

Training guide:

Access Control



For more information about North Time Pro products, version updates, datasheets and reports, please refer to the North Time Pro website:

www.ntdltd.com

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North Time Pro

www.ntdltd.com
+44 (0) 2892 604000



Contents

Course

Duration

tw21/op/acc001

Approximately 20 minutes

An introduction to North Time Pro access control

Access control alerts...

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| m/05/110 | Assign an access pattern (terminal policy) to an employee |
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| m/05/130 | Real time access activity |

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.



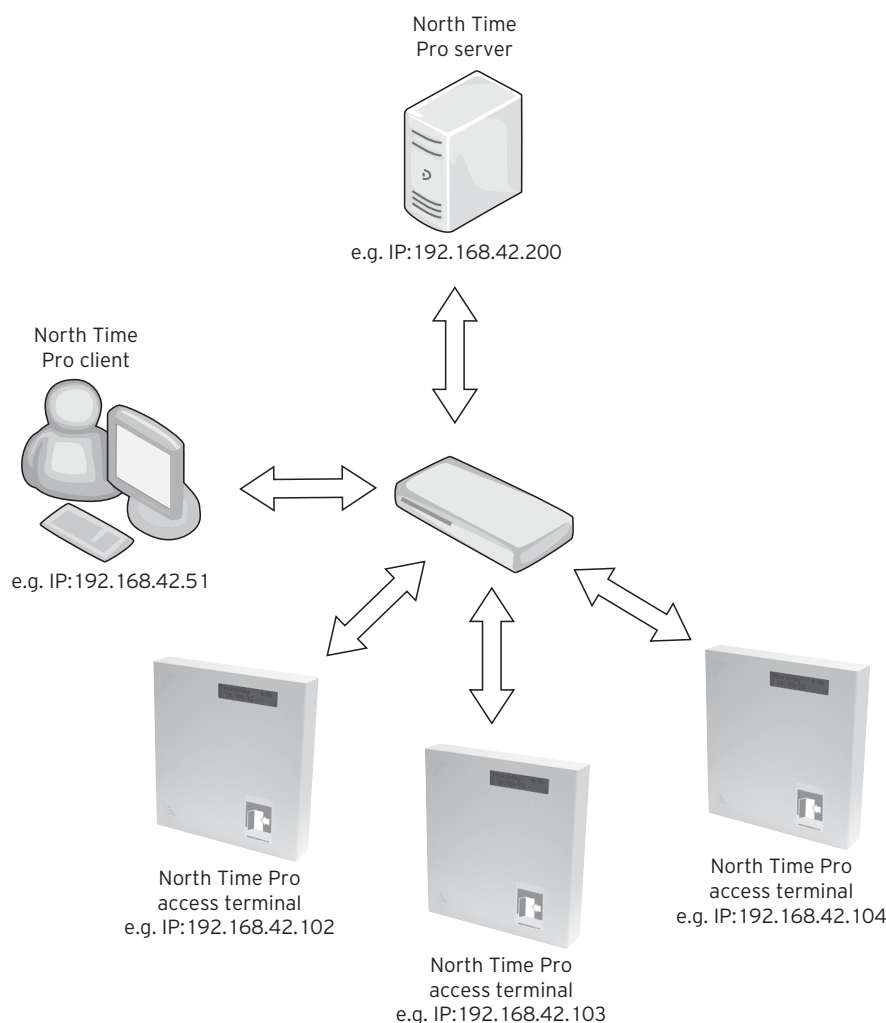
Module:

m/05/101

Understanding North Time Pro access control

The North Time Pro access control facility is simple in design but very effective in operation. People are allocated an access profile which determines where (and when) they may pass through turnstiles and doors controlled by the North Time Pro access terminals. These access profiles are referred to as 'Terminal Policies' within North Time Pro, and we'll go over how to configure these in the 'Advanced – Personnel' document.

Profiles may be created in advance for new starters, visitors and access badges or fobs can be programmed to 'expire' at a preset date and time.



Finally, a history of people's movements may be stored for many years on the North Time Pro server via the 'Access Audit' module.



Module:

m/05/110

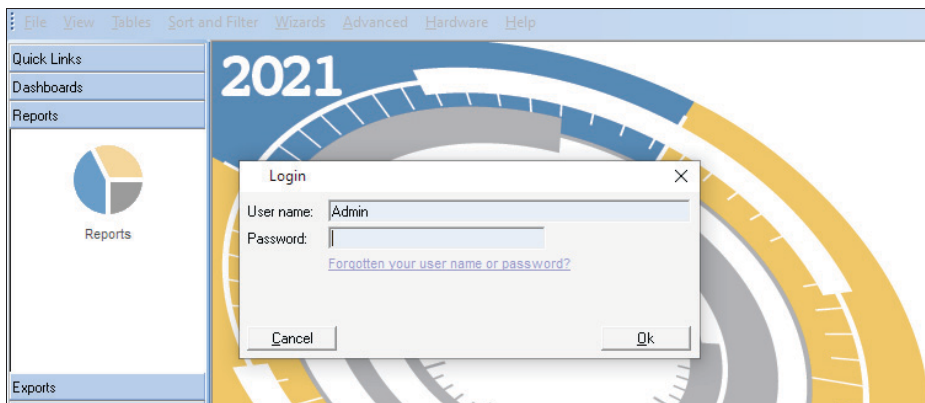
Assign an access pattern (terminal policy) to an employee



Please note that we will not be covering how to create the 'Terminal Policies' mentioned in this section. This will be covered within the training guide, Advance Personnel.

A 'Terminal Policy' is a set of rules which outline which door an employee can use, when they can use it and by what method i.e. Biometrics or Badge/FOB. Multiple employees can be assigned to each 'Terminal Policy'.

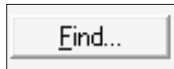
1. Log into North Time Pro by entering your User name and Password.



2. Click on personnel on the left hand Quick Link.



3. Click on Find and navigate to the employee. Double click them.



Find: Personnel

Search for:

Search through: Employee ID

Search type: Contains

Drag a column header here to group by that column.

| Employee ID | Payroll | First Name | Last Name | Known As | Employment |
|-------------|---------|------------|------------|------------------|------------|
| 1 | 1 | Dave | Webb | Webb,Dave | Employment |
| 2 | 2 | Michael | Coope | Coope,Michael | Employment |
| 3 | 3 | Simon | Birchall | Birchall,Simon | Employment |
| 4 | 4 | Matt | Wilkinson | Wilkinson,Matt | Employment |
| 5 | 5 | Liz | Broadhurst | Broadhurst,Liz | Employment |
| 6 | 6 | George | Zelem | Zelem,George | Employment |
| 7 | 7 | Lesley | Wilkinson | Wilkinson,Lesley | Employment |
| 8 | 8 | Phillip | Briggs | Briggs,Phillip | Employment |
| 9 | 9 | Marie | Tree | Tree Marie | Employment |

4. This will bring up the employees 'Personnel' record.

Personnel

Employee ID: 2 First name: Michael Last name: Coope

Essential (General)

Badge format: 26 bit - NMD3

Facility code: 0

Badge:

Payroll: 2

Integration ID:

GPS IMEI:

Known as: Coope,Michael

Email address: webbj@blueyonder.co.uk

Security pin:

Biometric data: ☒ Finger (Suprema) ☒ Face (Suprema) ☒ Finger (SecuGen) ☒ Other

Date started with company: 24/01/2007 13 years, 9 month(s), 2 day(s) ☐ Remove 'Years Service' from To-Do List

Badge activation:

Employment status: Employee Current employment: Design Engineer

Absence entitlement policy: 20 Days Holiday

Period schedule: 06:00-14:00;14:00-22:00;22:00-06:00 Week rotation: 2

Terminal policy: All Terminals

Email policy: Not Required

Remuneration policy: Not Required

Cost centre (default):

Flexitime closing balance set on: / / Amount:

Buttons: Add, Edit, Delete, Find..., Refresh, Preview..., Copy..., Close

5. Click on Edit.

6. The employees record will turn blue to indicate the record is now in the editable format.

7. Select <General> on the left hand Quick Link menu, then on the <Terminal policy> field click on the drop down menu.

8. This will present you with a list of all terminal policies on your system. Select the policy you wish to assign.

Note that these will be named differently on your system compared to this screenshot.

9. Once you have selected the correct terminal policy, click on <Update>.

The screenshot shows the 'Personnel' system interface. At the top, it displays 'Employee ID: 2', 'First name: Michael', and 'Last name: Coope'. The main section is titled 'Essential (General)' and contains various fields for employee information. A red circle highlights the 'Update' button at the bottom left. The 'Terminal policy' dropdown is also highlighted with a red circle and the word 'Update' is circled in red.

| Field | Value |
|----------------------------------|--|
| Badge format | 26 bit - NMD3 |
| Facility code | 0 |
| Badge | |
| Payroll | 2 |
| Integration ID | |
| GPS IMEI | |
| Known as | Coope, Michael |
| Email address | webbd@blueyonder.co.uk |
| Security pin | |
| Biometric data | <input checked="" type="checkbox"/> Finger (Suprema) <input checked="" type="checkbox"/> Face (Suprema) <input checked="" type="checkbox"/> Finger (SecuGen) <input checked="" type="checkbox"/> Other |
| Date started with company | 24/01/2007 13 years, 9 month(s), 2 day(s) |
| Badge activation | |
| Employment status | Employee |
| Absence entitlement policy | 20 Days Holiday |
| Period schedule | 06:00-14:00\14:00-22:00\22:00-06:00 |
| Terminal policy | All Terminals Except Rear Door |
| Email policy | Not Required |
| Remuneration policy | Not Required |
| Cost centre (default) | |
| Flexitime closing balance set on | / / |

10. The employee will now be added to a list of employees to send to the various pieces of hardware i.e. doors with permission.

System Health

- hardware may require updating due to information which has been modified (1 items remaining)
- (9) users are setup without email addresses, an email address must be present to allow important security features to function correctly



Note that the majority of the time, the message above will have completed and not appear. It usually takes a few seconds to process, but if it needs to process a large number of employees then it can take some time.

Module:

m/05/120

Access alerts on the 'to-do list'



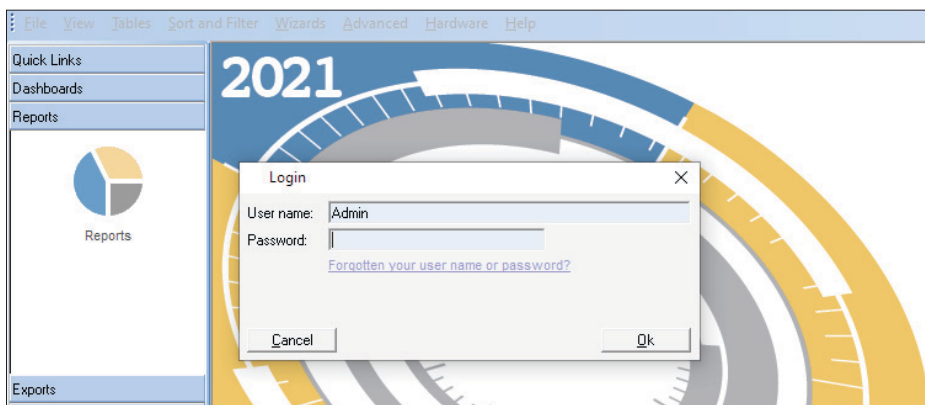
It is recommended that the access alerts appear on the <To-Do> list of the user responsible for company security. To configure this, contact North Time Pro support.

Access alerts come in two forms, door 'forced' and door 'ajar'.

Door 'forced' occurs when the reader/door receive no successful bookings and the door remains open i.e. forced entry.

Door 'ajar' is when the reader/door receive a successful booking but the door gets left open i.e. being blocked.

1. Log into the application by entering your User name and Password.



2. The first screen you come to is the 'To-Do' list.

There may be notifications telling you a door has been left ajar or has been forced.

Personnel

Employee ID: 2 First name: Michael Last name: Coope

Essential (General)

Badge format: 26 bit - NMD3

Facility code: 0

Badge:

Payroll: 2

Integration ID:

GPS IMEI:

Known as: Coope, Michael

Email address: webbj@blueyonder.co.uk

Security pin:

Biometric data:

Face (Suprema) Remove Face (Suprema) Remove Finger Registration Wizard (Suprema) Finger Registration Wizard (SecuGen)

Date started with company: 24/01/2007 13 years, 9 month(s), 2 day(s) Remove 'Years Service' from To-Do List

Badge activation:

Employment status: Employee Current employment: Design Engineer

Absence entitlement policy: 20 Days Holiday

Period schedule: 06:00-14:00\14:00-22:00\22:00-06:00 Week rotation: 2

Terminal policy: All Terminals

Email policy: Not Required

Remuneration policy: Not Required

Cost centre (default):

Flexitime closing balance set on: / / Amount:

Add Edit Delete Find... Refresh Preview... Copy... Close

Record 2 of 31

3. a. If the door is ajar, you need to check the door itself. Once corrected, the ajar message will clear.

b. If the door is forced then we will not clear the message until told to do so. To clear, click on the 'Click here to reset forced entry'

Access Control Alert

'access' door has been left ajar!

'access' door has been forced! [Click here to reset forced entry](#)

'access' door was left ajar at '9:19am on 'Wed 27 August 2021'

'access' door was forced at '9:18am on 'Wed 27 August 2021'

Module:

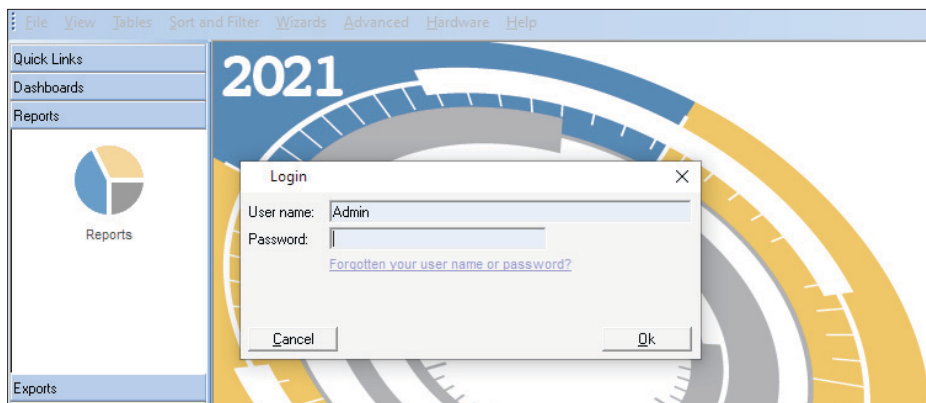
m/05/130

Real time access activity

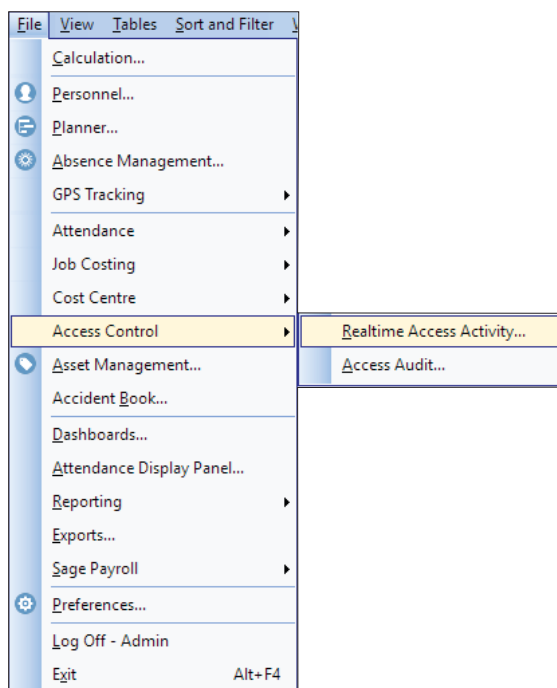


It is recommended that the Alert Centre runs on a PC in the security office. The application can be left minimised and only maximised when security staff are required to check the realtime access activity.

1. Log into the application by entering your User name and Password.



2. From the drop down menu select <File>, then <Access Control>, then <Realtime Access Activity>.



- The Realtime Access Activity screen will then appear. Initially this screen will be blank. As people move from zone to zone, information is displayed in the access activity window. This gives you a live feed on access in your company.

| Realtime Access Activity | | | |
|--|---------------------------|-------------------------|----------|
| Drag a column header here to group by that column. | | | |
| Date and Time | Name and Badge | Action | Terminal |
| 27/08/2021 09:22:13 | Unassigned [0] | Fire input OFF | access |
| 27/08/2021 09:19:34 | Unassigned [0] | Door ajar | access |
| 27/08/2021 09:19:28 | Nathan Beveridge [5267... | Reader 1 access granted | access |
| 27/08/2021 09:18:49 | Nathan Beveridge [5267... | Reader 1 access granted | access |
| 27/08/2021 09:18:13 | Unassigned [0] | Door forced | access |
| 27/08/2021 09:15:23 | Nathan Beveridge [5267... | Reader 1 access granted | access |
| 27/08/2021 09:13:43 | Nathan Beveridge [5267... | Reader 1 access granted | access |
| 27/08/2021 09:13:17 | Unassigned [0] | Door forced | access |
| 27/08/2021 09:04:26 | Nathan Beveridge [5267... | Reader 1 access granted | access |
| 27/08/2021 09:04:23 | Nathan Beveridge [5267... | Reader 1 access granted | access |
| 27/08/2021 09:04:04 | Nathan Beveridge [5267... | Reader 1 anti-pass fail | access |
| 27/08/2021 09:04:00 | Nathan Beveridge [5267... | Reader 1 access granted | access |