

Roger Access Control System 5 v 2

Application note no. 051

Document version: Rev. A

Users

Note: This document refers to RACS 5 v2.0.4 or higher

Introduction

RACS 5 system offers various tools for management of users mainly in regard of adding, editing, deleting, locating and monitoring. Users can be assigned with Access Credentials which are associated with Authentication Factors (e.g. proximity cards) and Authorisations (e.g. door access rights).

User types

Various types of users can be defined in VISO software and additionally it is possible to create User Groups to simplify management of large user lists that share the same Authorisations.

Access User Persons

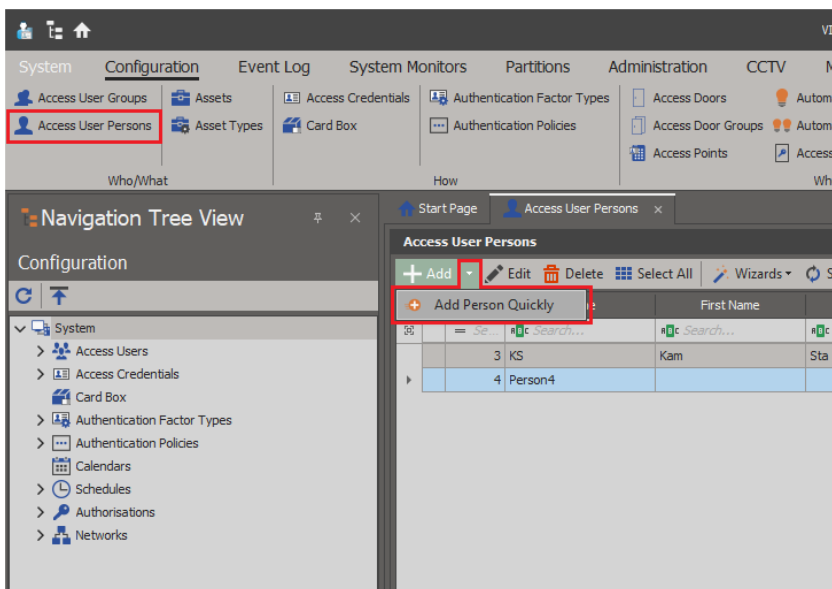
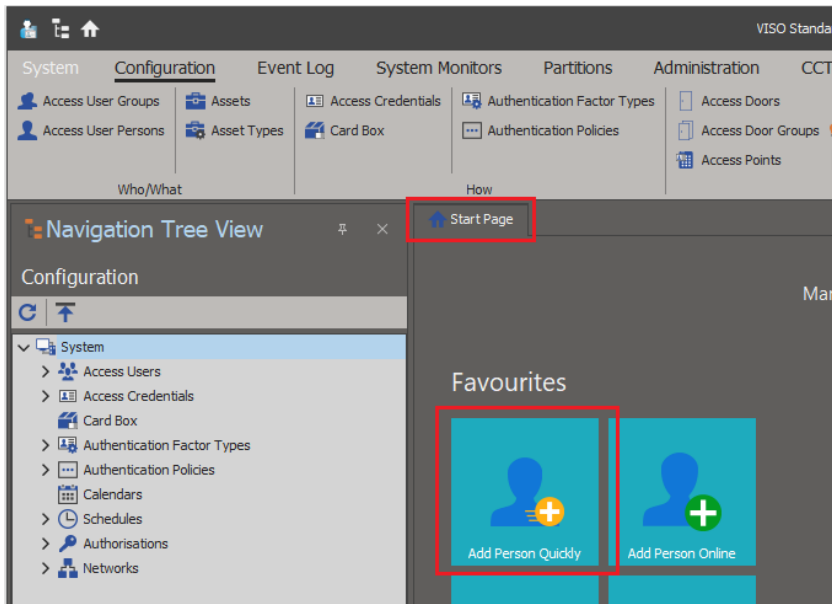
Person is the most often applied type of user in RACS 5 system. Various tools for management of Persons are available in VISO software.

Online wizards

Persons can be managed by means of wizards which are available after selection of *Wizards* in the top menu of VISO software. The *Add Person Online* wizard is described in AN006 application note. Remaining wizards such as *Edit Person Online* and *Delete Person Online* are operated similarly.

Add Person Quickly wizard

In RACS 5 v2 system new method for Person defining within single window is available. *Add Person Quickly* wizard can be accessed via *Favourites* section in VISO start page and via *Add* button on the list of Access User Persons.



At minimum the definition of Person with this method consists in giving a name, assigning Authorisation(s) and defining Authentication Factor(s) (e.g. card). The card number can be read from reader (RUD or MCT series), selected from Card Box or entered manually. Optionally the validity period of Person can be defined and *Master exemption* can be enabled to give Person all possible Authorisations in the system.

Personal Data

ID:

Name: Casillas Ahriman

First Name: Ahriman

Last Name: Casillas

Group: (none)

Description:

Address

City: Postal Code:

Address:

Email: Phone:

Additional Options

T&A ID:

Information Reference:

Credential Options

Master Exemption:

Valid From: (none) 12:00 AM

Valid To: (none) 12:00 AM

Authentication

Card PIN Primary Fingerprint Secondary Fingerprint Mobile Factor

Card Type: 40 bit proximity card

Value (DEC): 0047245392886

Value (HEX): 0B00087BF6

From Card Box From Reader

Authorisations

Select All Unselect All

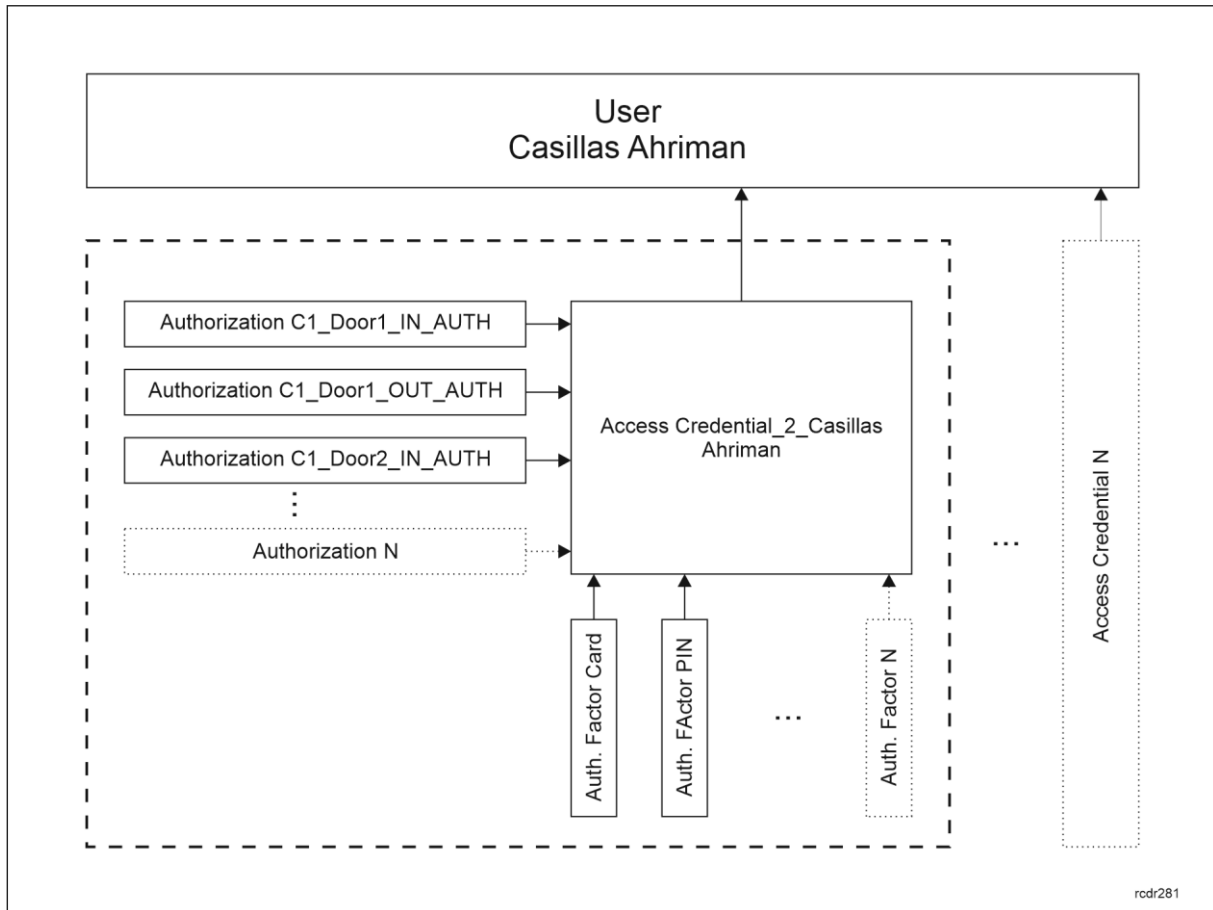
ID	Name	Description	Inherited
2	C1_AD2_IN_AUTH		<input type="checkbox"/>
3	C1_AD2_OUT_AUTH		<input type="checkbox"/>
5	C1_AD3_IN_AUTH		<input type="checkbox"/>
6	C1_AD3_OUT_AUTH		<input type="checkbox"/>

OK Cancel

Manual defining

Persons can be added, edited and deleted without wizards. The relations between Person related elements is shown on diagram below. In order to define Person:

- Configure RACS 5 system in regard of Access Doors and Authorisations according to AN006 application note.
- In the top menu of VISO software select *Configuration* and then *Access User Persons*.
- In the opened window select *Add* and in the next window define Person details. Close the window with *OK* button.
- In the top menu select *Configuration* and then *Access Credentials*.
- In the opened window select *Add* and in the next window assign Person to the Access Credential. Close the window with *OK* button.
- In the bottom select *Authorisations* tab and then assign Authorisations to the Credential. Close the window with *OK* button.
- In the bottom select *Authentication Factors* tab and then *Add* in order to define card, PIN or other factor. Card number can be read from RUD series administrator reader or any MCT series reader installed in the system.
- Synchronise settings for example by right clicking *Networks* in the navigation tree of VISO software and then selecting *Synchronise*.



Deleting and erasing

Persons who were deleted in the system by means of any available methods can be restored. In order to restore Person:

- In the top menu of VISO software select *Configuration* and then *Access User Persons*.
- In the opened window select *Deleted Persons*, in the next window select Persons for restoring and then click *Close and Restore*.

According to General Data Protection Regulation (GDPR), VISO software enables to completely remove Persons along with their personal data from the system. Such removing can be done by means of *Erase* button in the window with Persons list.

Card printing

According to AN032 application note, VISO software can be used for printing user details on proximity cards.

Assets

Assets are objects/elements which are considered specific type of users and they can be assigned with Authorisations in RACS 5 system. For example a vehicle with its license plate can be recognized by LPR camera connected to access controller or laptop with its QR code can be recognized by QR reader connected to access controller. In such scenario both can be defined as Assets with their Authentication Factors and person with such Assets can acquire access rights of these Assets. The monitoring and management of Assets by means of MCT88M-IO terminal is explained in AN026 application note. According to AN042 application note, keys from RKD32 Key Cabinet managed in RACS 5 system are considered Assets.

In case of Assets no wizards are available in VISO software. They can be added manually in the system, similarly to previously mentioned Persons.

Access User Visitors

Visitors are temporary users, who function in the system within defined Visit. According to AN043 application note, in RACS 5 v2 system both Visitors and Visitor Log are available as licensed functionality.

In case of Visitors the VISO software offers wizards for defining and removing Visitors as well as it offers management of Visits via Visitors Log.

Access User Groups

In case of larger systems it may be useful to divide user into groups in order to facilitate the management of system. User Group can include all types of users i.e. Persons, Assets and Visitors. A group can be assigned with Authorisations and then all users belonging to the group acquire these Authorisations. Still each user can be additionally assigned with individual Authorisations. In order to define User Group:

- In the top menu of VISO software select *Configuration* and then *Access User Groups*.
- In the opened window select *Add* and in the next window name the group. Close the window with *OK* button.
- In the bottom select *Persons* tab and then add new Persons and/or assign previously defined Persons. If needed, similarly add/assign Assets and Visitors in respective tabs.
- In the bottom select *Authorisations* tab and then *Assign* to select Authorisations for the group.

It is also possible to create hierarchy of User Groups, where parent and child groups are defined. In such scenario child groups inherit Authorisations of parent groups.

Integration with directory services (Active Directory)

According to AN021 application note it is possible to manage RACS 5 users including their access rights from the level Active Directory service. The synchronisation of user lists can be automatic or manual.

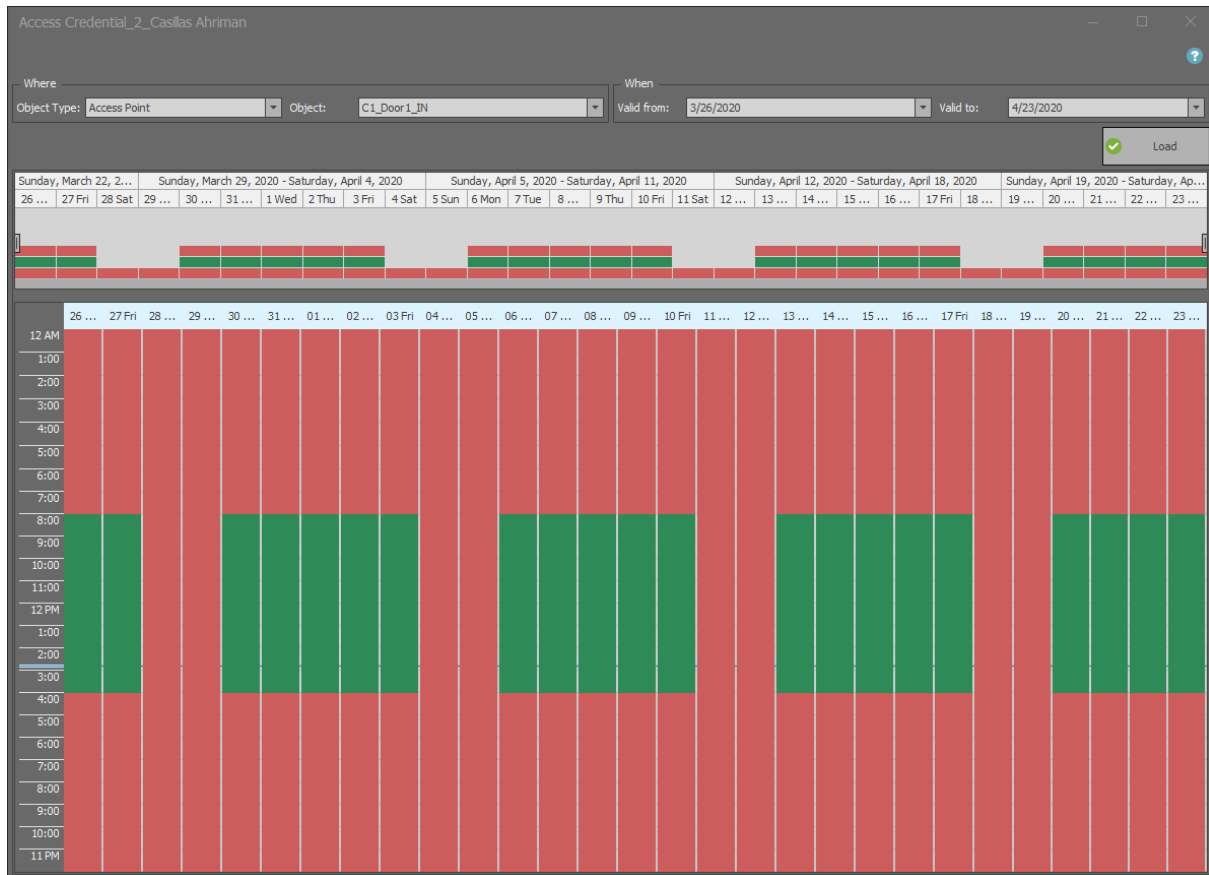
User Authorisations

User Authorisations can be defined and assigned on various levels. Therefore, sometimes it may not be obvious what are the resultant Authorisations of particular user as they may result from:

- Assignment of user to Access User Group which has Authorisations.
- Assignment of individual Authorisations to user's Access Credential.
- Assignment of Authorisation Groups to user's Access Credential.
- Assignment of individual Authorisation to user.

In order to obtain information on resultant Access Authorisations of user at particular Access Door or Access Zone:

- In the top menu of VISO software select *Configuration* and then *Access Credentials*.
- In the opened window for Access Credential of particular user select *Access Preview*.
- In the next window select Access Point or Access Zone and then click *Load* to view the data.



In order to obtain information on users with Access Authorisations at particular Access Door:

- In the top menu of VISO software select *Configuration* and then *Access Doors*.
- In the opened window expand particular controller, select *Access Door* and then click *Access Users* or *Access Credentials* in the top menu of this window.

Locating and monitoring of users

According to AN016 application note, VISO software offers multiple tools for locating and monitoring of users. Additionally it is possible to filter events in Events Log based on user specific criteria.

Person Custom Fields

When Person is added in VISO software then such details as name, surname, email, phone, etc. can be defined. Additionally the software enables to define custom fields. These could be text boxes, drop-down lists and check boxes.

Add Access User Person

General

Name: Access User Person8

First Name:

Last Name:

Group: (none)

Contact Information | Additional Options | Remote Management | Private Data Protection | Description | Custom Fields

Email:

Phone:

Postal Code: City:

Address:

OK Cancel

In order to define custom text field:

- In the top menu of VISO software select *Tools* and then *Person Custom Fields*.
- In the opened window select *Add*.
- In the next window name the label which will be displayed for the field.

Add Custom Field

General

Name: CFD6

Refers to: Access User Person

Field Type: Text box

Screen Label: ID number

Screen Tool Tip: Personal ID number

Description:

OK Cancel

- Optionally define more fields of the same type or different type. In case of drop-down list define also possible values in the bottom part of screen in *Values* tab.

Add Access User Person

General

Name: Access User Person8

First Name:

Last Name:

Group: (none)

Contact Information | Additional Options | Remote Management | Private Data Protection | Description | Custom Fields

ID number: AEF 1111

Foreigner:

Employment type: Employment contract

OK Cancel

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