I. Installing WAVbi Simple Software

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The WAVbi Simple Software program is contained in an executable file or compressed file, [WAVbi Vx.x.x.exe] or [WAVbi Vx.x.x.rar/zip].

Before you begin:

- Ensure that your computer meets the minimum system requirements.
- Ensure that you have administrator rights for the computer you are working on.
- Close all other programs

Installing WAVbi Simple Software

1. Locate and run the executable file [WAVbi Vx.x.x.exe]
2. Follow the on screen instruction
3. It is recommended that you install to the default drive.

Opening WAVbi Simple Software for the first time

1. Click on the desktop icon
2. Choose your language
3. Next in the Login name box type "**admin**"
4. In the Password box type "**password**"
5. Next click the "Login" button
6. You will be told that need to change the default password
7. Click OK
8. You will now arrive at the change password screen

B. Minimum System Requirements

The following is meant as a guide only.

- Memory requirements: 1G above
- HDD demand: more than 5GB free space
- Support winxp / win7 / win8 / Windows Server 2008 / Windows Server 2012 operating system
- Support for 32-bit / 64-bit operating system

- Display: Resolution 1280 * 720 or more, more than 32 colors TFT

C.   Summary of Operating Process

The following is meant a quick guide only and lists the main steps that are required for setting up and operating the WAVbi™ Standalone Access Control software.

- Install software on your PC
- Install the APP onto your Smartphone or WAVbi™ PPU
- Complete the Admin functions in the software setup
- Create a Project in the software and update your APP
- Open your APP and create locks and users
- Import your locks and users from the APP to your software project (collect function)
- Manage your Locks and user permissions in the software
- Update information in the locks memory (Settings – Retrieve Authorizations)
- Operate your access control system
- Audit the locks and review report data

II.   Admin Function

A.   Logging In

Ensure that the User name is set to "**admin**"

The factory default password to login is "**password**"
This password will work only once. After this you will be prompted to change your password.

Changing the Admin Password

1. Type "admin" in the Login name field box

2. Type password in the password field box

3. Click "Change" and a new pop up box will appear

4. In the three fields that appear type your old password and new password

5. Click "Change" to complete the process of setting a new password

B.   Creating operators

It is recommended that all individuals within a company be given their own login. This will allow for greater accuracy in maintaining work records.

Creating a operator

After logging in as "Admin" and arriving at the "System Operators" tab, click "Create".

Complete the fields with the details of the new operator

First Name: The operators First Name
Last Name: The operators Last Name
Login Name: This will be the login that they use to access the software. This login is not case sensitive
Description: Details used to describe the new user
Password: The operators new password
Confirm password: Repeat the new password

Note: If you do not fill in the "password" boxes then the new user will access their login for the first time using the password "password" and then be prompted to change the default password.

Now click "Save" to finish creating your new operator.

Resetting an Operator Password
1. Login as "admin"
2. Highlight the user you need to reset
3. Click "Edit"
4. Click "Reset Password"
5. Click "Save"
6. You will be prompted to enter the Admin password
7. Click "Ok" to reset the password
8. The user can now login and use the default password to select their own password.

C.   System Parameters

The System Parameters tab in Admin login gives the administrator access to the general database function and display parameters.
First login as "admin" and select the "System Parameters" tab.

Database Action
> *Backup*

1. Click "backup" in the database action box

2. Select the folder to backup
3. Click Select to complete the backup

Recovery

1. Click "Recovery" in the database action box
2. Input the "admin" password to proceed
3. Select the required folder to recover
4. Logout automatically happens if the recovery is successful

Backup Opportunity

Simple Software will automatically select the "DBBackup" folder for the database backup which is shown as Backup Opportunity. If you require a different frequency then please proceed as follows
1. Never
2. After Login
3. Before Logout
4. Both(After Login and Before Logout)

Parameters Setting

This section allows you to set the way that the data is displayed on your screen and includes the way that the audit reports will display time and date.

Device Type: Click the drop down box the select which device is used in the system
Name Sort: Click the drop down box the select which order the Names will appear in.
Language: Select the language that you want to operate the software in. PC's with a single language will only display an option for that language.

Export and Import

This window allows you to operate with excel files to speed up programming of large systems. (Refer Adding locks and Adding users)

III.   Using Simple Software

A.   The Hardware

Simple software uses specific hardware. This section will help you identify some of the more common components used in the system

1. The Locks

Normal

Keypad

The Locks come in all different shapes and sizes. Each lock will be given its own unique hardware number.

2. The Cards
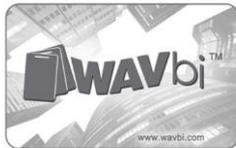
3. Handset/Mobile Phone

B.   Logging in

To Login, enter operator login name and password, and click "Login"

If you are unsure of your Login name or password, please contact your administrator.

The default password for a new user is "password". At the first login stage you will be prompted to change your password.

To change your password

1.   Type your user name and default password
2.   Click "Change" on the Right hand side
3.   Type your old password, new password and reconfirm
4.   Click "Change" to confirm

C.   Creating a project

The first stage to complete in a Simple Software system is to create a project.

1.   Log in as a operator
2.   Click "Create"
3.   Input the Project Name
4.   Complete the details for the Project
5.   Click Save to save the project

Steps 6 to 9 refer to the APP operation on your Smartphone PPU

6.   Connect your device to the PC
7.   Open the Simple Software Assistant APP
8.   Tap "update project list"
9.   Refresh APP to see new project
10.   Now return to the software and click "Enter Project" to continue the setup

There are a few important stages that must be completed when building your new systems and pop up boxes will appear to remind you however here is a summary of things to look out for.

PROJECT NAME: This cannot be duplicated.

Note: The number of projects cannot be more than 64.

D.   Working with Locks

Open the "Lock" tab that is displayed on the top of the main window.

The Lock tab is split into 2 sub-windows. Each of these is accessible by clicking on the appropriate heading on the title bar.
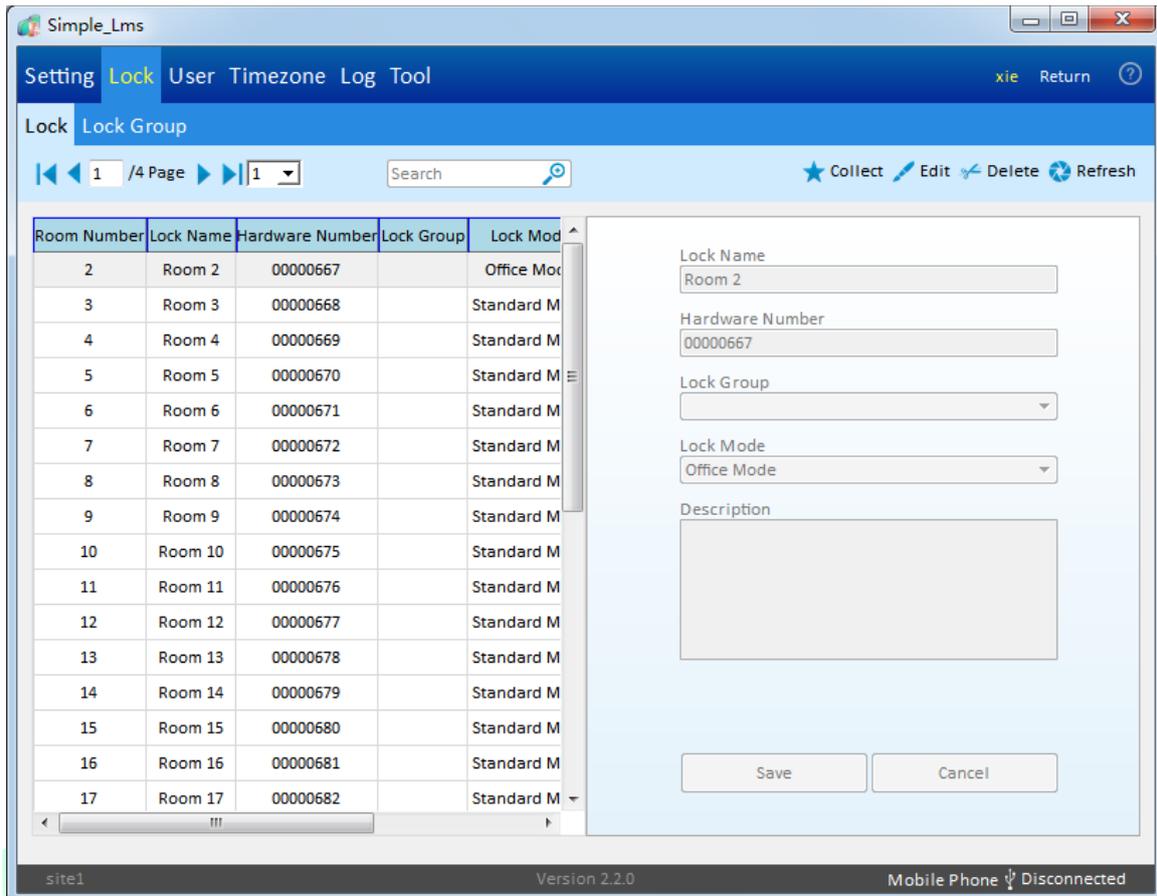
LOCK: This is the default screen for Locks and where all the locks are created and maintained.

LOCK GROUP: This is for assigning individual locks to a Group

Before creating your Locks in the Simple Software you must set a room number to each lock by the device you selected for the purpose of transferring data (Smartphone PPU or Handheld device).

Adding New Locks
1. **Collect Locks by Handset or Mobile Phone**
2. After logging in as a operator, open the required project
3. Open the Lock window
4. Click "Collect"
5. Click "Create" when the locks have been collected

Note: The number of locks cannot be more than 128.

Adding Bulk Locks
1. Logging in as a Administrator.
2. Click on the System Parameters tab
3. Tick "Import Locks" ,Select a project and then click "ok"

4. Choose exported excel file to import.
5. This will now add the Locks which is in the excel file.

Note: The room number, lock name, hardware number in the excel file cannot be an empty value.

LOCK NAME: This is used to identify the lock and location. Refer above for *Best Use* of this text box.

HARDWARE NUMBER: This is the field that contains the locks hardware number

LOCK GROUP: If your system uses Lock Groups then these will appear here and can be selected from the drop box. You must first create groups before they can be selected.

DESCRIPTION: This field allows you to add information that relates to the type of lock and location of that lock in your system. There can never be too much information so add enough to use when referring to the later for maintenance.

LOCK MODE: There are 4 modes to select, Here is the guide of these modes:

Standard Mode

In this mode the lock will open momentarily and then relock. The time that this lock remains opens can be adjusted with the dip switches on the PCB.

Office Mode

In this mode the lock is controlled by the time zone and will be ready to open at the start time and close at the end time.

On-Off Mode

In this mode the lock will open and stay open when a card is presented. The lock will stay open until a card is presented again at which time it will lock.

Time On-Off Mode

In this mode the lock works in conjunction with a time zone. The lock has a set open time and a set close time however the lock will not open until a valid card is presented after the open time has passed at which time it will remain open until the close time elapses.

Edit an existing lock
Existing locks can be edited to add or change details.

1. After logging in as a operator, open your selected project
2. Open the Lock tab
3. Highlight the required Lock

4. Click "Edit" and make changes
5. Click "Save"

Lock Groups

Creating Lock Groups gives the operator the option of assigning the same access permissions for a User card across a large selection of Locks at the same time. This will save time in larger projects.

Creating a Lock Group

1. After logging in as an operator, open your required project
2. Open the Lock, then Lock Group window
3. Click "Create"
4. Fill in the details of the new group
5. Select the Locks you want to be part of the group by clicking "Add"
6. Once complete click "Save"

Adding Locks to a Group can either be done from this window by selecting "Edit" and then using the "Add" button to bring up the Lock list; or from the main locks window by again clicking, "Edit" and then selecting the desired group from the drop down list.

E.   Working with Users

Access the User schedule by first logging into the Simple Software as an Operator. Locate the required project and open the project you wish to work with.

Open the User window by clicking the tab on the top side of the screen.

The User tab is split into 2 sub-windows. Each is accessible by clicking the appropriate name on the title bar. The current displayed tab will be shown in white.
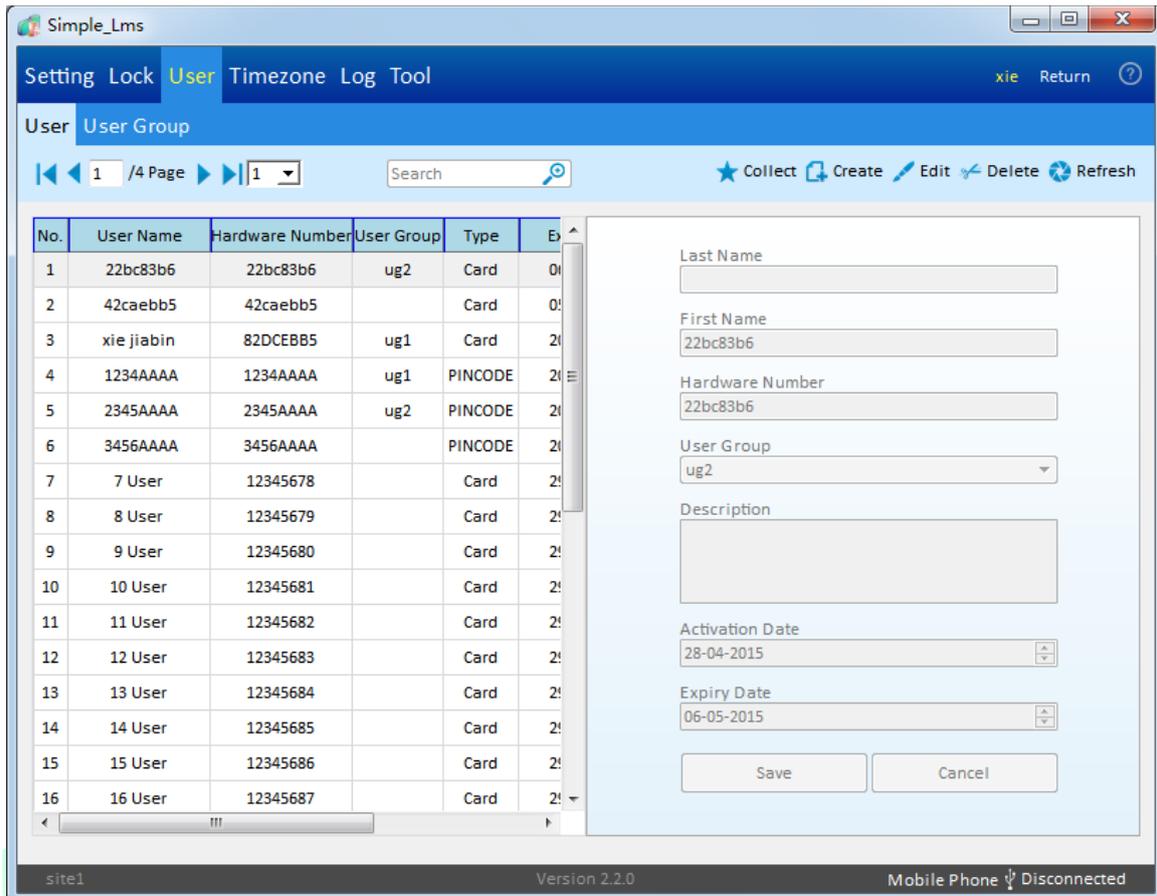
USER: This is the default screen and is where User card are created and maintained.

USER GROUP: This is for assigning individual users into a group

Adding a new User:

1. **Collect Users by Handset or Mobile Phone**
2. After logging in as a operator, open the required project
3. Open the User window
4. Click "Collect"(Handset: place the card above the Handset's reader)
5. Click "Create" when the users have been collected

Note: The number of user cannot more than 128.

Adding Bulk Users

1. Logging in as an Administrator.
2. Click on the System Parameters tab
3. Tick "Import Users" ,Select a project and then click "ok"
4. Choose exported excel file to import.
5. This will now add the Users which are in the excel file.

The following is a brief explanation of the fields that appear in the User Window.

First Name: The users first name

Last Name: The users last name

Hardware Number: The card's hardware number

User group: If your system uses groups then they will appear here and you can select to assign your user to this group.

Description: You can add any relevant information in this text box to help with identifying the user

Activation Date: Use this to select when the card can start working

Expiry Date: Use this to select when the card will stop working

Editing an existing User

1. After logging in as a operator, open your project
2. Open the User window
3. Highlight the required user
4. Click "Edit"
5. Make your changes and click "Save"

User Group
Creating a User Key Group gives the operator the option to assign multiple users to a lock. This will save time in larger project.

Creating a User Group
1. After logging in as a operator, open the User window
2. Select the User Group tab and click, "Create"
3. Fill in the details of the User group
4. Add Users to your new group by clicking "Add"
5. In the pop up box select the users you want to be part of your group and click "Save"
6. Then Click "save" in the main window to confirm your new group

Adding User keys to an existing group can either be done from the "User Group" window or from the "User" window by editing the selected User. A card can only be part of one group and should you make changes to the user then you will need to "Update" your key in the permission matrix page or the main update screen for the changes to come into effect.

F.   Working with Time zones

Time zones create a template for when you want a user to work in a specific lock.
A user will be assigned a Time zone for every lock within a system that they need access to. Each lock could be the same Time zone or could be different. The Simple Software uses Time zone 1 as the default 24/7 Access Time zone labelled "All Open".

Time zone table

Start Time: the time the access will begin
End Time: The time the access will end
Mo – Su: The days of the week the user can have access

Creating a Time zone

1. After you have logged in as an Operator, open your project
2. Open the Time zone window
3. Click "create"
4. Now name your Time zone by typing in the "Time zone name" box
5. Click on the colour box and you can then select the colour you want to represent your new time zone.
6. Now set the required time and days you want the user key to work
7. Now click "save" to confirm your time zone

Note: You are able to edit **Lock Time zone** by click "Lock Time zone" at Time zone window.

G.   Creating an Access Plan

The final stage of creating a Lock Management system is assigning the Time zones to Locks and Users. This is done very quickly and easily in the Access Matrix.

Locks will be displayed in horizontal rows and User keys will be displayed in vertical columns. Time zones are then applied so that every lock a User is permitted access to is given a value to indicate WHAT TIME that user is permitted access.

Creating/Editing a Access Plan (Applying Time zones to a User)

1. After logging in as a operator, open the project

2. Open the Setting window
3. In the "Time zone" window click "Edit"
4. Now click any square that you want to add a time zone of user access
5. Now click the your required time zone in the Right Hand side window
6. Click "Apply Time zone" to insert the selected time zone
7. Click "save" to complete the process

Note: You can click and hold the mouse button, to drag and drop highlighted squares in the RH direction to speed up the process.
There are 2 types of locks (Normal/Keypad) and 2 types of users (Card/Pincode), A Pincode Users can not have an access plan to a Normal Lock.

Clearing a Time zone
Occasionally it may become necessary to CLEAR a Time zone from the access Plan, leaving the intersecting square blank.

1. After logging in as a operator, open the project
2. Open the Settings window
3. In the "Time zone" window click "Edit"
4. Now click any square that you want to clear the Time zone
5. Click "Clear Time zone" to insert the selected time zone
6. Click "save" to complete the process

Note: You can click and hold the mouse button, to drag and drop highlighted squares in the RH direction to speed up the process.

Searching in the Setting page
You have the option in the Setting page to narrow down your search for a user or lock and this is especially helpful in very large systems.

1. After logging in as a operator, open the project
2. Open the Settings window
3. On the Right hand side click in the User/User group or Lock/Lock Group text box
4. Now type the name or part of the name and click search
5. To return to view the full permission matrix then delete the words from the search box

H.   Working with Logs

The Simple Software access control system has 3 kinds of logs and they can be accessed from the Reports window.

An explanation of the general types of Logs are:

Lock Audit Trail – This window will contain a list of all the audit events from the Locks

Operator Audit Trail – This window will have part of events from the software operators.

Administrator Audit Trail (Admin Function) – This window will have part of events from the software operators and administrator.

Viewing Logs

1. After logging in as a operator, open the log window
2. Select the sub menu you require and click the tab
3. Change the order of the displayed data by clicking in the top left hand corner of any of the column headings
4. All the records will display in ascending or descending order from the first entry on the first page to the last entry on the last page. You can change this by completing the function in point 3 above.

Search Function

1. After logging in as a operator, open the log window
2. Select the sub menu you require and click the tab
3. Click the "Search" button on the Left hand side
4. In the pop up box select the items you want to search for and click "search"
5. Your selection will now have been narrowed down

Deleting records

1. After logging in as a operator, open the log window
2. Select the sub menu you require and click the tab
3. Click the "delete" button
4. In the pop up box select the option
5. Now click "Delete"
6. In the pop up box you will be required to input the password
7. Click "ok" to proceed

Note: Deleting records does not remove the data from previous backups and the data can be restored

Export function

1. After logging in as a operator, open the log window
2. Select the sub menu you require and click the tab

3. Click the "Export" button
4. In the pop up box choose the option you want to export
5. Next click "Select" the set the path for the file to be saved
6. Next select "Save"
7. Your record(s) will now be exported as an excel file

Refresh Function

1. After logging in as a operator, open the log window
2. Select the sub menu you require and click the tab
3. Click the "refresh" button to return all the current data.

I.   Working with Handset/Mobile Phone

The device (Handset/Mobile Phone) function is in 3 windows (Setting/Log/Tool)

Retrieve Authorization (Setting)
➢ It will retrieve authorization to device, then use this device to connect to the lock, the access plan will start immediately.

Retrieve Event(Setting/Log)
➢ It will read event from device after the device collect events from locks, then operator can view these events in the software.

Reset(Tool)
➢ It will reset the device, delete all users, locks, events, authorizations in it.

Retrieve Data(Tool)
➢ It will Retrieve data from device, like hardware type, software version, device time, etc

Update Time(Tool)
➢ It will update device's time so that its time will same with PC's.

IV.   Editing Language

There are 2 languages in the software when you have installed it, but if you don't want to use either of them, you can create your own language.

To create language:

1.Open language box in Login interface

2.Click "…" to language edit interface

3.Click "Create"

4.Input Language Name and click "ok"

5.Input all variable name and save

V.   Errorcode Table

Type	Value	Meaning
Database	101	Cannot connect to the database.
	102	Valid value can not contain ',and %.
	103	MySql Error.
Login	1001	Cannot find the Operator.
System Operators	1101	The login name already exists, please change.
System Parameters	1201	The data formatting of file is invalid, please choose the correct one.
Project	1301	The project name already exists, please change.
	1302	Cannot find the project.
	1303	The project database file is already used, please change.
	1304	The number of projects has exceeded permitted limits.
User	1401	The user group name already exists, please change.
	1402	Cannot find the user group.
	1403	The user hardware number already exists, please change.
	1404	The number of users has exceeded permitted limits.
	1405	Cannot find the user.
Lock	1501	The lock group name already exists, please change.
	1502	The lock name already exists, please change.
	1503	The lock room number already exists, please change.
	1504	The lock hardware number already exists, please change.
	1505	The number of locks has exceeded permitted limits.
	1506	Cannot find the lock.
	1507	Cannot find the lock group.
Time zone	1601	The time zone name already exists, please change.
	1602	Cannot find the time zone.
	1603	The colour of time zone already exists, please change.