



PERCo-Web ACS Software

PERCo-WM02

«Verification module»

USER MANUAL

CONTENTS

1	Introduction	3
2	«Verification» section.....	4
2.1	«Verification» subsection	4
2.1.1	Subsection workflow	5
2.2	«Verification configuration» subsection	6
2.2.1	Verification template creation	6
2.2.2	Verification point parameters	10
3	«Access control» section.....	12
3.1	«Verification log» subsection	12

1 Introduction

Important:

Service documentation for the equipment and software of **PERCo-Web** system is available in electronic format on **PERCo** website, at the following URL: www.perco.com, in **Support> Downloads** section.

Used abbreviations:

WKS – workstation;
DB – data base;
OD – operating device;
ACP – access control point;
RC – remote control;
PC – personal computer, notebook;
SW – software;
ACM – access control mode;
ACS – access control system;
DBMS – data base management system;
T&A – time and attendance.

2 «Verification» section

The section is used for organization of WKS for security service employees at the enterprise. Verification procedure that is performed by ACP operator allows you to increase the access control at the facility and helps to prevent an unauthorized passage by using borrowed ID Card.

2.1 «Verification» subsection

Important:

You have to create at least one verification template before you start working with the subsection. To do this: use [Verification templates](#) tab that is located in the «**Verification configuration**» subsection.

This subsection is designed for performing a [verification procedure](#) that is done by ACP operator at the created verification points.

Camera image, employee/visitor profile photo and information from DB will be displayed on the screen after employee/visitor presents ID Card. Upon that, the confirmation of access request will be formed. The confirmation of access is done by operator and is based on the given information or by the section automatically. Video archive of all events is available at «**Verification**» - [Verification log](#) - «**Access control**».

Subsection page overview:



1. Page toolbar contains:

Template – this field contains the name of the selected verification template.



Select from list – click to select one of the previously created verification template.



Reset – click to clear the **Template** field.




Full screen mode (F11) – click to switch to full screen mode. Click **Esc** to exit full screen mode.

2. The page working area contains one or several panels of verification points depending on the selected template. The following elements are available:
 - a. Name of the verification point field.
 - b. Video window of the camera that is mounted at the verification point.
 - c. Photo of employee/ visitor that is stored in DB.
 - d. Data fields of employee / visitor.
 - e. Operator confirmation buttons for verification procedure performing.

2.1.1 Subsection workflow

To start working with the subsection:

1. Go to  «**Verification**».
2. Open «**Verification**» subsection.
3. Select one of the previously created verification point template by using the **Template** drop down list. Panels of verification points will appear on the page working area.
4. Camera image that is connected with reader, employee/visitor profile photo and information from DB will be displayed on the screen after employee/visitor presents ID Card.

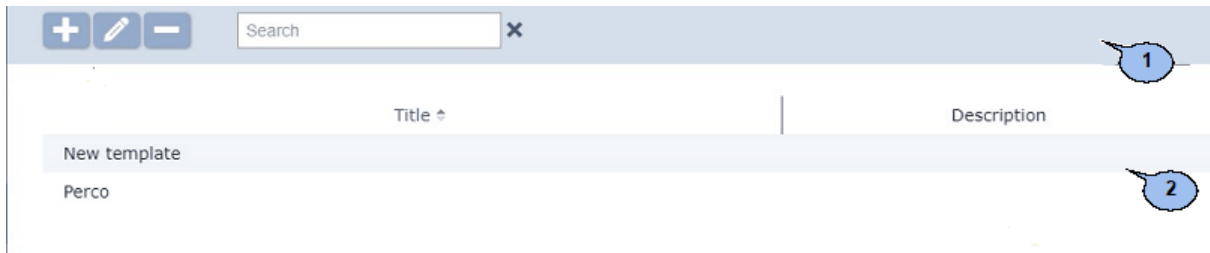
Important:

The list of verified events as well as the amount of employee/ visitor information that is given to operator can be configured in [verification point configuration](#).

5. Operator can **Allow** or **Deny** access for visitor/employee by using control buttons.

2.2 «Verification configuration» subsection

Tab overview:



1. Panel toolbar contains:



Add – click to add a new verification template.



Edit – click to edit verification template that is selected on the page working area.





Delete – click to delete verification template that is selected on the page working area.

Search – search input field. Click Reset to clear the field.

2. The page working area contains the list of the previously created verification templates.

2.2.1 Verification template creation

To create a new verification template:

1. Go to  «**Verification**».
2. Open «**Verification configuration**» subsection.
3. Switch to **Verification templates** tab.
4. Click **Add**  on the page toolbar. **Verification template adding** window will appear:

5. Enter a **name of the template**. Enter additional information in the **Template description** field if needed.
6. Click **Save and continue**. Additional information panel will appear. The panel contains the following tabs:
 - **Verification points**
 - **Displayed data of employees**
 - **Displayed data of visitors**

Window overview:

Verification template adding ✕

Template name:

Template description:

Verification points Displayed data of employees Displayed data of visitors

+ ✎ - ↑ ↓

Name	Reader	Camera
------	--------	--------

Save

7. Switch to **Verification points** tab and click **Add a verification point**



. **Add a verification point** window will appear:

Add a verification point ✕

Point name:

Reader: ☰

Save

8. In the appeared window enter a name in the **Point name** field and

click **Select from list** ☰ on the right side of the **Reader** field.


Readers window will appear:

Readers ✕


- Uncontrolled territory
 - Mifare&Suprema
 - Mifare
 - Perco
 - Lock controller CL05.1 (10.1.33.131) [●●●,] [Mifare&Suprema]
 - Turnstile controller №1 (10.1.113.253)
 - Turnstile controller CT/L04.2 (10.1.113.253)
 - Suprema
 - warehouses
 - warehouse 1
 - warehouse 2
 - warehouse 3

Readers in controller:

Ok

9. Select OD at the top of the appeared window and select one of the readers at the bottom of the window. Click **Ok**. **Readers** window will close. Selected reader will appear in the **Readers** field of **Add a verification point** window.
10. Click **Save** in **Add verification point** window. The window will close. A newly created verification point will be added to the **Verification points** tab working area of the **Verification template adding** window.
11. Configure parameters of the verification point. To do this: select verification point from the working area of the **Verification point** tab and click **Edit reader**  button. **Edit verification point** window will appear:

Edit verification point ✕

Point name: <input style="width: 90%;" type="text" value="New verification point"/>	Reader: <input style="width: 90%;" type="text" value="Reader 1"/>
"Allow" hot key: <input style="width: 90%;" type="text" value="Undefined"/> ✕	Camera : <input style="width: 90%;" type="text" value="Undefined"/>  ✕
"Deny" hot key: <input style="width: 90%;" type="text" value="Undefined"/> ✕	

Verification point parameters

Reacting to events

Information display parameters

Video record parameters

Information displaying (how long after the passage (or other event) the information about the passage/event will be displayed)

Not more than ▾


Value (seconds, 2 - 120)

2

Verification timeout (the time during which the controller, which sent the request for verification, will wait for a reply from the operator)

5 Seconds ▾

Save

12. Configure [parameters of the verification point and events registration parameters](#) in the appeared window.
13. Click **Select from list**  button on the right side of the **Camera** field and select a verification point camera. In the appeared window select one camera that is connected to video server and click **Ok**. Window will close and camera name will appear in the **Camera** field.
14. Click **Save** after you finish **configuration of the verification point**.
15. Add another verification points to the template and configure their parameters.

Window overview:

Verification template adding ✕

Template name:

Template description:

Verification points Displayed data of employees Displayed data of visitors

Name	Reader	Camera
New verification point	Reader 1 (10.1.33.131)	

16. Switch to **Verification point parameters information** tab after you finish adding of verification points and check the data that will be available for operator during verification procedure.

Window overview:

Verification template adding ✕

Template name:

Template description:

Verification points Displayed data of employees Displayed data of visitors

All

- Full Name
- Employee ID
- Department
- Position
- Work schedule
- Access template

17. Switch to **Displayed visitor information** tab and check the data that will be available for operator during verification procedure.

18. Click **Save** once you have finished configuration of verification template. **Verification template adding** window will close. A newly created template will appear on the page working area.

2.2.2 Verification point parameters

Verification point parameters – Display options

Displayed information – a drop down list allows you to select the display mode of employee/visitor information that will be available at verification point. The following options are available:

- **Always** – display time is unlimited;
- **Not more than** – a maximum display period that is defined by the **Value** parameter.

Value – a field that defines employee/visitor information display period.

Verification timeout – a field that defines time period while operator make verification decision. Once this period expires the decision will be made automatically by the the system if **Auto confirmation** option is checked.

Verification point parameters – Video record parameters

Pre-recording period – a period of time before ID Card is presented. This period will be recorded. This period is set to 8 seconds by default and can not be changed.

Recording period – a period of time (from 0 to 120 sec) after ID Card is presented. This period will be recorded and saved in verification register.

Frames per second – the amount of frames that will be received from camera every second. By default, this value is set to 2 frames and can not be changed.

Response to events

The following parameters are available for every event:

Control – the registration events are controlled by the subsection;

- **Framerate recording** – the registered event will be recorded according to the set framerate;
- **Verification** – a drop down list allows to switch on/off the verification procedure:
 - **Yes** – verification procedure by operator is on;
 - **No** – operator can see the information from camera and system DB but the decision will be made by the section automatically.

Do not control – the event is not controlled by the subsection.

Employee passage events

The following events can be controlled:

- **Passage with time violation** – a presentation of ID Card that has access permissions but with time violation;
- **Passage with zonality violation** – a presentation of ID Card that has access permissions but with violation of passage through zones of control (zonality);
- **Passage** – a presentation of ID Card that has access permissions.

Visitor passage events

The following events can be controlled:

- **Passage with time violation** – a presentation of ID Card that has access permissions but with time violation;
- **Passage with zonality violation** – a presentation of ID Card that has access permissions but with violation of passage through zones of control (zonality);
- **Passage** – a presentation of ID Card that has access permissions.

Notifying events

The following events can be controlled:

- **Identifier is NOT REGISTERED** – presented card is not registered;
- **Identifier is BLOCKED** – presented card is blocked;
- **Identifier is EXPIRED** – presented ID Card has expired;
- **Access mode violation** – violation of ACM of ID Card;
- **OD break in** – passage through blocked OD;
- **Passage by RC** – passage through OD after it has been unlocked by operator with RC.

3 «Access control» section

3.1 «Verification log» subsection

This subsection is designed for reports generation. Reports contain information about events that have been registered in the «**Verification**» subsection. Subsection page overview:

The screenshot displays the «Verification log» interface. At the top, there are filters for «Visitors» and «Staff» (1), a search bar (2), and a table of events (3). The table columns are: Time, Request, Verification point, Response, Exit from, Entry to, Identifier, Full Name, Operator, and Employee/Visitor. Below the table, there is a section for «Hide additional information» which includes a photo of the employee (4) and a table of their details (5). To the right of the details is a video recording of the access point (6) with playback controls (7).

1. ID Card owner selector:

- **All**
- **Visitors**
- **Staff**

2. Page toolbar includes:



More – click to open command menu:

- **Table print** – allows you to print data from the page working area.
- **Print event data** – allows you to print data of the selected event.
- **Export into XLS** – allows you to save the list of events as *MS Office Excel* spreadsheet file with *.xls* extension.
- **Export into CSV** – allows you to save the list of events as *OpenOffice Calc* spreadsheet file with *.csv* extension.
- **Reset filters** – allows you to reset all applied filters (as well as selected department).
- **Table display parameters** – allows you to open additional window where you can select the columns that will be displayed on the page working area.



Advanced search – click to configure filters for data that is displayed on the page working area.



Refresh data – click to update data from the working area.




– click this button to open calendar panel where you can [entry date and time](#) of the beginning and the end of period. The events will be displayed within the range of this period. Specified date and time are displayed on the left side of the correspondent button.



Apply – click to form the list of events for the specified period.




Select from list – click this button on the right side of the **Verification point** field and select one of the previously created verification points. Registered events will be displayed on the page working area. Click **Reset**  button to clear the field.

Event – this drop down list allows you to select one type of event that will be displayed on the page working area.

Response – this drop down list allows you to select one type of operator response that relates to events.

- **Passage is allowed by the operator**
- **Passage is allowed automatically**
- **Passage is prohibited by the operator**
- **No confirmation (passage forbidden)**



Select from list – click this button on the right side of the **Operator** field to select an operator. All registered events within his activity period will be displayed on the page working area. Click **Reset**  button to clear the field.

Search – search input field. Click **Reset**  button to clear the field.

3. Subsection working area contains the list of events that have been registered during the work of «**Verification**» subsection and criteria that have been applied on the toolbar. Event additional information panel can be called by double clicking on the event.

Important:

- [Sorting](#), [changing width](#) functions are available on the page working area.
- [Page navigation tools](#) can be found at the bottom of the page.

4. Additional information panel open/ close button.
5. This panel contains photo and information about employee/ visitor.
6. This window allows you to watch the video of registered event.
7. Video window control buttons:



Play – play video.



Pause – pause video.



Framing – skip to the next frame.



Speed up – speed up video.



Slow down – slow down video.

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