

# Time Zones, Access Groups, Cards and Users

Technical Support Engineering  
Rosslare Security NA

For more information please see

[www.axtraxng.com](http://www.axtraxng.com)

- This Guide will discuss how to manage user access. This will include Access Groups, Cards and Users and Time Zones as they apply to access groups.
- The first section will discuss Access Groups and Time Zones, if the customer does not require this level of access control you may skip to adding users and cards.
- Access level control in AxtraxNG is done with Access Groups, this is where you define a users access rights i.e. which readers they can access and during what time period.
- An Access Group may uses an access control list (list of readers) to control which doors a user has access to, it may optionally include a time zone also. In the following example I will include both a Time Zone and Access List.

- The first step will be to create a Time Zone. By default there are 2 system generated time zones, Always and Never. The operator may not edit these.
- Most panels support up to 16 time segments per day for a total of 128 per time zone or schedule (7 weekdays plus the holiday schedule), the AC-215F is limited to 8 segments per day.
- In the first example I have created a simple time zone which is active Monday through Friday 8 AM to 4 PM and named it “Weekdays”.
- The Holiday column controls the schedule on any date defined as a Holiday, if the column is left empty the user will not have access on holidays.
- The Time Zone will control when the cards will be active, in this example, cards will on be valid during the time period of 8 AM to 4 PM Monday though Friday, not on Holidays.

# Time Zones

## Timing\Time zone

Hierarchic View

Table View

- AxTraxNG
  - AC Networks
  - HomeLogiX
  - Video Integration
  - Timing
    - Time zone
    - Holidays
  - Groups
    - Access Groups
      - Cleaning
      - Employees
      - Maintenance
      - Master
      - Unauthorized
    - Access Areas
    - Output Groups
    - Input Groups
    - Card + Card Groups
    - Vehicle Access Groups
  - Global antipassbacks
  - Car Parking
  - Users
  - Status Map
  - Reports



Des  
Neve  
Alwa  
Wee  
Emp  
Clea  
Mair

Weekdays

## Time Zone

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday
08 <sup>00</sup>								
09 <sup>00</sup>								
10 <sup>00</sup>								
11 <sup>00</sup>								
12 <sup>00</sup>								
13 <sup>00</sup>								
14 <sup>00</sup>								
15 <sup>00</sup>								
16 <sup>00</sup>								
17 <sup>00</sup>								
18 <sup>00</sup>								

- Expand Timing by clicking on the + to the left.
- Select Time Zone then the Green + to create a new time zone.
- Change the name to “Weekdays”.
- Left click and hold the mouse button at the beginning of the time period (8:00) and drag the end (16:00).

Events



Date/Time	Location		
7/22/2014 11:03:08 AM	RSP-LBARNES		
7/22/2014 9:19:23 AM	RSPASUSLAPTOP	Administrator	Logon Operator Administrator
7/22/2014 9:19:03 AM	RSPASUSLAPTOP	Administrator	Logon Operator Administrator

- Right click in the dark blue area and select “create”.
- It should turn light blue with the red bar as shown.

The screenshot shows the AxTraxNG software interface. The main window is titled "Time Zone" and displays a grid for "Weekdays". The grid has columns for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Holiday. The rows represent time slots from 08:00 to 18:00. A red oval highlights a dark blue area in the Monday column, indicating a selected time slot. The software interface includes a menu bar (File, Tools, View, Window, Help), a left sidebar with a tree view, and an events table at the bottom.

Date/Time	Location	Operator	Event	Details
7/22/2014 11:03:08 AM	RSP-LBARNES	Administrator	Logon Operator Administrator	
7/22/2014 9:19:23 AM	RSPASUSLAPTOP	Administrator	Logon Operator Administrator	
7/22/2014 9:19:03 AM	RSPASUSLAPTOP	Administrator	Logon Operator Administrator	

Timing\Time zone

Hierarchic View Table View

- [-] AxTraxNG
  - [+] AC Networks
  - [+] HomeLogiX
  - [+] Video Integration
  - [+] Timing
    - [+] Time zone
    - [+] Holidays
  - [+] Groups
    - [+] Access Groups
      - [+] Cleaning
      - [+] Employees
      - [+] Maintenance
      - [+] Master
      - [+] Unauthorized
    - [+] Access Areas
    - [+] Output Groups
    - [+] Input Groups
    - [+] Card + Card Groups
    - [+] Vehicle Access Groups
  - [+] Global antipassbacks
  - [+] Car Parking
  - [+] Users
  - [+] Status Map
  - [+] Reports



Des
Neve
Alwa
Week
Emp
Clea
Main

- Repeat the previous 2 steps for each day.
- Click OK to save the new Time Zone.

Time Zone

Weekdays

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday
08:00								
09:00								
10:00								
11:00								
12:00								
13:00								
14:00								
15:00								
16:00								
17:00								
18:00								

time zone

Events

Date/Time	Location	Operator	Event	Details
7/22/2014 11:03:08 AM	RSP-LBARNES	Administrator	Logon Operator Administrator	
7/22/2014 9:19:23 AM	RSPASUSLAPTOP	Administrator	Logon Operator Administrator	
7/22/2014 9:19:03 AM	RSPASUSLAPTOP	Administrator	Logon Operator Administrator	

- To edit a Time Zone, select the timezone from the list
- Click the edit icon at the top (box with red check).
- Right click in the time segment to edit, a properties box will open as shown.
- Change the start or finish time as required and click OK to save.
- Click OK to close the properties window.

The screenshot shows the AxTraxNG software interface. The main window is titled 'Timing\Time zone' and has a menu bar with 'File', 'Tools', 'View', 'Window', and 'Help'. On the left is a 'Hierarchic View' tree showing a project structure under 'AxTraxNG', including 'AC Networks', 'HomeLogiX', 'Video Integration', 'Timing', 'Time zone', 'Holidays', 'Groups', 'Access Groups', 'Access Areas', 'Output Groups', 'Input Groups', 'Card + Card Groups', 'Vehicle Access Groups', 'Global antipassbacks', 'Car Parking', 'Users', 'Status Map', and 'Reports'. The main area is in 'Table View' and shows a grid of time segments for 'Weekdays'. The vertical axis is labeled with times from 08:00 to 18:00. A 'Period properties' dialog box is open, showing 'Start from: 08:00' and 'Finish At: 16:00'. The 'OK' button in the dialog is circled in red. The 'OK' button in the main window is also circled in red. The 'Edit' icon (a box with a red check) is circled in red in the top toolbar. At the bottom, there is an 'Events' table with the following data:

Date/Time	Location	Operator	Event	Details
7/22/2014 11:47:50 AM	RSP-LBARNES	Administrator	Edit Time zone Weekdays	
7/22/2014 11:03:08 AM	RSP-LBARNES	Administrator	Logon Operator Administrator	
7/22/2014 9:19:23 AM	RSPASUSLAPTOP	Administrator	Logon Operator Administrator	

At the bottom left, there is a status bar showing 'Connected', 'Download count: 0', and '7/22/2014 11:48 AM'.

# Access Groups

## Groups\Access Groups

Hierarchic View

Table View

- AxTraxNG
  - AC Networks
  - HomeLogiX
  - Video Integration
  - Timing
  - Time zone
  - Holidays
  - Groups
    - Access Groups
    - Employees
    - Maintenance
    - Master
    - Unauthorized
  - Access Areas
  - Output Groups
  - Input Groups
  - Card + Card Groups
  - Vehicle Access Groups
  - Global antipassbacks
  - Car Parking
  - Users
  - Status Map
  - Reports



Description
Employees
Maintenance
Master
Unauthorized

Access Group

Description

Cleaning

OK Cancel

- To create a new Access Group, click the + to the left of groups.
- Highlight Access Groups.
- Click on the green + to create a new group.
- Enter the name under Description.
- Click OK to save and close the window.

Events

Date/Time
7/22/2014 12:13:14 PM
7/22/2014 11:47:50 AM
7/22/2014 11:03:08 AM

Connected Download

Details

**Groups\Access Groups\test**

Hierarchic View | Table View

**Access Group - Details**

Name: test

Expand All | Filter

Time Zone:  Set TimeZone | Always

Master

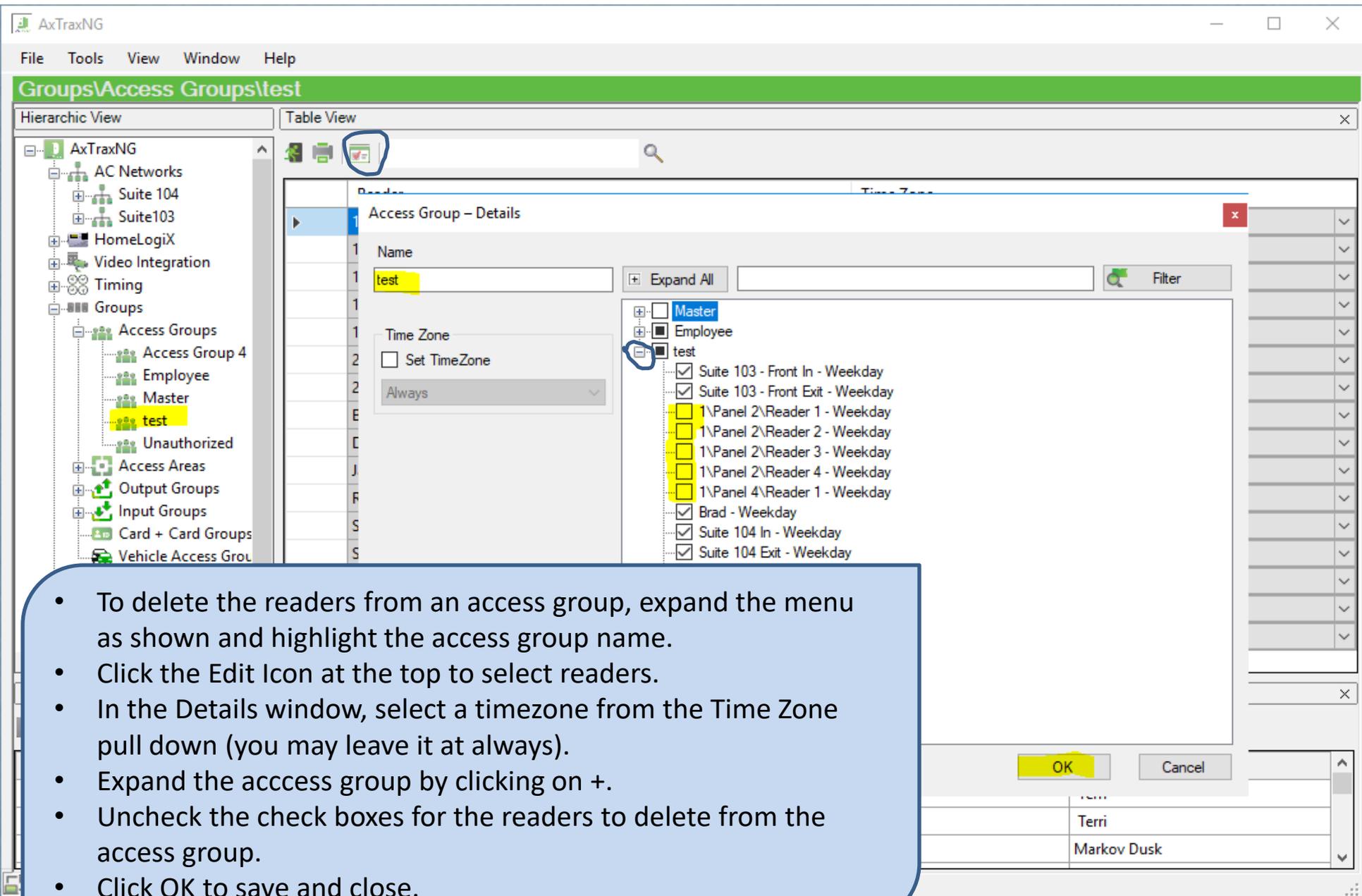
- Suite 103 - Front In - Always
- Suite 103 - Front Exit - Always
- 1\Panel 2\Reader 1 - Always
- 1\Panel 2\Reader 2 - Always
- 1\Panel 2\Reader 3 - Always
- 1\Panel 2\Reader 4 - Always
- 1\Panel 4\Reader 1 - Always
- Brad - Always
- Suite 104 In - Always
- Suite 104 Exit - Always

OK | Cancel

Terri  
Terri  
Markov Dusk

Connected | 1/4/2018 9:43 AM

- To add readers to the new access group, expand the menu as shown and highlight the new access group.
- Click the Edit Icon at the top to select readers.
- In the Details window, select a timezone from the Time Zone pull down (you may leave it at always).
- Expand the Master group by clicking on +.
- Select the check boxes for the readers to add to the access group.
- Click OK to save and close.



**Adding Users, Cards**

There are several ways to create users and add cards to the system

1. Add Users and Cards one at a time, this option is usually reserved for those situations where random cards or fobs need to be entered. Alternately the cards may be scanned into the system from a reader then added to a user to activate.
2. Add Users and Cards at the same time automatically, this method is used for loading new cards (or fobs) into the system initially, it will create user names using the user number i.e. the first user will be named User 1 and so on. This method makes setting up the system quick but it is less secure in that all of the cards are now active and it is difficult to track who uses a card unless the list is managed off line.
3. Add cards in bulk but leave them inactive then add users one at a time. This method is for adding a new batch of cards or fobs to the system, this option takes more time but is more secure.
4. Import users and Cards from a spreadsheet. This option works well for new systems where the customer has a employee list in Excel format.

The screenshot shows the AxTraxNG software interface. On the left, a hierarchical tree view shows the structure: AxTraxNG > AC Networks > Network 1 > 1\Panel 1 > Users > Departments/Users > General. The 'General' folder is selected. In the center, the 'User Properties' dialog box is open, with the 'Codes' tab selected. The 'First Name' field contains 'Lary' and the 'Last Name' field contains 'Barnes'. The 'Access Group' dropdown is set to 'Master'. The 'User Number' is set to '1'. The 'Valid Date' section shows 'From' as 7/16/2014 and 'Until' as 7/16/2014. A blue callout box with a rounded top-left corner contains the following instructions:

- Option 1; Input Cards and Users manually.
- Expand Users, Departments and Users, Highlight General.
- Select the green + at the top of the screen.
- Enter the First and Last Name of the User.
- You may optionally change the Access Group, all users go into the Master group by default.
- Select the tab labeled “Codes” on the user profiles window.

- Option 1; Input Cards and Users manually.
- Expand Users, Departments and Users, Highlight General.
- Select the green + at the top of the screen.
- Enter the First and Last Name of the User.
- You may optionally change the Access Group, all users go into the Master group by default.
- Select the tab labeled “Codes” on the user profiles window.

- Option 2; Input cards and Users batch mode.
- Expand and Highlight Users
- Select the “Add Users and Cards” icon at the top of the screen.
- Enter the quantity of cards and users to create.
- Enter the starting card number under “Start From”.
- Enter the Facility Code for the cards or fobs.
- Click OK to create the users and close.

Please note that the mass a not respond. Please wait pa

Selection Type  
Add Users and Cards

Reader Type  
Wiegand 26 bits

Quantity  
10

Start from (1 To 65535)  
1001

Facility Code (0 To 255)  
123

Sequential Users

General  
Department  
General

Access Group  
Master

PIN Code

Started from 1000

Random 4 Digits

Links

Access Granted Command

Access Denied Command

Handicapped

User Selected Output Group  
None

Valid Date

From  
7/16/2014 00:00

Until  
7/16/2014 23:59

Rights

Antipassback Immunity  
Never

Extended Door Open Time

HLX Arm

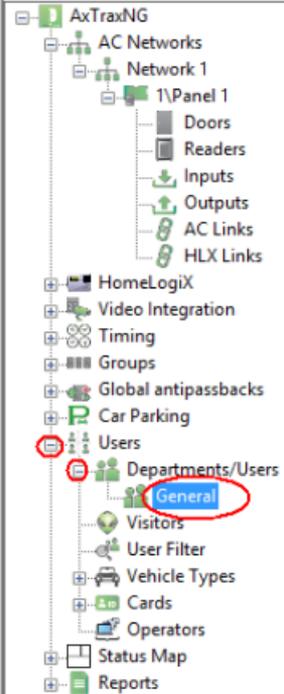
Counter

Enable 1 (1 to 1000)

OK Cancel

Date/Time	Location	Event	Details
7/16/2014 9:57:08 AM	Back Door	Access Granted	Barnes Larry
7/16/2014 9:56:55 AM	Back Door	Access Granted	Barnes Larry
7/16/2014 8:54:30 AM	1\Panel 1\Door 2 REX	Input opened	

Connected Download count: 0 | 7/16/2014 10:00 AM



	First Name	Last Name	User Number	Access Group
▶	Larry	Barnes	1	Master
		User # 2	2	Master
		User # 3	3	Master
		User # 4	4	Master
		User # 5	5	Master
		User # 6	6	Master
		User # 7	7	Master
		User # 8	8	Master
		User # 9	9	Master
		User # 10	10	Master
		User # 11	11	Master

- Expand Departments and Users as shown.
- Highlight General.
- The new Users should be listed under General as shown.



Date/Time	Location	Event	Details
7/16/2014 9:57:08 AM	Back Door	Access Granted	Barnes Larry
7/16/2014 9:56:55 AM	Back Door	Access Granted	Barnes Larry
7/16/2014 8:54:30 AM	1\Panel 1\Door 2 REX	Input opened	

- Option 3; Input cards only in batch mode.
- Expand and Highlight Cards.
- Select the “Add Cards Manually” icon at the top of the screen.
- Enter the quantity of cards and users to create.
- Enter the starting card number under “Start From”.
- Enter the Facility Code for the cards or fobs.
- Click OK to create the cards and close.

The screenshot shows the AxTraxNG software interface. On the left, a tree view shows the system hierarchy, with 'Cards' highlighted under the 'Users' section. The main window displays a 'Table View' of users, with 'Barnes, Larry' selected. A dialog box titled 'Add Cards' is open, allowing for manual card creation. The dialog includes the following fields and options:

- Quantity:** 25
- Header type:** Wiegand 26 bits
- Start from (1 To 65535):** 2000
- Facility Code (0 To 255):** 101
- Sequential Users:**
  - General: Department (General), Access Group (Master)
  - Links:  Access Granted Command,  Access Denied Command,  Handicapped
  - User Selected Output Group: None
  - Counter:  Enable 1 (1 to 1000)
- Rights:** Antipassback Immunity (Never),  Extended Door Open Time,  HLX Arm
- Valid Date:** From 7/16/2014 00:00,  Until 7/16/2014 23:59
- Buttons:** OK (circled in red), Cancel

At the bottom, an 'Events' log shows the following entries:

Date/Time	Location	Event	Details
7/16/2014 9:57:08 AM	Back Door	Access Granted	Barnes Larry
7/16/2014 9:56:55 AM	Back Door	Access Granted	Barnes Larry
7/16/2014 8:54:30 AM	1\Panel 1\Door 2 REX	Input opened	

System status at the bottom: Connected, Download count: 0 | 7/16/2014 10:01 AM

A tree view showing the system hierarchy. The 'Cards' item under 'Users' is highlighted with a red circle.

- AxTraxNG
  - AC Networks
    - Network 1
      - 1\Panel 1
        - Doors
        - Readers
        - Inputs
        - Outputs
        - AC Links
        - HLX Links
    - HomeLogix
    - Video Integration
    - Timing
    - Groups
    - Global antipassbacks
    - Car Parking
    - Users
      - Departments/Users
        - General
        - Visitors
        - User Filter
        - Vehicle Types
        - Cards** (highlighted)
        - Operators
      - Status Map
      - Reports

A table view showing user and card information. The first row is highlighted in blue. The last three rows have their 'Status' cells circled in red.

User	Facility Code	Card Number	Status
Barnes, Larry	45	51538	Active
User # 2,	123	1001	Active
User # 3,	123	1002	Active
User # 4,	123	1003	Active
User # 5,	123	1004	Active
User # 6,	123	1005	Active
User # 7,	123	1006	Active
User # 8,	123	1007	Active
User # 9,	123	1008	Active
User # 10,	123	1009	Active
User # 11,	123	1010	Active
	101	2000	Available
	101	2001	Available
	101	2002	Available
	101	2003	Available

- Highlight Cards.
- The new Cards should be listed as shown with a status of Available.



Date/Time	Location	Event	Details
7/16/2014 9:57:08 AM	Back Door	Access Granted	Barnes Larry
7/16/2014 9:56:55 AM	Back Door	Access Granted	Barnes Larry
7/16/2014 8:54:30 AM	1\Panel 1\Door 2 REX	Input opened	

- Enter the Facility Code and Card number for the card or fob as shown.
- You may optionally enter a PIN code.
- The Auto PIN option will generate a random PIN code automatically.
- Click OK to save and close.

Users/Departments/Users/General

Hierarchic View Table View

AxTraxNG

- AC Networks
  - Network 1
    - 1\Panel 1
      - Doors
      - Readers
      - Inputs
      - Outputs
      - AC Links
      - HLX Links
- HomeLogiX
- Video Integration
- Timing
- Groups
- Global antipassbacks
- Car Parking
- Users
  - Departments/Users
    - General
  - Visitors
  - User Filter
  - Vehicle Types
  - Cards
  - Operators
- Status Map
- Reports

Events

Date/Time	Location	Event	Details
7/16/2014 8:54:30 AM	1\Panel 1\Door 1 REX	Input opened	
7/16/2014 8:54:30 AM	1\Panel 1\Door 1 Monitor	Input opened	
7/16/2014 8:54:30 AM	1\Panel 1\Door 2 REX	Input opened	

Connected Download count: 0 | 7/16/2014 9:38 AM

- If you have previously input a group of cards in bulk.
- You may click “Add from List”.
- Select the card or fob number on the left column, click the right arrow to select it and move it to the right column as shown.
- Up to 15 cards may be tied to a user, there is no way to track which card is used when this is done.
- Click OK to save and close.

The screenshot displays the AxTraxNG software interface. On the left is a hierarchical tree view showing the system structure, with 'Users\Departments\Users\General' selected. The main window shows the 'Card Codes' dialog box, which is used for assigning cards to users. The dialog features two columns: 'Available cards' and 'Selected cards'. The 'Available cards' column lists card numbers from 101.000000000002001 to 101.000000000002020. The 'Selected cards' column contains the card number 101.000000000002000. A right-pointing arrow button is positioned between the columns. Below the columns are search fields and 'OK' and 'Cancel' buttons. In the background, the 'Users\Departments\Users\General' dialog is visible, with an 'Add from List...' button. The main interface also shows an event log at the bottom with the following data:

Date/Time	Location	Event	Details
7/16/2014 9:57:08 AM	Back Door	Access Granted	Barnes Larry
7/16/2014 9:56:55 AM	Back Door	Access Granted	Barnes Larry
7/16/2014 8:54:30 AM	1\Panel 1\Door 2 REX	Input opened	

At the bottom of the interface, there is a status bar showing 'Connected', 'Download count: 0', and the date/time '7/16/2014 10:03 AM'.

- Users may also be added via a spreadsheet. The format of the spreadsheet is critical;
  - It must be in Excel 97-2003 workbook form (.XLS)
  - All columns must be in the proper order as shown in the example.
  - All cells must be formatted as text, they can not contain formulas or numeric values.
  - A template is available in the download package and from the support website at;  
[www.axtraxng.com/support/AXTRAXNG/Blank\\_AxTraxNG\\_Exported.xls](http://www.axtraxng.com/support/AXTRAXNG/Blank_AxTraxNG_Exported.xls)
  - If the machine has Microsoft Excel installed, you may create a template from AxtraxNG by doing an export from the software with no users.

**AxTraxNG**  
Export Data

Import Users properties from external file into AxTraxNG  
 Export Users properties from AxTraxNG into external file

Data type: Excel Workbook - \*.xls

Excel file Location: C:\Users\vbames\Desktop\AxTraxNG Exported.xls

Excel file Columns:

<input checked="" type="checkbox"/> 'A' - User# (index field)	<input checked="" type="checkbox"/> 'F' - Access group	<input checked="" type="checkbox"/> 'K' - Fax	<input checked="" type="checkbox"/> 'P' - Title	<input checked="" type="checkbox"/> 'U' - Identification
<input checked="" type="checkbox"/> 'B' - First name	<input checked="" type="checkbox"/> 'G' - From (Valid date)	<input checked="" type="checkbox"/> 'L' - Email	<input checked="" type="checkbox"/> 'Q' - Notes	<input checked="" type="checkbox"/> 'V' - Car parking group
<input checked="" type="checkbox"/> 'C' - Last name	<input checked="" type="checkbox"/> 'H' - Until (Valid date)	<input checked="" type="checkbox"/> 'M' - Address	<input checked="" type="checkbox"/> 'R' - PIN Code	<input checked="" type="checkbox"/> 'W' - Card+Card Group
<input checked="" type="checkbox"/> 'D' - Middle name	<input checked="" type="checkbox"/> 'I' - Telephone	<input checked="" type="checkbox"/> 'N' - Home telephone	<input checked="" type="checkbox"/> 'S' - Card number	
<input checked="" type="checkbox"/> 'E' - Department	<input checked="" type="checkbox"/> 'J' - Mobile	<input checked="" type="checkbox"/> 'O' - Car registration	<input checked="" type="checkbox"/> 'T' - Facility code (0 to 255)	

Card Type: Wiegand 26 bits

Select All Select None

OK Cancel

- Select Tools, Import/Export Data from the main AxtraxNG window.
- Select Export.
- Specify a location for the file.
- Click Select All to create all of the columns in the template.
- Click OK to generate the Excel file and close the window.

Details	
	Succeed

Connected Download count: 0 | 23/07/2014 11:06

Microsoft Excel window: OLD\_AxTraxNG Exported.xls [Compatibility Mode]

File | Home | Insert | Page Layout | Formulas | Data | Review | View

Clipboard | Font | Alignment | Number | Conditional Formatting | Styles | Cells | Editing

Formula bar: A2

	A	B	C	D	E	F	G	H	P	Q	R	S	T	X	Y
1	UserID	First name	Last name	Middle name	Department	Access group	From (Valid date)	Until (Valid date)	Title	Notes	PIN Code	Card Number	Facility code		
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															

Employees | Ready | 100%

- This is an example of the template, the unused columns have been hidden but NOT DELETED just for ease of viewing.

Microsoft Excel window: OLD\_AxTraxNG Exported.xls [Compatibility Mode] - Microsoft Excel

Formula bar: H20

	A	B	C	D	E	F	G	H	P	Q	R	S	T	X	Y
1	UserID	First name	Last name	Middle name	Department	Access group	From (Valid date)	Until (Valid date)	Title	Notes	PIN Code	Card Number	Facility code		
2	1	Larry	Barnes		General	Master					1234	51538	45		
3	2	Doug	Kelly		General	Maintenance						51539	45		
4	3	Ken	Hoffman		General	Employees						8711	76		
5	4	David	Bramlett		General	Employees						8716	76		
6	5	All Open			General	Master					9999				
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															

- Again, the unused columns have been hidden but NOT DELETED just for ease of viewing.
- The UserID contains the user number, it should be sequential starting at 1. If you use a formula to populate this field it must be converted to a value and then to text before doing the import.
- Do not use the Date fields, these frequently cause problems when trying to import.
- All cells must be formatted as text before importing or the import will fail.
- When saving the file insure it is saved as a .XLS file.

AxTraxNG  
Import Data

Import Users properties from external file into AxTraxNG  
 Export Users properties from AxTraxNG into external file

Data type  
Excel Workbook - \*.xls

Excel file  
Location:  
C:\Users\vbames\Desktop\Customer Files\demo\_sys\AxTraxNG Exported.xls

Excel file Columns

<input checked="" type="checkbox"/> 'A' - User# (index field)	<input checked="" type="checkbox"/> 'F' - Access group	<input checked="" type="checkbox"/> 'K' - Fax	<input checked="" type="checkbox"/> 'P' - Title	<input checked="" type="checkbox"/> 'U' - Identification
<input checked="" type="checkbox"/> 'B' - First name	<input type="checkbox"/> 'G' - From (Valid date)	<input checked="" type="checkbox"/> 'L' - Email	<input checked="" type="checkbox"/> 'Q' - Notes	<input checked="" type="checkbox"/> 'V' - Car parking group
<input checked="" type="checkbox"/> 'C' - Last name	<input type="checkbox"/> 'H' - Until (Valid date)	<input checked="" type="checkbox"/> 'M' - Address	<input checked="" type="checkbox"/> 'R' - PIN Code	<input checked="" type="checkbox"/> 'W' - Card+Card Group
<input checked="" type="checkbox"/> 'D' - Middle name	<input checked="" type="checkbox"/> 'I' - Telephone	<input checked="" type="checkbox"/> 'N' - Home telephone	<input checked="" type="checkbox"/> 'S' - Card number	
<input checked="" type="checkbox"/> 'E' - Department	<input checked="" type="checkbox"/> 'J' - Mobile	<input checked="" type="checkbox"/> 'O' - Car registration	<input checked="" type="checkbox"/> 'T' - Facility code (0 to 255)	

Card Type  
Wiegand 26 bits

Select All Select None

Card+Card Groups  
Import Card+Card Groups?  
 Yes  No

None

OK Cancel

Details  
Succeed

- Select Tools, Import/Export Data from the main AxtraxNG window.
- Select Import.
- Specify a location for the file.
- Click Select All to create all of the columns in the template, uncheck the date fields.
- Click OK to import the Excel file and close the window.
- You should receive a message showing the import was successful.

Visitors

- The Visitor tab under Users is essentially a predefined department, no special restrictions apply simply by putting a user in the Visitor group. It does make tracking Visitor badges and cards somewhat easier.
- There are options under the User tab which make limiting Visitor access easier. Aside from creating a Visitor Access Group to limit the timeframe and readers that Visitors may access there are the following special features;
  - Valid Date, the timeframe that a visitor badge will be active may be specified on a user by user basis.
  - Counter, you may define the number of times a visitor badge may be read. To use this function, there is an option on each reader that must be set to “deduct user counter”, this allows outside entry doors to deduct the count while interior doors would not.
  - On the Visitor Options tab there is an option to have a badge automatically be disabled when the visitor exits a given area. This requires defining an entry and exit reader.

- On the User Properties window, options for controlling the timeframe that a badge is active;
  - Check the Valid Date Until box and set an end date as shown. Here I've set the end date to 7/31/2014 at 11:59PM
  - Under Counter, check the Enable box and the Set New Counter box then enter a count to the right. Here I've set it to 12.

The screenshot displays the 'User Properties' window in AxTraxNG. The 'Valid Date' section is highlighted with a blue box, showing the 'Until' checkbox checked and the date set to 7/31/2014 at 23:59. The 'Counter' section is also highlighted with a blue box, showing the 'Enable' and 'Set New Counter' checkboxes checked, and the counter value set to 12. Red circles highlight the 'Until' checkbox, the date field, the 'Enable' checkbox, and the counter value field.

Date/Time	Location	Access Granted	Visitor Name
23/07/2014 14:55:27	Front In	Access Granted	visitor 2
23/07/2014 14:44:43	Front In	Access Granted	Kelly Doug
23/07/2014 14:44:33	Front In	Access Granted	Barnes Larry

The image shows a 'Reader' configuration window with three tabs: 'General', 'Options', and 'Access event'. The 'General' tab is active. It contains two main sections: 'Details' and 'Type'.

**Details Section:**

- Description: Front In
- Operation mode: Card or PIN
- Direction:  In,  Out
- Secured (Card+PIN) time zone: Never
- Activation:  Open Front Door,  Deduct User counter

**Type Section:**

- Primary Reader type: Wiegand 26 bits
- Keypad type: Wiegand 6 Rosslare
- Secondary Reader type: None
- Door opening requirement in Card+Card Mode: 2 Users
- Check facility code only
- AYCW6500 Biometric Reader

At the bottom of the window are 'OK' and 'Cancel' buttons. The 'OK' button is circled in red.

- On the Reader Properties window, to use the user counter option you must enable Deduct User Counter on each reader that is to be used in the count, typically entry or exit readers. Here I've enabled the count on the front door entry reader.
- Click OK to save and exit.

## Users/Visitors

Hierarchic View

Table View

- [-] AxTraxNG
  - [+] AC Networks
  - [+] HomeLogiX
  - [+] Video Integration
  - [+] Timing
  - [+] Groups
  - [+] Global antipassbacks
  - [+] Car Parking
  - [+] Users
    - [+] Departments/Users
      - [+] General
      - [+] Visitors
      - [+] User Filter
    - [+] Vehicle Types
    - [+] Cards
    - [+] Operators
    - [+] Status Map
    - [+] Reports

## User Properties

General Codes Details **Visitor's Options**

## Visitor Identification

**Rosslare Security** Visit Date/Time

7/23/2014

15:55

## Hosted

## Department

General

## Comment

## Automatic Disable on Exit

## Access Area

Offices

## Options

 Inactive Card Unauthorized User

## User

Barnes, Larry

## Access Group

Visitor

Visitor

Cancel

- On the Visitor option tab you may enter Visitor information as shown and set the user to be disabled on exit.
- Under Automatic Disable on Exit select the access area to monitor from the pull down and select the option to make the card inactive. If the access area is left at global, any read at an exit reader will disable the card.

7/23/2014 2:44:43 PM	Front In	Access Granted
7/23/2014 2:44:33 PM	Front In	Access Granted

## Details

Visitor 2

Kelly Doug

Barnes Larry