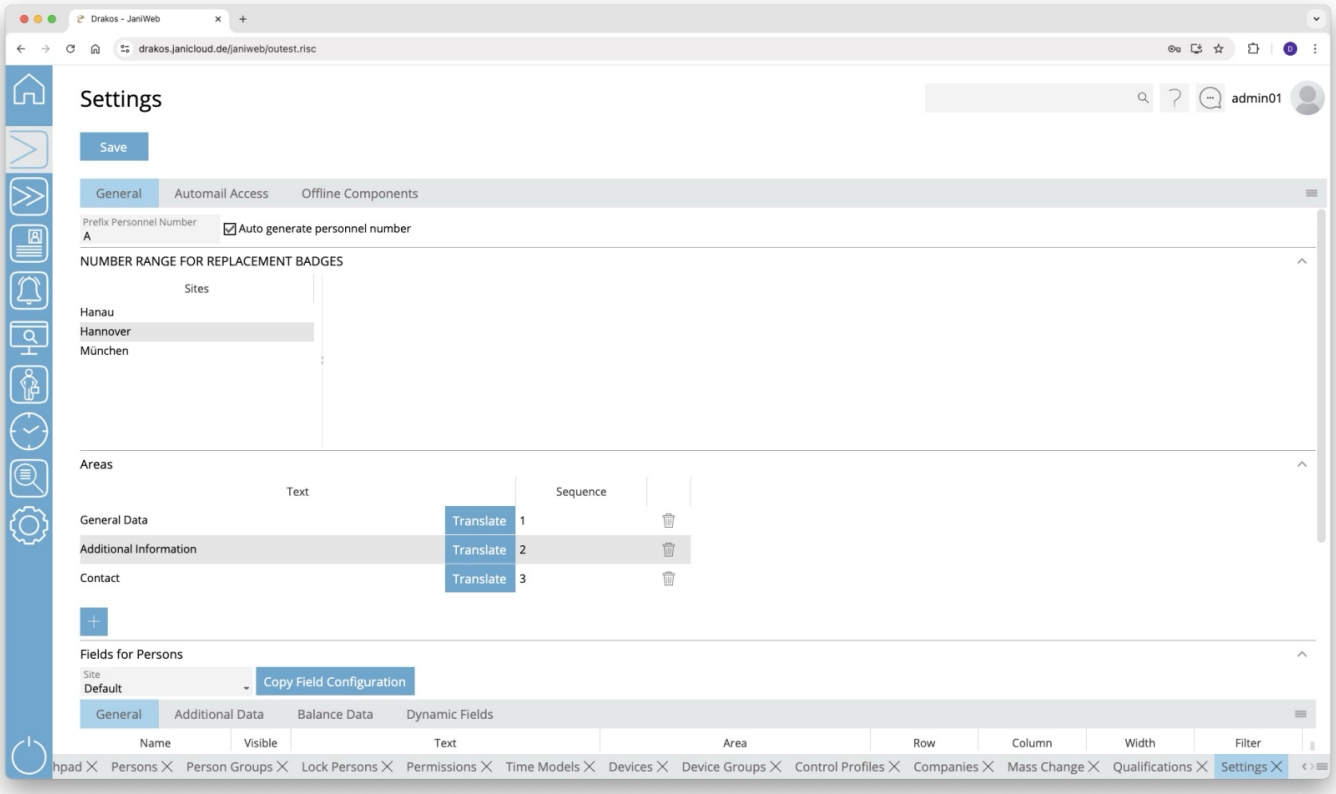
Settings

You can use the *Settings* menu option to make various settings (number ranges for replacement badges, fields for persons) for access management.



Button *Save*

Press *Save* to apply your changes.

Tab *General*

Here you determine whether personnel numbers should be created manually or automatically assigned by the system.

- *Prefix Personnel Number:* Enter a letter that is added as a prefix to the personnel number for automatically generated personnel master records.

- *Auto generate personnel number*: Select this option if you want the system to automatically assign personnel numbers when personnel master records are created.

Area *Number Range for Replacement Badges*

Here you define number ranges for issuing replacement badges. Create a separate definition for each site. You can either specify a range (*From badge number* / *To badge number*) for all replacement badges or create individual numbers under badges.

Area *Areas*

Here you determine which areas appear in the *Persons* menu item. When you select the visible fields for persons (*Fields for Persons*), you determine where the corresponding field is displayed by selecting one of the areas defined here.

To create a new area, perform the following steps:

1. Press the plus icon (*Add*) to add a new entry.
2. Press *Translate*.
3. Enter the area description for the respective languages.
4. Press *Save.*

Enter a number in the *Order* column to determine the order in which the areas are displayed.

> When creating a new area, you must first save it before you can assign a field to it.

Area *Fields for Persons*

This is where you manage the fields for the *Persons* menu item.

List field *Site*

You can define the visibility and positioning of the fields separately for each site. Select the site for which the settings in this area should apply.

The fields displayed to the user depend on the site assigned to the user. If no site is assigned to a user, the settings for the *Default* site are used. To assign sites to a user, use the Settings in the

main menu, menu item Users.

Tabs *General Data / Additional Data / Balances*

Specify which fields are visible (check box in the second column) and where they are positioned (*Row*, *Column*, *Width*).

To define the name for a field, press *Translate*. Enter the names for the respective languages and press *Save.*

In the *Filter* column, you can determine whether this field should be searchable in the list of persons.

Tab *Dynamic Fields*

Here you can define up to 20 dynamic fields. For each dynamic field, specify whether it should be a list field (drop-down), a date field, a checkbox or a free text field.

To define the name for a field, press *Translate*. Enter the names for the respective languages and press *Save.*

Button *Copy Field Configuration*

You can use this button to copy the field configuration from the currently selected site to another site. To do this, click the button and then select the site for which you want to copy the field configuration from the site drop-down menu. Confirm your selection with the *Ok* button.

Area *Disable Editing XML Fields*

Use the *Disabled* option to prevent users from changing field contents when printing badges, for example. When selected, the information from the master record is always used.

Area *Name Subsystem Grouping*

In this area, meaningful names can be assigned to the three-digit identifiers of the Subsystem Groupings. These names help users to assign persons to the correct Subsystem Grouping more easily and quickly. Use the + button to add new entries. Enter the three-digit identifier of the BDE group in the *Subsystem Grouping* column and enter the name using the *Translate* button in the *Name* column. Entries can be deleted using the *bin* button.

Tab *Automail Access*

Here you can define combinations of persons/person groups and devices/device groups that you want to be informed about by E-Mail as soon as they are assigned as permission by a user.

1. Press *Add* to create a new entry.
2. Select a person group or person.
3. Select a device group or device.
4. Enter the E-Mail address for the notification.
5. Press *Save*.

Tab *Offline Devices*

This is where you define all settings for offline sites and their components (Cardlink, Pegasys and OSS).

Tab *Offline Sites*

Create the offline sites required for your offline components here. To assign components to sites, use the menu item *Devices*.

List of offline sites

The list contains all the offline sites that have already been created. Select an entry to view details.

Button *New*

Press *New* to create a new offline site. Enter the required information and press *Save* to confirm. You can now assign offline components to the offline site using the menu item *Devices*.

Button *Delete*

Click *Delete* to delete the selected offline site. A confirmation dialog will appear.

Tab *General Data*

Enter the required information for the selected offline site.

Area *Cardlink*, Area *OSS*

Specify the data for the relevant offline type.

Area *Update Devices* (OSS and Cardlink components only)

Add devices that should serve as update devices for the OSS and Cardlink offline site. People can use these devices to load their current permissions for OSS and Cardlink components on their badges.

Area *Validation Devices* (Cardlink components only)

Add devices that should serve as validation devices for the Cardlink offline site. People can use these devices to load their current permissions for Cardlink components on their badges.

Area *Master Media* (Cardlink components only)

Master media are used to configure Cardlink components so that they read badges correctly.

Button *Download XML Files*

This button allows you to download the XML files required for configuring Cardlink components.

This is especially useful if the programmer cannot be connected via the network.

Tab *Cardlink Settings*

Use the numbered fields to define different validation periods for Cardlink components. Use one of the following formats:

- **Days:** P[number of days]D (example: P7D for seven days)
- **Hours:** PT[number of hours]H (example: PT1H for one hour)
- **Fixed time:** HH:MM:SS (example: 12:00:00 for daily at 12 o’clock)

> The validation duration 0 is set to *forever* and cannot be changed.

Other fields:

- *Default validation duration:* Define which validation duration should be used by default. Enter the number of the corresponding period (0–7).
- *Validation priority:* Enter the priority of the validation periods here (from highest to lowest priority, separated by commas).

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