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Duration

An introduction to timeware[®] access control

Access control alerts...

Description

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Assign an access pattern (terminal policy) to an employee

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Approximately 20 minutes

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.



Understanding timeware® access control

The timeware® access control facility is simple in design but very effective in operation. People are allocated an access profile which determines where (and when) they may pass through turnstiles and doors controlled by the timeware® access terminals. These access profiles are referred to as 'Terminal Policies' within timeware, and we'll go over how to configure these in the 'Advanced – Personnel' document.

Profiles may be created in advance for new starters, visitors and access badges or fobs can be programmed to 'expire' at a preset date and time.





Finally, a history of people's movements may be stored for many years on the timeware® server via the 'Access Audit' module.



Assign an Access Group and Terminal Policy

An Access Group controls the device usage within Biostar2 which is our latest poling tool. They behave much like Terminal Policies however most systems will typically have their Access Groups linked to the Terminal Policies, which requires no input from the users of timeware[®].



 Elle View Tables Sort and Filter Wizards Advanced Hardware Help

 Quick Links

 Image: Constraint of the strength of the strengt of the strength of the strengt of the strength

Log into timeware[®] by entering your User name and Password.

2. Click on personnel on the left hand Quick Link.



1.



3. Click on Find and navigate to the employee. Double click them.

<u>F</u> ind								
Find: Perso	onn	el				—		×
Search for:					00	0		
Search through:	Er	mployee ID	-					
Search type:	Co	ontains	•					
Drag a column ł	nea	der here to group by	that column.					^
Employee ID Δ		Payroll	First Name	Last Nar	me	Known As		Emplo
	1	1	Dave	Webb		Webb,Dave		Emplo
	2	2	Michael	Coope		Coope,Michae		Emple
	3	3	Simon	Birchall		Birchall,Simon		Emplo
	4	4	Matt	Wilkinso	n	Wilkinson,Matt		Emplo
	5	5	Liz	Broadhu	irst	Broadhurst,Liz		Emplo
	6	6	George	Zelem		Zelem,George		Emplo
	7	7	Lesley	Wilkinso	n	Wilkinson,Lesl	ey	Emplo
	8	8	Phillip	Briggs		Briggs, Phillip		Emplo
•	9	9	Marie	Tree		Tree Marie		Emplo Y

4. This will bring up the employees 'Personnel' record.

Personnel					-
mployee ID: 2 First na	me: Michael	Last name: Coope		• •	
🖃 Essential	Essential (Gener	al)			
General	Badge format:	26 bit - NMD3	-		To select a photo use
Groupings	Facility code:	0			modse dick of the
Employment Platt to Work	Padae				(CON)
Disclosure and Barring Service	baage.				
Training and Qualification Matrix	Payroll:	2			
Miscellaneous	Integration ID:				
Personal	GPS IMEI:				
Contact Details	ur o mien				
Achievements	Known as:	Loope,Michael			
Education	Email address:	webbdj@blueyonder.co.uk		•	
Disciplinary	Security pin:				
Interview	Biometric data:	Y Einger (Suprema)		(Suprema)	Finder Registration Wizard (Suprema)
Accident or Injury	biometric data.	Finger (SecuGon) Bern		Othor Perrove	Finger Registration Wizard (SecuGan)
Bank Details		A ringer (secturen) U Kein	<u></u>		Tinger Registration Wizard (Secusion)
	Date started with	24/01/2007 - 13 years, 9 m	onthís), 2 davís)	Remove 'Years Service' fr	rom To-Do List
Assets	company.				
User Defined Fields	Badge activation:	:	to		
Documents	Employment status:	Employee		💌 😳 Current employm	ent: Design Engineer
Notepad	Absence entitlement	20 Dave Holiday			
Mobile Worker	policy:	20 Days Holiday			
Vehicle	Period schedule:	06:00-14:00\14:00-22:00\22:00-0	3:00	💌 😳 💋 🛛 Week rotal	tion: 2
Health	Terminal policy:	All Terminals		-	
Appraisal					
Working Time Regulations	Email policy:	Not Hequired		_	
	Remuneration policy	Not Required			
		,			
	Lost centre (default)			<u> </u>	
	Flexitime closing bal	an ce set on: 🚺 💌 An	nount		
	Eind L	Refresh Preview Co	nu Close		
 Hecord 2 of 91 					•

5. Click on Edit.



6. The employees record will turn blue to indicate the record is now in the editable format.

Co. Counting	Essential (Gene	rall			
General Groupings	Badge format: Facility code:	26 bit - NMD3	•		To select a phot mouse click c
- Right to Work	Badge				(CON)
Disclosure and Barring Servic Training and Qualification Ma Miscellaneous Personal	e etrix Payrolt Integration ID: GPS IMEI-	2			
Contact Details Training and Qualifications	Known as:	Coope Michael			
- Achievements 	Email address:	webbdj@blueyonder.co.uk		•	
Disciplinary Interview Accident or Injury Bank Details	Security pin: Biometric data:	X Finger (Suprema) 1 Remov X Finger (SecuGen) 1 Remov	e X Face (S e X Ot	iuprema) () <u>Remove</u> her <u>Remove</u>	Finger Registration Wizard (Supr Finger Registration Wizard (Secu
Pension Details Union Details Assets	Date started with company:	24/01/2007 💌 13 years, 9 mor	ith(s), 2 day(s)	Remove 'Years Service' f	rom To-Do List
User Defined Fields	Badge activation:		0		
Notepad Employee Self Service	Employment status: Absence entitlement policy:	Employee 20 Days Holiday		 Current employm O 	ent: Design Engineer
Mobile Worker Vehicle	Period schedule:	06:00-14:00\14:00-22:00\22:00-06	0	💌 😳 🖉 🛛 Week rota	tion: 2
🕖 Health	Terminal policy:	All Terminals		-	
Appraisal	Email policy:	Not Required		-	
Working Time Regulations	Remuneration polic;	Not Required		• 🙂	
	Cost centre (default)	:		_	
	Flexitime closing bal	ance set on: 77 💌 Amo	unt		

7. Select <General> on the left hand Quick Link menu, then on the <Terminal policy> field click on the drop down menu.

Date started with company:	24/01/2007 💌 13 years, 9 month(s), 2 day(s)	Rer	nove	e Yea	ar:
Badge activation:	- to	•	:		ĺ
Employment status:	Employee	-	•	Curr	er
Absence entitlement policy:	20 Days Holiday	•	•	۲	
Period schedule:	06:00-14:00\14:00-22:00\22:00-06:00	-	•	0	١
Terminal policy:	All Terminals	•	•		
Email policy:	Not Required	•	•		
Remuneration policy:	Not Required	•	•		
Cost centre (default):		•	•		
Flexitime closing bala	nce set on: 📝 / 💽 Amount:				

8. This will present you with a list of all terminal policies on your system. Select the policy you wish to assign.

Terminal policy:	All Terminals	8
Email policy:	All Terminals All Terminals Except Rear Door	•
Pomunoration policy:	Building One ONLY	

Note that these will be named differently on your system compared to this screenshot.

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9. Once you have selected the correct terminal policy, click on <Update>.

	Economical (Compress)	
Essential Groupings Enployment Disclosure and Barring Service Training and Qualification Matrix Miscellaneous Personal Contact Details Training and Qualifications	Essential (teneral) Badge format: 26 bit - NMD3 ▼ Facility code: 0 Payrolt: 2 Integration ID: Known as: Coope_Michael	To select a photo mouse click or
- Education - Education - Disciplinary - Interview - Accident or Injury - Bank Details - Union Details - User Defined Fields - Documents - Notegee Self Service - Self Service	Email address: webbdi@blueyonder.co.uk.	Wizard (Supre Wizard (Secut
Hoolie Worker Vehicle Health Appraisal Working Time Regulations	Period schedule: 06:00-14:00/14:00-22:00/22:00:06:00	

10. The employee will now be added to a list of employees to send to the various pieces of hardware i.e. doors with permission.



Note that the majority of the time, the message above will have completed and not appear. It usually takes a few seconds to process, but if it needs to process a large number of employees then it can take some time.



Access alerts on the 'to-do list'

It is recommended that the access alerts appear on the <To-Do> list of the user responsible for company security. To configure this, contact timeware® support.

Access alerts come in two forms, door 'forced' and door 'ajar'.

Door 'forced' occurs when the reader/door receive no successful bookings and the door remains open i.e. forced entry.

Door 'ajar' is when the reader/door receive a successful booking but the door gets left open i.e. being blocked.

1. Log into the application by entering your User name and Password.







2. The first screen you come to is the 'To-Do' list.

There may be notifications telling you a door has been left ajar or has been forced.

mployee ID: 2 First name:	Michael	Last name: Coope		Ð	
	Essential (Canad	0			
- Essential	Essential [Genera	IJ	_		
General	Badge format:	26 bit - NMD3	-		To select a photo use righ mouse click on the bo
Groupings	Facility code:	0			
Bight to Work	Badge:				A CONTRACTOR OF
Disclosure and Barring Service	baage.				
Training and Qualification Matrix	Payroll:	2			
- Miscellaneous	Integration ID:				
Personal	GPS IMEL				
Contact Details	ar o mer.				
Training and Qualifications	Known as:	Coope,Michael			
	Email address:	webbdj@blueyonder.co.uk		0	
Disciplinary	Securitu nin:				
Interview	oooding pin.			-	
Accident or Injury	Biometric data:	Finger (Suprema) 🕕 <u>Remove</u>	Face (Suprem-	a) 🚺 <u>Remove</u>	Finger Registration Wizard (Suprema)
Bank Details		🗙 Finger (SecuGen) 🧻 <u>Remove</u> 💙	< Other	Remove	Finger Registration Wizard (SecuGen)
Pension Details	Date started with				
	company:	24/01/2007 - 13 years, 9 month(s), 2	day(s) L He	emove Years Service' from	
Assets	Badge activation:	▼ : to	•		
- Documents					
Notepad	Employment status:	Employee	<u> </u>	Uurrent employment:	Design Engineer
Employee Self Service	Absence entitlement	20 Days Holiday	-		
Mobile Worker	Poriod selectula:	06-00 14-00/14-00 22:00/22:00 06:00	-	🗖 🔿 🔿 .) Llack cotation:	2 -
Vehicle	renou schedule.	08:00-14:00(14:00-22:00(22:00-08:00	-	j 🛶 🏹 week lotation.	2
Health	Terminal policy:	All Terminals	-		
Appraisal	Email policy:	Not Required	-	Ĩ 👝	
Working Time Regulations	Email policy.	Not neddiled	<u>.</u>		
	Remuneration policy:	Not Required	-] 😳	
	Cash anotae (dafa: dt)			1 👝	
	cust centre (deradit).		•		
	Flexitime closing bala	nce set on: 🛛 / 🖌 💌 Amount:			
Add Edit Delete	Find 1	Sefresh Preview Copy	Close		
		toneanrementcopy	0030		

3. a. If the door is ajar, you need to check the door itself. Once corrected, the ajar message will clear.

b. If the door is forced then we will not clear the message until told to do so. To clear, click on the 'Click here to reset forced entry'

Second Alert
🔔 'access' door has been left ajar!
A 'access' door has been forced! Click here to reset forced entry
🔔 'access' door was left ajar at '9:19am on Wed 27 August 2021'
🔔 'access' door was forced at '9:18am on Wed 27 August 2021'



Real time access activity

It is recommended that the Alert Centre runs on a PC in the security office. The application can be left minimised and only maximised when security staff are required to check the realtime access activity.



1. Log into the application by entering your User name and Password.



2. From the drop down menu select <File>, then <Access Control>, then <Realtime Access Activity>.





3. The Realtime Access Activity screen will then appear. Initially this screen will be blank. As people move from zone to zone, information is displayed in the access activity window. This gives you a live feed on access in your company.

Realtime Access Act			
Drag a column header he	ere to group by that column.		
Date and Time ⊽	Name and Badge	Action	Terminal
27/08/2021 09:22:13	Unassigned [0]	Fire input OFF	access
27/08/2021 09:19:34	Unassigned [0]	Doorajar	access
27/08/2021 09:19:28	Nathan Beveridge [5267	Reader 1 access granted	access
27/08/2021 09:18:49	Nathan Beveridge [5267	Reader 1 access granted	access
27/08/2021 09:18:13	Unassigned [0]	Door forced	access
27/08/2021 09:15:23	Nathan Beveridge [5267	Reader 1 access granted	access
27/08/2021 09:13:43	Nathan Beveridge [5267	Reader 1 access granted	access
27/08/2021 09:13:17	Unassigned [0]	Door forced	access
27/08/2021 09:04:26	Nathan Beveridge [5267	Reader 1 access granted	access
27/08/2021 09:04:23	Nathan Beveridge [5267	Reader 1 access granted	access
27/08/2021 09:04:04	Nathan Beveridge [5267	Reader 1 anti-pass fail	access
27/08/2021 09:04:00	Nathan Beveridge [5267	Reader 1 access granted	access