



EASYGATE



ANNEX USER MANUAL

1.TABLE OF CONTENTS

1.TABLE OF CONTENTS	2
2.INTRODUCTION	3
3.ADDITIONAL WEB MODE SETTINGS	3
3.1.CREATION OF A UNIVERSAL ACCESS KEY	3
3.2.REPLACE A DOOR OR ACCESS.....	5
3.3.CREATION OF AN EVENT KEY.....	6
3.4.IMPORT AND EXPORT EVENTS.....	7
3.5.EDIT APARTMENTS VIA EXCEL.....	8
3.6.EXPORT CONFIGURATION REPORT	9

2.INTRODUCTION

This manual is an annex to the manual “USM_ENG_REV0123_EASYGATE” which details additional web mode settings.

3.ADDITIONAL WEB MODE SETTINGS

3.1.CREATION OF A UNIVERSAL ACCESS KEY

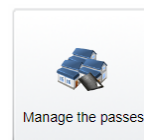
EasyGate allows the generation of universal access keys, which means a key that allows to open all doors (or selected doors) of different sites/ residences. This key is usually intended to be used by the site/s administrator.

To create a universal access key, follow the steps below:

1 - Click on the “manage the passes” button located on the home page.

2 - Click on the “Add a pass” button .

3 - Then the universal key configuration can be defined.



Creation of a pass

Name	<input type="text" value="New pass"/>
type of pass	<input type="text" value="Proximity"/>
Group	<input type="text" value=""/>
Type	<div> <div>General pass</div> <div>General pass</div> <div>Site pass</div> <div>Multidoor pass</div> </div>

Encode the pass

Copy the pass

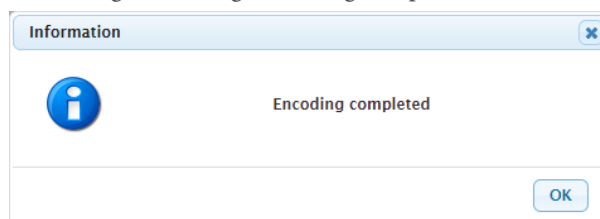
Here it must be registered a name with which to identify the key and indicate the type of key. The type of universal key can be:

- 1 - General universal key (general pass)
- 2 - Site universal key (site pass)
- 3 - Multidoor universal key (multidoor pass)

1 - General universal key (general pass), creates a universal key that will allow access to all the doors of all the sites/residences that are managed from the account with which you are logged at www.easygatecontroller.com. In case this type of key is chosen, just place the key in the encoder and click on “encode the pass”.



The program will confirm the correct encoding, indicating “encoding completed”.



2 - Site universal key (site pass), creates a universal key that will allow access to the selected sites/residences. Once selected, place the key in the encoder and click on “encode the pass”.


Enter the pass name, the engraved ID, its type, the group name

Name

type of pass

Group

Type

engraved ID  805742323B4504

Sites

Add a site

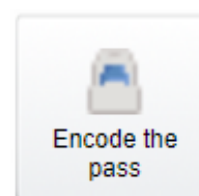
Add all

Golmar residence

pass



Copy the pass



3 - Multidoor universal key (multidoor pass), creates a universal key that will allow access to the selected sites/residences and doors. Once selected, place the key in the encoder and press “encode the pass”.

Enter the pass name, the engraved ID, its type, the group name

Name

type of pass

Group

Type

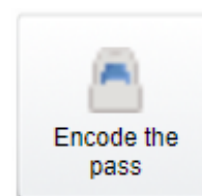
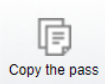
engraved ID  805742323B4504

Sites

Golmar residence	<input type="checkbox"/>
	<input checked="" type="checkbox"/> DOOR 001 BUILD 001
	<input type="checkbox"/> DOOR 002 BUILD 002


☐ Site doors

Add a site



Once the universal key has been created, it will be registered in the “manage universal keys” menu, from where it can be deleted, copied, edited or recorded.

Items found : 1 - 1 / 1

 **New pass 805742323B4504-4**
Outside group , Multidoor pass , New pass 805742323B4504-4



3.2.REPLACE A DOOR OR ACCESS

In case a controller is damaged, it can be replaced and the configuration of the old controller can be transferred from the cloud to the new controller. To do this, follow the steps below:

1 - Locate the door to be replaced by clicking on the “Edit door” option on the main page (home) and selecting the site/residence where the door is located.



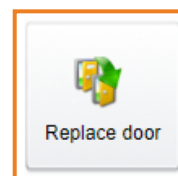
2 - Select the door you wish to edit by clicking on it and press the edit button .



3 - Press the “replace door” button.

Edit door “DOOR 001 BUILD 001” of building “BUILDING 001”.

Name
Controller number
Door release time seconds
Type of access
Type of door



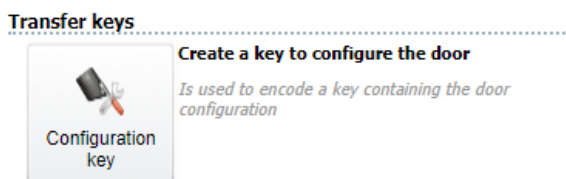
4 - A pop-up window will appear to enter the ID of the new controller, once entered, click OK.

Replace door

New Controller number

OK Cancel

5 - Place a new key on the encoder and press the “Configuration key” button.



6 - Once the key is encoded, install the new controller and connect the reader.

7 - Present the key in front of the reader and hold it until the LED is steady **GREEN**. The configuration will have been dumped to the new controller.

3.3. CREATION OF AN EVENT KEY

An event key allows you to download from the controller all the events that have occurred in the control panel (limited to the last 20,000 events within the last 30 days). The event key must be programmed for a specific door and by the system administrator through www.easygatecontroller.com and using the USB encoder. These can be the keys:

- TAGDOOR MF+ with 1K memory capacity and storage of up to 40 events.
- TAGDOOR-4K-EV con capacidad de memoria de 4K y almacenamiento de hasta 200 eventos.

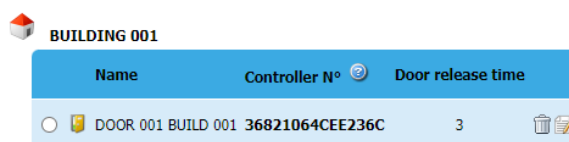
NOTE: the maximum number of event keys is 15 and all of them must have the same capacity (all 1K or 4K).

Below is a description of how to proceed:

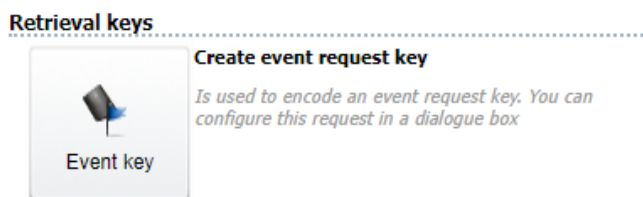
1 - Locate the door to be replaced by clicking on the “Edit door” option on the main page (home) and selecting the site/residence where the door is located.



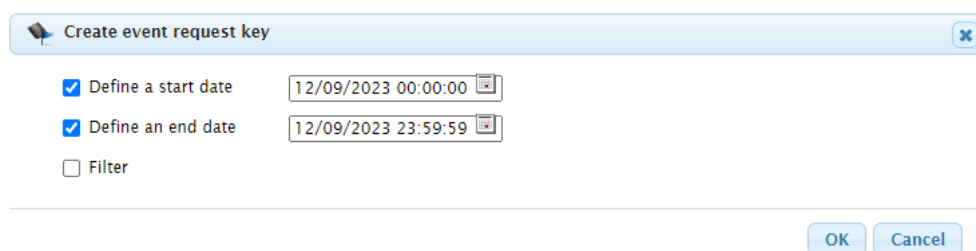
2 - Select the door you wish to edit by clicking on it and press the edit button .



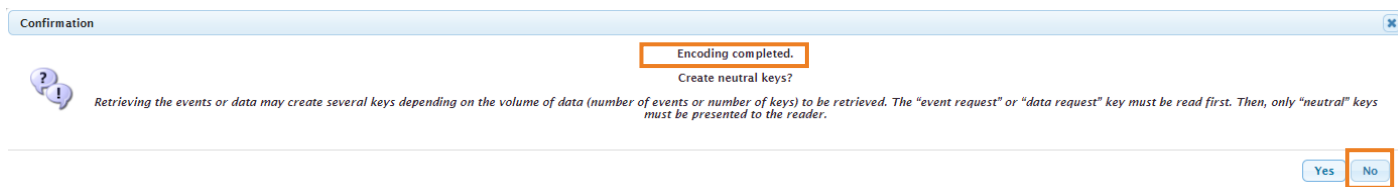
3 - Click on the “Event key” button.



4 - Filter by date and by type of events to extract only the desired information. Then place the key in the encoder and press the “OK” button.



5 - A pop-up window will appear and will indicate that the coding has been completed.



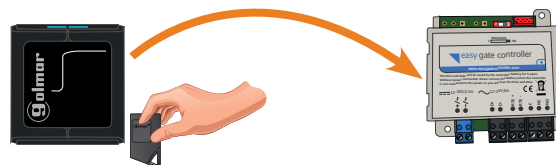
Press “NO”, the event key is now created and can be used.

NOTE: In case of continue (press “YES”) it will be because it is desired to create more keys (neutral keys). This is necessary in case the capacity of the first key would not be enough, this way it will be possible to follow the data import by bringing more keys closer to the reader.

3.4.IMPORT AND EXPORT EVENTS

IMPORT

To capture the events, the event key(s) must be brought close to the reader, the LED will start **blinking green** (indicating that the data import from the controller to the key is in progress). Once completed, the reader's LED will turn **steady green**.

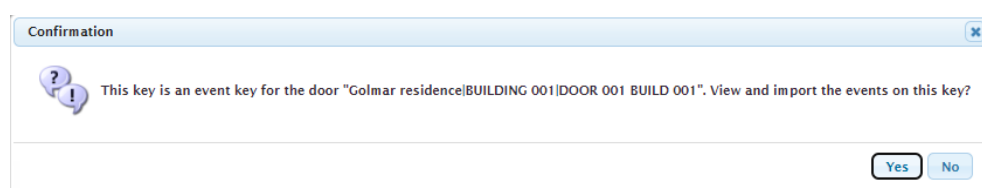


In the case that the reader LED flashes **RED / GREEN** alternately, this will mean that there are more events to be downloaded. If so, create neutral keys and present them after the created event key.

When all events have been downloaded, the LED will be steady **GREEN**.

VIEW EVENTS/EXPORT

- 1 - Access to www.easygatecontroller.com and login with your credentials.
- 2 - Place the event key in the encoder. The following message will be displayed:



- 3 - The events obtained will then be displayed on the screen. These can be exported to Excel by clicking on the "Export" button :

Door events

Select Start date: 12/09/2023 00:00:00 End date: 12/09/2023 23:59:59 Search

Site: Golmar residence Door/Controller: DOOR 001 BUILD 001 Export

Type: All Additional information:

☐ Display the raw data

Date	Door/Controller	Type	Description
12/09/2023 14:46:02	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 14:27:41	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 14:27:33	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 14:16:30	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 14:14:01	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 14:13:06	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 12:08:50	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 12:06:59	DOOR 001 BUILD 001	Add key to access N° (8)	
12/09/2023 12:06:59	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 12:03:01	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023	DOOR 001 BUILD		

Door events			
Select			
Start date	End date	Site	Door/Controller
12/09/2023 00:00:00	12/09/2023 23:59:59	Golmar residence	
Date	Door/Controller	Type	Description
12/09/2023 14:46:02	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 14:27:41	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 14:27:33	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 14:16:30	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 14:14:01	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 14:13:06	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 12:08:50	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 12:06:59	DOOR 001 BUILD 001	Add key to access N° (8)	
12/09/2023 12:06:59	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 12:03:01	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 12:02:35	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 12:02:01	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 11:52:47	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 11:52:38	DOOR 001 BUILD 001	Update all event retrieval keys (41)	
12/09/2023 11:44:19	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 11:44:16	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 11:44:00	DOOR 001 BUILD 001	Change the controller time (15)	
12/09/2023 11:29:55	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 11:09:58	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 11:09:54	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 11:09:50	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 11:09:46	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 10:53:18	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 10:53:11	DOOR 001 BUILD 001	Add key to access N° (8)	
12/09/2023 10:53:11	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 10:51:56	DOOR 001 BUILD 001	key refused by Ciprox (46)	key:22913404 Apartment key
12/09/2023 10:51:49	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 10:51:49	DOOR 001 BUILD 001	Add key to access N° (8)	
12/09/2023 10:51:42	DOOR 001 BUILD 001	Add key to access N° (8)	
12/09/2023 10:51:42	DOOR 001 BUILD 001	Authorised key (2)	
12/09/2023 10:51:42	DOOR 001 BUILD 001	Add access N° (5)	
12/09/2023 10:51:42	DOOR 001 BUILD 001	Add access N° (5)	
12/09/2023 10:51:37	DOOR 001 BUILD 001	key refused by Ciprox (46)	key:22913404 Apartment key
12/09/2023 10:51:32	DOOR 001 BUILD 001	key refused by Ciprox (46)	key:22913404 Apartment key
12/09/2023 10:36:08	DOOR 001 BUILD 001	Update key error. Already in use (36)	
12/09/2023 10:36:04	DOOR 001 BUILD 001	Update key error. Already in use (36)	
12/09/2023 10:36:00	DOOR 001 BUILD 001	Change the controller time (15)	
12/09/2023 10:18:21	DOOR 001 BUILD 001	Start the controller (1)	
12/09/2023 10:12:53	DOOR 001 BUILD 001	Start the controller (1)	

3.5.EDIT APARTMENTS VIA EXCEL

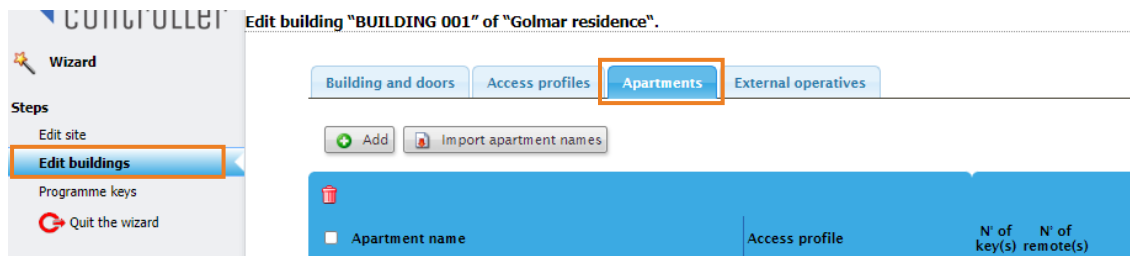
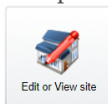
It is possible to download an Excel file to be edited. For example edit the names of the apartments already registered.

To do so, follow the steps below:

1 - Click on the "Edit or view site" button.

2 - Then select the site/residence.

3 - Select the "Edit Buildings" option in the left menu and then click on the "Apartments" tab.



4 - Click on the "Import apartment names" button  **Import apartment names**.

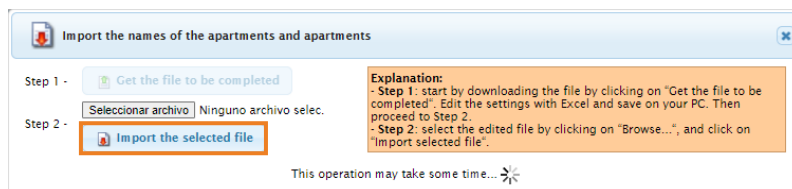
5 - Click on the "Get file to be completed" button and open the file  **Get the file to be completed**.

6 - Edit the names of the apartments/residents in the "Apartment" column (column B).

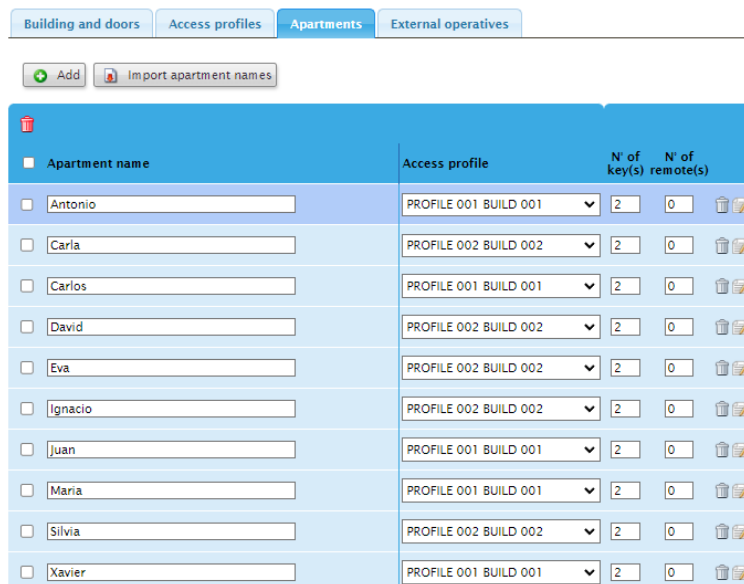
IMPORTANT: Under no circumstances modify the "ID" column (column A) as these will affect the programming and data of the controller.

id (do not change)	Apartment	Number of keys	Number of Remotes	PROFILE 001	PROFILE 002	BUILD 002(175)	_Indicate the access profile with an "X".			
B6A1548	Antonio	2	0	X						
B6A1550	Carla	2	0		X					
B6A1546	Carlos	2	0	X						
B6A1554	David	2	0		X					
B6A1551	Eva	2	0		X					
B6A1552	Ignacio	2	0		X					
B6A1545	Juan	2	0	X						
B6A1547	Maria	2	0	X						
B6A1553	Silvia	2	0		X					
B6A1549	Xavier	2	0	X						

7 - Once you have finished editing the Excel document, save the document on your computer. Then click on the "Import the selected file" button.



8 - The import process will start, once the upload process is completed, the edited names will be displayed updated in the "Apartments" tab.



3.6.EXPORT CONFIGURATION REPORT

Once all settings have been completed, it is possible to export a configuration report. For example to give to the installation administrator as a proof of what has been done.

To do so, follow the steps below:

1 - Click on the “Edit or view site” button.

2 - Then select the site/residence.

3 - On the next screen you will be able to export the site map by clicking on the “View” option, as well as the apartment information by clicking on the “Export keys” option.

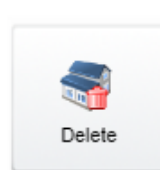
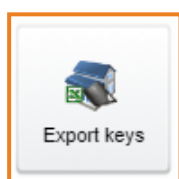
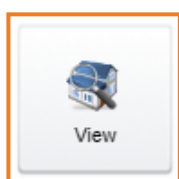


Name of the site

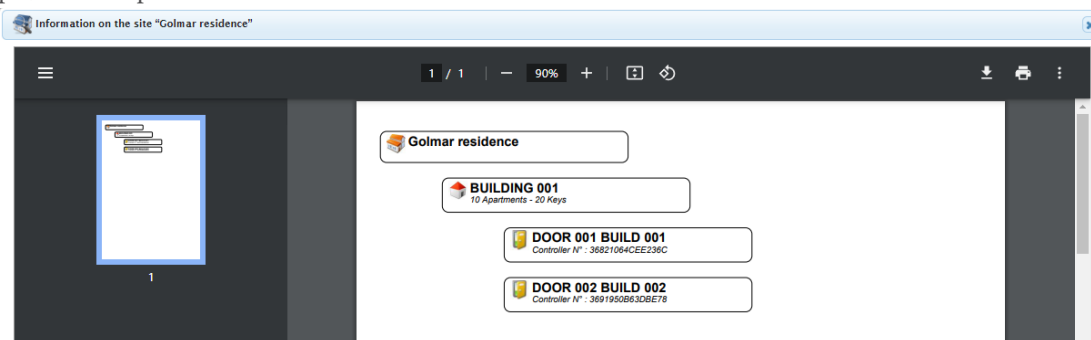
Uses access profiles ☒ Yes ☐ No

Buildings of the site

BUILDING 001



Site map example, “View” option:



Apartment information example, option “Export keys”:

Site : Golmar residence

				BUILDING 001	
Building	Apartment	Key	Nº	DOOR 001 BUILD 001	DOOR 002 BUILD 002
Apartments					
BUILDING 001	Antonio			X	
		KEY-001-black	805558623C0804	X	
		KEY-002-black		X	
	Carla				X
		KEY-001-black			X
		KEY-002-black			X
	Carlos			X	
		KEY-001-black		X	
		KEY-002-black		X	
	David				X
		KEY-001-black			X
		KEY-002-black			X
Eva				X	
	KEY-001-black			X	
	KEY-002-black			X	

Ignacio	KEY-001-black			X
	KEY-002-black			X
Juan	KEY-001-black		X	
	KEY-002-black		X	
Maria	KEY-001-black		X	
	KEY-002-black		X	
Silvia	KEY-001-black		X	
	KEY-002-black		X	
Xavier	KEY-001-black		X	
	KEY-002-black		X	

Number of buildings	1
Number of doors	2
Number of apartments	10
Number of keys	20

easy gate controller



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Golmar deserves the right for any modification without prior notice.