



TDS ACCESS CONTROL

Assign an Access Group to a Person

Contents

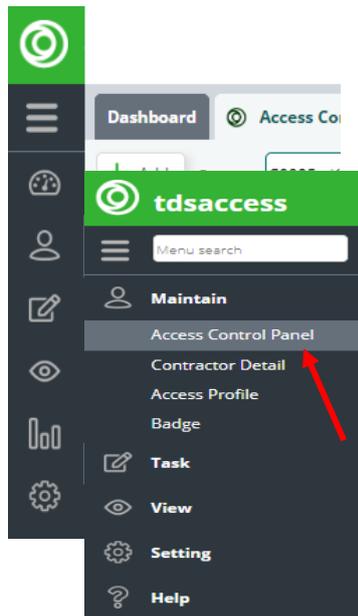
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Assign an Access Group

Access groups are created within the **Reference Data** and the door(s) and time profile are then assigned/unassigned in the **Configure Access Group** Screen. An access group can be assigned to any staff, student or contractor within the **Access Control Panel**.

A person's **Access Profile** is a list of all the Access Groups assigned to their record.

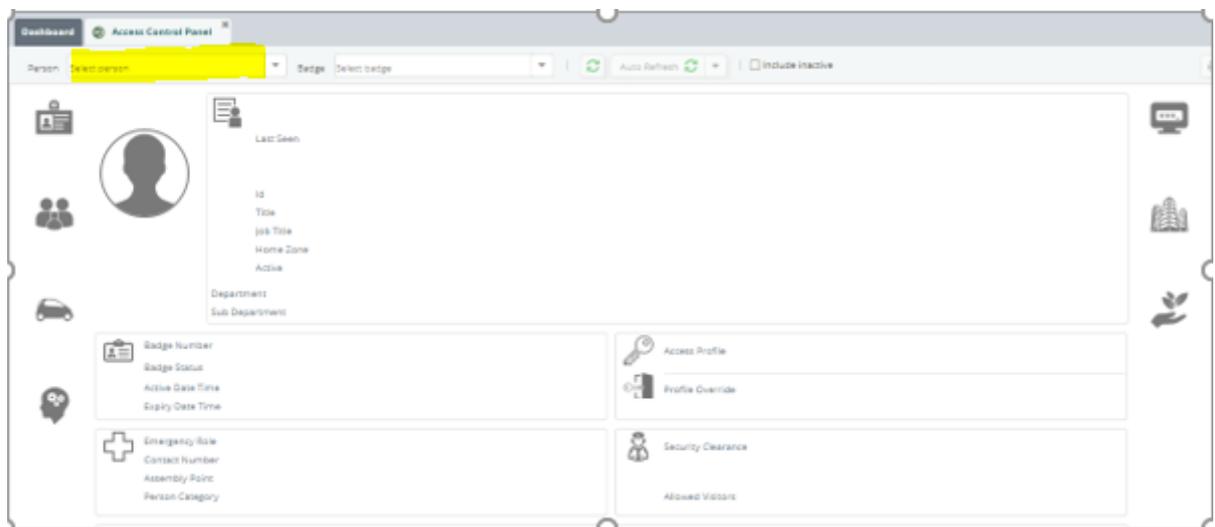
The Active Date/Time indicates from when the person has access to the doors in the Access Group. Once the Expiry Date/Time is reached, the person will no longer have access to doors linked to that Access Group.



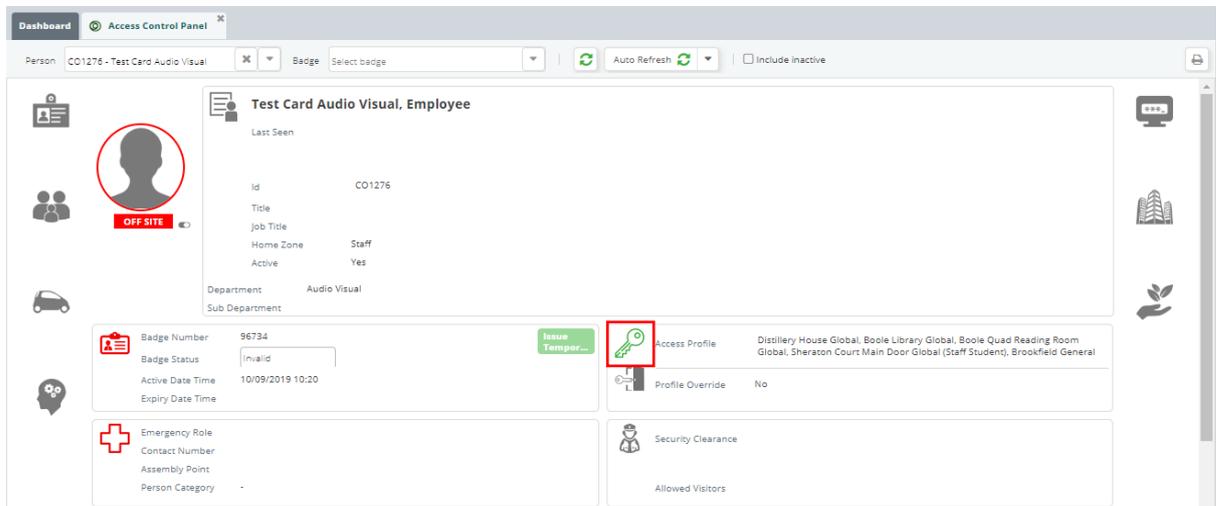
1. **Panel**

From the **Maintain** menu select **Access Control**

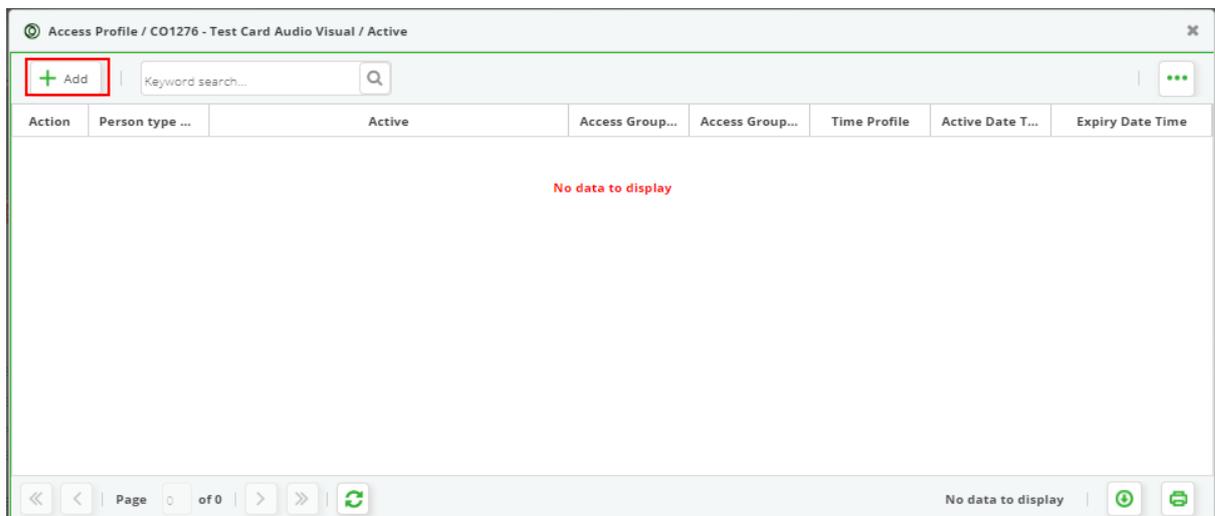
2. Enter the person's **name** in the Person field to retrieve the persons details. You can also enter the staff, student or contractor **ID**.



3. Click on the **Key Icon** beside **Access Profile** to open the Access Profile Portlet



4. Within the Access Profile Portlet, click **+Add** button to assign a new Access Profile for the person.



Action	First Name	Last Name	Person Type	Active	Access Group ...	Access Group	Time Profile	Active Date Tim...	Expiry Date Time
	Stephen	1111	Visitor		100000003	All Public Non-W...		18/11/2016 10...	06/04/2017 12:23
	Stephen	1111	Visitor		100000003	All Public Non-W...		27/06/2016 15...	27/06/2016 15:54
	Test	12042	Visitor		100000003	All Public Non-W...		12/04/2017 11...	12/04/2017 12:06
	Test	12043	Visitor		100000003	All Public Non-W...		12/04/2017 11...	12/04/2017 12:07
	Test	1912	Visitor		100000003	All Public Non-W...		19/12/2016 14...	03/04/2017 17:14
	Stephen	22222	Visitor		100000003	All Public Non-W...		18/11/2016 10...	
	Stephen	22222	Visitor		100000003	All Public Non-W...		27/06/2016 15...	27/06/2016 15:41
	Test	2604	Visitor		100000003	All Public Non-W...		26/04/2017 11...	
	Test	30052	Visitor		100000003	All Public Non-W...		30/05/2017 14...	
	a	a	Visitor		100000003	All Public Non-W...		11/04/2017 15...	

5. Enter new access profile information for the person.

Note all mandatory fields are marked with an *

- **Access Group *(mandatory)** can be selected by using the drop-down arrow or typing in the combo to search.
- The **Time Profile** can be left blank as the time profile was already assigned when the access group was created.
- The **Active Date Time *(mandatory)** will default to the current date and time and can be changed as required.
- If you wish the person to have access for a particular length of time you can enter an **Expiry Date and Time** against the access profile.

6. The **Save** button will remain greyed out until all the required fields are entered.

Required Fields

7. Click **Save** to save all your entries.

Person Id: CO1276
First Name: Test Card
Last Name: Audio Visual
Person Type: Employee
Access Group: 16010 - Training MT
Time Profile: Select time profile
Active Date Time: 09/06/2020 18:20
Expiry Date Time: dd/mm/yyyy hh:mm

Buttons: Res..., Save, Canc...

8. The new Access Group is listed on the person's Access Profile.

Action	Person type ...	Active	Access Group...	Access Group...	Time Profile	Active Date T...	Expiry Date Time
	Employee		16010	Training MT		09/06/2020 18:...	

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