

© 2013 Datawatch Systems, Inc.

Datawatch Systems is a registered trademark of Datawatch Systems, Inc.

Manual release date: September 9, 2013

**Datawatch Systems, Inc.**

4401 East West Highway, Suite 500

Bethesda, Maryland 20814

(301) 654-3282

**Customer support**

E-mail: [helpdesk@Datawatchsystems.com](mailto:helpdesk@Datawatchsystems.com)

Phone: (301) 280-4357

# Contents

- About D3000.Express ..... 5**
  - About this manual ..... 5
  
- Installing D3000.Express ..... 6**
  - System requirements ..... 6
  - Installation procedure ..... 6
  - Program updates ..... 6
  
- Quick reference ..... 7**
  - Getting started ..... 7
  - Common operations ..... 7
  - Advanced operations ..... 8
  
- Getting started ..... 9**
  - Launch D3000.Express and log in ..... 9
  - Open records for a building ..... 10
  - Basic table operations ..... 12
  - Select dates and times ..... 13
  
- Common tasks ..... 14**
  - View tenant list ..... 14
  - Edit tenant details ..... 14
  - View access levels ..... 16
  - View card holder records ..... 17
  - Activate a new card ..... 18
  - Deactivate a card ..... 21
  - Replace a card ..... 21
  - Add a photo to the database ..... 22
    - Open or create a card holder record ..... 22
    - Load the photo from disk ..... 23
    - Capture the photo using a connected camera ..... 25
  - Print a photo badge ..... 28
    - Assign a template and preview a photo badge ..... 28
    - Print a badge ..... 29
  - Modify a card ..... 30
  - Pre-register a visitor ..... 30
  - Modify a pre-registered visitor ..... 32
  - Remove a pre-registered visitor ..... 33
  
- Advanced tasks ..... 34**
  - Advanced table operations ..... 34
  - Modify the holiday list ..... 38
  - View access history ..... 39
  - Managing access level templates ..... 40
    - Create an access level template ..... 40
    - Modify an access level template ..... 42
    - Delete an access level template ..... 43
  - View the card send to list ..... 43
  - Manage the access deny list ..... 44
    - View the access deny list ..... 44

|   |           |
|---|-----------|
| Add an individual to the access deny list ..... | 44        |
| Remove an access deny record .....              | 45        |
| <b>Using Photo Badge Designer .....</b>         | <b>46</b> |
| Access Photo Badge Designer.....                | 47        |
| To edit an existing template .....              | 47        |
| To create a new template .....                  | 47        |
| Designer overview .....                         | 48        |
| Main window .....                               | 48        |
| Tool Bar .....                                  | 49        |
| Tool Box Window.....                            | 49        |
| Using the tools .....                           | 50        |
| Property Window.....                            | 51        |
| Viewing properties.....                         | 52        |
| Changing property values .....                  | 53        |
| Template tutorial .....                         | 56        |
| Start.....                                      | 56        |
| Create a new template .....                     | 57        |
| Set the background color .....                  | 59        |
| Add the logo .....                              | 60        |
| Add the photo placeholder .....                 | 61        |
| Add the card holder name placeholder .....      | 62        |
| Add a custom info fields placeholder .....      | 63        |
| Add the horizontal line.....                    | 64        |
| Add the barcode placeholder .....               | 65        |
| Finish up.....                                  | 66        |

# About D3000.Express

---

D3000.Express enables clients to:

- Select records for a specific building.
- View and add tenant records.
- View access levels.
- View card holder records, and activate, modify and deactivate cards.
- Assign photo badge templates and print photo badges.
- Pre-register visitors.
- Modify the holiday list.
- View access history.
- Design photo badge templates.

Through a secure Internet connection to Datawatch Systems, administrative tasks can be handled immediately from anywhere.

## About this manual

This manual is organized in six chapters:

- “Installing D3000.Express” shows how to install D3000.Express on your computer.
- “Quick reference” summarizes instructions for using D3000.Express. Refer to this chapter when you need to refresh your memory about how to use the program.
- “Getting started” covers launching the program and logging in, and describes how to open building records, work with tables, and select dates and times.
- “Common tasks” provides step-by-step instructions for performing the most common administrative operations.
- “Advanced tasks” describes additional table operations and tasks that are typically performed less frequently.
- “Using Photo Badge Designer” shows how to design photo badge templates.

# Installing D3000.Express

---

## System requirements


D3000.Express must be installed on a computer running Windows 2000, Windows XP, Windows Vista or Windows 7.

The computer must have Internet access.


## Installation procedure


1. Using a Web browser, navigate to <https://secure2.datawatchsystems.com/download/D3000.Express.Setup.msi>

2. In the **File Download** dialog, click the **Open** button.

 **Tip:** You can also save the installer file on your local hard drive. If you do this, navigate to the location where you saved the file, then double-click the file name.

3. Follow the instructions in the installer.

 **Note:** When you launch the installer, you will see a **Security Warning** (“The publisher could not be verified. Are you sure you want to run this software?”). Click the **Run** button.

 **Tip:** A separate document, “D3000.Express Import Instructions,” enables Datawatch personnel to import card holder data and photos from Microsoft Excel files.

## Program updates

D3000.Express automatically checks for updates each time you launch it. It is strongly recommended that you install updates as soon as they are available. When you see a progress bar similar to the one below, wait until updating finishes before proceeding.






# Quick reference

---



## Getting started

| To do this...                | Do this...   | Details |
|------------------------------|--|---------|
| Log in                       | Launch D3000.Express, enter user name and password, select and confirm building to work on.  | Page 9  |
| Open records for a building  | <b>File &gt; Open Building...</b> , select and confirm building.   | Page 10 |
| Select a building to work on | Click building address at bottom of left panel.  | Page 11 |
| Select dates                 | <ol style="list-style-type: none"><li>1. Open date field to view calendar.</li><li>2. Navigate to desired year and month.</li><li>3. Click desired day of month.</li></ol> | Page 13 |




## Common operations

| To do this...                     | Do this...   | Details |
|-----------------------------------|--|---------|
| View tenant list                  | Click <b>Tenant List</b> icon in left panel.   | Page 14 |
| Add tenant                        | <ol style="list-style-type: none"><li>1. Click <b>Tenant List</b> icon in left panel.</li><li>2. Click <b>Edit</b> button in lower right corner, then click <b>Append</b> button  in <b>Edit Bar</b>.</li><li>3. Fill in fields in <b>Tenant Detail</b> dialog, click <b>Save</b> button, then click <b>Close</b> button.</li></ol>                         | Page 14 |
| View access levels                | Click <b>Access Level List</b> icon in left panel.   | Page 15 |
| View all card holder records      | <ol style="list-style-type: none"><li>1. Click <b>Card Holder List</b> in left panel.</li><li>2. Click <b>Search</b> button in <b>Card Holder Search</b> panel.</li></ol>  | Page 17 |
| View specific card holder records | <ol style="list-style-type: none"><li>1. Click <b>Card Holder List</b> in left panel.</li><li>2. Specify <b>Tenant, Site Code, Emboss#, Name</b> or <b>Expiration Date</b> in <b>Card Holder Search</b> panel, then click <b>Search</b> button.</li></ol>  | Page 17 |
| Activate new card                 | <ol style="list-style-type: none"><li>1. Click <b>Card Holder List</b> in left panel.</li><li>2. Click <b>Edit</b> button in lower right corner, then click <b>Append</b> button  in <b>Edit Bar</b>.</li><li>3. Fill in fields in <b>Card Holder Detail</b> dialog, click <b>Save</b> button, then click <b>Close</b> button.</li></ol>                    | Page 18 |
| Deactivate card                   | <ol style="list-style-type: none"><li>1. Click <b>Card Holder List</b> in left panel.</li><li>2. Scroll or search to find record to be deleted, then click that row.</li><li>3. Click <b>Edit</b> button in lower right corner, then click <b>Delete</b> button  in <b>Edit Bar</b>.</li><li>4. In <b>Delete Warning</b> dialog, click <b>OK</b>.</li></ol> | Page 21 |
| Modify card                       | <ol style="list-style-type: none"><li>1. Display card holder records (see above).</li><li>2. Scroll or search to find record to be modified, then double-click that row.</li><li>3. Click <b>Edit</b> button. Edit fields as needed, click <b>Save</b> button, then click <b>Close</b> button.</li></ol>   | Page 30 |

## Common operations (continued)

| To do this...                 | Do this...   | Details |
|-------------------------------|--|---------|
| Pre-register visitor          | <ol style="list-style-type: none"> <li>1. Click <b>Visitor List</b> icon in left panel.</li> <li>2. Click <b>Edit</b> button in lower right corner, then click <b>Append</b> button  in <b>Edit Bar</b>.</li> <li>3. Fill in fields in <b>Visitor Detail</b> dialog, click <b>Save</b> button, then click <b>Close</b> button.</li> </ol>                         | Page 30 |
| Modify pre-registered visitor | <ol style="list-style-type: none"> <li>1. Click <b>Visitor List</b> icon in left panel.</li> <li>2. Scroll or search to find record to be modified, then double-click that row.</li> <li>3. Click <b>Edit</b> button. Edit fields as needed, click <b>Save</b> button, then click <b>Close</b> button.</li> </ol>  | Page 32 |
| Remove pre-registered visitor | <ol style="list-style-type: none"> <li>1. Click <b>Visitor List</b> icon in left panel.</li> <li>2. Scroll or search to find record to be deleted, then click that row.</li> <li>3. Click <b>Edit</b> button in lower right corner, then click <b>Delete</b> button  in <b>Edit Bar</b>.</li> <li>4. In <b>Delete Warning</b> dialog, click <b>OK</b>.</li> </ol> | Page 33 |

## Advanced operations

| To do this...       | Do this...   | Details |
|---------------------|--|---------|
| Modify holiday list | <ol style="list-style-type: none"> <li>1. Click <b>Holiday List</b> icon in left panel.</li> <li>2. Click <b>Edit</b> button in lower right corner to display <b>Edit Bar</b>, then: <ul style="list-style-type: none"> <li>■ <i>To add holiday:</i> Click <b>Append</b> button , specify details, then click <b>Save</b> and <b>Close</b>.</li> <li>■ <i>To modify holiday:</i> Click holiday record, click <b>Edit</b> button , edit details, then click <b>Save</b> and <b>Close</b>.</li> <li>■ <i>To delete holiday:</i> Click holiday record, click <b>Delete</b> button , confirm deletion.</li> </ul> </li> </ol> | Page 38 |
| View access history | <ol style="list-style-type: none"> <li>1. Click <b>Access History List</b> icon in left panel.</li> <li>2. Specify <b>From</b> and <b>Thru</b> dates and times.</li> <li>3. Select <b>Tenant</b> and/or restrict search in tabs.</li> <li>4. Click <b>Search All</b> button.</li> </ol>  | Page 39 |

# Getting started

This chapter shows how to log in to D3000.Express, and describes several functions that are used throughout the program.

## Launch D3000.Express and log in

1. Launch D3000.Express:

- Double-click the **D3000.Express** shortcut on the desktop.  
or
- Locate and click **D3000.Express** in the computer's **Start** menu.



2. In the **Login** dialog:

- a. Enter your **User Name**, or open the **User Name** list and select the user name you want to use.
- b. Enter your **Password**.

**Note:** Datawatch issues user names and passwords. If you haven't received a user name and password, please contact Datawatch Customer Service.

c. Click the **Login** button.



**Tip:** If you can't remember your password, click the **Forgot Password** link. In the **Recover Password** dialog, enter your **User Name**, then click the **Retrieve Password** button. Your password will be sent to your e-mail address.

3. In the **Select Building** dialog:

- a. Locate and click the address for the building you want to work on.
- b. Click the **OK** button.

4. The D3000.Express main window opens.



**Note:** If you don't use D3000.Express for 15 minutes, it locks up (to prevent unauthorized use) and displays the **Unlock D3000.Express** dialog.

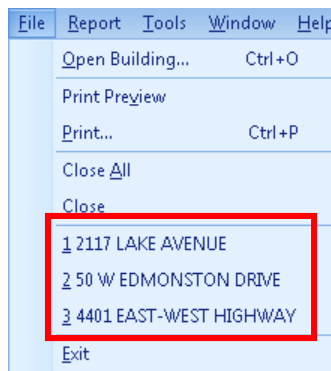
- To continue using the program: Enter your password, then click the **Unlock** button. Only the person that initially logged in can unlock the program.
- To change the lock-up time: **Tools > Setting... > App Locker Setting...**

## Open records for a building

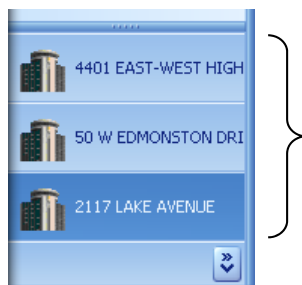
You can work on records for multiple buildings during a D3000.Express session. You select one building when you open D3000.Express (see step 3 in “Launch D3000.Express and log in,” above), but you can open records for additional buildings after launching the program.

- *To open records for another building after launching D3000.Express:*
  - a. **File > Open Building...**
  - b. In the **Select Address** dialog, select the building's address, then click **OK**.

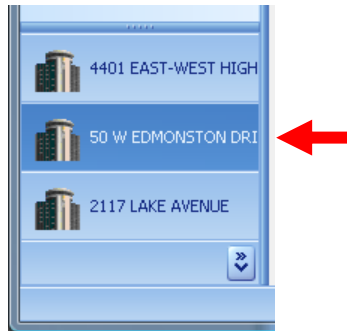
The building's address will appear in the **File** menu...



and at the bottom of the left panel.

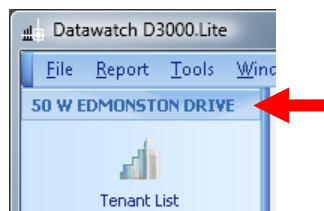


- *To select records you want to work on:* At the bottom of the left panel, click the desired address.



There are two ways to verify that you have selected the correct building:

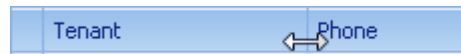
- The selected building's address is in the dark bar at the bottom of the left panel (shown in example above).
- The selected building's address is displayed at the top of the left panel (shown in example below).



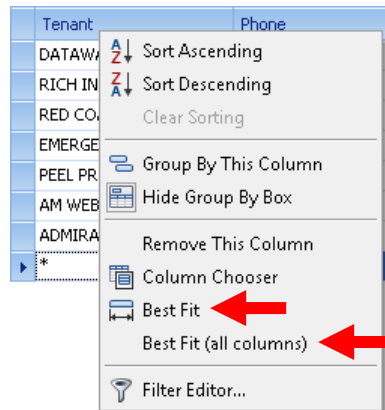
## Basic table operations

D3000.Express organizes much information in tables. Data records appear as rows, while each column in a row contains data for the fields in that record. Since you will work with tables quite often, you should know how to modify tables to display the information you need in the way that's most useful to you.

- *To resize a column:* Move the cursor over the separator to the right of the column name (the cursor will change to a double arrow). Drag the separator left or right.



- *To resize a column for best fit:* Right-click the column name, then click **Best Fit** in the pop-up menu (upper arrow, below).



- *To resize all columns for best fit:* Right-click any column name, then click **Best Fit (all columns)** in the pop-up menu (lower arrow, above).

- *To sort rows according to data in one column:* Click the column name.


The small arrow next to the column name indicates the sorting direction.




Ascending order



Descending order

- *To close a table:* Click this button  in the upper right corner, or click the **Close** button in the lower right corner.
- *To view a table that's open, but hidden by another table:* Select the table in the **Window** menu.

 **Tip:** Additional table operations are described in the “Advanced Operations” chapter.

# Select dates and times

2/19/2011

Saturday, February 19, 2011

April, 2012

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 27  | 28  | 29  | 30  | 31  | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |

Clear

Click to select date in specified month and year

Click month/year to see all months in that year

2/19/2011

Saturday, February 19, 2011

2012

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Clear

Click month to see all days in that month

Click year to see all months in that year

2/19/2011

Saturday, February 19, 2011

2010-2019

2009 2010 2011 2012

2013 2014 2015 2016

2017 2018 2019 2020

Clear

Click year to see all years in that decade

Previous (in any view)

Next (in any view)

Click in any view to return to current year, month and day

Click decade to see multiple decades

Click decade to see all years in that decade

2/19/2011

Saturday, February 19, 2011

2000-2099

|           |           |           |           |
|-----------|-----------|-----------|-----------|
| 1990-1999 | 2000-2009 | 2010-2019 | 2020-2029 |
| 2030-2039 | 2040-2049 | 2050-2059 | 2060-2069 |
| 2070-2079 | 2080-2089 | 2090-2099 | 2100-2109 |

Clear

Clear date field

3/06/2079 00:00

Saturday, February 19, 2011

June, 2079

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28  | 29  | 30  | 31  | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |

Clear OK Cancel

12:00:00 AM

Save selected date/time


Click hour, minute, second or AM/PM, then type new value or scroll with arrows

# Common tasks

---

This chapter details tasks frequently performed in D3000.Express.

## View tenant list

1. If records for multiple buildings are open, select the building for which you want to view the tenant list (see “Open records for a building” in the previous chapter).
2. In the left panel, click the **Tenant List** icon. The icon is a small blue square with a white bar chart and the text 'Tenant List' below it.
3. Recommended: Right-click any column name, then click **Best Fit (all columns)** in the pop-up menu.

## Edit tenant details

1. If records for multiple buildings are open, select the building for which you want to view the tenant list (see “Open records for a building” in the previous chapter).
2. Display tenant records (see “View tenant list,” the previous section in this chapter).

3. Double-click the tenant record you want to edit. This opens the **Tenant Detail** dialog.

Tenant Detail

Detail Card Fields

Address  
4401 East West Hwy - D3000 Test Bld

Tenant  
Rich Inc

Suite  
S-500

Phone  
( ) - -

Fax  
( ) - -

Building Wide

Tenant Notes

Arial 10 A B I U

Card Notes

Arial 10 A B I U

Created By [anonymous] At [03/24/2011 13:10:28]

Modified By [anonymous] At [03/24/2011 13:10:28]

New Edit Delete Save Close


4. In the **Tenant Detail** dialog:
  - a. Click the **Edit** button at the bottom of the window.
  - b. In the **Detail** tab, fill in or change data in fields.
  - c. In the **Card Fields** tab, fill in or change custom info labels. (These labels enable recording of card holder information relevant to this tenant's needs.)
  - d. Click the **Save** button.
  - e. Click the **Close** button.

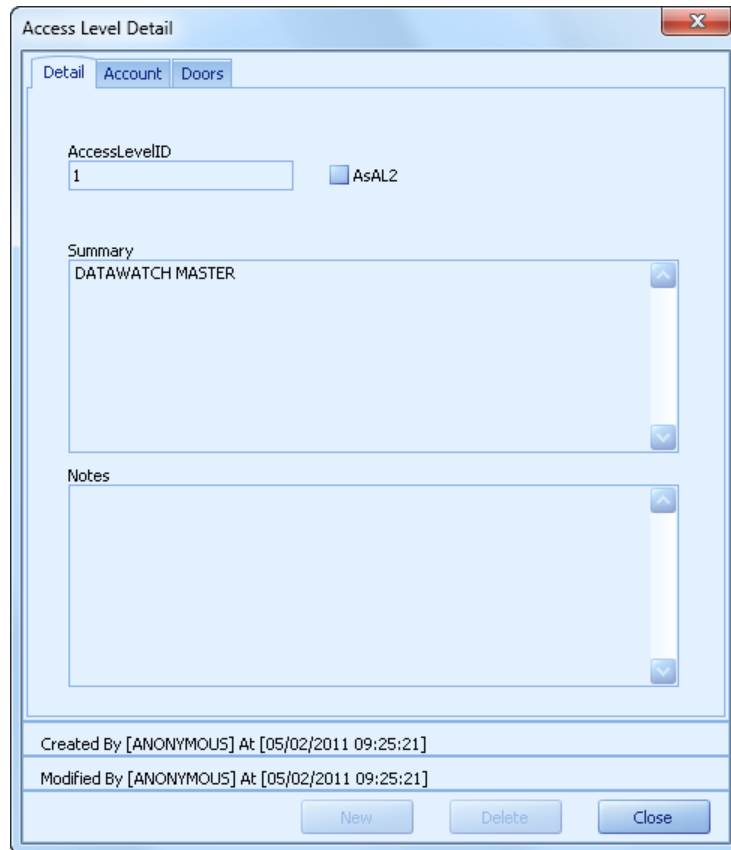
**Note:** You cannot delete tenant records. Please contact Datawatch Systems if a tenant must be removed from the tenant list.

# View access levels

Access level is used to control the days and times a card holder is allowed access to a door. For example, an access level could allow 24/7 access to one door and no access to other doors. Many combinations are possible. For any new Access Levels that are needed, the customer must call Central Station to have it set up.

**Note:** You cannot create access levels. Please contact Datawatch Systems if you need a new access level.

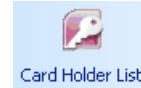
1. If records for multiple buildings are open, select the building for which you want to view the access levels (see “Open records for a building” in the previous chapter).
2. In the left panel, click the **Access Level List** icon. 
3. Recommended: Right-click any column name, then click **Best Fit (all columns)** in the pop-up menu.
4. For addition information about an access level, double-click its row in the table.



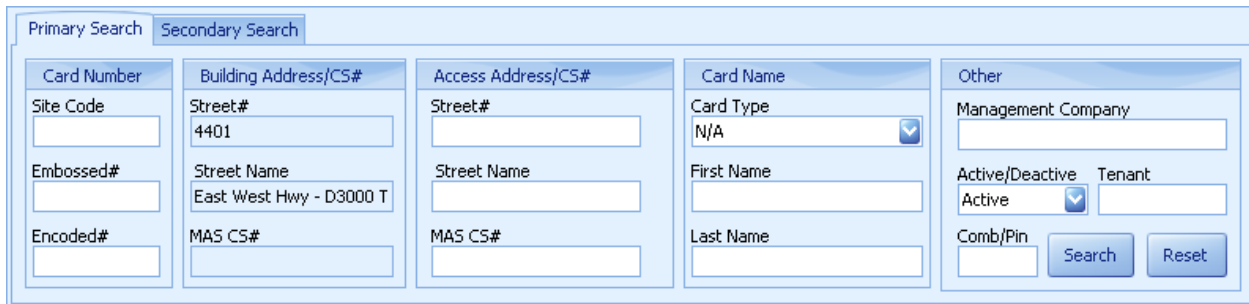
## View card holder records

1. If records for multiple buildings are open, select the building for which you want to view the card holder list (see “Open records for a building” in the previous chapter).

2. In the left panel, click the **Card Holder List** icon.



This displays the **Card Holder Search** panel.

The Card Holder Search panel is a web-based form with two tabs: 'Primary Search' and 'Secondary Search'. The 'Secondary Search' tab is active. The form is organized into five columns: 'Card Number', 'Building Address/CS#', 'Access Address/CS#', 'Card Name', and 'Other'. The 'Card Number' column has fields for Site Code, Embossed#, and Encoded#. The 'Building Address/CS#' column has fields for Street# (4401), Street Name (East West Hwy - D3000 T), and MAS CS#. The 'Access Address/CS#' column has fields for Street#, Street Name, and MAS CS#. The 'Card Name' column has a dropdown for Card Type (N/A), and text fields for First Name and Last Name. The 'Other' column has a Management Company field, an Active/Deactive dropdown (set to Active), a Tenant field, and a Comb/Pin field. At the bottom right are Search and Reset buttons.

3. Then:


- *To display card holder records matching a search term:* Enter the search term in the appropriate field, then click the **Search** button.
- *To display records for all card holders:*
  - a. Clear data from all search fields.
  - b. Click the **Search** button.
  - c. In the **Card Holder Search** dialog, click the **Yes** button.
- *To search for card holders associated with a specific tenant, or having specific data in a custom field:*
  - a. Click the **Secondary Search** tab in the **Card Holder Search** panel.
  - b. Open the **Address** field and select the desired address, then open the **Tenant** list and click the tenant’s name.
  - c. Open the **Customized Fields** list and click the custom field to be searched, then enter the search term in the **Field Value** field.
  - d. Click the **Search** button.

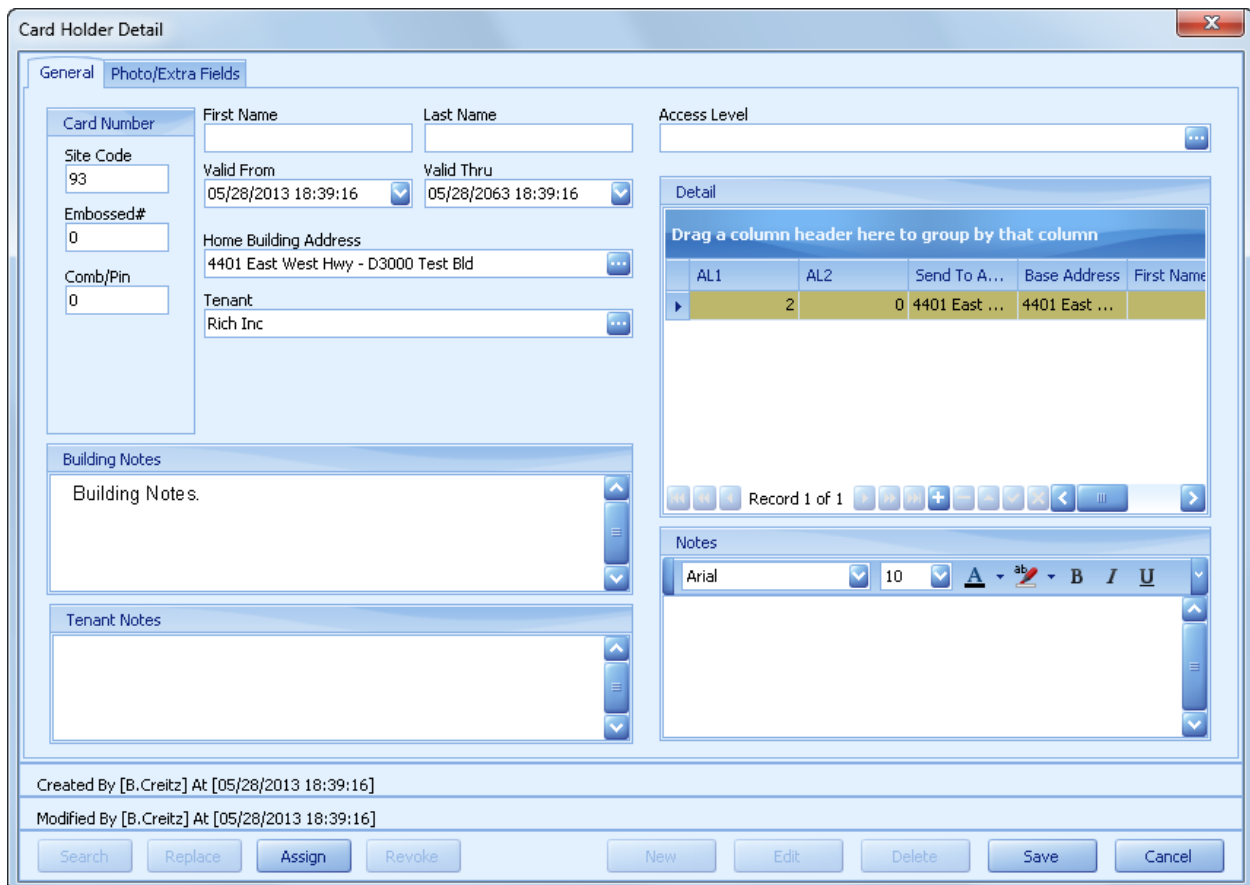


## Activate a new card

1. If records for multiple buildings are open, select the building for which you are activating a new card (see “Open records for a building” in the “Getting started” chapter).
2. Display card holder records (see “View card holder records,” the previous section in this chapter).
3. If the **Edit Bar** is not displayed: In the lower right corner of the D3000.Express window, click the **Edit** button to display the **Edit Bar** below the table.








4. In the **Edit Bar**, click the **Append** button . This opens the **Card Holder Detail** dialog.



| AL1 | AL2 | Send To A...  | Base Address  | First Name |
|-----|-----|---------------|---------------|------------|
| 2   | 0   | 4401 East ... | 4401 East ... |            |

5. In the **Card Holder Detail** dialog’s **General** tab:
  - a. Enter the **Site Code**.
  - b. Enter the **Embossed#** code.

- c. If this card has an associated PIN, enter the PIN (up to 5 digits) in the **Comb/PIN** field.
- d. In the **First Name** and **Last Name** fields, enter the card holder's name.
- e. If this card will become active on a date after today, open the calendar in the **Valid From** field, then select the activation year, month and day.
- f. If this card will expire on a specific date, open the calendar in the **Valid Thru** field, then select the expiration year, month and day. Otherwise, keep the default expiration date.
- g. If the **Home Building Address** is different than the default value, click the **More** button  to open the **Select Building** dialog. Click the building address, then click the **OK** button. In the **Select Warning** dialog, click the **OK** button to confirm the building address.
- h. In the **Tenant** field, click the **More** button  to open the **Select Tenant** dialog. Click the tenant name for the new card, then click the **OK** button. In the **Select Warning** dialog, click the **OK** button to confirm the tenant.
- i. In the **Access Level** field, click the **More** button  to open the **Select Access Level** dialog. Click the access level for the new card. Click the **OK** button. In the **Select Warning** dialog, click the **OK** button to confirm the access level.
- j. If you need to manually edit access details, or add additional building access not included in the original access level:
  - i. Click the **Append** button  below the access level list.
  - ii. In the **Select Building** dialog, click the building address, then click **OK**.
  - iii. In the **Card Send To Detail** form: In the **Primary Access Level** field, click the **More** button  to open the **Select Access Level** dialog. Click the access level, then click **OK**. Optional: Repeat for the **Secondary Access Level** field.
  - iv. If the building whose access you need to edit is already in the detail list, just double-click building in the detail list and follow the steps above to edit.
- k. As needed, enter:
  - **Notes.**

6. In the **Card Holder Detail** dialog's **Photo/Extra Fields** tab:

Card Holder Detail

General Photo/Extra Fields

Photo

No image data

Load From File...

Take Picture...

Clear Picture

Size: 0 KB

Badge

Badge Template

N/A

Preview Badge

Misc

FireWarden

Event Notify Email

Customer Field

CustInfo1

CustInfo2

CustInfo3

CustInfo4

CustInfo5

CustInfo6

CustInfo7

CustInfo8

Created By [B.Creitz] At [05/28/2013 18:39:16]

Modified By [B.Creitz] At [05/28/2013 18:39:16]

Search Replace Assign Revoke Edit Save Cancel

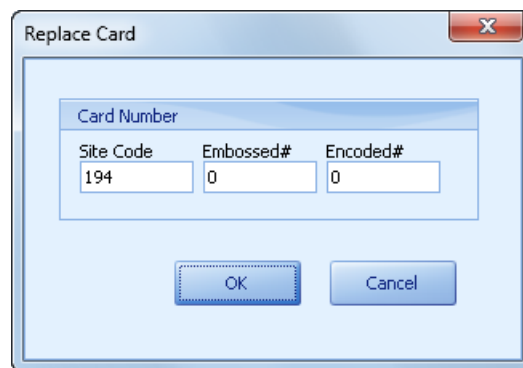
- a. If the card holder will have a photo badge, see “Add a photo to the database,” next in this chapter.
  - b. If the card holder is a Fire Warden, check the **Fire Warden** option.
  - c. In the **Event Notify Email** field, enter the e-mail address where the card holder will receive event messages sent by the system.
  - d. As needed, fill in fields in the **Customer Field** section.
7. Click the **Save** button.
  8. Optional: Click the **New** button to activate another card.
  9. Click the **Close** button.
  10. The new card holder record will initially be the last record in the table (if necessary, scroll down to see it). It will have a check mark in the **Pending Download** column to indicate it is scheduled for automatic downloading to the access control hardware. The new card can be used 30 to 60 minutes after you create the record.

## Deactivate a card

1. If records for multiple buildings are open, select the building for which you are deactivating a card (see “Open records for a building” in the “Getting started” chapter).
2. Display card holder records (see “View card holder records,” earlier in this chapter).
3. Locate the record for the card you want to deactivate. Search using the **Card Holder Search** panel, or scroll through card holder records.
4. Double-click the row containing the card you want to deactivate.
5. In the **Card Holder Detail** dialog, click the **Deactivate** button.
6. In the **Delete Warning** dialog, confirm that you are deleting the correct card, then click the **OK** button.

## Replace a card

1. If records for multiple buildings are open, select the building for which you are deactivating a card (see “Open records for a building” in the “Getting started” chapter).
2. Display card holder records (see “View card holder records,” earlier in this chapter).
3. Locate the record for the card you want to deactivate. Search using the **Card Holder Search** panel, or scroll through card holder records.
4. Double-click the row containing the card you want to replace.
5. At the bottom of the **Card Holder Detail** dialog, click the **Replace** button.
6. In the **Replace Card** dialog:



| Card Number |           |          |
|-------------|-----------|----------|
| Site Code   | Embossed# | Encoded# |
| 194         | 0         | 0        |

OK Cancel

- a. Fill in the **Site Code**, **Embossed#** and **Encoded#** fields.
- b. Click **OK**.

## Add a photo to the database

Since a photo badge needs a photo, this section shows how to add photos to the card holder database.

### Open or create a card holder record

1. In the D3000.Express left panel, click the **Card Holder List** icon.
2. In the **Card Holder Search** panel:
  - a. If desired, narrow the search by entering specific search terms.
  - b. Click the **Search** button.
3. If you are adding a photo to an existing card holder record, double-click the record. In the **Card Holder Detail** dialog, click the **Edit** button.  
or  
If you are creating a new card holder record:
  - a. Double-click any row.
  - b. In the **Card Holder Detail** dialog, click the **New** button.
  - c. Fill in information about the card holder.


What you do next depends on whether card holder photos are captured using a camera connected to the computer or are stored on the local hard disk. Continue in the appropriate section:

- “Load the photo from disk”
- “Capture the photo using a connected camera”


## Load the photo from disk

1. In the **Photo** section of the **Card Holder Detail** dialog, click the **Load From File...** button.
2. In the **Select Photo** dialog, navigate to the directory where photos are stored, select the card holder's photo, then click the **Open** button.
3. In the **Crop Image** dialog:
  - a. Using the cursor, drag diagonally across the photo to create a cropping rectangle.
  - b. Drag the rectangle's sides and/or corners to crop the photo.



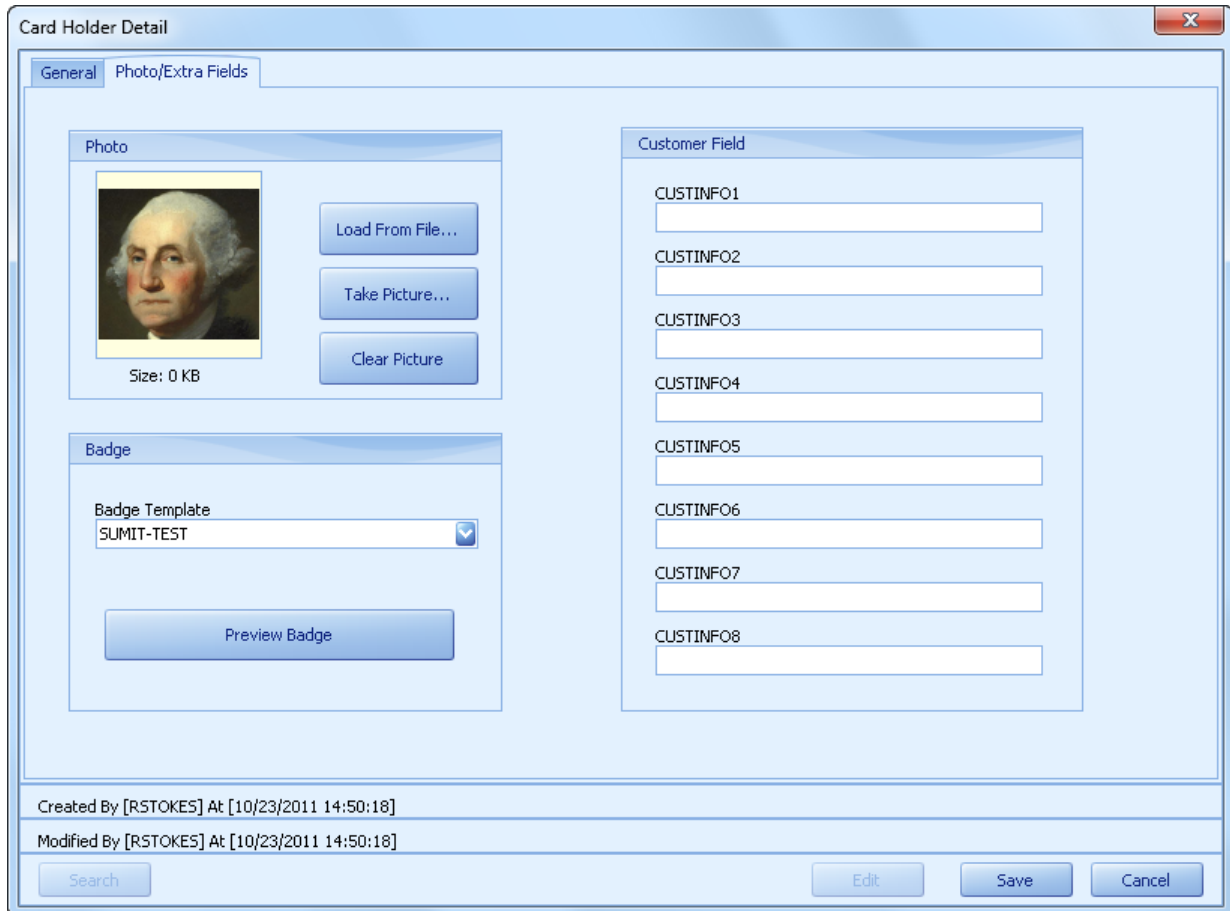
 **Tip:** Photos should be tightly cropped so the card holder's face will be as large as possible in the photo badge.

- c. Click the **Crop** button.

 **Note:** Cropping here does not alter the original image stored on disk.

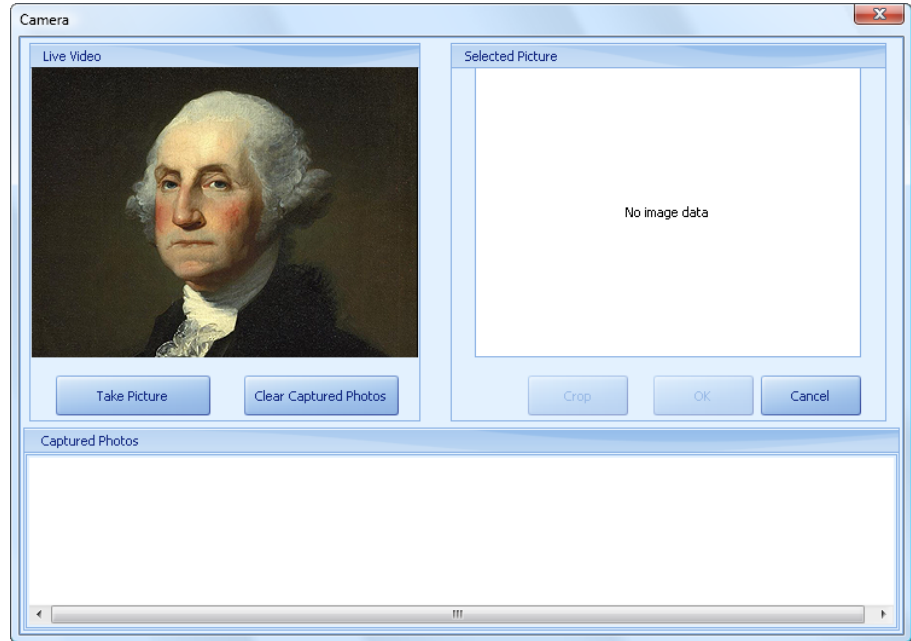
- d. Click the **OK** button.

- The card holder's photo appears in the **Card Holder Detail** dialog. Continue in "Make a photo badge," later in this chapter.

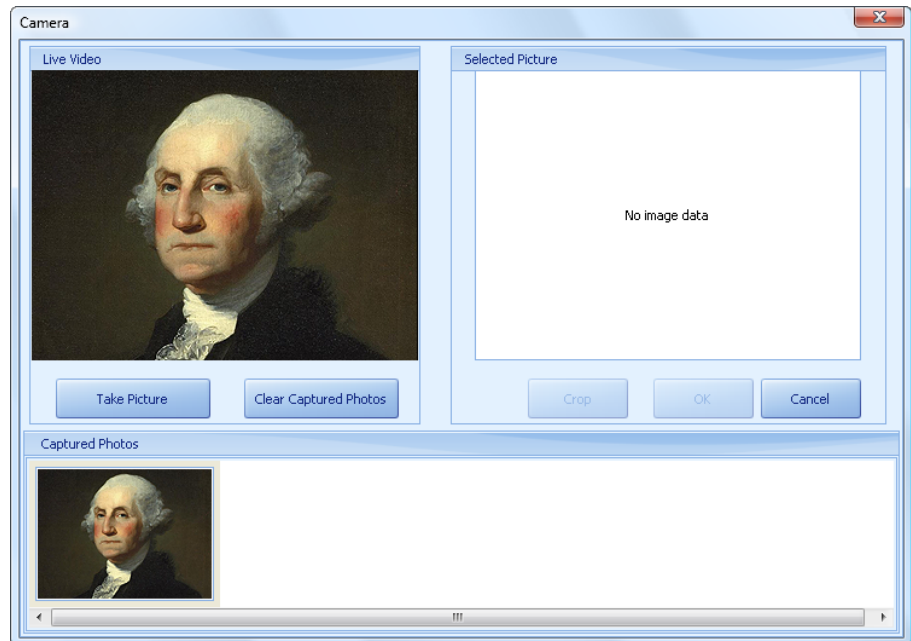


## Capture the photo using a connected camera

1. In the **Photo** section of the **Card Holder Detail** dialog, click the **Take Picture** button. This opens the **Camera** dialog.

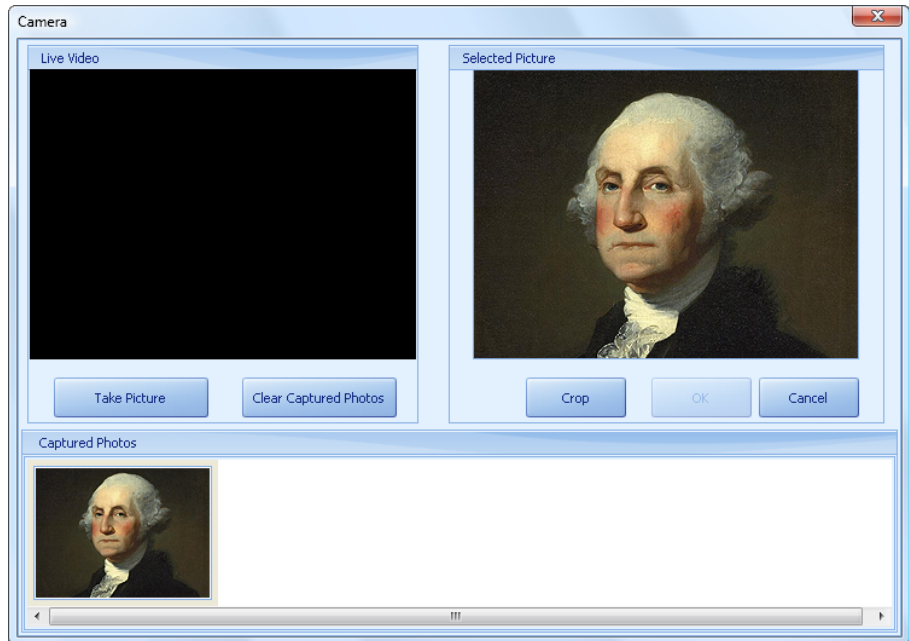


2. The **Live Video** panel shows the camera's view of the card holder. Adjust the camera as needed.
3. Click the **Take Picture** button. The photo appears in the **Captured Photos** section of the dialog.






4. Click the photo in the **Captured Photos** section. It appears in the **Selected Picture** section.

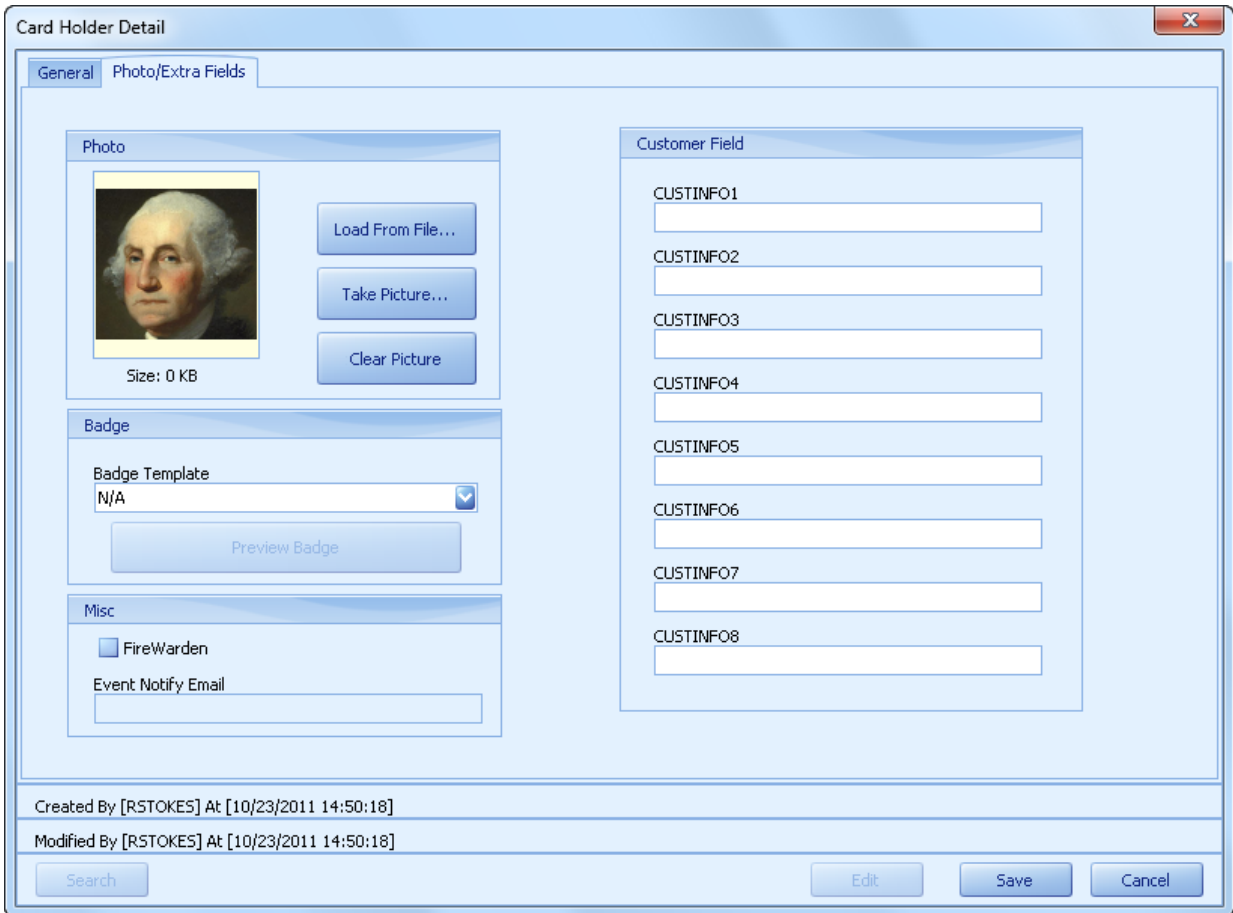


5. In the **Selected Picture** section:
  - a. Using the cursor, drag diagonally across the photo to create a cropping rectangle.
  - b. Drag the rectangle's sides and/or corners to crop the photo.

 **Tip:** Photos should be tightly cropped so the card holder's face will be as large as possible in the photo badge.

- c. Click the **Crop** button.
    - d. Click the **OK** button.

6. The card holder's photo appears in the **Card Holder Detail** dialog. Continue in the next section, "Make a photo badge."



## Print a photo badge

This section shows how to assign a template, preview the photo badge and print a photo badge.

### Assign a template and preview a photo badge

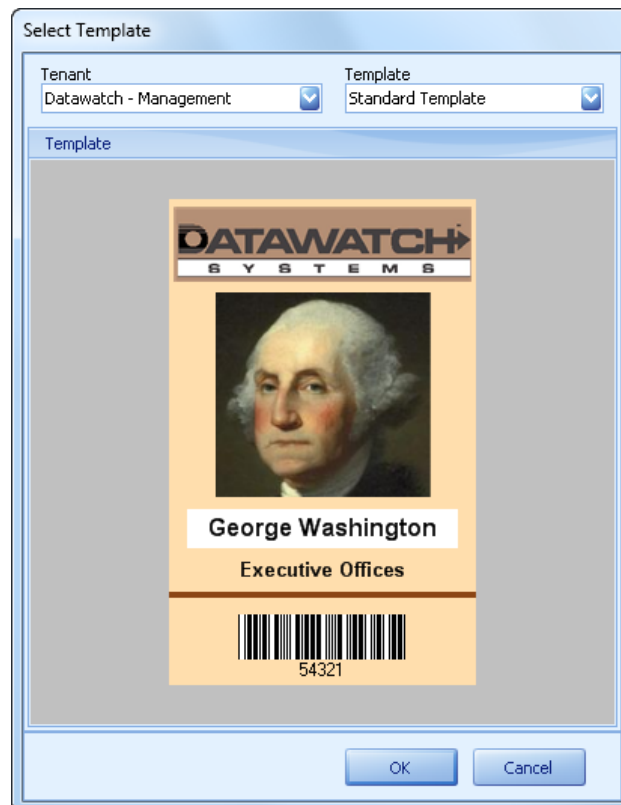
1. Display card holders (see “View card holder records” in the “Common tasks” chapter).
2. Double-click the card holder record you want to preview.
3. In the **Card Holder Detail** dialog, click the **Photo/Extra Fields** tab.
4. In the **Badge** section, open the **Badge Template** list, then click the template you want to use for this card holder.
5. Click the **Preview Badge** button. Notice that the placeholders in the template have been replaced with the photo and information from the database.



6. Close the **Preview** window.
7. In the **Card Holder Detail** dialog, click the **Save** button, then click the **Close** button.

## Print a badge

1. Display card holders (see “View card holder records” in the “Common tasks” chapter).
2. Click the card holder row for which you want to print a photo badge.  
or  
CTRL+click or SHIFT+click to select multiple card holder rows.
3. At the bottom of the D3000.Express window, click the **Batch Print Badges** button.
4. In the **Select Building** dialog, click the address for which you are printing badges, then click **OK**.
5. In the **Select Template** dialog, select the **Tenant** and **Template**, then click **OK**.
6. In the **Select Template** dialog, verify that the **Tenant** and **Template** fields contain the correct values. If they don't, open the list(s) and select the correct values.



7. Click the **OK** button.

## Modify a card


1. If records for multiple buildings are open, select the building for which you are modifying a card (see “Open records for a building” in the “Getting started” chapter).
2. Display card holder records (see “View card holder records,” earlier in this chapter).
3. Locate the record for the card you want to modify. Search using the **Card Holder Search** panel, or scroll through card holder records.
4. Double-click the row containing the card you want to modify.
5. In the **Card Holder Detail** dialog, click the **Edit** button.
6. Change fields as needed.
7. Click the **Save** button, then click the **Close** button.

## Pre-register a visitor


The **Visitor List** enables you to pre-register visitors you know will be arriving at some time in the future. Visitor information is available to guards—in the D3000.Visitor program—so they can verify visitor identities and print visitor badges.

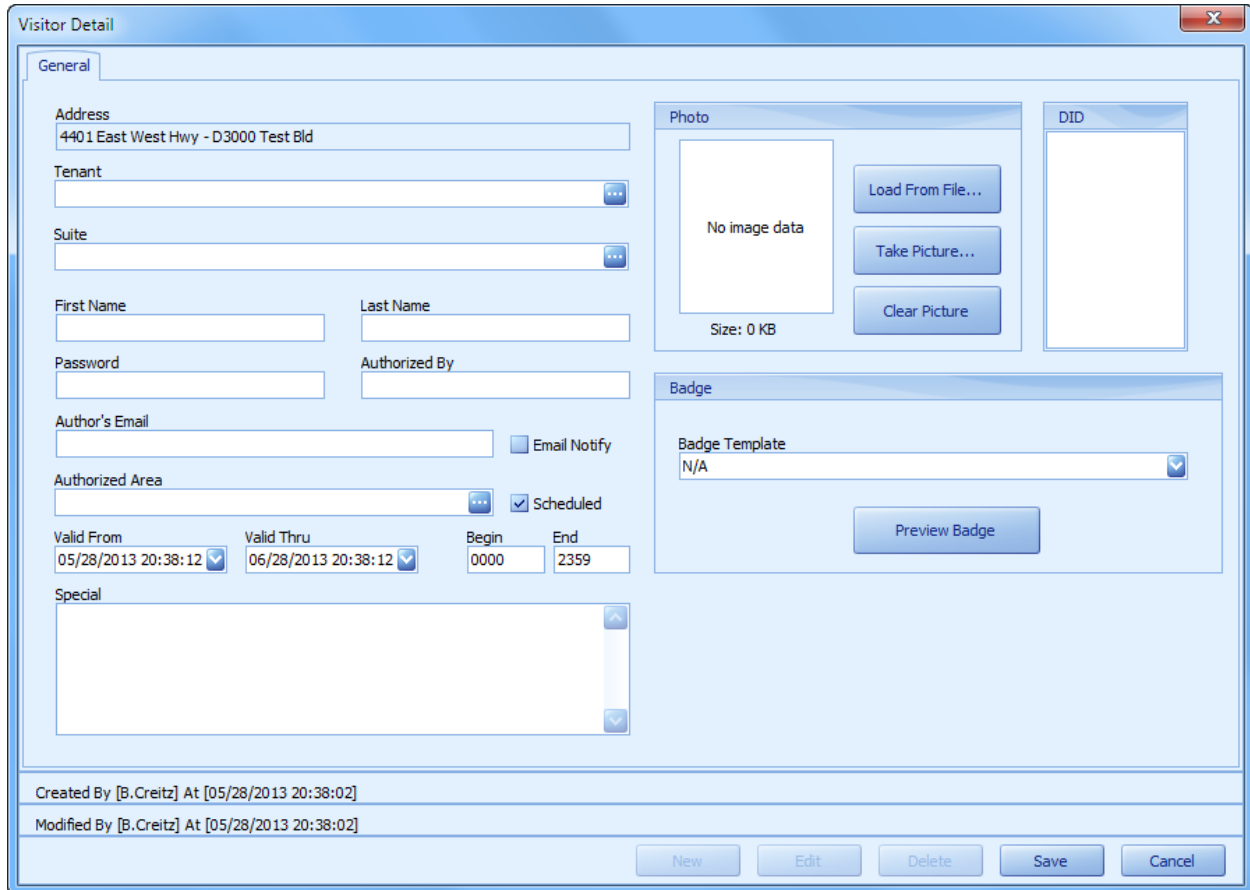
 **Note:** Guards using D3000.Visitor can register unscheduled visitors.

The visitor list is also used to register a visitor that will be visiting after hours and will need to use the outside telephone to request entrance. The telephone automatically dials a Datawatch Central Station where the list is used to confirm that the visitor is allowed to enter the building.


1. If records for multiple buildings are open, select the building for which you are pre-registering a visitor (see “Open records for a building” in the “Getting started” chapter).
2. In the left panel, click the **Visitor List** icon. 
3. If the **Edit Bar** is not displayed: In the lower right corner of the D3000.Express window, click the **Edit** button to display the **Edit Bar** below the table.




4. In the **Edit Bar**, click the **Append** button . This opens the **Visitor Detail** dialog.




5. In the **Visitor Detail** dialog:

- a. In the **Tenant** field, click the **More** button  to open the **Select Tenant** dialog. Click the tenant name (with suite number) expecting the visitor, then click the **OK** button.

OR

In the **Suite** field, click the **More** button  to open the **Select Tenant** dialog. Click the tenant name (with suite number) expecting the visitor, then click the **OK** button.



- b. In the **First Name** and **Last Name** fields, enter the visitor's name.
- c. Optional: In the **Password** field, enter a word or phrase that can be used to further verify the visitor's identity. (Be sure to give the password to the visitor in advance.)
- d. In the **Authorized By** field, enter your name or the name of the person responsible for the visitor.
- e. If you or the responsible person would like to be notified by e-mail when the visitor arrives, activate the **Email Notify** option, then enter **Author's Email** address.

- f. Optional: In the **Authorized Area** field, click the **More** button  to open the **Select Building Area** dialog. Click the appropriate area, then click the **OK** button.
- g. Enter the **Begin** and **End** times (in 24 hour format) during which the visitor is allowed to be in the building.
- h. In the **Valid From** and **Valid Thru** fields, open the calendars and select the appropriate dates.
- i. If the visitor will need a photo badge, see instructions in “Add a photo to the database: Load the photo from disk” or “Add a photo to the database: Capture the photo using a connected camera,” earlier in this chapter.
- j. Click the **Save** button.
- k. Optional: Click the **New** button to add another visitor.
- l. Click the **Close** button.

The new visitor record will initially be the last record in the table (if necessary, scroll down to see it).

## Modify a pre-registered visitor

A pre-registered visitor’s record will need to be updated when, for example, the visitor will arrive on a different day or time than originally scheduled.

1. If records for multiple buildings are open, select the building for which you are modifying a visitor record (see “Open records for a building” in the “Getting started” chapter).
2. In the left panel, click the **Visitor List** icon. 
3. Locate the visitor record you want to modify.
4. Double-click the row containing the record you want to modify.  
or  
Click the **Edit** button to display the **Edit Bar** below the table, then click the **Edit** button .

This opens the **Visitor Detail** dialog.

5. In the **Visitor Detail** dialog:
  - a. Click the **Edit** button.
  - b. Change fields as needed.
  - c. Click the **Save** button, then click the **Close** button.

## Remove a pre-registered visitor


Remove a pre-registered visitor when that visitor will not be entering the building.

1. If records for multiple buildings are open, select the building for which you are adding a visitor (see “Open records for a building” in the “Getting started” chapter).

2. In the left panel, click the **Visitor List** icon.




3. Locate the record for the visitor you want to remove.

 **Tip:** Click the **Visitor** column name to sort by visitor name, then scroll to locate the record.

4. Click the row for the visitor being removed.
5. If the **Edit Bar** is not displayed: In the lower right corner of the D3000.Express window, click the **Edit** button to display the **Edit Bar** below the table.



6. In the **Edit Bar**, click the **Delete** button .
7. In the **Delete Warning** dialog, confirm that you are deleting the correct visitor, then click the **OK** button.

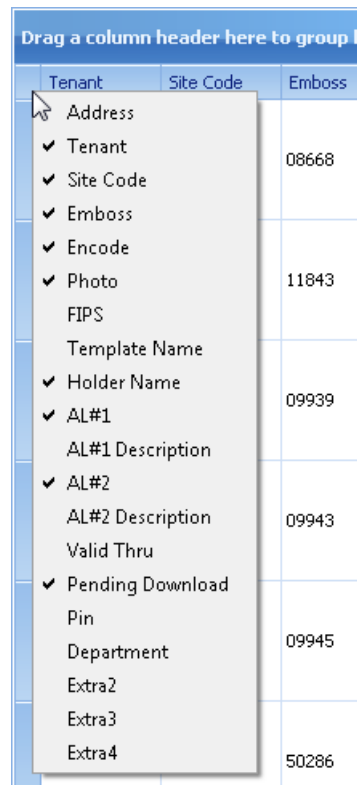


# Advanced tasks

This chapter describes additional table operations and provides instructions for tasks that are typically performed less frequently.

## Advanced table operations

- *To rearrange columns:* Drag the column name and drop it in the desired location in the column header.
- *To hide or show columns:* Right-click the box in the table's upper left corner (to the left of all column names), then click the column name you want to hide or show.



- *To filter the table (i.e., view only rows with specific data in one column):*  
Hover over the upper right corner of the column name, click the little arrow that appears, then click the filter term.


Drag a column header here to group by that column

| Date Time        | Panel# | Desc         | Event Detail |
|------------------|--------|--------------|--------------|
| 02/01/2011 07:22 | N/A    | (Custom)     | Access       |
| 02/01/2011 23:33 | N/A    | (Blanks)     | Anne         |
| 02/01/2011 23:35 | N/A    | (Non blanks) | Anne         |
| 02/01/2011 23:35 | N/A    | 3901         | Anne         |
| 02/01/2011 23:35 | N/A    | 6113         | Anne         |
| 02/02/2011 06:31 | 3901   | N/A          | Click by     |
| 02/02/2011 06:31 | 3901   |              | Click by     |

- *To remove a filter:* Hover over the upper right corner of the column name, click the little arrow that appears, then click **(All)** in the pop-up menu.

Drag a column header here to group by that column

| Date Time     | Panel# | Desc         | Event |
|---------------|--------|--------------|-------|
| 02/02/2011... | 3901   | (All)        | to    |
| 02/02/2011... | 3901   | (Custom)     | to    |
| 02/02/2011... | 3901   | (Blanks)     | to    |
| 02/02/2011... | 3901   | (Non blanks) | to    |
| 02/02/2011... | 3901   | 3901         | to    |
| 02/02/2011... | 3901   | 6113         | to    |
| 02/02/2011... | 3901   | N/A          | to    |
| 02/02/2011... | 3901   |              | to    |

 **Tip:** Other filter operations are available, but are beyond the scope of this manual. Interested users are encouraged to explore the **(Custom)** command in the filter pop-up menu, and the **Filter Editor...** command in the column pop-up menu.

- To group rows by data in one column: Use one of the following methods.
  - Drag the column name to the **Group By** box. In the example below, the **Emboss** column name is being dragged to the **Group By** box...

| Date Time | User ID | Panel# | Door# | Site Code | Emboss | AL #1 | Tenant            |
|-----------|---------|--------|-------|-----------|--------|-------|-------------------|
| 2/21/2011 | SJOHN   | 6113   | N/A   | 0022      | 60222  | 9     | Datawatch - Sales |
| 2/21/2011 | SJOHN   | 6113   | N/A   | 0061      | 46990  | 9     | Datawatch - Sales |

which groups rows like this (one row is expanded to show the record in that group)...

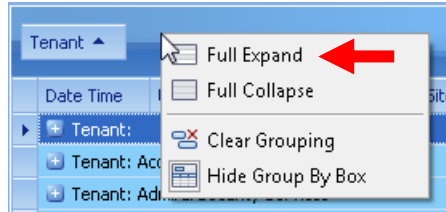
| Date Time       | User ID | Panel# | Door# | Site Code | AL #1 | Tenant                        |
|-----------------|---------|--------|-------|-----------|-------|-------------------------------|
| + Emboss: 10766 |         |        |       |           |       |                               |
| ▶ Emboss: 10768 |         |        |       |           |       |                               |
| 2/21/2...       | SJOHN   | 6113   | N/A   | 0186      | 3     | Datawatch - Programming Depar |
| + Emboss: 10773 |         |        |       |           |       |                               |
| + Emboss: 10774 |         |        |       |           |       |                               |

- Right-click the column name, then click **Group By This Column** in the pop-up menu (see arrow below).

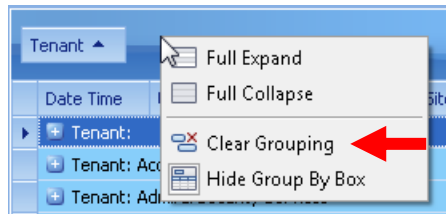
| Date Time | User ID | Panel# | Door# | Site Code | Emboss |
|-----------|---------|--------|-------|-----------|--------|
| 2/21/2011 | SJOHN   |        |       |           | 60222  |
| 2/21/2011 | SJOHN   |        |       |           | 46990  |
| 2/21/2011 | SJOHN   |        |       |           | 13618  |
| 2/21/2011 | SJOHN   |        |       |           | 15590  |
| 2/21/2011 | SJOHN   |        |       |           | 13953  |
| 2/21/2011 | SJOHN   |        |       |           | 29377  |
| 2/21/2011 | SJOHN   |        |       |           | 20611  |
| 2/21/2011 | SJOHN   |        |       |           | 48923  |
| 2/21/2011 | SJOHN   |        |       |           | 08705  |
| 2/21/2011 | SJOHN   |        |       |           | 57520  |
| 2/21/2011 | SJOHN   |        |       |           | 60222  |
| 2/21/2011 | SJOHN   |        |       |           | 00369  |
| 2/21/2011 | SJOHN   | 6113   | N/A   | 0092      | 00397  |

**Tip:** You can apply additional levels of grouping by repeating the above methods for other columns.

- *To expand a group:* Click the plus sign **+** next to the group.
- *To expand all groups:* Right-click in the **Group By** box, then click **Full Expand** in the pop-up menu (see arrow below).



- *To collapse a group:* Click the minus sign **-** next to the group.
- *To collapse all groups:* Right-click in the **Group By** box, then click **Full Collapse** in the pop-up menu.
- *To ungroup rows:* Use one of the following methods.
  - Drag the column name from the **Group By** box back into the column header.
  - Right-click in the **Group By** box, then click **Clear Grouping** in the pop-up menu (see arrow below).



# Modify the holiday list

1. If records for multiple buildings are open, select the building for which you are modifying the holiday list (see “Open records for a building” in the “Getting started” chapter).

2. In the left panel, click the **Holiday List** icon.




3. If the **Edit Bar** is not displayed: In the lower right corner of the D3000.Express window, click the **Edit** button to display the **Edit Bar** below the table.



4. Then:

- *To add a holiday:*


- a. In the **Edit Bar**, click the **Append** button .

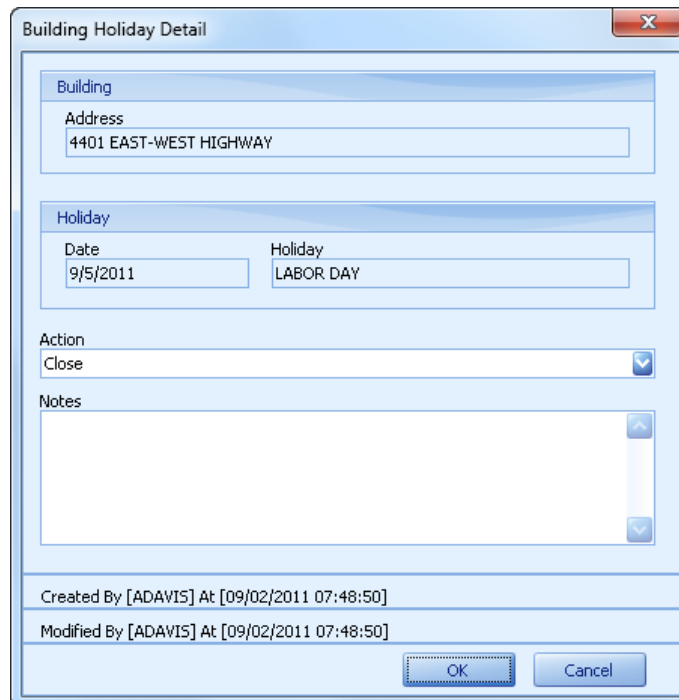
- b. In the **Select Holiday** dialog, click the holiday you want to add, then click the **OK** button. In the **Select Warning** dialog, click the **OK** button.


- *To edit a holiday:*

- a. Double-click the holiday you want to edit.

or

Click holiday you want to edit, then click the **Edit** button .

A screenshot of a dialog box titled "Building Holiday Detail". It has a close button (X) in the top right corner. The dialog is divided into several sections: "Building" with an "Address" field containing "4401 EAST-WEST HIGHWAY"; "Holiday" with "Date" (9/5/2011) and "Holiday" (LABOR DAY) fields; "Action" with a dropdown menu set to "Close"; "Notes" with a text area; and a footer section with "Created By [ADAVIS] At [09/02/2011 07:48:50]" and "Modified By [ADAVIS] At [09/02/2011 07:48:50]". At the bottom are "OK" and "Cancel" buttons.

- b. In the **Building Holiday Detail** dialog, change fields as needed, click the **Save** button, then click the **Close** button.
- *To delete a holiday:*
    - a. Click the holiday you want to delete.
    - b. In the **Edit Bar**, click the **Delete** button  .
    - c. In the **Delete Warning** dialog, confirm that you are deleting the correct holiday, then click the **OK** button.

## View access history

The access history list shows card holder access events.


1. If records for multiple buildings are open, select the building for which you want to view access history (see “Open records for a building” in the “Getting started” chapter).
2. In the left panel, click the **Access History List** icon.



This displays the **History Search** panel.

|                             |                                   |                 |         |         |        |          |         |        |
|-----------------------------|-----------------------------------|-----------------|---------|---------|--------|----------|---------|--------|
| From<br>03/18/2012 12:05:03 | Address<br>4401 EAST-WEST HIGHWAY | By Tenant       | By Name | By Card | By Msg | By Panel | By Door |        |
| Thru<br>03/21/2012 12:05:03 | Search Type<br>Panel Location     | Tenant<br>-ALL- |         |         |        |          |         | Search |

3. In the **From** and **Thru** fields, open the calendars and select the date and time range for the search (see “Select dates and times” in the “Getting started” chapter for details).
4. *To restrict the search to a specific tenant:* Open the **Tenant** list and click a tenant name.
5. *To search by one or multiple buildings:* Open the **Search Location** list and click the desired type.
6. *To further restrict the search:* Click a tab above the **Search All** button, then fill in or select the appropriate data.
7. Click the **Search** button.

 **Note:** D3000.Express may not initially display all matching records. Click the **Load Next Page** or **Load All** button to view additional records.

8. *To view details about an access record:* Double-click the record.

# Managing access level templates

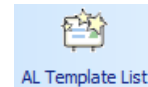
**Note:** Creating, modifying or deleting an access level template can have unintended consequences, which may include allowing card holder access to unauthorized areas, or preventing legitimate access to authorized areas. Access level templates should only be worked on by Datawatch representatives or trained building management personnel.

An access level template enables individual access levels to be grouped and named. By using access level templates, access levels can be conveniently and consistently assigned to card holders.

## Create an access level template

1. If records for multiple buildings are open, select the building for which you want to view access level templates (see “Open records for a building” in the “Getting started” chapter).


2. In the left panel, click the **AL Template List** icon.



This displays the **Access Level Template List**.

3. If the **Edit Bar** is not displayed: In the lower right corner of the D3000.Express window, click the **Edit** button to display the **Edit Bar** below the table.



4. In the **Edit Bar**, click the **Append** button . This opens the **Select Tenant** dialog. Select the tenant for which you are creating an access level template, then click **OK**.

5. In the **AL Template Detail** dialog's **General** tab:

AL Template Detail - 4401 East West Hwy - D3000 Test Bld/Admiral Security

General AL Template Detail

Template#  
1

Summary

Notes

Created By [B.Creitz] At [05/29/2013 13:02:37]  
Modified By [B.Creitz] At [05/29/2013 13:02:37]

New Edit Delete Save Cancel

- a. Optional: Override the system-assigned **Template#**.
- b. Optional, but recommended: Enter a **Summary** and **Notes** for this template. This information will help you and other understand the structure and reasoning behind the template.


6. In the **AL Template Detail** dialog's **AL Template Detail** tab:


- a. Click the **Append** button  .




- b. In the **Select Building** dialog, click the building having the target access level, then click **OK**. This displays the **Tenant AL Template Detail** dialog:

The screenshot shows the 'Tenant AL Template Detail' dialog box. It is divided into two main sections: 'Template' and 'Access Level'.  
In the 'Template' section:  
- 'Address' is '4401 East West Hwy - D3000 Test Bld'.  
- 'Tenant' is 'Admiral Security'.  
- 'Template #' is '1'.  
In the 'Access Level' section:  
- 'Address' is '4401 East West Hwy - D3000 Test Bld'.  
- 'Primary Access Level' is '0'.  
- 'Secondary Access Level' is '0'.  
At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. Above these buttons, there are two lines of text: 'Created By [B.Creitz] At [05/29/2013 13:14:30]' and 'Modified By [B.Creitz] At [05/29/2013 13:14:30]'.

- c. In the **Primary Access Level** field, click the **More** button  to open the **Select Access Level** dialog. Click the desired primary access level, then click **OK**.



 **Tip:** If you need more information about an access level, in the **Select Access Level** dialog, click that access level, then click the **Detail...** button.

- d. Optional: In the **Secondary Access Level** field, click the **More** button  to open the **Select Access Level** dialog. Click the desired secondary access level, then click **OK**.
- e. In the **Tenant AL Template Detail** dialog, click **OK**.
- f. Repeat steps a through e to add more access levels to the template.


7. Click **Save**, then click **Close**.

## Modify an access level template

1. In the **Access Level Template List**, double-click the template you want to change. This opens the **AL Template Detail** dialog.
2. Click **Edit**.


3. In the **General** tab, change information as needed.
4. In the **AL Template Detail** tab:
  - *To add an access level to the template:* Click the **Append** button  , select a building, select a primary and (optional) secondary access level, then click **OK**.
  - *To remove an access level from the template:* Click the access level you want to delete, click the **Delete** button  , then confirm the deletion.
5. Click **Save**, then click **Close**.

### Delete an access level template

1. In the **Access Level Template List**, click the template you want to delete.
2. In the **Edit Bar**, click the **Delete** button  .
3. Confirm the deletion.

## View the card send to list

The Card Sent To List provides “send to” details for each card, including card holder name, address where the card can be used, and primary and secondary access levels.

1. If records for multiple buildings are open, select the building for which you want to view access level templates (see “Open records for a building” in the “Getting started” chapter).
2. In the left panel, click the **Card SendTo List** icon.   
This displays the **Access Level Template List**.
3. To reduce the number of records displayed: Enter search terms in the search panel, then click the **Search** button.
4. To view all details about a particular card: Double-click the row for that card.

# Manage the access deny list

The Access Deny List identifies individuals that are not allowed to enter a particular building.

## View the access deny list


1. If records for multiple buildings are open, select the building for which you want to view access level templates (see “Open records for a building” in the “Getting started” chapter).

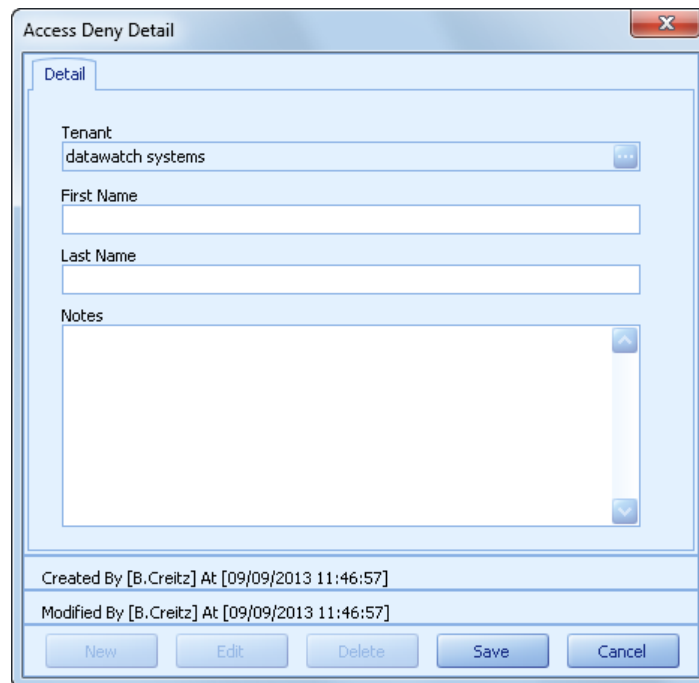
2. In the left panel, click the **Access Deny List** icon.



This displays the **Access Deny List**.

## Add an individual to the access deny list

1. In the **Edit Bar**, click the **Append** button . This opens the **Access Deny Detail** dialog.

A screenshot of the 'Access Deny Detail' dialog box. The dialog has a title bar with 'Access Deny Detail' and a close button. Inside, there is a 'Detail' tab. The form contains several fields: 'Tenant' with a dropdown menu showing 'datawatch systems'; 'First Name' and 'Last Name' with empty text input boxes; and 'Notes' with a large text area. At the bottom, there are two lines of metadata: 'Created By [B.Creitz] At [09/09/2013 11:46:57]' and 'Modified By [B.Creitz] At [09/09/2013 11:46:57]'. Below the metadata are five buttons: 'New', 'Edit', 'Delete', 'Save', and 'Cancel'.

2. Fill in the individual's **First Name** and **Last Name**.
3. As needed, fill in **Notes**.
4. Click the **Save** button.

## Remove an access deny record

1. In the **Access Deny List**, double-click the record you want to remove.
2. In the **Access Deny Detail** dialog, click the **Delete** button.
3. Confirm the deletion.

# Using Photo Badge Designer

---

Photo Badge Designer is part of the D3000.Express access card and key administration program. Designer can be used to create and edit templates for photo badges. By combining card holder data with a template in D3000.Express, you can create photo badges for individual card holders.

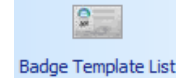
Datawatch Systems can design photo badge templates for you for a small fee. Photo Badge Designer is provided for those users that prefer to design their own photo badge templates.

This chapter is organized in three sections:

- “Access Photo Badge Designer” shows how to launch Photo Badge Designer from within D3000.Express.
- “Designer overview” identifies the main elements of Designer’s user interface, introduces tools for creating objects, and explains object properties.
- “Template tutorial” provides step-by-step instructions for using Designer to create an example photo badge template.

# Access Photo Badge Designer

1. Launch D3000.Express and log in.
2. If you are a tenant: Go to step 3.  
or  
If you are a property manager: If records for multiple buildings are open, select the building for which you want to edit or create a photo badge template.



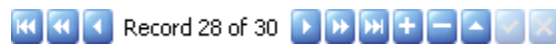
3. In the left panel, click the **Badge Template List** icon. This displays the current list of photo badge templates. Continue in the appropriate section below.


## To edit an existing template

1. Double-click the row containing the template you want to edit. This opens the template in the **Badge Template Detail** dialog.
2. In the **Badge Template Detail** dialog, click the **Edit** button, then click the **Design...** button. This opens the **Designer** application, where you can edit the template.

## To create a new template

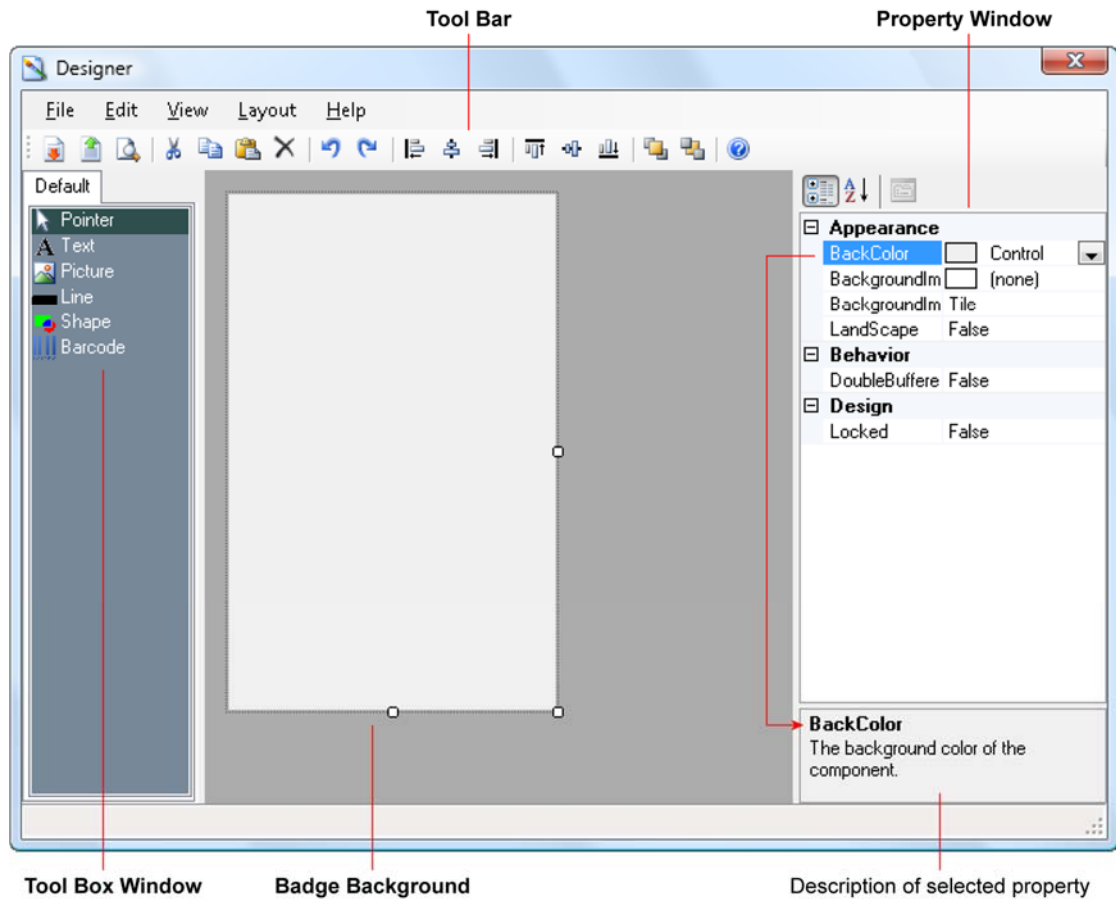
1. If the **Edit Bar** is not displayed: In the lower right corner of the D3000.Express window, click the **Edit** button to display the **Edit Bar** below the table.



2. In the **Edit Bar**, click the **Append** button . This opens the **Badge Template Detail** dialog.
3. In the **Badge Template Detail** dialog:
  - a. If you are a property manager: Click the **More** button in the **Tenant** field, then click a tenant name.
  - b. In the **Template Name** field, enter a name for the template.
  - c. Click the **Design...** button. This opens the **Designer** application, where you can create the template.

# Designer overview

## Main window



The **Designer** main window includes the following components:

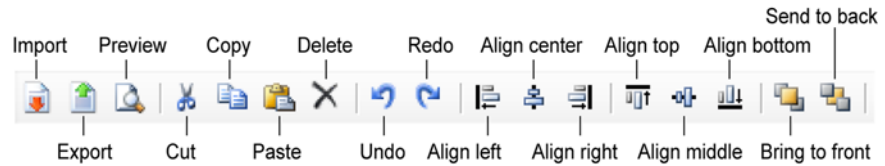
- **Tool Bar**
- **Property Window**
- **Tool Box Window**
- **Badge background**

 **Tip:** You can resize the badge background to any required size.

Additional information is provided in the next sections.

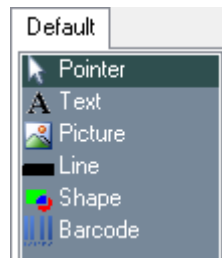
## Tool Bar

The **Tool Bar** provides one-click access to many of the commands in the **File**, **Edit** and **Layout** menus.



## Tool Box Window

The **Tool Box Window**, along the left side of the **Designer** main window, provides several tools for creating and manipulating objects.



Property Window

Here is what you can do with the tools:

- **Pointer tool:** select, move and resize objects.
- **Text tool:** create static text that will appear on every badge, and create text placeholders where card holder data will be substituted when generating badges.
- **Picture tool:** place images that will appear on every badge, and create picture placeholders where card holder photos will be substituted when generating badges.
- **Line tool:** draw lines.
- **Shape tool:** draw rectangles.
- **Barcode tool:** create barcode placeholders where card holder data will be substituted—and a corresponding barcode will be produced—when generating badges.



## Using the tools

- *To create objects:*

All the tools work about the same way:

1. In the **Tool Box Window**, click the tool you want to use.
2. Drag or click on the badge background to create a new object.
3. Use the **Pointer** tool to move and resize the object (see below).
4. With the object selected, edit its properties in the **Properties Window**.

- *To move objects:*

- Use the **Pointer** tool to drag the object, or
- Enter new values in the object's **Location > X** and **Location > Y** properties.

- *To resize objects:*

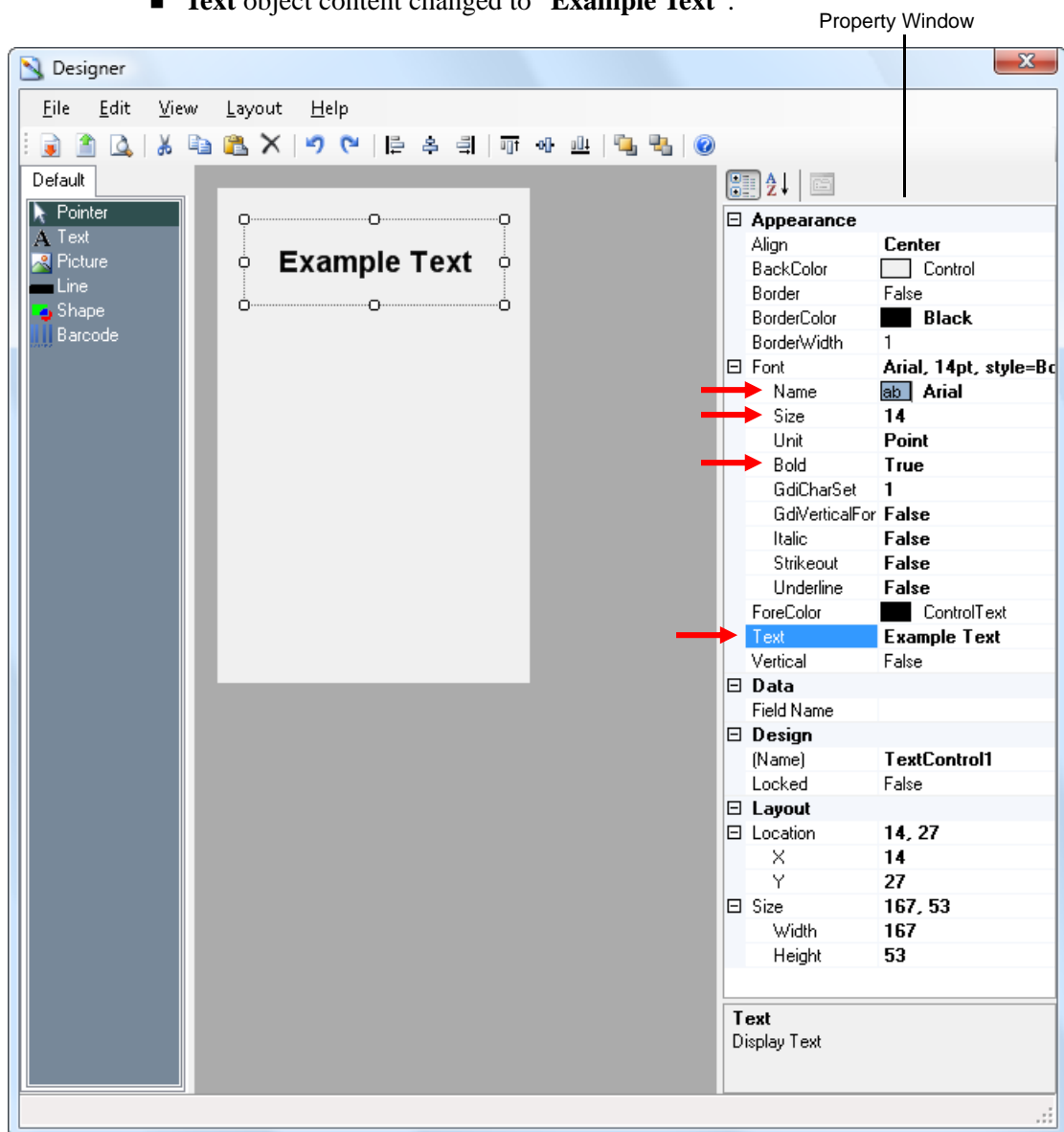
- Use the **Pointer** tool to drag the object's side or corner handles.
- Enter new values in the object's **Size > Width** and **Size > Height** properties.

## Property Window


The **Property Window**, along the right side of the **Designer** main window, lists properties for the currently selected object.

In the example below, a text object is selected. The **Property Window** lists the editable properties for that text object. The following changes were made to the text object's default properties, and you can see the changed property values (indicated by arrows) in the **Property Window**:

- **Font > Name** changed to **Arial**.
- **Font > Size** changed to **14** points.
- **Font > Bold** changed to **True** (i.e., the text is bold).
- **Text** object content changed to “**Example Text**”.





The panel at the bottom of the **Property Window** displays a description of the currently selected property. In the example above, the **Text** property is selected, and its description appears in the panel.

 **Tip:** Some object is always selected. If no placed objects are selected, then the badge background is selected, and the **Property Window** then shows properties for the badge background. The screen shot in the “Main window” section, earlier in this chapter, illustrates this case—the badge background is selected, and its current properties are listed in the **Property Window**.







## Viewing properties

Some properties are organized in groups. You can show or hide properties within each group.












- *To expand a group to see its properties:* Click the  next to the group name, or double-click the group name.
- *To collapse a group to hide its properties:* Click the  next to the group name, or double-click the group name.

Here is an example:

Text object properties fully collapsed

|   |                |
|---|----------------|
|  <b>Appearance</b> |                |
|  <b>Data</b>       |                |
|  <b>Design</b>     |                |
|  <b>Layout</b>     |                |
|  Location          | <b>12, 218</b> |
|  Size              | <b>180, 26</b> |


Text object properties fully expanded

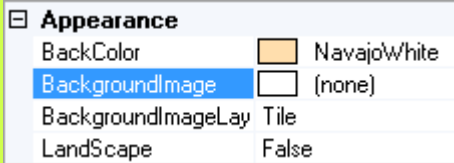
|   |  |
|---|--|
|  <b>Appearance</b> |  |
| Align   | <b>Center</b>  |
| BackColor   |  <b>White</b>       |
| Border  | False  |
| BorderColor   |  <b>Black</b>       |
| BorderWidth   | 1  |
|  <b>Font</b>       | <b>Arial, 12pt, style=Bold</b>   |
| Name  |  <b>Arial</b>       |
| Size  | <b>12</b>  |
| Unit  | <b>Point</b>   |
| Bold  | <b>True</b>  |
| GdiCharSet  | <b>1</b>   |
| GdiVerticalFont   | <b>False</b>   |
| Italic  | <b>False</b>   |
| Strikeout   | <b>False</b>   |
| Underline   | <b>False</b>   |
| ForeColor   |  <b>ControlText</b> |
| Text  | <b>Name</b>  |
| Vertical  | False  |
|  <b>Data</b>       |  |
| Field Name  | <b>Name</b>  |
|  <b>Design</b>     |  |
| (Name)  | <b>TextControl1</b>  |
| Locked  | False  |
|  <b>Layout</b>     |  |
|  Location          | <b>12, 218</b>   |
| X   | <b>12</b>  |
| Y   | <b>218</b>   |
|  <b>Size</b>       | <b>180, 26</b>   |
| Width   | <b>180</b>   |
| Height  | <b>26</b>  |

## Changing property values

When you create an object, Designer assigns default values to each of the object's properties. Your job is to change those default values so the object appears and functions the way you want it to.

- *To change a property's value:* Click the property's name, then enter or select a new value.


 **Tip:** When a property is selected for editing, it appears as white lettering on a blue background. In the example below, the **BackgroundImage** property is selected.



There are several methods for changing property values, and the method depends on the property being edited. Here are some examples:

- For properties having a number value, simply type a new number.

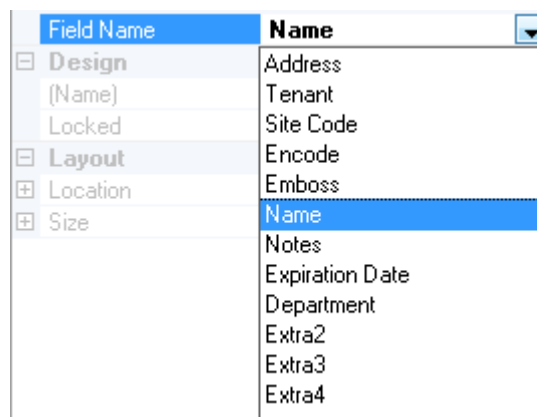


 **Tip:** Most default values are shown in normal style, while values you enter or select are shown in bold. In the example above, 1 is the default value, which the user has changed to 55.

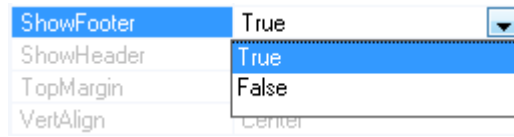
- For properties having a text value, simply type new text.



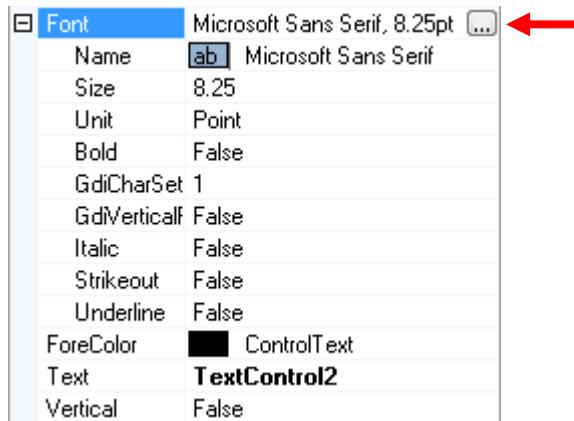
- For properties offering a list of values, open the list and click the value you want.



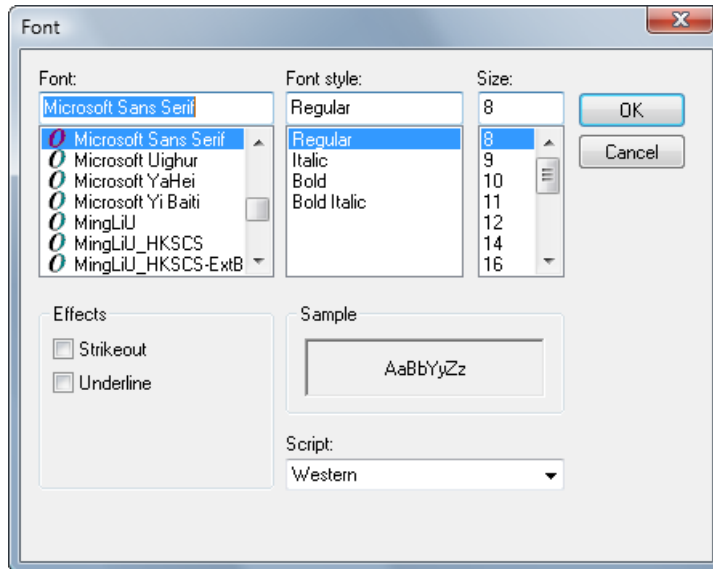
- Some properties only give you a choice of **True** (i.e., apply the property) and **False** (i.e., don't apply the property).



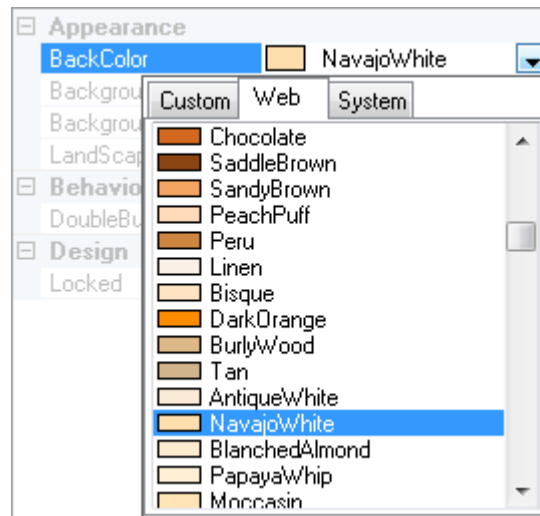
- Some property groups, when selected, display a **More** button (...). Click this button to open a related dialog. The **Font** group, for example, enables you to set a variety of text characteristics.




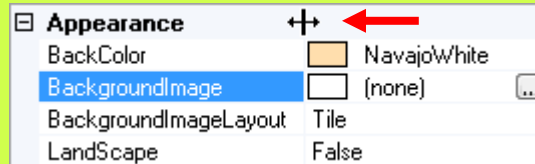
Click the **More** button (indicated above by arrow) to open the **Font** dialog, which provides a more traditional approach for specifying text properties.



- For colors, a panel containing three tabs opens. Click a tab (**Custom**, **Web** or **System**) to select the method for specifying the color, then click the color you want.



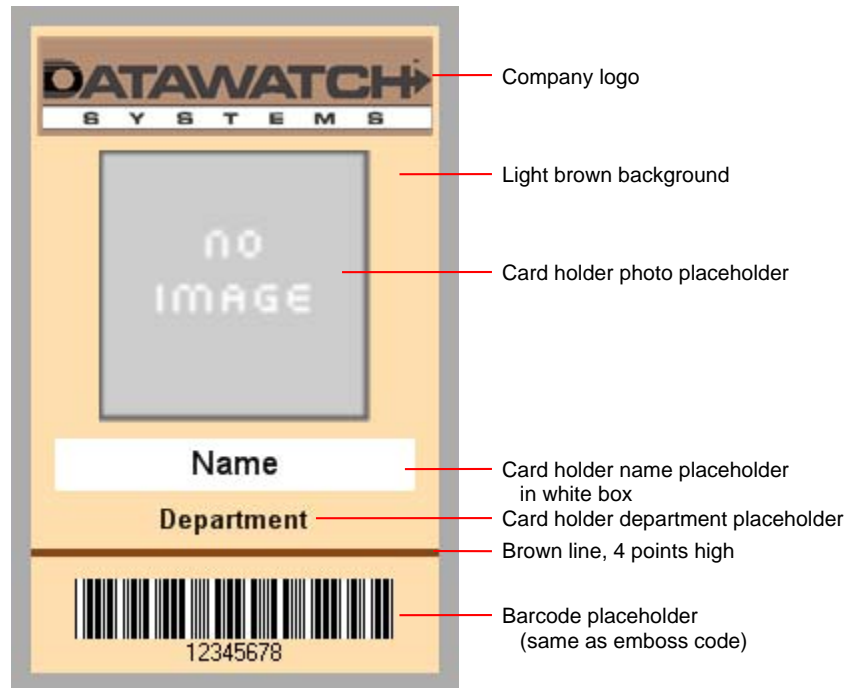
 **Tip:** You can change the width of the property and value columns in the **Property Window**. Hover over the top-most property until you see the double arrow cursor, then drag left or right.



You can also change the width of the **Tool Window** and **Property Window** by dragging their inner borders.

# Template tutorial

This section takes you step-by-step through the creation of a new photo badge template. So you'll know where we're headed, here's a preview of the finished template you'll be making, with key features indicated.

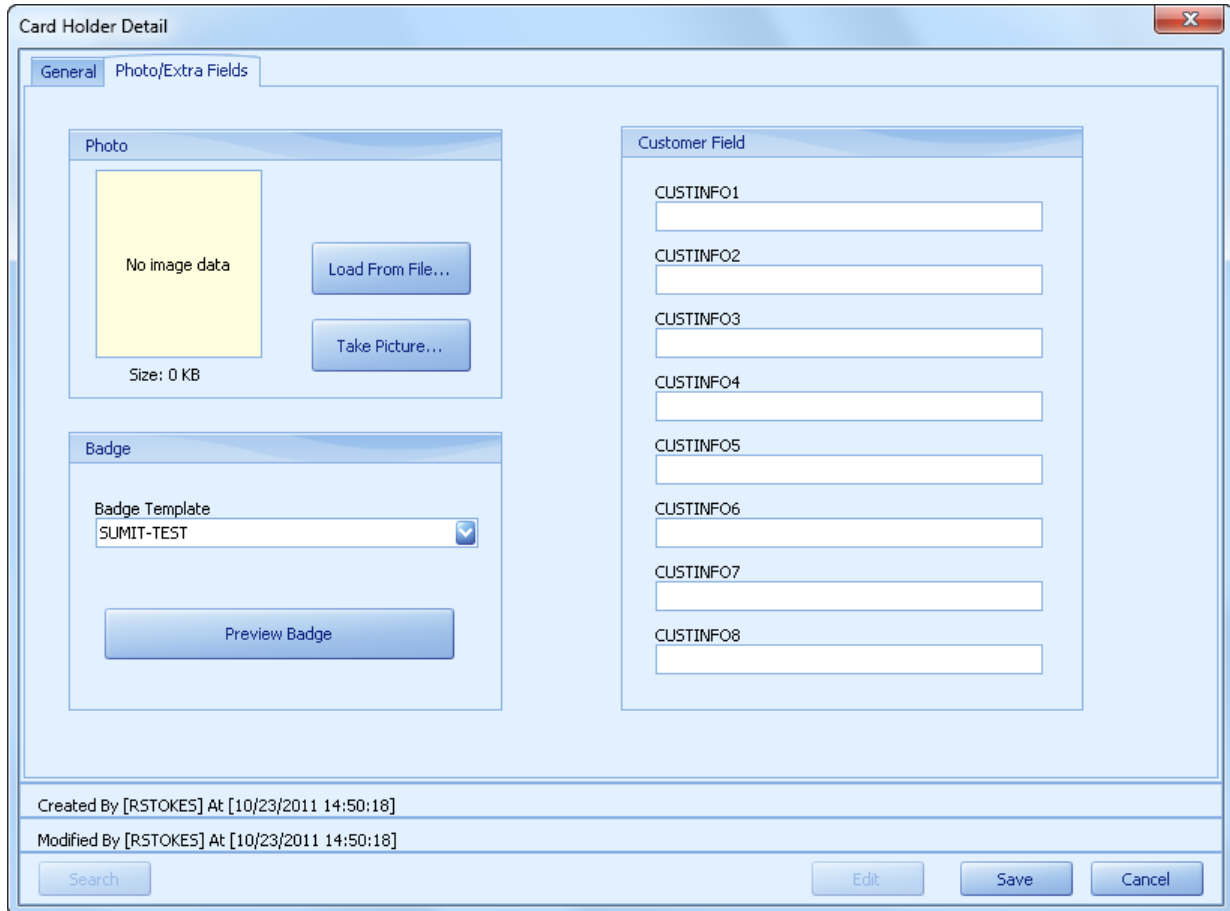


You'll learn a lot about using Designer by reading this tutorial. You'll learn even more if you perform each step in Designer.

## Start


1. Launch D3000.Express and log in.
2. In the **Select Building** dialog, click the address for your building.
3. In the D3000.Express left panel, click the **Card Holder List** icon.
4. In the **Card Holder Search** panel, click the **Search** button.
5. In the lower right corner, click the **Edit** button.

- In the **Edit Bar**, click the **Append** button  to open the **Card Holder Detail** dialog.
- Click the **Photo/Extra Fields** tab.




The screenshot shows the 'Card Holder Detail' dialog box with the 'Photo/Extra Fields' tab selected. The dialog is divided into three main sections: 'Photo', 'Badge', and 'Customer Field'. The 'Photo' section contains a placeholder for an image with the text 'No image data' and a 'Size: 0 KB' label, along with 'Load From File...' and 'Take Picture...' buttons. The 'Badge' section features a 'Badge Template' dropdown menu currently set to 'SUMIT-TEST' and a 'Preview Badge' button. The 'Customer Field' section consists of eight vertically stacked text input fields, each labeled from 'CUSTINFO1' to 'CUSTINFO8'. At the bottom of the dialog, there is a status bar with 'Created By [RSTOKES] At [10/23/2011 14:50:18]' and 'Modified By [RSTOKES] At [10/23/2011 14:50:18]', and a row of buttons including 'Search', 'Edit', 'Save', and 'Cancel'.

- Notice the **CUSTINFO1** through **CUSTINFO8** fields in the **Customer Field** section. They are labeled **CUSTINFO1** through **CUSTINFO8** here, but may have different labels for your building/tenant.

 **Note:** Custom field labels can be defined in D3000.Lite. These fields are useful for recording building- and tenant-specific information for individual card holders.

### Create a new template

- In D3000.Express's left panel, click the **Template List** button.
- In the lower right corner, click the **Edit** button.
- In the **Edit Bar**, click the **Append** button  .



4. In the **Select Tenant** dialog, select a tenant, then click the **OK** button. In the **Select Warning** dialog, click the **OK** button.
5. In the **Tenant Badge Template Detail** dialog.

The screenshot shows a software dialog box titled "Tenant BadgeTemplate Detail". It has a "General" tab selected. The "General" section contains the following fields:

- Address:** 4401 EAST WEST HWY - D3000 TEST BLD
- Tenant:** DATAWATCH SYSTEMS
- Badge Type:** A dropdown menu with a blue arrow pointing down.
- Template Name:** An empty text input field.

To the right of these fields is a large, empty rectangular area labeled "Template". Below this area are two buttons: "Load From..." and "Design...". At the bottom of the dialog, there are two lines of text:

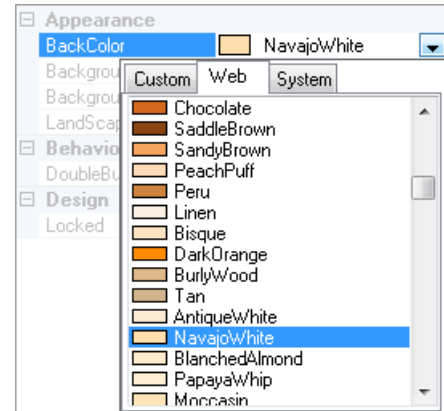
- Created By [RSTOKES] At [10/23/2011 15:10:41]
- Modified By [RSTOKES] At [10/23/2011 15:10:41]

At the very bottom, there is a row of five buttons: "New", "Edit", "Delete", "Save", and "Cancel".

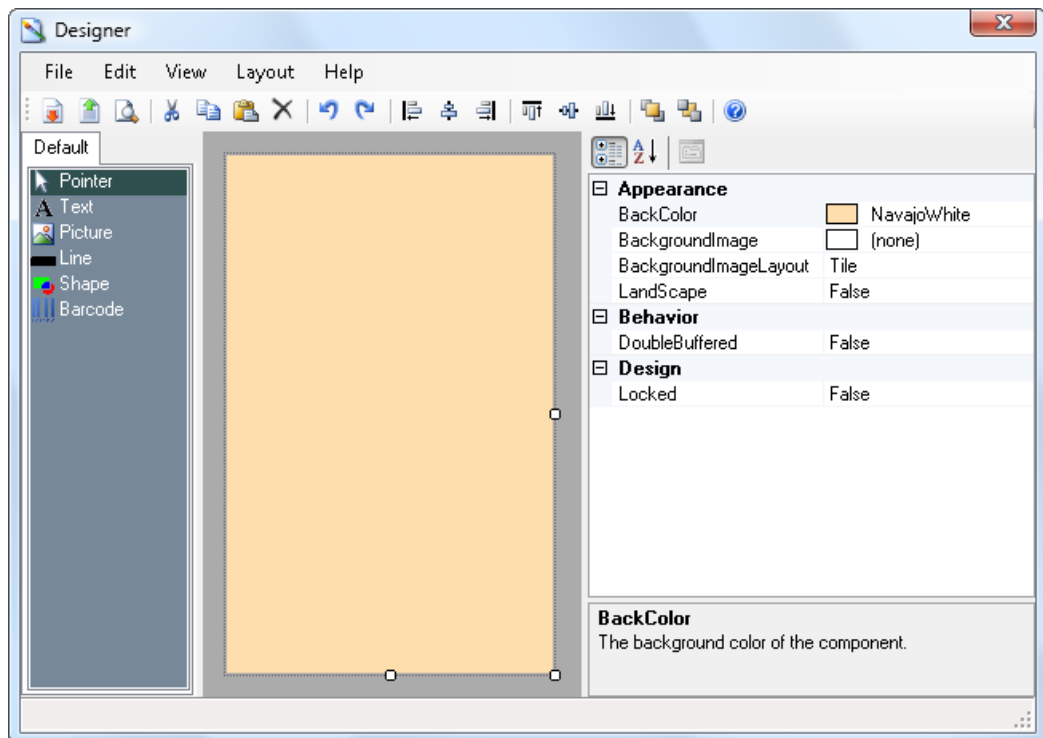
6. In the **Tenant Badge Template Detail** dialog:
  - a. Open the **Badge Type** list, then click **Card Holder Badge**.
  - b. In the **Template Name** field, enter a name, such as **Example Template**, for the template.
  - c. Click the **Design...** button. This opens the Designer application.

## Set the background color

1. In the **Property Window**, click the **BackColor** property.
2. Click the arrow at the right end of the **BackColor** property's value field.
3. In the color panel, click the **Web** tab.
4. Scroll down to find the **NavajoWhite** color, then click it.



The badge background is now a light brown color.

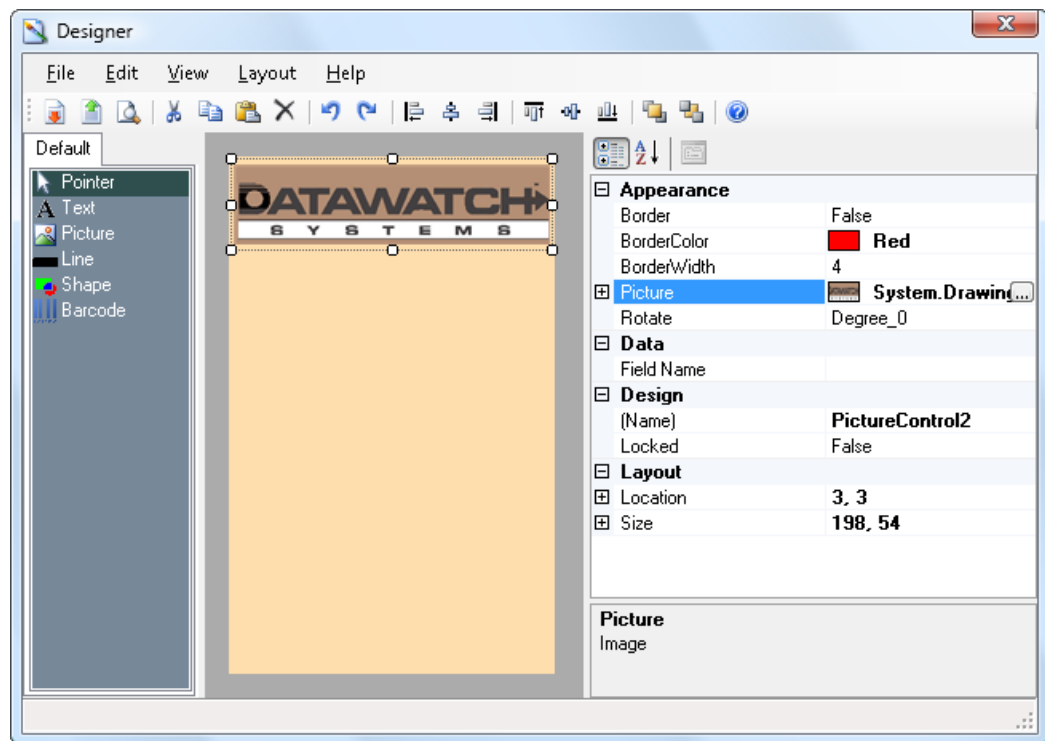


**Note:** To save space, screen shots in this tutorial show the Designer window resized into a compact configuration. You can resize the Designer window, or work with it in its default size (which fills the screen).

**Tip:** The badge background can also be an image you created in another application. To import a background image, click the **BackgroundImage** property, click the **More** button to get a file open dialog, then select and open the background image.

## Add the logo

1. Click the **Picture** tool.
2. Click on the badge background to create a new picture object.
3. Using the **Pointer** tool, move and resize the picture object so it's a rectangle near the top of the background.
4. With the picture object still selected, click the **Picture** property, then click the **More** button at the right end of the value field.
5. In the **Open** dialog, select any logo or image (we've used the Datawatch logo, but any image will do for this tutorial).

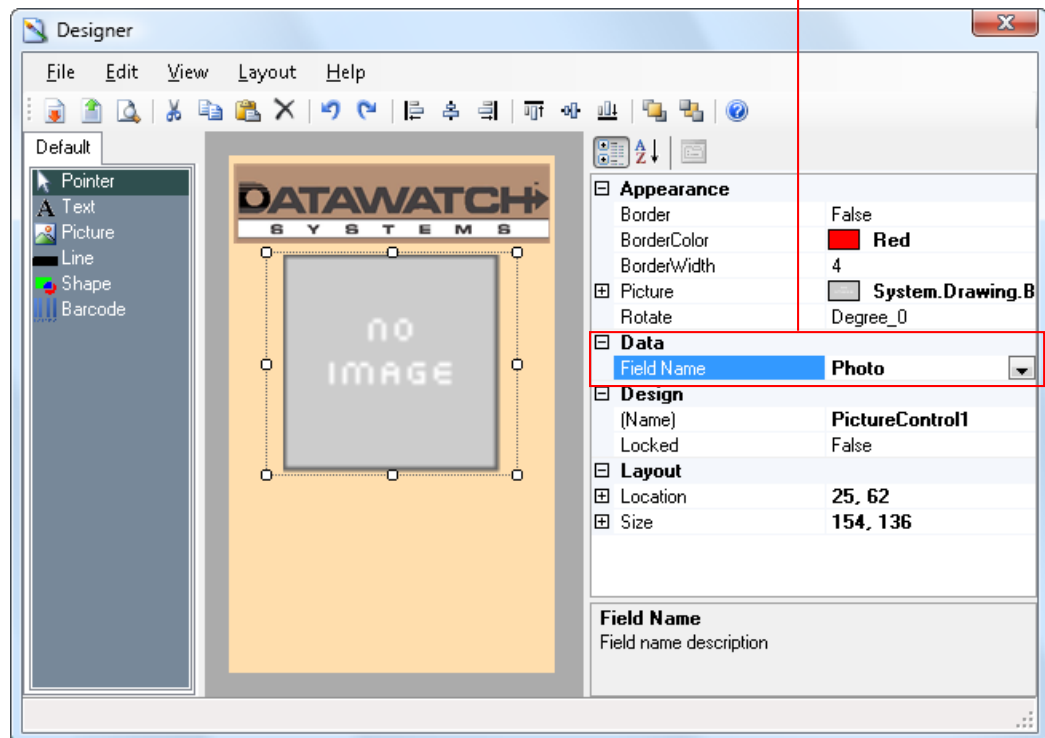


## Add the photo placeholder

1. Click the **Picture** tool.
2. Click on the badge background to create a new picture object.
3. Using the **Pointer** tool, move and resize the picture object so it's a square about the size and position shown below.

This object will serve as a placeholder for card holder photos. When a badge is created for a card holder, that person's photo will substituted for this object's gray area. Card holder photos are stored in the **Photo** column of the **Card Holder List**. We need to associate this picture object with that column so D3000.Express will know where to get the card holder's photo.

4. With the picture object still selected, click the **Data > Field Name** property.
5. Open the **Field Name** property's list, then click **Photo**. This associates the picture object with the **Photo** column in the **Card Holder List**.

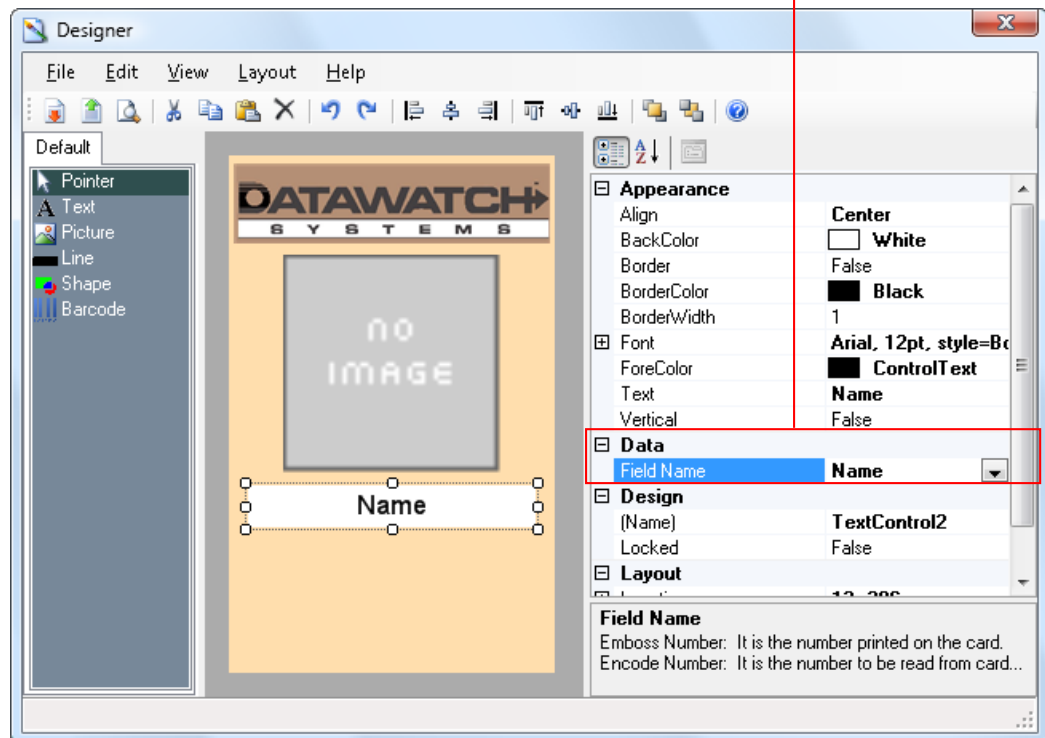


## Add the card holder name placeholder

1. Click the **Text** tool.
2. Click or drag on the badge background to create a new text object.
3. Using the **Pointer** tool, move and resize the text object so it's a rectangle about the size and position (just under the photo placeholder) shown below.
4. With the text object selected, click the **Font** property, then click the **More** button to open the **Font** dialog. Set **Font** to **Arial**, set **Font Style** to **Bold**, and set **Size** to **12**. Click the **OK** button to close the **Font** dialog.
5. Click the **Text** property. Select its current value (**TextControl1**), then type **Name**. This helps identify what the object does in the template.
6. We'd like the name to appear in a white box. Click the **BackColor** property. Click its arrow to open the color selector. Locate and click **White** (it's near the top of the **Web** color list).

This object will serve as a placeholder for card holder names. When a badge is created for a card holder, that person's name will substituted for the text in this object. We need to associate this object with the card holder name column in the **Card Holder List**, so D3000.Express will know where to get the card holder's name.

7. Click the **Data > Field Name** property. Open the property's list, then click **Name**.

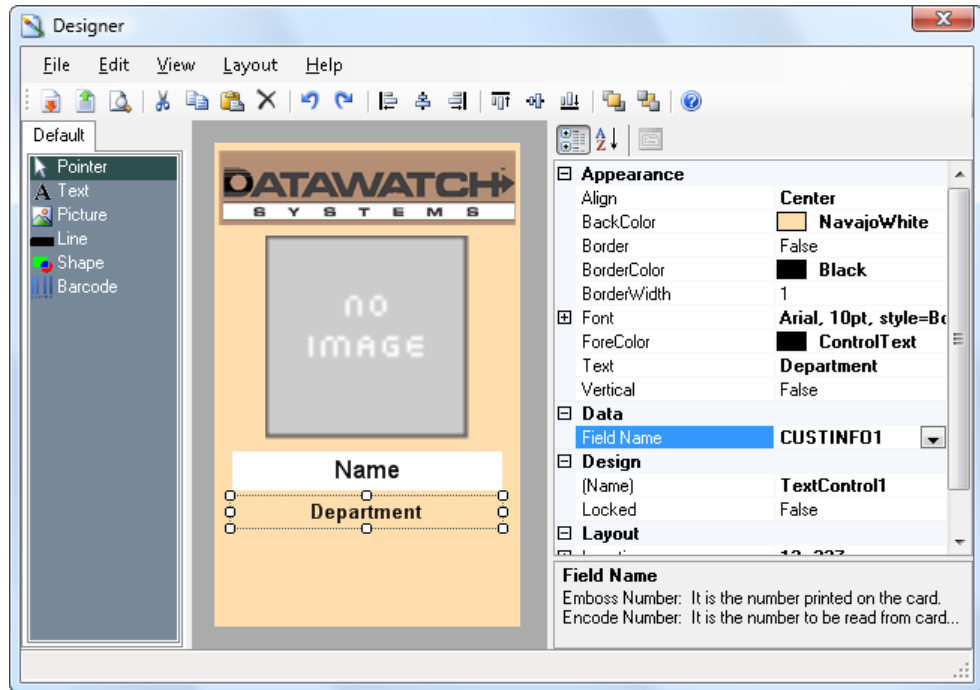


## Add a custom info fields placeholder

1. Click the **Text** tool.
2. Click or drag on the badge background to create a new text object.
3. Using the **Pointer** tool, move and resize the text object so it's a rectangle about the size and position (just under the name placeholder) shown below.
4. With the text object selected, click the **Font** property, then click the **More** button to open the **Font** dialog. Set **Font** to **Arial**, set **Font Style** to **Bold**, and set **Size** to **10**. Click the **OK** button to close the **Font** dialog.
5. Click the **Text** property. Select its current value (**TextControl2**), then type **Department**. This helps identify what the object does in the template.

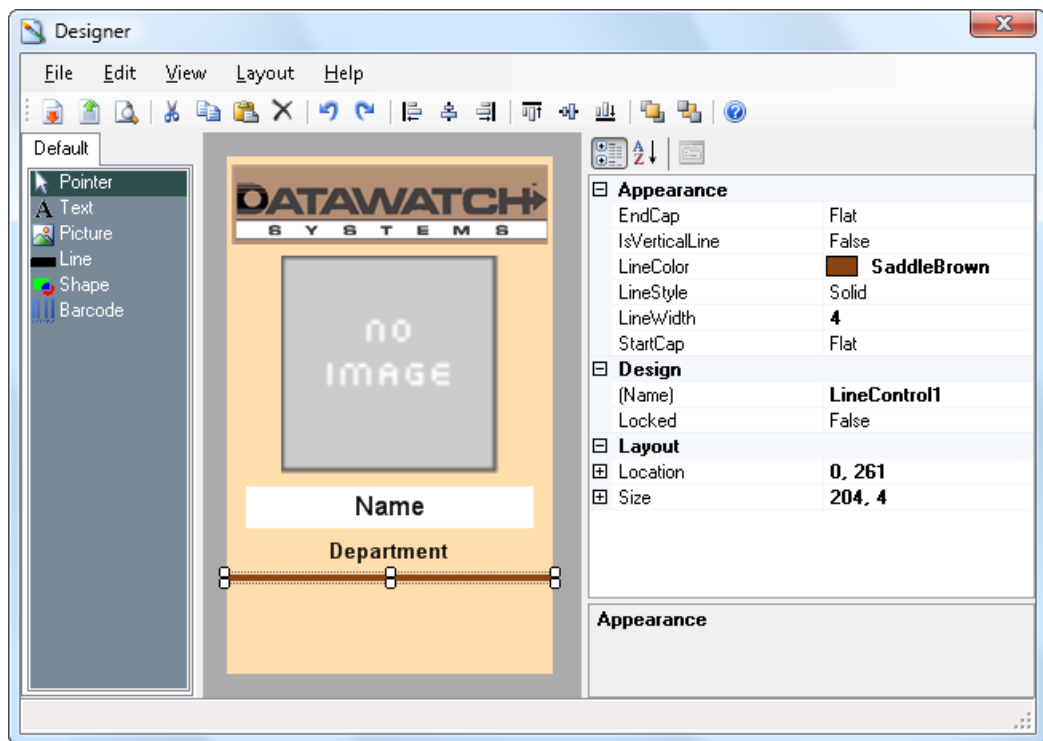
Like the photo and name placeholders, this one needs to be associated with a card holder data field—in this case it's the **CUSTINFO1** custom field.

6. Click the **Data > Field Name** property. Open the property's list, then click **CUSTINFO1** (the custom field).



## Add the horizontal line

1. Click the **Line** tool.
2. Click or drag on the badge background to create a new line object.
3. Using the **Pointer** tool, move and resize the line so it extends from edge to edge and is located just below the department placeholder.
4. Click the **LineColor** property. Open this property's color panel. Scroll down to find the **SaddleBrown** color, then click it.
5. Click the **LineWidth** property. Select this property's current value, then type **4** . This sets the line's width to 4 points.

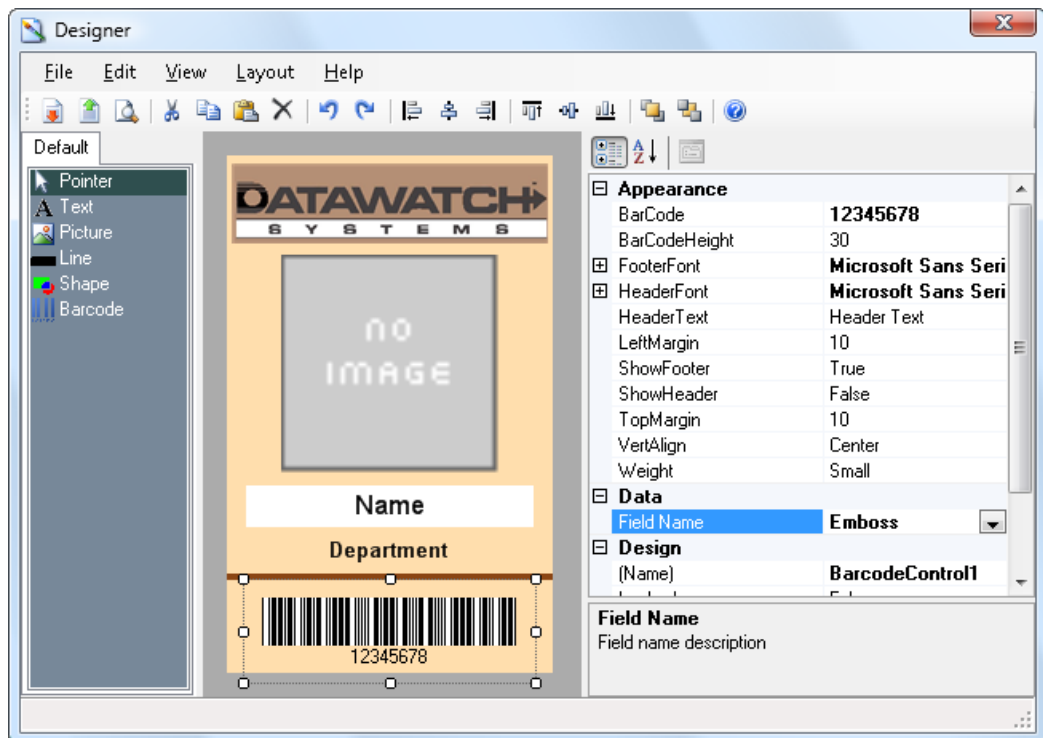


## Add the barcode placeholder

1. Click the **Barcode** tool.
2. Click below the brown line to create a new barcode object.
3. Using the **Pointer** tool, move the barcode object to about the position shown below.



We want the card holder's emboss code to appear on the badge as a barcode in the same position as the barcode placeholder. We need to associate the emboss code field with the barcode placeholder.

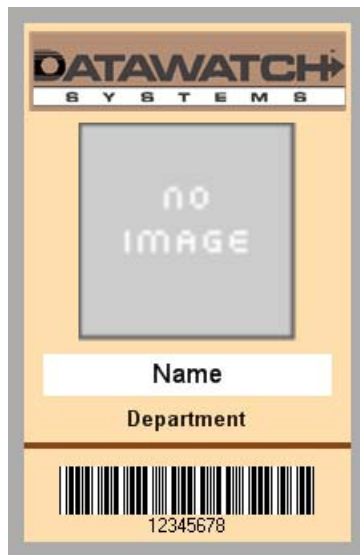
4. Click the **Data > Field Name** property. Open the property's list, then click **Emboss**.





## Finish up

1. Using the **Pointer** tool, SHIFT+click the six objects you placed on the badge background.
2. Click the **Align Middle** button  in the **Tool Bar** to center the objects in relation to each other.
3. Press the keyboard arrow keys to nudge the objects so they are centered over the badge background.
4. Click the **Preview** button  in the **Tool Bar** to admire your work. Close the preview window to return to Designer.



5. **File > Exit** to return to the **Photo Template Detail** dialog in D3000.Express.
6. In the **Photo Template Detail** dialog, click the **Save** button, then click the **Close** button.

The new template will be added to the template list.