ATRIUM
Quick Start Guide
ATRIUM Software V4.0

The installer’s choice
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Objective:

- Understand areas and how ATRIUM uses them to control access
- Provide a real-world example depicting the relationship between areas and doors
- Demonstrate the process in creating access levels
- Associate an access level to a User/Card

In this document we will:

1. Create areas
2. Define doors
3. Create schedules and multi-day holidays
4. Create access levels
5. Create users and cards
6. Associate cards to users
7. Associate access levels to users

Understanding Areas

The ATRIUM Access Control system uses a different concept in managing access rights for card holders. ATRIUM determines user access rights based on areas delimited by doors.

For example, the reception area at the entrance of a building is considered an area. A room or department such as a conference room or shipping department are other areas.

Users (card holders) are granted or denied access to these area during specific time periods using schedules.

Another example to help understand areas are countries. Countries are separated by international borders such as the border between Canada and the USA and the border between the USA and Mexico.

Each country is an area. These countries are equivalent to areas in a building. In ATRIUM, doors are considered borders between areas.

When entering a country, a border guard will permit or deny access to the country according to strict criteria.

With ATRIUM, an access reader will act in the same manner as a border guard. It will grant or deny access to the area according to strict access rights.

In addition, all countries have several entry points such as airports, sea ports and terrestrial border crossings. This is also true for some areas in a building where several doors give access to the same area.

ATRIUM’s door menu permits us to define which areas are located on both sides of the door. As shown in the floor plan on the next page, two doors lead to the shipping area. One door (door 7) is from the exterior of the building to the shipping department and another (door 6) is from the hallway to the shipping department. Both doors lead to the same area.
1. Creating Areas

* Note that the words «Areas» and «Partitions» are synonyms. They mean the same thing.

Click the Areas icon and add areas (click the Add button) as depicted below.

- Refer to the floor plan on the previous page to name the other areas.
- Although the floor plan includes a cafeteria, it IS NOT a restricted area. This is a public access area. A reader or request-to-exit device are not installed for this area. Therefore, it is not necessary to add the Cafeteria area to the system.

![Area Creation Example](image-url)
2. Define Doors

Use the list on the following page to define the doors. Click the Edit button to access the **Door Properties** menu.

Name each door (**Display Name** field) as shown in the list and indicate **Side A** and **Side B** areas using the floor plan provided. Note that **Side A** is the area located before the door (reader side) and **Side B** (rex side) is the area located on the other side of the door. Repeat for each door.

**Door Properties Menu**
Door 1 - Main Entrance
- Side A - Empty (Leave Blank)
- Side B - Area 01 - Reception & Hallway

Door 2 - President’s Office
- Side A - Area 01 - Reception & Hallway
- Side B - Area 02 - President’s Office

Door 3 - Employee Entrance
- Side A - Empty (Leave Blank)
- Side B - Area 01 - Reception & Hallway

Door 4 - Conference Room
- Side A - Area 01 - Reception & Hallway
- Side B - Area 03 - Conference Room

Door 5 - Production Door
- Side A - Area 01 - Reception & Hallway
- Side B - Area 04 - Production

Door 6 - Shipping Hallway Door
- Side A - Area 01 - Reception & Hallway
- Side B - Area 05 - Shipping

Door 7 - Loading Dock Service Door
- Side A - Empty (Leave Blank)
- Side B - Area 05 - Shipping

Door 8 - Server Room
- Side A - Area 01 - Reception & Hallway
- Side B - Area 06 - Server Room

Door 9 - Accounting
- Side A - Area 01 - Reception & Hallway
- Side B - Area 07 - Accounting
3. Create Schedules

The highlighted schedules in the list below show the *Mon - Fri 7:15 to 4:15* and *Mon - Fri 8:00 to 5:00* schedules. Click the **ADD** button to create these schedules.

The schedule below will be valid Monday to Friday from 7:15 AM to 4:15 PM. This schedule will be used to permit access to the **Reception & Hallway**, **Production** and **Shipping** areas. Double-click the calendar to add time periods for each day.
The schedule below will be valid Monday to Friday from 8:00 AM to 5:00 PM. This schedule will be used to permit access to the **Reception & Hallway, Accounting, Conference Room** and **Marketing** areas. Double-click the calendar area to add time periods.

**Monday to Friday - 8:00 AM to 5:00 PM**

Double-click calendar grid to add a new time period.
Holidays

Holidays can impact a schedule. For example, if Christmas falls on a weekday, the holiday will override the normal execution of the schedule. In most instances, an employee will be permitted access weekdays but will be denied access if Christmas day occurs on a weekday.

We manage this by excluding a holiday from a schedule. Click the Holidays tab in the schedule menu to exclude a holiday. Inversely, including a holiday in a schedule will permit the schedule to remain active (or valid) even if the day is a holiday.

**Add holidays (special days) to the schedule by including them.** For example, an annual inventory day is added to the schedule by including a holiday. Inventory day will occur on a Saturday and will permit employees access only on this particular Saturday. Normally, employees are denied access on Saturdays. Employees will be granted access only on the day/date specified defined in the holiday. Simply create the holiday and add it to the Included Holidays section of the schedule.

**Remove holidays (special days) from the schedule by excluding them.** For example, deny access to the employees on Christmas Day even if the day falls on a weekday. Employees will be denied access on Christmas Day even if it is a Wednesday. Create the holiday and add it to the Excluded Holidays section of the schedule.

Note that one holiday can span several days (multi-day holidays). For example, summer holidays (2 weeks in July) or during the holiday season (Dec. 24th to Jan. 2nd). We can exclude these holiday periods from a schedule which will result in the schedule being invalid during these holidays. The holidays will override the schedule.

We will create two holidays, **Summer Vacation** and **Christmas Break** and exclude them from the schedules created previously.

Click the **Holidays** icon and click the **Add** button to enter the Holiday Properties menu. In the example below, the **Summer Vacation** holiday will:

- begin at midnight on the first Monday following June 30, 2012
- **Use Relative Day** option box is checked and Monday is chosen
- repeat every year (occurs yearly)
- last 14 days

**Summer Vacation**
In the example below, the *Christmas Break* holiday will:

- begin at noon December 24, 2010
- *Use Relative Day* option is not activated because it’s a holiday that starts on a specific day
- repeat every year
- last 10 days

![Holiday Properties](image)

**Exclude holidays from schedules**

The next step consists of **excluding** these holidays from the schedules as shown in the screen capture below. In the *Schedule Properties* menu, select the *Holidays* tab, click the *Assign* button in the *Excluded Holidays* section. Select the holidays in the drop-down list of the *Holiday Selection* pop-up window. Save the modification. Repeat for both schedules.
4. Create Access Levels

The highlighted access levels below show the **Accounting** and **Shipping** access levels. Click the **ADD** button to create these access levels as shown on pages 12 and 13 in Table 1 and Table 2.

Access levels permit us to configure which schedule (if any) will allow a user (card holder) to access an area. This is an essential step in controlling who will have access, and at what times, to different areas of a building.
Table 1: Association between areas and schedules for the Accounting Access Level

<table>
<thead>
<tr>
<th>AREA</th>
<th>SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - Reception &amp; Hallway</td>
<td>Mon - Fri 8:00 AM to 5:00 PM</td>
</tr>
<tr>
<td>02 - President’s Office</td>
<td>Never</td>
</tr>
<tr>
<td>03 - Conference Room</td>
<td>Mon - Fri 8:00 AM to 5:00 PM</td>
</tr>
<tr>
<td>04 - Production</td>
<td>Never</td>
</tr>
<tr>
<td>05 - Shipping</td>
<td>Never</td>
</tr>
<tr>
<td>06 - Server Room</td>
<td>Never</td>
</tr>
<tr>
<td>07 - Accounting</td>
<td>Mon - Fri 8:00 AM to 5:00 PM</td>
</tr>
</tbody>
</table>

- **Access will be granted** to the 01-Reception & Hallway, 03-Conference Room and 07-Accounting areas when the Mon - Friday from 8:00 AM to 5:00 PM schedule is valid.

- Access will be denied to the 01-Reception & Hallway, 03-Conference Room and 07-Accounting areas when the Mon - Fri 8:00 AM to 5:00 PM schedule is not valid.

- **Access will always be denied** to the President’s Office, Production, Shipping and Server Room areas at all times.
## Shipping Access Level

### Table 2: Association between areas and schedules for the Shipping Access Level

<table>
<thead>
<tr>
<th>AREA</th>
<th>SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - Reception &amp; Hallway</td>
<td>Mon - Fri 7:15 AM to 4:15 PM</td>
</tr>
<tr>
<td>02 - President’s Office</td>
<td>Never</td>
</tr>
<tr>
<td>03 - Conference Room</td>
<td>Never</td>
</tr>
<tr>
<td>04 - Production</td>
<td>Mon - Fri 7:15 AM to 4:15 PM</td>
</tr>
<tr>
<td>05 - Shipping</td>
<td>Mon - Fri 7:15 AM to 4:15 PM</td>
</tr>
<tr>
<td>06 - Server Room</td>
<td>Never</td>
</tr>
<tr>
<td>07 - Accounting</td>
<td>Never</td>
</tr>
</tbody>
</table>

- **Access will be granted** to the 01-Reception & Hallway, 04-Production and 05-Shipping areas when the schedule Monday to Friday 7:15 AM to 4:15 PM is valid.

- **Access will be denied** to the 01-Reception & Hallway, 04-Production and 05-Shipping areas when the schedule Mon - to Fri 7:15 AM to 4:15 PM is not valid.

- **Access will always be denied** to the 02-President’s Office, 03-Conference Room, 06-Server Room and 07-Accounting areas.
5. Create Users and Cards

Create two Users and assign a card to each User. Each User will be given an access level according to the areas he/she will be allowed access and according to the times (schedule) he/she will be permitted to access these areas. We will use the Accounting and Shipping access levels created in step 4 to accomplish this.

The accounting employee (John Doe) will be permitted access to the 01- Hallway & Reception, 03- Conference Room and 07 - Accounting areas:

- Monday to Friday from 8:00 AM to 5:00 PM
- She will be denied access to these areas any other day or time
- She will be denied access at all times to all other areas

The shipping employee (Jane Doe) will be permitted access to the 01- Hallway & Reception, 04- Production and 05 - Shipping areas:

- Monday to Friday from 7:15 AM to 4:15 PM
- He will be denied access to these areas any other day or time
- He will be denied access at all times to all other areas

Note: The scope of this document will not explore the Installer, Master or Programming users included by default in ATRIUM. In most instances these users are typically reserved for building owners/managers, ATRIUM service technicians and system administrators. Refer to the ATRIUM manuals for detailed information about these users.

Click on the Users icon and click Add to create a new User.
User John Doe

Enter the user’s first and last name then click the Add button in the Credentials tab to create and assign a card to this user. This will automatically display the Card Properties menu.

User Properties menu
Card Properties menu

Enter a Display Name, Format and Card Number.

- In many instances the user name is entered in the Display Name field.
- 26-bit is the format used by CDVI proximity readers. Your ATRIUM service technician will be able to advise you which format to select if other proximity readers are installed in your system.
- Refer to the label on the box the cards were delivered in. The Family Number indicated on the label will be entered in the first section of the “Number” field. In the example below, this value is 123. The Family Number can be 1 to 5 digits in length.
- The card number is printed on the card and is 5 digits in length. Enter the card number in the second section of the “Number” field. In the example below this value is 45678.
- Click Save. You will automatically be returned to the User Properties menu.

![Card Properties menu](image)

The card is now assigned to the user and displayed in the Credentials list.

![User Properties](image)
**Associate an access level to the user**

In the User Properties menu, click the **Access Levels** tab and click **Assign**
Select the **Shipping Access Level** from the drop-down list in the **Access Level Selection** pop-up window as shown below. Click OK to return to the User Properties menu and click Save.

1. Click the “Access Levels” tab then click “Assign”

2. Select an access level and click “OK”

3. The selected access level has been assigned to the user and is displayed in the list.

Repeat these steps for Jane Doe and select **Accounting Access Level**.
CONGRATULATIONS!

You have successfully:

✓ Created areas (partitions)
✓ Defined doors
✓ Created schedules and multi-day holidays
✓ Created access levels
✓ Created users and cards
✓ Associated cards to users
✓ Associated access levels to users

Refer to the ATRIUM User Guide for more information. It is available on the ATRIUM installation CD or in the Download section of our web page at: www.cdvi.ca
<table>
<thead>
<tr>
<th>Door Name</th>
<th>Reader</th>
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<th>Request to Exit</th>
<th>Door Strike</th>
<th>Maglock</th>
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<td></td>
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<tr>
<td>Area:</td>
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