

# Using access levels and time zones

## Overview

The Access Level is at the heart of Net2. Each one defines the relationship between the doors and the times when a user has access through them.

When you set up a user's record, you select the access level that is applicable to them. With a possible 250 access levels, all combinations can be catered for.

Timezones are used to define the time periods and are discussed later in this application note.

# Paxton

## Access levels

Net2 Access Control		1st Floor, 2nd Floor and Car Park		
🛸 Events	=	Door / Area name	Timezone	
😫 Users	=	🐺 1st Floor (In)	All day, every day	
📲 Access levels		🐺 2nd Floor (In)	All day, every day	
No access		🗢 3rd Floor (In)	At no time	
🖷 All hours, all doors		🕒 Car Park (In)	Working hours	
🖷 Working hours	-	🐺 Car Park (Out)	All day, every day	
	F.			
Net2 actions  Add new access Level Log off Net2 details  \$ 1st Floor, 2nd Floor	E			
and Car Park				

In the above example we see an entry in the table for every reader that has been enabled. The Car Park ACU has both In and Out readers installed and so this 4 door system has a total of 5 entries. Alongside each entry is the timezone that defines when this reader is active and users who are assigned this access level will use these reader restrictions.

The three timezones used here (All day, every day / At no time / Working hours) are already set up as defaults in the software. You can modify the Working Hours timezone if required.

We have allowed full access to the 1st & 2nd floors, restricted the access to using the Car Park and denied access to the 3rd floor. By naming the access level with its description, it makes it easy to assign the correct one to a user as its name will display in the user record in a drop down menu for easy selection.

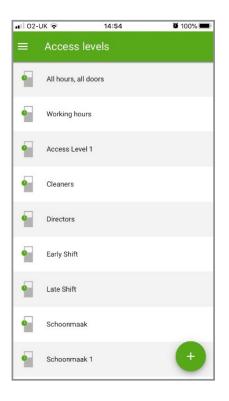
A basic system could be configured with these default timezones in different door combinations.

NOTE: It is usually good practice to set Out readers to All day/every day to avoid locking people on site after work.

## Web UI example

	Net2	ome > Access levels	
₽ \$	Demo Everlong 🛠	All hours, all doors	1
<b>#</b>	Home	Working hours	ъ
1	Users		-1
	Access levels	Access Level 1	1
e	Timezones	Cleaners	
*	Roll Call	Prectors Directors	
8		Early Shift	
	Reports	Late Shift	
		Schoormaak	
¢°	Options	Schoormaak 1	
Ø	Logout	Standard Users	+

## App UI example



## Creating an access level

When deciding what access levels are required, you should determine how the system will be used by the customer in the future.

A site manager will easily relate to the physical layout of the building.

Example names: 1st Floor only, 1st Floor, 2nd Floor & Car Park. This makes it easy to upgrade a user from one to the other just be selecting the new level in their user record.

A personnel department may be better suited to defining access levels by user/job type.

Example names: Accounts Dept, IT staff, Cleaners, etc. These will often give access through the same doors but they will have different timezones.

You can use either style or a mix of both as required. Examples of both appear in this document.

To add a new access level, click on Access levels in the tree view and then New access level.

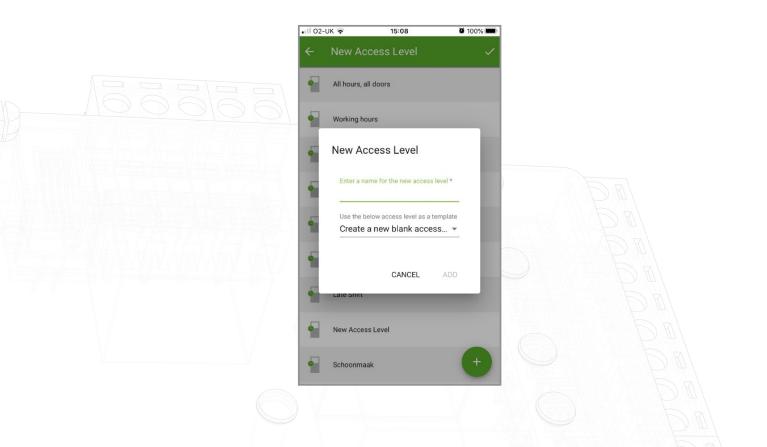
You now have the option to create a new blank access level with all timezones and all readers set to At No Time, or you can use one of the existing access levels as a template. This is helpful if there is a large numbers of doors on a system and this new level only differs slightly from an exisiting one.

-		2				
	Net2 Access Ltd - Net2 Access Co	ontrol				
	<u>File View Go Tools Options H</u> elp					
	🔶 Back 🔹 📄 🐳 💽 Refrest	n 🛛 📇 Print 🕵 Find	user 🛛 😑 Open door 🛛 🛀 New access level 👻			
	Net2 Access Control	Access levels				
	🖾 Events	🗄 New access level				
	🕀 😫 Users					
	Access levels     Timezones	H hours, all doors	Create a new Access Level			
	Doors     Areas		You can either create a new blank Access Level, or you can base it on an existing one.			
	💁 Anti-passback		Please choose			
	🕀 🎽 10 Boards		Create a new blank Access Level			
			Please enter a name for the new access level.			
	🕀 🔞 Reports					
	Roll call Net2 operators		OK Cancel			
	Net2 actions 🔹 🛞					
	嵋 Add new access level 웄 Log off					



Demo Everlong	K All hours all doors	
Home	All hours, all doors	
Users	Working hours	
Access levels	Access Level 1 New Access Level	
Timezones	Cilcaners Enter a name for the new access level * New Access Level	
🕌 Roll Call	Directors     Use the below access level     Create a new blank access level	
Events	Eany Shift	
Reports	CANCEL ADD	
	Sotoonmaak	
Options	Schoonmaak 1	
🖒 Logout	1406.5000 Standard Users	+

# App UI example



You can set the access level for all people in a department by right clicking on the department in the tree view, and selecting Properties.

🕀 🥵 Directo	rs	Set the properties for all users in R_D
	Add new user Add new department Rename Delete Print user summary <b>Properties</b>	Access level         Set the access level for the entire department         Activity access level for the entire department         Anti-passback         Image: The users obey anti-passback rules         Card template         Choose a card template for entire department

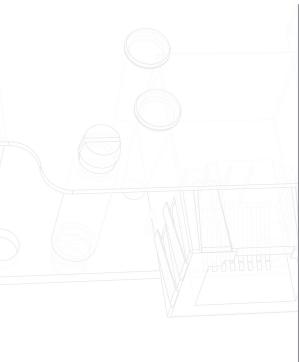
# Net2 APN-1038

Nexton Access Ltd - Net2 Access Control					
<u>File View Go Iools Options Help</u>					
👍 Back 🗸 🛶 🕞 Refresh 🔚 Print 🧕 Find user 📔 Open door 🔚 New access level 🗸					
Set 2 Access Control		1st Floor, 2nd Floor and Car Park			
📫 Events		Door / Area name	Timezone		
🛨 😫 Users		🐺 1st Floor (In)	All day, every day		
📃 🖃 Access levels	=	🐺 2nd Floor (In)	All day, every day		
No access		🗢 3rd Floor (In)	At no time		
All hours, all doors		🕒 Car Park (In)	Working hours		
Working hours		🐺 Car Park (Out)	All day, every day		
📲 1st Floor, 2nd Floor and	1(		07.30 - 09.00		
🖂 🕒 Timezones			All day, every day At no time		
At no time			Working hours		
All day, every day					
Working hours	-				
	*				

# Web UI example

L Demo ♀ Everlong	Area name	Timezone
Home		
	Outside world	At no time
Users	Reception	All day, every day
Access levels		Working hours
Timezones		My Timezone
Roll Call		New Timezone
Events		
Reports		
Options		

# App UI example



🛯 02-UK 📚	15: <b>10</b>	🕫 🖬 100% 📼
← New		
Area name		
Outside world		
At no time		-
Reception		
At no time		•

Once the basic level has been created, you can then select the timezone by clicking directly on the timezone entry (right hand column) and activate the drop down menu of available timezones.

## Timezones

The Net2 system makes use of timezones in functions that depend on the time and day of the week. Once a timezone has been set up, it can be used for any number of features that need to be active during the defined time period. The maximum number of timezones is 64.

Their main use is in Access levels to define active time periods but they can also control system functions, like opening the main gates during working hours.

A timezone is made up of several timeslots. An example is shown below for a Cleaner.

Sunday Monday - Friday Saturday Public Holidays No Time 6am to 10am 7am to 11am 7am to 11am

Timezones can have several timeslots per day allowing for break times, evening classes, etc. The maximum number of timeslots per timezone is over 2000.

Access levels	Cleaners			
No access All hours, all doors	•			
🍟 Working hours 🍟 1st Floor, 2nd Floor and ( =	Sunday			
Timezones     At no time	Monday			
All day, every day	Tuesday			
07.30 - 09.00 Cleaners	Wednesday	<u> </u>	<b></b>	
Doors	Thursday			
Net2 actions	Friday	<u>.  </u>		
▲ Add new timezone ★ Delete timezone ♣ Log off	Saturday 0:00	3:00 6:00 9:00	12:00 15:00	18:00 21:00 24:00
Net2 details	Public holiday			
Cleaners		· · · · · · · · · · · · · · · · · · ·	···	
Net2 documentation 🛛 📎	Start time: 07:00 -	õ		Delete Apply
	,		System en	gineer 🛛 🖳 Winner

## Web UI example

New Timezone

Enter a name for the new timezone

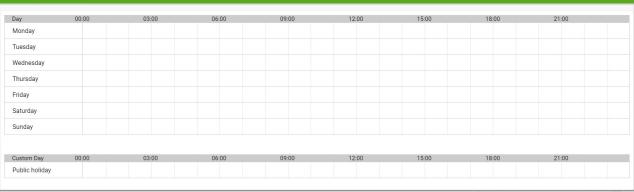
Name \*

New Timezone

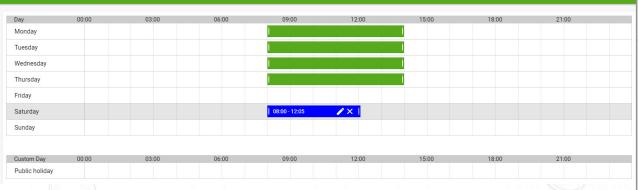
CANCEL

ΟK

Home 🔰 Timezones 🔰 New Timezone



#### Home 🔰 Timezones 🗲 New Timezone



Edit Timeslot

Set the start and end time of the timeslot

 Start
 End

 06:30
 ↓
 \_
 13:

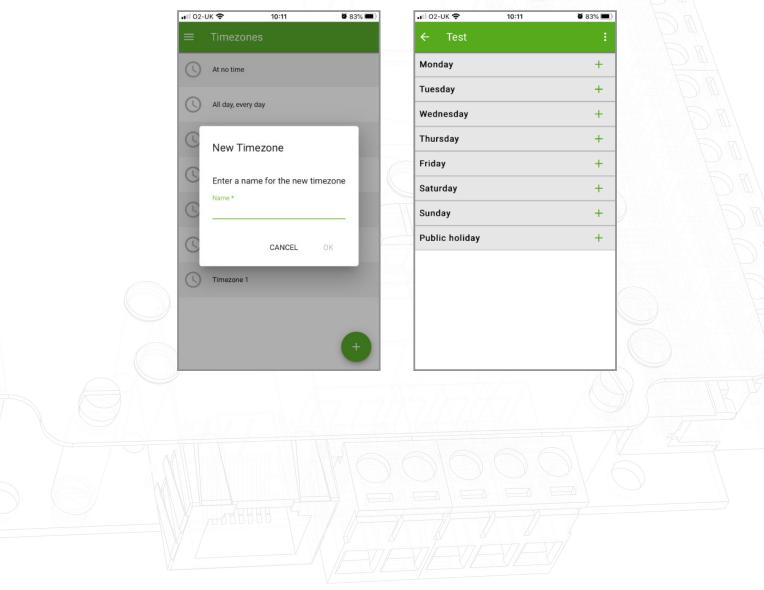
13:30

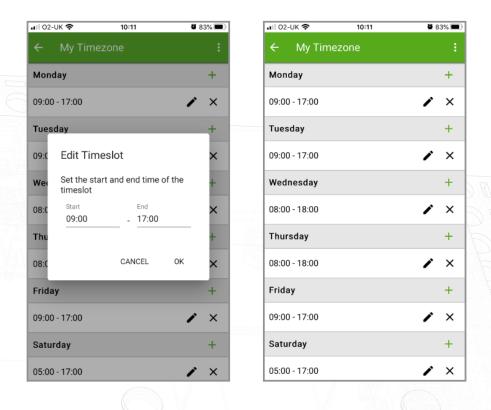
CANCEL OK

## Net2 APN-1038

	Vet2	Home > Timezones
	L Demo O Everlong 🛛 🛠	At no time
	Home	All day, every day
Δ	Users	
AE	Access levels	Working hours
AC	Timezones	My Timezone
	📥 Roll Call	New Timezone
	Events	Pancakes
	E Reports	C Test
		Timezone 1
	Options	Timezone 3
	C Logout	

# App UI example





New Timezones are created in the same way as Access levels. Click on Timezones in the tree view and New timezone.

#### - Adding timeslots

New timeslots can be added by putting the mouse pointer on the required day at the start time, click and hold the left mouse button while dragging the pointer to the end time. Note: The values also display in the time window at the foot of the page.

#### - Deleting timezones

Timezones can be deleted by clicking the 'Delete' button.

#### - Deleting timeslots

Timeslots can be deleted by first selecting the timeslot and pressing the 'Delete' button.

#### - Dragging and dropping

Timeslots can be moved by dragging and dropping. Select the timezone by holding the left mouse button down and moving the pointer whilst the timeslot is selected. The start and end times of a timeslot can be adjusted to the nearest 15 minutes by dragging the end of the timeslot.

## - Start time and End time windows

These appear in the bottom left hand corner of the main display window. When a timeslot is selected the start and end times are displayed. The timeslot can be adjusted to the nearest 1 minute using up and down arrows.

## - Copying and pasting

Clicking on the right mouse button whilst a timeslot is selected will activate cutting, copying and pasting. An entire sequence of timeslots in one day can be copied using the copy day feature.



#### - Public holidays

As well as the 7 days of the week, there is an entry for public holidays. This allows specific timeslots to be set up for days that are nominated as public holidays. By default, this is left blank so that any days defined as public holidays will not allow access. (except All day, every day)

In the previous example, the Cleaners timezone has been set up to allow access to the premises between 7am and 11am on public holidays.

#### - Apply

Changes must be applied for them to be added to the database and become active immediately.

#### - Naming the Timezone

As with Access levels, choosing the name you give them will make future programming much easier. As the name of each timezone appears in the access level alongside its reader it may be better to use a description (e.g. Mon-Fri : 06:00 - 18:00) rather than the user (Cleaner).

If you use the time of day (07:30 - 21:00) then clearly you should not modify the timezone in future but create new ones (07:30 - 23:00) should the need arise. However if you have created a Cleaners timezone, only users with access levels linked to the Cleaners timezone will be changed.

It is always a balance that you will need to decide during installation, although names can be changed at any time in the future.

We can now use this Cleaners timezone to define a Cleaners Access level that limits their building access but gives them 24 hour access to the car park to deliver materials etc.

🔀 Paxton Access Ltd - Net2 Access Co	ontrol	
<u>File View Go T</u> ools <u>O</u> ptions <u>H</u> elp		
🔶 Back 🕶 📄 🐳 🛃 Refresh	🛛 🚐 Print 🕵 Find user 🛛 🖶 Open door 🛛 🛀 New acce	ss level 🗸
🙎 IT test 🔷	Cleaners	
🖃 🖳 Access levels	Door / Area name	Timezone
🝟 No access	🕒 1st Floor (In)	Cleaners
📲 All hours, all doors	🕒 2nd Floor (In)	Cleaners
🝟 Working hours	🕒 3rd Floor (In)	Cleaners
	暮 Car Park (In)	All day, every day
	🐺 Car Park (Out)	All day, every day
🖃 🕒 Timezones 🗉		
🕒 At no time		
🕒 All day, every day		
🕒 🕒 Working hours		
J 07.30 - 09.00		
🕒 Cleaners		
🕀 🖬 Doors 🗸 🗸		

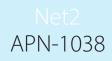
Below we see the user's record that also displays the access level. The level assigned is set up on this screen.

# Net2 APN-1038

Paxton Access Ltd - Net2 Access Eile View <u>Go T</u> ools <u>O</u> ptions <u>H</u> e				
Back -		Open door 🛛 🥥 New user	_	
			·	
🖃 😫 Cleaners 🧳	Jones, Hilda	-		
Sones, Hilda → 😫 Directors	First name	Hilda		
	Surname	Jones		
🕀 🔜 Sales	Department	Cleaners		▼ New dept.
🛨 😫 Visitors	Telephone		Fax	
S 3325	Personnel number			
		Valid from	Expires end	
Mo access		11/11/2009	Never expires	
All hours, all doors	Access rights Tokens Other o	letails   Memo   Events   Curre	ent validitu Anti-passback	
Working hours	<ul> <li>Individual permissions</li> </ul>			1
	Access level permissions			
Net2 actions 🔹 🛞	Cleaners			
😑 Bar user	Door / Area name		Timezone	
X Delete user	1 st Floor (In)		Cleaners	
ዿ Add new user 📌 Log off	🕒 2nd Floor (In)		Cleaners	
() Log on	Gar Park (In)		Cleaners All day, every day	
Net2 details	Car Park (Dut)		All day, every day	
Jones, Hilda				
Currently not in the				
building				
Net2 documentation 😵	This user can arm/disarm the in	itruder alarm system		
	Get picture Delete picture	Bar user Delete	record Export vcf	Apply
			System engineer 1 Items	: 😡 Winner 🏑

It is possible to create a User record with its own Access level by selecting Individual permissions. Assigning a Timezone to each reader is the same as for a normal Access levels.

Paxton Access Ltd - Net2 Acc		introl			(	- • ×
<u>File View Go T</u> ools <u>O</u> ptions						
🛑 Back 🕶 📄 🐳 🔁	Refresh	Print 횑 Find user	Open door 🤵 New user	•		
Events Users Searcount		IT test First name Surname Department Telephone Personnel number	IT test (none) Valid from	Fax	Expires end	New dept.
	Ŧ	Access rights Tokens Other o	[11/10/2009		Never expires	
Net2 actions Bar user Delete user Add new user	*	Individual permissions     Access level permissions     Individual permissions				
Rud new user		Door / Area name		Timezone All day, every day 07.30 - 09.00		
Net2 details	*	🐺 Outside world		All day, every day		
IT test Last known location Car Barrier 2 (Out) 10/10/2009 16:29:33		Beception / Sales		07.30 - 09.00         07.30 - 09.00         All day, every day         At no time         Cleaners         Working hours		
Net2 documentation	*	This user can arm/disarm the in	itruder alarm system			
		Get picture Delete picture	Bar user Delete	record Export v	rcf	
					System engineer	🔡 Winner 🍃



This option should only be used for Emergency/Test situations where a normal access level would take time to create and assign. Their use should be kept to a minimum.

Individual permission levels do NOT show in the Access level tree view and are therefore much more difficult to trace and control.

It is far better to create an Access level for one user (e.g. Directors Assistant) than to create a user record with 'hidden' permissions. These individual records will all need to be updated when doors/readers are added to the site and may get forgotten.

- Using Areas and Area groups

NOTE: In the above example, areas have been used in the software which can combine several doors. Only one entry per area is required, thus reducing the number of things to configure. See AN1023 : Configuring areas and area groups < <u>http://paxton.info/978</u> >