Operator Tips

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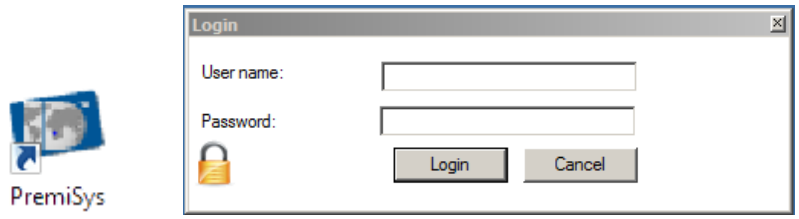
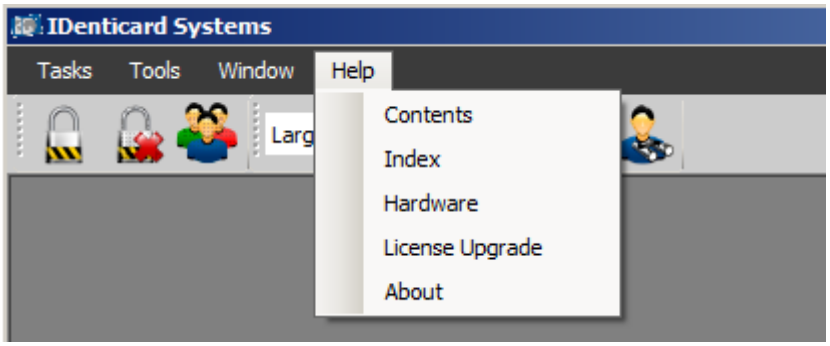
Log into PremiSys

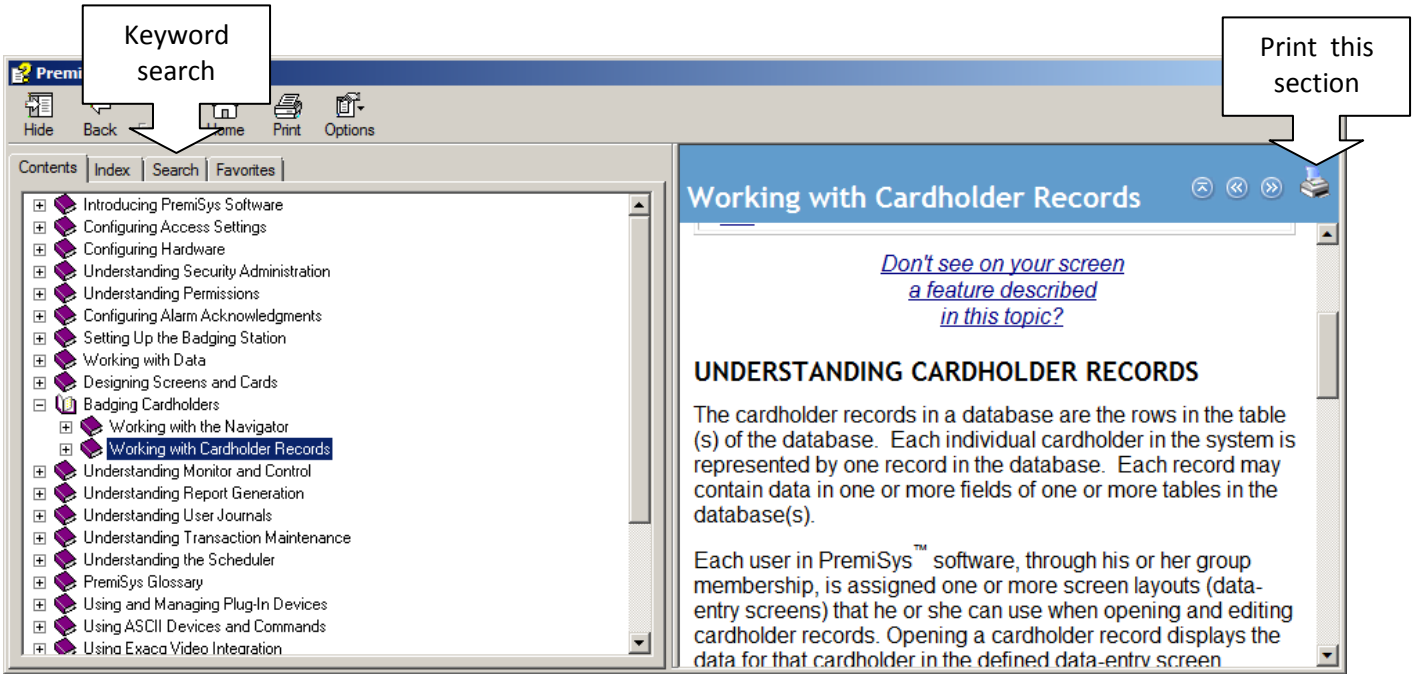
Click the desktop shortcut, or go to Start > Programs > IDenticard
At the login window, enter your windows username and password. (Try the one you log into your PC with.)



Search for help

Choose "Help" > Contents or Index
Or, click the [F1] button on your keyboard to launch on-screen Help.

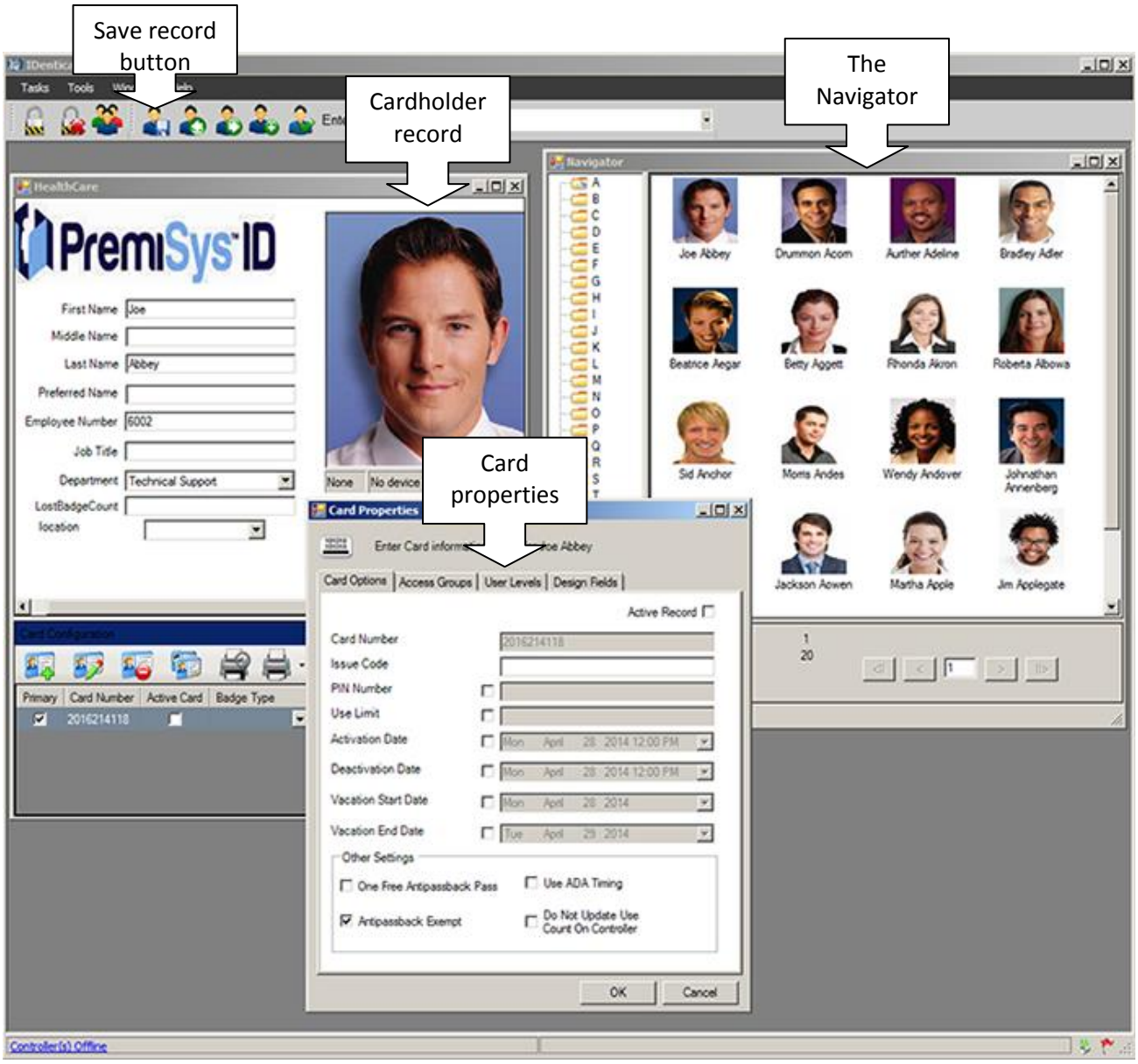




Manage cardholders

Click the navigator button to launch cardholders.

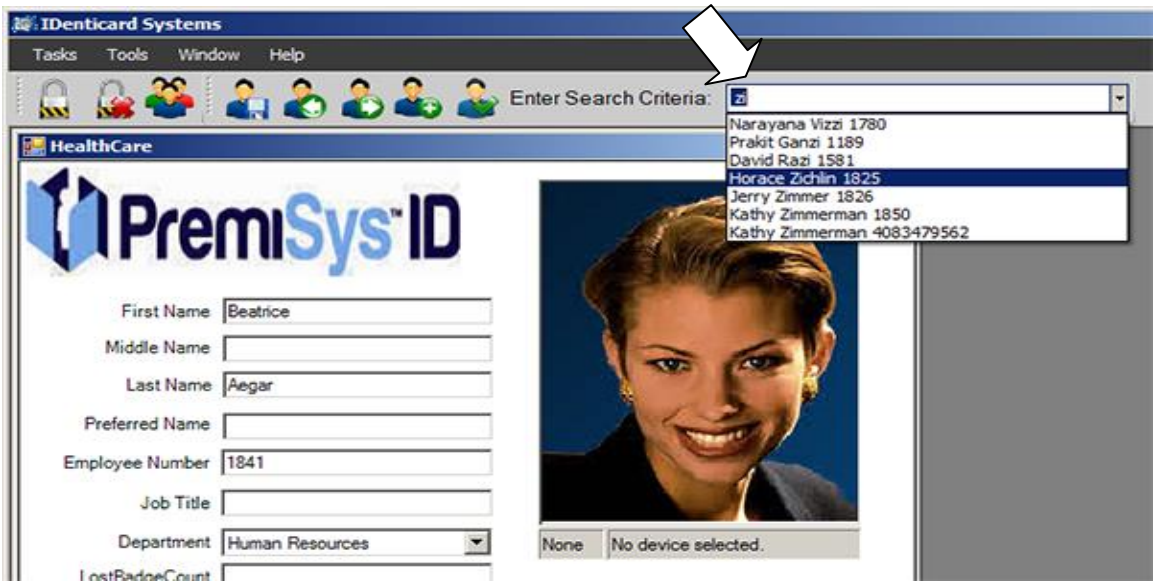
These are the main windows used to manage cardholders.



Search for cardholders

Quick search

Open (or click on) a cardholder record. Enter name or card number.

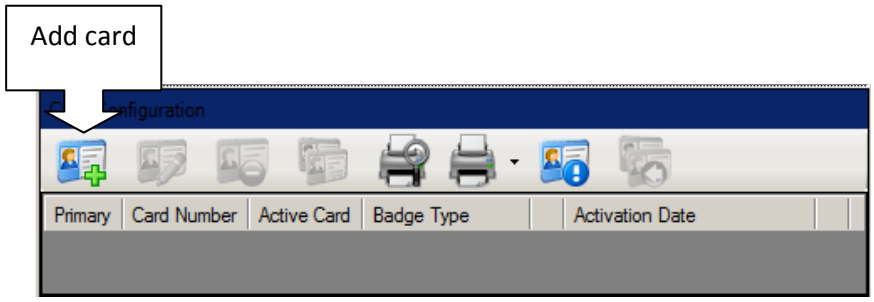


Advanced search

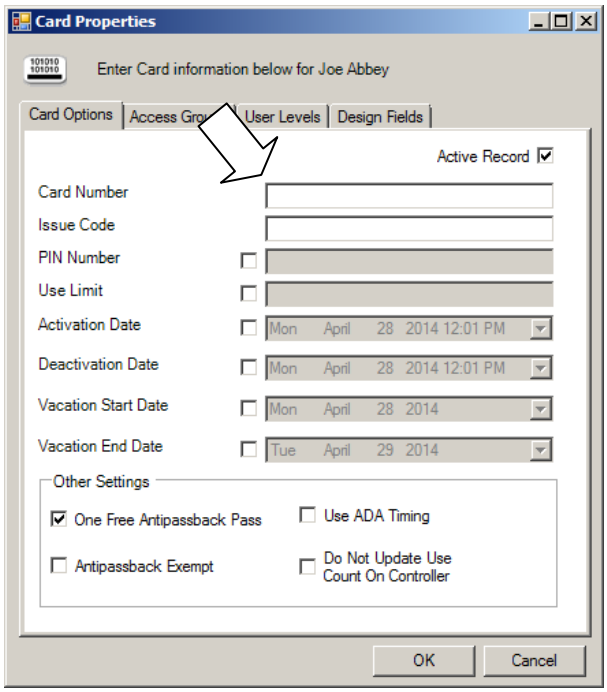
Click on the navigator window, click this button.

Assign an access control card

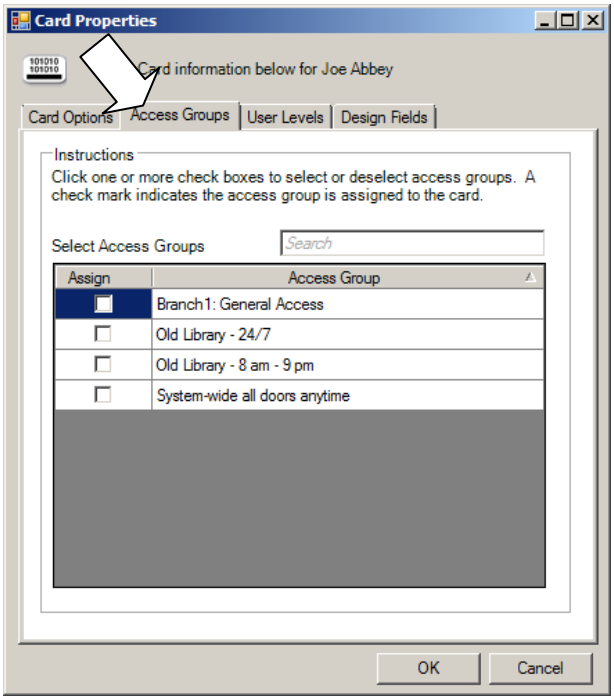
At the bottom of the cardholder record, click "add card" button to open the Card Properties window.



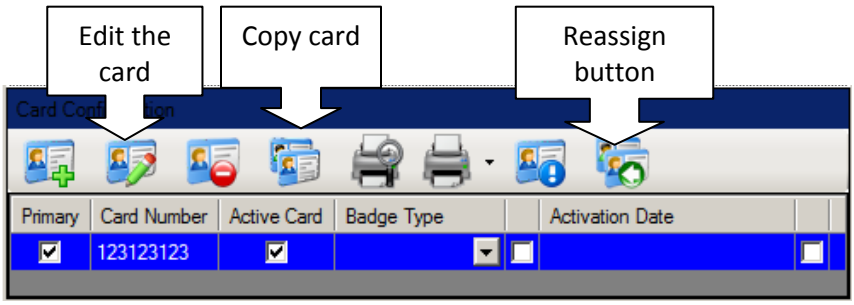
Enter a card number...



...and check access group(s).

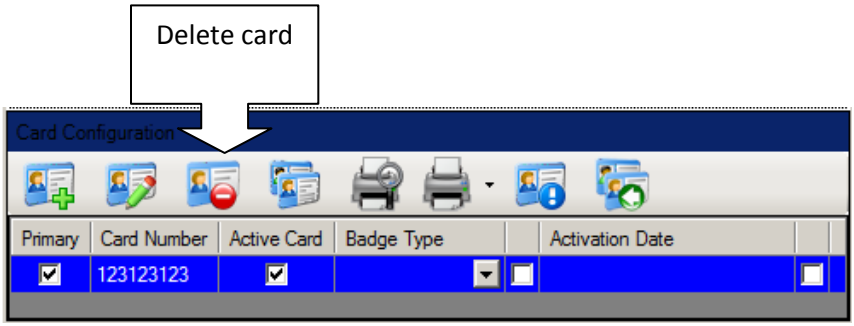


You can edit a cardholder's access rights later if needed. If the card is lost, use the "Reassign" button to copy access to a new card number and delete the old card.



Delete cards and cardholders

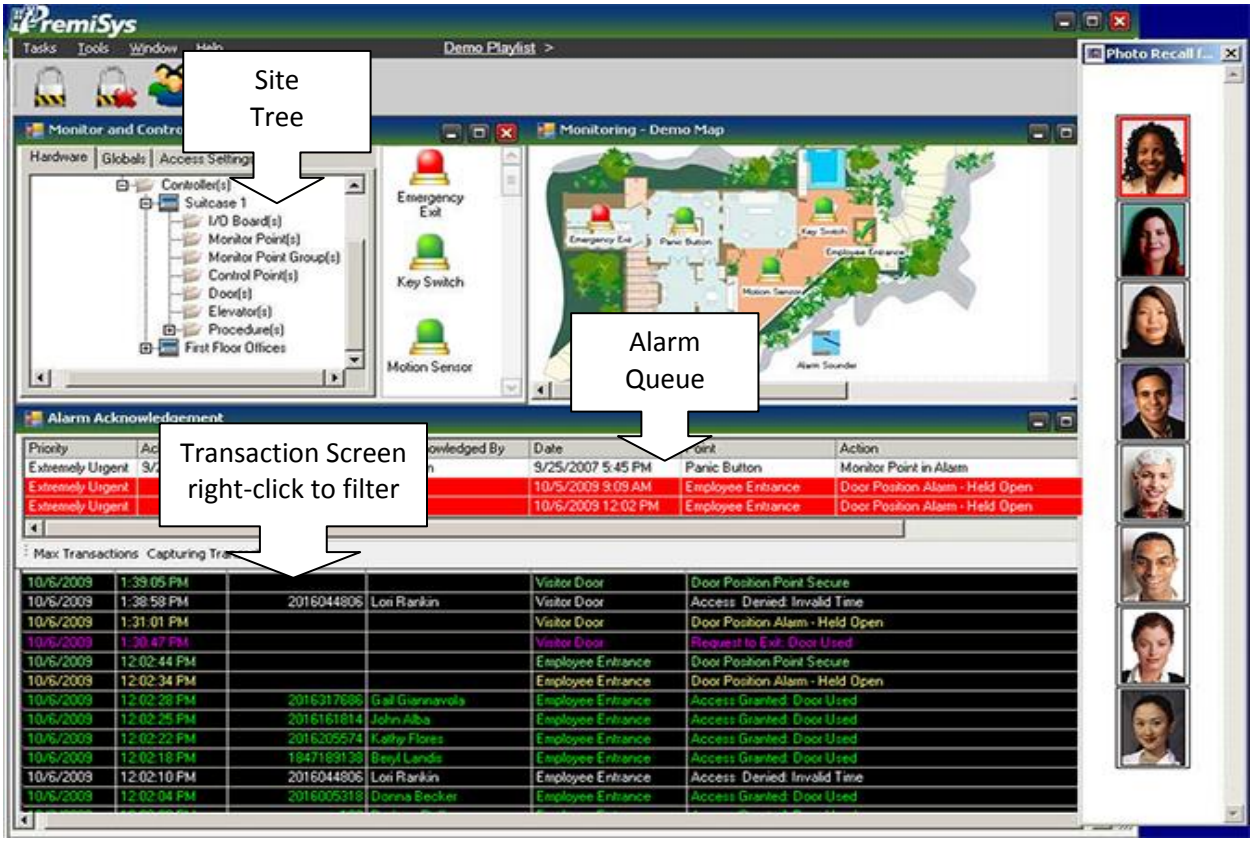
Browse to and open the cardholder record. Highlight the card, and click the "delete" button. Or simply uncheck "active" card checkbox. This keeps this person in the system, but the card won't unlock cabinet doors.



To delete cardholder record from the system, right-click the cardholder in the navigator window.

Monitor the system

Go to "Tasks" pull-down menu. Select "Monitor/Control Hardware."

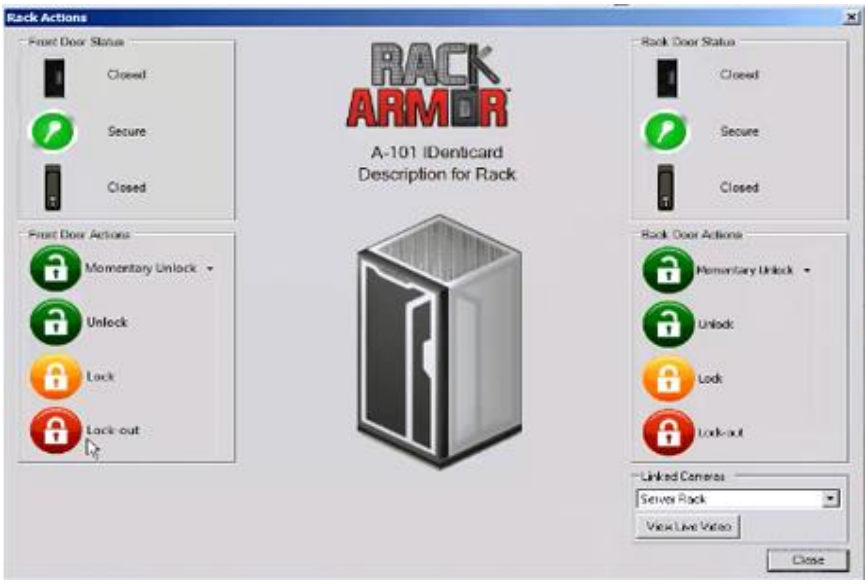


Dynamic maps

Browse to the "Access Settings" tab above the site tree. Click on the "Maps" folder and double-click the map you want to open.

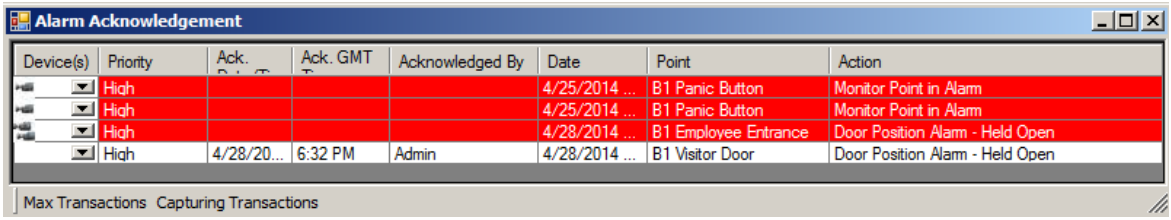
Rack details

Browse to your rack icon on the map, or under "Globals" tab, Rack(s) folder. Double-click the icon to open the rack details view.

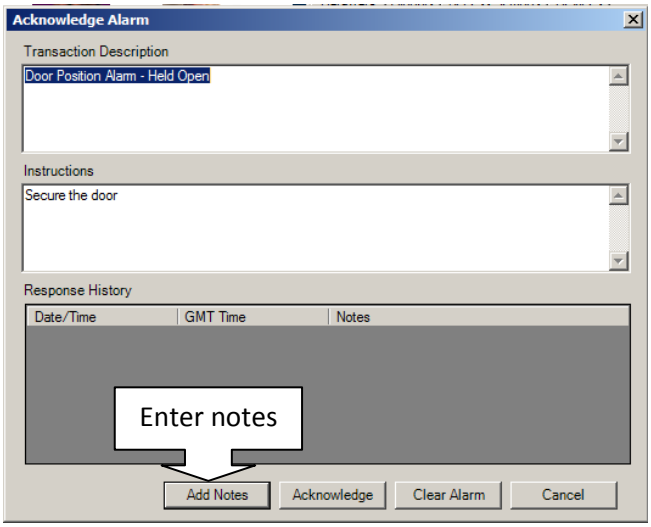


Respond to alarms

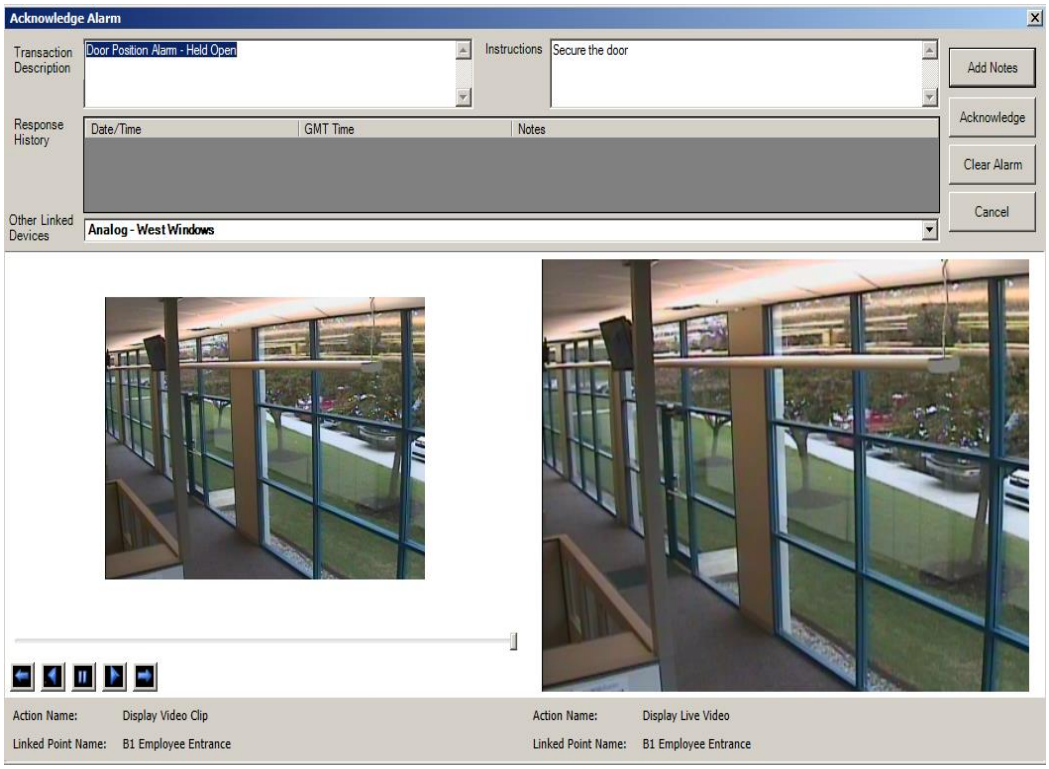
The alarm queue lists current alarms in order of priority. Double-click to respond.



Enter notes in the acknowledgement window.

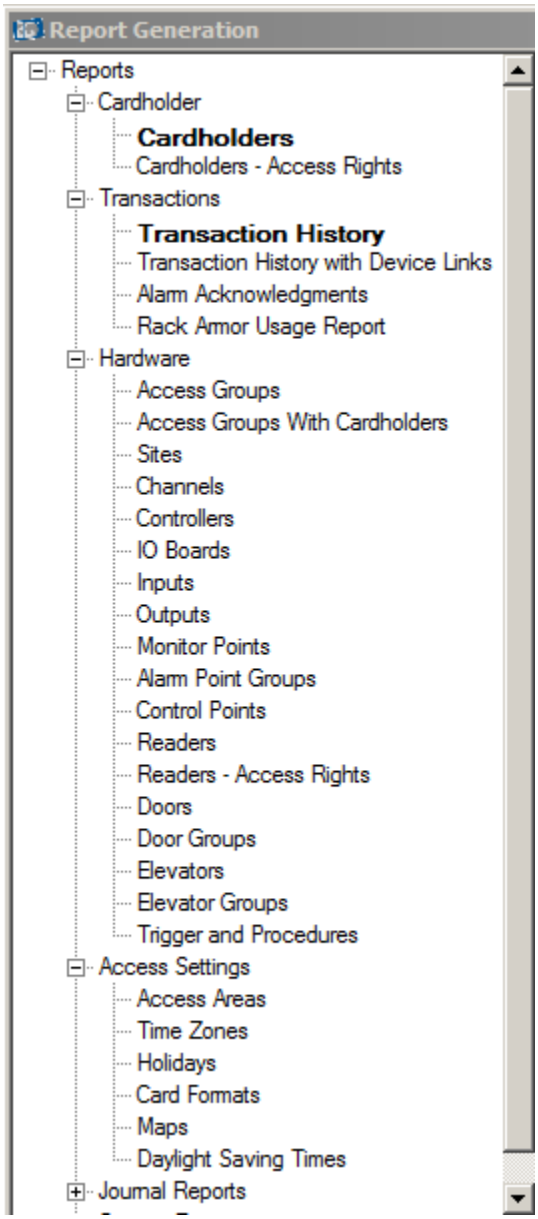


Alarms with associated video show recorded clips and a live camera view.



Run reports

Go to Tasks > Report Generation



Cardholders
any combination of cardholder record fields*

Cardholders - Access Rights
who can access a particular cabinet* and/or for a particular time zone and/or from a particular department

Transaction History
who = "Cardholder"
what = "Action"
when = "Transaction time"
where = "Point"

Access Groups *(with Cardholders*)*
which cabinet doors are in which access groups, who has those access groups

Transaction History with Device Links
search for video clips by cardholder, device, time/date span, etc.

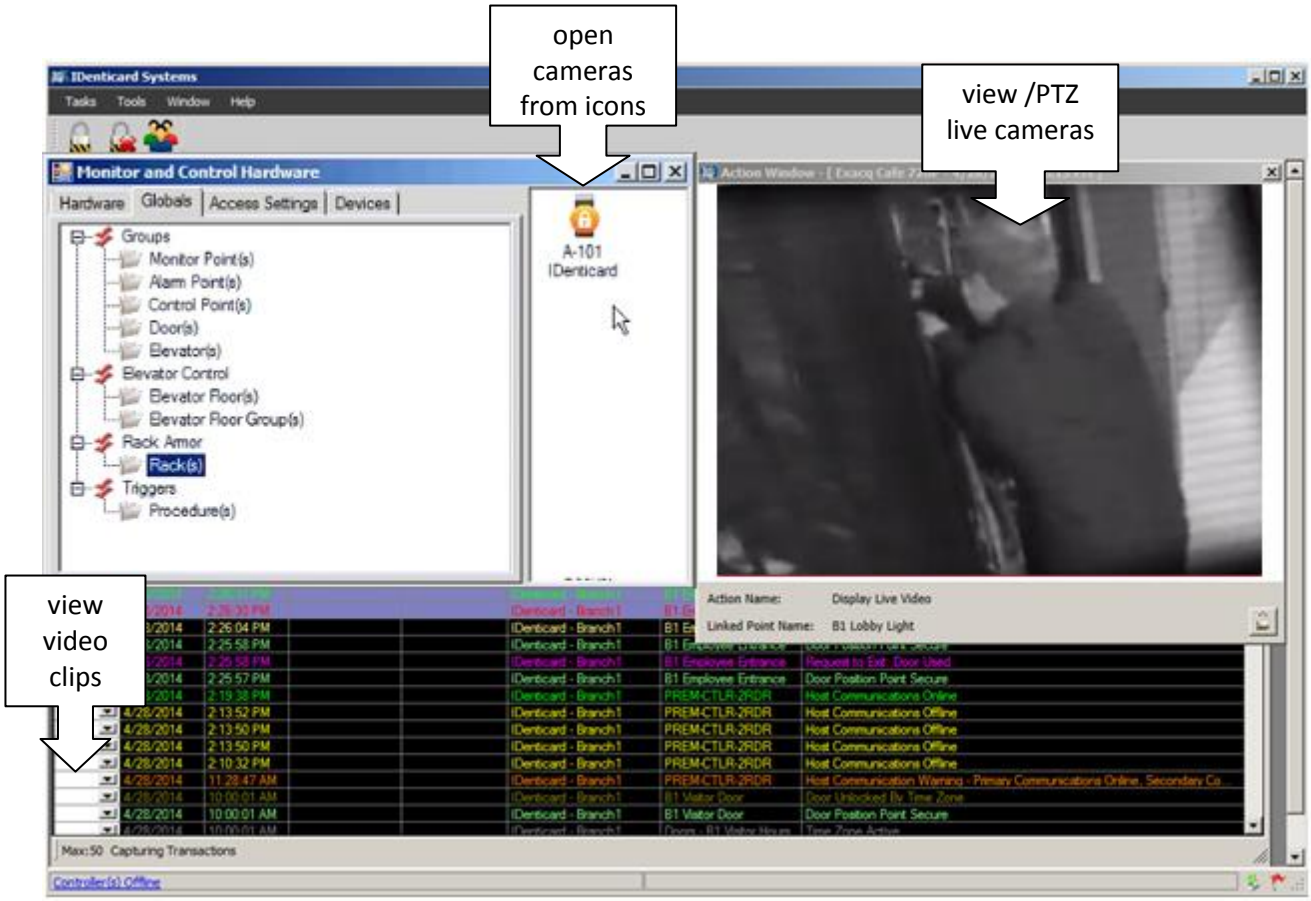
Rack Armor Usage
how long were the cabinet doors open and by whom?

Alarm Acknowledgement
which user responded to an alarm

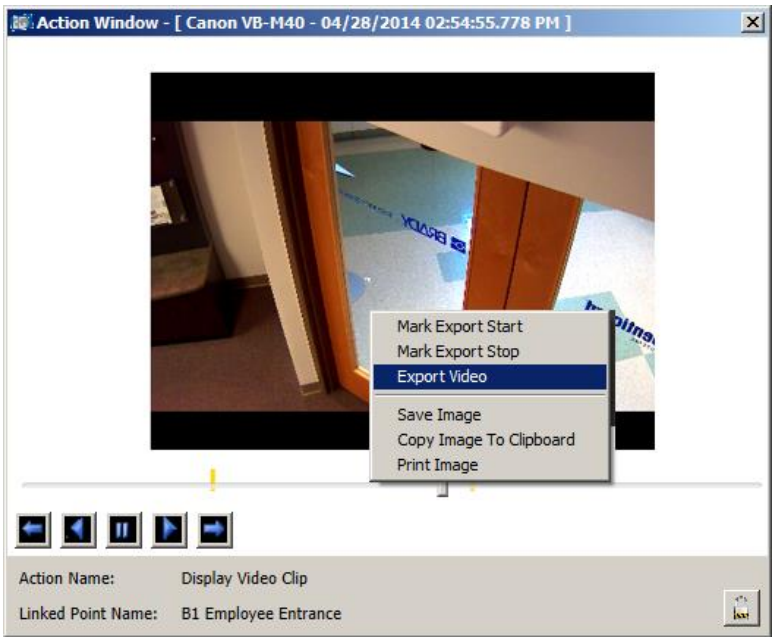
*consider including "Card is Active" filter

View integrated video

Open live camera views and recorded clips from the Monitoring Task.



Video clips can be exported to your PC, or copy an image snapshot to your clipboard.



Administer the system

Create or edit access groups

Tasks > Hardware Configuration > Groups > Access Groups

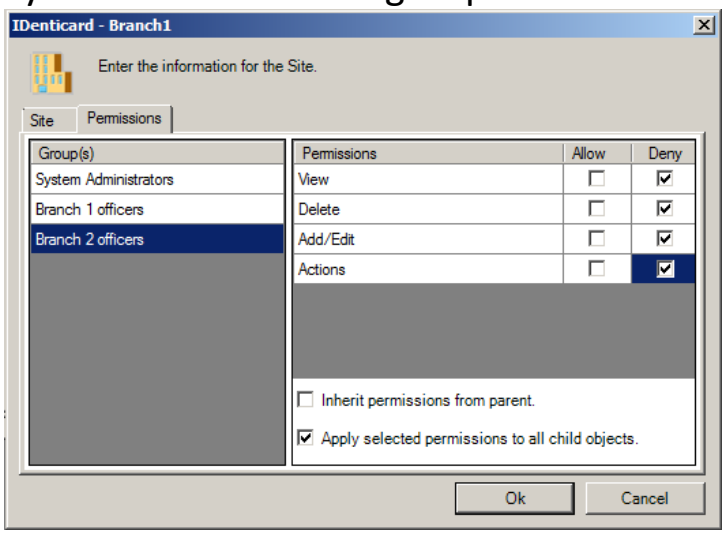
Create or edit time zones

Tasks > Hardware Configuration > Access Settings

Customize user groups and permissions

Set up user groups first, at Tasks > Security Administrator

Every setup window has a "Permissions" tab to allow or restrict access to the item by members of a user group.

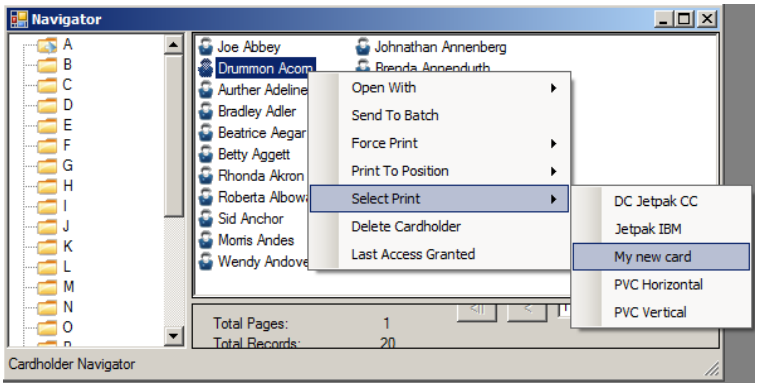


Modify cards

Create a new card design in Tasks > Card Design Home

To test print the card, right-click a cardholder and choose from "Select Print" list.

Printing photo identification badges requires a badging license.



Then, Use the "!" button to add a new badge type.

Configure corresponding logic at Tools > Logic > Badge Logic