

# The Marina Program ACS-3000 Access Control System Integration

## Access Control System Interface

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# Daily

## Computer Daily Start-Up

*NOTE: If not familiar with The Marina Program or the ALX ACS-2000 program, please first read the sections on System Overview and on Set up and Maintenance Utilities.*

Each time a person attempts to open a door or gate controlled by the ALX ACS-2000 Access Control System, a reader transaction is created and stored in the ACS-2000 database. Transaction items from the doors and gates are continually being collected by the ACS-2000 and stored in transaction history files.

The transaction items are collected and integrated into The Marina Program in several ways, depending on the set up and version of the Marina Program:

Each time The Marina Program is turned on, it will check to see if there are any new reader transactions to be collected. If so, the records should be imported into The Marina Program.

If reader transaction records are available and that have not been processed, choose Lists, Access Utilities from The Marina Program menu



**NOTE:** See section on computer set up if this is first time use of the ALX Access Control system.

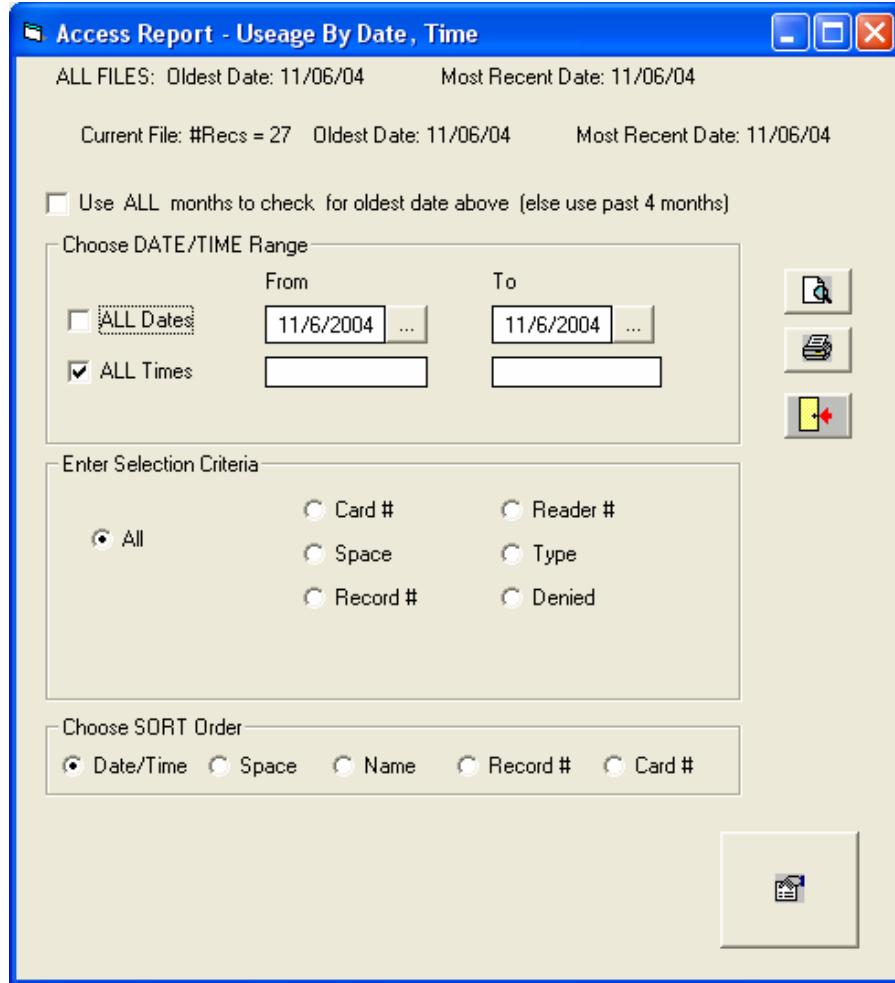
On clicking **Update Readings into Report**, the data collection program will import the transaction information from the ACS-2000 and integrate the data into ongoing data files in the main program.

*At this time, the Key-card records are also updated for date last used and number of times used this month.*

**Once the process has begun, it should not be aborted.** When done, an option to print the access for the last 24 hour period is provided. This process can be skipped by typing ESC or clicking on Close. This report can also be printed by clicking on Access Control Report from the Key-card Utilities menu, or by Clicking on Query, Access Report from the main program menu.

### Access Control Report

The current dates are default:



Click Print/View for the standard, default report. The report lists each access, the card number, the card owner, the time and the entry/exit point for the previous 24 hours. Most users accept the defaults and print a current report, however flexible reports can be generated to show any access use.

If there is no file available to process, the screen will display:

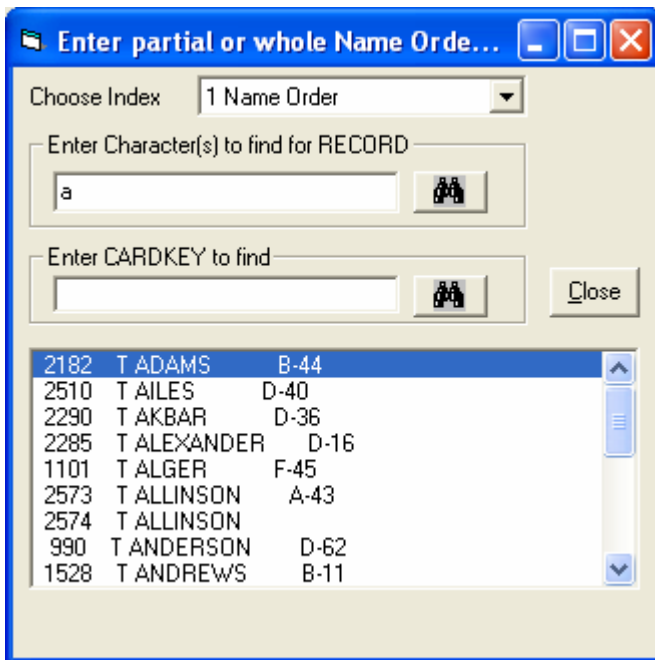
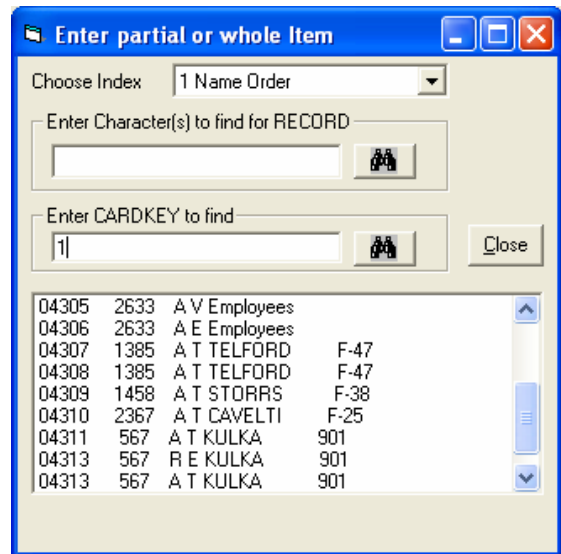
NO CURRENT file for updating report

## Daily Key-card Maintenance and Operation

**Daily Maintenance** includes adding new key-cards, locking or unlocking key-cards, finding/scrolling or printing particular usage of a key-card by tenant or slip. Maintaining an individual's key-card information can be added or edited from the tenant screen(s), the transaction posting screen, or the ACCESS CONTROL Information menu.

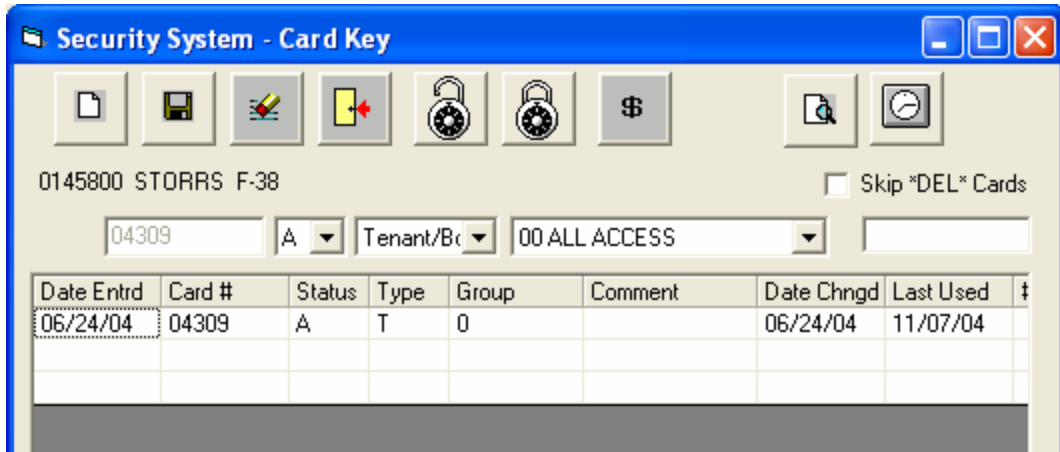
### Edit/Enter/List Key-cards - Card Holders

Click on Query, Find/Add/Edit Key-cards to bring up the Key-card Select Box:



Once a name or number, etc. is entered, then click on Find or double click on the highlighted line.

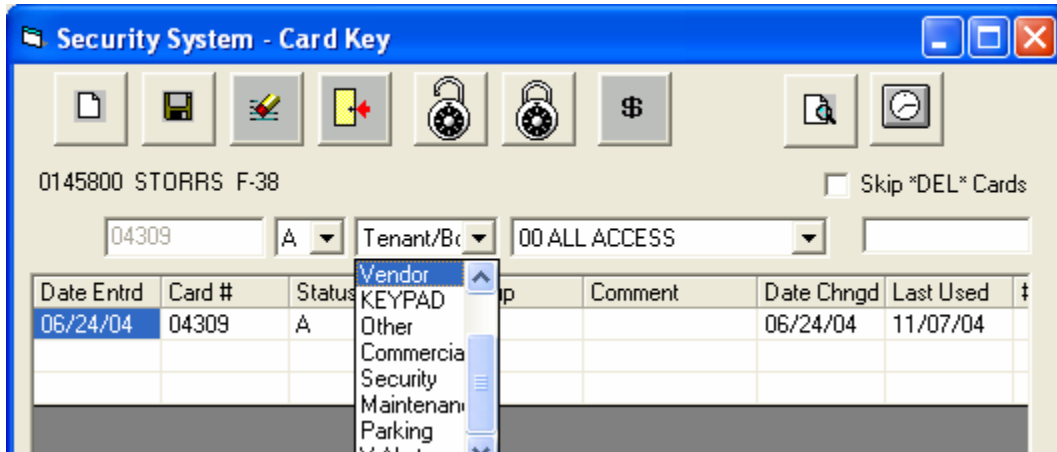
New Save Remove Exit UnLock Lock Charge/Deposit Print Show Usage



To **edit** an existing key-card, click on that key-card's data line in the list box. The key-card record will then appear in the edit boxes. The comment, or lock/unlock status or time and group status may be changed. Then click on the Save button.

To **delete** a key-card, click on the key-card to put it in the edit fields and click on the Remove button.

To add a new key-card, click on the New button, enter the data and then click on the Save button.



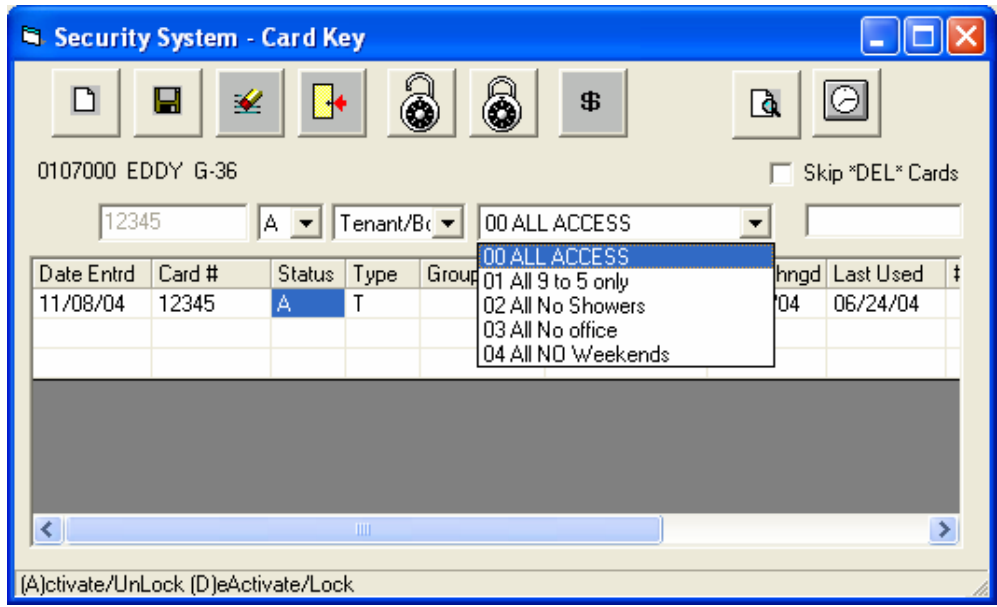
To add a **New Card**

**Note:** On entering a new key-card number, the number is checked to make sure it is not a duplicate and that it is in the appropriate number range. Three codes and a comment are then entered as follows:

**1 - A** for Activate or **D** for DeActivate.

**2 - Code type.** Codes are used for reporting purposes and allow a key-card to be identified by type of user (Tenant, Guest, Vendor, Employee, **KEYPAD**, Other, Security, Maintenance, Parking, X Alert ). The codes except K and X are passive in their action, but allow sorting and selecting in the Access Control Report.

**K** for keypad is a default when the record last name is KEYPAD, and allows keypad access only. The other codes may be chosen from the programs list of code types. **X for Alert** flags the ACS-2000 program to alert the user(long beep) and deny access if that card is swiped at a gate.



**3 - User Access Rights (UAR)** define where the key-card will be granted access on any given date and time. The list of UAR's is set up in the ALX ACS-2000 program.

**4 - Comment** - a short memo may be entered, "WIFE'S CARD" "LOST CARD" etc..

Each key-card is indexed independently. Lost keys may be locked out permanently (Deleted); returned key-cards may be re-assigned. Key-cards are not duplicable.

*Deactivate / Remove / Delete*

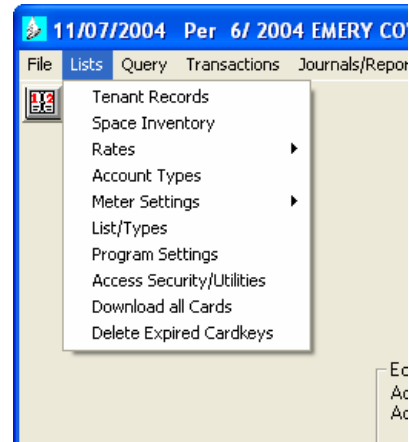
. A **De**-activated card may not be re-issued - it is considered to be still issued to a person, but simply not useable/activated. Locking a card deactivates it.

Clicking the Remove button removes that card from use. A deleted (removed) key-card may be re-issued. This is usually done when a person terminates (checks out) and you have the returned key-card to re-use. When a card holder is terminated (checks out) and the record is deleted, the standard Marina Program will automatically **Remove** any key-cards issued to that person.

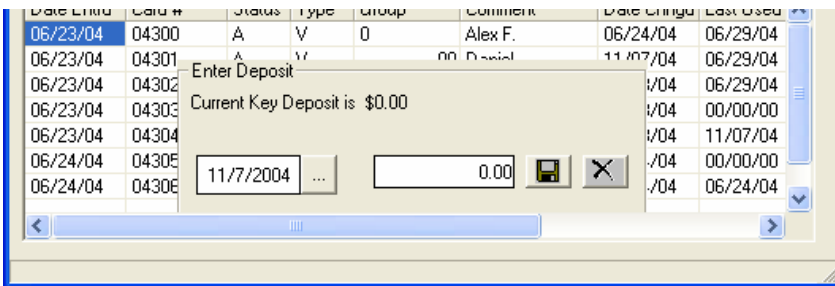
Cards may be totally deleted from the data base using the HK utility.

Removed and deleted cards may be re-issued. Removed cards will show on queries and print on lists where 'including deleted cards is checked'.

*Note: A menu item under Lists can be used once a day to delete card keys for expired records, based on their date out, using a Date Out of 2 days prior to the current date.*



Depending on how payments for the key-cards are handled, as a simple charge, or as a deposit, The Marina Program can be customized so this charge or deposit is just another button to click on the key-card entry window. (Many marinas charge for the cards, eliminating refunds and creating a profit center that can pay for the access control installation.)



### Using Pre-Entered Key-cards

If a key-card number already exists in the program and attempt to issue to a different/new person, the program will state “Card number 1234 already assigned to SMITH” and will not allow re-use of the key-card number.

Some facilities may want to pre-enter key-cards so they can be quickly handed out to guests or tenants. These numbers are thus entered under a generic account name of TEMP or GENERAL\*, and can then be re-assigned to a specific person at the staff’s convenience.

Any key-card entered under a record with the last name of TEMP or GENERAL\* may be re-assigned. The Program will then simply ask, Card Number 1000 assigned to GENERAL\*, re -assign? OK ? A click on the OK button allows the re-assignment, removing it from the list in the GENERAL\* record.

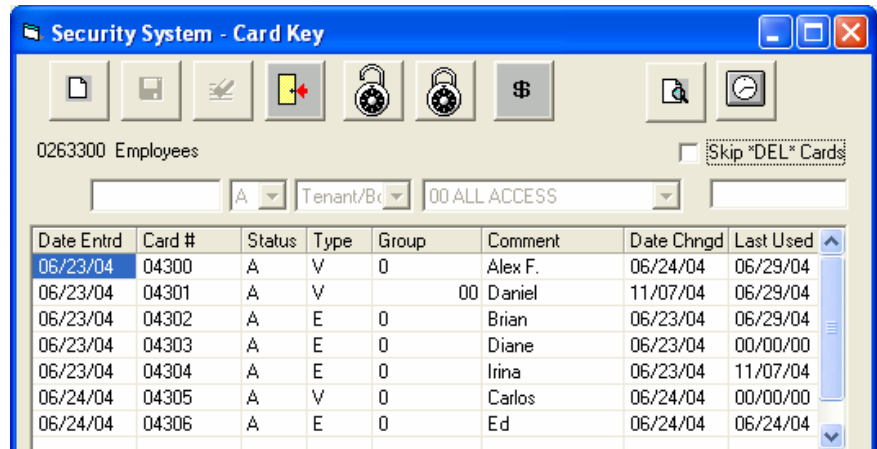
If a facility wishes to use this method, they need to set up a record, coded as a transient, with the last name of TEMP or GENERAL\*. This record will not need any other data.

## Using Generic Records

Often a facility has a group of employees, or a group of security personnel for which there is no need to create individual records just to then assign key-cards.

In this case, a record can be entered with a standard record last name, SECURITY, or EMPLOYEES, and set up as a Transient so key-cards can be assigned and entering the actual employee or vendor or name in the comment field.

Additionally, record last names of \*EMPLOYEE and \*PATROL, if using passwords, are restricted to only those with a master password for adding/deleting/editing.



Date Entrd	Card #	Status	Type	Group	Comment	Date Chngd	Last Used
06/23/04	04300	A	V	0	Alex F.	06/24/04	06/29/04
06/23/04	04301	A	V		00 Daniel	11/07/04	06/29/04
06/23/04	04302	A	E	0	Brian	06/23/04	06/29/04
06/23/04	04303	A	E	0	Diane	06/23/04	00/00/00
06/23/04	04304	A	E	0	Irina	06/23/04	11/07/04
06/24/04	04305	A	V	0	Carlos	06/24/04	00/00/00
06/24/04	04306	A	E	0	Ed	06/24/04	06/24/04

**When one of these four types, record names beginning with EMP, SEC, \*EM or \*PA is used, the access report will list the comment field – where the individual’s name has been entered – on the access report. Instead of Employee, it will show Emp: Jane Smith**

## Keypad Usage

Some facilities may have keypads in place of, or in addition to, key-card readers. The keypad access code is a 5 digit number beginning with a non-zero (1000 – 65534) and may be changed periodically.

**Set up a keypad with a dummy record (as a transient) where the first six letters of the last name are KEYPAD.** Several "KEYPAD" s can be set up if there are different categories or different areas, but it is simpler in most cases to keep it simple and have several different "keypads" card numbers in one KEYPAD record.

**Note:** For any KEYPAD record, the category **K** is the only category allowed, and shows as a default on the screen.

Keypad numbers may be the same as Key-card numbers but must have the type K for Keypad

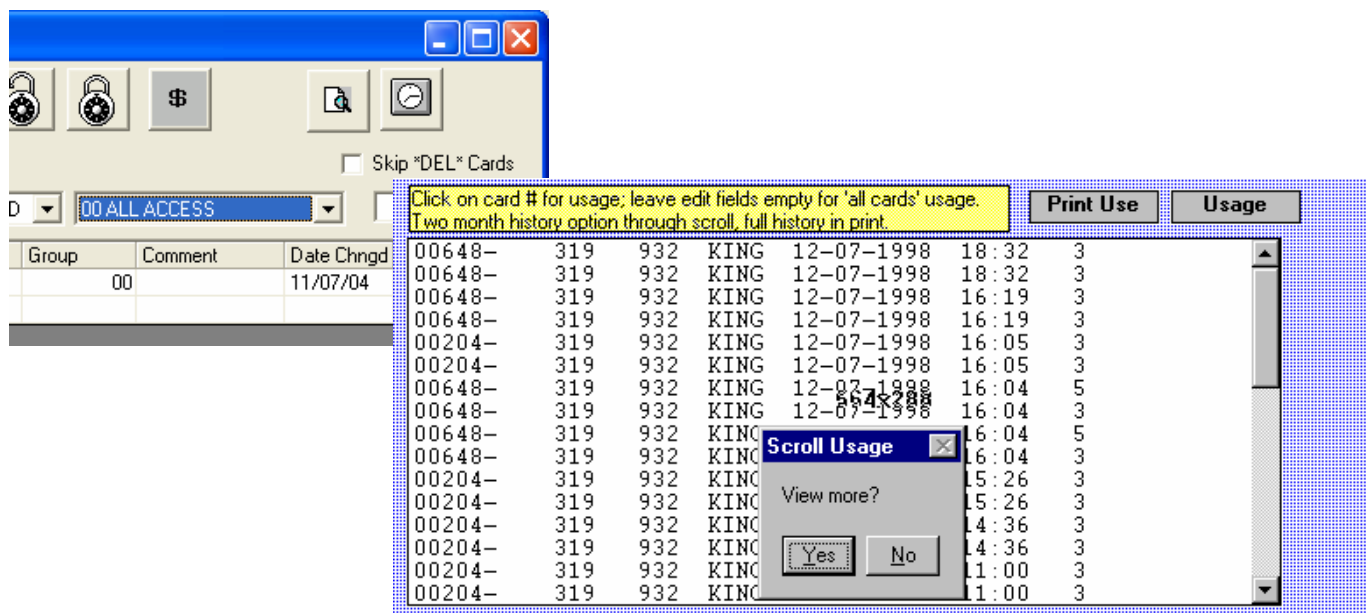
- . when a keypad number is locked, it is completely deleted from the records and data files.
- . several different keypad numbers can be entered using different User Access Rights codes.
- . no number greater than 65534 will be allowed

A keypad number can have all the access rights regarding particular gates and time zones, but will always carry the code type “**K**”. These numbers may be set up for a single day, or for a longer time period. When the keypad number is locked/deleted, that number no longer works on the keypad.



### Scroll/Print Usage

The usage for all key-cards held in the record, or for an individual key-card held by that record can be scrolled. To view usage for the record, click on the Usage button, to view history of activity for a card, click on the card, then the Usage button. Both scrolling and printing usage can include a large number of records. The program will periodically stop and ask, “view more”, or “Two Months printed, continue ? “



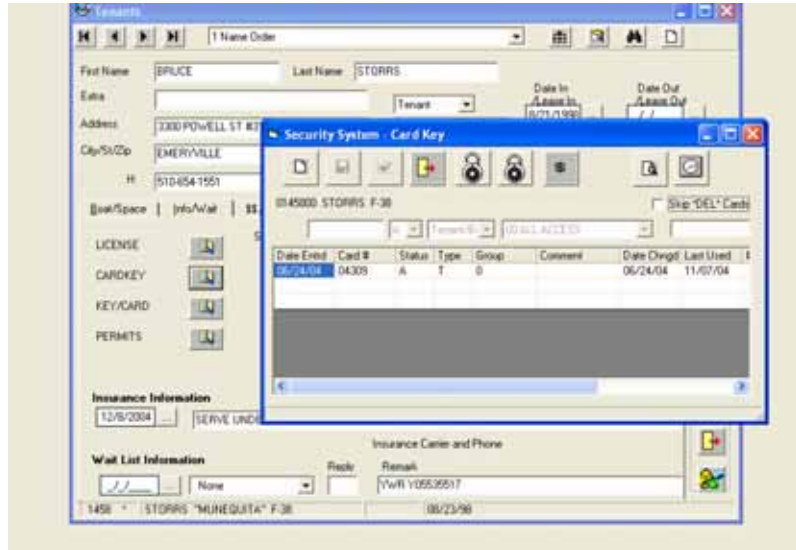
## Fast Find/Edit

Cardholders and key-cards can be quickly queried or edited in a number of ways:

Main Menu, Select, Tenant Data Record, Info/Wait tab, key-card view/Edit

## Entering cards from a tenant record

Click on the Info/Wait tab, then on the CardKey button:

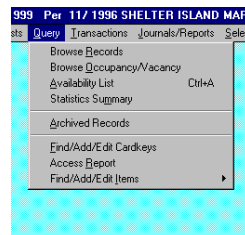


The Marina Program automatically uses the date the key-card is first entered (the current program date) and when that key-card may have been edited (date changed). If user codes are being used, the current user code is saved and will show at the right end of the data line.

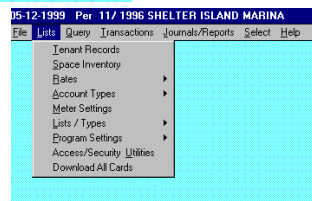
If the facility uses the POS/Guest Management module, there will be a key-card command button in the lower left of the POS window.

## Entering Cards from the Main Menu

Main Menu, Query, Find/Edit Key-cards (see section Daily Key-card Maintenance)

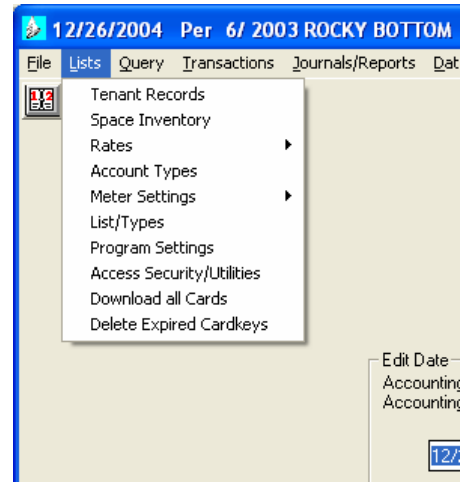
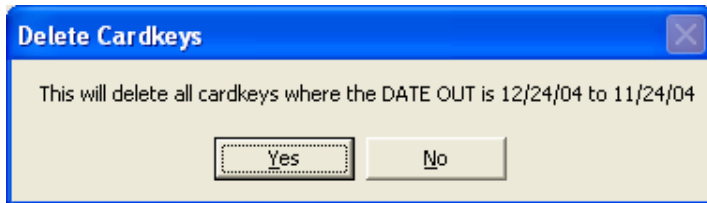


Main Menu, Lists, Access Control Utilities, Find/Add Edit Key-cards.

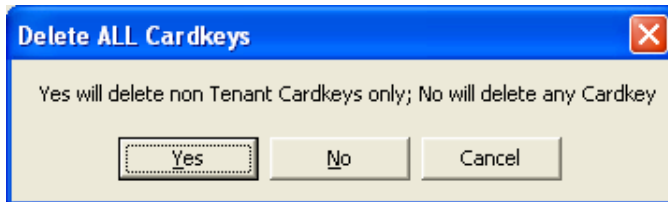


## Removing/Deleting Cards / Expired Record

Cards are removed when a guest or tenant is deleted or archived. Usually it is facility policy to remove cards on check out. But in order to clear out all cards for boats who have left, a Menu option is available to remove cards based on Date Out:



Depending on policy, this may be just for guests, or for all records:



Removed/Deleted cards are marked 'Removed/ they are not deleted from the data base. This allows the facility to see if an attempt has been made to use a deleted card and whose card it was.

Deleted cards may be re-issued, re-assigned. Cards may also be deleted permanently from the data base (and also re-issued) using the HK utility

## Monthly Maintenance

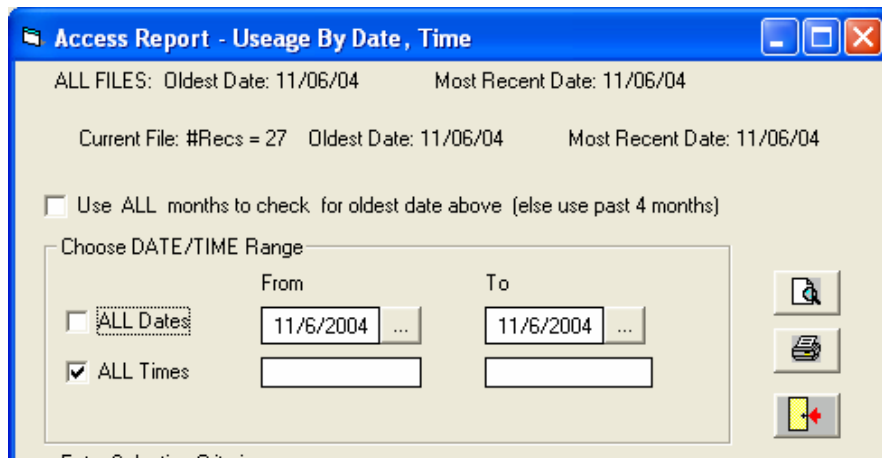
Deleted key-cards should be periodically purged –removed from the data base completely.. They can be purged using the HK.EXE Housekeeping utility.

This is a separate program run from the Start button. C:\MARINACC\HK.EXE

Each month at month end closing the program saves the current access data file RRATI.DAT to a file with the month and year name, YYYYMM.CRD. These files are similar to the historical saved files for the accounting history, and provide for an infinite scroll back of access data. When scrolling back through several periods, in the Access Reports, breaks in the data will show for \*\*\*\*\* Current 12 1999 or \*\*\*\*\* Period 11 19999. The report screen will pause and ask to continue when access the next month back, as the amount of data can be so large that there is no point in collecting more than may be needed.

An individual month's activity file may grow fairly large, but is always refreshed at month end with a new, empty file.

The heading of the Control Report screen will show the range of all files, and the current file date range and number of records:



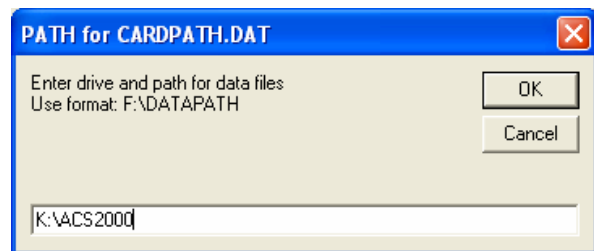
# Setup

## Set up and Maintenance Utilities

**The set up of the ACS-2000 programs should be done before using The Marina Program's access control interface module.** The ACS-2000 programs are part of the ALX Access Control software and separate installation instructions and information on those programs and use is available through ALX Technology.

A file named CARDPATH.DAT in each workstation's Marina Program folder tells The Marina Program where to find the ALX ACS-2000 in the \ACS2000 programs and data folder. The programs may be on the same computer if it is a single user system, but in most cases the ALX ACS-2000 programs will be on a dedicated workstation that needs to be mapped on the Windows network. The CARDPATH.DAT file is in the program folder on each workstation, usually named C:\MARINACC

**It is important that the mapping be the same for all computers on the network, so a non-conflicting map letter should be chosen to be used by all computers on the network.**



Once the mapping is complete, the file CARDPATH.DAT may be edited to show the path (use EDIT, Notepad or similar editor). The path is often a single logical drive letter, such as K: or it can also be a drive or directory, such as K:\ACS2000. If the CARDPATH.DAT file does not exist the Marina Program will ask for it when first going into the key-card routine:

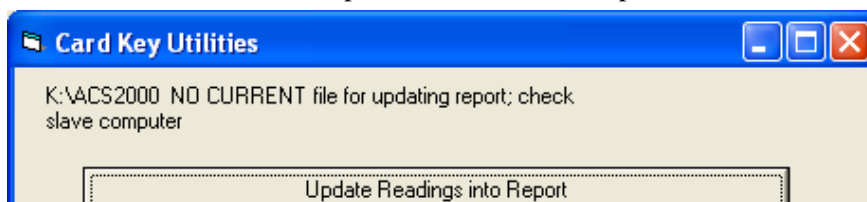
If you need to edit the path, and do not wish to use an editor to set up the file path, delete the C:\MARINACC\CARDPATH.DAT file using Window's Explorer and let the Marina Program re-create it as it asks for the path.

When using the path, the program looks for the file UAR\_TBL.DAT in the \ACS2000 directory. If it's not found the command buttons on the access control set up window will be disabled and no cards can be entered or edited.

There are two ways to see if the path is correct and that The Marina Program is communicating with the \ACS2000 directory on the Key-card computer.

### Check the Access Control Utilities menu.

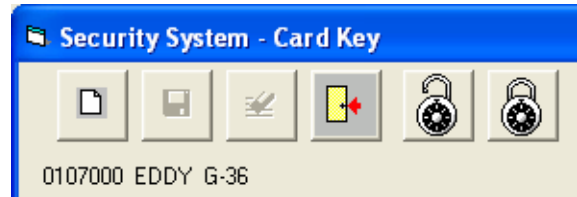
If communication has been made, then the path will show at the top of the window:



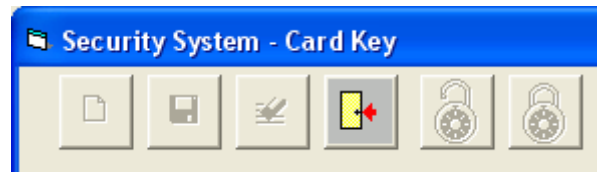
If cards are waiting, the message will show K:\ACS2000\ACCESSO.TMP file 12/31/2004 ready to process 120 records

If communication with the Key-card workstation's ACS2000 subdirectory has been made the Security System - Key-card window

will have the New and lock command buttons enabled (bold):



If there is no communication, the button will be disabled



e

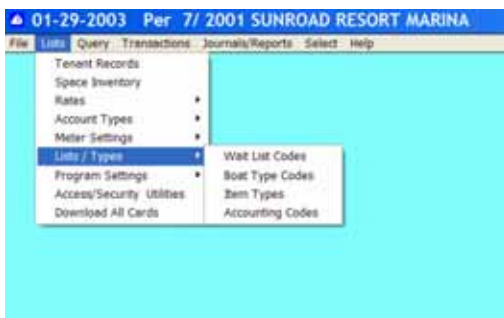
*Users must remember to keep the ACS2000 program running on the Card-Key computer. Even if the mapped PATH is correct, The Marina Program will send new/changed key-card data to the \ACS2000 directory, but the information will not be included in the ACS-2000 data base UNLESS the ACS2000 program is running..*

## Setting

The item type two is dedicated for use with the cardkeys.

It should be set by using Lists> Lists/Types >ItemTypes

Once the Item Types screen is used, the program will insert ACS2000 as the second item. If the facility has been using this item for another use, Contact Computer Consultants regarding moving the file to another of the items or combining the file with another item type.



## General Maintenance

Occasionally the facility may wish to re-load all key-cards.

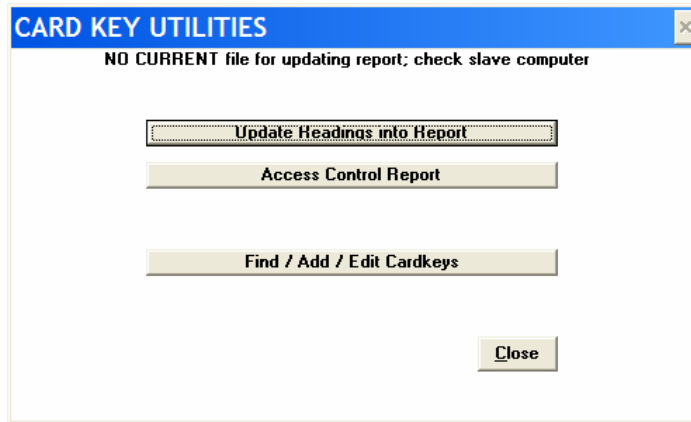
Lists, Down Load All Cards will read the entire KEYCODE.DAT file, and create the link file to the ACS2000 directory for reloading the cards into the ACS2000 user data base.. Only active (A) key-card data is sent in this file.

A cardkey purging option is available from The Marina Program's Housekeeping Utility, HK.EXE that allows deleting of old, deleted cardkeys by deletion date.

## Reports & Utilities

### Utility Menu

Click on Lists, Access Control Utilities or use menu if the Utility screen comes up on program start up.



Update Readings into Report, Item 1, is the same as the process that occurs when the computer is turned on each day. This can be used if the update process was omitted or if there is some need to get a mid-day report.

A message above the menu will state either

NO CURRENT file for updating report; check slave computer

or

ACCESSO.TMP file, 12/28/03 has 345 records ready to report

If there is a file ready, it should be updated into the data base before proceeding (1 UPDATE READINGS INTO REPORT).

Access Control Report, Item 2 gives full access to the Access Report, and allows the report to be printed in a variety of ways. See following Headings for detailed report information.

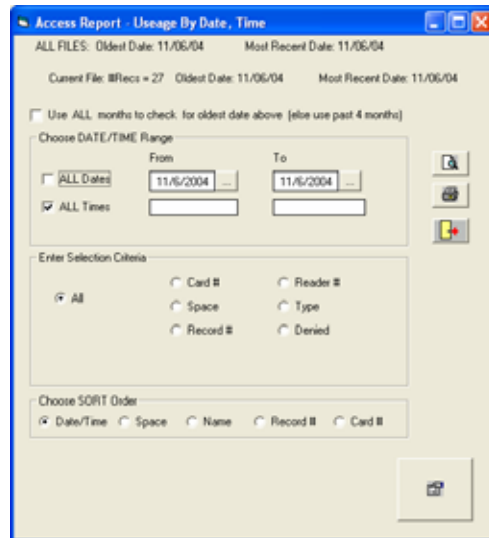
Find/Add/Edit Key-cards, Item 4 links to the EDIT/ADD or LIST CARDHOLDER information screen (see Daily Key-card Maintenance above.)

**Access Control Reports**

This report is accessed in one of three ways:

Morning start-up routine. When The Marina Program is first turned on, or after any update of readings into report (Read/Retrieve Access Information menu).

Main Menu, Lists, Access Control Utilities  
or  
Main Menu, Query, Access Control Report



07:21

SAUSALITO YACHT HARBOR

05-12-1999

**CARD CONTROL ACCESS REPORT**

RANGE: 05-03-97 to 05-03-97

Most typically the report is printed to detail the activity for the past 24 hours.

A report can also be printed with a variety of selection criteria, and in a variety of orders.

CARD#	D/T	SLIP	ACCT#	NAME	DATE	TIME	READER NAME	& T
00984	-	904	1705	TINE	05-03-1997	03:59	UNISEX RR	6
00984	-	904	1705	TINE	05-03-1997	04:09	UNISEX RR	6
00984	-	904	1705	TINE	05-03-1997	04:19	UNISEX RR	6
00674	-	A801	1410	BERWICK	05-03-1997	05:29	WOMEN'S RR	4
01016	-	B80	1723	WINSTEAD	05-03-1997	06:14	WOMEN'S RR	4
00845	-	A735	1590	TATARIAN	05-03-1997	06:28	WOMEN'S RR	4
00246	-	A714	113	HENDERSON	05-03-1997	06:31	WOMEN'S RR	4
01016	-	B80	1723	WINSTEAD	05-03-1997	06:55	WOMEN'S RR	4
00846	-	A27	1169	ANDERSON	05-03-1997	07:09	WOMEN'S RR	4
00262	-	A824	155	GOLDMAN	05-03-1997	07:10	WOMEN'S RR	4
00845	-	A735	1590	TATARIAN	05-03-1997	07:12	MENS RR	5
00855	-	B66	1556	MAHONEY	05-03-1997	07:15	WOMEN'S RR	4
00934	-	C614	1267	TOSTENSON	05-03-1997	07:18	UNISEX RR	6
00761	-	E310	804	BRIEANT	05-03-1997	07:23	UNISEX RR	6
00761	-	E310	804	BRIEANT	05-03-1997	07:26	UNISEX RR	6
00805	-	A833	751	SWAN	05-03-1997	07:30	WOMEN'S RR	4
00609	-	C644	1399	WEDEL	05-03-1997	07:33	WOMEN'S RR	4
00908	-	A703	1544	BROOKE	05-03-1997	07:44	MENS RR	5
00595	-	E357	719	DOSE	05-03-1997	07:45	WOMEN'S RR	4
01014	-	G450	1600	DIAMOND	05-03-1997	07:45	UNISEX RR	6
00346	-	A804	1241	THURSTON	05-03-1997	07:46	MENS RR	5
----	-	---	---	---	-- --	----	----	-

The report above printed from oldest date to most recent date within each period. Each period is separated by a short header. The usage reports within each key-card record screen print from most recent date to oldest date.

This report was selected for key\_card activity on one space

07:24

SAUSALITO YACHT HARBOR

05-12-1999

**CARD CONTROL ACCESS REPORT**  
**RANGE: 05-03-97 to 05-03-97**

SELECTION FOR SPACE = A817

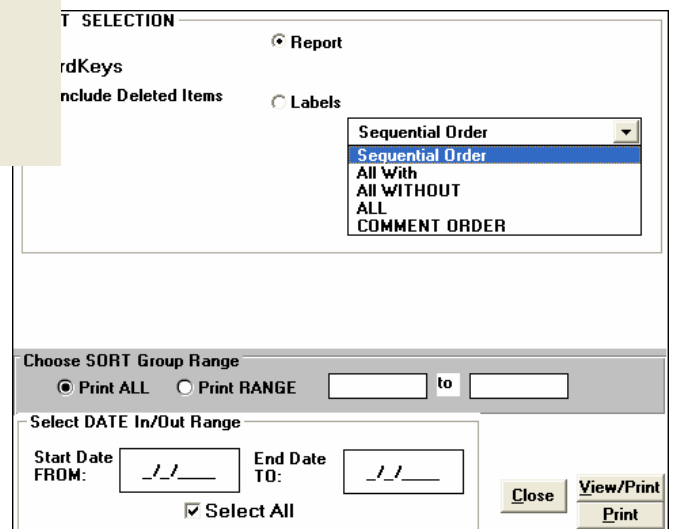
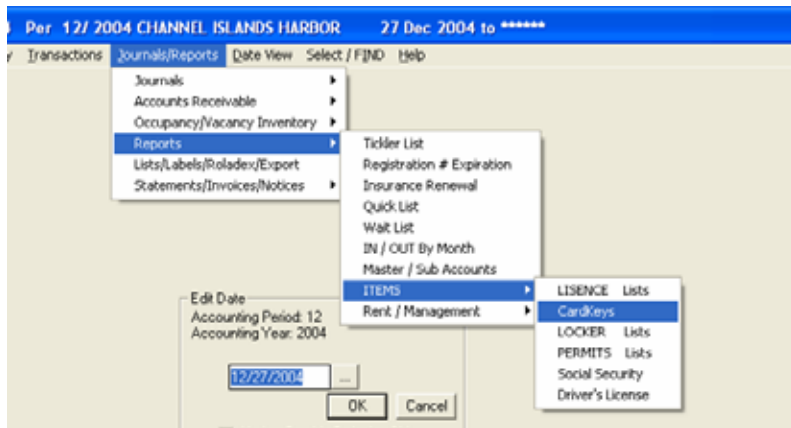
CARD#	D/T	SLIP	ACCT#	NAME	DATE	TIME	READER NAME	& N
00197	-	A817	167	SMITH	05-03-1997	08:03	WOMEN'S RR	4
00197	-	A817	167	SMITH	05-03-1997	08:46	WOMEN'S RR	4

**Other Reports**

Choosing Other Reports from the Access Report screen gives options for key-card Lists (the same as Card Holder/Key-card Reports below) or for maximum/ minium uses during the current or past months. This report in particular is very useful for checking activity pattern.

**Cardholder/Key-card/Cardkey Reports**

General Reports on key-card assignment are available and through Journal/Reports, Reports, Items > Cardkeys.



# Appendix

## Access Control System Overview

The ALX Access Control system consists of specially encoded key-cards or key-Tags (fobs), key-card readers at gates, doors or equipment (hoists, pump out stations, etc.) and the ACS-2000 programs running on an IBM compatible PC computer (a single user or multi user system).

Credentials (Key-cards/Tags or Keypads) are presented at the readers to obtain access to a specific location which may be a door, gate or piece of equipment. The access usage (transactions) data is continually logged for future reference. The data is also written to a special ASCII file in the ACS2000 directory called ACCESSO.TMP for importation into The Marina Program.

The Marina Program takes the data in the ACCESSO.TMP file and converts it to a file that is cross indexed by card number, reader, slip, account number, type and access denied Y/N. (See Access Control Utilities, Updating Readings into Report.

This file is named RRATI.DAT. Concurrently with the reader data being updated into RRATI.DAT, each card record is updated by an increment of one for the number of times used and the date last used is updated.

Thus the updating of reader information allows for reports to be obtained from the reader information, printing reader access information by the various indexes, AND to check individual cards and tenants as to frequency of use through the Cardholder Information reports.

When individual credentials are added to a tenant record, with user access rights privileges, this data is stored in a file called KEYCODE.DAT. It is this file that is updated and cross referenced with ACCESSO.TMP when the reader information is updated into RRATI.DAT

The Marina Program sends newly entered and updated key-card information to the ACS2000 computer directory in a file named ACCESSI.DAT, which is then collected by the ACC2000 program and included into the active data base.

## Necessary Files

Additional Marina Program Files:

RRATI.DAT/.NEW (may not be used in multi-coprocessor version) Data file to store card reader daily access transactions / readings. YYYYMM.CRD files hold each month's historical access data.

KEYCODE.DAT/.NEW Data file to store Key-cards.

CARDPATH.DAT Used by The Marina Program to establish the network mapped PATH to the ACS2000 directory on the Key-card computer.

**Files to ACS2000 from The Marina Program:**

X:\ACS2000\ACCESSI.DAT            The Marina Program writes the file ACCESSI.DAT into the ACS2000 directory as defined by the path shown in CARDPATH.DAT.

This file carries the newly entered or edited key-card information from The Marina Program. This file is then processed up by the ACC2000 program and included into the active credential file.

**ACS2000 files used by The Marina Program:**

X:\ACS2000\UAR\_TBL.DAT           Read by The Marina program to provide the User Access Rights codes available to assign to a credential. Default is ALL.

This file is also read by The Marina Program to establish that the path to the ACS2000 program directory is active.

X:\ACS2000\FC\_TBL.DAT            Read by The Marina program to provide a list of Facility Codes available to assign to a credential. Default is one Facility Code.

X:\ACS2000\ACCESSO.TMP           This file contains cumulative access usage (transaction) data and is imported by The Marina Program for inclusion in the Key-card usage data files.

Technical Notes:

On the main program computer(s), The Marina Program writes any new key-cards or key-card changes to the ACCESSI.DAT file in the ACS2000 directory in the Key-card workstation. When the ACC2000 program sees this file, it renames it and updates the data records into the ACS2000 data base.

When a full download is executed in The Marina Program, the entire KEYCODE.DAT file is scrolled, and ONLY key-card records with a lock status of A (Active) are written to the ACCESSI.DAT file.

The ACC2000 program in the ACS2000 Key-card computer creates a file named ACCESSO.TMP which contains the access usage data collected since the last time The Marina Program imported the data.

When The Marina Program processes the ACCESSO.TMP file it gets renamed to ACCESS.CUR, and when processing is complete, to ACCESS.OLD. **No new ACCESSO.TMP files will be processed if an ACCESS.CUR file is present (has not been completely processed).** In some instances, due to computer failure during processing, an ACCESS.CUR may be present. The program provides a delete function if the user wishes to delete the file. THE ACCESS.CUR file is created in The Marina Program's data directory (not on the Key-card workstation).

In creating and editing key-cards, The Marina Program reads the UAR\_TBL.DAT file located in the \ACS2000 directory. The items in this file are displayed in numerical order in the Key-card set up window and the user will click on the User Access Rights group from this list.

