



**SECURITY
CENTRAL**

We C.A.R.E.

Hosted Web-Access Control

Table of Contents

Introduction 3

Loading Cards and Keyfobs 4

Adding a New Employee/Card Holder 5

Employee Has Lost/Broken Their Card 6

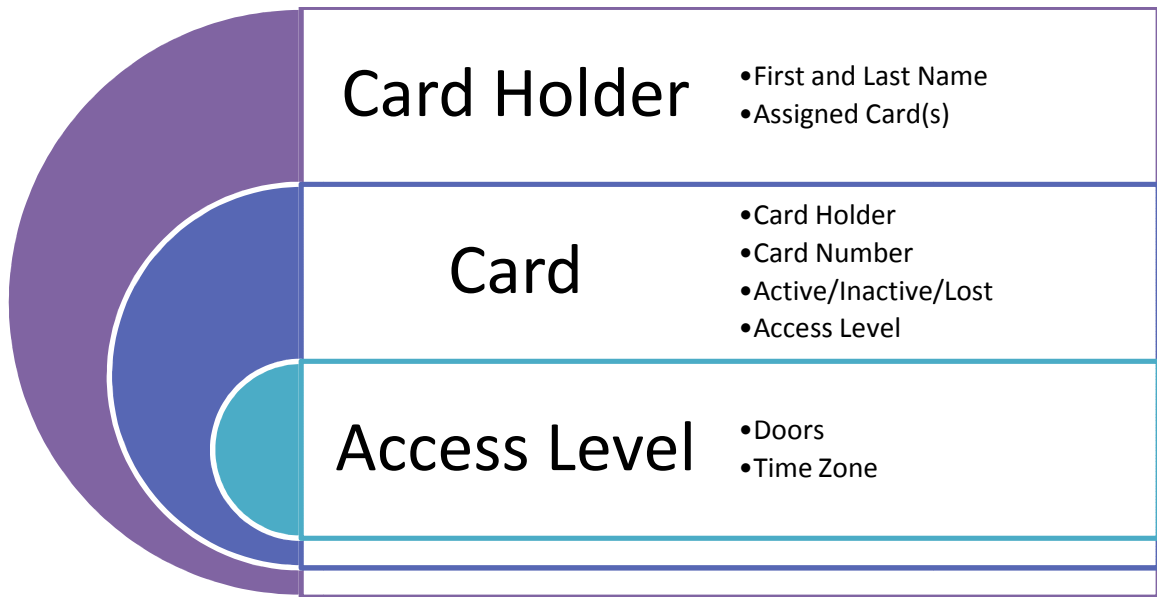
Changing a Timezone on a Door or Card 7

Changing an Access Level..... 8

Door Schedule 9

Door Control 10

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.

The screenshot displays the 'Cards' management interface. At the top, there is a navigation bar with tabs for Home, Cards, Card Holders, Access Level, Time Schedule, Doors, Reports, and Help. Below the navigation bar is a table of existing cards. The 'Bulk Card Add' button is circled in red and labeled 'Use for adding many cards'. The 'Add New' button is also circled in red and labeled 'Use for adding a single card'. Below the table is a form for adding a card with the following fields:

Card Number	Card Status	Issue	Pin
1234	Active	0	

Card Holder	Access Levels	Badge Front Side	Badge Back Side
Burns, Montgomery	test level 1	Montgomery	None

Activation Date	Expiration Date	NetAXS Card Type
1/27/2011		<input checked="" type="radio"/> Standard <input type="radio"/> Supervisor <input type="radio"/> VIP

Additional options for NetAXS Card Type include Temporary and Limited Number of Uses (0).

Buttons: Save, Reset

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.

Make sure that you do not have an expiration date (or that the expiration date is later than today) if you wish the card to be active now. The expiration date is the first day you do not want the card to work anymore.

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 New** button located toward the middle of the screen.

The screenshot shows a web application interface for adding a new card holder. At the top, there is a blue header with a green 'Add New' button on the left and page information 'Page 1 of 2', '1', and '1-7' on the right. Below the header, the form is titled 'Edit'. It features two input fields for 'First Name' (containing 'Peter') and 'Last Name' (containing 'Parker'). A red circle highlights these fields with the text 'Enter the cardholder's first and last name'. Below the name fields is the 'Card Details' section, which contains two windows: 'Unassigned Cards' and 'Assigned Cards'. The 'Unassigned Cards' window lists three cards: '28601..... test Master', '28605..... test Master', and '10002..... test Master'. A red circle highlights this list with the text 'These cards are available to be attached to this cardholder'. The 'Assigned Cards' window lists one card: '10855..... test level 1'. A red circle highlights this list with the text 'This area shows which cards are currently attached to this cardholder'. Between the two windows are navigation arrows and a 'Print' button. To the right of the 'Assigned Cards' window is a large empty box labeled 'Additional cardholder information' with the text 'This area shows which cards are currently attached to this cardholder' pointing to it. Below this box is a placeholder for a photo and a 'Manage Photo / Sign / Logo' link. At the bottom of the form are 'Save' and 'Reset' buttons.

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 **Reset** 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 **Cards** tab from the main screen, then click the edit icon located to the left of the card number of the missing or broken card (the small pencil icon).

	Card Number ▲	First Name	Last Name	Access Level
<input checked="" type="checkbox"/>	1234	Montgomery	Burns	test level 1
<input type="checkbox"/>	8487	Andrea	Cha Cha	test Master
<input type="checkbox"/>	10000	ohn	Smith	test Master
<input type="checkbox"/>	10002			test Master
<input type="checkbox"/>	10855	Peter	Parker	test level 1
<input type="checkbox"/>	28453			test Master
<input type="checkbox"/>	28500	John	Doe	test Tenants

Bulk Card Add

+ Add New

This will load the card for editing in the lower section of the screen. 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 Holders* tab, 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).

Card Number	Card Status	Issue	Pin
1234	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Lost or Stolen <input type="radio"/> Trace Card	0	
Card Holder	Access Levels	Badge Front Side	Badge Back Side
Burns, Montgomery	test level 1	Montgomery	Montgomey
Activation Date	Expiration Date	NetAXS Card Type	
<input type="button" value="Change"/> <input type="button" value="Clear"/>	<input type="button" value="Change"/> <input type="button" value="Clear"/>	<input checked="" type="radio"/> Standard <input type="radio"/> Supervisor <input type="radio"/> VIP	
1/27/2011		<input type="checkbox"/> Temporary <input type="checkbox"/> Limited Number of Uses 0	
		<input type="button" value="Save"/>	<input type="button" value="Reset"/>

Changing a Timezone on a Door or Card

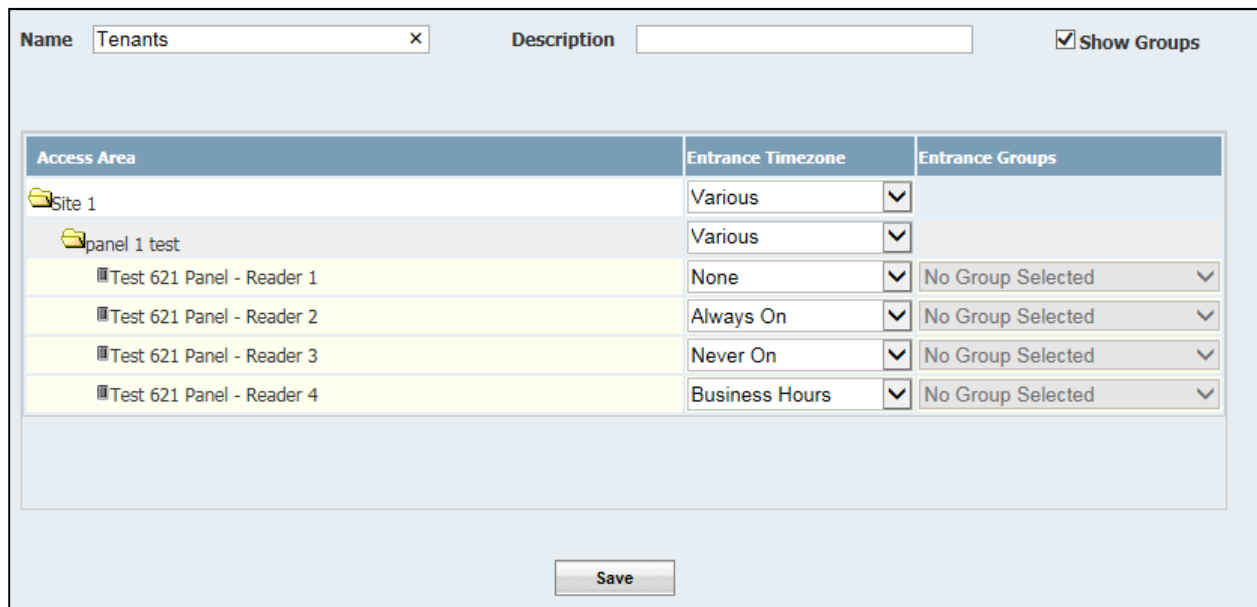
A time zone is really just a setting that says when something can happen, and can be applied to either a card or a door. Here is an example time zone:

The screenshot shows a web-based interface for configuring a time zone. At the top, there is a text input for 'Timezone Name' containing 'Business Hours' and a 'Description' input containing 'Mon - Fri 9-5 front door unlocked'. Below these are fields for 'Day' (a dropdown menu showing 'Select Day'), 'Start Time', and 'End Time'. To the right of these fields are three buttons: 'Add', 'Delete', and 'Copy Monday To Weekdays'. Further right is a checkbox labeled '24 Hour Time'. On the left side, there is a 'Snap Time (In Mins)' section with four radio button options: 60 (selected), 30, 10, and 2. The main part of the interface is a schedule grid. The top of the grid has a time scale from 12 AM to 12 AM with markers at 4 AM, 8 AM, 12 PM, 4 PM, and 8 PM. The grid rows are labeled with days of the week: MON, TUE, WED, THU, FRI, SAT, SUN, HOL1, HOL2, and HOL3. A blue horizontal bar is drawn across the MON, TUE, WED, THU, and FRI rows, starting at 9 AM and ending at 5 PM.

The days of the week are on the left hand side, HOL1, HOL2, and HOL3 are holiday settings that will almost always be left blank. The time of day is at the top of the schedule, starting at midnight on the left and ending at midnight on the right. In the case above this time zone is set to Monday through Friday, from 9:00am 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 Area	Entrance Timezone	Entrance Groups
Site 1	Various	
panel 1 test	Various	
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

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 anyone with this access level (called 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 9am-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 you will see the *Schedule* on the top part of the screen, and the *Control* on the lower part of the screen. To change the unlock schedule of any door, place a check-mark in the box to the left of the door name, then select the unlock schedule from the drop down box to the right of the door name. Once you have selected the unlock schedule, click on the Send button (there are two Send buttons on this screen -- the higher one, near the middle of the screen, is for sending unlock schedules. The lower, at the bottom, is for sending manual door control commands). If the timezone is set to None or Never On, the door will stay locked except when a valid card is presented. Always On means the door will always be unlocked and no card is required. If any other timezone is selected here, the door will follow that unlock schedule.

The screenshot displays the 'Door Schedule / Control' interface. At the top right, there is a checked checkbox for 'Groups'. Below this is a table with three columns: 'Doors', 'Unlock Schedule', and 'Groups'. The first row is selected, with a checkmark in the 'Doors' column and 'None' selected in the 'Unlock Schedule' dropdown. Below the table are two buttons: 'Send' and 'Reset', both circled in red. The bottom section is titled 'Manual Control' and contains several radio button options: 'Lock / Requires card for entry' (selected), 'Unlock', 'Momentary Open', 'Return to Schedule', and 'Unlock Duration'. The 'Unlock Duration' section includes radio buttons for 'Sec', 'Min', and 'Hr', with a dropdown menu showing '01'.

Doors	Unlock Schedule	Groups
<input checked="" type="checkbox"/> GCG Panel -R1- 4th Floor Office Door	None	No Group Selected
<input type="checkbox"/> GCG Panel -R2- 3rd Floor Side Door	None	No Group Selected
<input type="checkbox"/> GCG Panel -R3- 3rd Floor Lobby Door	FD Unlock 8am to 5p	No Group Selected
<input type="checkbox"/> GCG Panel -R4- 4th Floor Lobby Door	FD Unlock 8am to 5p	No Group Selected

Manual Control

Lock / Requires card for entry
 Unlock
 Momentary Open
 Return to Schedule
 Unlock Duration Sec Min Hr Duration 01

Send Clear

Door Control

By using the lower half of the *Door Schedule/Control* screen 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 before clicking on the lower **Send** button.

Doors	Unlock Schedule	Groups
<input checked="" type="checkbox"/> GCG Panel -R1- 4th Floor Office Door	None	No Group Selected
<input type="checkbox"/> GCG Panel -R2- 3rd Floor Side Door	None	No Group Selected
<input type="checkbox"/> GCG Panel -R3- 3rd Floor Lobby Door	FD Unlock 8am to 5p	No Group Selected
<input type="checkbox"/> GCG Panel -R4- 4th Floor Lobby Door	FD Unlock 8am to 5p	No Group Selected

Manual Control

Lock / Requires card for entry
 Unlock
 Momentary Open
 Return to Schedule
 Unlock Duration Sec Min Hr Duration 15

Send Clear

- 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 9am 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 few seconds then relocks itself.
- Return to Schedule – This will allow you to put the door back to its normal status according to the unlock schedule that has been applied to the door. *Note: this feature will only lock the door on Pro series panels.*
- Unlock – This is what you would use to unlock the door. **USE THIS WITH CAUTION.** Depending on the model, this can unlock the door until you send a lock command or reboot the panel!

- **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.