TCS - Access Control System Cheat Sheet

Access Control Main Screen
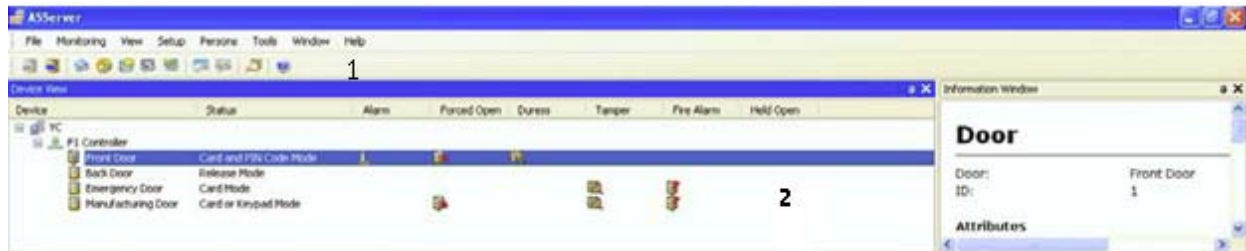

1	Toolbar
2	Device View

Toolbar

No.	Name	Function
1	Login	Logs in the ASServer.
2	Logout	Logs out the ASServer.
3	Devices	Defines controllers and doors.
4	Time Zones	Defines the minutes & hours of the day when a user is granted access.
5	Time Schedules	Defines the days of the week when a user is granted access to a secure site
6	Holidays	Defines the specific dates as holidays.
7	Access Groups	Sets up different groups to define who can access what door at what time
8	Cards	Creates and edits a database of card information
9	Card Holders	Creates and edits a database of cardholder information.
10	ASLog	Displays the logs of access activities, alarm reports & monitored events.
11	About	Displays the version of ASServer

Device View
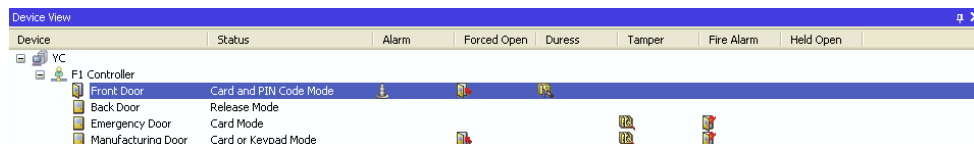
You can control connected devices by right-clicking the controllers and doors in the Device View window.

Controller Options

> **Reset Anti-passback:** Enables a user to re-access the entry reader before exiting.
> **Update:** After the controller settings are modified, clicking Update will update the controller
> **Settings…:** Modify the controller settings in the Controller Setup dialog box.

If the ⚇ icon appears, it indicates the connection between the controller and server has been established.
If the ✗ icon appears, it indicates the connection failed.

The menu options of the door can be divided into three categories:

> Control doors: **Unlock Door**, **Force Unlock**, **Force Lock** and **Disable Door Lock Operation**.
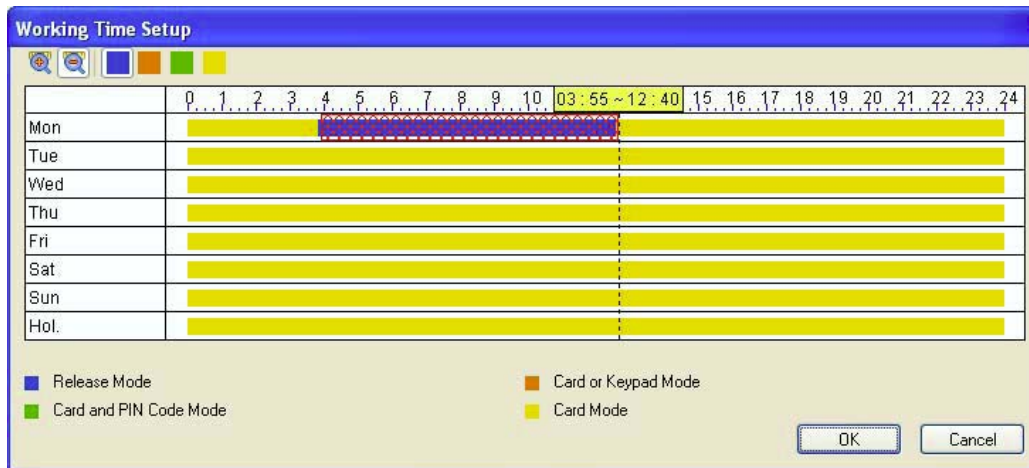> Cancel alarm warning icons and stop alarms: **Clear Alarm**, **Clear Force Open**, **Clear Duress**, **Clear Held Open**
> Settings: Modify the device settings in the Controller Setup dialog box.

Configuring a Door

You right click door to modify and click on **Time Schedule**

To define which kind of access mode should be applied at specific day and time, select one access mode on the toolbar and drag the mouse over the timelines. Four (4) access modes are available in the system:

Card Mode	This is the default mode. This mode only requires the user to present his card or keyfob to be granted access.
Release Mode	Keep the door in an unlock status with the reader.

Programming Cards

Adding A Single Card

On the menu bar, click **Persons** and select **Cards.** This window appears.
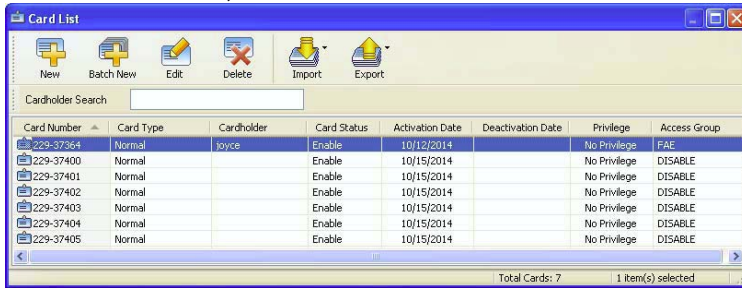
Click the **New** icon on the toolbar. This dialog box appears.
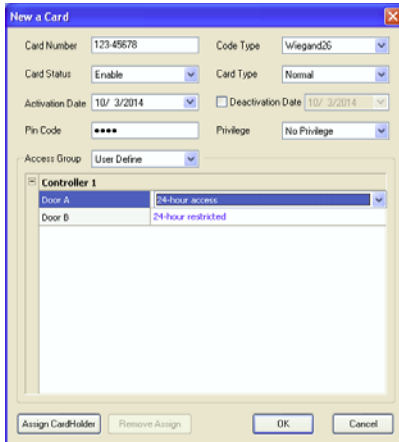
Enter **Card Number**

Other settings are available for the card:
> **Activation/Deactivate Date:** Specify when the card is active or inactive.
> **PIN Code:** Enter a four-digit personal code for the card. The setting is mandatory.
> **Privilege:** Assign one of these privileges to the cardholder: **No Privilege**, **Stop Alarm** and **Clear Event**.
> **Access Group:** Access Groups control which personnel can access which door and at what time.

Controller: The Controller column displays the associated doors. The selection for each door will be automatically brought up when one access group is entered.

Once Cards are entered you may back up card entries by doing an
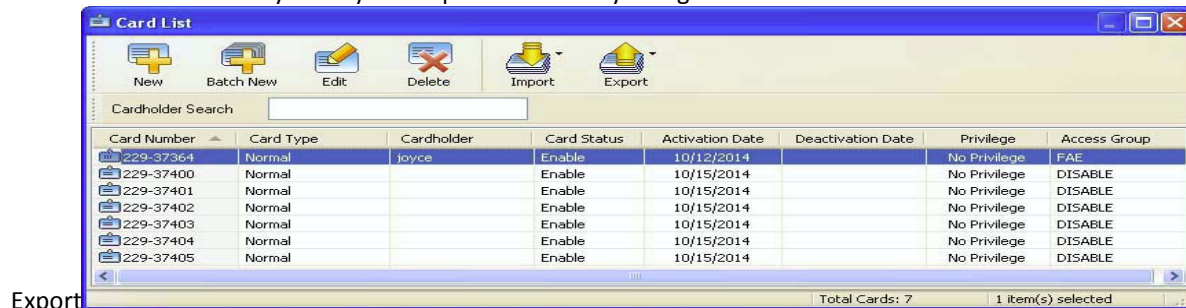
Export

Left-Click First Entry then scroll down to last entry, hold shift and Left-Click last entry.
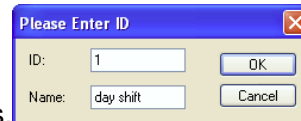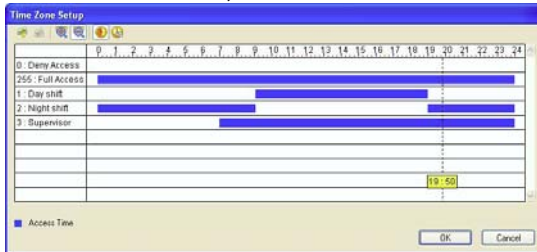Click on Export and Export to Access.

To Recover the Backup Cards, Click Import and select the file you saved.

Setting Time Schedules

Step 1 Setting Time Zones

Define the minutes and hours of the day when a user is granted access to a secure site. The minimum time duration is 5 minutes.

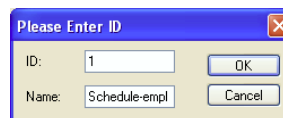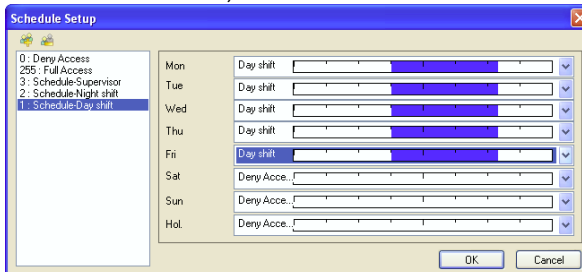On the menu bar, click **Device** and select **Time Zones**. This dialog box appears.

Click the ⬥ **Add** button . This dialog box appears.

Click the ⬥ **Add Access Time** button . Then drag the mouse on timeline to define a period. Click OK when finished.

Step 2 Setting Time Schedules

Define the days of the week when a user is granted access to a secure site.

On the menu bar, click **Device** and select **Time Schedules**. This dialog box appears.

Click the **Add** button. This dialog box appears.

From the drop-down lists of **Mon** to **Fri**, select the **Day shift** time zone we have created.
Repeat to add more schedules
Click OK When finished.

Step 3 Setting Holidays

Define the specific dates as holidays.

On the menu bar, click **Device** and select **Holidays**. This dialog box appears.

Click the **Holiday** icon and click the specific dates as holidays.
To delete the holiday, click the **Non Holiday** icon and click the date you want to delete.

Setting Access Groups

Access groups restrict which personnel can access which door, and at what time and day.

On the menu bar, click **Device** and select **Access Groups**. This dialog box appears.
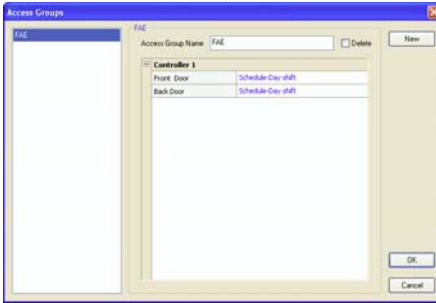

Click the **New** button, and give a **Name** to the new access group.
To define door access for the access group, click the drop-down list of each door and
Select one of pre-defined Time Schedules.
Click **OK**.
To assign the criteria of the access group to a single card, click **Persons** on the menu
bar and select **Cards**. The Card List dialog box appears.

Double-click one listed card. This dialog box appears.
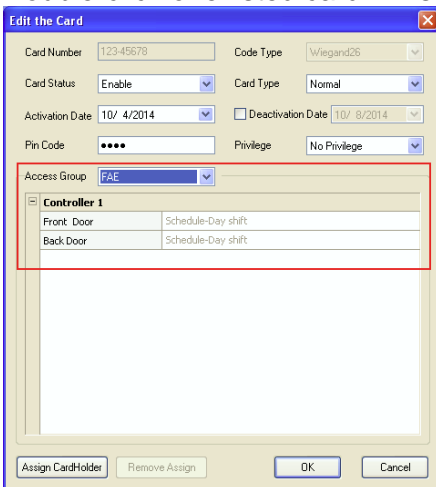
From the **Access Group** drop-down list, select one pre-defined access group.

Programming Cardholders

Adding a Cardholder
On the menu bar, click **Persons** and select **Cardholders**. The Cardholder List window appears.

Click the **New** icon on the toolbar. This dialog box appears
Enter a **Name** that is stored as minimum. Other information of the cardholder such as Employee Number, Photo, Home information and Company information are optional.

Assigning a Card to a Cardholder

Two methods to assign a card to a cardholder:
    1. On the above Cardholder Setup dialog box, click **Add** to assign the card(s) to the cardholder.
    2. On the Edit Card dialog box click **Assign Cardholder** to assign one cardholder to the card.

AS Log

To view the AS log, click **Tools** on the menu bar and select **ASLog**. This window appears.

From the left pane, select the sorting criterion, e.g. Door Access. The events for the current day will be displayed according to your specifications.

To view the logs of past days, click the **Filter** icon. Then define search criteria to locate the desired events.

To export search results, click the **Export** icon. Then save the results as **.txt**, **.xls** or **.htm** file.