with it. As a consequence (when using this configuration) all users are implicitly 'alarm user'.*

You can configure which delay to apply before switching on the alarm, once a building becomes empty. Should the alarm system not follow in time (see Alarm timeout setting), the software will continue to retry to switch the alarm system to the required state, after each timeout period.

Configuration Alarm ACU

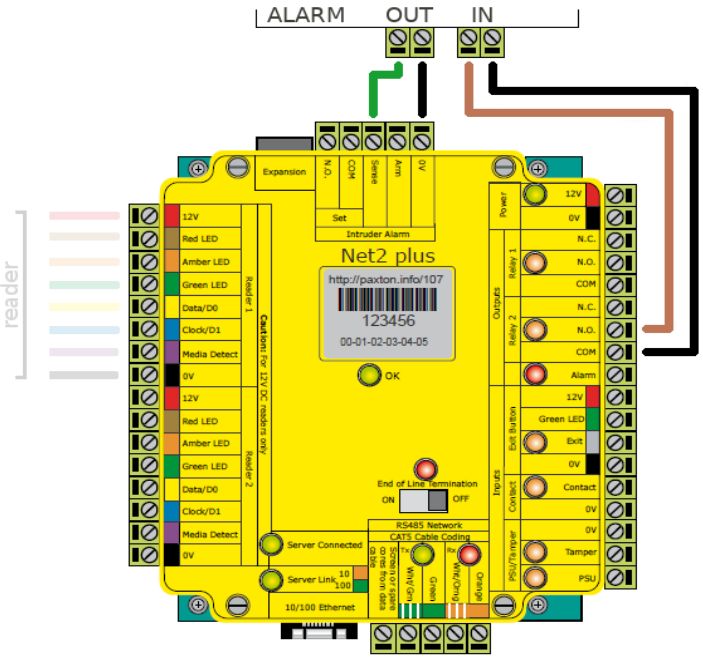


Image 21

Wire the AlarmACU like displayed above, where the alarm system state output is connected to the input of the ACU that detects the alarm state.

Relay 2 will be connected to the alarm system input, that allows its state to be toggled on and off (Similar to the normal integration, but using Relay 2).

For the (master) AlarmACU configuration in Net2, you will need to copy the settings as they are circled in the image below. All other settings can be configured as your alarm system requires.

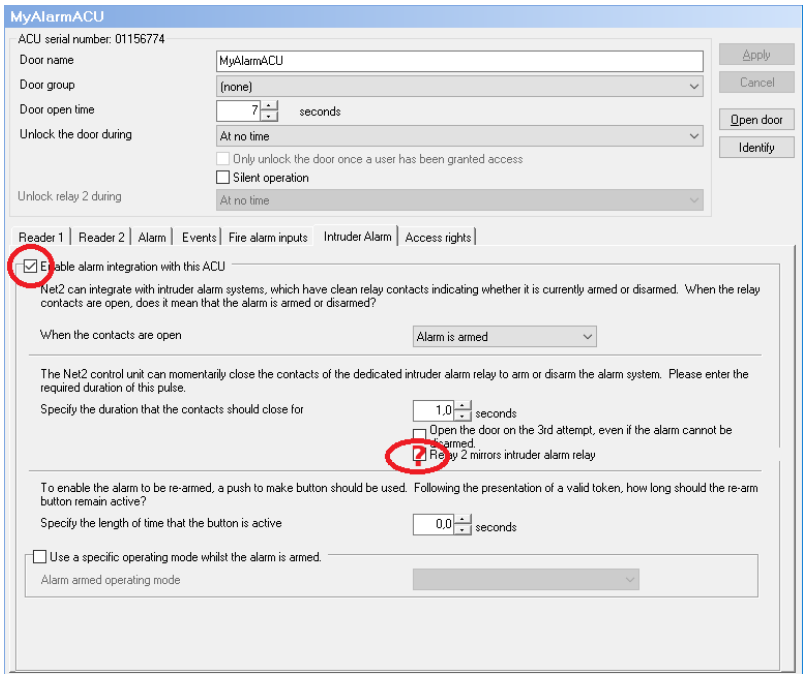


Image 22

If Relay 2 should mirror the alarm relay, depends on the controller firmware, which can be determined using the SvrConf utility. For older firmware versions (5.x) this option must be checked, while for more recent firmware versions (6.x) it must be unchecked. If the ACU integration does not work as expected, please try again after changing this setting.

Configuration Slave ACU's

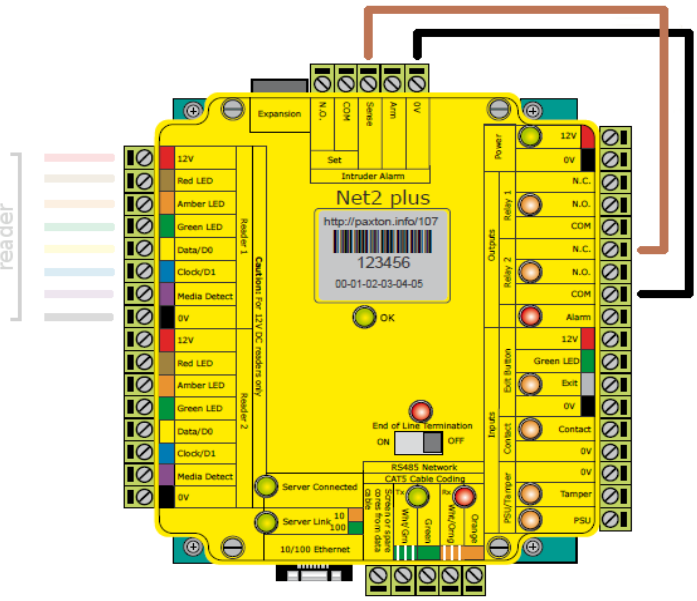


Image 23

Wire the slave ACUs like displayed above. Relay 2 (note that it uses the NC contact) is connected to the input on the ACU that detects the state of the alarm system. The Net2 configuration of the slave ACUs should match the settings below.

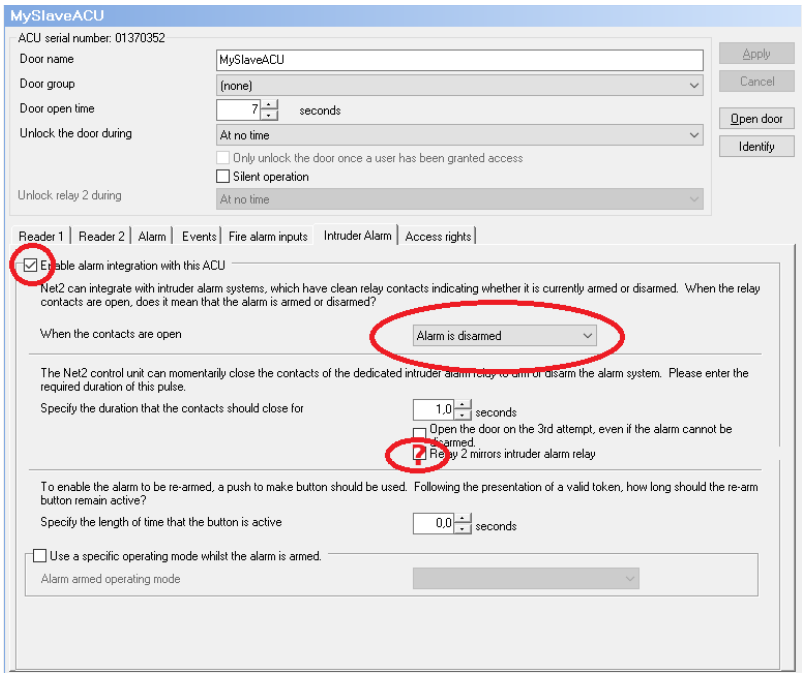


Image 24

Please see AlarmACU section for an explanation about the Relay 2 setting.

Clearing on alarm

Instead of having the alarm switch on when the building becomes empty, it is also possible to have all (remaining) users administratively checked out as soon as the alarm gets activated. This is typically used when a security guard has made his/her round, found the building empty and wants to switch on the alarm manually. At the moment the alarm signal is detected, any remaining users (who apparently not check out properly when leaving) are cleared from the attendance overview.

Note: the application responds to the **flank** of the signal (state change), not the state itself. This means that if the alarm signal is set while the application was not running, it will not clear any users when it finds the alarm state set after startup. This behavior is 'by design'.

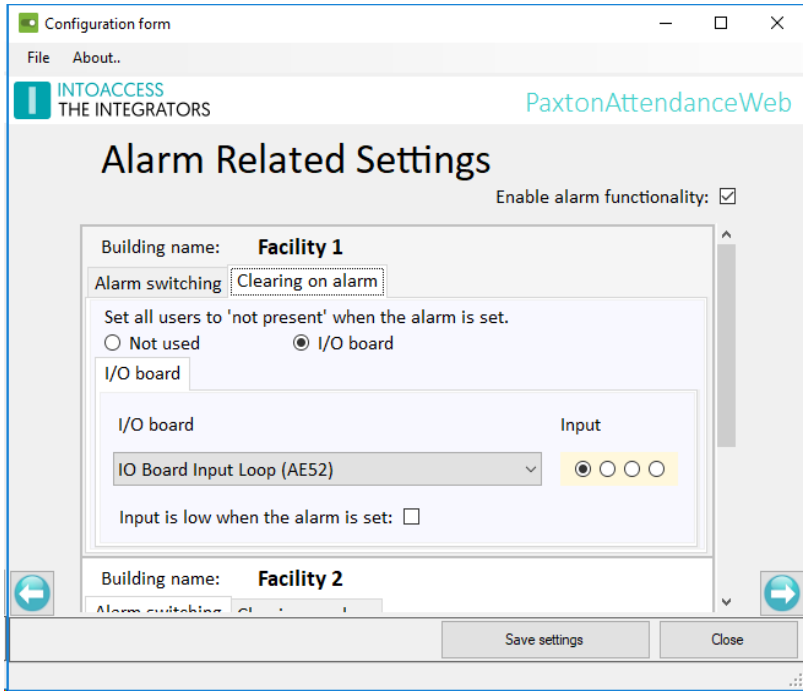


Image 25

Marker definitions (Pro/Ultimate)

With the pro version, you can use 'markers' to mark specific persons in the attendance overview as being special. This could be used for safety officers or those people that hold the building key. These two specific markers are supplied by default, but you are free to remove those and add others.

A maximum of 2 markers can be displayed per person. However, the total number of markers that can be defined is not limited.

Note: As marker, images of 32x32 pixels are supported. When you supply larger or smaller images, the application will scale those. If the supplied images are not square however, ratio distortion will occur.

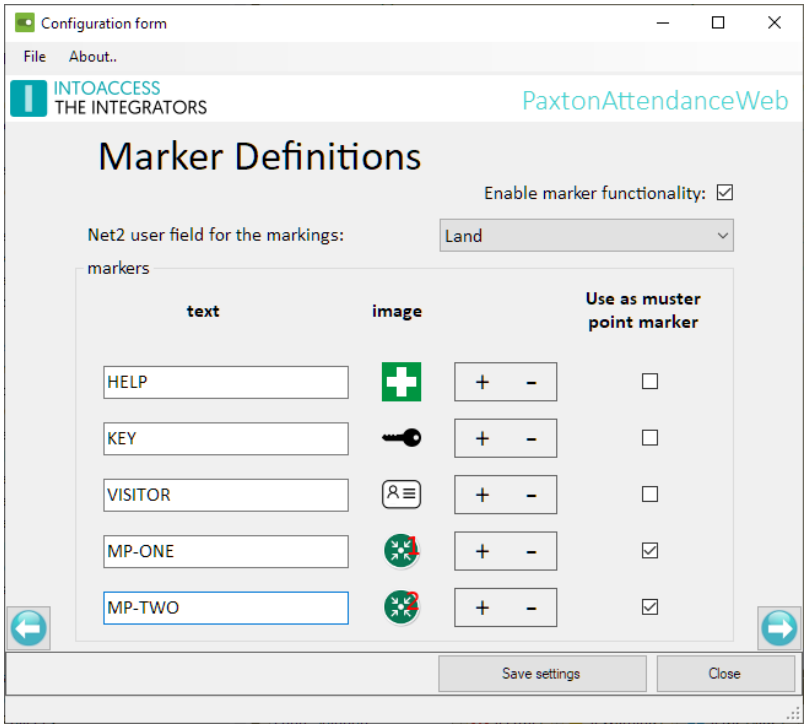


Image 26

In the standard Net2 client application, you can specify for each person whether, and if so, which marker(s) should be shown. If multiple markers need to be shown, you can place the corresponding texts separated by a comma in the specified user field.

In the above configuration, the 'Land' user field has been selected for storing the 'marker texts'. If someone is both Emergency Response Officer and ‘key carrier’, the text 'HELP, KEY' must be entered in the 'Land' field of the this user.

Markers can also be used to quickly get an overview of all the people who need to gather at a certain point in case of a calamity. (so-called Muster points)

If only one marker is designated as a 'Muster point marker', the web client will display only the users with the corresponding marker immediately after logging in.

If more than one marker is designated as such, the web client will first ask for which muster point an overview should be provided. (See: Image 27)

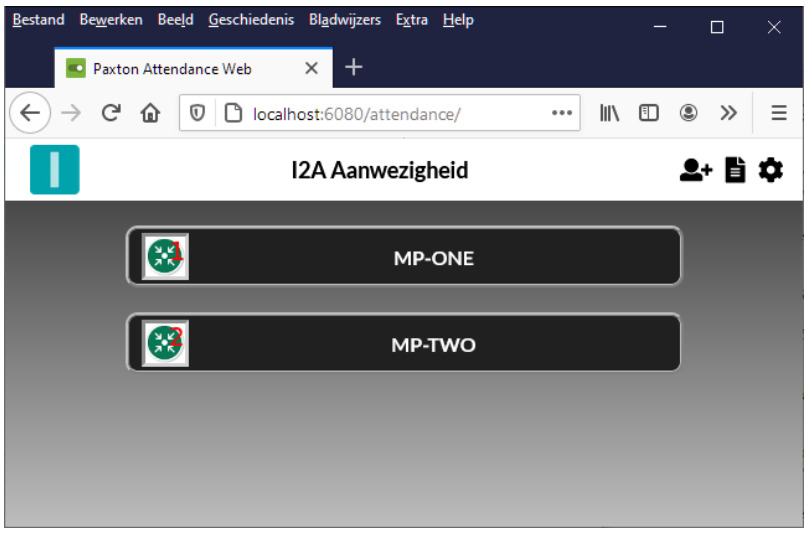


Image 27

Note 1: After changing the marker text in Net2, it can take half a minute before any change is visible in the web interface. The text is case sensitive!

Note 2: In case you have deleted a marker definition, you will need the original image to add it again. You can find the standard VISITOR, HELP and KEY (png) images in the installation directory (v1.5 and up).

(Typically, this is: C:\Program Files (x86)\IntoAccess\PaxtonAttendanceWeb).

Visitor settings (Ultimate)

The Ultimate licence offers visitor functionality. With that, you can add, alter, and remove visitors in the web client. Visitors are handled as users with temporary access. The attendance overview will now give a complete picture of all people that are present. Licence plates can be assigned to visitors, which makes it possible for them to have access to and from the parking area if you have access control applied there.

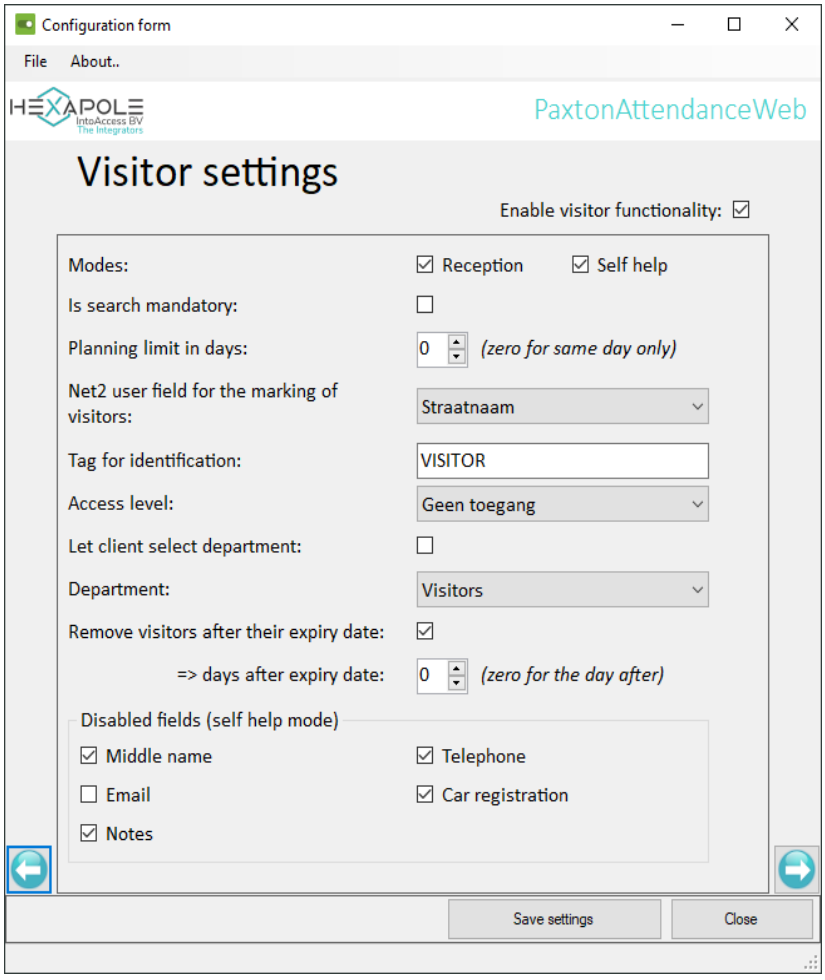


Image 28

The following options are available:

- 'Enable the visitor functionality'. If the visitor functionality is enabled, and the operator that is logged in on the web client has the role of 'system engineer' or 'supervisor', the visitor functionality can be used (providing that at least one of the offered modes is enabled).
- 'Reception mode'. If this option/mode is enabled, a person at the reception desk will be offered the option to check visitors in and out. To access this feature, an extra (red circled) icon will appear in the web 

- 'Self help mode'. If this option/mode is enabled, the URL parameter 'visitor=yes' (preceded by a '?' if it is the only url parameter) can be added in the client url, to display a (simplified) visitor registration window, where a visitor can check in and out themselves.
- 'Is search mandatory' (not relevant for self help mode). When this option is selected a web-client user will be required to perform a search for a visitor first before being able to add a visitor. This procedure can help to prevent users from adding duplicate visitors. If this option is disabled, a 'New' button will be available right away to add a new visitor:



Search is not mandatory

- 'Planning limit in days'. This option defines the maximum number of days that you can plan a visitor ahead. If you choose the value zero, it means that you will only be able to add a visitor at the current day. When the 'self help mode' is enabled, this value is forced to 0.
- 'Net2 user field for visitor tag'. To identify a user in Net2 as a visitor, they need to be tagged as such. This tag will be saved in the selected Net2 user field.
- 'Tag for identification'. Fill in the text the application can use to recognize/mark visitors as such (defaults to 'VISITOR').

  Tip: *if you are utilizing markers (Marker definitions), you could choose the same Net2 field here as well. Create a marker for a visitor and use the same 'tag value' to show visitors in the attendance overview.*
- 'Access level'. Here you can choose the access level that will be assigned to the visitor. Please note that a visitor will have access according to the assigned access level, but only on the date(s) of the visit. In order to be useful, some means of identification is also needed.
- 'Let client select department'. Enable this option if you want to be able to select a department for a visitor in the web client. If this option is disabled, you will not be able to select an other department in the web client than the one selected here. Note that this selection is not available in the web client when using the 'self help mode'; there the department will be assigned that is selected in the next setting.
- 'Department'. This is the Net2 department that will hold the visitors. It's not a problem if 'regular' Net2 users are also located in this department. If the web client (reception mode) can decide in which department a visitor will be, the department selection will be disabled to indicate that, but its value will still be relevant for the self help mode (when enabled).
- 'Remove visitors after their expiry date'.. If you like to keep your database clean, you can let the application remove visitors after their visit date. Keep in mind that removing a visitor will remove all user associated records from Net2, which includes log records.
- 'Days after expire date'. Visitors will be removed from Net2 after this amount of days after their day of visit. The amount of zero days means that visitors will be removed the day after their (last) day of visit. When 'self help mode' is enabled, this value is implicitly 0, since a visitor that checks out is removed immediately.
- 'Disabled fields'. When in 'self help mode', you can further reduce the already reduced number of input fields, if those are irrelevant.

Company logo (Pro/Ultimate)

With the pro/ultimate version it is possible to show your own company logo in the left top corner of the application, as well change the text that is displayed when a mouse pointer moves over the logo.

You can also change the application name. If you want to restore that to the original value, that follows the language selection, clear the field completely and save the settings. After reopening the configuration, the value will be restored.

The image that you select, will automatically be scaled to 40x40 pixels, maintaining the ratio. Square image, with as little as possible surrounding white-space offer however the best results.

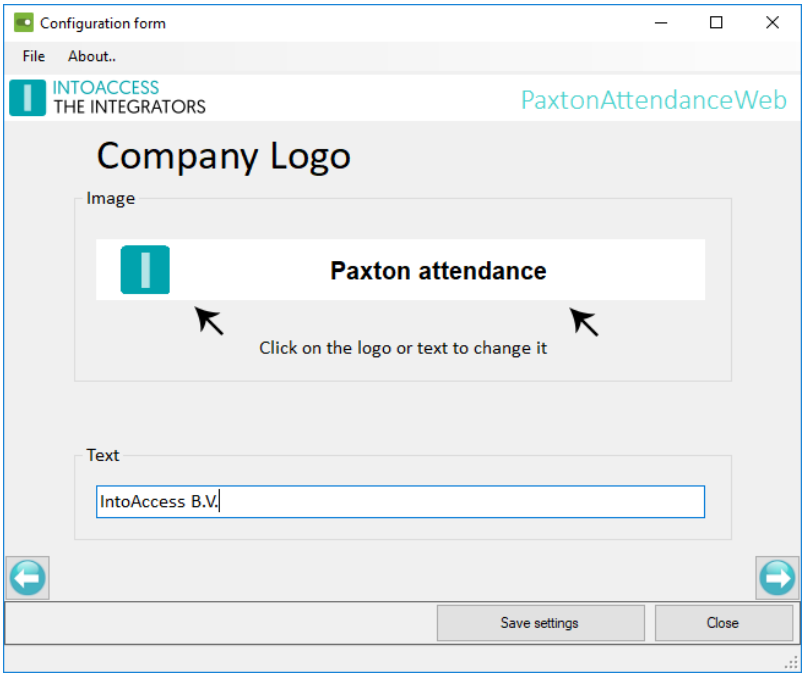


Image 29

Note that both the logo and entered text can (optionally also) be displayed on the browser client visitor start screen, if the self help visitor check in/out feature is enabled.

Service Control

The service control window (also) offers a way to stop- and start- the attendance service. If the attendance application is the only IntoAccess application, when stopping and starting it, the IntoAccessWebService will also be stopped and started.

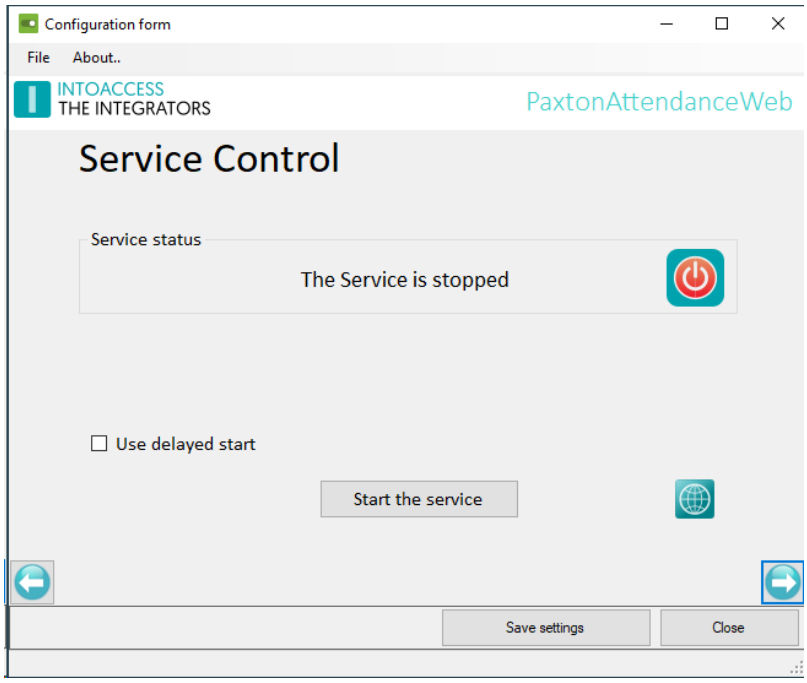


Image 30

Other ways to stop/start the services are:

- The tray icon pop-up menu
- The Windows service manager (note: you have to manually stop/start the IntoAccessWebServer in that case)

By default, the PaxtonAttendanceWeb has a service dependency on Net2, in order to make sure that it will only start after Net2 is up and running. This dependency can cause problems with some Net2 configuration tools, that attempt to restart the Net2 service. Temporarily switching off the PaxtonAttendanceWeb is typically enough to use the tools without issues. If this is inconvenient for you, you can select the **Use delayed start** option, which will remove the Net2 dependency and replace it by a 'delayed' service start (and do this also for the IntoAccessWebServer). Note that you have to reboot the PC in order to have the service show up with a 'delayed' startup type in the Windows service manager.

Also note that this setting is only relevant when the service is running on the same PC as Net2.

After successfully starting the service(s), a link will be displayed via which the web application can be reached. This link disappears again when you stop the service!

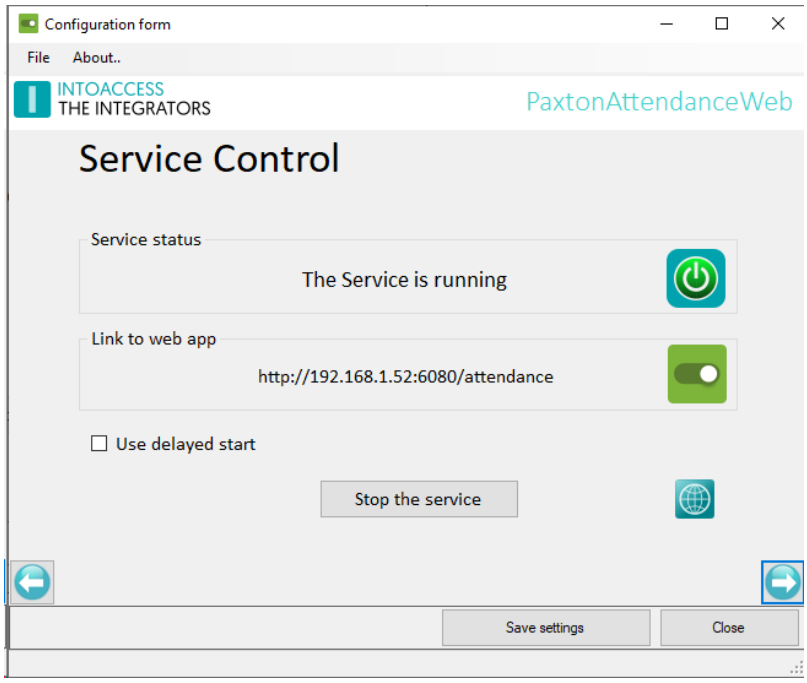


Image 31

The web application 'listens' on **all** interfaces and if only one external interface is detected, will show that interface in the link. This link can also be used at other computers on the LAN, providing it does not state 'localhost'.

http://localhost:6080/attendance

If no, or multiple interfaces, are found, the link displayed will use 'localhost'. This link can not be used from another computer, because the localhost interface is limited to local use only. To determine what external interfaces are available, you can open a command window and issue the command “ipconfig /all”. The “IPv4 Address” fields are the ones you should take note of.

You can start the IntoAccessWebServer manager application, by clicking on the icon on the right hand side of the stop/start button. Please see Advanced Configuration for more information.

Configure and view the logging

This window offers the possibility to view the last (max. 500) lines of the log file. The application logs very detailed which actions it conducts. You have the option to filter and highlight text from the logs. When filtering, only log lines containing the filter text are shown. When highlighting, the matching text will be highlighted with a yellow color. Select the checkbox to enable/disable the filter or highlight. If you want the logs to be updated automatically, which can be helpful when the service is running, you can check the checkbox at 'automatically'. Any new logs will be added to the log overview every five seconds.

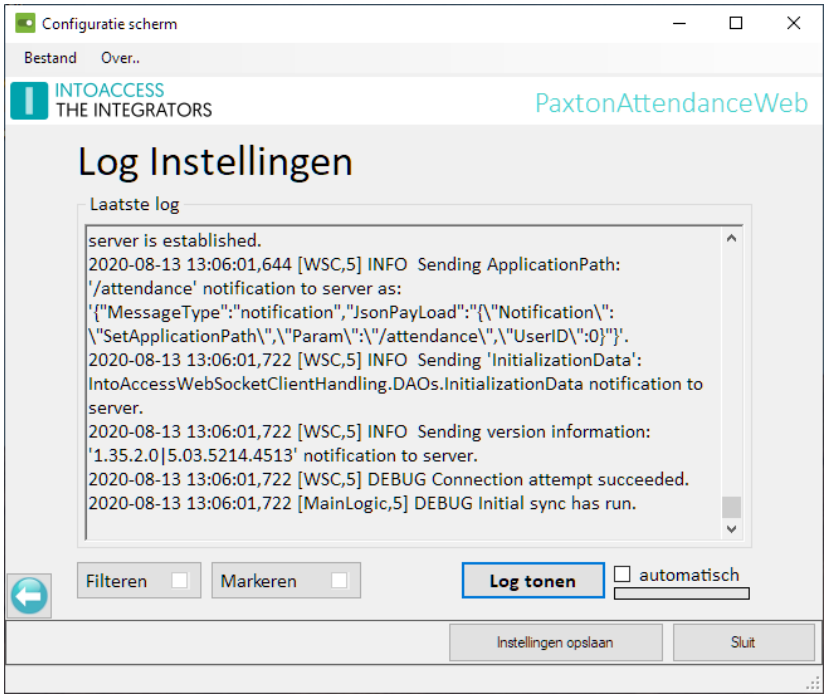


Image 32

Especially when you encounter an issue, the log file can contain very important information (also for you as end user!).

Lines in log files all have the same format:

- *Date time [name,id] DEBUG | INFO | WARN | ERROR log message*.

Pay attention to WARN and/or ERROR messages. These are typically the most indicative of the cause of problems.

The log file itself is located in the folder:

c:\IntoAccess\Logging\PaxtonAttendanceWeb

The web server log file is located here:

c:\IntoAccess\Logging\IntoAccessWebServer

Automatic reporting

It is possible to have the attendance overview emailed, at the moment that (for example) an I/O board input is set (like a fire alarm). This function is offered by Net2 Triggers & Actions out of the box and can be configured as follows:

- Start the Net2 SvrConf configuration tool and configure an Email server. This will enable the e-mail option in Triggers & Actions.
- Start the Net2 Access Control application and configure a new Triggers & Actions definition:
  - “When an input on an I/O board is pressed”;
  - Select the I/O board input;
  - All day, every day (or different);
  - No delay (or different);
  - “Send an E-mail”;
  - Populate e-mail data fields, select report “Who’s (clocked) in”);
  - Enter a Trigger & Action rule name.

Now when the selected input is set, an attendance overview will be sent by email.



Advanced Configuration

This chapter describes a few features that the average user will not often need. For specific situations however, it may be needed toe perform a few extra configuration steps, to get the required result.

IntoAccessWebServer

The application consists of two parts:

- PaxtonAttendanceWeb (see previous chapter)
- IntoAccessWebServer (automatically installed along with PaxtonAttendanceWeb)



Image 33

The IntoAccessWebServer is the gateway to all IntoAccess web applications and also handles the authentication part.

Its default settings are typically fine for most users, but for some situations the configuration needs to be changed. These situation cover 'guest login' (without password), type of login, HTTP port, protocol, certificate configuration and an optional proxy connection.

Since this service is used by all web applications that we offer, its configuration options are described in a separate manual, which you can find here:

https://downloads.intoaccess.nl/Manual_IntoAccessWebServer.pdf

Alternative default values for the browser client (Pro/Ultimate)

In principle the presentation form can be stored for each individual browser client. The choices made will end up in a long term cookie, which is retrieved on each next visit.

It does however occur, that on some systems it is not allowed or possible to store (long term) cookies. If you still want a different presentation than is is offered by default, the only thing left to do is to change the settings again and again.

To offer a solution for this, the application allows (since v1.40.0 and Professional or Ultimate) to supply an alternative set of default values on the server side. These can be defined in a JSON file,

following the format as is also used by the '*attendance_settings*' cookie. This format can be a little cryptic though.

The (optional) file should have the name **WebClientDefaults.json** and must be stored in the application installation directory. The simplest way to obtain the required content, is to read the cookie value (if needed on another machine where that *is* possible), by using the browser 'DevTools' (F12 for Chrome and Edge). The cookie value does need to be cleared from (%) escape characters first though, by 'URL decoding'. This can be done by using a website like: https://www.urldecoder.org/

Note that since v1.41.0, you can simply click on 'Export Settings' at the bottom of the settings screen, in order to produce the current settings in a JSON file.

Creating a JSON file manually is however also possible. Only those settings that deviate from the default values are required in that case. Below you will find an example:

```
{
   "clock Format": "DD/MM/YYYY",
   "clockSize": "big",
   "countSize": "big",
   "language": "nl",
   "nameFormat": "fn-sn",
   "showEmptyGroups": false,
   "sortBy": "dep-n",
   "sortPresent": "only-present",
   "forced": true
}
```

Note: be aware of the fact that if there is a cookie present, it will take priority over alternative settings. When there is a cookie present (or as soon as it is created), any alternative settings will be ignored. Since v1.41.0 however, you can also add the (boldly printed) 'forced' option, which will lead to any existing cookie being ignored, forces the browser client application to use the defined server side settings and block all client side settings from being changed.

Since v2.9.0, you can also provide a url parameter 'config=<Name>', allowing you to select a specific configuration / JSON file. For that, use the following name convention:

WebClientDefaults<Name>.json (Note that the <> characters should not be in the file name, but are used to delimit the name part. For example, the file **WebClientDefaultsWhatever.json**, can be selected by using the 'config=Whatever' url parameter. Please also see URL parameters.

Should you have problems to make this work, please contact IntoAccess.

Using the web application

This chapter describes the use of the web application. The log on procedure is generic for IntoAccess web applications.

Log on

Logging on needs to take place as 'Net2 operator', which can be added and modified using the standard Net2 client application. For the lite version, it does not matter which role is selected for a user.

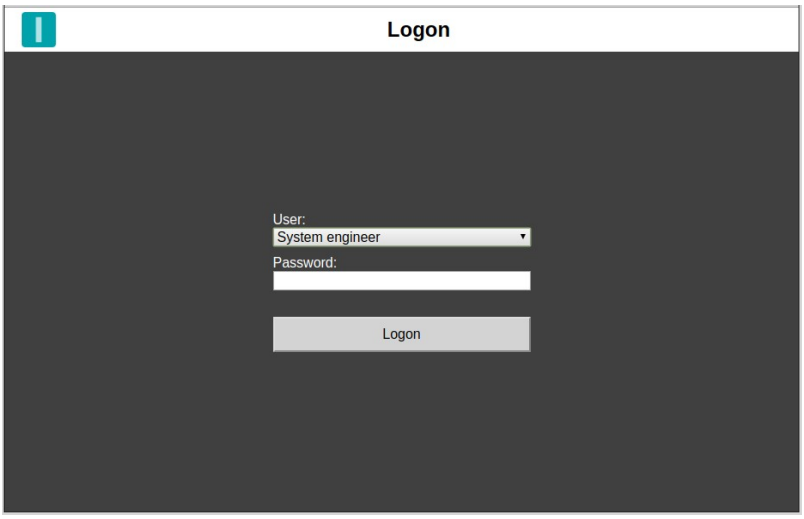


Image 34

Menu

If more than one or no IntoAccess web applications are active, you will be redirected to a menu window. If no applications are active, this will display the message No active apps found yet!. If there is more than one application, you can click on the one you wish to open and will be directed to it.

If there is only one application active, you will be automatically redirected to it without ever seeing the menu.

Window elements

Menu bar

The menu bar, at the top of the screen, is a standard element van IntoAccess application.

Image 35

- At the left side you will find the company logo, which takes you to a pop-up with all relevant version information when you click on it.
- In the middle, the name of the application is displayed.
- At the right, a configuration symbol offers access to the application configuration settings. The changes that you will make there, will only affect the PC and browser that you are working on. Please also see the chapter Application settings.

  Note: the configuration page is also the place where you can log off when required.

For the pro/ultimate version, the Application settings symbol doubles as an alarm state indicator. When the alarm is active, the symbol will change to the following form:

Image 36

If the connection between the application and the server drops, the configuration symbol will be replaced by a 'spinner' that remains active until the connection can be (automatically) restored.

User overview

The user overview displays the users in a way as configured. By default, that includes the users of all department in all areas.

The distribution of users over the available screen space is dynamic and will differ between a mobile device and (for example) a desktop computer.

With the lite version, it is not possible to manually change the state of users.

The marking of users with icons for key holders and/or safety officers, like visible in Image 37, is also a 'pro' feature. The same goes for the option to zoom into a photo by clicking on it.

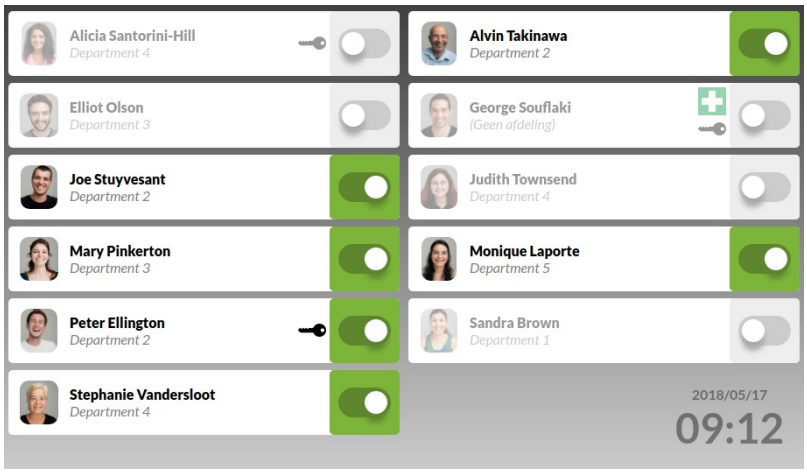


Image 37

Rights (pro)

In the overview below, you can see what rights a Net2 role offers:

Role	View	Change own state	Change all states	Add/delete visitors (Ultimate)
System engineer	yes	yes	yes	yes
Supervisor	yes	yes	yes	yes
Timesheet administrator	yes	no	no	no
Token administrator	yes	no	no	no
Events only	yes	Yes (*)	no	no
Timesheet only	yes	no	no	no

* The role required for changing just ones own state, can be configured. (Image 18)

Application settings

By clicking on the  symbol, you open the window where you can adjust the presentation. Presentation settings are stored as a cookie, so if you would clean those, the application would fall back to the default settings.

The (possibly) altered settings become active as soon as you close the window, by clicking on the cross in the top right corner.

Log out

By clicking the exit symbol, a message is sent to the server to end the session. This will result in a redirect to the logon window.

General

As the language used, you can choose between English, German, French and Dutch. The default language is initially determined by detecting your browser language.

Presentation

Type

In recent versions of the application (1.4 and up), the pro version allows you to choose between Modern en Classic presentation. The the classic presentation will display 'tiles' as were used in the original Windows application.

Absents as (Modern)

You can select here if you want absents displayed as grayed out or as red.

Image tiles (Classic)

Select this option, if you want the user images displayed in each tile, instead of the user name (and optionally department).

Tile size (Classic)

Choose the tile size you want to use.

Tile color present / absent (Classic)

Choose the tile colors to use for people present and absent.

Font color present / absent (Classic)

Choose the font color to use for people present and absent.

Font size

This option allows you to tweak the font size of the text in the tiles between 80 and 120% of the original size.

Name

Paxton stores user names in three fields. By changing this setting you can select which fields and in which order you want to have these presented.

Pop-ups

You can enable the displaying of pop-up windows, when people arrive and/or depart. If such pop-ups get in the way of normal operation, you can simply click on the screen to make this window disappear immediately.

Auto scroll

If there are more user tiles than fit on your screen and zooming out the browser makes them too small to read, you can enable the window to automatically scroll, by setting the a delay between subsequent scroll steps. The scrolling steps from top to bottom and then in one step back to the top. Mozilla, Chrome and Safari typically scroll smoothly by default, but Edge may require you to change a setting: Type ”edge://flags/” in your address bar and search for “scroll” in the available flags. Enable “Smooth Scrolling” and/or edit “Microsoft Scrolling Personality”.

Sub line (was ‘Show departments’)

Here you can select what to display (if anything) below the name. For versions lower than v1.43, that was only department, but since then also other information can be selected. Please also see chapter Extra field to show on the browser client for more information on how to expose a user field as “Extra field”. If no value was found for the sub line, you can opt to display a placeholder in that case. Note that “Extra Field” as well as “Area”, is only available when using the Professional or Ultimate license.

Show images

If this option is checked, the photo (when available) will be displayed for each user.

Show ‘nothing’ image

If this option is checked, the application will show a symbol/image when the current selection causes no tiles to show.

Hide top bar

If this option is checked, the top bar containing company logo and report / settings icon, will not be visible. Press F5 (refresh) to show the bar for a 5[s] period, in order to see/use it. If the server connection drops, the bar will also become visible again.

Visitor (self help)

If the visitor self help mode is enabled, you will be allowed to configure some settings

Theme

Its ‘theme’ (mostly background color / pattern).

Number of search characters

For the check out user search, you can configure how many characters someone needs to enter, before possible matches are displayed (to increase the privacy protection).

Show logo

Whether to show the company logo that you configured on the server end.

Show welcome text

Whether to show a (prefab) welcome text with the company text you configured on the server end.

Show language selection

If needed, you can also enable a language selection, which will be presented as a flag in the top right corner (of the start screen only).

Selection

Areas

If there are areas defined, you can select for which areas you consider a user as being present. If there are areas defined, but also doors exist that are not linked to an area, the special area “(none)” will be visible in the selection options. People that enter through a door, not linked to an area, will subsequently be in the area “(none)”.

Departments

If departments are defined, you can select of which departments you wish to see which users are present. (users in non selected departments will no longer be displayed)

Markers

If markers are defined, you can select which users are shown based on the selected markers. A user will not be displayed when it’s marker is not selected. This functionality can be used when, for example, a marker for emergency response officers is defined. If this marker is selected, the overview will present all the emergency response officers.

Buildings

If buildings are defined, you can select of which buildings you want to see the users.

Sorting

The order in which users are presented take place in several ways.

By name or first by department, building, marker, area and then by name. Selecting something other than name or time, will cause ‘grouping’ bars to appear per department, building, marker, area. People that are not in a department, building or area, or have no marker, will appear at the top of the overview.

Show empty groups

If at the former selection a ‘grouping’ selection was made, you can check this option to keep the grouping bar from disappearing, as soon as a group becomes empty.

Alphabetically

Alphabetically ascending or descending.

Present

By presence state:

- No sorting;
- At top (present will appear at the top);
- At bottom (present will appear at the bottom);
- Only show present (absent disappear);
- Only show absent (present disappear).

Clock

The clock displays the current date and time and accepts the following settings:

Date format

Select the date presentation that matches your preference/region.

Size

The size of the clock in bottom right counter, or whether to hide it completely.

Note: since V1.10, the server time will be presented and not the time of the machine that the browser is running on.

Total count

Size

The size of the total counter in the bottom left corner, or whether to hide it completely.

Screen blanking

After

You can enable the screen to blank after a period of time to enhance privacy. The tiles will then be covered and only the clock and/or total counter will be visible, until you either click on the screen or a persons state changes. Note that when you set the value to 'Always', individual information will no longer be displayed, but only the total count (providing you enabled that).

Show use count

When this option is enabled, the number of people present will be displayed as large as possible in the center of the screen, while the screen blanking is active.

Show logo

You can optionally enable the company logo to be presented on the screen.

Border around logo

If a logo is enabled, you can select to present it with or without an additional border.

Reporting

Type

You can choose between the **normal PDF** reporting type (12 users on 1 page, including images, a **compact PDF** type (47 users on 1 page, no images) ans **CSV**. For the CSV type of report, the following applies: columns are separated by a semi colon, column values are double quoted and the column values of the first line will contain the meaning of each column.

Include time

When enabling the Include time option, for each user the time stamp of their last action will be printed as well (providing this was found).

Export Settings

When using the Professional or Ultimate version, you can export your current client side settings to a JSON file. This is helpful when you want to define other defaults than the application uses out of the box, or want to force all browser clients to use the same settings. Please see Alternative default values for the browser client (Pro/Ultimate) for more details.

Reporting (Pro/Ultimate)

By clicking on the symbol in the top right corner of the menu bar, you can request a PDF or CSV report of the user overview. The contents are determined by the selections you made for the on screen presentation, like:

- language;
- sorting;
- whether or not to display departments and photos;
- name format;
- date format.

A normal (PDF) report looks like this, where the present states are printed bold:

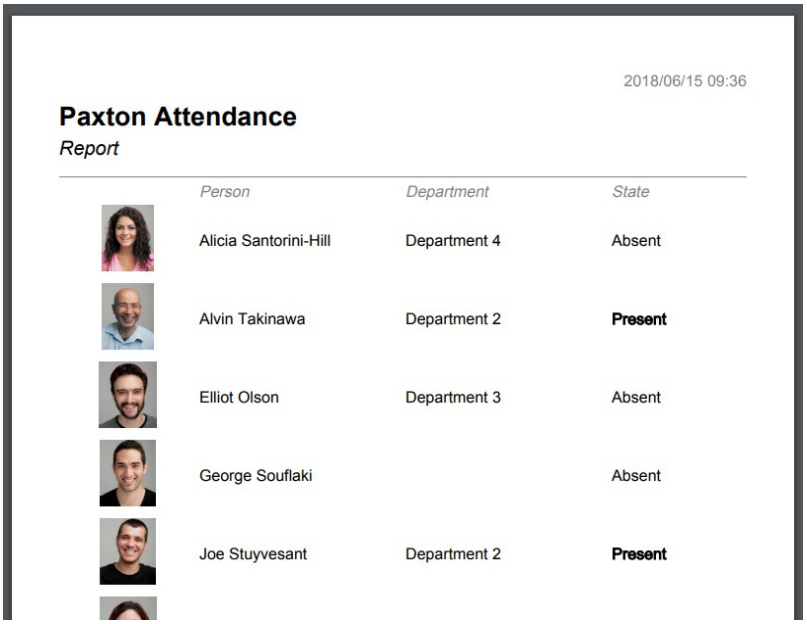


Image 38

At the top right corner of the page, you will find the time that the report was requested; at the bottom right corner (not visible in the image), the page number and the total number of pages is printed. If there is no user photo defined, or this has been switched off, a replacement image will be printed:

Image 39

When using a compact type of report, significantly more users will fit on single page, but no photos will be printed. When configured, for each user the time stamp of their last action will be printed as well (providing this was found).

Visitors (Ultimate)

There are two methods to check in/out visitors. The first is aimed at reception desk employees and is relatively rich in input options. The second is aimed at visitors that will check in/out themselves and is (for that reason) kept more simple.

Note: Only one of these methods can be enabled at the same time (server configuration).

By reception desk employee

System engineers and supervisors can add and delete visitors with the symbol. Depending on the 'Is search mandatory' setting at Visitor settings, you can search for a visitor and/or add a new visitor.

- First name *(optional)*
  The first name of a visitor.
- Middle name *(optional)*
  The middle name of a visitor.
- Surname
  The surname of a visitor.
- Department
  The Net2 department in which the visitor will be placed. The department '(none)' means that the visitor will not be placed in any department.
- Telephone *(optional)*
  The telephone number of the visitor (not to be confused with the Net2 field 'Mobile').
- E-mail *(optional)*
  The e-mail address of the visitor.
- Token number *(optional)*
  The number of the card, key fob or barcode that the visitor can use.
- PIN *(optional)*
  PIN code for the visitor to use.
- Car registration *(optional)*
  When supplied, it will be stored as an access ID in the Net2 field.

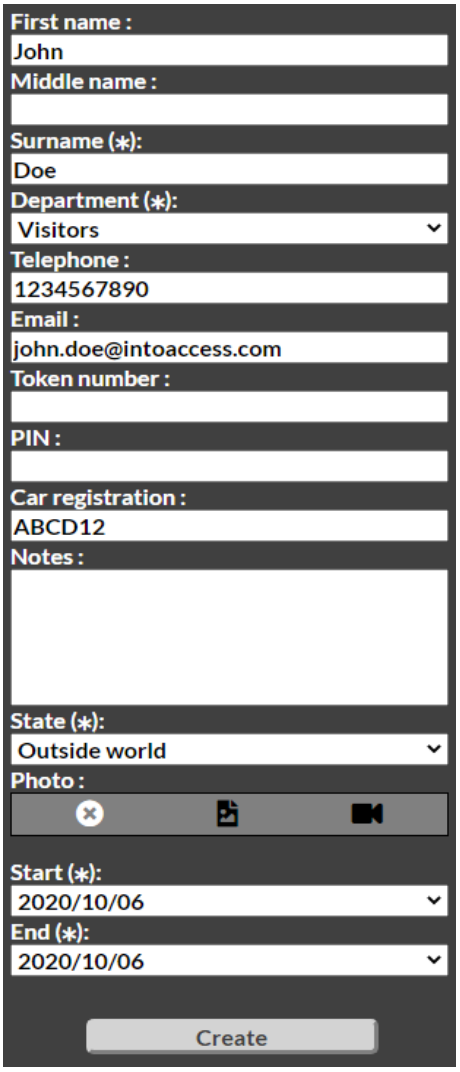


Image 40

- Notes *(optional)*
  The notes for a visitor.
- State
  The state of a visitor is where the visitor is currently at. If the visitor is not present, you should select the default 'Outside world'. Depending on if you have configured any areas and/or buildings, you can select the corresponding state of presence for a visitor.
- Photo *(optional)*
  You can use a photo from a file, or use the webcam to take a picture. You might have to change some settings on your machine in order to make the webcam 'available'. Note that having a secure connection (or not), plays a part in whether this is required.

  With the most recent versions of the attendance application, it will use any exif data that is present, to correct the orientation of the photo as it is written to Net2.
- Start
  The start date for the visiting period of the visitor. The selectable dates are set according to the 'Planning limit in days' setting on the Visitor settings page.
- End
  The end date for the visiting period of the visitor. The selectable dates are set according to the 'Planning limit in days' setting on the Visitor settings page.

By visitors themselves

By adding the URL parameter ‘visitor=yes’ (and configuring ‘self help mode’ on the server end), the application will display a window with a check in and check out button.

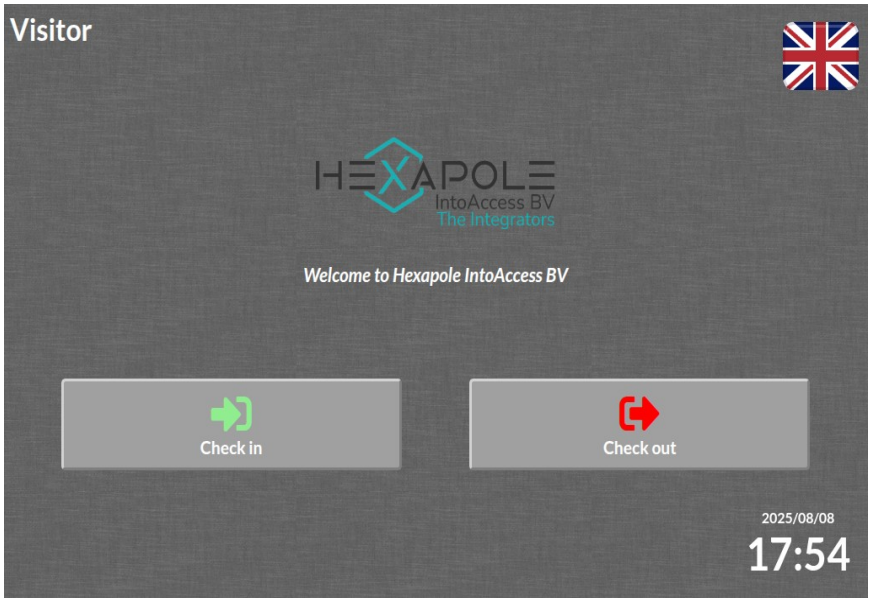


Image 41

By clicking on Check in, the visitor will be offered a simplified input screen, where personal data can be entered. At the server side can be configured, which fields are irrelevant so when needed a minimum of just the first and surname remain.

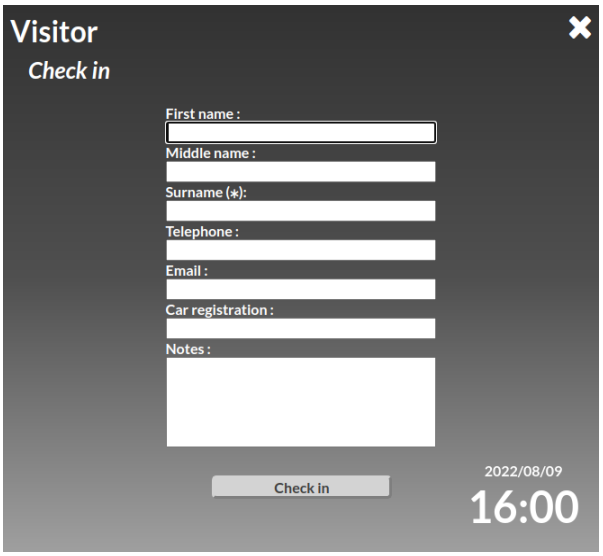


Image 43

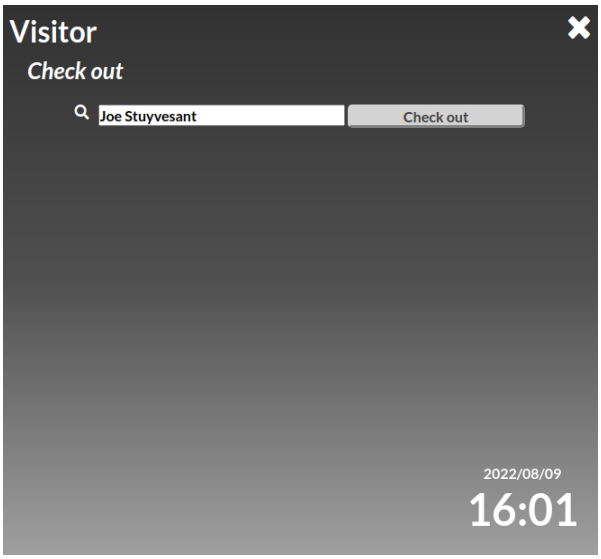


Image 42

The surname is (just like with the reception desk handling) a mandatory input field. A visitor that checks in, will (opposed to the reception desk handling) immediately be set present.

When checking out, the visitor has to enter (part of) the name used for checking in. When the user is found, the check out button will appear. Clicking this is followed by a confirmation window, to prevent checking out by accident. Opposed to the reception desk handling, when a visitor checks out by themselves, they are immediately removed from the system.

If there is no user activity for 60 seconds in the check in or check out screen, the active screen will return to the main screen with the check in/out selection buttons.

If you wish to use a field that is not available by default in Paxton Net2, you can opt to rename the E-Mail field in the Paxton software to (for example) “Visiting who”. The web application will follow this definition, after a refresh (F5) of the browser window. Note that in the server configuration that allows you disable fields, the field will still be called “Email” though.

Please note that the screens related to the visitor check in/out are somewhat configurable:

- Start screen logo is optional (using the company info configured on the server end).
- Start screen welcome text is optional (using the company info configured on the server end).
- Theme / background color (can be changed in the client settings).

URL parameters

In the URL, a number of query parameters can be added that will influence the application behaviour. The separator between the base URL and the parameters is a '?' character and the the separator between subsequent parameters is a '&' character. Note that not all characters are allowed in the URL parameters and these need to be 'URL encoded'. In the browser address bar this is typically done automatically, but if the need arises to do this manually, you can use an online tool like here.

Marker selection

To offer support for muster (among others) muster points, it is possible to select a group of users by using a specific URL. For this the parameter **marker** can be used in the URL, followed by the name of the marker. It is allowed to use multiple marker parameter definitions, so it is possible to select multiple markers. This parameter has priority over the manual selection of a muster point.

http://localhost:6080/attendance/?marker=KEY&marker=HELP

Skip muster point selection

If you have enabled the use of muster points, you will have to pick a muster point by default before the user overview is displayed. You can skip the muster point selection however, by using the URL parameter **use_muster_points** with the value **no**.

http://localhost:6080/attendance/?use_muster_points=no

Log in as guest (without authentication)

By using the parameter **guest** with the value **yes**, you can indicate that the application should be started without logging in. Note that this needs to be configured in the IntoAccessWebServer manager application first (see Advanced Configuration).

http://localhost:6080/attendance/?guest=yes

Config selection

By using the parameter **config** with a value that is the 'Name' part of a WebClientDefaults<Name>.json file in the install directory, you can select a specific predefined configuration. Please also see Alternative default values for the browser client (Pro/Ultimate).

http://localhost:6080/attendance/?config=Whatever

Visitor self help screen

If you have configured that visitors are allowed to check in/out themselves, you can use a URL parameter to indicate that this screen needs to be presented (see Visitor settings (Ultimate)).

http://localhost:6080/attendance/?visitor=yes

Visitor department value

If the visitor self help is enabled, you can include in the URL the department in which the visitor will be placed. Note that it needs to be enabled on the server end to allow browser side department selection and not be a fixed department.

http://localhost:6080/attendance/?visitor=yes&department=DepartmentName

Visitor area value

If the visitor self help is enabled, you can include in the URL the area in which the visitor will be placed as present.

http://localhost:6080/attendance/?visitor=yes&area=AreaName

Visitor building value

If the visitor self help is enabled, you can include in the URL the building in which the visitor will be placed as present. Note that an area definition in the URL takes precedence over a building definition (should you define both).

http://localhost:6080/attendance/?visitor=yes&building=BuildingName



Error situations

This chapter offers some pointers for those situations where the installation fails or the application malfunctions.

The application will not install

If the error message mentions something about registry access, download the (also offered) zip file from our website, instead of the exe installer. This zip file holds the two separate .msi files, which you should be able to install separately, without issues.

Should something else go wrong: Try to uninstall any older versions of the PaxtonAttendanceWeb and IntoAccessWebServer application, using the Windows software manager.

The remove any files that are left behind in the installation directories. If you are using a 32 bit Windows version, the paths will not include the " (x86)":

- c:\Program Files (x86)\IntoAccess\IntoAccessWebServer
- c:\Program Files (x86)\IntoAccess\PaxtonAttendanceWeb

Try to install the application again.

The service will not start

Take a look at the application log file, using the manager application. If the problem is caused by the attendance application itself, the reason should be visible here.

If no recent log entries seem to be present, the problem is caused by the IntoAccessWebService application. This application has its own (hidden) manager, which you can use to view that log file, are well as change the http(s) and port number setting when required. Open the program at this location::

- c:\Program Files (x86)\IntoAccess\IntoAccessWebServer\ IntoAccessWebServerMgr.exe

This manager works similar to the attendance manager and also has a **Log Settings** page.

In case the log points to a port conflict (another app is using port 6080), alter the port number to one that is still free, save the settings and (re)start both applications.

The web application can not be accessed

The service(s) start without a problem, but the website can not be accessed using the link presented by the manager.

- Be aware of the fact that a 'localhost' address can only be accessed from the PC that is running the attendance service.
- If you have non standard firewall software installed, check if the tcp/ip port (default 6080) is open for external access.

The web application shows “Incompatible browser”

The application has detected that your browser seems to be incompatible with the attendance software. Please check if there are updates available for your browser, install these and try again.

At this page you can check which browsers are compatible:

https://caniuse.com/#feat=es5

Note that Internet Explorer 11 (and older) are no longer supported since application version 1.42.0.

(after Microsoft also dropped the support)

The web application has a distorted layout

Your browser may be incompatible, even though the application did not detect this. See “Incompatible browser” solution.

The settings are not persistent

The application uses a cookie to persistently store your personal preferences. If you configured your browser to deny cookies or store them only temporary, any settings you have changed will get lost.

Other

If the previous pointers did not help to solve the issue, please gather the log files of both the IntoAccessWebServer and PaxtonAttendanceWeb application, place these in a zip file and send it to the support department. Please also add a detailed problem description.

The relevant log files you can (normally) find here:

- C:\IntoAccess\Logging\IntoAccessWebServer\
- C:\IntoAccess\Logging\PaxtonAttendanceWeb\

What also may contain relevant information, is the log file that is created by Paxton Net2 itself. You can find it here:

- C:\Net2 Access Control\CommsServer.log

A known issue, is that virus scanners interfere with the temporary files that Net2 creates. In the log file, that will present itself as errors during opening/writing/removing of such files.



Manual PaxtonAttendanceWeb
Version 2.9