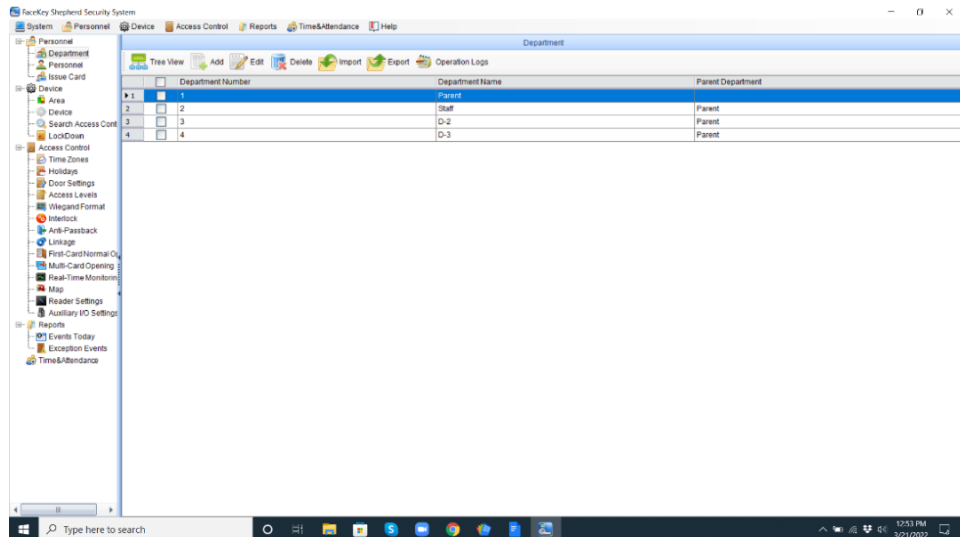


# Shepherd Hybrid Access Control Software

## 1. Personnel

### A. Department



- i. Department function allows the administrator to manage departments. This allows personnel to be assigned to a department to help in sorting and finding a person as needed.
- ii. Administrator can import or export list from to and from excel Spreadsheet. Column names should match for import function you can map the columns during the import wizard.
- iii. Operation Log is an audit trail of date, time, and who accessed this function and what changes, add or delete happen.
- iv. This is a required field for the Personnel function.
- v. To add a department Click on the Add button

Department Name  \*

Department Number  \*

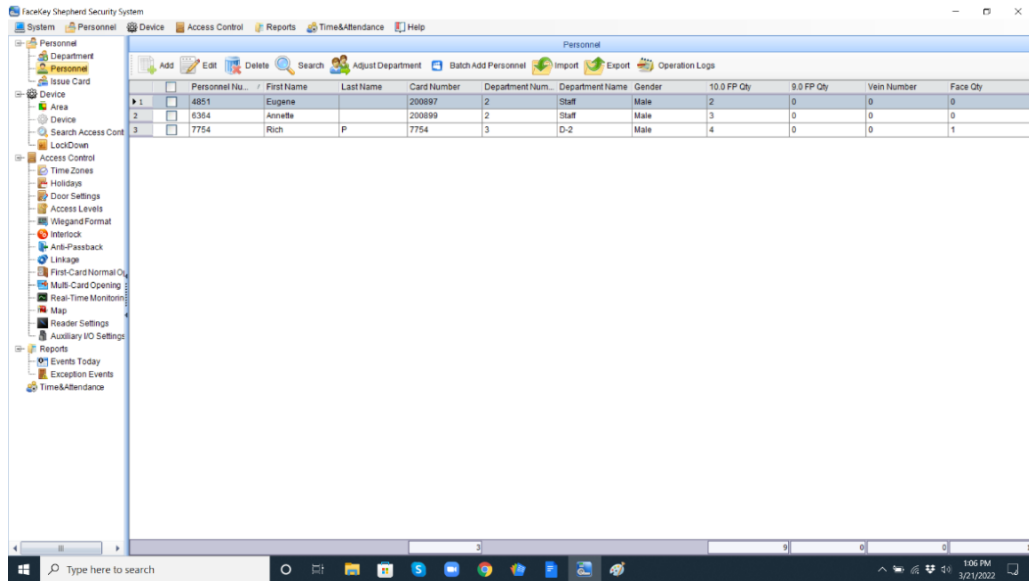
Parent Department  \*

OK Cancel

- vi. Fill in the three fields. The Department Number field will normally be the next number.
- vii. Click on the "OK" button to save.
- viii. Repeat the process to add new departments
- ix. You can edit or delete departments as needed.

# Shepherd Hybrid Access Control Software

## B. Personnel



- i. The Personnel function is where employees, are listed. Each person that will be allowed to have access to doors will be listed here.
- ii. By clicking on the headers you can sort by column.
- iii. Administrator can add, edit or delete personnel from the database and door controllers.
- iv. Add:

### 1. Personnel Profile tab:

Personnel Profile | Details | Alternative Access Levels

Personnel Number  \* Department  \*

First Name  Card Number

Last Name  Mobile Phone

Gender  Employee Date

Password  Birthday

Email  Terminal management pri   Emergency Personnel

Fingerprint Register [USB Sensor](#)

(Optimal Size 230x230 Pixel)

### 2. Required fields are:

- A. Personnel number up to 9 numbers can be entered, number can not be duplicated.
- B. Department

# Shepherd Hybrid Access Control Software

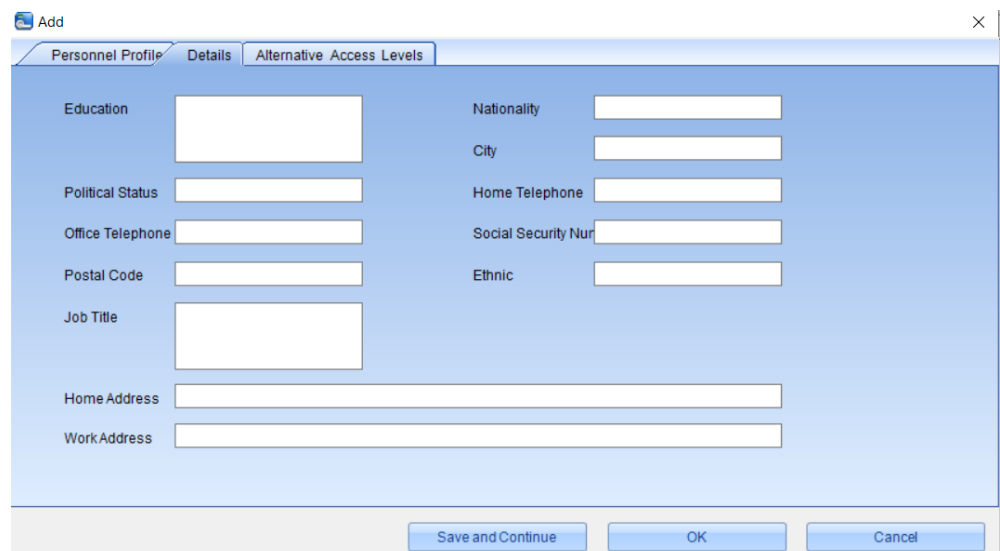
- i. Use Pull down to select department from the list.
- C. First and Last name fields.
- D. Gender
- E. Terminal Management Pri. This will be used to assign which employee will have access/admin privilege at the terminals/devices. FaceKey recommends that a Administrator code be used for this function. Example a 9800 with a Password 9800. reason is that Personnel either leave, layoff or fired and he is a administrator at the device you will not have access to device menus.
- F. Card Number field. This field will be required if the FaceKey



terminals are connected to a Access control panel either the shepherd SHC3100, SHC3200, SHC3400 or a third party access control panel.

- G. Password field is a number 1-8 numbers in length can not start with a 0.
- H. Emergency Personnel check box, if checked this assigns this person to be a emergency person during lock down. Lock Down unctión requires that all doors be equipped with a Shepherd door controller.
- I. The rest of the fields are optional.
- J. Fingerprint Registe: **USB Sensor** this function allows the Administrator to use FaceKey's desktop enrollment reader to enroll Fingerprints for the personnel, FaceKey recommends that two finger, one from left hand and one from right be enrolled.

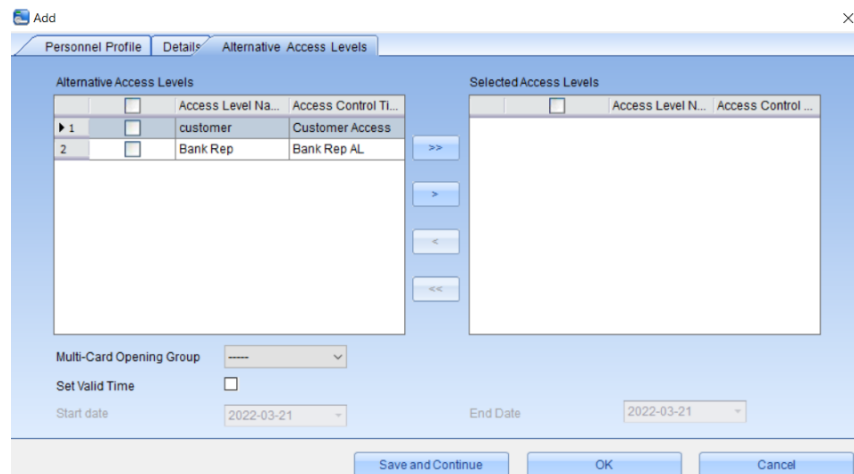
## v. Detail tab



# Shepherd Hybrid Access Control Software

A. The Detail tab is optional.

## 2. Alternative Access Levels



A. This tab is used to assign the personnel to access level that he/she will be assigned to. To make it active administrator will sync to the door terminals. Once loaded to the terminal the terminal will make all verification and control access for the door.

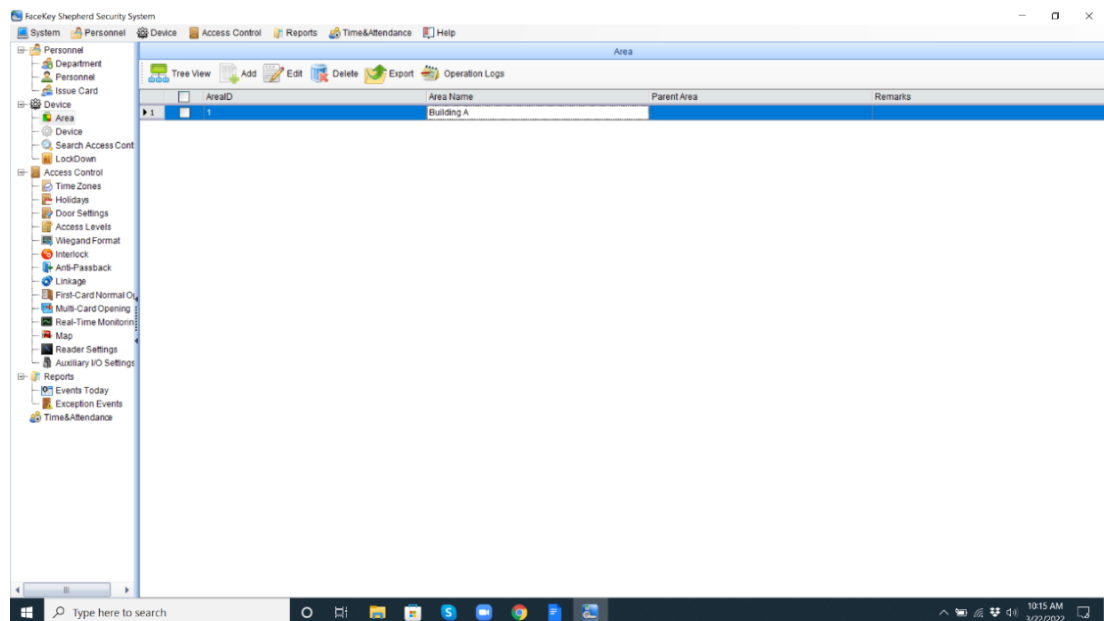
## C. Issue Card

i. This function manages the card numbers that have been assigned and issued to personnel by the administrator.

## 2. Devices.

### A. Area

i. The Area is used to show the location of doors where the access control



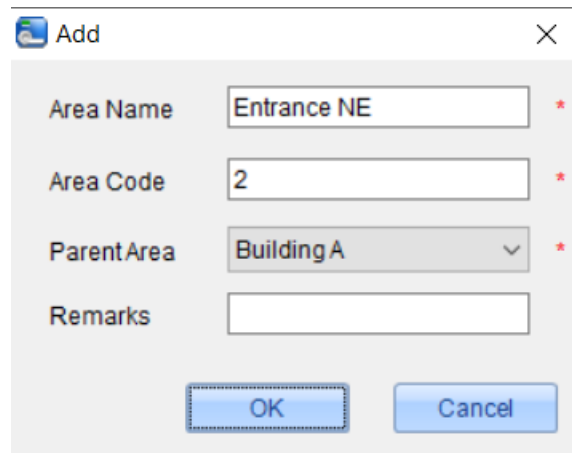
terminal will be located.

# Shepherd Hybrid Access Control Software

ii. There are three button, Add, Edit and delete to manage the Area names.

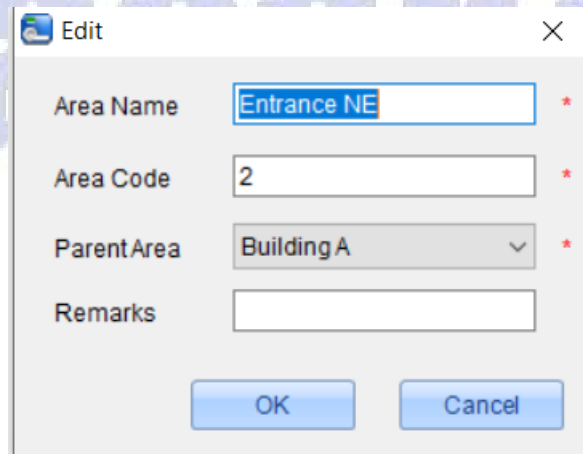
iii. Add:

1. Enter the Area Name.
2. Enter Area Code,(next numbers sequence), number
3. Parent Area use pull down to select parent area.
4. Remarks is a optional field.



iv. Edit:

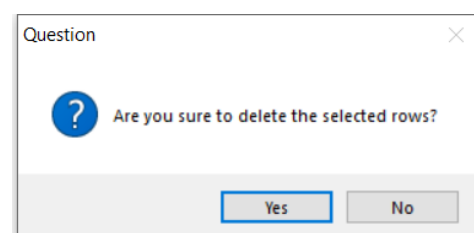
1. Used to Edit a existing area.



2. Select the field to edit and make the change.
3. Click on OK to save.

v. Delete:

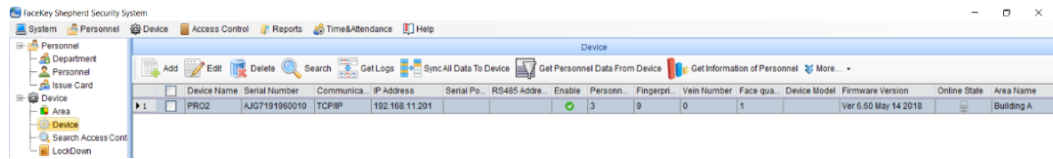
1. Select the Area to be deleted
2. Click on the “Delete” button
3. Verify window will appear click on “Yes” to delete or “No’ to cancel operation.



# Shepherd Hybrid Access Control Software

## B. Device:

- i. Device function shows list of registered devices that are active



- ii. Window used to manage the devices, buttons:

### 1. Add:

The 'Add' dialog box is titled 'Add' and has a close button (X) in the top right corner. It has a 'Basic parameters' tab. The fields and options are as follows:

- Device Name: Text input field with a red asterisk.
- Communication Password: Text input field with a red asterisk.
- Access Control Panel Type: Dropdown menu with 'Two-Door Access Control Pan' selected.
- Switch to Two-door Two-way: Check box (unchecked).
- Auto Synchronize Device Time With PC Time: Check box (checked).
- Area: Dropdown menu with a red asterisk.
- Clear Data in the Device when Adding: Check box (unchecked).
- Communication Mode: Radio buttons for 'TCP/IP' (selected) and 'RS485/RS232'.
- IP Address: Text input field with a red asterisk.
- IP Port Number: Text input field with '4370' entered and a red asterisk.

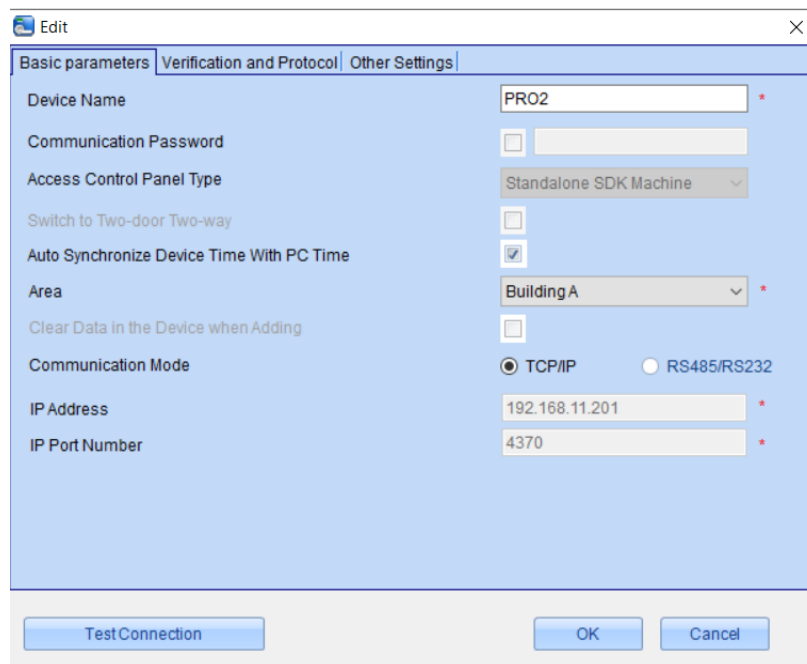
At the bottom of the dialog box are four buttons: 'Test Connection', 'Save and Continue', 'OK', and 'Cancel'.

## A. To add a new device:

- i. Enter Devices Name
- ii. Select the Access Control Panel Type by clicking on the pull down arrow and select "Standalone SD Machine"
- iii. Select the Area the devices is located by clicking on the pull down arrow, Select the Area were the device is located.
- iv. Check the box to the right of "Clear Data in the device when Adding"
- v. TCP/IP sis the default setting.
- vi. Enter the IP address that was enter into the device that is being register.
- vii. Click on the Test Connection button to see if device is online.
- viii. Click the OK button to complete the registration for the device.

# Shepherd Hybrid Access Control Software

## 2. Edit:



The screenshot shows the 'Edit' window with the 'Basic parameters' tab selected. The fields and their values are:

- Device Name: PRO2
- Communication Password: (empty)
- Access Control Panel Type: Standalone SDK Machine
- Switch to Two-door Two-way: (unchecked)
- Auto Synchronize Device Time With PC Time: (checked)
- Area: Building A
- Clear Data in the Device when Adding: (unchecked)
- Communication Mode: TCP/IP (selected), RS485/RS232 (unselected)
- IP Address: 192.168.11.201
- IP Port Number: 4370

Buttons at the bottom: Test Connection, OK, Cancel.

A. The edit button has three tabs or functions.

i. Basic Parameters

ii. The only edit allowed here is the device name field

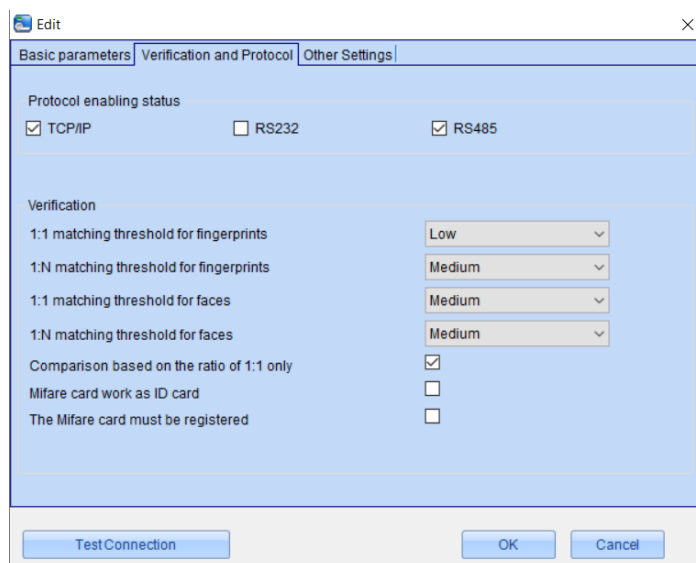
iii. Buttons:

1. Test Connection - verify that device is online

2. OK- update and save any changes

3. Cancel - cancel and edits done and close window.

iv. Verification and Protocol tab



The screenshot shows the 'Edit' window with the 'Verification and Protocol' tab selected. The fields and their values are:

- Protocol enabling status:
  - TCP/IP: (checked)
  - RS232: (unchecked)
  - RS485: (checked)
- Verification:
  - 1:1 matching threshold for fingerprints: Low
  - 1:N matching threshold for fingerprints: Medium
  - 1:1 matching threshold for faces: Medium
  - 1:N matching threshold for faces: Medium
  - Comparison based on the ratio of 1:1 only: (checked)
  - Mifare card work as ID card: (unchecked)
  - The Mifare card must be registered: (unchecked)

Buttons at the bottom: Test Connection, OK, Cancel.

1. This window allows the administrator to change

# Shepherd Hybrid Access Control Software

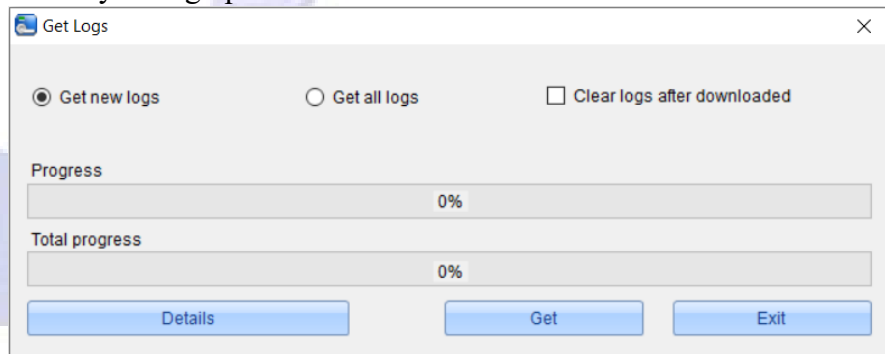
Verification settings. use the Pull down arrow to select the changes or check the box to the right of field.

## 3. Delete

- A. Select device to be deleted from list. Note if you are deleted device download all event logs before proceed.
- B. Click on the Delete button
- C. Verify window will appear asking if you want to proceed with Delete operation.

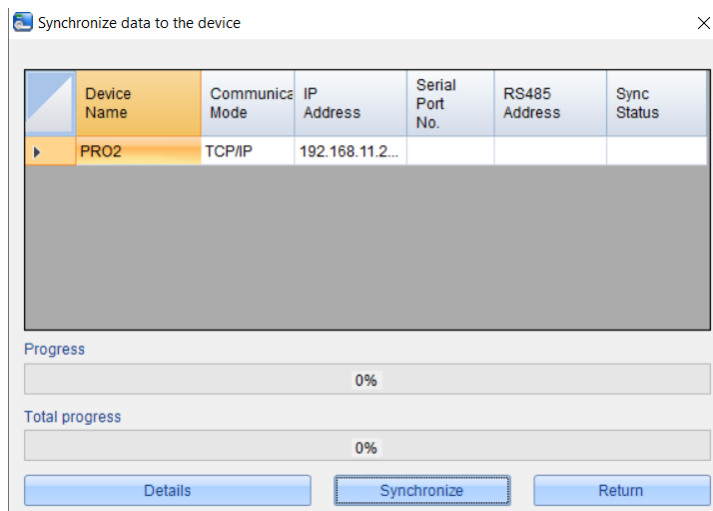
## 4. Get logs

- A. Get Logs will download all the Event log stored in the device you will option to clear this data from the device, FaceKey highly recommends this. As the event log table in the device reaches its capacity the performance of the device decrease slightly do to memory filling up.



## 5. Sync all data to devices

- A. Sync all data to the devices selected, This function will push all data that is assigned to this device, Access level, Personnel data, time



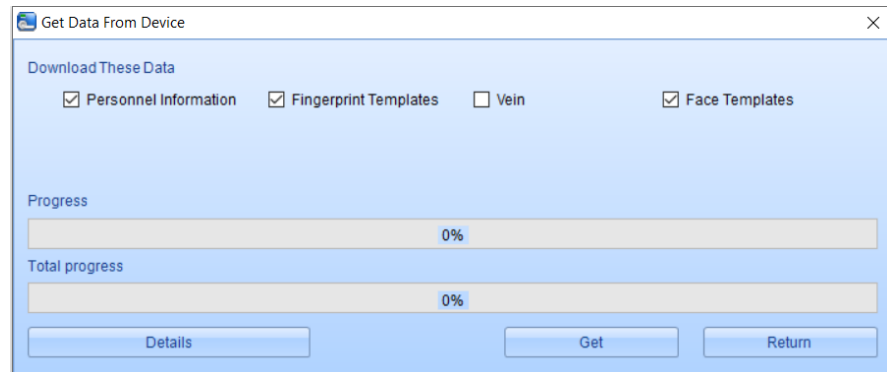


# Shepherd Hybrid Access Control Software

zones, holidays any parameter changes made to the device.

## 6. Get Personnel Data from devices

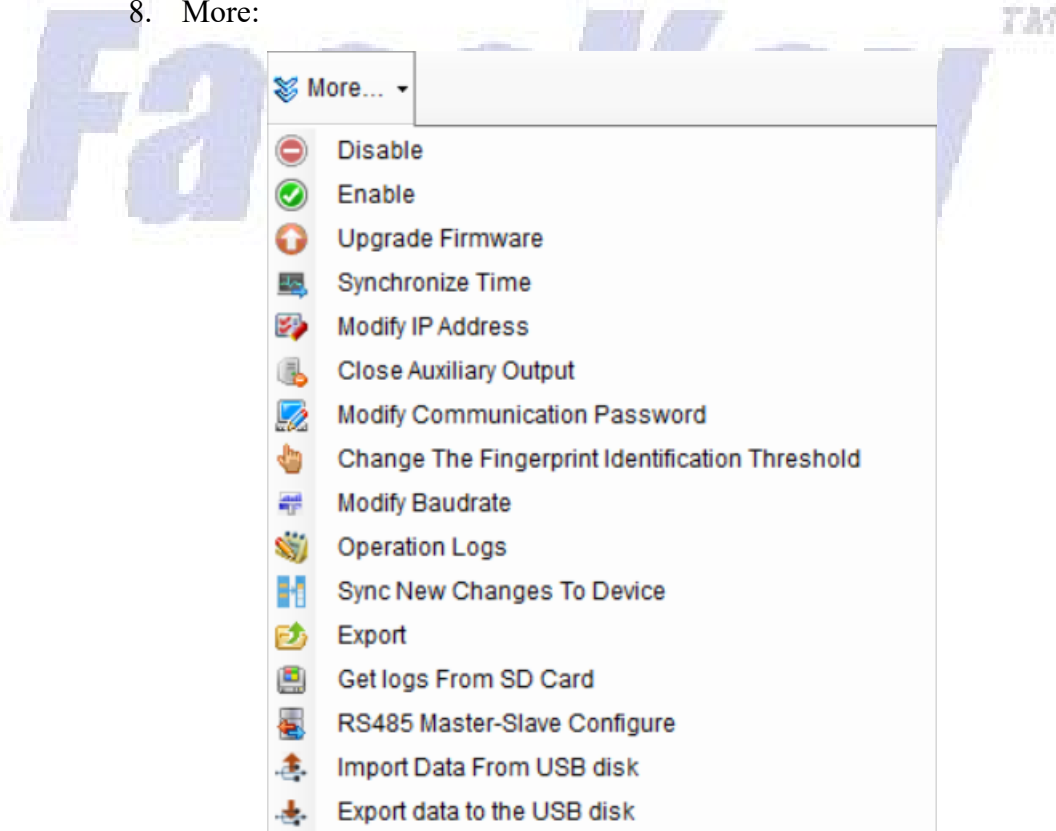
- A. Retrieves the personnel data, face and fingerprint templates and stores them into database.



## 7. Get Information from devices

- A. Retrieves information about the device, number of users, Finger and face template count, serial number and version number stored on the device.

## 8. More:

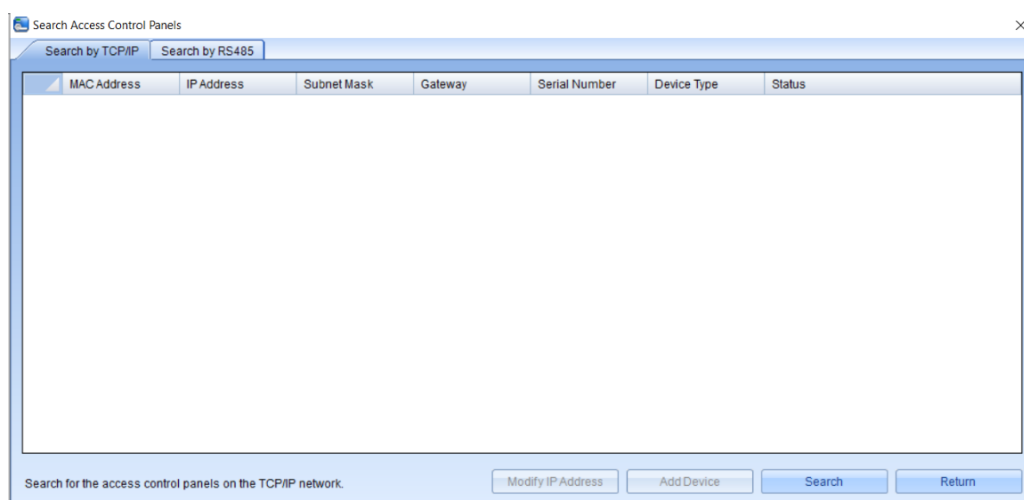


- A. Disable - Disables the selected device(s).
- B. Enable - enables the selected device(s).

# Shepherd Hybrid Access Control Software

- C. Upgrade Firmware - This function should never be used unless directed by FaceKey Corporation's Customer Service. this function will upgrade a firmware in a select device(s). FaceKey's Customer Service will send you file with instruction how to do.
- D. Synchronize Time - This syncs the time and date from the PC to the device(s)
- E. Modify IP address - This is used to change the IP address of a device. Only one device at a time.
- F. Close Auxiliary Output - Needs the SHC3100, SH3200 & SHC3400 panels.
- G. Modify the communication password - Changes the Password in the device.
- H. Change the Fingerprint Identification Thershold- allows the editing or the Threshold of the select device.
- I. Modify Baud-rate - Allow the Buad-rate setting for RS482 communications.
- J. Operation Log - Displays the Audit log for devices, see modification, Adds and deletes for devices by Admin user.
- K. Sync New Changes to Device - Updates the selected devices user, fingerprint, face and time settings for only devices that have a change waiting.
- L. Export - Exports the device lists to Excel.
- M. The other four are not used on a regular bases. See Customer service for detail is needed.

## 9. Search Access Control



The search access Control is used when the Shepherd Access Control Panel Product

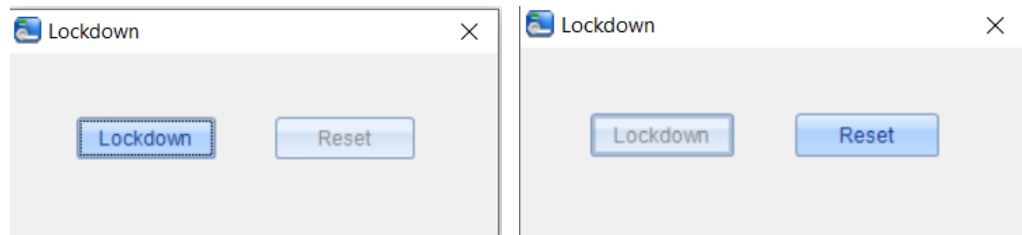
is

# Shepherd Hybrid Access Control Software

In the mix. When the Search button is clicked the software will scan/search the network and find the Shepherd Control Panel. once found admin can add the device to the device list. admin can change the IP address if needed before it is added to list.

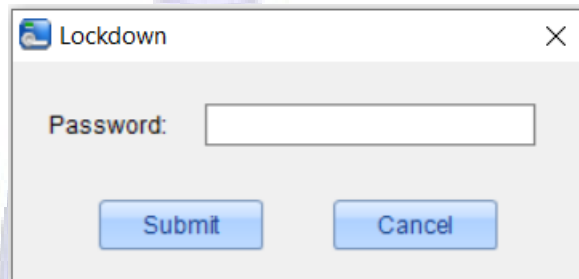
## 10. Lock Down

- i. This function only works with the Shepherd SHC3100, SHC3200 and the SHC3400 door controller.
- ii. When the Lock Down function is clicked and the Lock down button is clicked on the door controllers will not allow any personnel that is not a



Emergency personnel access to the door.

- iii. When the reset button is clicked window will appear asking for a password.

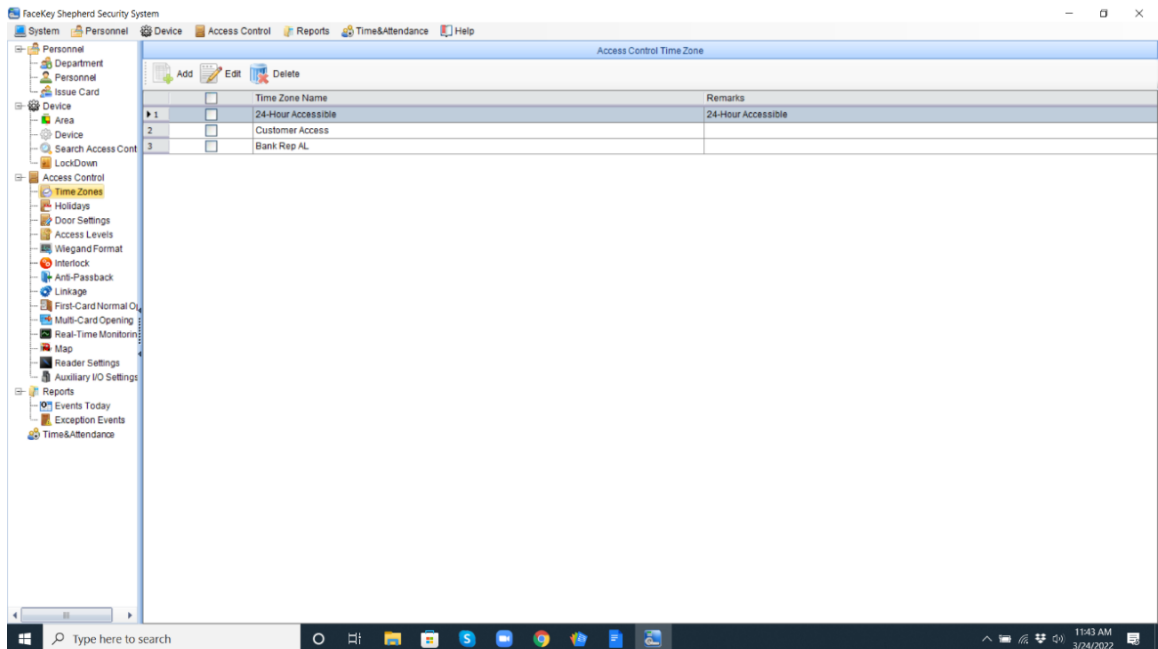


To reset enter an administrator password then click on the Submit button to reset door controllers back to normal operation. The password is whoever have login access to the software and have Admin privilege.

# Shepherd Hybrid Access Control Software

## 3. Time Zones

Time Zones are the time schedules that will be used by Access Level and terminals/devices.



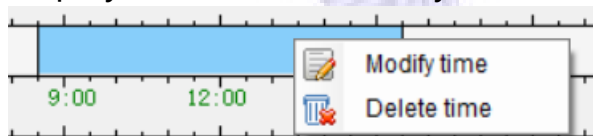
### A. Add

The 'Add' dialog box for creating a new Time Zone includes the following fields and options:

- Time Zone Name:** A text input field with a red asterisk indicating it is required.
- Remarks:** A text input field.
- Standalone device parameters:** Four dropdown menus for Timezone ID 1, Timezone ID 2, Timezone ID 3, and Holiday TZ Id.
- Schedule Grid:** A grid for defining access schedules for each day of the week (Monday through Sunday) and three Holiday Types. Each row has a horizontal timeline from 0 to 24 hours, with major ticks every 3 hours (0, 3:00, 6:00, 9:00, 12:00, 15:00, 18:00, 21:00, 24).
- Start Time:** A dropdown menu currently set to 00:00.
- End Time:** A dropdown menu currently set to 00:00.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

# Shepherd Hybrid Access Control Software

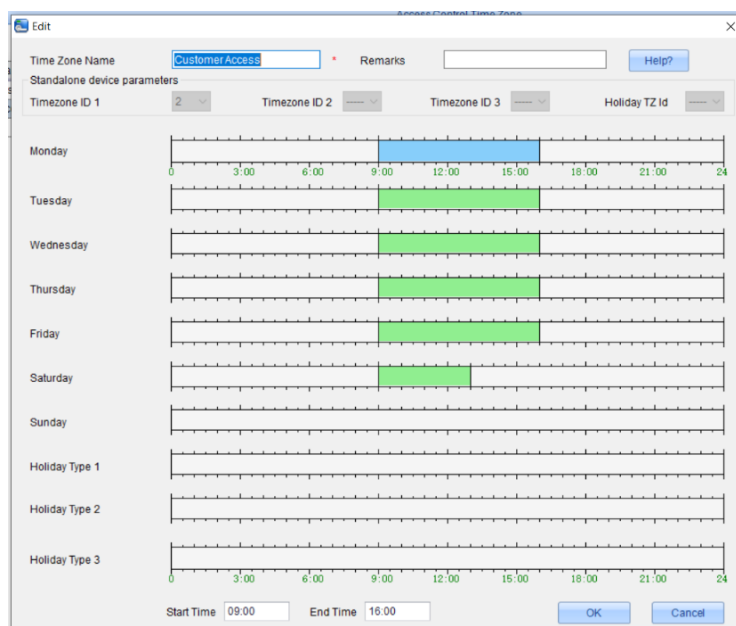
- i. The "Add" function administrator will use to set up time schedules for each day of the Week. Holiday type 1, 2, 3 are to set a schedule for if the work day is a holiday. normally it will be a no access day.
- ii. To enter a time period for week day example Monday click and hold the left mouse button down and dray the mouse curse to end time. at the bottom of the window there is a start and end field that can be used to edit the time. 24 hour format must be used when entering time.
- iii. Second method to edit is to place the mouse courser over the week bar and press the right mouse button. this will display a box, it will allow you to select Modify Time or



Delete time. if Modify time is select the edit box will appear.

## B. Edit

- i. The edit button allow the editing of a existing Time Zones.
- ii. Select the day by placing the mouse cursor over the day and press right mouse button. select modify time to make adjustment to time.



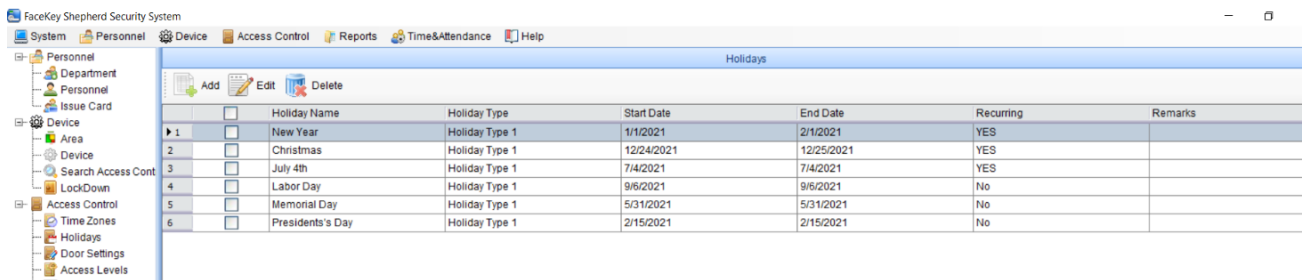
# Shepherd Hybrid Access Control Software

## c. Delete

Delete button will delete the Time Zone the was selected. Note the 24/7 time zone can not be deleted.

## 4. Holidays

Used to enter the Holidays. Recurring holidays are holidays that the date

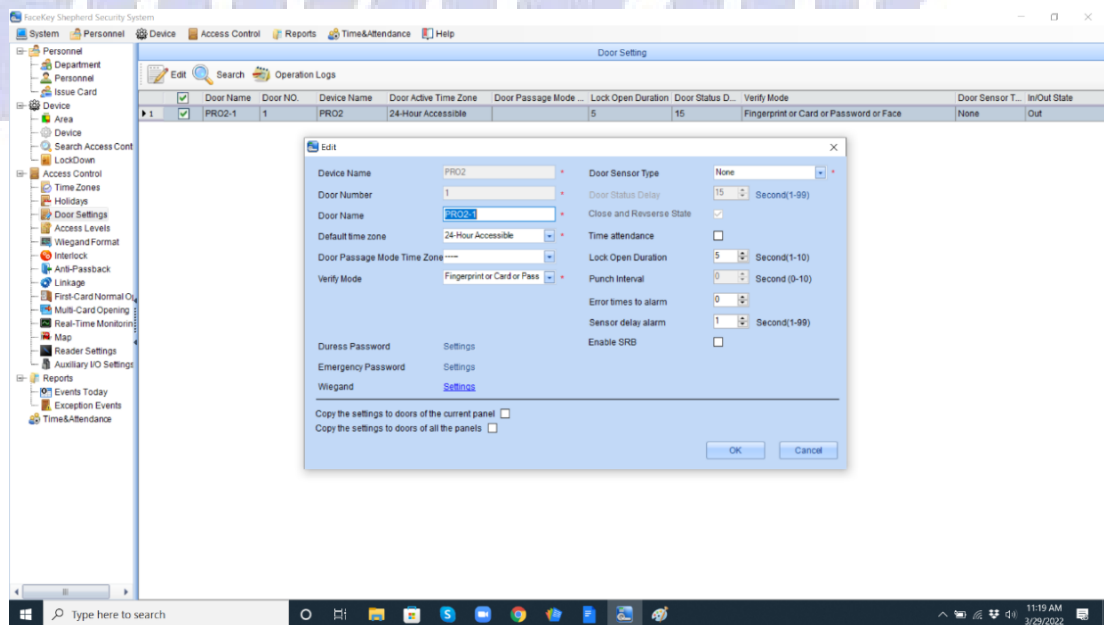


	<input type="checkbox"/>	Holiday Name	Holiday Type	Start Date	End Date	Recurring	Remarks
1	<input type="checkbox"/>	New Year	Holiday Type 1	1/1/2021	2/1/2021	YES	
2	<input type="checkbox"/>	Christmas	Holiday Type 1	12/24/2021	12/25/2021	YES	
3	<input type="checkbox"/>	July 4th	Holiday Type 1	7/4/2021	7/4/2021	YES	
4	<input type="checkbox"/>	Labor Day	Holiday Type 1	9/6/2021	9/6/2021	No	
5	<input type="checkbox"/>	Memorial Day	Holiday Type 1	5/31/2021	5/31/2021	No	
6	<input type="checkbox"/>	President's Day	Holiday Type 1	2/15/2021	2/15/2021	No	

does not change. Non-recurring holidays will need to be enter for each year since there dates change year to year.

## 5. Door Settings

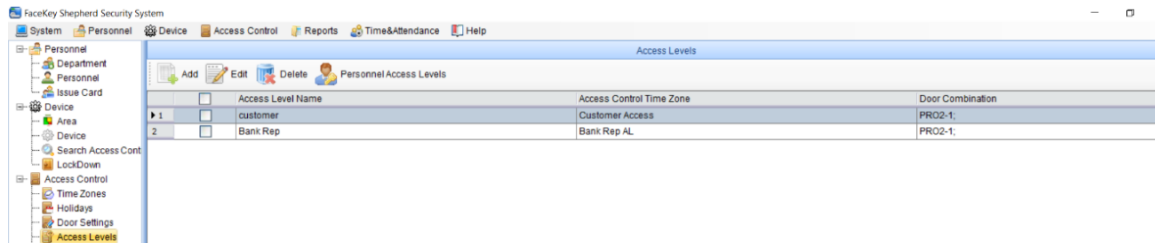
- A. Allows the administrator to setup Door sensor, Door open duration time, Punch interval, edit door name and more. If the device is going to be used has a time clock the Time Attendance must be checked. Note devices used as a door controllers should not have the time attendance box checked.



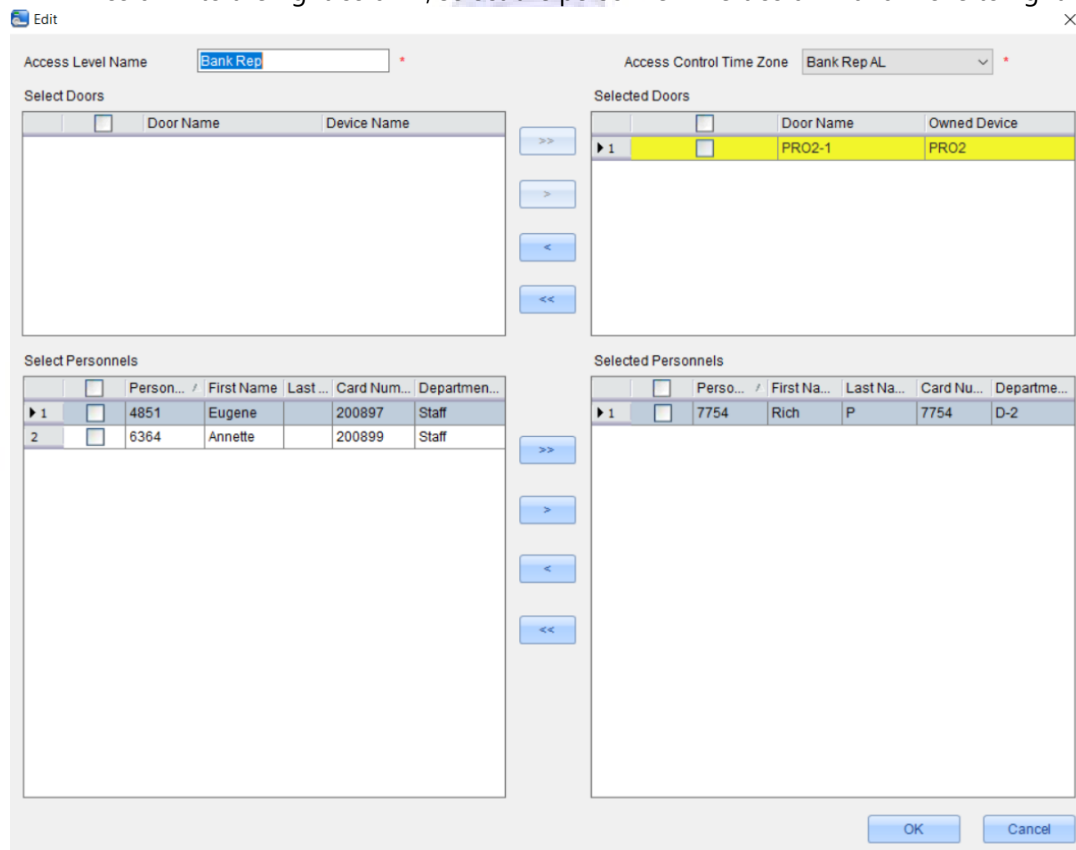
# Shepherd Hybrid Access Control Software

## 6. Access Levels

- A. Access levels are schedules used to assign the personnel to what device(s) they will have access to, the time zone that will be used by this Access Level. once these are setup Personnel can be added to the Access level in the Personnel section.



- B. The Add button allows you to create new Access Levels. to create a new access level enter the name, Select Time Zone for this Access Level, Move device name from left column to the right column, select the personnel in left column and move to right



column. once all devices and personnel have been completed click on the OK button to save.

- C. The Edit button allows you to edit the selected existing Access Levels.  
 D. Delete Button will delete the selected Access Level.