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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
Option	Options
>	Links
<u>>></u>	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 instal- lation 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 Mana- ger)
8	Download	Ţ	Download of e.g. Support Information
9	Continue	>	Continuing to next input
10	Load / transfer	Ľ	Loading the AdminCard
11	Filter	•	Display of possible filter settings for the func- tion
12	Update / connect	¢	A task is performed on the dashboard in the backend



#	Status	Symbol	Explanation
13	Not updated / waiting for up- date / download of update		An update is available and can be downloa- ded
14	Search	Q	Search for a specific event contribution
15	Maximise		Extending the Field of View
16	Minimise	<u> </u>	Reduce the field of view
17	Go to	->	Open the browser window for the Xesar soft- ware
18	System event log		All actions carried out within the Xesar soft- ware by users and the system
19	Filtered by areas		Shows all areas to which a person has an ac- cess authorisation
20	Filtered by installation loca- tions		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	i	Filter by persons
23	My profile		Edit my user profile: Add description and change personal pass- word
24	Displayed language	DE	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	8	Displayed if KeyCredit Lifetime has been re- deemed
27	Event log	E	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	csv xls	Export the displayed list as a csv file or as an xls file
30	List view settings	¢	Illustration of list view regarding column se- lection, number of lines per page, save set- tings and reset
31	Backup button	Backup	A backup of the system data is created in the Installation Manager
32	Logout	B	End session
33	Battery full	Î	Battery is full
34	Battery warning	!	Battery is empty, replace batteries as soon as possible
35	Component with cable inter- face	Å	Access components that can only be syn- chronised 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 ac- tivated
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 loca- tions



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 upda- ted access medium to the insecure instal- lation 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 autho- risation. 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 pro-file.
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 up- date at the online wall reader or at the coding station.
7	A currently invalid access me- dium reverts to a valid access medium when it is updated		The access medium is currently invalid. However, it will become valid after an up- date at the online wall reader or at the coding station.
8	Currently invalid access me- dium, which has a validity in- terval 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 deactiva- ted; there are no more unsafe installation locations; the calendar is no longer im- portant.



2 Xesar quick guide



2.1 Add person

A new employee has joined your company

EVVA Fa. EVVA	¢ 🔹 🕞
Xesar > Persons > Add person	
▲ Person	?
Last name *	
ID Authorisation profile	
No authorisations	~
Release duration Short	x ~
Save forever X V	
External No	
Number of issued identification media	
	×

- >> 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).

Person No priorin assignes Authorization medium Authorization profile No authorizations Access and	
Version Version segred Version segr	
Identification medium Recess start Individual autorisations: Access point / zone Time profile Recess point / zone	
Autorisation redium Notification redium	
No semification medium selected Access start Access point / zone Time profile Time profile </th <th></th>	
Autorisation profile Be autorisations Access start Note Access start Access start Access start Access start Access spoint / zone	
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Installation name: Pa: EV/A Person first name: David Person first name: David Person first name: Gruber 1D person: NA01 Release duration: Short Event fog: Save forever Period logging:	
Image: Sear Issuing protocol Instaliation name: 5a. EVVA Person last name: David Ib person: NA001 ID person: NA001 ID dentification medium: K4001 Release duration: Short Event log: Save forever: Period loging: — Authorisation interval: 15/03/2021 14:25 - ∞ Validity duration: 14 days Authorisations: Access points Time profile Eingang 2 — Zones Time profile Biros — Zones Time profile Baised: 15/03/2021 16:26 Essuing user: Heimut Issuing user: Heimut	
KesarIssuing protocolInstalation nameFa.EVVAPerson first nameDavidPerson first nameGruberGruberGruberPerson first nameGruberIb person:NA001BrotinSoutoRelease duration:SoutoBerson first nameSouto	
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Person first name: David Function Person last name: Grober Grober Ib person: MA001 Function Dio dentification medium: Grober Grober Rease duration: Grober Grober Parido loging: Grober Function Validity duration Grober Function Validity duration Grober Function Autorisation profile: Brober Function Autorisation gropping: Grober Function Autorisation gropping: Grober Function Brober Function Function Autorisation gropping: Brober Function Brober Function Function Autorisations: Grosping: Function Brober Function Function Brober Function Function Brober Function Function Brober Function Function Brober Funotin Function <td< th=""><th></th></td<>	
Person last name: Gruber To person: NA01 To last name: NA01 Rolean contract NA01 Relaxed utation: Sav forver: Period log dig: Gav forver: Period log dig: Gav forver: Authorisation interval: 10/32/2114/25 = * Validity duration: 10/32/2114/25 = * Authorisation profile: 60 Authorisation profile: Bor	
ID person: NA001 Didentification medium: KA001 Along Sont Release variation: Sont Sont Sont Sont Sont Sont Sont Sont	
Indentification medium: K4001 Release duration: Sont Event log: Son forever Parked log: Son forever Authorisation interval: Son Sont 2000 114/25 - 0000 100000 1000000	
Relaxe duration: 50rt Event log: 50er forever: Parol loging: - Authonisation intervite: 109/020114/25 - ** Validity duration: 14 days Autonisation profile: 8 days Jauthorisations: Cess point Alegang 2 - Ingang 1 - Tom profile - Brook - Display: - Ingang 2 - Ingang 1 - Brook - </th <th></th>	
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All authorisations: Access points Time profile Bigang 2	
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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.
- **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.



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



2.3 Simple method: Assign access media to a person

	-		
- First	name *		
David			
Last	name *		
Grube	r		
ID -			
DG			
Auth	orisation profile		
Büro	onsation prome		X
- Oper	ing duration		
Short			×
	Access medium KA008 🚽		
Don			
-	Status:		- 1
Ex	Currently authorised		
No	Validity period (access medium)		
Nu	06/12/2022 18:20 - 20/12/2022 18:20		
1	Validity duration		
	✓ Use default value	+ Davs	
filter:			
	Person	~ 1	
	David, Grüber (DG)	1 A 1	<u> </u>
2	Authorisation profile	~	
	buro	^	
	Begin of authorisation		×
	00/12/2022 18:25		^

- >> 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:

Barcon		
Jakob, Steiner (NAOO7)		~ <mark>></mark>
Access start		
04/02/2021 15:20		×
Access end		
-		×
Authorisation profile		
Büro	×	~ · · · · · · · · · · · · · · · · · · ·

- 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		
Person Jakob, Steiner (NA007)	✓ →	
Access start 04/02/2021 15:20	×	2
Access end	×	X
Authorisation profile	× ~ →	

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 medim 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:

(esar > Time profiles	> Büromitarbeiter	
✔ General data		
Access times		
▲ Access times		?
Days	Access times	
Sa	07:00 - 15:00	
Mo, Tu, We, Th, Fr	07.00 - 19.00	T
Weekly:	🗹 Mo 🗹 Tu 🗹 We 🗹 Th 🗹 Fr 🗌 Sa 🗌 Su	
	from 07:00 to 19:00	Ť.
	+ Add time interval	

>> 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

cess times						
 Access times 						
Days		Access time	s			
Sa		08:00 - 12:0	00. 13:00 - 15:00			Ŵ
Mo, Tu, We, Th, Fr		08:00 - 12:0	00, 13:00 - 18:00			
Weekly:	🗹 Мо	☑ Tu ☑ We ☑	Th 🗹 Fr 🗌	🗋 Sa 🗌 Su		
	from	08:00	to	12:00	Û	
	from	13:00	to	18:00	Ū	
	_					

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.

▲ Aut	horis	satior	ı						
- Per	son								
Hugo	, Hab	oicht (HuHa					× v	→
Be	ain of	fauth	orisa	tion					
07/	12/20	022 1	9:30					×	
End	lofa	uthor	icatio	an					
07/	12/20	022 2	1:50					×	
<		Dece	mber	2022		>			
Mo	Tu	We	Th	Fr	Sa	Su			\bigcirc
28	29	30	1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			?
19	20	21	22	23	24	25 -	Time profile		\bigcirc
26	27	28	29	30	31	1	Permanent access	\sim	(-)
2	3	4	5	6	7	8			~
			21:50)					

- >> 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	1)						1
Validity duration							
\checkmark Use default value	-	14	+	Days			
Person							
Gruber, David (NAOO1)				×	~	→	
Authorisation profile							
Berechtigung 3				×	~	 → 	
Begin of authorisation							
29/10/2021 18:10					×		
End of authorisation							-
Revoke				Issuing	g proto	col	

- >> 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.

Xesar > Access media > KA008	
▲ General data	?
Status	Delete authorisation Block
Do you really want to lock the access medium "KAOO8" a	nd add it to the blacklist?
*	

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.

Xesar > Access media > KA008	
▲ General data	?
Status	Delete authorisation Block
Do you really want to delete the authorisation from the access me	dium "KAOOB"?
× •	



2.9 Assigning replacement medium

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

Access medium BES002 \rightarrow				-
Person				^
David, Gruber (NA001)		$\times $ \sim	→ •	•
Access medium				
KA008		× ~	->	
Authorisation profile				
Berechtigung 3		\sim	· → •	+
Begin of authorisation				
Now		×		
End of authorisation				
01/11/2021 20:20		×		
Individual authorisations:				
Access point / zone	Time profile			
		Issue rep	lacement mee	dium

- >> 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.
- >> 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.

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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. www.evva.com