



TDS ACCESS CONTROL

Create and Configure a New Access Group

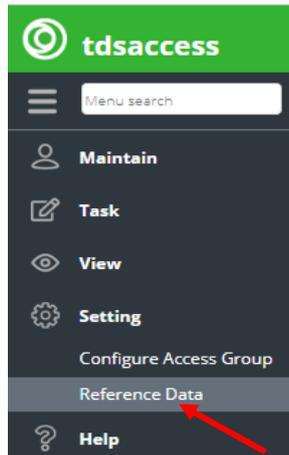
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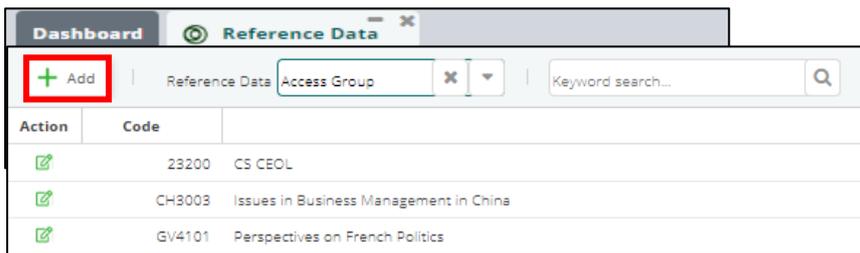
Create a New Access Group

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.



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

A screenshot of the 'Add Access Group' form. The form has a title bar with 'Add Access Group'. Below the title bar, there are two input fields: 'Code*' and 'Description*', both marked as mandatory. The 'Code*' field contains 'Enter code' and the 'Description*' field contains 'Enter description'. At the bottom of the form, there are three buttons: 'Res...', 'Save', and '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.

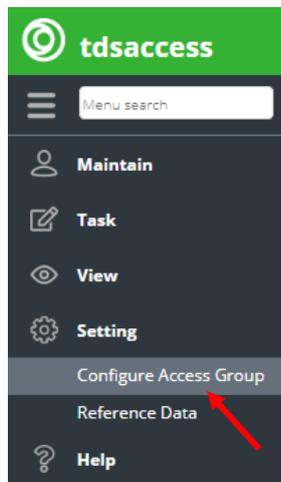
5. Click **Save** to create the Access Group

Configure an Access Group

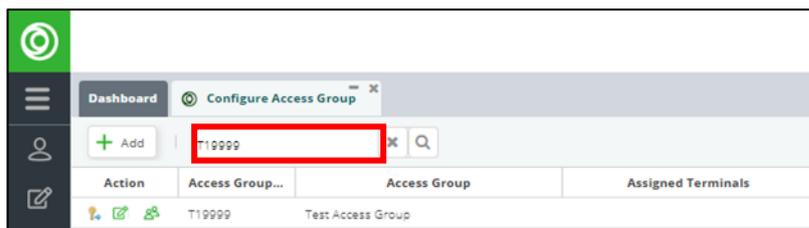
The **Configure Access Group** portlet is where you add or remove Terminals/Doors to and from a specific access group. An access group can have one door or multiple doors linked. This portlet also allows you to assign a time profile to the access group.

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.

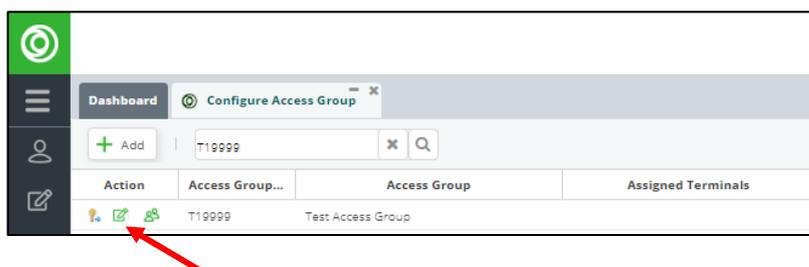
1. Navigate to Configure Access Group
 - a. Select **Menu => Settings => Configure Access Group.**



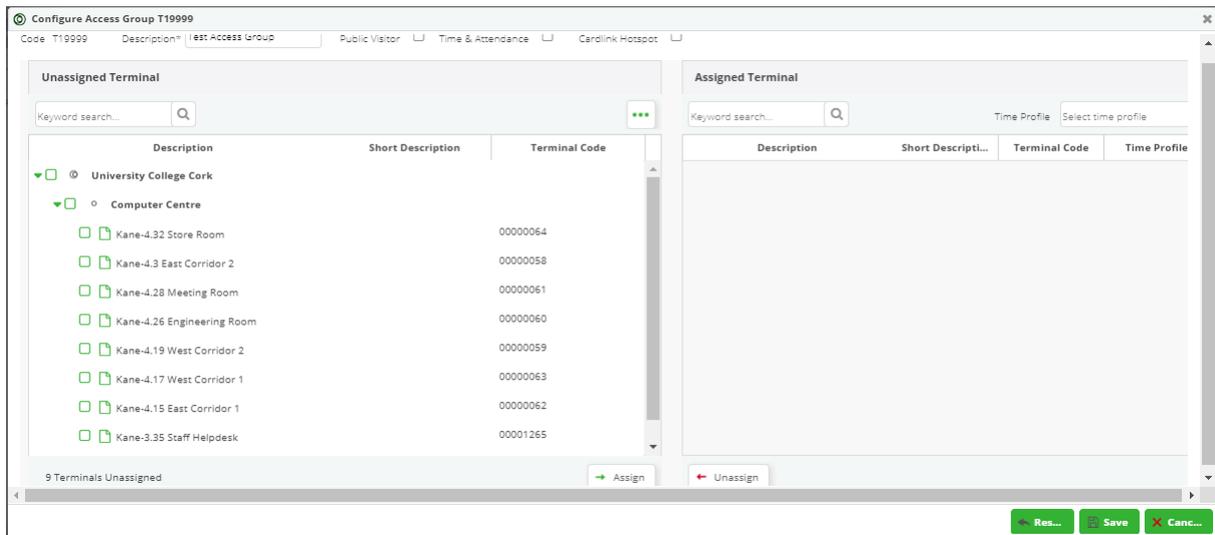
2. Search for the Access Group you need to configure by entering the **Access Group Code** in the Access Group field – in this example T19999.



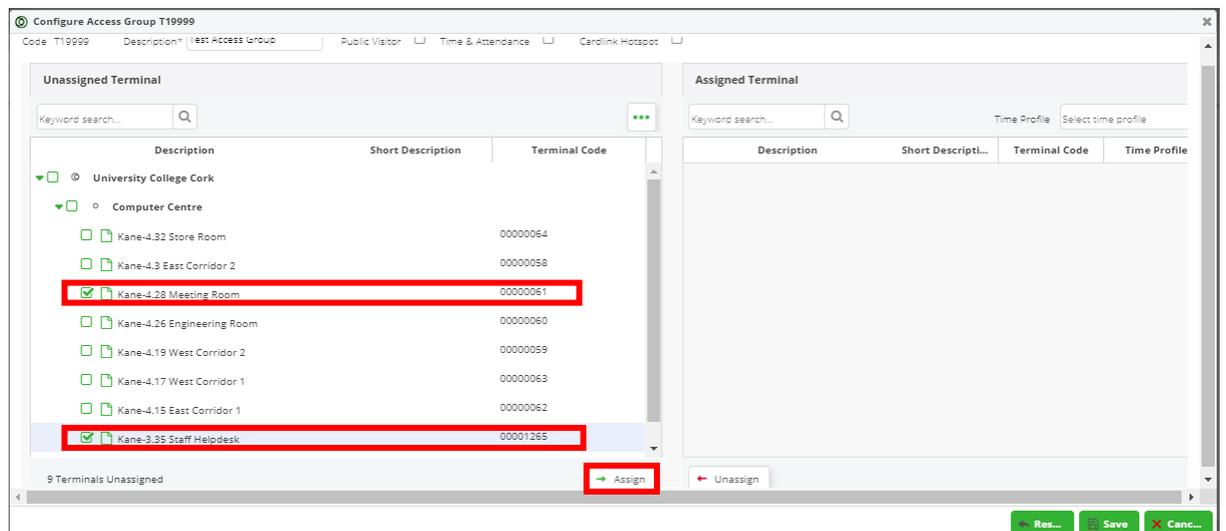
3. Click on the **Edit** button in the **Action** column to configure the desired Access Group



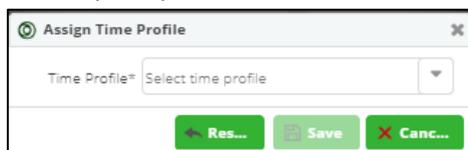
4. A list of Terminals/Doors that can be assigned to the Access Group will appear on the left hand Panel of the Configure Access Group dialog box – see image below.



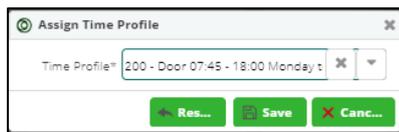
5. Assign **Terminals/Doors** and the corresponding **Time Profile** to the Access Group.
 - a. Select the **Terminals/Doors** to be assigned to the Access Group from the list of unassigned Terminals/Doors on the left hand panel on the Configure Access Group dialog box – in this example Terminals/Doors 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.



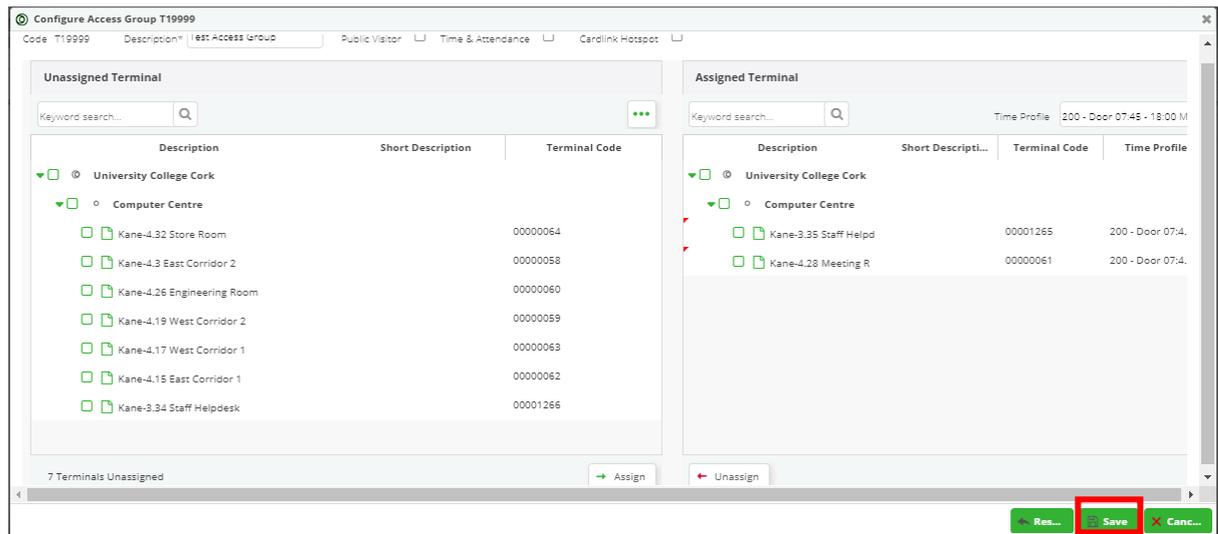
- c. Click the **Assign** button at the bottom of the screen to assign the Terminal(s) to the Access Group.
 - d. You are prompted to enter the **Time Profile** for these Terminals/Doors.



- 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.



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