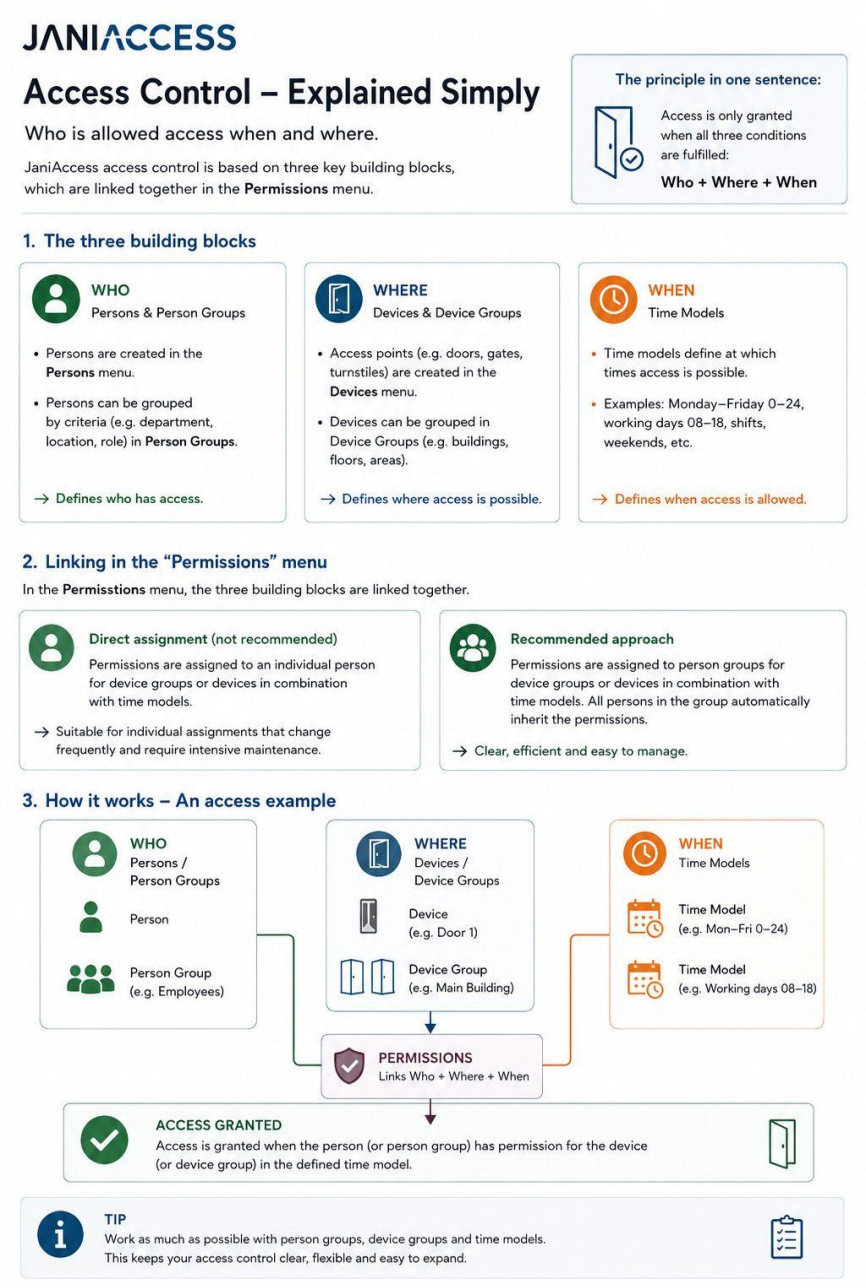
JaniAccess – Access Control Basics



JaniAccess access control is based on a simple principle:

> **Who is allowed to access which areas and when?**

Every access permission consists of these three components, which are linked together to determine whether access is granted.

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1. Who? – Persons and Person Groups

The **Persons** menu defines **who** is allowed to access the system.

Individual users are created and managed in the **Persons** menu. To simplify administration, persons can be organized into **Person Groups** based on common characteristics such as department, location, role, or employment type.

Examples of person groups:

- Production Employees
- Office Staff
- External Contractors
- Cleaning Staff

Using person groups significantly reduces the effort required to manage access permissions.

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2. Where? – Devices and Device Groups

The **Devices** menu defines **where** access is granted.

Each controlled access point (e.g. doors, gates or turnstiles) is configured as a device. Multiple devices can be combined into **Device Groups** to simplify permission management.

Examples of device groups:

- Main Building
- Production Area
- Administration
- Warehouse
- Outdoor Areas

Assigning permissions to device groups allows multiple access points to be managed with a single configuration.

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3. When? – Time Models

The **Time Models** menu defines **when** access is permitted.

A time model specifies the days and times during which access is allowed.

Examples:

- Monday – Friday: 00:00 – 24:00
- Monday – Friday: 08:00 – 17:00
- Weekends
- Night Shift
- Holiday Schedule

Time models can be combined with any person, person group, device, or device group.

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4. Assigning Permissions

The **Permissions** menu links the three building blocks **Who**, **Where**, and **When**.

Permissions can be assigned in two different ways.

Option 1: Assign Permissions to Individual Persons *(Not Recommended)*

Permissions can be assigned directly to a single person by linking a device or device group with a time model.

Example:

John Smith → Main Entrance → Monday–Friday 08:00–17:00

This approach is suitable only for exceptional cases. As the number of individually assigned permissions grows, administration becomes increasingly complex and difficult to maintain.

Option 2: Assign Permissions to Person Groups *(Recommended)*

The recommended approach is to assign permissions to **Person Groups**.

In this case, a person group is linked to a device or device group together with a time model.

Every person who belongs to that group automatically inherits the assigned permissions.

Example:

Person Group **Office Staff**
→ Device Group **Administration Building**
→ Time Model **Monday–Friday 08:00–17:00**

All members of the *Office Staff* group automatically receive these access rights.

This approach keeps the access control system structured, scalable, and easy to maintain.

Summary

Every access permission is created using the same principle:

Building Block	Menu	Purpose
Who	Persons / Person Groups	Who is allowed access?
Where	Devices / Device Groups	Which doors or areas can be accessed?
When	Time Models	During which times is access allowed?
Linking	Permissions	Combines *Who*, *Where*, and *When* into an access permission.

> **Best Practice:** Whenever possible, assign permissions to **Person Groups** instead of individual persons and use **Device Groups** together with **Time Models**. This approach keeps the access control configuration organized, scalable, and easy to manage, even in large installations.

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