



WatchNET Access Integrated Security Management Software

WatchNET Access User Guide



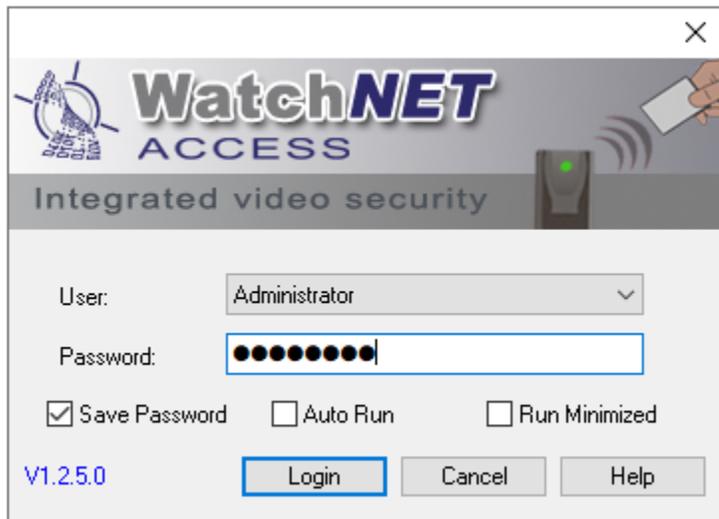
Revision History

Revision	Date	Author	Description of Changes
1.0	05/26/2014	Octavio Colantonio	Manual Created.
1.1	21/12/2017	Peter Punzalan	Updated manual with no card list version
2.0	04/06/2020	Peter Punzalan	Updated screenshots and new software update

This guide is for end users and is intended to help in the configuration and programming of the WatchNET Access Control System.



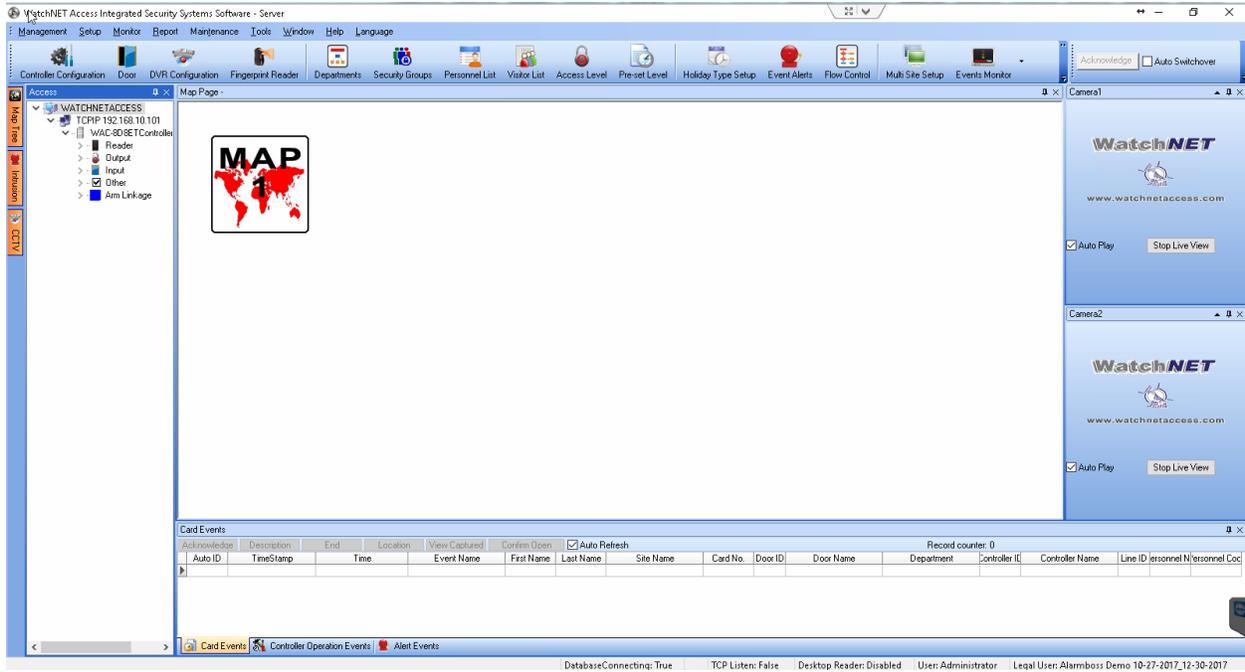
Click on the Desktop Icon



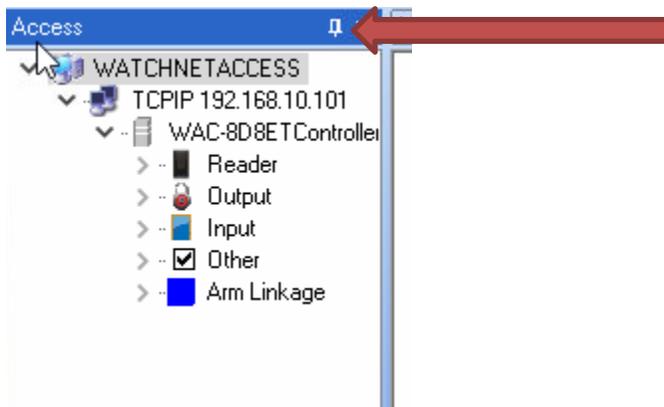
The *default User* is Administrator and the *default Password* is watchnet. You will have an opportunity to change the *password* later in the software settings.

NOTE: In case the password is lost and no back-up was done then you have two option: 1st is to uninstall and reinstall the software and 2nd is call technical support and give them access to the server to reset the password.

After entering the password the main window will display:



On the left you will have Tabs which are for Access, Maps, Intrusion and CCTV. Please make sure that you are on the Access Tab and lock this by clicking on the lock pin on the right hand top corner of the Access Tab window. In the locked position this pin will be in the vertical position.



In the middle of this window is where we add a *map* and on the right the *video* will be displayed. At the bottom of the window you have the events that occur in the system. These windows are configurable and you can bring up or remove them based on what you need to see on the window. These windows can be closed by clicking on the x mark on the windows.

We are now ready to start configuring and programming the system.

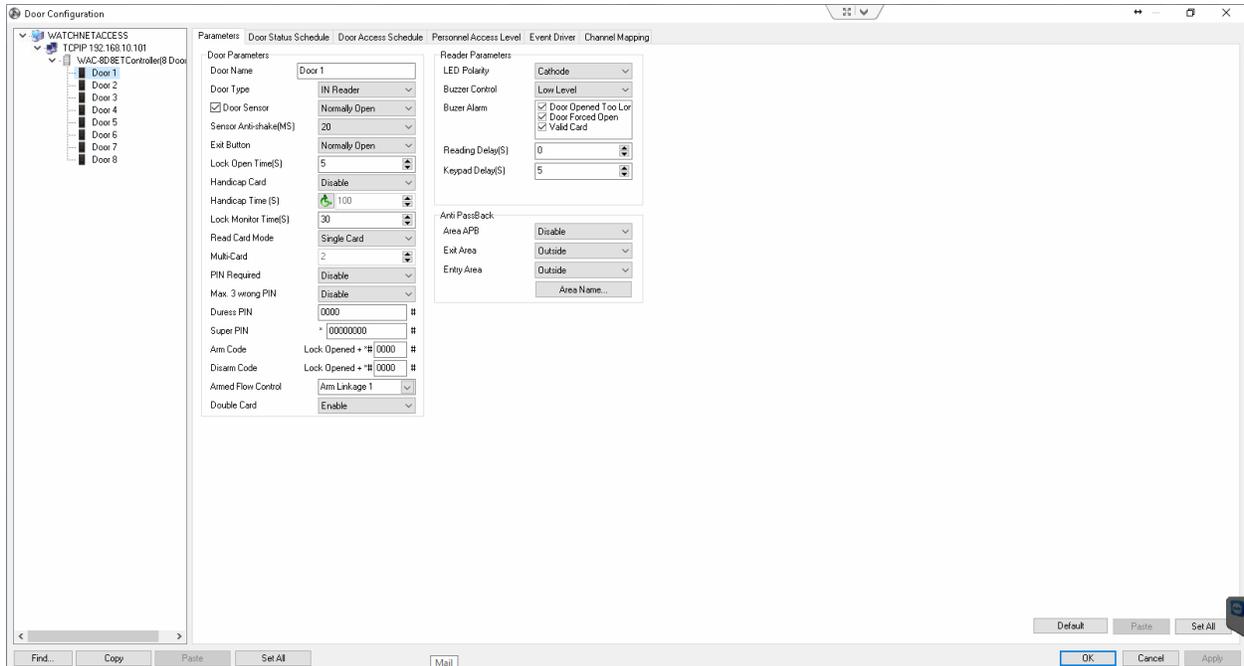
NOTE: The Installer has already configured the database and has connected the panels which should be online. Please contact the Installer if the panels are offline.

Step 1 Door Configuration

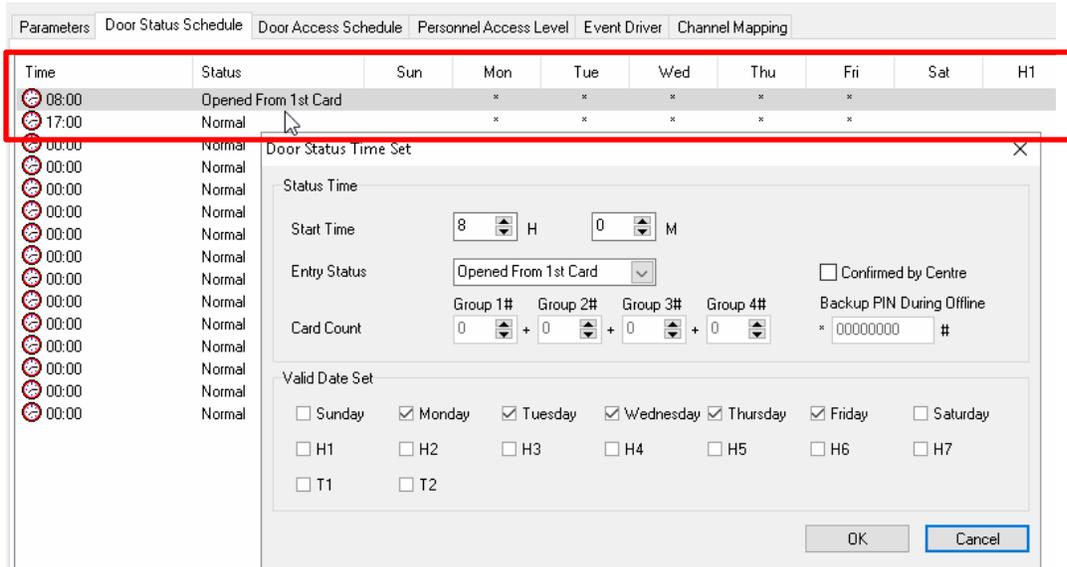


Click on the **Door** icon next to the **Controller Configuration** and the following window will be displayed.

In the **Parameters** tab you can configure the status for door sensor and exit button, also times for lock to be open, handicap card, enable pin required and others, for more information refer to full manual.



In **Door Status Schedule** tab you can modify the status of the door, for example 8am-5pm it will be open from first card, means whoever comes after 8 and scan their card the door will stay open until 5pm.



In example above the it is set to opened from first card on 8:00 and goes back to normal at 17:00 which is 8am-5pm from Monday-Friday

Note: Time format should be followed to modify the status schedule, must be 0-24hrs

Below are the descriptions for the Entry status available.

- Open from 1st Card:** Door opens as per the schedule depending on first valid card. If the fist valid card is before the scheduled door open time then door closes after access granted. If no valid card is presented on the door when it is set to open from 1st card then the door stays closed. When a first valid card is presented then the door opens and stays open as per schedule.
- Normal:** Door opens normally with the presentation of a valid card, which means the door is always close and will only open when a valid card is presented
- Sleep:** The system is effectively asleep and will not read a valid card.
- Always Open:** The door is always open (unlocked).
- Always Closed:** The door is always closed (locked) and even if the cardholder has access to that door it will stay closed (Locked). The *Event Viewer* will show *Valid Card* but the Door will remain locked. With this option the Door can only be unlocked by a *Master Card*.
- Card + PIN:** Card and PIN required.
- APB:** Anti Pass back.
- Open/Closed:** Door status changes on valid card. First valid card will open door and it stays open until next valid card is presented.
- Group Card Mode(GCM):** it requires a group card to open the door

The next step is to configure the *Door Access Schedule*.

In **Door Access Schedule** tab user can configure the time schedule a card can open a door. Each door will have 15 access schedule and each schedule will have 7 Time Zone to configure, in example below, **Day Time Schedule** is set from 8am-8:01pm from Monday to Friday, which means whoever has this schedule can only open the door from those times.

Parameters Door Status Schedule Door Access Schedule Personnel Access Level Event Driver Channel Mapping

ID	Name
1	Entry Always
2	Day Time Schedule
3	Night Time Schedule
4	Time Schedule 4
5	Time Schedule 5
6	Time Schedule 6
7	Time Schedule 7
8	Time Schedule 8
9	Time Schedule 9
10	Time Schedule 10
11	Time Schedule 11
12	Time Schedule 12
13	Time Schedule 13
14	Time Schedule 14
15	Time Schedule 15

Time Zone Sun Mon Tue Wed Thu Fri Sat

08:00 - 19:01 * * * * *

00:00 - 00:01

00:00 - 00:01

00:00 - 00:01

00:00 - 00:01

00:00 - 00:01

00:00 - 00:01

Access Level Time Set

Level Time

Start Time 8 H 0 M

End Time 19 H 1 M

Valid Date Set

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

H1 H2 H3 H4 H5 H6 H7

T1 T2

OK Cancel

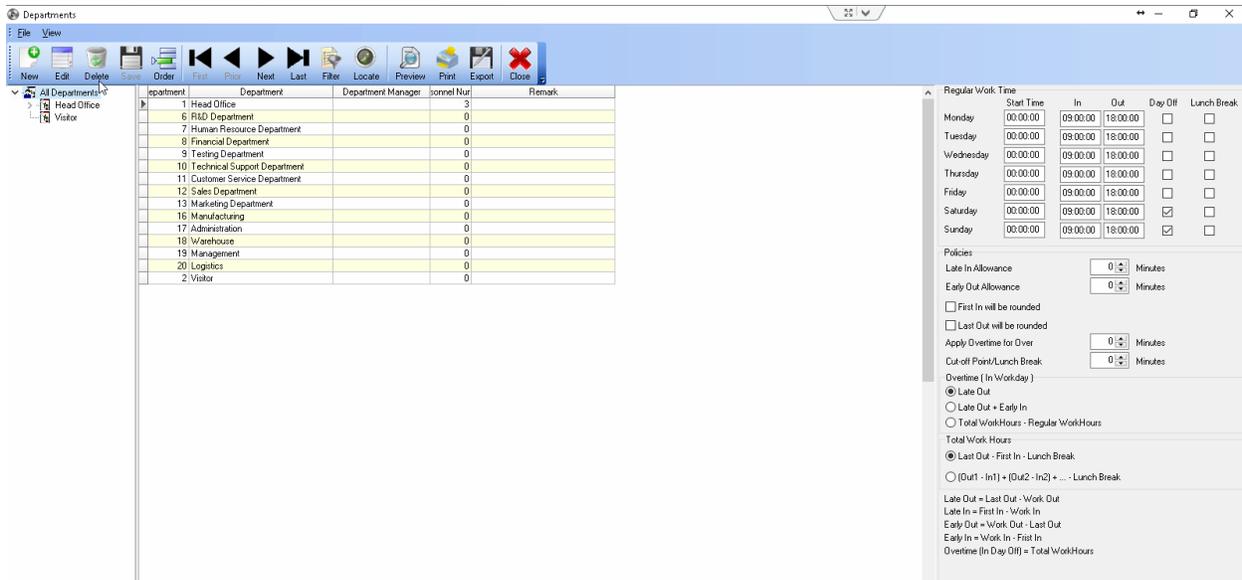
Step 2

Departments

Now that the Doors have been configured we will now configure the *Departments*.



Click on the *Departments* icon to display the *Department* window.



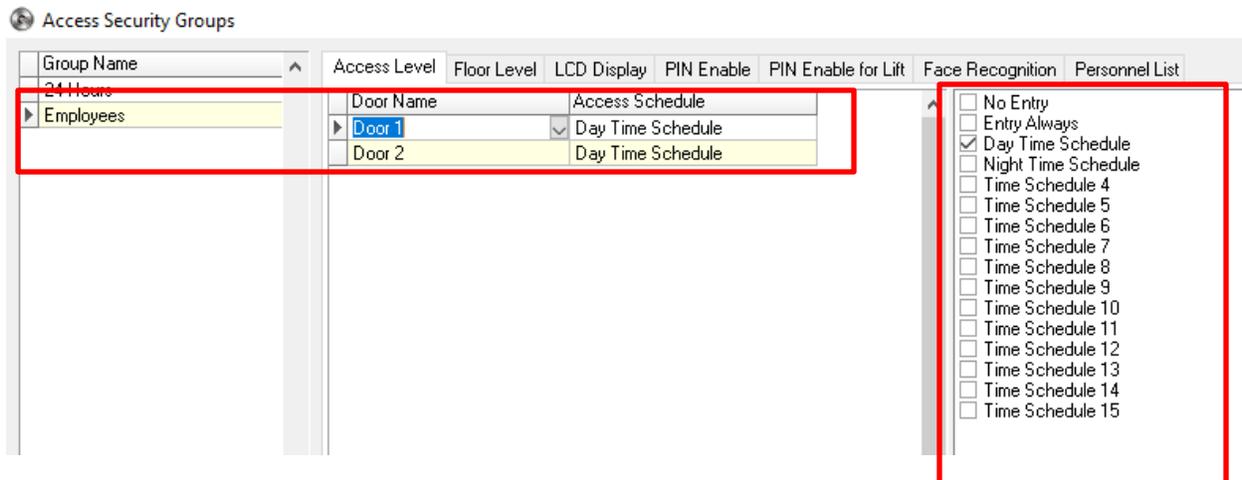
The system comes preprogrammed with a *Head Office* and a *Visitor* department. Within the *Head Office* Department are *Sub Departments*. User can create their own departments or modify the existing one.

Note: *Creating Department is important for card holder; card holder needs to be assigned into a department to manage the access level.*

Step 3

Creating Access Security Groups

Access Security groups is important to manage the access level for a group or department, for example, creating a group time schedule for employee to be able to open door on allowed times, see screenshot below.

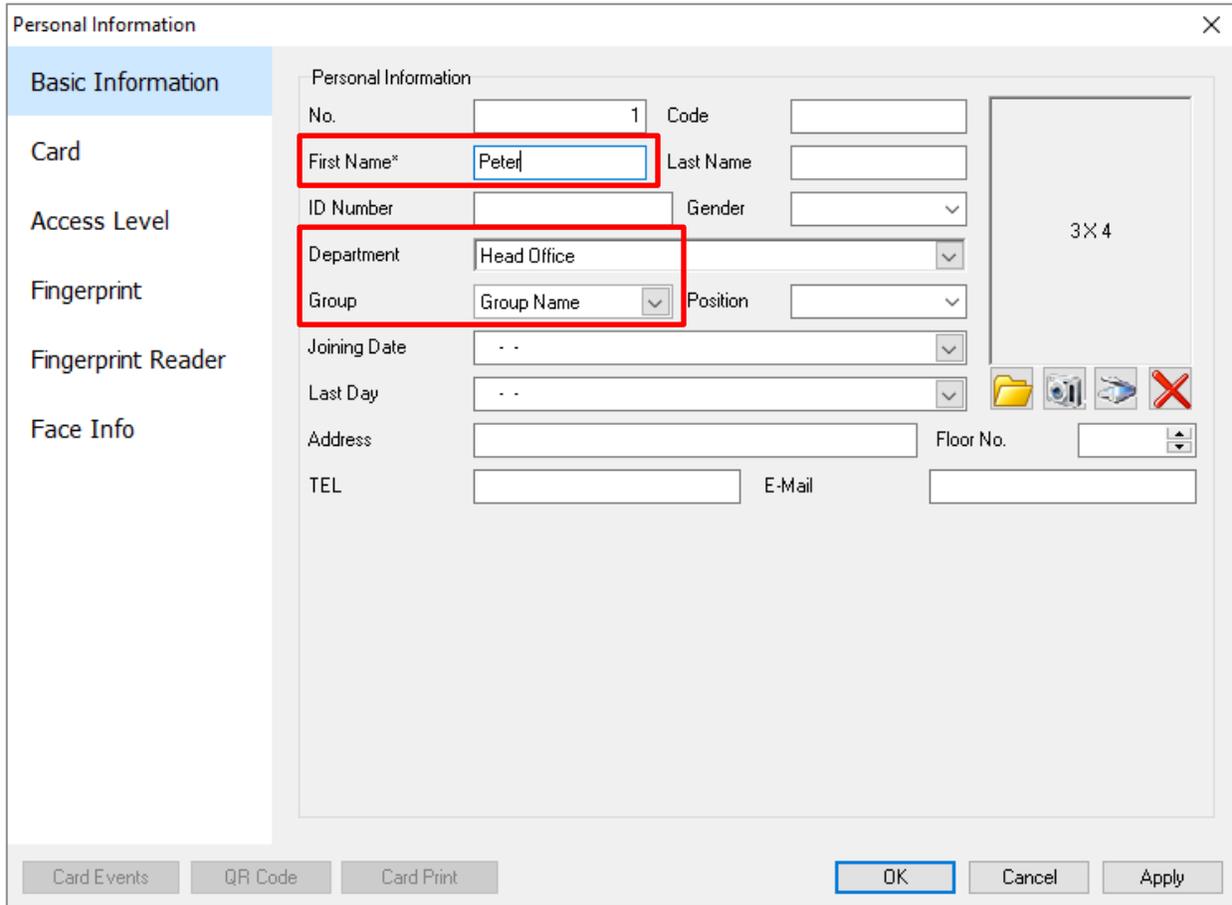


Step 4

Enrolling Cards to the System by Personnel List

There are two ways to enroll cards in the system. The first is through the *Personnel List* and the second is by swiping a card on any reader.

Click on the **Personnel List**  Icon and then Click on **Add a Personnel**  Icon. The *Personal Information* window will be displayed.



The screenshot shows the 'Personal Information' window with the 'Basic Information' tab selected. The 'First Name*' field contains 'Peter', the 'Department' dropdown is set to 'Head Office', and the 'Group' dropdown is set to 'Group Name'. These three fields are highlighted with red boxes. Other fields include 'No.', 'Code', 'Last Name', 'ID Number', 'Gender', 'Position', 'Joining Date', 'Last Day', 'Address', 'Floor No.', 'TEL', and 'E-Mail'. There are also icons for file operations and a '3X4' photo placeholder. At the bottom, there are buttons for 'Card Events', 'QR Code', 'Card Print', 'OK', 'Cancel', and 'Apply'.

Note: First Name, Department and Group are mandatory before moving to next tab.

Next, click on the **Card** Tab.

Enable **Use Access Card** first and input the number that shows on the card or you can scan the card on the desktop reader or system reader, make sure to enable the option at the bottom.

Note: For more information of all other settings please refer to the full manual.

Personal Information

Basic Information

Card

Access Level

Fingerprint

Fingerprint Reader

Face Info

Use Access Card

Card Info

Card No.: 0000123456 Issue Code 0 Vice Cards

ID Card Custom ID: 0

Expiry Date 2020-05-09

Deactivate 30 Days not used

Card Event Link to

Retrieve Card Number From Desktop Reader Retrieve Card Number From System Reader

Access Properties

Handicap Card Opens the Door for a longer time

Manager Card No Anti-Passback Limitation; Open/Sc

Boss/Master Card Can open any Door anytime; Open/Sc

Temp Card

Temp Card Valid Time

From: - - : :

Expiration: - - : :

PIN

PIN ID 0000 Automatically PIN 0000

Current Area

Current Area: Outside

Card Property for WAC:XDYE -----

Card Group None

Twin Card Select

PIN Card * 0 # 4-8 digits

Balance

Times Card 0

Limited Times

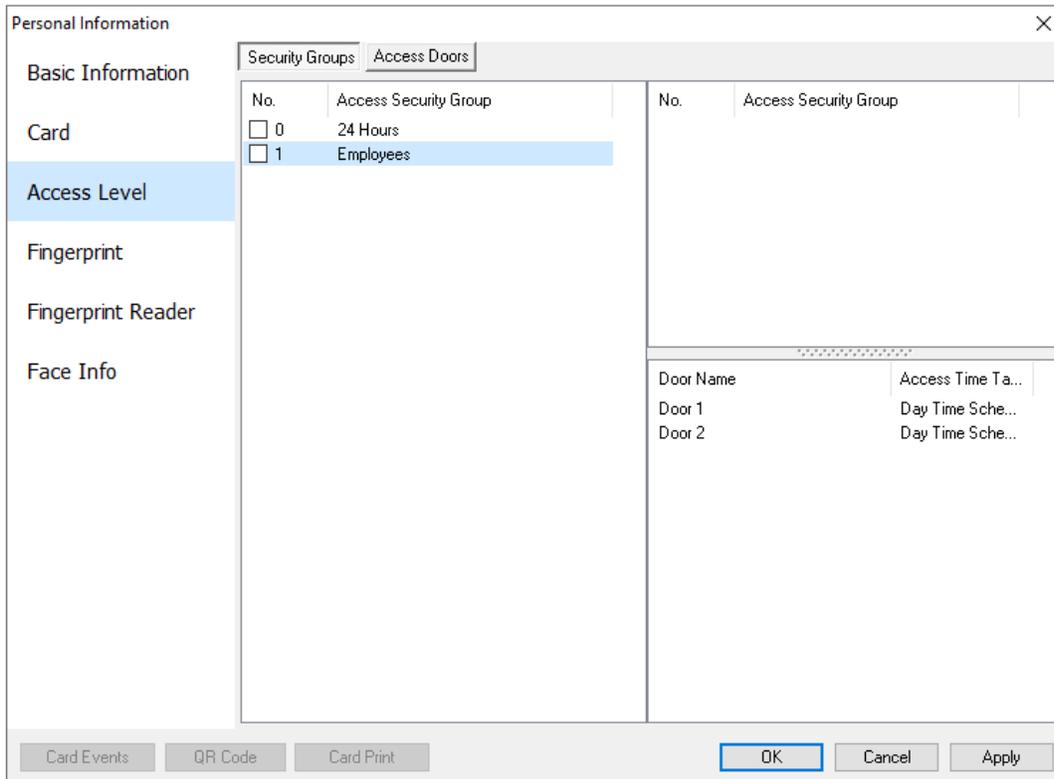
Recharge Card

Card Events QR Code Card Print OK Cancel Apply

Next, click on the **Access Level** Tab.

There is two ways on giving access level, first is by **Security Groups** and second is by **Access Doors**. For Security groups just select the created group you created from security group menu and that will assign the access level for the card.

Check the “Employees” security group name to assign access level



Personal Information

Basic Information

Card

Access Level

Fingerprint

Fingerprint Reader

Face Info

Security Groups

No.	Access Security Group
<input type="checkbox"/> 0	24 Hours
<input checked="" type="checkbox"/> 1	Employees

Access Doors

No.	Access Security Group

Door Name

Door Name	Access Time Ta...
Door 1	Day Time Sche...
Door 2	Day Time Sche...

Card Events

QR Code

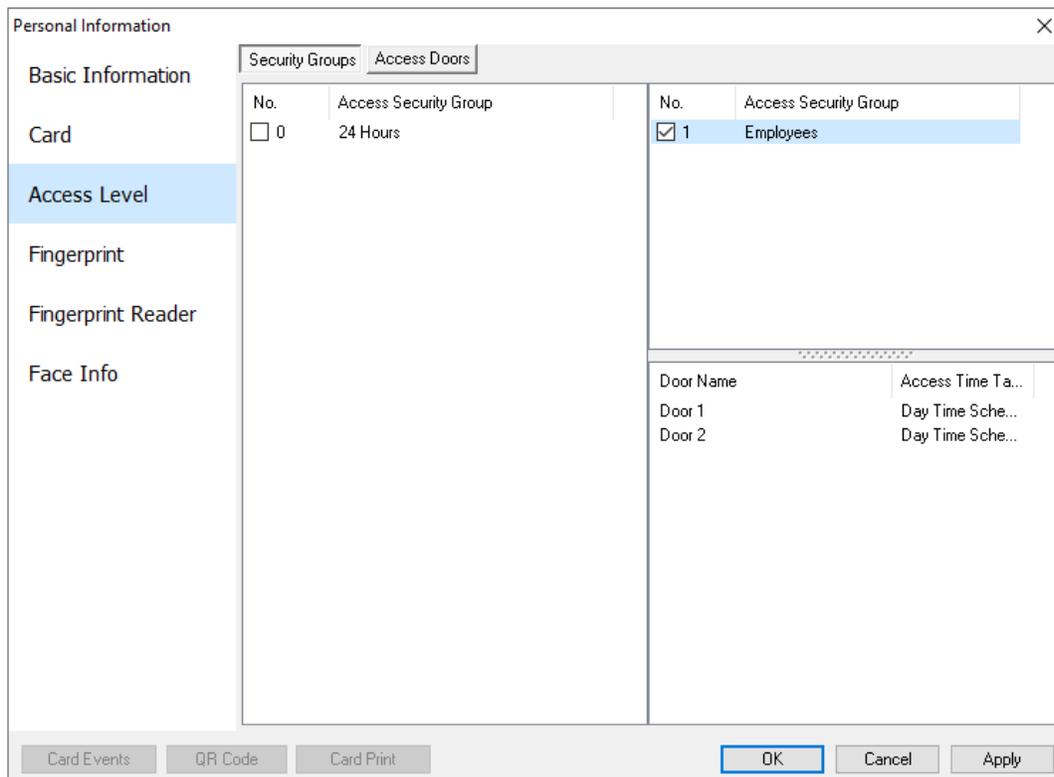
Card Print

OK

Cancel

Apply

Once you check the box it will move on the right side of the window indicating the access level is been set.



Personal Information

Basic Information

Card

Access Level

Fingerprint

Fingerprint Reader

Face Info

Security Groups

No.	Access Security Group
<input type="checkbox"/> 0	24 Hours
<input checked="" type="checkbox"/> 1	Employees

Access Doors

No.	Access Security Group

Door Name

Door Name	Access Time Ta...
Door 1	Day Time Sche...
Door 2	Day Time Sche...

Card Events

QR Code

Card Print

OK

Cancel

Apply

For Access Doors Please refer to full software manual.

Enrolling Cards to the System by Scanning on the Reader first

Scan the card on any reader and on card events double click the first event that shows invalid card and double click that event to open the personal information.

Acknowledge	Description	End	Location	View Captured	Confirm Open Door	Auto Refresh	Record counter: 1							
Auto ID	Time	Event Name	First Name	Last Name	Site Name	Card No.	Door ID	Door Name	Department	Controller ID	Controller Name	Line ID	Personnel N	Personnel Cod
	31/5/26/2014 2:40:46 PM	Invalid Card			WatchnetAccess Group	10011038418	1	Entry door 1(001)		1	Controller(4 Doors In/Out)	1		0

This procedure is the same way of enrolling the card from the personnel list, you can do the same process again.

Personal Information
✕

Basic Information

Card

Access Level

Fingerprint

Fingerprint Reader

Face Info

Personal Information

No. Code

First Name* Last Name

ID Number Gender

Department

Group Position

Joining Date

Last Day

Address Floor No.

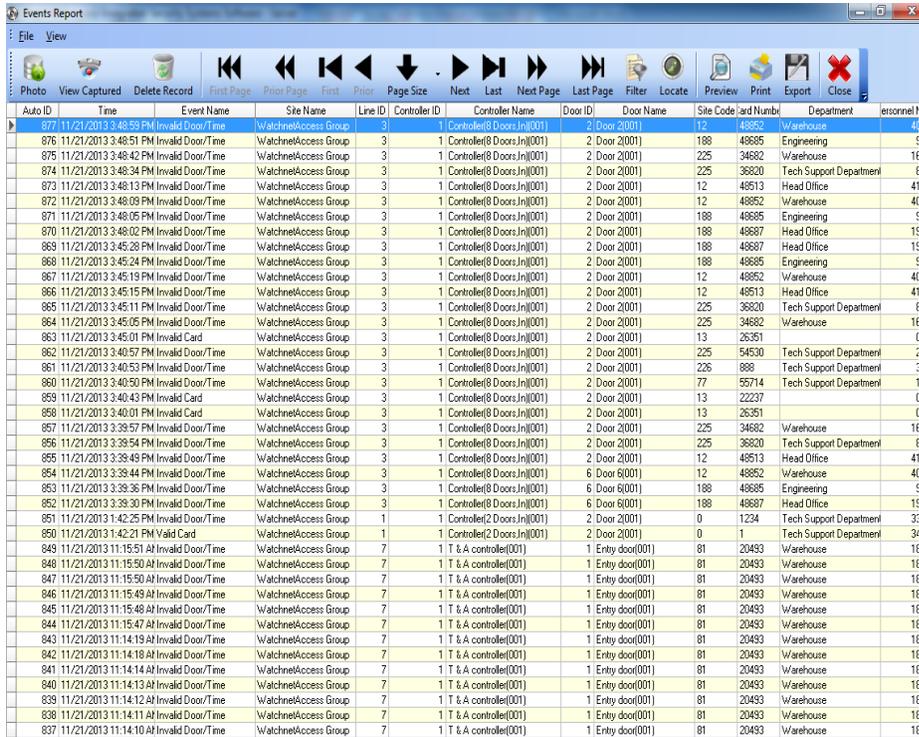
TEL E-Mail

3X4

Card Events
QR Code
Card Print
OK
Cancel
Apply

Step 5 Running Reports

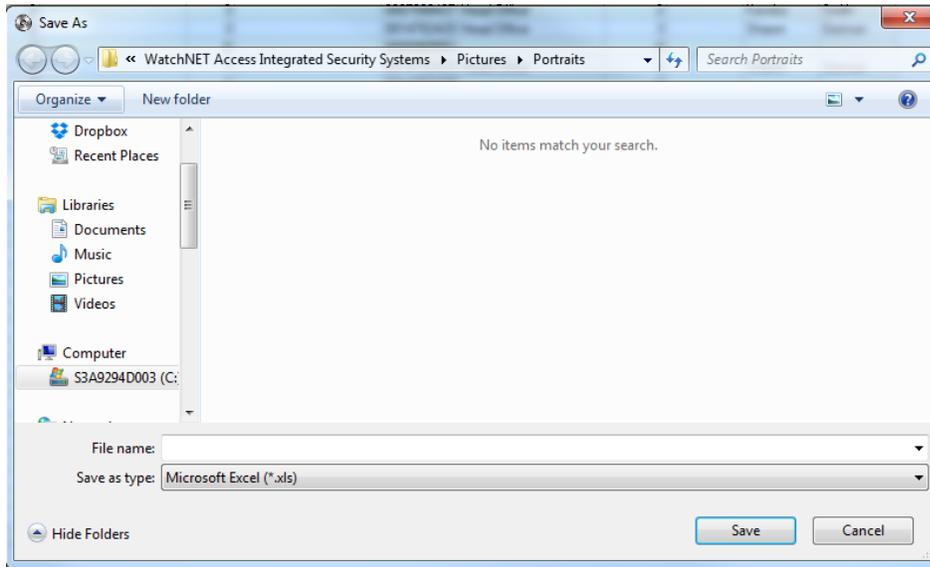
Click on *Reports* from the *Main Menu* and select *All Cards Event*.



Auto ID	Time	Event Name	Site Name	Line ID	Controller ID	Controller Name	Door ID	Door Name	Site Code	Card Number	Department	Personnel ID
877	11/21/2013 3:48:53 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	12	48852	Warehouse	41
876	11/21/2013 3:48:51 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	188	48685	Engineering	9
875	11/21/2013 3:48:42 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	225	34682	Warehouse	16
874	11/21/2013 3:48:34 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	225	36820	Tech Support Department	6
873	11/21/2013 3:48:13 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	12	48513	Head Office	41
872	11/21/2013 3:48:09 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	12	48852	Warehouse	40
871	11/21/2013 3:48:05 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	188	48685	Engineering	9
870	11/21/2013 3:48:02 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	188	48687	Head Office	15
869	11/21/2013 3:45:28 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	188	48687	Head Office	15
868	11/21/2013 3:45:24 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	188	48685	Engineering	9
867	11/21/2013 3:45:19 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	12	48852	Warehouse	40
866	11/21/2013 3:45:15 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	12	48513	Head Office	41
865	11/21/2013 3:45:11 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	225	36820	Tech Support Department	6
864	11/21/2013 3:45:05 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	225	34682	Warehouse	16
863	11/21/2013 3:45:01 PM	Invalid Card	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	13	26351		0
862	11/21/2013 3:40:57 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	225	54530	Tech Support Department	2
861	11/21/2013 3:40:53 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	226	888	Tech Support Department	1
860	11/21/2013 3:40:50 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	77	55714	Tech Support Department	1
859	11/21/2013 3:40:43 PM	Invalid Card	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	13	22237		0
858	11/21/2013 3:40:01 PM	Invalid Card	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	13	26351		0
857	11/21/2013 3:39:57 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	225	34682	Warehouse	16
856	11/21/2013 3:39:54 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	225	36820	Tech Support Department	6
855	11/21/2013 3:39:49 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	2	Door 2001	12	48513	Head Office	41
854	11/21/2013 3:39:44 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	6	Door 6(001)	12	48852	Warehouse	40
853	11/21/2013 3:39:36 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	6	Door 6(001)	188	48685	Engineering	5
852	11/21/2013 3:39:36 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors Jn)(001)	6	Door 6(001)	188	48687	Head Office	15
851	11/21/2013 1:42:26 PM	Invalid Door/Time	WatchnetAccess Group	1	1	Controller(2 Doors Jn)(001)	2	Door 2001	0	1234	Tech Support Department	30
850	11/21/2013 1:42:21 PM	Valid Card	WatchnetAccess Group	1	1	Controller(2 Doors Jn)(001)	2	Door 2001	0	1	Tech Support Department	34
849	11/21/2013 11:15:51 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16
848	11/21/2013 11:15:50 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16
847	11/21/2013 11:15:50 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16
846	11/21/2013 11:15:49 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16
845	11/21/2013 11:15:48 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16
844	11/21/2013 11:15:47 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16
843	11/21/2013 11:14:19 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16
842	11/21/2013 11:14:18 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16
841	11/21/2013 11:14:14 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16
840	11/21/2013 11:14:13 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16
839	11/21/2013 11:14:12 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16
838	11/21/2013 11:14:11 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16
837	11/21/2013 11:14:10 AM	Invalid Door/Time	WatchnetAccess Group	7	1	T & A controller(001)	1	Entry door(001)	81	20493	Warehouse	16

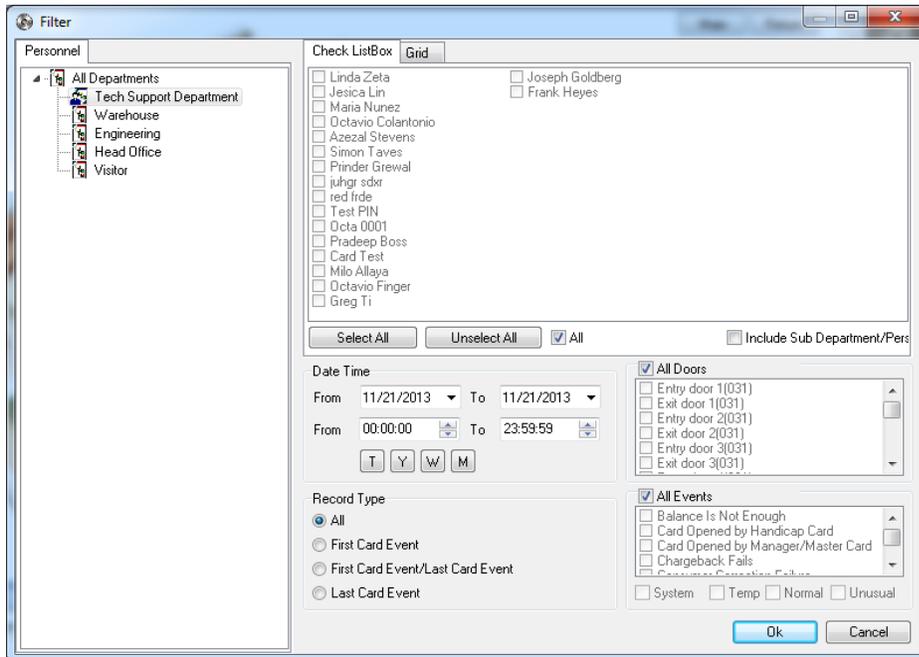


Click on the *Export* icon and enter the *File name* and *Save as type* and click the *Save* button.

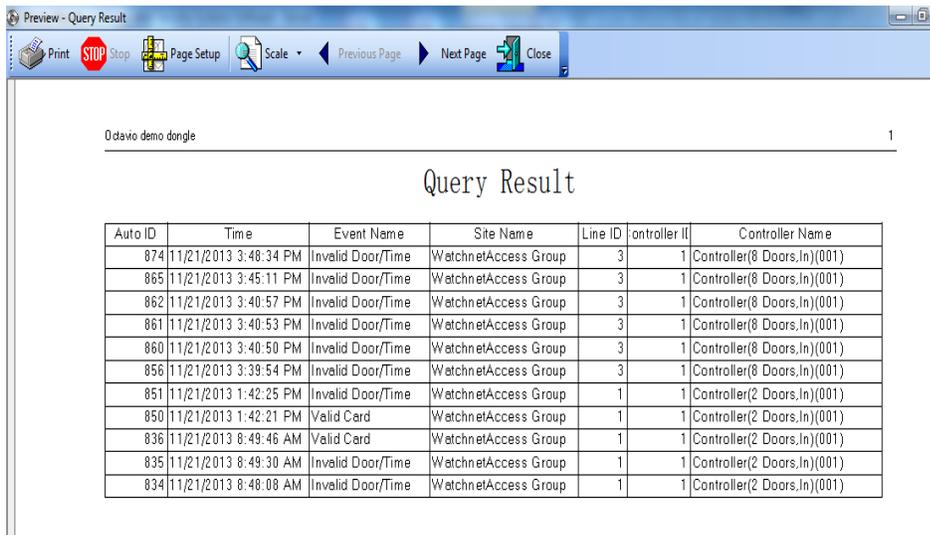


We can run different queries to get specific events records regarding different personnel, departments events etc.

Click on *Reports* from the *Main Menu* and select and select *Cards Events Filter*.



Enter the *Departments, Cardholders, Date Time* and which *Events and Doors* and click the *OK* button.



Auto ID	Time	Event Name	Site Name	Line ID	Controller ID	Controller Name
874	11/21/2013 3:48:34 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors.In)(001)
865	11/21/2013 3:45:11 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors.In)(001)
862	11/21/2013 3:40:57 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors.In)(001)
861	11/21/2013 3:40:53 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors.In)(001)
860	11/21/2013 3:40:50 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors.In)(001)
856	11/21/2013 3:39:54 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors.In)(001)
851	11/21/2013 1:42:25 PM	Invalid Door/Time	WatchnetAccess Group	1	1	Controller(2 Doors.In)(001)
850	11/21/2013 1:42:21 PM	Valid Card	WatchnetAccess Group	1	1	Controller(2 Doors.In)(001)
836	11/21/2013 8:49:46 AM	Valid Card	WatchnetAccess Group	1	1	Controller(2 Doors.In)(001)
835	11/21/2013 8:49:30 AM	Invalid Door/Time	WatchnetAccess Group	1	1	Controller(2 Doors.In)(001)
834	11/21/2013 8:48:08 AM	Invalid Door/Time	WatchnetAccess Group	1	1	Controller(2 Doors.In)(001)

Select *Print* to print the report.

The next report is the *Time & Attendance* report.

The System displays an attendance report in accordance with the condition such as *personnel, department*, and record type.

Click on *Reports* from the *Main Menu* and select and select *Time & Attendance*.

Time Attendance

Personnel: All Departments, Tech Support Department, Warehouse, Engineering, Head Office, Visitor

Check List: Linda Zeta, Jessica Lin, Maria Nunez, Octavio Colantonio, Azezal Stevens, Simon Taves, Prinder Grewal, juhgr sdtr, red frde, Test PIN, Octa 0001, Pradeep Boss, Card Test, Milo Allaya, Octavio Finger, Greg Ti, Joseph Goldberg, Frank Heyes

Select All | Unselect All | All | Include Persons of Sub-Depar

Date: From 11/ 1/2013 To 11/30/2013

Record Type: Daily Report, Weekly Report, Monthly Report

Sequence: Department, Personnel Code, Name, Card Number

Card Events for T_A: Does not distinguish In/Out, Odd Door as In, Even Door as Out, Even Door as In, Odd Door as Out

All Doors: Entry door 1(031), Exit door 1(031), Entry door 2(031), Exit door 2(031), Entry door 3(031)

All Events: Balance Is Not Enough, Card Opened by Handicap Card, Card Opened by Manager/Master Card, Chargeback Fails, System, Temp, Normal, Unusual

All Items: Report Title, Print Date, Page #, Column Name, Daily/Weekly/Monthly, Daily/Weekly/Monthly, Summary, Card No., Day, Personnel Code, First Name, Last Name, Department, In, Work Out, Late In, Early Out

OK | Cancel

Enter the desired information and click the **OK** button

Time Attendance Daily Report Print Date: 18/2014 10:55:45 AM

1/7/2014

Personnel Code	First Name	Last Name	Department	In	Out	Total	Overtime	Late In	Early Out	Day	Remark
	Nehra	Krisi	HeadOffice	16:27	00:00	00:00	00:00	00:27	00:00	Tuesday	(Late In) (No Out)
	Ganna	Neylon	HeadOffice	16:27	16:41	00:13	00:00	00:27	01:18	Tuesday	(Late In) (Early Out)
	Tarva	Hadro	HeadOffice	16:27	00:00	00:00	00:00	00:27	00:00	Tuesday	(Late In) (No Out)
	Octavio	Ph	HeadOffice	15:26	00:00	00:00	00:00	00:26	00:00	Tuesday	(Late In) (No Out)
	Sonia	Quertana	HeadOffice	15:43	16:03	00:20	00:00	00:43	01:55	Tuesday	(Late In) (Early Out)
	Mia	Kdvachak	HeadOffice	15:43	16:04	00:20	00:00	00:43	01:55	Tuesday	(Late In) (Early Out)
	Jaryv	Lau	HeadOffice	15:22	16:03	00:41	00:00	00:22	01:55	Tuesday	(Late In) (Early Out)
	Dina	Bask	HeadOffice	10:47	16:41	05:53	00:00	01:47	01:18	Tuesday	(Late In) (Early Out)
	Lina	Bardi	HeadOffice	10:48	16:04	05:16	00:00	01:48	01:55	Tuesday	(Late In) (Early Out)
	Ria	Gverval	HeadOffice	10:47	16:05	05:17	00:00	01:47	01:54	Tuesday	(Late In) (Early Out)
	Kaina	Hack	HeadOffice	10:47	16:04	05:16	00:00	01:47	01:55	Tuesday	(Late In) (Early Out)
	Tanaa	Gai	HeadOffice	10:47	16:04	05:16	00:00	01:47	01:55	Tuesday	(Late In) (Early Out)
	Geo	Sannes	HeadOffice	10:47	16:05	05:17	00:00	01:47	01:54	Tuesday	(Late In) (Early Out)
	Gov	Hinz	HeadOffice	10:47	16:04	05:16	00:00	01:47	01:55	Tuesday	(Late In) (Early Out)
Summary											
Total No. of Absent day:			0								
Total No. of Late In day:			14								
Total No. of Early Out day:			11								
Total Late In Time:			61:04								
Total Early Out Time:			19:51								

1

You have the option to Print the report or save it.



For all other menu and configuration please refer to full manual.