

TDS ACCESS CONTROL

Create and Configure a New Access Group

Contents

Create a New Access Group	1
Configure an Access Group	2

Create a New Access Group

Administrators of TDS Access must use the Reference Data Portlet to create new access groups

- 1. Navigate to the Reference Data Portlet:
 - a. Select Menu => Settings => Reference Data



2. Click on the **Reference Data** pick list and select **Access Group** to load all existing Access Groups.

Dashb	oard 💿	Reference Data
+ Add	Referen	ce Data Access Group 🗶 💌 🕴 Keyword search Q
Action	Code	
ď	23200	CS CEOL
ľ	CH3003	Issues in Business Management in China
ď	GV4101	Perspectives on French Politics

3. Click on the +Add Button on the top left corner of the screen to create a new Access Group.

4. Enter the following fields:-

Note all mandatory fields are marked with an *

- Access Group Code* (mandatory) field
- Description* (mandatory) field

Add Access G	roup		ж
Code*	Enter code		
Description*	Enter description		
	🔶 Res	E Save	× Canc

Note: You should choose the next access group code in sequence as appropriate to your zone. For example, if your zone code is 16000 your access groups may be 16001, 16002. So, your next access group code will be 16003 etc.

5. Click Save to create the Access Group

Configure an Access Group

The **Configure Access Group** portlet is where you add or remove Terminals/Doors to and from a specific access group. An access group can have one door or multiple doors linked. This portlet also allows you to assign a time profile to the access group.

Example: If access group 16001 has 5 doors linked using time profile **1** (24-hour time profile) then any person that has access group 16001 assigned to them will have access to all 5 doors 24 hours a day.

- 1. Navigate to Configure Access Group
 - a. Select Menu => Settings => Configure Access Group.



2. Search for the Access Group you need to configure by entering the Access Group Code in the Access Group field – in this example T19999.

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≡	Dashboard	O Configure Acc	ess Group	
0	+ Add	T19999	×Q	
F 2	Action	Access Group	Access Group	Assigned Terminals
Ľ	🐕 🖉 ජී	T19999	Test Access Group	

3. Click on the Edit button in the Action column to configure the desired Access Group

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0	+ Add T1	9999	XQ	
F 8	Action Acc	ess Group	Access Group	Assigned Terminals
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4. A list of Terminals/Doors that can be assigned to the Access Group will appear on the left hand Panel of the Configure Access Group dialog box – see image below.

de T19999 Description* Lest Access Group	Public Visitor 🖵 Time & A	ttendance ⊔ Cardlir	k Hotspot 🗆	1			
Unassigned Terminal				Assigned Terminal			
Keyword search			•••	Keyword search Q	т	ime Profile Select tin	ne profile
Description	Short Description	Terminal Code		Description	Short Descripti	Terminal Code	Time Profile
O University College Cork			^				
▼ □ ° Computer Centre			- 84				
🗌 🕒 Kane-4.32 Store Room		00000064	- 84				
🗌 🗋 Kane-4.3 East Corridor 2		0000058	- 84				
C 🗅 Kane-4.28 Meeting Room		00000061	- 84				
🗌 🕒 Kane-4.26 Engineering Room		00000060	- 84				
🗌 🛅 Kane-4.19 West Corridor 2		00000059	- 84				
🗌 🛅 Kane-4.17 West Corridor 1		0000063	- 84				
🗌 🛅 Kane-4.15 East Corridor 1		0000062	- 84				
🗌 🗋 Kane-3.35 Staff Helpdesk		00001265	-				
9 Terminals Unassigned		-	Assign	+ Unassign			
							_

- 5. Assign **Terminals/Doors** and the corresponding **Time Profile** to the Access Group.
 - Select the Terminals/Doors to be assigned to the Access Group from the list of unassigned Terminals/Doors on the left hand panel on the Configure Access Group dialog box – in this example Terminals/Doors 00000064 and 00001265 are the Terminals/Doors to be assigned to Access Group T19999.
 - b. Click the **Assign** button on the bottom of the screen to assign these Terminals/Doors to the Access group.

Configure Access Group T19999							
ode T19999 Description* lest Access Group	Public Visitor 🖵 Time & Att	endance 🗆 Cardlink	Hotspot 🗆				
Unassigned Terminal				Assigned Terminal			
Keyword search				Keyword search Q	1	Time Profile Select tim	ie profile
Description	Short Description	Terminal Code		Description	Short Descripti	Terminal Code	Time Profi
O University College Cork			^				
▼ □ ° Computer Centre							
🗌 🗋 Kane-4.32 Store Room		00000064					
🗌 🗋 Kane-4.3 East Corridor 2		00000058					
Kane-4.28 Meeting Room		00000061					
Kane-4.26 Engineering Room		00000060					
C C Kane-4.19 West Corridor 2		00000059					
🗌 🗋 Kane-4.17 West Corridor 1		00000063					
🗌 🗋 Kane-4.15 East Corridor 1		00000062					
🕑 🗋 Kane-3.35 Staff Helpdesk		00001265					
9 Terminals Unassigned			Assign	← Unassign			

- c. Click the **Assign** button at the bottom of the screen to assign the Terminal(s) to the Access Group.
- d. You are prompted to enter the Time Profile for these Terminals/Doors.

Assign Time F	Profile	×
Time Profile*	Select time profile	-
	🐟 Res 🖹 Save	X Canc

e. Select the Time Profile from the dropdown pick list and click Save.



6. Now the Assigned Terminals/Doors and Time Profile are displayed on the right hand panel – see image below.

nassigned Terminal			Assigned Terminal		
			Assigned terminar		
yword search Q		•	• Keyword search Q	Time Profile 200 - D	oor 07:45 - 18:00
Description	Short Description	Terminal Code	Description	Short Descripti Terminal Code	Time Profi
© University College Cork			O University College Cork		
Computer Centre			Computer Centre		
🗋 🎦 Kane-4.32 Store Room		00000064	🗌 🎦 Kane-3.35 Staff Helpd	00001265	200 - Door 07:
🗋 🎦 Kane-4.3 East Corridor 2		00000058	🗌 🗋 Kane-4.28 Meeting R	00000061	200 - Door 07:
🗋 🗋 Kane-4.26 Engineering Room		00000060			
🗌 🎦 Kane-4.19 West Corridor 2		00000059			
🗌 🎦 Kane-4.17 West Corridor 1		00000063			
🗌 🎦 Kane-4.15 East Corridor 1		00000062			
🗋 🎦 Kane-3.34 Staff Helpdesk		00001266			

7. Click **Save** to complete the Access Group configuration.