Time Zones, Access Groups, Cards and Users

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For more information please see

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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 user’s access rights i.e. which readers they can access and during what time period.

An Access Group may use 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
• 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).
• Right click in the dark blue area and select “create”.
• It should turn light blue with the red bar as shown.
- Repeat the previous 2 steps for each day.
- Click OK to save the new Time Zone.
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.
Access Groups
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.
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.
To delete the readers from an access group, expand the menu as shown and highlight the access group name.

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 access group by clicking on +.

Uncheck the check boxes for the readers to delete from 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 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.

2. 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.

3. 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.

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.
- Option 1; 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.
- Expand Departments and Users as shown.
- Highlight General.
- The new Users should be listed under General as shown.
• Option 2; 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.
- Highlight Cards.
- The new Cards should be listed as shown with a status of Available.
- Option 3; 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.
• 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.
- 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.
Users may also be added via a spreadsheet. The format of the spreadsheet is critical;

- It must by 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 form the software with no users.
• 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.
This is an example of the template, the unused columns have been hidden but NOT DELETED just for ease of viewing.
• 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.

<table>
<thead>
<tr>
<th>UserID</th>
<th>First name</th>
<th>Last name</th>
<th>Middle name</th>
<th>Department</th>
<th>Access group</th>
<th>From (Valid date)</th>
<th>Until (Valid date)</th>
<th>PIN Code</th>
<th>Card Number</th>
<th>Facility code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Larry</td>
<td>Bernos</td>
<td></td>
<td>General</td>
<td>Master</td>
<td></td>
<td></td>
<td>1234</td>
<td>51538</td>
<td>45</td>
</tr>
<tr>
<td>3</td>
<td>Doug</td>
<td>Kelly</td>
<td></td>
<td>General</td>
<td>Maintenance</td>
<td></td>
<td></td>
<td>51539</td>
<td>8711</td>
<td>45</td>
</tr>
<tr>
<td>4</td>
<td>Ken</td>
<td>Hoffman</td>
<td></td>
<td>General</td>
<td>Employees</td>
<td></td>
<td></td>
<td>8716</td>
<td>76</td>
<td>76</td>
</tr>
<tr>
<td>5</td>
<td>David</td>
<td>Bramlett</td>
<td></td>
<td>General</td>
<td>Employees</td>
<td></td>
<td></td>
<td>9999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>All Open</td>
<td></td>
<td></td>
<td>General</td>
<td>Master</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When saving the file ensure it is saved as a .XLS file.
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.
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 OPK to save and exit.
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.