



**OnGuard®**

# Area Access Manager

## Business Productivity Tool

OnGuard Area Access Manager is a business productivity solution that enables authorized managers to control cardholder access to specific physical areas. A manager need only log in to the Area Access Manager application using a standard desktop PC or browser. OnGuard Area Access Manager displays a list of areas over which the manager has control, as well as a list of all personnel who have access to those areas. The manager can then assign or remove the access rights of employees to areas within his or her operational domain.

## Immediate Return on Investment

OnGuard Area Access Manager provides a simple yet robust method for remotely administering access by individuals to specific areas in a facility. Using OnGuard Area Access Manager, corporate security departments can give managers independent control over the physical areas and staff for which they are responsible. This capability eliminates the ongoing need for intervention by a security administrator in order to assign or remove access privileges for each employee, thereby saving both time and money.

## Audit Trail and Reporting Capabilities

OnGuard Area Access Manager's seamless integration with other OnGuard applications provides a complete audit trail and reporting capabilities. All access privilege assignments and removals are logged to the database with a time and date stamp and the identity of the manager who completed the transaction.

## Intuitive, Wizard-like Interface

OnGuard Area Access Manager uses an intuitive wizard-like interface to provide fast, efficient management of specific physical areas. The application simplifies process of adding or removing cardholder access privileges, thereby streamlining training and minimizing the learning curve.

## Browser or Client-based User Interface

Area Access Manager offers two different deployment models, desktop and browser-based client. Both modules are designed to allow users the ability to easily access cardholder information and assign/modify/revoke access permissions to the designated areas. Customers deciding to migrate from the desktop model to the browser-based client model will find an identical wizard process, eliminating the need for re-training. The browser-based client deployment also offers a no-cost OnGuard VideoViewer component that is built into the user interface, allowing department managers to view video related to their specific areas.

## Required Applications

- OnGuard Access

## Support

- Desktop or browser-based client
- Available for ADV, PRO and Enterprise Configurations

## Features

- Easy deployment and installation
- Wizard-like interface
- Audit trail
- Complete reporting capabilities

## Benefits

- Simple management of access level permissions
- Powerful business productivity tool
- Decentralization of access privilege management
- Reduced training costs
- Less time invested in modifying access levels



A UTC Fire & Security Company

# Area Access Manager

## Desktop

### Step 1: Search

**Access Level Assignment Wizard - Step 1 of 4 - Find People**

Enter search criteria to find the people you want to assign access levels. Only people with active badges can be assigned access levels. To find people with an existing access level assignment, select one or more access levels.

Person type: **Cardholders** Person search type: **Search for people with current badge activation dates**

Cardholder  Access Levels

Last name:  First name:  Middle name:

Cardholder ID:  Badge type:

### Step 2: Select Cardholders

**Access Level Assignment Wizard - Step 2 of 4 - Select People**

Select the people you want to assign access levels.

Personal Information

<input checked="" type="checkbox"/>	Last Name	First Name	Middle Name	Extension	Department	Activate	Deactivate
<input checked="" type="checkbox"/>	Castrechino	Joanne	M				
<input type="checkbox"/>	Coglianesi	Michael	T				
<input checked="" type="checkbox"/>	Cortese	Ron					
<input type="checkbox"/>	Coulier	Dave	J				
<input checked="" type="checkbox"/>	Cray	Robert	H				

### Step 3: Select Access Levels

**Access Level Assignment Wizard - Step 3 of 4 - Select Access Levels**

Select the access levels you want to assign to the people selected in the previous step. The access level displayed on the main screen has been selected by default.

Set Activation Dates...

<input checked="" type="checkbox"/>	Access Levels	Activate	Deactivate
<input type="checkbox"/>	All Access Always		
<input type="checkbox"/>	Back Door Exit Reader		
<input checked="" type="checkbox"/>	Lobby Entrance Reader		
<input checked="" type="checkbox"/>	Side Entrance Reader	1/1/2006 8:00 AM	12/31/2006 5:00 PM

### Step 4: Confirm!

**Access Level Assignment Wizard - Step 4 of 4 - Summary**

Below is a summary of the access level assignments you are about to make. To make the assignments, click the Finish button.

People who will be receiving access level assignments:

<input checked="" type="checkbox"/>	Last Name	First Name	Middle Name	Extension	Department	Activate	Deactivate
<input checked="" type="checkbox"/>	Castrechino	Joanne	M				
<input checked="" type="checkbox"/>	Cortese	Ron					
<input checked="" type="checkbox"/>	Cray	Robert	H				

Access levels to assign:

<input checked="" type="checkbox"/>	Access Levels	Activate	Deactivate
<input checked="" type="checkbox"/>	Lobby Entrance Reader		
<input checked="" type="checkbox"/>	Side Entrance Reader	1/1/2006 8:00 AM	12/31/2006 5:00 PM

## Browser-based Client

**Access Level Assignment Wizard**

Search for a badge or badges to assign access to based on badge owner.

Person type: **Cardholder** Person search type: **Do not include badge activation dates when searching for people**

**Quick Search Advanced Search**

Criteria:

1. First name **starts with**
2. Location **equals**
3. Select property...

Search mode:  Match all criteria  Match any criteria  Use custom query

Query: **(1 AND 2)**

**Access Level Assignment Wizard**

Select the badges to assign access to.

Search results:

<input type="checkbox"/>	Last name	First name	Middle name	Department
<input type="checkbox"/>	Fitzgerald	Bill		
<input type="checkbox"/>	Mykins	Bill		

Selected:

<input type="checkbox"/>	Name
<input type="checkbox"/>	Bill Fitzgerald

Results: 1-5 of 5 badges (viewing persons; some may have more than one active badge)

**Access Level Assignment Wizard**

Select the access level(s) you want to assign to the previously selected badge(s). The access level displayed on the main screen has been selected by default.

<input type="checkbox"/>	Name	Activate	Deactivate
<input type="checkbox"/>	Access Level		
<input type="checkbox"/>	Access Level		
<input checked="" type="checkbox"/>	Employee 24/7		
<input type="checkbox"/>	Visitor Access		

Activation date:

Deactivation date:

**Access Level Assignment Wizard**

Badge(s) to receive the access level assignment(s):

<input type="checkbox"/>	Last name	First name	Middle name	Department
<input type="checkbox"/>	Fitzgerald	Bill		

Access level(s) to assign:

<input type="checkbox"/>	Name	Activate	Deactivate
<input checked="" type="checkbox"/>	Employee 24/7		

Lenel and OnGuard are registered trademarks of Lenel Systems International, Inc. Microsoft and Windows are registered trademarks of Microsoft Corporation. Other companies and products named herein may be trademarks or registered trademarks of their respective owners, and are hereby acknowledged.

Lenel Systems International, Inc.  
 1212 Pittsford-Victor Road  
 Pittsford, New York 14534  
 Tel 585.248.9720 Fax 585.248.9185  
 www.lenel.com

