ACFA Intellect

Access Manager Module Settings and Operation Guide

Last update 12/02/2019

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1 List of terms used in the Access Manager Module Settings and Operation Guide

User – a person whose data are processing by the Access Manager module. The Access Manager module allows processing data of visitors, vehicles and other types of users. Configuring and working of the module with different types of users are the same. In case of configuring and working with specific functions it will be additionally specified.

Operator – a person who configures and operates with the *Access Manager* module.

APB (*Antipassback*) – a control over access order. Function allows protecting from repeated use of identifier to pass in one direction.

Holiday – a non-working day. Specifying of holydays list in the system allows eliminating of defined days from time zones.

Access point – a point where access control is performed. An access point may be a door, a turnstile, a gate, or a boom barrier equipped with a reader, an electromechanical lock, or other access control devices.
Access level – right of user to access through the access point (points) depending on the time schedule. Also defines rule of arming and disarming access point. Access level can be general for all users from department and separate for one, several or all users.
Control reader – a reader which is used for card input to system.

2 Access Manager Module Settings and Operation Guide. Introduction

On the page:

2.1 Purpose of the document

The *Access Manager Module Settings and Operation Guide* is a reference manual designed for *Access Manager* module configuration technicians and operators. This module is part of the *ACFA Intellect* software system.

This Guide presents the following materials:

1. general information about the *Access Manager* module;
2. *Access Manager* module settings;
3. working with the *Access Manager* module.

2.2 General information about the Access Manager module

The *Access Manager* software module is a component of the *ACFA Intellect* software package and supports the following actions:

1. configure access mode of users and visitors to object with automated access control systems;
2. configure movement rules of users and visitors within object according to access levels;
3. configure operator rights to create, edit, delete and view departments;
4. configure operator rights to create, edit and delete access levels and users;
5. create and configure access levels as for each user and for all department;
6. create, configure and delete accounts of users and departments;
7. create, configure and delete time schedules and access levels;
8. print security passes for users.

3 Licensing policy for Access Manager

If you acquire 1 license for this module, it will allow you to use any number of **Access Manager** objects on any number of computers (Servers/RAWs and Clients). The same license also opens **Access Manager reports** object under **Web Report System** object so that you could use corresponding reports after *Intellect Web Report System* installation (for more information, see the Intellect Web Report System. User Guide) . In addition, the license allows the use of all integrated control readers (see the Control Readers Settings Guide).

4 Configuration of the Access Manager module

4.1 Procedure of configuring the Access Manager module

The *Access manager* module is configured on the settings panel of the **Access manager** object and on settings panels of the **User rights in Access Manager** and **Type of department** sub-objects.

The *Access Manager* module is configured as follows:

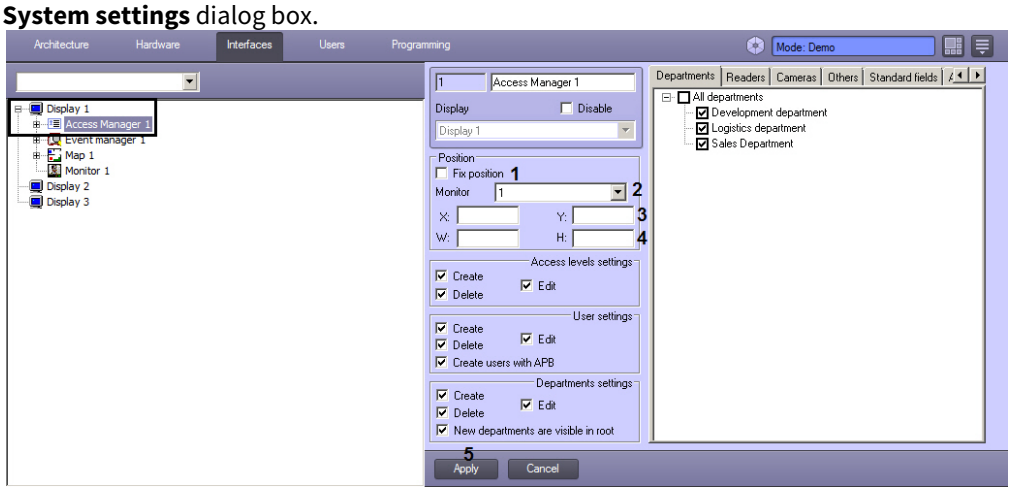
1. Configuring of location the **Access manager** window on the screen.
2. Specifying rights to configure objects in the **Access manager** window: visibility of departments, access rights for configuring access levels, users and departments.
3. Configuring of using control readers.
4. Select available cameras for input of user photos.
5. Configuring parameters of user creation.
6. Setting the prohibition of deleting non-empty departments, assigned ALs and TZs
7. Configuring of fields displaying.

4.2 Configuring the position of the Access manager window on the screen

Position of the **Access manager** window is not fixed on the screen on default and it can be changed. You can specify position of the **Access manager** window on the screen eliminating possibility to change its position while setting up the system.

> **Note.**
> When specify the fix position of the **Access manager** window on the screen, the caption bar won't display which increase the displaying area of the **Access manager** window content.

1. Go to the settings panel of the **Access manager** object created under the **Display** object on the **Interfaces** tab of the **System settings** dialog box.



2. Set the **Fix position** checkbox (**1**).
3. From the **Monitor** drop-down list select a system monitor on which the **Access Manager** window is to be displayed (**2**).
4. Set coordinates of the **Access Manager** window's upper left corner in the **X:** and **Y:** fields as percentage of width and height of the screen correspondingly (**3**).
5. Set width and height of the **Access Manager** window in the **W:** and **H:** fields as percentage of width and height of the screen correspondingly (**4**).
6. Click the **Apply** button (**5**).

Specifying fix position of the **Access Manager** window on the screen is completed.

4.3 Rights for configuring objects in the Access Manager

4.3.1 General information about rights for objects configuring in the Access Manager

Specifying rights for objects configuring allows to restrict actions available for operator of the *Access Manager* module while departments configuring, users and their access levels. Rights for objects configuring definitely correspond to user rights in the *ACFA Intellect* software package.

Rights for objects configuring in the *Access Manager* include permission or forbidding to perform the following operations with access levels, users and departments from the **Access Manager** window:

1. Create.
2. Edit.
3. Delete.

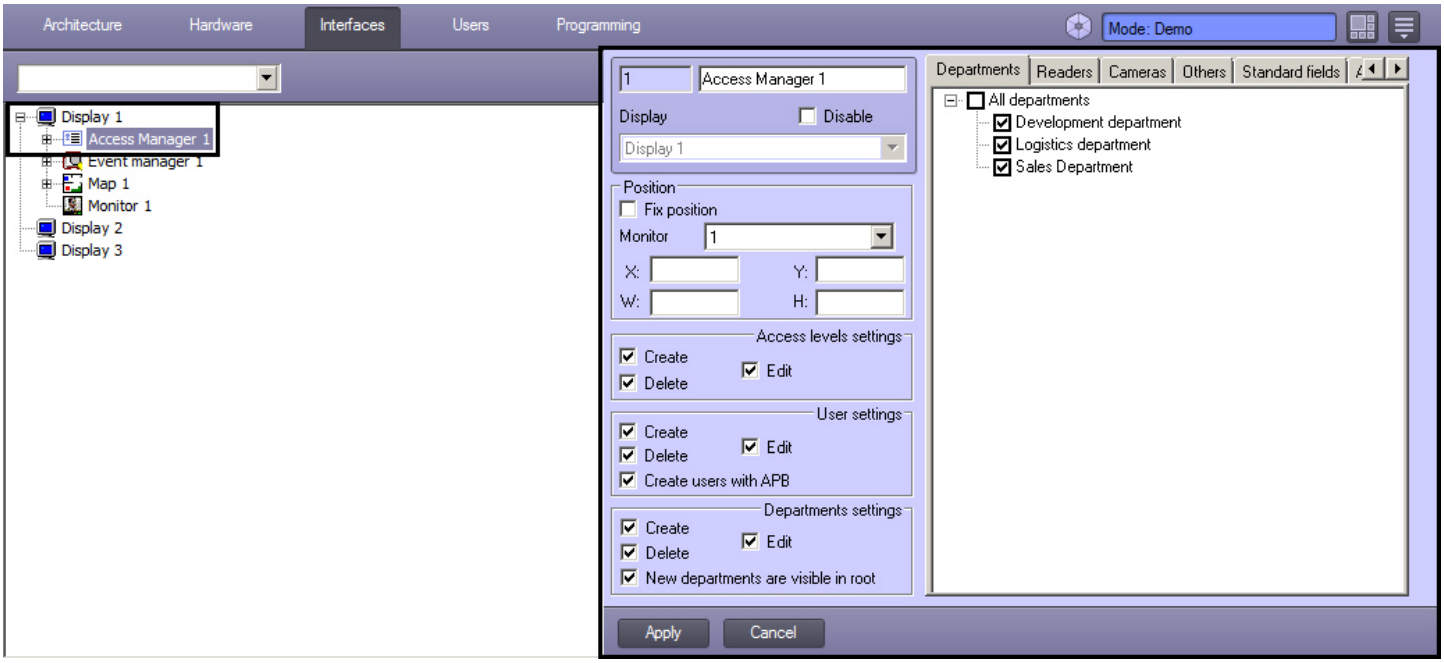
> **Note**
> Visibility for departments is also configured in the *Access Manager* module.

All operations mentioned above are allowable for operator.

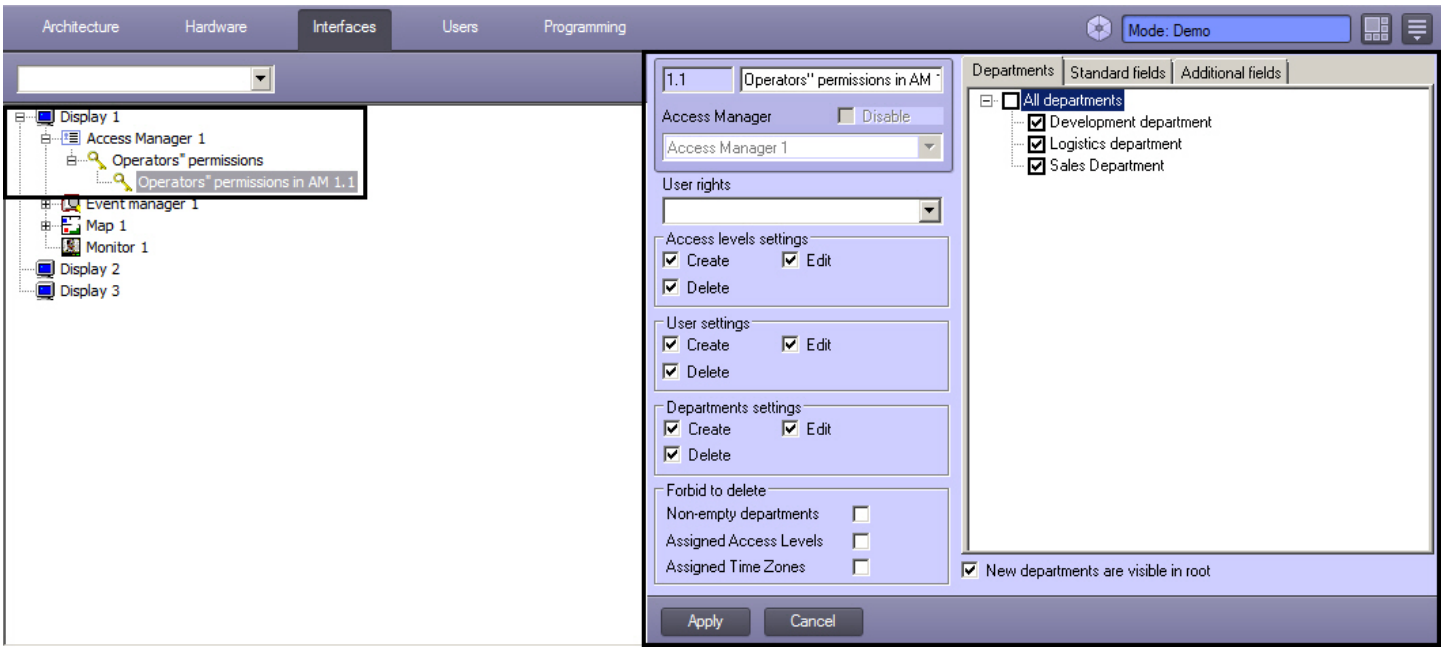
The *Access manager* software module allows specifying of common and individual rights for objects configuring.

Common rights for objects configuring have priority over individual rights. So if performing of some operation is forbidden by common rights for objects configuring, than it will be forbidden for all operators, even if it will be permitted by some individual rights.

Common rights for objects configuring are specified on the settings panel of the **Access Manager** object created under the **Display** object on the **Interfaces** tab of the **System settings** dialog box.



Individual rights for objects configuring are specified on the settings panel of the **Operators' permissions in AM** object, which is created on the basis of the **Access Manager** object on the **Interfaces** tab of the **System settings** dialog window.



4.3.2 Specify correspondence of operator rights in the Access Manager and in the Intellect software package

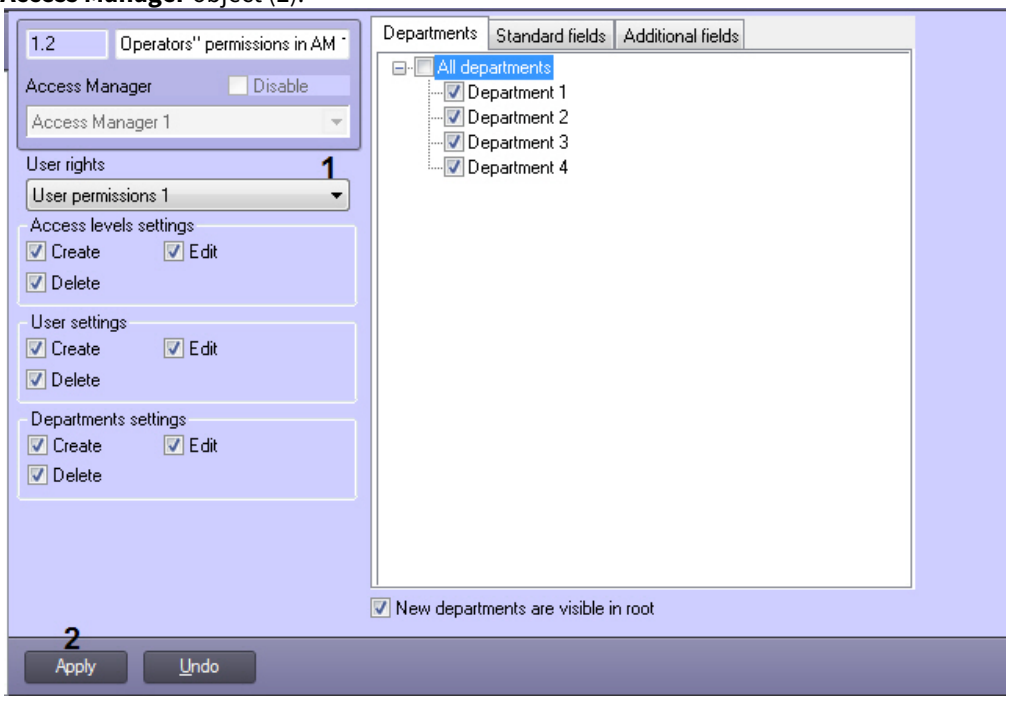
Individual rights for objects configuring in the *Access Manager* definitely correspond to user rights in the *ACFA Intellect* software package. So only one **User rights in Access Manager** object can correspond to one **User permissions** object and vice versa.

> **Note**
> If similar operator rights in the *Access Manager* should correspond to user rights in the *ACFA Intellect* software package, use the **Save** function from context menu of interface object, see The Save function section of the Intellect software package. Administrator's Guide.

To specify correspondence of operator rights in the *Access Manager* and in the *ACFA Intellect* software package, do the following:

1. Go to the settings panel of the **User rights in Access Manager** object.

2. From the **User rights** drop-down list select the **User permissions** object which is required to match to the **User rights in Access Manager** object (**1**).



> **Note**
> **User permissions** objects are created on the **Programming** tab of the **System settings** dialog window. Creating and configuring of these objects is described in the Rights administration section of the Intellect software package. Administrator's Guide. The current version of this document is available in the documentation repository

3. Click the **Apply** button (**2**).

Specifying correspondence of operator rights in the *Access manager* and in the *ACFA Intellect* software package is completed.

4.3.3 Rights for configuring access levels in the Access manager

To specify common and individual rights for configuring access levels, do the following:

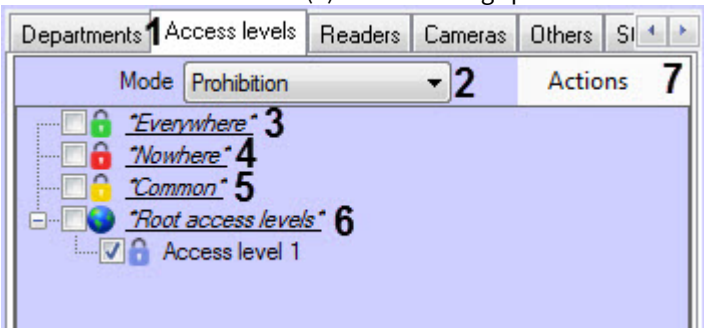
> **Note**
> Common rights are specified in the **Access Manager** settings panel, and individual rights are specified in the **User rights in Access Manager** settings panel.

1. Go to the settings panel of the **Access Manager** or **User rights in Access Manager** object.

2. If it's required to forbid operators to create access levels, remove the **Create** checkbox in the **Access levels settings** group (**1**).
3. If it's required to forbid operators to delete access levels, remove the **Delete** checkbox in the **Access levels settings** group (**2**)
4. If it's required to forbid operators to edit access levels, remove the **Edit** checkbox in the **Access levels settings** group (**3**).

To specify common and individual rights for restricting the access to access levels, do the following:

1. Go to the **Access levels** tab (**1**) on the settings panel of the **Access Manager** or **User rights in Access Manager** object.



2. In the **Mode** drop-down list (**2**) select the required mode:
   - **Prohibition** - restrict the access
   - **Permission** - allow the access
3. Set the checkboxes next to the required values:
   - **"Everywhere"** (**3**) - access to the predefined access level "Everywhere".
   - **"Nowhere"** (**4**) - access to the predefined access level "Nowhere".
   - **"Common"** (**5**) - access inherited from the department access level.
   - **"Root access levels"** (**6**) - set the checkbox to select all access levels in *Intellect* or expand the list and set the checkboxes only for the required access levels.

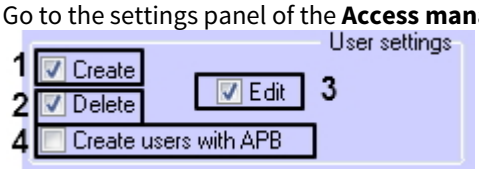
> **Note**
> Use the **Actions** button (**7**) to select and deselect all items, minimize and expand all drop-down lists, and search for access levels or folders.

Specifying common and individual rights for configuring access levels and restricting the access to them is completed.

4.3.4 Rights for users configuring in the Access Manager

To specify common or individual rights for users configuring, do the following:

1. Go to the settings panel of the **Access manager** or **User rights in Access Manager** object.



2. If it's required to forbid operators to create users, remove the **Create** checkbox in the **User settings** group (**1**).
3. If it's required to forbid operators to edit users, remove the **Edit** checkbox in the **User settings** group (**2**).
4. If it's required to forbid operators to delete users, remove the **Delete** checkbox in the **User settings** group (**3**).
5. If it's required to allow operators to create users with antipassback enabled, set the **Create users with APB** checkbox in the **User settings** group (**4**).

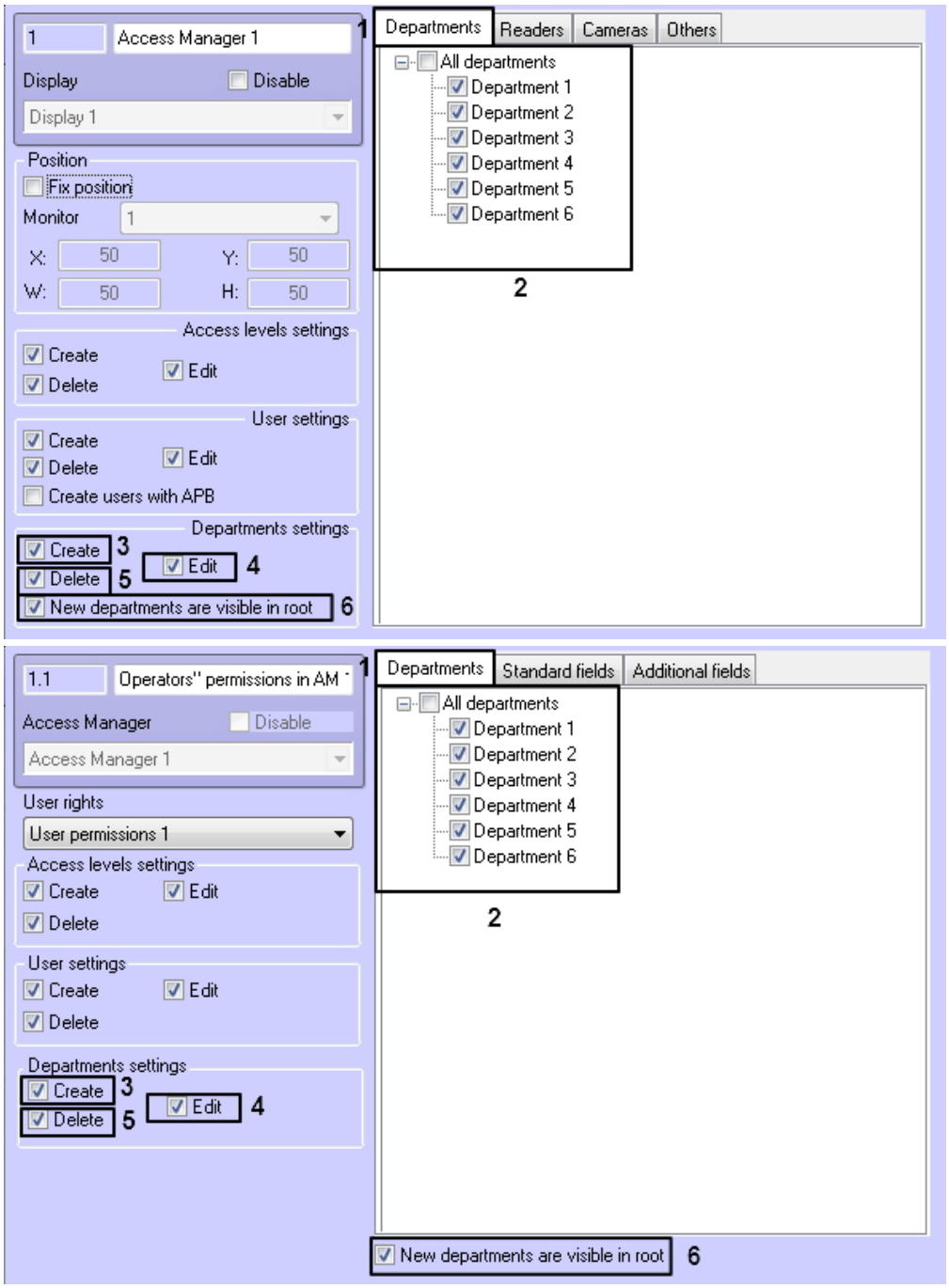
> **Note**
> **Create users with APB** checkbox is available only on the **Access manager** settings panel.

Specifying of common and individual rights for users configuring is completed.

4.3.5 Rights for configuring and viewing departments in the Access Manager

To specify common or individual rights for configuring and viewing departments, do the following:

1. Go to the settings panel of the **Access manager** or **User rights in Access Manager** object and open the **Departments** tab (**1**).



2. Set checkboxes close to departments which should be available in the *Access Manager* interface module (**2**).
3. If it's required to forbid operators to create new departments, remove the **Create** checkbox (**3**).
4. If it's required to forbid operators to edit departments, remove the **Edit** checkbox (**4**).
5. If it's required to forbid operators to delete departments, remove the **Delete** checkbox (**5**).
6. New departments located in the root of departments hierarchy and departments replacing to the hierarchy root. On default new departments locating in the root of departments hierarchy and departments transferred to the root of hierarchy regardless of their visibility before transferring are available in the *Access Manager* interface window - the **New departments are visible in root** checkbox is set (6). If new departments and departments transferred to the root of hierarchy should be invisible in the *Access Manager* window, deselect the checkbox.

Attention!
If the **New departments are visible in root** checkbox is deselected, creation of new departments in the root of departments hierarchy will be forbidden even if the **Create** checkbox is set (**3**).

> **Note**
> New departments created via the *Access Manager* module on the basis of visible departments will be visible on default.

Specifying of common and individual rights for configuring and viewing departments is completed.

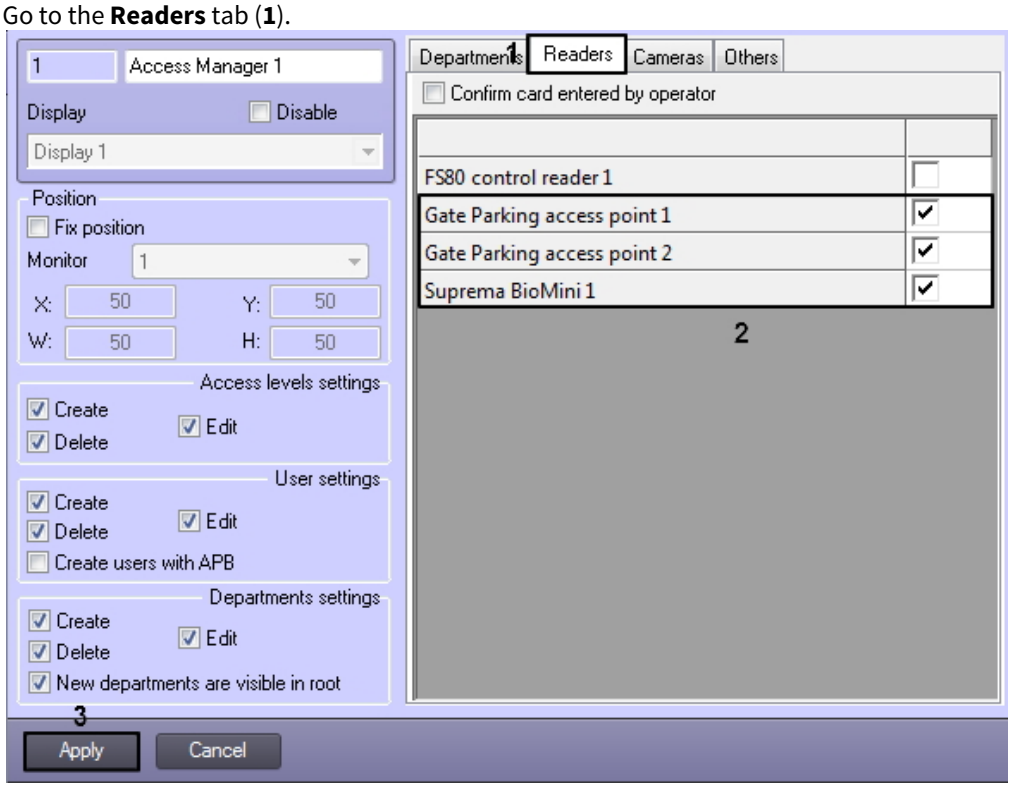
4.4 Configuring readers in the Access Manager

4.4.1 Selecting control readers in the Access Manager

It is possible to specify the list of control readers used for assigning access cards to users in the **Access Manager** interface window while configuring the *Access Manager* program module.

To select control readers, do the following:

1. Go to the settings panel of the **Access Manager** object.
2. Go to the **Readers** tab (**1**).



3. Set checkboxes close to those readers which should be available in the **Access Manager** window while access cards input (**2**).

> **Note**
> Objects corresponding to control readers are created and configured on the **Hardware** tab of the **System settings** dialog window (see Control Readers Settings Guide)

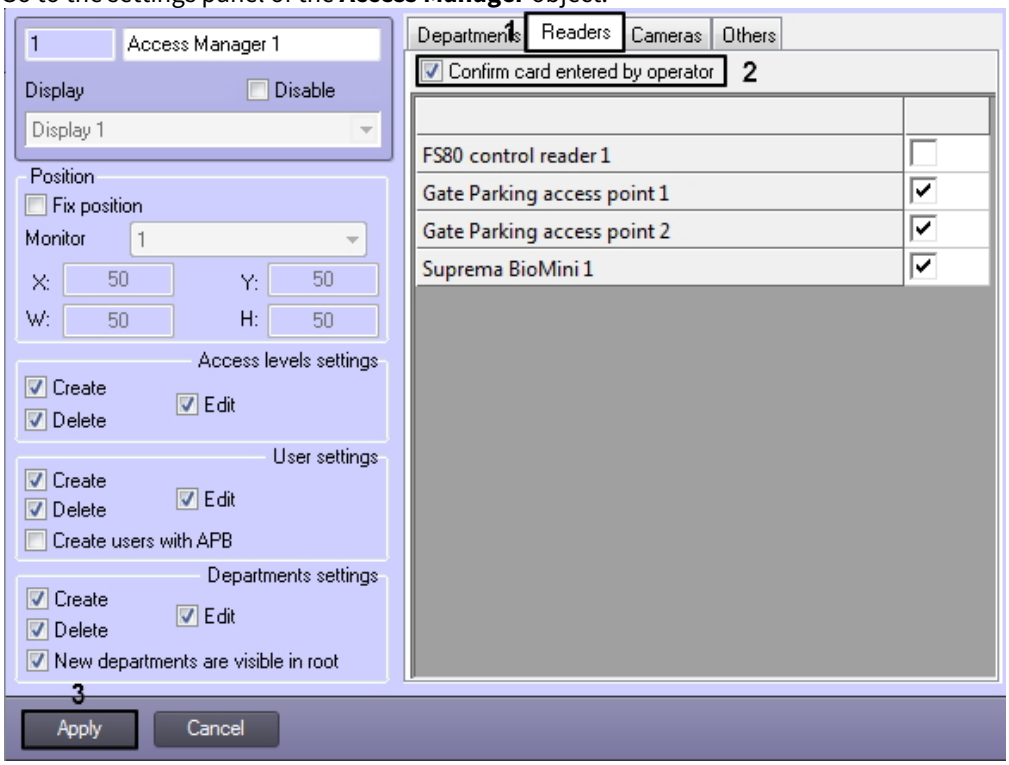
4. To save changes click the **Apply** button (**3**).

Selecting of readers is completed.

4.4.2 Configuring confirmation of access cards input in the Access Manager

If it's required that operator confirms assigning of access cards to user, do the following:

1. Go to the settings panel of the **Access Manager** object.



2. Go to the **Readers** tab (**1**).
3. Set the **Confirm card entered by operator** checkbox (**2**).
4. To save changes click the **Apply** button (**3**).

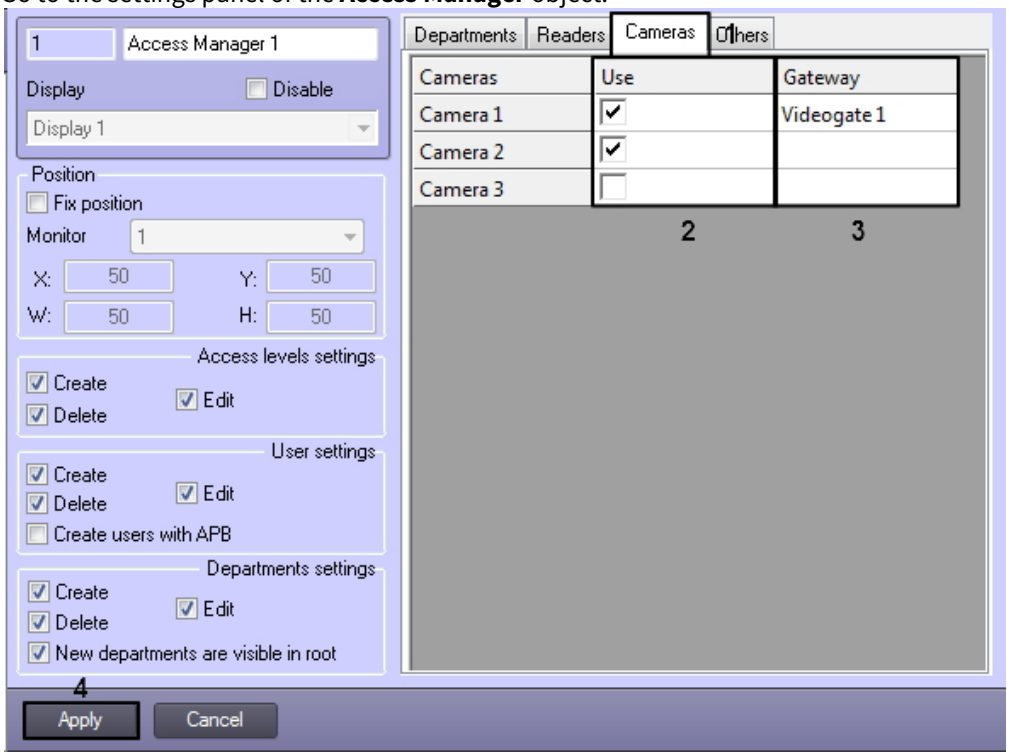
Configuring of confirmation access cards input is completed.

4.5 Selecting available cameras in the Access Manager

The *Access Manager* program module allows specifying cameras which will be available in the **Access Manager** window for setting photos to users.

To select available cameras, do the following:

1. Go to the settings panel of the **Access Manager** object.



2. Go to the **Cameras** tab (**1**).
3. In the **Use** column set checkboxes close to cameras which are to be used for setting photos to users (**2**).

> **Note**
> **Camera** objects are created on the **Hardware** tab of the **System settings** dialog window. Creating and configuring **Camera** is described in the *Intellect software package. Installing and Configuring Security System Components Guide* document. Current version of this document is available in the documentation repository.

4. If video from camera is to be received using videogate, select the required **Videogate** object from the drop-down list in the **Gateway** column (**3**).

> **Note**
> The corresponding **Videogate** object should be configured for data transferring with this camera. Configuring the **Videogate** object is described in the *Intellect software package. Administrator's guide* document. Current version of this document is available in the documentation repository.

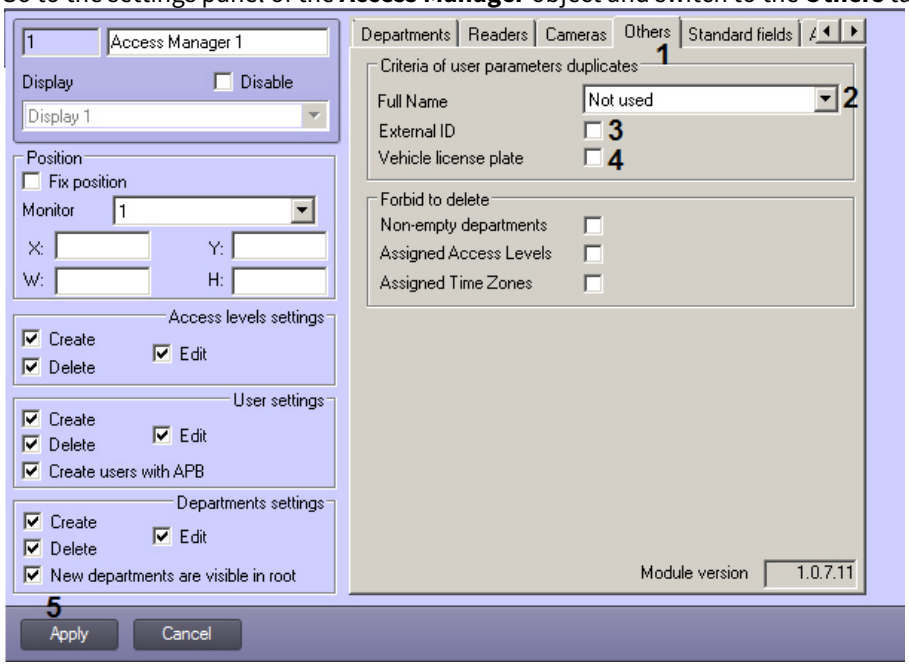
5. To save changes click the **Apply** button (**4**).

Selecting of available cameras is completed.

4.6 Configuring parameters of users creation in the Access Manager

To configure parameters of users creation, do the following:

1. Go to the settings panel of the **Access Manager** object and switch to the **Others** tab (**1**).



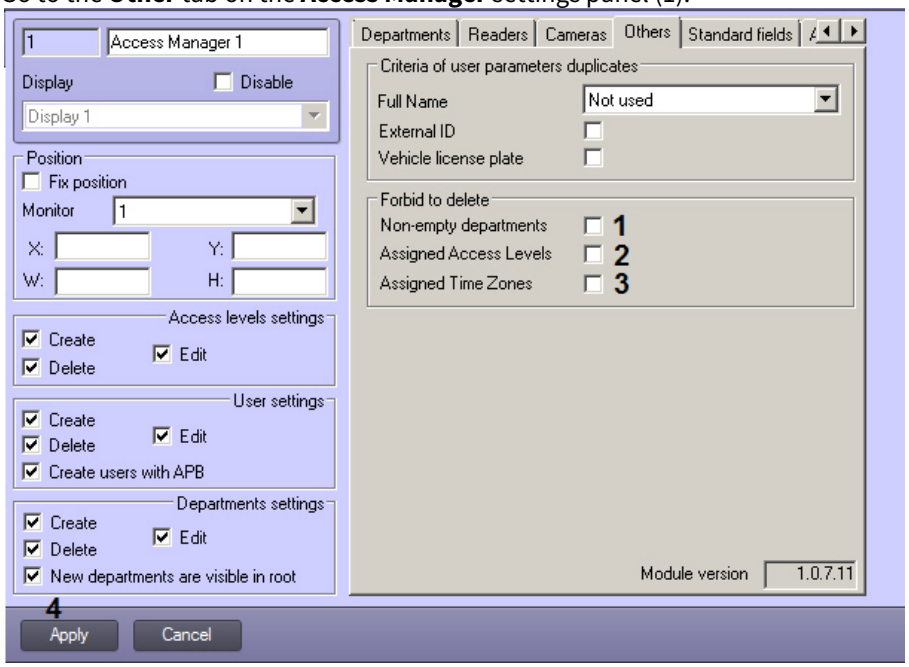
2. From the **Full Name** drop-down list select the way of definition duplicate user records (**2**):
   a. **Not used** – it's accepted to add users with equal full name.
   b. **Surname, name** – it's forbidden to add users with equal name and surname even if patronymic is differed.
   c. **Surname, name, patronymic** – it's forbidden to create users with equal full name.
3. Set the **External ID** checkbox if you want to forbid creating users with the same external identifiers (**3**).
4. Set the **Vehicle license plate** checkbox if you want to forbid creating users with the same vehicle plate numbers (**4**).
5. To save changes click the **Apply** button (**5**).

Configuring parameters of users creation is completed.

4.7 Setting the prohibition of deleting non-empty departments, assigned ALs and TZs

Set the prohibition of deleting non-empty departments, assigned access levels (ALs) and time zones (TZs) as follows:

1. Go to the **Other** tab on the **Access Manager** settings panel (1).



2. Set the **Non-empty departments** checkbox to forbid deletion of the departments in which there are users (1).
3. Set the **Assigned Access Levels** checkbox to forbid deletion of the access levels assigned to departments or users (2).

4. Set the **Assigned Time Zones** checkbox to forbid deletion of time zones used in access levels (3).
5. Click **Apply** to save settings (4).

Setting the prohibition of deleting non-empty departments, assigned ALs and TZs is completed.

4.8 Configuring fields displaying in user accounts

4.8.1 Configuring Main department type

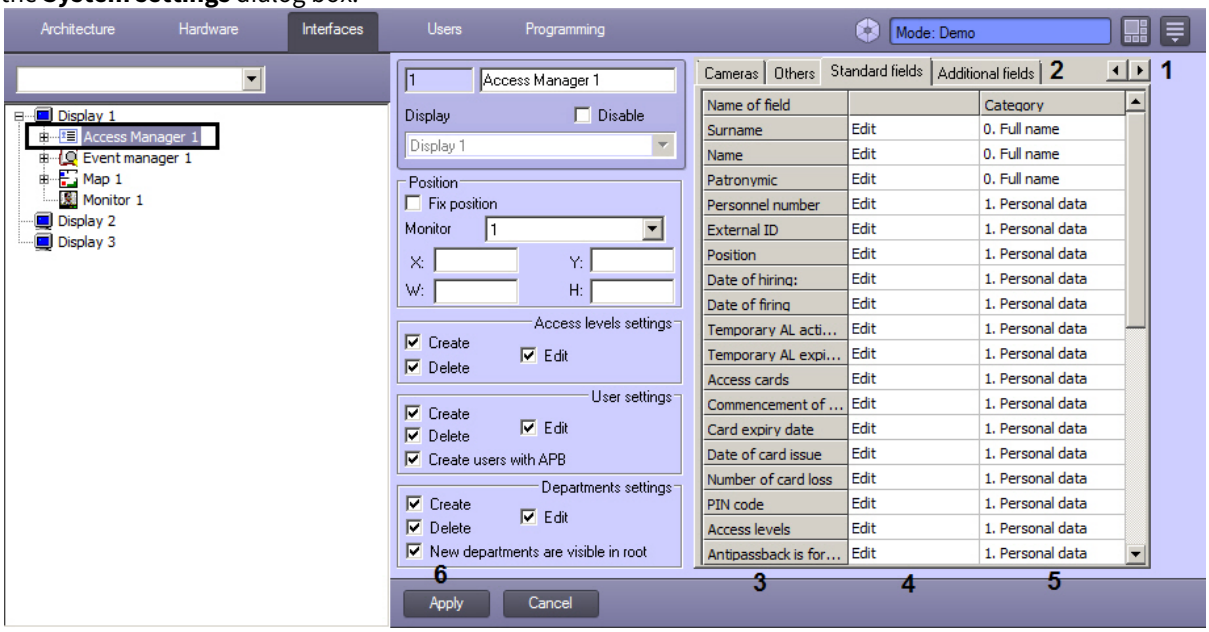
The **Main** department type defines fields of the user profile available in **Access Manager** for view and edit by default.

> **Note.**
> Fields visibility can also be restricted by **Type of department** and/or **Operators' permissions in AM** objects – see Configuring a type of department in the Access Manager and Configuring availability of fields depending on operator rights in the Access Manager.

> **Note.**
> Fields visibility configured in the **Main** type of department is applied if **Main** type is selected for the department while editing in the **Access Manager** (see Editing a department).

Configure the Main department type as follows:

1. Go to the **Access manager** object settings panel. The object is created under the **Display** object on the Interfaces tab of the **System settings** dialog box.



2. Use (1) buttons to go to the **Standard fields** or **Additional fields** tab (2).
3. Available fields are shown in the **Name of field** column (3).

> **Note.**
> See Setting user parameters for details on the fields.

4. Set visibility and editability of each field as necessary. For that:
   a. Select one of the following values in the (4) column:

Value	Description
Hidden	The field is not displayed in the list while editing or viewing user
Read only	The field is displayed in the list while editing or viewing user but is not editable

Value	Description
Edit	The field is displayed in the list while editing or viewing user band is editable. *Note. The **Card issued by** and **Access level assigned by** fields are always not editable as so as these fields are automatically filled with the name of the Operator assigning/changing card or access level.*

b. Enter name of the group to display the field in the list of user's parameters in the **Access Manager** interface window in the **Category** column (5). Category name is arbitrary. If it is not specified, the parameter is shown in **Other** group.

> **Note.**
> Categories are sorted alphabetically. Use number prefixes in the name to set strict order of sorting.

5. Click **Apply** to save settings (6).

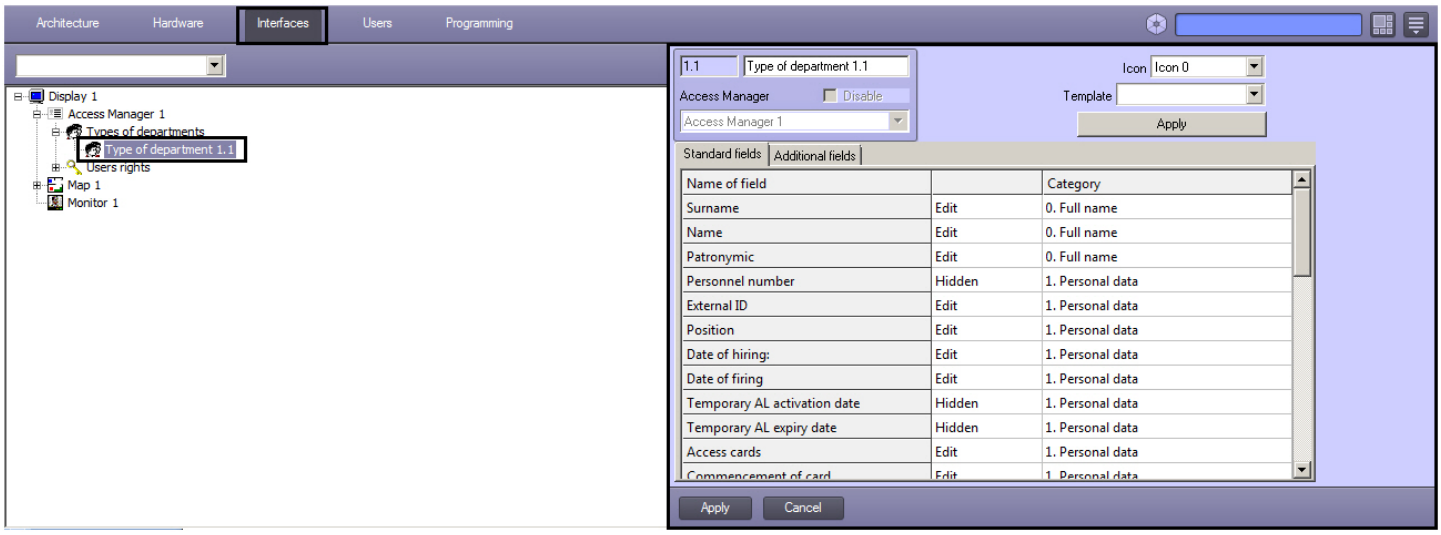
Configuring the **Main** department type is completed.

4.8.2 Configuring a type of department in the Access Manager

Type of department defines fields of users available to view and edit in the **Access Manager** interface window.

> **Note**
> Visibility of fields is defined by operator rights – see the Configuring availability of fields depending on operator rights in the Access Manager section.

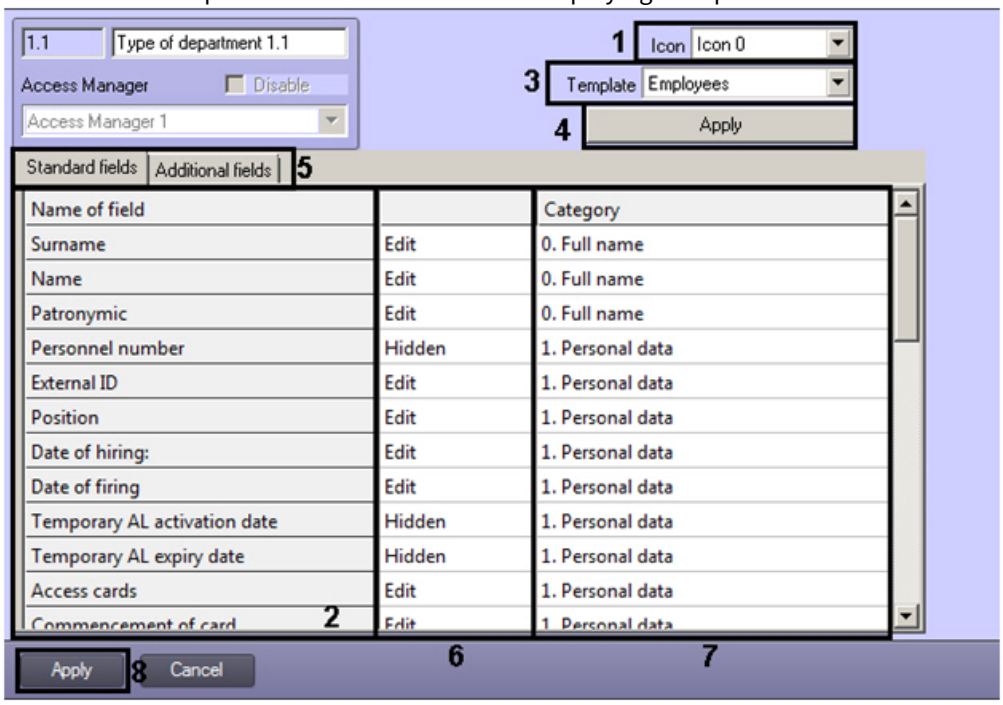
Type of department is configured on the settings panel of the **Type of department** object which is created on the basis of the **Access Manager** object on the **Interfaces** tab of the **System settings** dialog window.



To configure type of department, do the following:

1. Go to the settings panel of the **Type of department** object.

2. From the **Icon** drop-down list select the icon for displaying of department in the **Access Manager** window (**1**).



3. List of available fields is displayed in the **Name of field** column (**2**).

> **Note**
> See description of fields in the Setting user parameters section.

4. It is possible to select template types of departments while going from the *Visitor Management System* module to the *Access manager* module and for convenience of settings of general fields availability. To perform it, do the following:
   a. From the Template drop-down list select the required template of department type (**3**). Templates of following department types are available: **Employees, Visitors, Vehicle**.
   b. Click the **Apply** button to apply the template (**4**). As a result values in correspondence with the selected template will be displayed in the **Standard fields** and **Additional fields** tabs (**5**).

> **Attention!**
> Settings of the **Type of department** object won't be saved while clicking the **Apply** button. This button only changes values of fields to the specified values in the template. To save these settings click the **Apply** button when all settings will be completed (see step 6).

5. If it's required to set visibility and availability for required fields editing manually, do the following:
   a. In the column (**6**) from the drop-down list select one of the following values:

Value	Description
Hidden	The field is not displayed in the list of user parameters while viewing and editing
Read only	The field is displayed in the list of user parameters while viewing and editing but is not available for editing
Edit	The field is displayed in the list of user parameters while viewing and editing and is available for editing. Note. It is not available to edit **Card issued by** and **Access level assigned by** fields because these fields are filled in automatically by the operator data while changing/assigning access level or access card.

   b. In the **Category** column enter the name of group in which the field will be displayed in the list of users parameters in the **Access Manager** window while editing and viewing (**7**). Category name can be optional. If category is not specified, the field will be displayed in the **Other** category of the list of parameters.

> **Note**
> Categories in the list are sorted by alphabet. If it's required to strictly define the order of categories, use numeral prefix as for categories used in templates (see step 4).

6. To save changes click the **Apply** button (**8**).

Configuring of department type is completed.

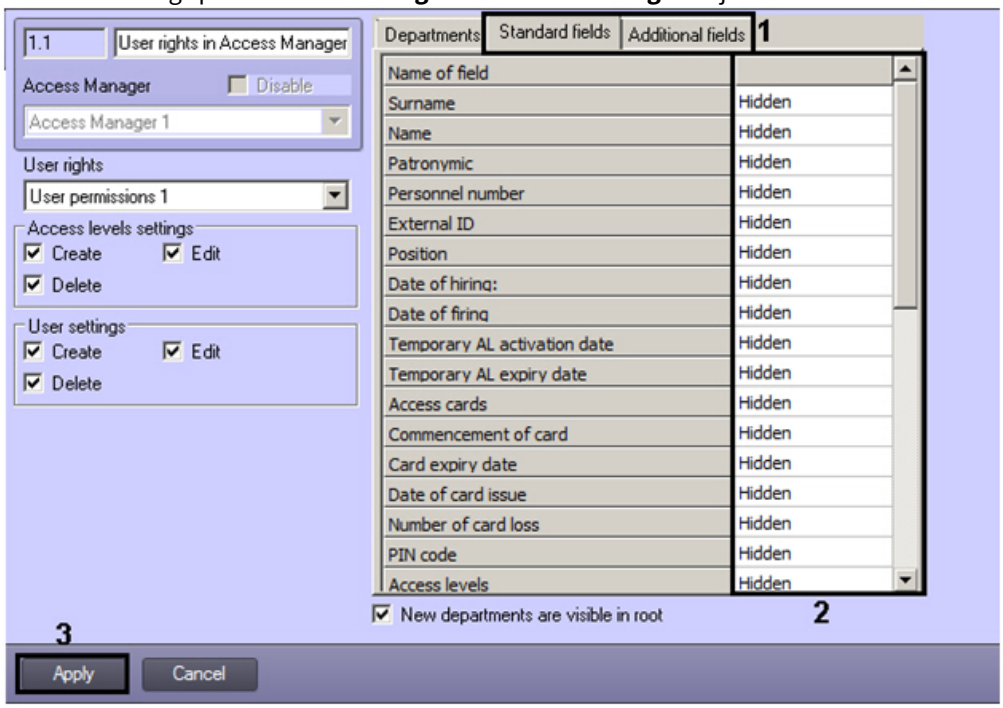
4.8.3 Configuring availability of fields depending on operator rights in the Access Manager

The Access Manager program module allows restricting of visibility and availability for editing user fields depending on operator rights in the *Access Manager*. Prohibition on performing operation with field in operator rights has priority over availability of field for viewing and editing specified while configuring the type of department. For example, if some field is available for editing in accordance to settings of department type, but its review is forbidden by rights of some operator, than this field won't be visible to this operator. Conversely, if editing of field is allowed by operator rights in the Access manager but the field is available only for reading, than the field will be available for reading for all operators.

> **Note**
> User reregistration in the *ACFA Intellect* software is required to apply changes when rights of the current operator are changed.

To configure availability of fields depending on operator rights, do the following:

1. Go to the settings panel of the **User rights in Access Manager** object.



2. The list of all user fields is displayed on the **Standard fields** and **Additional fields** tabs (**1**). All user fields are hidden on default.

> **Note**
> See also description of fields in the Setting user parameters section.

3. In the column (**2**) from the drop-down list select one of the following values:

Value	Description
Hidden	The field is not displayed in the list of user parameters while viewing and editing

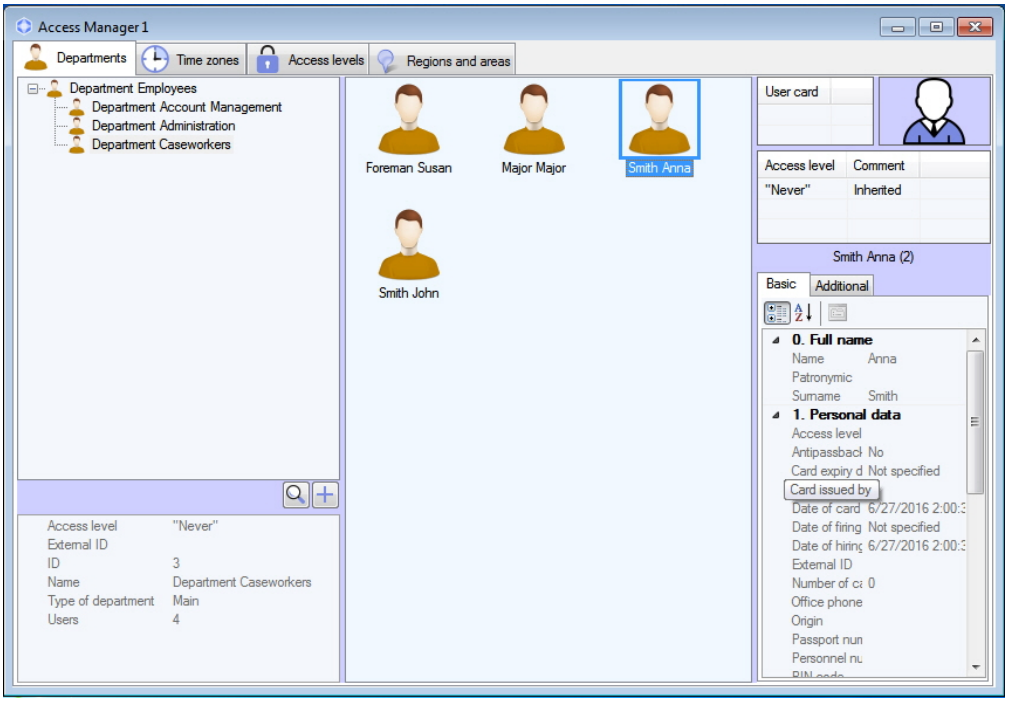
Read only	The field is displayed in the list of user parameters while viewing and editing but is not available for editing
Edit	The field is displayed in the list of user parameters while viewing and editing and is available for editing. Note. It is not available to edit **Card issued by** and **Access level assigned by** fields because these fields are filled in automatically by the operator data while changing/assigning access level or access card.

4. To save changes click the **Apply** button (**3**).

Configuring of availability fields depending on operator rights is completed.

5 Access Manager module interface

General view of the **Access manager** interface window is shown in the figure.



Note
If fix position of the window in the screen is specified, the name of the Access Manager window won't be displayed - see the Configuring the position of the Access manager window on the screen section.

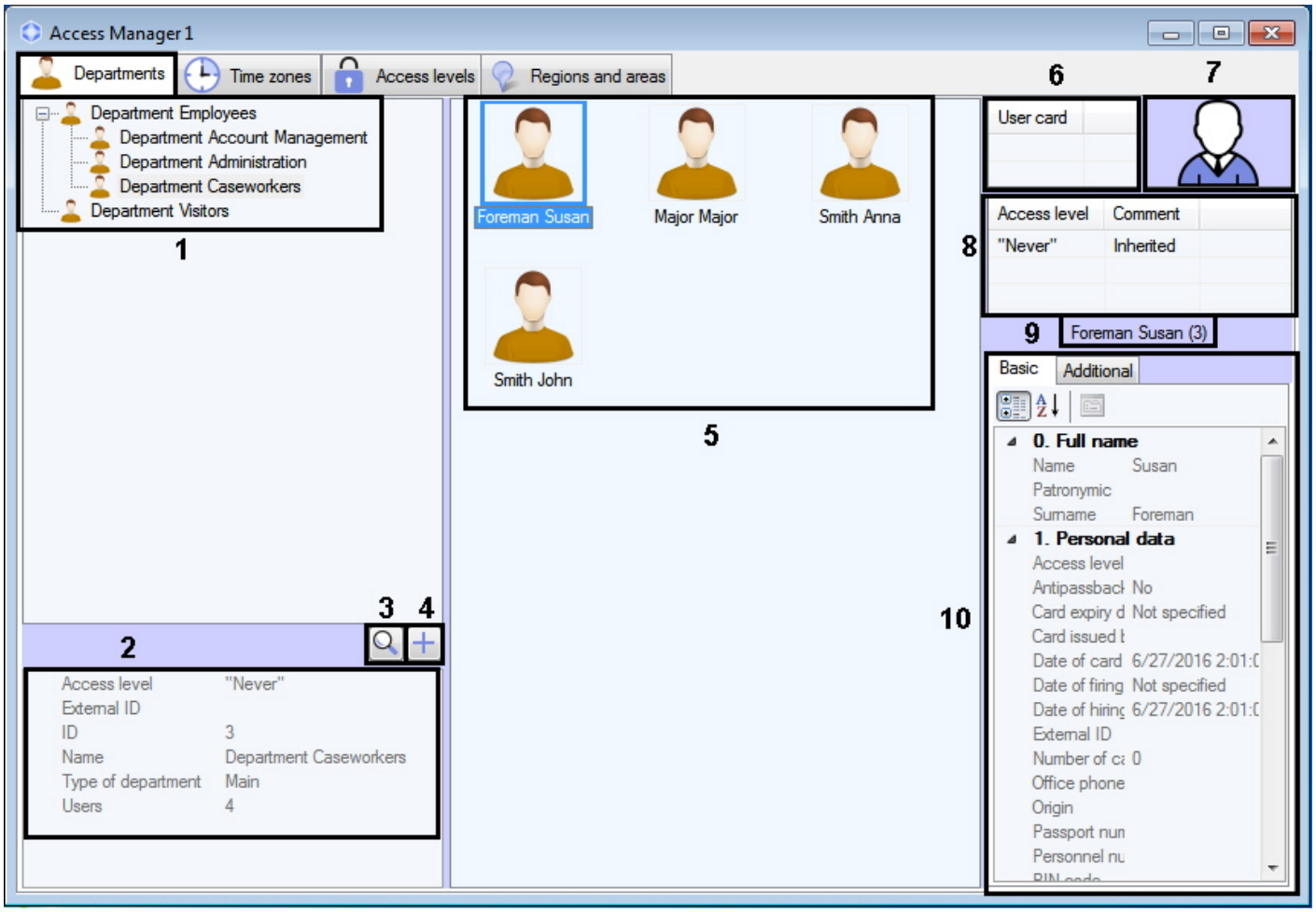
The **Access Manager** window contains three tabs:

1. **Departments** tab
2. **Time zones** tab
3. **Access levels** tab
4. **Regions and areas** tab

Description of each tab is follows.

5.1 Departments tab

Working with departments and users is performed on the **Departments** tab.



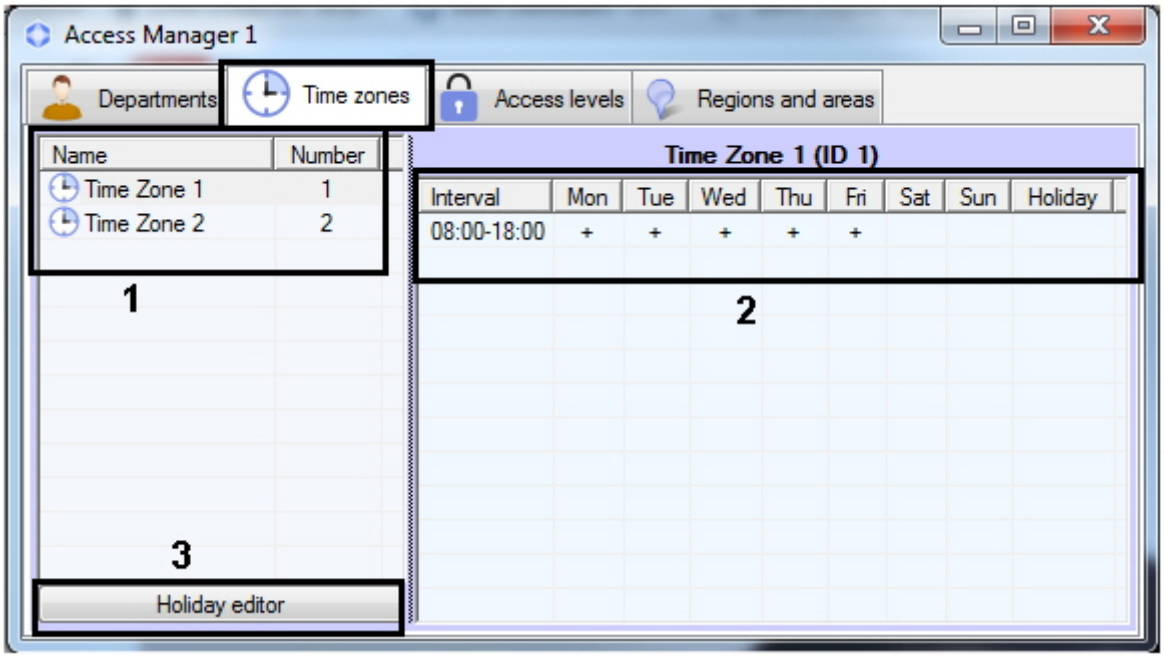
Description of **Departments** tab elements is given in the table.

№	Element	Description
1	Departments tree	Hierarchy structure of created departments available for viewing relying on operator rights and/or settings of the Access Manager object – see the Rights for configuring and viewing departments in the Access Manager section.
2	Department parameters	Parameters of department: ID, External ID, Name, Number of users, Type of department, Access levels. Setting and editing of department parameters is given in the Working with departments in the Access Manager software module section.
3	Search for department	Department search button – see the Department search section.
4	Add department	Button of adding a department –see the Adding a department section.
5	List of department users	List of users from the selected department.
6	List of user access cards	Displaying of the list of access cards assigned to user. See also the Assigning an access card to a user section. This list can be hidden or is not available depending on the **Access card** settings in operator rights and/or on the **Access manager** object (see the Configuring fields displaying in user accounts section)
7	User photo	Displaying of photo assigned to user. See also the Assigning a photograph to a user section.

8	List of user access levels	List of access levels assigned to user. See also the Assigning access levels to a user section. This list can be hidden or is not available depending on the **Access levels** settings in operator rights and/or on the **Access Manager** object (see the Configuring fields displaying in user accounts section)
9	User full name	Displaying of user surname, name, patronymic and its ID (in brackets).
10	User parameters	Displaying of user information. Description of fields is given in the Setting user parameters section.

5.2 Time zones tab

Working with time zones and holidays is performed on the **Time zones** tab.

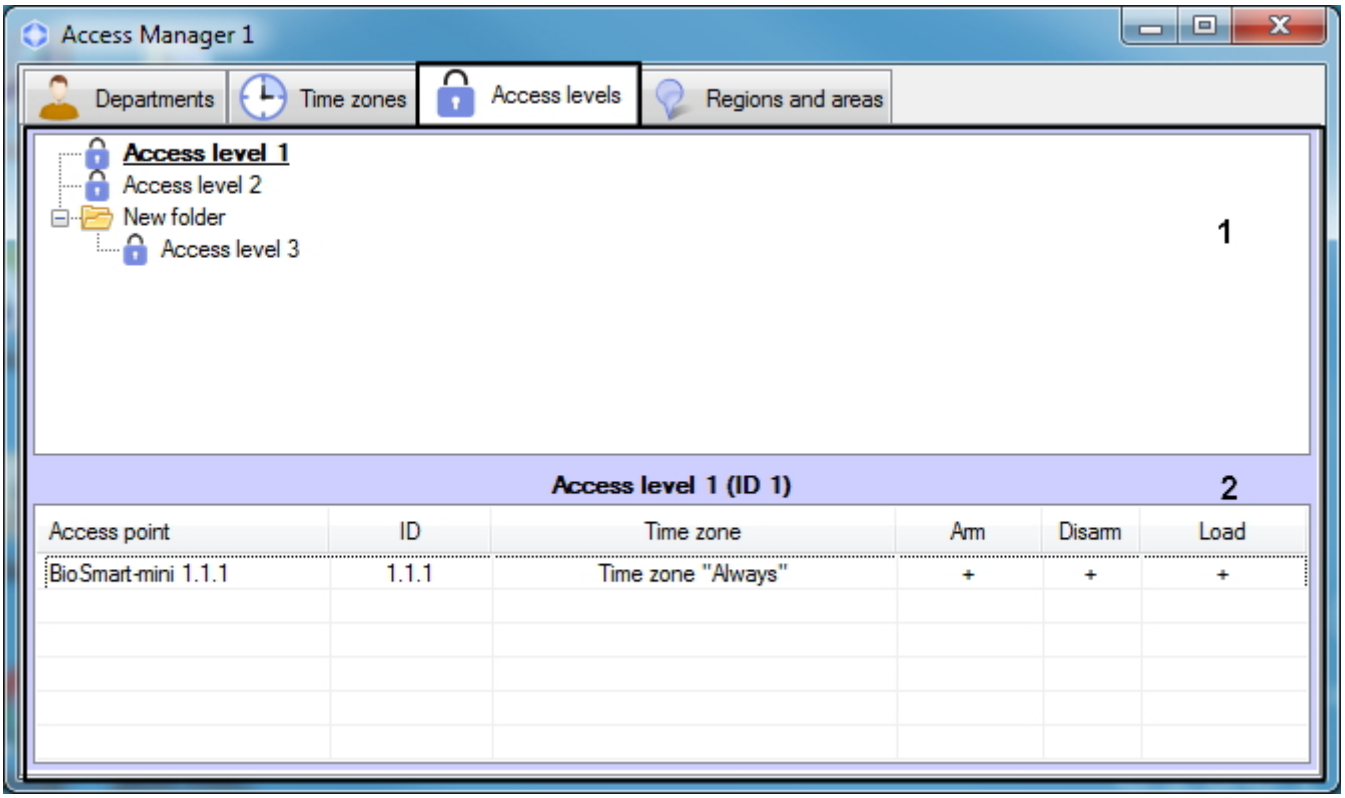


Description of **Time zones** tab elements is given in the table.

№	Element	Description
1	List of time zones	Names and identification numbers of time zones created in the system. The following ways of displaying time zones list are available: **List**, **Table**, **Large icons**. The **Table** view is used on default. See also the Selecting a view of displaying objects list in the Access Manager section.
2	Time zone intervals	List of intervals incoming to the time zone.
3	Holiday editor	Button opening a window of holiday editing – see the Editing holidays section.

5.3 Access levels tab

Working with user access levels is performed on the **Access levels** tab.

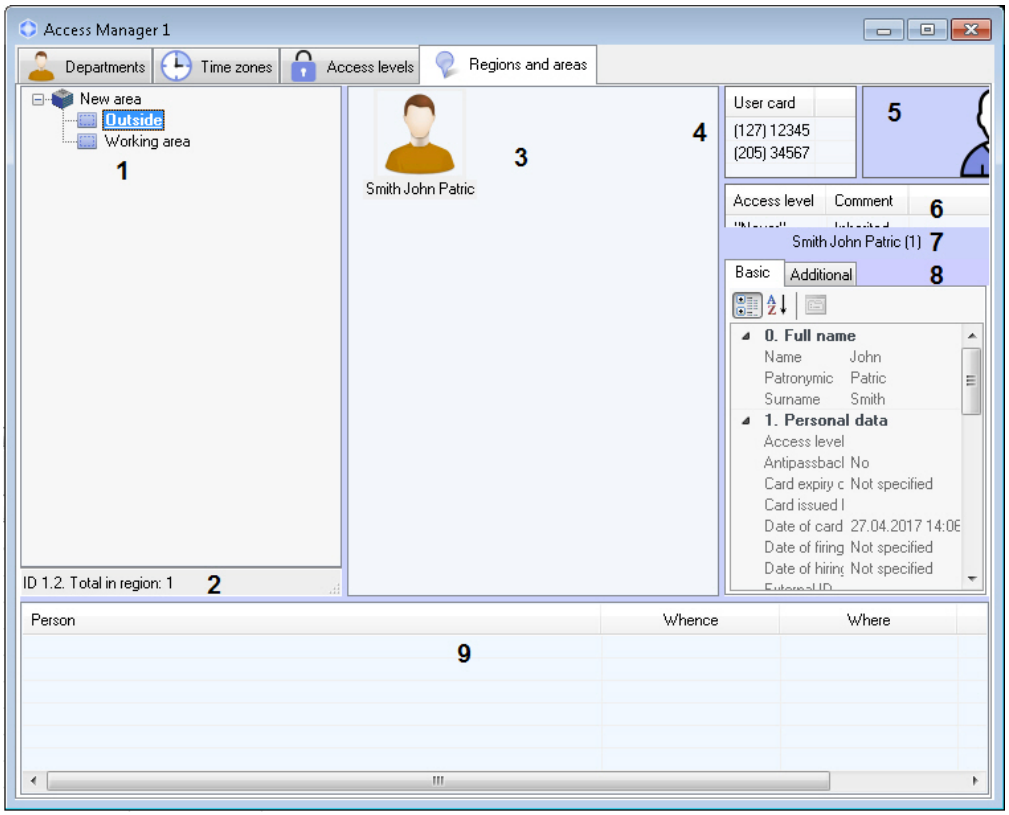


Description of **Access levels** tab elements is given in the table.

№	Elements	Description
1	List of access levels	List of access levels created in the system. The **List** view is used on default. See also the Selecting a view of displaying objects list in the Access Manager section. For details on working with the elements of the list, see Managing the list of access levels.
2	Access level parameters	Description of selected access level: list of access points with identification numbers and time zones, parameters of access point arming and disarming, sending access cards to controller after presenting access card by user. The **Table** view is used by default.

5.4 Regions and areas tab

The **Regions and areas** tab allows to perform Emergency Monitoring.



Description of **Regions and areas** tab elements is given in the table.

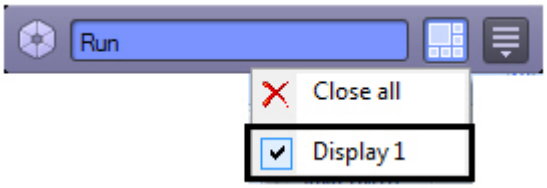
No.	Element	Description
1	Areas and regions tree	Hierarchy structure of created areas and regions in the system – see Creating, editing and deleting Area and Region objects
2	Information on the selected area or region	ID of the area/region and the current number of people in it.
3	The list of users in the region	The list of users who are currently located in the region.
4	List of user access cards	Displaying of the list of access cards assigned to user. See also the Assigning an access card to a user section. This list can be hidden or is not available depending on the **Access card settings** in operator rights and/or on the **Access manager** object (see the Configuring fields displaying in user accounts section)
5	User photo	Displaying of photo assigned to user. See also the Assigning a photograph to a user section.
6	List of user access levels	List of access levels assigned to user. See also the Assigning access levels to a user section. This list can be hidden or is not available depending on the **Access levels** settings in operator rights and/or on the **Access Manager** object (see the Configuring fields displaying in user accounts section)
7	User full name	Displaying of user surname, name, patronymic and its ID (in brackets).
8	User parameters	Displaying of user information. Description of fields is given in the Setting user parameters section.
9	Passes log	Displaying information on users passages in real-time mode.

6 Working with the Access Manager software module

6.1 Starting and stopping the Access Manager module

The **Access manager** window is a standard interface window of the *ACFA Intellect* software window. Starting and closing of this window is performed using the **Display** menu of the main control panel.

> **Note**
> The **Access Manager** object is to be created on the basis of the corresponding display on the **Interface** tab to run the **Access Manager** software module**.**



To display the **Access Manager** interface window select the **Display** object on the basis of which the corresponding **Access manager** object is created. To hide the **Access Manager** window select the **Close all**.

General view of the Access Manager window see in the Access Manager module interface section.

To close the **Access Manager** window use the  button. So for repeat opening of this window double click the icon in the Windows system tray. Pointing to this icon  , the name of the **Access Manager** object corresponding to the **Access Manager** interface window will display.

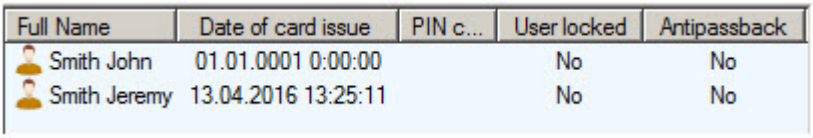
> **Note**
> The module icon is displayed in the Windows system tray depending of the value of the *DebugLevel* setting in the *HKLM->Software->Wow6432Node->ITV->INTELLECT->Debug* branch of the Windows Registry. If this parameter is set to 0, empty or missing, the icon will not be displayed. If the parameter has a non-zero value, the icon will be displayed.

6.2 General operations with the Access Manager interface elements

6.2.1 Selecting a view of displaying objects list in the Access Manager

In the *Access manager* software module it's possible to configure the view of user lists, time zones and access levels. The following displaying types are available:

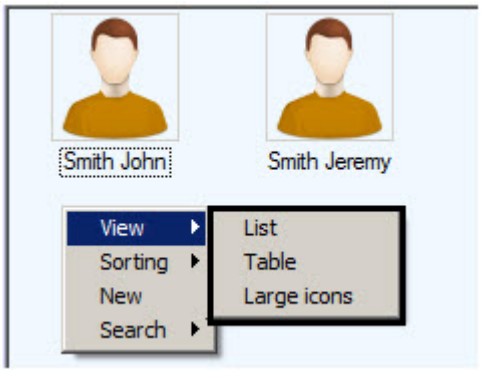
1. List.
   

2. Table.
   

3. Large icons.
   

> **Note**
> The **Large icons** view is used on default for user list, times and zones and regions and areas list; **Table** and **List** views are used for access levels. The latter can not be changed.

To select the view of displaying use functional menu opened by right mouse click in free space of objects list or any user.

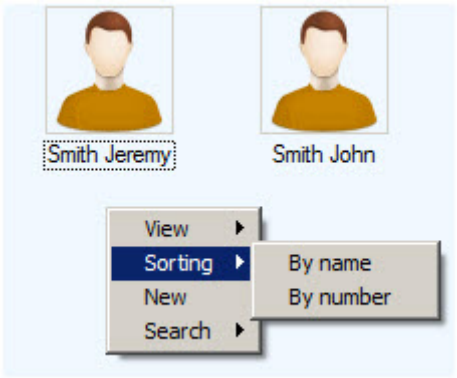


6.2.2 Selecting a way of sorting objects in the list

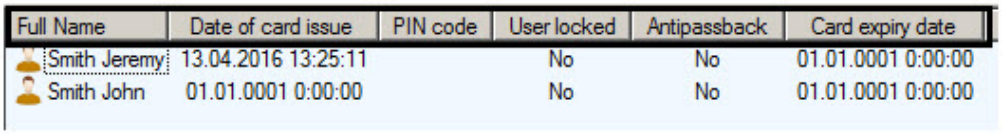
In the *Access Manager* software module it's possible to select the following ways of sorting user lists, time zones and access levels if the **List** or **Large icons** view is selected:

1. By name.
2. By number.

To select the way of sorting use functional menu opened by right mouse click in free space of objects list or any user.

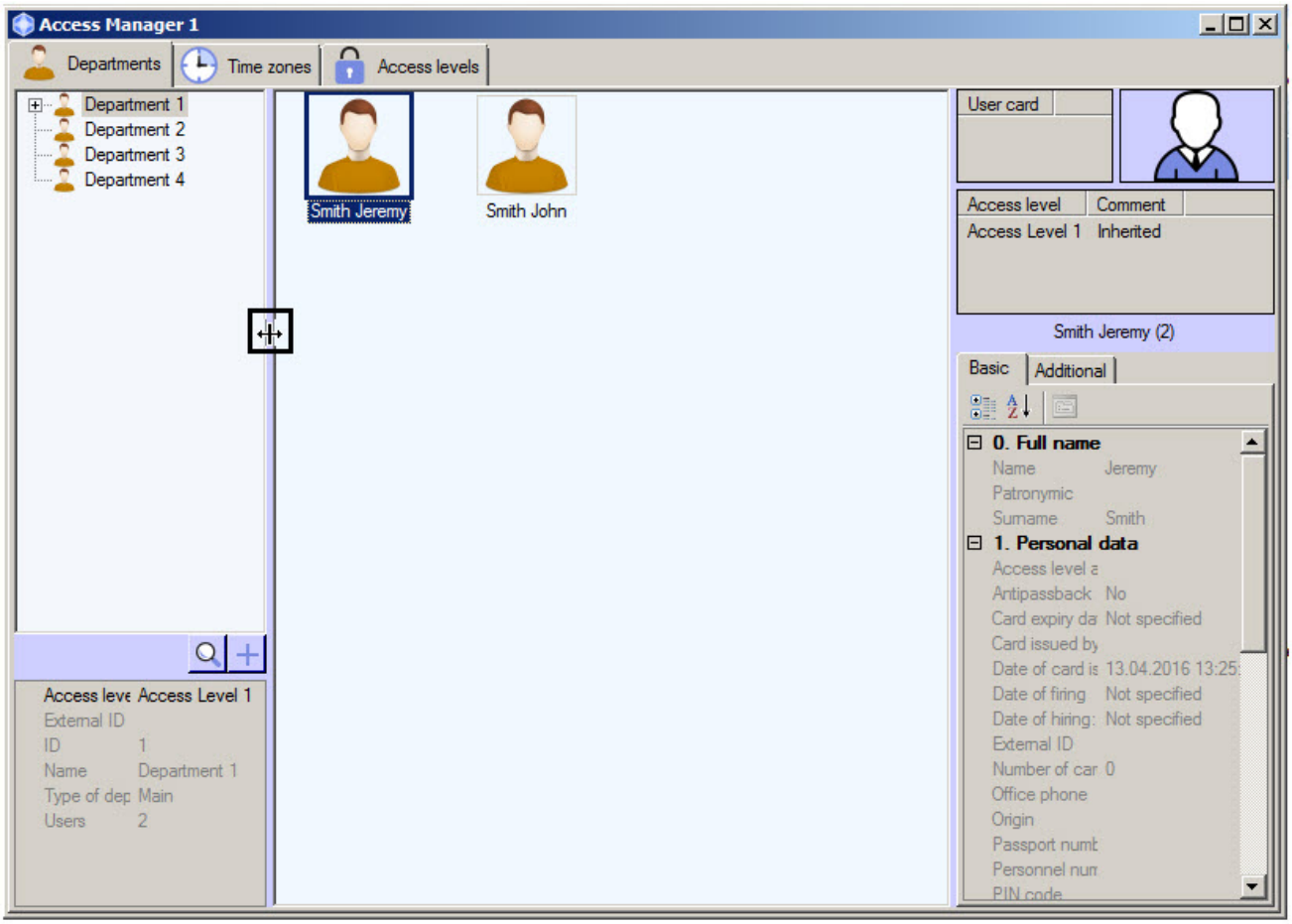


To sort values in the list by some field if the **Table** view is selected, click the left mouse button on the title of column with field name.



6.2.3 Change elements sizes of the Access Manager window interface

It's possible to change elements sizes of the **Access Manager** window interface using mouse. Pointing to border between interface elements of the **Access Manager** window, the cursor will be as follows.



It's possible to move the border between interface elements holding the left mouse button.

6.2.4 Key combinations for working with objects lists

Use key combination described in the following table while working with lists of users, time zones and access levels.

The object list is to be active for using hot keys. So before using key combination click the left mouse button on area of object list.

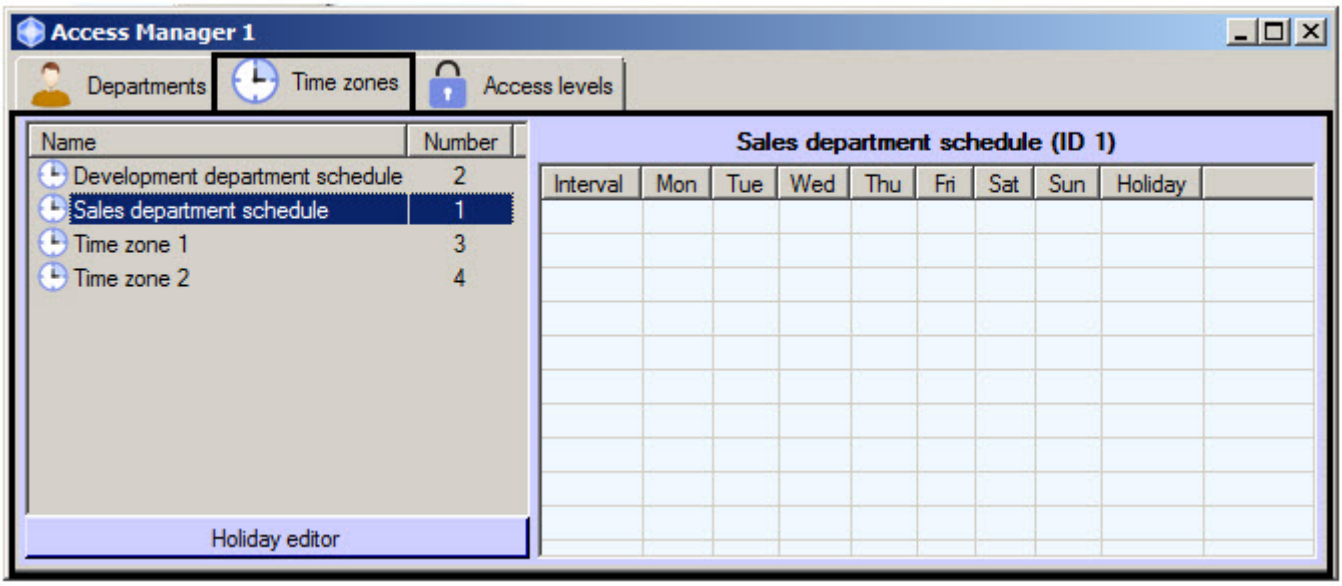
> **Note**
> To use Ctrl+Del and Ctrl+Backspace key combinations select the object in the list.

Key combination	Description
Ctrl+F	Search for object.
Ctrl+N	Create new object.
Ctrl+Del Ctrl+Backspace	Delete object.

6.3 Working with time zones in the Access Manager software module

6.3.1 General information about time zones in the Access Manager software module

Working with time zones is performed on the **Time zones** tab of the **Access Manager** window.



Time zone is used as working schedule in the Access Manager software module. It's possible to set intervals of two types:

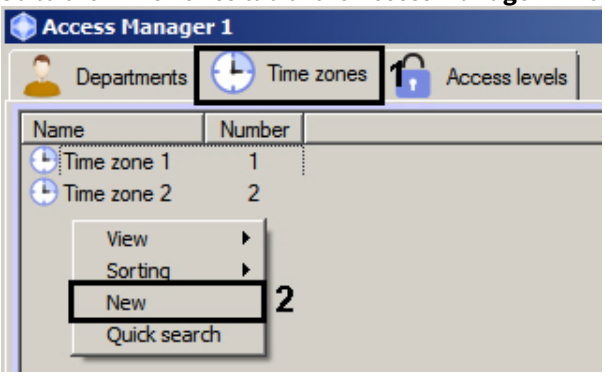
1. Week interval. Time interval is set for specified days of the week.
2. Intervals of shift schedule. Interval is repeated with specified period starting from the specified day.

Attention!
Few types of hardware support shift schedules in spite of their supporting in the *Access Manager* software module. At most, time zones with shift intervals will be ignored by ACS integration. Exception to this case applies if integration supports operation in the "Access request" mode when hardware request the integration on access through the specified access point.

6.3.2 Creation and deletion of a time zone in the Access Manager software module

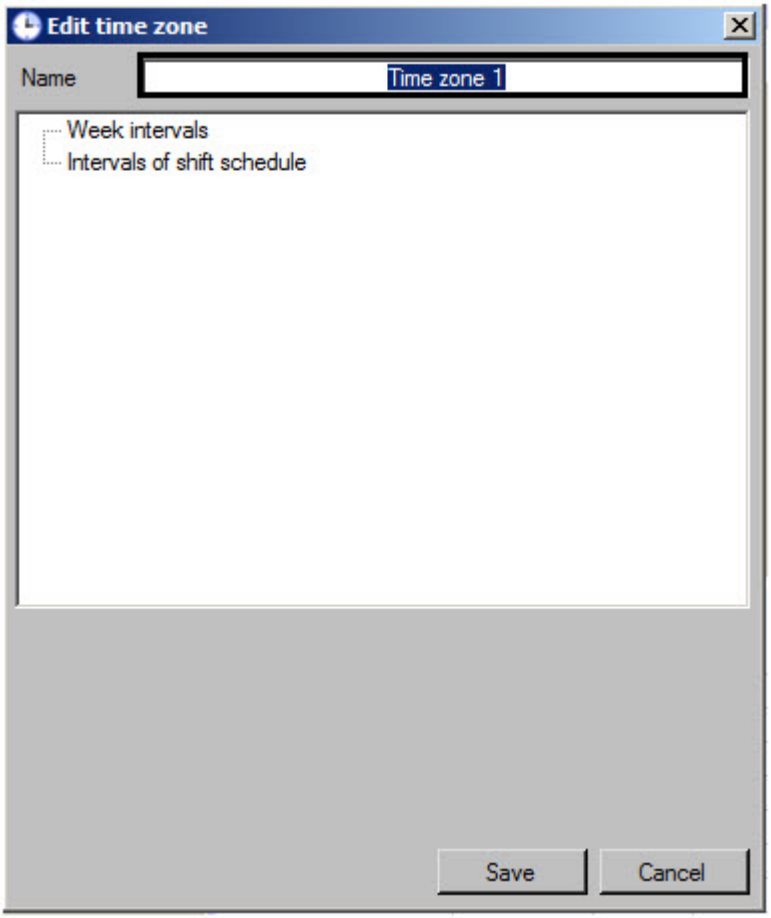
To create time zone, do the following:

1. Go to the **Time zones** tab of the **Access Manager** window (1).



2. Click the right mouse button in free area of time zone list. The functional menu will be opened.

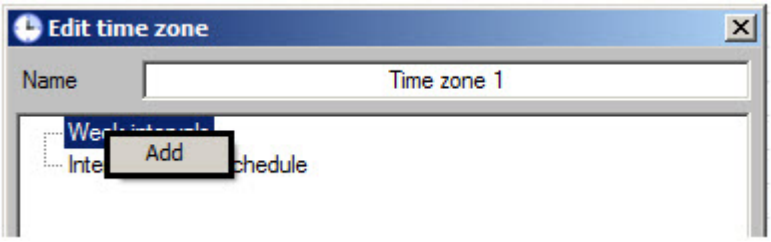
3. Select the **New** item (2). The **Edit time zone** window will open.



4. Enter the name of creating time zone in the **Name** field.

> **Note**
> If time zone with specified name is already exists, than the corresponding message will be displayed while saving.

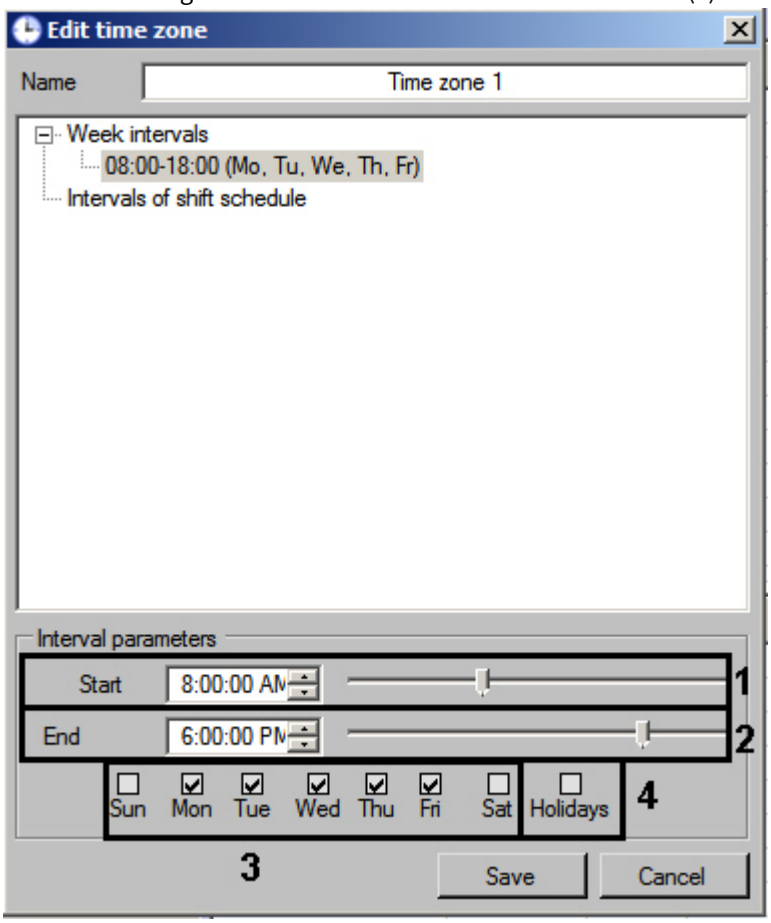
5. Add week intervals to the time zone if it's required:
   a. Click right mouse button on the **Week intervals** line and select the **Add** item in the opened functional menu.



   b. New interval will be created in the **Week intervals** group. Panel of interval configuring will display at the bottom of the **Edit time zone** window.

> **Note**
> Name of the interval is a time period and specifying days in which interval operates within brackets. Apart of week days separated by commas, the following values can be specified:
> 1. Empty interval.
> 2. Whole week.
> 3. Whole week and on holiday.
> 4. On workdays.
> 5. On workdays and on holiday.
> 6. On the weekend and on holiday.
> 7. On the weekend.
> 8. Only on holiday.

c. Enter or set using slider time of interval start in the **Start** field (1).

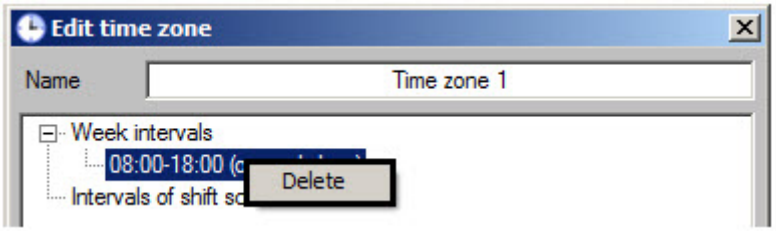


d. Enter or set using slider time of interval end in the **End** field (2).

e. Set checkboxes corresponding to days in which interval should operate (3).

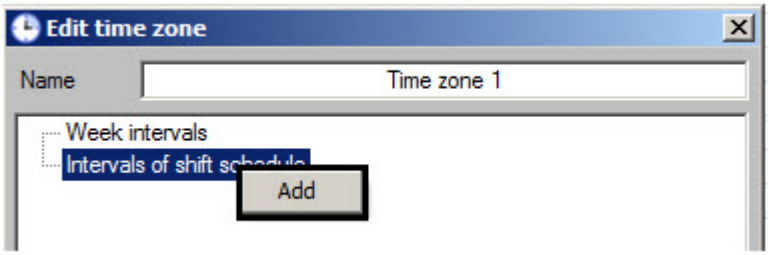
f. If it's required to eliminate holidays from the interval, set the **Holidays** checkbox (4).

> **Note**
> Working with holidays is described in the Edit holidays section.

> **Note**
> To delete interval, click right mouse button on the interval and select the **Delete** item in the opened functional menu.
>
> 
>

g. Repeat steps a-f for all required week intervals.

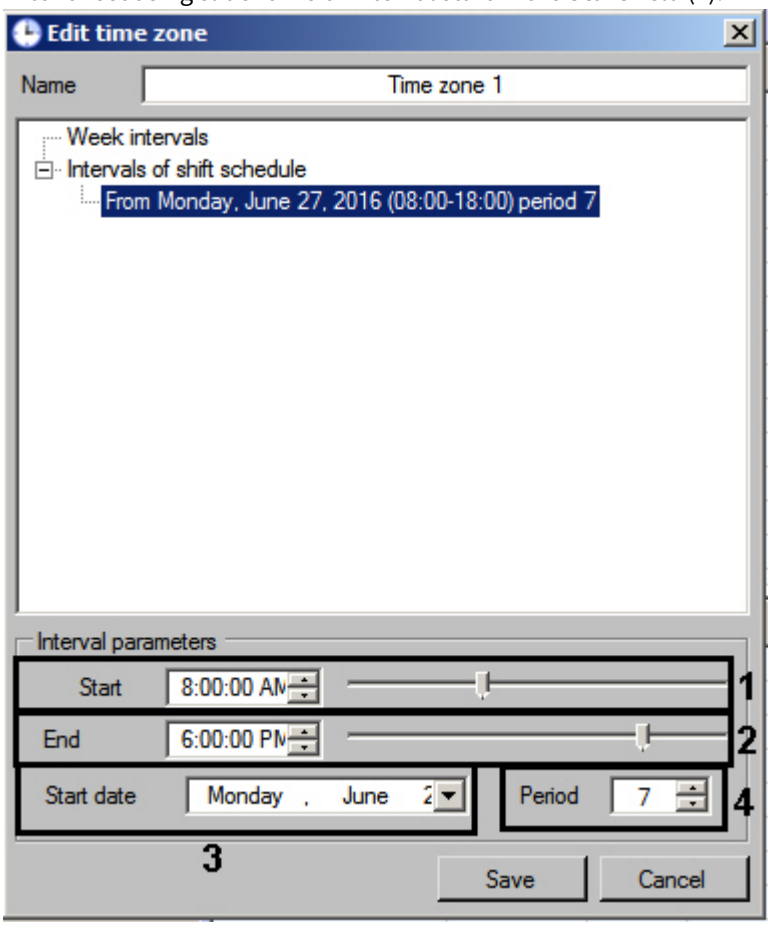
6. Add intervals of shift schedule to the time zone if it's required:
   a. Click right mouse button on the **Intervals of shift schedule** line and select the **Add** item in the opened functional menu.



   b. New interval will be created in the **Intervals of shift schedule** group. Panel of interval configuring will display at the bottom of the **Edit time zone** window.

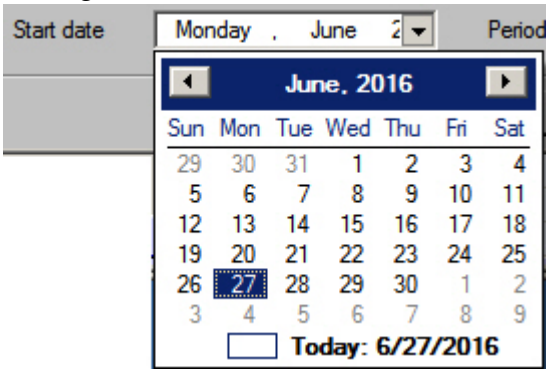
> **Note**
> Name of the interval is a date of interval start, time interval and period of interval repetition in days.

c. Enter or set using slider time of interval start in the **Start** field (1).



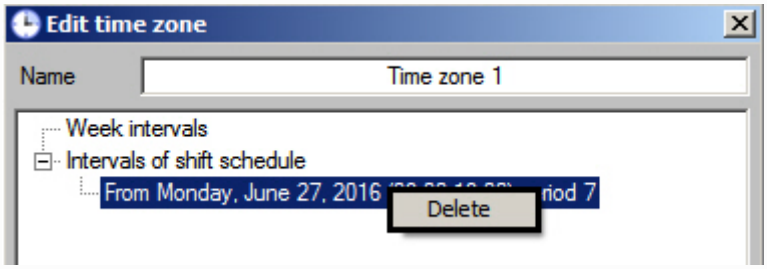
d. Enter or set using slider time of interval end in the **End** field (2).

e. Enter the start day of shift schedule in the **Start date** field using keyboard or calendar opened by  button clocking (3).



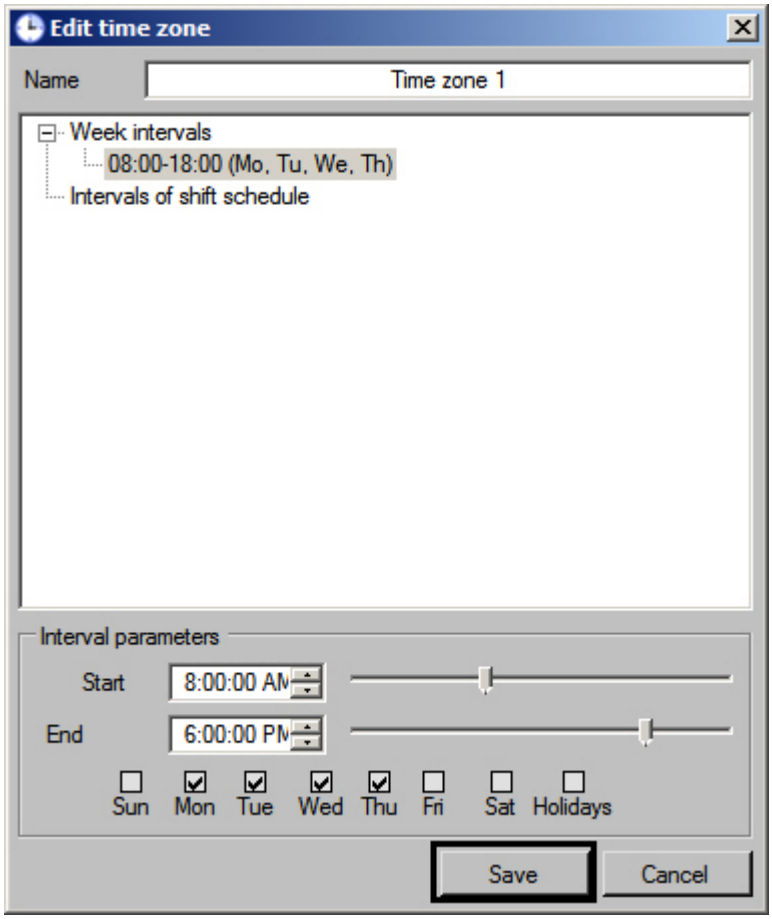
f. In the **Period** field using up-down buttons enter the number of days in which the interval of shift schedule will be repeated (4).

Note
To delete interval, click right mouse button on the interval and select the **Delete** item in the opened functional menu.

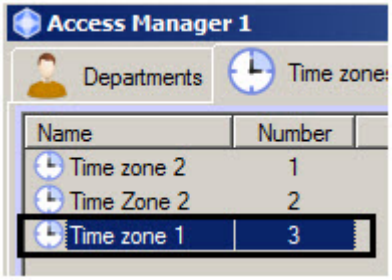


g. Repeat steps a-f for all required week intervals.

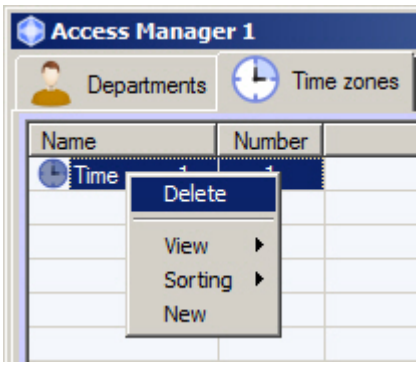
7. Click the **Save** button.



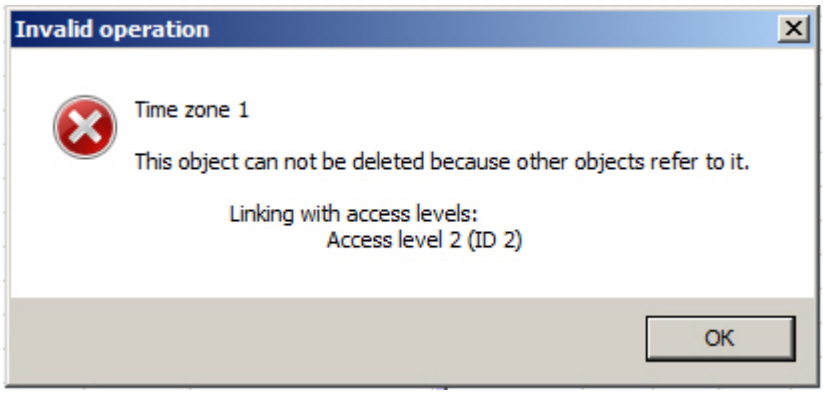
Creation of time zone is completed. Created time zone will be displayed in the list.



To delete a time zone, right-click in and select **Delete**.



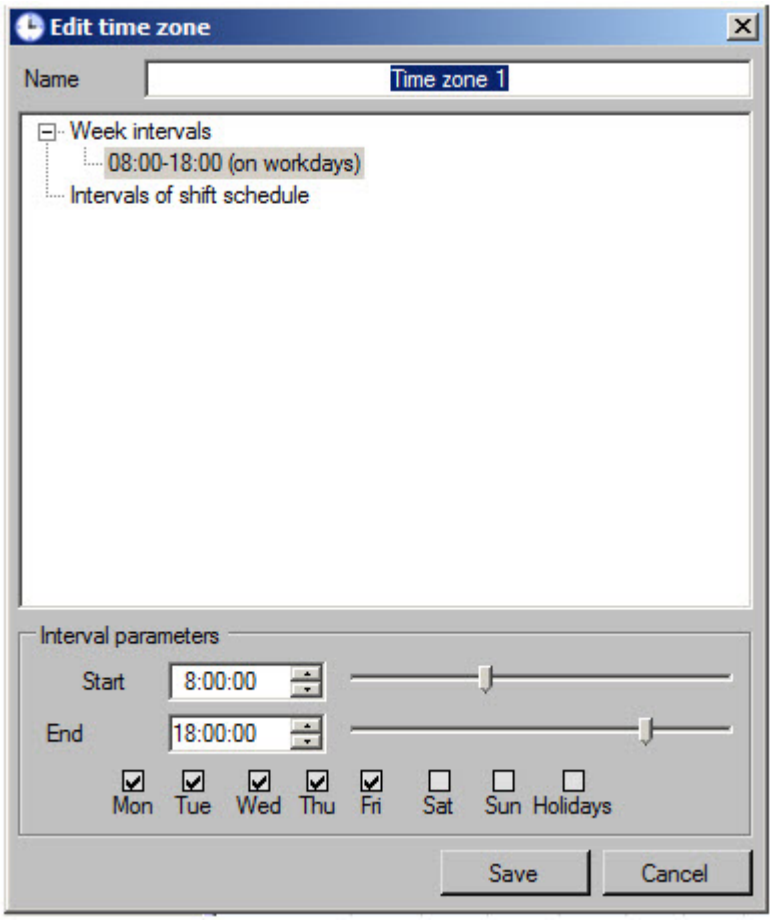
Note.
If deletion of assigned time zones is forbidden (see Setting the prohibition of deleting non-empty departments, assigned ALs and TZs), the time zone can only be deleted if it is not assigned to any access level.
When you try to delete an assigned time zone, the **Invalid operation** warning is displayed showing access levels to which the time zone is assigned.



6.3.3 Editing a time zone in the Access Manager software module

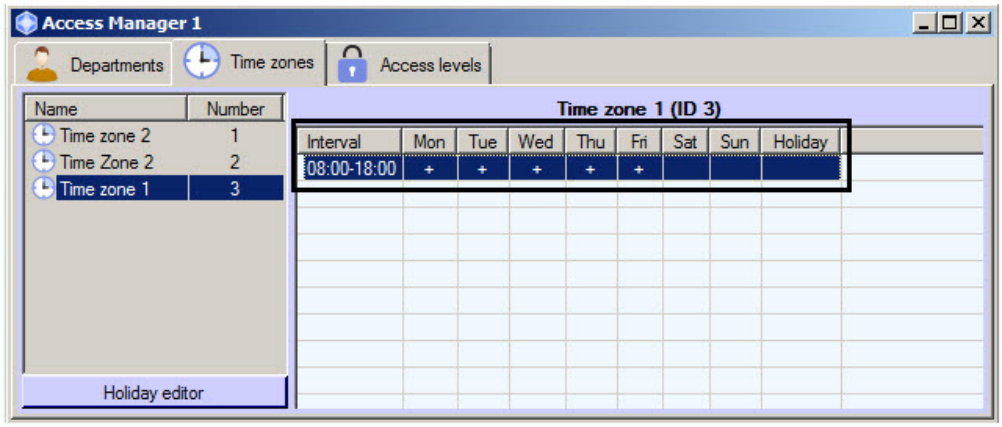
Editing of time zone involves adding and deleting intervals from time zone and changing configured intervals. To start editing of time zone double click the required time zone in the list on the **Time zones** tab. As a result, the **Edit time zone** window will open.

Working with this window is the same as while creating time zone - see Create time zone section.



Also this window can be opened by double click of left mouse button on interval in the list of selected time zone. The clicked interval will be selected in the opened window.

> **Note**
> The first interval will be selected while clicking the time zone in the **Edit time zone** window

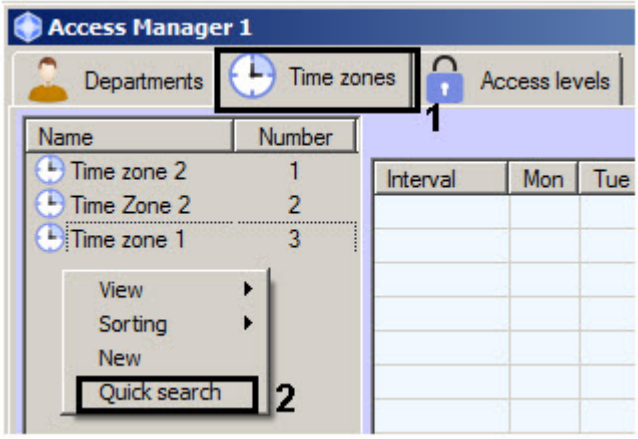


6.3.4 Search for time zone

6.3.4.1 Going to search for time zone

In the *Access Manager* software module it's possible to search for time zone by name and ID. To search for time zone, do the following:

1. Go to the **Time zones** tab in the **Access Manager** window (1).



2. Click the right mouse button in free area of time zone list.
3. In the opened functional menu select the **Quick search** item. The **Search for time zone** window will open.

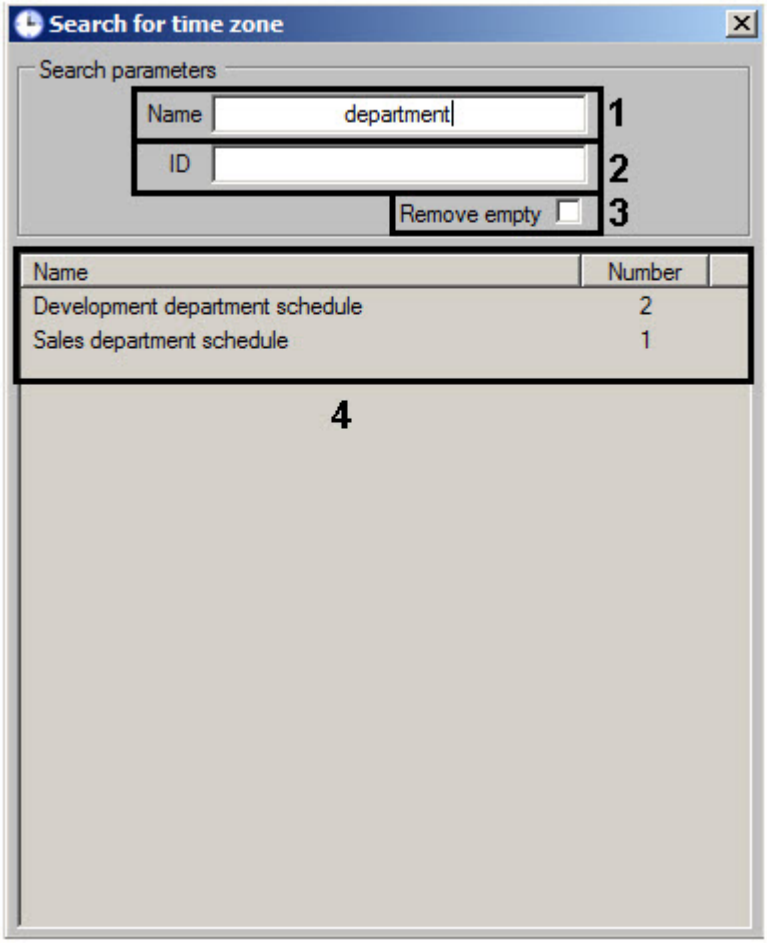
Going to search for time zone is completed. Working with the **Search for time zone** window is described in the Working with the Search for time zone window section.

6.3.4.2 Working with the Search for time zone window

The **Search for time zone** window is opened while searching for time zone (see the Going to search for time zone) or while configuring access level (see Creation of an access level section).

Working with the **Search for time zone** window is performed as follows:

1. If it's required to filter time zones by name, enter the name or its part in the **Name** field (1). If name of time zone is not specified, the filtering by this field won't be performed.



2. If it's required to filter time zones by ID, enter identical number of required time zone in the **ID** field (2). If ID is not specified the filtering by this field won't be performed.
3. If time zones without intervals are not required in search result, set the **Remove empty** checkbox (3).
4. Click the **Enter** button on the keyboard.
5. Time zones satisfying to search terms will be displayed in the table of search results (4). Search is case-insensitive. All objects corresponding fields of which contain specified values will be found.

To sort search results click the left mouse button on title of corresponding column.

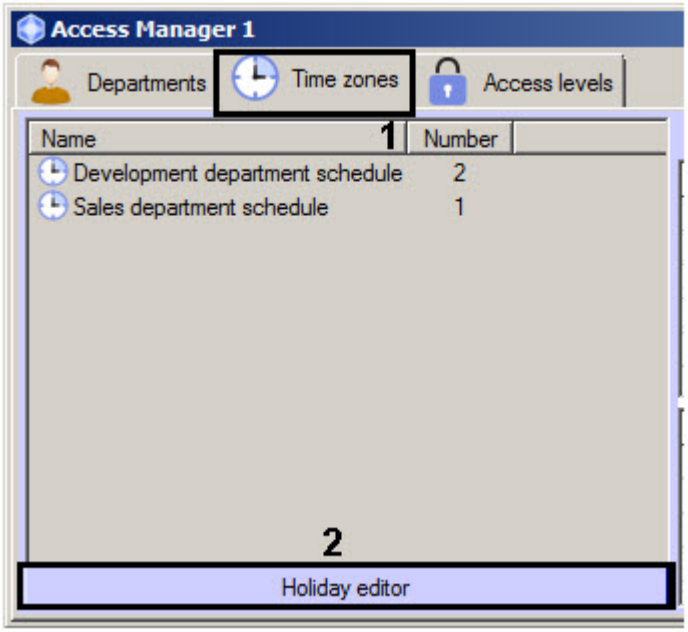
While double click on time zone, the **Search for time zone** window will be closed and corresponding time zone will be selected in the list in the **Time zones** tab or will be added to configured access level.

Search for time zone is completed.

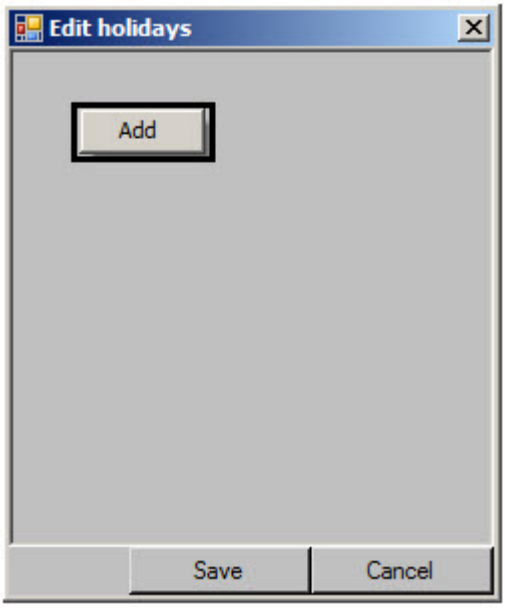
6.3.5 Editing holidays

To edit holidays, do the following:

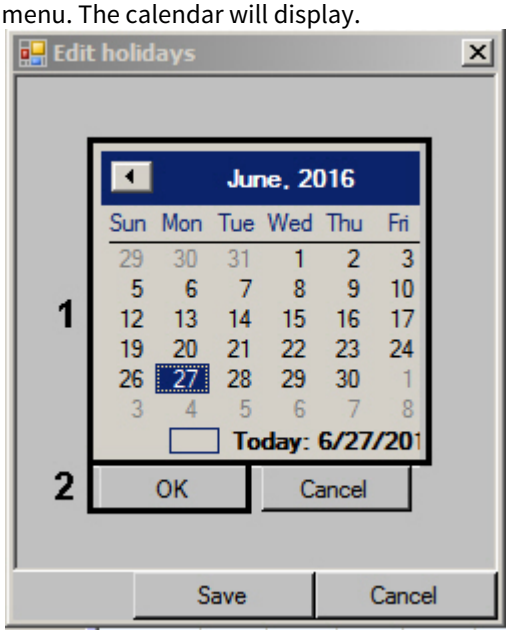
1. Go to the **Time zones** tab of the **Access manager** window.
2. Click the **Holiday editor** button**.**



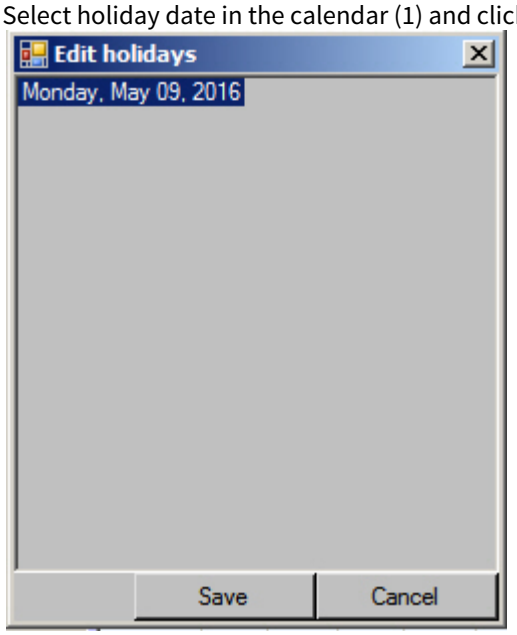
3. The **Edit holidays** window containing list of holidays will be opened.



4. To add holiday click the right mouse button in free area of holidays list and select the **Add** item in the opened functional menu. The calendar will display.

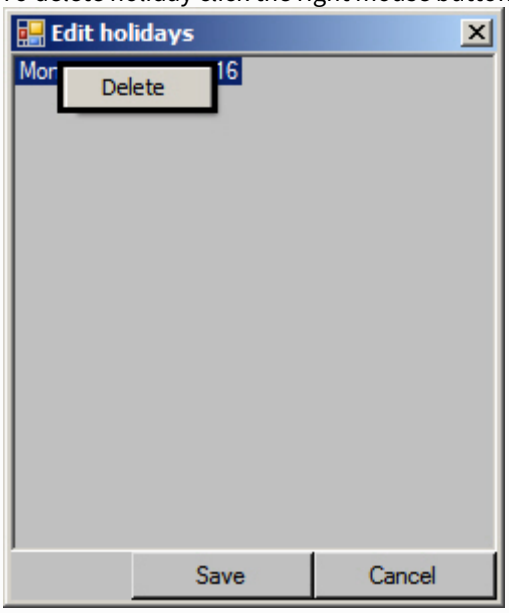


5. Select holiday date in the calendar (1) and click the **OK** button (2). The holiday will be added to the list.

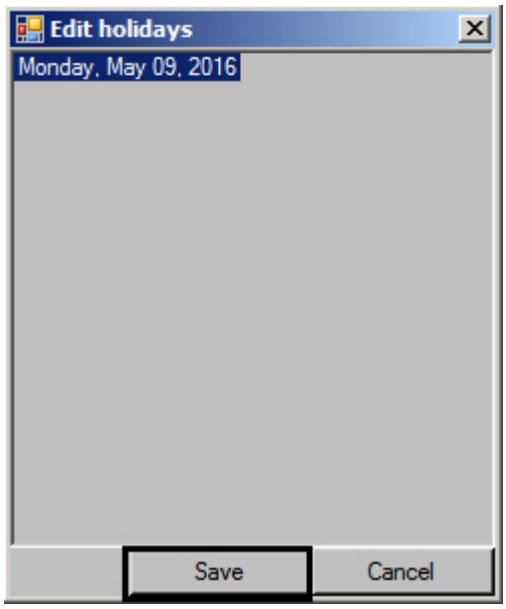


6. Repeat steps 4-5 for all required holidays.

Note
To delete holiday click the right mouse button on it and select the **Delete** item in the opened functional menu.



7. Click the **Save** button.

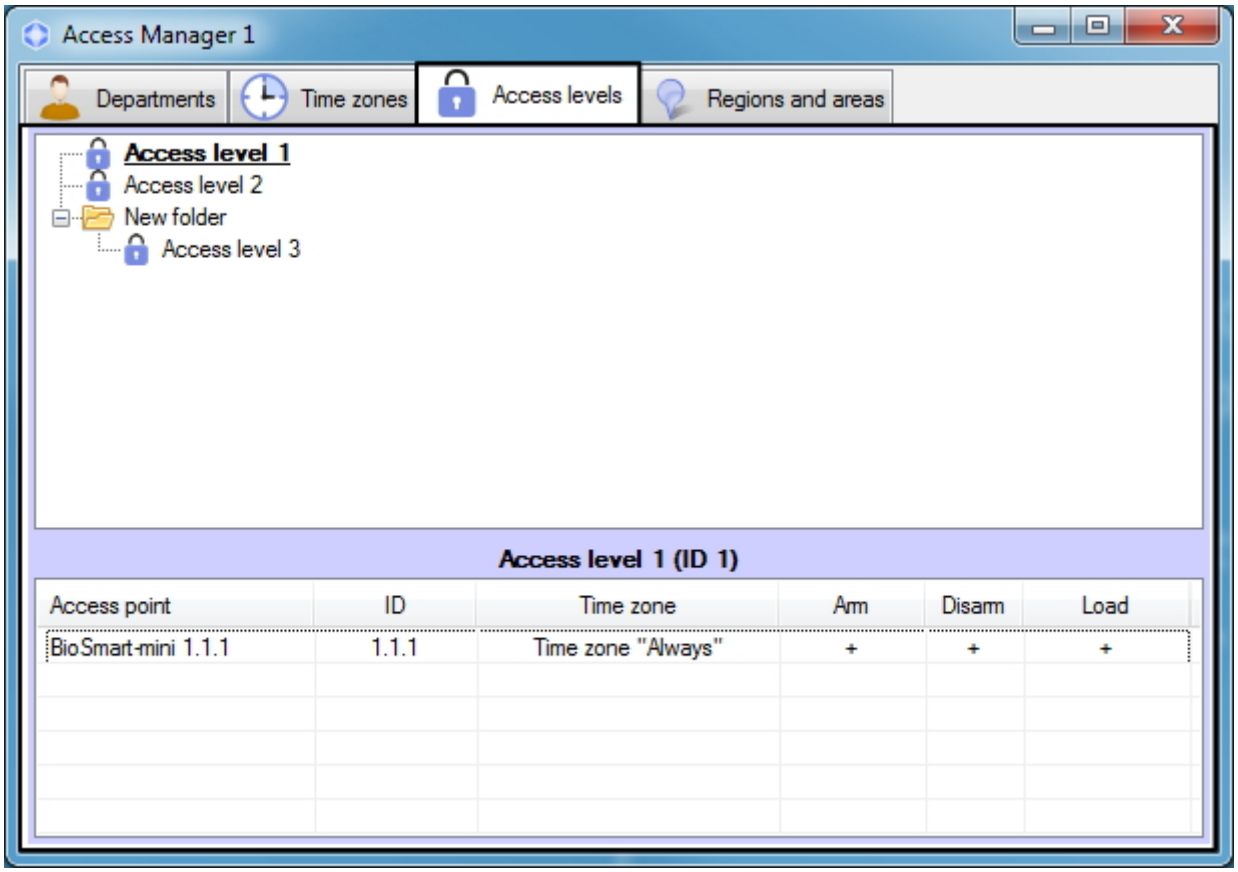


Editing of holidays is completed.

6.4 Working with access levels in the Access Manager software module

6.4.1 General information about working with access levels in the Access Manager software module

Working with access levels is performed on the **Access levels** tab of the **Access Manager** window.

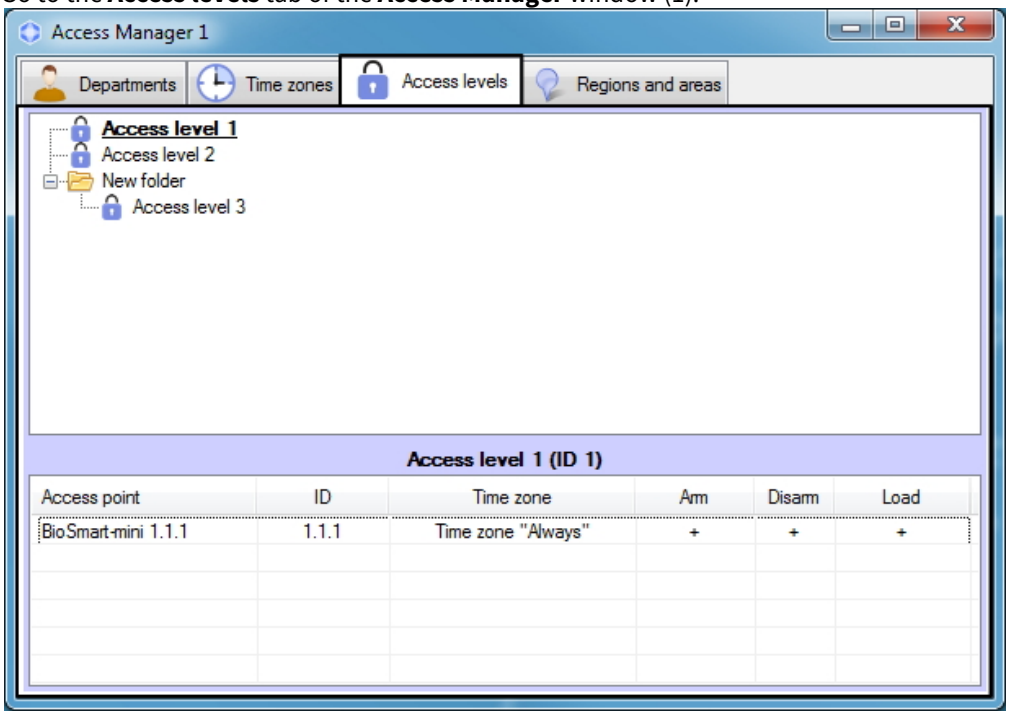


The *Access Manager* software module allows creating, editing, copying, viewing and deleting access levels. At that, possibility of creating, editing and deleting access levels can be forbidden while configuring the *Access Manager* software module - see the Rights for configuring access levels in the Access manager section.

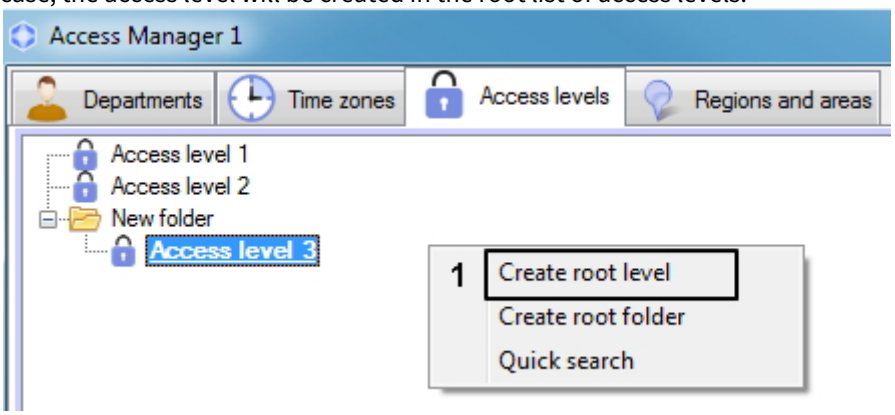
6.4.2 Creation and deletion of an access level in the Access Manager software module

To create access level, do the following:

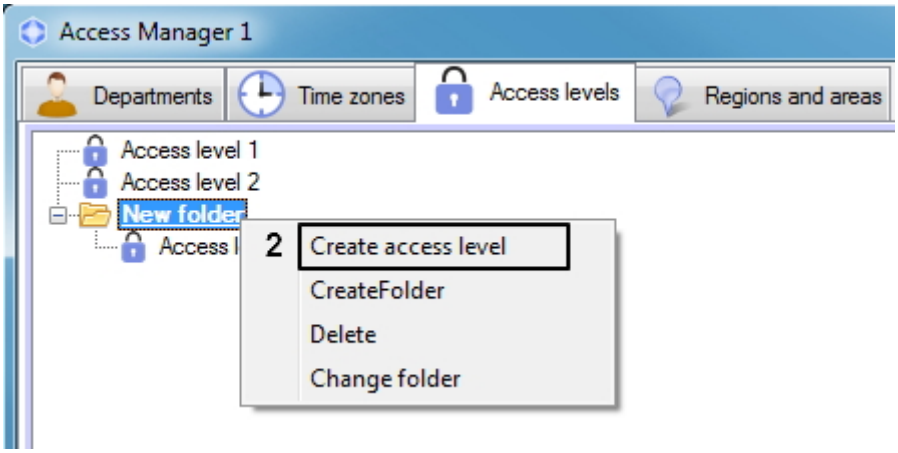
1. Go to the **Access levels** tab of the **Access Manager** window (1).



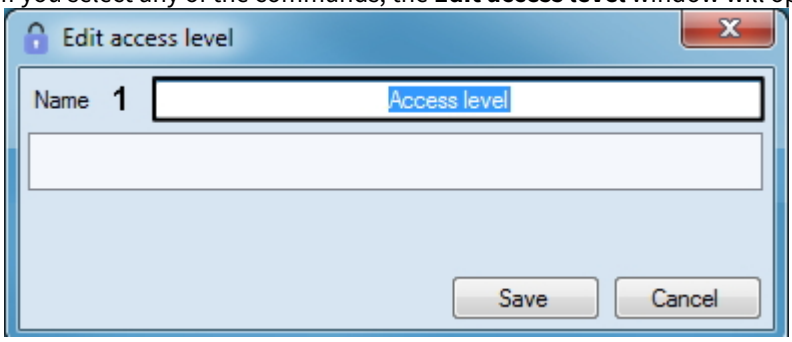
2. There are two ways to create a new access level:
   a. Right-click in the free area of the access level list and select **Create root level** (1) in the functional menu. In this case, the access level will be created in the root list of access levels.



   b. Right-click the folder and select **Create access level** (2). In this case, the access level will be created in the selected folder.



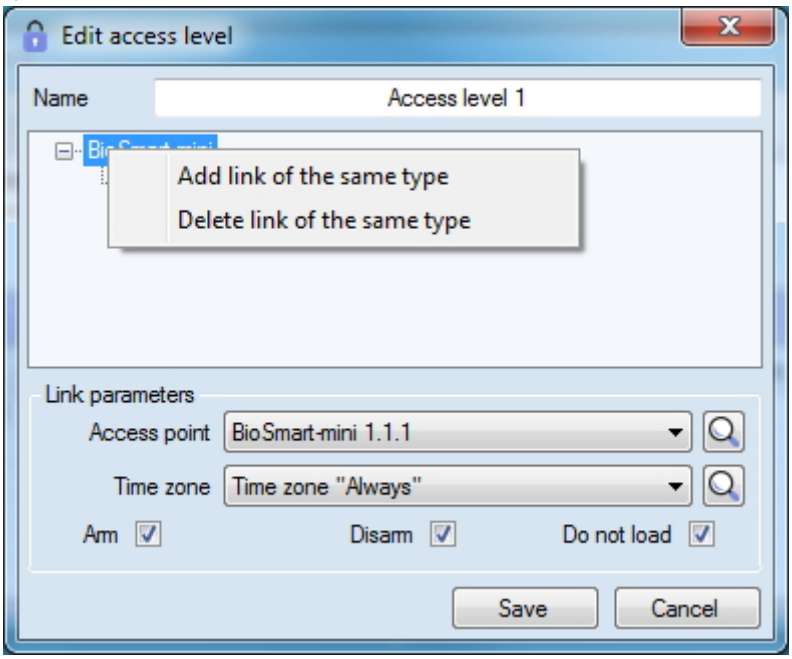
3. If you select any of the commands, the **Edit access level** window will open, enabling you with the following actions:



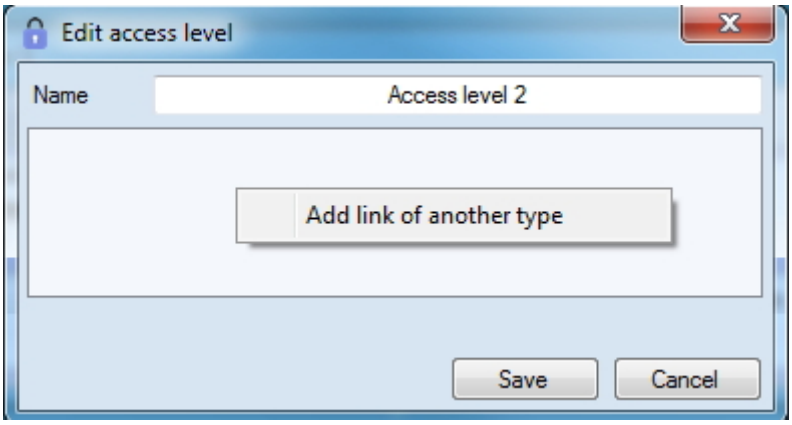
   a. In the **Name** field enter name of the access level (1).

   > **Note**
   > Name of access level should be unique. If access level with such name is already exists in the system, the corresponding message will display while saving and access level won't be saved.

   b. Add link between the access point and the time zone. This can be done in two ways either.
      i. If it's required to add link for reader of such type for which links are already exist in the list, click the right mouse button on the name of link and in the opened functional menu select the **Add link of the same type** item and go to step 4. If there is only one access point of this type for which link is not assigned, go to step 4.

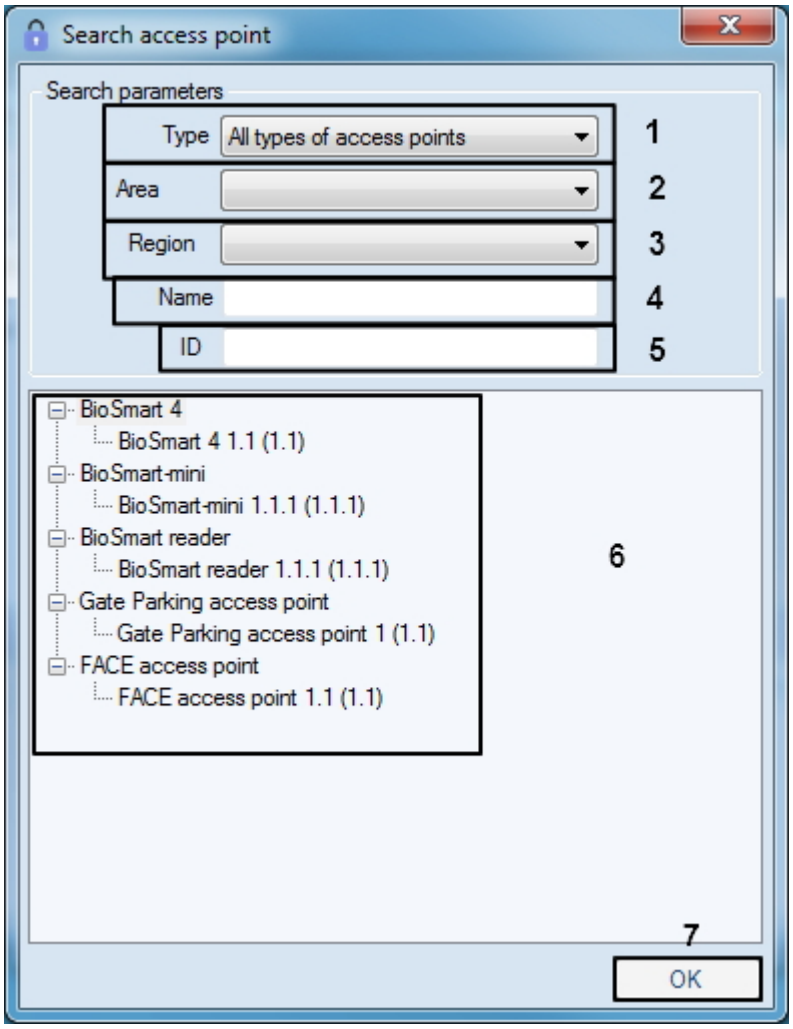


      ii. If it's required to add link for access point of new type, click the right mouse button in free area of access rules list and in the opened functional menu select the **Add link of another type** item and go to step 4. If there is only one access point for which link is not assigned, go to step 4.



Note
If links for all created readers of this type are assigned in the access level, the message about failure to create new link will display because only one link can be added for each reader.

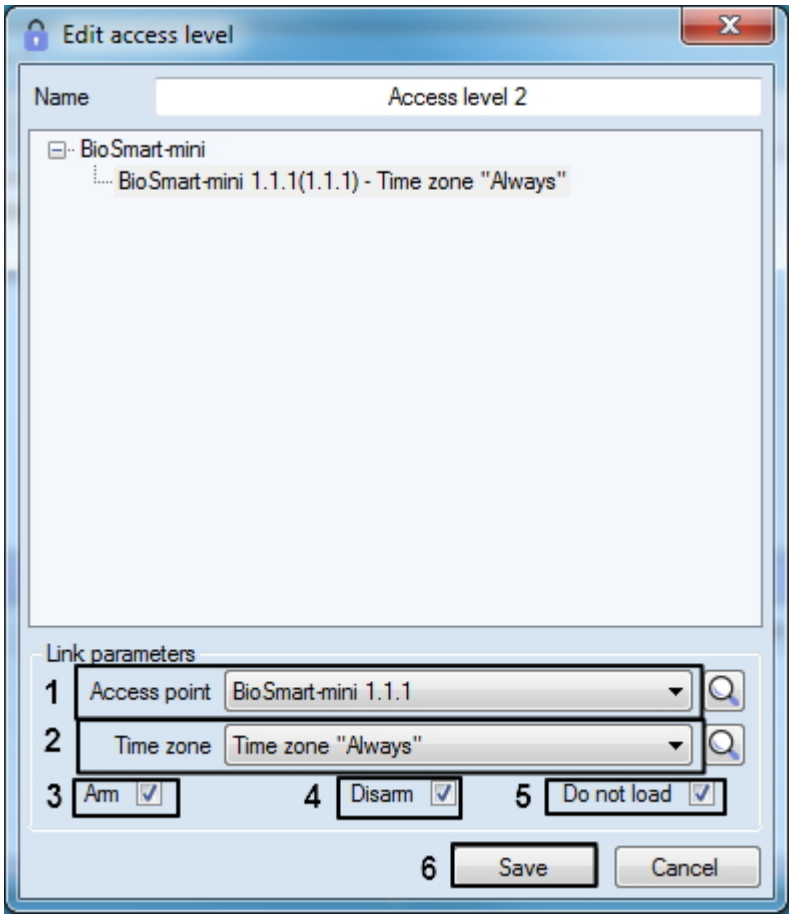
4. When type of rule is selected, the **Search for access point** window will be opened. In this window all access point are grouped by object types in the *ACFA Intellect* software. To search for and select an access point, you must do the following:



a. Find and select access point as follows:
b. Select type of access point from the **Type** drop-down list if it's required (1).
c. Select the location of the access point from the **Area** drop-down list if it's required (2).

d. Select the location of the access point from the **Region** drop-down list if it's required (3)
e. Enter name of access point or its part in the **Name** field if it's required (4).
f. Enter ID of required access point in the **ID** field if it's required (5).
g. The search will be performed automatically. The list of search results will be displayed below (6).
h. Double-clicking the required access points, thus highlighting them in bold.
i. Click **OK** button when access points are selected (7).

5. You will go back to the **Edit access level** window. The panel for configuring the access level will be displayed at the bottom.



6. Access point specified in the search is selected in the **Access point** drop-down list (see step 4) or the first from free access points of selected type. Select the access point through which access will be allowed with configured access level from the **Access point** drop-down list if it's required (1).

   Click the  button and go to step 4 if it's required to search for access point.
7. From the **Time zone** drop-down list select time zone during which access through the selected access point will be allowed to users with configured access level (2).

   Click the  button if it's required to search for required time zone - see the Working with the Search for time zone window section.

> **Note**
> Time zones are created and configured on the **Time zones** tab of the **Access Manager** window - see the Working with time zones in the Access Manager software module section. Also it's possible to use system time zones "Always" and "Never".

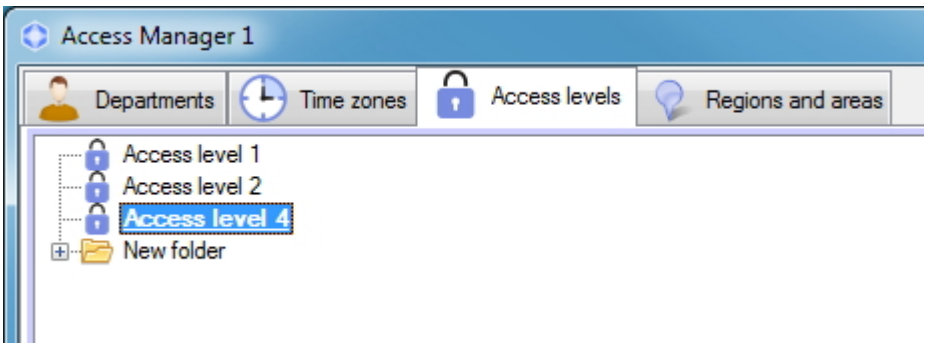
8. Set the **Arm** checkbox to arm access point after presenting access card by user (3).
9. Set the **Disarm** checkbox to disarm access point after presenting access card by user (4).
10. If it's not required to send access cards to controller after presenting access card by user, set the **Do not load** checkbox (5).

Attention!
Functions of arming, disarming and sending access cards should be supported by hardware.

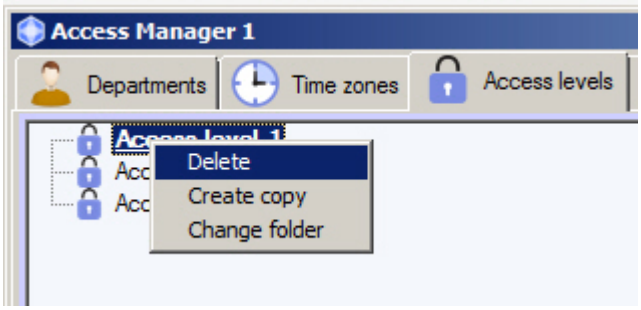
Note.
Function of the **Do not load** checkbox can differ depending on the integration module in use. For example, in PERCo-S-20 integration this checkbox enables commission mode.

11. Repeat steps 3-10 for all required links.
12. Click the **Save** button (6).

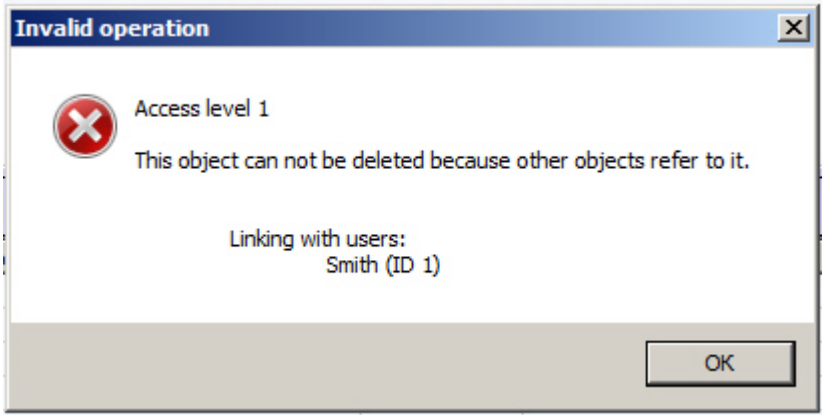
Created access level will be displayed in the list.



To delete an access level, right-click it and select **Delete**.



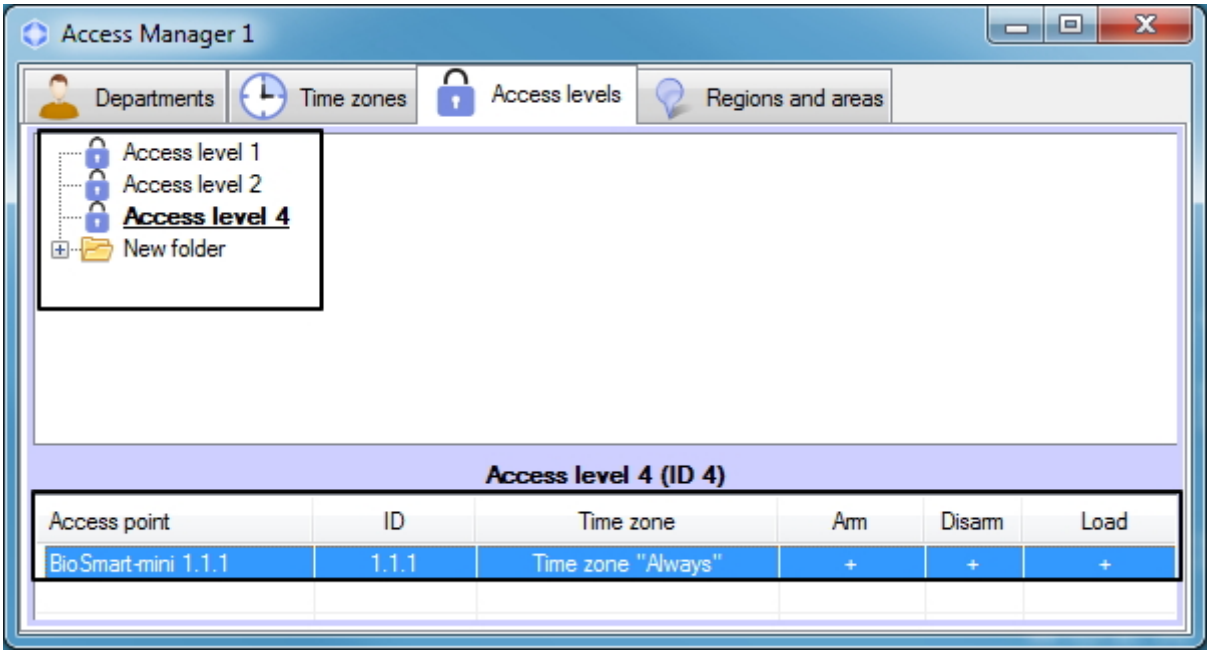
Note.
If deletion of assigned access levels is forbidden (see Setting the prohibition of deleting non-empty departments, assigned ALs and TZs), the access level can only be deleted if it is not assigned to any user.
When you try to delete an assigned access level, the **Invalid operation** warning is displayed showing users to which the access level is assigned.



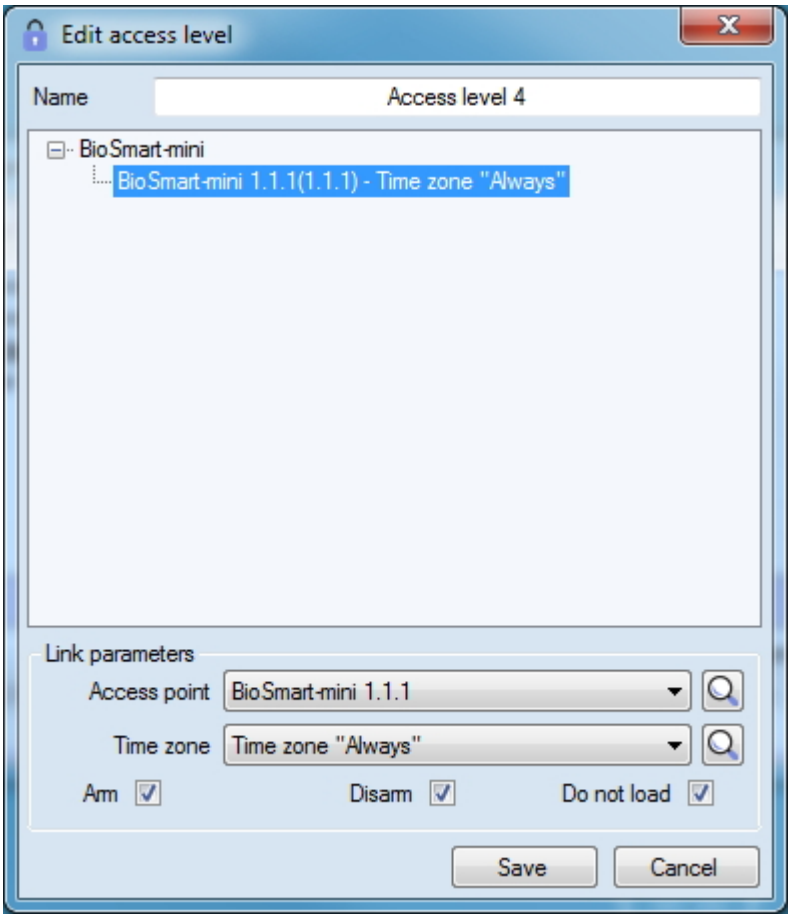
6.4.3 Editing an access level in the Access Manager software module

Editing of time zone involves adding, deleting and changing links. To start editing of access levels, double-click the required access level in the list on the **Access levels** tab or on the name of access point in the table of access level parameters.

> **Note**
> The link to the corresponding access point will be selected in the opened **Edit access level** window as you click on the name of the access point. The first link will be selected while clicking the access level.

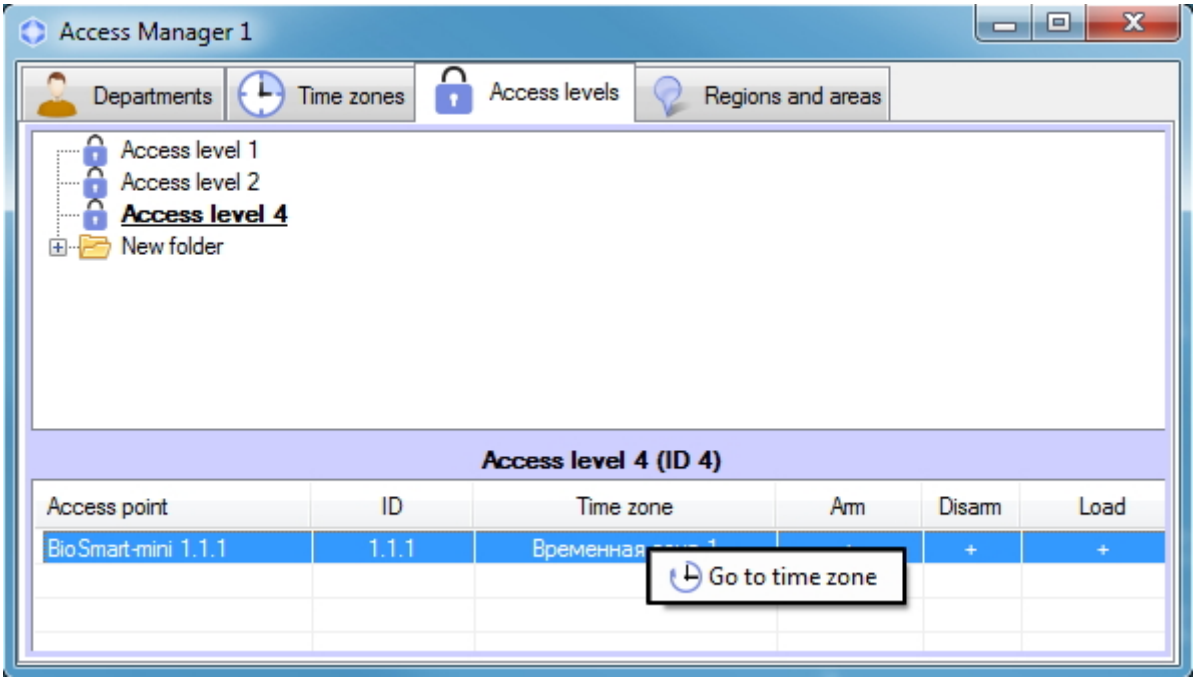


As a result the **Edit access levels** window will be opened. Working with this window is the same as while creating access level - see Create access level section.



6.4.4 Going to the time zone

At the bottom of the **Access levels** tab there is a list of access points added to the selected access level. If the user time zone related to the access point is not **Always** and not **Never**, it's possible to go to this time zone on the **Time zones** tab. Right-click the required access point and select **Go to time zone** in the opened functional menu.



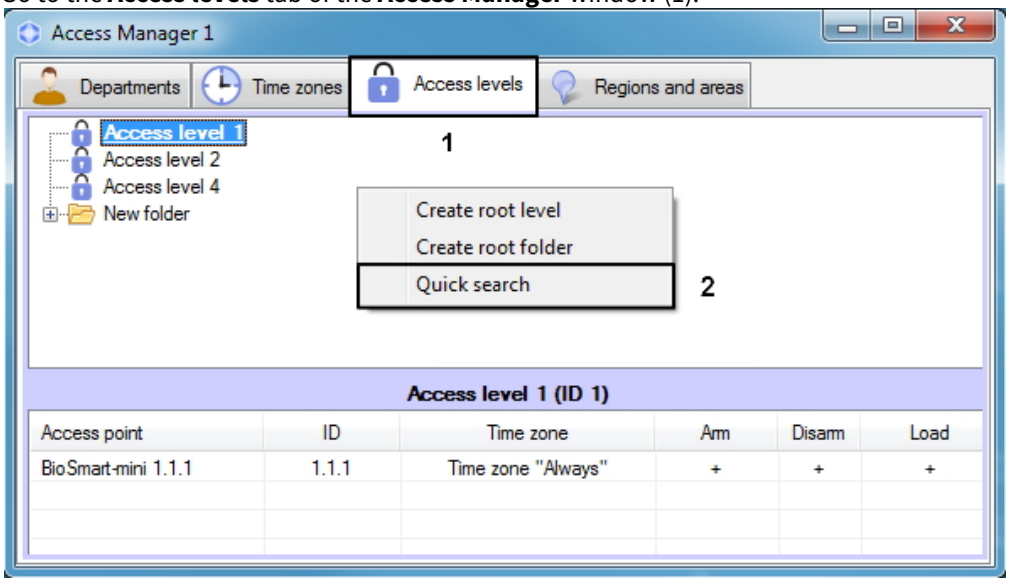
As a result, the **Time zones** tab with the required zone will be opened.

6.4.5 Search for access level

6.4.5.1 Going to search for access level

In the *Access Manager* software module it's possible to search for access level by name, ID and access point. To go to search for access level, do the following:

1. Go to the **Access levels** tab of the **Access Manager** window (1).



2. Click the right mouse button in free area of access levels list.
3. Select the **Quick search** item in the opened functional menu. The **Search access level** window will be opened. For details on woking with the functional menu, see Managing the list of access levels.

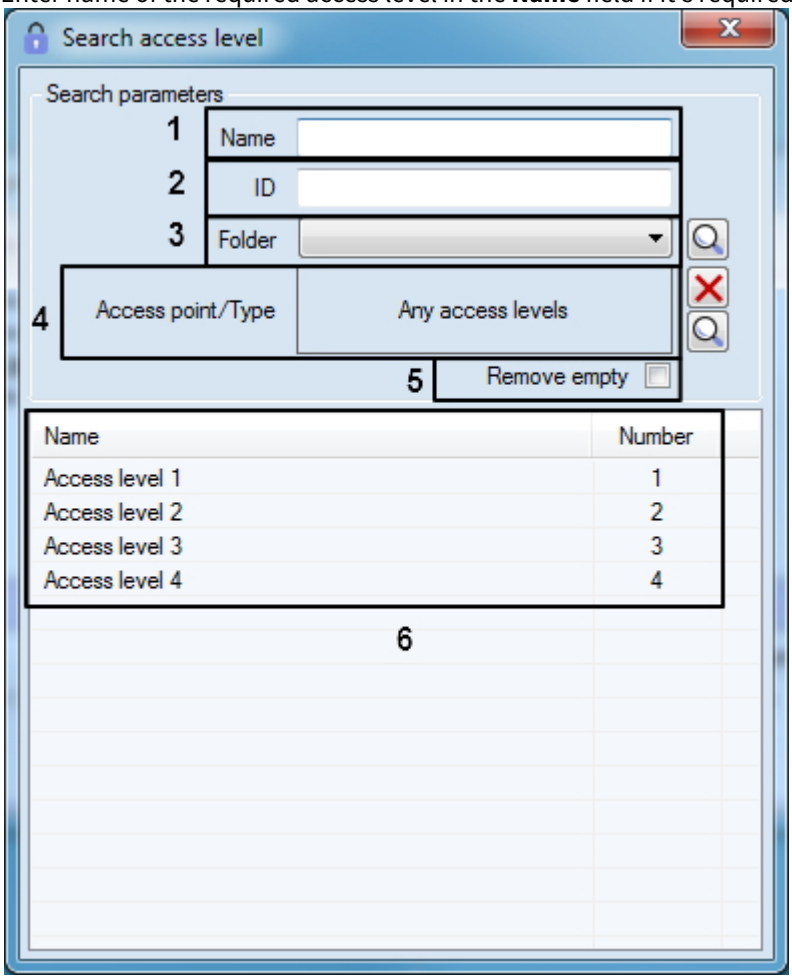
Going to search for access level is completed. Working with the **Search for access level** window is described in the Working with the Search for access level window section.

6.4.5.2 Working with the Search access level window

The **Search access level** window can be opened while searching for access level (see the Going to search for access level section), department configuring (see the Add department section), searching for department (see the Working with Search for department window section) or while user configuring (see the Assigning access levels to a user section).

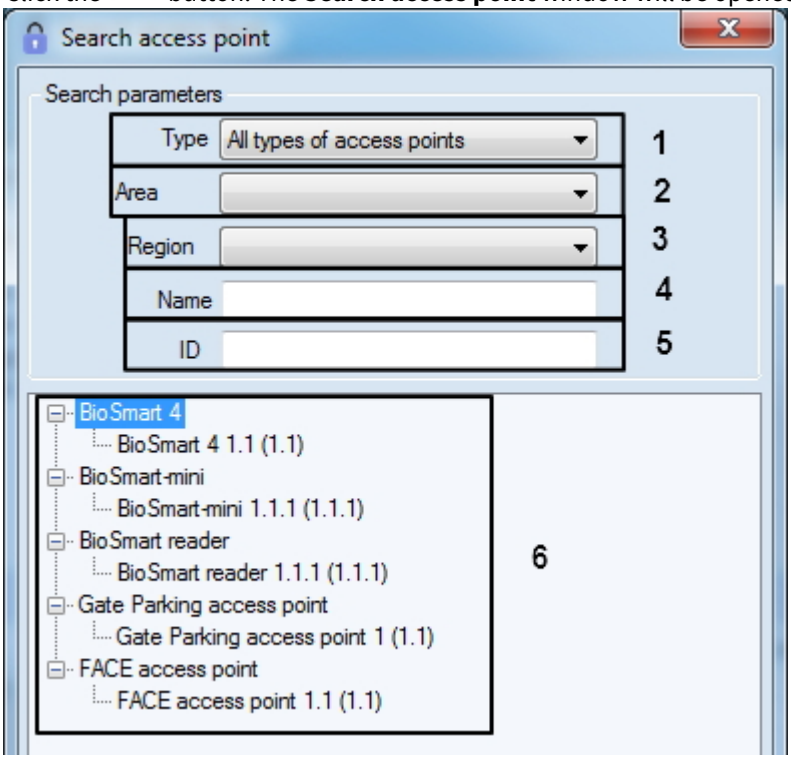
Working with the **Search access level** window is performed as follows:

1. Enter name of the required access level in the **Name** field if it's required (1).



2. Enter the identification number of the required access level in the **ID** field if it's required (2).
3. Select the folder the level is located in from the **Folder** drop-down list if it's required (3).
4. If it's required set the list of access points which the required access levels should contain:

a. Click the button. The **Search access point** window will be opened.



b. Select type of the required access point from the **Type** drop-down list if it's required (1).
c. Select the location of the access point from the **Area** drop-down list if it's required (2).
d. Select the location of the access point from the **Region** drop-down list if it's required (3).
e. Specify the name of access point or its part in the **Name** field if it's required (4).
f. Specify the identification number of the required access point in the **ID** field if it's required (5).
g. The search will be performed automatically, and the list of search results will be displayed below (6).
h. Double-click on the required access point in the list (6).

> **Note**
>
> To clear the list of access points click the button.

5. If it's required to remove access levels not associated to any access points from the search results, set the **Remove empty** checkbox (5).
6. Results of access levels search will be displayed in the list (6). Search is case-insensitive. All objects corresponding fields of which contain specified values will be found.

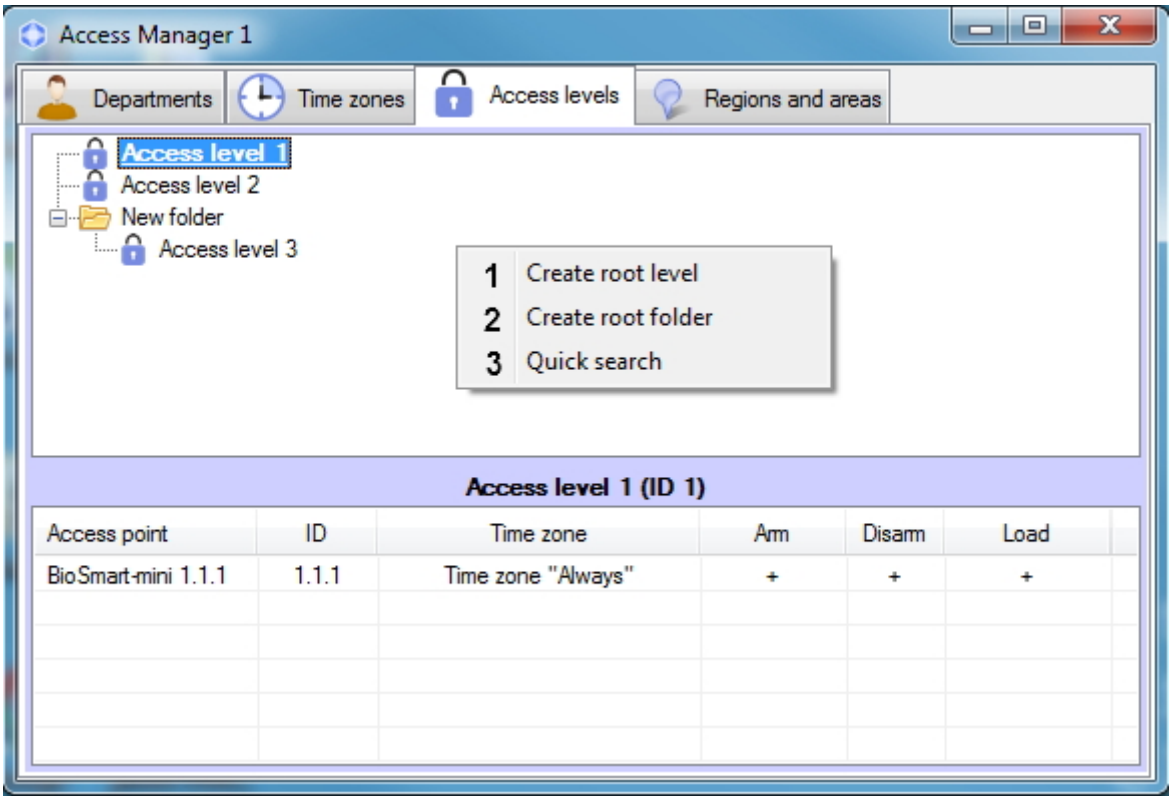
To sort search results click the left mouse button on title of corresponding column.

While double click on access level, the **Search access level** window will be closed and corresponding access level will be selected in the list in the **Access levels** tab or will be added to department or user.

Search for access level is completed.

6.4.6 Managing the list of access levels

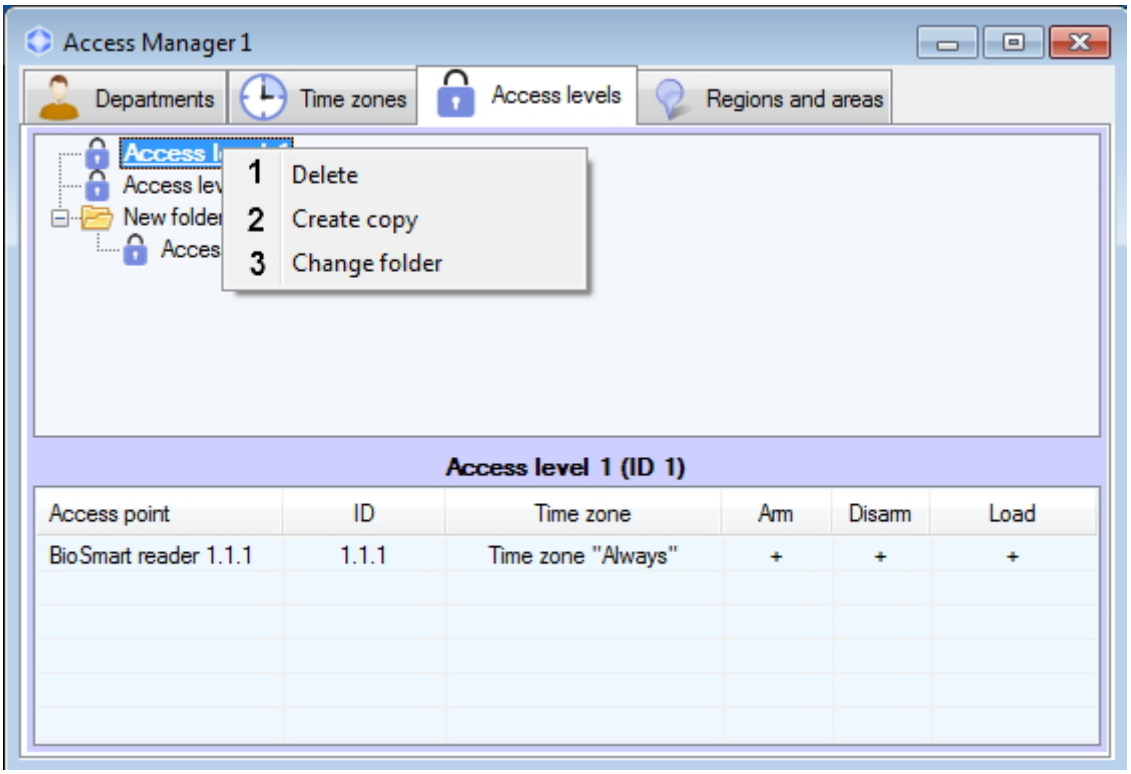
The list of access levels is managed using the context menu, invoked by clicking the right mouse button on the free space around the list.



The commands of the context menu are described in the table.

#	Command	Description
1	Create root level	Adds a new access level to the list of access levels. Clicking the menu item opens the **Edit access level** window. For more information on creating access levels, see Creation and deletion of an access level in the Access Manager software module.
2	Create root folder	Adds a new folder for organizing access levels in the list. Clicking the menu item opens the **Folder settings** window, which enables setting the name of the new folder.
3	Quick search	Opens the window for quick search of access levels in the list. Clicking the menu item opens the **Quick Search** window, which enables searching for access levels by different criteria. For more information on searching for access levels, see Search for access level.

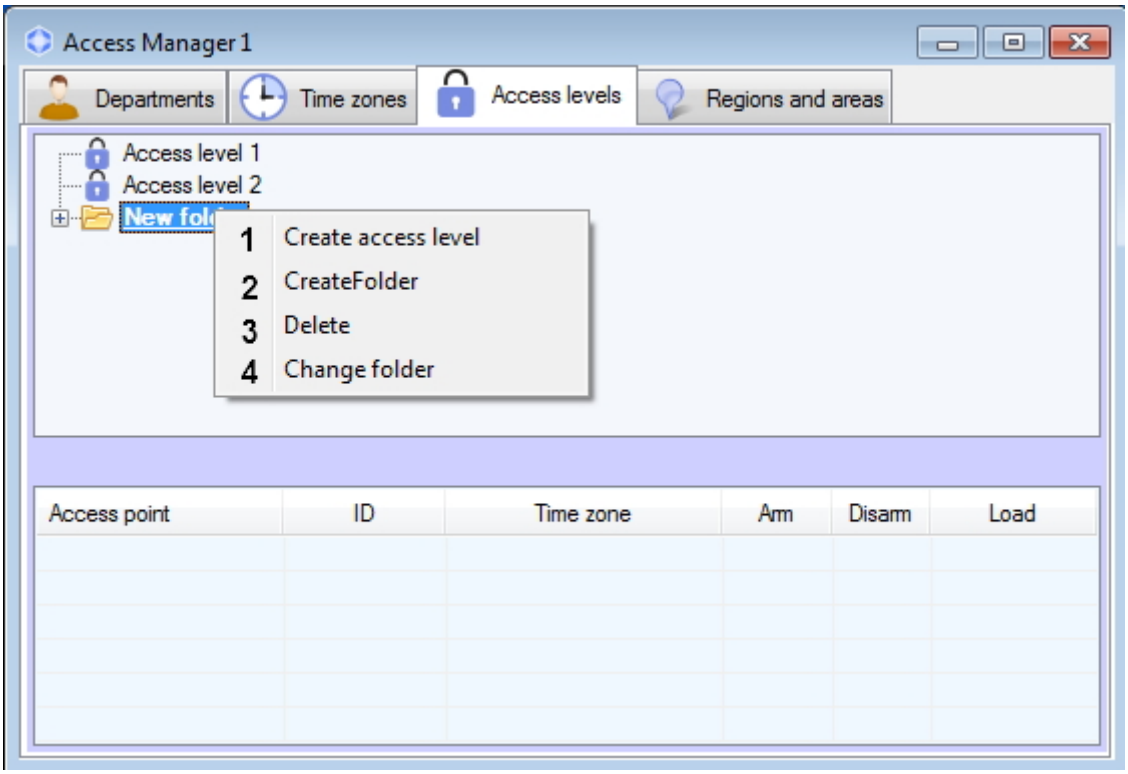
An individual access level in the root of the access level list is managed using the context menu, invoked by clicking the right mouse button on the item.



The commands of the context menu are described in the table.

#	Command	Description
1	Delete	Removes an item from the access level list after confirmation from the user.
2	Create copy	Creates a copy of the selected access level with all its settings. Clicking the menu item opens the **Edit access level** window, which enables editing the copy if required. For more information on editing access levels, see Editing an access level in the Access Manager software module.
3	Change folder	Moves the access level list item to the selected folder. When you select a command, the **Folder search** window with a tree of available folders opens.

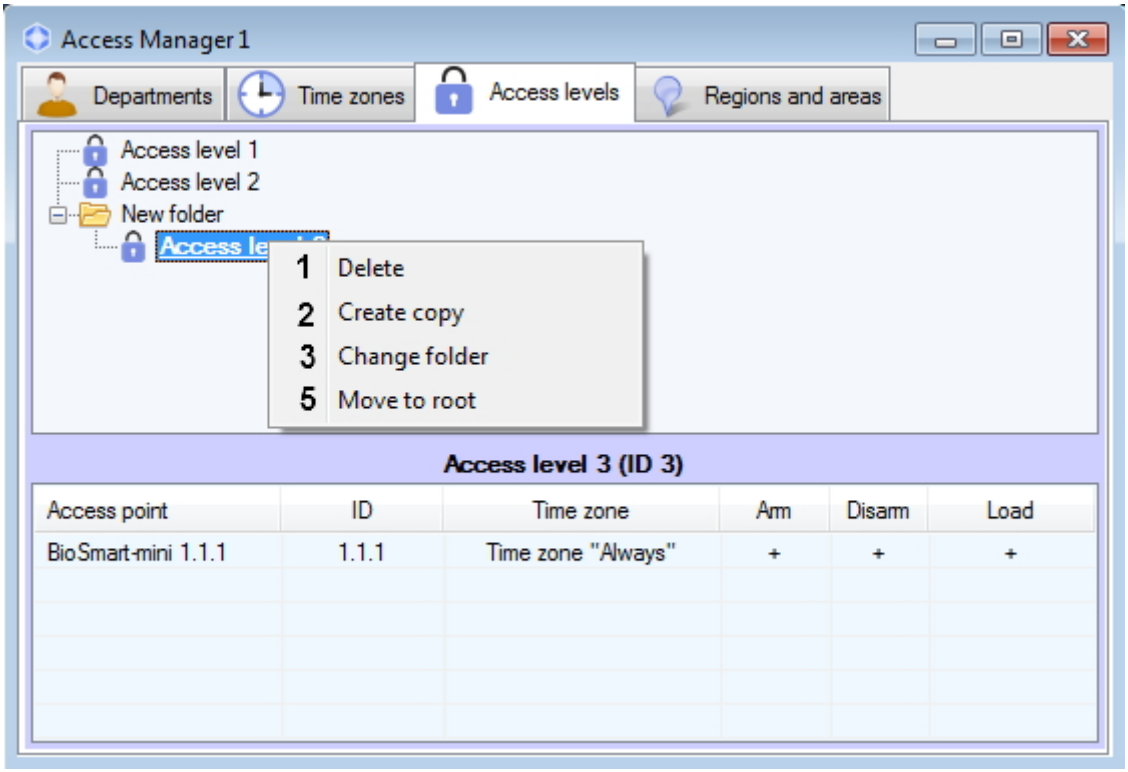
An individual folder in the access level list is managed using the context menu, invoked by clicking the right mouse button on the folder.



The commands of the context menu are described in the table.

#	Command	Description
1	Create access level	Adds a new access level to the folder. When you select a command, the **Edit access level** window opens. For more information on creating access levels, see Creation and deletion of an access level in the Access Manager software module.
2	Create folder	Adds a subfolder. When you select a command, the **Folder settings** window opens, which enables setting the name of the new folder.
3	Delete	Removes the folder and all its contents from the access level list after confirmation from the user.
4	Change folder	Moves the folder to the another folder. When you select a command, the **Folder search** window with a tree of available folders opens.

An individual access level within a folder is managed using the context menu, invoked by clicking the right mouse button on the access level.



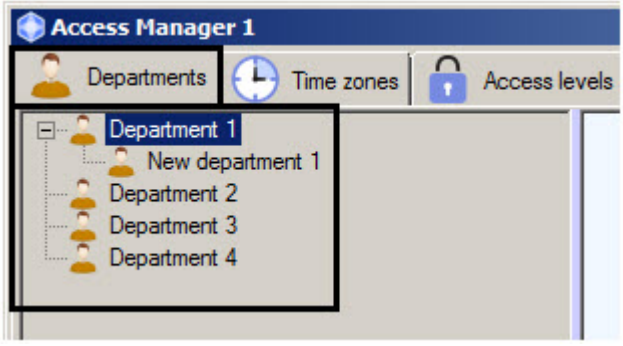
The commands of the context menu are described in the table.

#	Command	Description
1	Delete	Removes an access level from the access level list after confirmation from the user.
2	Create copy	Creates a copy of the selected access level with all its settings. Clicking the menu item opens the **Edit access level** window, which enables editing the copy if required. For more information on editing access levels, see Editing an access level in the Access Manager software module.
3	Change folder	Moves the access level list item to the selected folder. When you select a command, the **Folder search** window with a tree of available folders opens.
4	Move to root	Moves the selected access level from the folder back to the root of the access level list.

6.5 Working with departments in the Access Manager software module

6.5.1 General information about working with departments

Departments are organized in hierarchy structure in the *ACFA Intellect* software package. Tree of departments is displayed in the **Departments** tab of the **Access Manager** window.

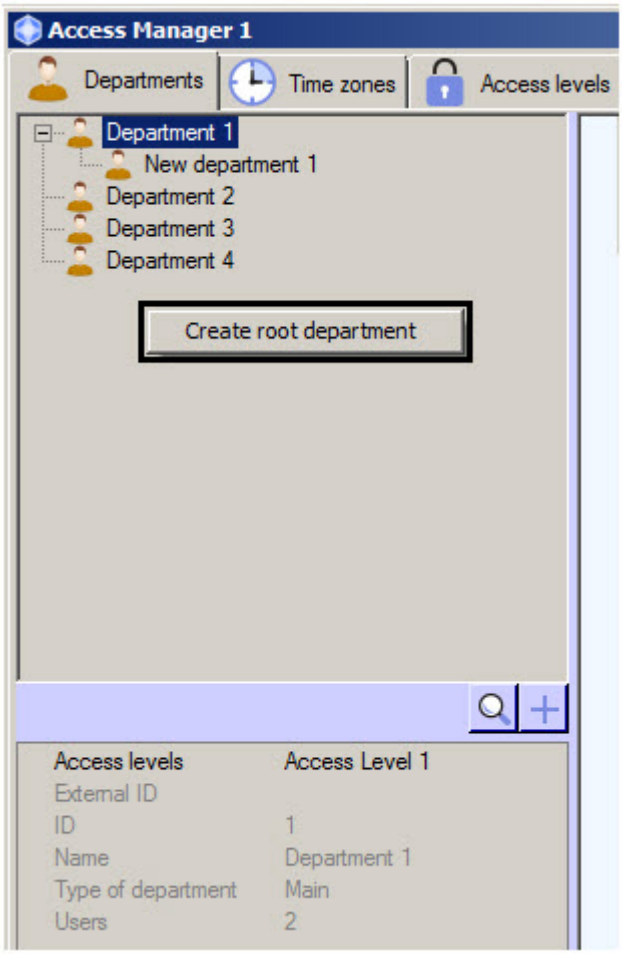


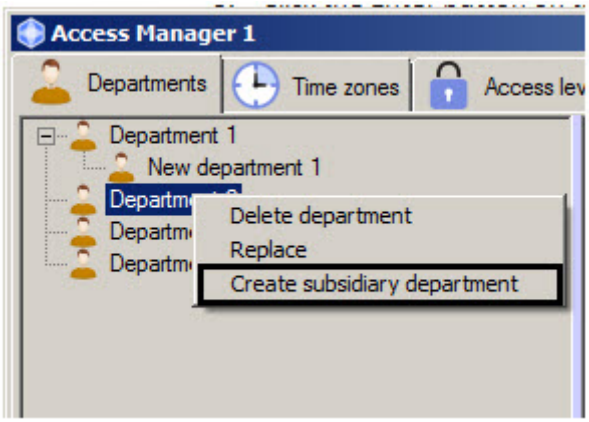
It's possible to create departments on the basis of some existed department and in the root of hierarchy. Functions of editing, deleting and viewing departments are available. Possibility of creating, editing and viewing departments can be limited while configuring the *Access Manager* software module – see the Rights for configuring and viewing departments in the Access Manager section.

6.5.2 Adding and deleting a department

To add department, do the following:

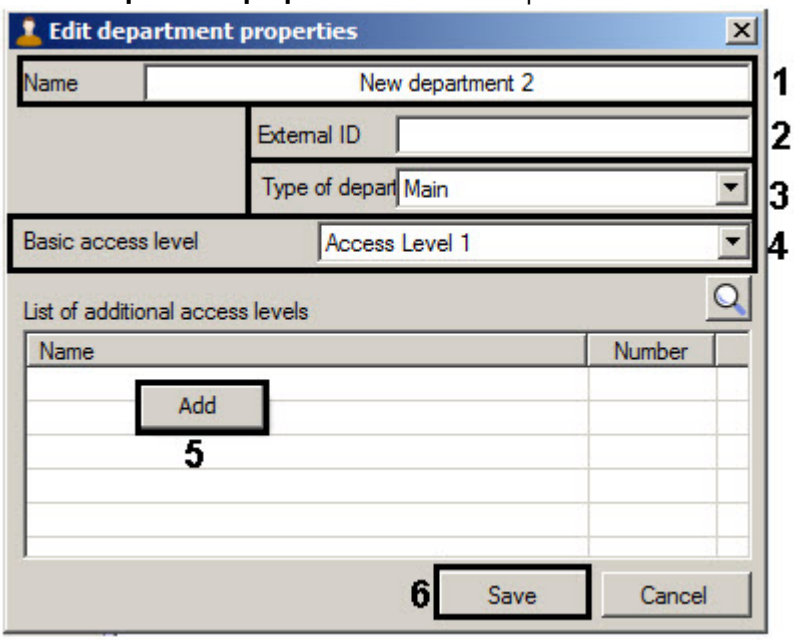
1. Go to the **Departments** tab of the **Access Manager** window.





2. To create department in the root of hierarchy click the right mouse button in free area of departments hierarchy and select the **Create root department** item in the opened functional menu.
   To create department on the basis of existed department click the right mouse button on the required department and select the **Create subsidiary department** item.

3. The **Edit department properties** window will open.



4. Enter the department name in the **Name** field (1).

> **Note**
> Name of department should be unique. If department with such name is already exist, the corresponding message will be displayed while saving and department won't be saved.

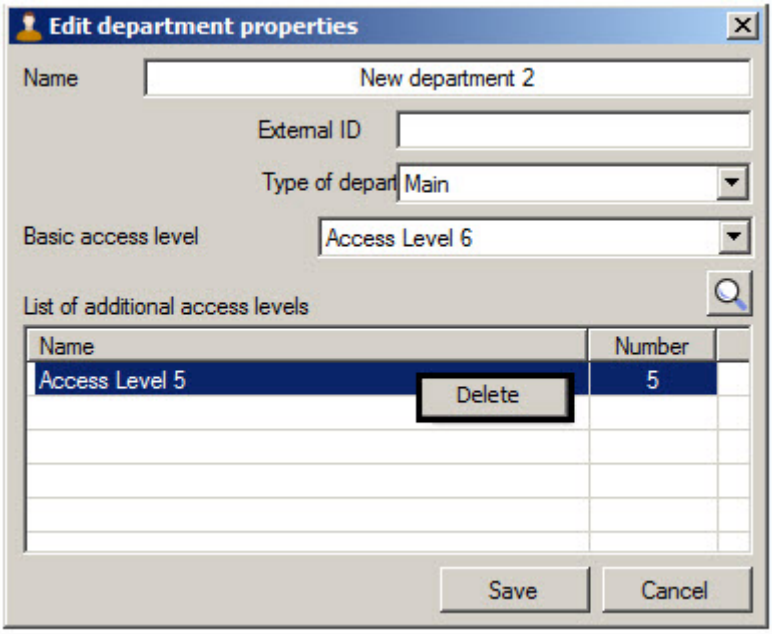
5. In the **External ID** field enter external identical number of department (2). This field is in use if list of departments and users in the database of the *ACFA Intellect* software package is used with users database in external software due to features of used ACS integration module.
6. From the Type of department drop-down list select the department type (3). Types of departments are created while configuring the Access Manager software module - see the Configuring a type of department in the Access Manager section. Type of department specifies the list of visible and available for editing fields of user entering to this department. The **Main** type of department is the only default type of department in the *Access Manager* module (see Configuring Main department type).
7. From the **Basic access level** drop-down list select department access level which be inherited on default by all users entering to this department (4).

> **Note**
> Use can not to inherit the department access level - see the Configuring of department access level inheritance section.

> **Note**
> Access levels are created and configured on the **Access levels** tab of the **Access Manager** window (see the Working with access levels in the Access manager software module section). Also it's possible to use system access levels **Always** and **Never**.

8. If it's required, specify the list of additional access levels the following way:
   a. Ensure that user access level is selected from the **Basic access level** drop-down list (i.e. not **Always** and not **Never**).
   b. Click the **Add** button in the **List of additional access levels** table (5).
   c. The **Search access level** window will be opened. To search for access level - see the Search for access level section.

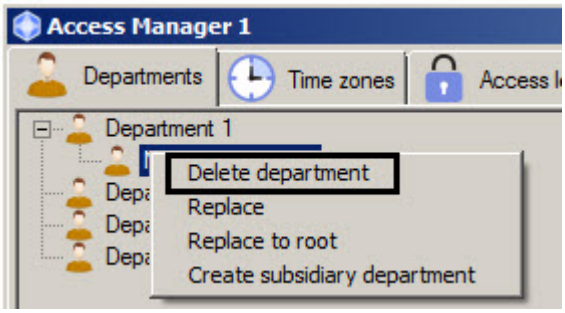
Note
To delete the additional access level click it the right mouse button and select the **Delete** item in the opened functional menu.



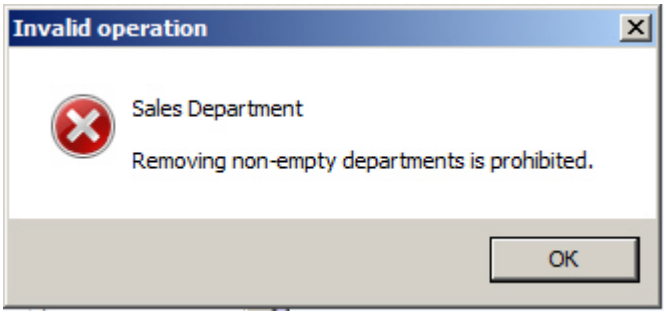
9. Click the **Save** button (5).

Department will be added to the tree.

To delete department click it the right mouse button and select the **Delete department** item in the opened functional menu.

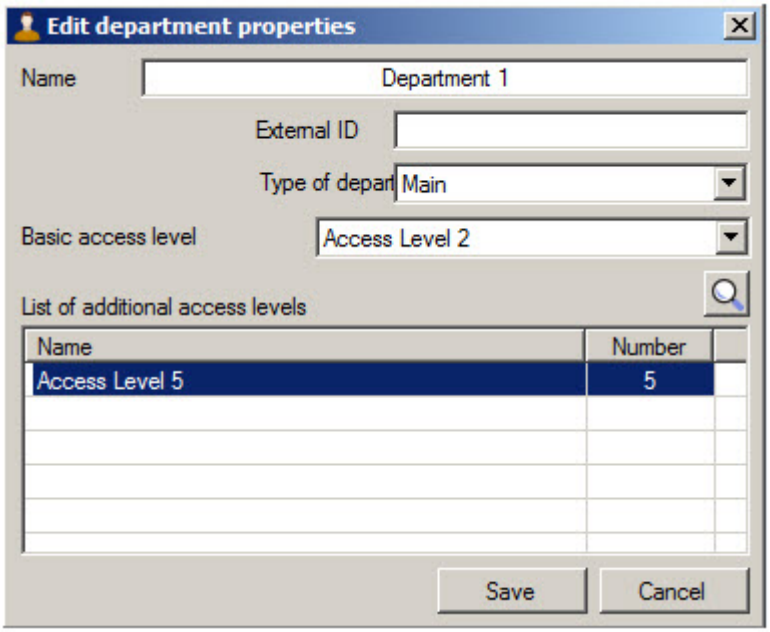


Note
If deletion of non-empty departments is prohibited, the department can only be deleted if there are no users in it (see Setting the prohibition of deleting non-empty departments, assigned ALs and TZs).
When you try to delete a non-empty department, the **Invalid operation** warning is shown.



6.5.3 Editing a department

Editing a department involves changing of department parameters. To start editing a department double click the left mouse button on the name of department in a tree. The **Edit department properties** window will open. Working with this window is the same as while described in the Adding and deleting a department section.



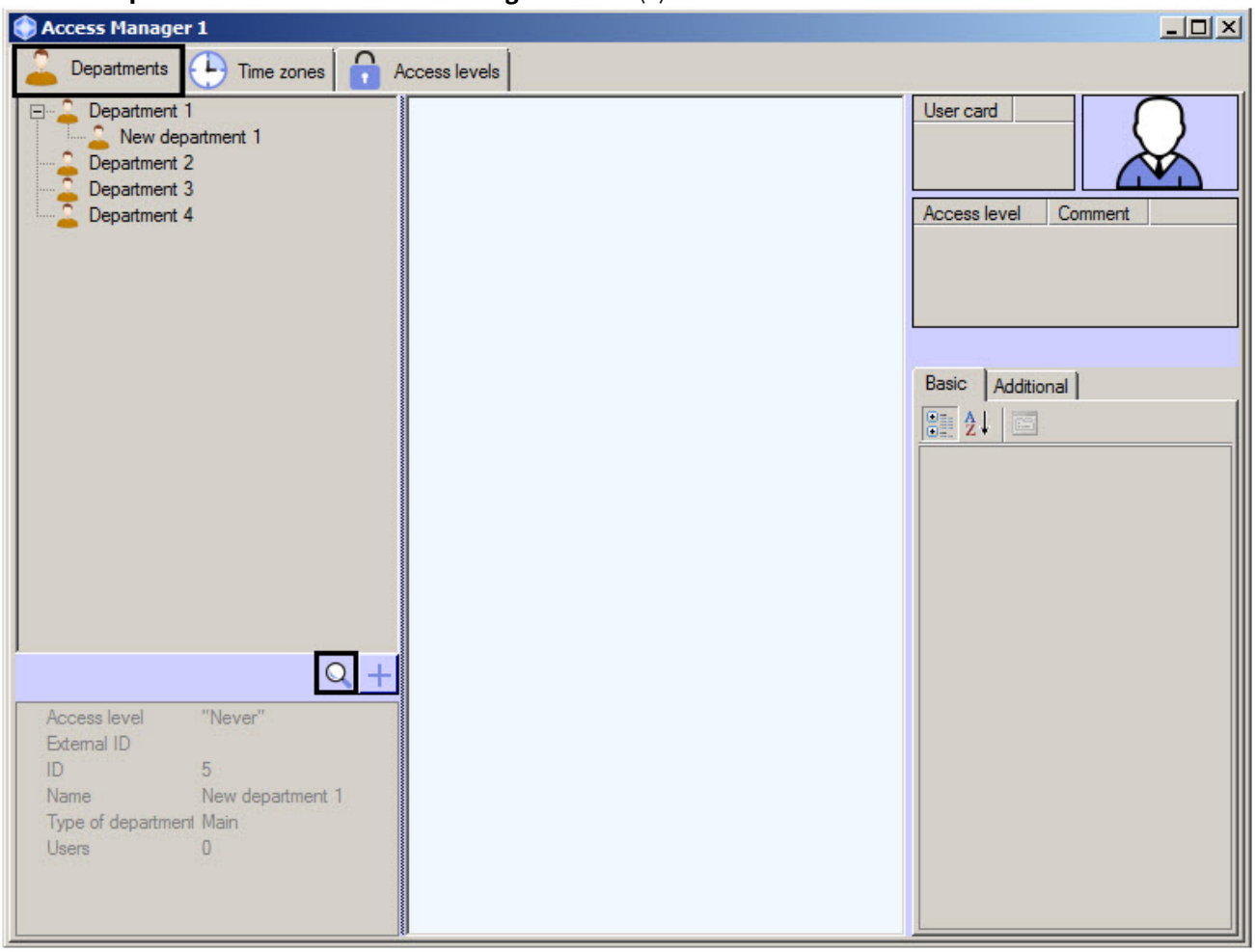
6.5.4 Department search in the Access Manager software module

6.5.4.1 Going to department search

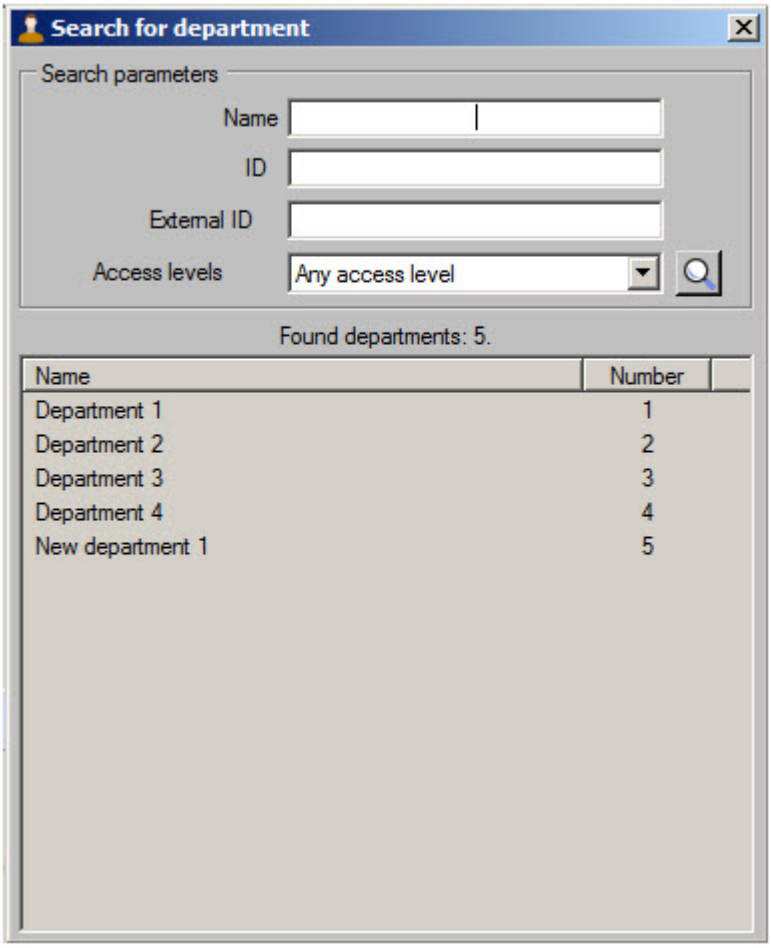
In the *Access Manager* software module it's possible to search for departments by name, ID, external ID and access level.

To go to department search, do the following:

1. Go to the **Departments** tab of the **Access Manager** window (1).



2. Click the  button (2). The **Search for department** window will open.



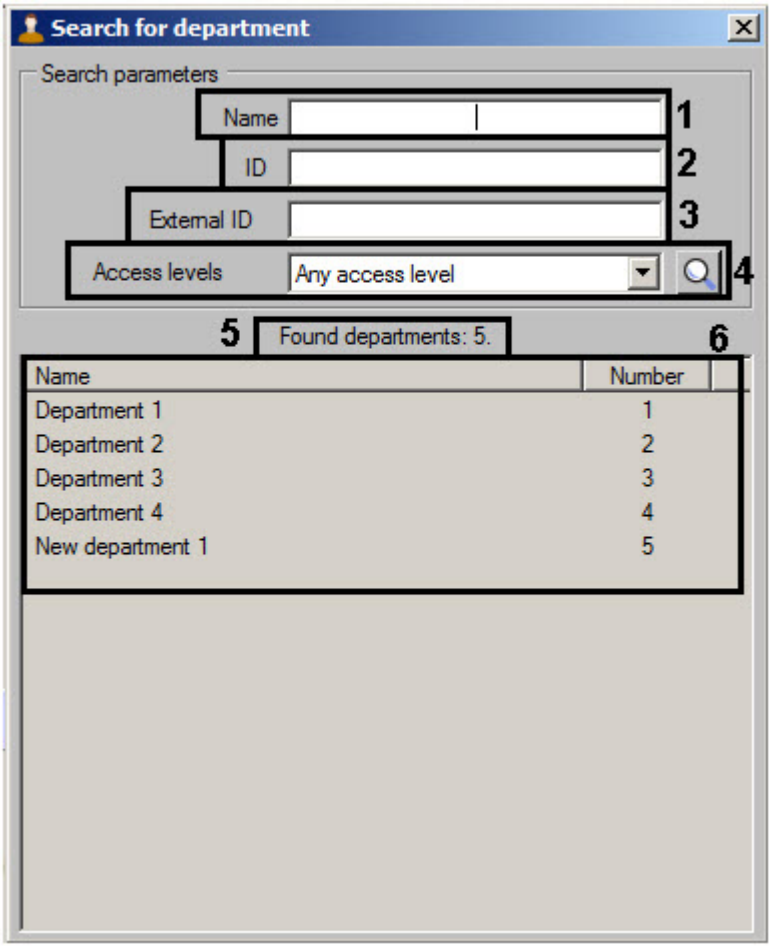
Going to department search is completed. Working with the Search for department is described in the Working with Search for department window section.

6.5.4.2 Working with Search for department window

Working with **Search for department** window is performed while searching for department (see the Going to department search section), replacing user from one department to another (see the Transferring a user to a different department section), and while creating departments hierarchy (see the Creating departments hierarchy section).

Working with the **Search for department** window is performed as follows:

1. Enter the complete or partial name of a department in the **Name** field if it's required (1).



2. Enter the department ID in the **ID** field if it's required (2).
3. Enter the external ID of an object in the **External ID** field if it's required (3).
4. From the **Access level** drop-down list select name of access level which is to be assigned to required department (4). If it's required click the  button and search for access level (see the Working with the Search access level window section).
5. Click the Enter key.
6. Number of found departments will be displayed (5) and the list of departments satisfying to the specified search parameters (6). Search is case-insensitive. All objects corresponding fields of which contain specified values will be found.

To sort search results click the left mouse button on title of corresponding column.

While double click on department name, the **Search for department** window will be closed and the department will be selected in the departments tree or in the form from which the **Search for department** window was opened.

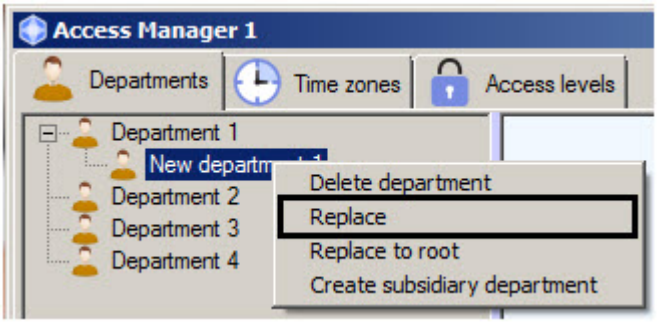
Department search is completed.

6.5.5 Creating departments hierarchy

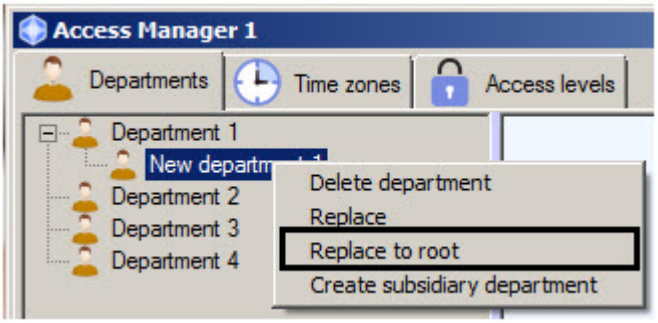
The departments hierarchy is created using the following operations:

1. Changing of parent department. Click the right mouse button on department name in the list of departments and select the **Replace** item in the opened functional menu. As a result the **Search for department** window will open to select the

new parent department - see the Working with Search for department window section.



2. Replacing subsidiary department to the root of hierarchy. Click the right mouse button on department name in the list and select the **Replace to root** item in the opened functional menu. As a result the department will be places to the root of departments hierarchy.



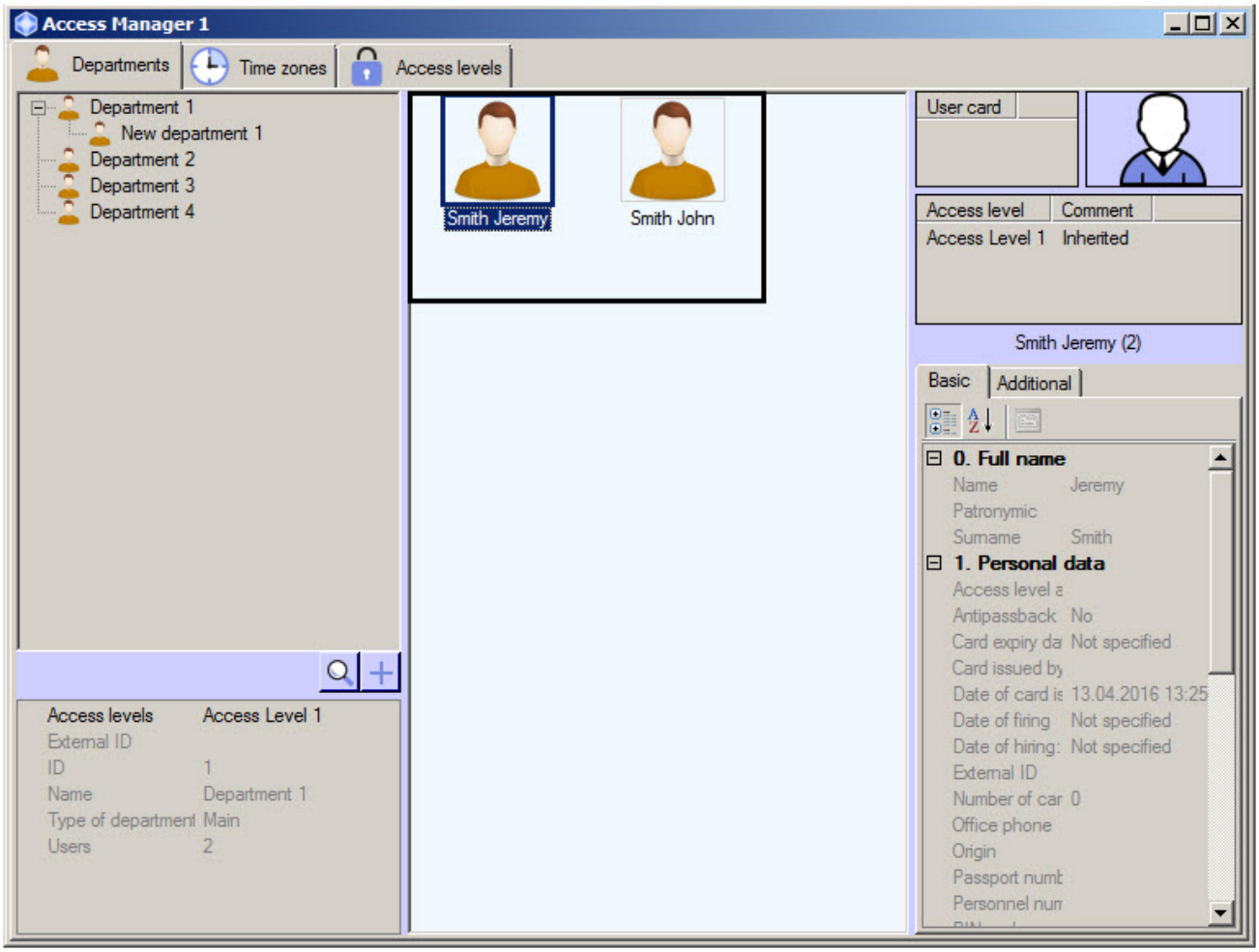
3. Change the department location by dragging it with the left mouse button holding the Ctrl key.

> **Note**
> Department replaces in hierarchy with its subsidiary departments.

6.6 Working with users in the Access Manager software module

6.6.1 Viewing a list of users

To view users select one of departments in the tree. A list of users included to this department will be displayed in the middle part of the **Access Manager** window.



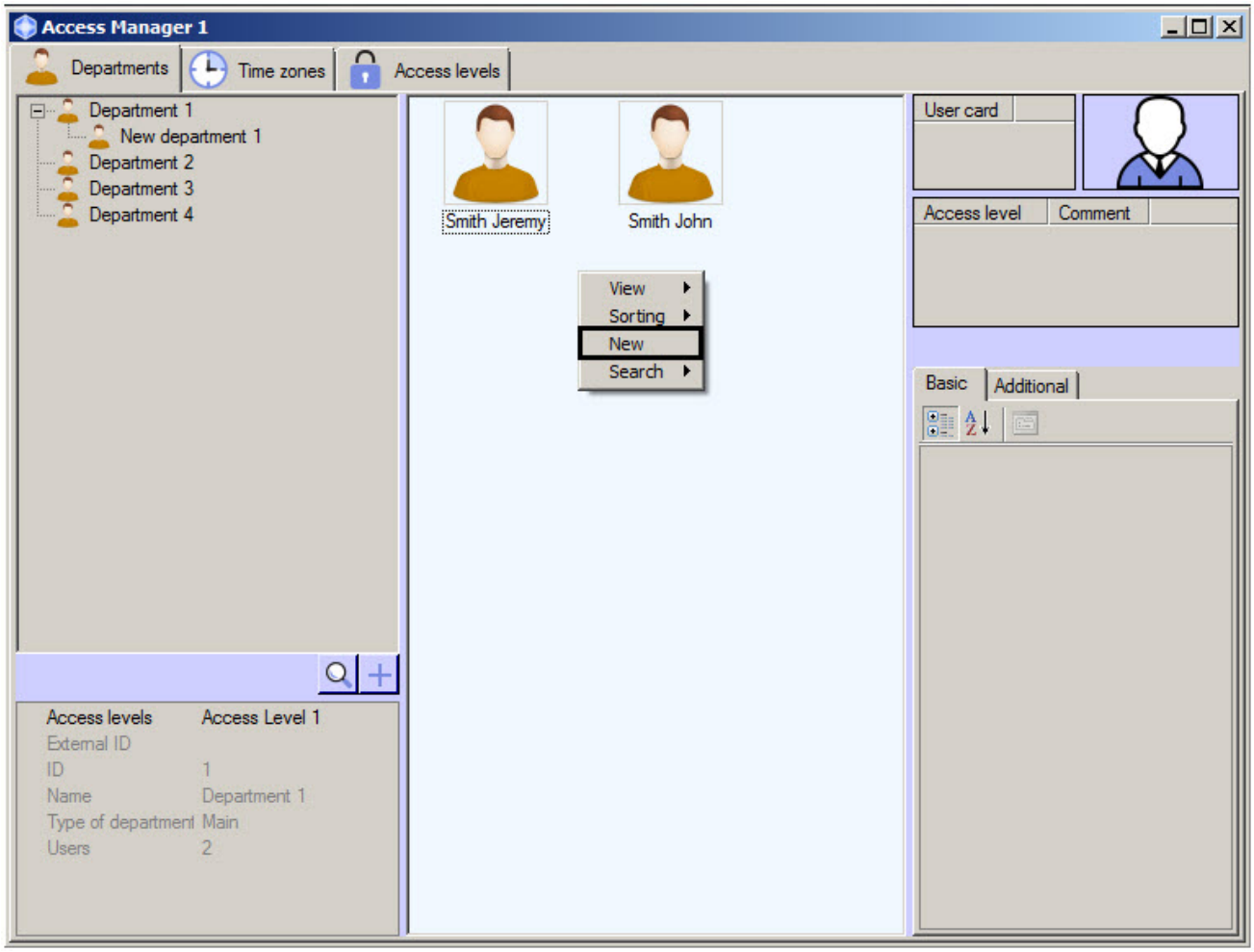
Properties of the selected user are displayed in the right part of the **Access Manager** window. On default the first user from the list will be selected while viewing the department.

> **Note**
> In case of large number of users in the department (more than 2000), displaying of users list can take for some time. Time of displaying a users list depends on computer capacity on which the **Access Manager** window is displaying.

6.6.2 Creating users in the Access Manager

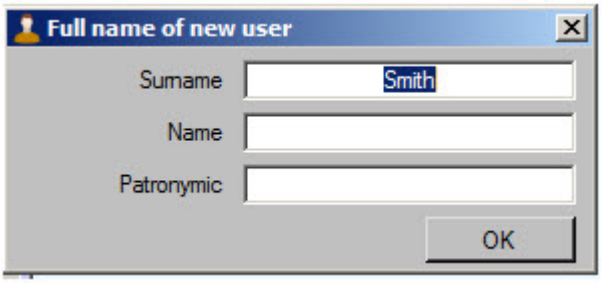
To add a new user, do the following:

1. Open a list of users (see the Viewing a list of users section).
2. Click the right mouse button in free area of user list or any previously created user.



Note
Rights for users creating can be limited while configuring the *Access Manager* module. The message about missing of corresponding rights will display. See also the Rights for users configuring in the Access Manager section.

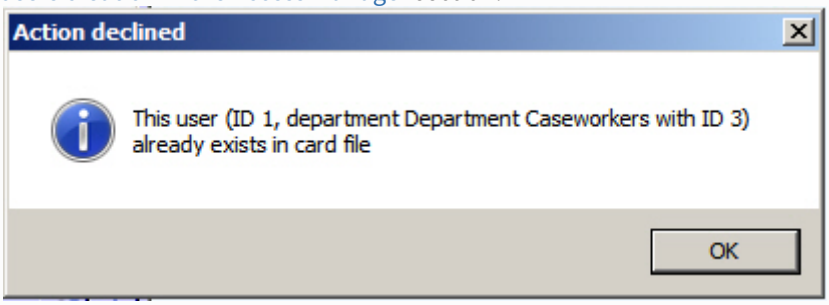
3. Select the **New** item in the opened functional menu. The **Full name of new user** window will open.



4. Enter surname, name and patronymic of creating user and click **OK** button.

Note

If criterion of records duplicate is in use and there is user with such name in the system, the error message with ID of existed user and department to which the user belongs will display. See also the Configuring parameters of users creation in the Access Manager section.



5. The **Editing. <User name> (creation)** window will display.

Further process of user creation is given in the Editing a user section.

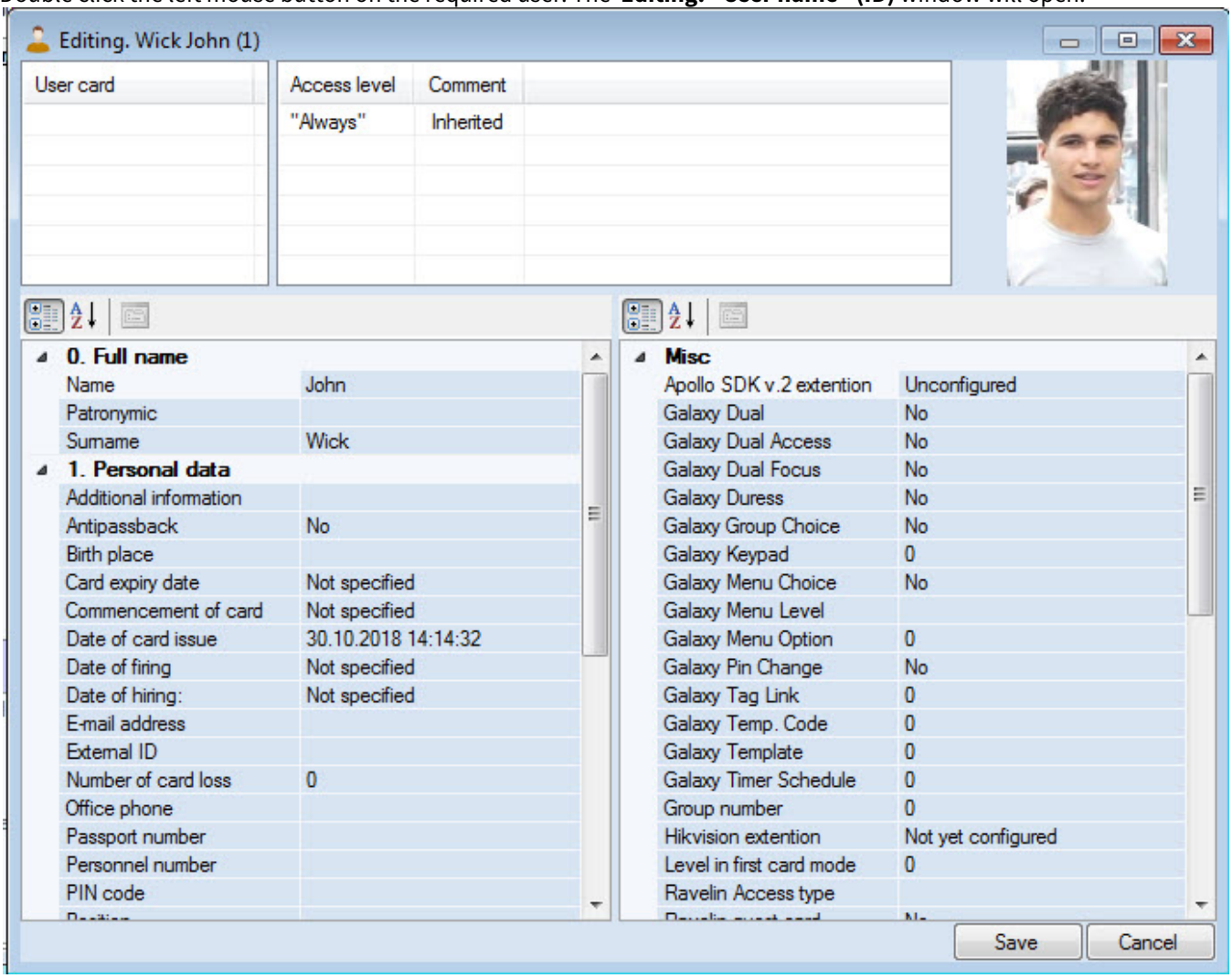
6.6.3 Editing a user

6.6.3.1 Going to user editing

Going to user editing is performed while user creating (see the Creating users in the Access Manager section) or as follows:

1. Open list of users (see the Viewing a list of users section).

2. Double click the left mouse button on the required user. The **Editing. <User name> (ID)** window will open.



It's possible to do the following operations in this window:

a. Setting user parameters
b. Assigning access card to user
c. Assigning access levels to user
d. Assigning photo to user
e. Adding biometric parameters (fingerprints)

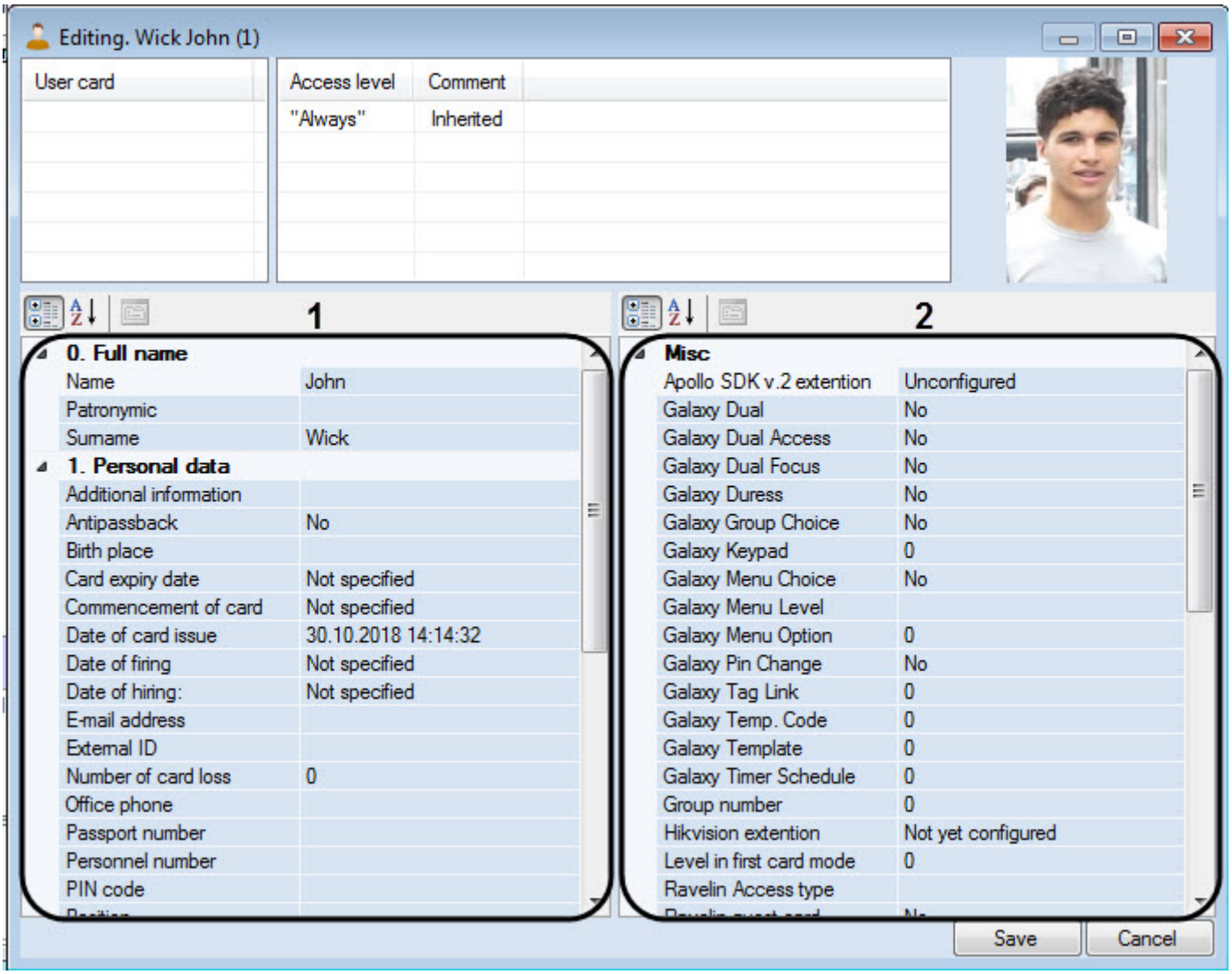
All actions are described as follows.

> **Note**
> Rights for user editing can be limited while configuring the *Access Manager* module. The message about missing of corresponding rights will display after double click on the user name. See also the Rights for users configuring in the Access Manager section.

Going to user editing is completed.

6.6.3.2 Setting user parameters

User parameters are specified in the **Editing. <User name> (ID)**.



Note
Fields available for editing including list of access levels and list of access cards are specified while configuring the *Access Manager* software module – see the Configuring fields displaying in user accounts section. Some fields can be hidden or not available for editing depending on settings.

Parameter name	Parameter setting method	Default category in templates	Value range	Comment
Surname	Enter the value in the field	0. Full name	All symbols	-
Name	Enter the value in the field	0. Full name	All symbols	-
Patronymic	Enter the value in the field	0. Full name	All symbols	-
Personnel number	Enter the value in the field	1. Personal data	All symbols	-

External ID	Enter the value in the field	1. Personal data	All symbols	This field is in use if list of departments and users in the database of the *ACFA Intellect* software package is used with users database in external software due to features of used ACS integration module.
Position	Enter the value in the field	1. Personal data	All symbols	-
Date of hiring	Enter the value in the field manually or using the calendar	1. Personal data	Date in Weekday, DD mmm YYYY HH:MM:SS format	-
Date of firing	Enter the value in the field manually or using the calendar	1. Personal data	Date in Weekday, DD mmm YYYY HH:MM:SS format	-
Temporary AL activation date	Enter the value in the field manually or using the calendar	1. Personal data	Date in Weekday, DD mmm YYYY HH:MM:SS format	To use temporary access levels the **Support temporary access levels** object is required. This object is created on the basis of the **Computer** object on the **Hardware** tab of the **System settings** window
Temporary AL expiry date	Enter the value in the field manually or using the calendar	1. Personal data	Date in Weekday, DD mmm YYYY HH:MM:SS format	
Date of card issue	Enter the value in the field manually or using the calendar	1. Personal data	Date in Weekday, DD mmm YYYY HH:MM:SS format	-
Card expiry date	Enter the value in the field manually or using the calendar	1. Personal data	Date in Weekday, DD mmm YYYY HH:MM:SS format	-
Date of card issue	Enter the value in the field manually or using the calendar	1. Personal data	Date in Weekday, DD mmm YYYY HH:MM:SS format	-
Number of card loss	Enter the value in the field	1. Personal data	Numbers	-
PIN code	Enter the value in the field	1. Personal data	Numbers	-
Antipassback	Select the value from the list	1. Personal data	Yes No	Default value depends on configuring the Access Manager module – see the Configuring parameters of users creation in the Access Manager section.
User locked	Select the value from the list	1. Personal data	Yes No	Yes – user locked. No – user is active.
Additional information	Enter the value in the field	1. Personal data	All symbols	Enter additional information in text field opening by clicking the "down" button in the Additional information field

Driving license	Enter the value in the field	3. Vehicle	All symbols	Number of user driving license
Vehicle model	Enter the value in the field	3. Vehicle	All symbols	Model of user vehicle
Vehicle LP	Enter the value in the field	3. Vehicle	All symbols	License plate of user vehicle. Several license plate numbers can be specified divided by space. Access grant by license plate is also enabled in this case when *ACFA-Intellect* is set up for operation with *Virtual Access Server* module (see Virtual Access Server Integration Module Configuration and Operation Manual).
Telephone	Enter the value in the field	1. Personal data	All symbols	Telephone number
Office phone	Enter the value in the field	1. Personal data	All symbols	Office phone number
E-mail address	Enter the value in the field	1. Personal data	All symbols	User e-mail address
Passport number	Enter the value in the field	1. Personal data	All symbols	Passport number of user
For visitor: from where	Enter the value in the field	4. Visitor data	All symbols	Name of organization to which the visitor belongs
For visitor: to which department	Enter the value in the field	4. Visitor data	All symbols	Department being visited
For visitor: to whom	Enter the value in the field	4. Visitor data	All symbols	Employee being visited
For visitor: purpose of visit	Enter the value in the field	4. Visitor data	All symbols	Purpose of visitor visit
For visitor: document	Enter the value in the field	4. Visitor data	All symbols	Present document of visitor identification
For visitor: registration address	Enter the value in the field	4. Visitor data	All symbols	Address of visitor registration according to place of residence
For visitor: birth place	Enter the value in the field	4. Visitor data	All symbols	Place of visitor birth
Card issued by	Automatically	1. Personal data	Operator name	Name of operator who last assigned access card to user or visitor (see the Assigning an access card to a user section)
Access level assigned by	Automatically	1. Personal data	Operator name	Name of operator who last assigned access level to user or visitor (see the Assigning access levels to a user section)

Parameter name	Parameter setting method	Default category in templates	Value range	Comment
Apollo SDK v.2 extention	Configurating	Misc	Unconfigured Configured	(see ApolloSDK v.2 Integration Module Settings Guide).
Galaxy Dual	Select the value from the list		Yes No	(see Honeywell Galaxy Dimension Integration Module Settings Guide).
Galaxy Dual Access	Select the value from the list		Yes No	
Galaxy Dual Focus	Select the value from the list		Yes No	
Galaxy Duress	Select the value from the list		Yes No	
Galaxy Group Choisce	Select the value from the list		Yes No	
Galaxy Keypad	Enter the value in the field		NONE 10-51	
Galaxy Menu Choice	Select the value from the list		Yes No	
Galaxy Menu Level	Select the value from the list		1.0 2.1 2.3 2.4 2.5 3.6	
Galaxy Menu Option	Select the value from the list		NONE 11-71	
Galaxy Pin Change	Select the value from the list		Yes No	
Galaxy Tag Link	Enter the value in the field		Numbers	
Galaxy Temp Code	Enter the value in the field		Numbers	
Galaxy Template	Enter the value in the field		Numbers	

Galaxy Timer Schedule	Enter the value in the field	Numbers	
Group number	Enter the value in the field	Numbers	-
Hikvision extention	Configurating	Unconfigured Configured	(see Hikvision Integration Module Configuration and Operation Guide).
Level in first card mode	Enter the value in the field	Numbers	-
Ravelin Access type	Select the value from the list	Card only Master card Card and pin Slave card	(see Gate Integration Module Setup and User Guide).
Ravelin guest card	Select the value from the list	Yes No	
Soyal Access type	Select the value from the list	Card only Card or PIN Card and PIN Access denied	(see Soyal Integration Module Settings Guide).
Soyal Can pass in and out	Select the value from the list	Yes No	
Soyal Card Level	Select the value from the list	0-10	
Soyal Patrol card	Select the value from the list	Yes No	
Soyal PWD change avaliable	Select the value from the list	Yes No	
Suprema 2 Card Auth Mode	Select the value from the list	Default Only Card Card And Fingerprint Card And Pin Fingerprint Or Pin After Card Card And Fingerprint and Pin Cannot Use	(see Suprema 2 Settings Guide).
Suprema 2 Faces	Automatically	Numbers	

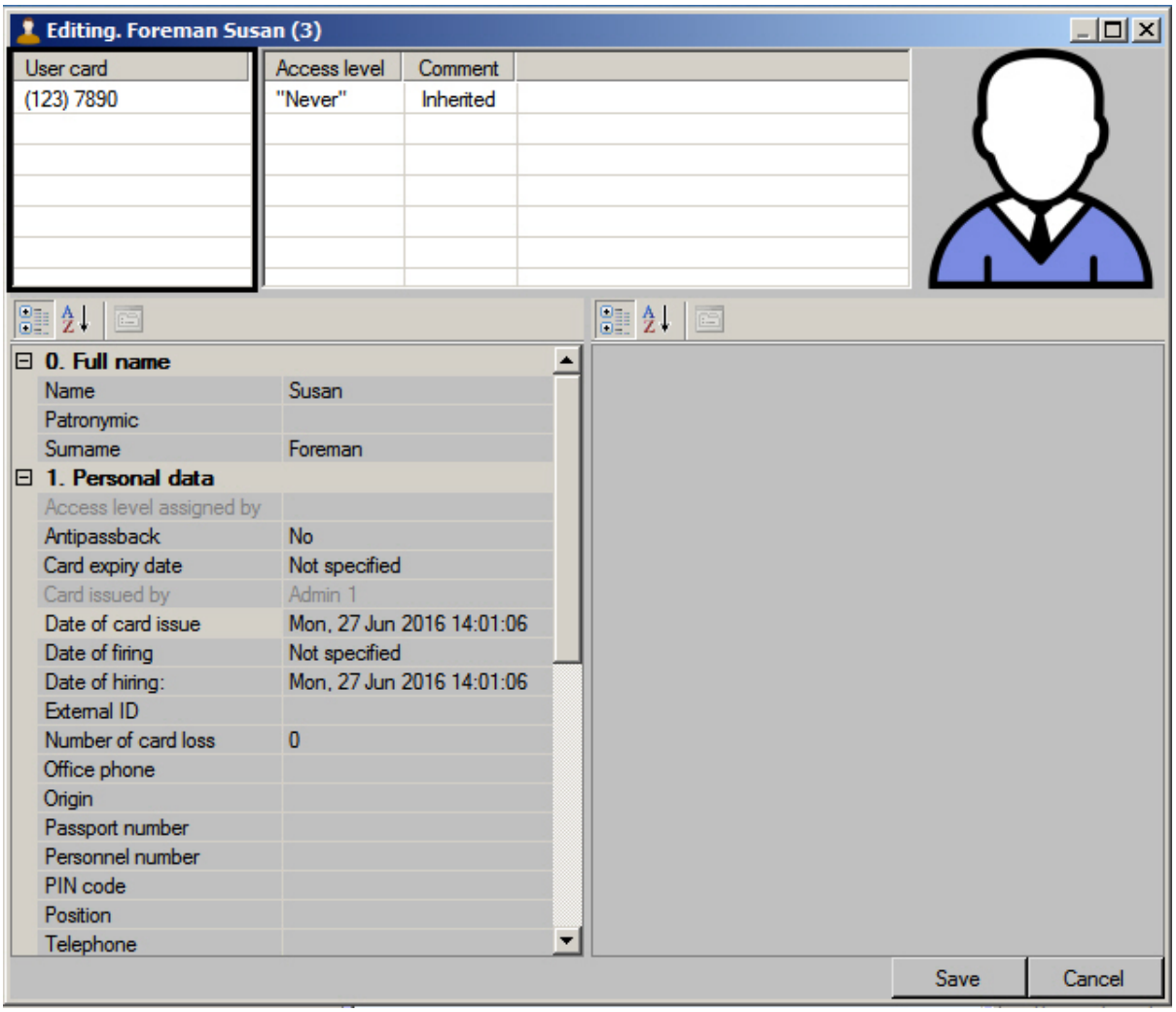
Suprema 2 Finger Auth Mode	Select the value from the list	Default Only Fingerprint Fingerprint And Pin Cannot Use	
Suprema 2 Id Auth Mode	Select the value from the list	Default Fingerprint After Id Pin After Id Fingerprint Or Pin After Id Fingerprint And Pin After Il Cannot Use	
Suprema 2 Operator Level	Select the value from the list	None Admin System settings User information	
Suprema Bypass Card	Select the value from the list	Yes No	
Suprema(2) Fingerprints	Automatically	Numbers	
Suprema(2) Security Level	Select the value from the list	Default Lower Low Normal Hight Higher	
Unicard code	Enter the value in the field	All symbols	(see Unicard Integration Module Settings Guide).
Unicard default floor	Enter the value in the field	Numbers	
Unicard disabled	Enter the value in the field	Numbers	
VertX-Edge Access mode	Select the value from the list	Card or "Card and PIN" Card only PIN only Card only and PIN only	(see HID Integration Module Settings Guide).

VertX-Edge Escort	Enter the value in the field		All symbols
VertX-Edge Exempt PIN	Select the value from the list		Yes No
VertX-Edge Extended access	Select the value from the list		Yes No
VertX-Edge PIN commands	Select the value from the list		Yes No

6.6.3.3 Assigning an access card to a user

6.6.3.3.1 General information about assigning access cards to a user

List of user access cards is displayed in the **User card** table of the **Editing. <Full name> (ID) window**.



The object code is specified in brackets, then the card code follows.

It is possible to assign several access cards to a user.

Attention!
Assigning several access cards to a user should be supported by hardware. If used hardware supports only one card and several cards are assigned to a used, then all cards excepting the first card will be ignored by system.

Input of card number and code while assigning access cards to a user can be performed in one of the following ways:

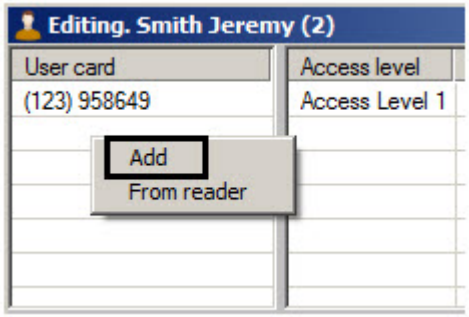
1. Manually.
2. Using the control reader.

Note
List of control readers used for user access cards input is specified while system configuring - see the Selecting control readers in the Access Manager section.

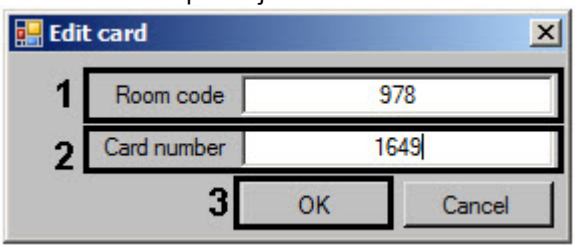
6.6.3.3.2 Input of access card number manually

To input access card number manually, do the following:

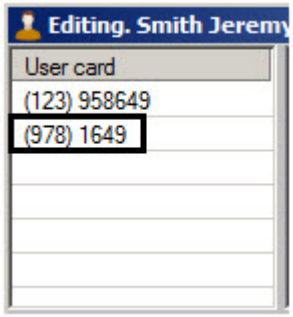
1. Go to editing a user (see the Going to user editing section).
2. Click the right mouse button in card selection area.
3. Select the **Add** item in the opened functional menu.



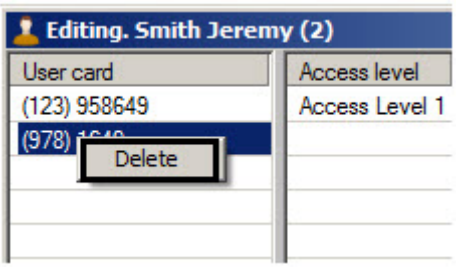
4. The window of input object code and card code will open.



5. Enter the object code (facility-code, room code) in the **Room code** field (1).
6. Enter the card code in the **Card number** field (2).
7. Click the **OK button** (3).
8. The card will be added to the list.



Note
To delete a card number from the list click the right mouse button on the card number and select the **Delete** item in the opened functional menu.

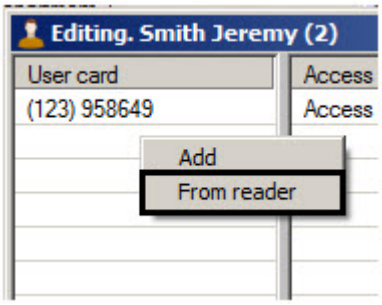


Input of access card number manually is completed.

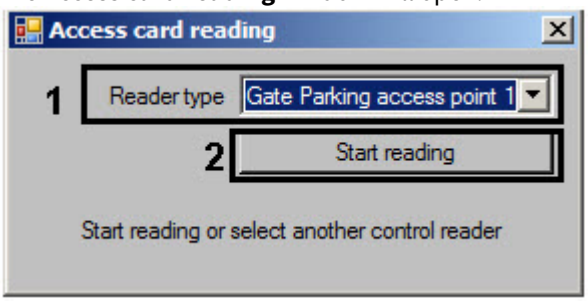
6.6.3.3.3 Input of card number using a control reader

To input access card number using a control reader, do the following:

1. Go to editing a user (see the Going to user editing section).
2. Click the right mouse button in card selection area.
3. Select the **From reader** item in the opened functional menu.



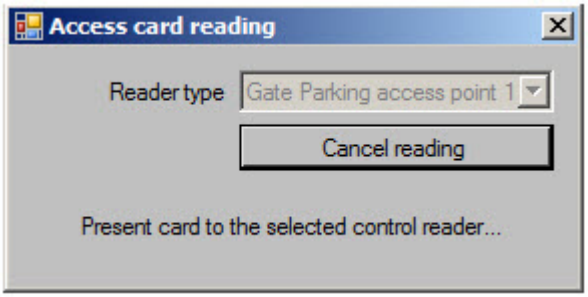
4. The **Access card reading** window will open.



5. From the **Reader type** drop-down list select a control reader which will be used for input of access card number (1).

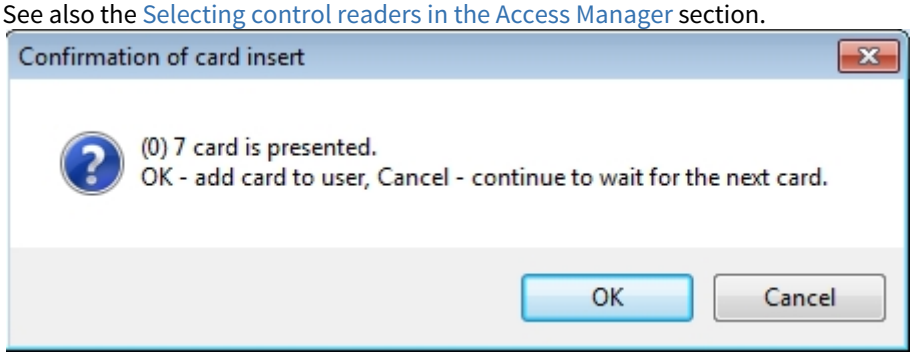
Note
List of accessible control readers is specified while system configuring (see the Selecting control readers in the Access Manager section).

6. Click the **Start reading** button (2). The **Access card reading** window will be as follows:

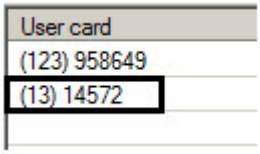


> **Note**
> To cancel access card reading click the **Cancel reading** button.

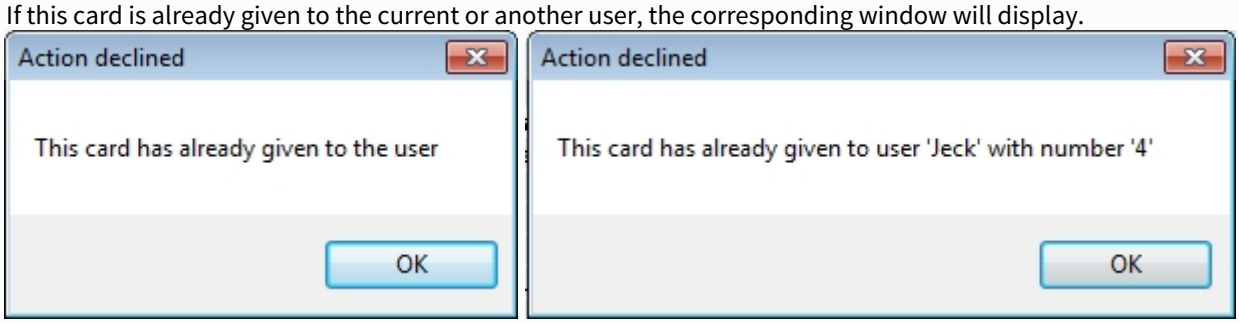
7. Present access card to the selected reader.
8. If confirmation of card input by operator is configured, the Confirmation of card input window will display. To assign presented card to a user click **OK**, to come back to step 12 click **Cancel**.
   See also the Selecting control readers in the Access Manager section.



9. Then the **Access card reading** window will be closed and number of presented access card will be added to the list.



> **Note**
> If this card is already given to the current or another user, the corresponding window will display.



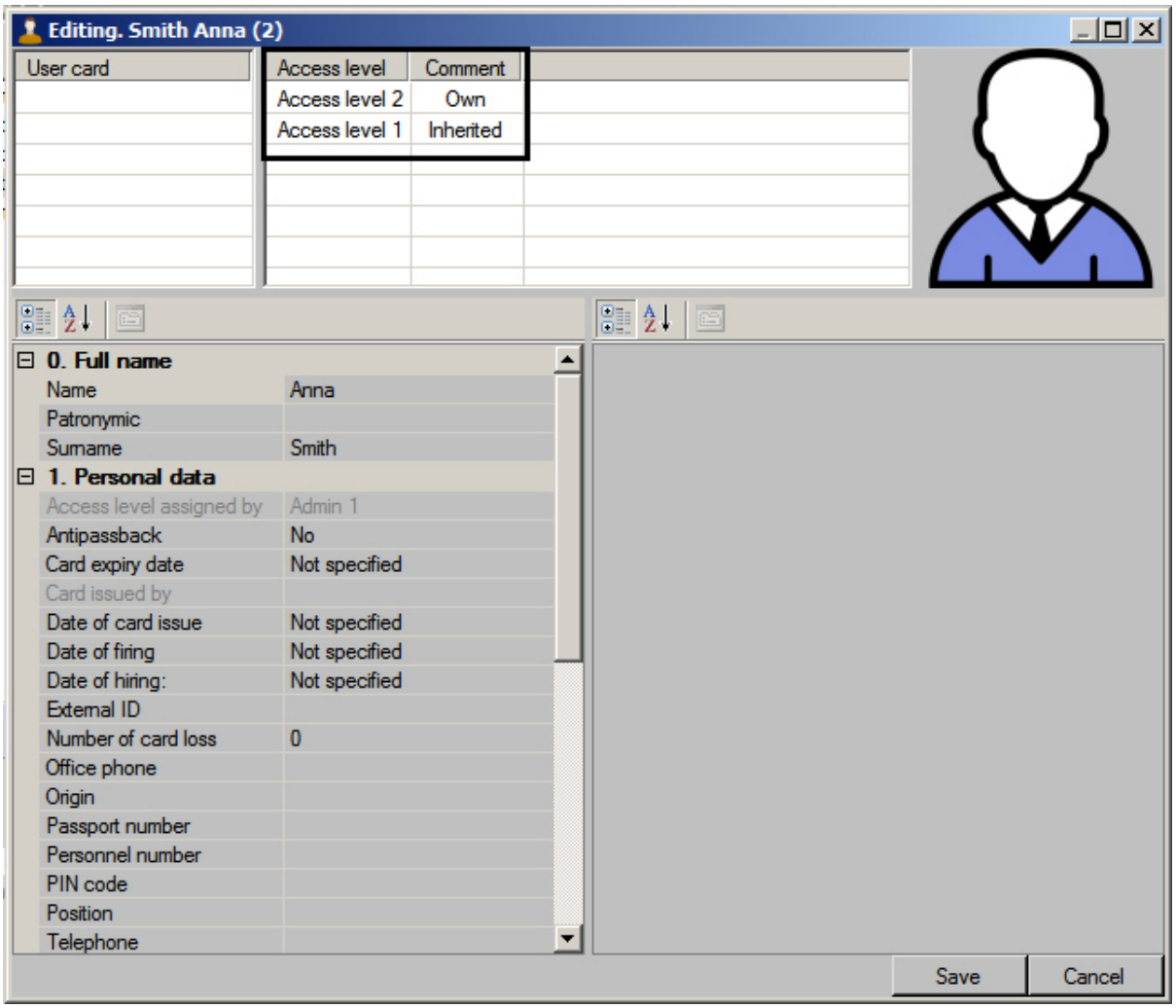
> **Note**
> To delete a card number from the list click the right mouse button on the card number and select the **Delete** item in the opened functional menu.

Input of access card using a control reader is completed.

6.6.3.4 Assigning access levels to a user

6.6.3.4.1 General information about assigning access level to a user

List of access levels is displayed in the table of the **Editing. <User full name> (ID)** window.

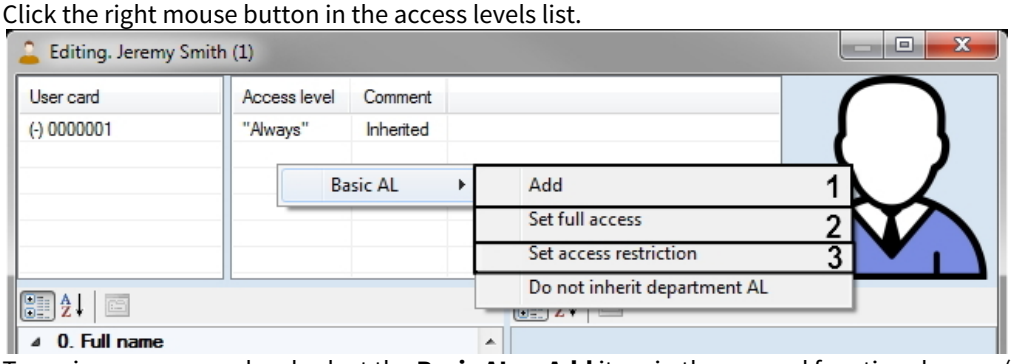


In the **Comment** column it's specified whether access level is inherited from Department (**Inherited**), temporary (**Temporary**) or assigned to a user separately (**Own**). Configuring rules of department access level inheritance is described in the Configuring of department access level inheritance section. Adding of own access levels to a user is described in the Assigning own access level to a user section. Assigning temporary access levels is described in the Assigning temporary access level to a user section.

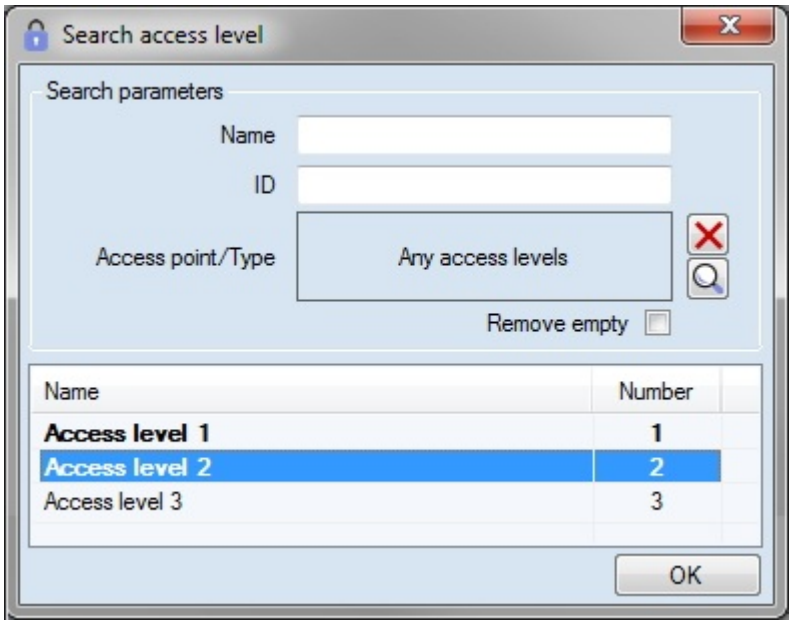
6.6.3.4.2 Assigning own access level to a user

Assigning own access level is performed as follows:

1. Go to editing a user (see the Going to user editing section).
2. Click the right mouse button in the access levels list.



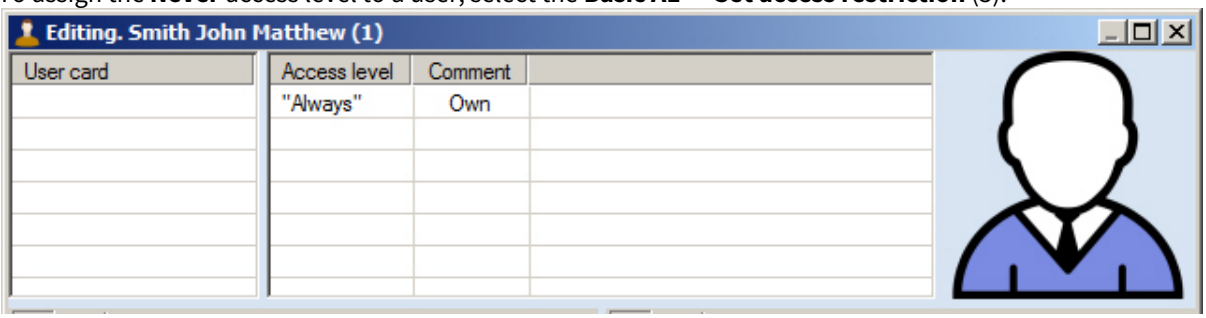
3. To assign user access level select the **Basic AL -> Add** item in the opened functional menu (1). The **Search access level** window opens. Search for required access level (see the Search for access level section) and select any number of access levels by double-clicking them (selected levels will be highlighted in bold):



4. Click **OK**.

> **Note**
> If **Always** or **Never** own access levels are assigned to a user, then no other access level can be assigned.

5. To assign the **Always** access level to a user, select the **Basic AL -> Set full access** (2).
6. To assign the **Never** access level to a user, select the **Basic AL -> Set access restriction** (3).



> **Note.**
> When **Always** or **Never** access level is added, all other access levels are deleted from the list.

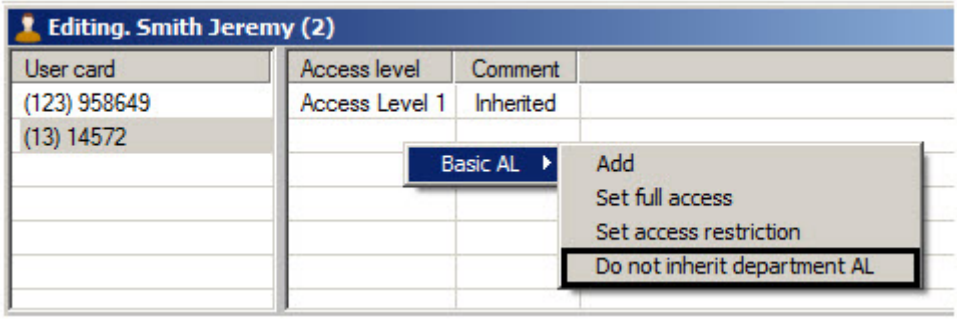
Assigning own access level to a user is completed.

6.6.3.4.3 Configuring of department access level inheritance

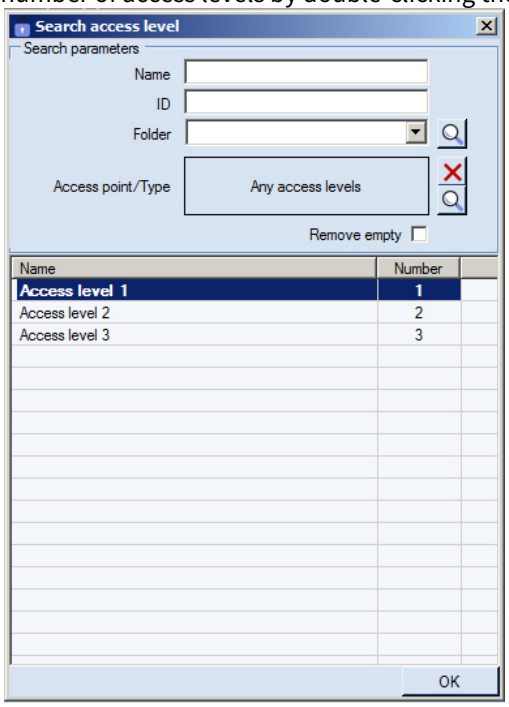
User can inherit department access level on default. If it's required not to inherit department access level (levels), do the following:

1. Go to editing a user (see the Going to user editing section).

2. Click the right mouse button in the access levels list.



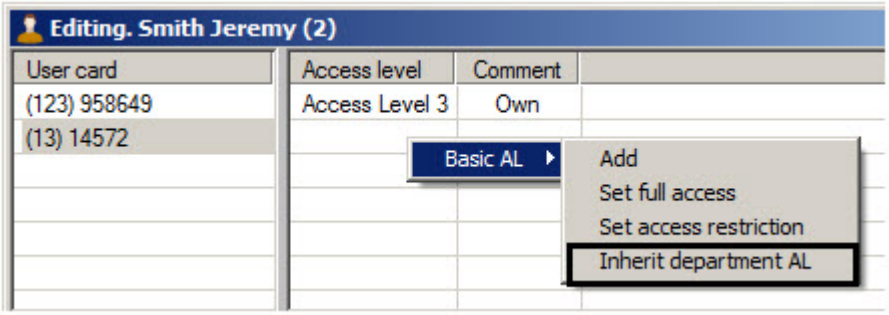
3. Select the **Basic AL -> Do not inherit department AL** in the opened functional menu. If the user does not have any other access levels assigned except the inherited, the **Search access level** window opens.
4. Search for required access level the **Search access level** window (see the Search for access level section) and select any number of access levels by double-clicking them (selected levels will be highlighted in bold):



5. Click **OK**. As a result the inherited access level (levels) will be deleted from the list.

To restore inheritance of department access levels, do the following::

1. Click the right mouse button in access levels list.
2. Select the **Basic AL -> Inherit department AL** in the opened functional menu.



As a result the inherited access level (levels) will be added to the list.

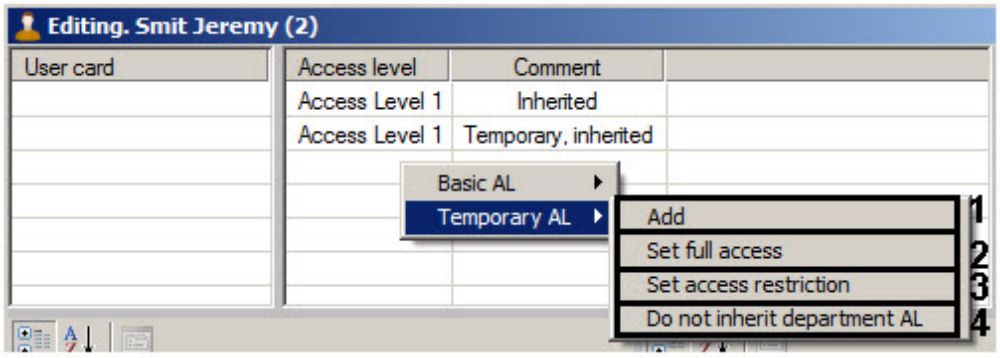
Configuring of department access level inheritance is completed.

6.6.3.4.4 Assigning temporary access level to a user

If the **Support of temporary access levels** object is created, start time of temporary access level and end time of temporary access levels are specified, it's possible to assign temporary access levels to a user

To assign temporary access level to a user, do the following:

1. Go to editing a user (see the Going to user editing section).
2. Click the right mouse button in the access levels list.



3. To assign user access level, select the **Temporary AL -> Add** in the opened functional menu (1).
4. The window of access level searching will open. Search for access levels and select the required access level (see the Search for access level section).

> **Note**
> If **Always** or **Never** own access levels are assigned to a user, then user access level can't be assigned.

5. To assign the **Always** access level to a user, select the **Temporary AL -> Set full access** (2).
6. To assign the **Never** access level to a user, select the **Temporary AL -> Set access restriction** (3).
7. Assigning own access level to a user is completed.
8. To disable inheritance of department temporary access level, select the Temporary AL -> Do not inherit department AL (4). See the Configuring of department access level inheritance section.

Assigning temporary access level to a user is completed.

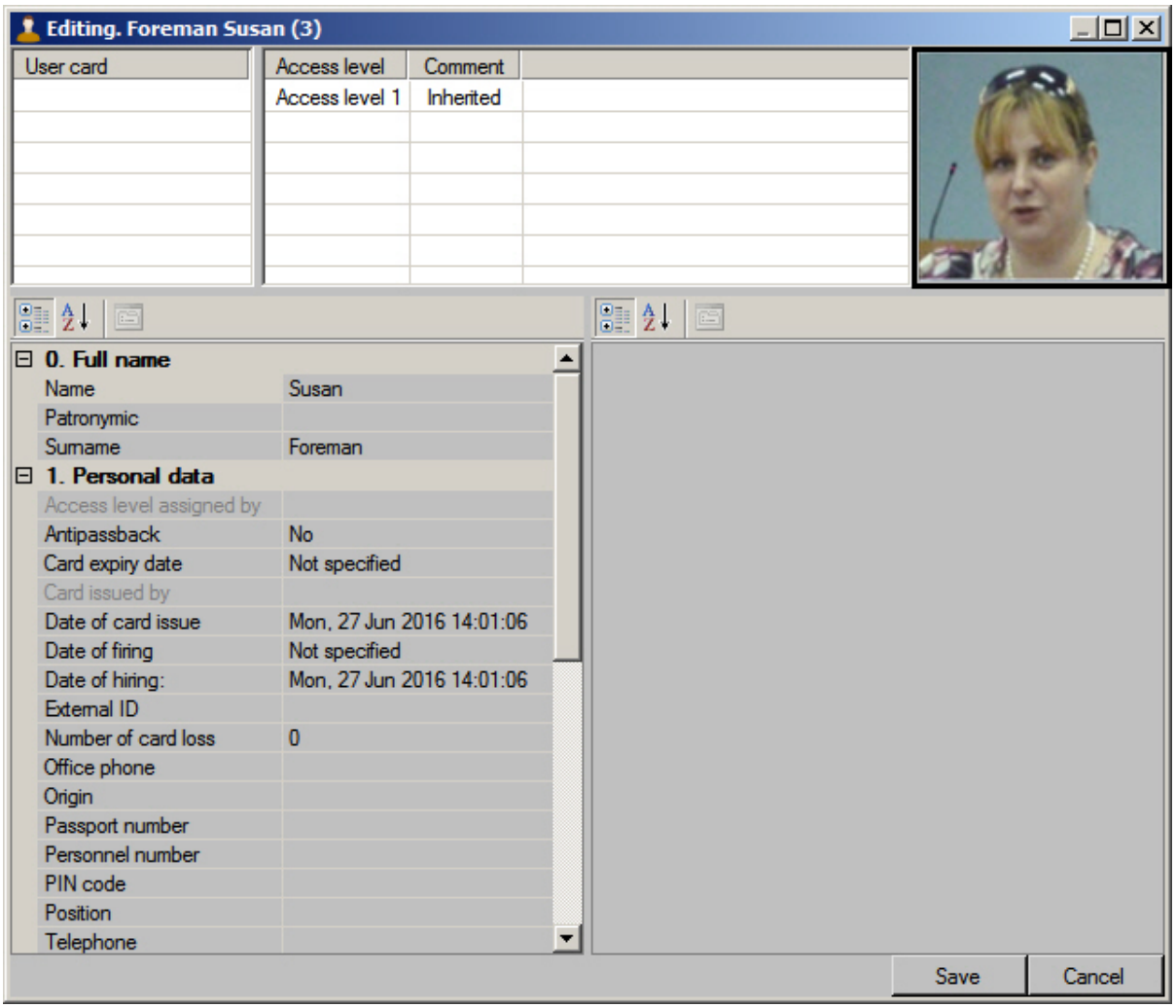
6.6.3.5 Assigning a photograph to a user in the Access Manager software module

6.6.3.5.1 General information about assigning a photograph to a user

Assigning a photograph to a user is performed in the **Editing. <User full name> (ID)** window in one of the following ways:

1. From a file.
2. From a video camera.

> **Note**
> List of video cameras used for assigning photograph to users is specified while system configuring (see the Selecting available cameras in the Access Manager section).

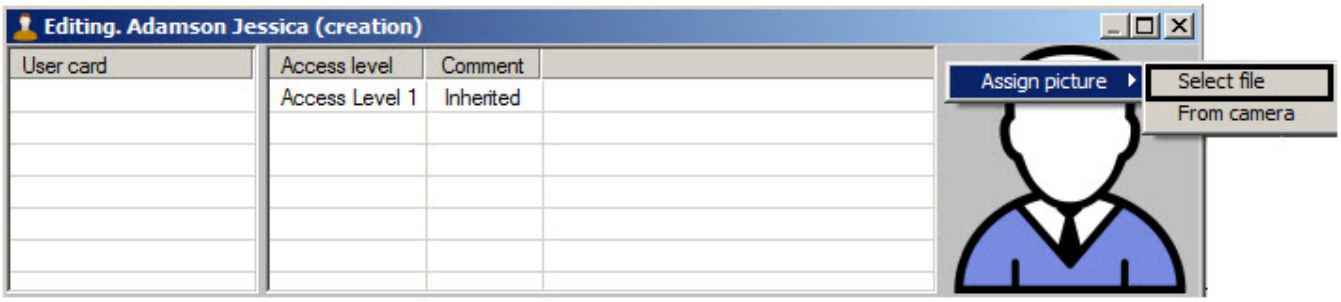


Assigned photographs are storing in the <*ACFA-Intellect installation directory*>/Bmp/Person folder. Name of file with the user's photograph is the same as the user ID. Content of the Bmp/Person folder is synchronized on all servers of distributed system.

6.6.3.5.2 Assigning photograph from a file

To assign photograph from a file, do the following:

1. Go to editing a user (see the Going to user editing section).
2. Click the right mouse button in user photo area.
3. Select the **Assign picture -> Select file** in the opened functional menu.



4. The standard dialog window will be opened. Select the file with photograph.

Opened photograph will be assigned to the user.

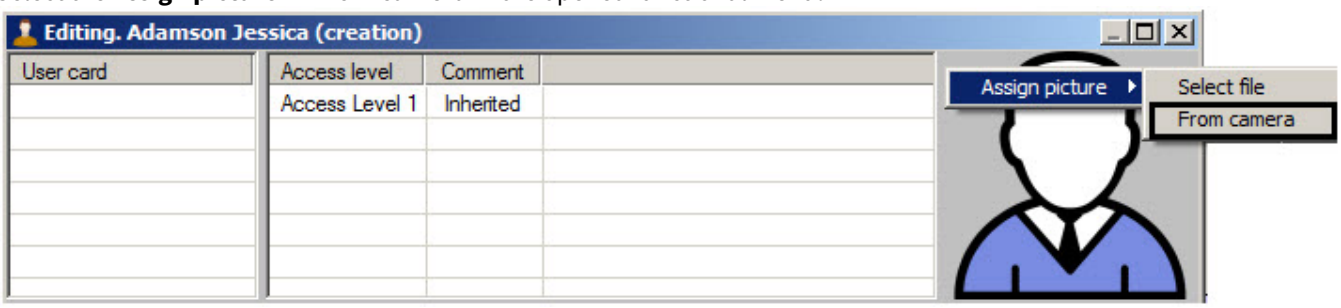
Assigning photograph from a file is completed.

6.6.3.5.3 Assigning photograph from a video camera

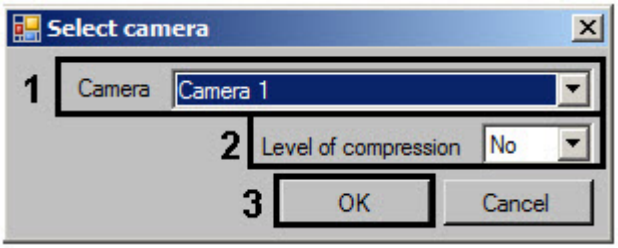
To assign photograph from a video camera, do the following:

Note
List of video camera used for assigning photographs is specified while system configuring (see the Selecting available cameras in the Access Manager section).

1. Go to editing a user (see the Going to user editing section).
2. Click the right mouse button in user photo area.
3. Select the **Assign picture -> From camera** in the opened functional menu**.**



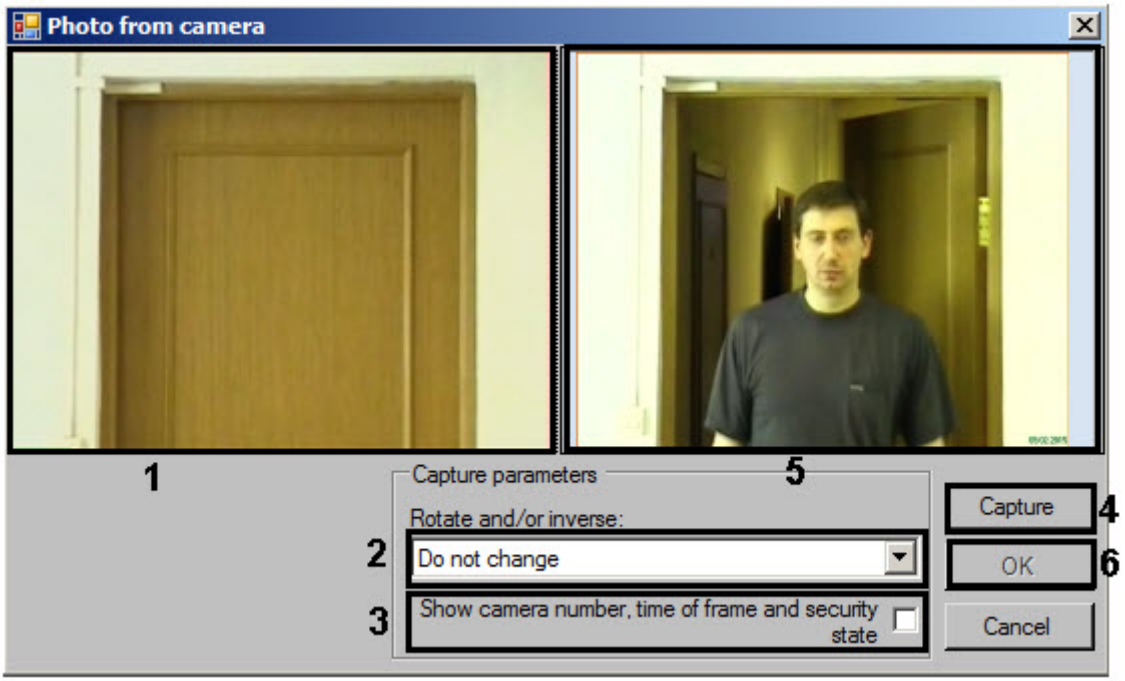
4. The **Select camera** window will open.
5. From the **Camera** drop-down list select the camera from which photograph will be captured (1).



6. If it's required to change the level of video signal compression used for assigning a photograph, select from the **Level of compression** drop-down list the required level of video signal compression (2). Compression level is increasing from 0 (without compression) to 5 (maximum compression).

Note
Configuring of compression is required while using analog cameras. It's not recommended to use compression for IP-cameras.

7. Click **OK** button (3). The **Photo from camera** window will open.



8. Video from the selected video camera is displayed in the window (1).
9. If it's required selected the way of frame processing from the **Rotate and/or inverse** drop-down list (2). the following ways of frame processing are available:
    a. Do not change (on default).
    b. Rotate 90.
    c. Rotate 180.
    d. Rotate 270.
    e. Inverse horizontally.
    f. Rotate 90 and inverse horizontally.
    g. Inverse vertically.
    h. Rotate 90 and inverse vertically.
10. The frame is saving without information about camera number, time of frame receiving, without information about camera arming or disarming (it is defined by color of the frame around camera). If it's required to add this information to the captured frame with the user image, set the **Show camera number, time of frame and security state** checkbox (3).

> **Note**
> It's recommended to configure rotation and add information to the frame before the image capturing. Changing of these settings after capturing won't lead to their disappearing from the captured frame.

11. Wait for appropriate frame with the user image and click the **Capture** button (4).
12. The received frame will display in the (5) window.
13. Click the **OK** button (6). The received frame will be assigned as the user photograph.

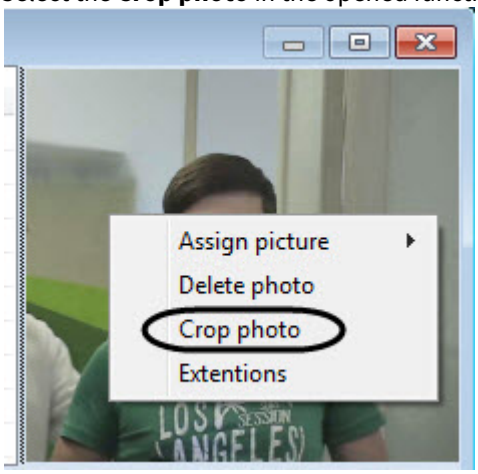
Assigning a photograph to user from a video camera is completed.

6.6.3.5.4 Cropping a photograph

It's possible to crop the assigned photograph in the *Access Manager* software module.

To crop a photograph, do the following:

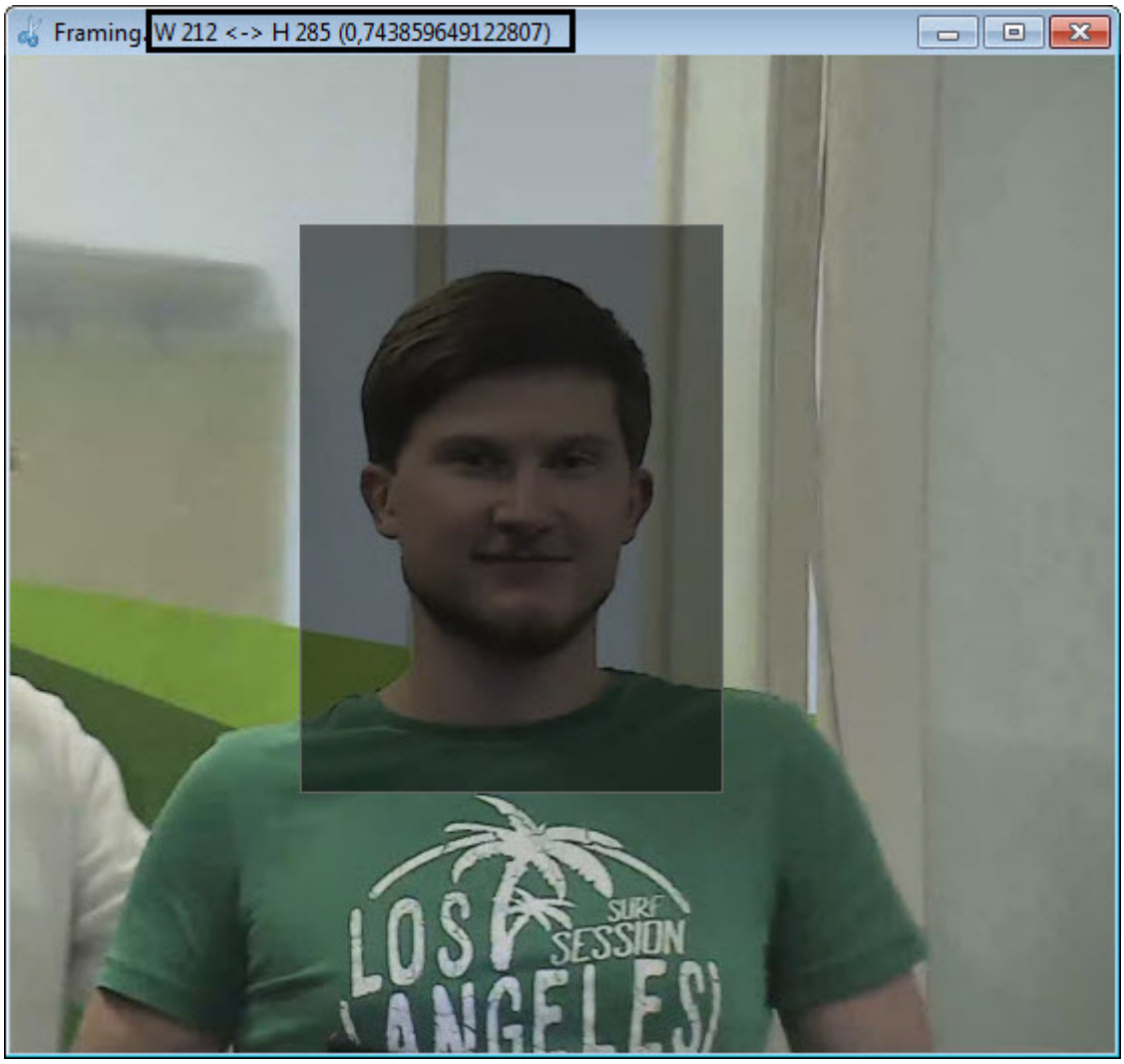
1. Go to editing a user (see the Going to user editing section).
2. Right-click the photograph assigned to a user.
3. Select the **Crop photo** in the opened functional menu.



As a result, the **Framing** window will open.

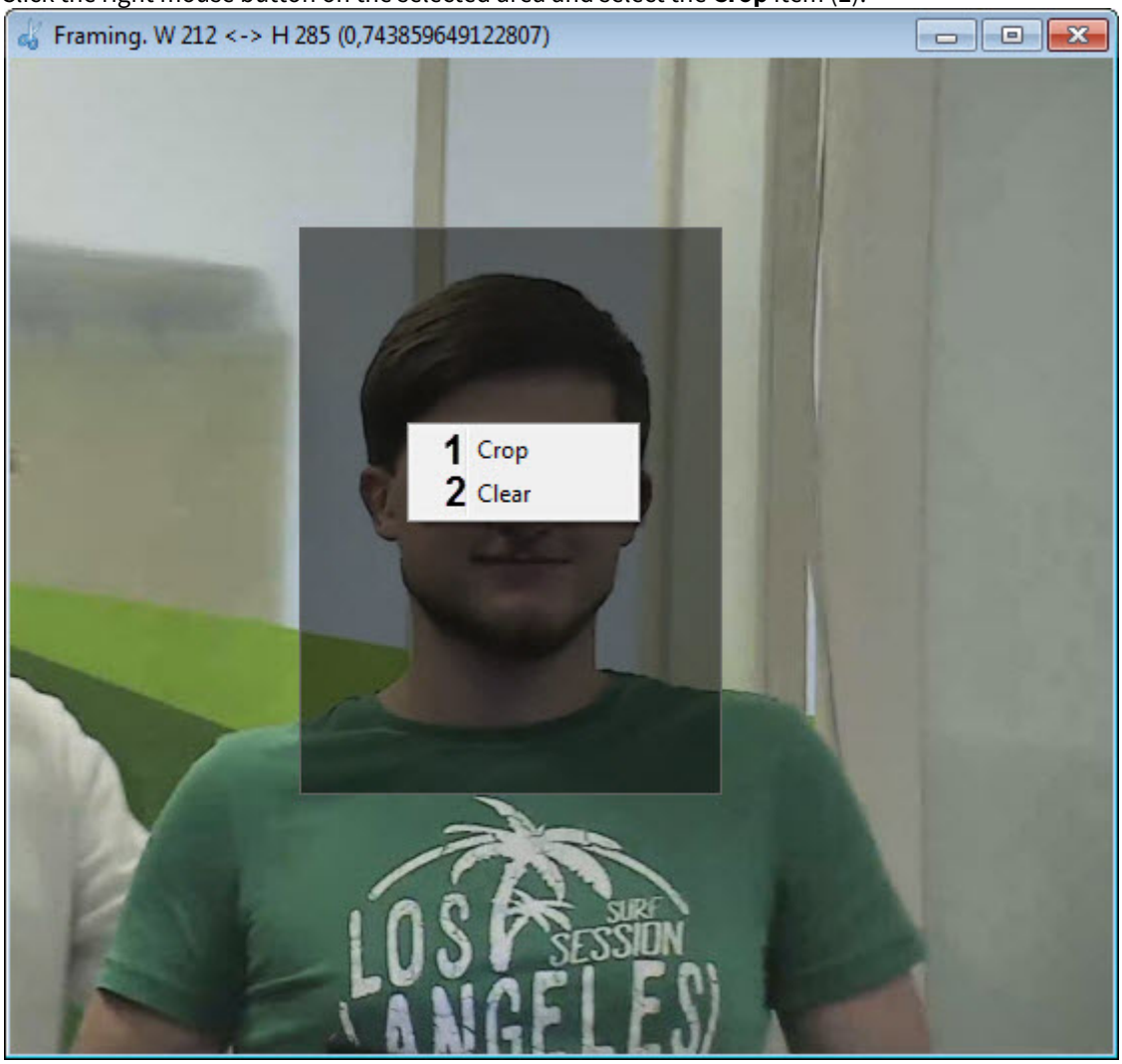
4. Select the area which should remain in the photo. To do this, left-click the required point and stretch the rectangle marking the selected area.

> **Note**
> To change the selected area, left-click the area marked by a rectangle and select the area again.



Note
In the upper part of the **Framing** window, the width (W), height (H) in pixels and the aspect ratio of the selected area are displayed.

5. Click the right mouse button on the selected area and select the **Crop** item (**1**).



> **Note**
> To delete the selection right-click the selected area and select the **Clear** item (**2**).

Cropping a photograph is completed.

6.6.3.5.5 Deleting a photograph

To delete a photograph, do the following:

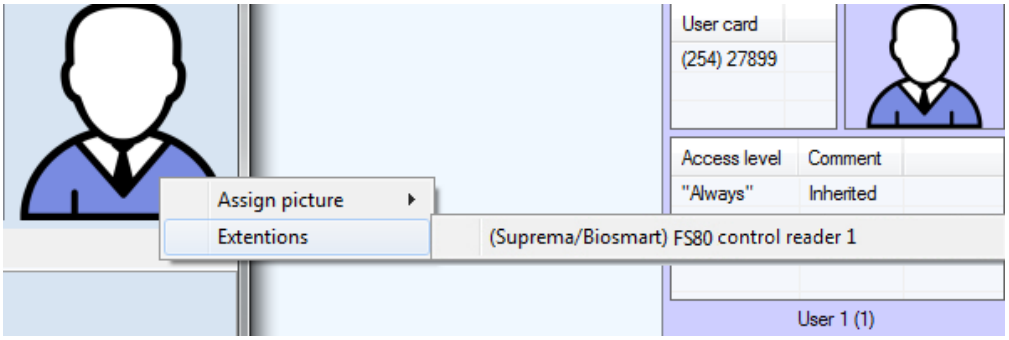
1. Go to editing a user (see the Going to user editing section).
2. Click the right mouse button on a photograph assigned to a user.
3. Select the **Delete photo** in the opened functional menu.

Deleting a photograph is completed.

6.6.3.6 Adding biometric parameters

Adding biometric parameters (fingerprints, palm vein patterns, etc.) is performed using control readers or biometric ACS controllers.

To add a user's fingerprints, right-click the user's photo and select **Extensions** -> **Reader**.



A dialog box for adding user biometric parameters opens. This dialog box is different for various equipment in use. Operation in this dialog box is described in the corresponding integration module settings guide.

> **Note.**
> Select a required reader or controller while configuring *Access Manager* to make it available in the **Extensions** list – see Selecting control readers in the Access Manager.

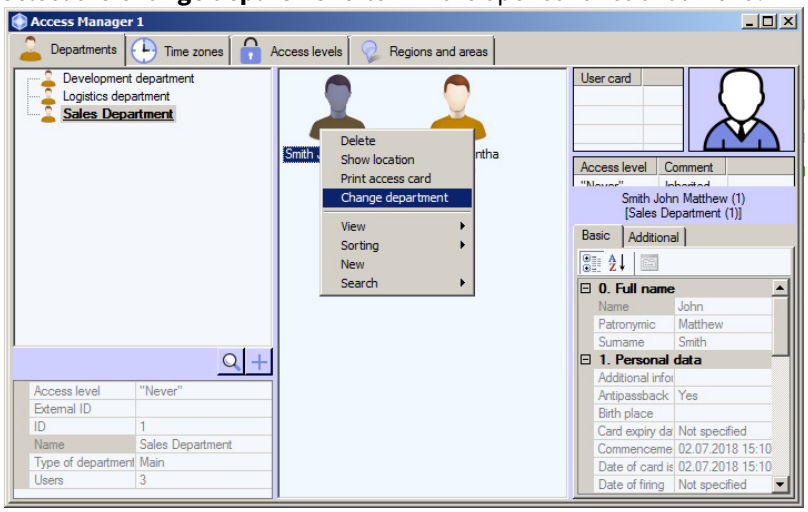
6.6.3.7 Transferring a user to a different department in the Access Manager software module

To transfer a user to a different department, do the following:

1. Go to viewing users list (see the Viewing a list of users section).
2. Click the right mouse button on the name of required user.

   > **Note**
   > To select several users to transfer them to a different department click them the left mouse button holding the Ctrl key.

3. Select the **Change department** item in the opened functional menu.



4. As a result the Search for department window will open. After searching select the department to which user is to be transferred (see the Working with Search for department window section).
5. As a result the user will be transferred to the selected department.

Transferring a user to a different department is completed.

6.6.4 User search in the Access Manager software module

6.6.4.1 General information about user search

Searching for users is performed in one of the following ways in the *Access Manager* software module:

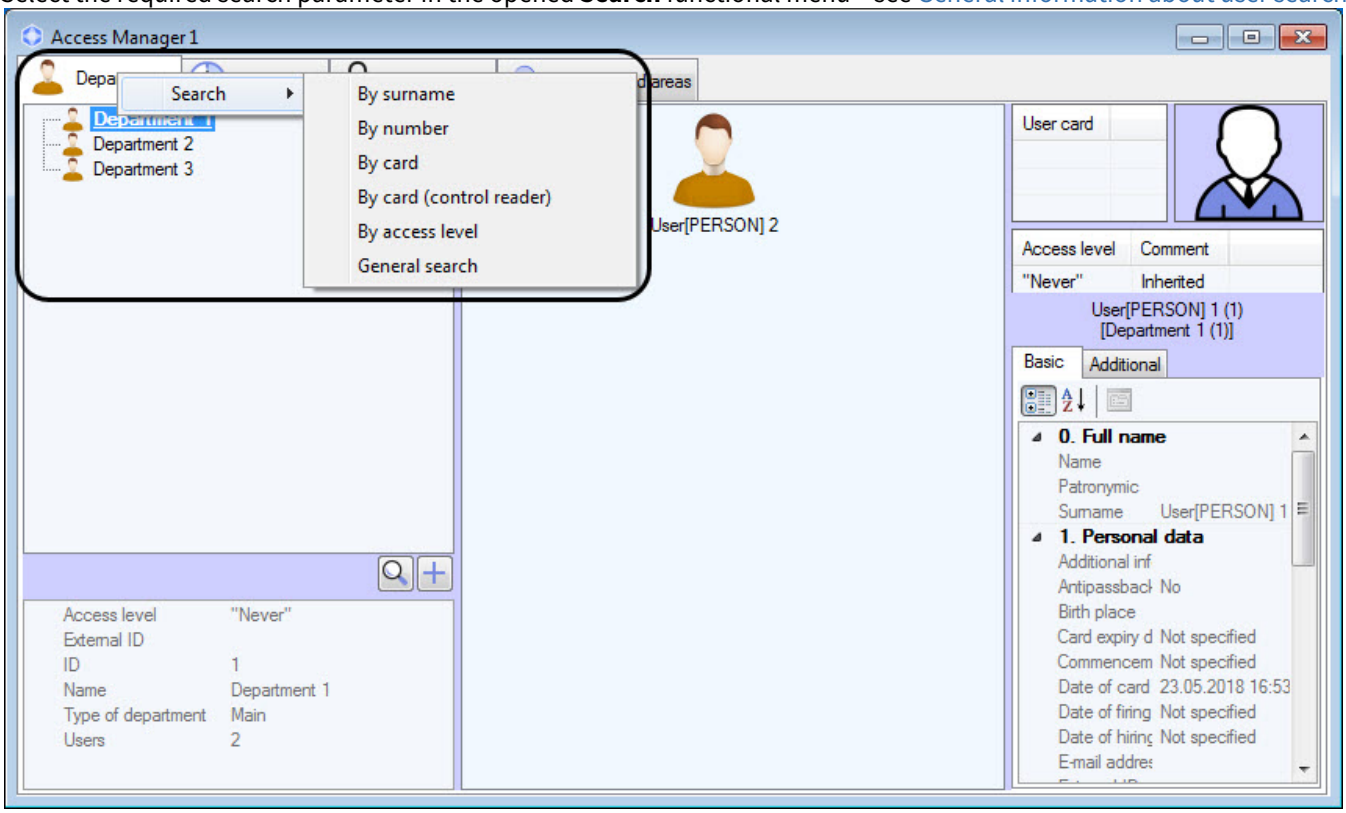
1. By surname.
2. By number.
3. By card.
4. By card (control reader).
5. By access level.
6. General search.

6.6.4.2 Going to user search

Go to the user search using one of the following ways.

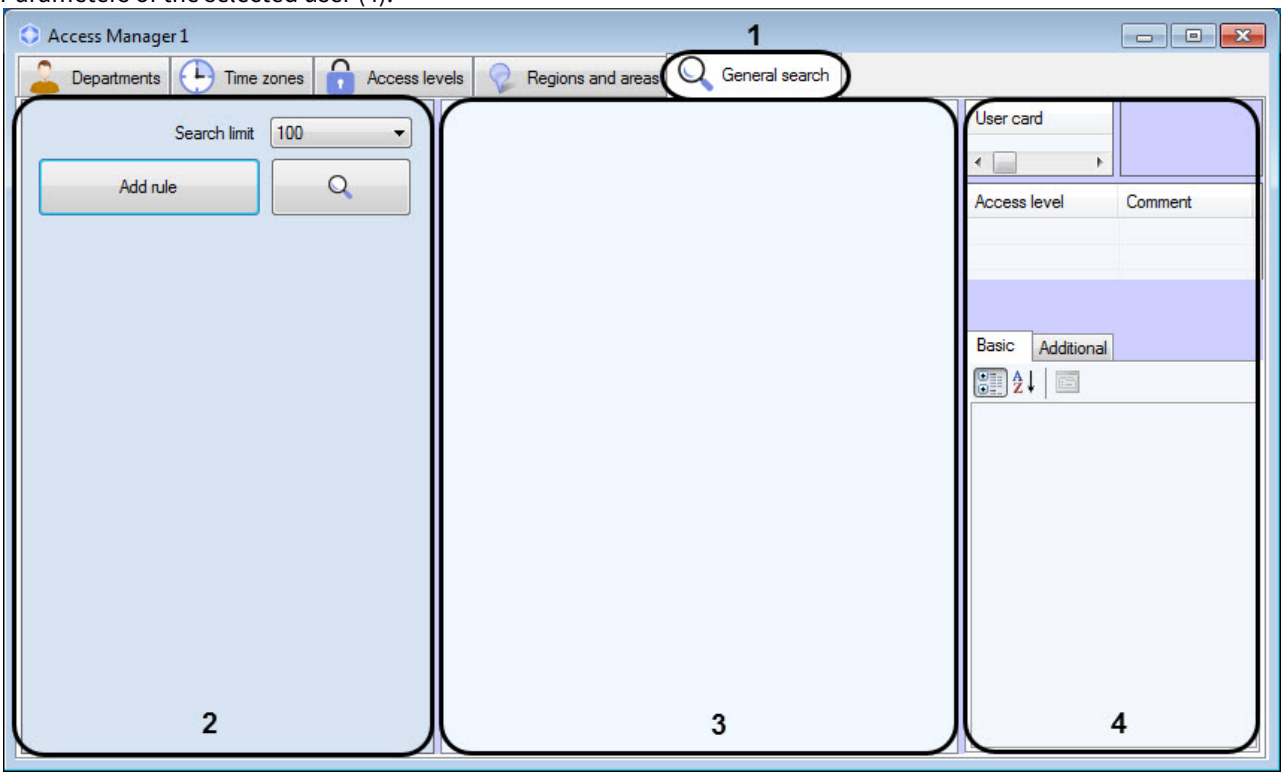
The first way:

1. Right-click the **Departments** tab.
2. Select the required search parameter in the opened **Search** functional menu – see General information about user search.



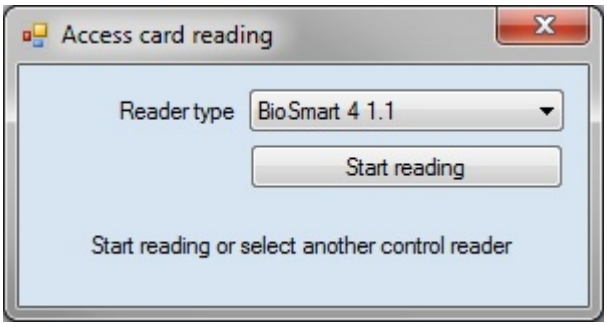
3. The new tab will be opened for search (1). The name of the tab depends on the selected way of search. The tab contains the following interface elements:
   a. List of search rules (2).
   b. List of found users (3).

c. Parameters of the selected user (4).



d. In case the search is performed by number, surname, card or access level, the corresponding rule will be specified in the list of rules. It's possible to add search rules to the list if it's required (see the Adding a search rule section).

e. In case the search is performed by card using a control reader, a window will open, offering to select the control reader and start the search:



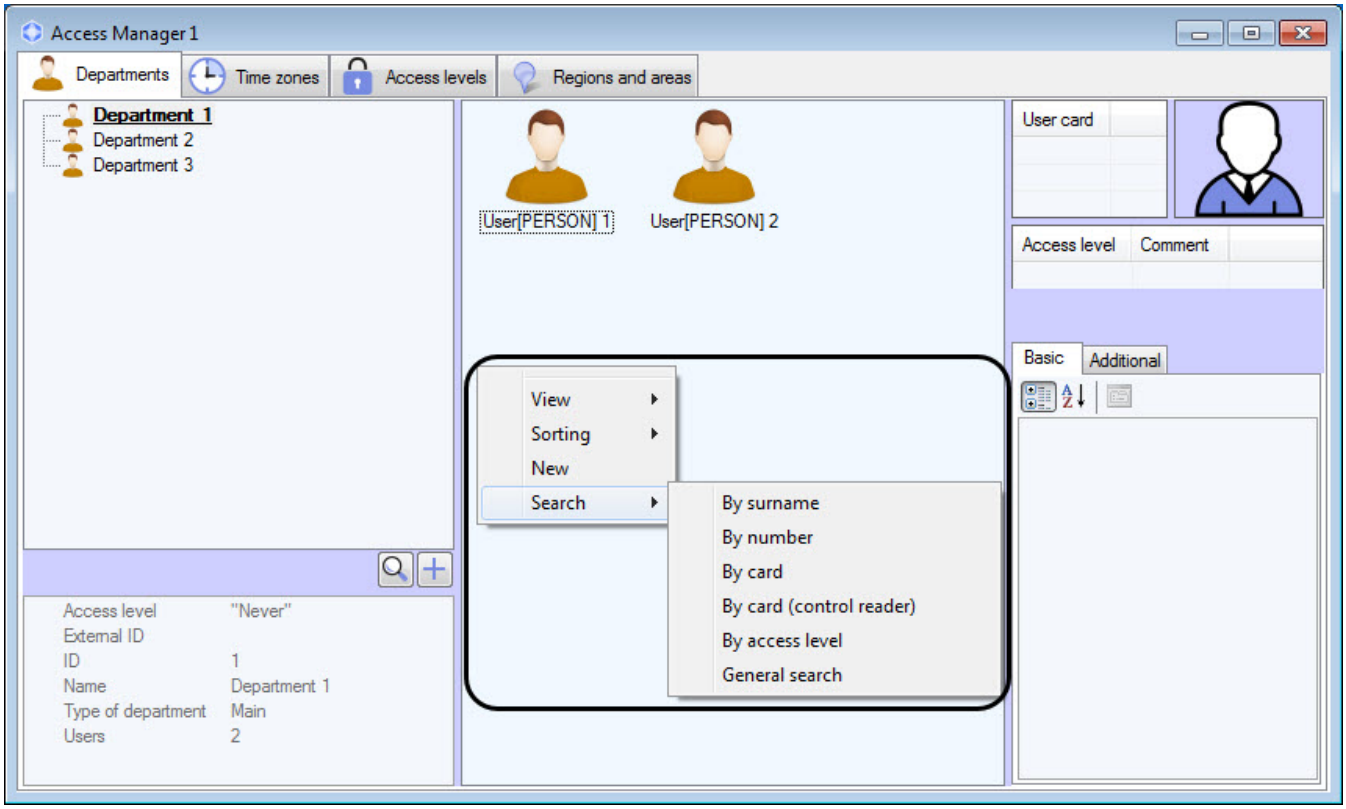
In the opened window, click **Start reading** and present the card to the selected reader device.

The second way:

1. Go to viewing users list (see the Viewing a list of users section).
2. Click the right mouse button in free area of users list.

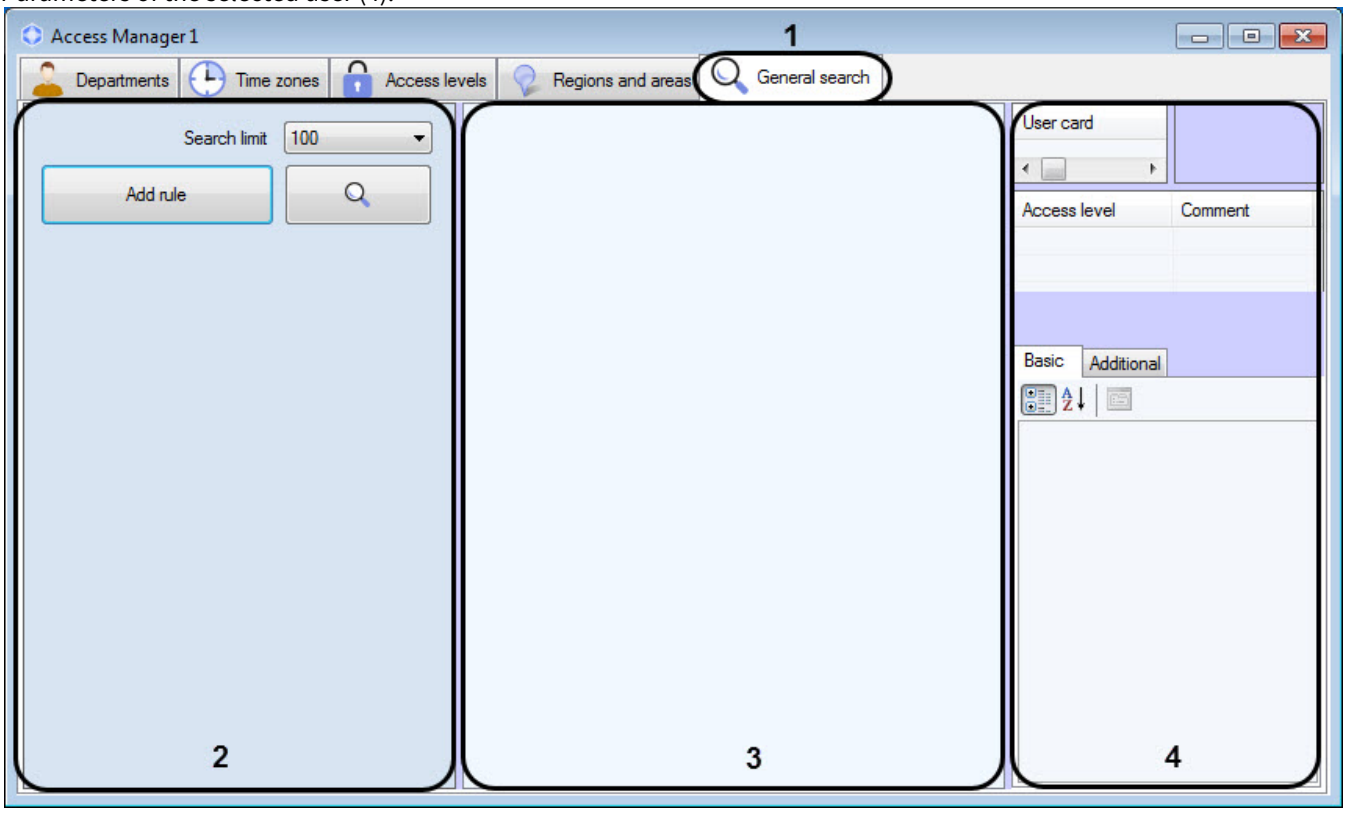
> **Note**
> Also going to user search is performed by Ctrl+F keys combination - see the Key combinations for working with objects lists section. While going to user search using the key combination, the **Search in department** tab will open where the search condition by the department will be specified.

3. Select the **Search** item in the opened functional menu**.** In the opened functional menu select the required way of search - see the General information about user search section.

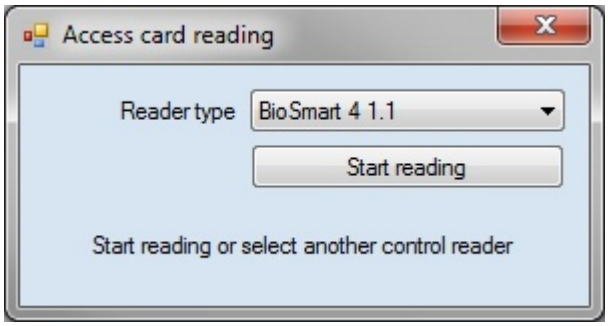


4. The new tab will be opened for search (1). Name of the tab depends on the selected way of search. The tab contains the following interface elements:

1. List of search rules (2).
2. List of found users (3).
3. Parameters of the selected user (4).



4. In case the search is performed by number, surname, card or access level, the corresponding rule will be specified in the list of rules. It's possible to add search rules to the list if it's required (see the Adding a search rule section).
5. In case the search is performed by card using a control reader, a window will open, offering to select the control reader and start the search:



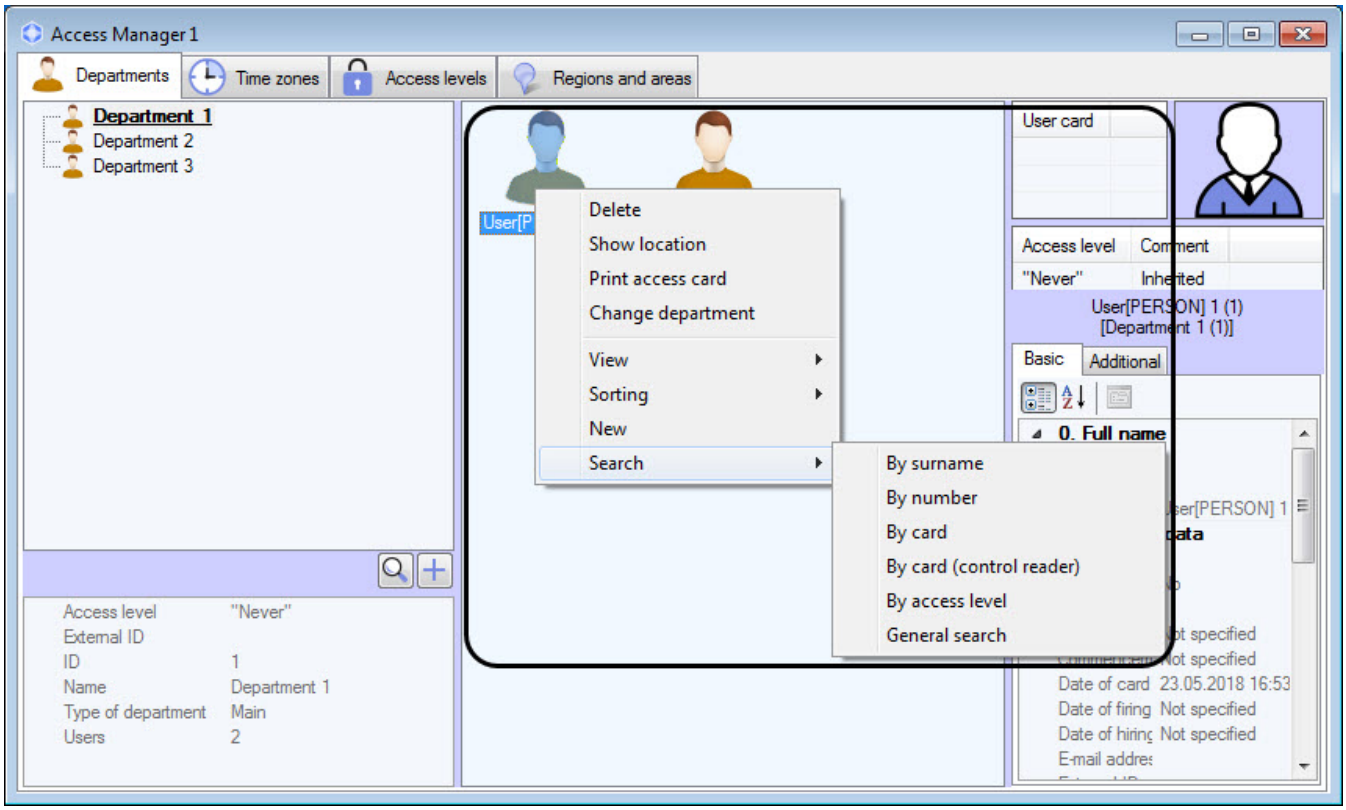
In the opened window, click **Start reading** and present the card to the selected reader device.

The third way:

1. Go to viewing users list (see the Viewing a list of users section).
2. Right-click any user.

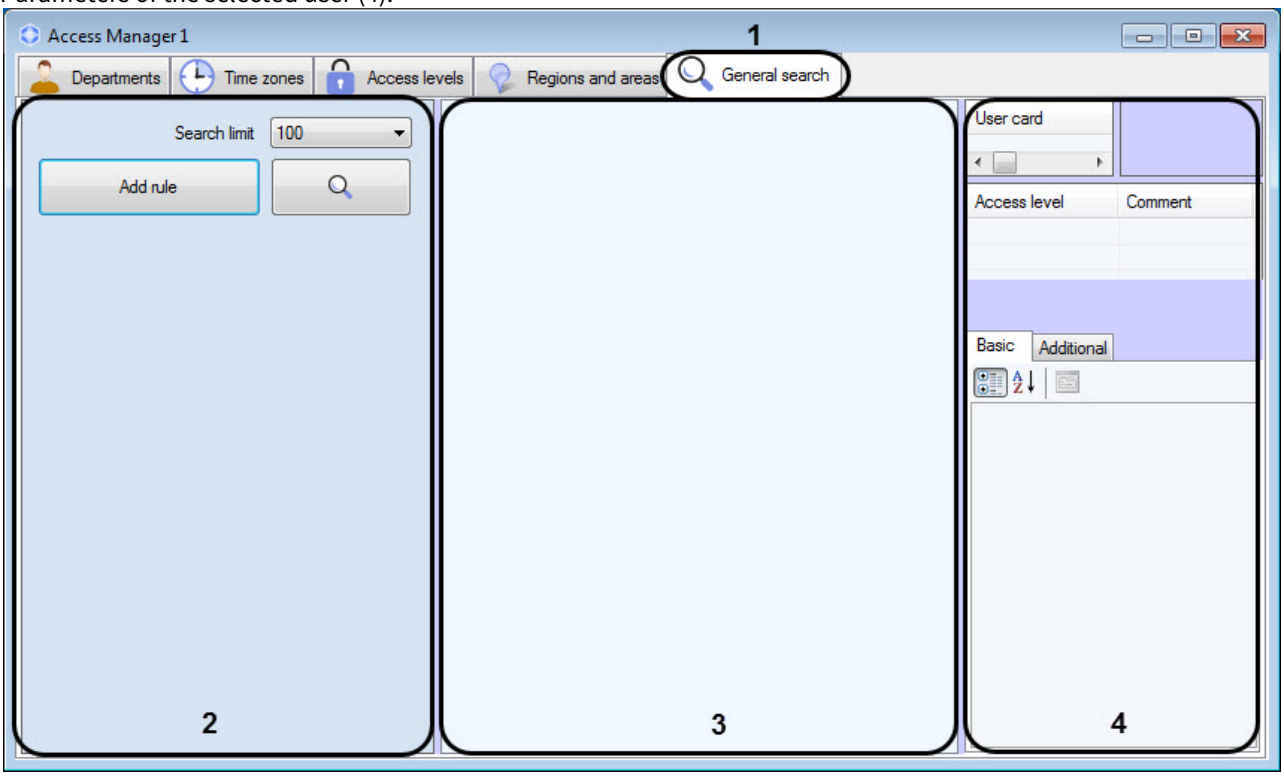
> **Note**
> Also going to user search is performed by Ctrl+F keys combination - see the Key combinations for working with objects lists section. While going to user search using the key combination, the **Search in department** tab will open where the search condition by the department will be specified.

3. Select the **Search** item in the opened functional menu**.** In the opened functional menu select the required way of search - see the General information about user search section.



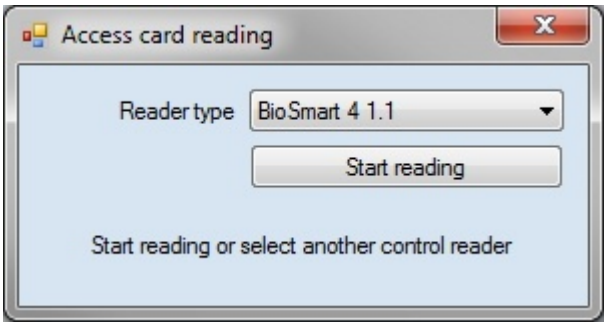
4. The new tab will be opened for search (1). Name of the tab depends on the selected way of search. The tab contains the following interface elements:
   a. List of search rules (2).
   b. List of found users (3).

c. Parameters of the selected user (4).



d. In case the search is performed by number, surname, card or access level, the corresponding rule will be specified in the list of rules. It's possible to add search rules to the list if it's required (see the Adding a search rule section).

e. In case the search is performed by card using a control reader, a window will open, offering to select the control reader and start the search:



In the opened window, click **Start reading** and present the card to the selected reader device.

Going to user search is completed.

6.6.4.3 Adding a search rule

While searching for objects in the *Access Manager* module the following logic operators are available:

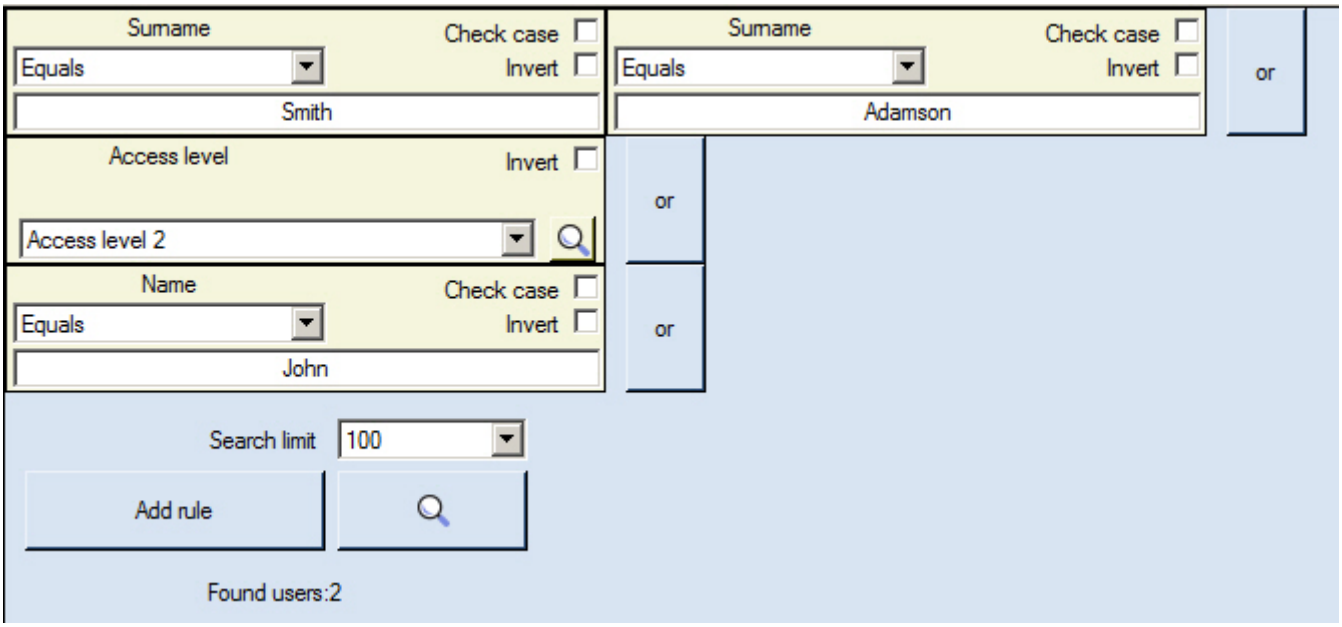
1. Logic AND.
2. Logic OR.

Search rules will be combined on the following way:

```
(Rule11 OR Rule12 OR ... OR Rule 1N) AND
(Rule21 OR Rule22 OR ...Rule 2M) AND
...
(Rule K1 OR Rule K2 OR ... OR Rule KL)
```

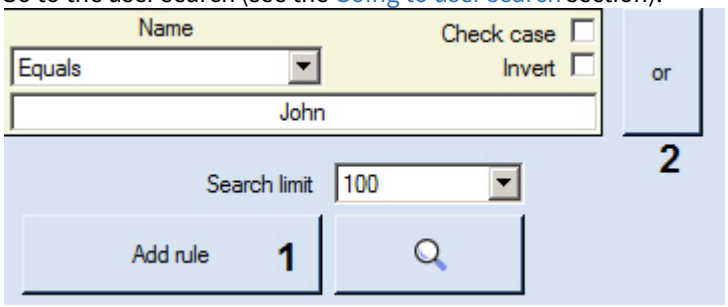
Where N, M, K, L –some integer number.

Search rules combined by OR operator are displaying in one string. Search rules combined by AND operator are displaying one over the other.

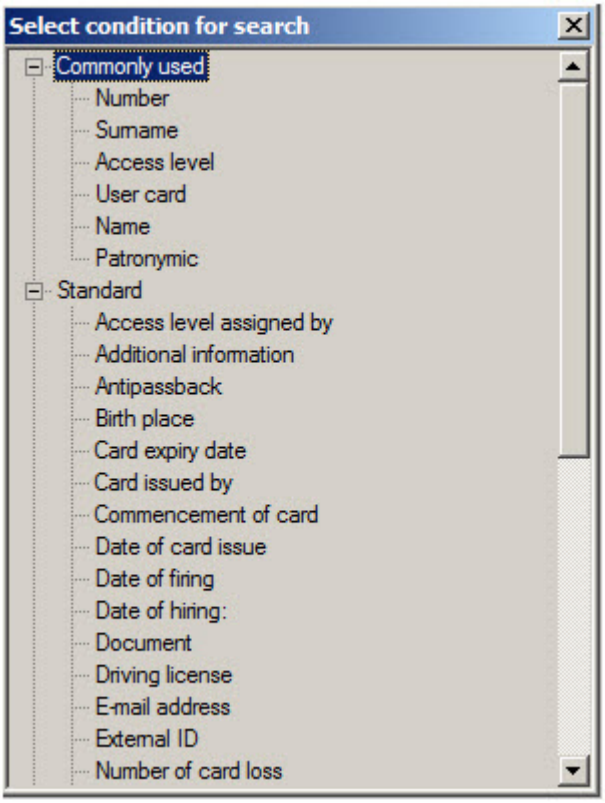


To add the search rule, do the following:

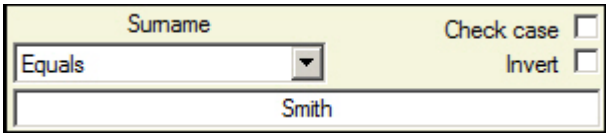
1. Go to the user search (see the Going to user search section).



2. Click the **Add rule** button (1) to add AND rule or the **or** button (2) to add OR rule. The **Select condition for search** window will open.



3. The user parameters are listed in this window (see description in the Setting user parameters section).
4. Double click on the name of parameter by which search is to be performed.
5. The search rule by selected field will be added. Configuring of search rules differs due to type of rule. The following types of search rules are available:
   a. Text field

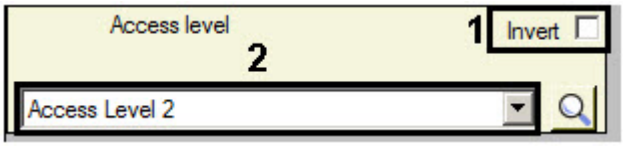


      i. From the drop-down list (3) select the comparison method of a field value with specified search line.

Comparison method	Description
Equals	Search for all users for which a value of the selected field is fully coincides with the specified search line.
Contains	Search for all users for which a value of the selected field contains the specified search line.
Starts with	Search for all users for which a value of the selected field starts with the specified search line
Ends with	Search for all users for which a value of the selected field ends with the specified search line

      ii. Set the **Check case** checkbox if it's required to consider symbols case while searching (4).
      iii. Set the **Invert** checkbox if it's required to apply the negation of the specified search rule (5). It means that all users NOT satisfying to the specified search rule will be found if the checkbox is set.
      iv. Enter the search line in the field (6).

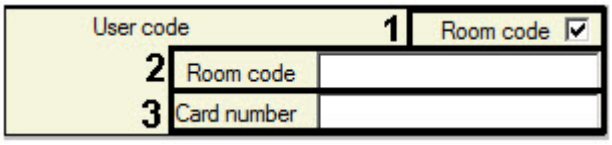
b. Access level.



i. Set the **Invert** checkbox if it's required to apply the negation of the specified search rule (1).
ii. Select value for search from the drop-down list (2).

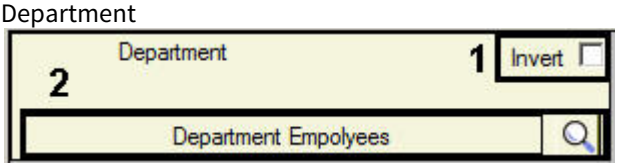
To search the required access levels it's possible to click the button. Working with windows of objects search is described in corresponding sections of this document.

c. User card



i. If it's not required to consider the room code, delete the **Room code** checkbox (1). As a result the **Room code** field won't be available for editing.
ii. If it's required to use a room code while searching, enter the value in the **Room code** field (2).
iii. Enter the required card number in the **Card number** field (3).

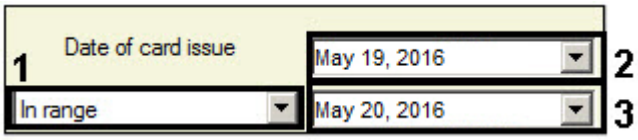
d. Department



i. Set the **Invert** checkbox if it's required to apply the negation of the specified search rule (1).
ii. To search for required department click the button (2). Working with windows of objects search is described in corresponding sections of this document.

> **Note.**
> Search for department is performed only if going to user search was performed by means of Ctrl+F keys.

e. Time values

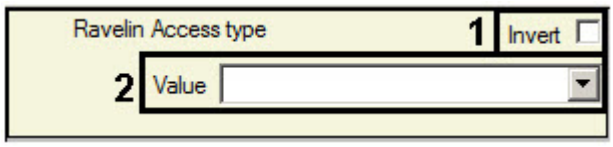


i. Select the comparison method of the specified value for search with a field value:

Comparison method	Description
Equals	Search for all users for which a value of the selected field is fully coincides with the specified date.
Not equals	Search for all users for which a value of the selected field is not coincide with the specified date
Higher	Search for all users for which a value of the selected field more than specified date
Lower	Search for all users for which a value of the selected field less than specified date
In range	Search for all users for which a value of the selected field is in the specified range of dates
Out of range	Search for all users for which a value of the selected field is out of the specified range of dates

ii. Set the date for search using the calendar (2).The selected value set the start of search interval in case of using last two comparison ways from the table.
iii. Specify the end of search interval (3) in case of using last two comparison ways from the table.

f. Additional fields



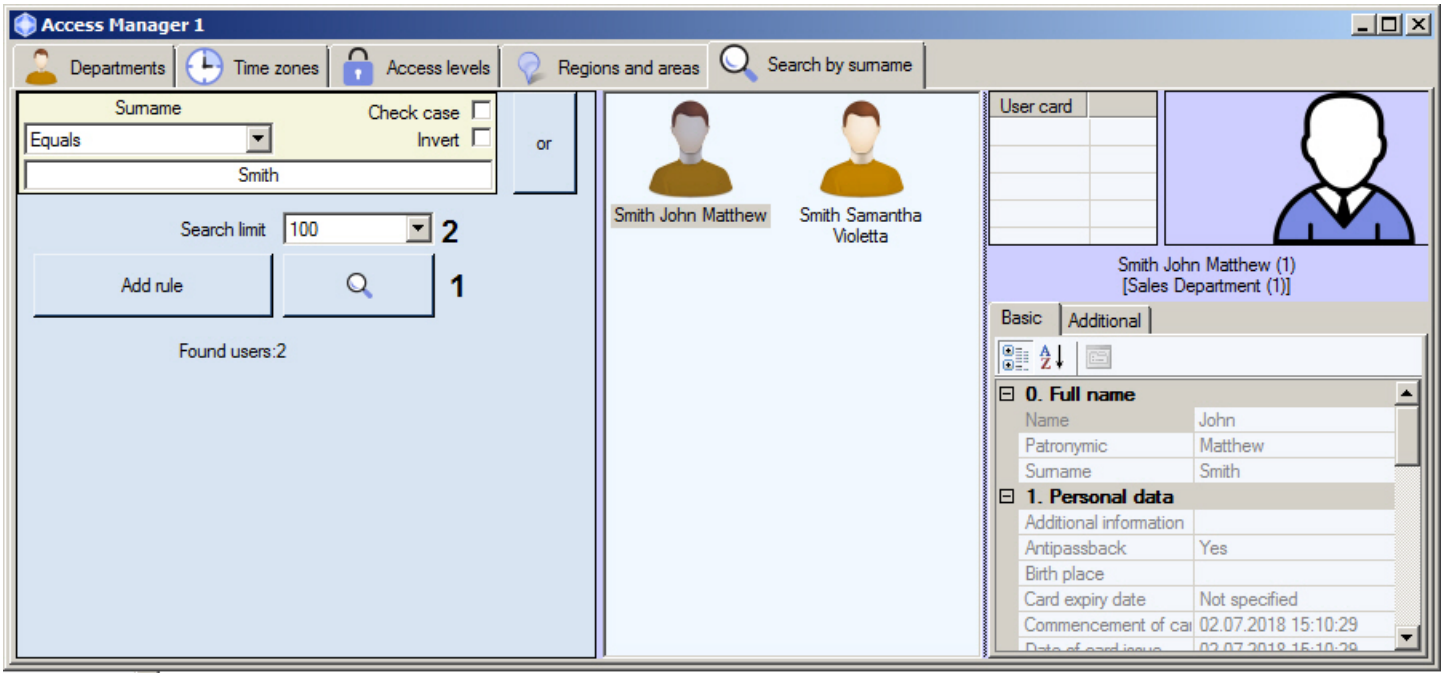
i. Set the **Invert** checkbox if it's required to apply the negation of the specified search rule (1).
ii. Select the search value from the Value drop-down list (2).

Adding a search rule is completed.

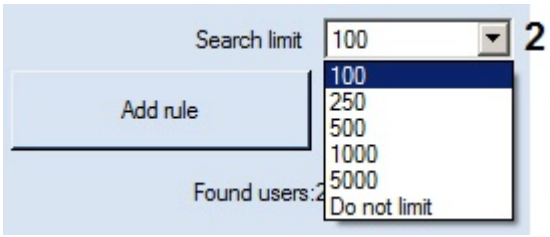
6.6.4.4 Start of user search

When all required search rules are specified (see the Adding a search rule section), click the  button to start search (**1**).

Found users will be displayed in the list.

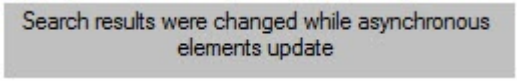


Number of users in the search result list can be limited. To change the limit, select the required number of users displayed from the **Search limit** drop-down list (**2**).



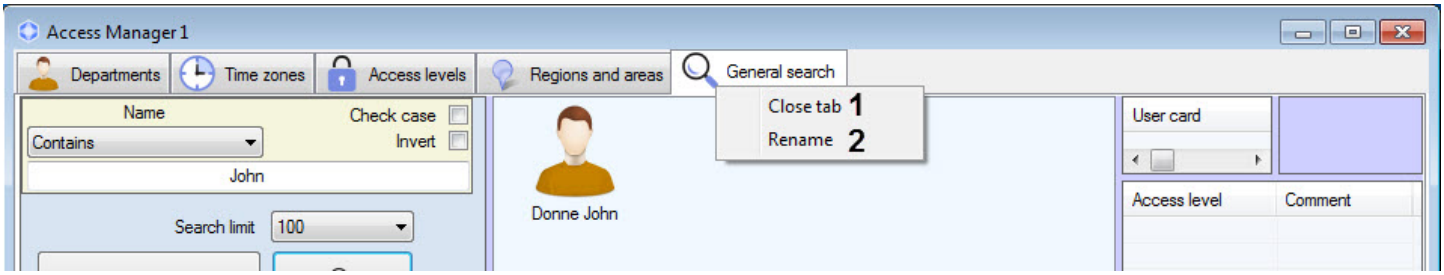
The list of found users can be changed dynamically.

Example. Search by surname was performed and several users were found. If a surname of one of found users will be changed than this user will be deleted from the search results. Conversely: if a new user will be added with a surname satisfying to the search rule, than this user will be added to the search results automatically. And the message about dynamic data changing will display in the line of search results .



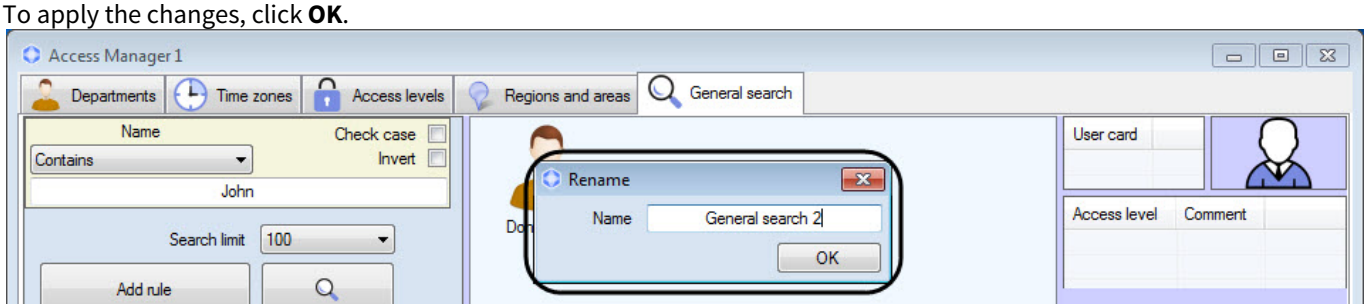
Parameters of the user selected from the list are displayed in the right part of the **Access Manager** window.

To close a tab after search completion click the right mouse button on the tab name and select the **Close tab** (**1**) item in the opened functional menu.



The search tab name can be changed. To rename it, do the following:

1. Right-click the tab name and select **Rename** (**2**) from the menu.
2. In the opened dialog box, in the **Name** field, enter the new name for the search tab.
3. To apply the changes, click **OK**.



> **Note.**
> The search tab with all conditions set is saved at *Access Manager* restart for the logged in *Intellect* user.

6.6.5 Deleting a user in the Access Manager software module

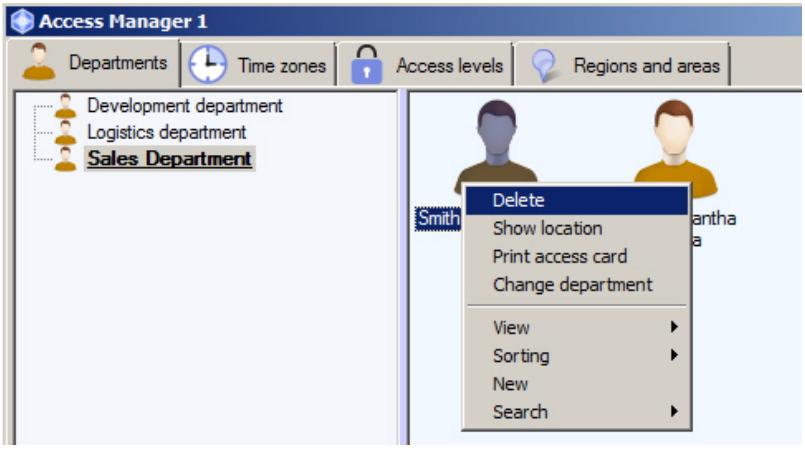
Deleting a user is performed as follows:

> **Note**
> Ctrl+Del и Ctrl+Backspace keys combination can be used apart of the given method. See the Key combinations for working with objects lists section.

1. Go to viewing users list (see the Viewing a list of users section).
2. Click the right mouse button on a user which is to be deleted.

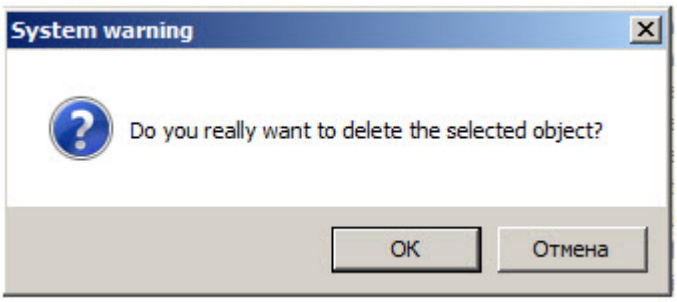
   > **Note**
   > Also it's possible to select several or all users for deleting.

3. Select the **Delete** from the opened functional menu.



> **Note**
> Rights for deleting a user can be limited while configuring the *Access Manager* module. The message about missing the corresponding rights will be displayed. See also the Rights for users configuring in the Access Manager section.

4. The confirmation message will display. To confirm deleting of the selected user click the **OK** button. To cancel deleting click the **Cancel** button.



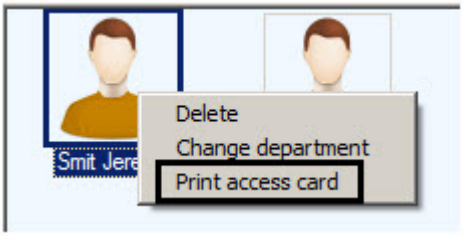
Deleting a user is completed.

6.6.6 Printing a user access card in the Access Manager software module

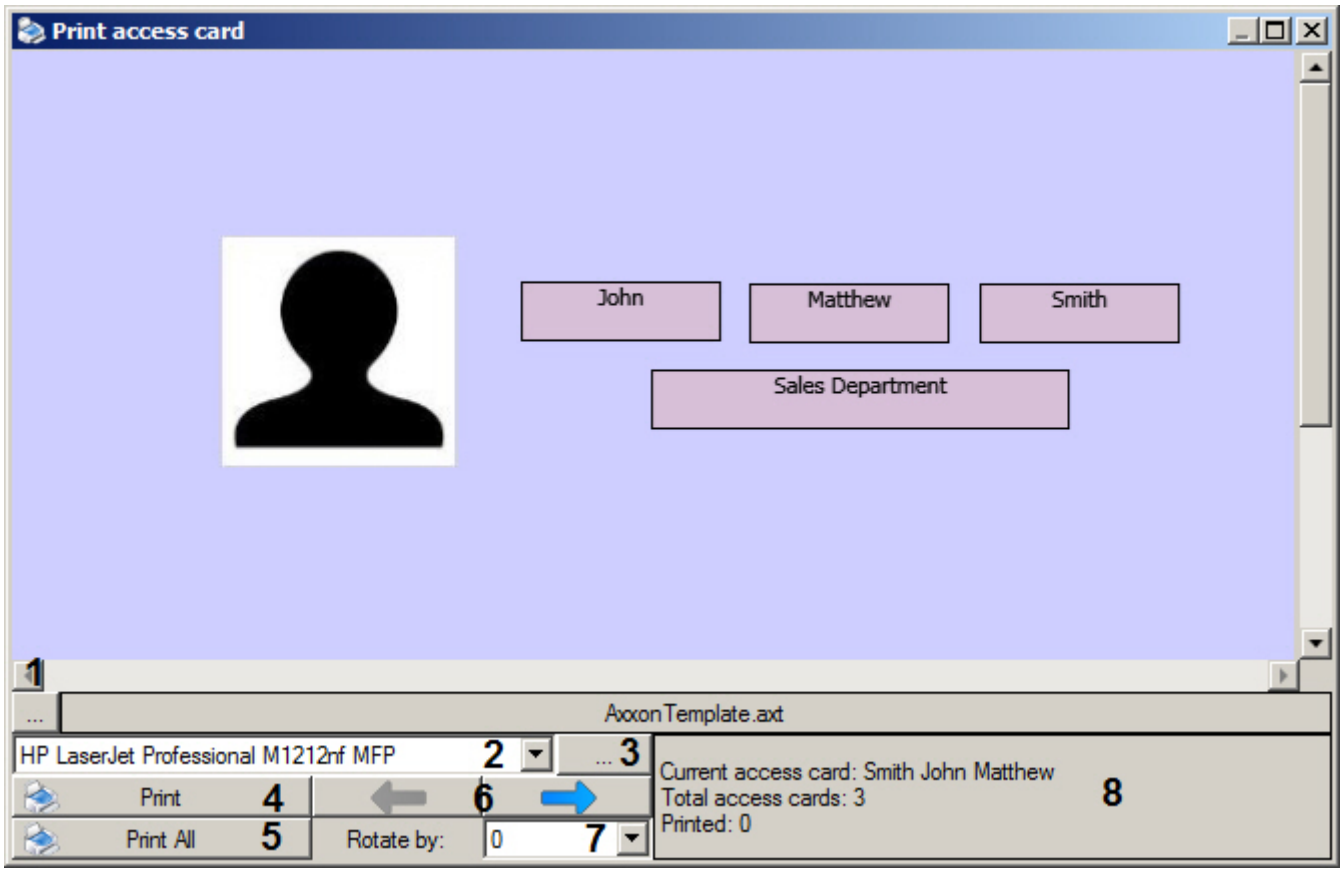
It's possible to print a user access cards in the *Access Manager* software module. A print templates creating with the help of the *Template Editor* are used (see the Template Editor Utility Operation Guide).

To print a user access card, do the following:

1. Go to viewing users list (see the Viewing a list of users section).
2. Click the right mouse button on the name of required user, or select several user by clicking on them while holding **Ctrl**.
3. Select the **Print access card** item in the opened functional menu.



4. The **Print access card** window will open.



5. Press the button (**1**) to select the template to print the access card.

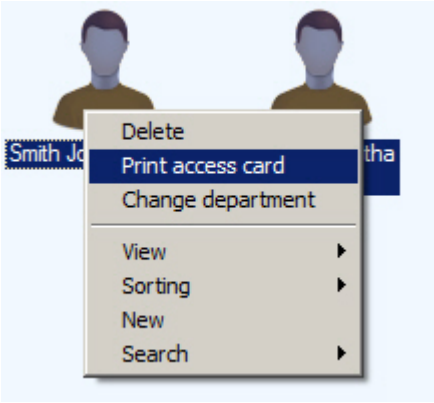
> **Примечание.**
> Templates are created using the *Template Editor* utility - see the Template Editor Utility Operation Guide. **Note**: To create a template file that can be uploaded to **Access Manager**, you must manually run the *EditorWpf.exe* utility from the *Modules* folder in the *Intellect* installation directory.

6. From the drop-down list (**2**), select the printer that will be used from the list of available printers.
7. Click (**3**) to change printer settings if necessary.
8. To print an access card, click the **Print card** button (**4**). The **Access Manager** module will automatically create a print queue and send the cards to the selected printer.

> **Note**
> If a template was sent for printing, the *Access Manager* module will generate the "Print access card" event. A user full name, its ID, name of computer from which access card was printed and person initiated printing (operator working with the *Access Manager* module) will be specified in event parameters

9. To print access cards for all selected users click **Print All** (**5**). Access Manager automatically creates print queue and sends access cards to the selected printer.

> **Note.**
> Select several users on step 2 to print several access cards, otherwise the access card of one user only is printed.



10. The buttons (**6**) enable switching between users for whom the access cards are being printed, if there are several of them.
11. Select rotation angle in the (7) drop-down list to rotate template on the printed list by **0, 90, 180** or **270** degrees.

> **Note.**
> Rotation angle can also be set via **RotateAngle** registry key (see Registry keys reference guide for more details on the key and Working with Windows OS registry for details on how to operate the registry.

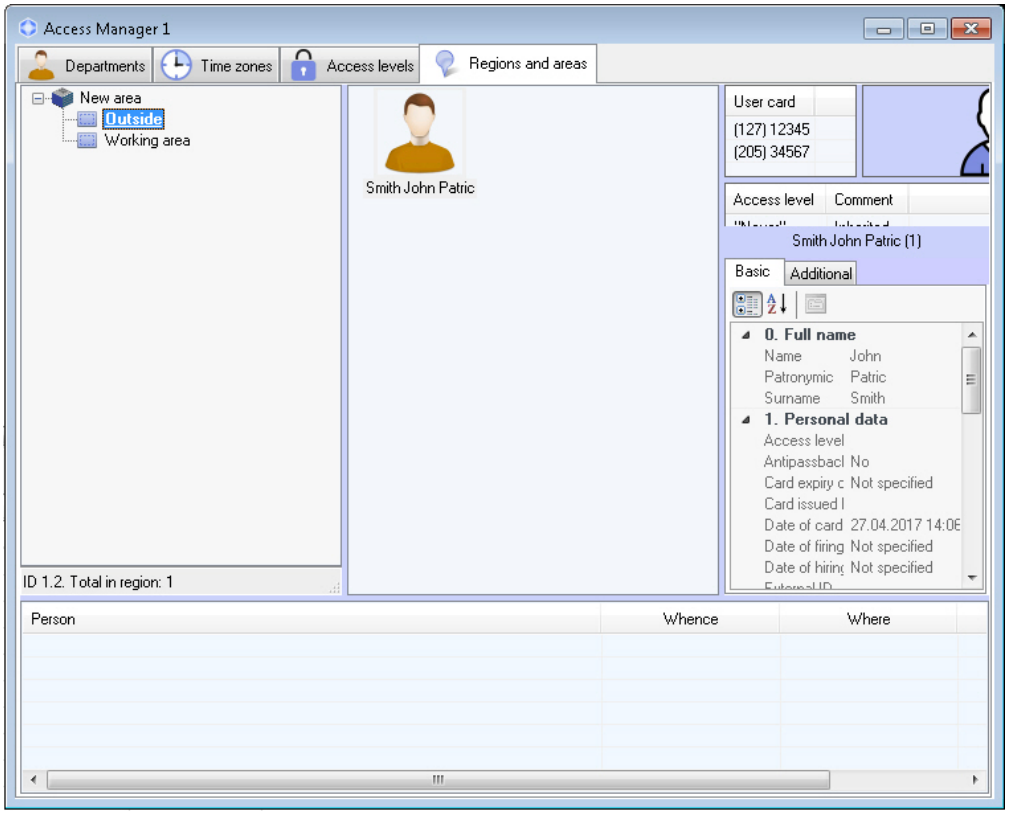
12. The interface displays the information on the status of printing (**8**).

Printing a user access card is completed.

6.7 Performing Emergency Monitoring

6.7.1 General information about Emergency Monitoring

Emergency monitoring is performed on the **Regions and areas** tab of the **Access Manager** window.



The Emergency monitoring includes the following features:

1. Switch over from access-related events in the *Event viewer* window to the user profile in the *Access manager* window (see Viewing user profile from an access event in the Access Manager window).

2. Find out the region where user is currently located (see Finding out the region where the user currently is).
3. Find out user list in the specified region (see Viewing the list of users in the region).
4. Switch over to the specified region on the *Intellect* software *Map* (see Viewing region on the Map).

At switching between interfaces (*e.g.* from the *Map* to the *Access Manager*, or from the *Event Viewer* to the *Access Manager*, or backwards), an interface object created on the basis of the same **Display** object as the source interface is selected for transition.

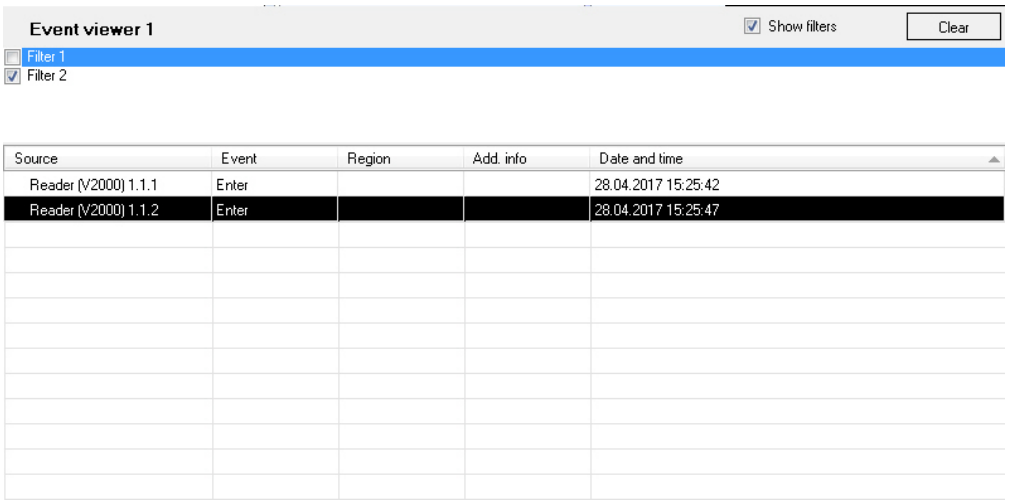
Configuration of the **Map**, **Event Viewer**, **Display, Area, Region** objects is described in the *Intellect software. Administrator's Guide*. Operation of these interface objects is described in the *Intellect software. Operator's Guide.* The most recent versions of these documents are available in the AxxonSoft documentation repository.

Creating, editing and deletion of the **Area** and **Region** objects in **Access Manager** is also possible – see Creating, editing and deleting Area and Region objects.

6.7.2 Card number displaying in the Event viewer window for access events

Facility code and card number of the user related to the access event is displayed in the **Card** column of the **Event viewer** window.

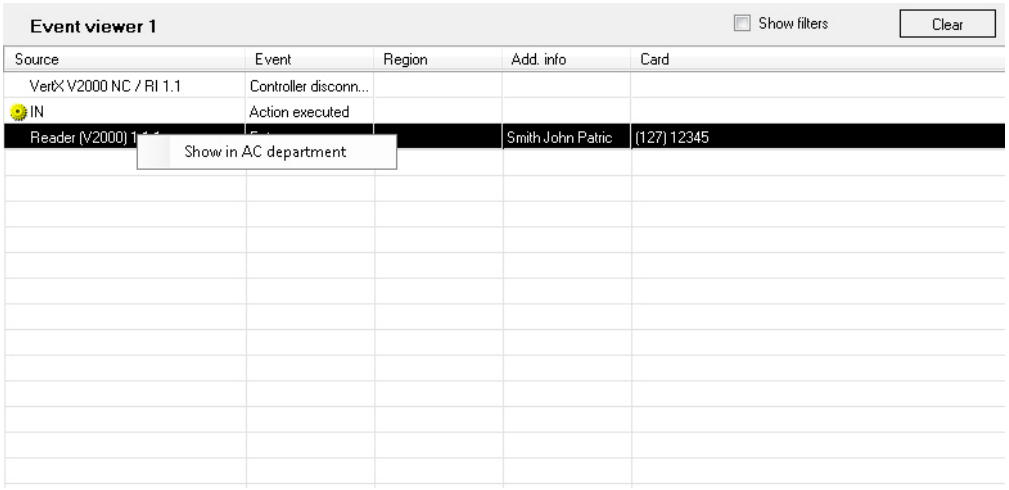
> **Note.**
> This column can be disabled according to the **Event Viewer** object settings – see Administrator's Guide, the Event viewer parameters section. The most relevant version of this document is available in the AxxonSoft documentation repository.



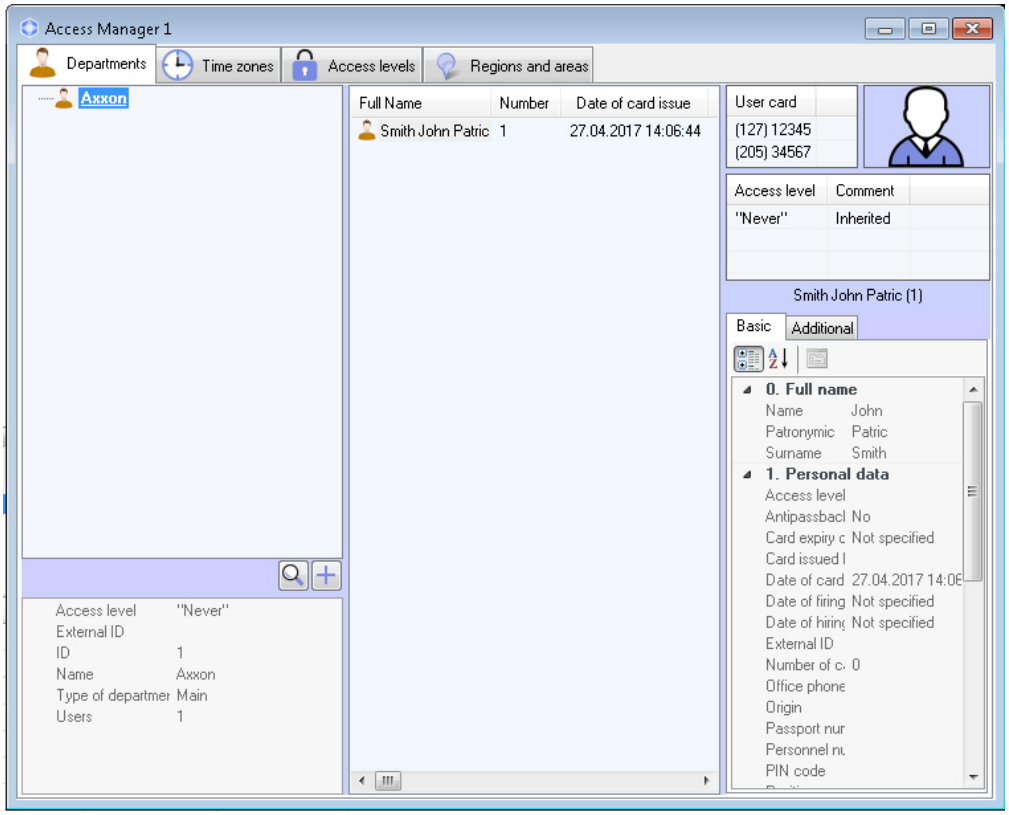
6.7.3 Viewing user profile by an access event in the Event viewer

Switching to the user profile in the Access Manager from Event viewer is possible for **Entrance** (ACCESS_IN) and **Exit** (ACCESS_OUT1) events.

To view user profile in the Access Manager right-click on the corresponding event in the **Event viewer** window and select the **Show in AC department** menu item.



The **Departments** tab opens in the **Access Manager** window. A department to which the user belongs to is selected in the departments hierarchy, and the user himself is selected in the list.



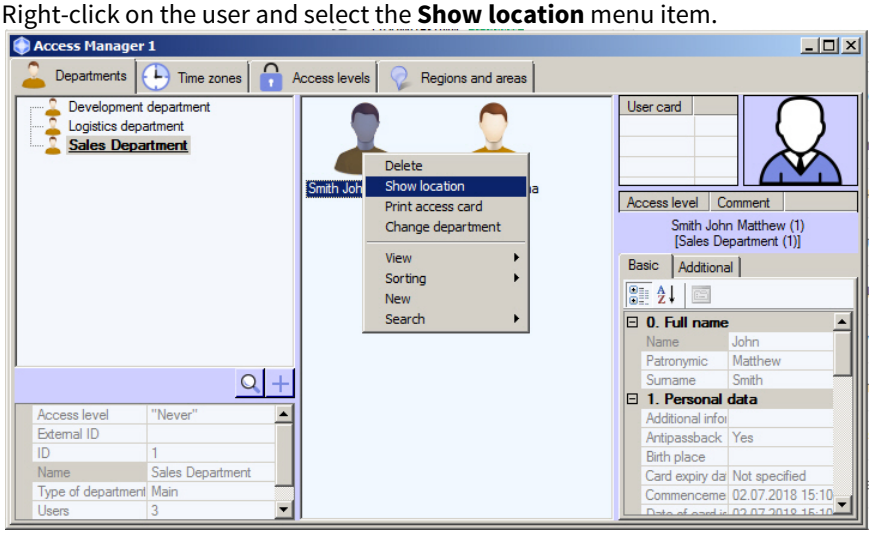
Note.
It is also possible to find out the user current location – see Finding out the region where the user currently is.

6.7.4 Finding out the region where the user currently is

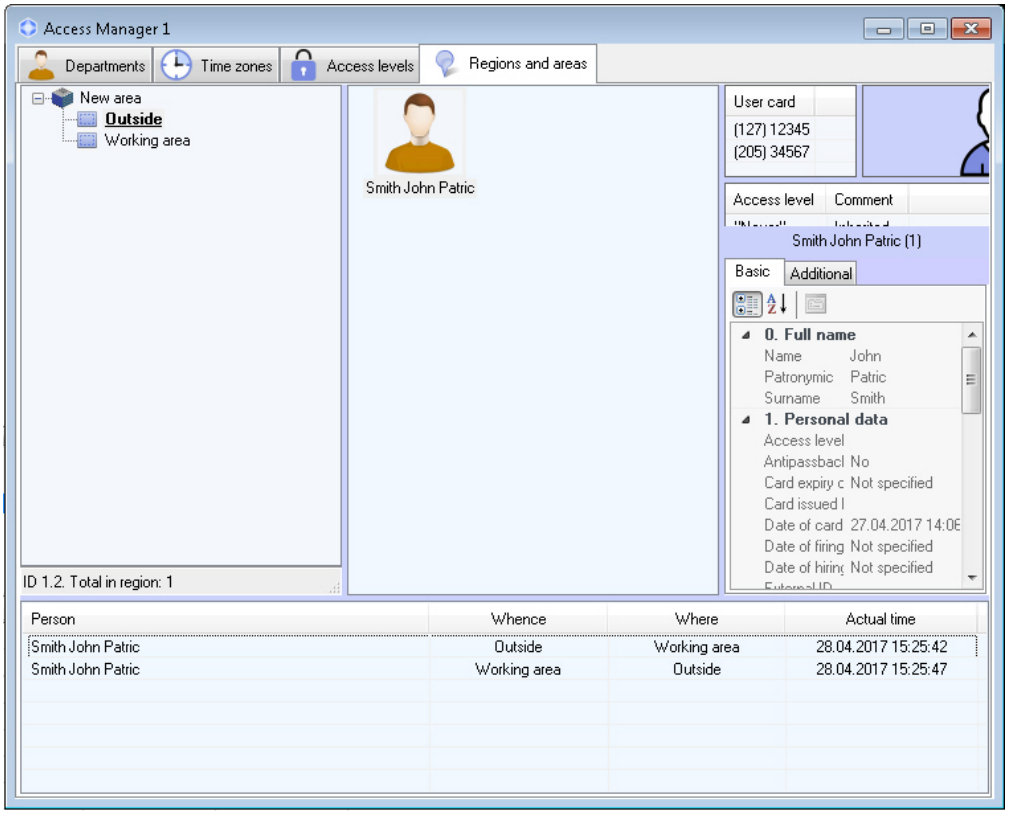
To find out the user current location, do the following:

1. Find the user on the Departments tab manually or perform the user search (see User search in the Access Manager software module).

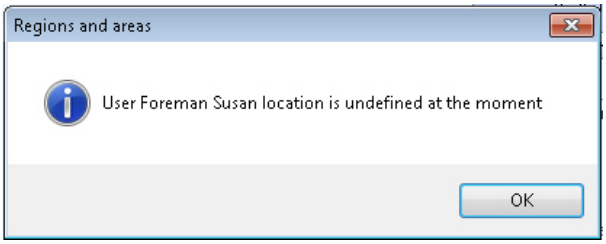
2. Right-click on the user and select the **Show location** menu item.



3. The **Regions and areas** tab opens. The region where the user is currently located is selected in the regions and areas hierarchy while the user himself is selected in the list of persons located in this region.



If the user location is undefined, the corresponding message is displayed.

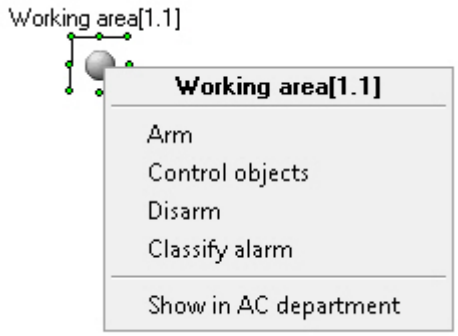


Defining the user current location is completed.

6.7.5 Viewing the list of users in the region

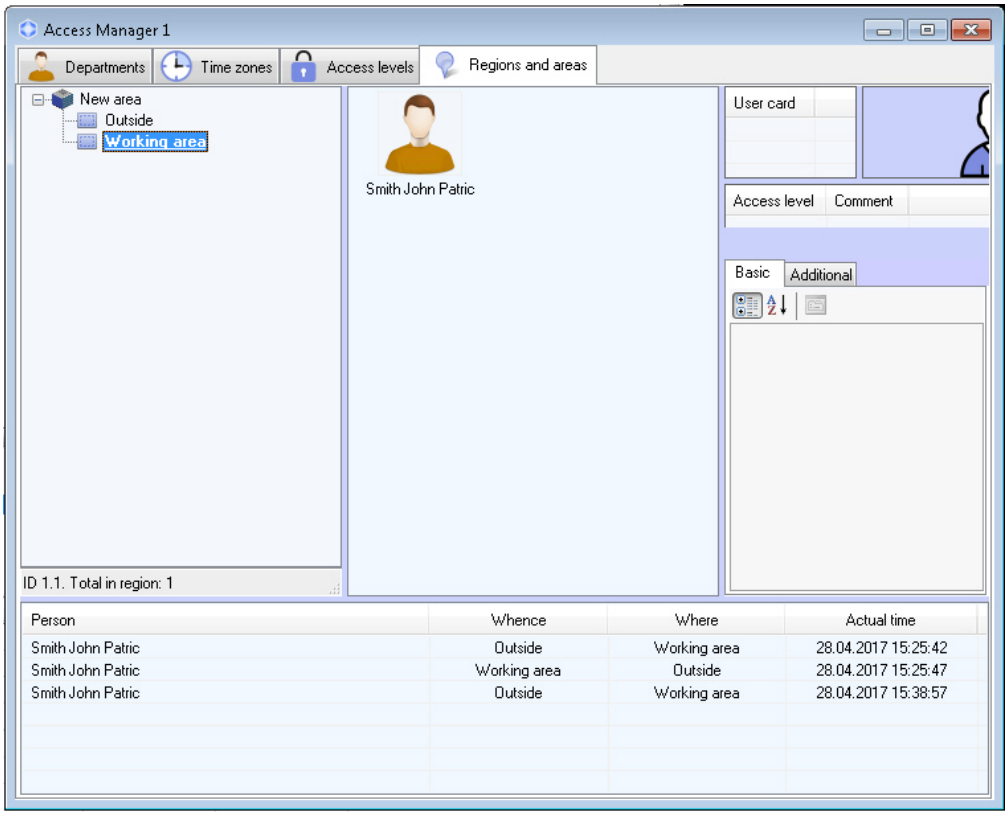
Switch to viewing users in the region in one of the following ways:

1. From the *ACFA-Intellect* Map, if the region is added to the Map. For that, right-click on the region and select the **Show in the Access Manager** menu item.



2. Select the region manually in the **Regions and areas** tab of the **Access Manager** window.

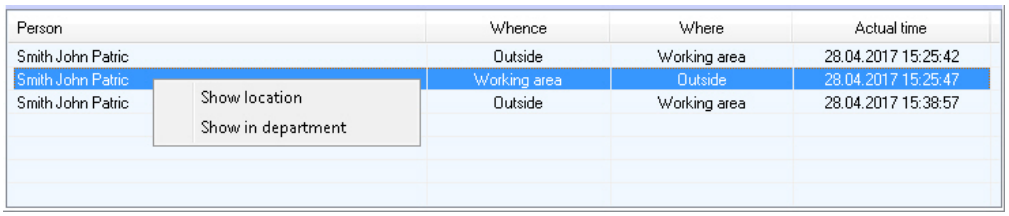
As a result, the list of users in the selected region is displayed. The information panel in the lower part of the regions and areas hierarchy displays the identifier of the selected region or ares and the number of users, that are currently located in this region or ares.



In the lower part off the **Regions and areas** tab there is a log of passes of all users registered in the system. The list of users in the region is displayed on real-time basis, while the passes of users between regions are displayed in the log.

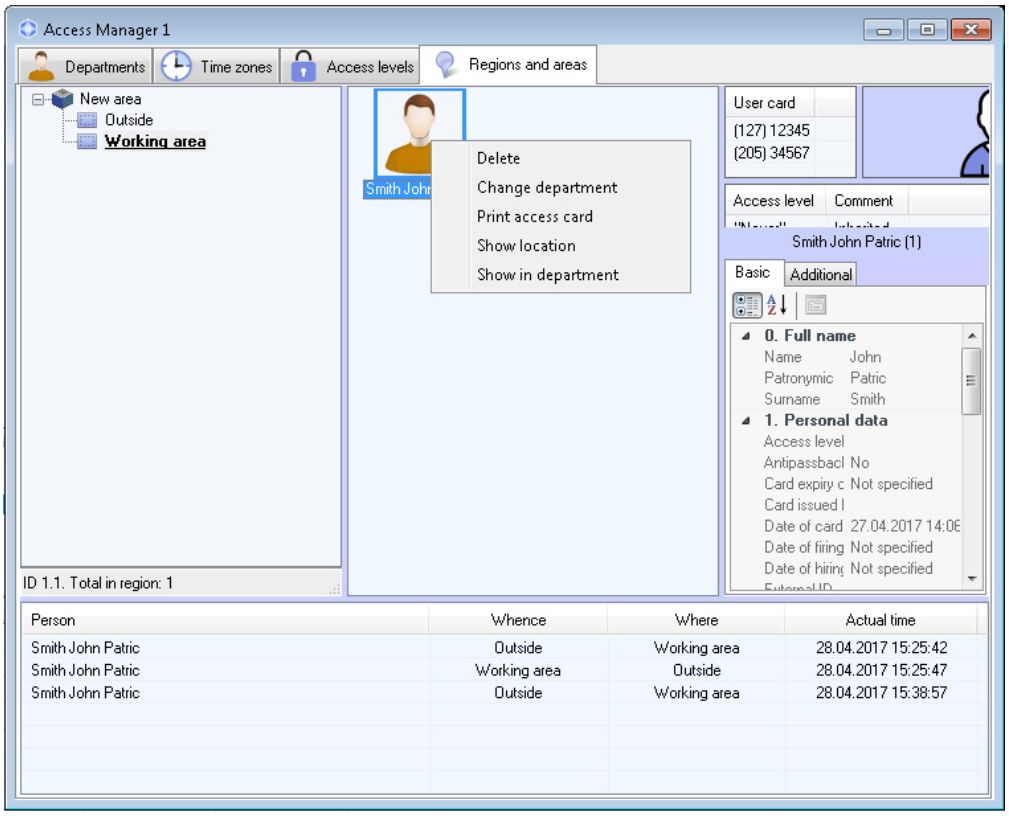
> **Note.**
> This data on passes is given for information only, it is not recorded in a separate database.

To view the passed user in the current region on the **Regions and areas** tab, right-click on the required event and select the **Show location** item in the menu opened. To view the passed user in his or her department on the **Departments** tab, select the **Show in department** item in the above menu



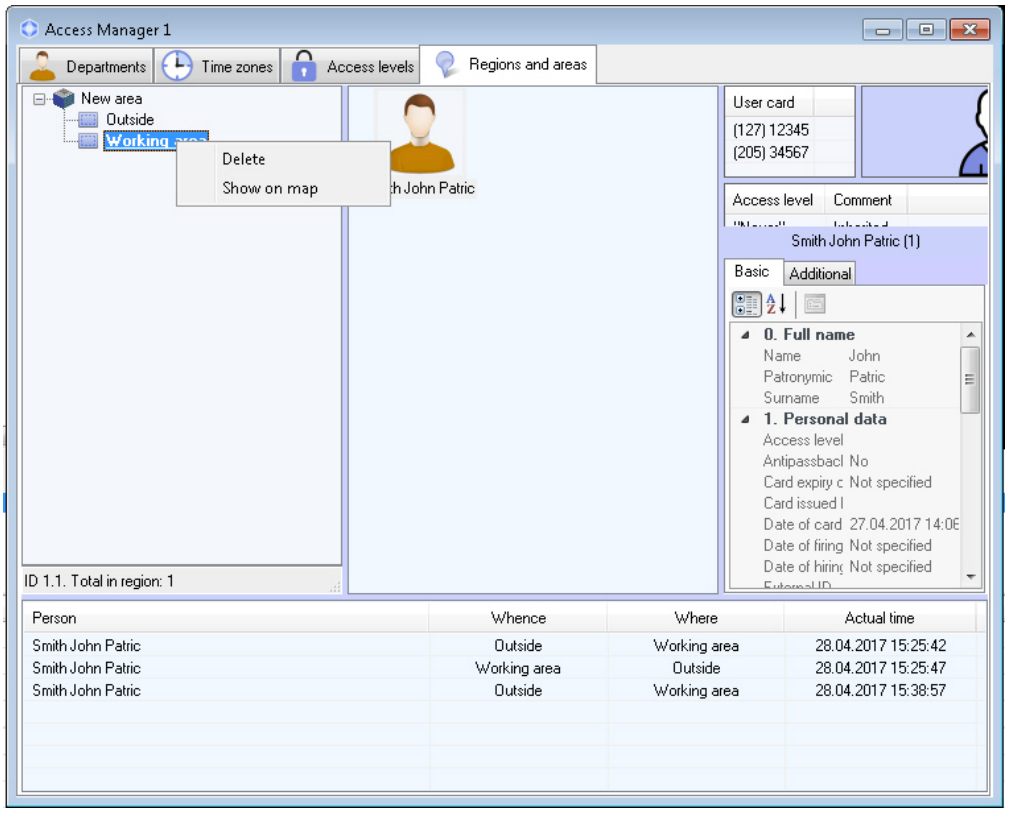
On th **Regions and areas** tab the same actions with a user as in the **Departments** tab are available (see Working with users in the Access Manager software module).

To view the user profile on the **Departments** tab, select the **Show in department** item in the user functional menu.



6.7.6 Viewing region on the Map

To view a region on the Map, right click on the corresponding object in the hierarchy and select the **Show on map** item in the menu opened.



As a result, the region is selected in the Map window and the region icon blinks twice.

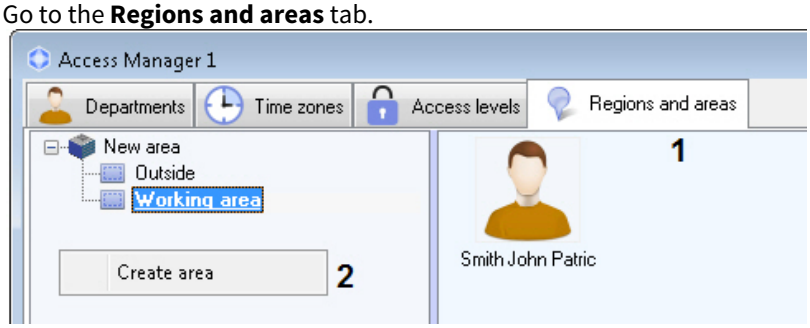
6.7.7 Creating, editing and deleting Area and Region objects

Note.
Creating, editing and deleting areas and regions can be done without using the Access Manager with the tools of the base *Intellect* software. See *Intellect software. Administrator's Guide*. The most recent version of this document is available in the AxxonSoft documentation repository

6.7.7.1 Creating areas

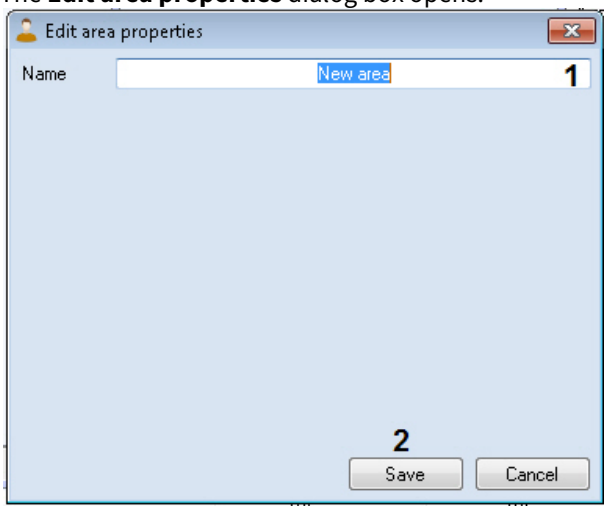
An **Area** object is created in the following order:

1. Go to the **Regions and areas** tab.



2. Right-click in the regions hierarchy area free from objects.
3. In the menu opened select the **Create area** item.

4. The **Edit area properties** dialog box opens.



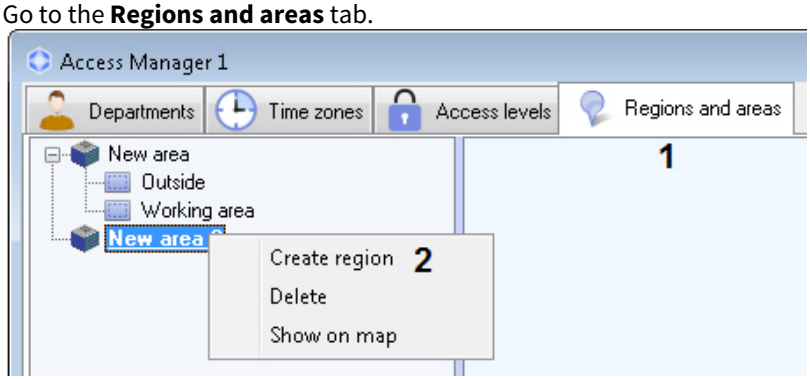
5. In the **Name** field enter the name of the created **Area** object (1).
6. Click **Save** (2).

The area is created.

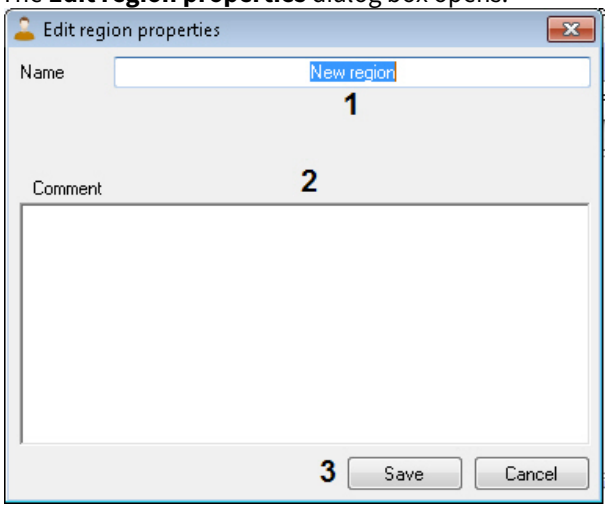
6.7.7.2 Creating regions

The region is created in the following order:

1. Go to the **Regions and areas** tab.



2. Right-click on the area under which the region is to be created.
3. In the menu opened select the **Create region** item.
4. The **Edit region properties** dialog box opens.



5. In the **Name** field enter the name of the created **Region** object (1).
6. In the **Comment** field enter description of the created region if necessary (2).
7. Click **Save** (3).

The region is created.

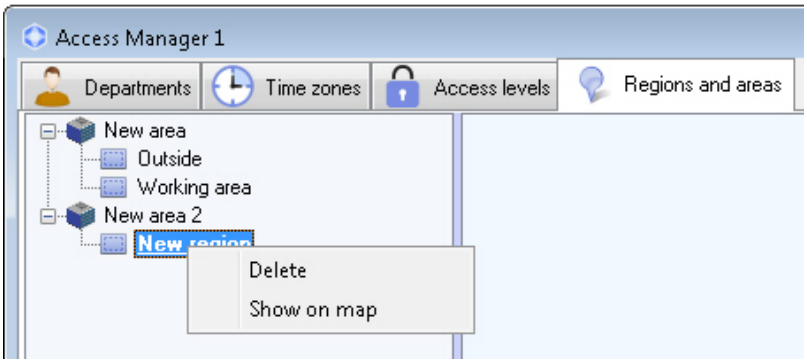
6.7.7.3 Editing areas and regions

To edit area or region, double-left-click on it.

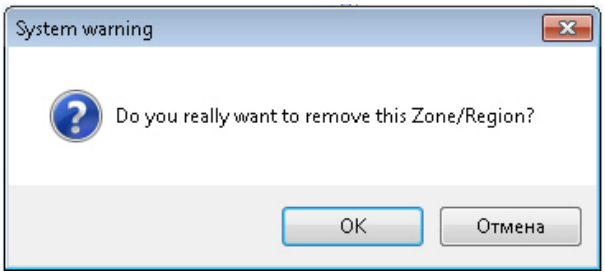
The **Edit area properties/Edit region properties** dialog box opens. Working with this dialog box is described in the Creating areas or Creating regions section correspondingly.

6.7.7.4 Deleting areas and regions

To delete an area or region, right-click on it and select the **Delete** menu item.



The **System warning** dialog box opens. Click **OK** to delete the **Area** or **Region**, or **Cancel** to abort the operation.



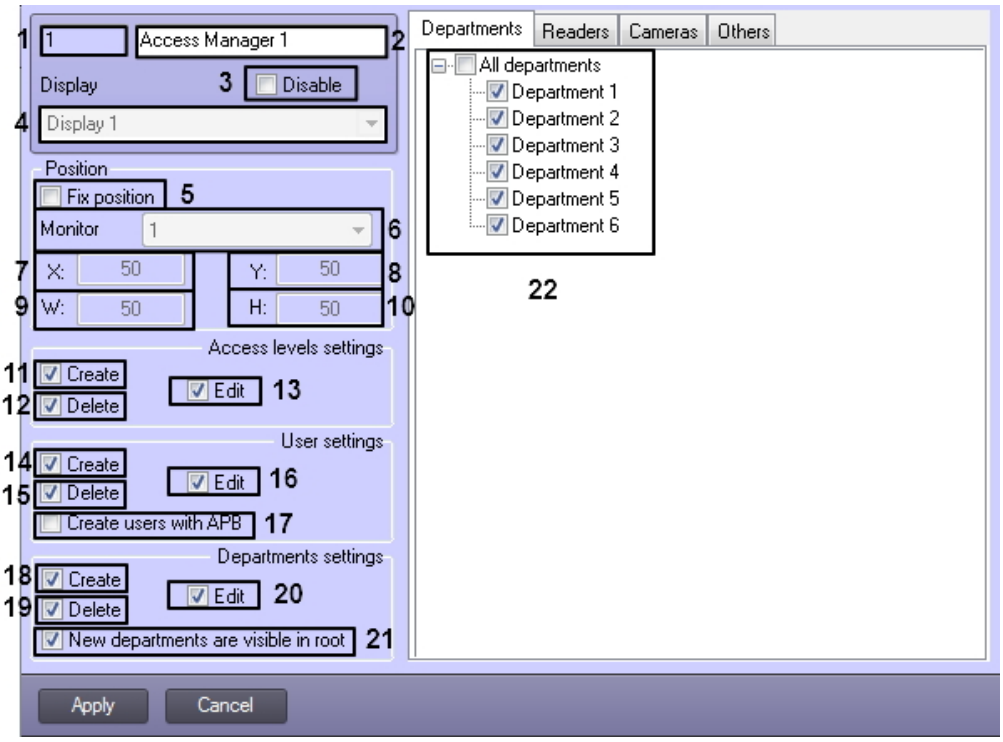
When you delete an area, all the child regions in it are deleted.

Deleting area or region is completed.

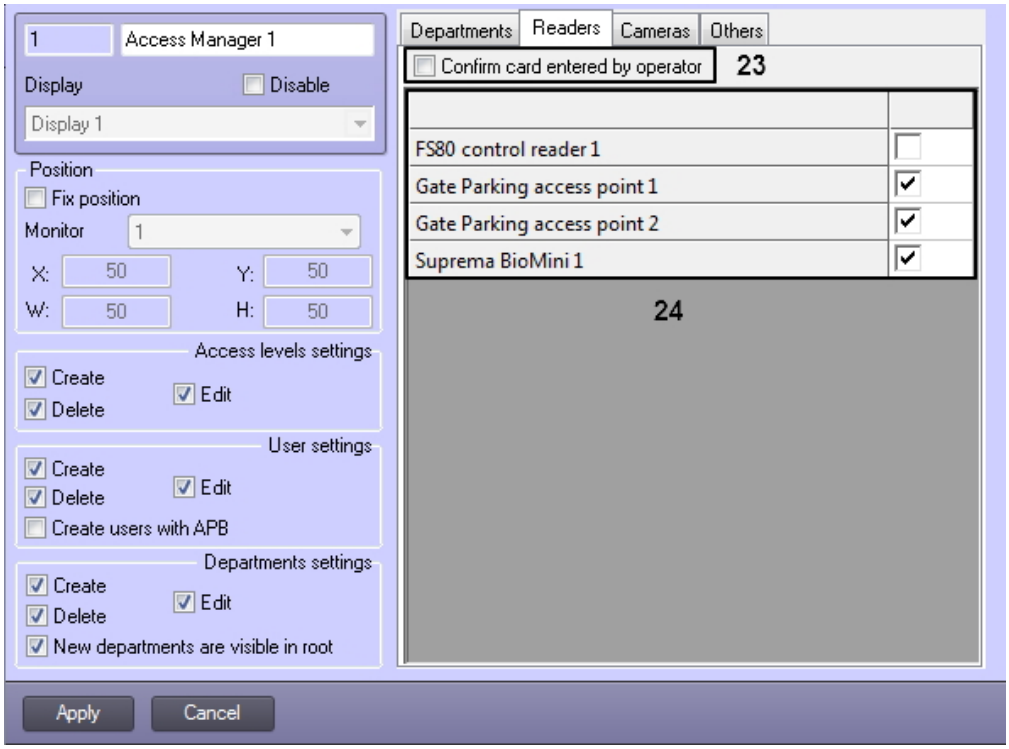
7 Appendix 1. Description of the Access Manager interfaces

7.1 The Access Manager object settings panel

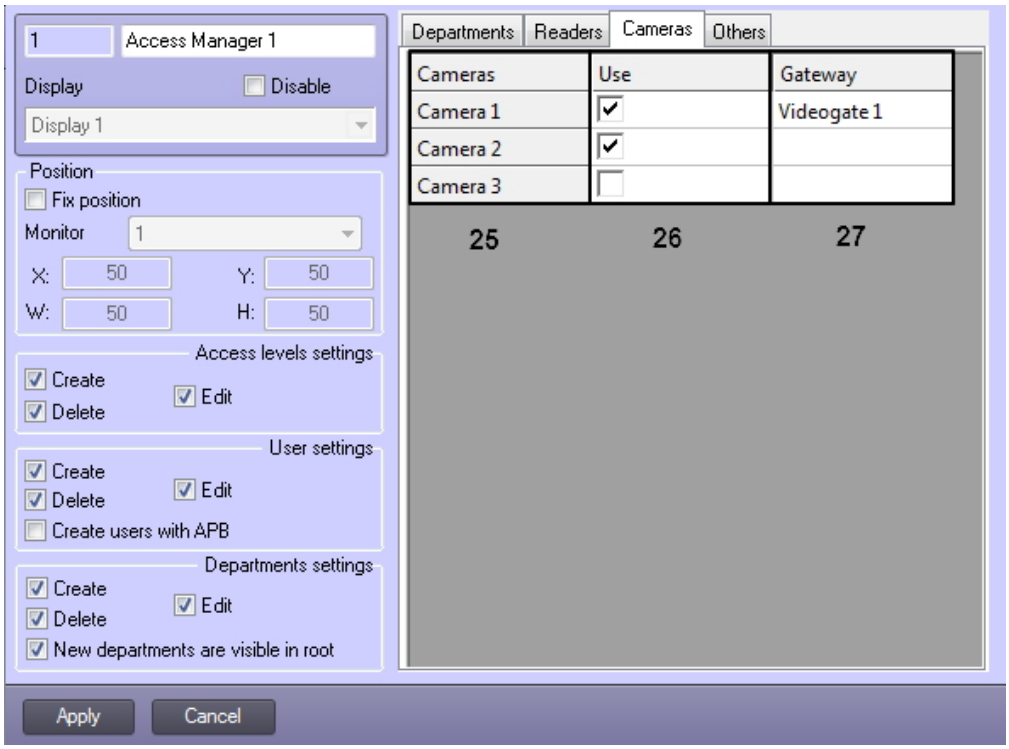
The figure shows the **Access Manager** interface object settings panel.



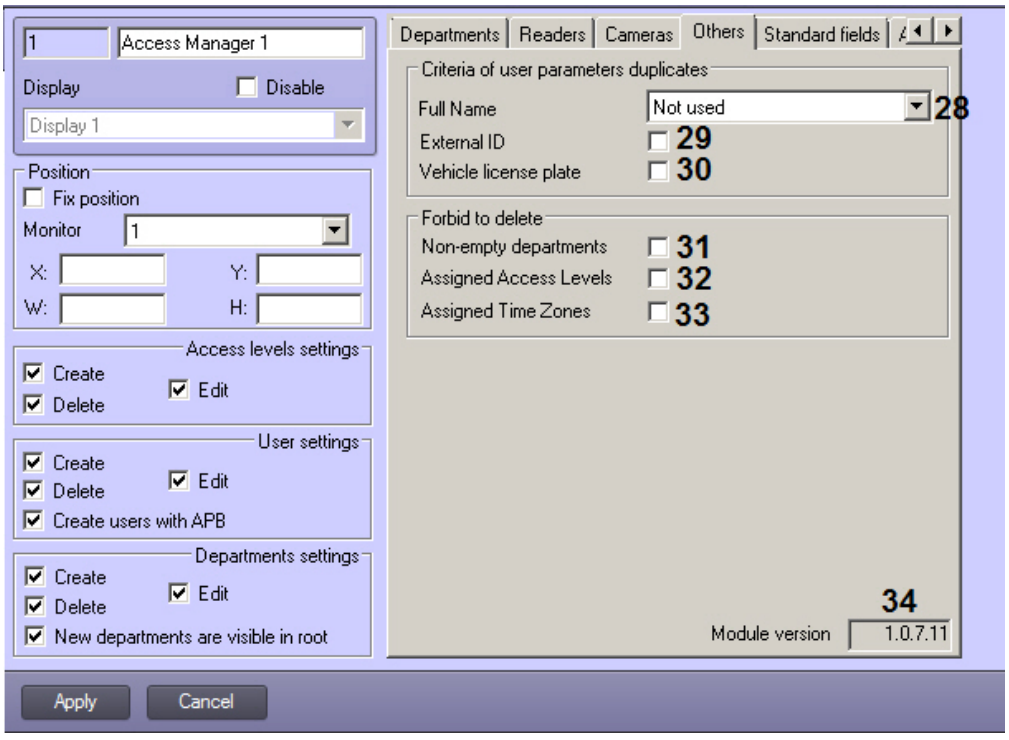
Departments tab



Readers tab



Cameras tab



Others tab

The following table shows the elements in the **Access Manager** settings panel.

№	Parameter name	Parameter setting method	Description	Data type	Default value	Value range

1	**ID** field	Automatically	Displays the identification number of the **Access Manager** interface object in the system	Whole nonnegative number	-	Depends on number of accessible **Access Manager** objects in the system
2	**Name** field	Setting the value in the field	Sets the number of the **Access Manager** object in the system	Latin, Cyrillic and special symbols	Access Manager	Case-insensitive character string (letters, digits, special symbols excepting > and <). From 1 to 60 symbols
3	**Disable** checkbox	Settings checkbox	Sets the **Access Manager** object state in the system (enabled or disabled)	Boolean type	No	**Yes** – the **Access Manager** object is not used in the system. **No** – the **Access Manager** object is used and active
4	**Display** drop-down list	Selecting the value in the list	Sets the **Display** parent object for the **Access Manager** object	Name of created **Display** objects	Parent **Display** name	Depends on the number of the **Display** objects
Position group						
5	**Fix position** checkbox	Settings checkbox	Is used if it's required to specify coordinates of the **Access Manager** window and forbid its moving	Boolean type	No	**Yes** – position of the **Access Manager** window is fixed. **No** – position of the **Access Manager** window can be changed.
6	**Monitor** drop-down list	Selecting the value in the list	Sets the number of monitor on which the **Access Manager** window will be displayed	List of accessible computer monitors	Monitor 1	Depends on the number of connected computer monitors
7	**X:**	Setting the value in the field	Sets X coordinate of the upper left corner of the **Access Manager** window	% of screen width	0	From 0 to M*100, where M is a number of computer monitors
8	**Y:**	Setting the value in the field	Sets Y coordinate of the upper left corner of the **Access Manager** window	% of screen height	0	From 0 to M*100, where M is a number of computer monitors
9	**W:**	Setting the value in the field	Sets the **Access Manager** window width	% of screen width	0	From 0 to M*100, where M is a number of computer monitors
10	**H:**	Setting the value in the field	Sets the **Access Manager** window height	% of screen height	0	From 0 to M*100, where M is a number of computer monitors
Access level settings group						

11	**Create** checkbox	Settings checkbox	Sets possibility to create access levels in the **Access Manager** window	Boolean type	Yes	**Yes** – creating access levels from the **Access Manager** window is allowed. **No** – creating access levels from the **Access Manager** window is forbidden.
12	**Delete** checkbox	Settings checkbox	Sets possibility to delete access levels in the **Access Manager** window	Boolean type	Yes	**Yes** – deleting access levels from the **Access Manager** window is allowed. **No** – deleting access levels from the **Access Manager** window is forbidden.
13	**Edit** checkbox	Settings checkbox	Sets possibility to edit access levels in the **Access Manager** window	Boolean type	Yes	**Yes** – editing access levels from the **Access Manager** window is allowed. **No** – editing access levels from the **Access Manager** window is forbidden.
User settings group						
14	**Create** checkbox	Settings checkbox	Sets possibility to create users in the **Access Manager** window	Boolean type	Yes	**Yes** – creating users from the **Access Manager** window is allowed. **No** – creating users from the **Access Manager** window is forbidden.
15	**Delete** checkbox	Settings checkbox	Sets possibility to delete users in the **Access Manager** window	Boolean type	Yes	**Yes** – deleting users from the **Access Manager** window is allowed. **No** – deleting users from the **Access Manager** window is forbidden.
16	**Edit** checkbox	Settings checkbox	Sets possibility to edit users in the **Access Manager** window	Boolean type	Yes	**Yes** – editing users from the **Access Manager** window is allowed. **No** – editing users from the **Access Manager** window is forbidden.
17	**Create users with APB** checkbox	Settings checkbox	Sets default value for antipassback parameter	Boolean type	No	**Yes** – users are created with antipassback on default. **No** – users are created without antipassback on default.

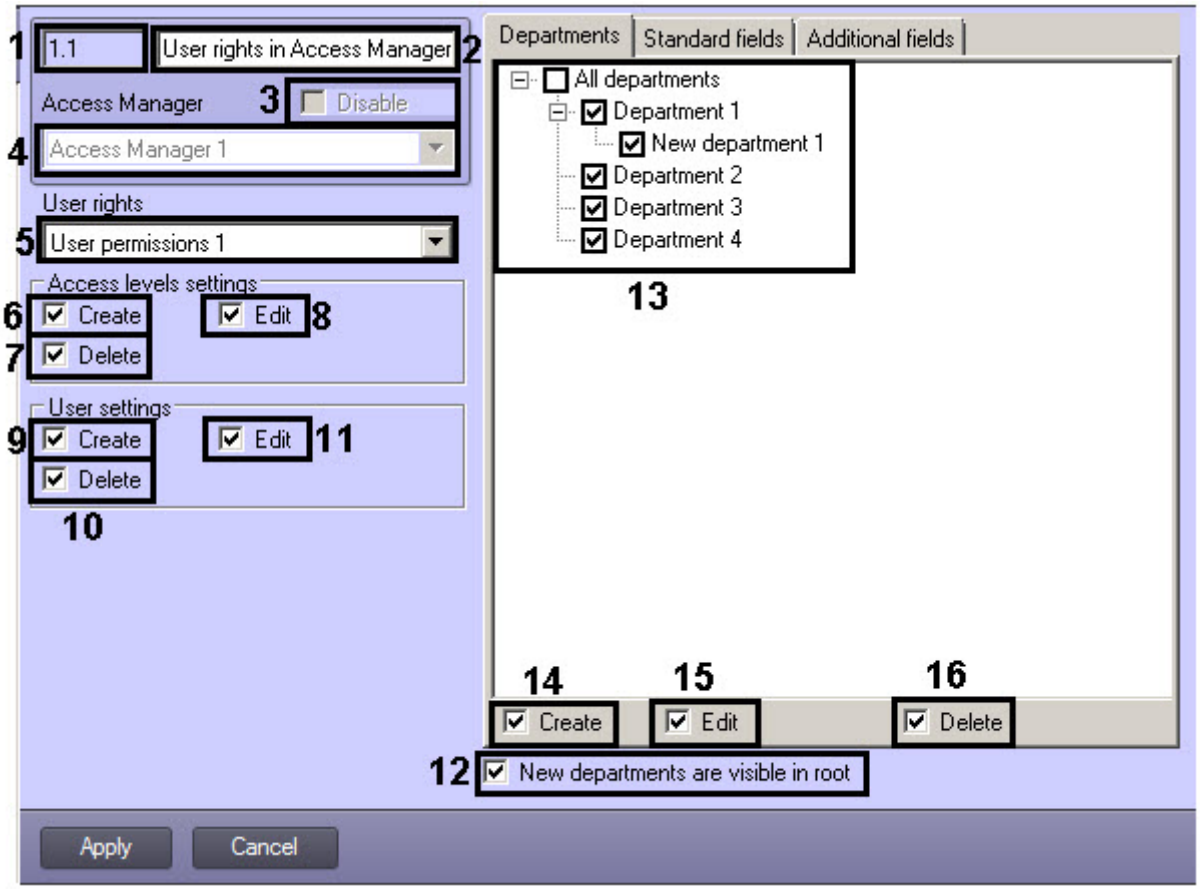
Departments settings group						
18	**Create** checkbox	Settings checkbox	Sets possibility to create departments in the **Access Manager** window	Boolean type	Yes	**Yes** – creating departments from the **Access Manager** window is allowed. **No** – creating departments from the **Access Manager** window is forbidden.
19	**Delete** checkbox	Settings checkbox	Sets possibility to delete departments in the **Access Manager** window	Boolean type	Yes	**Yes** – deleting departments from the **Access Manager** window is allowed. **No** – deleting departments from the **Access Manager** window is forbidden.
20	**Edit** checkbox	Settings checkbox	Sets possibility to edit departments in the **Access Manager** window	Boolean type	Yes	**Yes** – editing departments from the **Access Manager** window is allowed. **No** – editing departments from the **Access Manager** window is forbidden.
21	**New departments are visible in root** checkbox	Settings checkbox	Sets availability of new created departments in the **Access Manager** hierarchy root	Boolean type	Yes	**Yes** – new departments are available in the **Access Manager** hierarchy root **No** – new departments are not available in the **Access Manager** hierarchy root
Departments tab						
22	Departments tree	Settings checkbox	Sets available departments in the **Access Manager** window	Boolean type	Set of boolean variables	Department will be available in the **Access Manager** window if checkbox is set close to it
Readers tab						
23	**Confirm card entered by operator** checkbox	Settings checkbox	Sets requirement to confirm card code entering by operator	Boolean type	No	**Yes** – operator confirmation is required to assign access card to user. **No** –operator confirmation is not required to assign access card to user.

24	List of readers	Settings checkbox	Sets list of control readers used for entering user access cards	List of created reader objects in the system	Set of boolean variables	The reader will be available to enter user access card if checkbox is set close to it
Cameras tab						
25	**Cameras** column	Automatically	Displays list of **Camera** objects created on the **Hardware** tab of the **System settings** dialog window	List of created **Camera** objects in the system	Names of **Camera** objects	Depends on number of accessible **Camera** objects in the system
26	**Use checkbox**	Settings checkbox	Sets possibility to use camera for assigning photo to user in the **Access Manager** window	Boolean type	No	**Yes** – camera can be used for assigning photo. **No** – camera can't be used for assigning photo
27	Gateway drop-down list	Selecting the value in the list	Sets the **Gateway** object used for receiving video signal from camera	List of created **Gateway** objects in the system	Names of **Gateway** objects	Depends on number of accessible **Gateway** objects in the system
Others tab						
28	**Full name** drop-down list	Selecting the value in the list	Sets the way of defining of users record duplicates by name, surname, patronymic	List of available combinations	Not used	**Not used** – adding users with the same full name is allowed. **Surname, name** – adding users with the same name and surname and different patronymic is forbidden. **Surname, name, patronymic** – creating users with the same full name is forbidden.
29	**External ID** checkbox	Settings checkbox	Indicates whether the users records should be checked for external ID duplicates	Boolean type	No	**Yes** – creating users with the same external ID is forbidden. **No** – creating users with the same external ID is allowed.
30	**Vehicle license plate** checkbox	Settings checkbox	Indicates whether the users records should be checked for vehicle license plate number duplicates	Boolean type	No	**Yes** – creating users with the same license plate number is forbidden. **No** – creating users with the same license plate number is allowed.

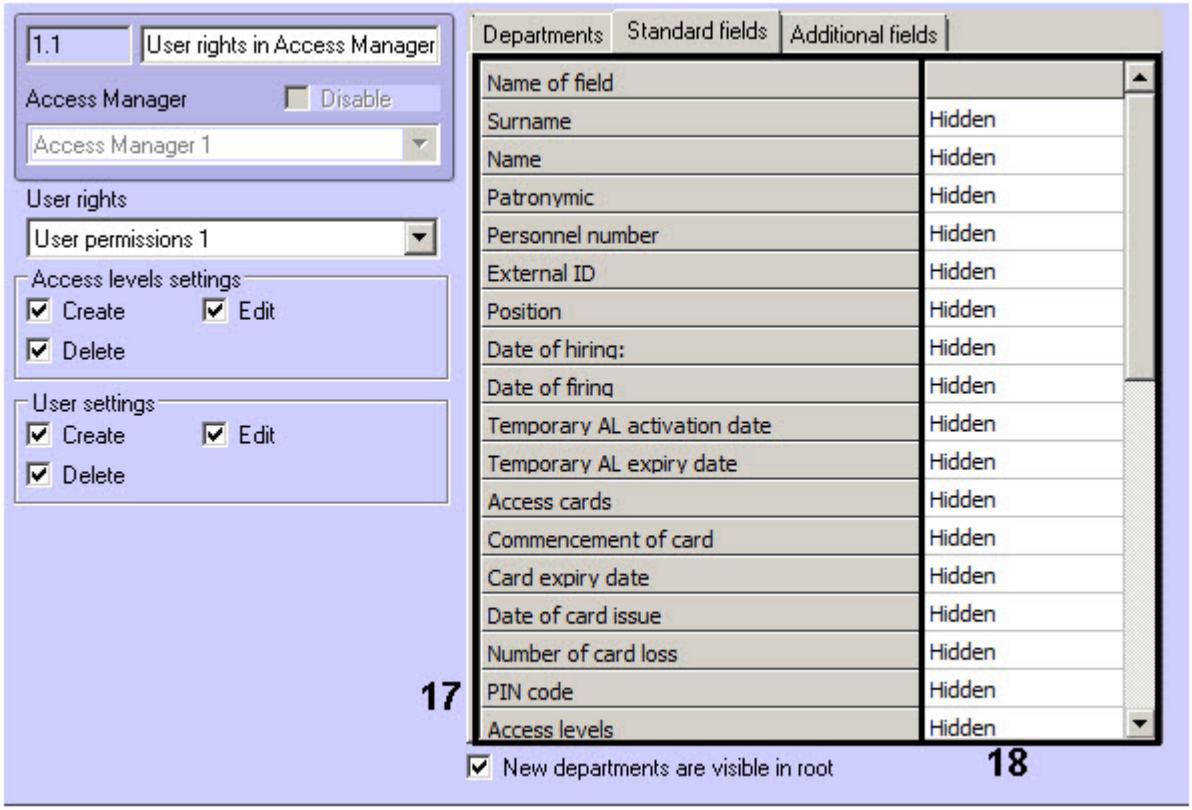
31	**Non-empty departments** checkbox	Settings checkbox	Forbids to delete departments if there are users in them	Boolean type	No	**Yes** – non-empty departments cannot be deleted. **No** – non-empty departments can be deleted.
32	**Assigned Access Levels** checkbox	Settings checkbox	Forbids to delete access levels if they are assigned to user(s)	Boolean type	No	**Yes** – assigned access levels cannot be deleted. **No** – assigned access levels can be deleted.
33	**Assigned Time Zones** checkbox	Settings checkbox	Forbids to delete time zones if they are assigned to access levels	Boolean type	No	**Yes** – assigned time zones cannot be deleted. **No** – assigned time zones can be deleted.
34	**Module version** field	Automatically	Displays the current version number	Number	Current version number	Depands on the current version of the module.

7.2 The User rights in Access Manager object settings panel

The figure shows the **User rights in Access Manager** interface object settings panel.



Departments tab



Standard fields tab

> **Note**
> The list of fields displaying in the **Additional fields** tab depends on used integration module.

The following table shows the elements in the **User rights in Access Manager** settings panel.

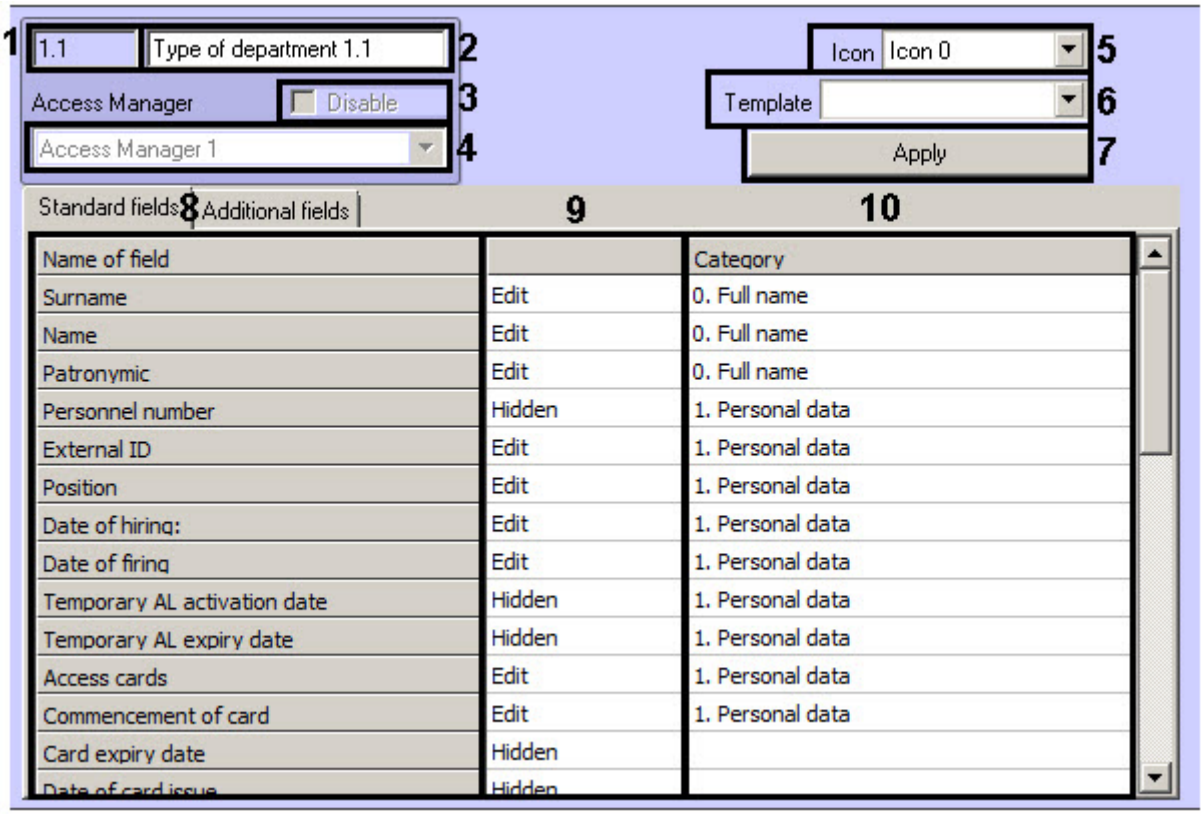
№	Parameter name	Parameter setting method	Description	Data type	Default value	Value range
1	**ID** field	Automatically	Displays identical number of the **User rights in Access Manager** interface object in the system	Whole nonnegative number	-	Depends on number of accessible **User rights in Access Manager** objects in the system
2	**Name** field	Setting the value in the field	Sets the number of the **User rights in Access Manager** object in the system	Latin, Cyrillic and special symbols	User rights in Access Manager	Case-insensitive character string (letters, digits, special symbols excepting > and <). From 1 to 60 symbols
3	**Disable** checkbox	Settings checkbox	Sets the **User rights in Access Manager** object state in the system (enabled or disabled)	Boolean type	No	**Yes** – the **User rights in Access Manager** object is not used in the system. **No** – the **User rights in Access Manager** object is used and active
4	**Access Manager** drop-down list	Selecting the value in the list	Sets the **Access Manager** parent object for the **User rights in Access Manager** object	Names of acceptable **Access Manager** objects in the system	Name of the **Access Manager** parent object	Depends on number of **Access Manager** objects in the system

User rights group						
5	**User rights** drop-down list	Selecting the value in the list	Sets user rights in the *ACFA-Intellect* software package, corresponding to the configured **User rights in Access Manager** object	Name of created **User permissions** objects	Depends on created **User permissions** objects	Depends on created **User permissions** objects
Access level settings group						
6	**Create** checkbox	Settings checkbox	Sets possibility to create access levels in the **Access Manager** window while working with configured operator rights	Boolean type	Yes	**Yes** – creating access levels from the **Access Manager** window is allowed. **No** – creating access levels from the **Access Manager** window is forbidden.
7	**Delete** checkbox	Settings checkbox	Sets possibility to delete access levels in the **Access Manager** window while working with configured operator rights	Boolean type	Yes	**Yes** – deleting access levels from the **Access Manager** window is allowed. **No** – deleting access levels from the **Access Manager** window is forbidden
8	**Edit** checkbox	Settings checkbox	Sets possibility to edit access levels in the **Access Manager** window while working with configured operator rights	Boolean type	Yes	**Yes** – editing access levels from the **Access Manager** window is allowed. **No** – editing access levels from the **Access Manager**
User settings group						
9	**Create** checkbox	Settings checkbox	Sets possibility to create users in the **Access Manager** window while working with configured operator rights	Boolean type	Yes	**Yes** – creating users from the **Access Manager** window is allowed. **No** – creating users from the **Access Manager** window is forbidden.
10	**Delete** checkbox	Settings checkbox	Sets possibility to delete users in the **Access Manager** window while working with configured operator rights	Boolean type	Yes	**Yes** – deleting users from the **Access Manager** window is allowed. **No** – deleting users from the **Access Manager** window is forbidden
11	**Edit** checkbox	Settings checkbox	Sets possibility to edit users in the **Access Manager** window while working with configured operator rights	Boolean type	Yes	**Yes** – editing users from the **Access Manager** window is allowed. **No** – editing users from the **Access Manager** window is forbidden**.**
Without group						
12	**New departments are visible in root** checkbox	Settings checkbox	Sets availability of new created departments in the **Access Manager** hierarchy root	Boolean type	Yes	**Yes** – new departments are available in the **Access Manager** hierarchy root **No** – new departments are not available in the **Access Manager** hierarchy root

Departments tab						
13	Departments tree	Settings checkbox	Sets available departments in the **Access Manager** window while working with configured operator rights	Boolean type	Set of boolean variables	Department will be available in the **Access Manager** window if checkbox is set close to it.
14	**Create** checkbox	Settings checkbox	Sets possibility to create departments in the **Access Manager** window while working with configured operator rights	Boolean type	Yes	**Yes** – creating departments from the **Access Manager** window is allowed. **No** – creating departments from the **Access Manager** window is forbidden.
15	**Delete** checkbox	Settings checkbox	Sets possibility to delete departments in the **Access Manager** window while working with configured operator rights	Boolean type	Yes	**Yes** – deleting departments from the **Access Manager** window is allowed. **No** – deleting departments from the **Access Manager** window is forbidden.
16	**Edit** checkbox	Settings checkbox	Sets possibility to edit departments in the **Access Manager** window	Boolean type	Yes	**Yes** – editing departments from the **Access Manager** window is allowed. **No** – editing departments from the **Access Manager** window is forbidden.
Standard fields tab						
17	**Name of field** column	Automatic ally	List of available user fields	-	-	See the Setting user parameters section
18	Field availability for viewing and editing	Selecting the value in the list	Sets availability of filed for viewing and editing	Accessible types of field availability	Hidden	**Hidden** **Read only** **Edit**

7.3 The Type of department object settings panel

The figure shows the **Type of department** interface object settings panel.



Note
The list of fields displaying in the **Additional fields** tab depends on used integration module.

The following table shows the elements in the **Type of department** settings panel.

№	Parameter name	Parameter setting method	Description	Data type	Default value	Value range
1	**ID** field	Automatically	Displays identical number of the **Type of department** interface object in the system	Whole nonnegative number	-	Depends on number of accessible **Type of department** objects in the system
2	**Name** field	Setting the value in the field	Sets the number of the **Type of department** object in the system	Latin, Cyrillic and special symbols	Type of department	Case-insensitive character string (letters, digits, special symbols excepting > and <). From 1 to 60 symbols
3	**Disable** checkbox	Settings checkbox	Sets the **Type of department** object state in the system (enabled or disabled)	Boolean type	No	**Yes** – the **Type of department** object is not used in the system. **No** – the **Type of department** object is used and active
4	**Access Manager** drop-down list	Selecting the value in the list	Sets the **Access Manager** parent object for the **Type of department** object	Names of acceptable **Access Manager** objects in the system	Name of the **Access Manager** parent object	Depends on number of **Access Manager** objects in the system
Without group						

5	**Icon** drop-down list	Selecting the value in the list	Sets icon used for displaying department in the tree of the Access manager window	Name of accessible icons	Icon 0	Icon 0 – Icon 29
6	**Template** drop-down list	Selecting the value in the list	Sets fields available for viewing and editing for some users category	Name of accessible templates	-	Employees Vehicle Visitors
7	**Apply** button	Clicking the button	Applying the selected template	-	-	-
Standard fields tab						
8	**Name of field** column	Automatically	List of available user fields	-	-	See the Setting user parameters section
9	Field availability for viewing and editing	Selecting the value in the list	Sets availability of filed for viewing and editing	Accessible types of field availability	Hidden	**Hidden** **Read only** **Edit**
10	**Category** field	Setting the value in the field	Sets name of a category in which field will display on the Access Manager user panel	Latin, Cyrillic and special symbols	-	Any character string

8 Appendix 2. Configuring a visitor management system without the Access Manager interface window

8.1 General information on ACFA Intellect objects related to the visitor management system

Some of the *ACFA Intellect* software objects can be used to set up the visitor management system without the *Visitor Management System* window, namely:

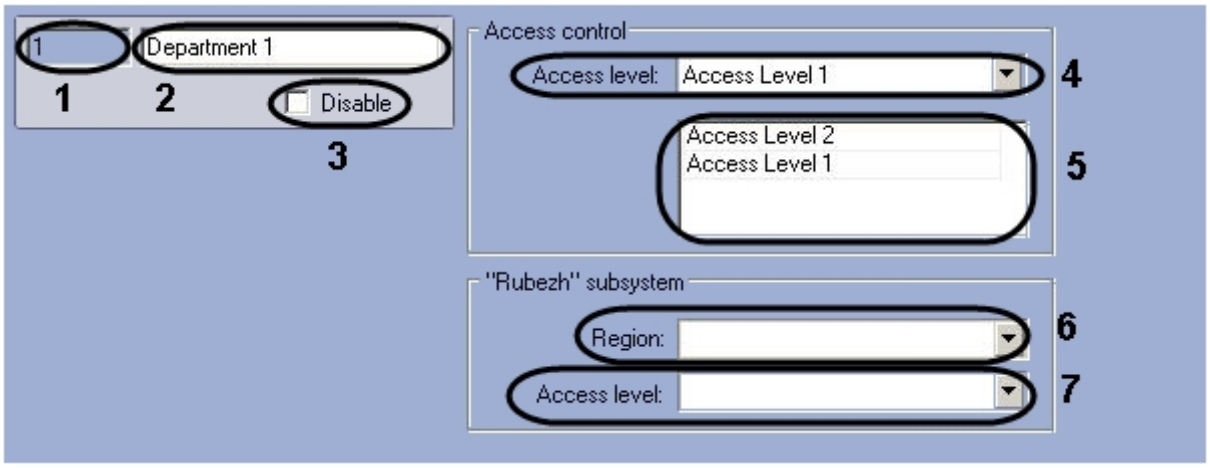
1. **User** and **Department** objects created on the **Users** tab of **the System settings** dialog box.
2. **Access level** and **Time zone** (which corresponds both to time zone and shift work in the VMS) objects created on the **Programming** tab of the **System settings** dialog box.

> **Note.**
> Settings panel of the **Time zone** object is described in the Intellect software. Administrator's Guide for this object is used in the *Intellect* software not only for setting up the visitor management system but also for other purposes.

Most of the settings in the settings panels of these objects duplicate the respective settings of the *Visitor Management System* objects. Thus, the setting of the listed objects is designed to operate in the absence of the *Visitor Management System* module in the system (if the module is not purchased). However, as practice shows, the *Visitor Management System* module provides a much more user-friendly interface to perform similar tasks and also has an enhanced functionality, so it is recommended to use the *Visitor Management System* module.

8.2 Settings panel of the Department object

The picture shows the settings panel of the **Department** object.



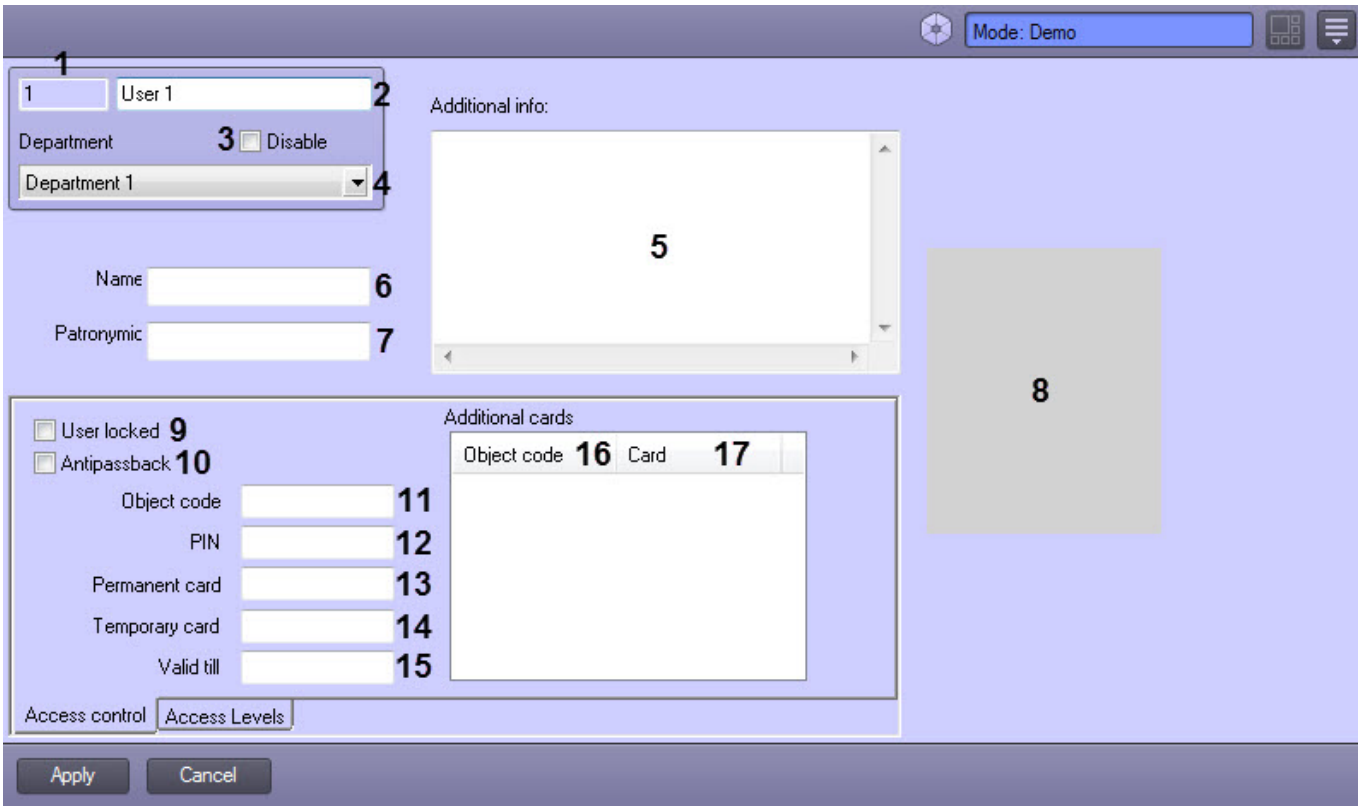
The table gives the description of the **Department** object settings.

#	Parameter name	Method for setting the parameter value	Parameter description	Default value	Value range
1	**Identification number** field	Automatically	Shows the identification number of the **Department** object in the system	-	Depends on number of **Department** objects in the system
2	**Name** field	Enter the value in the field	Sets the name of the **Department** object in the system	Department	A line representing a sequence of any symbols (letters, digits, service characters apart from > and < symbols), not case-sensitive. Number of symbols – from 1 to 60.

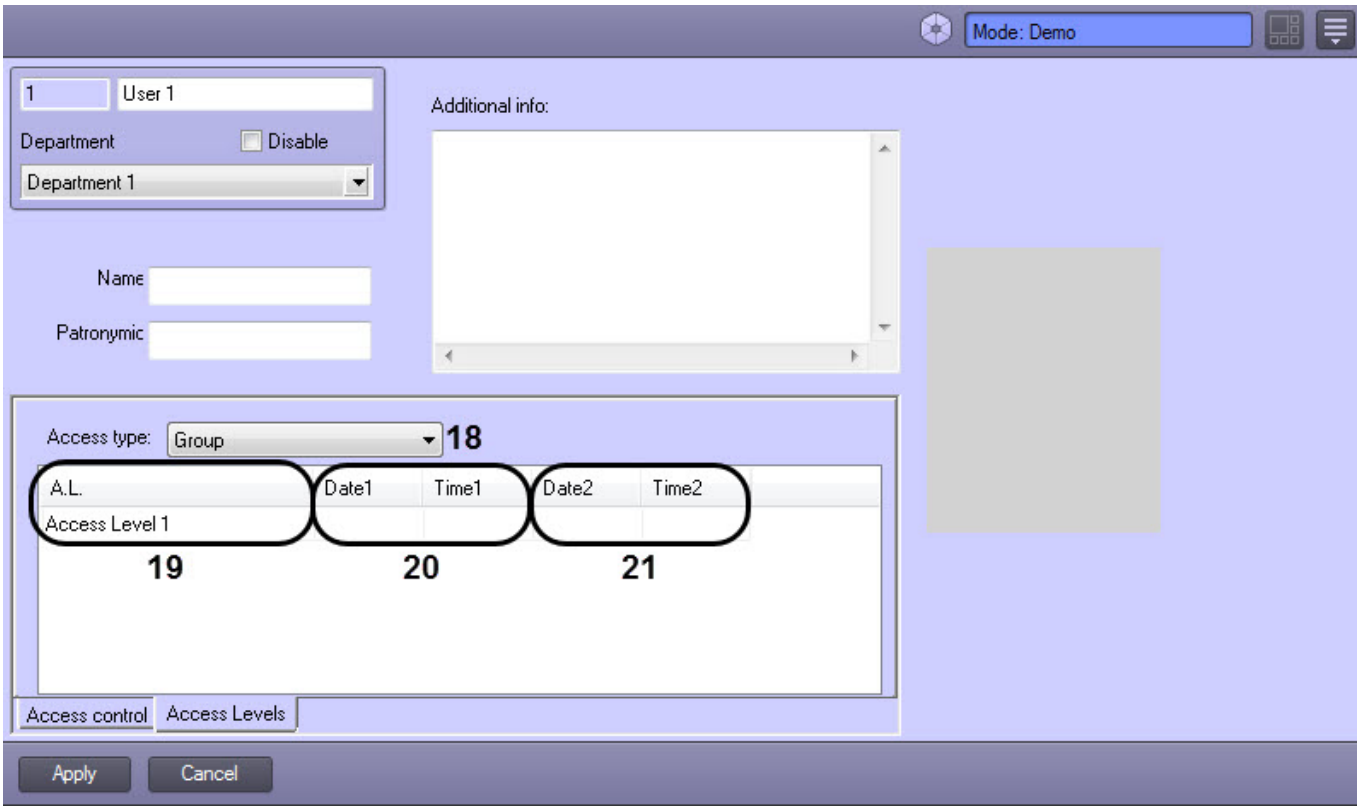
#	Parameter name	Method for setting the parameter value	Parameter description	Default value	Value range
3	**Disable** checkbox	Is set in a checkbox	Sets the status (enabled/ disabled) of the **Department** object in the system	False	**True** - the **Department** object is enabled and in use **False** - the **Department** object is disabled and not in use
The **Access control** group					
4	**Access level** dropdown list	Is selected in the list	Sets the department's access level	-	The list of **Access level** objects created in *ACFA Intellect* (on the **Programming** tab or via the VMS) and also **Full access** and **Access forbidden** levels.
5	List of access levels	Is selected in the list. To add a new row in the table click left mouse button in any empty space of the table and press "down" arrow on the keyboard.	Sets the department's access level list	-	The list of **Access level** objects created in *ACFA Intellect* (on the **Programming** tab or via the VMS)
The **"Rubezh" subsystem** group					
6	**Region** dropdown list	Is selected in the list	Sets the **Region** object for the *Rubeg-07 ACS* (discontinued)	-	The list of **Region** objects in the *ACFA Intellect* software
7	**Access level** dropdown list	Is selected in the list	Sets the access level for the *Rubeg-07 ACS* (discontinued)	-	The list of **Access level** objects created in *ACFA Intellect* (on the **Programming** tab or via the VMS) and also **Full access** and **Access forbidden** levels.

8.3 Settings panel of the User object

The pictures show the settings panel of the **User** object.



Settings panel of the **User** object The **Access control** tab.



Settings panel of the **User** object The **Access levels** tab.

The table gives the description of the **User** object settings.

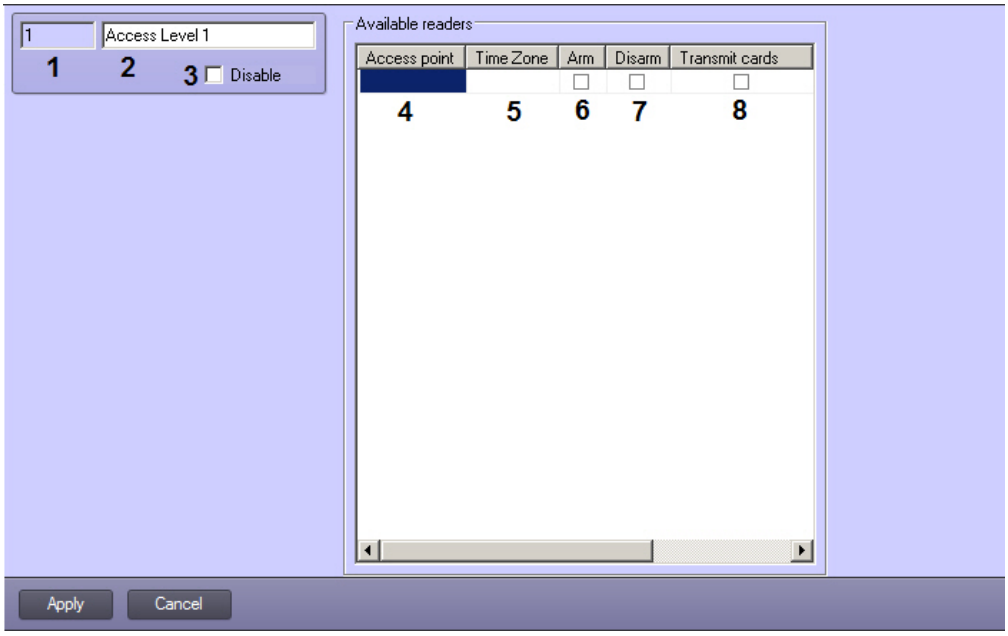
#	Parameter name	Method for setting the parameter value	Parameter description	Default value	Value range
1	**Identification number** field	Automatically	Shows the identification number of the **User** object in the system	-	Depends on number of **User** objects in the system
2	**Surname** field	Enter the value in the field	Sets the surname of the **User** object in the system	User	A line representing a sequence of any symbols (letters, digits, service characters apart from > and < symbols), not case-sensitive. Number of symbols – from 1 to 60. Do not use **rs** as username when registering Operator accounts as this name is used by default in *Intellect Web Report System*.
3	**Disable** Checkbox	Is set in a checkbox	Sets the status (enabled/ disabled) of the **User** object in the system	False	**True** - the **User** object is enabled and in use **False** - the **User** object is disabled and not in use
4	**Department** dropdown list	Is selected in the list	Sets the parent **Department** object for this **User** object	Name of the parent **Department** object	Depends on number of **Department** objects in the system
5	**Additional info** field	Enter the value in the field	Additional user information	-	A line representing a sequence of any symbols
6	**Name** field	Enter the value in the field	Sets the name of the **User** object in the system	-	A line representing a sequence of any symbols (letters, digits, service characters apart from > and < symbols), not case-sensitive. Number of symbols – from 0 to 255.
7	**Patronymic** field	Enter the value in the field	Sets the patronymic of the **User** object in the system	-	A line representing a sequence of any symbols (letters, digits, service characters apart from > and < symbols), not case-sensitive. Number of symbols – from 0 to 255.
8	**User photo** area	-	Displays a user's photo	-	-
The **Access control** tab					
9	**User locked** checkbox	Is set in a checkbox	Is set if the user is to be locked.	False	**True** – the user is locked. **False** – the user is active.

#	Parameter name	Method for setting the parameter value	Parameter description	Default value	Value range
10	**Antipassback** checkbox	Is set in a checkbox	Is set if the user is not allowed to go twice through the reader in the same direction.	False	**True** – anti-passback enabled. **False** – anti-passback disabled.
11	**Object code** field	Enter the value in the field	Facility code of the user's access card	-	Depends on the type of cards in use.
12	**PIN** field	Enter the value in the field	PIN-code of the user's access card	-	Depends on the ACS in use
13	**Permanent card** field	Enter the value in the field	User's access card number	-	Depends on the type of cards in use.
14	**Temporary card** field	Enter the value in the field	User's temporary access card number	-	Depends on the type of cards in use.
15	**Valid till** field	Enter the value in the field	Date the user's access card expires (which is specified in **the Permanent card** field)	-	Date in DD.MM.YYYY format
Additional cards table Note. In the Visitor Management System, the additional cards are specified separated by spaces after the parameters of the main card. The functionality of assigning users additional cards is to be supported by the hardware.					
16	**Object code** field	Enter the value in the field	Facility code of the user's additional access card	-	Depends on the type of cards in use.
17	**Card code** field	Enter the value in the field	Number of the user's additional access card	-	Depends on the type of cards in use.
The **Access levels** tab.					
18	**Access type** dropdown list	Is selected in the list	Sets the way of choosing access level for user	-	**Group** - the employee is assigned the access level of the department **Access forbidden** - the employee is not allowed to access, even if the department assigned a different access level, allowing access **Full access** - the employee has a full access , even if the department assigned a restricted access level **List** - the employee is assigned a list of access levels having priority over the department access level.

#	Parameter name	Method for setting the parameter value	Parameter description	Default value	Value range
19	**A.L.** dropdown list	Is selected in the list	Can be used if the List value is selected in the **Access type** list. Sets the user's access level list	-	The list of **Access level** objects created in *ACFA Intellect* (on the Programming tab or via the VMS)
20	**Date1** and **Time1** fields	Enter the value in the field	Allow to set the beginning date of the temporary access level.	-	Date in DD-MM-YY and time in HH:MM:SS format.
21	**Date2** and **Time2** fields	Enter the value in the field	Allow to set the ending date of the temporary access level.	-	Date in DD-MM-YY and time in HH:MM:SS format.

8.4 Settings panel of the Access level object

The picture shows the settings panel of the **Access level**object.



The table gives the description of the **Access level** object settings.

#	Parameter name	Method for setting the parameter value	Parameter description	Default value	Value range
1	**Identification number** field	Automatically	Shows the identification number of the **Access level** object in the system	-	Depends on number of **Access level** objects in the system
2	**Name** field	Enter the value in the field	Sets the name of the **User** object in the system	**Access level**	A line representing a sequence of any symbols (letters, digits, service characters apart from > and < symbols), not case-sensitive. Number of symbols – from 1 to 60.

#	Parameter name	Method for setting the parameter value	Parameter description	Default value	Value range
3	**Disable** checkbox	Is set in a checkbox	Sets the status (enabled/disabled) of the **Access level** object in the system	False	**True** - the **Access level** object is enabled and in use **False** - the **Access level** object is disabled and not in use
4	**Access point** dropdown list	Is selected in the list	Card reader through which the employees are performing access	-	Depends on the readers created in the system
5	**Time zone** dropdown list	Is selected in the list	Time zone, during which the access will be allowed through the corresponding access point	-	**Always** **Never** The list of **Time zone** objects created in the system
6	**Arm** checkbox	Is set in a checkbox	Enables arming of access point after presenting access card by user. *Note. This function should be supported by hardware.*	False	**True** – access point is armed after presenting access card by user **False** – access point is not armed after presenting access card by user
7	**Disarm** checkbox	Is set in a checkbox	Enables disarming of access point after presenting access card by user. *Note. This function should be supported by hardware.*	False	**True** –access point is disarmed after presenting access card by user **False** – access point is not disarmed after presenting access card by user
8	**Transmit cards** checkbox	Is set in a checkbox	Enables sending access cards to controller after presenting access card by user. *Note. This function should be supported by hardware.* *Function of this checkbox can differ depending on the integration module in use. For example, in PERCo-S-20 integration this checkbox enables commission mode.*	False	**True** – access cards are sent to controller after presenting access card by user. **False** – access cards are not sent to controller after presenting access card by user.

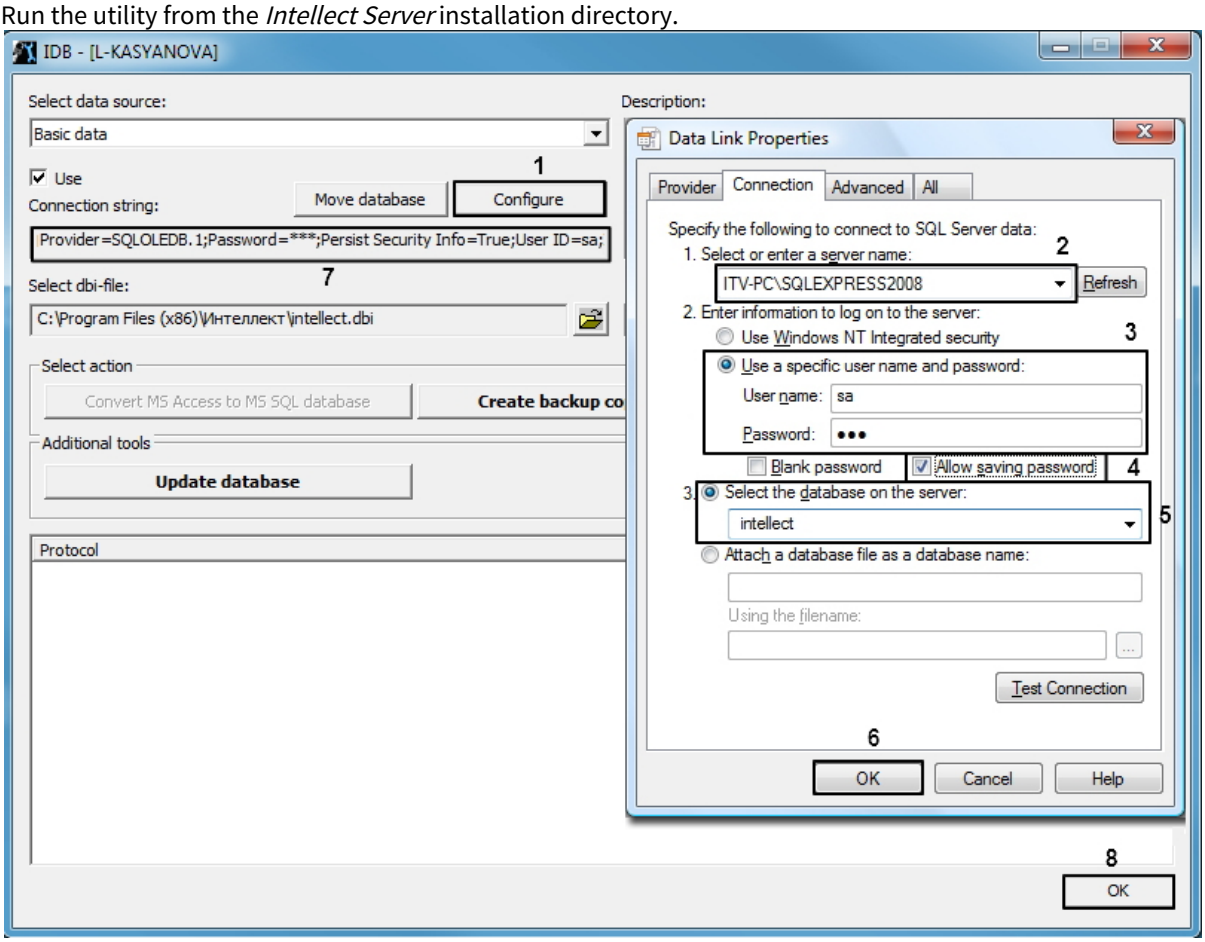
9 Appendix 3. Settings for proper operation of the Access Manager module in a distributed architecture

The *Access Manager* module loads the components required for its proper operation directly from the SQL Server database of the *Intellect Server.* This causes some problems for module operation in distributed architectures, based on a variety of combinations between the *Intellect Server*, the *Remote Admin Workstation,* and the *Client* (see Configuration of distributed architecture).

In particular, attempting to run the *Access Manager* module remotely from a computer with a *Client* installation leads to inability of the *Access Manager* to display the objects, which are loaded from the *Intellect Server DB*, e.g. the lists of users and departments. In order to circumvent this issue, the distributed architecture administrator is recommended to do the following:

1. **On the computer with a** *Client* **installation**:
   a. Install the SQL Server database server. Thus, the SQL Server on a computer with a *Client* installation will be able to connect to the SQL Server on the computer with an *Intellect Server* installation.
   b. Ensure SQL Server authentication through the base **sa** account.
   c. Ensure uninterrupted connection of the SQL Server on the computer with a *Client* installation to the SQL Server on the computer with the *Intellect Server* installation.

2. **On the computer with an** *Intellect Server* **installation and the** *Access Manager* **module**:
   a. Configure SQL Server to allow remote connections.
   b. Ensure SQL Server authentication through the base **sa** account.
   c. Configure the *Intellect Server* connection to its database using the **idb.exe** utility. For this, you must perform the following actions:
      i. Run the utility from the *Intellect Server* installation directory.



      ii. In the utility interface, click the **Configure** button (1). The database connection window will open.
      iii. In the **Select or enter a server name** field, type the name or IP address of the SQL server used to for database management (2).

> **Note**
> Please note that you must specify the explicit name or IP address of the machine on which the database is installed. The format (local)\ SQLEXPRESS would be incorrect.

iv. In the **Enter the information to log on to the server** settings section, check **Use a specific user name and password**. In the **User name** field enter **sa**. In the **Password** field, enter the password for the **sa** user. (3)

> **Note**
> Note that accounts other than **sa** are not allowed.

v. Set the **Allow saving password** checkbox (4).

> **Note**
> This step is also mandatory.

vi. Set the **Select the database on the server** selector and choose ***intellect*** from the drop-down list (5).
vii. Click **OK** to save the connection settings (6). The parameters will be displayed in the **Connection string** field in **idb.exe** (7).
viii. Click **OK** in **idb.exe** to save the changes.

Setting up the proper operation of the *Access Manager* module in a distributed architecture is complete.

10 Appendix 4. Creating additional fields for the User object

You can create additional fields for the User object which are used in the Access Manager Module (see Working with users in the Access Manager software module).

Additional fields are created using the text editor that allows you to view and edit the ASCII text encoding.

To create additional fields for the User object, do the following:

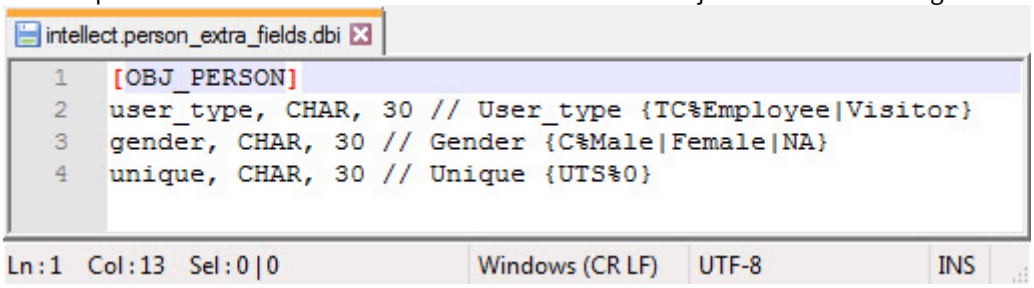
1. In the Intellect installation directory, for example **C:\Program Files (x86)\Intellect** create a .dbi text document, for example **intellect.person_extra_fields.dbi**.
2. Open the created .dbi file in the text editor.

   Attention!
   Before you enter any data, make sure that the UTF-8 text encoding is selected. Otherwise, when adding additional fields to the database, the text will be recognized incorrectly.

3. In the first line of the text document, enter **[OBJ_PERSON]**.
4. In subsequent lines, specify the additional fields parameters, namely:
   a. Enter the **field name** that will be saved in the database, the **field data type**, and the **field size** separated by a comma.
   b. Specify the field description after a double slash "//": enter the field name that will be displayed in the **Access Manager** interface window, and set the field behavior pattern. In general, the description of the field is as follows: "Type {TC% value1 | valueN}", where:

Name	Description
Type	The field name displayed in the Access Manager interface window.
{	Beginning of the field behavior pattern
T	The field will be editable, the entered value will be saved.
C	The field will be a drop-down list.
%	The predefined field value names are listed after the % sign. *Note. If you specify %EMPTY, there will be no predefined values.*
value1, valueN	The predefined field value names
|	Separation of the predefined field values
UTS%0	The field will be editable with a unique value. If the user tries to enter a value which is already specified by other User, the warning will be displayed saying that the user with ID = "" already specified this value
}	End of the field behavior pattern

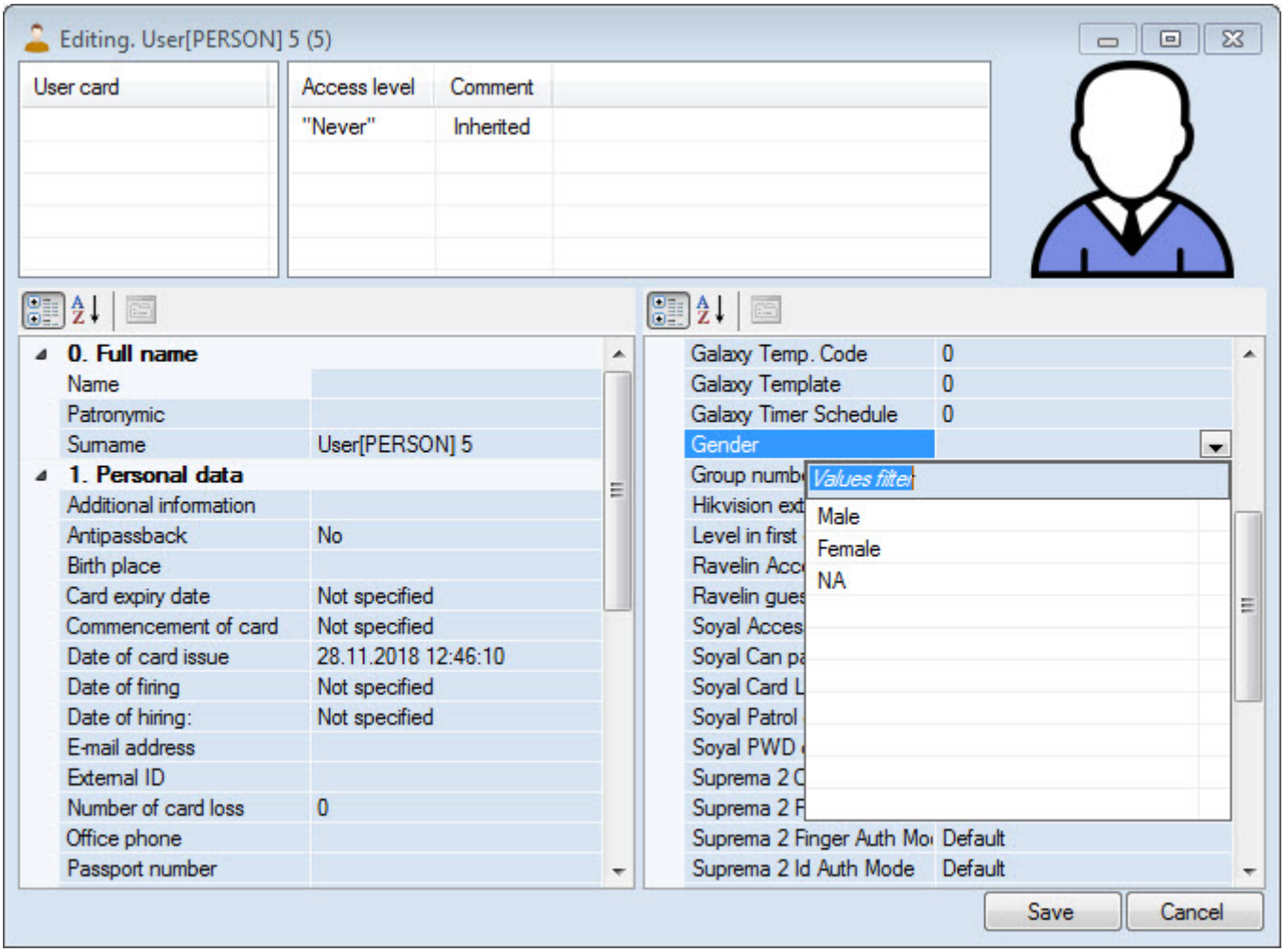
An example of the .dbi file with additional fields for the User object is shown in the figure below:



5. After you create the additional fields, save the changes.

   Attention!
   After you save the .dbi file, it is necessary to update the main database. To do this, use the idb.exe utility (see The idb.exe utility for converting databases, selecting database templates and making backup copies of databases).

As a result, the additional fields will be displayed in the **Access Manager** interface window.



Creating additional fields for the User object is complete.

11 Appendix 5. Creating a single photograph database

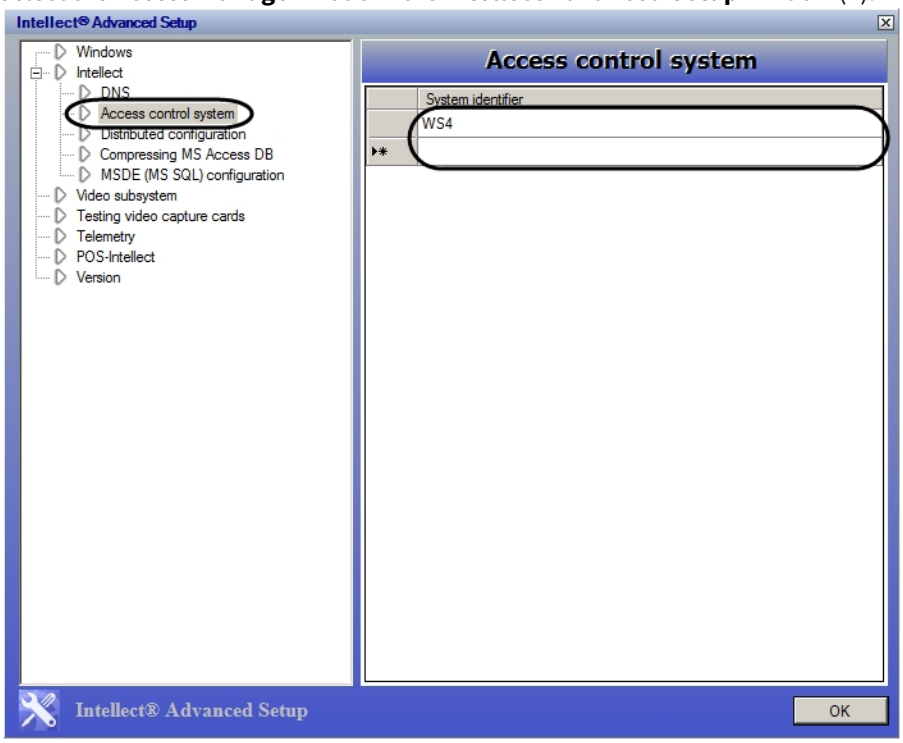
The *ACFA Intellect* Software System supports storing user photographs on several computers.

The *ACFA Intellect* Software System's advanced settings utility tweaki.exe is used to create a single photograph database. There are two ways to launch the tweaki.exe utility:

1. From the Windows **Start** menu: **Start** ->**All Programs** ->**Intellect** ->**Utilities** ->**Advanced settings**.
2. From the **Tools** folder of the *ACFA Intellect* Software System's installation directory: <Intellect installation directory>\Tools\tweaki.exe .

To configure the creation of a single photograph database, do the following:

1. Select the **Access Manager** mode in the **Intellect Advanced Setup** window (**1**).



2. In the **System identifier** column, enter the names of the Servers/RAWs that will store the photographs assigned by a user using the *Access Manager* module (**2**).

> **Note:**
> The specified Servers/RAWs must be connected to the *Intellect* Server to which photos from *Access Manager* are added. Detailed information about configuring server connections is given in Intellect Software System: Administrator's Guide. However, the *Access Manager* module does not have to be installed on the specified computers. Do not add Clients to the list.

> **Note:**
> Only photographs that have been newly added using the *Access Manager* module will be placed on the specified computers. Photographs added to the system before the configuration of the creation of a single photograph database will not be distributed to these computers.

> **Note:**
> Photographs will be stored on both the computers specified using the tweaki.exe utility as well as the computer from which photographs are added. Added photographs are stored in: <Intellect installation directory>\Bmp\Person.

3. Click the **OK** button (**2**).

This completes the process of configuring the creation of a single photograph database.