

AMS Installation and user Guide

1. System Requirements

Hardware Requirements	
CPU Processor	Dual Core 2.0 GHz or faster (32-bit/64-bit)
Memory	4.0 GB or higher
Hard Disk Space	20.0 GB or higher
Network Controller	100 Mbps or higher

Software Requirements	
Operating System	Windows 7 Professional (32-bit/64-bit) or above Windows 8 Professional (32-bit/64-bit) or above Windows Server 2008 R2 SP1 (64-bit) or above Windows Server 2012 (64-bit) or above
Database Server Software Support	Microsoft SQL Server 2008 Microsoft SQL Server 2012 Microsoft SQL Server 2014 Microsoft SQL Server 2016 MySQL Oracle SAP Database
Microsoft .Net Framework	2.0, 3.5.1, & 4.0
Supported Web Browser	Internet Explorer 7.0 or higher Firefox 3.5 or higher Chrome 6.0 or higher Safari 5.0 or higher

Microsoft .Net Framework Requirements

AMS Version:	.Net Version Requirement:
1.2.3.40 to 1.2.3.x (Latest)	.Net 4.0
1.0.1.28 to 1.0.1.33	.Net 2.0/3.5.1

To download Microsoft .Net Framework, follow the link below:

<http://www.microsoft.com/net/downloads>

***Basically before the AMS installation we need to install Microsoft .Net framework, IIS, MS SQL/Oracle or My Sql database. ***

2.1 Install IIS and .Net 3.5.1 Framework features on windows 7

- **Step1: Go to Control Panel - > Programs - > Programs & Features - > Turn Windows features on or off.**
- **Step2:**
 - Check Internet Information Service**
 - Check on all Check boxes of IIS 6 Management Compatibility**
 - Check on all Check boxes of World Wide Web Services**
 - Check on all Check boxes of Common HTTP Features**
 - Check on all Check boxes of Health and Diagnostics**
 - Check on all Check boxes of Performance Features**
 - Check on all Check boxes of Security**
- **As shown in below video.**



Rec003.avi

Please ignore last 34 sec from the video

2.2 Install IIS & .Net 3.5.1 Framework features on windows 2012 R2

- **Step1: Go to Server Manager - > select add rolls and features. The Add Roles and Features Wizard window will appear.**
- **Step2: > Click Next - > In the Select installation type section, choose Role-based or feature-based installation then click Next.**
- **Step3: In the Select destination server section, choose select a server from the server pool and choose the local server in the pool and click next.**
- **Step4: In the Select server roles section, choose the following: Application Server, Web Server (IIS) and click next. (When prompted to add features that are required for Web Server (IIS), click Add Features.)**
- **Step5: In the Select features section, choose .NET Framework 3.5 Features.**

- Check on all Check boxes of IIS 6 Management Compatibility**
- Check on all Check boxes of World Wide Web Services**
- Check on all Check boxes of Common HTTP Features**
- Check on all Check boxes of Health and Diagnostics**
- Check on all Check boxes of Performance Features**
- Check on all Check boxes of Security**

As shown in below video.



IIS Installation on Windows 2012 R2.avi

IIS: 7.0 or above version was installed ready. Net Framework: .Net 3.5.1 Framework features enable ready.

Please also install Microsoft .Net 4.0 if not present on your computer ([link](#))
Download and install MS SQL Express 2008. See the below download link

* [How to Install MS SQL Express 2008 \(link\)](#)

Note: Please note down the password for User 'sa' during the installation.

2.3 AMS Installation.

1. Double check 'setup.exe' file to install Access Manager Suite, and once its installed, the browser will open automatically with this address : <http://localhost/AccessManager/>
2. Go to Start Menu and search for IIS and open the IIS Manager. Click on the START button on the top right corner. Then Select View Application Pool. Then double click on the DEFAULTAPPOOL and change the .NET FRAMEWORK VERSION to v4.0 and click OK.



AMS Installation.avi

3. Accessing AMS

Method	URL
Local computer access to AMS	http://localhost/AccessManager/
Network access to AMS	http://IP ADDRESS OF SERVER/AccessManager/
Network access to AMS with customized port	http://IP ADDRESS OF SERVER:PORT NUMBER/AccessManager/

3.1 AMS Activation

AMS™ requires paid license in order to use it; however, *Jakin*® provide the software for download free of charge with a 30-days demo key for further testing purposes when the client demonstrates interest in using our solution. The demo key can only be applied one time.

If you already have the product installed and wants to try for 30-days, please send email to support@actatek.com along with the product Identification Key (Product Key) provided by software after installation.

By purchasing a full license, the client will receive an Activation Key valid for one year and Warranty coverage that offers limited technical support and free software version upgrade. To get the full license for one year *Please check with the local vendor or contact us via [email](#) with the AMS Product Key, and the Sales Order Number.*

- **Step 1.**Open the AMS by any browser
- **Step 2.**Enter the 'Activation key'



Activating The AMS.avi

3.2 Log into AMS

Administrator Default Login Details	
Username	Admin
Password	1



Log into AMS.avi

3.3 Setup Database In AMS

3.3.1 Setup SQL Database

Once you've logged in as an administrator, go to **Control Panel** and then **Database Configuration**. Choose the correct **Database Type**. Enter in the **Database Server Address** which includes either the IP address or server name of the database server followed by the instance or localhost followed by the instance. For the **Database Name**, ensure that you have entered a database name that does not exist in your database server so that it creates a new AMS database. Supply the appropriate **User Name** and **Password** with rights to create the database in your database server. (You can also verify the SQL credentials by SQL management studio.) Press Setup to proceed.



Setup SQL Database.avi

3.3.2 Setup MySQL Database

Once you've logged in as an administrator, go to **Control Panel** and then **Database Configuration**. Choose the correct **Database Type as My SQL**. Enter in the **Database Server Address** which includes either the IP address or server name of the database server followed by the instance or localhost followed by the instance. For the **Database Name**, ensure that you have entered a database name that does not exist in your database server so that it creates a new AMS database. Supply the appropriate **User Name** and **Password** with rights to create the database in your database server. (You can also verify the MySQL credentials by MySQL Workbench.) Press Setup to proceed.



Setup MySQL Database.avi

3.3.3 Setup Oracle Database

Once you've logged in as an administrator, go to **Control Panel** and then **Database Configuration**. Choose the **Database Type as Oracle**. Enter in the **Database Server Address** which includes either the IP address or server name of the database server followed by the instance or localhost followed by the instance. Supply the appropriate **Database Server Instance**, **User Name** and **Password** with rights to create the database in your database server. (You can also verify the Oracle instance by SQL Developer tool.) Press Setup to proceed.

3.4 Server Setup In AMS

Next step is to go to **Control Panel** and then **Server Setup**. Enter a desired **Terminal Group** name and ensure the **Server IP Address** corresponds to the detected Server IP. Now provide the time zone information in accordance with your region. A public SNTP server is **pool.ntp.org**. Now provide a **Magic String** of your choice which will be used as the encryption and decryption key while transporting event logs over the network. Press the **Setup** button to save changes. A successful message will appear.



Server Setup.avi

3.5 Add New AMS Login Accounts

To add new AMS login accounts, go into **Control Panel** and then **Register/Edit/Delete Account** under **System Accounts**.

Provide a new **Login ID**, **Name**, and **Password**. Check the box for **Admin for admin users** or leave box as blank for normal user and then **Activate** and press the **Register** button to add the new administrator account.



New AMS Login.avi

3.5.1 Assign Permission To AMS Login Accounts

Go into **Control Panel** and then **Assign Permission** under **System Accounts**. Press the **Select** clickable link to change permissions for the corresponding user. Now check and uncheck areas in Access Manager you wish to restrict or grant access for this particular user. Press the **Apply** button to save the changes.



Assign Permission.avi

Chapter 3: Configuring ACTAtek Terminals

4.0 Accessing the ACTAtek Web Interface

By entering the IP address of the ACTAtek in a web browser of a computer that is connected to the same network as the ACTAtek, you will be able to bring up the web interface as shown above. Now you will be able to login to the ACTAtek over the network for configuration.

*It is important to use capitalized letters in the Login ID field.

Default User ID: - A999

Default Password: - 1

4.1 Enable Access Manager Mode

Once you have logged in as super administrator through the web interface of the ACTAtek terminal, click on **Terminal Setup** in the **Terminal Settings** menu. Scroll down on the page and locate the **Miscellaneous** heading. In **Terminal Mode** setting, switch over from **Standalone** to **Access Manager** and press the **Submit** button at the bottom of the page to save the changes.

4.2 Register ACTAtek to AMS

After **Access Manager** terminal mode is set, proceed by clicking on **Access Client Setup** in the **Terminal Settings** menu. Provide an **Endpoint URL** that point to the Access Manager Suite Server via an IP address followed by the port and the location. Press the **Set** button to test the Endpoint URL.

Endpoint URL: http:// **IP ADDRESS OF AMS**/AccessServer/AccessService.asmx

Example: http:// 192.168.15.10/AccessServer/AccessService.asmx

If the **Register** button appears, that means the ACTAtek terminal was able to connect to the Endpoint URL that was provided.

Troubleshooting:

If you are not able to get to the screen with the **Register** button and **Server Status** reports offline, check:

- 1) Endpoint URL for typing mistakes.
- 2) The IP address of the AMS server is correct.
- 3) The firewall settings on the AMS server are set correctly such that port 80 is open.

Press the **Register** button to register this ACTAtek terminal to Access Manager.

The ACTAtek terminal that is the first to register to AMS with a clean database will push all its user data from the ACTAtek terminal into the AMS database. All following ACTAtek terminals that will be registering to AMS will have its user data replaced by the downloaded copy from the AMS database during registration.

When the ACTAtek terminal has finished the registration process, a successfully message as indicated below would appear.

To verify that the ACTAtek terminal is now registered and connected successfully with AMS, you can login to the AMS web interface and press **Terminal List** in the menu. It should now list this registered ACTAtek terminal in the terminal list found in AMS.



Register ACTAtek to AMS.avi

4.3 Assigning Time Zones to ACTAtek

This feature is available in AMS 1.2.3.71 or newer. For AMS deployment with ACTAteks located in different time zones, it is important to assign the correct time zone for each ACTAtek to ensure event log data can be collected and displayed at the correct times.

To assign a time zone to an ACTAtek, navigate to **Terminals** and then **View Terminal Lists**. Under the **Action** column, press **Details** which corresponds to that specific ACTAtek. In the **Terminal Time Zone Setting**, select from the dropdown menu of time zones and press the **Update** button to save changes



Assigning Time Zones to ACTAtek .avi

4.4 Auto User Synchronization

By default, auto user synchronization is set on enabled. All user changes made on the ACTAtek terminals or in Access Manager will propagate updates to all connected ACTAtek terminals to ensure a synchronized state. If you are not sure, leave **Auto User Synchronization** on enabled for the best performance. This feature can be disabled by going into **Control Panel** and then **System Configuration** and selecting **Disabled**. By pressing the **Update** button, the changes will then be saved.



Auto User Synchronization.avi

5.0 Add Users

To add a new user, go into **Access Manager** Tab, then **User Admin** and **Add Users**. The **User ID** and **Password** fields must only contain any of these characters found in "0123456789ABC". The **User ID** must also have a length of 3 or more characters long. For fingerprint and smart card enrollments, this will have to be accomplished on any of the registered ACTAtek terminals by providing the associated **User ID** to the fingerprint or smart card enrollment process.

In the status field, ensure **Active** is checked to enable this new user in the system. You may also wish to check **Password** if this user can enter through PIN method otherwise leave it unchecked if you do not wish to let this user authenticate through PIN method.

Additional settings which you may choose to set for any new user are: department & groups, user information, user expiry date, and user messages.



Add User.avi

5.1 View/Edit User

This feature allows you to make any changes **except User ID** to an existing user in the system. You can choose to edit, view, or delete an existing user over Access Manager. To delete multiple users, check the boxes that are associated to the users that you would like to delete and press the **Remove** button.

To narrow down a specific user, the search options allows you to search by User ID, First Name, Last Name, Department, and or Group. To view the search result, press the **Search** button.

All or selected users list can be export as CSV or TXT format.



Edit User.avi

5.2 Bulk Edit Users

Bulk edit users allow the administrator to make changes to multiple users in Access Manager at the same time. Press the **Refresh** button to reveal a list of users in Access Manager and check the boxes associated to the users that you want to make changes to. Changes include enabling or disabling user settings for: user active status, fingerprint, automatch, password, and smart card. Additionally, adjustable user settings apply to fingerprint quality, departments, and groups. For each change, press the **Set** button to save the changes to the queue. When all the changes are made, press the **Commit** button to permanently make the changes to the selected users. The registered ACTAtek terminals will now enter **System Maintenance Mode** while these changes are being made.



Bulk Edit Users.avi

5.3 Add/Edit/Delete Departments

Departments are used for associating users into main groups. This feature allows the administrator to add, edit, or delete departments in Access Manager. Departments also help categorize users and will be the foundation for setting up **Access Groups** and **Access Rights**. To associate users to departments, you will edit a selected user in **View/Edit User** and in the **Department** tab, check the listed departments relevant to this user and press the **Update** button to save the changes.



AddEditDelete Departments.avi