

SOFTWARE MANUAL

ProxessIQ[™] Software & Proxess Sync[™] Mobile App Configuration

Equipment & Operation: Start-up Guide

The process of setting up a Proxess security system may be broken down into several elements and operations.

Here are the minimum required components:

- Computer (for each ProxessIQ[™] server and client), with Windows 10+ and USB input
- ProxessIQ[™] software Download link
- USB Enrollment Reader
- Android Smart Phone
- Proxess Sync[™] Download link
- Network or Internet connection for the PC, depending on the Proxess Sync[™] connection method
- Common WiFi connection to ProxessIQ[™], or mobile phone plan with connection to the ProxessIQ[™] network
- 1 or more LoxIQ[™] locksets (batteries are Not included)
- 4 x standard AA batteries per LoxIQ™
- Screwdriver to install LoxIQ[™] in cylindrical door prep, or also drill ¼" hole for mortise lockset
- Proxess smart credentials (cards, stickers, fobs)

Here is the basic operational sequence:

- Unzip and install the ProxessIQ[™] download link
- Connect the USB Enrollment Reader to the computer
- Download the Proxess Sync[™] link and ensure the computer and smart phone are on the same WiFi network. If using Proxess Sync[™] remotely, the remote connection will be tested in a subsequent step.
- In ProxessIQ[™], add a door, time zone, access level and mobile device
- Open Proxess Sync[™] and scan the QR code that appears. Code can be copied and emailed to the Proxess Sync[™] holder
- Test the mobile\WiFi connection
- In Proxess Sync[™] App, click "Sync with ACS"
- Click "Auto Sync Doors" and hold phone next to the LoxIQ™
- Place credential on the Enrollment Reader and enter basic information
- Swipe card on LoxIQ™

Quick Start Guide



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- Software Installation: Install ProxessIQ[™] software from <u>http://www.proxess.com/Data-Sheets/Download</u>
- System Operator Roles: Define the grouping for view\edit\delete rights for each software module.
- System Operators: Add operators into an Operator Role. Modify\personalize their role.
- **Mobile Devices:** Add mobile phones which will operate the Proxess Sync simple configuration App.
- **Proxess Sync™:** Sign in and enable the Proxess Sync[™] simple configuration App on your Android Mobile Phone.
- **Time Schedules:** Create the days and times that locks and doors will operate with credentials and remain locked or unlocked.



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- **Doors:** Add LoxIQ[™] wireless locksets into the system.
- Door Groups: Create groups of Doors, for more easily assigning access rights to users.
- Access Profiles: Create groupings combining Time Schedules with Doors and Door Groups.
- Controllers: Define online\checkpoint doors\readers.
- Users: Add\Modify\Delete credential holders and their credentials.
- Calendars: Schedule Holidays and special events, years in advance.
- User Interface: Arrange and hide Module icons and UI color schemes.
- **Settings:** Define system and operational attributes, including for door, reader, LED and credential operations.

SOFTWARE DOWNLOAD & INSTALLATION

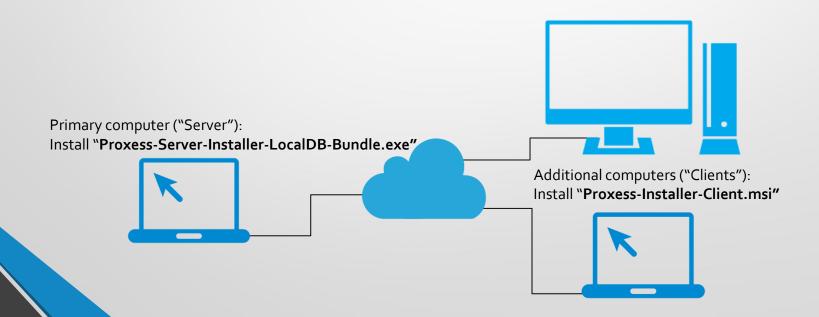
Which software do I download for a Basic system?

From the links provided at www.Proxess.com/Data-Sheets/Download if your system is described on this page, then on the computer that will be your primary (the "server") you will download and install "Proxess-Server-Installer-LocalDB-Bundle.exe". On all other computers (unlimited), you will only install "Proxess-Installer-Client.msi"

Follow the instructions in this section if this describes your system.

There will be only 1 (one) computer configuration and data entry.

There is 1 (one) main computer (laptop or desktop) (laptop or desktop) used for OR used for data entry and one (1) or more additional computers may be used for configuration and data entry, either now or in the future.

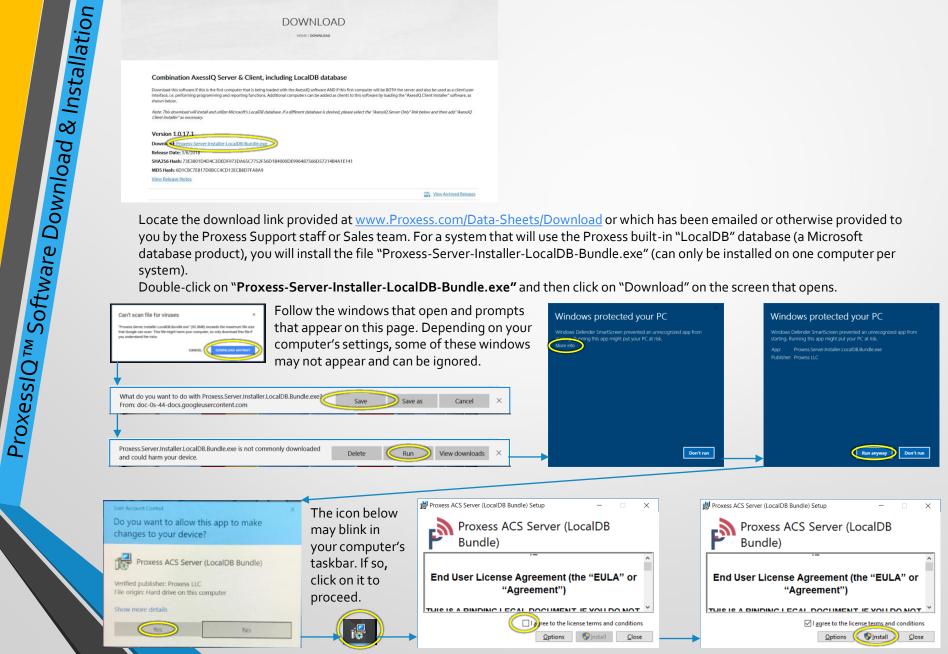


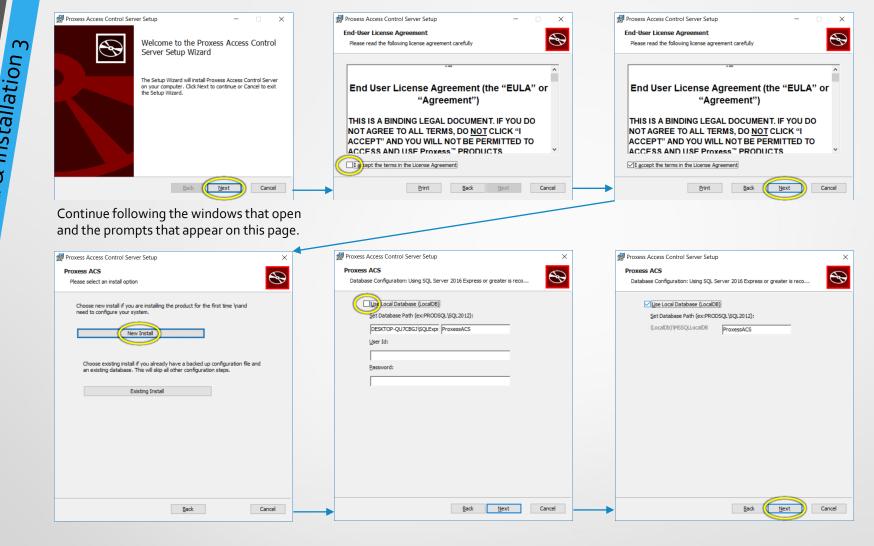
| Proxess | HOME | FEATURES & FUNCTIONS | SUPPORT & DATA SHEETS | SOLUTIONS | WHO WE ARE | CONTA |
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| Download this software if this is the fin | st computer that is being lo g and reporting functions. A | aded with the AxessIQ softw Additional computers can be a | are AND if this first computer w added as clients to this softwar | e by loading the "A | xessIQ Client Installe | er" softwar |
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| Download this software if this is the fir interface, Le performing programming shown below. Note: This download will install and of Clern Installer ² as necessary. Version 1.0.17.1 Downl. <u>4L Process Server Install</u> Release Date: 3/20218 SHA256 Hash: 73E380104D4C30 | st computer that is being lo g and reporting functions. P sitze Microsoft's LocalDB da er-LocalDB-Bundle exe EDF973DA65C7752F56 | auded with the AxessiQ softw Idditional computers can be i tabase. If a different database | are AND if this first computer w added as clients to this software <i>is desired, please select the "A</i> | e by loading the "A | xessiQ Client Installe | er" softwar |

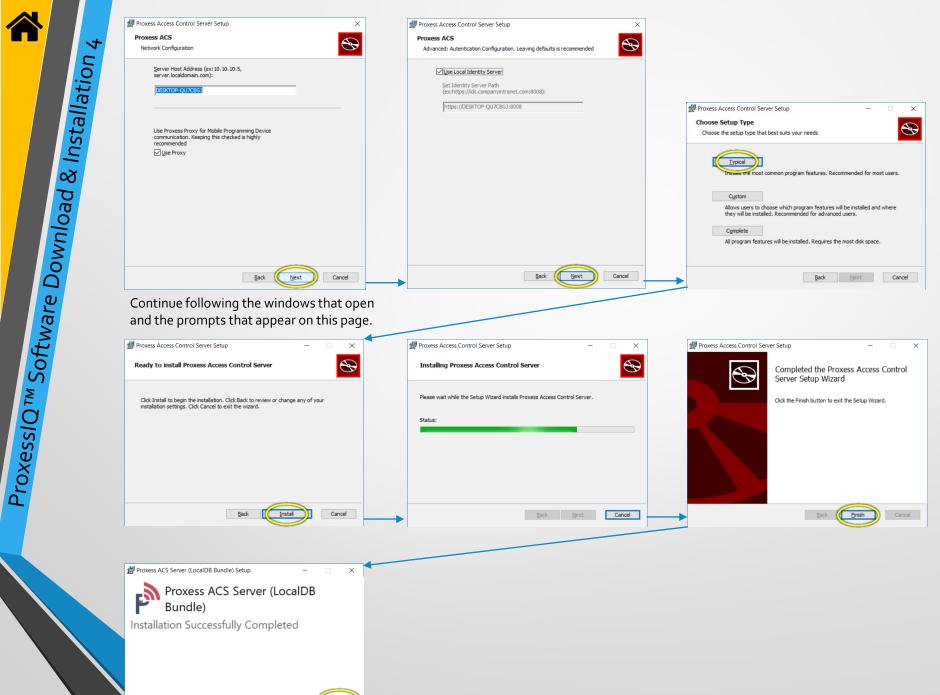
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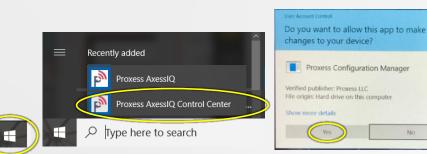
Locate the download link provided at www.Proxess.com/Data-Sheets/Download or which has been emailed or otherwise provided to you by the Proxess Support staff or Sales team. For a system that will use the Proxess built-in "LocalDB" database (a Microsoft database product), you will install the file "Proxess-Server-Installer-LocalDB-Bundle.exe" (can only be installed on one computer per system).

Double-click on "Proxess-Server-Installer-LocalDB-Bundle.exe" and then click on "Download" on the screen that opens.









Both the "Server" and "Client" portions of the software have now been installed on your computer.

It is good practice to follow the steps on this page, which will assure that the essential Server services are running on this computer.

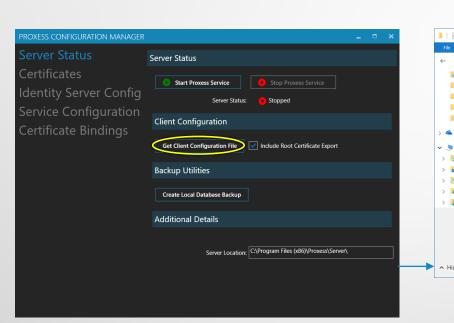
Press the Windows[™] icon on the keyboard or click on the Windows[™] icon on the left side of the Taskbar on the bottom of your screen. Locate and click on the "Proxess ProxessIQ Control Center", which will be in both the "Recently Added" section of the pop-up list of programs, as well as under the "P" section down below. If prompted with the window requesting to make changes to your computer, click "Yes".

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|---|---|
| Create Lo | p Utilities |
| Addition | te Local Database Backup |
| | Server Location: C\Program Files (x86)\Proxess\Server\ |

The above screen will open. If the Server Status is shown as "Stopped" then click on "Start Proxess Services". If it is shown as "Running" then you may close this program window.

| PROXESS CONFIGURATION MANAGER | | - • × |
|---|---|-------|
| Server Status Certificates | Server Status Start Proxess Service Start Proxess Service | |
| Identity Server Config Service Configuration | Server Status Running | |
| Certificate Bindings | Get Client Configuration File | |
| | Backup Utilities | |
| | Additional Details | |
| | Server Location: C:\Program Files (x86)\Proxess\Server\ | |
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Usually within several seconds (and upwards of about a minute) after clicking "Start Proxess Services" the Server Status will change to "Running". We will now proceed to initiate the software.

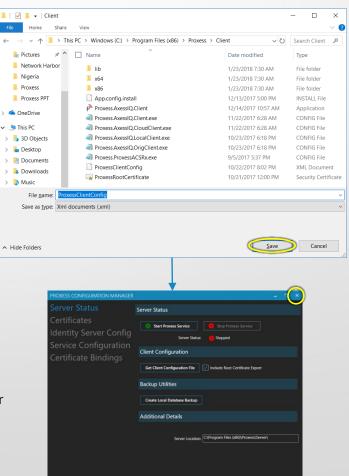


Click the "Get Client Configuration File" button.

On the "Save As" screen, navigate to the following (preferable) folder location to save the file in:

"This PC \ Windows (C) \ Program Files (x86) \ Proxess \ Client". Click the "Save" button.

Click on the "x" on the top right of the Proxess Configuration Manager window to close the application.





| Recently added | Life at a glance | User Account Control × Do you want to allow this app from an unknown publisher to make changes to your device? |
|--|--------------------------------|--|
| Proxess AxessIQ Proxess AxessIQ Proxess AxessIQ Control Center | Tuesday 5 | C:\Users\robsc\AppData\Local\Packages \Microsoft.MicrosoftEdge_8wekyb3d8bbwe \TempState\Downloads \Proxess.Installer.Client.msi |
| \mathcal{P} Type here to search | <u> </u> | Publisher: Unknown File origin: Hard drive on this computer |
| he "Windows" icon on your cor | mputer and select the "Process | Show more details |

Click the "Windows" icon on your computer and select the "Process ProxessIQ" program and allow the app to make changes to your device.

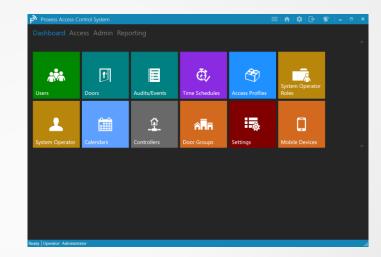
| Proxess Access Control System | | _ = × | Proxess Access Control System | | ·=· 首 (老) |
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| Load Client Configura | tor | | Load Client Configurati | 07 | |
| Host | | | Host | DESKTOP-QU7CBG/ | |
| IdentityAuthorityUrl: | | | IdentityAuthorityUrt: | https://DESKTOP-QU7C8GJ:8008/core | |
| Identity Client Secret: | | | Identity Client Secret: | 0yLzzdX_E%3k1%aoC*QqTVu | |
| Service Secure Port: | | | Service Secure Part: | | |
| Service Unsecure Port: | 8009 | | Service Unsecure Port: | | |
| Banef4 Encoded X309 Novi Certificati | Apply Client Configuration | | 1 | Here Control (Control Control Con | > |

NOTE: Other than as stated here, do not make any changes to these screens. Click the "Load Client Configuration" button on the first screen. You may be asked to search for the Configuration file, which may be found in the file you saved it in (shown below). Click on it. On the next screen, click the "Apply Client Configuration" button. The Login screen will open. Enter "administrator" and "proxess".

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| Proxess | 1 x86 | 1/23/2018 7:30 AM | File folder | |
| Proxess PPT | App.config.install | 12/13/2017 5:00 PM | INSTALL File | Proxess Log In |
| > 🦾 OneDrive | Proxess.AxessIQ.Client | 12/14/2017 10:57 AM | Application | Trokess Log III |
| | Proxess.AxessIQ.Client.exe | 11/22/2017 6:28 AM | CONFIG File | UserName |
| V S This PC | Proxess.AxessIQ.CloudClient.exe | 11/22/2017 6:28 AM | CONFIG File | Password |
| > 🔓 3D Objects | Proxess.AxessIQ.LocalClient.exe | 10/23/2017 6:18 PM | CONFIG File | |
| > 🧯 Desktop | Proxess.AxessIQ.OrigClient.exe | 10/23/2017 6:18 PM | CONFIG File | ✓ Remember Login |
| > 🔋 Documents | Process ACSBx exe | 9/5/2017 5:37 PM | CONFIG File | Login |
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| > 🚡 Pictures | | | | User Name: administrator |
| > 📕 Rob's iPhone 7 | | | | |
| > 📓 Videos | | | | Password: proxess |
| > 🛃 Windows (C:) | | | | r dostrord. proxess |
| > 🥪 RECOVERY (D:) | | | | Ready Operator: |

You will now be prompted to change your password, which is strongly recommended, but not required. The ProxessIQ[™] software will now open.

| Set Password | | | |
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| The password you are using is not secure. To ensure the security | | | |
| of your system please change your password now: | | | ļ , |
| Password: | | | ļ , |
| Verify Password: | | | ļ , |
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| Set Password Ignore and change later | | | ļ , |
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Begin Programming ProxessIQ[™]

NOTE: The programming sequence from the previous page will be the order followed throughout this operators manual. Each module has dependencies on the previous modules, so attempting to configure a system out of this order will result in the need to go back to the prescribed order to fill in various missing data entry fields.



Click on the ProxessIQ[™] download link provided on the <u>www.Proxess.com</u> website or emailed to you by Proxess Support staff or sales team. Follow the directions to complete the installation on a local or virtual computer.

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| | | | Proxess Log In | | | | | |
| | | UserName | rschorr | | | | | |
| | | Password | ••••• | | | | | |
| | | | Remember Login | Login | > | | | |
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The Login screen will appear after a short background start-up. Enter the default operator credentials you have been given. For security, be sure to immediately delete these credentials and add new personal credentials. Click on Login.

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After installing the ProxessIQ[™] software, you may add the icon to your taskbar and\or desktop. Click on one of those icons to start the software and background services. The software should always remain operating, even if it is just in the background



The Dashboard \ Home Screen will appear. In a later section we will show how to add the shortcut menu and change the background and icon colors, order and visibility. Click on the Module (the large icons) you wish to enter.



OPERATOR ROLES

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| Controllers | System Operator | System Operator Roles | Contraction Contra | Settings | Event Logs | | | | | | | | |
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| | | | | | | | | Delete Selected | Advanced Search | th Reload | | | |
| leady Operator: rschorr | | | | | | ai Read | / Operator: rschorr | | | | | | |

Operator Roles define what Modules (the large icons) Operators will have access to and what actions they will be able to perform once in that section. Click "System Operator Roles".

| Operators | | | | | |
|------------------------|------------------|--|------------|-------------|--|
| EW OPERATOR ROLE > NEW | | | Create Ope | erator Role | |
| lew | Role Name: | | | | |
| | Role Description | | | | |
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| Operator: rschorr | | | | | |

The following screen will open, for creation of the new Operator Role.

Options on this page allow editing and deleting existing Roles and filtering down a longer list of Roles using the Filter checkboxes for Active and Inactive Roles, on the left side of the page. Click "Add New Operator Role" to do so.

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|--|------------------|---------------------------|--|---------|-------------|------|---|
| ← Operators NEW OPERATOR ROLE > NEW | | | | Cre | ate Operato | Role | Þ |
| New | Role Name: Main | n St. Elementary | | | | | |
| New | Role Description | ProxylQ mobile App rights | | | | | |
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| Ready Operator: rschorr | | | | | | | |

Enter a descriptive name for the Role, considering all the future possible names that may be in your system, to avoid future naming conflicts. You may add any descriptions that may assist you and the team. Click on the Create button when complete.

|)perators IN ST. ELEMENTARY > | GENERAL | Save | Operators MAIN ST. ELEMENTARY > | | | | |
|----------------------------------|--|----------------|---|--|-----------|--------|--------|
| neral | Role Name: Main St. Elementary | | General | Door Module | Manage | O Read | O None |
| | Role Description ProxyIQ mobile App rights | | General | User Module | Manage | O Read | O None |
| vileges | | | Privileges | Credential Module | 🔘 Manage | O Read | O None |
| | | | | Access Profile Module | () Manage | O Read | O None |
| | | | | Calendar Module | 🔘 Manage | O Read | None |
| | | | | Time Schedule Module | 🔘 Manage | O Read | O None |
| | | | | Controller Module | 🔿 Manage | O Read | O None |
| | | | | Mobile Programming Device Module | () Manage | 💽 Read | |
| | | | | Log Module | | O Read | None |
| | | | | Settings | Manage | O Read | None |
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| | le has been created, click on the Pri odules and rights access. | vileges button | | isted ProxessIQ™ sof the rights this Role w | | | |

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| | | Save |
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| Role Privileges Saved | | |
| The role privileges have been saved | | |
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The above screen appears. Click "OK".

Proxess Access Control System **OPERATOR ROLES** + Add New Operator Role Filter by DESCRIPTION 🔲 🖉 👖 Customer - Manager Customer's Admin at Manager Level, under Adm Main St. Elementary ProxylQ mobile App rights Inactive Search for an Operator by typing the first few letters of their name. The resulting list will automatically appear. Delete Selected Advanced Search Reload

allows viewing within each module. Click "Save" when complete.

To review or edit any Role, click on the above icon. Other options on this page allow deleting existing Roles and filtering down a longer list of Roles, using the Filter checkboxes, for Active and Inactive Roles, on the left side of the page, or searching by name.

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|-------------------------------|------------------|---------------------------|-------------|-------|------|---|
| ← Operators | | | | | | |
| MAIN ST. ELEMENTARY > G | ENERAL | | | | Save | |
| Concert | Role Name: Mai | n St. Elementary | | | | |
| General | Role Description | ProxyIQ mobile App rights | | | | |
| Privileges | | | | | | |
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| Ready Operator: rschorr | | | | | | |

The Role you selected will appear. You may change any notes you wish. Click on the Privileges label to review those rights.

| AIN ST. ELEMENTAR | Y > PRIVILEGES | | | | Si |
|-------------------|----------------------------------|------------|--------|--------|----|
| General | Door Module | Manage | O Read | None | |
| Selleral | User Module | Manage | O Read | O None | |
| Privileges | Credential Module | Manage | O Read | None | |
| | Access Profile Module | 🗌 Manage | 🔿 Read | None | |
| | Calendar Module | Manage | O Read | O None | |
| | Time Schedule Module | 🔿 Manage | O Read | O None | |
| | Controller Module | 🔵 Manage | 🔘 Read | O None | |
| | Mobile Programming Device Module | Manage | 🔘 Read | O None | |
| | Log Module | | 🔘 Read | O None | |
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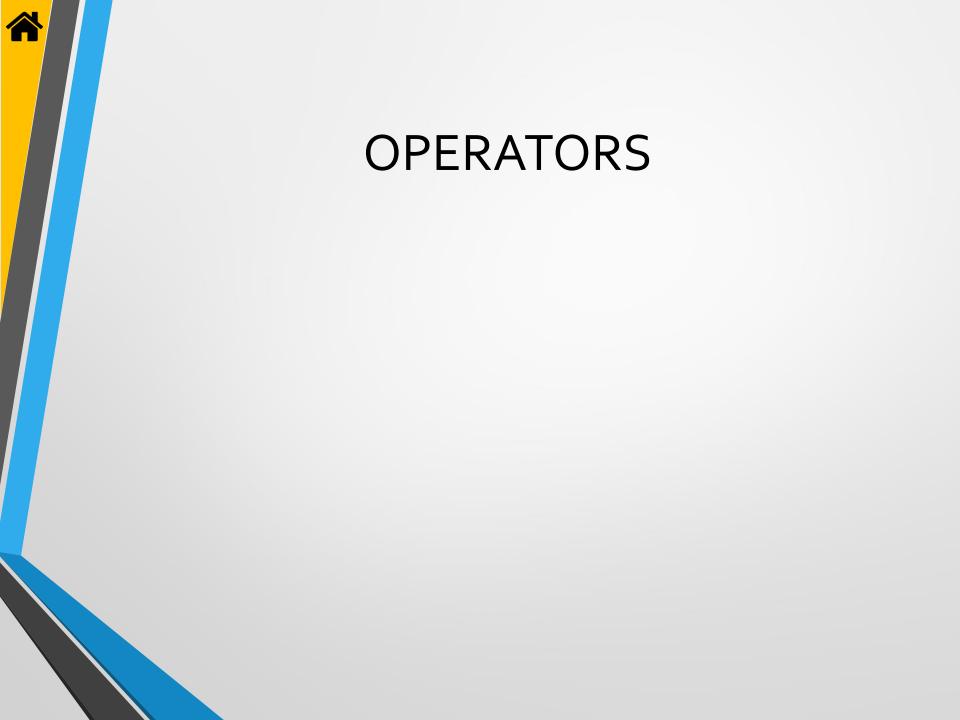
For each of the listed ProxessIQ[™] software modules, click the radio button for the rights this Role will have, once an Operator with this Role logs in. "Manage" allows editing and "Read" only allows viewing within each module. Click "Save" when complete and "Operators" to return to the main Operator Roles screen.

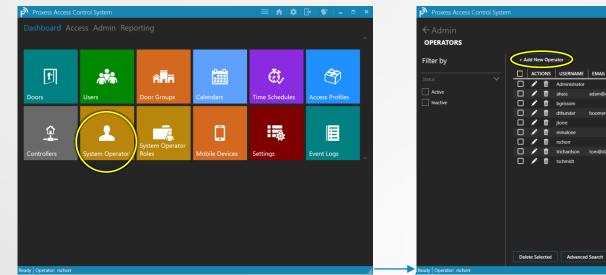


You will be returned to your Home Screen \ Dashboard.

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| OPERATOR ROLES | | | | | | | | | | | | | | | |
| Filter by | + A | dd Ne | w Ope | rator Role | | | | | | Sea | irch | | | ρ | |
| | | | IONS | USERNA | ME | DESCRIPTI | ION | | | | | | | | |
| Status 🗸 | | 1 | ŵ | Customer | - Manager | Customer's / | Admin at I | Manager L | evel, und | ler Adn | ninistra | tor Level | · <u>·</u> | | |
| Active | | 1 | ά | Main St. El | ementary | ProxylQ mot | bile App ri | ghts | | | | | | | |
| Inactive | | Ì | Ŵ | ProxessAd | ministrator | | | | | | | | | | |
| | Dela | ete Sel | lected | Adva | nced Searc | h Reio | pad | | | | | | | | |
| Ready Operator: rschorr | | | | | | | | | | | | | | | .al |

The main Operator Roles screen appears. Click on the "Admin" tag to return to your Home view.





From the Home Screen (Dashboard) click on the System Operators icon, where you will be able to add and modify individual operators\programmers, including assigning them to one or more Operator Groups.

| Proxess Access Control System | | | | 1.484 | - | - | × |
|---|--|--|--|-------|---|----------|----|
| Proxess Access Control System Operators NEW OPERATOR > REGISTER | | | | , ¢ | | Operator | |
| Register | User Name: Password Verify Password | | | | | | |
| | First Name Last Name Email: Phone Number: Notes: | | | | | | |
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| Ready Operator: rschorr | | | | | | | al |

The main New Operator screen appears, showing the mandatory and optional fields. You may click on the "Operators" tag to return to the main Operators list.

Click on "Add New Operator" to perform this action. Other options on this page allow editing and deleting existing Operators and filtering down a longer list of Operators, using the Filter checkboxes, for Active and Inactive Operators, on the left side of the page. Or, search for a specific Operator by typing the letter you know of the name of that person.

A 12

Search for an Operator by typing the first few letters of their name. The resulting list will automatically appear.

Reload Viewing 9 operators

| NEW OPERATOR > REGISTER | | | Register New Operator |
|-------------------------|-----------------|--------------------------|-----------------------|
| Register | | rschorr | |
| | Password | ••••• | |
| | Verify Password | •••••• | |
| | | | |
| | First Name | Robert | |
| | Last Name | Schorr | |
| | Email: | rob.schorr@proxess.com | |
| | Phone Number: | 210-213-6475 | |
| | Notes: | Solutions Architect, EAC | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Create a case-sensitive User Name and Password, ensuring to verify the password exactly. No spaces are permitted in these fields. Enter a first and last name and a valid email, for use in later modules. The phone number and notes are optional. Click Register when complete.

| Proxess Access Control System | | ≡ ↑ \$ ⊡ \$ - □ × | Proxess Access Control System | | = ♠ ♀ ⊡ ♥ - □ |
|-------------------------------------|--|----------------------------|-------------------------------------|--|-------------------------|
| ← Operators RSCHORR > GENERAL | | Save | ← Operators RSCHORR > GENERAL | | Save |
| General Change Password Roles | User Name: rschorr First Name Rob Last Name Schorr Email: rob.schorr@proxess.com Phone Number: 210-213-6475 Notes: Solutions Architect, EAC | | General Change Password Roles | User Name: rschorr First Name: Rob Last Name: Schorr Email: rob.schorr@proxess.com Phone: Number: 210-213-6475 Notes: Solutions Architect, EAC | |
| | | | | | |

The details for the Operator which you have just registered will appear. You may edit these details, including clicking on "Change Password" to do so, or click "Save".

Operators - 2

| Proxess Access Control System | ≡ ♠ ✿ ┣ ♥ - □ × |
|--------------------------------|---------------------------------------|
| ← Operators RSCHORR > ROLES | |
| General | Add Operator To Role |
| Change Password | ACTIONS NAME ProcessAdministrator |
| Roles | |
| | |
| | |
| | |
| | |
| | |
| | |
| | Remove Selected |
| Ready Operator: rschorr | |

The existing list of Operator Roles that have been allocated to this Operator is displayed, which may be deleted. To add more Roles, click the dropdown arrow to reveal the full list of Operator Roles.

Click on the Roles button to assign this individual to a category of rights within the software.

| Proxess Access | Control System | ≡∣ ♠∣ ≎ | : [+ 🖤 _ 🗖 🗙 |
|----------------------------|---|--------------------|-----------------|
| ← Operators RSCHORR > R | OLES | | |
| General | Customer - Manager | Add Operator To Ro | Die |
| Change Pass | Main St. Elementary ProxessAdministrator | | |
| Roles | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Remove Selected | | |
| Ready Operator: rschorr | | | |

Select an additional or initial Operator Role to apply to this Operator.

| Proxess Access Control System | | ≡(♠)¢ ₽ ♥ - ▫ × |
|-------------------------------|--|----------------------|
| RSCHORR > ROLES | | |
| General | Main St. Elementary 🔹 | Add Operator To Role |
| Change Password | ACTIONS NAME Image: Imag | |
| Roles | Main St. Elementary | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Remove Selected | |
| adv Operator: rschorr | | |

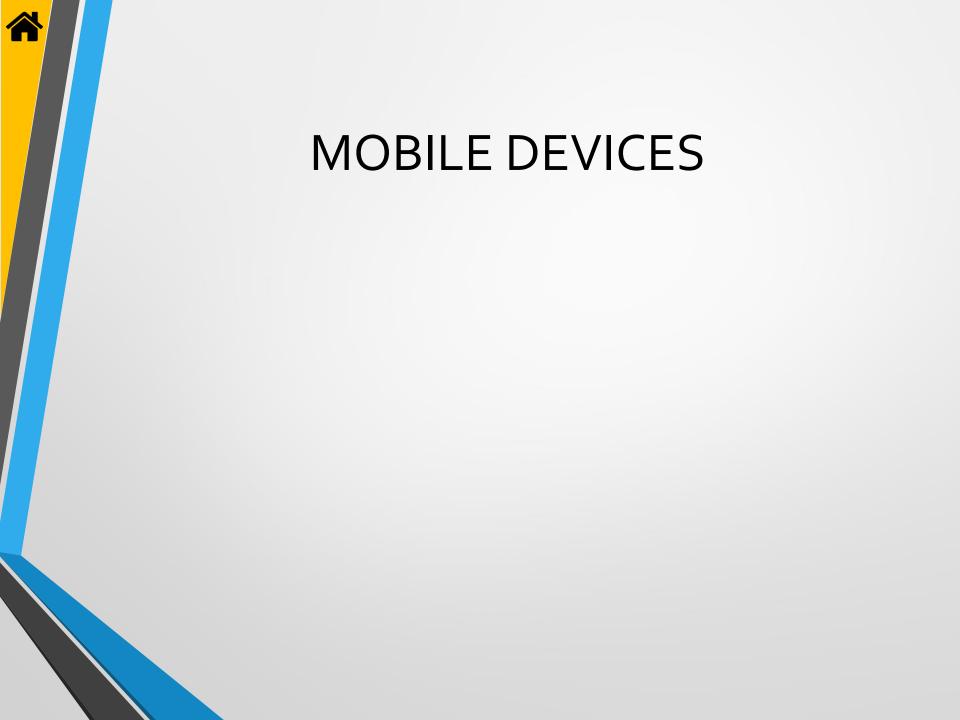
The new Role added to this Operator now appears in the list of previous Roles for the Operator. To return to the Home Screen \ Dashboard, click on the Home icon on the top task bar. To return to the list of Operators page, click on "Operators".

| Proxess Access Co Dashboard Acco | ontrol System ess Admin Rep | orting | | ≡!♠!\$! | [] () - □ × |
|-------------------------------------|--------------------------------|-------------|-----------------|-----------------|--------------------------|
| Users | Doors | Event Logs | CTime Schedules | Access Profiles | System Operator Roles |
| System Operator | Calendars | Controllers | Coor Groups | Settings | C Nobile Devices |
| | Carcinary | Condoners | | Secongs | |
| | | | | | |
| y Operator: rschorr | | | | | |

You have returned to the Dashboard \ Home Screen.

| Proxess Access Control System | | | | | | = | 📩 🕞 🐒 | / _ = × |
|-------------------------------|------|--------|--------|---------------|----------------------|------------------|-----------|---------|
| Admin OPERATORS | | | | | | | | |
| Filter by | + A | dd Ne | w Ope | rator | | | Search | م |
| | | ACT | IONS | USERNAME | EMAIL | | | |
| Status 🗸 🗸 | | 1 | đ | Administrator | | | | |
| Active | | 1 | Ŵ | ahass | adam@datausa.com | | | |
| Inactive | | ø | Ŵ | bgrissom | | | | |
| | | I | Ŵ | dthunder | boomer@datausa.com | | | |
| | | Ì | ŵ | jtorre | | | | |
| | | ø | ŵ | mmalone | | | | |
| | | 1 | Ŵ | MSEPrincipal | rob.schorr@yahoo.com | | | |
| | | ø | Ŵ | rschorr | | | | |
| | | 1 | Ť | trichardson | tom@datausa.com | | | |
| | | 1 | Ŵ | tschmidt | | | | |
| | | | | | | | | |
| Ready Operator: rschorr | Dele | ete Se | lected | Advanced | Search Reload | Viewing 10 opera | tors | |

This is the list of all the Operators, including the one that was just added. To return to the Home Screen \ Dashboard, click on either the Home icon on the top task bar, or the "Admin" tab at the top left of the page.



| | | | | | | + Ad | d New M | Mobile Device | | | Search Mobile Devices |
|-------------|-----------------|--------------------------|----------------|----------------|-----------------|------|---------|-----------------------------|---------------------|-------------|-----------------------|
| Ŷ | | ô <mark>l</mark> a | | ē, | C) | | ACTION | | OPERATOR | LAST SYNCED | ENABLED |
| | | | | ~~ | | | | 🗍 🐽 dthunder nexus 6 | | | |
| Doors | Users | Door Groups | Calonda | Time Schedules | Access Profiles | | | Robert's iPad Mini | | | <u>~</u> |
| | | | | | | | | ProxessGalaxyJ3 | | | |
| | | | | | | | | Jon's Moto Z Jon's Moto G4 | jtorre | | ⊻ ▼ |
| ۵ | | | – | | | | | Kob Moto G4 TavlorNexus | rschorr tschmidt | | × |
| | | <u> </u> | | ■ P XOr | | | | WaveLynxMoto | tschmidt | | 2 |
| Controllers | System Operator | System Operator Roles | Mobile Devices | Settings | Event Loas | | | Jon's 6P | itorre | | ~ |
| | | | | | | Dete | ▶ T | Advanced Search | dthunder Beload | | 2 |

To add a new (and manage existing) mobile phone to be used as an in-the-field programming device click on the "Mobile Devices" module icon.

| Proxess Access Control System Control System Mobile Devices NEW MOBILE DEVICE > GEN | NERAL | | Save |
|---|--------------------------------|--|--|
| General | Name: Operator: Enabled: | Administrator athunder Jtorre rschorr ahass trichardson | |
| Ready Operator: rschorr | | | ACS Address: 127.0.0.1 ACS Port: 80 |

Enter a name for the mobile phone to be added. Select the responsible Operator for this App from the drop-down list.

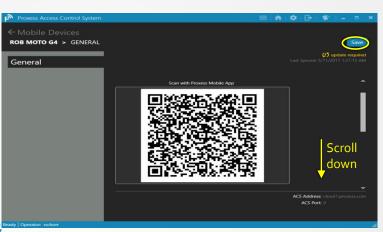
This is the list of all the registered mobile phone Apps in the system. Click "Add New Mobile Device" to do so. To return to the Home Screen \ Dashboard, click on either the Home icon on the top task bar, or the "Access" tab at the top left of the page.

| Hobile Devices | | | | |
|----------------|---|-------------|---|------------------------|
| General | | | | C!5 update requ |
| | Name: | Rob Moto G4 | | |
| | Operator: | rschorr | • | |
| | Enabled: | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | Lanara and L | | | ACS Address: 127 |
| | | | | ACS Port: 80 |

Check the Enabled box and click "Save".







A unique 2-dimensional bar code will be generated and displayed for use in the next module, "Mobile Phone App". Though there is nothing more to do but to click "Save", you may scroll down to view the other communications data.

| NOBILE DEVICES | | | | | | | | | |
|----------------|------|-------|------|--------|--------------------|----------|----------------------|----------|-----------------------|
| | + Ac | id Ne | w Mo | bile C | levice | | | | Search Mobile Devices |
| | | ACT | IONS | | NAME | OPERATOR | LAST SYNCED | ENABLED | |
| | | 1 | ŵ | | dthunder nexus 6p | dthunder | 4/19/2017 5:04:57 PM | 2 | |
| | | 1 | ŵ | | Robert's iPad Mini | rschorr | | V | |
| | | 1 | ŵ | | ProxessGalaxyJ3 | dthunder | | V | |
| | | 1 | ŵ | | Jon's Moto Z | jtorre | | Z | |
| | | 1 | ŵ | | TaylorNexus | tschmidt | | V | |
| | | 1 | Ŵ | | WaveLynxMoto | tschmidt | | ⊻. | |
| | | 1 | ŵ | | Jon's 6P | jtorre | | V | |
| | | 1 | Ŵ | | DATA Nexus Sx | dthunder | | V | |
| | | 1 | ŵ | | Rob Moto G4 | rschorr | | V | |
| | | | | | | | | | |
| | | | | | Advanced Search | Reload | | | |

The list of all the registered mobile devices in the system will appear. You may enable, view, edit or delete any device you have access to in the list. To return to the Home Screen \ Dashboard, click "Access" or the Home icon in the top task bar.

| Proxess Access Control System | | | = = ♠ ✿ ፁ ♥ - □ |
|---|-----------------------|---|--|
| - Mobile Devices ROB MOTO G4 > GENERAL | | | Sm |
| General | | | Contraction (Contraction) (Con |
| | Device Communicati | on Codes | |
| | Com Code: | _2#=-}*!\$>;;}I_y | |
| | Key Code: | ?M&o)%g]#!m%@[| |
| | | Reset Communication Codes | |
| | Proxy Settings | | |
| | Installation Id: | 99999876-1111-4e65-a065-00fd65531f18 | |
| | Naming Convention: | https://p[0]proxessproxy.azurewebsites.net/ | |
| | Is Dynamic: | | |
| | Preferred Proxies: | 1, 2 | |
| | Mobile Device Regis | tration | |
| | Registered Device Id: | 1dd624b7-3f5c-4d55-84ab-525139612cfd | |
| | | Remove Mobile Device | l |
| | | | ACS Address: cloud1.proxess.co ACS Port: 0 |

No changes are encouraged or required to be made. Click "Save" to continue.

MOBILE PHONE APP Proxess Sync™ INITIALIZATION



Go to the Google Play Store and search for "Proxess". Select the "Proxess Sync™" Management App and download it to your phone.



For lockset communication, assure Bluetooth is turned on.

For ProxessIQ[™] synchronization, ensure WiFi and\or Mobile Communication is turned on.



Click the Proxess icon to open the App.



| a ❶ � ■ ** : | Image: Constraint of the state of | |
|--|--|--|
| STATUS SYNC DOORS | STATUS Lock Sync Settings | |
| Status | Firmware | Directions In the ACS, add a Mobile Programming Device to a System Operator. Add the com code and key code below. |
| Last synced: Tuesday, May 9, 2017 11:19 PM | Last synced: Tuesda | SCAN QR CODE |
| There are 16 doors to update. | There are 16 doors to update. | Com code |
| | | Key code |
| | | |
| | | Proxy installation Id |
| | | Proxy naming convention |
| | | Ploxy naming convention |
| | | Is dynamic |
| | | |

The screen on the left will appear the first time the App is opened. Future openings of the App will display the last screen viewed from the last time the App was closed. Click the icon circled. Then click "ACS Settings" from the menu. The screen on the right appears. To initiate the App, click on "Scan QR Code". To continue, you must now open the ProxessIQ software and go to the "Mobile Devices" module and click on the Edit icon for the device you will now add.

Mobile App Screenshot 🚥 🕪 😯 🖾 🌗 🔯 💻 P 🔭 🕷 🐨 🔍 📋 23:20 Connect to ACS

Directions

Com code

Key code

Is dynamic

 \bigtriangledown

Proxy installation Id

Proxy naming convention

0

helow

In the ACS, add a Mobile Programming Device to a System Operator. Add the com code and key code SCAN OR CODE

Mobile App Screenshot



PC Software Screenshot



The screen on the left opens. Click the "SCAN QR CODE" button and the scanner screen in the center opens. This is a scanner, which uses your phone's camera to view the QR code that has appeared in the screen in the software where your new Mobile Device was added, shown in the image on the right.



NOTE: There are a few ways to scan the QR code in the software with the mobile phone being added:

- The first is to bring the phone to the software, open the "Mobile Devices" module and click the edit button for the mobile device being added where the QR code will then appear. With the scanner screen open, hold the phone over the code and all of the connection data will automatically populate as shown in the image below on the left. This connection data will match what is on that software page.
- If the phone is not near the software, a screenshot can be taken of the QR code and emailed to the person with the phone to scan it (from either the email screen or a printed copy) in the same manner as above.
- The third way is to manually enter all the data into the phone whether the phone is local or remote.

| 🚺 😯 62° <u>†</u> 🖾 🖄 🗮 🖹 🕈 🗮 🗎 11:32 | 🖾 🚯 😯 🖾 62° <u>+</u> 🖄 🐇 🕀 😌 📓 11: | | | |
|---|---|--|--|--|
| connect to ACS | Connect to ACS | | | |
| SCAN QR CODE | SCAN QR CODE | | | |
| om code | Com code | | | |
| !#=-)*!s>;;}l_y | .2#=-)*!s>;;}l_y | | | |
| y code | Key code | | | |
| | ····· | | | |
| oxy installation Id | Proxy installation Id | | | |
| 9999876-1111-4e65- 065-00fd65531f18 | 99999876-1111-4e65- a065-00fd65531f18 | | | |
| oxy naming convention | Proxy naming convention | | | |
| ttps://p{0}proxessproxy.azurewebsites .et/ | https://p{0}proxessproxy.azurewebsites .net/ | | | |
| dynamic | Is dynamic | | | |
| eferred proxies | Preferred proxies | | | |
| ,2 | 1,2 onTestConnectionComplete: success | | | |
| TEST CONNECTION | TEST CONNECTION | | | |
| | | | | |

At the bottom of the phone screen, you may click "Test Connection" to verify the setup was successful.

Click the Back button on the phone to return to the Proxess Sync™ Home screen.

NOTE: In order to assure the Test works, it is necessary to verify that the phone has connectivity to the ProxessIQ[™] software, wherever it is located, via either the customer's WiFi or the mobile phone network. These are matters for resolution between the customer and the integrator and are not the responsibility of Proxess.

MOBILE PHONE APP UPDATING the LoxIQ[™]

- Automatic Mode for all locksets
- Manual Mode for one lock at a time

NOTE: Bear in mind that Proxess Sync[™] is a passive and un-hackable App in that the programming is done only from the ProxessIQ[™] software. The App is simply presented to the locksets and the operator will simply need to click a button for the programming changes to be synchronized with the locksets.

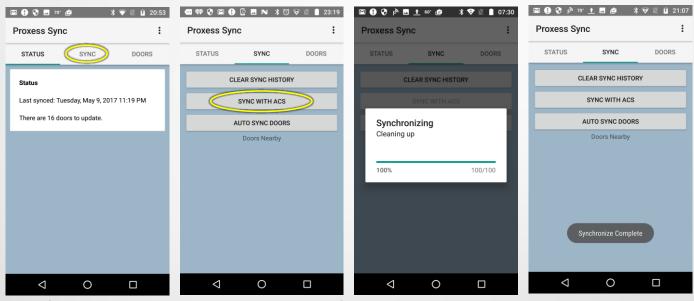
| | ビ 90° 😯 💔 📂 | \ominus マ 🖹 🧂 13:03 | 🖾 🌒 😯 70° 🖄 | マ 🖹 🖬 20:53 | 🖬 🚺 😯 🖪 70° 🖄 | * 💎 🖹 🛿 20:53 |
|--|---|---------------------|---|---------------|--|---------------|
| | Proxess Sync | : | Proxess Sync | : | Proxess Sync | : |
| | STATUS SYNC | DOORS | STATUS SYNC | DOORS | STATUS SYNC | DOORS |
| If the access control software has changes to be synchronized, that note will appear here. | Bluetooth is off Status The ACS has changes Last synced: Tuesday, Jun 20 There are 16 doors to update | | Bluetooth is off Status Last synced: Tuesday, May 9, 2 There are 16 doors to update. | 2017 11:19 PM | Status Last synced: Tuesday, May S There are 16 doors to updat | |
| | ⊲ 0 | | ۵ D | | ⊲ 0 | |

To use the Proxess Sync[™] App to update LoxIQ[™] locksets and gather their audit trail data to send to the ProxessIQ[™] software, open the App and click on "Status" in the top menu. If Bluetooth on your phone is off, click "Enable" to turn it on or the phone will not be able to communicate with the locksets and no updating or downloading will take place.

NOTE: Before you will be able to proceed, it is also necessary to verify the phone has connectivity to the ProxessIQ[™] software wherever it is located, via either the customer's WiFi or the mobile phone network. These are matters for resolution between the customer and the integrator and are not the responsibility of Proxess.

Using Proxess Sync[™] - Updating the LoxIQ[™] - 1

Sync with the Access Control System



To perform any desired updates on the locksets, updates first need to be delivered to this phone. At this point, the phone does not need to be near any lockset. Click "Sync" from the top menu. The second screen above appears. Click "Sync with ACS" and the status bar will update you with progress and a note when the synchronization is complete.

N

Must Initialize a Lockset Prior to First Synchronization

| Proxess Sync : | Proxess Syr | ic : | Proxess Sync | 1 | ← Door Sync |
|--|-------------------------------|--------------------------|-------------------------------|---|--|
| STATUS SYNC DOORS | STATUS Filter | SYNC DOORS | STATUS SYN | | Name Rob's Office Address None |
| Status | Unbound | | Unbound | | Lock Mode Storeroom Mode |
| Last synced: Tuesday, May 9, 2017 11:19 PM | Updatable | Debug_Lock_0B:31 | Updatable | | Has updates True |
| There are 16 doors to update. | Locations Demo Location | Demo Door | Locations Demo Location | | Battery level ? Reader firmware version ? |
| | DATA's | Demo Door 2 | DATA's Office | | Lock firmware version ? |
| | Richmond Superior, CO | Front Door | Richmond Superior, CO | | BIND TO HARDWARE |
| | CLEAR FILTER | Lock With Rolled Keys #1 | CLEAR FILTER | | UNBIND (TEMP FIX) |
| | | Lock With Rolled Keys #2 | | | |
| | | Mike's Toggle Lock | | | |
| | | Mikes Demo | | | |

To initialize a lockset click on "Doors" from the top menu. To see the door you are looking for, check the box for the location your lockset resides in. That list of doors will appear. Click on the lockset name to be initialized and the menu for that door will appear. Click on "Bind to Hardware". *Hardware* refers to the lockset. A status bar will appear (screenshot on the bottom left) and then the updated Door screen will appear (second screenshot on the bottom).

| Y## M 74" P ^M M Y## Y## V# P X ▼ ■ 15:16 | (47) 74° P ³ ■ [2] (47) (47) (7 ▷ 3 ♥ [15:21] | |
|---|---|---|
| Select Device | ← Door Sync | ← Door Sync |
| Finding available devices | Name Rob's Office Address 00:A0:50:18:0C:19 | Name Rob's Office Address 00:A0:50:18:0C:19 |
| | Lock Mode Privacy Mode Has updates True | Lock Mode Privacy Mode Has updates True |
| | Battery level 90% Reader firmware version 0.5.0 Lock firmware version 1.2.8 | Battery level 90% Reader firmware version 0.5.0 Lock firmware version 1.2.8 |
| | DISCONNECT | DISCONNECT |
| | SYNC | SYNC |
| | SET DOOR AS CLOSED | SET DOOR AS CLOSED |
| | UPDATE FIRMWARE | UPDATE FIRMWARE |
| | UNBIND (TEMP FIX) | Synchronize Complete |

If the Privacy Mode and Lockdown capabilities are desired to be used, set the lockset to Privacy mode in the software and then click "Set Door As Closed" while the door is completely in the closed position. The *Synchronization Complete* bar will appear. The configuration is complete and you may return to other screens in the App or simply close it.

Automatically Sync with all (desired) Locksets



Using Proxess Sync[™] - Updating the LoxIQ[™] - 4

Once the ACS sync is complete and you are ready to update the locksets, click "Auto Sync Doors" and proceed to the first door to be updated. The middle image will be shown as the App begins looking for locksets. Hold the phone within three (3) inches of the locksets and the App will automatically begin the handshake, verification and update process. The App will show when the update has completed. You may proceed to the next lockset(s) to be updated without the need to click on further buttons.

NOTE: During the update process, audits will be collected from the locksets and as long as there is connectivity to the ProxessIQ[™] software, those audits will be uploaded to the software and will be immediately available in the system Event Log.

Manually Sync with a Specific Lockset (1 of 2)

| 🖬 🕒 🖓 🖬 70° 🖄 🔺 🟹 📓 20:53 | 🚥 💔 😯 🖬 🚺 😰 🖬 ℕ 🗚 🕄 🤝 🗎 23:19 | 🚥 💔 🖓 🖾 🤚 🚱 🖪 66° <u>†</u> 🗏 🐨 🖺 11:17 | 🚥 🟟 🖓 🖬 🚺 🔯 🖬 66: 🛨 🛪 荣 🗏 🗎 11:16 |
|--|---|--|--|
| Proxess Sync | Proxess Sync | Proxess Sync : | ← Door Sync |
| STATUS SYNC DOORS Status Last synced: Tuesday, May 9, 2017 11:19 PM There are 16 doors to update. | STATUS SYNC DOORS Filter Adams Test Door Updatable Debug_Lock_0B:31 Locations Demo Door DATA's Demo Door 2 Richmond Front Door CLEAR Lock With Rolled Keys #1 FILTER Lock With Rolled Keys #2 Mike's Toggle Lock Mikes Demo | STATUS SYNC DOORS Filter Cobs Office Cobs Office Updatable Cocations DATAS DATAS Office Cichmond Superior, CO CLEAR FILTER CLEAR | Name Rob's Office Address 00:A0:50:18:0C:19 Has updates True Battery level ? Reader firmware version ? Lock firmware version ? SYNC SET DOOR AS CLOSED UPDATE FIRMWARE UNBIND (TEMP FIX) |
| < 0 □ | | | |

To manually perform any desired update on one specific lockset at a time, follow the instructions to "Sync with ACS" from the beginning of this section.

From the Home screen of the App, click on "Doors" from the top menu. To see the door you are looking for, check the box for the location your lockset resides in. That list of doors will appear. Click on the lockset name to be updated and the menu for that door will appear.

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Proceed to the selected door and hold the phone within three (3) inches of the plastic on the face of the lockset. Click "Connect" to begin the update process. The status will show and once connected, click on the "Sync" button. The status will display (see the last image on the right) with a "Synchronize Complete" note at the bottom of the screen when the process is complete.

SYNC

SET DOOR AS CLOSED

UPDATE FIRMWARE

UNBIND (TEMP FIX)

0

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Synchronizing

UNBIND (TEMP FIX)

0

 \bigtriangledown

SYNC

SET DOOR AS CLOSED

UPDATE FIRMWARE

Synchronize Complete

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NOTE: During the update process, audits will be collected from the locksets and as long as there is connectivity to the ProxessIQ[™] software, those audits will be uploaded to the software and will be immediately available in the system Audit Log.

Manually Sync with a Specific Lockset (2 of 2)

UNBIND (TEMP FIX)

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UNBIND (TEMP FIX)

0

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9,

MOBILE PHONE APP LoxIQ[™] SETTINGS,FIRMWARE UPDATES & LOGS

Sync Settings

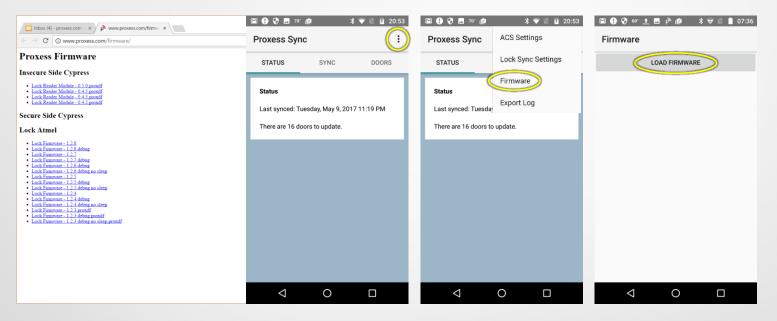
Ч

Proxess Sync[™] - Settings & Firmware Updates -

| ■ • • • ■ • • • ■ • • • ■ • • • ■ • | ■ ● ● ■ ⁷⁰ ● ★ ● ℝ № 20:53 Proxess Sync ACS Settings | Image: Setting s Image: Setting s |
|---|---|--|
| STATUS SYNC DOORS Status Last synced: Tuesday, May 9, 2017 11:19 PM | STATUS Lock Sync Settings Firmware Last synced: Tuesda | Pull audits during lock sync Delete audits after pull |
| There are 16 doors to update. | There are 16 doors to update. | |
| | | |
| | | |
| < 0 □ | < 0 □ | < 0 □ |

From the Home screen of the App, click on the icon highlighted in the image on the left. The menu in the middle image will appear. Click "Lock Sync Settings". The image on the right will open. The two features shown allow you to select the audit retrieval details for each phone. The first radio button allows the phone to automatically pull the audits off the locksets when they are synchronized. The second radio button authorizes the phone to delete the audit logs off of the locksets once they are uploaded into the App.

Lockset Firmware Uploading (Preparation)



There are three (3) sets of firmware on each lockset, one each for BLE operations on the insecure side and the secure side of the door and one for the lockset PC board.

To retrieve the latest versions, use your mobile phone's Internet browser (or your PC browser and email the files to your mobile phone) and go to the Proxess Firmware webpage at **firmware.proxess.com** and click on the link at the top of each of the columns (Inside, Outside & Lock). Save each file to your mobile phone and note the location. By default, most phones save downloads to the "Download" folder.

Loading will be performed by clicking on the highlighted icon on the Home screen of the App and then "Firmware" from the resulting menu. The Firmware page will open and if there is nothing listed, click on "Load Firmware" and proceed to the next step to load the new firmware.

N

Proxess Sync[™] - Settings & Firmware Updates -

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Lockset Firmware Uploading (Preparation)

| Device | ← Device/Download | Firmware |
|---|---|--|
| Alarms Directory | E Lock_Reader_Module_0.5.0.pro File | LOAD FIRMWARE |
| alt_autocycle Directory | LockFirmware_1.2.8.proxdf | Lock Reader Module - 0.5.0 |
| Android Directory | | |
| DCIM Directory | | |
| Download Directory | | |
| Movies Directory | | |
| Music | | |
| | | |
| | 🖬 🚯 🐼 🖪 oo: 🛨 🌬 🖄 🐨 🖹 🛔 07:37 | ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ |
| 9 9 ∞ <u>+</u> E p ³ @ | | ≌®®⊗∞±∎⊧≥e ≯⇒ Firmware |
| 0 0 0 ± □ p 0 3 √ ≥ 0 7:36 mware LOAD FIRMWARE | 🖬 🚯 🐼 🖪 oo: 🛨 🌬 🖄 🐨 🖹 🛔 07:37 | I I I I I I I I I I I I I I I I I I I |
| 0 0 0 ± □ p 0 3 √ ≥ 0 7:36 mware LOAD FIRMWARE | ■ ● ● ■ 60° ± p^a ● * ● N ■ 07:37 ← Device/Download ■ Lock_Reader_Module_0.5.0.pro | ≌®®⊗∞±∎⊧≥e ≯⇒ Firmware |
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| 0 ♥ ∞ ± ■ ⊧ ^b Ø | Image: Second state of the secon | Image: Image of the second |

Go to your phone's file storage and download folder.

Select (click on its name in the "Device\Download" screen) any of the three (3) firmware files, one at a time, which are newer than what is shown on the locksets. You will see these files when you "Connect" with each lockset using the App. Then click on "Load Firmware" again to be brought back to the "Device Download" screen to select another file. Once all the files you wish to update are in your "Load Firmware" page, proceed to the next page.

Lockset Firmware Downloading (Execution)

| STATUS | SYNC | DOORS | STATUS | SYNC | DOORS | Name Rob's Office | _ | Name Rob's Office | |
|---|--|-------------|---|---|-----------------------|--|-----------|------------------------|---|
| ter | | | Filter | | | Address 00:A0:50:18:00 | IC:19 | Address 00:A0:50:18 | |
| Unbound | Adams Test Doo | or | | Rob's Office |) | Has updates True | | Has updates True | |
| | | | _ | | | Battery level ? | | Battery level ? | |
| Updatable | Debug_Lock_0B | :31 | Updatable | | | Reader firmware version ? | Rea | der firmware version ? | |
| cations | | | Locations | | | Lock firmware version ? | | ack formulars varian 2 | |
| Demo Location | Demo Door | | Demo Location | | | | | Depresting | |
| DATA's | | | DATA's Office | | | CONNECT | | Connecting | |
| | Demo Door 2 | | Richmond | | | | | | |
| Richmond | | | | | | SYNC | |) | |
| Superior, CO | Front Door | | CO Superior, | | | | | | |
| | | | | | | SET DOOR AS CLOSED | | | |
| CLEAR FILTER | Lock With Rolled | d Keys #1 | CLEAR FILTER | | | | | | |
| FILTER | | | FILTER | | | UPDATE FIRMWARE | _ | | |
| | Lock With Rolled | d Keys #2 | | | | OPDATE FIRMWARE | | | |
| | | · · | | | | UNBIND (TEMP FIX) | | UNBIND (TEMP FIX) | |
| | Mike's Toggle Lo | nck | | | | | _ | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Mikes Demo | | | | | | | | |
| | Mikes Demo | | | | | | - 2 | 4 | _ |
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| I 🕸 🖓 🖾 🖗 ← Door | Sync | 9 🖹 🗎 11:16 | ■ 9 9 P ■ ← Door | I 60°. <u>↑</u> 🙆 Sync Name Rob's Offi | ▼ ■ 08:02 | O P P ■ ∞ ★ P ■ ∞ ★ P Ooor Sync Name Rob's Office | 08:04 | 4 0 | |
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| ter Poor Har Ba Reader firmwar Lock firmwar Si | C Sync Name Rob's Offic Address 00:A0:50:1 is updates True attery level 100% irre version 0.5.0 irre version 0.5.0 irre version 1.2.8 DISCONNECT SYNC ET DOOR AS CLOSED | 9 🖹 🗎 11:16 | C C C C C C C C C C C C C C C C C C C | 60° Mame Rob's Offin Address 00:A0:50: supdates True ttrue ttru | ▼ ■ 08:02 ce 18:0C:19 | Our Sync Name Rob's Office Address 00:A0:50:18:0 Has updates True Battery level 100% Reader firmware version 0.5.0 Lock firmware version 1.2.8 DISCONNECT SYNC SET DOOR AS CLOSED | 08:04 | 4 0 | |

To perform the lockset firmware update, select "Doors" from the top menu. Select the location in which the lockset is located and then select the door from the resulting list. Click "Connect" and place your phone within three (3) inches of the plastic on the face of the lockset. The lockset will connect and will show its current firmware versions as well as its battery life. Click the "Update Firmware" button and the update(s) will occur (all the firmware files will update simultaneously) displaying the status.

Proxess Sync App Message Log Export

| Proxess Sync 🔅 | Proxess Sync | ACS Settings |
|---|--|--|
| STATUS SYNC DOORS | STATU | S Lock Sync Settings |
| Status Last synced: Tuesday, May 9, 2017 11:19 PM There are 16 doors to update. | Filter Unbound Updatable Locations Demo DatTA's Office Richmond Superior, CLEAR FILTER | Mi Firmware Export Log Real Door :17:28:11 Real Door :17:28:12 Rob's Office Server Room TaylorDemo Tom's Office |
| | | Torre's Test Door |
| | \bigtriangledown | 0 🗆 |

For advanced diagnostics, usually upon request from the Proxess Technical Support team, the Proxess Sync[™] App maintains a support message log, which can be exported and emailed to Tech Support.

From the Home Screen of the App, click on the icon above and then click on "Export Log" from the resulting menu. Email the file that is downloaded into the phone's file directory.

5





| Dashboard Ac | cess Admin Rep | orting | | | |
|--------------|-----------------|--------------------------|-----------|----------------|-----------------|
| Doors | Users | Coor Groups | Calendars | Time Schedules | Access Profiles |
| Controllers | System Operator | System Operator Roles | Devices | Settings | Event Logs |
| | | | | | |
| | | | | | |
| | | | | | |

From the Home screen \ Dashboard, click "Time Schedules".

| | | TIME INTERVALS | | | | | | | | | | | |
|--------------|----------------------------|------------------|--------------------------------------|----------|--------------|----------|----------|----------|----------|----------|------|-----------------------------|-----------------------------------|
| CTIONS | | FROM | TO | MON | TUES | WED | THURS | | SAT | SUN | | NOTES | |
| / 11 | Always | Always | | <u> </u> | | | <u> </u> | _ | <u> </u> | <u> </u> | | | ts always and is a system default |
| / 11 / 11 | Never | | | | _ | | | | | | | This time schedule represen | ts never and is a system default |
| / U | DATA Test Schedule 1 | | 17:45 (05:45 PM) | <u> </u> | | <u> </u> | <u> </u> | _ | <u> </u> | | | | |
| | DATA Test Schedule 2 | | 13:45 (01:45 PM) | _ | - 2 | | | - 21 | | | - 21 | | |
| / # | | | 09:45 (09:45 AM) | <u> </u> | | | <u> </u> | | <u> </u> | <u> </u> | | | |
| | Deliveries | | 19:00 (07:00 PM) | _ | | _ | | _ | | | | Breakfast & Dinner food de | iveries on weekdays & Brunch on |
| | | | 07:00 (07:00 AM) | _ | 2 | | ¥. | 4 | | | - 21 | | |
| / 11 | Morning Shift | | 10:00 (10:00 AM) 19:00 (07:00 PM) | - | | | | - | - | | | | |
| / U | Morning Shift Sometimes | | 21:00 (07:00 PM) | | | | <u> </u> | | | | | | |
| / 11 | Workday | | | | | _= | | | | | | sometimes | |
| | workday | 07:30 (07:30 AM) | 18:00 (06:00 PM) | | | ✓ | | | | | | | |

Type in a name for the new Time Schedule and click "Create".

| _ | ESS CHEDULES | | | | | | | | | | |
|---------|----------------------|------------------|------------------|----------|----------|----------|----------|----------|----------|----------|--|
| | | TIME INTERVALS | | | | | | | | | |
| ACTIONS | TIME SCHEDULE | FROM | TO | MON | TUES | WED | THURS | <u> </u> | SAT | SUN | NOTES |
| / 1 | Always | Always | | | | | | | | | This time schedule represents always and is a system default |
| / 0 | Never | | | | | | | | | | This time schedule represents never and is a system default |
| / 1 | DATA Test Schedule 1 | 12:45 (12:45 PM) | 17:45 (05:45 PM) | | | | V | | V | | |
| / 1 | DATA Test Schedule 2 | 13:30 (01:30 PM) | 13:45 (01:45 PM) | _ | | | | | | | |
| | | 09:30 (09:30 AM) | 09:45 (09:45 AM) | | V | V | V | | V | V | |
| / 1 | Deliveries | 16:00 (04:00 PM) | 19:00 (07:00 PM) | | V | V | V | | | | Breakfast & Dinner food deliveries on weekdays & Brunch o |
| | | 04:00 (04:00 AM) | 07:00 (07:00 AM) | | ~ | V | V | | | | |
| | | (MA 00:80) 00:80 | 10:00 (10:00 AM) | | | | | | | | |
| / 1 | Morning Shift | 04:30 (04:30 AM) | 19:00 (07:00 PM) | | V | V | | | | | |
| / 1 | Sometimes | 11:00 (11:00 AM) | 21:00 (09:00 PM) | V | ~ | _ | V | | | | sometimes |
| / 1 | Workday | 07:30 (07:30 AM) | 18:00 (06:00 PM) | _ | V | V | V | V | | | |

Click "Create New Time Schedule". You may use the Search box in the top right to find specific Time Schedule names if the list is longer than what is seen in the current view. You may edit or delete any existing schedule by clicking on its icon on the left side.

| | Access Control Syste | em | | | | | | | | | | | ≡∣♠∣\$ ⊡ \$ - □ |
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| - Acce: rime sci | SS HEDULES | | | | | | | | | | | | |
| + Create | New Time Schedule | | | | | | | | | | | | Search Time Schedules P |
| | | TIME INTERVALS | | | | | | | | | | | |
| ACTIONS | TIME SCHEDULE | FROM | то | MON | TUES | WED | THURS | FRI | SAT | SUN | HOLIDAY | NOTE | |
| / 1 | Always | Always | | | _ | | | | Image: A start of the start | | _ | | This time schedule represents always and is a system of |
| / 1 | Never | | | | | | | | | | | | This time schedule represents never and is a system d |
| / 1 | Sometimes | 11:00 (11:00 AM) | 21:00 (09:00 PM) | V | ~ | Image: A start of the start of | V | V | | | | | sometimes |
| · - | Morning Shift | 04:30 (04:30 AM) | 19:00 (07:00 PM) | | V | V | V | V | | | | | |
| / 1 | Deliveries | 16:00 (04:00 PM) | 19:00 (07:00 PM) | | V | V | V | V | | | | | Breakfast & Dinner food deliveries on weekdays & Br |
| | | | 07:00 (07:00 AM) | V | ~ | ~ | V | v | | | | | |
| | | | 10:00 (10:00 AM) | | | | | | | | | | |
| | Workday | 07:30 (07:30 AM) | 18:00 (06:00 PM) | | | | _ | | | | | | |
| | DATA Test Schedule 1 | 12:45 (12:45 PM) | | V | _ | V | V | V | _ | Image: A start of the start | | | |
| / 1 | DATA Test Schedule 2 | | 13:45 (01:45 PM) | | | | | | | | | | |
| | | 09:30 (09:30 AM) | 09:45 (09:45 AM) | | Image: A start of the start of | | | ~ | ✓ | ✓ | | _ | |
| | Second Shift | <u>(</u> • | |)□ | | | | | | | | | |
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The new Time Schedule will appear at the bottom of the list. To select the overall time for it click the dropdown buttons for both the "From" and "To" columns. Select the days of the week in which this will be in effect and whether it will apply during Holidays. Optionally, add a note to describe the use of this schedule. Click the "Save" icon on the left side of the screen.

| | ACCESS IE SCHEDULES Create New Time Schedule TIONS TIME SCHEDULE | TIME INTERVALS | | | | | | | | |
|-------------------------|--|---|--|------------|-------|-----------|------|----------|---------|---|
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| | Create New Time Schedule | THE INTERNAL | | | | | | | | |
| ACT | | THE DITEMPT | | | | | | | | |
| ACT | | THE DITIONAL | | | | | | | | |
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| | TIME SCHEDULE | | | | | | | | | |
| 1 | | FROM TO | | | WED | THURS FRI | SAT | SUN | HOLIDAY | NOTES |
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| | Morning Shift | 04:30 (04:30 AM) 19:0 | | | | | | <u> </u> | _ | |
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| | | 08:00 (08:00 AM) 10:0 | | | | | | | _ | |
| | | 07:30 (07:30 AM) 18:0 | | × × | | | | | _ | |
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| 1 | DATA Test Schedule 2 | 13:30 (01:30 PM) 13:4 | | _ | | | | | | |
| | | 09:30 (09:30 AM) 09:4 | | v v | | | | V | | |
| | Second Shift | 16:00 (04:00 PM) 00:0 | 0 (Midnight) | | | | | | | Evening Shift for Operations at Main Plant |
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| | ACCESS AE SCHEDULES Create New Time Schedule TIME SCHEDULE Aways Awar Away Away Away Away Away Away Away Away | TIME INTERVALS TRAE INTERVALS FROM TO Aways 15:00 (1-00 AM) 94:30 (94:30 AM) 94:30 (94:30 AM) 96:00 (94:00 AM) 90:00 (98:00 AM) 90:00 (98:00 AM) 90:00 (98:00 AM) 97:30 (97:30 AM) | 00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 AM) 00 (10:00 AM) 00 (06:00 PM) 45 (05:45 PM) | | | | | | | Search Time Scheduler NOTES This time schedule represents always and is a syste Sometimes |
| | ACCESS AE SCHEDULES Create New Time Schedule TIME SCHEDULE Aways Aw | TBME INTERVALS FROM TO Always 1 11300 (11300 AM) 214 10 0430 (0430 AM) 919 1600 (0400 PM) 919 1600 (0400 AM) 92 10 0430 (0430 PM) 919 100 0430 (0430 PM) 919 100 0730 (0730 AM) 914 100 1245 (1245 PM) 127 1245 | 00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 AM) 00 (06:00 PM) 45 (05:45 PM) 45 (07:45 PM) | | | | | | | Search Time Scheduler NOTES This time schedule represents always and is a syste Sometimes |
| | ACCESS AE SCHEDULES Cratt New Time Schedule TIONS TME SCHEDULE ANays Anays Anaver Anaver Sourcess Sour | TIME INTERVALS FIOM TO Always 1500 (1500 AM) 215 4500 (1500 AM) 205 0600 (0500 AM) 505 0500 (0500 AM) 100 0500 (0500 AM) 100 1236 (1245 PM) 174 1236 (1236 QM) 100 9230 (9230 AM) 923 | 00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 AM) 00 (00:00 AM) 00 (00:00 PM) 45 (05:45 PM) 45 (07:45 PM) 45 (07:45 AM) | | | | | | | Search Time Scheduler NOTES This time schedule represents always and is a syste Sometimes |
| | ACCESS AE SCHEDULES Create New Time Schedule TIME SCHEDULE Aways Aw | TIME INTERVALS FROM TO Always 1100 (1100 AM) 215 0430 0430 AM 190 0500 (04500 AM) 07. 0500 (04500 AM) 07. 1230 (1130 AM) 102. 1230 (1245 PM) 17.4 1230 (1245 PM) 12.4 1260 (1245 PM) 14.0 1260 (1245 PM) 14.0 1260 (0400 + 1) 11.0 | 00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 AM) 00 (10:00 AM) 00 (10:00 AM) 00 (06:00 PM) 45 (05:45 PM) 45 (07:45 PM) 45 (02:45 AM) 15 (06:15 • | | | | | | | Search Time Scheduler NOTES The time schedule represents always and is a system schedule represents never and is a system science of the system sci |

Add the second Time Interval and adjust the overall interval you previously entered. This could be used for a lunch period, for instance. In this case, the cards would grant access in the working areas during these intervals, but would deny access during the gaps between the intervals. Click the Save icon on the left, the Delete Interval icon on the right, or the Add Time Interval button.

| ^w | Pro | wess | s Access Control Syst | em | | | | | | | | | | | = = 📦 | \$ D | 1.1 | \$* | | × |
|--------------|-----|-------|-----------------------|------------------|------------------|----------|----------|---|----------|----------|----------|----------|---------|------|----------------------|---------------|---------|-------------|-----------|----|
| | ME | | HEDULES | | | | | | | | | | | | | Sauch | . T | Schedule | | |
| | + C | | New Time Schedule | TIME INTERVALS | | MON | TUES | WED | THURS | FRI | | SUN | HOLIDAY | NOTE | | Jearch | | Juleuue | م : | |
| | / | Û | Always | Always | | | | | | | | | | | This time schedule | represents a | ahways | and is a : | system de | |
| | / | Û | Never | | | | | | | | | | | | This time schedule | represents | vever a | and is a sy | ystem def | |
| | / | Û | Sometimes | 11:00 (11:00 AM) | 21:00 (09:00 PM) | | V | V | V | V | | | | | sometimes | | | | | |
| I | / | Û | Morning Shift | 04:30 (04:30 AM) | 19:00 (07:00 PM) | | V | Image: A start of the start | V | V | | | | | | | | | | |
| | / | t | Deliveries | 16:00 (04:00 PM) | 19:00 (07:00 PM) | | V | V | | | | | | | Breakfast & Dinner | food delive | ries on | n weekday | ys & Brun | |
| | | | | 04:00 (04:00 AM) | 07:00 (07:00 AM) | v | V | ~ | V | 1 | | | | | | | | | | |
| | | | | (MA 00:80) 00:80 | 10:00 (10:00 AM) | | | | | | | | | | | | | | | |
| | / | Û | Workday | 07:30 (07:30 AM) | 18:00 (06:00 PM) | | _ | Image: A start a st | _ | _ | | | | | | | | | | |
| | / | Û | DATA Test Schedule 1 | 12:45 (12:45 PM) | 17:45 (05:45 PM) | v | ~ | ~ | v | v | ~ | ~ | | | | | | | | |
| | / | Û | DATA Test Schedule 2 | 13:30 (01:30 PM) | 13:45 (01:45 PM) | V | | | | | | | | | | | | | | |
| L | | | | 09:30 (09:30 AM) | 09:45 (09:45 AM) | v | ~ | ~ | V | ~ | ~ | ~ | | | | | | | | |
| | Ħ | ٦ | Second Shift | 16:00 (04:00 • | 00:00 (Midni - | | | | | | | | | | Evening Shift for Op | perations at | Main | Plant | | |
| | | | | | | ۔ ۱ | | dd Time I | Interval | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
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| | | weate | or: rschorr | | | | | | | | | | | | | _ | | | | ۰. |

Click the "Add Time Interval" icon.

| | New Time Schedule | TIME INTERVALS | | | | | | | | | | Search Time Schedules |
|---------|----------------------|------------------|------------------|----------|----------|----------|----------|----------|----------|----------|---------|---|
| ACTIONS | TIME SCHEDULE | FROM | | MON | TUES | WED | THURS | FRI | | SUN | HOLIDAY | NOTES |
| / 1 | Always | Always | | | | | | | | | | This time schedule represents always and is a system defaul |
| / 1 | Never | | | | | | | | | | | This time schedule represents never and is a system default |
| / 1 | Sometimes | 11:00 (11:00 AM) | 21:00 (09:00 PM) | V | ~ | V | V | | | | | sometimes |
| / 1 | Morning Shift | 04:30 (04:30 AM) | 19:00 (07:00 PM) | | _ | | V | | | | | |
| / 1 | Deliveries | 16:00 (04:00 PM) | 19:00 (07:00 PM) | ~ | V | V | | V | | | | Breakfast & Dinner food deliveries on weekdays & Brunch o |
| | | 04:00 (04:00 AM) | 07:00 (07:00 AM) | ~ | ~ | ~ | V | V | | | | |
| | | (MA 00:80) 00:80 | 10:00 (10:00 AM) | | | | | | V | V | | |
| / 1 | Workday | 07:30 (07:30 AM) | 18:00 (06:00 PM) | | | | | | | | | |
| / 1 | DATA Test Schedule 1 | | 17:45 (05:45 PM) | ~ | V | V | V | V | V | V | | |
| / 1 | DATA Test Schedule 2 | | 13:45 (01:45 PM) | 2 | | | | | | | | |
| | | 09:30 (09:30 AM) | | <u> </u> | | | <u> </u> | <u> </u> | | | _ | |
| / 1 | Second Shift | | 18:15 (06:15 PM) | 1 | 2 | 2 | <u> </u> | | | | | Evening Shift for Operations at Main Plant |
| | | 19:15 (07:15 PM) | 00:00 (Midnight) | | <u> </u> | ~ | <u> </u> | | | | | |

This is the screen you will see if you clicked Save. To return to the Home Screen \ Dashboard, click either "Access" or the Home icon in the top taskbar.

DOORS & DOOR GROUPS



| Proxess Access C Dashboard Acc | ontrol System ess Admin Repo | orting | | ≡!♠!\$ | ┣┤♥╎╴╸ |
|-----------------------------------|---------------------------------|--------------------------|----------------------------|----------------|-----------------|
| Doors | Users | Door Groups | Calendars | Time Schedules | Access Profiles |
| Controllers | System Operator | System Operator Roles | Contraction Mobile Devices | Settings | Event Logs |
| | | | | | |
| | | | | | |

From the Home screen \ Dashboard, click "Doors". Before adding Doors, at least one Time Schedule and one Access Profile must be created.

| DOORS | | | | | | | | | | | | |
|-----------|--|------|--------|------------|--------------------------|---------------|---------|----------------------|----------------------|------|--------|--------------|
| Filter by | | + Ac | id New | Doo | | | | | | s | Search | Doors |
| | | | ACTIO | ONS | NAME | LOCATION | TYPE | LAST UPDATE | CREATED | BATT | ERY | ONLINE CONTR |
| | | | 1 | đ | Adams Test Door | DATA's Office | Offline | 2/20/2017 6:04:15 PM | 2/20/2017 6:04:33 PM | 0% | | |
| Online | | | 1 | ŵ | Debug_Lock_08:31 | DATA's Office | | | | | | |
| Offline | | | 1 | ŵ | Demo Door | Demo Location | | | | | | |
| | | | 1 | ŵ | Demo Door 2 | Demo Location | | | | | | |
| | | 1 | ŵ | Front Door | DATA's Office | | | | | | | |
| | | | 1 | ŵ | Lock With Rolled Keys #1 | DATA's Office | | | | | | |
| | | | 1 | ŵ | Lock With Rolled Keys #2 | DATA's Office | | | | | | |
| | | | 1 | ŵ | Mikes Demo | DATA's Office | | | | | | |
| | | | 1 | ŵ | Mike's Toggle Lock | Demo Location | | | | | | |
| | | | 1 | ŵ | Real Door :08:1E | DATA's Office | | | | | | |
| | | | 1 | ŵ | Real Door :17:28:11 | DATA's Office | | | | | | |
| | | | 1 | ŵ | Real Door :17:28:12 | DATA's Office | | | | | | |
| | | | 1 | ŵ | Rob's Office | Richmond | | | | | | |
| | | | 1 | ŵ | Server Room | DATA's Office | | | | | | |
| | | | 1 | ŵ | TaylorDemo | DATA's Office | | | | | | |
| | | | 1 | Ū. | Tom's Office | DATA's Office | | | | | | |
| | | | 1 | ΦŤ. | Torre's Test Door | Superior, CO | | | | | | |

Click "Add New Door" to do so. You may also use the Search box in the top right to find existing Door names, or Filter the list by "Online" or "Offline" types using the checkboxes on the left if the list is longer than what is seen in the current view. You may edit or delete any existing Door by clicking on its icon on the left side. We will go over Advanced Searches at the end of this section.

| General | Door Type: | Offline | \odot | Update required Last Update: 5/21/2017 11:02:38 PM |
|---------|--|--|--------------|--|
| | Name: Centernal Lock (D: Location: Container: Nimmer Validation Date: Lock Mode: Lock Norde: | Superior, CO Richtmond DATA's Office Denso Location | Use Default: | Î |
| | Lock Model: Battery Replaced Date: Notes: | 5/21/2017 | | |
| | Name of Firmware vI.1 | | | Battery Status: 100%, 05/21/2017 Last Modified: 5/21/2017 11:02:58 PM |

Select if the door will be online or offline. This selection will let the software know how to attempt to connect with this door for updates and on-demand commands. If you select "Online" you will need to add a Controller in a later section to connect it with.

Type in a name for the new Door and select a location from the dropdown arrow as shown above. To create a New Location, click the "+" shown above.

| Proxess Access Control Sy | | | |
|------------------------------|---|---|---|
| ← Doors NEW DOOR > GENERA | | | |
| | Add New Location | | (1) update requin |
| | Location Name Richmond Address Line 1 123 Main Street | | |
| | Address Line 2 City Richmond • | | |
| | State Virginia 👻 Country USA | | |
| | Postal Code 23456 | | |
| | Save Cancel | - | International State |
| | | | |

The "Add New Location" screen appears. Enter a "Name", and any other information you desire. Click the "Save" button to complete the action.

| Proxess Access Control System | | | | ≡ ♠ \$ ⊡ \$ - • × | Proxess Acc | sess Control System | | ★ \$ ₽ \$ = □ × |
|-------------------------------|--|--------------------------|--|--------------------------------------|---------------------|---|--|---|
| ← Doors NEW DOOR > GENERAL | | | | Sw | |) CE > GENERAL | | Save |
| General | Door Type: | Offline • | | Last Update: 5/21/2017 11:02:38 PM | General | Door Type: | Offline • | Update required Last Update: 2/19/2017 11:39:33 PM |
| | Name: ! External Lock ID: | | Holiday Calendar: 🚺 Unlock Schedule: | | Door Grou | lins | | |
| | Location: ! Time Zone: | US/Mountain Use Default: | First Person In: Allow Toggle Schedule: | Use Default: 🖌 | Access Pro | Name: | Rob's Office | Î |
| | Minimum Validation Date: Lock Mode: | 5/21/2017 | | Always - | Access Au | Location: | Richmond • 🖌 + | |
| | Lock Number: Lock Model: | | Momentary Unlock Time Ext: | 30 Use Default: 🗹 | | ICIT Time Zone: Minimum Validation Date: | US/Mountain 		 Use Default: ✓ 2/19/2017 | |
| | Battery Replaced Date: Notes: | 5/21/2017 | | | Logs | Lock Mode: | Storeroom Mode Use Default: | - |
| | | | | | Advanced | Lock Model: | | |
| | | | | | | Battery Replaced Date: Notes: | 2/19/2019 | |
| | | | | Battery Status: 100%, 05/21/2017 | | Name of Firmware v1.1 | | Battery Status: 100%, 02/19/2019 Last Modified: 6/9/2017 12:36:54 AM |
| | | | | Last Modified: 5/21/2017 11:02-58 PM | | | | Last Houncu, 9/9/2017 12:30:34 AM |
| Ready Operator: rschorr | | | | | Ready Operator: rsd | chorr | | |

Continue entering information for the door. Add the Time Zone the door resides in and a Validation date for the door, which is typically used in the education and office leasing markets. A battery replacement date can also be put on a calendar. Select the appropriate Holiday Calendar and the Unlock Schedule when the door would not require a card for entry. A cardholder with a "First person In" card may be enforced before the door unlocks if the box is checked. The door may be put in a Toggle mode of operation during a specific time schedule. A Card-only schedule can be set for those doors where combination reader-keypads are installed. Finally, enter the times a door remains in the Unlocked position after a valid swipe, in the Extended Unlocked position, is Held Open and is Held Open-Extended and set. "Default" values may be found in the "Settings" module and in the "Door Defaults" tab. Click "Save" when done. Click "Doors" on the screen on the right.

| Proxess Access Control Syst | em | | | | | | | | \$ G | el 🕸 i 🖃 🗖 |
|-----------------------------|----|---------|--------|--------------------------|---------------|---------|----------------------|----------------------|-------------|------------|
| ← Access DOORS | | | | | | | | | | |
| Filter by | | Add Ne | w Doo | r. | | | | | Sei | arch Doors |
| | | ACT | IONS | NAME | LOCATION | TYPE | LAST UPDATE | CREATED | BATTER | |
| Type 💙 | | 1 | ŵ | Adams Test Door | DATA's Office | Offline | 2/20/2017 6:04:15 PM | 2/20/2017 6:04:33 PM | 0% | |
| Online | | 1 | Ŵ | Debug_Lock_0B:31 | DATA's Office | | | | | |
| Offline | | 1 | Ŵ | Demo Door | Demo Location | | | | | |
| | | 1 | Ŵ | Demo Door 2 | Demo Location | | | | | |
| Saved Searches | | 1 | Ŵ | Front Door | DATA's Office | | | | | |
| | | 1 | Ŵ | Lock With Rolled Keys #1 | DATA's Office | | | | | |
| | | 1 | ŵ | Lock With Rolled Keys #2 | DATA's Office | | | | | |
| | | 1 | Ŵ | Mikes Demo | DATA's Office | | | | | |
| | | 1 | ŵ | Mike's Toggle Lock | Demo Location | | | | | |
| | | 1 | đ | Real Door :08:1E | DATA's Office | | | | | |
| | | 1 | ŵ | Real Door :17:28:11 | DATA's Office | | | | | |
| | | 1 | ŵ | Real Door :17:28:12 | DATA's Office | | | | | |
| | | 1 | Ŵ | Rob's Office | Richmond | | | | | |
| | | 1 | ŵ | Server Room | DATA's Office | | | | | |
| | | 1 | ŵ | TaylorDemo | DATA's Office | | | | | |
| | | 1 | Ŵ | Tom's Office | DATA's Office | | | | | |
| | | 1 | đ | Torre's Test Door | Superior, CO | | | | | |
| | De | lete Se | lected | Advanced Search | Reload | Expor | t | | | |

DOORS Advanced Search Filter by ŵ Onlin AND (Exclusive) Undate Requ Is equal to Offlir OR (Inclusive) Lock Model Starts with Calendar Ends with E Sa Unlock Schedule J Toggle Schedul LOCATION TYPE LAST UPDATE BATTERY Card Only Schedule First Person I Last Update Date T Export Delete Selected Reload

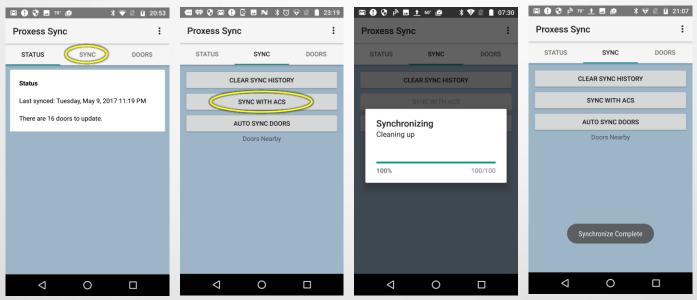
The Advanced Search bar appears. Click the first dropdown arrow to select the field or item you want to more granularly search. Click the second dropdown arrow and a context-sensitive list of information will appear to select from.

N

Adding & Editing Doors -

Initialize a Lockset (1 of 2)

NOTE: Once a new LoxIQ[™] lockset Door has been created in the software, it **MUST** be initialized for operation using the Proxess Sync[™] mobile App. This initialization process is detailed here and it may be done at this step in the programming process, or anytime until you need the door to be in service.



To perform any desired updates on the locksets, updates first need to be delivered to this phone. At this point, the phone does not need to be near any lockset. Open the Proxess Sync[™] mobile App and click "Sync" from the top menu. The second screen above appears. Click "Sync with ACS" and the status bar will update you with progress and a note when the synchronization is complete.

Initialize a Lockset (2 of 2)

| 🖾 🜒 🚱 🖪 70° 🙋 🛛 🛪 🐨 🖹 🔒 20:53 | | © ⊾ № ¥© | マ 🖹 📋 23:19 | | [] □ 66° <u>†</u> ¥ | 😌 📓 📋 11:17 | (74°) | è 🖫 🏟 🏟 🗘 🖻 | \$ 💎 🖹 📋 15:16 |
|--|---|--|-------------|--|----------------------------|-------------|---------------|-------------|------------------------|
| Proxess Sync : | Proxess Syn | с | : | Proxess Syn | с | : | ÷ | Door Sync | |
| STATUS SYNC DOORS Status Last synced: Tuesday, May 9, 2017 11:19 PM There are 16 doors to update. | STATUS Filter Unbound Updatable Locations Demo Location DATA's Richmond Superior, CO CLEAR FILTER | SYNC Adams Test Do Debug_Lock_OF Demo Door Demo Door 2 Front Door | 8:31 | STATUS Filter Unbound Updatable Locations Demo Location DATA's OTA's OTA's Cotation C | SYNC Rob's Office | DOORS | | Address N | storeroom Mode frue |
| < 0 □ | 4 | Lock With Rolle Mike's Toggle L Mikes Demo | | □ | 0 | | | | |

To initialize a lockset click on "Doors" from the top menu. To see the door you are looking for, check the box for the location your lockset resides in. That list of doors will appear. Click on the lockset name to be initialized and the menu for that door will appear. Click on "Bind to Hardware". *Hardware* refers to the lockset. A status bar will appear (screenshot on the bottom left) and then the updated Door screen will appear (second screenshot on the bottom).

| 🏟 🖬 74° P 🔛 🦃 🖓 🖓 🕻 15:16 | 🟟 74 🖻 🖪 🔛 🖗 🖗 🖓 🕻 🕨 🕇 😽 📗 15:21 | ₩ P [™] 75° 🖬 🔯 ₩ ₩ ₩ ₩ 🕨 🔺 ₹ 🔍 🔲 15:22 |
|---|---|---|
| Select Device | ← Door Sync | ← Door Sync |
| Finding available devices | Name Rob's Office Address 00:A0:50:18:0C:19 | Name Rob's Office Address 00:A0:50:18:0C:19 |
| රි ⁷ Available (00:A0:50:18:0C:19) 72% | Lock Mode Privacy Mode Has updates True | Lock Mode Privacy Mode Has updates True |
| | Battery level 90% Reader firmware version 0.5.0 Lock firmware version 1.2.8 | Battery level 90% Reader firmware version 0.5.0 Lock firmware version 1.2.8 |
| | DISCONNECT | DISCONNECT |
| | SYNC | SYNC |
| | SET DOOR AS CLOSED | SET DOOR AS CLOSED |
| | UPDATE FIRMWARE | UPDATE FIRMWARE |
| | UNBIND (TEMP FIX) | Synchronize Complete |

If the Privacy Mode and Lockdown capabilities are desired to be used, set the lockset to Privacy mode in the software and then click "Set Door As Closed" while the door is completely in the closed position. The *Synchronization Complete* bar will appear. The configuration is complete and you may return to other screens in the App or simply close it.

| | | | | | | | | ♠ \$ ₽ 1 | | |
|----------|---|------|-----------|--|------------------|------|-------------|-----------------|----------|------------|
| - Access | | | | | | | | | | |
| lter by | | Adv | anced | Search | | | | | | |
| | | Na | ame | | Starts with | | • R | | . | |
| Online | | Fin | st Person | In | ▼ Is true | | • • | | | |
| Offline | (| + A1 | dd Filter | | | | | AND (Exclusive) | | |
| | ~ | | 2 | | | | | OR (Inclusive) | _ | |
| | | | Searc | <u> </u> | | Түре | LAST UPDATE | CREATED | BATTERY | |
| | | | Action | | | | | | | Officiants |
| | | Π | 1 | Rob's Office | Richmond | | | | | |
| | | | | | | | | | | |
| | | | | Real Door :17:28: | 11 DATA's Office | | | | | |
| | | | 1 | Real Door :17:28: Real Door :17:28: | 11 DATA's Office | | | | | |

To the first search filter\criteria you have just entered, additional filters can be applied by clicking "Add Filter" and then selecting whether they are to be searched with all conditions needing to be met ("AND") or just one of the conditions needing to be met ("OR"). When all your desired filters have been added, click "Search" and the resulting list appears. Go back to the Main Screen \ Dashboard by clicking "Access".

| Proxess Access Control System | | | | ri‡iG+i\$*i= = × |
|--|--------------------------|-------------------------|----------------|-------------------------------------|
| ← Doors | | | | |
| ROB'S OFFICE > GENERAL | | | | Save |
| a de la companya de la | | | | () update required |
| General | Door Type: | Offline | | Last Update: 2/19/2017 11:39:33 PM |
| | | | | |
| Door Groups | Name: | Rob's Office | | |
| Access Profiles | External Lock ID: | | | |
| | Location: | Richmond | · / + | |
| Access Audit | Time Zone: | US/Mountain | Use Default: 🗹 | |
| Logs | Minimum Validation Date: | 2/19/2017 | 14 | |
| LOGS | Lock Mode: | Storeroom Mode | Use Default: 🗹 | - |
| Advanced Settings | Lock Number: | | | |
| | Lock Model: | | | |
| | Battery Replaced Date: | 2/19/2019 | 14 | |
| | Notes: | No Door Controller, yet | | |
| | | | | Battery Status: 100%, 02/19/2019 |
| | | | | Last Modified: 6/9/2017 12:36:54 AM |
| | | | | |

Click the "Door Groups" tab.

| | iontrol System | | | - | :[⊖ \$]_ = × | | | | | | | | |
|---------------------|-----------------|--------------------------|----------------------------|----------------|---------------------------------|-----|-------------------------|--|--|---|---|--|---|
| | cess Admin Rep | orting | | = n v | | | | | | | | | |
| Ð | ** | â | i | đ, | Ċ | | | | | | | | |
| 20015 | Users | Door Groups | Calendars | Time Schedules | Access Profiles | | | | | | | | |
| Controllers | System Operator | System Operator Roles | Contraction Mobile Devices | Settings | Event Logs | | | | | | | | |
| | | | | F | A Prosess Access Control System | • | • | • | • | n | | = + ¢ ⊡ | = ↑ ↓ ↓ |
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| | | | | | DOORS Filter by | | + Add New Deor | A Add New Dave | a Add Mare Deat | - Let New Perce | A Ref New York | Sam | See for the form |
| | | | | | | | | | | | | | |
| | | | | | | 0/1 | Adams Test Door | Adams Test Door DATA's Office | Adams Test Door DATA's Officer Officer | Adams Test Door DATA's Office Office 2,00,2017 6:0415 PM | Adams Test Door DATA's Office Office 2,00,2017 6:04:13 PM 2,20,2017 6:04:33 PM | Adams Test Door DATA's Office Office 2,05(2017 604-13 PM 2/25)(2017 604-13 PM 0% | Adams Test Door DATA's Office Office 2/20/2017 6/04:15 PM 2/20/2017 6/04:33 PM 0% |
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| | | | | | | | Basi Deer :17:28:12 | | | | | | |
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| | | | | | | | Server Room | | | | | | |
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| | | | | | | | 🗋 🖌 📋 Torre's Test Door | Torre's Text Door Superior, CO | Torre's Text Door Superior, CD Office | Ione's Test Door Superior, CO Office: 4/13/2017 E42:14 FM | Image: Intervision Constraints Constr | Image: Superior, CD Office: 4/12/2017 84214 FM: 4/12/2017 84425 FM: 0% | Image: Terrer's Text Door Superior, CO Office: 4/12/2017 0-42.14 FM - 4/12/2017 0-44.d3 FM - 9% |
| | | | | | | | | | | | | | |
| | | | | | | | | Delete Selected Advanced Search Reload | | Delete Selected Advanced Search Reload Export | | | |

Click the "Doors" module and then click the edit icon for the door to continue editing properties for.

| Proxess Access Control System | | ≡!♠!\$!⊡!\$!- □ |
|-------------------------------|----------------------------------|---------------------------|
| ← Doors | | |
| ROB'S OFFICE > DOOR GROL | PS | |
| General | Enter New Door Group | Add Create New Door Group |
| Door Groups | ACTIONS NAME | |
| | All DATA Office I Every Door | Doors |
| Access Profiles | | |
| Access Audit | | |
| Logs | | |
| Advanced Settings | | |
| | | |
| | | |
| | | |
| | | |
| | Export | |

To add a new Door Group, type the name you want in the "Enter New Door Group" field and then click the "Create New Door Group" icon.



Provess Access Control System Corris ROB'S OFFICE > DOOR GROUPS General Door Groups Access Profiles Access Audit Logs Advanced Settings

The new Door Group you have created will appear in the list for that Door and will become available to all other Doors in the system.

| Proxess Access Control System | n | | h 💠 🗗 🕸 | - - D | x |
|--|--|---------------------|---------------|---------------------|---|
| ← Doors ROB'S OFFICE > DOOR GR | | | | | |
| General | Enter New Door Group All DATA Office Doors | Add Create New Door | | | |
| Door Groups | Demo Door Group 1 Demo Door Group 2 | | | | |
| Access Profiles | Every Door Woodland Park Doors | | | | |
| Access Audit | | | | | |
| Logs | | | | | |
| Advanced Settings | | | | | |
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| | Export | | | | |

To add a Door Group for this Door to belong, click the dropdown icon and select a Door Group. Then click "Add". You can add a Door to as many Door Groups as you want.

| Proxess Access Control System | ≡ ! ♠!\$ ₽ \$ - • × | Proxess Access Control System | ≡ A \$ G \$` _ □ × |
|---|---|---|--|
| ← Doors ROB'S OFFICE > DOOR GROU | JPS | ← Doors ROB'S OFFICE > ACCESS PROFILES | |
| General Door Groups Access Profiles Access Audit | Manufacturing Add Create New Door Group ACTIONS NAME All DATA Office Doors Every Door Manufacturing | General Access PROFILE Management Access Profiles Access Audit | |
| Logs Advanced Settings | | Logs Advanced Settings | |
| Ready Operator Inchore Click the "Access | Epon Profiles" tob | Ready Operator: incherr Any Access Profile that this Door is | a part of will appear in this list. It |

Any Access Profile that this Door is a part of will appear in this list. It is not necessary for a Door to be part of an Access Profile. If there is no Door listed, you may go back to the Dashboard \ Home Screen and click on the "Access Profiles" module to add this Door to an existing Access Profile or create a new one. Click on "Access Audit".

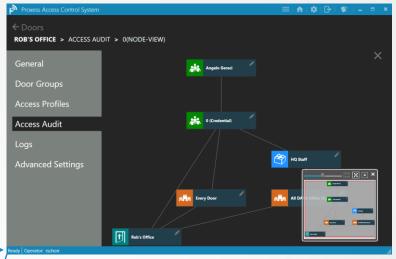
| / | |
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| | |

| General | LAST NAME | FIRST NAME | CREDENTIAL ID | CREDENTIAL NAME | ASSIGNMENT TYPE | ASSIGNMENT VIA | v |
|-------------------|-----------|------------|---------------|-----------------|-----------------|----------------|---|
| Sellelai | Schorr | Robert | | Office Card | Credential | Door | đ |
| | Geraci | Angelo | | Credential | Credential | Door | đ |
| Door Groups | Test | Joe | | SMPL020-125266 | Credential | Door Group | ŝ |
| | м | Mike | | Credential-7002 | Credential | Door Group | ŝ |
| Access Profiles | Schorr | Robert | | Office Card | Credential | Door Group | ŝ |
| | Geraci | Angelo | | Credential | Credential | Door Group | ł |
| | Schorr | Robert | | Office Card | Access Profile | Door | 6 |
| | Geraci | Angelo | | Credential | Access Profile | Door Group | 8 |
| .ogs | Schorr | Robert | | Office Card | Access Profile | Door Group | đ |
| Advanced Settings | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Each of the individual Cardholders\Users that have access to this Door will appear in this list. For any of the Users, click on their "View" icon.

| neral | LAST NAME F | FIRST NAME | CREDENTIAL ID | CREDENTIAL NAME | ASSIGNMENT TYPE | ASSIGNMENT VIA | VIEW |
|-----------------------|-------------|------------|---------------|-----------------|-----------------|----------------|------|
| neral s | Schorr Ro | obert | 0 | Office Card | Credential | Door | ሐ |
| Guardia | ieraci An | ngelo | | Credential | Credential | Door | ሐ |
| or Groups | lest Joe | e | | SMPL020-125266 | Credential | Door Group | ĥ. |
| | vi Mi | like | | Credential-7002 | Credential | Door Group | ሐ |
| cess Profiles s | ichorr Ro | obert | | Office Card | Credential | Door Group | ሐ |
| | Seraci An | ngelo | | Credential | Credential | Door Group | ሐ |
| cess Audit s | Schorr Ro | obert | | Office Card | Access Profile | Door | ሐ |
| c | Geraci An | ngelo | | Credential | Access Profile | Door Group | ሐ |
| gs vanced Settings | ichorr Ro | obert | | Office Card | Access Profile | Door Group | ሐ |

For a list of all the recorded Events at this Door, click "Logs".



This Access Audit view shows the relationship between the cardholder and their credentials and the door's record that we are in.

The insert on the bottom right of the screen allows you to see the entire relationship tree and the slide bar at the top of this insert can be moved to widen or narrow the main screen view. Click "X" in the top right to close this view and return to the list of doors

| CODORS | LOGS | | | | | |
|----------------|------------------------------------|-------------|----------------------|--|-----------------|------------------------|
| General | | Date Range | Select a date | Select a date | | |
| | | • | | ✓ July 2017 | | SOUR |
| Door Groups | Su Mo Tu We Th | | | Su Mo Tu We Th Fr Sa | | rschorr |
| | 25 26 27 28 29 1 2 3 4 5 6 | 10 1 7 8 | | 25 26 27 28 29 30 1 2 3 4 5 6 7 8 | († † †) | rschorr |
| Access Profile | 9 10 11 12 13 | | | 9 10 11 12 13 14 15 | | AMMABLE VIA BLE M. Mik |
| | 16 17 18 19 20 2 23 24 25 26 27 | 28 29 | | 16 17 18 19 20 21 22 23 24 25 26 27 28 29 | | Schorr, |
| Access Audit | | | • : 0 • AM • | | 12 • : 0 • AM • | (Gerac |
| | | 1 | 6/20/2017 3:22:12 PM | 6/20/2017 11:22:12 AM | ACCESS | Schorr. |
| Logs | | 1 | 6/20/2017 3:22:06 PM | 6/20/2017 11:22:06 AM | ACCESS | (Gerac |
| 9- | | 1 | 6/20/2017 3:20:28 PM | 6/20/2017 11:20:28 AM | ACCESS | (Gerac |
| Advanced Sett | inas | 1 | 6/20/2017 3:17:08 PM | 6/20/2017 11:17:08 AM | ACCESS | Schorr. |
| | | 1 | 6/20/2017 3:17:04 PM | 6/20/2017 11:17:04 AM | | (Gerac |
| | | 1 | 6/20/2017 3:16:56 PM | 6/20/2017 11:16:56 AM | ACCESS | Schorr, |
| | | 1 | 6/20/2017 3:16:52 PM | 6/20/2017 11:16:52 AM | | (Gerac |
| | | 1 | 6/20/2017 3:16:45 PM | 6/20/2017 11:16:45 AM | ACCESS | Schorr, |
| | | 1 | 6/20/2017 3:16:41 PM | 6/20/2017 11:16:41 AM | ACCESS | (Gerac |
| | | 1 | 6/20/2017 2-16-22 DM | 6/20/2017 11-16-22 AM | ACCESS | Crhorr |

Though you may scroll through this list, you may instead select a starting and ending date and time range for the events to be displayed making the resulting list more pertinent.

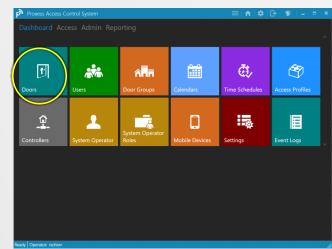
| | | | Select a date 🟦 Gr | | |
|---------------------|---------|----------------------|------------------------|--------------------------------------|------------|
| Door Groups | ACTIONS | EVENT DATE TIME(UTC) | EVENT DATE TIME(LOCAL) | EVENT CODE | SOURC |
| | / | 7/6/2017 9:40:00 PM | 7/6/2017 5:40:00 PM | DOOR_UPDATE | rschorr |
| Access Profiles | | 7/6/2017 9:30:44 PM | 7/6/2017 5:30:44 PM | DOOR_UPDATE | rschorr |
| Access Fromes | | 6/20/2017 6:26:36 PM | 6/20/2017 2:26:36 PM | LOCK_PARAMETERS_PROGRAMMABLE_VIA_BLE | |
| Access Audit | | 6/20/2017 6:25:26 PM | 6/20/2017 2:25:26 PM | ACCESS | Schorr, R |
| Access Audit | | 6/20/2017 6:25:23 PM | 6/20/2017 2:25:23 PM | ACCESS | (Geraci, . |
| 22.2.2 | | 6/20/2017 3:22:12 PM | 6/20/2017 11:22:12 AM | ACCESS | Schorr, R |
| ₋ogs | | 6/20/2017 3:22:06 PM | 6/20/2017 11:22:06 AM | ACCESS | (Geraci, |
| | | 6/20/2017 3:20:28 PM | 6/20/2017 11:20:28 AM | ACCESS | (Geraci, . |
| Advanced Settings | | 6/20/2017 3:17:08 PM | 6/20/2017 11:17:08 AM | ACCESS | Schorr, R |
| | | 6/20/2017 3:17:04 PM | 6/20/2017 11:17:04 AM | ACCESS | (Geraci, . |
| | | 6/20/2017 3:16:56 PM | 6/20/2017 11:16:56 AM | ACCESS | Schorr, R |
| | | 6/20/2017 3:16:52 PM | 6/20/2017 11:16:52 AM | | (Geraci, . |
| | | 6/20/2017 3:16:45 PM | 6/20/2017 11:16:45 AM | ACCESS | Schorr, R |
| | | 6/20/2017 3:16:41 PM | 6/20/2017 11:16:41 AM | ACCESS | (Geraci, . |
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| y Operator: rschorr | - | | | | |
| ick on the "Ad | vanced | Settings' | ′tab. | | |
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| ROB'S OFFICE > ADVANCED S | | | | | | Save |
|----------------------------------|-----------------------------------|---------------|----------------|---|--------------------|----------------|
| Comonal | General Advanced | | | Audio and Visual Feedback | | |
| General | Installation Date: | 2/19/2017 | 14 | Beep with Programming: | | Use Default: 🗹 |
| Door Groups | Failure Condition: | Fail Secure 🔻 | Use Default: | Beep when Access Granted: | | Use Default: 🗹 |
| boor oroups | Audit Overwrite Policy: | Circular 🔻 | Use Default: 🗹 | Beep when Access Denied: Exterior LED: | | Use Default: 🗹 |
| Access Profiles | Supervision: | | | Exterior LED: LED Illumination Time for Invalid Ac | cess: 1 | Use Default: 🧹 |
| Access Audit | Series Resistor: | | Use Default: | LED Illumination Time for Valid Ac | rcess: 1 | Use Default: 🗹 |
| Access Audit | Parallel Resistor: | | Use Default: 🗹 | | | |
| Logs | Toggle Delay Time: | 5 | Use Default: 🔽 | | | |
| Advanced Settings | Lockdown Configuration | | | Event Recording to Card | | |
| | Lockdown Cancel Delay Time: | 5 | Use Default: 🧹 | Valid Access Attempts: | | Use Default: 🗹 |
| | Egress Cancels Lockdown: | | Use Default: 🗹 | Invalid Access Attempts: | | Use Default: 🗹 |
| | Pass-Through Cancels Lockdown: | | Use Default: 🗹 | Contact Points: | | Use Default: 🗹 |
| | Interior LED Lockdown Indication: | | | Lock Events: | | Use Default: |
| | Time Illuminiated: | 1 | Use Default: 🧹 | Communications: | | Use Default: 🗹 |
| | | A | | | | |
| | Time Extinguished: | 1 | Use Default: 🗹 | | | |
| | Time Extinguished: | 1 | Use Default: 🗹 | Reset | | |
| | Time Extinguished: | 1 | Use Default: 🗹 | Reset Reset Door Roll Bundle Key | Roll Bluetooth Key | |

Ready Operator: rschorr

Everything in the "Advanced Settings" tab is initialized in a default mode with all the "Defaults" being edited in the "Settings" module. To change any setting, first un-check its "Use Default" box. A lockset is able to be set to Fail in a Secure, Unsecure\Safe or As-is mode. To return to the Home Screen \ Dashboard, click the "Doors" tab on the top left and then click "Access", or click the Home icon on the top right taskbar. (Jeff – We need a bit more room to explain the Lockdown options on this page, but they seem easy to understand, so I'm leaving it out of this document.)

) 🎗 | 🕞 |



We will now review the real-time/online door controls. From the Home screen \ Dashboard, click "Doors".

| Provent()** | |
|---------------------|--|
| ← Access | |
| DOORS | |
| Filter by | Add Res Door |
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This is the User Interface for online doors and circled (on the right) are the available door controls. You can sort so that Online doors appear at the top of the list of doors by clicking on "Type", circled at the top of the screen.

| ATED (UTC) | BATTERY | UPDATES | ONLINE CONTROLS | AVAILABLE | LOCK STATE | ATED (UTC) | BATTERY | UPDATES | ONLINE CONTROLS | AVAILABLE | LOCK STATE |
|-----------------|---------|----------|-----------------|-----------|------------|---------------------|---------|----------|-----------------|-------------|------------|
| 2019 8:34:21 PM | 99% | | | 0 | | 2019 8:34:21 PM | 99% | | | 0 | · |
| | | v | | | | \$/2018 11:05:33 PM | | ~ | | | |
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| | | v | | | | 2019 7:46:47 PM | | v | | | |
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| | | V | 🕒 🐴 🖸 😣 😭 | | ಬ | 019 4:51:17 PM | | V | 💽 🖧 🚺 🛞 | | ಬ |
| | | | Lockdown | Door | | | | | Cance | el Lockdown | |

Click this icon to Lockdown this door and this icon to cancel the Lockdown.

| ATED (UTC) | BATTERY | UPDATES | ONLINE CONTROLS | AV | AILABLE | LOCK STATE | |
|-----------------|---------|----------|-----------------|---------|---------|------------|--|
| 2019 8:34:21 PM | 99% | | | | 0 | | |
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| | | ✓ | · @(• •)🗗 😵 | 3 | | C2 | |
| | | | Toggle Lock/ | 'Unlock | | | |

Click this icon to Toggle this door to an unlocked state. Click the icon again to Toggle it back to the state it was in.



| ATED (UTC) | BATTERY | UPDATES | ONLINE CON | ITROLS | AVAILABLE | LOCK STATE | CREATED (UTC) | BATTERY | UPDATES | ONLINE | CONTR | OLS | AVAILABLE | LOCK STATE | |
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| 019 6:16:23 PM | | ~ | 🛈 🖧 🌔 | ය 😣 🕻 | | C | 5/7/2019 6:16:23 PM | | - | (i) | 0 | 8 3 | | (8) | |
| 2019 7:46:47 PM | | ~ | | | | | 3/29/2019 7:46:47 PM | | ~ | | | | | \bigcirc | |
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| 019 4:51:17 PM | | ✓ | 🕘 🖧 🌔 | ද) 😣 🕻 | | S | 5/7/2019 4:51:17 PM | | ~ | (i) | 0 | 8 8 | | S | |
| | | | | ~ | Refresh State | | | | | | | | | | |

Click this icon to Refresh the state of the lock.

This icon shows that the door has been programmed, but it is now offline.

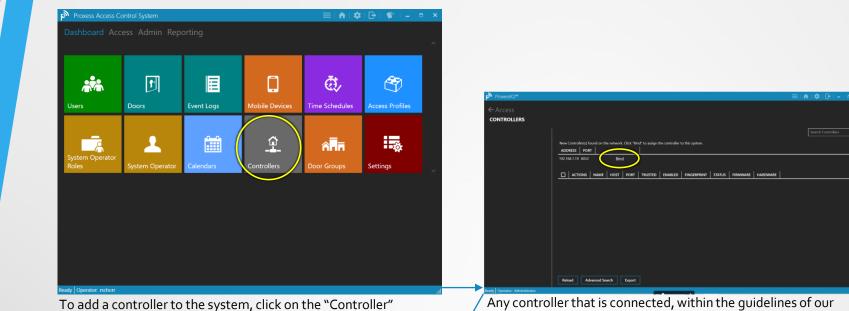
| ATED (UTC) | BATTERY | UPDATES | | OLS | AVAILABLE | LOCK STATE | ATED (UTC) | BATTERY | UPDATES | ONLINE | CONT | ROLS | | AVAILABLE | LOCK STATE | |
|-----------------|---------|--------------|--------------|-----|-----------|------------|--------------------|---------|----------|--------|------|------|---|-----------|------------|------------|
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| | | | Quick Unlock | | | | | | | | | | | | | |

Click this icon to perform a Quick/Momentary Unlock this door. The open This icon shows that the lock has been and is locked. time is as programmed into the Settings screen in the *Doors* module.

| ATED (UTC) | BATTERY | UPDATES | ONLINE CONTROLS | AVAILABLE | LOCK STATE |
|--------------------|---------|----------|-----------------|------------|------------|
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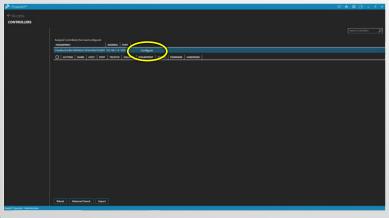
This icon shows that the lock has been and is locked.



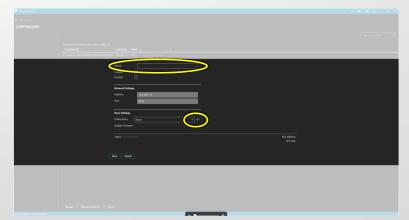


To add a controller to the system, click on the "Controller" module icon. After adding a Controller, you will then be able to select entry & exit readers that you have added into the "Doors" module to connect. Any controller that is connected, within the guidelines of our BoxIQ Connectivity document located here on our website:
 www.proxess.com/documents/BoxIQConnect will automatically appear in this window. To avoid confusion, it is best to connect and
 configure one controller at a time.

Click "Bind" to connect the newly discovered controller with $\mathsf{ProxessIQ}$



Now click "Configure" to have the software configure this controller for its proper function within this software instance.

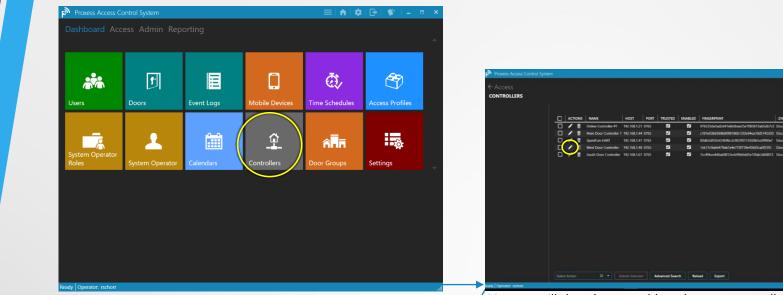


Type a name for this controller. Next, click on the drop-down arrow above.



| A ProvessiQ* | | |
|-----------------------------|---|--|
| ← Access CONTROLLERS | | |
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| | CTIONS NAME HOST FORT TRUTTO ENABLED ENGESSMENT STATUS FRAMMARE HALDWARE | |
| | 🔽 🖋 👔 Prozence Office Controller V32 388.1.9 BPUS 👩 👩 STabablech28B31481482a3133306/4883158069 Connected v1.0.14889 daty v1.0 | |
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| ady Operator: Administrator | | |

The Controller is now bound, configured enabled and shown as Connected and operational.



To add a door controller to the system, click on the "Controller" module icon. After adding a Controller, you will then be able to select entry & exit readers that you have added into the "Doors" module to connect.

| Proxess Access Control System | | | | × |
|---|--|--|--------------------------------|---|
| ← Controllers WEST DOOR CONTROLLER > | GENERAL | | Save | |
| General | Name Enabled: Insted: Trusted: Network Settings Address Port: Door Settings Ordine Door: Firmware Settings Current Firmware Update Firmware Satus: Disconnected | 192:168.148 8765 None None Prot boor Mikes Demo Process Test Door • present | ACS Address: nbud1 process.com | |
| Ready Operator: rschorr | | | ACS Port: 8031 | |

Add any door that has been defined as "Online" in the "Door Type" field of the *Doors* module may be connected to this controller by clicking this arrow and selecting it from the drop down list.

Now we will show how to add readers to a controller that is already in the system, click its *Edit* icon shown above.

| Proxess AxessIQ™ | | | | 🌣 i 🕞 i | 🐒 = 🜼 🗙 |
|------------------------------|--|--|--|-----------------------|--------------------------------|
| Controllers | GENERAL | | | | Save |
| General Offline Doors | Name: Enabled: 🗹 Trusted: 🗹 | West Door Controller | | | |
| | Network Settings Address: Port: | 192.168.1.48 8765 | | | |
| | Door Settings Online Door: MC E | ntry •] + | | | |
| | Firmware Settings Current Firmware: Update Firmware: | | | | |
| | Advanced Debug Logs: Pu | I Latest Debug Logs Retrieve Controller Password | | | |
| eady Operator: Administrator | Status: Disconnected | | | ACS Addres ACS Por | e cloud1.proxess.com e 8031 |

[•] The Controller screen now shows the reader that has been attached to that Controller.

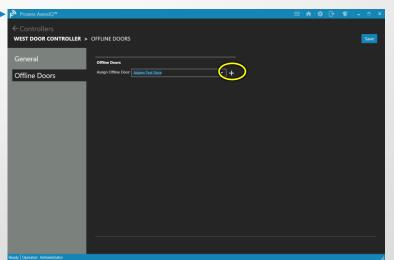
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| Central Ceneral Offline Doors | Lister ACS Molene: chard prosent.com | General Offline Doors Offline Doors Augn Offline Dor | |
| Neady Operator: Administrator | In the second | Ready Operator: Administrator | |

Now click on "Offline Doors" to bind cylindrical locksets, mortise locksets and Mini-Controllers to the Controller.

Up to eight (8) locksets and mini-controllers can be bound to a single controller.

| Proxess AxessIQ™ | ≡inti¢iG | • 🐒 🗆 🗆 🗙 | |
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| | | | |
| ← Controllers | | | |
| WEST DOOR CONTROLLER > OFFLINE DOORS | | Save | |
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| General Offline Doors | | | |
| Offline Doors | | | |
| None | | | |
| 100s Mechanical Room | | | |
| Adams Test Door | | | |
| ASR Plaza | | | |
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| Ready Operator: Administrator | | | - |

Add any door (i.e. Lockset and Mini-Controller) that has been defined as "Offline" in the "Door Type" field of the *Doors* module may be connected to this controller selecting it from the drop-down list.



Up to eight (8) total locksets and mini-controllers can be connected to a controller.

A lockset or M-C can only be connected to one (1) controller. Take care to select locksets or M-Cs to be connected that can easily be "seen" and controlled by the software, in the "Doors" module.



| Proxess Access C | ontrol System | | | ≡ ♠ \$ | : ⊡ ♥ = × | Proxess Access Control System | ≡ ☆ ☆ ♂ ◎ ' _ □ × |
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| Users | Doors | Event Logs | Mobile Devices | Time Schedules | Access Profiles | ⊙ Management | 1 / |
| <u> </u> | 1 | | Ŷ | âĒā | | Office Staff | t / |
| System Operator Roles | System Operator | Calendars | Controllers | Door Groups | Settings | ⊙ Woodland Park Ops∖Maint | 1 / |
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| ady Operator: rschorr | files combi | ine Time 9 | chedules a | nd Doors (| and Door | For a quick edit note, if there is a | one, click an existing Access Profile |
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| Door | Always | | - | | | | |
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| , | Door Group | s Door Group Sometimes Door Morning Shift | s Door Group Sometimes Door Morning Shift | s Door Group Sometimes | i Door Group Sometimes Door Morning Shift | Door Group Sometimes Door Morning Shift | Door Group Sametimes Door Morning Shift 2 |

| Praxess Access Control System | |
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| C Access ACCESS PROFILES + Create New Access Profile | |
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| Edit Access Profile HQ Staff Cancel | |
| Woodland Park Ops\Maint | |
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Click the Edit icon.

Ready Operator: rsch

Access Profiles - 1

Change the name and click "Apply".

| Proxess Access Control System | 📃 📄 🚓 🛛 🏟 🖓 🖓 🖓 🖕 📼 🔸 | Proxess Access Control System | ≡!♠!\$!₽!\$ |
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| Management | ± 🗸 | () Management | |
| HQ Staff | 1 / | ⊙ Office Staff | |
| ACTIONS NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGGLE PASS T All DATA Office Doors Door Group Sometimes | HROUGH | ✓ Woodland Park Ops\Maint | |
| 🗴 Front Door Door Morning Shift 🗹 | | | |
| Lemo Loor Loor Always Ald DoorGroup | | Woodland Park Student | |
| ⊙ Woodland Park Ops∖Maint | 1 / | | |
| S Woodland Park Student | 1 / | | |
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| | | | |
| by I operator ration The new Access Profile name appears. | Å | Click "Create New Access Profi | le". |

| CCESS PROFILES | | | |
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| New Access Profile Name Create Cancel | Search Access Pro | ofiles | Q |
| ⊙ Demo Access Profile | | ŧ | / |
| Management | | Ċ | / |
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| ⊙ Woodland Park Ops\Maint | | Ū | / |
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Access Profiles - 2

Enter a name for the new Access Profile and then click "Create".

| Proxess Access Control System | ≡! ☆ ☆ ⊖ �* _ ▫ × |
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| ⊙ Demo Access Profile | ± / |
| ⊙ Management | 1 / |
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| Woodland Park Ops∖Maint | 1 / |
| ♥ Woodland Park Student | t / |
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| ady Operator: rschorr | |

The new Access Profile appears. Click the dropdown arrow to view and edit the details.

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| | Proxess Access Control System | ≡ ♠ ✿ ြ+ ● → ■ × | Proxess Access Control System | |
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| | ⊙ Management | 0 / 0 | | Assignment Demo Door Group 2 Every Door Woodland Park Doors |
| | ⊙ HQ Staff | ů / | Time Schedule - Select Time Sch | edule - |
| | ⊙ Woodland Park Ops∖Maint | 1 / | First Person In Toggle Pass Through | Always DATA Test Schedule 1 DATA Test Schedule 2 |
| | S Woodland Park Student | t / | | Deliveries Deliveries Morning Shift |
| | Cleaning Crews Actions NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGGLE PASS THROUGH | ± / | ACTIONS NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGGLE | Never |
| | KLIKUNS KAMAT TYZ I IMREZIREVOLE PIKSI PERSON IN 10004L2 PIKSI IMROOD Add DoorGroup | | ACTIONS NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGGLE + Add Door + Add DoorGroup | |
| | | | | |
| | Ready Operator: rischorr | 4 | Ready Operator: rschorr | |
| | To add a Door Group to the new Access Group". | Profile, click "Add Door | Use the dropdown arrows to selec with the corresponding Time Sche | |
| m | | / | within. Check any of the features t | hat can be used at those doors by |
| | | | appropriately designated cardhold | |
| les | Proxess Access Control System ← Access | ≡ ♠ \$ ⊡ ♥ - ▪ × | Provess Access Control System Access | ≡ ♠ ⊅ ⊡ ♥ - ◦ × |
| ofi | ACCESS PROFILES | | ACCESS PROFILES | |
| Pr | + Create New Access Profile | Search Access Profiles D | + Create New Access Profile | |
| SS | © Demo Access Profile | 1 / | Door Privilege Assign | nent |
| ccess Profiles | Management HQ Staff | ± / | Door Select Door - | · |
| AC | | 0 / | Time Schedule Real Door :17/28:11 Real Door :17/28:12 First Person In Vision Soffice | |

| · Proxess Access Control System | |
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| ⊙ Woodland Park Student | Ū / |
| ⊙ Cleaning Crews | ů / |
| ACTIONS NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGGLE PASS THROUG | SH |
| All DATA Office Doors Door Group Sometimes Image: Control of Control o | |
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After adding a Door Group and returning to this screen, click "Add Door".

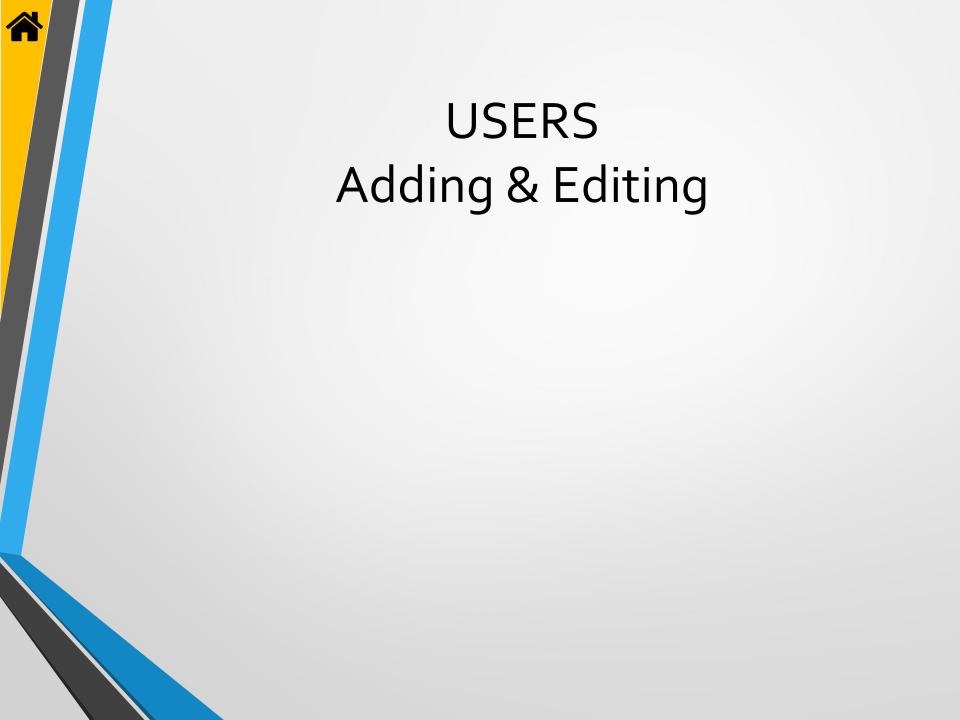
Door Privilege Assignment Door Real Door :17:28:11 Time Schedule Real Door :17:28:12 Rob's Office First Person In rver Ro TaylorDemo Tom's Office

After clicking the "Add Door" button from the main Access Profile screen, select the Door and its corresponding Time Schedule and check off the features that can be used at those doors by appropriately designated cardholders\Users and click "Apply".

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| n Crews | | | | | | | | 1 |
| | TYPE | | | TOGGLE | | 1 | | |
| | <u> </u> | <u> </u> | | | PASS THROUGH | <u> </u> | | |
| | | Sometimes | ✓ | | | | | |
| Server Room | Door | Sometimes | · · · | | | | | |
| | OFILES w Access Profile cccess Profile ment f mod Park Ops\Maint nd Park Student g Crews NAME | OFILES w Access Profile cccess Profile ment f ment Park Ops\Maint and Park Student g Crews NAME TYPE | OFILES w Access Profile cccess Profile ment f nd Park Ops\Maint nd Park Student g Crews | OFILES w Access Profile cccess Profile ment f ment f ment g rews NAME TYPE TIMESCHEDULE FIRST PERSON IN | OFILES w Access Profile cccess Profile ment f nd Park Ops/Maint nd Park Student g Crews NAME TYPE TIMESCHEDULE FIRST PERSON IN | OFILES w Access Profile cccess Profile ment f nd Park Ops/Maint nd Park Student g Crews NAME TYPE TIMESCHEDULE FIRST PERSON IN | OFILES w Access Profile cccess Profile ment f nd Park Ops/Maint nd Park Student g Crews NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGGLE PASS THROUGH | OFILES Search A w Access Profile |

Access Profiles - 4

This is the screen you will see after you click Save. To return to the Home Screen \ Dashboard, click either "Access" or the Home icon in the top taskbar.





| Proxess Access Contr | | | | | | 1 × |
|---|----------------|--------------------------|-----------------------------------|-----------------------|-----------------|------|
| | Admin Rep | | | | | ~ |
| P Doors | sers | Door Groups | Calendars | Time Schedules | Access Profiles | |
| Controllers S | ystem Operator | System Operator Roles | C Mobile Devices | Settings | Event Logs | - |
| | | | | | | |
| | | | | | | |
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| Ready Operator: rschorr | | | | | | |
| The Users m Cardholders door groups | and cred | lentials. Th | eir rights | to access d | oors and | |
| Proxess Access Control Sys | stem | | | ≡!♠!\$! | G+ 📽 | * * |
| Users ERACI, ANGELO > GEN | NERAL | | | | Sa | ve |
| General | | | | Angelo | Access Blocker | d: 🔲 |
| redentials | | | | Geraci Knife | | |
| | | | Username | | | |
| ccess Audit | | | External Id: | 9999 + - Use Default: | | |
| ogs | | add photo | Validation Period: Pin Number: | 9999 + - Use Default: | | |
| | | | Emait | | | |
| | | | Extented Opening: | | | |
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| Proxess Access Control Syst | | | | | | A 2 | | = × |
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| ← Access USERS | | | | | | | | |
| Filter by | + Ad | d New User | 2 | | | | Search Users | ٩ |
| | | ACTIONS | LAST NAME | FIRST NAME | EMAIL | BLOCKED | | |
| | | 🖍 🗇 | м | Mike | | | | |
| Lockdown Credentials | | / 🖞 | Richardson | Tom | tom@datausa.com | | | |
| Blocked | | 1 🖞 | Schorr | Robert | rob.schorr@yahoo.com | | | |
| | | / 🔟 | Test | Joe | | BLOCKED | | |
| | | 🖍 🖞 | Thunder | Darold | | | | |
| | | 🖌 🗇 | Torre | Test | | | | |
| | | / 🖞 | User1 | Demo | demo.user1@proxess.com | | | |
| | | / 🔟 | User2 | Demo Extended | demo.user2@proxess.com | | | |
| | | | Advanced | Search Re | load Export | | | |

From the main Users screen you can edit, delete and block individual cardholders. The list can be filtered\sorted by checking one or both of the boxes on the left: "Lockdown" and "Blocked" and Users can be searched for by typing letters in their name in the Search box. Click "Add New User" to do so.

| Proxess Access Control System | | | | |
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| | | Username | | |
| | User Saved | | | |
| | The user changes have been saved | | | |
| | | | OK | |
| | | Notes: | | |
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Add the essential new user information, including just their first and last name. Optional information includes the "Validation Period", the number of days a credential has to check-in at an online reader, before access is denied (leave this high for offline systems) and an Extended Opening checkbox, for the wheelchair bound, for example. The Pin is used if an online, wall-mounted reader\keypad is used in the system. The User Name and Email are only needed if this User will also be assigned software Operator rights. Click "Save" to continue.

| | Proxess Access Control System | | Proxess Access Control System | = [슈[슈[다] 왕] = ㅋ > |
|----------------------------------|---|-------------------------------|--|--|
| | ← Users | | ← Users | |
| | GERACI, ANGELO > GENERAL | Save | GERACI, ANGELO > CREDENTIALS | |
| | General First Name | Angelo Access Blocked: | General + Add New Credential | |
| | Credentials Middle Name | e: Knife | Credentials | |
| | Access Audit External Id: | | Access Audit | |
| | Logs add photo Validation Pe | riod: 9999 + - Use Default: | Logs | |
| | Emait | | | |
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| <u>s</u> | | | | |
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| | | | | |
| Adding New Users & Credentials - | | | Reload Blacklist Al | I Credentials |
| Le Le | | | Ready Operator: rschorr | Credential". As many credentials as |
| | Now that the new user has been saved, credential to them. This can be done no | | desired may be issued to a Us | |
| 00 | future, by returning to their record, goin | | | |
| G | and clicking on the edit icon for their na | | | |
| S | For now, click "Credentials" to proceed. | ≡∣∱∣¢∣ि; ♥∣_ □ × | Burnary Assess Control Contart | |
| 2 | ← Users | | ← Users | |
| e | GERACI, ANGELO > CREDENTIALS > NEW CREDENTIAL | Save | GERACI, ANGELO > CREDENTIALS > NEW CREDENTIA | |
| 2 | General Refeated to Card Name: Crede | | | |
| 6 <u>u</u> | Credentials | D18 E | | Expiration 5/12/2018 Credential Active Blacklist |
| G | Access Audit | Active Returned Damaged | Credential Saved | |
| | Logs | Lost Deactivated | The credential changes have b | veen saved |
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Ready Operator: rs

Select the Activation Date, which is usually left as the current date, but may be set at a future date. Select the Expiration Date of the card, which may be on an annual basis, by semester for schools, or at 90 days for evaluations of new hires. Select the Status of this credential and check the box if it is to be Blacklisted (disallowing access with the *credential*, as opposed to disallowing access of the *user*). You may give a "Name" to this card, such as Vehicle Tag, or Phone Sticker. If you wish to change the "Revalidation Date", return to the "General" tab after saving. Click "Save".

| Proxess Access Control System | ≡!♠!\$![₽ ♥ - ▫ | × Proxess Access Control System | |
|--|---|--|--|
| ← Users GERACI, ANGELO > CREDENTIALS > (CREDENTIAL) | Write to Card Save | ← Users GERACI, ANGELO > CREDENTIALS > (CRED | |
| General Not Assigned to Card Activation Date 5/12/2017 | Name: Credential Revalidation Date: 5/12/2017 Expiration Date: 5/12/2018 Endertial Status Active Backlist | General Credentials | ot Assigned to Card Name: Credential Revalidation D Date: 5/12/2017 (1) Explosion 5/12/2018 (1) Credential Actor • Blackint |
| Access Audit Access Profiles (Inherited Privil Acrons NAME Access Profiles (Inherited Privil Actions NAME Direct Privileges Add Decry - Add Decry(Privileges - Add Decry - Add Decry(Privileges) | eges) Meschedule Pirst Person IN Toggle Pass Through Lockdown | Select Access Prof | cess Profile |
| | | | |
| The rights for this credential to a be selected. This is done by selec Profiles" and\or one or more "Do "Doors". These have been set up programming modules. Click "Ad | ting one or more "Access or Groups" and individual in their respective | To choose an Access Pro "Cancel" to return to the | ofile, click the dropdown arrow, or e previous screen. |

lacklist

× •

Select Access Profile

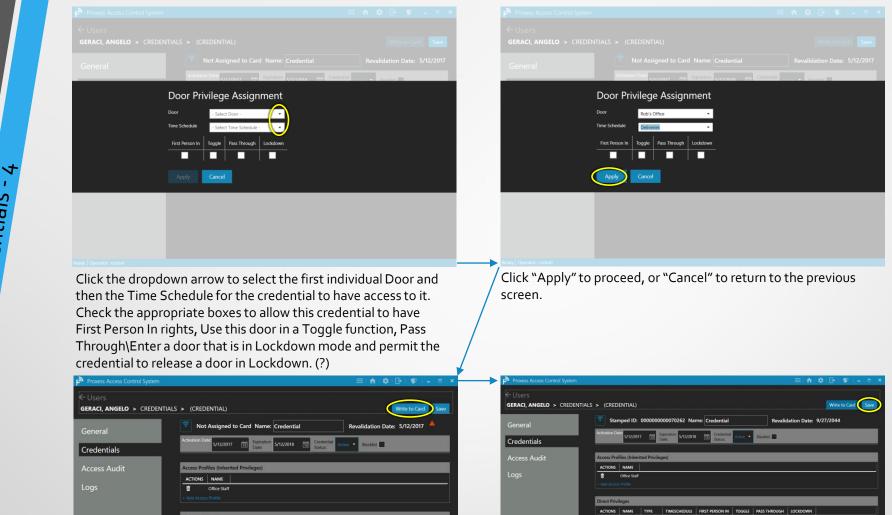
Select the desired Access Profile from the list and click "Apply".

Apply Cancel

Office Staff

| Proxess Access Control System | E | ♠ \$ ₽ \$ = = × |
|---|---|------------------------------|
| ← Users GERACI, ANGELO > CREDENTIALS | > (CREDENTIAL) | Write to Card Save |
| General | Not Assigned to Card Name: Credential Activation Date: 5/12/2017 10 2017 10 2017 10 2017 10 2017 10 2017 10 2017 10 2017 10 2017 10 2017 10 2017 10 2017 10 2017 10 2017 10 | Revalidation Date: 5/12/2017 |
| Credentials | S/12/2017 T Date: S/12/2018 C Credential Act | live: Blacklist |
| Access Audit | Access Profiles (Inherited Privileges) | |
| Logs | ACTIONS NAME Critice Start + Add Access Profile Direct Privileges | |
| | ACTIONS NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGG | LE PASS THROUGH LOCKDOWN |
| Ready Operator: rschorr | | |

To add a door for this credential to have access to, click "Add Door".

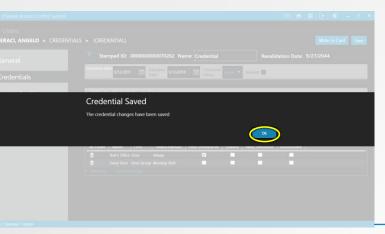


Repeat this procedure for all the additional doors and Door Groups that this credential will have access to and then, as long as the new card is on the enrollment reader, click "Write to Card".

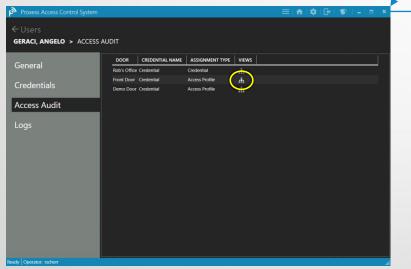
The "Stamped ID" of the card will now be shown towards the top of the screen, along with the selected Revalidation Date. Click "Save" (Necessary?) to complete the process. The card programming process is now complete.



Adding New Users & Credentials - 5 "OK".



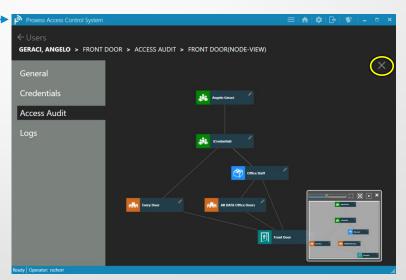
From the previous screen, this verification screen appears. Click



Each of the individual doors this Cardholder\User has access to will appear in this list. For any of the doors, click on its "Views" icon.

| | ᅙ Not | Assigned | to Card | Name: Creden | tial | Rev | alidation Date: | 5/12/2017 | |
|------|-----------------------|--------------|--------------|-------------------------|-----------------------|----------|-----------------|-----------|----------|
| ials | Activation D | s/12/201 | 7 🛍 B | operation S/12/2018 | Credential Status: | Active • | Blacklist 📕 | | |
| udit | Access Pro | files (Inher | ted Privileg | es) | | | | | |
| | ACTIONS | NAME | | | | | | | |
| | Add Acces Direct Priv | | | | | | | | |
| | | NAME | TYPE | TIMESCHEDULE | FIRST PERSON IN | TOGGLE | PASS THROUGH | LOCKDOWN | () () |
| | ACTIONS | NAME | | | | | | | |
| | | Rob's Office | Door | Always | | | _ | | |
| | | Rob's Office | | Always Morning Shift | ⊠ ■ | | | | |

Though the credential programming is complete, we will now show a visualization what we have programmed, as it is listed above. Click on the "Access Audit" tab.



This Access Audit view shows the relationship between the cardholder and their credentials and the door selected on the previous screen.

The insert on the bottom right of the screen allows you to see the entire relationship tree and the slide bar at the top of this insert can be moved to widen or narrow the main screen view.

Click "X" in the top right to close this view and return to the list of doors.

| | Proxess Access Control System ← Users GERACI, ANGELO > ACCES | |
|------------------------------------|--|--|
| <mark>entials - 6</mark> | General Credentials Access Audit Logs | DOOR CREI Rob's Office Crede Front Door Crede Demo Door Crede |
| Adding New Users & Credentials - 6 | Teor a list of all o | of the reco |

| Proxess Access Control System | | | | | ¢ ⊥⊡ 1 | ¥ | × |
|-------------------------------|--------------|-----------------|-----------------|-------|-----------------|---|---|
| RACI, ANGELO > ACCES | 5 AUDIT | | | | | | |
| | DOOR | CREDENTIAL NAME | ASSIGNMENT TYPE | VIEWS | | | |
| neral | Rob's Office | Credential | Credential | ф | | | |
| | Front Door | Credential | Access Profile | ሐ | | | |
| dentials | Demo Door | Credential | Access Profile | ሐ | | | |
| cess Audit | | | | | | | |
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| Operator: rschorr | \$ | | | | | | |

orded Events for a User, click "Logs".

Proxess Access Control Syste

GERACI, ANGELO > LOGS

General

Logs

Credentials

Access Audit

The Log lists every stored Event from that door. This list may be Exported as an Excel file by clicking the "Export" button at the bottom.

Date Range Select a date 11 To Select a date 11 Go Clear

5/12/2017 3·17·32 PM 5/12/2017 11·17·32 AM

4/12/2017 3:06:47 PM 4/12/2017 11:06:47 AM

4/12/2017 2:34:51 PM 4/12/2017 10:34:51 AM

4/10/2017 8:13:41 PM 4/10/2017 4:13:41 PM

4/10/2017 8:13:23 PM

4/5/2017 6:55:37 PM

4/5/2017 6:55:31 PM

4/5/2017 6:54:55 PM

4/5/2017 6:54:50 PM

4/5/2017 6:54:33 PM

4/5/2017 6:54:17 PM

4/5/2017 6:54:10 PM

4/5/2017 6:54:04 PM

4/5/2017 6:54:00 PM Export Reload

ACTIONS EVENT DATE TIME(UTC) EVENT DATE TIME(LOCAL) EVENT CODE

4/10/2017 4:13:23 PM

4/5/2017 2:55:37 PM

4/5/2017 2:54:55 PM

4/5/2017 2:54:50 PM

4/5/2017 2:54:33 PM

4/5/2017 2:54:04 PM

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DOUBLE SWIPE READER TOGGLE UNLOCK Real Door :08:1

DOUBLE SWIPE READER TOGGLE UNLOCK Real Door :08:1

DOUBLE_SWIPE_READER_TOGGLE_UNLOCK Real Door :08:1

USER CREATE

CREDENTIAL UPDATE

CREDENTIAL_UPDATE

MECHANICAL_KEY_ACCESS

SOURCE ITEM

(Geraci, Angel (Credential-70

(Credential-70 Real Door :0B:

Real Door :0B

Real Door :0B Real Door :0B:

Real Door :0B:1

Real Door :08:1

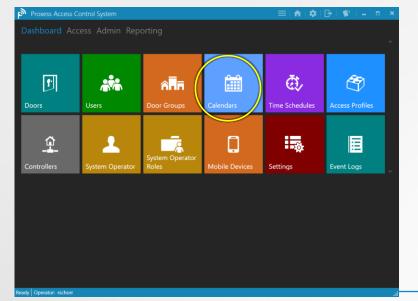
Real Door :0B:1

Real Door :08:1

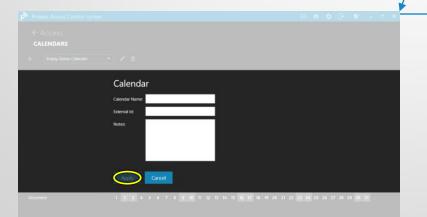
Real Door :0B:

This list may be scrolled and may also be searched and shortened, by selecting a "Date Range" from the top of the page. Again, the resulting list may be Exported by clicking the "Export" button. To return to the full list of Users, click "Users" at the top left. To return to the Home Screen \ Dashboard, click the Home icon at the top taskbar.





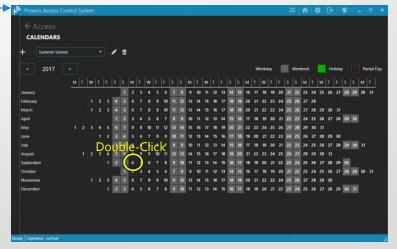
Click the icon for the "Calendars" module. Calendars are where you add traditional Holidays and other specialty days. Specialty days can be planned in advance (e.g. weddings at a church, sports games at a school), or added on-demand (e.g. weather related event).



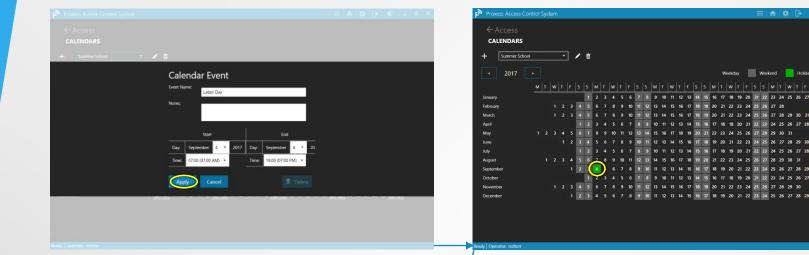
Enter the name for the new Calendar. This is the name that will appear in all the Doors selection screens. The External ID is optional and is an alternate reference that the customer may have. Enter any further notes you may have. Click "Apply" to continue.



The Default calendar will appear, if this is a new system. Since a customer may have multiple locations, with each location abiding by different calendars, you may create multiple Calendars and apply a different Calendar to each lockset and door. Click the dropdown arrow to select a Calendar to view and the edit icon to do so. At this time click "+" to create a new Calendar.



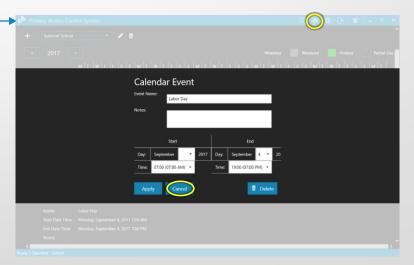
The Calendar you just created appears. To begin adding days for a Door to operate\function differently than normal\programmed, click on any day for the current year that is displayed (2017 in this case). To add a Calendar Event, Double-click on any day.



The page to create a new Calendar Event appears. Enter the Event Name you want along with any optional clarification Notes. Select the Start and End days and times for this special Door operation to occur and click "Apply" to save this new event. The new Holiday\Event now appears, highlighted in green. Note that a Holiday is the most common type of Event and is therefore the term used in the software and the two words are equal to this program. To view the detail of this Holiday\Event click on the green highlighted date.

| Proxess Access Con | trol System | | | | | =:*:\$ | 🕞 🐒 💷 💌 |
|-------------------------|----------------|-------------------|----------------|----------------------|----------------------|------------------|---------------------|
| + Summer School | Ŧ | | | | | | |
| < 2017 | | | | | Weekday | Weekend | Holiday Partial Day |
| | м т w т | FSS | M T W T F S | S M T W T F | S S M T W T F | S S M T W | T F S S M T |
| January | | 1 | 2 3 4 5 6 1 | 7 8 9 10 11 12 13 | 14 15 16 17 18 19 20 | 21 22 23 24 2 | 5 26 27 28 29 30 31 |
| February | | 3 4 5 | 6 7 8 9 10 1 | 11 12 13 14 15 16 17 | 18 19 20 21 22 23 24 | 4 25 26 27 28 | |
| March | | 3 4 5 | 6 7 8 9 10 1 | 11 12 13 14 15 16 17 | 18 19 20 21 22 23 24 | 4 25 26 27 28 29 | 30 31 |
| April | | 1 2 | 3 4 5 6 7 8 | 8 9 10 11 12 13 14 | 15 16 17 18 19 20 21 | 1 22 23 24 25 26 | 5 27 28 29 30 |
| May | | 5 6 7 | 8 9 10 11 12 1 | 3 14 15 16 17 18 19 | 20 21 22 23 24 25 26 | 5 27 28 29 30 3 | • |
| June | 1 | 234 | 5 6 7 8 9 1 | 0 11 12 13 14 15 16 | | | |
| July | | ouble | e-Click | 8 9 10 11 12 13 14 | | | 5 27 28 29 30 31 |
| August | | 4 5 6 | 7 8 9 10 11 1 | | 19 20 21 22 23 24 25 | | |
| September | | 1 2 3 | <u> </u> | | 16 17 18 19 20 21 22 | | |
| October | | | 2 3 4 5 6 1 | | 14 15 16 17 18 19 20 | | |
| November | | | 6 7 8 9 10 1 | | 18 19 20 21 22 23 24 | | |
| December | | 123 | 4 5 6 7 8 9 | 9 10 11 12 13 14 15 | 16 17 18 19 20 21 22 | 2 23 24 25 26 2 | 7 28 29 30 31 |
| | | | | | | | |
| | | | | | | | |
| Calendar Event E | | | | | | | |
| Name: | Labor Day | | | | | | |
| Start Date Time: | Monday, Septen | | | | | | |
| End Date Time: | Monday, Septen | nber 4, 2017 7:00 | 0 PM | | | | |
| Notes: | | | | | | | |
| Ready Operator: rschorr | | | | | | | |

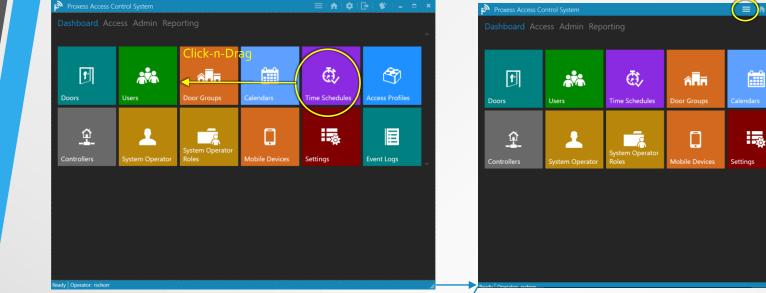
The Holiday\Event detail appears at the bottom of the Calendar. To edit the Event, Double-click on the green highlighted date.



You can now make adjustments to the Holiday, or click "Cancel" to return to the previous screen and then click the Home icon on the top taskbar to return to the Home Screen \ Dashboard.



USER INTERFACE FLEXIBILITY

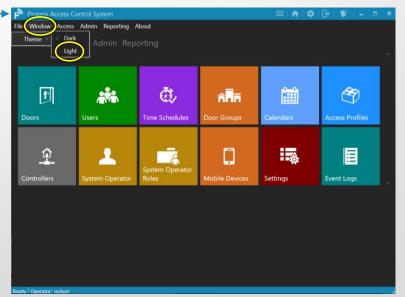


The Dashboard \ Home Screen \ User Interface may be customized in several ways. First, you may click-and-drag any module to another part of the screen, thus rearranging the module icons.



...The file shortcut menu will appear and remain at the top of the page throughout the system, until you again click on the same icon on the top taskbar.





Click on the "Window" button, highlight "Theme" and then click on "Light".

Eile Window Access Admin Reporting About Dashboard Access Admin Reporting

| P Doors | Users | Č Č Time Schedules | ATT. Door Groups | Calendars | Access Profiles | |
|----------------|-----------------|------------------------------|---------------------|-----------|-----------------|---|
| Controllers | System Operator | System Operator Roles | C Nobile Devices | Settings | Event Logs | ~ |

| Proxess Access Control System | Proxess Access Control System | Proxess Access Control System |
|--|---|--|
| le Windo Access dmin Reporting About | File Window Acces Admin peporting | About File Window Access Admi Reporting bout |
| Doors Control+Shift+D Reportin Door Groups Control+Shift+G Users Control+Shift+U | System Operators Control+Shift+O System Operator Roles Control+Shift+R Mobile Devices Control+Shift+M | |
| Calendars Control+Shift+C Time Schedules Control+Shift+T Access Profiles Control+Shift+A | Settings Control+Shift+M Controller Firmware Control+Shift+M | |

The screen background is now changed to white and will remain so throughout the system until the background is changed back to "Dark".

| ← Access DOORS | | | | | | | | | | |
|-------------------|---|-----|--------|------|--------------------------|---------------|---------|----------------------|-------------------------|------|
| Filter by | 1 | + A | dd New | Door | | | | S | earch Doors | Q |
| | | | ACTIO | ONS | NAME | LOCATION | TYPE | LAST UPDATE | CREATED | в. |
| Туре | ~ | | 1 | ŵ | Adams Test Door | DATA's Office | Offline | 2/20/2017 6:04:15 PM | 2/20/2017 6:04:33 PM | 0% |
| Online | | | 1 | ۵. | Debug_Lock_0B:31 | DATA's Office | Offline | 2/27/2017 6:02:04 PM | 2/27/2017 6:02:28 PM | 0% |
| Offline | | | 1 | ŵ | Demo Door | Demo Location | Offline | 2/6/2017 10:46:23 PN | 2/6/2017 10:46:23 PM | 0% |
| | | | 1 | ŵ | Demo Door 2 | Demo Location | Offline | 2/6/2017 10:46:23 PM | 2/6/2017 10:46:23 PM | 0% |
| Saved Searches | ~ | | 1 | ŵ | Front Door | DATA's Office | Online | 2/10/2017 11:48:49 P | M 2/10/2017 11:49:13 PN | 1 0% |
| | | | 1 | ۵. | Lock With Rolled Keys #1 | DATA's Office | Offline | 4/20/2017 4:03:55 PM | 4/20/2017 4:04:40 PM | .0% |
| | | | 1 | ŵ | Lock With Rolled Keys #2 | DATA's Office | Offline | 4/20/2017 4:06:10 PM | 4/20/2017 4:06:59 PM | 0% |
| | | | 1 | ŵ | Mikes Demo | DATA's Office | Offline | 2/24/2017 4:53:11 PM | 2/24/2017 4:53:25 PM | 0% |
| | | | 1 | ŵ | Mike's Toggle Lock | Demo Location | Offline | 4/5/2017 6:59:07 PM | 4/5/2017 6:59:49 PM | 0% |
| | | | 1 | Ū | Real Door :08:1E | DATA's Office | Offline | 3/8/2017 3:53:55 PM | 3/8/2017 3:54:37 PM | 0% |
| | | | 1 | ŵ | Real Door :17:28:11 | DATA's Office | Offline | 3/7/2017 10:24:13 PN | 3/7/2017 10:25:15 PM | 0% |
| | | | 1 | ۵. | Real Door :17:28:12 | DATA's Office | Offline | 3/7/2017 10:30:30 PM | 3/7/2017 10:31:04 PM | 0% |
| | | | 1 | 莭 | Rob's Office | Richmond | Offline | 2/19/2017 11:39:33 P | M 2/19/2017 11:43:04 PN | 1 0% |
| | | | 1 | ۵. | Server Room | DATA's Office | Offline | 2/10/2017 11:47:29 P | M 2/10/2017 11:47:57 PM | 1 0% |
| | | | 1 | 莭 | TaylorDemo | DATA's Office | Offline | 3/10/2017 4:03:24 PM | 3/10/2017 4:06:12 PM | 0% |
| | | | 1 | m | Tom's Office | DATA's Office | Offline | 2/10/2017 11:44:30 P | y 2/10/2017 11:45:50 PM | 0% |

The Home icon is used from any screen in the system to bring you back to the Dashboard \ Home Screen.

As an alternate to using the module icons on the Dashboard, the file shortcut menu can be used to quickly navigate from and to any other module with a single click.



From any screen in the system, you can shortcut to the "Settings" module with a click on the icon shown in the top taskbar.

| e <u>W</u> indow Access <u>A</u> dmin Repo | rting About | | | | Dashboard Ac | | | | | |
|--|----------------------------------|--------------|-------|----------|-----------------|-----------------|------------|----------------|----------------|-----------------|
| ← Settings | | | | | | | | | | |
| SETTINGS > DOOR DEFAULT | S | | | Save | | | | Right | | |
| D. D. (| General Settings | | _ | <u> </u> | . | | | | đ, | 3 |
| Door Defaults | Momentary Unlock Time: | 3 + - | - | | ** * | ſ | = | Click | 64 | |
| Credential Defaults | Momentary Unlock Time Ext: | 30 + - | | | Users | Doors | Event Logs | Mobile Devices | Time Schedules | Access Profiles |
| Credential Defaults | Door Held Open: | 30 + - | | | Osers | Doors | Event Logs | Mobile Devices | Time schedules | Access Profiles |
| Audit Log Cattings | Door Held Open Extended: | 60 + - | - | | | | | | | |
| Audit Log Settings | First Person In: | | | | _ | | <u>~~</u> | ~ | _ | |
| | Lock Mode: Sto | preroom Mode | · | | 8 | | | <u> </u> | â | Tor. |
| | Lock Mode: US | /Mountain | r | | System Operator | | | | | |
| | Advanced Settings | | | | Roles | System Operator | Calendars | Controllers | Door Groups | Settings |
| | Audit Overwrite Policy: | Circular | • | | | | | | | |
| | Failure Condition: | Fail Safe | • | | | | | | | |
| | Supervision: | Turi bure | | | | | | | | |
| | Series R | esistor | 5 + - | | | | | | | |
| | Parallel R | | 5 + - | | | | | | | |
| | Toggle Dela | y Time: | 5 + - | | | | | | | |
| | Lockdown Cancel Delay Time: | | 5 + - | | | | | | | |
| | Interior LED Lockdown Indication | | | | | | | | | |
| | Time Illumi | niated: | 1 + - | | | | | | | |
| | Time Exting | uished: | 1 + - | - | | | | | | |

The "Settings" module opens. Now return to the Home Screen \ Dashboard.

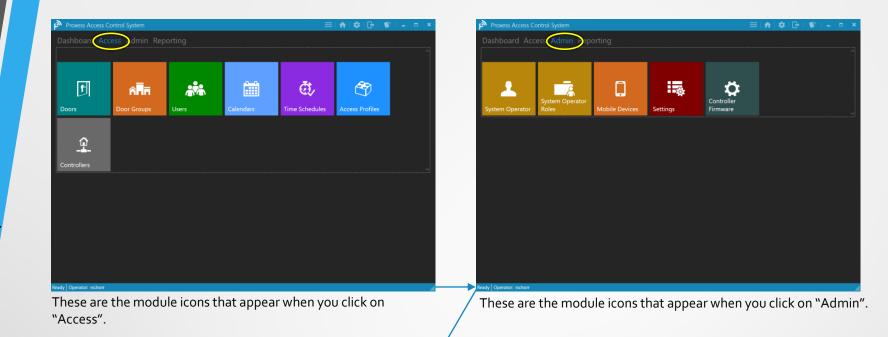
| | | | | | | × |
|--------------------------|-------------------|-----------|---|----------------|-----------------|-----|
| Proxess Access Co | ontrol System | | | = 🔒 🔿 | 🗗 🖤 🗕 | = × |
| | | | | | | ~ |
| Users | f Doors | | emove from Dashboar pen in new window Galaction Mobile Devices | Time Schedules | Access Profiles | |
| System Operator Roles | System Operator | Calendars | Controllers | Door Groups | Settings | Ţ |

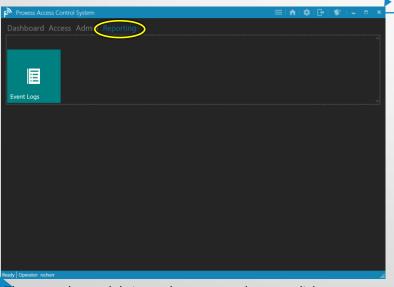
| F | Proxess Access Co | ontrol System | | | ≡!♠!\$ | 🕞 🖤 = 🛛 🗖 | × |
|----|-----------------------|----------------|-------------|-------------|-----------------|--------------------------|------|
| | Dashboarc Acc | ess Admin Repo | | | | | |
| | | | | | | | |
| | Users | Doors | Event Logs | CC . | Access Profiles | System Operator Roles | |
| | 1 | . | ₽ E> | âĦīī | | | |
| | System Operator | Calendars | Controllers | Door Groups | Settings | | ~ |
| | | | | | | | |
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| | | | | | | | |
| Re | ady Operator: rschorr | | | | | | , al |

Click on "Access" in the top menu.

Ready Operator: r

You may "Remove" the icon from the Dashboard or open it in a new window (Is this working right?).





These are the module icons that appear when you click on "Reporting".

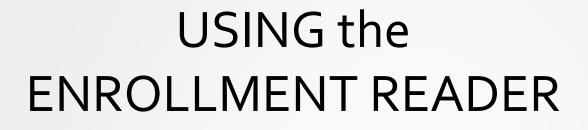
| ▲ 🚊 🕸 👘 🖏 🗋 | System Operator Roles | Access Profiles | Time Schedules | Event Logs | Doors | Users |
|---|--------------------------|-----------------|----------------|-------------|-----------|----------------|
| an Occurrent College dans Controllere Deve Courses Cottinger Mahile Devices | | | | | | 2 |
| em Operator Calendars Controllers Door Groups Settings Mobile Devices | Mobile Devices | Settings | Door Groups | Controllers | Calendars | ystem Operator |

These are the module icons that appear when you click on "Dashboard".

| Window Access Admin Rep | orting About | | | | Eile <u>W</u> indow Access <u>A</u> dmin Repo | Tung About | | Θu | JSB Device |
|-------------------------|-------------------------------|--------------|-----------|-------|---|--------------------------------|--------------------|--------------|----------------------|
| Settings | | | | | ← Settings | | | | |
| TTINGS > DOOR DEFAUL | ſS | | | | Save SETTINGS > DOOR DEFAULT | S | | R. S. | ~ |
| | General Settings | | | | Door Defaults | General Settings | | | 150 |
| oor Defaults | Momentary Unlock Time: | | з + — | | Door Delauits | Momentary Unlock Time | s | | |
| edential Defaults | Momentary Unlock Time Ext: | | 30 + - | | Credential Defaults | Momentary Unlock Time | Ext: | | |
| edential Defaults | Door Held Open: | | 30 + - | | Credential Deladits | Door Held Open: | | | |
| udit Log Settings | Door Held Open Extended: | | 60 + - | | Audit Log Settings | Door Held Open Extende | ed: | | |
| ant Log Settings | First Person In: | | | | Addit Log Settings | First Person In: Lock Mode: | | | |
| | Lock Mode: | Storeroom I | Mode 👻 | | | | Storeroom Mode | e | |
| | Lock Mode: | US/Mountai | in 👻 | | | Lock Mode: | US/Mountain | Name: | Robert Alan Schorr |
| | Advanced Settings | | | | | Advanced Settings | | Usernam | e: RobertASchorr |
| | Audit Overwrite Policy: | | Circular | • | | Audit Overwrite Policy: | Circu | ılar Email: | rob.schorr@yahoo.com |
| | Failure Condition: | | Fail Safe | • | | Failure Condition: | Fail S | afe Blocked: | False |
| | Supervision: | | | | | Supervision: | | Blacklist: | False |
| | Serie | es Resistor: | | 5 + - | | | Series Resistor: | Notes: | |
| | Paralle | el Resistor: | | 5 + - | | | Parallel Resistor: | Activatio | |
| | Toggle D | elay Time: | | 5 + - | | Тод | gle Delay Time: | | n: 5/11/2018 |
| | Lockdown Cancel Delay Time: | | | 5 + - | | Lockdown Cancel Delay | | Stamped | ld: 000000000070261 |
| | Interior LED Lockdown Indicat | ion: | | | | Interior LED Lockdown In | | | Edit Credential |
| | Time III | uminiated: | | 1 + - | | Tir | me Illuminiated: | | Wipe and Deactivate |

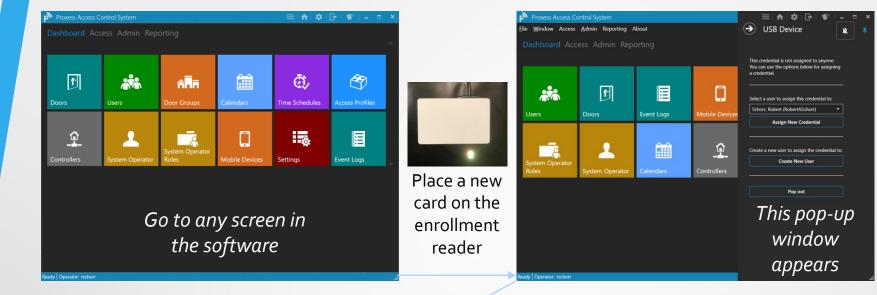
From any screen in the system, click on the icon shown in the top taskbar

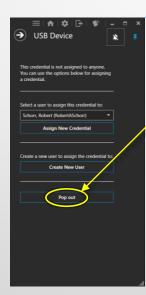
The most recent credential that was placed on the enrollment reader will pop-up.





The Pop-up Window



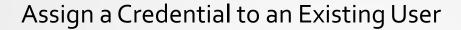


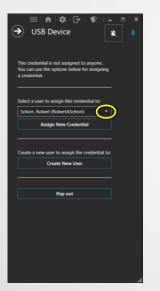
The pop-up window presents several options for the operator.

The operator may click the "Pop out" button, which will undock this window from the main ProxessIQ[™] application. It may then be dragged anywhere on the desktop, so that the user can continue programming other screens in the ProxessIQ[™] system and return their focus to the new card when they are ready.

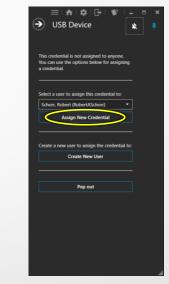
At that time, the operator may leave the card on the enrollment reader and proceed with the process of creating or assigning this card.

Jsing the Enrollment Reader - 1





| ≡∣♠∣\$ ⊡ ∮ - | |
|--|--|
| → USB Device | |
| Ŭ | |
| | |
| This credential is not assigned to anyone. | |
| You can use the options below for assigning a credential. | |
| | |
| | |
| Select a user to assign this credential to: | |
| Schorr, Robert (RobertASchorr) | |
| Schorr, Robert (RobertASchorr) | |
| Test, Joe (Joe lest) | |
| Thunder, Darold (dthunder) Torre, Test 0 | |
| User1, Demo (demouser1) | |
| | |
| | |
| Pop out | |
| | |
| | |
| | |
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| | |
| | |
| | |
| | |

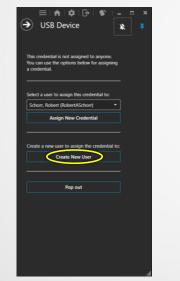


The Operator may assign the credential that is currently on the enrollment reader to an Existing User.

First, click on the drop-down arrow and then select an existing user\cardholder from the list. You may scroll down the list using the scroll bar, or begin typing letters of their name which will bring up all the matching results as you type. Select the desired name and then click on the "Assign New Credential" button to complete the task.

NOTE: Users may have more than one credential. The user selected may have only their information entered and this may have been the first credential assigned to them, or they may already have another credential.

Adding a New User



| Proxess Access Control System | | | | 🌣 i 🗗 i 🕸 i i | - • |
|-------------------------------------|--------------|--------------------|----|----------------|--------|
| <u>File Window Access Admin Rep</u> | orting About | | | | |
| ← Users | | | | | |
| NEW USER > GENERAL | | | | | Save |
| NEW OSER > GENERAL | | | | | Save |
| General | | First Name | | | Access |
| General | | Last Name: | | | |
| | | Middle Name: | | | |
| | | Username | | | |
| | | External Id: | | | |
| | add photo | Validation Period: | 60 | Use Default: 📝 | |
| | | Pin Number: | | | |
| | | Email: | | | |
| | | Extented Opening: | | | |
| | | Notes: | | | |
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| | | | | | |
| | 4 | | | | |
| Ready Operator: rschorr | | | | | |

With the card on the enrollment reader, the Operator may create a New User record for it.

Click on the "Create New User" button and the new user information screen will open. We will cover the remainder of this process in the next section.

Whose card is this? & Deleting a Credential

| Proxess Access Control System | _ ≡ ♠ \$ ⊡ \$ <u>-</u> □ × | Proxess Access Control System | _ = A & B & × |
|---|--|---|--|
| ← Access DOR GROUPS | → USB Device 🔹 🖈 | ← Access DOOR GROUPS | → USB Device |
| Add New Duce Group Actions Actions Actions Actions Actions Add Addition Add Add Add Add Add Add Add Add Add | | Add Nexe Deer Group Act DNA of Add/out Act DNA of Add/o | This ordential is not assigned to anyone Page out |
| Rebuil Deput | Name: Test Bare Unsersame Brauk: Blocket: Ente Note: Advinue: 4/13/2019 ESEM Surgeot: 4/13/2019 ESEM Surgeot: 4/13/2019 ESEM Surgeot: Advinue: Mage and Deactives Mage and Deactives Mage and Deactives | Relard Epport | |
| Ready Operator: rschorr | L | Ready Operator: ischorr | 4 |

To find out who a card belongs\has already been assigned, place it on the enrollment reader while in any screen in the software.

The pop-up window appears along with their basic cardholder and card information which includes their stored photo. Three (3) button choices are also presented.

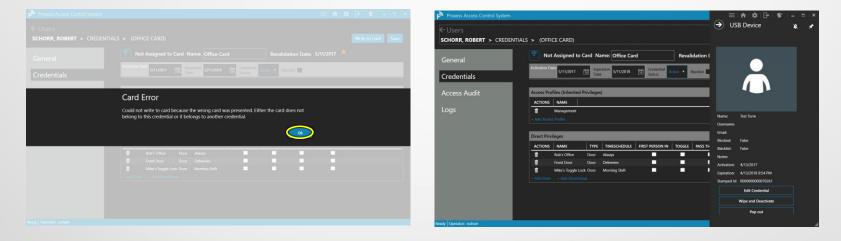
The operator may click "Edit Credential" to be brought to the edit screen for that user and may click "Pop out" to move the window freely on their desktop.

The operator may also decide to assign this credential to a new user or simply wipe the existing information off the card. To do so, click "Wipe and Deactivate".

The screen on the right will appear and the card is now free to be assigned to anyone.

Using the Enrollment Reader - 4

Attempting to Enroll an Existing Card



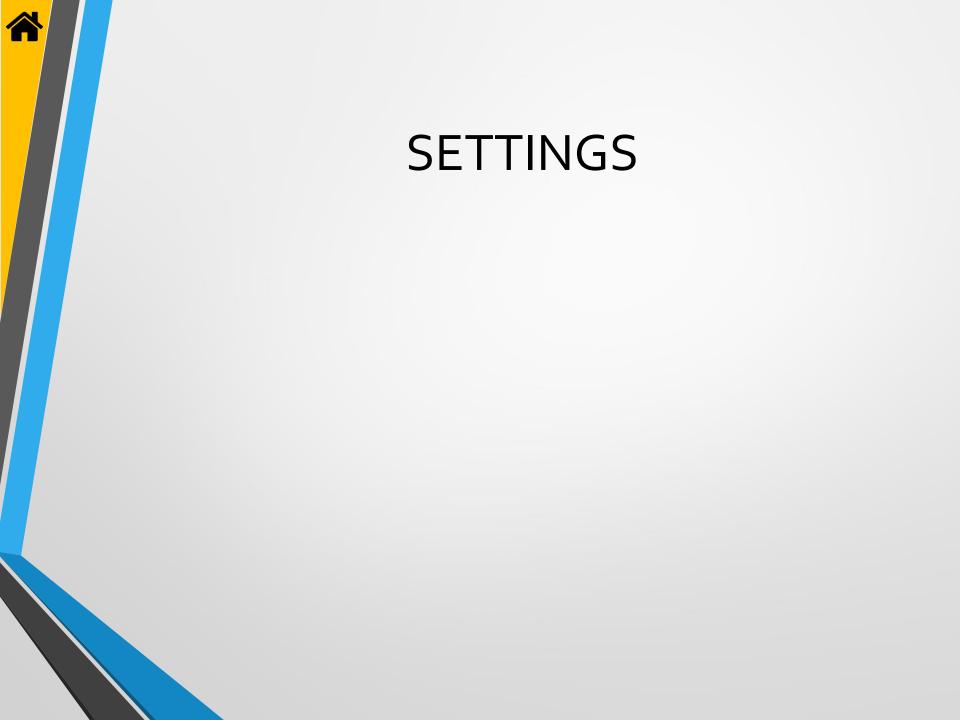
Using the Enrollment Reader - 5

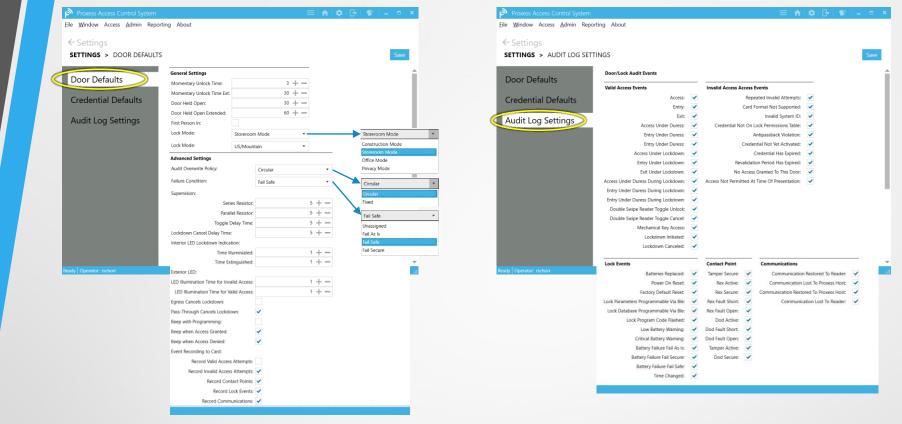
After a user has been added to the system, placing a credential on the enrollment reader and attempting to enroll or encode one that has already been programmed and assigned to someone else (from this system or any other system) will result in the above "Card Error" screen appearing.

| <u>M</u> indow Access <u>A</u> dmin Report | ting About | | | | Eile Window Access Admin Reporting | About | | Θu | ISB Device |
|--|-----------------------------------|--------------|-----------|-----|------------------------------------|-----------------------------|----------------|---------------|---|
| Settings | | | | | ← Settings | | | | |
| TINGS > DOOR DEFAULTS | | | | | Save SETTINGS > DOOR DEFAULTS | | | 1000 | - |
| or Defaults | General Settings | | | | Door Defaults | Seneral Settings | - | | an |
| or Delauits | Momentary Unlock Time: | | з + — | | M | Momentary Unlock Time: | | _ | |
| Cradential Defaults | Momentary Unlock Time Ext: | | 30 + - | | Cradantial Defaults | Momentary Unlock Time Ext: | | - | The second se |
| | Door Held Open: | | 30 + - | | | Door Held Open: | | - | |
| | Door Held Open Extended: | | 60 + - | | Audit Log Cattings | Door Held Open Extended: | | - | |
| dit Log Settings | First Person In: | | | | | First Person In: | | | |
| | Lock Mode: | Storeroom M | Mode 🔻 | | Lo | .ock Mode: | Storeroom Mode | | |
| | Lock Mode: | US/Mountai | in 🝷 | | La La | .ock Mode: | US/Mountain | Name: | Robert Alan Schorr |
| | | | | A | dvanced Settings | | Username | RobertASchorr | |
| | Audit Overwrite Policy: | (| Circular | • | A | Audit Overwrite Policy: | Circular | Email: | rob.schorr@yahoo.com |
| | Failure Condition: | 1 | Fail Safe | • | Fé | ailure Condition: | Fail Safe | Blocked: | False |
| | Supervision: | | | | Si | Supervision: | | Blacklist: | False |
| | Serie | s Resistor: | 5 | + - | | Seri | ries Resistor: | Notes: | |
| | Paralle | el Resistor: | 5 | + - | | Paral | Ilel Resistor: | Activation | |
| | Toggle De | elay Time: | 5 | + - | | Toggle I | Delay Time: | | s: 5/11/2018 |
| | Lockdown Cancel Delay Time: | | 5 | + - | Lo | ockdown Cancel Delay Time | B) | Stamped | ld: 000000000070261 |
| | Interior LED Lockdown Indication: | | | | In | nterior LED Lockdown Indica | ation: | | Edit Credential |
| | Time Illu | uminiated: | 1 | + - | | Time II | lluminiated: | | Wipe and Deactivate |
| | Time Exti | inguished: | 1 | + - | Ready Operator: rschorr | Time Ex | xtinguished: | | |

From any screen in the system, click on the icon shown in the top taskbar

The most recent credential that was placed on the enrollment reader will pop-up.





These tabs show the default settings used throughout the ProxessIQ[™] software. Each of them can be customized to your preferences, by site, reader, cardholder and operator.

H

Settings - :

Unless changed, all new devices (i.e. controllers, readers, ...), operators and cardholders will be defaulted to the attributes on these tabs. To change the default settings usage, you may either uncheck the appropriate box on these tabs (which will change all future defaults) or you may uncheck the individual box next to the field that you are configuring elsewhere in the software (which will affect only that device or person).

