



# ACCESS CONTROL USER GUIDE

Adding Users | Creating Access Groups | Setting Time Zones

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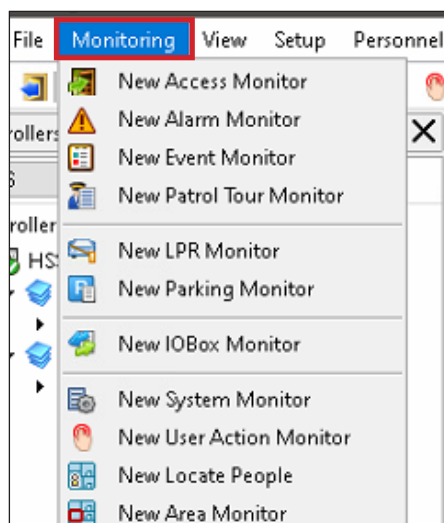
# ACCESS AND EVENT MONITOR

The access and event monitor gives authorized personnel the ability to trace any cards that have been assigned to users. It will display the date(s) and time(s) a door was unlocked and if access was attempted.

You may toggle between the *Access* and *Event Monitor* tabs located on the top of both example images. In the event you can not view either, locate the monitoring tab and select the option you would specifically like to view.

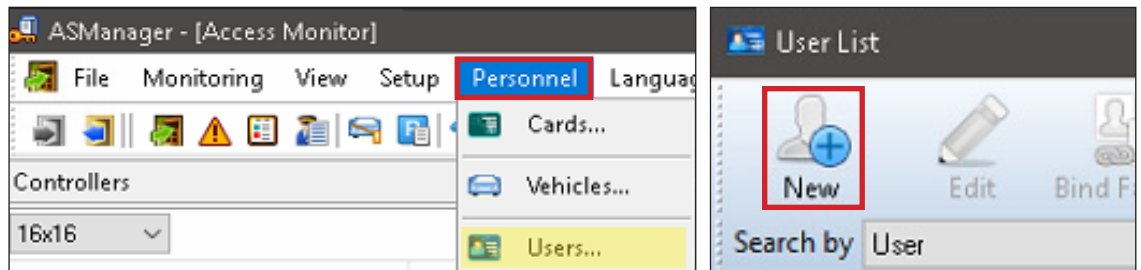
Access Monitor <b>Event Monitor</b>					
Message	Door / Input	User	Card Number	Operator	Local Time
Door/Gate Unlock	INTERCOM DOOR	Bryant Jopplin	182-12384		4/18/2023 10:38:59 AM
Door/Gate Unlock	INTERCOM DOOR	Bryant Jopplin	182-12384		4/18/2023 10:39:01 AM
Door/Gate Unlock	INTERCOM DOOR	Bryant Jopplin	182-12384		4/18/2023 10:39:02 AM
Door/Gate Lock	INTERCOM DOOR				4/18/2023 10:39:07 AM
Door Close	INTERCOM DOOR				4/18/2023 10:39:08 AM
Door/Gate Unlock	Face Rec Door	Miles Trey	123-45677		4/18/2023 10:40:06 AM
Door Open	Face Rec Door				4/18/2023 10:40:07 AM
Door/Gate Unlock	INTERCOM DOOR	Bryant Jopplin	182-12384		4/18/2023 10:40:08 AM
Door Open	INTERCOM DOOR				4/18/2023 10:40:09 AM
Door/Gate Unlock	INTERCOM DOOR	Bryant Jopplin	182-12384		4/18/2023 10:40:13 AM
Door/Gate Unlock	INTERCOM DOOR	Bryant Jopplin	182-12384		4/18/2023 10:40:17 AM
Door/Gate Lock	Face Rec Door				4/18/2023 10:40:22 AM

<b>Access Monitor</b> Event Monitor					
Message	Door	Direction	Local Time	Card Number	User
Access Denied: Invalid Card	Face Rec Door	In	4/18/2023 10:38:50 AM	000-00000	
Access Denied: Invalid Card	Face Rec Door	In	4/18/2023 10:38:52 AM	000-00000	
Access Denied: Invalid Card	Face Rec Door	In	4/18/2023 10:38:56 AM	000-00000	
Access Granted	INTERCOM DOOR	In	4/18/2023 10:38:57 AM	182-12384	Bryant Jopplin
Access Denied: Invalid Card	Face Rec Door	In	4/18/2023 10:38:58 AM	000-00000	
Access Granted	INTERCOM DOOR	In	4/18/2023 10:38:59 AM	182-12384	Bryant Jopplin
Access Granted	INTERCOM DOOR	In	4/18/2023 10:39:00 AM	182-12384	Bryant Jopplin
Access Granted	INTERCOM DOOR	In	4/18/2023 10:39:02 AM	182-12384	Bryant Jopplin
Access Granted	Face Rec Door	In	4/18/2023 10:40:06 AM	123-45677	Miles Trey
Access Granted	INTERCOM DOOR	In	4/18/2023 10:40:08 AM	182-12384	Bryant Jopplin
Access Granted	INTERCOM DOOR	In	4/18/2023 10:40:13 AM	182-12384	Bryant Jopplin
Access Granted	INTERCOM DOOR	In	4/18/2023 10:40:17 AM	182-12384	Bryant Jopplin

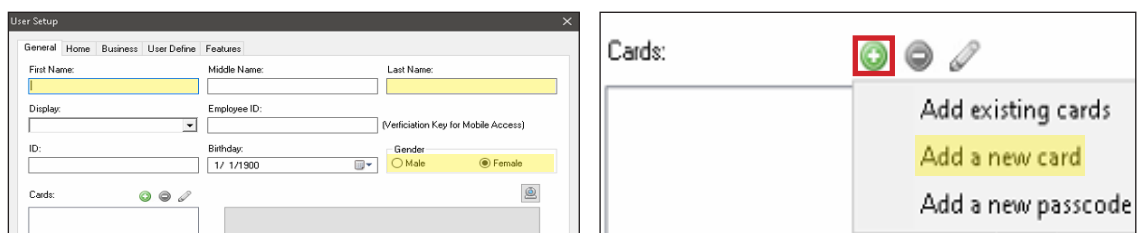


# ADDING USERS TO THE SYSTEM

- **Step 1:** Adding users to the system is done through the *Personnel* tab located at the top of the application. Of the options presented, select *Users*. Within the user list, select *New*.

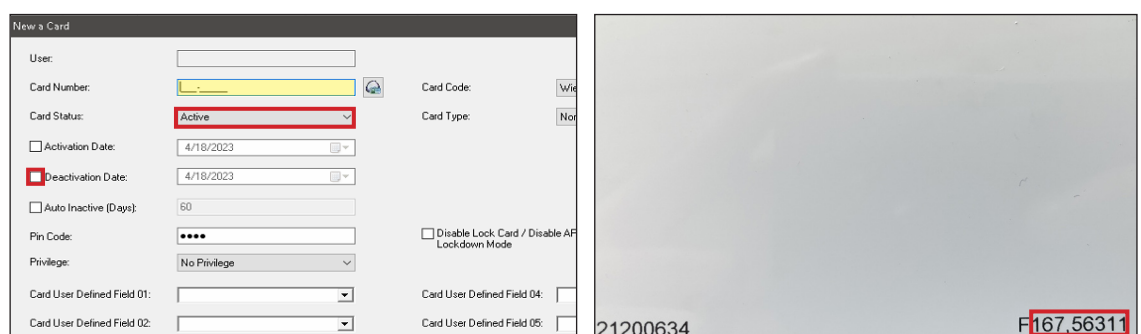


- **Step 2:** Upon selecting New, input the first name, last name, and gender. Once the data is entered, select the green (+) under the Cards section and *Add a New Card*.



- **Step 3:** From here, locate the number on the bottom right of the access card. Starting with the first digit **after F**, input all numbers in the card field.

\*If the card is being used for a visitor or temporary period, check the *Deactivation Date* box and input the specific date you will want the card to be unenrolled from the system. Otherwise, leave the card status Active.



# ADDING USERS TO THE SYSTEM

- **Step 4:** After a user has been assigned a new card, you will need to select the access group an individual is assigned to. Use the drop down under Access Group and change it to *User Define*, or select the access group created later in the manual. After doing so, you will have the ability to give access to specific doors.

\*The default group will allow access to all doors.

Assign Access Groups:

Device Group	Access Group
<input checked="" type="checkbox"/> Demo	Default
<input type="checkbox"/> MON	Default

Copy to User Define

**Controller 1**

Fingerprint Door	24-hour access
Face Rec Door	24-hour access
INTERCOM DOOR	24-hour access
TEST DOOR	24-hour access

Assign Access Groups:

Device Group	Access Group
<input checked="" type="checkbox"/> Demo	Default
<input type="checkbox"/> MON	

Default  
Admin  
User Define

Assign Access Groups:

Device Group	Access Group
<input checked="" type="checkbox"/> Demo	User Define
<input type="checkbox"/> MON	Default

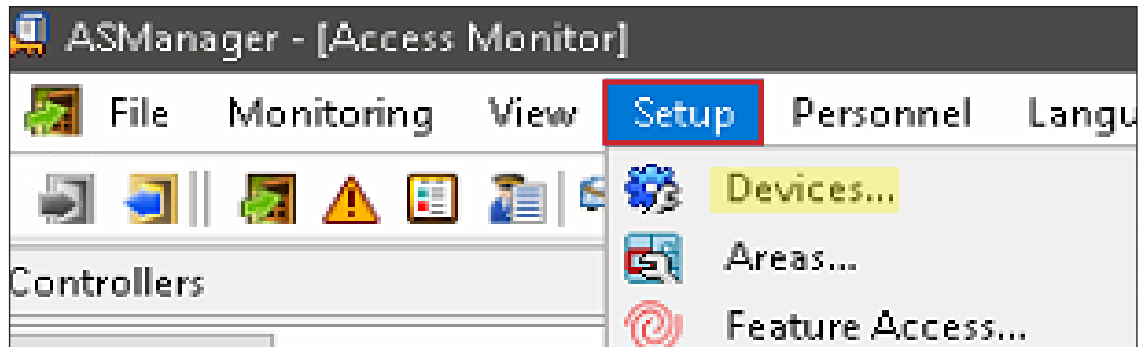
Copy to User Define

**Controller 1**

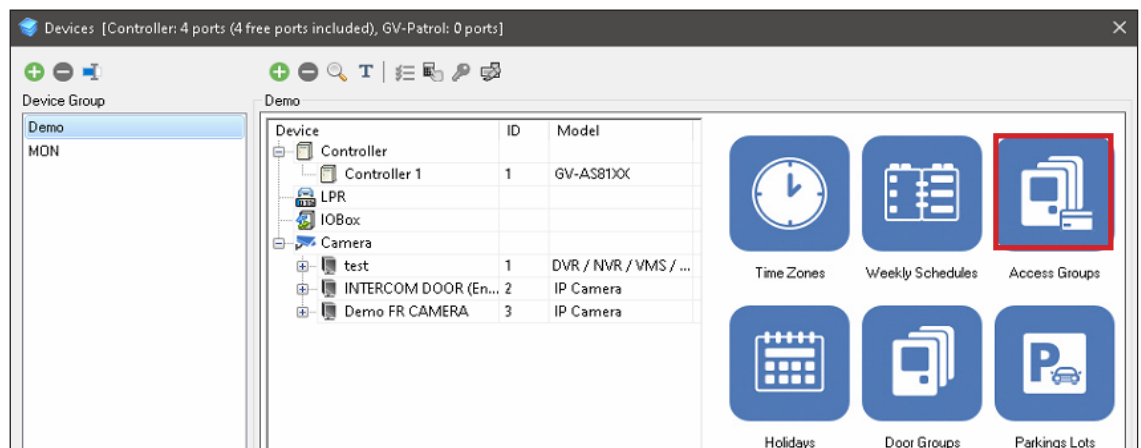
Fingerprint Door	24-hour restricted
Face Rec Door	24-hour restricted
INTERCOM DOOR	24-hour access
TEST DOOR	24-hour restricted

# CREATING ACCESS GROUPS

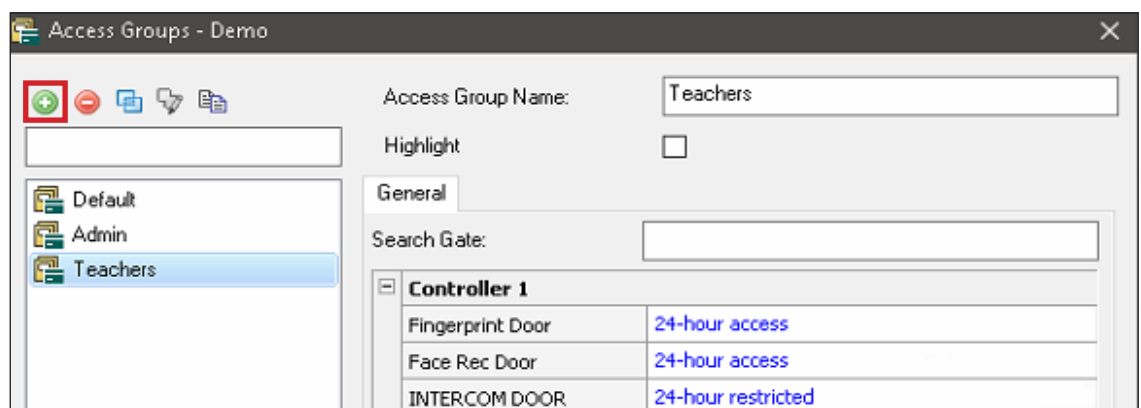
- **Step 1:** In order to create an access group, navigate to the *Setup* tab and select *Devices*.



- **Step 2:** The following image will be presented. Select *Access Groups*.

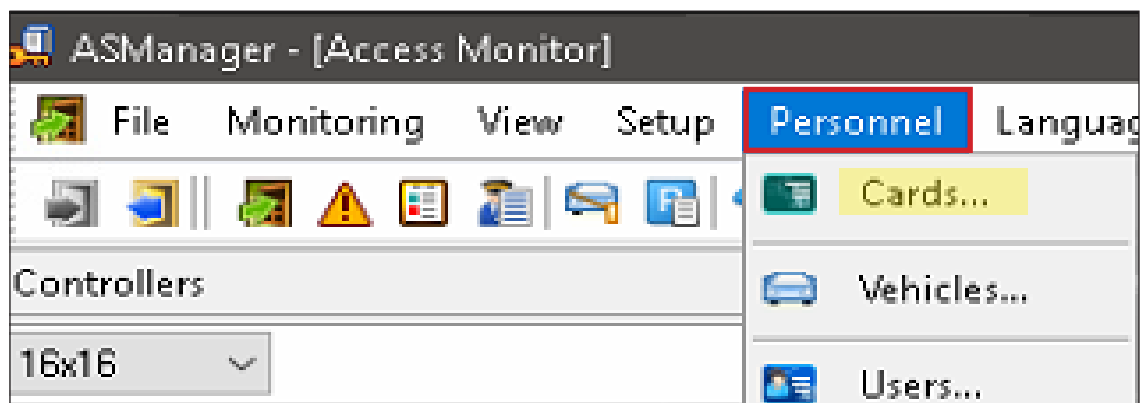


- **Step 3:** Select the green (+) at the top left to create a group.  
\*This function will be utilized if you want to list all teachers in one group, all administrators in another group, and so on.



# CREATING ACCESS GROUPS

- **Step 4:** After the group is created and named, you may select the doors that can be accessed. Navigate back to Personnel and select *Cards*. Find the card assigned to the user and change the users access group to the respectable permissions.

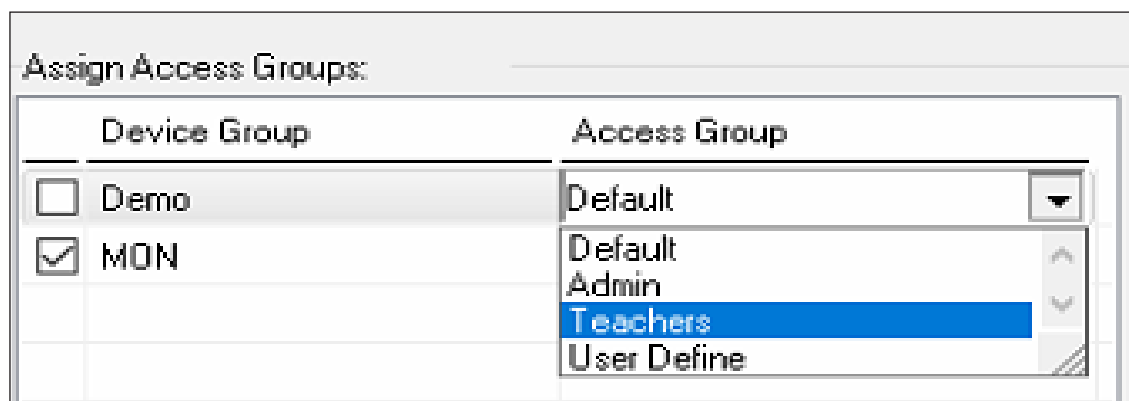


Card List

New Batch New Pass... Edit Delete Card Rea... Import Export Card User... Mobile C... Refresh

Search by Card Number

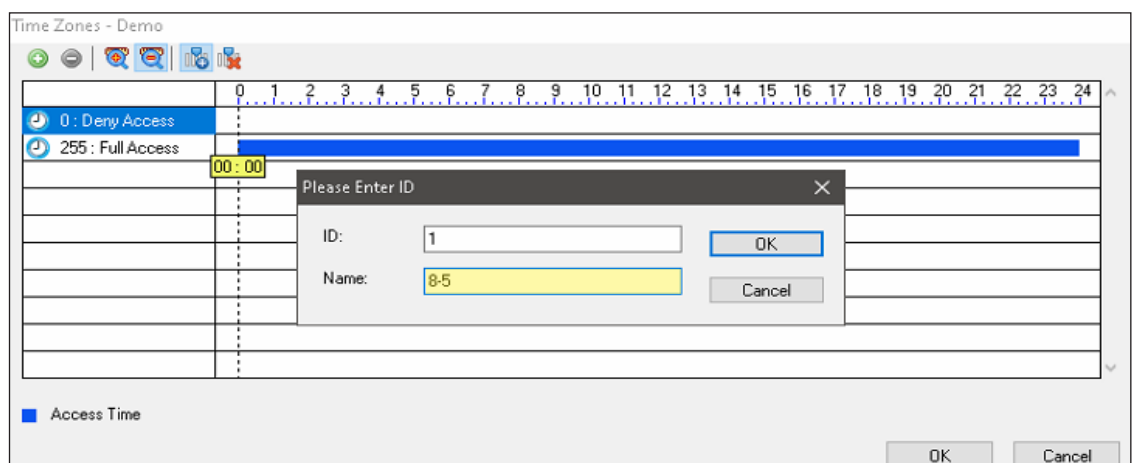
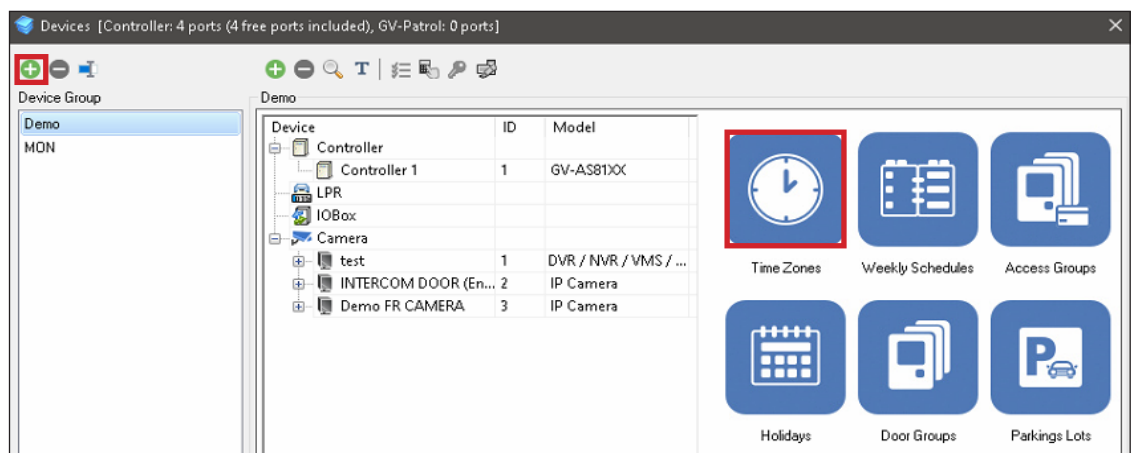
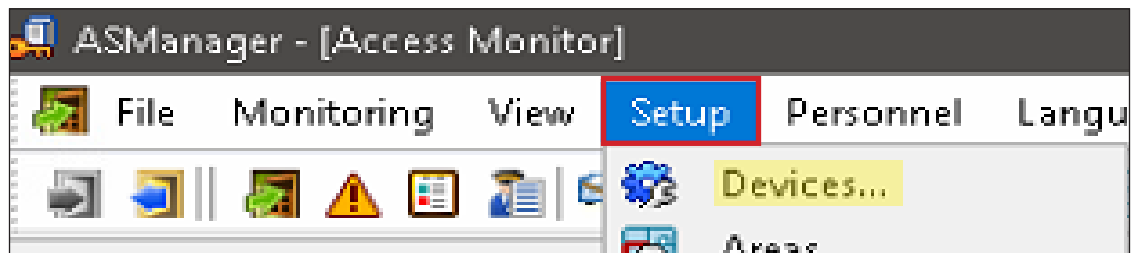
Card Type	Card Code	User	Card Status	Activation Date	Deactivation Date
Normal	Wiegand26	Woolen Darrick	Active		
Normal	Wiegand26	MacMullen Thomas	Active		
Normal	Wiegand26		Inactive		
Normal	Wiegand26	Cagle Jacob	Active		
Normal	Wiegand26	Bryant Jopplin	Active		
Normal	HID32	Bryant Jopplin	Active		
Normal	Wiegand26	Simpson Jonathan	Active		
Normal	Wiegand26	Opiel Beau	Active		
Normal	Wiegand26	Miles Trey	Active		
Normal	Wiegand26	Bryant Jopplin	Active		
Normal	Wiegand26	Martinez Carson	Active		
Normal	Wiegand26	Bryant Jopplin	Active		
Normal	Wiegand26	Martinez Carson	Active		
Normal	Passcode		Active		
Normal	Wiegand26	Cagle Jacob	Active		



# SETTING TIME ZONES

Setting time zones can be beneficial if you need to prevent unauthorized entry after hours.

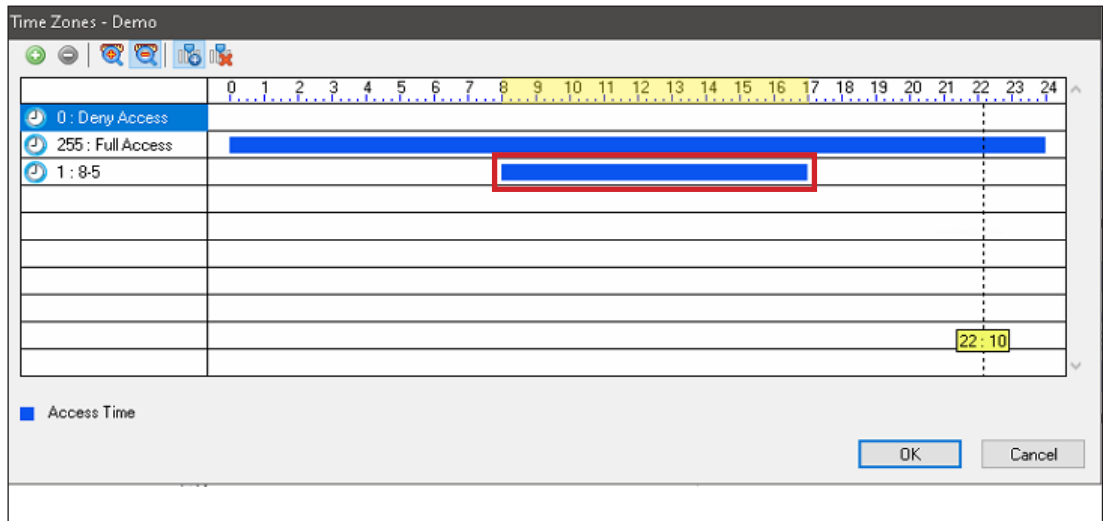
- **Step 1:** Navigate to Setup and select *Devices* followed by *Time Zone*. You will then select the green (+) at the top left and enter a name for the time zone. \*In this example, we will allow entry to a building from 8 a.m. to 5 p.m. and will name it 8-5.\* Select *OK*.



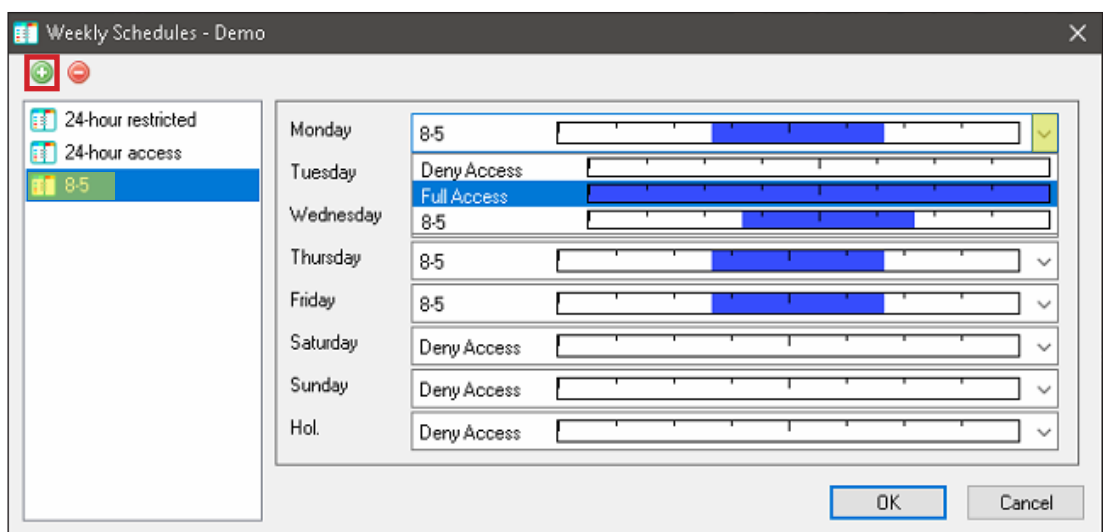


# SETTING TIME ZONES

- **Step 2:** After selecting OK, you will then need to click and drag the zone into effect for the desired times. Left-click to start the time and release at the end time. After this is complete, select *OK* once more and then click *Weekly Schedules*.



- **Step 3:** Once in the Weekly Schedules, click the green (+) at the top left corner. The name of the schedule needs to be equivalent to the name of the time zone previously created. \*In this case, we will name it 8-5.\* You will then want to highlight this schedule (on the left) and hit the drop down buttons to the far right on each desired day that the schedule should be applied to.

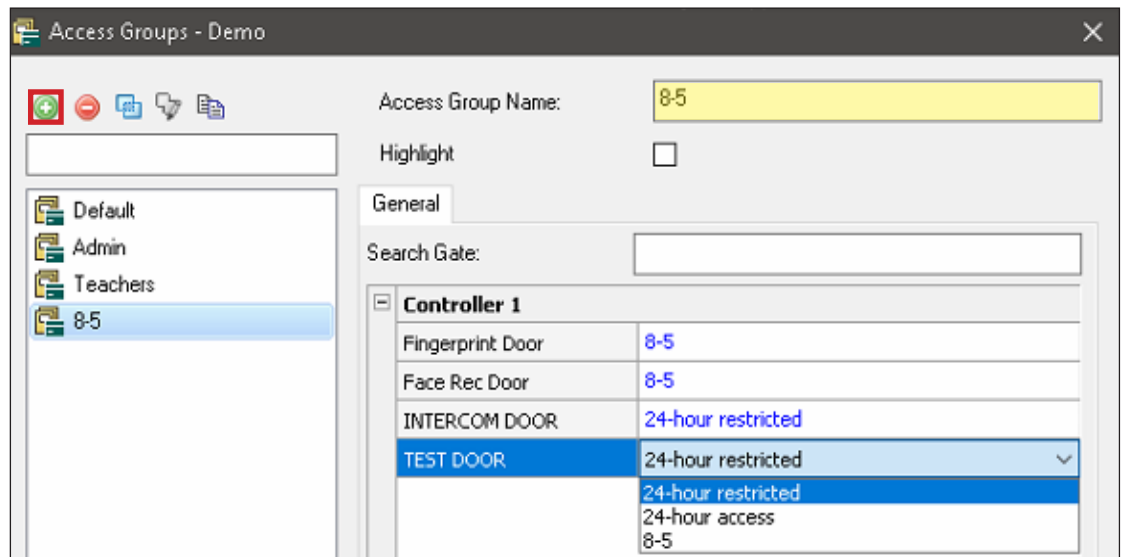


Upon completion, select *OK* followed by *Access Groups*.

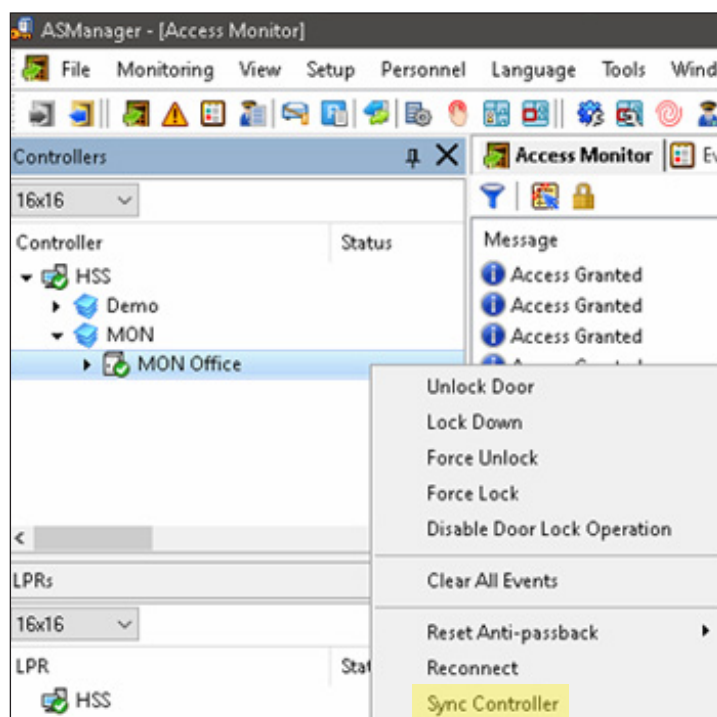


# SETTING TIME ZONES

- **Step 4:** You will need to set up an access group, which can be done by selecting the green (+) at the top left corner. The name of the access group should be equivalent to the name of the time zone and weekly schedule. After the group is created, you may now select which doors need to follow that created schedule.



- **Step 5:** Exit out of the two sub-windows. On the left side of the home screen, right-click the panel and select *Sync Controller* to apply all changes.



***\*For any further settings regarding this application, please reference the HSS Lockdown Manual and the ASnotify Manual.***