

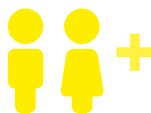


Xesar

Software | Quick guide

Creating persons

A new employee has joined your company



1 **FVVA** Xesar

ÚVODNÍ STRANA UZAMYKACÍ ZAŘÍZENÍ OSOBY PROTOKOLY SPRÁVA NÁPOVĚDA

Přejít na seznam osob

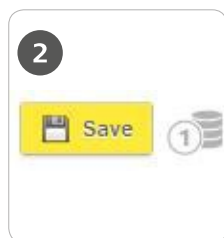
Vytvořit osobu

Uložit

Podrobnosti

Křestní jméno	<input type="text" value="Tom"/>
Příjmení	<input type="text" value="Smith"/>
Identifikátor	<input type="text" value="P01"/>

- Complete mandatory fields (first name, last name)
- If necessary, assign an authorisation for “manual office mode” to the person
- If necessary, you can record the person’s access events
- You can optionally extend the release duration at the door (default 5 seconds, 20 seconds)
- If necessary, you can load any authorisations you have already defined (for other persons) to new persons’ accounts
- You can exclusively assign individual authorisations as described in the following section, “Changing authorisations”



Click “Save” to deduct one KeyCredit



Click “Write identification medium” or



assign the identification medium accordingly

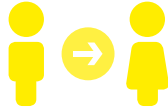


Place the Xesar identification medium on the coding station

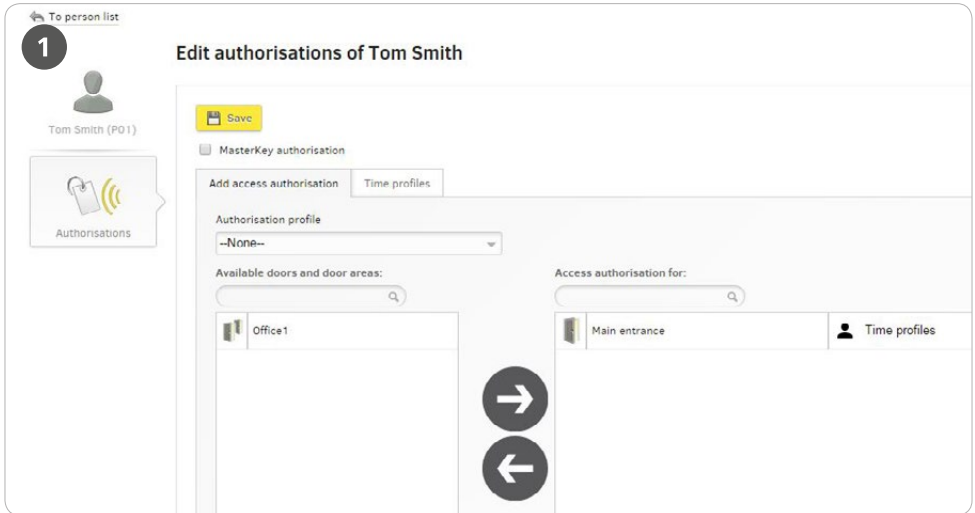


Note

A detailed description of the “Creating persons” process is available in our Xesar system manual



Changing or deleting authorisations



- If necessary, assign a Master Key authorisation (e.g. for fire services, emergency rescue services, etc.)
IMPORTANT: THIS IDENTIFICATION MEDIUM OPENS ANY DOOR WITHIN YOUR SYSTEM ACROSS THE ENTIRE SERVICE LIFE OF THE SYSTEM.
- Assign authorisations by dragging and dropping the corresponding doors from left to right
- Time profiles



Click "Save" if you are not creating additional authorisations (e.g. time profiles) – one KeyCredit will be deducted from your account.



Place the Xesara identification medium on the coding station.

Note
A detailed description of the "Changing authorisations" process is available in our Xesara system manual



Changing time profiles

Employees are granted access authorisations at different times with immediate effect



1

HOME ACCESS CONTROL SYSTEM PERSONS AUDIT DATA ADMINISTRATION HELP

To person list

Edit authorisations of Tom Smith

Save

MasterKey authorization

Add access authorisation Time profiles

Reset all time windows

Time profile

Private Corporate Permanent access

Time window (1-12)

6	00	20	00	M	T	W	T	F	S	S	S1	S2	S3
7	00	12	00	M	T	W	T	F	S	S	S1	S2	S3
0	00	0	00	M	T	W	T	F	S	S	S1	S2	S3
0	00	0	00	M	T	W	T	F	S	S	S1	S2	S3
0	00	0	00	M	T	W	T	F	S	S	S1	S2	S3
0	00	0	00	M	T	W	T	F	S	S	S1	S2	S3

- Click "Time profile"
- Choose either "private" or "central" (pre-defined) time profile
- You can now create up to 12 different time windows



Click "Save" once you have set all time profiles – one KeyCredit will be deducted from your account.

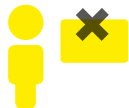


Place the Xesar identification medium on the coding station — the person can now access the facilities within the defined times.



Note

A detailed description of the "Changing time profiles" process is available in our Xesar system manual

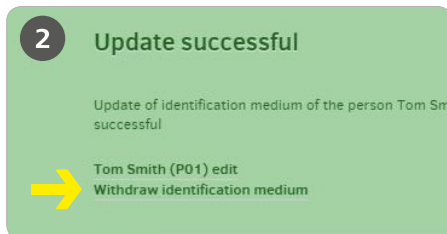


Withdrawing media

Withdraw Xesar identification media and reuse them within the system later — e.g. if an employee leaves the company



Place the Xesar identification medium on the Xesar coding station.



Select “Withdraw identification medium”.



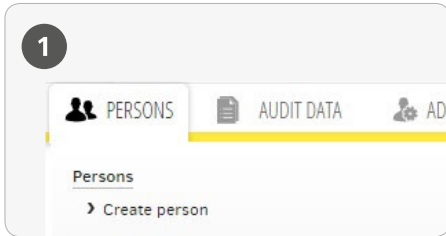
After having withdrawn the Xesar identification medium, it can exclusively be reused in this Xesar system and is shown as a new identification medium as soon as you once again place this identification medium on the Xesar coding station.

Note
A detailed description of the “Withdrawing media” process is available in our Xesar system manual

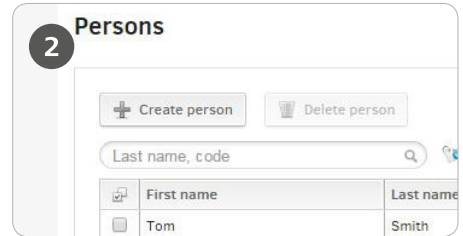


Blocking persons

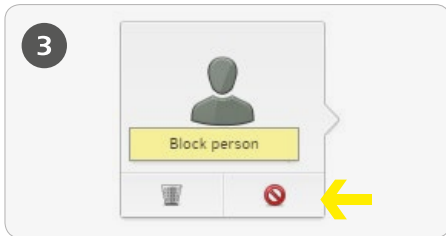
The Xesar identification medium has been lost or stolen and must be blocked.



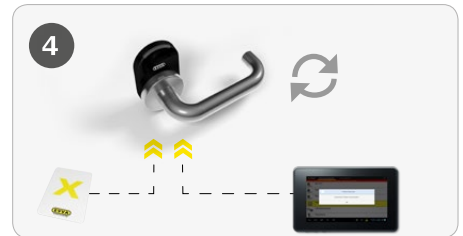
Select the “Persons” menu item.



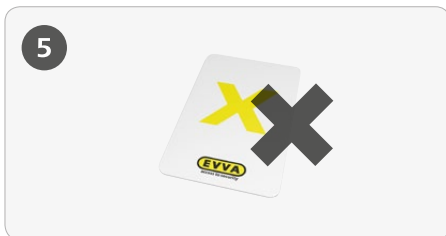
Select the person whose Xesar identification medium you would like to block.



Click the “Block person” icon next to the selected person.



Synchronise your Xesar access components with your updated Xesar tablet. If the Softwareplus package is active, the current blacklist can also be distributed to access components using identification media.



Delete key function – the blocked medium is permanently deactivated at synchronised Xesar access components.



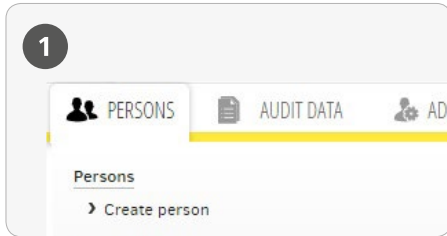
Note

A detailed description of the “Blocking persons” process is available in our Xesar system manual

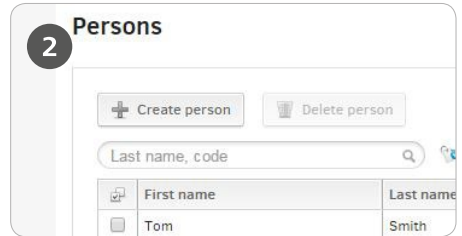


Issuing replacement media

The user has left the Xesar identification medium at home – create a replacement medium



Select the “Persons” menu item.



Select the person you would like to assign a replacement medium to.



Click “Assign replacement medium”.



Place the replacement medium on the Xesar coding station.

Note:

Please note that the original medium remains valid.

Please contact your EVVA partner if you have any more questions.

A detailed description of the “Issuing replacement media” process is available in our Xesar system manual

Note



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