

## Using BioManager Software

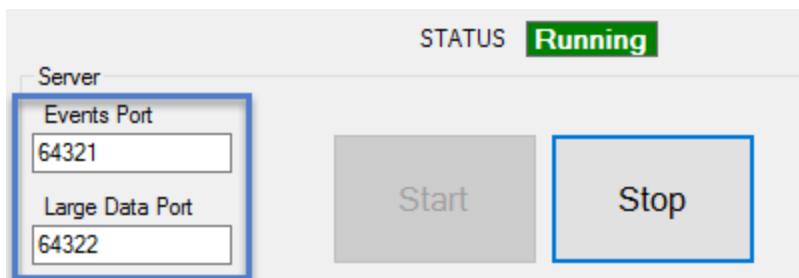
### Introduction

BioManager software is Client-Server based software. The server is installed only on 1 PC (together with the client) and the client can be installed on other PCs (without the server). If you are using the client from a remote PC and connecting to the server over the internet, port forwarding needs to be done so the client can connect to the server. This is done in the router connected to the internet. The ports that need to be forwarded are found in the server configuration:

1. Click on the BioManager Server Setup icon (via the desktop).



2. Login to the server settings using the default user name and password (both admin).
3. You will then see the default port numbers displayed.

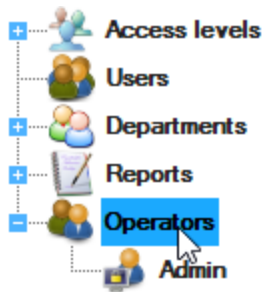


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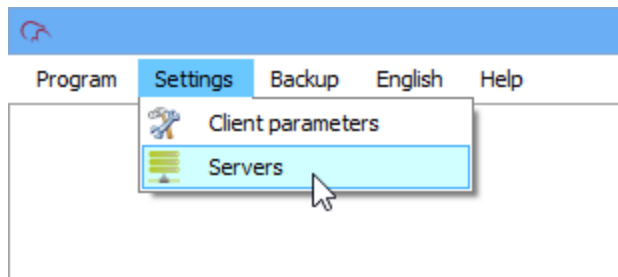
### Changing the default Administrator Password

By default you do not need a password to log into the BioManager client. The following steps explain how to setup a password for the default operator so that anyone who tries to log into the client will be prompted for a user name and password.

1. From within BioManager, double-click on Operators.

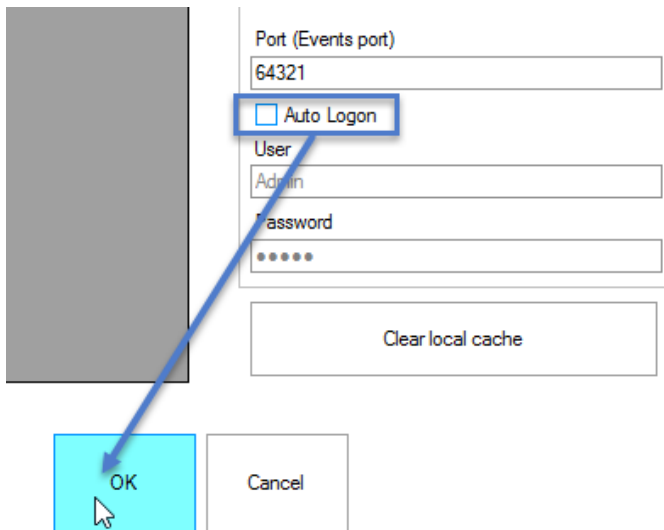


2. Double-click Admin.
3. A window will appear.
4. Enter a new password for the admin account, then confirm the password by re-entering it.
5. Click on the SAVE & EXIT button.
6. Next click on Settings >> Servers.



7. The server window will appear and the Local server will be selected.
8. Click the EDIT button.
9. Deselect 'Auto Logon'.
10. Click OK.

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Port (Events port)  
64321

Auto Logon

User  
Admin

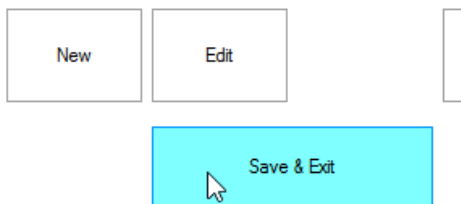
Password  
\*\*\*\*\*

Clear local cache

OK Cancel

A blue box highlights the 'Auto Logon' checkbox, and a blue arrow points from it to the 'OK' button.

11. Click the SAVE & EXIT button.



New Edit

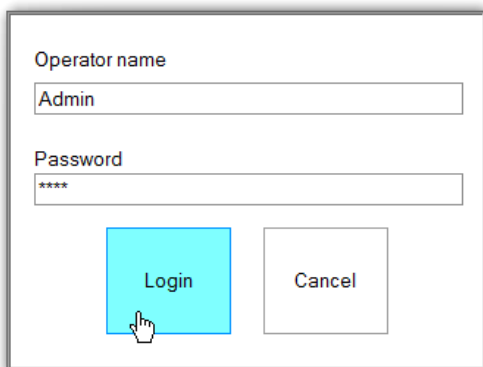
Save & Exit

The 'Save & Exit' button is highlighted in cyan with a mouse cursor pointing to it.

12. Close the client window.

13. Double-click the client icon on the desktop.

14. You will then be prompted to enter the administrator's user name and associated password.



Operator name  
Admin

Password  
\*\*\*\*

Login Cancel

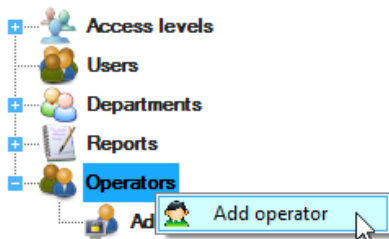
The 'Login' button is highlighted in cyan with a mouse cursor pointing to it.

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### To Setup a new Operator Account

To setup a new administrator/operator account, you should:

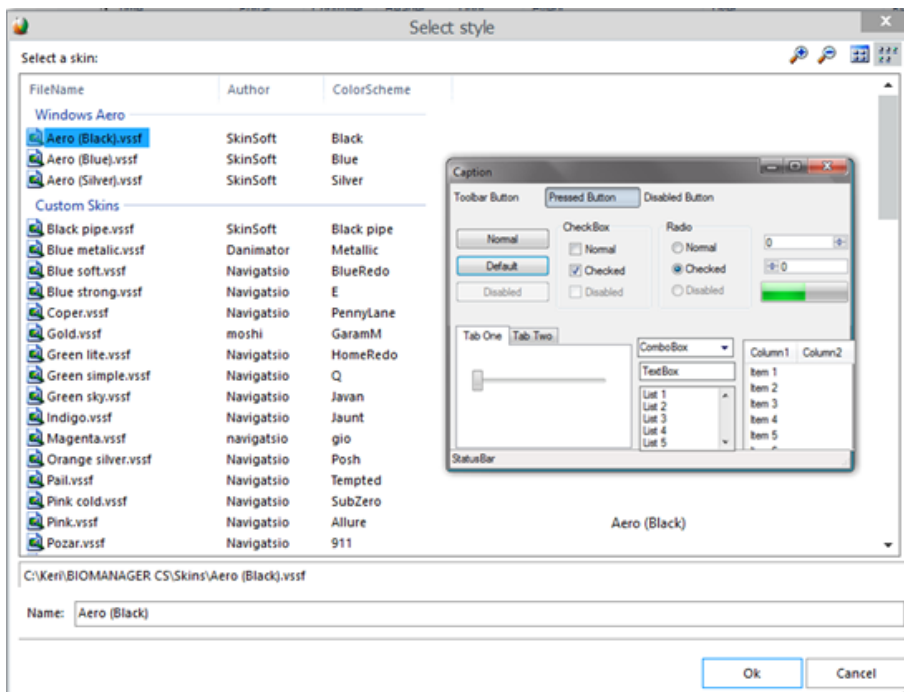
1. Right-click on Operators and select Add Operator.



2. Add a new Operator name.
3. Follow through with steps 4-14 from the previous section.

### Adjust the Display Style

The visual appearance of the user interface can be changed by selecting from the menu **View >> Appearance Style**.



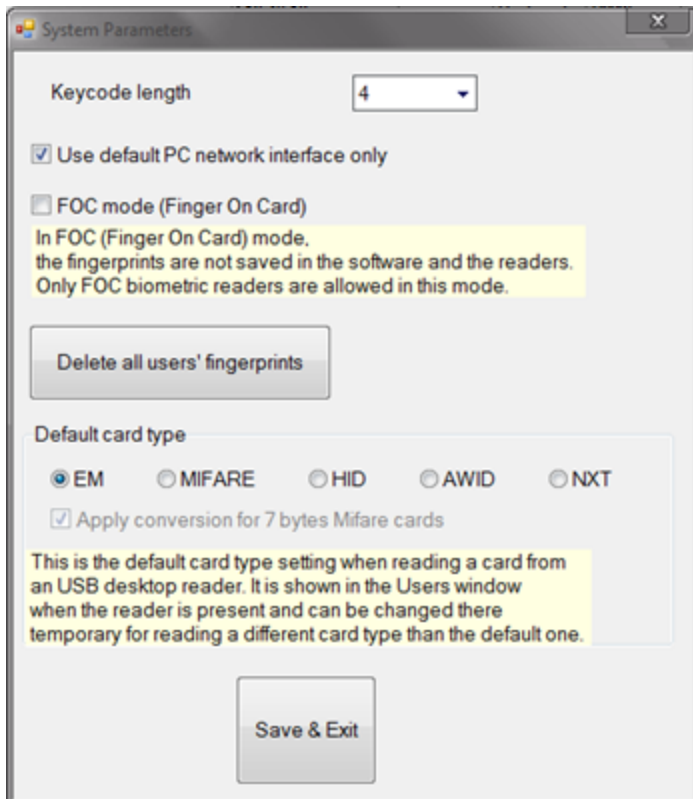
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The selected style is stored in the Client and is loaded at client startup.

**Shadow Style** - The shadow style can be selected from the menu **View >> Appearance >> Shadow Style**.

## System Parameters

Select **Settings >> System Parameters** from the main menu.



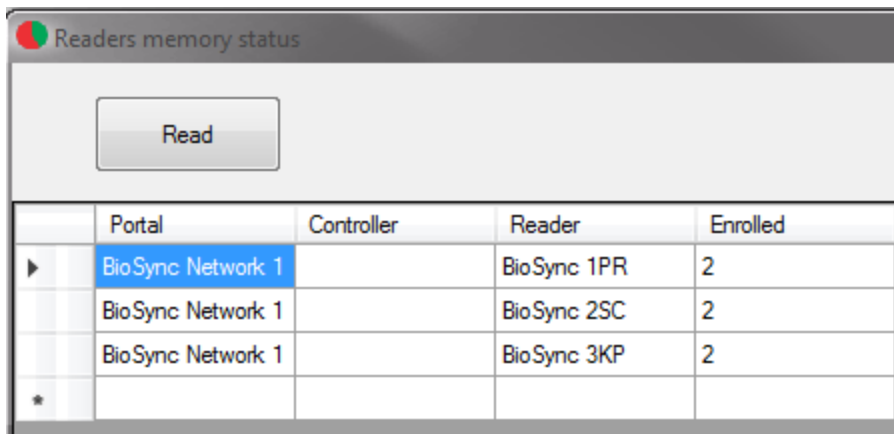
**Keycode length** - Determines the number of digits used for a code keyed into a KBF-3KP. If entered values for the keycode are longer than the selected value, then digits will be removed from left to right. For example, if the keycode entered on the keypad was 12345678 and the specified keycode length was set to 5 digits, the code sent from the KBF-3KP would be 45678.

Refer to the above image for the descriptions related to FOC mode and Default card type.

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### Check Memory Status of BioSync Readers

- Select **Biometry >> Memory Status** from the main menu.
- Click on Read. A list of all online BioSync readers will be displayed along with the number of enrolled fingerprints.



	Portal	Controller	Reader	Enrolled
▶	BioSync Network 1		BioSync 1PR	2
	BioSync Network 1		BioSync 2SC	2
	BioSync Network 1		BioSync 3KP	2
*				

- If you want to check the memory status for a specific BioSync, right-click on the reader and select "Memory status" - the following event will be displayed in the events table.

Time	Portal	Controller	Reader	Door	Event
12/09/2016 14:55:16	BioSync Network 1		BioSync 3KP		Enrolled fingers : 2

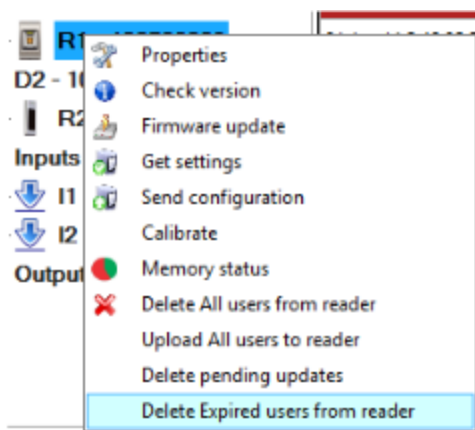
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### Delete Expired Users from all BioSync Readers

- Select **Biometry >> Delete expired users from all readers** from the main menu.
- This will delete ALL expired users from ALL BioSync devices (**Valid to date** parameters of the user is less than today's date).
- The following events will display in the events table:

Time	Portal	Controller	Reader	Door	Event	User	Key	Image
12/09/2016 14:59:41	BioSync Network 1		BioSync 3KP		Successfully added task	Delete expired users		
12/09/2016 14:59:41	BioSync Network 1		BioSync 2SC		Successfully added task	Delete expired users		
12/09/2016 14:59:41	BioSync Network 1		BioSync 1PR		Successfully added task	Delete expired users		

- If you want to only delete the expired users from a specific BioSync reader, right-click the reader and select "Delete Expired users from reader".



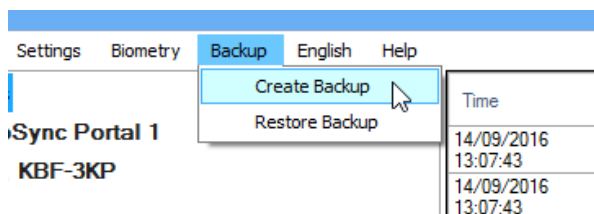
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### Backup and Restore the BioManager Database

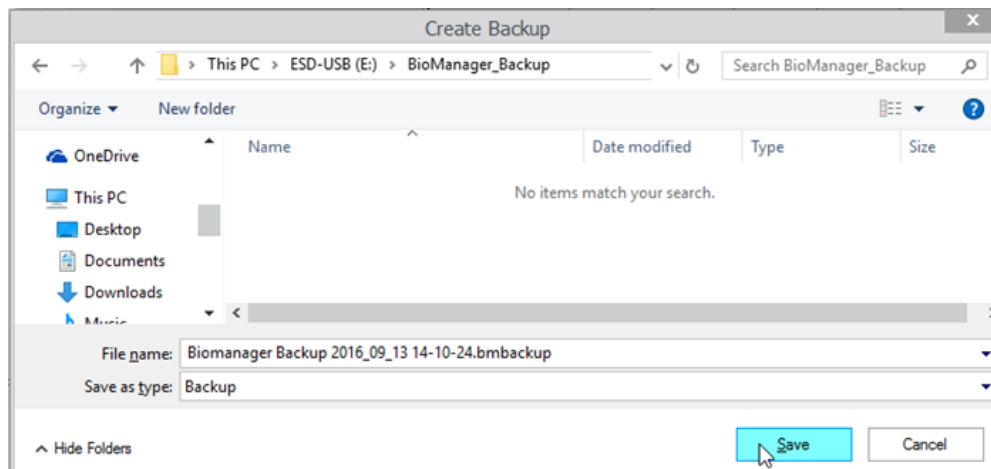
The BioManager should be backup on a regular basis (especially if there are changes being made frequently. A full backup of users, settings and BioSync hardware can be made very quickly). You would use the database backup and restore procedure if you wish to deploy the BioManager software on a different PC/workstation.

#### Backup the Database

1. From the Backup menu select **Create Backup**.



2. Click YES to the prompt.
3. Window File Explorer will open allowing you to specify a destination directory for your backup file (typically this would be an external drive or a USB thumb-drive).
4. Click the SAVE button to save the backup file.



5. You now have a copy of your entire BioManager database.

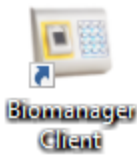
#### Restore the BioManager Database



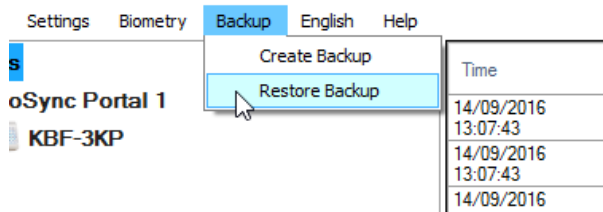
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Once you have installed the latest version of BioManager software (onto the new PC) you are ready to restore the database.

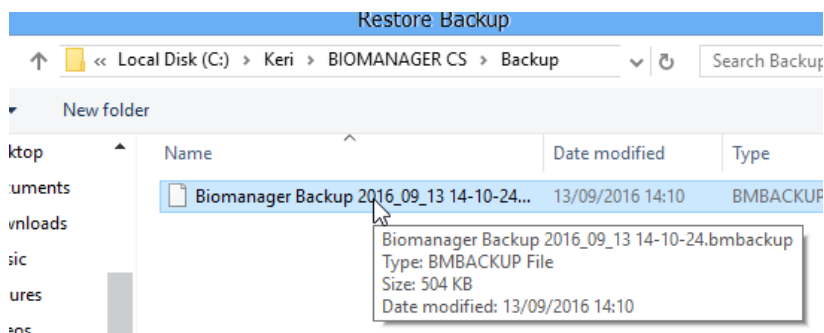
1. Plug the backup thumb drive or other storage device into an available USB port
2. Double-click the BioManager Client icon located on the desktop.



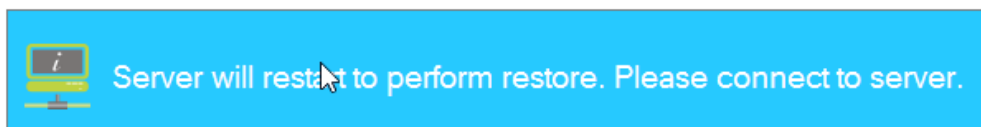
3. You will automatically be logged into the client.
4. From the Backup menu, select the **Restore** option.



5. Navigate to the USB storage device and select your backup file.



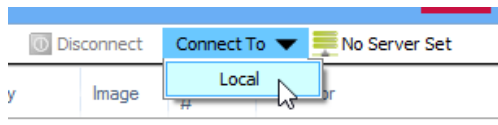
6. Click the OPEN button.
7. You will see the following message.



8. The database will be restored and you will be disconnected from the BioManager local server.

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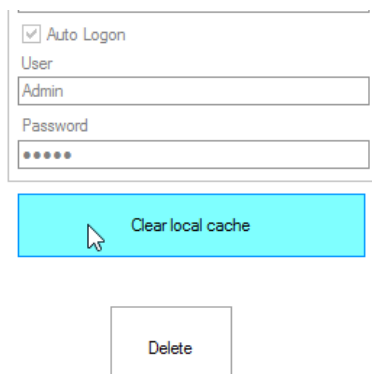
9. From the top right corner of the client, click on **Connect To**.
10. Select **Local**.



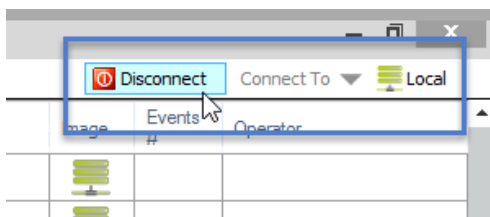
11. You should then see the client populate with the database information.

**Note:** If it seems as though the Users are missing from your system then you will need to clear the local cache file.

- Click on Settings >> Servers.
- Click the button named **Clear local cache**.



- Close the Server Settings window.
- You should then Disconnect and reconnect to the local BioManager Server (via the icons in the top-right of the client).



- Your database information should then be displayed correctly.