

XPRESSENTRY

XPressEntry / Velocity

Revision 03/15/2024

For use with the
XPressEntry Mobile Access Control System

By



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Purpose

This document is intended to instruct users on how to synchronize an XPressEntry system with a Velocity system. XPressEntry has the capability of providing access control management from a handheld device. For XPressEntry setup information, see the document, “XPressEntry Installation and Upgrade” found at <https://telaeris.com/documentation>.

Pre-requisites/Requirements

1. Hirsch Velocity (up to version 3.8.4)
2. XPressEntry 3.4+
3. Velocity SDK license file

Setting Up Velocity to Synchronize with XPressEntry

It is assumed that **Hirsch Velocity** and **XPressEntry** are each installed on computers or virtual machines that can talk to each other or on the same computer or virtual machine. For installation of XPressEntry, you should have Administrator privileges on the machine that it is installed on. You should additionally be an Administrator or super user in the Velocity system.

Order of Operations

1. Setup Velocity Data and Settings
2. Enable XPressEntry Synchronization
3. Set up XPressEntry Data

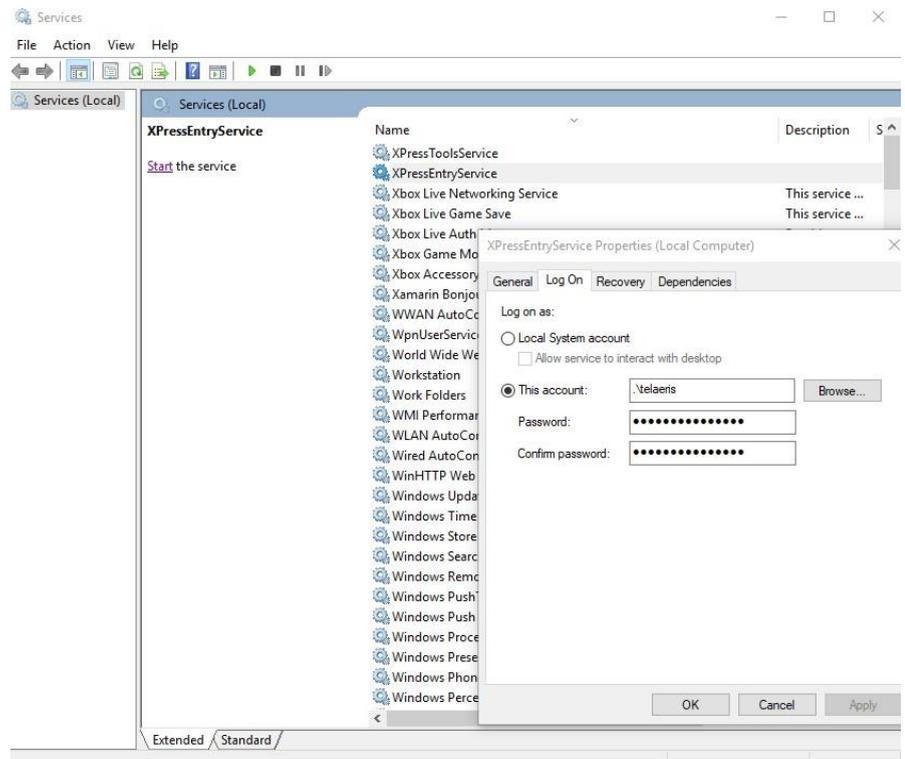
Note: Telaeris supports government credentials and pass-through card types, and some matchcodes. Please contact Telaeris Sales for more information on which matchcodes we support.

Setup Velocity Data and Settings Enable XPressEntry Synchronization

Install XPressEntry

The first thing to do is install the XPressEntry software. Please contact your XPressEntry Dealer to locate the XPressEntry installer file. It is assumed that **Hirsch Velocity** is installed on a server.

1. Before opening XPressEntry, navigate to the **Services** console in Windows.
2. Right-click the **XPressEntryService** and select **Properties**.
3. Under the **Log On** tab, enter the account information for the service account that has **read/write** SQLServer. permissions in the **Velocity** database.
 - a. SQLServer Permissions can be configured in SQLServer Management Studio.
4. Once this account information has been filled, select **OK** and exit out of the services console.



Initial Configuration

Once XPressEntry has been installed, open the software as an **administrator**. XPressEntry will take you through an initial setup. Enter a company name and add an initial system admin. By default, the system admin's username and password is admin, admin.

Applying the Velocity SDK

The Velocity SDK license file can only be provided by your Velocity Dealer. If you do not have the Velocity SDK License, please contact your Velocity Dealer.

1. To license the Velocity SDK, rename the file *sdklicense.txt*.
2. Next, move the license file to the XPressEntry Installation Directory, located by default in **c:\Program Files (x86)\Telaeris\XPressEntry**.

Adding the Integrated Event

XPressEntry sends Integrated Events to Velocity for Access Granted and Access Denied activities.

1. The **Access Denied** event id is already built into the Velocity database (**Event ID 10031**).
2. Access Granted needs to be added.
 - a. To add, run **InsertIntegratedEvent.sql** on the Velocity Database which is provided by Telaeris.

Enable Synchronization in XPressEntry

XPressEntry uses a module called **Data Manager** to synchronize all data with Velocity. From the main page of XPressEntry, go to XPressEntry > Settings (**ALT+S** or **Tools > Settings**).

The screenshot displays the XPressEntry software interface. At the top, the title bar reads "XPressEntry - 3.5.6564 - Telaeris (Logged In User: Administrator, Company)". The menu bar includes "File", "Tools", "View", "Logout", and "Muster". Below the menu bar, there are navigation tabs: "Entry/Exit", "Muster", "Events", "Activity History", "Messages", "Add/Edit Info", and "Logs".

The main content area is divided into two sections. The top section, titled "All Zones (Occupancy: 18)", shows a grid of 18 user profiles. Each profile includes a small photo, the user's name, and their entry details: "Entered" time, "Time In Zone", "Badge #", and "Zone". The users listed are: Robles, Deann; Luna, Rosanne; Mcgee, Adan; Huang, Melissa; Ayers, Tami; Atkinson, Garland; David, Leola; Mora, Juliana; Pineda, Leopoldo; Kleinhen, Donald L.; Baker, Rico; Vincent, Lyra; Sanders, Erin; Thornton, Safa; Stevenson, Layla; Swanson, Robbie; Bright, Tily; and Smith, John.

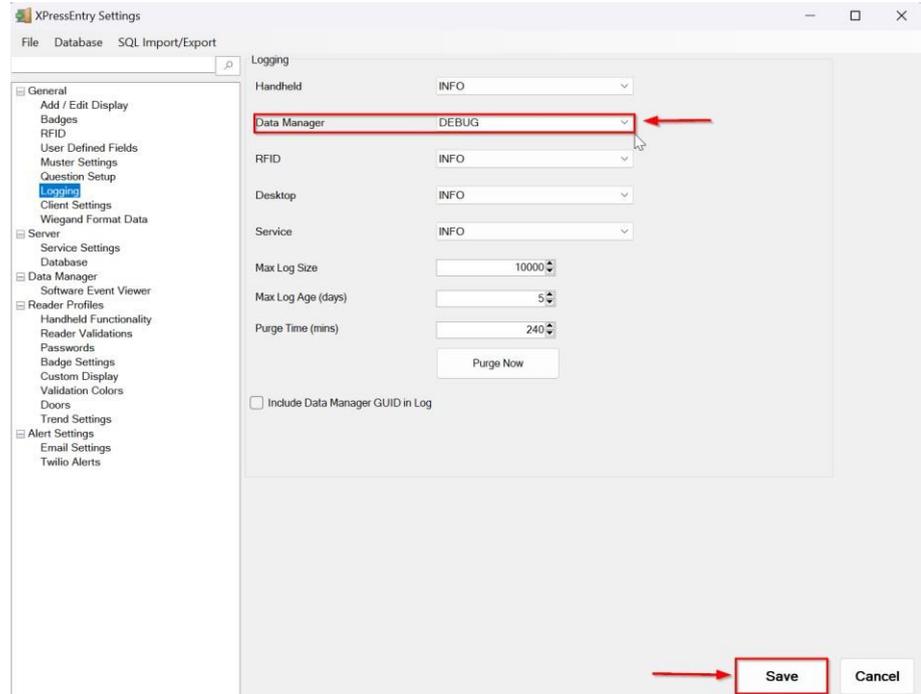
The bottom section, titled "Activity Occurring in Last Day", shows a table of activity logs. The table has the following columns: "User", "User Image", "Time Stamp", "Start Zone", "End Zone", "Door", "Reader", and "Entry Granted". The activity log shows four entries:

User	User Image	Time Stamp	Start Zone	End Zone	Door	Reader	Entry Granted
Kemp, Genaro		03/14 09:16:12 ...	Main Lobby	Outside	Main Door	Handheld 2	True
Frazier, Emma		03/14 09:16:08 ...	Main Lobby	Outside	Main Door	Handheld 2	True
Kemp, Genaro		03/14 09:15:51 ...	Main Lobby	Outside	Main Door	Handheld 2	True
Villarreal, Herb		03/14 09:13:32 ...	Main Lobby	Outside	Main Door	Handheld 2	True

At the bottom of the interface, there is a status bar with the following information: "Activity | Occupancy | Partial | Full |", "Total Occupancy: 18 Inside 2 Zones", "0 Unread Messages", and "Service Running Locally".

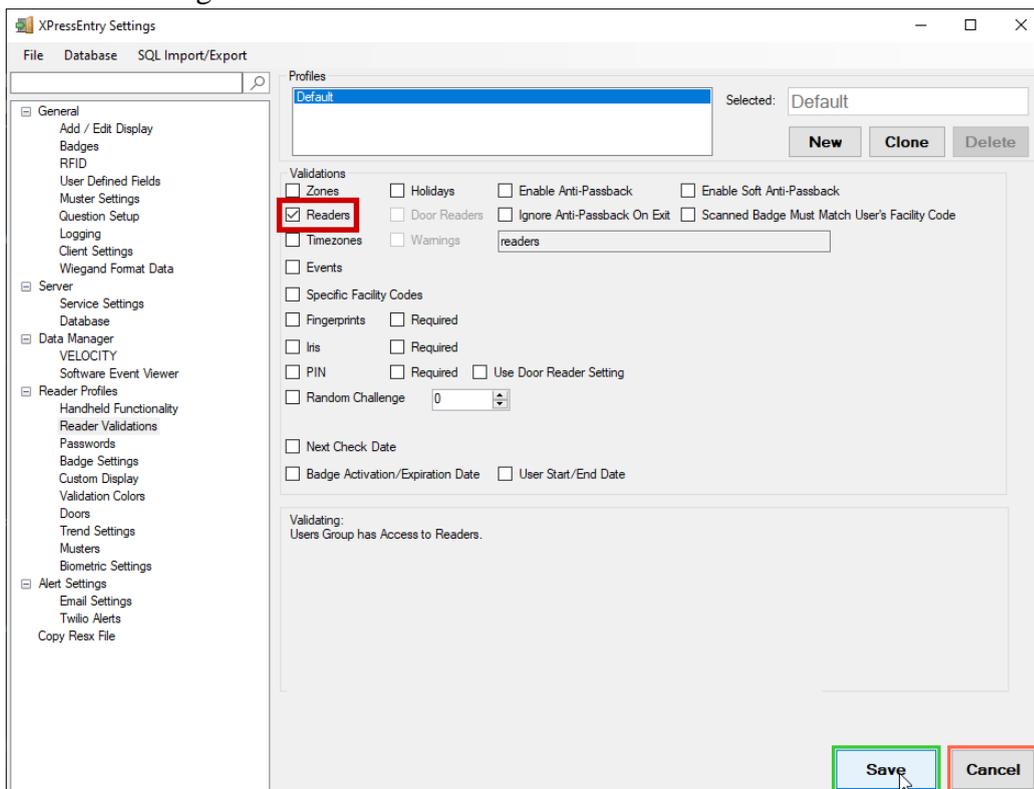
General Tab

1. From the Settings page, select the **Logging** Page.
2. Set the Log level to **Debug** or **SQL** – this will allow you to view log entries during the sync process.
 - a. Max log size – 5000 or higher
 - b. Max log age – 1 Day or higher
3. Once the integration is complete, set the log level to **Critical** so only error messages will be tracked.



Reader Profile Tab

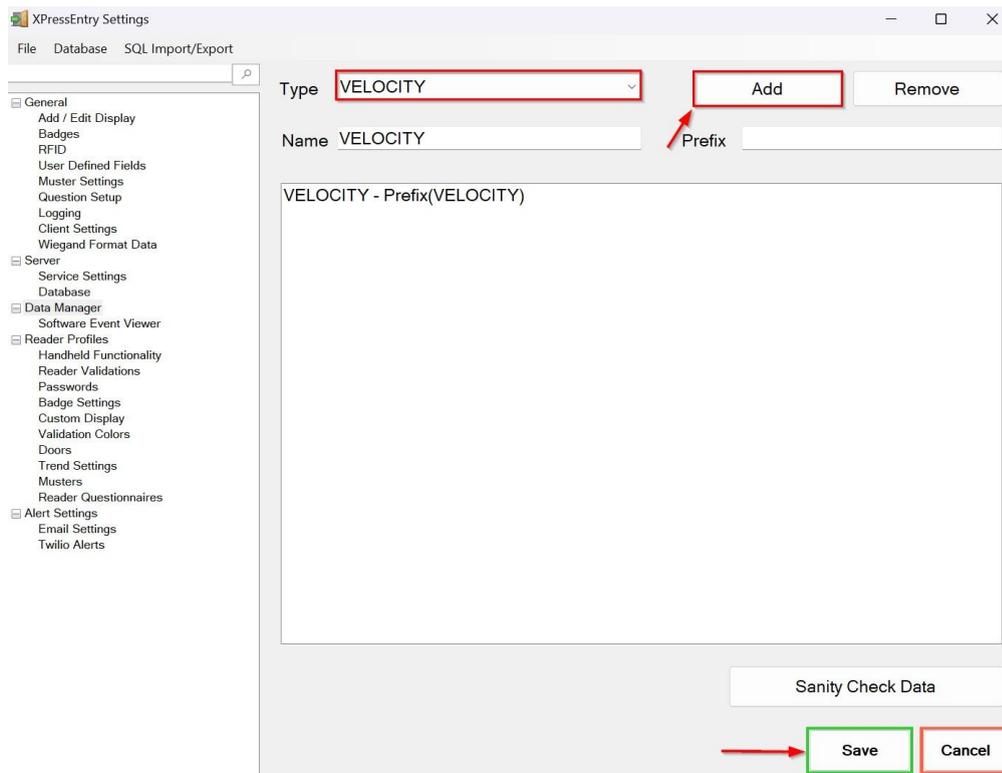
The Reader Profile Tab is where you configure the handhelds. Make sure the **Readers** is the only mode that is checked under **Reader Validations**. In some cases, **Door Readers** should be selected. See the Doors section of this document for more information on which validation method to choose. Select **Save** at the bottom right when finished.



Data Manager Tab

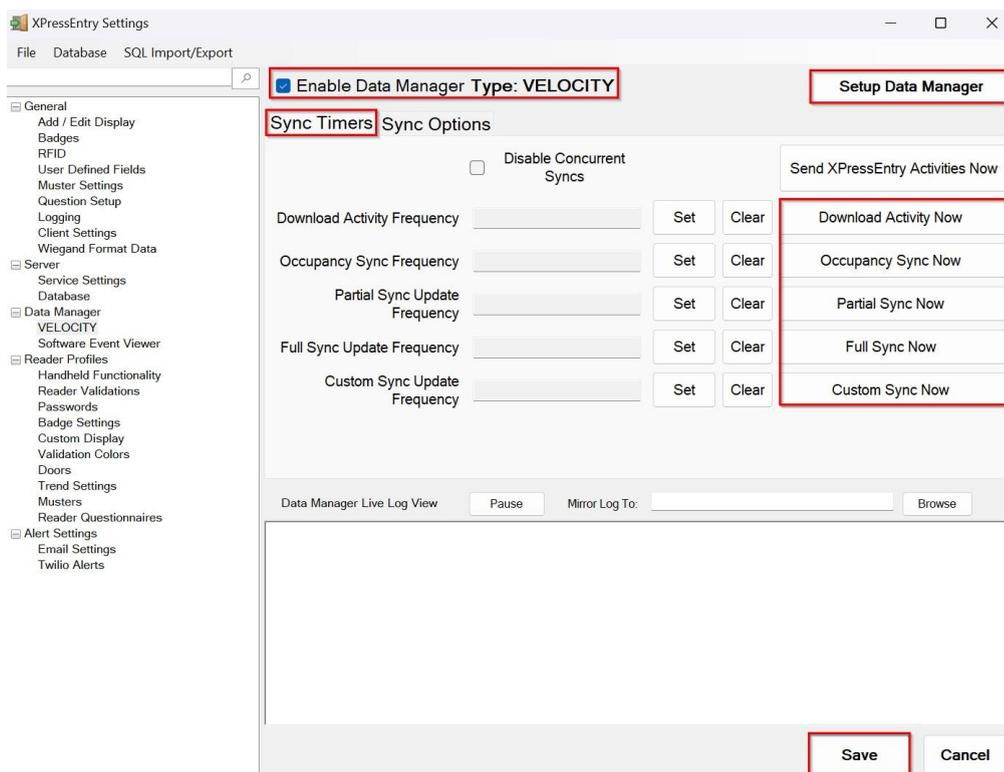
From the Settings page select the Data Manager Tab.

1. **Type** – This is the integration type. Select **VELOCITY > Add > Save**.
2. Go to **Data Manager > VELOCITY** in sidebar menu.
3. **Setup Data Manager** – This sends you to the setup form for Velocity's data manager.



Sync Timers

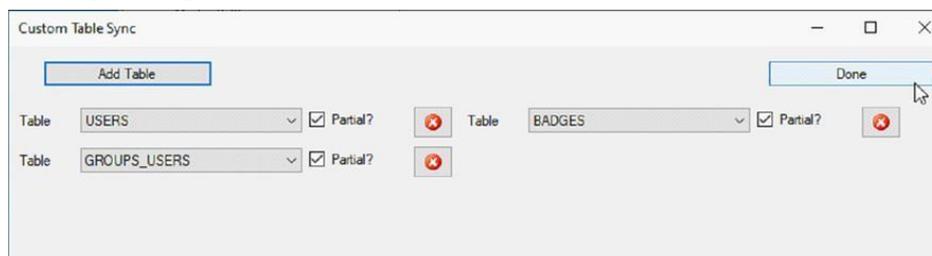
XPressEntry uses Timers to pull Velocity Data into XPressEntry.



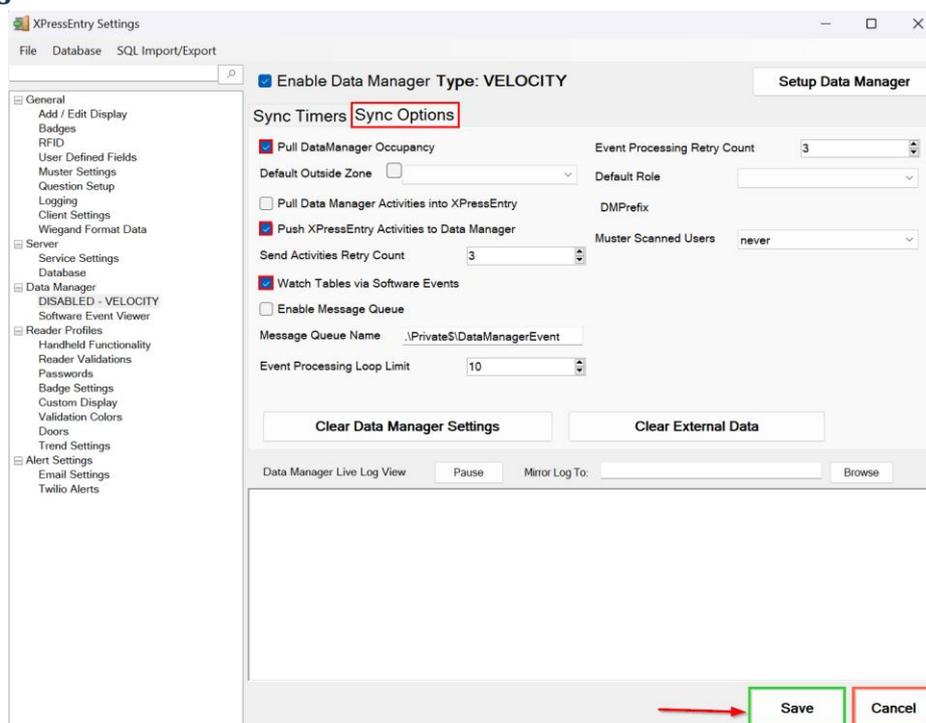
1. **Download Activity Frequency** – Pulls reader scan records into XPressEntry and stores them in XPressEntry’s activity table. This function also updates the zone occupancy.
2. **Occupancy Sync Frequency** – Updates the zone occupancy without storing the activity records.
3. **Partial Sync Frequency** – Pulls all data excluding cardholder data, including readers, areas, access levels.
4. **Full Sync Update Frequency** – Updates all tables by pulling all necessary records from Velocity.

This function may take some time.

- a. It is recommended to run a full sync **once per day** in the middle of the night when the system is not busy.
5. **Custom Sync Frequency** – Updates a set of tables that the user configures.
- a. To configure, right click **Custom Sync Now** and select **Edit Custom Sync**.



Sync Options

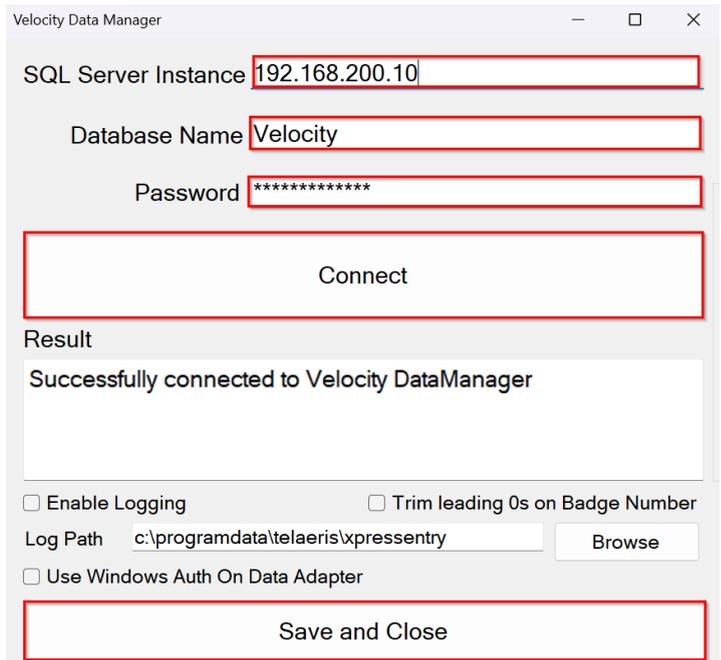


1. **Pull Data Manager Occupancy** – Enables use of the Occupancy Sync.
2. **Push XPressEntry Activities to Data Manager** – Enables XPressEntry to push Scan data to Velocity.
3. **Send Activities Retry Count** – Number of times XPressEntry will attempt to resend an activity if it fails.
4. **Default Role** – The default XPressEntry Role that will be assigned to users if the integration does not otherwise assign a role. Entrants are recommended but not required.
5. **Muster Scanned Users** – Enables sync to convert scans from specific readers to be converted into Muster Scans which mark users as safe. Muster readers must be configured in the reader data. Please see *Mustering Documentation* for more details.
6. **Setup Data Manager Button** – Opens Velocity specific settings.
7. **Clear Data Manager Settings** – Resets all settings on the two above tabs, as well as the Velocity specific settings.
8. **Clear External Data** – Deletes all data synced from Velocity from the XPressEntry Database.

Velocity Data Manager Setup Page

1. Press the **Setup Data Manager** button to get the Velocity specific setup screen.

2. Enter the following:
 - a. SQLServer instance name
 - b. Database name
 - c. Password for the Velocity User's role, as defined at the time of installation of your Velocity System.
 - i. If you do not know your password, please talk to your Velocity Dealer for information on this password.
3. To confirm your settings are correct, select Connect. You should get **Successfully connected to Velocity Data Manager**.
4. Click on Save and Close.



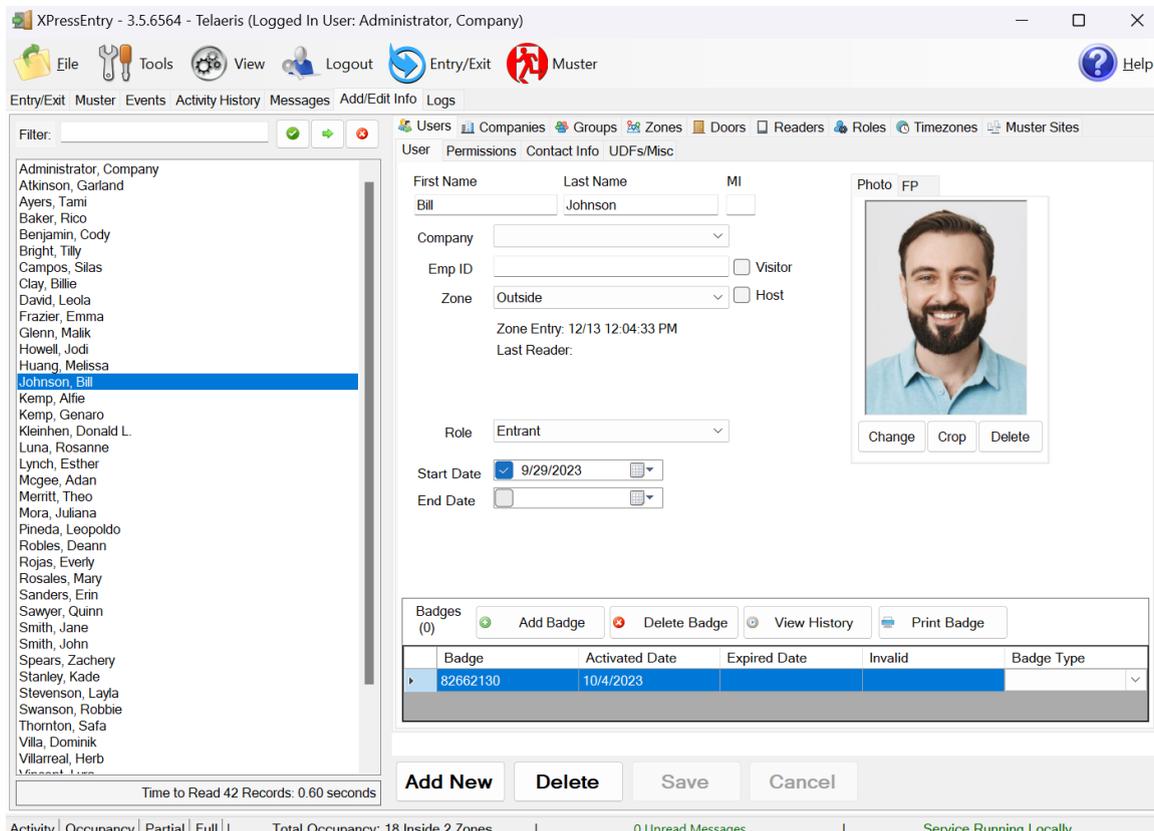
XPressEntry Data

After setting up the data manager, run the initial **Full Sync** to pull data from Velocity. Once the Velocity System is set up and synchronizing, you will see this data represented in XPressEntry under the **Add/Edit Info** tab.

Data which is imported from Velocity cannot be changed and is greyed out in XPressEntry without proper permissions.

Users

Here is a sample of a properly synchronized user:

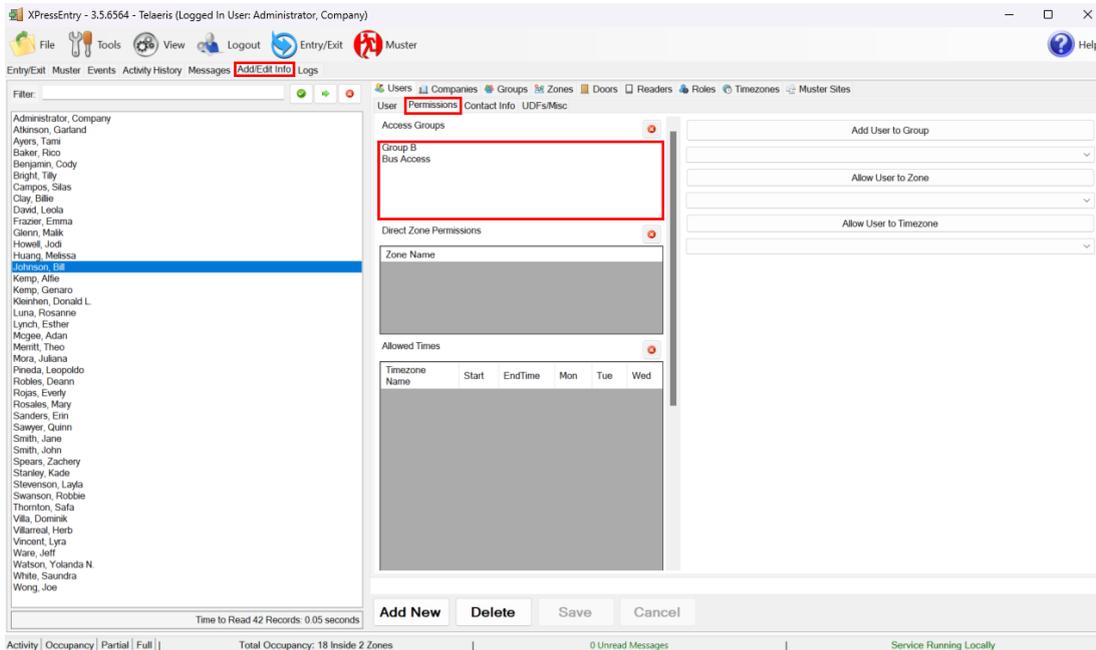


All External Records (From Velocity) will display in red as an **External Record** at the top of the form. This label will not display for any records that were created from within XPressEntry.

XPressEntry will pull the user's **image** and **badge number** from Velocity. The badge number can be seen at the bottom of the screen.

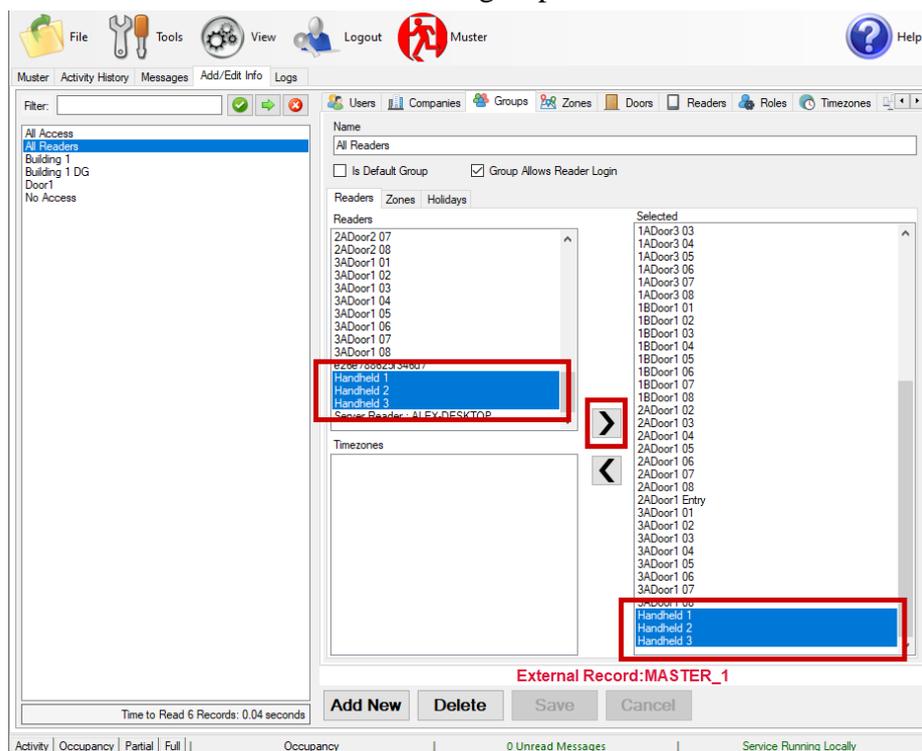
User Permissions

Users in XPressEntry have the **same permissions** to each reader as they do in Velocity. As part of the data import, XPressEntry pulls all **Groups** and **Users** who are in each group. You can see the list of groups each user has access to under the **Permissions** tab.



In XPressEntry, you need to apply each handheld to the necessary reader group they will be used in.

- Navigate to the **Groups** tab in XPressEntry via **Add/Edit Info > Groups**.
- Select one of the groups that was created within the Velocity system.
- Identify the Handhelds (**Readers**) that should be added to this group.
- Select the > button to add these handhelds to the group.



Doors

Doors serve 2 purposes in the XPressEntry System.

1. Handhelds are mapped to doors when in **Entry/Exit** Mode.
2. Doors are used to map badge scans that occur within the Velocity system to **Zones** within XPressEntry.

Entry/Exit Doors

When a handheld is used for **Entry or Exit** scanning, the handheld is assigned to a door. If the **Readers** validation method is enabled, the door has no effect on whether a user has access.

If the **Door Readers** validation method is selected, the access determination is made by the associated **External Entry Reader** and **External Exit Reader** fields that are tied to the door.

If the handhelds are being used to **replace a downed turnstile** that exists in the Velocity system, use the **Door Readers** validation method.

If the handhelds are **not** being used to **replace any existing hardware** in the Velocity system, use the **Readers** validation method.

The screenshot shows the XPressEntry software interface. At the top, there is a navigation bar with icons for File, Tools, View, Logout, Entry/Exit, and Muster. Below this is a menu bar with options like Entry/Exit, Muster, Activity History, Messages, Add/Edit Info, and Server Activity. The main content area is divided into a left sidebar with a 'Filter' field and a list of 'Doors' (currently empty), and a right pane for editing a door. The 'Doors' pane contains the following fields: Door Name (Main Gate), Start Zone (Outside), End Zone (Building), Door RFID Tag #, External Entry Reader (Main Gate Entry), and External Exit Reader. At the bottom of the pane are buttons for 'Add New', 'Delete', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box. The status bar at the bottom shows 'Activity | Occupancy | Partial | Full | Total Occupancy: 3 Inside 1 Zone | 0 Unread Messages | Service Running Locally'.

Doors for Emergency Mustering

When the XPressEntry system is used for **emergency mustering**, doors need to be created for **each** Entry/Exit reader within Velocity that trigger a change in **occupancy**. XPressEntry will monitor all scans from Velocity readers that have a **mapped door** and move the person who scanned into the appropriate **zone**. For example...

1. A site has a Velocity badge reader on the outside of a lobby entrance that allows employees to scan into the building.
 - a. A door is created in XPressEntry. The door's start zone is **Outside** and **End Zone** is **Building**. The door's **External Entry Reader** is the badge reader.

2. An employee scans at that card reader and enters the lobby.
 - a. XPressEntry is notified of the scan and checks which door the Lobby reader is assigned to. Since the Lobby reader is the **External Entry Reader**, the Employee is moved from **Zone 1 (Outside)** to **Zone 2 (Building)** and now needs to be accounted for during an evacuation.
3. If there was a card reader to get out of the building, it could be used as the **External Exit Reader**. When the same employee scans at the **External Exit Reader**, they are moved from **Zone 2 (Building)** to **Zone 1 (Outside)**, and they no longer need to be accounted for during an evacuation.

Activities

XPressEntry will synchronize activities to Velocity if that option has been set by the Data Manager. Entry/Exit activities will be sent to Velocity and display the results in the Transaction logs.

If XPressEntry is configured to **push** activities, the following event is sent to Velocity:

1. **Access Granted/Access Denied:** External XPressEntry Handheld %%1 %%2 %%3 %%4
2. **Event Fields:**
 - a. Integrated Event ID
 - i. **Access Granted** – 54003
 - ii. **Access Denied** – 10031
 - iii. **Address** – Name of Handheld
 - iv. **%%1** = Person Name
 - v. **%%2** = Entry/Exit
 - vi. **%%3** = Timestamp
 - vii. **%%4** = Allow/Deny Reason

Velocity Sync Check

The purpose of this section is to help the operator understand exactly what data XPressEntry is pulling. The mapping of each table pulled from XPressEntry is shown below.

1. Velocity → XPressEntry
2. Door Readers → Readers
3. Door Groups → Groups
4. Door Group Doors → Groups Readers
5. Person → User
6. Picture → Picture
7. Credentials → Badges
8. TimeZones → TimeZones
9. Access Function → Groups Users