

Xesar

Quick Guide Version 3.2

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1 Introduction

This document is an excerpt from the Xesar 3.1 system manual.

The products and/or systems described in the Xesar system manual must exclusively be operated by persons that have been adequately qualified for the corresponding task. Qualified personnel is able to identify risks when handling products/systems and prevent potential hazards on the basis of their expertise.

1.1 General legal notes

EVVA shall conclude the contract for the use of Xesar on the basis of the EVVA GTC (General Terms and Conditions) and EVVA GTC (General Terms and Conditions) for the software for the product.

You can call up the EVVA General Terms and Conditions and EVVA General Terms and Conditions:



<https://www.evva.com/uk-en/legal-notice/>



Please note that the use of the Xesar locking system may trigger legal obligations, in particular data protection authorisation, reporting and registration obligations (e.g. when setting up an information network system), as well as employee co-determination rights when used in companies. The user shall bear the responsibility for the legally compliant use of the product.



The above information must be observed in accordance with the manufacturer's liability for its products as defined in the Product Liability Act and must be communicated to operators and users. Non-compliance releases EVVA from any liability.

Unauthorised use, repair work or modifications not authorised by EVVA and improper service may lead to malfunctions and must therefore be avoided. Changes not expressly approved by EVVA will result in the loss of liability, warranty and separately agreed guarantee claims.



Keep the system components away from small children and pets. Risk of suffocation due to small parts that can be swallowed.



EVVA provides **architects and consulting institutions** with all the product information they need to comply with their information and instruction obligations under the Product Liability Act.

Specialist retailers and installers must comply with the information in EVVA documentation and they must pass on such information to customers, where applicable.

Additional information can be found in the Xesar product catalogue:



<https://www.evva.com/uk-en/xesar>

1.2 EVVA Support

With Xesar, you have a sophisticated and tested locking system at your disposal. If you require additional support, please contact your EVVA partner directly.

You can access the list of certified EVVA Partners here:



<https://www.evva.com/uk-en/retailer-search/>

Activate the “Electronics Partner” filter option to search specifically for EVVA partners who sell electronic EVVA locking systems and have qualified specialist knowledge.



<http://support.evva.at/xesar/en/>

General information on Xesar can be found here:



<https://www.evva.com/uk-en/xesar>

1.3 Explanation of symbols

The following symbols are used in the system manual to support illustration:

Symbol	Meaning
	Attention, risk of material damage in the event of non-compliance with the corresponding safety measures
	Notices and additional information
	Hints and recommendations
	Avoidance of errors or error messages
	Options
	Links
	Steps with instructions for action

1.4 Explanation of Xesar software symbols

The following symbols are used within the Xesar software, Installation Manager and Periphery Manager:

1.4.1 General

#	Status	Symbol	Explanation
1	Confirm/save		Confirming or saving input
2	Adding		Adding, for example, a new person or installation location
3	Discard entries		Discarding an entry
4	Removal		Removal from e.g. a system, time profile or installation location
5	Edit		Editing a system (Installation Manager)
6	Start application		Starting the system (Installation Manager) or starting the connection between coding station and Xesar software (Xesar Periphery Manager)
7	Stop application		Stopping the system (Installation Manager) or stopping the connection between coding station and Xesar software (Periphery Manager)
8	Download		Download of e.g. Support Information
9	Continue		Continuing to next input
10	Load / transfer		Loading the AdminCard
11	Filter		Display of possible filter settings for the function
12	Update / connect		A task is performed on the dashboard in the backend

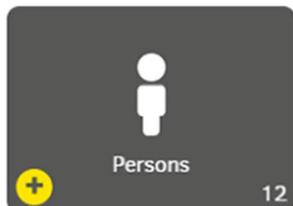
#	Status	Symbol	Explanation
13	Not updated / waiting for update / download of update		An update is available and can be downloaded
14	Search		Search for a specific event contribution
15	Maximise		Extending the Field of View
16	Minimise		Reduce the field of view
17	Go to		Open the browser window for the Xesar software
18	System event log		All actions carried out within the Xesar software by users and the system
19	Filtered by areas		Shows all areas to which a person has an access authorisation
20	Filtered by installation locations		Shows all locations to which a person has an access authorisation
21	Filtered by access media		Shows all identification media assigned to a person
22	Filtered by persons		Filter by persons
23	My profile		Edit my user profile: Add description and change personal password
24	Displayed language		Change language
25	Show KeyCredit units		Display of the KeyCredits to be debited (e.g. due to authorisation changes or issuance of new access media)
26	Show Xesar KeyCredit Lifetime		Displayed if KeyCredit Lifetime has been redeemed
27	Event log		Display events, e.g. for a person (all access events relating to a person are filtered and displayed)
28	Help information		Display of help texts

#	Status	Symbol	Explanation
29	Lists export		Export the displayed list as a csv file or as an xls file
30	List view settings		Illustration of list view regarding column selection, number of lines per page, save settings and reset
31	Backup button		A backup of the system data is created in the Installation Manager
32	Logout		End session
33	Battery full		Battery is full
34	Battery warning		Battery is empty, replace batteries as soon as possible
35	Component with cable interface		Access components that can only be synchronised via a cable connection to a tablet
36	Component with wireless BLE interface; BLE is activated		Access components that can be synchronised with wireless BLE and wired to the tablet; BLE function of the access component is activated
37	Component with wireless BLE interface; BLE is disabled		Access components that can be synchronised with wireless BLE and wired to the tablet; BLE function of the component is deactivated
38	Warning		e.g. there are still insecure installation locations

1.4.2 Access media status

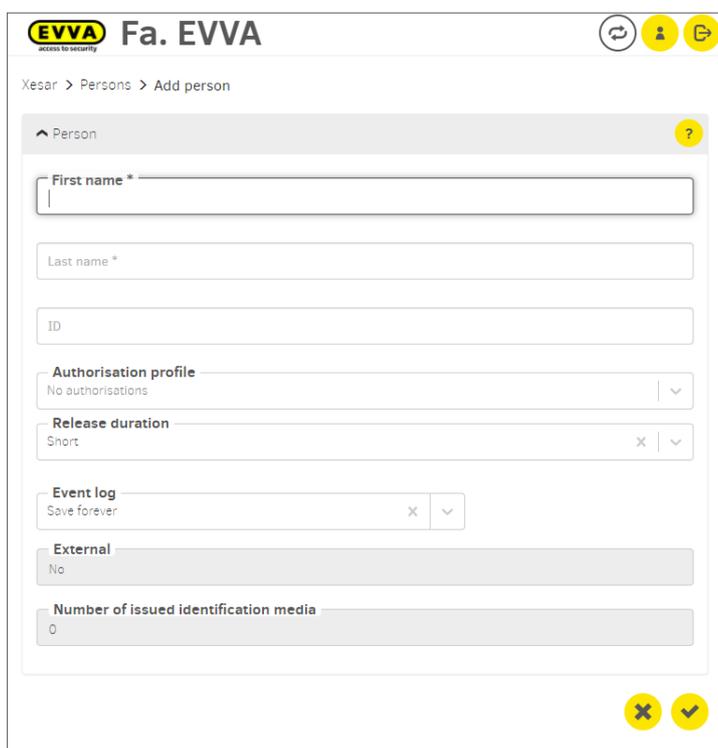
#	Status	Visualisation	Explanation
1	Insecure blocked identification medium		The access medium is blocked. There are still insecure installation locations. Take the blacklist using the tablet or an updated access medium to the insecure installation locations.
2	Secure disabled identification medium		The access medium is blocked. There are no insecure installation locations. The system is secure.
3	Unauthorised access medium		The access medium does not have authorisation. Reason e.g. the eligibility period has been exceeded.
4	Currently valid		The access medium is valid and can be used according to the authorisation profile.
5	Currently invalid		The access medium is currently invalid.
6	Current valid access medium becomes an invalid access medium when updated	 	The access medium is currently valid. It becomes invalid, however, after an update at the online wall reader or at the coding station.
7	A currently invalid access medium reverts to a valid access medium when it is updated	 	The access medium is currently invalid. However, it will become valid after an update at the online wall reader or at the coding station.
8	Currently invalid access medium, which has a validity interval that lies in the future	 	The access medium is currently invalid. It remains invalid even after an update at the online wall reader or coding station.
9	Deactivated (blocked) access medium		The access medium has been deactivated; there are no more unsafe installation locations; the calendar is no longer important.

2 Xesar quick guide



2.1 Add person

A new employee has joined your company



The screenshot shows the "Add person" form in the EVVA Fa. EVVA interface. The breadcrumb path is "Xesar > Persons > Add person". The form is titled "Person" and contains the following fields:

- First name ***: A text input field with an asterisk indicating it is mandatory.
- Last name ***: A text input field with an asterisk indicating it is mandatory.
- ID**: A text input field.
- Authorisation profile**: A dropdown menu with "No authorisations" selected.
- Release duration**: A dropdown menu with "Short" selected and a close button (x).
- Event log**: A dropdown menu with "Save forever" selected and a close button (x).
- External**: A dropdown menu with "No" selected.
- Number of issued identification media**: A text input field with "0" entered.

At the bottom right of the form, there are two yellow circular icons: a close button (x) and a checkmark button (✓).

- » Select the **Personstile**.
- » Click the **Plus icon**.
- » Mandatory fields* must be filled in (first and last name).
- » Enter ID (e.g. personnel number).

Optional convenience functions

- Release duration:
Short/long (e.g. for persons with disabilities)
- Event log:
Do not save / Save for a limited time / Save indefinitely
- If desired, already defined authorisations (authorisation profiles) can be selected for newly created persons.
- Individual authorisations are assigned later with the access medium.



If required, you can assign several access media to a person.

2.2 Issue access medium

To issue a new access medium, place it on the coding station. A pop-up window opens. You can optionally assign an identification number (ID).

Xesar
Issuing protocol

Installation name: Fa. EVVA
 Person first name: David
 Person last name: Gruber
 ID person: NA001
 ID identification medium: KA001
 Release duration: Short
 Event log: Save forever
 Period logging: —
 Authorisation interval: 15/03/2021 14:25 - ∞
 Validity duration: 14 days
 Authorisation profile: Büro

All authorisations:	Access points	Time profile
	Eingang 2	—
	Eingang 1	—
	Zones	Time profile
	Büros	—

Individual authorisations:

	Access point / zone	Time profile

Date issued: 15/03/2021 16:26
 Issuing user: Helmut

Issuance:
 Signature:

Revocation:
 Signature:



Access media do not necessarily have to be assigned to a person. This is ideal for access by external companies with changing staff.

- » **Optional:** Select a person in the access medium.
- » Select an authorisation profile.
- » **If you want to restrict the authorisation period**, change the authorisation start and end in the access medium.
- » **Optional:** Select individual access to specific installation locations, e.g. Wardrobe locker.
- » Issue the access medium.

An event log is created with the data at the time of output.

- » Print out the event log and have the assigned person confirm that the access medium has been transferred.

The withdrawal of the access medium can be confirmed in the event log.



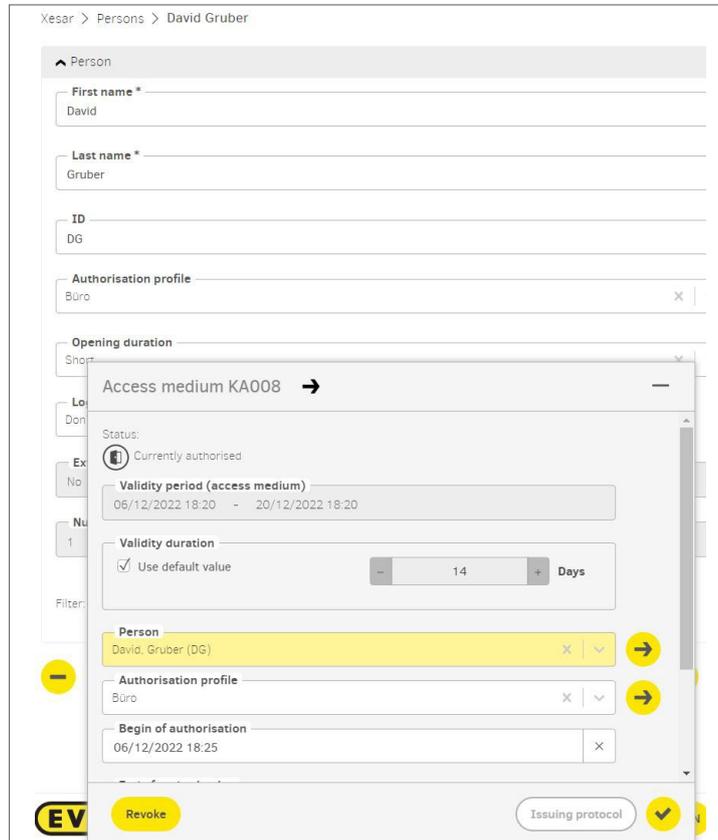
If required, you can assign several access media to a person.



If you are using the KeyCredits payment model, click the Debit button , to confirm the authorisation change.

The KeyCredit Xesar Lifetime payment model includes new access media and authorisation changes.

2.3 Simple method: Assign access media to a person



Xesar > Persons > David Gruber

Person

First name *
David

Last name *
Gruber

ID
DG

Authorisation profile
Büro

Opening duration
Short

Access medium KA008 →

Status:
Currently authorised

Validity period (access medium)
06/12/2022 18:20 - 20/12/2022 18:20

Validity duration
 Use default value 14 Days

Person
David, Gruber (DG)

Authorisation profile
Büro

Begin of authorisation
06/12/2022 18:25

EV Revoke Issuing protocol

- » Open the person details page of the desired person.
- » Place a new Xesar access medium on the coding station.
- » The name of the person with the authorisation profile is automatically inserted in the overlay window.
- » Confirm the entry in the overlay window.
- » If necessary, an output log can be created.

2.4 Change, add or delete authorisation profiles

An employee moves to another department and needs a corresponding authorisation profile:



- » Click on the dashboard tile **Access Media**:
Authorisation profiles and individual authorisations for access media can be selected and changed under the dashboard tile "Access Media" in the respective access media detail view.
- » After making changes, place the access medium on the coding station to update the access medium.




- » Authorisation profiles and individual authorisations can also be selected or changed directly by placing the access medium on the coding station displayed in the window.

Special case: Fire service and general master key

If necessary, a general master key or fire service authorisation profile can be assigned to an access medium.



An access medium with a **fire brigade authorisation profile** has access to every door in your system **for an unlimited period of time**.

An access medium with a **general master key authorisation profile** has access to every door in your system and **can be limited in its period of validity**. After the validity period has expired, the access medium must be updated again.



Store access media with fire service or general master key authorisation particularly securely and carefully.



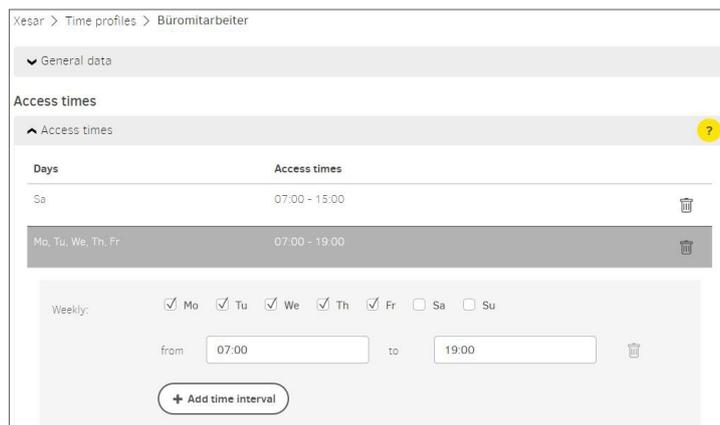
In a single system, a maximum of 15 media can be issued with a fire brigade or general master key authorisation profile.

A detailed description on the subject of "authorisation profiles" can be found in the Xesar system manual.

2.5 Changing time profiles

A person receives access authorisations with amended times. The opening hours of the salesroom have changed.

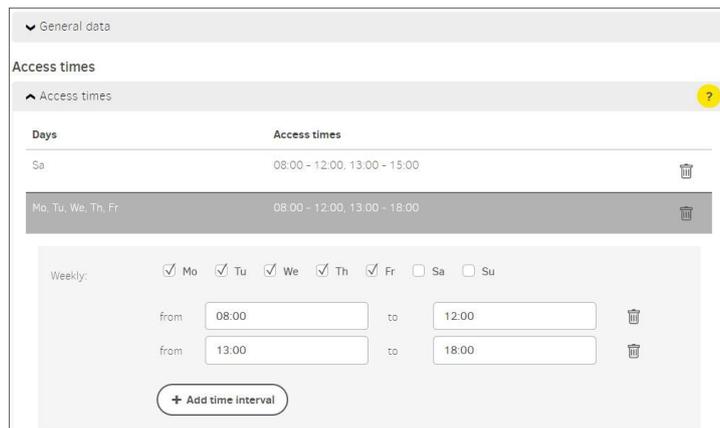
Time profile:



» Change time windows for access

If the working time for a person or a group of persons changes, the time windows for the access of the person or group of persons must be changed.

Office mode time profile



» At a certain point in time, a component is to switch to continuous open mode and then close at a certain point in time.

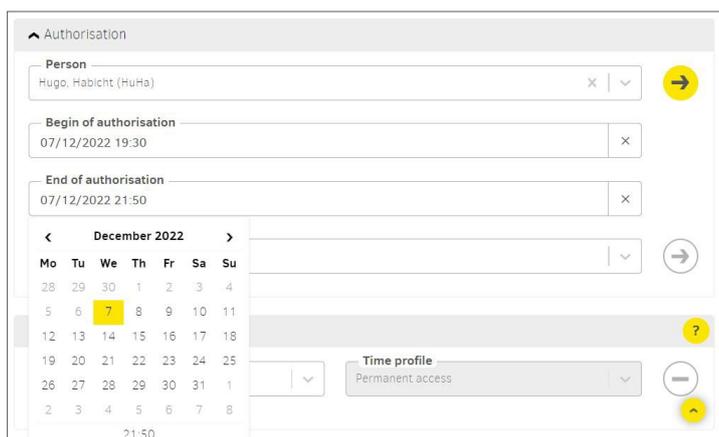
A detailed description on the topic of "time profiles" can be found in the Xesar system manual.



The times in the input fields can be entered numerically or using the arrow keys.

2.6 Deactivate access media

The access medium can be deactivated if a person's access authorisation is to be suspended for an extended period of time. The medium with the authorisation profile remains allocated to the person. Access is deactivated until further notice by setting the end of authorisation to the current time.



- » Open the detail page of the access medium to be deactivated.
- » Click on the currently active end of authorisation (date and time, e.g. 7.12 at 21:35). The medium is immediately deactivated.
- » Then update the medium at the online wall reader or coding station so that it no longer has access to the system.



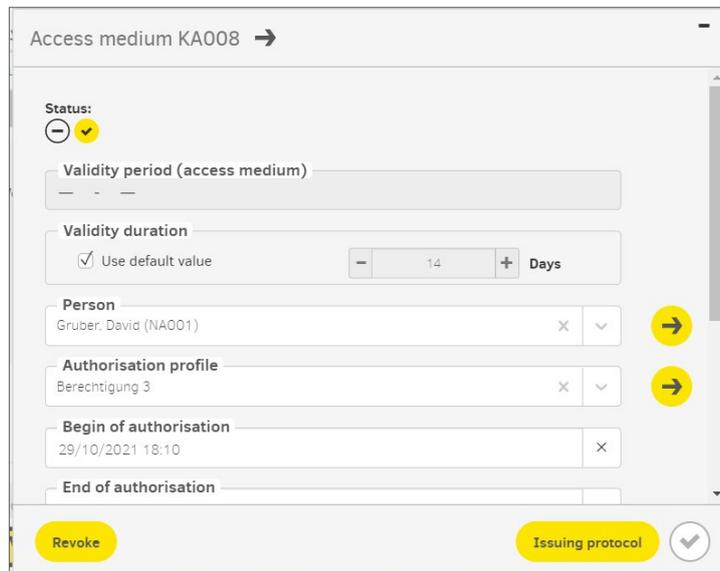
The access authorisation can be reactivated on the medium by setting a new authorisation end time and then updating it at the online wall reader or at the coding station.



No blacklist entries are generated in the system during this process.

2.7 Withdrawal of access medium

Withdraw an access medium and reuse it in the facility at a later time, e.g. after an employee leaves the company.



Access medium KA008 →

Status:

Validity period (access medium)

Validity duration Use default value Days

Person Gruber, David (NA001)

Authorisation profile Berechtigung 3

Begin of authorisation 29/10/2021 18:10

End of authorisation

- » Place the access medium on the coding station.
- » Select **withdraw**.

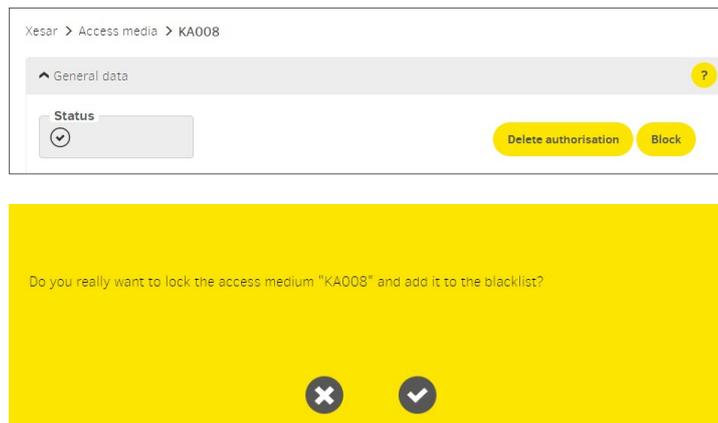
After being withdrawn, the access medium can only be reused in this system and will be displayed as a new access medium after being placed on the coding station again.

You will find a detailed description on the subject of “withdrawing of medium” in the Xesar system manual.

2.8 Block access medium

An access medium has been lost or stolen.

In order to protect the system from unauthorised access, the access medium must be blocked.



2.8.1 Block access medium

- » Select the **access medium** tile.
- » Select the access medium to be blocked and click **Block**.

The Xesar software generates a blacklist and maintenance tasks for all components of vulnerable installation locations.

- » Synchronise the Xesar tablet and perform maintenance tasks on the components.
- » Alternatively, the blacklist can be distributed to the components using access media.
- » Delete key function – the blocked access medium is permanently deactivated on synchronised Xesar devices with the current blacklist.

2.8.2 Delete authorisations

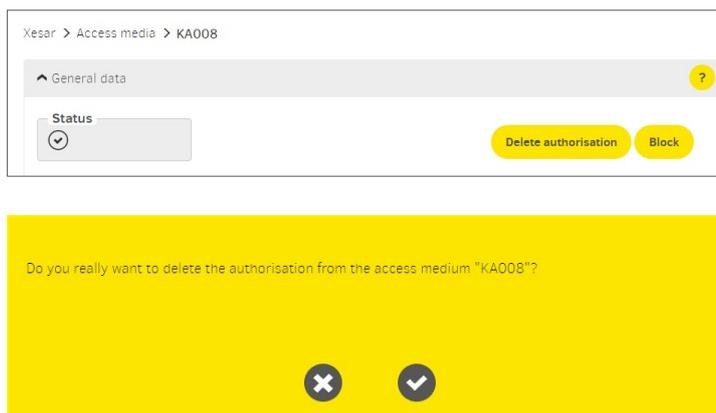
Authorisations can be withdrawn from an existing access medium.

- Authorisations on the access medium are deleted.
- No blacklist entry and no maintenance tasks are generated.
- The access medium remains assigned to the person.
- New authorisations can be assigned.

» Update access medium

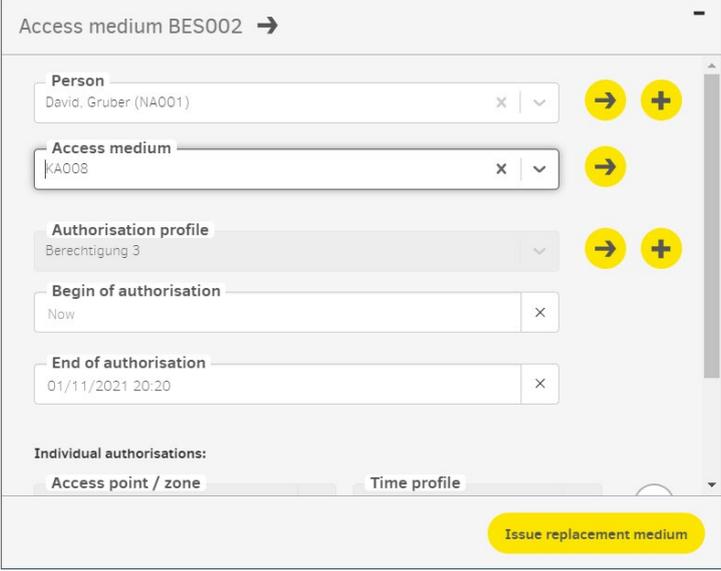
To update, the access medium must be held on the online wall reader or placed on the coding station.

A detailed description on the subject of “Locking an access medium” can be found in the Xesar system manual.



2.9 Assigning replacement medium

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



The screenshot shows a web interface titled "Access medium BES002". It contains several input fields and buttons:

- Person:** A dropdown menu with "David, Gruber (NA001)" selected. To its right are a yellow arrow button and a yellow plus button.
- Access medium:** A dropdown menu with "KA008" selected. To its right is a yellow arrow button.
- Authorisation profile:** A dropdown menu with "Berechtigung 3" selected. To its right are a yellow arrow button and a yellow plus button.
- Begin of authorisation:** A text field with "Now" and a clear button (X).
- End of authorisation:** A text field with "01/11/2021 20:20" and a clear button (X).
- Individual authorisations:** Two radio buttons labeled "Access point / zone" and "Time profile".
- Issue replacement medium:** A prominent yellow button at the bottom right.

- » Place a new Xesar identification medium on the coding station.
- » In the "Person" drop-down field, select the person for whom you would like to issue a replacement medium.
- » Select the access medium to be replaced in the "Access medium" drop-down field.
- » Click on **Assign replacement medium**.

The replacement medium now has the authorisations of the original medium for the set authorisation duration.

- » The authorisation period for replacement media can be set under the **settings** tile in the Xesar software.



Please note that the original medium remains valid.



For help and further information, please contact your EVVA partner or the EVVA technical office.

Refer to our Xesar system manual for a detailed description of the "Issuing replacement medium" process.

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