

# ALV2

## PC Software Quick Reference Guide

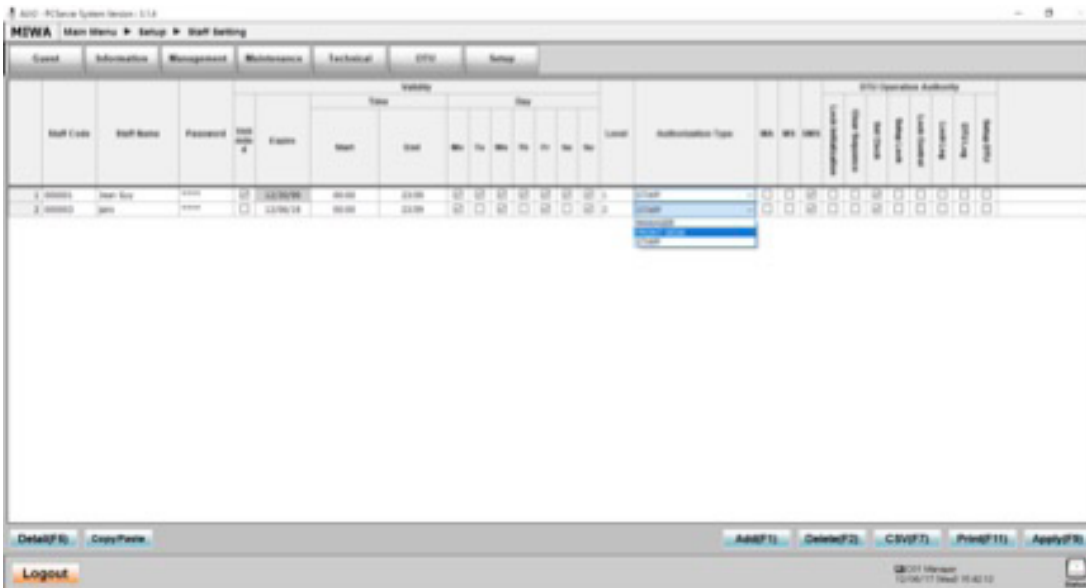
## ALV2

# PC Software Quick Reference Guide

1. How to create staff or employee in the system
  2. How to assign door access to staff or employee
  3. How to issue staff or employee card/FOB
  4. How to add a guest door
  5. How to add special and nonguest door
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## 1. How to create staff or employee in the system

1. Go to SETUP menu then press Staff Settings
2. Press button Add(F1) to add a new row or enter the staff code, name and password (staff code can be an employee number or a sequence number)
3. Check  the SMS (sub master) box (Note: you have to do it for all employees)
4. Enter the validity for this staff to use the Sub-master card and the Miwa ALV2 software. There are two options to enter the validity (only one can be chosen):
  - a. If there is no limited term to use the Sub-master card (Fob) and Miwa ALV2 Software, please check  Unlimited (Note: if you check the unlimited box, it will deactivate the expire date and time options)  
Enter expire date, time and select the days you want the Sub master card (Fob) and Miwa ALV2 Software to work for this employee.
5. Select the Authorization type to limit staff access level on the software.
6. Check the DTU options the staff will have access to
7. Press Apply(F9) to save all changes



Authorization Type:

**Manager** : will have access to create or change staff, do changes on the setup and full access on the DTU

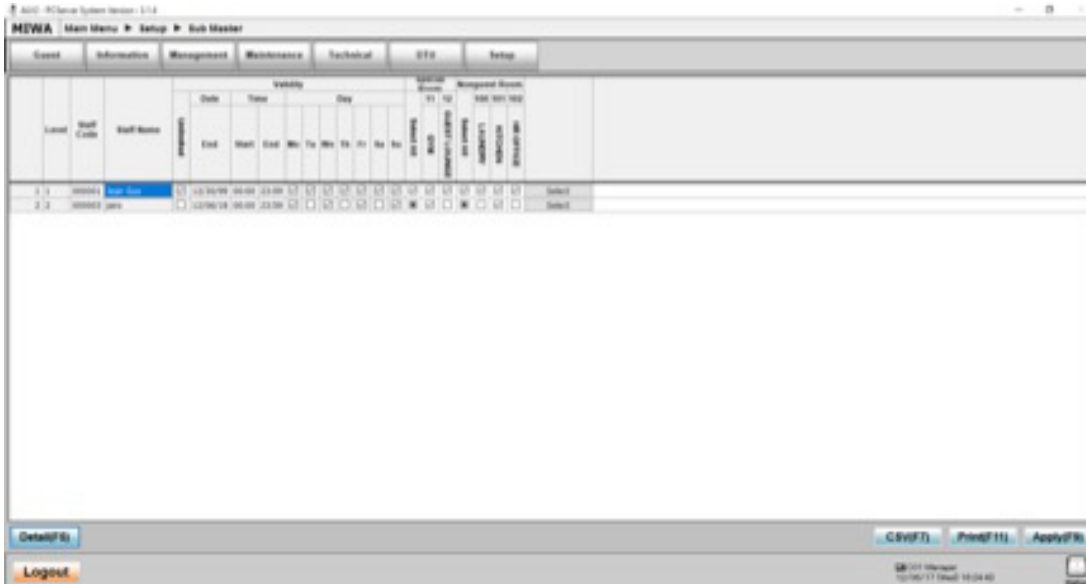
**Front desk** : will provide access to the Guest menu and Information menu.

**Staff** : staff or employee won't have access to the software or DTU. Use this option when you only want to create submaster card (staff FOB)

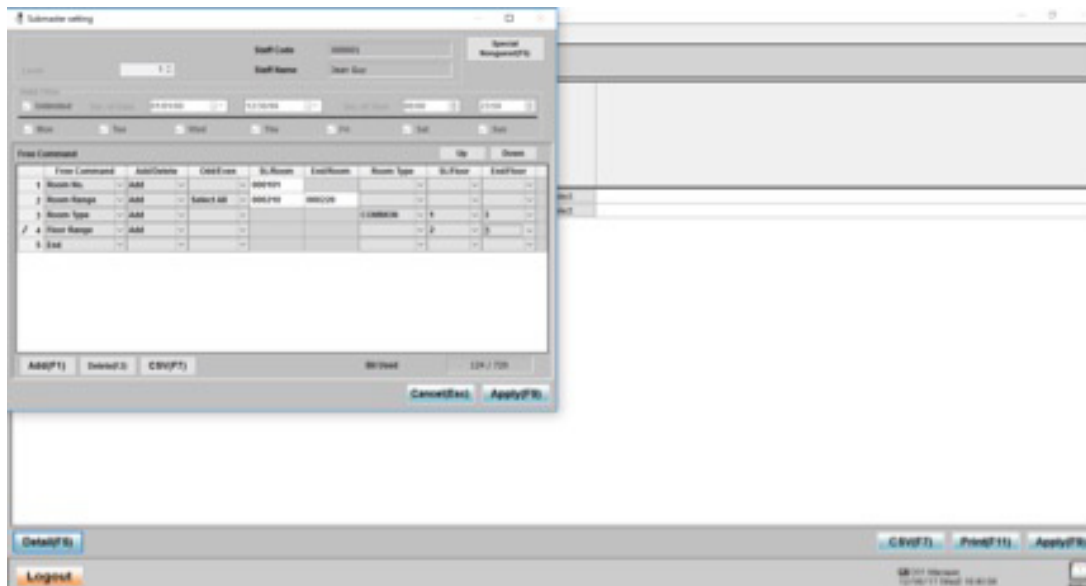
## 2. How to assign door access to staff or employee

Note: To create door access to staff or employee, you have to create it as staff or employee. Please go to Ref.1

1. Go to SETUP menu then select Sub Master
2. Check  the special and nonguest doors the staff is allowed to open



3. To add guest room, floor or common doors, please select staff and press the Detail(F5) button
4. Press Add(F1) to add a row to enter the room no., room range, room type or floor range



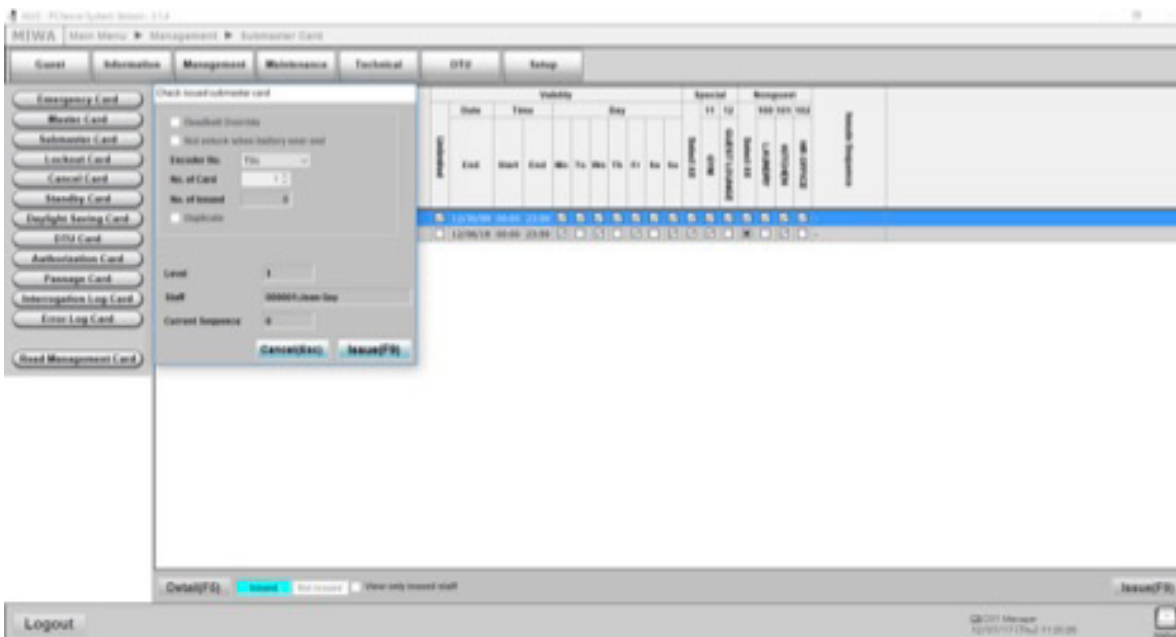
Note: you can enter as many rows you need to assign different access

5. Press Apply(F9) on the detail screen to save the changes
6. Press Apply(F9) again to confirm the changes

### 3. How to issue a staff or employee card (Submaster card)

Note: if you cannot see the staff name you want to create the Submaster card for, please confirm that the SMS box was checked on Staff Setting Menu

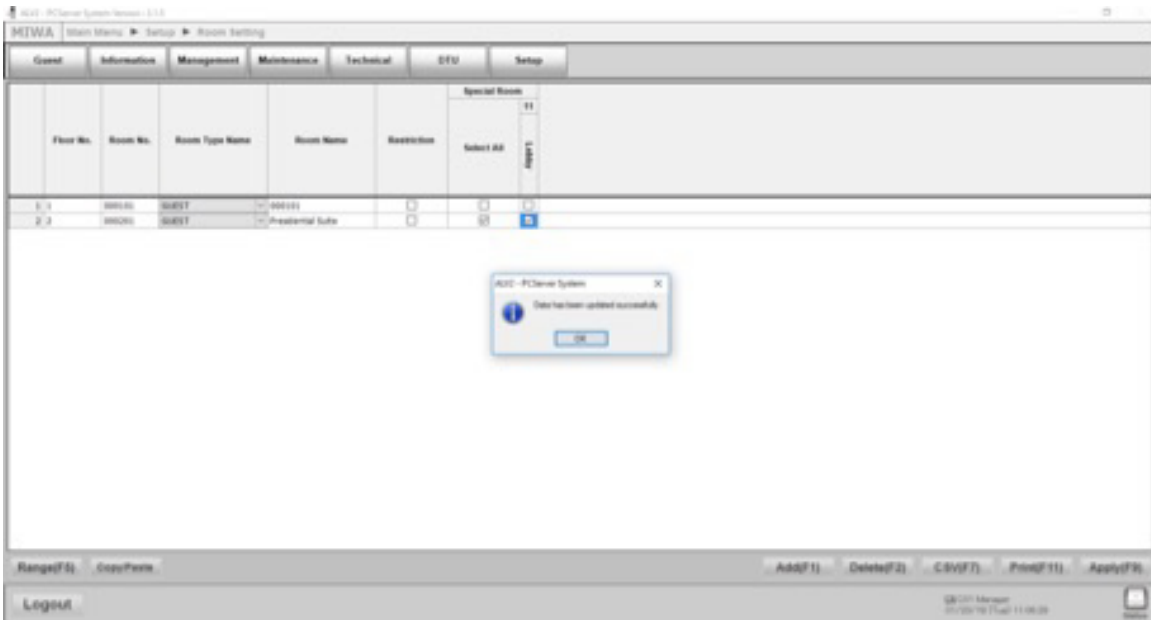
1. Go to Management menu then select Submaster card
2. Check  the box according to the type of card you want to issue:  
 New Issue: Select  this box if it is for new staff or if you want to cancel a previous submaster card.  
 Duplicate Issue: Select  to issue a new submaster card and keep the previous one  
 Deadbolt override: This option unlocks the door even if the deadbolt is turned on
3. Once you have selected the option(s), please press Issue(F9) button
4. Confirm on the screen if all the information is correct and press Issue(F9) again



5. Place the staff Fob card on the Encoder and take it when you receive the message on the screen

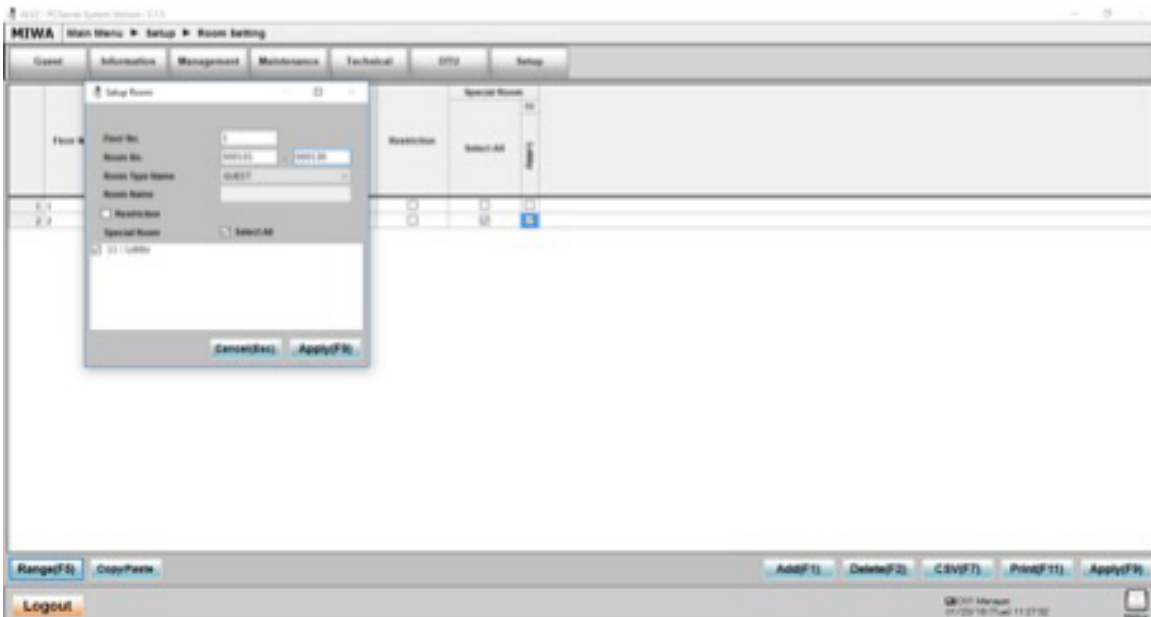
### 4. How to add a Guest room door

1. Go to Setup Menu → Room Setting  
 If you want to add only one room, press (F1) Add button → Enter the floor number → Room number → Room type name (if apply) → Room name (if you want to identify with a name, otherwise you can leave it blank) → Select or check the Special door where the guest is allowed to go through → Apply(F9) to save the changes.



If you want to add a group of rooms, you can do it by range, for example: you want to add the 1st floor which has 30 rooms, please follow these steps:

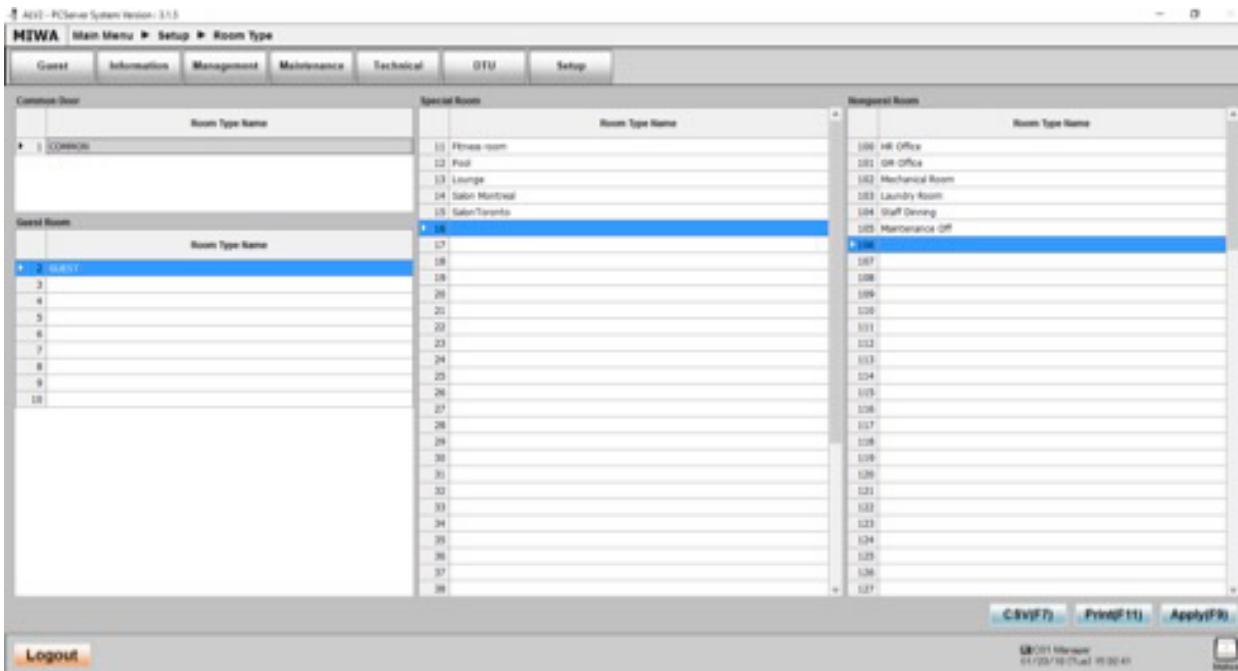
1. Hit Range button (F5) → in the new screen, enter the floor number → Room no.101 130 → Select room type name (if apply) → Select or check  the special rooms where the guests are allowed to go through → Hit Apply(F9) to save the changes.



## 5. How to add Special and Non-guest room door

Special room: this type of door can be used by guests and staff. Ex.: Pool, fitness room, meeting rooms, etc. Nonguest room: this type of door is only for staff. Ex.: Offices, kitchen, laundry, mechanical room, etc.

1- Go to Setup Menu → Room Type



## 6. How to interrogate a lock

Note: if you require only the last 153 events please follow these steps :

1. To create an interrogation card. Go to Management Menu → Interrogation Log Card → Press Issue(F9)
2. Take the card or FOB and pass in front of the lock you want to interrogate (you have to keep the interrogation card or FOB for a few seconds close to the lock while it retrieves the information. During this operation the lock will be flashing red and orange. Once the operation is finished a green light will come on)
3. Go to the ALV2 software and open Management Menu → Read Management Card → Place the interrogation card or FOB on the encoder (this operation may take a few seconds) → Take the card
4. Go to the DTU menu → Lock Log → Select the room number you want to see on the Interrogation Log → Press Search (F9)



AGD - PC Server System Version - 3.1.5

**MIWA** | Main Menu | DTU | Lock Log

Count Information Management Maintenance Technical DTU Setup

Error Log Interception Log

Search By Operation Type: All Operation

No.	Room No.	Log Type	Operation Date/Time	Card Type/ID	Error Code/Operation	Interlock/Lock	Release No.	Operator	Operator Name	Card Date/Time	Room Room	etc.
1	000102	Interception Log	11/13/18 13:36	0	990 card operation	Interlock/Lock	3 / 3	3	Unknown			Level1 Do
2	000102	Interception Log	11/13/18 09:48	0	990 card operation	Interlock/Lock	3 / 3	3	Unknown			Level1 Do
4	000102	Interception Log	11/14/18 13:11	0	990 card operation	Interlock/Lock	3 / 3	3	Unknown			Level1 Do
5	000102	Interception Log	11/14/18 13:03	0	370 card operation	Interlock/Lock	3 / 3					
6	000102	Interception Log	11/14/18 13:02	0	370 card operation	Interlock/Lock	3 / 3			Record Date/Time:11/14/18 13:04 380		
7	000102	Interception Log	11/14/18 09:48	0	990 card operation	Interlock/Lock	3 / 3	3	Unknown	Record Date/Time:11/14/18 09:51 380		Level1 Do
8	000102	Interception Log	11/14/18 09:43	0	370 card operation	No. of Lock Operation						
9	000102	Interception Log	11/14/18 09:41	0	370 card operation	No. of Lock Operation						
10	000102	Interception Log	11/14/18 09:39	0	370 card operation	No. of Lock Operation						
11	000102	Interception Log	11/14/18 09:31		Receiving lock set command(370 operation)							
12	000102	Interception Log	11/14/18 09:31		Submited initial data setting(370 operation)							
13	000102	Interception Log	11/14/18 09:31		Request initial data setting(370 operation)							
14	000102	Interception Log	11/14/18 09:31		Request initial data setting(370 operation)							
15	000102	Interception Log	11/14/18 09:31		Request initial data setting(370 operation)							
16	000102	Interception Log	11/14/18 09:31		Receiving initial data setting command(370 operation)							
17	000102	Interception Log	11/14/18 09:31	0	370 card operation	No. of Lock Operation						
18	000102	Interception Log	11/14/18 09:21		Receiving lock set command(370 operation)							
19	000102	Interception Log	11/14/18 09:21		Submited initial data setting(370 operation)							
20	000102	Interception Log	11/14/18 09:21		Request initial data setting(370 operation)							
21	000102	Interception Log	11/14/18 09:21		Request initial data setting(370 operation)							
22	000102	Interception Log	11/14/18 09:21		Request initial data setting(370 operation)							
23	000102	Interception Log	11/14/18 09:21		Receiving initial data setting command(370 operation)							

Delete(F2) CSV(F7) Print(F11) Search(F3)

Logout

DTU Intercom 11/23/18 (Tue) 10:47:21

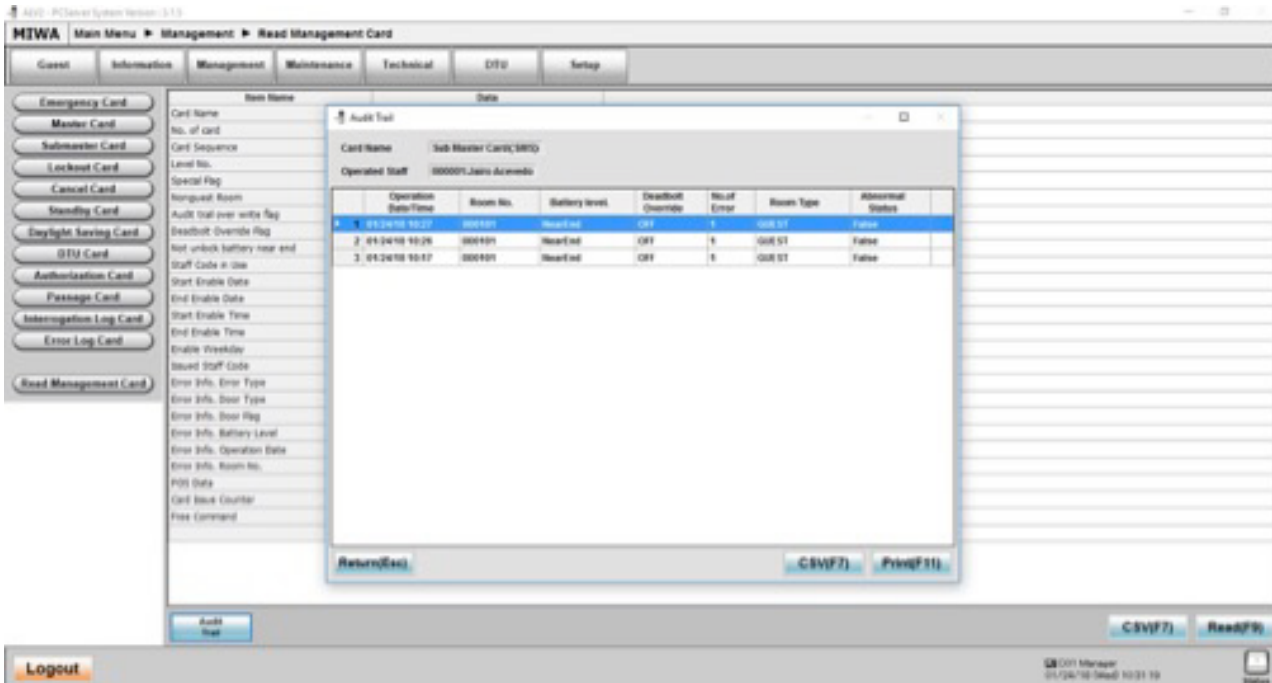
Note: If you require more than the last 153 events please use the Portable or the DTU Tablet to retrieve the last 700 events recorded on the lock.



## 7. How to read or audit a staff card or FOB

Note : Follow the steps to retrieve the information on the staff card or FOB

1. Go to Management menu → Read management card → Place the card on the encoder → Take the card
2. Click on Audit Trail button and a detail screen will appear



The screenshot shows the MIWA software interface with the 'Audit Trail' window open. The window displays the following data:

Operation	Operation DateTime	Room No.	Battery level	Deadbolt Override	No. of Error	Room Type	Abnormal Status
1	01/24/18 10:27	000101	Normal	OFF	1	LOCK ST	False
2	01/24/18 10:28	000101	Normal	OFF	5	GUEST	False
3	01/24/18 10:17	000101	Normal	OFF	5	GUEST	False

If you want to print the report please click on the Print button (F11)

### Glossary

- GUA : Guest card
- GUB : Guest card
- GUN : BLE key (Mobile key)
- MA : Authorization card (Is a staff card to log into the ALV2 software)
- MS : Master card
- SMS : Submaster card
- HLO : Houskeeping Lockout card
- MLO : Master lockout card
- IR : Interrogation card
- ER : Error log card
- STA : Standby card
- DS : Daylight Saving card
- PS : Passage card