



exgarde

User Manual

UM0097_1



Foreword

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1 Welcome to EXgarde.

This user manual has been specifically compiled with the end user in mind, covering common tasks within EXgarde that maybe used on a daily basis.

Addition help and information can also be found by pressing the **Help**  Button which you will find on the EXgarde Explorer tool bar. Alternatively, press the **F1** function key on your keyboard when the window is open on your screen.

Select **How to use EXgarde** from the Help menu

IMPORTANT: Some features described in this Help system may not be available in your installation. This may be due to the version of software installed, or the Licence options installed, or it may be due to restrictions set up by the system administrator.

2 Access Areas.

Each Access Area has one or more controlled Doors which allow authorized Keyholders to pass between one Access Area and another. EXgarde has one pre-defined Access Area called Public, which is used to represent the area outside your site, the external world.

Entry into an Access Area is granted to whole Access Groups, rather than individual Keyholders. Each Tenant has its own set of Keyholders and one or more Access Groups. You can implement powerful Group-oriented security policies by allowing particular Groups of Keyholders into particular Areas at particular times. Key Holders are allowed into an Access Area if they are members of any which is allowed in at the time.

Access Areas can be nested, which implies that inner Areas are more secure than outer ones. If members of an Access Group are allowed into an inner (more secure) Area, they are automatically allowed into the outer (less secure) Areas which contain it.

Each Access Area is owned by an owning Tenant, who may control whether the Area is private, or is shared by other Tenants on the Site.

Fire Doors tab allows an input to be set to release doors associated to the area. It is possible to auto reset the fire doors on the same input. This is not a recommended feature due to safety. A warning message is displayed in EXgarde and it is the responsibility of the operator to decide whether to continue to use this feature.

To Create A New Access Area

Select the Building Management Icon in the Navigation Window.



Select the Access Areas icon



Select the  button in the GDA Toolbar

Name the new Access Area in the Name field.

If you wish to add any additional information, then select the Information section and enter it in.



The screenshot shows the GDA toolbar with buttons for New, Save, Delete, Properties, and Schedule. Below the toolbar is a form with a 'Name' field containing 'Loading Bay'. Underneath is an 'Information' section with two fields: 'Long Name' and 'Comment'.

Now expand the Access Configuration section

In the Parent Area drop down, select the Area you wish this new Area to sit under

In the Area Schedule drop down, select the Access Mode Schedule you wish the Area to follow.



The screenshot shows the 'Access Configuration' section with two dropdown menus. The 'Parent Area' dropdown is set to 'Public' and the 'Area Schedule' dropdown is set to 'Key Only'.

In the Access Group Window, tick the Access Groups you want to allow access into the area



The screenshot shows the 'Access Groups' window with a table listing access groups and their tenants. The table has columns for 'Access Group' and 'Tenant'. The groups listed are Cleaners, Directors, Early Shift, Everyone, General Staff, and Late Shift, all with 'Landlord' as the tenant. Checkmarks are present next to Cleaners, Directors, and General Staff.

Access Group	Tenant
<input checked="" type="checkbox"/> Cleaners	Landlord
<input checked="" type="checkbox"/> Directors	Landlord
<input type="checkbox"/> Early Shift	Landlord
<input type="checkbox"/> Everyone	Landlord
<input checked="" type="checkbox"/> General Staff	Landlord
<input type="checkbox"/> Late Shift	Landlord

Expanding the Configuration section will allow more advanced options to be set for the Access Area

In the **Sharing** tab, you can choose the Tenant Rights for other Tenants in relationship to this area

- Select the Tenant you wish to own this area in the drop down
- Click once for User Rights in the Other Tenants window for the required Tenant
- Click twice for Owner Rights in the Other Tenants window for the required Tenant

Configuration

Sharing Anti-passback Fire Report Fire Doors

Owning Tenant

Landlord

Tenants

Sharing Rights of selected Tenant

☐ No Rights

☐ User Rights

☒ Owner Rights

In the **Anti-Passback** tab, you can select your required Anti-Passback rule from the Anti-Passback Rules drop down.

If you have select Timed, then you will need to enter the time in the Duration Field so the card cannot be used through the Areas readers

Configuration

Sharing Anti-passback Fire Report Fire Doors

Anti-passback Rules

None

None

Timed Anti-passback

True Anti-passback

True+Timed Anti-passback

Duration (hh:mm)

00:10

If you have selected True, then you will need to enter the Forgiveness (reset) time in the Forgiveness Time Field

Configuration

Sharing Anti-passback Fire Report Fire Doors

Anti-passback Rules

True+Timed Anti-passbac

None

Timed Anti-passback

True Anti-passback

True+Timed Anti-passbac

Duration (hh:mm)

00:15

Forgiveness Time

Midnight

In the Fire Report section, selecting the Enable Fire Report tick option will include any additional information we select in the next few steps

Selecting the New Page when Field Changes drop down will allow the Fire Report to be sorted alphabetically by the contents of this field in the Keyholders' properties. Each time this field changes, a new page will be started

Selecting a field from the Key Holder Info Field drop down will be included against each [Keyholder](#) in the Fire Report

Selecting the Run Report From Toolbar tick option will allow you to run the fire report from the fire report icon on the toolbar

You can choose if you want the report to be sent to your Windows default printer or a specific printer (which is set in the Fire Doors Tab)

The screenshot shows the 'Configuration' dialog box with the 'Fire Report' tab selected. The 'Enable Fire Repo' checkbox is checked. Below it, the 'New page when fields change' dropdown is set to 'Access Area'. The 'Keyholder Info Field' dropdown is empty. The 'Run Report from Toolbar' checkbox is also checked. At the bottom, there are two radio buttons: 'Use Windows default printer' (selected) and 'Use printer set on Fire Doors tab'.

In the **Fire Doors** tab, select the input which has been configured for Fire activation from the Input to release Fire Doors drop down

Any door with a tick next to it will indicate it is a Fire Door in the Doors associated with area window. It is possible to auto reset the fire doors on the same input. This is not a recommended feature due to safety. A warning message is displayed in EXgarde and it is the responsibility of the operator to decide whether to continue to use this feature.

The Print Fire Report option will allow to choose a specific printer to send the report to

The screenshot shows the 'Configuration' dialog box with the 'Fire Doors' tab selected. The 'Input to release Fire Doors' dropdown is set to 'Input 4 (excelbio)'. Below this is a table titled 'Doors associated with area.' with columns 'Door' and 'ACU'. The table lists three doors: 'Door 1' (excelbio), 'Door 1' (MG), and 'Door 2' (MG). Each door has a checkbox to its left. Below the table, the 'Auto Reset Fire Doors on Input' checkbox is checked. The 'Print Fire Report' checkbox is unchecked. At the bottom, the 'Printer' dropdown is set to '\\TDSIADC01\Canon CLC5151 Colour'.

	Door	ACU
<input type="checkbox"/>	Door 1	excelbio
<input type="checkbox"/>	Door 1	MG
<input type="checkbox"/>	Door 2	MG

When you are happy with the changes, click on the Save button

3 Access Groups

Each Tenant may have a number of Access Groups.

Each Access Group comprises a number of Keyholders. Each Keyholder is allowed into an Access Area if they are a member of an Access Group which is allowed into the Area at that time.

A Keyholder can be a member of several Access Groups, and all Keyholders belonging to a given Tenant are members of that Tenant's Group called 'Everyone'. This is the default Access Group and every

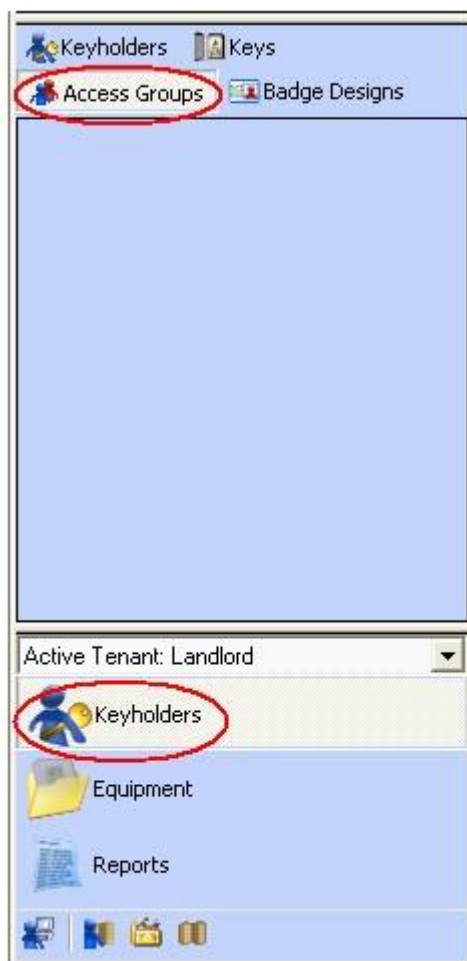
Keyholder added to EXgarde will be a member of the Everyone Group

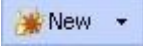
An Access Group may have a Group Schedule associated with it, in which case the Keys of its members are only valid when the schedule indicates. If there is no weekly schedule, then the Groups Keys are valid 24-hours per day, seven days per week. Up to 64 Group Schedules are allowed in a single Access Control Site, plus any number of non-scheduled Groups.

By allocating Keyholders to Access Groups, and granting Groups access into Areas, you can manage large numbers of Keyholders quickly and reliably, without having to remember the configurations of ACUs, Doors, or Readers

To Create A New Access Group

- In the Navigation Window, select Keyholders
- In the Navigation Window, select Access Groups



On the Tool Bar, click the  button

Enter the name of the new Access Group

If you wish to use the Long Name & Comment fields, then click on the Information drop down and enter the details

The screenshot shows a form with a 'Name' field containing 'New Access Group 1'. Below it is an 'Information' section with 'Long Name' and 'Comment' fields, both currently empty.

Expanding the Configuration section will allow you to select the Time Schedule you wish the Access Group to follow (default is Unrestricted Access i.e. 24/7)

The screenshot shows the 'Configuration' section with a dropdown menu for 'Access Group Schedule'. The menu is open, showing options: '9am to 5pm', 'Create new group schedule', '9am to 5pm', 'Early Shift', 'Late Shift', and 'Unrestricted Access' (which is highlighted).

It is also possible to set the key holders within this access group to be Intruder System Users.

☒ Intruder System Users


By selecting the List drop down, you have the ability to do two things.

You can choose what Access Areas you are allowing this new group rights to (by using the tick box / multi select method).

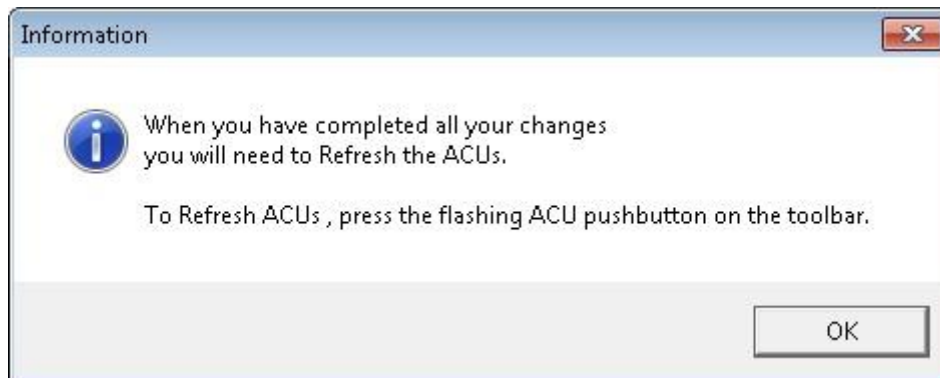
The screenshot shows the 'Lists' section with the 'Access Areas' tab selected. It displays a table with columns 'Access Area' and 'Keyholders'. The 'Access Area' column has three rows: 'Building', 'Reception', and 'Test Area'. Each row has a checkbox to its left, all of which are checked.

Selecting which Keyholders you want to be a member of this new Access Group.

The screenshot shows the 'Lists' section with the 'Keyholders' tab selected. It displays a table with columns 'Name' and 'Access Areas'. The 'Name' column has six rows: 'New Keyholder 1', 'New Keyholder 2', 'New Keyholder 3', 'New Keyholder 4', 'New Keyholder 5', 'New Keyholder 6', and 'Paul Ford'. Each row has a checkbox to its left, all of which are checked.

Once happy with the changes, click on the  button.

The message below will appear making you aware that changes have been made and the new parameters need to be sent to the ACU when you are ready.



Click **OK** and select the red flashing ACU icon on the tool bar (or select it when all changes have been made).



4 Keyholder Groups

A Keyholder Group is a way of grouping multiple Keyholders together for improved housekeeping.

It can also be used to create a default Access Level if a Keyholder is added to the group with a default rights set.

For example, a school may create different groups for each year. Each year will have different default Access Groups automatically assigned to them.

Information Fields can also be added for additional information if required (i.e. departmental information etc.)

The Keyholder Group will also default to a specific Key Box.


The Keyholder group can be shared with other tenants and allow other tenants to assign other tenants' Keyholders to their access groups.

The Name, Long Name and Comment fields within the properties can be configured to display as a different heading. Long Name and Comment can also be defined as a list or as a unique field.

To Create A New Key Holder Group

- Click on Key Holders in the Navigation Window.
- Click on Key Holders.



- Click on  New.
- Give the new Keyholder Group a name.
- If you wish to add a Long name or Comment then expand the Information Menu and enter them.
- By expanding the Options Menu you will see four further options.



- If you wish to add any Info Field Headers, (which will show up blank in the Keyholder details, ready for info to be entered) then you have 8 to choose from.
- Type in the header you want the field to be called and select if you want a Free Format (free text upon entry), List (has a drop down list upon entry), Date (gives answer in date format) or Date & Time (gives answer in date and time format).



To set a Default Group (which the Keyholder will be a member of automatically when added to the Keyholder Group) simply click on the Default Groups tab and tick the Access Groups you wish to use.

Default Groups	
	Name
<input type="checkbox"/>	Access All Areas
<input type="checkbox"/>	Cleaners
<input type="checkbox"/>	Demo Access Group
<input type="checkbox"/>	Development
<input type="checkbox"/>	Directors
<input type="checkbox"/>	Intruder Operators
<input checked="" type="checkbox"/>	Staff
<input type="checkbox"/>	Stores Visitor
<input type="checkbox"/>	TDSi Test
<input type="checkbox"/>	Visitors

To set default Keyholder Type, the Key Box to be used and the Expiry Date, click on the Quick Default and select the required options.

Options

Info Fields Default Groups Quick Default Sharing

Keyholder Types

☐ Trackable ☒ Keyholder

☐ Extended Lock Time ☐ Trustee

☐ Notification

Keys

Key Box Expire Options

General Use None

If you have a multi-Tenant system, then by clicking on the Sharing tab, you can choose if you want the Keyholder Group to be seen by other Tenants.


Info Fields Default Groups Quick Default Sharing

Owning Tenant

Landlord

Allow following tenants to view community:

	Tenants
<input type="checkbox"/>	[Redacted]

When all your changes have been made, click on the  Save button.

5 Keyholder

A key is assigned to a Keyholder. It could be a member of staff or a student for example. It is his or her responsibility to manage and take responsibility of their access Key.

EXgarde does not require you to assign every Keyholder access through all doors needed for this person; it uses Access Groups for ease of access management.

A Keyholder can hold multiple Keys of multiple technology types.

To Create A New Keyholder

- In the Navigation Window, select Keyholders.
- Now select All Keyholders.



In the GDA Toolbar, select  New.

The GDA will now show the properties of the new Keyholder.

Name: Fred Smith

+ Keyholder Information

- Keyholder Keys

Key to issue: 12345678

Key Type: Magnetic

- Keyholder Security Options

☒ Keyholder

☐ Trustee

☐ Trackable

☐ Extended Lock Time

☐ Notification

Access Group

<input checked="" type="checkbox"/>	Everyone
<input checked="" type="checkbox"/>	General Staff
<input type="checkbox"/>	Cleaners
<input type="checkbox"/>	Directors
<input type="checkbox"/>	Early Shift

The first thing to do is rename the new Keyholder with the correct name.

If you wish to add additional information, expand the Keyholder Information drop down and fill in the Long Name & Comment fields.

Expand the Keyholder Keys section and select a key from the keys to issue.

If no Keys are on the system, then enter in the Key number in the blank Key to issue field and press return (this will add the Key to the system and assign it to the new Keyholder).

- Keyholder Keys

Key to issue: 54125325, 54125326, 54125327, 54125328, 54125329

Key Type: Magnetic

Now the Keyholder has a key, we need to assign him to an Access Group (multiple Access Groups are allowed).

Expand the Keyholder Security Options section.

Using the tick box method, simply select which Access Groups you wish the Keyholder to be a member of.

Keyholder Security Options

☒ Keyholder

☐ Trustee

☐ Trackable

☐ Extended Lock Time

☐ Notification

Access Group

<input checked="" type="checkbox"/>	Everyone
<input checked="" type="checkbox"/>	General Staff
<input type="checkbox"/>	Cleaners
<input type="checkbox"/>	Directors
<input type="checkbox"/>	Early Shift

If your system is using the Additional Fields from the Tenant or Keyholder, then click on the **Keyholder Additional Information** section to enter in the text or select from its drop down options.

Keyholder Additional Information


Tenant Key holder group Community Membership

Tenant Information

Car Reg No. Department

A B

C

If the Keyholder requires a photo to be added, then click on the  Photograph button in the Tool Bar.

You have two ways to assign a photo to the Keyholder.

- One is to use a file which is already on the PC (Browse).
- Two is to capture an image from a Webcam / Camera.

Preview Source

☐ Current Database Image
Delete

☒ Image File
Browse

☐ Camera
Live Image

Camera settings

Source Format

To browse to an image, simply select the Browse button and select the image required.

Once it has been selected, you will need to take a snap shot of part of the image to fit into EXgarde by clicking in the Photograph Area and moving the Snap Shot Box to the required location.

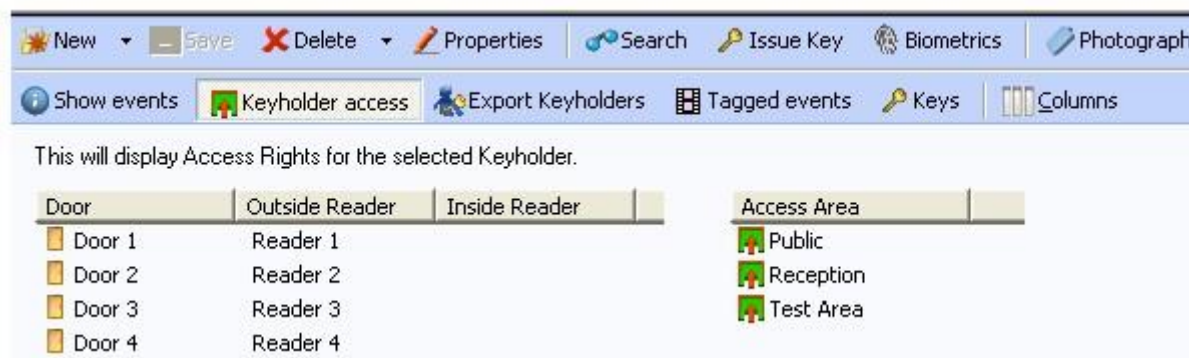


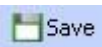
To capture an image live from a camera, simply select the **Live Image** button, capture the image and store it.

Now the Keyholder has been configured, an easy way to check what Doors he or she is allowed through, you can press the Keyholder Access button in the Tool Bar.

Select the Doors radio button to display the Doors.

A Door list will appear showing you the doors the Keyholder can access.



Once you are happy with the changes, press the  **Save** button to store the Keyholder.

6 Key Box

To help you keep track of large numbers of Keys, EXgarde uses the idea of a Key Box, which maintains a history of related Keys, such as Visitor Keys, Cleaner Keys, etc.

Each Key Box can be configured to have a default validation period.

Multiple Key Boxes can be used to help in keeping your system tidy (for example, a school may have a Key Box for each year or a site with dual technology might have different Key Boxes for each technology type).

To Create A New Key Box

- Click on Keyholders in the Navigation Window.
- Click on Keys.




Click on  New.

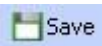
Give your new Key Box a name.

If a default validation period is required, then select the number of days to make it expire in the Options section.

In the Action drop down box select the action you want to happen upon the expiry period of the Key Box.



The screenshot shows a configuration window for a 'Key Box'. At the top, there is a 'Name' field with the text 'New Box 1'. Below this are two expandable sections: '+ Information' and '- Options'. The 'Options' section is expanded, showing two radio button options: 'Never Expire' (which is selected) and 'Expire the Key after' followed by a numeric spinner set to '0' and the text 'of consecutive unused days'. At the bottom, there is an 'Action' label and a dropdown menu currently showing 'Suspend key'.

Click on  Save when you are happy with your additions.

7 Keys

A Key is the means of opening a Door controlled by a Reader.

Each Key contains a unique serial number (decoded as an 8-digit number).

Readers may optionally have a Keypad attached or integrated which allows the Keyholder to enter a Personal Identification Number (PIN) associated with the Key before access is granted.

EXgarde supports a number different Key and Reader technologies, including MICROcard (infrared), Magnetic (Clock & Data) and Wiegand.

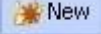
A Keyholder can hold more than one key (for example Magnetic (Clock & Data) for a proximity card and Wiegand for Biometric entry).

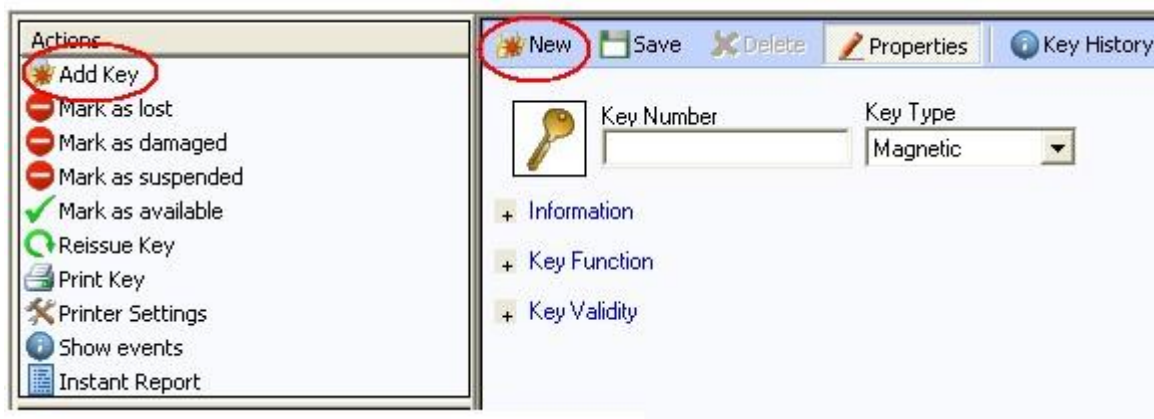
To help you keep track of large numbers of Keys, EXgarde uses the idea of a Key Box, which maintains a history of related Keys, such as Visitor Keys, Cleaner Keys, etc.

To Create A New Key

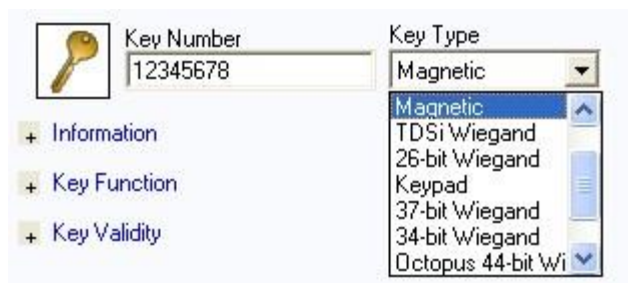
- In the Navigation Window, select Keyholders.
- Now click on Keys.
- Now select the Key Box you wish to add the new Key to.



You can either select the  button in the Toolbar or select Add Key button in the Actions window.

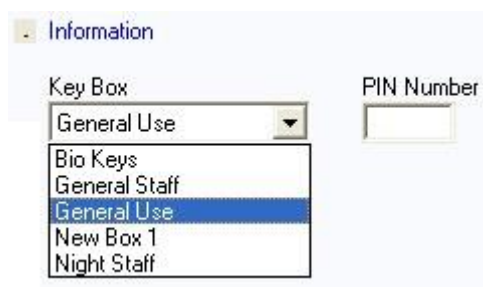


Enter in the new Key number and select the Key Technology from the Key Type drop down.



If you wish to change the Key Box you are adding the Key to, then expand the Information section and select the new Key Box in the drop down.

If you wish to assign a PIN to the Key (to be used on Keypads), then expand the Information section and enter it in the PIN field.



In the Key Function section, you can choose if you want the key be used for Access or as Relay Control.

Select the Access Control option if you wish the key to be used to open doors.



Select the Relay Control option if you wish the key to be used to fire a relay.

In the drop down, select what action you want the relay to follow (Toggle State, Turn On, Turn Off or Pulse).

Then select the relay you wish to be triggered by the Relay Control Key.



Key Function

☐ Access Control
☒ **Relay Control**

Toggle State

Relay	ACU
Door 1 Lock Strike	TDSi EXcel
Door 2 Lock Strike	TDSi EXcel
Door 3 Lock Strike	TDSi EXcel
Door 4 Lock Strike	TDSi EXcel

The Key Validity section will allow you to restrict a card with a validity period.

By default, new cards will be set to Not Restricted.




Key Validity

Key Validity Starts

☒ Not restricted
☐ Valid from 10/07/2009

Key Validity Ends

☒ Not restricted
☐ Valid Until 10/07/2009

Once you are happy, click on  Save in the Toolbar.

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Because everyone deserves peace of mind

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