SecurusWeb

Quick Start Guide

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1 Web Client

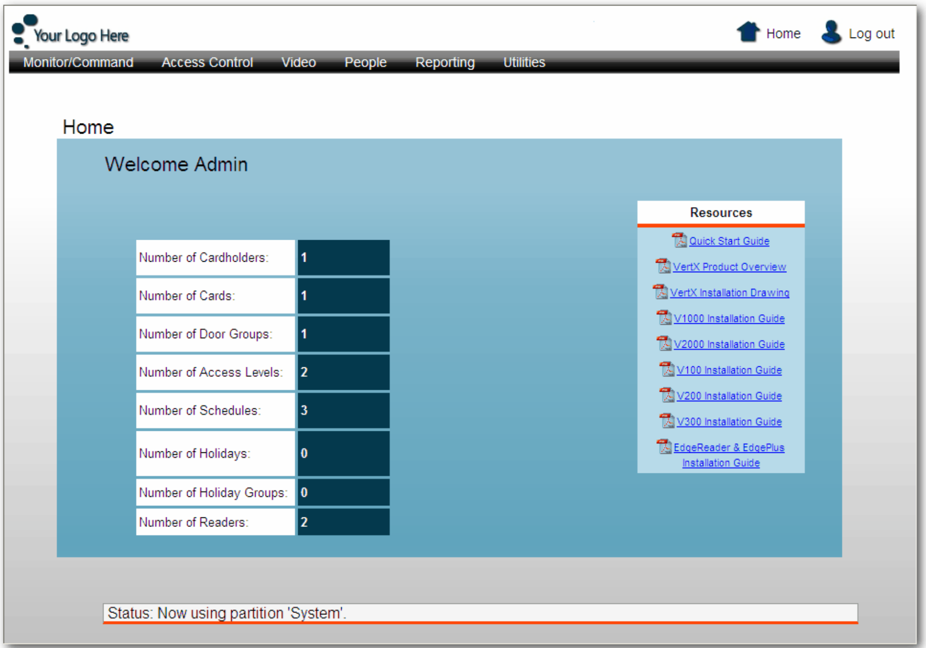
To open the Web Client double click the desktop icon or navigate to *Start > Program Files > SecurusWeb*. The default username is Admin and the password is nothing (blank). It's recommended this be changed to something more secure during system configuration.

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

Figure 1

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

- Monitor/ Command
- Access Control
- Video
- People
- Reporting
- Utilities



Home Screen

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

Figure 2

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

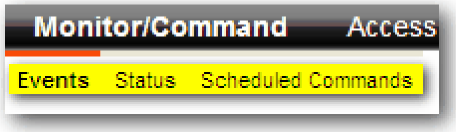
Tech Tip!

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

1.1 Monitor/Command

The Monitor/Command tab contains the following menu items:

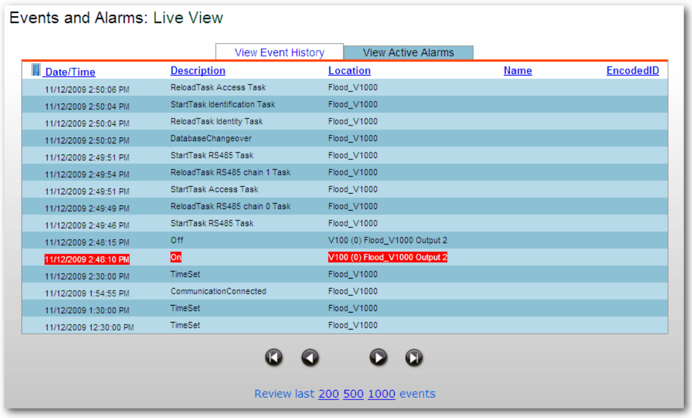
- Events
- Status
- Scheduled Commands



1.1.1 Events

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

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



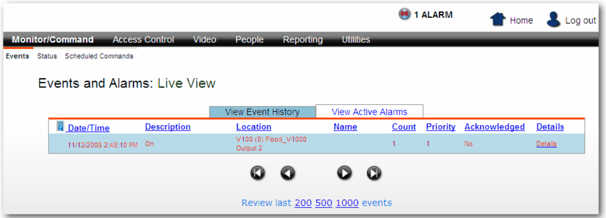
Event History Screen

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

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

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

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



Active Alarm Screen

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

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

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

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

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

There are 4 possible actions for every alarm:

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

Click the arrows to navigate the user comments.

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

Alarm Details

1.1.2 Status

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

Status Screen

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

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

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

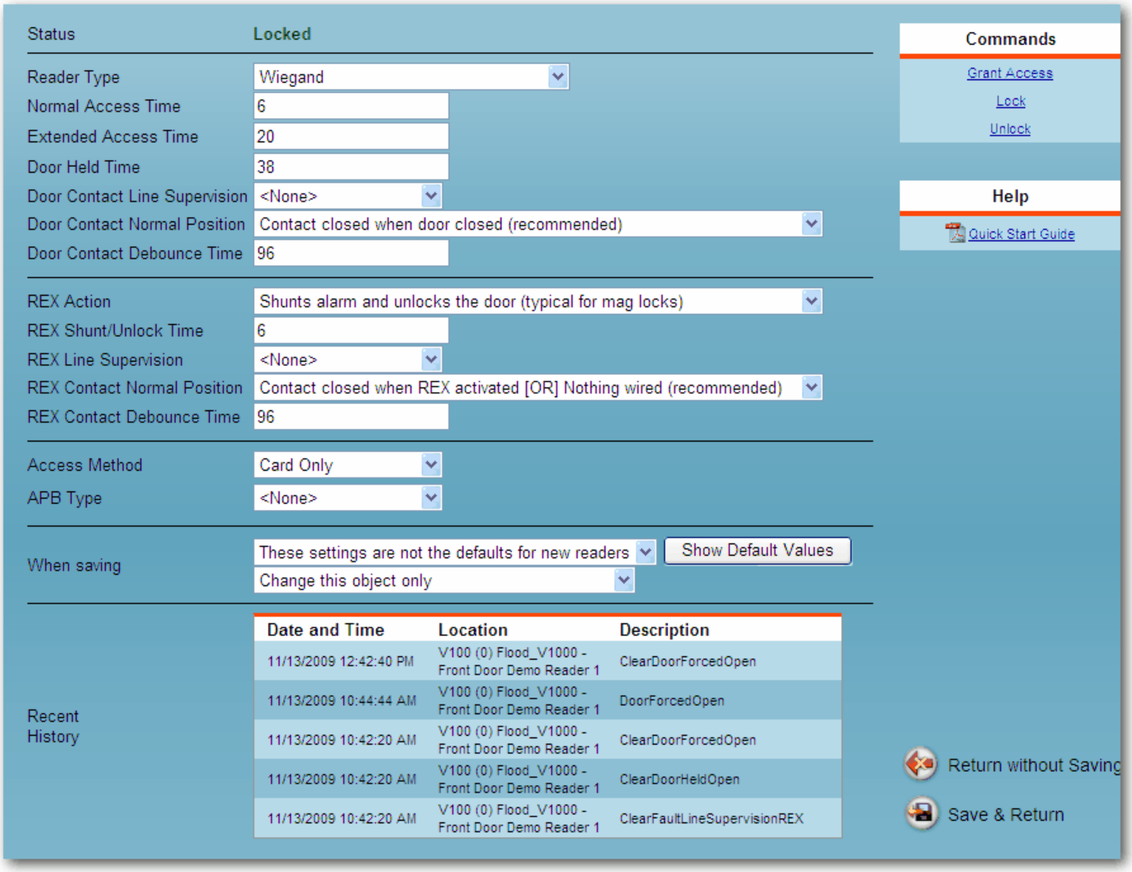
The command columns contain the available commands for the hardware objects.

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

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

1.1.2.1 Reader Configuration

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



Reader Configuration

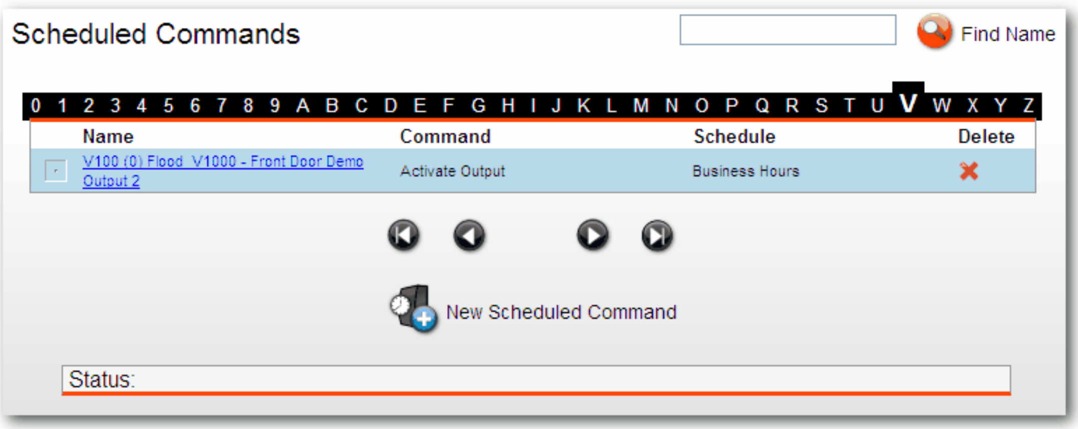
Here's a description of the reader options:

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

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

1.1.3 Scheduled Commands

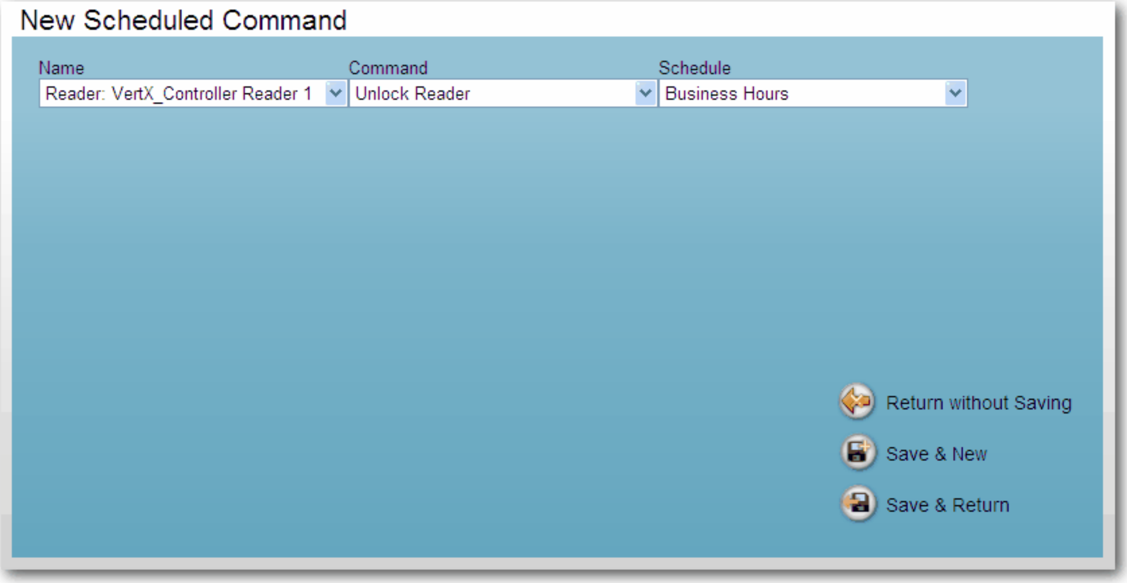
The Scheduled Commands screen will show all created scheduled commands (See figure Scheduled Commands). An example of a scheduled command would be assigning your Front Door to be open during the "Business Hours" schedule.



Scheduled Commands

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

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



New Scheduled Command

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

1.2 Access Control

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

Access Control

- Cards
- Cardsets
- Access Levels
- Door Groups
- Areas
- Contact Schedules
- Schedules
- Holiday Groups
- Holidays

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

1.2.1 Cards

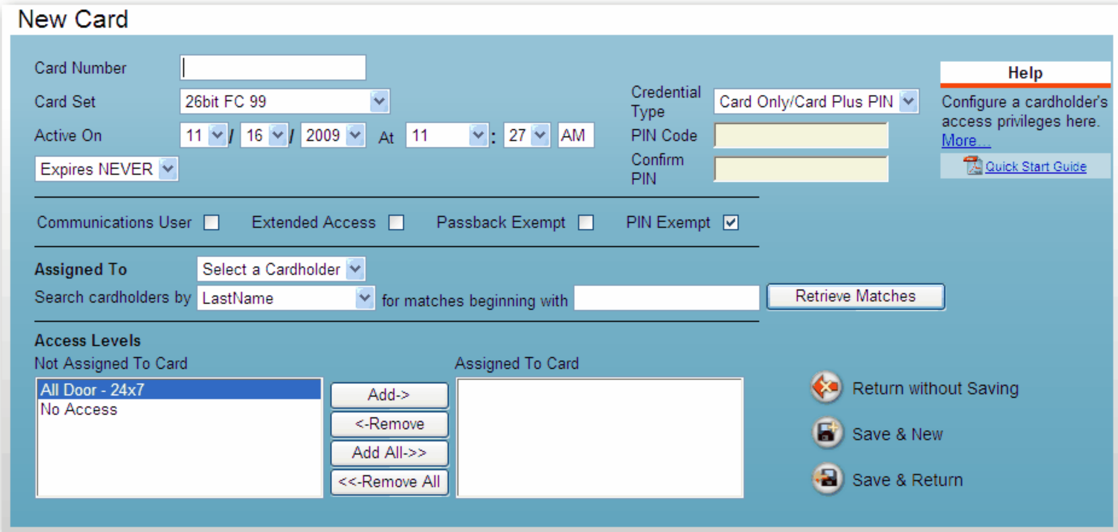
The Card screen will show all the cards in the system (See figure Cards).

Cards

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

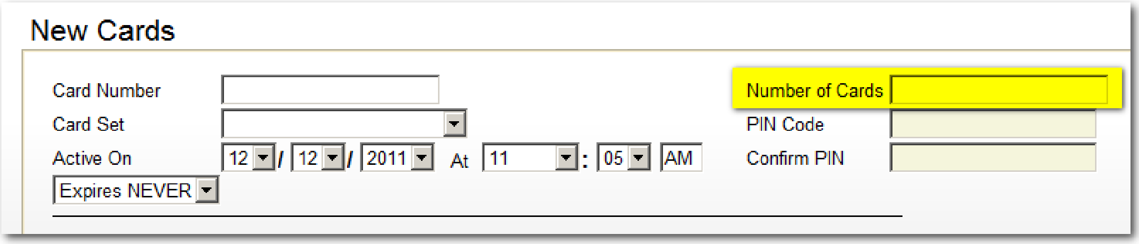
To modify an existing card, click the card number.

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



New Card

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



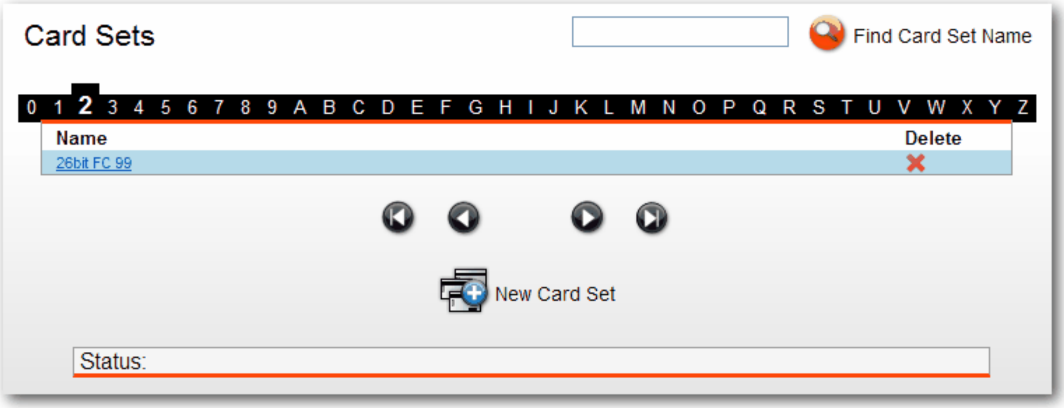
Bulk Cards

Here is a list of card options:

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

1.2.2 Card Sets

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

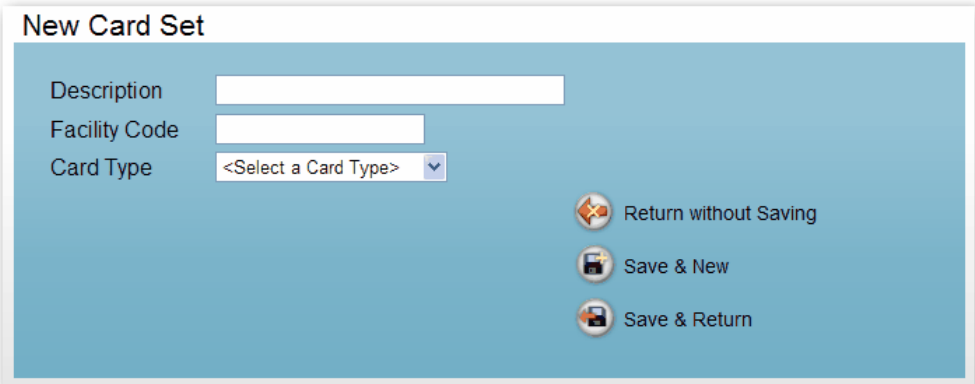


Card Sets

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

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

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



New Card Set

Card sets have three properties:

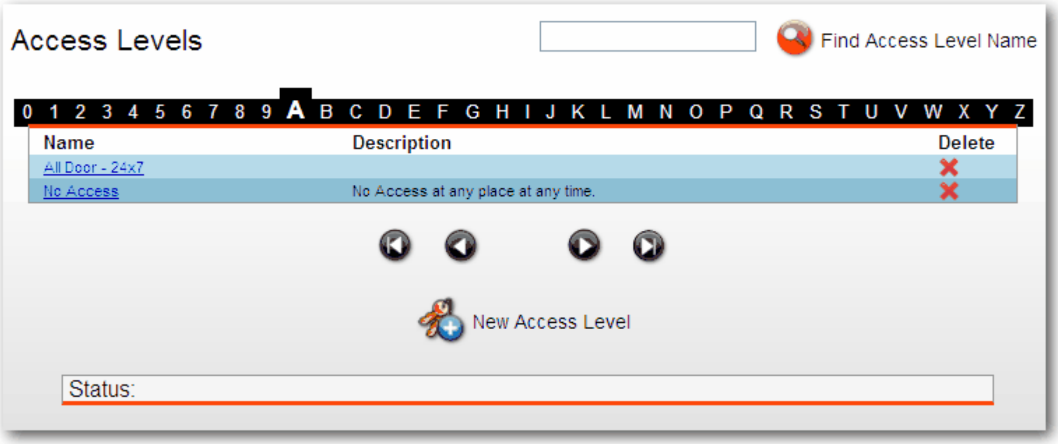
- **Description** - The name of the card set.
- **Facility Code** - The facility code of the card set. (optional)
- **Card Type** - The card format the card set will use. The available formats are:
  - 26 bit
  - 33 bit
  - 34 bit
  - 37 bit

- Corp1000
- 37 bit with Facility Code

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

1.2.3 Access Levels

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

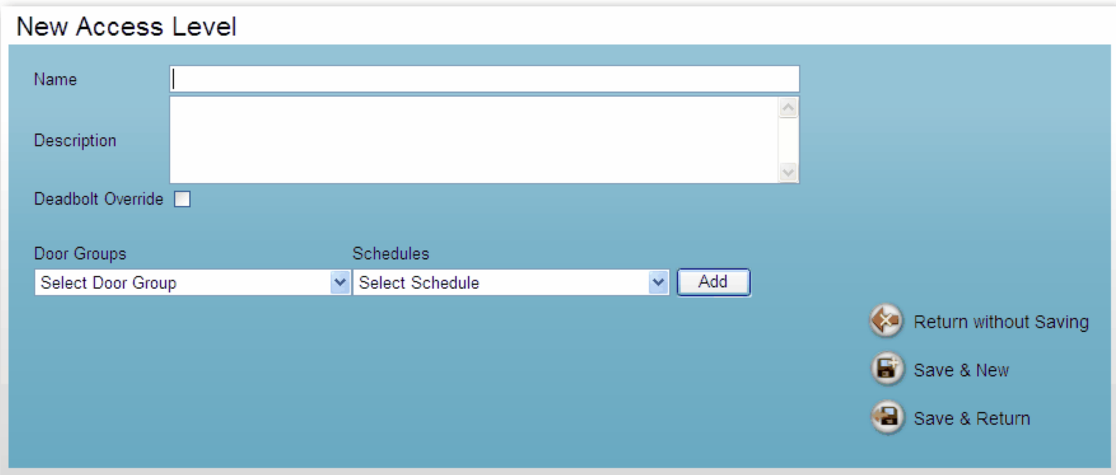


Access Levels

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

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

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

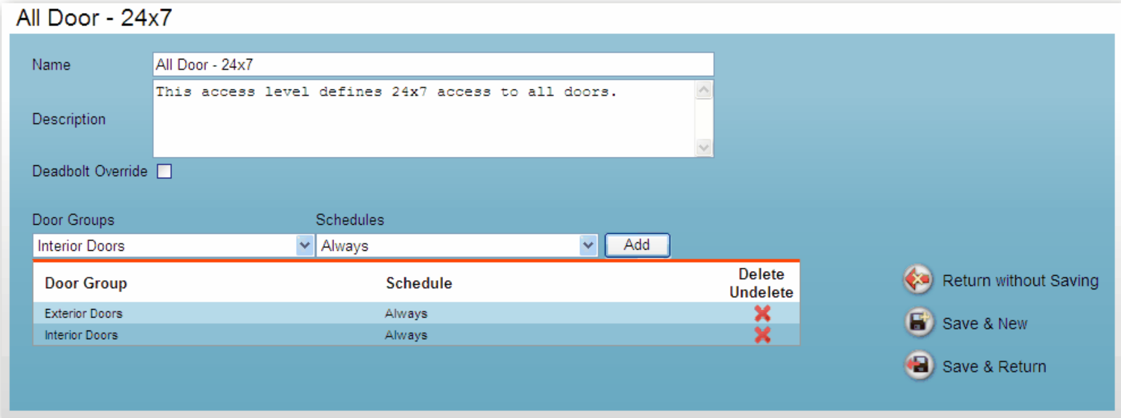


New Access Level

Access levels have five properties:

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

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



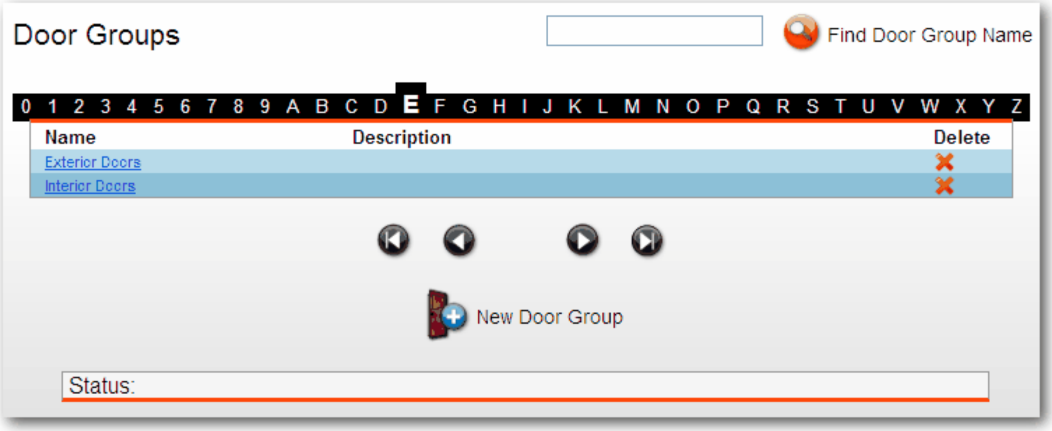
Multiple Door Groups

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

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

1.2.4 Door Groups

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

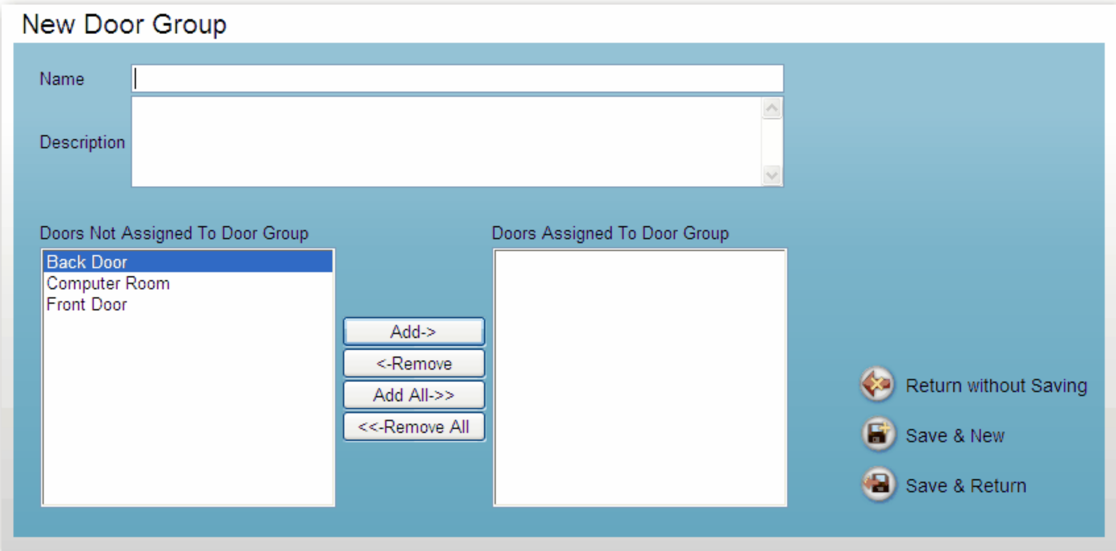


Door Groups

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

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

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



New Door Group

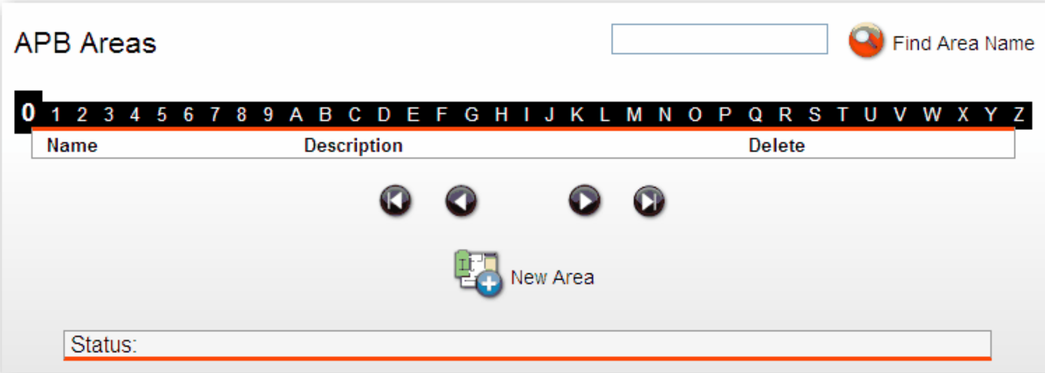
Door groups have four properties:

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

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

1.2.5 Areas

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

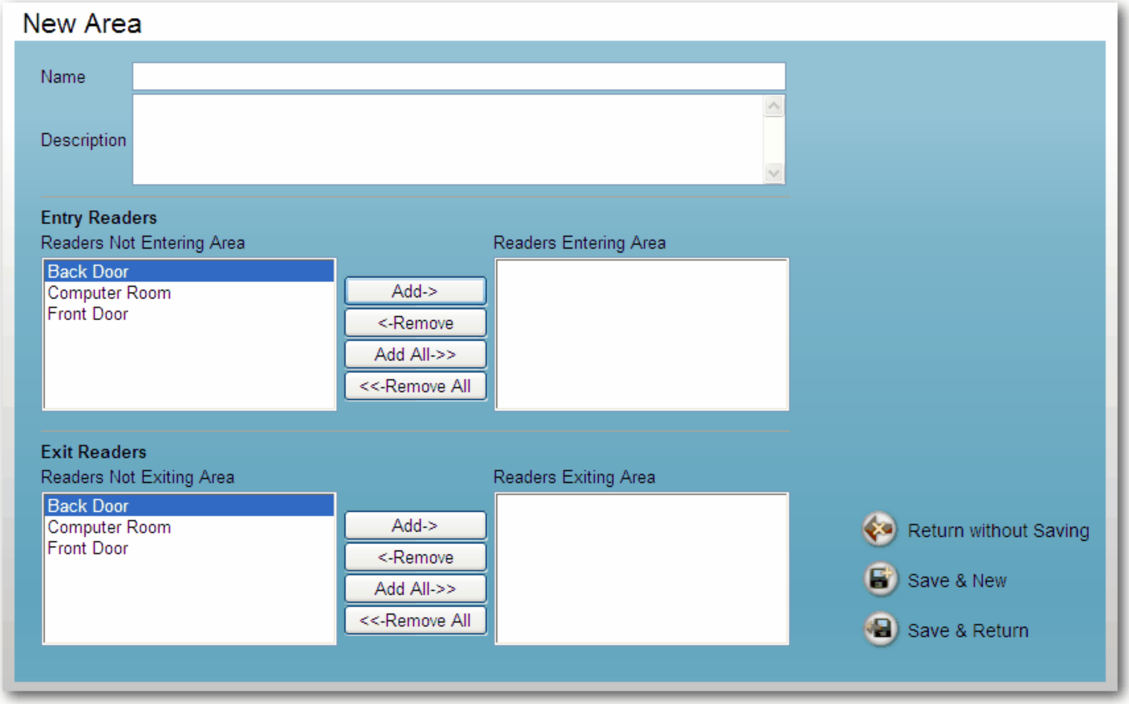


APB Areas

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

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

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



New Area

New areas have four properties:

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

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

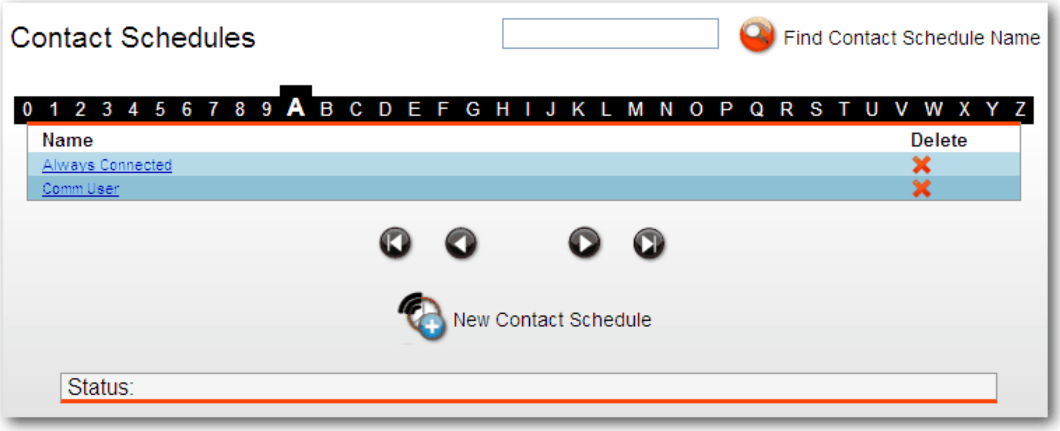
Tech Tip!

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

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

1.2.6 Contact Schedules

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

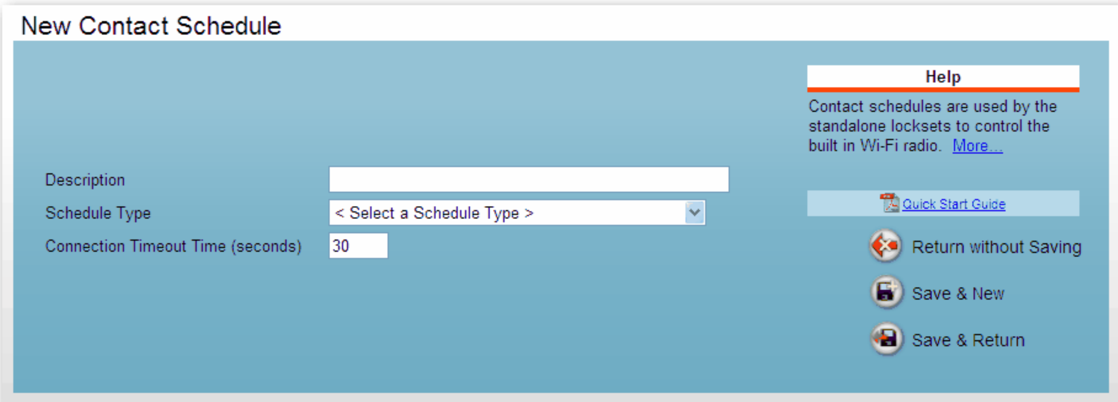


Contact Schedules

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

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

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



New Contact Schedule

New contact schedules have three properties:

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

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

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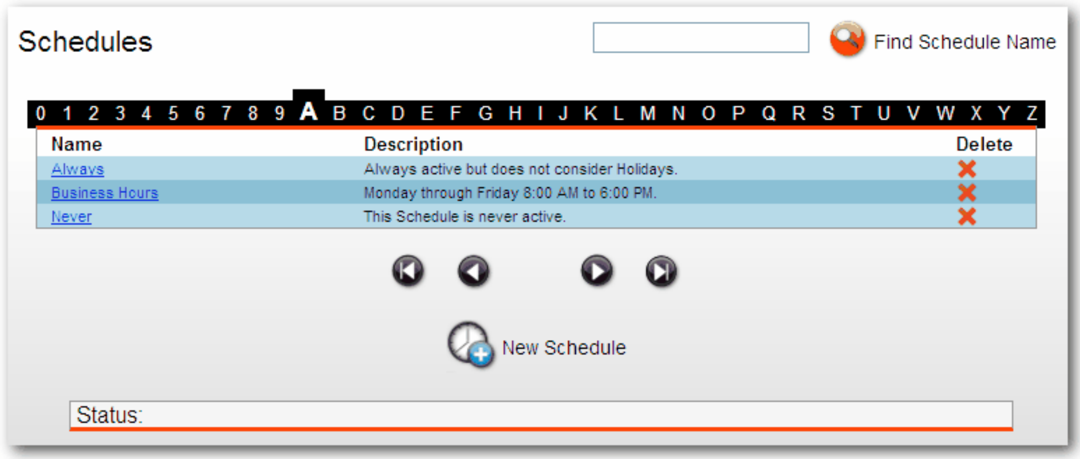
1.2.7 Schedules

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

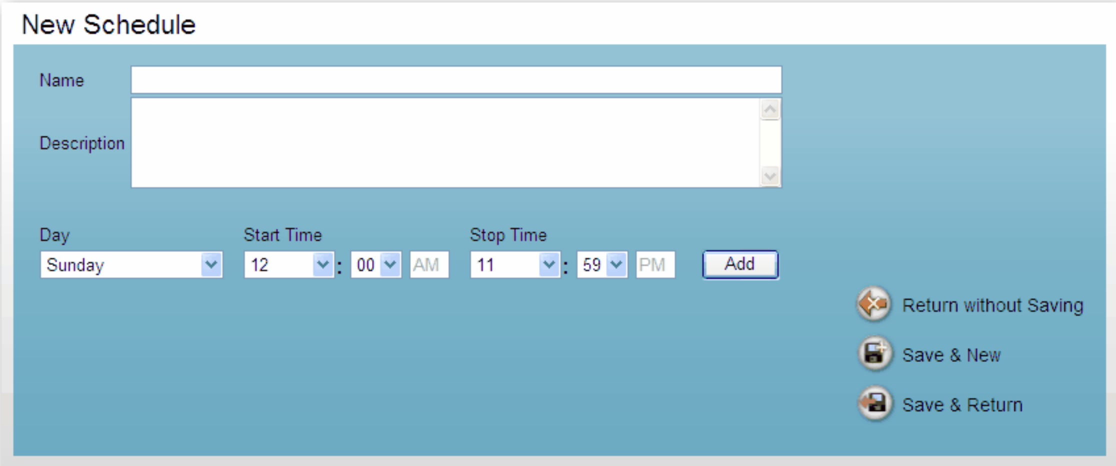


Schedules

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

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

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

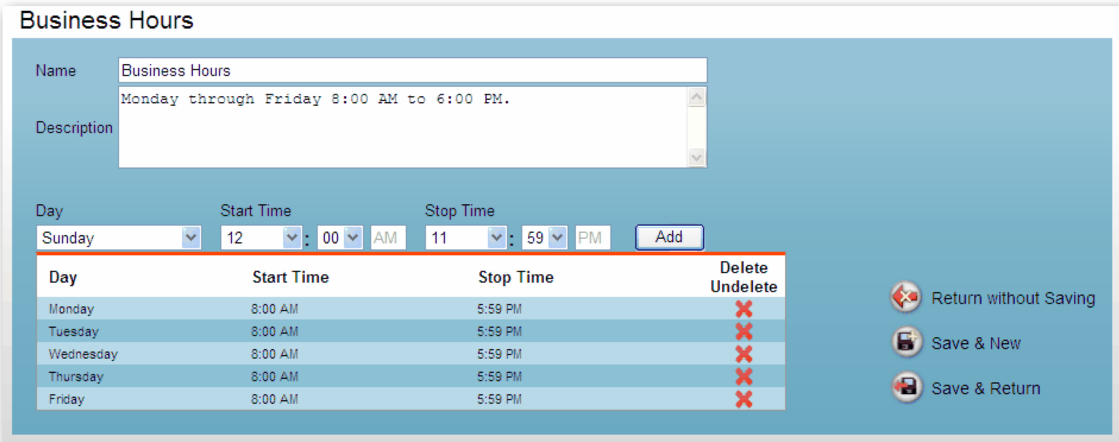


New Schedule

Schedules have 5 properties:

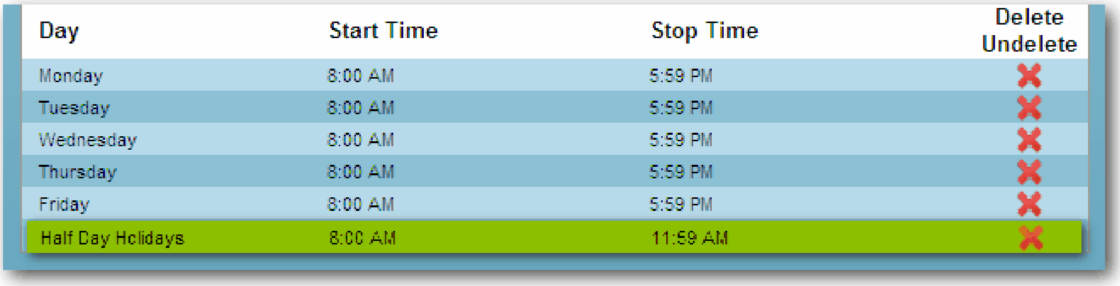
- **Name** - The name of the schedule.
- **Description** - A description of the schedule (optional)
- **Day/Start Time/Stop Time** - The Day of the week and the associated Start and Stop times.

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



Business Hours

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

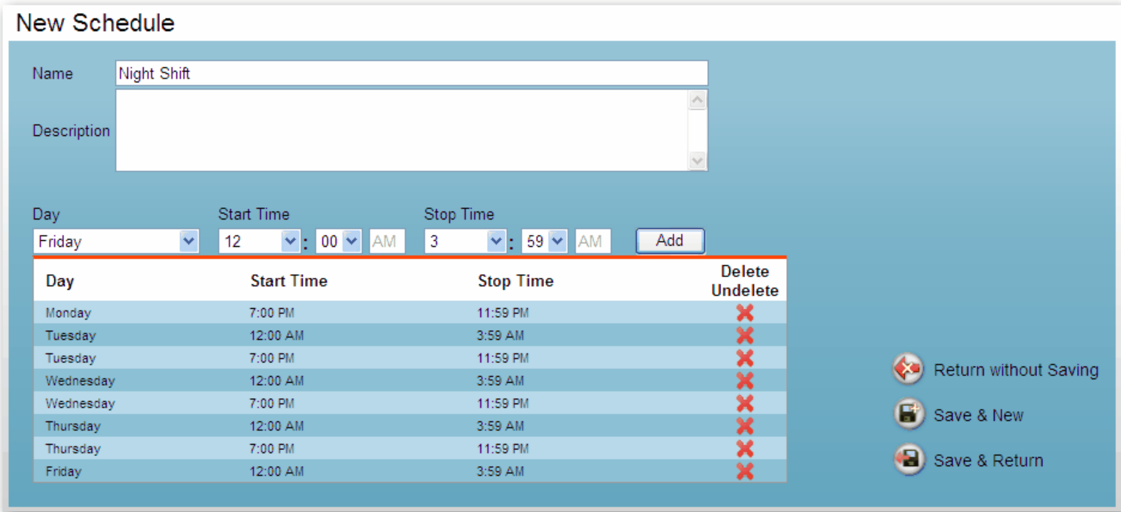


Day	Start Time	Stop Time	Delete Undelete
Monday	8:00 AM	5:59 PM	
Tuesday	8:00 AM	5:59 PM	
Wednesday	8:00 AM	5:59 PM	
Thursday	8:00 AM	5:59 PM	
Friday	8:00 AM	5:59 PM	
Half Day Holidays	8:00 AM	11:59 AM	

Half Day Holiday

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

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



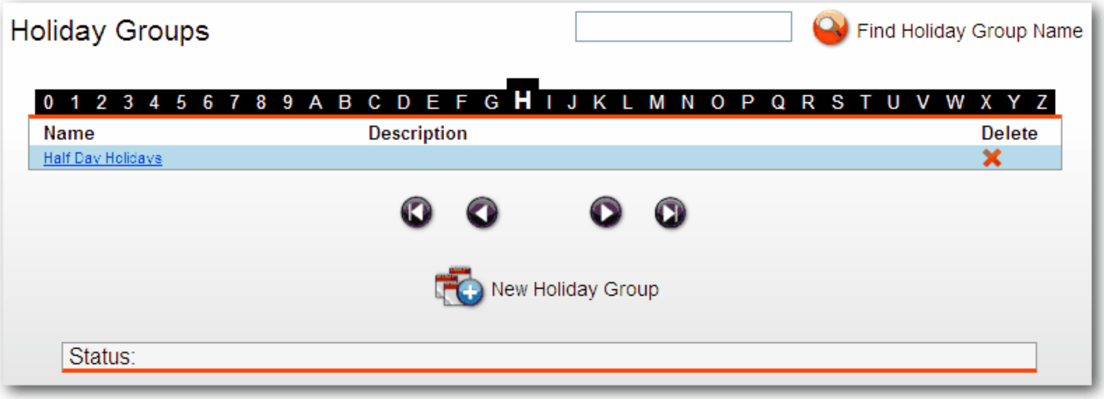
Day	Start Time	Stop Time	Delete Undelete
Monday	7:00 PM	11:59 PM	
Tuesday	12:00 AM	3:59 AM	
Tuesday	7:00 PM	11:59 PM	
Wednesday	12:00 AM	3:59 AM	
Wednesday	7:00 PM	11:59 PM	
Thursday	12:00 AM	3:59 AM	
Thursday	7:00 PM	11:59 PM	
Friday	12:00 AM	3:59 AM	

Night Shift

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

1.2.8 Holiday Groups

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

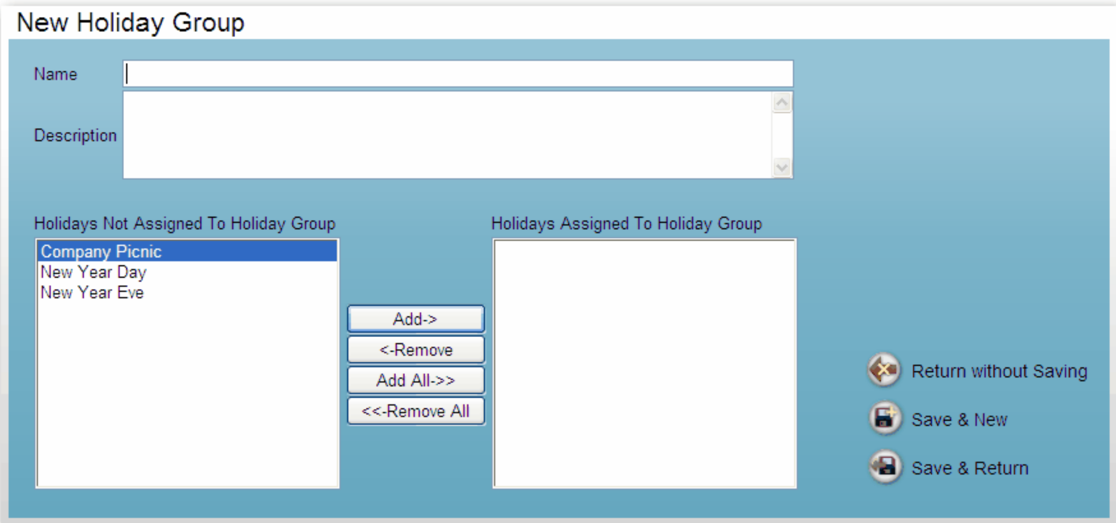


Holiday Groups

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

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

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



New Holiday Group

There are four properties for a new holiday group:

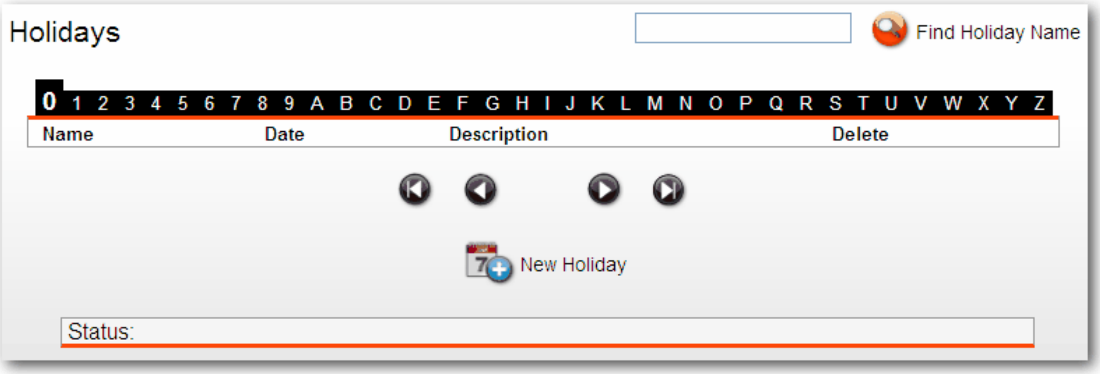
- **Name** - The name of the holiday group.
- **Description** - The description of the holiday group. (optional)
- **Holidays Not Assigned To Holiday Group** - All holidays not assigned to the holiday group.
- **Holidays Assigned To Holiday Group** - Holidays assigned to the holiday group.

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

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

1.2.9 Holidays

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

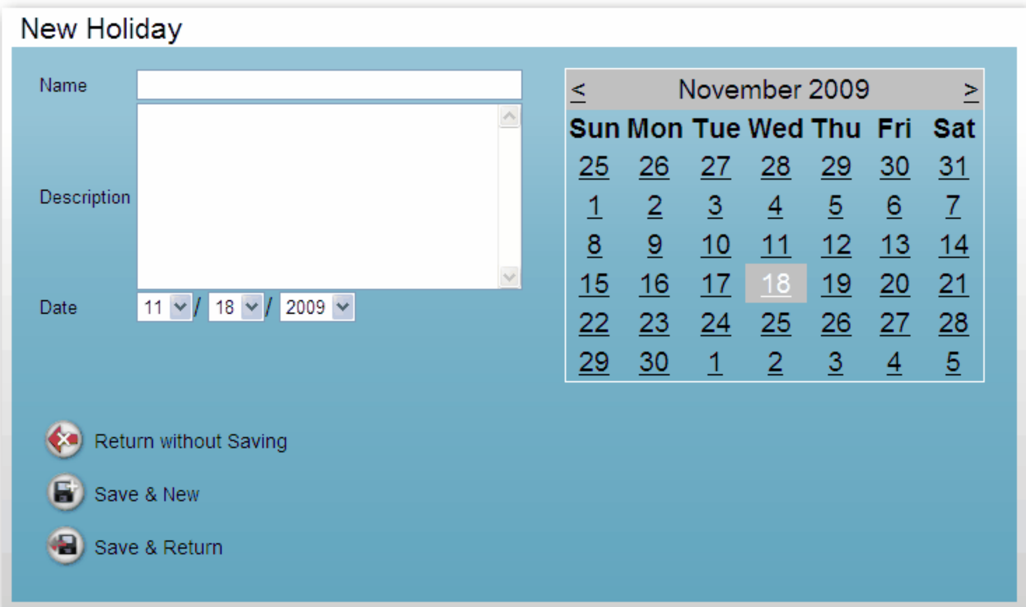


Holidays

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

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

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



New Holiday

There are three properties for a new holiday:

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

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

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

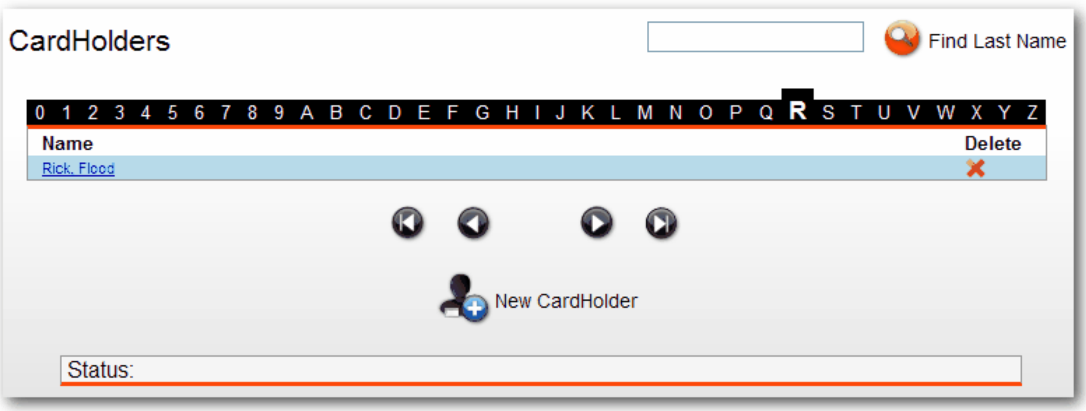
1.3 People

The People tab contains one menu item (see figure People). This menu item is [CardHolder Directory](#).

People

1.3.1 CardHolder Directory

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

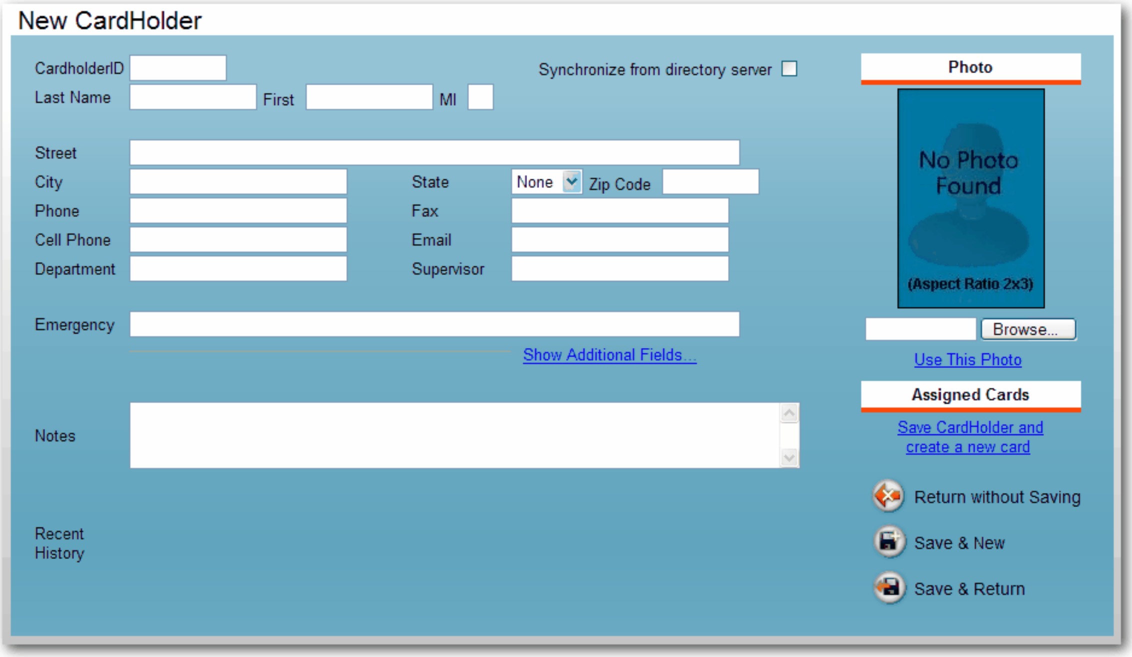


CardHolders

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

To modify an existing cardholder, click the cardholder name.

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



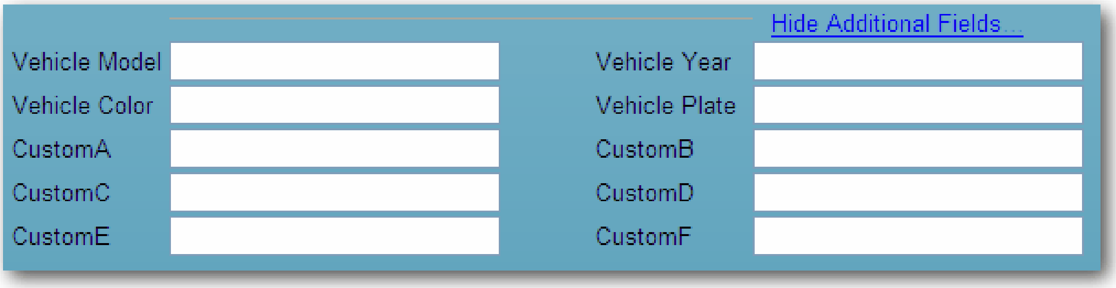
New CardHolder

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

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

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

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



Additional Fields

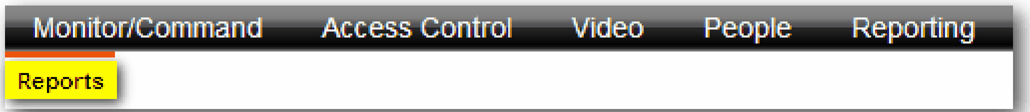
To assign a picture to the cardholder, click the Browse button in the Photo section to locate the desired picture. Once a picture is selected, click the Use This Photo to complete the association. A picture with an aspect ratio of 2x3 will look the best.

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

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

1.4 Reporting

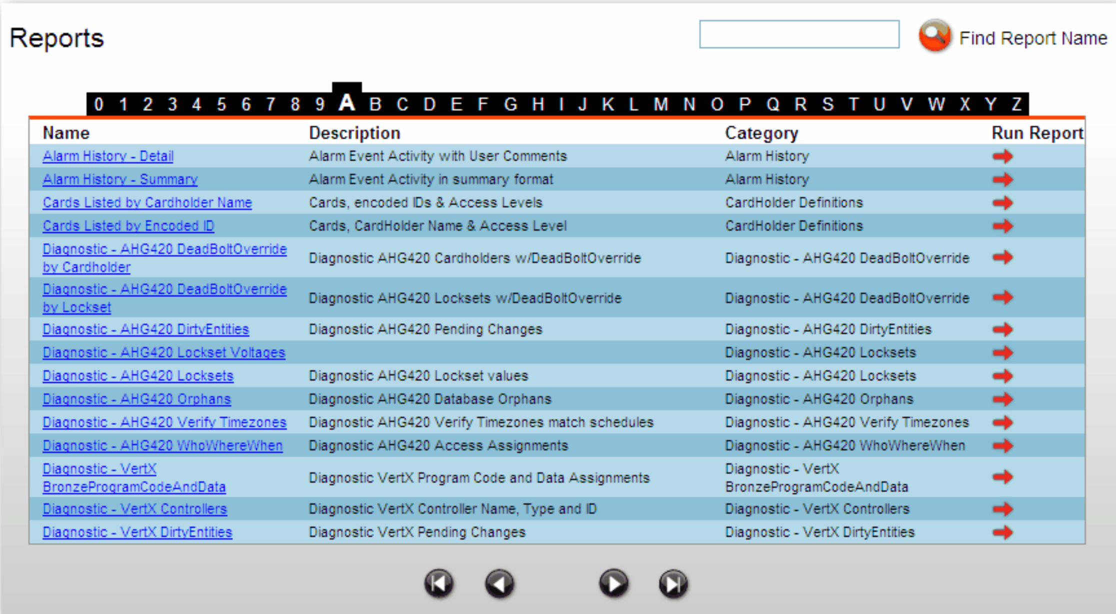
The Reporting tab contains one menu item (see figure Reporting). The menu item is Reports



Reporting

1.4.1 Reports

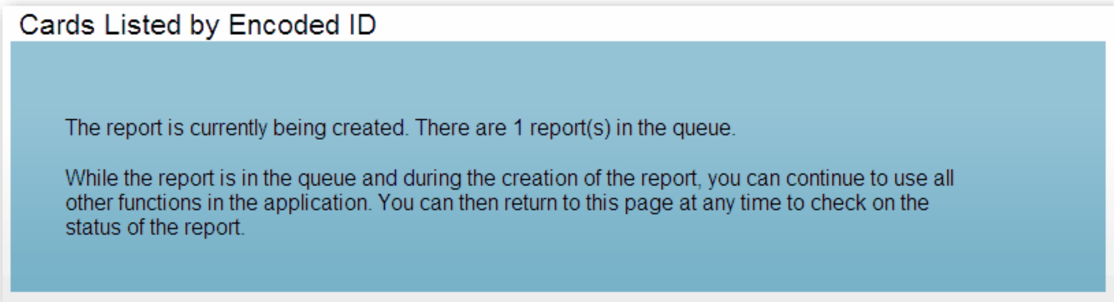
The Reports screen will show all the available reports for the current partition (see figure Reports).



Reports

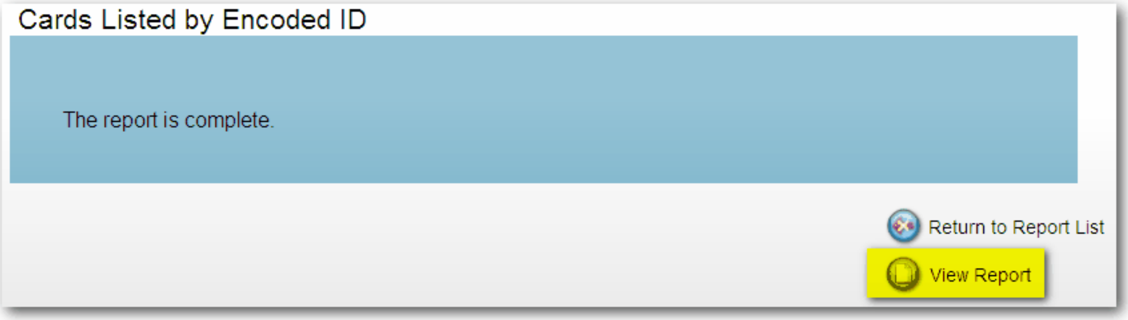
On larger systems or systems with many reports, use the search box, navigation arrows or rolodex tab to locate a specific report.

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



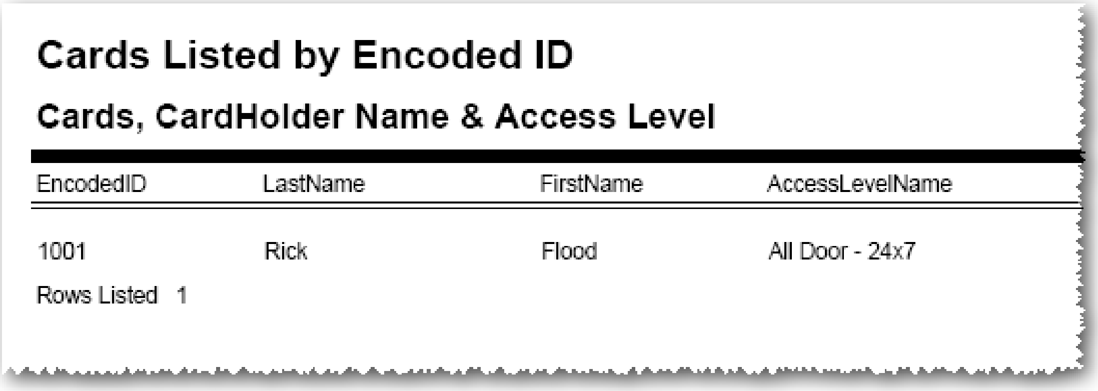
Generating Report

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



View Report

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



Cards Listed by Encoded ID

Cards, CardHolder Name & Access Level

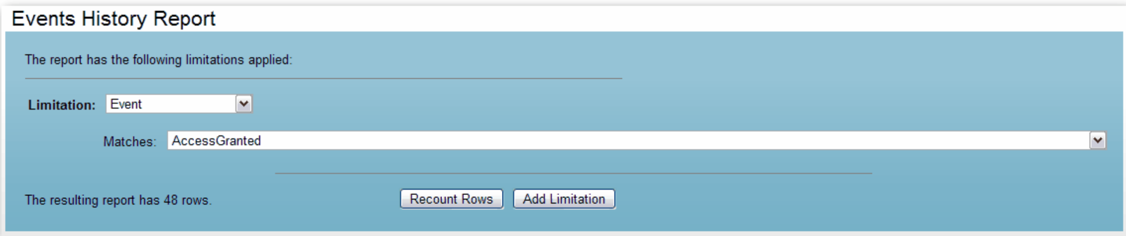
EncodedID	LastName	FirstName	AccessLevelName
1001	Rick	Flood	All Door - 24x7

Rows Listed 1

PDF Report

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

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

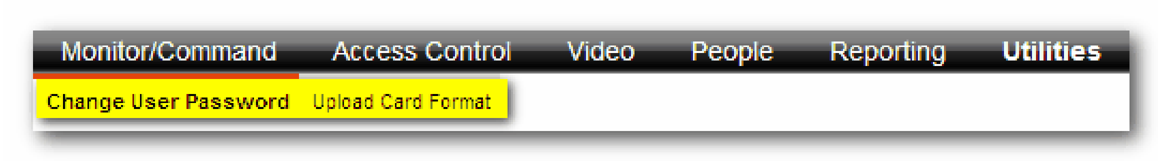


Report Limitation

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

1.5 Utilities

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

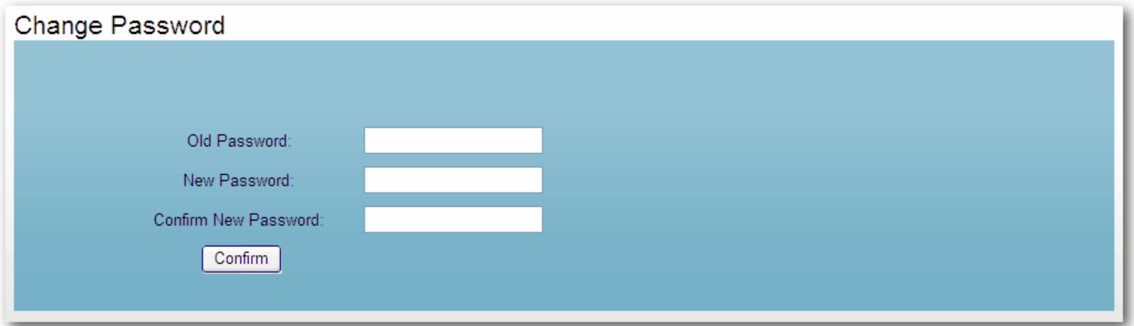


Utilities

- [Change User Password]
- [Upload Card Format]
- [Customize Screen]

1.5.1 Change User Password

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



Change Password

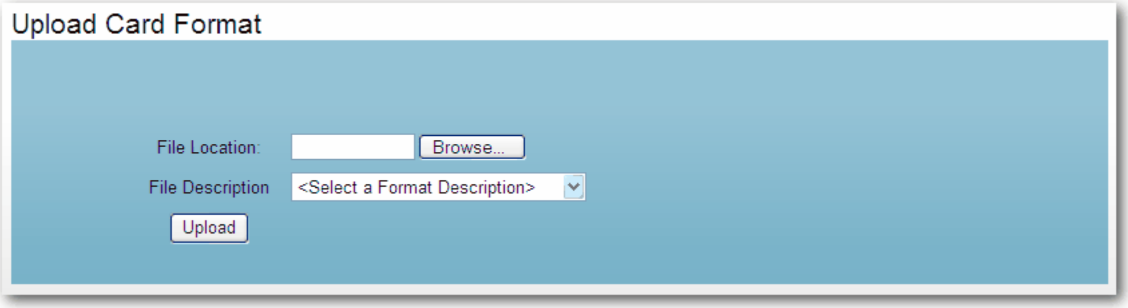
The Change Password screen has three fields:

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

Click the Confirm button to change the password.

1.5.2 Upload Card Format

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



Upload Card Format

The Upload Card Format screen has two fields:

- File Location - Click the Browse button to select the card format file.
- File Description - Select on of the six possible formats:
  - 26 bit Wiegand
  - 33 bit Wiegand
  - 34 bit Wiegand
  - 37 bit Wiegand
  - Corp1000
  - 37 bit Wiegand with Facility Code

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

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

1.5.3 Customize Screen

Enter topic text here.