

IA Server Software Installation Guide v9 © 2020 Controlsoft Ltd

Contents

1.	. Introduction					
	1.1.	PC Specifications				
2.	Inst	alling Identity Access Software4				
	2.1.	Pre-install Checks				
	2.2.	Install the Software5				
3.	Pre	paring for IP Connection				
	3.1.	Configure the PC				
	3.2.	Ping the i-Net Controller				
	3.3.	Assigning a Fixed IP Address using i-Net Configurator14				
4.	Star	ting the Identity Access Software20				
5.	Con	figuring the Access Control Hardware23				
6.	Con	figuring Master Controllers				
	6.1.	Find IP Controller Wizard23				
	6.2.	Controller General				
	6.3.	Door Configuration Wizard27				
7.	Con	figuring Groups				
8.	Use	rs				

1. Introduction

The Identity Access (IA) Management Software from Controlsoft[©] is a PC-based Access Control Management system. The Identity Access software manages the access control database, which is downloaded to one or more Master i-Net[®] Controllers. The Master i-Net controls access through the doors, either directly or via expanders. The i-Net controller(s) make the decisions as to whether access is granted or denied.

This manual will take you through the process of installing the Identity Access software, and configure a basic system using the Wizards provided. For further information on more advanced installations, please refer to the document **IA Software Manual Iss 9**

The Identity Access software is available on a flash drive by ordering part number IA-LITE, or can be downloaded from our website <u>www.controlsoft.com</u>.

A license is required to enable more Advanced features, see **IA Software Manual Iss 9** for further details

1.1. PC Specifications

Recommended PC Specification

- Intel i5 processor @ 3GHZ
- 8GB RAM
- 100GB Free Disk Space
- 10/100 Network Card
- USB Port
- Screen Resolution = 1024x768 or better

Performance PC Specification (more than 10,000 users)

- Intel i7 processor @ 3GHZ
- 16GB RAM
- 250GB Free Disk Space
- 10/100 Network Card

- USB Port
- Screen Resolution = 1024x768 or better

Operating Systems:

- Windows 10 (x64).
- Windows Server 2012 R2.
- Windows Server 2016

2. Installing Identity Access Software

To ensure that your software is installed correctly, it is important to run through the following pre-installation checks.

2.1. Pre-install Checks

Before installing the IA Server, please temporarily disable your antivirus for the duration of the install.

Next please ensure that you are logged into an Administrator Account. To do this:

- 1. Click on the Start Button, select Control Panel then select User Accounts.
- 2. On the right-hand side of the window the User's details will be shown, check that the type is 'Administrator' as shown below:



3. If the User Account is not an Administrator, choose another account, or contact your system administrator.

Finally, ensure that User Account Control (UAC) is set to "Never Notify", ensure that all Windows updates have been installed and temporarily disable your anti-virus software until installation is complete.

2.2. Install the Software

Insert the USB flash drive into a spare USB port and the AutoPlay screen will appear.

NOTE: If a message box appears stating Windows protected your PC, click on More info, then [Run anyway].

Select Open folder to view files.

If your PC is not configured with AutoPlay, please browse to **My Computer /This PC** and double click the **IA Flash Drive** USB drive.

To start the installation, double click **Install_IdentityAccess.exe**.

Installing	– 🗆 X	
Installing Identity Access The program features you selected are being installed.		
Please wait while the Setup Wizard installs Ident minutes. Pre installer checks	tity Access. This may take several	The system checks to see if a reboot is needed
Checking if computer must reboot		
Reboot Required This computer must be reboot continue. Do you want to reboot the co	× oted before the installation can omputer now?	This screen may not appear. If it does, click [Yes]
	Yes No	-

If the system reboots, the installation will recommence automatically.

Welcome	– 🗆 X	7
	Welcome to the Identity Access	
	Setup Wizard.	
	The wizard will install Identity Access on your computer.	
	It is strongly recommended that you exit all Windows programs before running this Setup program.	
	Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.	
o o un tra la o ft ^o		
CONTROISOT	WARNING: This program is protected by copyright law and international treaties.	Press [Next] to continue
SetupBuilder.com	Next > Cancel]
Select Destination Folder	– 🗆 X	7
Destination Folder		
Click Next to install to this fold	ler, or click Change to install into a different folder.	
Please enter the location whe folder name or click the Chan	re you would like to install the program. You may type a new ge button to find a new location.	
Install Identity Access to:		
C:\Program Files (x86)\Identi	ty Access Change	
		Press [Next] to
		continue
SetupBuilder.com	< Back Next > Cancel	

License Agreement	_	×	
License Agreement			
Please read the following license	agreement carefully.		
Identity Acces	s Version 9	^	
Copyright (C) 2015, All Rights Reserved	2020 Controlsoft.		
You should carefully conditions before us have a different lic Controlsoft, use of (SOFTWARE PRODUCT or	y read the following terms and sing this software. Unless yo cense agreement signed by the product identified above r SOFTWARE), indicates your	u •	 Read and accept the license
accept the terms in the licens 1 accept the terms in the licens 1 accept the terms in the	e agreement		- then click [Next]
SetupBuilder.com	< Back	<u>C</u> ancel	
Minimum PC Specification	_	□ ×	
Minimum PC Specification			
Server			
Recommended PC Specification	n This Machine		
Windows 10 Pro (x64)	Windows 10 Pro Version 1903 (OS Build 18362.1082)		
8 GB RAM	15.8. GB RAM (16180 MB)		
4GB Free Disk Space	162 GB Free Disk Space		
Screen size: 1024x768	Screen size: 1920x1080		
Before installing Identity Acce software for the duration of the	ss, please temporarily disable your antiv install.	virus	Press [Next]
SetupBuilder.com	< <u>B</u> ack Next >	<u>C</u> ancel	

NOTE: If your system does not meet the minimum specification, the offending parameter will be displayed in red, not green. After pressing [Next], you will be warned again.



NOTE: Controlsoft may refuse to support the system if the PC does not meet the minimum recommendations

Installation Type		_	×	
Installation Type Select Server or Client install				
Select Installation Server Installation				
Update previous install				
				Press [Next] to install
Select the installation type.		Adva	nced	
SetupBuilder.com	< <u>B</u> ack <u>N</u> ext	> Car	ncel	

Ready to Install - 🗆 🗙	
Ready to Install the Program	
The wizard is ready to begin installation.	
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.	
Current Settings:	
Destination Folder C:\Program Files (x86)\Identity Access Disk Space Requirements 1,033,682K	
	Press [Next]
SetupBuilder.com	
Installing — 🗆 🗙	
Installing Identity Access	
The program features you selected are being installed.	
Please wait while the Setup Wizard installs Identity Access. This may take several minutes.	
	 Displays progress of install
Installing prerequisites Installing Microsoft Visual C++ 2005 Redistributable Package	
Cancel	



Following the installation of the software, you may notice a file called InstallUtil.InstallLog. If the installation was successful, this file can be deleted.

If you experienced a problem with the install, please do not delete this file as it may be required by Controlsoft Technical Support.

For further information on selecting Advanced installation options, please refer to the document IA Software Manual Iss 9

NOTE: When all the software has been installed, you may re-enable the antivirus software.

3. Preparing for IP Connection

For the PC and i-Net Controller to communicate over a TCP/IP network, the PC and each i-Net must be configured on the same IP range.

NOTE: A default i-Net Controller is configured for DHCP to enable the "Find IP Controller" wizard to detect the i-Net controller. By pressing the Reset button on the i-Net controller for 30 seconds, the IP Address will change to a fixed IP Address of 10.0.1.230

The procedure is to configure the PC to an IP Address on the same network segment as the i-Net (e.g. 10.0.1.200), then use Controlsoft's i-Net Configurator software to reconfigure each i-Net to an individual IP Address on the target network. If you are unsure which IP Address the i-Nets should use, please speak to someone from the site's IT department.

When all the i-Net Controllers have been configured, change the PC's IP Address back to its original settings.

NOTE: Controlsoft strongly recommend that, once configured, you use i-Net Configurator software to change the i-Net to a fixed IP Address to maximise the long term reliability of the connection.

3.1. Configure the PC

To communicate with the i-Net over a TCP/IP network, the PC and i-Nets must be configured on the same IP range.

Click on the Start button and select **Control Panel**.

Select **Network and Sharing Center** then select **Change adapter settings** in the left column.

Double click on the relevant network connection, then click on [Properties].

Double click on Internet Protocol Version 4 (TCP/IPv4).

General	Alternate Configuration					
You can this capa for the a	get IP settings assigned bility. Otherwise, you n ppropriate IP settings.	automatic eed to ask	ally if y your n	our networ	etwork su k adminis	upports strator
Obt	tain an IP address auton	natically				
_© U <u>s</u> e	the following IP addres	s:				
<u>I</u> P add	dress:					
S <u>u</u> bne	et mask:					
<u>D</u> efau	lt gateway:					
© O <u>b</u> t −© Us <u>e</u>	tain DNS server address the following DNS serve	automatica er addresse	ally es: —			
Prefer	red DNS server:					
<u>A</u> ltern	ate DNS server:					
Va	ļidate settings upon exit				Ad <u>v</u> a	nced
			_			

The IP Address needs to be set to an address in the same range as the default IP Address of the i-Net Controller (default = 10.0.1.230).

Click on **Use the following IP address** then enter the desired IP Address (e.g. 10.0.1.200).

Intor tho	Subnot	Mack ac	255 255 255 0	

Internet Protocol Version 4 (TCP/IPv4)	Properties					
General						
You can get IP settings assigned automatically if your network supports this capability. Otherwise, you need to ask your network administrator for the appropriate IP settings.						
Obtain an IP address automatical	ly					
• Use the following IP address:						
IP address:	10 . 0 . 1 .200					
S <u>u</u> bnet mask:	255 . 255 . 255 . 0					
Default gateway:	· · ·					
Obtain DNS server address auton	natically					
• Use the following DNS server add	resses:					
Preferred DNS server:						
<u>A</u> lternate DNS server:	• • •					
Validate settings upon exit	Ad <u>v</u> anced					
	OK Cancel					

Click on **[OK]**, **[OK]**, **[Close]**, then close the Network Connections window.

3.2. Ping the i-Net Controller

To confirm that you are able to communicate with an i-Net Controller which is connected to the PC via IP, simply issue a 'ping' command:

1. Run the **Command Prompt**, then enter the command **ping 10.0.1.230** and confirm that the i-Net Controller is able to reply:



- 2. If the i-Net controller does not respond, check the network wiring between the PC and the controller.
- 3. If the i-Net is not new, it is possible that the IP Address is not set to the default value (10.0.1.230). To default the IP Address, press the Reset switch on the board and hold it in for 30 seconds. Wait for the i-Net Controller to reboot, then try and ping it again.

If in any doubt about IP Addresses to be used, please contact the system administrator.

3.3. Assigning a Fixed IP Address using i-Net Configurator

Before assigning IP Addresses to the i-Net Controllers, first contact the IT department for the site and obtain IP addresses for each of the controllers installed.

NOTE: i-Net controllers MUST be configured with FIXED IP Addresses for maximum network reliability.

To run the i-Net Configurator software, select

Start > Controlsoft > Identity Access > Tools >i-Net Configurator > i-Net Configurator

i-Net Configurator can also be run from within IA by selecting a controller in the Controller Manager window and clicking the icon

Controllers							
	r 🗊 😽	-	e 🦉) .	Ø	×

The login screen will then be displayed:

🖳 i-Net Configurator Logon		_	X
Logo	ו		
Welcome to the Please enter you	-Net Configurator. r username and password.		
<u>U</u> sername			
<u>P</u> assword			
IMPORTANT Using the terms and condition Controlsoft Ltd.	is program constitutes acceptance of the licence s as described in Help topics. © 2015, 2016		
	Logon 🔀	Canc	el

NOTE: The default login credentials are Username = Admin, Password = Password. These login credentials are case sensitive. If i-Net Configurator is run from within Identity Access, login credentials are NOT required.

NOTE: i-Net Configurator can be run as a standalone application so does NOT use Identity Access login credentials

Connect one i-Net to the network and ping it to confirm that a connection is possible.

Enter the IP address of the i-Net in the **Controller IP Address** field, leaving the **Select Mode** field as Basic Configuration. Click the **[Connect]** button.

i-Net Configurator	gurator V9.1 Build 40
	Welcome to the i-Net Configurator Controller IP Address 192.168.0.170 Select mode Basic Configuration
	Connect Connect

The **Controller IP Address** defaults to the i-Net default of 10.0.1.230 unless i-Net Configurator has been run from within Identity Access as in this example where this field shows the IP Address of the selected controller.

Select mode should be left as **Basic Configuration** unless instructed by Controlsoft Technical Support

The **[Settings]** button is used to change the login credentials for i-Net Configurator.

Click the **[Connect]** button to connect to the controller. The blue 'wire' will turn red if the software cannot connect the controller, or green if it does connect.



i-Net Configurator V9.1 Build 40	
EMS Version EMS V09.025 MAC Address 00:13:48:03:29:03 IP: 192.168.0.170 Image: Setup Startup Ethernet Image: Clear Database Reboot controller Image: Setup Ethernet Image: Clear Database Reboot controller Image: PAddress Subnet Mask Ino.1.230 Image: Default Gateway Image: Clear Database Reboot controller Image: Default Gateway Image: Clear Database Reboot controller Image: Image: Default Gateway Image: Clear Database Reboot controller Image: Image: Image: Default Gateway Image: Clear Database Reboot controller Image: Imag	
	ose

When connected, the following screen is displayed:

The top section of the screen shows the type of i-Net in use. This will either be M501 (i-Net fitted with an older green processor board) or M502 (i-Net fitted with a newer blue processor board).

This section also shows the **EMS Version** (the firmware in the i-Net) as well as the i-Net's **IP** Address and **MAC Address**.

Network tab:

Ensure that under **Ethernet**, the option **Enabled** is ticked. From the factory, i-Nets are configured for **DHCP** which means that they are allocated an IP Address by the router when they power up. This makes it easy to find using Identity Access' "Find Controller" feature. Once found, the **Ethernet** setting MUST be changed to **Fixed** to avoid connection problems in the future.

Enter the required **IP Address** and **Subnet Mask**. These are usually provided by the customer's IT Department. When a change is made, the title will change to red to indicate

Network	Startup Ethernet		 Clear Oatabase
- Million - Contraction - Cont	Ethernet		 Reboot controller
Setup	Enabled	O DHCP 💿 Fixed	
	IP Address	Subnet Mask	
	192.168.0 223	255.255.255.0	
	Default Gateway		 Defaults
	Enabled		
	Gateway		Read
	192.168.0.1		
			 Write

that the setting has been changed.

Finally, click on the **[Write]** button to write the new values to the i-Net. A dialogue box will indicate that the data has been successfully written

IA.INETConfig	x
New EMS values have been saved to the i-Ne	t
OK	

After changing the IP Address of the i-Net, the controller must be rebooted to implement the new IP Address. This can be achieved by clicking the **[Reboot controller]** button. If **Clear Database** is selected, the database in the i-Net will be wiped prior to the reboot.

Setup tab:

Network	Protocol Card Format CS-I Card Data Length 26 Bit O Full Card I	NET ()	Clear Database Reboot controller
Setup	Site Codes Restrict Access to Site Site Code 00 Site Code 01 Site Code 02	Codes Site Code 05 Site Code 06 Site Code 07	Defaults
	Site Code 03 Site Code 04	Site Code 08 Site Code 09	Read Write

Card data length. When set to **26 bit**, the data from the card will be stripped down to 24 data bits, plus 2 parity bits. When set to **Full Card Number**, the whole card number (e.g. 34-bit, 47-bit, 56-bit) will be used.

SITE CODES:

This feature increases the security of the system when used with HID readers and certain card formats. The card data is split into 2 parts – the site code and the card number. If the i-Net controller is not configured with the same site code as used on the cards, the card number is ignored. Providing the site code in the card and in the i-Net match, the card number is used to grant or deny access.

- **Restrict access to site codes** enable this option to use site codes
- **Site code 00** to **Site Code 09** the i-Net controller can support up to 10 different site codes simultaneously. For example, to use cards with site code 0, the i-Net should be configured as follows:

Card	d Data Length	and Mumber		Reboo	Database
Setup	Codes Restrict Access to	Site Codes			
Site	Code 00 0	Site Code 05 Site Code 06	<u> </u>		Defaults
Site	Code 02 Code 03 Code 04	Site Code 07 Site Code 08 Site Code 09			Read

NOTE: Most sites will only use one site code.

After making any changes, click the **[Write]** button to download the changes to the i-Net.

Other buttons available in i-Net Configurator Network and Setup tabs are:

[Defaults] – click this button to set all parameters to default values.

[Read from i-Net] – click this button to read all values from the i-Net controller

[Write to i-Net] – click this button to write all values to the i-Net controller

NOTE: when changing the IP Address, the i-Net controller <u>must</u> be rebooted AFTER writing the settings to the i-Net. This can be done by clicking the [Reboot controller] button.

4. Starting the Identity Access Software

To launch the Identity Access software:

Start Identity Access as follows. Select **Start** > **Controlsoft** > **IA User Interface**



The following splash screen will be displayed:

Identity Access Manageme	ent _ 🗆 X
Logo	n
Welcome to Ider	ntity Access.
Please enter you	r username and password.
<u>U</u> sername	
<u>P</u> assword	
<u>L</u> anguage	English
IMPORTANT Using the terms and condition	his program constitutes acceptance of the licence Is as described in Help topics. © 2018 Controlsoft Ltd.
Secure Log	gon Logon Cancel

When initialised, the Logon screen will be displayed:

Enter a valid Username (default = Admin) and Password (default = Password) and click the **[Logon]** button (or press **[Enter]** on the keyboard).

NOTE: these credentials are case sensitive.

		- n v
Home View Reporting Manager	identity Access Management	~
Logot Ext Current User Dashboard About		
User Status 📌	Access Log Alarms Doors System Status Cameras Floor Plan	▼ Reader Monitor 1 🔗
User Status ON SITE OFF SITE	Date Time Last Name Reader Location Token Number Company	
0 0		
Controller Status		Select Card Reader
ON LINE OFF LINE		Reader Monitor 2
0 0 Reload Sync Time Offline Controllers		
	×	Select Card Reader
Version 9.1.40 (SERVER)	Lockdown Status: Level 0 🐗 Log Senice 🐗 Dow	nload Service 🤰 Admin 😻 Default 🔹

The main user interface will then be displayed, showing the **Dashboard**:

5. Configuring the Access Control Hardware

The procedure for configuring a basic Access Control system in the Identity & Access software is as follows:

- 1. Configure the Master Controllers (Installer function)
- 2. Configure the Doors and Readers and link them to the relevant Master Controllers (Installer function)
- 3. Configure Groups and link them to Readers (Installer or End User function)
- 4. Configure Employees, Visitors and/or Contractors and allocate them to the relevant Group/s (Installer or End User function).

6. Configuring Master Controllers

Within Identity Access, select the **Setup** tab, then click **Controllers** in the ribbon bar.

6.1. Find IP Controller Wizard

Select the **Find IP Controller Wizard**.



Select the **Start IP Address** and **Stop IP Address** to define the range to be scanned:

Selec	t IP Range to scan				
	IP Address	Network Mask	Start Address	End Address	Number of addresses
4	192.168.0.172	255.255.255.0	192.168.0.1	192.168.0.254	254
Start	IP Address				
192.	.168.0.1				
End I	P Address				
	P Address				

The software will then find all i-Net Controllers within that range.

i Utai au	draccac	scanned: 254 / 254				
	uresses	scanneu. 254 / 254				
Total de	vices ar	alysed: 74 / 74				
Soloct a	ll contro	llers that must be add	lad to the controller m	apagor		
	Index	Status	IP Address	Mac Address	Manufacturer	,
	0		192.168.0.122	00:13:48:03:CE:1A	Artila Electronics Co	
	1		192.168.0.126	00:13:48:00:00:00	Artila Electronics Co	
	2		192.168.0.127	00:13:48:03:CE:10	Artila Electronics Co	
	3		192.168.0.124	00:13:48:03:66:13	Artila Electronics Co	
	4		192.168.0.121	00:13:48:03:CE:00	Artila Electronics Co	
	5		192.168.0.125	00:13:48:02:F6:89	Artila Electronics Co	
	6		192.168.0.129	00:13:48:03:CE:1B	Artila Electronics Co	
	7		192.168.0.131	00:13:48:03:CD:F3	Artila Electronics Co	
				00.12.49.02.05.05	Artila Electronics Co	
	8		192.168.0.128	00.15.40.05.CE.05		

Select the controller/s to be added to the system, then select **[Next]**, followed by **[Finished]**. These controller/s will then be added to the list of available controllers.

6.2. Controller General

Double click a controller in the Controller list. The **General** tab in the **Controller Properties** window displays the basic properties of the Master Controller.

Master	Controller Settings
General Constraints Constraint	Network Address MAC Address 10.0.1.230 Image: Constraint of the second seco
	Accept Cancel

Enter a Name to identify the controller (e.g. Ground Floor).

The **IP Address** and **MAC Address** fields will have been populated by the previous Wizard.

It is then possible to define the type of expansion used on that Master Controller. To add a slave controller on the RS485 bus, highlight the relevant RS-485 address then use the icons above to select the type on control unit.

Master C	ontroller Settings	_ =	
<u>N</u> ame			
General Settings	Network Address Notwork Address 10.0.1.230		
Timeouts			
Sirens Events Motes	RS485 Address 1 RS485 Address 2 RS485 Address 3 RS485 Address 4 RS485 Address 5 RS485 Address 6 RS485 Address 7 I-NET NONE NONE NONE NONE NONE NONE Image: Constraint of the state of		
	< Click on slave to select		
	✓ Active		
		<u>C</u> ar	ncel

This information will then be used during the programming to define which inputs, outputs etc. are available for use.

6.3. Door Configuration Wizard

The Door Configuration Wizard greatly simplifies the process of setting up the doors. The simplest was to use this wizard is to connect the hardware using default settings:

- Door 1 = Relay 0 (Lock); Input 0 (REX); Input 1 (Door Contact); Reader 1
- Door 2 = Relay 1 (Lock); Input 2 (REX); Input 3 (Door Contact); Reader 2

Having configured the Master Controller, activate the Door Configuration Wizard by

selecting the Door Configuration Wizard icon

Door Configuration Wiza	rd Configura ^{Id Floor}	ition Wiza	ard					
RS485 Address 0 I-NET	RS485 Address 1 I-NET	RS485 Address 2 NONE	RS485 Address 3 NONE	RS485 Address 4 NONE	RS485 Address NONE	S RS485 Address 6 NONE	RS485 Address 7 NONE	
Create this of No Doors	door and reade	rs - Reader IN	1 Door - Normal Do Turnstile Airlock Enforce AP	Reader IN & O	UT	2 Doors - Rea	der IN	
Door 1 name: Door 2 name:								

Select the Master controller then select appropriate option whether the controller is connected to 1 door with an IN reader, 1 door with IN and OUT readers, or 2 doors with IN readers (as in the above example). When the required option is selected, the tickbox **Create this door and readers** will be automatically selected.

NOTE: Turnstile, Airlock and Enforce APB are greyed out in this example as these options are only available when an Identity Access Professional License or Enterprise License has been applied,.

Enter name/s for the door/s to be created and click [Accept].

Having created the 2 doors, selecting the **Doors** icon will then display the doors on that Master Controller.

		Identity Access Management		- 🗆 ×
Home View Reporting Management Set	up Advanced Tools			II OFF Simplified Layout 🔺
Controllers Doors Card Readers Morpho Re Operators Access Control	aders Cameras Elevators Cameras Elevators			
Doors				
00073 × ×				
	Drag a column here to group	by this column.		Summary
Name	Door Type Controller	485 Address		Total Entries: 2
Contains:		▼ Equals: ▼		Selected Entries: 1
Back Door	Normal Door Ground Floor	0		
Front Door	Normal Door Ground Floor	0		
				Summary
			•	Summary
Version 9.1.38 (SERVER)	🐳		Lockdown Status: Level 0 🏹 Log Service 🐗 Dow	nload Service 🧕 Admin 👹 Default 👻 🔬

Checking the **Card Readers** window will also display the card readers created by the Door Configuration Wizard.

Image: Very Warg Wargersong Image: Very Wargersong I			Id	entity Access Management					– 🗆 X
Image: Section in Reser Control in R	Home View Reporting Management Setup	Advanced Tools							II OFF Simplified Layout 🔺
Me Readers	Operators	rs Cameras Elevators Cameras Selevators							
Image: Contraint: I	Card Readers								
Image: State Door In Reader: Contains:									
Name Controller Door Reader IorAddress Reader LocX/Genor Total Entries.2 Contains: Con		Drag a colum	in here to group by this	column.					Summary
Contains:	Name	Controller	Door	Elevator	485 Address	IP Address	Reader	Lock/Sensor	Total Entries: 2
	Contains: V	Contains:	Contains:	Contains:	7 Contains: 🖓	Contains: 🛛 🖓	Contains: 🛛 🖓	Contains: 🛛 🖓 Co	Selected Entries: 1
Tront Door in Reader Ground Roor Front Door N/A 1 N/A NO	 Back Door In Reader 	Ground Floor	Back Door	<no elevator=""></no>	0	N/A	2	N/A N	0 0
	🎥 🧇 Front Door In Reader	Ground Floor	Front Door	<no elevator=""></no>	0	N/A	1	N/A N	0
									Summary
								T. T. T.	

7. Configuring Groups

To create a new Group, select the **Management** Tab, then select **Groups** from the ribbon bar and press the "Add New" button

Group Settings	- *	= X
Group Settin	ıgs	
Name		
Users	List of users that belong to this group	
Card Readers	Employees that belong to this group Employees that do not belong to this	
Morpho Readers	Drag a column here to group by this column. Drag a column here to group by this c Last Name First Name Toke	
APB Doors	Solution Contains: Contains: Contains: Contains: Image: Solution of the second s	
· Elevators	Contrac	
Dime Zones		
Events		
Notes	Time and Attendance Group Override Lockdown	
	○ Override Anti Passback ○ Requires extra time at door	
		el

Enter a **Name** for the Group.

Employees that belong to this group displays all users who are currently allocated to the group.

Employees that do not belong to this group displays all users who are NOT currently allocated to the group

To allocate or de-allocate users to the Group, simply select one or more users and click or to move them between the windows. Alternately, click or to move ALL users between the windows.

Select **Card Readers** in the side menu:

Group Settings		- 1	= X
Group Settir	gs		
<u>N</u> ame			
Users Card Readers Card Readers Morpho Readers Morpho Readers Provide APB Doors Provide APB Doors Pro	Card Readers that this group has access to Name Contains:		
		Canc	el

Select the readers that members of this Group will have access to. To select all readers, tick the **All** box (highlighted above).

8. Users

Select the **Management** tab, then select **Employees** from the ribbon bar:

Nor Ver Reporter Store Abuver Tools	- O X
Constant Con	
Access Control Site Ucers Identify 3rd Party Tools	
Employees	
Drag a column here to group by this column. S	Summary 💽 🕑
Let Name First Name Facility Code Tempony Yokim Personel Namber Title Finger Prints Company Department	iammary for
	That A Delas O
	Picture Sometrics
	Access Control
	and a start and a start of a
🕐 velocitada portezi	cau pervice 👝 wamih 👹 Debut 🔹

To create a new Employee, select the **Add** New button:

Title <u>First Nam</u>	ne <u>M</u> iddle Name Last Name
• Will	Evans
General	Primary token number 1036928 PIN Number
Photo	Use for Token & PIN only
Fingerprints	Valid from 02 Oct 2020 12:42 PM () (Company Company Company
Mobile Access	Valid for Indefinite
Tokens	Valid to 30 Dec 1899 T 12:00 AM (9 \$
Extra Data	Groups that this user belongs to
Contact	Contains:
Events	
Votes	

Enter the **First Name** and **Last Name** of the user.

Enter the **Token Number** of the card allocated to this user. This may be written on the card, read via an Enrolment reader, or may be a sequential number in systems using fingerprint only. Pressing the icon to the right of the Token Number field will automatically generate a token number. This is useful when using fingerprint readers.

Groups that this user belongs to lists all the available Groups within the system. To allocate the user to a group, simple tick the box for that group (this can also be achieved from within the Groups Properties).

Finally, click **[Accept]** to save the information and update the relevant controllers.