# **Securus Web**

SecurusWeb Quick Start Guide

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### 4 SecurusWeb

# 1 Web Client

To open the Web Client double click the desktop icon or navigate to *Start > Program Files > SecurusWeb*. The default username is Admin and the password is nothing (blank). It's recommended this be changed to something more secure during system configuration.

The web client menu bar can be divided into 6 main sections or tabs (See Figure 1).

Monitor/Command	Access Control	Video	People	Reporting	Utilities
	F	igure 1			

Each of these tabs contains sub topics. Here is a list of all the tabs:

Video People	Hom	e Welcome Admin				
porting lities					Resources	
		Number of Cardholders:	1		VertX Product Overview	
		Number of Cards:	1		VertX Installation Drawing	
		Number of Door Groups:	1		V1000 Installation Guide	
		Number of Access Levels:	2		V100 Installation Guide	
		Number of Schedules:	3		V200 Installation Guide	
			-		C V300 Installation Guide	
		Number of Holidays:	0		Installation Guide	
		Number of Holiday Groups:	0			
		Number of Readers:	2			

Home Screen

In addition to the tabs and their sub topics, there are also two links in the upper right hand corner, Home and Log Out (See Figure 2).



There is also a status bar on the bottom of the screen.

The SecurusWeb system is licensed for a certain amount of Clients. Once logged into SecurusWeb through a browser, a Client license is being used. If you fail to log out before shutting the browser down, the used Client license will remain in use until the IIS timeout period has expired. The default timeout period in IIS is 20 minutes.

# 1.1 Monitor/Command

The Monitor/Command tab contains the following menu items:

- Events
- <u>Status</u>
- <u>Scheduled Commands</u>

# 1.1.1 Events

The Events screen will show live events or alarms. To toggle between events and alarms, click the "View Event History" or "View Active Alarms" tabs.

Clicking the arrows on the bottom of the screen placed the window in Pause mode and allows the navigation of past events. To return to Live mode, click the "View Event History" or "View Active Alarms" tab.

To review the last 200, 500 or 1000 events, click the appropriate link at the bottom of the screen. This will open a new browser window.

The events/alarms are sorted by Date/Time ascending. To change what column the events are sorted by, or to toggle between ascending and descending, click the column header. Doing this will place the window in pause mode. To return to Live mode, click either of the tabs or the "Resume Live Mode" link. Once back in Live mode, the default sorting of Date/Time ascending will be reapplied.

Entries in the Name and Encoded ID columns show as links and will allow



n . m	Deserintian	Leastien	Nama	Encoded
Date/Time	Description Release Teak	Elecation Final (1999)	iname	Encodedi
11/12/2009 2:50:06 PM	Reload Task Access Task	Fibble_V1000		
11/12/2009 2:50:04 PM	StartTask Identification Task	Flood_V1000		
11/12/2009 2:50:04 PM	ReloadTask Identity Task	Flood_V1000		
11/12/2009 2:50:02 PM	DatabaseChangeover	Flood_V1000		
11/12/2009 2:49:51 PM	StartTask RS485 Task	Flood_V1000		
11/12/2009 2:49:54 PM	ReloadTask RS485 chain 1 Task	Flood_V1000		
11/12/2009 2:49:51 PM	StartTask Access Task	Flood_V1000		
11/12/2009 2:49:49 PM	ReloadTask RS485 chain 0 Task	Flood_V1000		
11/12/2009 2:49:46 PM	StartTask RS485 Task	Flood_V1000		
11/12/2009 2:48:15 PM	Off	V100 (0) Flood_V1000 Output 2		
11/12/2009 2:48:10 PM	On	V100 (0) Flood_V1000 Output 2		
11/12/2009 2:30:00 PM	TimeSet	Flood_V1000		
11/12/2009 1:54:55 PM	CommunicationConnected	Flood_V1000		
11/12/2009 1:30:00 PM	TimeSet	Flood_V1000		
11/12/2009 12:30:00 PM	TimeSet	Flood V1000		

**Event History Screen** 

navigation to a card holder or card. This is useful when adding cards.

	s Control Vid	eo People Reportin	g Utilities	_	_	_	_
Status Scheduled Commands							
Events and Alarm	ns: Live Vie	w					
					1		
		View Event History	View Active	Alarms			
Date/Time	Description	Location	Name	Count	Priority	Acknowledged	Detail
	On	V100 (0) Flood_V1000 Output 2		1.0	1	No	Details
11/12/2009 2:48:10 PM							
11/12/2009 2:48:10 PM		0 0	0.0				
11/12/2009 2:48:10 PM		00	00	,			

**Active Alarm Screen** 

The Active Alarms screen shows all active alarms. An alarm icon to the left of the Home icon or a red highlighted event (see Event History Screen) indicate there's an active alarm.

The alarms follow the same pausing, navigation and sorting rules that the events do.

A red alarm indicates the alarm is an Unacknowledged alarm or new. A green alarm indicates the alarm has been Acknowledged.

An alarm will stay in the grid as long as it has not been Acknowledged & Removed.

Clicking on "Details" for any alarm will display that alarms detail page. This screen will contain details about the alarm including user comment history.

There are 4 possible actions for every alarm:

- Unacknowledge Only possible for previously Acknowledged alarms.
- Acknowledge Only possible for Unacknowledged alarms.
- Acknowledge and Remove Will remove the alarm from the active alarm list.
- Add Comment Only Will only add the text in the comments section to the alarm.

Click the arrows to navigate the user comments.

Click Save and Return to save any changes and return to the Active Alarm Screen.

Location:	V100 (0) Flood_V1000 Output 2		
Description:	On		
Alarm Count:	1	Priorit	y: 1
Alarm Instructions:		-	
Acknowledged:	Acknowledge	Image: A second seco	
Comment:	Acknowledge Acknowledge and Remove Add Comment Only		🎨 Cancel
		<b>S</b>	Save and Return
Date/Time	<u>Username</u>	Comment	Save and Return Save and Return
Date/Time	<u>Username</u> Admin	Comment Unacknowledge	Save and Return
Date/Time 11/12/2009 4:10:57 PM 11/12/2009 4:10:09 PM	<u>Username</u> Admin Admin	Comment Unacknowledge Acknowledge	Save and Retu
Date/Time 11/12/2009 4:10:57 PM 11/12/2009 4:00:52 PM 11/12/2009 4:09:52 PM	<u>Username</u> Admin Admin	Comment Unacknowledge Acknowledge Unacknowledge	Save and Retu
Date/Time 11/12/2009 4:10:57 PM 11/12/2009 4:10:59 PM 11/12/2009 4:09:52 PM 11/12/2009 4:09:54 PM	<u>Username</u> Admin Admin Admin	Comment Unacknowledge Acknowledge Unacknowledge	Save and Retu

Alarm Details

# 1.1.2 Status

The Status screen will list all the hardware objects for the current partition (See Figure Status Screen).

	Name	Status	Command	Command	Command
ĢГ.	Flood V1000 - Front Door Demo	Comm: Connected	Set Time	APB Forgive	
	V100 (0) Flood V1000 - Front Door Demo Output 2	Inactive	Activate	Deactivate	
	V100 (0) Flood V1000 - Front Door Demo Output 4	Inactive	Activate	Deactivate	
₽.	V100 (0) Flood V1000 - Front Door Demo Reader 1	Locked	Grant Access	Lock	<u>Unlock</u>
₽.	V100 (0) Flood V1000 - Front Door Demo Reader 2	Locked	Grant Access	Lock	<u>Unlock</u>
фL,	V100 (0) Flood V1000 - Front Door Demo	AC: Normal - Battery: Normal			
	0				

Status Screen

This screen will update or refresh every 5 seconds (default) in order to update the hardware status.



To change the refresh rate of the Status Screen, modify the registry value at HKLM\Software\AMT\Settings\HWStatusGridRefreshInterval.

The text in the Status column indicates the current state of the hardware object. It's worth noting that unlike the rich client, the icons will NOT change to represent the hardware state.

The command columns contain the available commands for the hardware objects.

On larger systems or systems with many hardware objects, use the search box, navigation arrows or rolodex tab to locate specific hardware objects.

To configure the properties of hardware objects, click on the object name. For all practical purposes, the reader object is likely the only object you'll need to configure. See <u>Reader</u> <u>Configuration</u> for more information about how to configure the reader object.

# 1.1.2.1 Reader Configuration

The Reader Configuration screen is used to set the properties and behavior of the selected reader (See Figure Reader Configuration).

Status	Locked			Commands
Reader Type	Wiegand	~		Grant Access
Normal Access Time	6			Lock
Extended Access Time	20	-		Unlock
Door Held Time	38			
Door Contact Line Supervision	<none></none>			Help
Door Contact Normal Position	Contact closed when do	or closed (recommende	d) 🔽	📆 Quick Start Guide
Door Contact Debounce Time	96			(200)
REX Action	Shunts alarm and unlock	s the door (typical for n	nag locks)	
REX Shunt/Unlock Time	6			
REX Line Supervision	<none></none>			
REX Contact Normal Position	Contact closed when RE	X activated [OR] Nothin	g wired (recommended)	
REX Contact Debounce Time	96			
	0.101			
Access Wethod	Card Only			
APB Type	<none></none>			
	These settings are not th	ne defaults for new read	ers 🔽 Show Default Values	
When saving	Change this object only		×	
			<b>D</b>	
	Date and Time	Location	Description	
	11/13/2009 12:42:40 PM	Front Door Demo Reader 1	ClearDoorForcedOpen	
Recent	11/13/2009 10:44:44 AM	V100 (0) Flood_V1000 - Front Door Demo Reader 1	DoorForcedOpen	
History	11/13/2009 10:42:20 AM	V100 (0) Flood_V1000 - Front Door Demo Reader 1	ClearDoorForcedOpen	•
	11/13/2009 10:42:20 AM	V100 (0) Flood_V1000 - Front Door Demo Reader 1	ClearDoorHeldOpen	🥙 Return without Saving
	11/13/2009 10:42:20 AM	V100 (0) Flood_V1000 - Front Door Demo Reader 1	ClearFaultLineSupervisionREX	省 Save & Return

**Reader Configuration** 

Here's a description of the reader options:

- Status This is a read-only property and represents the state of the reader.
- Reader Type
  - Wiegand Typical for most prox and iclass cards.
  - Clock and Data Mode for HID Prox -
  - Clock and Data (ABA 128 bits max) -
  - Wiegand (ABA Clock and Data format) -
- Normal Access Time The time in seconds that the strike is activated on a valid card swipe.
- Extended Access Time The time in seconds that the strike is activated for a valid extended access card swipe.
- **Door Held Time** The time in seconds that the door contact needs to be open before the Door Held event is sent.
- Door Contact Line Supervision Used to supervise the contact against tampering.
  - o None
  - o 2K/1K
  - $\circ$  4K/2K
- Door Contact Normal Position
  - $\circ\,$  Contact closed when door closed (Recommended)

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- $\circ\,$  Contact open when door closed [or] Nothing wired
- **Door Contact Debounce Time** The amount of time (milliseconds) the controller will disregard repetitive door contact events.
- Rex Action
  - $\circ\,$  Shunts alarm and unlocks the door (Typical for mag locks)
  - Shunts alarm only (Typical for electric strike)
- Rex Shunt/Unlock Time The time in seconds a REX event will unlock the door.
- Rex Line Supervision Used to supervise the contact against tampering.
  - $\circ$  None
  - o 2K/1K
  - o 4K/2K
- Rex Contact Normal Position
  - o Contact closed when REX activated [or] Nothing wired (recommended)
  - o Contact open when REX activated
- **Rex Contact Debounce Time** The amount of time (milliseconds) the controller will disregard repetitive REX events.
- Access Method
  - Card Only
  - Card and Pin
- APB Type
  - o None
  - o Real
  - o Timed
- When Saving Use this section to set defaults for new readers or configure existing readers connected to the controller.
- Recent History Shows the recent activity for the reader.

# 1.1.3 Scheduled Commands

The Scheduled Commands screen will show all created scheduled commands (See figure Scheduled Commands). An example of a scheduled command would be assigning your Front Door to be open during the "Business Hours" schedule.

Scheduled Commands			🝚 Find Name
0 1 2 3 4 5 6 7 8 9 A B C	DEFGHIJ	KLMNOPQRSTU	<b>V</b> w x y z
Name	Command	Schedule	Delete
V100 (0) Flood V1000 - Front Door Demo Output 2	Activate Output	Business Hours	×
	00	00	
	New Schedule	ed Command	
Status:			

Scheduled Commands

On larger systems or systems with many scheduled commands, use the search box, navigation arrows or rolodex tab to locate specific scheduled commands.

To add a new scheduled command, click the New Scheduled Command link at the bottom of the page. This will open the New Scheduled Command screen (See figure New Scheduled Command).

New Scheduled Comma	and		
Name Reader: VertX_Controller Reader 1	Command Unlock Reader	Schedule Business Hours	•
			Return without Saving
			😫 Save & Return

New Scheduled Command

To create a new scheduled command, select the object to be commanded in the Name field, the command to be issued in the Command field and the schedule this command will follow in the Schedule field. Click Save & Return to save and return to the previous screen or Save & New to save and create another scheduled command.

# 1.2 Access Control

The Access Control tab (see figure Access Control) contains the following menu items:

Mon	itor/Comr	mand Acc	ess Contro	ol V	/ideo	People	e Rep	orting	Utilii	ties
Cards	CardSets	Access Levels	Door Groups	Areas	Contact S	Schedules	Schedules	Holiday G	roups	Holidays
				Access	Control					
Cards										
Cardse	<u>ets</u>									
Acces:	<u>s Levels</u>									
Door G	<u>Broups</u>									
Areas										
Contac	t Schedu	lles								
Schedi										
Holiday	/S									



When setting up a new SecurusWeb system, working through the menu items from right to left will make more sense. Create the Holidays, then Holiday Groups. Create the Schedules and Door Groups and then create Access Levels. Define Card Sets and then Cards.

# 1.2.1 Cards

The Card screen will show all the cards in the system (See figure Cards).

Ca	ds				Find Card Number				
		0 1 2 3 4 5 6	789ABCDEFGHIJKLM1	I O P Q R S T U V W X Y Z					
	Card Number	Assigned To	Activation Date	Expiration Date	Delete				
			00 00						
_			New Card 🗔 New Card	ds					
	Cards								

On larger systems or systems with many cards, use the search box, navigation arrows or rolodex tab to locate a specific card.

To modify an existing card, click the card number.

To add a new card to the system, click the New Card link at the bottom of the Cards screen. This will open the New Card screen (See figure New Card).

New Card				
Card Number				Help
Card Set 26bit FC 99	×	Credential Type	Card Only/Card Plus PIN 🔽	Configure a cardholder's
Active On 11 - 16 - 1 20	09 🔽 At 11 💽 27 🔽 AM	PIN Code		Access privileges nere.
Expires NEVER		Confirm PIN		🔁 Quick Start Guide
Communications User D Extended	Access 🗌 Passback Exempt 🗌	PIN Exempt		
Assigned To Select a Cardhold	ler 🔽			
Search cardholders by LastName	Y for matches beginning with		Retrieve Matches	
Access Levels				
Not Assigned To Card All Door - 24x7	Assigned To Card			thout Saving
No Access	<-Remove			
	Add All->>		🐻 Save & Ne	ew
	<-Remove All		🔒 Save & Ri	eturn
-				

New Card

To add a group of cards all at once, click the New Cards link at the bottom of the Cards screen. This will open the New Cards screen, which has the additional field of "Number of Cards" (see figure Bulk Cards)

New Cards	
Card Number	Number of Cards
Card Set	PIN Code
Active On 12 • / 12 • / 2011 • At 11 • : 05 • AM	Confirm PIN
Expires NEVER -	

Bulk Cards

Here is a list of card options:

- Card Number The encoded ID of the actual card.
- Card Set The card set this specific card will use.
- Active On This is the date the card will be activated. The default is the current date and time.
- **Expires** There are three possible values for this option:
  - Expires Never The card will never expire. (default)
  - **Expire On** Selecting this option will expose date and time fields. Specify a date and time in the future that this card will expire on.
  - **Expire Now** The card will expire immediately.
- Credential Type There are two possible values for this option:
  - Card Only/Card Plus PIN
  - Pin Only
- Number of Cards (New Cards only) The number of cards to add, starting with the value in the Card Number field.
- PIN Code The PIN associated with the card.
- Confirm PIN Confirmation of the PIN code.
- Communication User Used for AHG420 Locksets only. This credential will wake the onboard WiFi.
- Extended Access This indicates that this card will use the Extended Access time.
- Passback Exempt This card will be APB exempt.
- PIN Exempt This card will be PIN exempt.
- Assigned To The cardholder this card belongs to.
- Search cardholder by This selects what field the search criteria will be applied to.
- for matches beginning with On systems with a large cardholder population, use this field to find a specific cardholder.
- Access Levels The Access Levels assigned to the card.

# 1.2.2 Card Sets

The Card Sets screen will show all the card sets that are available in the current partition (see figure Card Sets).



**Card Sets** 

On larger systems or systems with many card sets, use the search box, navigation arrows or rolodex tab to locate a specific card set.

To modify an existing card set, click the card set name.

To add a new card set to the system, click the New Card Set link at the bottom of the Card Set screen. This will open the New Card Set screen (see figure New Card Set).

New Card Set			
Description			
Facility Code			
Card Type	<select a="" card="" type=""></select>	~	
			left Return without Saving
			🐻 Save & New
			🛞 Save & Return

New Card Set

Card sets have three properties:

- Description The name of the card set.
- Facility Code The facility code of the card set. (optional)
- Card Type The card format the card set will use. The available formats are:
  - $\circ$  26 bit
  - $\,\circ\,$  33 bit
  - $\circ$  34 bit
  - $\circ$  37 bit

- o Corp1000
- $_{\odot}$  37 bit with Facility Code

Click Save & Return to save and return to the previous screen or Save & New to save and create another card set.

# 1.2.3 Access Levels

The Access Levels screen will show all the Access Levels in the system (See figure Access Levels).

Access Levels	S 6	ind Access Level Name
0 1 2 3 4 5 6 7 8 9	<b>A</b> B C D E F G H I J K L M N O P Q R S	тиνwхүz
Name	Description	Delete
All Door - 24x7		×
No Access	No Access at any place at any time.	×
	🏀 New Access Level	
Status:		

Access Levels

On larger systems or systems with many access levels, use the search box, navigation arrows or rolodex tab to locate a access level.

To edit an existing access level, click the name of the access level.

To create a new access level, click the New Access Level link at the bottom of the Access Levels screen. This will open the New Access Levels screen (See figure New Access Level).

ew Access Level			
Name			
Description			
Deadbolt Override 🗌			
Door Groups	Schedules		
Select Door Group	Select Schedule	- Add	
			🎨 Return without Saving
			🕑 Save & New
			省 Save & Return

New Access Level

Access levels have five properties:

- Name The name of the access level.
- **Description** The description of the access level.
- **Deadbolt Override** Cards that are associated with an access level that has this option checked will override the deadbolt.
- Door Groups The name of a specific door group.
- Schedules The name of the schedule assigned to the selected door group.

Access levels can contain multiple door group/schedule associations. For example, a access level named "All doors - 24x7" might contain two sets of door group/schedule associations (See figure Multiple Door Goups).

lame All	Door - 24x7			
Thi	is access level defines 24x7 access t	to all doors.	<u>^</u>	
escription				
			~	
eadbolt Override 📃				
oor Groups	Schedules			
nterior Doors	V Always	V Add		
Door Group	Schedule		Delete Undelete	闷 Return without Savir
Exterior Doors	Always		X	Cave & New
Interior Doors	Always		×	Jave & New

### **Multiple Door Groups**



When adding a door group/schedule association, make sure to click the Add button before saving. If you fail to click the Add button, the access level will be created but will not contain a door group/schedule association. This is a common mistake and will give the appearance that the SecurusWeb system is not working properly.

Click Save & Return to save and return to the previous screen or Save & New to save and create another access level.

# 1.2.4 Door Groups

The Door Groups screen will show all the door groups in the current partition (See figure Door Groups). Door groups are a grouping of doors that will later be associated with a schedule to create access levels.



**Door Groups** 

On larger systems or systems with many access levels, use the search box, navigation arrows or rolodex tab to locate a door group.

To edit an existing door group, click the name of the door group.

To create a new door group, click the New Door Group link at the bottom of the Door Groups screen. This will open the New Door Group screen (See figure New Door Group).

New Door Group		
Name		
Description		
Doors Not Assigned To Door Group Back Door Computer Room Front Door	Doors Assigned To Door Group	
	Add-> <-Remove Add All->> <<-Remove All	<ul><li>Return without Saving</li><li>Save &amp; New</li></ul>
		🔒 Save & Return

New Door Group

Door groups have four properties:

- Name The name of the door group.
- This is usually something descriptive such as "Exterior Doors"
- **Description** A description of the door group.
- Doors Not Assigned to Door Group All the doors that are NOT part of the door group.
- Door Assigned To Door Group All the doors that are part of the door group.

Click Save & Return to save and return to the previous screen or Save & New to save and create another door group.

# 1.2.5 Areas

The Areas screen will show all the Areas in the current partitions (see figure APB Areas). Areas are the definition of entry and exit readers for an APB (anti-passback) area.

APB Areas			🛛 🥹 Find Area Name
<b>0</b> 1 2 3 4 5 6 7 8 Name	9 A B C D E F G H I . Description	JKLMNOPQR Deletr	STUVWXYZ e
	00		
	Rew New	Area	
Status:			

**APB** Areas

On larger systems or systems with many areas, use the search box, navigation arrows or rolodex tab to locate an area.

To edit an existing area, click the name of the area.

To create a new area, click the New Area link at the bottom of the APB Areas screen. This will open the New Area screen (See figure New Area).

New Area		
Name		
Description		
Entry Readers Readers Not Entering Area	Readers Entering Area	
Back Door Computer Room Front Door	Add-> <-Remove Add All->> <<-Remove All	
Exit Readers Readers Not Exiting Area	Readers Exiting Area	
Back Door Computer Room Eront Door	Add->	📀 Return without Saving
	<-Remove Add All->>	🐻 Save & New
	<-Remove All	📵 Save & Return

New Area

New areas have four properties:

- Name The name of the area.
- **Description** The description of the area. (optional)
- Entry Readers Readers defined as entry readers.
- Exit Readers Readers defined as exit readers.

To add or remove entry or exit readers, use the Add/Remove buttons.



The entry and exit readers contained within an area must be physically wired to a single controller. An Edge reader CANNOT be part of an area.

Click Save & Return to save and return to the previous screen or Save & New to save and create another area.

# 1.2.6 Contact Schedules

The Contact Schedule screen will show all the contact schedules in the current partition (see figure Contact Schedules). Contact schedules are used by the standalone AHG420 locksets to control the built in Wi-Fi radio.

123456789	ABC	DE	FG	ΗI	JKL	ΜN	0	ΡQ	R S	ΤU	VWXY
Name											Delete
Comm User											- <del>x</del>
		٢	0		٥	۵					
		¢	New	Conta	act Scho	dule					

**Contact Schedules** 

On larger systems or systems with many contact schedules, use the search box, navigation arrows or rolodex tab to locate a contact schedule.

To edit an existing contact schedule, click the name of the contact schedule.

To create a new contact schedule, click the New Contact Schedule link at the bottom of the Contact Schedule screen. This will open the New Contact Schedule (See figure New Contact Schedule).

New Contact Schedule			
			Help
			Contact schedules are used by the standalone locksets to control the built in Wi-Fi radio. <u>More</u>
Description			
Schedule Type	< Select a Schedule Type >	~	Duick Start Guide
Connection Timeout Time (seconds)	30		📀 Return without Saving
			🐻 Save & New
			🔒 Save & Return

New Contact Schedule

New contact schedules have three properties:

- **Description** The name of the contact schedule.
- Schedule Type The type of schedule the contact schedule will use. There are five possible options:
  - Comm User Only The lockset does not automatically wake up on any schedule. Only a Communication User can wake the lock up in the field.
  - o Day of Month Select certain days of the month for the schedule to operate.
    - Day(s) of Month Select the dates that you wish the lock to activate each month.
    - **Time of Day** Select from 1 to 4 times per day that you wish the lockset to wake up.
  - Day of Week Select certain days of the week for the schedule to operate.
    - Day(s) of Week Select the days that you wish the lock to activate each week.
    - Time of Day Select from 1 to 4 times per day that you wish the lockset to wake up.

- Connection Always On The lockset radio will never turn off. Recommended for use ONLY on hard powered locks, as this setting will greatly reduce battery life.
- Simple('x' minutes off, 'y' seconds on scheduler) The lockset radio will remain off for the sleep period.
  - Sleep Period (minutes) The number of minutes for the radio to remain off until connecting to the server again.
- **Connection Timeout Time (seconds)** The maximum number of seconds to leave the radio running. We recommend a value of 30 seconds.

Click Save & Return to save and return to the previous screen or Save & New to save and create another contact schedule

# 1.2.7 Schedules

The Schedules screen will show all the schedules available to the current partition (See figure Schedules).

Name	Description	Delete
Always	Always active but does not consider Holidays.	×
Business Hours	Monday through Friday 8:00 AM to 6:00 PM.	X
Never	This Schedule is never active.	×
	New Schedule	

Schedules

On larger systems or systems with many schedules, use the search box, navigation arrows or rolodex tab to locate a schedule.

To edit an existing schedule, click the name of the schedule.

To create a new schedule, click the New Schedule link at the bottom of the Schedules screen. This will open the New Schedule screen (See figure New Schedule).

ew Sched	ule					
Name						
Description					<ul> <li></li> </ul>	
Day	Start	Time	Stop Tir	ne	Add	
Sunday	12	- 00 - AM		•. 55 • PW	Add	闷 Return without Saving
						Save & New
						阁 Save & Return

New Schedule

Schedules have 5 properties:

- Name The name of the schedule.
- **Description** A description of the schedule (optional)
- Day/Start Time/Stop Time The Day of the week and the associated Start and Stop times.

It's common to have a schedule contain many Day/Start & Stop Time associations. For example, SecurusWeb comes with a default "Business Hours" schedule. This schedule contains five Day/ Time associations (see figure Business Hours). Notice that the Start Times are at 8:00AM and the Stop Times are at 5:59PM. This is because Start Times start at the beginning of the minute (8:00:01AM) and Stop Times end at the end of the minute (5:59:59PM).

Daoino	ss Hours			
Monda	y through Friday 8:00 AM	to 6:00 PM.	<u>~</u>	
escription				
			<b>V</b>	
lav	Start Time	Stop Time		
Sunday	✓ 12 ✓: 00 ✓ AM	11 🔽 59 🔽 PM	Add	
Dav	Start Time	Stop Time	Delete	
,	0.00 411	5.50.01	Undelete	🧼 🦚 Return without Savir
Manufact.	8:00 AM	5:59 PM		ě
Monday		5.50 00	<b>X</b>	(F) Save & New
Monday Tuesday	8:00 AM	0.0011		
Monday Tuesday Wednesday	8:00 AM 8:00 AM	5:59 PM	×	<u> </u>
Monday Tuesday Wednesday Thursday	8:00 AM 8:00 AM 8:00 AM	5:59 PM 5:59 PM	- X	ě

### **Business Hours**

The Day field also contains Holiday Groups. This feature is used to assign specific time intervals to Holidays contained within a Holiday Group. For example, let's say there's a Holiday Group named "Half Day Holidays" that contains all the weekday Holidays the company will only works half days on. Add a Holiday Group/Start & Stop Time association (see figure Half Day Holiday).

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Day	Start Time	Stop Time	Delete Undelete
Monday	8:00 AM	5:59 PM	×
Tuesday	8:00 AM	5:59 PM	×
Wednesday	8:00 AM	5:59 PM	X
Thursday	8:00 AM	5:59 PM	X
Friday	8:00 AM	5:59 PM	×
Half Day Holidays	8:00 AM	11:59 AM	×

### Half Day Holiday



Holiday Group/Time associations will always trump Day/Time associations. In other words, if a holiday group contains a holiday that falls on a Wednesday and the normal Wednesday time interval is 8:00am to 5:59pm, but the holiday time interval is 8:00am to 11:59am, the holiday interval will be applied.

It's also common to have multiple Start and Stop times for a single day. For example, a night crew might work from 7:00pm until 4:00am the following day (see figure Night Shift).



### Night Shift

Finally, it's also common to create a "Never" time interval. This is typically used when creating a a Holiday Group/Time association. The correct Start Time and Stop Time for a NEVER schedule are 12:00am to 12:00am.

# 1.2.8 Holiday Groups

The Holiday Groups screen will show all the Holiday Groups that are available in the current partition (see figure Holiday Groups). Holiday Groups are a group of similar holidays and are used when creating schedules.

oliday Groups			Find Holiday	Group Nam
0 1 2 3 4 5 6 7 8 9	ABCDEFG	HIJKLMNOF	PQRSTUVW	XYZ
Name	Description			Delete
Half Day Holidays				×
	00	00		
		u Halfatan Orang		

Holiday Groups

On larger systems or systems with many holidays groups, use the search box, navigation arrows or rolodex tab to locate a holiday group.

To edit an existing holiday group, click the name of the holiday group.

To create a new holiday group, click the New Holiday Group link at the bottom of the Holiday Groups screen. This will open the New Holiday Group screen (See figure New Holiday Group).

New Holiday Group		
Name		
Description		
Holidays Not Assigned To Holiday Group Company Picnic New Year Day New Year Eve	Add-> Add-> Add All-> <-Remove Add All->> <-Remove All	lay Group Return without Saving Save & New Save & Return

New Holiday Group

There are four properties for a new holiday group:

- Name The name of the holiday group.
- Description The description of the holiday group. (optional)
- Holidays Not Assigned To Holiday Group All holidays not assigned to the holiday group.
- Holidays Assigned To Holiday Group Holidays assigned to the holiday group.

To assign a holiday to the holiday group, highlight the holiday in the Holidays Not Assigned To Holiday Group box and click the Add button. This will place the selected holiday in the Holidays Assigned To Holiday Group box.

Click Save & Return to save and return to the previous screen or Save & New to save and create another holiday group.

# 1.2.9 Holidays

The Holidays screen will show all the holidays that are available in the current partition (see figure Holidays). Similar holidays will be grouped in Holiday Groups for use in creating schedules.

Holidays				<b>e</b>	Find Holiday Name
<b>0</b> 1 2 3 4 5 0 Name	6 7 8 9 A B 0 Date	DEFGHI Description	JKLMNO	PQRSTU Delete	/ W X Y Z
		00	00		
		To New	Holiday		
Status:					

Holidays

On larger systems or systems with many holidays, use the search box, navigation arrows or rolodex tab to locate a holiday.

To edit an existing holiday, click the name of the holiday.

To create a new holiday, click the New Holiday link at the bottom of the Holidays screen. This will open the New Holiday screen (See figure New Holiday).

New Holi	day									
Name			<u>&lt;</u>	1	love	nber	2009		2	
		^	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	
Description			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	
			<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	
Date		<u>×</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	
Date			<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	
			<u>29</u>	<u>30</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
📀 Retu	eturn without Saving									
😰 Save & New										
🔒 Save	& Return									

New Holiday

There are three properties for a new holiday:

- Name The name of the holiday.
- **Description** The description of the holiday. (optional)
- **Date** The data of the holiday
  - o To set the date either use the month/day/year dropdown boxes or the interactive calendar.

Click Save & Return to save and return to the previous screen or Save & New to save and create another holiday.

Holidays are set on a yearly basis. In other words, even though some holidays are on the same date every year, they still need to have year attribute modified to be active for the next year.

# 1.3 People

The People tab contains one menu item (see figure People). This menu item is <u>CardHolder</u> <u>Directory</u>.

Monitor/Command	Access Control	Video	People
CardHolder Directory			

People

# 1.3.1 CardHolder Directory

The Cardholder Directory screen will show all the available cardholders in the current partition (see CardHolders). SecurusWeb separates cards and cardholders. In this section only cardholders will be defined, not cards. Use the cards section of SecurusWeb to assign cards to cardholders.

CardHolders			실 Find Last Name		
0 1 2 3 4 5 6 7 8 9 A B C	DEFGHIJKL	M N O P Q <b>R</b> S T I	UVWXYZ		
Name Rick. Flood			Delete X		
	000	٩			
New CardHolder					
Status:					

CardHolders

On larger systems or systems with many cardholders, use the search box, navigation arrows or rolodex tab to locate a specific cardholder.

To modify an existing cardholder, click the cardholder name.

To add a new cardholder to the system, click the New CardHolder link at the bottom of the CardHolder screen. This will open the New CardHolder screen (See figure New CardHolder).

New CardHolder					
CardholderID Last Name	First	MI	Synchronize from directory s	erver 🗌	Photo
Street City City Commence Cell Phone Cell Ph		State Fax Email Supervisor	None V Zip Code		No Photo Found (Aspect Ratio 2x3)
			Show Additional Fields		Use This Photo
Notes					Assigned Cards Save CardHolder and create a new card
Recent History					<ul> <li>Return without Saving</li> <li>Save &amp; New</li> <li>Save &amp; Return</li> </ul>

New CardHolder

There are many New CardHolder properties, but only two of them are required; Last Name and First.

The "Synchronize from directory server" check box is related to the IDHolderDataImporter utility. When a cardholder is imported from an Active Directory server, this check box is checked. This indicates that this cardholder should sync with the matching user in Active Directory. In other words, if the matching user in Active Directory is removed, the related cardholder in SecurusWeb will also be removed. When manually creating a new cardholder using SecurusWeb, this check box will NOT be checked.



Deleting a cardholder in SecurusWeb will not delete the matching user in the associated Active Directory.

The "Show Additional Fields" link will expose a set of additional fields (see figure Additional Fields).

		Hide Additional Fields
Vehicle Model	Vehicle Year	
Vehicle Color	Vehicle Plate	
CustomA	CustomB	
CustomC	CustomD	
CustomE	CustomF	

### Additional Fields

To assign a picture to the cardholder, click the Browse button in the Photo section to locate the desired picture. Once a picture is selected, click the Use This Photo to complete the association. A picture with an aspect ratio of 2x3 will look the best.

To save the current cardholder and create a new card, click the link under Assigned Cards section.

Click Save & Return to save and return to the previous screen or Save & New to save and create another cardholder.

# 1.4 Reporting

The Reporting tab contains one menu item (see figure Reporting). The menu item is Reports

Monitor/Command	Access Control	Video	People	Reporting
Reports				

Reporting

### SecurusWeb

## 1.4.1 Reports

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The Reports screen will show all the available reports for the current partition (see figure Reports).

0 1 2 3 4 5 6 7 8	3 9 <b>A</b> B C D E F G H I J K L M N	IOPQRSTUVWX	ΥZ
Name	Description	Category	Run Repor
Alarm History - Detail	Alarm Event Activity with User Comments	Alarm History	-
Alarm History - Summary	Alarm Event Activity in summary format	Alarm History	-
Cards Listed by Cardholder Name	Cards, encoded IDs & Access Levels	CardHolder Definitions	-
Cards Listed by Encoded ID	Cards, CardHolder Name & Access Level	CardHolder Definitions	-
Diagnostic - AHG420 DeadBoltOverride by Cardholder	Diagnostic AHG420 Cardholders w/DeadBoltOverride	Diagnostic - AHG420 DeadBoltOverride	<b>→</b>
Diagnostic - AHG420 DeadBoltOverride by Lockset	Diagnostic AHG420 Locksets w/DeadBoltOverride	Diagnostic - AHG420 DeadBoltOverride	<b>→</b>
Diagnostic - AHG420 DirtyEntities	Diagnostic AHG420 Pending Changes	Diagnostic - AHG420 DirtyEntities	<b>→</b>
Diagnostic - AHG420 Lockset Voltages		Diagnostic - AHG420 Locksets	-
<u> Diagnostic - AHG420 Locksets</u>	Diagnostic AHG420 Lockset values	Diagnostic - AHG420 Locksets	-
Diagnostic - AHG420 Orphans	Diagnostic AHG420 Database Orphans	Diagnostic - AHG420 Orphans	-
Diagnostic - AHG420 Verify Timezones	Diagnostic AHG420 Verify Timezones match schedules	Diagnostic - AHG420 Verify Timezones	-
Diagnostic - AHG420 WhoWhereWhen	Diagnostic AHG420 Access Assignments	Diagnostic - AHG420 WhoWhereWhen	-
<u>Diagnostic - VertX</u> BronzeProgramCodeAndData	Diagnostic VertX Program Code and Data Assignments	Diagnostic - VertX BronzeProgramCodeAndData	<b>→</b>
Diagnostic - VertX Controllers	Diagnostic VertX Controller Name, Type and ID	Diagnostic - VertX Controllers	+
Diagnostic - VertX DirtyEntities	Diagnostic VertX Pending Changes	Diagnostic - VertX DirtyEntities	-

Reports

On larger systems or systems with many reports, use the search box, navigation arrows or rolodex tab to locate a specific report.

To run a default report, click the appropriate red arrow. This will start the generation of the report (see figure Generating Report).



### Generating Report

As this screen indicates, you may continue to use SecurusWeb while this process is taking place and return to the reports screen to check the status of the report. Typically the report generation will take 5 to 15 seconds, but on larger systems or when running reports that contain large amounts of data, this may take longer. When generation is complete click the View Report link (see figure View Report).

Cards Listed by Encoded ID	
The report is complete.	
	Return to Report List     Uiew Report

View Report

Clicking the View Report link will open the PDF report in the default browser window (see figure PDF Report).

Cards, CardHolder Name & Access Level			
ncodedID	LastName	FirstName	AccessLevelName
001	Rick	Flood	All Door - 24x7
ows Listed 1			

**PDF Report** 

Use the reports section of the rich client to modify the columns, grouping/sorting and appearance of reports.

To apply filtering to a report, click the report name (see figure Reports). This will show the report limitation screen (see figure Report Limitation).

Events History Report		
The report has the following limitations applied:		
Limitation: Event		
Matches: AccessGranted		
The resulting report has 48 rows.	Recount Rows Add Limitation	

**Report Limitation** 

Click the Add Limitation button to add filtering. Click the Run Report icon to run the report after all filters have been applied.

### 1.5 Utilities

The Utilities tab contains 2 menu items (see figure Utilities).



- Upload Card Format <u>Customize Screen</u>

### 1.5.1 **Change User Password**

The Change User Password screen will allow the logged in user to change their password (see figure Change Password).

Old Password: New Password:	
Old Password:	
Old Password:	
New Password:	
Confirm New Password:	
Confirm	

Change Password

The Change Password screen has three fields:

- Old Password The logged in users current password.
- New Password The password the logged in user would like to use.
- Confirm New Password The new password again for confirmation.

Click the Confirm button to change the password.

# 1.5.2 Upload Card Format

The Upload Card Format screen allows the adding or changing of Card Formats to the SecurusWeb system (see figure Upload Card Format).

Upload Card Format		
File Location:	Browse	
File Description	<select a="" description="" format=""></select>	
Upload		

Upload Card Format

The Upload Card Format screen has two fields:

- File Location Click the Browse button to select the card format file.
- File Description Select on of the six possible formats:
  - $_{\odot}$  26 bit Wiegand
  - $_{\odot}$  33 bit Wiegand
  - $\circ$  34 bit Wiegand
  - $_{\odot}$  37 bit Wiegand
  - o Corp1000
  - $_{\odot}$  37 bit Wiegand with Facility Code

Click the Upload button to save the selected card format to the database.



The SecurusWeb system only allows one of each format type. Custom formats are NOT allowed in SecurusWeb 4.3.0.

# 1.5.3 Customize Screen

Enter topic text here.