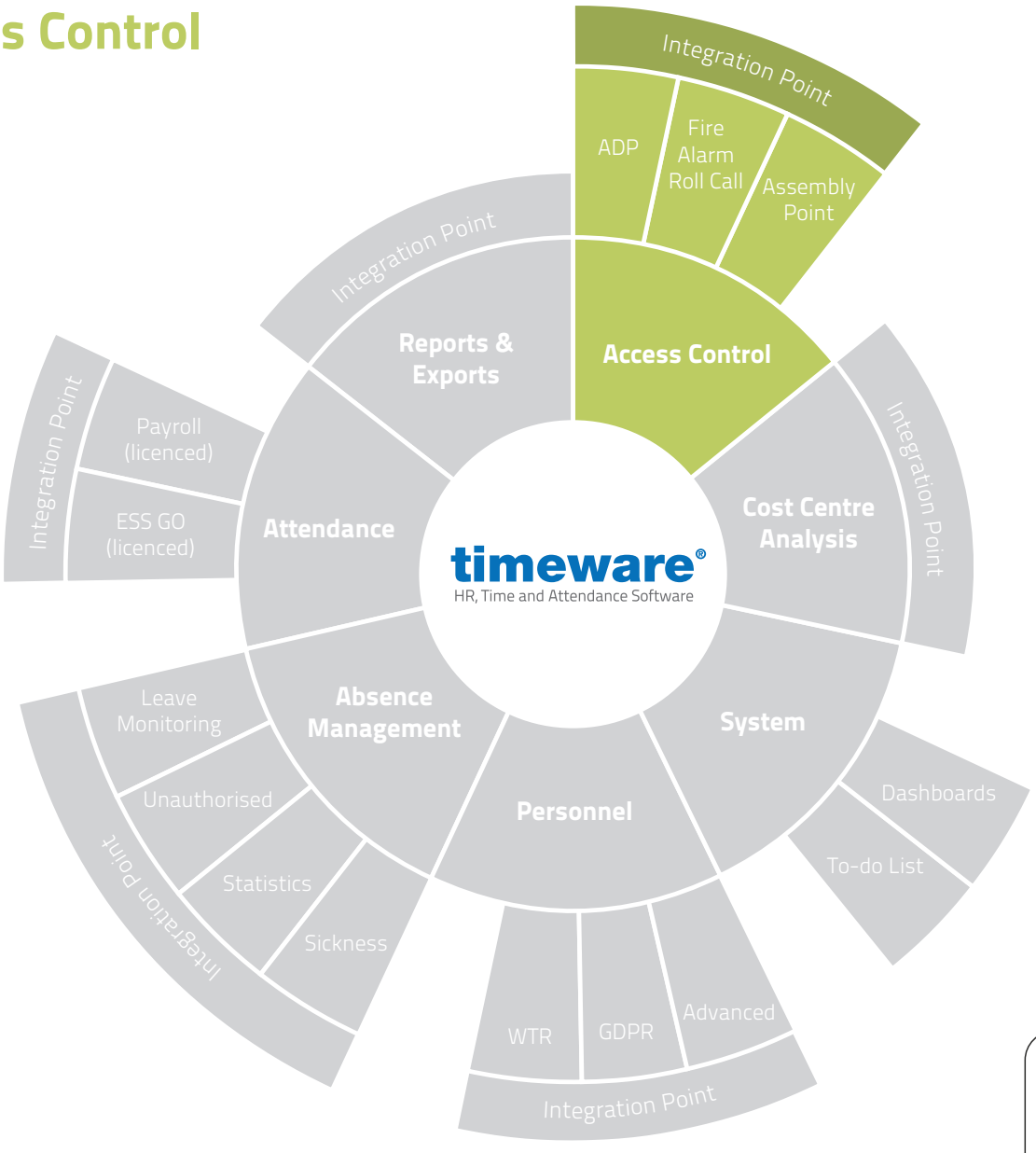
timeware®
HR, Time and Attendance Software

ON PREMISE SOFTWARE

Training guide:
Access Control



Citation ISO Certification
Integrated Management System
ISO 9001: 2015
ISO 27001: 2022
REGISTERED
Certificate No: 491342025

CYBER ESSENTIALS PLUS

Company Name: timeware (UK) Ltd.
Registered Office: 3 Fieldhouse Road, Rochdale, Greater Manchester, OL12 0AD.
Company Reg. No: 05886806.
Registered in: England.

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www.timeware.co.uk
support@timeware.co.uk
+44 (0) 1706 658222

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Contents

Course	Duration
An introduction to timeware® access control	Approximately 20 minutes
Access control alerts...	

Description

Understanding access control

Assign an access pattern (terminal policy) to an employee

Access alerts on the 'To-Do list'

Real time access activity

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.

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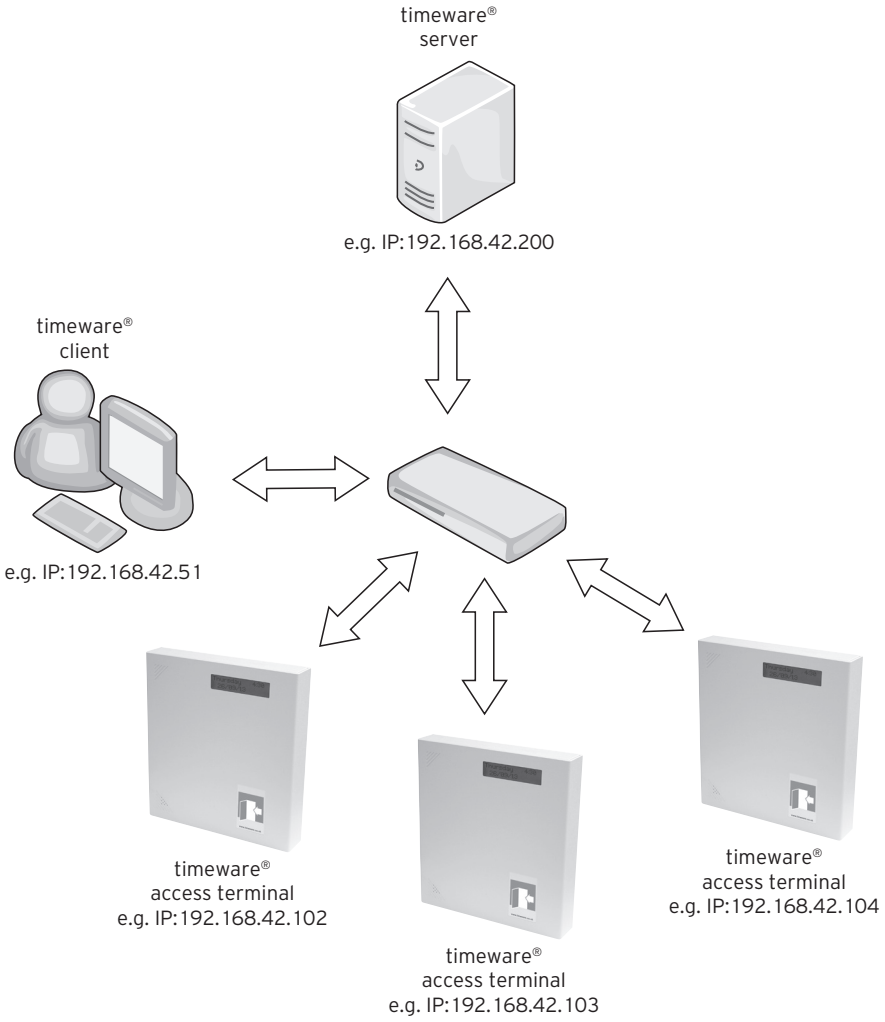
Understanding timeware® access control

The timeware® access control facility is simple in design but very effective in operation. People are allocated an access profile which determines where (and when) they may pass through turnstiles and doors controlled by the timeware® access terminals. These access profiles are referred to as 'Terminal Policies' within timeware, and we'll go over how to configure these in the 'Advanced – Personnel' document.

Profiles may be created in advance for new starters, visitors and access badges or fobs can be programmed to 'expire' at a preset date and time.

YouTube

Link to understanding timeware® access control



Finally, a history of people's movements may be stored for many years on the timeware® server via the 'Access Audit' module.

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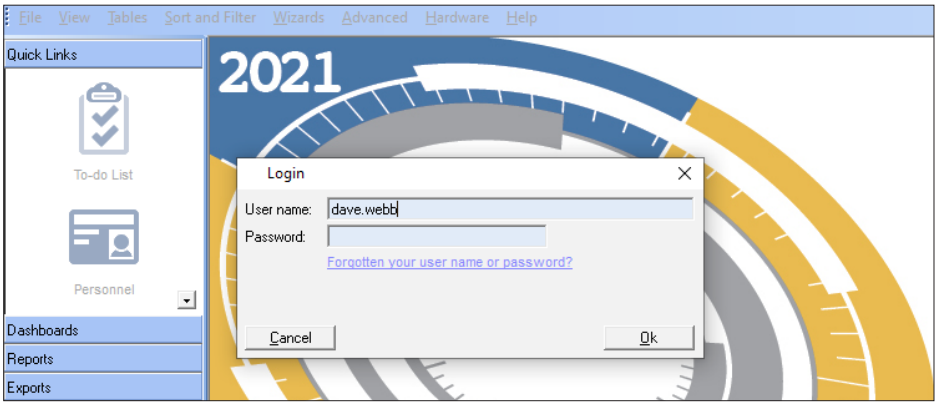
Assign an Access Group and Terminal Policy

An Access Group controls the device usage within Biostar2 which is our latest poling tool. They behave much like Terminal Policies however most systems will typically have their Access Groups linked to the Terminal Policies, which requires no input from the users of timeware®.

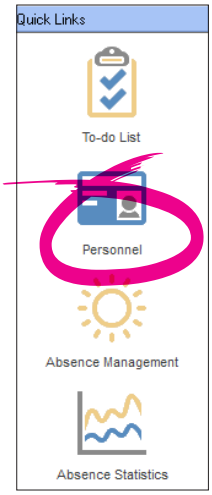
YouTube

Link to Assign an Access Group and Terminal Policy

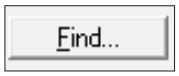
1. Log into timeware® by entering your User name and Password.

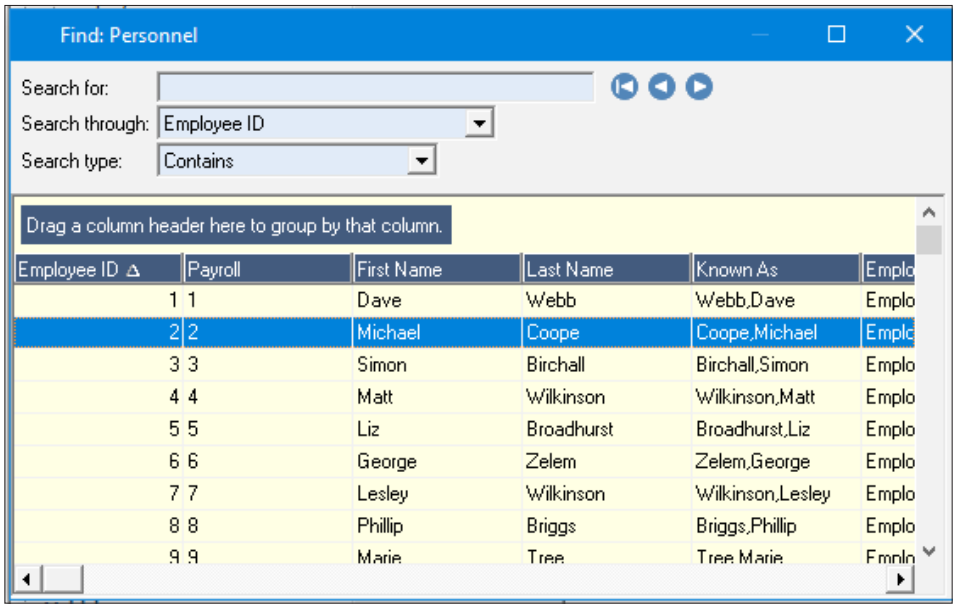


2. Click on personnel on the left hand Quick Link.

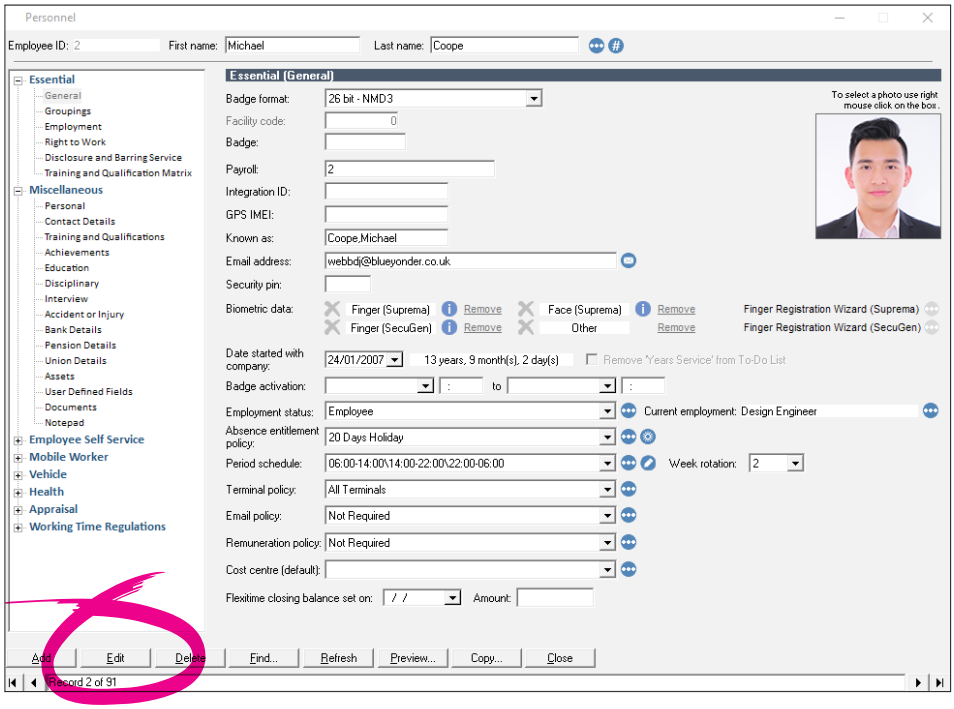


3. Click on Find and navigate to the employee. Double click them.



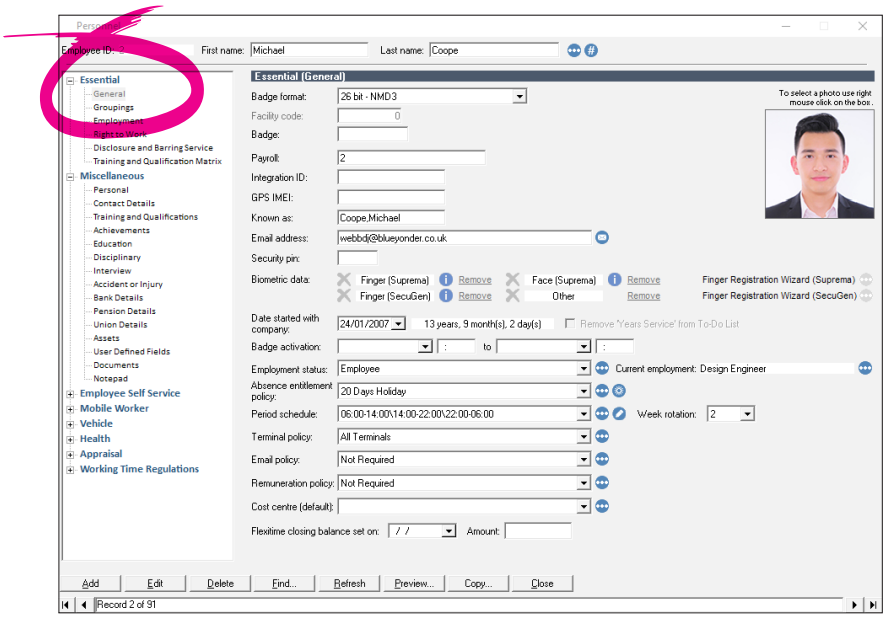


4. This will bring up the employees 'Personnel' record.

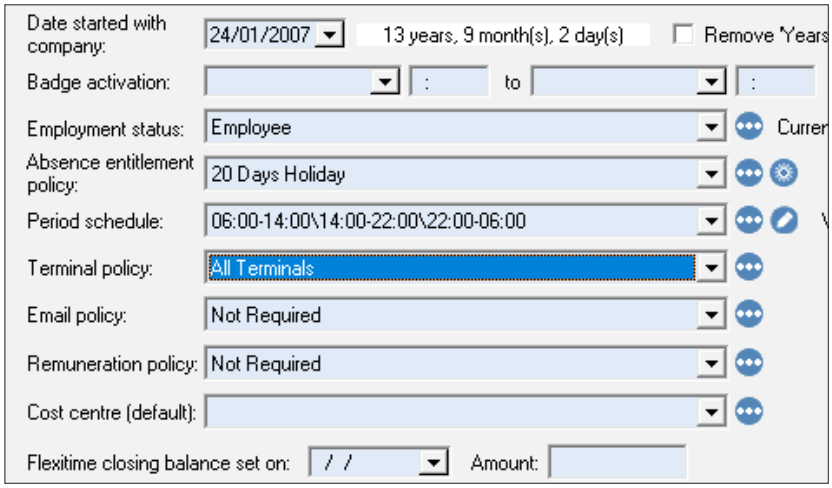


5. Click on Edit.

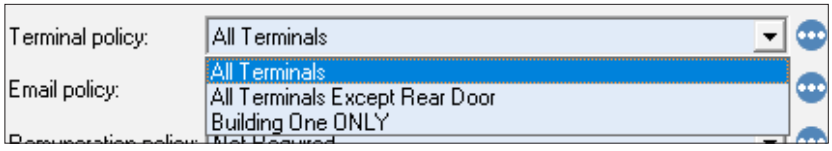
6. The employees record will turn blue to indicate the record is now in the editable format.



7. Select <General> on the left hand Quick Link menu, then on the <Terminal policy> field click on the drop down menu.



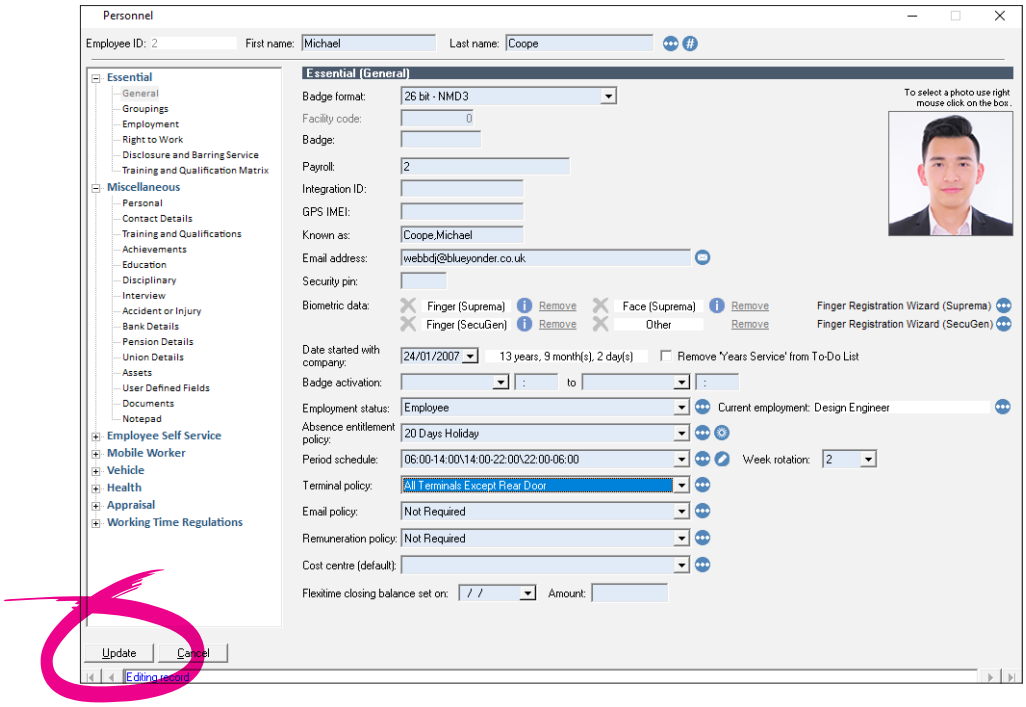
8. This will present you with a list of all terminal policies on your system. Select the policy you wish to assign.



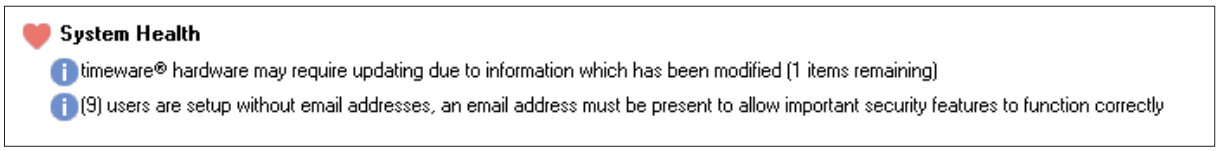
Note that these will be named differently on your system compared to this screenshot.

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9. Once you have selected the correct terminal policy, click on <Update>.



10. The employee will now be added to a list of employees to send to the various pieces of hardware i.e. doors with permission.



Note that the majority of the time, the message above will have completed and not appear. It usually takes a few seconds to process, but if it needs to process a large number of employees then it can take some time.

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Access alerts on the 'to-do list'

It is recommended that the access alerts appear on the <To-Do> list of the user responsible for company security. To configure this, contact timeware® support.

YouTube

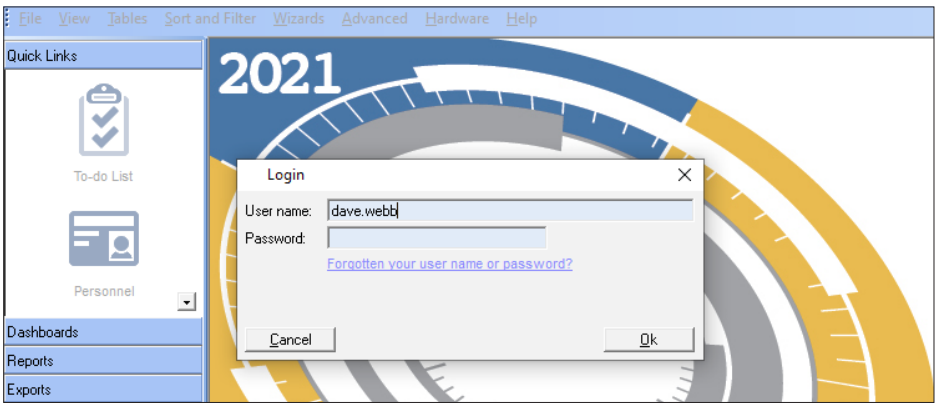
Link to Access alerts on the 'to-do list'

Access alerts come in two forms, door 'forced' and door 'ajar'.

Door 'forced' occurs when the reader/door receive no successful bookings and the door remains open i.e. forced entry.

Door 'ajar' is when the reader/door receive a successful booking but the door gets left open i.e. being blocked.

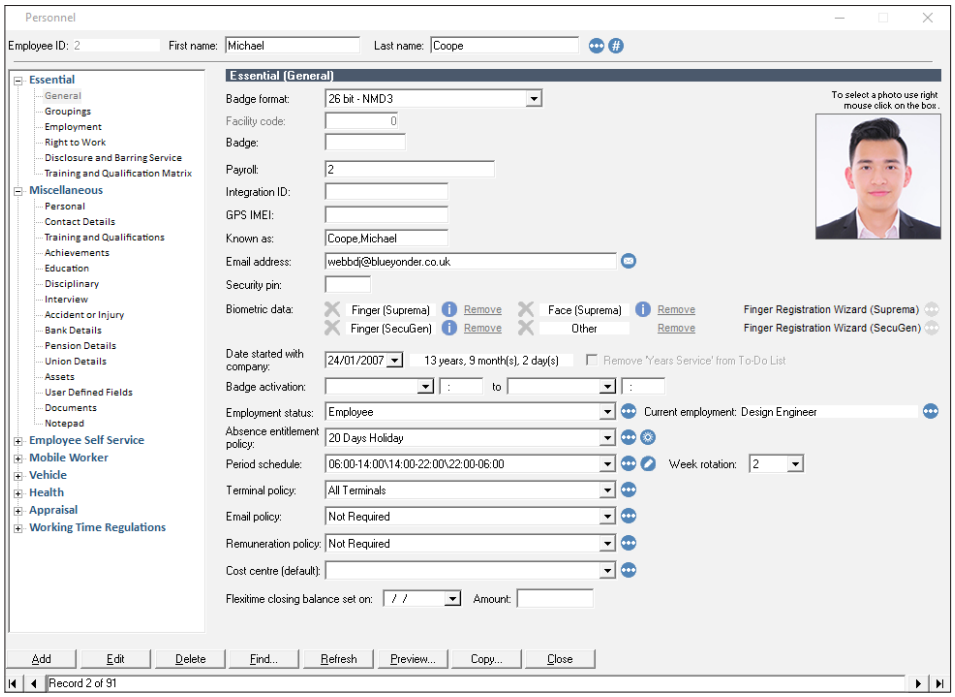
1. Log into the application by entering your User name and Password.



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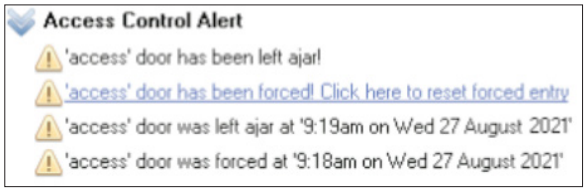
2. The first screen you come to is the 'To-Do' list.

There may be notifications telling you a door has been left ajar or has been forced.



3. a. If the door is ajar, you need to check the door itself. Once corrected, the ajar message will clear.

b. If the door is forced then we will not clear the message until told to do so. To clear, click on the 'Click here to reset forced entry'



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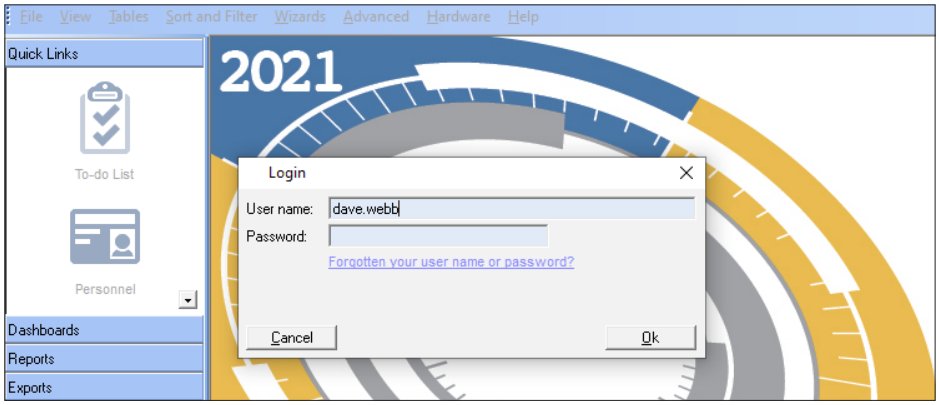
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Real time access activity

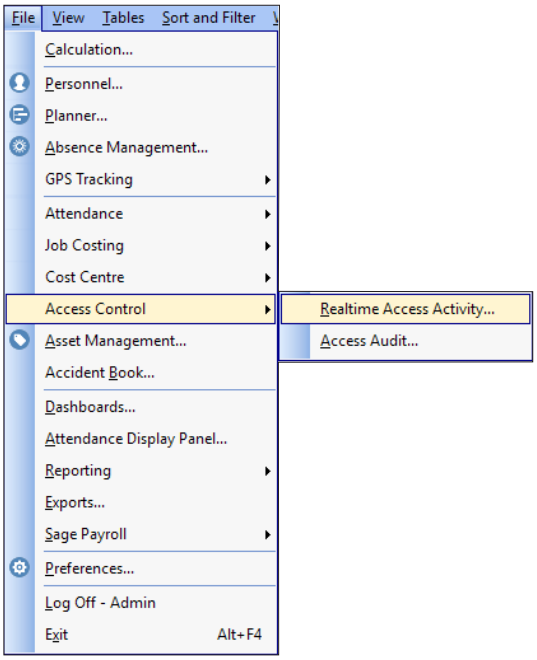
It is recommended that the Alert Centre runs on a PC in the security office. The application can be left minimised and only maximised when security staff are required to check the realtime access activity.

YouTube
Link to Real time access activity

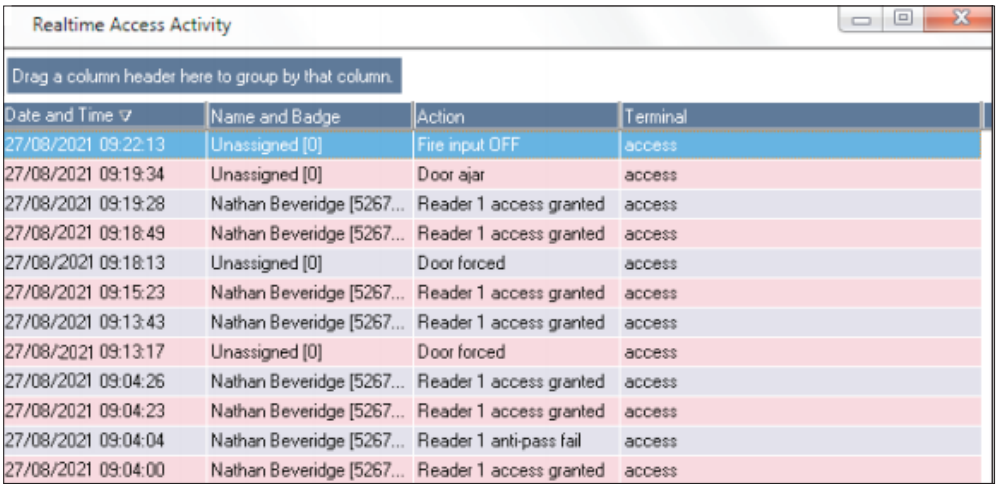
1. Log into the application by entering your User name and Password.



2. From the drop down menu select <File>, then <Access Control>, then <Realtime Access Activity>.



3. The Realtime Access Activity screen will then appear. Initially this screen will be blank. As people move from zone to zone, information is displayed in the access activity window. This gives you a live feed on access in your company.



Date and Time	Name and Badge	Action	Terminal
27/08/2021 09:22:13	Unassigned [0]	Fire input OFF	access
27/08/2021 09:19:34	Unassigned [0]	Door ajar	access
27/08/2021 09:19:28	Nathan Beveridge [5267...	Reader 1 access granted	access
27/08/2021 09:18:49	Nathan Beveridge [5267...	Reader 1 access granted	access
27/08/2021 09:18:13	Unassigned [0]	Door forced	access
27/08/2021 09:15:23	Nathan Beveridge [5267...	Reader 1 access granted	access
27/08/2021 09:13:43	Nathan Beveridge [5267...	Reader 1 access granted	access
27/08/2021 09:13:17	Unassigned [0]	Door forced	access
27/08/2021 09:04:26	Nathan Beveridge [5267...	Reader 1 access granted	access
27/08/2021 09:04:23	Nathan Beveridge [5267...	Reader 1 access granted	access
27/08/2021 09:04:04	Nathan Beveridge [5267...	Reader 1 anti-pass fail	access
27/08/2021 09:04:00	Nathan Beveridge [5267...	Reader 1 access granted	access

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