



CS Gold® AdminWeb™ Software User Guide

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CS Gold® WebManager Software

Table of Contents

1	Introduction	3
2	Log In.....	3
3	Patron Lookup.....	5
3.1	Add/Edit/Remove Patron Groups.....	7
3.2	Meal Plan	7
3.2.1	Add a Meal Plan	8
3.2.2	Edit a Meal Plan	9
3.2.3	Drop a Meal Plan.....	10
3.3	Stored Value/Credit	10
3.3.1	Add an SV&C Plan	11
3.3.2	Edit an SV&C Plan.....	12
3.3.3	Drop an SV&C Plan.....	12
3.3.4	Enter SV&C Transactions.....	13
3.4	Access.....	14
4	Access Assignments	15
4.1	Configure Access Assignments.....	15
4.2	Duplicate an Access Assignment.....	21
5	Patron Access Exception	22
6	Open/Close Exception.....	23
7	Remove Exceptions.....	23
8	Patron Group Management.....	24
8.1	Creating a New Patron Group.....	24
8.2	Manage Patron Group Members.....	24
8.3	Managing Group Access Assignments	25
8.4	Managing Access Schedules.....	26
9	Web Reporting.....	27
10	Ad Hoc Reports	27
11	Reader Status.....	30
12	Door Viewer	32
12.1	Door Viewer Features	33
12.2	Recent Activity	34
12.3	Manual Update Mode.....	34
13	Log Out.....	34

1 Introduction

CS Gold® AdminWeb™ software is a web solution for most common CS Gold administrative functionality. Functionality for each administrator is based on the functionality provided via the desktop client interface and includes patron management, access management, reader status, remote door, and reports.

- **Patron management** includes the ability to view pertinent patron information and manage patron group assignments, meal plans, stored value/credit plans, and transactions.
- **Access management** allows those with the privileges the ability to add/modify/remove patron groups, schedules, and calendars. This includes patron group memberships as well as location assignments.
- **Reader status** allows administrators to see the status of assigned locations.
- **Remote door** (door viewer) allows administrators to check current status of doors, view recent activity, and lock/unlock doors.
- **Reports** provides all reports that are available with the desktop interface.

There are a few features that are not yet available via the web interface, including:

- SQL Interface
- Conferences
- Alarms
- Offline Door Management

You may use both interfaces to perform your duties. Be aware that the desktop client continues to require a separate password, not synchronized with O-Key.

The web interface utilizes your O-Key shortname and O-Key password for authentication. It is accessible from the OSU domain, so you may perform functions remotely, after logging into the OSU domain via <https://osuvpn.okstate.edu>.

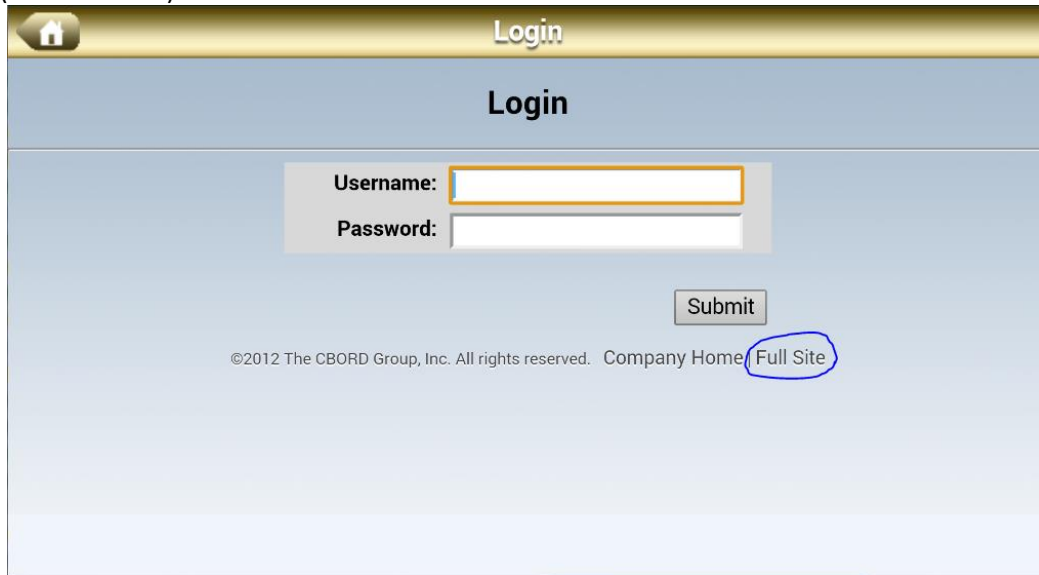
2 Log In

Use the following procedure to log into the CS Gold WebManager software:

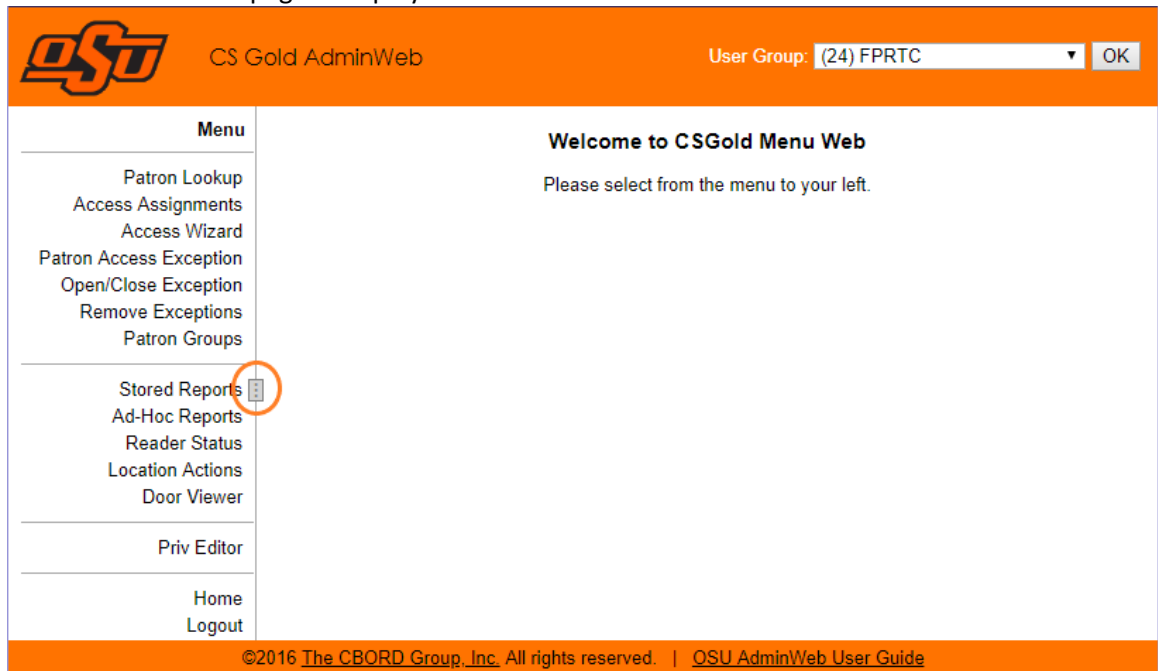
1. From a Web browser, enter **stwcsgoldweb.ad.okstate.edu** and press **Enter**. The **Login** page is displayed.

The screenshot shows the login interface for CS Gold AdminWeb. At the top, there is an orange banner with the OSU logo on the left and the text "CS Gold AdminWeb" on the right. Below this banner, the page is divided into a left sidebar and a main content area. The sidebar has a "Menu" section with a "Login" link. The main content area is titled "Login" and features two input fields: "Username:" and "Password:". A "Submit" button is positioned below the password field. At the bottom of the page, there is an orange footer containing the copyright notice: "©2016 The CBORD Group, Inc. All rights reserved. | OSU AdminWeb User Guide".

2. **Mobile Device** login limits functionality. Choose **Full Site** at the bottom of the window (circled below) to enable all functions.



3. Enter your O-Key shortname and O-Key password, and then click **Submit**. The **Welcome to CS Gold Menu Web** page is displayed.



Click the **Toggle menu** icon to the right of the menu items (circled in orange) to hide or show the menu.

If you belong to more than one IUG, a **User Group** field will be displayed in the upper-right corner of Admin Web pages and the IUGs you belong to will be displayed in the drop-down list. The IUG you have selected before you log out will be the IUG that is displayed in the **User Group** field the next time you log in.

Note: The Menu options depend on the **User Group** being used.

3 Patron Lookup

The Web version of the Patron Lookup GUI allows you to maintain the following information:

- General patron
- Meal plan
- SV&C plan
- Flag settings
- Access assignments

1. From the Admin Web menu, click **Patron Lookup**. The Patron Lookup **General Info** tab is displayed.

Note: Use **CWID** wherever **PIK** is referenced.

2. Search for a patron.
 - **PIK:** Enter all or part of the patron institution key (PIK) and click **OK**. The patrons who match the PIK are displayed (PIK=CWID).
 - **Last:** Enter all or part of the last name. The system will automatically search for and display the patron names that match the last name.
 - **First:** This read-only field is populated after a patron is selected.

Note: If only one match is found, the patron information automatically populates the fields.

3. You can also use the Advanced Search feature to search for a patron.

Click "+" to add another search line. Click "-" to remove a search line.

- **Match:** Select **All** or **Any** to specify whether you want your search to match all or any of your selections.
- **Clear:** Click **Clear** to remove selected options.
- **Search:** Click **Search** to initiate the patron search.
- **Patron Media:** Select the appropriate media from the drop-down list, enter a partial media value, and then select a search method from the drop-down list.

A search on encrypted media types requires an exact match. The last four digits of the media value display in the **Media Types** section of the **General Info** tab.

EXAMPLE: ****1234

- **Last name:** Enter all or part of the last name and select a search method from the drop-down list.
- **First name:** Enter all or part of the first name and select a search method from the drop-down list.
- **Patron Info:** Select the appropriate patron information from the drop-down list, enter the appropriate information in the field provided, and select a search method from the drop-down list.
- **Credential Info:** Select an option from the drop-down list to perform a patron search on a credential property, such as KEYVALUE or LCC.
- **Flags:** Select the appropriate flag from the drop-down list, enter the appropriate information in the field provided, and select a search method from the drop-down list.
- **Meal Plan:** Select the appropriate meal plan from the drop-down list.
- **SV&C Plan:** Select the appropriate SV&C plan from the drop-down list, and then select an option from the drop-down list to the right of the **SV&C Plan** field:
 - **Patron Has Plan:** Search for patrons who have the SV&C plan you selected in the **SV&C Plan** field.
 - **Balance Greater Than:** Search for patrons whose balance for the selected SV&C plan is greater than the amount you specified in the field provided.
 - **Balance Less Than:** Search for patrons whose balance for the selected SV&C plan is less than the amount you specified in the field provided.
 - **Patron Group:** Select **In** or **Not In** from the drop-down list and select the appropriate patron group from the drop-down list.

4. Click **Search** and select a patron from the resulting list of patrons.

Note: Depending on individual permissions, you may not be able to see or edit some of the fields/tabs in the Patron Lookup window.

3.1 Add/Edit/Remove Patron Groups

Use the following procedure to add, edit, or remove patron groups:

1. In the **Patron Lookup** option, select the **General Info** tab, and click the **Edit** button in the **Patron Groups** section of the tab. Editable fields are displayed.

2. To add a patron group, select a group from the drop-down list to the right of the **New** button, enter the appropriate data in the fields provided in the bottom row, and click **New**. The group is added to the list. If the patron group has already been assigned, the following message will be displayed and the group will not be added:
The selected group has already been assigned.

3. To edit a patron group, change the information in the appropriate fields.
4. To remove a group, click the **X** next to a group name. A line will be displayed through the group name to indicate that it will be removed.

Note: Click **Cancel** to exit Edit mode without saving your changes.

5. Click **Save** to save your changes.

3.2 Meal Plan

Click the **Meal Plan** tab to maintain meal plan information for the selected patron.

Note: If there are multiple meal plans listed, select a specific plan to display the information for that plan.

From the **Meal Plan** tab you can add, drop, or edit a meal plan, add and remove meals from a plan, and view the PatronLog.

When you click **View PatronLog** on the **Meal Plan** tab, **PatronTrans.rpt** is selected in Ad Hoc Reports. The default report is configurable with the same user configuration parameter used to configure the Patron Lookup GUI (**PatronGUIPatronLog_Meal**).

3.2.1 Add a Meal Plan

Use the following procedure to add a meal plan:

1. On the **Meal Plan** tab, click the **Add** button. Editable fields are displayed.

2. Complete the following fields:
 - **New Meal Plan:** Select the appropriate meal plan from the drop-down list. If the system is unable to retrieve the plan amount, *ERROR* will be displayed in the **Plan Cost** field.
 - **Start Date:** Enter the start date of the meal plan.
 - **End Date:** Enter the end date of the meal plan.
 - **Plan Cost:** If there is a plan cost associated with the meal plan, the amount will be displayed in this read-only field.
3. Click **Next Term** to automatically set the start and end dates for the next term based on the current start and end dates.
4. Click **Refresh Cost** to calculate the value in the **Plan Cost** field, which is based on the date range specified. The meal plan cost is often based on the number of days or weeks the plan will be used.

Note: Click **Cancel** to exit the **Add Meal Plan** page without adding a meal plan.

5. Click **Add Plan**. The plan is added to the list of meal plans for the patron.

3.2.2 Edit a Meal Plan

Use the following procedure to edit a meal plan:

1. On the **Meal Plan** tab, select the plan you want to edit, and click the **Edit** button. Editable fields are displayed.

The screenshot displays the 'Meal Plan' edit screen. At the top, there are tabs for 'General Info', 'Meal Plan', 'Stored Value/Credit', 'Flags', 'Access', 'Housing', and 'Patron Params'. The 'Meal Plan' tab is active. Below the tabs, there is a 'Meal Plan' title bar with 'Save', 'Revert', and 'Cancel' buttons. The 'Selected Plan' dropdown is set to '02 - 02-Sem-\$1650-Gold'. Below this are buttons for 'Add', 'Drop', 'Change', and 'Transaction'. The 'Plan Info' section includes fields for 'Meal Plan', 'Active' (checked), 'Start Date', 'End Date', and 'Balance' (\$0.00). The 'Buckets' section shows counts for 'Small', 'Medium', 'Large', and 'Equiv'. A table lists 'Period' options: Breakfast, Late Dinner, Lunch, and Dinner, with columns for 'Meal' and 'Equiv'. The 'Meal Counters' section contains ten input fields labeled Counter (1) through Counter (10). A 'View PatronLog' button is at the bottom.

2. Edit the meal plan information as necessary.

Note: Click **Cancel** to exit edit mode without saving your changes. Click **Revert** to revert your current changes to the last saved values.

3. Click **Save** to save your changes.

3.2.3 Drop a Meal Plan

Use the following procedure to drop (remove) a meal plan:

Note: If the system is unable to retrieve the plan amount, *ERROR* will be displayed in the **Plan Refund** field.

1. On the **Meal Plan** tab, select the plan you want to drop, and click the **Drop** button. The **Drop Meal Plan** fields are displayed.

The plan refund amount will be displayed in the **Plan Refund** field, if applicable.

Note: Click **Cancel** to exit delete mode without deleting the meal plan.

2. Click **Drop Plan**. The meal plan is removed from the **Meal Plan** tab.

3.3 Stored Value/Credit

Click the **Stored Value/Credit** tab to maintain SV&C information for the selected patron. You can add, edit, and drop (delete) SV&C plans. You can also manually enter SV&C transactions by clicking the **Transaction** button in the **Balance** section of the tab.

When you click **View PatronLog** on the **Stored Value/Credit** tab, **SVCTransByPatron.rpt** is selected in Ad Hoc Reports. The default report is configurable with the same user configuration parameter used to configure Patron Lookup (**PatronGUIPatronLog_SVC**).

If there are multiple SV&C plans listed, select a specific plan to display the information for that plan.

You can use the Advanced Search feature to check SV&C balances.

Select a plan from the Advanced Search **SV&C Plan** drop-down list and then select one of the following options:

- **Patron Has Plan:** Search for patrons who have the plan currently selected in the **SV&C Plan** field.
- **Balance Greater Than:** Search for patrons whose balance for the currently selected plan is greater than the amount you specified in the field provided.
- **Balance Less Than:** Search for patrons whose balance for the currently selected plan is less than the amount you specified in the field provided.

3.3.1 Add an SV&C Plan

Use the following procedure to add an SV&C plan:

1. On the **Stored Value/Credit** tab, click the **Add** button. Editable fields are displayed.

2. Complete the following fields:
 - **SV&C Plan:** Select the appropriate SV&C plan from the drop-down list.
 - **Start Date:** Enter the start date of the SV&C plan.
 - **End Date:** Enter the end date of the SV&C plan.
 - **Initial Balance:** Enter the initial balance of the SV&C plan.
3. Click **Add Plan**. The plan is added to the list of SV&C plans for the patron.

3.3.2 Edit an SV&C Plan

Use the following procedure to edit an SV&C plan:

1. On the **Stored Value/Credit** tab, select the plan you want to edit, and click the **Edit** button. Editable fields are displayed.

2. Edit the SV&C plan information as necessary.

Note: Click **Cancel** to exit edit mode without saving your changes. Click **Revert** to revert your current changes to the last saved values.

3. Click **Save** to save your changes.

3.3.3 Drop an SV&C Plan

Use the following procedure to drop (remove) a meal plan:

1. On the **Stored Value/Credit** tab, select the plan you want to remove, and click the **Drop** button. The **Drop SV&C Plan** fields are displayed.

The plan refund amount will be displayed in the **Plan Refund** field, if applicable.

Note: Click **Cancel** to exit delete mode without deleting the SV&C plan.

2. Click **Drop Plan**. The SV&C plan is removed from the **Stored Value/Credit Plan** tab.

3.3.4 Enter SV&C Transactions

Use the following procedure to manually enter SV&C transactions:

1. On the **Stored Value/Credit** tab, click the **Transaction** button in the **Balance** section. **SV&C Transaction** fields are displayed.

2. Complete the following fields:
 - **SV&C Plan:** Select the plan for which you want to enter a transaction.
 - **Location:** This field defaults to the location associated with the SV&C plan. You can enter all or part of a location in the drop-down field and click **Search** to select a different location.
 - **Tran Type:** Select the appropriate transaction type for this transaction.
 - **Amount:** Enter the transaction amount.
 - **Force:** Select this check box to force the transaction to succeed, even if there are insufficient funds or something else that would cause the transaction to be denied.
 - **Transaction Date:** This field defaults to the current date with the **Today** check box selected. To specify a different date, clear the **Today** check box and enter a date.
 - **Division Designator:** This field applies to MICROS® transactions. CS Gold will log the division designator specified.
 - **Code:** Codes are available based on the location you selected. The code will modify the transaction behavior as configured in Code Mapping.
 - **Comment:** Enter a comment regarding the transaction.
3. Click **Submit**. The transaction will be submitted and processed.

3.4 Access

Click the **Access** tab to display access assignments for the selected patron.

General Info	Meal Plan	Stored Value/Credit	Flags	Access	Housing	Patron Params
Modify Access Assignments						
Patron Group	Location	Unlock Priv	Normal Schedule	Holiday Schedule	Effective Date	Expire Date
ARCH STUDIO (10083)	CEAT-Arch-North-Entry-A (1005)	0	A1 - 24 x 7 OPEN (1016)	A2 - 24X7Closed (1017)	01/12/2014	05/10/2014
ARCH STUDIO (10083)	CEAT-Arch-South-Entry-A (1004)	0	A1 - 24 x 7 OPEN (1016)	A2 - 24X7Closed (1017)	01/12/2014	05/10/2014
CEAT Lab Students (604)	CEAT-Cordell-178North-A (423)	0	A1 - 24 x 7 OPEN (1016)	-	-	-
CEAT Lab Students (604)	CEAT-Cordell-178South-A (422)	0	A1 - 24 x 7 OPEN (1016)	-	-	-
CEAT Lab Students (604)	CEAT-Cordell-EastEntry-A (419)	0	A1 - 24 x 7 OPEN (1016)	-	-	-
CEAT Lab Students (604)	CEAT-Cordell-V100-3-P (418)	0	A1 - 24 x 7 OPEN (1016)	-	-	-
CEAT Lab Students (604)	CEAT-Cordell-V1000-P (417)	0	A1 - 24 x 7 OPEN (1016)	-	-	-
CEAT Lab Students (604)	CEAT-Cordell-WestEntry-A (420)	0	A1 - 24 x 7 OPEN (1016)	-	-	-
CEAT Lab Students (604)	CEAT-EN-NWEntryN-A (408)	0	A1 - 24 x 7 OPEN (1016)	A2 - 24X7Closed (1017)	-	-
CEAT Lab Students (604)	CEAT-EngSouth-016D-Entry-A (4648)	0	CEAT-EngrSouth 7-11 (2217)	A2 - 24X7Closed (1017)	-	-
CEAT Lab Students (604)	CEAT-KD-Mezz-EngrLab-A (574)	0	A1 - 24 x 7 OPEN (1016)	A2 - 24X7Closed (1017)	-	-
CEAT Lab Students (604)	IT-KD-CompLab-V100-3-P (101)	0	A2 - 24X7Closed (1017)	-	-	-

To modify access assignments, click the **Modify Access Assignments** link. The access assignments page is displayed. Refer to section 6.4 (*Access Assignments*) for details.

When you click **View PatronLog** on the **Access** tab, **PatronTrans.rpt** is selected in Ad Hoc Reports. The default report is configurable with the same user configuration parameters used to configure the Patron Lookup GUI (**PatronGUIPatronLog_Access**).

A patron group membership effective/expire date range will be displayed when you select a patron with group membership that has an effective and/or expiration date. Access assignments from patron group memberships that are not yet effective or have expired appear as inactive access assignments with a strikethrough.

414 - CEAT-MAEL-SouthEntry-A	ATRC EXECUTIVE GROUP (600) - A1 - 24 x 7 OPEN	-	-	-	-	-
419 - CEAT-Cordell-EastEntry-A	ATRC EXECUTIVE GROUP (600) - A1 - 24 x 7 OPEN	-	-	8	-	-
CEAT Lab Students (604)	1016 - A1 - 24 x 7 OPEN	-	-	8	-	-
420 - CEAT-Cordell-WestEntry-A	CEAT Lab Admin (603) 2172 - CEAT Cordell 10-10	-	-	8	12/24/2009 00:00:00	01/03/2010 00:00:00
ATRC EXECUTIVE GROUP (600)	600 - A1 - 24 x 7 OPEN	-	-	8	-	-
CEAT Lab Students (604)	1016 - A1 - 24 x 7 OPEN	-	-	8	-	-
422 - CEAT-Cordell-178South-A	ATRC EXECUTIVE GROUP (600) - A1 - 24 x 7 OPEN	-	-	8	-	-
CEAT Lab Students (604)	1016 - A1 - 24 x 7 OPEN	-	-	8	-	-
423 - CEAT-Cordell-178North-A	ATRC EXECUTIVE GROUP (600) - A1 - 24 x 7 OPEN	-	-	8	-	-
CEAT Lab Students (604)	1016 - A1 - 24 x 7 OPEN	-	-	8	-	-
1004 - CEAT-Arch-South-Entry-A						
1005 - CEAT-Arch-North-Entry-A						
3843 - OADDL-OADDL-Spare						
4638 - CEAT-EngSouth-401-Entry-A						

4 Access Assignments

You can configure access assignments for a patron or patron group and set up door lock/unlock schedules. CBORD recommends that you configure a renew period on special access cards to reduce the risk of someone accessing a secure location if the card is lost or stolen.

4.1 Configure Access Assignments

Use the following procedure to configure access assignments:

1. From the Admin Web menu, click **Access Assignments**. The access assignments page is displayed.

The screenshot shows the 'Access Assignments' page with the 'Patron' tab selected. Below the tabs is a search form with fields for 'PIK:', 'Last:', and 'First:'. There are 'Advanced' and 'OK' buttons. Below the search form is a checkbox for 'Hide Unassigned Locations'. Further down, there are 'Location:' and 'Location Group:' fields with a 'Find' button. At the bottom, there is a table with columns: Location Groups, A, O, Normal Schedule, Holiday Schedule, Calendar, S, U, Effective, and Expire. The table lists three location groups: '1000 - Group of all ICAM Systems', '1100 - All Door Access', and '1200 - All Turbo Readers'.

2. Select an option:

1. If you are assigning access to an individual patron, click the **Patron** tab and perform a patron search. Refer to section 6.2 for patron lookup details.

This screenshot is identical to the previous one, showing the 'Patron' tab selected and the search form.

2. If you are assigning access to a patron group, click the **Patron Group** tab and select a patron group from the drop-down list.

The screenshot shows the 'Patron Group' tab selected. Below the tabs is a drop-down menu labeled 'Patron Group:'.

3. If you are assigning a door lock/unlock schedule, click the **Door Schedules** tab.

The screenshot shows the 'Door Schedules' tab selected. The main content area displays the title 'Door Lock/Unlock Schedules'.

3. Enter all or part of the location or location group for which you want to assign access or door schedules

The screenshot shows the search form with 'Location:' and 'Location Group:' fields and a 'Find' button.

If you enter part of a location or location group and there are several matches, the first occurrence of the match is highlighted in the list of locations. For example, if you enter **Tower** in the **Location** field and click **Find**, and a **Tower 1** and **Tower 2** exist, the first occurrence of **Tower** will be highlighted.

Note: Click the **Hide Unassigned Locations** check box to show only assigned locations in the list.

4. Click **Find**. The location is highlighted in the list.

Patron Group: 2013 Early Arrival cards Benne (12196)

Hide Unassigned Locations

Location: ben Location Group: Find

Location Groups	A	O	Normal Schedule	Holiday Schedule	Calendar	S	U	Effective	Expire
1100 - All Door Access									
1108 - Res Life									
1025 - Bennett Hall									
555 - RL-BenEast-NorthParking-A			2013 Early Arrival cards Benne (12196) A1 - 24 x 7 OPEN	1216 - A1 - 24 x 7 OPEN	1201 - OSU University Holidays			8	
556 - RL-BenEast-Corridor-A			2013 Early Arrival cards Benne (12196) A1 - 24 x 7 OPEN	1216 - A1 - 24 x 7 OPEN	1201 - OSU University Holidays			8	
557 - RL-BenEast-Duck-NorthEntry-A			2013 Early Arrival cards Benne (12196) A1 - 24 x 7 OPEN	1216 - A1 - 24 x 7 OPEN	1201 - OSU University Holidays			8	
558 - RL-BenEast-Duck-SouthEntry-A			2013 Early Arrival cards Benne (12196) A1 - 24 x 7 OPEN	1216 - A1 - 24 x 7 OPEN	1201 - OSU University Holidays			8	

Note: Assignments are sorted by effective date to allow for quick administration of groups/patrons with many assignments.

5. Click the location (or location group) for which you want to assign access. The location details are displayed.

Patron Group: CIVE Professional Students (11614)

Hide Unassigned Locations

Location: 400 - CEAT-ATRC-2ndFlrFoyer-A
Patron Group: 11614 - CIVE Professional Students

Copy Paste

Save Delete Revert Cancel

Schedule/Calendar

Normal Schedule: [dropdown] Show Edit Add

Holiday Schedule: [dropdown] Show Edit Add

Calendar: [dropdown] Show Edit Add

Assignment Options

Active

Override

Unlock Priv

Strike Time: [input]

Effective: [calendar icon]

Expire: [calendar icon]

Special Options

Emergency Use

PIN: PIN Conditional [dropdown]

Alarm Point Group: [dropdown]

Two Man Rule

One Use

Privacy Override

Lockout

Lockout Disable

Disallow Hand Entry

Disallow Card

Deny and Alarm: [input]

Security Level: <Default> [dropdown]

Renew Period: <None> [dropdown]

Required Elevation Level: None [dropdown]

Save Delete Revert Cancel

When entering access assignment information:

- Use the **Copy** and **Paste** buttons to duplicate access assignments. Refer to section 6.4.2 for more information.
- Click **Save** to save an assignment.
- Click **Delete** to delete the current assignment.
- Click **Revert** to restore the previous assignment settings.
- Click **Cancel** to exit the location details page without saving changes.

6. Complete the fields in the **Schedule/Calendar** section.

- **Normal Schedule:** Select the schedule from the drop-down list that reflects the days and times that the patron can commonly access the location.
- **Holiday Schedule:** Select the schedule from the drop-down list that reflects the days and times that the patron can access the location during a designated calendar holiday.
- **Calendar:** Select the calendar from the drop-down list that reflects the periods designated as holidays throughout the schedule.
 - Click **Show** next to the **Normal Schedule**, **Holiday Schedule**, or **Calendar** field to display the selected schedule or calendar.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Begin	End
✓	✓	✓	✓	✓	✓	✓	06:00:00	23:59:59

- Click **Edit** next to the **Normal Schedule**, **Holiday Schedule**, or **Calendar** field to edit the selected schedule or calendar.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Begin	End
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:00:00	17:00:00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		00:01:00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- Click **Add** next to the **Normal Schedule**, **Holiday Schedule**, or **Calendar** field to add a schedule or calendar.

7. Complete the fields in the **Assignment Options** section.

- **Active:** Select this check box to activate the assignment.
- **Override:** Select this check box to enforce a single schedule for this patron/location pair, overriding all others.
- **Unlock Priv:** Select this check box to enable the double-swipe feature to unlock the entry point.
- **Strike Time:** Enter the interval in seconds that an entry point will remain unlocked after being unlocked by a patron.
- **Effective:** Click the **Calendar** icon, and select the date and time access will become effective.
- **Expire:** Click the **Calendar** icon, and select the date and time access will expire.

8. Complete the fields in the **Special Options** section.

Note: Not all devices support all of the features in the **Special Options** section. Refer to the appropriate device documentation to verify whether a feature is supported.

- **Emergency Use:** Select this check box if the patron has 24/7 access to the location, regardless of the door schedule, access assignment schedule, and Lockout status. During an emergency lock down, only people with Emergency Use access can open the door. It is useful to have a card that emergency personnel can use during an emergency.
- **PIN:** This value is considered only if the location has been configured with **2 - Inherit from Access Assignment** as the value for the **RDR_REQUIRE_PIN** parameter in the Location Configuration GUI.
 - **No PIN Required:** The patron is not required to enter a PIN at this location.
 - **PIN Required:** The patron is required to enter a PIN at this location. If the patron does not have a PIN, the patron will not be able to enter this location.
 - **PIN Conditional:** The patron is required to enter a PIN at this location if the patron has a PIN. If the patron does not have a PIN, a PIN is not required. This option is the default.
- **Alarm Point Group:** Select an alarm point group from the drop-down list to enable the <A + Swipe> and <Hold + Swipe> features to arm and disarm points from the reader governing this location. Patrons will press the **A** button and swipe their card to arm points from the reader, and press the **Hold** button and swipe their card to disarm points from the reader. For more information, refer to the *CS Access™ Control Guide (TP-820305-001)*.
- **Two Man Rule:** A **Two Man Rule** card will open a door if a second, distinct **Two Man Rule** card is also swiped within five seconds. A **Two Man Rule** card by itself or in concert with a regular (not a **Two Man Rule** card) will not open the door.
- **One Use:** Select this check box if the patron can only access the location one time.
- **Lockout:** Lockout cards also carry Lockout Disable privileges. Selecting this check box grants both access privileges. Swipe a lockout card once to cause the door to enter a locked state. The door will stay locked, regardless of its internal schedule. Only Emergency Use privilege cards can enter during lockout. Other cards cannot enter, even if the patron has access under ordinary situations. When the situation is resolved, swipe the Lockout card a second time to return the doors to their normal status.
- **Privacy Override:** This option is used for locksets that support deadbolts or privacy override.
- **Lockout Disable:** This option is reserved for future use.
- **Disallow Hand Entry:** Select this check box if the patron will not be allowed to use a hand entry number to access the location. If this check box is selected, the patron can access the location only by swiping a card, even if the **HANDENTRY** media type is defined. If the **Disallow Hand Entry** check box is not selected, the location can be accessed by entering the hand entry number or by swiping a card; either method will work if the patron has both media types defined.

Note: You cannot select both **Disallow Hand Entry** and **Disallow Card**.

- **Disallow Card:** Select this check box if the patron will not be allowed to swipe a card to access the location. If this check box is selected, the patron can access the location only by entering a hand entry number, even if the **CARD** media type is defined. If the **Disallow Card** check box is not selected, the location can be accessed by entering the hand entry number or by swiping a card; either method will work if the patron has both media types defined.
- **Deny and Alarm:** *This option is reserved for future use.*

- **Security Level:** By default, the security level is based on the location. If you need to set a specific security level for the access assignment, select a security level from the drop-down list.
 - **Renew Period:** Select the number of days the card will carry out the action of the access assignment from the drop-down list. If the card is not re-encoded during the renew period, it can be re-encoded later without changing the access assignment. For example, if an electrician was assigned access to Building A for two days and he tries to enter Building A on day three, access will be denied. The administrator can re-encode the card if additional access has been approved.
 - **Required Elevation Level:** Select the elevation level that determines which elevated level must be activated for the assignment to become effective. Currently, **Elevated** is the indicator that restricts the option to use when the patron’s masterkey is activated. This option supports the masterkey access privilege elevation feature.
9. Click **Save**. The patron access assignment is saved. Refer to the following three screen samples for examples of access assignments.

Sample Patron Group Access Assignment

Patron Group: Clerks - Student Union (10453)

Hide Unassigned Locations

Location: Location Group: Find

Location Groups	A	O	Normal Schedule	Holiday Schedule	Calendar	S	U	Effective	Expire
1000 - Group of all ICAM Systems									
1002 - All ICAM Sys2 locations									
1003 - All ICAM Sys3 locations									
1004 - All ICAM Sys4 locations									
1006 - All ICAM Sys6 locations									
1009 - SU Time and Attendance									
27 - UDS-Griffith-CommCtr-m									
Clerks - Student Union (10453)			1818 - A1 - 24 x 7 OPEN					8	
991 - UDS-KD-Cafe-T									
992 - UDS-Bennett-BlairDining-T									
993 - UDS-MarketDining-T									

Sample Door Schedule Access Assignment

Door Lock/Unlock Schedules

Hide Unassigned Locations

Location: Location Group: Find

Location Groups	A	O	Normal Schedule	Holiday Schedule	Calendar	S	U	Effective	Expire
1000 - Group of all ICAM Systems									
1100 - All Door Access									
1200 - All Turbo Readers									
1300 - Micros									
1400 - Terminal Servers/Controllers									
1500 - All Aeros readers									
Door Lock/Unlock Schedule			1817 - A2 - 24X7Closed					8	
2000 - Special Secure Access									

A patron group membership effective/expire date range will be displayed when you select a patron with group membership that has an effective and/or expiration date. Access

assignments from patron group memberships that are not yet effective or have expired appear as inactive access assignments with a strikethrough.

Location Groups	A	O	Normal Schedule	Holiday Schedule	Calendar	S	U	Effective	Expire
1000 - Group of all ICAM Systems									
1002 - All ICAM Sys2 locations									
1003 - All ICAM Sys3 locations									
1004 - All ICAM Sys4 locations									
1008 - All ICAM Sys6 locations									
1009 - SU Time and Attendance									
27 - UDS-Griffith-CommCtr-m									
Clerks - Student Union (10453)			A1 - 24 x 7 OPEN				8		
991 - UDS-KD-Cafe-T									
992 - UDS-Bennett-BlairDining-T									
993 - UDS-MarketDining-T									

4.2 Duplicate an Access Assignment

Use the **Copy** and **Paste** buttons that appear on the access assignment details page to duplicate an access assignment. (The **Copy/Paste** feature does not use the OS Clipboard.)

Use the following procedure to duplicate an access assignment:

1. In Access Assignments, locate the location/group assignment you want to copy from and display the assignment details page.

Location: 27 - UDS-Griffith-CommCtr-m
Patron Group: 10453 - Clerks - Student Union

Copy Paste

Save Delete Revert Cancel

Schedule/Calendar

Normal Schedule	A1 - 24 x 7 OPEN (1016)	Show	Edit	Add
Holiday Schedule		Show	Edit	Add
Calendar		Show	Edit	Add

Assignment Options

2. Click **Copy** (circled in blue) to store the assignment properties into memory.
3. Locate an existing location/group access assignment (or create a new one) to paste into and display the assignment details.
4. Click **Paste** and make any additional changes, as necessary.
5. Click **Save**.

5 Patron Access Exception

The **Patron Access Exception** option allows users to provide patrons with quick access to a location.

1. From the Admin Web menu, select **Patron Access Exception**. The **Patron Access Exception** screen is displayed.

2. Complete the following fields, as appropriate:
 - **Locations:** Select a location from the drop-down list. The location you select will be displayed in the **Selected Locations** area on the page.
 - **Location Groups:** Select a location group from the drop-down list. The location group you select will be displayed in the **Selected Locations** area on the page.
 - **PIK:** Enter a PIK to locate a patron by PIK.
 - **Last:** Enter a last name to locate a patron by last name.
 - **Advanced:** Click **Advanced** to perform an advanced search for a patron.
 - **Select from Patron Groups:** When you click this button, the **PIK**, **Last**, and **First** fields, and the **Advanced** and **OK** buttons are replaced with a **Patron Group** drop-down field and a **Select from Patrons** button. Select a patron group from the drop-down list. Click **Select from Patrons** to redisplay the **PIK**, **Last**, and **First** fields.
 - **Access:** Select **Allow** or **Deny** from the drop-down list.
 - **Begin:** Specify the time and date the access should begin.
 - **End:** Specify the time and date the access should end.
3. Click **Submit** to submit the patron access exception. A message similar to the following will be displayed:

*Patron Group (123456) schedule update was
Successful for Location Group 502
Successful for Location 8608*

6 Open/Close Exception

The **Open/Close Exception** option simplifies the process of opening and closing early.

1. From the Admin Web menu, select **Open/Close Exception**. The **Open/Close Exception** page is displayed.

2. Complete the following fields, as appropriate:
 - Select a location from the **Locations** drop-down list. The location you select will be displayed in the **Selected Locations** area on the page.
 - Select a location group from the **Location Groups** drop-down list. The location group you select will be displayed in the **Selected Locations** area on the page.

Note: Click the **X** next to a location or location group to deselect the item. Click **Clear All** to clear all selections.

- Select the appropriate option from the drop-down list in the lower portion of the page:
 - Open Early At**
 - Open Late At**
 - Open At**
 - Close Early At**
 - Close Late At**
 - Close At**
 - Specify the time to open or close the location.
 - Specify the date to open or close the location early or late in the **On** field.
3. Click **Submit** to submit the open/close exception.

7 Remove Exceptions

Access exceptions at a selected location or location group can be displayed on the **Remove Exceptions** page. Use the **Remove Exceptions** option to remove exceptions set up in Patron Access Exceptions and Open/Close Exceptions. The displayed exceptions include those exceptions applied to parent location groups. Click the **Remove** icon (**X**) next to an exception to remove the exception from the system. Click **Refresh** to refresh the information on the page.

8 Patron Group Management

8.1 Creating a New Patron Group

In Patron groups click on **Create a New Group** and enter the group name for the group and click **save group**. (All areas/buttons circled below in Blue.)

OSU CS Gold AdminWeb User Group: (-1) Gold Admin OK

Menu

- Patron Lookup
- Add New Patron
- Access Assignments
- Access Wizard
- Patron Access Exception
- Open/Close Exception
- Remove Exceptions
- Patron Groups
- Stored Reports
- Ad-Hoc Reports
- Reader Status
- Location Actions
- Door Viewer
- TPS Dashboard
- Alarm Map
- Quick Tran
- Priv Editor
- Home
- Logout

Select a patron group or **CREATE A NEW GROUP** Search for a group

ID	DESCRIPTION	MEMBERS
-1	All Patrons (Default Group)	795591
1	CR Vendors	6
2	FM Staff Key Dept	4
3	Police Dept.	32
4	Police USDA Door Cards	15
5	FM ResLife doors lock/unlock	3
6	geog-special-access	

New Group

MEMBERS PROPERTIES PARAMS **SAVE GROUP** CANCEL EDITS

GROUP NAME FLAG PROTECTED

New group Flag number

8.2 Manage Patron Group Members

- To **add** a user to a patron group, select the patron group from the list in the top portion of the window.

OSU CS Gold AdminWeb User Group: (-1) Gold Admin OK

Menu

- Patron Lookup
- Add New Patron
- Access Assignments
- Access Wizard
- Patron Access Exception
- Open/Close Exception
- Remove Exceptions
- Patron Groups
- Stored Reports
- Ad-Hoc Reports
- Reader Status
- Location Actions
- Door Viewer
- TPS Dashboard
- Alarm Map
- Quick Tran
- Priv Editor
- Home
- Logout

Select a patron group or **CREATE A NEW GROUP** Search for a group

ID	DESCRIPTION	MEMBERS
10042	Jr. High Summer Band Camp Comm	
10050	IT Telecom Students	
10054	CSGold Admin Group	3
10058	NCA #2 extra	
10063	ARCH STUDIO	468
10065	Grandparent University	
10071	Grandparent U #2	

Group 10054 — CSGold Admin Group [Group access assignments](#)

MEMBERS PROPERTIES PARAMS **SAVE GROUP** CANCEL EDITS

Search for patrons to add, update, or remove. Add search results to group if they are not already members

PIK: Last First: Advanced OK

of 3 patrons selected. [Select all](#)

PIK	NAME	EFFECTIVE	EXPIRE	COMMENT	CREATED
<input type="checkbox"/>	A20193451	Christopher Locker			08/20/2018 09:
<input type="checkbox"/>	A10054146	Lorraine Lemaster			
<input type="checkbox"/>	A20164959	Mark Hultman			08/24/2018 09:

2. Search for the patron with PIK (BannerID)/Last/First name as search criteria. If you expect more than one patron to be returned by the search, be sure the box labeled **Add search results to group if they are not already members** is NOT checked. If more than one patron is returned by the search, be sure only the individuals that are to be added have the check box marked. Be sure to select **Save Group** to save the changes.
3. To delete a patron from the group, select the group and search for the patron using any criteria like above, or just scroll through the list in the bottom portion of the window and uncheck the check box next to the patron.
4. Click **Remove Selected from Group** and **Save Group**.

8.3 Managing Group Access Assignments

1. Determine needed location access for the existing patron groups.
2. In Patron groups, after selecting the group to be edited select blue color link **Group access assignment**, circled in the above image (Section 8.2).
3. This link directs to different page where you may review and modify patron group access.

Notes:

 - a. Blue key symbol indicates the group has assignments to specific locations within that location group. Expand the group to see those specific assignments.
 - b. Yellow key symbol shows the assigned schedule to that specific location or location group. If a yellow key is displayed at the location group level (as below), the assignment automatically is used for ALL locations within that location group.
 - c. Assignments at the location level always override assignments at the group level.
 - d. No key symbol means the patron group does NOT have access to the location – unless they were granted access at the group level.
4. To **Add** an access assignment, click on the location or location group. Complete the resulting form and select **Save**.
5. To **Modify** an access assignment, click on the assignment. Update the form as needed and select **Save**.
6. To **Delete** an access assignment, click on the assignment. Select the **Delete** button, then responding in the affirmative to and verification windows.

The screenshot shows the CS Gold AdminWeb interface. At the top, there is a navigation bar with the OSU logo, the text 'CS Gold AdminWeb', and a 'User Group: (11) CVM' dropdown menu. Below this is a 'Menu' sidebar on the left with options like 'Patron Lookup', 'Access Assignments', 'Access Wizard', etc. The main content area is titled 'Patron Group: VTH Faculty & HO (301)'. It features a search bar for 'Location' and 'Location Group' with a 'Find' button. Below the search bar is a table with the following columns: 'Location Groups', 'A', 'O', 'Normal Schedule', 'Holiday Schedule', 'Calendar', 'S', 'U', 'Effective', and 'Expire'. The table contains several rows, with the last row highlighted in orange: 'VTH Faculty & HO (301)' with a green checkmark in the 'A' column and '1018 - A1 - 24 x 7 OPEN' in the 'Normal Schedule' column. A blue key icon is visible next to the group name in the table.

8.4 Managing Access Schedules

1. To select from an **existing schedule**, select the drop down for the **Normal Schedule** in the Schedule Center section of the location group access window. Scroll through the list until you find the desired schedule, select it.
2. To **add a new schedule**, click the **Add** button next to the Normal Schedule dropdown.

The screenshot shows the CS Gold AdminWeb interface. At the top, the user group is set to '(-1) Gold Admin'. The main content area is titled 'Door Schedules' and shows a dropdown menu for 'Patron Group' set to 'IT Staff FTE (11)'. Below this, the location is '2854 - IT-ITBuilding-NorthEntry-A' and the patron group is '11 - IT Staff FTE'. A 'Schedule/Calendar' window is open, showing a dropdown for 'Normal Schedule' and an 'Add' button. The 'Add' button is highlighted with a red box.

3. Provide the desired Schedule Name (note the schedule # will automatically be assigned on save).
 - i. To **allow access**, click on the day/s of the week for which access is to be granted.
 1. Specify the start time (24hr) access is to be allowed, for the day, in the **Begin** box.
 2. Specify the end time (24hr) access is to be ended, for the day, in the **End** box.
 - ii. On a new line (click the “+” symbol at the end of the line) to add difference times for a day schedule.
 - iii. To **block access** for a day of the week (for instance Saturday/Sunday), on a new line (see ii.)
 1. Click on the day/s to have no access.
 2. Specify the **End** time to be either 23:59:59 or 00:00:01 (11:59PM or 12:00AM). This is the time the lock will be refreshed.
 3. **Do not specify a Begin time.**

The screenshot shows the CS Gold AdminWeb interface. The 'Schedule/Calendar' window is open, showing a dropdown for 'Normal Schedule' set to 'A3-STD 8am-5pm M-F (2210)'. The 'Add' button is highlighted. The schedule name is '(2210) A3-STD 8am-5pm M-F'. Below the name is a table showing access granted for all days of the week from 08:00:00 to 17:00:00.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Begin	End
✓	✓	✓	✓	✓	✓	✓	08:00:00	17:00:00
								00:01:00

4. Information Technology System Administrators are the only individual who may **delete a specific schedule**. If you have a schedule that needs to be deleted do the following:
 - i. Verify you have removed all assignments using the schedule

- ii. Email helpdesk@Okstate.edu and identify the schedule name and number and request the CSGold schedule be deleted.

9 Web Reporting

Use the following procedure to use the Web Reporting module:

Note: Files that have been downloaded are no longer displayed, unless **Show All** has been selected.

1. From the Admin Web menu, click **Stored Reports**. The **My Reports** page is displayed.

The screenshot shows the 'My Reports' interface. At the top, there are two checked checkboxes: 'Show Group' and 'Show Parameter Set', followed by an 'Apply' button. Below this is the text 'All available saved report files:'. A table with four columns: 'Group', 'Report', 'Parameter Set', and 'Date'. The first two rows are highlighted in orange. The first row has a folder icon, 'Gold Admin (-1)', 'SVC Trans by Patron ID (300029)', and '04/09/2014'. The second row has a folder icon, 'Gold Admin (-1)', 'SVC Trans by Patron ID (300029)', and '04/09/2014'. At the bottom left, there is a 'Show All' checkbox and a 'Hide Selected Files' button. At the bottom right, there is a 'Refresh' button.

	Group	Report	Parameter Set	Date
<input type="checkbox"/>	Gold Admin (-1)	SVC Trans by Patron ID (300029)		04/09/2014
<input type="checkbox"/>	Gold Admin (-1)	SVC Trans by Patron ID (300029)		04/09/2014

2. You can do the following from the **My Reports** page:
 - **Show Group:** Select this check box to display the IUG that owns each report.
 - **Show Parameter Set:** Select this check box to display the parameter set used to create each report.
 - **Arrange by:** Select to arrange reports by **Report**, **Date**, or **Parameter Set**.
 - **Apply:** Click **Apply** to apply your changes.
 - **Show All:** Select this check box at the bottom of the page to reveal all available report files, regardless of whether or not you have already downloaded (or hidden) the files.
 - **Hide Selected Files:** Select the viewed reports that you want to hide and then click **Hide Selected Files** at the bottom of the page.
 - **Refresh:** Click **Refresh** to refresh the information on the page after you have made changes.
3. Click the **Folder** icon in the **Files** column for the report you want to display. The report PDF file and date are displayed.

This screenshot is identical to the one above, showing the 'My Reports' interface with the same table of report files and controls.

4. Click the **PDF** icon to display and, optionally, print the report.

10 Ad Hoc Reports

The Ad Hoc Reports module emulates CS Gold Report Manager without installing the CS Gold GUI. To use this module, you must first configure the folder structure in CS Gold. Refer to the *CS Gold® Administration Guide Book 7 - Reports (TP-830242-001)* for details.

Note: For Ad Hoc reports to work with version 4.2.0 or later, **rptNightly.exe** and **ReportHandler.exe** version 6.0.13 or later is required on the TPS. These executables are provided in the Bin folder of the version 4.2.0 AdminWeb files.

The folder structure is the same structure used in CS Gold Report Manager.

EXAMPLE:

- Cabinet
- Folder
 - File

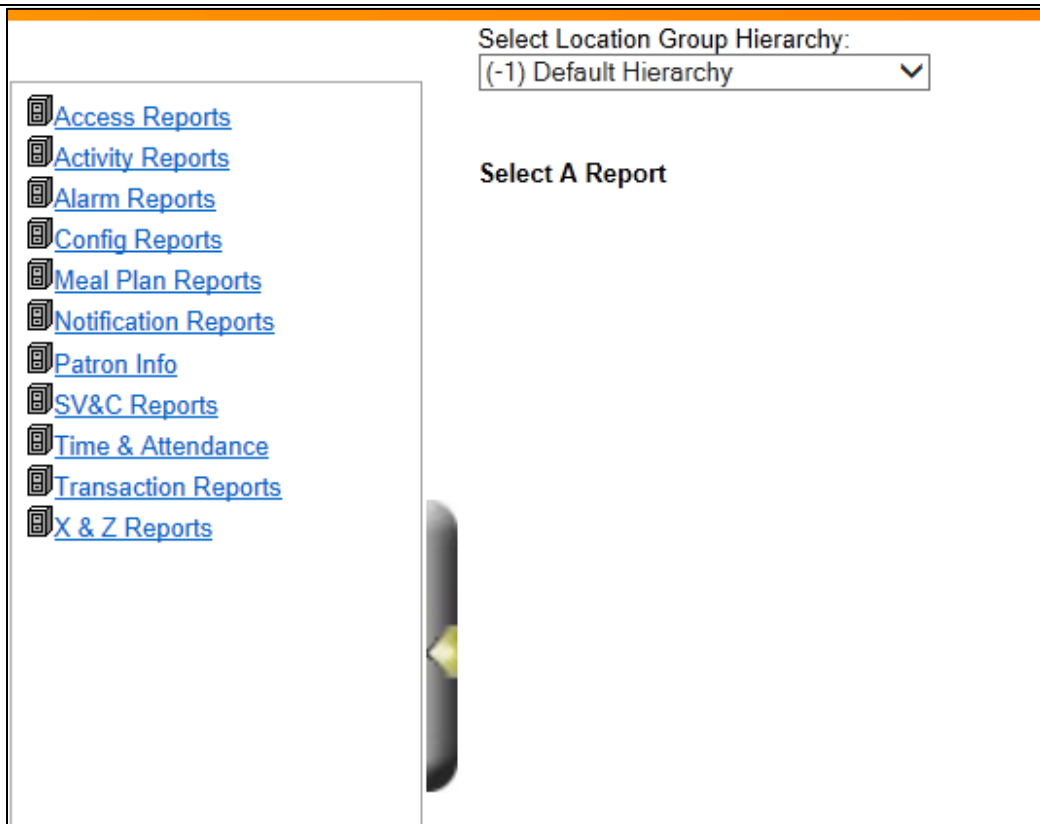
You can do the following:

- Select a report.
- Determine how long a report is kept.
- Select the format of the report.

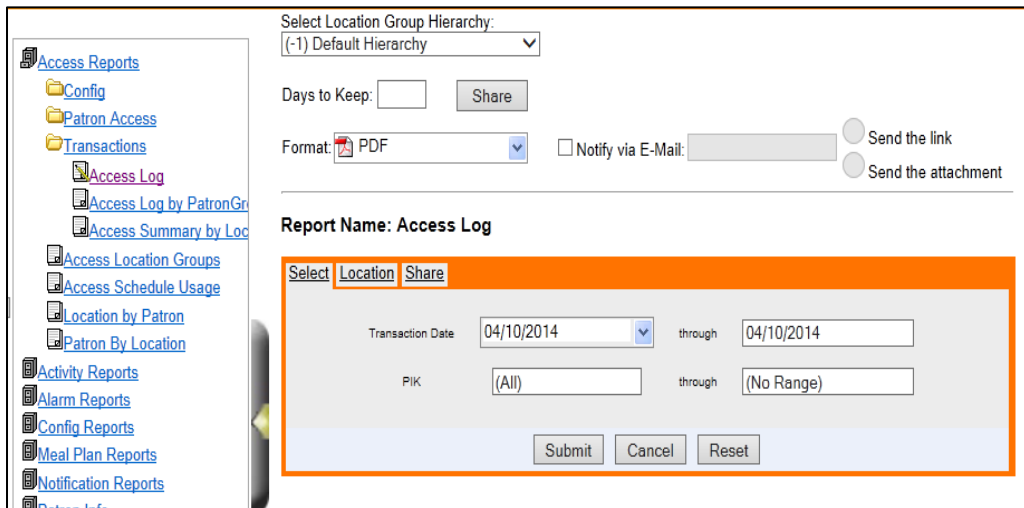
Use the following procedure to use Ad Hoc reports:

1. From the Admin Web menu, click **Ad Hoc Reports**. The list of available reports is displayed for the user group or IUG.

Note: Click the arrow to expand or hide the reports.



2. Select a report. A pencil appears on the report file icon and a set of controls is displayed in the right pane.



3. Complete the following fields:
 - **Select Location Group Hierarchy:** Select the appropriate group from the drop-down list. Changing the hierarchy option will reload the report prompts using the newly selected hierarchy.
 - **Days to Keep:** Enter the number of days that you want the record to be available before it is deleted.
 - **Share:** If you need to make this report available to others, click **Share**. The **Share** tab is displayed. The **Share** tab is only available in the **Ad Hoc Reports** option.
 - **Format:** Select the output for your reports from the drop-down list (**Excel, HTML, Microsoft Word, PDF, Plain Text, or CSV**).
 - **Notify via E-Mail:** Select this check box if you want to receive the report through e-mail. Enter an e-mail address in the field provided.
 - **Send the link:** Select this option if you want to be sent a link to the report in an e-mail.
 - **Send the attachment:** Select this option if you want the report sent in an e-mail as an attachment.
 - **Tabs:** The tabs that are displayed depend on the report you selected. Use the available tabs to set restrictions on data covered by the current report using ranges, sorts, and other controls that are displayed on the tabs. The tabs correspond to the tabs in the CS Gold Report Manager GUI.
4. Click **Submit** to submit your request. The following message is displayed:
 Your Report Has Been Submitted.
 Would you like to wait for the results?

Note: Click **Cancel** to cancel a request. Click **Reset** to revert the settings to the most recently saved (submitted) selections.
5. To view the report now, click **Yes** and then click **Save File**. To view the report later, click **No**. The report is sent to your e-mail address.

11 Reader Status

Use the **Reader Status** option to view status information about the devices assigned through CS Gold TPS Configuration.

The screenshot shows the 'Reader Status' interface. At the top right, it displays the date and time: 'Thu, 10 Apr 2014 11:55:46 -0500' with a refresh icon. Below this is a 'Totals' section with a dropdown arrow and a summary: 'Online: 189 | Trouble: 0 | Offline: 1 | Other: 10 | Total: 200'. A checkbox labeled 'Restrict Locations by Interactive User Group' is present. A 'Filter' section includes dropdowns for 'Location Number' and 'Is Between', a 'Not' checkbox, and input fields for values, followed by a 'Filter' button. Below the filter is an 'Active Filters' section showing '(No Active Filters)'. At the bottom of the filter area, there are controls for 'Showing 200 Rows' and an 'Update' button, along with pagination: 'Prev 1 of 4 pages Next'. The main data is presented in a table with the following columns: Status, Location, Name, Time, Address, MGR, and Version.

Status	Location	Name	Time	Address	MGR	Version
Online	6	UDS-Stout-JavaDaves-T	04/09/2014 01:54:21	10.193.125.1:906\1	(2900) Student Union	
Online	11	RL-UnivLaundry-T	04/09/2014 01:56:00	10.193.157.5:901\1	(4500) ResLifeTime/Att	
Startup	32	UDS-SU-242-Catering-F	04/09/2014 01:54:20	139.78.185.237	(2900) Student Union	3.00.09
Online	41	UDS-Library-CafeLibro1-T	04/09/2014 01:58:22	10.193.29.4:902\1	(2900) Student Union	
Online	100	IT-KD-CompLab-V1000-P	04/09/2014 01:54:15	10.193.253.19:901	(2800) InfoTech	4.0.18
Online	101	IT-KD-CompLab-V100-0-P	04/09/2014 01:54:15	10.193.253.19:901\0	(2800) InfoTech	113 IEE 49

Note: Click the **Refresh** icon to the right of the date and time to refresh the reader status information on the page.

The following options and information are provided on the **Reader Status** page:

Table 10-1: Reader Status Page Options and Information

Item	Description
Totals	The Totals section at the top of the page shows the total for each status type (Online, Trouble, Offline, and Other) along with a total of all statuses. Click the down arrow in this section to hide the Totals information. Click the right arrow to display the Totals information.
Restrict Locations by Interactive User Group	If this check box is selected (checked), locations will be filtered and only those locations allowed by Location Admin will be visible (Location Admin is configured per IUG on the Access Location/Group Admin tab in the CS Gold Location Group Mapping GUI). If the check box is cleared (unchecked), all locations will be visible. If the current user group has RESTRICTLOCVIEW enabled in User Manager, the visible locations will be restricted and the Restrict Locations by Interactive User Group check box will be disabled.
Filter	Use the Filter option to filter the reader information that is displayed on the page (refer to <i>Set a Filter</i> for more information).
Status	Indicates the current status of the reader.
Location	Indicates the unique location number that identifies each reader.
Name	Indicates the name of each reader.
Time	Provides the time and date of the most recent change in the reader status.

	Click the icon in a Time column cell to display the reader status history of a location, if available.
Address	Indicates the reader IP address.
MGR	Indicates the associated MGR for the reader.
Version	Specifies the reader firmware version. Click the icon in a Version column cell to display the firmware version history of a location. As of version 4.3.0, Squadron Access Control version numbers are shown on DHCP controllers.

Set a Filter

Use the following procedure to filter the information that is displayed on the **Reader Status** page:

1. The following conditions can be set using the options available in the drop-down lists in the **Filter** section of the page:

Table 10-2: Filter Conditions

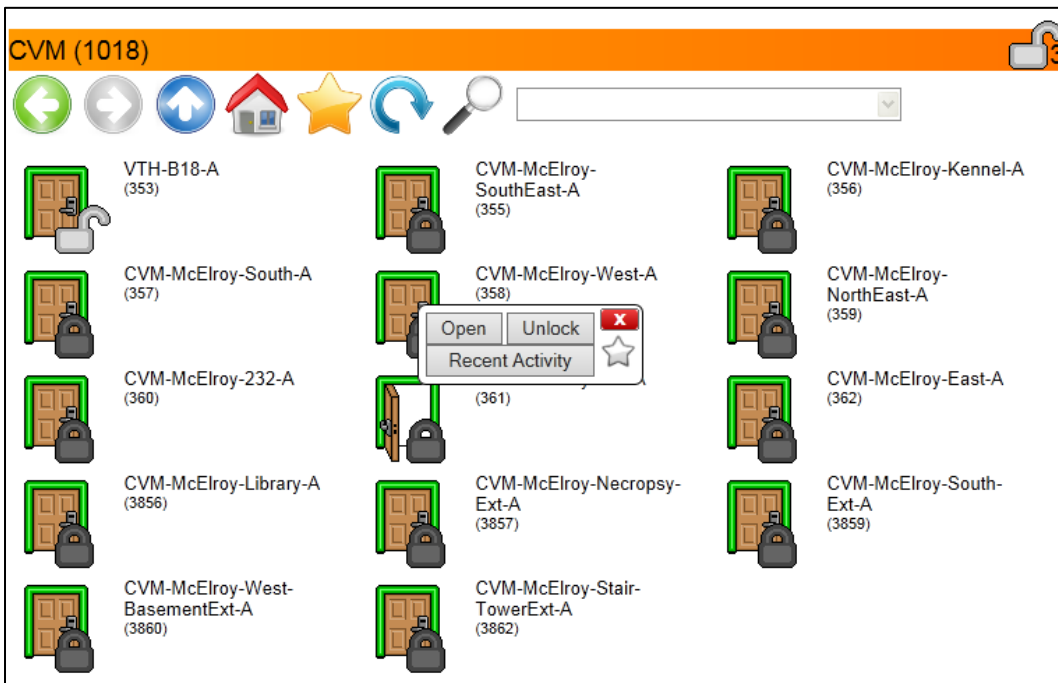
With this option...	...you can use these settings:
Location Number	<ul style="list-style-type: none"> • Is Between • = • >= • <= <p>Select the Not check box to indicate <i>not any of the above</i> (for example, not equal to).</p>
Location Name	<ul style="list-style-type: none"> • = • Contains • Starts With • Ends With <p>Select the Not check box to indicate, for example, <i>does not contain</i>.</p>
Location Group	Specify whether one or more of the location groups selected is in the list. Select the Not check box to indicate that it is not any of the location groups selected. If you attempt to create more than one location group filter, the following message will be displayed in the Active Filters area: (Last Filter input was invalid: Cannot have two different group filters)
Term Type	Specify whether one or more of the terminal types selected is in the list. Select the Not check box to indicate that it is not any of the terminal types selected. If you attempt to create more than one term type filter, the following message will be displayed in the Active Filters area: (Last Filter input was invalid: Cannot have two different Term Type filters)
MGR	Specify whether one or more of the MGRs selected is in the list. Select the Not check box to indicate that it is not any of the MGRs selected. If you attempt to create more than one MGR filter, the following message will be displayed in the Active Filters area: (Last Filter input was invalid: Cannot have two different MGR filters)

2. After you have selected the filter criteria, click **Filter**. The results matching your criteria are displayed.

Note: To remove a filter, click the **X** icon next to the filter in the **Active Filters** area of the page. To clear all filters, click **Clear All**. Reader statuses for all readers will be displayed.

12 Door Viewer

Door Viewer consists of a location browser that shows doors and child groups within a selected location group. This feature requires CS Gold version 6 or later.



Using the onscreen controls, the user can navigate to any visible location group, based on the IUG and location group hierarchy for the current user.

A persistent display of the current number of unlocked doors within the scope of the locations visible to the user appears in the top-right corner of the **Door Viewer** page. (This feature requires CS Gold version 6.0.17 or later.)

Door state information is displayed using icons representing **Online**, **Offline**, **Locked**, **Unlocked**, **Open**, **Closed**, and **Emergency Mode**. The number of online/total door locations within child groups is also provided, for example, Brooks Building (25).

Note: **Emergency Mode** commands are available only to those users with the **Allow_EmergencyMode** permission enabled in CS Gold User Manager.







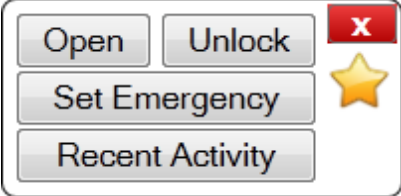
Sending **Locked**, **Unlocked**, and **Emergency Mode** commands to location groups is supported. A warning message will appear when a user is about to send a command to a location group; for example, *Are you sure you want to set emergency mode on 456 doors?* This will give the user a chance to avoid accidentally sending the wrong command to groups of doors.

Sending multiple door commands is also supported. A progress display in the top left corner of the page shows the number of door commands remaining to be sent (for example, **14 in progress**).

12.1 Door Viewer Features

The following features are available in **Door Viewer**:

Table 11-1: Door Viewer Features

Feature	Description
	Back/Forward: Navigates to previously selected location groups in the navigation history.
	Parent Group: Navigates to the parent location group that contains the currently selected group.
	Home: Navigates to the top level locations and groups.
	Favorites: Shows the current set of locations and groups the user has chosen as favorites.
	Refresh: Forces an update of the currently selected location group (in the event that information has become out of date).
	Find: Performs a search for locations or groups. Type all or part of the location or group name in the field at the top of the page and click the Find icon. Matching items will be displayed in the drop-down list. Click the appropriate location or group. The location or group will be located and highlighted on the page
	<p>The following options may be available when you click on a location:</p> <ul style="list-style-type: none"> • Open: Click this option to open the door. The message <i>Open command sent</i> is displayed. • Lock: Click this option to lock the door. The message <i>Lock command sent</i> is displayed. • Unlock: Click this option to unlock the door. The message <i>Unlock command sent</i> is displayed. • Set Emergency: Click this option to set the door to Emergency Mode. The message <i>Emergency Mode Set</i> is displayed. • Clear Emergency: Click this option to clear the door from Emergency Mode. The message <i>Emergency Mode Cleared</i> is displayed. • Recent Activity: Click this option to display recent transactions at a given location. Refer to section 6.13.2 for more information about this feature. • Close: Click the close icon (x) to close the option window. • Add Favorite: Click the Add Favorite icon (star) to add the location as a favorite. When you click the Favorites icon at the top of the page, the location will be included in the display with any other favorite locations. • Expand: Click this option to display the door locations within a group.

	Door commands are disabled for read-only locations based on the Location Admin privilege settings for the current user.
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12.2 Recent Activity

Click on a location on the **Door Viewer** page and click **Recent Activity** in the pop-up menu to display recent transactions at the location. This feature will display up to 40 transactions occurring in the past 60 days. The transactions are sorted by date with the most recent transaction at the top.

04/10/2014 09:52:23	CHARLES METZGER (10012522)	Approved
04/09/2014 08:49:18	MICHAEL KERNTKE (10032660)	Approved
04/08/2014 14:38:56	TINA MEIER (10067869)	Approved
04/08/2014 13:16:33	MICHAEL KERNTKE (10032660)	Approved
04/08/2014 09:46:59	SHANNON HOWELL (10456699)	Approved
04/07/2014 13:13:12	RICHARD LINDHORST (10034808)	Approved
04/07/2014 08:32:50	RICHARD LINDHORST (10034808)	Approved
04/07/2014 08:17:03	RICHARD LINDHORST (10034808)	Approved
04/04/2014 13:40:44	SHANNON HOWELL (10456699)	Approved
04/04/2014 12:21:46	SHANNON HOWELL (10456699)	Approved
03/26/2014 20:18:16	STEPHEN JOHNSON (10570218)	Denied - No PatronDoor Records Found
03/14/2014 08:53:42	LORRAINE LEMASTER (10054146)	Approved
03/11/2014 12:33:37	SCOTT TAYLOR (10021038)	Approved
03/10/2014 13:04:08	RICHARD LINDHORST (10034808)	Approved
03/04/2014 10:44:32	SHANNON HOWELL (10456699)	Approved
02/27/2014 08:38:29	SCOTT TAYLOR (10021038)	Approved
02/24/2014 15:58:25	RICHARD LINDHORST (10034808)	Approved

Done

12.3 Manual Update Mode

In Manual Update mode, the **Door Viewer** page will not get door event updates in real time—the user will have to click the **Refresh** icon to view updated door states. The page will automatically switch to Manual Update mode when a part of the system (for example, the browser, network, or server database) becomes unresponsive. After 30 seconds of waiting for the locations to load or 60 seconds of no status updates, the system will notify the user once and attempt to reestablish the automatic status updates.

If the connection remains unresponsive, the **Door Viewer** page will switch to Manual Update mode and a *Manual Update Mode* message will be displayed at the top of the page. Manual navigation or update will cause an attempt to return automatic updates. After attempting to return to Automatic Update mode three times, the page will stay in Manual Update mode until the entire page is reloaded.

13 Log Out

Use the following procedure to log out of Admin Web:

1. On the Admin Web menu, click **Logout**.
2. At the **Are you sure you want to log out?** prompt, click **Yes**. You are logged out of Admin Web.