Chapter 2 – The *Entry-Master*® System Quick Start

Welcome to the *Entry-Master*® Quick Start Tutorial. This chapter teaches the basics of what you need to know to use the *Entry-Master*® System. This chapter is by no means the final word on using the *Entry-Master*® System. We merely want to show you how quickly you can use the system. In a series of short tutorial lessons, we will show you how to:

➢ Log into the *Entry-Master*® System

➢ Log out of the system

➢ Change your password

➢ Define Card Readers

➢ Define Time Zones and Holidays

➢ Define Access Groups

➢ Search for a cardholder's record

➢ Edit a cardholder's record

➢ Batch update cards, including:

- Batch ADD Cards by number

- Updates by card number

- Updates by specified field

➢ Forgive Cardholders

➢ Add or Delete System Users

➢ Manually raise/open and lower/close a gate or door

➢ Access the on-line monitoring screen

➢ Generate and print reports

Important Note from the Editor

As you read this manual and proceed through the lessons, you may find the screens on your system are not exactly as the screens presented in this manual.

This is because the *Entry-Master®* System is a very versatile product, able to adapt to the needs of individual customers. For this reason, your screen may look slightly different from the screen presented in this manual. For example, what is used as **Time Zone 4** in a lesson may not be the same as **Time Zone 4** on your system. Although a particular screen may be slightly different, the basic function performed by that screen remains essentially the same, and sometimes additional features may have been added to your system specifically for you by your dealer.

You may also find that a particular lesson has already been finished by someone else in your organization. For example, Access Group 004 may already have been defined in your system, thus causing the system to react differently than is described in the lesson. In this case, consult the person responsible for your system and ask them how you should continue.

Proceed through the lessons and if you have trouble in a particular lesson, just call your authorized *Entry-Master®* dealer who will be happy to help you through the lesson.

Entry-Master, LLC Customer Support
8:30 AM to 4:30 PM Eastern Time Zone

t: 410.594.1805
f: 410.594.1808

e-mail: support@entry-master.com

Chapter 2 - Links to Lessons

Prev   Contents   Next