

ECS Manager - Getting Started

This guide is designed to provide step-by-step instructions for installing and setting up your initial ECS Manager database.

Configuring the System

1. **Install ECS Manager software**
2. **Assign a Name to Your Initial Database**
3. **Identify the availability of Serial (COM) Ports on your PC or Laptop**
(You will need to specifically know which is COM 1, COM 2, etc.)
4. **Set the communication properties** (*File → Properties*)**

The **ECS SYSTEM** Com Setting is for a DIRECT (“hard wired”) connection from the ECS Control Panel to the Computer

The **MULTI TECHNOLOGY PROGRAMMER** COM setting is for the ECS 300 series credential programmer.

[The Programmer is necessary to enroll credential PIN's and assign them to specific individuals. The Programmer is also used to “Write” database information onto Delta Data Transport Keys (if that option is being used) and to “Read” event tracking information from Extraction Keys.]

The **MODEM PORT** COM setting is for the external ECS Modem when remote database management is being employed.

[Note: You must specifically use an ECS External Modem on both ends to insure reliable communications between the PC and the Controller]

** A COM Port selection must be entered for all three settings, even if not all three are being used and the same COM Port assignment cannot be used for more than one setting.

5. **Test that the Programmer setting is correct and functioning**

- Attach the ECS-300 series programmer to the selected COM Port.
[the Programmer has a flat cable with an RJ-12 plug which goes into the RJ-12 to 9-Pin adaptor card that came with the Programmer. The 9-pin connection is then made to the COM Port]

(Note: If you are using credentials other than ComKey, Proximity or RF Remote, you will also need to attach a reader to the external connection port on the programmer to enroll new credentials)

- Select from the menu, **File → Utilities → Read a Credential**
- Present any credential to the Programmer. If the set-up is correct, the credential PIN will display. If the PIN does not display, then the COM port set up is not correct. Check that you have a working COM port and confirm its internal designation. Change the Properties Settings if necessary and re-try.

Note: If you make any changes to the Properties Settings, you must close ECS Manager and Re-Open the program for the changes to be effective.

Setting Up Your Database

6. **Add the Building to the database** (*Buildings* → *Add/Update Buildings*)

Enter the Building Information on the Add Building screen

- Give the Building a name
- Enter the address information
- Network Dial-Up field – Identify how the database/events will be transferred between the controller and PC.
 - If by Modem – enter the complete TELEPHONE NUMBER of the modem line at the building exactly as you would dial it (no dashes or spaces)
 - If by Direct Cable connection – enter the word “DIRECT”
 - If by Delta Data Transport Key – enter the word “DELTA”
- The Interval Polling or Poll Time fields do not need to be set up at this time. If you want to set them up please refer to the User Manual.
- Enter optional Building Management Information, if desired.
- Click the “Add New Building” button on the right. A window will confirm that the building has been added to the database.

7. **Add the Controller to the database** (*Buildings* → *Add/Update Controllers*)

Enter the Controller Information on the Add/Update Controller screen.

- Select the Building where the controller is located (drop down menu)
- Assign a descriptive name to the Controller
(provides ease of identification, especially where there are multiple controllers, but has no functional role)
- Select the Controller type, ECS-200 or ECS-Turbo
[Depending on which is selected, different additional fields will need to be completed]
- **For ECS-200 Systems:**
 - Network Address - Enter any value (1-99)
[If more than one ECS-200 controllers are associated with one building, the Network Address must be different for each]
 - Delta Download - Check this box **only** if Delta Data Transport Keys are being used to download the database to the controller. Otherwise, leave the box blank.
 - Shift Checking Enabled - Check this box **only** if you are setting up separate shift classes/time zone groups allowing certain individuals access during specifically defined time periods

- Latch Mode - Check this box only if you want to require a credential to unlock the door and also require a credential to re-lock the door.

- Add Delta Keys - If you are using Delta Data Transport Keys for Controller to PC database communication you must add(register) all Delta Keys and a Time Key in the Controller.
To add a Delta Key:
 - a. Click on the “**Add Delta Keys**” button
[an “Add Delta Keys” window will display any existing DeltaKeys for that Controller]
 - b. Click the “**Add DeltaKey**” button
 - c. When prompted, touch the DeltaKey being added to the Programmer reader
 - d. The DeltaKey PIN will display
 - e. Click “OK”
 - f. Repeat steps “b” through “e” and register the Time Key
 - g. Repeat steps “b” through “e” if additional DeltaKeys are being added
 - h. Click “**Done**”.

- Click the “Add New Controller” Controller button on the right. A window will confirm that the building has been added to the database.

- Click “Done”.

- For **ECS-Turbo Systems**:
 - Network Address - Enter the address value that is associated with the dip switch settings on the ECS Turbo Network Board. Refer to the ECS Turbo Installation Manual for the Dip Switch-Network Address conversion.

 - Status Relay Time - This is the number of seconds that a connected door status alarm will be activated. The default value is 1 (second)

 - Shift Checking Enabled - Check this box **only** if you are setting up separate shift classes/time zone groups allowing certain individuals access during specifically defined time periods

 - Click the “**Add New Controller**” Controller button on the right. A window will confirm that the Controller has been added to the database.

 - Click “**Done**”.

8. Assign a name to each door being controlled

[ECS-200 systems will have only one door per controller; ECS-Turbo systems may have up to 4 doors per controller]

Door names are assigned using the Systems Tree View
(**Buildings → Systems Tree View**)

- Expand the Systems Directory (click on the “+” to the left of ‘Systems’) This will display the Buildings in your database.
- Identify the Building that you are working with and expand that Building’s Directory. This will display the Controller(s) associated with that Building.
- Identify the Controller associated with the Door(s) you wish to name and expand the Controller’s Directory
- Click on the “**Doors**” sub-heading (a spreadsheet will display to the right)
- Type in a descriptive name for the door(s)
[you can also modify other parameters for the door(s) or do so at a later time. Refer to the User Manual for more information]
- Close the Systems Tree View by clicking the lower “X” in the upper right hand corner of the screen (clicking the uppermost “X” will close the ECS Manager program)

Note: All changes made in Systems Tree View are automatically saved as entered.

9. Set Up User Class(es) {Set up of at least 1 class is required}

[User Classes (also called Levels of Entry) identify which users (credential holders) are authorized to access which doors. While it is required to set up at least one class, the flexibility of this function will only come into play for ECS-Turbo installations. For ECS-200 Installations there is only one door.]

(**Users → Add/Update User Classes**)

- Assign a name to the Class by typing it in the ‘**Shift Class Name**’ Box

Note: The Group Name “ALL” is commonly used if you are not creating separate user door groups (i.e. – all users will be allowed to access all doors)

- From the displayed list of ‘**Available Doors**’ – highlight the individual Doors that the Users in the User Class will have authority to access

Note: You can select multiple doors by holding the ‘CTRL’ key while selecting with your mouse.

- Click the ‘**Add**’ button. The selected Doors will display.
- Click the ‘**Update Class**’ button
- Repeat the steps listed above if you are creating multiple User Classes
- When all User Classes have been defined and Updated, Click ‘**Done**’

10. **Set Up Shift Class(es)** *{Set up of at least 1 class is required}*

[Shift Classes (also called Time Zone Groups) can be established to allow certain users access to authorized doors only during defined time periods. The ECS Manager Software allows for up to 8 separate Shifts, which can be combined in combination to define separate classes. Unlike User Classes where you must first name the door(s), all 8 shift classes (identified as ‘shift 1’ through ‘shift 8’) are listed as available.

However, if you are going to establish separate shift classes, you must define the class by specifying what the time parameters will be and which days of the week the shift(s) will apply. This is done using the Systems Tree View]

(Buildings → Systems Tree View)

- Expand the Systems Directory (click on the “+” to the left of ‘Systems’) This will display the Buildings in your database.
- Identify the Building that you are working with and expand that Building’s Directory. This will display the Controller(s) associated with that Building.
- Identify the Controller associated with the Door(s) you wish to name and expand the Controller’s Directory
- Click on the “**Shifts**” sub-heading (a spreadsheet will display to the right)
- If desired, type in a descriptive name for the shift(s) (not required)
- Define which Days of the Week the shift will apply
- Define the Start and End Time for the shift
- Close the Systems Tree View by clicking the lower “X” in the upper right hand corner of the screen (clicking the uppermost “X” will close the ECS Manager program)

Note: All changes made in Systems Tree View are automatically saved as entered.

IMPORTANT: If shifts are to be used, the Controller must be “told” to perform this check. This is done using the ‘Add/Update Controller’ menu option (see #7 above)

11. **Add the Users to the database**

(Users → Add/Update Users)

- Select the Building that applies from the drop down list
- Enter the Last Name and First Name of the individual (required fields)
- If desired, enter up to 5 additional fields of information pertaining to the user [the Add/Update User screen provides five (5) ‘General’ data fields. These fields can be assigned specific titles by clicking the ‘**Setup User Fields**’ Button]
- Select the User Class from the ‘Class’ drop down list (required)
- Select the Shift Class from the drop down list (required)
- Click on ‘**Update User**’ to store the record.
- At this point you can assign the credential PIN for this user or you can continue to enter the remaining users into the database. If you continue entering user information, repeat the steps above for each additional user. When all users have been entered, you can then go back and assign the credential PIN for each.

- To assign a User’s Credential PIN
 - Display the User on the Add User Screen (if not already displayed)
 - Click anywhere within the box displaying the message “**Select a Credential**”. The text will change to read “**Present a Credential**”.
 - Read the Credential into the ECS Programmer
[i.e.- Touch a ComKey, Pass a Proximity Card or Tag, Activate the RF Remote, Enter the Keypad Code, etc.]
 - The Credential PIN should display in the ‘Current Credentials’ box
 - Click ‘**Update User**’
 - If additional Credentials are being assigned, click ‘**Next Record**’
 - Repeat the steps above for additional Users
 - When all Credentials have been assigned, Click ‘**Done**’

12. **Set Up and Assign System Administrator Credential(s)**
(*Users → Add/Update Admin Credentials*)

Only authorized System Administrators are authorized to download (transfer) the database information into the ECS Controller. It is strongly recommended that you create at least one primary and one back-up Administrator Credential and that they be kept in a secure location. The software allows up to Ten (10) Administrator Credentials per database.

- Enter the name of the Administrator in the ‘Add Admin Credential’ screen
- Present the Administrator Credential to the Programmer
- The Credential PIN should display in the ‘Credential ID’ Field
- Click ‘**Add New Credential**’ to store the PIN
[Label the Administrator Credential just added to facilitate easy identification]
- If additional Administrator Credentials are being added at this time, repeat the steps above
- When all desired Administrator Credentials have been added, click ‘**Done**’

Download The Database to the Controller

13. **Download Database**
(*File → Download Database*)

The information contained within the database must be transferred into the Controller’s memory to allow the ECS System to control door access. This transfer is referred to as Downloading

- Click within the Administrator Credential Entry box displaying the text “**Click here to start**”
- The text will change to “**Present credential before proceeding**”
- Present an Administrator Credential to the programmer
- Select the controller you wish to download into from the ‘**Controller(s) to Load**’ list
- Select the Download Method
Selecting ‘**Complete**’ will transfer the entire database in its entirety

Selecting '**Incremental**' will transfer only that portion of the database that has been added or changed.

Since this is the initial download, select the '**Complete**' method.

- Click the '**Load**' button
 - If the system has been configured for either a Direct or Modem connection between the PC and Controller, the Download will commence
 - If the system has been configured to use Delta Data Transfer:
 - Touch and hold the Delta Data Transport Key that you have already added into the database to the reader on the programmer
 - A message will display to indicate the “Delta Key has been successfully loaded”
 - Set-Up (Load) the Time Key
(Remember that the Time Key is a specialized Delta Key and it should have previously been added (registered) for the Controller in the database – see Step #7)

To Setup the TimeKey

- a. On the Main Screen Title Bar click on
Delta Keys→Setup a Time Key
 - b. Touch the Time Key to the Programmer reader
 - c. The Time Key has been loaded with the time from the PC
- Take the Time Key and the loaded Delta Key to the ECS-200 controller location
 - **FIRST** touch the Delta Key to the reader at the site to complete the download. A successful download will be indicated by a steady green LED.
 - Then touch the Time Key to the reader. The LED will turn steady green (almost instantaneously) to indicate a successful time transfer.

Your ECS-200 or ECS-Turbo Access Control System is now ready. Refer to the ECS Manager Software User Guide for Event Extraction and any future changes you wish to make to your database.