

Lesson 11 – System User Maintenance

An authorized **Entry-Master** Dealer will usually add or delete system users on your system. However, there may be occasions when you must do this yourself. A system user is someone who will use the **Entry-Master** System to monitor system activity or to create and print reports.

This lesson will explain the procedure for:

- [Add a New System User to the User List](#)
- [Change an Existing User’s Privilege Level](#)
- [Edit an Existing System User’s Name](#)
- [Obtain a List of Current System Users](#)
- [Delete a System User from the User List](#)
- [List Entry-Master Default Privilege Level Permissions](#)

You should be logged into the **Entry-Master** System and the **Entry-Master Main Menu** should be displayed on the screen as shown in **Figure 2-11-1**. If you are not logged in, see [Lesson 1 – Logging into the System](#).

Click on **Option 1 – Enter Utilities Menu** (**Figure 2-11-1**):

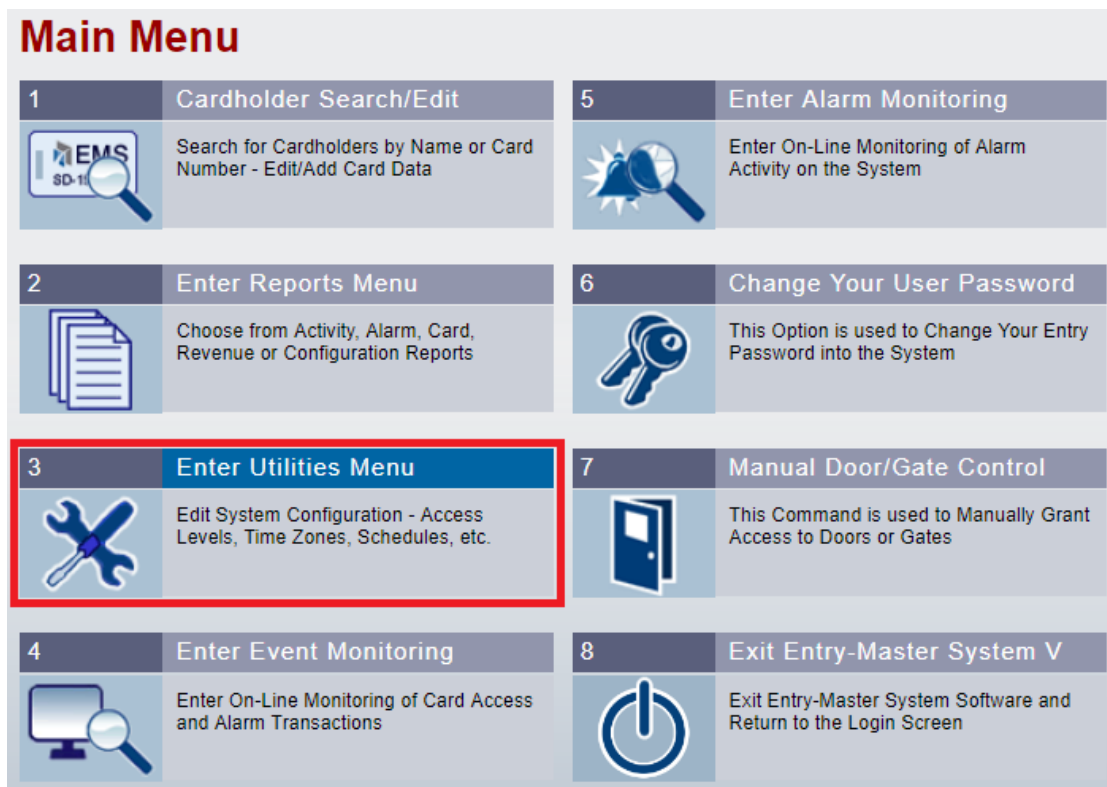


Figure 2-11-1. Selecting Utilities Menu from the Main Menu

The *Utilities Menu* is shown below. Select **Option 8 – System User Maintenance** (as shown in **Figure 2-11-2** below):

Utilities Menu	
<p>1</p>  <p>Edit EMRI-2 Reader Data</p> <p>Edit/Add Card Reader Configurations for Emri-2 Reader Interface Boards</p>	<p>9</p>  <p>Batch Update Cardholders</p> <p>This Option Batch Updates (Adds or Edits) Card Numbers with a Template</p>
<p>2</p>  <p>System Devices Menu</p> <p>Used to Add, Edit and Configure New Devices on the System</p>	<p>10</p>  <p>Forgive ALL Cardholders</p> <p>Change All Cards to Forgive Status (Cards get One Free Access In/Out)</p>
<p>3</p>  <p>Edit Time Zone Database</p> <p>Define Time Zone Information (Who is Allowed in When)</p>	<p>11</p>  <p>Elevator Control Database</p> <p>Use this to Edit/Add Elevator Group Access (What Floors are Allowed)</p>
<p>4</p>  <p>Edit Access Group File</p> <p>Define Access Group Information (Who is Allowed in Where, Nesting)</p>	<p>12</p>  <p>Scheduled Event Menu</p> <p>This Menu is Used to Define Events and Enter them into the Scheduler</p>
<p>5</p>  <p>Edit Access Messages File</p> <p>Edit Access Activity Messages (the Messages that Print out On-line)</p>	<p>13</p>  <p>Re-Index Cardholder File</p> <p>This is Used to Clean-Up the Card Database File (to Re-Alphabetize)</p>
<p>6</p>  <p>Edit System Holiday File</p> <p>This Option Adds and/or Edits all Scheduled Holidays</p>	<p>14</p>  <p>Device Diagnostics Menu</p> <p>Setup System Devices & Controllers, Test Communication, Readers & Locks</p>
<p>7</p>  <p>Monitor Display Menu</p> <p>Menu Used to Edit the Display Attributes and Camera Settings</p>	<p>15</p>  <p>Disk Utilities Menu</p> <p>Disk Formatting, Backup & Restore, Disk & Diskette Diagnostics</p>
<p>8</p>  <p>System User Maintenance</p> <p>This Option is Used to Add, Edit or Delete System Users (Passwords)</p>	<p>16</p>  <p>Return To Main Menu</p> <p>Exit the Utilities Menu back to the Entry-Master Main Menu</p>

Figure 2-11-2. Selecting System User Maintenance from Utilities Menu

Once **Option 8 – System User Maintenance** is clicked, the *System User Maintenance Menu* will display (see **Figure 2-11-3** below).

Add a New System User to the User List

To add a new System User, Select **Option 1 – Add a New System User to the User List** (see **Figure 2-11-3** below):



Figure 2-11-3. System User Maintenance Menu

When **Option 1** is clicked, the following screen displays (**Figure 2-11-4** below):

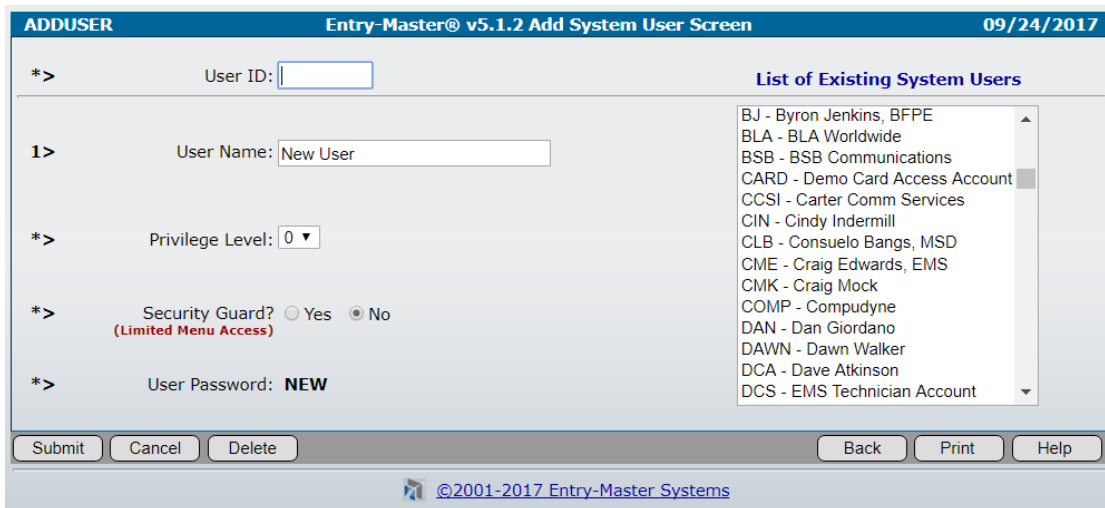


Figure 2-11-4. Entry-Master Add System User Screen

IMPORTANT NOTE:

A list of all existing System Users displays to the left of the entry fields. This scrollable, display-only list is for your reference only. You may use the list to determine that you are not entering a duplicate **User ID**.

Type the **User ID** for the new user. The **User ID** is limited to **four (4) characters**. In this example, type “PUB” as a **User ID** and press <Tab> or move to the **User Name** field (You may use up to **25 characters**) and type “John Public.”

Move to the **Privilege Level** drop-down list and select **“4”**. This value determines a user’s accessibility to different features or functions of the Entry-Master System. The higher the value, the more functions a user can access. See the **Privilege Level Table** at the end of this lesson.

The **Security Guard** field provides a **very limited menu** for *Security Guards* who are stationed at a security location (desk, station, guard house, etc). Leave the default **“No”** in this field.

IMPORTANT NOTE:

Unless you have **dedicated security personnel**, who do nothing other than monitor the **Entry-Master** system, it is recommended that the **Security Guard** field be left at **“No”**

Notice that you do not enter a **Password** for a new user. All new system users begin with the default password of **“NEW”** (see the procedures described in **Lesson 1 – Logging into the System** and **Lesson 3 - Changing Your Password**).

Press the **“Submit”** button to save this record (see **Figure 2-11-5** below):

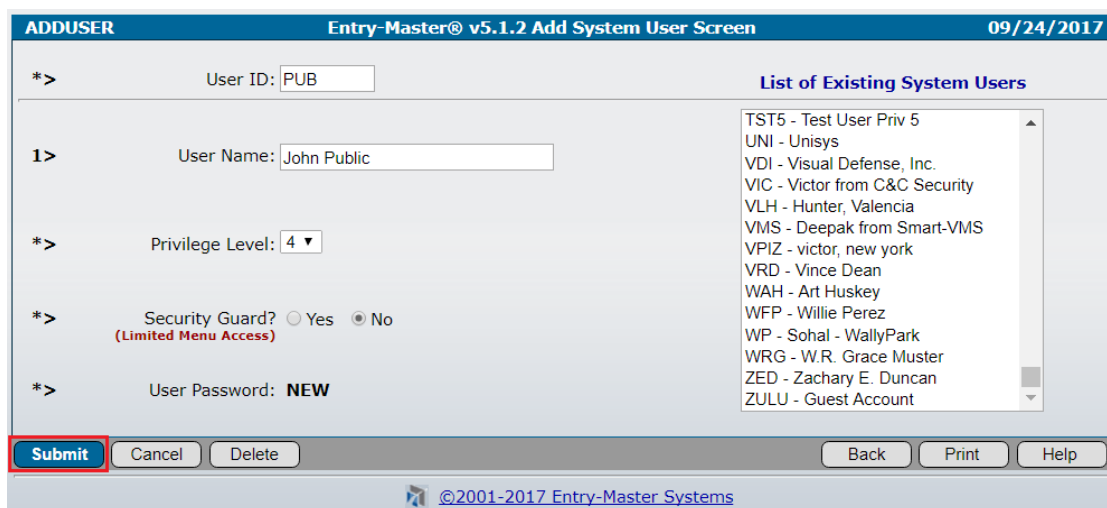


Figure 2-11-5. Getting Ready to Add System User PUB

Once the **“Submit”** button is clicked, a Confirmation message will **“pop-up”** (**Figure 2-11-6**):

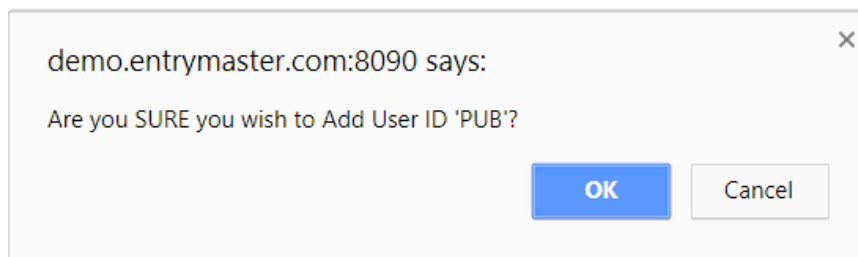


Figure 2-11-6. Add System User Confirmation

When the Confirmation message is confirmed, the system will update and you will be returned to the *System User Maintenance Menu* (see **Figure 2-11-3** above).

Changing an Existing User’s Privilege Level

Select **Option 3** – *Change Existing User’s Privilege Level* (see **Figure 2-11-7** below):



Figure 2-11-7. System User Maintenance Menu

When you click on **Option 3**, the following screen displays. Click on the **1> Account Name** drop-down and select “John Public” – then, click the “**Submit**” button (see **Figure 2-11-8** below):

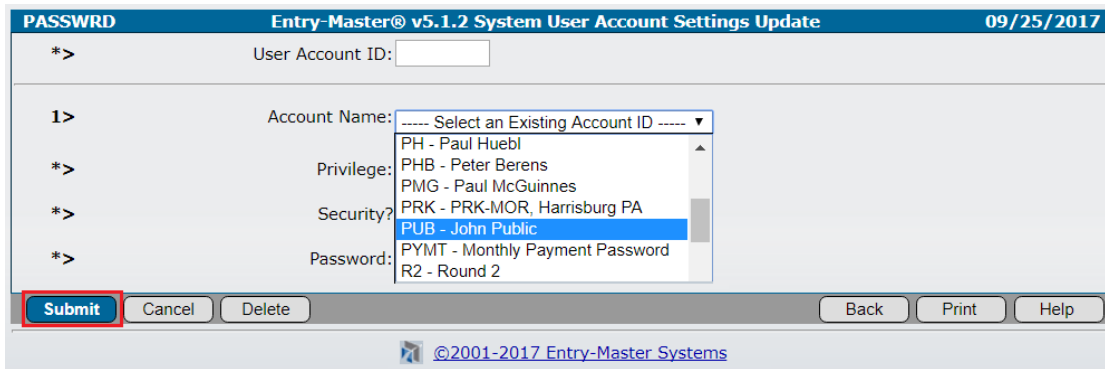


Figure 2-11-8. Selecting System User Record

Use the **Privilege** drop-down and select “**5**” – then, press the “**Submit**” button. A confirmation message appears (**Figure 2-11-9** below):

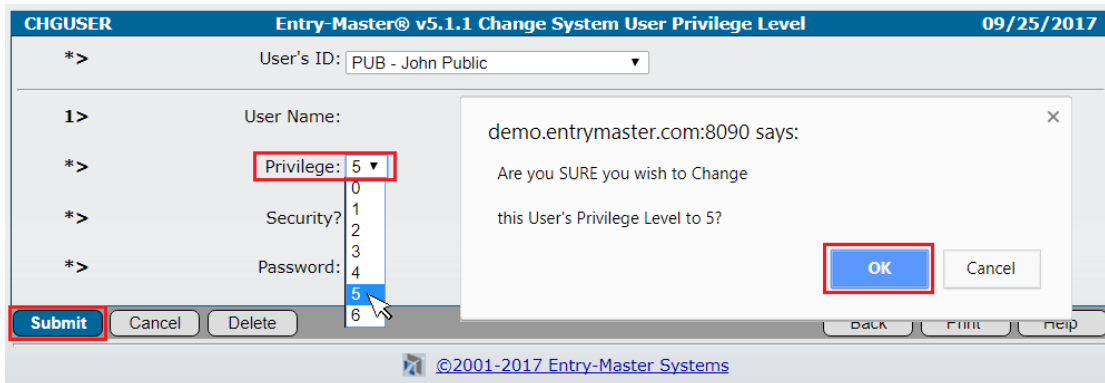


Figure 2-11-9. Change User Privilege Level Confirmation

When the Confirmation message is confirmed the System will update and you will be returned to the *System User Maintenance Menu* (**Figure 2-11-7** above).

Editing an Existing System User’s Name

From the *System User Maintenance Menu*, select **Option 1 – Edit an Existing System User’s Account Settings**. To change a **User’s Name**, use the **User Account ID** (type in the ID) or use the drop-down to find and select a **Account Name** (see **Figure 2-11-10** below):

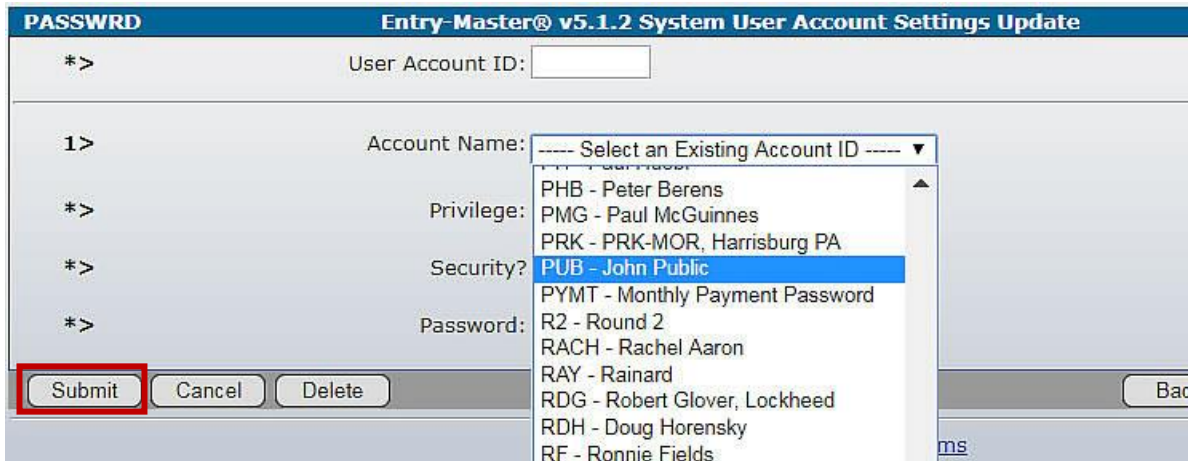


Figure 2-11-10. Change User Account Settings

In the example above, “John Public” is selected. Upon selection, press the “**Submit**” button and the following screen will appear (**Figure 2-11-11** below):

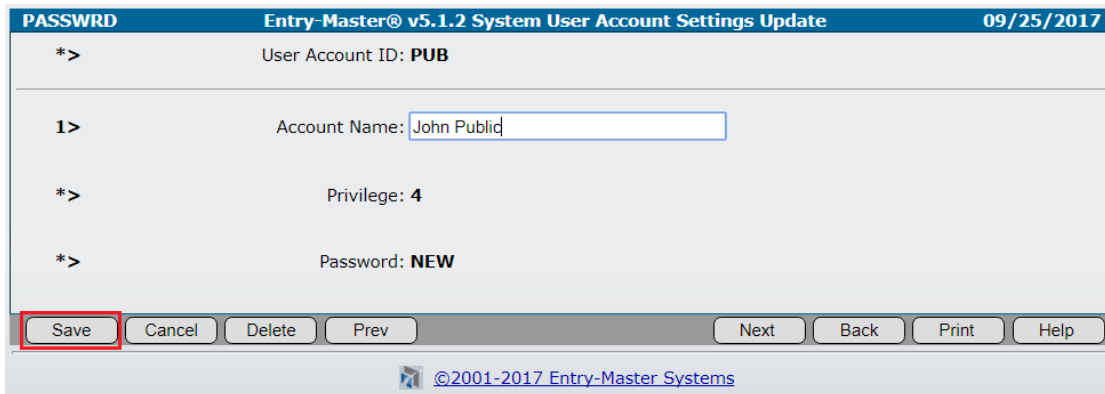


Figure 2-11-11. Editing the User Account Name

The **Account Name** field will be active. Type the new name you desire into the field, then click the “**Save**” button.

IMPORTANT NOTE:

The **User ID** depicted above has not **changed his password** from the **default password of NEW**. You will know this because the **Password** field displays **NEW**. If the user above had changed his password, the field would have displayed “*********” to indicate that the default password had been changed. See [Lesson 3 – Changing Your Password](#) for more information on changing passwords.

Obtaining a List of Current System Users

To run a report of **System Users**, click **Option 5 – List Current System Users** on the *System User Maintenance Menu*. The following screen will display (**Figure 2-11-12** below):



Figure 2-11-12. Obtaining a List of Current System Users

Click the **“Run”** button. The report will “pop-up” in a new window (**Figure 2-11-13**):

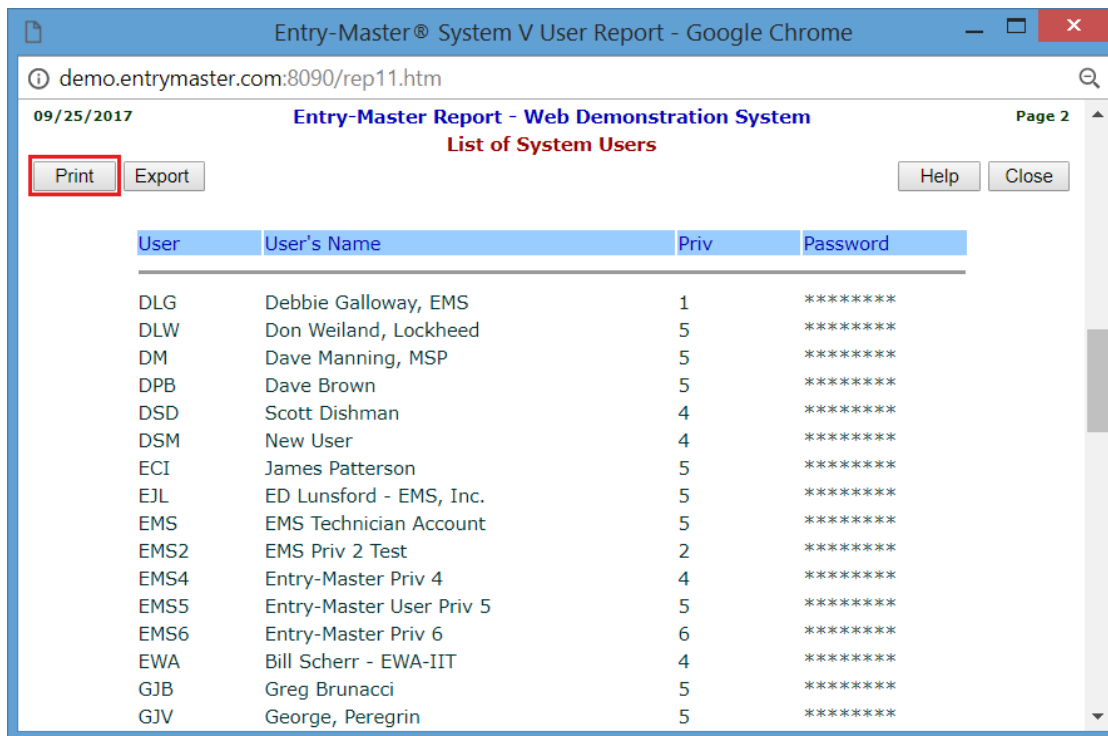


Figure 2-11-13. List of Current System Users

Click the **“Print”** button to print the report, click **“Export”** to view the report in simple text format. This text-format view makes it easier to **copy/paste** the report into another document.

Delete a System User from the User List

Select **Option 2 – Delete a System User From the User List** on the *System User Maintenance Menu*. The following screen displays (**Figure 2-11-14** below):

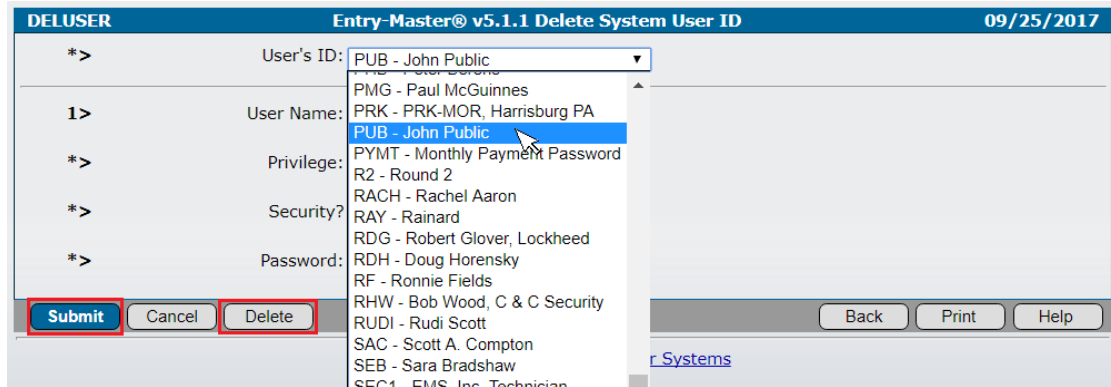


Figure 2-11-14. Selecting a System User to Delete

Select the desired **User ID** in the drop-down menu and click the “**Submit**” or “**Delete**” button (either will work). A confirmation message appears (**Figure 2-11-15** below):

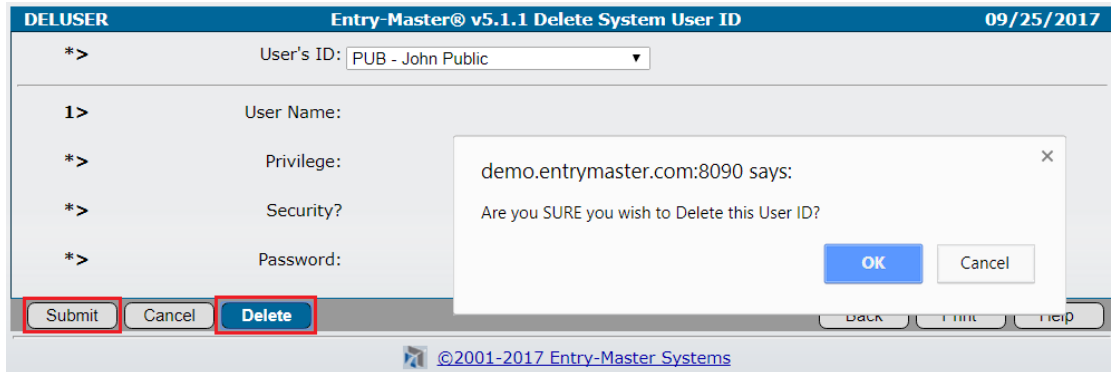


Figure 2-11-15. Delete System User Confirmation

When the Confirmation message is confirmed the System will delete the **System User** and return to the *System User Maintenance Menu* (**Figure 2-11-7** above).

IMPORTANT NOTE:

The chart of **Entry-Master privilege levels**, which follows on the next page, is a listing of the standard **Entry-Master** privilege levels and what **system access** each level allows. These levels can be changed from their defaults, by contacting your **Entry-Master** dealer.

The privilege levels are **hierarchical**; for example, a **Privilege Level 3** user can access everything a Privilege Level **0, 1** and **2** user is able to; likewise, a **Privilege Level 4** can access everything a **Privilege Level 3 and below** can access, and so forth.

List of Entry-Master Default Privilege Level Permissions

Description of System Function	Privilege Level						
	0	1	2	3	4	5	6
Search Cardholder Database	No	Yes	Yes	Yes	Yes	Yes	Yes
View Cardholder Screen	No	Yes	Yes	Yes	Yes	Yes	Yes
Edit Cardholder Fields	None	None	None	Some*	All	All	All
View Cardholder History Screen	No	No	No	Yes	Yes	Yes	Yes
Delete a Card Number	No	No	No	No	Yes	Yes	Yes
Obtain Activity Reports	No	No	No	Yes	Yes	Yes	Yes
Obtain Cardholder Reports	No	No	No	Yes	Yes	Yes	Yes
Obtain Alarm Reports	No	No	No	Yes	Yes	Yes	Yes
Obtain System Reports	No	No	No	No	Yes	Yes	Yes
Obtain Audit Reports	No	No	No	No	Yes	Yes	Yes
Enter Activity Monitoring	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Enter Alarm Monitoring/Clear Alarms	No	Some*	Yes	Yes	Yes	Yes	Yes
Change the System Time	No	No	No	No	No	Yes	Yes
Change User Password	No	Yes	Yes	Yes	Yes	Yes	Yes
System Diagnostics & Configuration	No	No	No	No	No	No	Yes
Enter Utilities Functions	No	No	No	No	No	Yes	Yes
Enter Disk Utilities (Backups)	No	No	No	No	Yes	Yes	Yes
Manually Shunt/Unshunt Doors	No	No	No	No	Yes	Yes	Yes
Manually Unlock/Lock Doors	No	No	No	No	Yes	Yes	Yes
Exit the System (Logout)	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Notes:

* Some limited functions are available on this Privilege Level.

** This chart represents standard settings for the system. The settings are customizable and may differ for your particular system. Contact your **Entry-Master** Dealer for details.