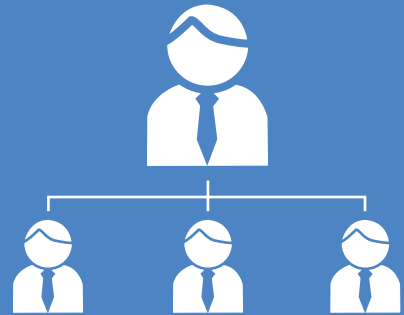


Scenarios and Worksheet

Tiered Administration



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About this Document

This document introduces **Tiered Administration**, a framework for wide-area, distributed access control administration. It presents ten sample scenarios and a worksheet to help you design your organization's access control environment.

This document is a companion to the *Administrator's Manual* and is intended for Master Administrators and Senior Administrators only.

Document Scope

This document discusses business applications for Tiered Administration. It does not explain how to create, edit or delete Administrators or how to use the online interface.

Before reading this document, you should have a solid understanding of the following subjects (from the *Administrator's Manual*):

- What is the Activity Log?*
- What are Users and Groups?*
- Editing Group Privileges*
- What is a Site?*
- What are Administrators?*
- Creating and Deleting Administrators*
- Editing Assistant Administrator Permissions*

Document Status

This document is subject to change as features are added to the system. To download the latest version, log into your account and click "Help."

What is Tiered Administration?

Overview

Tiered Administration is a framework for distributed access control administration. Tiered Administration lets you control multiple facilities — and multiple, disparate user populations — via a single account interface by delegating routine tasks to many people throughout your organization. These tasks include adding and deleting cardholders, monitoring incident data, and controlling doors and devices.

Tiered Administration is ideal for "wide area" access control environments, including:

Retail Chains

where each store administers its own employee base

Multi-Tenant Properties

where each tenant company administers its own employee base

Distributed Enterprises

where each office administers its own employee base

Central Stations

where a security officer reviews incident data for a particular group of doors

Tiered Administration also supports traditional applications, including:

Guard Stations

where a security guard monitors incident data for a particular group of doors

Visitor Management Systems

where a receptionist issues access cards to visitors only

How it works

Take a moment to review the building blocks of an account:

An account has **Sites**, which contain **Doors**

A Site represents a building or part of a building

A Site has **Activity** (or Events)

An account has **Groups**, which contain **Users**

A Group can have privileges to access any number of Doors

A User can be in one or more Groups

A User inherits access privileges from the Groups to which he or she belongs

A User has a single set of credentials, such as a **Card** and/or **PIN**

An account has **Administrators**

An account has one Master Administrator, who can administer *all* account data

An account can have many Senior Administrators, who can administer *all* account data

An account can have many Assistant Administrators, who can administer *some* account data

An account has **Schedules** and **Holidays**

A Schedule can apply to many Groups via "Group Privileges"

A Holiday can apply to many Schedules

(Continued on next page)

What is Tiered Administration? (Continued)

Now, review the permissions that can be granted to Assistant Administrators on a per-Site and per-Group basis:

Site Permissions

“View” permission allows an Assistant Administrator to:

- View Activity at the Site
- View Doors and Devices in the Site

“Edit” permission allows an Assistant Administrator to:

- Edit parameters of Doors and Devices in the Site

Group Permissions

“View” permission allows an Assistant Administrator to:

- View Privileges of the Group
- View Users who belong to the Group
- View Cards that belong to Users who belong to the Group

“Edit” permission allows an Assistant Administrator to:

- Edit credentials and properties of Users who belong to the Group
- Delete Users who belong to the Group

“Append” permission allows an Assistant Administrator to:

- View Privileges of the Group
- Add Users to the Group
- Remove Users from the Group

Putting it together

As you’ll see in the following scenarios, you can combine “View,” “Edit” and “Append” permissions in a variety of ways to produce a variety of results.

Study each scenario to see if it applies — in whole or in part — to your organization’s access control needs. When you’re done, use the worksheet on the back page to design your own wide-area access control system.

7. Landlord/Multi-Tenant, Base-Building + Private Access

Synopsis

This is a multi-tenant commercial property with shared building entry *plus individual suite entry*. Each tenant administers its own employee base.

Scenario

Acme Corp has one building, Tower 1. Tower 1 has three tenants, Company A, Company B and Company C, which are administered by Admin A, Admin B and Admin C, respectively.

All tenants are permitted to access Lobby Door and Garage Door. In addition, Company A tenants are permitted to access Front Door at Suite A, Company B tenants are permitted to access Front Door at Suite B, and Company C tenants are permitted to access Front Door at Suite C.

Each Administrator can grant and revoke access to the shared doors *and to his or her private door*. For example, Admin A can create "User A" in the Group "Tenant A Staff," which can access Suite A Door; at the same time, Admin A can put User A into the Group "All Tenants," which can access the shared doors.

In addition, each Administrator can monitor Activity at his or her own suite. For example, Admin A can review Activity data and receive E-mail Notifications that correspond to events at Suite A.

Notes

An alternate (but less efficient) approach is to apply "Lobby Door" and "Garage Door" privileges to every Group and not have a single "All Tenants" Group.

Also note, each physical area is considered to be a separate Site, even though they are part of the same structure.

		Admin A			Admin B			Admin C		
Site Permissions		VIEW	EDIT		VIEW	EDIT		VIEW	EDIT	
Site Name	<i>Doors in Site</i>									
Tower 1 Base	<i>D1. Lobby Door D2. Garage Door</i>									
Tower 1 Suite A	<i>D3. Front Door</i>	X								
Tower 1 Suite B	<i>D4. Front Door</i>				X					
Tower 1 Suite C	<i>D5. Front Door</i>							X		
Group Permissions		VIEW	EDIT	APPEND	VIEW	EDIT	APPEND	VIEW	EDIT	APPEND
Group Name	<i>Has access to</i>									
All Tenants	<i>D1, D2</i>			X			X			X
Tenant A Staff	<i>D3</i>	X	X	X						
Tenant B Staff	<i>D4</i>				X	X	X			
Tenant C Staff	<i>D5</i>							X	X	X
Management	<i>All Doors</i>									
Alternate version:										
Tenant A Staff	<i>D1, D2, D3</i>	X	X	X						
Tenant B Staff	<i>D1, D2, D4</i>				X	X	X			
Tenant C Staff	<i>D1, D2, D5</i>							X	X	X
Management	<i>All Doors</i>									

Tiered Administration Worksheet

Before implementing a wide-area access control system, consider: How many Administrators will there be? How many distinct Sites and Groups should each Administrator be able to view or edit? Refer to the scenarios in this document for guidance — you can mix and match them or design your own.

		A1:			A2:			A3:		
Sites		VIEW	EDIT		VIEW	EDIT		VIEW	EDIT	
Site Name	Doors in Site									
Site: _____	D1. _____									
Site: _____	_____									
Site: _____	_____									
Site: _____	_____									
Site: _____	_____									
		Annapolis Admin			Bethesda Admin					
Site: <u>Annapolis Office</u>	<u>D1. Front Door</u> <u>D2. Server Room</u> <u>D3. Conference Room</u>	X								
Site: <u>Bethesda Office</u>	<u>D4. Front Door</u> <u>D5. Supply Room</u> _____				X					
Groups		VIEW	EDIT	APPEND	VIEW	EDIT	APPEND	VIEW	EDIT	APPEND
Group Name	Has access to									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: _____	_____									
Group: <u>Annapolis Staff</u>	<u>D1, D2 and D3</u>	X	X	X						
Group: <u>Bethesda Staff</u>	<u>D4 and D5</u>				X	X	X			