

MapDesigner™ User Guide



B.A.S.I.S.® **ET**

BEST ACCESS SYSTEMS INTEGRATED SOLUTIONS

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Chapter 1: Introduction

MapDesigner Overview

MapDesigner offers a straightforward way to create maps that are used in Alarm Monitoring. Each map you create contains *icons*, small graphical symbols, representing access control system hardware components and areas. During alarm monitoring, one or more hardware icons may appear animated on a map to indicate the presence of alarms at those physical locations.

Using MapDesigner, you can add text information to maps, change the appearance of the map icons and labels and, resize and print maps. You can also link maps together by creating maps that include icons for other maps.

Conventions Used in this Documentation

- Where a term is defined, the word is represented in *italics*.
- Field names, menus, and menu choices are shown in **bold**.
- Keyboard keys are represented in angle brackets. For example: <Tab>, <Ctrl>.
- Keyboard key combinations are written in two ways:
<Ctrl> + <Z> means hold down the first key, then press the second
<Alt>, <C> means press the first key, then press the second
- Window buttons on the screen are represented in square brackets. For example: [OK], [Cancel].

How this Document is Organized

The MapDesigner User Guide is a procedural document designed to help you create, modify, and manage maps. The procedures are NOT divided between System Administrator and Technician types of procedures.

Getting Started

Passwords

B.A.S.I.S.[®] ET Third Edition includes strong password enforcement, which checks the user's password against password standards. This functionality is designed to enhance password security if single sign-on is not used. If single sign-on is used (automatic or manual), B.A.S.I.S. does not enforce password standards. For more information on single sign-on, refer to [Single Sign-On Overview](#) on page 12.

The system's strong password enforcement also checks the BEST database user's password when logging into applications. Database user passwords apply only to Oracle and SQL databases. For information on changing your database password refer to the Installation & Setup User Guide.

Password Standards

When creating a strong password keep the following guidelines in mind:

- Passwords cannot be blank.
- Passwords cannot be the same as the user name (e.g. SA, SA).
- Passwords cannot be BEST keywords (e.g. MULTIMEDIA, PROKUPETS, PROKUPET, BEST, BASIS, PASSWORD).
- Although not required, your password should contain numbers, letters, and symbols. Spaces are also acceptable. (e.g. August 18, 2002).
- B.A.S.I.S. passwords are **not** case-sensitive.
- Database passwords conform to the rules of the specific database being used; passwords in SQL Server and Oracle are case insensitive.
- The maximum value for a strong password is 127 characters. The minimum value is 1.

Notes: For Oracle databases the following account username and passwords are not allowed to be used together:

System and Manager

Internal and Oracle

Sys and Change_On_Install

Enable/Disable Strong Password Enforcement

Strong password enforcement is enabled/disabled in System Administration or ID CredentialCenter. When you install B.A.S.I.S., by default strong password enforcement is enabled. When you upgrade, by default strong password

enforcement is disabled. To manually enable or disable strong password enforcement:

1. Select **System Options** from the **Administration** menu in System Administration or ID CredentialCenter.
2. Select the General System Options tab.
3. Click [Modify].
4. Select or deselect the **Enforce strong passwords** checkbox.

Note: If you disable the option to enforce strong passwords, you will continue to receive a message stating your password is weak every time you log into an application until you change your B.A.S.I.S. password to meet the password standards.

Change User Passwords

User passwords are checked every time a user logs into any application. After a user logs into an application he/she can change his/her user password.

1. From the **Map** menu select **Change Password**.
2. The Change Password window displays. Enter your old password and new password in the appropriate fields. Refer to the [Password Standards](#) on page 8 for guidelines in choosing a secure password.
3. A message confirms that you have successfully changed your password.
4. Click [OK].

Note: If you get a weak password message the next time you log into the application, carefully read the message. It may be telling you that your database password is weak and not your user password. To change your database password, refer to the Accounts and Passwords Appendix in the Installation and Setup User Guide.

Error Messages

Read weak password messages/warnings carefully to avoid confusion about whether your user password or database password is weak.

If you have a weak database password you will receive a warning every time you log into any application, until you change your database password. Although it is not recommended, you can acknowledge the warning and continue working in the application. This table describes the password-related error messages that may be generated and which password you need to correct.

- To correct the database password, refer to the Installation & Setup User Guide.

- To correct the user password, select a password that meets the standards specified in [Password Standards](#) on page 8.

Warning message	Password to correct
Database password violations: Your password is a keyword that is not allowed. It is highly recommended that you change your password to meet our minimum password standards.	Database
Your password cannot be blank. Enter a password.	User
User password violations: Passwords cannot be the same as the user name.	User
Your password is a keyword that is not allowed.	User

Accounts

Anyone who wishes to use B.A.S.I.S. applications must enter a user name and password in order to access the software. The System Administrator should create a unique account for each user of the applications. The System Administrator can also, for each user, create a list of *permissions*, which specifies precisely which screens, fields, and buttons the user can access.

During initial installation of the application, default accounts are created. These include:

User name	Password	Type
sa	sa	system account
admin		sample
user		sample
badge		sample

These are provided as samples. You may change the passwords and use the accounts, or remove them. The exception to this is the system account, SA. By definition this account has permission to do anything in the system. A user with system access has unlimited access to the application. You cannot delete or change the system account except to modify the password, which you are strongly encouraged to do as soon as possible to discourage unauthorized use.

The first time you log into B.A.S.I.S. to configure the application, you should log in as **SA** and your password should be **SA**.

Log In

This procedure describes how to log in without using single sign-on. For a description of single sign-on, refer to [Single Sign-On Overview](#) on page 12. To log in using single sign-on, refer to [Single Sign-On Procedures](#) on page 13.

1. Click the Start button, then select **Programs > B.A.S.I.S. ET > MapDesigner**.
2. Your system may be configured to prompt you to select a database to log into. If it is not, proceed to the next step. If it is:
 - a. In the **Database** drop-down, all ODBC system databases currently defined on your computer are listed. Select the database that you wish to use for your application.
 - b. Click [OK].
3. The Log On window displays.
 - a. In the **User name** field, type the user name assigned to you. When logging in for the first time, your user name is **SA**.
 - b. In the **Password** field, type the password assigned to you. When logging in for the first time, your password is **SA**. Note that the characters you type do not appear in the field. Instead, for each character you type, an "*" displays. This is intended to protect against unauthorized access in the event that someone else can see the screen while you type.

Important:

After logging in for the first time, you are strongly encouraged to modify the password for the system account as soon as possible to discourage unauthorized use.

- c. In the **Directory** field, select the directory that you wish to log into. For user accounts not using single sign-on, the default is "<Internal>."
 - d. Select the **Remember user name and directory** checkbox if you want the values you just entered in the **User name** and **Directory** fields to automatically be selected the next time that you log in.
 - e. Click [OK].
4. Your system may be configured to prompt you to confirm that you are authorized to use the application. To accept the terms of the authorization warning click [Yes].
5. If segmentation is not enabled, skip this step. If segmentation is enabled:
 - a. The Select Segment window opens. Select the segment you wish to log into.
 - b. Click [OK].

Single Sign-On Overview

Single sign-on simply means logging into B.A.S.I.S. with the same user name and password that you use to log into Windows or logging into B.A.S.I.S. using an LDAP user name and password for authentication. *LDAP* (Lightweight Directory Access Protocol) is a software protocol that enables you to locate businesses, people, files, and devices without knowing the domain name (network address).

Single sign-on allows scripts using the OpenIT API to authenticate. These scripts will be run under a Windows account. The account that is making the call to the API can be obtained easily this way, and the script can be restricted to those actions that the user is permitted to perform (using standard B.A.S.I.S. permissions).

Note: The use of the explicit username and password for directory authentication to Windows is strongly discouraged. It is recommended that you do not store Windows passwords in the B.A.S.I.S. system, since B.A.S.I.S. uses reversible encryption and Windows does not. If explicit authentication is required, you should use an account that has view only permission to the directory in question.

Directory Accounts

To log into B.A.S.I.S. using single sign-on, a user name, password, and directory is required. A *directory* is a database of network resources, such as printers, software applications, databases, and users. The following directories are supported by B.A.S.I.S.: Microsoft Active Directory, Microsoft Windows NT 4 Domain, Microsoft Windows 2000/XP Workstation, and LDAP.

Automatic and Manual Single Sign-On

When a user account is configured for single sign-on, the user can log into B.A.S.I.S. automatically or manually.

For example, with automatic single sign-on, users simply start B.A.S.I.S. and they are automatically logged in under their Windows account and directory.

With manual single sign-on, users must manually enter their Windows or LDAP account information (user name and password). Users also have the option of selecting a different configured directory.

If single sign-on is not used, users manually enter a user name and a password that is different from their Windows or LDAP password. The directory is hard-coded to refer to the internal B.A.S.I.S. user directory.

Notes: Manual single sign-on can be used with the following directories: Microsoft Active Directory, Microsoft Windows NT 4 Domain, and LDAP.

Automatic single sign-on can be used with every directory supported by B.A.S.I.S. *except* LDAP because it doesn't provide all the account information required.

Single Sign-On Procedures

Configure Single Sign-On

By default, user accounts do **not** use sign-on. To configure single sign-on the System Administrator must add a directory and link a user account to the directory.

Notes: For more information, refer to “Add a Directory” in the Directories folder chapter of the System Administration or ID CredentialCenter User Guide.

For more information, refer to “Link a User Account to a Directory Account” in the Users folder chapter of the System Administration or ID CredentialCenter User Guide.

Log In Using Automatic Single Sign-On

Automatic single sign-on is supported with Windows domain accounts.

1. Click the Start button, then select **Programs > B.A.S.I.S. ET > MapDesigner**.
2. Your system may be configured to prompt you to select a database to log into. If it is not, proceed to step 3. If it is:
 - a. In the **Database** drop-down, all ODBC system databases currently defined on your computer are listed. Select the database that you wish to use for your application.
 - b. Click [OK].
3. If your Windows account is linked to a user, a message will be displayed that says, “Attempting to automatically log you on using your Windows account.”

To bypass this, hold down SHIFT.” To automatically be logged in, do nothing.

4. Your system may be configured to prompt you to confirm that you are authorized to use the application. To accept the terms of the authorization warning, click [Yes].
5. If segmentation is not enabled, skip this step. If segmentation is enabled:
 - a. The Select Segment window opens. Select the segment you wish to log into.
 - b. Click [OK].

Log In Using Manual Single Sign-On

Both users who want to log into B.A.S.I.S. using an LDAP user name and password for authentication and users who want to log in using a Windows domain account can do so using manual single sign-on.

1. Click the Start button, then select **Programs > B.A.S.I.S. ET > MapDesigner**.
2. Your system may be configured to prompt you to select a database to log into. If it is not, proceed to step 3. If it is:
 - a. In the **Database** drop-down, all ODBC system databases currently defined on your computer are listed. Select the database that you wish to use for your application.
 - b. Click [OK].
3. If your Windows account is linked to a user, a message will be displayed that says, “Attempting to automatically log you on using your Windows account. To bypass this, hold down SHIFT.” To manually login or to login using a different user name and password, hold down the <Shift> key. The Log On window opens.
 - a. In the **Directory** field, select the directory that you wish to log into. The default is “<Internal>.”
 - b. In the **User name** field, type the Windows user name assigned to you. Do not enter the domain\user name just enter your user name.
 - c. In the **Password** field, type the Windows password assigned to you.
 - d. Select the **Remember user name and directory** checkbox if you want the values you just entered in the **User name** and **Directory** fields to automatically be selected the next time that you log in.
 - e. Click [OK].
4. Your system may be configured to prompt you to confirm that you are authorized to use the application. To accept the terms of the authorization warning, click [Yes].
5. If segmentation is not enabled, skip this step. If segmentation is enabled:
 - a. The Select Segment window opens. Select the segment you wish to log into.
 - b. Click [OK].

Troubleshoot Logging In

If you attempted to log in and were unable to do so, make sure that the following conditions have been met:

- You entered a correct user name/password and specified the correct directory.
- If your system is configured to display an authorization warning, you accepted the terms.

- A valid license is installed. For more information refer to “The License Administration Application” appendix in the Installation & Setup User Guide.
- You have permission to use the application.
- If you attempted to log into the server and the login failed, make sure that a properly coded, licensed dongle adapter is attached to your computer’s parallel port. Make sure that your dongle is securely attached.
- If you attempted to log into a client and failed, make sure the client has a valid software license. Client computers do not need a hardware dongle attached to the computer’s parallel port. Instead, the client must have a valid software license, which is installed in the License Administration application.
- If you are using single sign-on, ensure that the directory you are authenticating against is operational and properly configured. When a directory is properly configured, the accounts are listed on the Select Account form when linking a user account to a directory.
- If you are using single sign-on, ensure that the directory account is properly linked to the user account.

Display a Map

There are several ways to display an existing map.

1. In the Map List of the List Window select the name of the map you wish to display.
2. Do one of the following:
 - Click the Open toolbar button.
 - From the **Map** menu select **Load**.
 - Double-click the desired map from the Map list.
 - Press <Ctrl> + <L> on your keyboard
 - Press <Enter> on your keyboard

Toolbar Shortcut



Note: The Map window holds only one map at a time. If the Map window already contains a map the access control system will prompt you to save the first map before loading a new one.

Resize the List and Map Windows

The MapDesigner window is divided into two sections separated by a split bar:

- The left section is called the *List window*. When you first start MapDesigner, the List window contains two entries, Maps and System Configuration Objects. Each is expandable, as described [Map and System Configuration Object Lists](#) on page 22.
- The right section is called the *Map window*. Initially it is empty and is used during map creation and display.

You can move the split bar, thereby changing the relative sizes of the List and Map windows. This is useful if you have a large base map, or when you want to view expanded lists. There are two ways to reposition the split bar:

Split arrow



- Position the mouse pointer over the split bar. The pointer will become a split arrow. Click and drag the split bar to the desired position.
- Select **Split** from the **Window** menu. The pointer becomes a split arrow on top of a split bar. Move the pointer to the desired position then click to anchor the split bar.

Log Out of the Application

When you log out of the application the entire application closes.

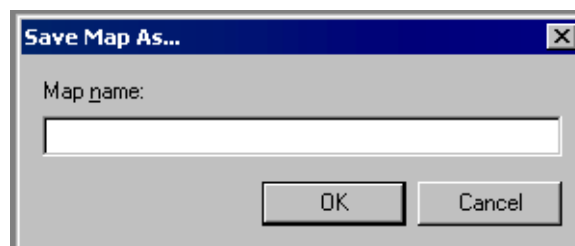
1. Select **Log Off** from the **Map** menu.
2. If a map is open, it automatically closes. If there are unsaved changes you will be asked if you want to save the changes before the map closes.

Note: After you log out of the application the main window remains opened but most of the toolbar and menu options are dimmed. To access all the application's features you must log in again.

Exit the Application

You can close and exit the application using the following methods:

- Double-click the icon located in the upper left corner of the title bar. If you are prompted to log off click the [Yes] button.
- Single click the icon located in the upper left corner of the title bar and select **Close**. If you are prompted to log of click the [Yes] button.
- Click the close button in the window's upper right corner. If you are prompted to log of click the [Yes] button.
- Select **Exit** from the **Map** menu.
- If you have unsaved work, the following message displays:

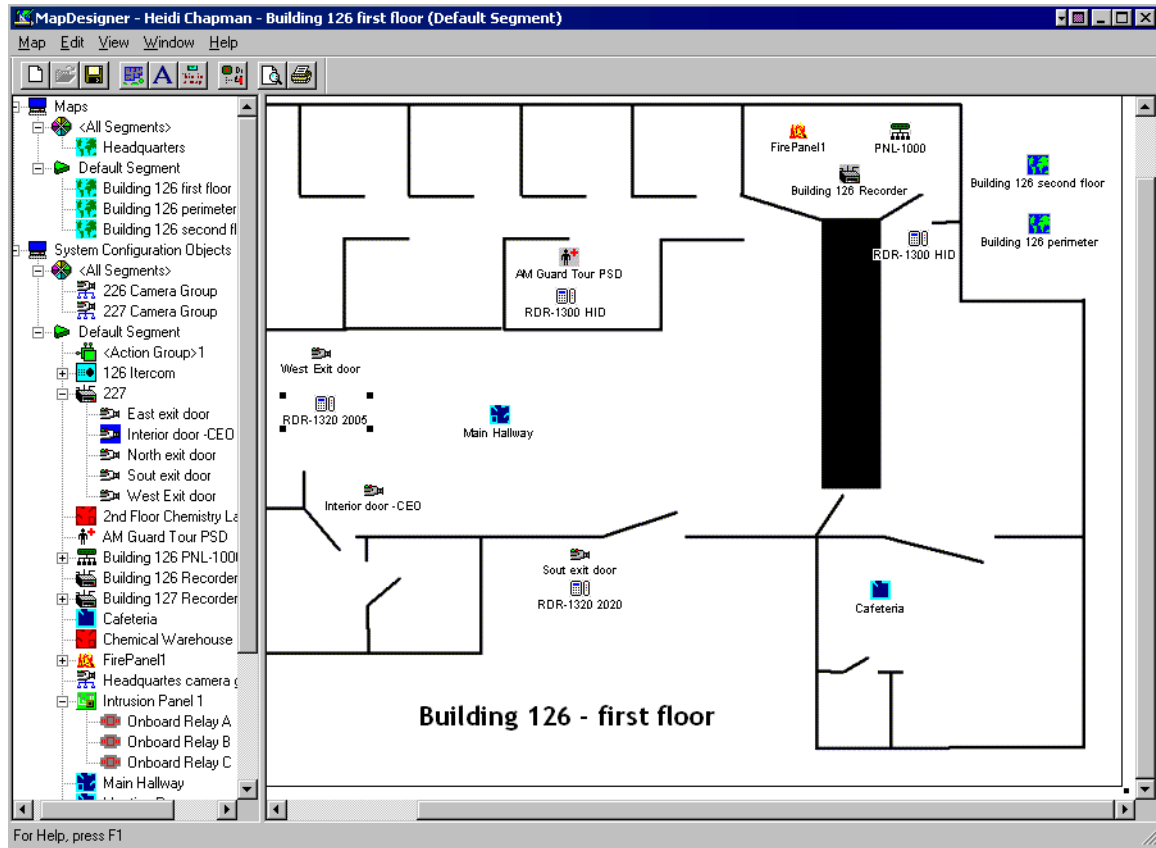



If this window displays, do one of the following:

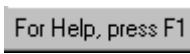


- Click the [Yes] button to save changes and close MapDesigner.
- Click the [No] button to abandon changes and close MapDesigner.
- Click the [Cancel] button to continue your MapDesigner session.

Chapter 2: MapDesigner Main Window

The illustration below shows the MapDesigner window with the List window fully expanded and a map loaded into the Map window.



Field		Description
Split bar		A vertical bar that divides a window and is used to adjust the relative sizes of the two subwindows—in this case, the List window and Map window.
List window		Contains the <i>Maps list</i> —including all maps currently in the database, and the <i>System Configuration Objects</i> —including all currently configured access control system hardware components. For more information, refer to Map and System Configuration Object Lists on page 22.
Map window		Displays either the current map selection or a new map being created.
Bounding box		A boundary around the right and bottom sides of the map, used to resize the map in the Map window.

Field		Description
Status bar		An area along the bottom of the window that contains explanatory or status information pertaining to the location of the cursor.
Resize button		A triangular area containing several diagonal lines, located in the lower right corner of a window. Clicking and dragging the resize button changes the window's height and width.
Control-menu icon		An icon for the associated window, located in the upper left corner of the title bar. Clicking the control-menu icon displays a menu for moving, resizing, and closing the window.

Menus and Toolbars

The menu bar is a horizontal list of options that appears at the top of the main window. Each option has a drop-down menu. A toolbar is a strip of buttons that is positioned by default just below the menu bar.

Operators can customize how the toolbar displays; they can:


- Change the toolbar from anchored to floating
Toolbars are anchored by default and are displayed in horizontal rows below the menu bar. Anchored toolbars can be changed to floating toolbars, which allows the toolbar to be repositioned anywhere in the window. For more information, refer to [How to Use the Toolbars](#) on page 22.
- Control if the toolbar is displayed

By default the toolbar is displayed. Operators can control if the toolbar is displayed by selecting or deselecting **Toolbar** from the **View** menu. For more information, refer to [How to Use the Toolbars](#) on page 22.





Menu Options

Refer to the following tables to identify the options available under each menu item as well as the associated toolbar button




Map menu

Menu option	Toolbar button	Function
New		Displays the Open Map Background Image window. Select a map background that will be used to create a new map. Note: If the user has access to multiple segments, they will first be prompted to select the segment the new map will apply to.


Map menu (Continued)

Menu option	Toolbar button	Function
Load		Loads or displays the selected map. Note: A map must first be selected in the Map list.
Save		Saves the current map.
Save As		Saves the contents of the window with a map name you choose.
Rename		Changes the name of the map that's currently selected in the map list.
Print		Prints the map displayed.
Print Preview		Displays the Map window's contents for preprint viewing.
Print Setup		Sets printer characteristics.
Log On		Brings up the dialog where you can type in your User ID and Passwords you are not already logged in.
Change Password		Opens the Change Password dialog, enabling you to change your password (you must have the corresponding system level permission to do so).
Log Off		Logs you off of the MapDesigner application.
Exit		Logs you out and ends your MapDesigner session.

Edit menu

Menu option	Toolbar button	Function
Change Background		Displays the Open Map Background Image window so that you can load a different background graphic into the window keeping intact all map items.
Insert Text		Adds text to the map.
Delete		Deletes the selected item.
Change Label Font		Sets the font characteristics for every map element label on the map.
Properties		(Available only if exactly one item is selected) <ul style="list-style-type: none"> • If the item is a text box, an Edit Text window displays. • If the item is a map element, the Map Element Properties folder displays.
Icon Library		Launches the Map Icon Library window.

View menu

Menu option	Toolbar button	Function
Toolbar		Displays the toolbar when checked.
Status Bar		Displays the status bar when checked.
Refresh Tree		Reloads the Map and System Configuration Objects lists from the database, making sure everything is up to date.

Window menu

Menu option	Function
Split	Adjusts the relative sizes of the left (List window) and right (Map window) portions of the MapDesigner Window.

Help menu

Menu option	Function
Contents	Displays online help table of contents.
Index	Displays an index of online help topics.
About MapDesigner	Displays MapDesigner software version and copyright information.

How to Use the Toolbars

MapDesigner utilizes one standard Windows toolbar.

If you want to:	Procedure:
Display the name of a toolbar button.	Point to the toolbar button with the mouse (without clicking).
Use a toolbar button to perform a command or function.	Click the toolbar button using the left mouse button.
Change the toolbar from “anchored” to “floating”. Change the toolbar from “floating” to “anchored”.	Double-click an empty space in between the toolbar buttons.
Hide or display the toolbar.	From the View menu select Toolbar . A checkmark appears next to the toolbar if it is not hidden. Toggle the toolbar to display or hide.

Map and System Configuration Object Lists

The left side of the main MapDesigner window is called the *List window* and it includes a Map list and a System Configuration Objects list. The Map list






















includes all currently defined maps. The System Configuration Objects list includes anti-passback areas and any device defined in the access control system.



The information in the List window displays in hierarchical fashion, also called a tree or branching arrangement. Each entry in the list contains the name of one area, or device. Within the System Configuration Objects list, access panels have the leftmost entries, sorted alphabetically. For a specific access panel, a device connected to it is listed below and indented to the right. Each device connected to those devices is listed below them and further indented. By contrast, all subentries of the Map list are on the same hierarchical level, since they are all of the same type (i.e., maps). Map list entries are sorted alphabetically.

Each type of entry is identified by a graphic or icon. These include but are not limited to:

Map Icons



Icon	Indicates
	Access Panel
	Account Zone
	Action Group
	Alarm Input
	Alarm Mask Group
	Alarm Output
	Alarm Output Group
	Alarm Panel
	Anti-Passback Area
	Camera Group
	CCTV Camera
	CCTV Monitor
	Door
	Fire Device

Icon	Indicates
	Fire Input/Output
	Fire Panel
	Function List
	Hazardous Location
	Input Group
	Intercom Exchange
	Intercom Station
	Intrusion Area
	Intrusion Panel
	Intrusion Zone
	Map
	Matrix Switcher
	Offboard Relay
	Offline Lock Panel
	Onboard Relay
	Output Group
	Personal Safety Panel
	Reader
	Reader Group
	Receiver
	Receiver Account

Icon	Indicates
	Safe Location
	Video Server

Note: For a complete list of icons open MapDesigner, select **Edit > Icon Library**. Click the Icon tab/form

You can expand and collapse the Map and System Configuration Objects lists by using the following symbols:

Symbol	Indicates
	“Plus” sign. Click this symbol to expand the selected entry to its previous state. For example, if an entry was completely expanded prior to being collapsed, clicking on this button will completely expand the entry again.
	“Minus” sign. Click this symbol to collapse all sublevels of the selected entry.

Procedures

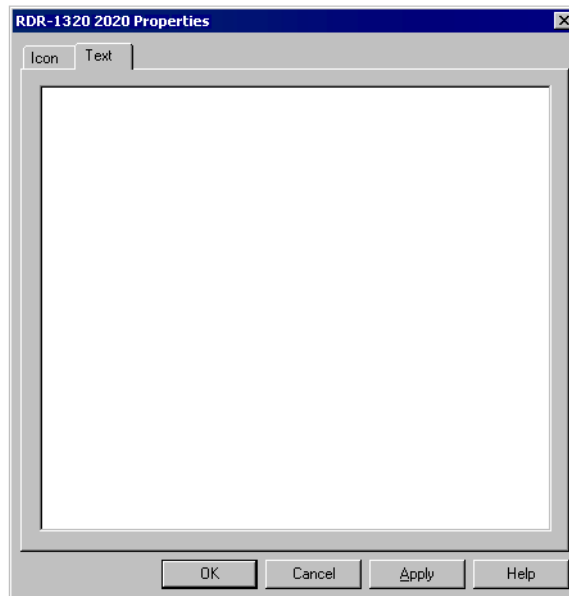
Chapter 3: Create and Print a Map

The Font, Map Element Properties, and Print Preview windows are used to create and print maps.

Map Element Properties Folder - Text Form

The Map Element Properties folder/window contains the Icon and Text forms/tabs. The Icon form/tab is used to assign a map icon or icon group to a map element. To learn about the fields and buttons available on the Icon tab refer to [Map Element Properties Folder - Icon Tab](#) on page 39.

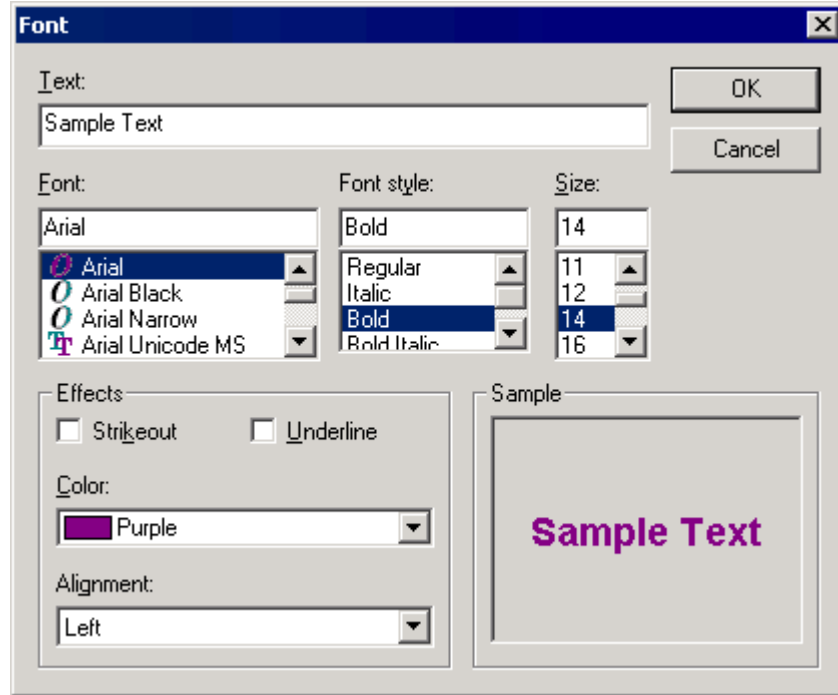
The text form/tab is used to enter customized text for map elements.



Field or button	Description
Text area	Enter customized text here, up to 2000 characters. To edit text, right-click and select any of the options (cut, copy, paste, delete, select all, undo text changes).
OK	Saves changes made on all the forms/tabs and closes the dialog.
Cancel	Exits the window without saving any text changes.
Apply	Applies the changes to current map but does not close the Map Element Properties window.
Help	Display online help for this topic.

Font Window for Text Boxes

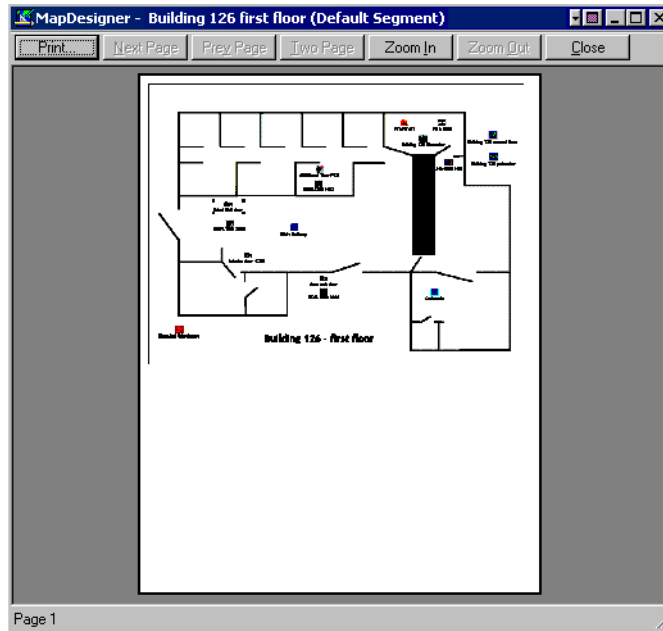
The Font window for text boxes is slightly different than the Font window for labels.



Field or button	Description
Text	Enter the text you want to display on the map.
Font	Lists fonts available on your computer. Select the font in which to display the text.
Font style	Specify a style for the selected font. Choose Regular, Bold, Italic, or a combination of these. Different fonts have different options available.
Size	Choose the character size, measured in points. The larger the number, the larger the characters will be.
Strikeout	Puts a horizontal line through text in the Text field.
Underline	Underlines text in the Text field.
Color	Choose a text color.
Alignment	Choose the way the text is positioned within the text box. You can select left, center, or right.
Sample	Displays part or all of the text you enter in the Text field and its attributes.
OK	Closes the Font window and inserts the text box on the map.
Cancel	Closes the Font window and cancels your changes.

Print Preview Window

Because the Print Preview window is used in other applications, some of the window's buttons are not relevant for MapDesigner.



Field or button	Description
Print	Opens the Print window from which you can set print attributes and print the map.
Next Page	This button is not used in the MapDesigner application.
Prev Page	This button is not used in the MapDesigner application.
Two Page	This button is not used in the MapDesigner application.
Zoom in	Magnifies the map. There are three levels of magnification/demagnification.
Zoom out	Demagnifies or reduces the map. There are three levels of magnification/demagnification.
Close	Closes the Print Preview window.
Preview area	Displays the current map. You can change the displayed view by clicking the [Zoom In] or [Zoom Out] buttons.

Create a Map - Process Summary

The process of creating an access control system monitoring map is simple and straightforward. Just follow the steps listed below. Refer to the associated procedures for detailed instructions.

1. Create a background.
2. Log into MapDesigner. You will automatically be in “new map” mode. For more information, refer to [Log In/Out of MapDesigner](#) on page 19.
3. Load a background (into the Map window).
4. **Optional** - Resize a background.
5. Place map elements on a background. *Map elements* are map icons with labels that represent access control hardware or anti-passback areas.
6. **Optional** - Customize text for map elements.
7. **Optional** - Add text boxes.
8. Save a new map.

Note: Procedures to Preview and Print a map are also provided in this chapter.

Procedures to Create A Map

Create a Background

Each map uses a background as its foundation. A *background* is a graphic file that contains a blueprint or map of a facility or area. If such a file doesn't exist, you can create one on paper and scan it into the network or you can create it using a graphics or paint software program.

Important: You cannot use MapDesigner software to create a map background.

GIF files are not supported.

The access control system supports the following image formats:

File Format Description	File Extension(s)
Adobe Photoshop	PSD
AutoCAD DXF	DXF
CALS Raster	CAL
Encapsulated Post Script	EPS

File Format Description	File Extension(s)
Fax/Delrina WinFax	FAX
GEM/Ventura IMG	IMG
IBM IOCA (Image Object Container Architecture) (first page supported only)	ICA
JPEG/JIFIF File Interchange Format	JPG, JIF
Kodak Photo CD	PCD
Kodak FlashPix	FPX
Lead	CMP
Macintosh PICT	PCT
Mac Paint	MAC
Microsoft Paint	MSP
Portable Network Graphics (GIF replacement)	PNG
Targa	RAS, TGA
TIFF (Tagged Image File Format)	TIF, MPT
Windows Bitmap	BMP, DIB
Windows Metafile	EMF, WMF
WordPerfect Graphic	WPG
Zsoft PCX/DCX	DCX, PCX

Load a Background

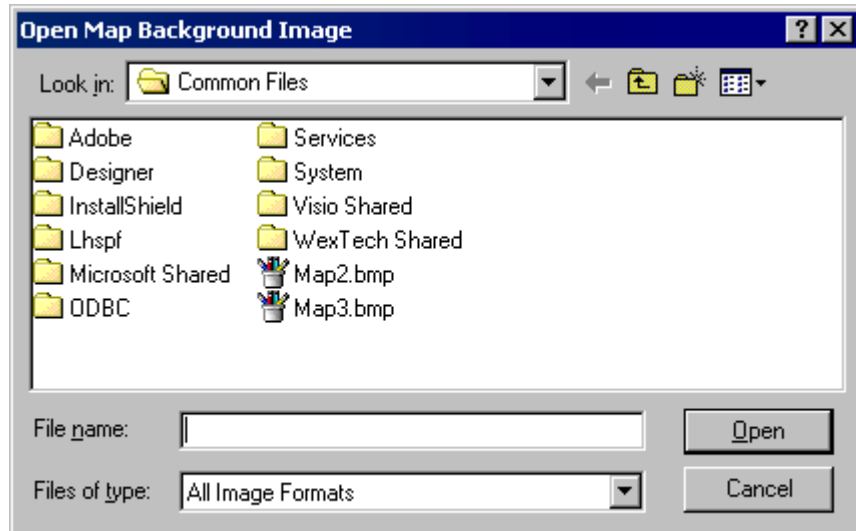
When you load a background you insert its graphic file into the Map window.

1. To load a background for a new map or to replace the background of an existing map, do one of the following:

Toolbar shortcut



- Click the Background toolbar button.
 - Select **New** from the **Map** menu.
2. If you are using a segmented database, you will be prompted to select a segment to associate with the map.
 3. The Open Map Background Image window displays.



4. Use the **Look in** drop-down list and adjacent buttons to navigate to the drive and directory of your choice. Then select the background.
5. Click the [Open] button, or double-click the filename to insert the selected image into the Map window.

Resize a Background

You can change the size of the background image within the Map window.

1. Position the mouse pointer over the black, square dot located in the lower right corner of the box that surrounds the image. You may need to use the scroll bars to locate the black, square dot.



Double-headed arrow



2. The pointer becomes a double-headed arrow. Click and drag to simultaneously change the width and height of the image. The aspect ratio (relationship between height and width) is maintained when you resize the image.
3. Release the mouse button when the background reaches the desired dimensions.
4. If you add map elements and text boxes before you resize the background, the map elements and text boxes automatically move to maintain their relative positions on the map. However, they are NOT resized.

Place Icons on a Background

Once you have loaded a background into the Map window, you can place icons representing access control system hardware components, areas, or action groups on the background.

1. Open a map. For more information, refer to [Display a Map](#) on page 26.
2. Expand the Map list and the System Configuration Objects list. For more information, refer to [Map and System Configuration Object Lists](#) on page 22.
3. Click and drag map icons from the List window to the Map window. Place the icons in positions corresponding to the physical locations of the hardware component or area.
4. If the icon does not exist in the system configuration objects list you must configure it in System Administration and associate the device or area with the same segment as your map is associated with.
 - For procedures on defining a device or area search for the device name or search for anti-passback areas in the System Administration User Guide or help file.
 - After the device or area is defined in System Administration, select **Administration > Download Entire System**. When you open MapDesigner the device should be listed in the System Configuration Objects list.
 - If MapDesigner is already open refresh the view by selecting **Refresh Tree** from the **View** menu.
5. Once an icon is placed on the map, you cannot drag it off the map. To remove it, you must follow the [Delete Map Items](#) procedure on page 44.
6. You can also link maps together by placing map icons on your map. In Alarm Monitoring when an Operator clicks the map icon a new map displays. This is useful in situations where you have both a general facility map and more detailed maps of areas within the facility. Someone using Alarm Monitoring can display the first map and if necessary view a more detailed map by clicking the map icon.



Customize Text for Map Elements

Customized text, up to 2000 characters, can be added to a map element. This text displays in Alarm Monitoring maps as a tool tip.

1. Display a map in MapDesigner.
2. Right-click a map element and select **Properties**.
3. The map element properties window displays. Click the Text tab/form. For information about the fields and buttons available on the Map Element Properties Window, refer on page 29 at the beginning of this chapter.
4. Enter up to 2000 characters of text.

Note: You can right-click the text to cut, copy, paste, delete, select all, and undo text changes.

5. Click the [OK] button.
6. Save the map.

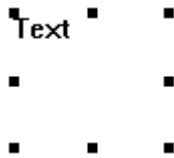
Add Text Boxes

You can add text boxes anywhere on a map and each box can contain any information you want. All text boxes are formatted the same.

Toolbar Shortcut



1. Click the Text toolbar button or choose **Insert Text** from the **Edit** menu
2. Position the mouse where you wish to add text, then click and drag to create a text box shown below.



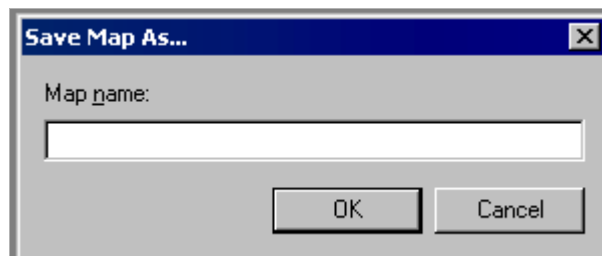
3. As soon as you release the mouse, the Font window displays. For more information, refer to [Font Window for Text Boxes](#) on page 30.
4. In the **Text** field, enter the text you want to place on the map.
5. Choose any text characteristics you want. Keep in mind that color is especially important. For example, white text will not be visible on a white background.
6. Click the [OK] button to close the Font window.

Save a New Map

Toolbar Shortcut



1. To save a new map, do one of the following:
 - Click the Save toolbar button.
 - Choose **Save As** from the **Map** menu.
2. The Save Map As window displays. Enter a descriptive map name of up to 255 characters (you can use spaces).



Notes: Each map must have a unique name. If you attempt to save a map using the name of an existing map, the following error message appears:



Click [OK] to close the error message.

Repeat steps 1 and 2, entering a unique name for the map.

3. Click the [OK] button to close the Save As window. The map name is added to the Map list.

Preview a Map

You can view a map prior to printing it.

1. With a map displayed in the Map window, choose **Print Preview** from the **Map** menu.
2. The Preview window displays. To view the Print Preview window, refer to on page 31 at the beginning of this chapter.
3. The map resizes to fit the window, while maintaining its width-to-height ratio.
4. Because the Preview window is used in other applications, some of the window's buttons are not relevant for MapDesigner. The buttons that are useful for map preview are described below.
 - [Print] - opens the Print window, from which you can print or set print attributes (refer to the "Print a Map" procedure).
 - [Zoom In] - magnifies the map and page images within the window. There are three zoom states (levels of magnification).
 - [Zoom Out] - reduces the map and page images within the window. There are three zoom states (levels of magnification).
 - [Close] - closes the Preview window.

Print a Map

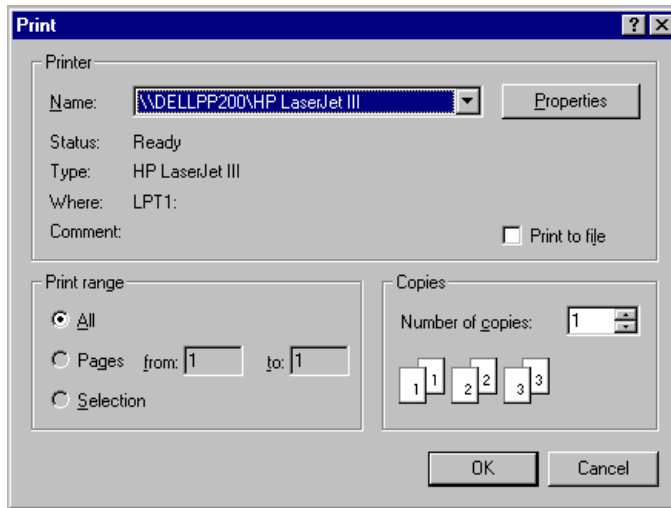
There are four ways to print a map.

1. From within the MapDesigner window, do one of the following:

Toolbar Shortcut



- Click the Print toolbar button.
 - Choose **Print** from the **Map** menu.
 - Press <Ctrl> + <P> on your keyboard
 - Click the [Print] button from within the Preview window
2. A standard Print window displays. Refer to your Windows user documentation if you need assistance. Note that each map has only one page to print.



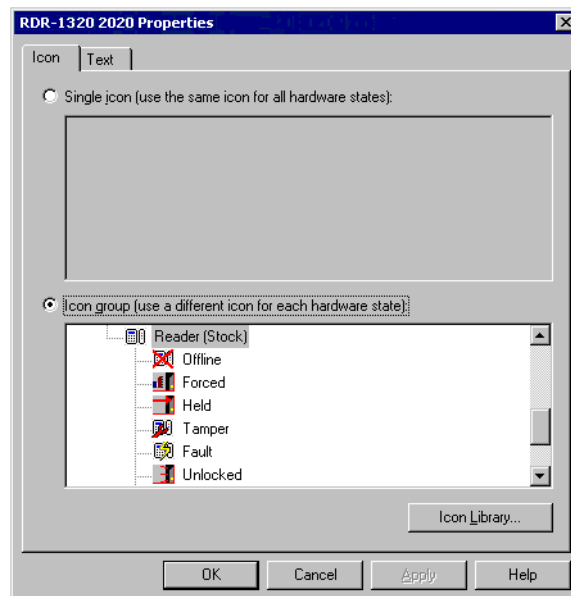
3. Select print characteristics.
4. Click the [OK] button to print the map.

Chapter 4: Modify Existing Maps

The Map Element Properties folder/window and the Font window is used when modifying existing maps.

Map Element Properties Folder - Icon Tab

The Map Element Properties folder/window contains the Icon and Text forms/tabs. The Icon form/tab is used to assign a map icon or icon group to a map element. The text form/tab is used to enter customized text for map elements. For information on the Text form/tab, refer to [Map Element Properties Folder - Text Form](#) on page 29.

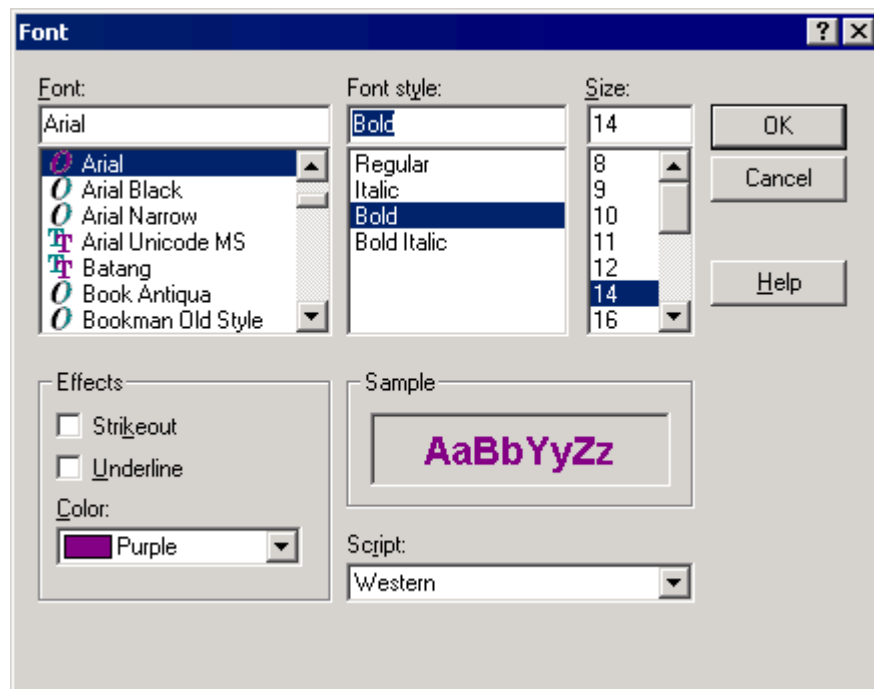


Field or button	Description
Single icon (use the same icon for all hardware states):	Displays individual icons to represent the associated hardware, regardless of its state.
Icon group (use a different icon for each hardware state):	Displays icon groups which contain icons to represent different states of the associated hardware.
Icon Library	Launches the Map Icon Library window which allows you to add/modify/delete custom map icons and icon groups. The Icon Library window is also used to select which icon or icon group will be automatically assigned to a newly inserted map element.
OK	Saves changes made on all the forms/tabs and closes the dialog.

4: Modify Existing Maps

Field or button	Description
Cancel	Exits the window without saving any of the icon/icon group selections. However, the changes made in the Icon Library folder/window (launched by pressing the [Icon Library] button) will not be cancelled.
Apply	Applies the changes to current map but does not close the Map Element Properties folder/window.
Help	Display online help for this topic.

Font Window for Labels



Field or button	Description
Font	Lists fonts available on your computer. Select the font in which to display the text.
Font style	Specify a style for the selected font. Choose Regular, Bold, Italic, or a combination of these. Different fonts have different options available.
Size	Choose the character size, measured in points. The larger the number, the larger the characters will be.
Strikeout	Puts a horizontal line through the label.
Underline	Underlines the label.
Color	Choose a label color.

Field or button	Description
Script	Determines the style of writing.
Sample	Displays part or all the label attributes.
OK	Closes the Font window and applies the font changes.
Cancel	Closes the Font window and cancels your changes.
Help	Displays online help information.

Procedures to Modify Existing Maps

Load an Existing Map

For more information, refer to [Display a Map](#) on page 26.

Replace An Existing Background

For more information, refer to [Load a Background](#) on page 33.

Select Map Components

Text boxes are blocks of text add to a map. A map element is a map icon and its label.

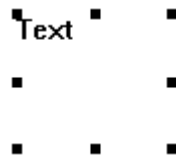
There are several ways to select individual or multiple items (text boxes and map elements). Once an item is selected you can delete, move, resize, and edit its properties. Once multiple are selected you can delete or move all the items in the group simultaneously.

- To select one item and deselect everything else click the item.
- To select multiple items click and drag (just like drawing a text box) over multiple items.
- <Ctrl> + clicking a specific item alternates between selecting and deselecting that item WITHOUT affecting any other selection.
- To deselect everything click an empty space.

Change the Size of Text Boxes

Note: Do not confuse changing text boxes with changing map element labels. These procedures apply to text boxes only.

1. Select a text box. For more information, refer to [Select Map Components](#) on page 41.
2. Position the mouse over one of the square black dots (*handles*) that border the text box. Notice handles are black in color so they won't be visible over a black background.



Double arrow
↔

- a. The pointer becomes a double arrow. Click and drag the box to resize it.

Note: As you adjust the text box size the *word wrap* feature may place words on multiple lines. However, individual words may be *truncated, cut* off, if they do not fit the box. The alignment you chose in the Font window may also be a factor.

Change the Content and Font Attributes of Text Boxes

Note: Do not confuse changing text boxes with changing map element labels. These procedures apply to text boxes only.

1. To change text content and font attributes. Do one of the following:
 - Double-click the text box to display the Font window.
 - Select the text box then select **Properties** from the **Edit** menu.
 - Right-click the text box, then select **Properties**.
 - Select the text box then press <Alt> + <Enter>.
2. The Font window displays. Edit the text and font attributes. For more information, refer to [Font Window for Labels](#) on page 40.

Move Text Boxes and Map Elements

4-headed arrow



Position the mouse pointer over the text box or map element. When the pointer becomes a 4-headed arrow click and drag the item to its new location.

Change the Appearance of Map Element Labels

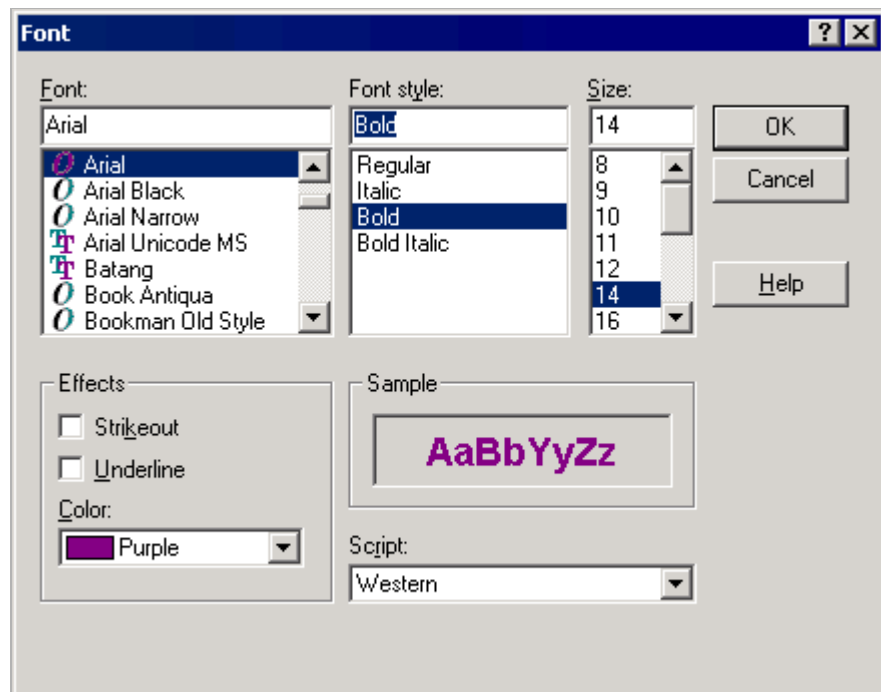
Map element label



Building 126 Second Floor

When you modify the appearance of labels, the change is global. This means that unlike text boxes, all map element labels on the map will change.

- To change label characteristics, do one of the following. It's not necessary to first select a map element.
 - Select the **Change Label Font** option from the **Edit** menu
 - Right-click anywhere on the map. Then select the **Change Label Font** choice from the popup menu.
- A Font window (somewhat different from the text box Font window) displays:



- Select the font characteristics (font name, color, size, style, and effects) you want.
- Click the [OK] button to close the Font window. The map displays the characteristics you selected.

Change a Map's Name

1. To change the name you've assigned to a map, highlight the current name in the Map list.
2. Do one of the following:
 - Choose **Rename** from the **Map** menu.
 - Press <spacebar> on your keyboard.
3. Enter the new name.

Save an Existing Map

If you make changes to an existing map (one that has already been saved) and you want to save it using the existing map name do one of the following:

- Click the Save toolbar button.
- Choose **Save** from the **Map** menu.
- Press <Ctrl> + <S> on your keyboard

To save the map using a different name choose **Save As** from the **Map** menu. Both map names display in the Map list.

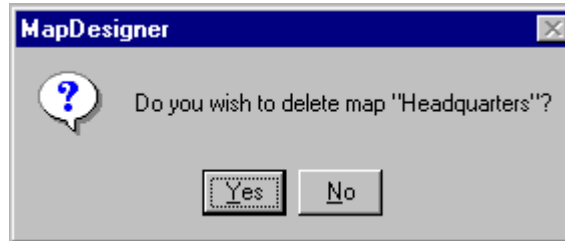
Delete Map Items

You can delete individual or multiple items (map elements and/or text boxes) on a map.

1. Select the item(s) you wish to delete.
2. Do one of the following:
 - Right-click, then select **Delete** from the popup menu.
 - Choose **Delete** from the **Edit** menu.
 - Press <Delete> on your keyboard.
3. The item is removed from the map. You will **not** be warned first.



Delete a Map

1. Select the name of the map in the Map list of the List window.
2. Do one of the following:
 - Choose **Delete** from the **Edit** menu.
 - Press <Delete> on your keyboard.
3. The status bar indicates “Deleting map” and a window similar to the one below displays.



4. Click the [Yes] button. The map name is removed from the Map list.

Chapter 5: Manage Map Icons and Icon Groups

MapDesigner has the ability to graphically represent the current state of a hardware device. For example, the map element for an alarm output can be set up so its icon changes from  to  when the state of the output device goes from active to normal.

This is done in MapDesigner by assigning multiple map icons to the map element, one icon per possible device state. (Alarm Monitoring displays only one icon at a time for a device. When multiple states are active, it will display the icon for the highest priority state, using the priority scheme shown on the table below.)

The set of possible graphical device states depends on the device type (hence map element type). Refer to the table below for examples of map element types and their device states.

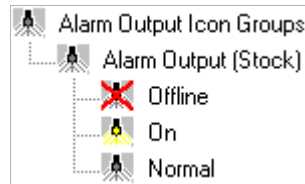
Note: For a complete list of map element types and their device states open MapDesigner, select **Edit > Icon Library**. Click the Icon Groups tab/form.

Map Element Status Options

Map element type	Device state(s) in order of priority
Access Panel	Offline, Tamper, Power Failure, Normal
Alarm Input	Offline, Active, Fault, Masked, Normal
Alarm Mask Group	Offline, Normal
Alarm Output	Offline, On, Normal (Off)
Alarm Panel	Offline, Tamper, Power Failure, Normal
Function List	Offline, Normal
Input Group	Normal
Map Link	Normal
Output Group	Normal
Reader	Offline, Forced, Held, Tamper, Fault, Unlocked, Locked, Power Failure, Masked, Normal
Reader Group	Normal (<i>Icon Groups not applicable.</i>)
Text	None (<i>Neither Icons nor Icon Groups are applicable.</i>)

Map Icon Groups

Multiple map icons are assigned to a map element as map icon groups. Each map icon group has a name, an associated map element type and one icon per each device state. For example, the device for an element of type Alarm Output can have three graphical states: Normal, Offline, and On. The stock icon group for Alarm Output elements has the following icons:



Note: *Stock icons* and *stock icon groups* are those icon/icon groups, which ship with the access control system and cannot be renamed, modified or deleted. (The database upgrade installs one normal-state stock icon per each map element type and one stock icon group per each device map element type). Custom icons and icon groups are created by MapDesigner users and can be modified/deleted. A *default icon/icon group* is a stock or custom icon/icon group that MapDesigner automatically assigns to a newly inserted map.

Map Icon Group Procedures

Assign a Map Icon Group to a Map Element

When you assign a map icon group to a map element, Alarm Monitoring operators that view a map will see a different icons for the same map element, depending on the state of the device/map element. For example the icon for a reader when it is offline will be different than the icon for the same reader when it is masked.

Note: This procedure does not apply to anti-passback areas, input or output groups, reader groups or links to other maps. Only one icon can be assigned to these types of elements.

1. Launch the Map Element Properties dialog by right-clicking the element and selecting **Properties**.
2. Select the **Icon group (use a different icon for each hardware state)**: radio button.
3. Choose an icon group.

Note: Both stock (default) and customized groups for the type of map element you are editing will be listed.

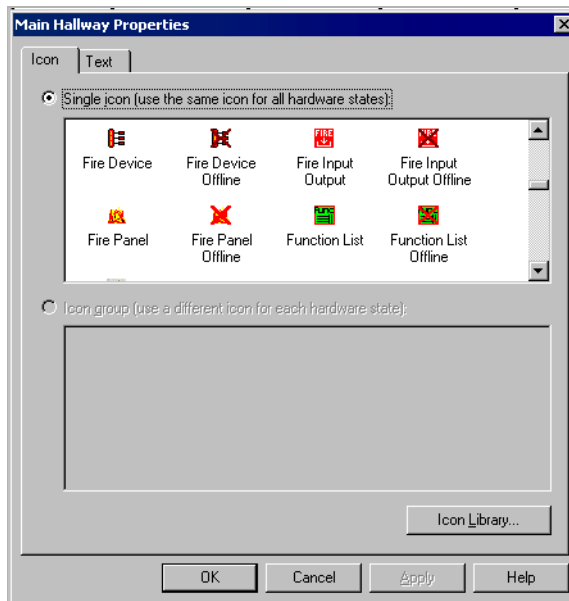
4. Click the [OK] button.

Assign a Single Map Icon to a Map Element

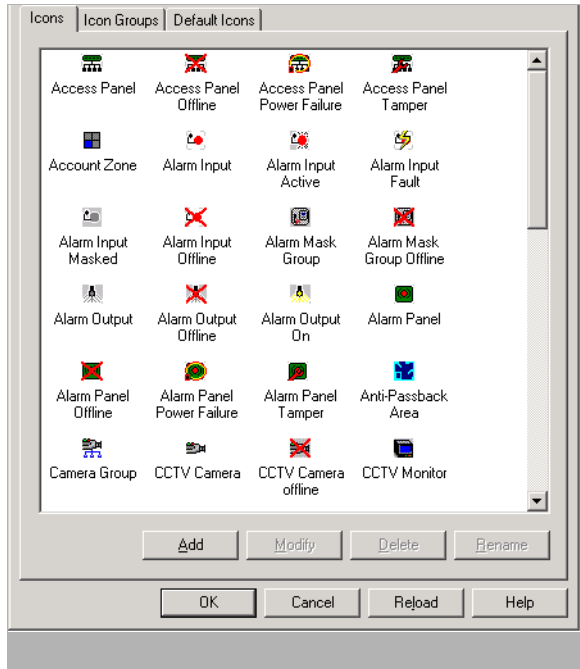
When you assign a single map icon to a map element, Alarm Monitoring operators that view a map will see the same icon for a map element, regardless of the state of the device/map element.

Note: “ALARM” still flashes above the element when it is in alarm state but the icon itself does not change.

1. Launch the Map Element Properties dialog by right-clicking the element and selecting **Properties**.
2. Select the **Single icon (use the same icon for all hardware states)**: radio button.
3. Choose an icon from the lists of icons.



Map Icon Library Folder



Functions:

- Manage map icons, icon groups, and default icon / icon group assignments to newly inserted map elements.

Displayed by:

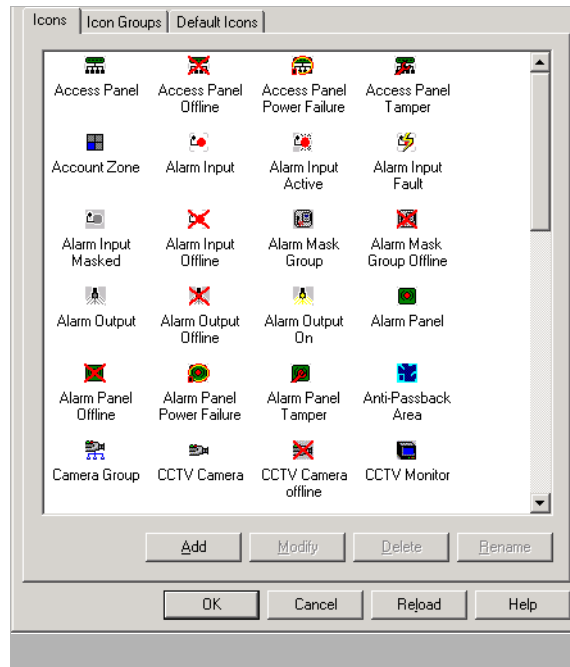
- Selecting **Icon Library** from the **Edit** menu.

Map Icon Library Window

Form element	Comment
OK	Saves changes made on all the forms/tabs closes the dialog.
Cancel	Closes the dialog, aborting any changes made in all the forms/tabs.
Reload	Reloads the icon library (all the icons, icon groups and the default icon configuration) from the database, aborting any changes made in the forms/tabs since the last time the Map Icon Library window was brought up.
Help	Displays online help for this topic.

Note: To see changes to the icon library made by other workstations press the [Reload] button in this dialog or exit and re-launch MapDesigner.

Map Icon Library Folder - Icons Form



Functions:

- Add/modify/delete custom map icons.

Displayed by:

- Selecting **Icon Library** from the **Edit** menu.

Map Icon Library Window

Icons form

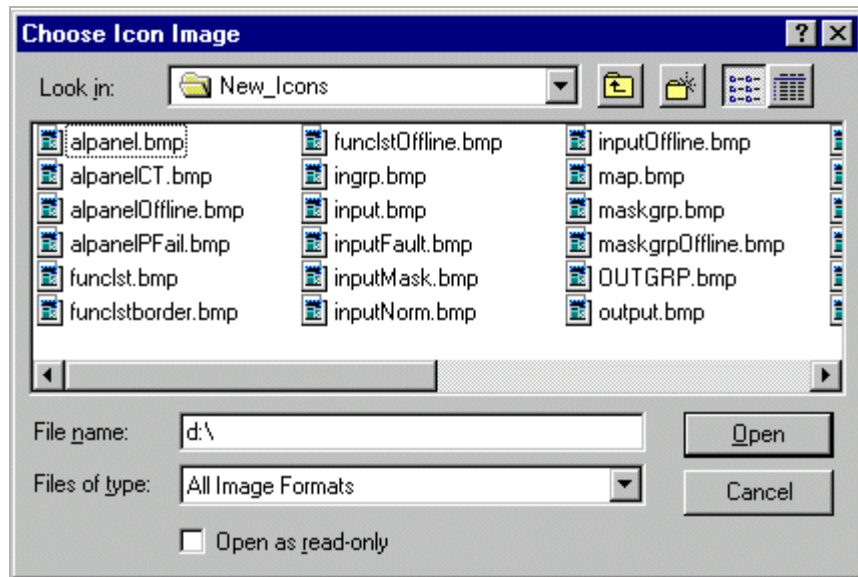
Form element	Comment
Display window	Lists icons currently available.
Add	Adds a new icon.
Modify	Changes the image for an icon.
Delete	Removes an icon.
Rename	Changes the name of an icon.

Note: Changes are not written to the database until you click the [OK] button.

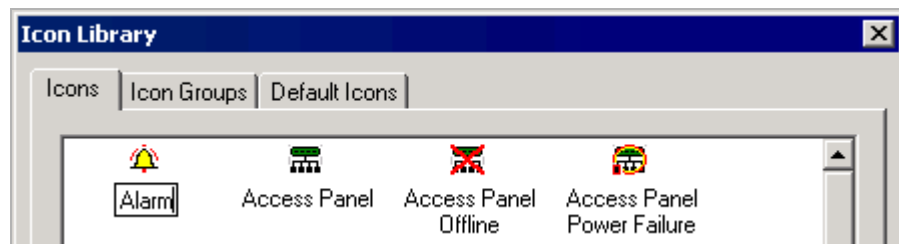
Icons Form Procedures

Add a Custom Icon

1. Display the Icon Library window by selecting **Icon Library** from the **Edit** menu.
2. Click the [Add] button.
3. The Choose Icon Image window displays. Navigate to your new image and select it.



4. Click the [Open] button. The icon is inserted into the icon list and requires you to type in a unique icon name. In the example below, an icon in the shape of a bell is added.



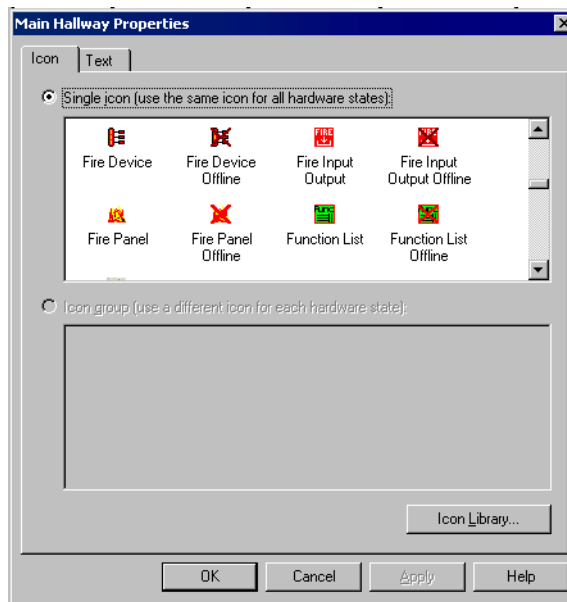
5. Type in the name for the new icon. In the example above, the new icon is named "Alarm".

Note: You cannot assign a name that already exists. If you want to replace the image of a custom icon or change the name of its label, refer to [Modify or Delete Custom Icons](#) on page 53. It is not recommended that you change the image or label of a stock icon.

Modify or Delete Custom Icons

You can modify and delete any graphic map element you create as well as rename its label.

1. Do one of the following:
 - Right-click a map element and select **Properties**.
 - Select a map element and select **Properties** from the **Edit** menu.
2. The Map Element Properties folder/window displays. Click the [Icon Library] button.



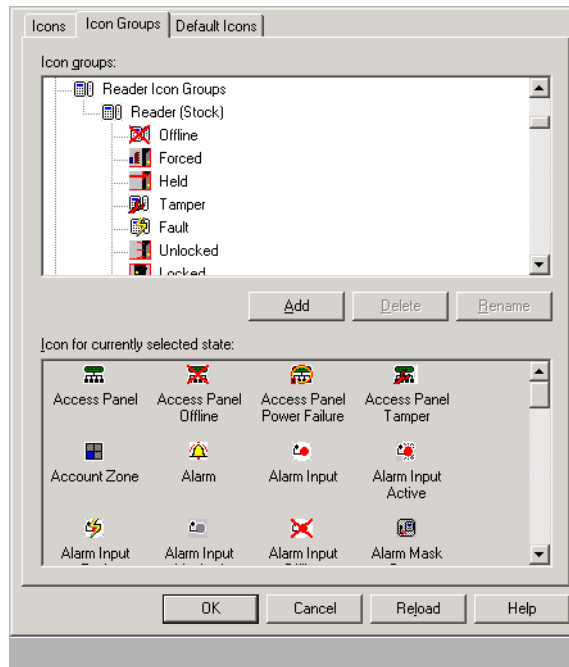
Note: Although all graphics appear to be of equal size on the Icon form, they display **at their original size** when placed on the map. For this reason, it is recommended that any icon you add be no smaller than 10 x 10 pixels and no larger than 30 x 30 pixels. The default icon provided with MapDesigner average approximately 20 x 20 pixels.

3. The Icon Library folder/window displays. In the Icon Library form/window you can perform the following:
 - **Add an icon.** Clicking the [Add] button displays a window from which you can select a graphic file to use as a map icon. Select the graphic and click the [Open] button. The image is replaced and the cursor flashes in

the label field. Enter a label for the icon and press <Enter>. For more information, refer to [Add a Custom Icon](#) on page 52.

- **Modify an icon.** Clicking the [Modify] button after you select an icon displays a window from which you can select a new graphic file. Select the graphic and click the [Open] button. The image is replaced.
- **Delete an icon.** Selecting the [Delete] button after you select an icon removes it from the database. No warning message displays.
- **Change a label.** Clicking the [Rename] button after you select an icon highlights the icon label. Enter the new label name and press <Enter>.

Map Icon Library – Icon Groups form



Functions:

- Allows you to add/modify/delete custom map icon groups.

Displayed by:

- Selecting **Icon Library** from the **Edit** menu and clicking the Icon Groups form/tab.

Map Icon Library Window

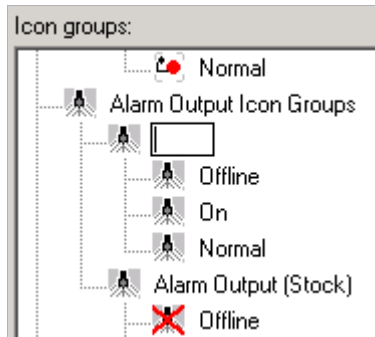
Icon Groups form

Form element	Comment
Display window	Lists all the map icon groups in the system in a hierarchical tree-like fashion. The root (left-most) level lists each map element type with its stock icon displayed to the left of its name. Each map icon group for a specific map element type is listed in a sub-tree off of that map element type with its normal state icon displayed to the left of its name. Each possible graphical device state for a group's associated map element type is listed in a leaf node off of the group node in the order of priority Alarm Monitoring uses when determining which icon to show for the current device state. The icon for a device state is displayed to the left of its name.
Icon for currently selected state	Lists all icons currently defined to the system. When the device state for a custom icon group is selected in the icon groups tree above it allows you to assign which icon is to be used for that state. Otherwise it is disabled out, as shown above.
Add	Add a new icon group.
Delete	Remove an icon group.
Rename	Change the name of an icon group.

Icon Groups Form Procedures

Add a Custom Icon Group

1. Display the Icon Groups form by selecting **Icon Library** from the **Edit** menu and clicking the Icon Groups form/tab.
2. Select the group in which you wish to add a custom icon group.
3. Click the [Add] button.
4. A new group is added with the stock icon. Type in a unique group name.



5. Click the [OK] button.
6. If you want to assign different icons to the various device/element states, re-open the Icon Groups form by selecting **Icon Library** from the **Edit** menu and clicking the Icon Groups form/tab.

7. Navigate to the custom icon group you just created.
8. Select the “old” device/element status icon.
9. In the **Icon for currently selected state** listing select the new graphic.
10. Repeat step 9 for each device/element state.

Note: Changing the icon for the normal device state also changes the icon shown to the left of the icon group name in the icon groups tree.

Rename a Custom Icon Group

Stock icon groups cannot be renamed.

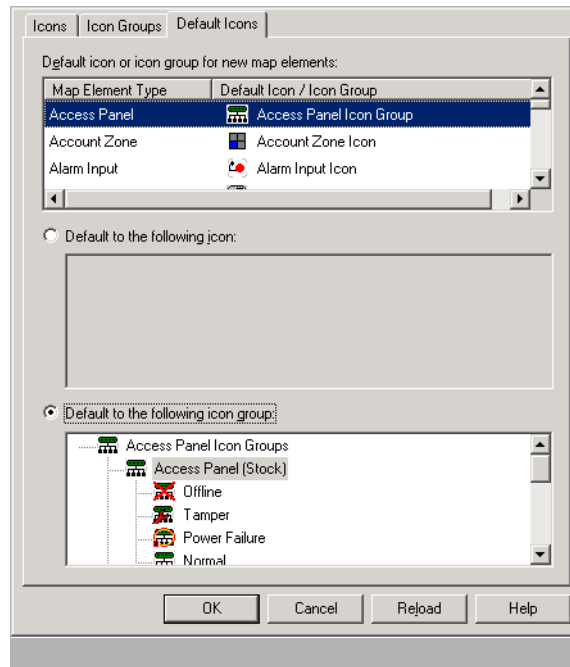
1. Display the Icon Groups form by selecting **Icon Library** from the **Edit** menu.
2. Select the icon group to be renamed.
3. Click the [Rename] button.
4. Type in the new name for the icon group.
5. Click the [OK] button.

Delete a Custom Icon Group

Stock icon groups cannot be deleted.

1. Display the Icon Groups form by selecting **Icon Library** from the **Edit** menu.
2. Select the icon group(s) you wish to remove.
3. Click the [Delete] button.
4. The icon group is removed without prompting for confirmation.
5. Click the [OK] button. The icon group is deleted from the database, and the Map Icon Library window closes.

Map Icon Library Folder - Default Icons Form



Functions:

- MapDesigner lets you configure which icon or icon group is to be automatically assigned when inserting a new map element of a specific type into a map. This configuration is stored in the database and is global to the system (i.e. it is for all maps and all MapDesigner users).

Displayed by:

- Selecting **Icon Library** from the **Edit** menu and clicking the Default Icons form/tab.

Map Icon Library Window

Default Icons form

Form element	Comment
Default icon or icon group for new map elements:	This section consists of two lists: Map Element Type , which lists the various elements that can appear on a map, and Default Icon / Icon Group , which lists its corresponding image.
Default to the following icon:	Choose default icons.
Default to the following icon groups:	Choose default icon groups.

Default Icons form Procedures

Select Default Map Icons and Icon Groups

Either a single icon or a icon group can be the default for any newly inserted map element of the following type: Access Panel, Alarm Input, Alarm Output, Alarm Mask Group, Alarm Panel, Function List, or Reader. To configure MapDesigner to automatically assign a map icon group to newly inserted elements of a particular type:

1. Display the Default Icons form by selecting **Icon Library** from the **Edit** menu and clicking the Default Icons form/tab.
2. Select that map element type in the **Default icon or icon group for new map elements** list.
3. Select the **Default to the following icon group**: radio button.
4. Choose an icon group and click the [OK] button.

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