

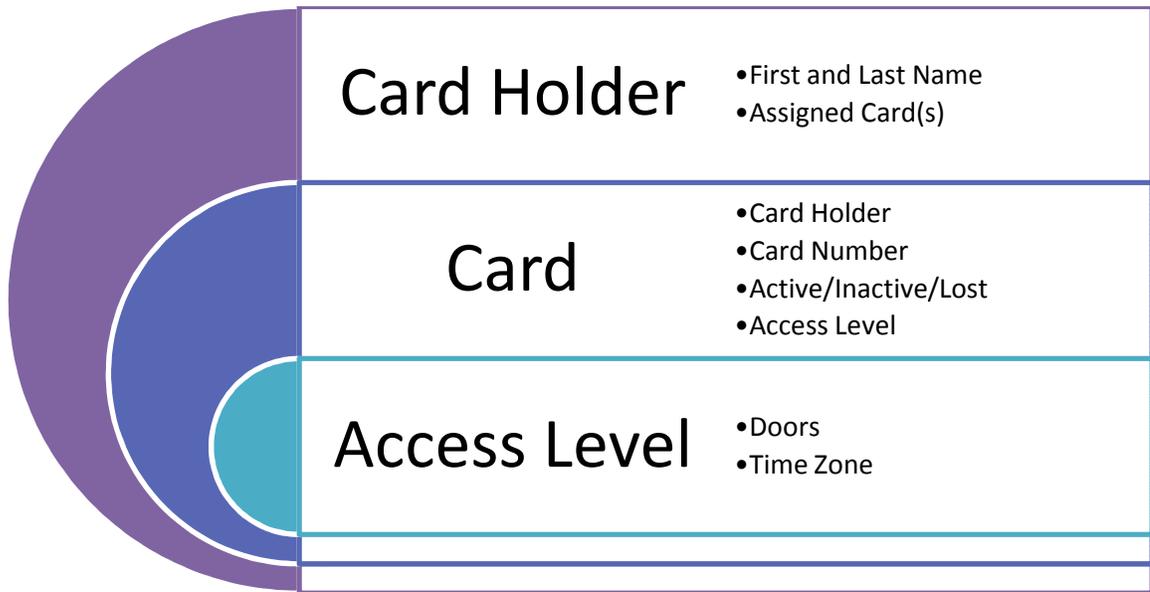
Security Central, Inc.



Security Central Web-Access Control

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Introduction



An Access Level is created first. In most cases these access levels are set up by Security Central for you, though you can create your own. This access level will control which doors a card may access, and at what times. You may have a Master access level that allows all doors at all times, as well as Employee levels that allow all doors except management offices, only during business hours, etc. The access level is the most important part of how the card works, it is the ‘when’ and ‘where’ of access control.

The card is the next level up from the access level. Once an access level has been created, you can edit the card (selecting it by its number) and ‘attach’ an access level to it. Now that this card contains the ‘when’ and ‘where’ that was chosen when the Access Level was created, it just needs to be turned on under Card Status to become active. Card Status has 3 basic settings: Active, Inactive, or Lost/Stolen. Of the three, only Active will allow the card to work at a reader. The difference between ‘Inactive’ or ‘Lost/Stolen’ is that an Inactive card will show up as being available – it is essentially just turned off. Lost/Stolen means the card is gone and you do not want it to show up as available to be used. It is also a good setting if the card is physically broken. When you are switching Access Levels or Card Holder names, once they are already in the system, you can do it all from this screen.

The final piece is the Card Holder. This is where you will enter the name of the person holding the card and then ‘attach’ the card to that name. Once a Card Holder is associated with a card, the system will track and report all card activity by that Card Holder’s name for easy reference.

Loading Cards and Keyfobs

Cards (or keyfobs) may be loaded individually or in a batch. Security Central will typically load your initial cards in advance, though you may eventually find that you need to order more. Should you find yourself running low on cards, please call Security Central at 303-721-0111 so that we may order you additional cards. Whether you are adding several cards or just one, this is done through the 'Cards' tab on the web interface. Please note that you must have the cards in your possession before you can add them into your system.

Use for adding many cards

Use for adding a single card

	Card Number	First Name	Last Name	Access Level	Activation Date	Expiration Date	Status	
<input type="checkbox"/>	Edit	1234	Montgomery	Burns	test level 1	01-27-2011	Active	
<input type="checkbox"/>	Edit	8487			test Master	01-10-2011	01-11-2011	Inactive
<input type="checkbox"/>	Edit	10000			test Master	02-03-2011	Active	
<input type="checkbox"/>	Edit	10002			test Master	03-01-2011	Active	
<input type="checkbox"/>	Edit	10855	Peter	Parker	test level 1	01-15-2011	01-16-2011	Inactive
<input type="checkbox"/>	Edit	28453			test Master	03-01-2011	Active	
<input type="checkbox"/>	Edit	28500	John	Doe	test Tenants	01-04-2011	01-05-2011	Inactive
<input type="checkbox"/>	Edit	28601			test Master	02-09-2011	Active	
<input type="checkbox"/>	Edit	28605			test Master	02-09-2011	Active	

Both the Bulk Add and Single Add look essentially the same. They will require a card number (or beginning card and ending card if doing bulk), the Access Level, and what Card Status they should be added with (Active, Inactive, Lost/Stolen). The Single Card add has a few additional fields (PIN and Issue) that should be left blank unless Security Central instructs you to use them.

Cards>> Card Record

Card Number	Card Status	Issue	Pin
<input type="text"/>	Active	0	<input type="text"/>
Card Holder	Access Levels	Badge Front Side	Badge Back Side
<input type="text"/>	test level 1	None	None
Activation Date	Expiration Date		
<input type="text"/> <input type="button" value="Change"/> <input type="button" value="Clear"/>	<input type="text"/> <input type="button" value="Change"/> <input type="button" value="Clear"/>		
7/28/2011			
<input type="button" value="Save"/> <input type="button" value="Reset"/>			

Adding a New Employee/Card Holder

It is best to have available cards already loaded in advance when adding a new employee. Select the Card Holder tab at the top of the screen. There are two sub menu choices under Card Holders: Additional User Fields and User Field Groups. These are administrative functions that go beyond the scope of this guide, do not use these unless instructed to by Security Central. Begin entering card holder information by clicking on the 'Add' button.

Cardholders>> Cardholder Record

Basic Information

First Name Peter

Last Name Parker

Additional cardholder information

Manage Photo / Sign

Card

Assigned cards

Card Number	Access Levels
10855	test level 1

Attach Detach

Unassigned cards

Card Number	Access Levels
8487	test Master
10000	test Master
28601	test Master
28605	test Master
10002	test Master

Save Reset Back

Within the card holder screen there are only a few fields. First Name/Last Name, the Assigned Cards windows, and the Unassigned Cards window. Begin by entering the name of the new card holder. The Assigned Cards window will be empty if you are creating a new card holder – you will need to select a card from the Unassigned Cards window, click 'Attach', and the card will now belong to this card holder. *You can assign multiple cards to one card holder, but you cannot assign multiple card holders to the same card.* Only cards set to Inactive will appear in the Unassigned Cards window, cards set to Active or Lost/Stolen will not appear here. If you would like to remove a card from the card holder, simply click on the card in Assigned Cards and click the 'Detach' button. **Note:** *Detaching a card from a card holder does NOT deactivate the card, it just removes the name – the card will continue to work without a name attached. Activating or deactivating a card is done through the Card menu, not the Card Holder menu.*

After you are done making changes on this screen, click the Save button to send the changes to your panel or the Reset button to undo any changes made. The back button will undo your changes and take you back to the main menu.

Employee Has Lost/Broken Their Card

From time to time a card may be lost or broken. This is easy to manage. First select the Card tab from the main screen, then click 'Edit' next to the card number of the missing or broken card.

Cards								
Add								
		Card Number	First Name	Last Name	Access Level	Activation Date	Expiration Date	Status
<input type="checkbox"/>	Edit	1234	Montgomery	Burns	test level 1	01-27-2011		Active
<input type="checkbox"/>	Edit	8487			test Master	01-10-2011	01-11-2011	Inactive
<input type="checkbox"/>	Edit	10000			test Master	02-03-2011		Active
<input type="checkbox"/>	Edit	10002			test Master	03-01-2011		Active
<input type="checkbox"/>	Edit	10855	Peter	Parker	test level 1	01-15-2011	01-16-2011	Inactive
<input type="checkbox"/>	Edit	28453			test Master	03-01-2011		Active
<input type="checkbox"/>	Edit	28500	John	Doe	test Tenants	01-04-2011	01-05-2011	Inactive
<input type="checkbox"/>	Edit	28601			test Master	02-09-2011		Active
<input type="checkbox"/>	Edit	28605			test Master	02-09-2011		Active

With the card loaded, change the Card Status to "Lost or Stolen". This will deactivate the card without returning it to the Available Cards queue. Click Save to send the change to your panel, or Reset if you wish to cancel. You may now go to the Card Holder screen, edit the Card Holder that needs a new card, and attach a card from the Available Cards window (making sure that the card has the proper access level).

Cards>> Card Record

Card Number	Card Status	Issue	Pin
10855	Active Active Inactive Lost or Stolen	0	
Card Holder	Trace	Badge Front Side	Badge Back Side
Parker, Peter	test level 1	None	None
Activation Date	Expiration Date		
Change Clear	Change Clear		
1/15/2011			

Changing a Timezone on a Door or Card

A time zone is really just a setting that says when something can happen, and can be applied to either a card or a door. Here is an example time zone:

Time Schedule >> Time Zones

Time Zone

Time Zone: Business Hours Description: Monday - Friday, 8:00am - 5:00pm

Day: Select Day Start Time: End Time: Add Delete Copy Monday To Weekdays Mouse Time: Wednesday : 11:58 PM

12 AM 4 AM 8 AM 12 PM 4 PM 8 PM 12 AM Military Time

M _____

Tu _____

W _____

Th _____

F _____

Sa _____

Su _____

H1 _____

H2 _____

Snap Time

60

30

10

2

Note: Holiday type 2 is applicable only to NS2+ Panels Save Reset

The days of the week are on the left hand side, H1 and H2 are holiday settings that will almost always be left blank, and the times go across the top. In the case above this time zone is set to Monday through Friday, from 8:00am to 5:00pm. If this time zone were applied to an access level on a card, then the card would only work at the specified door Monday through Friday during business hours. If this time zone were applied to one of the doors instead, then that door would always be unlocked between Monday and Friday during business hours. You can 'draw' the timezone using the mouse by clicking and dragging on the day of the week that you want it to be on. Since clicking and dragging precisely can be difficult, it is usually easier to just draw something on the day you would like, left click on the yellow bar once to select it, then manually enter the time up at the top of the screen under Start Time and End Time.

Changing an Access Level

An access level contains two parts, the “where” and the “when”. When creating or changing an access level, you must first make sure that you have the timezone (the “when”) created. Select Access Levels by clicking it from the top tab menu, then click ‘Edit’ next to the access level you would like to change. From the Access Level screen you will click the drop down box Entrance Timezone next to the door you would like to include in this access level. Here is an example of the screen you will see (your doors will be labeled with their appropriate names, such as Front Door or Server Room):

Access Level Record		
Access Level		
Name	Description	
test Tenants		

Access Area Tree		
Access Area	Entrance Timezone	Entrance Groups
Test 621 Panel - Reader 1	none	No Group Selected
Test 621 Panel - Reader 2	Always On	No Group Selected
Test 621 Panel - Reader 3	Never On	No Group Selected
Test 621 Panel - Reader 4	Business Hours	No Group Selected

Save Reset

Our first door, Reader 1, has not yet been configured. Having a timezone of None is the same as setting it to Never On, an access level that has a reader set to either of these choices prevents a card from unlocking that door. Always On means that this access level (called test Tenants) will always be allowed in through this reader. The 4th reader has a timezone that we created back on the previous page.

If we were now to set a card to have this access level, the card holder would never be able to use the 1st and 3rd entrances, they would always be able to use the 2nd entrance, and they would be able to use the 4th entrance only during business hours of Monday – Friday, from 8am-5pm.

Many times you will just use Always On and None. Should you have questions on using a more customized timezone, please contact Security Central for help.

Door Schedule

There are two parts to the doors tab – Schedule and Control. When you first click on the Doors tab, the system will bring you to Schedule by default. Any timezone that has already been created may be selected in the Unlock Schedule next to the door you wish to apply it to. If the timezone is set to none, then the door will always remain locked unless someone uses their card to unlock it. Always On means the door would always be unlocked. Any other timezone would leave the door unlocked during the times specified in that timezone.

Doors	Unlock Schedule	Groups
Test 621 Panel - Reader 1	Test Bus Hours	No Group Selected
Test 621 Panel - Reader 2	none	No Group Selected
Test 621 Panel - Reader 3	Weekends Only 8 am	No Group Selected

Save Reset

Door Control

By clicking the Control button (below and slightly to the right of the Doors tab) you can directly control the function of the doors themselves. Place a checkmark in the box next to the door you would like to control, then select one of the options below.

The screenshot shows a software interface for door control. At the top, there are tabs for 'Cards', 'Card Holders', 'Access Levels', 'Time Schedule', 'Doors', and 'Reports'. Below these is a sub-menu with 'Schedule' and 'Control'. The main area is titled 'Door Control' and contains an 'Access Area Tree' section. This section has a table with two columns: 'Doors' and 'Group'. The 'Doors' column lists three items: 'Test 621 Panel - Reader 1', 'Test 621 Panel - Reader 2', and 'Test 621 Panel - Reader 3', each with a checkbox and a question mark icon. The 'Group' column has a dropdown menu for each row, all currently set to 'No Group Selected'. Below the table, there are five radio button options: 'Lock / Requires card for entry' (selected), 'Momentary Open', 'Return to Schedule', 'Unlock', and 'Unlock Duration'. To the right of these options is a 'Duration' field with radio buttons for 'Sec', 'Min', and 'Hr', and a dropdown menu showing '01'. At the bottom of the control area are 'Send' and 'Clear' buttons.

- Lock / Requires card for entry – This option would be to lock a door that may not always be locked. For example, suppose your front door is normally unlocked between 8am and 5pm, but it's noon and the weather has taken a turn for the worse. Everyone in the office is leaving early, so you select your front door, click 'Lock' then hit the Send button. This locks the door until the next scheduled unlock time.
- Momentary Open – This is the same as if someone had swiped a card, it unlocks for a moment then relocks itself.
- Return to Schedule – This will allow you to put the door back to its normal status (as set by its time zone). If you are ever unsure about what a door is doing, use this to put it back to normal.
- Unlock – This is what you would use to unlock the door until its next scheduled lock time. **Use this with caution.** If you select this on a Friday night, and the door isn't scheduled to lock again until Monday at 5pm, *the door will be unlocked all weekend.*
- Unlock Duration – This is the safest way to unlock a door for more than just a moment. If there is going to be an office party and you would like the front door to be unlocked for the next 4 hours, select this. Use the box to the right of the control to select Seconds, Minutes, or Hours, then select the duration. If you make a mistake, do not just send the second unlock duration through. You must first do a 'Return to Schedule' command, then send your correct duration through afterward.