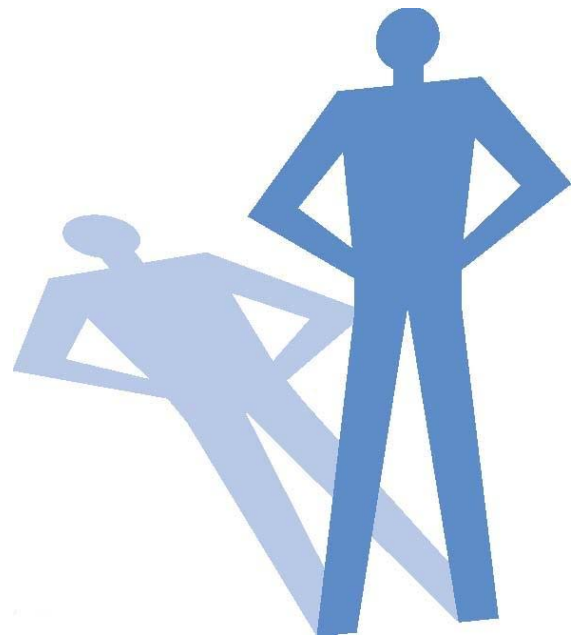


Web-Hosted Facility Access Control Systems Powered by Brivo®

Administrator's Addendum

ACS3000/4000
Updates for Release 12.12

Document # ENG-WI-017



August 11, 2005

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Introduction

With the announcement of Brivo's new ACS5000 product line, there have been many changes to the ACS Online web interface. All of these changes are now documented in the Online Help and the new Administrator's Manual in the Help Center section of the application.

Most of these new features are documented from point of view of an account that enjoys all of the new features of an ACS5000 control panel, but with none of the limitations of earlier models of Brivo products.

This document provides an update on changes to the ACS Online interface as viewed from the perspective of an account that contains ACS3000 and/or ACS4000 control panels.

In some cases, Administrators will see the exact same new functionality as provided for ACS5000 panels. For example, the ability to name a control panel (instead of referring to it only by Control Panel ID or MAN number) is available to all generations of Brivo product.

In other cases, they will have different features available on the same screen. For example, Schedules are now divided into two types, one for earlier models of controls panels, and another for the ACS5000.

New Features

Control Panel Naming

All control panels now can be named. For panels already in your account the name will initially appear as the control panel identification number (CP12345) that you are used to seeing. You can edit the name by using the steps detailed in Managing Control Panels in the Control Panels chapter.

Delete Doors and Devices

It is now possible for authorized administrators to delete doors and devices from their accounts directly from the ACS Online interface, rather than having to call Technical Support. Instructions are included in the Sites chapter.

Bulk Card Delete

Cards may now be deleted in bulk, replacing the process of deleting excess cards one at a time. Instructions are included in the Cards chapter.

Reusable PIN Codes

In the past, PIN codes were not permitted to be re-used in an account. This restriction has been removed. At their own discretion, administrators may now re-assign PIN codes that were previously in use. PINs that were used by revoked users are not available, only those that belonged to deleted users or those that were used previously by current users.

Unlimited Schedules per Control Panel

Administrators may now apply an unlimited number of schedules to ACS4000 control panels.

In/Out Reports

In/Out Reports provide administrators with a means of instantly seeing who is inside a given site. The reports are designed to be used in emergency situations where personnel safety is a primary concern. This feature requires configuration of doors. More information is included in the Managing Doors section of the Doors and Devices chapter.

Control Panels

What are Control Panels?

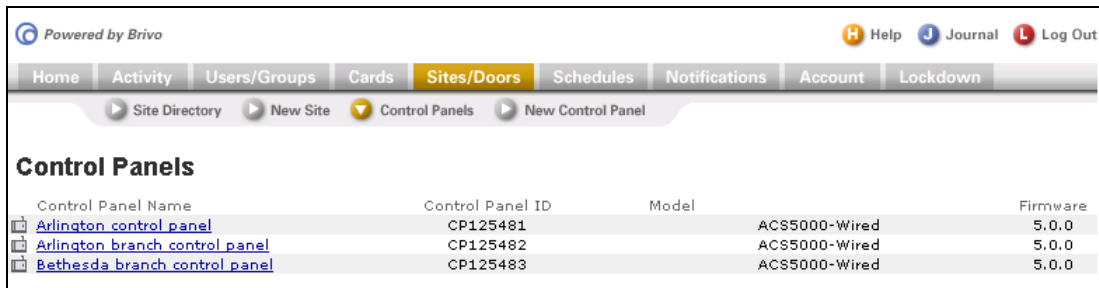
A *control panel* is a complete system of chassis, control boards, power supplies, and associated interconnected wiring referred to be a common Control Panel ID. This includes the Main Board and up to 14 additional control boards (Door Boards and/or Input Output Boards). While each control panel can have a maximum of only 15 control boards (including the Main Board), an account can manage multiple control panels.

Browsing the Control Panel Directory

The Control Panels directory is a list of all control panels currently associated with your account. Control panels are listed in alphabetical order.

To view the list of control panels for your account:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the **Control Panels** tab. The Control Panels directory displays.



Control Panel Name	Control Panel ID	Model	Firmware
Arlington control panel	CP125481	ACS5000-Wired	5.0.0
Arlington branch control panel	CP125482	ACS5000-Wired	5.0.0
Bethesda branch control panel	CP125483	ACS5000-Wired	5.0.0

View Control Panels Directory

Your Administrator permissions determine which sites you can view on this screen.

- The Master Administrator and *all* Senior Administrators can view all control panels associated with the account.
- Assistant Administrators can view only those control panels for which they have assigned permissions.

For all viewable control panels, you will see:

- The Control Panel Name
- The Control Panel ID number
- The **Model** type
- The **Firmware** version

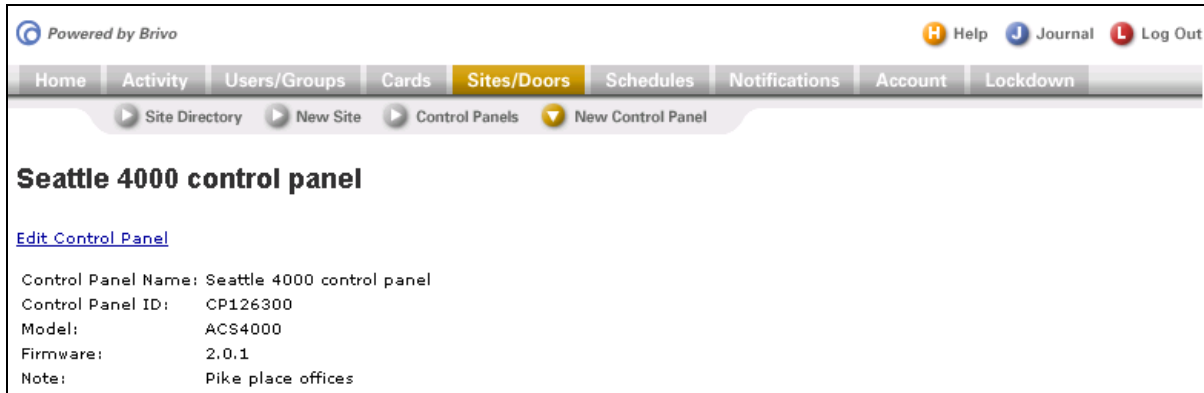
You can view the Control Panel detail screen for any site viewable to you on the Control Panels directory screen.

Viewing Control Panel Details

The Control Panel detail screen displays a list of information associated with a specific control panel.

To view the detail screen for a specific control panel:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the **Control Panels** tab. The Control Panels directory displays.
3. Click the name of the control panel for which you wish to view details. The associated detail screen displays.



View Control Panel Details

This screen provides links to screens that enable you to manage the control panel, including:

- [Edit Control Panel](#)

Beneath these links, the control panel details are displayed, including:

- A **Control Panel Name**, assigned when the control panel was first created or last updated by an Administrator.
- The **Control Panel ID** number, found on the inside door of the control panel chassis.
- The control panel **Model**, indicating the version (ACS3000, ACS4000, or ACS5000). For ACS5000 models, this field will also indicate the type of control panel: Ethernet, GSM or CDMA.
- The version of control panel **Firmware** installed on the control panel.
- A **Note** field that displays miscellaneous information related to the functioning of the control panel, such as when the battery was last changed.

Creating a Control Panel

The Master Administrator and *all* Senior Administrators have permission to manage control panel-related data.

To create a control panel:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the **New Control Panel** tab. The New Control Panel screen displays.

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Home Activity Users/Groups Cards **Sites/Doors** Schedules Notifications Account Lockdown

Site Directory New Site Control Panels **New Control Panel**

New Control Panel

Control Panel Name:

Control Panel ID:

Note:

Create a Control Panel

3. Enter a brief, descriptive name in the **Control Panel Name** field, such as “12 Pine Street” or “Main Reactor.”
4. Enter the **Control Panel ID** found on the inside door of the control chassis, the one containing the Main Board. You will receive an error message if you enter an invalid ID.
5. In the **Note** field, enter any miscellaneous information related to the functioning of the control panel, such as when the battery was last changed or the most recent service date.
6. Click **Save**. You are taken to the Control Panel detail screen.

Managing Control Panels

Once a control panel is added to an account, you can change its name but not its ID. You can also associate control boards and elevators with it.

To edit a control panel:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the **Control Panels** tab. The Control Panels directory displays.
3. Click the control panel you want to edit. The Control Panel detail screen displays.
4. Click **Edit Control Panel**. The Edit Control Panel screen displays.

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Home Activity Users/Groups Cards **Sites/Doors** Schedules Notifications Account Lockdown

Site Directory New Site Control Panels **New Control Panel**

Arlington branch control panel / Edit Control Panel

Control Panel Name:

Note:

Edit a Control Panel

5. In the **Control Panel Name** field, enter a new name for the control panel.

6. In the **Note** field, update the text of the note associated with the control panel.
7. Click **Save**. You are returned to the Control Panels directory with the renamed panel listed in alphabetical order.

***WARNING: Deleting Control Panels***

To have a control panel deleted from your account, you must contact Technical Support.

Sites

What are Sites?

A *site* is a logical group of doors, devices, and floors (floors are available only on ACS5000). An account can have one or more sites associated with it.

Sites are typically added to an account after the control panels have been defined. Only after control panels and sites are created, can access privileges be defined.

Browsing the Site Directory

The Site Directory is a list of all sites currently defined for your account. Sites are listed in alphabetical order.

To view the list of sites for your account:

1. Go to the **Sites/Doors** section.
2. The **Site Directory** tab is automatically selected, and the Site Directory displays.



Site Name	Address	Doors	Devices	View	Edit
Headquarters	Bethesda, Maryland	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maple Street Branch	Arlington, Virginia	2	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Oak Street Office	Arlington, Virginia	1	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

View Sites Directory

Your Administrator permissions determine which sites you can view on this screen.

- The Master Administrator and *all* Senior Administrators can view all sites defined for the account.
- Assistant Administrators can view only those sites for which they have assigned permissions.

For all viewable sites, you will see:

- The **Site Name**
- The **Site** address
- The number of **Doors** and **Devices** currently defined for the site
- Checkboxes indicating if your Administrator permissions allow to **View** and/or **Edit** information maintained for the site

You can view the Site detail screen for any site viewable to you on the Site Directory screen.

Viewing Site Details

The Site detail screen displays a list of information associated with a specific site.

To view the detail screen for a specific site:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the name of the site you wish to view. The associated detail screen displays.

The screenshot shows the Brivo web interface for the 'Maple Street Branch' site. The site address is 12345 Maple Street, Arlington, Virginia 22209, US/Eastern. Below the address are links for 'Edit Site Name/Address', 'Add Door', 'Add Device', and 'Add Floor'. A table lists the following items:

Door Name	ID	Type	Version	Created	Activity	Delete
Front Door	Arlington control panel-CP125481	ACS5000-Wired	5.0.0	5/26/05	Activity	
Side Door	Arlington control panel-CP125481	ACS5000-Wired	5.0.0	5/26/05	Activity	

Switch Name	ID	Type	Version	Created	Activity	Delete
ServerRoomTempSensor	Arlington control panel-CP125481	ACS5000-Wired	5.0.0	5/27/05	Activity	

View Site Details

This screen provides links to screens that enable you to manage the site, including:

- **Edit Site Name/Address**
- **Add Door**
- **Add Device**
- **Add Floor (not functional for ACS4000 and ACS3000)**

The Site detail screen also lists all the doors and devices currently associated with the site, sorted according to the following categories:

- Doors
- Auxiliary Devices

For each door or device, the screen displays the following information:

- The door or device **Name**, which serves as a link to the corresponding detail screen.
- An **ID** that consists of the name and ID number of the control panel with which the door or device is associated.
- A **Type** indicator, consisting of the control panel version (ACS3000, ACS4000 or ACS500) and for ACS500, type (Ethernet, CDMA or GSM).
- The control panel **Version** number.
- The date on which the door or device was **Created**.
- A link to the **Activity** Log maintained for the door or device.
- A trashcan icon, if your Administrator permissions allow you to delete doors and devices.

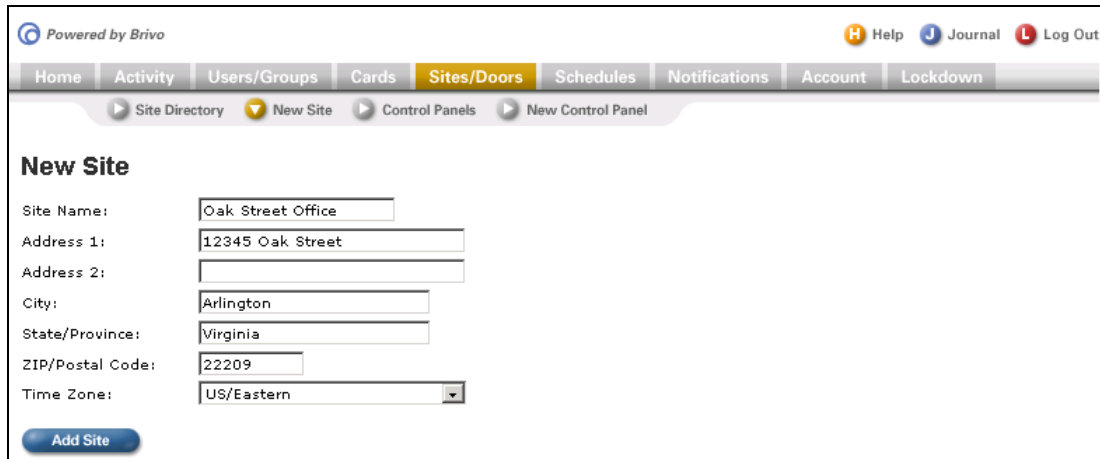
Managing Sites

The Master Administrator and *all* Senior Administrators have permission to manage site-related data.

This includes creating, editing and deleting sites associated with an account.

To create a site:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the **New Site** tab. The New Site screen displays.



Create a Site

3. Enter a brief, descriptive name for the site in the **Site Name** field, such as “Maple Street Branch.”
4. Enter the site’s address in the **Address 1**, **Address 2**, **City**, **State/Province**, and **ZIP/Postal Code** fields.
5. Click the appropriate **Time Zone** from the drop-down list.
6. Click **Add Site**. You are returned to the Site Directory, with the newly created site listed in alphabetical order.

To edit the site name and address:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the name of the site you wish to edit. The Site detail screen displays.
3. Click **Edit Site Name/Address**. The Edit Name and Address screen displays.

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Home Activity Users/Groups Cards Sites/Doors Schedules Notifications Account Lockdown

Site Directory New Site Control Panels New Control Panel

Maple Street Branch / Edit Name and Address

Site Name:

Address 1:

Address 2:

City:

State/Province:

ZIP/Postal Code:

Time Zone:

Cancel Save


Edit a Site Name and Address

4. Update the appropriate fields. All the fields on this screen can be updated.
5. Click **Save**. You are returned to the Site detail screen with the new contact information displaying.

To delete a site:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the name of the site you wish to delete. The Site detail screen displays.
3. If there are doors or devices associated with the site and the trashcan icon does not appear, you must first delete all doors and devices associated with the site.

SEE ALSO:

 [Managing Doors](#)
[Managing Devices](#)

4. If there are no doors or devices associated with the site, and if your Administrator permissions allow you to delete sites, a trashcan icon appears at the bottom of the screen. Click **Delete Site** next to the icon.
5. Click **OK** in the confirmation prompt. You are returned to the Site Directory with the deleted site removed from the list.

Doors and Devices

What are Doors and Devices?

A *door* is any exterior or interior door with an electronic means of entry, such as a keypad or card reader. Doors are linked in this way to a control panel. A door belongs to a site and has a descriptive name such as "Lobby Door" or "Server Room." A site can have one or more doors associated with it. All doors associated with a given site are listed on that site's detail screen.

A *device* is a logical definition of how a control panel interacts with the world. A device may have logical or physical inputs and outputs. A logical input may be a schedule input to a timer. A physical input is any input point on a board. Each device has a descriptive name such as "Server Room Temp Sensor." A site can have one or more devices associated with it. All devices associated with a given site are listed on that site's detail screen.

Managing Doors

The Master Administrator and *all* Senior Administrators have permission to manage doors. This includes creating the door, editing its name, and managing its security settings.

NOTE:

I *The procedures for managing doors vary depending on the control panel with which the door is associated. The following instructions apply to doors associated with ACS4000 or ACS3000 control panels only.*

To add a door to a site:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the name of the site for which you want to add a door. The Site detail screen displays.
3. Click **Add Door**. The Add Door screen displays.

Add a Door to a Site

4. Enter a brief, descriptive name in the **Door Name** field, such as "Front Door" or "Server Room Door." The door name does not need to include a reference to the site where the door is located, because the site name is automatically appended to the description you enter in this field.
5. Click a **Control Panel** from the drop-down list. All control panels currently associated with the

account are listed, but if there are no available nodes on the panel you select, an error message displays.

- Click **Next**. If the control panel you selected in step 5 is an ACS4000 or ACS3000 control panel, the Define Door screen displays.

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Home Activity Users/Groups Cards **Sites/Doors** Schedules Notifications Account Lockdown

Site Directory New Site Control Panels New Control Panel

Seattle Office / Define Door

Copy the data from your Installation Worksheet into the fields below.

Device Name: **Front Door**

Control Panel: **Seattle 4000 control panel(CP126300)**

Board ID#: **1**

In/Out: In Out Neither

[Add Door](#)

Define a Door

To define a door:

- The **Door Name** and **Control Panel** fields cannot be edited on the Define Door screen.
- Click the door card number from the **Board ID#** drop-down list.
- In the **In/Out** field, click **In** to track when a user enters through the door; click **Out** if you want to track when a user exits through the door; or click **Neither** if you don't want to track either event. The default is **Neither**.
- Click **Save**. A successful completion message displays.

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Home Activity Users/Groups Cards **Sites/Doors** Schedules Notifications Account Lockdown

Site Directory New Site Control Panels New Control Panel

Seattle Office / Add a Door

Done!

"Front Door" (ID# CP126300) was successfully added to "Seattle Office."

[Add another Door to Seattle Office](#)

[Done adding Doors](#)

Door Added Completion Message

NOTE:



If the In/Out value is set to **In** when a door is created or edited, the value appears as **Ingress** on the Door detail screen; if it is set to **Out**, it appears as **Egress** on the Door detail screen; and if it is set to **Neither**, this field does not display at all on the Door detail screen.

To edit a door:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the name of the site for which you want to edit a door. The Site detail screen displays.
3. Click the name of the door you want to edit. The Door detail screen displays.
4. Click **Edit Door Settings**. The Edit Door screen displays.

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Home Activity Users/Groups Cards **Sites/Doors** Schedules Notifications Account Lockdown

Site Directory New Site Control Panels New Control Panel

Seattle Office / Front Door

Door Settings

[Edit Door Settings](#)

Door Name:	Front Door
Control Panel ID#:	CP126300
Board ID#:	1
Type:	IP
In/Out:	Ingress
Created:	6/22/05

Advanced Door Settings

[Edit Advanced Door Settings](#)

"Door Ajar" Threshold:	Disabled; 120 secs.
Invalid PINs Threshold:	3 PINs; 120 secs.
Pass-through Period:	10 secs.
Alarm Shunt Duration:	1 secs.
Has Request-to-Exit:	No

Door Timer

[Edit Door Timer](#)

State:	Off
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	
Sunday:	

Door Details

5. All the fields on this screen can be edited. See the preceding section on adding doors for more information.
6. Click **Save**. You are returned to the Door detail screen with the new information displaying.

To delete a door:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the name of the site for which you want to delete a door. The Site detail screen displays.
3. If your Administrator permissions allow you to delete doors, a trashcan icon is associated with each door on this screen. Click the trashcan for the door you want to delete.
4. Click **OK** in the confirmation prompt. You are returned to the Site detail screen, and the deleted door is no longer listed.

WARNING: Managing Doors

Once a door is added to a site, the **Control Panel ID#** and **Board ID#** cannot be changed. You will have to delete the door and recreate it in order to change these values.

Managing Devices

The Master Administrator and *all* Senior Administrators have permission to manage devices. This includes creating the device, editing its name, and managing its settings.

To add a device to a site:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the name of the site to which you want to add a device. The Site detail screen displays.
3. Click **Add Device**. The Add Device screen displays.

The screenshot shows a web browser window with the following elements:

- Top navigation bar: Home, Activity, Users/Groups, Cards, **Sites/Doors**, Schedules, Notifications, Account, Lockdown.
- Sub-navigation bar: Site Directory, New Site, Control Panels, New Control Panel.
- Page title: **Maple Street Branch / Add Device**
- Form fields:
 - Device Name:
 - Control Panel:
- Buttons: Cancel, Next

Add a Device to a Site

4. Enter a brief, descriptive name in the **Device Name** field, such as "Heat Sensor." The device name does not need to include a reference to the site, because the site name is automatically appended to the description you enter in this field.
5. Click a **Control Panel** from the drop-down list.
6. Click **Next**. If the control panel you selected in step 5 is an ACS4000 or ACS3000 control panel, the Define Auxiliary Device screen displays.

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Help Journal Log Out

Home Activity Users/Groups Cards **Sites/Doors** Schedules Notifications Account Lockdown

Site Directory New Site Control Panels New Control Panel

Seattle Office / Define Auxiliary Device

Device Name:	BackDoorMotionSensor
Control Panel:	Seattle 4000 control panel(CP126300)
Board ID#:	1
Aux. Input Engaged Message:	Motion detected
Aux. Input Disengaged Message:	Motion subsided
Report Disengage ¹ :	<input checked="" type="radio"/> Yes <input type="radio"/> No
Aux. Relay Duration ² :	1 (0-240)
Aux. Relay Device Name ³ :	

[Add Device](#)

1. If set to "No," Disengage events will not appear in the Activity Log or E-mail Notifications
2. The Auxiliary Relay is active for as long as the Auxiliary Input is engaged PLUS the specified number of seconds
3. This field is optional and for informational purposes only

Define a Device

To delete a device:

1. Go to the **Sites/Doors** section. The Site Directory displays.
2. Click the name of the site for which you want to delete a device. The Site detail screen displays.
3. If your Administrator permissions allow you to delete devices, a trashcan icon is associated with each device on this screen. Click the trashcan for the device you want to delete.
4. Click **OK** in the confirmation prompt. You are returned to the Site detail screen, and the deleted device is no longer list.

Cards

What is a Card?

A *card* is a physical credential carried by a user, such as a proximity card, magnetic stripe card, or smart card. It has a number printed on its surface, such as "789" or "00789."

A user presents his or her card to a card reader — or "swipes" it — to enter a door. The card reader reads the card and sends the data to a control panel, which processes the request.

The card reader flashes green when a valid card is presented, and the door unlocks. If the card is rejected, the card reader flashes red and the door remains locked.

Cards are listed in numeric order in the Card Bank.

NOTE:



For card readers without indicator lights, a valid card will still cause the door to unlock; there is just no green light to indicate success or red light to indicate failure.

Browsing the Card Bank

The *Card Bank* is an inventory of cards associated with an account. It indicates which cards are assigned to users and which cards are unassigned. (Unassigned cards do not allow any type of access to a site.)

Cards can be assigned, revoked or deleted. When a card is assigned, it allows a user access to a site and one or more of its doors. When a card is revoked from a user, it becomes unassigned and can be assigned later to another user. When a card is deleted, it is erased from the account. If deemed appropriate (i.e. a card reported lost or destroyed is later recovered), deleted cards may be recreated.

To view the list of cards for your account:

1. Go to the **Cards** section.
2. The Card Bank screen displays.

Card Number	Card Format	Assigned To	Assign	Revoke	Delete
144	Standard 26 Bit	Unassigned			
145	Standard 26 Bit	Jason Zimmerman			
146	Standard 26 Bit	Justin Gooden			
147	Standard 26 Bit	Keith Adams			
148	Standard 26 Bit	Denton Matt			
149	Standard 26 Bit	Andy Cook			
150	Standard 26 Bit	Davis Kyle			
151	Standard 26 Bit	Unassigned			
152	Standard 26 Bit	Margerie Bauer			
153	Standard 26 Bit	Anna Richardson			
154	Standard 26 Bit	James Cooper			
155	Standard 26 Bit	Sam Cleary			
319	Standard 26 Bit	Erica Logan			
2381	Standard 26 Bit	Bob Smith			
2382	Standard 26 Bit	Alice Beck			
2383	Standard 26 Bit	Tim Carter			
2384	Standard 26 Bit	Unassigned			
2385	Standard 26 Bit	Scott Bausch			

View the Card Bank

The Master Administrator and *all* Senior Administrators can see all cards associated with an account. Assistant Administrators can see only those cards assigned to users affiliated with groups for which they have Edit permissions, and currently unassigned cards. Cards are listed in numeric order on the Card Bank. For each card, the screen displays the card format and the name of the user to whom the card is currently assigned if applicable.

Features of this screen include:

- To scroll forward through the list of cards, click the right arrow in the top right corner. To scroll backward, click the left arrow. To the left of the arrows, the system indicates which set of user records you are currently viewing, for example, "1-10 (of 10)."
- To jump to a specific card, enter the card number in the **Jump to** field located in the bottom left corner, and then press **Enter**.
- Click **Print All Cards** in the bottom right corner of the screen to display a report of all cards in a pop-up window with print capabilities.
- Cards that are not currently assigned to a user have a green arrow and an icon displayed in the **Assign** field. Click the icon to access the New User screen, on which you can assign the card to a new user.
- Cards that are currently assigned to a user have a red arrow and an icon displayed in the **Revoke** field. Click the icon to revoke a card for a user, making the card unassigned, and possibly leaving the user without access privileges.
- To delete a card from the Card Bank, click the associated trashcan icon. If you delete a card currently assigned to a user, that user loses his or her access privileges.

Adding Cards

Before cards are assigned to users, the cards must be added to the Card Bank. Only Master Administrators and Senior Administrators can add cards.

To add cards to the Card Bank:

1. Go to the **Cards** section. The Card Bank screen displays.
2. Click the **Add Cards** tab. The Add Cards screen displays.

Add Cards to the Card Bank

3. Click the appropriate **Card Format** on the drop-down list. The default is **Standard 26 Bit**.
4. Enter the **FIRST External Number** and **LAST External Number**. The external number is the number printed on the card's surface. For example, card #200 will have "200" or "00200" printed on its corner. The external number is a reference to the card itself (i.e. "John Doe has Card #200"). External numbers must be unique; your account cannot have two cards with the same external number).
5. Enter the **FIRST Internal Number** if the internal numbers and external sequences are different. The internal number is part of the card's embedded value. The internal number and external number are often the same, but in some cases they are offset. For example, you can have a series of 100 cards in which the external numbers are 3001-3100 and the internal numbers are 5001-5100.
6. Enter the **Facility Code** that came from the card manufacturer. Not all cards have facility codes.
7. Click **Add Cards**.
8. Review the information in the confirmation prompt, and then click **OK**. A message indicates that the cards have been added to the Card Bank.
9. Click **Done**. You are returned to the Card Bank with the new cards listed.

Managing Cards

A disciplined approach to card management is a prerequisite to a secure access control system.

- *Store all unassigned cards* in a secure place, such as a locked cabinet or safe.
- *Keep all unassigned cards* in numeric order for easier distribution.
- *Encourage users to immediately report lost cards*. When a card is reported lost, revoke the card immediately.

To assign a card to a new user:

1. Go to the **Users/Groups** section. The User Directory displays.
2. Click the **New User** tab. The New User screen displays.
3. Enter an unassigned card number in the **Card #** field. (Click **Select ...** to see a list of all unassigned cards.)
4. Complete the other required fields, and click **Add User**. The User detail screen displays.
5. Give the card to the user.



SEE ALSO:

Creating a User

To assign a card to an existing user:

1. Go to the **Users/Groups** section. The User Directory displays.
2. Click the name of the user to whom you would like to assign a card. The User detail screen displays.
3. Click **Edit User**. The Edit User screen displays.
4. If the user has no card assigned, enter an unassigned card number in the **Card #** field. If the user has lost or damaged his or her card and you want to assign a new one, type the new card number over the old. Click **Select ...** to see a list of all unassigned cards.

NOTE:



*When you enter a new card number over an old one, the old card is revoked when you click **Save**; it can then be re-assigned to another user or deleted from the Card Bank.*

5. Click **Save**. The User detail screen displays.
6. Give the card to the user.



SEE ALSO:

Editing a User

To revoke a card from the Card Bank:

1. Go the **Cards** section. The Card Bank displays.
2. Locate the card you want to revoke, and click the associated **Revoke** icon.
3. Click **OK** in the confirmation prompt. The screen refreshes and the card displays as "unassigned."
4. Retrieve the actual card from the user and put it back in your deck of unassigned cards.

To revoke a card from the Edit User screen:

1. Go to the **Users/Groups** section. The User Directory displays.
2. Click the name of the user for whom you want to revoke the card. The User detail screen

displays.

3. Click **Edit User**. The Edit User screen displays.
4. Erase the card number from the **Card #** field.
5. Click **Save**. The card becomes unassigned.
6. Retrieve the actual card from the user and put it back in your deck of unassigned cards.



NOTE:

Revoked cards can be re-assigned to other users.

To delete a single card:

1. Go to the **Cards** section. The Card Bank displays.
2. Locate the card to be deleted, and click the associated trashcan icon.
3. Click **OK** in the confirmation prompt. The screen refreshes and the card is no longer listed in the Card Bank.

To delete multiple cards:

1. Go to the **Cards** section. The Card Bank displays.
2. Click the **Delete Cards** tab. The Delete Cards screen displays.

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Home Activity Users/Groups **Cards** Sites/Doors Schedules Notifications Account Lockdown

Card Bank Add Cards **Delete Cards**

Delete Cards

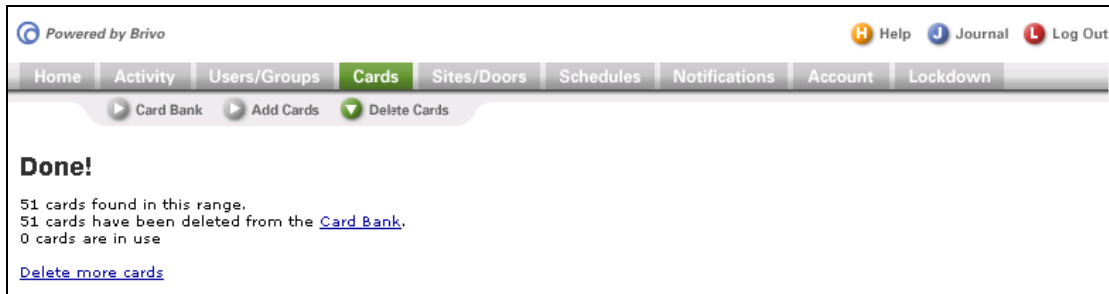
FIRST Delete Number:

LAST Delete Number:

Delete Cards

Delete Cards

3. In the **FIRST Delete Number** field, enter the number of the first card to be deleted.
4. In the **LAST Delete Number**, enter the number of the last card to be deleted.
5. Click **Delete Cards**. A confirmation message displays
6. Click **OK** at the confirmation prompt. A message displays, indicating that all of the cards within the specified range, including the first and last card entered, have been deleted from the card bank.



View Card Deletion Message

NOTE:

- I** *If a card is lost, damaged or not returned, you can delete the card from the Card Bank. Deleted cards cannot be re-issued, but they can be recreated if deemed appropriate.*

NOTE:

- I** *If a user attempts to gain access to a door with a deleted card, the event will be logged as a Failed Access Event by an unknown person with unknown credentials.*

Keypad Unlock Hold

Keypad Unlock Hold Feature on ACS3000/4000

Keypad Unlock-Hold is a type of group privilege. A user who belongs to a Group with this privilege can set a door to a continuous unlocked condition by presenting his or her credentials and entering "00#"; and set a Door to a continuous locked condition by presenting his or her credentials and entering "99#". This feature applies to keypads only.

Editing Groups for Keypad Unlock Hold Privilege

Go to the Users/Groups section.

Click the Group Directory tab. The Group Directory screen displays.

Select the name of the group you wish to edit. The associated Group detail screen displays.

Click Edit Group Privileges. The Edit Privileges screen displays.

To specify the type of access this group will have for each door, scroll through the Schedule drop down menu and select the desired access schedule: "Always Access," "No Access," or a custom schedule. (Click View Schedules to view Schedule information.)

Select Keypad Unlock-Hold to grant any member of this group the ability to set a door to a continuous unlocked condition by presenting his or her credentials and entering "00#"; and to set a door to a continuous locked condition by presenting his or her credentials and entering "99#". This option is valid for keypads only.

Click Save. The group's privileges are updated.