



## How to manage your Paxton10 system

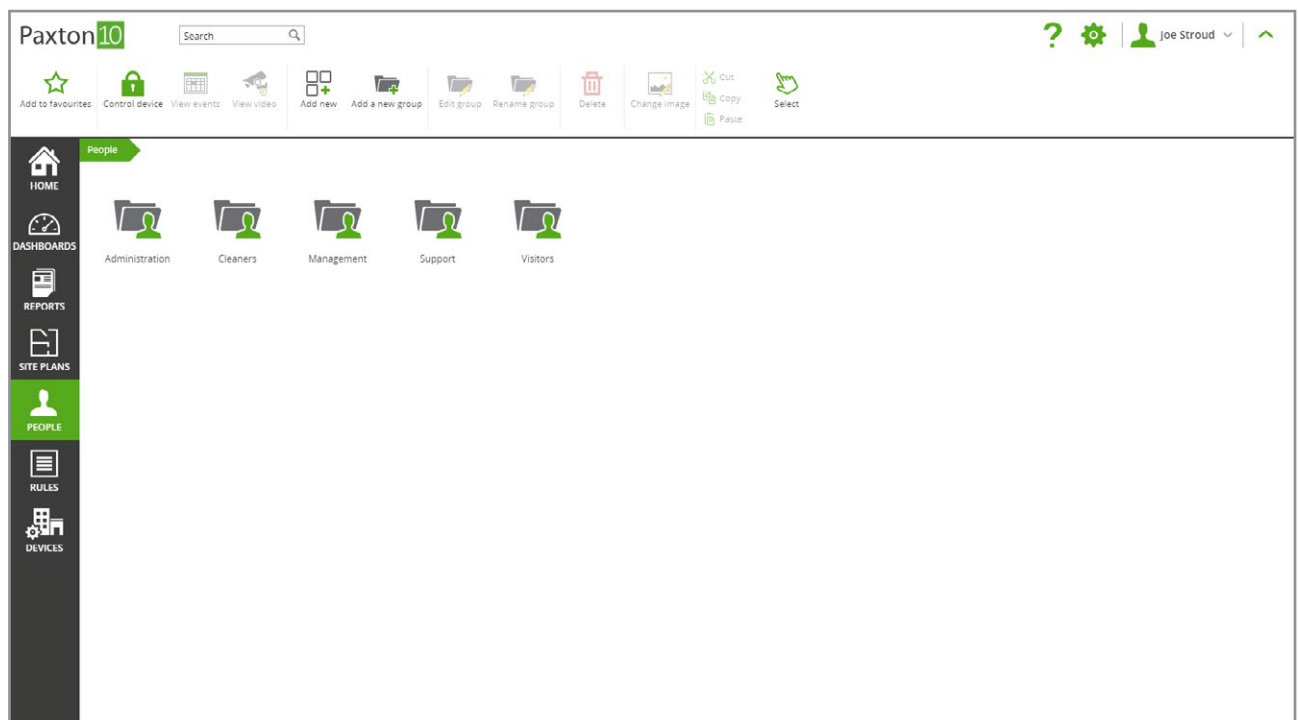
### Overview

Managing the Paxton10 system can be made easy; there are many ways to organise and manage people, devices and rules, along with shortcuts and tips that can make every day use more efficient.

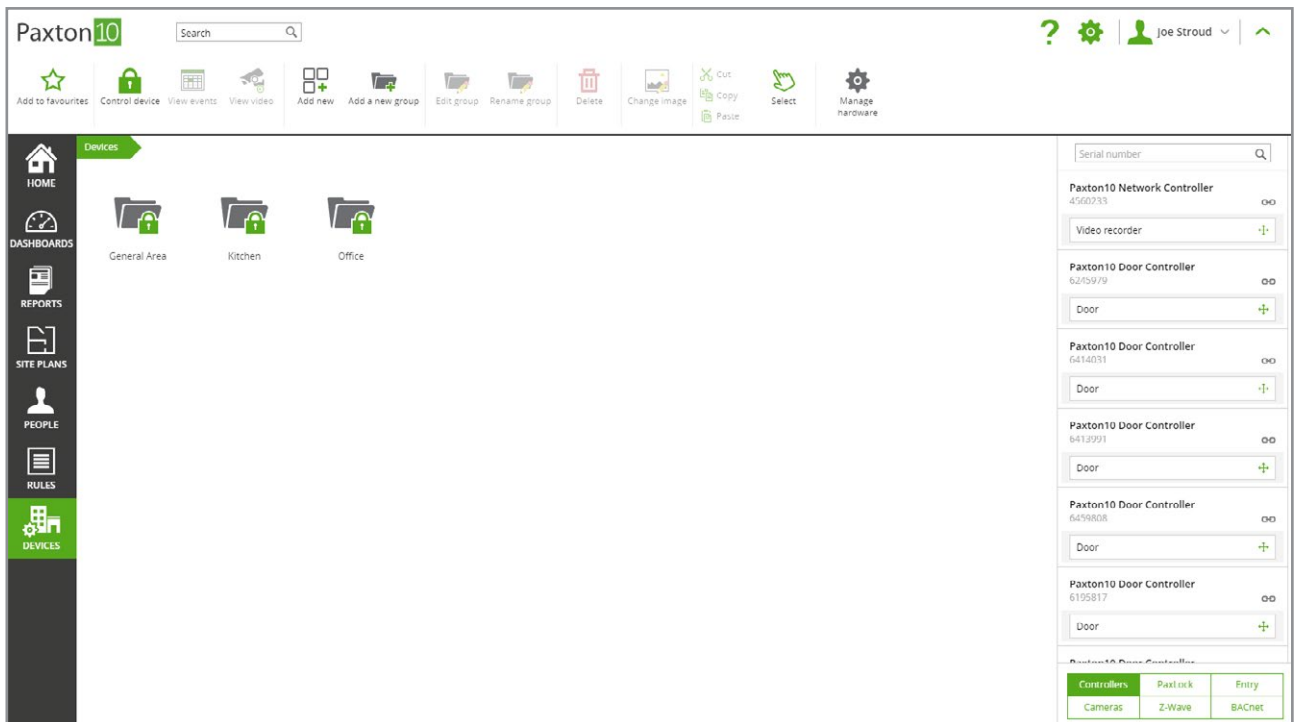
### Grouping

Groups are a way of keeping together items of the same type. They can be created in many places on the system, for example:

- Group people by the site that they work at – instead of having a full list of all people, separate them into groups of where they work. Groups can then be further divided into departments.

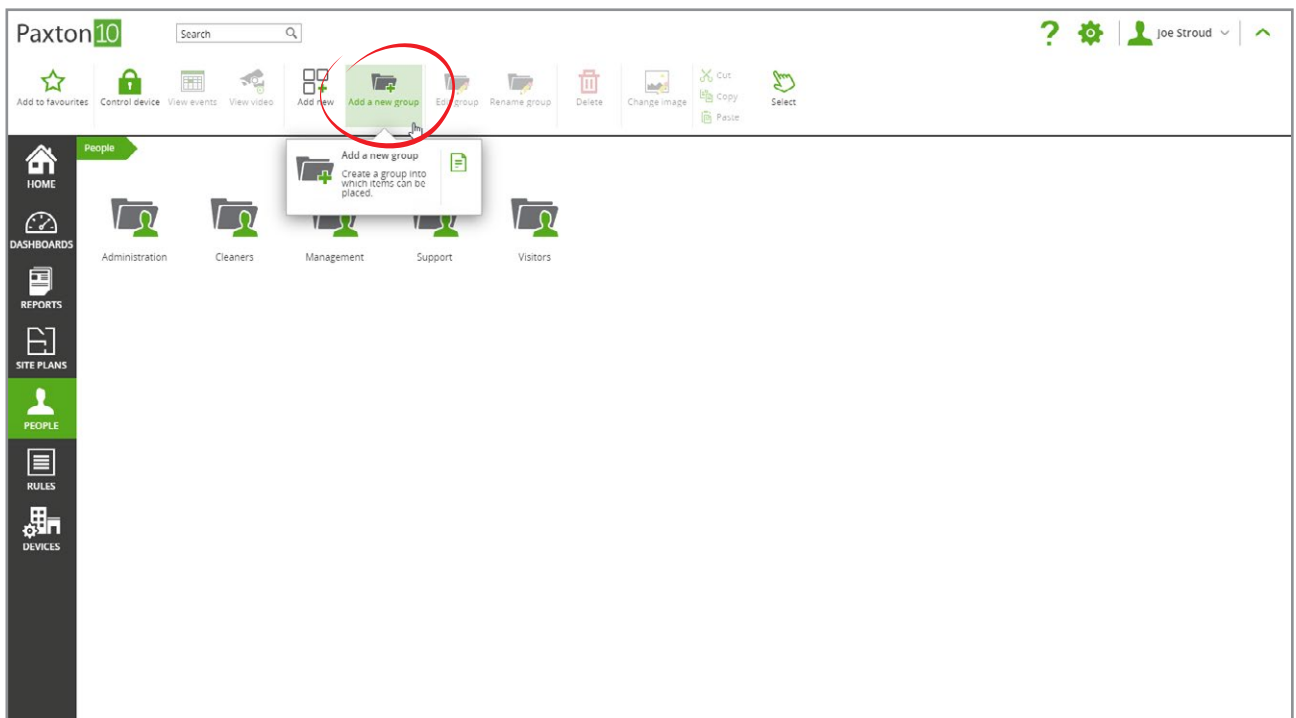


- Group devices by their location – a long list of devices can be confusing, group them by which floor they are on or the room they are for.



## Create a group

1. Navigate to the area of the software where a group is required
2. Select 'Add a new group' from the menu, then give it a name
3. Click 'OK'



## Using groups

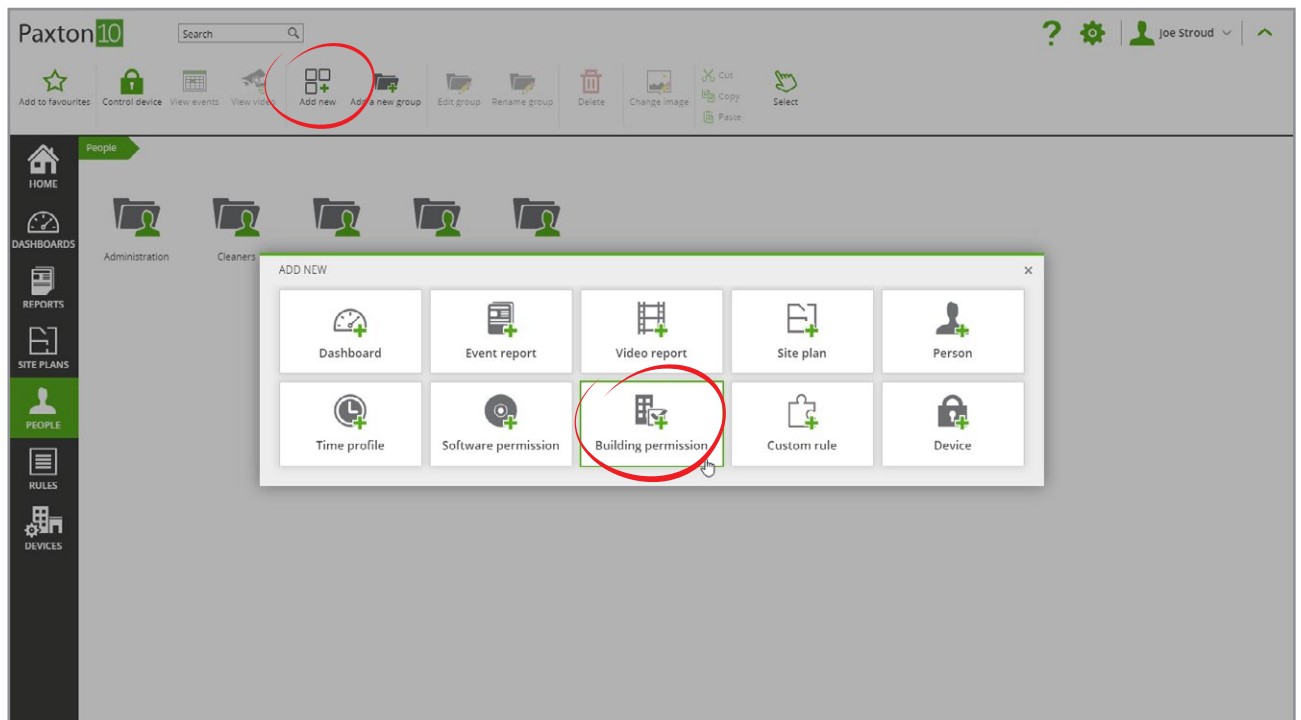
As well as making it easier to find the device or person, grouping also has other benefits:

- Apply permissions to a group instead of selecting individuals.
- Create reports for groups of people or groups of devices.
- Control groups of devices at once with a single selection.

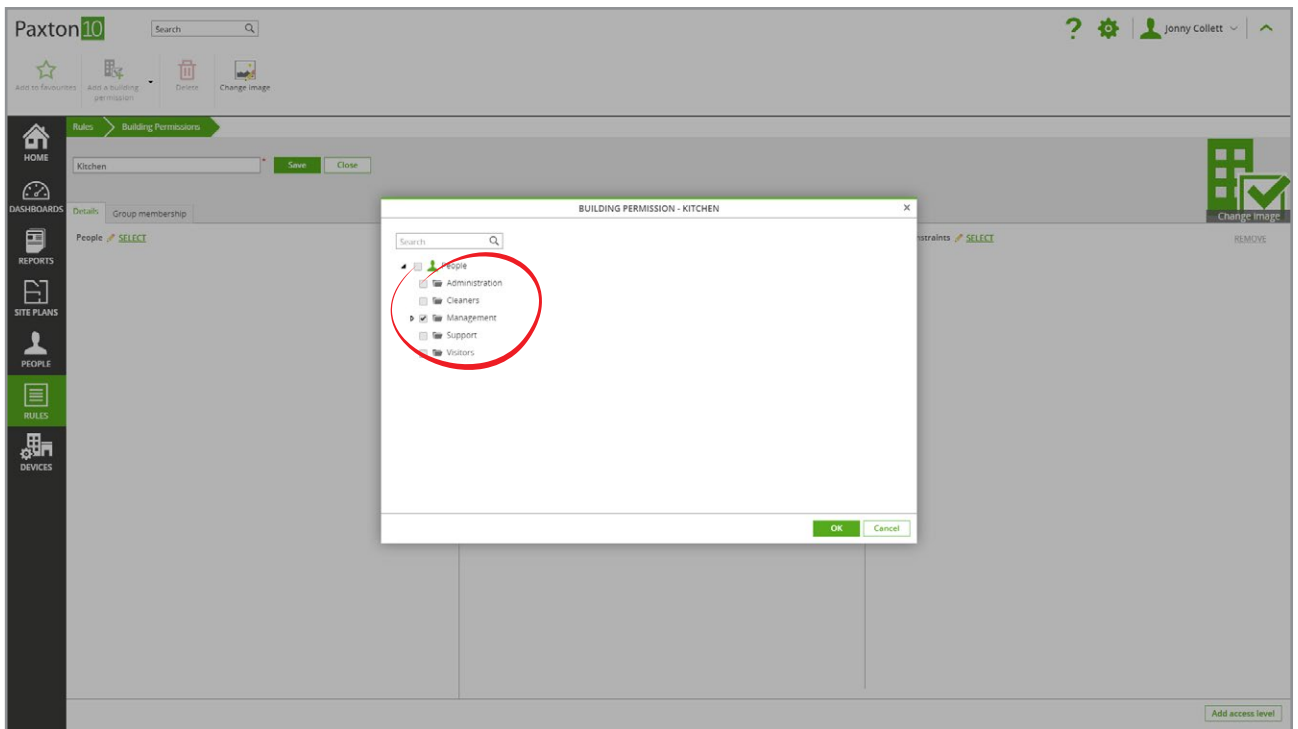
### Assigning groups to a permission:

It is likely that many people will require access to the same areas, this can be made easy with groups.

1. Place your system users into groups
2. Click 'Add new'
3. Create a new 'Building Permission' (or Software Permission)



4. When selecting the people that the permission applies to, select the group – this will select all members of that group



5. The Building devices and time profiles can also be selected by group

All of the people in the selected group(s) will have access to all of the devices selected in the permission. In addition, any people, devices or time profiles that are added at a later date into a group that is included in the permission will automatically be added to the permission.

Software Permissions are slightly different in that new people added to the group at a later date will not be added to the permission, new people must be added to a Software Permission manually by a user with Full permission to do so – this is to prevent software users from using groups to change their own software access rights.

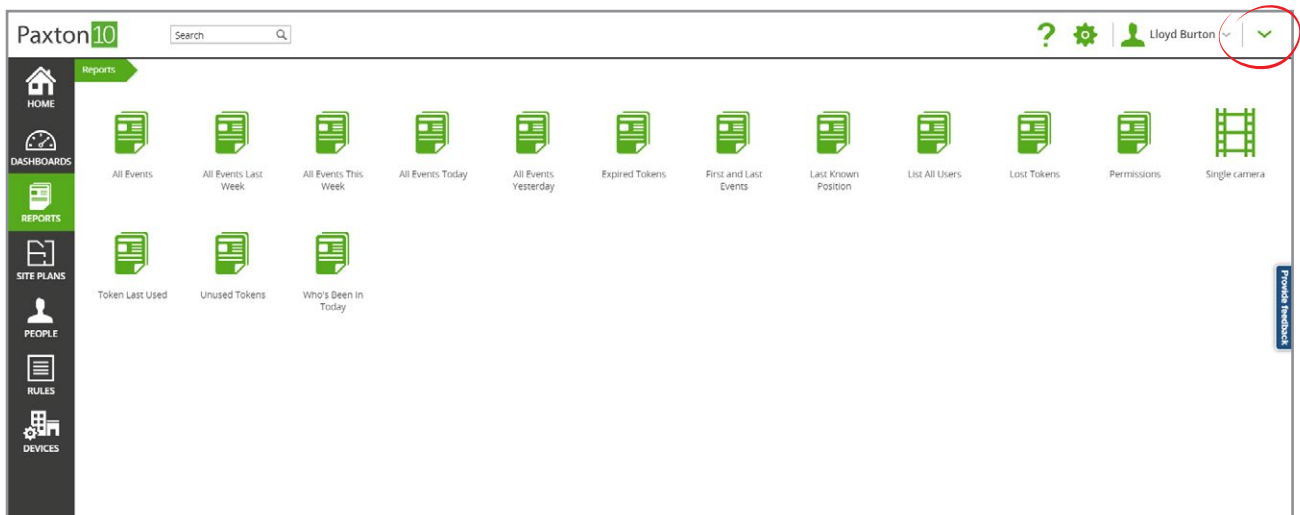
## Shortcuts

A number of useful shortcuts are available to make common tasks simpler and available when you need them:

### Ribbon bar

The ribbon bar in Paxton10 provides controls relating to where you are in the software.

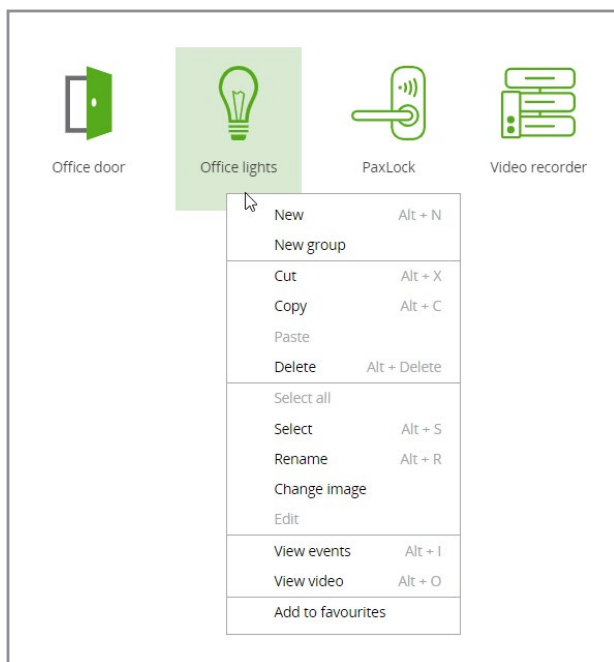
Click on the arrow in the top right of the screen to show or hide the ribbon. While hidden, click anywhere in the top of the screen to quickly access the ribbon controls.



## Right click menu

Contextual controls can be found by right-clicking on an item or group.

Right click on a device, person, report or permission to view controls relating to the item or item's location.



## Drag and drop

To make managing the system and its grouping quick and simple, drag items onto a group to place them into the group, or drag them onto the breadcrumb in the top left to move an item out of a group.

Drag onto a group and then press the 'ctrl' key or 'alt' key to make a copy of the selected item.

