



AN1039 - Adding a new user

Adding a new user

- General information

'Users' refers to the people that use the access control system. Users are identified to the system by a card, token or PIN (or a combination of any of these). Once a user has been identified to the system, a decision can be made on whether they are permitted or denied access.




Every user that has been entered onto the system has a user record. This contains information regarding their access permissions, cards/tokens, PIN's and any other details required.

The users on the system are displayed in the main window. If departments have been configured then these will also be displayed.

To set up departments please refer to -: [AN1041 - Using Departments](#) < <http://paxton.info/851> >

- Adding a new user

Adding users can be done in several ways:

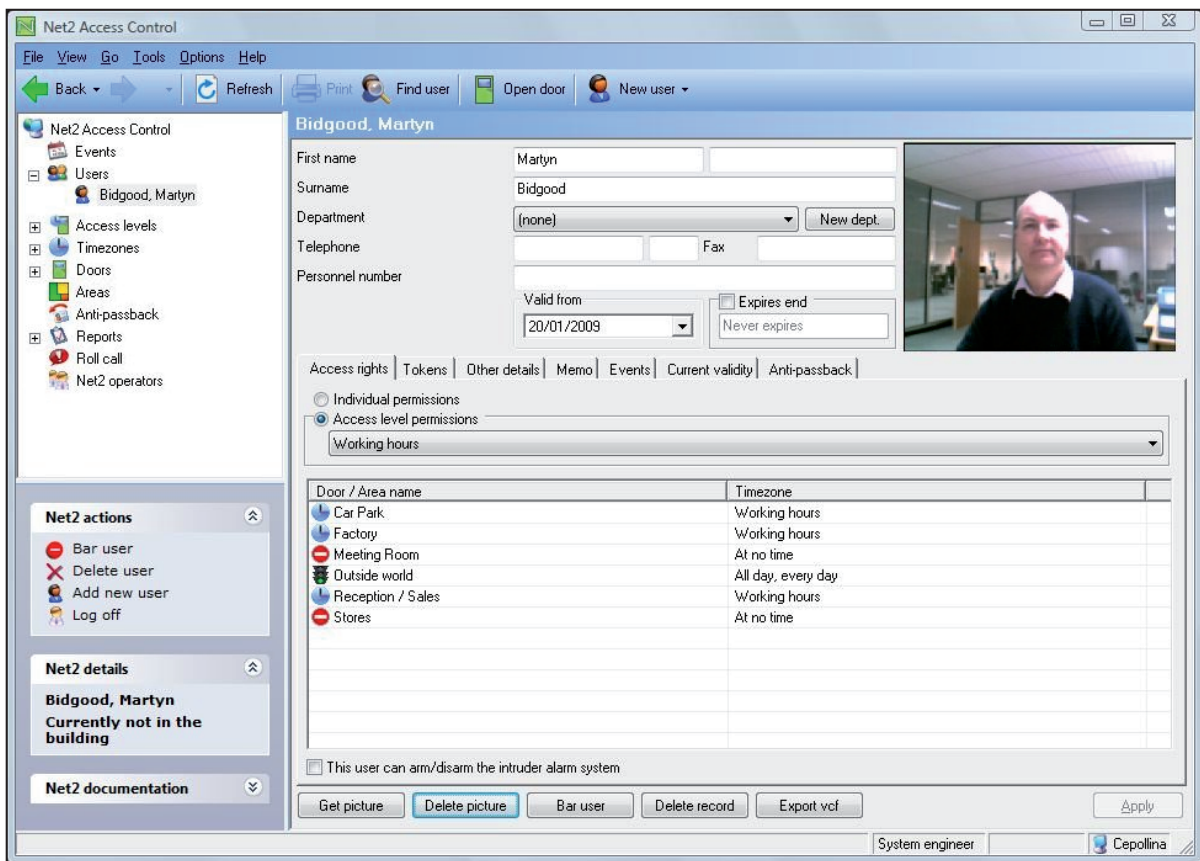
-  Large groups of users can be added by importing user data. Refer to -: [AN1011 - Importing and exporting Net2 user data](#) < <http://paxton.info/55> >
-  By using a Desktop reader to read token numbers. When new tokens are shown to the reader, this automatically opens the Add User form
-  Selecting New User. This can be done from the Toolbar, the shortcut from the Welcome screen, or through the users screen



As much information as you wish to enter can be added through this form. The users name must be entered. Once the information has been entered, click Add user. This will save the record and clear the fields for the next users details to be entered. Clicking Close will close the form and go to the last user record entered.

Token types can be set up to allow quicker adding of users for different groups, for example visitors. By selecting a different token type, fields can be automatically completed for you. For further details on how to set up Token Types refer to -: [AN1042 - Using Token Types < http://paxton.info/859 >](http://paxton.info/859)

Users records



- General information

Name, telephone number, department and personnel number can be recorded if required.

- Valid from and Valid until

Indicate the dates between which the user is valid. Visitors for example can be configured so that their card automatically expires after one day. Contractors or temporary staff can be configured to be valid between certain dates.

The Valid until date is inactive as default. If required it can be marked as active and a date can be selected from the drop down calendar.

The user can be barred from all doors by pressing the Bar user button.



A users complete record can be deleted by pressing the Delete record button. This will completely remove the user record from the database. - **WARNING. This action cannot be undone.**

- Pictures

* Get Picture.

A picture can be imported by pressing the Get picture button. Bmp, jpg, gif, wmf and emf formats are supported. Pictures can be deleted by pressing the Delete picture button.

* Capture Picture.

If a webcam has been installed on the PC a Capture Picture button is displayed on the user records screen. This can be used to import a live user picture into the database. To set up the web cam refer to -: [AN1092 - Integrating a web cam for use with Net2 user records <http://paxton.info/855 >](#)

- Print card

Clicking on Print card will print the card for the user being displayed. To set up card printing refer to -: [AN1034 - Net2 Card Printing < http://paxton.info/56 >](#)

- Access rights

The user can be assigned an access level from the drop down list, refer to -: [AN1038 - Using Access Levels and Timezones < http://paxton.info/847 >](#)

Alternatively, Individual permissions can be selected. This allows the exact access of each user to be configured completely independently. This is often used in sites with few users.

- Alarm users

When the intruder alarm integration is enabled, a tick box labelled "This user can arm/disarm the intruder alarm" appears in each user record. This is ticked to give the user the authority to control the alarm.

- Users » [User name] » Cards

The main display shows the cards that are assigned to the user. Users can be assigned as many cards as required (the overall system limit is 10,000 cards). Cards can be added by either entering the card number manually OR by presenting or swiping the card at a desktop reader. Right clicking on the key icon allows this to be changed to the style of token issued.

Cards can be deleted completely by pressing the Delete card button.

- Lost cards

If a card is marked as lost it will be automatically invalid on all doors at all times. If it is presented at any reader on the system an alarm event will be generated. If a card that is marked as lost is found, the card number can be deleted and the card issued to another user.

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- Users » [User name] » Other details and Memo

Details can be entered for every user on the system. Default user detail fields are:

- Address 1
- Address 2
- Town
- County
- Post code
- Home telephone
- Home fax
- Mobile
- email
- Position
- Start date
- Car registration
- Memo

The 16 user detail fields can be modified as required.

Note: Field names can be edited by double clicking on them (unless disabled in Options).

- Users » [User name] » Events.

This tab displays the events for that user. This can be useful if trying to locate a user in a large building, simply go to the user record and see where they presented their card last. The events in this screen can be sorted by any of the columns by clicking the left mouse button over the column header.

- Users » [User name] » Current validity.

This tab shows where the user is currently valid. The readers on which the user is currently valid will be highlighted; readers where the user is currently invalid will be greyed out.

- Users » Anti-passback.

Reset allows the users anti-passback status to be reset and their next valid access sets their location in the system.

By default, users must obey anti-passback rules; this can be deselected. This means that security staff, for instance, can always gain access through doors, which might otherwise have been barred. For example, when in pursuit of an unauthorised intruder, they might end up tailgating users through doors, and it would not be appropriate for them to then be barred from going through other doors. It is possible to right click on a department, go to properties, and then select or deselect all users in that department to obey anti-passback rules.

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