TDS ACCESS CONTROL V9

Door Status Options
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Door Control

The Door Control portlet allows the user to view the current status of all active doors (Terminals/Doors) within their assigned zones in TDS Access V9.

Valid Door Status:-

a. **Locked** - The Terminal/Door is locked and can only be opened with a valid UCC card that has been granted permission.
b. **Opened** - the Terminal/Door is open and a UCC card is not required to open the Door.
c. **Blocked** - All cards are blocked, a valid UCC card will not open this Terminal/Door.
d. **Profile** - A Time Profile is required here and a valid UCC card is required to open the Terminal/Door outside of the times specified in the Time Profile configuration. For example, a door may be open between 9am and 5pm and a valid UCC card is needed outside of those times.

View Status of Doors

1. **Select Menu => Task => Door Control**

![Door Control Portlet](image)

2. The Door Control portlet displays in terminal code order a list of all Terminals/Doors with their current door status:-

Use the **keyword search** to search for a particular Terminal/Door (1). You will see a list of doors within the zone(s) that you have been assigned on the system.
3. Use **More Options** to filter search criteria – Click on the 3 dots icon on the top right-hand corner of the screen to view the **More Options** dialog box.

You can filter your search to display:

- Terminals/Doors belonging to a specific site or zone.
- A particular Terminal/Door
- All Terminals/Doors currently with a selected door status.

4. Toggle on the auto refresh button at the bottom of the screen (click the button so it remains dark grey) to ensure door statuses displayed are updated if there is a change.
Pulse a Single Door

The pulse open door functionality allows a user to send a pulse to release the door for three seconds to let a person gain access.

1. Find required door - Use keyword search or the More Options 3 dots icon to find the door (terminal) to open.

2. Click Pulse Door Open Icon – Click the brown door icon in the Action Column to open the door.

3. Click yes to confirm

4. Once the user presses Yes, a message will appear in the bottom right of the screen to say whether or not the door pulse was successful.
Change Status for a Single Door

The status of a single door can be changed to locked (person requires a badge to gain entry), opened (no badge required to gain entry), blocked (no badges will gain entry) or a time profile applied (where badges are only required at certain times).

1. Find required door - Use keyword search or the More Options 3 dots icon to find the door (terminal) to open.

2. Click the Edit icon in the Action Column next to the door to change.

3. The Edit door status form will display the terminal code, description and the current status for the door. Select the new status from the drop-down list.

4. Click Save to save the new status.
4. A confirmation message will appear in the bottom right of the screen and the door will appear in the portlet with its new status.

Note: If the status of the door was changed by another user while this popup form was open, an error message will appear informing the user to confirm this change again.

Change Status for Multiple Doors

The status of a group of doors can be changed at the same time. Available statuses are **Locked** (person requires a badge to gain entry), **Opened** (no badge required to gain entry), **Blocked** (no badges will gain entry) or a **Profile** applied (where badges will gain entry at certain times).

1. Find the required doors - Use more options or keyword search or scroll through the list to find the doors required.

2. Select doors - Check the tick box beside the required doors or use the select all (1). When one door has been selected the change door status button will activate at the top right of the portlet (2).

3. Select new status from the dropdown list.
4. If Profile is selected as the new status, a Time Profile needs to be chosen from the drop-down list before the Save button will activate.

5. Click Yes to confirm change status

6. Once confirmed the new status will be displayed in the Door Control portlet.

Note: If the status of one of the doors was changed by another user while this popup form was open, an error message will appear informing the user to confirm this change again.