

Lesson 6 – Defining Access Groups

The *Entry-Master*® System needs to know where people are allowed and any nesting associated with where they are allowed. In this lesson, you will learn how to define access groups to the *Entry-Master*® System. You can define up to 9999 access groups and you can assign up to three access groups to each card.

You should be logged into the *Entry-Master*® System and the *Entry-Master*® Main Menu should be displayed on the screen as illustrated in the following figure. If you are not logged in, see Lesson 1.



Figure 2-6.1 The *Entry-Master*® Main Menu

1. You define access levels using the Utilities Menu. Click on the [Enter Utilities Menu](#) link to display the Utilities Menu as shown next.

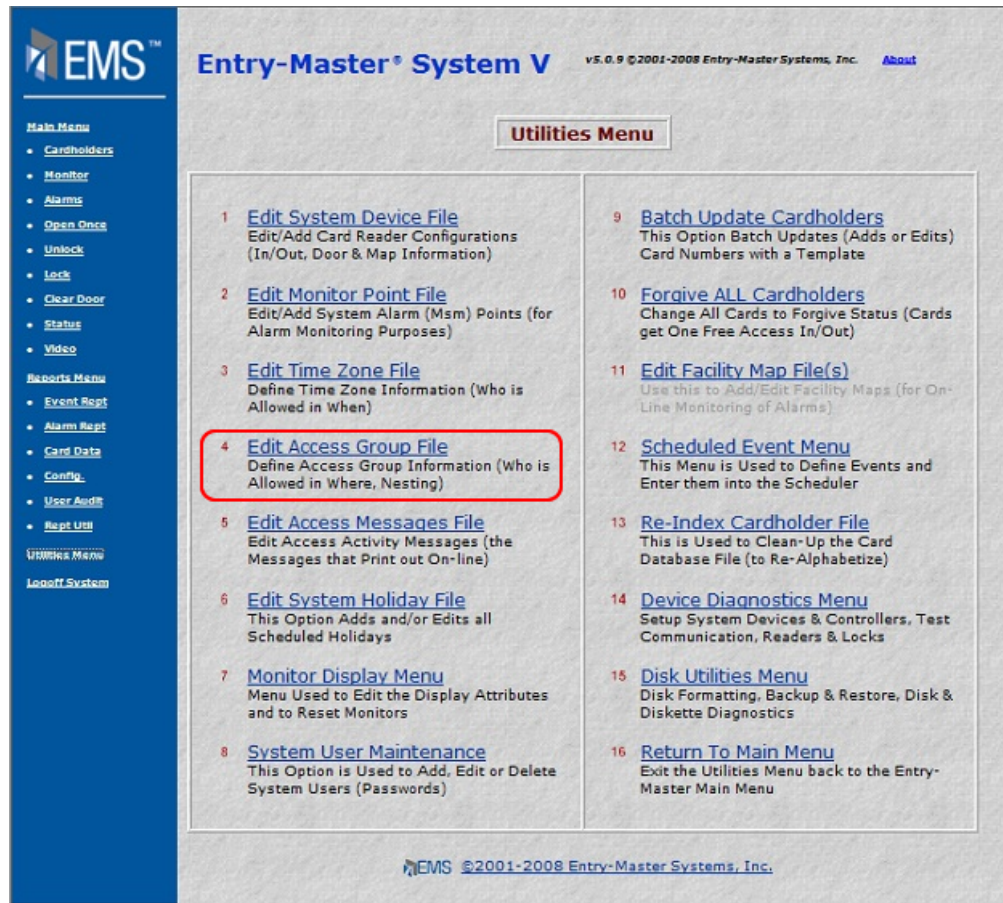


Figure 2-6.2 The *Entry-Master*® Utilities Menu

2. Select the [Edit Access Group File](#) link and the following screen displays:

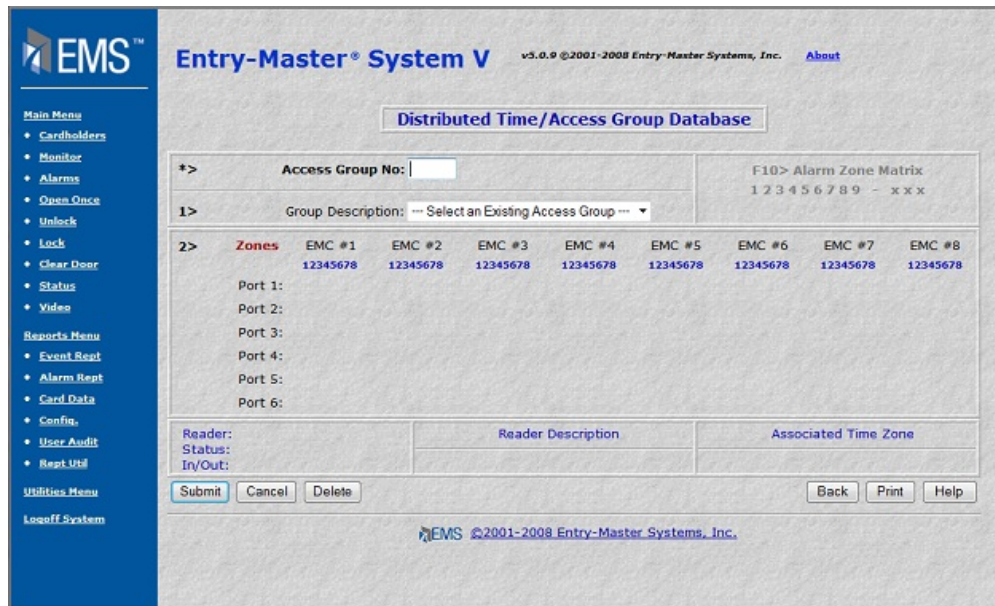


Figure 2-6.3 Distributed Time/Access Group Database Screen

In this example, you will define access group 4, which is the Building Entrance/Exit. This access zone allows people to enter and exit the building and to enter and exit the Garage. People must park in Level 2 and are only allowed to pass through Level 1.

3. The cursor is located in the **Access Group No.** field.
4. Type in 4 and click on the Submit button. The following screen displays all possible readers and their configurations that are installed at your location:

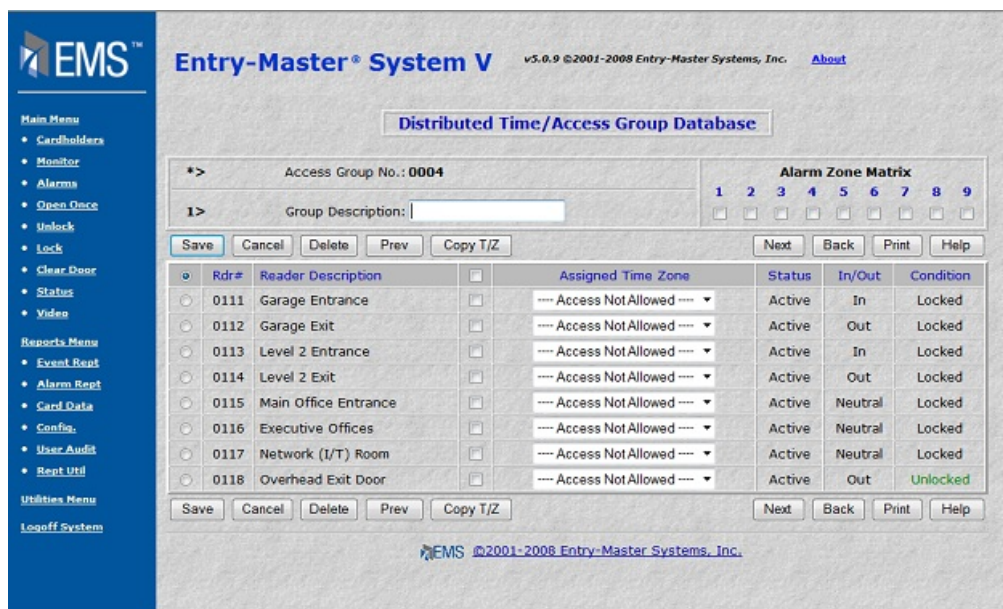


Figure 2-6.4 Group Description Field

- In the **Group Description** field, type **Main Ent & Level 2**. Always use a description that will tell you exactly what access zone you are defining. This field can be a maximum of 20 characters. This access group is going to permit access to the main entrance of the building and to the parking garage.

In this example, you will permit access to the Garage Entrance and Exit, Level 2 Entrance and Exit, and the Main Entrance 24 hours a day 7 days a week. The only data entry required is to select the correct time zone for the appropriate reader from the **Assigned Time Zone** field drop-down list.

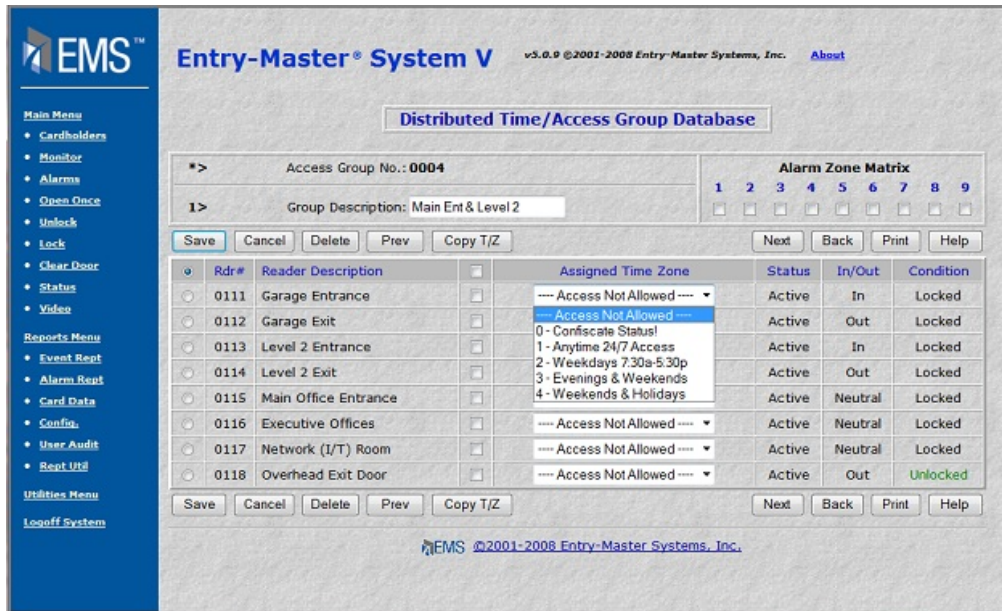


Figure 2-6.5 Selecting a Time Zone for the Garage Entrance

- Click on the corresponding **Assigned Time Zone** drop-down list for **Rdr #** (Reader Number) **0111**. The following illustrates this list:

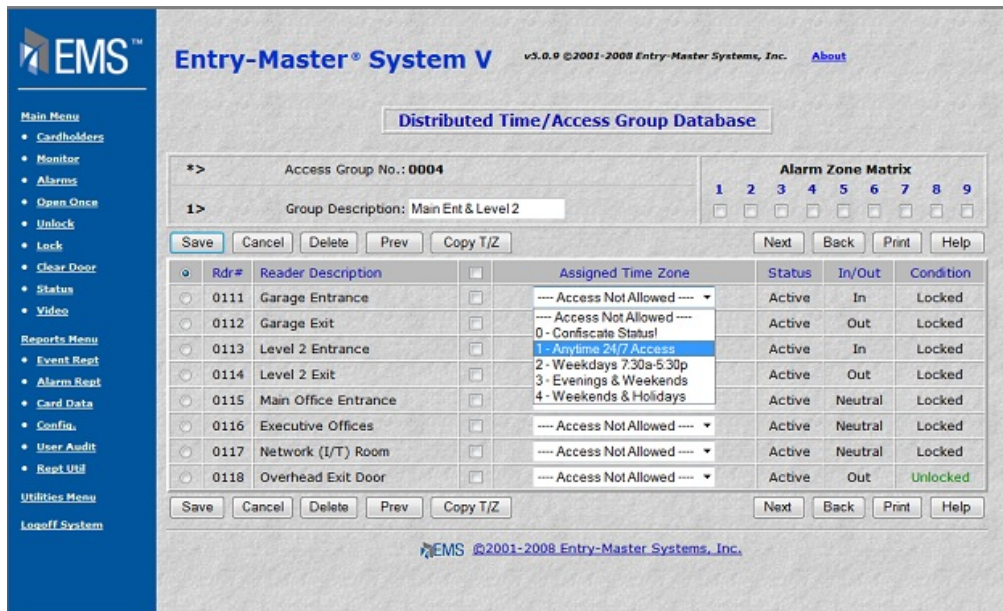


Figure 2-6.6 Assigned Time Zones List

- Click on 1 – Anytime (24 Hrs/Day) to select this time zone.

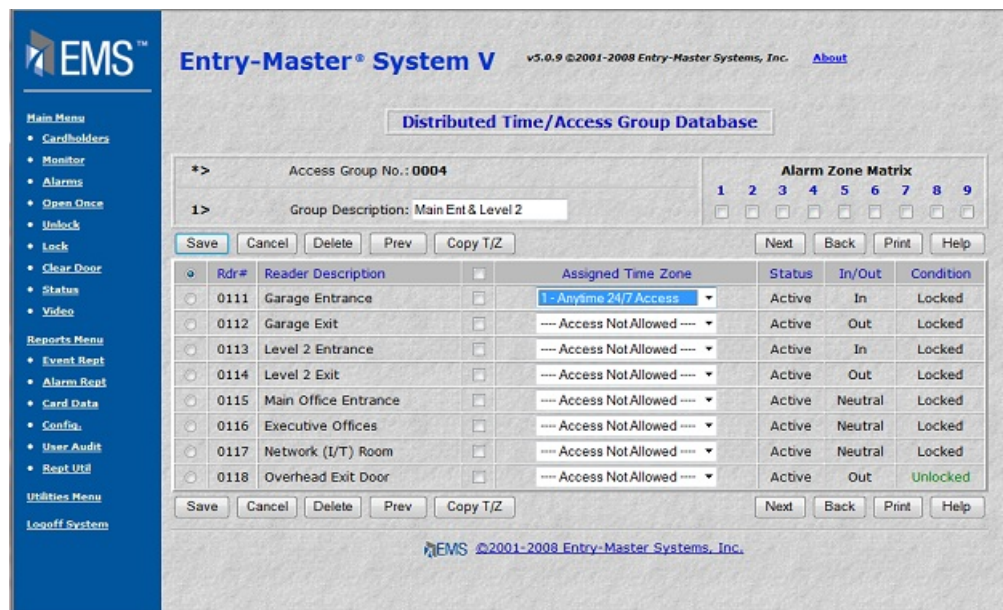


Figure 2-6.7 Access Group Reader Time Zones Defined

- Now make the selections for Reader Numbers 0112, 0113, 0114 and 0115. The screen below illustrates these selections.

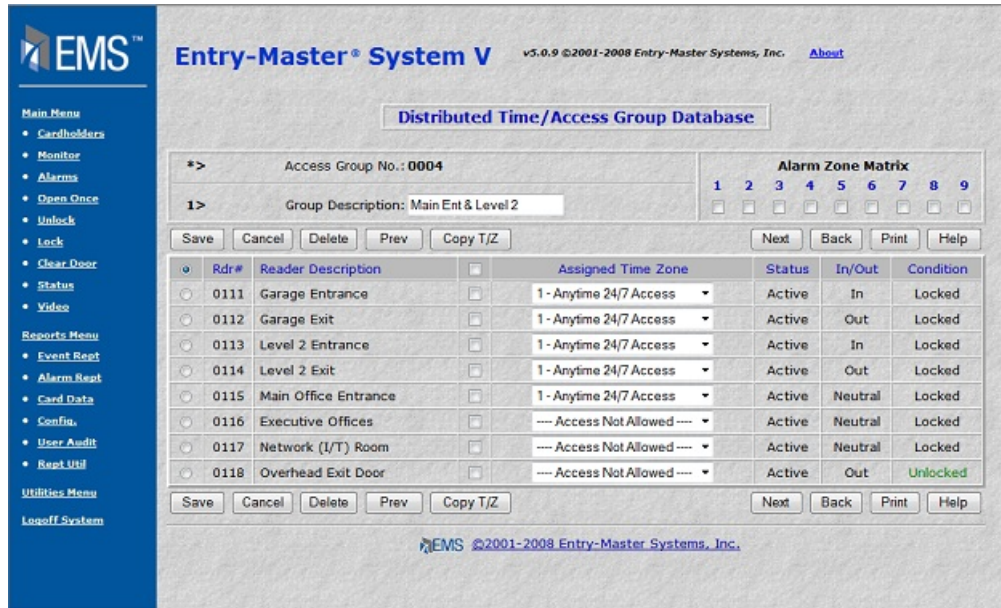


Figure 2-6.8 Assigned Time Zones

- Next, under the **Nesting Level Matrix**, check 2.

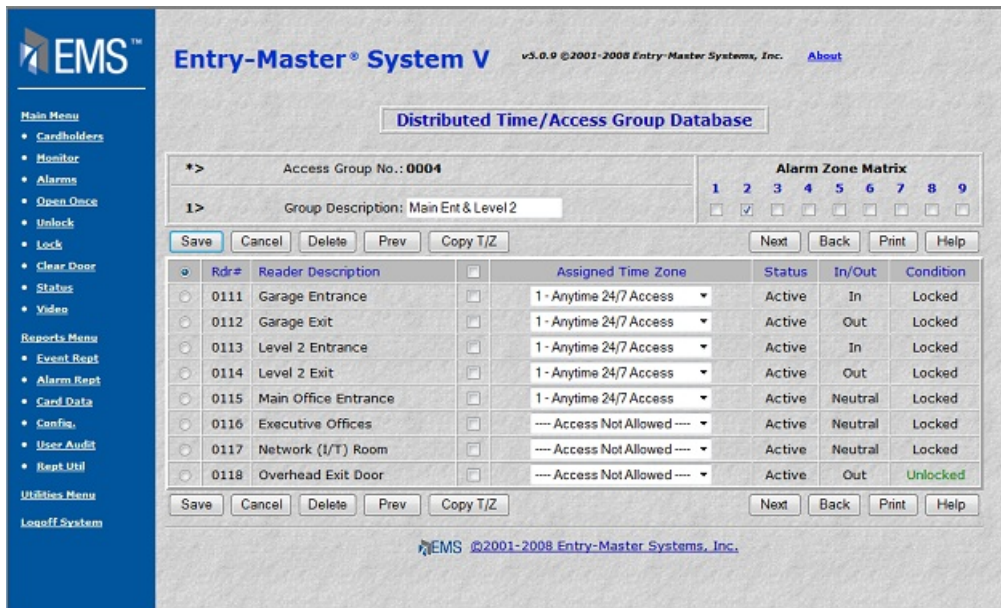


Figure 2-6.9 Completed Distributed Time/Access Group Database Screen

- Click on the Save Button to save this access zone definition and display a blank Distributed Time/Access Group Database screen.
- To return to the Utilities Menu, click on the **Utilities Menu** link
- To return to the Main Menu, click on the **Main Menu** link.

You have learned how to define access groups on the *Entry-Master[®]* System. The access groups you define will be used on the Cardholder Record screen, to define where and when a specific card is allowed.

Proceed to Lesson 7, *Searching For A Cardholder's Record*.