# WinPak 1 Quick Reference

**INITIALIZING PANELS (sending changes in the programming to the panels)**

**Panel initialization:**
1.  Click the **Panel Control** tab from the **Main Alarm** menu.
2.  Select **Area**.
3.  Select **Panel**.
4.  If **Remote Area** is selected, click **Connect**.  Make sure **Connect** and **Unbuffer** are selected, then click **OK**.
5.  Click **Initialize**.
6.  Select the options you want sent to the panel, then click **OK**.
Note:  Do not click on the top initialize option unless you are clicking on everything else.
7.  When finished with the remote site, click **Disconnect** and then **OK**.

**TIMEZONE DATABASE**

**A timezone must be created for each of the following:**
- Any time frame during which cards are to gain access.
- Any time frame during which a relay is to be energized.
- Any time frame during which an input point is to be shunted or ignored.

**Creating a timezone:**
1.  Click the **Database** menu and select **Timezones**.
2.  Click **Add**, then name the timezone (Example: Lobby door unlock).
3.  In the first box enter the start time; in the second box enter the end time.
4.  Select the valid days of the week.
    **Note**: The first line is the only line used unless you are linking timezones. (Example: *8-5 M-F* on the first line and *8-12 SA SU* on the second line.)  You must create and name every timezone being used.
5.  Click **OK**.
6.  Repeat the previous steps for every additional timezone.
7.  When finished click **Close**.
Note: Before a timezone can be used by a panel, it must first be added to that panel.

**Adding a timezone to a panel:**
1.  Click the **Database** menu and select **Panels**
2.  Highlight the panel you want to add the timezone to and click **edit**.
3.  Click on the **Timezone** tab.
4.  The top portion of the screen lists available timezones, the bottom portion lists selected timezones.  Click on a timezone in the available timezones section to move it to the selected timezones section.
5.  Click **Ok**
6.  Repeat steps 2-4 for each panel you need to add a timezone to.
7.  When finished click Close.
8.  Initialize the panel(s) with the changes.

**ACCESS LEVEL DATABASE**
**Creating access levels:**
1. Click the **Database** menu and select **Access Levels**.
2. Click **Add** then name the access level (Example: Sales Department).
3. Select the first reader that you want available to a person with this access.
4. Select the timezone that the person would be permitted to use the reader.
   **Note**: The version 8 firmware, and the **Split Timezone** option must be selected in the panel database to assign different timezones to readers of the same panel.
5. Click **OK**, and repeat steps 3-4 for each additional reader.
6. When finished click **Ok**
7. Click **Add** to make another access level, or **close** to exit
8. Initialize the panel(s) with the change.

**CARD DATABASE**
**Adding cards:**
1. Click the **Database** menu and select **Cards**.
2. Click **Add**.
3. Type the person's first and last name.
4. Type the person's card number.
5. Select the appropriate **Access Level** for that person.
6. Ensure the **Status** box indicates **Active**.
7. Click the **Notes** tab if additional information about the person is to be added.
   **Note**: The **Note** field names can be defined by clicking the **Setup** menu and selecting **Note** fields.
   **Note**: See steps below if using a badging system.
8. Click **OK** and repeat steps 2-8 for additional cards.
9. When finished click **Close**.
10. If panel(s) are unbuffered and online, the information is automatically sent to the panels. If not, initialize the panel(s) with the changes.

**Deleting cards:**
1. Click the **Database** menu and select **Cards**.
2. Find the person you want to delete and highlight their name.
3. Click Delete.
4. The card will be greyed out. Rebuild your card database. (see Rebuilding Databases below)

**Badging Option**
1. If using a badging system, click on **Badge** tab.
2. Select the badge layout.
3. To add a picture or signature, click on **Import Photo or Import Signature**
4. Click on **Open**
5. A dialog box similar to windows explore will open. Navigate to where the picture/signature file is located and click **Ok**

6. The photo/signature will display with a frame box.  Use the handles on the box to crop the photo/signature and click **Ok**
7. Click **Print** to print the badge
8. Click **Ok** when finished
9. To take a picture (must have video capture card and camera installed at set up) click on **photo**.
10. A live image will display.  Click **Freeze** to take the picture.
11. If you don't like the picture, click **Live** and redo
12. Use handles on frame box to crop picture and click **Ok**
13. Click **Print** to print the badge.
10. Click **Ok** when finished.

## SCHEDULES DATABASE

**Adding a scheduled event:**
1**.** Click the **Database** menu and select **Schedules**.
2. Click **Add**
3. Next to Name type a description of the schedule i.e. time update
4. On the "Type" line, use the drop down arrow to select the desired event
5. On the frequency line, use the drop down arrow to select the desired frequency
6. Select the next date and time this action should be completed
7. Click **OK**
**Note:**  The scheduled event can only take place if Winpak is running at the time the event is scheduled for.

## HOLIDAY DATABASE

**Adding a Holiday**
1. Click the Database menu and select **Holiday**
2. Click **Add**
3. Type the name for the Holiday
4. Use the arrow keys to change the month forward or backward until you reach the month the holiday is in.
5. Click on the day of the month the holiday is on.
6. Click **Ok**.
7. Repeat steps 3-7 for any additional holidays you need to enter.  When finished click close.
8. Initialize the panels with the change.  (See initializing panels)

## HISTORY REPORTS

**Generating history reports:**
1. Click **Reports**.
2. Click **History**.

3. Enter the **Date** and **Time** range.  If no range is entered, a report will be generated on all dates and times currently in history files.
4. Select the type of information to be included in the report (**Card, Point, Guard, Operator,** or **System**).  Further restrictions can be applied by clicking on **Card/Point/Operator** and selecting the appropriate restrictions.
5. Define **Area/Panel** limitations.
6. Click **OK**.

## REBUILDING DATABASES

**To Rebuild Databases:**
1. Click File
2. Click Rebuild
3. A message box about halting serial communications and buffering panels comes up.  Click on **Yes**
4. A Rebuild dialog box comes up with the list of databases
**NOTE:  Never check off anything in the create column or you will erase all your databases!**
5. Check off pack, reindex and repair on the database you are rebuilding.
6. Click Ok.
7. When it is complete Click Close.  A message will appear that your referential integrity table needs to be updated.  Click OK.

## ARCHIVING DATA

**Archiving data to a separate file:**
1. Buffer all panels.
2. Click **File**.
3. Click **Archive.**
4. On the calendar, click the exact date you want to archive **PRIOR TO** (not including the date).
5. Click **Archive**.

## PURGE

**Purging data from the active history:**

1. Buffer all panels.
2. Click **File**.
3. Click **Purge**.
4. On the calendar, click the exact date you want to purge **PRIOR TO** (not including the date).
5. Click **Purge**.


## BACKING UP DATA

**Backing up database information:**

1. Select **Backup** from the **File** menu.  A dialog box will prompt you to buffer panels.  Answer **Yes** to prevent incoming history data loss during backup.  WIN-PAK will copy your database files to a subdirectory called *BACKUP* located in your WINPAK/DATABASE subdirectory.

## RESTORING DATA

**Restoring from a backup:**

1. Select **Restore** from the **File** menu.  A dialog box will prompt you to buffer panels.  Answer **Yes** to prevent incoming history data loss while restoring.  WIN-PAK will restore your database files from a subdirectory called *BACKUP* located in you WINPAK/DATABASE subdirectory.

## PANEL CONTROL

**Controlling panels and devices:**

1. Click the **Panel Control** tab from the **Main Alarm** menu.
2. Select **Area**.
3. Select **Panel**.
4. Choose **Buffer** or **Un-Buffer**.
5. Select **Input Point** and choose **Shunt, Un-Shunt** or **Return to Timezone**.
6. Select **Output Point** and choose **Energize, De-Energize, Pulse** or **Return to Timezone**.