

ACCESS LEVEL AND ACCESS GROUP CONFIGURATION GUIDE

Version: 1.01

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BEFORE YOU BEGIN

Technical Support

If you cannot find the answer to your question in this manual or in the Help files, we recommend you contact your system installer. Your installer is familiar with your system configuration and should be able to answer any of your questions.

Should you need additional information, please call our Technical Support Help desk, Monday to Friday 9:00 AM to 6:00 PM (GMT +8:00)

Method Details

Phone + 60 (3) - 8068 1929

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Internet www.entrypass.net

Email support@entrypass.net



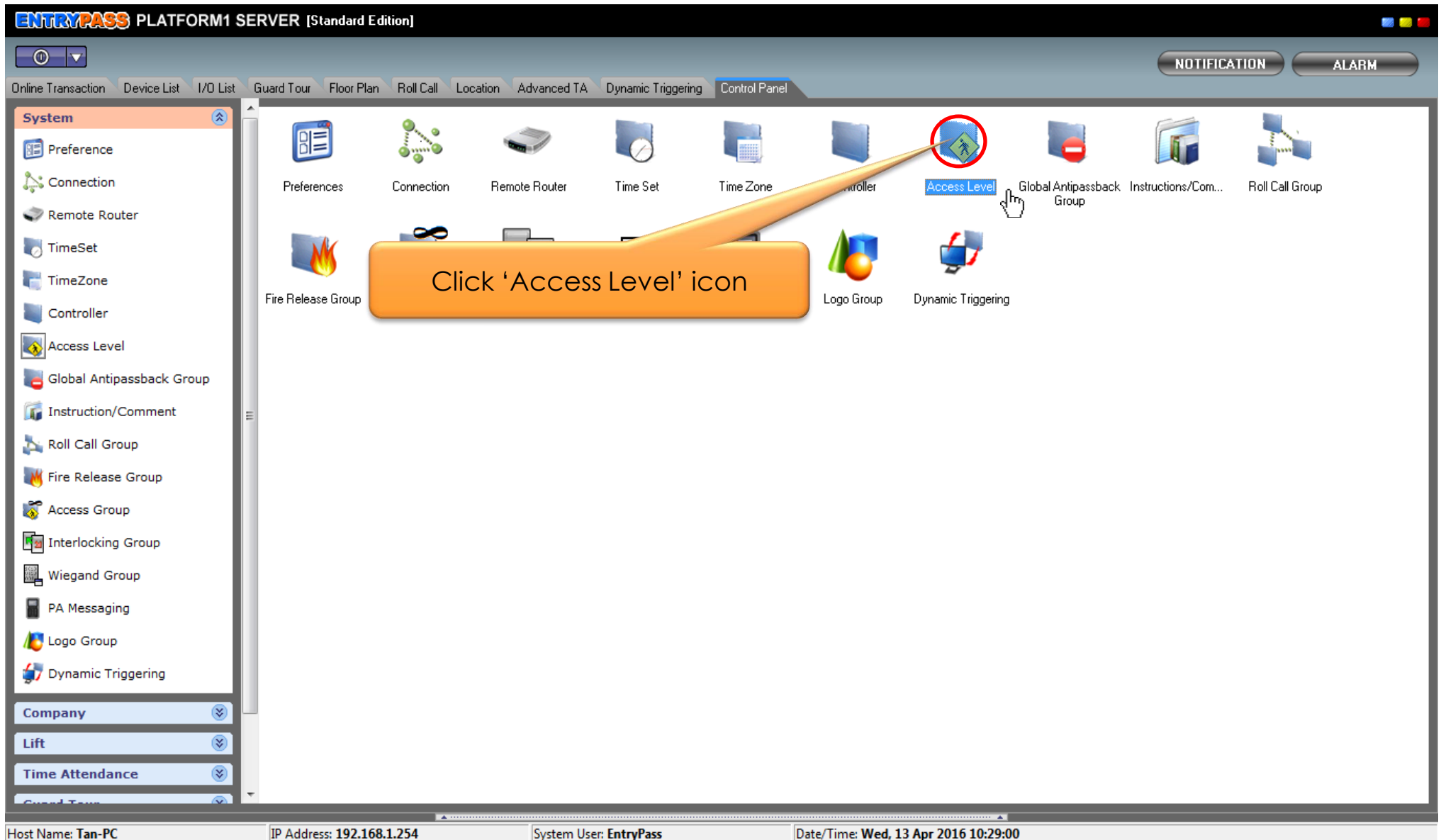
Difference Between Access Level And Access Group

	Access Level	Access Group
No. Of Set	255	Unlimited
Supported Hardware	MINI, NMINI, S3150, N5150	S3200, S3400, N5200, N5400, N- MINI 2



Create Access Level





Notes: The following controllers support access level: Controller model: **MINI, NMINI, S3150, N5150**



View Access Level

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close

Name ^	Descrip.
0	No Access
1	Full Access

Click 'Add' button

Total: 2

Accessible Door

Door	Description	In Time Zone
All Doors		0 - Not Active

Total: 0

Command



Access Level - Add

Name: 2

Description: Access Back Door

1. Enter access level name

Door	Description	In Time Zone

Accessible Door (Total: 0)

Add Add All Remove Remove All

2. Select which door that you want to assign to this access level

Door	Description
Back Door	

Available Door (Total: 1)

Save and Close Save and New Cancel

Notes: Only those doors that support access level will appeared in the 'Accessible Door' list



Access Level - Add

Name: 2
Description: Access Back Door

Door	Description	In Time Zone
Back Door	Back Door	1 - 24 Hours Active

Accessible Door (Total: 1)

Add Add All Remove Remove All Change All TZ [0 - Not Active](#)

Door	Description

Available Door (Total: 0)

Save and Close Save and New Cancel

1. Click 'Add' button

2. Click 'Save and Close' button



View Access Level

Name ^	Description
0	No Access
1	Full Access
2	Access Back Door

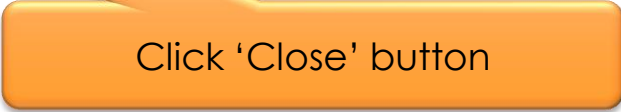
Total: 3

Accessible Door

Door	Description	In Time Zone
Back Door	Back Door	1 - 24 Hours Active

Total: 1

Command

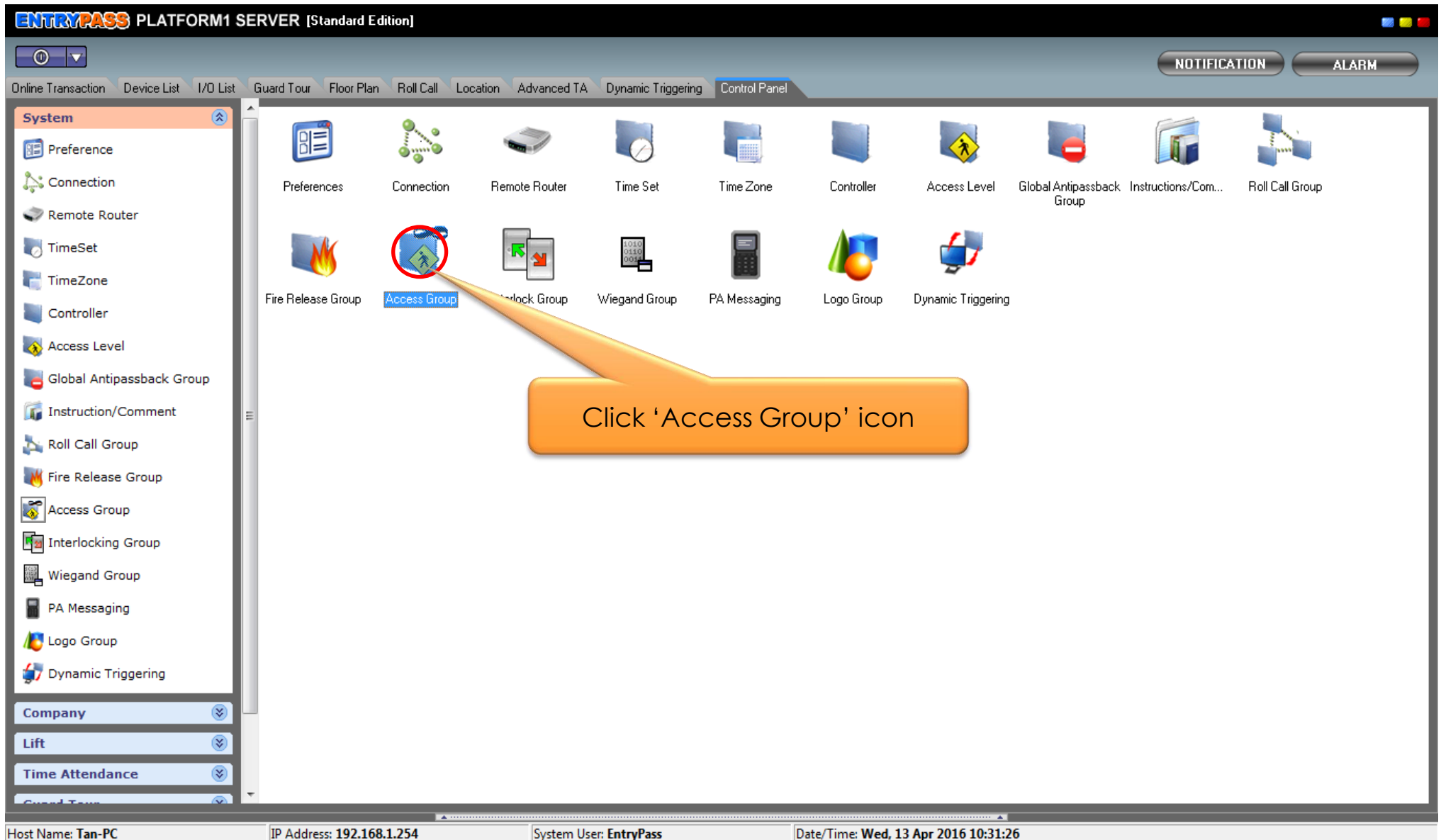


Notes: Maximum access level that you can create is 255 sets.



Create Access Group





Notes: The following controllers support access group: Controller model: **S3200, S3400, N5200, N5400, N-MINI 2**



View Access Group

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close

Name	Description

Click 'Add' button

Total: 0

Accessible Door

Door	Description	In Time Zone

Total: 0

Command



Access Group - Add

Name

Description

Door	Description	In Time Zone
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Accessible Door (Total: 0)

[0 - Not Active](#)

Available Door Listing | Incompatible Door Listing

Door	Description
Main Door	Main Door
Back Door	Back Door

Available Door (Total: 2)



Access Group - Add

Name

Description

Door	Description	In Time Zone
Main Door	Main Door	1 - 24 Hours Active

Accessible Door (Total: 1)

[0 - Not Active](#)

Available Door Listing | Incompatible Door Listing

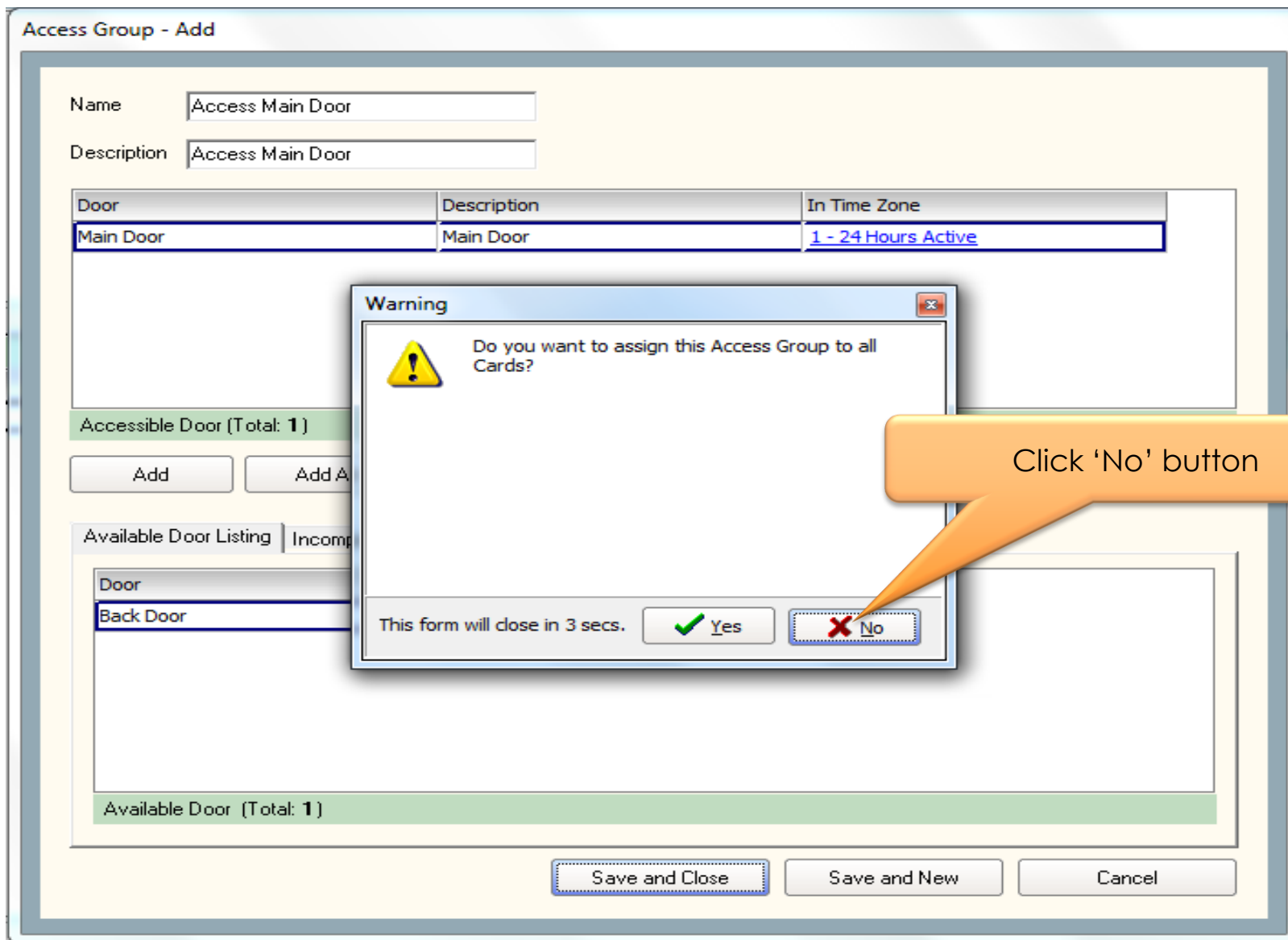
Door	Description
Back Door	Back Door

Available Door (Total: 1)

Click 'Add' button

2. Click 'Save and Close' button





The screenshot shows a software window titled "View Access Group". At the top, there is a toolbar with buttons for "Add (F2)", "Edit (F4)", "Delete (F6)", "Refresh (F5)", "Print (F7)", and "Close". Below the toolbar is a table with two columns: "Name" and "Description". The table contains one row with the text "Access Main Door" in both columns. An orange callout bubble points to the "Close" button with the text "Click 'Close' button". Below the table, there is a summary bar that says "Total: 1". Underneath that is a section titled "Accessible Door" with a table containing three columns: "Door", "Description", and "In Time Zone". This table has one row with "Main Door", "Main Door", and "1 - 24 Hours Active". At the bottom of the window, there is another summary bar that says "Total: 1" and a "Command" field.

Name	Description
Access Main Door	Access Main Door

Total: 1

Accessible Door

Door	Description	In Time Zone
Main Door	Main Door	1 - 24 Hours Active

Total: 1

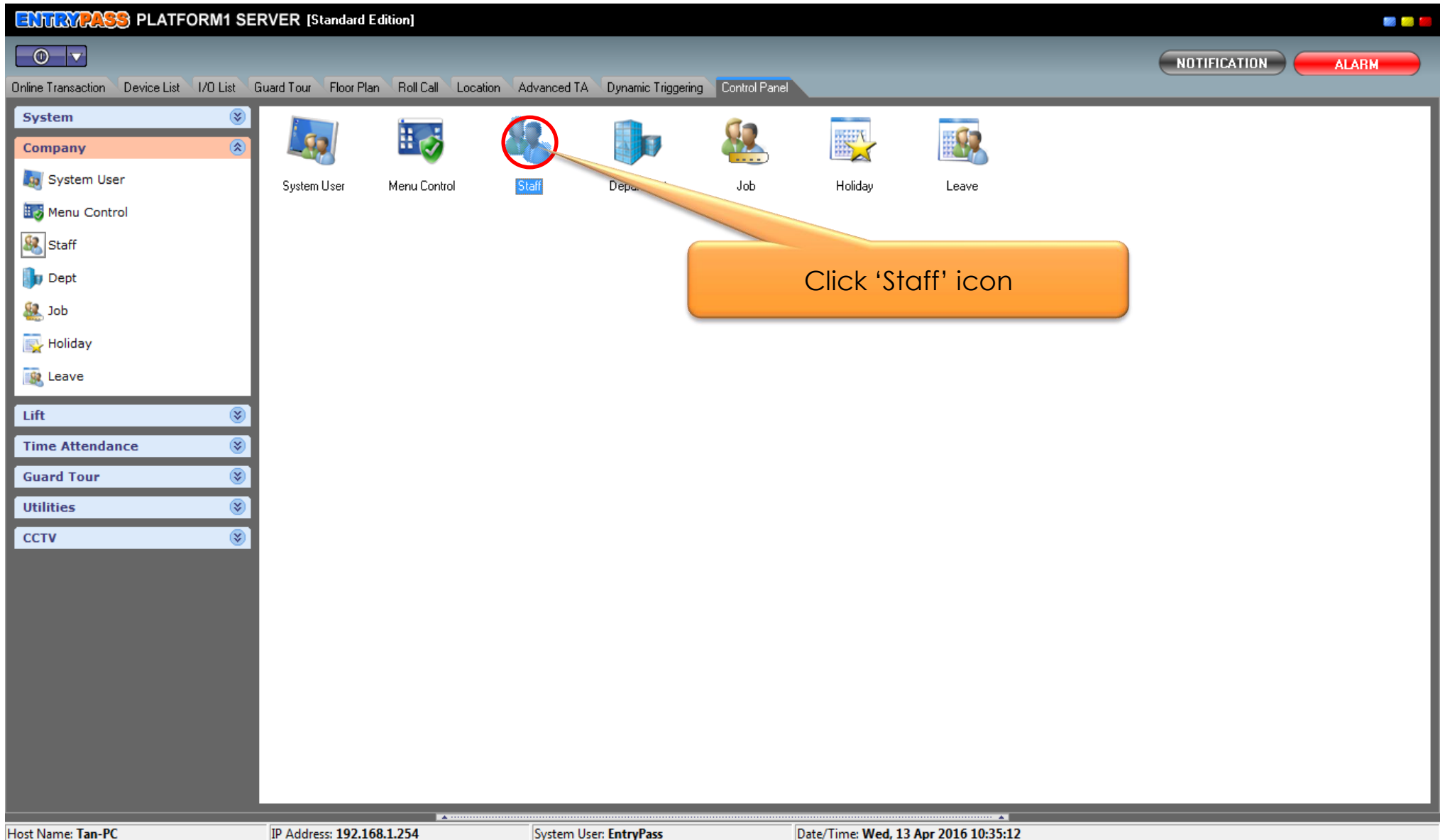
Command

Notes: You can create unlimited access group.



Assign Access Level And Access Group To Card Holder





Notes: You can find staff icon under 'Control Panel' → 'Company' tab.



View Staff

Filter View
 Classic View

Filter By: Staff No.

 Filter Value:

NOTE: When filter by card's condition: if cardholder hold [] link color.

Record 0 to 0 of 0

Staff No.	Name	Department	Job	Shift	Card 1	Card 2	Card 3	Card 4	Card 5

Total Staff on screen: 0

Summary of Staff:	Total Staff: 0	Total card: 0	Total Department: 0	Total Job: 0	Total Shift: 0	Total Access Level: 3	Total Access Group: 1
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Command

Selection List

Click 'Add' button



Staff - Add

Personal Data | Card Data | User Defined Field | TA User Login | Fingerprint

Staff No. Use Running No.

Name

IC No.

Gender Male Female

Date of Birth

Date of Join

Department

Job

Shift Type Normal Roster

Shift

Resign No

Date of Resign

Photo

*(Best fit: 150 * 150)*

Last Modified Date: -

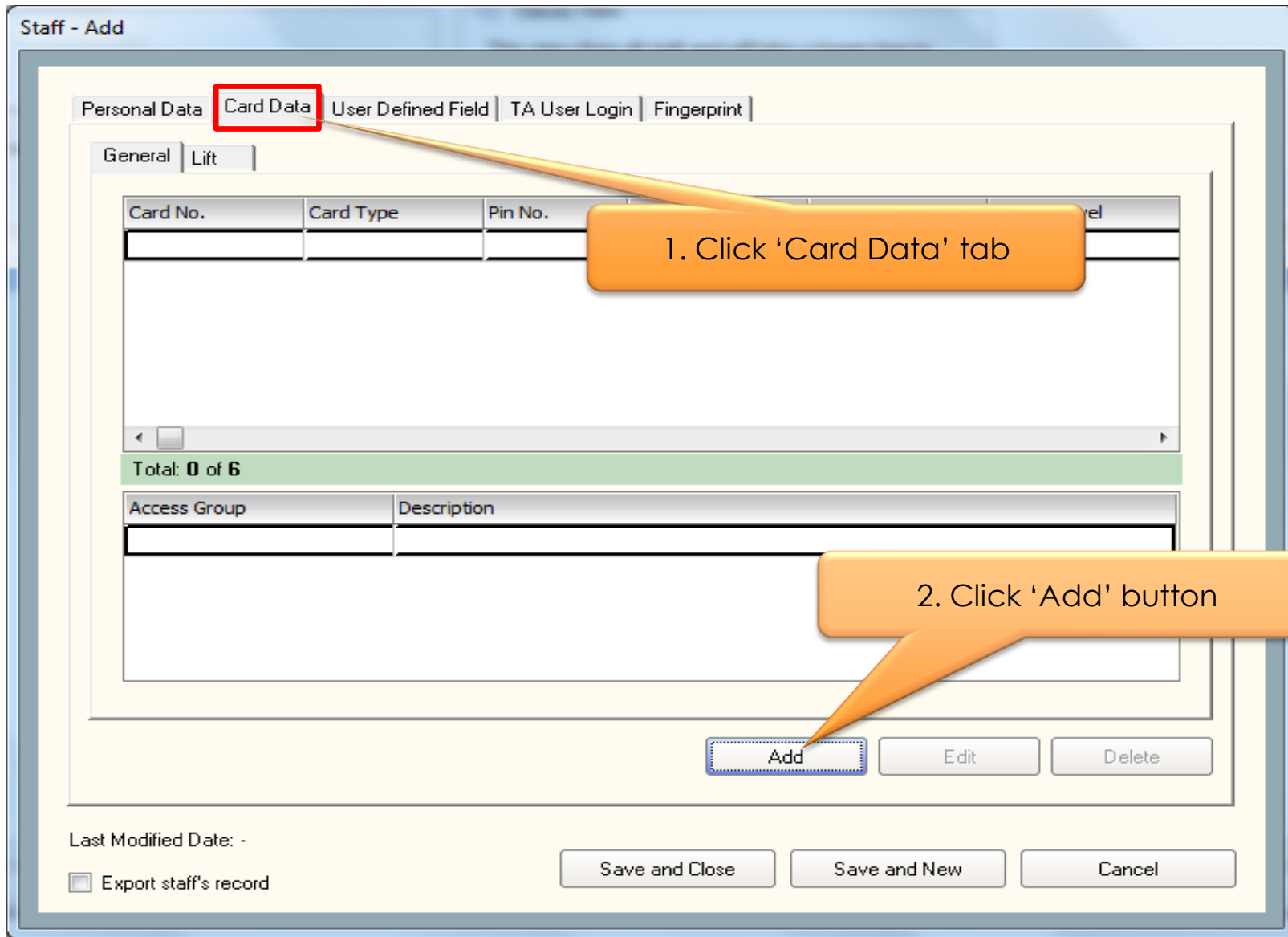
Export staff's record

Enter staff no. and name

Notes: Staff No. cannot support the following symbols:

- (i) ' (Apostrophe)
- (ii) " (Quotation)
- (iii) ; (Semi Comma)
- (iv) - (Hyphen)





Card - Add

Card No. Scan From Reader

Card Name Scan From Writer

General | Lift

Card Type

Pin No.

Start Date

End Date

Accessibility

Buddy Mode No Buddy No

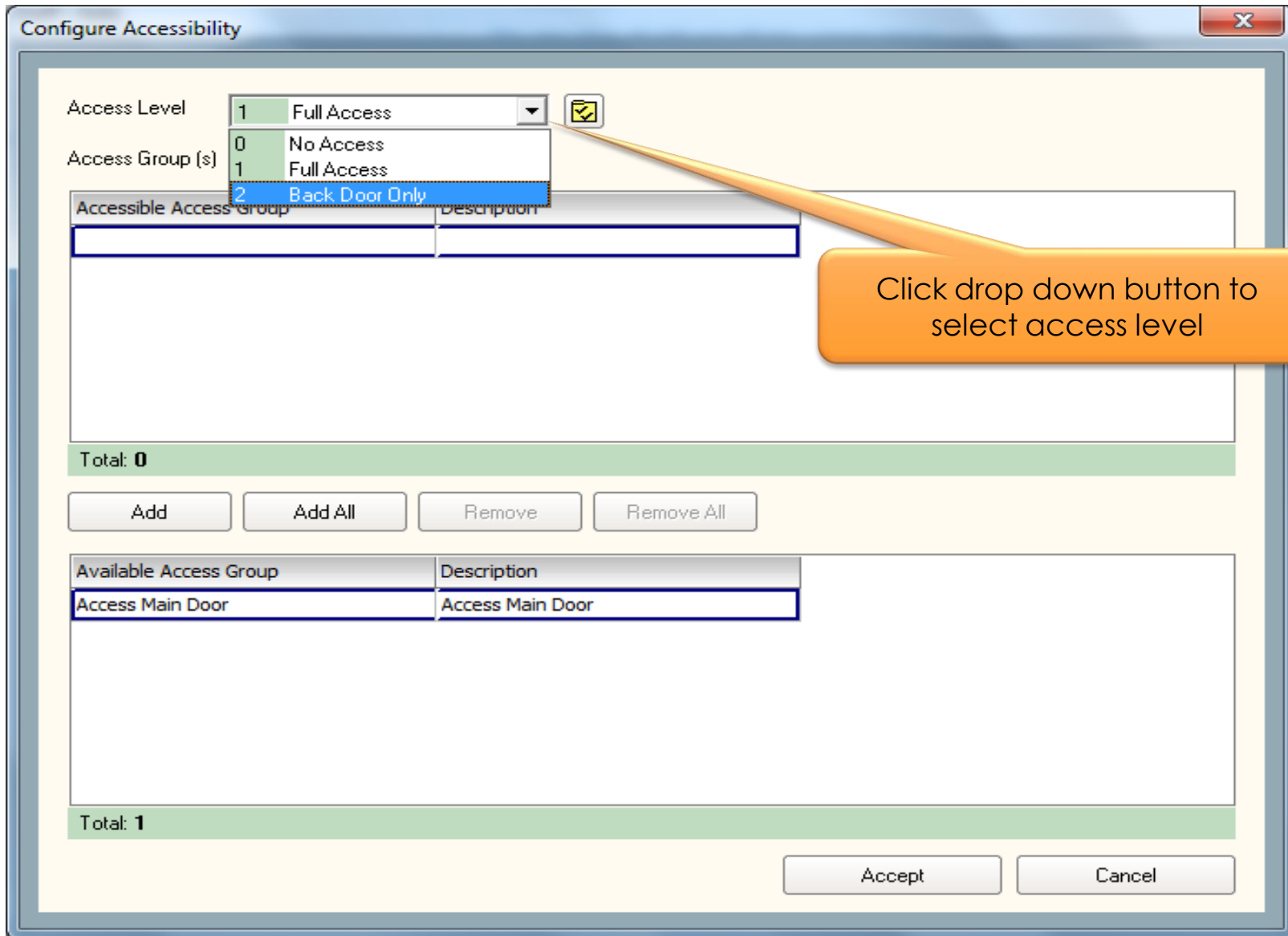
Antipassback Yes

Activate Yes

1. Enter card no. manually or scan from reader

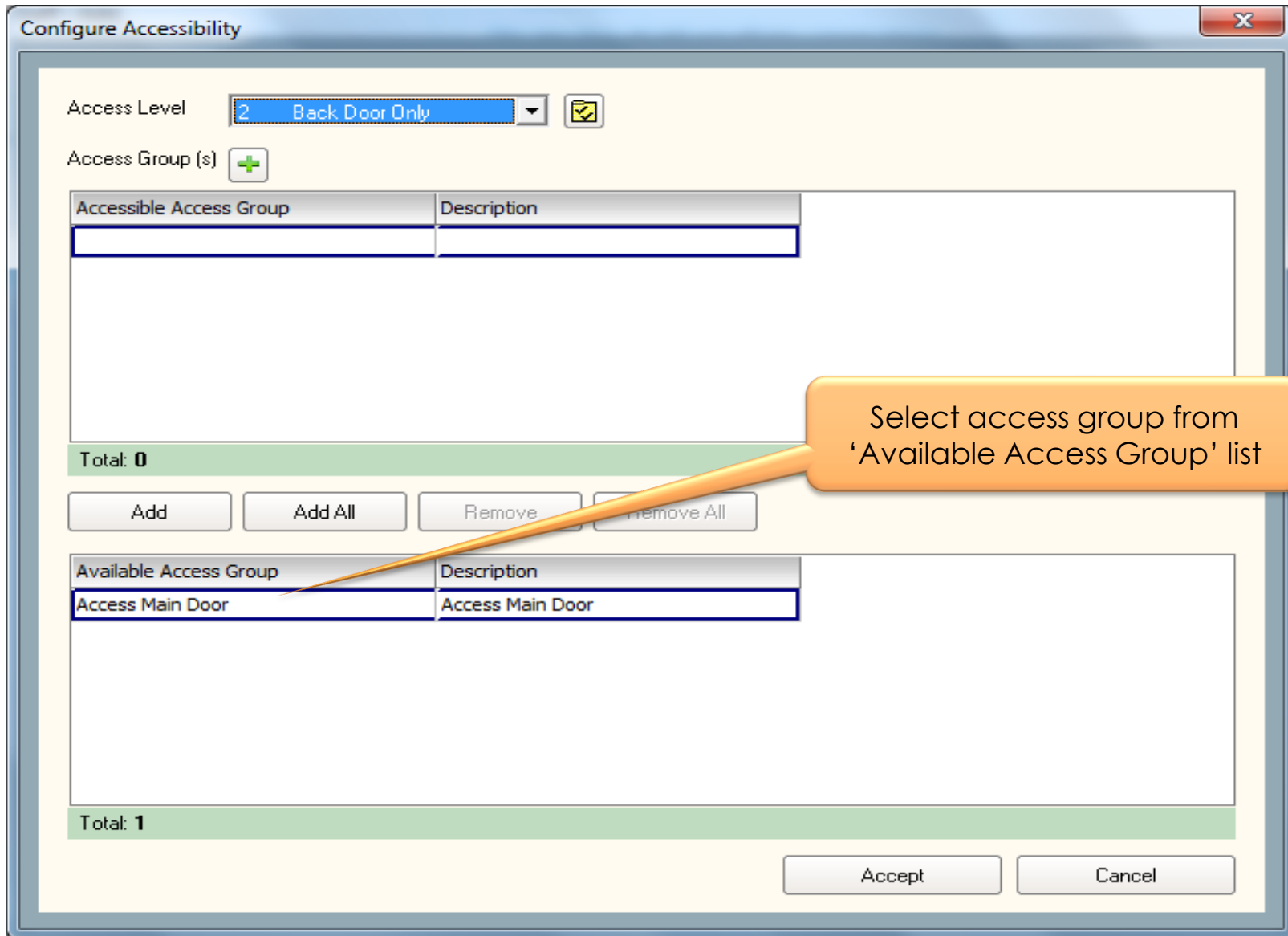
2. Click 'Option' button to select access level or access group





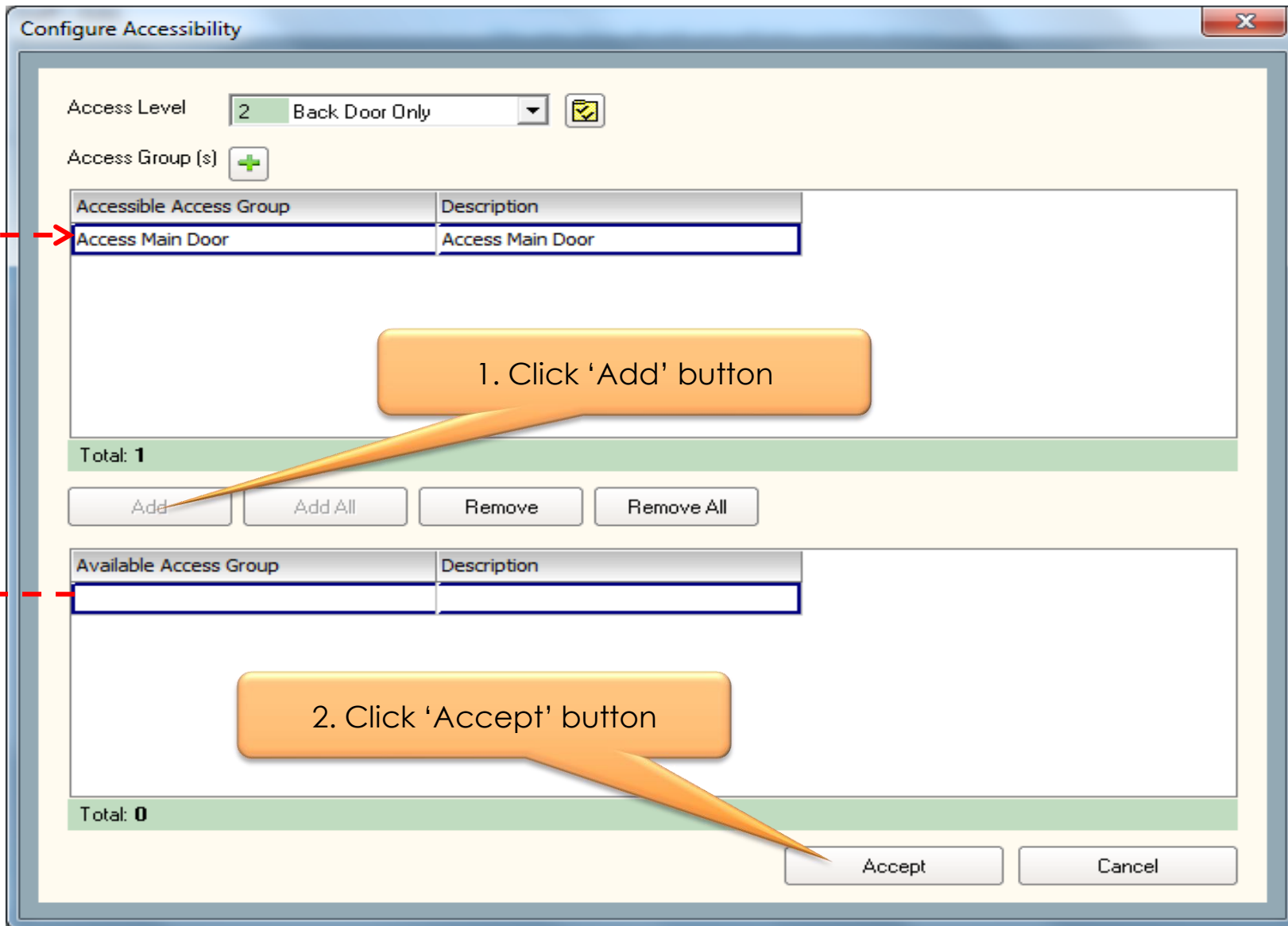
Notes: The following controllers support **Access Level**: Controller model: **MINI, NMINI, S3150, N5150**





Notes: The following controllers support **Access Group**: Controller model: **S3200, S3400, N5200, N5400, N-MINI 2**





Card - Add

Card No. Scan From Reader

Card Name Scan From Writer

General | Lift

Card Type

Pin No.

Start Date

End Date

Accessibility

Buddy Mode No Buddy

Antipassback Yes

Activate Yes

Click 'Add and Close' button



Staff - Add

Personal Data | Card Data | User Defined Field | TA User Login | Fingerprint

General | Lift

Card No.	Card Type	Pin No.	Start Date	End Date	Access Level
1013534812	Access Card	000000	13/04/2016	13/04/2026	2 - Back Door Only

Total: 1 of 6

Access Group	Description
Access Main Door	Access Main Door

Buttons: Add, Edit, Delete

Last Modified Date: -

Export staff's record

Buttons: Save and Close, Save and New, Cancel

Click 'Save and Close' button



View Staff

Filter View
 Classic View

Filter By:
 Filter Value:

NOTE: When filter by card's condition: if cardholder holds more than one card, card which meet the filter will be shown in red color, otherwise black color.

System detected changes has been done to staff information. Therefore pagination listing is aborted. Please click

Staff No.	Name	Department	Job	Shift	Card 1	Card 2	Card 3	Card 4	Card 5
T001	TAN				1013534812 (2) [more]				

Total Staff on screen: 1

Summary of Staff:
 Total Staff: 1
 Total card: 1
 Total Department: 0
 Total Job: 0
 Total Shift: 0
 Total Access Level: 3
 Total Access Group: 1

Command
 Selection List

Click 'Close' button

Notes: After you've saved the card data, P1 Server will automatic send the card data to **Hardware** according to access level or access group that you assigned.



THANK YOU

