DinSide

User's guide – 11/05/2022

Table of contents

1. Preamble

DinSide allows, through a web browser, to access the users and their parameters, the different categories, the time slots and the opening or unlocking of the DBM6000 doors.

There are two types of connections:

- The first one is a "Web Client" version, therefore only for the access control part of your DBM6000 system.
- The second one is in multi-entity version for the management of users and accesses of your entities.

Important note: It is not because you have access to DinSide with its web browser that the application is accessible through the Internet!

In IT, a web application is an application that can be manipulated directly online through a web browser and that does not require installation on client machines unlike traditional applications. A web application is generally installed on a server and is manipulated by activating widgets using a web browser via a computer network (intranet, local network, etc).

2. First connection
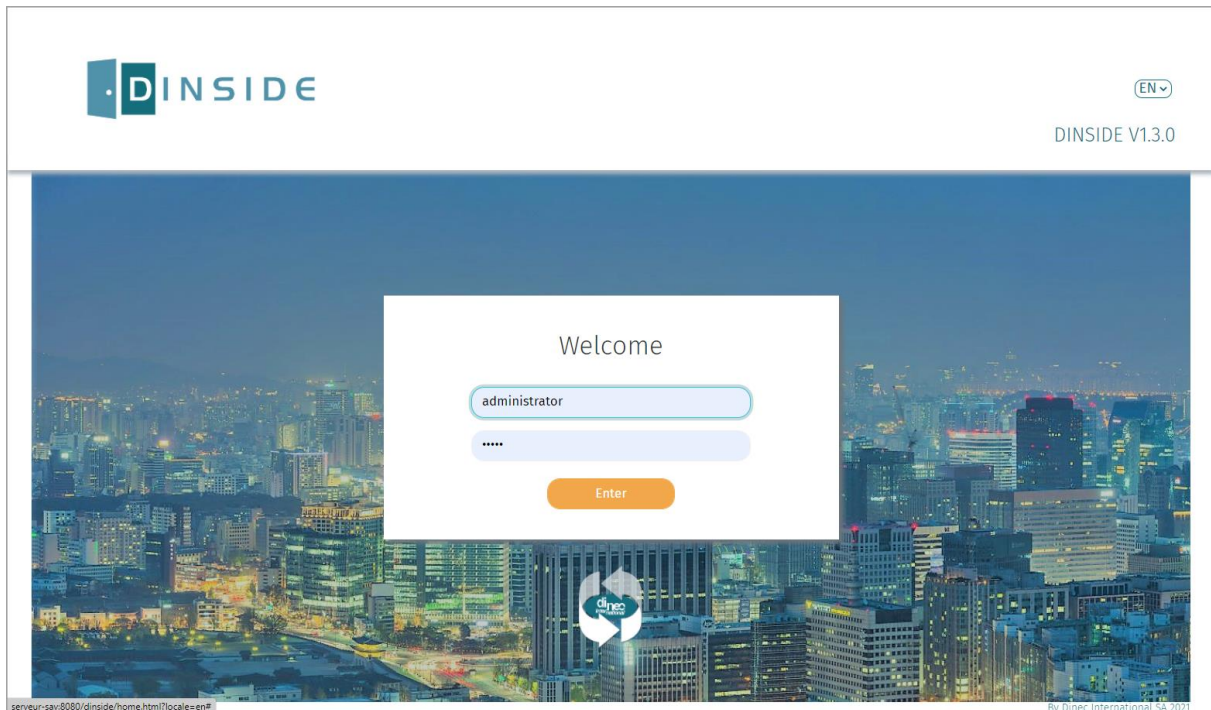
Your first connection must be done with an administrator login recognized by the DBM6000.

Attention, the password requires between 8 and 31 characters with at least 1 special character, 1 number, 1 lower case, 1 upper case. (The password structure is configurable in the DBM6000)

If your password security level is not sufficient, you must first change it in the DBM6000.

3. Description of the main menus of the main screen
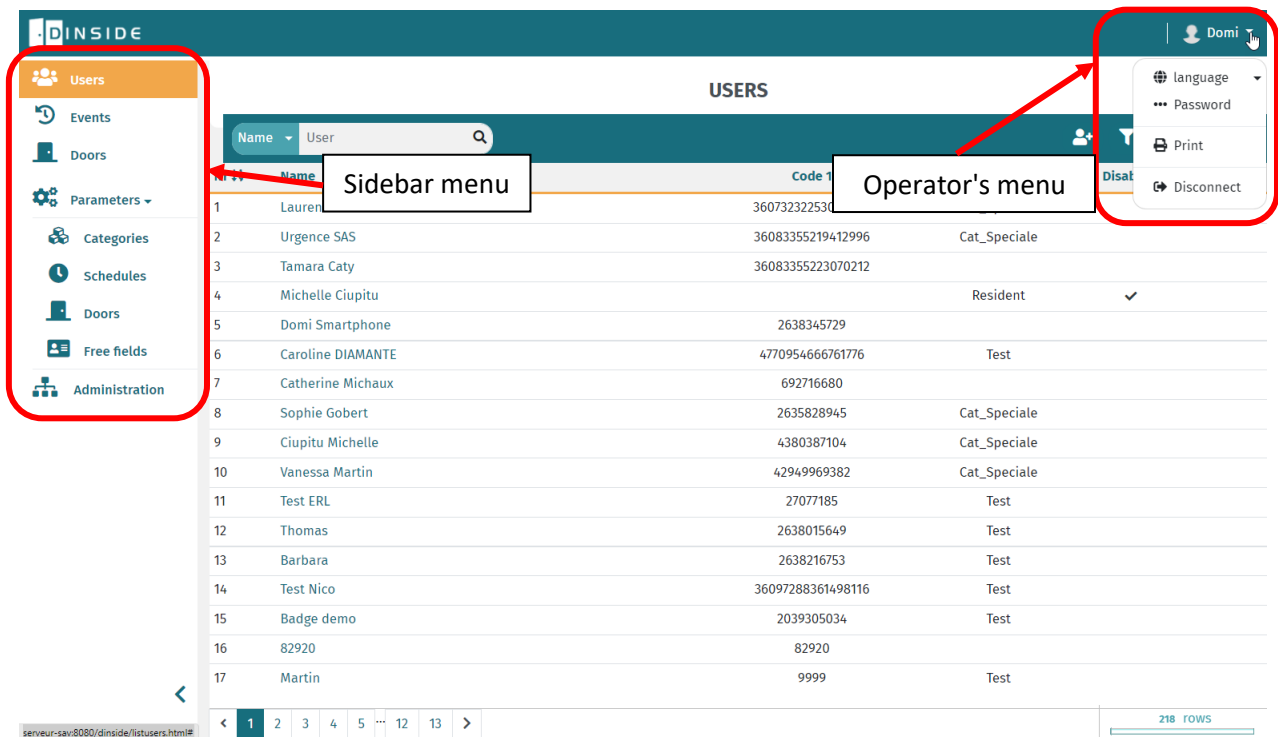
3.1 Sidebar menu

- Users: Show the list of users.
- Events: Displays events.
- Doors: Shows the DBM6000 accesses and the schedule of free or forbidden accesses to the doors.
- Parameters
    - o Categories: Allows you to display and create access categories.
    - o Schedules: Allows you to display and create weekly, daily and calendar time periods.
    - o Doors: Allows the parameterization of the doors of the DBM6000 and/or of your entity.
    - o Free fields: Allows the parameterization of the free fields of the user form.
- Administration: Allows you to view the global resources of the system, create and manage entities and view information about the DBM6000 server.

3.2 Operator's menu

- Language: Allows you to choose the language used to display the different pages and menus.
- Password: Allows you to change your password.
- Print: Allows printing the server informations.
- Disconnect: Disconnection of the operator during use.

Note: When you work with entities and you are an administrator, a drop-down menu will be present in the title bar with the possibility to change the entity as you wish and the option "Entity" will be visible in the side menu.

In the following pages you will find more details on how to use DinSide.

4. Users 👥

4.1 User list

This screen shows you the list of users that are in the DBM6000 or in your entity.

You can sort the list by clicking on the name of the column to sort.

The search field helps you find a user by name, Id, badge number, car plate, DinLinkID and free fields. As you enter the name or Id, the list is updated with the data found.

Other options are available:

👤➕ Create a new user.

▼ Allows you to filter the display of the list of users.

📋 Activates the multiple selection mode.

▭ Allows you to choose the columns that will be displayed.

⋮ Opens the display options.

Note: If you work with entities, the list will include only the users of the entity for which you are responsible, as well as the users of public entities.

4.2 Create a new user 👤➕

In the "New user" window you must fill in the following fields:

- General 👤 :

  Encode the user name.

  Other fields can be included in this section and can be configured in the "Free fields" menu.

- Categories ♣ :

  Using the drop-down menu, you can choose the main category that you want to assign to your user.

  The "Display all" option allows you to display all the subcategories of the installation.

- Validity 📅 :

  In this section you can determine the validity of your user and if necessary, temporarily deactivate it.

- Identifiers 🪪 :

  The encoding of the identifiers is performed in this section.

  By clicking in the "code" field, you activate the option to encode a door of the installation via a reader. You can also use an operator reader by using the "UsbTray*" application which turns your DA-1836 or DA-1837 (EM-125Khz) operator reader into a keyboard emulator or use the LCT5006 MiFare operator reade.

  You can also encode the keypad code and the license plate of the user.

  Only the biometric fingerprints are still to be encoded in the DBM6000.

- Rights ⚡ :

  Some rights can be assigned to the user. You just have to check the option and validate the user for them to be taken in consideration.

  The rights are:

  - Full management
  - Configuration parameters
  - Users programming
  - Planning and doors openning
  - View events history
  - View users and parameters

- Events 🕙 :

  This section displays the events of the user.

- Picture:

  By clicking on the button of the user picture, a menu is displayed to add, modify or delete the user picture.

When you have encoded the desired data, you can click on the ✔ to validate and save your new user.

* UsbTray is available in the folder \DBM6000V3\Tools\ of the Dinec USB key or downloadable in the Customer Area of our site http://www.dinec.be
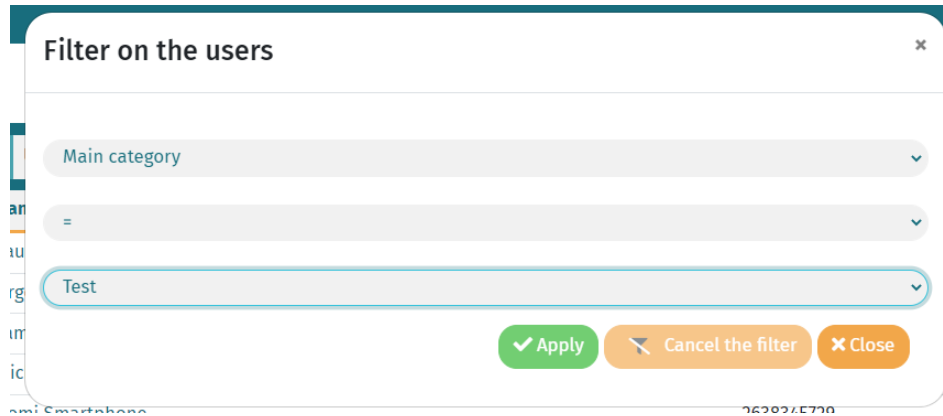
4.2.1 Modification / Delete user

By clicking on the user's name, you can edit the user's file to make changes or to permanently delete the user by clicking on the icon 🗑.
In the case of a deletion, you will be asked for confirmation.

4.3 Filtering the user list display ▼

By clicking on the icon for filtering the user list display, you will have a window with different filtering options available.
In the example below a filtering is done on all users whose main category is "Test".

4.4 Group selection 📋

You can select multiple users from the list to:

- See the events of selected users.
- Make a group programming of the categories and validities.
- Assign or remove a category to selected users.
- Remove all "DBM6000" accesses to the selected users. If there is access to other entities and BeeLock, these will be maintained.
- Delete selected users.
- Cancel group selection and return to normal display.

Note: Some options are only available on " specific users of the entity ".

4.5 Columns ▭

This window allows you to configure the columns that will be displayed in the "Users" screen

Columns   ✕

General		Categories		Validity	
☑ User Nr		☑ Main category		☐ Always valid	
☐ Picture		☐ BeeLock category		☐ Valid from	
☑ Name		☐ Additional category 1		☐ Valid to	
		☐ From ☐ To		☑ Temporarily disabled	
		☐ Additional category 2			
		☐ From ☐ To			
		☐ Additional category 3			
		☐ Additional category 5			
		☐ Additional category 6			

Identifiers

- ☐ Badgetype 1
- ☑ Badge code 1
- ☐ Badgetype 2
- ☐ Badge code 2
- ☐ Lost badges
- ☐ Keypad code
- ☐ Vehicle license plate

Rights

- ☐ Login
- ☐ Rights

✔ Apply   ✗ Close

4.6 Display options ⋮

This window will allow you to activate the display of free IDs in the list of users and the number of lines per page to be displayed.

Display options   ✕

☐ Display spare user numbers

Raws per page: Auto   ⬍

✔ OK   ✗ Cancel

5. Events ↺

This screen shows you all the events of the DBM6000 or of the entity for which you are responsible.
You can filter the display by selecting a start and/or end date.
In addition to the dates, you can also filter the display by selecting one or more accesses and in this case, only the events concerning this or these accesses will be displayed.
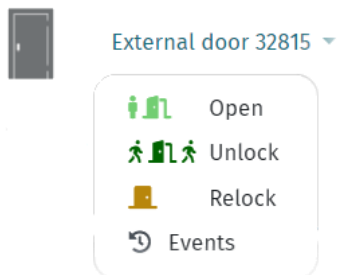
6. Doors

This screen shows you all doors of the DBM6000 and/or the doors of your entity and the public doors.

Different icons show you the status of the access *(by leaving your mouse cursor on the access, a pop-up shows you the status)*:

- This icon means that the access is offline.

- This icon means that there is a problem with the reader.

- This icon means that there is a reader problem and the alarm output is triggered.

- This icon means that the access is in maintenance.

- This icon means that the access is online and that there are no problems.

- This icon means that the APERIO access is online and that there are no problems.

6.1 Possible actions

By clicking on the ▼ icon of the access, you have access to the menu of possible actions
From this menu you can " Open ", " Unlock " or " Relock " the access and see the " Events " of this access.

External door 32815 ▼

- Open
- Unlock
- Relock
- Events
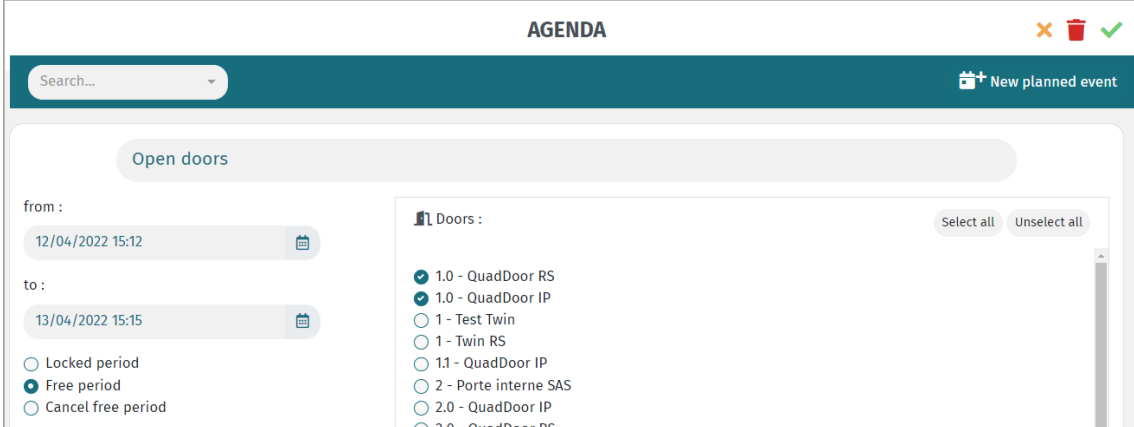
6.2 Agenda

By clicking on the [Agenda] icon in the "Doors" window, you have access to the calendar where you can schedule actions to put one or more accesses in "Locked period" or in "free period" or even "cancel free periods" during a defined period.
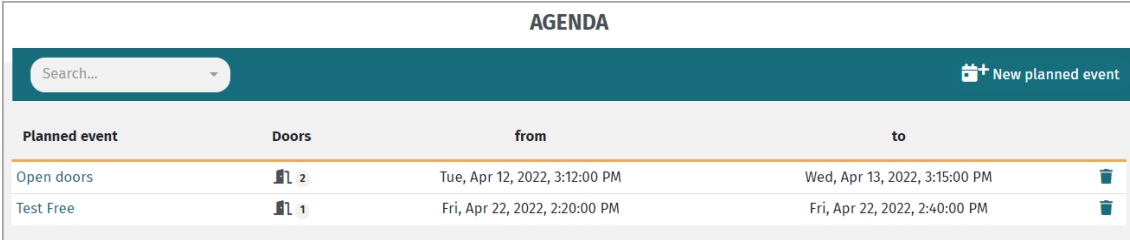
To create a new planned event, first click on the [New planned event] icon.
In the window that opens you must indicate the name of the event, the "from" and "to" date and time, the type of action and you must select the accesses that will be affected.

When your planned event has been validated, it will be displayed in the "Agenda" window
To check the type of action, place your mouse on the door icon and a popup window will appear.

To modify the action, click on the name of the planned event to edit it. Click on the trash to remove it.

Note: The selected accesses must be related to the same controller. If this is not the case you will have to create several events.

7. Parameters ⚙️

7.1 Categories 🎲

This screen shows you all the categories of the DBM6000.

In this list you can see the name of the category, the number of scheduled calendars it includes, the number of doors included and if the category is accessible during the prohibited periods.
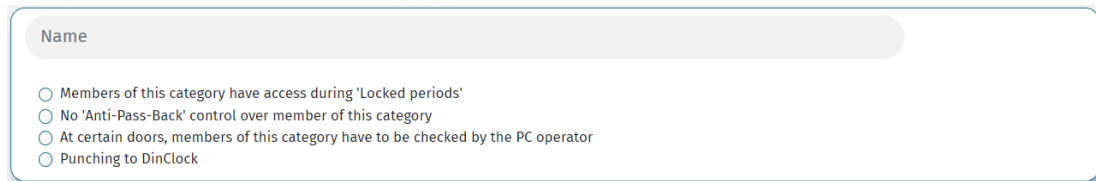
7.1.1 Create a new category

To create a new category, you must click on the icon 🎲⁺

Then and as in the DBM6000, you must configure different sections:

- **Name**:

In this section you enter the name that you want for the category and you can activate or not the options available for this category.

- **Elevator**:

If an elevator module is activated in the DBM6000, its name will appear and you will have access to the corresponding options.
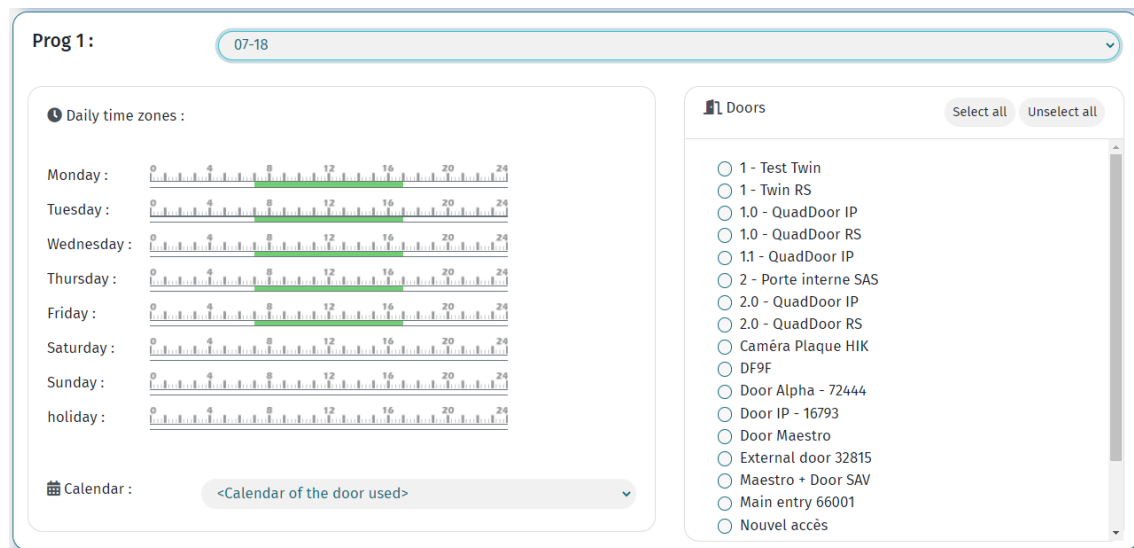
- **Prog 1 to Prog 8**:

In the following sections, you can make up to 8 different programs in your category.

You must first choose a weekly time zone which will fill the daily time zones on the screen.

On the right side of this window, you must choose the accesses that will be affected by this programming.

You can also apply for a schedule to this program.

7.1.2 Modify / Delete a category

If you want to modify or delete a category, just click on the category name to edit it.

When the category is edited, you can modify it and then validate the changes by clicking on the ✔ or if you want to delete the category, you must click on the 🗑 then validate the deletion.
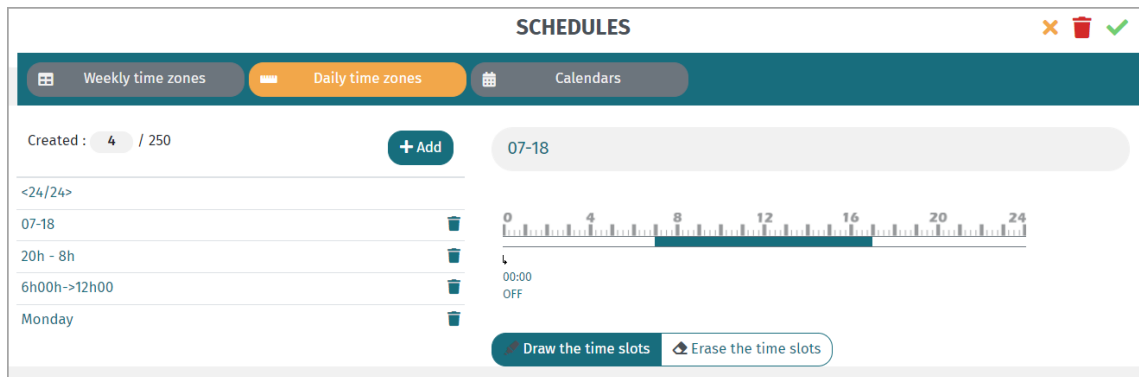
7.2   Schedules 🕐

The schedules that appear by default on the screen come from the DBM6000.

7.2.1 Weekly time zones
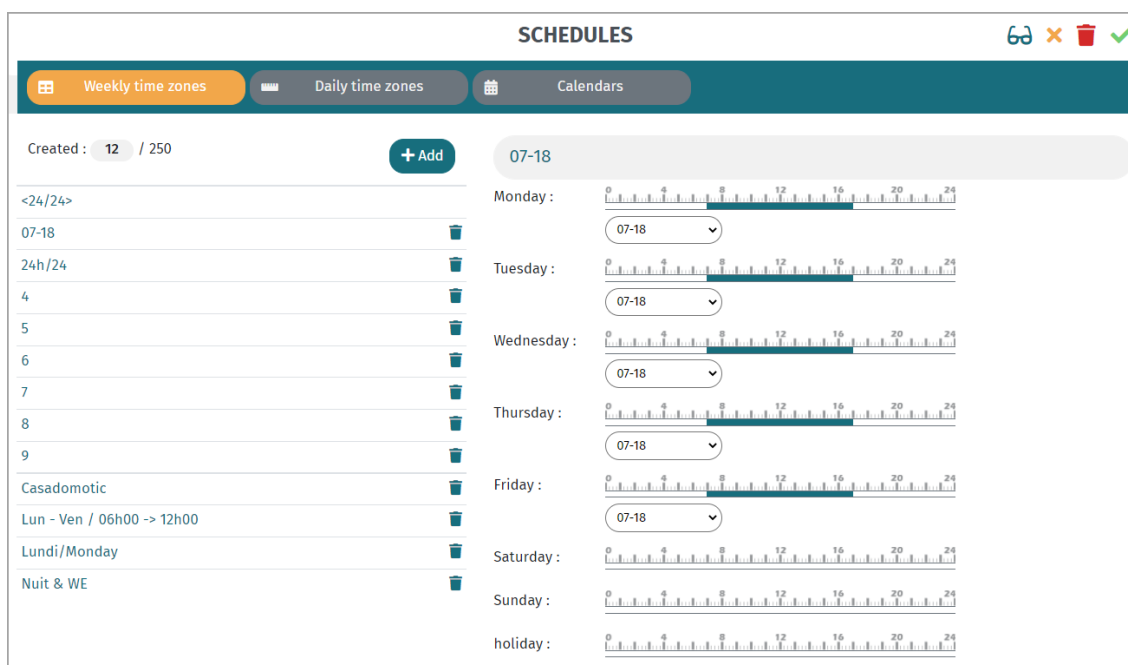
Each weekly time zone is a combination of 8 daily time slots. The first 7 correspond to the days of the week, and the last one represents the daily range to be taken in consideration during the vacation periods.

To add a weekly time zone, you must click on the **+Add** button

Then you must add a name to it, then using the drop-down menus you must choose a daily time zone for each day of the week and for the vacation period.

If a day is not assigned to a day, it will not be taken in consideration.

Validate your weekly time zones when you are finished.

If you want to modify or delete a time zone, you just have to click on its name to edit it. You will then have the choice to validate the changes by clicking on the ✔ or if you want to delete it, you must click on the 🗑 then validate the deletion.

7.2.2 Daily time zones

Each daily time zone represents a period from 0:00 to 23:59. These daily ranges are used in the definition of the weekly time zones.

To add a daily range, you must click on the ➕ Add button

Then you must add a name to it, then with your mouse you must fill in the timeline. By clicking on "Delete slots" you can delete a part of the timeline to correct it.

Validate your time slot when you are finished.

If you wish to modify or delete a daily time zone, simply click on its name to edit it. You will then have the choice of validating the changes by clicking on the ✔ or if you wish to delete it, you must click on the 🗑 then validate the deletion.

7.2.3 Schedules

Schedules allow you to define vacation periods*, normal days off*, fixed holidays (every year).
Vacation periods are understood to mean the shutdown of the company and not the individual vacations of the people.
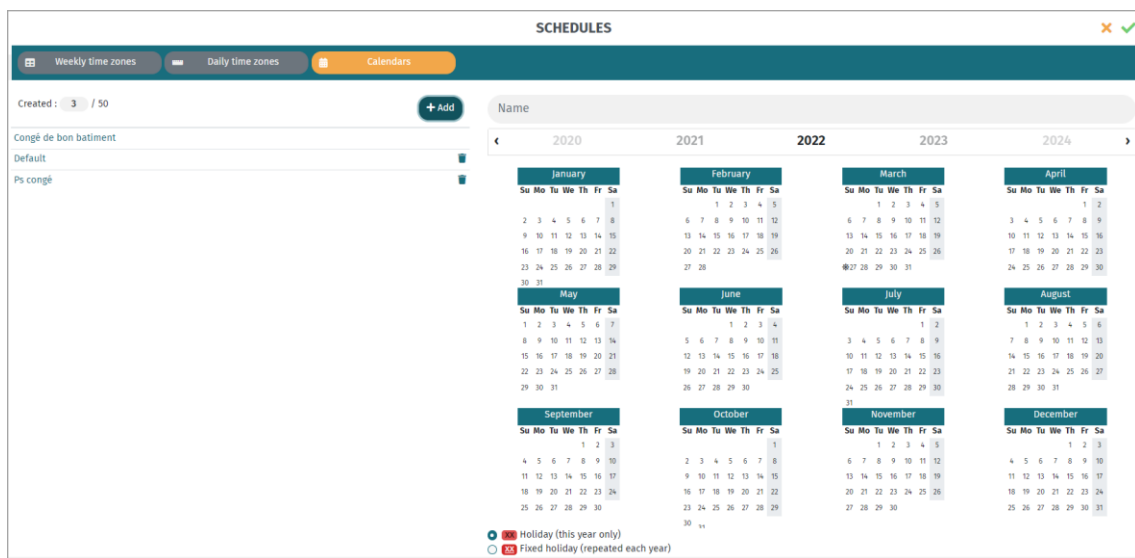
Calendars can be used in categories and access units.

To add a calendar, you must click on the [+ Add] button
Then you must add a name to it, then with your mouse you must click on the days you want to put in "Holiday".

You can add holidays for the current year or for each year depending on the option chosen at the bottom of the calendar.
Validate your calendar when you are finished.

If you want to modify or delete a calendar, you just have to click on its name to edit it. You will then have the choice to validate the changes by clicking on the ✔ or if you want to delete it, you must click on the 🗑 then validate the deletion.

7.3 Doors

The doors that appear in the list are common and private accesses belonging to your entity. The accesses are created from the DBM6000.

### 7.3.1 Door configuration

By clicking on the name of an access, you edit the portion of the configuration that you can modify.

Using the different drop-down menus, you can choose weekly time zones to be applied for free access, forbidden access and for the activation of the push button. You can also choose a calendar for this access.

You can validate the changes by clicking on the ✔

7.4 Free fields

20 free fields are available for the user's profile. The free fields are taken from the DBM6000 and can be modified.

7.4.1 Configuration of the free field

Click on the name of the free field to edit it.

Then add the name of your free field.

You can make this free field mandatory by activating the option.

You can also set predefined values for the field. In this case, a drop-down list will be displayed in the user's record showing the values.
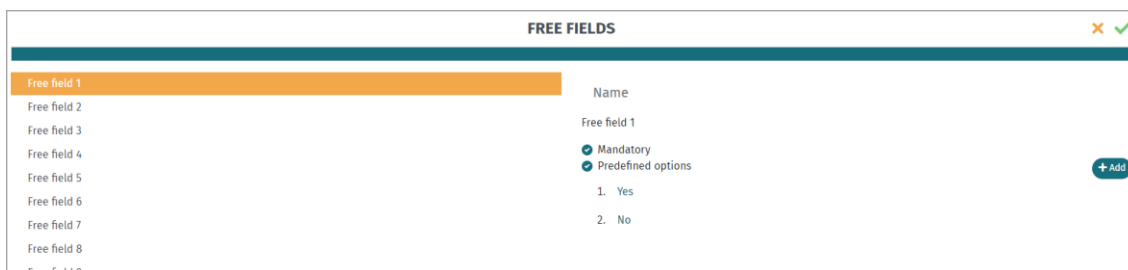
You can validate the changes by clicking on the ✔

If you want to modify or delete a free field, you just have to click on its name to edit it. You will then have the choice to validate the changes by clicking on the ✔ or if you wish to delete it, you must click on the 🗑 then validate the deletion then you must click on the to return to the main screen without revalidating the fields of the page.

7.5 Entity 🏢 *(Visible only if entities are configured in the system)*

This window will show you the information related to your DBM6000 installation and the entities supervised with DinSide.

8. Administration

8.1 Global resources

This part gives you general information about the DBM6000 installation that you are connected to.
The button to create an entity is in this screen
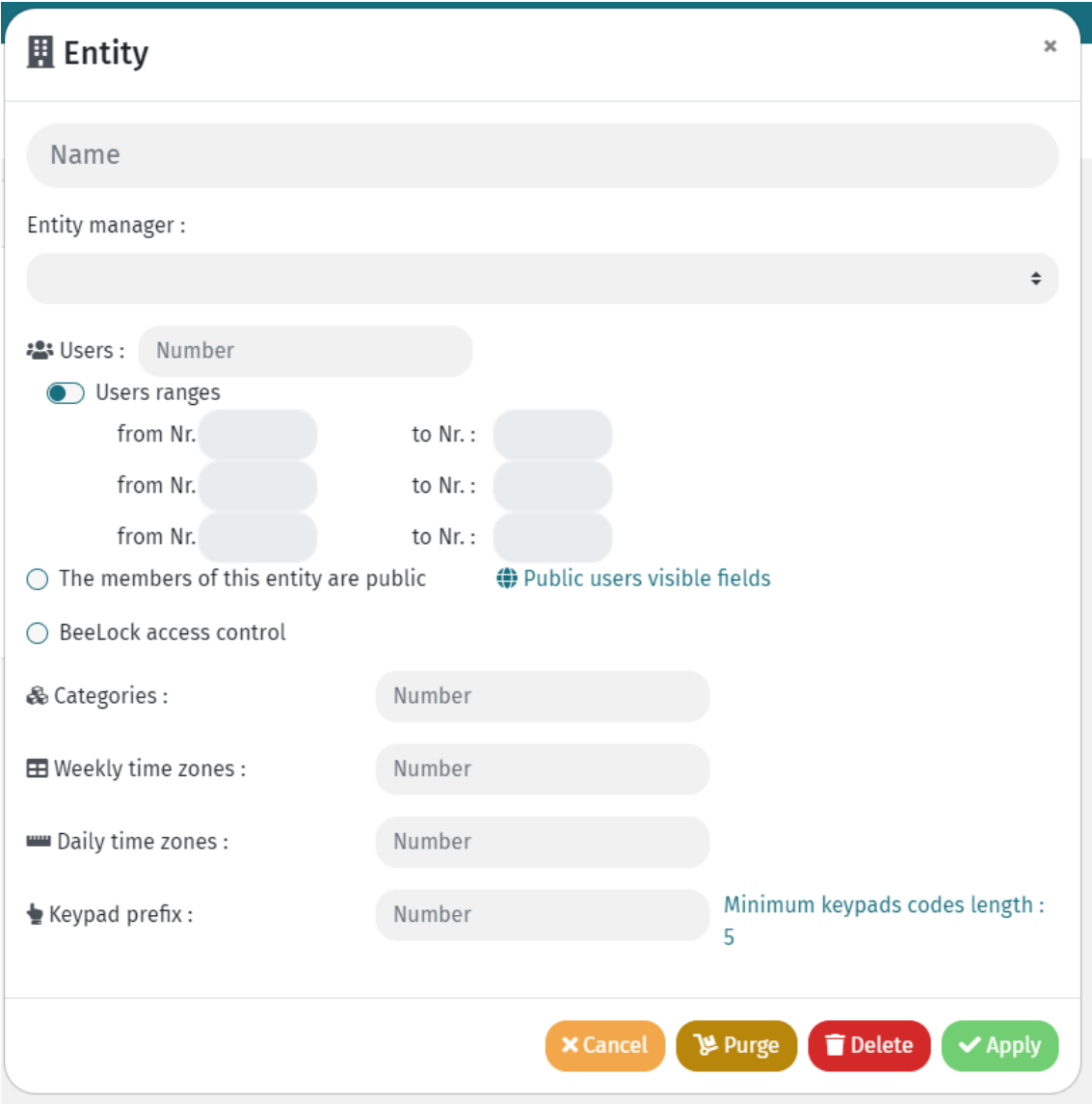
8.2 Server status

This screen shows you the version of DinSide and the name of the database to which it is connected.
The DBM6000 section shows you if the server is started and connected, the version and other information concerning the Webservice connection with DinSide.

8.3 Creation of a new entity

It is an administrator who creates the entities. When creating a new entity, the administrator has access to the configuration window below to determine:

- The name of the entity
- Who is the entity's administrator? This operator must be in the "operator" list of DBM6000.
- The maximum number of users for the entity.
- If there are user ranges that you want to define.
- If the entity's users are public and therefore visible to other entities. The option "The members of this entity are public" allows you to choose which fields will be visible.
- If the entity has a control over BeeLock.
- The number of categories, weekly time zones and daily time zones to which this entity is eligible.
- The prefix for the keypad codes of this entity and the minimum length of the keypad codes. The prefix always precedes the keypad code.

When the fields are completed, click on "Apply" to validate the data and create the entity.

When an entity has been created, it appears in the "Administration" window

In this window you can see the information about the entity(ies), the DBM6000 and the global resources.
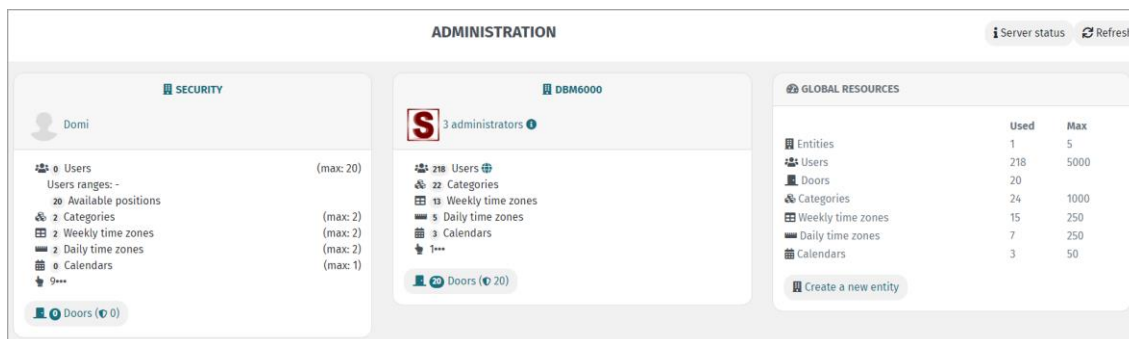
8.4 Management of private or common access to an entity

When your entity is created, you must associate accesses to it. These can be private if they are not already used by other entities or can remain common.

To manage accesses, you must be a full system administrator. Click on the door icon of the entity whose access you wish to manage.
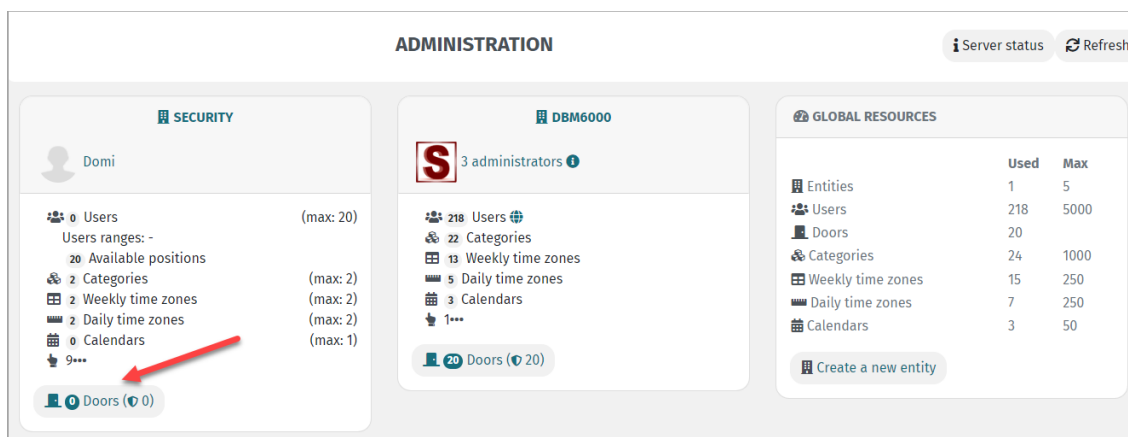
In the following window, you must activate the "Show all DBM6000 doors" option to view the system accesses.

Click on the grey dot to enable access, then on the other icons to:

🛡 Set this access to "Private" mode

🔓 Authorized the unlocking of the access.

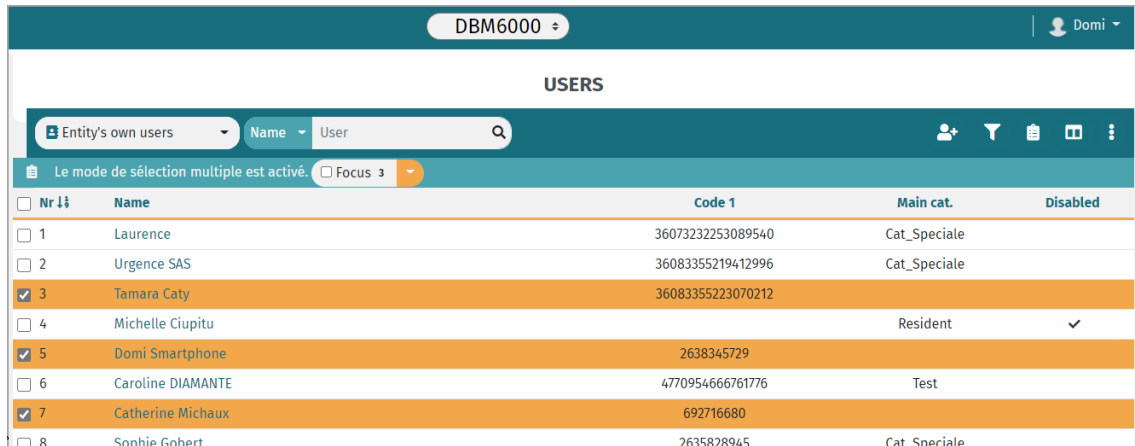👤 Allow to see the events of all users on this access.
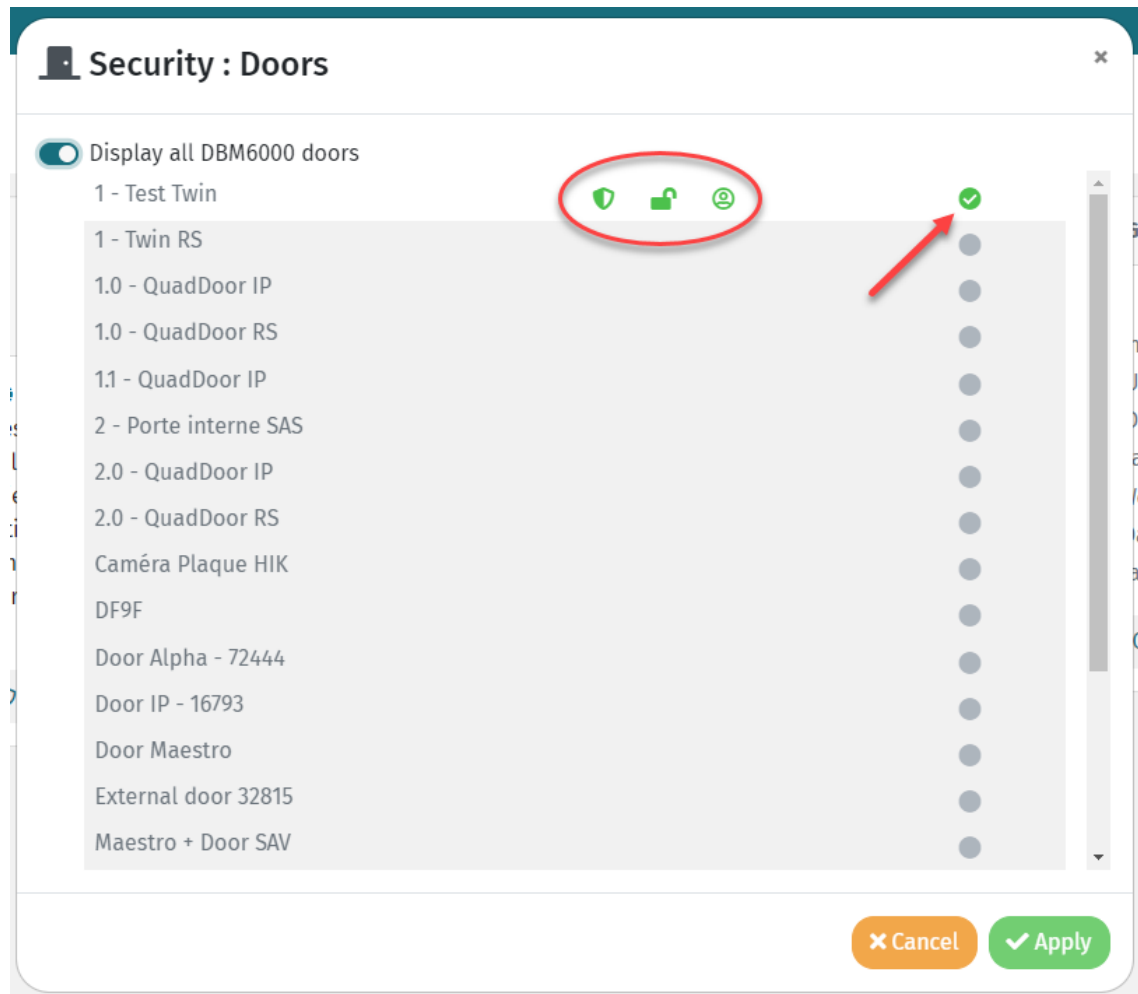
When your configuration is complete, click on the "Apply" button to validate and close the window.

8.5 Users transfer to an entity.

You can also transfer several users already existing in an entity or from DBM6000 to another entity.

To do this, open the "Users" window and select the "Multiple selection" option by clicking on the ▣ icon

Then you can select the users from your private list only that you want to transfer.
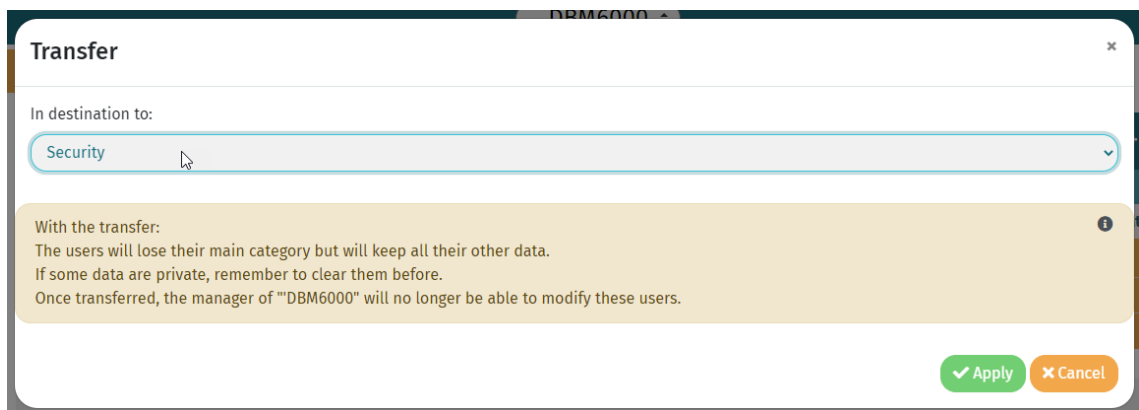

Activate the "Focus" option to see only your selection and open the drop-down menu. Choose the "Transfer..." option
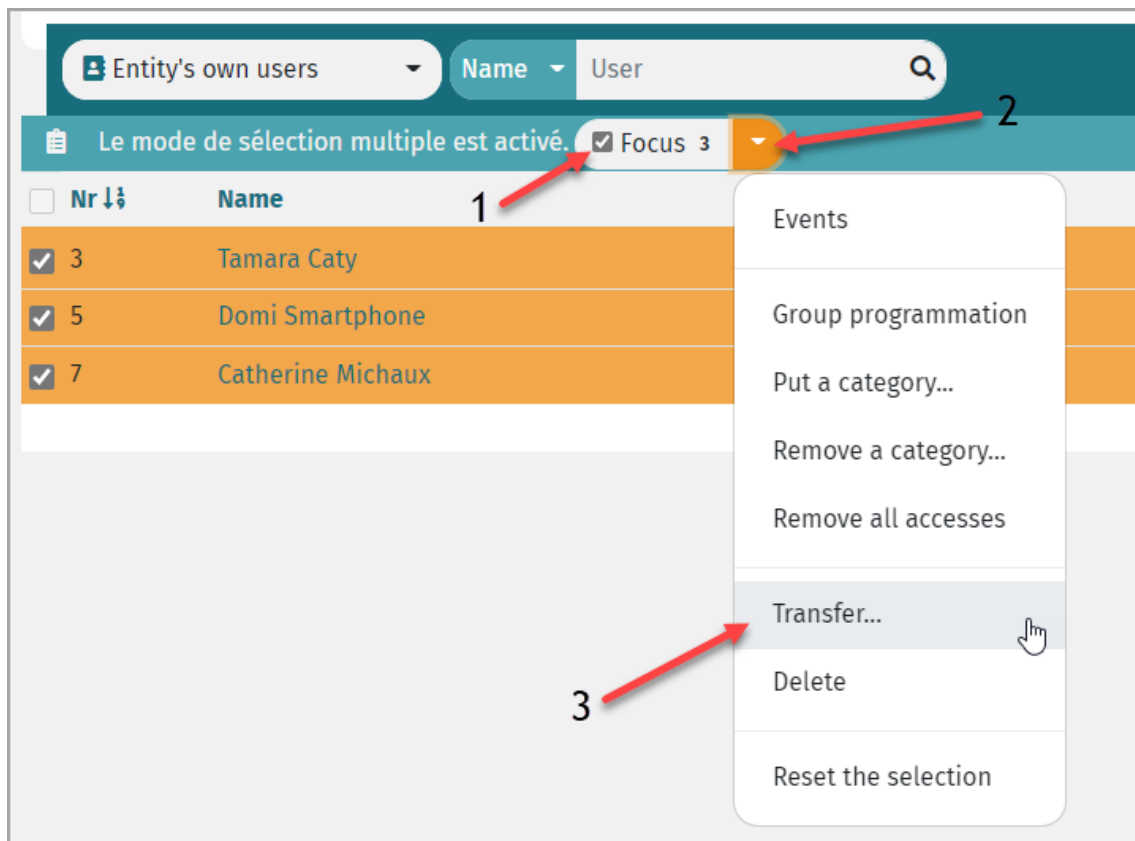
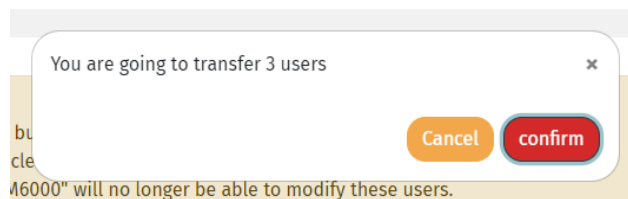Using the drop-down menu, choose the destination entity for your users.

As mentioned in the warning, users will lose their main category, but will keep all their other data.

If some data is private, remember to delete it before.

Once transferred, the managers of the original entity will no longer be able to modify these users.

Click on "Apply" and "Confirm" to validate the transfer of users to their new entity.