# Axesso Studio Pro Version 1.0

# Access Control and Card Management Software
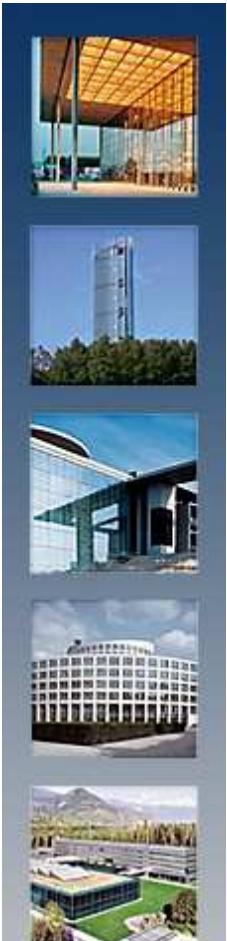
# Quick Start Guide
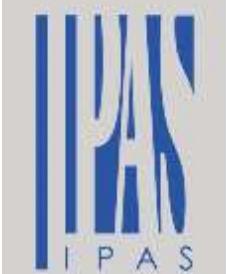
# C o p y r i g h t   a n d   N o t e s

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# A x e s s o   S t u d i o   P r o   -   H o w   T o   S t a r t

## I n t r o d u c t i o n   i n t o   A x e s s o   S t u d i o   P r o   U s e r   I n t e r f a c e
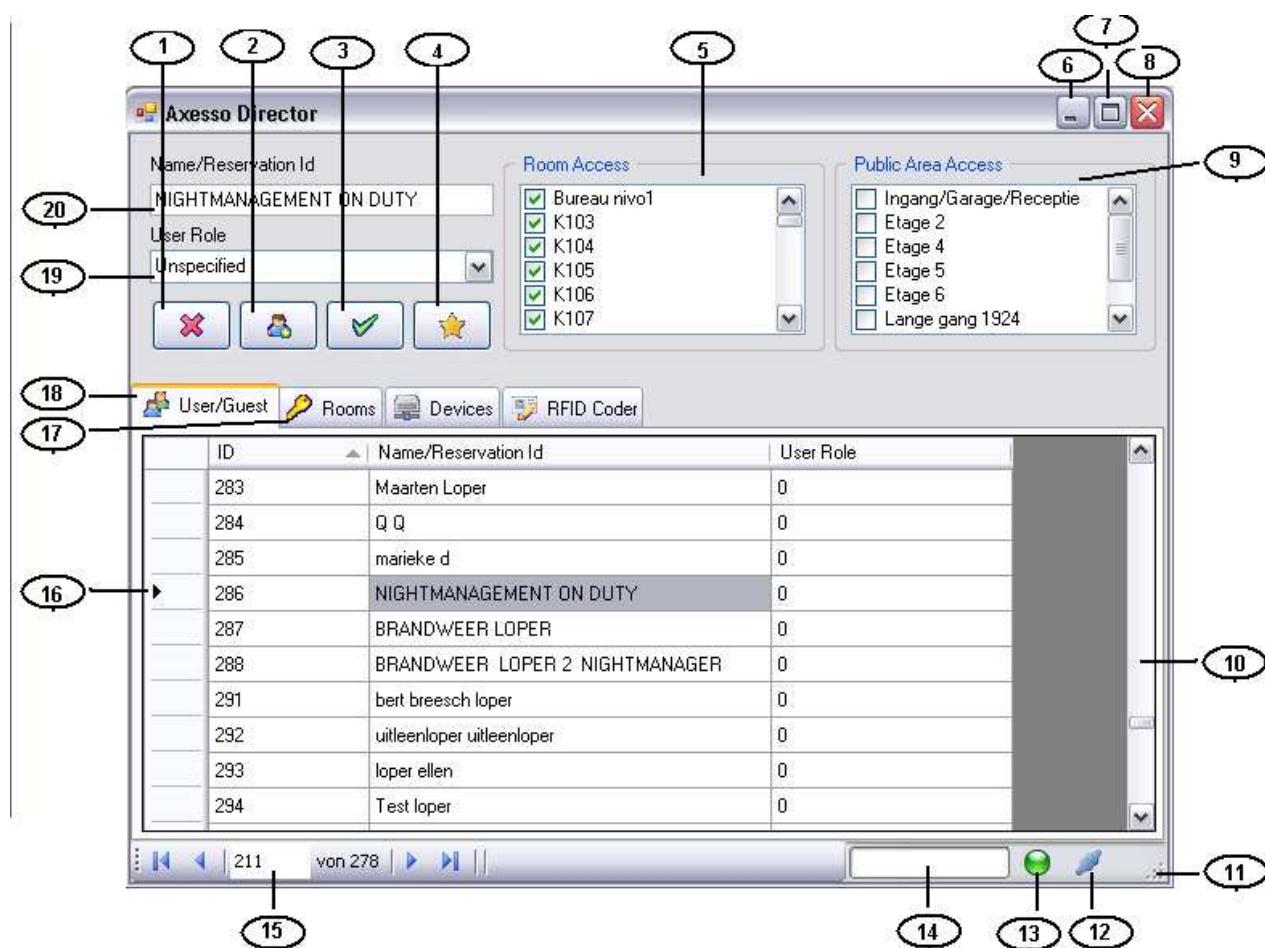


Figure 1: Axesso Studio Pro graphical user interface (Axesso UI)

## H o w   t o   s t a r t   A x e s s o   U I

On your Desktop you will find an icon named Axesso. Double-Click on this icon and the graphical user interface shows in fig. 1 will appear on screen.

## Description of the Graphical User Interface

First of all a short enumeration of the elements (buttons, icons, etc) of Axesso UI as numbered in fig. 1:

1. **Delete Button** - remove the selected key from Axesso system.

2. **Duplicate Button -** create a duplicate keycard

3. **Program Button** – program/create a keycard

4. **New Button** – prepare system for new keycard

5. **Room Access** – a list of non-public rooms assigned to the selected user/guest.

6. **Minimize Button** – minimize the application window to the status bar

7. **Maximize Button** – maximize the application window to fullscreen size

8. **Close Button** – close/terminate the application

9. **Public Rooms** – the list of public areas/rooms

10. **Scrollbar** – scroll the table items

11. **Resize Grip** – resize the application window

12. **Axesso Service Status Icon** – displays the connection status to the Axesso FIAS interface service. A closed connector icon states "connected", an open connector icon states "disconnected". For normal operation it has to be "connected".

13. **Database Connection Status** – displays the connection status to the Axesso database. A green icon states "connected" while a red icon states "disconnected". For normal operation it has to be in "connected" state.

14. **Progress bar** – shows the work in progress when a keycard is programmed. Wait until the progress bar is filled before removing a keycard from keycard programmer.

15. **Table Navigator** – click the arrows to move to first/previous/next/last element of current shown table.

16. **Database Table View** – shows a list of database entries

17. **Room Table View Selector** – click on this TAB to view all available rooms in the Database Table View (16)

18. **User/Guest Table View Selecto**r – click on this TAB to view all available users/guests in the Database Table View (16). Guests are listed by their reservation number from PMS system.

19. **User Role Select Box** – you can select a user role in order to classify the users. Guests programmed by the PMS system will always have the role "guest".

20. **User Name/Reservation Id** – assign a unique user name or reservation id.


## How to create a new keycard


First click on the New Button (4). With this action the user interface is prepared for a new keycard definition. Assigned rooms, public area list and name will be cleared. Afterwards enter a unique name in the Username/ReservationId textbox (20) and assign a useful user role (19). Now you can click the "Room Table View Selector" (17). A list of all available rooms is displayed in the "Database Table View" (16). Now you can select the rooms you want to have access to. You have two different handling methods for room selection:

1. Select by Drag'n'Drop: Therefore click on the row of the room you want to assign and keep the mouse button pressed. Now move the mouse over the "Assigned Rooms" list (5) and release the mouse button. A new entry with a check mark will appear in the list.

2. Select by Double Click: Move the mouse to the most left cell of the table row you want to assign and double click with the mouse button. The most left cell is the cell where the selection arrow of the table is displayed.


When you have assigned all non-public rooms you can select the public areas you want to grant access to. Therefore click on the checkboxes in the "Public Rooms" list (9). A visible check mark states access to this area. When you have finished the room and public area selection put a keycard onto the keycard coder and afterwards press the "Program Button" (3). Please note: wait until programming is finished as shown by the progress bar (14).

## How to Duplicate a Keycard

First select in the user table (18,16) the username/reservation id whose keycard you want to duplicate. On successful selection the name/reservation id and all possible rooms and areas will be displayed in the appropriate fields (5,9,19,20). Put a card onto the keycard coder and press the "Duplicate Button" (2) to create a card copy. Please note: The door devices are not reprogrammed, only a new keycard is created.

## How to Delete a Keycard

First select in the user table (18,16) the username/reservation id whose keycard you want to delete. On successful selection the name/reservation id and all possible rooms and areas will be displayed in the appropriate fields (5,9,19,20). At least press the "Delete Button" (1) to remove the entry from Axesso system. If you have plugged also the keycard onto the keycard coder, this keycard will also be erased. But nevertheless even if the keycard is not erased, it will not have access anymore.

## How to Change an Existing Key

First select in the user table (18,16) the username/reservation id whose keycard you want to change. On successful selection the name/reservation id and all possible rooms and areas will be displayed in the appropriate fields (5,9,19,20).  Make the appropriate changes in the fields (5,9,19,20). To remove access to a room uncheck the appropriate checkmark in the "Room Access" (5) or "Public Area" (9) list. When you finished the modifications press the "Program Button" (3) and wait until programming is finished. Please note: you do not need the keycard because no modifications are made on the keycard. Only the door devices are reprogrammed by this action.