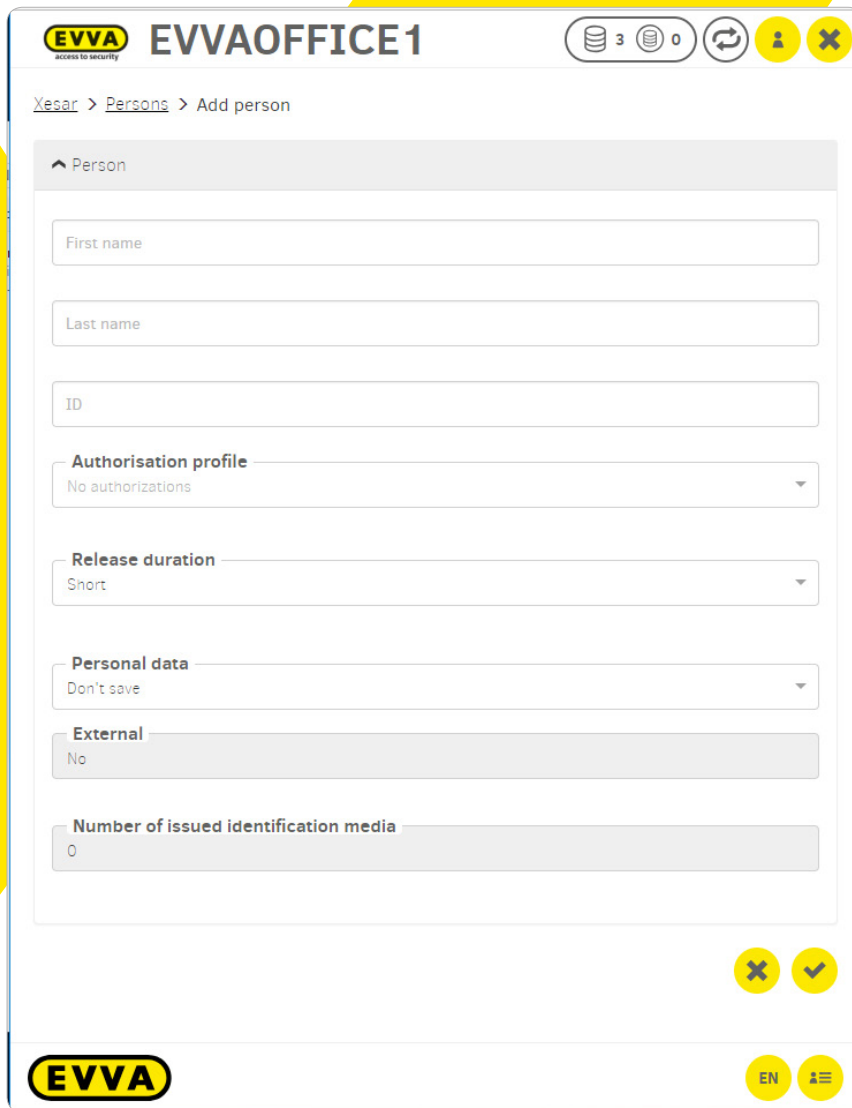


Xesar

Software | Quick guide



EVVA EVVAOFFICE 1

Xesar > Persons > Add person

Person

First name

Last name

ID

Authorisation profile
No authorizations

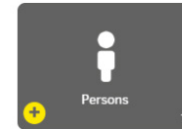
Release duration
Short

Personal data
Don't save

External
No

Number of issued identification media
0

EN



Creating persons

An new employee has joined your company

- › Select the Persons tile
- › Click the "Plus" icon.
- › Complete mandatory fields (first name, last name)

Optional convenience functions

- › Release duration: short/long (e.g. for persons with disabilities)
- › Event log: do not save/save with time limit/save without time limit
- › If necessary, you can select any authorisations you have already defined (authorisation profiles) for new persons' accounts
- › Individual authorisations are assigned at a later point with the identification medium

Tip

Assign several types of identification media to a single person

Writing identification media

Place an identification medium on the coding station to write to an identification medium. A pop-up window opens. Optionally assign an identification number (ID)

Tip

Identification media must not necessarily be assigned to a person. This option is ideal to grant access to external companies with changing staff.

- › **Optional:** select a person during the identification media configuration
- › Select an authorisation profile
- › If necessary, change the start and end of the authorisation for the identification medium
- › **Optional:** select an individual access event for certain installation locations
- › Write to the medium
- › The handover event log with direct print function opens

Tip

Assign several types of identification media to a single person

Important

With unit-based KeyCredits click the "Deduct" button to confirm changes to authorisations



Identification Medium 0001 →

Person
No person assigned → +

Identification medium
No identification medium selected →

Authorisation profile
Office1 → +

Access start
Now ×

Access end
- ×

Individual authorizations:

Issue

New identification medium

ID
0001

✓

Xesar
Issuing protocol

Person first name: Max
Person last name: Mustermann
ID person: 0001
ID identification medium: 0004
Release duration: Short
Personal data: Don't save
Period logging: -
Authorization interval: Aug 21, 2018 9:05 AM - - 14 days
Validity duration: Office1
Authorisation profile: Office1
All authorizations: Access points, Zones, Installation
Individual authorizations: Access point / zone
Date issued: Aug 21, 2018 11:56 AM
Issuing user: admin

Time profile
Time profile
-

Signature
[Signature field]

Revocation:
[Signature field]

Changing, adding or deleting authorisations

If necessary, assign a MasterKey authorisation or a fire service authorisation.

Warning

This identification medium can open any door within your system throughout the system's service life.

- › Select a different authorisation profile from the drop-down menu or assign individual authorisations directly on the identification medium to change authorisations.
- › Place the Xesar identification medium on the coding station to update the identification medium.



Note

Refer to our Xesar system manual for a detailed description of the "Changing authorisations" process

Identification Medium 0001 →

Person
Mustermann, Max (0001) × → +

Identification medium
No identification medium selected →

Authorisation profile
No authorizations → +

- Fire brigade authorisation profile
- Master Key authorisation profile
- Office1

^ Authorisation

Assigned person
Mustermann, Max (0001) × →

Access start
Now ×

Access end
- ×

Authorisation profile
Office1 →

^ Individual Authorizations

Access point / zone
Select access point or zone... ▾

Time profile
Permanent access ▾ -

× ✓

Time slot series

Define time slot series

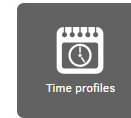
Days: Mo, Tu, We, Th, Fr Access times: 06:00 - 18:00

Weekly: Su Mo Tu We Th Fr Sa

from 06:00 to 18:00

Time slot series exceptions

Calendars: company holiday Access times: No time slot series



Changing time profiles

Employees are granted access authorisations at different times

The working time for a group of persons changes

Office mode time profile

› An access component must change to office mode at a certain time and once again resume the previous mode at a certain time.

Note

Refer to our Xesar system manual for a detailed description of the “Changing time profiles” process

Time slot series

Define time slot series

Days: Mo, Tu, We, Th, Fr Access times: 06:00 - 18:00

Weekly: Su Mo Tu We Th Fr Sa

from 06:00 to 18:00

Time series



Define time series

Days: Closing time: No times

Time series exceptions

Days: company holiday Closing time: No release end


Identification Medium 0003 →

Status:  

Validity interval
- - -


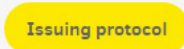

Validity duration
 Default value - 14 + Days

Person
No person assigned ▼

Authorisation profile
Office1 ▼ 

Access start
08/21/2018 9:05 AM ×

Access end

Withdrawing media

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

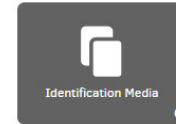
- › Place the Xesar identification medium on the coding station
- › Select “Withdraw identification medium”



- › 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 very identification medium on the Xesar coding station.

Note

Refer to our Xesar system manual for a detailed description of the “Withdrawing media” process



Blocking identification media

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

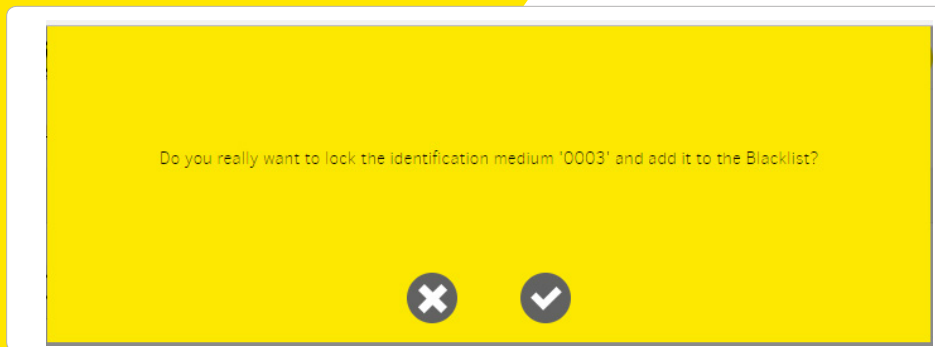
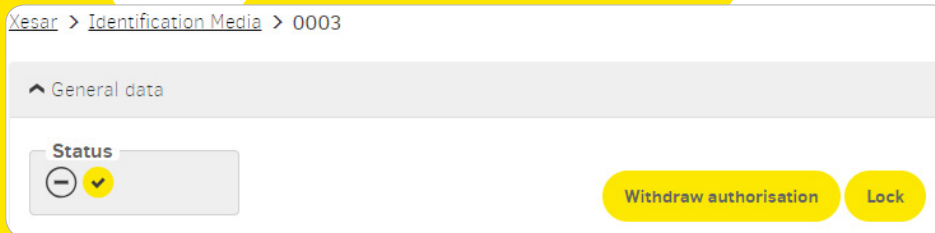
- › Select the “Identification medium” tile
- › Select the identification medium you would like to block
- › Click “Block” in the identification medium options

Lock

- › Synchronise Xesar access components with your updated Xesar tablet
- › Alternatively distribute the blacklist to access components using identification media.
- › Delete key function – the blocked medium is permanently deactivated when using synchronised Xesar access components.

Note

Refer to our Xesar system manual for a detailed description of the “Blocking identification media” process



Assigning replacement media

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

- › Place a new Xesar identification medium on the coding station
- › Select the identification medium for which you would like to issue a replacement medium in the “Identification medium” drop-down menu
- › Click “Assign replacement medium”

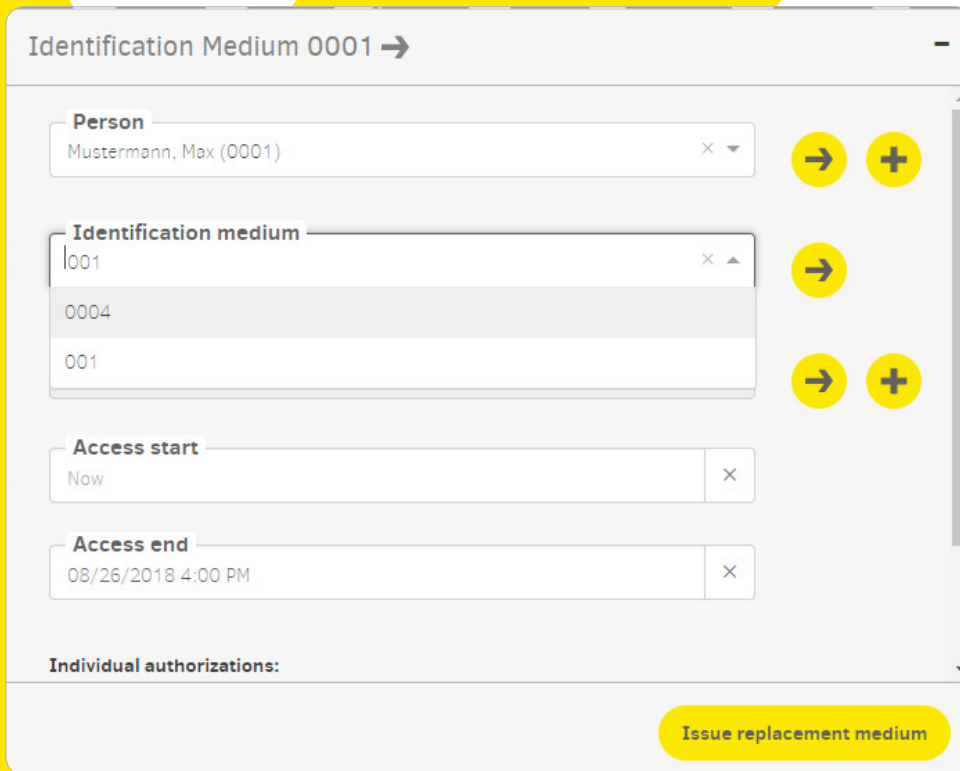
Issue replacement medium

Note

Please note that the original medium remains valid.

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

Refer to our Xesar system manual for a detailed description of the “Assigning replacement media” process



Identification Medium 0001 →

Person
Mustermann, Max (0001) ×

Identification medium
001 ×

0004

001

Access start
Now ×

Access end
08/26/2018 4:00 PM ×

Individual authorizations:

Issue replacement medium