

Entrava ImGate RMS

USER MANUAL

VER 1.0.32

LIST

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Sign In

© Sign In



Category : Sign In

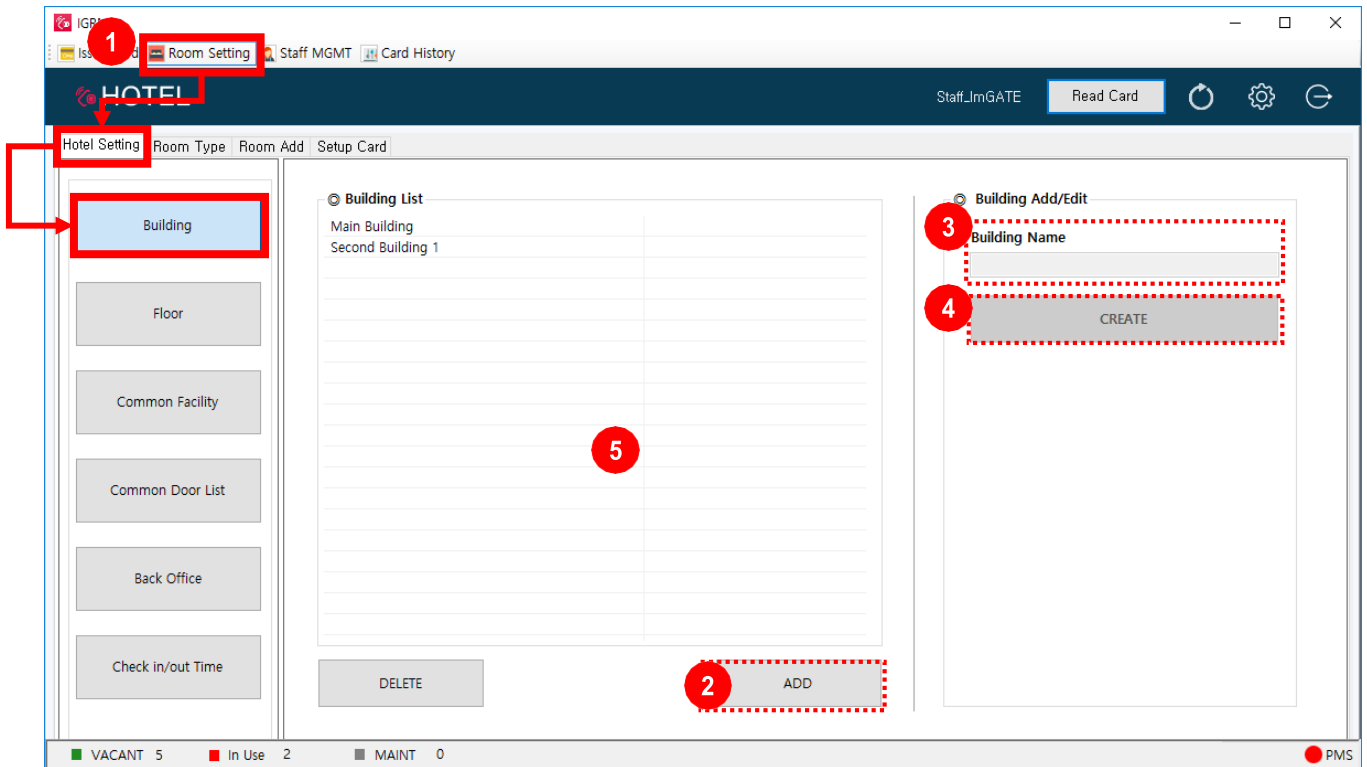
- ① Type ID / PW
- ② Click **[Sign In]** button

Room Setting

Hotel Setting

◎ Create building

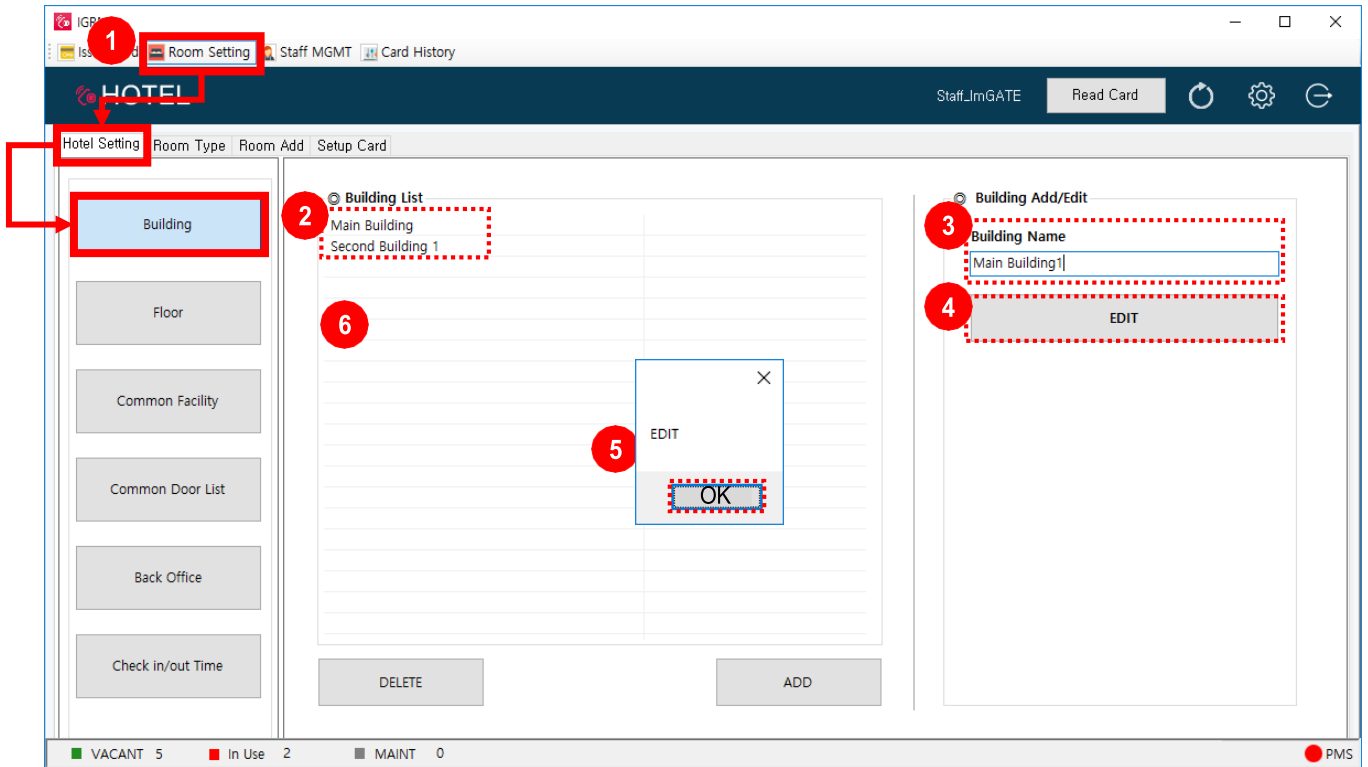
Category : Room setting ▶ Hotel Setting ▶ Building



- ① Room setting → Hotel Setting → Building
- ② Click [Add] button below 'Building list'
- ③ Type Building name in 'Building Name' section
- ④ Click [Create] button
- ⑤ Confirm the new added building in the list

◎ Edit Building

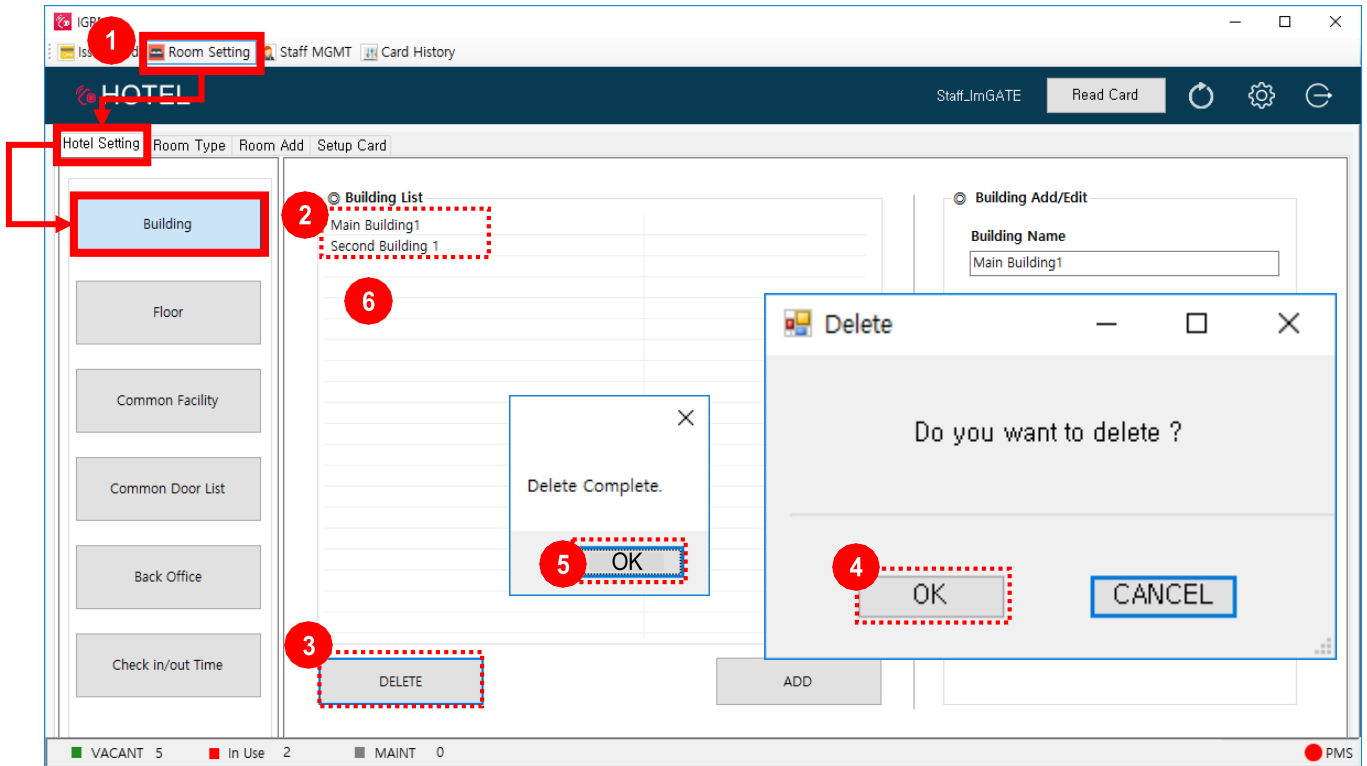
Category : Room setting ▶ Hotel Setting ▶ Building



- ① Room setting → Hotel Setting → Building
- ② Click building you want to edit from 'Building list'
- ③ Type new name in 'Building Name' section
- ④ Click [Edit] button
- ⑤ Click [OK] button on 'Edit' pop-up window
- ⑥ Verify the edited building name

🕒 Delete Building

Category : Room setting ▶ Hotel Setting ▶ Building



① Room setting → Hotel Setting → Building

② Click building you want to delete from 'Building list'

③ Click [Delete] button below 'Building list'

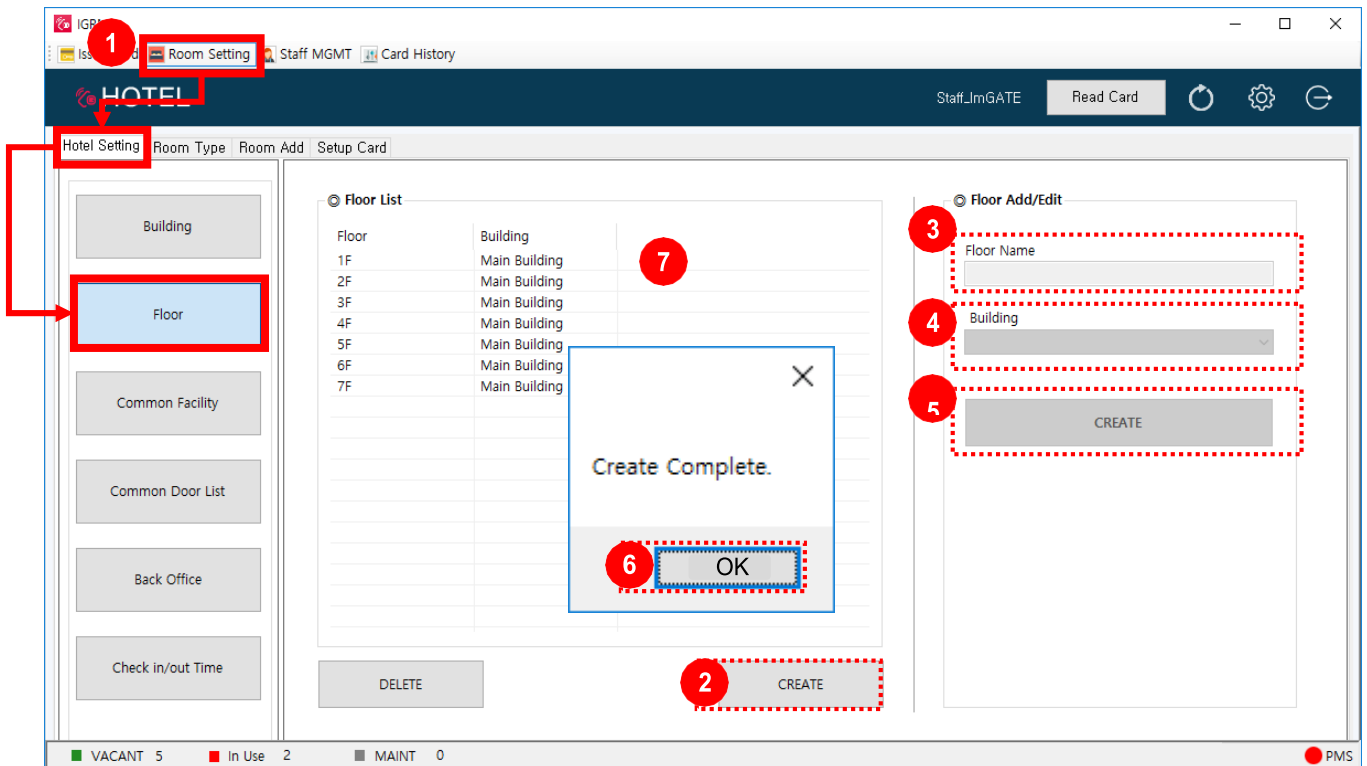
④ Click [OK] button on 'Delete' pop-up window

⑤ Click [OK] button on 'Delete Complete' pop-up window

⑥ Check deleted building in 'Building list'

◎ Create floor

Category : Room setting ▶ Hotel Setting ▶ Floor



① Room setting → Hotel Setting → Floor

② Click [Create] button below 'Floor list'

③ Type Floor name in 'Floor Name' section

④ Select building to create floor

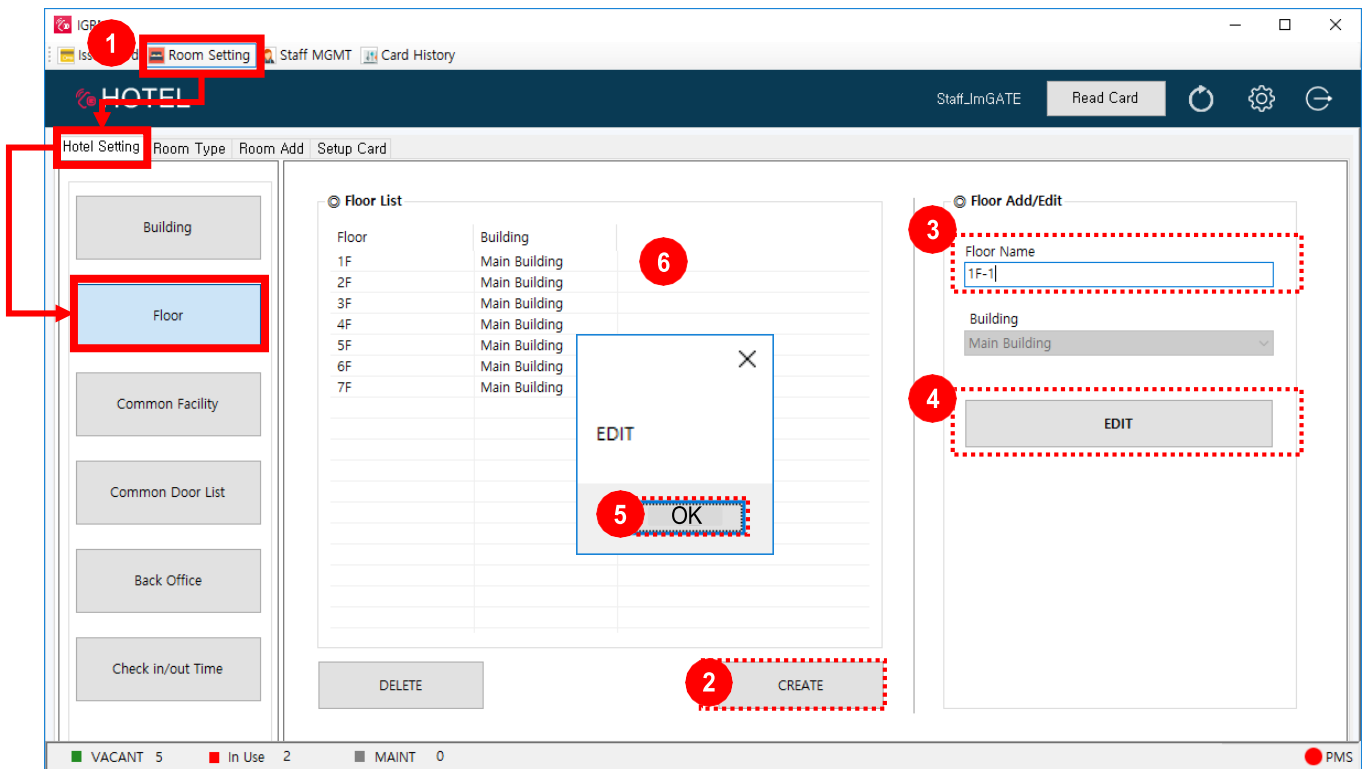
⑤ Click [Create] button

⑥ Click [OK] button on 'Create complete' pop-up window

⑦ Check new added floor in the list

◎ Edit Floor

Category : Room setting ▶ Hotel Setting ▶ Floor



① Room setting → Hotel Setting → Floor

② Click floor you want to edit from 'Floor list'

③ Type new name in 'Floor name' section

④ Click [Edit] button

⑤ Click [OK] button on 'Edit' pop-up window

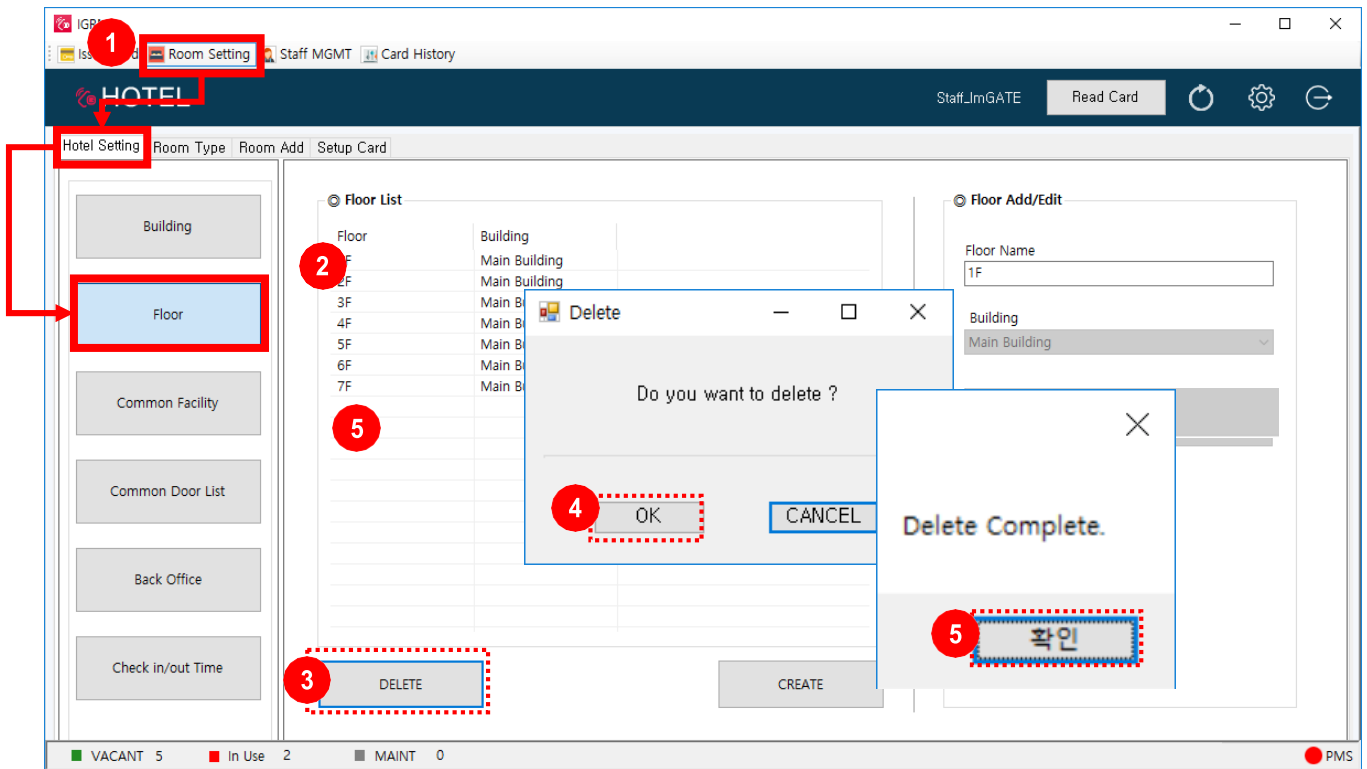
⑥ Verify edited floor name

* You can't change building name.

* If you need to change the building, delete all floors and repeat all steps above again.

◎ Delete Floor

Category : Room setting ▶ Hotel Setting ▶ Floor



① Room setting → Hotel Setting → Floor

② Click floor you want to delete from 'Floor list'

③ Click [Delete] below 'Floor list'

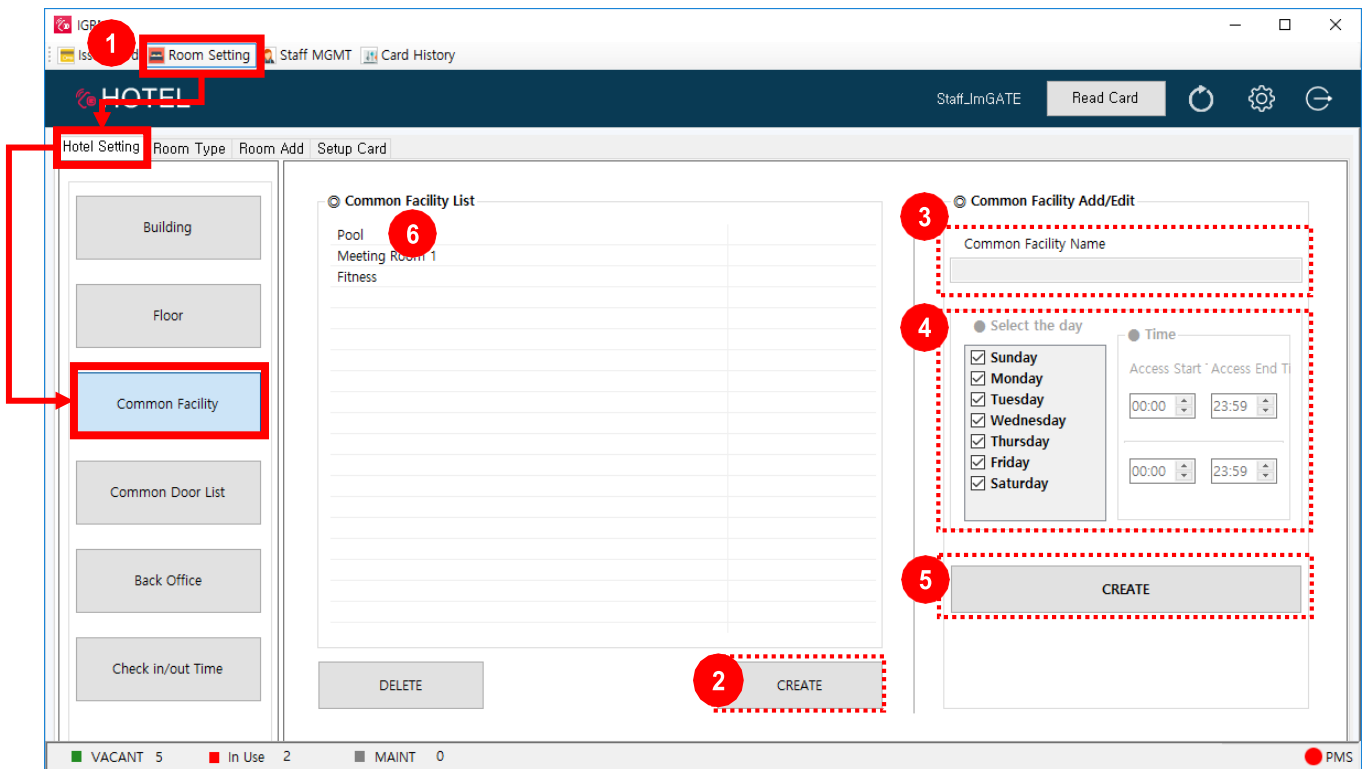
④ Click [OK] button on 'Delete' pop-up window

⑤ Click [OK] button on 'Delete Complete' pop-up window

⑥ Check deleted floor

◎ Create Common Facility

Category : Room setting ▶ Hotel Setting ▶ Common Facility



① Room setting → Hotel Setting → Common Facility

② Click [Create] button below 'Common Facility' list

③ Type Common Facility name in 'Common Facility Name' section

④ Select the day and time

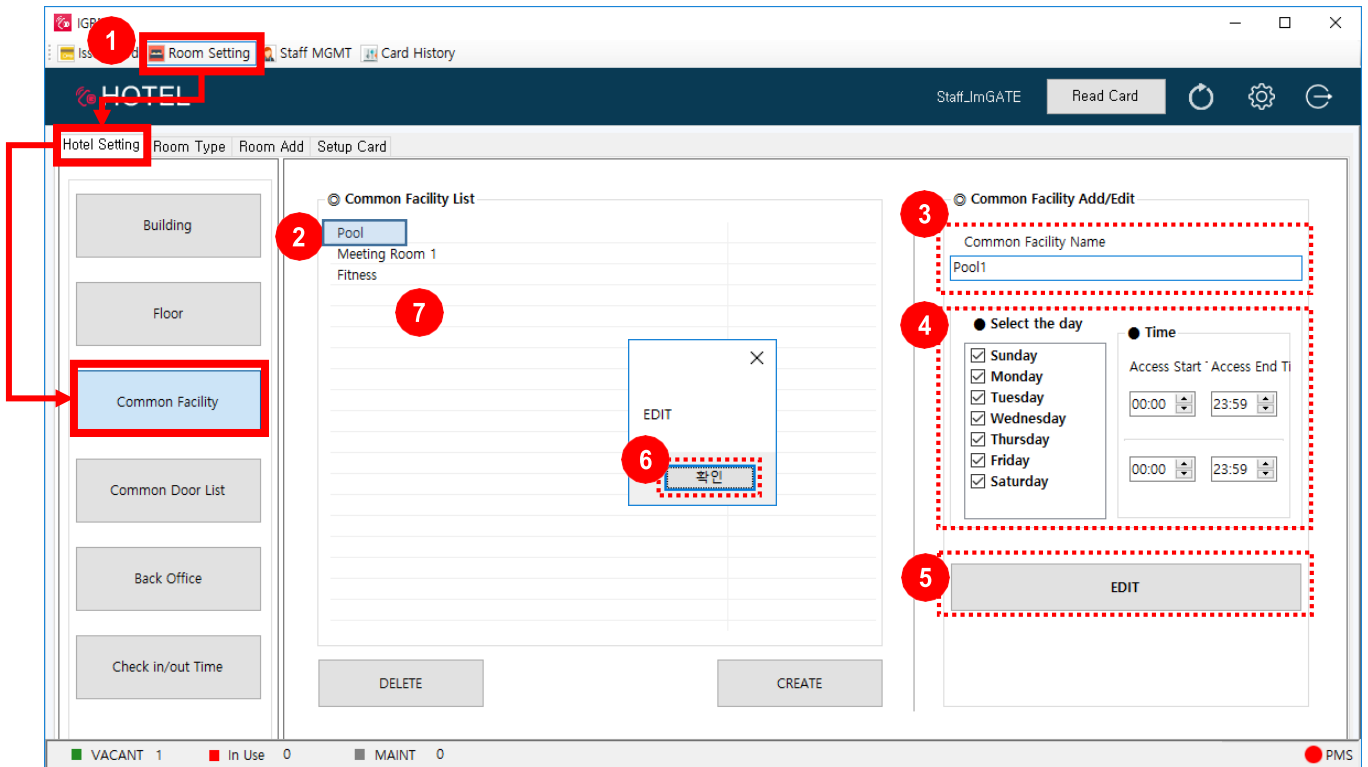
⑤ Click [Create] button

⑥ Check new added Common Facility

* Setting a restrict time for common facilities such as pool or fitness center.

◎ Edit Common Facility

Category : Room setting ▶ Hotel Setting ▶ Common Facility



① Room setting → Hotel Setting → Common Facility

② Click Common Facility you want to edit from 'Common Facility list'

③ Type new name in 'Common Facility Name' section

④ Select the day and time

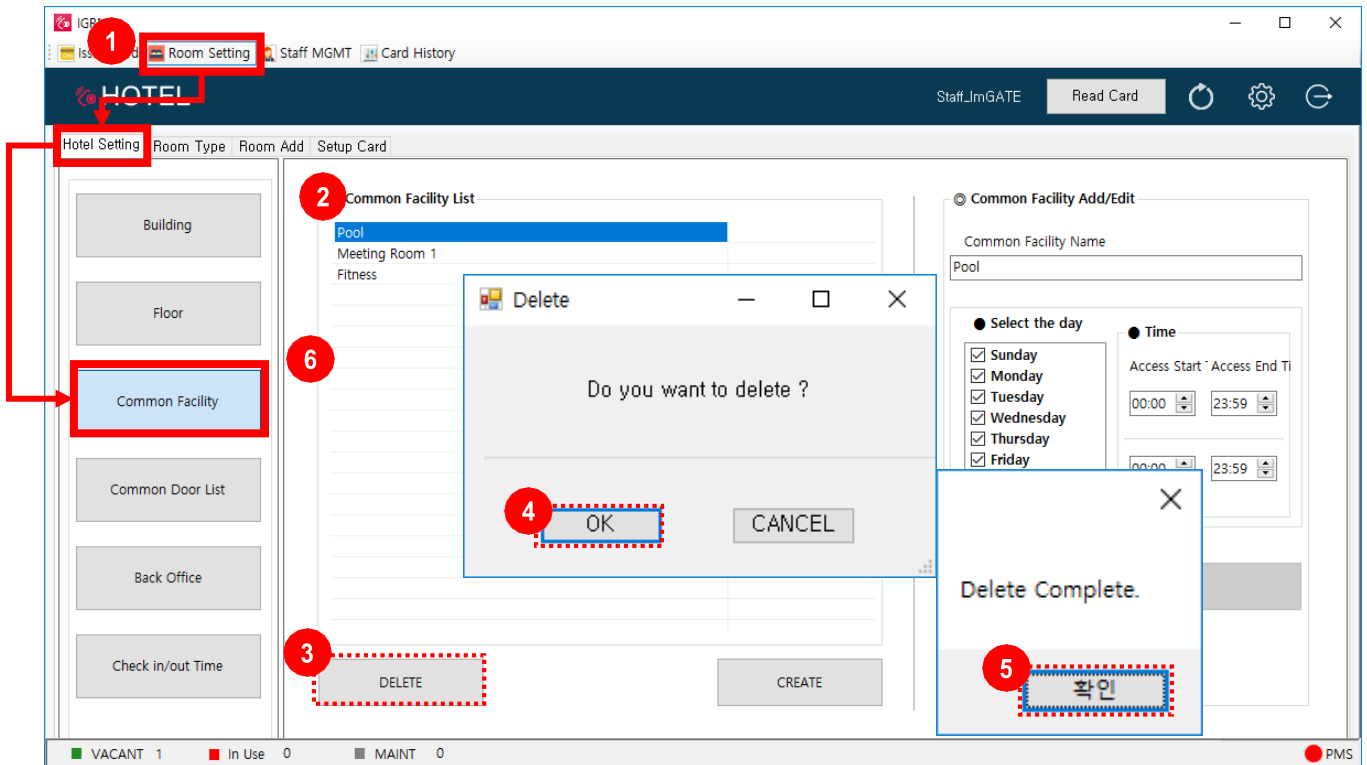
⑤ Click [Edit] button

⑥ Click [OK] button on 'Edit' pop-up window

⑦ Verify the edited Common Facility

◎ Delete Common Facility

Category : Room setting ▶ Hotel Setting ▶ Common Facility



① Room setting → Hotel Setting → Common Facility

② Click Common Facility you want to delete from 'Common facility list'

③ Click [Delete] below 'Common Facility List'

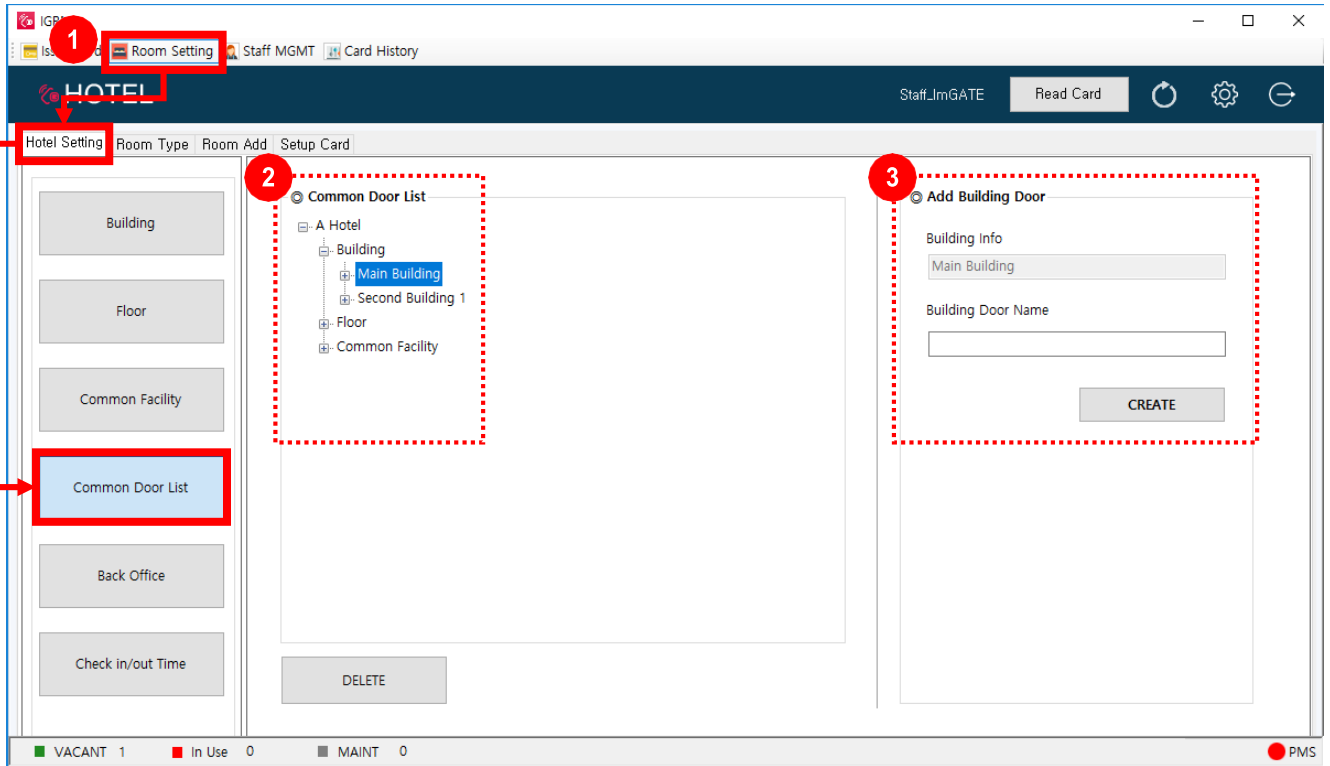
④ Click [OK] button on 'Delete' pop-up window

⑤ Click [OK] button on 'Delete Complete' pop-up window

⑥ Check deleted Common Facility

◎ Common Door List

Category : Room setting ▶ Hotel Setting ▶ Common Door List



① Room setting → Hotel Setting → Common Door List

② Common Door List

- Building: Building Door create /edit/delete

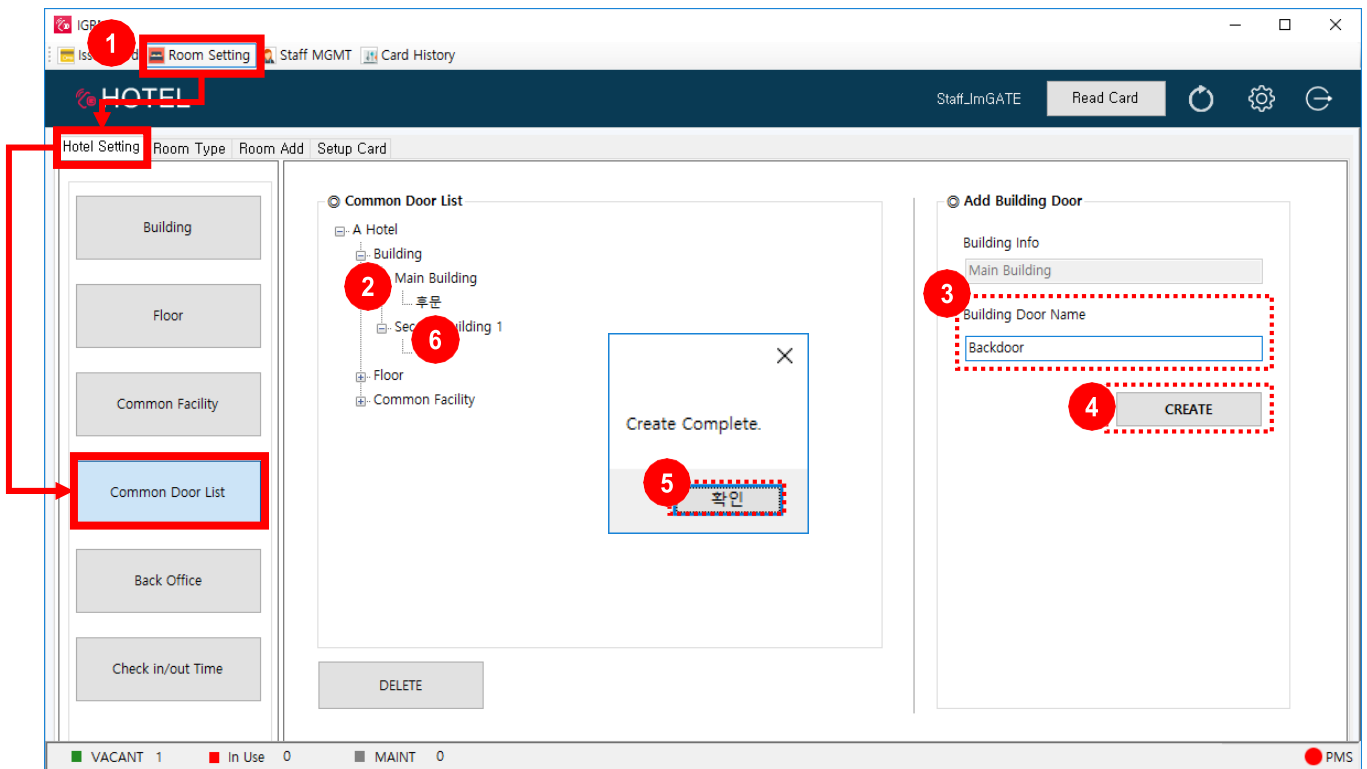
ex) Main door, back door, parking,

pool, laundry

③ Current door name edit and new door creation are available.

◎ Common Door List – Create Building Common Door

Category : Room setting ▶ Hotel Setting ▶ Common Door List



① Room setting → Hotel Setting → Common Door List

② Select building you want to create Common Door

③ Type new name in 'Building Door Name' section (ex: Backdoor)

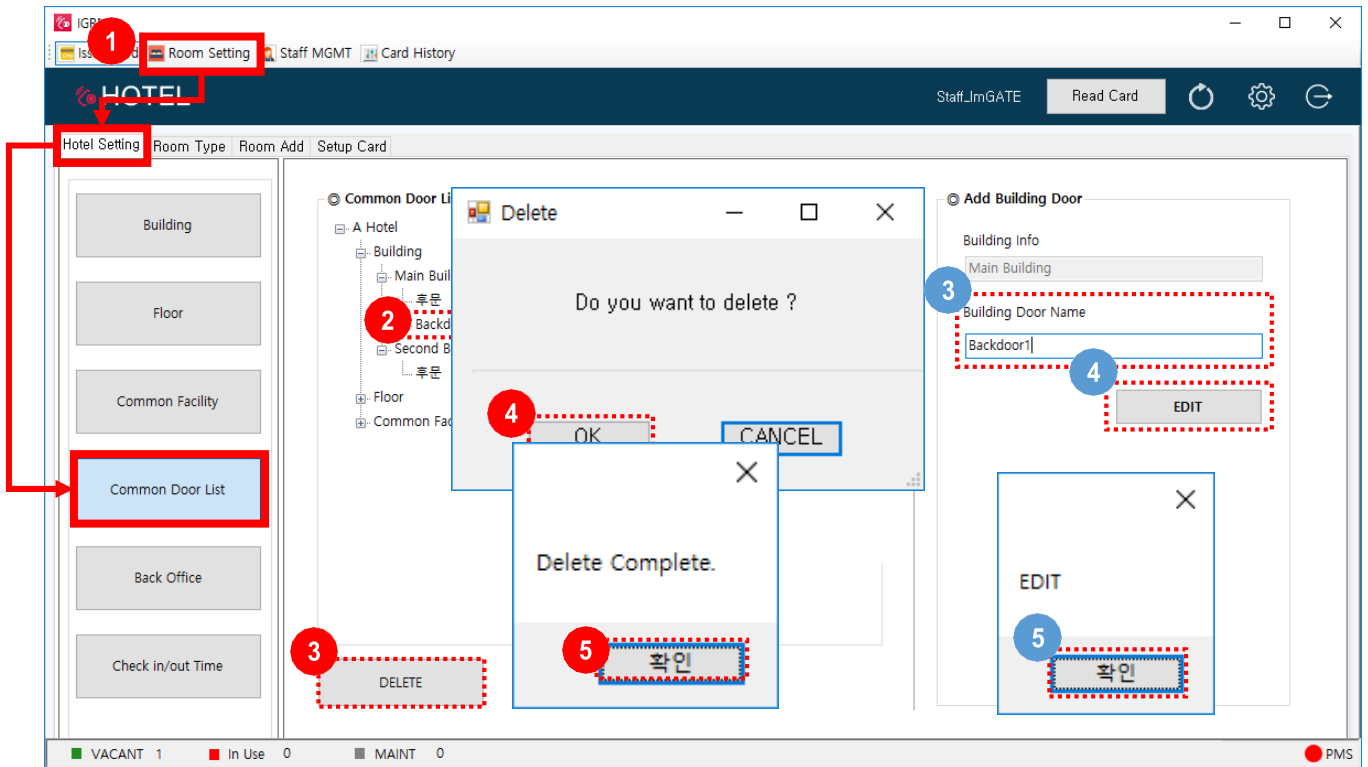
④ Click [Create] button

⑤ Click [OK] button on 'Create Complete' pop-up window

⑥ Check new added Common Door

◎ Common Door List – Edit/Delete Building Common Door

Category : Room setting ▶ Hotel Setting ▶ Common Door List



① Room setting → Hotel Setting → Common Door List

② Click building and Common Door you want to delete from 'Common Door list'

③ Click [Delete] button (Delete Door only)

④ Click [OK] button on 'Delete' pop-up window

⑤ Click [OK] button on 'Delete Complete' pop-up window

① Room setting → Hotel Setting → Common Door List

② Click building and Common Door you want to edit from 'Common Door list'

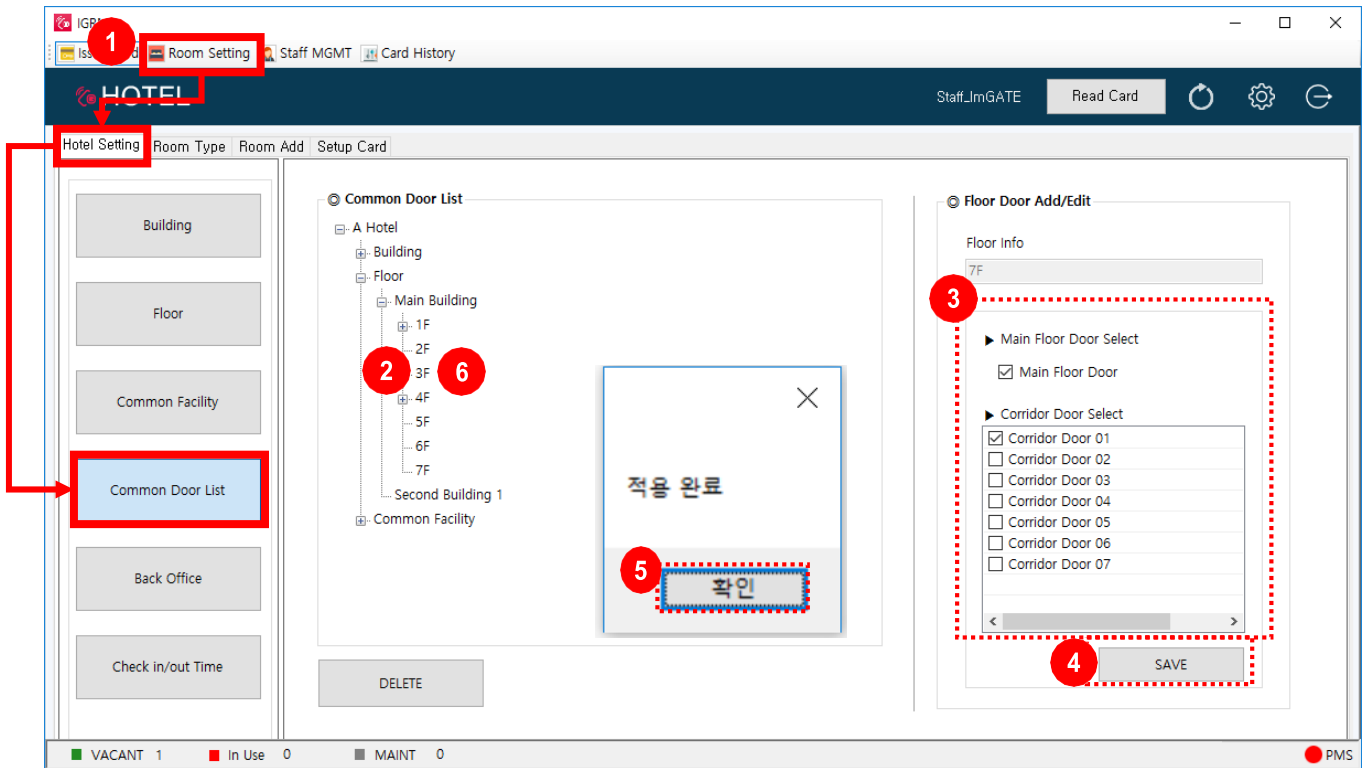
③ Type new name in 'Building Door Name' section (Ex: Backdoor1)

④ Click[Edit] button

⑤ Click [OK] button on 'Edit' pop-up window

◎ Common Door List – Create Floor Common Door

Category : Room setting ▶ Hotel Setting ▶ Common Door List



① Room setting → Hotel Setting → Common Door List

② Select Floor you want to create Common Door

③ Select 'Main Door/'Corridor Door' (Multiply choice is available)

④ Click [Save] button

⑤ Click [OK] button on 'Save' pop-up window

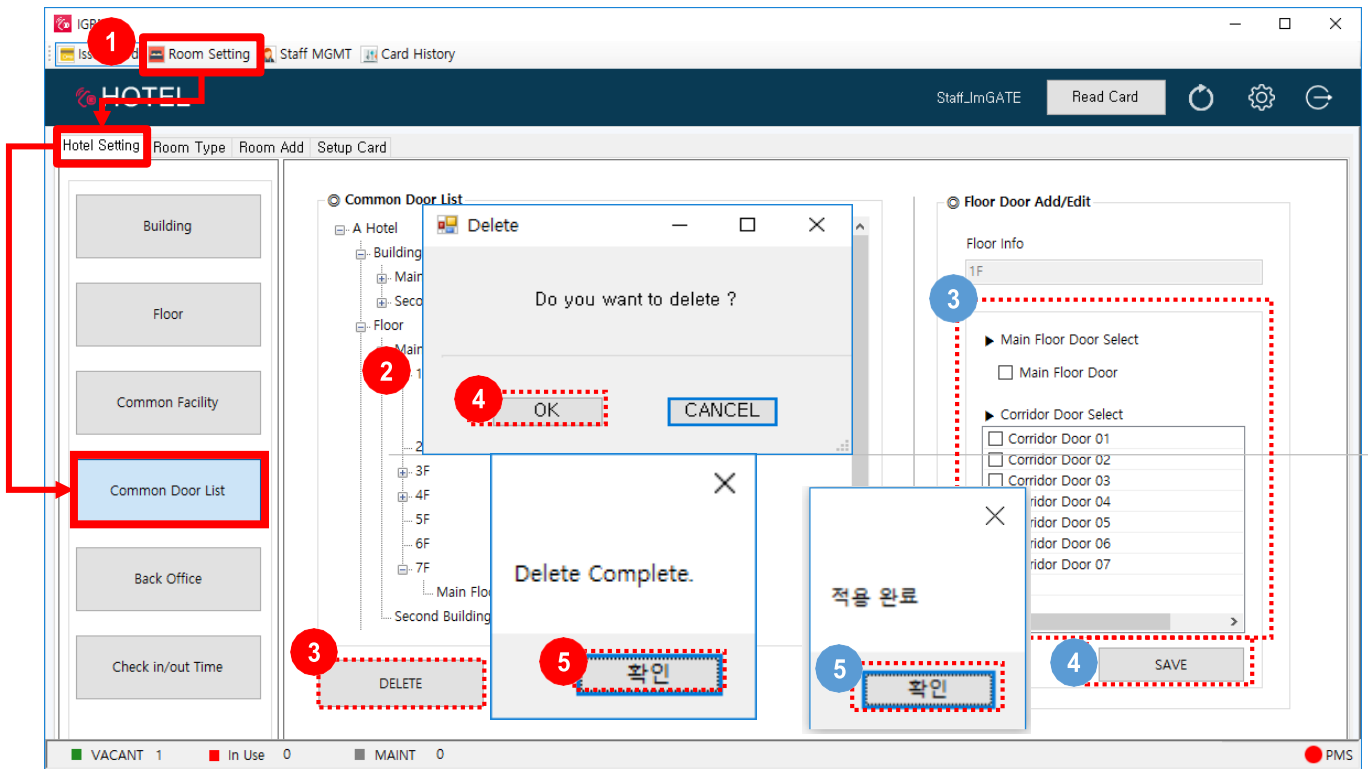
⑥ Check new added Common Door

- Main Door : Floor entrance door
- Corridor Door : Floor corridor entrance door

* Depends on building construction there can be or not main door or corridor door.

◎ Common Door List – Edit/Delete Floor Common Door

Category : Room setting ▶ Hotel Setting ▶ Common Door List



① Room setting → Hotel Setting → Common Door List

① Room setting → Hotel Setting → Common Door List

② Select floor and Common Door you want to delete from 'Common Door list'

② Select floor and Common Door you want to edit from 'Common Door list'

③ Click [Delete] button

③ Select 'Main Door/ 'Corridor Door' (Multiply choice is available)

④ Click [OK] button on 'Delete' pop-up window

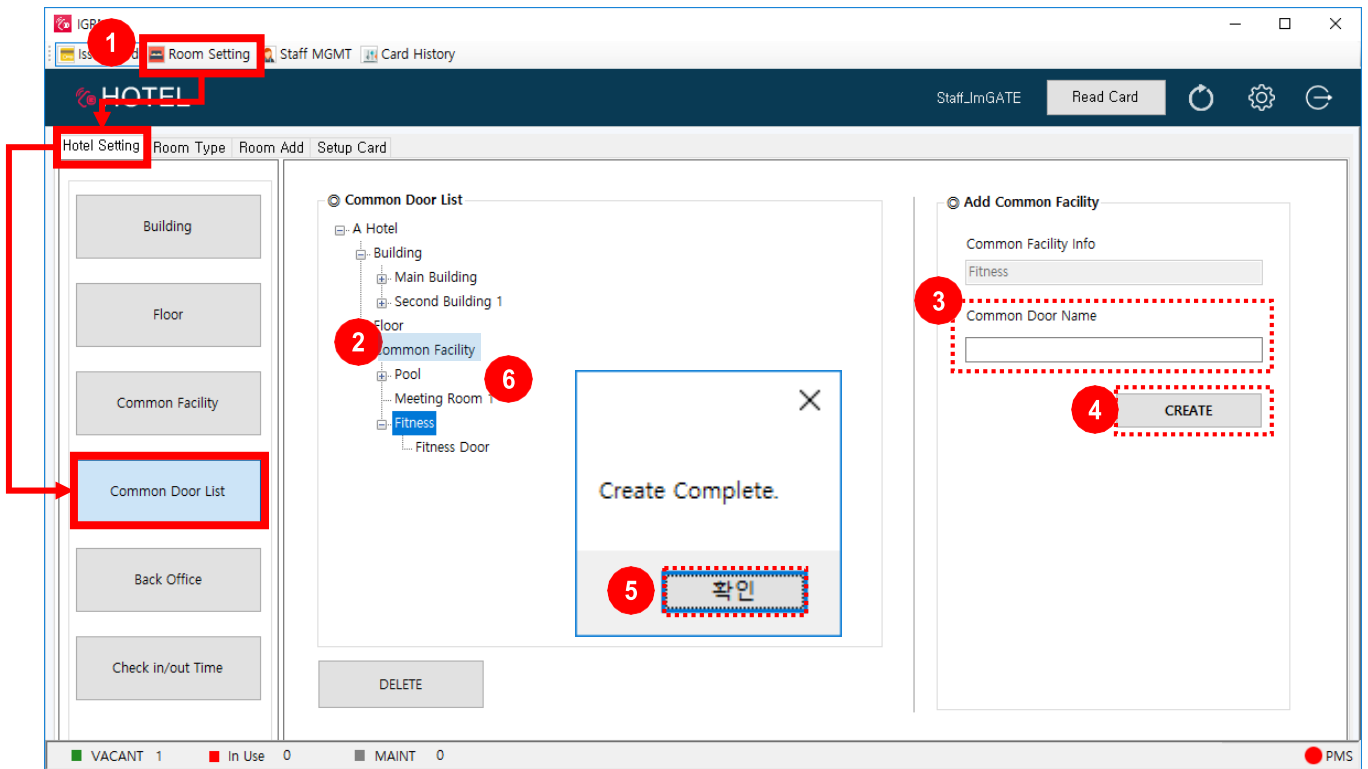
④ Click[Save]button

⑤ Click [OK] button on 'Delete Complete' pop-up window

⑤ Click [OK] button on 'Edit' pop-up window

◎ Common Door List – Create Common Door for Common Facility

Category : Room setting ▶ Hotel Setting ▶ Common Door List



① Room setting → Hotel Setting → Common Door List

② Select Common Facility you want to create Common Door for.

③ Type new name in 'Common Door Name' section (ex: Pool door)

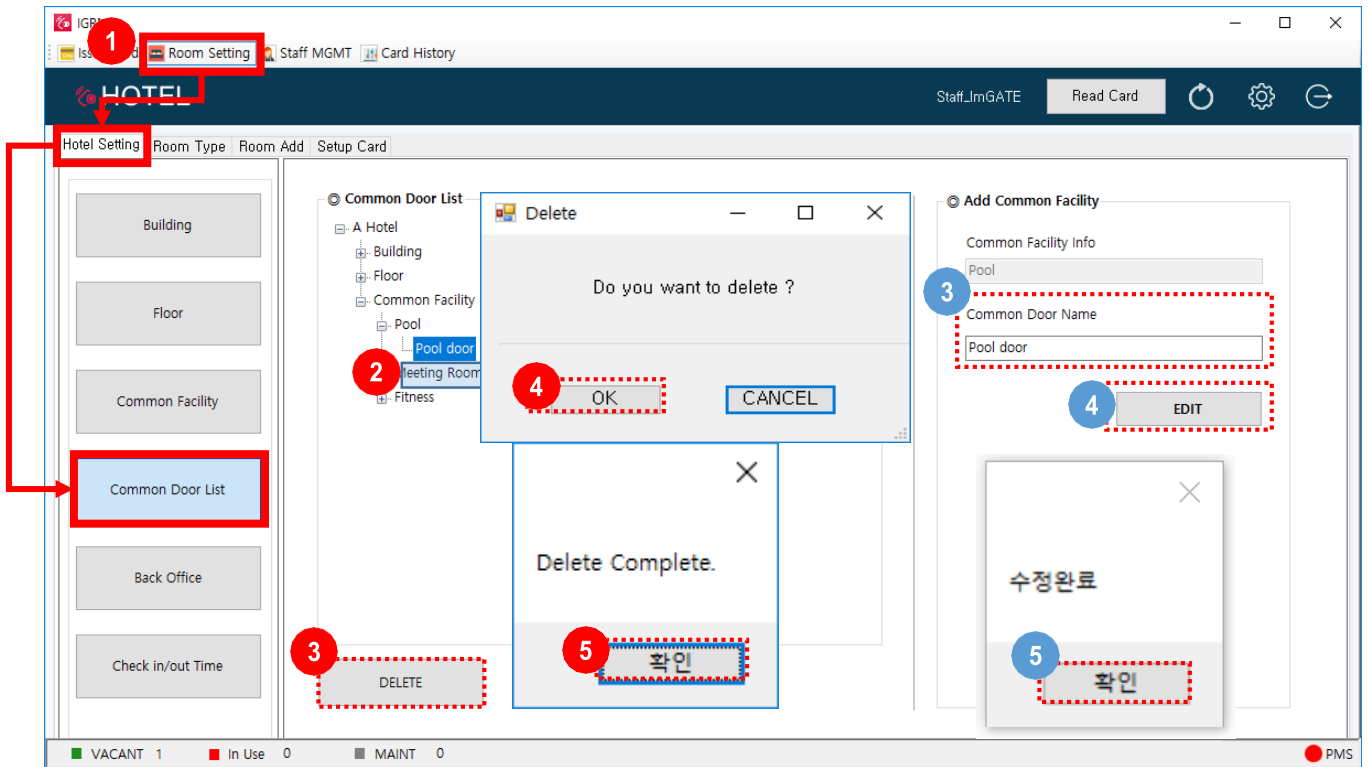
④ Click [Create] button

⑤ Click [OK] button on 'Create Complete' pop-up window

⑥ Check new added Common Door

◎ Common Door List – Edit/Delete Common Door for Common Facility

Category : Room setting ▶ Hotel Setting ▶ Common Door List



① Room setting → Hotel Setting → Common Door List

② Select Common Facility and Common Door you want to delete from ‘Common Door list’

③ Click [Delete] button

④ Click [OK] button on ‘Delete’ pop-up window

⑤ Click [OK] button on ‘Delete Complete’ pop-up window

① Room setting → Hotel Setting → Common Door List

② Select floor and Common Door you want to edit from ‘Common Door list’

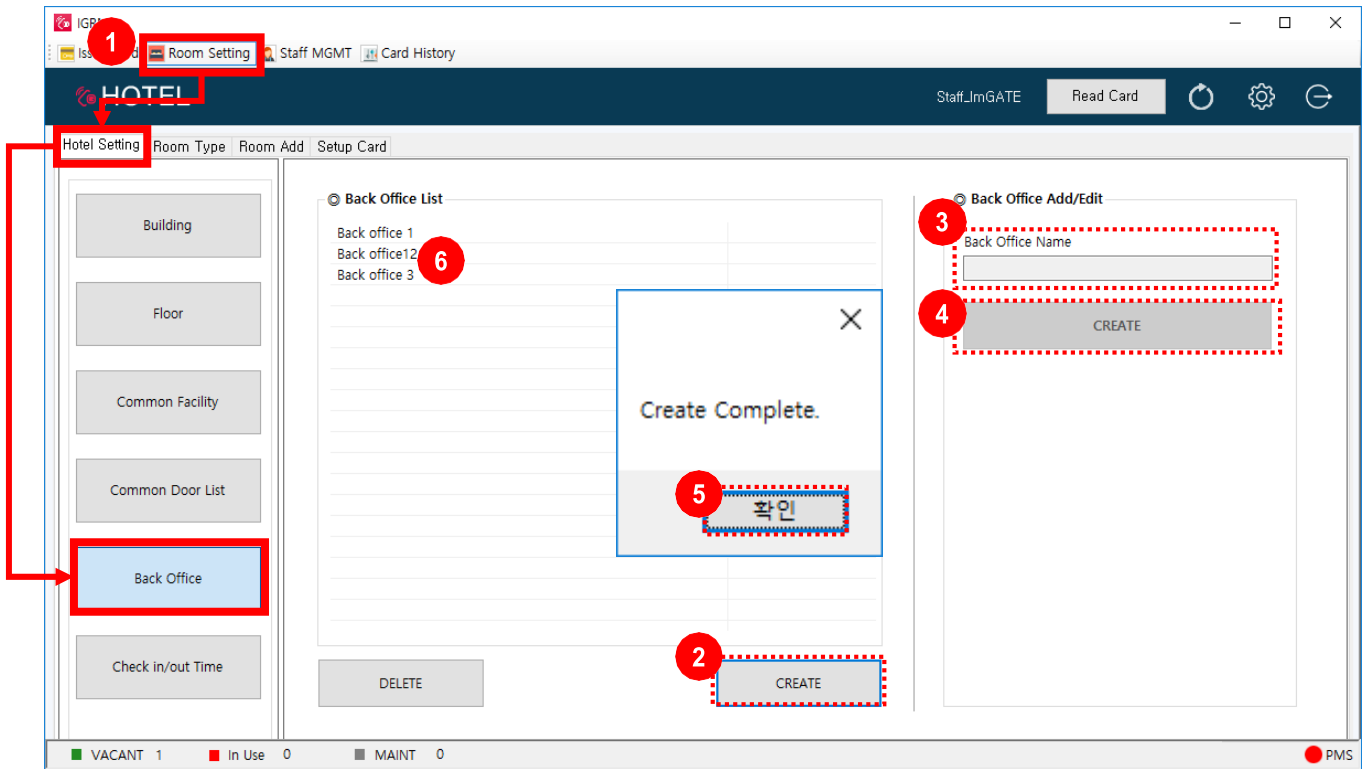
③ Type new name in ‘Common Door Name’ section

④ Click [Edit] button

⑤ Click [OK] button on ‘Edit’ pop-up window

◎ Create Back office

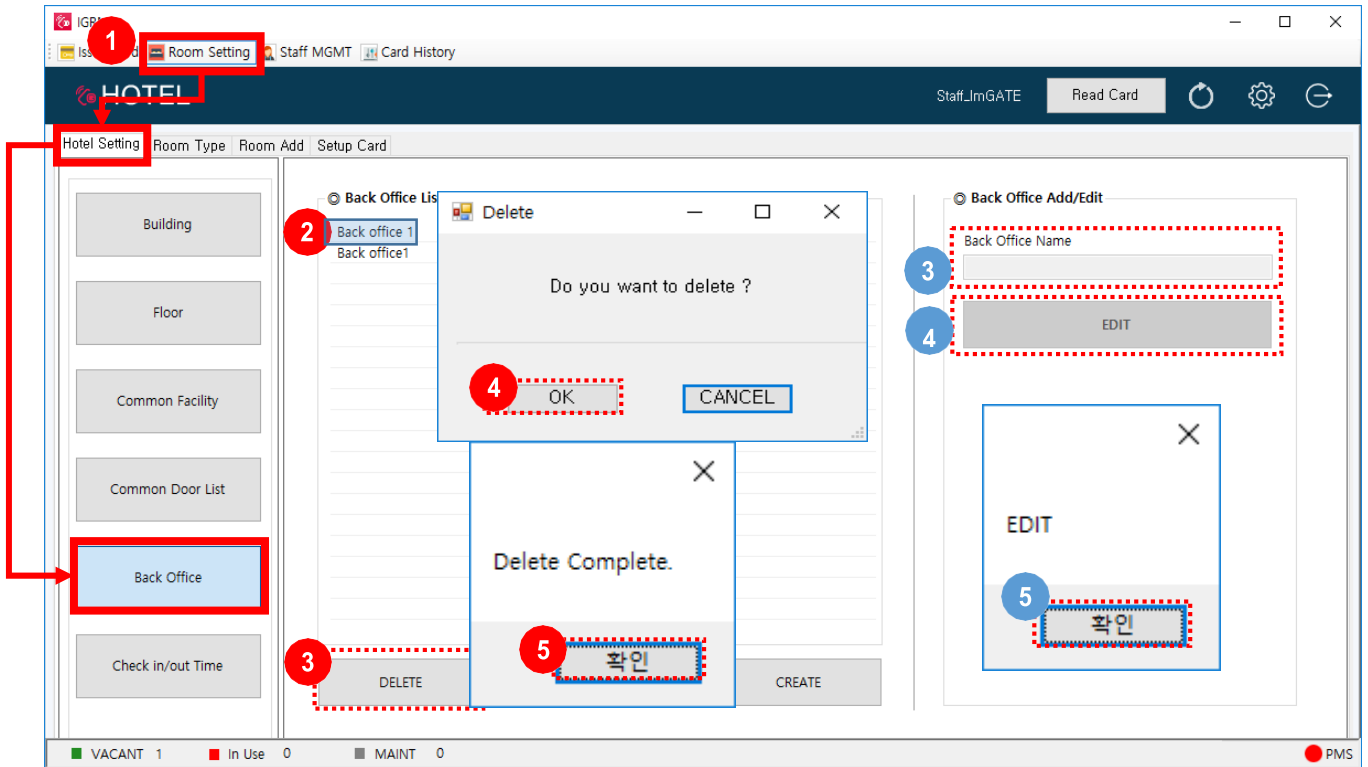
Category : Room setting ▶ Hotel Setting ▶ Back Office



- ① Room setting → Hotel Setting → Back Office
- ② Click [Create] button below 'Back Office list'
- ③ Type new name in 'Back Office Name' section
- ④ Click [Create] button below the 'Back Office Name' section
- ⑤ Click [OK] button on 'Create Complete' pop-up window
- ⑥ Check new added Back Office

◎ Edit/Delete Back office

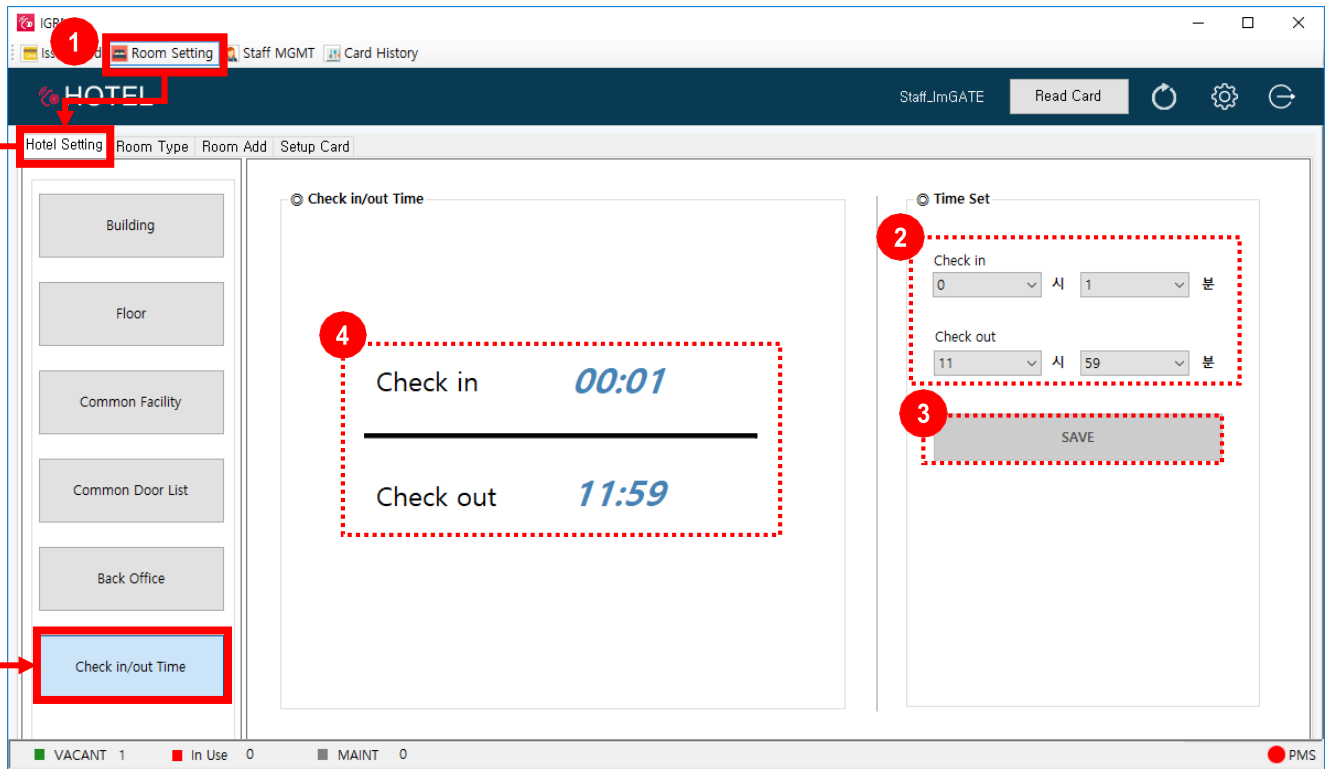
Category : Room setting ▶ Hotel Setting ▶ Back Office



- | | |
|---|--|
| <ul style="list-style-type: none"> ① Room setting → Hotel Setting → Back Office ② Select Back Office you want to delete from 'Back Office list' ③ Click [Delete] button ④ Click [OK] button on 'Delete' pop-up window ⑤ Click [OK] button on 'Delete Complete' pop-up window | <ul style="list-style-type: none"> ① Room setting → Hotel Setting → Back Office ② Select Back Office you want to edit from 'Back Office list' ③ Type new name in 'Common Door Name' section ④ Click[Edit] button ⑤ Click [OK] button on 'Edit' pop-up window |
|---|--|

◎ Change Check in/out Time

Category : Room setting ▶ Hotel Setting ▶ Check in/out Time



- ① Room setting → Hotel Setting → Back Office
- ② Select the desired time for 'Check in and Check out' below
- ③ Click [Save] after changing the time
- ④ Check changed time

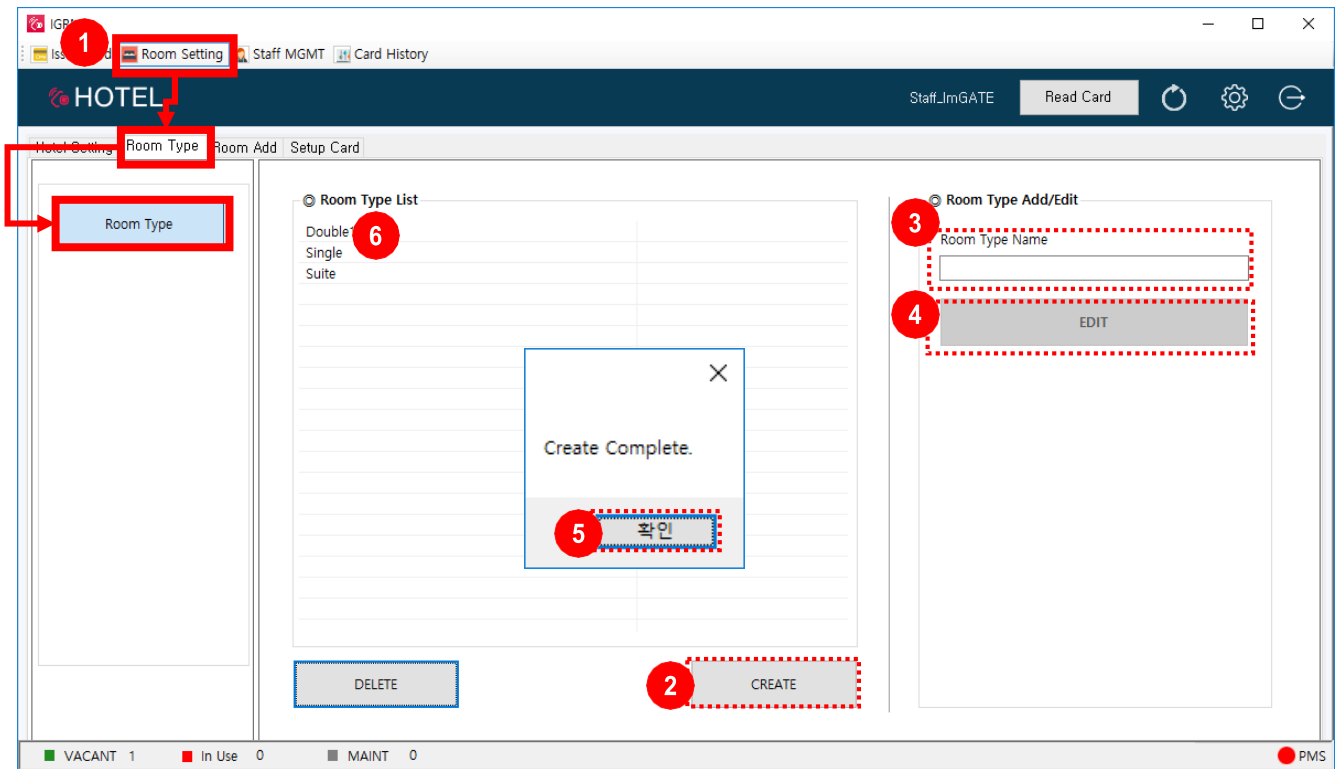
* If Check in/out time was changed IGRMS would be restarted automatically.

Room Setting

Room Type

◎ Create Room Type

Category : Room setting ▶ Room Type



① Room setting → Room type

② Click [Create] button below 'Room Type List'

③ Type new name in 'Room type Name' section

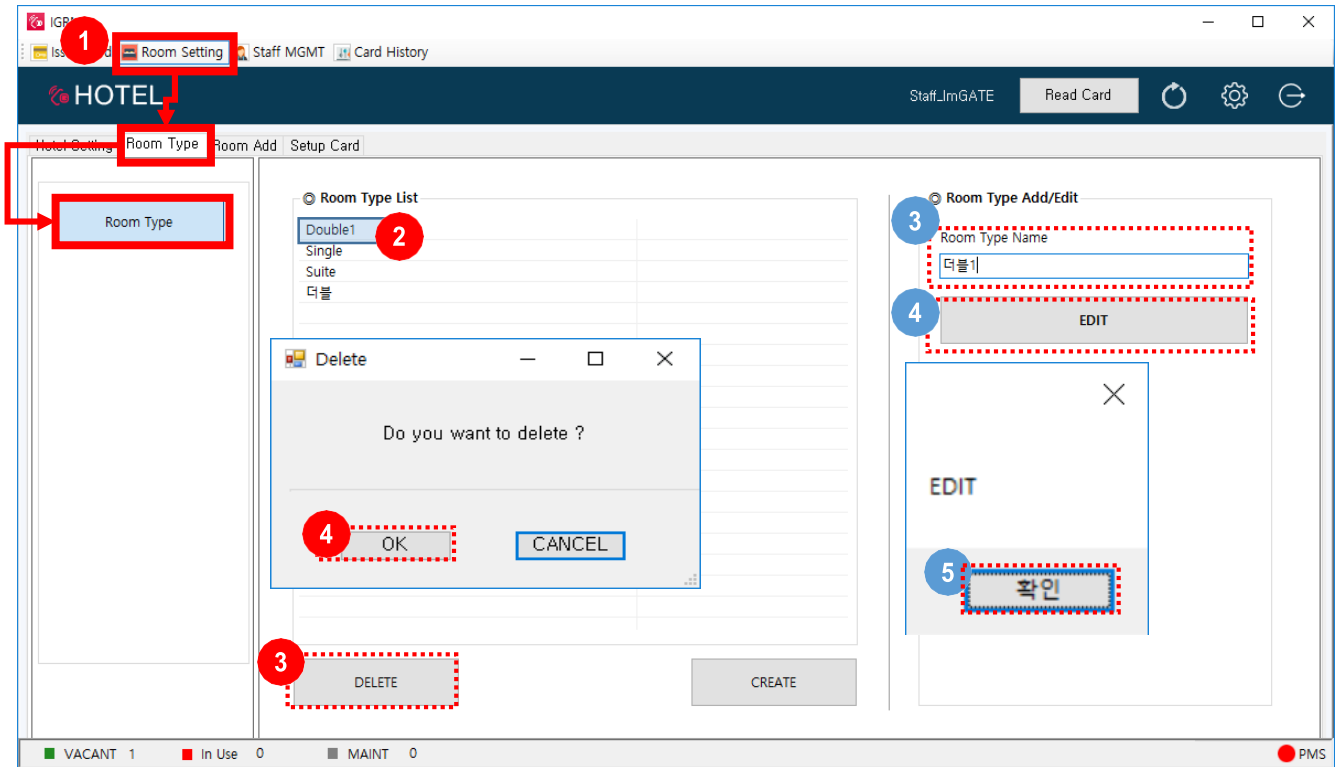
④ Click [Create] button below 'Room type Name' section

⑤ Click [OK] button on 'Create Complete' pop-up window

⑥ Check new added Room Type

◎ Edit/Delete Room Type

Category : Room setting ▶ Room Type



① Room setting → Room type

② Select Room Type you want to delete from 'Room Type List'

③ Click [Delete] button

④ Click [OK] button on 'Delete' pop-up window

① Room setting → Room type

② Select Room Type you want to delete from 'Room Type List'

③ Type new name in 'Room Type Name' section

④ Click[Edit] button

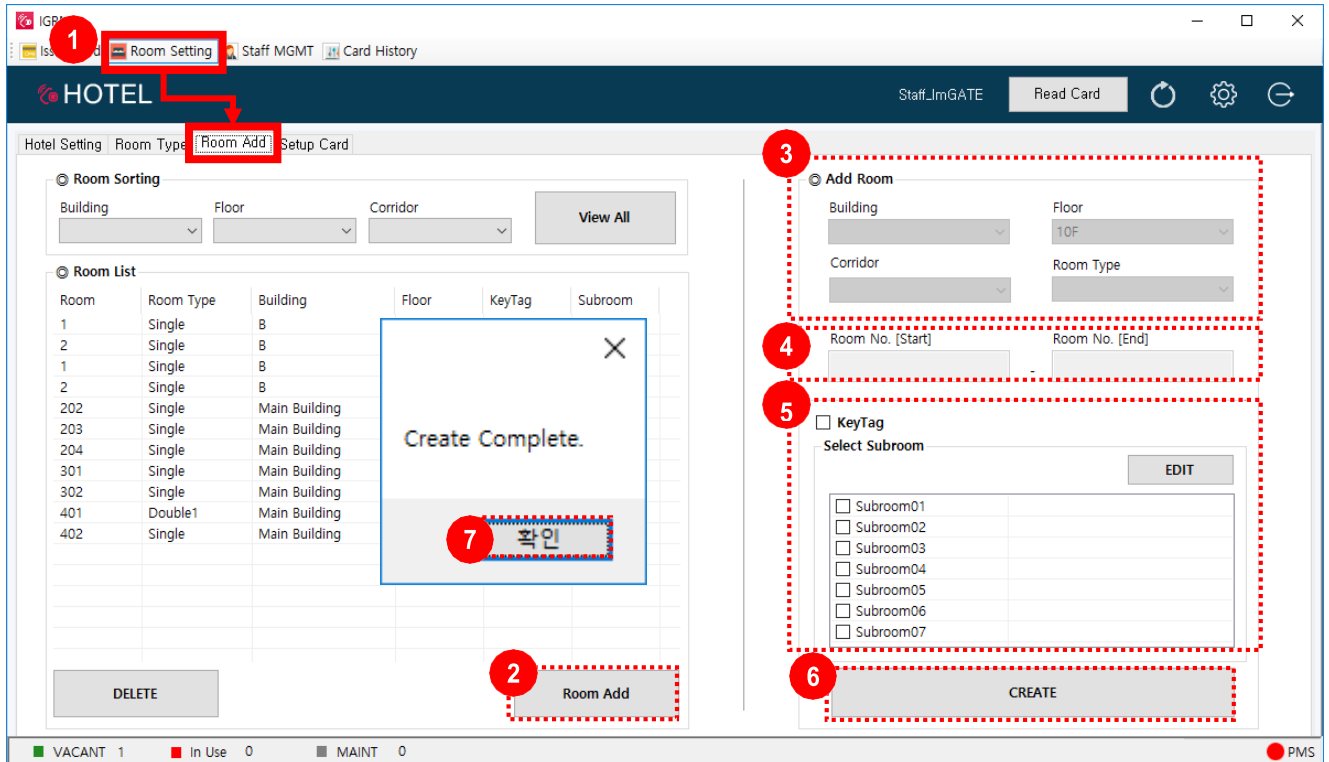
⑤ Click [OK] button on 'Edit' pop-up window

Room Setting

Room Add

☉ Room Add

Category : Room setting ▶ Room Add



① Room setting → Room Add

② Click [Room Add] button below 'Room List'

③ Select the building/ floor / room type to add the room (if there is no corridor door no need to select)

④ Enter room number / continuous generation is possible (ex: 101 – 110 (Create continuous from 101 to 110))

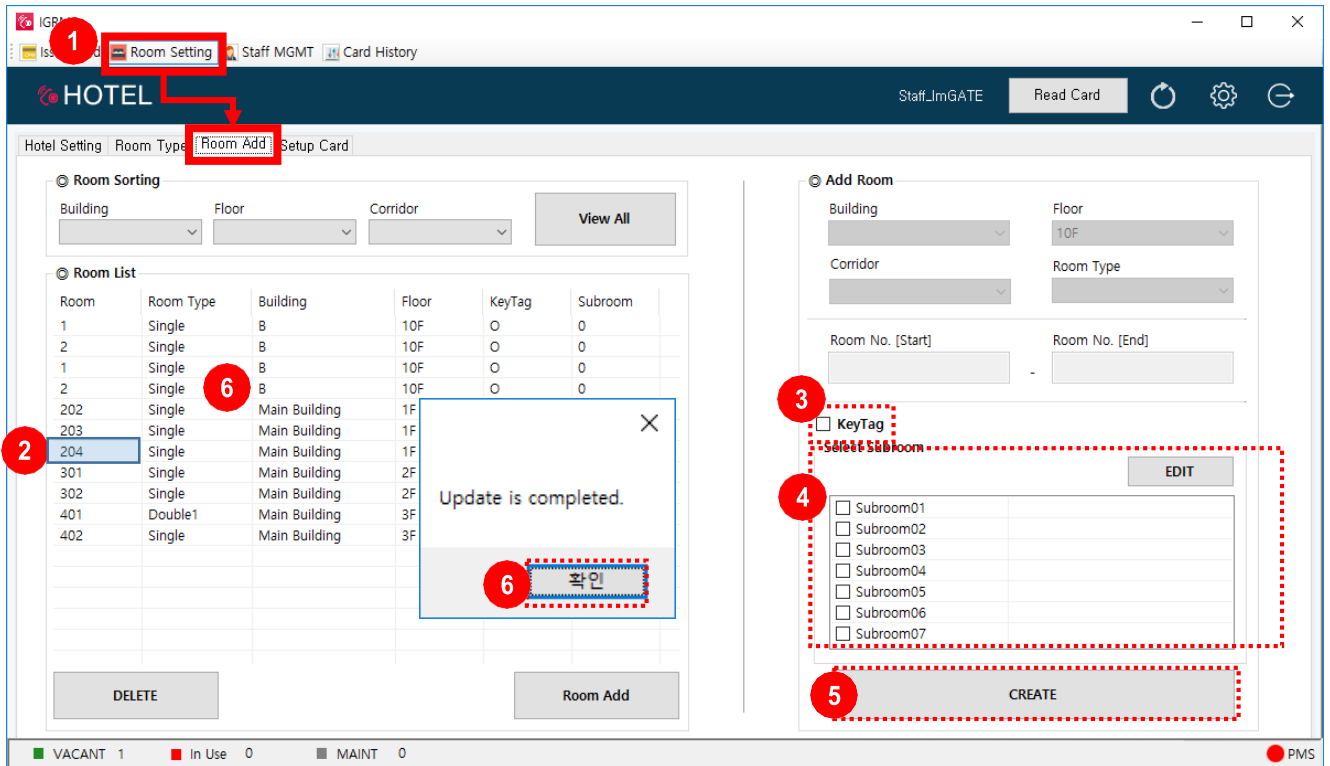
⑤ If there is a key tag or sub room select 'Key tag or sub room (max. 7)'

⑥ Click [Create] button

⑦ Click [OK] button on 'Create Complete' pop-up window

◎ Edit Room

Category : Room setting ▶ Room Add



① Room setting → Room Add

② Select Room number you want to edit from 'Room List' (Room number edit isn't available, only key tag and Subroom)

③ Check Key tag box

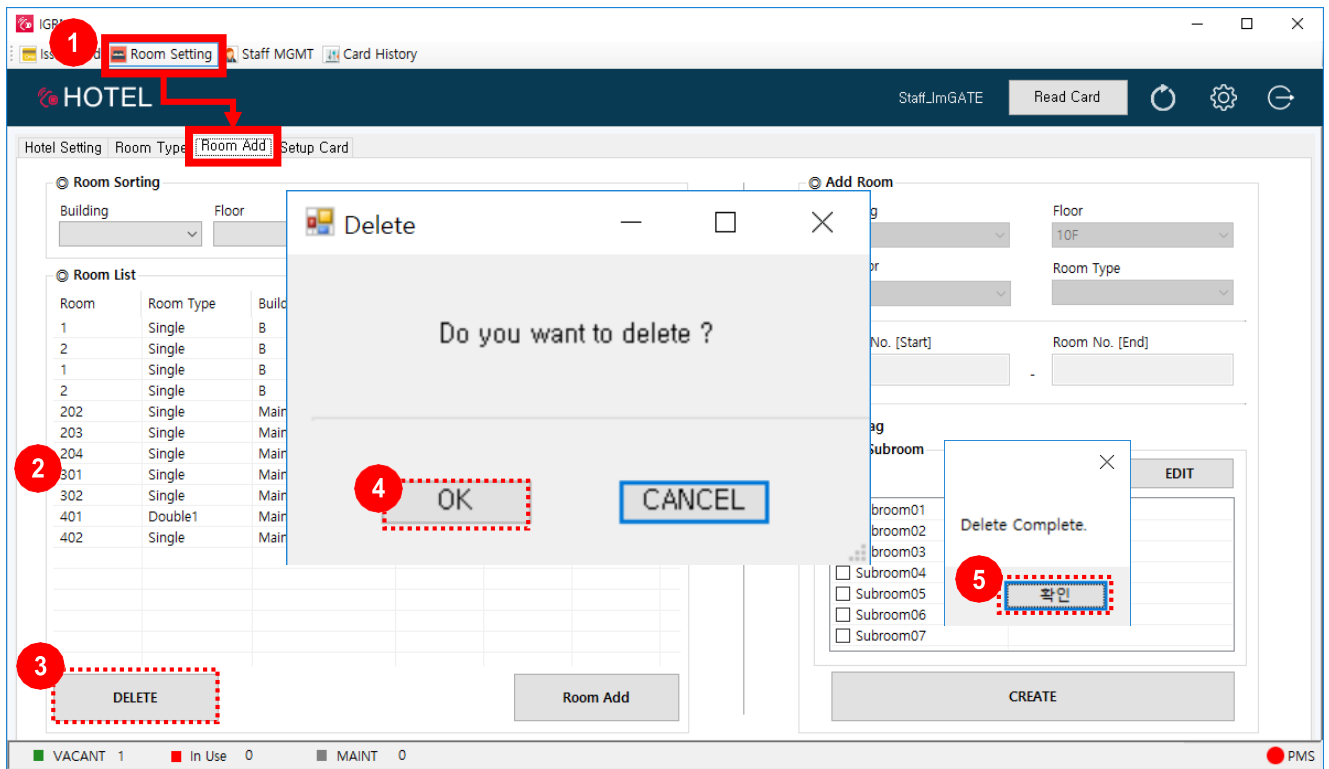
④ Check Subroom

⑤ Click [Edit] button below

⑥ Click [OK] button on 'Edit' pop-up window

◎ Delete Room

Category : Room setting ▶ Room Add



① Room setting → Room Add

② Select Room number you want to delete from 'Room List

③ Click [Delete] button

④ Click [OK] button on 'Delete' pop-up window

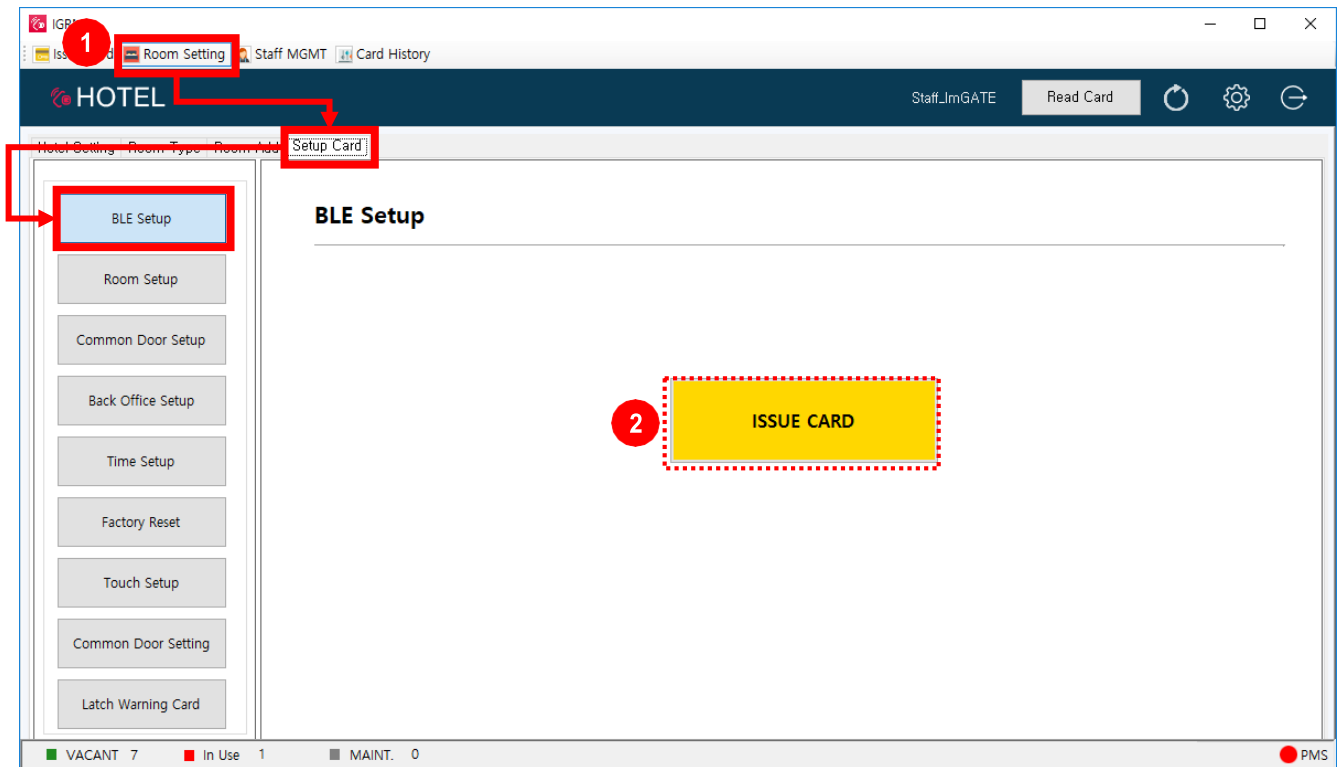
⑤ Click [OK] button on 'Delete Complete' pop-up window

Room Setting

Setup Card

◎ BLE Setup

Category : Room setting ▶ Setup Card ▶ BLE Setup

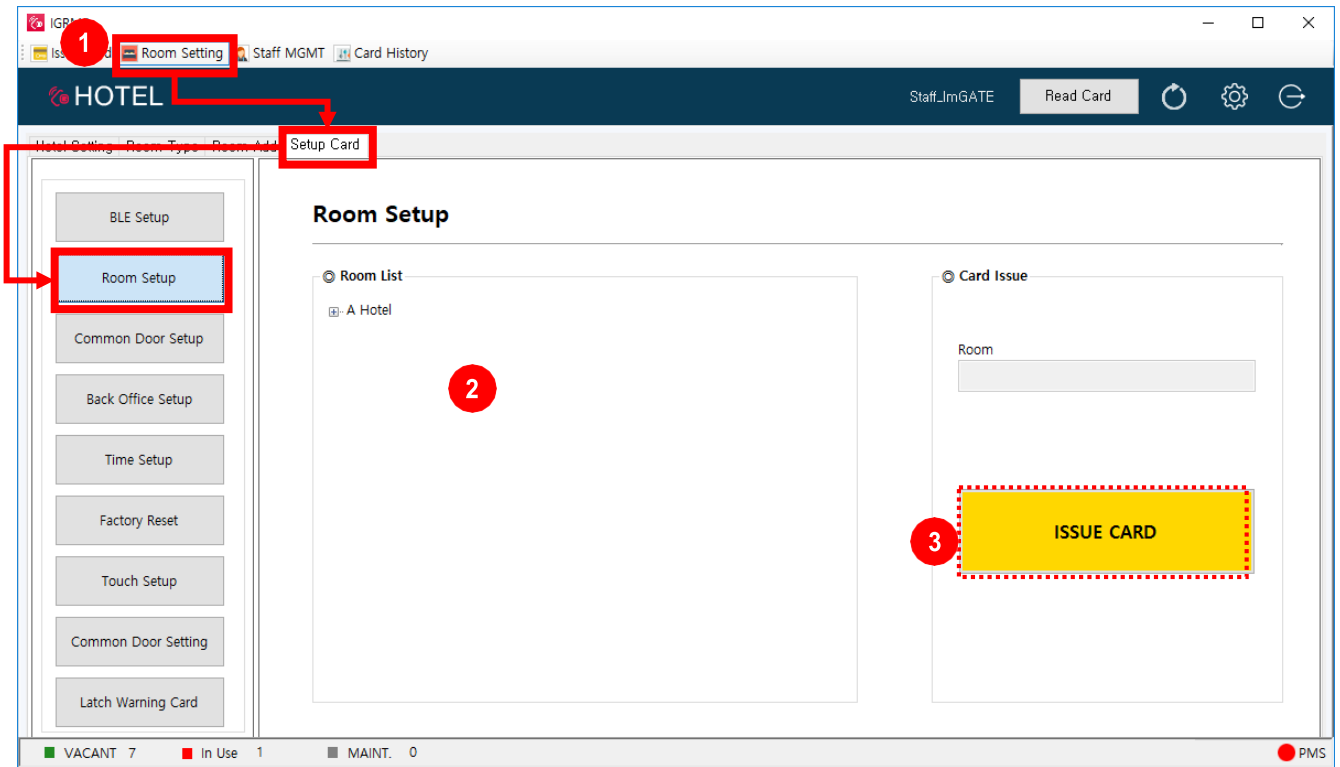


① Room setting → Setup Card → BLE Setup

② Put card on encoder and click [Issue Card] button

◎ Room setup

Category : Room setting ▶ Setup Card ▶ Room Setup



① Room setting → Setup Card → Room Setup

② Select room to issue 'Room setup card'

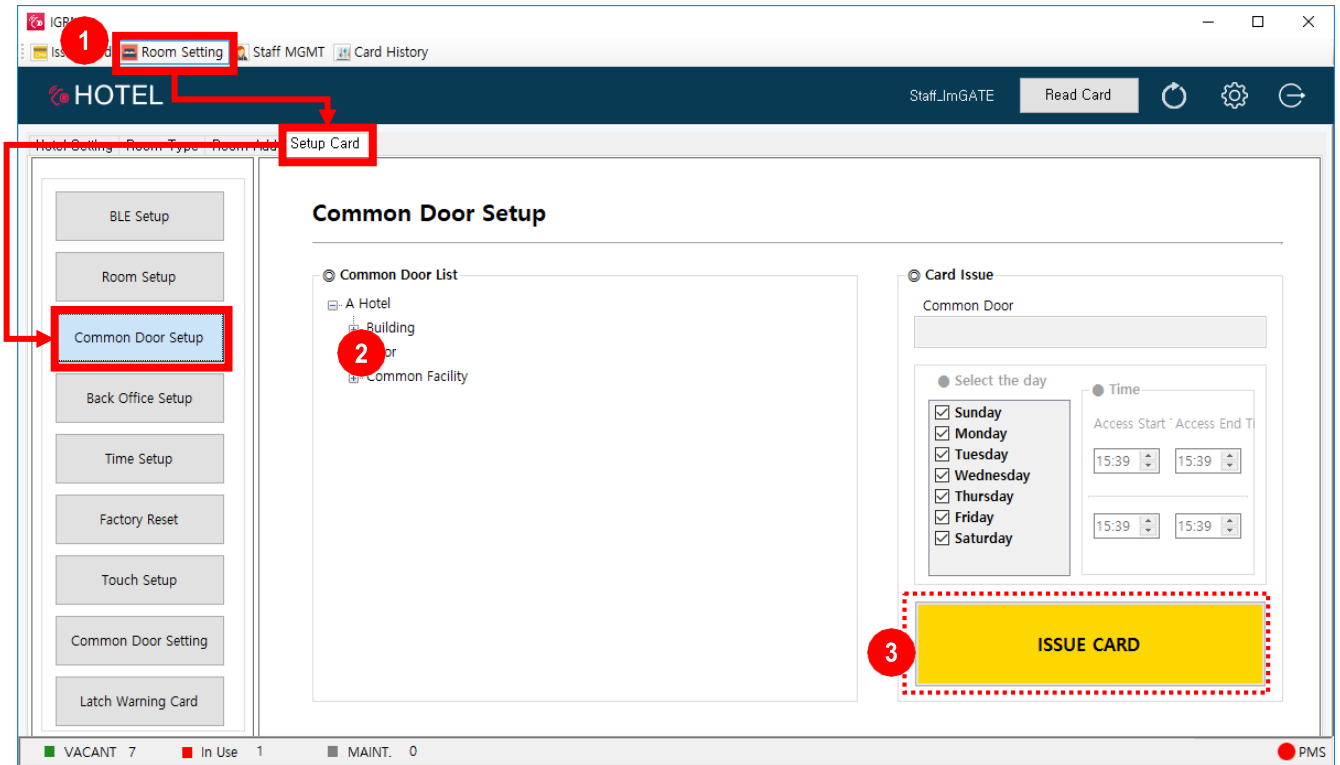
③ Put card on encoder and click [Issue Card] button

* Room Setup card is card for room installation for hotels are not using Mobile Key.

Hotels not using MobileKey have to set up room with StaffApp. Room installation with Room setup card is not allowed. (Install with Staff App)

◎ Common door setup

Category : Room setting ▶ Setup Card ▶ Common Door Setup



① Room setting → Setup Card → Room Setup

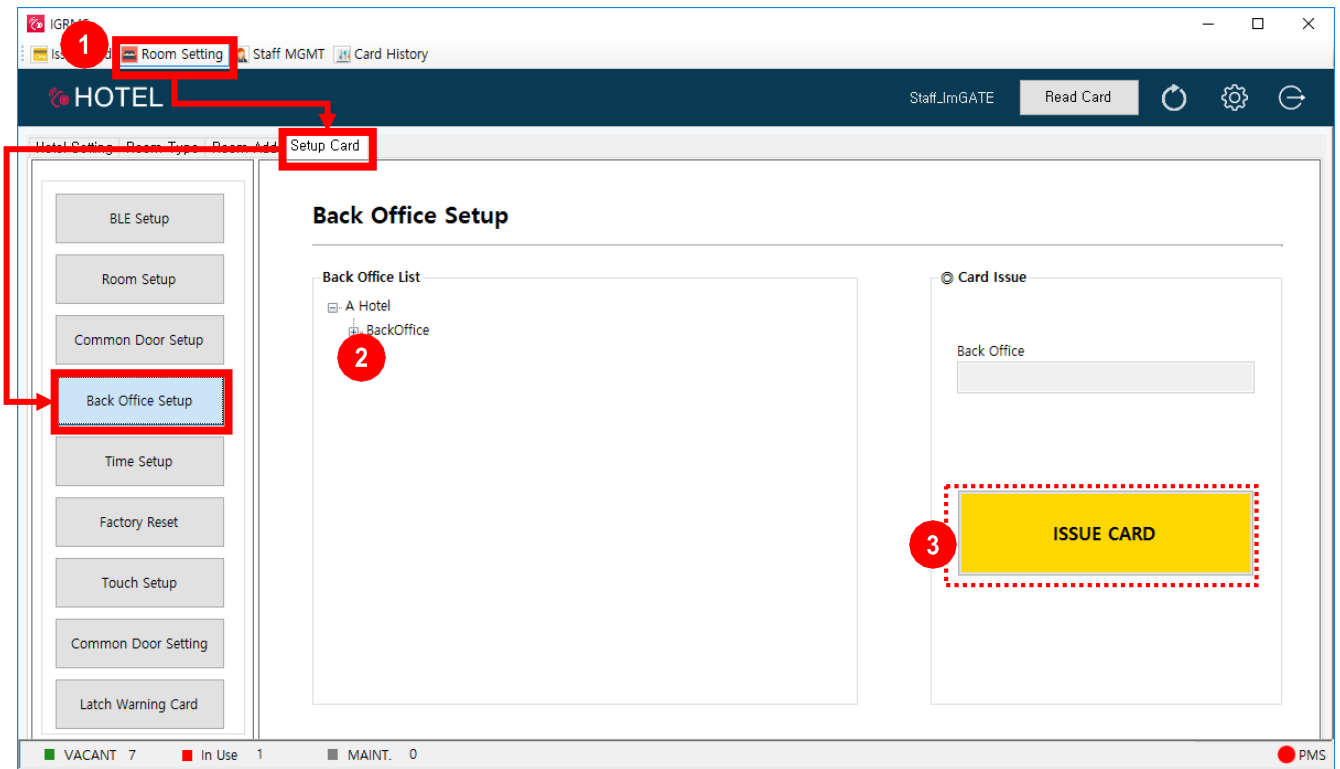
② Select Common door to issue 'Common Door Setup Card'

③ Put card on encoder and click [Issue Card] button

* [Using day] & [Time] edit is available in 'Room setting > Common facility'

◎ Back Office setup

Category : Room setting ▶ Setup Card ▶ Back Office Setup



① Room setting → Setup Card → Back Office Setup

② Select Back Office door to issue 'Common Door Setup Card'

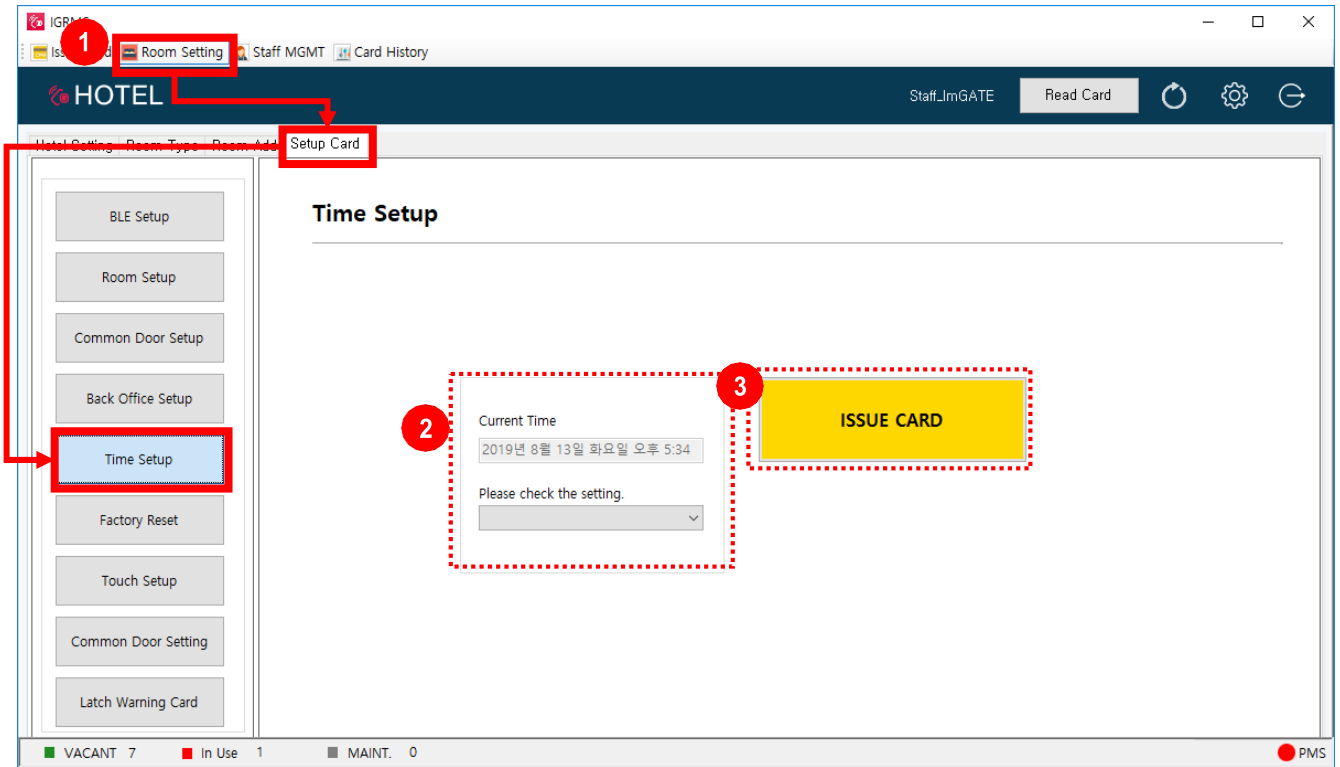
③ Put card on encoder and click [Issue Card] button

* Back Office Setup card is the same as Room Setup card, for Room installation of hotels not using Mobile Key.

Mobile Key using Hotels are required to set up room with Staff App. Room installation with Room setup card is not allowed. (Install with Staff App)

Ⓞ Time Setup

Category : Room setting ▶ Setup Card ▶ Time Setup



① Room setting → Setup Card → Time Setup

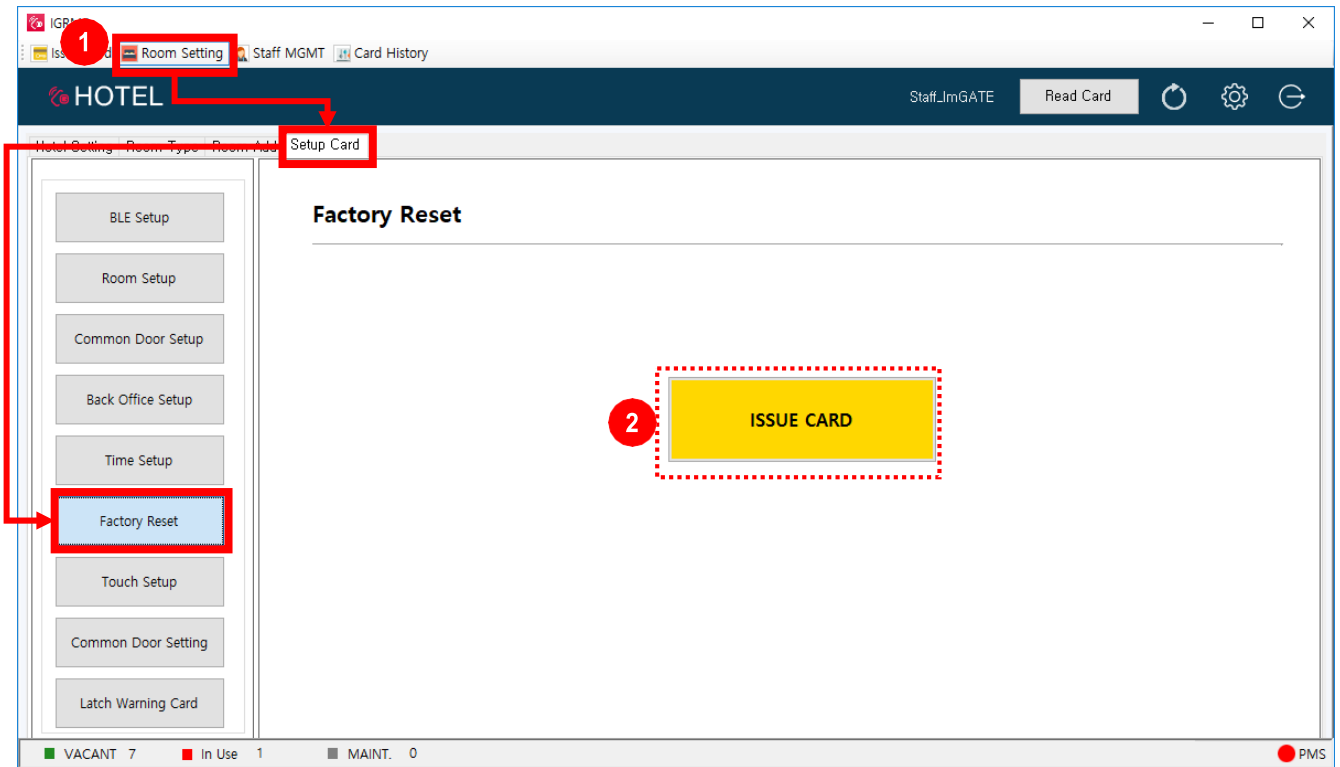
② You can choose +0, +5, +10, +15, +20, +30 from current time

③ Put card on encoder and click [Issue Card] button

*** Time Setup card is card to fix not correct time of door lock. But if you use Mobile Key, the time will be corrected automatically. We recommend using Mobile Key.**

◎ Factory reset

Category : Room setting ▶ Setup Card ▶ Factory Reset



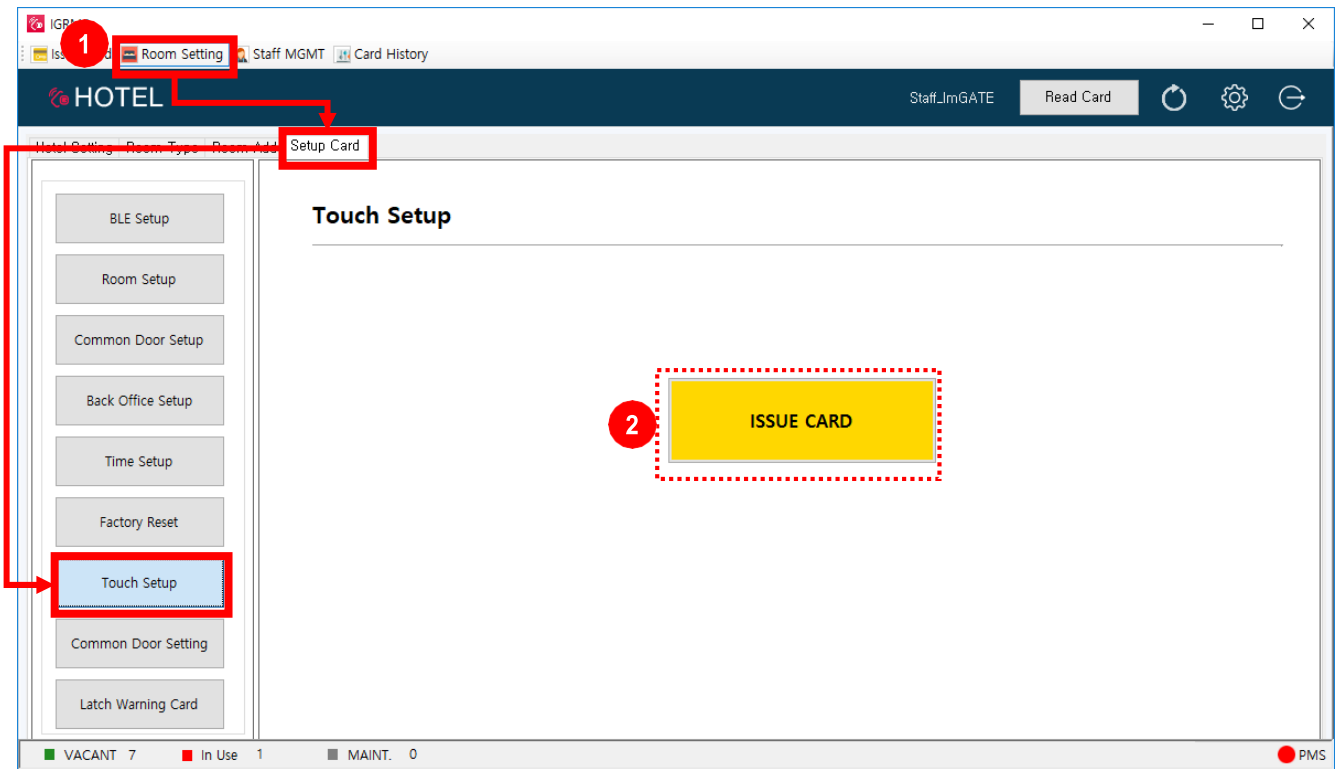
① Room setting → Setup Card → Factory Reset

② Put card on encoder and click [Issue Card] button

*** Factory Reset card is resetting card. If the current door lock is installed, please delete first before resetting door lock.**

◎ Touch Setup

Category : Room setting ▶ Setup Card ▶ Touch Setup



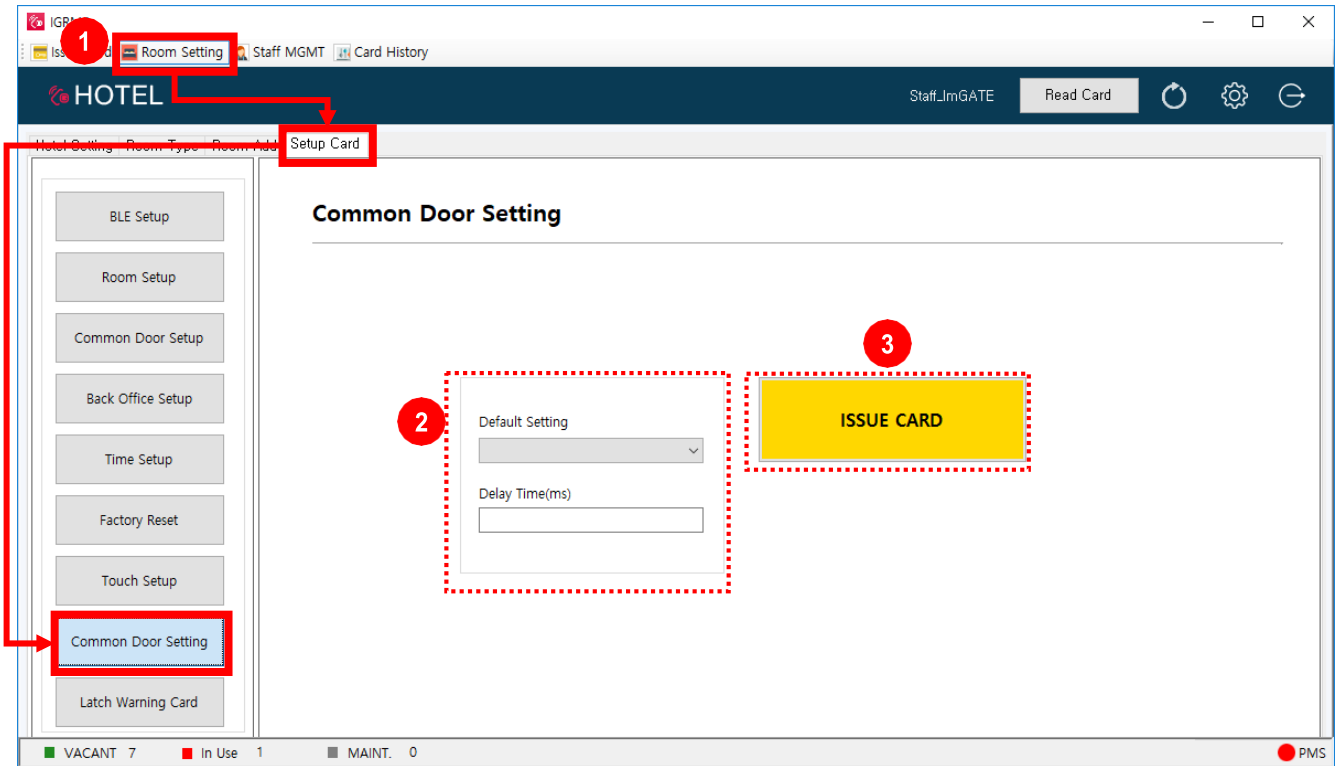
① Room setting → Setup Card → Touch Setup

② Put card on encoder and click [Issue Card] button

*** Touch setup card: Touch type door lock's touch mode activate/ reactivate setup card. If door lock touch mode is off tap touch setup card to activate it.**

◎ Common Door Setting

Category : Room setting ▶ Setup Card ▶ Common Door Setting



① Room setting → Setup Card → Common Door Setting

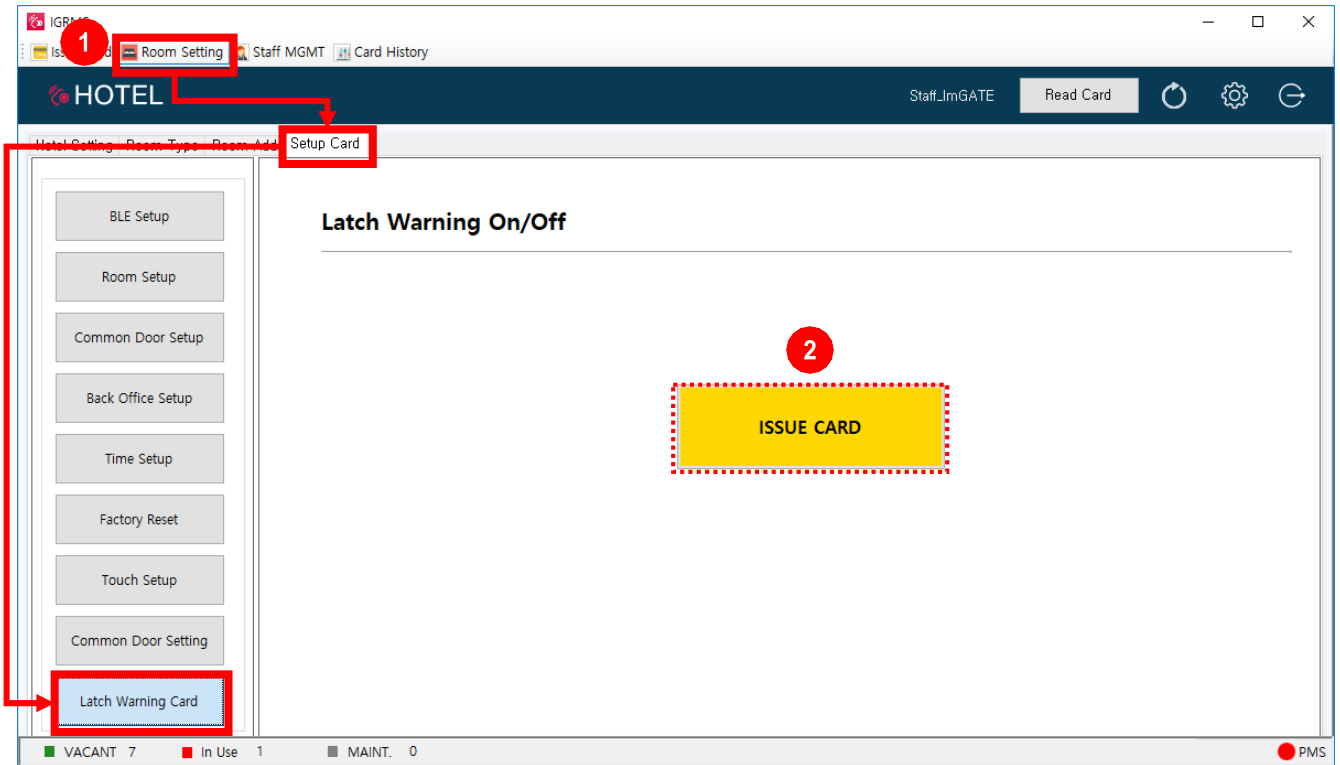
② Basic setting (Default NO/ NC), Delay time setting

③ Put card on encoder and click [Issue Card] button

* Delay time : door opened state time (ex: 1000ms – 1min)

◎ Latch warning On/Off

Category : Room setting ▶ Setup Card ▶ Latch Warning On/Off



① Room setting → Setup Card → Latch Warning On/Off

② Put card on encoder and click [Issue Card] button

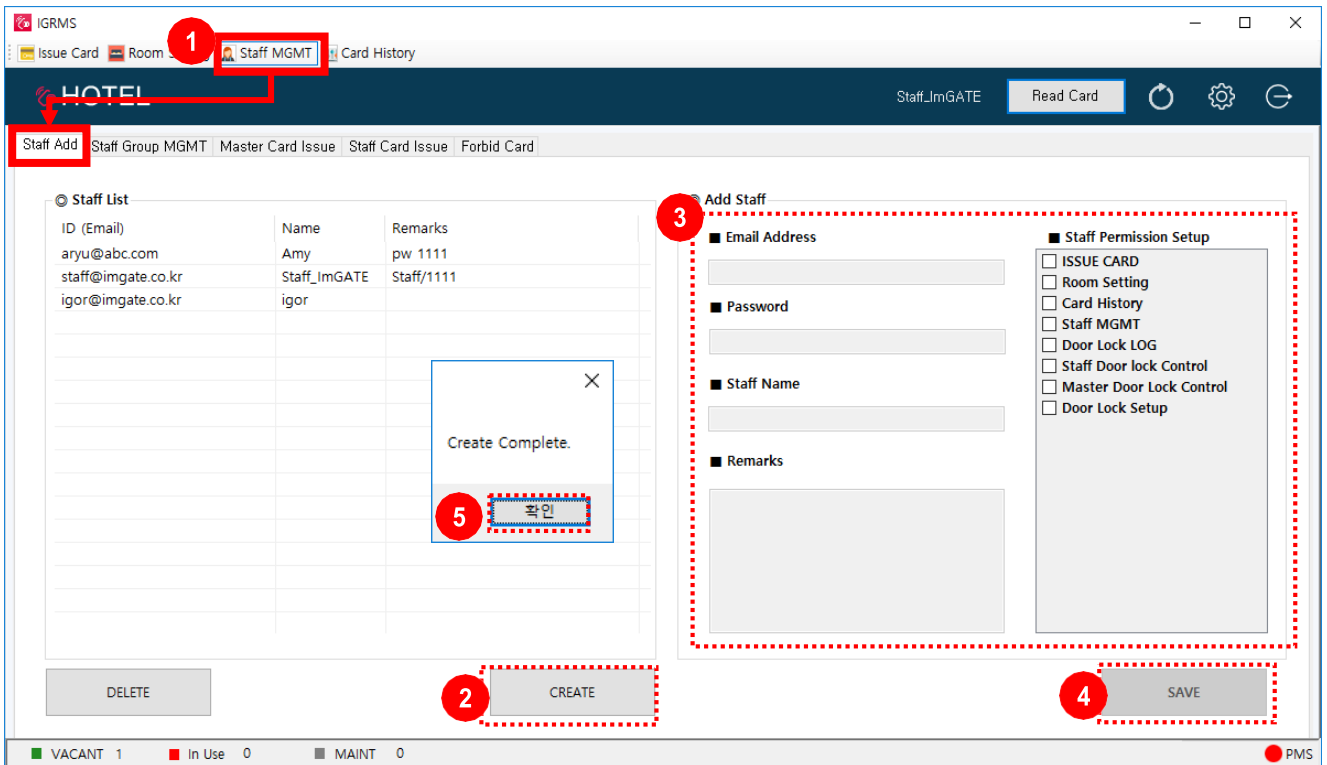
* Latch Warning card: If door lock's latch is not match with the strike and door is not closed to the end, warning signal will sound. To turn on/ off Latch Warning signal tap door lock with Latch Warning card.

Staff MGMT

Staff Add

◎ Staff Add

Category : Staff MGMT ▶ Staff Add



① Staff MGMT → Staff Add

② Click[Create] button

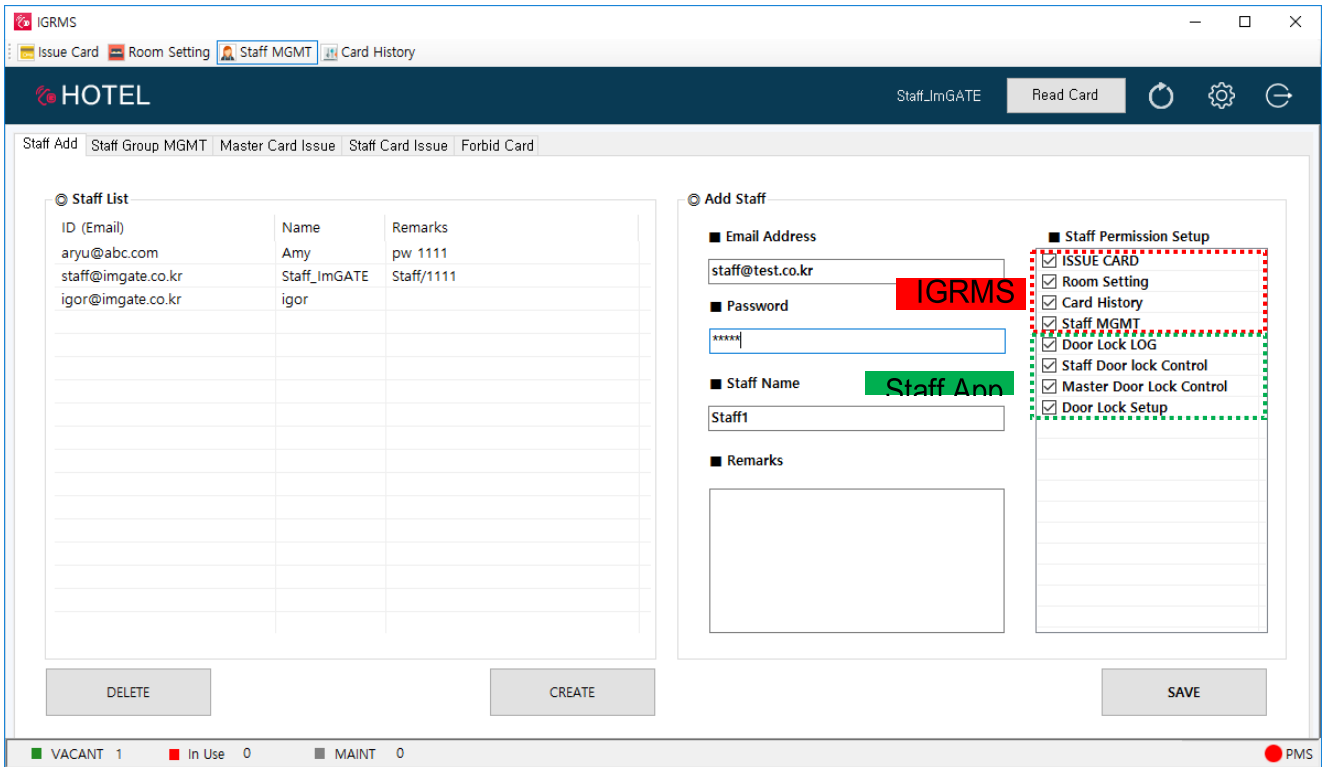
③ Type Email, password, staff name, remarks and setup staff permission

④ Click [Save] button

⑤ Click [OK] button on 'Create complete' pop-up window

◎ Staff Add

Category : Staff MGMT ▶ Staff Add



* Staff Permission Setup – if there is no permission blank isn't checked

[IGRMS]-IGRMS access

- Issue card: "Issue card" access.
- Room setting: "Room setting" access.
- Card History: "Card history" access.
- Staff MGMT: "Staff management" access.

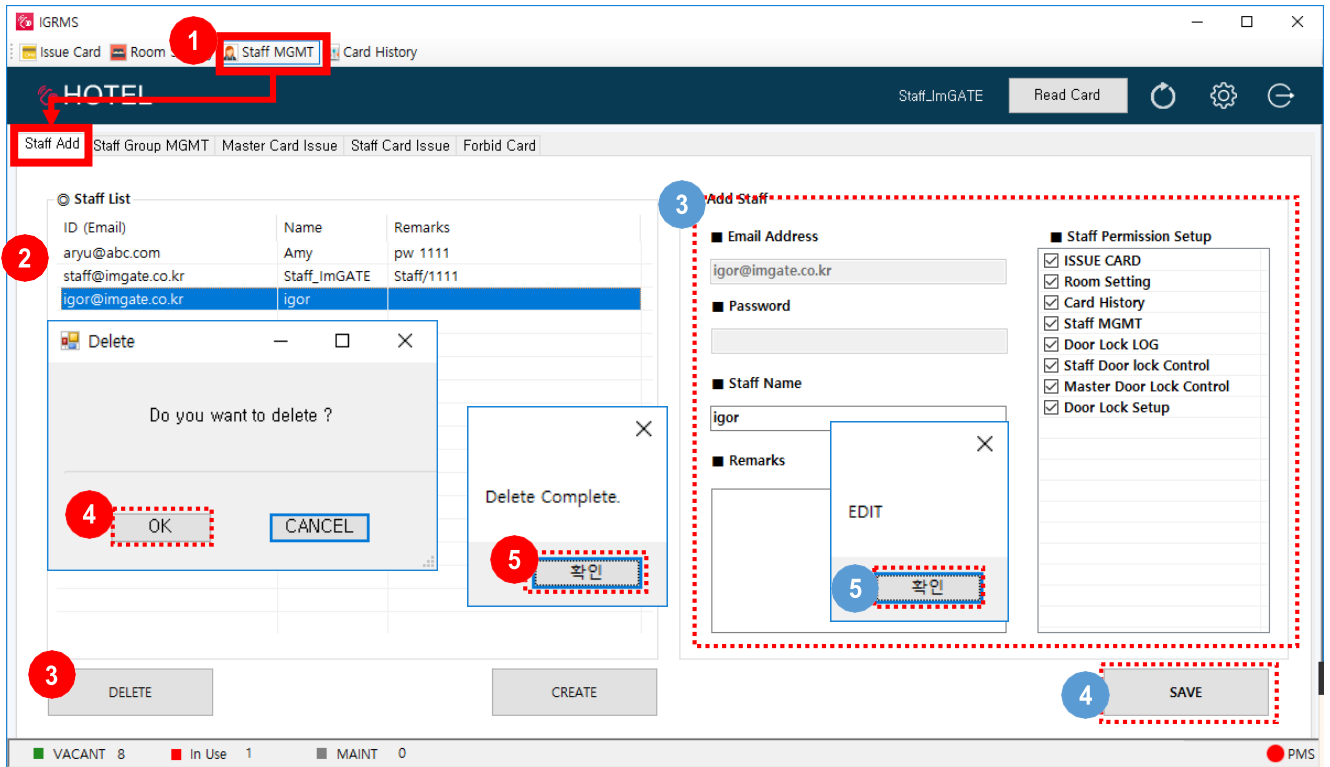
[Staff App]-Staff App access

Door Lock LOG: Door lock LOG access.

- Staff Door Lock control: Staff Mobile Key using access .
- Master Door Lock control: Master Mobile Key using access . Ex) Master, Emergency, Blocking, Opening Key
- Door Lock Setup: Install Door lock using Staff App

◎ Edit/ Delete Staff info

Category : Staff MGMT ▶ Staff Add



① Staff MGMT → Staff Add

② Select Staff to delete from “Staff List”

③ Click [Delete] button

④ Click [OK] button on ‘Delete’ pop-up window

⑤ Click [OK] button on ‘Delete complete’ pop-up window

① Staff MGMT → Staff Add

② Select Staff to edit from “Staff List”

③ Password/Staff Name/Staff permission edit (email edit isn’t able)

④ Click[Save] button

⑤ Click [OK] button on ‘Edit’ pop-up window

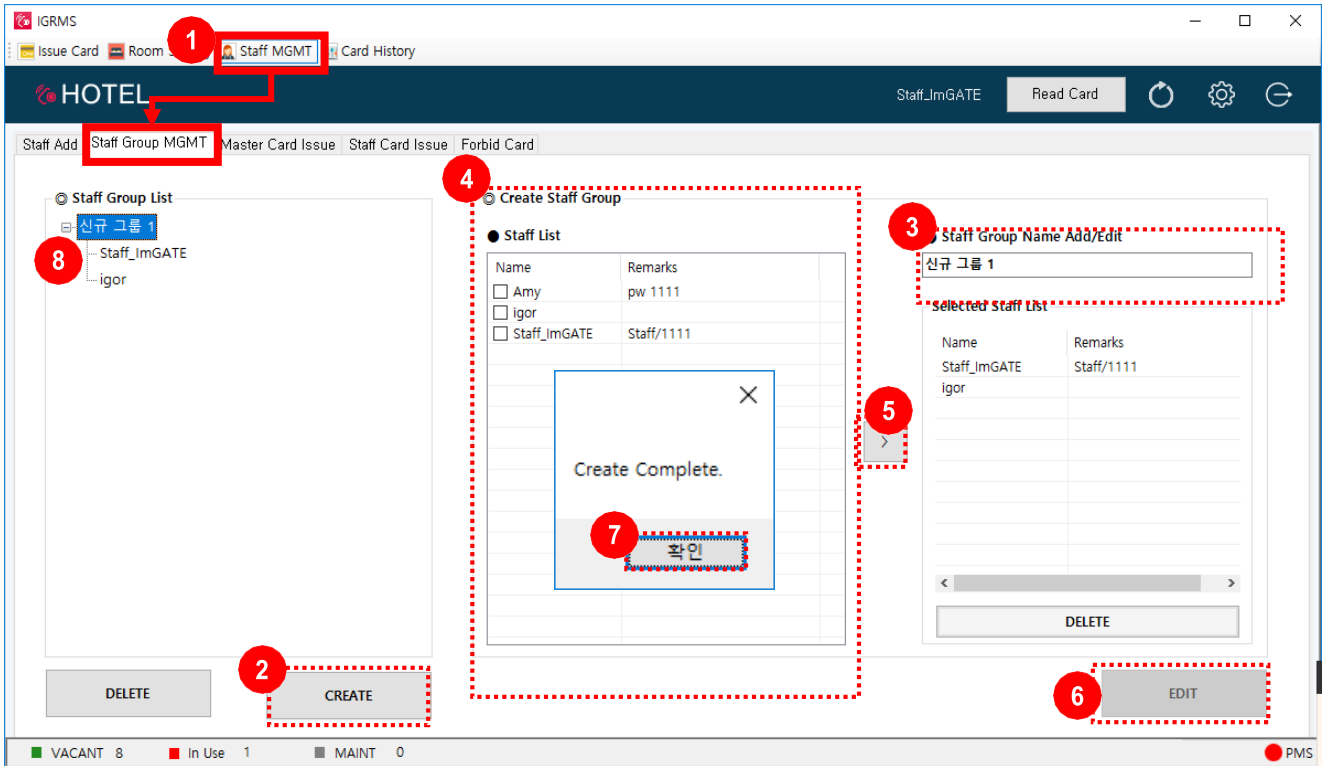
• If you change settings related to staff access, it will be applied on next log in session

Staff MGMT

Staff Group MGMT

◎ Create Staff Group

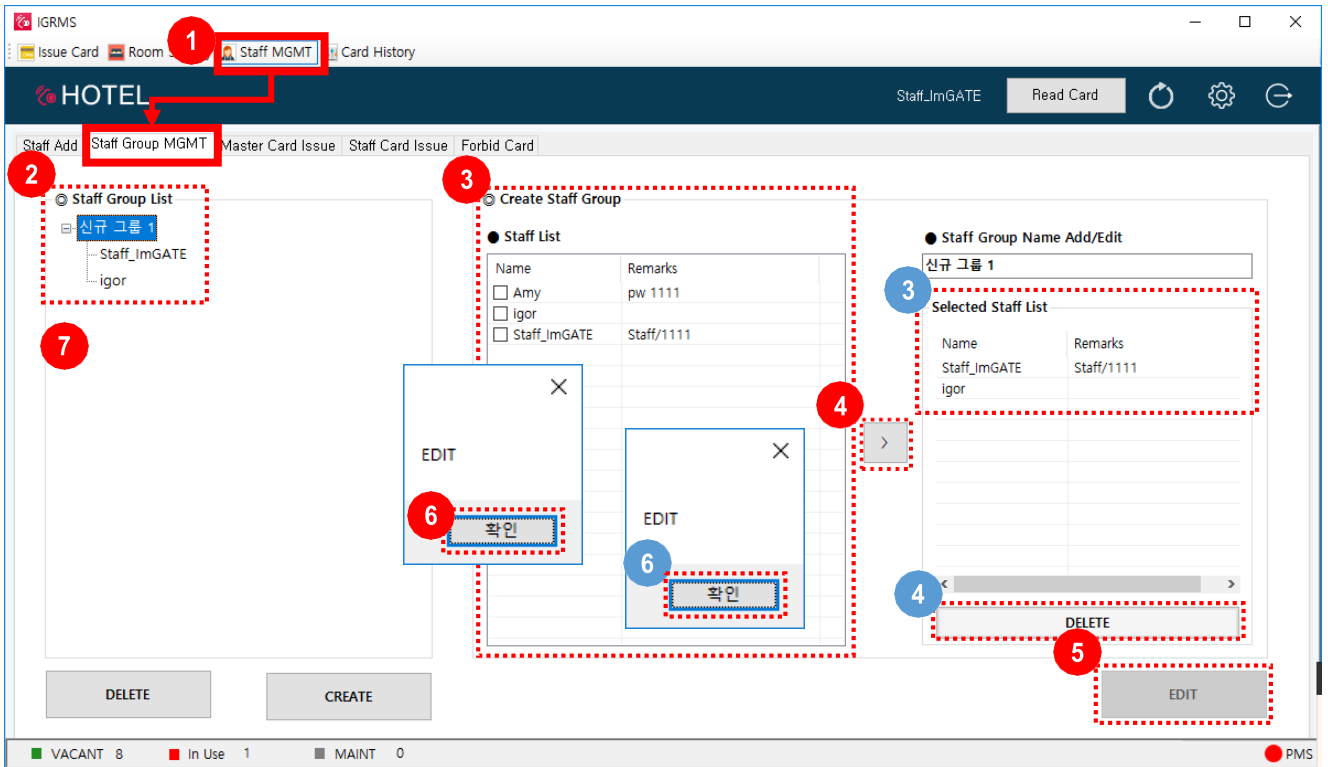
Category : Staff MGMT ▶ Staff Group MGMT



- ① Staff MGMT → Staff Group MGMT
- ② Click [Create] button below Staff Group list
- ③ Type name in “Staff Group Name” section
- ④ Select staff you want to include in new group (Multi select is possible)
- ⑤ Click [>] button to transfer selected staff to [Selected Staff List]
- ⑥ Click [Save] button
- ⑦ Click [OK] button on ‘Create complete’ pop-up window
- ⑧ Check created new Staff Group

◎ Edit Staff Group

Category : Staff MGMT ▶ Staff Group MGMT



Staff [Add]

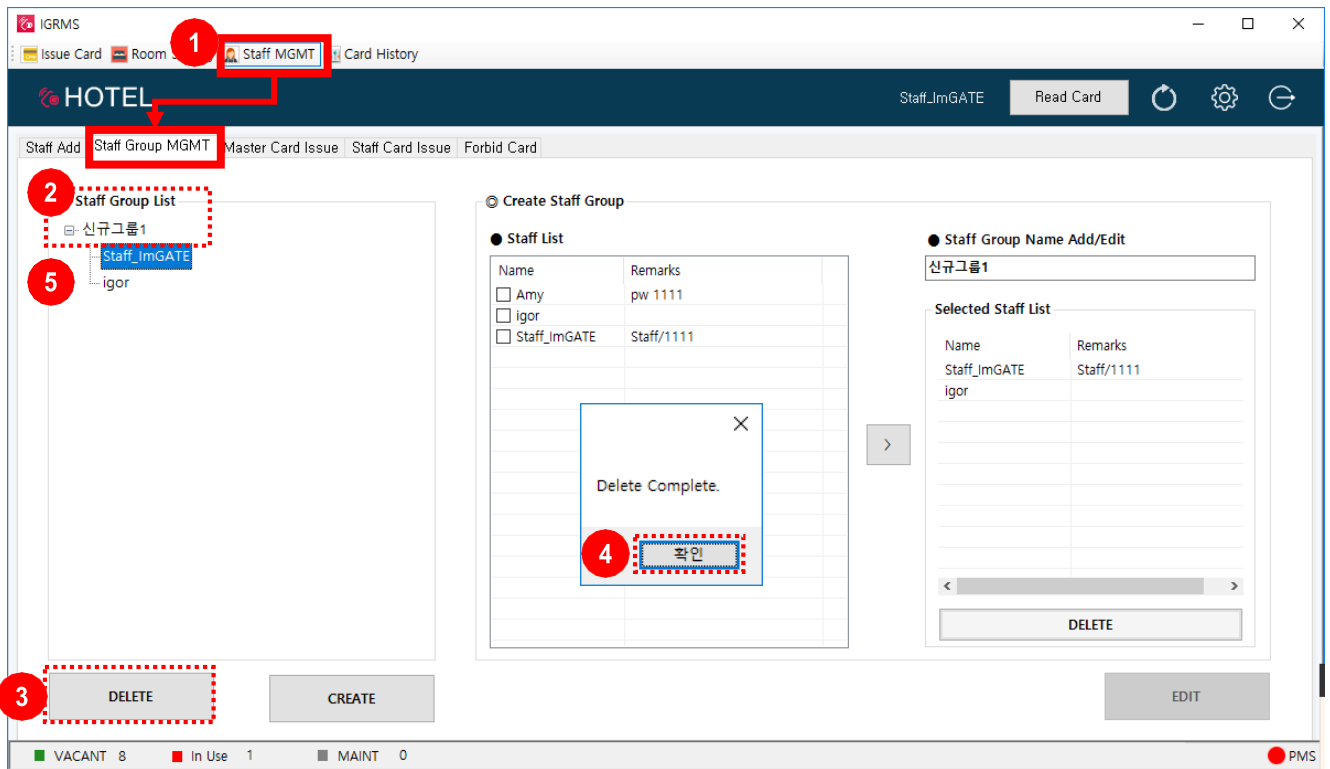
- ① Staff MGMT → Staff Group MGMT
- ② Select the Staff Group you want to edit from the 'Staff Group list'
- ③ Select the staff you want to add from 'Staff List'
- ④ Click [>] button to transfer selected staff to [Selected Staff List]
- ⑤ Click [Edit] button
- ⑥ Click [OK] button on 'Edit' pop-up window
- ⑦ Check added new Staff

Staff [Edit]

- ① Staff MGMT → Staff Group MGMT
- ② Select the Staff Group you want to edit from the 'Staff Group list'
- ③ Select the staff you want to delete from [Selected Staff List]
- ④ Click [Delete] button below
- ⑤ Click [Edit] button
- ⑥ Click [OK] button on 'Edit' pop-up window
- ⑦ Check deleted Staff

◎ Delete Staff Group

Category : Staff MGMT ▶ Staff Group MGMT



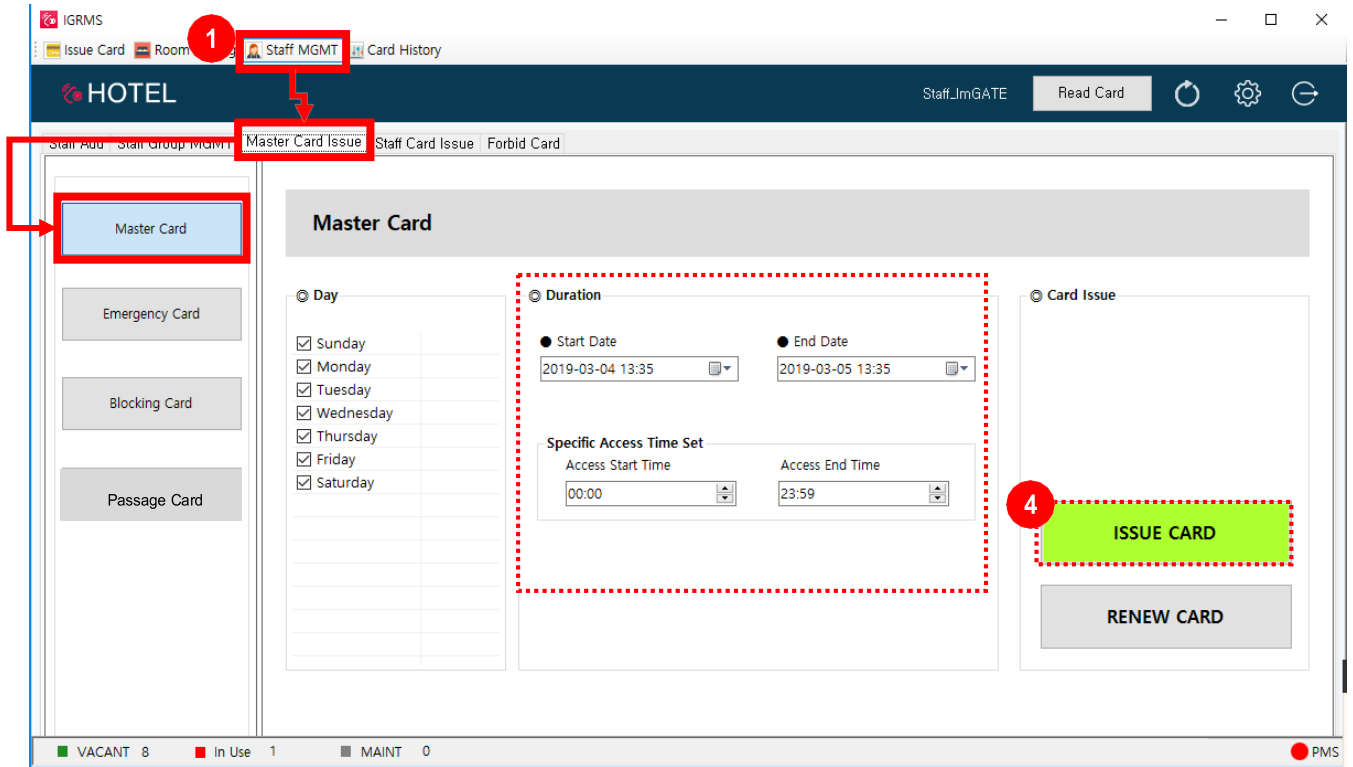
- ① Staff MGMT → Staff Group MGMT
- ② Select the Staff Group you want to edit from the 'Staff Group list'
- ③ Click [Delete] button
- ④ Click [OK] button on 'Delete complete' pop-up window
- ⑤ Check deleted Staff Group

Staff MGMT

Master Card issue

◎ Issue Master card

Category : Staff MGMT ▶ Master Card Issue ▶ Master Card



① Staff MGMT → Master Card Issue → Master Card

② Select day

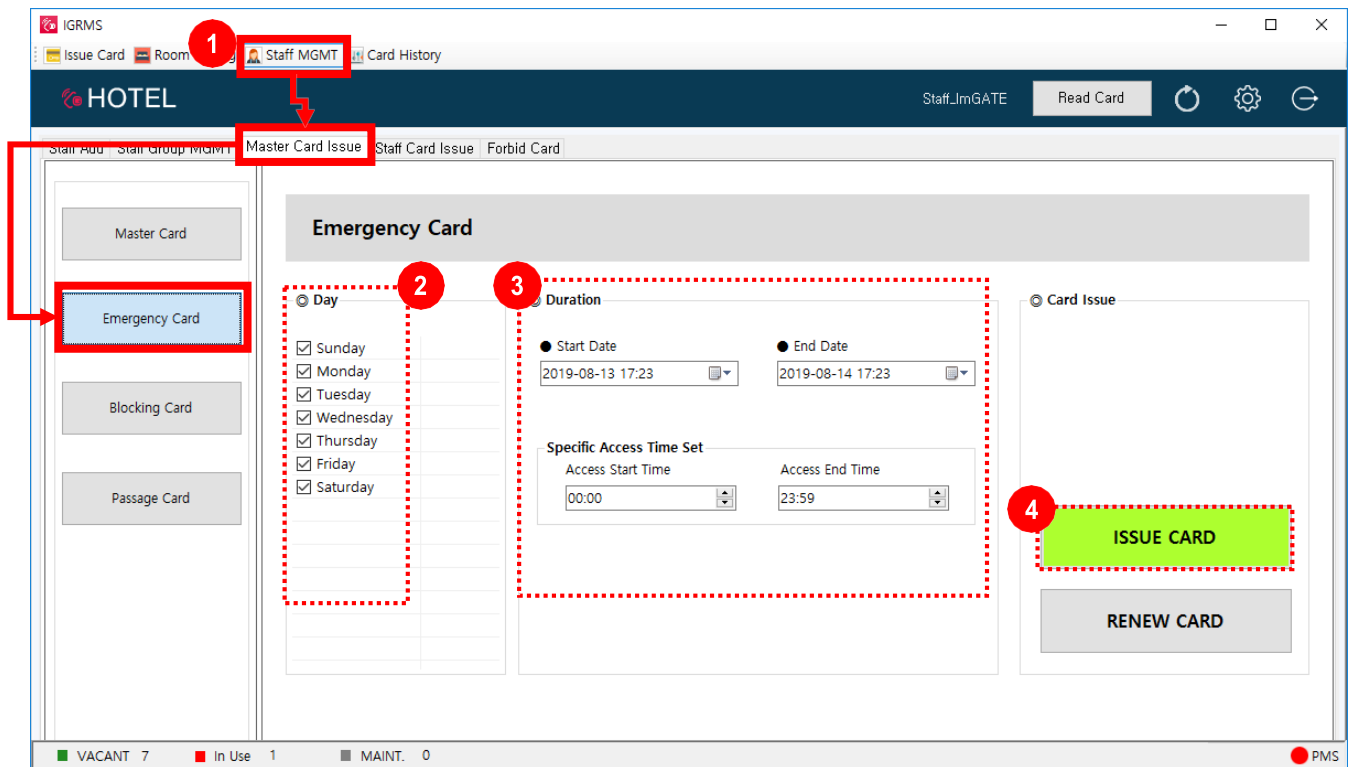
③ Select duration and time

④ Click [Issue Card] button

* Master card releases all the type of cards: Emergency, Blocking, Construction.

◎ Issue Emergency card

Category : Staff MGMT ▶ Master Card Issue ▶ Emergency Card



① Staff MGMT → Master Card Issue → Emergency Card

② Select day

③ Select duration and time

④ Click [Issue Card] button

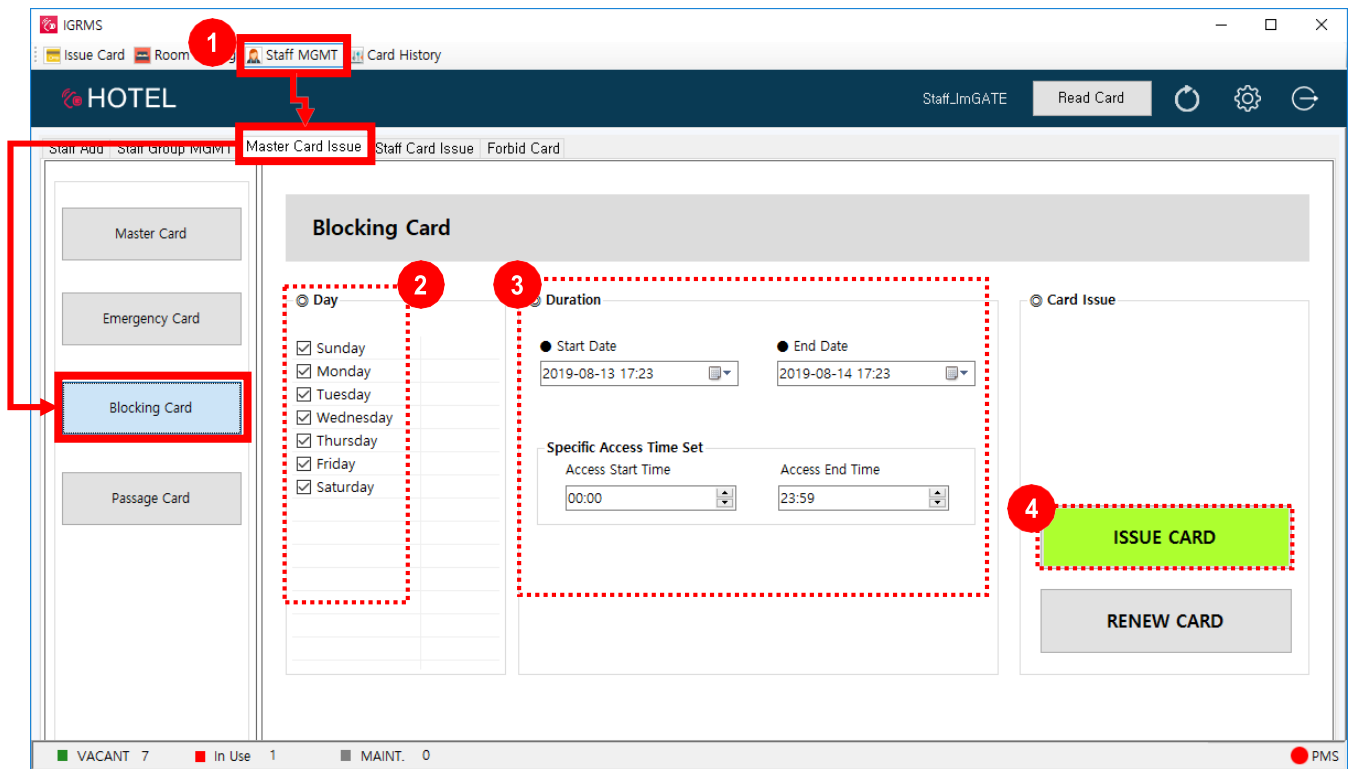
* Renew card: previously issued card is blocked, only renewed card will work.

* Emergency card is the card used for fire or emergency situations. In Emergency Mode door lock is alarming and remain opened.

* Emergency mode release: Tab Master card or Emergency card

◎ Issue Blocking card

Category : Staff MGMT ▶ Master Card Issue ▶ Blocking Card



① Staff MGMT → Master Card Issue → Blocking Card

② Select day

③ Select duration and time

④ Click [Issue Card] button

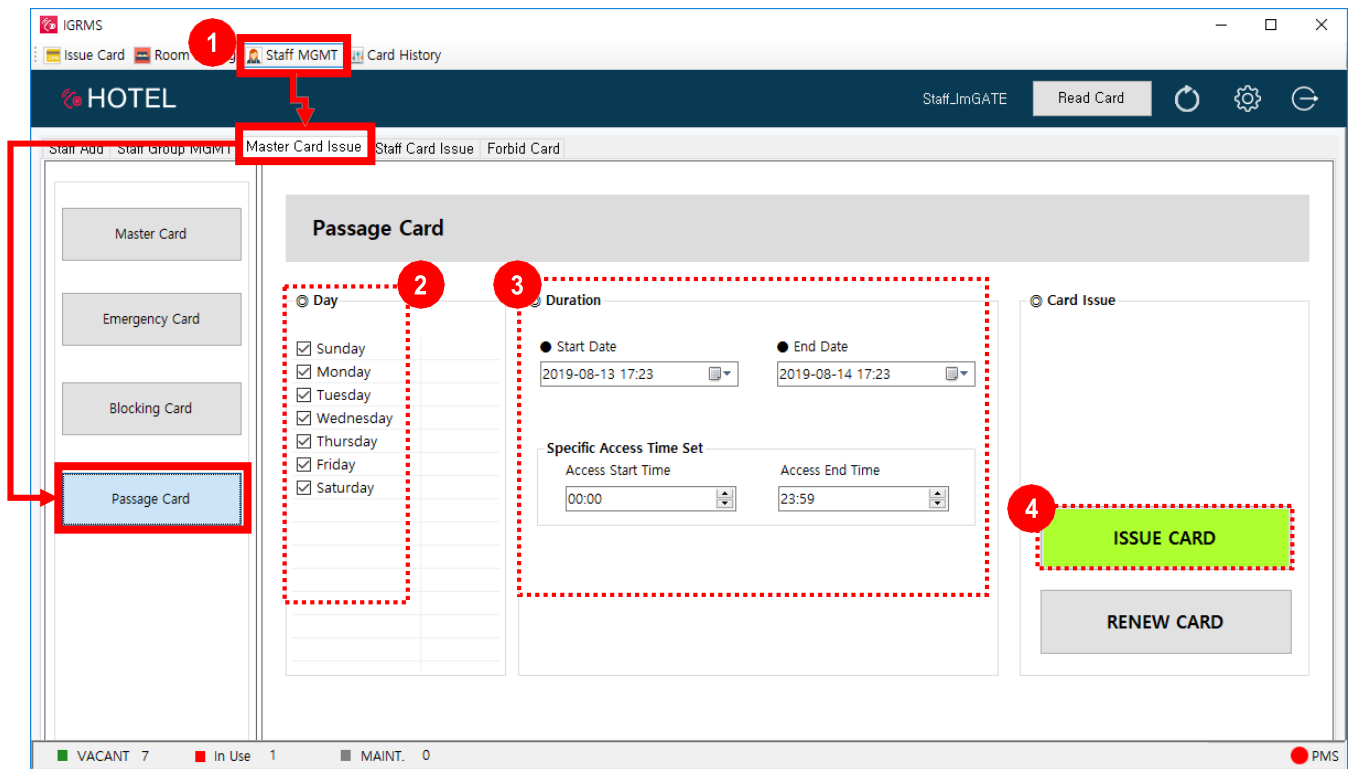
* Renew card: previously issued card is blocked, only renewed card will work.

* Blocking card is card for room access blocking. If you set Blocking mode you won't be able to open door lock with room card or mobile key

* Blocking mode release: tap Master card or Blocking card . (If you tap with Opening card, door lock will be changed from Blocking to Opening mode and door will remain opened).

◎ Issue Passage “Open” card

Category : Staff MGMT ▶ Master Card Issue ▶ Construction Card



① Staff MGMT → Master Card Issue → Passage Card

② Select day

③ Select duration and time

④ Click [Issue Card] button

* Renew card: previously issued card is blocked, only renewed card will work.

* Passage card is using due the construction period. Passage mode door lock will remain be opened.

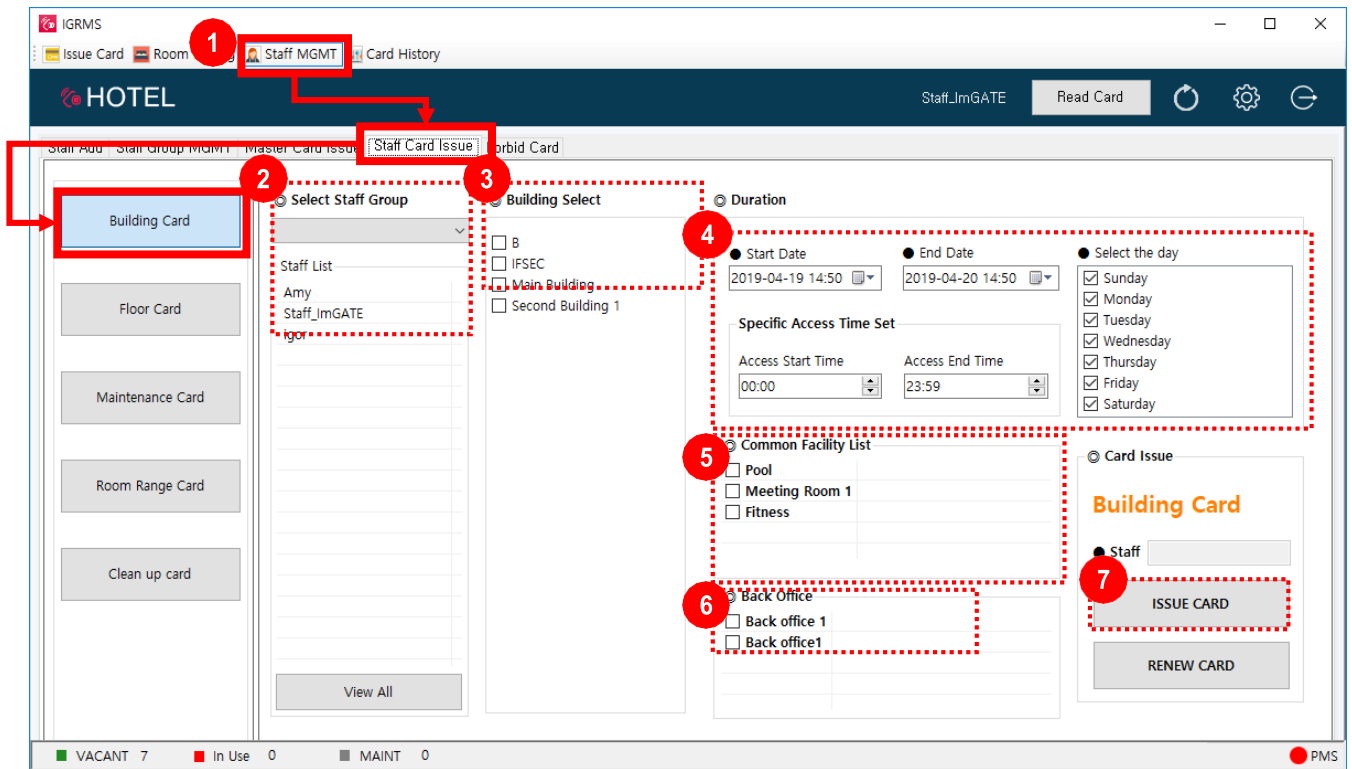
* Passage mode release: Tap Master card or Passage card. (If you tap with Blocking card, door lock will be changed from Passage mode to Blocking and door remain blocked).

Staff MGMT

Issue staff card

◎ Issue Building Card

Category : Staff MGMT ▶ Staff Card Issue ▶ Building Card



① Staff MGMT → Staff Card Issue → Building Card

② Select Staff Group and pick one staff from Staff list (one person)

③ Select building from “Building Select” (multiple select is available)

④ Select card available day / time

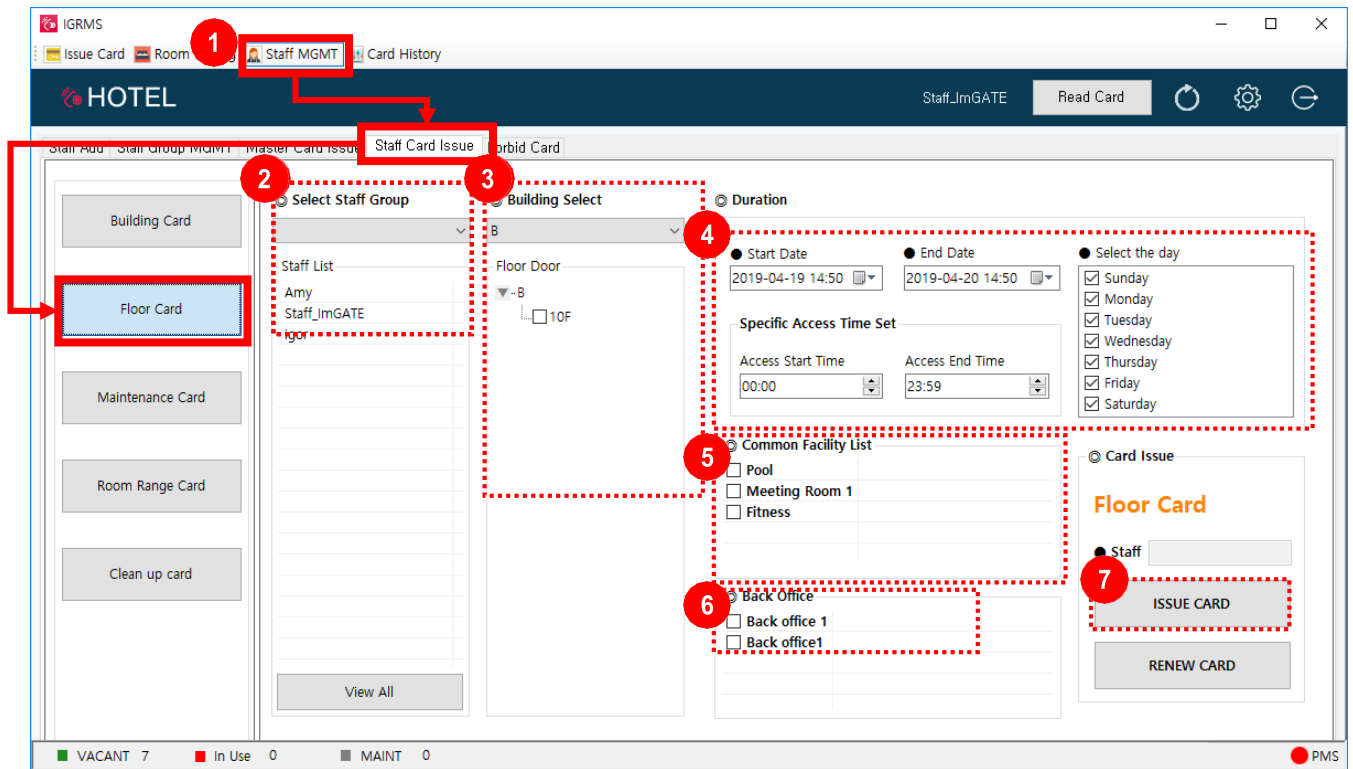
⑤ Select common facilities to authorize access

⑥ Select Back office to authorize access

⑦ Click [Issue card] button

◎ Issue Floor Card

Category : Staff MGMT ▶ Staff Card Issue ▶ Floor Card



① Staff MGMT → Staff Card Issue → Floor Card

② Select Staff Group and pick one staff from Staff list (one person)

③ Select building from “Building Select” and floor to authorize the access (multiple select is available)

④ Select card available day / time

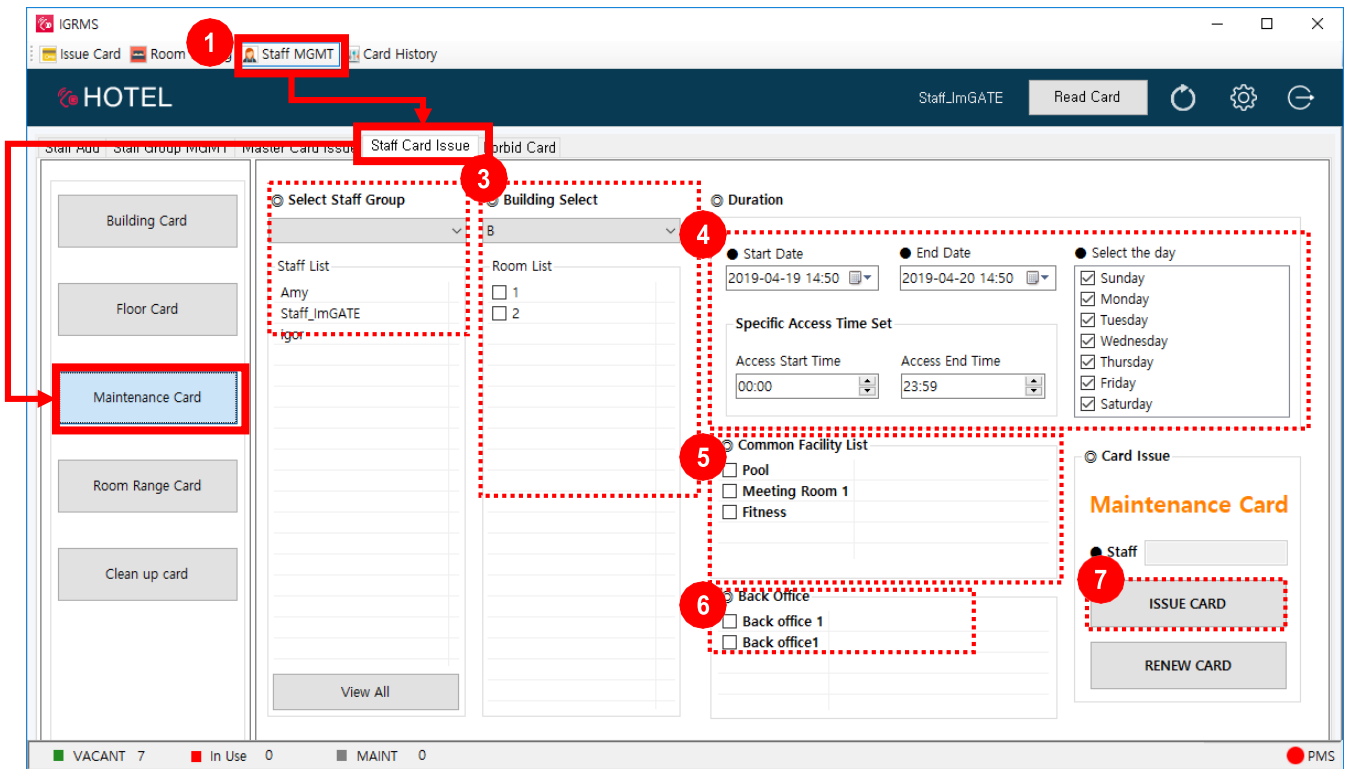
⑤ Select common facilities to authorize access

⑥ Select Back office to authorize access

⑦ Click[Issue card] button

◎ Issue Maintenance Card

Category : Staff MGMT ▶ Staff Card Issue ▶ Maintenance Card



① Staff MGMT → Staff Card Issue → Maintenance Card

② Select Staff Group and pick one staff from Staff list (one person)

③ Select building from “Building Select” and room to authorize the access (multiple select is available)

④ Select card available day / time

⑤ Select common facilities to authorize access

⑥ Select Back office to authorize access

⑦ Click [Issue card] button

◎ Issue Room Range Card

Category : Staff MGMT ▶ Staff Card Issue ▶ Room Range Card

① Staff MGMT → Staff Card Issue → Room Range Card

② Select Staff Group and pick one staff from Staff list (one person)

③ Select Building/Floor and set (ex: 101-110), click [Add List] button

④ If you set room range list wrong, select Room range list and click [Delete] button

⑤ Select card available day / time

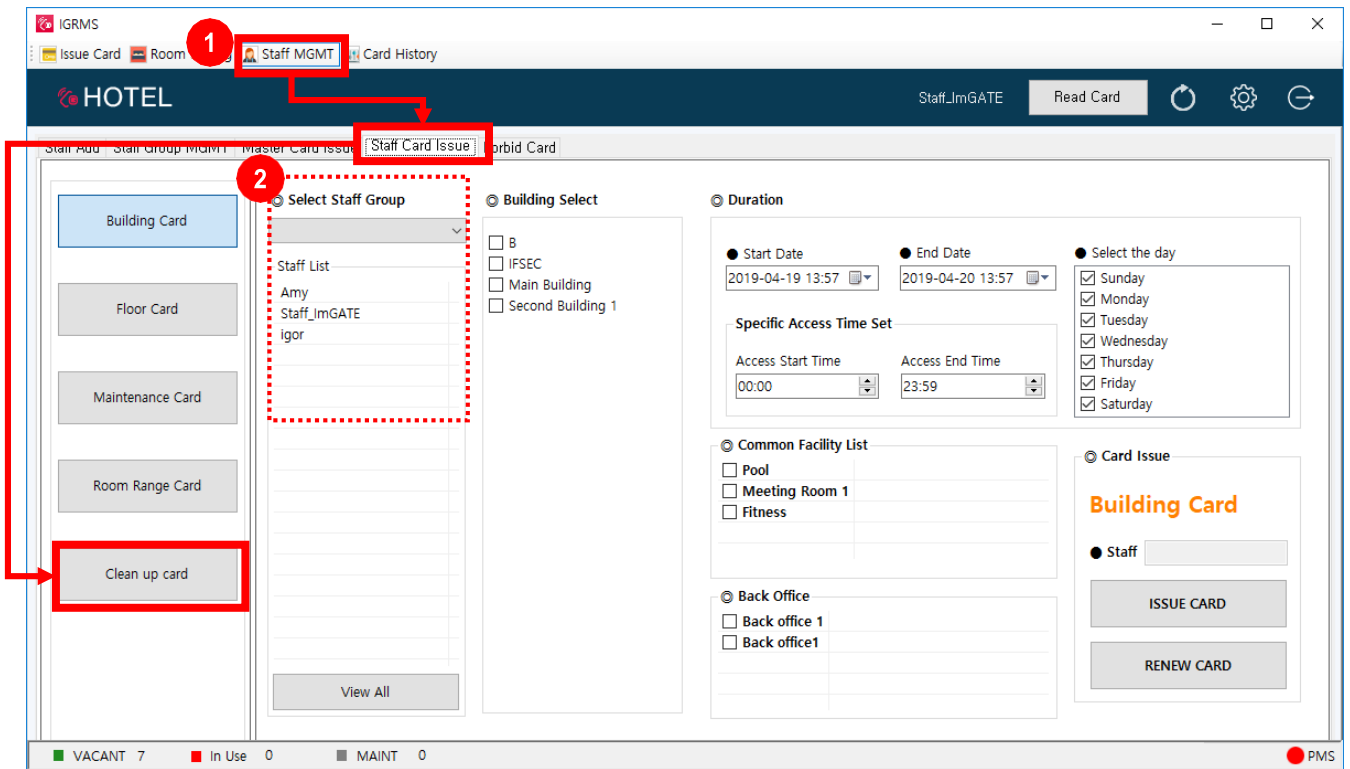
⑥ Select common facilities to authorize access

⑦ Select Back office to authorize access

⑧ Click[Issue card] button

◎ Issue Clean up Card

Category : Staff MGMT ▶ Staff Card Issue ▶ Clean up Card



① Staff MGMT → Staff Card Issue → Room Range Card

② Select Staff Group and pick one staff from Staff list (one person)

③ Click[Issue card] button

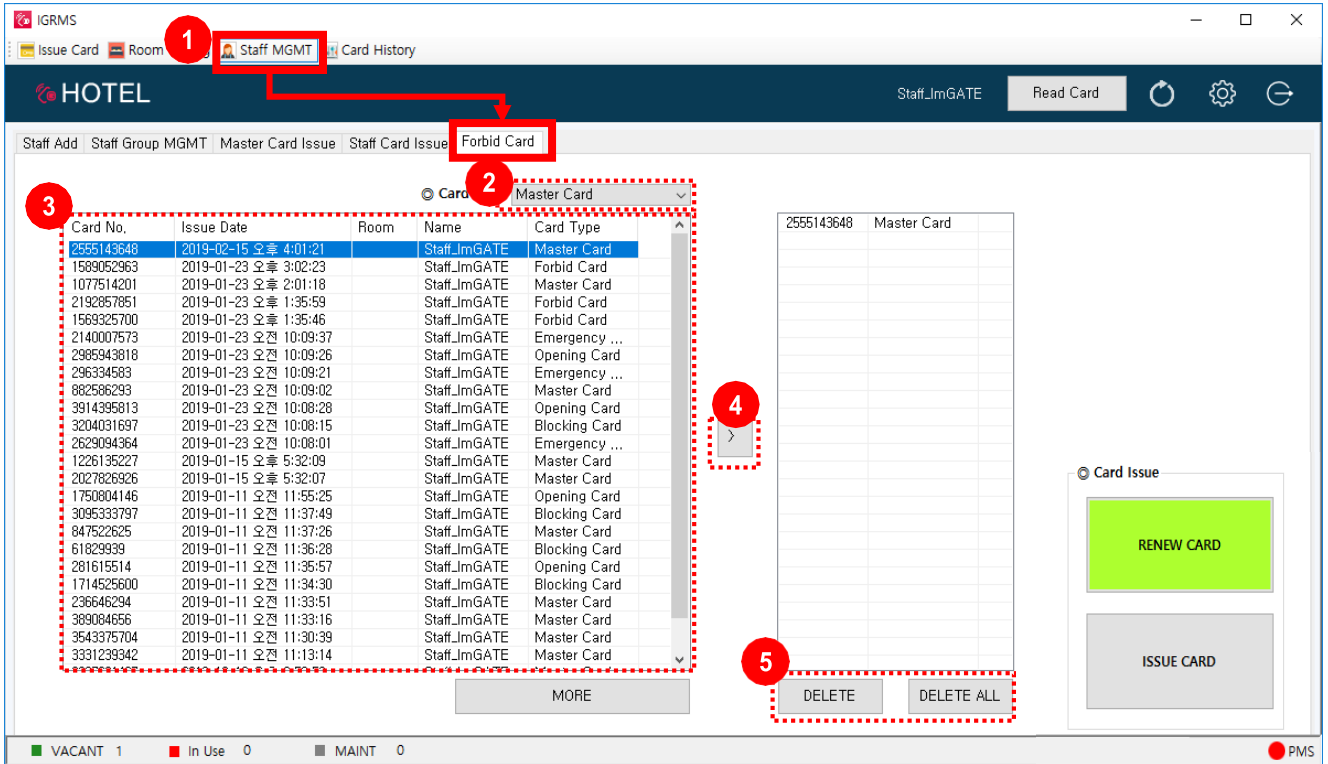
Clean up card is Staff card to switch Key tap to cleaned up status. (Optional function)

Staff MGMT

Forbid Card

☉ Forbid card

Category : Staff MGMT ▶ Forbid card



① Staff MGMT → Forbid Card

② Select Type of card to register as lost card. (Master Card, Staff Card, Setup Card, Latest forbid card)

③ Select Forbid Card from Issued Card List (Max . 16)

④ Click [>]button to add to Forbid Card list

⑤ Delete select or Delete All

⑥ Click [Issue card]

* Renew card: If you renew the card, you can't use previous issued Master card and Forbid card.

* Forbid card: To prevent using lost card, register it as forbid card. Issue forbid card and tap related door lock.

* To register lost card as Forbid card, you'd better to know card number or issue date. Master Card . If there are no any records go to "Master card" click [Renew Card] and then to issue next Master Card click [Issue Card] button.

Card History

◎ Card History

Category : Card History ▶ Guest Card

Card No.	Issue ...	Issue Date	Name	Room	서브룸	Sequenc...	Com...	Check in	Check out
1663082731	Issued	2019-03-11 오후 2:33:47	Staff_lmGATE	202		136	Pool	2019-03-11 오후 2:33:00	2019-03-12 오전 11:59:00
3727811710	Issued	2019-03-11 오후 2:31:28	Staff_lmGATE	202		135	Pool	2019-03-11 오후 2:31:00	2019-03-12 오전 11:59:00
1405775304	Issued	2019-03-11 오후 2:30:59	Staff_lmGATE	202		134	Pool	2019-03-11 오후 2:30:00	2019-03-12 오전 11:59:00
333613195	Issued	2019-03-11 오후 2:25:37	Staff_lmGATE	202		133	Pool	2019-03-11 오후 2:25:00	2019-03-12 오전 11:59:00
91249794	Issued	2019-03-11 오후 2:20:46	Staff_lmGATE	202		132	Pool	2019-03-11 오후 2:20:00	2019-03-12 오전 11:59:00
1128821218	Issued	2019-03-11 오후 1:40:47	Staff_lmGATE	202		131	Pool	2019-03-11 오후 1:40:00	2019-03-12 오전 11:59:00
31594942	Issued	2019-03-11 오후 1:40:01	Staff_lmGATE	202		130	Pool	2019-03-11 오후 1:40:00	2019-03-12 오전 11:59:00
3380319243	Issued	2019-03-11 오후 1:38:01	Staff_lmGATE	202		129	Pool	2019-03-11 오후 1:38:00	2019-03-12 오전 11:59:00
2217828363	Issued	2019-03-11 오후 1:37:13	Staff_lmGATE	202		128	Pool	2019-03-11 오후 1:37:00	2019-03-12 오전 11:59:00
1563524515	Issued	2019-03-11 오후 1:35:05	Staff_lmGATE	202		127	Pool	2019-03-11 오후 1:35:00	2019-03-12 오전 11:59:00
3403878043	Issued	2019-03-11 오후 1:32:35	Staff_lmGATE	202		126	Pool	2019-03-11 오후 1:32:00	2019-03-12 오전 11:59:00
2259539505	Issued	2019-03-11 오후 1:32:12	Staff_lmGATE	202		125	Pool	2019-03-11 오후 1:32:00	2019-03-12 오전 11:59:00
2068345649	Issued	2019-03-11 오후 12:51:31	Staff_lmGATE	202		124	Pool	2018-03-23 오후 12:51:00	2018-03-24 오전 11:59:00
1550024305	Issued	2019-03-11 오후 12:51:02	Staff_lmGATE	202		123	Pool	2018-03-23 오후 12:51:00	2018-03-24 오전 11:59:00
1122795446	Issued	2019-03-11 오후 12:50:54	Staff_lmGATE	202		122	Pool	2018-03-23 오후 12:50:00	2018-03-24 오전 11:59:00
2708482061	Issued	2019-03-11 오후 12:41:01	Staff_lmGATE	202		121	Pool	2018-03-23 오후 12:41:00	2018-03-24 오전 11:59:00
4114095559	Issued	2019-03-11 오후 12:40:00	Staff_lmGATE	202		120	Pool	2018-03-23 오후 12:39:00	2018-03-24 오전 11:59:00
1229264618	Issued	2019-03-11 오후 12:36:48	Staff_lmGATE	202		119	Pool	2018-03-23 오후 12:36:00	2018-03-24 오전 11:59:00
1603303776	Issued	2019-03-11 오전 10:12:39	Staff_lmGATE	202		118	Pool	2019-03-11 오전 10:12:00	2019-03-12 오전 11:59:00
4107323420	Issued	2019-03-11 오전 10:05:46	Staff_lmGATE	202		117	Pool	2019-03-11 오전 10:05:00	2019-03-12 오전 11:59:00
3128613776	Issued	2019-03-11 오전 10:05:00	Staff_lmGATE	202		116	Pool	2019-03-11 오전 10:04:00	2019-03-12 오전 11:59:00
2580779474	Issued	2019-03-11 오전 9:47:19	Staff_lmGATE	202		115	Pool	2019-03-11 오전 9:47:00	2019-03-12 오전 11:59:00
1585097941	Issued	2019-03-11 오전 9:40:41	Staff_lmGATE	202		114	Pool	2018-03-23 오전 9:40:00	2018-03-24 오전 11:59:00
60029656	Issued	2019-03-11 오전 9:35:30	Staff_lmGATE	202		113	Pool	2018-03-23 오전 9:35:00	2018-03-24 오전 11:59:00
1272602449	Issued	2019-03-11 오전 9:34:45	Staff_lmGATE	202		112	Pool	2018-03-23 오전 9:34:00	2018-03-24 오전 11:59:00
2499875897	Issued	2019-03-11 오전 8:59:47	Staff_lmGATE	202		111	Pool	2018-03-23 오전 8:59:00	2018-03-24 오전 11:59:00
1111648313	Issued	2019-03-11 오전 8:59:15	Staff_lmGATE	202		110	Pool	2018-03-23 오전 8:59:00	2018-03-24 오전 11:59:00

① Card History → Guest Card

② Refresh: refresh screen

③ More: Latest 30 records are displayed, (To see more click [More] button)

④ Export to EXCEL: Saving search results as Excel file.

* Issued Guest Card records are displayed by latest records.

◎ Card History

Category : Card History ▶ Master Card

The screenshot shows the IGRMS 'Card History' window. The 'Master Card' tab is selected. A table displays card records with columns for Card No., Issue Date, Name, Card type, Sequence, Start Date, End Date, Access, and Day. At the bottom right, there are three buttons: 'REFRESH', 'MORE', and 'EXPORT TO EXCEL'. A status bar at the bottom shows 'VACANT 1', 'In Use 0', and 'MAINT 0'.

Card No.	Issue ...	Issue Date	Name	Card ...	Seque...	Start Date	End Date	Acces...	Acces...	Day
2555143648	Issued	2019-02-15 오후 4:01:21	Staff_lmGATE	Maste...	0	2019-02-15 오후 4:01:00	2019-12-30 오후 4:01:00	00:00	23:59	SUN ...
1589052963	Issued	2019-01-23 오후 3:02:23	Staff_lmGATE	Forbid...	0	2019-01-23 오후 3:02:23	2019-01-23 오후 3:02:23			
1077514201	Issued	2019-01-23 오후 2:01:18	Staff_lmGATE	Maste...	0	2019-01-23 오후 2:01:00	2019-01-24 오후 2:01:00	00:00	23:59	SUN ...
2192857851	Issued	2019-01-23 오후 1:35:59	Staff_lmGATE	Forbid...	0	2019-01-23 오후 1:35:59	2019-01-23 오후 1:35:59			
1569325700	Issued	2019-01-23 오후 1:35:46	Staff_lmGATE	Forbid...	0	2019-01-23 오후 1:35:45	2019-01-23 오후 1:35:45			
2140007573	Issued	2019-01-23 오전 10:09:37	Staff_lmGATE	Emer...	0	2019-01-23 오전 10:07:00	2019-01-24 오전 10:07:00	00:00	23:59	SUN ...
2985943818	Issued	2019-01-23 오전 10:09:26	Staff_lmGATE	Openi...	0	2019-01-23 오전 10:07:00	2019-01-24 오전 10:07:00	00:00	23:59	SUN ...
296334563	Issued	2019-01-23 오전 10:09:21	Staff_lmGATE	Emer...	0	2019-01-23 오전 10:07:00	2019-01-24 오전 10:07:00	00:00	23:59	SUN ...
882586293	Issued	2019-01-23 오전 10:09:02	Staff_lmGATE	Maste...	0	2019-01-23 오전 10:07:00	2019-01-24 오전 10:07:00	00:00	23:59	SUN ...
3914395813	Issued	2019-01-23 오전 10:08:28	Staff_lmGATE	Openi...	0	2019-01-23 오전 10:07:00	2019-01-24 오전 10:07:00	00:00	23:59	SUN ...
3204031697	Issued	2019-01-23 오전 10:08:15	Staff_lmGATE	Blocki...	0	2019-01-23 오전 10:07:00	2019-01-24 오전 10:07:00	00:00	23:59	SUN ...
2629094364	Issued	2019-01-23 오전 10:08:01	Staff_lmGATE	Emer...	0	2019-01-23 오전 10:07:00	2019-01-24 오전 10:07:00	00:00	23:59	SUN ...
1226135227	Issued	2019-01-15 오후 5:32:09	Staff_lmGATE	Maste...	0	2019-01-15 오후 5:32:00	2019-01-16 오후 5:32:00	00:00	23:59	SUN ...
2027826926	Issued	2019-01-15 오후 5:32:07	Staff_lmGATE	Maste...	0	2019-01-15 오후 5:32:00	2019-01-16 오후 5:32:00	00:00	23:59	SUN ...
1750804146	Issued	2019-01-11 오전 11:55:25	Staff_lmGATE	Openi...	0	2019-01-11 오전 11:55:00	2019-01-12 오전 11:55:00	00:00	23:59	SUN ...
3095333797	Issued	2019-01-11 오전 11:37:49	Staff_lmGATE	Blocki...	0	2019-01-11 오전 11:31:00	2019-01-12 오전 11:31:00	00:00	23:59	SUN ...
847522625	Issued	2019-01-11 오전 11:37:26	Staff_lmGATE	Maste...	0	2019-01-11 오전 11:31:00	2019-01-12 오전 11:31:00	00:00	23:59	SUN ...
61829939	Issued	2019-01-11 오전 11:36:28	Staff_lmGATE	Blocki...	0	2019-01-11 오전 11:31:00	2019-01-12 오전 11:31:00	00:00	23:59	SUN ...
281615514	Issued	2019-01-11 오전 11:35:57	Staff_lmGATE	Openi...	0	2019-01-11 오전 11:31:00	2019-01-12 오전 11:31:00	00:00	23:59	SUN ...
1714525600	Issued	2019-01-11 오전 11:34:30	Staff_lmGATE	Blocki...	0	2019-01-11 오전 11:31:00	2019-01-12 오전 11:31:00	00:00	23:59	SUN ...
236646294	Issued	2019-01-11 오전 11:33:51	Staff_lmGATE	Maste...	0	2019-01-11 오전 11:31:00	2019-01-12 오전 11:31:00	00:00	23:59	SUN ...
389084656	Issued	2019-01-11 오전 11:33:16	Staff_lmGATE	Maste...	0	2019-01-11 오전 11:31:00	2019-01-12 오전 11:31:00	00:00	23:59	SUN ...
3543375704	Issued	2019-01-11 오전 11:30:39	Staff_lmGATE	Maste...	0	2019-01-11 오전 11:30:00	2019-01-12 오전 11:30:00	00:00	23:59	SUN ...
3331239342	Issued	2019-01-11 오전 11:13:14	Staff_lmGATE	Maste...	0	2019-01-11 오전 11:12:00	2019-01-12 오전 11:12:00	00:00	23:59	SUN ...
2887631427	Issued	2018-12-13 오후 3:59:56	Staff_lmGATE	Maste...	0	2018-12-13 오후 3:59:00	2018-12-14 오후 3:59:00	00:00	23:59	SUN ...
3847240571	Issued	2018-12-12 오후 2:09:39	Staff_lmGATE	Maste...	0	2018-12-11 오후 2:09:00	2018-12-20 오후 2:09:00	00:00	23:59	SUN ...

① Card History → Master Card

② Refresh: refresh screen

③ More: Latest 30 records are displayed, (To see more click [More] button)

④ Export to EXCEL: Saves search results as Excel file.

* Issued Master Card records are displayed by latest records.

◎ Card History

Category : Card History ▶ Staff Card

1

2

3

4

Card No.	Issue ...	Issue Date	Name	User	Card ...	Seque...	Start Date	End Date	Acces...	Acces...	Day	Com...	Building	Buildi...	Floor
471761542	Issued	2019-02-...	Staff_ImGATE	Staff_J...	Maint...	0	2019-02-27 ...	2019-02-28 08:25:00	00:00	23:59	SUN ...		Main ...		
3998617371	Issued	2019-02-...	Staff_ImGATE	Staff_J...	clean...		2019-02-26 ...	2019-02-26 07:38:19							
3557159607	Issued	2019-01-...	Staff_ImGATE	Staff_J...	Buildi...	0	2019-01-23 ...	2019-01-26 01:59:00	00:00	23:59	SUN ...	Back...		Main ...	
3717700231	Issued	2019-01-...	Staff_ImGATE	igor	Buildi...	0	2019-01-11 ...	2019-01-12 01:01:00	00:00	23:59	SUN ...	Back...		Main ...	
3744123859	Issued	2019-01-...	Staff_ImGATE	igor	Buildi...	0	2019-01-11 ...	2019-01-12 01:01:00	00:00	23:59	SUN ...	Back...		Main ...	

VACANT 1 In Use 0 MAINT 0 PMS

① Card History → Staff Card

② Refresh: refresh screen

③ More: Latest 30 records are displayed, (To see more click [More] button)

④ Export to EXCEL: Saving search results as Excel file.

* Issued Staff Card records are displayed by latest records.

◎ Card History

Category : Card History ▶ Setup Card

Card No.	Issue ...	Issue Date	Name	User	Card ...	Seque...	Building	Floor	Corridor	Room	Subro...	Com...
326221384	Issued	2019-02-28 오전 11:26:11	Staff_ImGATE	Staff_...	BLE S...	0						
1765026674	Issued	2019-02-26 오후 7:39:14	Staff_ImGATE	Staff_...	BLE S...	0						
1709403763	Issued	2019-02-26 오후 7:33:37	Staff_ImGATE	Staff_...	BLE S...	0						
4259457927	Issued	2019-02-22 오후 3:32:39	Staff_ImGATE	Staff_...	Factor...	0						
1879237206	Issued	2019-02-15 오후 4:02:41	Staff_ImGATE	Staff_...	BLE S...	0						
75699184	Issued	2019-02-11 오후 9:08:08	Staff_ImGATE	Staff_...	BLE S...	0						
4207664384	Issued	2019-02-11 오후 8:51:11	Staff_ImGATE	Staff_...	BLE S...	0						
133021450	Issued	2019-02-11 오후 8:13:38	Staff_ImGATE	Staff_...	BLE S...	0						
121820160	Issued	2019-02-10 오후 7:04:48	Staff_ImGATE	Staff_...	BLE S...	0						
2950963022	Issued	2019-02-08 오후 4:55:33	Staff_ImGATE	Staff_...	BLE S...	0						
1583250537	Issued	2019-02-08 오후 4:33:18	Staff_ImGATE	Staff_...	BLE S...	0						
2174688199	Issued	2019-02-08 오후 3:48:50	Staff_ImGATE	Staff_...	BLE S...	0						
3311528883	Issued	2019-02-08 오후 2:07:43	Staff_ImGATE	Staff_...	BLE S...	0						
3587123447	Issued	2019-02-08 오후 2:05:45	Staff_ImGATE	Staff_...	BLE S...	0						
3832082136	Issued	2019-02-08 오후 2:03:08	Staff_ImGATE	Staff_...	BLE S...	0						
1701638940	Issued	2019-01-23 오후 3:01:40	Staff_ImGATE	Staff_...	BLE S...	0						
2422295249	Issued	2019-01-11 오후 3:52:26	Staff_ImGATE	Staff_...	BLE S...	0						
2470460906	Issued	2019-01-11 오전 11:47:38	Staff_ImGATE	Staff_...	Room...	0	Main Building	1F		202		
602798749	Issued	2019-01-11 오전 11:12:25	Staff_ImGATE	Staff_...	Factor...	0						
3572363520	Issued	2019-01-11 오전 11:11:52	Staff_ImGATE	Staff_...	BLE S...	0						
1236924360	Issued	2019-01-11 오전 9:54:20	Staff_ImGATE	Staff_...	Factor...	0						
1793544082	Issued	2019-01-11 오전 9:52:54	Staff_ImGATE	Staff_...	Touch...	0						
3112016299	Issued	2019-01-11 오전 9:20:16	Staff_ImGATE	Staff_...	BLE S...	0						
2164496607	Issued	2019-01-07 오후 2:10:14	Staff_ImGATE	Staff_...	BLE S...	0						
1526879207	Issued	2018-12-13 오후 4:52:06	Staff_ImGATE	Staff_...	BLE S...	0						
4178919154	Issued	2018-12-13 오후 3:57:04	Staff_ImGATE	Staff_...	BLE S...	0						

1 Setup Card
2 REFRESH
3 MORE
4 EXPORT TO EXCEL

VACANT 1 In Use 0 MAINT 0 PMS

① Card History → Setup Card

② Refresh: refresh screen

③ More: Latest 30 records are displayed, (To see more click [More] button)

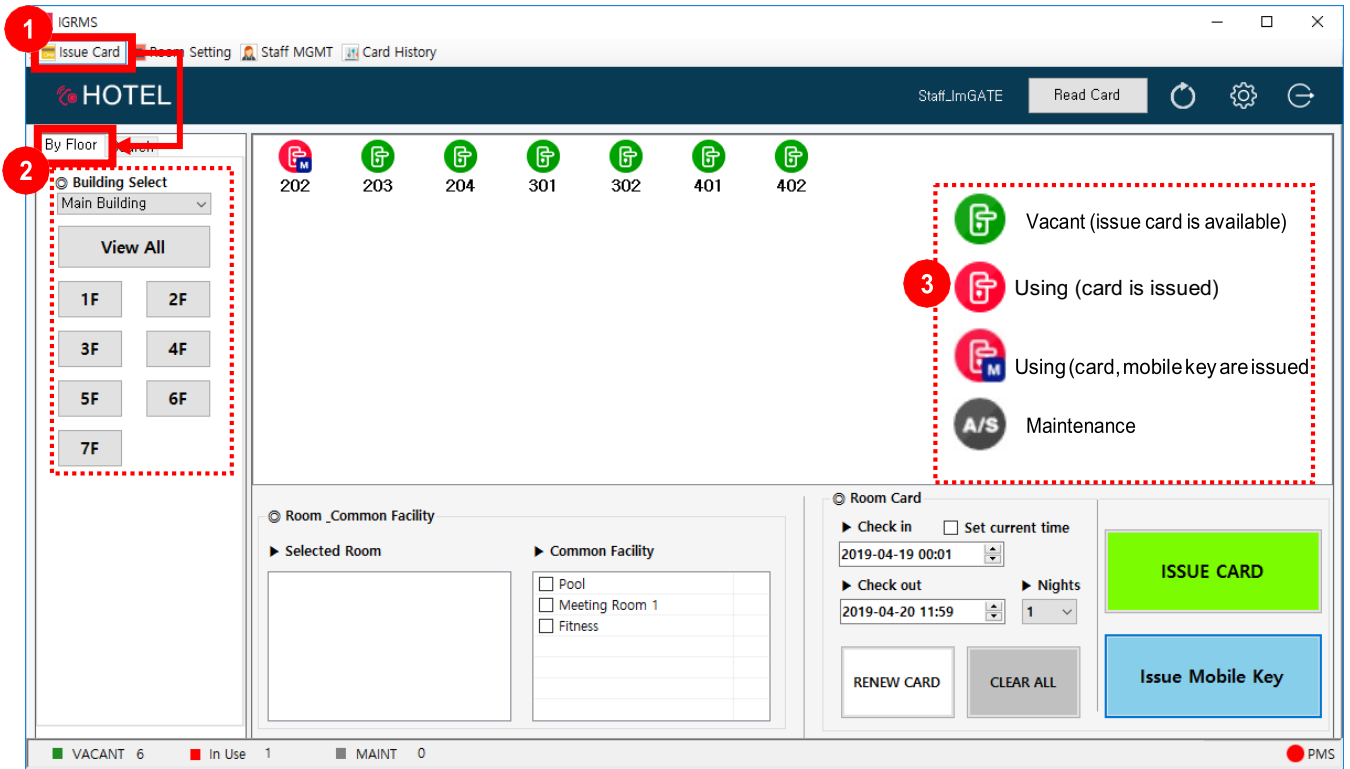
④ Export to EXCEL: Saving search results as Excel file.

* Issued Setup Card records are displayed by latest records.

Main Display

◎ Card Issue – Main Display

Category : By Floor

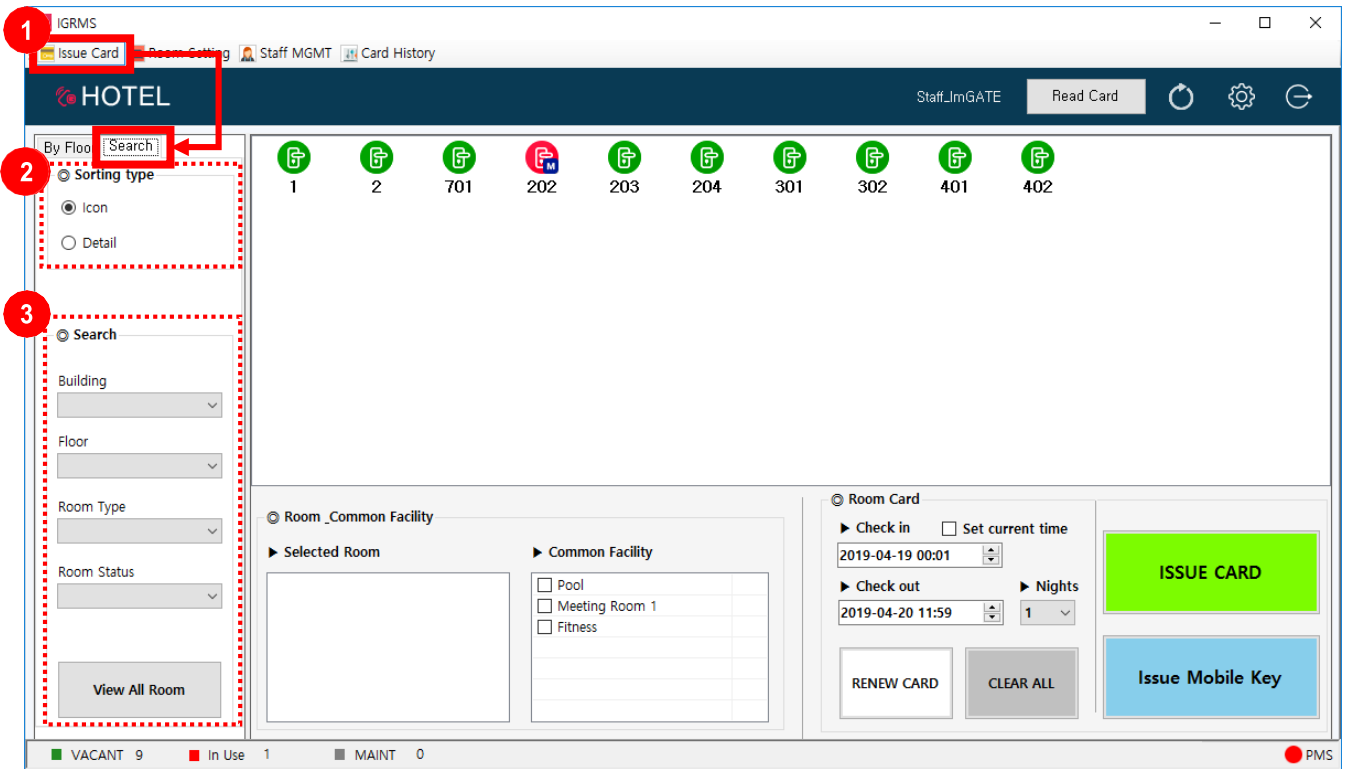


① Issue Card → By Floor

② Select View all rooms or by floor.

③ Check status by icons: vacant, using(issue card, issue mobile key), maintenance
select room number and right-click to change room status.

◎ Card Issue – Main Display



① Issue Card → Search

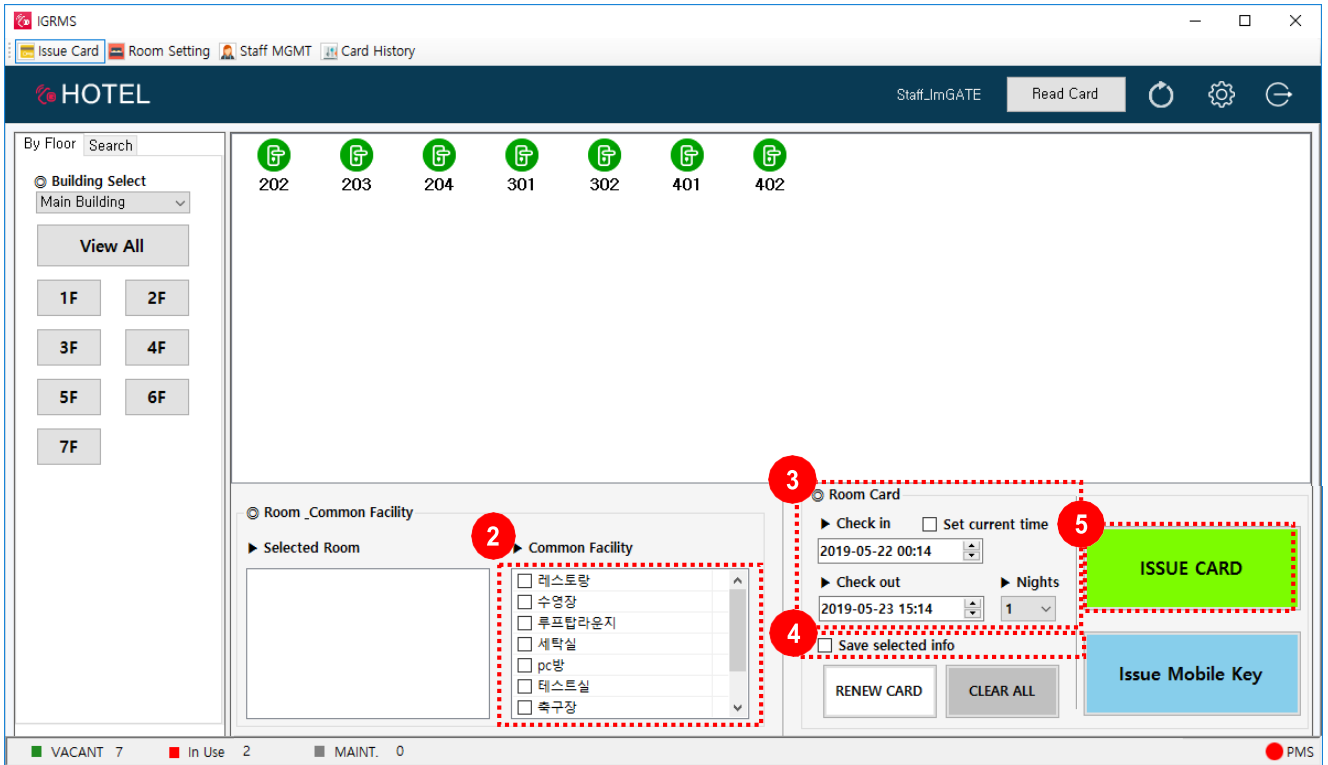
② Select Sorting Type (icon / details), (Also available in view by floor)

③ Select options for search: Building/Floor/Room type/Room status and etc. (Also available in View all)

Issue card

◎ Card Issue – Main Display

Category : Issue Card

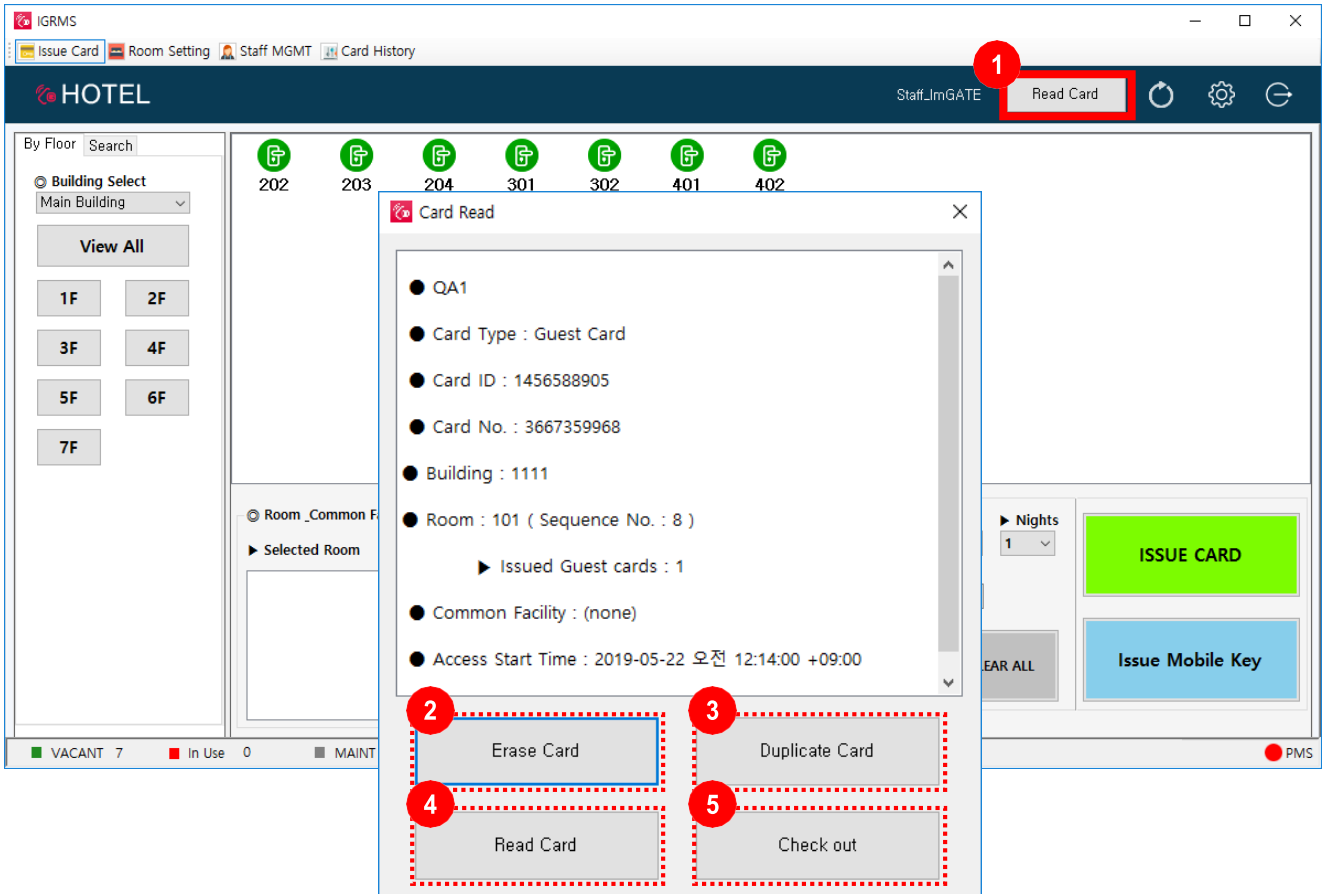


- ① Double-click on room
- ② Select common facilities ✕
- ③ Select Check In/Out data (To set Check in time as same as current time select [Set current time] and to set Check out date automatically select nights.)
- ④ To issue several cards for the same room select [Save selected info]
- ⑤ Click [Issue Card] button

Read Card

© Read Card

Category : Read Card



① Put card on encoder and click [Read Card] button

② [Erase Card] – delete all data

③ [Copy Card]— Only Room Card copy is available. Put room card on encoder, click [Copy Card] button, then put new card on encoder and click [Copy Card]

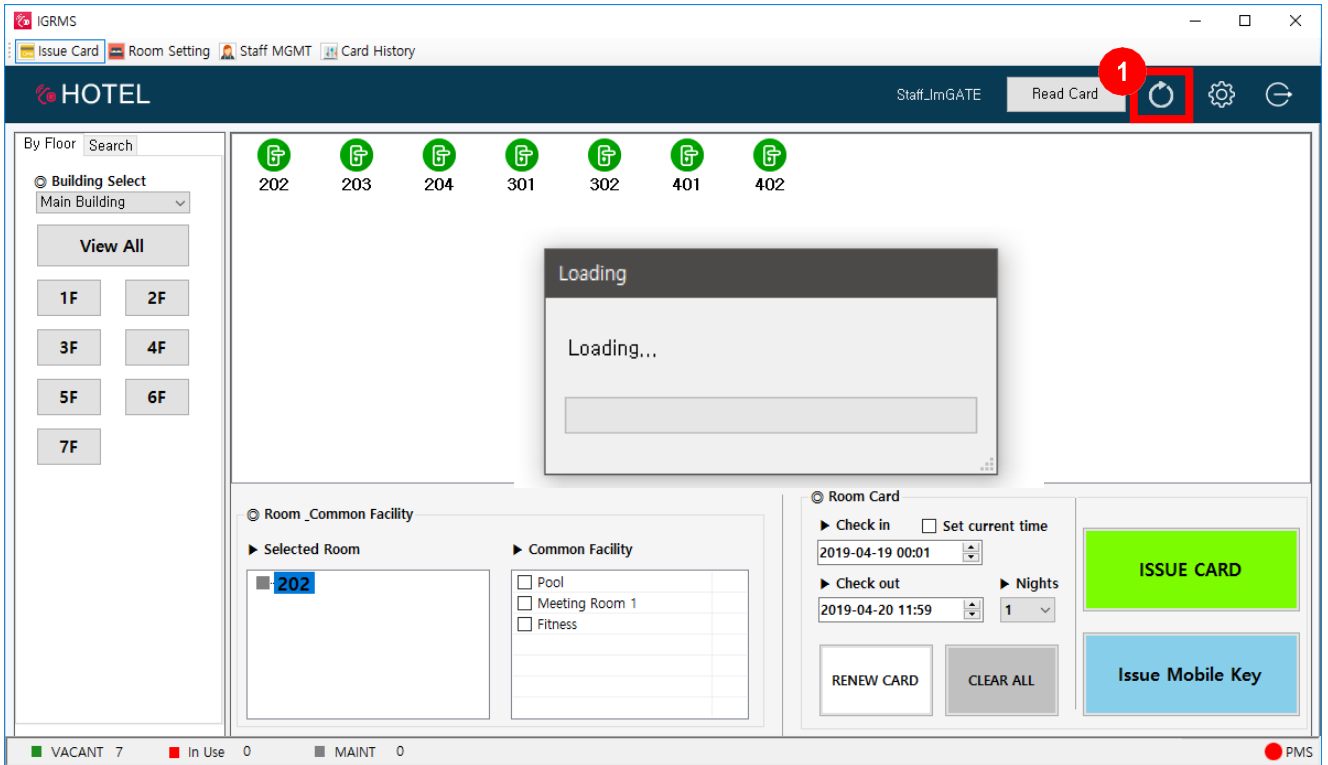
④ [Read Card] – To read another card click [Read Card] button

⑤ [Check out] – To switch booking as Check out status click [Check out] button . If you proceed check out room will be switched automatically to vacant status. Checked out card will be displayed as check out in card history.

Data Sync

© Data Sync

Category : Data Sync

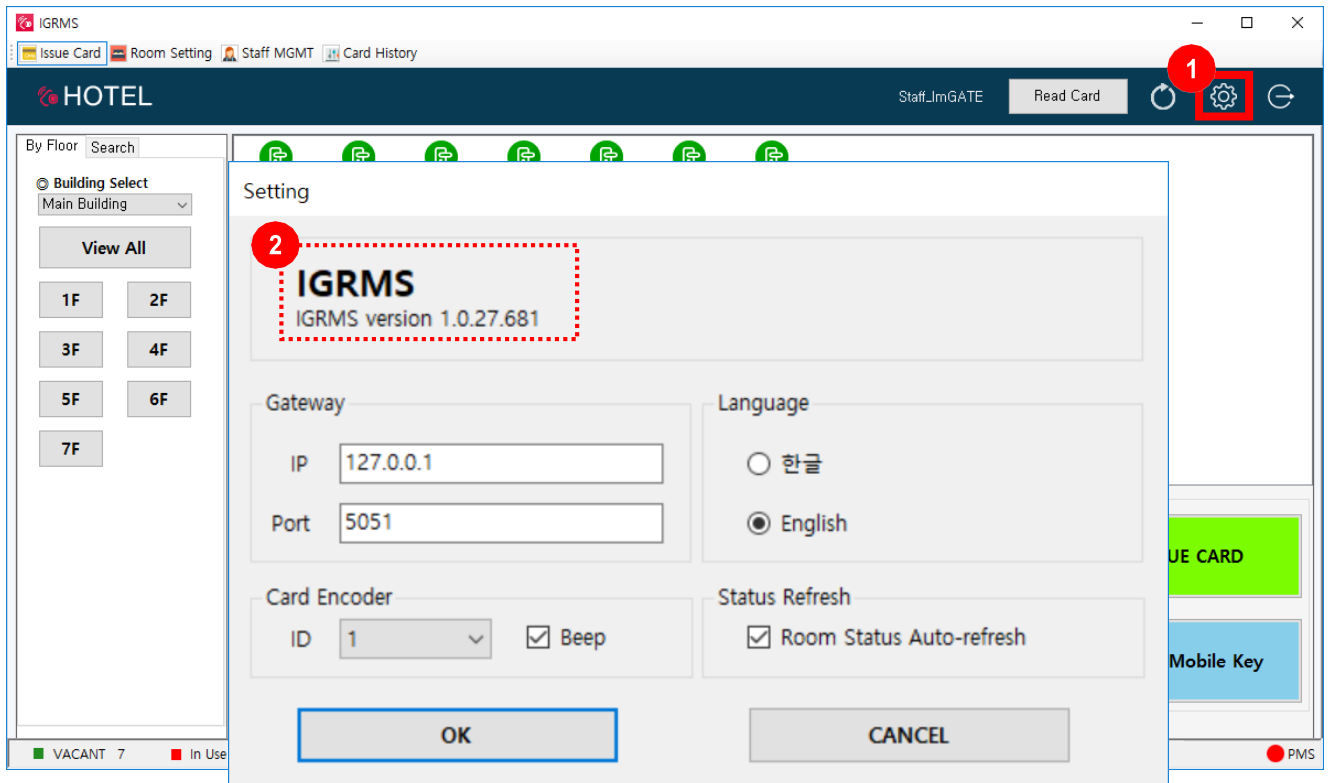


① **Data Synchronization** – If you use a few PC at the same time to refresh information about Issued card or information about staff click  icon at the right corner of the window.

IGRMS Settings

Ⓞ IGRMS Settings

Category : Check IGRMS version



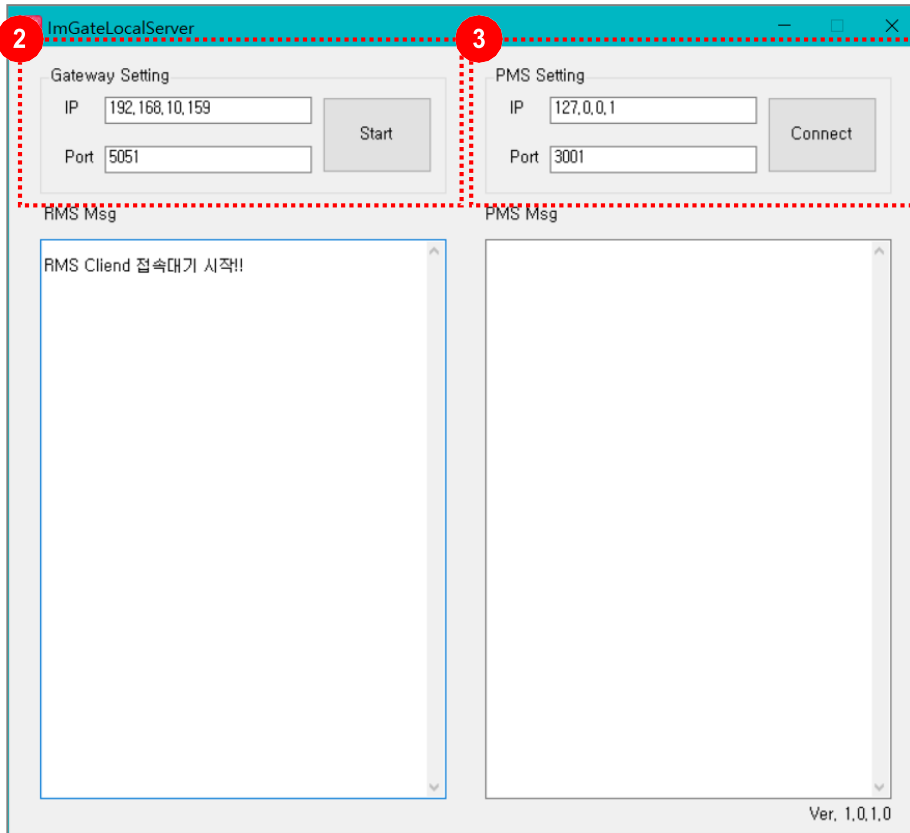
① Click IGRMS Settings icon



② Check IGRMS version

◎ IGRMS Settings

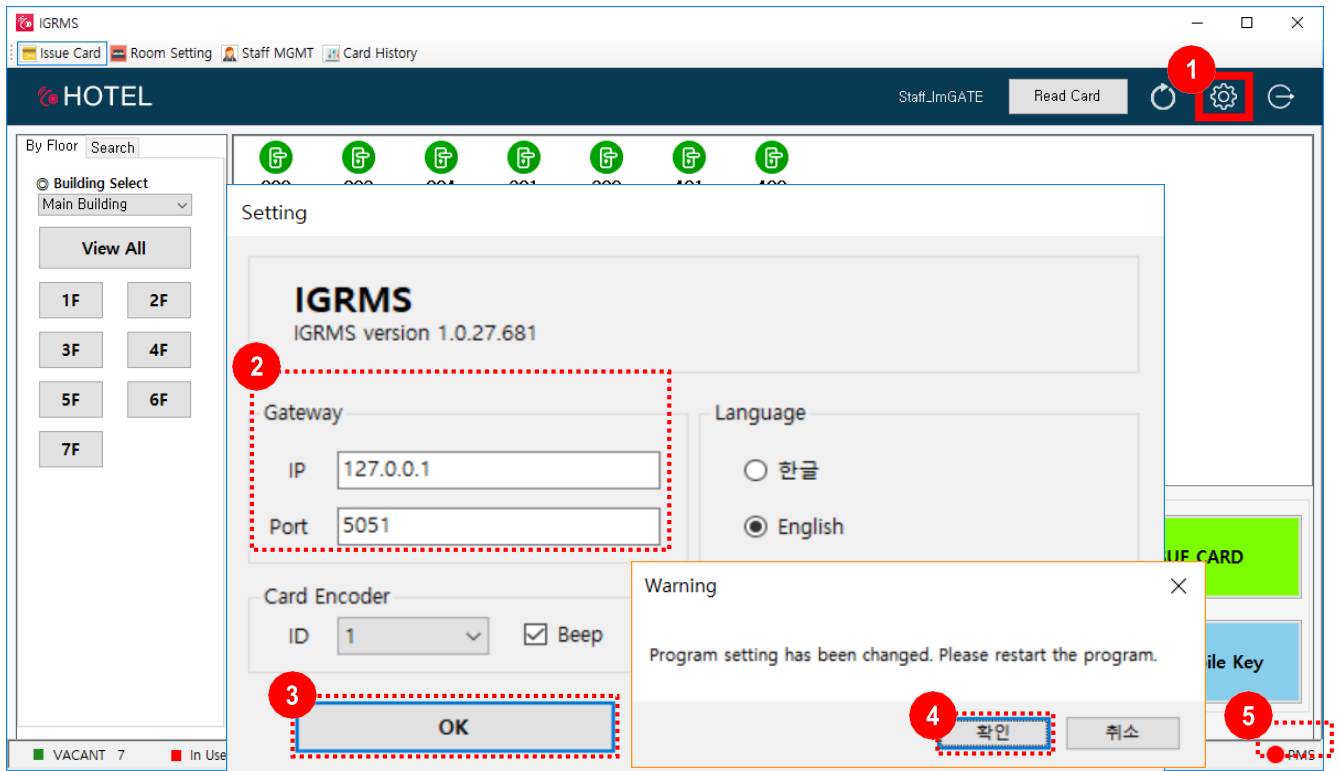
Category : Gateway settings




- ① Turn on ImGATE Gateway file
- ② Gateway Setting: Connection between IGRMS and Gateway (Type in IGRMS menu IP and Port number.
- ③ PMS Setting: Connection between Gateway and PMS

◎ IGRMS Settings

Category : Gateway settings



① Click IGRMS settings icon 

② Gateway setting: Input IP and Port number checked in Gateway

③ Click [OK] button


④ Click [OK] button on setting change Pop-up and program will be restarted

⑤ PMS connection status: red(disconnect), green(connected)

◎ IGRMS Settings

Category : Change language

The screenshot displays the IGRMS software interface. At the top, there is a navigation bar with the 'HOTEL' logo and a 'Settings' icon (gear) highlighted with a red circle and the number '1'. Below the navigation bar, a 'Setting' dialog box is open, showing the 'Language' section with radio buttons for '한글' and 'English', where 'English' is selected. This section is highlighted with a red dashed box and the number '2'. A 'Warning' dialog box is also present, with the text 'Program setting has been changed. Please restart the program.' and a '확인' (OK) button highlighted with a red dashed box and the number '3'. The background interface includes a 'By Floor' search bar, a 'Building Select' dropdown, and a grid of floor buttons (1F to 7F).

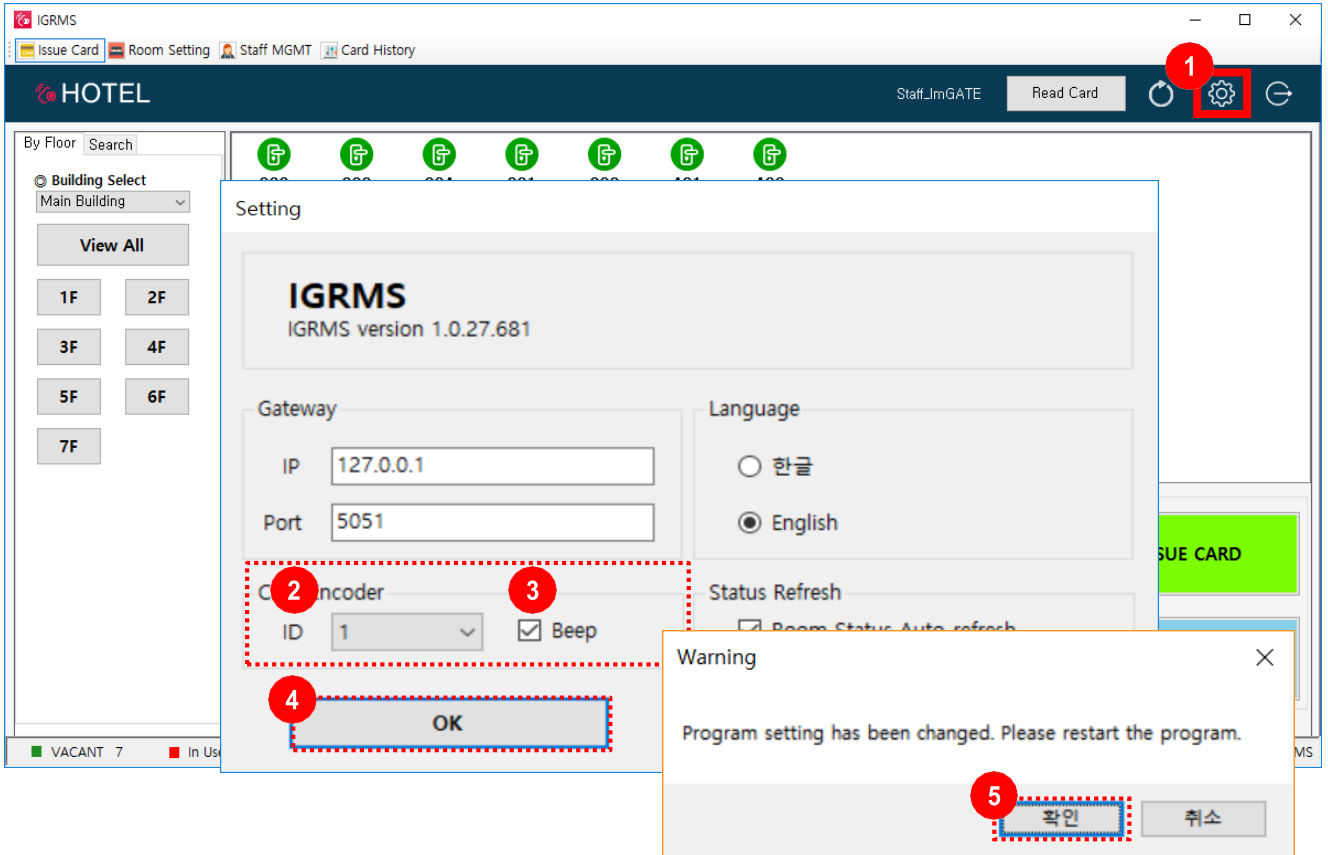
① Click IGRMS settings icon 


② Select language (Korean , English)

③ Click [OK] button on setting change Pop-up and program will be restarted. Log In again.

◎ IGRMS Settings

Category : Card Encoder ID



① Click IGRMS settings icon 

② If you use IGRMS on more than 2 PC set different encoder ID to differentiate PC.

③ If you check to turn off sound it won't sound.

④ Click [OK] button

⑤ Click [OK] button on setting change Pop-up and program will be restarted. Log In again.

◎ IGRMS Settings

Category : Room Status Auto-refresh

The screenshot displays the IGRMS settings window. On the left, there is a 'By Floor' section with a search bar and a 'Building Select' dropdown set to 'Main Building'. Below this are buttons for 'View All' and floor selection (1F to 7F). The main area shows the 'Setting' dialog for 'IGRMS version 1.0.27.681'. It contains sections for 'Gateway' (IP: 127.0.0.1, Port: 5051), 'Language' (radio buttons for Korean and English, with English selected), and 'Card Encoder' (ID: 1, Beep checked). The 'Status Refresh' section has a checked box for 'Room Status Auto-refresh'. A 'Warning' dialog is overlaid on the bottom right, stating 'Program setting has been changed. Please restart the program.' with '확인' and '취소' buttons.

① Click IGRMS settings icon 

② Check Room Status Auto-Refresh

③ Click [OK] button

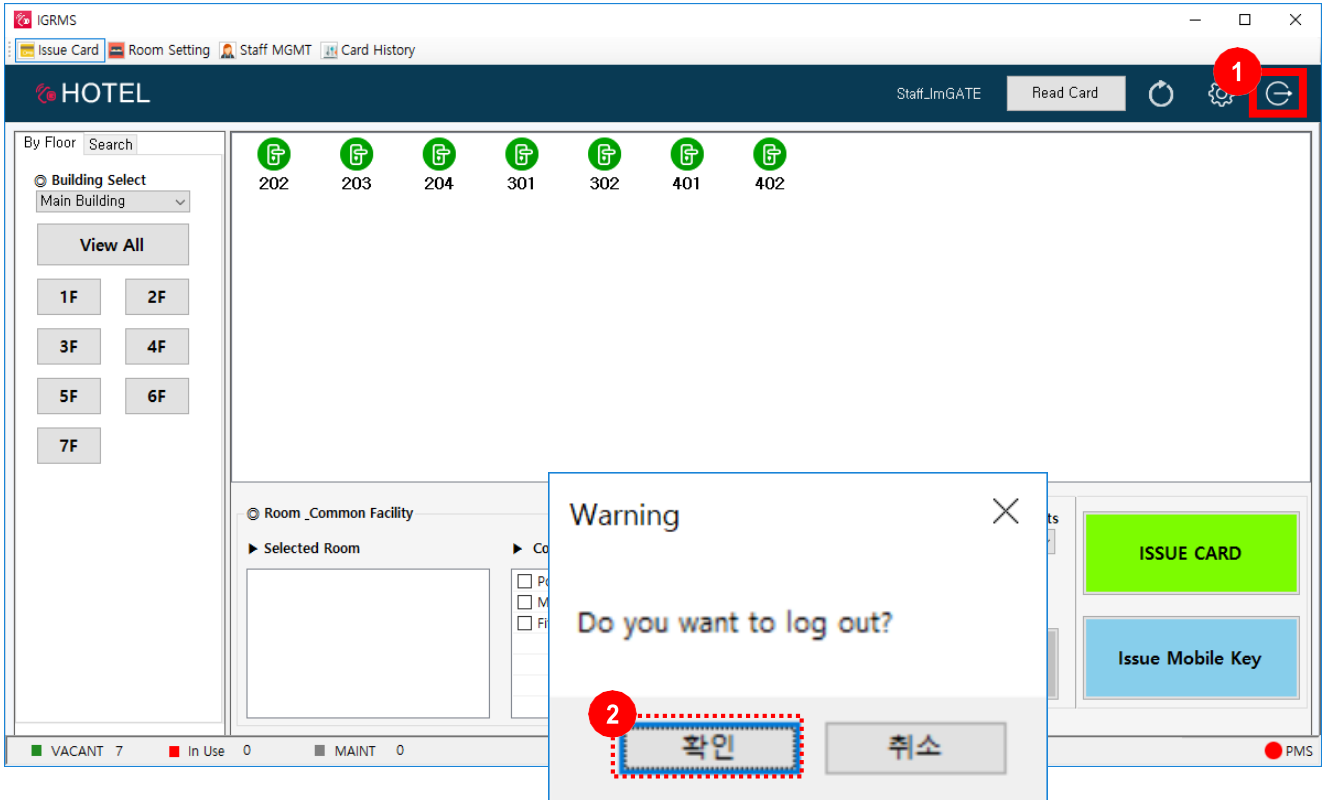
④ Click [OK] button on setting change Pop-up and program will be restarted. Log In again.

* If you set room status auto-refresh, every 2 minutes room status data will be updated automatically. When room Check out time is over, room status automatically will be changed to vacant room.

Log Out

◎ Log Out


Category : Log Out



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- ① To Log out click  [Log Out] icon
- ② Click [OK] button on Warning pop-up.

Emergency situation manual

Situation	The card issued was stolen or lost.
Solution	Issue the same card as a new issue, Immediately tap the door lock.(If you do not tap door locks, you can open doors with lost cards.
Situation	Edits will not appear on the screen.
Solution	Press the Refresh button  at the upper right of the IGRMS screen.
Situation	I do not remember my password.
Solution	The password search feature is currently not supported. Contact the staff with the authority to create employees, delete the account of the employee in question, and regenerate the same.
Situation	I have my password stolen
Solution	Select your ID from [Log in] - [Staff Management] - [Staff Registration] - [Staff List] , and then enter the password to be changed in the [Enter Password] field. If you click the [Modify Staff] button on the bottom right, your password change is complete
Situation	I accidentally issued another room card
Solution	1. Right-click on the issued room and click the [Change to vacant] button. 2. After selecting the desired room, place the wrongly issued card on the reader and press the [Issue Card] button again.
Situation	The floor / building will not be deleted In the [Floor Settings], [Building Settings] menu
Solution	Check if there are sub-items (floors, rooms, etc.) that belong to the floor / building you want to delete and try again.
Situation	Creation or deletion of rooms does not work normally.
Solution	Please log out and try again or press the Refresh button and try again.
Situation	I can't edit Room
Solution	<ul style="list-style-type: none"> * Make sure that the [Edit] button is pressed. * The [EDIT] button at the bottom of the subroom selection box is a button to modify the subroom. * The [EDIT] button at the bottom is a button to edit the room information.

Alarm guide

BEEP	RED LED	Situation
Twice	Twice	This is the most common error when the information on the room on the card is different from the information on the door lock.
3 times	3 times	This error occurs when the time information recorded on the card differs from the time information of the door lock. It occurs when you tap a door lock with a card that has expired. It occurs when you tap a door lock with a card that is earlier than check-in period Lock was programed with a phone with incorrect time. Time must match the IGRMS PC.
4 times	4 times	This is an error that occurs when a door lock is not set up (door lock is not installed).
5 times	5 times	This error occurs when the card sequence is expired. A sequence error is an error that disables a previously issued card when tapping a door lock with a newly issued card, not a copy.
6 times	6 times	This error occurs when tapping with the employee card when the dead bolt.
7 times	7 times	This error occurs when tapping an unauthorized card when Blocking or Opening is set.
8 times	8 times	An error that occurs when the hotel information on the card is different from the hotel information on the door lock..
9 times	9 times	This error occurs when tapping an unauthorized card when Emergency is set.
10 times	10 times	This error occurs when the Group number is not set.
11 times	11 times	Occurs when the card is not issued by IGRMS.
12 times	12 times	This error occurs when the building information on the card is different from the building information on the door lock..
13 times	13 times	Other errors.

14 times	14 times	Lost card
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Classification	Notification sound	Situation	Number of times
Card recognition	Beep	Before factory reset	1
		When the card key is read normally	1
Door open	Beep twice	Door open by key	1
		Door open by BLE	1
error	Beep 3 times	It is not a mobile key-enabled door lock	1
		Card reading error	1
		LATCH WARNING	Repeat every 1.5 seconds
Low power	melody	Door open from LOW BATTERY LEVEL	1
EMERGENCY	Beep 6 times	EMERGENCY situation	Continuous repetition
ENTERE_BLE_MODE	Beep (1 second interval)	Enter BLE mode	5