



DigiGate™ User's Guide

World Class Security Solutions

DigiGate-700™
User's Guide
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ELECTRONIC USER'S GUIDE AND ADOBE® READER

We have included an electronic version of the **DigiGate-700™ for Windows®** User's Guide on your Installation CD. This manual is viewable with the **Adobe® Acrobat® Reader** v3.x - 7.0. For those that do not have the Acrobat® Reader installed, an installation program has been provided on your Installation CD. An Icon will be installed on your desktop to invoke the electronic User's Guide.

See Appendix J - "**Electronic User's Guide and the Acrobat® Reader**" for complete instructions.

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DigiGate-700™ for Windows®

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Terms and Conditions of Purchase

PURCHASER understands that unless otherwise specified on a Digitech Sales Order Copy, or other contractual agreement, neither installation nor the warranty thereof, is included in this agreement.

The PURCHASER hereby recognizes and agrees that the system is a custom integrated system that may include both hardware and software, designed particularly for the premises, and the PURCHASER recognizes and agrees that it shall have no subjective right to refuse the system. PURCHASER understands that the materials specified on the reverse side of this agreement, on a signed Digitech Sales Order Copy, or in executed contractual agreements, properly installed, are sufficient to complete the installation as required. Should additional materials be necessary, they may be purchased at current catalog prices.

Should any part of the system be lost, stolen, damaged or destroyed by fire, water, or extraneous causes, whether or not subject to the PURCHASER's control; the repair, replacement work, and reinstallation shall be carried out at the expense of the PURCHASER. PURCHASER agrees that the SELLER's obligation hereunder relates solely to the system as provided by the SELLER, and the SELLER shall not be liable for any loss or damage incurred by the PURCHASER caused by PURCHASER's installation, alteration to, removal of, or tampering with the system. Otherwise, this purchase is subject to the Digitech Written Limited Warranty, the details of which are available on request.

PURCHASER agrees to pay the purchase price indicated on the stated terms reflected on a Digitech Sales Order Copy or in contractual agreements. Thereafter, interest shall be charged on any due and unpaid balance at a rate equal to one and one-half percent (1 1/2%) per month from the due date until paid in full.

In no event shall the interest be greater than the maximum permitted by applicable law.

If the SELLER deems it necessary to employ an attorney or collection agency to collect this account, or any part thereof, the PURCHASER agrees to pay actual, reasonable attorney fees or collection costs.

By installing or using Software provided with this purchase, PURCHASER indicates acceptance that the software is part of a system consisting of the software and the hardware it controls, that the software is meant to be installed on only one computer (including Network Terminals, if so noted), and that software may be supplied to PURCHASER with a temporary activation code. Once all purchase terms have been complied with, including all payments as agreed, a Software Registration will be issued with a permanent activation code.

This agreement shall be interpreted and governed by the laws of the State of North Carolina.

The PURCHASER represents that this Agreement constitutes the entire agreement between PURCHASER and SELLER and that no other agreements, promises, representation, undertakings, warranties, express or implied, except those expressly set forth herein have been relied upon by PURCHASER, or have been made to PURCHASER by SELLER, its agents, or employees, and that no modification of this AGREEMENT shall be claimed by PURCHASER subsequent to the execution hereof unless first reduced to writing and executed by the parties hereto.

Further, the PURCHASER acknowledges and agrees that the SELLER has not made, and the PURCHASER is not relying upon any representation or warranties, express or implied, except as contained herein, and any and all implied warranties are hereby expressly waived by PURCHASER.

Written Limited Warranty

Effective with products delivered on or after July 1, 2003:
Digitech International, Inc. (Seller) warrants to you, the original purchaser, that for the stated warranty term, Digitech will, at no extra charge, repair or replace with new or reconditioned parts, any of its manufactured components, which is defective in material or workmanship, provided the original part has been installed and maintained properly and is returned for inspection and verification of warranty coverage. The decision to repair or replace will be at the discretion of the manufacturer. The warranty period shall be two years on all Digitech manufactured equipment, with the exception of camera equipment and vertical gate operators, which carry a one-year warranty and the DigiView Digital Recorder, which carries a three year warranty. Original equipment manufacturer's warranties will apply to all other equipment supplied by Digitech, acting as a value-added reseller. All returned parts and products become the property of Digitech International, Inc. Labor and incidental costs to uninstall original parts and re-install replacement parts provided under this Limited Warranty shall be the responsibility of the PURCHASER. This Limited Warranty does not include service, replacement, or repair of damage to the product resulting from accident, disaster, misuse, or abuse; extraneous causes including lightning and transient currents; or modifications of the product not specifically approved by Digitech.

Limited Warranty service may be obtained by pre-paid delivery of the product to the warranty service location during the warranty period, providing a Return of Materials Authorization Number (RMA) has been issued. Claimant agrees to insure the product or assume the risk of loss or damage in transit, to prepay shipping charges, and to use the original shipping container or equivalent.

If a product is defective as described above, PURCHASER'S sole remedy shall be repair or replacement as provided herein. In no event shall SELLER be liable for any damages, including any lost profits, lost savings, or other incidental or consequential damages arising out of the use of, or inability to use such product, or for any claim by any other party, even if SELLER has been advised of the possibility of such damages. PURCHASER acknowledges and it is agreed between the parties hereto that the SELLER is not an insurer and that the SELLER's exclusive liability is contained in this statement.

To the maximum extent permitted by applicable law, SELLER and its suppliers disclaim all other warranties, either express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with regard to the software, hardware, and accompanying written materials. This limited warranty gives you specific legal rights that may vary from jurisdiction to jurisdiction.

System Hardware Repair Policy

General

Equipment to be repaired may be sent to Digitech International, Inc. after a Return Authorization Number has been issued by the Customer Service Department. The items should be shipped prepaid to:

Digitech International, Inc.
Attn: Service Department
409 New Leicester Highway
Asheville, NC 28803

Service & Repair Telephone/Fax Numbers
Phone: (828) 250-9767 Fax: (828) 250-0799

A detailed packing list showing the Return Authorization Number, quantity, product, purchase order number for any out-of-warranty repairs, return address, telephone number and any special instructions must be included with the shipment. Equipment shipments made on a COD basis will be refused.

Each returned item shall have a written description of the defect on the packing list.

Upon receipt by Digitech International, Inc., each shipment will be inspected to verify all items are received as listed, and that defects are due to failure under normal usage, not user negligence. Damaged or defective items which are not covered by warranty will be handled according to the non-warranty repair policy.

In Warranty Repairs

Each DigiGate system and major sub-assembly bears a warranty expiration date.

Defective units still under warranty will be repaired as stated in the original warranty agreement.

The warranty period for repaired items shall be 90 days or the remainder of the original warranty period, whichever

is greater.

Non-Warranty Repairs

Defective items not covered under warranty will be repaired and charged based on the current charges in effect at the time of the repair.

The warranty period for repaired items shall be 90 days from the date of shipment from Digitech International, Inc.

Repair Costs

These published service and repair costs are subject to change without notice.

Bench Repair Charges:

Hourly rate \$68.00
Minimum charge 1 hour

Replacement Parts & Sub-Assemblies:

Subject to the prices in effect at the time of repair.

Terms

All shipments to Digitech International, Inc., are to be prepaid. Freight shipments to Digitech International, Inc. on a COD basis will be refused.

Digitech International, Inc. will pay surface freight charges on the return of repaired units under warranty. Air freight charges will be added to the repair fee. All freight, shipping and handling charges will be billed to the customer on units out of warranty.

Repair and air freight charges will be invoiced to customers who have established credit lines with Digitech International, Inc. Repaired items returned to companies doing business on a COD basis will be subject to the COD fee, which will be added to the repair charge.

Included in this Chapter

1. **How to Reach Digitech International, Inc.....** Corporate Address, Phone, Fax, E-Mail, and Web Site.
2. **What Is Needed to Run DigiGate-700 for Windows.....** System Requirements.
3. **DigiTech™ Customer Support** Who to call if you have problems.
4. **Contacting the Service Department.....** How and when to call for Help.
5. **What You Need When You Call the Service Department** System Worksheet.
6. **Conventions Used in this Guide** How to know what certain symbols, text formats, and terms mean in this manual.
7. **The Windows™ Interface.....** Understanding Windows Screen Objects and their use.
8. **Installing the DigiGate-700 for Windows™ Software** Loading the software onto your PC.

How to Reach Digitech International, Inc.

CORPORATE ADDRESS

Digitech International, Inc.
409 New Leicester Highway
Asheville, NC 28806

INTERNET AND E-MAIL

Our Web site is
www.digitech-intl.com
E-Mail to Sales at
sales@digitech-intl.com
E-Mail to Service at
service@digitech-intl.com
Submit drawings by E-Mail to
drawings@digitech-intl.com

TELEPHONE AND FAX

Main Office (828) 250-9767
Fax Line (828) 250-0799
Tech Support (800) 523-9504

What Is Needed to Run DigiGate-700™ for Windows

PC Requirements

IBM or Compatible PC with Pentium Processor.

16MB RAM. 30MB Free Hard Disk Space.

One Serial Port (COM1 to COM4) With a **dedicated IRQ** (3 or 4). A USB to Serial adapter may be used if it is provided by Digitech International.

Modem supported by your operating system (For DigiGate remote systems only).

Printer supported by your operating system. This printer must use a Parallel port and not a USB port. Some laser printers may not work correctly.

Windows 95, 98, NT, XP or Vista Operating System.

System Hibernation and Power Saving features of the PC must be turned off. (Screen Savers are OK)

If your computer is running under any Operating System other than Windows 95, 98, NT, XP or Vista; this program will not operate correctly, if at all, and the Service Department cannot support the Software. You should ask for the DOS version of the DigiGate-700 program.

DigiTech™ Customer Support

Due to site specific variables in setup and configuration, your Digitech reseller may provide a quicker solution to technical problems. Please make arrangements with your product vendor to call them for service before contacting Digitech International, Inc.

Contacting The Service Department

Our Service Department hours are from 8 A.M. to 8 P.M. Eastern time Monday through Friday. Calls after hours or on weekends are taken by a voice mail system. If you call during normal business hours and receive the voice mail message, our Call Coordinators may be serving other customers. Please leave your name, telephone number (including area code), the name of your site, the location of your site (city, state), and a short description of the problem you are experiencing. All calls, whether taken by our Call Coordinators or pulled from voice mail are assigned to our Service Technicians in the order they are received. Technicians will return your call as soon as possible, based on call load and our priority system.

All calls received are assigned to a technical representative and will be returned. Calls from a bona fide technician on-site will be forwarded to the next available Service Technician. It is imperative that the technician identify his/her on-site status and company name when placing a call with our Call Coordinators. The Voice Mail system also has instructions for identifying technician on-site status. For all other customers, we try to return all calls within a 24 hour period. Sites still under warranty and sites that are experiencing security issues preventing access to their facilities are given a higher starting priority.

Digitech-Intl provides free technical support to all customers. You can improve your service with preferred access by enrolling in our affordable DigiCare Plus program. Among other benefits, the program guarantees technical support response within four business hours. DigiCare Plus is highly recommended for customers outside our standard two year warranty period. Call our toll free number for further details.

The information needed by your Service Technician is listed on the following page (1-3). Having this information available when you call will shorten the time needed to diagnose and correct your problem. It will also reduce the time required for a technician to return a call because calls are being processed as efficiently as possible.

What You Need When You Call the Service Department

Before calling our Service Department, please have the following information available.

- **DigiGate-700 Serial Number** _____
On the label of your software diskette(s), CD-ROM, or in the "Version" selection of the "Utility" menu.
- **The DigiGate-700 Software Version** _____
In the "Version" selection of the "Utility" menu.
- **The System Controller Chip Version** _____
In the "Version" selection of the "Utility" menu.
- **The Manufacturer and Model of your PC** _____, _____.
- **The Total Memory (RAM) on your PC** _____.
- **A Printout of your DigiGate-700 System Setup**
Select the *Report* button on the Main Menu, then the *Misc Reports* tab and the *Setup Info* button to print the report
- **Accounting/Mgt. Software Name & Version, if Linked** _____, _____.
- **The System Controller Serial Port (Com1...Com4)** _____.
- **Any other Serial Devices attached to your PC** _____, _____.
(I.e. Mouse; Modem; Serial Printer; and the Serial Ports where they are attached.)
- **Exactly what you did before the error occurred** _____

_____.
- **The entire error message you received** _____.
(a Print of the Screen if possible)

Additional Information for Remote Access or a Remote Site

- **The Headquarters and Remote Site modem's Manufacturer** _____, _____.
- **Modem Model Numbers** _____, _____.
- **Modem Baud Rates** _____, _____.
- **Modem Initialization Strings** _____, _____.
- **Telephone Numbers to access each of them** _____, _____.
- **Remote Access Software** _____.
- **Remote Access Logon & Password** _____, _____.



Conventions used in this Guide

Format/Symbol	Definition	Example
<i>Bold Arial Italic</i>	Represents Menu selections or Screen objects to select	Move the cursor to the Set button
<Bold Arial> text in braces	In the Software - represents a key on the PC Keyboard On hardware items, this will represent a device (i.e. plug, chip, jumper, cable, etc) on a board or a control device.	Press <Enter> Remove the <J3> jumper.
"Courier Regular"	Actual text the user is to enter or text displayed on the screen..	Type "CD\DIGI" and press <Enter>. Do Not type the Quotation marks!
Bold Times text	Bold text in the Guide's normal font means to perform a task.	Select the Unit Setup tab.
" "	Quotations around the Guide's normal font will be used to represent other sections in the guide or to emphasize the text enclosed in quotes.	(See the "System Setup" section on page ...)
•	Used to indicate an item in a list or one step in a procedure. Numbers will also be used for this.	• Select the Unit Setup tab. • Click on Unit Type .
1. 2.	Also used to indicate an item in a list or a step in a procedure. Bullets will also be used for this.	1. Select the Unit Setup tab. 2. Click on Unit Type .
<Key1><Key2>	Multiple keyboard keys indicate that you should push the first key and hold it down while pressing the second key.	Press <Ctrl><C> to copy the contents.
{c1 c2}	Indicates a User Choice from the items. Each choice is separated by a vertical bar.	Select {OK Cancel } based on the situation.

The Windows Interface

For those of you that are new to Windows, we have included a basic look at the Windows way of doing things. For a more complete description of Windows, see the "Introducing Microsoft Windows" manual that came with the Operating System on your PC.

Windows is a Graphical User Interface or GUI. This means that instead of having to type commands into the computer to make things work, you have pictures or icons that you can use to do the things that need to be done. Your computer's Mouse is used to push buttons, select items from lists, and do most of the work. Most of the time, you only need to use the keyboard to enter the information about your tenants or other information that is specific to your location.


All of the objects used on the screens are standard Windows objects and for most of the program, the Windows standard is followed. In some instances the program deviates from this standard for the user's convenience.


In this section, terms and objects associated with Windows and operating the GUI are described and pictured to give you a basic knowledge of how the screens look and work.

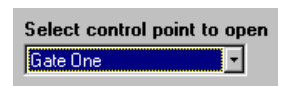
Terms Used

Term	Definition
Cursor	An indicator on the screen used to direct attention to a specific area or object.
Mouse Cursor	The mouse cursor appears as an Arrow pointer that travels over the screen as the mouse is moved. When moved over an area which accepts text entry, it changes shape to an "I" beam, indicating the text entry area or to an Hourglass when busy.
Screen cursor	The screen Cursor, which differs from the mouse cursor, indicates which object on the screen is active or Selected . On buttons or tabs, a dotted rectangle around the text or graphic on the face of the object indicates the cursor. For text entry fields, a solid vertical line, usually blinking, indicates the cursor and the position where text will be entered. With list boxes or drop down lists, one entire line of text displays in a different color. This selection can be changed with the directional arrow keys or by Selecting another choice with the mouse. The screen cursor can be moved with the <Tab> key, the <Shift><Tab> key combination, at times the <Enter> key, or by Selecting another object with the mouse.
Click	Indicates pushing the left mouse button.
Double Click	Clicking the left Mouse button twice in rapid succession. This is the method of activating or Selecting an object with the mouse.
Right Click	Clicking the Right Mouse button. This is used to open Help Screens or Configuration Menus .
Drag	Clicking the Left Mouse button and holding it down while moving the mouse. This is used to move objects on the screen.
Go To, Highlight, Select, or Push	Use the directional Arrow Keys, the <Tab> key, or the computer's Mouse to move the cursor to the stated object or control and Click the left mouse button or press the <Enter> key. This will activate the control. Push is used for a button and means to Click on the button.

Windows Screen Objects

Figure	Name
 <p>Figure 1-1</p>	Push Button

 <p>Figure 1-2</p>	Text Box
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 <p>Figure 1-3</p>	List Box
---	----------

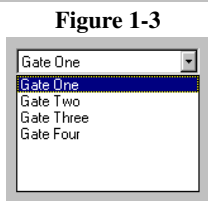


Figure 1-4

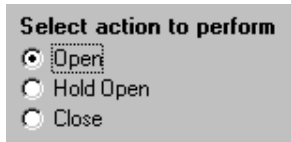


Figure 1-5

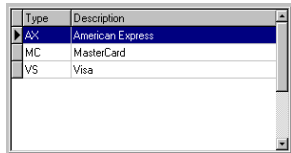


Figure 1-6

Windows Controls


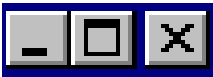

<u>Figure</u>	<u>Name</u>
 <p>Figure 1-7</p>	Window Title
 <p>Figure 1-8</p>	Window Title Window Control
 <p>Figure 1-9</p>	Window Title Main Menu



Figure 1-10



Figure 1-11



Figure 1-12



Arrowhead



I-Beam



Hourglass

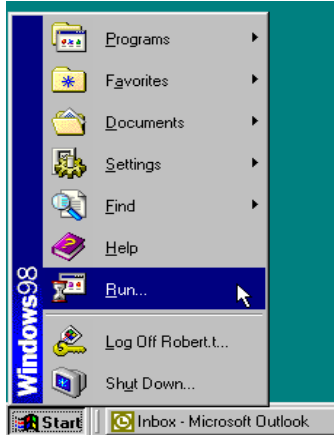


Figure 1-16

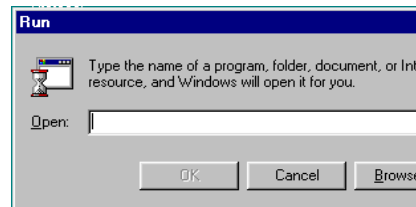


Figure 1-17

Installing the DigiGate-700 for Windows Software

1. Before starting the installation process, close all applications running on your computer.
2. Insert your DigiGate-700 Installation CD into your PC's CD Drive. Depending on the "AutoPlay" setting of your PC, this may or may not automatically start the installation process. Wait at least 30 seconds. If you do not see the install process starting, then continue with these instructions. If the installation process does start, skip to step #7 on page 1-9.
3. On the **Windows** Task Bar, **Click** on the **Start** button. Figure 1-16. (Screens shown are for Windows 98. Your screens may differ). Select **Run**.
4. The **Run** Dialog box will appear.

Note: If you are installing the program on a machine with Windows XP or Windows VISTA operating system you must be logged in to the PC with admin privileges for the installation to function correctly.

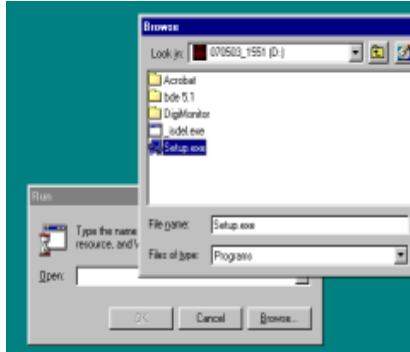


Figure 1-18

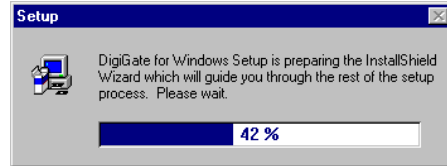


Figure 1-19

- Figure 1-17.
5. Select the **Browse** button and browse to your CD drive that has the DigiGate CD.
 6. Select the file named "Setup.exe". Click **Open** then **OK**. Figure 1-18.
 7. Figure 1-21 shows the **Setup** window

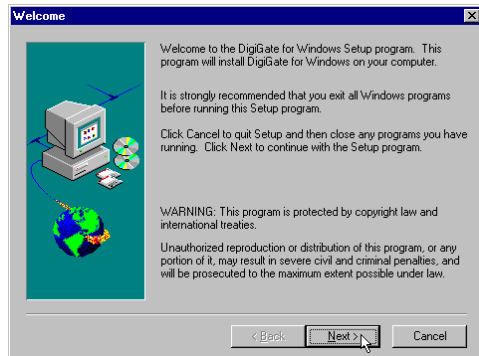


Figure 1-20

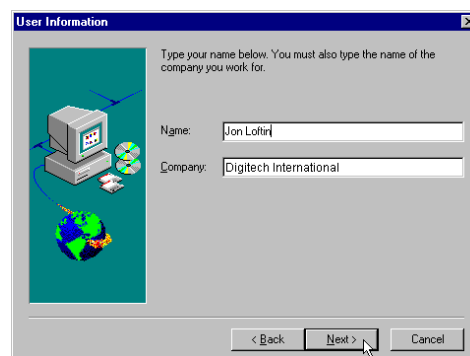


Figure 1-21

8. Figure 1-20 shows the **Welcome** window. If you have any other programs running, **Click** on the **Cancel** button to close the DigiGate installation, close all other programs that may be running, and restart the Installation.
9. If there are no other programs running, **Click** on the **Next** button.
10. Figure 1-21 shows the **User Information** window. Here you should enter your Name and the Company name.
11. **Click** on the **Next** button.

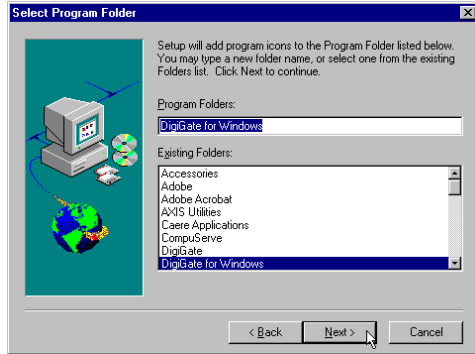


Figure 1-22

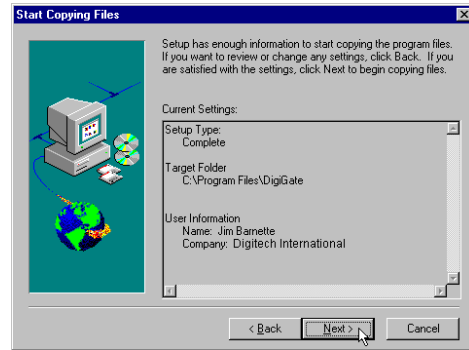


Figure 1-23

12. Figure 1-22 shows the **Select Program Folder** window. You will be asked for a Program Group name. The default is “DigiGate for Windows.” You may accept this, type in your choice, or select from the list of existing groups on your PC.
13. When all is correct, **Click** on the **Next** button.
14. When all is correct, **Click** on the **Next** button.
15. Figure 1-25 shows the **Start Copy Files** window. This Window shows you the selections you have made to this point. If any of these are incorrect, you can **Click** on the **Back** button and correct the entry.
16. When all is correct, **Click** on the **Next** button.

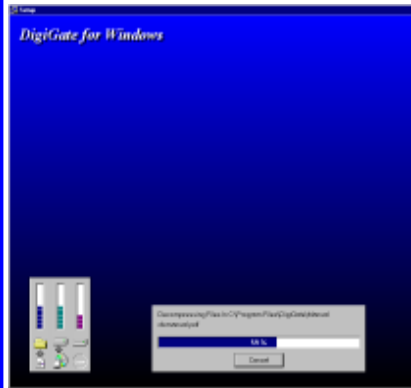


Figure 1-24

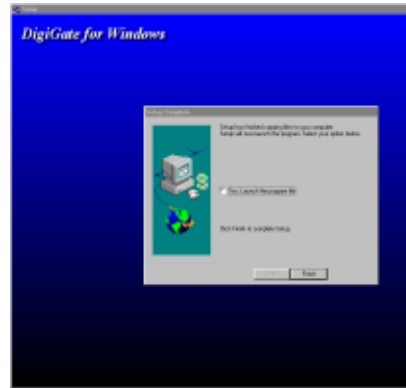
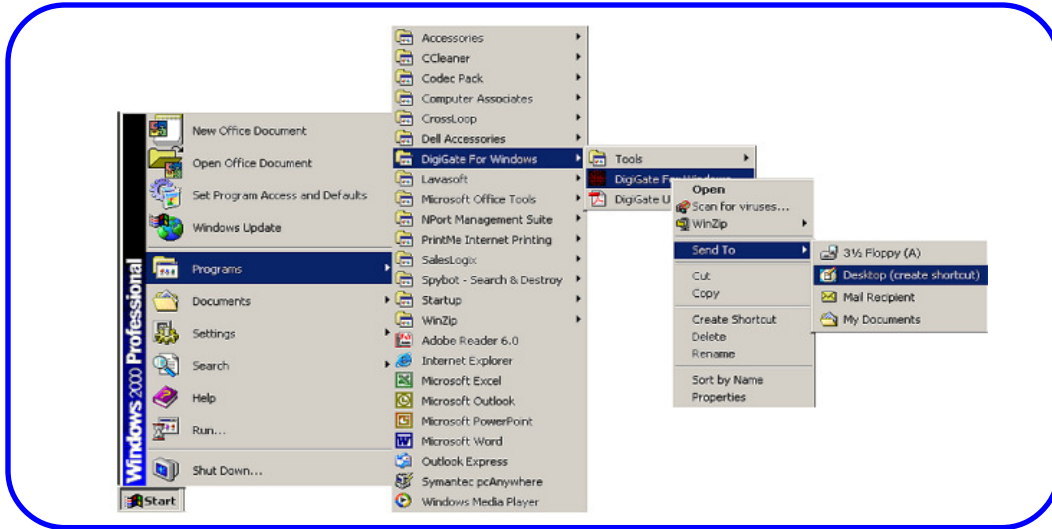


Figure 1-25

17. After all user information is entered, the **Setup** window, Figure 1-26, starts the actual installation and shows the progress with the four thermometers on the screen.
18. If you choose to stop the Installation at any time, **Click** on the **Cancel** button.
19. Once the program has finished installing, click "Finish" to return to your desktop.

Note: When installed on a system that uses Windows VISTA, additional steps will need to be performed before the DigiWin software will run correctly. These steps are detailed on the next page.



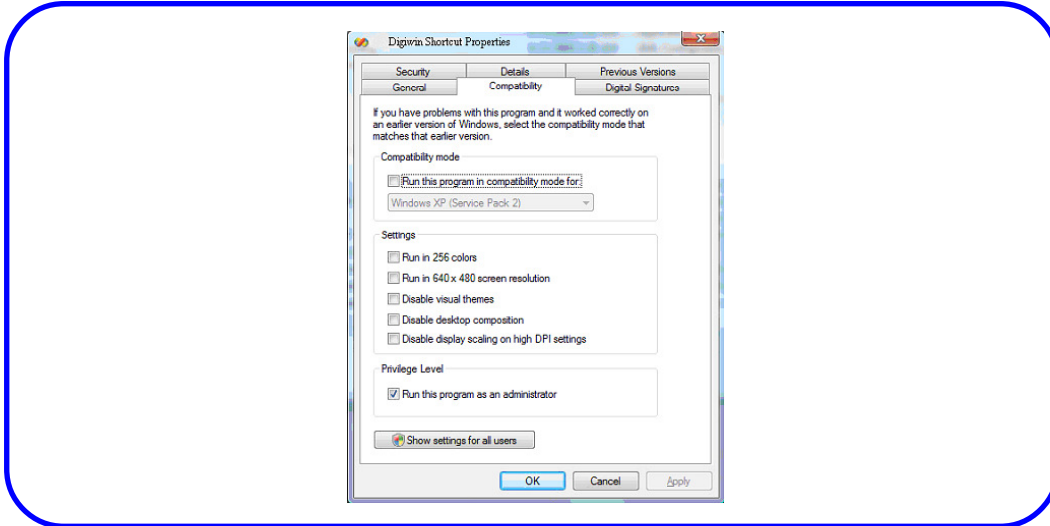
Setting up the software on Windows VISTA

When the DigiGate program is first installed and before it is run on a PC equipped with Windows VISTA, there are a few things that have to be configured in the VISTA UAC (User Account Control) security settings. Failure to set these items can result in an error being generated when the DigiWin program is run. This error will show as “*Network Initialization Failed C:\pdouser.net*”.

Note: The user that is logged into the machine must be a member of the “Administrators” group or have access to the Admin/Password information to install the program and make these changes.

1: Log into Windows Vista with the Admin level access.

2: Create the DigiWin Shortcut icon on the desktop if there isn't one. If you already have the icon go to next step. The figure at the top of the page shows how to create the icon on the desktop. To get the options to “Send To/ Desktop (Create Shortcut)” right click on the DigiGate icon in the list of programs as shown above.

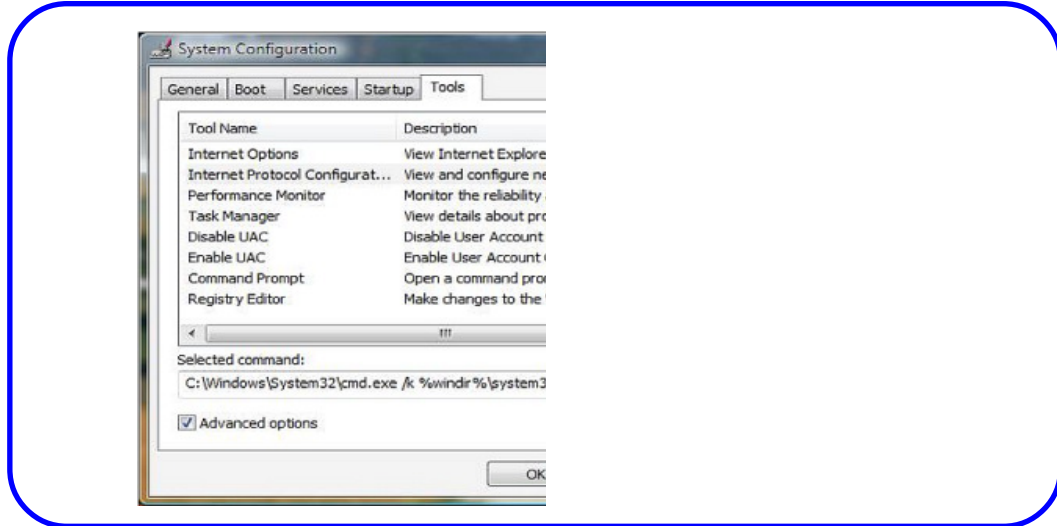


3: Right click on the DigiWin shortcut icon. Click on *Properties* at the bottom and then click on the *Compatibility* tab at the top of the window. At the bottom of the window under the header “*Privilege Level*” check the box called, “*Run This Program As An Administrator*”.

Note: If you are unable to check the box for “*Run this program as an administrator*” and it is grayed out, you will have to enable the *UAC* feature in Vista. The next page details the process for doing this. This will require a reboot so close this window and after you have rebooted start over again at step 3. Note that after you have enabled *UAC* and checked this box, you can go back and disable *UAC* if you so desire.

4: Click the *Apply* button at the bottom and then the *Ok* button. DigiWin should now run without getting the “*Network Initialization Failed C:\pdouser.net*” error.

Procedure Finished



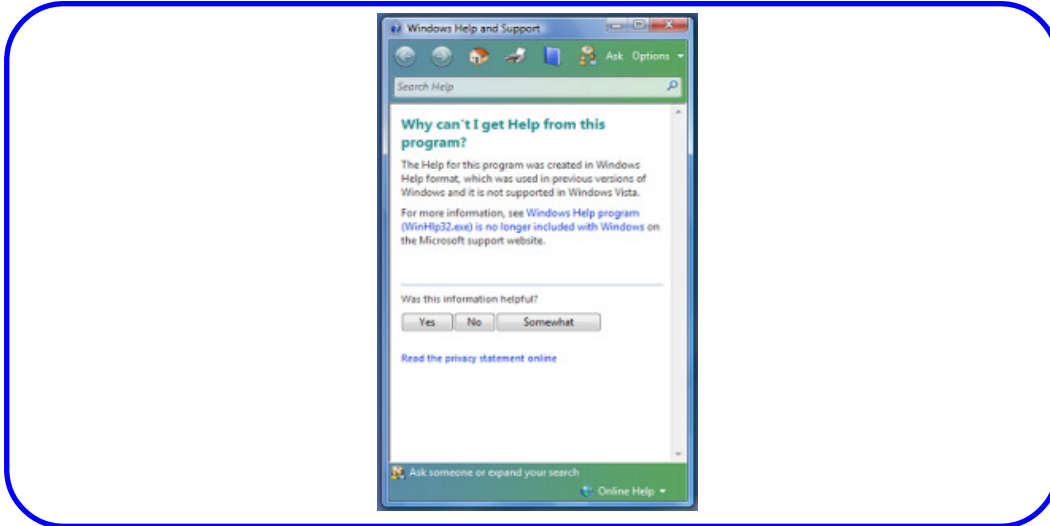
Enabling UAC in VISTA

UAC is the *User Account Control* for Windows Vista. This procedure will enable UAC and requires a *Reboot* to take effect.

- 1: Click on the *Start* button and in the search field type “*msconfig*”. Go to the *Tools* tab at the top, find “*Enable UAC*” in the list, and click *Launch* button.
- 2: In the DOS window that pops up type “*exit*” and then press the *Enter* key on your keyboard.
- 3: Now click *OK* and then reboot the computer.
- 4: Return to step 3 on the previous page to finalize the settings and the DigiWin software should run without any problems.

Note: UAC (User Account Control) can be annoying and will almost always throw up the Permission to Continue prompt when trying to run your newly installed programs. You can disable this feature or leave it as it is and keep having to click the prompts.

Disabling the UAC feature will lessen the security of Vista and is strongly unadvised by Microsoft.



DigiWin Help Functions

The help functions built into DigiWin will not function under Windows VISTA without downloading a patch from Microsoft. When you try to use help, this message box above will display.

Note: The computer must be connected to the Internet to get the patch. Otherwise the patch will need to be loaded onto a CD or other portable media and then installed on the VISTA machine.

1. Click on the blue text that says, “Windows Help program (WinHlp32.exe) is no longer included with Windows”. This will take you to Microsoft’s web site where it tells you about the issue. Below is a link that can be found on that web page.
2. Click on the link, <http://go.microsoft.com/fwlink/?LinkID=82148> and on this web page click on **Continue** to Validate your version of Windows Vista.
3. Now look toward the bottom of the page and you will see a download for Windows6.0-KB917607-x86.msu. Click on the **Download** button to start the download.
4. When the File Download window comes up click on **Run** or **Open** and then you can start the installation process.

Once finished installing you will be able to use the help features built into DigiWin or any other program that uses WinHlp32.exe.

SiteEdit Information and Installation

SiteEdit combines an image editor with a database to allow you to modify your DigiGraphics™ site files.

A DigiGraphics™ site includes four files:

Site.Pcx	Large image with unit numbers
Zoom.Pcx	Small image
UnitInfo.Dbf	Unit number database
UnitInfo.Mdx	and index

These files must be edited from the DigiGraphics™ disk directory ('A:' drive). Make sure the "Write protect" tab on your diskette is closed. This will allow access to the DigiGraphics™ diskette. Once you have edited the files, copy them back to the DigiGraphics™ disk, place the disk in the DigiGraphics drive, and restart the DigiGraphics™ generator.

Unit numbers are read from the database and superimposed on the image. They are not actually part of the image. DigiGraphics™ requires each unit number to be completely enclosed in a unit. SiteEdit allows you to resize or move unit numbers anywhere on the image. When working with unit numbers, take care that they don't move outside any units, or touch a unit border from the inside.

The unit number database works only with images named 'SITE.PCX'. When images with other names are created, they are saved without unit numbers.

The image editor creates 256-color PCX files using the DigiGraphics™ color palette.

Installing SiteEdit

1. From the Windows desktop, **Select Start**, then **Click** on the **Run** option.
2. In the Run window enter "{D}:\SITEEDIT\SETUP.EXE" where {D} is the letter of your CD ROM drive.
3. **Click** the **OK** button to start the SiteEdit installation.
4. Carefully follow the on-screen instructions to install the software. The application will be installed in the C:\Program Files\SiteEdit directory.

Minimum System Requirements

Operating System - Windows 95 or better

Video card - 256 colors

Memory - 8MB RAM or better



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Included in this Chapter

1. **Introduction** Other information you may need
2. **Starting the DigiGate-700 for Windows Program** To Start the Program
3. **System Setup** Security Levels
User IDs
Required Fields
System Configuration
4. **Miscellaneous Setup** Tenant Profile Codes
Marketing Codes
Insurance Codes
Credit Card Codes
5. **System Controller Setup** Time Zones
Door Alarms
Defining Holidays
Serial Port
6. **Unit Setup** Unit Types
Unit Features
Door Types
Floor Types
Unit Sizes
7. **Adding Units** Unit Numbers
Unit Size Information
Misc. Unit Information
Unit Features
Door Alarm Options
8. **Deleting Units** Removing Units from the Database
9. **Modifying Units** Finding a Unit
Size
Misc.
Features
Door Alarms
Unit Status
10. **Options Setup** LCD Keypad Option

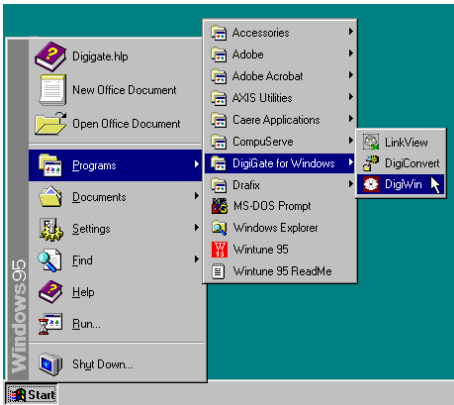


Figure 2-1



Figure 2-2

Introduction

If your location is using the DOS version of DigiGate, See Appendix E before you continue!

The **DigiGate-700** system has been developed for both large and small locations. Many of the features may not be necessary for your site.

Before you start to set up this software, you have several decisions to make! Please use Appendix A, Default Settings & Values and Appendix B, Preparation for System Setup to help you in decisions about setting up the software for your location.

Starting the DigiGate-700 for Windows Program

Before you start the **DigiGate-700 for Windows** program for the first time, you need to make sure that the **DigiTech** System Controller is powered up and connected to one of the serial ports on your PC. When the program starts, it searches for the System Controller. If found, the information about the connection is stored. If not detected, you should check for proper power connection and data connection to the PC.

To Start the Program

1. On the desktop, **Double Click** on the **Digi-Gate-700 for Windows** icon that was created at installation.
OR
2. On the **Windows 95** Task Bar, **Click** on the **Start** button. Figure 2-1.
3. **Select Programs** then **DigiGate for Windows**, or the Program Group you selected in Step 17 in Chapter 1 (Installing the **DigiGate-700 for Windows** Software, Figure 1-24, Page 1-12) as shown here in Figure 2-1.
4. **Click** on **DigiWin** which will start the program. Figure 2-1.
5. The **DigiTech** Logo screen lets you know that the program is loading. Figure 2-2.



Figure 2-3

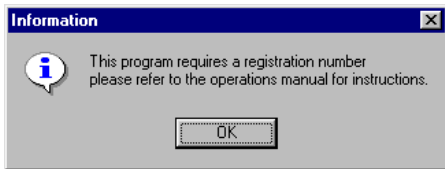


Figure 2-3a

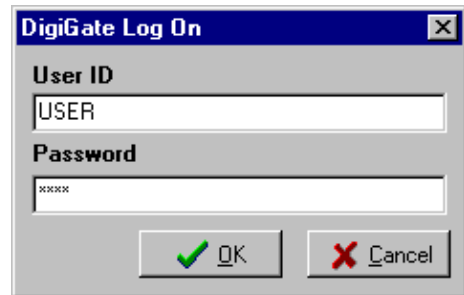


Figure 2-4

6. When the program has loaded, the **DigiGate Log On** window will be shown over the **DigiGate for Windows** Main Screen. Figure 2-3.
- NOTE:** If your **DigiGate-700™ for Windows** system displays the **Information** window with a message that the program requires a “Registration Number”, Figure 2-3a, see “Appendix K, Program Registration Codes,” for instructions before continuing.

7. The first time the program is started you will have to enter the default **User ID** and **Password**. These are “USER” for the **User ID** and “1234” for the **Password** as shown in Figure 2-4. Note that all characters typed into the **Password** text box are shown as asterisks (*).
8. Click on **OK** to continue or **Cancel** to return to the desktop.

NOTE: If you plan to set up User Security for your **DigiGate-700 for Windows** software, we strongly recommend that you add a new Master **User ID** and **Password**. Then delete the default “User” and “1234”. See the section “Setting up System User IDs” later in this chapter for the steps to do this.

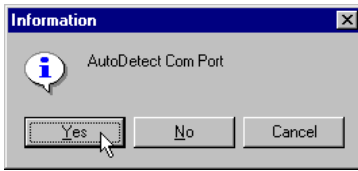


Figure 2-5

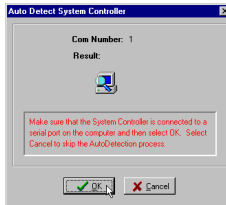


Figure 2-6



Figure 2-7

9. When you **Click** on **OK** to continue for the first time, the **Information** window opens with a prompt of "AutoDetect Com Port." Figure 2-5.
 10. **Click** on the **Yes** button to have the system locate the System Controller.
 11. This will open the **Auto Detect System Controller** window. Figure 2-6.
 12. **Click** on the **OK** button to start the operation or on the **Cancel** button to continue without the test.
 13. The system will test all communication ports for the presence of the System Controller and set the system for communications with the System Controller, if it is found.
 14. If the System Controller cannot be located, an **Error** window will be shown with a prompt of "System Controller not found." Figure 2-7.
 15. **Click** on the **OK** button to continue.
- NOTE:** Not finding the System Controller will not affect the setup described in this chapter. It will, however, affect the operation of your gate system. Before your system will work correctly, you need to establish and test communications between the PC and the System Controller, reset the system, and verify that all information has been downloaded to the System Controller and that the system is operating properly.



Figure 2-8

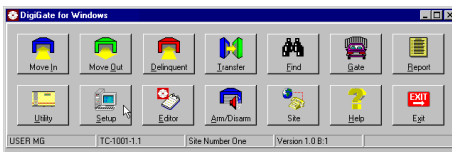


Figure 2-8a

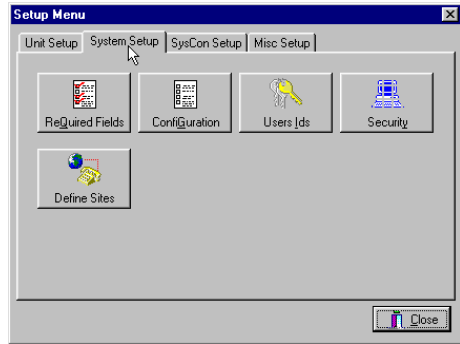


Figure 2-9

System Setup

All major configuration of the **DigiGate-700 for Windows** system is done from the **Setup** button on the Main screen. Here we will set up Security Levels, User IDs, Required Fields, and Default Values, Unit Information, Credit Card Information, Marketing codes, and other information for analysis of your location and tenants.

Security Levels are used to allow or deny access to portions of the system. User IDs allow each user to specify different configurations for their use. (i.e. Verify prompts for certain actions, Activity log settings, security level, etc.) Required fields let you guarantee that specific information **MUST** be entered. The **DigiGate-700** system requires some fields in order to operate correctly. You can determine which other fields must be completed for each tenant or unit. Default fields let you define information that will be entered into the record for you automatically whenever you add a new tenant or unit (i.e. City, State, Area Code, etc.). This can save valuable time during the information entry process and you can change this information in the tenant or unit record for those who differ.

See "Appendix A, Default Settings and Values" for more information on how the **DigiGate-700 for Windows** program is configured when you receive it.

NOTE: We would like to point out the Bubble Help feature of the **DigiGate-700 for Windows** program. In Figure 2-8, you see the help bubble below the Arrow Cursor. The help bubble gives a brief description of what the object under the cursor does. It remains on the screen for approximately 5 seconds. After 5 seconds the help bubble vanishes and the normal cursor is displayed. Figure 2-8a.

Security Levels

1. From the Main screen **Click** on the **Setup** button. Figure 2-8a.
2. This will open the **Setup Menu**. Figure 2-9. **Click** on the **System Setup** tab.
3. Then **Click** on the **Security** button.

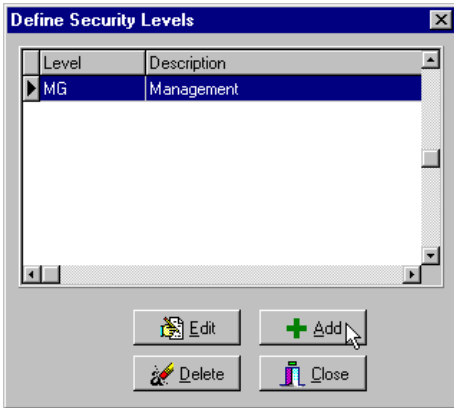


Figure 2-10

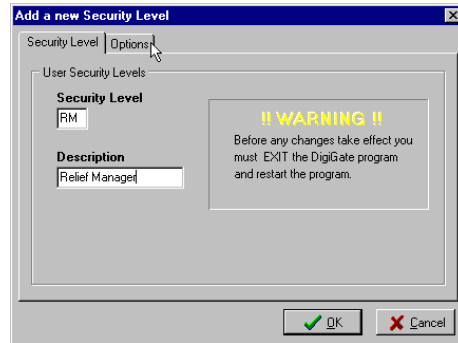


Figure 2-11

4. This will open the **Define Security Levels** window. Figure 2-10. The **MG** level, **Management**, is the level shipped with the **DigiGate-700 for Windows** program. It allows access to all functions in the system. Consider this to be the Top Level or master security level in the system.
5. Click on the **Add** button to enter another security level.
6. This will open the **Add Security Level** window. Figure 2-11.
7. The window opens with blank fields. To add a new level, **Select the Security Level** field and type the two character code you choose. We have used “RM” as the Security Level code and “Relief Manager” as the Description in the example. Figure 2-11.



Figure 2-12



Figure 2-13

8. Next, **Click** on the **Options** tab which will show the screen in Figure 2-12.
9. **Click** on the check boxes to **Select** or **Deselect** each option as preferred.

NOTE: The **Setup Menu** allows access to **Security** and all configuration settings for the system. The **Setup Menu** box should be unchecked for any user that should not have access to these options.

10. **Click** on the **OK** button when all selections have been made or the **Cancel** button to abandon the **Add** function.
11. To **Edit** an existing level, **Click** on the line you want to edit, in the **Define Security Level** window. Figure 2-10, Page 2-6. The line will be blue when it is selected.
12. **Click** on the **Edit** button.
13. This will open the **Edit Security Level** window. Figure 2-13. This window is the same as the **Add** window. Change the information you want and **Click** on the **OK** button to accept the changes or the **Cancel** button to discard the changes.
14. To **Delete** an existing level, **Click** on the line you want to delete in the white portion of the **Define Security Level** window. Figure 2-10, Page 2-6. The line will be blue when it is selected.
15. **Click** on the **Delete** button. You will be asked to confirm your decision if the **Verify Prompts** option has been selected in the User ID setup.
16. **Click** on the **Yes** button to delete the record or the **No** button to return to the **Edit Security Level** window without deleting the record.

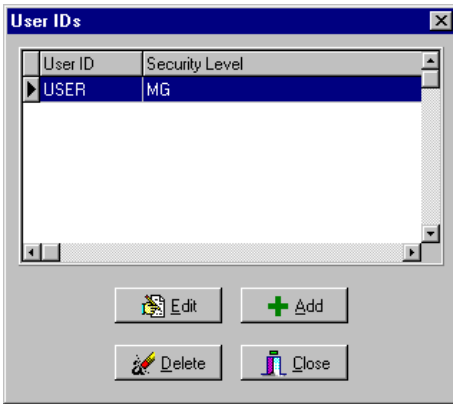


Figure 2-14

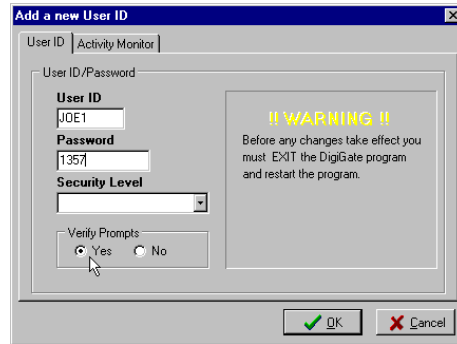


Figure 2-15

User IDs

1. From the **System Setup** tab of the **Setup Menu**, Figure 2-9, Page 2-5, **Click** on the **User Ids** button.
2. This will open the **User IDs** window. Figure 2-14.
3. To add a new user, **Click** on the **Add** button.
4. This will open the **Add a new User ID** window. Figure 2-15.
5. **Select** the **User ID** field and enter a new 4 character user name. We have used "JOE1" here. Figure 2-15.
6. **Select** the **Password** field and type in a 4 character password. We have used "1357" here. Figure 2-15.
7. **Click** on one of the selections { **Yes** | **No** } in the **Verify Prompts** radio button set. Figure 2-15.

NOTE: We strongly suggest that you check the **Yes** selection for **Verify Prompts**. This will cause a **Confirm** window (Figure 2-19, Page 2-10) to appear whenever you have started a destructive action such as deleting a record, etc. This gives you a chance to verify that you want to do this and that it is not an accidental action. Setting the option to **Yes** may save having to re-enter data when it is accidentally deleted. The **Confirm** window, will not appear if **Verify Prompts** is set to **No**. It will appear if **Verify Prompts** is set to **Yes**.

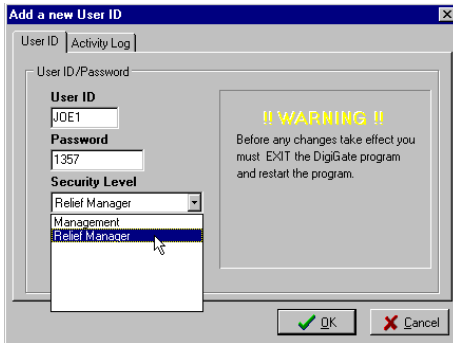


Figure 2-16

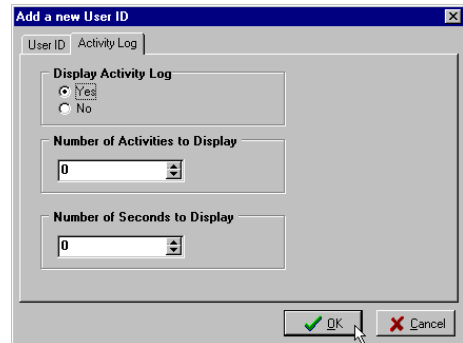


Figure 2-17

8. Select the **Security Level** list box by **Clicking** on the data area or the down arrow at the right side of the data area. The list will drop down showing the available security levels. Figure 2-16.
9. Select the proper security level by **Clicking** on the text. The box will close and your selection will be displayed.
10. Click on the **Activity Log** tab to display the setup window. Figure 2-17.
The **Activity Log** is the display of gate and door activity for the **DigiGate-700 for Windows** system. It can be set to display whenever the Main DigiGate for Windows tool bar is open.
11. In the **Display Activity Log** radio button set, **Click** on one of the selections { **Yes** | **No** } to have the monitor display or not display respectively. Figure 2-17.
12. If you selected **Yes** in the Display set, you can set the number of items to display and the length of time the Monitor displays. **Select** the **Number of Activities to Display** text box. Here you can type in the number you prefer or use the spinner arrows on the right to increase or decrease the number. Figure 2-17.
13. **Select** the **Number of Seconds to Display** text box. This is the amount of time the monitor will remain on the screen when it is activated. Entering a zero ("0") in this selection will keep the **Activity Log** open continuously.
14. Enter your choice in the **Number of Seconds to Display** text box.
15. **Click** on **OK** to accept and add a new user or **Cancel** to discard the information entered.



Figure 2-18

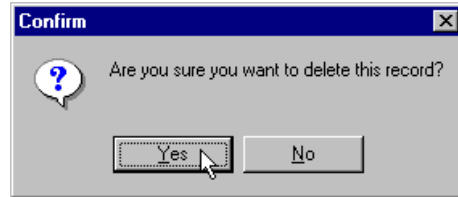


Figure 2-19

16. To edit a User's settings, **Select** the user in the list. Figure 2-14, Page 2-8.
17. **Click** on the **Edit** button. The **Edit User ID** window will open. Figure 2-18. This window is the same as the **Add** window. Change the information you want and **Click** on the **OK** button to accept the changes or the **Cancel** button to discard the changes.
18. To **Delete** an existing User, **Click** on the line you want to delete in the white portion of the **User IDs** window. Figure 2-14, Page 2-8. The line will be blue when it is selected.
19. **Click** on the **Delete** button. You will be asked to confirm your decision if the **Verify Prompts** option has been selected in the User ID setup. Figure 2-19.
20. **Click** on the **Yes** button to delete the record or the **No** button to return to the **User IDs** window without deleting the record.

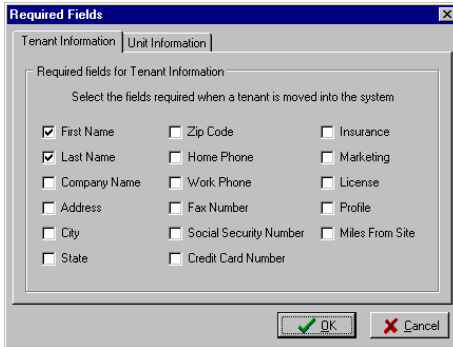


Figure 2-20

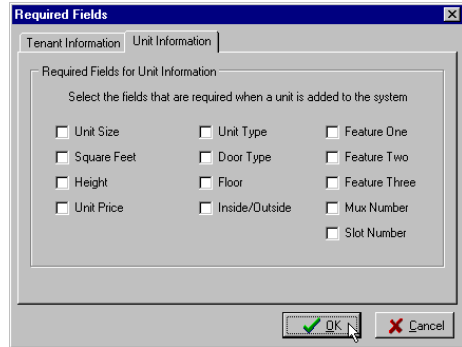


Figure 2-21

Required Fields

1. From the **System Setup** tab of the **Setup Menu**, Figure 2-9, Page 2-5, **Click** on the **Required Fields** button.
 2. This will open the **Required Fields** window. Figure 2-20.
 3. The window opens with the **Tenant Information** tab active. The **Last Name** field is the only listed field that is required for **DigiGate-700 for Windows**, all others are optional for your use. These check boxes are toggles, which means that the state changes every time you click on one of them. If it is checked when you click on it, the box becomes unchecked, and vice versa. A check in the box means that the field is required, no check means that it is not required.
 4. **Select** the fields you want to make mandatory when you enter tenant information.
 5. When all **Tenant Information** fields have been set as you want them, **Click** on the **Unit Information** tab.
 6. This opens the **Unit Information** window which shows the fields you can require when you enter unit information. Figure 2-21.
 7. **Select** the fields you want to make mandatory when you enter unit information.
- NOTE:** Be careful before you **Select** the **Mux Number** and **Slot Number** fields. These fields are **ONLY** for units that have individual door alarms. If **EVERY** door at your location has an individual door alarm, then you may check these two as required fields. If all doors are not alarmed, **DO NOT Select** these two fields.
8. When all **Unit Information** fields have been set as you want them, **Click** on the **OK** button to accept the choices, or on the **Cancel** button to discard selections and return to the **Setup Menu**.

Figure 2-22

Figure 2-23

System Configuration

The **System Configuration** window is used to set the default values for the **DigiGate-700 for Windows** system. The information here will be entered into every new tenant record automatically, saving you data entry time. This tenant information may be changed in the tenant record for cases that do not match the default. Even though some of this information will be entered in the following sections, we are presenting this section first to give you an idea of the possibilities and allow you to plan for the setup of these fields. Except for the address and telephone information, all fields in the **Tenant Information** window are drop down list boxes from which you make selections. The information found in these list boxes is the default shipped with the system and can be changed or added to in the following sections of this chapter. Most of the information on the **User** window has been set up and will be explained in greater detail later in this section.

Default Field Values

1. From the **System Setup** tab of the **Setup Menu**, Figure 2-9 Page 2-5, **Click** on the **Configuration** button.
2. This will open the **System Configuration** window. Figure 2-22.
3. The window opens with the **Tenant Information** tab active. Down the left side of the screen is the default Address and Phone information. Enter your City, State, Zip and the Area Code and Exchange most used at your location.
4. We have used our local information as an example. Figure 2-23.
5. **Select** the drop down list boxes by **Clicking** on the data area or on the down arrow on the right side of the box. **Select** the entry you want to make the default when you enter tenant information, by **Clicking** on the data line in the list.
6. The **Insurance** box is shown open in Figure 2-23.

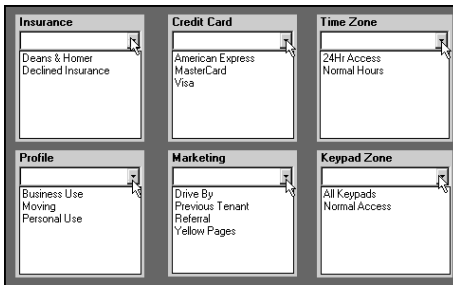


Figure 2-24

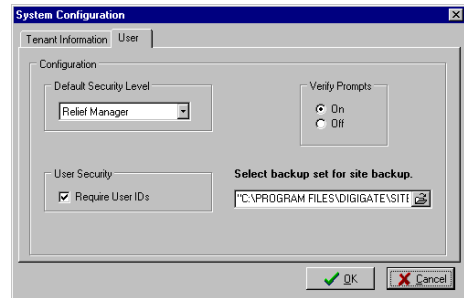


Figure 2-25

7. The six list boxes are shown in Figure 2-24, with the default values that are shipped with the **DigiGate-700 for Windows** program. If these are not sufficient for your needs; see the next section, **Miscellaneous Setup**, to change the **Tenant Profile**, **Marketing**, **Insurance**, or **Credit Card** codes, or the following section, **System Controller Setup**, to change the **Time Zones**. Both of these sections are in this chapter.
8. When all **Tenant Information** fields have been set as you want them, **Click** on the **User** tab.
9. This opens the **User** window. This screen holds system defaults that affect the overall operation of the program. Figure 2-25.
10. The first consideration is **User Security** and **Require User IDs**. **Click** on the check box to activate or deactivate this feature. When activated, the **DigiGate Log On** window allows users to start the program with their own configuration, allows restriction of features to certain users, and tracking of user activity on the system. If deactivated, all users have access to all functions of the system and configuration is by the **DigiGate** defaults you have set up for the system.
11. The **Verify Prompts** selection will control what is used as the default for new Users.

NOTE: If **Require User IDs** is checked, Figure 2-25, the **Verify Prompts** selection in the **User IDs** setup, Figure 2-15, Page 2-8, will control the display of confirmation screens for most activities. Selecting **Yes** (Checked) here only sets the default for adding new Users.

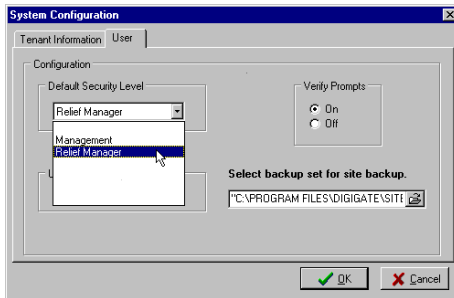


Figure 2-26

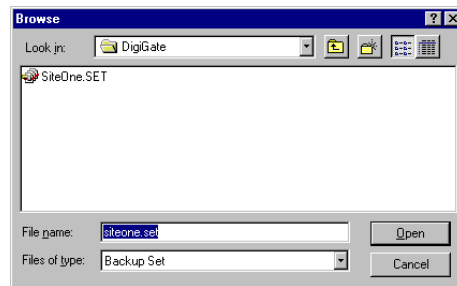


Figure 2-27

12. The **Default Security Level** list box holds all of the security levels that were set up earlier in this section. If the **User IDs** are activated, this selection will be used as the default level for any new users you add. Figure 2-26.
13. To set the **Default Security Level**, **Click** on the text area or the down arrow at the right side of text area to open the list.
14. **Click** on the level you want as default.
15. The list will close and your selection will be displayed.
16. The **Select Backup Set** field contains "SiteOne.set" in the directory specified in the program installation. This file is predefined and included with the shipped program.
17. **Clicking** on the folder at the right side of this field opens the Windows 95/98 Browse window. Figure 2-27. You **MUST** be familiar with creating Windows backup sets or jobs to use any other than the default selection.
18. When all **System Configuration** fields have been set as you want them, **Click** on the **OK** button to accept the choices, or on the **Cancel** button to discard selections and return to the **Setup Menu**.

NOTE: The **DigiGate-700 for Windows** program uses Microsoft Backup, which **MUST** be installed on your computer before you can use the DigiGate backup function.

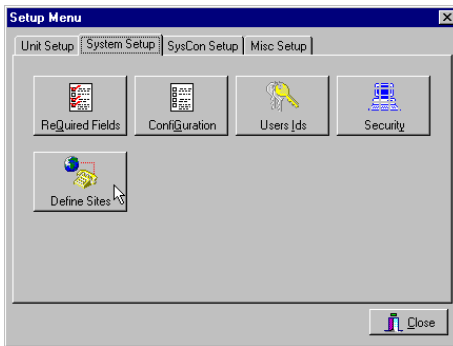


Figure 2-28

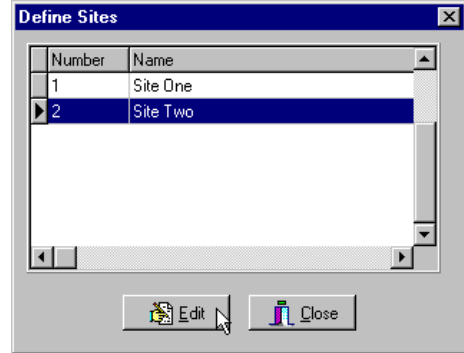


Figure 2-29

Remote Software - Site Definitions

This section **ONLY** applies to systems using the Remote version of the software. Systems that use the Standard version software will not have the *Site* button on their *Main Menu*, Figure 2-8, Page 2-5, or the *Define Site* button on the *System Setup* tab of the *Setup Menu*, Figure 2-28.

1. From the *System Setup* tab of the *Setup Menu*, Click on the *Define Sites* button. Figure 2-28.
2. This will open the *Define Sites* window. Figure 2-29.

NOTE: Sites are defined prior to shipping your software, based on the information provided by your reseller or project manager. Site information may be modified as needed. To add or delete sites, contact your reseller or project manager.
3. Select the Site and Click on the *Edit* button. Figure 2-29.

The screenshot shows a dialog box titled "Modify Site: Site Two" with two tabs: "Site Name" and "Other Info". The "Other Info" tab is active. Under the "Site Information" heading, there are several input fields: "Number" with the value "2", "Site Name" with "Site Two", "Address", "City", "State", and "Zip". At the bottom are "OK" and "Cancel" buttons.

The screenshot shows the same dialog box, but the "Site Name" tab is now inactive and the "Other Info" tab is active. The "Modem Number" field contains "555-5558" and the "Data Path" field contains "C:\Program Files\DigiGate\Site 2". The "OK" button is highlighted with a mouse cursor.

Figure 2-31

4. The **Modify Site** screen opens with the **Site Name** tab active. This screen holds the Site Number, Site Name, and Address information. Figure 2-30.
5. Enter the information requested and **click** on the **Other Info** tab.
6. This screen holds the phone number to the modem at the site, if this is a remote site, and the location of the Unit and Tenant data files for this site. Figure 2-31.
7. For a remote site, enter the telephone number of the modem at the remote site in the **Modem Number** field. If this is a headquarters or local site, leave this field blank.
8. The **Data Path** field will hold the location of the Unit and Tenant files for this site. The data path was set up before shipping your software and has been created on your PC during installation of the program. **DO NOT CHANGE THIS INFORMATION UNLESS DIRECTED TO DO SO!**
9. **Click** on the **OK** button to accept the changes or on the **Cancel** button to abandon the change and return to the **Define Sites** selection screen.

NOTE: Repeat steps 3 - 9 for each site listed on the **Define Sites** selection screen. Figure 2-29, Page 2-15.

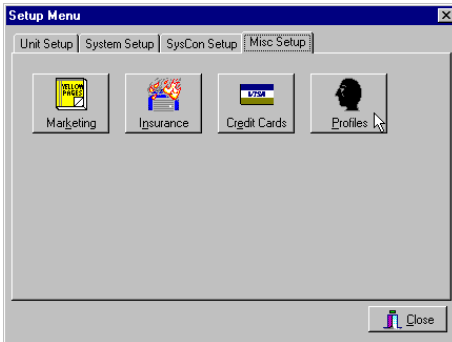


Figure 2-32

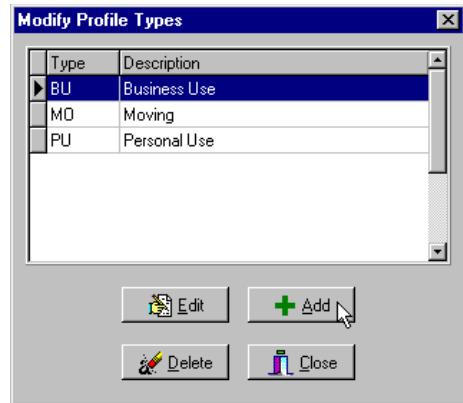


Figure 2-33

Miscellaneous Setup

This section deals with information about your tenants, their use of the Unit, payment method, etc. The information in this section can be set as the default for fields to be entered at Move-In. It may also be modified at the time of Move-In when necessary.

You may also decide which of these are needed for your location and make them Required Fields. See page 2-11.

Tenant Profile Codes

1. Click on the **Misc Setup** tab of the **Setup Menu**, then Click on the **Profiles** button. Figure 2-32.
2. This will open the **Modify Profile Types** window. Figure 2-33.
3. To add a new code, Click on the **Add** Button. Figure 2-33.

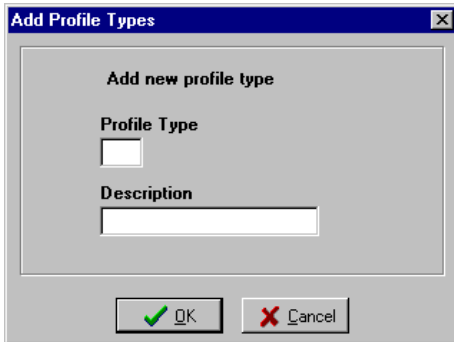


Figure 2-34

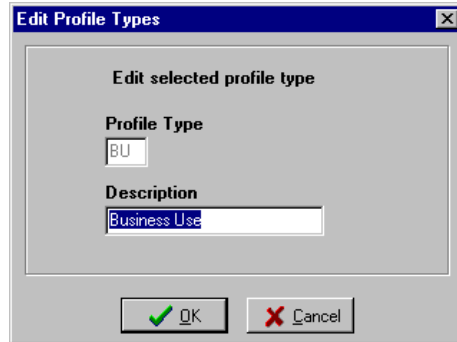


Figure 2-35

4. This will open the **Add Profile Types** window. Figure 2-34.
 5. **Select** the **Profile Type** field and type in a new 2 character code. The characters will always display as capitals.
 6. **Select** the **Description** field and type in your description.
 7. **Click** on **OK** to accept and add a new type or **Cancel** to discard the information entered.
 8. To edit an existing type, **Select** the record you want to edit in the **Modify Profile Types** window. **Click** on the **Edit** button. Figure 2-33, Page 2-17.
 9. This will open the **Edit Profile Types** window. Figure 2-35. Note that the **Type** field is not available for editing, only the **Description** field may be changed.
 10. **Select** the **Description** field and change the information.
 11. **Click** on **OK** to accept the changes or **Cancel** to discard the information entered.
 12. To delete an existing type, **Select** the record you want to delete in the **Modify Profile Types** window. Figure 2-33, Page 2-17. The line will be blue when it is **Selected**.
 13. **Click** on the **Delete** button. You will be asked to confirm by the **Confirm** window. Figure 2-19, Page 2-10.
- NOTE:** If you delete a code that is used in a tenant record, the code is removed from the tenant record. This may affect the record if the deleted code is a required field.
14. **Click** on the **Yes** button to delete the record or the **No** button to return to the **Modify Profile Types** screen without deleting the record.

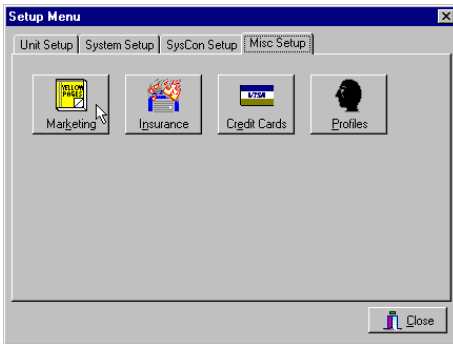


Figure 2-36



Figure 2-37

Marketing Codes

1. Click on the **Misc Setup** tab of the **Setup Menu**, then Click on the **Marketing** button. Figure 2-36.
2. This will open the **Modify Marketing Types** window. Figure 2-37.
3. To add a new code, Click on the **Add** button. Figure 2-37.

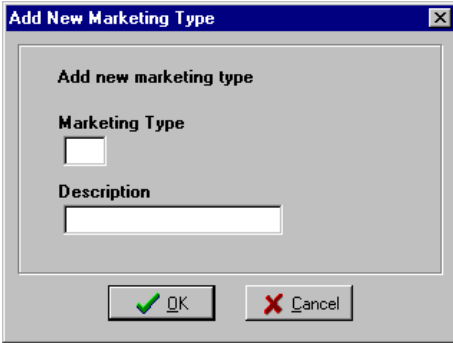


Figure 2-38

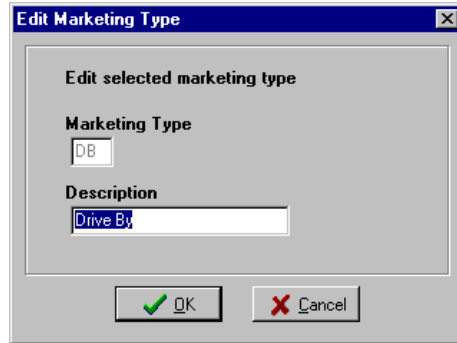


Figure 2-39

4. This will open the **Add Marketing Types** window. Figure 2-38.
5. **Select** the **Marketing Type** field and type in a new 2 character code. The characters will always display as capitals.
6. **Select** the **Description** field and type in your description.
7. **Click** on **OK** to accept and add a new type or **Cancel** to discard the information entered.
8. To edit an existing type, **Select** the record you want to edit in the **Modify Marketing Types** window. **Click** on the **Edit** button. Figure 2-37, Page 2-19.
9. This will open the **Edit Marketing Types** window. Figure 2-39. Note that the **Type** field is not available for editing, only the **Description** field may be changed.
10. **Select** the **Description** field and change the information.
11. **Click** on **OK** to accept the changes or **Cancel** to discard the information entered.
12. To delete an existing type, **Select** the record you want to delete in the **Modify Marketing Types** window. Figure 2-37, Page 2-19. The line will be blue when it is **Selected**.
13. **Click** on the **Delete** button. You will be asked to confirm by the **Confirm** window. Figure 2-19, Page 2-10.

NOTE: If you delete a code that is used in a tenant record, the code is removed from the tenant record. This may affect the record if the deleted code is a required field.

14. **Click** on the **Yes** button to delete the record or the **No** button to return to the **Modify Marketing Types** screen without deleting the record.

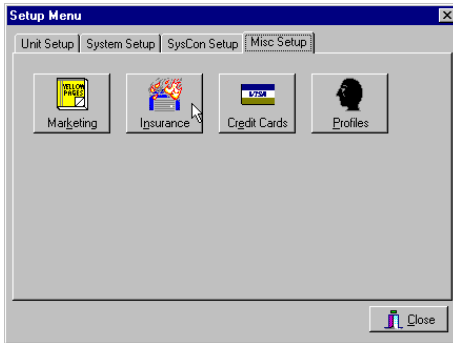


Figure 2-40

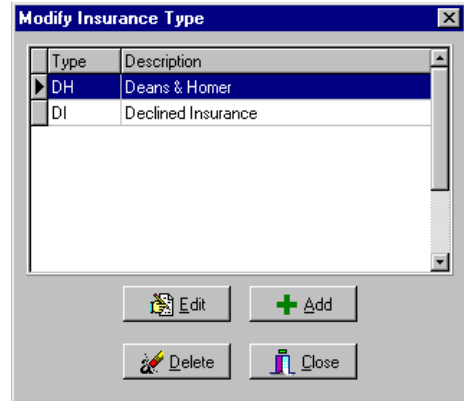


Figure 2-41

Insurance Codes

1. Click on the **Misc Setup** tab of the **Setup Menu**, then Click on the **Insurance** button. Figure 2-40.
2. This will open the **Modify Insurance Types** window. Figure 2-41.
3. To add a new code, Click on the **Add** button. Figure 2-41.

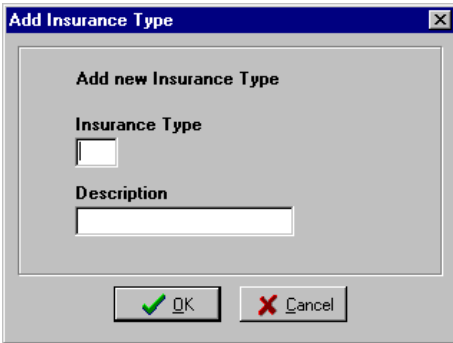


Figure 2-42

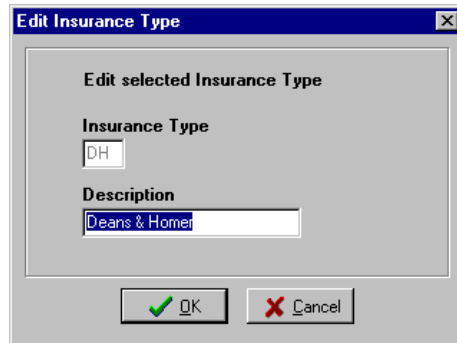


Figure 2-43

4. This will open the **Add Insurance Types** window. Figure 2-42.
 5. **Select** the **Insurance Type** field and type in a new 2 character code. The characters will always display as capitals.
 6. **Select** the **Description** field and type in your description.
 7. **Click** on **OK** to accept and add a new type or **Cancel** to discard the information entered.
 8. To edit an existing type, **Select** the record you want to edit in the **Modify Insurance Types** window. **Click** on the **Edit** button. Figure 2-41, Page 2-21.
 9. This will open the **Edit Insurance Types** window. Figure 2-43. Note that the **Type** field is not available for editing, only the **Description** field may be changed.
 10. **Select** the **Description** field and change the information.
 11. **Click** on **OK** to accept the changes or **Cancel** to discard the information entered.
 12. To delete an existing type, **Select** the record you want to delete in the **Modify Insurance Types** window. Figure 2-41, Page 2-21. The line will be blue when it is **Selected**.
 13. **Click** on the **Delete** button. You will be asked to confirm by the **Confirm** window. Figure 2-19, Page 2-10.
- NOTE:** If you delete a code that is used in a tenant record, the code is removed from the tenant record. This may affect the record if the deleted code is a required field.
14. **Click** on the **Yes** button to delete the record or the **No** button to return to the **Modify Insurance Types** screen without deleting the record.

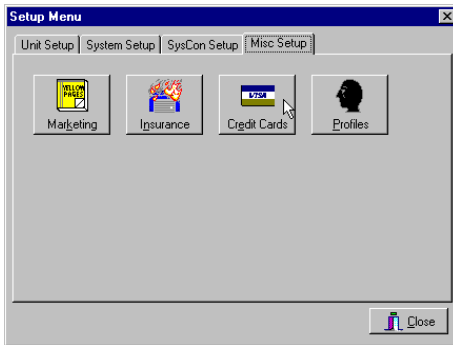


Figure 2-44

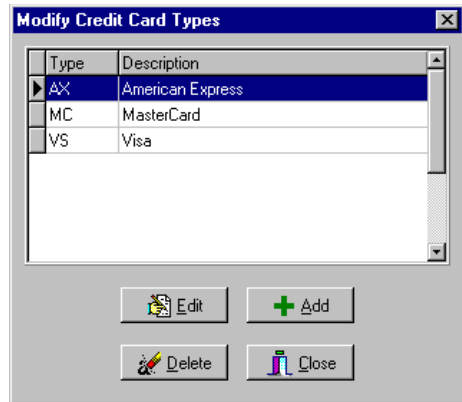


Figure 2-45

Credit Card Codes

1. Click on the **Misc Setup** tab of the **Setup Menu**, then Click on the **Credit Card** button. Figure 2-44.
2. This will open the **Modify Credit Card Types** window. Figure 2-45.
3. To add a new code, Click on the **Add** button. Figure 2-45.

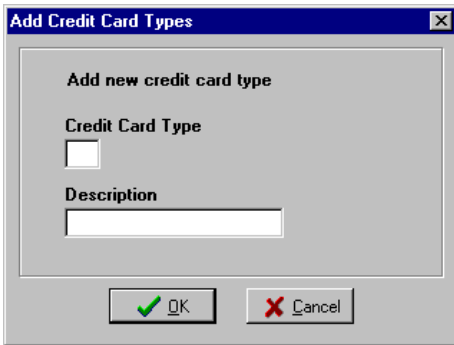


Figure 2-46

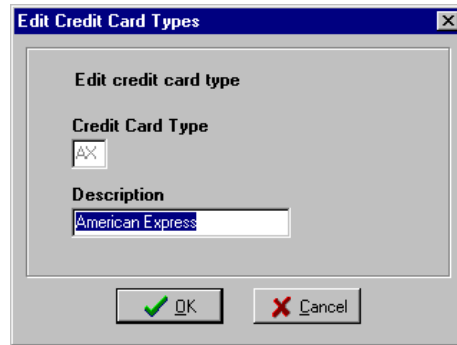


Figure 2-47

4. This will open the **Add Credit Card Types** window. Figure 2-46.
 5. **Select** the **Credit Card Type** field and type in a new 2 character code. The characters will always display as capitals.
 6. **Select** the **Description** field and type in your description.
 7. **Click** on **OK** to accept and add a new type or **Cancel** to discard the information entered.
 8. To edit an existing type, **Select** the record you want to edit in the **Modify Credit Card Types** window. **Click** on the **Edit** button. Figure 2-45, Page 2-23.
 9. This will open the **Edit Credit Card Types** window. Figure 2-47. Note that the **Type** field is not available for editing, only the **Description** field may be changed.
 10. **Select** the **Description** field and change the information.
 11. **Click** on **OK** to accept the changes or **Cancel** to discard the information entered.
 12. To delete an existing type, **Select** the record you want to delete in the **Modify Credit Card Types** window. Figure 2-45, Page 2-23. The line will be blue when it is **Selected**.
 13. **Click** on the **Delete** button. You will be asked to confirm by the **Confirm** window. Figure 2-19, Page 2-10.
- NOTE:** If you delete a code that is used in a tenant record, the code is removed from the tenant record. This may affect the record if the deleted code is a required field.
14. **Click** on the **Yes** button to delete the record or the **No** button to return to the **Modify Credit Card Types** screen without deleting the record.

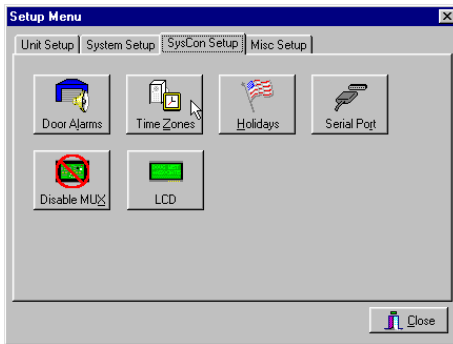


Figure 2-48

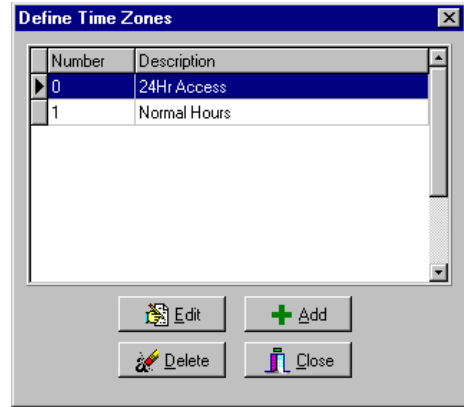


Figure 2-49

System Controller Setup

This section deals with technical information about your Site and the way your Gate System will operate. You may decide that one or two of these are not necessary for your location.

Time Zones

1. Click on the **SysCon Setup** tab of the **Setup Menu**, then Click on the **Time Zone** button. Figure 2-48.
2. This will open the **Define Time Zones** window. Figure 2-49.

NOTE: The **DigiGate-700 for Windows** system ships with two pre-defined Time Zones: "0" and "1." The zero time zone is fixed and **cannot** be modified. Time Zone 0 is for 24 Hr. Access. Time Zone 1 is labeled Normal Hours and is set for 6 AM to 10 PM. These times can be modified.
3. To add a new code, Click on the **Add** button. Figure 2-49.

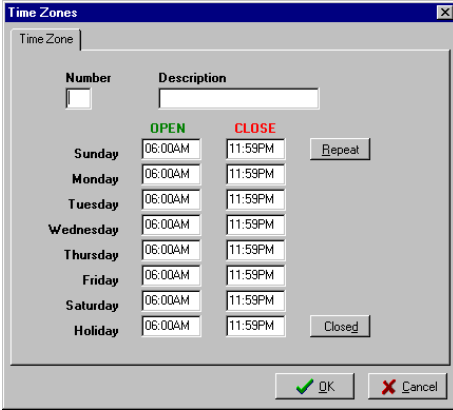


Figure 2-50

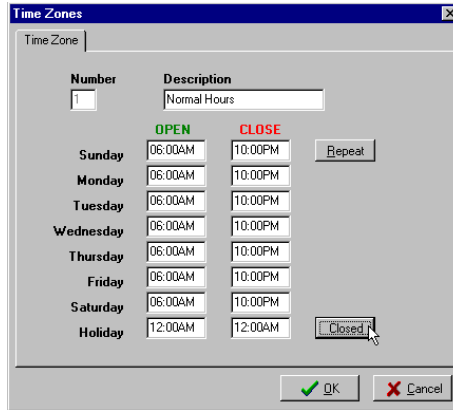


Figure 2-51

4. This will open the **Time Zones** window. Figure 2-50.
5. **Select** the **Number** field and type in a new zone number between **1** and **64**.
6. **Select** the **Description** field and type in your description.
7. Enter the times for “Sunday.” The **OPEN** column is the time your system will start to allow entry to your site, and the **CLOSED** column is the time when it will stop allowing entry. Any single digit hours or minutes must have a leading zero (as shown in the example) or the time zone will not work correctly.
NOTE: Clicking on the **Repeat** button to the right of the Sunday times will copy whatever values you entered into the Sunday times, to all other days. This is done to save you time if each day or most days have the same hours.
8. Enter any times that differ into the fields needed.
9. **Click** on **OK** to accept and add a new zone or **Cancel** to discard the information entered. Figure 2-50.

NOTE: Clicking on the **Closed** button to the right of Holiday times will make the gate inactive for the Holidays you define later in this chapter. Figure 2-51.

10. To edit an existing **Time Zone**, **Select** the record you want to edit in the **Define Time Zones** window. Figure 2-49, Page 2-25.
11. **Click** on the **Edit** Button. Figure 2-49, Page 2-25.
12. This will display the screen shown in Figure 2-47.
13. Follow Steps 6 through 9.
14. To delete a **Time Zone**, **Select** the record you want to edit in the **Define Time Zones** window. Figure 2-49, Page 2-25.
15. **Click** on the **Delete** button. You will be asked to confirm by the **Confirm** window. Figure 2-19, Page 2-10.
16. **Click** on the **Yes** button to confirm or the **No** button to retain the **Time Zone**.

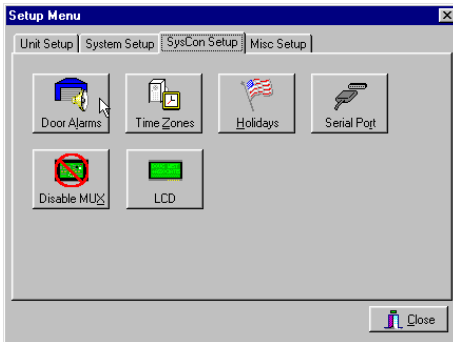


Figure 2-52

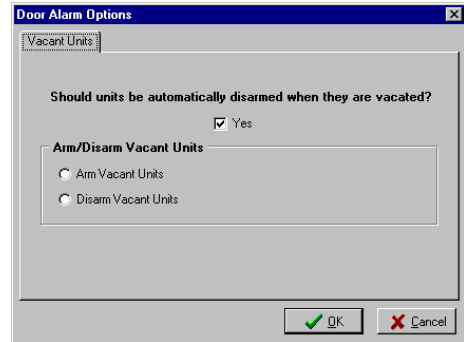


Figure 2-53

Door Alarms

This section applies **ONLY** if you have individual Door Alarms. If there are **NO** individual Door Alarms at your location, skip this section.

1. Click on the **SysCon Setup** tab of the **Setup Menu**, then Click on the **Door Alarms** button. Figure 2-52.
2. This will open the **Door Alarm Options** window. Figure 2-53.
4. To arm or disarm all vacant units at your location, click on the appropriate button in the list, **Arm Vacant Units** or **Disarm Vacant Units** then Click on the **OK** button to immediately arm or disarm the vacant units.

NOTE: This screen is used to set the way the DigiGate-700 for Windows system handles vacant units when Door Alarms are present. The **Yes** check box, under the **Should Units be ...** prompt, is a system setup value, meaning it will always be active. The **Arm/Disarm Vacant Units** selection list is an immediate action and can be used at any time.

3. Click on the **Yes** check box to **Select** the option you want. Checked means that units will be disarmed when a tenant moves out and the unit is vacated, then rearmed when a new tenant is moved in. Unchecked means that the unit will remain armed when vacant. Figure 2-53.
5. Click on **Cancel** to abandon the operation without changing anything.

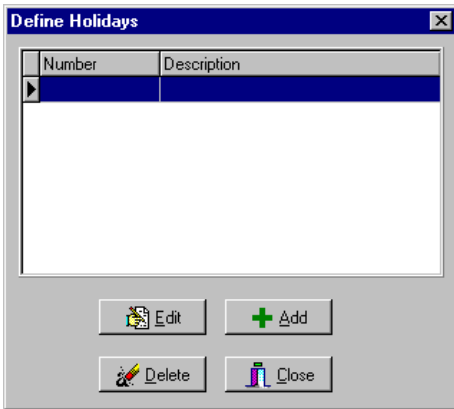


Figure 2-54

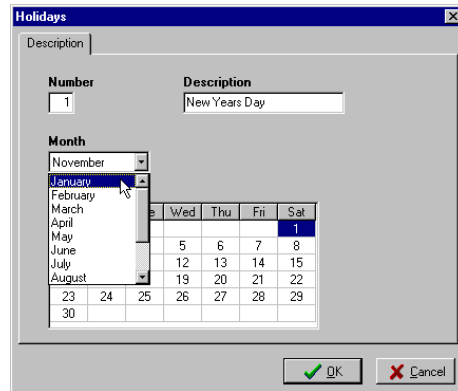


Figure 2-55

Defining Holidays

1. Click on the **SysCon Setup** tab of the **Setup Menu**, then Click on the **Holidays** button. Figure 2-52, Page 2-27.
 2. This will open the **Define Holidays** window. Figure 2-54.
- NOTE:** The **DigiGate-700 for Windows** system ships with NO pre-defined Holidays.
3. To add a new holiday, Click on the **Add** Button. Figure 2-54.
 4. This will open the **Holidays** window. Figure 2-55.
 5. The **Number** field is assigned by the system automatically with the next sequential number. You cannot edit this value.
 6. **Select** the **Description** field and type in your description.
 7. **Select** and open the **Month** list box and **Select** the correct month. Figure 2-55.
 8. In the calendar displayed for **Day**, Click on the day of the Holiday you are defining.
 9. Click on **OK** to accept and add a new holiday or **Cancel** to discard the information entered.
 10. To edit a holiday, **Select** it from the list, Figure 2-54, Click on the **Edit** button and change the information you chose using steps 6 through 9 above. Figure 2-55.
 11. To delete a holiday, **Select** it from the list, Click on the **Delete** Button. Figure 2-54.
 12. You will be asked to confirm by the Confirm window. Figure 2-19, Page 2-10.
 13. Click **Yes** button to delete the holiday or the **No** button to abandon and leave the holiday defined.

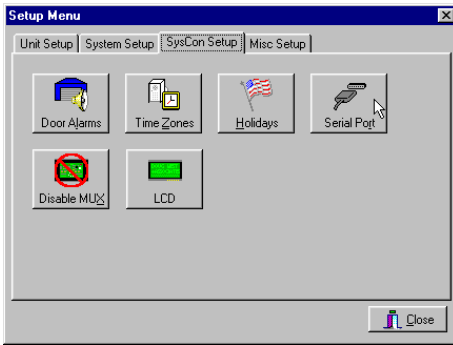


Figure 2-56

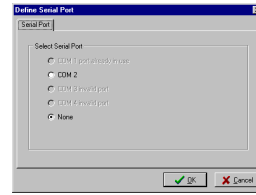


Figure 2-57

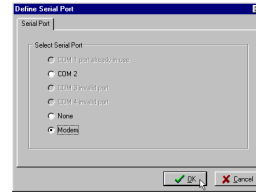


Figure 2-57a

Serial Port

The configuration of the serial port is different for local and remote sites. As stated before, remote systems are connected to modems that communicate over phone lines by the TAPI interface provided in Windows 95. TAPI, Telephony Application Programming Interface, was developed jointly by Microsoft and Intel, and enables Windows applications to share telephony devices with each other and provides a common means of handling different media (voice, data, fax, video, etc.) on a wide range of hardware platforms. A change from the DOS version is that any connection to a remote site will remain connected as long as the DigiGate program is running and you do not disconnect from the site. Use the **Site** button on the main menu to **select** sites. If you have a local site as Site 1, the **DigiGate-700** system should have detected the Serial Port the first time you started the software. If this did not happen, there may be a communication problem with the System Controller.

1. Click on the **SysCon Setup** tab of the **Setup Menu**, then Click on the **Serial Port** button. Figure 2-56.
2. This will open the **Define Serial Port** window. Figure 2-57.
3. The **Select Serial Port** selection list will have all available ports selectable, (dark prompts), and ports that are in use by other equipment or non-existent ports will be dimmed out and not selectable.
4. For local sites or non-remote systems, if you know which port is connected to the System Controller, **click** on that selection. Figure 2-57.
5. For remote sites, **click** on the **Modem** selection. Figure 2-57a.
6. **Click** on **OK** to accept the new port setting. If modem is selected, it will attempt to connect at this time.
7. **Click** on **Cancel** to discard the information entered.

NOTE: If you have purchased LCD Keypads, see the "Options" section of this chapter for setup instructions.

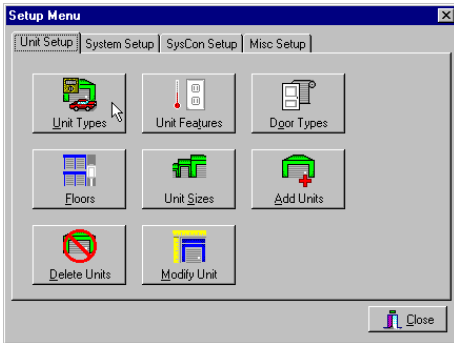


Figure 2-58

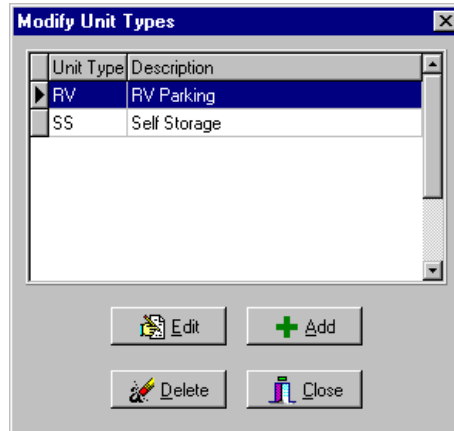


Figure 2-59

Unit Setup

This section deals with what information you want to maintain at your location. Unit Types, Unit Features, Door Types, Floor Types, and Unit Sizes are all optional information. The necessity of entering information here will be determined by what you entered in the **Required Fields** section. You may decide that one or more of these items is not necessary for your location. Simply skip those sections.

Unit Types

1. Click on the **Unit Setup** tab of the **Setup Menu**, then Click on the **Unit Types** button. Figure 2-58.
 2. This will open the **Modify Unit Types** window. Figure 2-59.
- NOTE:** The **DigiGate-700 for Windows** system ships with two predefined Unit Types: “RV Parking” and “Self Storage.”
3. To add a new type, Click on the **Add** button. Figure 2-59.

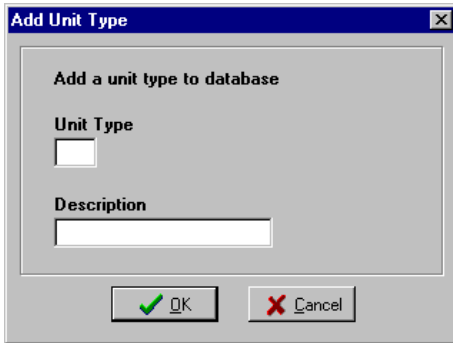


Figure 2-60

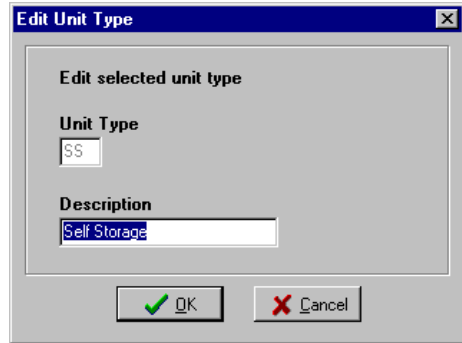


Figure 2-61

4. This will open the **Add Unit Type** window. Figure 2-60.
5. **Select** the **Unit Type** field and type in a 2 character type code. The entry will always be capitalized.
6. **Select** the **Description** field and type in your description.
7. **Click** on **OK** to accept and add a new type or **Cancel** to discard the information entered.
8. To edit an existing **Unit Type**, **Select** the record you want to edit in the **Modify Unit Types** window. Figure 2-59, Page 2-30.
9. **Click** on the **Edit** button. This will open the **Edit Unit Type** window. Figure 2-61.
10. Follow Steps 5 through 7.
11. To delete a **Unit Type**, **Select** the record you want to delete in the **Modify Unit Types** window. Figure 2-59, Page 2-30.
12. **Click** on the **Delete** button. You will be asked to confirm by the Confirm window. Figure 2-19, Page 2-10.
13. **Click** on **Yes** in the **Confirm** window to delete the **Unit Type**.

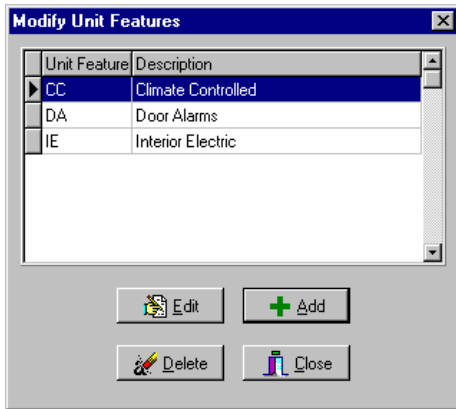


Figure 2-62

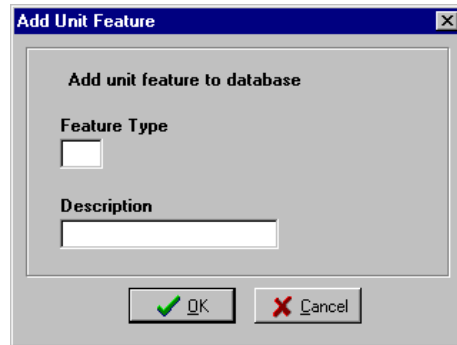


Figure 2-63

Unit Features

1. Click on the **Unit Setup** tab of the **Setup Menu**, then Click on the **Unit Features** button. Figure 2-58, Page 2-30.
2. This will open the **Modify Unit Features** window. Figure 2-62.

NOTE: The **DigiGate-700 for Windows** system ships with three predefined Unit Features: "Climate Control," "Door Alarms," and "Interior Electric."
3. To add a new type, Click on the **Add** button. Figure 2-62.
4. This will open the **Add Unit Feature** window. Figure 2-63.
5. Select the **Feature Type** field and type in a 2 character type code. The entry will always be capitalized.
6. Select the **Description** field and type in your description.
7. Click on **OK** to accept and add a new type or **Cancel** to discard the information entered.
8. To edit an existing **Unit Feature**, Select the record you want to edit in the **Modify Unit Features** window. Figure 2-62.
9. Click on the **Edit** button. This will open the **Edit Unit Feature** window. Follow steps 6 and 7.
10. To delete a **Unit Feature**, Select the record you want to delete in the **Modify Unit Feature** window. Figure 2-62 then Click on **Yes** in the **Confirm** window.
11. Click on the **Delete** button. You will be asked to confirm by the Confirm window. Figure 2-19, Page 2-10.
12. Click on **Yes** in the **Confirm** window to delete the **Unit Feature**.

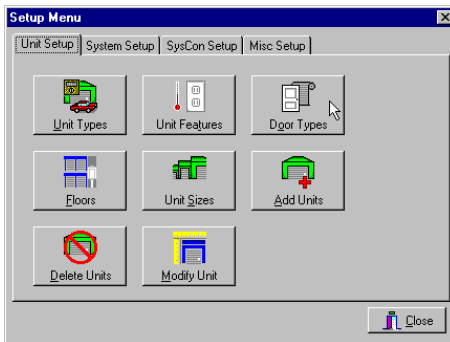


Figure 2-64

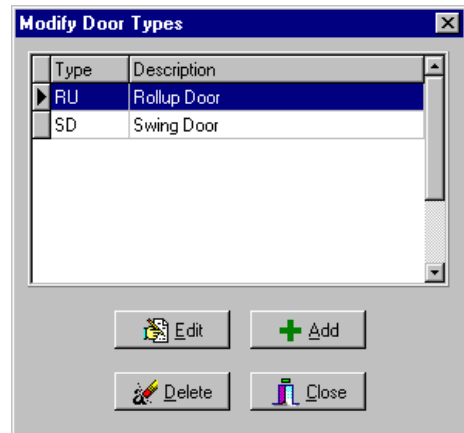


Figure 2-65

Door Types

1. Click on the **Unit Setup** tab of the **Setup Menu**, then Click on the **Door Types** button. Figure 2-64.
2. This will open the **Modify Door Types** window. Figure 2-65.
NOTE: The **DigiGate-700 for Windows** system ships with two predefined Door Types: "Rollup Door" and "Swing Door."
3. To add a new type, Click on the **Add** button. Figure 2-65.

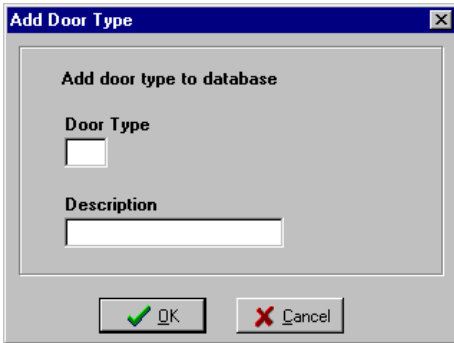


Figure 2-66

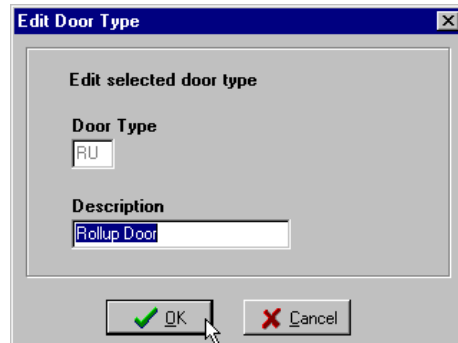


Figure 2-67

4. This will open the **Add Door Type** window. Figure 2-66.
5. **Select** the **Door Type** field and type in a 2 character type code. The entry will always be capitalized.
6. **Select** the **Description** field and type in your description.
7. **Click** on **OK** to accept and add a new type or **Cancel** to discard the information entered.
8. To edit an existing **Door Type**, **Select** the record you want to edit in the **Modify Door Types** window. Figure 2-65, Page 2-33.
9. **Click** on the **Edit** button. This will open the **Edit Door Type** window. Figure 2-67.
10. Follow steps 6 and 7.
11. To delete a **Door Type**, **Select** the record you want to delete in the **Modify Door Types** window. Figure 2-65, Page 2-33.
12. **Click** on the **Delete** button. You will be asked to confirm by the Confirm window. Figure 2-19, Page 2-10.
13. **Click** on **Yes** in the **Confirm** window to delete the **Door Type**.

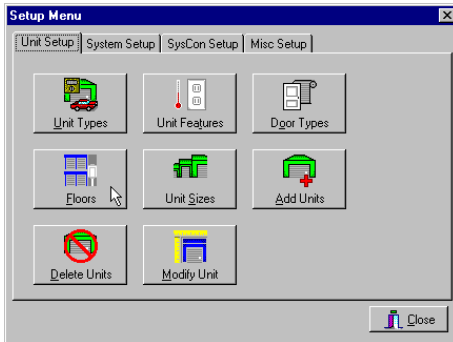


Figure 2-68

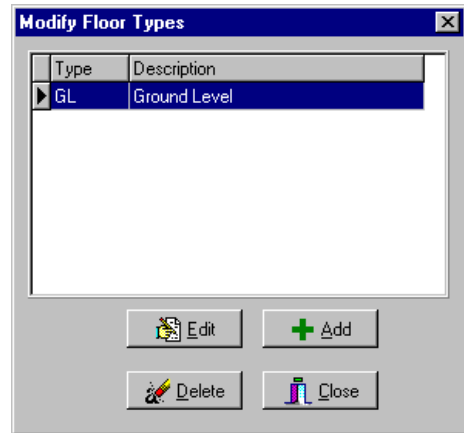


Figure 2-69

Floor Types

1. Click on the **Unit Setup** tab of the **Setup Menu**, then Click on the **Floors** button. Figure 2-68.
2. This will open the **Modify Floor Types** window. Figure 2-69.
NOTE: The **DigiGate-700 for Windows** system ships with one predefined Floor Type: "Ground Level."
3. To add a new type, Click on the **Add** button. Figure 2-69.

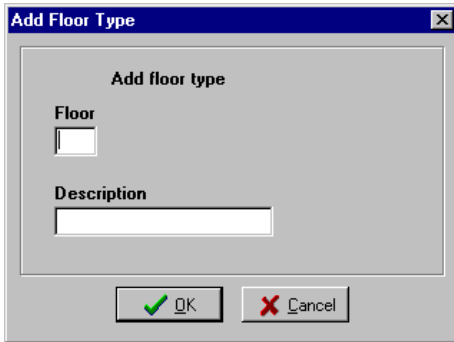


Figure 2-70

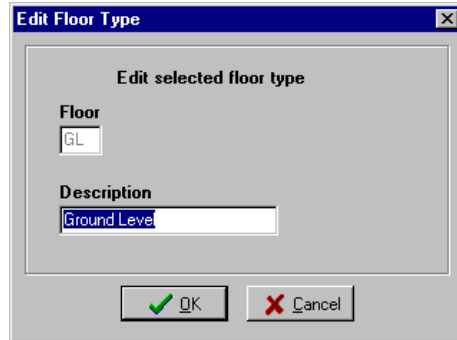


Figure 2-71

4. This will open the **Add Floor Type** window. Figure 2-70.
5. **Select** the **Floor Type** field and type in a 2 character type code. The entry will always be capitalized.
6. **Select** the **Description** field and type in your description.
7. **Click** on **OK** to accept and add a new type or **Cancel** to discard the information entered.
8. To edit an existing **Floor Type**, **Select** the record you want to edit in the **Modify Floor Type** window. Figure 2-69, Page 2-35.
9. **Click** on the **Edit** button. This will open the **Edit Floor Type** window. Figure 2-71.
10. Follow steps 6 and 7.
11. To delete a **Floor Type**, **Select** the record you want to delete in the **Modify Floor Type** window. Figure 2-69, Page 2-35.
12. **Click** on the **Delete** button. You will be asked to confirm by the Confirm window. Figure 2-19, Page 2-10.
13. **Click** on **Yes** in the **Confirm** window to delete the **Floor Type**.

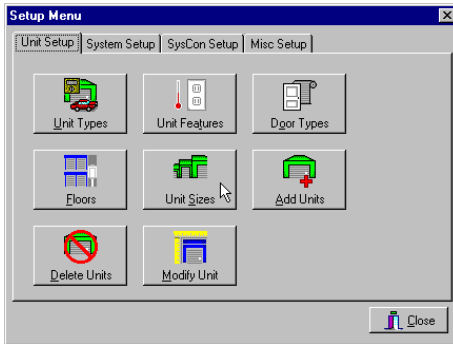


Figure 2-72

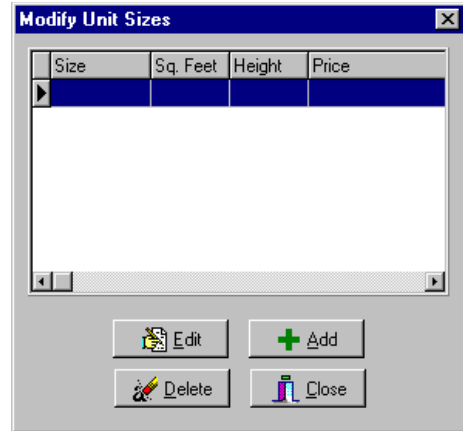


Figure 2-73

Unit Sizes

1. Click on the **Unit Setup** tab of the **Setup Menu**, then Click on the **Unit Sizes** button. Figure 2-72.
 2. This will open the **Modify Unit Sizes** window. Figure 2-73.
- NOTE:** The **DigiGate-700 for Windows** system ships with NO predefined Unit Sizes.
3. To add a new type, Click on the **Add** button. Figure 2-73.

The screenshot shows a dialog box titled "Add Unit Size". It contains four text input fields labeled "Unit Size", "Square Feet", "Height", and "Price". At the bottom of the dialog, there are two buttons: "OK" with a green checkmark and "Cancel" with a red X.

Figure 2-74

The screenshot shows a dialog box titled "Edit Unit Sizes". It contains four text input fields with the following values: "Unit Size" is "5x5", "Square Footage" is "25", "Height" is "10", and "Price" is "\$40.00". At the bottom of the dialog, there are two buttons: "OK" with a green checkmark and "Cancel" with a red X.

Figure 2-75

4. This will open the **Add Unit Size** window. Figure 2-74.
5. **Select** the **Unit Size** field and type in a description.
6. **Select** the **Square Feet** field and type in the actual floor feet.
7. **Select** the **Height** field and type in the actual unit height.
8. **Select** the **Price** field and type in the actual unit rental price.
9. **Click** on **OK** to accept and add new information or **Cancel** to discard the information entered.
10. To edit an existing **Unit Size**, **Select** the record you want to edit in the **Modify Unit Sizes** window. Figure 2-73, Page 2-37.
11. **Click** on the **Edit** Button.
12. This will open the **Edit Unit Size** window. Figure 2-75.
13. Follow steps 6 through 9.
14. To delete a **Unit Size Code**, **Select** the record you want to delete in the **Modify Unit Sizes** window. Figure 2-73, Page 2-37.
15. **Click** on the **Delete** button. You will be asked to confirm by the Confirm window. Figure 2-19, Page 2-10.
16. **Click** on **Yes** in the **Confirm** window to delete the **Unit Size**.

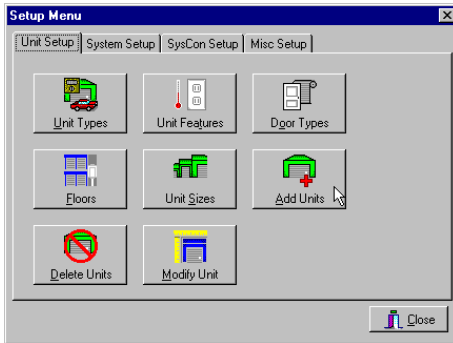


Figure 2-76

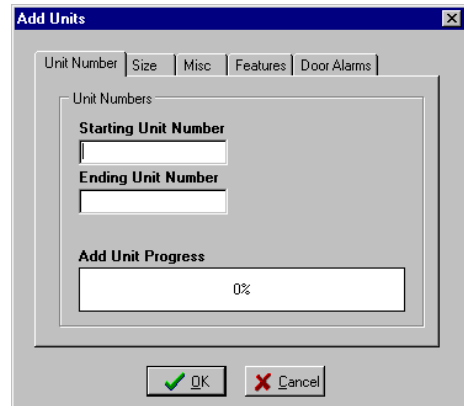


Figure 2-77

Adding Units

Before you can rent units at your location, you must create (add) the units in the DigiGate database. This procedure can be very simple or more involved depending on what information you have chosen to maintain in the “Required Fields” section, how your site is numbered, and how your units types are laid out. When you initially **Add** units to the database you can enter groups or blocks of numbers which share common features. Later when you need to modify or change information, it must be done on one at a time basis. **Because this can be very time consuming, we suggest you see “Appendix C, Preparation for Adding Units” to aid in deciding what is the most efficient way to proceed in this section. This procedure must be done for each site individually!** Use the **Site** button on the **Main Menu** to **Select** sites.

Unit Numbers

1. Click on the **Unit Setup** tab of the **Setup Menu**, then Click on the **Add Units** button. Figure 2-76.
2. This will open the **Add Units** window. Figure 2-77.
3. To add a consecutively numbered group of units, **Select** the **Starting Unit Number** field and enter the first number. Figure 2-77.
4. **Select** the **Ending Unit Number** field and enter the last number. Figure 2-77.

NOTE: The **Unit Number** tab is active and there are four additional tabs whose screens hold the additional information that was selected or deselected in the Required Fields section.

Unit numbers can be one to six digits in length. Valid characters are A - Z, 0 - 9, -, and *. If adding a block of units the starting and ending unit numbers should be the same length (i.e. starting unit A001, ending unit A010).

NOTE: To add one unit, enter the same number in the **Starting Unit Number** and **Ending Unit Number** fields.

5. To increment numbers by a value other than one, enter the value in the **Increment By** field.
6. If you do not have Required Fields or Door Alarm information for this group, **Click** on the **OK** button. The **Add Unit Progress** bar will reflect the units being added. Otherwise continue with the following steps.



Figure 2-78

Unit Size Information

1. If you selected **Unit Size** as a Required Field, Click on the **Size** tab and Select the proper size description from the **Size** list box. The **Square Feet**, **Height**, and **Price** fields will display the information you entered earlier in the set up procedure. Figure 2-78.

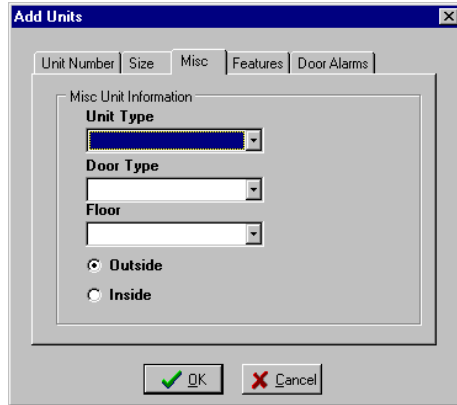


Figure 2-79

Misc Unit Information

1. If you selected **Unit Type**, **Door Type**, **Floors**, or **Inside/Outside** as Required Fields, Click on the **Misc** tab and Select the proper descriptions from the appropriate list boxes. If necessary, Click on the proper **Inside** or **Outside** selection. Figure 2-79.

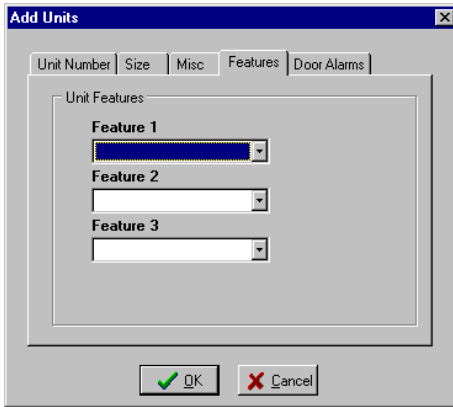


Figure 2-80

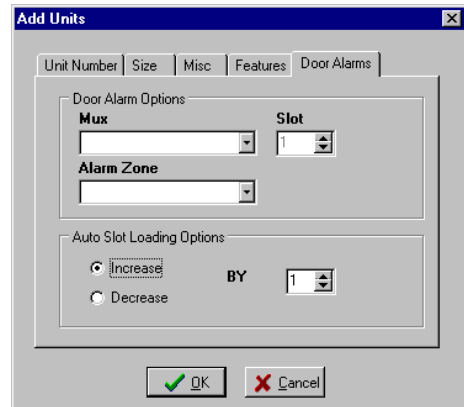


Figure 2-81

Unit Features

1. If you selected **Feature 1**, **Feature 2**, or **Feature 3** as Required Fields, **click** on the **Features** tab and **select** the proper features from the appropriate list boxes. Figure 2-80.

Door Alarm Options

NOTE: The following features deal strictly with systems that have individual door alarms. Most of these systems have been set up by **Digitech International, Inc.** prior to shipment or have been configured by a reseller or installer based on the way units were wired for alarms. **If you do not have a complete working knowledge of individual door alarms and their set up in the DigiGate-700 for Windows system, DO NOT CHANGE ANY INFORMATION IN THE DOOR ALARM SECTION!! You can render your system INOPERABLE!**

1. If all of the units in the group you are adding have individual Door Alarms, **Click** on the **Door Alarm** tab.
2. **Select** the **Mux** list box and from the list of boards, **Select** the correct board. Figure 2-81.

3. After a Mux board has been selected, the **Slot** field will be activated. Until a board is selected, this field is deactivated and cannot be selected. Use the Up or Down arrows at the right side of the box to increase or decrease the number in the **Slot** field or type a number in directly. This number is the starting slot number for the group of units you are adding.
4. **Select** the **Alarm Zone** list box and from the list of boards, **Select** the correct zone for this unit or group of units. Normally there is only one zone, Door Alarms.
5. If you are loading multiple units that have slot numbers in some sequence respective to the unit numbers, select one of the choices {**Increase** | **Decrease**} and the value to increment **BY** in the **Auto Slot Loading Options** area.
6. **Click** **OK** to add the units or **Cancel** to abandon the operation.

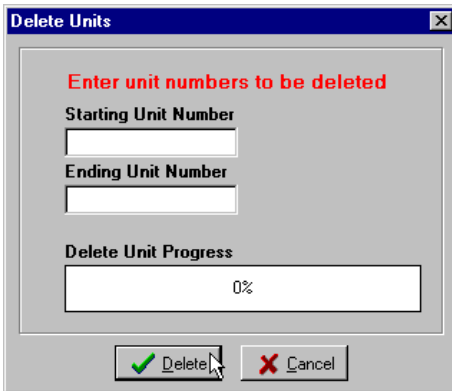


Figure 2-82

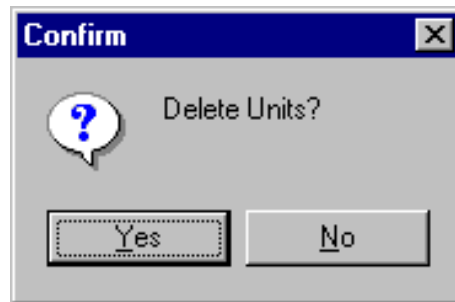


Figure 2-83

Deleting Units

Deleting Units is required occasionally when major changes are made to a site or when you have loaded a range of units that includes some non-existent ones. This feature allows you to remove unwanted units when necessary.

1. Click on the **Unit Setup** tab of the **Setup Menu**, then Click on the **Delete Units** button. Figure 2-76, Page 2-39.
2. This will open the **Delete Units** window. Figure 2-82.
3. To delete a consecutively numbered group of units, Select the **Starting Unit Number** field and type in the first unit number in the group. Figure 2-82.
4. Select the **Ending Unit Number** field and type in the last unit number in the group. Figure 2-82.
NOTE: To delete one unit, enter the same number in the **Starting Unit Number** and the **Ending Unit Number** fields.
5. Click on the **Delete** button to remove these units from the database or on the **Cancel** button to abandon this operation and return to the **Setup Menu**.
6. Clicking on the **Delete** button, Figure 2-82, opens the **Confirm** window with the prompt of "Delete Units?." Figure 2-83.
7. Click on the **Yes** button to continue and delete these units or the **No** button to abandon this operation and return to the **Delete Units** window.

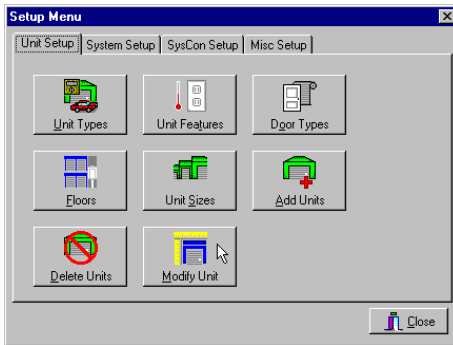


Figure 2-84

Unit	Unique ID	Size	Door	F1	F2	Type	Sq. Feet	Price	Status	Misc	Size	A Status
097	AKEND0501	05/05/10 RU	U	GL	10	CC/IE	55	25	\$38.00	R	5	2/A
098		05/05/10 RU	U	GL	10	CC/IE	55	25	\$38.00	U	5	7/A
099	F0ULK00091								\$39.00	R	5	10/A
100	WES172111	05/05/10	U		10			25	\$38.00	D	5	5/A
101	LAAC05700								\$39.00	D	5	3/A
102	BODNE8256								\$39.00	R	5	9/A
103	WLL131075								\$28.00	D	5	1/A
104	PEAR081344								\$39.00	R	5	44/A
105	JONE529721								\$28.00	D	5	8/A

Figure 2-85

Modifying Units

Modifying Units may be used to do price changes, unit feature changes, or fix errors found from the initial loading of units. The unit screen is basically the same as that found in the Add Units section.

Finding a Unit

1. Click on the **Unit Setup** tab of the **Setup Menu**, then Click on the **Modify Units** button. Figure 2-84.
2. This will open the **Modify Unit Information** window. Figure 2-85.
NOTE: The **Modify Unit Information** window is a grid. Each row in the grid is a unit.
3. **Select** a unit, (row in the grid) and Click the **Edit** button to modify unit information, as described in the following sections, or the **Close** button to abandon this operation and return to the **Setup Menu**. Figure 2-85.

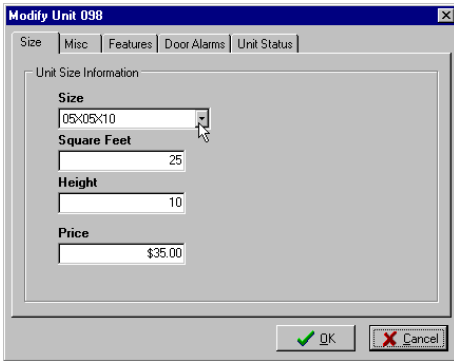


Figure 2-86

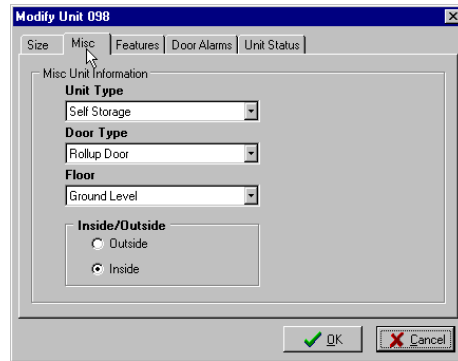


Figure 2-87

Size

1. This will open the **Modify Unit (number)** window with the **Size** tab active. Figure 2-86.
2. To modify the unit's size code, **Click** on the **Size** tab and **Select** the proper size description from the **Size** list box. The **Square Feet**, **Height**, and **Price** fields will display the information you entered earlier in the set up procedure. Figure 2-86.

Misc

1. To modify **Unit Type**, **Door Type**, **Floors**, or **Inside/Outside**, **Click** on the **Misc** tab and **Select** the proper descriptions from the appropriate list boxes. If necessary, **Click** on the proper **Inside** or **Outside** selection. Figure 2-87.

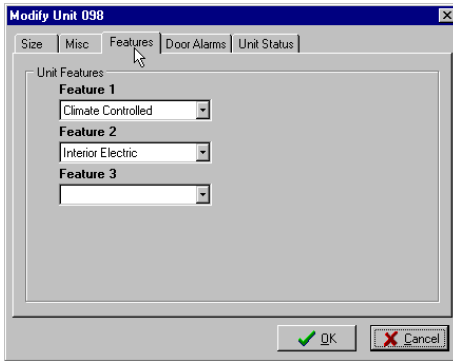


Figure 2-88

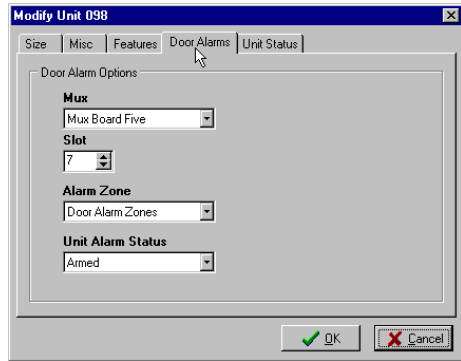


Figure 2-89

Features

- To modify **Feature 1**, **Feature 2**, or **Feature 3**, Click on the **Features** tab and **Select** the proper features from the appropriate list boxes. Figure 2-88.

Door Alarms

NOTE: The following features deal strictly with systems that have individual door alarms.

If you do not have a complete working knowledge of individual door alarms and their set up in the DigiGate-700 for Windows system, DO NOT CHANGE ANY INFORMATION IN THE DOOR ALARM SECTION!! You can render your system INOPERABLE!

- To modify individual door alarms, **Click** on the **Door Alarm** tab.
- Select** the **Mux** list box and from the list of boards, **Select** the correct board. Figure 2-89.
- For the **Slot** field use the Up or Down arrows at the right side of the box to increase or decrease the number in the **Slot** field.
- To modify the alarm zone, **Select** the **Alarm Zone** list box and from the list of zones, **Select** the correct zone for this unit. Normally there is only one zone: "Door Alarms."
- To modify the unit alarm status, **Select** the **Unit Alarm Status** list box and from the list, **Select** the correct status for this unit.

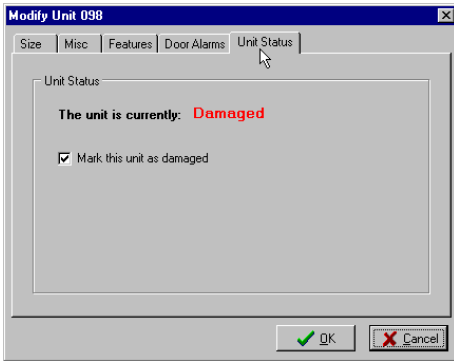


Figure 2-90

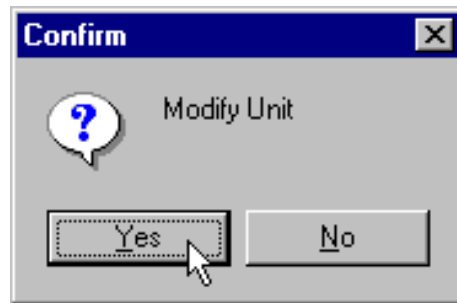


Figure 2-91

Unit Status

1. To modify the unit status, **Click** on the **Unit Status** tab.
2. **Select** (check) or **Deselect** (uncheck) the **Mark this unit as damaged** check box as needed. Figure 2-90.
3. **Click** on the **OK** button to modify the unit or on the **Cancel** button to abandon the operation.
4. This opens the **Confirm** window with a prompt of "Modify Unit." Figure 2-91.
5. **Click** on the **Yes** button to complete the modifications or on the **No** button to abandon the operation and return to the **Modify Unit Information** window.

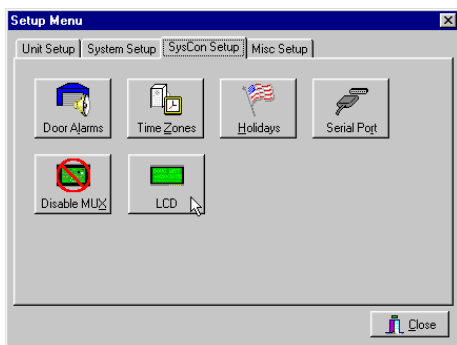


Figure 2-92

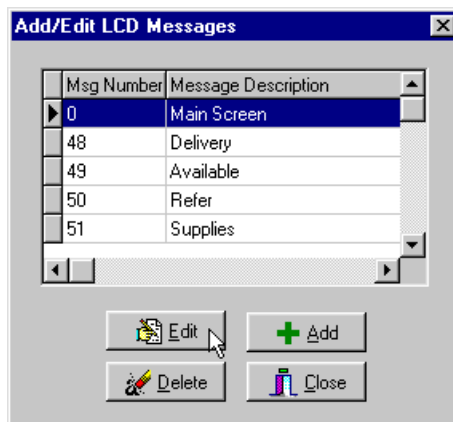


Figure 2-93

Options Setup

This section deals with specific options that may be purchased with your **DigiGate-700 for Windows** system. If any of these options are included in your system, use the instructions below, in addition to the instructions in previous sections, to complete the setup of your Site.

LCD Keypad Option

The LCD Keypad's display is used to notify your tenants of actions or situations occurring with their entry or exit of the facility or of a specific message you have for them. In addition to the "Main Screen," there are preprogrammed, default messages to notify the person entering of the status of their actions or their account condition. These will vary in number depending on the number of LCD Keypads, and the messages needed for each of them. In addition to these default messages you may enter and control the output of Custom messages. The Custom messages can be assigned to a specific tenant and set to display only when that tenant uses a specific LCD Keypad.

The section below is a continuation of the SysCon Setup section on Page 2-25 through 2-29 and deals with adding, editing, or deleting messages. See "Chapter 3, Operating Instructions," for information on assigning messages to tenants.

Editing Custom Messages

1. From the **SysCon Setup** tab of the **Setup Menu**, Click on the **LCD** button. Figure 2-92.
2. This will open the **Add/Edit LCD Messages** window. Figure 2-93.
3. **Click** on a line in the list box to make your selection and then **Click** on the **Edit** button.

NOTE: We have used the "Main Screen" selection here to show you how to edit the text on the display that will be seen by anyone at the keypad until they enter a code.

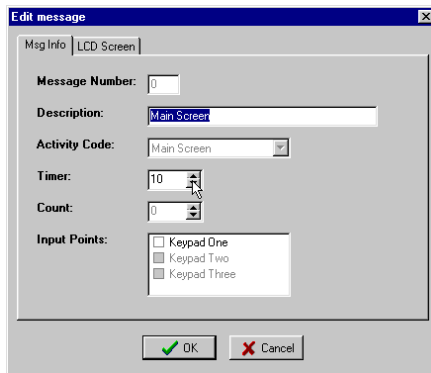


Figure 2-94

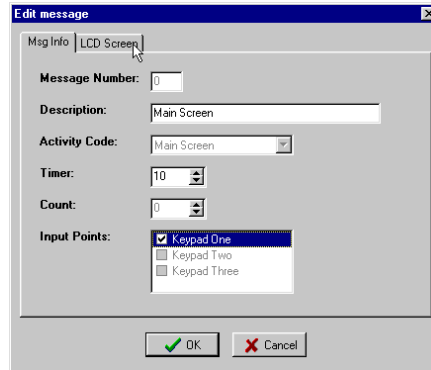


Figure 2-95

4. This will open the **Edit message** window. Figure 2-94.
5. Make any changes you need as shown in Figures 2-94 and 2-95.
6. **Click** on the **LCD Screen** tab. Figure 2-95.

NOTE: The Message Number is always assigned by the system. You cannot edit this number, only the description, activity code, message, timer, count, and the Keypads that it will be displayed on.

For the Main Screen, all you can change is the description, timer, and Keypads that it will be displayed on.

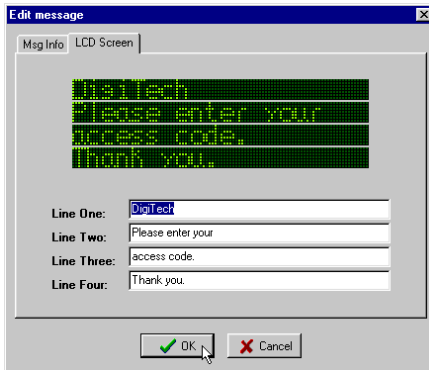


Figure 2-96

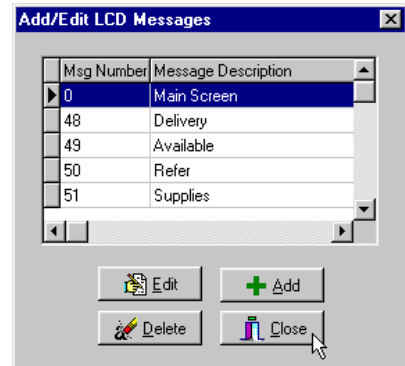


Figure 2-97

7. This will open the **Edit message** screen. Figure 2-96.
8. **Line One, Line Two, Line Three,** and **Line Four** are the fields where you can edit the message text. Make any changes you need to, the text will appear in the simulated LCD screen above as it would at the keypad.
9. When done, **Click** on the **OK** button.
10. This will return you to the **Add/Edit LCD Message** window. **Click** on the **Close** button or **Select** another message and **Edit**. Figure 2-97.

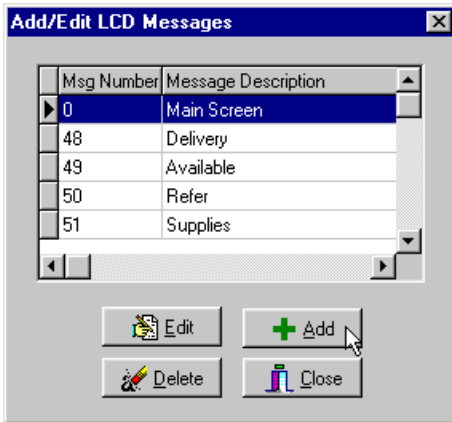


Figure 2-98

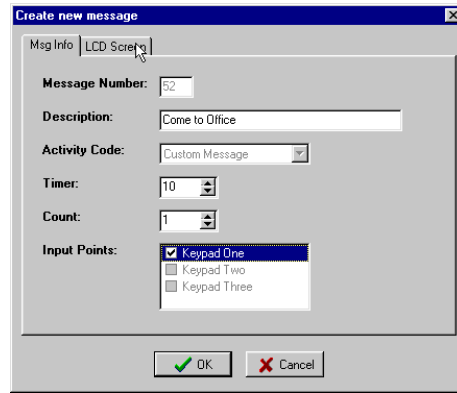


Figure 2-99

Adding Custom Messages

1. Click on the **Add** button on the **Add/Edit LCD Messages** window. Figure 2-98.
2. This will open the **Create new message** window. Figure 2-99.
3. The **Message Number** and the **Activity Code** are preset in this screen and cannot be changed.
4. In the **Description** field, type in your name for this message. Make sure the name will remind you of the full message. Figure 2-99.
5. The **Timer** may be changed with the arrows on the right side of the field. This setting represents the number of seconds the message will remain on the LCD screen at the keypad.
6. The **Count** may be changed with the arrows on the right side of the field. This setting represents the number of times the message will display on the LCD screen when an assigned tenant uses the keypad.
7. **Select** the **Input Points** (Keypads) where you want the message to display. Only LCD Keypads will be selectable.
8. **Click** on the **LCD Screen** tab at the top of the screen.
9. This will open the **LCD Screen** window.

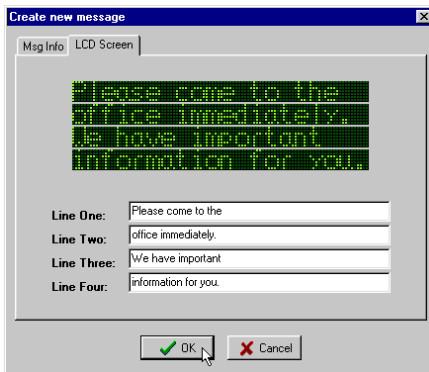


Figure 2-100



Figure 2-101

Figure 2-100.

10. You can type your message in the four line fields and see a representation of the way it will look on the LCD Keypad screen in the display above the text fields.
11. **Click** on the **OK** button to save the new message or on the **Cancel** button to discard the message.
12. This will return you to the **Add/Edit LCD**

Message window. **Click** on the **Close** button or **Select** another function. Figure 2-101.

NOTE: There may be a total of 64 messages in the system numbered from “0” to “63.” This number includes Preset and Custom messages. Preset messages are defined in the software before it is shipped to the site based on the number of LCD Keypads and messages needed for each of them. All available numbers above the Preset messages are available for Custom messages that you may define. When adding Custom messages the next available number is automatically assigned. When this number reaches 63, you have used all available messages.



Figure 2-102

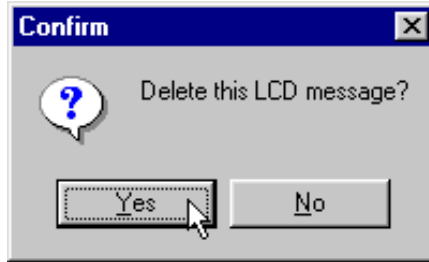


Figure 2-103

Deleting Custom Messages

1. **Select** the message you want to delete in the listbox. Figure 2-102.
2. **Click** on the **Delete** button on the **Add/Edit LCD Messages** window. Figure 2-102.
3. This will open a **Confirm** window. Figure 2-103.
4. **Click** on the **Yes** button to delete the message or on the **No** button to abandon the operation.
5. This will return you to the **Add/Edit LCD Message** window. Figure 2-102.
6. **Click** on the **Close** button or **Select** another function.

Default Preset Messages

<u>Description</u>	<u>Message</u>	<u>Description</u>	<u>Message</u>
Main	<i>This message is usually preset to the Site Name.</i>	Bad Password	The number entered is not valid. Please try again.
Access Granted	Access code verified. Please proceed with caution when gate is fully opened.	Delinquent	There is a question about your account. Please contact the manager.
Bad Time Zone	The facility is closed at this time. Please try again during normal hours.	Hard Antipassback	This code number shows no valid entry. Please see the manager.
Bad Keypad Zone	Access to this area is not available with this number. Please see manager.	Soft Antipassback	This code number shows no valid entry. Please see the manager for details.

Default Custom Messages

<u>Description</u>	<u>Message</u>	<u>Description</u>	<u>Message</u>
Delivery	There is a package for you in the office. Please see the manager.	Refer	Refer a friend, Get a discount. Please see the manager.
Available	The larger unit you requested is available. Please see the manager.	Supplies	Packing and moving supplies are available in the office.

Chapter 3

Operating Instructions

Included in this Chapter

1. **Introduction** Running **DigiGate-700 for Windows**
2. **Move In** Renting a Unit
3. **Move Out** Vacating a Unit
4. **Delinquent** Making Tenants Delinquent or Paid-up
5. **Transfer** Move or Copy a Tenant Record to Another Unit
6. **Find** Finding/Editing unit or tenant information
7. **Gate** Operating the Gate.
8. **Reports** Unit Reports
Misc Reports
Activity Reports
9. **Utility** System Controller Utilities
Data Utilities
10. **Word Processing** DigiEdit
Creating Merge Documents
Merge
11. **Arm/Disarm** Alarm Zone
Arm/Disarm Unit
12. **Site** Selecting the Site in Remote Systems
13. **Exit** Quitting the Program
14. **DigiGate on the Taskbar Notification Area** Introduction
DigiGate icon function
15. **Options** LCD Keypad Option
Picture Option

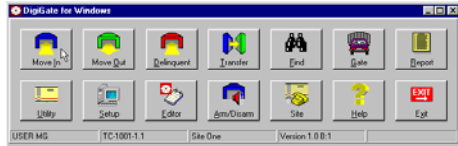


Figure 3-1

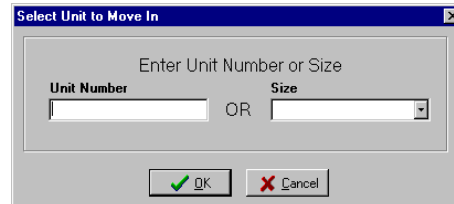


Figure 3-2

Introduction

This section deals with the operation of the **DigiGate-700 for Windows** program. The *Setup* button of the *Main Menu* was covered in Chapter 2. This chapter covers the other 12 buttons on the *Main Menu* to provide a step by step guide of every operation in the program. This is the complete reference for normal use of the program. Once you have become familiar with the **DigiGate-700 for Windows** program, you can find a quick reference to the different operations in “Chapter 4, How Do I...?”

If you have more than one site controlled by this software system, always verify that you are connected to the correct site before manipulating tenants or units. You can quickly locate this information in the center block of the status bar at the bottom of the Main Menu.

Move In (Renting a Unit)

Selecting a Unit

1. From the *Main Menu*, Click on the *Move In* button. Figure 3-1.
2. This will open the *Select Unit to Move In* screen. Figure 3-2.
3. Enter a valid unit number in the *Unit Number* field and Click on the *OK* button to open the *Move In Tenant* window shown in Figure 3-5, Page 3-4.
OR
If you want to find a vacant unit of the right size, Click on the *Size* field.

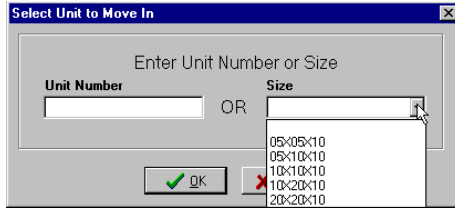


Figure 3-3

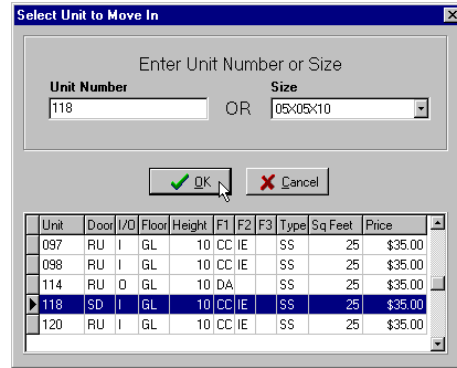


Figure 3-4

4. This will open a list box of size codes. **Select** one of the choices. Figure 3-3.
5. This will open a list box of all vacant units for that size code. Figure 3-4.

NOTE: From this list, you can view the codes for the unit's features, which should aid in selecting the correct type of unit for your new tenant.
6. **Select** a unit from the list and **Click** on the **OK** button.

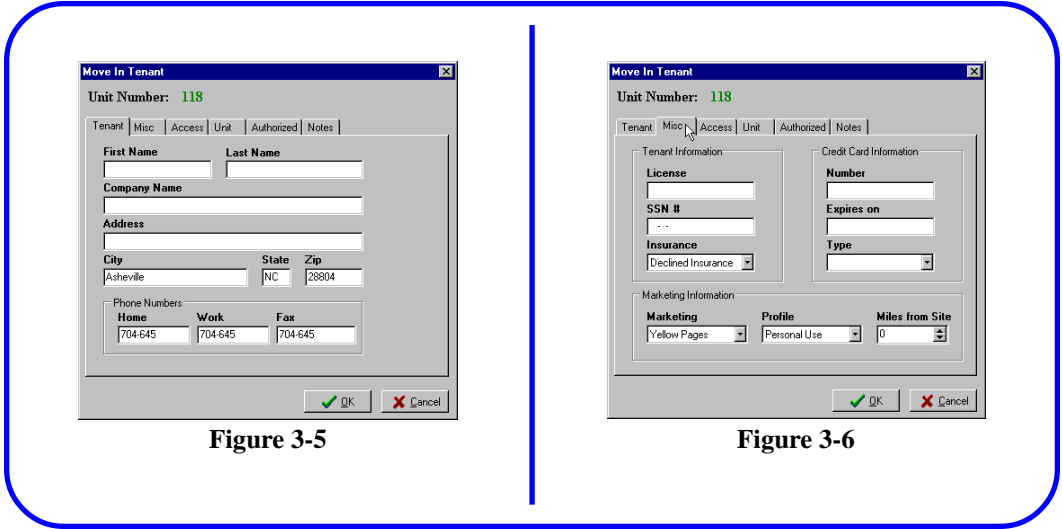


Figure 3-5

Figure 3-6

Tenant Information

1. This will open the *Move In Tenant* window with the *Tenant* tab active. Figure 3-5.

NOTE: The information that you must enter here depends on what was set as **Required Fields** in Chapter 2, Page 2-11. The tenant's **Last Name** is always required. The fields you have set up as **Default Values** in Chapter 2, Page 2-12, will already be filled out.

2. Enter the information desired.
3. **Click** on the *Misc* tab.

Misc Information

1. This will activate a screen for additional *Tenant Information, Credit Card Information,* and *Marketing Information.* Figure 3-6.

NOTE: The information that you must enter here depends on what was set as **Required Fields** in Chapter 2, Page 2-11, and the fields you have set up as **Default Values** in Chapter 2, Page 2-12, will already be filled out.

2. When you have completed this screen, **click** on the **Access** tab.

NOTE: If you have purchased the **Picture Option**, see the "Options" section at the end of this chapter for instructions on using the option.



Figure 3-7

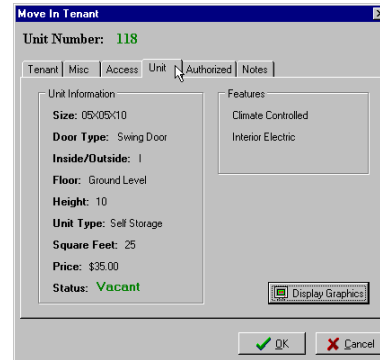


Figure 3-8

Access Information

1. This activates the screen for **Access Information**, which is **required**. Figure 3-7.
2. Enter a unique **Access Number** and select a **Keypad Zone** and a **Time Zone** from the list boxes.
3. There are two **Misc Options** check boxes. The first allows you to prevent a tenant from ever being locked out or made delinquent. You may use this for Management units or for trade outs for services, etc.
4. The second allows you to **Tag** a unit.

NOTE: A tagged unit (or tenant) will display as Tagged on the **Activity Log** when the tenant enters or leaves the site. You can use this feature to denote VIP's or problem tenants. You may also use this feature for any special situation where you want to be notified when a tenant uses the keypads.

5. When you have completed this screen, **Click** on the **Unit** tab.

Unit Information

1. This will activate a screen for reviewing the unit information on the new tenant. Figure 3-8.
2. You may **Click** on the **Display Graphics** button to highlight their unit on the Site Monitor if you have the **DigiGraphics** option. If the **DigiGraphics** option is not installed, the button will be disabled.
3. When you are finished reviewing the unit information, **Click** on the **Authorized** tab.

NOTE: If you have purchased the **LCD Keypad Option**, see the "Options" section at the end of this chapter for instructions on using the option.

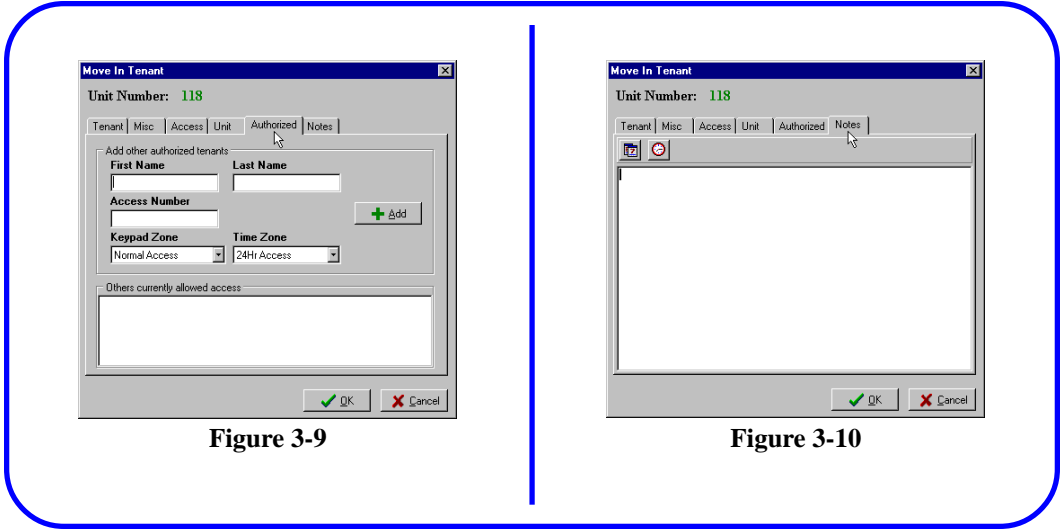


Figure 3-9

Figure 3-10

Authorized Information

1. This activates a screen where you can add other users of the unit who will have a different **Access Number**. Figure 3-9.
2. Enter the **First Name** and **Last Name** in the appropriate fields.
3. Enter a unique **Access Number**.
4. **Select a Keypad Zone** and a **Time Zone** from the list boxes.

NOTE: The same system required fields also apply to **Other Authorized Tenants**. These are **Last Name, Keypad Zone, Time Zone,** and a unique **Access Code**.

5. **Click the Add** button to add the new tenant to the list at the bottom of the screen. You can add as many tenants as you choose to the unit.
6. When you are done, **Click on the Notes** tab.

NOTE: If you have purchased the **Picture Option**, see the “Options” section at the end of this chapter for instructions on using the option.

Notes

1. This activates a screen where you can keep any other information you choose. Figure 3-10.
2. To add any Notes in the text area, **Click** in the text area and type freely.

NOTE: There are two buttons just above the text area. One appears as a calendar and will insert the date at the cursor when **Clicked**. The second is a clock and will insert the current time at the cursor when **Clicked**.

3. When all the information has been entered, **Click on the OK** button to add the new tenant(s) and send the information to the **DigiGate-700 for Windows** System Controller. The tenant(s) will then be able to use the Keypads to enter your location.

OR

Click on the Cancel button. This opens the **Confirm** window with a prompt “Cancel Move In?” **Click on the Yes** button to return to the **Select Unit to Move In** screen, Figure 3-2, Page 3-2, without moving the tenant in. **Click on the No** button to return to the **Move In Tenants** screen. Figure 3-10.

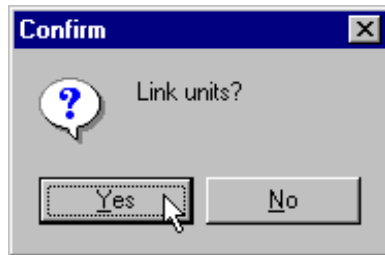


Figure 3-11

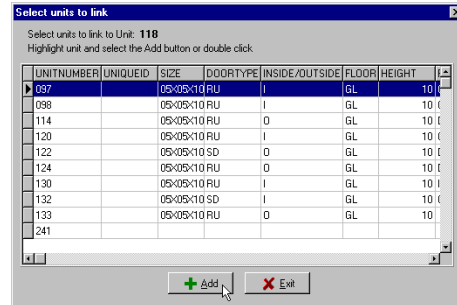


Figure 3-12

Linking Units

NOTE: The **DigiGate-700 for Windows** program will allow you to rent multiple units to the same tenant and allow the tenant to use one access code for all the units rented. This is called “Linking” units. All of the units that are linked will contain the same tenant information. Units can be linked at the time of move in, which is explained here; or added to the tenant’s account at a later time, explained later in this chapter in the “Transfer” section.

1. When you **Click** on the **OK** button, Figure 3-10, Page 3-6, the program gives you the opportunity to link additional units to the tenant by opening the **Confirm** window. Figure 3-11.
2. **Click** on the **NO** button to simply add the new tenant, or **Click** on **Yes** to link additional units to this tenant.
3. This will open the **Select units to link window**. Figure 3-12.
4. **Select** a unit from the list by **Clicking** on the line in the list box showing the unit number.
5. Link the unit by **Clicking** on the **Add** button.
6. You can continue to link as many units as needed to this tenant’s record.
7. **Click** on the **Exit** button when you have completed this operation.



Figure 3-13

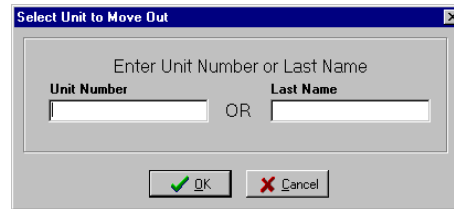


Figure 3-14

Move Out (Vacating a Unit)

1. From the **Main Menu**, Click on the **Move Out** button. Figure 3-13.
2. This will open the **Select Unit to Move Out** screen. Figure 3-14.
3. Enter a valid unit number in the **Unit Number** field and Click on the **OK** button to open the **Move Out Tenant** window. Figure 3-16, Page 3-9.
OR
If you want to find a tenant by last name, Click on the **Last Name** field and enter all or part of the tenant's last name and Click on the **OK** button.

NOTE: You can type a space in this field and Click on the **OK** button to list all tenants.

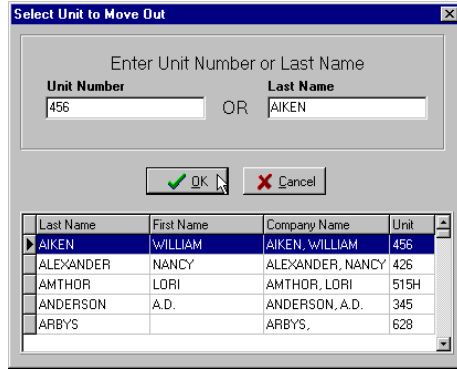


Figure 3-15

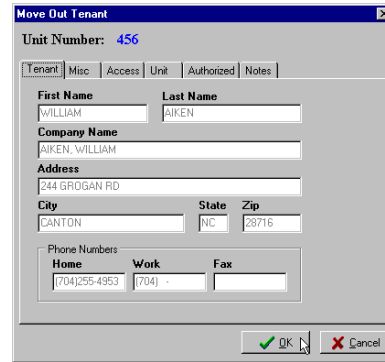


Figure 3-16

4. This will open a list of tenants with their unit numbers. **Select** one of the choices and, **Click** on the **OK** button. Figure 3-15.
5. This will open the **Move Out Tenant** window with the **Tenant** tab active. Figure 3-16.

NOTE: All information here has been disabled (you cannot edit any information), the view is only to let you verify that you have selected the correct tenant.
6. **Click** on the **OK** button if this is the tenant you want to move out, or the **Cancel** button to return to the **Select Unit to Move Out** screen. Figure 3-14, Page 3-8.

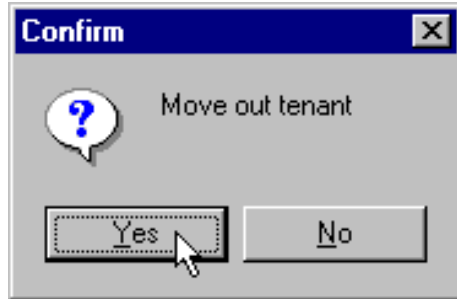


Figure 3-17

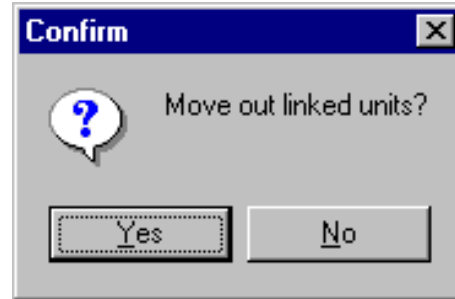


Figure 3-18

7. **Clicking** on the **OK** button, Figure 3-16, Page 3-9, will open the **Confirm** window, Figure 3-17, if **Verify Prompts** is set to **Yes** in the **User IDs** setup.
8. **Click Yes** to vacate the selected unit or **No** to return to the **Move Out Tenant** window.
9. If this unit is Linked with any other unit(s), the **Confirm** window will appear asking if you want to “Move out linked units?” Figure 3-18.
10. **Click Yes** to vacate all linked units for this tenant, or **No** to vacate just the selected unit.

Figure 3-19

Last Name	First Name	Company Name	Unit
AIKEN	WILLIAM	AIKEN, WILLIAM	456
ALEXANDER	NANCY	ALEXANDER, NANCY	426
AMTHOR	LORI	AMTHOR, LORI	515H
ANDERSON	A.D.	ANDERSON, A.D.	345
ARBYS		ARBYS,	628
ARIAS	AMY	ARIAS, AMY	523H

Figure 3-20

Delinquent (Making a Tenant Delinquent or Paid Up)

This selection on the Main Menu is used to mark tenant accounts delinquent or to make them current. The status of the unit selected will determine which screen is shown. i.e. If the tenant is delinquent, a screen to make them Paid Up will display. If the unit is paid up, a screen to make them Delinquent will display.

Selecting a Unit or Tenant

1. From the **Main Menu**, Figure 3-13, Page 3-8, **Click** on the **Delinquent** button.
2. This will open the **Select unit to make delinquent or paid up** screen. Figure 3-19.
3. Enter a valid unit number in the **Unit Number** field and **Click** on the **OK** button to open the **Make Tenant Delinquent** window, Figure 3-21, Page 3-12, or the **Make Tenant Paid Up** window, Figure 3-23, Page 3-13.

OR

If you want to find a tenant by last name, **Click** on the **Last Name** field and enter all or part of the tenant's last name and **Click** on the **OK** button.

NOTE: You can type a space in this field and **Click** on the **OK** button to list all tenants.

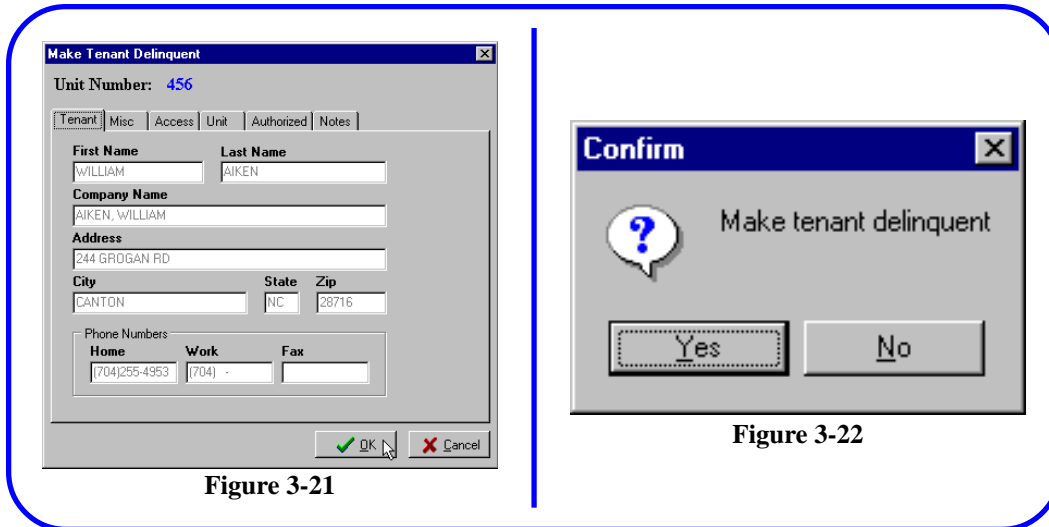


Figure 3-21



Figure 3-22

Making Tenants Delinquent

1. After making the selection, Figure 3-20, Page 3-11, the tenant screen will open with one of two titles, depending on the state of the unit. If the unit's status is Rented, the **Make Tenant Delinquent** window will open. Figure 3-21.
2. Click on the **OK** button if this is the tenant you want to make delinquent, or the **Cancel** button to return to the **Select unit to make delinquent or paid up** window.
3. If you **Clicked** the **OK** button, the **Confirm** window, Figure 3-22, will open if **Verify Prompts** is set to **Yes** in the **User IDs** setup.
4. Click **Yes** to make the selected unit delinquent, or **No** to return to the **Make Tenant Delinquent** window.

NOTE: All information here has been disabled (you cannot edit any information), the view is only to let you verify that you have selected the correct tenant.

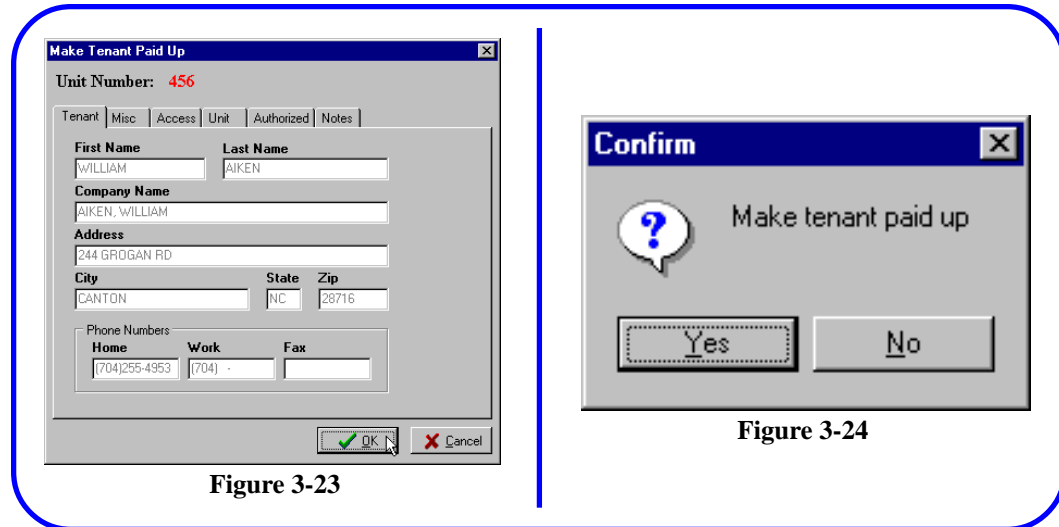


Figure 3-23

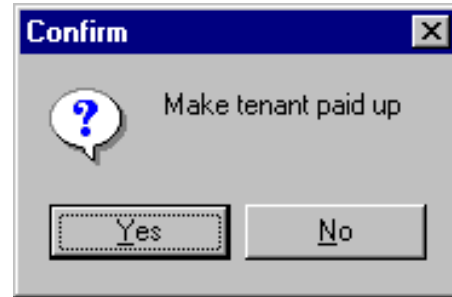


Figure 3-24

Making Tenants Paid Up

- After making the selection, Figure 3-20, Page 3-11, the tenant screen will open with one of two titles depending on the state of the unit. If the unit's status is Delinquent, the **Make Tenant Paid Up** window will open. Figure 3-23.
- Click on the **OK** button if this is the tenant you want to pay up, or the **Cancel** button to return to the **Select unit to make delinquent or paid up** window.
- The **Confirm** window, Figure 3-24, will open if **Verify Prompts** is set to **Yes** in the **User IDs** setup.
- Click **Yes** to make the selected unit paid up, or **No** to return to the **Make Tenant Paid Up** window.

NOTE: All information here has been disabled (you cannot edit any information), the view is only to let you verify that you have selected the correct tenant.



Figure 3-25

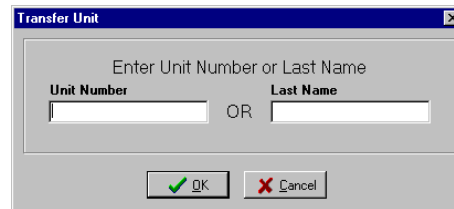


Figure 3-26

Transfer (Move/Copy Tenant Record to Another Unit)

This selection on the Main Menu is used to move a tenant from one unit to another or to link one or more additional units to a tenant. When we use the term “Copy,” we are referring to “Linking.” When units are linked, they carry the same information on the tenant since they are all retrieving the same tenant record. Therefore, if the tenant information is changed in one unit record, the change will be automatic in all other units linked to the tenant. The only way that a link can be removed is to move the tenant out of one or more units in the linked group.

1. From the **Main Menu**, Figure 3-25, **Click** on the **Transfer** button.
 2. This will open the **Transfer Unit** screen. Figure 3-26.
 3. Enter a valid unit number in the **Unit Number** field and **Click** on the **OK** button to open the **Select units to transfer/copy to** window, Figure 3-28, Page 3-15.
OR
If you want to find a tenant by last name, **Click** on the **Last Name** field and enter all or part of the tenant’s last name and **Click** on the **OK** button.
- NOTE:** You can type a space in this field and **Click** on the **OK** button to list all tenants.
4. This will open a list of tenants with their unit numbers. **Select** one of the choices and **Click** on the **OK** button.

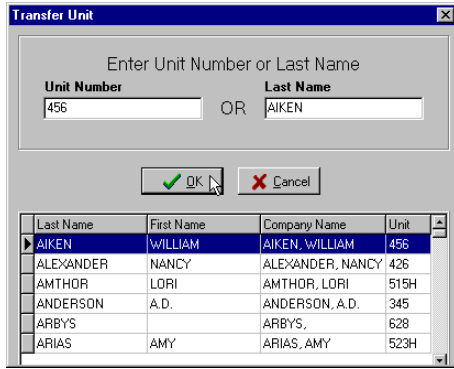


Figure 3-27

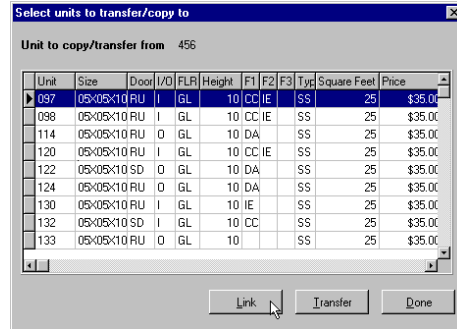


Figure 3-28

- Figure 3-27.
- The **Select units to transfer/copy to** window will open. Figure 3-28.

NOTE: The unit you selected from the screen in Figure 3-26, Page 3-14, or Figure 3-27 is the source unit, or unit you are copying from or moving. Next you are going to select the target unit, or unit that the information is going to be copied or moved to in Figure 3-28.

- Select** a unit by **clicking** on the line showing that unit.
- Click** on the **Link** button, Figure 3-28, if you want to copy the information to the selected unit.

NOTE: The tenant will now occupy both units.

- The **Confirm** window, Figure 3-29, will open if **Verify Prompts** is set to **Yes** in the **User IDs** setup.

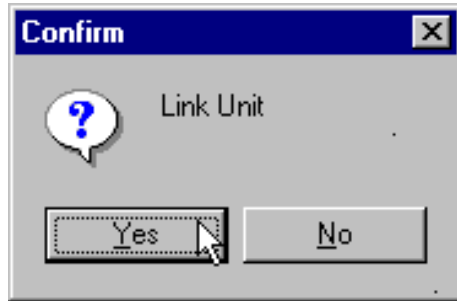


Figure 3-29

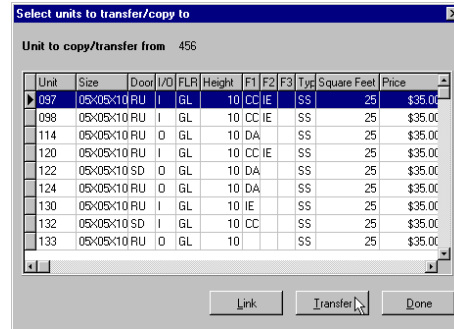


Figure 3-30

9. Click **Yes** to link the selected unit, or **No** to return to the **Select units to transfer/copy to** screen.

NOTE: You may repeat this process to link as many units as necessary.

10. Click on the **Transfer** button, Figure 3-30, if you want to move the tenant from one unit to another.

NOTE: The tenant is moved out of the old or

Source unit and moved into the new or Target unit.

11. The **Confirm** window, Figure 3-31, will open if **Verify Prompts** is set to **Yes** in the **User IDs** setup.
12. Click **Yes** to transfer the tenant and return to the **Main Menu**, or **No** to return to the **Select units to transfer/copy to** screen without transferring the tenant.
13. Click on the **Done** button to return to the **Main Menu**.



Figure 3-31

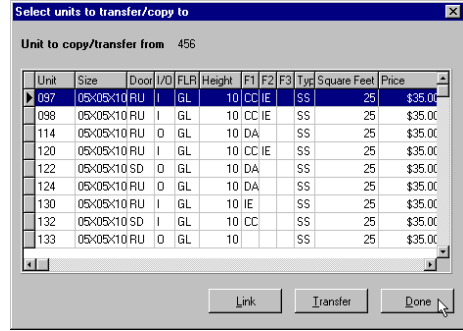


Figure 3-32

Figure 3-32.



Figure 3-33

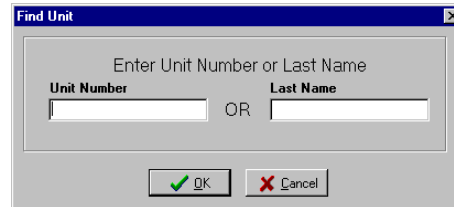


Figure 3-34

Find (Finding/Editing Unit or Tenant Information)

This selection on the Main Menu is used to find tenants or units and edit the tenant information. In general, the instructions here will follow those in the “Move In” section of this chapter.

NOTE: If the fields on this screen are dimmed grey and you cannot edit any information, the fields have been disabled. Check the title bar of the window for the phrase “RECORD LOCKED.” If you see this, the information on the screen may be viewed but you may not edit. The normal reason for this is that the database record being accessed is in use in another part of the program or by another user, if you are working on a network. If your system is not on a network, close all open windows and try to access the data again. If this fails, close the program entirely, restart the program and try to access the record again.

- From the **Main Menu**, Click on the **Find** button. Figure 3-33.
- This will open the **Find Units** screen. Figure 3-34.
- Enter a valid unit number in the **Unit Number** field and Click on the **OK** button to open the **Find/Edit Unit Information** window. Figure 3-36, Page 3-19.
OR
If you want to find a tenant by last name, click on the **Last Name** field and enter all or part of the tenant’s last name and click on the **OK** button.

NOTE: You can type a space in this field and click on the **OK** button to list all tenants.

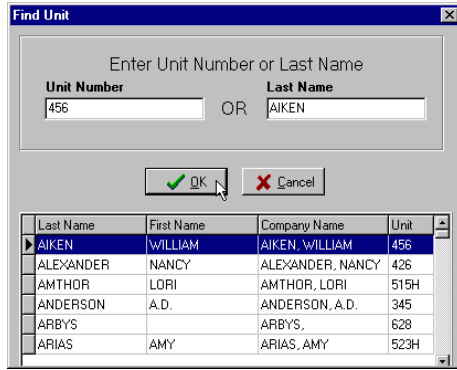


Figure 3-35

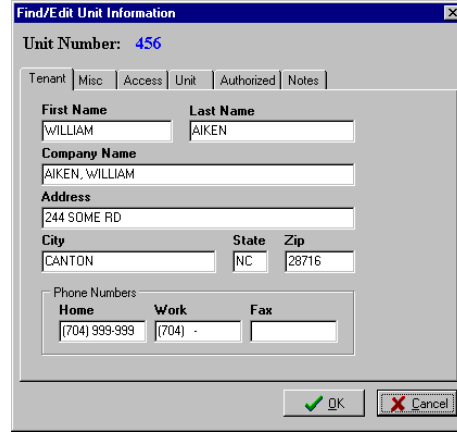


Figure 3-36

4. This will open a list of tenants with their unit numbers. **Select** one of the choices and **click** on the **OK** button. Figure 3-35.
5. This will open the **Find/Edit Unit Information** window with the **Tenant** tab active. Figure 3-36.

NOTE: The information that you **must** enter here depends on what was set as “Required Fields” in “Chapter 2, Page 2-11.” The tenant’s **Last Name** is always required.
6. Change the information desired.
7. **Click** on the **Misc** tab.

NOTE: If you have purchased the **Picture Option**, see the “Options” section at the end of this chapter for instructions on using the option.

8. This will activate a screen for additional **Tenant**

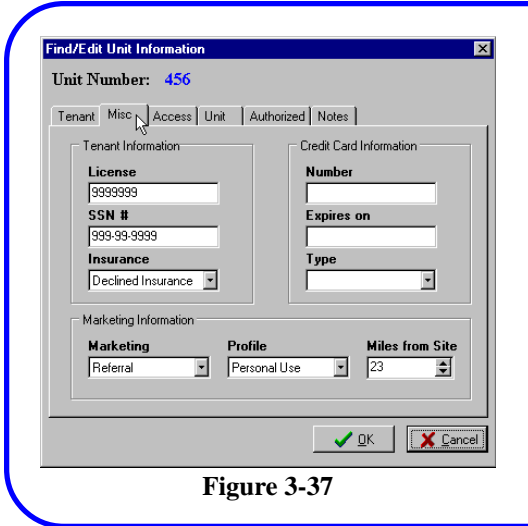


Figure 3-37

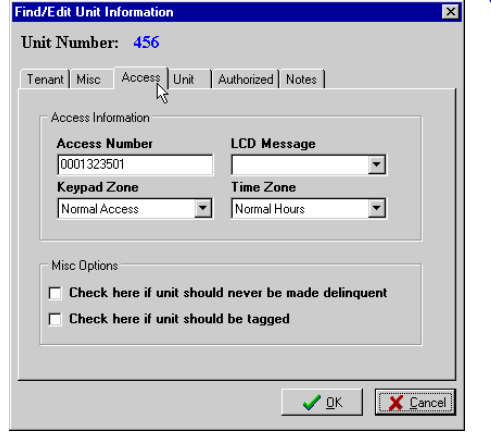


Figure 3-38

Information, Credit Card Information, and Marketing Information.

Figure 3-37.

9. Change the information desired.
10. When you have completed this screen, **click** on the **Access** tab.
11. This activates the screen for **Access Information**,

which is **required**. Figure 3-38.

12. Change the information desired.
13. When you have completed this screen, **click** on the **Unit** tab.

NOTE: If you have purchased the **LCD Keypad Option**, see the “Options” section at the end of this chapter for instructions on using the option.

14. This will activate a screen for reviewing the unit

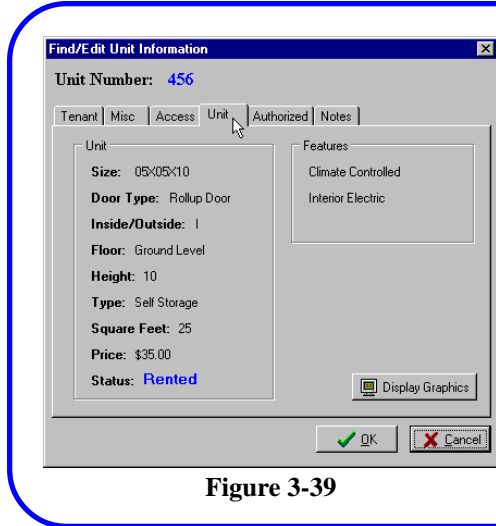


Figure 3-39

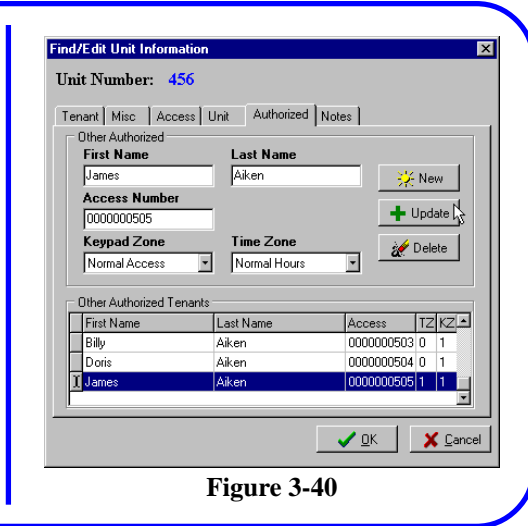


Figure 3-40

information on the tenant. Figure 3-39.

NOTE: This screen is only for viewing the information. See "Modifying Units," Page 2-41 in Chapter 2, to change the unit information.

15. Click on the **Display Graphics** button to highlight their unit on the Site Monitor if you have the **DigiGraphics** option.
16. When you are finished reviewing the unit information, Click on the **Authorized** tab.
17. This activates a screen where you can

{Add | Edit | Delete} other users of the unit who will have different Access Codes.

Figure 3-40.

18. To edit the information for an Other Authorized tenant, **Select** the tenant from the **Other Authorized Tenants** list box.
19. Change the information displayed in the **Other Authorized** area of the screen.
20. Click on the **Update** button.
21. The **Confirm** window, Figure 3-42, Page 3-22, will open with a "Save Modifications" prompt.
22. Click on the **Yes** button to change the data or the **No** button to cancel the update.

NOTE: If you have purchased the **Picture Option**, see the "Options" section at the end of this chapter for instructions on using the option.

23. To add a new Authorized Tenant to the list Click on the

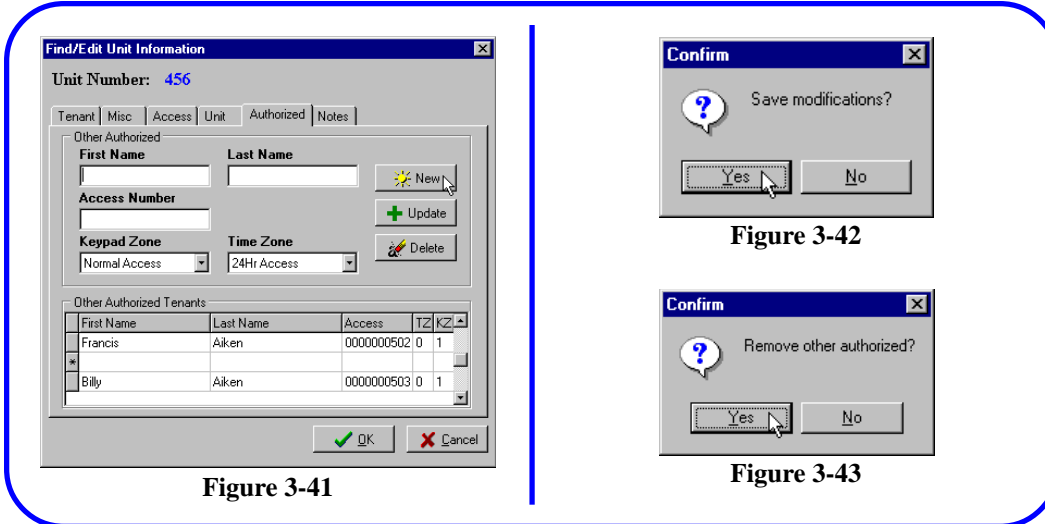


Figure 3-41

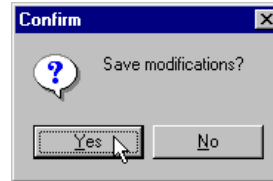


Figure 3-42

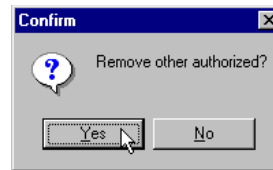


Figure 3-43

- New** button. Figure 3-41.
24. This will add a new record to the **Other Authorized Tenants** list box and blank the fields in the **Other Authorized** area of the screen.
 25. Enter the **First Name** and **Last Name** in the appropriate fields and a unique **Access Code**.
 26. Select a **Keypad Zone** and a **Time Zone** from the list boxes.
- NOTE:** The same system required fields also apply to **Other Authorized Tenants**. These are **Last Name, Keypad Zone, Time Zone,** and a unique **Access Code**.
27. Click the **Update** button to add the new tenant to the list at the bottom of the screen. You can add as many tenants as you choose to the unit.
 28. The **Confirm** window, Figure 3-42, will open with a “Save Modifications” prompt.
 29. Click on the **Yes** button to update the data or the **No** button to cancel the update.
 30. To delete an Authorized tenant, select the tenant from the **Other Authorized Tenants** list box. Figure 3-41
 31. Click on the **Delete** button.
 32. The **Confirm** window, Figure 3-43, will open with a “Remove other authorized” prompt.
 33. Click on the **Yes** button to delete the tenant or the **No** button to cancel the operation.
 34. When you are done, Click on the **Notes** tab.
 35. This activates the text area where you can add to or edit any

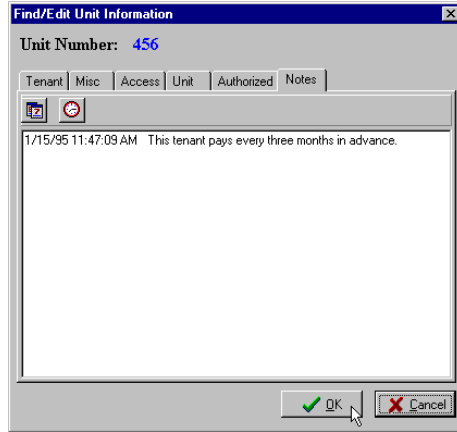


Figure 3-44

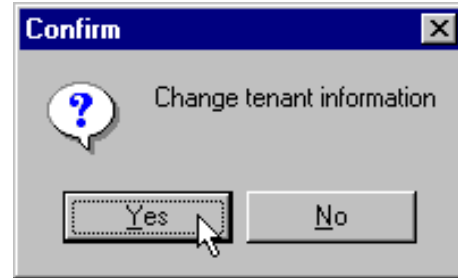


Figure 3-45

of the information there.

Figure 3-44.

36. To edit the Notes in the text area, **Click** in the text area and type freely.

NOTE: There are two buttons just above the text area. One appears as a calendar and will insert the date at the cursor when **Clicked**. The second is a clock and will insert the current time at the cursor when **Clicked**.

37. When all the information has been entered, **Click** on the **OK** button to update the tenant's information and send it to the **DigiGate-700 for Windows** System Controller.

OR

Click on the **Cancel** button to return to the **Find Unit** screen. Figure 3-35, Page 3-19.

38. The **Confirm** window, Figure 3-45, will open with a

"Change tenant information" prompt.

39. **Click** on the **Yes** button to change the data or the **No** button to return to the **Find/Edit** screen. Figure 3-44.

NOTE: Changes, {**Add | Edit | Delete**}, made in the **Authorized** tab section, cause an immediate update to the **AUTHORIZED** database and are not affected by the {**OK | Cancel**} selection, Figure 3-44, or the {**Yes | No**} selection, Figure 3-45.

All other modifications done in the other five tabbed sections are updated or discarded based on the selections made in these two choices.

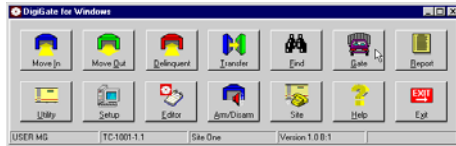


Figure 3-46

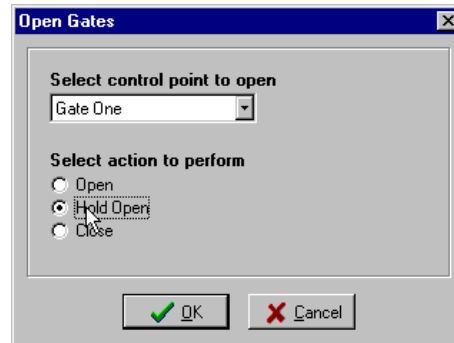


Figure 3-47

Gate (Operate the Gate)

The **Gate** option on the main menu opens one window and allows you to open the gate (run through normal open/close sequence), hold the gate open (lock the gate in the open position), and close a gate that has been held open.

Only two decisions need to be made: which action to take, and which gate to take it on.

1. From the **Main Menu**, Click on the **Gate** button.
Figure 3-46.
2. This will open the **Open Gates** window.
Figure 3-47.
3. The **Select action to perform** radio buttons have three options: **Open**, **Hold Open**, and **Close** which are described above. **Select** one of these. Figure 3-47.

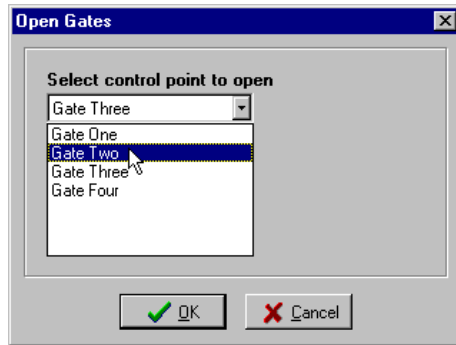


Figure 3-48

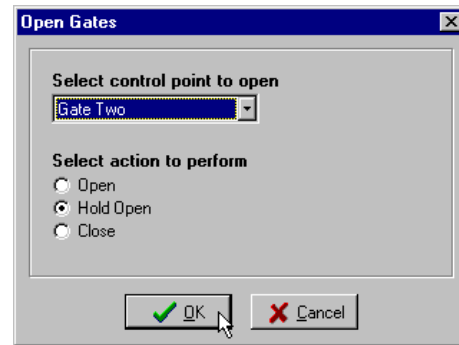


Figure 3-49

4. Click on the **Select control point to open** list box and **Select** one of the choices. Figure 3-48.
5. Click on the **OK** button to perform the selected opening or closing. Figure 3-49.

NOTE: The “Gate One,” “Gate Two,” etc. in the list are Control Points, not gates on your site. Control points are usually associated with Keypads or other entry devices. The gate on your site that normally opens when you use the entry device, is the one that will open when that control point is chosen. For example, you have two keypads at your main gate: an entry keypad that is assigned to the “Gate One” control point, and an exit keypad that is assigned to the “Gate Two” control point. **Selecting** either of these control points will open the main gate at your location, since using either of these keypads will open the gate.

Unit Number	First Name	Last Name	Name	Phone	Work Phone	Price
100	RANDIA	WELT	(704)252-8097	(704)		\$29.00
101	ASHLEIGH	LARSON	(704)222-0057	(704)645-1142		\$29.00
102	SHAWNA	WALLET	(704)252-7929	(704)649-9623		\$29.00
103	DAVID B.	JONES	(704)645-7462	(704)645-0214		\$29.00
106	MATTHEW FLORENC	BERNICKER	(704)252-2282	(704)252-2282		\$29.00
110	MICHAEL	CRIBBICK	(704)645-7704	(602)645-4038		\$29.00
112	GARY	CASE	(704)645-3652	(704)		\$69.00
116	JACKIE	FRISSETT	(704)252-0704	(704)252-0704		\$69.00
126	CADY	FRISSETT	(704)645-3652	(704)645-3652		\$69.00
137	GINA	NEWBERRY	(704)252-1738	(704)		\$69.00
138	WILLIAM J	MCKINLEY	(704)252-3711	(704)645-3640		\$69.00
140	MARION	FRY	(704)645-3654	(704)		\$69.00
143	CHRISTOPHER	KIRK	(704)645-3687	(704)		\$69.00
146	ANGELINE	MOOREHEAD	(704)252-2288	(704)252-1929		\$69.00
149	E.D.	ERDOS	(604)24-1874	(704)		\$69.00
157	RANDY	CARSTON	(704)645-3652	(704)		\$69.00
203	CAROL	ROBE	(704)645-7258	(704)		\$69.00
204	JAY	BROWN	(704)645-2174	(704)		\$69.00
205	CLARA	COOK	(704)645-1150	(704)		\$69.00
206	JOSE LEE	CHAMPAGNE	(704)645-3658	(704)274-0904		\$69.00
211	CAROLAN DEAN	WOOPE	(704)252-3052	(704)		\$67.00
212	THOMAS	WILSON	(704)	(704)645-4994		\$29.00
215	A.R.	JOSEPH	(704)645-0399	(704)		\$69.00
216	BRUCE	WILSON	(704)645-0171	(704)		\$69.00
217	AMANDA	BURNS	(704)252-2654	(704)274-4443		\$69.00
218	DARRELL	LITTLE	(704)645-7426	(704)645-7426		\$69.00
222	DONNA	BAGLAK	(704)	(704)645-9626		\$69.00
260	DAVID	BAITZ	(704)645-7981	(704)645-7924		\$69.00
267	DANE	PALE	(704)645-3612	(704)645-7914		\$69.00
>	DANE	PALE	(704)645-0171	(704)		\$19.00

Figure 3-50

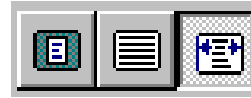


Figure 3-51

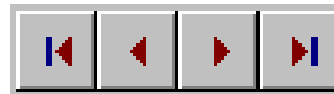


Figure 3-52

Reports

The **Reports** option on the **Main Menu**, Figure 3-46, Page 3-24, is the method you will use to display and print the information about your tenants and their renting preferences, your units, and other information you have gathered.

Each report, when run, will first display on the screen in a report display window which is consistent throughout this section. Each report window will be titled with the report title. Also, in each window are controls to change the display and print the report.

Viewing Reports

1. The report display window, Figure 3-50, holds four groups of buttons and a **Close** button above the report viewing area of the window.
2. The first group, Figure 3-51, controls the size of the report page image in the window.
3. **Click** on the first or left button to make the entire report page fit in the window.
4. **Click** on the second or center button to make the report page full size. There will be vertical and horizontal scroll bars to move the report in the window. Figure 3-51.
5. **Click** on the third or right button to make the report page fit to the width of the window. There will be a horizontal scroll bar to move the report up and down in the window. Figure 3-50.
6. The second group, Figure 3-52, controls the page of the report displayed for reports with multiple pages.
7. **Click** on the first or left button to go to the first page of the report. Figure 3-52.
8. **Click** on the second button (left facing arrow) to go back one page or to the prior page of the report. Figure 3-52.
9. **Click** on the third button (right facing arrow) to go forward one page or to the next page of the report. Figure 3-52.
10. **Click** on the last or right button to go to the last page of the report. Figure 3-52.



Figure 3-53

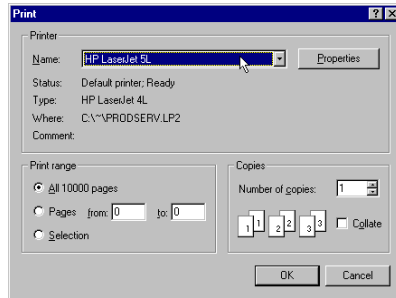


Figure 3-54

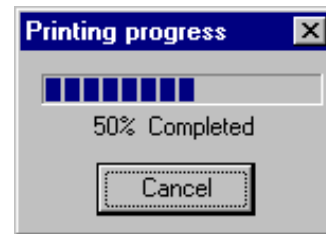


Figure 3-55

Printing Reports

1. The third group, Figure 3-53, controls the printing of the report displayed.
2. **Click** on the first or left button for printer setup. Figure 3-53.
3. This opens the **Windows 95 Print** window. Figure 3-54. Here you can **Select** the printer to use, the range of pages to print, and the number of copies of each page to print.
4. **Click** on the **OK** button to accept the selection, or on the **Cancel** button to abandon the selection. Figure 3-54.
5. **Click** on the last or right button, Figure 3-53, to print the report.
6. The **Windows 95 Printing progress** window will open and show the progress of the report. Figure 3-55.
7. **Click** on the **Cancel** button to abort printing.

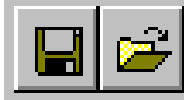


Figure 3-56

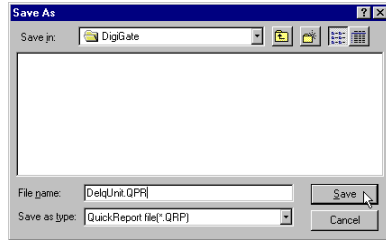


Figure 3-57

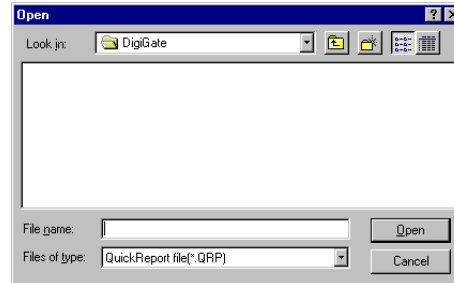


Figure 3-58

Saving and Opening Saved Reports

1. The fourth group, Figure 3-56, controls the saving of the report displayed and opening files saved previously.
2. **Click** on the first or left button, Figure 3-56.
3. This opens the **Save As** window. Figure 3-57.
4. Type the name you want to save the report as in the **File Name** field.
5. **Click** on the **Save** button to save the report or the **Cancel** button to abandon the operation. Figure 3-57.
6. To open a report saved previously, **Click** on the last or right button, Figure 3-56.
7. This will open the **Windows 95 Open** window. (Figure 3-58).
8. **Select** an existing file in the list by **Clicking** on it.
9. **Click** on the **Open** button.
10. This will open the **Report Display** window with the selected report on the screen. Figure 3-50, Page 3-26.

DigiTech Self Storage					
Delinquent Units					
Unit Number	First Name	Last Name	Home Phone	Work Phone	Price

Figure 3-59

Total Units:	101
Total Rent/Month:	\$5009
Printed On 12/22/97 9:49:30 AM	TC.1001.1.1 Page 2

Figure 3-60

Common Elements of Reports

1. The report page has certain common elements for all reports generated.
2. Figure 3-59 shows the report header.
3. In the header, the first line is the Site name. The second line is the report title and the third is the column headings for the report. Figure 3-59.
4. Figure 3-60 shows the report footer.
5. The report footer displays the date and time the report was generated, the site software's serial number, and the page number. Figure 3-60.
6. Any totals are displayed on the last page of the report, below the columns and above the date, time, etc. Figure 3-60.

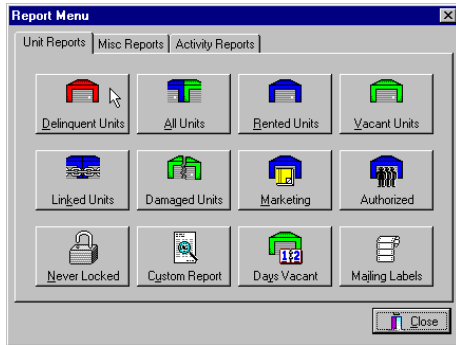


Figure 3-61

The 'Delinquent Units' report window displays a list of units with the following columns: Unit Number, First Name, Last Name, Home Phone, Work Phone, and Price. The report shows 27 units, all with a price of \$29.00. A 'Close' button is at the top right, and 'Page 1 of 2' is at the bottom right.

Unit Number	First Name	Last Name	Home Phone	Work Phone	Price
100	INDIRA	WEST	(704)552-8892	(704) -	\$29.00
101	MELNIE	WAGNER	(704)222-0657	(704)643-1142	\$29.00
103	DAVINA	WALLET	(704)252-7626	(704)644-9622	\$29.00
102	DAVID B.	JONES	(704)252-6212	(704)643-2114	\$29.00
106	MATTHEW FLORENC	SEACKER	(704)252-2522	(704)252-2522	\$29.00
110	MICHAEL L.	CHESLOCK	(704)644-7104	(704)644-9504	\$29.00
112	GARY	CAUL	(704)644-3627	(704) -	\$29.00
116	MICHAEL	FRUIT	(704)644-0104	(704)244-0104	\$29.00
126	CASIE	FREEDLEY	(704)644-9221	(704)644-9622	\$29.00
127	DAVE	HEWES	(704)644-1104	(704) -	\$29.00
138	WILLIAM J.	MCKINLEY	(704)644-1214	(704)644-3649	\$29.00
140	GARRETT	PIPER	(704)644-9414	(704) -	\$29.00
143	CHRISTOPHER	KISER	(704)644-1827	(704) -	\$29.00
146	JANIELLE	MOORMAN	(704)252-2228	(704)252-2228	\$29.00
149	E.D.	ERDOS	(804)74-1874	(704) -	\$29.00
157	DARBY	CARTON	(704)644-8114	(704) -	\$29.00
203	CAROL	ROSB	(704)644-7758	(704) -	\$29.00
204	JOE LEE	BRINER	(704)644-3114	(704)244-0104	\$29.00
205	CAROL	COOK	(704)644-1150	(704) -	\$29.00
206	JOSE LEE	CUMMINGS	(704)644-8898	(704)244-0104	\$29.00
211	CARSON DEAN	MOORE	(704)252-5022	(704) -	\$29.00
212	THOMAS	WILSON	(704) -	(704)644-4914	\$29.00
215	A.Z.	JOSEPH	(704)644-5289	(704) -	\$29.00
216	DANIEL	SMITH	(704)644-0114	(704) -	\$29.00
217	AMANDA	BANKS	(704)254-2654	(704)274-4444	\$29.00
218	DANIELL	OTTLE	(704)644-7424	(704)644-7424	\$29.00
222	SONAL	RASILA	(704) -	(704)644-9624	\$29.00
226	SEANNE	REY	(704)644-7884	(704)644-1104	\$29.00
227	DAVE	PALE	(704)644-3622	(704)644-7304	\$29.00
241	DAVID C.	WATERS	(704)644-0114	(704) -	\$29.00

Figure 3-62

Unit Reports

This section now shows how to run the **Unit Reports** and looks at the format of each report. The controls for each of the reports in the display window are identical and have been explained completely in the previous pages. When the **Report Menu** opens, the **Unit Reports** tab is active.

Delinquent Units

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. Figure 3-61.
2. **Click** on the **Delinquent Units** button.
3. This will open the report display window with the title of **Delinquent Units** and run the Delinquent Units report. Figure 3-62.
4. The columns displayed are: Unit Number, First Name, Last Name, Home Phone, Work Phone, and Price.
5. The totals at the end of the report are: Total Units (listed in the report) and Total Rent/Month (for the listed units).
6. **Click** on the **Close** button to return to the **Report Menu**.

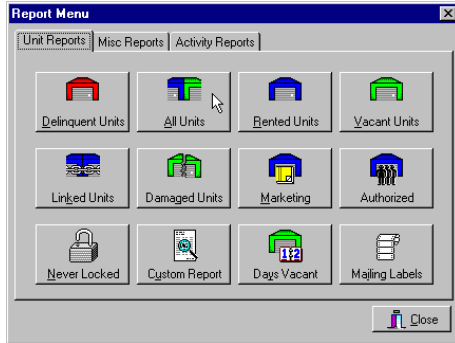


Figure 3-63

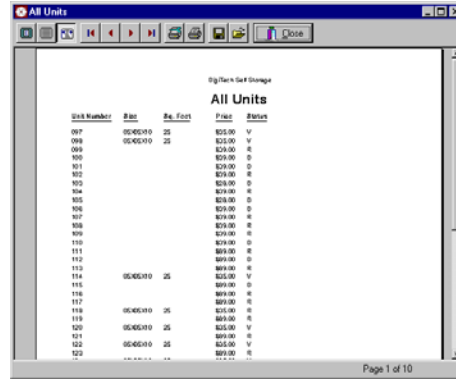


Figure 3-64

All Units

- From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. Figure 3-63.
 - Click** on the **All Units** button.
 - This will open the report display window with the title of **All Units** and run the All Units report. Figure 3-64.
 - The columns displayed are: Unit Number, Size, Sq. Feet, Price, and Status.
- NOTE: The Status field will be:
 V for Vacant
 R for Rented
 D for Delinquent
 U for Damaged or Unrentable
- The total at the end of the report is: Total Units (listed in the report).
 - Click** on the **Close** button to return to the **Report Menu**.

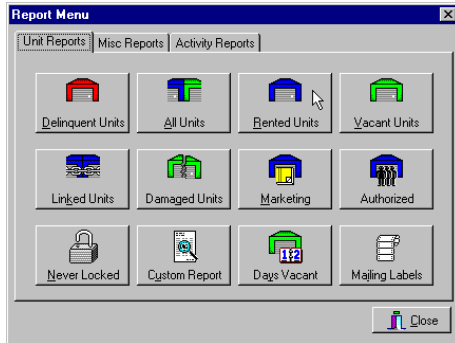


Figure 3-65

Unit Number	First Name	Last Name	Company	Status
099	ELIZABETH	DELOACH	FOURIER, JIM	R
100	RONDA	WEST	WEST, RONDA	D
101	HILTON	BARCOVA	BARCOVA, HILTON	D
102	CATY	BOGAS	BOGAS, WENDY	R
103	SHARIN	WILLET	WILLET, SHARIN	D
104	GARY	PEARSON	PEARSON, GARY	R
105	DANIEL	JONES	JONES, DANIEL	D
106	MATTHEW	FAGHNEC	BEHNECKER, MATTHEW	D
107	DENISE	VANCELT	VANCELT, DENISE	R
108	JENNIFER	COCHRANE	COCHRANE, JENNIFER	R
109	MARSH	MARTIN	MARTIN, MARSH	D
110	MICHAEL	CWIBROCK	CWIBROCK, MICHAEL	D
111	GARY	CASE	CASE, GARY	R
112	MELANIE	FREDSLEY	FREDSLEY, MELANIE	D
113	JACKIE	FRUITT	FRUITT, JACKIE	D
114	JIM	SHEPARD	SHEPARD, JIM	R
117	ROBERT	BRENDA	MISLER, ROBERT	R
118	MIKEY	MORAN		R
119	DENISE	VANDELSON	VANDELSON, DENISE	R
121	BILL	OSGILBY	OSGILBY, BILL	R
123	NELS	YOUNGBALL	KONIGSBERG, NELS	R
124	JOHN	SOPHIAN	SOPHIAN, JOHN	R
126	JERRY	MARRASSET	FREDSLEY, JERRY	R
127	KAREN	FRISLEY	FRISLEY, KAREN	R
128	LORETTA	RECHIE	RECHIE, LORETTA	R
129	KAC	CHENSON	CHENSON, KAC	R
131	KATHRYN	CRILLO	CRILLO, KATHRYN	R
134	TRACY	WHITE	WHITE, TRACY	R
135	ALETHA	HARRISON	WESTERN CAROLINA, PO	R

Figure 3-66

Rented Units

- From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. Figure 3-65.
- Click** on the **Rented Units** button.
- This will open the report display window with the title of **Rented Units** and run the Rented Units report. Figure 3-66.
- The columns displayed are: Unit Number, First Name, Last Name, Company, and Status. The Status value is shown as R for Rented or D for Delinquent.
- The total at the end of the report is: Total Units (listed in the report).
- Click** on the **Close** button to return to the **Report Menu**.

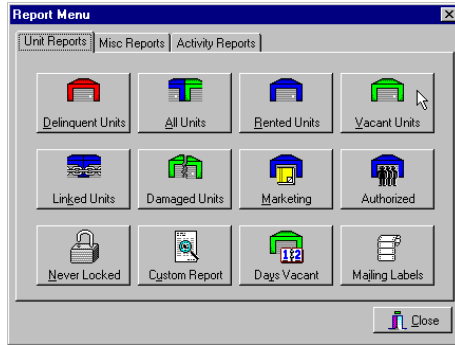


Figure 3-67

The screenshot shows a window titled "Vacant Units" displaying a table of data. The table has the following columns: Unit Number, Size, Sq. Feet, Height, Price, and Vacant Since. The data is as follows:

Unit Number	Size	Sq. Feet	Height	Price	Vacant Since
087	0540000	25	10	\$25.00	12-19-97
099	0540000	25	10	\$25.00	12-29-97
114	0540000	25	10	\$25.00	12-29-97
120	0540000	25	10	\$25.00	12-29-97
122	0540000	25	10	\$25.00	12-29-97
124	0540000	25	10	\$25.00	12-29-97
126	0540000	25	10	\$25.00	12-19-97
122	0540000	25	10	\$25.00	12-29-97
123	0540000	25	10	\$25.00	12-29-97
26-1	0540000	25	10	\$25.00	12-29-97
300				\$0.00	12-29-97
381				\$0.00	12-29-97
382				\$0.00	12-29-97
387				\$0.00	12-29-97
329				\$0.00	12-19-97
4-1				\$0.00	12-29-97
4024				\$79.00	12-29-97
4096				\$25.00	12-29-97
4136				\$0.00	12-29-97
4234				\$29.00	12-19-97
4248				\$0.00	12-29-97
434				\$0.00	12-29-97
4384				\$0.00	12-29-97
4396				\$0.00	12-29-97
4398				\$0.00	12-29-97
439				\$0.00	12-29-97
4401				\$0.00	12-29-97
441				\$0.00	12-29-97

Page 1 of 2

Figure 3-68

Vacant Units

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. Figure 3-67.
2. **Click** on the **Vacant Units** button.
3. This will open the report display window with the title of **Vacant Units** and run the Vacant Units report. Figure 3-68.
4. The columns displayed are: Unit Number, Size, Sq. Feet, Height, Price, and Vacant Since.
5. The totals at the end of the report are:
Total Units (listed in the report)
Total Rent /Month (for the listed units).
6. **Click** on the **Close** button to return to the **Report Menu**.

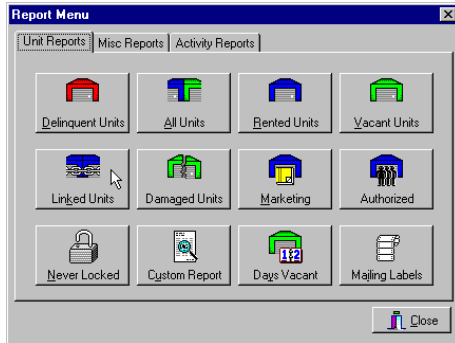


Figure 3-69

The 'Linked Units' report window displays a table with two columns: 'Unit' and 'Linked Unit'. The data shows units 987 through 115, with 'None' listed in the 'Linked Unit' column for all units. The window title is 'Linked Units' and it includes a 'Close' button at the top right. The footer indicates 'Page 1 of 12'.

Unit	Linked Unit
987	None
988	None
989	None
990	None
991	None
992	None
993	None
994	None
995	None
996	None
997	None
998	None
999	Sub
100	None
101	None
102	None
103	None
104	None
105	None
106	None
107	None
108	None
109	Sub
110	None
111	None
112	None
113	None
114	None
115	None

Figure 3-70

Linked Units

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. Figure 3-69.
2. **Click** on the **Linked Units** button.
3. This will open the report display window with the title of **Linked Units** and run the Linked Units report. Figure 3-70.
4. The columns displayed are: Unit, and Linked Unit.
5. There are NO totals at the end of the report.
6. **Click** on the **Close** button to return to the **Report Menu**.

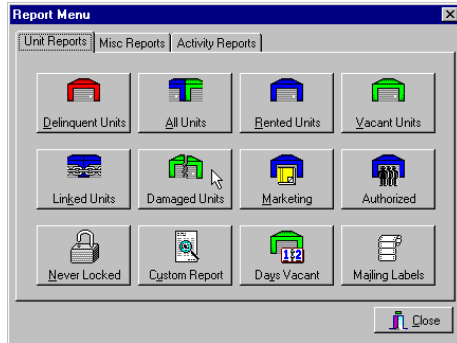


Figure 3-71

The 'Unrentable Units' report window displays a table of unit information. The title is 'Unrentable Units'. The table has the following columns: Unit Number, Size, Sq. Feet, Door Type, Floor, Price, and Date. The data rows are as follows:

Unit Number	Size	Sq. Feet	Door Type	Floor	Price	Date
099	0040X1025		Hallway Door	Ground Level	\$25.00	12/5/97
114	0040X1025		Hallway Door	Ground Level	\$25.00	12/5/97
122	0040X1025		Smoking Door	Ground Level	\$25.00	12/5/97
130	0040X1025		Hallway Door	Ground Level	\$25.00	12/13/97

At the bottom of the table, it says 'Total Units: 4'. The window title is 'DigiGate-700 Storage' and 'Unrentable Units'. The status bar at the bottom right says 'Page 1 of 1'.

Figure 3-72

Damaged Units

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. Figure 3-71.
2. **Click** on the **Damaged Units** button.
3. This will open the report display window with the title of **Unrentable Units** and run the Damaged Units report. Figure 3-72.
4. The columns displayed are: Unit Number, Size, Sq. Feet, Door Type, Floor, Price, and Date the unit was marked damaged.
5. The total at the end of the report is: Total Units (listed in the report).
6. **Click** on the **Close** button to return to the **Report Menu**.

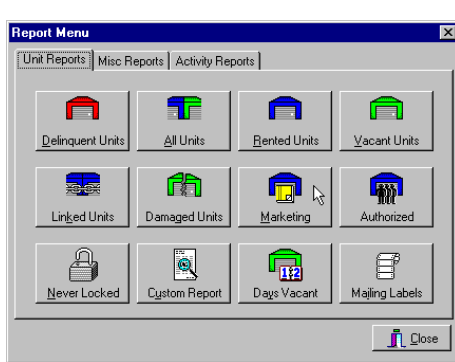


Figure 3-73

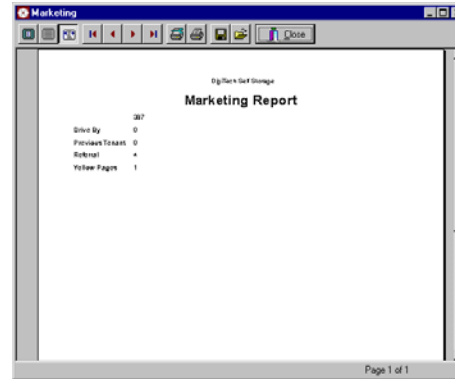


Figure 3-74

Marketing

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. Figure 3-73.
2. **Click** on the **Marketing** button.
3. This will open the report display window with the title of **Marketing** and run the Marketing report. Figure 3-74.
4. The rows displayed here are: Drive By, Previous Tenant, Referral, and Yellow Pages.
5. The report will list the totals for all Marketing Code categories set up in Chapter 2, Page 2-16.
6. **Click** on the **Close** button to return to the **Report Menu**.

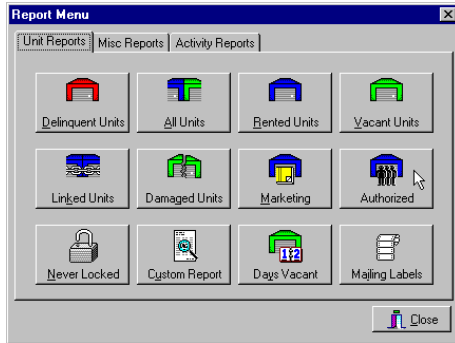


Figure 3-75

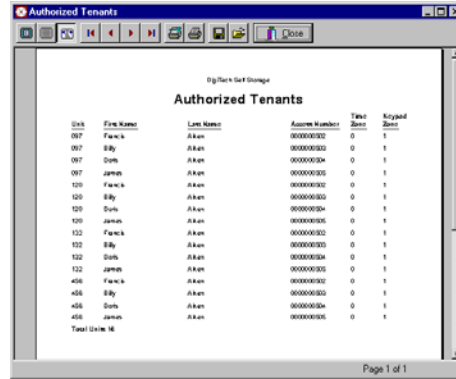


Figure 3-76

Authorized

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. Figure 3-75.
2. **Click** on the **Authorized** button.
3. This will open the report display window with the title of **Authorized Tenants** and run the Authorized Tenants report. Figure 3-76.
4. The columns displayed are: Unit Number, First Name, Last Name, Access Number, Time Zone, and Keypad Zone.
5. The total at the end of the report is: Total Units (listed in the report).
6. **Click** on the **Close** button to return to the **Report Menu**.

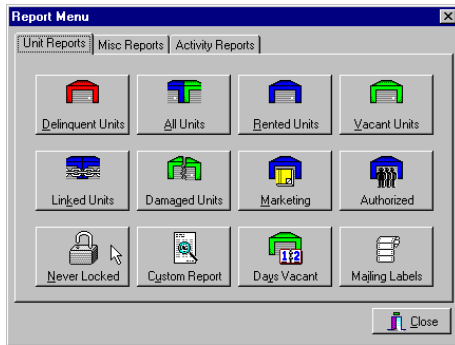


Figure 3-77

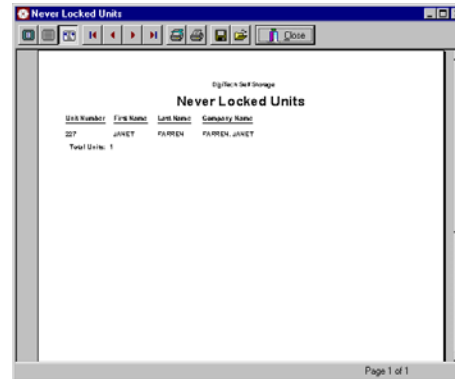


Figure 3-78

Never Locked

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. Figure 3-77.
2. **Click** on the **Never Locked** button.
3. This will open the report display window with the title of **Never Locked Units** and run the Never Locked Units report. Figure 3-78.
4. The columns displayed are: Unit Number, First Name, Last Name, and Company Name.
5. The totals at the end of the report are: Total Units (listed in the report).
6. **Click** on the **Close** button to return to the **Report Menu**.

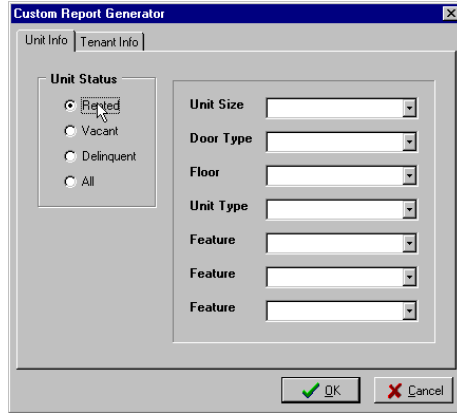


Figure 3-79

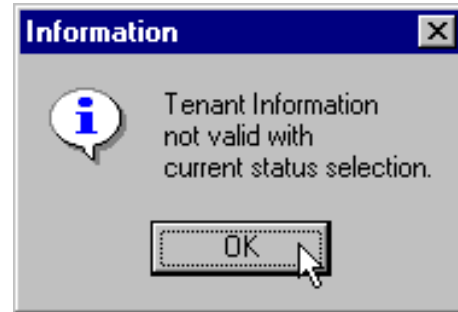


Figure 3-80

Custom Report

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. Figure 3-77, Page 3-38.
2. **Click** on the **Custom Report** button.
3. This will open the **Custom Report** window with the **Unit Info** tab active. Figure 3-79.
4. **Select** the **Unit Status** you want and values for any of the other fields on this page.
5. **Click** on the **Tenant Info** tab.
6. If you have selected **Vacant** or **All** in the **Unit Info** box, an **Information** window appears stating that **Tenant Info** is not available for **Vacant Units** or **All Units**. Figure 3-80.
7. **Click** on the **OK** button.
8. This will return you to the **Unit Info** window.

NOTE: The fields on this and the **Tenant Info** screen allow you to filter or select records based on the fields. **Selecting** a value in one of the fields allows only units or tenants that have the selected value. This allows you to be very specific in the tenants or units you select. For example: You could design a report to list all delinquent tenants in 10x10 units who rented because they were previous tenants and who selected Deans & Homer Insurance. This may seem far fetched but shows the detail that may be designed into this report.

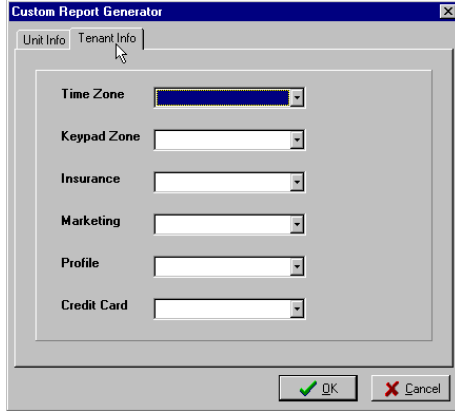


Figure 3-81

Unit	First Name	Last Name	Home Phone	Work Phone
999	REWARD	WISSE	(704) 252-8009	(704) -
998	EMERSON	WISSE	(704) 252-8007	(704) 843-1142
901	HEATHER	WALTONA	(704) 252-7620	(704) 849-9622
902	CATY	BOONE	(704) 252-8222	(704) 849-9744
903	DAVID	WALSH	(704) 252-3862	(704) 252-3863
904	GARY	FARRUGH	(704) 843-7746	(800) 457-6588
905	DAVID B.	JOHNS	(704) 843-3677	(704) -
906	MATTHEW	FLORENCE	(704) 252-0796	(704) 252-0798
907	DEWID	WALSH	(704) 843-9131	(704) 843-9862
908	GENTILE	COCHRANE	(704) 843-1728	(704) -
909	MICHAEL W.	MARTIN	(704) 254-1219	(704) 843-2640
910	MICHAEL L.	CHODOCK	(704) 843-8448	(704) -
911	JAMES S.	KILLEN	(704) 843-7807	(704) -
912	GARY	CAUSE	(704) 252-2588	(704) 252-1858
913	MELANIE	PRESSLEY	(800) 254-1874	(704) -
914	JIM	FRUIT	(704) 843-8003	(704) -
915	JIM	SHIPPARD	(704) 843-7528	(704) -
916	ROBERT	WAGNER	(704) 843-0176	(704) -
918	Manny	MARSH	(704) 843-1150	(704) -
919	DEWEE	YANDELOW	(704) 843-8606	(704) 252-0804
921	BILL	ODOLBY	(704) 252-9000	(704) -
922	BILL	YOUNGHALL	(704) -	(704) 843-4898
925	JOHN P.	SCHRAMM	(704) 254-0399	(704) -
926	JENNIFER	FRISSELL	(704) 843-0074	(704) -
927	KAREN	KEYES	(704) 254-2854	(704) 252-4448
928	LORETTA	REICHE	(704) 252-4426	(704) 252-4428
929	KRY	JOHNSON	(704) -	(704) 843-9608
931	KARLENE	CHILLO	(704) 843-7868	(704) 843-1563
934	DANIEL	WHITE	(704) 843-2412	(704) 843-7319
935	ALEXIA	WATSON	(800) 254-1874	(704) -

Figure 3-82

9. Click on the **Tenant Info** tab. Figure 3-81.
8. The **Tenant Info** window will be shown where you may **Select** values to limit the selection further for the report. Figure 3-81.
9. When all selections have been made, **Click** on the **OK** button to run and display the report or the **Cancel** button to abandon the operation.
10. **Clicking** on the **OK** button, Figure 3-81, will open the report display window with the title of **Custom Report** and run the Custom Report. Figure 3-82.
11. The columns displayed are: Unit Number, First Name, Last Name, Home Phone, and Work Phone.
12. The total at the end of the report is: Total Units (listed in the report).
13. **Click** on the **Close** button to return to the **Report Menu**.

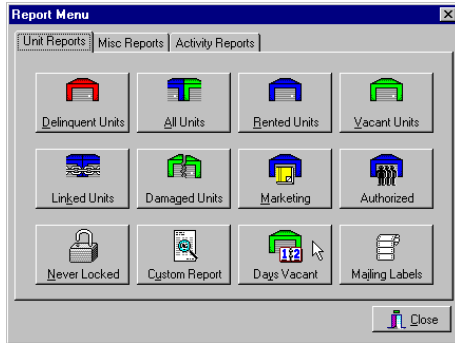


Figure 3-83

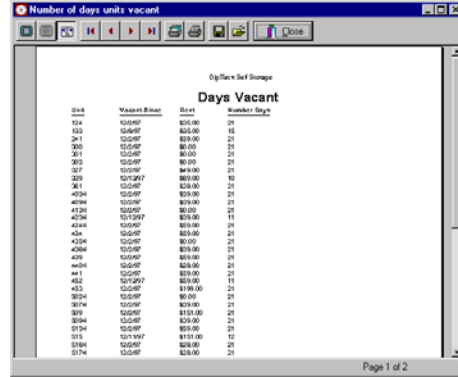


Figure 3-84

Days Vacant

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. Figure 3-83.
2. **Click** on the **Days Vacant** button.
3. This will open the report display window with the title of **Number of days units vacant** and run the Days Vacant report. Figure 3-84.
4. The columns displayed here are: Unit, Vacant Since (Date), Rent (Amount), and Number Days (Vacant).
5. The totals at the end of the report are:
Total Units (listed in the report)
Total Rent/Month (for the listed units).
6. **Click** on the **Close** button to return to the **Report Menu**.

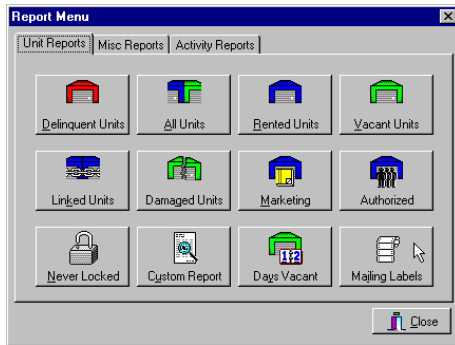


Figure 3-85

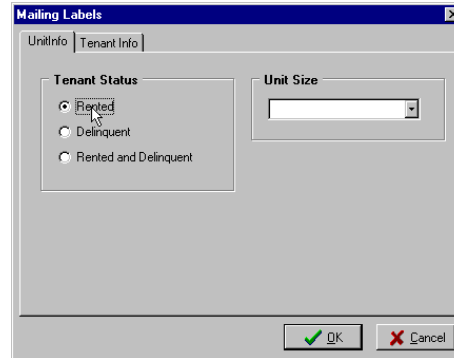


Figure 3-86

Mailing Labels

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. Figure 3-85.
2. **Click** on the **Mailing Labels** button.
3. This will open the **Mailing Labels** window with the **Unit Info** tab active. Figure 3-86.
NOTE: The fields on this and the **Tenant Info** screen allow you to filter or select records based on the fields. **Selecting** a value in one of the fields allows only units or tenants that have the selected value. This allows you to be very specific in the tenants or units you select.
4. **Select** the **Tenant Status** you want and a value for **Unit Size** if you want to limit the labels selected to a specific size unit.
5. **Click** on the **Tenant Info** tab.

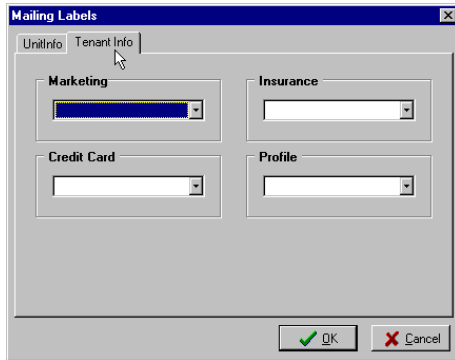


Figure 3-87

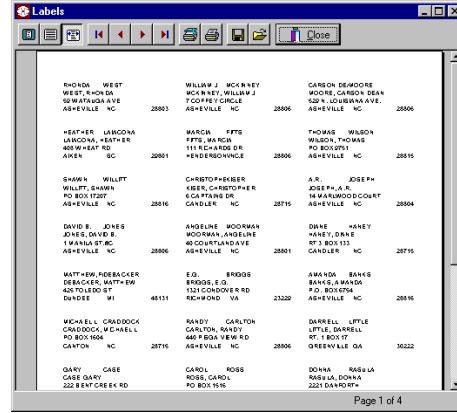


Figure 3-88

- 6 The **Tenant Info** window will be shown where you may **Select** values to limit the selection further for the report. Figure 3-87.
7. When all selections have been made, **Click** on the **OK** button to run and display the report or the **Cancel** button to abandon the operation.
- 8 **Clicking** on the **OK** button, Figure 3-87, will open the report display window with the title of **Labels** and run the mailing label report. Figure 3-88.
9. The labels are listed or printed, if you select, in a 3 across format on 1" x 2 5/8" labels. (Avery 5160 or equivalent.)
10. **Click** on the **Close** button to return to the **Report Menu**.

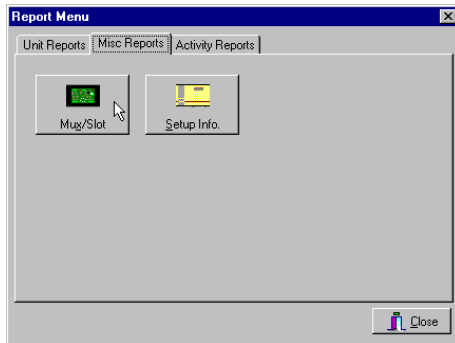


Figure 3-89

Unit Number	Mux Number	Slot	Status	
007	S	Mux Report File	2	A
008	S	Mux Report File	7	A
009	S	Mux Report File	10	A
000	S	Mux Report File	5	A
001	S	Mux Report File	3	A
002	S	Mux Report File	9	A
002	S	Mux Report File	1	A
004	S	Mux Report File	44	A
005	S	Mux Report File	8	A
006	S	Mux Report File	42	A
007	S	Mux Report File	6	A
008	S	Mux Report File	42	A
009	S	Mux Report File	4	A
100	S	Mux Report File	41	A
111	S	Mux Report File	11	A
112	S	Mux Report File	45	A
113	S	Mux Report File	12	A
114	S	Mux Report File	46	A
115	S	Mux Report File	13	A
116	S	Mux Report File	47	A
117	S	Mux Report File	47	A
118	S	Mux Report File	48	A
119	S	Mux Report File	15	A
120	S	Mux Report File	49	A
121	S	Mux Report File	36	A
122	S	Mux Report File	30	A
123	S	Mux Report File	17	A

Figure 3-90

Misc Reports

This section shows how to run the **Misc Reports** and looks at the format of each report. The controls for each of the reports in the display window are identical and have been explained completely at the beginning of this chapter. When the **Report Menu** opens, the **Unit Reports** tab is active. **Click** on the **Misc Reports** tab to activate it.

Mux/Slot

- From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. **Click** on the **Misc Reports** tab. Figure 3-89.
- Click** on the **Mux/Slot** button.
- This will open the report display window with the title of **Mux/Slot Report** and run the Mux/Slot Report. Figure 3-90.
- The columns displayed are: Unit Number, Mux Number, Slot, and Status. (A for Armed or D for Disarmed)
- There are no totals for this report.
- Click** on the **Close** button to return to the **Report Menu**.

NOTE: This report is only valid for sites that have individual Door Alarms.

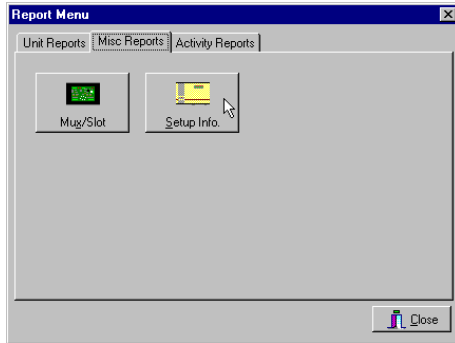


Figure 3-91

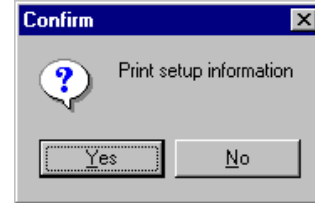


Figure 3-92

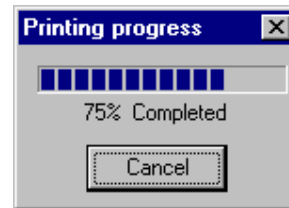


Figure 3-93

Setup Info

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. **Click** on the **Misc Reports** tab. Figure 3-91.
 2. **Click** on the **Setup Info.** button.
- NOTE:** The **Setup Info** is a series of reports that show your system configuration and print as a batch. It is a good idea to print and store these reports after your system is set up and running properly. The information these reports contain can aid our Service Department in resolving any problems that may occur at a later date.
3. This will open the **Confirm** window with the prompt Print setup information. Figure 3-92.
 4. **Click** on the **Yes** button to print the reports or on the **No** button to return to the **Report Menu**.
 5. **Clicking** on the **Yes** button will open the **Windows 95 Print** window where you can select printers, etc.
 6. After making printer and page selections, **Click** on the **OK** button to print the reports or on the **Cancel** button to return to the **Report Menu**.
 7. **Clicking** on the **OK** button will open the **Printing progress** window with a progress bar and prompt to show the status of the print job. Figure 3-93.
 8. **Clicking** on the **Cancel** button will stop output to the printer and return you to the **Report Menu**.

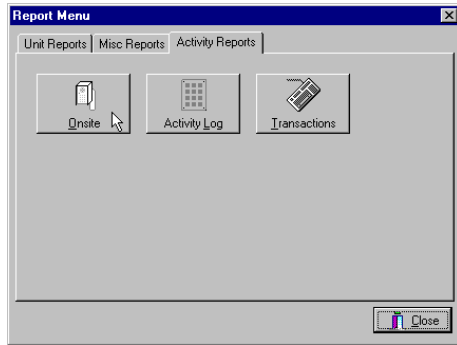


Figure 3-94

Unit Number	Tenant Name	Area	Count
122	YOUNGBRILL	Onsite	1
400	WESS	Onsite	1
612	BERGEN	Onsite	1
Total Units: 3			

Figure 3-95

Activity Reports

This section shows how to run the **Activity Reports** and looks at the format of each report. The controls for each of the reports in the display window are identical and have been explained completely at the beginning of this chapter. When the **Report Menu** opens, the **Unit Reports** tab is active. **Click** on the **Activity Reports** tab to activate it.

Onsite

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. **Click** on the **Activity Reports** tab. Figure 3-94.
2. **Click** on the **Onsite** button.
3. This will open the report display window with the title of **Tenant Onsite Report** and run the **Tenants Onsite Report**. Figure 3-95.
4. The columns displayed are: Unit Number, Tenant Name, Area, and Count (number of times the code has been used for entry without being used for exit. May denote tailgating.)
5. The total at the end of the report is: Total Units (listed in the report.)
6. **Click** on the **Close** button to return to the **Report Menu**.

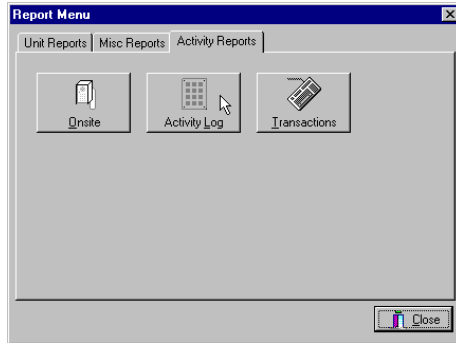


Figure 3-96

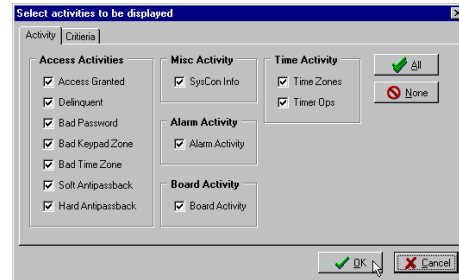


Figure 3-97

Activity Log

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. **Click** on the **Activity Reports** tab. Figure 3-96.
2. **Click** on the **Activity Log** button.
3. This will open the **Select activities to be displayed** window with the **Activity** tab active. Figure 3-97.
4. You can select the types of activity that you want to include in the report by **Selecting** (checking) or **Deselecting** (unchecking) any of the check boxes on this screen.
5. The **All** and **None** buttons will **Select** or **Clear** all the check boxes respectively.
6. When all selections are made, **Click** on the **Criteria** tab.
7. This opens the **Criteria** window where you can select a specific **Unit Number** or a date range for the activities on the report. Figure 3-98.

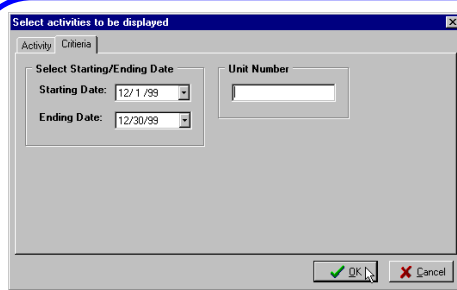


Figure 3-98



Figure 3-99

Date	Time	Unit	Password	Name	Input Point	Activity	
12/09/97	9:15:01 AM					Cold Start	
12/09/97	9:28:22 AM				Man Board Valve	Board Online	
12/09/97	9:30:25 AM				Man Board Valve	Temperature	
12/09/97	9:15:01 AM					Cold Start	
12/09/97	9:30:25 AM				Open Alarm Zoned	Alarm Zone Armed	
12/09/97	9:30:25 AM				Pressure Bypass	Alarm Zone Armed	
12/09/97	9:30:25 AM				Man Board Valve	Board Online	
12/09/97	9:30:25 AM				Man Board Valve	Temperature	
12/09/97	9:40:37 AM					Keypad Board One	Board Online
12/09/97	9:41:22 AM	447		WEST	Keypad One	Access Granted	
12/09/97	9:41:27 AM		000000706		Keypad One	Board Password	
12/09/97	9:41:38 AM		000000705		Keypad One	Board Password	
12/09/97	9:41:46 AM	106		SEBACKEE	Keypad One	Relinquish	
12/09/97	9:42:06 AM	122		YOUNGSMALL	Keypad One	Access Granted	
12/09/97	9:42:25 AM	812		BERGEN	Keypad One	Access Granted	

Figure 3-100

8. To limit the report to a specific unit, type a valid unit number into the **Unit Number** field. Figure 3-98.
9. To enter a date range, **Select** the month, day, or year and type your choice or **Click** on the down arrow to the right of the **Starting Date** field. Figure 3-98.
10. This will open the calendar. Figure 3-99. The current date is shown at the bottom of the window.
11. At the top of the window are left and right arrow buttons. **Click** on these to change the month, backward and forward, respectively.
12. **Click** on the correct day.
13. Repeat steps 9-12 for the **Ending Date** field.
14. When all selections have been made, **Click** on the **OK** button to run the report or on the **Cancel** button to abandon the operation.
15. This will open the report display window with the title of **Activity Log** and run the Activity Log report. Figure 3-100.
16. The columns displayed are: Date, Time, Unit, Password, Name, Input Point, and Activity.
17. There are no totals for this report.
18. **Click** on the **Close** button to return to the **Report Menu**.

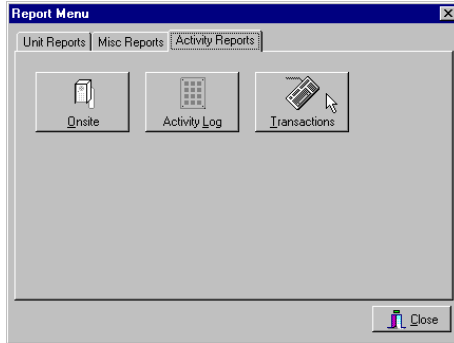


Figure 3-101

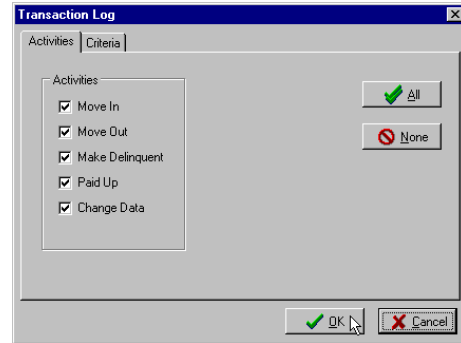


Figure 3-102

Transactions

1. From the **Main Menu**, Figure 3-46, Page 3-24, **Click** on the **Report** button to open the **Report Menu** window. **Click** on the **Activity Reports** tab. Figure 3-101.
2. **Click** on the **Transactions** button.
3. This will open the **Transaction Log** window with the **Activities** tab active. Figure 3-102.
4. You can select the types of activity that you want to include in the report by **Selecting** (checking) or **Deselecting** (unchecking) any of the check boxes on this screen.
5. The **All** and **None** buttons will **select** or **Clear** all the check boxes respectively.
6. When all selections are made, **Click** on the **Criteria** tab.
7. This opens the **Criteria** window where you can select a

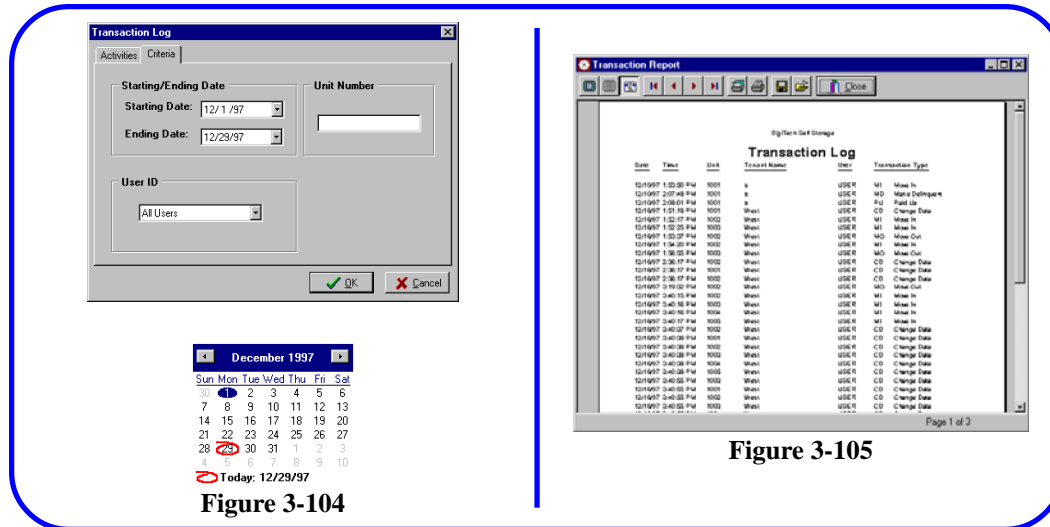


Figure 3-105

- specific date range, **User ID**, or a **Unit Number** for the transactions on the report. Figure 3-103.
8. To limit the report to a specific unit, type a valid unit number into the **Unit Number** field. Figure 3-103.
 9. To limit the report to a specific User, select one of the users from the **User ID** list box.
 10. To enter a date range, select the month, day, or year and type your choice or **Click** on the down arrow to the right of the **Starting Date** field. Figure 3-103.
 11. This will open the calendar. Figure 3-104. The current date is shown at the bottom of the window.
 12. At the top of the window there are left and right arrow buttons. **Click** on these to change the month, backward and forward, respectively.
 13. **Click** on the correct day.
 14. Repeat steps 10-13 for the **Ending Date** field.
 15. When all selections have been made, **Click** on the **OK** button to run the report or on the **Cancel** button to abandon the operation.
 16. This will open the report display window with the title of **Transaction Report** and run the

- Transaction Log report. Figure 3-105.
17. The columns displayed are: Date, Time, Unit, Tenant Name, User, and Transaction Type.
 18. There are no totals for this report.
 19. **Click** on the **Close** button to return to the **Report Menu**.

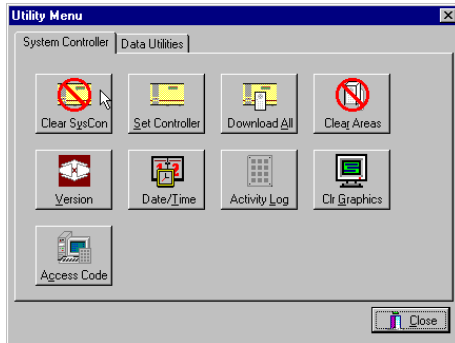


Figure 3-106

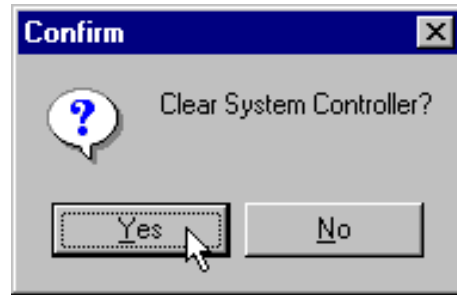


Figure 3-107

Utility

This section deals with **System Controller** utilities and **Data Utilities**. The following utilities are routines that you may use to control and perform minor maintenance to your **DigiGate-700 for Windows** system. Each button on the **Utility Menu** performs a specific task which will be explained in the following pages. For all of the following, we will assume that you have **Clicked** on the **Utility** button on the **Main Menu**, Figure 3-46, Page 3-24, and that the **Utility Menu** window is active.

System Controller Utilities

Clear SysCon

1. From the **Utility Menu** with the **System Controller** tab active, **Click** on the **Clear SysCon** button. Figure 3-106.
3. **Click** on the **Yes** button to clear the SysCon or on the **No** button to abandon the operation.

NOTE: The **DigiGate-700 for Windows** System Controller (SysCon) is the heart of the system and performs the access control. Clearing the SysCon removes **ALL** programming from the controller.

Warning: this action should not be performed unless directed by a Service Technician.

2. This will open the **Confirm** window with a prompt of "Clear System Controller?" Figure 3-107.

NOTE: To restore the System Controller after doing a **Clear SysCon**, do **Set Controller**, then **Download All**. Pages 3-52 and 3-53.

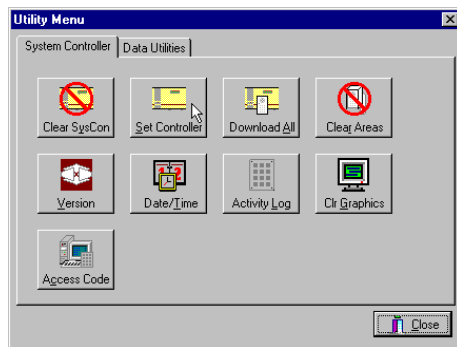


Figure 3-108

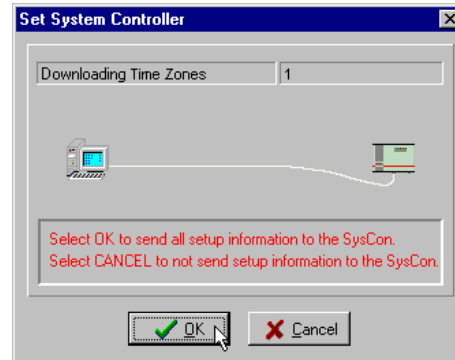


Figure 3-109

1. From the **Utility Menu** with the **System Controller** tab active, **Click** on the **Set Controller** button. Figure 3-108.

NOTE: Setting the **DigiGate-700 for Windows** System Controller (SysCon) transfers all programming and site settings back to the SysCon from the data files on your hard disk. This sets the controller to act in the way you decided in Chapter 2.

2. This will open the **Set System Controller** window. Figure 3-109.
3. **Click** on the **OK** button to set the SysCon or on the **Cancel** button to abandon the operation.
4. In the two data areas at the top of the screen, you will see the operation being performed, and the information being transferred. Figure 3-109.
5. When the operation has been completed, you will return to the **Utility Menu**.

NOTE: When the operation has been completed, you will see several entries in the Activity Log dealing with Zones Armed, Boards Online, Tamper, etc. The exact list is determined by your system setup.

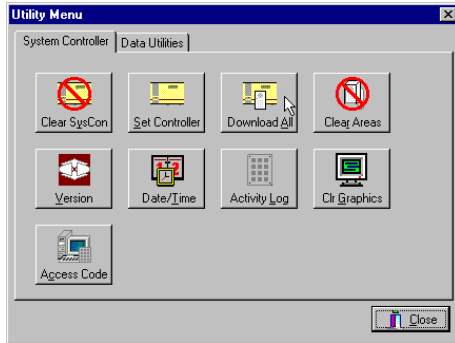


Figure 3-110

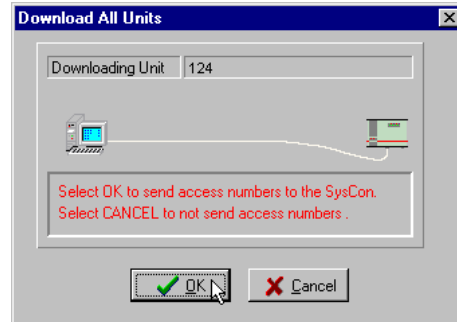


Figure 3-111

Download All

1. From the **Utility Menu** with the **System Controller** tab active, **click** on the **Download All** button. Figure 3-110.

NOTE: This operation transfers all tenant information to the System Controller. The information includes the password, time zone, keypad zone, etc. This sets the controller for the access conditions you have chosen for each individual tenant.
2. This will open the **Download All Units** window. Figure 3-111.
3. **Click** on the **OK** button to download the rented units or on the **Cancel** button to abandon the operation.
4. You will see the operation being performed and the unit numbers for the information being transferred in the two data areas at the top of the screen. Figure 3-111.
5. When the operation has been completed, you will return to the **Utility Menu**.

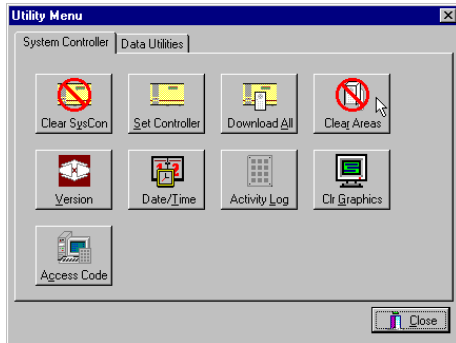


Figure 3-112



Figure 3-113

Clear Areas

1. From the **Utility Menu** with the **System Controller** tab active, **Click** on the **Clear Areas** button. Figure 3-112.

NOTE: This routine clears all of the tenants from the control area you select. This will remove any tenants that the System Controller lists as onsite. It will also clear the Graphics screen of blinking on site tenants if you have the **DigiGraphics** option. Also, if you have had your installer set the **AntiPassBack** option to **Hard**, any tenants in the area cleared **WILL NOT** be able to use the keypads to open the exit gate.

2. This will open the **Clear Control Areas** window. Figure 3-113.
 3. All control areas defined in your system setup, will be listed in the white data area on the screen. **Select** (Check) or **Deselect** (Uncheck) these control areas as needed.
- NOTE:** The **All** and **None** buttons on this screen will **Select** or **Deselect** all control areas respectively.
4. **Click** on the **OK** button to clear the area or on the **Cancel** button to abandon the operation.
 5. When the operation has been completed, you will return to the **Utility Menu**.

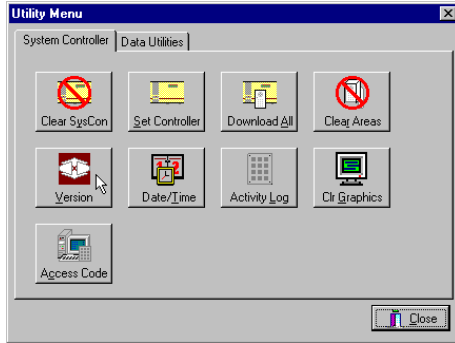


Figure 3-114

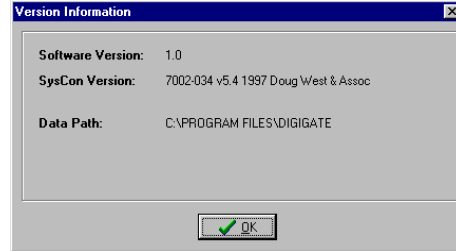


Figure 3-115

Version

1. From the *Utility Menu* with the *System Controller* tab active, **Click** on the *Version* button. Figure 3-114.
2. This will open the *Version Information* window.
3. This screen displays the software version, the SysCon chip version, and the path to all data files in the system.
4. **Click** on the *OK* button to return to the *Utility Menu*.

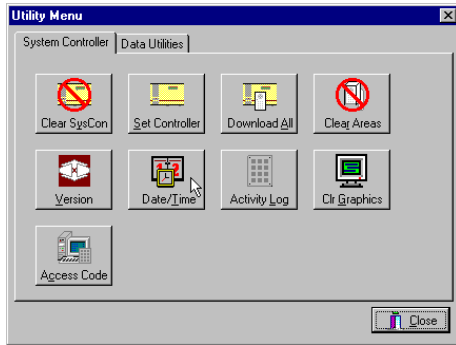


Figure 3-116

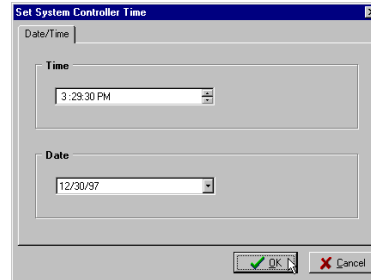


Figure 3-117

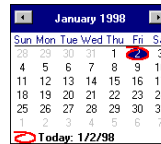


Figure 3-118

Date/Time

- From the **Utility Menu** with the **System Controller** tab active, **Click** on the **Date/Time** button. Figure 3-116.
- This will open the **Set System Controller Time** window. Figure 3-117.
- To change the time, **Select** the hours, minutes, seconds, or AM/PM and use the spinner arrows at the right of the field to increase or decrease the numbers.
- To change the date, **Select** the month, day, or year and type your choice or **Click** on the down arrow to the right of the **Date** field. Figure 3-117.
- This will open the calendar. Figure 3-118. The current date is shown at the bottom of the window.
- At the top of the window are left and right arrow buttons. **Click** on these to change the month, backward and forward, respectively.
- Click** on the correct day.
- When all selections have been made, **Click** on the **OK** button to update the date/time or the **Cancel** button to abandon the operation and return to the **Utility Menu**.

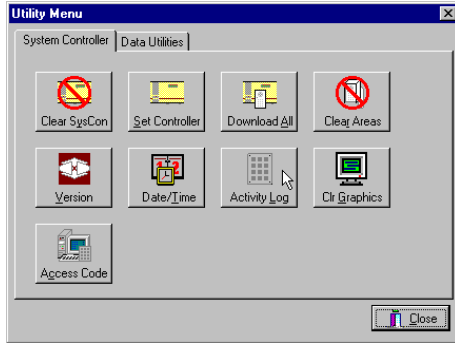


Figure 3-119

The screenshot shows a window titled "DigiGate Activity Log" containing a table with the following data:

Date	Time	Input Point	Password	Unit	Tenant Name	Activity Message
12/30/97	10:41:40 AM	Mag Board Fire				Tamper Open
12/30/97	10:41:50 AM	Keypad One	000000001 ----			Bad Password
12/30/97	10:41:57 AM	Keypad One	-----	A002	Loftin	Access Granted
12/30/97	10:42:00 AM	Keypad One	-----	A003	Smith	Delinquent
12/30/97	10:42:04 AM	Keypad One	000000004 ----			Bad Password

Figure 3-120

Activity Log

1. From the **Utility Menu** with the **System Controller** tab active, **Click** on the **Activity Log** button. Figure 3-119.
2. This will open the **DigiGate Activity Log** window. Figure 3-120.
3. This allows you to view the activity that has occurred at your location. The actual window displayed can be changed in the "Setup" section, Chapter 2, Page 2-9, to modify the number of activities or the length of time the window remains active.

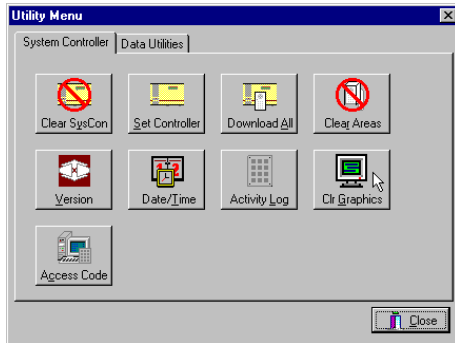


Figure 3-121

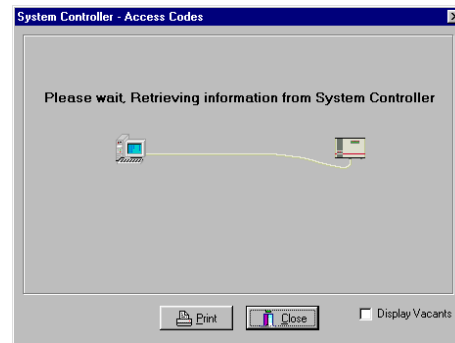


Figure 3-122

Clear Graphics

1. From the **Utility Menu** with the **System Controller** tab active, **Click** on the **Clr Graphics** button. Figure 3-121.

NOTE: This operation only applies to systems that have the **DigiGraphics** option.

This option removes the solid highlighting that was created in the **Find** selection, Page 3-18 and 3-19.

2. No other window is opened in this operation. The Graphics display should be cleared of highlighting and the **Utility Menu** remains active.

NOTE: Flashing “Tenants on Site” highlights can only be cleared with **Clear Control Area**. See Page 3-54.

Access Code

1. From the **Utility Menu** with the **System Controller** tab active, **Click** on the **Access Code** button. Figure 3-121

NOTE: This operation retrieves the information stored in the **SysCon**, which can be used for diagnostics and compared to the information stored in the databases.

2. This opens the **System Controller Access Codes** window with a prompt of “Please wait, Retrieving information from System Controller”. Figure 3-122.
3. This window remains open while the information is being retrieved.

Unit	Last Name	Access Code	Time Zone	Keypad Zone	Status
A002	Loftin	000000002	1	1	R
A003	Smith	000000003	1	1	D
0A1005	Jones	000000000	0	0	R
0A1010	Jones	000000000	0	0	R
0A2015	Moses	0000011215	2	2	R
0B1050	Simpson	0000032135	1	1	R
0B2005	Goblin	0000011231	1	1	R
0C1040	Diamond	0000032141	1	1	R
0C1045	Crimmons	0000031215	1	1	R
0C2025	Stockwell	0000022354	1	1	R
0D1005	Diamond	0000032153	1	1	R
0D1035	Diamond	0000032125	1	1	R

Figure 3-123

Printout (Pg)

Access Codes Retrieved from System Controller

Unit	Last Name	Access Code	Time Zone	Keypad Zone	Status
A002	Loftin	000000002	1	1	R
A003	Smith	000000003	1	1	D
0A1005	Jones	000000000	0	0	R
0A1010	Jones	000000000	0	0	R
0A2015	Moses	0000011215	2	2	R
0B1050	Simpson	0000032135	1	1	R
0B2005	Goblin	0000011231	1	1	R
0C1040	Diamond	0000032141	1	1	R
0C1045	Crimmons	0000031215	1	1	R
0C2025	Stockwell	0000022354	1	1	R
0D1005	Diamond	0000032153	1	1	R
0D1035	Diamond	0000032125	1	1	R
0C0321	Crimmons	0000032132	1	1	R

Total Units: 13

Page 1 of 1

Figure 3-124

- When the information is retrieved completely, the center of the window is replaced with a grid. The columns displayed are Unit, Last Name, Access Code, Time Zone, Keypad Zone, and Status. Figure 3-123.
- By default, only rented units are displayed. **Select the *Display Vacants* check box** (lower right area of the screen) to include the information for vacant units in the listing.
- You can use the scroll bar on the right to scan the information.
- Click on the *Print* button** to print a listing of this information to the screen or on the ***Close* button** to return to the ***Utility Menu***.
- Clicking on the *Print* button**, Figure 3-123, opens the report display window with the title of ***Access Codes Retrieved from System Controller*** and runs the Access Codes Retrieved from System Controller report. Figure 3-124.
- The columns displayed are: Unit, Last Name, Access Code, Time Zone, Keypad Zone, and Status. Figure 3-124.
- The totals at the end of the report are: Total Units (listed in the report)
- Click on the *Printer* icon button** to print the report.
- Click on the *Close* button** to return to the ***Utility Menu***.

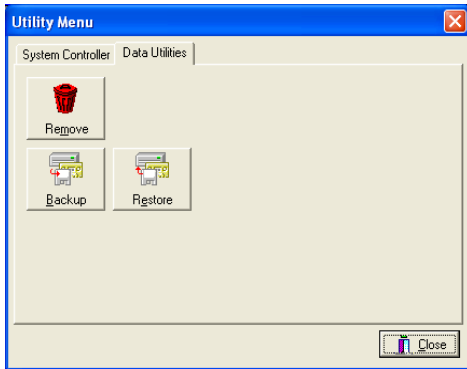


Figure 3-125

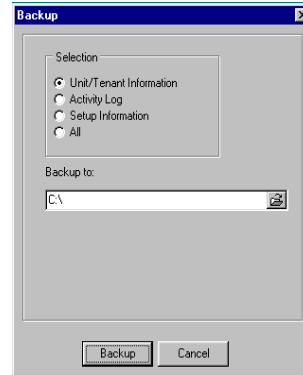


Figure 3-126

Data Utilities

Backup

Note: A more extensive set of instructions for Backup and Restore are located in Chapter 5 of this manual.

1. From the **Utility Menu** with the **Data Utilities** tab active, **Click** on the **Backup** button.
Figure 3-125.
2. This will open the backup window as shown in Figure 3-126.
3. Select the item that you wish to back up, and the location that you want to store the backup files. Note that any old files in the location you select will be overwritten.
4. Click on the **Backup** button to start the process.

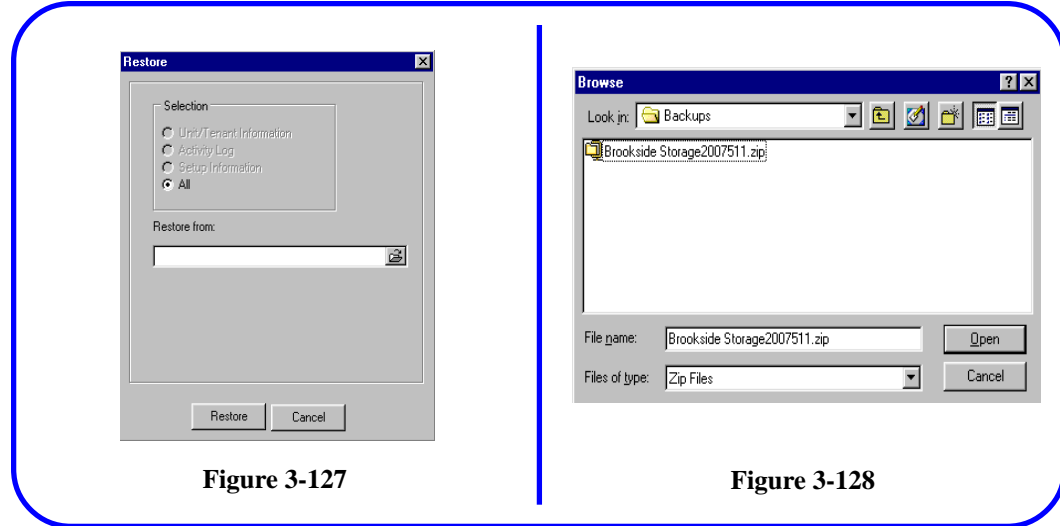


Figure 3-127

Figure 3-128

Restore

1. When you **Click** on the **Restore** button, the window in Figure 3-127 is displayed.
2. Select the location of your backup files. These are stored in a ZIP format. See Figure 3-128.
3. **Click** on the **Restore** button to begin the process.

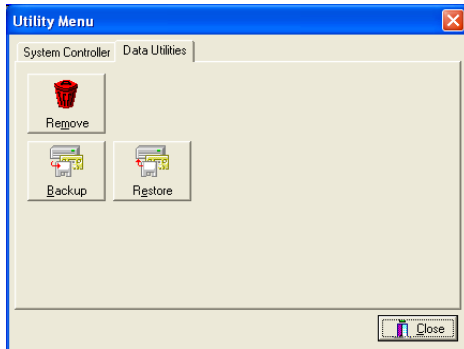


Figure 3-129

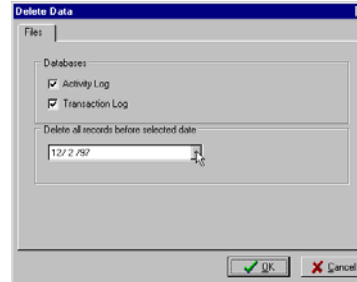


Figure 3-130

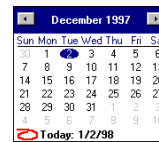


Figure 3-131

Remove

1. From the **Utility Menu** with the **Data Utilities** tab active, **Click** on the **Remove** button.
Figure 3-129.
2. This will open the **Delete Data** window.
Figure 3-130.
3. You can **Select** (Check) or **Deselect** (Uncheck) either of the databases, **Activity Log** or **Transaction Log**.
4. To change the date, select the month, day, or year and type your choice or **Click** on the down arrow to the right of the **Date** field.
Figure 3-130.
5. This will open the calendar. Figure 3-131. The current date is shown at the bottom of the window.
6. At the top of the window are left and right arrow buttons. **Click** on these to change the month, backward and forward, respectively.
7. **Click** on the correct day.
8. All records, up to and including the date chosen, will be deleted.

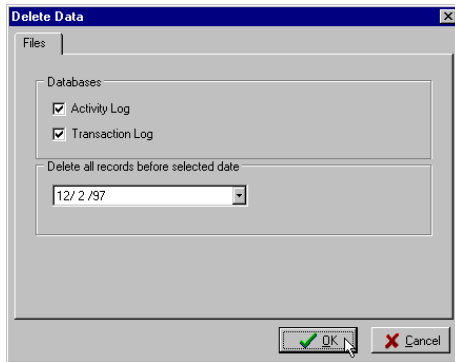


Figure 3-132

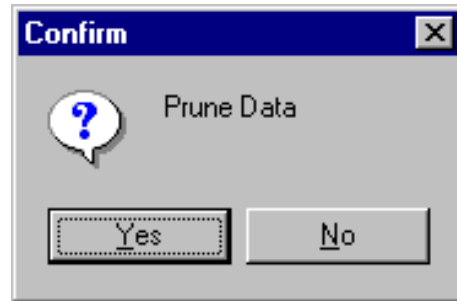


Figure 3-133

9. When all selections have been made, **Click** on the **OK** button to delete the records or on the **Cancel** button to abandon the operation and return to the **Utility Menu**. Figure 3-132.
10. This will open the **Confirm** window with a prompt of "Prune Data." Figure 3-133
11. **Click** on the **Yes** button to delete the records or on the **No** button to abandon the operation and return to the **Utility Menu**.

WARNING: This operation is removing data from your computer permanently!

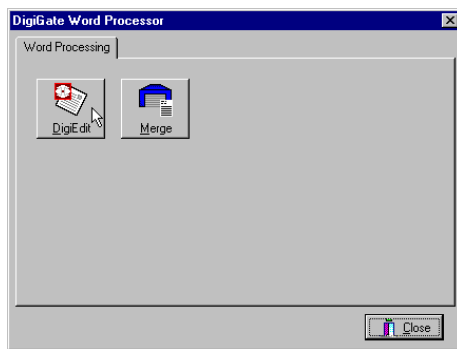


Figure 3-134

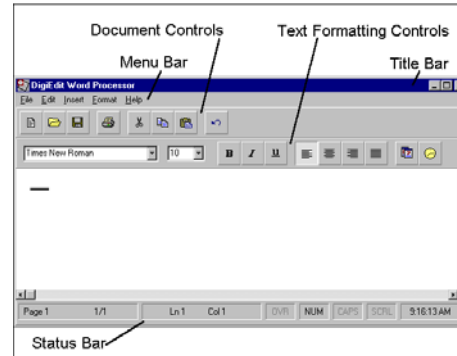


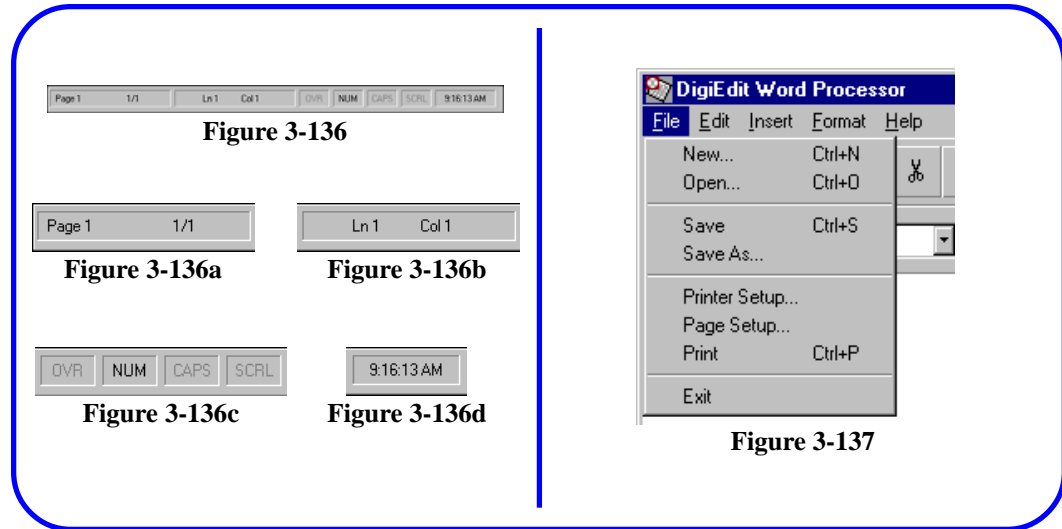
Figure 3-135

Word Processing - Editor

This section deals with **Word Processing**, both creating letters or forms and merging data from the **DigiGate-700** for **Windows** system into those letters or forms. For all of the following, we will assume that you have **Clicked** on the **Editor** button on the **Main Menu** and that the **DigiGate Word Processor** window is active.

DigiEdit Screen Layout

1. From the **DigiGate Word Processor** menu, **Click** on the **DigiEdit** button. Figure 3-134.
2. This will open the **DigiEdit Word Processor** window. Figure 3-135.
3. The editor follows Windows' word processor standards. The controls and layout will be familiar to windows word processor users.
4. Below the title bar and the bar menu are two rows of icon buttons that provide the standard word processor features.
5. The first row contains buttons for document (file) handling. These are: **Create a New Document**, **Open File**, **Save file**, **Print Document**, **Cut**, **Copy**, **Paste**, and **Undo Last Action**.
6. The second row contains controls for text formatting. These are: **Font Name**, **Font Size**, **Bold Text**, **Italic Text**, **Underline**, **Left Justified**, **Centered**, **Right Justified**, and **Flush both sides**.
7. The last two buttons on the second line will insert the Date and Time, respectively, at the cursor position in the document.



Status Bar

1. Figure 3-136 shows the **Status Bar** at the bottom of the **DigiGate Word Processor** window.
2. The first section of the **Status Bar** shows the page number and number of pages in the document. Figure 3-136a.
3. The second shows the line and column of the text cursor in the document. Figure 3-136b.
4. The third shows the state of the toggle keys. <Ins>, <Num Lock>, <Caps Lock>, and <Scroll Lock>. Figure 3-136c.
5. The last shows the current time. Figure 3-136d.

File Menu

1. **Clicking** on **File** on the menu bar opens the **File** menu. Figure 3-137.
2. **Selecting New** opens a new blank document.
3. **Selecting Open** opens an existing document.
4. **Selecting Save** saves the open file using the existing name, location, and type.
5. **Selecting Save As** also saves the open file, but allows you to change the name, location, and file type.
6. **Selecting Printer Setup** opens the Windows 95 Print Setup window to select and configure the printer you will use.
7. **Selecting Page Setup** allows you to change or set the documents margins, header and footer, paper size, and orientation.
8. **Selecting Print** will print the file to the default printer.
9. **Selecting Exit** quits the editor program.

NOTE: The first 3 options; **New**, **Open**, and **Save** and the **Print** option duplicate the actions of the first four Document Control icons.

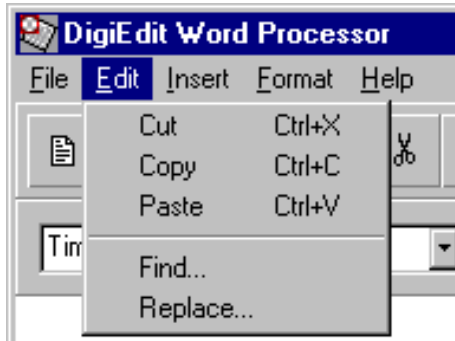


Figure 3-138

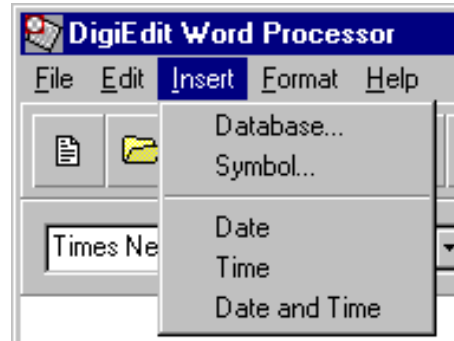


Figure 3-139

Edit Menu

1. Clicking on **Edit** on the menu bar opens the **Edit** menu. Figure 3-138.
2. Selecting **Cut** removes any selected text from the document and places it on the Windows 95 clipboard.
3. Selecting **Copy** copies any selected text from the document and places it on the **Windows 95** clipboard. This DOES NOT remove text from the document.
4. Selecting **Paste** replaces any selected text with that held on the clipboard. If NO text is selected, the clipboard contents are inserted into the document at the cursor location.
5. Selecting **Find** opens the **Find** window where you can type in text to locate in the document.
6. Selecting **Replace** opens the **Replace** windows where you can type in text to locate and additional text to replace the selection found.

NOTE: The first 3 options; **Cut**, **Copy**, and **Paste** duplicate the actions of the fifth, sixth, and seventh Document Control icons.

Insert Menu

1. Clicking on **Insert** on the menu bar opens the **Insert** menu. Figure 3-139.
2. Selecting **Database** opens the **Insert Database Item** window. The operation of this window is explained in the next section **Creating Merge Documents**.
3. Selecting **Symbol** opens the **Symbol** table where you can select special symbols or marks to place in your document.
4. Selecting **Date** inserts the current date at the cursor location in the document.
5. Selecting **Time** inserts the current time at the cursor location in the document.
6. Selecting **Date and Time** inserts the current date and time at the cursor location in the document.

NOTE: The **Date and Time** options duplicate the actions of the Date and Time icons at the end of the Text Formatting icons.

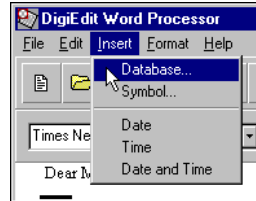


Figure 3-140

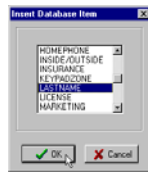


Figure 3-141

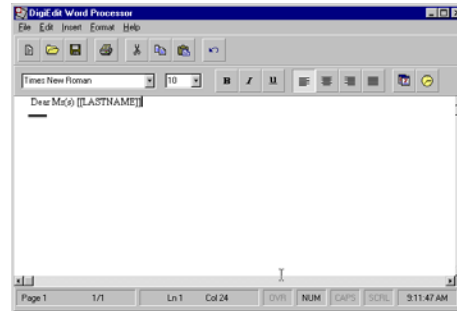


Figure 3-142

Creating Merge Documents

In order to create documents for Mail Merge, you need to know how to create insertion points for database fields in your document. Each insertion point will hold the contents of one data field, and each document printed will hold the information for one record in the database. Therefore, if you wanted to create bills, statements, or notifications for each tenant, or a specific group of tenants, you could layout the format in DigiEdit and place data fields for their name, address, unit number and the monthly rent in the text. When these documents are printed, the information for each tenant you select will be printed on a separate document or bill.

NOTE: See Appendix D for a list of data field names and their descriptions.

1. When you reach a point in your document to insert a data item, **Click** on **Insert** in the Windows Menu Bar to open the **Insert** menu.
Figure 3-140.
2. **Select Database** from the menu, Figure 3-140, to open the **Insert Database Item** window.
Figure 3-141.
3. Use the scroll bar to find the data field you want and **Select** it by **Clicking** on the data item.
Figure 3-141.
4. **Click** on the **OK** button to insert the data field or on the **Cancel** button to abandon the operation and return to the document.
Figure 3-141.
5. The data item will be inserted into the document at the cursor position. Figure 3-142.
6. Data items are enclosed in double brackets.
7. Continue typing and inserting data fields as needed. When the document is complete, save it to disk by **Selecting** the **Save** option on the **File** menu.
8. When your document prints, the information in that field of the tenant record will be printed in place of the bracketed field name and all text will be adjusted for the size of the substitution.
9. One document will be printed for each record selected in the database.

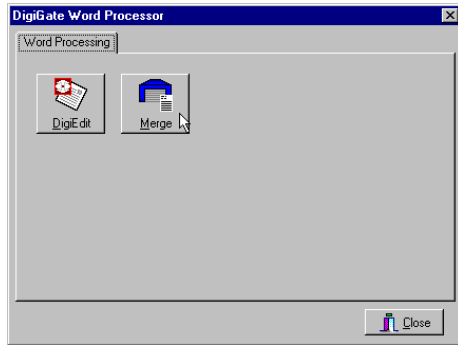


Figure 3-143

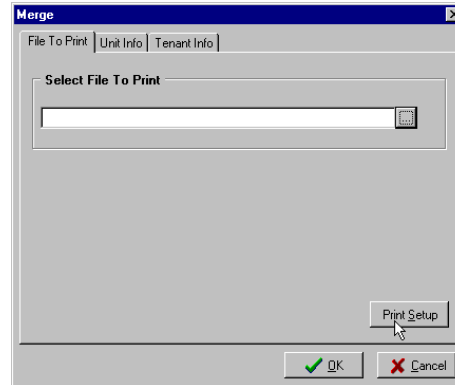


Figure 3-144

Merge

1. From the *DigiGate Word Processor* menu, **Click** on the **Merge** button. Figure 3-143.
2. This will open the *Merge* window with the **File to Print** tab active. Figure 3-144.
3. **Click** on the **Print Setup** button.

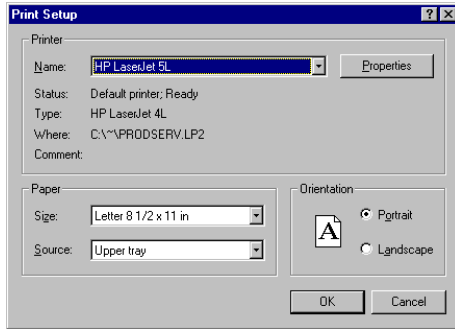


Figure 3-145

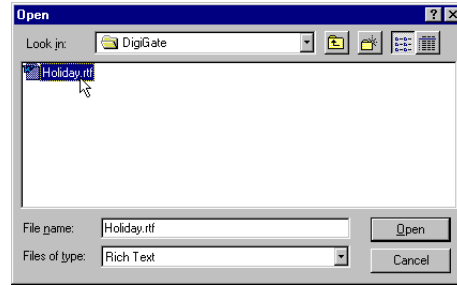


Figure 3-146

4. This opens the Windows **Print Setup** window that allows you to **Select** the printer you want to use. Figure 3-145.
5. **Click** on the **OK** button to **Select** the printer shown or on the **Cancel** button to abandon the operation and return to the **Merge** window.
6. On the **Merge** window, Figure 3-144, Page 3-68, **Click** on the button to the right of the **Select File To Print** field or type in the name and path of a text file you want to use. This will open the **Open** window with a list of the files you have produced with the **DigiEdit Word Processor**. Figure 3-146.
7. **Click** on the file name you want to use and **Click** on the **Open** button to select the file or on the **Cancel** button to abandon the operation and return to the **Merge** window.
8. Figure 3-147 shows an example of a merge file with the data fields that will be imported into the document in double brackets.

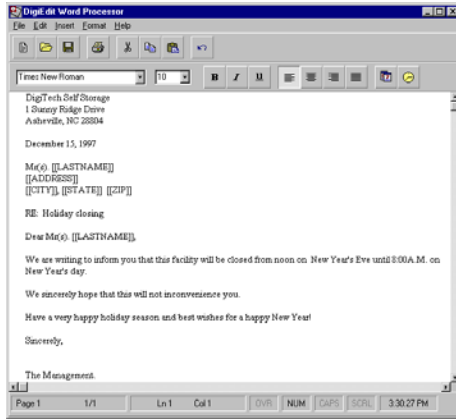


Figure 3-147

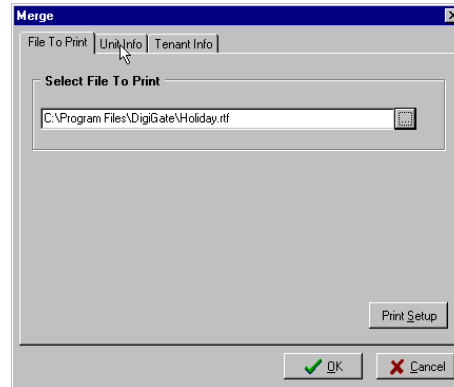


Figure 3-148

9. With your document **Selected**, Click on the **Unit Info** tab. Figure 3-148.
10. This will activate the **Unit Info** window,

Figure 3-149, which allows you to limit your selection to a specific unit (**Unit Number** field), all units by status

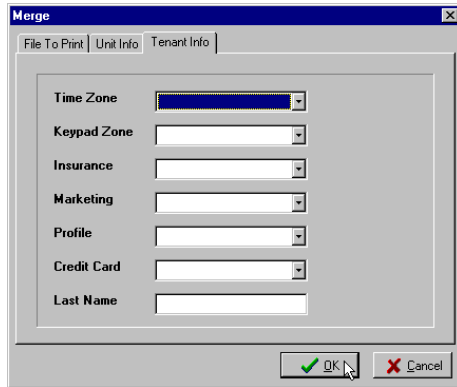


Figure 3-149

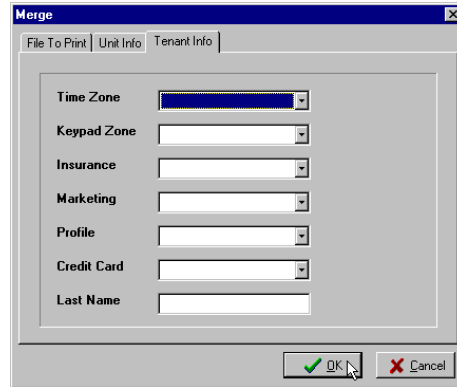


Figure 3-150

- (**Unit Status** field), and other groupings based on size, type, etc.
11. When you have made all necessary selections, **Click** on the **Tenant Info** tab.
 12. This will activate the **Tenant Info** window, Figure 3-150, which allows you to further limit your selection to a specific tenant (**Last Name** field), and/or by **Keypad Zone**, **Time Zone**, **Profile**, etc.
 13. When you have made all necessary selections, **Click** on the **OK** button to print the letter(s) or on the **Cancel** button to abandon the operation and return to the **DigiGate Word Processor** menu.



Figure 3-151

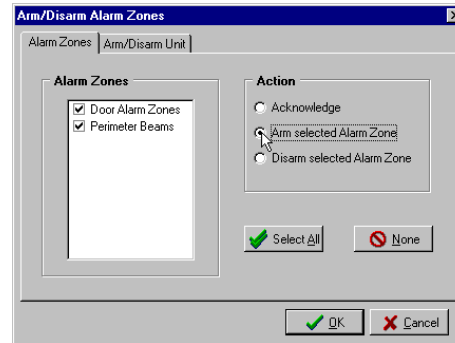


Figure 3-152

Arm/Disarm

This section deals with sites that have individual Door Alarms and/or security beams protecting their property. Some explanation of terms and concepts is needed here. The following section will describe setting **Alarm Zones** (activating and deactivating). It will also describe activating and deactivating alarms for individual units or groups of units.

An **Alarm Zone** is similar to a **Time Zone** or a **Keypad Zone**, in that it is the defining control for when and how alarms are generated, what signaling device is used and for how long, and what happens when the alarm is over. In short, it tells the **DigiGate-700 for Windows** system what to do when an alarm condition exists, for how long to do it, and what to do afterwards.

Each individual device, a door alarm, a perimeter beam, etc. must be assigned an **Alarm Zone**. Before an individual device can cause an alarm, its **Alarm Zone** must be activated. Therefore, an individual door or beam may be activated, but it will not cause an alarm unless its **Alarm Zone** is activated. Deactivating a Zone **WILL** deactivate all individual units or devices assigned to it, but activating a Zone will **NOT necessarily** activate all units or devices assigned to it.

Alarm Zone

1. From the **Main Menu**, Click on the **Arm/Disarm** button to open the window.
Figure 3-151.
2. This will open the **Arm/Disarm Alarm Zones** window with the **Alarm Zones** tab active.
Figure 3-152.
3. **Select** the **Action** you want to perform.

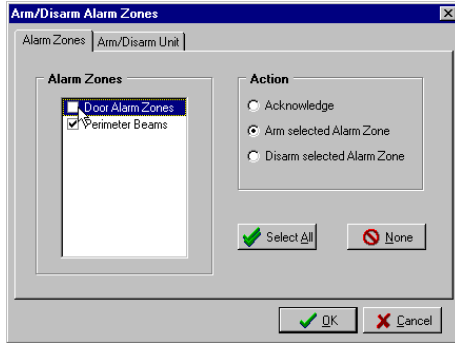


Figure 3-153

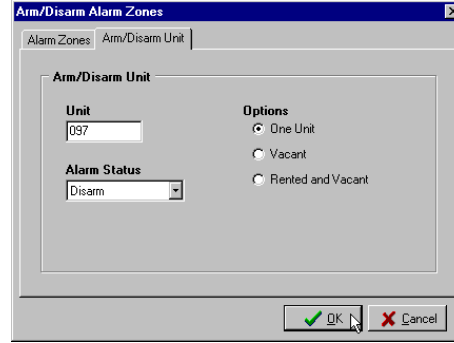


Figure 3-154

NOTE: If an alarm is sounding, **Selecting Acknowledge** and **Clicking on OK** will turn the siren off and reset the alarm zone. **Selecting the Arm or Disarm selected Alarm Zone** will perform the stated function when **OK** is **Clicked**.

4. **Select** (check) or **Deselect** (uncheck) the **Alarm Zones** check boxes you want.
Figure 3-153.
5. The **All** and **None** buttons will **Select** or **Clear** all the check boxes respectively.
6. When all selections have been made, **Click** on the **OK** button to perform the action or on the **Cancel** button to abandon the operation and return to the **Main Menu**.

The two tabs, **Alarm Zones** and **Arm/Disarm Unit** are independent windows. **OK** must be **clicked** when the selected windows is active to perform the desired action. **Clicking OK** on the **Alarm Zones** windows has **NO** effect on the **Arm/Disarm Unit** windows and vice versa.

Arm/Disarm Unit

1. **Click** on the **Arm/Disarm Unit** tab to work with individual or groups of units.
Figure 3-154.
2. In the **Options** area, **Select One Unit** and type a unit number in the **Unit** field to arm or disarm a single unit.
OR
Select the **Vacant** option under **Options** to specify all vacant units or **Rented and Vacant** to specify ALL units.
3. **Select Arm** or **Disarm** from the **Alarm Status** list box.
4. When all selections have been made, **Click** on the **OK** button to perform the action or on the **Cancel** button to abandon the operation and return to the **Main Menu**.
5. The **Confirm** window will open asking you to verify your decision. The prompt will pertain to the action you are performing.
6. **Click** on the **OK** button to perform the action or on the **Cancel** button to abandon the operation and return to the **Main Menu**.

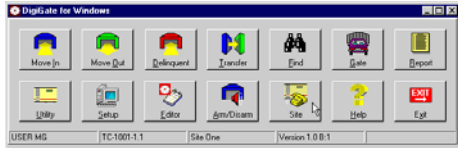


Figure 3-155

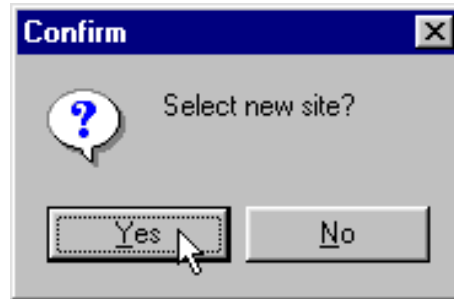


Figure 3-156

Site

This section **ONLY** applies to systems using the **Remote** version of the software. Systems that use the **Standard** version software will not have the **Site** button on their **Main Menu**, Figure 3-155.

Any action involving the unit or tenant data files or using the System Controller is Site specific. This means that the action will only be performed on the active or currently selected site. This includes all actions from the main menu except the **Setup** functions or the **Help** system. It **does** include the **Add**, **Delete**, and **Modify Units** sections of the **Setup** Menu.

The **Site** button on the main menu is used to **select** one specific site or change from one site to another. When any remote site is selected the program calls the number specified in the setup and makes a connection with the System Controller at the selected location. This connection is maintained as long as the site remains the active site. This provides real time transfer of information between the remote SYSCON and the **DigiGate** program. The older DOS version of the **DigiGate** program had to dial and connect for each transaction which caused a delay in the action being performed.

Remember to verify that you are logged on to the correct site before performing any tenant or unit action. The active site name is displayed in the center block at the bottom of the main menu.

Select Site

1. From the **Main Menu**, Click on the **Site** button. Figure 3-155.
2. This will open the **Confirm** window. Figure 3-156.
3. Click on the **Yes** button.

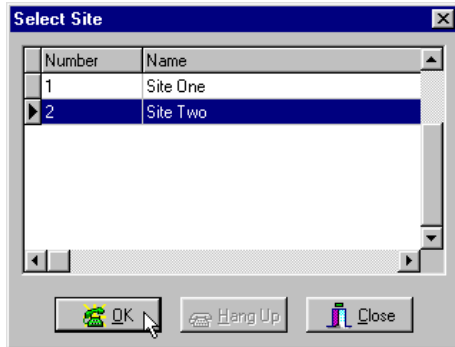


Figure 3-157

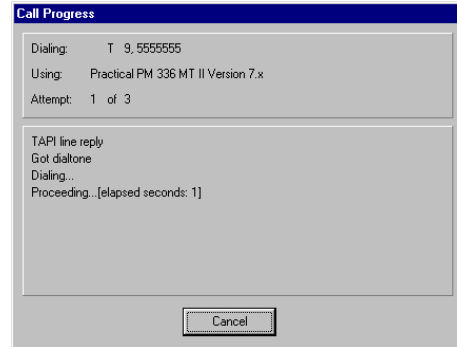


Figure 3-158

4. This will open the *Select Site* window. Figure 3-157.
5. **Select** the site you want and click on the *OK* button to make the site active, or on the *Cancel* button to return to the Main Menu.
6. If the Site you selected is a local site, the *Select Site* window will close and you will be at the Main Menu with the local site active.
7. If you selected a remote site, the *Call Progress* window will open giving the status of calling the remote modem. Figure 3-158.
8. Once connected, the *Call Progress* window will close returning you to the Main Menu with the site active.

NOTE: The *Hang Up* button at the bottom of the *Select Site* window allows you to disconnect from a remote site and remain logged to the site's databases. **Clicking** this button will break the phone connection to the site and return you to the Main Menu still logged to the site.

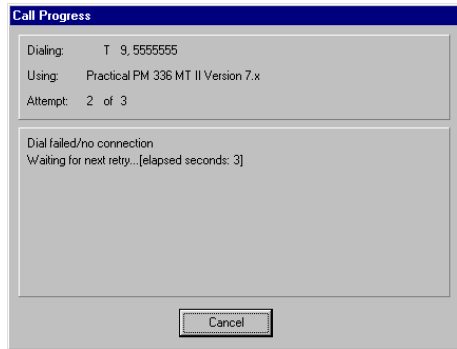


Figure 3-159

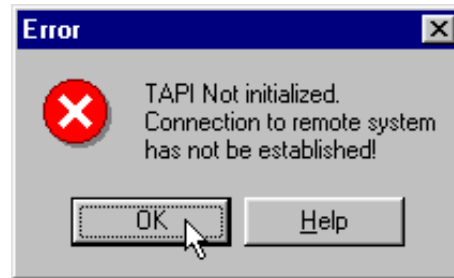


Figure 3-160

9. If there is any problem with the call to the remote modem, the **Call Progress** window will attempt to redial 3 times with approximately 30 seconds between each attempt. Figure 3-159.
10. You may click on the **Cancel** button at any time to abort the call. This will stop the attempt to connect with the remote System Controller but will still log you to the remote site's database. Any changes made will be saved in the databases but the information will have to be downloaded to the remote System Controller at a later time.
11. After three attempts to connect, the **Error** window will open with a message that communications could not be established. Figure 3-160.
12. **Click** on the **OK** button to return to the Main Menu. Again, you will be logged to the selected site's databases but will not have communications to the System Controller.

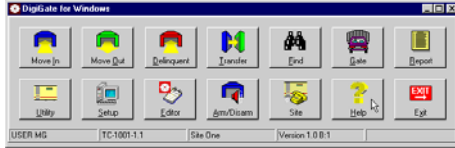


Figure 3-161

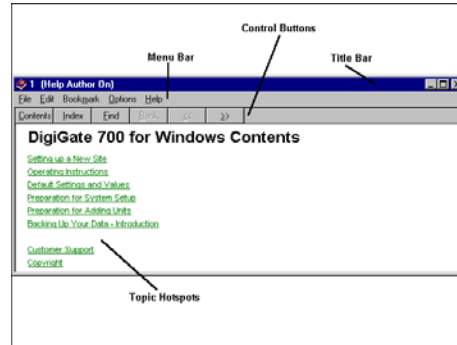


Figure 3-162

Help

The **DigiGate-700 for Windows Help** system was developed using the **Microsoft Windows Help Compiler**. Therefore, it is fully compliant with the **Windows Interface Standard**.

The Help system may be started in two ways:

1. The **Help** button on the **DigiGate-700 for Windows Main Menu** opens a fully tiered system following the program structure and the format of this manual in Hypertext.
2. From any screen in the program you can press the <F1> key to open the context sensitive help topic related to the calling screen.

The Help System Window

1. From the **Main Menu**, Click on the **Help** button.
Figure 3-161.

NOTE: See your Windows manual for a description of the Help system and its controls. Each screen in the Help system is called a topic and is known by the topic title on the first line in the text area.
2. This opens the Help System window with the "DigiGate-700 for Windows Contents" topic. Figure 3-162.
3. Below the standard Title and Menu bars is a group of Control Buttons. These are the **Contents**, **Index**, **Find**, and **Back** buttons. Figure 3-162.
4. The **Contents** button will return you to the **DigiGate-700 for Windows Contents** screen from any other topic screen.
5. The **Back** button will always return to the previous topic you had active.

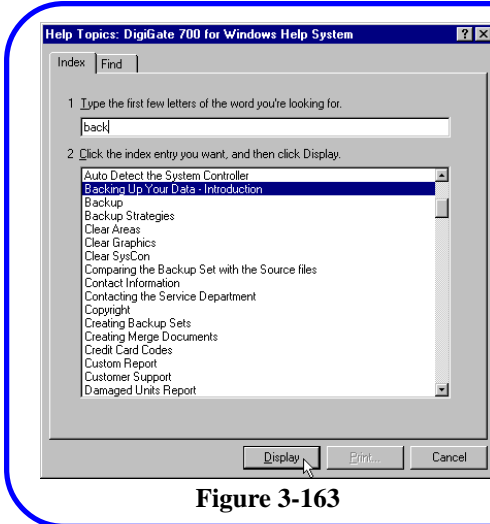


Figure 3-163

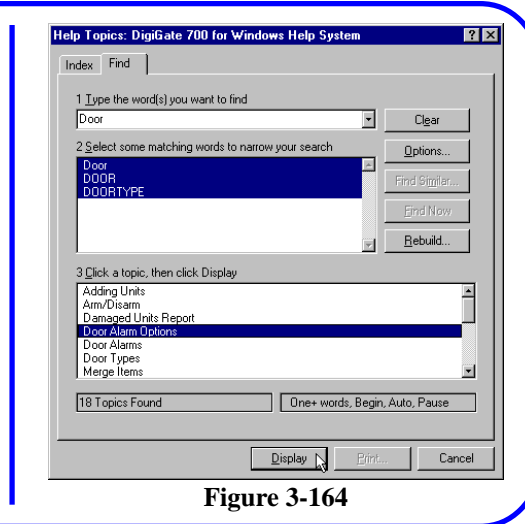


Figure 3-164

Index

1. The **Index** tab opens the **Help Topics: ...** window with an alphabetical list of topics. Figure 3-163.
2. Use the scroll bar or type a word in the data area above the list to locate a topic.
3. **Double Click** on the topic, or **Click** on a topic and then **Click** on the **Display** button, to bring up a topic.

Find

1. The **Find** tab opens the **Help Topics: ...** window with a search by typed words or phrases. Figure 3-164.

NOTE: The first time you use this option, you will be prompted to “Build a Database” for search options. Let Windows do this!

2. Here you are given categories based on your typed word or phrase. Each category will list the associated topics.
3. After typing, use the scroll bars to find and **Select** the topic you want.
4. **Double Click** on the topic, or **Click** on a topic and then **Click** on the **Display** button, to bring up a topic.

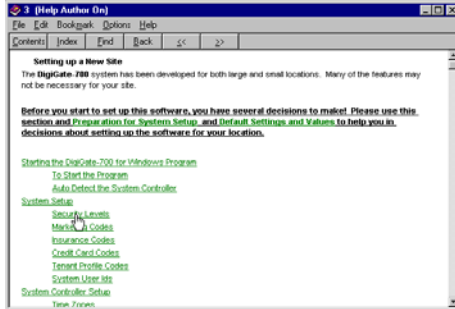


Figure 3-165



Figure 3-166

Hypertext Jumps

1. Below the topic title is the text area. In this text area is a list of other topics that are underlined green text. This denotes Topic or Jump Hotspots. Figure 3-165.
2. **Click** on one of these Hotspots, Figure 3-165, to jump to the topic title. Figure 3-166.

Show Me - Videos

1. On some topics you will see a **Show Me** button. Figure 3-166.
2. **Click** on this button to start a video clip showing the exact procedure to accomplish this task.



Figure 3-167



Figure 3-168

Exit (Quitting the Program)

1. From the **Main Menu**, Click on the **Exit** button to quit the program. Figure 3-167.
2. The **Confirm** window will open asking you to verify your decision. Figure 3-168.
3. Click on the **Yes** button to quit the program or on the **No** button to abandon the operation and return to the **Main Menu**.



Figure 3-169

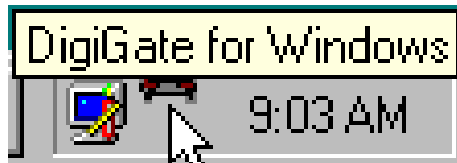


Figure 3-170

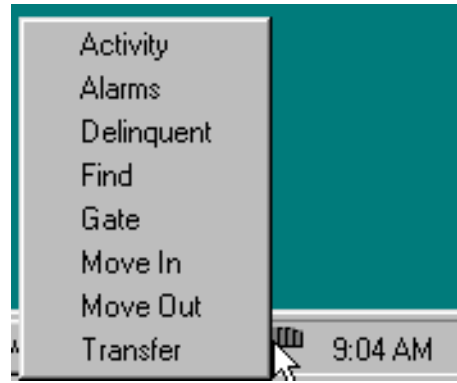


Figure 3-171

DigiGate on the Taskbar Notification Area

On the right side of the **Windows 95** Taskbar is an area called the Notification Area or "Tray." This area is used to display the clock and is available to programs for their own icon. When a program is started it can place an icon in the notification area. When this icon is **Clicked**, it will perform a task or open a menu.

The **DigiGate-700 for Windows** program uses an animated icon showing a gate opening with a car passing through the gate. Figure 3-169. Figure 3-170 shows the **DigiGate** icon with its bubble help.

1. When the **DigiGate-700 for Windows** program has been minimized to the Task Bar, **Clicking** on the **DigiGate** icon in the Tray, Figure 3-171, will open the main menu.
2. **Right click** on the **DigiGate** icon to open a menu of the most frequently used functions. Figure 3-171.
3. **Selecting** any of the options will open the operational screen for the task selected.

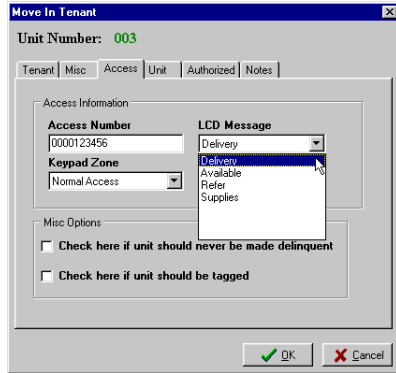


Figure 3-172



Figure 3-173

DigiGate System Options

LCD Keypad Option

The **LCD Option** setup (amount of time each message is displayed, the number of times a message will display for a tenant, and at what keypads the message will display), and the creation of custom messages was described in the “Options” section of Chapter 2. This section only deals with assigning messages to specific tenants.

The setups for any message may be modified each time the message is assigned to a tenant, changing the setup must be done in the setup menu, not here.

Assigning Messages at Move In

1. Click the **Move In** button on the **Main Menu** screen.
2. Select a unit and Click on the **OK** button.
3. This will open the **Move In Tenant** window. Figure 3-172.
4. Click on the **Access** tab.
5. Open the **LCD Message** list box to the right of the **Access Number** list box.
6. Select one of the messages.
7. When you have completed the move in, Click on the **OK** button. The message will display when the tenant uses the selected keypads for the number of times set in **Count** in the **Create new message** window, Figure 2-99, Page 2-50.

Assigning Messages in Find/Edit

1. Click the **Find** button on the **Main Menu** screen.
2. Select a unit and Click on the **OK** button.
3. This will open the **Find/Edit Unit Information** window. Figure 3-173.
4. Click on the **Access** tab.
5. Open the **LCD Message** list box to the right of the **Access Number** list box.
6. Select one of the messages.
7. When you have completed your changes, Click on the **OK** button. The message will display when the tenant uses the selected keypads for the number of times set in **Count** in the **Create new message** window, Figure 2-99, Page 2-50.

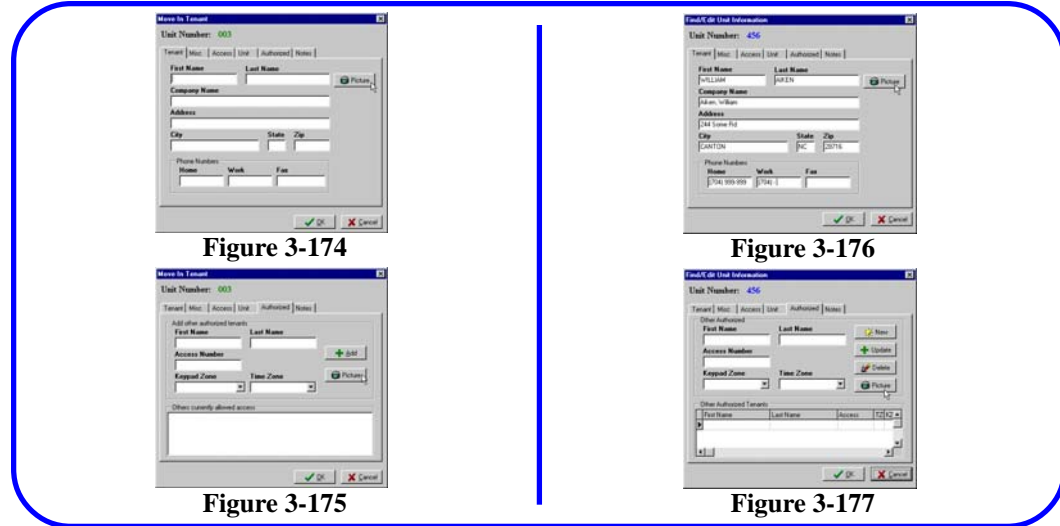


Figure 3-174

Figure 3-176

Figure 3-175

Figure 3-177

Picture Option

(Note: This item is not present in all versions of DigiGate Software)

The **Picture Option** allows you to place a captured or scanned image of a person into the tenant database and have it available to view in the tenant record. This picture will also be displayed in a popup window when the tenant's access code is entered at the keypad.

The pictures must be obtained independently of the **DigiGate-700 for Windows** program and saved in “.bmp” or “.jpg” format. You may save one picture per tenant and one picture each, for any **Other Authorized** tenants. It is strongly suggested that all image files be stored in one directory, ideally a directory under the **DigiGate** directory.

The four Figures above show the screens where you can assign a picture to a tenant or **Other Authorized** tenant in the **Move In** window or in the **Find/Edit Unit Information** window.

Assigning Pictures at Move In

1. Click the **Move In** button on the **Main Menu** screen.
2. Select a unit and Click on the **OK** button.
3. This will open the **Move In Tenant** window. Figure 3-174.
4. Select either the **Tenant** tab, Figure 3-174, or the **Authorized** tab, Figure 3-175.
5. Click on the **Picture** button on the right side of the screen.

Assigning Pictures in Find/Edit

1. Click the **Find** button on the **Main Menu**.
2. Select a unit and Click on the **OK** button.
3. This will open the **Find/Edit Unit Information** window. Figure 3-172, Page 3-82.
4. Select either the **Tenant** tab, Figure 3-176, or the **Authorized** tab, Figure 3-177.
5. Click on the **Picture** button on the right side of the screen.

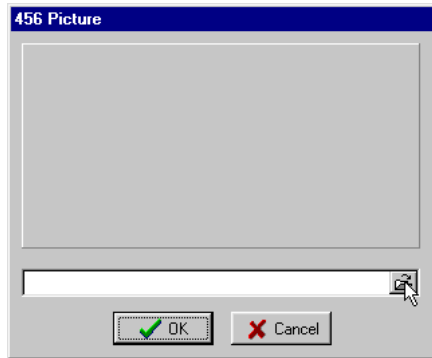


Figure 3-178

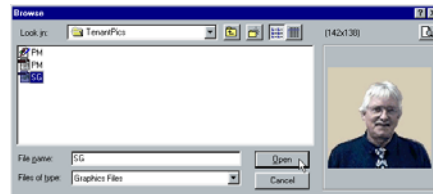


Figure 3-179

The Assignment Process

1. From any of the **Picture** buttons, the **Picture** window will open. Figure 3-178.
2. Add a new picture or change an existing one by clicking on the folder at the right side of the text box. Figure 3-178.
3. This will open the **Browse** window. Figure 3-179.
4. Use the window controls at the top of the window to find the directory where you stored your images. The actual files will be displayed in the window below the controls.
5. **Select** the desired image and **Click** on the **Open** button.

NOTE: The image will be displayed to the right when it is selected in the list box, so you can scan through the images.

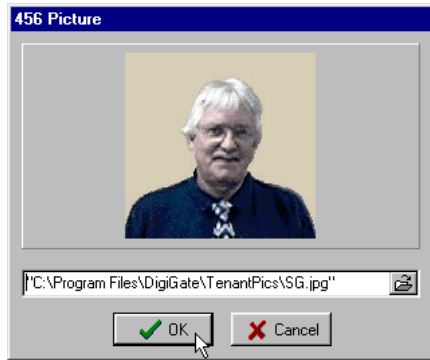


Figure 3-180

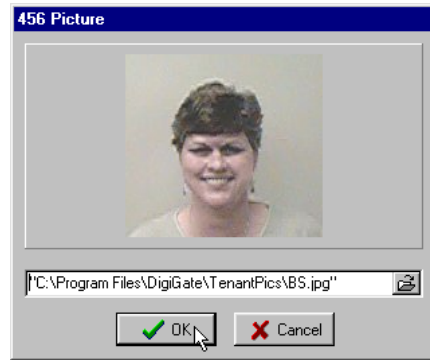


Figure 3-181

6. The **Picture** window will open with the image in place. Figure 3-180.
7. **Click** on the **OK** button to accept the the picture.
8. The **Move In** or **Other Authorized** window will open.
9. Figure 3-181 shows the same window as Figure 3-180, but accessed from the **Other Authorized** window.



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Included in this Chapter

1. **Install the DigiGate-700 for Windows program** Reference page 1-8 in Chapter 1
2. **Start the DigiGate-700 for Windows program** Reference page 2-2 in Chapter 2
3. **Quit the DigiGate-700 for Windows program** Reference page 3-77 in Chapter 3
4. **Backup my data** Reference page 3-60 in Chapter 3
and page 5-2 in Chapter 5
5. **Add Units** Reference page 2-37 in Chapter 2
6. **Delete Units** Reference page 2-40 in Chapter 2
7. **Modify Units** Reference page 2-41 in Chapter 2
8. **Move a Tenant In** Reference page 3-2 in Chapter 3
9. **Move a Tenant Out** Reference page 3-8 in Chapter 3
10. **Make a Tenant Delinquent** Reference page 3-12 in Chapter 3
11. **Make a Tenant Paid Up** Reference page 3-13 in Chapter 3
12. **Transfer Tenants** Reference page 3-14 in Chapter 3
13. **Link Tenant Units** Reference page 3-15 in Chapter 3
14. **Find a Unit/Tenant** Reference page 3-18 in Chapter 3
15. **Change Tenant Information** Reference page 3-19 in Chapter 3
16. **Find the System Controller Version** Reference page 3-55 in Chapter 3
17. **Find the Software Version and Serial Number** Reference page 3-55 in Chapter 3
18. **Open and Close the Gate or Hold it Open** Reference page 3-24 in Chapter 3
19. **Set the System Time and Date** Reference page 3-56 in Chapter 3
20. **Define Security Levels** Reference page 2-6 in Chapter 2
21. **Define User IDs** Reference page 2-8 in Chapter 2
22. **Acknowledge/Arm/Disarm Selected Alarm Zones** Reference page 3-72 in Chapter 3
23. **Arm/Disarm Unit** Reference page 3-73 in Chapter 3
24. **Reset the System Controller** Reference page 3-51 in Chapter 3
25. **Display the Activity Log** Reference page 3-57 in Chapter 3
26. **Configure the Activity Log** Reference page 2-9 in Chapter 2
27. **Create a Custom Document** Reference page 3-64 in Chapter 3
28. **Print Mail Merge Letters and Notifications** Reference page 3-68 in Chapter 3
29. **Display Tenants on Site** Reference page 3-46 in Chapter 3
30. **Print the Gate Activity** Reference page 3-47 in Chapter 3
31. **Display/Print a Mux/Slot Report** Reference page 3-44 in Chapter 3
32. **Print the System Setup Information** Reference page 3-45 in Chapter 3
33. **Print a Tenant List** Reference page 3-32 in Chapter 3

How Do I ...?

This section is a condensed version of the first three chapters. It is a quick guide for those who are familiar with the program, yet occasionally need a refresher in one area or another. Once you have become familiar with the **DigiGate-700 for Windows** program, you can find a quick reference in this chapter to the different operations. The graphics have been omitted here, but reference to the pages in the manual are given at the end of each topic.

Install the DigiGate-700 for Windows program

1. Before starting the installation process, close all applications running on your computer.
2. On the **Windows 95** Task Bar **Click** on the **Start** button.
3. **Select Settings** then **Control Panel**.
4. **Double Click** on **Add/Remove Programs**.
5. **Select** the **Install/Uninstall** tab.
6. **Click** the **Install** button.
7. Insert the Disk labeled "**DigiGate-700 for Windows 95 Installation Disk #1**" into the floppy disk drive "A" or insert the CD-ROM into the CD drive.
8. Type "A:\SETUP.EXE," if not there. If you are installing from a CD ROM use the letter of the CD ROM drive in place of the "A." Do NOT type the quotation marks.
9. **Click** on the **Finish** button.
10. On the **Welcome** window, **Click** on the **Next** button.
11. Enter your Name and your Company's name on the **User Information** screen.
12. **Click** on the **Next** button.
13. Accept the default "DigiGate for Windows" or type in your choice, or select from the list of existing groups your PC shows in the **Select Program Folder** window.
14. When all is correct, **Click** on the **Next** button.
15. **Click** on the **Next** button in the **Start Copying Files** window.
16. Change disks as requested.
17. When the installation finishes loading all files, you will be asked to restart your PC. Use the normal Restart procedure for **Windows 95**.

NOTE: See Page 1-8 in Chapter 1.

Start the DigiGate-700 for Windows program

1. Click on the *DigiWin* icon on the desktop or on the **Windows 95** Task Bar Click on the **Start** button.
2. Select **Programs** then **DigiGate for Windows**, or the Program Group you selected during the installation procedure.
3. Click on **DigiWin** which will start the program.
4. Enter your **User ID** and **Password** in the **DigiGate Log On** window.
5. Click on the **OK** button.

NOTE: See Page 2-2 in Chapter 2.

Quit the DigiGate-700 for Windows program

1. Click on the **Close** button for any open windows and return to the **Main Menu**.
2. At the **Main Menu**, click on the **Exit** button to quit the program.
3. The Confirm window will open asking you to verify your decision.
4. Click on the **Yes** button to quit the program or on the **No** button to abandon the operation and return to the Main Menu.

NOTE: See Page 3-77 in Chapter 3.

Backup my data

1. From the **Utility Menu** with the **Data Utilities** tab active, Click on the **Backup** button.
2. This will open the **Microsoft Backup** window with a prompt of "Back up: SiteOne," "SiteOne" being the backup set shipped with the **DigiGate-700 for Windows** program, and a second line prompt of "A backup is about to begin, would you like to continue?"
3. Click on the **Yes** button in the **Microsoft Backup** window.

NOTE: The **DigiGate-700 for Windows** default profile for backup is "SiteOne.SET." The default backup drive for this profile is the **A:** floppy drive. The backup file created on the floppy drive is "SiteOne_xx.Qic," where "xx" is a numeric value denoting the number of the backup file created, "SiteOne_00.Qic," "SiteOne_01.Qic," etc.

If SiteOne.SET is not present, go to "Chapter 5" and follow the instructions to create a backup set.

NOTE: See Page 3-60 in Chapter 3 and Page 5-2 in Chapter 5 for Windows 95.
See Page 3-60 in Chapter 3 and Page 5-22 in Chapter 5 for Windows 98.

Add Units

Unit Numbers

1. Click on the **Unit Setup** tab of the **Setup Menu**, then Click on the **Add Units** button.
2. To add a consecutively numbered group of units, Select the **Starting Unit Number** field and type in the first unit number in the group.
3. Select the **Ending Unit Number** field and type in the last unit number in the group.
4. If you do not have Required Fields for this group, Click on the **OK** button. The **Add Unit Progress** bar will reflect the units being added. Otherwise continue with the following steps.

Unit Size Information

1. If you selected **Unit Size** as a required field, Click on the **Size** tab and Select the proper size description from the **Size** list box. The **Square Feet**, **Height**, and **Price** fields will display the information you entered earlier in the set up procedure.

Misc Unit Information

1. If you selected **Unit Type**, **Door Type**, **Floors**, or **Inside/Outside** as required fields, Click on the **Misc** tab and Select the proper descriptions from the appropriate list boxes. If necessary, Click on the proper **Inside** or **Outside** selection.

Unit Features

1. If you selected **Feature 1**, **Feature 2**, or **Feature 3** as Required Fields, Click on the **Features** tab and Select the proper features from the appropriate list boxes.

Door Alarm Options

1. If all of the units in the group you are adding have individual Door Alarms, Click on the **Door Alarm** tab.
2. Select the **Mux** list box and from the list of boards, Select the correct board.
3. After a Mux board has been selected, the **Slot** field will be activated. Until the board selection, this field is deactivated and cannot be selected. Use the Up or Down arrows at the right side of the box to increase or decrease the number in the **Slot** field. This number is the starting number for the group of units you are adding.
4. Select the **Alarm Zone** list box and from the list of boards, Select the correct zone for this unit. Normally there is only one Zone "Door Alarms."
5. If you are loading multiple units that have slot numbers in some sequence respective to the unit numbers, select one of the choices { **Increase / Decrease** } and the value to increment **BY** in the **Auto Slot Loading Options** area.
6. Click **OK** to add the units or **Cancel** to abandon the operation.

NOTE: See Page 2-37 in Chapter 2.

Delete Units

1. Click on the **Unit Setup** tab of the **Setup Menu**, then Click on the **Delete Units** button.
2. To delete a consecutively numbered group of units, Select the **Starting Unit Number** field and type in the first unit number in the group.
3. Select the **Ending Unit Number** field and type in the last unit number in the group.
NOTE: To delete one unit, enter the same number in the **Starting Unit Number** and the **Ending Unit Number** fields.
4. Click on the **Delete** button to remove the unit(s) from the database or on the **Cancel** button to abandon this operation and return to the **Setup Menu**.
5. Clicking on the **Delete** button, opens the **Confirm** window with the prompt of "Delete Units?"
6. Click on the **Yes** button to delete these units.

NOTE: See Page 2-40 in Chapter 2.

Modify Units

1. Click on the **Unit Setup** tab of the **Setup Menu**, then Click on the **Modify Units** button.
2. This will open the **Modify Unit Information** window.

NOTE: The **Modify Unit Information** window is a grid. Each row in the grid is a unit.

3. Select a unit, (row in the grid) and Click the **Edit** button to modify unit information.

Size

1. From the **Modify Unit (number)** window with the **Size** tab active Select the proper size description from the list box.

Misc

1. For **Unit Type**, **Door Type**, **Floors**, or **Inside/Outside**, Click on the **Misc** tab and Select the proper descriptions from the list boxes. Click on the proper **Inside** or **Outside** selection.

Features

1. For **Feature 1**, **Feature 2**, or **Feature 3**, Click on the **Features** tab and Select the proper feature(s) from the appropriate list box(es).

Door Alarms

1. Click on the **Door Alarm** tab.
2. Open the **Mux** list box and Select the correct board.
3. Increase or decrease the number in the **Slot** field with the Up or Down arrows on the right.
4. Select the **Alarm Zone** list box and Select the correct zone for this unit.
5. Open the **Unit Alarm Status** list box and Select the correct status for this unit.

NOTE: See Page 2-41 in Chapter 2.

Move a Tenant In

1. From the **Main Menu**, Click on the **Move In** button.
2. From the **Select Unit to Move In** window enter a valid unit number in the **Unit Number** field and click on the **OK** button to open the **Move In Tenant** window.
OR
Click on the **Size** field to find a vacant unit of the right size.
3. **Select** one of the choices to open a list box of all vacant units for that size code.
4. **Select** a unit from the list and **Click** on the **OK** button.

Tenant Information

1. In the **Move In Tenant** window with the **Tenant** tab active enter the needed information.
2. **Click** on the **Misc** tab.

Misc Information

1. Enter the necessary **Tenant Information**, **Credit Card Information**, and **Marketing Information**.

Access Information

1. **Click** on the **Access** tab, and enter a unique **Access Number** and select a **Keypad Zone** and a **Time Zone** from the list boxes.
2. Make your selections in the two **Misc Options** check boxes.

Authorized Information

1. **Click** on the **Authorized** tab. This activates a window where you can add other users of the unit who will have different **Access Codes**.
2. **Enter** the **First Name** and **Last Name** in the appropriate fields.
3. **Select** a **Keypad Zone** and a **Time Zone** from the list boxes.
4. **Click** the **Add** button to add the new tenant to the list at the bottom of the screen. You can add as many tenants as you choose to the unit.

Notes

1. To add any Notes in the text area, **Click** on the **Notes** tab, then **Click** in the text area, and type freely.
NOTE: There are two buttons just above the text area. One appears as a calendar and will insert the date at the cursor when **Clicked**. The second is a clock and will insert the current time at the cursor when **Clicked**.

Linking Units

1. When you **Click** on the **OK** button, the program gives you the opportunity to link additional units to the tenant by opening the **Confirm** window.
2. **Click** on the **Yes** button in the **Confirm** window to link additional units to this tenant.
3. In the **Select units to link window**, **Select** a unit from the list.
4. Link the unit by **Clicking** on the **Add** button. Continue to link as many units as needed.
5. **Click** on the **Exit** button when you have completed this operation.

NOTE: See Page 3-2 in Chapter 3.

Move a Tenant Out

1. From the **Main Menu**, Click on the **Move Out** button.
2. In the **Select Unit to Move Out** screen, enter a valid unit number in the **Unit Number** field and Click on the **OK** button to open the **Move Out Tenant** window.
OR
To find a tenant by last name, Click on the **Last Name** field, enter the tenant's last name, Click on the **OK** button.
3. Select from the list of tenants, Click on the **OK** button to open the **Move Out Tenant** window.
4. Click on **OK** if this is the correct tenant, or **Cancel** to return to the Main Menu.
5. Clicking on **OK** will open the **Confirm** window if **Verify Prompts** is set to **Yes**.
6. Click **Yes** to vacate the selected unit or **No** to return to the Main Menu.
7. If this unit is Linked with any other unit(s), the **Confirm** window will appear asking if you want to "Move out linked units?"
8. Click **Yes** to vacate all linked units for this tenant, or **No** to vacate just the selected unit.

NOTE: See Page 3-8 in Chapter 3.

Make a Tenant Delinquent

1. From the **Main Menu**, Click on the **Delinquent** button.
2. Enter a valid unit number in the **Unit Number** field in the **Select unit to make delinquent or paid up** screen and Click on **OK** to open the **Make Tenant Delinquent** window
OR
3. Click on the **Last Name** field and enter the tenant's last name and Click on the **OK** button.
4. Select one of the choices and Click on the **OK** button.
5. Click on the **OK** button if this is the tenant you want to make delinquent.
6. The **Confirm** window will open if **Verify Prompts** is set to **Yes**.
7. Click **Yes** to make the selected unit delinquent.

NOTE: See Page 3-12 in Chapter 3.

Make a Tenant Paid Up

1. From the **Main Menu**, Click on the **Delinquent** button.
2. Enter a valid unit number in the **Unit Number** field in the **Select unit to make delinquent or paid up** screen and Click on **OK** to open the **Make Tenant Delinquent** window
OR
3. Click on the **Last Name** field and enter the tenant's last name and Click on the **OK** button.
4. Select one of the choices and Click on the **OK** button.
5. Click on the **OK** button if this is the tenant you want to pay up.
6. The **Confirm** window will open if **Verify Prompts** is set to **Yes**.
7. Click **Yes** to make the selected unit paid up.

NOTE: See Page 3-13 in Chapter 3.

Transfer Tenants

1. From the **Main Menu**, Click on the **Transfer** button.
2. This will open the **Transfer Unit** window.
3. Enter a valid unit number in the **Transfer Unit** window and Click on the **OK** button to open the **Select units to transfer/copy to** window
OR
4. Click on the **Last Name** field and enter the tenant's last name and Click on the **OK** button.
5. Select one of the choices and again, Click on the **OK** button.
6. Select a unit from the **Select units to transfer/copy to** window.
7. Click on the **Transfer** button to move the tenant from one unit to another.
8. The **Confirm** window will open if **Verify Prompts** is set to **Yes**.
9. Click **Yes** to transfer the tenant and return to the **Main Menu**.

NOTE: See Page 3-14 in Chapter 3.

Link Tenant Units

1. From the **Main Menu**, Click on the **Transfer** button.
2. This will open the **Transfer Unit** window.
3. Enter a valid unit number in the **Transfer Unit** screen and Click on the **OK** button to open the **Select units to transfer/copy to** window
OR
4. Click on the **Last Name** field and enter the tenant's last name and Click on the **OK** button.
5. Select one of the choices and Click on the **OK** button.
6. Select a unit from the **Select units to transfer/copy to** window.
7. Click on the **Link** button to copy the information to the selected unit.
8. The **Confirm** window will open if **Verify Prompts** is set to **Yes**.
9. Click **Yes** to link the units and return to the **Main Menu**.

NOTE: See Page 3-15 in Chapter 3.

Find a Unit/Tenant

1. To find a Tenant or a Unit, **Click** on the **Find** button on the **Main Menu**.
2. On the **Find Unit** screen, enter a valid unit number in the **Unit Number** field and **Click** on the **OK** button to open the **Find/Edit Unit Information** window with the **Tenant** tab active.
OR
Click on the **Last Name** field and enter all or part of the tenant's last name or type a space in the **Last Name** field, which will open a list of all tenants and their unit numbers. **Select** one.
3. **Click** on the **OK** button to open the **Find/Edit Unit Information** window with the **Tenant** tab active.

NOTE: See Page 3-18 in Chapter 3.

Change Tenant Information

1. Find the Tenant or Unit as stated above.
2. Change the information desired on the **Tenant** tab and **Click** on the **Misc** tab.
3. Change any information desired for **Tenant Information**, **Credit Card Information**, and **Marketing Information** and **Click** on the **Access** tab.
4. Change the **Access Information** if needed and **Click** on the **Unit** tab.
5. This will activate a screen for reviewing the unit information for the tenant. **Click** on the **Authorized** tab when finished.
6. You can {**Add** | **Edit** | **Delete**} other users of the unit who will have different **Access Codes**.
7. When you are done, **Click** on the **Notes** tab.
8. To edit the Notes in the text area, **Click** in the text area and type freely.
9. When all the information has been entered, **Click** on the **OK** button.
10. The **Confirm** window will open with a "Change tenant information" prompt.
11. **Click** on the **Yes** button to change the data or the **No** button to cancel the update.

NOTE: See Page 3-19 in Chapter 3.

Find System Controller Version

1. Click on the **Utility** button on the **Main Menu**.
2. Click on the **Version** button on the **System Controller** tab.
3. The **Version Information** window shows the System Controller version, the Software version and serial number, and the location of the data directory.

NOTE: See Page 3-55 in Chapter 3.

Find Software Version and Serial Number

1. The first location of the software serial number and version is on the bottom line of the **Main Menu**. In the five data areas on this line are: a) User ID and Security Level, b) Software Serial Number, c) Site Name, and d) Software Version.
2. The second location is on the **Version Information** window shown above in **Find System Controller Version**.

NOTE: See Page 3-55 in Chapter 3.

Open and Close the Gate or Hold it Open

1. Click on the **Gate** button on the **Main Menu**.
2. Select the **Control Point** and **Action to perform**.
3. Click on the **OK** button.

NOTE: See Page 3-24 in Chapter 3.

Set the System Time and Date

1. From the **Utility Menu** with the **System Controller** tab active, Click on the **Date/Time** button.
2. This will open the **Set System Controller Time** window.
3. To change the time, **Select** the hours, minutes, seconds, or AM/PM and use the spinner arrows at the right of the field to increase or decrease the numbers.
4. To change the date, **Select** the month, day, or year and type your choice or **Click** on the down arrow to the right of the **Date** field.
5. This will open the calendar. The current date is shown at the bottom of the calendar window.
6. At the top of the window are left and right arrow buttons. **Click** on these to change the month, backward and forward, respectively.
7. **Click** on the correct day.
8. When all selections have been made, **Click** on the **OK** button to update the date/time.

NOTE: See Page 3-56 in Chapter 3.

Define Security Levels

1. From the **Main Menu**, Click on the **Setup** button.
2. This will open the **Setup Menu**. Click on the **System Setup** tab then Click on the **Security** button.
3. Click on the **Add** button in the **Define Security Levels** window.
4. In the **Add Security Level** window, Select the **Security Level** field and type the two character code you choose.
5. Next, Click on the **Options** tab.
6. Click on the check boxes to **Select** or **Deselect** each option as preferred.
7. Click on the **OK** button when all selections are as you want them.

NOTE: See Page 2-6 in Chapter 2.

Define User IDs

1. From the **System Setup** tab of the **Setup Menu**, Click on the **User IDs** button to open the **User IDs** window.
2. Click on the **Add** Button.
3. From the **Add a new User ID** window, Select the **User ID** field and type in a new 4 character user name.
4. Select the **Password** field and type in a 4 character password.
5. Click on one of the selections { **Yes** | **No** } in the **Verify Prompts** radio button set.
6. Select the **Security Level** list box, then Select the proper security level.
7. Click on the **Activity Log** tab to display the setup window.
8. In the **Display Activity Log** radio button set, Click on one of the selections { **Yes** | **No** }.
9. If you selected **Yes** in the Display set, enter the **Number of Activities to Display**.
10. Enter **Number of Seconds to Display**. Entering a zero ("0") in this selection will keep the **Activity Log** open continuously.
11. Click on **OK**.

NOTE: See Page 2-8 in Chapter 2.

Acknowledge or Arm/Disarm Selected Alarm Zones

1. From the **Main Menu**, Click on the **Arm/Disarm** button to open the **Arm/Disarm Alarm Zones** window with the **Alarm Zones** tab active.
2. **Select** the **Action** you want to perform.
3. **Select** (checked) or **deselect** (unchecked) the **Alarm Zones** check boxes you want.
4. The **All** and **None** buttons will **Select** or **Clear** all the check boxes respectively.

NOTE: If an alarm is sounding, **Selecting Acknowledge** and **Clicking on OK** will turn the siren off and reset the alarm zone. **Selecting the Arm or Disarm selected Alarm Zone** will perform the stated function when **OK** is **Clicked** on this screen.

The two tabs, **Alarm Zones** and **Arm/Disarm Unit** are independent screens. **OK** must be **Clicked** on the active screen to perform the desired action. **Clicking OK** on the **Alarm Zones** screen has **NO** effect on the **Arm/Disarm Unit** screen and vice versa.

5. When all selections have been made, **Click** on the **OK**.

NOTE: See Page 3-72 in Chapter 3.

Arm/Disarm Unit

1. From the **Main Menu**, Click on the **Arm/Disarm** button to open the **Arm/Disarm Alarm Zones** window with the **Alarm Zones** tab active.
2. **Click** on the **Arm/Disarm Unit** tab to work with individual or groups of units.
3. In the **Options** area, **Select One Unit** and type a unit number in the **Unit** field to arm or disarm a single unit.
OR
Select the **Vacant** option under **Options** to specify all vacant units or **Rented and Vacant** to specify ALL units.
4. **Select Arm** or **Disarm** from the **Alarm Status** list box.
5. When all selections have been made, **Click** on the **OK** button to perform the action.
6. **Click** on the **Yes** button in the Confirm window to perform the action.

NOTE: See Page 3-73 in Chapter 3.

Reset the System Controller

1. From the **Main Menu**, Click on the **Utility** button to open the **Utility** menu with the **System Controller** tab active.
2. Click on the **Clear SysCon** button.
3. This will open the **Confirm** window with a prompt of "Clear System Controller?".
4. Click on the **Yes** button to clear the System Controller.
5. From the **Utility Menu** with the **System Controller** tab active, Click on the **Set Controller** button.
6. This will open the **Set System Controller** window.
7. Click on the **OK** button to set the System Controller.
8. From the **Utility Menu** with the **System Controller** tab active, Click on the **Download All** button.
9. From the **Download All Units** window, Click on the **OK** button to download the units.

NOTE: See Page 3-51 in Chapter 3.

Display the Activity Log

1. From the **Main Menu**, Click on the **Utility** button to open the **Utility** menu with the **System Controller** tab active.
2. Click on the **Activity Log** button.
3. This will open the **Activity Log** window with the number of activities and for the amount of time you specified in the **User ID** setup.

NOTE: See Page 3-57 in Chapter 3.

Configure the Activity Log

1. From the **Main Menu**, Click on the **Setup** button to open the **Setup** menu.
2. Click on the **System Setup** tab.
3. Click on the **User IDs** button.
4. Select the **User ID** you want and Click on the **Edit** button.
5. Click on the **Activity Log** tab and make the selections you want.
6. Click on the **OK** button.
7. Note: You must exit the DigiGate program and restart it for any changes to the activity log to take effect.

NOTE: See Page 2-9 in Chapter 2.

Create a Custom Document

1. From the **Main Menu**, Click on the **Editor** button.
2. From the **DigiGate Word Processor** menu, Click on the **DigiEdit** button.
3. This will open the **DigiEdit Word Processor** window.
4. Click inside the text area and type your letter.
5. When you reach a point in your document to insert a data item, Click on **Insert** in the windows Menu Bar to open the **Insert** menu.
6. Select **Database** from the menu to open the **Insert Database Item** window.
7. Use the scroll bar to find the data field you want and Click on the data item.
8. Click on the **OK** button to insert the data field.
9. The data item will be inserted into the document at the cursor position.
10. Data items are enclosed in double brackets.
11. When your document prints, the information in that field of the tenant record will be printed in place of the bracketed field name and all text will be adjusted for the size of the substitution.
12. One document will be printed for each record selected in the database.

NOTE: See Page 3-64 and 3-67 in Chapter 3.

Print Mail Merge Letters and Notifications

1. From the **DigiGate Word Processor** menu, Click on the **Merge** button.
2. This will open the **Merge** window with the **File to Print** tab active.
3. Click on the **Print Setup** button.
4. This opens the **Print Setup** window. Select the printer you want to use.
5. Click on the **OK** button.
6. On the **Merge** window, Click on the button to the right of the **Select File To Print** field or type in the name of a text file you want to use.
7. From the **Open** window, Click on the file name you want to use and Click on the **Open** button to select the file.
8. With your document Selected, Click on the **Unit Info** tab.
9. This will activate the **Unit Info** window, which allows you to limit your selection to a specific unit (**Unit Number** field), all units by status (**Unit Status** field), and other groupings.
10. When you have made all necessary selections, Click on the **Tenant Info** tab.
11. This will activate the **Tenant Info** screen, which allows you to further limit your selection to a specific tenant (**Last Name** field), and/or by **Keypad Zone, Time Zone, Profile**.
12. When you have made all necessary selections, Click on the **OK** button to print the letters.

NOTE: See Page 3-68 in Chapter 3.

Display Tenants on Site

1. From the **Main Menu**, Click on the **Report** button to open the **Report Menu** window. Click on the **Activity Reports** tab.
2. Click on the **Onsite** button.
3. This will open the report display window with the title of **Tenants Onsite** and run the **Tenants Onsite**.
4. Click on the **Close** button to return to the **Report Menu**.

NOTE: See Page 3-46 in Chapter 3.

Print the Gate Activity

1. From the **Main Menu**, Click on the **Report** button to open the **Report Menu** window. Click on the **Activity Reports** tab.
2. Click on the **Activity Log** button.
3. This will open the **Select activities to be displayed** window with the **Activity** tab active.
4. You can select the types of activity that you want to include in the report by **Selecting** or **Deselecting** any of the check boxes on this screen.
5. The **All** and **None** buttons will **Select** or **Clear** all the check boxes respectively.
6. When all selections are made, Click on the **Criteria** tab.
7. From the **Criteria** window you can select a specific **Unit Number** or a date range for the activities.
8. To limit the report to a specific unit, type a valid unit number into the **Unit Number** field.
9. To enter a date range, **Select** the month, day, or year and type your choice or **Click** on the down arrow to the right of the **Starting Date** field.
10. At the top of the calendar window are left and right arrow buttons. **Click** on these to change the month, backward and forward, respectively.
11. **Click** on the correct day.
12. Repeat steps 9-12 for the **Ending Date** field.
13. When all selections have been made, **Click** on the **OK** button to run the report or on the **Cancel** button to abandon the operation.
14. **Click** on the **Close** button when you want to return to the **Report Menu**.

NOTE: See Page 3-47 in Chapter 3.

Display/Print a Mux/Slot Report

1. From the **Main Menu**, Click on the **Report** button to open the **Report Menu** window. Click on the **Misc Reports** tab.
2. Click on the **Mux/Slot** button.
3. This will open the report display window with the title of **Mux/Slot Report** and run the Mux/Slot Report.
4. The columns displayed are: Unit Number, Mux Number, Slot, and Status (A for Armed or D for Disarmed)
5. There are no totals for this report.
6. Click on the **Print** button to print the report.
7. Click on the **Close** button to return to the **Report Menu**.

NOTE: See Page 3-44 in Chapter 3.

Print the System Setup Information

1. From the **Main Menu**, Click on the **Report** button to open the **Report Menu** window. Click on the **Misc Reports** tab.
2. Click on the **Setup Info** button.

NOTE: The **Setup Info** is a series of reports that show your system configuration and print as a batch.

3. This will open the **Confirm** window with the prompt "Print setup information."
4. Click on the **Yes** button to print the reports.

NOTE: See Page 3-45 in Chapter 3.

Print a Tenant List

1. From the **Main Menu**, Click on the **Report** button to open the **Report Menu** window. Click on the **Unit Reports** tab.
2. Click on the **Rented Units** button.
3. This will open the report display window with the title of **Rented Units** and run the Rented Units report.
4. The columns displayed are: Unit Number, First Name, Last Name, Company and Status.
5. The total at the end of the report is: Total Units (listed in the report).
6. Click on the **Print** button to print the report.

NOTE: See Page 3-32 in Chapter 3.

Chapter 5

Backing Up Your Data

Included in this Chapter

1. **Introduction** Whyprotectyourdata
2. **Backup Strategies** Effective methods for data protection
3. **Data Backup** Instructions
4. **Data Restore** Instructions

Introduction

This section deals with protecting the information in the **DigiGate-700™ for Windows** database. Having a competent backup procedure can prevent many hours of frustration and down time at your location.

In the computer world there is a saying: “There are two kinds of users, those that have experienced a major system crash (data loss), and those that are going to!” Anyone that has experienced the loss of their data is now well aware of the value of proper backup procedures and of following them closely.

The **DigiGate-700™ for Windows®** program uses the ZIP format as the means to protect your data. This maintains consistency with most existing backup systems and provides for data compression choice, multiple disk backups, and selection of many different data storage devices like tape drives or Zip drives. Microsoft has changed its backup system in recent versions making it difficult to maintain consistent backup procedures. The backup feature in the software was added to provide a consistent process for archiving data and program setups.

The following will provide some basic information on the Digitech backup utility. Any other backup device's software may be used in place of or in addition to the DigiGate method provided in this section.

Backup Strategies

A back up strategy is a plan for the regular backup of data, usually at several different levels, and for a period of time sufficient to minimize the effect of any loss.

There are times when data corruption can remain unnoticed for a period of time. When this happens it is possible to unintentionally make corrupted backups that might be used at a later date to restore data that has been lost. To prevent this type of occurrence, backup strategies are planned in a tiered structure. This allows the restoration of data on several different levels, depending on how long it took to become aware of the corruption.

The simplest strategy is to do a full backup of your system at regular intervals (daily, weekly, etc.) and to save them for as long as you think it is necessary.

The most complex is a system of master backups done on a monthly basis with sub masters done weekly and an incremental or differential done on a daily basis using different media for each day until two cycles of the master backup have been completed.

Since the amount of data in the **DigiGate-700™ for Windows®** system is not that large, the simple strategy is sufficient and provides the best protection.

We suggest a daily backup on a floppy, keeping at least 3 weeks data before reusing the disk. You may also keep a monthly master of the data for several months to insure against a total loss.

If you do a regular Full System backup on tape or some other media, use the following pages to add the DigiGate data files to your data set.

IT'S BETTER TO BE SAFE THAN SORRY!!



Figure 5-1

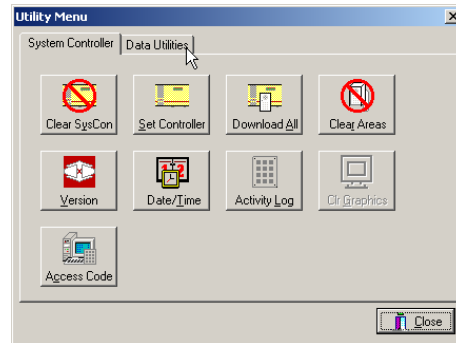


Figure 5-2

Data Backup

1. From the **System Toolbar**, click on the **Utilities** button. Figure 5-1
2. This opens the Utility window. Figure 5-2
3. Click on the **Data Utilities** tab.

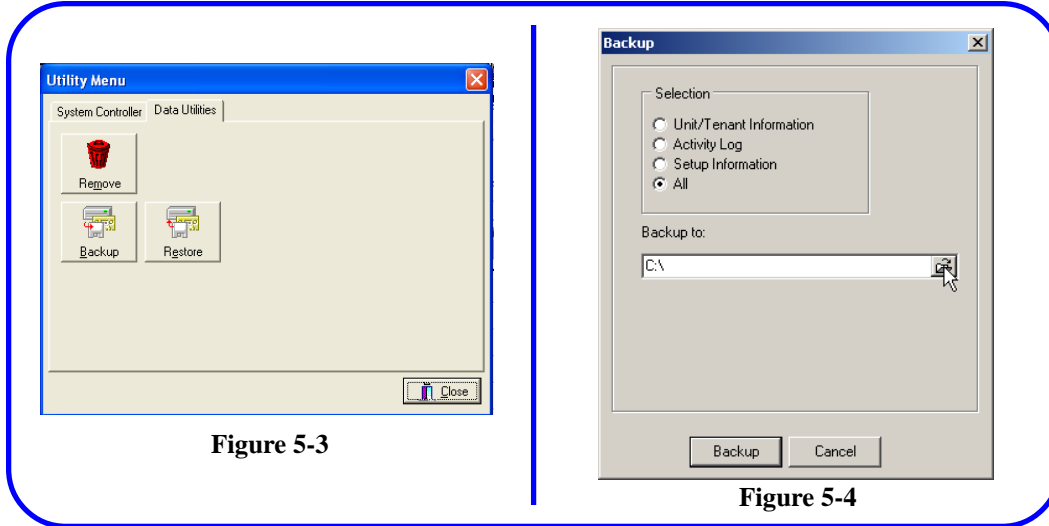


Figure 5-3

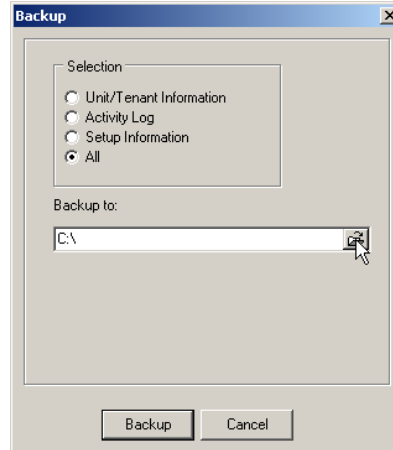


Figure 5-4

4. This will open the **Utility Menu** window. Figure 5-3
5. **Click** on the **Backup** button.
6. This will open the **Backup** window. Figure 5-4
7. Select the data to backup in the **Selection** box.
8. Next, **click** on the folder icon on the right side of the **Backup to:** data field. Figure 5-4

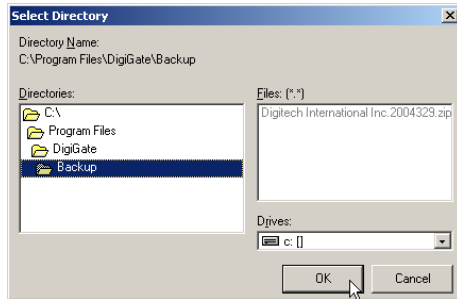


Figure 5-5

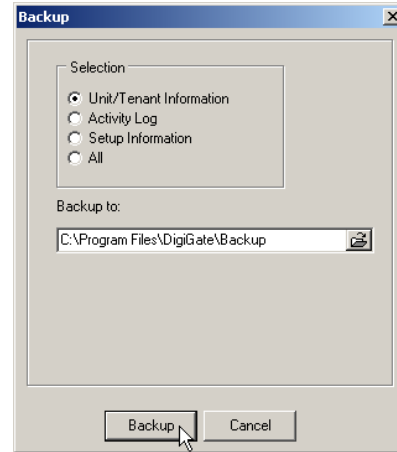


Figure 5-6

9. This opens the **Select Directory** window. Figure 5-5
10. Navigate to the directory the backup should be saved to.
11. Click on the **OK** button.
12. This returns to the **Backup** window. Figure 5-6
13. Click on the **Backup** button.

NOTE: The program writes the backup Zip file to the selected directory with the name **Digttech International Inc.{yyyymmdd}.zip** where {yyyymmdd} is the date the file is saved.

14. When the operation completes, the **Utility Menu** window is activated.
15. Click on the **Close** button to return to the **System Toolbar**.



Figure 5-7

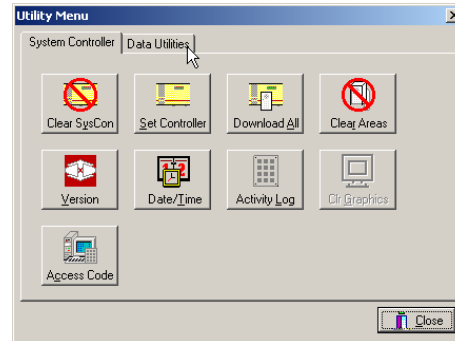


Figure 5-8

Data Restore

You must close the DigiGate-700™ for Windows® program before you restore your data.

The **DigiGate-700™ for Windows®** program opens certain files while it is operating. These files cannot be properly restored to the system's hard disk until they are closed. If you receive any error messages during a restore process, close the restore operation, make certain the **DigiGate-700™ for Windows®** program is closed, re-boot the computer if necessary and then restart the restore procedure.

If you back up your files using another software package supplied with your backup device or a third party software package, use that same software to restore the data to your system.

The following procedure applies to data that used the **DigiGate-700™ for Windows®** program and the procedures outlined in this Chapter as the means of backup.

1. From the **System Toolbar**, click on the **Utilities** button. Figure 5-7
2. This opens the Utility window. Figure 5-8
3. Click on the **Data Utilities** tab.

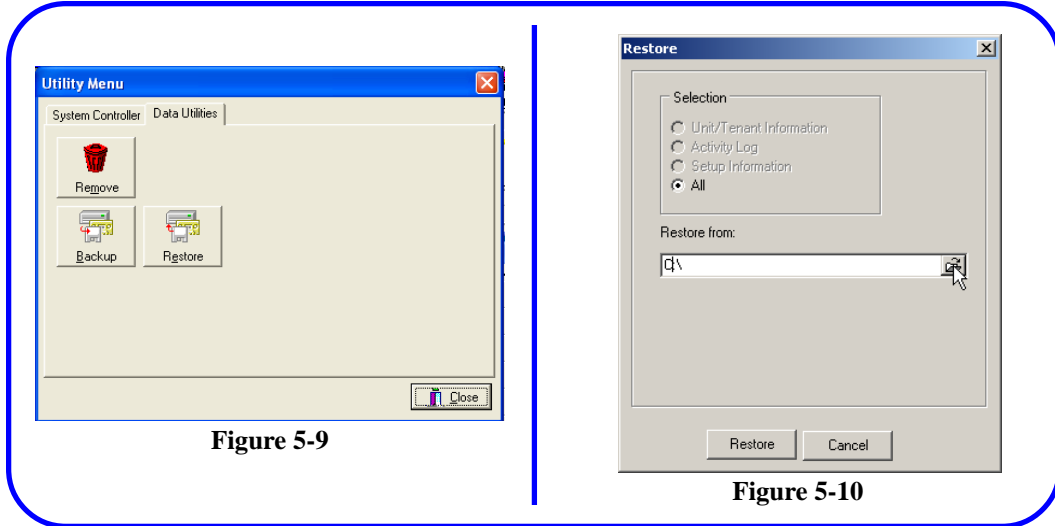


Figure 5-9

Figure 5-10

4. This will open the **Utility Menu** window. Figure 5-9
5. **Click** on the **Restore** button.
6. This will open the **Restore** window. Figure 5-10
7. Select the data to backup in the **Selection** box.
8. Next, **click** on the folder icon on the right side of the **Restore from:** data field. Figure 5-10



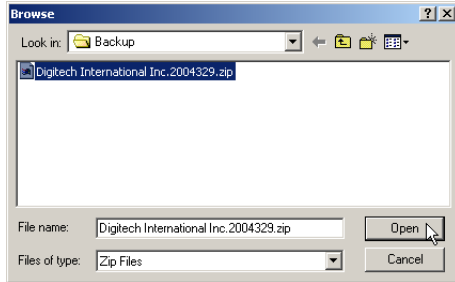


Figure 5-11

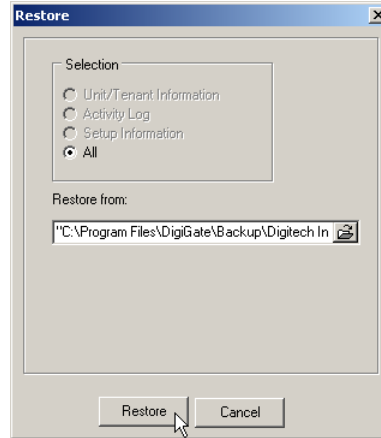


Figure 5-12

9. This opens the **Browse** window.
Figure 5-11
 10. Navigate to the directory the data should be restored from.
 11. Click on the **Open** button.
- NOTE:** You may select any drive or device connected to your computer as long as it has been designated as a drive on your system.
12. This returns to the **Restore** window.
Figure 5-6
 13. Click on the **Restore** button.
 14. When the operation completes, the **Utility Menu** window is activated.
 15. **Click** on the **Close** button to return to the **System Toolbar**.

Appendix A

Default Settings & Values

Included in this Appendix

1. Introduction	What to expect after installation
2. Default Settings	Log On User ID Password Security Level Options Require User IDs Verify Prompts Activity Log Display Number of Activities Number of Seconds Required Fields
3. Default Values	Misc. Setup Tenant Profile Codes Marketing Codes Insurance Codes Credit Card Codes System Controller Setup Time Zones Door Alarms Holidays Serial Ports Unit Setup Unit Types Unit Features Door Types Floor Types Unit Sizes Unit Numbers Door Alarm Options Required Fields Tenant Information Unit Information

Introduction

The **DigiGate-700 for Windows** program, when shipped, is configured with certain default Settings and Values. All of these may be changed to suit your specific needs.

When we say Settings, we mean the way the program has been set up to work, i.e., are User IDs required and if so, what is the ID and Password to access the system; what is the “Security Level” and what “Required Fields” must be entered when adding tenants or new users.

By Values we mean actual information stored in the system’s databases, which can be selected by the user from the list boxes displayed in the Site Setup. This information is used for required fields and both Tenant and Unit information in “Chapter 2, Setting Up a New Site.”

This section will tell you how the **DigiGate-700 for Windows** system is configured when it is shipped, thereby, allowing you to decide what changes you want to make.

There are other Settings and Values that deal with the operation of the equipment and are specific to your site. These are predefined and configured by your Reseller or Installer or the **Digitech International, Inc.** Project Manager that was involved in designing the system for your location. These settings are not user accessible and are not included in this Guide. Modification of these values could cause your entire system to become inoperable. You should consult with the person or company where you obtained your system or call the **Digitech International, Inc.** service department if you plan any major change in the way your system operates.

Default Settings

SETTING
Logon - User ID Password
Security - Level Options
Require User IDs
Verify Prompts
Activity Log - Display Number of Activ Number of Seco
Required Fields

Default Values

<u>FIELD</u>
Misc Setup - Tenant Profile
Misc Setup - Marketing
Misc Setup - Insurance
Misc Setup - Credit Card
System Controller Setup - Time Zon



Default Values

<u>MENU / TAB</u>
Required Fields - Tenant Informati



Appendix B

Preparation for System Setup

Included in this Chapter

1. **Introduction** Defaults & Your Site
2. **Do I need User ID and Security Levels?** UserID
Security Level
3. **What information should I gather about my tenants?** Tenant Profile Information
Marketing Information
Insurance Information
Credit Card Information
4. **What information should I gather about my units?** Unit Types
Unit Features
Door Types
Floor Types
Unit Sizes
5. **What other information should I gather about the site?** Setting up Time Zones
Holiday Information
Required Fields
Default Values
Door alarm Mux/Slot Information

Introduction

This form is designed to aid in the set up of the **DigiGate-700 for Windows** software to the specifications required for your location.

The **DigiGate-700 for Windows** program is designed to be very flexible in order to accommodate sites of all sizes and most situations which require an Owner/Manager to track and analyze tenant profiles, renter’s preferences, unit turnover, and other marketing information. By using Required Fields, maintaining this information is very simple and omission by employees is eliminated. You may also set default values for much of the information, speeding entry and lowering the amount of time required to perform an operation.

Do I need User ID and Security Levels?

User IDs and Security Levels allow you to define distinct configurations for each user and to set access for the users to different modules in the **DigiGate-700 for Windows** system.

You may only have one or two people working at the site and not need any type of security, or you may have relief people who are only there for one day a week and need to restrict their access to certain functions in the system.

Also, you may want to customize the way the **DigiGate-700 for Windows** system responds to user actions or displays certain information.

If you do not change any of the default setup for User IDs or Security Levels:

- 1. All users will use the default Logon and Password. (See “Appendix A, Default Settings & Values”)
- 2. All users will have access to all areas of the program.
- 3. You may still modify the values in the database tables as needed for required fields or default values.

If you turn off “Require User IDs”:

- 1. No user of your computer will be denied access to the **DigiGate-700 for Windows** program.
- 2. All users will have access to all areas of the program.
- 3. You may still modify the values in the database tables as needed for required fields or default values.



Yes No

Do you need to restrict access to any part of the system for any users of the System?

If you answered Yes, go to Page 2-5 and follow the instructions for Setting up Security Levels.

Do you need to distinguish between Users or their setups?

If you answered No, go to Page 2-12 and 2-13 and follow the instructions to disable User IDs (Item 10).

If you answered Yes, go to Page 2-5 and follow the instructions for setting up Security Levels. Then go to Page 2-8 and follow the instructions for adding new users.

What information should I gather about my tenants?

This section deals with information that you choose to collect and store on the type of tenants you have, why they rent from you, how they pay, and how much repeat business you have. This allows you to create custom reports to help analyze the information for marketing efforts.

First look at “Appendix A, Default Settings & Values.” On Page A-3, the “Default Values” chart shows four fields under “Misc Setup.” Examine these and decide if this is information you want to gather and store.

	<u>Yes</u>	<u>No</u>
Do I need to get Tenant Profiles?	—	—
If NO, skip the next question.		
Are the Values listed sufficient?	—	—
If you answered NO, go to Page 2-15 and follow the instructions to add or change the Tenant Profile codes.		
Do I need to get Marketing information?		
If NO, skip the next question.	—	—
Are the Values listed sufficient?		
If you answered NO, go to Page 2-17 and follow the instructions to add or change the Marketing codes.	—	—
Do I need to get Insurance information?		
If NO, skip the next question.	—	—
Are the Values listed sufficient?		
If you answered NO, go to Page 2-19 and follow the instructions to add or change the Insurance codes.	—	—
Do I need to get Credit Card information?		
If NO, skip the next question.	—	—
Are the Values listed sufficient?		
If you answered “NO”, go to page 2-21 and follow the instructions to add or change the Credit Card codes.	—	—



What information should I gather about my units?

This section deals with information that you choose to collect and store on the type of units you have. Unit size, type, features, floor, and door type can show what units are most popular, etc. You can then create custom reports to help analyze the information for marketing efforts.

First look at “Appendix A, Default Settings & Values.” On Page A-3, the “Default Values” chart shows seven fields under “Unit Setup.” Examine the first five and decide if this is information you want to gather and store. The last two are defined by the contractor.

Yes No

Do I need to get Unit Type?

If NO, skip the next question.

Are the Values listed sufficient?

If you answered NO, go to Page 2-28 and follow the instructions to add or change the Unit Type codes.

Do I need to get Unit Features information?

If NO, skip the next question.

Are the Values listed sufficient?

If you answered NO, go to Page 2-30 and follow the instructions to add or change the Unit Features codes.

Do I need to get Door Types information?

If NO, skip the next question.

Are the Values listed sufficient?

If you answered NO, go to Page 2-31 and follow the instructions to add or change the Door Type codes.

Do I need to get Floor Types information?

If NO, skip the next question.

Are the Values listed sufficient?

If you answered NO, go to Page 2-33 and follow the instructions to add or change the Floor Type codes.

Do I need to get Unit Sizes?

If NO, skip the next question.

Are the Values listed sufficient?

If you answered NO, go to Page 2-35 and follow the instructions to add or change the Unit Size codes.



What other information should I gather about the site?

Setting up time Zones

This section deals with the actual hours that the gate will operate for tenants. You can enter up to 64 different Time Zones for gate operation and assign any of these Time Zones to any tenant.

First look at "Appendix A, Default Settings & Values." On Page A-3, the "Default Values" chart shows the field Time Zones under "System Controller Setup." There are two entries for this option: "0" for 24 Hours and "1" for Normal Hours, which is set for 6 a.m. to 10 p.m. The 24 Hour Time Zone is a required system field and cannot be changed. The Normal Hours has been added for your convenience and may be deleted or modified as necessary.

There is no default entry set in the system, you may set a default or leave it to be decided when a tenant is moved in.

	<u>Yes</u>	<u>No</u>
Are the times in the Normal Hours Time Zone correct for my location?	___	___
If you answered NO, go to Page 2-24 and follow the instructions to edit the Time Zone hours.		
Are the Values listed sufficient?	___	___
If you answered NO, go to Page 2-23 and follow the instructions to add new Time Zones.		

Holiday Information

This section deals with the actual hours that the gate will operate for tenants during Holidays. If you maintain different times that tenants may enter your location on one or more holidays, you can enter those Holidays in the setup and specify the hours that the gate will operate in the Time Zones.

There are no Holidays defined in the **DigiGate-700 for Windows** system and therefore no default entries set in the system.

	<u>Yes</u>	<u>No</u>
Are there different times for gate operation on any holiday in the year?	___	___
If you answered NO, skip this section and proceed to the next section		
If you answered YES, go to Page 2-26 and follow the instructions to add the holidays that have different hours.		

Then go to Page 2-24 and follow the instructions to edit the Time Zones necessary.

NOTE: Only edit the holiday line on the Time Zone window. This will cause the hours specified to be the operational hours for any holiday defined.

Required Fields

This section deals with the information you feel is necessary and **must** be entered into each tenant or unit record of the system.

First look at “Appendix A, Default Settings & Values.” On Page A-4, the “Default Values” chart shows two sections under “Required Fields.” Examine these fields and decide if this information is necessary for each record in the system.

Yes No

Do I need to make changes to the values on page A-4? — —

If you answered NO, skip this section entirely.

If you answered YES, go to Page 2-11 and follow the instructions for Setting up Required Fields.

Default Values

This section deals with the information you feel is reasonably consistent among tenants or users of the system. The information selected here will automatically be entered into each NEW record added to the tenant database through Move In, or to each NEW user added to the system. This information may be edited and changed at any time by a user that has access to the respective section of the DigiGate-700 system. You can also change the Default Values at any time for future additions to the tenant or user databases.

First look at “Appendix A, Default Settings & Values.” The “Default Values” chart on Page A-3 and Pages 2-12 and 2-13 show the possibilities of setting default values.

Yes No

Do I want to set default values for tenant or user records? — —

If you answered NO, skip this section entirely.

If you answered YES, go to Page 2-12 and follow the instructions for Setting up Default Field Values.



Door Alarm Mux/slot Information

This section deals with the coordination of information in the **DigiGate-700 for Windows** program and the way your location has been wired for individually alarmed units. This information should have been entered and setup by your Reseller, Installer, or the **DigiTech International, Inc.** Project Manager who helped design your location layout.

NOTE: Changing any information in this section without specific diagrams and charts of the wiring of your location can render your DigiGate-700 Access System totally inoperable.

We strongly recommend that you call your Dealer, Installer or the DigiTech International, Inc. service department before you change any information regarding Door Alarms!

Are **ALL** of my units alarmed individually? Yes No

If you answered NO, skip this section completely!

If you answered YES, call your Dealer, Installer or the **DigiTech International, Inc.** Service department



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Appendix C

Preparation for Adding Units

Included in this Appendix

1. **Introduction** What do I need to do?
2. **Strategies** Methods based on required Fields and Door Alarms

Introduction

This section deals with the initial loading of unit information in the **DigiGate-700 for Windows** database. If your site was installed by a Reseller and/or you have individual door alarms, a zoned site (denying or allowing access to areas for certain tenants), or other specific criteria for allowing access to the site, the units have more than likely been added prior to this during the set up and testing phase of installation.

Units may be added to or deleted from the database individually, in blocks or groups, or in one single operation. They can only be modified on an individual basis. Below, we are going to show you several different strategies for building the unit database. The method chosen will be based on the unit information you decide to require in your unit database, the layout of your units on the site, and the numbering scheme you have chosen.

The factors that determine how simple or how complicated this operation becomes are:

1. How much information you set as required on Page 2-11.
2. How your units are numbered in relation to the physical set up of your site.

You should attempt to find the largest consecutively numbered group of units with similar properties or required fields.

Strategies

1. You have no required fields or door alarms.

If your units are all numbered consecutively, enter the first and last unit numbers and add them all as one block. If not, enter each group of consecutively numbered units in one operation.

NOTE: In some cases it may be quicker to add a large block of units and delete the missing numbers. You will have to decide which method is quicker.

2. You have required fields but no door alarms.

Try to group as many units as possible containing the same required fields.

3. You have door alarms.

You will need a copy of the Mux/Slot worksheets (for hard wired alarms) or the Transmitter Serial Number worksheets (For wireless systems) that were used during the installation of the site. For hardwired systems, If the Mux and Slots are consecutively numbered and run concurrently in the same order as the unit numbers, you can block the unit numbers and use the **Auto Slot Loading Option** shown on Page 2-39, Figure 2-77.

NOTE: In some cases it may be necessary to add large groups of units one at a time.

Appendix D

Merge Data Fields & Descriptions

Included in this Appendix

1. Introduction About Mail Merge
2. Merge Data Fields and Descriptions ACCESSNUMBER
ADDRESS
CARDTYPE
CITY
COMPANYNAME
CREDITCARD
DOORTYPE
FAXPHONE
FEATURE1
FEATURE2
FEATURE3
FLOOR
HEIGHT
HOMEPHONE
INSIDE/OUTSIDE
INSURANCE
KEYPADZONE
LASTNAME
LICENSE
MARKETING
MEMO
MILESFROMSITE
MOVEINDATE
PRICE
PROFILE
SIZE
SQUAREFEET
SSN
STATE
UNIT
UNITTYPE
TIMEZONE
VALIDDATE
WORKPHONE
ZIP

Introduction

In order to produce useful documents (letters, notices, bills, etc.) for groups of tenants, the DigiEdit Word Processor has been given the ability to merge database data fields into these documents. Anyone who has used Mail Merge features in the past is well aware of the time savings realized.

The following list provides the field names you will see in the database menu of DigiEdit and a description of each. After reviewing this list, you will be able to see the value and flexibility you have in creating useful time saving sales, collection and marketing aids.

Merge Database Fields and Descriptions

Database Field	Description
ACCESSNUMBER	Tenant's access number (password).
ADDRESS	Tenant's street address.
CARDTYPE	Credit Card Type (i.e. Visa, Master Card, etc....).
CITY	Tenant's city.
COMPANYNAME	Company Name.
CREDITCARD	Credit Card Number.
DOORTYPE	Type of door unit has (i.e. Roll up, Swing Door, etc....).
FAXPHONE	Tenant's fax number.
FEATURE1	Unit's first feature.
FEATURE2	Unit's second feature.
FEATURE3	Unit's third feature.
FLOOR	Floor that the unit is located on.
HEIGHT	The height of the unit.
HOMEPHONE	Tenant's home phone number.
INSIDE/OUTSIDE	Location of the unit.
INSURANCE	Type of insurance the tenant has.

Database Field	Description
KEYPADZONE	Keypad zone that is assigned to tenant.
LASTNAME	The last name of the tenant.
LICENSE	License number of the tenant.
MARKETING	Type of marketing that made the tenant choose the site.
MEMO	Notes entered about the tenant.
MILESFROMSITE	Number of miles the tenant is from site.
MOVEINDATE	The date that the tenant was moved in the DigiGate system.
PRICE	The periodic cost of the unit, usually monthly.
PROFILE	The reason the tenant rented the unit.
SIZE	The size code of the unit.
SQUAREFEET	The unit's floor space.
SSN	The tenant's Social Security number.
STATE	The tenant's residence state.
UNIT	The unit number.
UNITTYPE	The unit category you have set up
TIMEZONE	The tenant's access hours.
VALIDATE	Credit Card's expiration date.
WORKPHONE	The tenant's telephone number at work.
ZIP	The tenant's zip code.



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Appendix E

Upgrading DOS Software to Windows

Included in this Chapter

1. Introduction The **DigiConvert** Program
2. What's New in the Windows Version Security
User Operations
Access Control
Data Entry
Marketing
3. Running **DigiConvert** Starting the Program
What is Converted
4. Completing Your Setup What is needed after the conversion



Introduction

For those converting to **DigiGate-700 for Windows** from a prior DOS version of the **DigiGate-700** software, the **DigiConvert** program has been included to make the transition as easy as possible. **DigiConvert** is a fully automated procedure that takes the old **DigiGate** data files and transfers the information to the proper files for the new **Windows** program.

NOTE: The **DigiGate-700 for Windows** upgrade version software is shipped without any setup information. The **DigiConvert** converts the setup information and the tenant files from the old **DOS** system to the new **DigiGate** directory. If you are upgrading to a new computer at the same time, copy the “C : \DIGI” subdirectory from your old computer to the new computer before you run **DigiConvert**. Make sure that the new computer has the old **DigiGate** data in the “C : \DIGI” directory on the new computer. After running **DigiConvert** you should back up all **DigiGate-700 for Windows** data on your system.

What’s New in the Windows Version

Security

1. User Security Levels and Logon - Restrict/Allow user’s access to Modules in the system.
2. Separate log for Tenant activity and Manager activity.
3. More flexible data backup - Backup to any supported device.
4. Retrieve Information from the System Controller - Unit Number, Tenant Last Name, Access Code, Time Zone, Keypad Zone, and Unit Status.

User Operations

1. Full feature Word Processor with MailMerge from the **DigiGate-700 for Windows** database fields.
2. **Windows** Help system - Context sensitive with <F1> key, Indexed or Topic search from the **Help** button.
3. Familiar **Windows** interface.

Access Control

1. Ability to mark tenant as “Never Locked” - Cannot be made delinquent from **DigiGate-700 for Windows** or from the accounting program. - For corporate or other accounts where you do not want to restrict access.
2. Ability to mark a unit as “Tagged” - Shows “Tagged” on activity log and DigiGraphics to alert the manager.
3. Ability to activate some device based on activities at a keypad or other Input point. Activities can be: Bad password, Bad time zone, Bad keypad zone, Tailgate, Tagged, and Delinquent. For example, a relay could activate when a Tenant of a Tagged unit enters the facility, activating an interior buzzer, a video switcher, etc.
4. Mark units as Damaged or Unrentable.
5. LCD Keypads that display messages to your tenants.
6. Wireless Door Alarms - more security possibilities.

Data Entry

1. Ability to set Default values for fields - Speeds entry of unit and tenant information.
2. Unit information entry in Tenant entry screens.
3. Ability to transfer tenants to other units.
4. Ability to Link units using the same tenant information.
5. Easier Time Zone entry with the **Duplicate** button.
6. New Auto Slot loading options for Hardwired Door Alarms.

Marketing

1. Expanded Unit Features and information recording.
2. Ability to record buying reasons, payment habits, etc for marketing analysis.
3. Expanded reporting and custom queries from unit information, tenant information, buying habits, payment methods and habits, etc.

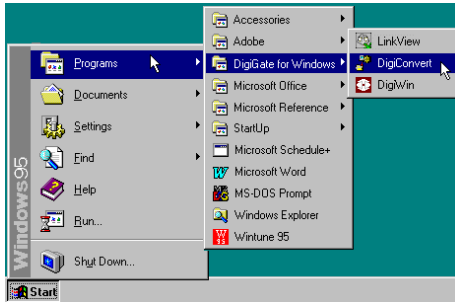


Figure E-1

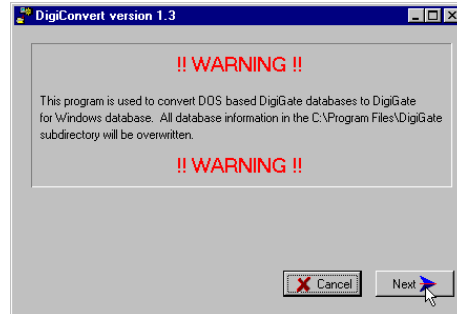


Figure E-2

Running DigiConvert

Starting the program

- NOTE:** This program cannot be run while the **DigiGate-700 for Windows** program or any of its utility programs are running. **Close any DigiGate programs running before starting this procedure!**
1. From the **Windows** desktop, **Click** on the **Start** button.
 2. **Select Programs**, then **DigiGate for Windows**, then **DigiConvert**. Figure E-1.
 3. This will open the **DigiConvert** window with a warning that all data files in the **DigiGate-700 for Windows** directory will be overwritten. Figure E-2.
 4. **Click** on the **Next** button.

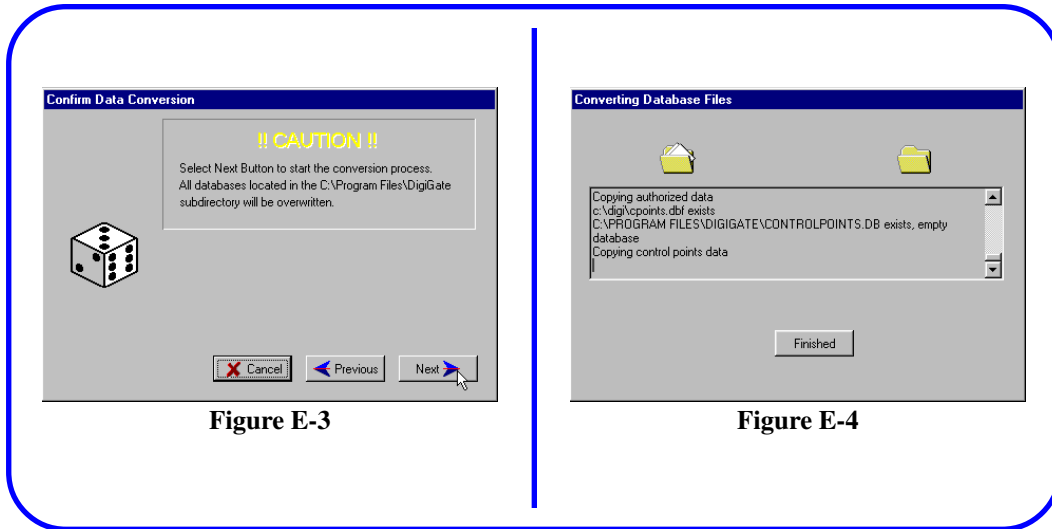


Figure E-3

Figure E-4

5. This will open the **Confirm Data Conversion** window, which gives a second warning of the data files being overwritten. Figure E-3.
6. Click on the **Next** button.
7. This will open the **Converting Database Files** window, which shows the progress of the conversion. Figure E-4.
8. When the conversion is completed, the **Finished** button will appear. Figure E-4.
9. Click on the **Finished** button to return to your Desktop.

NOTE: Any errors encountered will open a window displaying a prompt explaining why the conversion could not be completed.

If you encounter this, record the prompt in the error window and call **Digitech International, Inc.** at 1-800-523-9504 before proceeding any further!

What is Converted

The **DigiConvert** program processes the **DOS DigiGate** site setup information first. The database information from the **DOS** version is transferred to the **Windows** databases in the order listed below.

Control Points, Control Areas, Input Points, Access Configuration, Keypad Zones, Boards, Time Zones, Alarm Zones, Timer Operations, Size Codes, and Holidays.

Next the tenant information is transferred in the order listed below:

Access Code, Unit Number, First Name, Last Name, Company Name, Address, City, State, Zip Code, Home Phone Number, Work Phone Number, SSN, License, Time Zone, Keypad Zone.

Following the tenant information, the unit information is transferred in the order listed below:

Unit Number, Price, Size Code, and Unit Status (i.e. Vacant, Rented, Delinquent).

The program scans the database and checks for any size codes that were transferred from an accounting program linked to **DigiGate** and not entered in the **DigiGate** system. These codes are added to the Size Code database.

Following the unit information, the Mux Information is transferred. This is the mux/slot location of individual door alarm units.

Following the Mux Information, the Other Authorized Tenant information is transferred.

The last item transferred is the site name.

This information will give you the basic setup for your site to operate in the same manner it did under the **DOS** version of the **DigiGate-700** software.

Completing Your Setup

When the conversion completes, refer to “Appendix B, Preparation for System Setup” and “Chapter 2, Setting up a new Site” to add any new features you want to include in your **Windows** version. When the setup is completed to your satisfaction, backup your **DigiGate-700 for Windows** system. Refer to “Chapter 5, Backing Up Your Data” for instructions.

YOU MUST BACKUP YOUR SYSTEM AFTER RUNNING *DigiConvert* !

THIS BACKUP WILL BE YOUR SYSTEM MASTER.

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Appendix F

Troubleshooting Accounting Link Problems

Included in this Appendix

- 1. **Introduction** Integration with Accounting Programs
- 2. **Running LinkView** How **LinkView** operates
- 3. **Vendor Specific Requirements** MSTC Unit Numbering for Systems with Linking Units.



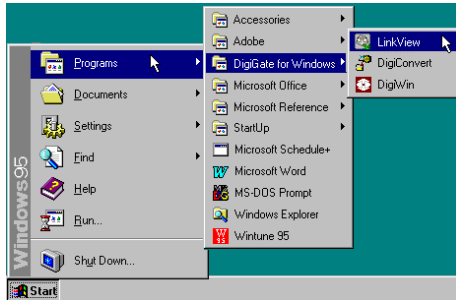


Figure F-1

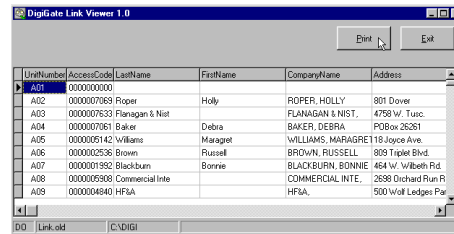


Figure F-2

Introduction

The **DigiGate-700 for Windows** program is designed to work in conjunction with most major management/accounting programs in the industry.

When you move a tenant in or out, transfer them to a new unit, pay up a delinquent, or lock a tenant out in your accounting program; the accounting program creates a record for each transaction in a Link file. The accounting program then calls a program in the **DigiGate-700 for Windows** system which takes the information in the Link file and uses it to update the databases in the **DigiGate-700 for Windows** system. The program also sends the information in the Link file to the **DigiGate-700 for Windows** System Controller.

When problems occur with the gate system, the first step is to find out where the problem originated.

To do this we have included a program called **LinkView** in the **DigiGate-700 for Windows** system. This program allows you to look at the file that holds the information sent from the accounting program to the **DigiGate-700 for Windows** program.

LinkView is only for viewing the data file. It does not allow editing of the information. By checking the validity of the information in the Link file, it can be determined if the problem is based in the **DigiGate-700 for Windows** system (when the data in the Link file is correct) or if the problem is based in the accounting system (the data in the Link file is NOT correct).

Running LinkView

1. From the **Windows** desktop, click on the **Start** button. Figure F-1.
2. Select **Programs**, then **DigiGate for Windows**, then **LinkView**. Figure F-1.
3. This will open the **DigiGate Link Viewer 1.0** window which lists the entries in the Link file. Figure F-2.

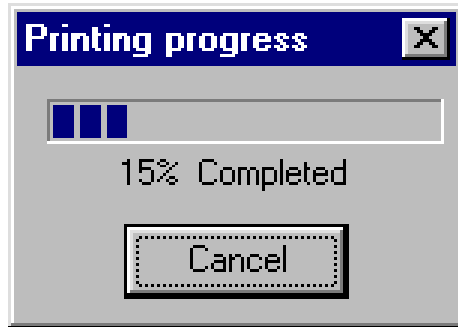


Figure F-3

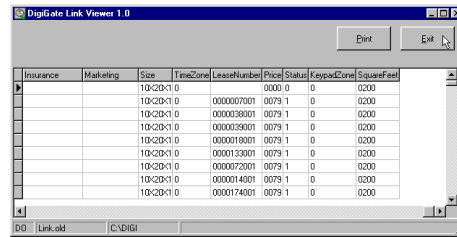


Figure F-4

4. The fields available to the accounting program are: Unit Number, Access Code, Last Name, First Name, Company Name, Address, City, State, Zip, Home Phone, Work Phone, Social Security Number, License, Insurance, Marketing Code, Size Code, Time Zone, Lease Number, Price, Status, Keypad Zone, and Square Feet. Figure F-2, Page F-2 and Figure F-4.
5. The fields that are **Required by DigiGate** are: Unit Number, Access Code, Last Name, Time Zone, Status, and Keypad Zone.
6. To print a report of these records, **click** on the **Print** button. Figure F-2.
7. The **Printing Progress** window will open showing the status of the printout. Figure F-3.
8. **Click** on the **Cancel** button to stop the printing.
9. The balance of the fields are shown in Figure F-4.
10. **Click** on the **Exit** button when you are finished. This will close the program. Figure F-4.

NOTE: If the data shown in the **LinkView** display is NOT correct, call the dealer or supplier of the accounting program. It is always helpful to have the printout of this file when you call the **Digitech International, Inc.** Service department.

Vendor Specific Requirements

MSTC Unit Numbering for Systems with Linking Units

In order for the **DigiGate-700 for Windows** program to work in conjunction with **MSTC** software in Door Alarm and Graphics Display systems, a different setup configuration is designed into the **DigiGate-700 for Windows** program in DIGI.EXE version 1.9 and greater.

MSTC software does not allow duplicate Access Codes, therefore Linked Units (multiple units rented by one customer using one access code) present a problem when the site has Door Alarms or a Graphics Display. Door alarm systems must arm and disarm all units for a tenant to be able to enter without causing an alarm condition. Graphics display systems must be able to display the on site condition of the units when a tenant has entered the facility.

The **DigiGate-700 for Windows** program corrects this situation by stripping the last digit off the access code transmitted from the **MSTC** software. This allows **MSTC** to have unique access codes and **DigiGate-700 for Windows** to process alarm and Graphics situations.

For this interface to work properly, the access code given a tenant for an individual unit should have a "0" added to the end. (i.e. "1001234" is the access code given a tenant; "10012340" is the access code entered into the **MSTC** program.) When a tenant rents multiple units, "0,1,2,..." respectively, should be appended to each unit's access code. (i.e. "1001234" is the access code given a tenant for all units he/she rents. "10012340" is the access code entered into **MSTC** for the first unit; "10012341" is entered for the second unit; "10012342" is entered for the third unit, etc.) When the last digit is stripped off by the **DigiGate-700 for Windows** system, all units will have the same access code, and therefore, disarm, arm, and display correctly when a tenant enters and leaves the facility.

The **DigiGate-700 for Windows** program requires **MSTC** version 5.B.5 or greater for compatible data transfer.

Included in this Chapter

1. Introduction	Error Message Display & Description
2. Serial Port Error Messages	Parity and Overrun Errors NAK Received Port Not Opened Port in Use Invalid COM Number No more Trigger Slots Time Out Error Parity Error Overrun Error Framing Error
3. Database Error Messages	Description of Display
4. Other Error Messages	Invalid User ID Invalid Password Not Integer Error during Backup



Introduction

This section describes the way the **DigiGate-700 for Windows** program displays Error Messages to the user. This trapping or intercepting errors allows the program to continue when possible or to exit gracefully if unable to continue. This prevents data loss and corruption whenever possible.

Program errors can be caused by many different factors: data loss or corruption, conflict with other programs, configuration errors, faulty program code, user error, or equipment malfunctions. The severity of the error determines how it is handled, i.e. continue and retry or shut down and restart the program.

Any errors that persist and cause shutdown of the program should be reported to the **DigiTech International, Inc.** Service Department with as much information as possible. This includes the information requested in Chapter 1, a description of what you were doing when the error occurred, and the information displayed in the error window.

We have divided the errors into three main categories, Serial Port, Database and Other. Each of these categories will open a window to notify the user of the error and one or more buttons to let the User continue in the manner deemed most appropriate. The format of the information is different for each type and is described in the following pages.

Serial Port Error Messages

Description	Error Number	Explanation
Parity and Overrun Error	3	UART received parity or overrun error. See explanation below.
NAK Received	21	Command sent to System Controller was not received correctly. Select OK and try again.
Port not opened	-1001	The port that the program tried to use was not opened correctly. Close the program and try again.
Port in use	-2008	The port the program tried to open was in use by another program. Close all programs and try again.
Invalid Com number	-2011	Attempt was made to open a port that does not exist on the PC. Check serial port setup.
No more trigger slots	-5001	The System Controller is not responding to the DigiGate software. Shut the program down and check the System Controller for proper operation.
Time Out Error	-6006	The PC never received a response from the System Controller. Check communications between the PC and the System Controller.
Parity Error		The parity bit did not reflect the correct number of non zero bits in the data character. Causes are bad transmission lines or inconsistent transmission parameters between systems. Check the serial cable for proper connection. Make sure another program or device is not using the serial port's IRQ.
Overrun Error		Occurs if the UART receives another character before the receiver data register is emptied. This error will occur if the System Controller is transmitting data faster than the program can read it.
Framing Error		UART does not receive a stop bit when it expects one.

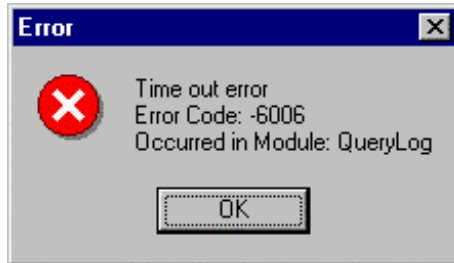


Figure G-1

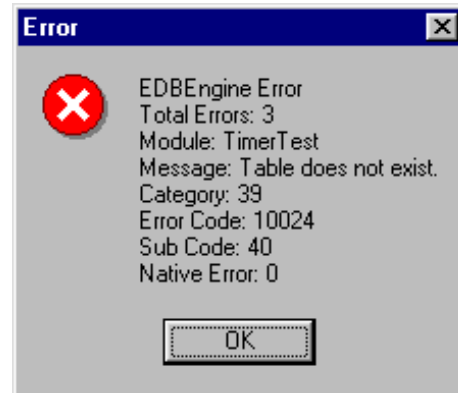


Figure G-2

NOTE: The Serial Port **Error** window displays one of the errors listed in the table on the previous page. Serial Port error messages contain three lines as follows:

- a. The text error message
- b. The error code number
- c. Where the error occurred

Figure G-1.

1. **Click** on the **OK** button.
2. Check the connections on the Serial cable.
3. Power the System Controller down and up and then try again.
4. If the error persists, call your Reseller or the **Digitech International, Inc.** service department.

Database Error Messages

The possible database errors are too numerous to list here, but the format of the Error Box is different from the other categories. The Error window will contain eight lines as follows:

- a. The title: EDBEngine Error
- b. Total Errors: The total number of errors
- c. Module Name: The program module where the error occurred.
- d. Message: Text description of error.
- e. Category: General area of error. i.e. Index, Data Field, etc. These are in numeric code.
- f. Error Code: The numeric error code.
- g. Sub Code: A Further explanation of the error in numeric code.
- h. Native Error: Error message returned from the database DLL in numeric code. Figure G-2.

1. Record all information in the **Error** window.
2. **Click** on the **OK** button.
3. Close and reopen the program. Then try again.
4. If the error persists, call your Reseller or the **Digitech International, Inc.** service department.

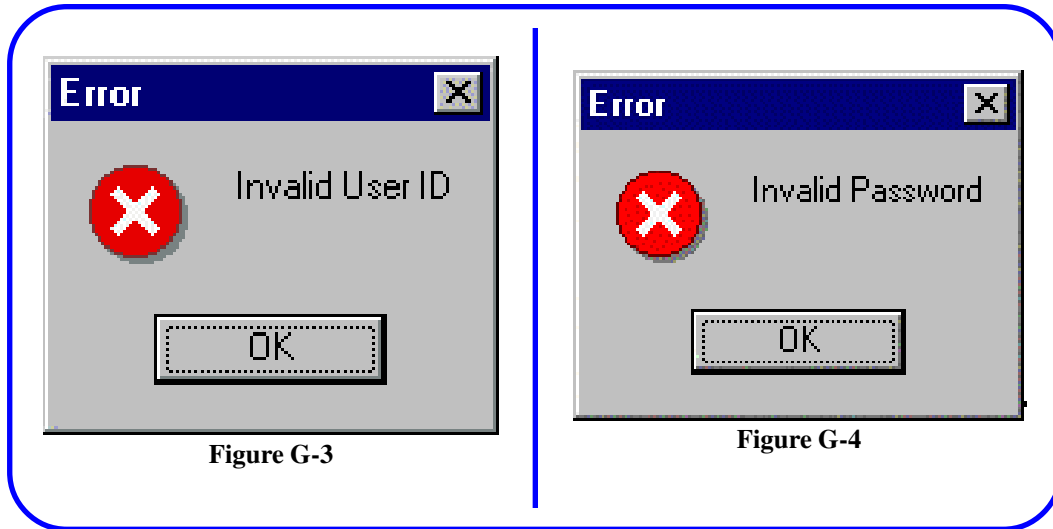


Figure G-3

Figure G-4

Other Error Messages

The final category of errors is “Other.” This is all inclusive of anything not yet discussed. This category holds user errors, other equipment errors, system errors, other program errors, etc.

The **Error** window for this category only has one line of text, the error message as shown in Figures G-3 and G-4. Error messages for the operating system or for other programs are usually in a different format, such as the Microsoft Backup window Figure G-6, Page G-5.

The majority of these errors are for procedural or operator errors in the **DigiGate-700 for Windows** program. After reading the message, **Click** on the **OK** button and the appropriate action will be performed.

NOTE: This error, Figure G-3, is caused when the User ID entered is not found in the **DigiGate** database. Either the ID was entered incorrectly, has been removed from the database, or the database is corrupted.

1. **Click** on the **OK** button.
2. Try again. Enter a valid **User ID**.
3. If the error persists, call your Reseller or the **Digitech International, Inc.** service department.

NOTE: This error, Figure G-4, is caused when the User Password entered is not found in the **DigiGate-700 for Windows** database for the User entered. Either the Password was entered incorrectly, the Password has been changed in the database, or the database is corrupted.

1. **Click** on the **OK** button.
2. Try again. Enter a valid **Password**.
3. If the error persists, call your Reseller or the **Digitech International, Inc.** service department.



Figure G-5

NOTE: This error, Figure G-5, can occur during Move In, Move Out, Download All, etc. It is normally associated with a database problem. It can be caused when there is no mux/slot or alarm zone defined for the unit in question.

1. **Click** on the **OK** button.
2. If you know the unit causing the problem, check that the information above is correct.
3. If the error persists, call your Reseller or the **Digitech International, Inc.** service department.

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Appendix H

Activity Log & Transaction Messages

Included in this Appendix

- 1. Introduction Site & Management Activity Messages
& Descriptions
- 2. Activity Log Messages Access Activities
Misc. (SysCon) Activities
Board Activities
Time Activities
Alarm Activities
- 3. Transaction Messages Manager/User Activities



Introduction

This section describes the way that the **DigiGate-700 for Windows** program displays Activity Messages to the user. The site activities are broken down into two categories. The first is tenant activities which describe tenant movement and usage of the site or the operation of the system hardware. These activities are listed in the Activity Log and on the Activity Log Report. The second category is management or user activity which shows move in, move out, delinquents, payments, and changes to data in a tenant or unit record. Management activities are shown in the Transaction Log Report and entries will be made when the User initiates an action in the **DigiGate-700 for Windows** program or when the Accounting program transfers information to the **DigiGate-700 for Windows** database.

Activity Log Messages

Access Activities

1. **Access Granted** - A tenant entered a password at an entry device and was allowed to enter.
2. **Delinquent** - A tenant entered a password at an entry device and was denied access because they were overdue in their account.
3. **Bad Password** - A password was entered at an entry device but was not found in the SysCon database.
4. **Bad Keypad Zone** - A tenant entered a password at an entry device and was denied access because they were not authorized to use that specific entry device.
5. **Bad Time Zone** - A tenant entered a password at an entry device and was denied access because they were not within the authorized hours to use that specific entry device.
6. **Soft Antipassback** - A tenant entered a password at an exit device and was allowed to exit but the Manager was notified because the tenant had not used an entry device. (Tailgating)
7. **Hard Antipassback** - A tenant entered a password at an exit device and was not allowed to exit and the Manager was notified because the tenant had not used an entry device. (Tailgating)
8. **Not Found** - When the **DigiGate-700 for Windows** program is not running, the System Controller stores all activities in its memory. When the program is started it retrieves all activities from the SysCon and stores them in the database. This message occurs when a code was entered and found valid in the System Controller yet the unit was not found in the **DigiGate-700 for Windows** database on the PC. This can signify a database error on the PC. Print and verify a tenant list.

Misc. (SysCon) Activities

1. **Cold Start** - The System Controller has been reset, all memory on the board has been lost and you need to perform a **Set Controller** and a **Download All Units** to complete the proper reset of the system.
2. **System Reset** - The System Controller has lost power for less than one minute. Data should be intact and the gate should be working normally. This is a notification that a power fluctuation has occurred.
3. **System Power Off** - The System Controller has lost power for more than one minute. Data should be intact and the gate should be working normally. This is a notification that a power failure has occurred. The keypads will not work while the power is off, but should be OK when the power is back on.
4. **System Power On** - The System Controller has regained power after a **System Power Off**.

Note: If you are regularly getting any of these 4 error messages, we strongly recommend that you place a battery backup or UPS system in line with the system controller power supply. Contact Digatech International for more information.

Board Activities

1. **Board Online** - During a **Set Controller** the board listed under **Input Point** initialized correctly. This message applies to the Keypad board, Mux boards, Wireless Receiver or Graphics boards.
2. **Board Offline** - Communication to the board listed under **Input Point** has been lost. This could be due to power failure or RS485 line problems. This message applies to the Keypad boards, Mux boards, or Graphics boards.
3. **Board AC Power Fail** - The Keypad board, Mux board, Graphics board, or other RS485 device listed under **Input Point** has lost its main power source and is running under backup power. This message occurs only if the board has a battery backup.
4. **Board AC Power Restored** - The Keypad board, Mux board, Graphics board, or other RS485 device listed under **Input Point** has regained its main power source and is no longer running under backup power. This message occurs only if the board has a battery backup.
5. **Board Battery Fail** - The Keypad board, Mux board, Graphics board, or other RS485 device listed under **Input Point** has lost its backup power source. This message occurs only if the board has a battery backup. You should contact your installer or our service department for a new battery.
6. **Tamper Closed** - This message only appears when the optional Tamper Switch has been installed on a Mux box. The message indicates that the box is secure.
7. **Tamper Open** - When the optional Tamper Switch has been installed on a Mux box, this message indicates that the box is not secure and has been opened. On a system that does not have the Tamper Switch installed, this message will appear right after the Board Online message and has NO significant meaning.

Time Activities

1. **Time Zone Active** - This indicates that the starting time of one of the time zones has passed and that the input points will now operate for tenants in that time zone. The Time Zone name appears in the **Input Point** column.
2. **Time Zone Idle** - This indicates that the ending time of one of the time zones has passed and that the input points will not operate for tenants in that time zone. The Time Zone name appears in the **Input Point** column.
3. **Timer Op Active** - This indicates that the starting time of one of the timer operations has passed and that the defined operation will be performed. An example of a timer operation is all tenants cleared from the site at 11:59 P.M. or all vacant units are armed at 5:00 P.M.
4. **Timer OP Idle** - This indicates that the ending time of one of the timer operations has passed and that the defined operation has been performed.

Alarm Activities

This section only applies to sites where there are individually alarmed units or zones and the DigiGate-700 for Windows software has been configured to operate in this manner. Unit messages will list the Unit Number and tenant's Last Name on the log entry along with the date and time of the activity. Zone messages will list the Alarm Zone under Input Point on the log entry.

Unit Messages

1. **Alarm** - An alarmed unit was opened without entering a valid code.
2. **Secure** - After a unit has alarmed, the unit was closed before the alarm zone rearmed.
3. **Opened** - A unit was opened after a valid code was entered.
4. **Closed** - A unit was closed after an **Opened** status.
5. **Device Tamper** - A wireless transmitter tamper alarm was activated.
6. **Shock Tamper** - A wireless transmitters shock sensor was activated.

Zone Messages

1. **Alarm Zone Armed** - A zone, an area, or group of devices has been set to activate when a defined condition exists. Zones can be armed by the user in the **DigiGate-700 for Windows** software, by timer operations, or by events at the site.
2. **Alarm Zone Disarmed** - A zone, an area, or group of devices has been set to ignore the defined conditions for alarming. Zones can be disarmed by the user in the **DigiGate-700 for Windows** software, by timer operations, or by events at the site.
3. **Rearm Alarm Zone** - Alarm zones are automatically rearmed when a specific amount of time has elapsed (a time-out) following an alarm condition. The time period is defined in the **DigiGate-700 for Windows** setup, and once it has elapsed the siren or other notification device is shut off and the zone is rearmed. This message signifies that this event has occurred.
4. **Rearm refused** - There was an attempt to rearm an alarm zone when tenants were on site. Wait until all tenants have exited from the facility or clear the control area and attempt to rearm the zone.
5. **Acknowledge Alarm** - This message is shown when the user selects the Acknowledge option in the **DigiGate-700 for Windows** software. This action initiates the same sequence as the **Rearm Alarm Zone**, bypassing the time-out period.

Transaction Messages

1. **Move In** - Indicates that a new tenant has occupied or been moved into a unit.
2. **Move Out** - Indicates that a tenant has vacated or been moved out of a unit.
3. **Make Delinquent** - Indicates that a tenant has become overdue in rent and has been locked out of a unit.
4. **Paid Up** - Indicates that a delinquent tenant has paid their account and regained access to their unit.
5. **Change Data** - Indicates that some change has been made to the tenant's record, that some information has changed about this tenant.

The Transaction Log also shows the source of each transaction under **User**. If a user of the system has performed the transaction, their User ID will be shown. If the transaction was one transferred from the accounting program, "LINK" will be shown as the **User**.

Appendix I

The DigiGraphics System

Included in this Appendix

1. Introduction -----	Introduction
2. Controlling the Display -----	Scanning Zoom Site Status Activity Log
3. Programming the Display -----	The Menu Scanning Speeds The Flash Setting The Delay Setting The Status Colors



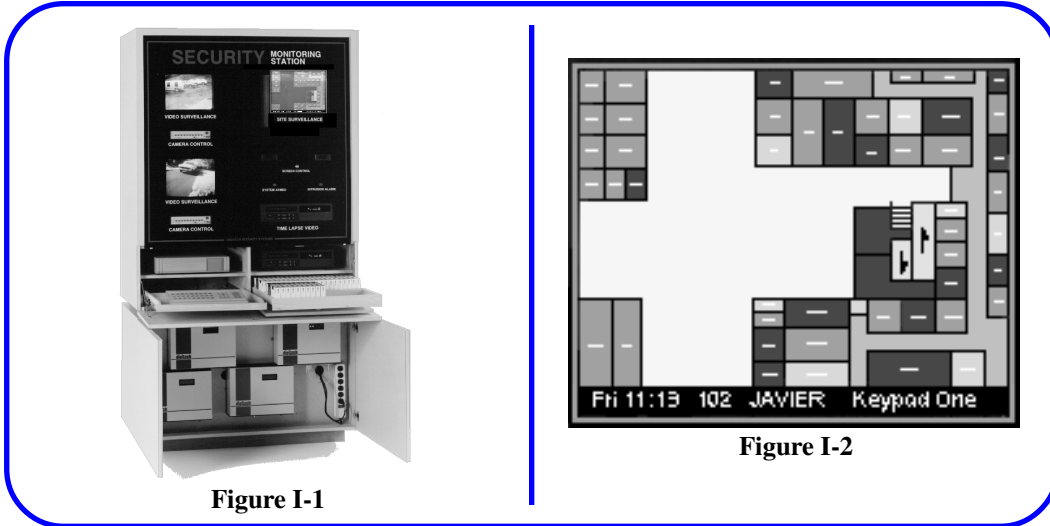


Figure I-1

Figure I-2

Introduction

The **DigiGraphics** system, (Available as an option to the DigiGate-700 System), is a separate display of your site's units and their status. **DigiGraphics** runs independent of your PC through its own graphics generator designed to display the graphical site plan and unit status. The graphics generator communicates with the **DigiGate-700 for Windows** System Controller to provide a real time color coded display of the status of each unit.

The Security Monitoring Station shown in Figure I-1 contains the **DigiGraphics** system with its display in the upper right corner; also shown enlarged in Figure I-2. The bottom line on the display shows the last activity that occurred on the site. Figure I-2.

A multifunction remote control, Figure I-3, Page I-3, allows you to control the display of the site, the activity log, and the unit's status.

In its normal state, the display scans an enlarged view of your site showing each unit, labeled with its number and in a color that gives its status.

The default color designations are:

Green	for	Vacant Units
Blue	for	Rented Units
Dark Red	for	Delinquent Units
Flashing Medium Red	for	Units Alarmed
Flashing Yellow	for	Tenants On-Site
Orange	for	List (Highlighting from the Find function)

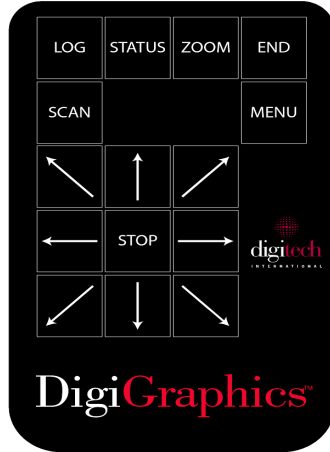


Figure I-3

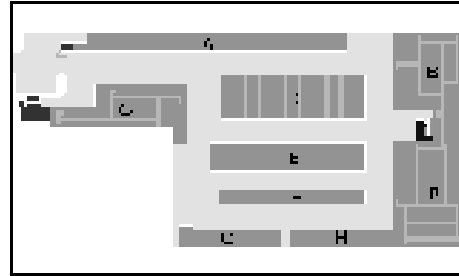


Figure I-4

Controlling the Display

The display of the **DigiGraphics** system is controlled with a multifunction remote control similar to the one you use for your TV set or VCR. Figure I-3. The remote has a keypad with 16 keys that control the scanning direction and rate, zoom, activity log display, unit status display and color selection for the unit status display. Since the full size site display with unit numbers is larger than the screen, the default state of the display is a random scanning of this full size site plan on the display monitor.

Scanning

There are eight directional arrow keys located around the **Scan** key on the remote; two vertical (up and Down), two horizontal (right and left), and four diagonal (upper right and left and lower right and left). The screen image will move in the direction indicated when one of these keys is pressed. The **Scan** key will return the screen to the default scanning pattern when pressed.

When the area of the display you want to view is found, the **Stop** key will freeze the display so it may be viewed. The **Scan** key will return the display to the default scanning mode or the system will automatically return to scanning after 2 minutes.

Zoom

When the **Zoom** key is pressed, Figure I-3, the display is zoomed out to a footprint or full view of the site. Figure I-4.

In this view only building outlines are displayed.

The **End** key or the **Scan** key will return you to the default scanning mode or the system will automatically return to scanning after 2 minutes.

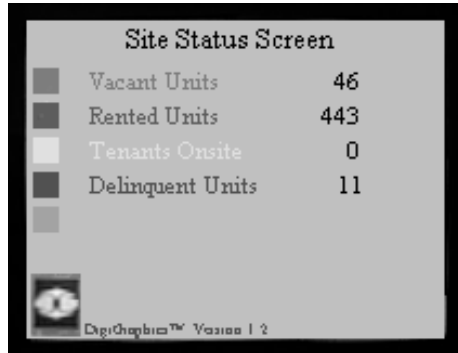


Figure I-5



Figure I-6

Site Status

Pressing the **Status** key, Figure I-3, Page I-3, displays the **Site Status** screen. Figure I-5. This screen shows the current number of Vacant Units, Rented Units, Delinquent Units, and the number of Tenants Onsite.

The **End** key or the **Scan** key will return you to the default scrolling mode or the system will automatically return to scanning after 2 minutes.

Activity Log

Pressing the **Activity Log** key, Figure I-3, Page I-3, displays the **Activity Log** screen. Figure I-6. This screen shows the site activities; keypad entries, alarm and rearm zones, etc.

The last activities are shown in the order that they happened. The screen cannot be scrolled backwards to view prior activities. To view prior activities, display the activity log in the **DigiGate-700 for Windows** program.

The **End** key or the **Scan** key will return you to the default scrolling mode or the system will automatically return to scanning after 2 minutes.



Figure I-7

Scroll: 1
Jump: 1
Flash: 1
Delay: 1
Rented: 1
Vacant: 2
Delinquent: 4
Alarm: 40
Onsite: 68
List: 42

Figure I-8

Programming the Display

The **DigiGraphics** system allows you to change some of the default settings. The defaults that can be changed are: Scan speed, Flash speed, time Delay after keypad entry, and the color settings for the unit's status.

These settings are changed using the **Menu** key on the remote control. Figure I-3, Page I-3.

The Menu

1. To access the **DigiGraphics** menu, press the **Stop** key on the remote to suspend scanning.
2. Press the **Menu** key to activate the on-screen Menu. Figure I-7.
3. The status bar at the bottom of the display screen gives instructions as you proceed. Figure I-7.
4. The enlarged menu shown in Figure I-8, shows the default settings for the selections.
5. Press the up or down arrow key until the selection you want is named in the status bar. i.e. "Press the LOG key to modify xyz parameter." Here "xyz" will be replaced by each choice as you press the arrow keys.
6. Press the **Log** key to select the item you want to change. The status bar will show "Use up/down arrows to increment, then END." Use the arrow keys to change the value then press the **End** key to save the change.
6. You may then use the arrow keys to go to the next value you want to change. Repeat the procedure in steps 5 and 6 for each item you decide to change.
7. When all changes have been made, press the **End** key to return to the normal display of the Site.

Scanning Speeds

There are two entries for scanning speed. The first is listed as **Scroll**, which determines the speed that the display moves for the default automatic scanning.

The second is listed as **Jump**, which determines the speed that the display moves when you press the **Stop** key and then use the arrow keys to scan the picture.

The picture will move faster as the number increases for both of these settings. The range allowed is from 1 to 10 for each setting.

Use the procedure listed in the Menu on Page I-5 to change these settings.

The Flash Setting

The **Flash** setting determines how fast the **Onsite** or **Alarmed** units blink on the screen. The range is from 1 to 10 seconds. The higher the setting number, the slower the rate of blinking.

Use the procedure listed in the Menu on Page I-5 to change these settings.

The Delay Setting

When a tenant uses the entrance keypad, the exit keypad, or their unit alarms the **DigiGraphics** is programmed to move the display to that unit and flash it in the appropriate color for the **Delay** time set here. The default is 10 seconds and it may be changed within a range of 1 to 25 seconds. After the delay time, the screen resumes scanning the site.

Use the procedure listed in the Menu on Page I-5 to change these settings.

The Status Colors

The prior four settings; Scroll, Jump, Flash, and Delay deal with time elements and are shown on the screen in black. The next six deal with colors to denote the status of each unit and will display in the color selected. The Status settings are Rented, Vacant, Delinquent, and List which display in solid colors; and Alarm and Onsite which display in a blinking color that alternates with black.

In a standard display, one of the three basic status colors will display for each unit. These are the Rented, Vacant, and Delinquent colors.

When a tenant enters the gate, the display will jump to their unit and blink in the Onsite color. If a unit is alarmed, the display will jump to the alarmed unit and blink in the Alarm color.

Each selection is changed by the procedure outlined in the Menu section Page I-5. The range of colors available is from 1 to 255. As each color number is changed, the display of that selection will change to the color that will be seen on the display.

When you have completed all selections, press the **End** key until you return to the normal display. Then press the **Scan** key to resume scanning the site.

Appendix J

Electronic User's Guide and the Acrobat® Reader

Included in this Appendix

1. **The Electronic User's Guide** Where and How?
2. **Adobe® Acrobat® Reader** Installing or Updating the Reader.



The Electronic User's Guide

We have included an electronic version of the **DigiGate-700™ for Windows®** User's Guide on your Installation CD. This manual is viewable with the **Adobe® Acrobat® Reader** v3.x or 4.0. For those that do not have the **Acrobat® Reader** installed, or would like to upgrade your version to 4.0, an installation program has been provided. If you already have a higher version of Adobe Reader installed, you do not need to install the version supplied with DigiGate.

The DigiGate Installation installed the Electronic User's Guide in a directory named "Manual" under the DigiGate directory in Program Files. An Icon to start the reader is also installed on your Desktop.

Adobe® Acrobat® Reader

If you are upgrading to Acrobat® version 4.0 from a 3.x version, you MUST first un-install the 3.x version, then install the 4.0 version. Un-installing the 3.x version AFTER you have installed the 4.0 version will erase some necessary files and cause problems when running Acrobat® Reader.

To install and set up the electronic manual reader, **Acrobat® Reader**.

1. Place the **DigiGate-700 for Windows** CD into your CD-ROM drive.
2. On the **Windows** Task Bar, **Click** on the **Start** button, then select **Run**.
3. **Click** on the **Browse** button.
4. Navigate to your CD-ROM drive {d: }, then to the **Acrobat** directory.
5. **Double Click** on "Acrd4enu.exe".
6. This will start the **Acrobat® Reader** installation program. Follow the instructions on the screen. When completed, you will have an **Acrobat Reader 4.0** icon on your desktop.

Running Acrobat® Reader.

1. The **DigiGate-700 for Windows** installation will create a shortcut on your desktop and in your DigiGate folder on the **Start** menu to run the Electronic Manual. If you choose, you may delete the icon on your desktop.
2. Select the **DigiGate User's Guide** icon on the desktop or from the **Start** menu select **Programs>DigiGate>DigiGate User's Guide**. The Electronic Manual will open in the **Acrobat® Reader**.

If you receive a "No program associated with: {d:}\Acrobat\DWManual.pdf" error, you must install the **Acrobat® Reader** program as described above.

The Acrobat® Reader Manual is available from the Help menu in the **Acrobat® Reader** program and is also included on the **DigiGate-700 for Windows** CD in the "Acrobat" directory and may be viewed as described above and printed from the **Acrobat® Reader** program.

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Appendix L

Setting Up the LE Software Version

Included in this Chapter

1. **Introduction** When to use the Lite and Regular Versions.
2. **Copying the Desktop Icon** Creating a new icon for the LE version.
3. **Renaming the Copy of.. Desktop Icon** Identifying the new icon.
4. **Changing the Properties of the New Desktop Icon** Setting the icon to start the program.
5. **Changes in the LE Version** What is different.

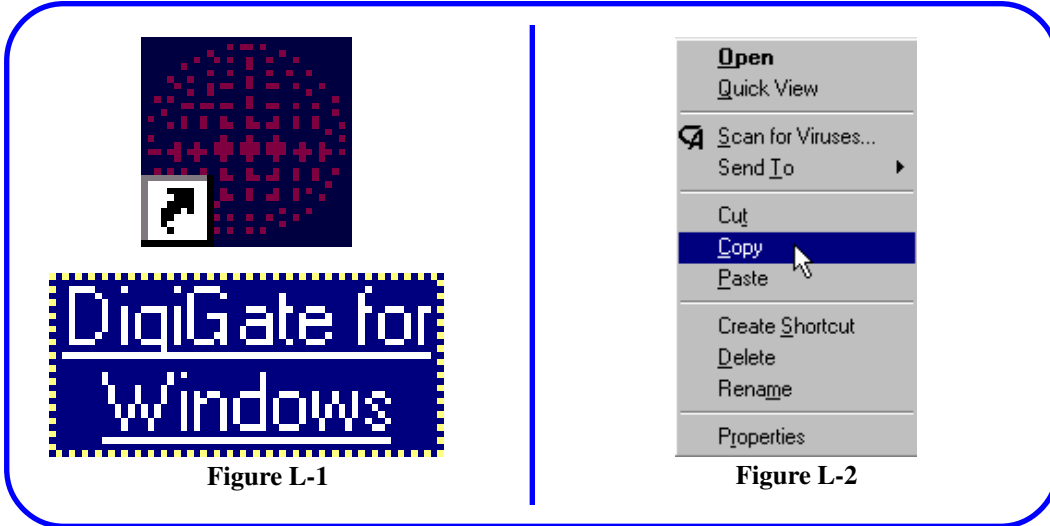


Figure L-1

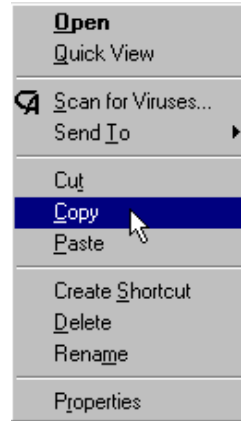


Figure L-2

DigiGate-700™ for Windows® LE is a more resource-efficient version of our popular access software. This program is designed for self-storage managers who run multiple programs simultaneously, yet desire both maximum speed and smooth operation.

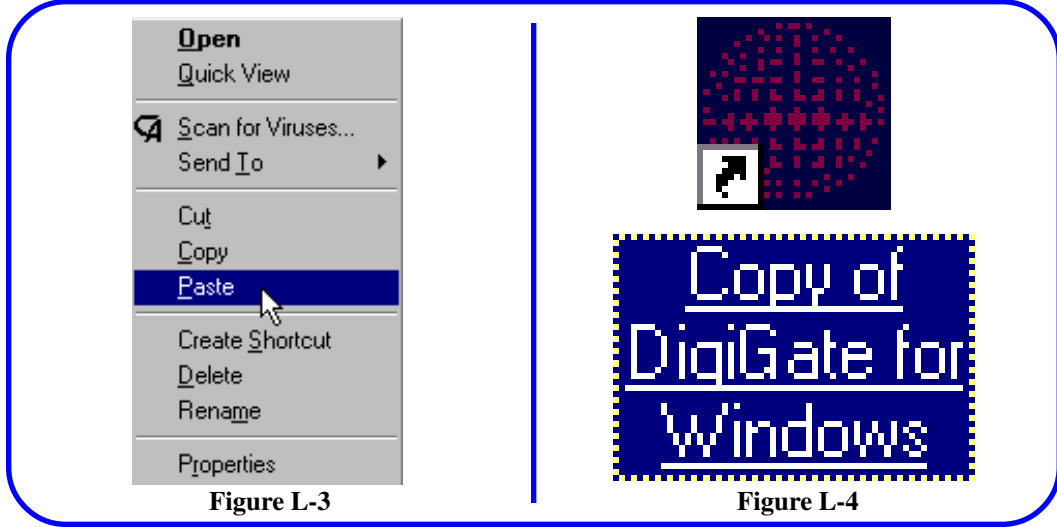
Despite the increased hard drive capacity and memory of new computers, the resources available to run multiple programs often lag behind. At times, this can create conflicts in the way applications use resources within the computer. In response to inquiries, Digitech began shipping DigiGate-700™ for Windows® LE with software version 5.8 in July of 2000.

Use DigiGate-700™ for Windows® LE Version in day-to-day operations. When you need to print special reports from the DigiGate-700™ program, or access the full Setup and Utility menu, simply open the full version of the program. Once complete, re-open the LE Version.

If you have software version 5.8, use the following step-by-step instructions to install LE. If you have a version prior to 5.8 and find that you need LE to help your system, call or e-mail our Technical Support team for an upgraded version of DigiGate-700™ for Windows®.

Copying the Desktop Icon

1. Installing the DigiGate-700™ for Windows® software will place a **DigiGate for Windows** icon on your desktop. Figure L-1
2. **Right Click** on the icon and **Select Copy** from the menu. Figure L-2



3. **Right Click** on the icon again and **Select Paste** from the menu. Figure L-3

4. A second icon will be placed on the desktop named Copy of Figure L-4

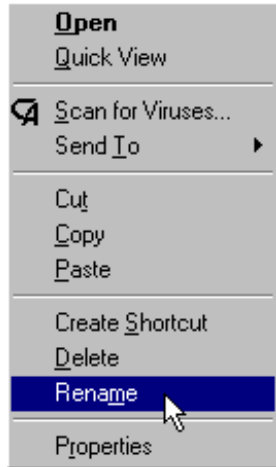


Figure L-5



Figure L-6

Renaming the Copy of... Desktop Icon

1. **Right Click** on the **Copy Of...** icon and **Select *Rename*** from the menu. Figure L-5
2. **Type** DigiGate 700 for Windows LE as the new name. Figure L-6

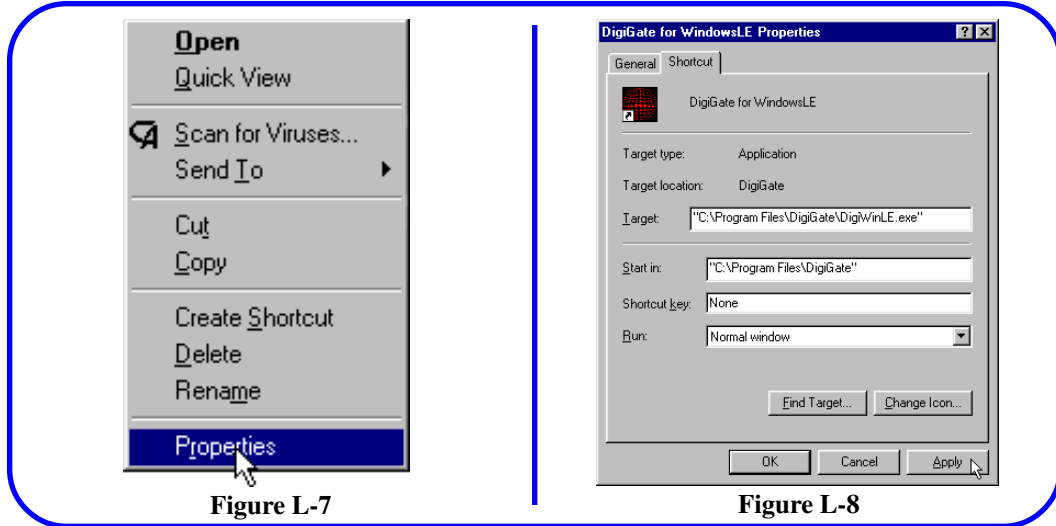


Figure L-7

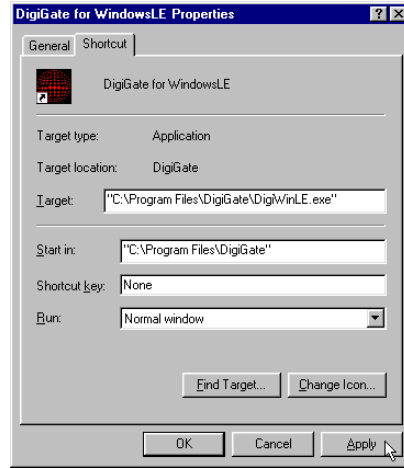


Figure L-8

Changing the Properties of the New Desktop Icon

1. Right Click on the **...WindowsLE** icon and Select **Properties** from the menu. Figure L-7
2. This will open the **Properties** window. Figure L-8
3. In the **Target** field, C:\Program Files\DigiGate\DigiWin.exe will be displayed.
4. Place your cursor after DigiWin and add the text LE before .exe.
5. Click on the **Apply** button.

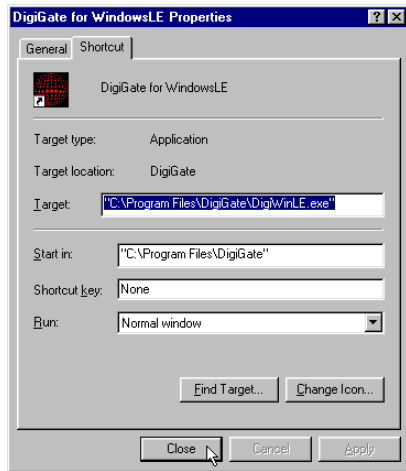


Figure L-9



Figure L-10

6. Click on the **Close** button. Figure L- 9
7. The **DigiGate 700 LE** icon will now start the Limited version of the DigiGate program. Figure L-10



Figure L-11

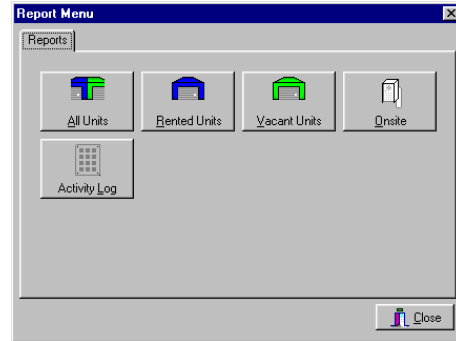


Figure L-12

Changes in the LE Version

The Main Menu

1. The **Transfer** button, top row center, and the **Editor** button on the bottom row, were eliminated from the **Main Menu** in the LE version. Figure L-11
2. The **Site** button, bottom row, is also blank. The Remote software does not have a LE version.

The Report Menu

1. The **All Units**, **Rented Units**, **Vacant Units**, **Onsite**, and **Activity Log** reports remain on the **Report Menu**
2. They remain the same as they were in the standard version.

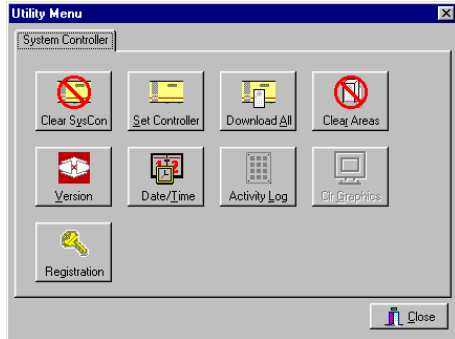


Figure L-13

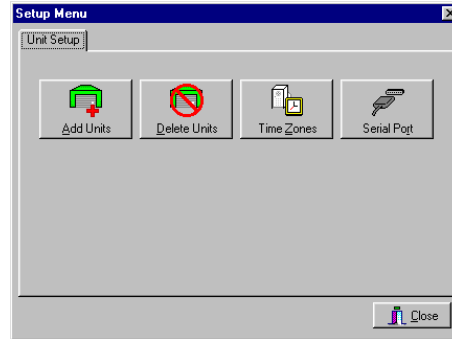


Figure L-14

The Utility Menu

1. The **Data Utilities** tab was removed from the LE version, with the exception of the **Registration** button.
2. The **Access Code** button, on the **System Controller** tab was replaced with the **Data Utilities** button.

The Setup Menu

1. The essential features left on the **Setup** menu are the **Add Units** and **Delete Units** buttons from the **Unit Setup** tab, and **Time Zone** and the **Serial Port** buttons from the **Syscon Setup** tab.

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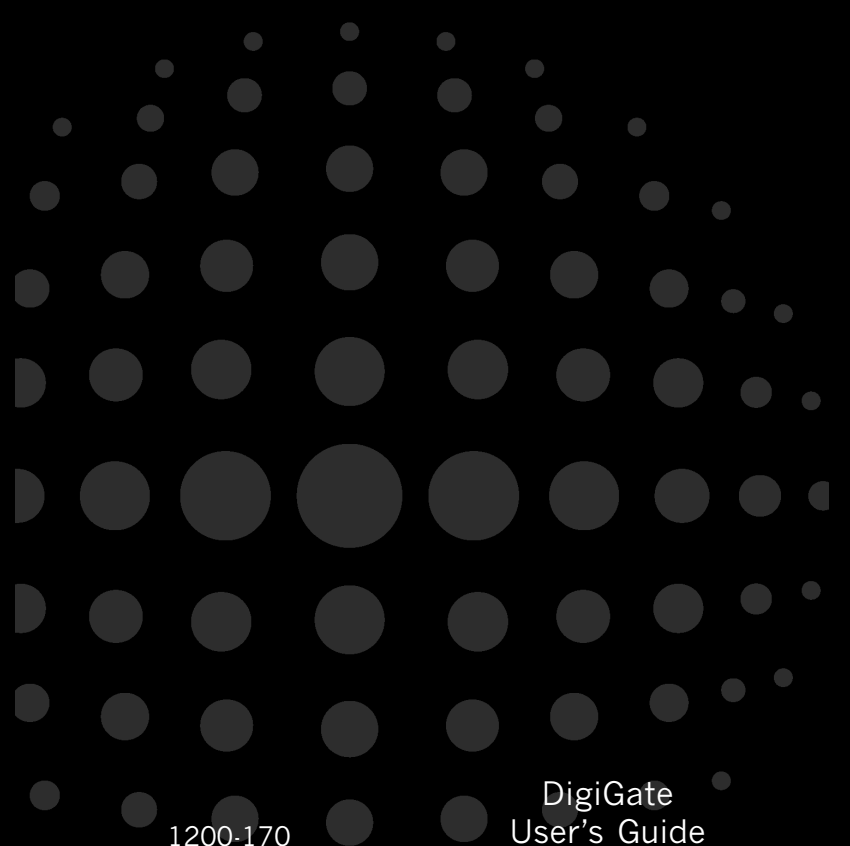
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