

iVitos Door Configuration Guide

Version 1.0

User Manual

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Document information

Summary

Quick Guide for Configuration of Doors in iVitos.

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1.0

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5 January 2016

Change History

Version	Date	Author(s)	Nature of Revision
1.0	05-01-2016	CN	First version

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Introduction

Aim

This document describes how the configuration of doors in iVitos is done using Excel.

Scope

This document focuses on the door configuration.

This document is intended for the technician installing door controllers and connecting the controllers to the iVitos cloud.

Structure of this document

First part shows how the Excel workbook is used for connecting doors to the iVitos system.

Reference

For further information regarding iVitos please look in:

iVitos Cloud Manager Guide

iVitos Installer Guide

iVitos End-user Guide

iVitos Controller Installation Guide

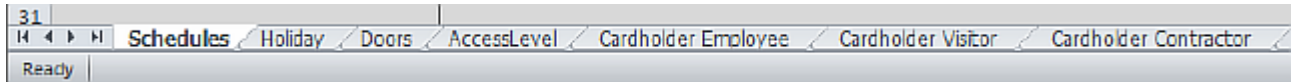
Terms, Abbreviations and Definitions

iVitos	Cloud based Access Control system used as primary GUI for handling personnel information and access rights for connected door controllers.
Cardholder	Cardholders are persons who can be authorized to enter certain areas in a building by means of an identifier (card).
Schedule	Schedules specifies a period of time during the day.
Holiday	Holidays are specific days defined with a period of time during the day.
Door	A door is defined as any exterior or interior door with an electronic means of entry, such as a keypad or card reader
Access Level	An Access Level is a combination of a door with day/time schedule and eventually intrusion. Access Level is also known as authorization.

Excel workbook

Background

The Excel workbook consists of different worksheets which are found on each separate tab.



The different worksheets are grouped by

- Door configuration
- Cardholders

Door configuration:

- Schedules
- Holiday
- Doors
- AccessLevel

Cardholders:

- Cardholder Employee
- Cardholder Visitor
- Cardholder Contractor

Door configuration

Schedules

Schedule no:	Schedule Name	Monday Start End	Tuesday Start End	Wednesday Start End	Thursday Start End	Friday Start End	Saturday Start End	Sunday Start End
1	Access 24/7	0:00 24:00	0:00 24:00	0:00 24:00	0:00 24:00	0:00 24:00	0:00 24:00	0:00 24:00
2	Access Employee	7:00 17:00	7:00 17:00	7:00 17:00	7:00 17:00	7:00 17:00		
3	Access Cleaning	15:00 21:00	15:00 21:00	15:00 21:00	15:00 21:00	15:00 21:00		
4	Access External IT	8:00 18:00	8:00 18:00	8:00 18:00	8:00 18:00	8:00 18:00		
5								
6	Unlock business period	8:30 16:00	8:30 16:00	8:30 16:00	8:30 16:00	8:30 15:00		
7	Unlock black Friday	8:30 16:00	8:30 16:00	8:30 16:00	8:30 16:00	8:30 23:00		
8								
9								
10	No PIN	7:30 15:30	7:30 15:30	7:30 15:30	7:30 15:30	7:30 15:00		

The schedule is primarily used for:

1. A door may be assigned a Door Unlock Schedule, which specifies a period of time during the day which no credential is required to access the door. All users have free access during the Door Unlock Schedule period because the door is automatically unlocked.
2. A group of users can be permitted access to a door according to a predefined schedule. The access is granted on the group's Access Levels. It enables you to define access to a single door differently for individual groups of users. For example, the group "External IT" may have access to the "Personnel entrance" according to the schedule "Access Employee," which allows them to access the door, using a valid credential, between the hours of 7:00AM and 5:00PM. At the same door, the group "Cleaning" may have access according to the "Access Cleaning" schedule, allowing them access only between the hours of 3:00PM and 9:00PM.
3. Disabling the use of pincode for the specified period of each day during the week. The cardholder shall still read the card on cardreader but it is not necessary to enter any pincode.

Schedule no:

It is possible to define a maximum of 10 different schedules.

Schedule Name:

The **Schedule Name** should be a brief descriptive name.

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday:

The different weekdays which have a **Start time** and **End time** each day.

Start:

Start time of period. **Start** shall ALWAYS be less than **End**. Minimum is 00:00.

End:

End time of period. **End** shall ALWAYS be higher than **Start**. Maximum is 24:00.

Holiday

Period no:	Period Name	Start		End		Doors	Cardholders
		Date	Time	Date	Time		
1	Project Day 2016	2016-11-01	10:00	2016-11-01	18:00	X	
2							
3	Christmas 2016	2016-12-24	00:00	2016-12-26	00:00	X	X
4	New Year 2016	2016-12-31	00:00	2017-01-01	14:00	X	X
5							
6							
7							
8							
9							
10							

A Holiday is a period of time during which schedules can be overridden by the Holiday columns instead of the day of week Schedule.

For example, the holiday "Christmas 2016" might apply to "Personnel entrance" between Saturday, Dec. 24, 2016 00:00 AM and Monday, Dec. 26, 00:00 AM. All Schedules in effect at "Personnel entrance" during "Christmas 2016" will refer to their respective Holiday override columns.

If this column is blank, the door unlock schedule will be suspended for the duration of the holiday.

Period no:

It is possible to define a maximum of 10 different holidays.

Period Name:

The **Period Name** should be a brief descriptive name.

Start Date:

Start Date of period. **Start Date** shall ALWAYS be less than **End Date**.

Start Time:

Start Time of period.

End Date:

End Date of period. **End Date** shall ALWAYS be higher than **Start Date**.

End Time:

End Time of period. Maximum is 24:00.

Doors:

If this column is marked with "X", the Door Unlock Schedule will be suspended for the duration of the holiday. The door will then remain closed during the holiday period.

Cardholders:

If this column is marked with "X", the Access Schedule will be suspended for the duration of the holiday. No person will be granted access to any of the doors defined during the the holiday period.

Doors

Door no:	Door Name	Door Type	Schedules: Unlock Schedule	No PIN Schedule	Toggle Schedule	Intrusion	Timers: Unlock	DOTL	Pre DOTL
1	Personnel entrance	01 Standard door				On/Off	5	20	15
2									
3									

A door is defined as any exterior or interior door with an electronic means of entry, such as a keypad or card reader. Doors are linked in this way to a control panel. A door belongs to a customer and has a descriptive name such as "Personnel entrance" or "IT Room". A customer can have one or more doors associated with him.

Please notice that it is the **Door no** (NOT the **Door Name**) that makes the link/connection to the physical door controller. If you enter Door Name "Personnel entrance" in Door no 1 and then move the text "Personnel entrance" to Door no 2 then you actually connect door "Personnel entrance" with another physical door controller.

Door no:

It is possible to define a maximum of 25 different doors per customer.

Door Name:

The **Door Name** should be a brief descriptive name.

Door Type:

The **Door Type** defines the functionality of the door.

01 Standard door: Standard door functionality

Unlock Schedule:

The **Unlock Schedule** defines the Door Unlock Schedule, which specifies a period of time during the day which no credential is required to access the door because the door is automatically unlocked.

No PIN Schedule:

The **No PIN Schedule** defines the Schedule, which specifies a period of time during the day which no pincode is required for a cardholder to access the door. During this period access can be granted with card-only - no pincode is required.

Toggle Schedule:

With the **Toggle Schedule** the automatic opening of doors can be toggled during this schedule (first card opens door, second card closes door, etc).

The **Toggle Schedule** specifies a period of time during the day which no credential is required to access the door because the door is automatically unlocked after the first card.

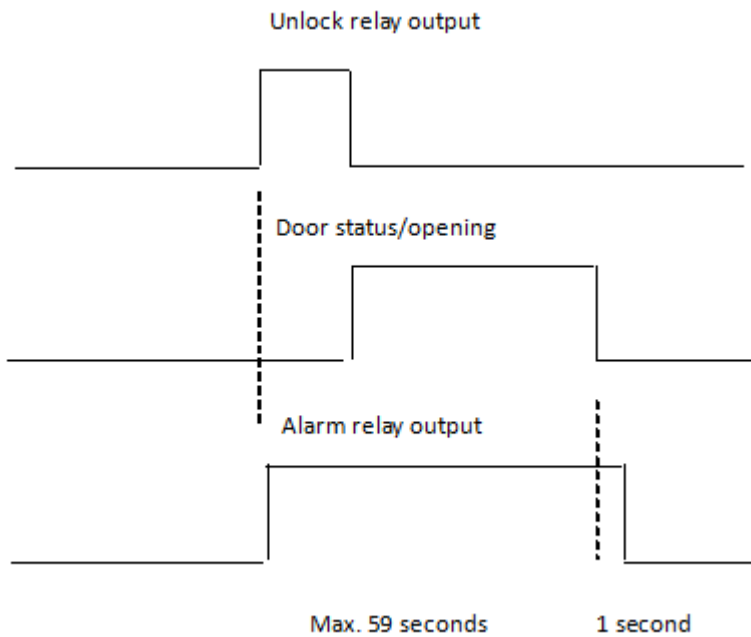
Intrusion:

The Intrusion column defines if the door shall arm/disarm intrusion system in case cardholder gets access granted when reading card.

Empty: N/A

On/Off: Intrusion system shall be armed when intrusion relay output is OFF. Intrusion system shall be disarmed when intrusion relay output is ON.

Shunt: Alarm relay output is activated in shunt period. Arming/disarming of intrusion system shall be handled manually using alarm panel.

**Unlock:**

In the **Unlock** field, you enter the maximum length of time (0-2147483 seconds) the door should remain unlocked after a user presents his or her credentials and is authenticated or presses a Request-to-Exit switch. For example, if this value is set to 10, the user has 10 seconds to pass through the door before it automatically re-locks. The default setting is 5 seconds.

DOTL:

In the **DOTL** field, you enter the maximum length of time (0-2147483 seconds) the door should be open before alarm raises. If the door is opened for longer than this time value the "door opened too long" alarm situation occurs. The default setting is 20 seconds. This value should be higher than the **Pre DOTL** property value.

Pre DOTL:

In the **Pre DOTL** field, you enter the maximum length of time (0-2147483 seconds) the door should be open before alarm raises and output is activated. If the door is opened for longer than this time the "door opened too long pre-alarm" output is activated. The default setting is 0 seconds.

Value 0 means this function is disabled. This value should be lower than the **DOTL** property value.

Access Level

Door no:	Door/Access Name	All doors	Intrusion	Employees	Intrusion	Cleaning	Intrusion	External IT	Intrusion	Intrusion
1	Personnel entrance	Access 24/7	X	Access Employee	X					
2										
3										

Authorizations are defined in an **Access Level** that is easy to maintain and assign to cardholders. An **Access Level** is a combination of a door with day/time schedule and eventually intrusion. You can define a maximum of 5 access levels per customer.

As an example the cardholder can get the **Access Level** "All doors" which again gives access to the door "Personnel entrance" using the **Schedule Name** "Access 24/7" (if you look at the Schedule "Access 24/7" you can see that every day is defined with access from 00:00 to 24:00) and **Intrusion** is enabled (marked with "X") for the **Access Level**.

Access Name:

The **Access Name** should be a brief descriptive name

Schedule Name:

You select the Schedule Name from the different Schedules defined in the Schedules worksheet.

Intrusion:

You enable **Intrusion** for the **Access Level** by setting the field to "X". If the field is blank then a cardholder will NOT be able to activate the intrusion relay output when a card is read.

Cardholders

Cardholders are persons who can be authorized to enter (certain areas in) your building by means of an identifier (card). iVitos distinguishes between three types of cardholders:

- Employees: people employed directly by your company.
- Visitors: people visiting your company.
- Contractors: people employed either by „vendors“ (i.e. companies/organizations that are hired by your organization to carry out certain tasks) or by „subcontractors“ (companies/organizations hired by the contractor).

All authorizations in iVitos are linked to cardholders rather than identifiers (cards).

Cardholder Employee

	First name	Last name	Email	Phone	Employee nr.	Address	Department	Cardtype	Card number	PIN	Access level	Access level	Access level	Access level	Intrusion
1	Jesper	Olson	es@vitani.com	4526240228	25			Mifare CSN	728ad87D	1234	All doors				X
2	Anders	Mikkelsen	am@vitani.com		26			Mifare CSN	4c441d64	1234		Clearing	External IT		
3															
4															X
5	Clas	Nielsen	cn@vitani.com		27			Mifare CSN	1f0dd81a	1234	All doors				
6															
7															

First name:

Enter **First name** of person.

Last name:

Enter **Last name** of person. **Last name** is mandatory and shall always be filled out.

Email:

Enter **Email** of person.

Phone:

Enter **Phone** of person.

Employee nr.:

Enter **Employee nr.** of person. **Employee nr.** is mandatory and shall be unique (you cannot have two cardholders with same **Employee nr.**)

Address:

Enter **Address** of person.

Department:

Enter **Department** of person.

Cardtype:

Select **Cardtype** used for cardholder. The **Cardtype** can be one of the following:

Mifare CSN: The Mifare CSN number is used as credential in the system.

Card number:

Enter **Card number** of card. The format of the **Card number** will depend on the Cardtype used.

Mifare CSN: The **Card number** shall be specified as an eight digit hexadecimal number.

Normally the easiest way to enter the **Card number** is by using a USB reader which will return the number in correct format.

PIN:

Enter **PIN** code for person.

Access Level:

Select **Access Level** used for cardholder. Select the **Access Level** from the different **Access Levels** defined in the Access Level worksheet. Each cardholder can have a maximum of 4 Access Levels.

Intrusion:

The Intrusion column defines if cardholder is allowed to arm/disarm intrusion system in case cardholder gets access granted when reading card.

You enable **Intrusion** for the cardholder by setting the field to "X". If the field is blank then a cardholder will NOT be able to activate the intrusion relay output when a card is read.

Cardholder Visitor

	First name	Last name	Email	Phone	Visitor nr.	Address	Company	Cardtype	Card number	PIN	Access Level	Access Level	Access Level	Access Level
1														
2	Lars	Kornbek	lk@vitani.com		lk							External IT		
3														
4														

First name:

Enter **First name** of person.

Last name:

Enter **Last name** of person. **Last name** is mandatory and shall always be filled out.

Email:

Enter **Email** of person.

Phone:

Enter **Phone** of person.

Visitor nr.:

Enter **Visitor nr.** of person. **Visitor nr.** is mandatory and shall be unique (you cannot have two cardholders with same **Visitor nr.**)

Address:

Enter **Address** of person.

Company:

Enter **Company** of person.

Cardtype:

Select **Cardtype** used for cardholder. The **Cardtype** can be one of the following:

Mifare CSN: The Mifare CSN number is used as credential in the system.

Card number:

Enter **Card number** of card. The format of the **Card number** will depend on the Cardtype used.

Mifare CSN: The **Card number** shall be specified as an eight digit hexadecimal number.

Normally the easiest way to enter the **Card number** is by using a USB reader which will return the number in correct format.

PIN:

Enter **PIN** code for person.

Access Level:

Select **Access Level** used for cardholder. Select the **Access Level** from the different **Access Levels** defined in the Access Level worksheet. Each cardholder can have a maximum of 4 Access Levels.

Cardholder Contractor

1	First name	Last name	Email	Phone	Contractor nr.	Address	Company	Department	Cardtype	Card number	PIN	Access Level	Access Level	Access Level	Access Level	Intrusion
2	Bent	Christensen	bent@vitani.com		123		Vitani A/S	Support				External IT				
3																
4																

First name:

Enter **First name** of person.

Last name:

Enter **Last name** of person. **Last name** is mandatory and shall always be filled out.

Email:

Enter **Email** of person.

Phone:

Enter **Phone** of person.

Contractor nr.:

Enter **Contractor nr.** of person. **Contractor nr.** is mandatory and shall be unique (you cannot have two cardholders with same **Contractor nr.**)

Address:

Enter **Address** of person.

Company:

Enter **Company** of person.

Department:

Enter **Department** of person.

Cardtype:

Select **Cardtype** used for cardholder. The **Cardtype** can be one of the following:

Mifare CSN: The Mifare CSN number is used as credential in the system.

Card number:

Enter **Card number** of card. The format of the **Card number** will depend on the Cardtype used.

Mifare CSN: The **Card number** shall be specified as an eight digit hexadecimal number.

Normally the easiest way to enter the **Card number** is by using a USB reader which will return the number in correct format.

PIN:

Enter **PIN** code for person.

Access Level:

Select **Access Level** used for cardholder. Select the **Access Level** from the different **Access Levels** defined in the Access Level worksheet. Each cardholder can have a maximum of 4 Access Levels.

Intrusion:

The Intrusion column defines if cardholder is allowed to arm/disarm intrusion system in case cardholder gets access granted when reading card.

You enable **Intrusion** for the cardholder by setting the field to "X". If the field is blank then a cardholder will NOT be able to activate the intrusion relay output when a card is read.

FAQ